




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 29, 2021

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer 

Subject: 2021 Operation and Maintenance Budget Transfer
2021 Restoration Contracts

During a review of 2021 budget items, a potential shortfall in funds was identified for Payments to Contractors for restorations associated with watermain breaks (2021 O&M Budget Unit 2535 Restoration, Item 18 – Payments to Contractors – Restoration). The Engineering Department is requesting the transfer of funds to resolve this shortfall.

A total of \$400,000 is being requested to be transferred to 2021 Budget Unit 2535 Restoration, Item 18 – Payments to Contractors – Restoration.

Funds for this amendment will be transferred from the following budget items:

- Unit 2502 Construction, Item 19 – Payments to Contractors – Other - \$200,000
- Unit 2502 Construction, Item 74 – Payments to Contractors – Tanks - \$200,000

Funds will be available in these units due to the fact that the scope of work for projects anticipated to be funded under these items changed throughout the year or the projects were put on hold.

MJQ:jmf

Attachments

cc: R.Stoll

K.Prendergast

L.Kowalski

L.Lester

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

Contract: _____ **Project No.:** 2020000315
Project Description: 2020 O&M Budget Amendment (see attached)
 For 2021 Restoration

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:

Sr. Distribution Engineer *Bill K.* Date: 11/29/2021
 Chief Operating Officer *Russell J. Stoll* Date: 11/29/2021
 Executive Engineer *Jeanard F. Koulik* Date: 11/29/2021
 Director of Administration _____ Date: _____
 Risk Manager _____ Date: _____
 Chief Financial Officer *Karen A. Bendegast* Date: 11/29/2021
 Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority *T.C.M.* Date: 11/29/21

Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: November 29, 2021

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2502	250	19	Payments to Contractors - Other	\$200,000
2502	250	74	Payments to Contractors - Tanks	\$200,000

Transfer To:

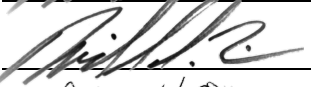
Unit	Dept	Capital / O&M Item No.	Description	Amount
2535	250	18	Payments to Contractors - Restore	\$400,000

Statement as to Necessity of Budget Transfer:

During a review of 2021 budgets it was identified that there could be a shortfall in funds available for restorations. Additional funds are necessary to account for this shortfall.

Required Approvals*

Unit Head:  11/29/2021

Dept. Head:  11/29/2021

Business Office Manager: 

Executive Engineer:  11/29/2021

Comptroller: _____

Chief Financial Officer: 

Chief Operating Officer:  11/29/21

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