

Authority Budget of:

ADOPTED COPY

Parking Authority of the City of Newark

State Filing Year **2018**

For the Period:

January 1, 2018 to December 31, 2018

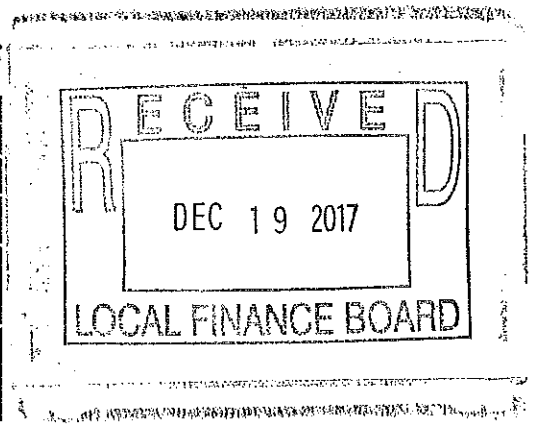
newarkparking.org
Authority Web Address

APPROVED COPY

Department Of



**Community
Affairs**

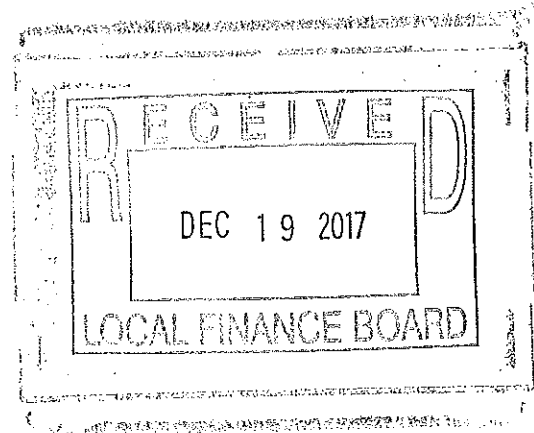


Division of Local Government Services



2018 AUTHORITY BUDGET

Certification Section



2018

Parking Authority of the City of Newark
(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2018 TO December 31, 2018

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Gwert CPA, RMA Date: 12/11/2017

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Gwert CPA, RMA Date: 12/20/2017

2018 PREPARER'S CERTIFICATION

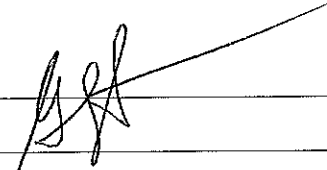
Parking Authority of the City of Newark
(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 **TO:** December 31, 2018

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Gabriela Santos		
Title:	Manager of Fiscal Operations & Control		
Address:	50 Park Place, Suite 919, Newark, NJ 07102		
Phone Number:	973/623-6335 Ext. 204	Fax Number:	973/623-2854
E-mail address	gsantos@newarkparking.org		

2018 APPROVAL CERTIFICATION

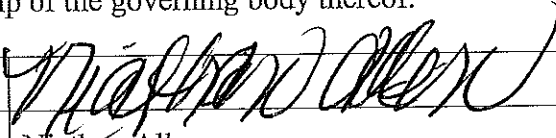
Parking Authority of the City of Newark (Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Newark Parking Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 9th day of November, 2017.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Nathan Allen		
Title:	Commissioner, Treasurer		
Address:	50 Park Place, Suite 919, Newark, NJ 07102		
Phone Number:	973/623-6335	Fax Number:	973/623-2854
E-mail address	gsantos@newarkparking.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	Newarkparking.org
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Evelyn Williams

Title of Officer Certifying compliance

Chairwomen

Signature

2018 AUTHORITY BUDGET RESOLUTION

Parking Authority of the City of Newark
(Name)

FISCAL YEAR: FROM: January 1, 2018 **TO:** December 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Newark Parking Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 has been presented before the governing body of the Newark Parking Authority at its open public meeting of November 9, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 5,461,796 , Total Appropriations, including any Accumulated Deficit if any, of \$ 5,444,109 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$30,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$30,000; 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 Newark Parking Authority, at an open public meeting held on November 9, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Newark Parking Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 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 Newark Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 14, 2017.

James Parrillo
(Secretary's Signature)

11-9-17
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Evelyn Williams	✓			
Deborah Ballard	✓			
Niathan Allen	✓			
James Parrillo	✓			
Raquel Cagley	✓			
Hassan Abdus-Sabur	✓			
Andre Hollis				✓

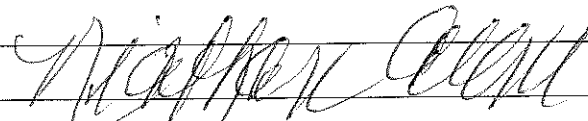
2018 ADOPTION CERTIFICATION

Parking Authority of the City of Newark (Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 TO: December 31,
2018

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Newark Parking Authority, pursuant to N.J.A.C. 5:31-2.3, on the 14 day of, December, 2017.

Officer's Signature:			
Name:	Niathan Allen		
Title:	Commissioner, Treasurer		
Address:	50 Park Place, Suite 919, Newark, NJ 07102		
Phone Number:	973/623-6335	Fax Number:	973/623-2854
E-mail address	gsantos@newarkparking.org		

2018 ADOPTED BUDGET RESOLUTION

Parking Authority of the City of Newark (Name) AUTHORITY

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Newark Parking Authority for the fiscal year beginning January 1, 2018 and ending, December 31, 2018 has been presented for adoption before the governing body of the Newark Parking Authority at its open public meeting of *December 14, 2017*; 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 as presented for adoption reflects Total Revenues of \$ 5,461,796, Total Appropriations, including any Accumulated Deficit, if any, of \$5,444,109 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$30,000 and Total Unrestricted Net Position planned to be utilized of \$30,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Newark Parking Authority, at an open public meeting held on *December 14, 2017* that the Annual Budget and Capital Budget/Program of the Newark Parking Authority for the fiscal year beginning, January 1, 2018 and, ending, December 31, 2018 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.



