

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** 2021 Capital Budget Amendment  
Amend the 2021 Capital Budget to Add the Purchase of One Pickup Truck

**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"/> Comptroller		Date: <u>12/30/2020</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>12/22/2020</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>12/22/2020</u>
<input checked="" type="checkbox"/> Director of Administration		Date: <u>12/22/2020</u>
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>12/23/2020</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>12/30/20</u>
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**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

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



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

December 18, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: Lavonya C. Lester, Director of Administration *LCL*

Subject: Amendment to the 2021 Capital Budget Unit 1090  
To Add the Purchase of One Pickup Truck

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The impacts of COVID and the increase in staff levels have created challenges for the fleet department. In the fight to minimize the spread of COVID, departments have made every effort to limit travel to one man per vehicle. The addition of staff in several departments has caused vehicle demand to increase. Delaying the sale of replaced vehicles and reallocating vehicles to more in need units has solved many of the issues.

One unsolved need is for an additional pickup truck. Most of the 2021 capital bidding for unit 1090 Transportation and Auto Equipment is complete. The 2021 budget of \$1,189,000 for transportation and auto equipment purchases was approved at the October 27<sup>th</sup> Board Meeting. There will be enough excess funds in this capital budget to purchase a pickup truck.

The fleet department requests that you add the purchase of V120 to the 1090 capital budget for 2021 in the amount of \$35,800. Funds to purchase V120 will be transferred from other items in unit 1090 under budget transfer guidelines.

Following documents are attached:

- Authorization Form
- Budget Transfer Authorization Form
- Attachment to Budget Transfer Authorization Form

LCL:SAJ:jmf  
Attachments  
cc: R.Stoll  
L.Kowalski  
K.Prendergast  
S.Jemiolo

# Budget Transfer Authorization

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

**Date:** 12/18/2020

**Transfer From:** 2021 Capital budget

Unit	Dept	Exp/Capital No.	Description	Amount
1090	107300		Various Lines From Unit 1090 - See Attached Detail	\$35,800

**Transfer To:**

Unit	Dept	Exp/Capital No.	Description	Amount
1090	107300		Vehicle 120	\$35,800

**Statement as to Necessity of Budget Transfer:**

Add vehicle to fleet due to changing nature of COVID needs and employment changes

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**Required Approvals\*:**

<b>Unit Head:</b>	<u>Stanley A. Jemiolo Jr.</u>	<u>12/18/20</u>
<b>Dept. Head:</b>	<u>[Signature]</u>	<u>12/21/2020</u>
<b>Business Office Manager:</b>	<u>[Signature]</u>	
<b>Executive Engineer:</b>	<u>[Signature]</u> 12/22/2020	
<b>Comptroller:</b>		
<b>Chief Financial Officer:</b>	<u>[Signature]</u>	
<b>Chief Operating Officer:</b>	<u>[Signature]</u> 12/22/2020	
<b>Board Resolution Date:</b>		

\* 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



# Budget Transfer Request Detail

Budget Transfer Number: \_\_\_\_\_

Date: 12/18/2020

**Transfer From:** 2021 Capital Budget

Unit	Dept.	Exp/Capital No.	Description	Amount
1090	107300	101559	Vehicle 011	\$ 4,000.00
1090	107300	101561	Vehicle 014	\$ 4,000.00
1090	107300	101567	Vehicle 031	\$ 4,000.00
1090	107300	101568	Vehicle 017	\$ 4,000.00
1090	107300	101569	Vehicle 065	\$ 4,000.00
1090	107300	101570	Vehicle 088	\$ 4,000.00
1090	107300	101558	Vehicle 099	\$ 3,800.00
1090	107300	101577	Vehicle 102	\$ 3,000.00
1090	107300	101573	Vehicle 029	\$ 5,000.00

Total \$ 35,800.00

**Transfer to:** 2021 Capital Budget

Unit	Dept.	Exp/Capital No.	Description	Amount
1090	107300		Vehicle 120	\$ 35,800.00