




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

July 8, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Michael Quinn, Senior Distribution Engineer 

Subject: 2022 Capital Budget Transfer
CH-012 – Water System Improvements, Town of Cheektowaga

The Engineering Department is requesting the transfer of funds and reestablishment of a capital budget item for consulting engineer services associated with additional Resident Engineering fees associated with the distribution improvement project:

- CH-012 – Water System Improvements, Town of Cheektowaga

This budget transfer is associated with additional Resident Inspection fees necessary to reimburse the consultant for work required to provide full time resident inspection services for the duration of the project. The hours included in the original professional services agreement were an estimate and were not adequate to complete the original scope of work. Further, due to unforeseen site conditions the project duration was longer than anticipated. And finally, the Erie County Highway Department requested that the final paving not be completed until the following spring to allow for trench settlement prior to paving.

A total of \$30,000.00 is being requested to be transferred from Contract LA-005 to fund the work. Funds are available due to a delay in bidding the project resulting in a portion of the work originally funded for completion in 2022 to be shifted to the 2023 construction season. Attached find a fully executed Budget Transfer Form.

MJQ:lal1
Attachments
cc: R.Stoll
K.Prendergast
L. Kowalski
L.Lester
S. Damico

Budget Transfer Authorization

Budget Transfer No: _____

Date: June 29, 2022

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101590	LA-005 Waterline Replacement	\$30,000

Transfer To:


Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101411	CH-012 Waterline Replacement	\$30,000

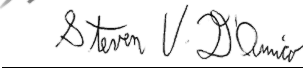
Statement as to Necessity of Budget Transfer:

Additional funds are necessary to account for additional resident inspection fees.

Required Approvals*

Unit Head:  6/29/2022

Dept. Head:  6/29/2022

Business Office Manager: 

Executive Engineer:  06/29/2022

Comptroller:  7/01/2022

Chief Financial Officer: 

Chief Operating Officer:  6/29/2022

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

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

Contract: <u>CH-012</u>	Project No.: <u>201900074</u>
Project Description: <u>Water System Improvements – Town of Cheektowaga</u> <u>January 2020</u>	

Item Description:



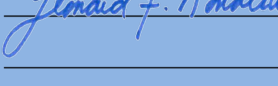

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>2022 Capital Budget Transfer</u>			

Action Requested:

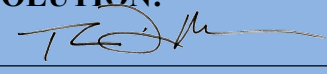
<input checked="" type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> 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>7/8/2022</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>7/8/2022</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>07/11/2022</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>07/09/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>7/11/22</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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