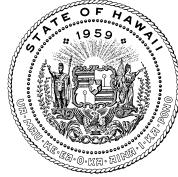


JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



KEITH A. REGAN
COMPTROLLER
KA LUNA HO'OMALU HANA LAULĀ
MEOH-LENG SILLIMAN
DEPUTY COMPTROLLER
KA HOPE LUNA HO'OMALU HANA LAULĀ

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

November 5, 2025

COMPTROLLER'S MEMORANDUM NO. 2025 – 23

TO: Heads of Departments

FROM: Keith A. Regan, Comptroller

SUBJECT: Parking in Leased Facilities

A handwritten signature in blue ink, appearing to read "K. A. Regan".

Comptroller's Memorandum No. 2004-06 is rescinded and superseded with this memorandum.

Parking continues to be a major issue for departments, and the lack of available State facilities to meet parking demand has led to several significant negative impacts on productivity and service delivery.

Based on our growing workforce and the limited number of State parking stalls, the inclusion of parking as part of leasing space is permissible. The negotiation of leased space shall include parking to meet departmental operational needs, subject to the following:

1. Parking incorporated into leased space shall be monitored and assigned by the department occupying that space. At no time shall parking be assigned to employees that are not assigned to that specific leased space.
2. Parking permits in leased facilities shall be issued by the Automotive Management Division and shall comport with Hawaii Administrative Rules §3-30-8, which relates to parking fees paid by employees.
 - a. Parking fees shall be paid in advance by permittees on a semi-monthly basis without notice or demand.
 - b. Permittees shall pay their fees through payroll deduction, unless cash payments are authorized by the comptroller.
 - c. Failure to pay monthly fees on time shall be grounds for revocation of parking permits.