



REGULAR MEETING MINUTES
May 14, 2024
CITY OF SOUTH SAN FRANCISCO
REGULAR MEETING
PARKING PLACE COMMISSION

CALL TO ORDER: The meeting was called to order at 5:27p.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 Joint Special Meeting Minutes of the Parking Place Commission/Traffic Safety Commission for April 9, 2024.

Motion Commissioner Monzon / Second Vice Chair Chan — to approve the April 9, 2024 meeting minutes as submitted. Approved by voice vote (3-0-0).

ADMINISTRATIVE ITEMS: None.

ITEMS FROM THE COMMISSION: None.

ITEMS FROM THE STAFF:

1. Parking District Expenditures & Revenue to Date – as of May 10, 2024 (Secretary Garren)
 - Secretary Garren asked Vice Chair Chan if he received the email response to his questions. Vice Chair Chan responded; he received the email response.

- Chair Abarca asked what the \$1,320 service for coin counter/sorting machine is. Secretary Garren responded that this is an annual service done to our coin counter machine that the parking meter technician uses. The coin counter is for counting the coins collected from the parking meters.
- Vice Chair Chan asked why the Bigbelly lease was only charged to 5051. The monthly charges are usually charged to 5005. Secretary Garren responded; staff exhausted the line-item budget for object code 5005 (professional & specialized services) so the next line-item budget 5051 (maintenance & operation equipment) that was available in the purchase order. Vice Chair Chan asked if the Bigbelly units reflect the object code of maintenance & operation equipment. Secretary Garren mentioned she encumbered the funds to object code 5051 because she felt it was appropriate to what it is providing which is maintenance and operation. Vice Chair Chan asked if City staff could check in with Finance on the reclassification.
- Commissioner Monzon asked if the Bigbelly units in the park are also charged to the parking district. Secretary Garren responded; those units are funded by a State grant program. The City gets about \$16,000 to \$18,000/year from the State, specifically for recycling beverage container programs. That funding is used toward Bigbelly units that are inside and outside of the Parking District. Commissioner Monzon asked who performs the collections for the Bigbelly units. Secretary Garren responded it's a combination of Scavengers and PW, depending on the location. The Bigbelly units have a compressor which allows the bins to collect a higher volume. Scavengers will collect the bins regularly. Maintenance troubleshooting is performed by a Bigbelly technician if maintenance staff is unable to resolve the issue. Commissioner Monzon asked if we have more than one contract agreement for the Bigbelly units. Secretary Garren responded we have one agreement and depending on the location of the units, is where they get charged to. The majority of all existing Bigbelly units are charged to the Parking District Fund and two (2) in Orange Park that are charged to the State grant and the remainder of the Bigbelly units also charged to the grant. Commissioner Monzon asked if this is a pilot program or a permanent grant. Secretary Garren mentioned the grant has been proven to be successful, so the agreement has been extended until 2026 or 2027. Commissioner Monzon asked how often the Bigbelly units overflow. Secretary Garren responded that the Bigbelly units have a sensor where staff can monitor how full the bins are. When the units are close to full, the system will send an email alert or app notification to Maintenance staff.
- Vice Chair Chan asked if there was a program where the recycling credit would offset the lease for the Bigbelly units. Dave Bockhaus, Public Works Deputy Director responded, we do not receive any CRV credits.
- Vice Chair Chan asked why the Parking District Fund is not adding up to the expenses. Secretary Garren responded; she will have to check in with Finance on this. Any active purchase orders (PO's) and Capital Improvement Project (CIP) projects that have been budgeted either partially or fully from the parking district are not shown on the expenditure report. Vice Chair Chan requested to add a breakdown of the PO's and projects that are being deducted from the total fund balance in the next report.
- Vice Chair Chan requested Vice Mayor Flores to attend a future meeting. Vice Chair Chan also requested Finance to a future meeting to go over the expenditure and revenue reports.

- Vice Chair Chan asked if the individual parking meters in the Miller Parking Garage (MPG) are part of the parking meter fees. He also asked if expenditures labeled as “Miller Parking Structure” are for the parking permits. Secretary Garren responded, confirmed yes to both.
 - Vice Chair Chan asked where the EV charging funds go. Secretary Garren responded that the EV charging funds go back into the Parking District Fund. Dave Bockhaus, Public Works Deputy Director responded, the EV charging funds are used to offset the gas and electricity costs. Vice Chair Chan asked if the EV charging funds go back into object code 5070. Secretary Garren responded that the EV charging funds go back into the Parking District fund but unsure of which object code the funds are deposited into. She will have to check in with Finance.
 - Commissioner Monzon asked about the leased spaces that are rented out at MPG. Secretary Garren responded that these spaces are leased to EVgo. EVgo pays the City for the electrical charges plus an additional amount every year; staff is in the process of updating that contract. Commissioner Monzon clarified; he was talking about the office spaces facing the street. Secretary Garren responded, one of the spaces is occupied by the IT Department and the neighboring office space is a private company that was sold to a union office. Commissioner Monzon asked where the funds went for selling the office space. Dave Bockhaus, Public Works Deputy Director responded, the MPG is a City building and the City sold one of its office spaces so the funds went back into the General Fund. Secretary Garren mentioned there is also the substation space that is used by the Police Department in the MPG.
 - Vice Chair Chan asked if the CIP projects were related to the maintenance of the surface lots. Secretary Garren responded, the first CIP project is the rehabilitation project for repaving the parking lots and the second CIP project is the P3 project. Vice Chair Chan asked if both CIP projects will be completed by the end of this year. Dave Bockhaus, Public Works Deputy Director responded, the garage rehabilitation project will be completed but not the P3 project.
2. Parking Permits Sold Per Month & Quarter – FY 2023-2024 as of May 2024.
 - Secretary Garren presented the report to the Commission.
 3. Commission Updates to City Council (Summer 2024)
 - Secretary Garren asked commissioners if they would like to do the downtown walk prior to the City Council meeting. Commissioner Monzon requested the downtown walk first. Chair Abarca mentioned she will not be available in June for the downtown walk. Secretary Garren reminded the group to send a list of areas they would like to walk so that a route can be determined ahead of time. She also asked commissioners to start brainstorming and compiling a list of talking points for the City Council presentation.
 4. Upcoming meeting updates (Parking Study Update, Parking Rates Update and P3 Project Update – ECD)
 - Secretary Garren mentioned these are general items that will be discussed in upcoming meetings. There will be plans to do a parking study and parking rates update which will also be included in the study. City staff will provide any updates received from ECD regarding any new parking structure plans. Chair Abarca asked what the P3 stood for. Dave Bockhaus, Public Works Deputy Director responded, P3 stands for Public Private Partnership. Vice Chair Chan

asked if ECD will attend a future meeting to talk about the P3 project. Secretary Garren responded, there are currently no plans or motion on the P3 project.

5. Announcements

- Memorial Day Breakfast & Ceremony – Monday, May 27 at Fire Station 61 (480 North Canal St.)
- Pride Month Celebration – Saturday, June 1 (Downtown SSF)

Chair Abarca adjourned the meeting at 5:54p.m.

Respectfully submitted.

Marissa Garren
Traffic Safety Commission Secretary

Dana Abarca
Parking Place Commission Chairperson