



## 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 – June 2019**

**DATE:** July 3, 2019

---

### **ELECTIONS DIVISION**

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

- Working with city clerks to prepare for upcoming municipal elections
- Budgeting for upcoming elections
- Poll worker management
- Early voting planning
- Polling location management
- Working with the Administrative Division for candidate qualifying

#### **Personnel Staffing:**

We have our full complement of permanent staff. We will bring back supplemental staff in July for the Board of Commissioners (BOC) District 6 election and the Atlanta Public Schools (APS) District 2 election.

Additionally, we are conducting personnel research to compare our full-time staffing level to similar jurisdictions. We plan to use our findings to make decisions about possibly requesting more full-time positions in the future.

#### **Staffing Development and Training:**

Sharon Benjamin graduated from Fulton County's Certified Public Manager's program on June 28<sup>th</sup>!

#### **Poll Worker Procedures Update:**

We are preparing to begin training for the September elections. Online training will commence in July, and in-person training will begin in August. Every poll worker will be required to complete a short online training. For in-person training, Poll Managers will attend a four hour class, Assistant Managers will attend a three hour class, and Clerks will attend a two hour class.

On June 24<sup>th</sup>, our poll worker team met with staff members from Gwinnett County to share poll worker practices and procedures. It was very useful and informative for us to learn about how they schedule training, divide duties among various poll workers, and how they develop their training curriculum.

### **Early Voting:**

Our staff has been working to secure early voting sites for the September and November elections later this year. We plan to have three early voting sites in September and October for the BOC and APS elections.

For the November elections, we are anticipating that we will have around 15 to 16 early voting sites located throughout the ten municipalities involved in the elections.

### **Election Preparation:**

We worked with the Administrative Division to qualify candidates for the Board of Commissioners District 6 contest, nine candidates qualified. Information has been sent to the Secretary of State's office so they can begin building ballots.

We sent election agreements and cost estimates to all municipalities that the department will be conducting elections for in November and possibly December. We have communicated frequently with city clerks to discuss details about the agreements and cost estimates. Many clerks have contacted us to gain a better understanding of their cost estimates. The cities involved in this year's elections have seen their costs increase. The primary reason for this is because the City of Atlanta is not planning to be involved in the November elections (Atlanta was involved in 2017; therefore, they consumed a significant portion of the shared election costs.). Additionally, our Head of Household mailings, the increased demand for Election Day security, and our requirement for more hands-on poll worker classes have increased costs.

We will be meeting with city clerks in July to discuss details of the November elections. One workshop will be at the Betty Hannah Educational Complex in Fairburn on July 16<sup>th</sup>, and the other will be at Roswell City Hall on July 17<sup>th</sup>. The workshops will also be a great opportunity for clerks to ask any questions they have.

### **Participation in the Department of Homeland Security's Tabletop Exercise**

We participated in an event led by the Department of Homeland Security, which was titled *Tabletop the Vote 2019: National Election Cyber Exercise*. We met with the Secretary of State's office, Cobb County's elections office, and Gwinnett County's elections office for our portion of the exercise. We discussed how to manage a variety of cybersecurity threats. Additionally, we collaborated on ways to ensure we are proactively protecting our elections from future threats.

### **Election Equipment:**

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

### **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.

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

- Prepare for 2019 Municipal General Elections.
  - Conduct two informational workshops for city clerks.

- Begin poll worker training.
- Prepare for the APS Special Election.
- Continue searching for new polling locations and conducting site visits.
- 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 June 2019. The primary activities upon which we worked in June 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 **137,084**. We received **21,165** voter applications in June. We are processing those applications.

As of July 1, 789,456 (724,831 active and 64,625 inactive) registered voters reside in Fulton County.

