



# Lumpkin County Elections & Voter Registration Office

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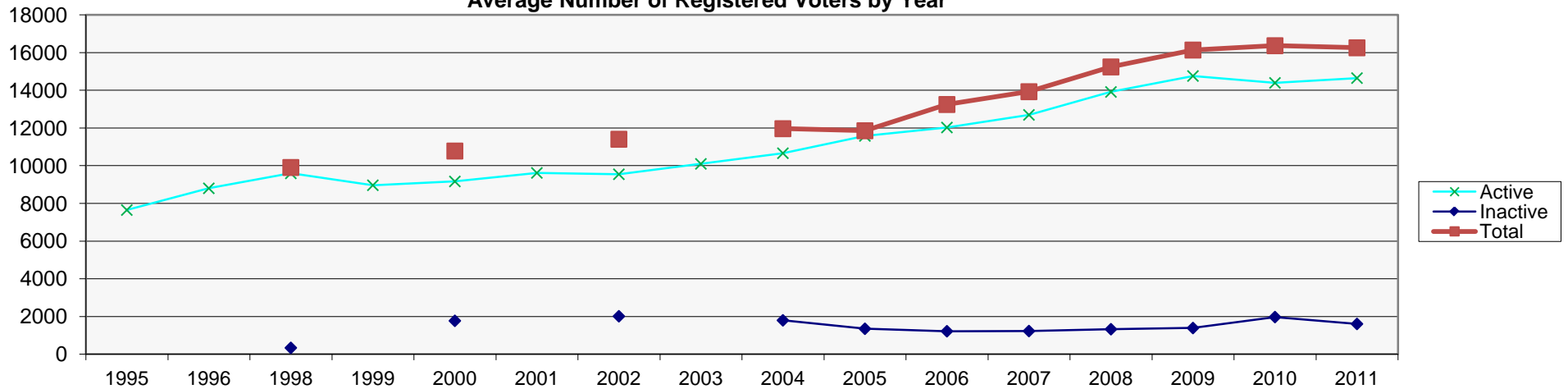
[www.lumpkincounty.gov](http://www.lumpkincounty.gov)

## Department Annual Report 2011

Registration Activity	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Mo Avg	Total Yr	Total Last Yr	% Yrly Incr	Incr/Yr
New Voters	90	86	90	72	97	72	96	104	105	101	109	73	91.3	1095	1176	-6.9%	-81
Deleted Voters	65	32	685	79	80	150	279	83	146	63	60	105	152.3	1827	892	104.8%	935
Changes (address/name)	36	31	25	26	37	34	27	60	50	30	36	22	34.5	414	743	-44.3%	-329
Other (duplicate/corrections/etc)	46	19	31	30	50	85	28	42	35	33	32	37	39.0	468	656	-28.7%	-188
Issue Photo ID Card	3	3	2	1	1	1	0	3	0	2	2	2	1.7	20	19	5.3%	1
<b>Totals</b>	<b>240</b>	<b>171</b>	<b>833</b>	<b>208</b>	<b>265</b>	<b>342</b>	<b>430</b>	<b>292</b>	<b>336</b>	<b>229</b>	<b>239</b>	<b>239</b>	<b>318.7</b>	<b>3824</b>	<b>3486</b>	<b>9.7%</b>	<b>338</b>

Voters	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Mo Avg	% Yrly Incr	Incr/Yr
Active	14,794	14,842	14,910	14,946	14,973	15,034	14,984	14,172	14,220	14,240	14,317	14,391	14,651.9	-2.7%	-403
Inactive	1,904	1,880	1,869	1,266	1,235	1,192	1,180	1,809	1,785	1,742	1,722	1,705	1,607.4	-10.5%	-199
<b>Total</b>	<b>16,698</b>	<b>16,722</b>	<b>16,779</b>	<b>16,212</b>	<b>16,208</b>	<b>16,226</b>	<b>16,164</b>	<b>15,981</b>	<b>16,005</b>	<b>15,982</b>	<b>16,039</b>	<b>16,096</b>	<b>16,259.3</b>	<b>-3.6%</b>	<b>-602</b>

Average Number of Registered Voters by Year



- The number of new voters in Lumpkin County was increasing at a rate of 1,000 per year. 2006-2007 increased 1,030, 2007-2008 increased 1,617. Then 2008-2009 increased only 226, 2009-2010 increased only 276, and 2010-2011 decreased by 602 voters. The trend in the number of registered voters appears to be following the economic trends. We have fewer people moving into the county, families are leaving the county pursuing jobs; thus we have fewer new voters.
- There were 584 inactive voters removed from the voter list, in accordance with state law, for not having voted in the past two general elections and having no contact with the office in over three additional years. This process occurs on odd numbered years (non-election years) and was completed by our office on 4/11/11.
- The current number of inactive voters is due to having voters on the roles that have not voted in the past two general elections, but have not been inactive the required three additional years for the state to automatically remove them from the voter list. If they have moved and we have returned mail with an inadequate address, the voters go on to the hearing list for the Board of Elections & Registration to decide on their removal. Otherwise, the voters remain on the list inactive for a total of five years, as per state law.

