



## INTER-OFFICE MEMORANDUM

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

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

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

**DATE:** March 4, 2020

---

### **ELECTIONS DIVISION**

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

- Training Early Voting workers and Election Day poll workers
- Conducting two mock elections, including one that involved us sending voting equipment to 13 locations
- Conducting Logic and Accuracy Testing on the new voting system
- Early Voting preparation
- Receiving new equipment and supplies
- Renovating the Elections Preparation Center to accommodate new equipment
- Coordinating with other county offices to prepare for upcoming elections.

#### **Poll Worker and Early Voting Worker Training**

During the month of February, we held 56 Election Day poll worker training classes. In total, we trained about 1,200 poll workers in February. That represents about 75% of the poll workers we need for the Presidential Preference Primary. The remaining 400 workers will be trained during the first two weeks of March.

Training for Early Voting workers began with orientation on Friday, February 7<sup>th</sup>, and it completed on Friday, February 21<sup>st</sup>. It consisted of interactive hands-on training with each piece of equipment, including the Poll Pads, ImageCast X Ballot Marking Devices (BMDs), and the ImageCast X Precinct (ICP) scanners. The Poll Pad portion of the class was led by a representative from KnowInk (the company that developed Poll Pad). The BMD and ICP portions of the class were taught partially by a technician from Dominion Voting Systems.

#### **Mock Elections**

We conducted two mock elections during February. The Fulton-specific mock election on Tuesday, February 18<sup>th</sup> was intended to provide voters the opportunity to use the new voting system. We delivered equipment to 13 voting locations. The locations were staffed by early voting workers. The February 18<sup>th</sup> mock election served as an excellent opportunity for workers to practice setting up the machines and preparing them for voters. In total, 688 voters cast ballots in the mock election.

The Secretary of State's Elections Division also held a mock election on Wednesday, February 26<sup>th</sup>. This mock election intended to provide election offices an opportunity to go through all the steps required from a systems perspective to run an election. This was another opportunity for our personnel to practice uploading election results into the reporting system.

**Conducting Logic and Accuracy (L&A) Testing**

We began L&A on Monday, February 17<sup>th</sup>. We successfully tested 186 BMDs and 42 ICP scanners for our 21 early voting sites that are open for all 3 weeks. We are continuing L&A daily in order to successfully test all the equipment we need for Election Day. In total, we anticipate having over 2,100 BMDs, 214 ICP scanners, and 650 Poll Pads in the field on Election Day.

**Early Voting Preparation**

As mentioned previously, early voting worker training concluded on February 21<sup>st</sup>, and we have successfully tested all equipment allocated to our 21 permanent early voting sites. Additionally, we coordinated with our IT Department and our facilities to deliver laptops and voting equipment to all permanent locations.

**Receiving New Equipment**

As of the end of February, we have received the following:

Ballot Marking Devices	3,003
Ballot Scanners	283
Printers	3,054
UPS (backup battery supplies)	1,320
BMD Transport Cases	3,024
Printer Transport Bags	2,304
UPS Carts	1,529
Blue Privacy Panels	3,058

**Renovation of Election Preparation Center**

We worked with the Department of Real Estate and Asset Management (DREAM) to rearrange our shelving to create more open floor space at the Elections Preparation Center (EPC) and to increase the electrical capacity of the warehouse area. The upgrades were completed in February (ahead of schedule), and staff is utilizing the upgraded electrical to prepare and test the new voting system.

**Coordinating with Other County Offices to Prepare for Upcoming Elections**

Our department holds regularly-scheduled meetings with many county government entities to ensure we have support to conduct upcoming elections. For example, we meet bi-weekly with the County Manager’s team, we meet weekly with the IT Department, and we have been meeting regularly with DREAM to ensure that renovations at the EPC stay on track to complete in a timely manner.

**Polling Locations**

For the March 24<sup>th</sup> Presidential Preference Primary and Special Election, we will have 198 Election Day polling locations. The electrical capacity of all our Election Day locations has been checked by a state vendor, and our office has received electrical reports for each facility. We are working with DREAM in regards to any electrical concerns.

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

- Administer the March 24, 2020 Presidential Preference Primary and Special Election
- Continue L&A
- Continue poll worker training
- Continue early voting

**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 February 2020. The primary activities upon which we worked in February 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 **57,477**. We received **35,310** voter applications in February. We are processing those applications.

