

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**May 20, 2025**

**FROM**

**LYNNA MONELL, Clerk of the Board, Clerk of the Board of Supervisors**

**SUBJECT**

Amendment to Assessment Appeals Board Local Rules

**RECOMMENDATION(S)**

Adopt Amendment No. 9, effective May 20, 2025, to the Local Rules for the San Bernardino County Assessment Appeals Board, clarifying existing practices and procedures, and updating information related to the scheduling of appeals hearings.

(Presenter: Lynna Monell, Clerk of the Board, 387-3848)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

This item will not result in the use of additional Discretionary General Funding (Net County Cost). Any costs related to this amendment will be minimal and will be funded from the Clerk of the Board of Supervisors (COB) 2024-25 budget.

**BACKGROUND INFORMATION**

The Board of Supervisors is authorized to adopt Local Rules (Rules) to facilitate the filing, hearing and disposition of assessment appeals. The COB provides staff support to the San Bernardino County Assessment Appeals Board (Board) and acts as the liaison between the Assessor-Recorder-County Clerk's (Assessor) office and applicants/agents. The Rules do not claim or attempt to reiterate all state laws and regulations governing the property valuation process, rather, they provide information specific to the Assessment Appeals process within San Bernardino County. The Rules were first adopted on June 9, 2009 (Item No. 7) and are amended as necessary to accommodate changes in applicable regulations and business practices. There have been eight prior amendments approved by the Board of Supervisors, listed below.

<b>Amendment No.</b>	<b>Amendment Date</b>	<b>Item No.</b>
1	July 27, 2010	21
2	March 22, 2011	17
3	March 25, 2014	80
4	June 2, 2015	36
5	August 22, 2017	22
6	May 1, 2018	23

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7	March 2, 2021	14
8	April 25, 2023	24

The proposed Amendment No. 9 to the Board Rules includes the following:

- Adds language to allow COB to schedule remote hearings when no contested matters are on the agenda.
- Revises the Request for Postponement section to clarify that the COB has discretion to approve requests for good cause or submit to the Board for approval.
- Deletes obsolete language for remote hearing options for applicant/agents.
- Deletes obsolete language for findings of facts relating to remote hearings.
- Clean-up of non-substantive items.

All proposed changes will take effect on May 20, 2025, if Amendment No. 9 is adopted.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, 387-5455) on April 29, 2025; Finance (Penelope Chang, Administrative Analyst, 387-4886) on April 29, 2025; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-4845) on April 29, 2025.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 20, 2025



cc: File - Clerk of the Board w/attach  
CCM 05/23/2025