RESOLUTION RATIFYING THE LIST OF BILLS AND FINANCIAL REPORT FOR FEBRUARY, 2012

Resolution No.

Approved as to form and
Legality on basis of Facts

Eric Bernstein, Esq.

Factual Contents Certified

by _____
Budget Authorization Certified

Resolution No. 03-2012-11

WHEREAS, the Executive Director did receive and review the attached List of Bills and Financial Report for the Month of February, 2012; and

WHEREAS, the Board of Commissioners did not have a Regular meeting during the month of February, 2012, however, said Board did electronically approve the List of Bills for February, 2012; and

WHEREAS, the Executive Director is recommending that the List of Bills and Financial Report be approved; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Parking Authority of the City of Newark, that the List of Bills and Financial Report for February, 2012 is hereby ratified and approved for payment.

Commissioner Seconded the Motion
X - Indicates Vote AB – Absent NV – Not Voting
Board of Commissioners Vote of Final Passage

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young	✓				DeAndre Rudolph	✓			
Raquel Cagley	✓								
A Dean Rawls					Hubert Graham	✓			

I hereby certify that the above Resolution No._____ was accepted at a Commissioners meeting of the Parking Authority of the City of Newark on March 22, 2012.

By: _____
LeVAR YOUNG
Chairperson, Newark Parking Authority

(SEAL)
ATTEST:

WITNESS:

_____

RESOLUTION RATIFYING THE LIST OF BILLS FOR ~~FEBRUARY~~ March, 2012

Resolution No.

Approved as to form and
Legality on basis of Facts

Eric Bernstein, Esq.

Factual Contents Certified

by _____
Budget Authorization Certified

Resolution No. 03-2012-12

WHEREAS, the Executive Director did receive and review the attached List of Bills for the Month of ~~February~~ March, 2012; and

WHEREAS, the Board of Commissioners did not have a Regular meeting during the month of February, 2012, however, said Board did approve the list of Bills for ~~February~~ March, 2012; and

WHEREAS, the Executive Director is recommending that the List of Bills be approved; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Parking Authority of the City of Newark, that the List of Bills for ~~February~~ March, 2012 is hereby ratified and approved for payment.

Commissioner _____ Seconded the Motion
X - Indicates Vote AB – Absent NV – Not Voting
Board of Commissioners Vote of Final Passage

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young	✓				DeAndre Rudolph	✓			
Raquel Cagley	✓								
A Dean Rawls					Hubert Graham	✓			

I hereby certify that the above Resolution No._____ was accepted at a Commissioners meeting of the Parking Authority of the City of Newark on March 22, 2012.

By: _____
LeVAR YOUNG
Chairperson, Newark Parking Authority

(SEAL)
ATTEST:

WITNESS:

_____

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR AUDITING SERVICES

Approved as to form and
Legality on basis of Facts

ERIC M. BERNSTEIN, ESQ.

Factual Contents Certified to by

MANAGER OF FISCAL OPERATIONS

RESOLUTION NO: 03-2012- 19

WHEREAS, the Board of Commissioners has previously determined that there is an ongoing need to engage the services of an Auditor to provide annual auditing services as required by the State of New Jersey, assist in preparation and review of the Authority's annual budget, audits, debt statements, official statements and all other documents relating to the issuance of bonds, as well as all other financial matters pertaining to municipal government and perform other specific auditing services as agreed to by the Authority or its General Counsel; and,

WHEREAS, the Authority at an earlier time did enter into a Contract with Withum Smith & Brown for one (1) year, which contract expires on or about March 23, 2012; and,

WHEREAS, the Contract stated that the term shall be for the period of one (1) year commencing on the date hereof and shall not automatically renew, except for the fact that the Auditor shall continue to represent the Authority in any and all matters assigned until a successor is appointed and in accordance with the Local Public Contracts Law, N.J.S.A. 40:11A-15(41), et seq.; and

WHEREAS, the Board deems that the Services are still required due to the annual budgeting, reporting and auditing obligations of the Authority under state and/or federal law, including, but not limited to the Local Fiscal Management Law and other laws; and,

WHEREAS, as a result of recent significant changes and added requirements to the annual budgeting, reporting and auditing obligations of the Authority which were enacted by the Legislature and/or the Governor of the State of New Jersey to assist local government to

manage financial obligations, there is a need to retain the Auditor's expertise in order to meet financial and reporting obligations which are due in April 2012 as a matter of law and which are critical and essential to the needs of the Authority; and,

WHEREAS, the Manager of Fiscal Operations of the Authority has attested to the availability of funds within the fiscal year budget to support the entering into of the contract:

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newark Parking Authority that the Executive Director for the Authority be and is hereby authorized to extend the contract with the firm of Withum Smith & Brown, for a term of one year commencing February 23, 2012 and ending January 30, 2013, under the terms and conditions set forth in the Contract for Services attached hereto and made a part hereof.

