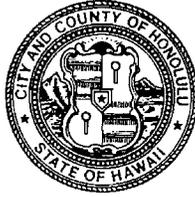


DEPARTMENT OF COMMUNITY SERVICES  
CITY AND COUNTY OF HONOLULU

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



KIRK CALDWELL  
MAYOR

GARY K. NAKATA  
DIRECTOR

BARBARA YAMASHITA  
DEPUTY DIRECTOR

January 4, 2016

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

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2016 JAN -8 PM 3:37

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 senior clerk typist position for the Department of Community Services, Community Assistance Division (CAD). Additional required information on the position is as follows:

1. Type of Temporary Position Required:

Senior Clerk Typist

As allowed under section 6-1103 (g) of the Revised Charter of the City and County of Honolulu.

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

January 19, 2016 to April 15, 2016, with possible extensions/renewals as required and allowable under the Revised City Charter.

3. Cost of the Temporary Position:

\$6,042.33

This calculation is based upon the duration of the employment and a 0.80 FTE position.

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January 4, 2016  
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4. Source of the Budgetary Savings Which Will Accrue to Finance the Temporary Position:

Funds for this position are available from the federally funded Section 8 Administrative Fees account.

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

This position is requested to cover essential rent payment processing duties while two clerks are on extended unscheduled leave.

Sincerely,



Gary K. Nakata  
Director

cc: BFS Budget Administration Division  
Office of the Mayor

APPROVED:

  
Roy K. Amemiya, Jr.  
Managing Director