



JOEY MANAHAN
Councilmember District VII
(808) 768-5007
(808) 768-1200 (fax)
E-mail: jmanahan@honolulu.gov

February 07, 2018

Mr. Roy K. Amemiya, Jr., Managing Director
Managing Director's Office
530 South King Street, Room 306
Honolulu, Hawaii 96813

Dear Mr. Amemiya:

Subject: **BUDGET COMMUNICATION NO. 3**
Inventory of Fees

To assist the Budget Committee in the upcoming budget cycle, I would like to request that each department provide to the Committee an inventory of all fees or charges for city services levied by their department. The listing of fees should include the amount of the fee or charge, its purpose, the rationale and cost elements included in the development of each fee or charge, the date this fee was initiated or last increased, and the estimated total annual revenue of the fee.

In order to ensure a uniform submittal of this information, please have each department use the example attached to this communication. Should you have any questions regarding this request, please do not hesitate to call. I look forward to receiving this information from you soon.

Sincerely,

JOEY MANAHAN, Chair
Committee on Budget

Attachment

cc: All City Departments

19 FEB 7 AM 10:51 CITY CLERK

DEPARTMENT: _____

FEE	AMOUNT	PURPOSE	RATIONALE/COST ELEMENT	DATE INITIATED OR LAST INCREASED	ESTIMATED TOTAL ANNUAL REVENUE FROM FEE (FY 2017 & FY2018)
Room Rental	\$10/HOUR	Allow city facilities to be used by the general public	Provide public meeting space Fee includes: <ul style="list-style-type: none"> • Room Set-up • Utilities • A/C • Custodial Services • Security 	1998	FY17: FY18: