



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Joseph "Blake" Evans, Elections Chief
Ralph Jones, Registration Chief
Brenda McCloud, Administrative Manager

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

DATE: June 3, 2020

ELECTIONS DIVISION

During the month of May, we concentrated our efforts on the following tasks:

- Conducting early voting for the June 9th elections
- Testing election equipment to prepare it for the June 9th elections
- Managing polling locations in the midst of COVID-19
- Obtaining Personal Protective Equipment and Developing Our Safety Plan
- Working with Other County Departments to Prepare for Election Day

Conducting Early Voting for the June 9th elections

Early voting for the June 9th elections began on Monday, May 18th at 5 early voting locations. In response to high demand for early voting, we adjusted equipment allocations at all 5 locations by adding more ballot marking devices. We also added additional check-in stations at C.T. Martin Natatorium and Recreation Center as well as at the South Fulton Annex and Alpharetta Library. On Wednesday, May 20, we started opening all early voting sites at 7:00am.

We added Wolf Creek Library as an early voting site on Wednesday, May 27th, and we also added College Park Library and Roswell Library as locations on Monday, June 1st. We expanded hours from 9 AM-4:30 PM to 7 AM-4:30 PM to eventually 7 AM – 7 PM.

Testing Election Equipment to Prepare for June 9th Elections

Our Elections Preparation Center team has been working diligently to prepare equipment for Election Day. In total, they are testing over 1,800 BMDs, 167 scanners, and 477 Poll Pads.

Managing Polling Locations

Since the impact of COVID-19, we have lost 45 polling locations. Of those, 44 have been related to the virus. In total, we have 163 locations as of this operations report. Many of those 163 locations have asked us details about our safety procedures on Election Day, and we have explained to them the measures we are taking. We have been able to keep several locations because of our emphasis on social distancing and our requirement that poll workers must wear masks.

We have been working with our External Affairs Department to promote the polling location changes. On Tuesday, June 2nd, a newsletter with important details was sent to many elected officials across the county. We are encouraging anyone who is thinking about voting on Election Day to check the Secretary of State's My Voter Page before going to vote. We have also updated our website's home page with a large graphic letting people know that many Election Day locations have changed, and they should check their location before they go to the polls.

Obtaining Personal Protective Equipment and Developing our Safety Plan

The safety of staff, poll workers, voters, and the staff at our polling locations is a primary concern for this upcoming election. We have heard concerns from poll workers and polling location representatives.

We have worked diligently to acquire masks, face shields, gloves, alcohol wipes, styluses, and hand sanitizer. We will ask voters standing in line to stand six feet apart from each other. To encourage social distancing, we have purchased line dots that will show people in line where to stand. Before voters check in, they will be given a clean stylus, and they will use that stylus while checking in and while marking their ballot on the ballot marking device. Once voters are done casting their ballots, they will give their styluses back to a poll worker to be cleaned and then used again by a future voter.

We will also provide Election Day Technicians and Election Night Workers with hand sanitizer, face shields, masks, and gloves.

Working with Other County Departments to Prepare for Election Day

We have worked closely with county management as well as other county departments, such as IT and DREAM, to prepare for Election Day. Our IT Department has provided support for us throughout early voting, and they will also provide support on Election Day. They are currently assisting us with setting up our call center for Election Day. Our call center is normally in the Emergency Operations Center. However, we are unable to use that space at this time.

The IT Department is also providing some Election Day Technicians for the field. In total, we plan to have close to 90 technicians on Election Day.

Tasks to Be Performed for Future Reporting Periods

- Conduct the June 9th Election
- Continue to manage polling locations and work with locations that have concerns about Election Day
- Train Election Day Technicians
- Complete delivery of Election Day supplies

REGISTRATION DIVISION

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 May 2020. The primary activities upon which we worked in May 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 **109,893**. We received **22,119** voter applications in May. We are processing those applications.

As of June 1st, 814,681 (767,676 active and 47,005 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of April/May are as follows:

Year	April Voter Registration Applications	May Voter Registration Applications
2012	11,571	8,254
2013	5,724	6,063
2014	5,374	12,633
2015	5,608	6,229
2016	19,704	17,385
2017	19,036	21,888
2018	26,124	25,049
2019	22,716	24,754
2020	10,875	22,119
Total Applications for 2020		109,893
Total Applications Processed 2020		100,319
Total New Applications for 2020		40,420

WORKLOAD STATISTICS FOR APRIL:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		9,574
DDS Applications		6,585
Online Applications		2,335
Paper Applications		654
Confirmation Letters		0

Completed Voter Registration Applications Processed for May			
Total Number of Processed Applications			7,634
Total New Registrations to Fulton County			2,013
New Registration (1st Time)		1027	
DDS Applications	415		
Online Applications	488		
Paper Applications	124		
Transferred into Fulton		1086	
DDS Applications	402		
Online Applications	414		
Paper Applications	270		
Total Number of Changes to Fulton County			2,238
Address Changes Only	1385		
Name & Address Changes	298		
Duplicate (No Changes)	212		
Name Changes	343		
Total Number of Removals of Fulton County			3,383
Felons	0		
Moved out of State	0		
Duplication	76		
Error	0		
Hearing	0		
Not Verified Deletion	0		
Requested	1		
Transfers out of county	2,907		
Vital Records	399		
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 May Hearing 0.

We mailed 256 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 March:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
0	0	0

We issued 0 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 16 permanent employees and 3 managers currently. We have hired 2 Registration Officers. We have ten supplemental workers.

Absentee by Mail Report

The Secretary of State has mailed all active voters an absentee application. Once the voter fills out the absentee application, staff will process request into Election. Secretary of State will send the ballot to the voter. On May 29th Fulton County resumes mailing absentee ballots.

We received 40 additional employees from the County Manager's office to help us open the mail and process the absentee applications. We also have hired 10 Happy Faces employees to help.

Absentee Ballot Box

We are planning to have 20 absentee ballot boxes across the county. These boxes will be for voters to drop off their absentee ballot. The last day to drop off a ballot in the ballot box will be Election Day June 9, 2020 at 7:00 p.m.

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 May 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.

2020 Election Preparations

Our support staff has provided great customer service by answering calls before, during and after hours as well as on weekends. The primary calls have been absentee application requests, inquiries on status of ballot, and voter registration questions. Messages were taken and submitted at the end of each day to the Voter Registration chief and managers to respond.

Received priority support from the Purchasing and Finance Departments with preparing, processing and receiving purchase orders for additional COVID PPE supplies, additional poll pads, additional precinct tabulators, ballot paper and ballot drop boxes.

In addition, the Finance Department managers have assisted the staff with expediting the process for issuing advance payment to use the Georgia World Congress Center for three days.

Legislative Update – May 22, 2020

On Monday, May 18, 2020, the State Election Board passed an Emergency Rule: **Processing Absentee Ballots Prior to Election Day**. See attached update.

Opening and Entering Absentee Applications

The Administration staff has consistently assisted the Voter Registration Division with opening and entering absentee ballot applications and scanning returned ballots for voting credit.

Campaign Contribution Disclosure Report (CCDR) – April 2020

The next reporting period due for candidates was April 30, 2020, with a grace period deadline of May 7, 2020.

All current public officials and candidates for the Primary Election were required to file their CCDR. Only one candidate did not file: Walter Calloway, Sheriff. An email reminder was sent to everyone.

Voter Education and Outreach (VEO)

Since the COVID-19 shutdown, the VEO team lead has consistently answered calls and inquiries ranging from demonstration requests to information presentation requests on the absentee ballot process. We have informed these groups that we are not doing live demos of the new voting equipment until further notice.