**The Historic Overview of Registration Applications for the Months of May/June are as follows:**

<b>Year</b>	<b>May Voter Registration Applications</b>	<b>June Voter Registration Applications</b>
<b>2011</b>	<b>6,724</b>	<b>6,848</b>
<b>2012</b>	<b>8,254</b>	<b>13,395</b>
<b>2013</b>	<b>6,063</b>	<b>4,992</b>
<b>2014</b>	<b>12,633</b>	<b>18,951</b>
<b>2015</b>	<b>6,229</b>	<b>7,165</b>
<b>2016</b>	<b>17,385</b>	<b>22,335</b>
<b>2017</b>	<b>21,888</b>	<b>23,937</b>
<b>2018</b>	<b>25,049</b>	<b>25,761</b>
<b>2019</b>	<b>24,754</b>	<b>21,165</b>
<b>Total Applications for 2019</b>		<b>137,084</b>

**WORKLOAD STATISTICS FOR JUNE:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		37,123
DDS Applications		34,323
Online Applications		0
Paper Applications		2,800

<b>Completed Voter Registration Applications Processed for June</b>		
<b>Total Number of Processed Applications</b>		<b>14,392</b>
<b>Total New Registrations to Fulton County</b>		<b>5,406</b>
<b>New Registration (1<sup>st</sup> Time)</b>		<b>3,547</b>
DDS Applications	1,092	
Online Applications	162	
Paper Applications	2,293	
<b>Transferred into Fulton</b>		<b>1,859</b>
DDS Applications	1,114	
Online Applications	222	
Paper Applications	523	
<b>Total Number of Changes to Fulton County</b>		<b>8,986</b>
Address Changes Only	2,390	
Name & Address Changes	701	
Duplicate (No Changes)	1,010	
Name Changes	601	
Other Changes	4,284	
<b>Total Number of Removals of Fulton County</b>		<b>4,122</b>
Felons	0	
Moved out of State	15	
Duplication	84	
Error	1	
Hearing	0	
Not Verified Deletion	2	
Requested	14	
Transfers out of county	3,513	
Vital Records	493	
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 July Hearing 0.

**DEPUTY REGISTRAR ACTIVITIES**

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

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
3	3	0

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

**PERSONNEL/STAFFING:**

We have a total of 10 permanent employees and 2 managers currently. Our supplemental workers are scheduled to report on July 24, 2019.

**GROC CERTIFICATION:**

Registration Division has 3 new employees who have completed their GROC Certification process. GROC is Georgia Registrar Official Certification. Employees have to finished 8 online modules and pass each module test with a score of at least 80%. Certification is based on election law, registration basics, administrating oaths, absentee procedures and others.

**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 June 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.

## Open Records Request

Compiled documents requested for Open Records Request from the Brennan Center for Justice (itemized election budgets – expected and actual).

## 2020 Budget Preparation

The director and Administrative Manager attended Fulton County's Budget Workshop to receive calendar dates for submission deadlines, to review process, guidelines and changes from previous year requesting for new personnel, operations and enhancements,

## 2019 Elections Update

Close-out of Atlanta City Council, District 3 Special Election: Preparing close out and refund of election costs from the March & April Atlanta CC, D3 Special Election and Runoff.

Staff worked with Elections Chief on the following:

- Conducted qualifying of Board of Commissioners (BOC), District 6 candidates for the Special Election on September 17, 2019. Nine candidates have qualified and the list is attached. The list is on our website and the Secretary of State's website.
- Prepared and submitted to the County Manager and Chief Financial Officer, the Budget Sounding Request to fund the BOC District 6 Special Election and Runoff. Included in BOC Agenda Item for July 10, 2019 Regular Meeting.
- Finalized the IGA and projected budgets for the Atlanta BOE, District 2 Special Election and BOC District 6 Special Election on September 17, 2019 and Runoff on October 15, 2019.
- Assisted Elections Chief with reviewing, verifying and preparing final projected costs for November Municipal General Elections and runoffs.

## 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.**

## Staffing Development and Training:

Ms. Breana Jenkins, Administrative Specialist, completed a six week training course called "Developing Tomorrow's Leaders Today". Ms. Jenkins will attend a joint graduation in the spring of 2020 for successful completion of the course.