Commissioner Seconded the Motion

X - Indicates Vote AB – Absent NV – Not Voting

Board of Commissioners Vote of Final Passage

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR AUDITING SERVICES

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young, Chairman	✓				DeAndre Rudolph	✓			
Raquel Cagley	✓								
A. Dean Rawls									
Hubert Graham	✓								

CERTIFICATION

I, LEVAR YOUNG, Chairman of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR AUDITING SERVICES" (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on February 23, 2012 in accordance with the Open Public Meetings Act, *N.J.S.A.* 10:4-6 *et seq.*, as amended and supplemented, at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the

Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 23rd day of February 2012.

PARKING AUTHORITY OF THE [SEAL]

CITY OF NEWARK

LEVAR YOUNG,

Chairman

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE PURCHASE OF TWO VEHICLES

Approved as to form and
Legality on basis of Facts

Phil P. George, Esq.
Office of General Counsel

Factual Contents Certified
to by _____
Budget Authorization Certified

RESOLUTION NO.: 03-2012 14

WHEREAS, pursuant to the Authority's duties and responsibilities under N.J.S.A. 40:11A-1 et seq., entitled the Parking Authority Act and the Interlocal Agreement with the City of Newark, it's Board of Commissioners deems it necessary and appropriate to acquire additional vehicles for use by our parking enforcement officers, meter collectors and other agency employees; and

WHEREAS, the Board has examined the supporting documentation submitted and deems said vehicles to be satisfactory for the daily operational needs of the Authority in the performance and discharge of the staff employee duties; and

WHEREAS, the Executive Director represents and agrees that said vehicles will be utilized solely for the aforesaid purposes and will be available to designated staff members of the Authority;

WHEREAS, the subject vehicle is available for purchase through the State Contract, in compliance with N.J.S.A. 40:11A-1 et seq, Local Public Contract Law; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Parking Authority of the City of Newark that the Executive Director is authorized to purchase two vehicles under State Contract in an amount not to exceed $30,000.00, together with the cost of licenses, registration and fees.

Commissioner _____ Seconded the Motion _____

X - Indicates Vote AB – Absent NV – Not Voting
Board of Commissioners Vote of Final Passage

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young	✓				DeAndre Rudolph	✓			
Hubert Graham	✓				Raquel Cagley	✓			
A Dean Rawls									

I hereby certify that the above vehicle purchase resolution was accepted at a Commissioners meeting of the Parking Authority of the City of Newark on March 22, 2012.

By: _____
LeVAR YOUNG
Chairperson, Newark Parking Authority

(SEAL)

ATTEST: WITNESS: _____

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR PARKING CONSULTANT

Approved as to form and
Legality on basis of Facts

ERIC M. BERNSTEIN, ESQ.

Factual Contents Certified to by

MANAGER OF FISCAL OPERATIONS

RESOLUTION NO: 03-2012-15

WHEREAS, the Board did determine that there was a need to engage the services of a Parking Consultant, who under the express supervision and direction of the Executive Director, would:

- Provide the Authority with recommendations and guidance as to best practices for improvement and changes to municipal on-street and off-street parking management operations and enforcement;
- Create organizational and administrative structure recommendations;
- Help to develop a Capital Budget for Parking Projects;
- Review and Recommend hours of operation;
- Inspect Meter Repair Facilities and Equipment;
- Recommend purchase of Meter Equipment & Supplies as required;
- Analyze Existing Parking Enforcement Zones & recommend adjustments as required;
- Analyze Existing Off-Street Parking Lot Utilization and User Mix, Adjust Off-Street Permit Parking User Ratio, as required;
- Make Recommendations for Modifications of On-Street Meter Time Limits, as required;
- Make Recommendations for On-Street Permit parking Zones, if required;
- Analyze Parking Rates for On-Street Meters and Off—Street Meters, and Review City ordinances regulating Parking;
- Assist in the Development of a Parking Strategic plan; and,
- Perform other specific parking consulting services as agreed to by the Authority and the Parking Consultant; and,

