

DEPARTMENT OF ENVIRONMENTAL SERVICES
CITY AND COUNTY OF HONOLULU

1000 ULUOHIA STREET, SUITE 308, KAPOLEI, HAWAII 96707
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MUFI HANNEMANN
MAYOR



June 18, 2008

ERIC S. TAKAMURA, Ph.D., P.E.
DIRECTOR

KENNETH A. SHIMIZU
DEPUTY DIRECTOR

ROSS S. TANIMOTO, P.E.
DEPUTY DIRECTOR

IN REPLY REFER TO:

PER 08-170

RECEIVED

JUN 19 3 06 PM '08
CITY CLERK
HONOLULU, HAWAII

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

Dear Chair Marshall and Councilmembers:

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to the execution of the Executive Operating Budget authorizes the Mayor to establish, fill and allot funds for additional temporary positions that are not included in the Executive Operating Budget Ordinance, upon prior notification to the City Council. In accordance with the provisions of this ordinance, notification is hereby submitted for one (1) Clerk Typist contract for the Department of Environmental Services, Office of Administrative Support. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

One (1) Clerk Typist for a maximum of six (6) 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:

July 1, 2008 – December 31, 2008

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

3. Cost of the Temporary Position:

\$12,840

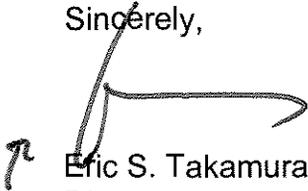
4. Source of Budgetary Savings, Which Will Accrue to Finance the Temporary Position:

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 assistance for the Director and Deputy Director secretaries, and the position will also provide clerical support to the Second Deputy Director.

Sincerely,



Handwritten signature of Eric S. Takamura, consisting of a stylized 'E' and 'T'.

Eric S. Takamura, Ph.D., P.E.
Director

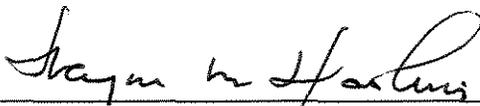
FORWARDED:



Handwritten signature of Mary Patricia Waterhouse in cursive.

Mary Patricia Waterhouse, Director
Department of Budget and Fiscal Services

APPROVED:



Handwritten signature of Wayne M. Hashiro in cursive.

Wayne M. Hashiro, P.E.
Managing Director

cc: Mayor Mufi Hannemann