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**An ordinance of San Bernardino County, State of California,  
to repeal and add Chapter 40 of Division 2 of Title 1 of the  
San Bernardino County Code, relating to the establishment  
and responsibilities of the Office of Revenue Recovery.**

The Board of Supervisors of the County of San Bernardino, State of California,  
ordains as follows:

SECTION 1. Chapter 40 of Division 2 of Title 1 of the San Bernardino County Code is repealed.

SECTION 2. Chapter 40 is added to Division 2 of Title 1 of the San Bernardino County Code, to read as follows:

## CHAPTER 40: OFFICE OF REVENUE RECOVERY

## Sections

**12.4001 Office of Revenue Recovery Established.**

**12.4002 Director of Revenue Recovery.**

### **12.4003 Responsibilities of the Director of Revenue Recovery.**

**12.4004 Authority of the Director of Revenue Recovery.**

**12.4001 Office of Revenue Recovery Established.**

There is hereby created and established an Office of Revenue Recovery of San Bernardino County, as a subordinate Division of the constituent department denominated as the Office of the Auditor-Controller/Treasurer/Tax Collector (formerly the Office of Central Collections, Ord. 3662, passed – 1996), to provide credit and collection services for County departments, the Arrowhead Regional Medical Center and the San Bernardino County Superior Court. The Office of Revenue Recovery shall be referred to as the Revenue Recovery Division.

**12.4002 Director of Revenue Recovery.**

1           The Director of Revenue Recovery shall be the elected Auditor-  
2 Controller/Treasurer/Tax Collector, and shall be responsible and have authority for the  
3 Revenue Recovery Division.

4 **12.4003       Responsibilities of the Director of Revenue Recovery.**

5           The Director of Revenue Recovery shall be responsible for coordinating the  
6 administrative activities of, and for establishing and implementing administrative policy  
7 and procedures for, the Revenue Recovery Division. The Director of Revenue  
8 Recovery will be responsible to provide credit and collection services for County  
9 departments, the Arrowhead Regional Medical Center and the San Bernardino County  
10 Superior Court, as well as accounting and collections distributions of fines, forfeitures  
11 and penalties to other governmental entities for the Court-ordered portions collected.

12 **12.4004       Authority of the Director of Revenue Recovery.**

13           (a)   The Director of Revenue Recovery shall be the appointing authority over  
14 those employees within the Revenue Recovery Division whose appointment is not  
15 otherwise provided for by Charter or General Law. The Director of Revenue Recovery  
16 shall have the power to delegate in writing this appointing authority.

17           (b)   The Director of Revenue Recovery shall have the power of general  
18 administrative supervision and coordination over the operations within the Revenue  
19 Recovery Division. The Director of Revenue Recovery may direct such action as he or  
20 she deems appropriate to exercise any power or jurisdiction or to assume or discharge  
21 any responsibility vested in him or her by this Chapter.

22           (c)   Subject to the general direction of the County Chief Executive Officer, the  
23 Director of Revenue Recovery shall be responsible for the preparation and compilation  
24 of the annual budget of the Revenue Recovery Division and shall be responsible for its  
25 administration after adoption.

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SECTION 3. This ordinance shall take effect thirty (30) days from the date of adoption.

CURT HAGMAN, Chairman  
Board of Supervisors

SIGNED AND CERTIFIED THAT A COPY  
OF THIS DOCUMENT HAS BEEN DELIVERED  
TO THE CHAIRMAN OF THE BOARD

LYNNA MONELL, Clerk of the  
Board of Supervisors

1  
2 STATE OF CALIFORNIA )  
3 SAN BERNARDINO COUNTY ) ss.

4 I, LYNNA MONELL, Clerk of the Board of Supervisors of San Bernardino County,  
5 State of California, hereby certify that at a regular meeting of the Board of Supervisors  
6 of said County and State, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at which  
meeting were present Supervisors: \_\_\_\_\_

7  
8 and the Clerk, the foregoing ordinance was passed and adopted by the following vote,  
to wit:

9 AYES: SUPERVISORS:

10 NOES: SUPERVISORS:

11 ABSENT: SUPERVISORS:

12  
13 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official  
14 seal of the Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

15 LYNNA MONELL, Clerk of the  
16 Board of Supervisors of  
17 San Bernardino County,  
State of California

18  
19 \_\_\_\_\_  
Deputy

20  
21 Approved as to Form:

22 STEVEN O'NEILL  
23 Interim County Counsel

24  
25 By: \_\_\_\_\_

26 JOLENA E. GRIDER  
Deputy County Counsel

27  
28 Date: \_\_\_\_\_