



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Nadine Williams, Director
Patrick Eskridge, Deputy Director
John Ross, Elections Chief
[Vacant](#), Registration Chief
Sharon Benjamin, Deputy Elections Chief
Kathryn Glenn, Registration Manager
Jodi Brittian, Absentee Manager
Corey Henson, Elections Equipment Manager
Janell Barganier, Financial Systems Manager
Janice Dickenson, Administrative Manager
Dominic Olomo, Information Systems Manager
Derrick Gilstrap, Election Systems Specialist Supervisor
LaShandra Little, Voter Education and Outreach Manager

RE: **Monthly Operations Report –July 2024**

DATE: August 2, 2024

DEPUTY DIRECTOR PROJECTS

DATE OF REPORT: 08.01.2024

WORK SUMMARY:

During the Month of July, I worked on the following items:

Internal Operations:

- Worked with Managers to establish 2024 updated SOP's repository.
- Worked with Managers to compile election supply needs for the November election
- Submitted the 2nd quarter departmental Key Performance Indicators (KPI's)
- Worked with HR on several personnel updates

ABSENTEE DIVISION

DATE: 7/31/2024

PREPARATION FOR ELECTION / WORK SUMMARY:

Reviewing processes and procedures that impact the November 2024 General Election.

ABSENTEE OPERATIONS:

- Weekly Meetings with the Division's personnel
 - Vendors engaged during **July 2024**
 - Quadient, Fort Orange Press
 - GARVIS Maintenance updates & enhancements
 - 7/26
- On-going:**
- Review of **GARViS** enhancements/updates for training material
 - Notifying electors' who submit Absentee request prior to application window
 - Processing the Elderly/Disabled and UOCAVA Rollover voter list

SOS DEADLINE DATES:

Earliest Day to apply for Absentee by Mail for the November 5th, 2024 General Election.	AUGUST 19, 2024
DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR THE NOVEMBER 5TH, 2024 GENERAL ELECTION. The last day for a person to register and be eligible to vote in the Presidential Preference Primary election shall be at the close of business on the fifth Monday prior to the date of the election. O.C.G.A. §§ 21-2-224; 21-2-501	OCTOBER 7, 2024
FIRST DAY TO MAIL ABSENTEE BALLOTS FOR THE GENERAL ELECTION. The board of registrars shall mail or issue official absentee ballots no more than 29 days, but not less than 25 days prior to any general primary election. O.C.G.A. § 21-2-384(a)(2)	OCTOBER 7, 2024
FIRST DAY TO MAIL/TRANSMIT UOCAVA BALLOTS FOR THE NOVEMBER 5TH, 2024 GENERAL ELECTION The board of registrars shall mail or issue official absentee ballots no more than 49 days, but not less than 45 days prior to any federal primary or election O.C.G.A. § 21-2-384(a) *Instant runoff ballots must also be included in UOCAVA ballot packet.	SEPTEMBER 17, 2024
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	OCTOBER 25, 2024
ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE NOVEMBER 5TH, 2024 GENERAL ELECTION O.C.G.A. § 21-2-385(d)(1)	OCTOBER 15, 2024
Eligible Military and Overseas Voters (UOCAVA) Ballots must be received by 5pm.	NOVEMBER 8, 2024

ADMINISTRATION

DATE OF REPORT: August 2, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

The unit performed routine administrative functions such as:

- Procuring goods & services.
- Request PO and process payments of annual maintenance invoices.
- Processed and made payment for P Card allowable purchases.
- Processed and made payment for Travel Card expenses.
- Prepared monthly reconciliation reports for Purchase Card (P Card) and Travel Card (T Card).

Performed routine HR functions:

- Processed payroll.
- Processed requisitions for recruitment & selection of candidates.

