



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Nadine Williams, Director
John Ross, Elections Chief
Sharon Benjamin, Deputy Elections Chief
Kathryn Glenn, Registration Chief
Jodi Brittian, Absentee Manager
Corey Henson, Elections Equipment Manager
Janell Barganier, Financial Systems Manager
Janice Dickenson, Administrative Manager
Dominic Olomo, Information Systems Manager
LaShandra Little, Voter Education and Outreach Manager

RE: **Monthly Operations Report –January 2025**

DATE: February 2, 2025

ABSENTEE DIVISION

DATE: 2/3/2025

PREPARATION FOR ELECTION / WORK SUMMARY:

Reviewing processes and procedures that impact the 2025 Election Cycle.

ABSENTEE OPERATIONS:

- Weekly Meetings with the Division's personnel
- Vendors engaged during January **2025**
 - ☐ Fort Orange Press (Debrief)
- Attended
 - ☐ Georgia Emergency Management Certification course
- On-going:**
 - ☐ Review of **GARViS** enhancements/updates for training material
 - ☐ Review of Senate Bill 189
 - ☐ Training and preparation for the upcoming election
 - ☐ Accepting Federal Postcard Applications for the upcoming election
 - ☐ Digitally storing backlog of 2024 Absentee request

ADMINISTRATION	
DATE OF REPORT:	February 3, 2025
PREPARATION FOR ELECTION / WORK SUMMARY:	
<p>The unit performed routine administrative functions such as:</p> <ul style="list-style-type: none"> • Processed facility rental invoices. • Compiled year end balances of facility rental invoices and P Card purchases. • Processed and made payment for P Card allowable purchases. • Prepared monthly reconciliation report for Purchase Card (P Card). <p>Performed routine HR functions:</p> <ul style="list-style-type: none"> • Processed payroll bi-weekly. • Processed requests for recruitment and selection of candidates. • Separate time limited staff from HR system. 	
CAMPAIGN CONTRIBUTION DISCLOSURE REPORT	
<p>Compiled and submitted late and non-filers report for December 31, 2024, filing period to the State Ethics Commission.</p>	

ADVANCE VOTING	
DATE OF REPORT:	2.3.2025
PREPARATION FOR ELECTION / WORK SUMMARY:	
<p>In the month of January, we were engaged in reviewing Advance Voting SOP for the county Auditor. Weekly meeting with Divisions Managers. Confirmed training site for Advance Voting training for June Election. In addition, we reviewed our training curriculum and planning.</p> <p>Our next focus is geared toward the 2025 Election Events.</p> <p>=====</p>	

ELECTIONS OPERATIONS			
DATE OF REPORT:		2.3.2025	
PREPARATION FOR ELECTION / WORK SUMMARY:			
Election Date:	PSC/Special Election June 17, 2025		
In January the election division worked on the following items:			
<div>Internal Operations:</div> <ul style="list-style-type: none">Completed finalization of all 2024 retention documents.Coordinated with municipalities regarding the 2025 election schedule.Reviewed and updated Standard Operating Procedures.Coordinated all reservations for 2025 polling locations.			
ELECTION DAY OPERATIONS			
In Preparing for June 17, 2025, Primary Special Election, the division has begun working on Recruitment Schedule, Updating SOPs and Guidelines, Working on Training Schedule, Updating training modules and materials for Poll Workers, Technicians and Compliance Officers.			
POSITION NEEDED	QUANTITY	RECRUITED Starts 04/14/2025	Poll Workers Trained
Poll Manager	177		
Assistant Manager	354		
Clerks	531		
Reserves	45		
Technicians	177(Duplicate)		

FINANCE

DATE OF REPORT: 01/31/2025

PREPARATION FOR ELECTION / WORK SUMMARY:

The Fulton County Board of Commissioners (BOC) approved the 2025 Elections budget for a total of \$15 Million which included funding for the four upcoming PSC/Municipal elections. The approved 2025 Operating budget is \$5.4 Million.

The Financial Systems manager has continued to update the 2025 budget reporting and input the approved detailed budgets into the Accounting system. We are updating the funding needed to the team in preparation for each election cycle in 2025.

We continue to review and process the temporary staffing agency invoices, and various vendors invoices through the Accounting department.

We are continuing to track the costs incurred for the November 2024 general election, and the December 2024 municipal runoff election to review the budget to actual expenses. Some vendor invoices are being billed to us in 2025 for expenses for the November and December 2024 elections.

