



Parking Committee Meeting
December 9, 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

- A. The Borough will be collecting canned goods to benefit the West Chester Food Cupboard at Borough Hall during business hours. Please stop by to contribute. More information can be found on the Borough website.

III. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

IV. Reports

- A. Garage management report (attachment)
B. Director's report (attachment)

V. Old Business

- A. Motion to approve November 2025 Parking Committee meeting minutes (attachment)
B. Motion to approve Wayfinding Phase 2 sign– 2026 Capital project. (attachment)
Issue: Choose between 3 types of signs.

VI. New Business

- A. Motion to approve request from Downtown West Chester to share parking garage revenue for Christkindl Market and all future events in the Central Business District.
Issue: John O' Brien, ED of Downtown West Chester, is requesting garage revenue sharing for Christkindl Market and future BID events, based on the new Special Event Parking Policy.

VII. Other Business

VIII. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

West Chester Borough Parking Garage Performance Report

Month: Nov-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	
		\$	%		\$	%				\$	%		\$	%
							Revenue							
53,440	50,301	3,139	6.2%	58,904	(5,464)	-9.3%	Transient	613,260	553,311	59,949	10.8%	594,264	18,996	3.2%
35,818	36,620	(802)	-2.2%	35,309	509	1.4%	Contract	340,928	402,820	(61,892)	-15.4%	398,531	(57,603)	-14.5%
-	-	-	#DIV/0!	-	-	#DIV/0!	Special Event	-	-	-	#DIV/0!	1,040	(1,040)	-100.0%
496	1,913	(1,417)	-74.1%	887	(391)	-44.1%	Validations	4,721	21,043	(16,322)	-77.6%	10,472	(5,751)	-54.9%
(634)	(634)	(634)	#DIV/0!	-	(634)	#DIV/0!	Payment Proc Fees	(5,479)	-	(5,479)	#DIV/0!	-	(5,479)	#DIV/0!
89,120	88,834	286	0.3%	95,100	(5,980)	-6.3%	Total Revenue	953,430	977,174	(23,744)	-2.4%	1,004,308	(50,878)	-5.1%
24,249	23,450	799	3.4%	42,670	(18,421)	-43.2%	Operating Expenses	265,761	257,950	7,811	3.0%	414,094	(148,333)	-35.8%
64,871	65,384	(513)	-0.8%	52,430	12,441	23.7%	Net Operating Income	687,669	719,224	(31,555)	-4.4%	590,214	97,455	16.5%
11,431														
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	250	299	304	305	303	285	296	286	294	295	295	Dec		

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	
		\$	%		\$	%				\$	%		\$	%
							Revenue							
52,751	39,396	13,355	33.9%	54,459	(1,708)	-3.1%	Transient	663,741	444,261	219,480	49.4%	514,956	148,785	28.9%
75,396	77,890	(2,494)	-3.2%	103,206	(27,810)	-26.9%	Contract	860,356	815,520	44,836	5.5%	864,353	(3,997)	-0.5%
-	-	-	#DIV/0!	-	-	#DIV/0!	Special Event	-	-	-	#DIV/0!	-	-	#DIV/0!
337	2,214	(1,877)	-84.8%	4,736	(4,399)	-92.9%	Validations	8,019	24,053	(16,034)	-66.7%	40,313	(32,294)	-80.1%
(1,343)	(1,343)	(1,343)	#DIV/0!	-	(1,343)	#DIV/0!	Payment Proc Fees	(11,903)	-	(11,903)	#DIV/0!	-	(11,903)	#DIV/0!
127,141	119,500	7,641	6.4%	162,401	(35,260)	-21.7%	Total Revenue	1,520,212	1,283,834	236,378	18.4%	1,419,622	100,591	7.1%
25,724	25,025	699	2.8%	45,365	(19,641)	-43.3%	Operating Expenses	307,306	275,275	32,031	11.6%	504,305	(196,999)	-39.1%
101,417	94,475	6,942	7.3%	117,036	(15,619)	-13.3%	Net Operating Income	1,212,906	1,008,559	204,347	20.3%	915,317	297,590	32.5%
48,666														
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	438	600	615	674	661	638	637	634	713	710	710	Dec		

