



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 8, 2024

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Jessica R. Brown, Comptroller *JRB*

Subject: Amendment to Policy 97 (Parking Reimbursement)

The Finance Department is submitting to the Governance Committee an amendment to Policy 97 (Parking Reimbursement) for ECWA employees assigned to the Ellicott Square Office. The amendment increases the amount of monthly reimbursement from \$75/month to \$100/month, effective January 1, 2025. Please note that we budgeted for this increase in the 2025 final budget.

Since the policy's adoption in March 2022, the cost of parking has risen at almost every parking lot within the vicinity of the Ellicott Square Building. An increase to the monthly reimbursement amount would be a benefit to current employees and help with retaining employees downtown. It would also be an advantage when recruiting new employees.

I am recommending that the Governance Committee approve revised Policy 97 (Parking Reimbursement) to reflect the above. Should the Governance Committee approve and recommend to the full Board amending Policy 97 (Parking Reimbursement), a resolution will be available for the November 21, 2024 meeting authorizing same.

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** _____
Project Description: Amendment of Policy 97 (Parking Reimbursement)

Item Description:

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input checked="" type="checkbox"/> Other <u>Amendment of Policy 97 (Parking Reimbursement)</u> | | | |

Action Requested:

- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input checked="" type="checkbox"/> Other <u>Amendment of Policy 97 (Parking Reimbursement)</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|------------------------|-------------------------|
| <input checked="" type="checkbox"/> Comptroller | <u>Jessica R Brown</u> | Date: <u>11/4/2024</u> |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer | <u>Oppe Imme</u> | Date: <u>11/04/2024</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--------------------|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>11/12/2024</u> |
|--|--------------------|-------------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____

**ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures**

Re: PARKING REIMBURSEMENT

Policy No. 97

**Application: All Employees Assigned to
the Ellicott Square Office**

Adopted: 03/24/2022

Amended: 10/20/2022

09/20/2023

01/18/2024

11/21/2024

PURPOSE

To establish guidelines to cover parking reimbursement to all employees assigned to the Erie County Water Authority's Ellicott Square Office.

POLICY

Effective January 1, 2025, monthly or daily parking expenses incurred on scheduled workdays at a parking facility located within one square mile of the Ellicott Square Building in downtown Buffalo will be eligible for reimbursement of up to \$100/month subject to the provisions in this Policy. The previous reimbursement rate of \$75/month remains in effect through December 31, 2024.

PROCEDURE

Section 1 Reimbursement Request Form.

Reimbursement of monthly parking expenses will require the submission of a parking reimbursement request form. Each request form must be accompanied by documentation that shows the amount paid, date(s) covered for the expense and list the name of the account/tag holder.

Section 2 Submission of Request Form and Documentation.

Employees will submit their monthly parking expense to the payroll department by completing the Parking Reimbursement Request Form and supporting documentation by either bringing down and placing in the bin labeled Parking Reimbursement in the Accounting Department or e-mailing the form and supporting documentation to payroll@ecwa.org. All submissions will be time and date stamped when received by Payroll.

2.1 Acceptable forms of Supporting Documentation must include the following:

- Name and location of parking (must be located within one square mile of the Ellicott Square Building)
- Name of account holder, tag holder or payer (must be an ECWA employee)
- Dates covered
- Copy of paid receipts issued by the Parking Facility

Section 3 Reimbursement.

3.1 Reimbursement. Reimbursement will be made by payroll once per month in the employee's check.

- Weekly Employees* will be reimbursed on the third payroll of each month. Reimbursement requests must be submitted by Monday at 10 a.m. after the close of the third pay period end. Reimbursement requests received after Monday at 10 a.m. after the close of the third pay period end will be included in the reimbursement of the following month except for December.
- Bi-weekly Employees* will be reimbursed in the second payroll of each month. Reimbursement requests must be submitted by Monday at 10 a.m. after the close of the second pay period end. Reimbursement requests received after Monday at 10 a.m. after the close of the second pay period end will be included in the reimbursement of the following month except for December.
- Frequency of Reimbursement.* It is not mandatory for employees to submit requests monthly. The employee can choose the frequency of submitting their requests.
- Timeliness of Request.* All requests must be received and reimbursed within the same calendar year. Therefore, expenses incurred from January through December must be submitted no later than the deadlines noted above for December of that same calendar year. No late submissions for the calendar year will be honored or paid.

Section 4 Eligible Expenses.

4.1 Monthly Parking. Holders of monthly parking will be reimbursed provided documentation satisfies the above requirements.

4.2 Daily Parking. Daily parking receipts will be reimbursed up to the monthly limit provided documentation satisfies the above requirements.

4.3 Carpool Parking. Those who participate in a carpool are eligible to be reimbursed provided the payment for the parking is made by the ECWA employee and the documentation provided satisfies the above requirements. If two or more ECWA employees are in a carpool, the monthly reimbursement limit is capped at \$100 per space effective January 1, 2025. The previous reimbursement rate of \$75/month remains in effect through December 31, 2024.

Section 5 Ineligible Expenses.

5.1 Section 125 Enrollment. Employees enrolled in the Section 125 parking reimbursement plan *cannot* request reimbursement for the portion of monthly parking that has been reimbursed by the Authority under this policy.

5.2 Separated Employees. Employees who have separated from employment by the Authority due to termination, resignation or retirement must submit their request for reimbursement within 30 days of separation or by the December calendar year deadline as noted under Section 3, whichever is earlier. No late submissions will be honored or paid.