



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: July 15, 2025
Placement: Administrative Agenda
Estimated Time: Five (5) Minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors *Joseph E. Holland*
FROM: Joseph E. Holland, Clerk-Recorder-Assessor and Registrar of Voters
Contact: Christina Valenzuela, County Elections Division Manager
SUBJECT: Runbeck Election Services, LLC Contract

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 Ballot Print and Mail Services Agreement with Runbeck Election Services, LLC, an Arizona limited liability company, to provide ballot printing and mailing services and products, for a term ending June 30, 2026, and an amount not to exceed \$680,000.00 (Attachment A); and
- b) 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 ballot printing and mailing.

Discussion:

Runbeck Election Services provides printing services for all official ballots and handles mailing services of vote-by-mail ballots. 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).

Background:

The Clerk-Recorder-Assessor traditionally has the renewal of the Print and Mail contract approved by the Board via the County Executive Office's ongoing contract process. However, 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. A small percentage of the General Fund costs for ballot printing and mailing may be recovered via the June 2026 Gubernational Primary Election billing.

Fiscal Analysis:

Funding Source	FY 2025-2026	Total
Ballot Printing and Mailing		
General Fund	\$680,000.00	\$680,000.00
Total	\$680,000.00	\$680,000.00

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 – Ballot Print and Mail Services Agreement, 2025-2026

Contact Information:

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Division Manager
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