INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Nadine Williams, Interim Director, Registration and Elections
Patrick Eskridge, Deputy Director
Nadine Williams, Elections Chief
Shamira Marshall, Registration Chief
Janice Dickenson, Administrative Manager
LaShandra Little, Voter Education and Outreach Manager
Mariska Bodison, Absentee Manager

RE: **Monthly Operations Report – December 2022**
DATE: January 4, 2022

ABSENTEE

PREPARATION FOR ELECTION / WORK SUMMARY:

We successfully concluded our 2022 Election cycle. We posted all notices to all required outlets. We submitted all required notices to all Political parties to ensure their required involvement in the Election process for Vote Review Panels, Duplication Panels, and Risk Limited Audits (**RLA**).

ABSENTEE OPERATIONS:

- Weekly Meetings with the Division's personnel
- Discussions with various vendors: Tattnall Ballot Solutions, OPEX, HBSolutions, and Fort Orange
- Manually mailed Absentee Ballots on November 21st for the **December 6th**
- Absentee Early Processing scheduled date: November 30, 2022
- Early Processing began on December 2, 2022
- Risk Limited Audit (**RLA**) on **December 14, 2022**
- Completed Reconciliation of the November 8th Election on December 12th
- Manually Scanned Oath Envelopes for Retention of the Runoff Election
- Submitted documents to the Clerk of Court
  - Retention: Absentee Records for December 6, 2022 Election
  - Accepted, Rejected, Spoiled, Null, & Undeliverable
    (applications, ballots and envelopes)
- Completed Scanning of all relevant Absentee documents
- **On-going**: Indexing of all scanned documents

SOS DEADLINE DATES:

Last day to submit absentee ballot application for the December General Runoff Election O.C.G.A. § 21-2-224(a)	November 28, 2022
Last day to utilize the drop boxes for Absentee ballots	December 2, 2022
All Non-UOCAVA ballots are due by 7pm on Election Day	December 6, 2022
Last day for UOCAVA ballots postmarked on Election Day	December 9, 2022

Total Ballots Mailed	**21,699**
Ballots Accepted	**15,459 (8- Hospital Ballots Included)**
Ballots Rejected	**889**
Cancelled Ballots	**1,310**

ADMINISTRATION

PREPARATION FOR ELECTION / WORK SUMMARY:
Submitted invoices to meet the year-end close out deadlines.

PERSONNEL VACANCIES

TITLE	POSITION TYPE	STATUS OF RECRUITMENT
Director	Existing Position	External Recruitment
Executive Assistant	Existing Position	Currently reviewing applications for interviews
Registration Officer	Existing Position	Recruiting for the remaining positions
Absentee Officer	Existing Position	Pending Leadership decision

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

The next campaign contribution disclosure reports for all are due on the following dates. Late and non-filers report will be submitted to the State Finance Commission.	
Election:	General Primary Election
Due Date:	December 31, 2022
Deadline Date:	January 5, 2023

ADVANCE VOTING

DATE OF REPORT:	12.29.2022

PREPARATION FOR ELECTION / WORK SUMMARY:
We have recently successfully concluded the December 6th run-off election and currently engaged in post-election activities. These activities include fielding, researching, and following up in a responsive manner to any inquires from the Secretary of State's office concerning voter issues while continuing our established practice of reconciling.

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As part of our continual improvement program, we will be conducting a comprehensive review and Lessons Learned session with our EV poll managers and training staffs to evaluate our effectiveness in delivering on our promise of providing a first-class voter experience to every voter.

Based on the migration from ElectionNet to Jarvis, we will be developing new training materials, manuals, and training curriculum for implementation in the next election.

Regarding discussions of changing EV poll staff work schedules, we can maintain the current practice where EV staff works from open to close each day for the duration of the election period. This approach requires the least number of workers needed to be recruited compared to other staffing alternatives. We are evaluating the feasibility of offering flexible staffing days and hours to poll staff whereby work-days and hours maybe staggered to accommodate those with limited time available but still desiring to work. This approach will require a larger worker recruitment to staff and a higher budget. We are preparing and planning for the 2023 Municipal Election.

Election Date:	Municipal Election November 7, 2023
Runoff Date:	Municipal Runoff Election December 5, 2023
Advance Voting Locations:	19 Tentatively and Pending **BRE** Approval

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
EV Managers	TBD		
EV Assistant Managers	TBD		
Compliance Officer	TBD		
Technicians	TBD		
Clerks	TBD		

ELECTION DAY

DATE OF REPORT:	12.29.2022

PREPARATION FOR ELECTION / WORK SUMMARY:

Currently closing out Poll Worker Payroll for the December 6, Runoff Election. Updating Standard Operating Procedures (SOP) of Regional Coordinator work duties. Completing Poll Manager document and recap sheet completion report cards to be disseminated to Poll Managers.

Election Date:	Municipal Election November 7, 2023
Runoff Date:	Municipal Runoff Election December 5, 2023

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
Poll Manager	TBD	TBD	TBD
Assistant Manager	TBD	TBD	TBD
Clerks	TBD	TBD	TBD
Technician	TBD	TBD	TBD
Line Monitors	TBD	TBD	TBD

ELECTIONS

DATE OF REPORT:	12.29.2022

PREPARATION FOR ELECTION / WORK SUMMARY:

To reduce election cost, Election Day precincts with less than 2000 registered voters assigned to a polling location are being reviewed for merges with neighboring precinct locations. Merges will be permanent and effect all election types. Please see attachment of possible merges. The merges will also be forwarded to the BOC and municipalities for review and comment.

