



COMMONWEALTH of VIRGINIA

Department of General Services

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MEMORANDUM

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

FROM: Richard F. Sliwoski, P.E., Director *Richard F. Sliwoski*

SUBJECT: Parking Fee Increase

Pursuant to §4-6.04 c., Chapter 890 of the 2011 Acts of Assembly, agencies occupying state-owned facilities or leased space in the metropolitan Richmond area which make parking spaces available to their employees shall be required to charge a fee to employees for such spaces.

The Department of General Services (DGS) State Employee Parking Program provides parking to state agencies located primarily at the Seat of Government. It is a self-funding program, and the fees paid by participating employees and agencies support the maintenance, operation, and capital improvement requirements associated with the parking facilities. After a review of the parking program's budget, it is necessary to increase the employee parking fee as follows:

Location	Current Daily Rate	FY13 Daily Rate	Current Monthly Rate	FY13 Monthly Rate
DGS Capitol Square Area Facilities	\$3.50	\$4.00	\$46.00	\$49.00
Outside the Metro Area Facilities	\$2.50	\$3.00	\$23.00	\$24.50

While we will continue to work diligently to minimize costs, similar fee increases may be required in future years due to escalating costs for operating and maintaining the parking facilities. Still, it is important to note the DGS State Employee Parking Program continues to be a great value and benefit for participating employees and agencies. The new parking fee of \$49 per month continues to be at least 50% less than the average market rate parking space in downtown Richmond.

For participating employees in the Capitol Square area, the new bi-monthly payroll deduction amount of \$24.50 will begin for the payroll period July 10, 2012 - July 24, 2012 and will be reflected on employees' August 1, 2012 paycheck. The Department of Accounts will make the necessary changes in the parking deduction for all affected agencies currently using the Commonwealth Integrated Personnel and Payroll System (CIPPS). Agencies that do not participate in CIPPS and/or are outside of downtown may require specific action by agency Fiscal Officers to implement the rate changes.

Agencies occupying private sector leased or rental space in the metropolitan Richmond area, not including institutions of higher education, shall be required to charge a fee to employees for any provided parking spaces. In such cases, the parking fee shall not be less than that paid by employees parking in the DGS Capitol Square area parking facilities unless amended or waived pursuant to §4-6.04 c. 2.

A notice regarding this parking fee change will be sent to agency parking coordinators in the next few days. Please let me know if you have any questions.