



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

April 21, 2020

To: Commissioners Schad, and Carney

From: Karen A. Prendergast, Chief Financial Officer

Subject: Policy No. 9 – Use of Authority Vehicles

The Authority's Policy No. 9, outlines the circumstances under which an individual is assigned an Authority owned vehicle for personal use. The policy includes procedures for required record keeping and year end reporting as well as tax implications of personal use of a vehicle.

Due to expansion in the Engineering Department as well as changes in job titles and responsibilities, it is necessary to update the policy to reflect the current use of Authority vehicles.

Please review the attached policy and consider adoption at the meeting of April 30, 2020.

cc T. McCracken
M. Murphy
S. Stoll