

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Suspense

Friday
May 22, 2015 (FMO)
May 29, 2015 (DAGS)

Subject: RENEWAL OF TEMPORARY CIVIC CENTER
PARKING PERMITS

Originator: Lissa Ishiguro
586-4855

To: SOs, DAs, BAs (Oahu Only)

From: FMO

Date: 4/6/15

Memo No. 1

DAGS/Automotive Management Division (DAGS/AMD) is accepting requests to renew expiring 4-Hour Temporary Parking Permits. 4-Hour permits will expire on June 30, 2015

To meet both the public and agency demands for parking in the limited number of metered parking stalls available in the Civic Center, DAGS/AMD is limiting the issuance of 4-Hour parking permits to State offices 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 Street to Vineyard Boulevard. Please specify Central Honolulu or Outside Central Honolulu.

Civic Center permits will include the address of the office issued the permits. In addition, 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 which shall be available for DAGS/AMD review upon request
- Lost or stolen permits shall be reported to DAGS/AMD within 24-hours of discovery followed by written notification to DAGS/AMD within 7 calendar days.
- There will be a \$20.00 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 Office for investigation.
- The 2-Hour Permit shall be restricted from use during the hours of 11:30 a.m. to 1:00 p.m. in the State Capitol Complex metered stalls, the South Street Garage, and the Makai Street Garage.
- Return all expired passes to DAGS/AMD.

Please complete the attached Request for Civic Center Parking Permit form(s). A separate request form must be submitted for each office/unit; consolidated requests will be returned for resubmission. ***Please turn in all requests to FMO/OS/Lissa Ishiguro by Friday, May 22, 2015. Requests received after the DAGS due date will not be accepted and will be returned.*** Please ensure that this ICF is distributed to your respective staff to ensure timely submittals.

Offices should consider other means of addressing downtown parking needs such as reimbursing staff for parking fees or by purchasing the Special Function Parking Booklets at \$100 for 25 full-day only or 50 half-day only quantities. All permits have preprinted control numbers and will be valid for a one-year period ending on June 30 each fiscal year. Unused, expired permits may be returned to DAGS/AMD for credit when purchasing new permits each year.

If you have any questions, please call Lissa Ishiguro at 586-4855. Thank you.



FMO

Atts.

DAVID Y. IGE
GOVERNOR



DOUGLAS MURDOCK
Comptroller

AUDREY HIDANO
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

AMD.15.0015

April 6, 2015

COMPTROLLER'S MEMORANDUM NO. 2015-05

TO: All Department Heads

FROM: Douglas Murdock, Comptroller *Audrey Hidano*

SUBJECT: Renewal of Temporary Civic Center Parking Permits

DAGS Automotive Management Division is accepting requests to renew expiring Temporary Parking Permits, including 2-Hour and 4-Hour permits.

To meet both the public and agency demands for parking in the limited number of metered parking stalls available in the Civic Center Complex, we are changing the basis for issuing permits and establishing conditions for their use.

We are limiting the issuance of both 2-Hour and 4-Hour parking permits to State offices and services 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 Street to Vineyard.

Civic Center permits will include the address of the office issued the permits. In addition, 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 which shall be available for Automotive Management Division (AMD) 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 calendar days.
- There shall be a \$20.00 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 Office for investigation.
- The 2-Hour Permits shall be invalid during the hours of 11:30 AM to 1:00 PM in State Capitol Complex metered stalls, the South Street Garage and the Makai Parking Garage.

All Department Heads
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Please complete the attached Request for Civic Center Parking Permit forms and submit them to the Automotive Management Division by May 31, 2015. Prepare a separate request for each office/unit; consolidated requests shall be returned to the Department for resubmission. Issuance of permits by June 30, 2015 cannot be assured for requests received after May 31, 2015.

Agencies should also consider that there are other means of meeting their downtown parking needs. These include purchase of half and full day parking permits at a cost of \$2.00 and \$4.00, respectively and reimbursing staff for parking fees.

If you have any questions or concerns, call Mr. Brian Saito of the Automotive Management Division at 586-0343.

c: Attachment (2)
Civic Center Sign Out Sheet
Request for Civic Center Parking Permit Form (Rev. 05/11)

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 = \$15 Charge Per Month / Per Permit)

Billing Address:

Department:

Division:

Branch / Unit:

Office Address:

Building Location, Street Address

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) _____	_____	_____