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	
		\$	%		\$	%				\$	%		\$	%
							Revenue							
106,191	89,697	16,494	18.4%	113,363	(7,172)	-6.3%	Transient	1,277,001	997,572	279,429	28.0%	1,109,220	167,781	15.1%
111,214	114,510	(3,296)	-2.9%	138,515	(27,301)	-19.7%	Contract	1,201,284	1,218,340	(17,056)	-1.4%	1,262,884	(61,600)	-4.9%
-	-	-	#DIV/0!	-	-	#DIV/0!	Special Event	-	-	-	#DIV/0!	1,040	(1,040)	-100.0%
833	4,127	(3,294)	-79.8%	5,623	(4,790)	-85.2%	Validations	12,740	45,096	(32,356)	-71.7%	50,785	(38,045)	-74.9%
(1,977)	(1,977)	(1,977)	#DIV/0!	-	(1,977)	#DIV/0!	Payment Proc Fees	(17,383)	-	(17,383)	#DIV/0!	-	(17,383)	#DIV/0!
216,261	208,334	7,927	3.8%	257,501	(41,240)	-16.0%	Total Revenue	2,473,642	2,261,008	212,634	9.4%	2,423,930	49,712	2.1%
49,973	48,475	1,498	3.1%	88,035	(38,062)	-43.2%	Operating Expenses	573,067	533,225	39,842	7.5%	918,399	(345,332)	-37.6%
166,288	159,859	6,429	4.0%	169,466	(3,178)	-1.9%	Net Operating Income	1,900,575	1,727,783	172,792	10.0%	1,505,531	395,045	26.2%
60,097														
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	688	899	919	979	964	923	933	920	1,007	1,005	1,005	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: Nov-25



	Current Month				Year-To-Date		
	Nov-25	Nov-25	Oct-25	Nov-24	Nov-25	Nov-25	Nov-24
	Actual	Budget	Actual	Actual	Actual	Budget	Actual
	Current Month		Prior Month	Prior Year	Current Month		Prior Year
Total Revenue	216,261	208,334	249,331	257,501	2,473,642	2,261,008	2,423,930
Operating Expenses	49,973	48,475	50,540	88,035	573,067	533,225	918,399
Net Operating Income	166,288	159,859	198,791	169,466	1,900,575	1,727,783	1,505,531

	Nov-25	Oct-25	Nov-24
	Actual	Actual	Actual
	Current Month	Prior Month	Prior Year
# of Contract Parkers billed			
Bicentennial Garage	295	295	356
Chestnut St Garage	710	710	785
Combined WC Garages	1,005	1,005	1,141
Average Transient Revenue/Day			
Bicentennial Garage	1,781	2,052	1,969
Chestnut St Garage	1,758	2,244	1,825
Combined WC Garages	3,539	4,296	3,794
Average Tickets/Day			
Bicentennial Garage	503	487	528
Chestnut St Garage	483	509	433
Combined WC Garages	986	996	961

WEST CHESTER BOROUGH COUNCIL: PARKING COMMITTEE

November 2025 Director's Report

- Sheila Vaccaro, Chair
- Lisa Dorsey
- Bernie Flynn

- Ramsey Reiner, Assistant Borough
Manager/Director of Parking Services
- Monica Campbell, Assistant Director of
Parking Services



Director's Report



- Working with ParkMobile on rollout.
- Purchase order for additional kiosks has been approved and kiosks have been ordered.
- EV charging station has been installed inside Chestnut Street Garage.
- Working with Premier Vertical Solutions on an elevator assessment for both garages to help with capital planning. PO was approved. This is phase 1 of capital planning assessment that will be done with Pennoni.
- Loading zone audit is complete. Will make recommendations to Parking Committee during the Chapter 104 update in 2026.

EXTRA SPECIAL THANKS TO SHEILA VACCARO AND LISA DORSEY FOR ALL OF THEIR HARD WORK AND SUPPORT FOR THE PARKING SERVICES DEPARTMENT. YOU WILL BE MISSED.



