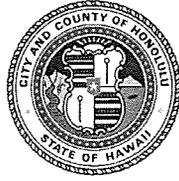


OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813  
PHONE: (808) 768-4141 • FAX: (808) 768-4242 • INTERNET: [www.honolulu.gov](http://www.honolulu.gov)



KIRK CALDWELL  
MAYOR

EMBER LEE SHINN  
MANAGING DIRECTOR  
GEORGETTE T. DEEMER  
DEPUTY MANAGING DIRECTOR

April 23, 2013

The Honorable Ernest Y. Martin, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2013 APR 23 AM 9:06

Dear Chair Martin and Councilmembers:

In accordance with Section 4-104 of the Revised Charter of the City and County of Honolulu, as amended, I am requesting the City Council's confirmation of the following appointee, who will be serving a temporary commission beginning on May 1, 2013, and expiring upon his permanent appointment.

Nelson H. Koyanagi, Jr.  
Director of the Department of Budget and Fiscal Services

The officer's information is enclosed.

The individuals who have accepted my call to join the City government are all experienced, capable and dedicated leaders, and I would deeply appreciate your confirmation of their appointments.

Sincerely,

A handwritten signature in black ink, appearing to be "Kirk Caldwell", written over a horizontal line.

 Kirk Caldwell  
Mayor

Enclosures

Office of the City Clerk  
CITY AND COUNTY OF HONOLULU  
STATE OF HAWAII

**Certificate**

*I, Bernice Mau, City Clerk of the City and County of Honolulu, State of Hawaii do hereby certify that,*

***NELSON H. KOYANAGI, JR.***

*a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of the*

*Precinct 01 Representative District 36, State of Hawaii*

*Affidavit No. 9491319 Registration Date: 08/19/1994*

*Birth Date: \_\_\_\_\_*

*In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu  
to be affixed this 8 April 2013.*

*Nelson H. Koyanagi*  
\_\_\_\_\_  
Signature of Elector

*Bernice K. H. Mau*  
\_\_\_\_\_  
City Clerk  
City and County of Honolulu  
State of Hawaii

CITY AND COUNTY OF HONOLULU  
NOMINEE/APPOINTEE FORM

1. Position Nominated to: Director of Budget and Fiscal Services
2. Name: Nelson Hisao Koyanagi Jr.  
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes  No   
Are you a resident of the City and County of Honolulu? Yes  No   
If yes, how long 59 yrs  
Are you a registered voter in the City and County of Honolulu? Yes  No
4. Occupation: Chief Accountant
5. Name and address of employer or firm:  
City and County of Honolulu  
530 South King Street, Honolulu, HI 96813
6. Does your employer do any business with the City and County of Honolulu?  
Yes  No  If yes, state the nature of business and approximate dollar amount in the last five years:  
N/A
7. Do you or does any member of your immediate family hold office or own stock in any firm?  
Yes  No
8. Does the firm do business with the City and County of Honolulu? Yes  No   
If yes, provide details including the name(s) of the firm:  
\_\_\_\_\_  
\_\_\_\_\_
9. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes  No   
If yes, provide details:  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes  No
11. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes  No  If yes, please specify the department and division:  
\_\_\_\_\_
12. Are there any incidents in your past that may jeopardize your nomination  
Yes  No
13. Have you ever been convicted of a felony? If yes, provide details:  
No

14. Education:  
See attached resume  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):  
See attached resume  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Community activities, etc. (also list any service on any other board or commission Federal, State or County):  
See attached resume  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Have you ever been a member of a board or commission with the City and County of Honolulu?  
Yes  No  If yes, provide name(s) of board/commission:  
\_\_\_\_\_  
\_\_\_\_\_

18. Will you be able to commit to the full term of this appointment? Yes  No

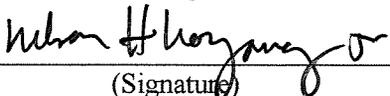
19. Will you be able to commit to meeting dates and times? Yes  No

20. Are you regularly away from Honolulu? Yes  No  If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

21. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes  No

22. What do you understand to be the prime duties of your county appointment?  
To serve as the chief accounting officer of the City and County of Honolulu. The primary duties are outlined in Chapter 2, Section 6-203 of the Revised Charter of the City and County of Honolulu.  
\_\_\_\_\_  
\_\_\_\_\_

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

  
\_\_\_\_\_  
(Signature)

4/19/2013  
\_\_\_\_\_  
(Date)

*The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.*

## NELSON HISAO KOYANAGI JR.

### PROFESSIONAL EXPERIENCE:

City & County of Honolulu, Honolulu, HI 2003-Present

#### **Acting Director, Department of Budget & Fiscal Services**

Assumed the position on January 2, 2013 with the change of administration. Responsibilities included helping to ensure a smooth transition and timely completion of the Mayor's fiscal year 2014 executive operating and capital budgets.

