



REGULAR MEETING MINUTES
October 8, 2024
CITY OF SOUTH SAN FRANCISCO
REGULAR MEETING
PARKING PLACE COMMISSION

CALL TO ORDER: The meeting was called to order at 5:16 p.m. by Chairperson Dana Abarca.

ROLL CALL:

Present: Dana Abarca, Chairperson
Brandon Chan, Vice Chairperson (*arrived at 5:20 p.m.*)
Hermes Monzon, Commissioner (*arrived at 5:18 p.m.*)

Absent: None.

City Staff: Marissa Garren, Secretary to the Parking Place Commission
Morena Gallagher, Clerk to the Parking Place Commission
Dave Bockhaus, Public Works Deputy Director
Alex Henry, Public Works Program Manager
Karen Chang, Finance Director

AGENDA REVIEW: No changes.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

- 1. Approval of the Meeting Minutes of the Parking Place Commission for August 13, 2024.**

Approval of the Parking Place Commission meeting minutes from August 13, 2024, will be deferred to the meeting on November 12, 2024, due to a lack of quorum for this agenda item.

- 2. Approval of the Joint Special Meeting Minutes of the Parking Place Commission and Traffic Safety Commission for September 10, 2024.**

Approval of the Joint Special Meeting Minutes of the Parking Place Commission and Traffic Safety Commission for September 10, 2024 will be deferred to the meeting on November 12, 2024, due to a lack of quorum for this agenda item.

ADMINISTRATIVE ITEMS: None.

ITEMS FROM THE COMMISSION: None.

ITEMS FROM THE STAFF:

1. Parking District Expenditures & Revenue – EOY FY 2023-2024 and 1st Quarter FY 2024-25 (Secretary Garren)

- Secretary Garren introduced Karen Chang, Finance Director, who will address any questions about the parking district fund.
- Chair Abarca requested Commissioners to save their questions or comments for the next meeting in consideration of everyone's time. She asked Commissioners to email their questions to City staff ahead of next month's meeting.

2. Parking Permits Sold Reports – EOY FY 2023-24 and 1st Quarter FY 2024-25

- Secretary Garren noted that permit sales are on track to exceed last year's figures, indicating positive progress.

3. Review of Parking Place Commission presentation to City Council

- Secretary Garren announced that the City Council presentation is set for Wednesday, October 23, and confirmed with Commissioners that they are available to attend.
- Secretary Garren mentioned she made changes to the presentation based on feedback from the last meeting. She will email it to the Commissioners and requested any comments be sent to her directly.
- Secretary Garren reminded the Commissioners that at the end of the meeting, she will be taking headshots of anyone that has not already gotten their photos taken.
- Secretary Garren reviewed the draft presentation, and Chair Abarca inquired whether she would read from the slides or use notes. Secretary Garren confirmed she will prepare speaker notes and send them to Chair Abarca.
- Secretary Garren announced that there will be a presentation on the Business Improvement District (BID) next month. Vice Chair Chan inquired about the Commission's involvement, to which Secretary Garren replied that more information will be available during the presentation next month.
- Secretary Garren inquired if the Commissioners wanted to include the fund balance in the slides. Vice Chair Chan clarified that he had requested its inclusion to provide City Council members with a dollar amount for the Parking Fund.
- Karen Chang, Finance Director noted that the fund balance is unaudited, as the Finance Department has not completed the audit. Vice Chair Chan suggested adding an asterisk or parentheses to indicate that the amount is not final.

4. Upcoming Meeting Items

- a. Business Improvement District (BID) update – November meeting
 - Secretary Garren mentioned Ernesto Lucero from Economic Community Development (ECD) will be attending next month's meeting to go over the BID.
- b. Parking Occupancy Study update

- Secretary Garren mentioned she should have an update on the parking occupancy study in upcoming meetings.
- c. Parking Rate Increase
 - Secretary Garren mentioned she should have an update on the parking rate increase in upcoming meetings.
- d. P3 Project Update by ECD
 - Secretary Garren mentioned the P3 Project is still TBD.

Chair Abarca adjourned the meeting at 5:27 p.m.

Respectfully submitted,

Marissa Garren
Parking Place Commission Secretary

Dana Abarca
Parking Place Commission Chairperson