

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 9, 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 Kelly Taylor

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Ezzio A. Bustamante

Commissioner Matthew D. Rinaldo

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 Commissioner Kelly Taylor and seconded by Commissioner Maritza A. Maseda to approve and/or correct minutes of the October 12, 2022 meeting. Vice - Chairman Gisela Bernal – Castro, Commissioner Ezzio A. Bustamante and Commissioner Matthew D. Rinaldo respectfully abstained. On a roll call vote, motion carried 4 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 Commissioner Ezzio A. Bustamante and seconded by Commissioner Maritza A. Maseda 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, addressed the Board about the 2023 Parking Authority Budget.

D. **Resolution # 11-2022** Resolution introducing the 2023 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 # 12-2022 Resolution authorizing the Late Submittal of the 2023 Budget to DCA. **(See attached resolution)**

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

Reso # 11-2022

2023 AUTHORITY BUDGET RESOLUTION

Elizabeth Parking Authority

FISCAL YEAR: January 01, 2023 to December 31, 2023

WHEREAS, the Annual Budget for Elizabeth Parking Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 has been presented before the governing body of the Elizabeth Parking Authority at its open public meeting of November 9, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,323,224.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,478,777.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$155,553.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$265,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$265,000.00; and

WHEREAS, the schedule of rents, 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 November 9, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023, 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 Parking 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 January 11, 2023.

cmazza@elizabethparking.org
(Secretary's Signature)

11/9/2022
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Maritza A. Maseda	✓			
Kelly Taylor <i>2nd</i>	✓			
Matthew Rinaldo	✓			
Felix Martinez <i>moved</i>	✓			
Gisela Bernal-Castro	✓			
Ezzio A. Bustamante	✓			
Alejandra Gallardo	✓			

THE COMMISSIONERS OF THE ELIZABETH PARKING AUTHORITY

Resolution # 12-2022

Authorizing Late Submittal of Budget to DCA

Whereas, the Parking Authority has introduced the 2023 budget; and

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

Whereas, because the Parking Authority was awaiting the settlement of the union negotiation and, therefore, 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.

Governing Body Recorded Vote				
Member	Aye	Nay	Abstain	Absent
Maritza A. Maseda	✓			
Kelly Taylor	✓			
Matthew Rinaldo <i>2nd</i>	✓			
Felix Martinez <i>moved</i>	✓			
Gisela Bernal-Castro	✓			
Ezzio A. Bustamante	✓			
Alejandra Gallardo	✓			

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 Kelly Taylor. On a roll call vote, motion carried 7 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Ezzio A. Bustamante 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: December 14, 2022

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ELEVEN MONTH PERIOD ENDED 11/30/22

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 3,943,724	\$ 4,136,183	\$ (192,459)	\$ 4,512,200
VIOLATIONS	198,485	220,000	(21,515)	240,000
RENTAL REVENUE	513,291	510,789	2,502	557,224
MISCELLANEOUS REVENUE	67,602	22,917	44,685	25,000
INTEREST INCOME	8,178	11,000	(2,822)	12,000
TOTAL REVENUE	\$ 4,731,280	\$ 4,900,889	\$ (169,609)	\$ 5,346,424
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,955,897	\$ 1,939,024	\$ (16,873)	\$ 2,115,299
INSURANCE	283,746	265,833	(17,913)	290,000
OFFICE EXPENSES	111,692	100,833	(10,859)	110,000
OUTSIDE SERVICES	118,106	143,917	25,811	157,000
ADMINISTRATIVE EXPENSES	72,890	73,333	443	80,000
OPERATING EXPENSES	612,165	606,833	(5,332)	662,000
INTEREST/PRINCIPAL ON DEBT	1,716,938	1,716,938	-	1,873,023
TOTAL EXPENSES	\$ 4,871,434	\$ 4,846,712	\$ (24,722)	\$ 5,287,322
PROJECTED INCREASE TO RESERVE	\$ (140,154)	\$ 54,177	\$ (194,331)	\$ 59,102