



# Administrative Report

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N.1., File # 25-0356

Meeting Date: 3/18/2025

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**To:** MAYOR AND CITY COUNCIL  
**From:** ELEANOR MANZANO, CITY CLERK

## **TITLE**

DECLARING THE RESULTS OF THE MARCH 4, 2025 GENERAL MUNICIPAL ELECTION

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2503-018, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON TUESDAY, MARCH 4, 2025, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

## **EXECUTIVE SUMMARY**

On March 4, 2025, the City Clerk's Office conducted an All-Mail Ballot Election for the City of Redondo Beach General Municipal Election for the Elected Offices of Mayor; City Attorney; Member of the City Council - District 1; Member of the City Council - District 2; Member of the City Council - District 4; and three seats on the Redondo Beach Unified School District Board of Education.

Several measures were also on the ballot including; **Measure CCD**, amending Sections 11 (a)-(f) of Article XI, 12.3 of Article XII, and 20.1 of Article XX regarding the City Clerk's Powers and Duties; **Measure CCQ**, amending the final paragraph of Section 11 regarding qualifications of the City Clerk; **Measure CTD**, amending Section 11.1 regarding the City Treasurer's duties; **Measure CTQ**, adding Section 11.1.01 regarding qualifications of the City Treasurer; **Measure CAP**, amending Sections 9.15, 17.9, 19, and 19.5 regarding how legal notices are published; and **Measure CAR**, amending Sections 6.5, 10.2, and adding 8.6 regarding residency.

A total of 11,244 ballots were cast in the City (22.72%).

Upon completion of canvass and subsequent manual tally, as required by law, this detailed report has been completed and the Resolution is attached.

## **BACKGROUND**

On March 7, 2023, the voters of the City of Redondo Beach adopted Measure CA5, an amendment to the City Charter of the City of Redondo Beach, replacing runoff elections for the elective offices of the City with ranked choice voting, also known as instant runoff voting. Council adopted an ordinance for the ranked choice voting method on September 17, 2024. The City Clerk implemented a Voter Outreach Plan. For this election, ranked choice voting was used to elect the Mayor, City Councilmembers from Districts 1, 2 and 4, and City Attorney. Ranked Choice Voting was not used in

the election for the Board of Education.

Under the provisions of the City Charter and the California Elections Code, the City Council adopted Resolutions No. CC-2410-090 and CC-2410-091, which called and gave notice of a General Municipal Election to be conducted by All-Mail Ballot in the City of Redondo Beach on March 4, 2025.

Commencing with the 2019 General Municipal Election, the City Clerk's Office, with the Council's concurrence, contracted independently and individually, with State-certified vendors to provide ballot design and tabulation, print-and-mail services as well as a consultant services to assist the City Clerk's office in fully conducting our election independent of County services. The County continues to provide, however, limited yet essential services including precinct consolidations, the list/data of registered voters, and some signature verification. We also continue to contract with the County for use of five County-owned ballot drop boxes throughout the City. A ballot drop box was also available to voters in the City Clerk's Office beginning February 3, 2025 through close of polls on Election Day.

#### Standalone Election Services Enhancements

The City entered into a subscription agreement with the City Clerk/Elections Official's Office of the City of Whittier (a former IT election services consultant) for the license of "General Election Management" (GEM) software for the implementation of technology for voter management. This cost-effective and time-saving software utilized the County-provided voter registration data to prepare mailing data for issuance of ballots and returned ballot tracking, voter signature validation lookup and tracking, and reporting functions. With these significant enhancements, signature verification of ballot return envelopes were completed quickly and efficiently.

Hart Intercivic services include ballot design and on-site support for electronic ballot scanning and vote tallying. In a cost savings measure, the City purchased Hart Intercivic Verity Central software, by license, with Workstation equipment and support services to negate on-going leasing costs.

This independent election (standalone) dynamic is somewhat unprecedented, requiring much coordination by the City Clerk's Office to implement and complete. The City Clerk's office implemented measures to assure a transparent elections process from beginning to end.

#### Pre-Tabulation Processing of Returned Ballots

Ballots and voter information guides (known more commonly as sample ballots) were mailed to every active registered voter in the City.

Beginning February 3rd, each returned ballot return envelope, upon retrieval from the USPS business-reply section, collected at the ballot drop boxes, and dropped at the City Clerk's office received by voters required individual handling including time-stamping, organizing by precinct, scanning for signature verification in preparation for tabulation. This was a labor-intensive process involving numerous deputized staff.

Publicly accessible venues (City Clerk's Office and City Manager's reception area) were prepared with the assistance of IT and Public Works to process sealed ballot return envelopes.

As with all elections, there were ballot envelopes that were not qualified (snags) for counting in this election for various reasons including missing signatures, or signatures that did not match with County Registrar of Voters records. Opportunities to “cure” these ballots were provided to these voters.

#### Security and Transparency

Safeguarding ballots and a transparent election process is a tenet of the City Clerk’s Office and the City Clerk, specifically, as the City’s elections official and are guided by law. Additional measures were taken to implement the safekeeping and transparency of ballot processing, including a segregated vault in the City Clerk’s office solely for the purpose of housing Election ballots, materials and equipment. A camera system was activated throughout the ballot processing area in the City Clerk’s office and vault. A requirement for two Clerk’s Office staff to be present at all times when handling ballots continues. All processing was done in public view.

#### Election Night and Post-Election Processing

The City Clerk’s office made a concerted effort to count every qualified ballot qualified at the time of the “close of polls” (officially 8:00 p.m.) on Election night in a publicly accessible and live-streamed environment. On Election night, 4,456 ballots were tallied and preliminary results were announced and posted on the City Clerk’s Office web page. Subsequently, the scheduled second/final tally was scheduled for March 13, 2025 at 2pm providing for semi-final results of 6,788 ballots with a total ballot count of 11,244. The results include vote(s) added pursuant to timely receipt of cured ballot envelope(s) post-completion of digital tally, per Election Code.

Directly thereafter, as required by the Elections Code (Article 5, Section 15360) a 1% manual tally was conducted. This provided the opportunity for verification of machine tabulated ballots cast in a randomly selected precinct(s) or 1% chosen at random by the elections official by hand. The manual tally exactly matched the ballot counter results (machine tally).

#### Conclusions

The conduct of this Election could have not been completed successfully without the support of other City Departments. Thank you to City Manager Mike Witzansky, the IT, the Public Works, Library, Finance, Human Resources, Police, and Community Services Departments in assisting with staff hours to complete the canvass.

Thank you also to the dedicated City Clerk’s Office staff who worked especially hard to assist in the preparation and conduct of this election, while completing the other required duties of the department.

The resolution declares the official results of the March 4, 2025 General Municipal Election.

Elected officials will be sworn into office at the Regular Meeting of the City Council of April 1, 2025, and at the next regularly scheduled RBUSD School Board meeting.

#### **SUBMITTED BY:**

*Eleanor Manzano, City Clerk*

**ATTACHMENTS**

Resolution No. CC-2503-018 Declaring Election Results & Exhibit