



REGULAR MEETING MINUTES

July 9, 2024

CITY OF SOUTH SAN FRANCISCO REGULAR MEETING PARKING PLACE COMMISSION

CALL TO ORDER: The meeting was called to order at 5:11p.m. by Chairperson Dana Abarca.

ROLL CALL:

Present: Dana Abarca, Chairperson
Brandon Chan, Vice Chairperson
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, Public Works Deputy Director

AGENDA REVIEW: No changes.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

1. Approval of the Regular Meeting Minutes of the Parking Place Commission / Traffic Safety Commission for May 14, 2024.

Motion Vice Chair Chan / Second Commissioner Monzon — to approve the May 14, 2024 meeting minutes as submitted. Approved by voice vote (3-0-0).

ADMINISTRATIVE ITEMS:

2. Report regarding a resolution modifying time limits and permit parking space allocation within Parking Lot 1, in accordance with South San Francisco Municipal Code 11.56.020 (Secretary Garren)
 - Secretary Garren went over the report. Parking Lot 1 is located on Grand Avenue between Ristorante Buon Gusto restaurant and Luminous Day Spa. Of the 32 parking spaces provided in this lot, all are metered, but 16 also allow permit parking. The metered spaces have 5-hour time limits, and the permit parking spaces have 10-hour time limits. Staff is seeking to increase parking

turnover and have the time limits be consistent with all City parking lots. The metered time limit in Parking Lot 1 will be reduced to 2 hours while permit parking time limits will remain the same. Instead of the 16 permit parking spaces, this number will be reduced to 6 permit parking spaces. These adjustments should allow for more parking spaces to be available to customers visiting the downtown area.

- Chair Abarca asked who usually parks in the permit parking spaces in Parking Lot 1. Secretary Garren responded, most likely the employees who work in the businesses nearby. Chair Abarca asked if there was another parking lot for the employees to park. Secretary Garren mentioned there is Parking Lot 13 on Cypress Avenue and Fourth Lane, which is adjacent to Lot 1. This parking lot has metered parking spaces and permit parking available during peak hours. If this is approved by the Parking Place Commission, staff would adjust the stay times and the signage to be consistent with the other parking lots. Additional signage at Parking Lot 1 will be installed informing customers of additional parking permit spaces at Parking Lot 13 and all other surface lots, as well as the Miller Parking Garage (MPG).
- Commissioner Monzon asked if there was a timeline on the maintenance improvements for the surface lots. Dave Bockhaus, Public Works Deputy Director stated the maintenance work will be part of the paving project and should begin in the next coming weeks.
- Vice Chair Chan asked how often Parking Lot 13 reaches full capacity. Secretary Garren responded, the last occupancy study for Parking Lot 13 was conducted a couple of months ago and it was at 75% capacity during the day.
- Vice Chair Chan asked if any residents use the parking permits as overnight parking. Secretary Garren responded that permits are not required for overnight parking since enforcement ends at 6 p.m.
- Chair Abarca thought parking enforcement ends at 8 p.m. Dave Bockhaus, Public Works Deputy Director responded, parking enforcement was previously moved to 8 p.m, but from the direction of City Council it was moved back to 6 p.m. Per the municipal code, parking enforcement is until 6 p.m. for any parking. Staff's intent is to switch the enforcement time back to 8 p.m. or later, which would require a vote from the Commission and approval by City Council.
- Vice Chair Chan mentioned a lot of the surrounding apartments do not provide visitor parking and/or upcharge for one parking space per unit. Because of this, residents will choose to purchase a monthly or quarterly parking permit from the City. The apartment tenants will park their vehicles in the City surface lots or MPG as it is more affordable than purchasing a permit from the apartment.
- Vice Chair Chan asked if he could fill the meter with additional time after the 2-hour limit or will he have to move his vehicle. He also asked if the app on his phone would prevent him from adding additional time to the meter if his 2-hour time limit was up. Secretary Garren clarified, the app will not let you add additional time and per the municipal code, you are required to move your vehicle per the posted time limit.
- Dave Bockhaus, Public Works Deputy Director explained the intent behind reducing the 16 parking permit spaces to 6 in Parking Lot 1. The remaining 6 permit parking spaces are intended for downtown residents living in the nearby apartments. Other permit holders may utilize the other lots as well as the MPG. This should provide plenty of turnover parking available for customers visiting the downtown area.