(Secretary's Signature)

12/14/17

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Evelyn Williams	✓			
Deborah Ballard	✓			✓
Niathan Allen	✓			
James Parrillo	✓			
Raquel Cagley	✓			
Hassan Abdus-Sabur				✓
Andre Hollis				✓

2018 AUTHORITY BUDGET

Narrative and Information Section

2018 AUTHORITY BUDGET MESSAGE & ANALYSIS

Parking Authority of the City of Newark
(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 TO: December 31,
2018

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

The 2018 Proposed Annual Budget reflects a slight increase in Operating Appropriations or \$355,970 from prior year. This increase is due to (A) Reorganizational restructuring of administrative personnel to Operations' Department. The restructuring of personnel is to facilitate effectively the additional meter and residential enforcement that NPA anticipates in 2018. (B) The interest payment on the Bond Anticipated Note has decreased in 2018 by 25%; the interest payment will continue to decrease in years 2019 and final payment in 2020.

Also, interest payment on Debt decreased by \$7,125; as summarized in the 2016 Audit Report and will continue to decrease each year by \$7,125 until the final payment due in June, 2020. Upon execution of the interlocal agreement and transfer of certain parking assets (Parking Meters) on August 6, 2008, to the Newark Parking Authority, the NPA is liable to make payments to the City of Newark for Bond Anticipation Notes in the amount of \$1,425,000. The Notes, originally issued January 2008 with a maturity of January, 2009, were renewed in January, 2010. Upon maturity, the debt service payments of the notes were negotiated with the City of Newark and repayments are unsecured contractual obligation of the NPA (like other NPA operating expenses), hence there is no lien on the underlying assets. The June, 2018 payment has been forecasted and it is recorded in the Budget's Debt Service Schedule.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

There is no significant increase or decrease in comparison to the 2017 and the 2018 Proposed budget.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The City of Newark is undergoing redevelopment throughout the City. We expect this redevelopment influx to generate additional on-street meter parking, as well as users to our

entertainment, and university districts, consequently generating additional revenues. The Parking Authority will continue conducting in-house studies to expand its meter management operation. The success of the evening enforcement through-out the neighborhood communities will continue to contribute to the City's economy and public safety initiatives as well as to the Authority's Operating Fund. Additionally, the Authority and the City of Newark's Administration are involved with the redevelopment of "Green Street" project which would convey to the Authority the land for the purpose of developing a parking garage, with mix-use components. The acquisition of this responsibility may require the NPA to advance unrestricted funds for the purpose of assembling this project prior to bonding. The City of Newark has had significant budget shortfalls, however, we do not anticipate this affecting the Authority as we are autonomous and do not rely on the City for funding.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

None foreseen to be utilized.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

None proposed to be utilized

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68**)

The deficit of \$1,174,624 in unrestricted net position is a direct result of the authority having to record their share of the accrued unfunded pension liability. The recording of the unfunded pension liability is required so the authority is in conformity with GAAP, the reporting framework all authorities in New Jersey are required to follow.

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) if it has been changed since the prior year budget submission and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

Not applicable at this time.

AUTHORITY CONTACT INFORMATION 2018

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	Parking Authority of the City of Newark		
Federal ID Number:	22-6015329		
Address:	50 Park Place, Suite 919		
City, State, Zip:	Newark, New Jersey 07102		
Phone: (ext.)	973/623-6335 (204)	Fax:	973/623-2854

Preparer's Name:	Gabriela Santos		
Preparer's Address:	50 Park Place, Suite 919,		
City, State, Zip:	Newark, New Jersey 07102		
Phone: (ext.)	973/623-6335 (204)	Fax:	973/623-2854
E-mail:	gsantos@newarkparking.org		

Chief Executive Officer:	Anthony C. Mack, Esq., Executive Director		
Phone: (ext.)	973/623-6335	Fax:	973/623-2854
E-mail:	amack@newarkparking.org		

Chief Financial Officer:	Gabriela Santos		
Phone: (ext.)	973/623-6335 (204)	Fax:	973/623-2854
E-mail:	gsantos@newarkparking.org		

Name of Auditor:	Linh D. Nguyen		
Name of Firm:	Withum Smith & Brown, PC		
Address:	331 Newman Springs Road, Suite 125		
City, State, Zip:	Red Bank, New Jersey 07701		
Phone: (ext.)	732/842-3113	Fax:	732/504-2439
E-mail:	Inguyen@withum.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Parking Authority of the City of Newark
(Name)

FISCAL YEAR: FROM: January 1, 2018 TO: December 31,
2018

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2016 or 2017) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 56
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: \$1,975,016.89
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 4 (Quorum) Effective Majority
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **No** If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **NO** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **NO** If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **NO**If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **NO** If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authority's procedures for all employees. NARRATIVE ATTACHED**
- 11) Did the Authority pay for meals or catering during the current fiscal year? **YES** If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. **Narrative Attached**

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **YES** If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel **NO**
 - b. Travel for companions **NO**
 - c. Tax indemnification and gross-up payments **NO**
 - d. Discretionary spending account **NO**
 - e. Housing allowance or residence for personal use **NO**
 - f. Payments for business use of personal residence **NO**
 - g. Vehicle/auto allowance or vehicle for personal use **NO**
 - h. Health or social club dues or initiation fees **NO**
 - i. Personal services (i.e.: maid, chauffeur, chef) **NO**
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **YES** If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **NO** If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **NO** If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **N/A** If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **NO-N/A** If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **NO-N/A** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.

PAGE N-3 (1 OF 2)

6). Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **NO** If “no,” provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.

- **Raquel Cagley:** After reviewing our records, Ms. Raquel Cagley did not complete/file the annual Financial Disclosure Statement. This matter shall be revised on or about Thursday, November 30, 2017 when the Board Secretary is present to assist with FDS filing of same.
- **Andre Hollis:** Andre Hollis was newly appointed as of September, 2017. Upon return of the Board Secretary the FDS shall be completed and filed.

