



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 2, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, PE Senior Distribution Engineer

A handwritten signature in black ink, appearing to read "MJQ", is written over the name "Michael J. Quinn" in the "From:" line.

Subject: 2023 Capital Budget Transfer
ECWA Project No. 20220055
WE-005 – Water System Improvements, Town of Hamburg

The Engineering Department is requesting the re-establishment of a 2022 budget item and transfer of funds to the 2023 capital budget for the above referenced distribution system improvement project.

Due to budget constraints, this project was not originally anticipated to be completed in 2023. Subsequent to this decision, developers of the new Bills Stadium have requested two new large services be constructed to support the stadium and Erie Community College South Campus. Construction of a portion of WE-005 will directly support these services and improve fire flows in the area. As such, funding is required to account for the completion of the design of Phase 1 as well as construction phase engineering services and construction.

A total of \$600,000.00 is being requested to be transferred to Contract WE-005 from Contract MP-090. Funds are available in this item due to delays in advertising the project for bids. Attached find a fully executed Budget Transfer Form.

MJQ:jmf

Attachments

cc: J.Tomaka

L.Kowalski

L.Lester

S.D'Amico

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

Contract: _____ **Project No.:** 2020000315
Project Description: 2022 Capital Budget Amendment (see attached)
WE-005.

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"/> Sr. Distribution Engineer		Date: 8/2/2023
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer		Date: 08/07/2023
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: 08/02/2023
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

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

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: July 27, 2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2510	250	101506	Filter Gallery Piping Design	\$600,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101674	WE-005 Waterline Replacement	\$600,000.00

Statement as to Necessity of Budget Transfer:

Reestablishment of the budget item and budget transfer required for engineering and construction fees to be incurred in 2023. Funds available in MP-090 due to delays in project advertisement and award.

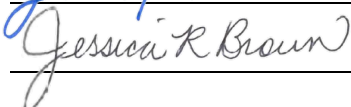
Required Approvals*

Unit Head:  8/2/2023

Dept. Head:  8/2/2023

Business Office Manager:  8/2/2023

Executive Engineer:  08/07/2023

Comptroller:  8/3/2023

Chief Financial Officer: _____

Chief Operating Officer: _____

Board Resolution Date: _____

 8/2/2023

* 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

ERIE COUNTY WATER AUTHORITY

Schedule "A"

Outline of Approvals Required for Budget Transfers

<u>If the Budget Transfer is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
Transfer of up to \$75,000 (\$100,000 in Capital) Within the Same Unit	X	X	X					
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept								
Units in Production Department	X	X	X	X				
Units in Distribution Department	X	X	X	X				
Units In Engineering Department	X	X	X	X				
Water Quality Unit	X	X	X	X				
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept:								
Administrative Departments	X	X	X		X			
Transfer of up to \$75,000 (\$100,000 in Capital) Between Depts	X	X	X	X	X	X	X	
Excess of \$75,000 (\$100,000 in Capital)	X	X	X	X	X	X	X	X

Schedule "B"

Approvals Required for Creation of New Budget Items:

<u>If the New Budget Item is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
Under \$10,000	X	X	X	X	X	X	X	
\$10,000 and over	X	X	X	X	X	X	X	X