PERSONNEL VACANCIES:

TITLE	POSITION TYPE	STATUS OF RECRUITMENT
Information Systems Analyst I	New	Job announcement reposted. Department currently interviewing for position.
Courier (Time limited position)	Existing Position	Department preparing to conduct interviews.
Registration Officer	Existing Position	Recruitment on hold.
Registration Chief	Existing Position	Recruitment on hold.
Election Systems Specialist (Time limited position)	Existing Position	Candidates onboarded July 17, 2024. Job announcement reposted to recruit for the remaining 6 positions.
Interns	Existing Position	Department preparing to interview and onboard candidates.

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

Late and non-flier report for June 30, 2024, filing period was submitted to the State Ethics Commission.

The next campaign contribution disclosure report was due September 30, 2024, with a grace period deadline on October 7, 2024, for Election Year candidates.

ADVANCE VOTING

DATE OF REPORT:	7.31.2024
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PREPARATION FOR ELECTION / WORK SUMMARY:

For the month of July, we are currently in the process of planning for the November General Election.

Main goals:

Recruitment and Preparing for training.

Attended:

Election Center and took Course 40 for Renewal of my Certified Election Registration Administrator (CERA) Certification.

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Election Date:	General Election November 5, 2024
Runoff Date:	Runoff Election December 3, 2024

ELECTIONS OPERATIONS

DATE OF REPORT: 8.1.2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In July the election division worked on the following items:

Internal Operations:

- Re-verified Polling Locations Reservations for the November General Election.
- Restructuring of AIP Polling Sites Layout.
- Coordinate with municipalities regarding contests for the November General Election Ballot.
- Maintaining and Adding Contest in GARVIS for the November General Election

ELECTION DAY OPERATIONS

Updated SOPs for Recruitment and Payroll. Confirmed Training Sites for Election Day Training for the November Elections. Recruiting starts August 14 and Training starts September 24, 2024.

POSITION NEEDED	QUANTITY	RECRUITED Starts 8/14/2024	Trained Starts on 9/24/2024
Poll Manager	177		
Assistant Manager	354		
Clerks	819		
Reserves	75		
Technicians	177(Duplicate)		
Line Monitors	28		
Total	1453		

FINANCE

DATE OF REPORT: 08/01/2024

PREPARATION FOR ELECTION / WORK SUMMARY:

The Fulton County Board of Commissioners (BOC) approved the 2024 Elections budget for a total of \$34 million which included funding for the 1st four election cycles. The Finance department’s plan is to fund the December 2024 General run-off election, if needed, from the overall Fulton County underruns.

The Financial Systems manager has managed the two temporary staffing agencies to facilitate the temporary employees and to request billing reports for the temporary staff. We have obtained the new July to December 2024 temporary staffing contracts to provide staffing for the November General election and the December General run-off election, if needed. We continue to review the temporary staffing agency invoices.

We are continuing to review the budget to actual expenses for the March, May, and June election cycles. We are tracking slightly below budget for both the March and May election cycles.

We are continuing to process the vendor invoices for our March, May, and June elections. We are following up with the vendors that have not yet provided their invoices.

Below are the 2024 Elections and Operations budgets:

2024 Budgets updated:	
Operations Budget	\$5.2 Million
Presidential Preference Primary (PPP) MARCH 12, 2024	\$9.1 Million
General Primary MAY 21, 2024	\$8.5 Million
General Primary Run-off JUNE 18, 2024	\$3.5 Million
Presidential General Election NOV 5, 2024	\$12.9 Million
Presidential General Run-off Election DEC 3, 2024 (to be funded from Fulton County underruns, if it is needed)	\$5.3 Million

INFORMATION SYSTEMS

DATE OF REPORT: 8.01.2024

Old Ballot Paper Removal and Destruction Project:

Effective July 1, 2024, according to recently passed House Bill 974, all ballot paper used in Georgia elections, requires a visible watermark on all ballots. The Information Systems Team started removing all obsolete ballot paper from all voting carriers. This includes taking all old ballot paper out of each printer in the carriers and removing all extra reams of ballot paper stored in the carriers. The removal project is scheduled to be complete on August 30, 2024. Once all obsolete ballot paper is removed, the ballot paper will be destroyed. The new watermark ballot paper is expected to be shipped out and delivered by the end of August.

