

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

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Program ID/Title: AGS-252/GB Automotive Management - Parking Control

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I. Goal

Assess and collect fees to construct, operate, improve, and maintain parking facilities for state employees and the public on State Lands under the jurisdiction of the Comptroller.

II. Objectives and Policies

- A. #1 - Provide safe and convenient parking for employees and the public to access state government buildings.
- B. #2 - Control, operate and maintain state parking facilities with revenues from parking fees. Continue to generate revolving fund revenue necessary to construct, operate, improve, and maintain parking facilities.
- C. #3 - Maintain a 100% utilization of employee parking stalls and a 50% utilization of public metered stalls.

III. Action Plan with Timetable

- A. Objective/Policy #1 - Provide safe and convenient parking for employees and the public to access state government buildings.
  - 1. Required Actions
    - a. Evaluate the parking needs for each state building based on building code and program operational requirements.
    - b. Construct or provide safe and convenient parking facilities to meet the parking demand for each state building under the control of the Comptroller.

2. Implementation Timetable

- a. Past Year Accomplishment – Paved Lot E (No. 1 Capitol); initiated an e-bike pilot program to more efficiently patrol Capitol District parking lots. Upgraded a two-way radio service for the Parking and Security Officers to enhance communication.
- b. One Year – Plan to pave Lot YC and Lot YR. Planning to implement automation of parking garages R&A. Planning to remove meters in Lot V (Vineyard), Lot F (Iolani Palace), and Lot D (Kekuanaoa).
- c. Two Years – Plan to pave Lot YC, Lot YR and to convert Lot YJ meters to pay stations. Plan Lot W (Waipahu) to remediate asphalt seal and scrape. Continue to phase in parking lot automation within budget.
- d. Five Years – Continue to update parking facility inventory and install new safety, security, and convenience improvements to parking facilities.

B. Objective/Policy #2 - Control, operate and maintain state parking facilities with revenues from parking fees. Continue to generate revolving fund revenue necessary to construct, operate, improve, and maintain the parking facilities.

1. Required Actions

- a. Establish and enforce rules and regulations for managing and controlling the use of state parking facilities. Automate parking lots within budget.
- b. Continue to identify all construction, operating and maintenance costs of state parking facilities.
- c. Develop and assess a parking fee schedule for various types of parking stalls which shall be used to generate revenues necessary to sustain the state parking program. Update and revise state lot parking fees. Continue to identify parking lots where able to gain incremental parking spaces for employees.

2. Implementation Timetable

- a. Past Year Accomplishments – Converted Lots W (Waipahu), KJ (Kapolei Judicial), Lot D (Kekuanaoa) and Lot DH (Diamond Head) to pay stations. Re-striped Lot D (Kekuanaoa) which increased employee parking by 20 parking stalls. Initiated plans to automate Lots A & R. Staff hired to actively patrol and enforce facilities. Implemented a preventive maintenance program for the gate operator and readers to extend the life of these systems.
- b. One Year – Continue to monitor and evaluate the demand and utilization of existing parking spaces.
- c. Two Years – Review budget for the state parking program and initiate changes to parking fees, and if necessary, to balance revenues with expenditures.
- d. Five Years – Monitor the parking revolving fund balance and implement measures to maintain a positive fund balance.

C. Objective/Policy #3 - Maintain a 100% utilization of employee parking stalls and a 50% utilization of public metered stalls.

1. Required Actions

- a. Monitor the utilization of state parking facilities and implement measures necessary to provide safe, convenient, and economical parking to meet parking demand.
- b. Establish equitable procedures for the assignment of parking stalls for employees.
- c. Evaluate the utilization pattern and demand for public parking and adjust the ratio of public stalls to employee stalls to maximize revenues and utilization.

2. Implementation Timetable

- a. Past Year Accomplishment – Installed Electric Vehicle Charger at Lot R (South Street). Continued to conduct vacancy surveys of parking lots to fill vacant stalls with month-to-month parking permits for employees.

- b. One Year – Continue to automate parking lots when feasible.
- c. Two Years – Continue to monitor parking utilization rates for all parking facilities.
- d. Five Years – Re-evaluate procedures and parking facilities if utilization percentages are not achieved.

IV. Performance Measures

- A. Customer Satisfaction measure – Provide employees and public with a form to encourage customer comments. Any areas of concern identified through these comments will be addressed immediately.
- B. Program Standard measure – Enforce rules and regulations for managing and controlling the use of state parking facilities and update policies and procedures as necessary.
- C. Cost Effectiveness measure – Monitor the parking revolving fund balance and implement measures as required to maintain a positive fund balance.