Below are the 2025 Elections and Operations budgets:

2025 Budgets Approved:	
Operations Budget	\$5.4 Million
General Primary JUNE 17, 2025	\$4.7 Million
General Primary Run-off JULY 15, 2025	\$2.3 Million
General Election NOV 4, 2025	\$5.6 Million
General Run-off Election DEC 2, 2025	\$2.4 Million

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

General Municipal Run-off Election DEC 3, 2024 (Revised budget for municipal only election)	\$1.8 Million
--	---------------

2024 Elections and Operations Expenses incurred are shown below:

2024 Actual Expenses incurred as of 12/31/24:	
Operations (Please note the \$6M includes original budget \$5.2 Million plus \$800K from the elections budget for poll pads \$300K; Elections warehouse needs \$500K- warehouse racks, Audio visual equipment for Warehouse and Call center, Information Technology projects, and furniture.)	\$6 Million
Presidential Preference Primary (PPP) MARCH 12, 2024	\$7.6 Million (\$1.5 million Underrun)
General Primary MAY 21, 2024	\$5.8 Million (\$2.7 million Underrun)
General Primary Run-off JUNE 18, 2024	\$1.6 Million (\$1.9 million Underrun)
Presidential General Election NOV 5, 2024	\$10.5 Million actual expenses plus \$2 million projected= \$12.5 Million Total (\$0.4 million Underrun)
General Municipal Run-off Election DEC 3, 2024	\$860K actual expenses plus \$960K projected= \$1.8 Million Total

INFORMATION SYSTEMS	
DATE OF REPORT:	02.03.2025
<p>EMS Fundamentals Training: The Information Systems team participated in a comprehensive training session on the Election Management Systems (EMS) at the Secretary of States Center for Election Service Office. The training covered the fundamental operations of key applications, including Election Event Designer, Results Tally and Reporting (RTR), Adjudication, and ImageCast Central. These applications are essential for managing various aspects of the election process within the EMS and ImageCast Central workstations.</p> <p>Throughout the training, the team received hands-on instruction on critical functions required for media creation, Logic & Accuracy (L&A) testing, and essential election night procedures. This included step-by-step guidance on configuring election databases, generating election media, conducting pre-election testing to ensure system integrity, processing and tabulating election results, and troubleshooting common issues that may arise during election operations.</p> <p>Completing this training strengthened the Information Systems team's proficiency in operating the EMS, ensuring smooth and accurate election processes.</p>	

REGISTRATION DIVISION			
DATE OF REPORT:		January 31, 2025	
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 January 2025. The primary activities the VR staff worked on in January was processing applications, voter cancellation request, list maintenance activities in GARViS (Georgia Registered Voter Information System) and continuously auditing the voter roll.			
REGISTRATION STATISTICS:			
January 1, 2025		January 31, 2025	
VOTER REGISTRATION APPLICATIONS RECEIVED		17,187	
ACTIVE VOTERS		767,155	
INACTIVE VOTERS		136,138	
TOTAL OF REGISTERED VOTERS		903,293	
APPLICATIONS TO BE PROCESSED		11,680	
NEW REGISTRATIONS TO FULTON COUNTY		3,333	
TRANSFERS TO FULTON COUNTY		10,195	
TRANSFERS FROM FULTON COUNTY		2,243	
REMOVALS FROM FULTON COUNTY		1,419	
FRONT DESK OPERATIONS			
January 1, 2025		January 31, 2025	
Reason for Visiting Voter Registration			Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION			0
TEMPORARY VOTER ID CARD – APPLICATIONS			12
REGISTER TO VOTE – WALK-INS			2
PRECINCT CARD REQUESTS			26
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)			2
3 RD PARTY/VOTER DRIVES (APPLICATIONS)			0
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			14
TOTAL:			56
List Maintenance Update			
169- Felon Challenge Letters mailed / 0 - ERIC-Deceased / VCR Portal- 462 / 1- NGE / 59 – Voter request / 0 – Not verified / 657- Deceased / 71 – Duplicates			

SUPPLIES & LOGISTICS

DATE OF REPORT 02.03.2025

PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson

For the month of January 2025, the Supply and Logistics Division worked on and or completed the following:

- Contacted all the Advance Voting Locations to reserve the facilities for the 2025 Election cycle.
- Contacted all the Election Day Polling locations to reserve the facilities for the 2025 Election Cycle.
- Updated all the contact information for both Advance Voting and Election Day Polling Locations as the 2025 Polling Location Reservation Forms were returned.
- Conducted Polling location site visits to confirm if the locations or rooms were suitable for usage as a polling location.
- Continued to inventory all the supplies in the Elections Warehouse in preparation for the upcoming 2025 Election year.
- Started to create a list of needed supplies for the upcoming 2025 Election cycle.
- Completed a review of the Supply and Logistics 2024 operations and procedures and implemented changes as needed for the upcoming 2025 elections.
- The staff continued to conduct day to day logistics operations for the Elections Warehouse.

SUPPLY & INVENTORY STATISTICS

Supply and Logistics Warehouse

Full Supply and Logistics Inventory