Narrative

Page N-3

Questions #10

Explain the Authority's process for determining compensation for all persons listed on Page N-\$. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract.

All employees, both classified Exempt and Non-exempt shall be appointed and promoted by the Board of Commissioners of the Parking Authority of the City of Newark and the Executive Director. No person shall be employed or promoted unless there exists a position created by the Board of Commissioners of the Parking Authority of the City of Newark as well as the necessary budget appropriation.

The Executive Director and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Board of Commissioners of the Parking Authority of the City of Newark have appointed the Executive Director to implement personnel practices deemed necessary for the day to day operations. The Executive Director shall also have access to the Employment Attorney and/or General Counsel appointed by the Board of Commissioners of the Parking Authority of the City of Newark for guidance in personnel matters.

Periodic reviews from other parking agencies and local government are made for comparison purposes when reviewing employee compensation, and benefits. The employee's supervisor or manager will complete a written evaluation and appraisal for each new and/or transferred employee at the end of the employee's probationary period. The Executive Director or manager will complete a written evaluation and appraisal form for every full-time operational personnel to measure progress and to encourage self-improvement semi-annually. Executive/Administrative personnel is too evaluated prior to year-end, and discretionary salary adjustments, if any, will be made based upon a number of factors, including but not limited to budgetary conditions.

The Authority may out-source professional services during its fiscal year which may include, Technical experts, legal counsel, Accountant/Financial, Audit Services, and other professional Consultants pursuant to the "Local Public Contract Law". All contracts for the provision or performance of goods or services shall be awarded for a period of 24 consecutive months, except those contracts for professional services which may be awarded for a period not to exceed 12-consecutive months. "Form 1099-Misc" was reported by the NPA for fiscal year ended 12/31/16 to the IRS for compensation payable to:

1. Post, Polak, Goodsell & Strauchier	\$	1,244.99
2. Eric S. Pennington, PC		19,296.00
3. Lewis, Brisnois & Bisgaard Smith		5,000.00
4. Reynaldo Barte Jr.		720.00
5. Alanna Lawrence		2,475.00
6. Admiral Wimberley		1,215.00
7. Timothy Wise		3,026.00
8. Connell Foley LLP		3,000.00
9. Decotis, FitzPatrick & Cole	\$	1,015.00
10. Florio Kenny Raval LLP		33,962.00

Narrative

Page N-3
(Question #11)

Did the Authority pay for meals or catering during the current fiscal year? YES If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

The Newark Parking Authority holds its regular board meetings once-a-month with the exception of July and August due to Board Recess period. During meetings, staff will order food, and refreshments for board members and key-staff personnel from local eatery(s). I have attached for your review and information authorized purchase orders for each expenditure. In addition to the Board meeting refreshments, the Newark Parking Authority also supplies food, and beverages when conducting refreshment training programs designed specifically to enrich the officers' and staff with knowledgeable tools when dealing with the public and parking enforcement law. The Authority has implemented such programs in the last 5-years including but not limited to a first-aid certification class, and employee wellness orientation. Lastly, prior to year-end the board of commissioners invite staff to attend an appreciation luncheon to acknowledge their productive service throughout the year.

PAGE N-3 (2 OF 2) QUESTIONS 12

(2017)

Newark Parking Authority attendees attend conference(s) and training to learn about the growing industry, innovative products or cause.

The International Parking Institute held its annual conference and trade show in New Orleans on May 15, 2017. Members in attendance were:

Evelyn Williams, Chair
Niathan Allen, Treasurer
Deborah Ballard, Vice Chair
James Parrillo, Commissioner
Hassan Abdus-Sabur, Commissioner
Joaquín Ayerbe, Director of Enforcement
Anthony Mack, Executive Director

Each individual received a travel stipend of \$75.00 per day during the duration of the conference stay. Attached for your review and file are the authorized purchase orders.

The last conference individuals attended was the NJ League of Municipalities held November 15, 2017. Members in attendance were:

Anthony Mack, Executive Director
James Parrillo
Niathan Allen
Raquel Cagley
Chigozie Onyema

Each individual received a travel stipend of \$75.00 per day during the duration of their stay. Attached for your review and file are the authorized purchase orders.



NEWARK PARKING AUTHORITY

50 Park Place • Suite 919 • Newark, New Jersey • 07102 • 973.623.6335 • 973.623.2854 (fax)

ANTHONY C. MACK, ESQ.
Executive Director

INTEROFFICE MEMORANDUM

TO: CHAIRWOMAN EVELYN WILLIAMS
COMMISSIONER NATHAN ALLEN
COMMISSIONER DEBORAH BALLARD
COMMISSIONER JAMES PARRILLO
COMMISSIONER HASSAN ABDUS-SABUR
JOAQUIN AYERBE, DIR. OF ENFORCEMENT

FROM: GABBY SANTOS, MANAGER OF FISCAL OPERATIONS & CONTROLS

SUBJECT: INTERNATIONAL PARKING INSTITUTE (IPI) CONFERENCE, NEW ORLEANS (EXPENSE CHECK)

DATE: 5/15/2017

CC: ANTHONY C. MACK, ESQ., EXECUTIVE DIRECTOR, & MERIAN OLIVER-WILLIAMS, SR. EXECUTIVE ASSISTANT

Attached herewith is your travel expense stipend/check in the amount of \$425.00. This check represents \$75.00 per day (5-days), and an additional \$50.00 for travel to and from your destination.

In addition, I have attached an expense voucher for your convenience. This voucher will be maintained in our files for future reference. Should you have any questions, please do not hesitate to contact me.

Enjoy your stay!!!