WHEREAS, the aforesaid engagement is for professional services and is permitted for a term of up to one (1) year under the Local Public Contract Law, N.J.S.A. 40:11A-15(41), et seq.; and

WHEREAS, the Authority at an earlier time did enter into a Contract with Bier Associates, LLC, which contract expires on or about March 31, 2012 and until said Parking Consultant's successor is appointed; and

WHEREAS, the Board deems that the Services are still required due to the current critical status of negotiations and planning which were commenced during the aforesaid term of the Parking Consultant, but that there is insufficient time to complete the process of

public bidding to award a new contract, and therefore there is a need for the vendor's expertise, which is critical and essential to the needs of the Authority; and,

WHEREAS, the said contract for Parking Consultant Services was capped at a maximum amount of $40,000.00 for the said term expiring on or about March 31, 2012, which amount will be exceeded during this extension period by an amount not to exceed $25,000.00; and,

WHEREAS, the Manager of Fiscal Operations of the Authority has attested to the availability of funds within the fiscal year budget to support the entering into of the contract:

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newark Parking Authority that the Executive Director for the Authority be and is hereby authorized to extend the contract with the firm of Bier Associates, LLC., for a term of six (6) months commencing April 1, 2012 and ending October 31, 2012, under the terms and conditions set forth in the Contract for Services currently in effect therefor; and

BE IT FURTHER RESOLVED, that the professional services provided hereto are deemed to be Extraordinary, Unspecifiable Services.

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR PARKING CONSULTANT

Motion Commissioner _____ Seconded _____

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young, Chairman	✓				DeAndre Rudolph		✓		
Raquel Cagley	✓								
A. Dean Rawls	✓								
Hubert Graham	✓								

CERTIFICATION

I, LEVAR YOUNG, Chairman of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR PARKING CONSULTANT" (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on February 23, 2012 in accordance with the Open Public Meetings Act, *N.J.S.A.* 10:4-6 *et seq.*, as amended and supplemented, at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 23rd day of February 2012.

[SEAL]

PARKING AUTHORITY OF THE
CITY OF NEWARK

LEVAR YOUNG,
Chairman

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF PARKING ENFORCEMENT

Approved as to form and Legality on basis of Facts

Eric Bernstein, Esq. PC
General Counsel

Factual Contents Certified to by

ES Bowers

RESOLUTION NO.: 03-2012-14

WHEREAS, the Executive Director has recommended to the Commissioners of the Parking Authority of the City of Newark that the mission of the Parking Authority to provide parking enforcement in the City of Newark would be better supervised by creating a position of Supervisor of Parking Enforcement in accordance with the attached job description to provide a supervisory level above Parking Enforcement Officer, reporting to the Director of Operations; and,

WHEREAS, the Executive Director has also recommended to the Commissioners of the Parking Authority of the City of Newark that such a position would provide direct intermediate supervision of staff during the week and on weekends and a promotional opportunity; and,

WHEREAS, the Executive Director has recommended to the Commissioners of the Parking Authority of the City of Newark that stipend as and for additional wages in the amount of $5,000.00 annually for the position of Supervisor of Parking Enforcement should to be added to the base salary of the employee or employees promoted to the position of Supervisor of Parking Enforcement, in the event that the position is filled by promotion, or added to the base starting salary of Parking Enforcement Officer if the position is filled by a new hire:

NOW, THEREFORE, BE IT RESOLVED by the Parking Authority of the City of Newark that the position of Supervisor of Parking Enforcement is hereby created

effective on March 1, 2012, which position shall report to the Director of Operations; and,

IT IS FURTHER RESOLVED that the position of Supervisor of Parking Enforcement shall carry a stipend as and for additional wages in the amount of $5,000.00 annually for the position of Supervisor of Parking Enforcement should to be added to the base salary of the employee or employees promoted to the position of Supervisor of Parking Enforcement, in the event that the position is filled by promotion, or added to the base starting salary of Parking Enforcement Officer if the position is filled by a new hire; and, it is

FURTHER RESOLVED by the Parking Authority of the City of Newark that the attached job description of the position of Supervisor of Parking Enforcement is hereby adopted.

Seconded the Motion

Commissioner

X - Indicates Vote AB – Absent NV – Not Voting

Board of Commissioners Vote of Final Passage

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF PARKING ENFORCEMENT

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young, Chairman	✓				DeAndre Rudolph	✓			
Raquel Cagley	✓								
A. Dean Rawls	✓								
Hubert Graham	✓								

CERTIFICATION

I, LEVAR YOUNG, Chairman of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF PARKING ENFORCEMENT" (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on February 23, 2012 in accordance with the Open Public Meetings Act, *N.J.S.A.* 10:4-6 *et seq.*, as amended and supplemented, at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 22nd day of March, 2012.

