



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 –March 2025**

DATE: April 2, 2025

ABSENTEE DIVISION

DATE: 4/1/2025

PREPARATION FOR ELECTION / WORK SUMMARY:

Reviewing processes and procedures that impact the June 17th, 2025 Special Primary Public Service Commissioner (PSC) /Special Election

ABSENTEE OPERATIONS:

- Weekly Meetings with the Division's personnel
 - Attended
 - ☐ Fulton County HR Training and Development courses
- On-going:**
- ☐ Review of potential House & Senate bills that affect Georgia Elections
 - ☐ Notifying electors' who will receive a provisional ballot
 - ☐ Notifying electors' whose application was rejected
 - ☐ Processing applications received daily

SOS DEADLINE DATES:

Earliest Day to apply for Absentee by Mail for the June 17th, 2025 Primary Election

MARCH 31, 2025

DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR THE JUNE 17th, 2025 PRIMARY 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

MAY 19, 2025

FIRST DAY TO MAIL ABSENTEE BALLOTS FOR JUNE 17th, 2025 PRIMARY ELECTION. The board of registrars shall mail or issue official absentee ballots

MAY 27, 2025

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)	
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	JUNE 6, 2025
ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE JUNE 17th, 2025 PRIMARY ELECTION O.C.G.A. § 21-2-385(d)(1)	MAY 27, 2025
ABSENTEE BY MAIL STATISTICS:	
APPLICATIONS ACCEPTED	2
APPLICATIONS REJECTED	17

ADMINISTRATION	
DATE OF REPORT:	March 28, 2025
PREPARATION FOR ELECTION / WORK SUMMARY:	
<p>The unit performed routine administrative functions such as:</p> <ul style="list-style-type: none"> • Processed requisitions to establish purchase orders for 2025 elections good & services. • Processed facility rental invoices for 2024 elections. • Processed P Card purchases expenses. • Prepared monthly reconciliation reports 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 • Currently recruiting for 18 time limited courier positions to assist with the preparation of the 2025 elections. 	
INTERGOVERNMENTAL AGREEMENTS (IGA)	
<p>The Intergovernmental Agreement with City of Palmetto was approved by Board of Registration at the March 13, 2025, meeting and to be presented for approval to the Board of Commissioners at the April 2, 2025, meeting.</p>	
CAMPAIGN CONTRIBUTION DISCLOSURE REPORT (CCDR)	
<p>The next campaign contribution disclosure report is June 30, 2025, with a grace period deadline, July 8, 2025.</p>	

ADVANCE VOTING																								
DATE OF REPORT:		3.31.2025																						
PREPARATION FOR ELECTION / WORK SUMMARY:																								
For March, Advance Voting was primarily recruiting for the June 17 Election. We are preparing for our first day of Advance Voting training, which is scheduled to begin on April 28th. We met with Abacus Temporary Agency for introduction and to discuss Advance Voting requirements.																								
Part-Time Shift Program: Continuing the Part-time staffing opportunities for clerks’ position for interested applicants.																								
Weekly Meetings with the Division’s Managers.																								
Advance Voting Staffing:																								
<table><tr><td>ADVANCE VOTING</td><td>Managers</td><td>Assistant Managers</td><td>Clerks</td><td>Reserves</td></tr><tr><td>training to begin April 28</td><td></td><td></td><td></td><td></td></tr><tr><td>recruitment goal April 25th</td><td><u>17</u></td><td><u>34</u></td><td><u>51</u></td><td><u>37</u></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					ADVANCE VOTING	Managers	Assistant Managers	Clerks	Reserves	training to begin April 28					recruitment goal April 25th	<u>17</u>	<u>34</u>	<u>51</u>	<u>37</u>					
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ELECTIONS OPERATIONS

DATE OF REPORT: 4.1.2025

PREPARATION FOR ELECTION / WORK SUMMARY:

Election Date: PSC/Special Election June 17, 2025

In March the election division worked on the following items:

Internal Operations:

- Received Municipal Ballot Build Survey submission for the upcoming June Special Election.
- Revised the Publication Notice for the 2025 Polling Place changes.
- Communicated with municipalities regarding the 2025 Municipal Election timeline and schedules.
- Coordinated with the SOS Elections Project Coordinator regarding contest for the June Special Election.