Newark Parking Authority
 50 Park Place, Suite 919
 Newark, NJ 07102

Purchase Order

Date	P.O. No.
5/15/2017	2931


Vendor
 Joaquin Ayerbe

PAID
5/15/17

Description	Qty	Rate	Invoice #	Amount
Conference Stipend 5/21-5/25/17 5-days	5	75.00		375.00
Travel/Shuttle	2	25.00		50.00
Total				\$425.00

PAID

CK. NO. 4500
 DATE 5 15 17

Authorization: 


Newark Parking Authority
 50 Park Place, Suite 919
 Newark, NJ 07102

Purchase Order

Date	P.O. No.
5/15/2017	2932

Vendor
 Evelyn Williams

Description	Qty	Rate	Invoice #	Amount
Conference Stipend 5/21-5/25/17 5-days	5	75.00		375.00
Travel/Shuttle	2	25.00		50.00
PAID				
CK. NO. <u>4561</u> DATE <u>5/15/17</u>				
Total				\$425.00

Authorization: 


Newark Parking Authority
 50 Park Place, Suite 919
 Newark, NJ 07102

Purchase Order

Date	P.O. No.
5/15/2017	2936

Vendor
 Hassan Abdus-Sabur

Description	Qty	Rate	Invoice #	Amount
Conference Stipend 5/21-5/25/17 5-days	5	75.00		375.00
Shuttle/Travel	2	25.00		50.00
PAID				
CK. NO. <u>4525</u>				
DATE <u>5 15 17</u>				
Total				\$425.00

Authorization: 

Newark Parking Authority
 50 Park Place, Suite 919
 Newark, NJ 07102

Purchase Order


Date	P.O. No.
5/15/2017	2935

Vendor
 James Parrillo

Description	Qty	Rate	Invoice #	Amount
Conference Stipend 5/21-5/25/17 5-days	5	75.00		375.00
Shuttle	2	25.00		50.00
Total				\$425.00

PAID

CK. NO. 4564
 DATE 5 15 17

Authorization: 

Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102


Purchase Order

Date	P.O. No.
5/15/2017	2934

Vendor

Niathan Allen

Description	Qty	Rate	Invoice #	Amount
Conference Stipend 5/21-5/25/17 5-days	5	75.00		375.00
Travel/Shuttle	2	25.00		50.00
PAID CK. NO. <u>4543</u> DATE <u>5 15 17</u>				
Total				\$425.00

Authorization: 


Newark Parking Authority
 50 Park Place, Suite 919
 Newark, NJ 07102

Purchase Order

Date	P.O. No.
5/15/2017	2933

Vendor
 Deborah Ballard

Description	Qty	Rate	Invoice #	Amount
Conference Stipend 5/21-5/25/17 5-days	5	75.00		375.00
Travel/Shuttle	2	25.00		50.00
PAID CK. NO. <u>4502</u> DATE <u>5 15 17</u>				
Total				\$425.00

Authorization: 

Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

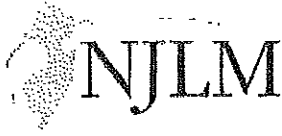
Date	P.O. No.
5/15/2017	2930

Vendor
Anthony C. Mack

Description	Qty	Rate	Invoice #	Amount
Conference Stipend 5/21-5/24/17 4-days	4	75.00		300.00
PAID CK. NO. <u>4559</u> DATE <u>5 15 17</u>				
Total				\$300.00

Authorization:





REGISTRATION INFORMATION

PRE-REGISTRATION ENDED OCTOBER 1, 2017

Pre-registration badge mailing will begin on October 25, 2017. Please note that no one will be allowed in the exhibit hall, meeting rooms or League ticketed functions without a badge.

PRE-REGISTRANTS UPON ARRIVAL

- ✓ If you have your badge, you will not have to stop by the pre-registration counters. Conference programs & badge holders are located at the GRAB-n-GO stations throughout the second level of the Atlantic City convention center.
- ✓ If you do not have your badge, another badge can be obtained at the pre-registration counters 2nd floor of the Atlantic City Convention center, left of Hall C.
- ✓ **NEW**, pre-registrants who selected onsite badge pickup may print their badge at the Scan & Go stations, located at the pre-registration counters, second level, Atlantic City Convention center left of hall C. Scan your confirmation with bar code at the scan & Go stations. The pre-registration counters will open Tuesday, November 14, 2017 at 9:00 am.

Conference Mobile APP!

Available for download on October 4 on the NJLM website. Registrants will be able to Access a fully searchable session schedule, interactive map of the exhibit floor, a thorough listing of exhibitors, and up-to-date event information. Do not miss important sessions, speakers or exhibits - create a personalized schedule before arriving onsite to maximize the experience!

Badge Substitution/Transfer Policy

There are **NO REFUNDS**. If an individual is unable to attend, he or she may give his or her badge to another person. The new person **MUST** bring the badge to the pre-registration counter at the Atlantic City Convention Center, second level left of hall C, where they may exchange a badge of the non-attendee for a new badge in their name.

Please note a badge substituted/transfer, will cause the non-attendee name to be cancelled; no CEU's will attach to this non-attendee. Therefore, do not give a badge to another person for the purposes of a substitution/transfer after the badge has been scanned at a session.

ONSITE REGISTRATION INFORMATION

Begins Tuesday, November 14, 2017, 2nd level of the convention center right of Hall C

Municipal Government	\$65.00	Student	\$ 5.00 (onsite registrations only w/valid student ID)
State Government	\$65.00	All Others	\$125.00
County/Local Government	\$65.00	Exhibitors	\$ 60.00 (additional fee over six (6) complimentary badge per booth)
Municipal Utilities/Authorities	\$65.00		
Non-Profits	\$65.00		

Spouse's badges are Complimentary (for spouses who do not work for the organization)

Spouse's badges are not valid for CEU's.

Spouses who work for a Municipality, State, County, Local Government, Municipal Utilities/Authorities (including State Authorities) or Non-Profits are required to purchase a badge.

DELEGATE ONSITE REGISTRATION PROCEDURE

Fill out a white registration card located on the onsite registration tables, located on the second level in the Atlantic City Convention Center. Present the completed registration card at the onsite registrations counters to register, located to the right of Hall C.

