



## INTER-OFFICE MEMORANDUM

**TO:** Fulton County Board of Registration and Elections

**FROM:** Richard L. Barron, Director, Registration and Elections  
Dwight Brower, Interim Elections Chief  
Ralph Jones, Registration Chief  
Brenda McCloud, Administrative Manager

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

**DATE:** December 3, 2020

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### **ELECTIONS DIVISION**

During the month of November, the focus of the division activities were on the following tasks:

- Preparation for and conduct of the November 3, 2020 General and Special Election.
- Recruitment and personnel poll staffing for the December 1, 2020 5<sup>th</sup> Congressional and 39<sup>th</sup> State Senate Special Runoff Elections.
- Scheduling and conduct of virtual training for poll managers and line managers for the December 1, 2020 election event.
- Conducted Logic & Accuracy Testing for the December 1, 2020 5<sup>th</sup> Congressional and 39<sup>th</sup> State Senate Special runoff Elections.
- Preparation and conduct of the RL hand count audit and the presidential recount
- Packaging and delivery of Election Day supplies and equipment for the December 1<sup>st</sup> election event
- Resource planning for the January 5, 2021 federal elections

#### **November 3<sup>rd</sup> General and Special Election Early Voting**

The November 3, 2020 General and Special Election was conducted during this reporting period. There were thirty (30) static advance voting polls operated each day of early voting and seven (7) outreach polling venues that were operated 2-3 days in duration. The mobile voting units were also deployed to operate at several location and to support two (2) early voting polling facilities that were unable to process voters due to prolonged power outages resulting from the tropical storm. More than 315K absentee in-person ballots were cast during this early voting period.

#### **5<sup>th</sup> Congressional and 39<sup>th</sup> State Senate Runoff Early Voting**

The early voting period for the December 1, 2020 election events commenced on November 9, 2020 for the 5<sup>th</sup> Congressional Special and on November 23<sup>rd</sup> for the 39<sup>th</sup> State Senate Democratic Primary runoff and concluded on Wednesday, November 25, 2020. There were 10 early voting sites that operated during this reporting period and all 38 absentee ballot drop boxes available. There was a total of 5,901 Absentee In Person (AIP) ballot cast in the 5<sup>th</sup> Congressional race and 1,357 Absentee In Person (AIP) ballots cast in the 39<sup>th</sup> State Senate race.

#### **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) have been received from the Center for Election Systems (CES) and have undergone data structure and content review by staff. Additionally, the ballot proofs have been confirmed as correct and the participating precincts with their assigned ballot combinations verified as accurate. Coordination has

been made with our servicing ballot printer for the printing and delivery of ballots. We have been providing ballot drop box services for each of the 38 drop boxes on a daily basis (to include weekends and holidays) since October 2020.

### **Poll Worker and Poll Technician Training November 3rd General and Special Election**

Coordination is ongoing with Dominion to schedule and to conduct field technician training beginning the week of December 14, 2020. We will require 254 poll technicians to fulfill our technical support needs for the January 2021 election event.

### **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 is much more practical, convenient, and accessible than the former building in Alpharetta. The warehouse staff is gradually migrating equipment recovered from the General Election into this newly acquired space as the currently tenant clear their equipment from the space. GWCC will be used as a space to perform L&A Testing on the Dominion Voting system equipment and serve as an equipment staging area to be used for the January 2021 election event. Preparation and testing of Poll Pads will continue to be performed at the Election Preparation Center (EPC).

### **Poll Managers Supply Pick-up and Check-in:**

We are diligently working with county staff to create an automated program that provides realtime visibility of when poll managers pick up election supplies on the Sunday prior to the election and when they check-in on election night at their assigned check-in facility. Current plans are to assign check-in facilities for polling sites based not on the poll manager's preference, but based on other criteria and our quest to balance the number of precincts serviced by a given check-in center.

### **Bandwidth Challenges Elections Preparation Center**

Poll Pad Saturday continues to be performed without bandwidth issues since the purchase and installation of the cache box, Meraki devices, coupled with the switch upgrade our county IT department performed. Additionally, an investment was made in cradle point routers to pinpoint issues minimize and minimize remediation response times.

