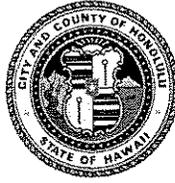


HONOLULU FIRE DEPARTMENT
CITY AND COUNTY OF HONOLULU

636 South Street
Honolulu, Hawaii 96813-5007
Phone: 808-723-7139 Fax: 808-723-7111 Internet: www.honolulu.gov/hfd

MUFI HANNEMANN
MAYOR



KENNETH G. SILVA
FIRE CHIEF

ALVIN K. TOMITA
DEPUTY FIRE CHIEF

April 24, 2008

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

RECEIVED

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CITY CLERK
HONOLULU, HAWAII

Dear Chair Marshall and Councilmembers:

Ordinance 90-49 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 two temporary Clerk-Typist positions in the Administrative Services Bureau (ASB) of the Honolulu Fire Department (HFD). Due to personnel movements, there are four existing clerical vacancies in the ASB. Temporary clerical workers are needed to assist in the daily clerical assignments, and additional required information on these positions are as follows:

Type of Temporary Positions Required:

Two full-time Clerk-Typist positions as allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu

Anticipated Duration of the Employment of the Temporary Positions:

From April 16, 2008, to July 31, 2008

Cost of the Temporary Positions:

\$14,363 (\$2,057 x 2.5 months and \$2,039 x 1 month x 2 employees)

The Honorable Barbara Marshall, Chair
and Members
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Source of Budgetary Savings Which Will Accrue to Finance the Temporary Positions:

These contracts will be funded with salary savings from an existing Clerk-Typist (FC-148) and two Senior Clerk-Typist (FC-117 and FC-124) vacancies in the ASB.

Unforeseen or Emergency Circumstance Justifying the Need for the Temporary Positions:

While the HFD attempts to fill these clerical vacancies, contracts for two temporary clerical workers are deemed the most cost-effective and efficient way to address existing clerical workload issues. The HFD received approval to fill the existing clerical vacancies, however, the entire civil service process after approvals are granted can take up to three months before the positions are actually filled. The HFD will discontinue the personal services contracts upon filling the regular civil service vacancies.

Should you have any questions, please call Administrative Services Officer Dean Matsukawa at 723-7131.



KENNETH G. SILVA
Fire Chief

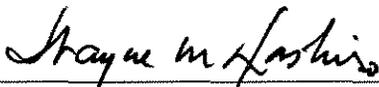
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RECOMMEND APPROVAL:



Mary Patricia Waterhouse, Director
Department of Budget and Fiscal Services

FORWARDED:



Wayne M. Hashiro, P.E.
Managing Director