Election Date:	Municipal Election November 7, 2023
Runoff Date:	Municipal Runoff Election December 5, 2023
Municipalities in Upcoming Election:	Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Hapeville, Fairburn, Johns Creek, Mountain Park, Roswell, South Fulton, Union City
Municipalities Not Included:	Milton – to conduct their own election Palmetto – to conduct their own election Sandy Springs – no election scheduled
Proposed Precinct Location Changes:	26 to be presented at the March BRE Meeting

FINANCE

DATE OF REPORT:	December 31, 2022

PREPARATION FOR ELECTION / WORK SUMMARY:

The Financial Systems Manager is continuing to update the 2023 Elections budget as we meet with the Elections Department management and the Finance department management. Temp agency files were submitted to Purchasing to request bids from personnel agencies for our supplemental staff for 2023.

2022 Financial Results:

Operations Budget	Budget $4,391,024 Actual $4,618,115
Elections Approved Total Budget	Budget $33,026,729 Actual $20,896,054
General Primary	Budget $10,475,096 Actual $6,529,584
General Primary Run-off	Budget $9,852,568 Actual $2,709,816
General Election	Budget $12,403,864 Actual $8,968,460
General Election Run-off	Actual $2,688,194 (Funded by underruns)
2022 TOTAL Actual Costs:	$25,514,168
2023 Proposed Budget:	
Operations Budget	$4.6 Million
Elections Proposed Budget	$12.4 Million

Lastly, we have requested BOC approval to rollover 2022 funding to cover the costs of 2022 vendor invoices not received yet in the amount of $2.6 million.

INFORMATION SYSTEMS

DATE OF REPORT:	12.29.2022

PREPARATION FOR ELECTION / WORK SUMMARY:

- System Specialist worked on post-election procedures, which included.

1. Equipment reconciliation.
2. Testing of all equipment were reported to be having issues on the field during the Dec 06 Runoff and separating such equipment for RMA.
3. Arrange equipment and asset at the Philip lee warehouse in readiness for relocation to Election Central.

- Information Systems is working with the WDS Inventory System team to create an Event within the warehouse management system that will make asset relocation from the current warehouse to the election central efficient

Voting Equipment Inventory
Total number ICX/BMD – 3560
Total number ICP Scanner – 411

REGISTRATION

DATE OF REPORT:	January 5, 2023

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 December 2022. The primary activities the VR staff worked on in December were processing voter registration applications, researching street issues, municipal street audits, processing registration issues, preparing notices to voter registration applicants, scanning, indexing registration cards, and training.

REGISTRATION STATISTICS:

December 1, 2022		December 31, 2022	
VOTER REGISTRATION APPLICATIONS RECEIVED		10,913	
ACTIVE VOTERS:		755,345	
INACTIVE VOTERS		104,812	
TOTAL OF REGISTERED VOTERS		860,157	
APPLICATIONS TO BE PROCESSED:		29,588	
NEW REGISTRATIONS TO FULTON COUNTY		1,126	
TRANSFERS TO FULTON COUNTY		0	
REMOVALS FROM FULTON COUNTY:		0	

FRONT DESK OPERATIONS

December 1, 2022		December 31, 2022	

Reason for Visiting Voter Registration	Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION	1
TEMPORARY VOTER ID CARD – APPLICATIONS	97
REGISTER TO VOTE – WALK-INS	64
PRECINCT CARD REQUESTS	42
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)	25
3RD PARTY/VOTER DRIVES	4
LETTER RESPONSE	5
OUT OF COUNTY / OUT OF STATE INQUIRIES	12
VOTER LIST/STATS	34
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS	1,208
TOTAL:	1,492
CHALLENGE HEARING UPDATES: None	

VOTER EDUCATION

DATE OF REPORT:	January 3, 2023

PREPARATION FOR ELECTION / WORK SUMMARY:

The VEO team begin planning for the Municipal Election events for 2023. We are contacting schools, communities, non-profit organizations, government officials, and all c to schedule future events across the county. The VEO Manager will also reach out to all municipalities to schedule events before the Voter Registration deadline, considering low voter turnout areas and cities with low voter registration to plan events. The VEO team also assisted in the RLA after the runoff election. The VEO manager will also begin planning monthly Deputy Register training as certifications from the previous year will be up.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Total for the year
Deputy Registrar Training	2	400
Voter Registration	0	2359
Poll Worker Recruitment	0	958
Voter Identification Cards	0	66
Outreach Events	5	530
Absentee Application	0	435
Connections for VEO	200	2,636
Event Interactions	700	23,070
Media Inquiries	2	50

EVENTS December 5, 2022- January 3, 2023

12/5/2022	Fulton County Mobile Bus Voter Education	D.T. Howard Middle School, 551 John Wesley Dobbs Ave NE, Atlanta, GA 30312
12/12/2022	Fulton County Mobile Bus Voter Education	Crabapple Middle School 10900 Woodstock Rd, Roswell, GA 30075
12/13/2022	Fulton County Mobile Bus Voter Education	Woodland Middle School 2745 Stone Rd East Point, GA 30344
1/19/2023	Voter Education and Outreach	Summerset Assisted Living, 3711 Benjamin E Mays Dr. SW, Atlanta, GA 30331
1/20/2023	Deputy Registrar Training	130 Peachtree Street, Atlanta, GA 30303
1/24/2023	Deputy Registrar Training	Virtual