### **Virtual Meetings and Training:**

The staff participated in a number of virtual meetings this reporting period that included but were not limited to daily Fulton County Office of Strategic Planning elections planning, preparation and processes. There were also several virtual meeting with poll and Election Day Line Managers to disseminate information on important reminders on the dual elections scenarios we had for the December election event.

### **Tasks to Be Performed for Future Reporting Periods**

- Conduct of L&A Testing for the January 5, 2020 Federal Elections
- Preparation for the January 5, 2021 Federal Runoff Election
- Refinement of the December 2020 and January 2021 Elections Budget
- Poll Managers and Technician Training for January 5, 2021 Federal Elections
- Conduct of the presidential race recount
- Sorting, audit, assembly and the delivery of post-election documents to Georgia Secretary of State
- Packaging and delivery of election supplies and equipment for January 2021 Federal Election Runoff

# 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 November 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 **298,767**. We received **28,742** voter applications in November. We are processing those applications.

As of December 1<sup>st</sup>, 854,135 (815,519 active and 38,616 inactive) registered voters reside in Fulton County.

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

Year	October Voter Registration Applications	November Voter Registration Applications
2012	45,320	8,721
2013	8,079	4,012
2014	18,428	3,426
2015	12,322	8,235
2016	58,727	22,284
2017	24,528	19,362
2018	58,711	23,471
2019	47,097	18,958
2020	31,798	28,742
<b>Total Applications for 2020</b>		<b>298,767</b>
<b>Total Applications Processed 2020</b>		<b>283,519</b>
<b>Total New Applications for 2020</b>		<b>107,679</b>

**WORKLOAD STATISTICS FOR NOVEMBER:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		15,248
DDS Applications		10,798
Online Applications		2,650
Paper Applications		1,800
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for November</b>		
<b>Total Number of Processed Applications</b>		23,944
<b>Total New Registrations to Fulton County</b>		10,488
<b>New Registration (1<sup>st</sup> Time)</b>		5552
DDS Applications	2,350	
Online Applications	2,134	
Paper Applications	1,068	
<b>Transferred into Fulton</b>		4,936
DDS Applications	2,632	
Online Applications	1,759	
Paper Applications	545	
<b>Total Number of Changes to Fulton County</b>		13,456
Address Changes Only	5,517	
Name & Address Changes	2,467	
Duplicate (No Changes)	1,502	
Name Changes	3,970	
<b>Total Number of Removals of Fulton County</b>		3,413
Felons	552	
Moved out of State	0	
Duplication	470	
Error	45	
Hearing	0	
Not Verified Deletion	200	
Requested	6	
Transfers out of county	1,217	
Vital Records	923	
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 November Hearing 0.

We mailed 765 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 November:**

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
0	0	2

We issued 61 TVICs. We sold 2 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.

### **Secretary of State Report**

The State Election Board approved the early scanning of absentee ballot. This will give us an opportunity to scan our ballots a week prior to the General Primary Runoff and General Elections.

### **Absentee by Mail**

Runbeck mailed out our first batch of ballots on November 30 and will mail until December 11. We will take on the responsibility for mail afterwards. Our absentee ballot signature, absentee credit for voting and scanning will take place at the Georgia World Congress Center starting on December 9. The SOS has provided a link to the voter to have their ballot track during the election. The link is <https://georgia.ballottrax.net/voter/>

### **Call Center 2**

We have created another call center. This call center has been staffed with 24 Fulton county employees helping us to answer calls and data entry. Most of them were employed at the Library.

### **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 November 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.

## **2021 Budget Preparation**

A draft of the 2021 Proposed Budget was submitted to departments for review. Find attached the proposed budget for the department.

## **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.

## **Assisting Divisions**

The Administration Division staff assisted the Elections Division with the hand-count audit at the Georgia World Congress Center, verified voter history from Early Voting applications, and assisted the Registration Division with entering DDS applications.