



Leslie R. Swan

Indian River County Supervisor of Elections

VoteIndianRiver.gov

4375 43rd Avenue
Vero Beach, FL 32967
772-226-4700

February 14, 2023

The Honorable Joe Earman
Chairman, Board of County Commissioners
Indian River County
1801 27th Street, Building A
Vero Beach, FL 32960

Dear Chairman Earman:

The Town of Indian River Shores entered into a contract with the Supervisor of Elections office to conduct a mail ballot election for eleven (11) proposed charter amendments. The date of the Special Referendum Mail Ballot Election was January 24, 2023.

I am respectfully requesting to have the revenue received from conducting the January 24, 2023 Special Referendum Mail Ballot Election be rolled into the Supervisor of Elections 2022/2023 budget. The cost for conducting this election was \$16,181.40. These election costs were not accounted for in our initial 2022/2023 budget. Should you have any questions regarding the appropriation of these funds, please do not hesitate to contact me.

Most sincerely,

Leslie R. Swan
Supervisor of Elections

Enclosures



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January 31, 2023

Janice Rutan
Town Clerk
Town of Indian River Shores
6001 Highway A1A
Indian River Shores, FL 32963

Dear Ms. Rutan:

It was a pleasure to conduct the Town of Indian River Shores 2023 Mail Ballot Election. Enclosed please find the invoice, which includes costs for staff time, materials, and postage. The total cost to conduct the Town of Indian River Shores Mail Ballot Election is \$16,181.40.

It is our privilege to conduct the Town of Indian River Shores 2023 Mail Ballot Election.

Kindest regards,

Leslie Rossway Swan

Enclosures

**TOWN OF INDIAN RIVER SHORES
CHARTER REFERENDUM MAIL BALLOT ELECTION**

	A	B	C	D
1	DATE	EMPLOYEE HOURS	HOURS	COST
2	11/17/2022	Ballot Preparation and Layout - 2 staff	6	150.00
3	11/18/2022	Ballot Proofing Team & Revisions - 2 staff	1.5	37.50
4	12/1/2022	Ballot Spreadsheet and Printing of Ballots - 3 staff	4.75	118.75
5	12/2/2022	Ballot Printing - 2 staff	1	50.00
6	11/30/22 - 1/31/2023	Elections Administration Coordinator Tasks (See Attached Work Log)	22.25	556.25
7	12/5/2022 - 1/31/2023	Vote-By-Mail Coordinator Tasks (See Attached Work Log)	60.92	1,523.00
8	1/17/2023	L & A Test and Ballot Processing 2 .5 hours for 5 staff	12.5	312.50
9	1/24/2023	Ballot Processing and Tabulation of Results 2 hours for 9 staff	18	90.00
10	1/26/2023	Review Referred Ballots, Certification of Results, Conduct of Elections Report .5 hours for 6 staff	3	75.00
11	1/31/2023	Post Election Manual Audit .5 hours for 2 staff	1	25.00
12				
13				
14	DATE	TASK		COST
15	12/2/2022	Ballot Printing Cost for Initial Mailing of 8,166 (Two-Card Ballot) @ \$0.26		2,123.16
16	12/2/2022	Ballot Printing Cost for Test Ballots Quantity 22 @ \$0.26		5.72
17	12/3/2022 - 1/24/2023	Ballot Printing Cost for Replacement Ballots/New Requests Prior to Book Closing of 108 (Two-Card Ballot) @\$0.26		28.08
18	12/2/2022	Ballot Packet Cost for Initial Mailing of 4,083 - Secrecy Sleeve, Voter Certificate Envelopes, Mailing Envelopes @ \$1.50		6,124.50
19	12/3/2022 - 1/24/2023	Ballot Packet Costs for Replacement Ballots/New Requests Prior to Book Closing of 54 - Secrecy Sleeve, Voter Certificate Envelopes, Mailing Envelopes @\$1.50		81.00
20	12/15/2022 - 1/29/2023	USPS Postage for Ballot Packets, Undeliverable Letters, Cure Affidavit Letters, and Rejection Letters		3,535.92
21	12/19/2022	Book Closing Ad printed in Press Journal		472.51
22	12/20/2022	Canvassing Board Legal Notice printed in Press Journal		472.51
23	1/17/2022 & 1/24/2022	Use of DS850 Tabulation Equipment		200.00
24	1/31/2022	Use of Clear Audit Equipment		200.00
25				16,181.40

