

## Agenda for the Regular Meeting of **January 8, 2020**

### 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 **December 11, 2019** meeting.

### II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$245.47 for the period of November 1, 2019 through December 31, 2019.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$318,864.88 for **January 8, 2020**.
- D. Carla A. Mazza — Executive Director Reports

### III. Communications

### IV. Old Business

### V. New Business.

### VI. Adjourn

## **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 December 11, 2019 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 13, 2018.**

### **I. Roll Call:**

Present:

Chairman Felix Martinez

Vice - Chairman Gisela Bernal – Castro

Commissioner Maritza A. Maseda

Commissioner Matthew D. Rinaldo

Commissioner Ana Hernandez

Commissioner Ezzio A. Bustamante

Commissioner Kelly Taylor

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 Commissioner Maritza A. Maseda and seconded by Vice - Chairman Gisela Bernal – Castro to approve and/or correct minutes of the November 13, 2019 meeting. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Chairman Felix Martinez 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 Commissioner Kelly Taylor and seconded by Commissioner Ezzio A. Bustamante to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 7 ayes.

*At this time, Our Accountant, Dave Ciarrocca , was on hand to discuss the introduction of our 2020 Budget.*

D. **Resolution #14-2019** Resolution introducing the 2020 Authority Budget to the Department of Community Affairs/ State of New Jersey. ( see attached resolution )

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 #15-2019** Resolution authorizing the Late Submittal of the 2020 Budget to DCA. ( see attached resolution)

A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Matthew D. Rinaldo. On a roll call vote, motion carried 7 ayes.

# 2020 AUTHORITY BUDGET RESOLUTION ELIZABETH PARKING AUTHORITY

FISCAL YEAR: FROM: 1/1/20 TO: 12/31/20

## Resolution # 14-2019

WHEREAS, the Annual Budget and Capital Budget for the Elizabeth Parking Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Elizabeth Parking Authority at its open public meeting of December 11, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,733,064, Total Appropriations, including any Accumulated Deficit if any, of \$4,176,685 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$435,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Elizabeth Parking Authority, at an open public meeting held on December 11, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning, 1/1/20 and ending, 12/31/20 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Elizabeth Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on February 12, 2020.

[Handwritten Signature]  
(Secretary's Signature)

Dec 11, 2019  
(Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
Maritza A. Maseda	X				
Kelly Taylor <i>seconded</i>	X				
Matthew Rinaldo	X				
Felix Martinez <i>moved</i>	X				
Gisela Bernal-Castro	X				
Ezzio Bustamonte Varea	X				
Ana Hernandez	X				

(7)

# THE COMMISSIONERS OF THE ELIZABETH PARKING AUTHORITY

## Resolution # 15-2019

### Authorizing Late Submittal of Budget to DCA

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Whereas, the Parking Authority has introduced the 2020 budget; and

Whereas, there exist various regulations requiring submittal of the budget to DCA by a date certain; and

Whereas, the authority was awaiting the confirmation of the lease of its additional available office space, the Parking Authority failed to provide the budget to DCA in accordance with the required time frame.

NOW THEREFORE, be it resolved by the commissioners of the Elizabeth Parking Authority, County of Union, as follows:

- (1) This resolution shall authorize late submittal of the budget to DCA for the reasons above noted;
- (2) A copy of this resolution shall be provided to DCA upon adoption.

Vote December 11, 2019

	<u>Aye</u>	<u>Absent</u>
Chairman Felix Martinez	X	
Vice – Chairman Gisela Bernal – Castro <i>moved</i>	X	
Commissioner Maritza Maseda	X	
Commissioner Ezzio A. Bustamante	X	
Commissioner Matthew Rinaldo <i>seconded</i>	X	
Commissioner Kelly Taylor	X	
Commissioner Ana Hernandez	X	

(9)

F. **Resolution #16-2019** Resolution approving 2020 MEETING SCHEDULE CALENDAR for Parking Authority and PACE meetings.

A motion was made by Commissioner Ezzio A. Bustamante and seconded by Commissioner Kelly Taylor to approve the 2020 Meeting Schedule Calendar and post said calendar in the Newark Star Ledger, the Home News and Tribune and post/ file in the City Clerk's office and on the Parking Authority website as a public notice. On a roll call vote, motion carried 7 ayes.

G. **Resolution #17-2019** Resolution of Qualification for Professional Services 2020

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

**NOTICE OF QUALIFICATION FOR PROFESSIONAL SERVICES FOR 2020**

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
Financial Advisor:	Acacia Financial Group, Inc., Marlton, NJ
Employment Counsel:	Genova, Burns, LLC, Newark, NJ
Insurance Advisor:	Willis of New Jersey, Inc., Short Hills, NJ

Architecture Engineering Services: Desman Associates, New York, NY  
Timothy Haahs & Associates, Inc.,  
New Brunswick, NJ  
New Wave People, Inc., Hightstown, NJ

Architecture Interior Design: USA Architects, Somerville, NJ

Construction Management Services: Jingoli & Sons, Lawrenceville, NJ

Bond Counsel: McManimon, Scotland & Baumann, LLC, Roseland,  
NJ

A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Matthew D. Rinaldo. On a roll call vote, motion carried 7 ayes.