- Chair Abarca asked if permit holders have assigned parking spaces. Dave Bockhaus, Public Works Deputy Director clarified parking permits do not guarantee a permit parking spot and are not assigned. Permit parking spaces are on a first come first served basis and are granted access to permit parking spaces only.
- Secretary Garren mentioned the Public Works Department only orders a certain number of monthly and quarterly permits so that there is enough parking for the permit customers. Vice Chair Chan asked if there was a ratio for the permit holders vs the number of spaces. Secretary Garren responded she doesn't have the exact ratio but can provide a spaces vs permits sold report.
- Vice Chair Chan asked if the 2-hour parking limit was consistent with all surface lots and MPG. Secretary Garren responded, the 2-hour parking limit is consistent across all the parking lots unless otherwise posted as a 20 or 25 limit parking space.
- Vice Chair Chan asked for the reasoning behind decreasing the parking permit spaces to 6 in Parking Lot 1. Secretary Garren responded, the Public Works Department met with PD and agreed that reducing the permit parking spaces down to 6 would be sufficient for that parking lot.

3. Resolution modifying time limits and permit parking space allocation within Parking Lot 1, in accordance with South San Francisco Municipal Code 11.56.020. (Secretary Garren)

Motion Vice Chair Chan / Second Chair Abarca — to approve the resolution modifying time limits and permit parking space allocation within Parking Lot 1, in accordance with South San Francisco Municipal Code 11.56.020. Approved by voice vote (3-0-0).

ITEMS FROM THE COMMISSION: None.

ITEMS FROM THE STAFF:

1. Parking District Expenditures & Revenue To Date – as of June 30, 2024 (Secretary Garren)
 - Secretary Garren mentioned the parking district expenditures and revenue reports will be presented on a quarterly basis moving forward. Previously, City staff presented expenditure reports on a quarterly basis so we would like to return to that schedule.
 - Secretary Garren mentioned the Finance Department will be attending a future meeting to go over the parking district fund balance and cover any expenditure questions staff is unable to address.
 - Vice Chair Chan asked why the fund balance decreased by \$200,000 in March-April. Secretary Garren responded; now that the budget has been adopted, these numbers are allocations for Capital Improvement Projects (CIP). If any projects were funded by the parking district fund, this would cause the fund balance to fluctuate. Vice Chair Chan asked if the CIP were funded but not cash paid. Secretary Garren confirmed, these are not encumbered funds and instead, available cash. Vice Chair Chan mentioned the fund balance from the end of the year increased by \$200,000 and asked if this was because the CIP was not initiated? Secretary Garren responded that she will check in with the Finance Department on that question.

- Commissioner Monzon asked how many Bigbelly trash bins are within the parking district. Secretary Garren responded, there are a total of 24 Bigbelly bins in the City with 18 bins within the parking district. The Bigbellys are located along Linden Avenue, Grand Avenue, and a few more on Airport Boulevard. Vice Chair Chan asked if the City is going to add a Bigbelly trash bin on Grand Avenue in front of the new apartment. Secretary Garren confirmed there are no plans to add Bigbelly bins at that location at this time. There is an existing trash bin there, just not a Bigbelly unit. Vice Chair Chan asked if there are plans to convert all trash receptacles into Bigbelly units. Secretary Garren responded, there are currently no plans due to the expense and some bins are serviced more frequently in areas where more trash is generated.
 - Dave Bockhaus, Public Works Deputy Director brought up the formation of the Business Improvement District (BID). Through the BID, the City is trying to put the responsibility of the trash receptacles on the business owners so that they have the opportunity to buy their own Bigbelly bin. Vice Chair Chan asked if the BID has already been formed. Dave Bockhaus, Public Works Deputy Director responded this is still in the early preliminary stages.
 - Chair Abarca asked if businesses will pay for their own trash bin and required to be placed in front of their business. Dave Bockhaus, Public Works Deputy Director responded, this is a conversation we are having with the stores. Other municipalities who have engaged in the BID want their district to be better maintained so they charge themselves to pay for those amenities and one of those would be the Bigbelly trash bins. The businesses could then place their advertisements on the bins and the expense would come from the businesses instead of the parking district fund. Commissioner Monzon asked if the businesses will be paying additional taxes towards the BID. Dave Bockhaus, Public Works Deputy Director responded, the City is still in the talks of forming the BID and nothing has been finalized. The businesses will have to vote to charge themselves. Chair Abarca asked if the businesses would vote in a meeting to form the BID. Dave Bockhaus, Public Works Deputy Director responded, the Chamber of Commerce would hand out ballots to the businesses. City staff can request ECD to provide a memo on the BID.
 - Vice Chair Chan asked if the Parking Place Commission would have representation on the BID. Dave Bockhaus, Public Works Deputy Director responded, per the City Attorney, that is beyond the commissioner's scope of purview. Vice Chair Chan also requested an update of when the Finance Department and/or ECD could attend a future meeting.
2. Parking Permits Sold Per Month & Quarter – FY 2023-2024 as of May 2024.
 - Vice Chair Chan requested a report on parking spaces vs permits sold.
 3. Commission Updates to City Council (Summer 2024)
 - Secretary Garren asked the commissioners if they have any suggestions regarding the presentation to City Council. Right now, we plan to have the City Council meeting with the Parking Place Commission and Traffic Safety Commission at the end of September or early October. The downtown walk is tentatively scheduled for early September which will be agendized as a joint special meeting with both commissions. She recommended to the commissioners to take photos during the downtown walk so that they can include them in the presentation. The presentation should be 3 slides per commissioner and about 5-7 minutes for the entire presentation for both commissions. The Parking Place Commission can go up first followed by the

Traffic Safety Commission. The presentation should include an introduction of who the commissioners are, the goals of the Commission, current discussions or any items you would like to bring to City Council on behalf of the Commission.

