



San Bernardino County

Legislation Text

File #: 7101, Agenda Item #: 109

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

November 15, 2022

FROM

CURT HAGMAN, Chairman and Fourth District Supervisor, Board of Supervisors

SUBJECT

Appointment Process for Vacancy of the Office of Assessor/Recorder for the Term Beginning January 2, 2023

RECOMMENDATION(S)

Provide direction on the appointment process to fill the vacancy for the Assessor/Recorder term beginning at Noon on January 2, 2023, through 11:59 a.m. on January 6, 2025.

(Presenter: Curt Hagman, Chairman and Fourth District Supervisor, 387-4866)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost).

BACKGROUND INFORMATION

San Bernardino County's elected Assessor/Recorder, Bob Dutton, passed away on July 23, 2022. Assessor/Recorder Dutton was elected to a new term as Assessor/Recorder on June 7, 2022. These events caused a vacancy in the current term for Assessor/Recorder, which ends at 11:59 a.m. on January 2, 2023, and in the next term for Assessor/Recorder, which begins at Noon on January 2, 2023.

On August 9, 2022 (Item No. 64), the Board of Supervisors (Board) provided direction to fill both vacancies in the office of the Assessor/Recorder through an appointment process. The Clerk of the Board of Supervisors (Clerk) posted a notice of vacancy on August 10, 2022, for the current term. On September 13, 2022 (Item No. 76), the Board conducted interviews and appointed Christopher Wilhite to the office of Assessor/Recorder for the term ending January 2, 2023, at 11:59 a.m. Mr. Wilhite was also appointed as the County Clerk through 11:59 a.m. on January 2, 2023.

The term of office for the second vacancy is from January 2, 2023, at Noon, through 11:59 a.m. on January 6, 2025. In accordance with San Bernardino County Charter, Section 306, and County Code Section 12.0104, the Board must provide direction on the process and procedure for filling the vacancy for the next term. It is recommended the Board provide direction on the following:

1. Set a date for making the appointment to fill the vacancy in Mr. Dutton's second term by no later than March 3, 2023.

2. Direct the Clerk to prepare an application form. The form must set forth any requirements for holding the Assessor/Recorder's office and specify whether the applicant must provide additional information or answer a questionnaire.
3. Set a date and time when the applications must be submitted to the Clerk.
4. Direct the Clerk to prepare and post a notice of vacancy.

At the meeting where the Board makes the appointment for the next term, the Board must call a special election to be held on November 5, 2024, to fill the remainder of the four-year term. The special election will be a single-winner election with the candidate receiving the highest number of votes being elected.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on October 31, 2022; County Administrative Office (Pamela Williams, Chief of Administration, 387-4811) on October 31, 2022; Finance (Stephanie Maldonado, Administrative Analyst, 387-4202) on October 31, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on November 1, 2022.