



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 – April 2019**

DATE: May 3, 2019

ELECTIONS DIVISION

This operations report concerns activities and tasks performed during April. A major focus was the conduct of the April 16th Special Runoff Election for the City of Atlanta's Council District 3 contest. We have also continued preparing for a likely September special election for Atlanta Public Schools (APS).

Personnel Staffing:

We have our full complement of permanent staff. Supplemental staff assisted us in administering the April 16th election. Their final day with us was April 30th. We will bring back supplemental staff in July for the APS special election.

Staffing Development and Training:

Sharon Benjamin remains enrolled in Fulton County's Certified Public Manager's (CPM) class.

Election Day Poll Worker and Election Night Worker Support:

Thanks to the efforts of our staff and poll workers, all polling locations opened on time April 16th. Additionally, they all reported to the Election Preparation Center on election night by 9:16pm (polls closed at 8:00pm).

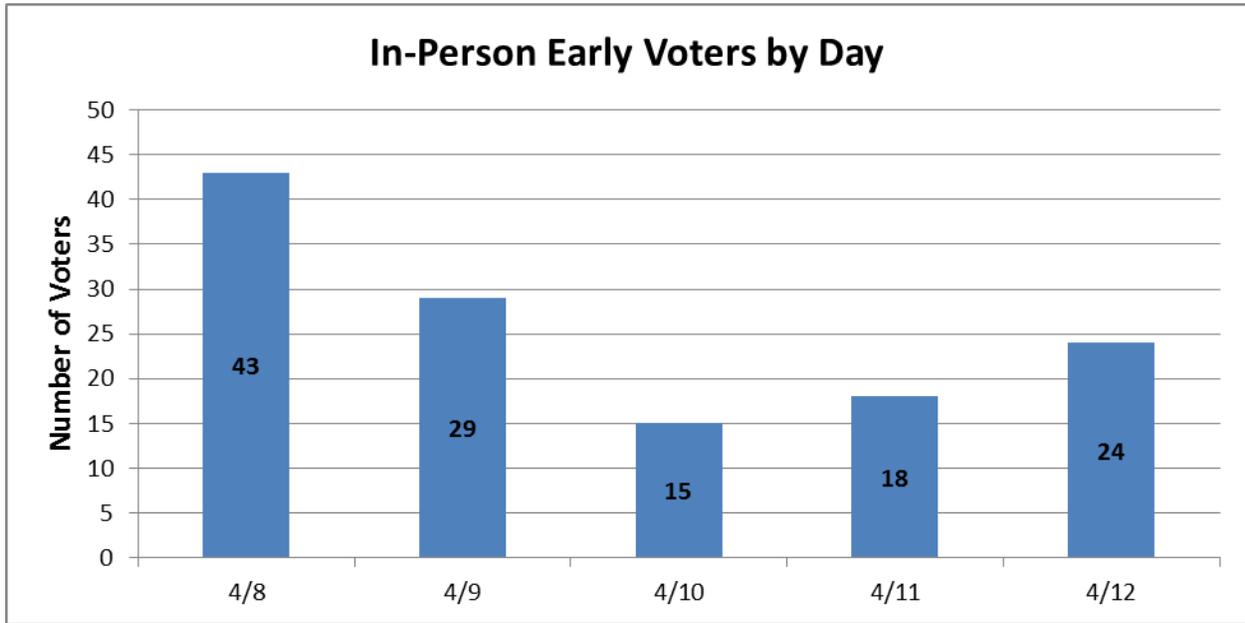
Poll Worker/Staff Training:

We are in the process of revising our Election Day Poll Worker training. For the upcoming APS election and the November elections, all poll workers will be required to attend hands-on training in order to work on Election Day. Poll Managers will be trained directly by our full-time staff. Assistant Managers and Clerks will be trained by qualified instructors and class assistants who will be trained by our full-time staff.

We are currently in discussions with our online training vendor, ScytI, to revise the online portion of our training to better meet the needs of our poll workers. We are re-evaluating the role of online training. Its footprint the training mix is going to decrease over time.

Early Voting:

Early Voting for the April 16th special election concluded on Friday, April 12th. We had a total of 129 people cast ballots during the early voting period. The following chart displays turnout by day.



