

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 13, 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 Maritza A. Maseda
Commissioner Kelly Taylor (arrived at 7:07 pm)
Commissioner John F. Bernal
Commissioner George Hernandez

Attendance Roll Call —7 Present

Absent: 0

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 Matthew D. Rinaldo and seconded by Vice - Chairman Ezzio A. Bustamante-Varea to approve and/or correct minutes of the October 9, 2024 meeting. On a roll call vote, motion carried 4 ayes Commissioner John F. Bernal and Commissioner George Hernandez respectfully abstained.
- B. A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner John F. Bernal 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 Commissioner Maritza A. Maseda to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

D. Resolution # 10-2024 Resolution adopting the 2025 Authority Budget to the Department of Community Affairs/ State of New Jersey. **(See attached resolution)**

A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner John F. Bernal. On a roll call vote, motion carried 6 ayes.

2025 ADOPTED BUDGET RESOLUTION

Elizabeth Parking Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Elizabeth Parking Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented for adoption before the governing body of the Elizabeth Parking Authority at its open public meeting of November 13, 2024; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$6,491,776.00, Total Appropriations, including any Accumulated Deficit, if any, of \$5,818,054.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$600,000.00 and Total Unrestricted Net Position Utilized of \$600,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Elizabeth Parking Authority at an open public meeting held on November 13, 2024 that the Annual Budget and Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

cmazza@elizabethparking.org
(Secretary's Signature)

11/13/2024
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Maritza A. Maseda	✓			
Kelly Taylor				✓
Matthew Rinaldo	✓			
George Hernandez	✓			
Gisela Bernal-Castro <i>move</i>	✓			
Ezzio A. Bustamante-Varea	✓			
John Bernal <i>2nd</i>	✓			

E. Resolution # 11-2024 Qualify Bid Responses -Professional Services 2025

QUALIFICATION OF PROFESSIONAL SERVICES

Professional Services 2025

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

WHEREAS, the Parking Authority of the City of Elizabeth advertised the contracts 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, and;

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to qualify the following professional services for the 2025 year.

David Ciarrocca, CPA, Scotch Plains, NJ
Accounting Services

Suplee, Clooney & Company, Westfield, NJ
Audit Services

Acacia Financial Group, Inc., Marlton, NJ
Financial Advisory Services

Genova, Burns, Newark, NJ
Employment/ Labor Counsel

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

Willis of New Jersey, Inc., Short Hills, NJ
Insurance Advisory Services

La Corte, Bundy, Varady & Kinsella, Union, NJ
Litigation Counsel

1. Desman Associates, New York, NY
2. THA Consulting, Inc., New Brunswick, NJ
Architectural & Professional Engineering Services

A motion was made by Commissioner Maritza A. Maseda and seconded by Chairman Gisela Bernal – Castro. 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 George Hernandez and seconded by Commissioner Matthew D. Rinaldo. 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 7:15 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: December 11, 2024

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ELEVEN MONTH PERIOD ENDED 11/30/24

REVENUES		Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$	5,015,651	\$ 4,695,167	\$ 320,484	\$ 5,122,000
VIOLATIONS		225,657	275,000	(49,343)	300,000
RENTAL REVENUE		581,617	560,795	20,822	611,776
MISCELLANEOUS REVENUE		1,015,126	22,917	992,209	25,000
INTEREST INCOME		145,458	73,333	72,125	80,000
TOTAL REVENUE	\$	6,983,509	\$ 5,627,211	\$ 1,356,298	\$ 6,138,776
EXPENSES					
SALARIES & EMPLOYEE BENEFITS	\$	2,277,808	\$ 2,243,675	\$ (34,133)	\$ 2,447,645
INSURANCE		310,117	302,500	(7,617)	330,000
OFFICE EXPENSES		162,872	148,500	(14,372)	162,000
OUTSIDE SERVICES		156,591	147,308	(9,283)	160,700
ADMINISTRATIVE EXPENSES		82,472	84,333	1,861	92,000
OPERATING EXPENSES		1,023,466	971,667	(51,799)	1,060,000
INTEREST/PRINCIPAL ON DEBT		1,673,321	1,673,321	-	1,825,441
TOTAL EXPENSES	\$	5,686,647	\$ 5,571,304	\$ (115,343)	\$ 6,077,786
PROJECTED INCREASE TO RESERVE	\$	1,296,862	\$ 55,908	\$ 1,240,955	\$ 60,990