



Parking Committee Meeting
July 8, 2025 @ 6:00 PM
This meeting is recorded for public record.

Committee Members:

Sheila Vaccaro, Chair

Lisa Dorsey

Bernie Flynn

Director of Parking Services: Ramsey Reiner

Borough Manager: Sean Metrick

Parking Committee Meeting:

I. Call to Order

II. Announcements

III. Comments

Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda. Please be advised that all public comment has a 5-minute time limit.

IV. Reports

A. Garage Management Report

B. Director's report

V. Old Business

A. Motion to approve June 2025 Parking Committee meeting minutes

B. Discuss special event fees

Issue: Discuss special event park fees in garages and surface lots

VI. New Business

VII. Other Business

VIII. Adjournment

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West Chester Borough Parking Garage Performance Report

Month: Jun-25



Bicentennial Garage (371-spaces):

Current Month						YTD								
Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		
		\$	%		\$	%			\$	%		\$	%	
58,898	50,301	8,597	17.1%	55,246	3,652	6.6%	Revenue							
30,645	36,620	(5,975)	-16.3%	37,368	(6,723)	-18.0%	Transient	326,170	301,806	24,364	8.1%	307,410	18,760	6.1%
-	-	-	#DIV/0!	-	-	#DIV/0!	Contract	184,373	219,720	(35,347)	-16.1%	220,226	(35,853)	-16.3%
659	1,913	(1,254)	-65.6%	2,632	(1,973)	-75.0%	Special Event	-	-	-	#DIV/0!	1,040	(1,040)	-100.0%
(524)	(524)	(524)	#DIV/0!	-	(524)	#DIV/0!	Validations	2,109	11,478	(9,369)	-81.6%	4,640	(2,531)	-54.5%
89,678	88,834	844	1.0%	95,246	(5,568)	-5.8%	Payment Proc Fees	(2,581)	-	(2,581)	#DIV/0!	-	(2,581)	#DIV/0!
23,364	23,450	(86)	-0.4%	35,824	(12,460)	-34.8%	Total Revenue	510,071	533,004	(22,933)	-4.3%	533,316	(23,245)	-4.4%
66,314	65,384	930	1.4%	59,422	6,892	11.6%	Operating Expenses	135,106	140,700	(5,594)	-4.0%	232,056	(96,950)	-41.8%
							Net Operating Income	374,965	392,304	(17,339)	-4.4%	301,260	73,705	24.5%
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	250	299	304	305	303	285	296							

Chestnut Street Garage (689-spaces):

Current Month						YTD								
Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		
		\$	%		\$	%			\$	%		\$	%	
68,014	39,396	28,618	72.6%	51,205	16,809	32.8%	Revenue							
92,655	77,890	14,765	19.0%	78,568	14,087	17.9%	Transient	358,928	247,281	111,647	45.1%	251,621	107,307	42.6%
-	-	-	#DIV/0!	-	-	#DIV/0!	Contract	454,438	426,070	28,368	6.7%	474,402	(19,964)	-4.2%
1,088	2,214	(1,126)	-50.9%	4,032	(2,944)	-73.0%	Special Event	-	-	-	#DIV/0!	-	-	#DIV/0!
(1,227)	(1,227)	(1,227)	#DIV/0!	-	(1,227)	#DIV/0!	Validations	4,130	12,983	(8,853)	-68.2%	19,121	(14,991)	-78.4%
160,530	119,500	41,030	34.3%	133,805	26,725	20.0%	Payment Proc Fees	(5,722)	-	(5,722)	#DIV/0!	-	(5,722)	#DIV/0!
27,650	25,025	2,625	10.5%	37,857	(10,207)	-27.0%	Total Revenue	811,773	686,334	125,439	18.3%	745,144	66,629	8.9%
132,880	94,475	38,405	40.7%	95,948	36,932	38.5%	Operating Expenses	160,717	148,575	12,142	8.2%	289,030	(128,313)	-44.4%
							Net Operating Income	651,056	537,759	113,297	21.1%	456,114	194,942	42.7%
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	438	600	615	674	661	638	637							

West Chester Garages Combined:

Current Month						YTD								
Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		
		\$	%		\$	%			\$	%		\$	%	
126,912	89,697	37,215	41.5%	106,451	20,461	19.2%	Revenue							
123,300	114,510	8,790	7.7%	115,936	7,364	6.4%	Transient	685,098	549,087	136,011	24.8%	559,031	126,067	22.6%
-	-	-	#DIV/0!	-	-	#DIV/0!	Contract	638,811	645,790	(6,979)	-1.1%	694,628	(55,817)	-8.0%
1,747	4,127	(2,380)	-57.7%	6,664	(4,917)	-73.8%	Special Event	-	-	-	#DIV/0!	1,040	(1,040)	-100.0%
(1,751)	(1,751)	(1,751)	#DIV/0!	-	(1,751)	#DIV/0!	Validations	6,239	24,461	(18,222)	-74.5%	23,761	(17,522)	-73.7%
250,208	208,334	41,874	20.1%	229,051	21,157	9.2%	Payment Proc Fees	(8,304)	-	(8,304)	#DIV/0!	-	(8,304)	#DIV/0!
51,014	48,475	2,539	5.2%	73,681	(22,667)	-30.8%	Total Revenue	1,321,844	1,219,338	102,506	8.4%	1,278,460	43,384	3.4%
199,194	159,859	39,335	24.6%	155,370	43,824	28.2%	Operating Expenses	295,823	289,275	6,548	2.3%	521,086	(225,263)	-43.2%
							Net Operating Income	1,026,021	930,063	95,958	10.3%	757,374	268,647	35.5%
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	688	899	919	979	964	923	933	0	0	0	0	0		

Notes:

Flash PARCS was installed 1/15/2024.

The Revenue Budget has been extrapolated from the Borough of West Chester Parking Garage Revenue Budget of \$2,500,000 for 2025 based on current proportions of Transient, Contract and Validation Revenue contained in the FLASH Parking Access and Revenue Control System (PARCS).

West Chester Borough Combined Parking Garage Performance Report

Executive Summary

Month: Jun-25



	Current Month				Year-To-Date		
	Jun-25 Actual	Jun-25 Budget	May-25 Actual	Jun-24 Actual	Jun-25 Actual	Jun-25 Budget	Jun-24 Actual
	Current Month		Prior Month	Prior Year	Current Month		Prior Year
Total Revenue	250,208	208,334	254,562	229,051	1,321,844	1,219,338	1,278,460
Operating Expenses	51,014	48,475	48,498	73,681	295,823	289,275	521,086
Net Operating Income	199,194	159,859	206,064	155,370	1,026,021	930,063	757,374

	Jun-25 Actual	May-25 Actual	Jun-24 Actual
	Current Month	Prior Month	Prior Year
# of Contract Parkers billed			
Bicentennial Garage	285	303	366
Chestnut St Garage	638	661	804
Combined WC Garages	923	964	1,170
Average Transient Revenue/Day			
Bicentennial Garage	2,267	2,082	1,832
Chestnut St Garage	1,963	2,402	1,689
Combined WC Garages	4,230	4,484	3,521
Average Tickets/Day			
Bicentennial Garage	512	565	528
Chestnut St Garage	601	653	480
Combined WC Garages	1,113	1,218	1,008

WEST CHESTER BOROUGH COUNCIL: PARKING COMMITTEE

June 2025 Director's Report

- Sheila Vaccaro, Chair
- Lisa Dorsey
- Bernie Flynn

- Ramsey Reiner, Director of Parking Services
- Monica Campbell, Assistant to Director



Director's Report



- New officer for day shift will begin on July 7th.
- Still continuing to remove meters in town and enhance signage.
- Will plan on releasing the parking survey in September. Will have a table at Restaurant Festival to engage and answer questions.
- Have ordered the new handhelds.
- Continuing to work with Building & Housing to get permits approved while ensuring rental licenses are valid.
- There is a purchase order on the Finance Agenda for \$14,369.50 for J&J Outdoor Services to powerwash the garages. This was the lowest of 3 quotes.



