

**CITY OF SOUTH SAN FRANCISCO  
INTEROFFICE MEMORANDUM**

**DATE:** July 1, 2026

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**TO:** Mayor, Vice Mayor, and Councilmembers

**FROM:** Parking Place Commission Members

**SUBJECT:** Request for Parking Place Commission Reform

Dear Mayor Addiego and Councilmembers,

On behalf of the Parking Place Commission, we respectfully submit this letter to formally request the consideration of structural and functional reforms to the Commission. Our goal is to enhance the effectiveness, transparency, and oversight of the Parking District, aligning it more closely with the City's broader transportation and development goals.

As South San Francisco continues to grow and evolve, ~~so too does~~ the need for a comprehensive and responsive parking strategy is more important than ever. The Parking Place Commission believes the following reforms would significantly strengthen our ability to serve the community and support the City Council's policy directives:

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**Governance and Oversight**

- Separate the roles and membership of the Parking Place Commission and the Traffic Safety Commission to ensure dedicated focus and expertise.
- Require Commission review and approval for any developments or projects within the Parking District that impact parking.
- Mandate Commission approval for any additions or removals of parking spaces or facilities (e.g., garages, lots).
- Initiate the development of a Parking Master Plan for South San Francisco, including future parking demand and integration of bike storage in coordination with the Bicycle and Pedestrian Advisory Committee (BPAC).

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**Parking District Fund & Financial Management**

- Provide the Commission with an active role in the annual budgeting process of the Parking District Fund, including review and endorsement prior to Council consideration.

- ~~Invol~~ Involve the Commission in long-range planning (LRP) and the Capital Improvement Plan (CIP) to help the City strategically grow and develop, similar to the Planning Commission's role with the General Plan.
- Grant the Commission full oversight and supervisory authority over the Parking District Fund, including responsibility for related expenditures and strategic planning.
- Allocate revenue from parking citations directly into the Parking District Fund and ensure all enforcement-related expenses are funded through this account.

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**Parking Enforcement**

- Assign Commission oversight responsibilities for all parking enforcement activities and management of the external vendor (currently LAZ Parking) along with the Police Department.
- Require monthly performance and financial reports from the vendor.
- Establish an appeals process under the Commission's purview for contested citations.

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We appreciate your continued support and partnership in improving transportation, mobility, and quality of life for our residents and businesses. We respectfully request that the City Council consider these proposed reforms and provide directions on the next steps for implementation.

Thank you for your attention to this matter.

Sincerely,

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**Brandon Chan, Parking Place Commission Chairperson**

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**Hermes Monzon, Parking Place Commission Vice Chairperson**

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**Dana Abarca, Parking Place Commission Commissioner**