



Parking Committee Meeting
June 9, 2026 @ 6:30 PM
This meeting is recorded for public record.

Committee Members:

Stephen Marvin, Chair
Bernie Flynn
Lisa Kearns

Director of Parking Services: Ramsey Reiner

Borough Manager: Sean Metrick

Parking Committee Meeting:

I. Call to Order

II. Announcements

- A. Public Hearing: June 17th at 6:30 PM: Chapter 104, titled “Vehicles and Traffic,” specifically to amend Section 104-32, titled “Parking Prohibited During Certain Hours” to prohibit parking on the north side of Wollerton Alley on Monday and Thursday from 2:00 am to 5:00 am; Section 104-33, titled “Parking Time Limited At Certain Locations” and to amend Section 104-47 titled, “Parking Meter Zones Established.”

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)
C. Parking Committee – Chair Report, workplan and issues raised at prior meetings

V. Old Business

- A. Motion to approve May 2026 Parking Committee meeting minutes (attachment)
B. Motion to direct solicitor to prepare and advertise changes to Chapter 104 ordinance (attachment)
Issue: There are several items regarding timed parking that need to be updated, including loading zones.

VI. New Business

- A. Motion to approve request to support Downtown West Chester’s annual “Up on the Roof” event.
Issue: Request for support from John O’Brien, ED of Downtown West Chester
- B. Discussion regarding Special Event Parking policy times
Issue: Consider beginning the Special Event Parking Fee later in the day in response to concerns from 2025.
- C. Discussion regarding residential parking permit program
Issue: Requests include possible weekend enforcement, limiting of vehicles per property, study of current usage, inclusion/exclusion of properties throughout the Borough.

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 Combined Parking Garage Performance Report
Executive Summary



Month: May-26

| | Current Month | | | | Year-To-Date | | |
|----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | May-26 Actual | May-26 Budget | Apr-26 Actual | May-25 Actual | May-26 Actual | May-26 Budget | May-25 Actual |
| | Current Month | | Prior Month | Prior Year | Current Month | | Prior Year |
| Total Revenue | 254,081 | 230,204 | 247,718 | 254,562 | 1,185,340 | 1,147,010 | 1,071,637 |
| Operating Expenses | 41,694 | 45,809 | 46,324 | 48,498 | 251,858 | 248,644 | 244,809 |
| Net Operating Income | 212,386 | 184,395 | 201,395 | 206,064 | 933,482 | 898,366 | 826,828 |

| | May-26 Actual | Apr-26 Actual | May-25 Actual |
|-------------------------------|------------------|------------------|------------------|
| | Current Month | Prior Month | Prior Year |
| # of Contract Parkers billed | | | |
| Bicentennial Garage | 319 | 313 | 303 |
| Chestnut St Garage | 649 | 688 | 661 |
| Combined WC Garages | 968 | 1,001 | 964 |
| Average Transient Revenue/Day | | | |
| Bicentennial Garage | 2,165 | 2,016 | 2,082 |
| Chestnut St Garage | 2,239 | 2,022 | 2,402 |
| Combined WC Garages | 4,404 | 4,038 | 4,484 |
| Average Tickets/Day | | | |
| Bicentennial Garage | 562 | 510 | 565 |
| Chestnut St Garage | 594 | 490 | 653 |
| Combined WC Garages | 1,156 | 999 | 1,218 |

