



**CITY COUNCIL**  
CITY AND COUNTY OF HONOLULU  
530 SOUTH KING STREET, ROOM 202  
HONOLULU, HAWAII 96813-3065  
TELEPHONE: (808) 768-5010 • FAX: (808) 768-5011

**ANN H. KOBAYASHI**  
COUNCILMEMBER, DISTRICT 5  
CHAIR, COMMITTEE ON BUDGET  
TELEPHONE: (808) 768-5005  
FAX: (808) 768-1227  
EMAIL: akobayashi@honolulu.gov

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September 29, 2014

Ms. Ember Lee Shin  
Managing Director  
City and County of Honolulu  
530 South King Street, 3<sup>rd</sup> Floor  
Honolulu, HI 96813

Dear Managing Director Shin,

RE: UNBUDGETED TEMPORARY POSITIONS (MM-98)

I am in receipt of your September 19, 2014 notification (Mayor's Message 98) regarding eight temporary position for the Strategic Development Office in the Department of Community Services. Per ROH Sec. 2-17.2(a) Budget execution, for authorized positions:

“The notification shall identify: the type of temporary position required, the anticipated duration of the employment of the temporary position, the cost of the temporary position, the source of budgetary savings which will accrue to finance the temporary position, and the unforeseen or emergency circumstance justifying the need for the temporary position.”

Pursuant to the ROH, please provide a detailed breakdown for each of the eight temporary positions which includes:

- the cost of the position;
- the source of budgetary savings, described by source of funds, activity, and character of expenditure, which will be used to finance the position; and
- the unforeseen or emergency circumstance justifying the need for the position.

Also, please provide information on the Strategic Development Office and if this office constitutes a new division within the Department of Community Services.

Thank you and I look forward to your response by Monday, October 6, 2014. Please feel free to contact me at 768-5005, if you would like to discuss this further.

Sincerely,

  
Ann Kobayashi, Councilmember  
District V