[SEAL]

PARKING AUTHORITY OF THE
CITY OF NEWARK

LEVAR YOUNG,
Chairman

Supervisor – Parking Enforcement

Summary

Assists in the management of employees engaged in the patrol of designated areas who issue summonses to motor vehicles in order to enforce State, county or municipal statutes, resolutions, ordinances or regulations related to the parking of motor vehicles within the municipality.

Responsibilities

-Assist in the training and evaluation of employee performance. Can review and approve employee time schedule and time worked.

-Provides the Manager of On-street Parking with correspondence, internal/external, regarding parking enforcement activities. Responds to requests for information and assistance from PEO's and public regarding parking enforcement activities.

-Assists in the coordination of the daily activities associated with PEO's activity.

-Investigates and recommends the towing of illegally parked vehicles.

-Assists in the maintenance of all hand held ticket issuing computers and associated PATS equipment in good working order and condition.

-Report any conditions to the Executive Director, Director of Administration, Manager of On-Street Operations and Manager – Meter Operations that possess a threat to the safety, health and welfare of NPA staff and the public.

-Perform any additional duties that may be requested by the Manager, Director or Executive Director.

Education, Knowledge and Training

-High school diploma or equivalent required.

-Valid New Jersey driver's license and sound driving record.

-New Jersey resident.

-Ability to read, write and speak the English language well and intelligently.

-Ability to have frequent contact with persons inside and outside NPA, requiring decision making skills, resourcefulness, tact and a thorough knowledge of ordinances, Authority rules/regulations, policies, practices and procedures.

-Be of sound min, in good health and good moral character.

Experience

Minimum of two year's experience with an enforcement agency or experience as a Parking Enforcement officer. Consistently exceeds production statistics while serving in Parking Enforcement Officer capacity.

Supervisor – Parking Enforcement

Summary

Assists in the management of employees engaged in the patrol of designated areas who issue summonses to motor vehicles in order to enforce State, county or municipal statutes, resolutions, ordinances or regulations related to the parking of motor vehicles within the municipality.

Responsibilities

-Assist in the training and evaluation of employee performance. Can review and approve employee time schedule and time worked.

-Provides the Manager of On-street Parking with correspondence, internal/external, regarding parking enforcement activities. Responds to requests for information and assistance from PEO's and public regarding parking enforcement activities.

-Assists in the coordination of the daily activities associated with PEO's activity.

-Investigates and recommends the towing of illegally parked vehicles.

-Assists in the maintenance of all hand held ticket issuing computers and associated PATS equipment in good working order and condition.

-Report any conditions to the Executive Director, Director of Administration, Manager of On-Street Operations and Manager – Meter Operations that possess a threat to the safety, health and welfare of NPA staff and the public.

-Perform any additional duties that may be requested by the Manager, Director or Executive Director.

Education, Knowledge and Training

-High school diploma or equivalent required.

-Valid New Jersey driver's license and sound driving record.

-New Jersey resident.

-Ability to read, write and speak the English language well and intelligently.

-Ability to have frequent contact with persons inside and outside NPA, requiring decision making skills, resourcefulness, tact and a thorough knowledge of ordinances, Authority rules/regulations, policies, practices and procedures.

-Be of sound min, in good health and good moral character.

Experience

Minimum of two year's experience with an enforcement agency or experience as a Parking Enforcement officer. Consistently exceeds production statistics while serving in Parking Enforcement Officer capacity.

NEWARK PARKING AUTHORITY 50 Park Place · Suite 919 · Newark, New Jersey · 07102 · 973.623.6335 · 973.623.2854 (fax)
ERNEST R. BOOKER
Executive Director

February 10, 2012

RE: SUPERVISOR OF PARKING ENFORCEMENT (Provisional)

I hereby accept the assignment to the duties of the position checked above which has been offered to me following an application and interview process.

I understand that, due to the schedule of meetings of the Board of Commissioners of the Parking Authority of the City of Newark, a resolution creating the position checked above and authorizing the payment of the stipend over my base pay for the position cannot be presented until the March 22, 2012 meeting. I also understand that when the position is authorized and the stipend over my base pay for the position is authorized, I will receive retroactive pay effective to the date of this acceptance.

