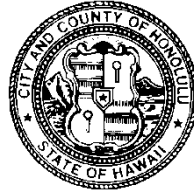


DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
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KIRK CALDWELL
MAYOR



MANUEL T. VALBUENA
ACTING DIRECTOR

KELLI J. NISHIMURA
ACTING DEPUTY DIRECTOR

November 20, 2020

The Honorable Ann Kobayashi
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi 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 two (2) full-time Procurement and Specifications Specialist I positions for the Department of Budget and Fiscal Services. Additional required information on this position is as follows:

1. Type of Temporary Positions

Two (2) full-time Procurement and Specifications Specialist I 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 Positions

October 15, 2020 to June 30, 2021, with possible extension/renewal as required and allowed under the Revised Charter of the City and County of Honolulu.

3. Cost of Temporary Position

BU13, SR16C = \$3,488/month

$\$3,488 \times 8.5 = \$29,648 \times 2 = \$59,296$

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4. Source of Budgetary Savings that will Accrue to Fund the Temporary Positions

Funding from permanent vacant positions. Fund 110-BFS-0362

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

We currently have a vacancy at the Procurement Specifications Specialist V and VI levels. We have been unsuccessful at filling these vacancies and require a contract hire to assist in keeping up with the demanding workload.

Sincerely,

Manuel T. Valbuena
Acting Director

APPROVED:

Roy K. Amemiya, Jr.
Managing Director