

KATRINA BARTOLOMIE
ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES



COUNTY OF MENDOCINO

COUNTY CLERK-RECORDER

501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482

E-MAIL: acr@mendocinocounty.gov

TONYA MOUNTS
ASSITANT ASSESSOR
(707) 234-6800

AMANDA WOLTER
ASSISTANT REGISTRAR OF VOTERS
ASSISTANT CLERK RECORDER
(707) 234-6827

County Clerk: (707) 234-6822
Recorder: (707) 234-6823
CLERK-RECORDER FAX: (707) 463-4257

60 Day Response

Recommendation:

To safeguard the county against poor performance by elections-related vendors, the Elections Office should, as soon as possible, secure a contract agreement with its ballot printing vendor that specified the compensation the vendor will receive and how the county will address poor contract performance.

Response:

The Assessor, Clerk-Recorder's office has secured and executed a contract with Secretary of State approved print vendor Mailing Systems Inc (MSI). The contract is available for the public on the County contracting website Cobblestone.

Recommendation:

A.) To provide assurance that it has placed all voters in the correct precinct, the Elections office should review all voter precinct assignments and verify that they are correct before the next election. The Elections Office should prioritize reviewing the placement of voters who live in areas of the county that may be at higher risk of misplacement, such as areas where voting districts boundaries have changed recently. When it completes this review the Elections Office should report the results to the board and identify the potential impact of any previous elections.

B.) To ensure that it assigns voters to the correct precincts when voting district boundaries change, the Election Office should, by June 2026, create procedures for responding to district boundary changes. These procedures should include using automated assistance from GIS or similar automated approaches to making assignments. They should also identify the steps that Elections Office staff will take to review a sample of assignments from high-risk areas to determine whether voters' placements are correct.

Response:

A.) The Elections office is continuing to check voter placement. With the Congressional District (CD) redistricting, our office was able to utilize a redistricting consultant to help with voter placements and moving effected voters from CD 2 into the new CD 1. We continue this process verifying those areas that were involved in the 2021 Statewide Redistricting. We concentrated and completed our review with the precincts that are involved in the June 2, 2026 Primary Election. We anticipate the countywide review will be completed by August 2026.

B.) The Election office has prepared a DRAFT guide on redistricting that we continue to review as the office collaborates with the County's GIS Administrator, the County's Election Management vendor and the California Association of Clerks and Election Officials Parcel Split Guide. This will be completed by June 2026

Assessor Division

Recommendation:

To ensure that the county does not lose property tax revenue because of delayed assessments, the Assessor's Office should, by March 2026, develop tools such as aging reports showing the length of time since qualifying events, to assist in the management of its assessment workloads. These tools should, at a minimum, allow staff and managers to identify which properties are at the highest risk for lost property tax revenue if the county does not assess them in a timely fashion.

Response:

The Assessor's office has worked with the County of Mendocino's Information Technology department and has successfully created an aged report for building permits. The building permits are entered in Aumentum as of the issuance date of the permit. In some cases, the permit exists however, the project has not begun. For these instances, the Assessor's office checks on the project on an annual basis until the permit either expires or is re-instated, if there is a percentage of completed new construction, as of the lien date, January 1, the Assessor's office will enroll the value for the partially completed new construction and will be included on the annual secured tax roll. The permit will remain open in Aumentum until the new construction is completed and a new Proposition base year will be set for the portion of completed new construction, at which time the permit will be completed and the workflow advanced.

The aged report for transfers continues to be a work in progress. Our IT department has met with Aumentum several times and is currently awaiting assistance from Aumentum's engineering staff. The current issue involves the workflow to PIN relationship in the case of multi-PIN transfers by the number of legal parties' times the document. As an example involving a multi-PIN transfer of 11 PIN's, with multiple owners, the report should indicate 11 transfers, however, it is listing 111 transfers, which is not correct. We do have the change of ownership date which was not available in our last report, which is an enormous benefit and we are able to identify older events, however, many of these events are not valid transfers as they are conversion issues needed to be researched and addressed in Aumentum.

Recommendation:

To ensure it's staff's ability to appropriately and efficiently resolve issues with its property tax system, the Assessor's Office should, by June 2026, document clear policies and procedures pertaining to property tax assessments and the management of property tax-related information in its system.

Response:

The Assessor's office has begun collecting procedures on a share drive and various staff have begun documenting processes complete with procedures for each task they perform. This is an incredibly laborious feat, but one we are slowly accomplishing. We have informally begun researching policies and are still in preliminary stages.