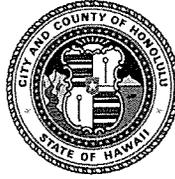


DEPARTMENT OF PARKS AND RECREATION
CITY AND COUNTY OF HONOLULU

KAPOLEI HALE, 1000 ULUOHIA STREET, STE. 309 • KAPOLEI, HAWAII 96707
Phone: (808) 768-3003 • FAX: 768-3053 • Internet: www.honolulu.gov

MUFI HANNEMANN
MAYOR



LESTER K. C. CHANG
DIRECTOR

RICHARD HARU
DEPUTY DIRECTOR

January 8, 2010

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

Dear Chair Apo 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 one temporary Personnel Clerk I for the Department of Parks and Recreation. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

One Personnel Clerk I 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:

Initial: 6 months

Anticipated Dates: January 13, 2010 to June 30, 2010 or upon approval.

3. Cost of the Temporary Position:

6 months x \$2,601 = \$15,606.00

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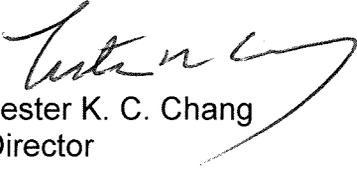
4. Source of Budgetary Savings Which Will Accrue to Finance the Temporary Position:

The source of savings to finance the contracted position is available from salary savings from vacant position, R0260.

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

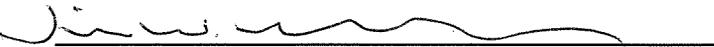
Due to the retirement of the full-time Personnel Clerk, a temporary position is needed to perform personnel clerical functions of the vacant position until the permanent position can be filled. This contract position is needed to provide clerical support as the department transitions to Advantage HR and to process summer hires for the upcoming summer program.

Sincerely,


Lester K. C. Chang
Director

LKCC:ky

APPROVED:


Kirk W. Caldwell
Managing Director