	<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>July 2025</u>	<u>August 2025</u>	<u>September</u>	<u>October</u>	<u>November</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	\$ 80,420.00	\$ 105,555.00	\$ 131,245.00	\$ 148,845.00	\$ 116,925.00	\$ 1,206,025.00	\$ 1,161,456.00
Posting Revenue	\$ 7,775.05	\$ 7,617.00	\$ 14,349.50	\$ 7,824.00	\$ 4,410.00	\$ 4,913.50	\$ 10,711.00	\$ 4,082.00	\$ 6,758.50	\$ 3,659.50	\$ 2,708.00	\$ 74,808.05	
Meter Revenue	\$ 137,379.25	\$ 144,856.10	\$ 190,940.60	\$ 198,441.15	\$ 174,199.55	\$ 156,016.80	\$ 141,153.95	\$ 170,068.35	\$ 192,545.95	\$ 204,200.20	\$ 173,842.45	\$ 1,883,644.35	\$ 1,950,000.00
Permit Revenue	\$ 3,116.00	\$ 2,738.00	\$ 2,270.00	\$ 1,440.00	\$ 1,994.00	\$ 3,227.00	\$ 10,034.00	\$ 21,409.00	\$ 7,510.00	\$ 4,611.00	\$ 3,026.00	\$ 61,375.00	\$ 145,000.00
Total Revenue	\$ 242,750.30	\$ 254,346.10	\$ 327,120.10	\$ 323,360.15	\$ 293,773.55	\$ 245,192.30	\$ 242,318.95	\$ 301,114.35	\$ 338,059.45	\$ 361,315.70	\$ 296,501.45	\$ 3,225,852.40	\$ 3,256,456.00

AGENDA

Parking Committee of Borough Council

Date: Tuesday, November 11th, 2025 @ 6:00 PM

Committee Members: Sheila Vaccaro, Chair
Lisa Dorsey
Bernie Flynn

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

I. **Call to order:** Sheila Vaccaro at 6:28 PM

II. **Announcements**

The Borough will be collecting canned goods to benefit the West Chester Food Cupboard at Borough Hall during business hours. Please stop by to contribute. More information can be found on the Borough website.

III. **Comments, suggestions, petitions by residents, property owners, and visitors 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 (see attachment)

Chris Hankins with Colonial Parking. Ahead of budget. Average ticket value is up due to events causing that to be higher. Darryl Cook questioned if there are any plans to get the elevator fixed.

B. Director's report (see attachment)

Ramsey Reiner with Parking Services. Lisa Dorsey questioned how the bike lockers are tracked at this time. Bernie Flynn asked about the Loading Zone Audit and how they are monitored. Ramsey Reiner stated that postings have now been moved to SmartGov this way all departments can work together. Sheila Vaccaro spoke on the Loading Zones.

V. **Old business**

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

APPROVE 3-0

VI. **New business**

A. Motion to approve budget Wayfinding Phase 2 sign types – 2026 Capital project. (see attachment) ***Recommendation is option 1 (Bernie Flynn recommended a specific type of paint) APPROVED 3-0**

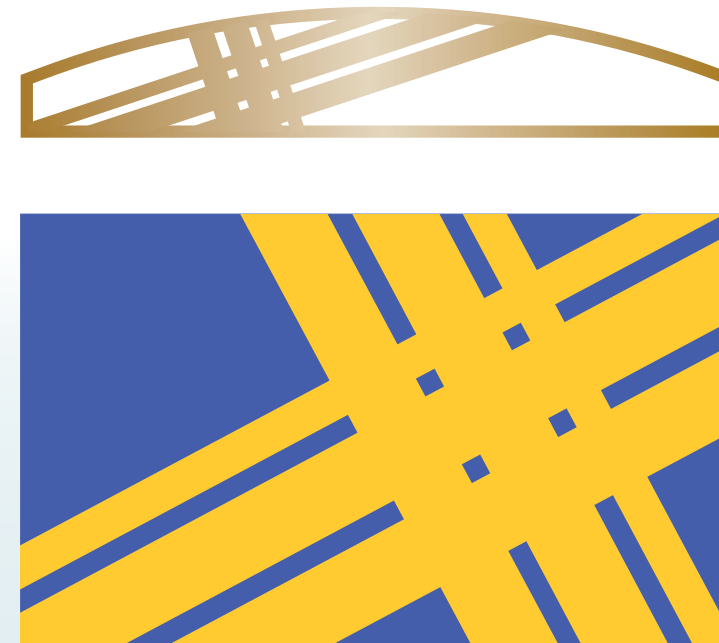
Issue: Choose between 3 types of signs.

VII. **Other business**

Laurie Waddy from 301 West Barnard Street (Behalf of Uptown Performing Arts) would like to be included for the Wayfinding Phase 2. Prefers the existing signs.