	<u>Jan 2025</u>	<u>Feb 2025</u>	<u>Mar 2025</u>	<u>Apr 2025</u>	<u>May 2025</u>	<u>Jun 2025</u>	<u>YTD Revenue</u>	<u>2025 Budget</u>
Ticket Revenue	\$ 94,480.00	\$ 99,135.00	\$ 119,560.00	\$ 115,655.00	\$ 113,170.00	\$ 81,035.00	\$ 623,035.00	\$ 1,161,456.00
Posting Revenue	\$ 7,775.05	\$ 7,617.00	\$ 14,349.50	\$ 7,824.00	\$ 4,410.00	\$ 4,913.50	\$ 46,889.05	
Meter Revenue	\$ 137,379.25	\$ 144,856.10	\$ 190,940.60	\$ 198,441.15	\$ 174,199.55	\$ 156,016.80	\$ 1,001,833.45	\$ 1,950,000.00
Permit Revenue	\$ 3,116.00	\$ 2,738.00	\$ 2,270.00	\$ 1,440.00	\$ 1,994.00	\$ 3,227.00	\$ 14,785.00	\$ 145,000.00
Total Revenue	\$ 242,750.30	\$ 254,346.10	\$ 327,120.10	\$ 323,360.15	\$ 293,773.55	\$ 245,192.30	\$ 1,686,542.50	\$ 2,095,000.00

MINUTES

Parking Committee of Borough Council

Date: Tuesday, June 10, 2025 @ 6:00 PM

Committee Members: Sheila Vaccaro, Chair
Lisa Dorsey
Bernie Flynn

Staff: Ramsey Reiner, Director of Parking Services
Sean Metrick, Borough Manager

I. Call to order by Sheila Vaccaro 6:00 PM

II. Announcements

None

III. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda. (Please be advised that all public comments have a 5-minute time limit.)

None

IV. Reports

A. Garage Management Report

Chris Hankins from Colonial Parking gave the monthly report on both garages. May was a good month. Sheila Vaccaro appreciates the average given and would like it to keep being shared. Chris Hankins discussed working on the parameters with nighttime parkers, and some switched over to 24-7. Next will be the daytime parkers and Colonial Parking will be sending notifications. Bernie Flynn asked if the daytime parkers receive an e-bill once a month or direct withdrawals from the parker's accounts. Chris Hankins said both happen. A separate email will be sent for the new parameters as well as signs posted in the garages.

B. Director's report

Ms. Reiner gave the monthly report that can be found online and at the Borough Hall.

V. Old Business

A. Motion to approve May 2025 Parking Committee meeting minutes (attachment)

Approved 3-0

VI. New Business

A. Motion to approve Flash Express Pay Parking agreement (attachment)

Issue: Flash will provide one year of free payment enhancement technology for both Borough garages to allow registered parkers easy in and out access at all Flash locations.

Ms. Reiner said one year free and if decided we would not use it would be the cost of the cameras. She mentioned most garages have Flash. Chris Hankins said it would be good to test drive it.

B. Motion to amend memorandum of understanding with Hotel Indigo for overage of allotted monthly parkers in the amount of \$7 per day per car. (attachment)

Issue: Amend MOU in the amount of \$7 per day per car for overages

Ms. Reiner stated Hotel Indigo currently has 55 spaces. The \$7.00 is a blended rate. Lisa Dorsey questioned having a limit. Chris Hankins stated they would not be able to do that but will look into it. Sheila Vaccaro likes the idea but wants spaces available for others as well. Ms. Reiner asked for approval of the \$7.00 and will work on it for next week. Jed Hatfield explained the blended rate.

C. Discuss parking satisfaction survey (attachment)

Ms. Reiner stated that Monica and herself put together a parking survey for the residents. Colonial parking sent some suggestions.

D. Motion to approve updated resolution for Brandywine Valley Wayfinding Project (attachment)

Approved 3-0

Issue: Resolution required for project.

Approved 3-0

E. Motion to approve Resolution regarding handicapped parking spaces (attachment)

Approved 3-0

1. 708 S. Adams Street- add
2. 108 S. Adams Street- add

Issue: Add Handicapped parking spaces to indicated properties

VII. Other business

VIII. Adjournment at 6:37 PM

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