

OFFICE OF THE COUNTY CLERK
Annual Report
Fiscal Year July 1, 2010 to June 30, 2011

I. MISSION STATEMENT

- A. To serve the Kaua'i County Council in its legislative function, to carry out voter registration and election-related responsibilities, to provide county-wide form and bulk printing services, and to service public requests for information and documents relating to the legislative function.
- B. To accomplish this mission, the Office of the County Clerk consists of two Divisions: Council Services and Elections. The Council Services Division, which provides support services to the County Council, consists of three Sections: Records Management, Support Services (Clerical), and Research.

II. DIVISION GOALS

- A. Council Services Division Duties and Functions: To provide staff and support services to the Kaua'i County Council in preparation for its Council and Committee meetings, and to do follow-up work as requested. To provide information and documents on legislative or County matters when requested by the public.
- B. Elections Division Duties and Functions: To administer its election responsibilities as spelled out by law, and provide printing, photocopying, and related services to county agencies.

III. PROGRAM DESCRIPTION

A. PROGRAM OBJECTIVES

- 1. Council Services Program.
 - a. Records Management Section. To maintain all records of the Legislative Branch, including legal documents and important operational records. To file Council/Clerk documents and retrieve records requested by the Council, the Administration, the public, and others. (The Records Management Section is not a county-wide repository of all county records.)

- b. Support Services Section. To provide all the clerical support for the Council and the County Clerk's Office. In addition to the day-to-day typing of letters and documents, the Support Services Section is responsible for preparing and posting agendas of meetings and public hearings, including posting of agendas on the County's website, staffing meetings and compiling documentation prior to and after such meetings, preparing minutes and committee reports, preparing legal notices for publication, and recording with the Bureau of Conveyances all legal documents approved by the Council.
 - c. Research Section. To perform all staff functions, including research and writing, necessary for the efficient operations of the Kaua'i County Council.
2. Elections Program.
- a. Elections Section. Administer all aspects of elections held in the County of Kaua'i and Ni'ihau as required by law.
 - b. Printing Section. Provide printing, photocopying and related services to County agencies as requested.

B. PROGRAM HIGHLIGHTS

- 1. Council Services Program. Computerized indexing system for selected records. Staffed at least 178 Council meetings, Special Council meetings, Committee meetings, and Special Advisory Committee meetings, in addition to all Public Hearings and Executive Sessions.
- 2. Elections Program. To prepare for and conduct the 2010 Primary and General Elections, and complete printing related jobs in a timely manner as requested.

IV. BUDGET BY PROGRAM

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| A. | Council Services Program: | \$3,372,850 |
| B. | Elections Program: | \$803,112 |

V. PROGRAM MEASURES

A. COUNCIL SERVICES PROGRAM

- 1. Records Management Section
 - a. Maintain current indexing system on daily basis.

- b. Scan and index selected records.
 - c. Continue to computerize indexing system for selected records series on daily basis.
 - d. Fulfill records requests on a priority basis within ten days after the request is received. "ASAP" requests will be researched immediately.
 - e. Process rules and regulations and transmit to Office of the Lieutenant Governor within three working days after received by the County Clerk for filing.
 - f. Assist vendor in records digitization project.
2. Support Services Section
- a. Post, upload to the County's website, distribute, and mail, as necessary, notices of meetings and public hearings as required by law.
 - b. Minutes of Council meetings shall be completed within the 30-day requirements of the Sunshine Law, and complete Committee Reports drafted by the Research Section by the third working day following the meeting.
 - c. To answer all telephone calls by the fifth ring and exercise proper phone etiquette.
 - d. Type and distribute/mail all letters and memos within three working days of request.
3. Research Section
- a. Staff all meetings and hearings and provide information requested by the Council and its Committees, so business and meetings can be conducted efficiently.
 - b. Work closely with the County Administration, the public, and other governmental and private agencies to ensure the smooth flow of information.
 - c. Draft legislation, committee reports, certificates of achievement, letters, news releases, speeches, and requests for investigation and report.
 - d. Assist in the preparation of, and lobbying for, the County and Hawai'i State Association of Counties (HSAC) Legislative Packages at the State Legislature.