REGISTRATION HOURS

Tuesday,	November 14,	9:00am - 5:00pm
Wednesday,	November 15,	8:30am - 5:00pm
Thursday,	November 16,	8:30am - 3:00pm

Forms of payment: Cash, Checks or Purchaser Orders. We do not except Debit or Credit Cards.

Make Checks Payable To: New Jersey State League of Municipalities (NJLM), 222 West State Street, Trenton, NJ 08608

657

Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

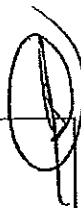
Date	P.O. No.
11/13/2017	3186

Vendor

NJ League of Municipalities

Description	Qty	Rate	Invoice #	Amount
Conference (Mack)	1	65.00		65.00
PAID CK. NO. <u>4792</u> DATE <u>11 13 17</u>				
Total				\$65.00

Authorization:



Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

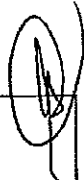
Purchase Order

Date	P.O. No.
11/13/2017	3187

Vendor

NJ League of Municipalities

Description	Qty	Rate	Invoice #	Amount
League Registration Parrillo	1	65.00		65.00
PAID CK. NO. <u>4793</u> DATE <u>11 13 17</u>				
Total				\$65.00

Authorization: 


Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

Date	P.O. No.
11/13/2017	3185

Vendor
NJ League of Municipalities

Description	Qty	Rate	Invoice #	Amount
League Registration Allen	1	65.00		65.00
PAID CK. NO. <u>4791</u> DATE <u>11 13 17</u>				
Total				\$65.00

Authorization: 

Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102


Purchase Order

Date	P.O. No.
11/13/2017	3184

Vendor

NJ League of Municipalities

Description	Qty	Rate	Invoice #	Amount
League Registration-Conference (Cagley)	1	65.00		65.00
PAID CK. NO. <u>4790</u> DATE <u>11 13 17</u>				
Total				\$65.00

Authorization: 


Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

Date	P.O. No.
11/9/2017	3180

Vendor
Chigozie Onyema, Esq.

Description	Qty	Rate	Invoice #	Amount
Hotel-Conference League of Municipalities stipend	2	75.00		150.00
PAID CK. NO. <u>4788</u> DATE <u>11 6 17</u>				
Total				\$150.00

Authorization: 

Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

Date	P.O. No.
11/9/2017	3181


Vendor
Anthony C. Mack

**RECEIVED
IN FULL**

Description	Qty	Rate	Invoice #	Amount
Hotel-Conference league of Municipalities daily stipend	2	75.00		150.00
			Total	\$150.00

PAID

CK. NO. 4789
DATE 11 6 17

Authorization: 


Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

Date	P.O. No.
11/9/2017	3178

Vendor
Raquel Cagley

Description	Qty	Rate	Invoice #	Amount
Hotel-Conference League of Municipalities Daily Stipend	2	75.00		150.00
PAID CK. NO. <u>4786</u> DATE <u>11 6 17</u>				
Total				\$150.00

Authorization: 


Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

Date	P.O. No.
11/9/2017	3179

Vendor
Niathan Allen

Description	Qty	Rate	Invoice #	Amount
Hotel-Conference League of Municipalities stipend	2	75.00		150.00
PAID CK. NO. <u>4787</u> DATE <u>11 6 17</u>				
			Total	\$150.00

Authorization: 


Newark Parking Authority
50 Park Place, Suite 919
Newark, NJ 07102

Purchase Order

Date	P.O. No.
11/13/2017	3189

Vendor
James Parrillo

Description	Qty	Rate	Invoice #	Amount
Hotel-Conference Daily Stipend	2	75.00		150.00
PAID CK. NO. <u>4795</u> DATE <u>11 13 17</u>				
Total				\$150.00

Authorization: 

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Parking Authority of the City of Newark
(Name)

FISCAL YEAR: FROM: January 1, 2018 **TO:** December 31,
2018

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid. 0
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.

Chigozie Onyema \$165,154 (Amount Includes other compensation "Health Benefits") FY016

Anthony C. Mack \$191,720 (Amount Includes other compensation "Health Benefits") FY016

- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed. **Chigozie Onyema YE016 and Anthony C. Mack**
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed. 0

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: (Use the Most Recent W-2 available 2017 or 2018. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018, the most recent W-2 and 1099 should be used 2017 or 2016 (60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2017 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period January 1, 2018 to December 31, 2018
 Parking Authority of the City of Newark

Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Reportable Compensation from Authority (W-2/1099)			Estimated amount of other compensation from other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Reportable Compensation from Other Public Entities (W-2/1099)	Total Compensation All Public Entities
								Base Salary/Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)			
1 Chigozie Onyema	Gen. Counsel & Dir. of Compliance	35			x			156,921			8,232	165,153	165,153
2 Anthony C. Mack	Executive Director	35			x			161,482			30,288	191,770	191,770
3 Evelyn Williams	Chairwomen	0 x									0	0	0
4 Deborah Ballard	Vice Chairwomen	0 x									0	0	0
5 Nathaniel Allen	Treasurer	0 x									0	0	0
6 Raquel Cagley	Commissioner	0 x									0	0	0
7 James Parrillo	Secretary	0 x									0	0	0
8 Hassan Abdus-Sabur	Commissioner	0 x									0	0	0
9 Andre Hollis	Commissioner	0 x									0	0	0
10											0	0	0
11											0	0	0
12											0	0	0
13											0	0	0
14											0	0	0
15											0	0	0
Total:								\$ 318,353	\$ -	\$ -	\$ 38,520	\$ 356,873	\$ 356,873

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Parking Authority of the City of Newark
 For the Period January 1, 2018 to December 31, 2018

