



Leslie R. Swan
Supervisor of Elections
Indian River County

November 19, 2025

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

Dear Chairman Loar:

The Supervisor of Elections office conducted an election on November 4, 2025 for the municipalities of Fellsmere and Vero Beach. The municipalities have reimbursed the Supervisor of Elections office for the cost of conducting these elections. The City of Sebastian cancelled their election due to a candidate withdrawing from the race. The City of Sebastian is still responsible for the election costs incurred up thru the date of candidate withdrawal. The city revenues received from the municipalities total \$ 42,888.45.

I am requesting to have the city revenues that the Supervisor of Elections received from conducting the November municipal elections be rolled into our 2025/2026 budget. The cost to conduct the elections for the above municipalities was not accounted for in our 2025/2026 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



IRC Supervisor of Elections

4375 43rd Ave
Vero Beach, FL 32967

Invoice

Date	Invoice #
11/7/2025	5142094

Bill To
CITY OF VERO BEACH Sherri Philo, CITY CLERK P.O. BOX 1389 VERO BEACH, FL 32961-1389

Item	Description	# of Voters	Rate	Amount
ELECTIONS	CITY ELECTION: November 4, 2025	10,673	3.00	32,019.00
			Total	\$32,019.00

Phone # 772-226-4700	Fax # 772-770-5367	Email tboyle@voteindianriver.gov	Website www.voteindianriver.gov
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Leslie Rossway Swan

Supervisor of Elections

Indian River County, FL

Date 10/8/2025

Time 06:13 PM

Election 104

Book Closing Party Summary by District for Municipal Elections

Closing Date = Oct/06/2025

	<u>Total_Voters</u>	<u>Dems</u>	<u>Reps</u>	<u>Npa</u>	<u>Other</u>	<u>LPF</u>	
City							
FELLSMERE	1,185	489	327	334	32	3	0
VERO BEACH	10,673	2,321	5,603	2,293	418	38	0
	<u>11,858</u>	<u>2,810</u>	<u>5,930</u>	<u>2,627</u>	<u>450</u>	<u>41</u>	<u>0</u>

Leslie Rossway Swan

Supervisor of Elections

Indian River County, FL

Date 10/8/2025

Time 06:13 PM

Election 104

**Book Closing Party Summary by Precinct for Municipal
Elections**

Closing Date = Oct/06/2025

<u>Precinct</u>	<u>Total</u>	<u>Dems</u>	<u>Reps</u>	<u>Npa</u>	<u>Other</u>	<u>LPF</u>	
2.1	1,185	489	327	334	32	3	0
20.0	4,094	1,023	1,996	878	176	21	0
22.0	2,481	550	1,322	496	106	7	0
33.0	4,098	748	2,285	919	136	10	0
Total	<u>11,858</u>	<u>2,810</u>	<u>5,930</u>	<u>2,627</u>	<u>450</u>	<u>41</u>	<u>0</u>

IRC Supervisor of Elections

4375 43rd Ave
Vero Beach, FL 32967

Invoice

Date	Invoice #
11/7/2025	5142093

Bill To
CITY OF FELLSMERE Maria Suarez-Sanchez, CITY CLERK 22 S. Orange Street Fellsmere, FL 32948

Item	Description	# of Voters	Rate	Amount
ELECTIONS	CITY ELECTION: November 4, 2025	1,185	3.00	3,555.00
			Total	\$3,555.00

Phone # 772-226-4700	Fax # 772-770-5367	Email tboyle@voteindianriver.gov	Website www.voteindianriver.gov
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Leslie Rossway Swan

Supervisor of Elections

Indian River County, FL

Date 10/8/2025

Time 06:13 PM

Election 104

Book Closing Party Summary by District for Municipal Elections

Closing Date = Oct/06/2025

	<u>Total_Voters</u>	<u>Dems</u>	<u>Reps</u>	<u>Npa</u>	<u>Other</u>	<u>LPF</u>	
City							
FELLSMERE	1,185	489	327	334	32	3	0
VERO BEACH	10,673	2,321	5,603	2,293	418	38	0
	<u>11,858</u>	<u>2,810</u>	<u>5,930</u>	<u>2,627</u>	<u>450</u>	<u>41</u>	<u>0</u>

Leslie Rossway Swan

Supervisor of Elections

Indian River County, FL

Date 10/8/2025

Time 06:13 PM

Election 104

**Book Closing Party Summary by Precinct for Municipal
Elections**

Closing Date = Oct/06/2025

<u>Precinct</u>	<u>Total</u>	<u>Dems</u>	<u>Reps</u>	<u>Npa</u>	<u>Other</u>	<u>LPF</u>	
2.1	1,185	489	327	334	32	3	0
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Total							



Leslie R. Swan

Indian River County Supervisor of Elections

VoteIndianRiver.gov

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

October 17, 2025

Jeanette Williams, City Clerk
City of Sebastian
1225 Main Street
Sebastian, Florida 32958

Dear Ms. Williams:

Enclosed please find the invoice for the November 4, 2025 election costs incurred prior to the election being cancelled.