We are anticipating having one early voting site for the APS special election (Government Center), and we are in the process of securing early voting sites for the November municipal elections. We plan to have about 14 early voting sites for the municipal elections.

Election Preparation:

We are actively preparing for the APS special election. We have determined supplemental staffing and poll worker needs.

We mailed letters to every city clerk in Fulton County to inquire as to whether their cities will need our services in November. Furthermore, we are planning to invite all clerks to a meeting to discuss the upcoming elections and to answer any questions they may have. We requested that one city volunteer to host the meeting because we know parking in downtown Atlanta can be difficult, which occasionally leads to poor meeting attendance.

Election Equipment:

A legal hold remains on 694 DRE voting units from the April 18, 2017 and June 20, 2017 6th Congressional Special Election and Special Election Runoff. No resolution is on the horizon.

We are actively researching information about possible new voting systems so we can prepare to implement a new system later this year. We plan to use the new system for by-mail absentee, provisional tabulation and early voting during the November municipal elections.

Polling Facilities/ Polling Place Proposals

We have been actively searching for new polling locations and conducting site visits. We will continue submitting polling location proposals to increase the number of locations over the next few months. We anticipate that the number of polling locations will increase from 183 to about 206 if the proposals are approved.

Also, we are reaching out to all libraries to identify facilities that will be unavailable in 2019 and 2020 due to closures, major construction, change of ownership, etc.

Tasks to Be Performed for Future Reporting Periods:

- Prepare for 2019 Municipal General Elections.
- Prepare for Atlanta Public School Special Election.
- Prepare for the new election system.
- Research, discuss, and develop ways to improve poll worker training.
- Continue searching for new polling locations and conducting site visits.
- Review and update election night check-in procedures.
- Research, discuss, and develop ways to improve election night reporting times.
- Review and update, if necessary, election security procedures.

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 April 2019. The primary activities upon which we worked in April 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 **91,165**. We received **22,716** voter applications in April. We are processing those applications.

As of April 1, 792,562 (726,912 active and 65,650 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of March/April are as follows:

Year	March Voter Registration Applications	April Voter Registration Applications
2011	6,649	5,834
2012	11,323	11,571
2013	6,061	5,724
2014	7,627	5,374
2015	6,498	5,608
2016	13,933	19,704
2017	21,425	19,036
2018	24,841	26,124
2019	23,952	22,716
Total Applications for 2019		91,165

WORKLOAD STATISTICS FOR APRIL:

Voter Registration Applications To Be Processed		
Total Applications needed to be processed		14,572
DDS Applications		10,121
Online Applications		51
Paper Applications		4,400

Completed Voter Registration Applications Processed for April		
Total Number of Processed Applications		41,878
Total New Registrations to Fulton County		10,946
New Registration (1st Time)		5,768
DDS Applications	4,937	
Online Applications	205	
Paper Applications	626	
Transferred into Fulton		5,178
DDS Applications	4,408	
Online Applications	237	
Paper Applications	533	
Total Number of Changes to Fulton County		30,932
Address Changes Only	7,883	
Name & Address Changes	1,857	
Duplicate (No Changes)	3,555	
Name Changes	2,143	
Other Changes	15,494	
Total Number of Removals of Fulton County		8,307
Felons	120	
Moved out of State	17	
Duplication	1,220	
Error	1	
Hearing	0	
Not Verified Deletion	5	
Requested	9	
Transfers out of county	6,223	
Vital Records	712	
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 May Hearing 0.

DEPUTY REGISTRAR ACTIVITIES

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

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

We issued 131 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We furloughed supplemental staff until July 2019. Their last day was Tuesday, April 30, 2019. We have 10 full-time permanent employees and 2 managers currently.

SHOE BOX PROJECT

Our Department was very successful this year. Our goal was to collect 50 shoeboxes, but we collected 73 boxes. We won for our category and received top prize of a \$100.00 gift card. This project is an outreach opportunity for the Registration and Election Division. It was headed by Sante Askin. We are requested to bring toiletries and shoe boxes which are decorated. Inside the shoe boxes are toothpaste, toothbrush, soap, deodorant, socks and other hygiene products. The shoe boxes will be distributed to homeless men, women and children. This event is sponsored by the Fulton County Employees' Association and United Way. The deadline for us to submit shoe boxes was April 25, 2019.

