



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 9/16/2025

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**To:** Board of Supervisors

**Department or Agency Name(s):** Registrar of Voters

**Staff Name and Phone Number:** Kim Barrett (707) 565-3471

**Vote Requirement:** Majority

**Supervisory District(s):** County Wide

**Title:**

Delegate authority to the County Executive Officer or their designee, and the Registrar of Voters, to enter into contracts with the California Secretary of State.

**Recommended Action:**

Adopt a resolution delegating authority to the County Executive Officer or their designee, and the Registrar of Voters, to enter into contracts with the California Secretary of State.

**Executive Summary:**

The County Executive Officer or their designee, and the Registrar of Voters, are requesting delegated authority to enter into contracts with the California Secretary of State, with County Counsel approval, to receive funding for elections. The purpose of this delegation is to allow either the County Executive Officer (and their designee) and/or the Registrar of Voters to enter into contracts, as appropriate. Such delegated authority is necessary due to mandated, compressed timelines around elections and includes all matters related to contracts, grant application and implementation including extensions, modifications, or amendments thereof.

**Discussion:**

As part of the transition of the Registrar of Voters from the Assessor, Clerk, Recorder to the County Executive Office (CEO) and Board of Supervisors, the CEO and Registrar of Voters seek authority to enter into contracts with the California Secretary of State for state and federal grant funding for election related activities. Federal funds are distributed through the State of California via state contracts. The Board previously delegated authority to the Clerk-Recorder-Assessor-Registrar of Voters to enter into contracts with the California Secretary of State on July 9, 2024. Due to strict contracting requirements of the state and the recent separation of the Registrar of Voters from the Clerk-Recorder-Assessor, the CEO and Registrar of Voters request the Board to renew the delegation of authority under the new organizational structure to the CEO or their designee and the Registrar of Voters to enter into contracts, with the approval of County Counsel, with the State of California and/or the California Secretary of State.

**Strategic Plan:**

N/A

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

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**Prior Board Actions:**

Approved Resolution 24-0284 dated July 8, 2024 authorizing delegated authority to the Clerk-Recorder-Assessor-Registrar of Voters to enter into any future contracts with the Secretary of State for Elections.

Approved Resolution 22-0116 dated April 5, 2022 authorizing delegated authority to the Registrar of Voters to enter into any future contracts with the Secretary of State and agreements to secure locations for Vote Center, Ballot Drop Boxes, and other locations necessary for election purposes.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

N/A

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Resolution

**Related Items "On File" with the Clerk of the Board:**

N/A