#### **Deputy Director, Department of Budget & Fiscal Services**

Assisted the Director in managing the department and carrying out the duties outlined in the City Charter.

#### **Chief Accountant**

Managed the Accounting & Fiscal Services Division of the Department of Budget & Fiscal Services. Responsible for centralized payroll, financial reporting, accounts payable and fiscal operations for the City.

- Created the methodology and developed policies and procedures for the City's purchasing card program. Assisted in training users and worked with computer programmers to automate the transaction postings to the City's financial system.
- Managed the annual audits and issued the financial statements and audit reports by the required due dates.
- Functioned as a subject matter expert in the planning, design and implementation of the City's financial and human resources system. Helped streamline processes to increase efficiencies and reduce costs.

#### **Self Employed**

2001-2003

Assisted clients with implementation of accounting software and provided training and consulting services.

Edward Enterprises, Inc., Honolulu, HI

1990-2001

#### **President & Treasurer**

Served as General Manager with overall responsibility for the operations of this multi-million dollar commercial printing company, including the areas of sales, production, accounting and administration.

- Established strategic direction and financial structures.
- Successfully recruited key sales personnel and worked closely with the Sales Manager to develop sales programs and strategies. Maintained personal contact with major customers.

- Managed the transformation of the Company from a labor-intensive artisan type organization to a streamlined, highly automated, and efficient, state-of-the-art operation. Instrumental in bringing new industry technologies to Hawaii.
- Established a leveraged Employee Stock Ownership Plan transferring ownership of the company to the employees while realizing substantial tax savings that partially funded the acquisition of a multi-million dollar printing press.
- Developed relationships with bankers to secure funding for asset acquisitions and working capital lines of credit.

#### **Vice President & Treasurer**

Responsible for all of the financial activities and data processing functions of the Company. Served as financial advisor to the President and senior management and supervised the accounting staff.

- Responsible for the financial activities of the Company, including accounts receivable, accounts payable, payroll, inventory and budgeting. Analyzed general ledger accounts and prepared financial statements and tax reports. Developed and monitored job costing rates and maintained an adequate system of internal controls.
- Worked closely with external auditors in the review and preparation of the annual financial statements and tax returns for the Company.
- Served as administrator for the Company's computer systems. Maintained computer hardware and software. Trained staff throughout the Company in using computer hardware and various software applications.
- Installed a fully integrated printing management system and a midrange general ledger package and automated much of the manual accounting and job costing operations. Reduced staffing requirements due to efficiencies related to the computer conversions.

#### **Accountant**

Maintained the general ledger and subsidiary ledgers. Prepared the monthly financial statements and tax reports.

East West Center, Honolulu, HI

1984-1990

#### **Chief Accountant**

Responsible for general ledger accounting and contract and grant reporting for this federally funded, non-profit corporation. Worked with external auditors in the audit and preparation of the annual financial statements. Assisted the programming staff in developing and implementing an in-house accounting and general ledger system.

Arthur Young & Company, Honolulu, HI 1979-1984  
**Supervising Senior Auditor**  
Daily management of assigned client engagements for this international public accounting firm. Duties included supervision and review of professional staff and preparation of financial statements and tax returns.

**EDUCATION:** Chaminade University of Honolulu, Honolulu, HI  
**Masters of Business Administration**

University of Hawaii, Honolulu, HI  
**Bachelor of Business Administration**  
Major: Accounting

**PROFESSIONAL LICENSE:** Certified Public Accountant, Hawaii (Inactive)

**ORGANIZATIONS:** Association of Government Accountants, Hawaii Chapter 2004-Present  
Aloha Pacific Federal Credit Union 2010-Present  
Supervisory Committee  
Nominations & Elections Committee  
Certified Credit Union Volunteer – Supervisory Committee