



## 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 – December 2019**

**DATE:** January 2, 2020

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### **ELECTIONS DIVISION**

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

- Conducting the December 3<sup>rd</sup> Municipal Runoff Elections
- Attending the 2019 Georgia Association of Voter Registration and Election Officials (GAVREO) conference
- Preparing the warehouse for the new election equipment
- Preparing for 2020 elections

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

We conducted runoff elections for the following three cities: College Park, Johns Creek, and Roswell. In total, there were 60 precincts, 32 polling locations, and 5 early voting locations. We prepared and tested over 250 DREs and over 95 ExpressPolls. There were 125,249 registered voters eligible for the runoff elections, and 13,066 people voted, which is a 10.43% turnout.

#### **Personnel Update**

The Elections Division welcomed 4 permanent team members to our staff during the month of December for the following positions: 1. One Election System Assistant Supervisor; 2. Two Election System Specialists; and 3. One Records and Documents Coordinator. They started on December 11<sup>th</sup>.

#### **GAVREO Conference**

Several members of our staff attended the GAVREO conference in Savannah from December 9<sup>th</sup> through 11<sup>th</sup>. The state conference provided an opportunity for us to talk with election officials from other counties about their preparations for implementing the new voting system, some of whom used the equipment for 2019 elections.

#### **New Voting System Update**

Multiple members of our team attended a two-day training on the new Dominion ICX Ballot Marking Device and the ImageCast Precinct Scanner on December 12<sup>th</sup> and 13<sup>th</sup>. We are currently working to schedule training on the new poll books.

Members of our team met with staff from the County Manager's Office and the Department of Real Estate and Asset Management (DREAM) to coordinate the reorganization of our warehouse with the pick-up and receiving of new equipment. Here is a tentative timeline:

- Pick-up of old equipment: beginning December 23<sup>rd</sup> and continuing until complete
- Demolition of current wiring: January 6<sup>th</sup> through 8<sup>th</sup>
- Installation of new shelving arrangement: January 9<sup>th</sup> through 17<sup>th</sup>
- Installation of new wiring: January 14<sup>th</sup> through February 14<sup>th</sup>
- Receiving of new equipment: beginning January 21<sup>st</sup> and continuing until complete
- Train the Trainer for poll worker training: January 22<sup>nd</sup>

We believe this timeline will work well because it will allow us to remove all the old equipment and completely reorganize the warehouse before receiving the new equipment. That will allow us to have the open floor space we need to begin testing and working with the equipment soon after receiving it.

Additionally, we are working with D.R.E.A.M to identify vendors who can potentially develop floor plans for specific polling locations where we may have space concerns with the new equipment. Furthermore, S.O.S vendors are scheduled to visit all polling locations to specify the electrical capacity of each locations, which would help us know how many units we could send to those locations without overloading the available electrical circuits.

### **Election Day Polling Locations and Early Voting Sites for 2020**

We are planning to have 198 polling locations across the county for the March Presidential Preference Primary. We are also identifying early voting sites that will be available to us. We will have more details about early voting sites during future meetings.

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

- Prepare warehouse for new voting system
- Receive new voting system
- Receive the new secure carriers that will hold the new equipment
- Identify and select early voting sites

# **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 December 2019. The primary activities upon which we worked in December 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 **342,935**. We received **16,334** voter applications in December. We are processing those applications.

As of January 1, 797,427 (748,486 active and 48,941 inactive) registered voters reside in Fulton County. This is a record for Fulton County.

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

<b>Year</b>	<b>November Voter Registration Applications</b>	<b>December Voter Registration Applications</b>
<b>2011</b>	<b>8,885</b>	<b>8,052</b>
<b>2012</b>	<b>8,721</b>	<b>13,853</b>
<b>2013</b>	<b>4,012</b>	<b>4,914</b>
<b>2014</b>	<b>3,426</b>	<b>14,305</b>
<b>2015</b>	<b>8,235</b>	<b>6,908</b>
<b>2016</b>	<b>22,284</b>	<b>20,187</b>
<b>2017</b>	<b>19,362</b>	<b>18,112</b>
<b>2018</b>	<b>23,471</b>	<b>18,487</b>
<b>2019</b>	<b>18,958</b>	<b>16,334</b>
<b>Total Applications for 2019</b>		<b>342,935</b>
<b>Total Application Processed 2019</b>		<b>320,443</b>
<b>Total New Applications for 2019</b>		<b>93,880</b>

**WORKLOAD STATISTICS FOR DECEMBER:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		22,492
DDS Applications		20,553
Online Applications		1,839
Paper Applications		100
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for December</b>		
<b>Total Number of Processed Applications</b>		13,249
<b>Total New Registrations to Fulton County</b>		6,503
<b>New Registration (1<sup>st</sup> Time)</b>		2,915
DDS Applications	1,370	
Online Applications	146	
Paper Applications	1,399	
<b>Transferred into Fulton</b>		3,588
DDS Applications	2,801	
Online Applications	187	
Paper Applications	600	
<b>Total Number of Changes to Fulton County</b>		6,746
Address Changes Only	1,996	
Name & Address Changes	500	
Duplicate (No Changes)	638	
Name Changes	612	
Other Changes	3,000	
<b>Total Number of Removals of Fulton County</b>		50,133
Felons	434	
Moved out of State	6	
Duplication	80	
Error	1	
Hearing	0	
Not Verified Deletion	45,288	
Requested	4	
Transfers out of county	3,479	
Vital Records	620	
Mental Incompetent	0	
Inactive to Deletion	221	

**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 January Hearing 0.

We mailed 327 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:**

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

We issued 98 TVICs. We sold 0 voter list CD's.

**PERSONNEL/STAFFING:**

We have a total of 14 permanent employees and 3 managers currently. We have hired 6 new Registration Officers and we promoted 1 employee to Registration Officer Supervisor. All new employees started December 11, 2019. We had one Registration Officer resign to take a promotional position in another county department. With the resignation and the promotion, we have 2 openings for Registration Officer. We will fill these positions in January. Our ten supplemental workers will be returning January 8, 2020. By the end of January, we should have a total of 29 employees working in the Registration Division.

**Inactive to Delete**

Confirmation Notices were mailed to voters by the Secretary of State on Wednesday, November 6, 2019. If a voter failed to make contact with the office, the voter will be removed from the roll. These voters have been on Inactive status since November 2016, as none have voted, signed a petition or updated their address with our office. Before the November 2016 election, a confirmation card was mailed to the voter, also. The office never received any responses from the votes before they were moved from Active status to Inactive status. Fulton County has 45,525 voters who meet this category.

On December 16 2019, 45,288 were removed off the voter roll.

**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 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.

### **2020 Staff Retreat**

The Department hosted a two-day staff retreat to prepare staff for the busy 2020 election season. The retreat was held on December 16-17, 2019.

### **2020 Election Preparation**

#### **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 was sent to the Daily Report to publish. A Qualifying Information Packet will be prepared for distribution to incumbents and interested candidates and placed 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.

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

Host	Date	Estimated Attendees
Atlanta City Council Office of Municipal Clerk	12/2/19	~30
Fulton County Commissioner Joe Carn, District 6	12/12/19	Unknown
Hosley Temple CME Church	12/14/19	~50
Office of Senator Nikema Williams	12/16/19	~50
Fulton County Commissioner Joe Carn, District 6	12/17/19	Unknown
NPHC of Greater Atlanta	12/20/19	Cancelled by host