

June 15, 2004

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 (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 maintained the current monthly employee parking rate since February 1996. 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. 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 of a similar size may be required over the next several years.

The new rate schedule in FY 2005 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 such change may require specific action by some of your 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	\$35.00	\$37.00	
	Motorcycles	17.50	18.50	
	Board members	12.50	13.50	
	One day parking	2.00	2.00	
Capitol West Facilities & Zip Codes:	Automobiles	17.50	18.50	
	23220 thru 23231, 23233 thru	Motorcycles	8.25	9.20
	23237, 23211 thru 23113, 23832	Board members	6.25	7.25
		One day parking	2.00	2.00

The new payroll deduction amount of will begin for the payroll period June 25, 2004 through July 9, 2004, and be reflected on employees July 16, 2004 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.