	Annual Cost		# of Covered Members (Medical & Rx)	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget							
Active Employees - Health Benefits - Annual Cost									
Single Coverage	11	\$ 11,800	14	\$ 129,800	14	\$ 11,495	\$ 160,930	\$ (31,130)	-19.3%
Parent & Child	15	26,482	16	397,230	16	19,104	305,664	91,566	30.0%
Employee & Spouse (or Partner)	2	20,450	3	40,900	3	28,908	86,724	(45,824)	-52.8%
Family	4	34,350	4	137,400	4	40,884	163,536	(26,136)	-16.0%
Employee Cost Sharing Contribution (enter as negative -)				(42,400)			(37,785)	(4,615)	12.2%
Subtotal	32		37	662,930			679,069	(16,139)	-2.4%
Commissioners - Health Benefits - Annual Cost									
Single Coverage	0		0	-	0		-	-	#DIV/0!
Parent & Child	0		0	-	0		-	-	#DIV/0!
Employee & Spouse (or Partner)	0		0	-	0		-	-	#DIV/0!
Family	0		0	-	0		-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0		0	-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage	1	3,604	1	3,604	1	9,372	9,372	(5,768)	-61.5%
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)									#DIV/0!
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	1		1	3,604	1		9,372	(5,768)	-61.5%
GRAND TOTAL	33		38	\$ 666,534			\$ 688,441	\$ (21,907)	-3.2%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	No
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	No

Note: Remember to Enter an amount in rows for Employee Cost Sharing.

2018 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Parking Authority of the City of Newark
 For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget						FY 2017 Adopted Budget	Total All Operations	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	On-Street Meters/Enforcement	N/A	N/A	N/A	N/A	N/A							Total All Operations
	\$	-	-	-	-	-							\$
REVENUES													
Total Operating Revenues	5,455,796	-	-	-	-	-	5,455,796	5,491,590	\$ (35,794)	-	-0.7%		
Total Non-Operating Revenues	6,000	-	-	-	-	-	6,000	-	-	-	0.0%		
Total Anticipated Revenues	5,461,796	-	-	-	-	-	5,461,796	5,497,590	(35,794)	-	-0.7%		
APPROPRIATIONS													
Total Administration	1,763,804	-	-	-	-	-	1,763,804	1,683,940	79,864	-	4.7%		
Total Cost of Providing Services	3,516,430	-	-	-	-	-	3,516,430	3,229,199	287,231	-	8.9%		
Total Principal Payments on Debt Service in Lieu of Depreciation	142,500	-	-	-	-	-	142,500	142,500	-	-	0.0%		
Total Operating Appropriations	5,422,734	-	-	-	-	-	5,422,734	5,055,639	367,095	-	7.3%		
Total Interest Payments on Debt	21,375	-	-	-	-	-	21,375	28,500	(7,125)	-	-25.0%		
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	-	-	#DIV/0!		
Total Non-Operating Appropriations	21,375	-	-	-	-	-	21,375	28,500	(7,125)	-	-25.0%		
Accumulated Deficit	-	-	-	-	-	-	-	-	-	-	#DIV/0!		
Total Appropriations and Accumulated Deficit	5,444,109	-	-	-	-	-	5,444,109	5,084,139	359,970	-	7.1%		
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	-	-	#DIV/0!		
Net Total Appropriations	5,444,109	-	-	-	-	-	5,444,109	5,084,139	359,970	-	7.1%		
ANTICIPATED SURPLUS (DEFICIT)	\$ 17,687	-	-	-	-	-	\$ 17,687	\$ 413,451	\$ (395,764)	-	-95.7%		

Revenue Schedule

Parking Authority of the City of Newark

For the Period January 1, 2018 to December 31, 2018

	<i>FY 2018 Proposed Budget</i>						<i>FY 2017 Adopted Budget</i>	<i>Proposed vs. Adopted</i>	<i>Proposed vs. Adopted</i>	
	On-Street						Total All Operations	All Operations	All Operations	
	Meters/Enforcement	N/A	N/A	N/A	N/A	N/A				
OPERATING REVENUES										
<i>Service Charges</i>										
Residential							\$ -	\$ -	\$ -	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Service Charges							-	-	-	#DIV/0!
<i>Connection Fees</i>										
Residential							-	-	-	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees							-	-	-	#DIV/0!
<i>Parking Fees</i>										
Meters	5,455,796						5,455,796	5,491,590	(35,794)	-0.7%
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Parking Fees	5,455,796						5,455,796	5,491,590	(35,794)	-0.7%
<i>Other Operating Revenues (List)</i>										
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	-	#DIV/0!
Total Other Revenue							-	-	-	#DIV/0!
Total Operating Revenues	5,455,796						5,455,796	5,491,590	(35,794)	-0.7%
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Type in							-	-	-	#DIV/0!
Total Other Non-Operating Revenue							-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned	6,000						6,000	6,000	-	0.0%
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Interest	6,000						6,000	6,000	-	0.0%
Total Non-Operating Revenues	6,000						6,000	6,000	-	0.0%
TOTAL ANTICIPATED REVENUES	\$ 5,461,796	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,461,796	\$ 5,497,590	\$ (35,794)	-0.7%

Prior Year Adopted Revenue Schedule

Parking Authority of the City of Newark

	FY 2017 Adopted Budget						Total All Operations
	On-Street Meters/Enforcement	N/A	N/A	N/A	N/A	N/A	
OPERATING REVENUES							
<i>Service Charges</i>							
Residential							\$ -
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Service Charges	-	-	-	-	-	-	-
<i>Connection Fees</i>							
Residential							-
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	-	-	-	-	-	-	-
<i>Parking Fees</i>							
Meters	5,491,590						5,491,590
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	5,491,590	-	-	-	-	-	5,491,590
<i>Other Operating Revenues (List)</i>							
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	-	-	-	-	-	-	-
Total Operating Revenues	5,491,590	-	-	-	-	-	5,491,590
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Total Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Interest Earned	6,000						6,000
Penalties							-
Other							-
Total Interest	6,000	-	-	-	-	-	6,000
Total Non-Operating Revenues	6,000	-	-	-	-	-	6,000
TOTAL ANTICIPATED REVENUES	\$ 5,497,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,497,590