REGISTRATION

DATE OF REPORT: August 1, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

This Monthly Report provides a summary of the critical registration activities, workload levels, and voter registration statistics for the Registration Division of the Fulton County Registration & Elections Department for July 2024. The primary activities the VR staff worked on in July were processing applications and address change list maintenance from the cut-off period during the election and run-off. Processing returned mail and other list maintenance activities including cancelling felons, deceased voters, merging duplicate records and voter cancellation requests in GARViS (Georgia Registered Voter Information System) and continuously auditing the voter roll. Staff have been verifying the petitions of 3 independent candidates for president.

REGISTRATION STATISTICS:

	July 1, 2024	July 31, 2024
VOTER REGISTRATION APPLICATIONS RECEIVED		26,395
ACTIVE VOTERS		744,448
INACTIVE VOTERS		130,540
TOTAL OF REGISTERED VOTERS		874,988
APPLICATIONS TO BE PROCESSED		24,625
NEW REGISTRATIONS TO FULTON COUNTY		3,429
TRANSFERS TO FULTON COUNTY		15,239
TRANSFERS FROM FULTON COUNTY		2,623
REMOVALS FROM FULTON COUNTY		734

FRONT DESK OPERATIONS

	July 1, 2024	July 31, 2024
Reason for Visiting Voter Registration	Total Number of Yellow Tickets	
CERTIFICATE OF REGISTRATION		8
TEMPORARY VOTER ID CARD – APPLICATIONS		20
REGISTER TO VOTE – WALK-INS		153
PRECINCT CARD REQUESTS		57
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)		12
3 RD PARTY/VOTER DRIVES (APPLICATIONS)		18
LETTER RESPONSE		0
OUT OF COUNTY / OUT OF STATE INQUIRIES		0
VOTER LIST/STATS		0
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS		109
TOTAL:		377

List Maintenance Update

175- Felon Challenge Letters mailed 358- ERIC-Deceased 39- Moved Out of State
 1- NGE 4 – Voter request 0 – Not verified 0- Deceased other

SUPPLIES & LOGISTICS

DATE OF REPORT	08.01.2024
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PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson

For the month of July 2024, the Supply and Logistics Division worked on and or completed the following:

- Completed a full inventory of the supplies in the Election Warehouse for the upcoming November 2024 General Election.
- Created supply orders for any items that will be needed for the November 2024 election.
- Prepared the election warehouse for the installation of new racking.
- Organized all the supplies counted in the warehouse inventory in preparation for the upcoming November election.
- Updated all the Supply and Logistics Division’s Standard Operating Procedures to make sure all the Standard Operating Procedures were up to date with the current procedures of the division.
- Performed visits at potential polling locations to verify if the facility would be acceptable for use as a polling location.
- Continued to update and verify contact details for the facilities that are used as polling locations.
- Reorganized the Supply and Packing cage at the elections warehouse for more efficient storing of supplies used during elections.

SUPPLY & INVENTORY STATISTICS

Inventory of the Elections Warehouse	Completed

VOTER EDUCATION

DATE OF REPORT: July 31, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In July, the Voter Education and Outreach team focused on updating training guides, standard operating procedures, and PowerPoint presentations. In preparation for the start of the school year, the VEO manager also reached out to all Principals in Atlanta Public Schools and Fulton County Schools to make an introduction to the Voter Education and outreach program and begin to set up education events within each of the High Schools. The VEO team hosted a Voter Education event at each Atlanta Public School High School Open House event on July 31, 2024. The VEO team will continue scheduling voter education events at all the High Schools within Fulton County.

The VEO team continued its partnership with the High Museum of Art and Fulton County Libraries, conducting outreach events to promote the upcoming election.

The VEO manager continues to conduct deputy registrar training for citizens who want to host voter registration drives.

The VEO Manager continues to meet with the external affairs team to discuss collateral for the 2024 election cycle and coordinate any interview requests. The VEO manager also worked on implementing the Election Academy, which held its first class in July.

