### ERIE COUNTY WATER AUTHORITY

### INTEROFFICE MEMORANDUM

February 3<sup>rd</sup>, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Dave Aubertine, Director IT & Cybersecurity

Subject: IT Budget Transfer Request

Three (3) Cisco switches were ordered in the fall of 2024 but not delivered until 2025 and as such could not be billed to the 2024 Capital line item, and a new one needs to be created to pay the invoice.

This request is to have Board approval to create a new Capital Budget Line item (101808) for Unit 8525 and transfer funds from an existing Capital Line item from Unit 8525 (101768). The total amount to be transferred is \$22,600.00 USD which will cover the outstanding invoice for the Cisco Equipment.

### **Budget Information:**

Unit: 8525

Capital Items: 101808 & 101768

Amount: \$22,600.00

DWA:

cc:

C. Eaton

J. Tomaka

L Kowalski

L.Lester,

T. McCraken

M. Carney

# ERIE COUNTY WATER AUTHORITY AUTHORIZATION FORM

For Approval/Execution of Documents (check which apply)

Contract: PO WGL24-0095 Project No.: N/A Project Description: Budget Transfer Request/New Capital Line Item for 2025							
Itan Danietan							
Item Description:   Agreement Professional Service Contract Amendment Change Order   BCD NYSDOT Agreement Contract Documents Addendum   Recommendation for Award of Contract Recommendation to Reject Bids   Request for Proposals   X Other Budget Transfer							
Action Requested:							
X Board Authorization to Execute Legal Approval							
Board Authorization to Award Execution by the Cha	airman						
	retary to the Authority						
Board Authorization to Solicit Request for Proposals							
Other							
Approvals Needed:							
APPROVED AS TO CONTENT:							
X Other (if Applicable)	Date: <u>2/3/25</u>						
X Chief Operating Officer	Date: <u>02/03/2025</u>						
X Executive Engineer femand & Monalette	Date: <u>2/10/2025</u>						
X Director of Administration Savonya total	Date: <u>02/10/2025</u>						
X Risk Manager Molly o Musarra	Date: <u>2/3/2025</u>						
X Chief Financial Officer	Date:						
X Legal Mark Carnsy	Date: <u>2/3/2025</u>						
APPROVED FOR BOARD RESOLUTION:							
X Secretary to the Authority	Date:						
Request to create a new capital budget line item for unit 8525. 3 Cisco switches w ordered in the fall of 2024 but not delivered until 2025 and as such could not be be	illed						
to the 20204 capital line item, and a new one needs to be created to pay the invoic	e						

**Item No:** 

**Resolution Date:** 

2/3/25

## **Budget Transfer Authorization**

Budget Transfer No:			Date:	28 JAN 2025		
Transfer F	rom:					
Unit	Unit Dept Exp/Capital No.		Description	Amount		
8525	IT T	101768	SECURITY CAMERA UPGRADE	\$22,600.00		
Transfer T	o:					
Unit	Dept	Exp/Capital No.	Description	Amount		
8525	IT	101808	Cisco Switches	\$22,600.00		
				, , , , , , , , , , , , , , , , , , , ,		
Request t	to create a	of 2024 but not o	sfer: get line item for unit 8525. 3 Ci delivered until 2025 and as such a new one needs to be created	n could not be billed		
Required A	approvals*:					
Unit Head:						
Dept. Head:		With				
<b>Business Offi</b>		Steven V.	Demice 2/3/2025			
<b>Executive En</b>	_	_ Jeonard of	Monalsh 2/10/2025			
Comptroller:		Cessifa Company	R Brown 2/4/2025			
Chief Financi		( Of you ! I'm	mc02/04/2025			
Chief Operat	_	10 / March	<u>(101) 02/04/2</u> 025			
<b>Board Resolu</b>	tion Date:	-				

<sup>\*</sup> 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

### Schedule "A"

### **Outline of Approvals Required for Budget Transfers**

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

### Schedule "B"

Approvals Required for Creation of New Budget Items:								
Under \$10,000	Х	Х	X	Х	Х	X	X	
\$10,000 and over	Х	Х	X	Х	Х	Х	Х	X