As of March 1<sup>st</sup>, 809,993 (761,290 active and 48,703 inactive) registered voters reside in Fulton County.

**The Historic Overview of Registration Applications for the Months of January/February are as follows:**

<b>Year</b>	<b>January Voter Registration Applications</b>	<b>February Voter Registration Applications</b>
<b>2012</b>	<b>9,263</b>	<b>10,326</b>
<b>2013</b>	<b>6,972</b>	<b>6,082</b>
<b>2014</b>	<b>6,109</b>	<b>6,120</b>
<b>2015</b>	<b>8,850</b>	<b>5,215</b>
<b>2016</b>	<b>6,252</b>	<b>17,327</b>
<b>2017</b>	<b>19,847</b>	<b>18,215</b>
<b>2018</b>	<b>20,796</b>	<b>19,573</b>
<b>2019</b>	<b>23,056</b>	<b>21,441</b>
<b>2020</b>	<b>22,167</b>	<b>35,310</b>
<b>Total Applications for 2020</b>		
		<b>57,477</b>
<b>Total Applications Processed 2020</b>		
		<b>63,033</b>
<b>Total New Applications for 2020</b>		
		<b>28,351</b>

**WORKLOAD STATISTICS FOR February:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		5,847
DDS Applications		1,748
Online Applications		3,999
Paper Applications		100
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for February</b>		
<b>Total Number of Processed Applications</b>		24,986
<b>Total New Registrations to Fulton County</b>		12,148
<b>New Registration (1<sup>st</sup> Time)</b>		6,873
DDS Applications	3,082	
Online Applications	1,057	
Paper Applications	2,734	
<b>Transferred into Fulton</b>		5,275
DDS Applications	3,157	
Online Applications	1,313	
Paper Applications	805	
<b>Total Number of Changes to Fulton County</b>		22,838
Address Changes Only	6,022	
Name & Address Changes	1,749	
Duplicate (No Changes)	1,303	
Name Changes	2,284	
Other Changes	11,480	
<b>Total Number of Removals of Fulton County</b>		7,389
Felons	236	
Moved out of State	0	
Duplication	140	
Error	0	
Hearing	0	
Not Verified Deletion	37	
Requested	6	
Transfers out of county	6,463	
Vital Records	507	
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 March Hearing 0.

We mailed 511 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 February:**

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
31	5	15

We issued 146 TVICs. We sold 1 voter list CD's.

**PERSONNEL/STAFFING:**

We have a total of 14 permanent employees and 3 managers currently. We have 2 openings for Registration Officer. We will interview on March 10, 2020. We will fill these positions in March. We have ten supplemental workers.

**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 February 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**

Receiving priority support from the Purchasing and Finance Departments with preparing, processing and submitting several items for Board of Commission approval: Carriers, purchase of precinct ballot tabulators, purchase of additional poll pads, toner cartridges, and blank ballot-on-demand paper stock.

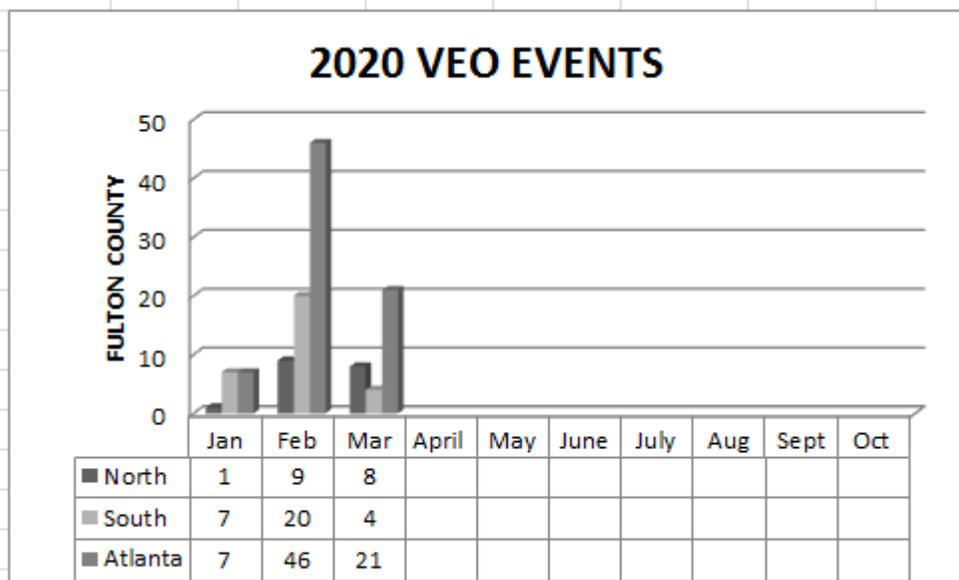
Preparation of Qualifying Information Packet for the executive party committees and non-partisan candidates for the qualify period on March 2 – 6, 2020.