Signed: _____

Witness: _____

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF METER OPERATIONS/MAINTENANCE

Approved as to form and
Legality on basis of Facts

Phil G. George, Esq.
Office ofGeneral Counsel

Factual Contents Certified
to by
ES Bowers

RESOLUTION NO.: 03-2012-17

WHEREAS, the Executive Director has recommended to the Commissioners of the Parking Authority of the City of Newark that the mission of the Parking Authority to provide safe, adequate and cost effective parking in the City of Newark would be better supervised by creating a position of Supervisor of Meter Operations/Maintenance in accordance with the attached job description to provide a supervisory level above Parking Enforcement Officer, reporting to the Manager of Meter Operations; and,

WHEREAS, the Executive Director has also recommended to the Commissioners of the Parking Authority of the City of Newark that such a position would provide direct intermediate supervision of staff during the week and on weekends and a promotional opportunity; and,

WHEREAS, the Executive Director has recommended to the Commissioners of the Parking Authority of the City of Newark that a stipend as and for additional wages in the amount of $5,000.00 annually for the position of Supervisor of Meter Operations/Maintenance should to be added to the base salary of the employee or employees promoted to the position of Supervisor of Meter Operations/Maintenance, in the event that the position is filled by promotion, or added to the base starting salary of Meter Operations/Maintenance Officer if the position is filled by a new hire:

NOW, THEREFORE, BE IT RESOLVED by the Parking Authority of the City of Newark that the position of Supervisor of Meter Operations/Maintenance is hereby

created effective on March 1, 2012, which position shall report to the Director of Operations; and,

IT IS FURTHER RESOLVED that the position of Supervisor of Meter Operations/Maintenance shall carry a stipend as and for additional wages in the amount of $5,000.00 annually for the position of Supervisor of Meter Operations/Maintenance should to be added to the base salary of the employee or employees promoted to the position of Supervisor of Meter Operations/Maintenance, in the event that the position is filled by promotion, or added to the base starting salary of Meter Operations/Maintenance Officer if the position is filled by a new hire; and, it is

FURTHER RESOLVED by the Parking Authority of the City of Newark that the attached job description of the position of Supervisor of Meter Operations/Maintenance is hereby adopted.

Seconded the Motion

Commissioner

X - Indicates Vote AB – Absent NV – Not Voting

Board of Commissioners Vote of Final Passage

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF PARKING ENFORCEMENT

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young, Chairman	✓				DeAndre Rudolph	✓			
Raquel Cagley	✓								
A. Dean Rawls	✓								
Hubert Graham	✓								

CERTIFICATION

I, LEVAR YOUNG, Chairman of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF PARKING ENFORCEMENT" (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on February 23, 2012 in accordance with the Open Public Meetings Act, *N.J.S.A.* 10:4-6 *et seq.*, as amended and supplemented, at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 23rd day of February, 2012.

[SEAL]

PARKING AUTHORITY OF THE
CITY OF NEWARK

LEVAR YOUNG,
Chairman

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE REQUEST FOR PROPOSALS FOR CREDIT CARD PROCESSING SYSTEM #03-2012-18

Approved as to form and
Legality on basis of Facts

Phil G. George, Esq.
Office of General Counsel

Factual Contents Certified
to by

Manager of Fiscal Operations

WHEREAS, the Board of Commissioners of the Parking Authority of the City of Newark has opted to award a contract for services under a fair and open Process, as defined in N.J.S.A. 19:44A-20.7; and

WHEREAS, the Board of Commissioners of the Parking Authority of the City of Newark have determined that there is a need to obtain bids from the banking and credit services field for the provision of credit card processing services for the processing of parking fees and other related customer services:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Parking Authority of the City of Newark, that the Executive Director for the Authority be and is hereby authorized to advertise a Request for Proposals under the Fair and Open Process a and to prepare and provide criteria seeking credit car processing system services.

Commmissioner Seconded the Motion

X - Indicates Vote AB – Absent NV – Not Voting

Board of Commissioners Vote of Final Passage

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING ADVERTISING RFP FOR PAY BY PHONE SYSTEM AND RELATED SERVICES

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young, Chairman	✓				DeAndre Rudolph	✓			
Raquel Cagley	✓								
A. Dean Rawls	✓								
Hubert Graham	✓								

CERTIFICATION

I, LEVAR YOUNG, Chairman of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE REQUEST FOR PROPOSALS FOR CREDIT CARD PROCESSING SYSTEM" (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on March 22, 2012 in accordance with the Open Public Meetings Act, *N.J.S.A.* 10:4-6 *et seq.*, as amended and supplemented,

at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 22nd day of March 2012.