VIII. **Adjournment:** Sheila Vaccaro at 6:53 PM

Visit www.west-chester.com for access to all attachments. Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.



13'-6"

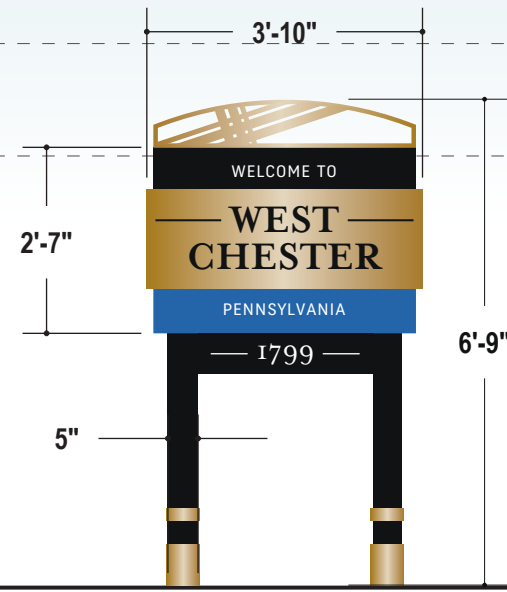
12'-0"

10'-6"

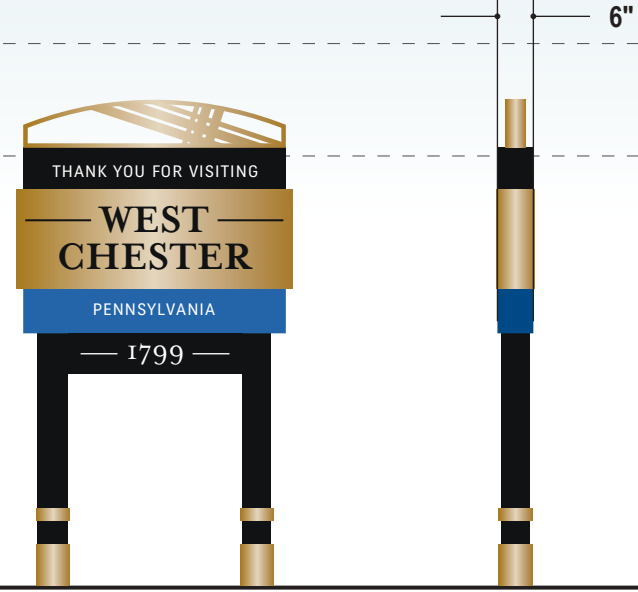
9'-0"

7'-6"

6'-0"

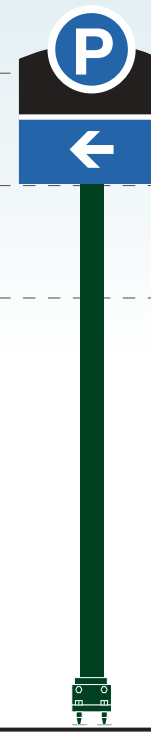


Gateway Front View



Gateway Back View

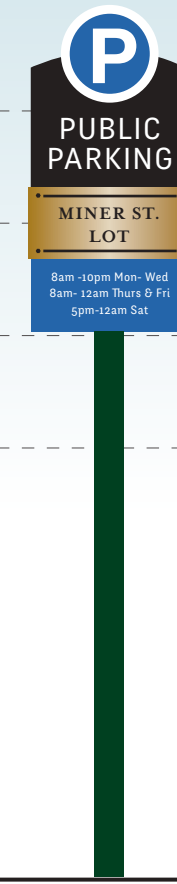
Gateway Side View



Parking Trailblazer



Parking Lot ID



Parking Lot ID



Parking Trailblazer (Existing Pole)

SCALE: 3/8" = 1'-0"