**Voter Education and Outreach (VEO)**

The Administrative Manager has been meeting with the VEO Team on a constant basis to review processes with voter registration, filling out applications, House Bill 316 sections and questions and answers on the new voting equipment.

In collaboration with External Affairs, we prepared and had printed the Presidential Preference Primary Election 2020 Voter Guide for dissemination at each event.

The following is a chart that indicates the areas of Fulton County the VEO team has attended and participated and a list of those events in the month of February 2020:



<b>NORTH FULTON</b>		
Commissioner Ellis Milton Library	Georgia Latino Alliance for Human Rights, Dunwoody	St. James United Methodist Church, Alpharetta
Commissioner Ellis Sandy Springs Library	Commissioner Ellis Roswell Library	Milton Library
Civic Friday's, Dunwoody	Roswell Rotary club	Dorothy C. Benson Senior Center
<b>ATLANTA</b>		
Commissioner Carn, NPU Meeting	CWA Retiree's Union (2 events)	Southern Region of Sigma Gamma Rho
Zion Baptist Church, Atlanta	Commissioner Hall Greater Deliverance Church	Quality Living Service, Atlanta
New Georgia Project, Atlanta	Southside Concerned Citizens	Atlanta City Hall
Commissioner Carn, Quality Living Service	NW Library at Scotts Crossing	NPHC of Greater Atlanta
Commissioner Hausmann's Meeting, Government Center	Central Outreach	Atlanta City Council District 12, Atlanta Technical College
Alice M. Olgetree Service Guild	The Trolley Barn	Service Fair, Government Center
Commissioner Carn, Walden Park HOA	Flipper Temple AME Church (2 Events)	Georgia Parent Teacher Assoc.
ACCG Capitol Connection Conference	Fulton County Employees' Association	Reaching Out to Senior Adults, Inc.
Commissioner Hall Berean Village & Senior Center	Southside Concerned Citizens	Black and Proud Art Show
Black History Community Program	Omega Day at the Capitol	Bible Believer's Baptist Church
Georgia Parent Teacher Association (2 Events)	Auburn Ave Research Library	Georgia Justice Reform Partnership
South Fulton Democrats	Commissioner Carn C.T. Martin Recreation Center	Trinity Towers Senior Center
Alpha Kappa Alpha Sorority	Baptist Minister's Union	Salem Bible Church
Civic Friday with Seniors Helene S. Mills Facility	Wheat Street Towers	LINKS Organization Sloppy Floyd Building
Brighton Gardens Buckhead	Butler Street Baptist Church (2 Events)	Senator Orrock, The VICARS
<b>SOUTH FULTON</b>		
Restoration Church College Park	Commissioner Carn Town Hall Meeting, College Park	College Park City Hall

Senator Nikema Williams East Point Fire Station	Spread the Word Church Ministries College Park	Cliftondale United Methodist College Park
Commissioner Carn Temple of Prayer United Church, Fairburn	Fairburn City Council	Senator Nikema Williams Burdette Park, College Park
South Fulton Retired Educators College Park	Commissioner Carn AARP Chapter 5437, Fairburn	New Life Presbyterian Church City of South Fulton
Johns Creek Chamber of Commerce, The "Bricks" at Perimeter Church, Johns Creek	Senator Nikema Williams Welcome All Park	Pinetree Meadows HOA College Park
Bryant Street, Union City	St. John AME Church, Fairburn	Senator Nikema Williams Union City Gathering Place
We Count Census Summit Georgia Int'l Conference Center	Fairburn Census Day	