



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 14, 2019

To: Commissioners Schad, Carney, and Jones

From: Karen A. Prendergast, Chief Financial Officer *KAP*

Subject: Office and Operations Space Planning

The Authority has recently encountered many challenges relative to allocation of office and operations space and maintenance of building systems. In speaking with the Director of Administration and the facilities management staff, it appears a comprehensive plan is needed to meet current and future needs.

Over the past 20 years, the Authority's office and operations space needs have been assessed and adjusted as needed. In 1999 an office space planning study was undertaken at all 5 Authority facilities – Ellicott Square, Service Center, Gateway Trade Center, Sturgeon Point, and Van de Water. It considered the following;

- Relocating the water quality lab to Sturgeon Point
- Expansion of the office space at the Service Center
- Expansion of the mail room at Ellicott Square
- Relocation of the Data Processing and Records room out of the basement
- Relocation of the Control Room to STP or VDW
- Remodeling control rooms for SCADA systems installations

Some of the study objectives have been met or reconsidered. For example, the water quality laboratory is now at Van de Water, the mail room at the Ellicott Square building has been closed and the office space reduced, and both treatment plants have been reconfigured and are operating SCADA systems.

At the time of the study, the Authority had 267 employees. Over the next 17 years, the number of permanent employees fell to 236 through retirement and attrition, reducing the need for additional office space and no further expansion was considered.

In 2016, a study of the Service Center buildings was conducted to consider the following;

- Possible sites for a new service center building
- Renovation or reconstruction of the existing service center
- Reconfiguration of the garage, and inventory warehousing space

As a result, a logistical study of the inventory warehousing function was completed in 2017. Additional projects to address office space renovation were budgeted but were never undertaken.

The scope of the 2016 study became too narrow as the Authority began much-needed expansions in the Operations, Engineering, Design, Inspections and Accounting Departments. These expansions are necessary to address long-term strategic plans relating to infrastructure and modernization initiatives.

Please consider approving a new study which would include all Authority facilities' operations and office space requirements. If the Board is interested, the Division Heads are prepared to present a draft RFP at the September 5, 2019 Board meeting.

cc T. McCracken
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