

County and Non-County Sponsored Events Participation

☐ County Sponsored Event ☒ Non-County Sponsored Event

Department: Clerk-Recorder-Elections Department

EVENT/ACTIVITY: CACEO Annual Conference (We are the hosting county)

Sponsor/Organizer: California Association of Clerks and Election Officials

Description: _____

See attached

Date(s): July 9, 2025

Duration: 8:00-5:00

Location: San Ramon Marriott

County Resources Requested:

of Employees 33

Estimated Cost: \$ _____

County/Rental Equipment Used Bus Rental
(Including vehicles)

Estimated Cost: \$ ~~3390.00~~ 1542.42

Additional Expenditures:
(Attach itemized list)

Estimated Conference Attendance Cost: \$ \$2805.00

Total Estimated Cost: \$ 4,347.42

Funding Source(s)/Reasons: CTCL Grant Funds

I certify this to be an event/activity that benefits the County and all estimated costs to be paid by County funds, regardless of funding source, are within my departments budget.

Kristi B. Connolly
(Department Head or Designee)

6/3/2025
(Date)

APPROVAL FOR NON-COUNTY EVENTS

LESS THAN \$2,500

County Administrator

- ☐ Approved
☐ Not Approved

County Administrator _____

Date _____

ABOVE \$2,500

Board of Supervisors

- ☐ Approved
☐ Not Approved

Authorized Signature _____ Date _____

Administration
925-335-7899
925-335-7893 fax

Clerk-Recorder
925.335.7900
925.335.7923 fax

Elections
925.335.7800
925.335.7836 fax

Outreach
925.335.7805
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Contra Costa County Clerk-Recorder-Elections Department

555 Escobar Street
Martinez, CA 94553



Kristin B. Connelly
County Clerk-Recorder
and Registrar of Voters

Kwame P. Reed
Deputy County
Clerk-Recorder

Elizabeth Gutierrez
Assistant County
Clerk-Recorder

Helen Nolan
Assistant Registrar

www.ContraCostaVote.gov

June 2, 2025

Description of the Non-County Sponsored Event on July 9, 2025

Contra Costa County is one of the 58 members of this statewide association of California County Clerks and Election Officials. We request approval to rent a bus for a professional development experience for 33 staff people to attend one day of the annual conference Contra Costa is hosting to hear the opening remarks from Chair Andersen, the keynote speaker, and to attend both the Association's Luncheon and the general session featuring a moderated discussion with both California Secretary of State Shirley Weber and Attorney General Rob Bonta. Traveling together will allow the 4 supervisors on the bus to familiarize staff with what to expect at the conference and answer questions. Similarly, by riding together back to the office, the supervisors will be able to debrief the shared experience to maximize professional development and team building. Riding a bus together is the most efficient use of time because it allows staff to travel in the carpool lane during rush hour and will facilitate on-time arrival and departure. Riding together also ensures that our staff will have minimal impact on local traffic and VMT while experiencing this unique and important professional development opportunity.

A handwritten signature in blue ink that reads "Kristin B. Connelly".

Kristin B. Connelly
County Clerk-Recorder and Registrar of Voters