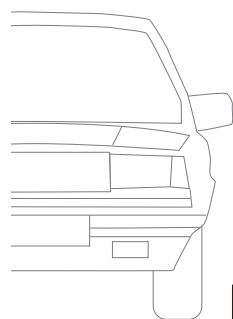
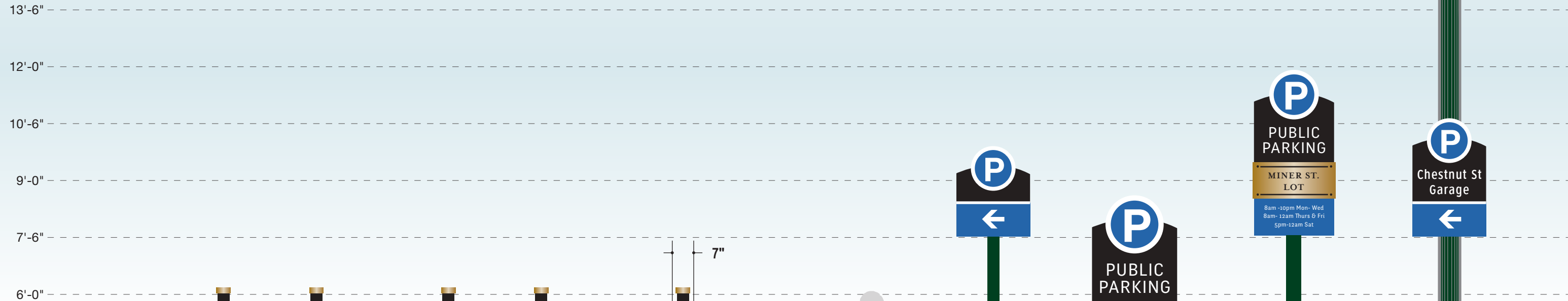
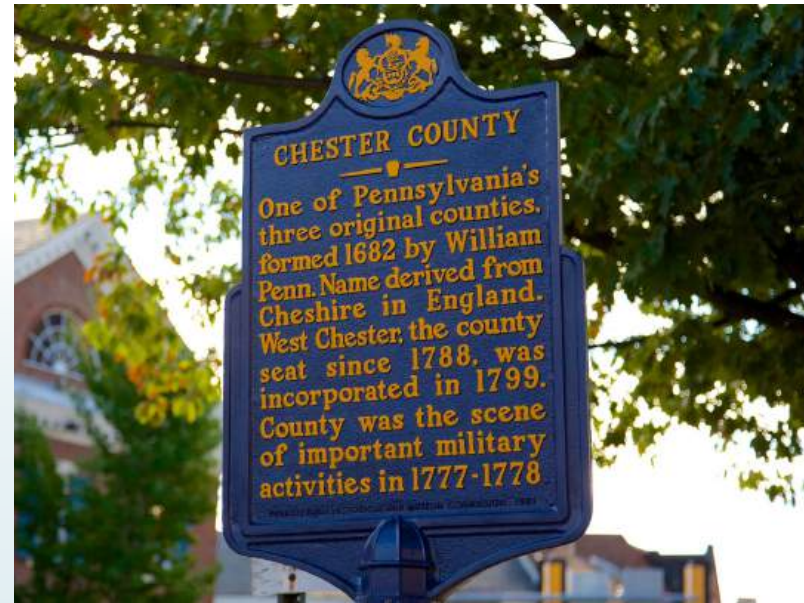
WELCOME TO

**WEST
CHESTER**

PENNSYLVANIA

— 1799 —

CHURCH OF THE HOLY TRINITY
1000 N. MARKET ST.
WEST CHESTER, PA 19380
PH: 610.338.1234



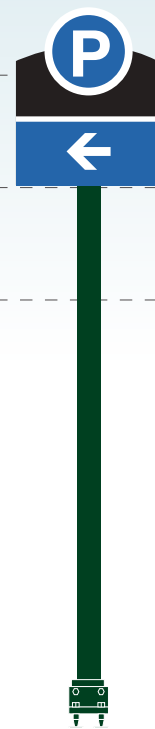
Gateway Front View



Gateway Back View



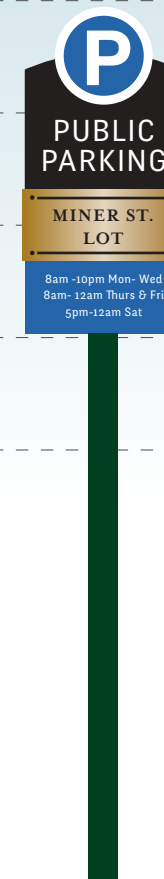
Gateway Side View



Parking Trailblazer



Parking Lot ID



Parking Lot ID



Parking Trailblazer (Existing Pole)

SCALE: 3/8" = 1'-0"

WELCOME TO
**WEST
CHESTER**
PENNSYLVANIA

ESTABLISHED 1799

