



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

July 12, 2021

To: Steve D'Amico, Business Office Manager

From: Leonard F. Kowalski, Executive Engineer *LFK*

Subject: Capital Budget Amendment – Unit 3070 Facilities - Storage Barn Shelving

It was brought to management's attention that there are several shelving units located in Building #5 at the Service Center facility that are deteriorated and a cause for concern. Upon further inspection of the shelving, several shelving units are severely deteriorated and need to be replaced. Since they posed an immediate risk to employees, the shelves were unloaded and taken out of service. An Emergency Declaration was issued on June 29, 2021 to facilitate the procurement of new shelving units. An existing facilities contract with an outside vendor will be utilized to perform the work.

This work is being considered capital and a new budget item needs to be created. The Engineering Department and Stores Department are requesting a budget transfer in the amount of \$30,000 within the same unit, Unit 3070 Facilities. There is excess funding within this unit that can be reallocated to fund this project.

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

Contract: _____ **Project No.:** _____
Project Description: 2021 Capital Budget Amendment (see attached) – Budget Transfer –
Unit 3070 Facilities – Storage Barn Shelving

Item Description:

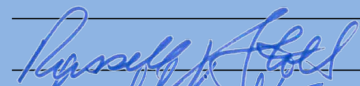


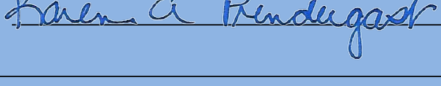
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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 type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>7/12/2021</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>07/12/2021</u>
<input checked="" type="checkbox"/> Director of Administration		Date: <u>07/12/2021</u>
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>07/12/2021</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>07/14/21</u>
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Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: 7-12-2021

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
3070	Facilities	10 13 34	Comprehensive Facilities Plan	\$30,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
3070	Facilities		Service Center Building #5 Shelving	\$30,000

Statement as to Necessity of Budget Transfer:

Several shelving units in Building #5 are deteriorated and need to be replaced. The deteriorated units pose an immediate risk to employees and need to be replaced as soon as possible. An Emergency Declaration was issued on 6-29-2021 to facilitate the procurement of the shelving.

Required Approvals*:

Unit Head: *Janeyna Justice* 7/12/21 _____

Dept. Head: *Janeyna Justice* 7/12/21 _____

Business Office Manager: *Steven V. Davis* _____

Executive Engineer: *Janeyna Justice* 7-12-2021 _____

Comptroller: *Opal White* 07/13/2021 _____

Chief Financial Officer: *Robert A. Bendegast* _____

Chief Operating Officer: *Russell J. Hall* 7/12/2021 _____

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