



**REGULAR MEETING MINUTES**  
**February 13, 2024**  
CITY OF SOUTH SAN FRANCISCO  
REGULAR MEETING  
PARKING PLACE COMMISSION

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CALL TO ORDER                      The meeting was called to order at 5:07 p.m. by Vice Chair Dana Abarca

ROLL CALL

Present:                              Dana Abarca, Vice Chairperson  
    Brandon Chan, Commissioner  
    Hermes Monzon, Commissioner

Absent:                                None

City Staff:                            Marissa Garren, Secretary to the Parking Place Commission  
    Diana Wang, Clerk to the Parking Place Commission  
    Dave Bockhaus, Deputy Director of Public Works  
    Daniel Matthews, Public Works Office Assistant

AGENDA REVIEW: No Changes.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

1. Approval of the Parking Place Commission Meeting Minutes for January 9, 2024.

**Motion – Commissioner Chan / Second Vice Chair Abarca** — to approve the minutes as submitted. Approved by vote (3-0-0).

ADMINISTRATIVE BUSINESS: None.

ITEMS FROM THE COMMISSION:

- Commissioner Chan brought up the two service requests that came up in his neighborhood. Secretary Garren mentioned she entered one of them per the request of ECD. The request was for the No Parking signs at Parking Lot 7 in the first 4-5 stalls at the entrance of lot, including updated No Parking hours of 9:30 a.m. – 4 p.m. and Tow Away for the San Mateo County mobile clinic. The other

service request was regarding parking enforcement which was recategorized to Police Non-Emergency. Commissioner Chan requested staff to provide updates on any parking related service requests submitted moving forward.

- Commissioner Chan shared a memo from the San Mateo Event Center where they recently increased their parking rates. The rates for paying with cash are now \$20 and \$15 by credit card. The intent behind the higher cash rates is to encourage residents to pay by credit card due to the increased maintenance costs for jammed meters and coin collections. More information regarding the increased parking rates can be found on the San Mateo Event Center website.
- Commissioner Monzon requested an update on the SamTrans bus shelter at 120 Airport Boulevard. Secretary Garren responded, the SamTrans bus shelter will return. Once she receives further details, she will share with the Commission.
- Secretary Garren handed out the responses to Commissioner Chan's email and the updated expenditures report.
- Commissioner Chan asked if the City Attorney will attend a future meeting to go over the roles and responsibilities of the Commission. Secretary Garren responded, the City Attorney is still reviewing and working on the documents. Commissioner Monzon asked if the Brown Act training could be conducted at the same time. Secretary Garren responded this is up to the discretion of the City Attorney but will most likely be two separate meetings due to time.
- Commissioner Chan asked if Café Bunn Mi and Antigua Coffee Shop removed their parklets. Secretary Garren responded Café Bunn Mi has removed their parklets. Dave Bockhaus, Public Works Deputy Director responded, Code Enforcement met with Antigua Coffee Shop with instruction to remove their parklet.
- Commissioner Chan reminded staff to invite ECD to a future meeting regarding the P3 garage project, however, this meeting can be put on hold until we receive further details from City Attorney regarding the roles and responsibilities of the Commission.
- Commissioner Chan asked if staff can provide a revenue report for the 3 parking meters that will be removed on Cypress between 3<sup>rd</sup> Lane and Baden Ave. Secretary Garren to look into the report and will share with the group. Commissioner Chan asked if the Commission could vote on the removal of the 3 parking meters. Secretary Garren to bring up at next meeting with City Attorney.

#### ITEMS FROM STAFF:

##### 1. **Parking District Operations Revenue Expenditures TD FY2023-2024**

- Secretary Garren distributed the updated Parking District Operations Revenue report. Commissioner Chan asked why the revenue is still low even with the updated amounts. Secretary Garren responded, the Finance Department is still delayed on processing revenue rollover.
- Commissioner Chan asked if staff was able to look into where the funds for the EV charging get allocated to. Secretary Garren confirmed with Finance that the funds go back to the Parking District but unsure of which project. She will need to confirm with Finance.
- Commissioner Chan asked about the fluctuating amounts for the Bigbelly invoices. City staff to look into this.
- Commissioner Chan asked if the elevator maintenance is a quarterly maintenance. Secretary Garren confirmed these are quarterly inspections done on the elevator at the Miller Parking garage.

- Commissioner Chan asked about the credit card transaction fees charges for December 2023. Secretary Garren responded these are parking permit fulfillment charges through IPS Group.
- Commissioner Chan asked why there were several charges for the security system at the Miller Parking garage. Secretary Garren is waiting on the details from the Facilities manager.
- Commissioner Chan looking into why there are negative amounts showing up for the IT purchases. Secretary Garren responded the numbers are showing up negative, but she confirmed with Finance that these are the charge amounts for water and phone services from the Miller Parking garage.
- Commissioner Chan noticed the difference in the report is not adding up to the fund balance. City staff to ask for clarification from Finance.
- Commissioner Chan reviewed the agenda for tomorrow's City Council meeting and noticed ECD would be presenting the PBID. Commissioner Chan asked if the Parking Place Commissioners could be part of the steering committee for the PBID. Secretary Garren responded she will discuss further with ECD.
- Commissioner Chan requested report on reserved parking meters. Dave Bockhaus, Public Works Deputy Director responded, Finance collects the permit fees. Staff to request report from Finance.
- Commissioner Chan noticed the capital budget that's been approved for parking lot rehabilitation. Dave Bockhaus, Public Works Deputy Director confirmed this budget was approved in the mid-year budget to perform base repairs to the parking lots such as restriping, repaving and other needed maintenance.

## **2. Parking Permits Sold Per Month & Quarter – FY 2023-24 as of Feb 2024**

- Commissioner Chan pointed out the low number of permits sold this year compared to last year. Is it due to safety reasons? City staff to look into past trends. Secretary Garren mentioned count of permits sold are not final as quarterly permit sales continue in the months of February and March.

## **3. Reorganization of Parking Place Commission**

- Commissioner Chan nominated Dana Abarca as Chairperson.

### **Motion – Commissioner Chan / Second Commissioner Monzon.**

Approved by vote (3-0-0).

- Commissioner Monzon nominated Brandon Chan as Vice Chairperson.

### **Motion – Commissioner Monzon / Second Vice Chair Abarca.**

Approved by vote (3-0-0).

## **4. Upcoming Meeting Items**

- Parking Study update
- Parking Rates update
- Roles & Responsibilities of Parking Place Commission (CAO)
- Brown Act training (CAO)

- P3 Project & PBID Update (ECD)

**Vice Chair Abarca** adjourned the meeting at 5:45 p.m.

Respectfully submitted.

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Marissa Garren  
Parking Place Commission Secretary

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Dana Abarca  
Parking Place Vice Chairperson