

Agenda for the Regular Meeting of **December 8, 2021**

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 **November 10, 2021**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$167.00 for the period of October 1, 2021 through November 30, 2021.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$79,684.67 for **December 8, 2021**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business

- A. Award of Contracts for Professional Services 2022
- B. Introduction of 2022 Budget
- C. Late Budget Resolution
- D. Approve the Meeting Calendar 2022 Parking Authority and PACE
- E. Executive Officers 2022
- F. Vacation Carry over resolution

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 November 10, 2021 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 10, 2020.

I. Roll Call:

Present:

Chairman Felix Martinez

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

Commissioner Matthew D. Rinaldo

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Ezzio A. Bustamante

Commissioner Ana Hernandez (via teleconference call)

Attendance Roll Call —6 Present

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

Absent: 1

Commissioner Kelly Taylor

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 Chairman Felix Martinez and seconded by Commissioner Matthew D. Rinaldo to approve and/or correct minutes of the October 13, 2021 meeting. Commissioner Ana Hernandez respectfully abstained. On a roll call vote, motion carried 5 ayes.
- B. A motion was made by Commissioner Ezzio A. Bustamante and seconded by Commissioner Maritza A. Maseda to approve the replenishment of Petty Cash. On a roll call vote, motion carried 6 ayes.

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

D. Resolution # 16-2021

**Parking Authority of the City of Elizabeth
Elizabeth, Union County, New Jersey 07201**

NOTICE OF QUALIFICATION FOR PROFESSIONAL SERVICES FOR YEAR 2022

WHEREAS, the Board of Commissioners of the Parking Authority of the City of Elizabeth has received the Request For Qualifications from various vendors and;

WHEREAS, after review of all documents submitted by the vendors for Professional Services pursuant to New Jersey Law (P.L. 2004 c. 19 N.J.S.A. 19:44:20.4 et. seq.) by a "Fair and Open" process;

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to qualify the following vendors to perform Professional Services for the Parking Authority of the City of Elizabeth.

Accounting; Services:	David Ciarrocca, CPA, Scotch Plains, NJ
Auditing Services:	Suplee, Clooney & Company, Westfield, NJ
Architecture Engineering Services:	Desman Associates, New York, NY THA Consulting, Inc. New Brunswick, NJ
Bond Counsel	McManimon, Scotland, Bauman, Roseland, NJ
Employment Counsel:	Genova, Burns, LLC, Newark, NJ
Financial Advisor:	Acacia Financial Group, Inc., Marlton, NJ
Insurance Advisor:	Willis of New Jersey, Inc., Short Hills, NJ
Litigation Counsel	La Corte, Bundy, Varady & Kinsella, Union, NJ

A motion was made by Commissioner Matthew D. Rinaldo and seconded by Chairman Felix Martinez. 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 Chairman Felix Martinez and seconded by Commissioner Ezzio A. Bustamante. 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 Vice - Chairman Gisela Bernal – Castro to adjourn the meeting at 7:25 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: December 8, 2021

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ELEVEN MONTH PERIOD ENDED 11/30/21

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 2,773,039	\$ 3,140,500	\$ (367,461)	\$ 3,426,000
VIOLATIONS	162,870	252,083	(89,213)	275,000
RENTAL REVENUE	438,358	435,351	3,007	474,928
MISCELLANEOUS REVENUE	1,926,892	8,250	1,918,642	9,000
INTEREST INCOME	5,476	5,500	(24)	6,000
TOTAL REVENUE	\$ 5,306,635	\$ 3,841,684	\$ 1,464,951	\$ 4,190,928
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,779,195	\$ 1,881,616	\$ 102,421	\$ 2,052,672
INSURANCE	253,739	252,083	(1,656)	275,000
OFFICE EXPENSES	110,797	100,833	(9,964)	110,000
OUTSIDE SERVICES	96,595	149,417	52,822	163,000
ADMINISTRATIVE EXPENSES	79,617	71,500	(8,117)	78,000
OPERATING EXPENSES	484,684	674,546	189,862	735,868
INTEREST/PRINCIPAL ON DEBT	705,232	705,232	-	769,344
TOTAL EXPENSES	\$ 3,509,859	\$ 3,835,227	\$ 325,368	\$ 4,183,884
PROJECTED INCREASE TO RESERVE	\$ 1,796,776	\$ 6,457	\$ 1,790,319	\$ 7,044