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

March 5, 2025

COMPTROLLER'S MEMORANDUM NO. 2025-08

TO: All Department Heads

FROM: Keith A. Regan, Comptroller 

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, 2025.

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 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 FAX to 808.586.0354 by May 31, 2025. Prepare a separate request for each office/unit; consolidated requests shall be returned to the Department for resubmission. Issuance of permits by June 30, 2025 cannot be assured for requests received after May 31, 2025.

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, contact Michael Arakaki at (808) 586-0343.

cc: Attachment:
Request for Civic Center Parking Permit Form (Rev 03/25)

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: _____

Email: _____

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) _____	_____	_____