- e. Provide information requested by the public and other interested organizations on Council and County matters.
- f. Formulate the annual budget for the Office of the County Clerk prior to the March 15, 2011 budget submittal requirement.
- g. Assist the County Council in the preparation, scheduling and enactment of the Annual County Operating and Capital Improvement Programs (CIP) Budgets.

B. ELECTIONS PROGRAM

- 1. Manage voter registration operations.
- 2. Manage election support personnel.
- 3. Provide candidate nomination and filing services.
- 4. Provide early voting services.
- 5. Provide absentee mail voting services.
- 6. Manage polling place operations.
- 7. Monitor ballot tabulation and results generation.
- 8. Provide printing and related services.
- 9. Miscellaneous projects.

VI. ACCOMPLISHMENTS / EVALUATION

A. COUNCIL SERVICES PROGRAM

- 1. Records Management Section
 - a. Communications indexed and filed: 346
 - b. On average, twenty (20) documents were placed on the weekly meeting agendas, and were indexed filed.
 - c. On average, there were twenty (20) requests a week to retrieve and research documents.
 - d. Executive Session items indexed and filed: 42

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| e. | Public Hearing transcripts scanned, indexed and filed: | 43 |
| f. | Affidavits of Publication scanned, indexed and filed: | 72 |
| g. | Committee Reports indexed and filed: | 98 |
| h. | Resolutions scanned, indexed and filed: | 53 |
| i. | Bills/Ordinances scanned, indexed and filed: | 89 |
| j. | Continued computer indexing program. | |
| k. | Continued scanning/indexing project. | |
| l. | Continued preparing records for back file digitization project. | |
| m. | Assisted the vendor in preparing and boxing documents for digitization. | |
| 2. | Support Services and Research Sections. | |
| a. | Agendas prepared, meetings staffed: | |
| | (1) Council | – 50 |
| | (2) Executive Session | – 23 |
| | (3) Committee | – 32 |
| | (4) Budget Reviews | – 12 |
| b. | Committee Reports prepared: | 59 |
| c. | Minutes prepared: | |
| | •Council Minutes | 47 |
| | •Committee Deferred Minutes | 63 |
| | •Public Hearing Minutes | 34 |
| | •Budget Reviews | 26 |
| | •Executive Sessions | 38 |
| e. | Public Hearing Notices and Publications: | 24 |
| f. | Ordinances adopted: | 35 |
| g. | Bills drafted: | 43 |
| h. | Resolutions adopted: | 82 |
| i. | Resolutions drafted: | 85 |

- j. Total typing assignments: 1,367
- k. Investigation and Report forms drafted and typed: 38
- l. Certificates drafted and typed: 76
- m. New Projects Assignments worked on: 217
- n. Legislative Packages: Staff assisted in the preparation of the annual County Legislative Package and the Hawai'i State Association of Counties (HSAC) Legislative Package, and assisted in lobbying efforts at the State Legislature.
- o. As of June 30, 2010, Council recap memos and approved Council Meeting Minutes were placed on the County website.

B. ELECTIONS PROGRAM

- 1. Voter Registration Operations.
 - a. Processed 11,922 Affidavits on Application for Voter Registration.
 - b. Received and filed approximately 12,940 voter registration declinations (individuals declining to register to vote) received from the Driver License Division.
 - c. Following Federal and State statutes, removed approximately 938 voter from the voter file for one of the following reasons: 1) being deceased, 2) moving to another jurisdiction, 3) voluntarily canceling voter registration, or 4) being incarcerated for a felony conviction.
 - d. Conducted follow-up on approximately 250 incomplete voter registration applications.
 - e. Issued 125 Certificates of Voter Registration.
 - f. Processed 1,425 felony conviction and parole revocation notices from the Hawaii Paroling Authority and Circuit Courts.
 - g. 2010 Elections Voter Registration Counts.
 - i. Primary Election: 39,790 voters.
 - ii. General Election: 40,129 voters.