The VEO team will continue to contact schools, communities, non-profit organizations, and government officials regarding scheduling future events. We are developing ongoing outreach opportunities with various groups to strengthen our impact on the community.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	156	Total active = 700
Voter Registration	178	1149
Poll Worker Recruitment	n/a	198
Voter Identification Cards	0	30
Outreach Events	60	339
Absentee Application	n/a	571
Deputy Registrar Events	20	74
Connections for VEO.	200	1310
Event Interactions	10050	40,354
Media Inquiries	5	80

July Events

Date	Type of Event	Location
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7/3/2024	Voter Education and Outreach	The Mansions at Alpharetta Senior Independent Living (3700 Brookside Pkwy, Alpharetta, GA 30022)
7/5/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
7/9/2024	Voter Education and Outreach	Goodwill Career Center 6175 Old National Hwy, College Park, GA 30349
7/9/2024	Deputy Registrar Training	Virtual email veo@fultoncountyga.gov to register
7/10/2024	Voter Education and Outreach	Atlanta Technical College Auditorium Bldg. C 2nd Floor
7/10/2024	Deputy Registrar Training	Temple Sinai Atlanta, 5645 Dupree Dr NW, Sandy Springs, GA 30327
7/11/2024	Voter Education and Outreach	Fulton County Grub and Groove, Fulton Government Center Courtyard
7/12/2024	Voter Education and Outreach	Jess Lucas Y-Teen Park (680 S Central Ave, Atlanta, GA 30354)
7/15/2024	Deputy Registrar Training	Virtual email veo@fultoncountyga.gov to register
7/16/2024	Deputy Registrar Training	St Luke's Episcopal Church, Budd Hall, 435 Peachtree St, Atlanta 30308
7/17/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
7/19/2024	Voter Education	Wolf Creek Library, 3100 Enon Road, Atlanta, GA 30331
7/19/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
7/19/2024	Voter Education and Outreach w/ TVIC	Gateway Capitol View 1374 Murphy Ave SW, Atlanta, GA 30310

7/19/2024	Voter Education and Outreach	Hapeville Library 525 King Arnold Street., Hapeville, GA 30354
7/20/2024	Voter Registration Drive	Serenbe Farmers Market, 10590 Serenbe Ln, Chattahoochee Hills,
7/20/2024	Voter Registration Drive	Atlanta Technical College (1560 Metropolitan Pkwy SW, Atlanta, GA 30310)
7/20/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
7/20/2024	Voter Education and Outreach	Jess Lucas Y-Teen Park (680 S Central Ave, Atlanta, GA 30354)
7/20/2024	Voter Education and Outreach	Greater Hopewell CME Church, 604 Cooper St. SW, Atlanta, GA 30312
7/20/2024	Voter Education and Outreach	Ronald Bridges Park (5295 Lakeside Drive, Union City, GA 30291
7/21/2024	Voter Education and Outreach	Newtown Park (11360 Lakefield Dr, Johns Creek, GA 30097)
7/21/2024	Voter Registration Drive	Trinity United Methodist Church, 265 Washington Street, Atlanta, GA 30303
7/23/2024	Voter Education and Outreach	St. John AME Church, 2962 Dodson Dr, East Point, GA 30334
7/23/2024	Deputy Registrar Training	virtual email veo@fultoncountygga.gov to register
7/24/2024	Voter Education and Outreach	Beacon Ridge Apartments 5401 Old National Hwy, South Fulton, GA 30349
7/25/2024	Voter Education and Outreach	Woodland Middle School 2745 Stone Rd East Point, Ga 30344
7/26/2024	Voter Education and Outreach	Ashton Browns Mill (500 Cleveland Ave SE, Atlanta, GA 30354)