Appropriations Schedule

Parking Authority of the City of Newark

For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget						FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	On-Street Meters/Enforcement	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
							Operations	All Operations	All Operations	
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 867,880						\$ 867,880	\$ 839,333	\$ 28,547	3.4%
Fringe Benefits	421,724					421,724	369,307	52,417	14.2%	
Total Administration - Personnel	1,289,604	-	-	-	-	1,289,604	1,208,640	80,964	6.7%	
<i>Administration - Other (List)</i>										
Admin. Costs & Expenses	474,200					474,200	475,300	(1,100)	-0.2%	
Type in Description						-	-	-	#DIV/0!	
Type in Description						-	-	-	#DIV/0!	
Type in Description						-	-	-	#DIV/0!	
Miscellaneous Administration*						-	-	-	#DIV/0!	
Total Administration - Other	474,200	-	-	-	-	474,200	475,300	(1,100)	-0.2%	
Total Administration	1,763,804	-	-	-	-	1,763,804	1,683,940	79,864	4.7%	
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	1,431,427					1,431,427	1,363,189	68,238	5.0%	
Fringe Benefits	625,003					625,003	579,910	45,093	7.8%	
Total COPS - Personnel	2,056,430	-	-	-	-	2,056,430	1,943,099	113,331	5.8%	
<i>Cost of Providing Services - Other (List)</i>										
Meter Operation & Maintenance	1,460,000					1,460,000	1,286,100	173,900	13.5%	
Type in Description						-	-	-	#DIV/0!	
Type in Description						-	-	-	#DIV/0!	
Type in Description						-	-	-	#DIV/0!	
Miscellaneous COPS*						-	-	-	#DIV/0!	
Total COPS - Other	1,460,000	-	-	-	-	1,460,000	1,286,100	173,900	13.5%	
Total Cost of Providing Services	3,516,430	-	-	-	-	3,516,430	3,229,199	287,231	8.9%	
Total Principal Payments on Debt Service in Lieu of Depreciation	142,500	-	-	-	-	142,500	142,500	-	0.0%	
Total Operating Appropriations	5,422,734	-	-	-	-	5,422,734	5,055,639	367,095	7.3%	
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	21,375	-	-	-	-	21,375	28,500	(7,125)	-25.0%	
Operations & Maintenance Reserve						-	-	-	#DIV/0!	
Renewal & Replacement Reserve						-	-	-	#DIV/0!	
Municipality/County Appropriation						-	-	-	#DIV/0!	
Other Reserves						-	-	-	#DIV/0!	
Total Non-Operating Appropriations	21,375	-	-	-	-	21,375	28,500	(7,125)	-25.0%	
TOTAL APPROPRIATIONS	5,444,109	-	-	-	-	5,444,109	5,084,139	359,970	7.1%	
ACCUMULATED DEFICIT						-	-	-	#DIV/0!	
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	5,444,109	-	-	-	-	5,444,109	5,084,139	359,970	7.1%	
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation						-	-	-	#DIV/0!	
Other						-	-	-	#DIV/0!	
Total Unrestricted Net Position Utilized						-	-	-	#DIV/0!	
TOTAL NET APPROPRIATIONS	\$ 5,444,109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,444,109	\$ 5,084,139	\$ 359,970	7.1%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 271,136.70 \$ - \$ - \$ - \$ - \$ - \$ - \$ 271,136.70

F-4

Budget Appropriation (Administration)

Administrative:

Salary/Wage	867,880
Fringe Benefits	421,724
Total Admin.	<u>1,289,604</u>

Administrative Expenses:

General Liability Insurance/WC	80,700
Advertisement	2,500
Accounting/Audit Fees	65,000
Legal	75,000
Office Supplies/Equipment	20,000
Bank Fee/ACH Acceptance	35,000
Telephone Utility	16,800
Postage	1,300
Rent	104,500
IT Support	30,000
Training/Conference	20,000
Payroll Data Process & Reporting	15,000
Meeting Refreshments/Seminars	8,400
Subtotal	<u>474,200</u>

TOTAL ADMINISTRATIVE

1,763,804

F-4**Budget Appropriations (Operations)****Operations:**

Salary/Wage	1,431,427
Fringe Benefits	625,003
Total	<u>2,056,430</u>

Operation: COPS

ER Annual PERS Liability	218,000
MPG Net Profits/City	380,000
General Liability/WC	98,700
Workers Comp.	66,500
Uniforms	12,500
NPA Fleet Fuel/Maintenance	52,500
Meter Maintenance/Supplies	15,000
Printing	4,000
Ticket Rolls	4,800
Training	2,500
EE Screening	2,000
EE Permit Parking	54,000
GPS Security System	5,400
Parkeon Reports	52,800
Parking Tax	40,800
Equip. Depreciation	225,000
Officers' Telecommunication	37,500
Rent-Operations	104,500
E-Ticket Fees/Supplies	83,500
Subtotal	<u>1,460,000</u>

TOTAL OPERATIONS-COPS 3,516,430

Debt Service Schedule - Principal

Parking Authority of the City of Newark

If Authority has no debt X this box

	Fiscal Year Ending in						Total Principal Outstanding
	Proposed Budget Year 2018	2019	2020	2021	2022	2023	
On-Street Meters/Enforcement							
City of Newark BAN							
Type in Issue Name	\$ 142,500	\$ 142,500	\$ 142,500				\$ 427,500
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Total Principal	142,500	142,500	142,500	-	-	-	427,500
N/A							
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Total Principal	-	-	-	-	-	-	-
N/A							
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Total Principal	-	-	-	-	-	-	-
N/A							
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Total Principal	-	-	-	-	-	-	-
N/A							
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Type in Issue Name							-
Total Principal	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS	\$ 142,500	\$ 142,500	\$ 142,500	\$ -	\$ -	\$ -	\$ 427,500