2. Candidate Nomination and Filing Services.
 - a. Issued nomination papers to thirty-eight (38) individuals.
 - b. Thirty-two (32) individuals filed nomination papers to officially become candidates for the 2010 Elections.

3. Management of Election Support Personnel.
 - a. Recruited, trained and managed 314 election support personnel for the following operational areas:
 - i. Polling Place: 208 officials
 - ii. Counting Center: 60 officials
 - iii. Control Center: 32 officials (includes telephone operators, polling place troubleshooters, and related support personnel)
 - iv. Ballot Delivery and Collection: 14 officials
 - b. Conducted eighteen (18) training sessions for personnel in the various operational areas.

4. Early Voting Services.
 - a. Established early voting services in the basement of the Historic County Annex.
 - b. Early voting turnout (TO)
 - i. Primary Election: 2,337 (13.6% of total TO)
 - ii. General Election: 7,852 (34.1% of total TO)

5. Absentee Mail Services.
 - a. Mailed a total of 7,677 and 8,673 ballots for the Primary and General Elections respectively.
 - b. Absentee Mail Turnout (TO)
 - i. Primary Election: 6,827 (39.7% of total TO)
 - ii. General Election: 7,852 (34.1% of total TO)

6. Polling Place Operations.
 - a. Managed sixteen (16) polling places County-wide for each election.
 - b. Polling place voter turnout (TO).
 - i. Primary Election: 8,044 (46.7% of total TO)
 - ii. General Election: 12,229 (53.1% of total TO)
 - c. Managed fifteen (15) control center telephone operators who processed 916 and 1,189 calls from precinct officials for the Primary and General Elections, respectively.
7. Ballot Tabulation and Results Generation.
 - a. Monitored logic and accuracy tests of all HART InterCivic ballot tabulators, results generation systems, and wide area network prior to each election.
 - b. Supervised the preparation of voted absentee mail ballots for tabulation.
 - c. Monitored Election Day ballot tabulation and results generation.
 - d. Directed random audits of voted ballots, poll books, and ballot usage to validate and certify the vote counts generated by the paper ballot and Direct Recording Electronic (DRE) ballot tabulators, and results generation systems.
 - e. 2010 Election Voter Turnout (TO) Summary.
 - i. Primary Election:
 - 1) Total TO: 17,208 voters (43.2% of registered voters)
 - 2) Polling Place TO: 8,044 voters (46.7% of TO)
 - 3) Absentee Mail TO: 6,827 (39.7% of TO)
 - 4) Early Voting TO: 2,337 (13.6% of TO)

ii. General Election:

- 1) Total TO: 23,009 voters (57.3% of registered voters)
- 2) Polling Place TO: 12,229 voters (53.1% of TO)
- 3) Absentee Mail TO: 7,852 (34.1% of TO)
- 4) Early Voting TO: 2,928 (12.7% of TO)

8. Printing Services.

- a. Completed 350 off-set print jobs* (forms, brochures, booklets, cards, flyers, etc.).
- b. Completed 25 bulk photocopying jobs* (bid specifications, manuals, etc.).

* Jobs may require binding, folding, stapling, etc.

9. Miscellaneous Projects.

- a. Developing an Invitation For Bid (IFB) to obtain proposals from qualified Offerors for the design, manufacture, personalization and distribution of voter signature cards, which will be used to establish a database of voter signatures.
- b. Developing an Invitation For Bid (IFB) to obtain proposals from qualified Offerors for the development of a signature management system to manage voter signature and data used to process absentee mail ballots and petitions.