



## 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 –April 2025

**DATE:** May 1, 2025

### ABSENTEE DIVISION

**DATE: 4/30/2025**

#### PREPARATION FOR ELECTION / WORK SUMMARY:

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

#### ABSENTEE OPERATIONS:

- Weekly Meetings with the Division's personnel
  - Onboarded and trained new Absentee staff
  - Reviewed Garvis update/enhancements on April, 24,2025
- On-going:**
- ☐ Training and preparation for the upcoming election
  - ☐ Notifying voters whose application was rejected
  - ☐ Processing applications received daily

#### SOS DEADLINE DATES:

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

**MARCH 31, 2025**

**DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR THE JUNE 17<sup>th</sup>, 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 17<sup>th</sup>, 2025 PRIMARY 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)

**MAY 27, 2025**

Last day to request an Absentee ballot O.C.G.A. § 21-2-381

**JUNE 6, 2025**

<b>ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE JUNE 17<sup>th</sup>, 2025 PRIMARY ELECTION O.C.G.A. § 21-2-385(d)(1)</b>	<b>MAY 27, 2025</b>
<b>ABSENTEE BY MAIL STATISTICS:</b>	
<b>APPLICATIONS ACCEPTED</b>	<b>125</b>
<b>APPLICATIONS REJECTED</b>	<b>25</b>

<b>ADMINISTRATION</b>	
<b>DATE OF REPORT:</b>	<b>April 25, 2025</b>
<b>PREPARATION FOR ELECTION / WORK SUMMARY:</b>	
<b>OVERVIEW OF ACTIVITIES</b> <ul style="list-style-type: none"> <li>• <b>Procurement</b> Oversaw procurement activities, ensuring timely and cost-efficient acquisition of goods and services.</li> <li>• <b>Invoice Processing</b> Monitored and processed invoices for facility rental invoices for 2024 elections.</li> <li>• <b>Purchase Cards (P Cards)</b> Processed payment of invoices for P Card allowable charges. Prepared and submit monthly P Cards reconciliation reports to Purchasing Dept.</li> <li>• <b>Human Resources</b> Coordinated staff recruitment and onboarding processes of 17-time limited staff. Managed and maintained HR-related documentation effectively.</li> </ul>	
<b>BOC APPROVAL SUBMITTAL – April 16, 2025, meeting:</b> <ul style="list-style-type: none"> <li>• Recommendation of Award - 25ITB1337833C-MH, Ballot Printing Services \$251,440.00 with Fort Orange Press, Inc. (Albany, NY) Item no. 25-0302 (<b>REJECTED</b>).</li> </ul> <p>Ballot Printing Services ITB was revised and currently posted on FC bid board. To be presented at the May 21, 2025, BOC meeting.</p> <ul style="list-style-type: none"> <li>• Request approval to alter the boundaries of voting precincts to streamline election processes. Item No. 25-0283 (<b>APPROVED</b>)</li> </ul> <p>However, this will be resubmitted due to changes to language in the agenda. Agenda was changed to include: <b>“specific to the June and July 2025 elections only” –</b></p> <p><b>Request approval to alter the boundaries, <u>specific to the June and July 2025 elections only</u>, of voting precincts to streamline election processes</b></p> <p>To be presented at the May 7, 2025, BOC meeting.</p>	
<b>INTERGOVERNMENTAL AGREEMENTS (IGA)</b> The Intergovernmental Agreement with City of Palmetto was approved by Board of Registration at the March 13, 2025, meeting and was approved by the Board of Commissioners at the April 2, 2025, meeting – Item No. 25-0240. Currently routing for execution: Legal and Chairman signatures.	
<b>CAMPAIGN FINANCE REPORTS</b> Campaign Contribution Disclosure Report and Personal Financial Disclosure Statements (PFDS) due: June 30, 2025, with a grace period deadline, July 8, 2025.	

ADVANCE VOTING				
DATE OF REPORT:		4.30.2025		
PREPARATION FOR ELECTION / WORK SUMMARY:				
For the month of April Advance Voting was primarily recruiting and planning for training. Our first day of Advance Voting training began on April 28th.				
Advance Voting Internal Staff were onboarded with Abacus Temp Agency and participated in a feedback review of Advance Voting processes. The information gathered was studied, evaluated, and improved processes has been implemented; where applicable.				
The curriculum for the training is structured with Extensive Hands-on experience. We have completed the following necessary goals to successfully conduct June Election:				
1) Review and revise our existing training curriculum.				
2) Rapidly realign elements of the training curriculum to incorporate utilizing the cellular poll pad with scenarios.				
3) Develop and produce a training manual and related classroom materials.				
Advance Voting Recruitment total to date:				
Training began April 28th	Managers	Assistant Manager s	Clerks	Roving Tech Pending
Total Recruited	<u>18</u>	<u>36</u>	<u>54</u>	<u>5</u>