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Standard & Poors
Bond Rating	Fitch	Standard & Poors
Year of Last Rating		

Debt Service Schedule - Interest

Parking Authority of the City of Newark

	Fiscal Year Ending in							
	Proposed Budget Year 2018	2019	2020	2021	2022		2023	Thereafter
Adopted Budget Year 2017								
\$ 28,500	\$ 21,375	\$ 14,250	\$ 7,125				\$ 42,750	
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments	21,375	14,250	7,125				42,750	
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Interest Payments	21,375	14,250	7,125				42,750	
TOTAL INTEREST ALL OPERATIONS	\$ 21,375	\$ 14,250	\$ 7,125				\$ 42,750	

Maturity Schedule for D/S Payments

Repayment Schedule

	Principal	Interest	Total Payment
6/1/2011	142,500	71,250	213,750
6/1/2012	142,500	64,125	206,625
6/1/2013	142,500	57,000	199,500
6/1/2014	142,500	49,875	192,375
6/1/2015	142,500	42,750	185,250
6/1/2016	142,500	35,625	178,125
6/1/2017	142,500	28,500	171,000
6/1/2018	142,500	21,375	163,875
6/1/2019	142,500	14,250	156,750
6/1/2020	142,500	7,125	149,625
	\$ 1,425,000.00	\$ 391,875.00	\$ 1,816,875.00

Pursuant to Section 4(b) provides for payment by the NPA to the City on each June 1, beginning June 1, 2011.

Repayments are unsecured contractual obligations of the NPA (Like other NPA operating Expenses), hence there is no lien on the underlying assets. 2011 Payment has been forecasted into the 2011 NPA Budget Expenditure line item.

Net Position Reconciliation

Parking Authority of the City of Newark
 For the Period January 1, 2018 to December 31, 2018

FY 2018 Proposed Budget

On-Street	N/A	N/A	N/A	N/A	N/A	N/A	Total All
Meters/Enforcement	N/A	N/A	N/A	N/A	N/A	N/A	Operations
\$ 313,682							\$ 313,682
1,483,396							1,483,396
4,910							4,910
(1,174,624)							(1,174,624)
1,524,460							1,524,460
2,642,150							2,642,150
414,000							414,000
357,066							357,066
-							-
30,000							30,000
-							-
30,000							30,000
\$ 327,066	\$	-	\$	-	\$	-	\$ 327,066

TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)

- Less: Invested in Capital Assets, Net of Related Debt (1)
- Less: Restricted for Debt Service Reserve (1)
- Less: Other Restricted Net Position (1)
- Total Unrestricted Net Position (1)
- Less: Designated for Non-Operating Improvements & Repairs
- Less: Designated for Rate Stabilization
- Less: Other Designated by Resolution
- Plus: Accrued Unfunded Pension Liability (1)
- Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)
- Plus: Estimated Income (Loss) on Current Year Operations (2)
- Plus: Other Adjustments (attach schedule)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

- Unrestricted Net Position Utilized to Balance Proposed Budget
- Unrestricted Net Position Utilized in Proposed Capital Budget
- Appropriation to Municipality/County (3)
- Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

Last issued Audit Report (4)

- (1) Total of all operations for this line item must agree to audited financial statements.
- (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
- (3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 270,937 \$ - \$ - \$ - \$ - \$ 270,937

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2018

Parking Authority of the City of Newark
(Name)

**AUTHORITY
CAPITAL
BUDGET/
PROGRAM**

2018 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

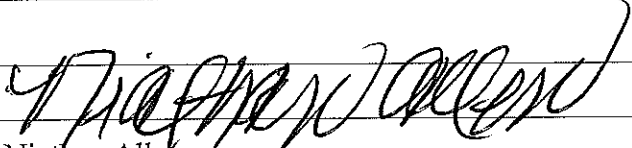
Parking Authority of the City of Newark
(Name)

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Newark Parking Authority, on the 9th day of November, 2017.

OR

It is hereby certified that the governing body of the Newark Parking Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s):

Officer's Signature:			
Name:	Niathan Allen		
Title:	Commissioner/Treasurer		
Address:	50 Park Place, Suite 919, Newark, NJ 07102		
Phone Number:	973/623-6335	Fax Number:	973/623-2854
E-mail address	gsantos@newarkparking.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Newark Parking Authority

(Name)

FISCAL YEAR: **FROM:** January 1, 2018 **TO:** December 31, 2018

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

The City of Newark adopted the inter-local agreement in 2008, transferring its parking meters and ticket-writing authority to the Parking Authority. Further, through a funding agreement between the City of Newark and the Parking Authority by which the Authority agreed to reimburse the City for debt service on certain City debt obligations which funded the parking assets. The Parking Authority has utilized the remainder of the BANS proceeds to offset capital projects costs, and expansion.

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

The anticipated capital projects for 2018 consist of approximately \$30,000 for (1) new cargo van equipped with LED Emergency equipment to facilitate effectively the meter maintenance and collection.

3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?

Not Applicable

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

Not Applicable

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

Not Applicable

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

None-Not Applicable

Add additional sheets if necessary.

Proposed Capital Budget

Parking Authority of the City of Newark
For the Period January 1, 2018 to December 31, 2018

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>On-Street Meters/Enforcement</i>						
New Cargo Van	\$ 30,000	\$ 30,000				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	30,000	30,000	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Parking Authority of the City of Newark

For the Period January 1, 2018 to December 31, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2018	2019	2020	2021	2022	2023
<i>On-Street Meters/Enforcement</i>							
New Cargo Van	\$ 30,000	\$ 30,000					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	30,000	30,000	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Parking Authority of the City of Newark

For the Period January 1, 2018 to December 31, 2018

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>On-Street Meters/Enforcement</i>						
New Cargo Van	\$ 30,000	\$ 30,000				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	30,000	30,000	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 30,000					

- If amount is other than zero, verify that projects listed above match projects listed on CB-4.

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.