PARKING AUTHORITY OF THE
CITY OF NEWARK

[SEAL]

LEVAR YOUNG
Chairman

NEWARK PARKING AUTHORITY 50 Park Place · Suite 919 · Newark, New Jersey · 07102 · 973.623.6335 · 973.623.2854 (fax)
ERNEST R. BOOKER
Executive Director

February 10, 2012

RE: SUPERVISOR OF PARKING ENFORCEMENT (Provisional)

I hereby accept the assignment to the duties of the position checked above which has been offered to me following an application and interview process.

I understand that, due to the schedule of meetings of the Board of Commissioners of the Parking Authority of the City of Newark, a resolution creating the position checked above and authorizing the payment of the stipend over my base pay for the position cannot be presented until the March 22, 2012 meeting. I also understand that when the position is authorized and the stipend over my base pay for the position is authorized, I will receive retroactive pay effective to the date of this acceptance.

Signed:

Witness:

Supervisor – Meter Operations/Maintenance

Summary

Assist Manager in the management of meter collection and meter maintenance.

Responsibilities

-Assist in the training and evaluation of employee performance of new meter collectors/maintenance employees.

-Assist in the supervision of the installation, collection/maintenance of POM and Parkeon meters.

- In the absence of Manager, reviews and approves time worked and attendance of staff.

-Supervise employees for bank deposits.

-Assists the Manager of Meter Operations/Maintenance in:

Collecting data regarding assessment of revenue potential of various project that will increase NPA revenue;

Helping to maintain accurate and up-to-date records of all installed POM and Parkeon meters in the City;

-Perform any additional duties that may be requested by the Manager, Director of Executive Director.

Education, Knowledge and Training

-High School diploma or equivalent required.

-Valid New Jersey driver's license and sound driving record.

-New Jersey resident.

-Ability to read, write and speak the English language well and intelligently.

-Ability to have frequent contact with persons inside and outside NPA, requiring decision making skills, resourcefulness, fact and a thorough knowledge of meter location and maintenance.

-Be of sound mind, in good health and good moral character.

Experience

Minimum of two years' experience with installation and maintenance of POM and/or Parkeon meters with a parking agency/authority.

Supervisor – Meter Operations/Maintenance

Summary

Assist Manager in the management of meter collection and meter maintenance.

Responsibilities

-Assist in the training and evaluation of employee performance of new meter collectors/maintenance employees.

-Assist in the supervision of the installation, collection/maintenance of POM and Parkeon meters.

- In the absence of Manager, reviews and approves time worked and attendance of staff.

-Supervise employees for bank deposits.

-Assists the Manager of Meter Operations/Maintenance in:

Collecting data regarding assessment of revenue potential of various project that will increase NPA revenue;

Helping to maintain accurate and up-to-date records of all installed POM and Parkeon meters in the City;

-Perform any additional duties that may be requested by the Manager, Director of Executive Director.

Education, Knowledge and Training

-High School diploma or equivalent required.

-Valid New Jersey driver's license and sound driving record.

-New Jersey resident.

-Ability to read, write and speak the English language well and intelligently.

-Ability to have frequent contact with persons inside and outside NPA, requiring decision making skills, resourcefulness, fact and a thorough knowledge of meter location and maintenance.

-Be of sound mind, in good health and good moral character.

Experience

Minimum of two years' experience with installation and maintenance of POM and/or Parkeon meters with a parking agency/authority.

Commissioner Seconded the Motion

X - Indicates Vote AB – Absent NV – Not Voting

Board of Commissioners Vote of Final Passage

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF METER OPERATIONS/MAINTENANCE

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
LeVar Young, Chairman	✓				DeAndre Rudolph	✓			
Raquel Cagley	✓								
A. Dean Rawls	✓								
Hubert Graham	✓								

CERTIFICATION

I, LEVAR YOUNG, Chairman of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK CREATING THE POSITION OF SUPERVISOR OF METER OPERATIONS/MAINTENANCE" (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on February 23, 2012 in accordance with the Open Public Meetings Act, *N.J.S.A.* 10:4-6 *et seq.*, as amended and supplemented, at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 22nd day of March 2012.

[SEAL]

PARKING AUTHORITY OF THE
CITY OF NEWARK

L.S.

LEVAR YOUNG,
Chairman