

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

**Contract:** \_\_\_\_\_

**Project No.:** \_\_\_\_\_

**Project Description:** Amend 2019 Unit 1090 Capital Budget to Add Vehicle 118. No additional funds needed. Budget Item Vehicle 118 will be funded from transfer of Vehicle 063 funds. Vehicle 118 – 2020 Pickup.

2019 CAPITAL  
BUDGET AMENDMENT

**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 checked="" type="checkbox"/> Other New Line Item for Capital Budget Unit 1090 |  |   |                                       |

**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            | <u>Savanya Foster</u> | Date: 9/3/19 |
| <input type="checkbox"/> Risk Manager                          | _____                 | Date: _____  |
| <input checked="" type="checkbox"/> Director of Administration | <u>Savanya Foster</u> | Date: 9/3/19 |
| <input checked="" type="checkbox"/> Executive Engineer         | <u>Russell Foltz</u>  | Date: 9/3/19 |

**APPROVED AS TO FORM:**

- |                                |       |             |
|--------------------------------|-------|-------------|
| <input type="checkbox"/> Legal | _____ | Date: _____ |
|--------------------------------|-------|-------------|

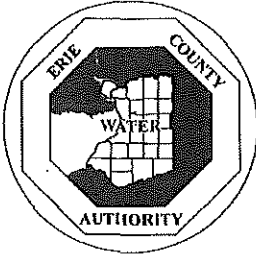
**APPROVED FOR BOARD RESOLUTION:**

- |  |                          |               |
|--|--------------------------|---------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>Haven A. Pradyper</u> | Date: 9/10/19 |
|--|--------------------------|---------------|

**Remarks:** \_\_\_\_\_


**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

Date: September 03, 2019

TO: Steve D'Amico – Business Office Manager  
FROM: Stan Jemiolo – Administrative Assistant   
SUBJECT: Change 1090 Capital Budget year 2019

---

Circumstances in ECWA vehicle needs has changed during 2019. We can accommodate these needs with an amendment and transfer of funds to the 2019, unit 1090 capital budget.

Unit 1090 currently has an allocation of \$32,000.00 to replace vehicle 063. A decision was made earlier this year to extend the life of current V063 for at least two years.

The meter shop has been using a pick-up truck that was assigned to a former inspector who retired in 2018. That position was filled and the truck was re-assigned to the new inspector leaving the meter shop short a pick-up truck.

A request was made to and granted by the CFO to add a pick-up truck to the meter shop.

We can accomplish this by transferring the funds from Unit 1090 Vehicle 063 to Unit 1090 Vehicle 118, and creating a new capital item titled "Vehicle 118", and fund that line for \$32,000.00.

Thank you for your consideration of this matter.

## Budget Transfer Authorization

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

Date: 9/3/2019

**Transfer From:**

Unit	Dept	Exp/Capital No.	Description	Amount
1090		101386	Vehicle 063	\$32,000

**Transfer To:**

Unit	Dept	Exp/Capital No.	Description	Amount
1090		101498	Vehicle 118	\$32,000

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

We will not be purchasing V063 in 2019. A decision was made to extend V063 for two more years.

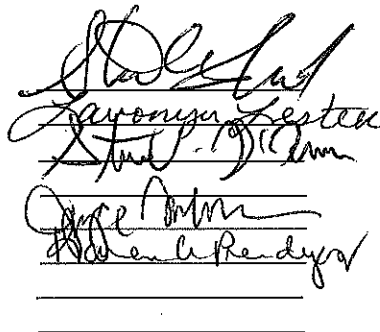
A request to add a pickup truck to Meter Shop was granted by CFO.

The pickup currently used by Meter Shop was re-allocated to new Inspection Personnel.

V118 will be a 2020 pickup.

**Required Approvals\*:**

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



9/3/19  
9/3/19

\* 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