

NOTICE TO REQUESTER

TO: **Corinne Solomon**
(Requester's name)

FROM: **Elections Division, Office of the County Clerk**
(Agency, and agency contact person's name, telephone number, & email address)

DATE THAT THE RECORD REQUEST WAS RECEIVED BY AGENCY: December 6, 2021

DATE OF THIS NOTICE: December 8, 2021

GOVERNMENT RECORDS YOU REQUESTED (attach copy of request or provide brief description below):

1. Expense report for the 2020 General Election.
2. Description of accounting codes used in the Expense Report.
- 3.
- 4.

THIS NOTICE IS TO INFORM YOU THAT YOUR RECORD REQUEST:

Will be granted in its entirety.

Cannot be granted. Agency is unable to disclose the requested records for the following reason:

- Agency does not maintain the records. (HRS § 92F-3)
Other agency that is believed to maintain records: _____
- Agency needs further clarification or description of the records requested. Please contact the agency and provide the following information: _____
- Request requires agency to create a summary or compilation from records, but requested information is not readily retrievable. (HRS § 92F-11(c))

Will be granted in part and denied in part, OR Is denied in its entirety

Although the agency maintains the requested records, it is not disclosing all or part of them based on the exemptions provided in HRS § 92F-13 and/or § 92F-22 or other laws cited below.

(Describe the portions of records that the agency will not disclose.)

RECORDS OR
INFORMATION WITHHELD

APPLICABLE
STATUTES

AGENCY
JUSTIFICATION

REQUESTER'S RESPONSIBILITIES:

You are required to (1) pay any lawful fees and costs assessed; (2) make any necessary arrangements with the agency to inspect, copy or receive copies as instructed below; and (3) provide the agency any additional information requested. If you do not comply with the requirements set forth in this notice within 20 business days after the postmark date of this notice or the date the agency makes the records available, you will be presumed to have abandoned your request and the agency shall have no further duty to process your request. Once the agency begins to process your request, you may be liable for any fees and costs incurred. If you wish to cancel or modify your request, you must advise the agency upon receipt of this notice.

METHOD & TIMING OF DISCLOSURE:

Records available for public access in their entireties must be disclosed within a reasonable time, not to exceed 10 business days from the date the request was received, or after receipt of any prepayment required. Records not available in their entireties must be disclosed within 5 business days after this notice or after receipt of any prepayment required. HAR § 2-71-13(c). If incremental disclosure is authorized by HAR § 2-71-15, the first increment must be disclosed within 5 business days of this notice or after receipt of any prepayment required.

Method of Disclosure:

- Inspection at the following location: _____
- As requested, a copy of the record(s) will be provided in the following manner:
 - Available for pick-up at the following location: _____
 - Will be mailed to you.
 - Will be transmitted to you by other means requested: Emailed to request+4h69cxssbx@foi.uipa.org

Timing of Disclosure: All records, or the first increment if applicable, will be made available or provided to you:

- On December 8, 2021.
- After prepayment** of 50% of fees and 100% of costs, as estimated below.

For incremental disclosures, each subsequent increment will be disclosed within 20 business days after:

- The prior increment (if one prepayment of fees is required and received), or
- Receipt of each incremental prepayment, if prepayment for each increment is required.

Records will be disclosed in increments because the records are voluminous and the following extenuating circumstances exist:

- Agency must consult with another person to determine whether the record is exempt from disclosure under HRS chapter 92F.
- Request requires extensive agency efforts to search, review, or segregate the records or otherwise prepare the records for inspection or copying.
- Agency requires additional time to respond to the request in order to avoid an unreasonable interference with its other statutory duties and functions.
- A natural disaster or other situation beyond agency’s control prevents agency from responding to the request within 10 business days.

ESTIMATED FEES & COSTS AND PAYMENT:

FEES: For personal record requests under Part III of chapter 92F, HRS, the agency may charge you for its costs only, and fee waivers do not apply.

For public record requests under Part II of chapter 92F, HRS, the agency is authorized to charge you fees to search for, review, and segregate your request (even if a record is subsequently found to not exist or will not be disclosed in its entirety). The agency must waive the first \$30 in fees assessed for general requesters, OR in the alternative, the first \$60 in fees when the agency finds that the request is made in the public interest. Only one waiver is provided for each request. See HAR §§ 2-71-19, -31 and -32.

COSTS: For either personal or public record requests, the agency may charge you for the costs of copying and delivering records in response to your request, and other lawful fees and costs.

