

**CITY OF SAN BERNARDINO
HEARING OFFICER
PUBLIC HEARING**

The City of San Bernardino Hearing Officer welcomes public involvement in local government and invites your attendance at public hearings. Animal Control hearings begin at 1:00 p.m. Code Enforcement and Fire Department hearings begin at 2:00 p.m. every other Thursday when City Hall is open.

The City of San Bernardino Code Enforcement Department prepares and issues agendas and staff reports for each regular hearing. Copies of the agenda are available for review at each hearing. Additional information on an agenda item may be obtained by calling (909) 384-5205.

At the start of each hearing, the Hearing Officer will explain the proceedings.

**PROCEDURES FOR ADDRESSING THE
CITY OF SAN BERNARDINO HEARING OFFICER**

To assure the orderly conduct of business, the Hearing Officer requests that you follow these rules of procedure:

1. If you wish to speak on an agenda item, fill out the "Request to Speak" form attached to this sheet prior to commencement of the hearing. Please give completed forms to the Hearing Officer's Secretary.
2. The Hearing Officer will call upon you when it is your turn to speak. Please state your name and address first. All hearings are tape recorded for the record, so please speak into the microphone.
3. Please keep to the matter at hand, and make your comments as brief as possible, to avoid repetitious testimony.
4. Written comments will be accepted by the Hearing Officer and made part of the record. Please give statement to the Hearing Officer's Secretary.

*****PLEASE TURN OFF CELLULAR PHONES AND PAGERS*****

City of San Bernardino Code Enforcement Hearing Procedures

Before Your Hearing

- The Hearing Officer has already read a summary of the City staff's code enforcement efforts on your property, in addition to the information sent to you in the notice of this hearing. (Exhibit 2 that came with your to notice to appear today is the staff's recommended hearing order).
- There will be a brief greeting from the Hearing Officer, followed by the swearing in of all those who will speak at a hearing, including City staff.

During Your Hearing

- The hearing will be recorded.
- There will be several other people in the Hearing room with you – the Hearing Officer, a Deputy City Attorney, the Code Enforcement Officer and other supporting staff.
- The Hearing Officer will state the address of the property and will ask you to state and spell your name.
- A brief background report on the property will be given, including a summary of the violations that are alleged to either exist now or to have existed prior to your hearing.
- You will have an opportunity to respond to the information presented today. Out of consideration for others who also have hearings scheduled, please limit your remarks to *five minutes*.
- After carefully weighing all the information presented, the Hearing Officer will make an order as to what is to happen in this matter.

After Your Hearing

- The order that the Hearing Officer makes will be dated and mailed to you approximately two weeks from today. Days or times stated in the order will be counted from the date of the order, not today's date.
- Any costs involved should be paid *after* you receive your hearing order. Payments can be made at the Code Enforcement Department at 201-B North 'E' Street, Suite 201, San Bernardino, 92401.
- Should you be required to submit plans or obtain permits, you can do so at the Development Services Department, on the 3rd floor of City Hall.
- The appeal process will be included in the order.

~ Thank you for taking the time to attend today's hearing ~

**CITY OF SAN BERNARDINO
HEARING OFFICER
REQUEST TO SPEAK**

ITEM No. _____ CASE No. _____ DATE _____

SUBJECT ADDRESS: _____

Mr.

Ms.

Mrs. _____

PLEASE PRINT

(MAILING ADDRESS) (CITY) (STATE) (ZIP)

HOME PHONE: _____ WORK PHONE: _____

PLEASE INDICATE YOUR RELATIONSHIP TO THE PROPERTY:

OWNER: _____

TENANT: _____

NEIGHBOR: _____

LANDLORD: _____

OTHER: _____ (PLEASE EXPLAIN) _____

PLEASE GIVE THIS FORM TO CITY STAFF WHEN COMPLETE.

PLEASE BE SEATED UNTIL YOUR ITEM IS CALLED.

****THANK YOU FOR YOUR COOPERATION****