




**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

March 6, 2024

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, PE, Senior Distribution Engineer 

Subject: 2024 Capital Budget Transfer  
ECWA Project No. 202200055  
WE-005 Ph-1 – Water System Improvements, Town of Hamburg

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The Engineering Department is requesting the re-establishment of a 2024 budget item and transfer of funds to the 2024 capital budget for the above referenced distribution system improvement project.

When originally budgeted, this project was originally anticipated to be completed in 2023. However, due to delays in starting construction, all work could not be completed as anticipated. Final site restoration and record document preparation remain. As such, funding is required to account for the completion of construction and engineering.

A total of \$50,000.00 is being requested to be transferred to Contract WE-005 from Contract JMD-001. Funds are available in this item due more construction being completed in 2023 than planned.

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:** WE-005 Ph-1 **Project No.:** 202200055  
**Project Description:** 2024 Capital Budget Amendment (see attached)  
WE-005 Ph-1.

**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: <u>3/6/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>03/06/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>3/11/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>3/6/24</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>3/11/2024</u>
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**Remarks:** \_\_\_\_\_  
 \_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_

# Budget Transfer Authorization

**Budget Transfer No:** \_\_\_\_\_

**Date:** March 6, 2024

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2500	250	101596	JMD-001 Waterline Replacement	\$50,000.00

**Transfer To:**


Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101674	WE-005 Waterline Replacement	\$50,000.00

**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 2024. Funds available in JMD-001 due to more construction being completed in 2023 than anticipated.


**Required Approvals\***

Unit Head:  3/6/2024

Dept. Head:  3/6/2024

Business Office Manager:  3/7/2024

Executive Engineer:  3/11/2024

Comptroller:  3/6/24

Chief Financial Officer:  3/6/24

Chief Operating Officer:  03/06/2024

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