

DEPARTMENT OF CUSTOMER SERVICES  
CITY AND COUNTY OF HONOLULU  
530 SOUTH KING STREET, ROOM 302-A, HONOLULU, HAWAII 96813  
TELEPHONE: (808) 768-3392 FAX: (808) 768-3750  
http://www.honolulu.gov

MUFI HANNEMANN  
MAYOR



February 29, 2008

JEFF J. COELHO  
DIRECTOR

HUBERT P. MINN  
SENIOR ADVISOR

MIN 6 1 34 PM '08

CITY CLERK  
HONOLULU, HAWAII

RECEIVED

The Honorable Barbara Marshall, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Marshall and Councilmembers:

Subject: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to budget execution, authorizes the Mayor to establish, fill and allot funds for temporary positions that are not included in the Executive Operating Budget Ordinance, after notifying the City Council. In accordance with the provisions of this ordinance, this notification is hereby submitted for one full-time temporary Satellite City Hall Program Coordinator position for the Department of Customer Services. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

One full-time Satellite City Hall Program Coordinator for a maximum of one month as allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

January 14, 2008 to February 15, 2008

3. Cost of the Temporary Position:

\$6,460.00

The Honorable Barbara Marshall, Chair  
and Members of the City Council  
February 29, 2008  
Page Two

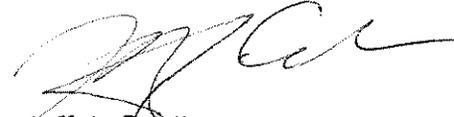
4. Source of Budgetary Savings That Will Accrue to Finance the Temporary Position:

Salary savings from vacant positions allow for the funding of this temporary position.

5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

Former Satellite City Hall Administrator retired on December 31, 2007, after holding the position for 30 years. The current Satellite City Hall Administrator was promoted on February 1, 2008. The one-month personal services contract, filled by the retiree, provided a smooth transition and transfer of duties and responsibilities to minimize disruption of operations.

Sincerely,



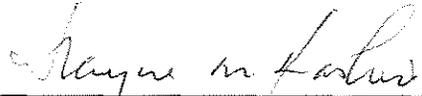
Jeff J. Coelho  
Director

RECOMMEND APPROVAL:



Mary Patricia Waterhouse, Director  
Department of Budget and Fiscal Services

APPROVED:



Wayne M. Hashiro, P.E.  
Managing Director

cc: Office of the Mayor