## ELECTIONS OPERATIONS

**DATE OF REPORT:** 4.30.2025

### PREPARATION FOR ELECTION / WORK SUMMARY:

Election Date: PSC/Special Election June 17, 2025

In April, the election division worked on the following items:

#### Internal Operations:

- Coordinated with the Secretary of State's Elections Project Coordinator on the June Special Election project.
- Completed GARViS entry for the City of Palmetto's June Special Election ballot contest.
- Managed and conducted site visits for Atlanta Public School polling locations.
- Maintained ongoing communication with municipalities regarding 2025 Municipal Election timelines and schedules.
- Developed and finalized all required signage for the upcoming Special Election.

## ELECTION DAY OPERATIONS

As part of our continued preparation for the **June 17, 2025, Primary Special Election**, we have finalized the training schedule and completed all updates to the training modules and materials for Poll Workers, Technicians, and Compliance Officers. The "Train-the-Trainer" sessions have also been completed. **Training classes will officially begin on May 6, 2025.**

Recruitment efforts have now officially begun. Please see the current recruitment totals below.

POSITION NEEDED	QUANTITY	RECRUITED Starts 04/14/2025	Poll Workers Trained
Poll Manager	140	140	
Assistant Manager	280	280	
Clerks	537	315	
Reserves	30	25	
Technicians	140(Duplicate)	140(Duplicate)	

## FINANCE

**DATE OF REPORT:** 04/30/2025

### 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. We are updating the funding needed for the team in preparation for each election cycle in 2025.

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 vendor invoices.

We are also processing the vendor invoices for expenses incurred for 2025 work.

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 vendor invoices that our vendors need to submit to us.

### Below are the 2025 Elections and Operations budgets:

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

<b>Budget vs Actual Costs 2024 (\$ in Millions)</b>					
<b>2024 Budgets</b>	<b>2024 Budget Amount</b>	<b>2024 Actual Costs Incurred</b>	<b>2024 Projected Additional Costs</b>	<b>2024 Total Expenses</b>	<b>Variance</b>
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	<b>\$1.9</b>
NOV General Presidential	\$12.9	\$10.9	\$0.8	\$11.7	<b>\$1.2</b>
DEC General Municipal run-off	\$1.8	\$1.4	\$0.4	\$1.8	<b>\$0.0</b>
(Atlanta and East Point only)					
<b>TOTALS</b>	\$41.0	\$33.3	\$1.2	\$34.5	\$6.5
Note 1> 2024 additional expenses column is for the projected vendor invoices being received in 2025.					
<p>Note 2&gt; 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.</p>					

INFORMATION SYSTEMS	
DATE OF REPORT:	04.30.2025
<ol style="list-style-type: none"> <li>1. Onboarding and training sessions have been initiated for both returning and new Systems Specialists in preparation for the upcoming elections scheduled for June and July. These sessions aim to equip the specialists with the necessary skills and knowledge to ensure a smooth election process.</li> <li>2. The recruitment process for the Election Systems Supervisor position has been initiated. Candidate screening is in progress, and we expect to complete interviews and finalize our selection by the first week of May. This timeline allows us to provide sufficient time for onboarding and integration before the busy election period.</li> </ol>	

REGISTRATION			
DATE OF REPORT:		April 28, 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 April 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. Processing over 2,000 voter challenges. Additionally, in collaboration with all 15 municipalities, we updated street information in GARViS and processing polling location and precinct mergers.			
REGISTRATION STATISTICS:			
April 1, 2025		April 28, 2025	
VOTER REGISTRATION APPLICATIONS RECEIVED		18,852	
ACTIVE VOTERS		776,743	
INACTIVE VOTERS		133,234	
TOTAL OF REGISTERED VOTERS		909,977	
APPLICATIONS TO BE PROCESSED		378	
NEW REGISTRATIONS TO FULTON COUNTY		4,197	
TRANSFERS TO FULTON COUNTY		165	
TRANSFERS FROM FULTON COUNTY		218	
REMOVALS FROM FULTON COUNTY		884	
FRONT DESK OPERATIONS			
April 1, 2025		April 28, 2025	
Reason for Visiting Voter Registration			Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION			5
TEMPORARY VOTER ID CARD – APPLICATIONS			13
REGISTER TO VOTE – WALK-INS			18
PRECINCT CARD REQUESTS			35
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)			2
3 <sup>RD</sup> PARTY/VOTER DRIVES (APPLICATIONS)			28
LETTER RESPONSE			1
OUT OF COUNTY / OUT OF STATE INQUIRIES			3
VOTER LIST/STATS			1
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS			89
TOTAL:			214
List Maintenance Update			
4- Felon Challenge Letters mailed / 501 - Deceased / VCR Portal- 37 / Cancellation requests MOS – 103 / MOC – 1 / 26- NGE / 2- ERIC Cross State / 221 – Duplicates			