### **Elections**

- Created and submitted preclearance requests to the Federal Department of Justice in order to hold a special election in conjunction with the 3/6/12 Presidential Preference Primary for a local continuation of SPLOST and a special election in conjunction with the 7/31/12 General Primary for a state regional transportation tax on 11/10/11.
- Performed registrar duties for the November 8<sup>th</sup> General Municipal Election for the City of Dahlonega. This included verifying signatures for 218 absentee voters and entering their information in the state subsystem as well as giving credit for voting for the 331 Election Day voters in the state voter registration system. Two board members and the superintendent also assisted with the election night tally. Loaned equipment and signage to the city to assist them in the election.
- Began the Presidential Preference Primary election preparations on 10/31/11 including: submission of ballot questions, ordering, receipt and inventory of the paper ballots, programming and testing the optical scanning units on the paper ballots, inventory and ordering of supplies as well as sending out absentee by mail applications to previous elderly, disabled, military and overseas absentee voters. Election preparations will continue until 3/6/12.
- Secretary of State Kemp visited the office on 12/14/11 to observe our operations and did not note any needed changes.

### **Voter Outreach and Education**

- Continued to update and promote our web page for public information. Information, links, forms and resources are posted for voters, candidates and elected officials. Poll worker training materials, schedules and forms are posted. All upcoming election events are posted with sample ballots, Early Voting schedules and precinct locations. All Board of Elections & Registration meeting announcements, agendas and minutes are posted. All proposed changes and approved changes of polling places or precincts are posted. Voter registration statistics and voter turnout statistics are posted from the 1980's to present.
- Held the Lumpkin County Elementary School Kindergarten Field Trip election with 101 students participating and voting on the election equipment for their favorite food on 5/13/11. Created and placed a candidate guide on our web site for the children to learn about researching candidates prior to voting, which was included in the classroom discussions.
- Held the Lumpkin County High School Student Government Elections for the 2011-2012 school year with 624 students participating and learning first-hand about the voting process, serving as poll workers and encouraging participation in the democratic process, 5/20/11.
- Submitted a media release to the legal organ and the local radio station explaining the changes in election law, the reduction in the number of days of Early Voting, the precinct changes, etc. on 10/10/11 in hopes of preparing the public for the multiple changes. The legal organ chose not to print the release stating they might run it closer to election time. There was no response from the radio station.

### **Internal Processes and Procedures**

- The Election & Registration Office was temporarily relocated to the old Magistrate Office Suite on 11/3/11 in order to renovate the Tax Commissioner Suite. No definitive date or location has been given for the permanent office location.

- Performed records retention on all records in storage and in office that met the state mandated scheduled destruction dates, resulting in 32 boxes of records being pulled and prepared for shredding. Completed the pulling of the records on 6/6/11.
- Updated the daily/weekly/monthly task list of all required state and county processes and reports in order to ensure all required tasks are complete and to guide the Supervisor of Elections & Chief Registrar on a daily basis.
- Updated and improved the daily/weekly/monthly task list for the Election & Voter Registration Technician including new state procedures and reports.
- Continually updated and reorganized the continuity manual for the Supervisor of Elections & Chief Registrar position having all web based resources and daily/weekly/monthly/yearly tasks described, adding the changes which occur at the state and local level.

