



## 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 – November 2019**

**DATE:** December 5, 2019

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### **ELECTIONS DIVISION**

During November, we focused our efforts on a variety of tasks including, but not limited to, the following:

- Conducting the November 5<sup>th</sup> Municipal Elections
- Administering early voting for the December runoffs
- Completing Logic and Accuracy testing for the December runoffs
- Preparing election supplies for upcoming elections
- Preparing the warehouse for the new election equipment
- Preparing for 2020 elections

#### **November 5<sup>th</sup> Municipal Elections**

On November 5<sup>th</sup>, we conducted elections for 10 cities: Alpharetta, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Roswell, South Fulton, and Union City.

A total of 161 precincts and 77 polling locations were involved in the elections. The total number of eligible voters for the elections was 325,889. Of those eligible, 39,166 voted, which is a turnout of 12.02%.

#### **December 3<sup>rd</sup> Runoff Elections**

We prepared to conduct runoff elections for the following three cities: College Park, Johns Creek, and Roswell. In total, there are 60 precincts involved in the runoffs and 32 polling locations. There are 125,249 registered voters eligible for the runoff elections.

#### **Early Voting**

Early Voting for the December runoff elections was conducted from November 25<sup>th</sup> through November 27<sup>th</sup>. We had 32 early voting staff members who worked at five locations: College Park Historical Building, East Roswell Library, Park Place and Newtown, Roswell City Hall, and the South Fulton Service Center. Park Place at Newtown had the highest turnout with 1,212 voters casting ballots there. In total, 3,742 voters cast ballots in person during the early voting period.

#### **Logic and Accuracy Testing for December Runoffs**

Logic and Accuracy Testing for the December runoffs began on November 18<sup>th</sup>. We prepared and tested over 250 DREs and over 95 ExpressPolls for the runoff elections.

### **Election Security**

We worked with the Fulton County Police Department, the Fulton County Sheriff's Department, and the Fulton County Marshals to securely transport DRE memory cards on election night for the November 5<sup>th</sup> elections from three drop-off locations around the county: Roswell City Hall, Paul D. West Middle School, and the South Fulton Service Center.

For the December runoff election, we will have two election night drop-off locations, our Elections Preparation Center and Roswell City Hall. The three polling locations in College Park will drop-off at the Elections Preparation Center, and the 29 locations in Johns Creek and Roswell will drop-off at Roswell City Hall. We coordinated with the Fulton County Sheriff's Department and the Fulton County Police Department to arrange for transporting memory cards from Roswell City Hall to the Elections Preparation Center.

### **New Voting System Update**

Several of our elections staff attended a two-day training on the new Dominion ICX Ballot Marking Device and the ImageCast Precinct Scanner on November 13<sup>th</sup> and 14<sup>th</sup> at the Secretary of State's warehouse.

The Secretary of State's (SOS) office originally scheduled our county to attend training on the new poll books on Tuesday, December 3<sup>rd</sup>. However, since that is the same day as the municipal runoffs, we are planning to attend a make-up class. The SOS office has mentioned there is a possibility they may have a training at our Elections Preparation Center.

On Wednesday, November 20<sup>th</sup>, members of our staff attended a regional meeting that included multiple counties from the Atlanta metropolitan area. The meeting was a time for counties to share thoughts and ideas about implementing the new voting system.

### **Reorganization of Warehouse**

During November, our Elections Division held multiple meetings with members of Fulton County's Department of Real Estate and Asset Management to discuss reorganizing our warehouse to meet the demands of the new voting system. We worked with an architect to design a warehouse layout that will allow us to fit all the new equipment while reserving enough open space for us to be able to maintain the equipment and prepare election supplies. We are planning to move a significant amount of our shelving to increase open floor space. Additionally, we are adding a security cage that will be intended to store voted ballots securely during election times. While some concerns about space constraints exist, we are optimistic about that the new warehouse design will work well for us.

### **Personnel Update**

The Elections Division has gained 4 new positions: 1. One Election System Assistant Supervisor; 2. Two Election System Specialists; and 3. One Records and Documents Coordinator. We are currently in the process of interviewing candidates, and we plan to have all positions filled by the end of December.

### **Polling Location Proposals**

We have multiple polling location proposals for the Board of Registration and Elections to consider during the December meeting. We are planning to have about 199 polling locations for the March Presidential Preference Primary.

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

- Conduct December Runoff Elections
- Complete reorganization of warehouse
- Prepare equipment to be picked up from the warehouse
- Prepare to receive new equipment

# 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 2019. 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 2019 is **326,601**. We received **18,958** voter applications in October. We are processing those applications.

As of December 1<sup>st</sup>, **838,597** (747,960 active and 90,637 inactive) registered voters reside in Fulton County. This is a record for Fulton County.