ELECTION DAY OPERATIONS

Continued the preparations for the June 17, 2025, Primary Special Election, including finalizing the recruitment schedule and guidelines and developing the training calendar. Additionally, we are 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:	04/02/2025
PREPARATION FOR ELECTION / WORK SUMMARY:	
<p>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.</p> <p>The Financial Systems manager has continued to update the 2025 budget reporting. We are updating the funding needed for the team in preparation for each election cycle in 2025.</p> <p>The BOC approved the 2025 budget on January 29, 2025. Then the administrative manager input the requisitions to create the Purchase orders needed for rolled over 2024 expenses. We continue to review and process invoices billed in 2025 for the 2024 election for the temporary staffing agency invoices, and various vendors invoices.</p> <p>We are also processing the vendor invoices for expenses incurred for 2025 work.</p> <p>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. There are a few more 2024 vendors' invoices that our vendors need to submit to us.</p>	

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

Budget vs Actual Costs 2024 (\$ in Millions)					
2024 Budgets	2024 Budget Amount	2024 Actual Costs Incurred	2024 Projected Additional Costs	2024 Total Expenses	Variance
Operations Budget	\$5.2	\$6.0	\$0	\$6.0	(\$0.8)
MAR Presidential Preference Primary (PPP)	\$9.1	\$7.6	\$0	\$7.6	\$1.5
MAY General Primary	\$8.5	\$5.8	\$0	\$5.8	\$2.7
JUN General Primary run-off	\$3.5	\$1.6	\$0	\$1.6	\$1.9
NOV General Presidential	\$12.9	\$10.9	\$1.8	\$12.7	\$0.2
DEC General Municipal run- off	\$1.8	\$1.4	\$0.4	\$1.8	\$0.0
(Atlanta and East Point only)					
TOTALS	\$41.0	\$33.3	\$2.2	\$35.5	\$5.5
Note 1> 2024 additional expenses column is for the projected vendor invoices being received in 2025.					
Note 2> The 2024 Operating budget vs actual total expense is unfavorable as additional funds were moved to operations from the Elections budget. Funding was used for the purchase of poll pads; and Elections warehouse needs for warehouse racks, Audio visual equipment for the warehouse and call center, Information technology projects, and furniture.					

INFORMATION SYSTEMS

DATE OF REPORT:

04.01.2025

1. The Information Systems team has developed a robust project plan for the June 2024 election. This plan clearly defines vital technical milestones, timelines, voting equipment testing procedures, resource assignments, and contingency protocols, all designed to guarantee the seamless deployment and support of our election-related technology infrastructure.
2. The team revamped the training catalog for returning System Specialists for the June 2024 election. The updated catalog includes enhanced modules with revised checklists, improved troubleshooting protocols, best practices, and real-world scenarios from past elections. Our goal is to ensure all specialists are well-prepared with the latest tools and standards to perform essential technical functions on voting and non-voting equipment during logic and accuracy tests.

REGISTRATION			
DATE OF REPORT:		April 1, 2025	
PREPARATION FOR ELECTION / WORK SUMMARY:			
This Monthly Report summarizes key registration activities, workload levels, and voter registration statistics for the Registration Division of the Fulton County Registration & Elections Department for March 2025. Throughout the month, the VR staff focused on processing voter registration applications, handling voter cancellation requests, conducting list maintenance in the Georgia Registered Voter Information System (GARViS), and continuously auditing the voter roll. Additionally, in collaboration with all 15 municipalities, we updated street information in GARViS..			
REGISTRATION STATISTICS:			
March 1, 2025		March 31, 2025	
VOTER REGISTRATION APPLICATIONS RECEIVED		20,181	
ACTIVE VOTERS		774,627	
INACTIVE VOTERS		133,888	
TOTAL OF REGISTERED VOTERS		908,515	
APPLICATIONS TO BE PROCESSED		550	
NEW REGISTRATIONS TO FULTON COUNTY		4,368	
TRANSFERS TO FULTON COUNTY		3,237	
TRANSFERS FROM FULTON COUNTY		316	
REMOVALS FROM FULTON COUNTY		1,955	
FRONT DESK OPERATIONS			
March 1, 2025		March 31, 2025	
Reason for Visiting Voter Registration			Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION			2
TEMPORARY VOTER ID CARD – APPLICATIONS			13
REGISTER TO VOTE – WALK-INS			14
PRECINCT CARD REQUESTS			36
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)			2
3 RD PARTY/VOTER DRIVES (APPLICATIONS)			0
LETTER RESPONSE			2
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			15
TOTAL:			84
List Maintenance Update			
748- Felon Challenge Letters mailed / 599 - Deceased / VCR Portal- 18 / Cancellation requests MOS – 99 / MOC – 1 / 42- NGE / 2- ERIC Cross State / 4 – Reject / 444 – Duplicates			