## SUPPLIES & LOGISTICS

**04.30.2025**

### **PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson**

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

- 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 preparing the Election Day Black Supply Boxes for the upcoming June 17, 2025, Special Primary Public Service Commissioner / Special Election.
- Started preparing the Advance Voting Supply Boxes for the upcoming June 17, 2025, Special Primary Public Service Commissioner / Special Election.
- Staff completed preparing any signs and or supplies that were needed in the supply boxes that were prepared.
- Completed both the Election Day and Advance Voting Supply Checklists for the upcoming June 17, 2025, Special Primary Public Service Commissioner / Special Election.
- Completed the Election Day and Advance Voting delivery and pickup schedules for the upcoming June 17, 2025, Special Primary Public Service Commissioner / Special Election.
- Onboarded 17 Supply and Logistics Fulton County Time limited Couriers.
- Processed the 16 Enterprise Trucks and 4 Cargo Vans the were delivered to the Elections Hub and Operations center for use during the 2025 Election year.
- Prepared training supplies for both the Election Day and Advance Voting training classes.
- Delivered training supplies and equipment to all the Advance Voting Training locations.
- The staff continued to conduct day to day logistics operations for the Elections Warehouse.

### SUPPLY & INVENTORY STATISTICS

<b>Election Day Black Supply Boxes</b>	140 completed
<b>Advance Voting Supply Boxes</b>	36 boxes started
<b>Advance Voting Training Locations</b>	Delivered all three locations



## VOTER EDUCATION

**DATE OF REPORT:** April 30, 2025

### PREPARATION FOR ELECTION / WORK SUMMARY:

In April, 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 focused on contacting municipalities to promote the PSC primary election and conducted Deputy Registrar Training for staff and community participants. Since the Absentee Application period started, the VEO team has also begun outreach to senior centers to ensure that seniors understand that in this election cycle, they will need to request an absentee ballot for each election, as there is no automatic rollover. The VEO team has also sent collateral to senior facilities, recreation centers, and libraries.

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	80	138
Voter Registration	58	105
Voter Identification Cards	0	0
Outreach Events	35	61
Absentee Application	95	100
Deputy Registrar Events	5	5
Connections for VEO.	200	775
Event Interactions	1610	3364
Media Inquiries	3	7

#### April Events 2025

Date	Type of Event	Location
4/2/2025	Voter Education and Outreach	Brookdale Chambrel Roswell 1000 Applewood Drive, Roswell, GA 30076
4/3/2025	Deputy Registrar Training	virtual email veo@fultoncountyga.gov to register
4/4/2025	Voter Education and Outreach	Juniper & Tenth Highrise (150 10th St NE, Atlanta, GA 30309)

<b>4/5/2025</b>	<b>Mobile Voter Education and Outreach</b>	<b>Welcome All Park &amp; Multipurpose Facility (4255 Will Lee Rd, South Fulton, GA 30349)</b>
<b>4/5/2025</b>	<b>Voter Education and Outreach</b>	<b>Maddox Park (1115 Donald Lee Hollowell Pkwy NW, Atlanta, GA 30318)</b>
<b>4/5/2025</b>	<b>Mobile Voter Education and Outreach</b>	<b>Welcome All Park &amp; Multipurpose Facility (4255 Will Lee Rd, South Fulton, GA 30349)</b>
<b>4/5/2025</b>	<b>Voter Education and Outreach</b>	<b>Maddox Park (1115 Donald Lee Hollowell Pkwy NW, Atlanta, GA 30318)</b>
<b>4/7/2025</b>	<b>Voter Education and Outreach</b>	<b>Mount Vernon Towers (300 Johnson Ferry Rd, Atlanta, GA 30328)</b>
<b>4/8/2025</b>	<b>Voter Education and Outreach</b>	<b>Northeast Spruill Oaks Library (9560 Spruill Rd, Johns Creek, GA 30022)</b>
<b>4/10/2025</b>	<b>Mobile Voter Education and Outreach</b>	<b>Lakewood Christian Manor (2141 Springdale Rd SW #930, Atlanta, GA 30315)</b>
<b>4/14/2025</b>	<b>Voter Education and Outreach</b>	<b>Campbell Stone Sandy Springs (350 Carpenter Dr, Atlanta, GA 30328)</b>
<b>4/15/2025</b>	<b>Deputy Registrar Training</b>	<b>virtual email veo@fultoncountygga.gov to register</b>
<b>4/15/2025</b>	<b>Voter Education and Outreach</b>	<b>A.G. Rhodes Health &amp; Rehab (350 Boulevard SE, Atlanta, GA 30312)</b>
<b>4/15/2025</b>	<b>Voter Education and Outreach</b>	<b>Joan P. Garner Library At Ponce De Leon (980 Ponce De Leon Ave NE, Atlanta, Ga 30306)</b>
<b>4/16/2025</b>	<b>Voter Education and Outreach</b>	<b>Arlington Christian School (4500 Ridge Rd, Fairburn, GA 30213-1957)</b>
<b>4/17/2025</b>	<b>Fulton County Elections Academy</b>	<b>Register at <a href="http://www.fultonelections.com">www.fultonelections.com</a></b>

