

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

Contract: _____ **Project No.:** _____
Project Description: 2019 O & M BUDGET AMENDMENT
(SEE ATTACHED)

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:

Department Head *[Signature]* Date: 5/6/19
 Risk Manager _____ Date: _____
 Director of Administration _____ Date: _____
 Executive Engineer _____ Date: _____

APPROVED AS TO FORM:

Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority *[Signature]* Date: 5/7/19

Remarks: _____

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



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

May 7, 2019

To: Terrence McCracken, Secretary to the Authority

From: Steven V. D'Amico, Business Office Manager

Subject: Budget Transfer Authorization

Attached please find a Budget Transfer Authorization to fund one additional position of Account Clerk. The Customer Service and Billing unit is currently down one position of Account Clerk vacated due to a leave of absence; it would be very difficult to fill this position as the job would have to be posted as temporary. To make matters worse, one of our existing representatives is going out for surgery in June during peak vacation time leaving us extremely shorthanded all Summer and into Fall.

By funding an additional position of Account Clerk we can get a permanent employee started with training right away and contributing by the time the other representative goes out for surgery which should minimize the effects of being shorthanded.

If you have any questions or require additional information, please let me know.

Budget Transfer Authorization

Budget Transfer No: _____

Date: 5/3/2019

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
4020		1	SALARIES	\$ 26,557
		8	FRENDS	\$ 14,452

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
4020		1	SALARIES	\$ 26,557
		8	FRENDS	\$ 14,452

Statement as to Necessity of Budget Transfer:

FUND ONE ADDITIONAL POSITION OF
ACCOUNT CLERK

Required Approvals*:

Unit Head: _____
 Dept. Head: _____
 Budget/Financial Analyst: _____
 Executive Engineer: _____
 Comptroller: _____
 Deputy Director: _____
 Executive Director: _____
 Board Resolution Date: _____

[Handwritten signatures: Robert J. ...]

* 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