PREPAYMENT: The agency may require prepayment of 50% of the total estimated fees and 100% of the total estimated costs prior to processing your request. If a prepayment is required, the agency may wait to start any search for or review of the records until the prepayment is received by the agency. Additionally, if you have outstanding fees or costs from previous requests, including abandoned requests, the agency may require prepayment of 100% of the unpaid balance from prior requests before it begins any search or review for the records you are now seeking.

The following is an itemization of what you must pay, based on the estimated fees and costs that the agency will charge you and the applicable waiver amount that will be deducted:

For public record requests only:

Fees: Search	Estimate of time to be spent: _____ hours (\$2.50 for each 15-minute period)	\$
Review & segregation	Estimate of time to be spent: _____ hours (\$5.00 for each 15-minute period)	\$
Fees waived	<input type="checkbox"/> general (\$30), OR <input type="checkbox"/> public interest (\$60) (Only one waiver per request)	<\$ _____>
Other	_____	\$
	(Pursuant to HAR §§ 2-71-19 & 2-71-31)	
Total Estimated Fees:		\$0.00

For public or personal record requests:

Costs: Copying	Estimate of # of pages to be copied: _____ (@ \$ _____ per page, pursuant to HRS § 92-21)	\$
Delivery	Postage	\$
Other	_____	\$
Total Estimated Costs:		\$0.00

TOTAL ESTIMATED FEES AND COSTS from above: \$0.00

- The estimated fees and costs above are for the first incremental disclosure only. Additional fees and costs, and no further fee waivers, will apply to future incremental disclosures.
- PREPAYMENT IS REQUIRED** (50% of fees + 100% of costs, as estimated above) \$
- UNPAID BALANCE FROM PRIOR REQUESTS** (100% must be paid before work begins) \$

