



REGULAR MEETING MINUTES

October 14, 2025

CITY OF SOUTH SAN FRANCISCO

REGULAR MEETING

PARKING PLACE COMMISSION

CALL TO ORDER

The meeting was called to order at 5:05 p.m. by Vice Chair Dana Abarca

ROLL CALL

Present:

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

Absent:

None

City Staff:

Marissa Garren, Secretary to the Parking Place Commission
Morena Gallagher, Parking Place Commission Clerk/Public Works
Administrative Assistant 1
Kim Santos, Public Works Administrative Assistant II
Dave Bockhaus, Deputy Director of Public Works

AGENDA REVIEW: No changes.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

1. Approval of the Parking Place Commission Meeting Minutes for July 08, 2025.

Motion – Vice Commissioner Chan / Second — Commissioner Monzon to approve the minutes as submitted. Approved by vote (2-0).

ADMINISTRATIVE BUSINESS: None.

ITEMS FROM THE COMMISSION:

1. Follow-up Letter to City Council and Bylaws Review

- Commissioner Brandon Chan noted he had previously sent comments (from July) regarding the draft letter to Council about parking reform and the Commission bylaws. He will re-forward both items to staff and the Commission for inclusion on the next meeting's agenda for discussion and finalization

2. Bus Shelter at Airport Boulevard (SamTrans Stop)

- Commissioner Chan shared correspondence from SamTrans, stating that a shelter will not be reinstalled at the Airport Boulevard location due to space limitations caused by a planter box and bike lanes, which restrict compliance with safety and legal standards.
- Commissioner Monzon expressed concern and disagreement, noting that the area previously had a bus shelter and remains a high traffic stop.
- Commissioner Monzon emphasized the community need for the shelter and requested continued follow-up with SamTrans.
- Commissioners questioned the explanation related to bike lanes and requested clarification.

3. Parking District Financial Report

- Staff distributed a Parking District Expenditure and Revenue Report showing year-to-date data.
- September revenues are not fully closed; updates are expected next month.
- Variances in expenditures reflect remaining funds in the current FY 2025–26 budget cycle (running through June 30, 2026).
- Commissioners discussed specific line items, including Professional & Specialized Services (Code 5005) and Big Belly recycling costs.
- Staff will review and clarify expenditures related to parking district charges at the next meeting.

ITEMS FROM STAFF

1. Downtown Parking Occupancy Study, Report by Marissa Garren, Public Works

- Consultant Kimley-Horn is conducting a parking occupancy study of:
 - All surface lots in the Downtown area

- Miller Avenue Parking Garage
 - On-street parking in the Downtown district
- Data collection will occur throughout the week at various times of day.
 - Results will inform updates to the Parking Rate Policy, including possible rate adjustments by end of 2025 or early 2026.

Findings expected to be presented at the next Commission meeting

2. Parking Garage Sensor Replacement

- New parking sensors have been ordered for the Miller Avenue Parking Garage due to ongoing outages.
- Installation will be completed by Parking Logix (vendor).
- Replacement will also update two solar-powered signage units displaying available parking counts downtown.

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Vice Chair Abarca adjourned the meeting at 5:18 p.m.

Respectfully submitted.

Marissa Garren
Parking Place Commission Secretary

Dana Abarca
Parking Place Chairperson