



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Nadine Williams, Elections Chief
Ralph Jones, Registration Chief
Brenda McCloud, Administrative Manager

RE: **Monthly Operations Report – December 2020**

DATE: January 4, 2021

ELECTIONS DIVISION

During the month of December, the focus of the Election Division activities were on the following tasks:

- Recovery of equipment and supplies from the December 1, 2020 Special Runoff Election
- Processed poll worker and Line Managers Payroll for December 11, 2020 Runoff Election
- Preparation for and conduct of the January 5, 2021 Federal and PSC Runoff Election absentee-in-person component of the election.
- Recruitment and personnel staffing for early voting and Election Day for the January 5, 2021 Federal and PSC Runoff Election event.
- Scheduled and conducted in-person and virtual training for early voting, Election Day poll managers, poll technicians and provisional clerks respectively for January 5, 2021 Federal and PSC Runoff Election
- Conducted Logic & Accuracy Testing for the January 5, 2021 Federal and PSC Runoff Election.
- Packaging and delivered Election Day supplies and equipment for the January 5, 2021 Federal and PSC Runoff Election event
- Procurement and installation of internal wireless infrastructure for mobile voting units

December 1st 5th Congressional and 39th State Senate Special Election

The December 1, 2020 5th Congressional and 39th State Senate Special Runoff elections were conducted during this reporting period. There were a total of 44 precinct overlaps of the 146 participating polling locations operated. The mobile voting units were deployed for two (2) schools used as polls where the water tested positive for Legionnaire's disease.

Advanced Voting January 5, 2021 US Senate and Public Service Commission Runoff

The advance in person component was held December 14 - December 30, 2020. There were 34 sites (including mobile units) located throughout Fulton County. We employed two outreach sites as mega sites, State Farm Arena and the Mercedes Benz Stadium. In north Fulton, we used Dorothy Benson Senior Center as a site with more BMDs and check in capacity and in south Fulton we made use of the Gateway Center. Mercedes Benz and State Farm used, almost exclusively, their own staff members to work those polls. Voting at all sites were brisk throughout the early voting period. There were 271,062 in-person votes cast during the 15 days we were open during early voting in Fulton County.

Preparation for the January 5, 2021 US Senate and Public Service Commission Runoff Elections

The election database for the January 5, 2021 US Senate and Public Service Commissioner (PSC) was received from the Center for Election Systems (CES) and underwent data structure and content review by staff. Additionally, the ballot proofs were confirmed as correct and the participating precincts with their assigned ballot combinations verified as accurate. Coordination has been made with our ballot printer for printing and the ballots have been received. Logic and Accuracy testing was scheduled, advertised and performed during this reporting period at GWCC. All polling venues were confirmed and meetings were held with Fulton County and

Atlanta Public Schools to sync deliveries with school holiday schedules. Equipment deliveries commenced on December 21, 2020.

Poll Worker and Poll Technician Training January 5, 2021 Runoff Election

In-person training was coordinated with Dominion Voting Systems for field technicians which staffed the 254 polling locations. Internal staff also scheduled and conducted in-person training for early voting staff, poll managers and check-in center managers and staff. Remote virtual training was also prepared and presented to persons performing provisional ballot processing and ballot cancellation duties at the polls on Election Day.

Warehouse Annex & Georgia World Congress Center (GWCC):

The Department of Real Estate and Asset Management (DREAM) was able to negotiate and acquire an auxiliary warehouse facility to accommodate the department's robust inventory of carriers, ballot scanners and other voting related equipment. This auxiliary location (Hapeville) is much more practical, convenient, and accessible than the former building 4700 Alpharetta, Georgia location.

The warehouse staff is gradually migrating equipment recovered from the General Election into this newly acquired space. The four unit carriers will be warehoused at the Hapeville facility. The two (2) unit carriers and poll pad devices will be warehoused at the English Street location. GWCC continue to be used as a space to perform L&A Testing on the Dominion Voting system equipment and serves as an equipment pre-delivery staging area for the January 2021 election event. The preparation, testing and poll pad Saturday will continue to be performed at the Elections Preparation Center (EPC).

Poll Managers Supply Pick-up and Check-in:

We are diligently working with county staff and have assisted in the design and creation of an automated program that provides realtime visibility of when and what poll runners and poll managers have arrived at their designated election night check-in center. We are using the WebEOC application with event tables for indicating when poll runners and poll managers arrive to check-in. We have moved to a system of designating to poll managers their assigned election night check-in center rather than the poll managers making the selection. This gives us more flexibility in balancing the check-in resources and the volume of polls serviced by a given check-in facility.

