

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

| | |
|---|---------------------------|
| Contract: _____ | Project No.: _____ |
| Project Description: <u>(SEE ATTACHED)</u> <u>2019 CAPITAL BUDGET AMENDMENT</u> For Sturgeon Point Water Treatment Plant Alarm System Improvements. | |

| | |
|---|--|
| Item Description: | |
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement |
| <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 | Budget Transfer – New Line Item for Capital Budget Unit 1010 |

| | |
|---|--|
| 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"/> Department Head | Date: <u>8/30/19</u> |
| <input type="checkbox"/> Risk Manager | Date: _____ |
| <input checked="" type="checkbox"/> Director of Administration | Date: <u>8/30/19</u> |
| <input checked="" type="checkbox"/> Executive Engineer | Date: <u>8/30/19</u> |
| APPROVED AS TO FORM: | |
| <input type="checkbox"/> Legal | Date: _____ |
| APPROVED FOR BOARD RESOLUTION: | |
| <input checked="" type="checkbox"/> Secretary to the Authority | Date: <u>9/19/19</u> |

| |
|-----------------|
| Remarks: |
| |
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|-------------------------------|-----------------------|
| Resolution Date: _____ | Item No: _____ |
|-------------------------------|-----------------------|

KAP



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 30, 2019

To: Steve D'Amico, Business Office Manager

From: David M. Patton, Senior Production Engineer

A handwritten signature in black ink, appearing to read "D. Patton", is written over the "From:" line.

Subject: Budget Transfer No. 5

For Sturgeon Point Water Treatment Plant Fire Alarm System Improvements

Upon inspection and testing of the existing fire alarm system at the Sturgeon Point Water Treatment Plant various components were found to be inoperable. The fire alarm system manufacturer has determined that various improvements to the existing system are required for the overall system to operate as designed.

The system manufacture has provided a proposal for this Work, in a total amount of \$29,459.76. This budget transfer, in a total amount of \$35,000.00, includes additional funds for any unforeseen conditions that would require additional equipment, materials and/or labor.

The Security Improvements line item (1015-100-101299) contained various items that have been determined to be Operations and Maintenance budget items and not Capital budget items. Upon a review of the proposed Work of that line item a total of \$80,000.00 has been determined to be actual Capital budget items, therefore a total of \$\$132,870.00 is remaining.

Accordingly, please transfer \$35,000 from Unit 1015, Item No. 101299, Security Improvements VDW Raw Water, to a "NEW" line item within Unit 1010, for the fire system improvements.

DMP
Attachments

Budget Transfer Authorization

Budget Transfer No: _____

Date: August 30, 2019

Transfer From:

| Unit | Dept | Exp/Capital No. | Description | Amount |
|------|------|-----------------|-------------------------------------|-----------|
| 1015 | 100 | 101299 | Security Improvements VDW Raw Water | 35,000.00 |
| | | | | |

Transfer To:

| Unit | Dept | Exp/Capital No. | Description | Amount |
|------|------|-----------------|------------------------------------|-----------|
| 1010 | 100 | 101487 | STP Fire Alarm System Improvements | 35,000.00 |
| | | | | |

Statement as to Necessity of Budget Transfer:

Upon inspection and testing of the existing fire alarm system at the Sturgeon Point Water Treatment Plant various components were found to be inoperable. The fire alarm system manufacturer has determined that various improvements to the existing system are required for the overall system to operate as designed.

The Security Improvements line item (1015-100-101299) contained various items that have been determined to be Operations and Maintenance budget items and not Capital budget items. Upon a review of the proposed Work of that line item a total of \$80,000.00 has been determined to be actual Capital budget items, therefore a total of \$132,870.00 is remaining.

Required Approvals*:

Unit Head:

Dept. Head:

Budget/Financial Analyst:

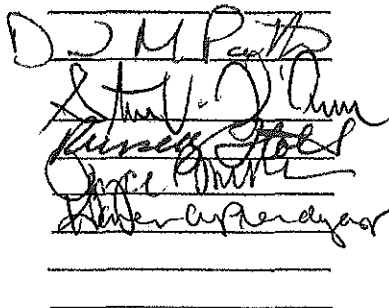
Executive Engineer:

Comptroller:

Deputy Director:

Executive Director:

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

Revised 9/17/2008