West Chester Borough Parking Garage Performance Report

Month: May-26



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 | | | | | | | |
| 67,100 | 56,442 | 10,658 | 18.9% | 65,017 | 2,083 | 3.2% | Transient | 291,645 | 280,328 | 11,317 | 4.0% | 267,272 | 24,373 | 9.1% |
| 36,812 | 32,190 | 4,622 | 14.4% | 30,908 | 5,904 | 19.1% | Contract | 172,746 | 160,950 | 11,796 | 7.3% | 153,728 | 19,018 | 12.4% |
| | - | - | #DIV/0! | - | - | #DIV/0! | Special Event | - | - | - | #DIV/0! | - | - | #DIV/0! |
| 228 | 396 | (169) | -42.6% | 859 | (632) | -73.5% | Validations | 4,303 | 1,980 | 2,323 | 117.3% | 1,450 | 2,853 | 196.8% |
| (947) | (666) | (281) | 42.3% | (108) | (839) | 777.2% | Payment Proc Fees | (4,170) | (3,330) | (840) | 25.2% | (2,057) | (2,113) | 102.7% |
| 103,192 | 88,362 | 14,830 | 16.8% | 96,676 | 6,516 | 6.7% | Total Revenue | 464,524 | 439,928 | 24,596 | 5.6% | 420,393 | 44,131 | 10.5% |
| 15,944 | 21,925 | (5,981) | -27.3% | 20,739 | (4,795) | -23.1% | Operating Expenses | 111,628 | 119,268 | (7,640) | -6.4% | 111,742 | (114) | -0.1% |
| 87,248 | 66,437 | 20,811 | 31.3% | 75,937 | 11,311 | 14.9% | Net Operating Income | 352,896 | 320,660 | 32,236 | 10.1% | 308,651 | 44,245 | 14.3% |
| <small>20,148</small> | | | | | | | | | | | | | | |
| # of Contract Parkers billed: | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| | 321 | 316 | 311 | 313 | 319 | | | | | | | | | |

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 | | | | | | | |
| 69,417 | 63,858 | 5,559 | 8.7% | 74,459 | (5,042) | -6.8% | Transient | 291,855 | 317,162 | (25,308) | -8.0% | 290,923 | 932 | 0.3% |
| 82,338 | 78,505 | 3,833 | 4.9% | 83,515 | (1,177) | -1.4% | Contract | 429,657 | 392,525 | 37,132 | 9.5% | 361,774 | 67,883 | 18.8% |
| | - | - | #DIV/0! | - | - | #DIV/0! | Special Event | - | - | - | #DIV/0! | - | - | #DIV/0! |
| 815 | 868 | (53) | -6.1% | 1,373 | (558) | -40.6% | Validations | 7,767 | 4,340 | 3,427 | 79.0% | 3,042 | 4,725 | 155.3% |
| (1,682) | (1,389) | (293) | 21.1% | (1,461) | (221) | 15.1% | Payment Proc Fees | (8,462) | (6,945) | (1,517) | 21.8% | (4,495) | (3,967) | 88.3% |
| 150,889 | 141,842 | 9,047 | 6.4% | 157,886 | (6,998) | -4.4% | Total Revenue | 720,816 | 707,082 | 13,734 | 1.9% | 651,244 | 69,572 | 10.7% |
| 25,751 | 23,884 | 1,867 | 7.8% | 27,759 | (2,008) | -7.2% | Operating Expenses | 140,230 | 129,376 | 10,854 | 8.4% | 133,067 | 7,163 | 5.4% |
| 125,138 | 117,958 | 7,180 | 6.1% | 130,127 | (4,989) | -3.8% | Net Operating Income | 580,586 | 577,706 | 2,880 | 0.5% | 518,177 | 62,409 | 12.0% |
| <small>55,721</small> | | | | | | | | | | | | | | |
| # of Contract Parkers billed: | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| | 712 | 701 | 694 | 688 | 649 | | | | | | | | | |

