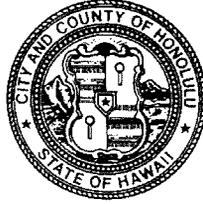


DEPARTMENT OF ENVIRONMENTAL SERVICES  
**CITY AND COUNTY OF HONOLULU**

1000 ULUOHIA STREET, SUITE 308, KAPOLEI, HAWAII 96707  
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KIRK CALDWELL  
MAYOR



LORI M.K. KAHIKINA, P.E.  
DIRECTOR DESIGNATE

TIMOTHY A. HOUGHTON  
DEPUTY DIRECTOR

ROSS S. TANIMOTO, P.E.  
DEPUTY DIRECTOR

IN REPLY REFER TO:  
PER 13-064

April 1, 2013

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CITY CLERK  
C & C OF HONOLULU  
2013 APR - 1 PM 1:36

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:

Section 2-17.2 (a) of the Revised Ordinances of Honolulu provides that positions authorized within the specified permanent position count and temporary position count for each activity under the Executive Operating Budget may be established, filled, and have funds allotted to them. In accordance with this provision, a Clerk position in the Department of Environmental Services will be filled temporarily with a personal services contract. Additional required information on the position is as follows:

1. Type of Temporary Position Required:

One (1) Clerk for a maximum of 3 months 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 – June 30, 2013

Possible extension/renewal as required and allowable under City Charter.

3. Cost of the Temporary Position:

\$6,100

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

Funding to come from salary savings.

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

The contract position is needed to provide necessary clerical support to the Honolulu Refuse Collection Yard while the incumbent is out on long-term leave.

Sincerely,



Lori M.K. Kahikina, P.E.  
Director

APPROVED:



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Ember Lee Shinn  
Managing Director