



City of South San Francisco

P.O. Box 711 (City Hall,
400 Grand Avenue)
South San Francisco, CA

Regular Meeting Agenda

Parking Place Commission

Tuesday, October 8, 2019

5:00 PM

Corporation Yard Conference Room
550 North Canal Street, South San Francisco, CA

WELCOME

If this is the first time you have been to a Commission meeting, perhaps you'd like to know a little about our procedure.

Under Oral Communications, at the beginning of the meeting, persons wishing to speak on any subject not on the Agenda will have 3 minutes to discuss their item. The Clerk will read the name and type of application to be heard in the order in which it appears on the Agenda. A staff person will then explain the proposal. The first person allowed to speak will be the applicant, followed by persons in favor of the application. Then persons who oppose the project or who wish to ask questions will have their turn. If you wish to speak, please fill out a card (which is available near the entrance door) and give it, as soon as possible, to the Clerk at the front of the room. When it is your turn, she will announce your name for the record.

When the Commission is not in session, we'll be pleased to answer your questions if you will go to the Public Works Department, 550 North Canal Street or telephone (650) 877-8550 or by e-mail at Parking@ssf.net.

Jolene Malfatti, Chairperson

Dana Abarca, Vice Chairperson

Hermes Monzon, Commissioner

Dave Bockhaus, Secretary / Deputy Director of Public Works

Marissa Garren, Clerk / Administrative Assistant II

Please turn off Cellular Phones, Pagers and other electronic equipment.

American with Disabilities Act

Individuals with disabilities who require auxiliary aids or services to attend and participate in this meeting should contact the ADA Coordinator at (650) 829-3800, five working days in advance of the meeting.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the City Clerk's Office located at City Hall. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The address of City Hall is 400 Grand Avenue, South San Francisco, California 94080.

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

ORAL COMMUNICATIONS

APPROVAL OF MEETING MINUTES OF SEPTEMBER 10, 2019

PUBLIC HEARING ITEMS

ADMINISTRATIVE ITEMS

ITEMS FROM STAFF

1. Parking District monthly updates. (Dave Bockhaus, Deputy Director of Public Works & Sarah Henricks, Public Works Management Analyst II)
 - a. Monthly meter and revenue updates
 - b. Adoption of new ordinance establishing Traffic Safety Commission
 - c. Parking hour enforcement discussion with City Council - tentatively scheduled for October 22, 2019

ITEMS FROM COMMISSION

ADJOURNMENT



MINUTES
September 10, 2019
CITY OF SOUTH SAN FRANCISCO
PARKING PLACE COMMISSION

CALL TO ORDER

The meeting was called to order at 5:08 p.m. by Chairperson Malfatti

ROLL CALL

Present:

Jolene Malfatti, Chairperson
Dana Abarca, Vice Chairperson

Absent:

Hermes Monzon, Commissioner

City Staff:

Dave Bockhaus, Commission Secretary
Sarah Henricks, Acting Commission Clerk / Management Analyst II

AGENDA REVIEW

NO CHANGES

ORAL COMMUNICATIONS / PUBLIC COMMENTS

NONE

Al Mosqueda requested to meet with Deputy Director Bockhaus.

APPROVAL OF MEETING MINUTES:

August 13, 2019

Motion – Chair Malfatti / Second Vice Chair Abarca – to approve the minutes as submitted. Approved by voice vote (2-0-1).

ADMINISTRATIVE ITEMS

ITEMS FROM STAFF

1. Parking District monthly updates. (Dave Bockhaus, Deputy Director of Public Works / Sarah Henricks, Management Analyst II)
 - a. Monthly meter and revenue updates
 - Management Analyst Henricks presented a report of parking transactions through August 2019 for the downtown parking meters

in the surface lots and Miller Avenue Parking Garage, revenue collected through the ParkMobile app, and parking permit revenue.

- b. Potential expansion of Parking Place Commission roles and responsibilities through creation of new Commission
- Management Analyst Henricks reported that the City Council heard an item at its August 28, 2019 meeting to establish a Traffic Safety Commission, with the goal of providing a venue for community members to voice their concerns to the City about traffic related issues. The ordinance proposes a 5-member Commission, which will consist of the three Parking Place Commissioners and two at-large members. The Council introduced the Ordinance with one minor edit – to limit the stipend earned by the Parking Place Commissioners to \$50 for attendance at a regular meeting of the Parking Place Commission and/or the Traffic Safety Commission. This revision prevents the Parking Place Commissioners from earning \$100 for attending both meetings. The second reading and adoption of the ordinance is scheduled for the September 25, 2019 City Council meeting. The ordinance will take effect 30 days after adoption, upon which the City Clerk’s Office may begin recruitment for the two at-large positions.

ITEMS FROM THE COMMISSION

Commissioner Malfatti adjourned the meeting at 5:16 p.m.

Respectfully submitted,

Dave Bockhaus
Parking Place Commission Secretary

Jolene Malfatti
Parking Place Commission Chairperson

City of South San Francisco
FY2018 - 19 Summary of Parking Transactions

Parking Meters

Transactions	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	August 2019	September 2019
# Meters Reporting Revenue	591	579	579	577	584	581	583	583	583	583	567	555
# Meters Installed/Billable	592	589	588	584	584	584	588	588	588	586	586	612
REVENUE TRANSACTIONS												
# Coin transactions	94,406	82,396	85,295	86,839	82,717	94,894	92,709	92,061	85,222	89,149	89,912	80,268
\$ Coin transactions	\$45,507	\$39,648	\$41,243	\$42,291	\$40,906	\$47,245	\$45,542	\$45,397	\$42,378.85	\$43,653.10	\$44,206.20	\$39,436.10
# Credit card transactions	21,554	18,440	20,206	21,193	20,694	24,256	24,199	24,653	23,327	22,808	23,643	21,879
\$ Credit Card Transactions	\$33,347	\$29,207	\$31,340	\$33,327	\$31,834	\$37,282	\$37,641	\$38,341	\$36,030.70	\$32,962.00	\$33,921.15	\$31,326.20
Cash %	58	58	57	56	56	56	55	54	54	57	57	56
Credit %	42	42	43	44	44	44	45	46	46	43	43	44
Avg # Total / Pole	196	174	182	187	177	205	200	200	186	192	200	168
Avg Cash Trans	\$0.48	\$0.48	\$0.48	\$0.49	\$0.49	\$0.50	\$0.49	\$0.49	\$0.50	\$0.49	\$0.49	\$0.49
Avg Credit Trans	\$1.55	\$1.58	\$1.55	\$1.57	\$1.54	\$1.54	\$1.56	\$1.56	\$1.54	\$1.45	\$1.43	\$1.43

Park Mobile App

Transactions	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	August 2019	September 2019
Average # daily transactions	36.58	37.97	40.97	45.54	46.43	50.48	49.6	50.25	46.4	45.94	49.35	52.9
Total Transactions	1,134	1,139	1,270	1,412	1,300	1,565	1,489	1,558	1,393	1,424	1,530	1,588
\$ Average Mobile Transactions	\$1.67	\$1.63	\$1.77	\$1.69	\$1.82	\$1.75	\$1.94	\$1.90	\$1.83	\$1.64	\$1.70	\$1.64

Monthly Permits

Permits	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	August 2019	September 2019
Surface Lots	197	168	172	214	182	187	189	186	181	181	177	181
Miller Parking Garage	212	192	191	204	197	203	210	194	197	205	197	185