

DEPARTMENT OF ENTERPRISE SERVICES  
GOLF COURSE DIVISION \* HONOLULU ZOO \* NEAL S. BLAISDELL CENTER \* WAIKIKI SHELL  
**CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL  
MAYOR



GUY H. KAULUKUKUI  
DIRECTOR

TRACY S. KUBOTA  
DEPUTY DIRECTOR

January 4, 2018

The Honorable Ron Menor  
Chair and Presiding Officer  
and Councilmembers  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

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2018 JAN 12 AM 8:36

Dear Chair Menor 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, notification is hereby submitted for one (1) full-time Parks Grounds and Facilities Maintenance Specialist position for the Department of Enterprise Services. Additional required information on this position is as follows:

1. Type of Temporary Position

One (1) full-time Parks Grounds and Facilities Maintenance Specialist as allowed under §6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position

December 19, 2017 to March 15, 2018

3. Cost of Temporary Position

\$6,917 x 3 months = \$20,751.

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

Funding will be used from salary savings from various vacant funded positions.

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

This contract position is needed to facilitate ongoing projects throughout the Honolulu Zoo.

Should you have any questions, please contact me at 768-5415.

Sincerely,



Tracy S. Kubota  
Deputy Director

cc: Department of Fiscal Services - Budgetary Administration  
Office of the Mayor

APPROVED:



Roy K. Amemiya, Jr.  
Managing Director