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 | | | | | | | |
| 136,517 | 120,300 | 16,217 | 13.5% | 139,476 | (2,959) | -2.1% | Transient | 583,499 | 597,490 | (13,991) | -2.3% | 558,195 | 25,304 | 4.5% |
| 119,150 | 110,695 | 8,455 | 7.6% | 114,423 | 4,727 | 4.1% | Contract | 602,403 | 553,475 | 48,928 | 8.8% | 515,502 | 86,901 | 16.9% |
| | - | - | #DIV/0! | - | - | #DIV/0! | Special Event | - | - | - | #DIV/0! | - | - | #DIV/0! |
| 1,043 | 1,264 | (221) | -17.5% | 2,232 | (1,189) | -53.3% | Validations | 12,070 | 6,320 | 5,750 | 91.0% | 4,492 | 7,578 | 168.7% |
| (2,629) | (2,055) | (574) | 28.0% | (1,569) | (1,060) | 67.6% | Payment Proc Fees | (12,632) | (10,275) | (2,357) | 22.9% | (6,552) | (6,080) | 92.8% |
| 254,081 | 230,204 | 23,877 | 10.4% | 254,562 | (481) | -0.2% | Total Revenue | 1,185,340 | 1,147,010 | 38,330 | 3.3% | 1,071,637 | 113,703 | 10.6% |
| 41,694 | 45,809 | (4,115) | -9.0% | 48,498 | (6,804) | -14.0% | Operating Expenses | 251,858 | 248,644 | 3,214 | 1.3% | 244,809 | 7,049 | 2.9% |
| 212,386 | 184,395 | 27,991 | 15.2% | 206,064 | 6,322 | 3.1% | Net Operating Income | 933,482 | 898,366 | 35,116 | 3.9% | 826,828 | 106,654 | 12.9% |
| <small>75,869</small> | | | | | | | | | | | | | | |
| # of Contract Parkers billed: | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| | 1,033 | 1,017 | 1,005 | 1,001 | 968 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |

Notes:

Gay Street Closure Cost Estimate

| <u>Parking spaces</u> | <u># Friday hours</u> | <u># Saturday hours</u> | <u>Total # hours</u> | <u>Cost per hour per space</u> |
|-----------------------|-----------------------|-------------------------|----------------------|--------------------------------|
| 58 | 16 | 7 | 23 | \$ 1.50 |

| <u>Cost per weekend</u> | <u>Annual cost (22 weekends)</u> |
|-------------------------|----------------------------------|
| \$ 2,001.00 | \$ 44,022.00 |

MINUTES

Parking Committee of Borough Council

Date: Tuesday, May 12, 2026 @ 6:30 PM

Committee Members: Stephen Marvin, Chair
Bernie Flynn
Lisa Kearns

Staff: Ramsey Reiner, Assistant Borough Manager & Director of Parking Services
Monica Campbell, Assistant Director of Parking Services
Sean Metrick, Borough Manager

- I. Call to order **Stephen Marvin at 7:21 PM**
- II. Announcements **NONE**
- 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 (attachment will be provided on 4/2) **Report was given by Chris Hankins with Colonial Parking. April is well above budget. Bernie Flynn questioned how often the garages are full and Chris was able to provide that information. Friday and Saturdays are busier since warm weather is coming and Gay Street is closed.**
 - B. Director's report (attachment) **Report was given by Ramsey Reiner. Monthly Revenue Overview is attached. Parking is hiring part time position. Mikey preprogrammed items to show on our social media platform. Posting policy has been updated and all information is available on our website. Bernie Flynn questioned the audit for the SE Area. He requested Price Street to be revisited. Ramsey stated that the LPR would be able to collect the data for the audit. ParkMobile will be live on June 1st, 2026. Parking Services will have table at Turks Head.**
 - C. Parking Committee – *Chair Report, workplan and issues raised at prior meetings*
Stephen Marvin stated that they are pursuing their regular goals, adding some objectives that they want consistency in what they are doing.
- V. Old business
 - A. Motion to approve April 2026 Parking Committee meeting minutes (attachment) **Approved 3-0**
 - B. Motion to direct solicitor to prepare and advertise changes to Chapter 104 ordinance (attachment) **Ramsey Reiner went over some items for the next meeting.**
Issue: There are several items regarding timed parking that need to be updated, including loading zones.
- VI. New business

- A. Discussion regarding parking permits for First Presbyterian Church/ Bucket School **Parking Services has agreed to further review this and give the Bucket School 13 temporary permits for the Residential Area B that are valid for use Monday-Friday 8 am to 2 pm until the end of the year. Will be voted on next week.**

Issue: Request from Bucket School to be included in the Residential Parking Permit Program

- B. Motion to approve resolution updating Handicapped Parking Spaces (attachment) **Couple addresses needed to be added. Add 319 South Adams for the work session. Darryl Cook questioned an address that will be reviewed and corrected if needed.**

Issue: Update the handicapped parking space resolution to add/remove spaces at request.

VII. Other business **NONE**

VIII. Adjournment by **Stephen Marvin at 8:10 PM.**

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