Per the Municipal Elections Agreement signed on January 8, 2025 , (Section P. Cancellation of Election), *if a scheduled election is cancelled after the qualifying period, the municipality is responsible for all SOE costs incurred in this Agreement as of the cancellation day.*

I have enclosed a spreadsheet indicating the tasks completed and the time required for each task. The total cost for the City of Sebastian Municipal Election is \$7,314.45.

As always, it is our pleasure working with the City of Sebastian.

Sincerely,

Leslie Rossway Swan
Supervisor of Elections

Enclosure

	A	B
1	TASKS for November 4, 2025 Municipal Election - City of Sebastian	Hours
2		
3	Advertising Coordinator	
4	Created advertising master plan	2
5	Created ads for the newspaper and on-line ads	4
6	Created social media posts	2
7	Created PowerPoint presentation for City of Sebastian Government Channel	1
8	Created sample ballot ad	3
9	Created press releases	2
10	Created Resource Allocation Report	1
11	Contacted polling locations for set-up times	1.5
12	Met with media reps to discuss advertising placement for election	1
13	Revised ads for newspaper and on-line, eliminating the City of Sebastian	2
14	Revised social media posts eliminating the City of Sebastian	1
15	Revised PowerPoint presentation for City of Vero Beach eliminating references to City of Sebastian	0.5
16	Revised press releases eliminating the City of Sebastian	1
17	Updated Resource Allocation Report	1
18	Updated election schedule report with the Division of Elections	0.5
19		
20	Election Worker Coordinator	
21	Scheduled poll workers for Election Day (62 poll workers)	30
22	Assembled poll worker update folders	5
23	Packed poll worker black-wheeled cases	4
24	Packed poll worker blue transfer cart	5
25	Printed Deputy Manual	1
26	Made poll worker name tags	1
27	Contacted polling location to inform them of set-up dates and times	2
28	Contacted polling locations to inform them that there will not be an election	2
29	Created artwork for polling place signs to inform voters of cancelled election	1
30		
31	Election Admiration Coordinator	
32	Created legal notice	2
33	Revised legal notice, excluding City of Sebastian	1
34	Posted legal notice on SOE website	0.5
35	Created VBM ballot viewing request forms	1
36	Created VBM ballot viewing schedule	1
37	Created required notice to political parties	1
38	Created canvassing board agendas	2
39	Created tent cards for canvassing board members	0.5
40	Sent revised required notice to political parties eliminating the City of Sebastian election	1
41	Posted revised legal notice on SOE website	0.5
42		
43	IT Department	

	A	B
44	Input the election parameters in our voter registration system	3
45	Ballot layout (ExpressVote, DS200/DS300, DS850, DS950)	36
46	Pre- Logic and Accuracy testing (setting up voting equipment, input election media, etc....)	5
47	Proofing teams review of paper ballot and ExpressVote disability ballot marking device (5 teams)	10
48	Created ballot proof for City of Sebastian approval	1
49	Format ballots for election day, vote-by-mail, ADA compliant ballot, & sample ballot for website	1
50	Created ballot style relation table for ballot printer	1
51	Revised the election parameters in our voter registration system minus the City of Sebastian election	3
52	Re-programmed election in tabulation system, eliminating City of Sebastian precincts	36
53	Second Logic and Accuracy test due to City of Sebastian election cancelled	5
54	Contacted ballot printer to cancel City of Sebastian ballot styles and discuss actions to be taken	1
55	Revise ballot style relation table for ballot printer	1
56	Removed voter specific sample ballots on website for City of Sebastian voters	1
57	Posted notification on SOE website of cancelled election	0.5
58		
59	Vote-By-Mail Department	
60	Completed pre-election survey for ballot printer for VBM ballots	2
61	Created VBM insert	2
62	Created VBM secrecy sleeve	2
63	Created VBM certificate envelope and outer envelope	1
64	Composed and sent email notification of upcoming City of Sebastian election to UOCAVA voters	2
65	Composed and sent email to City of Sebastian UOCAVA voters informing them of election cancellation	2
66	Composed and sent email to City of Sebastian non-UOCAVA voters informing them of election cancellation	4
67	Revised pre-election survey for ballot printer for VBM ballots	1
68		205.5
69	At a rate of \$35.00/hr.	\$7,192.50
70		
71	Ordered 7 yard signs for polling places, City Hall and SOE office notifying voters of the cancelled election	\$121.95
72		
73	Total	\$7,314.45