

Agenda for the Regular Meeting of **November 8, 2023**

I. Welcome/Opening

- A. Meeting to be called to order by Chairman Felix Martinez
- B. Roll Call
- C. Public Speaking
- D. Motion to Approve and/or correct minutes of the **October 11, 2023**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$253.91 for the period of September 1, 2023 through October 31, 2023.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$111,713.12 for **November 8, 2023**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business

- A. Introduce 2024 Budget
- B. Review and Accept Audit (years ended Dec. 31, 2022 and 2021)

VI. Adjourn

Please note: Items will be added as warranted prior to scheduled meeting. Any agenda related questions/ inquiries can be forwarded to the Executive Director Carla A. Mazza at cmazza@elizabethparking.org

The Parking Authority of the City of Elizabeth

The regular meeting of the Parking Authority of the City of Elizabeth, New Jersey was held on October 11, 2023 in the Edward S. Sakowicz Administration Building at 233 Commerce Place Elizabeth, NJ 07201. The meeting was called to order at 7:00 PM by Chairman Felix Martinez who announced that the regular meeting is listed in the "Annual Notice" as defined by Chapter 231, P.L. 1975, and that copies of the "Annual Notice" have been mailed and/or delivered to the Newark Star Ledger, the Home News and Tribune and posted and filed in the City Clerk's office in compliance with the terms of the "Open Public Meeting Law" Chapter 231, P.L. 1975 on December 15, 2022.

I. Roll Call:

Present:

Chairman Felix Martinez (via teleconference call)

Vice - Chairman Gisela Bernal – Castro (via teleconference call)

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Matthew D. Rinaldo

Commissioner Alejandra Gallardo

Commissioner Ezzio A. Bustamante-Varea (via teleconference call)

Attendance Roll Call —6 Present

Absent: 1

Commissioner Kelly Taylor

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma (absent 10-11)

In compliance with the terms of the Open Public Meeting Law, Chairman Felix Martinez opened the floor to the members of the public. With no one present to speak, Chairman Felix Martinez closed that portion of the meeting.

II. Motions:

- A. A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Matthew D. Rinaldo to approve and/or correct minutes of the September 13, 2023 meeting. On a roll call vote, motion carried 5 ayes. Chairman Felix Martinez respectfully abstained.

- B. A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Matthew D. Rinaldo to approve the replenishment of Petty Cash. On a roll call vote, motion carried 6 ayes.

- C. A motion was made by Commissioner Ezzio A. Bustamante-Varea and seconded by Commissioner Matthew D. Rinaldo to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

III. Reports:

A. Executive Director Carla A. Mazza Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Vice - Chairman Gisela Bernal – Castro. On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Matthew D. Rinaldo made a motion, seconded by Commissioner Ezzio A. Bustamante-Varea to adjourn the meeting at 7:10 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: November 8, 2023

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TEN MONTH PERIOD ENDED 10/31/23

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 4,235,873	\$ 3,690,833	\$ 545,040	\$ 4,429,000
VIOLATIONS	219,975	250,000	(30,025)	300,000
RENTAL REVENUE	507,852	464,353	43,499	557,224
MISCELLANEOUS REVENUE	45,525	20,833	24,692	25,000
INTEREST INCOME	68,505	10,000	58,505	12,000
TOTAL REVENUE	\$ 5,077,730	\$ 4,436,020	\$ 641,710	\$ 5,323,224
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,948,093	\$ 1,920,228	\$ (27,866)	\$ 2,304,273
INSURANCE	251,779	262,500	10,721	315,000
OFFICE EXPENSES	129,211	95,833	(33,378)	115,000
OUTSIDE SERVICES	126,813	117,833	(8,980)	141,400
ADMINISTRATIVE EXPENSES	65,452	68,333	2,881	82,000
OPERATING EXPENSES	719,429	708,333	(11,096)	850,000
INTEREST/PRINCIPAL ON DEBT	1,613,420	1,613,420	-	1,936,104
TOTAL EXPENSES	\$ 4,854,197	\$ 4,786,481	\$ (67,716)	\$ 5,743,777
PROJECTED INCREASE TO RESERVE	\$ 223,533	\$ (350,461)	\$ 573,994	\$ (420,553)