LEADERSHIP TRAINING

We hired three new employees. Mrs. Coman felt saw a need to train our staff on being a leader. Pamela Coman created and conducted the Leadership Training especially for the 3 new employees, but all staff was extended an invitation to attend it on April 22, 2019. This training provided tips and strategies on how to be a leader and how to lead projects. It included discussions, instructions and insight on technology available to track and collaborate on projects and a class exercise.

CITY OF ATLANTA AND SOS

Mrs. Coman coordinated two staff excursions recently. The first was a visit to the City of Atlanta where new employees received a motivational message and tour of their offices by Foris Webb, Municipal Clerk and Election Superintendent for City of Atlanta. It was timely a tour since we conducted their recent special election and runoff. He made an impression on all of them with encouraging words in regard to embarking on a new career in government.

All permanent staff was invited to visit and tour of the Secretary of State's Office. Leigh Combs, our

SOS Election Liaison, Rachell Simmons, Operations Supervisor and Ted Koval, Deputy Elections Director, warmly greeted the group. Presentations were made to explain their roles and they reviewed current changes in election law, HB316, with our staff. We were given a tour of their offices, as well.

PITNEY BOWES/BLUCREST

They provided us a contract agreement in order for us to move forward with the Track My Mail feature for our Relia-Vote Mailing System. The request was forwarded to our IT Department. We are awaiting feedback from them before we can proceed.

FULTON COUNTY COMPLETE COUNT COMMITTEE

The Fulton County Complete Count Committee and Municipal Partners Census 2020 Planning Meeting Kick Off was April 18, 2019. We have representation from our office to be a part of this process. Each Fulton County commissioner will designate appointees to assist with the 2020 Census. The Census is seeking to engage and educate local leaders, partners and communities to assist. The economic impact for Fulton County is going to be significant. It results in approximately \$1,700 for each person passing through the State of Georgia annually and then being distributed to the County and cities within Fulton. The money will be used for libraries, roads, Medicare and schools. Right now we receive \$14.1 billion per year tied to the previous census.

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 April 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.

Training on EasyVote Campaign Upgrade

Staff received training on a new upgrade for the EasyVote Campaign module. Everyone that has reports currently filed will need to only re-register – all the files will be converted over to the new module. A notification will be sent by email with this information.

2019 Elections Update

Close-out of March & April Special Elections: Paying invoices and monitoring payments, preparing for close out and refund of election costs.

Staff worked with Elections Chief to prepare the following:

- Finalized the IGA and projected budgets for the APS District 2 Special Election on September 17, 2019 and Runoff on October 15, 2019.
- Prepared and emailed a notification letter to municipal clerks, confirming the conduct of its general municipal election on November 5, 2019, and discussions on preparing the November 2019 municipal budgets.

The following chart is a list of scheduled 2019 Municipal General Elections:

November 5, 2019 General Election - Runoff, December 3, 2019

Municipalities	Offices	Runoff
Alpharetta	Mayor & City Council Districts 4, 5 & 6	N/A
College Park	Mayor & Council Wards 1 & 3	Runoff
East Point	City Council Wards A, B, C & D	Runoff
Fairburn	City Council At-Large	N/A
Hapeville	Mayor & Alderman at Large	N/A
Johns Creek	City Council Posts 2, 4, & 6	Runoff
Milton	City Council Districts 1, 2, & 3 Post 2	Runoff
Roswell	Court Judge, City Council Posts 1, 2 & 3	Runoff
South Fulton	City Council Districts 1, 3, 5 & 7	Runoff
Union City	Council Member (vote for 2)	N/A

Filing of Personal Financial Disclosure Statement (PFDS)

Email reminders have been sent to all local county elected officials notifying them that for non-election years, they are required to file the State of Georgia Personal Financial Disclosure Statement not before January 1 or after July 1, 2019. There is no grace period and are fined for not filing or late filing. **We will send another reminder in June.**