Mobile Voting Units:

Internal wi fi systems were purchased for installation on the two (2) mobile units to preclude having to use hotspots sometimes outside of the mobile units to obtain service. The installation of all components to the wi fi system (with the exception of the antennae) were installed. These components (antennas) installations will be performed at the conclusion of early voting. The hotspots we used were reliable in some locations but spotty in others.

Virtual Meetings and Training:

The staff participated in a number of virtual meetings this reporting period that included but not limited to daily Fulton County's Office of Strategic Planning elections planning, preparation and processes as well as departmental staff meetings and training of participating poll staff on poll procedures and operations.

Tasks to Be Performed for Future Reporting Periods:

- Poll equipment recovery from the January 5, 2020 Federal Elections
 - Payroll Processing for participating citizen poll workers, line managers and election night workers
 - Evacuation of defective election equipment to Dominion for repair/replacement
 - Initiate a call for municipal election support required by municipal clerks and their offices to be filled
 - Perform pre-planning for the November 2, 2021 Municipal General and Special Election
 - Generate prorated and individual cost data for municipal elections based on desired elections services
 - Sorting, audit, assembly and the delivery of post-election documents to Georgia Secretary of State, Clerk of Superior Court and Superintendent
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- Review the Elections Division internal processes and procedures

- Enter previously approved polling place changes into the “Polling Place Changes” data application
- Organize warehouse spaces
- Select and implement an automated inventory management system

REGISTRATION DIVISION

Monthly Operational Report- **December 2020**

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This Monthly Report provides a summary of the critical registration activities, workload levels and voter statistics for the Registration Division of the Fulton County Registration & Elections Department for December 2020. The primary activities upon which we worked in November were processing voter registration applications, confirmation notices, researching street issues, municipal voter/street audits as well as voter registration applicant processing problems, preparing notices to voter registration applicants, scanning, indexing registration cards, and training.

VOTER REGISTRATION

The total number of voter registration applications we have received in 2020 is **322,685**. We received **26,889** voter applications in December. We are processing those applications.

As of January 1st, 859,338 (821,320 active and 38,018 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of November/December are as follows:

| Year | November Voter Registration Applications | December Voter Registration Applications |
|--|---|---|
| 2012 | 8,721 | 13,853 |
| 2013 | 4,012 | 4,914 |
| 2014 | 3,426 | 14,305 |
| 2015 | 8,235 | 6,908 |
| 2016 | 22,284 | 20,187 |
| 2017 | 19,362 | 18,112 |
| 2018 | 23,471 | 18,487 |
| 2019 | 18,958 | 16,334 |
| 2020 | 28,742 | 23,898 |
| Total Applications for 2020 | | 322,685 |
| Total Applications Processed 2020 | | 306,239 |
| Total New Applications for 2020 | | 124,654 |

WORKLOAD STATISTICS FOR DECEMBER:

| Voter Registration Applications Needed to be Processed | | |
|---|--|--------|
| Total Applications needed to be processed | | |
| DDS Applications | | 16,175 |
| Online Applications | | 3,855 |
| Paper Applications | | 0 |
| Confirmation Letters | | 0 |

| Completed Voter Registration Applications Processed for December | | |
|---|-------|--------|
| Total Number of Processed Applications | | 32,720 |
| Total New Registrations to Fulton County | | 16,975 |
| New Registration (1st Time) | | 11,700 |
| DDS Applications | 2,663 | |
| Online Applications | 2,733 | |
| Paper Applications | 6,304 | |
| Transferred into Fulton | | 5,275 |
| DDS Applications | 2,478 | |
| Online Applications | 1,872 | |
| Paper Applications | 925 | |
| Total Number of Changes to Fulton County | | 15,745 |
| Address Changes Only | 6,850 | |
| Name & Address Changes | 2,644 | |
| Duplicate (No Changes) | 2,029 | |
| Name Changes | 4,222 | |
| Total Number of Removals of Fulton County | | 9,643 |
| Felons | 307 | |
| Moved out of State | 5 | |
| Duplication | 773 | |
| Error | 111 | |
| Hearing | 0 | |
| Not Verified Deletion | 1 | |
| Requested | 62 | |
| Transfers out of county | 7,781 | |
| Vital Records | 603 | |
| Mental Incompetent | 0 | |
| Inactive to Deletion | 0 | |

REGISTRATION REPORTS:

FELON LIST

State law requires counties to review felon reports and to conduct hearings for those voters with matching data that raises questions regarding their eligibility to vote in accordance with O.G.C.A 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

Number scheduled for December Hearing 0.