IRS Mail Ballot Election Postage

Date	Item	Quantity	Postage Amount	Total
12/15/22	Ballots	4083	\$ 0.81	\$ 3,307.23
12/20/2022	Ballots	15	\$ 0.81	\$ 12.15
12/21/2022	Ballots	1	\$ 0.81	\$ 0.81
	Undeliverable Letters	234	\$ 0.57	\$ 133.38
12/22/2022	Undeliverable Letters	3	\$ 0.57	\$ 1.71
	Cure Affidavit Letters	3	\$ 0.57	\$ 1.71
12/28/2022	Undeliverable Letters	31	\$ 0.57	\$ 17.67
	Cure Affidavit Letters	2	\$ 0.57	\$ 1.14
	Ballots	1	\$ 0.81	\$ 0.81
12/29/2022	Undeliverable Letters	7	\$ 0.57	\$ 3.99
	Ballots	2	\$ 0.81	\$ 1.62
12/30/2022	Undeliverable Letters	5	\$ 0.57	\$ 2.85
	Cure Affidavit Letters	1	\$ 0.57	\$ 0.57
	Ballots	1	\$ 0.81	\$ 0.81
1/4/2023	Undeliverable Letters	7	\$ 0.57	\$ 3.99
	Cure Affidavit Letters	1	\$ 0.57	\$ 0.57
	Ballots	5	\$ 0.81	\$ 4.05
1/5/2023	Ballots	2	\$ 0.81	\$ 1.62
1/6/2023	Undeliverable Letters	1	\$ 0.57	\$ 0.57
	Ballots	1	\$ 0.81	\$ 0.81
	Cure Affidavit Letters	1	\$ 0.57	\$ 0.57
1/9/2023	Ballots	4	\$ 0.81	\$ 3.24
1/10/2023	Undeliverable Letters	4	\$ 0.57	\$ 2.28
	Ballots	3	\$ 0.81	\$ 2.43
	Cure Affidavit Letters	1	\$ 0.57	\$ 0.57
1/11/2023	Undeliverable Letters	5	\$ 0.57	\$ 2.85
1/12/2023	Undeliverable Letters	1	\$ 0.57	\$ 0.57
1/13/2023	Ballots	3	\$ 0.81	\$ 2.43
1/17/2023	Undeliverable Letters	1	\$ 0.57	\$ 0.57
	Cure Affidavit Letters	1	\$ 0.57	\$ 0.57
	Ballots	10	\$ 0.81	\$ 8.10
1/18/2023	Ballots	6	\$ 0.81	\$ 4.86
	Undeliverable Letters	3	\$ 0.57	\$ 1.71
1/19/2023	Undeliverable Letters	2	\$ 0.57	\$ 1.14
1/20/2023	Cure Affidavit Letters	1	\$ 0.57	\$ 0.57
1/24/2023	Cure Affidavit Letters	2	\$ 0.60	\$ 1.20
1/27/2023	Rejection Letters	7	\$ 0.60	\$ 4.20
1/28/2023				\$ -
1/29/2023				\$ -
Total Postage Spent				\$ 3,535.92

1st Class Letter Rate
 changed 1/22/23
 from .57 to .60 cents

IRS Mail Ballot Election Work Log

Employee: Daisy Zamora		Title: Vote by Mail Coordinator		
Date	Task	Time		
		Start	End	Hours
12/5/2022	Translate Legal Notice in Spanish	9:30 AM	10:00 AM	0.50
	Print Secrecy Sleeves & translate audit notice in spanish	12:45 PM	2:00 PM	1.25
12/6/2022	Edit, print and cut vote by mail slip	11:00 AM	2:15 PM	3.25
12/7/2022	Print Domestic Voter's Certificates & fold secrecy sleeves	9:00 AM	2:00 PM	5.00
12/8/2022	Insert Vote by mail ballots	9:45 AM	2:00 PM	4.25
12/9/2022	Print, insert & mail UOCAVA Voter's Certificates	9:35 AM	10:15 AM	0.67
12/13/2022	Run/create ongoing pull list, prep front desk pick up items, create election folder	10:30 AM	11:30 AM	1
	Create & print all sign in sheets for canvassing	12:30 PM	12:45 PM	0.25
12/15/2022	Deliver Initial Mailout ballots to the Post Office	10:30 AM	11:30 AM	1.00
12/20/2022	Sort, process undeliverable mail ballots along with print letters & affidavits	10:30 AM	2:30 PM	4.00
12/21/2022	Insert & seal undeliverable letters	8:45 AM	9:15 AM	0.50
	Sort mail ballots by precicnt, process/return ballots, contact voters w/sig. issues	9:20 AM	1:00 PM	3.67
12/22/2022	Process cure affidavit and print letters to go out in mail, create postage spent spreadsheet	8:35 AM	10:00 AM	1.42
	Sort mail ballots by precicnt, process signatures/return ballots, contact voters w/sig. issues	10:40 AM	12:40 PM	2.00
12/27/2022	Sort mail ballots/undeliverable by precicnt, process/return ballots, contact voters w/sig. issues	10:30 AM	1:00 PM	2.50
12/28/2022	Sort mail ballots/undeliverable by precicnt, process/return ballots	9:45 AM	10:25 AM	0.67
12/29/2022	Sort mail ballots/undeliverable by precicnt, process/return ballots, contact voters w/sig. issues	9:00 AM	11:00 AM	2.00
	Process mail ballots	2:10 PM	2:25 PM	0.25
12/30/2022	Sort mail ballots/undeliverable by precicnt, process/return ballots	10:30 AM	11:00 AM	0.50
1/3/2023	Sort mail ballots/undeliverable by precicnt, process/return ballots & print/insert letters/ballots	11:00 AM	12:45 PM	1.75
1/4/2023	Sort mail ballots/undeliverable by precicnt, process/return ballots	2:00 PM	2:30 PM	0.50
1/5/2023	Sort mail ballots, process/return ballots, contact voters w/sig. issues print/insert letters/ballots	1:20 PM	2:30 PM	1.17
1/6/2023	Sort mail ballots/undeliverable by precicnt, process/return ballots	1:00 PM	1:30 PM	0.50
1/9/2023	Sort mail ballots, process/return ballots, contact voters w/sig. issues print/insert letters/ballots	10:30 AM	11:30 AM	1.00
1/10/2023	Sort mail ballots, process/return ballots, print/insert letters/ballots	2:00 PM	2:30 PM	0.50
1/11/2023	Sort mail ballots, process/return ballots, print/insert letters/ballots	10:45	11:30 AM	0.75
1/12/2023	Sort mail ballots, process/return ballots, print/insert letters/ballots set up room for 1st Opening	11:00 AM	12:00 PM	1.00
1/13/2023	Print & insert mail ballot packets for the day, Sort mail ballots, process/return ballots, print/insert letters/ballots & close batches for 1st Opening	10:15 AM	12:30 PM	2.25
1/17/2023	1st CB Meeting, Sort mail ballots, process/return ballots, print/insert letters/ballots	8:30 AM	2:30 PM	6.00
1/18/2023	Sort mail ballots, process/return ballots, print/insert letters/ballots	12:00 PM	1:00 PM	1.00
1/19/2023	Sort mail ballots, process/return ballots, print/insert letters/ballots	10:15 AM	11:30 AM	1.25