<b>4/17/2025</b>	<b>Deputy Registrar Training</b>	<b>virtual email veo@fultoncountyga.gov to register</b>
<b>4/19/2025</b>	<b>Voter Education and Outreach</b>	<b>High Museum of Art (1280 Peachtree St NE, Atlanta, GA 30309)</b>
<b>4/19/2025</b>	<b>Voter Education and Outreach</b>	<b>Burdette Park (2945 Burdett Rd, Atlanta, GA 30349)</b>
<b>4/22/2025</b>	<b>Voter Education and Outreach</b>	<b>Heartis Buckhead (2051 Peachtree Rd NE, Buckhead, GA 30309)</b>
<b>4/22/2025</b>	<b>Voter Education and Outreach</b>	<b>The Fulton County Customer Service Center at 11575 Maxwell Road, Alpharetta, GA 30009</b>
<b>4/23/2025</b>	<b>Voter Education and Outreach</b>	<b>Dorothy Benson Multipurpose Sr (6500 Vernon Woods Dr, Sandy Springs, GA 30328)</b>
<b>4/23/2025</b>	<b>Voter Education and Outreach</b>	<b>Dogwood Senior Center (1953 Donald Lee Hollowell Pkwy NW, Atlanta, GA 30318)</b>
<b>4/23/2025</b>	<b>Mobile Voter Education and Outreach</b>	<b>Ocee Public Library (5090 Abbotts Bridge Rd, Alpharetta, GA 30005)</b>
<b>4/24/2025</b>	<b>Voter Education and Outreach</b>	<b>Sanford Estates Gracious Retirement Living (500 Walton Way, Roswell, GA 30076)</b>
<b>4/24/2025</b>	<b>Deputy Registrar Training</b>	<b>Elections Hub and Operations Center, 5600 Campbellton Fairburn Rd, Union City, GA 30213</b>
<b>4/24/2025</b>	<b>Voter Education and Outreach</b>	<b>Ashwood Meadows Gracious Retirement Living (11190 Medlock Bridge Rd, Johns Creek, GA 30097)</b>
<b>4/26/2025</b>	<b>Deputy Registrar Training</b>	<b>virtual email veo@fultoncountyga.gov to register</b>

<b>4/26/2025</b>	<b>Voter Education and Outreach</b>	<b>Fulton County Oak Hill Child Adolescent &amp; Family Center (2805 Metropolitan Pkwy SW, Atlanta, GA 30315)</b>
<b>4/26/2025</b>	<b>Mobile Voter Education and Outreach</b>	<b>The Villages at Carver Family YMCA (1600 Pryor Rd SW, Atlanta, GA 30315)</b>
<b>4/27/2024</b>	<b>Voter Education and Outreach</b>	<b>777 Cleveland Ave SW, Atlanta, GA 30315</b>
<b>4/29/2025</b>	<b>Voter Registration Drive</b>	<b>Renaissance Church of Christ (3675 Butner Rd, Atlanta, GA 30349)</b>
<b>4/30/2025</b>	<b>Voter Education and Outreach</b>	<b>Dorothy Benson Multipurpose Sr (6500 Vernon Woods Dr, Sandy Springs, GA 30328)</b>
<b>4/30/2025</b>	<b>Mobile Voter Education and Outreach</b>	<b>Anthem At Riverside Senior Apartments (1928 Waycrest Dr SW, Atlanta, GA 30331)</b>
<b>4/30/2025</b>	<b>Mobile Voter Education and Outreach</b>	<b>Anthem At Riverside Senior Apartments (1920 Waycrest Dr SW, Atlanta, GA 30331)</b>