We mailed 746 letters to voters who are suspected felons. If they do not respond, they will be removed from the voting rolls.

DEPUTY REGISTRAR ACTIVITIES

The Registration Division completed the following Voter Education Activities for the Month of December:

| Deputy Registrars Trained | Deputy Registrar Classes | Deputy Registrar Drives |
|----------------------------------|---------------------------------|--------------------------------|
| 0 | 0 | 0 |
| | | |

We issued 130 TVICs. We sold 4 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 15 permanent employees and 3 managers currently. We have one opening at Registration Officer. We will be interviewing new week for the position. We have ten supplemental workers. We hired 25 supplemental workers to staff our new call center. Our supplemental workers last day will be January 19, 2021

Call Center 2

We created another call center. This call center was staffed with 24 Fulton county employees helping us to answer calls and data entry. Most of them were employed at the Library. Their last day was January 8, 2021

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Notifications of Hearing for Felons
- Coordinating Deputy Voter Registration Drives as Requested
- Continue List Maintenance Activities
- Continue Review / Update Voter Registration procedures
- Continue Indexing, Scanning Voter Registration Applications
- Continue to Perform / Conduct performance counseling sessions
- Respond to State Election Investigations
- Continue Precinct Card Mailings and other Correspondences
- Staff Training

ADMINISTRATION DIVISION

This report provides specific administration and election tasks performed during the month of December 2020. Standard operations and activities from the Administrative Division include: personnel, payroll, procurement, finance, travel and training coordination and support to the Board of R&E and Registration and Elections Divisions.

Elections Budgets

Staff has been working daily on managing and tracking expenditures of the elections' budgets.

The Finance Department, the Purchasing Department and the Strategy Executive team have been working closely with the department with allocating funding from the general fund budget, the capital funds, the CAREs budget, and the two grant funds for election expenses and personnel.

Staff attended several Zoom budget meetings with the Finance Budget Manager, Mr. Hussler and our department's budget analyst, Mr. Hugh Stewart, reviewing all of the budgets, invoices outstanding to be paid and instructions on end-of year transactions.

Grant Report

Southern Poverty Law Center (SPLC) Grant was to only purchase 20 absentee ballot drop boxes and security cameras. The department was awarded \$85,000.00 - the actual expenses were \$45,718.53 and a refund of \$39,281.47 will be processed by the Finance Department.

The Center for Tech and Civic Life Grant (CTCL) – this is the first grant awarded in the amount of \$6,309,436 to support the 2020 elections. The grant project period was from June 15, 2020 – December 31, 2020.

The Center for Tech and Civic Life Grant (Safe Voting Plan) – this is the second grant awarded for the amount of \$4,389,395, to be used for the January 5, 2021 Federal Runoff Elections related to elections in 2020. The grant project period is from June 15, 2020 through January 31, 2021.

Election Preparations

For the January 5, 2021 Federal Election, the Administration Division staff assisted the Registration Division verifying voter history from Early Voting applications, and assisted the Registration Division with absentee ballot applications, UOCAVA ballots, sending ballots by overnight courier, and logging in returned ballots.

Campaign Contribution Disclosure Report (CCDR)

The end-of-year CCDR report was due on December 31, 2020, with a grace period of January 8, 2021. Reminders were emailed to all public officials and candidates that had fund balances in their campaign accounts. There were several candidates that filed their Campaign Termination Report that was also due on December 31, 2020.

Personnel Vacancies and Recruitment

The following vacant positions were open for recruitment, interviews and selections:

| | | | |
|--|--|---|--|
| Registration Officer | To fill vacant position due to resignation | Interviews held – | No recommendation sent to director |
| Election Systems Specialist | To fill vacant position due to promotion | Interviews held | Brandon Robinson was selected |
| Elections Officer | New funded position | Recruitment to close 1/11/2021 | Waiting for list of qualified applicants |
| Elections Systems Assistant Supervisor | New funded position | Interviews held | Selection was recommended to director |
| Deputy R&E Director | New funded position | Position Description form to be submitted to H.R. | |
| Voter Education & Outreach Specialist | New funding position | Position Description form to be submitted to H.R. | |