1/20/2023	Sort mail ballots, process/return ballots, print/insert letters/ballots	11:00 AM	11:30 AM	0.50
1/24/2023	Sort mail ballots, process/return ballots, print/insert letters/ballots	10:00 AM	10:30 AM	0.50
	Sort mail ballots, process/return ballots, print/insert letters/ballots until 7pm Deadline	2:45 PM	7:00 PM	4.25
1/25/2023	Record Late Ballots received	1:00 PM	1:20 PM	0.33
1/26/2023	Prep for final CB of Referred Ballots	2:30 PM	5:30 PM	3.00
			Total Hours	60.92

IRS Mail Ballot Election Work Log

Employee: Katie Otto

Date	Task	Time		
		Start	End	Total Hours
11/30/2022	Legal Notice	9:00 AM	11:00 AM	2.00
11/30/2022	Request to Review Ballot Material Form	11:30 AM	12:30 PM	1.00
12/6/2022	Notice Regarding Audits	9:30 AM	10:00 AM	0.50
12/6/2022	Proofing Legal and Notice on Website	11:00 AM	1:30 PM	2.50
12/7/2022	Proofing Legal for Press Journal	10:30 AM	11:00 AM	0.50
12/9/2022	Ballot Replacement Form	11:00 AM	1:30 PM	2.50
12/13/2022	Public Testing Procedure Document	12:30 PM	1:00 PM	0.50
12/14/2022	L & A Sign in Sheet	3:00 PM	3:15 PM	0.25
12/15/2022	Drop off Domestic VBM at Post Office	10:30 AM	11:30 AM	1.00
12/28/2022	Canvassing Folders	9:00 AM	1:00 PM	4.00
12/30/2022	Canvassing Tent cards and name tags	9:30 AM	11:00 AM	1.50
12/30/2022	Official Results Document	2:00 PM	3:00 PM	1.00
1/10/2023	Agendas	3:00 PM	4:00 PM	1.00
1/10/2023	Transfer box docs	10:00 AM	12:00 PM	2.00
1/19/2023	Finished Official Results Document	8:45 AM	9:45 AM	1.00
1/20/2023	Proofing Official Results Document	12:00 PM	1:00 PM	1.00
Total Hours				22.25

MAYOR
BRIAN T. FOLEY

VICE MAYOR
JESSE L. "SAM" CARROLL, JR.

COUNCIL:
JAMES M. ALTIERI
BOB AUWAERTER
MARY ALICE SMITH



TOWN MANAGER
JAMES HARPRING

TOWN CLERK
JANICE RUTAN

TOWN ATTORNEY
PETER J. SWEENEY, JR.

6001 N. State Road A1A, Indian River Shores, FL 32963
(772) 231-1771 FAX (772) 231-4348

February 6, 2023

Leslie Rossway Swan
Indian River County Supervisor of Elections
4375 43rd Avenue
Vero Beach, FL 32967

Dear Leslie:

On behalf of the Town of Indian River Shores, Council, Staff and Residents, I express deep appreciation to you and your staff for overseeing the Town's January 24, 2023 Special Referendum – Mail Ballot Election.

We wish all elections could be handled this way. To have an impressive 22.78% voter turnout for a standalone municipal election was quite an accomplishment! We appreciate your assistance in getting the word out to our voters, via your informative website, legal notices, and attentive staff. The election process could not have run smoother.

Again, our sincere appreciation to you and your Staff. Thank you all so much for your work and dedication in making this Special Election happen for the Town of Indian River Shores.

Sincerely,


Brian Foley
Mayor