




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 7, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Joyce Tomaka, Chief Financial Officer 

Subject: 2023 Capital Budget Transfer – Unit 4040

Unit 4040 – Meter Shop is requesting the transfer of funds to accommodate meter replacement orders.

The lead time required to place an order for meter replacements is currently 6-8 months. Orders that were placed in 2022 have encumbered the 2023 budget. This has created the need to transfer monies within that unit to cover this shortfall.

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

Contract: _____ **Project No.:** _____
Project Description: 2023 Capital Budget Amendment (See Attached)
Meter Replacements

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" 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 type="checkbox"/> Other _____			

Action Requested:

<input checked="" 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 type="checkbox"/> Other _____	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Comptroller	<u>Jessica R. Brown</u>	Date: <u>8/3/2023</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer	<u>Samuel F. Kondak</u>	Date: <u>08/02/2023</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Oppe John</u>	Date: <u>08/02/2023</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>8/7/2023</u>
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Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: 8/1/2023

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
4040		101011	Meter Replacement Labor	\$100,000
4040		101717	Meter Replacement Project	\$500,000


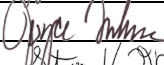
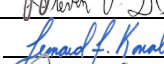
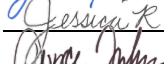
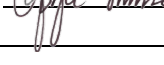
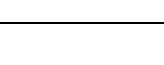
Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
4040		101060	Meter Replacements	\$600,000

Statement as to Necessity of Budget Transfer:

To cover meters ordered in 2022 but received in 2023 and meters that need to be ordered in advance due to supply shortages.

Required Approvals*:

Unit Head:		08/02/2023	
Dept. Head:		08/02/2023	
Business Office Manager:		8/1/2023	
Executive Engineer:		08/02/2023	
Comptroller:		8/3/23	
Chief Financial Officer:		08/02/2023	
Chief Operating Officer:	_____		
Board Resolution Date:	_____		

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B

