

KATRINA BARTOLOMIE
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COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS
COMMISSIONER OF
CIVIL MARRIAGES

COUNTY OF MENDOCINO

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County of Mendocino
Assessor, Clerk-Recorder – Recruitment Request
BOS Meeting 3.10.26

To: Board of Supervisors
From: Katrina Bartolomie, Assessor, Clerk-Recorder, Registrar of Voters

The total adopted budget for the Elections division is \$698,205. Salaries and Benefits make up \$366,179 of the total budget which includes the 6% attrition savings of \$23,602. The Clerk-Recorders division adopted budget is \$104,888.98. Salaries and Benefits budget was adopted at \$159,393, with the included 6% attrition savings of \$20,418. The Assessor's division adopted budget is \$3,056,998. Salaries and Benefits budget was adopted at \$2,922,521, with the included 6% attrition savings of \$64,433.

The Clerk-Recorder's Office is requesting to hire one Assessor Clerk-Recorder Technician I due to a recent vacancy, the Elections division is requesting to hire 6-8 extra help staff to assist during Elections Cycles, and the Assessor's division is requesting to hire a Real Property Appraiser due to an upcoming vacancy.

The Assessor Clerk-Recorder's office presented to the Board of Supervisors on October 7, 2025, regarding a request to fill the vacant ACRE Tech I. At that time the division was looking at a \$33,492 additional saving due to the time that the position had been left vacant. Our office was able to fill the position on January 18, 2026, but it has subsequently been vacated. We expect a budget impact of approximately \$24,203 through the end of Fiscal Year 25-26 if filled in April 2026. The FY26-27 budgetary impact is estimated at \$86,933.

The Elections division hires between 6-8 extra help staff members to assist during Elections Cycles. These extra help staff work for approximately two months during an election cycle and approximately four months during an even number year where we have a Primary and General Election. These positions are essential in allowing our department to certify an election, within the State-sanctioned deadline.

The salaries of the extra help staff are budgeted for in the FY 25-26 budget, in the amount of \$40,000.

The Assessor's division has an upcoming vacancy in another Real Property Appraiser position. This position is assigned to Williamson Act, large acreage, commercial and tree and vine. If the position can be filled soon, there will be little impact on the current budget. The FY 26-27 budgetary impact is estimated at \$111,633.