



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

June 4, 2024

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 "From:" line.

Subject: 2024 Capital Budget Transfer
ECWA Project No. 202100031
DA-011 – Watermain Replacement, Town of Cheektowaga

The Engineering Department is requesting the transfer of funds to the 2024 capital budget for the above referenced watermain replacement project.

Funding is required to account for construction phase services (closeout assistance) and record drawing development which were anticipated to be completed in 2024 but inadvertently omitted from the 2024 capital budget.

A total of \$25,000.00 is being requested to be transferred to Contract DA-011 from Contract WSA-018 – Water Distribution System Improvements, Town of Clarence. Funds are available in this item as the design is complete and the project has been placed on hold.

MJQ:jmf

Attachments

cc: C.Eaton

J.Tomaka

L.Kowalski

L.Lester

S.D'Amico

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

Contract: DA-011 **Project No.:** 202100031
Project Description: 2024 Capital Budget Amendment (see attached)
DA-011.

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
 Other _____

Action Requested:

Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other _____

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Sr. Distribution Engineer		Date: <u>6/4/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>06/04/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>6/10/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>06/07/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>6/10/2024</u>
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Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: June 4, 2024

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101672	Distribution System Upgrades – Town of Clarence (WSA-018)	\$25,000

Transfer To:


Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101594	Waterline Replacement – Town of Cheektowaga (DA-011)	\$25,000

Statement as to Necessity of Budget Transfer:

Funds are necessary to fund general services and record drawing preparation costs. While these tasks were anticipated to be completed in 2024, the funding was inadvertently omitted from the 2024 capital budget. Funds are available in WSA-018 as the design is complete and the project is on hold.

Required Approvals*

Unit Head:  6/4/2024

Dept. Head:  6/4/2024

Business Office Manager:  6/4/2024

Executive Engineer:  6/10/2024

Comptroller:  6/5/2024

Chief Financial Officer:  06/10/2024

Chief Operating Officer:  06/04/2024

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

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