



# REGULAR MEETING MINUTES

## April 8, 2025

### 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 Chairperson Dana Abarca.

ROLL CALL:

Present: Dana Abarca, Chairperson  
Brandon Chan, Vice Chairperson (*arrived at 5:15 p.m.*)  
Hermes Monzon, Commissioner

Absent: None.

City Staff: Diana Wang, Clerk to the Parking Place Commission  
Dave Bockhaus, Secretary to the Parking Place Commission  
Alex Henry, Public Works Program Manager  
Karen Chang, Finance Director

AGENDA REVIEW: No changes.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

- 1. Approval of the Meeting Minutes of the Parking Place Commission for March 11, 2025.**

**Motion Commissioner Monzon / Second Chair Abarca** — to approve the March 11, 2025 meeting minutes as submitted. Approved by voice vote (2-0-0).

ADMINISTRATIVE ITEMS: None.

ITEMS FROM THE COMMISSION:

- **Parking Place Commission Reform Report (Vice Chair Chan)**
  - Dave Bockhaus, Public Works Deputy Director, stated that over the next month, the bullet points will be formalized into a memo, which will be reviewed and endorsed by the Parking Place Commission before being submitted to City Council.

- Commission Monzon suggested moving this item to the next meeting to further discuss before the report is finalized.

#### ITEMS FROM THE STAFF:

##### **1. Parking District Expenditures and Balances as of 7/1/24-3/31/25**

- Dave Bockhaus, Public Works Deputy Director mentioned that parking fund revenues have been insufficient to cover expenditures for this year. This is due in part to the transfer of downtown cleaning staff into the parking fund and increased operational costs. Once the budget is finalized in the coming months, parking rates will be increased to address these financial shortfalls.
- Chair Abarca inquired about the reasoning for charging downtown district employee wages to the parking district fund. Dave Bockhaus, Public Works Deputy Director explained that the employees are part-time and service the downtown area, which is within the parking district. Alex Henry, Public Works Program Manager added that these employees are part of the Clean Team responsible for maintaining the downtown corridor, including servicing Big Belly bins, addressing illegal dumping, and operating the mini sweeper.
- Dave Bockhaus, Public Works Deputy Director discussed the intention to transition away from physical parking permits toward a digital permit system. He noted that physical permits are more costly and less efficient. The proposed change would allow LAZ Parking Enforcement to use license plate readers for enforcement, improving efficiency and reducing operational costs through digital integration.
- Commissioner Monzon stated that the parking district fund is intended for maintenance, not profit. In response, Dave Bockhaus, Public Works Deputy Director, clarified that the fund functions as a franchise to support operations. He noted that parking rates can be increased to cover both maintenance costs and potential infrastructure investments. While there is no current progress on the P3 project, once the budget is finalized, additional revenue will be needed to support capital expenses and staff time.
- Chair Abarca inquired about overtime pay for part-time employees working weekends. Alex Henry, Public Works Program Manager, clarified that they are only paid their regular hourly rate unless they exceed 40 hours in a week, at which point overtime applies.
- Vice Chair Chan questioned the \$200,000 in Capital Projects expenditures, recalling it was for downtown restriping and maintenance. Karen Chang, Finance Director, explained that the current active project is the 2023 Surface Seal Project, with appropriations of about \$400,000. Some expenses have been incurred, but allocations are made quarterly. She will review the current negative balance, noting that funds are drawn as costs are not incurred immediately upon appropriation.
- Vice Chair Chan asked how we came up with the assumption of the \$700,000 for parking meter fees, was it last year's actual? Karen Chang, Finance Director, clarified the assumption is from the average over the past few years.
- Vice Chair Chan asked whether there is a need to allocate the budget for advertising and conferences. Dave Bockhaus, Public Works Deputy Director, responded that some employees do attend conferences, and he will review past advertising charges for that budget code.

- Vice Chair Chan also noted the parking fund balance has been steadily declining. Dave Bockhaus, Public Works Deputy Director, explained that rates have not been increased in recent years. He emphasized that the fund is not designed to generate profit and indicated that rate increase recommendations will be brought forward after the budget is finalized.
- Karen Chang, Finance Director, noted a miscalculation in the report; the correct total budget is \$1.1 million, not \$1.3 million. The year-to-date adjusted expenditure budget is approximately \$1.5 million.
- Commissioner Monzon inquired about reports on illegal dumping by residents in alleyways. Alex Henry, Public Works Program Manager confirmed it happens and explained that crews respond to tagged requests and proactively pick up visible dumping.
- Commissioner Monzon asked who pays for dumped items. Alex Henry, Public Works Program Manager explained that South San Francisco Scavengers assesses the city annually. Dave Bockhaus, Public Works Deputy Director explained the city's franchise agreement which includes baseline credit for services; any excess leads to cost adjustments that can influence rate increases for residents.
- Vice Chair Chan noted that the metered parking spaces across from the restaurant at 200 Linden Avenue have been recently reserved and asked how they are reserved and where the revenue goes. Dave Bockhaus, Public Works Deputy Director, explained that reservations are made through the Finance Department at a rate of \$35 per day, and Public Works blocks off the spots 48 hours in advance. He added that he would confirm which account receives the revenue.

## **2. Parking Lot 19 Updates (Alex Henry, Public Works Program Manager)**

- Alex Henry, Public Works Program Manager, provided a parking lot update, noting that infrastructure for the pay station has been installed along with protective bollards and lighting upgrades. Signage is being fabricated, space repainting is still pending, and back-end programming of the pay station is underway. The remaining work is scheduled as progress continues.
- Commissioner Monzon asked whether the handicap spaces in the lot will remain to which Alex Henry, Public Works Program Manager confirmed they will, and a pay station will be adjacent to those spaces. Enforcement hours will be from 8 AM to 6 PM, consistent with other meters, with 2-hour increments. There will be no 24-minute spaces in the lot—only 2–3 such spaces on Linden Ave by the park. Handicap spaces will not require meter payment or time limits for vehicles displaying any type of placard.

## **3. 5-Minute Drop Off/Loading Zones (Dave Bockhaus, Public Works Deputy Director)**

- Dave Bockhaus, Public Works Deputy Director, presented a proposal to implement 5-minute drop-off/loading zones in response to concerns from downtown businesses. Food delivery drivers are experiencing difficulty finding parking, leading to double-parking and ticketing, which has resulted in some services ceasing operations in the area. A pilot program will be launched with one designated 5-minute loading zone to facilitate quick access for deliveries and drop-offs. Chair Abarca asked if the pilot program will include only one spot on Grand Avenue. Dave Bockhaus, Public Works Deputy Director, confirmed

that for now, the pilot will include only one designated spot, located across from City Hall. He also noted that there are currently at least two 24-minute parking spaces on each block of Grand Avenue.

- Commissioner Monzon inquired whether the proposed 5-minute drop-off/loading zone will be free parking and how it will be enforced. Alex Henry, Public Works Program Manager, stated that they plan to implement an occupancy sensor at the designated spot. The sensor will monitor how long a vehicle remains parked. If the time exceeds the allowed limit, parking enforcement will be notified.

#### **4. Upcoming Items**

- Parking Study Update
- Parking Rates Update
- P3 Project Update (ECD)

**Chair Abarca** adjourned the meeting at 5:55 p.m.

Respectfully submitted.

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Dave Bockhaus on behalf of Marissa Garren  
Traffic Safety Commission Secretary

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Dana Abarca  
Parking Place Commission Chairperson