



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Submitted on:**  
**(COB Stamp)**

**Department Name:** Clerk-Recorder-Assessor  
**Department No.:** 062  
**Agenda Date:** August 19, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Joseph E. Holland, Clerk-Recorder-Assessor and Registrar of Voters *Joseph E. Holland*  
Contact: Christina Valenzuela, County Elections Division Manager  
**SUBJECT:** Agreement with Runbeck Election Services, LLC for Fiscal Year 2025-2026

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute a Services Agreement with Runbeck Election Services, LLC., an Arizona limited liability company, for software licensing, equipment maintenance and support services for the Agilis Ballot Sorting Equipment for the term ending June 30, 2026, and in the amount of \$34,641.93 (Attachment A); and
- b) Authorize the Clerk-Recorder-Assessor and Registrar of Voters or designee to exercise contingency, if needed, for additional repair and maintenance costs up to \$10,358.07, 23% of the base contract amount, for a total not to exceed contract amount of \$45,000.00; and
- c) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above actions are not a project subject to CEQA review because the actions consist of organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

The Elections Division is presenting an agreement with Runbeck Election Services, LLC to the Board for approval. The agreement is for ongoing software licensing, equipment maintenance and support services from Runbeck.

**Discussion:**

Runbeck Election Services provides printing services for all official ballots and handles mailing services of vote-by-mail ballots, through a separate contract with the County. Runbeck also provides software licensing, equipment maintenance and support services for the Agilis Ballot Sorting Equipment, which the County purchased in 2014. The department currently utilizes Runbeck's services and has done so dating back to FY 2014-15. The County previously contracted with Runbeck Election Services, Inc., but Runbeck now operates as a limited liability company (LLC).

Due to the change in contracting party to Runbeck Election Services, LLC, the department is bringing the contract to the Board for approval.

**Performance Measure:**

N/A

**Contract Renewals:**

The department has used Runbeck's services since FY 2014-15.

**Fiscal and Facilities Impacts:**

There will be no new budgetary impacts stemming from the approval of the attached contract, as the total estimated expenditures are already included in the FY 2025-26 budget. The increased not-to-exceed amount accounts for potential repair costs pertaining to any special elections that may occur this fiscal year.

**Fiscal Analysis:**

Funding Source	FY 2025-2026	Total
Service Agreement (Agilis)		
General Fund	\$45,000.00	\$45,000.00
Total	\$45,000.00	\$45,000.00

**Staffing Impacts:**

N/A

**Special Instructions:**

Please forward a copy of the minute order and fully executed contract to Vanessa Graeff, Fiscal Manager in the Clerk-Recorder-Assessor.

**Attachment:**

**Attachment A** –Runbeck Election Services LLC - Services Agreement, 2025-2026

**Contact Information:**

Christina Valenzuela  
Division Manager  
cvalenzuela@countyofsb.org