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

<b>Year</b>	<b>October Voter Registration Applications</b>	<b>November Voter Registration Applications</b>
<b>2011</b>	<b>9,245</b>	<b>8,885</b>
<b>2012</b>	<b>45,320</b>	<b>8,721</b>
<b>2013</b>	<b>8,079</b>	<b>4,012</b>
<b>2014</b>	<b>18,428</b>	<b>3,426</b>
<b>2015</b>	<b>12,322</b>	<b>8,235</b>
<b>2016</b>	<b>58,727</b>	<b>22,284</b>
<b>2017</b>	<b>24,528</b>	<b>19,362</b>
<b>2018</b>	<b>58,711</b>	<b>23,471</b>
<b>2019</b>	<b>47,097</b>	<b>18,958</b>
<b>Total Applications for 2019</b>		<b>326,601</b>
<b>Total Application Processed 2019</b>		<b>308,150</b>
<b>Total New Applications for 2019</b>		<b>93,880</b>

**WORKLOAD STATISTICS FOR NOVEMBER:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		18,451
DDS Applications		16,054
Online Applications		1,297
Paper Applications		1,100
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for November</b>		
<b>Total Number of Processed Applications</b>		40,261
<b>Total New Registrations to Fulton County</b>		2,380
<b>New Registration (1<sup>st</sup> Time)</b>		2,018
DDS Applications	1,369	
Online Applications	238	
Paper Applications	411	
<b>Transferred into Fulton</b>		362
DDS Applications	141	
Online Applications	69	
Paper Applications	152	
<b>Total Number of Changes to Fulton County</b>		23,943
Address Changes Only	1,781	
Name & Address Changes	505	
Duplicate (No Changes)	920	
Name Changes	681	
Other Changes	20,056	
<b>Total Number of Removals of Fulton County</b>		3,608
Felons	1,196	
Moved out of State	3	
Duplication	138	
Error	0	
Hearing	0	
Not Verified Deletion	266	
Requested	4	
Transfers out of county	1,696	
Vital Records	304	
Mental Incompetent	1	
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 331 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	0

We issued 172 TVICs. We sold 2 voter list CD's.

**PERSONNEL/STAFFING:**

We have a total of 10 permanent employees, 10 supplemental workers and 2 managers currently. All supplemental workers who will be leaving on December 10, 2019.

**WebEOC Training**

The staff received training in the Web EOC in regard to Election Day. Their software has been updated and the new features of the software were demonstrated.

**Inactive to Delete**

Confirmation Notices will be mailed to voters by the Secretary of State on Wednesday, November 6, 2019. If a voter fails to make contact with the office, the voter will be removed from the roll. These voters have been on Inactive status since November 2016 due to no voting, no signed a petition or updating their address with our office. Before the November 2016 election, a confirmation card was mailed to the voter, also. Fulton County has 45,525 voters that will go from Active to Inactive to Delete status.

**Interviews for New Positions**

Interviews for the new positions approved by the Board of Commissioners commenced on November 18<sup>th</sup> and concluded on November 20<sup>th</sup>. The division interviewed for the Voter Registration Supervisor position and six Registration Officers. The interview panel consisted of Ralph Jones, Registration Chief; Pamela Coman, Registration Manager; and Sharon Benjamin, Elections Deputy Chief.

**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 2019. 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.

## **New Personnel**

The Administration Division was approved for 2 new positions: 1. Administrative Specialist (front desk), and 2. Voter Education and Outreach Coordinator, Lead. We have interviewed candidates, and plan to have all positions filled in December.

<b>Positions</b>	<b>Division</b>
Registration Officer Supervisor	Voter Registration Division
Registration Officer (6 positions)	
<b>Administration Division</b>	
<b>Voter Education Coordinator, Lead</b>	<b>Administration Division</b>
<b>Administrative Specialist</b>	
<b>Elections Division</b>	
Election Systems Assistant Supervisor	Elections Division
Election Systems Specialist (2 positions)	
Records and Document Coordinator	

## **2019 Elections Update**

Staff has started preparing the reconciliation of budgets for Atlanta Public School Board Member, District 2 Special Election and those municipalities that did not have a Municipal Runoff Election on December 3, 2019 (cities of East Point, Fairburn, Hapeville, Milton, South Fulton and Union City).

## **2020 Election Preparation**

### **Renewal of Contract with Happy Faces' for 2020 Elections**

The Board of Commissioners approved to renew the 2020 contract with Happy Faces' Personnel Group, at its Recess Meeting on November 20, 2019.

### **Qualifying Fee Notice for 2020 Candidates**

Salary requests for Fulton County 2020 offices to be filled were received and submitted to the County Manager, to place on BOC Agenda for the Regular Meeting on January 8, 2020.

After the BOC approval, a Legal Notice will be sent to the Daily Report to publish. A Qualifying Information Packet will be prepared for distribution to incumbents and interested candidates and place on the web.

### **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 the new voting equipment.

The following are outreach events the VEO team was invited to attend in November:

Fulton County's 2020 Census Strategy Work Session Atlanta, GA	11/119	This was a campaign strategy session to municipal and community leaders, where Chair Pitts requested each municipality to establish a 2020 county committee. VEO Team attended and conducted demonstrations and answered questions regarding upcoming 2020 elections.
ACCG Meeting Chattahoochee Nature Center Roswell, GA	11/19/19	Commissioner Hausmann sponsored meeting of local/regional elected officials. The VEO team provided demonstrations of new voting equipment and addressed various questions.
Cascade United Methodist Church – Action Partners Atlanta, GA	11/23/19	Held demonstration on new voting equipment.
Sunrise of Johns Creek Johns Creek, GA	11/13/19	VEO Team informed voters of the upcoming elections, assisted with registration applications and absentee ballot applications.