

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 August 9, 2023 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 15, 2022.

I. Roll Call:

Present:

Chairman Felix Martinez

Vice - Chairman Gisela Bernal – Castro

Commissioner Maritza A. Maseda

Commissioner Matthew D. Rinaldo

Commissioner Alejandra Gallardo

Commissioner Ezzio A. Bustamante-Varea (via teleconference call)

Commissioner Kelly Taylor (via teleconference call)

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 Maritza A. Maseda to approve and/or correct minutes of the June 14, 2023 meeting. Vice - Chairman Gisela Bernal – Castro respectfully abstained. On a roll call vote, motion carried 6 ayes.
- B. A motion was made by Commissioner Maritza A. Maseda and seconded by Vice - Chairman Gisela Bernal – Castro to approve the replenishment of Petty Cash. On a roll call vote, motion carried 7 ayes.
- C. A motion was made by Commissioner Matthew D. Rinaldo 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 # 9-2023 Hire Suzanne Botta, full- time Administrative Assistant at a base salary of \$45,000/year with \$5000 health benefit waiver stipend effective August 21,2023. Gross salary to be \$50,000. Consistent with Parking Authority policy, the stipend is perpetual until such time that the employee request coverage.

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

APPROVED: September 13, 2023

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE EIGHT MONTH PERIOD ENDED 8/31/23

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 3,334,686	2,952,667	\$ 382,019	\$ 4,429,000
VIOLATIONS	165,135	200,000	(34,865)	300,000
RENTAL REVENUE	407,644	371,483	36,161	557,224
MISCELLANEOUS REVENUE	37,475	16,667	20,808	25,000
INTEREST INCOME	47,818	8,000	39,818	12,000
TOTAL REVENUE	\$ 3,992,758	\$ 3,548,816	\$ 443,942	\$ 5,323,224
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,518,832	\$ 1,536,182	\$ 17,350	\$ 2,304,273
INSURANCE	201,414	210,000	8,586	315,000
OFFICE EXPENSES	105,229	76,667	(28,562)	115,000
OUTSIDE SERVICES	97,172	94,267	(2,905)	141,400
ADMINISTRATIVE EXPENSES	53,728	54,667	939	82,000
OPERATING EXPENSES	597,148	566,667	(30,481)	850,000
INTEREST/PRINCIPAL ON DEBT	1,290,736	1,290,736	-	1,936,104
TOTAL EXPENSES	\$ 3,864,258	\$ 3,829,185	\$ (35,074)	\$ 5,743,777
PROJECTED INCREASE TO RESERVE	\$ 128,500	\$ (280,369)	\$ 408,868	\$ (420,553)