SUPPLIES & LOGISTICS

DATE OF REPORT	04.01.2025
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PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson
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For the month of March 2025, the Supply and Logistics Division worked on and or completed the following:

- Updated any changes to the reservations for all the Advance Voting Locations that will be used for the 2025 Election cycle.
- Updated any changes to the reservations for all the Election Day Polling Locations that will be used for the 2025 Election Cycle.
- Completed updating all the contact information for both Advance Voting and Election Day Polling Locations using the 2025 Polling Location Reservation Forms.
- Conducted Polling location site visits to confirm if the locations or rooms were suitable for usage as a polling location.
- Created layouts of the visited polling locations for use in polling site setup.
- Completed creating supply orders for the needed supplies for the upcoming 2025 Election cycle.
- Continued preparing the delivery schedule for the upcoming June 17, 2025, Special Primary Public Service Commissioner / Special Election.
- Completed organizing the Supply and logistics cages in the Elections Warehouse.
- Conducted interviews for the incoming Fulton County Time limited Courier positions.
- 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
Supply and Logistics Warehouse	Organized all Election Supplies

VOTER EDUCATION

DATE OF REPORT: March 31, 2025

PREPARATION FOR ELECTION / WORK SUMMARY:

In March, the Voter Education and Outreach team focused on implementing the 2025 Outreach Plan, which involves working with Fulton County Libraries, Schools, Colleges and Universities, Senior Centers, recreation centers, civic and nonpartisan organizations, and all municipalities.

The VEO manager participates in legislative meetings as needed to discuss all bills introduced that impact the elections department and attends committee meetings to listen to the hearings on all election bills. The VEO Manager also worked with the High Museum of Art to start the partnership of hosting VEO events at the Museum. The VEO manager also started conducting Elections Academy Classes, which will run through October.

The VEO Manager met with the external affairs team and updated the collateral for 2025. The VEO manager sent all collateral material to all 15 Fulton County Mayors, Councilmembers, City Clerks, City Managers, all Fulton County Librarians, and the Fulton County Delegation members.

The VEO team is continuously planning events and will continue contacting schools, communities, non-profit organizations, and government officials to schedule future events across the county.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	37	58
Voter Registration	20	47
Poll Worker Recruitment	0	0
Voter Identification Cards	0	0
Outreach Events	16	26
Absentee Application	15	5
Deputy Registrar Events	0	0
Connections for VEO.	500	575
Event Interactions	954	1754
Media Inquiries	3	3

March Events 2025

Date	Type of Event	Location
3/1/2025	Voter Registration Drive	Renaissance Church of God and Christ, 3675 Butner Rd, South Fulton, GA 30349
3/4/2025	Deputy Registrar Training	Maynard Holbrook Jackson High School (801 Glenwood Ave SE, Atlanta, GA 30316)

3/6/2025	Deputy Registrar Training	virtual email veo@fultoncountyga.gov to register
3/14/2025	Voter Education and Outreach	Maynard Holbrook Jackson High School (801 Glenwood Ave SE, Atlanta, GA 30316)
3/18/2025	Voter Education and Outreach	Chick-fil-A (5395 Thompson Road, South Fulton, GA 30213)
3/18/2025	Deputy Registrar Training	virtual email veo@fultoncountyga.gov to register
3/19/2025	Voter Education and Outreach	Calvin Court 479 E Paces Ferry Rd NE, Atlanta, GA 30305
3/20/2025	Fulton County Elections Academy	Register at www.fultonelections.com
3/22/2025	Voter Education and Outreach	Tracey Wyatt Recreation Complex (2300 Godby Rd, College Park, GA 30349)
3/23/2025	Voter Registration Drive	Ebenezer Baptist Church (101 Jackson St NE, Atlanta, GA 30312)
3/27/2025	Voter Education and Outreach	Skyview High School (5134 Old National Hwy., College Park, GA 30349)
3/27/2025	Voter Education and Outreach	virtual email veo@fultoncountyga.gov to register
3/29/2025	Voter Education and Outreach	Buckhead Library (269 Buckhead Ave NE, Atlanta, GA 30305)
3/31/2025	Voter Education and Outreach	The Mansions at Alpharetta Assisted Living and Memory Care (3675 Old Milton Pkwy, Alpharetta, GA 30005)
3/31/2025	Voter Education and Outreach	Cheshire Bridge (2349 Cheshire Bridge Rd NE, Atlanta, GA 30324)
3/31/2025	Mobile Voter Education and Outreach	Westminster Apartments 1422 Piedmont Ave. NE Atlanta, GA 30309