

Agenda for the Regular Meeting of October 12, 2022

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 September 14, 2022.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$164.00 for the period of August 1, 2022 through September 30, 2022.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$135,681.65 for October 12, 2022.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business

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 14, 2022 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 9, 2021.

I. Roll Call:

Present:

Chairman Felix Martinez

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

Commissioner Ezzio A. Bustamante (via teleconference call)

Commissioner Kelly Taylor

Commissioner Matthew D. Rinaldo

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Alejandra Gallardo

Attendance Roll Call —7 Present

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

Absent: 0

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 Kelly Taylor to approve and/or correct minutes of the August 10, 2022 meeting. On a roll call vote, motion carried 7 ayes.
- 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 7 ayes.
- C. A motion was made by Chairman Felix Martinez 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 7 ayes.

D. **Resolution # 9-2022** Hire Jhoselyn Torrelino, full-time Administrative Assistant at salary of \$40,000/year effective September 19, 2022.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 7 ayes.

E. **Resolution # 10-2022** Transition Caroline LiVecchi from full-time to part-time (21 hours per week), salary proportionate to 60% of her current employment costs. She will no longer participate in health benefits and pension, effective October 3, 2022.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Matthew D. Rinaldo. On a roll call vote, motion carried 7 ayes.

III. Reports:

A. Executive Director Carla A. Mazza Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Commissioner Kelly Taylor and seconded by Commissioner Matthew D. Rinaldo. On a roll call vote, motion carried 7 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Matthew D. Rinaldo made a motion, seconded by Commissioner Kelly Taylor to adjourn the meeting at 7:30 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: October 12, 2022

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE NINE MONTH PERIOD ENDED 9/30/22

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 3,212,806	\$ 3,384,150	\$ (171,344)	\$ 4,512,200
VIOLATIONS	162,605	180,000	(17,395)	240,000
RENTAL REVENUE	421,641	417,918	3,723	557,224
MISCELLANEOUS REVENUE	45,118	18,750	26,368	25,000
INTEREST INCOME	1,914	9,000	(7,086)	12,000
TOTAL REVENUE	\$ 3,844,084	\$ 4,009,818	\$ (165,734)	\$ 5,346,424
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,612,754	\$ 1,586,474	\$ (26,280)	\$ 2,115,299
INSURANCE	229,879	217,500	(12,379)	290,000
OFFICE EXPENSES	91,378	82,500	(8,878)	110,000
OUTSIDE SERVICES	87,274	117,750	30,476	157,000
ADMINISTRATIVE EXPENSES	54,805	60,000	5,195	80,000
OPERATING EXPENSES	510,857	496,500	(14,357)	662,000
INTEREST/PRINCIPAL ON DEBT	1,404,767	1,404,767	-	1,873,023
TOTAL EXPENSES	\$ 3,991,714	\$ 3,965,492	\$ (26,223)	\$ 5,287,322
PROJECTED INCREASE TO RESERVE	\$ (147,630)	\$ 44,327	\$ (191,957)	\$ 59,102