



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

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

RE: **Monthly Operations Report – December 2018**

DATE: January 7, 2019

ELECTIONS DIVISION

This operations report provides information concerning major activities and tasks performed by staff during the month of December 2018. Our focus for this reporting period was on the conduct of the December 4, 2018 General Runoff Election and the recovery of the same. A significant amount of time was also devoted to the recovery and servicing of election equipment previously deployed in support of the December 4, 2018 General Runoff Early Voting and Election Day events.

Personnel Staffing:

All temporary staff onboard to support the 2018 election cycle were furloughed effective December 18, 2018. Our contract vendor, Happy Faces, responsible for early voting and general election support staffing, is to be commended for working diligently to fulfill our required staffing needs.

Staffing Development and Training:

The Elections Division permanent staff continues to participate in and to conduct a series of internal election related professional development training classes. Sharon Benjamin remains enrolled in Fulton County's Certified Public Manager's (CPM) class. Training was conducted for call center staff for WebEOC and two part authentication for ENET.

Election Day Poll and Election Night Worker Support:

The number of workers required for Election Day and election night to support the March 19, 2019 City of Atlanta and Hapeville special elections has been determined. Additionally, the equipment allocation for each poll (consistent with the number of registered voters and projected turnout at the polls) for this upcoming special election event also has been determined.

Early Voting, Poll Worker and Instructor Training:

The participating cities in the March 19, 2019 special elections have opted out of holding early voting. We will conduct mandatory poll worker training for the poll workers participating in this special election event. We will also use this special election event to focus on achieving a 100% poll site success rate in accumulation and the proper completion of all election forms and documents by poll officials. There will be approximately 15 polling locations involved.

All pertinent election documents from the December 4, 2018 General Runoff Election were audited for administrative errors or missing data during this report period.

Voter Review Panel Appointees and Nominations:

Coordination has been made with the cities of Atlanta and Hapeville for nominees to perform as members of the vote review panel. Once we receive the nominations, subsequent appointments will be made by the Chief Judge of Fulton County. The vote review panel will perform their required duties to determine voter intent for paper ballots rejected by the Optical Scan Reader (OCR) due to stray marks, smudges etc. This body will remain empaneled in the event an April 2018 runoff election is required.

Early Voting:

The broadband Ethernet line at Chastain Park Gym provided internet service for early voting operations and thus far its reliability has been flawless. This was a more economical and secure alternative to tunneling and potentially opening Fulton County network to usage by unauthorized persons. As this configuration seems sound and stable, we will remove this item from future monthly operations reports.

Equipment Repairs:

No major election is projected for early part of calendar year 2019. Therefore, we will not evacuate any of the GEMS equipment for repair. We are projected to migrate to a new make and model voting system in the later portion of calendar year 2019.

Election Equipment:

A legal hold remains in place on the DRE voting units from the April 18, 2017 and June 20, 2017 6th Congressional Special Election and Runoff Special Election. We are hopeful a resolution or relief from this legal hold is imminent so these resources can be a part of the disposition order and process to make way for the newer inventory.

Polling Facilities:

We are actively seeking opportunities to increase the number of polling facilities in Fulton County. The recent record new registrations (approximately 70K) in the most recent 12 months merit our review of current number of facilities. Also, we are reaching out to all facilities to identify any polling places that will be unavailable in November 2019 and calendar year 2020 due to closures, major construction, change of ownership, etc.

Mock Testing – Courier Operations/Web Display:

We suspended the practice of transmitting election night results from the five collection centers and implemented a courier operations concept instead. Henceforth, the scope of our mock will be the upload of data to review, to validate and to verify the static and scrolling contents and accuracy of our election night results display.

Election Night Tabulation Center: We have expanded the number of direct upload positions to 22 DRE machines. This action was driven by the need to enhance the tabulation of election media using the direct (DRE machine to GEMS) upload as opposed to the modem transmission method.

Election Night Tabulation – Election Night Assistant (ENA):

We held two remedial training sessions for select county employees and select poll managers who were unsuccessful in accumulating election results during the most recent election. The overall goal is to combine the results from each poll onto a single DRE memory card to streamline the media upload process after polls close. This is an initiative designed to reduce the time lapsed between the closing of the poll and the dissemination of results. This position has been entitled Election Night

Assistant (ENA). There was a 74% success rate in successful accumulation during the December 4, 2018 election event. Our personal goal is to have a 100% accumulation success rate for the March 19, 2019 special election event.

Annexations:

During this reporting period, a judicial ruling reversed the City of Atlanta Loch Lomond annexation. The ruling placed Loch Lomond back into the City of South Fulton. The ruling has been appealed. Therefore, we are unable to move the voters in Loch Lomond until the judicial process plays out.

