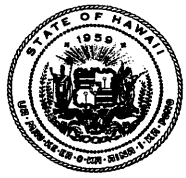
LINDA LINGLE
GOVERNOR



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DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810

March 30, 2004

COMPTROLLER'S MEMORANDUM NO. 2004-06

TO: Heads of Departments

SUBJECT: Parking in Leased Buildings

Comptroller's Memorandum No. 1991-15 is rescinded and superceded with this memorandum.

Following are procedures for acquiring, allocating and paying for parking in leased buildings. (Employees parking on State property will pay for parking at State rates, governed by the DAGS Administrative Rules.)

A. COST OF PARKING "INCLUDED" IN LEASE RENTAL RATES:

Parking will be free to employees only if it is free to all tenants of the building.

If parking rates for the building are established and other tenants pay for parking, the State shall refuse any "free parking" offered by the lessor and shall require that the office rent be reduced by the cost of the free parking.

B. COST OF PARKING "NOT INCLUDED" IN LEASE RENTAL RATES:

If the State agency determines that parking stalls are required for operational requirements, the lease shall stipulate that the State agency may purchase the required number of stalls at the lessor's current parking rate. The agency shall assign the stalls and the lessor shall bill the assignee directly on a monthly basis.

C. PAYMENT:

1) If the stall is for customer parking or for a State vehicle that is parked at the building overnight, the assignee will be the State agency and the agency shall pay the lessor directly.

2) If the stall is for a State vehicle which is taken home by an employee or for a private vehicle, the employee who takes home the State vehicle or owns the private vehicle is the assignee and he/she will pay the lessor directly.

D. VALIDATED PARKING:

If the State agency determines that the building's customer parking is inadequate and validated parking is necessary for the operation of its program, the agency shall secure approval from the Comptroller to purchase validations from the lessor.

RUSS K. SAITO
State Comptroller