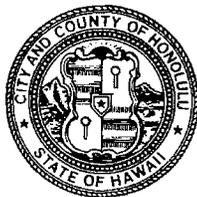


DEPARTMENT OF COMMUNITY SERVICES
CITY AND COUNTY OF HONOLULU

715 SOUTH KING STREET, SUITE 311 • HONOLULU, HAWAII 96813 • AREA CODE 808 • PHONE: 768-7762 • FAX: 768-7792



KIRK CALDWELL
MAYOR

PAMELA A. WITTY-OAKLAND
DIRECTOR DESIGNATE

GARY K. NAKATA
DEPUTY DIRECTOR

March 19, 2013

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

Dear Chair Martin 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 a Planner I position for the Department of Community Services, Elderly Affairs Division. Additional required information the position is as follows:

1. Type of Temporary Position Required:

Planner III

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:

April 1, 2013 to June 30, 2013.

3. Cost of the Temporary Position: \$14,613

This calculation is based upon the duration for the employment, with a 5% salary reduction and a fringe benefit rate of 46.02%

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

Funds for this temporary full-time (100%) position are provided by a federal grant from the Corporation for National and Community Service to support the City's sponsorship of the Retired and Senior Volunteer Program (RSVP). This particular position will be funded by carry forward funds from unspent grant funds of the previous year. The funds must be utilized by June 30, 2013.

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

The Planner III full-time position will be funded by carry forward funds, the excess from the grant's previous year. These funds must be utilized by June 30, 2013. This position is vital to the project's success as it will focus on developing, monitoring and evaluating program outcomes, and assists in planning and developing public relations and communications strategies to promote senior volunteerism for persons age 55 and over, thereby supplementing the services provided by the Division's professional staff.

Sincerely,



Pamela A. Witty-Oakland
Director Designate

cc: BFS Budget Administration Division
Office of the Mayor

APPROVED:



Ember Lee Shinn
Managing Director Designate