

Agenda for the Regular Meeting of **August 9, 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 **June 14, 2023**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$510.59 for the period of May 1, 2023 through July 31, 2023.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$314,364.18 for **August 9, 2023**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business

- A. Personnel matters

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 June 14, 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

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Matthew D. Rinaldo

Commissioner Alejandra Gallardo

Commissioner Ezzio A. Bustamante-Varea

Commissioner Kelly Taylor

Attendance Roll Call —6 Present

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

Absent: 1

Vice - Chairman Gisela Bernal – Castro

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 May 10, 2023 meeting. Commissioner Kelly Taylor respectfully abstained. On a roll call vote, motion carried 5 ayes.
- B. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Kelly Taylor 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 Kelly Taylor to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

D. Resolution # 7-2023 RESOLUTION AWARD OF CONTRACT

June 2023

ELECTRICAL MAINTENANCE SERVICES THE PARKING AUTHORITY OF THE CITY OF ELIZABETH

WHEREAS, The Parking Authority of the City of Elizabeth has determined that it requires Electrical Maintenance services for all the facilities of the Parking Authority of the City of Elizabeth; and

WHEREAS, a request for bids was advertised as specified under N.J.S.A. 40A:11-23(a, b); and

WHEREAS, the Parking Authority received three bids on June 8, 2023 for 24 months contract with an option of a second 24 months when in agreement to do so by both the awarded vendor and the Parking Authority; and

WHEREAS, HBC Electric, Inc, 306 Chestnut Street, NJ 07203 was the lowest responsible and responsive bidder; and

WHEREAS, the amount of the bid is not to exceed \$274,000.00 for the first 12 months and \$277,000.00 for the second 12 months and

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to award the contract to HBC Electric, Inc. and authorizes the Executive Director to execute all necessary agreements.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Kelly Taylor . On a roll call vote, motion carried 6 ayes.

**E. Resolution # 8-2023 RESOLUTION AWARD OF CONTRACT
Competitive Contract Bidding**

**DATA PROCESSING SERVICES FOR FACILITIES OF
THE PARKING AUTHORITY OF THE CITY OF ELIZABETH**

2023-2030

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for data processing services; and

WHEREAS, N.J.S.A. 40A:11-4.1(b) (3) et. seq. allows for such services to be bid as competitive contracting and N.J.S.A. 40A:11-15 (5) allows the term of the contract of not more than 7 years; and

WHEREAS, the governing body passed a resolution according to N.J.S.A. 40A:11-4.3 authorizing the use of competitive contracting for specialized goods or services enumerated in section 1 of P.L.1999,c.440 (C.40A11-4.1) as desired to be contracted; and

WHEREAS, the Parking Authority has complied with N.J.S.A. 40A:11-4.4 and with N.J.S.A.

40A:11-4.5 which requires a weighted evaluation of the submitted proposals and a recommendation for an award of contract; and

WHEREAS, the Parking Authority received a sole responsible and responsive bid and

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth authorizes the award of contract to Electro-America 2187 Morris Avenue Union, New Jersey for a term not to exceed seven years and directs the Executive Director to negotiate and execute the contracts at the terms submitted in the proposal.

A motion was made by Commissioner Kelly Taylor and seconded by Commissioner Matthew D. Rinaldo. 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 Maritza A. Maseda . On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business —There being no further business Commissioner Kelly Taylor made a motion, seconded by Commissioner Maritza A. Maseda to adjourn the meeting at 7:15 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: August 9, 2023

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE SIX MONTH PERIOD ENDED 6/30/23

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 2,443,616	\$ 2,214,500	\$ 229,116	\$ 4,429,000
VIOLATIONS	124,940	150,000	(25,060)	300,000
RENTAL REVENUE	317,277	278,612	38,665	557,224
MISCELLANEOUS REVENUE	36,541	12,500	24,041	25,000
INTEREST INCOME	32,031	6,000	26,031	12,000
TOTAL REVENUE	\$ 2,954,405	\$ 2,661,612	\$ 292,793	\$ 5,323,224
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,144,289	\$ 1,152,137	\$ 7,848	\$ 2,304,273
INSURANCE	151,049	157,500	6,451	315,000
OFFICE EXPENSES	80,237	57,500	(22,737)	115,000
OUTSIDE SERVICES	70,582	70,700	118	141,400
ADMINISTRATIVE EXPENSES	38,730	41,000	2,270	82,000
OPERATING EXPENSES	455,380	425,000	(30,380)	850,000
INTEREST/PRINCIPAL ON DEBT	968,052	968,052	-	1,936,104
TOTAL EXPENSES	\$ 2,908,319	\$ 2,871,889	\$ (36,431)	\$ 5,743,777
PROJECTED INCREASE TO RESERVE	\$ 46,086	\$ (210,277)	\$ 256,363	\$ (420,553)

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE SEVEN MONTH PERIOD ENDED 7/31/23

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 2,888,992	2,583,583	\$ 305,409	\$ 4,429,000
VIOLATIONS	147,940	175,000	(27,060)	300,000
RENTAL REVENUE	357,896	325,047	32,849	557,224
MISCELLANEOUS REVENUE	36,999	14,583	22,416	25,000
INTEREST INCOME	38,813	7,000	31,813	12,000
TOTAL REVENUE	\$ 3,470,640	\$ 3,105,214	\$ 365,426	\$ 5,323,224
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,333,652	\$ 1,344,159	\$ 10,507	\$ 2,304,273
INSURANCE	176,232	183,750	7,518	315,000
OFFICE EXPENSES	93,331	67,083	(26,248)	115,000
OUTSIDE SERVICES	80,059	82,483	2,424	141,400
ADMINISTRATIVE EXPENSES	45,291	47,833	2,542	82,000
OPERATING EXPENSES	538,922	495,833	(43,089)	850,000
INTEREST/PRINCIPAL ON DEBT	1,129,394	1,129,394	-	1,936,104
TOTAL EXPENSES	\$ 3,396,881	\$ 3,350,537	\$ (46,344)	\$ 5,743,777
PROJECTED INCREASE TO RESERVE	\$ 73,759	\$ (245,323)	\$ 319,082	\$ (420,553)