Polling Place Proposals:

We will petition the BRE to re-designate three precincts (SC01D; SC14B; and SC16B) located in unincorporated Fulton County but currently carry City of South Fulton designations (SC). The request will seek to re-designate the aforementioned precincts as FC (Fulton County) precincts that are consistent with the assigned and designated political division.

SPECIAL ELECTIONS 2019:

Two municipalities (City of Hapeville and City of Atlanta, Council District 3) have contacted our office, alerting us to their need for special elections in March 2019. During this reporting period, we developed the projected cost data and prepared the contracts to engage each of the respective cities for performing their election services.

Tasks to Be Performed for Future Reporting Periods:

- Coordinate/Prepare for resources to support the 2019 Special and Municipal General Election events
- Coordinate and prepare for new election system
- Provide information and testing of the application in Elections Night Results, poll worker Online Training and the SCYTL ENR applications.
- Continued Review /Update procedures for Election Checklists and Check-in Instructions
- Continue to refine audit procedures for election documents originating from the polls
- Continue to promote and schedule professional development training classes
- Set-up SCYTL ENR Reporting Application
- Set-up, establish election related tasks for 2019 November Municipal General and Special Election in TBD project management document.
- Coordinate/obtain training for staff on creating Excel Pivot Tables and Charts.
- Update Elections Division Historical Data Files

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 2018. 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 received in 2018 was 340,931. We received 18,487 voter applications in December. We are processing those applications.

As of January 1, 768,800 (704,592 active and 64,208 inactive) registered voters reside in Fulton County.

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

Year	November Voter Registration Applications	December Voter Registration Applications
2011	8,885	8,052
2012	8,721	13,853
2013	4,012	4,914
2014	3,426	14,305
2015	8,235	6,908
2016	22,284	20,187
2017	19,362	18,112
2018	23,471	18,487
Total Applications for 2018		340,931

WORKLOAD STATISTICS FOR DECEMBER:

Applications needed to be processed:	64,460
DDS Application s	51,440
Online Applications	10,420
Paper Applications	2,600
Total New Registration to Fulton	694
New registration	366
Transferred into Fulton	328
Total Removals of Fulton	3,852
Felons	1,125
Moved out of State	14
Duplication	356
Error	0
Hearing	0
Not Verified Deletion	272
Requested	0
Transfers out of county:	1360
Vital Records	725
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 January Hearing 1114.

DEPUTY REGISTRAR ACTIVITIES

The Registration Division completed the following Voter Education Activities for the Month of September:

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

We issued 89 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We have eight permanent staff not including management. We no longer have the temporaries employees from Happy Faces. Happy Faces staff last day was on December 18th.

CONFERENCE CALL REGARDING ROCKET FILE UPGRADE

Conference calls took place to discuss upgrading Rocket File. The quote was prepared and the pre-install or Kick Off meeting took place on Friday, December 14, 2018. They were provided the computer ID numbers as requested. They have to connect to the server and once that has taken place, they will be able to move forward with the upgrade.

2019 BUDGET

We will be requesting permanent positions for the upcoming budget year. With the rise of the number of voter registration applications, we are in desperate need of year round staff persons committed to keep up with the workload.

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 2018. 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.

2018 Election Update

Administrative staff assisted in all areas to ensure a successful end of the year election cycle. The division concentrated on closing out the budgeting year in a timely manner. Ensuring all invoices and payments were submitted and payments were received. This task posed a small challenge due to the amount of vendors and staff used during the General Runoff Election on December 4, 2018; however, the department achieved their goal.

Researched Responses to Public Comments

Voter Registration Division:

During public comments on December 10, 2018, it was suggested that an audit should be completed for absentee ballot process. We are instituting change in our absentee ballot processing. We are updating the voter registration system to include rejection of absentee applications and absentee ballots. By doing so, we will also train the advance voting staff on how to process these types of voters if they choose to vote early in person. With this change, voters will be able to see the status of their absentee ballot through the Secretary of State "My Voter Page."

Election Division:

FACTUAL:

PRECINCTS	BALLOTS ISSUED	BALLOTS VOTED	BALANCE
02A	100	5	95
02L1	175	25	150
02L2	75	3	72

Conclusion: There is no evidence to support the polling facility at All Saints Episcopal Church was ever in jeopardy of running out of provisional ballots as stated by citizen voter during the public comment session held on November 13, 2018.

Administration Division:

On December 10, 2018, a concern voter implored the department and the Board of Registration and Elections (**BRE**) to follow proper procedure for electing a new chairperson. The department nor the BRE can dictate who the next chairperson will be or how that individual is chosen. According to **HB 347**, approved in March 30, 1989, the Fulton County Delegation of the Georgia General Assembly (members representing Fulton County from both the Georgia Senate and Georgia House) must send a nomination to the Board of Commissioners (**BOC**). Once approved by the **BOC** then the chairperson of the **BRE** is officially appointed.