TOTAL AMOUNT DUE AT THIS TIME \$0.00

Payment may be made by: cash
 personal check payable to _____
 other _____

For questions about this notice or the records being sought, please contact the agency person named at the beginning of this form. Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies, and a requester must seek records directly from the agency it believes maintains the records. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at (808) 586-1400, qip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD EXPENDITURE & ENCUMBRANCES	MAYOR'S REQUEST
001-0202-511.01-01	REGULAR SALARIES	250,888	250,888	118,424	308,789
LEVEL	TEXT			TEXT AMT	
MR	2702 ELECTIONS ADMINISTRATOR	SR26		92,718	
	2718 ELECTIONS ASSISTANT	SR15		47,280	
	2705 PRINTING SER. AND ELEC WAREHOUSE SPC	SR15		55,374	
	2719 SR ELECTION CLERK	SR12		38,880	
	-1- TEMP ELECT CLERK II 7 MOS. (7/20-1/21) EX	SR10		19,054	
	-1- TEMP ELECT CLERK II 6 MOS. (7/20-12/20) EX	SR10		16,332	
	-1- TEMP ELECT CLERK II 5 MOS. (7/20-11/20) EX	SR10		13,610	
	-1- TEMP ELECT CLERK I 5 MOS. (7/20-11/20) EX	SR07		12,120	
	-5- TEMP ELECT CLERK I 1 MO. FUNDING	EX SR07		13,421	
	(2 WEEKS PER ELECTION FOR VOTER SERVICE CENTER)				
				308,789	
001-0202-511.01-05	VACATION CREDIT PAYOUT	1	1	0	3,000
001-0202-511.02-01	REGULAR OVERTIME	25,000	25,000	889	30,000
001-0202-511.03-01	PREMIUM PAY	750	750	20	750
LEVEL	TEXT			TEXT AMT	
MR	MEALS			750	
				750	
001-0202-511.05-01	SOCIAL SECURITY CONTRIBU	21,163	21,163	8,536	25,975
001-0202-511.05-02	HEALTH FUND CONTRIBUTION	41,309	41,309	20,734	40,191
001-0202-511.05-03	RETIREMENT CONTRIBUTION	60,860	60,860	26,249	81,489
001-0202-511.05-04	WORKERS COMPENSATION TTD	1	1	0	1
001-0202-511.05-05	WORKERS COMPENSATION MED	1,000	1,000	0	1,000
001-0202-511.05-06	UNEMPLOYMENT COMPENSATION	24,000	24,000	5,583	40,000
001-0202-511.05-09	MILEAGE	1	1	0	1
001-0202-511.05-12	OTHER POST EMPLOY BENEFIT	52,561	52,561	24,220	64,512
001-0202-511.30-00	OTHER SERVICES	195,400	208,140	15,599	142,200
LEVEL	TEXT			TEXT AMT	
MR	ELECTRONIC DATA PROCESSING (EDP)			750	
	STATEWIDE VOTER REGISTRATION (SWVR) DATA USAGE & PROCESSING			3,500	
	SWVR LINE CHARGE			1,250	
	BULK & REPLY MAILING COST (POSTAGE FOR VOTER AND ELECTION NOTIFICATION MAILINGS)			60,000	
	ELECTION PRO RATA SHARE			51,000	
	ELECTION SYSTEM UPGRADES			1,000	
	INTERNET SERVICE			300	
	VOTER & ELECTION NOTIFICATION MAILINGS (FOR THE DESIGN, MANUFACTURE, PERSONALIZATION, AND DISTRIBUTION OF SUPPLEMENTAL TARGETED AND			7,500	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD EXPENDITURE & ENCUMBRANCES	MAYOR'S REQUEST
	COUNTY-WIDE VOTER AND ELECTION NOTIFICATION MAIL-PIECES)				
	BALLOT DROP BOX TRANSPORT (TO TRANSPORT BALLOT DROP BOXES TO/FROM FOUR (4) FACILITIES PRIOR TO AND AFTER EACH ELECTION)			6,900	
	VOTER EDUCATION (FOR THE DEVELOPMENT OF PRINT, AUDIO, AND/OR VIDEO VOTER EDUCATION MEDIA)			10,000	
				142,200	
001-0202-511.31-00	DUES AND SUBSCRIPTIONS	750	750	0	750
001-0202-511.41-02	COPIER	500	500	0	500
	LEVEL TEXT			TEXT AMT	
	MR MAINTENANCE			500	
				500	
001-0202-511.43-02	R&M EQUIPMENT	13,000	13,000	0	13,000
	LEVEL TEXT			TEXT AMT	
	MR IMAGING SYSTEM HOSTING & MAINTENANCE			13,000	
				13,000	
001-0202-511.55-00	ADVERTISING	5,000	5,000	0	5,000
001-0202-511.56-01	AIRFARE, GENERAL	7,500	7,500	2,867	7,500
	LEVEL TEXT			TEXT AMT	
	MR TRAVEL			7,500	
				7,500	
001-0202-511.56-02	PER DIEM, GENERAL	4,000	4,000	160	4,000
	LEVEL TEXT			TEXT AMT	
	MR TRAVEL			4,000	
				4,000	
001-0202-511.56-03	CAR RENTAL & PARKING, GEN	500	500	120	500
001-0202-511.56-04	OTHER TRAVEL, GENERAL	250	250	0	250
001-0202-511.56-07	AIRFARE, TRAINING	1	1	0	1
001-0202-511.56-08	PER DIEM, TRAINING	1	1	0	1
001-0202-511.56-09	CAR RENTAL & PARKING, TRN	1	1	0	1
001-0202-511.56-10	OTHER, TRAINING	1	1	0	1
001-0202-511.57-00	PRINTING	10,000	10,000	1,799	10,000
001-0202-511.61-01	OFFICE SUPPLIES	4,150	4,150	726	4,150
	LEVEL TEXT			TEXT AMT	
	MR MISC OFFICE SUPPLIES; BOTTLED WATER, ETC.			4,150	
				4,150	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD EXPENDITURE & ENCUMBRANCES	MAYOR'S REQUEST
001-0202-511.62-01	OTHER SMALL EQUIPMENT	0	0	0	10,355
LEVEL	TEXT			TEXT AMT	
MR	COLOR MULTI-FUNCTION PRINTER/SCANNER			1,500	
	E-POLL BOOKS (4) (TO REPLACE PAPER APPLICATIONS IN THE VOTER SERVICE CENTER)			4,945	
	BAR CODE SCANNERS (4) (TO REPLACE BROKEN DEVICES)			2,300	
	DYMO LABEL PRINTERS (4) (FOR MAIL BALLOT PROCESSING AND VOTER SERVICE CENTER)			1,610	
				10,355	
001-0202-511.68-00	POSTAGE AND FREIGHT	20,000	20,000	0	50,000
001-0202-511.89-01	EQUIPMENT	1	1	0	1
001-0202-511.89-05	LEASED	23,700	23,700	7,984	31,200
LEVEL	TEXT			TEXT AMT	
MR	-1- PRINT SHOP COPIER (YEAR 1 OF 3)			20,000	
	-1- ELECT. MULTI-FUNCTION COPIER (YEAR 1 OF 3)			10,000	
	-1- POSTAGE METER			1,200	
				31,200	
*	ELECTION	762,289	775,029	233,910	875,118
**	COUNTY CLERK	4,331,935	4,603,955	1,983,884	4,628,204
***	GENERAL FUND	4,331,935	4,603,955	1,983,884	4,628,204