7/26/2024	Voter Education and Outreach	Friendship Baptist Church (80 Walnut St SW, Atlanta, GA 30314)
7/26/2024	Voter Education and Outreach	1259 Metropolitan Ave (1259 Metropolitan Ave, Atlanta, Georgia 30316)
7/27/2024	Voter Education and Outreach	Sandtown Park Recreation Center (5320 Campbellton Rd SW, Atlanta, GA 30331)
7/27/2024	Voter Education and Outreach	Banneker High School, 6015 Feldwood Rd., South Fulton, GA 30349
7/27/2024	Voter Education and Outreach	Riverwood High School, 5900 Raider Dr., Sandy Springs, GA 30328
7/27/2024	Voter Education and Outreach	Radcliffe Presbyterian Church (U.S.A.) 286 Hamilton E. Holmes Drive, N.W. Atlanta, Georgia 30318
7/27/2024	Voter Education and Outreach	Bethany Baptist Church, 1109 McDaniel St., Atlanta, GA 30310
7/27/2024	Voter Education and Outreach	Ben Hill United Methodist CHURCH, 2099 Fairburn Rd, Atlanta, GA 30331
7/27/2024	Mobile Outreach	Creel Park, 2775 Creel Rd, College Park, GA 30349
7/27/2024	Voter Education and Outreach	Pathway Christian Church, 1517 Ralph David Abernathy Blvd Atlanta, GA 30310
7/27/2024	Mobile Outreach	100 Black Men of South Metro Atlanta, Inc. 1513 Cleveland Avenue, East Point, GA 30344
7/27/2024	Voter Education and Outreach	Andrew and Walter Young Family YMCA, 2220 Campbellton Rd Sw, Atlanta, GA 30311
7/27/2024	Voter Education and Outreach	Badgett Stadium 3636 College St, Atlanta, GA 30337
7/28/2024	Mobile Outreach	Washington Park (102 Ollie St NW, Atlanta, GA 30314-2806)

7/28/2024	Voter Registration Drive	St. Luke Episcopal Church, 1054 Austin Avenue NE, Atlanta, GA 30307
7/29/2024	Voter Education and Outreach	Ivy Prep, 1807 Memorial Dr. SE, Atlanta, GA 30317
7/30/2024	Voter Education and Outreach	Slater Elementary School (1320 Pryor Rd SW, Atlanta, GA 30315)
7/30/2024	Deputy Registrar Training	virtual email veo@fultoncountygga.gov to register
7/30/2024	Voter Education and Outreach	Signia by Hilton Atlanta, 159 Northside Drive NW, Atlanta, GA 30313
7/31/2024	Voter Education and Outreach	Signia by Hilton Atlanta, 159 Northside Drive NW, Atlanta, GA 30313
7/31/2024	Voter Education and Outreach	Coretta Scott King Young Women's Leadership Academy 6-12 (1190 NW Dr NW, Atlanta, Ga 30318)
7/31/2024	Voter Education and Outreach	Harper-Archer Elementary School (3399 Collier Dr NW, Atlanta, GA 30331)
7/31/2024	Voter Education and Outreach	John Lewis Invictus Academy (1890 Donald Lee Hollowell Pkwy NW, Atlanta, GA 30318)
7/31/2024	Mobile Outreach	Maynard Holbrook Jackson High School (801 Glenwood Ave SE, Atlanta, GA 30316)
7/31/2024	Voter Education and Outreach	Therrell High School (3099 Panther Trl SW, Atlanta, GA 30311)
7/31/2024	Voter Education and Outreach	Douglass High School (225 Hamilton E Holmes Dr. NW, Atlanta, GA 30318)
7/31/2024	Voter Education and Outreach	Midtown High School (929 Charles Allen Dr. NE, Atlanta, GA 30309)
7/31/2024	Voter Education and Outreach	Mays High School (3450 Benjamin E Mays Dr SW, Atlanta, GA 30331)

7/31/2024	Voter Education and Outreach	Washington High School (45 Whitehouse Dr SW, Atlanta, GA 30314)
7/31/2024	Voter Education and Outreach	Carver Early College (55 McDonough Blvd SE, Atlanta, GA 30315)
7/31/2024	Voter Education and Outreach	South Atlanta High School (800 Hutchens Rd SE, Atlanta, GA 30354)
7/31/2024	Voter Education and Outreach	North Atlanta High School (4111 Northside Pkwy NW, Atlanta, GA 30327)