

May 10, 2005

**MEMORANDUM**

TO: Heads of State Agencies at the Seat of Government  
and Affected Agencies in the Metropolitan Richmond Area

FROM: James T. Roberts, Director  
Department of General Services

SUBJECT: Parking Fee Increase

§ 4-6.04 c of Chapter 943 of the 2004 Acts of Assembly, as amended by the 2005 general Assembly, (the Budget Bill) requires that employees assigned a state owned parking space pay a fee for such privilege based on a schedule established by the Department of General Services.

We have strived to hold employee parking rates well below market prices while maintaining the parking facilities in a responsible manner. Given routine increases in operating and capital improvement costs, it is necessary to increase the current employee parking fee to maintain a solvent Parking Fund. As I told you last year, in an effort to minimize the financial impact on state employees who participate in the Parking Program, we have scheduled a modest increase for the next fiscal year, and additional increases may be required over the next several years.

The new rate schedule in FY 2006 will be as follows. Only the Capitol Area rates are collected as revenue to the DGS Parking Fund. The rates for the Capitol West Facilities and those outside the downtown metro area are to be collected by the respective agencies, and this change may require specific action by some of your agency Fiscal Officers. Setting reasonable parking rates for facilities outside the downtown area is also a requirement of the Budget Bill.

		<u>Current Rate</u>	<u>New Rate</u>	
Capitol Area Facilities	Automobiles	\$37.00	\$39.00	
	Motorcycles	18.50	19.50	
	Board members	13.50	14.50	
	One day parking	2.00	3.00	
Capitol West Facilities & Zip Codes:	Automobiles	17.50	19.50	
	23220 thru 23231, 23233 thru	Motorcycles	8.25	9.75
	23237, 23211 thru 23113, 23832	Board members	6.25	8.25
		One day parking	2.00	3.00

The new payroll deduction amount will begin for the payroll period June 25, 2005 through July 9, 2005, and be reflected on employees July 15, 2005 paycheck. The Department of Accounts will make the necessary changes in the DGS parking deduction for all affected agencies currently using the Commonwealth Integrated Personnel and Payroll System (CIPPS). Individual employees will be notified of these changes under separate cover in a few days.

Please let me know if you have any questions.