- Commissioner Monzon agreed we have ample time to prepare and clarified if the presentation can be on any subject. Secretary Garren responded the presentation can be about anything as long as it's kept within the 3-5 minute presentation timeframe and scope of the Commission.
- Commissioner Monzon suggested encouraging City Council to attend a future Commission meeting. He mentioned not all of City Council has to attend but it would be good to have at least one member attend. Vice Chair Chan suggested talking about the parking occupancy and how full it is.
- Commissioner Monzon brought up the downtown study which was last conducted in 2015. Secretary Garren responded, City staff will be working with consultants to go over the parking study but that is still a subject that can be brought up to City Council.
- Vice Chair Chan reiterated the importance of City Council liaison not only in the Parking Place Commission but all Commissions. He also suggested City Council review all Commissions on their scope of purview including the Parking Place Commission.
- Commissioner Monzon raised concerns on the parking study. He mentioned nothing has changed since the last parking study. He asked if the Commission conduct the study rather than hiring consultants because it will be more costly. Secretary Garren responded, we currently have one Parking System Technician who services the entire City and provides occupancy for any of the surface lots or miller parking garage. The consultant would be able to provide a very detailed report and not just the occupancy numbers.
- Chair Abarca raised concerns that the parking issue will continue even with the parking study. She requested the Commission to partake in the study rather than hiring a consultant. Secretary Garren responded, the level of data needed from the consultants would help us determine how many parking spaces are needed and make any adjustments to the rates and stay times. In addition, the study would help us determine how much turnaround time is needed to increase parking availability.
- Secretary Garren updated the Commission on the new parking enforcement effective in September. As we all know, PD has been shorthanded and have outsourced an outside company to aid in parking enforcement for the City. With the increase in parking enforcement, we are hoping to see a quicker turnaround in parking space availability. Chair Abarca stated that even with the extra parking enforcement, there will not be enough parking available. She brought up the fact that the City is building new housing but does not have enough parking spaces for the occupants so they end up parking on the streets or in the parking lots. Vice Chair Chan agreed and mentioned that is a suggestion we can bring up to City Council along with the P3 garage project.
- Chair Abarca and Vice Chair Chan asked why PD is hiring another company because that will take away from our parking district budget. Secretary Garren clarified; the additional parking enforcement will be coming out of PD's budget. Commissioner Monzon asked will the new parking enforcement officers be in uniform. Secretary Garren responded they will be in a (non-city) uniform and won't be sworn officers. Vice Chair Chan asked how the setup will be with the

new parking enforcement officers. Will they enforce just the downtown area or service the entire City along with the alleyways, double-parked vehicles and metered parking? Secretary Garren responded they should be enforcing all South San Francisco but will need to get more information from Seargent Portolan.

- Commissioner Monzon asked if the Chamber of Commerce would run the BID. Secretary Garren responded, Economic and Community Development (ECD) will be involved in that district but again everything is still preliminary.
- Commissioner Monzon also suggested that everyone take turns speaking during the City Council meeting presentation.

4. Upcoming Meeting Items

- Secretary Garren reminded the group of the upcoming meeting items that City staff is working on.
 - i. Parking Study Update
 - 1. City staff is working on getting our parking occupancy study updated.
 - ii. Parking Rates Update
 - 1. City staff is looking into increasing the parking rates.
 - 2. Downtown Walk/Special Meeting
 - 3. City staff is working on scheduling the downtown walk/special meeting as mentioned before in September.
 - 4. Commissioner Monzon suggested planning a route for the downtown walk. Secretary Garren mentioned we will start by meeting at City Hall and develop a route from there. Chair Abarca asked if the meeting would be after 5pm. Secretary Garren mentioned the walk will most likely start at 5pm and will be a joint special meeting with the Parking Place Commission and Traffic Safety Commission.
 - iii. P3 Project Update (ECD)
 - 1. Secretary Garren mentioned this is to be determined once we have more updates from ECD. ECD will present the P3 project when they have more updates and possibility have them attend an upcoming meeting.

5. Announcements

- New City Website is going live in mid-July.
 - i. Secretary Garren reminded the Commissioners to send in their biographies to add to the website.

Chair Abarca adjourned the meeting at 5:56p.m.

Respectfully submitted.

Marissa Garren
Traffic Safety Commission Secretary

Dana Abarca
Parking Place Commission Chairperson