

## Parking Authority Governance Manual

### Preface:

The Fairfield Parking Authority is an enterprise fund of the Town of Fairfield (hereinafter referred to as the Town). It was created in 1976 in accordance with applicable State statutes and Town ordinances. It is granted its' powers to maintain and operate commuter off street parking facilities, establish and collect reasonable fees, sublet available commercial space and lease and operate such expanded parking facilities as may be provided by the Town, Furthermore, the Authority is independent and reports annually to the First Selectman, who assigns authority members

The Authority is supported by a staff including the manager, a full time position and assisted by several part time employees, and part time station attendants, who provide presence in the New York bound station house. Furthermore, the authority retains the services of special police agents from the Fairfield Police Department to provide security and traffic and ticketing services.

Since its' inception, the Authority, has coordinated its' activities with the First Selectman and other Town departments through the Town Planning and Zoning Commission liaison.

Meetings: The meetings are scheduled for the last Thursday of every month at 7:30 pm unless otherwise planned.

### Policies:

Election of Officers: Election of Officers takes place every second year to elect the Chairman and Vice Chairman. Position of Chairman will go to the most senior Board member, (if he/she desires) and Vice-Chairman will be for the next senior Board member both with a two year term. The following term: Vice Chairman will become Chairman and Vice Chairman position will then go to the next board member by seniority. Nominations will take place at the October meeting, voting will take place at the November meeting. Terms of officers will be January through December of the following year.

Communication: The Authority will designate one person on a yearly basis to serve as the spokesperson to the press and prepare communications to the Town and public on behalf of the Authority.

### Committees:

#### Standing Committees:

Real Estate: Tenant Leases will be reviewed yearly. Leases scheduled to be renewed will be presented to the Authority at least 4 months in advance of the renewal date. Leases will be updated and reviewed by Town Attorney prior to renewal.

Finance: Committee will serve as a liaison between the accountant and authority. Committee will present quarterly reports to the authority.

Governance: Committee will update policies and procedures as necessary. Each authority member will receive a governance manual.

Planning: Committee will outline goals and projects and time frame for said goals and projects.

Ad hoc Committees: Temporary committees and or task force may be formed by the authority to address issues and/or projects as they arise.

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