**H. Resolution # 18-2020 RESOLUTION AUTHORIZING  
GOODS AND SERVICES/ AMANO MCGANN**

**THE PARKING AUTHORITY OF THE CITY OF ELIZABETH**

**RESOLUTION AUTHORIZING  
GOODS AND SERVICES  
MULTIPLE LOTS**

**MAINTENANCE OF THE AMANO MCGANN  
PARKING ACCESS EQUIPMENT AND REVENUE CONTROL**

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for Maintenance of the Amano McGann Parking Access Equipment and Revenue Control System, a propriety system; and

WHEREAS, the bidder has complied with N.J.S.A. 10:5-31 et. seq. And N.J.S.A. 17:27; and

WHEREAS, on Friday, November 15, 2019 the bids were open with a sole responsive bidder; and

WHEREAS, Amano McGann, Inc. located 140 Harrison Avenue, Roseland, NJ 07068, is the lowest responsible and responsive bidder; 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 Amano McGann for 24 months for an amount not to exceed \$176,583.51; apportioned by year 2019 for an amount of \$92,938.69 and for year 2020 for an amount of \$83,644.82.

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

I. A motion was made by Chairman Felix Martinez and seconded by Commissioner Ezzio A. Bustamante to go into closed Executive session to discuss personnel matters. On a roll call vote, motion carried 7 ayes.

J. A motion was made by Commissioner Ezzio A. Bustamante and seconded by Commissioner Kelly Taylor to exit closed Executive session and return to public meeting. On a roll call vote, motion carried 7 ayes.

K. . A motion was made by Commissioner Kelly Taylor and seconded by Commissioner Ezzio A. Bustamante to approve 5 % raises for Non-union Administrative staff and also to approve annual end of the year bonus of \$150.00 to non union staff, matching union staff member's annual bonus. 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 Chairman Felix Martinez and seconded by Vice - Chairman Gisela Bernal – Castro. On a roll call vote, motion carried 7 ayes.

**IV. Old Business**

**V. New Business** — There being no further business Vice - Chairman Gisela Bernal – Castro made a motion, seconded by Commissioner Matthew D. Rinaldo to adjourn the meeting at 8:12 P.M. On a roll call vote, motion carried 7 ayes.

**APPROVED: January 8, 2020**

Felix Martinez  
Chairman

Carla A. Mazza  
Executive Director

**ELIZABETH PARKING AUTHORITY**  
**BUDGET TO ACTUAL FINANCIAL REPORT**  
**FOR THE TWELVE MONTH PERIOD ENDED 12/31/19**

<b>REVENUES</b>	<b>Y-T-D ACTUAL</b>	<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>ANNUAL BUDGET</b>
PARKING FEES	\$ 3,894,211	\$ 4,037,000	\$ (142,789)	\$ 4,037,000
VIOLATIONS	247,800	300,000	(52,200)	300,000
RENTAL REVENUE	382,487	382,064	423	382,064
MISCELLANEOUS REVENUE	6,295	9,000	(2,705)	9,000
INTEREST INCOME	30,825	6,000	24,825	6,000
<b>TOTAL REVENUE</b>	<b>\$ 4,561,618</b>	<b>\$ 4,734,064</b>	<b>\$ (172,446)</b>	<b>\$ 4,734,064</b>
<b>EXPENSES</b>				
SALARIES & EMPLOYEE BENEFITS	\$ 2,238,113	\$ 2,219,960	\$ (18,153)	\$ 2,219,960
INSURANCE	258,894	264,000	5,106	264,000
OFFICE EXPENSES	104,152	120,000	15,848	120,000
OUTSIDE SERVICES	119,789	154,000	34,211	154,000
ADMINISTRATIVE EXPENSES	74,067	74,000	(67)	74,000
OPERATING EXPENSES	949,429	1,177,900	228,471	1,177,900
INTEREST/PRINCIPAL ON DEBT	627,158	627,158	-	627,158
<b>TOTAL EXPENSES</b>	<b>\$ 4,371,602</b>	<b>\$ 4,637,018</b>	<b>\$ 265,416</b>	<b>\$ 4,637,018</b>
<b>PROJECTED INCREASE TO RESERVE</b>	<b>\$ 190,016</b>	<b>\$ 97,046</b>	<b>\$ 92,970</b>	<b>\$ 97,046</b>