July 14, 2020

The Honorable Ikaika Anderson
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawai‘i 96813

Dear Chair Anderson 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, full-time Executive Assistant I positions in the Office of Economic Revitalization. Additional information on this position is as follows:

1. Type of Temporary Position Required:

One temporary, full-time Executive Assistant I position 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 16, 2020 to December 15, 2020 (with possible extension/renewal as required and allowed under the Revised Charter of the City and County of Honolulu)
3. Cost of the Temporary Position:

$8,459.00/month x 6 months = $50,754.00
$8,459.00/month x 6 months x 49.77% (fringe benefits) = $25,260.27
Total cost = $76,014.27

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

This position is funded by CARES Act monies.

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

The position will staff the City and County of Honolulu’s Office of Economic Revitalization to assist in coordinating the City’s COVID-19 pandemic response which is an unprecedented public health emergency facing the world. The need for the position and office were not anticipated or budgeted as of March 27, 2020.

If you have any questions, please contact Megan Muramatsu at 768-4204 or mmuramatsu@honolulu.gov.

Sincerely,

Richard Keene
Executive Director
Office of Economic Revitalization

APPROVED:

Digitally signed by
Anemiya, Roy K Jr
Date: 2020.07.14 18:01:57 -10'00'

Roy K. Amemiya, Jr.
Managing Director