

Agenda for the Regular Meeting of **October 9, 2024**

I. Welcome/Opening

- A. Meeting to be called to order by Chairman Gisela Bernal – Castro
- B. Roll Call
- C. Public Speaking
- D. Motion to Approve and/or correct minutes of the **September 11, 2024**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$248.75 for the period of August 1, 2024 through September 30, 2024.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$91,251.27 for **October 9, 2024**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business

- A. Review and Accept Audit (years ended Dec. 31, 2023 and 2022)
- B. Introduce 2025 Budget

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 September 11, 2024 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 Gisela Bernal – Castro 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 14, 2023.

I. Roll Call:

Present:

Chairman Gisela Bernal – Castro

Vice - Chairman Ezzio A. Bustamante-Varea

Commissioner Matthew D. Rinaldo

Commissioner John F. Bernal (via teleconference call)

Commissioner Kelly Taylor

Commissioner George Hernandez

Attendance Roll Call —6 Present

Absent: 1

Commissioner Maritza A. Maseda

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

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

II. Motions:

- A. A motion was made by Commissioner Kelly Taylor and seconded by Commissioner Matthew D. Rinaldo to approve and/or correct minutes of the August 14, 2024 meeting. On a roll call vote, motion carried 4 ayes. Commissioner George Hernandez and Vice - Chairman Ezzio A. Bustamante-Varea respectfully abstained.

- 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 Vice - Chairman Ezzio A. Bustamante-Varea and seconded by Chairman Gisela Bernal – Castro to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

D. Resolution # 7-2024

THE PARKING AUTHORITY OF THE CITY OF ELIZABETH

**RESOLUTION AUTHORIZING
GOODS AND SERVICES 2024**

**PURCHASE OF MULTI-SPACE METERS
USING SOURCEWELL PURCHASING COOPERATIVE**

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for the purchasing of Multi-Space Meters using Sourcewell a national purchasing cooperative program; and

WHEREAS, Sourcewell purchases comply with N.J.S.A. 52:34-6.2; and

WHEREAS, the Parking Authority has received a grant through the Urban Enterprise Zone to purchase the Multi-Space Meters; and

WHEREAS, T2 Systems, a Verra Mobility Company, located at 8900 Keystone Crossing, Indianapolis, Indiana, is the lowest responsible and responsive bidder from Sourcewell; and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Parking Authority of the City of Elizabeth authorize the award of the contract to T2 Systems for the purchase of 105 Luke II Multi-Space Meters including freight, installation, and training in an amount not to exceed \$939,961.28.

A motion was made by Chairman Gisela Bernal – Castro and seconded by Ezzio A. Bustamante-Varea. 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 Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Chairman Gisela Bernal – Castro made a motion, seconded by Commissioner Kelly Taylor to adjourn the meeting at 7:20 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: October 9, 2024

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE NINE MONTH PERIOD ENDED 9/30/24

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 4,112,764	\$ 3,841,500	\$ 271,264	\$ 5,122,000
VIOLATIONS	195,657	225,000	(29,343)	300,000
RENTAL REVENUE	489,375	458,832	30,543	611,776
MISCELLANEOUS REVENUE	1,013,924	18,750	995,174	25,000
INTEREST INCOME	108,183	60,000	48,183	80,000
TOTAL REVENUE	\$ 5,919,903	\$ 4,604,082	\$ 1,315,821	\$ 6,138,776
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,881,794	\$ 1,835,734	\$ (46,060)	\$ 2,447,645
INSURANCE	254,412	247,500	(6,912)	330,000
OFFICE EXPENSES	122,318	121,500	(818)	162,000
OUTSIDE SERVICES	114,945	120,525	5,580	160,700
ADMINISTRATIVE EXPENSES	64,099	69,000	4,901	92,000
OPERATING EXPENSES	833,917	795,000	(38,917)	1,060,000
INTEREST/PRINCIPAL ON DEBT	1,369,081	1,369,081	-	1,825,441
TOTAL EXPENSES	\$ 4,640,566	\$ 4,558,340	\$ (82,226)	\$ 6,077,786
PROJECTED INCREASE TO RESERVE	\$ 1,279,337	\$ 45,743	\$ 1,233,595	\$ 60,990