### **Election Processes and Procedures**

- One voting unit was repaired.
- Tested the batteries on all 76 voting units and 27 ExpressPolls on 2/9/11. Ordered replacement batteries for all voting units. Received the replacement batteries on 3/22/11. Completed battery replacement on 10/10/11.
- KSU Center for Election Systems upgraded the software in the voting units, inspected and recertified the units on 3/22/11.
- Researched and sent out thirty-six letters to potential polling locations on 3/3/11. Received responses from six owners stating interest in allowing voting to occur in their facility. Received two responses stating they had no interest in allowing their facility to serve as a polling location. Received no response from the remaining thirty locations. Met with the owners/operators and inspected for ADA compliance for five of the locations: Old School House Antiques on 2/3/11, Home Depot on 2/10/11 and 4/15/11, R-Ranch and Dahlonga Assembly of God on 3/18/11, Berea Baptist Church on 3/25/11 and Camp of Colors on 3/31/11. The Board of Elections & Registration decided one of the locations was unsuitable for election purposes, two locations could not receive approval from their chain of command to allow elections in their facilities, and the remaining three have been approved as polling locations with two signed and one outstanding contract.
- Consolidated the precincts from 14 to 7 following the public hearing on 2/8/11, with the Board of Elections & Registration's final vote on consolidation on 4/19/2011. Researched and mapped the seven consolidated precincts in accordance with population, as per the 2010 census data, as well as proximity to polling locations from 3/29/11 to 5/6/11. Received the completed maps back from the GIS Department on 5/17/11. Created and submitted the preclearance request to the Federal Department of Justice on 6/1/11, which was approved and received back on 7/25/11. The streets and addresses were assigned to the new precincts in the state voter registration system from 7/26-10/6/11. New precinct cards for all voters notifying them of their newly assigned precincts were ordered from the state on 10/6/11. Mailed out cancellation of contract letters to prior poll facilities and new contract letters to consolidated polling locations on 10/7/11. The consolidation occurred in order to save \$15,000-\$21,000 per election year, to decrease wait time by having more efficient allocation of equipment and poll workers, to decrease voter confusion and increase voter and poll worker comfort by choosing locations with parking and central heat/air.
- Researched and drew Board of Commissioner district lines in order to comply with federal mandates of "one person, one vote" based upon the 2010 census block data from 3/29/11 to 5/17/11. Received the completed maps back from the GIS Department on 5/19/11. GIS Director Koopman was in the process of leaving county employ on 5/24/11 and did not have the time needed to perform the task. Following Board of Commissioner, State House and Senate approval, created and submitted the preclearance request to the Federal Department of Justice on 11/22/11.
- The Board of Elections & Registration reaffirmed their opinion on prohibiting Early Voting in the same building where the candidates are working, citing state laws at the 10/18/11 Regular Monthly Meeting.
- Notified by Parks & Rec Director Proper that the location currently used for Early Voting will not be available in 2012. Reviewed and measured an alternate location with Director Proper on 10/11/11 which would require wall removal. Director Proper will petition the Board of Commissioners to allow the removal of the wall.
- Purchased the Georgia Easy Vote software system which will reduce the time voters spend in line at Early Voting and will increase accuracy in giving credit and issuing ballots with both Early Voting and absentee by mail voting. The system allows for instant reports on demand for tracking and verification, as well as media and candidate data requests. Received the software, equipment and training on 11/29/11.

- The Board of Elections & Registration voted on 10/18/11 to award the contract for delivery and retrieval of election equipment to and from the precincts to A.V. Building Services, at a savings of \$111 per election versus the Board renting a truck and performing the delivery/retrieval themselves. The contract was delivered to A.V. Building Services on 11/16/11 and we are currently awaiting the return in order to go before the Board of Commissioners for approval.

### **Budget and Cost Reduction**

- Maintained a balanced budget. The most recent budget account report shows 29% of funds remaining. Employee pay and benefits as well as software and ballots for the Presidential Preference Primary are outstanding charges for the month of December, however, there should be at least 16% remaining after year end, or roughly \$21,500. Included in the 2011 budget were the cost of one special election (\$18,496) and the cost of mailing out new precinct cards to all voters after consolidation (\$4,620), which comes to \$23,116 which should be left over in the funds. Due to Windstream billing errors, we were over charged nearly \$1,000 in the phone line item. The end of the year budget report should balance with the predicted amount of funds remaining for the special election that did not occur and the postage for the precinct cards that were not sent.

### **Training**

- Supervisor Pruitt attended a webinar with GIS Director Marc Koopman on redistricting processes and tools, 1/20/11.
- Supervisor Pruitt attended a webinar with Human Resources Director Fran Sullens on IRS rules on taxes and pay for poll workers, 1/27/11.
- Election & Voter Registration Technician Williamson attended the in person portion of the Georgia Election Officials Certification courses, 3/22-3/25/11. Ms. Williamson completed the on-line training portion prior to attendance. Ms. Williamson passed all of the courses and is now a Certified Election Official in the State of Georgia.
- Supervisor Pruitt attended the presentation on how to retrieve and work with the 2010 census data given by the U.S. Census Bureau on 3/28/11.
- Supervisor Pruitt and Election & Voter Registration Technician Williamson attended the state mandated Georgia Election Officials Association Annual Training (1.2 CE Units), 5/22-5/25/11.
- Supervisor Pruitt and Election & Voter Registration Technician Williamson attended the state mandated Voter Registrar Association of Georgia Annual Training (1.2 CE Units), 8/21-8/24/11.
- Supervisor Pruitt and Election & Voter Registration Technician Williamson attended the state mandated Secretary of State Elections Division Regional Meeting on 6/7/11.
- Supervisor Pruitt and Election & Voter Registration Technician Williamson attended the county mandated Defensive Driving Course on 6/8/11.
- Supervisor Pruitt and Election & Voter Registration Technician Williamson received training on the Georgia Easy Vote System and software on 11/29/11.
- Supervisor Pruitt attended the FEMA National Incident Management System Course ICS-402 Incident Command System Overview for Executives and Senior Officials on 12/5/11.
- Supervisor Pruitt and Election & Voter Registration Technician Williamson attended monthly web training meetings held by the Secretary of State Elections Division on the third Thursday.
- Supervisor Pruitt and Election & Voter Registration Technician Williamson train weekly to monthly on the Secretary of State Elections Division on-line training system e-Learn on all election processes, rules and changes.