

DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • INTERNET: www.honolulu.gov



KIRK CALDWELL
MAYOR

NELSON H. KOYANAGI, JR.
DIRECTOR

MANUEL T. VALBUENA
DEPUTY DIRECTOR

February 7, 2019

19 FEB 7 AM 11:47 CITY CLERK

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

Dear Interim Chair Kobayashi and Councilmembers:

SUBJECT: Request for Council Acceptance of a Gift to the City less than \$2,500

Pursuant to the provisions of Resolution No. 05-349, CD1, FD1, this letter is being submitted to City Council to respectfully request acceptance of a gift from the National Institute of Governmental Purchasing (NIGP) on behalf of the City and County of Honolulu. A proposed resolution accepting the gift is attached for the Council's favorable consideration.

The gift is estimated to be \$1,650 for an employee of the Department of Budget and Fiscal Services to attend NIGP's Chapter Academy in Herndon, Virginia from February 14-16, 2019. Further information on the gift are set forth in the attached Exhibit A.

If you have any questions, please call me at 768-3901.

Sincerely,



Nelson H. Koyanagi, Jr., Director
Budget and Fiscal Services

Attachment

APPROVED:



Roy K. Amemiya, Jr.
Managing Director



RESOLUTION

ACCEPTING A GIFT TO THE CITY FROM THE NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING.

WHEREAS, Section 13-113 of the Revised Charter of the City and County of Honolulu 1973 (2017 Edition) provides the City Council ("Council") with the authority to accept gifts to the City; and

WHEREAS, Resolution No. 05-349, CD1, FD1, establishes a policy of the Council for the solicitation and acceptance of gifts donated to the City; and

WHEREAS, the policy provides for acceptance of the gift by affirmative action by the Council; and

WHEREAS, through a letter dated February 7, 2019, approved by the Managing Director, the Director of Budget and Fiscal Services, has submitted a request to the Council for acceptance of a gift from the National Institute for Governmental Purchasing ("NIGP") for travel and lodging for a Division of Purchasing employee to attend the National Institute of Governmental Purchasing's Chapter Academy in Herndon, Virginia from February 14-16, 2018 estimated to be \$1,650; and

WHEREAS, the description and value of the gift are set forth in the Declaration of Gift attached hereto as Exhibit A and incorporated herein; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that this body accept the gift estimated to be \$1,650 from the National Institute for Governmental Purchasing ("NIGP") that is more fully described in the above-mentioned letter dated February 6, 2019 from the Director of the Budget and Fiscal Services; and



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. _____

RESOLUTION

BE IT FINALLY RESOLVED that copies of this resolution be transmitted to the Director of Budget and Fiscal Services and Ms. Jennifer Steffan, Chapter Relations Manager, NIGP, 2411 Dulles Corner Park, #350, Herndon, VA 20171.

INTRODUCED BY:

DATE OF INTRODUCTION:

Honolulu, Hawaii

Councilmembers

City and County of Honolulu

DECLARATION OF GIFT	
NAME OF DONOR	NIGP
DONOR'S ADDRESS	2411 Dulles Corner Park # 350 Herndon, VA 20171
DONOR'S TELEPHONE	800-367-6447 ext 232
STATEMENT OF OWNERSHIP AND/OR TERMS OF CONVEYANCE	
<p>I own the item described below and desire to give the property to the City and County of Honolulu. To carry out my purpose, I do hereby absolutely and without condition of reservation give, grant, and convey the effects described as follows to the City and County of Honolulu.</p>	
DESCRIPTION OF GIFT	VALUE
attendance at Chapter Academy (meals, 2 nights housing)	\$ 680
2 additional nights housing	\$ 270
flight from Hawaii to Virginia	\$ 700
Signature: <i>Jennifer Steffan</i>	Date: 2-7-19
Print Name: Jennifer Steffan	Title: Chapter Relations Manager