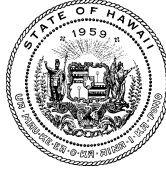


JOSH GREEN
GOVERNOR
KE KIA'ĀINA



KEITH A. REGAN
COMPTROLLER
KA LUNA HO'OMALU HANA LAULĀ

MEOH-LENG SILLIMAN
DEPUTY COMPTROLLER
KA HOPE LUNA HO'OMALU HANA LAULĀ

STATE OF HAWAII | KA MOKU'ĀINA O HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA 'OIHANA LOIHELU A LAWELAWE LAULĀ
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

March 8, 2024

COMPTROLLER'S MEMORANDUM NO. 2024-07

TO: All Department Heads

FROM: Keith A. Regan, Comptroller *KAR*

SUBJECT: Renewal of Temporary Parking Permits

The Department of Accounting and General Services, Automotive Management Division (AMD) is accepting requests to renew Temporary Parking Permits, including 2-Hour and 4-Hour permits that will be expiring on June 30, 2024.

To meet both the public and agency demands for parking in the limited number of metered parking stalls available in the Civic Center Complex, changes were made in the issuance of permits and conditions were established for their use (Comptroller's Memorandum No. 2021-03).

We will continue to limit the issuance of 2-Hour and 4-Hour parking permits to State offices and service agencies based outside of the State Capitol Complex. The State Capitol Complex is bounded by Vineyard Boulevard, Queen Emma-Alakea Streets, Halekauwila Street, Punchbowl Street, Pohukaina Street, South-Alapai Streets, Beretania Street, and Punchbowl to Vineyard Street.

The offices issued permits are subject to the following limitations and conditions for their use:

Each office shall maintain permit use logs which shall be kept on file for the duration of the permit and shall be available for AMD's review upon request.

- Lost or stolen permits shall be reported to the AMD within twenty-four hours of discovery followed by written notification to the AMD within 7 days.

- There shall be a \$50 processing charge to replace lost or stolen permits.
- Any misuse alteration, and/or duplication of permit(s) will result in immediate revocation of the permits. In addition, such incidents may be referred to the State Law Enforcement for investigation.
- The 2-Hour permits shall be invalid during the hours of 11:30am to 1:00pm in State Capitol Complex metered stalls, the South Street Garage and the Makai Parking Garage.

Please complete the attached Request for Civic Center Parking Permit form and submit it to AMD by May 31, 2024. Prepare a separate request for each office/unit; consolidated requests shall be returned to the Department for resubmission. Issuance of permits by June 30, 2024, cannot be assured for requests received after May 31, 2024.

Agencies should also consider that there are other means of meeting their downtown parking needs. These include the purchase of half and full day parking permits at a cost of \$200.00 for Full Day Parking Permits (25 permits @\$8.00 each) or \$200.00 for Half Day Parking Permits (50 permits @\$4.00 each), and reimbursing staff for parking fees.

If you have any questions or concerns, call Michael Arakaki of AMD at (808) 586-0343.

cc: Attachment:
Request for Civic Center Parking Permit Form

REQUEST FOR CIVIC CENTER PARKING PERMIT

(INDICATE NUMBER OF REQUESTED PERMITS)

WHITE 2-hour (Central Honolulu) _____	WHITE 4-hour (Central Honolulu) _____
WHITE 2-hour (Outside Central Honolulu) _____	WHITE 4-hour (Outside Central Honolulu) _____
(4-Hour Permits = \$20 Charge Per Month / Per Permit)	

Billing Address: _____

Department: _____
 Division: _____
 Branch / Unit: _____
 Office Address: _____

Building Location, Street Address

Total Number of Employees: _____
 Contact Person: _____
 Phone No.: _____

Justification:

Recommend: APPROVAL DISAPPROVAL

Parking Coordinator: _____ _____
Signature Date

OFFICE USE ONLY

DAGS Automotive Management Division Permit No(s) Issued:	EFFECTIVE DATE	EXPIRE DATE
WHITE 2-hour (Central Honolulu) _____	_____	_____
WHITE 2-hour (Outside Central Honolulu) _____	_____	_____
WHITE 4-hour (Central Honolulu) _____	_____	_____
WHITE 4-hour (Outside Central Honolulu) _____	_____	_____