

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

Contract: _____ Project No.: _____
Project Description: ELLICOTT SQUARE VIDEO SECURITY SYSTEM
2020 CAPITAL 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 ADD CAPITAL BUDGET LINE FOR "ELLICOTT SQUARE VIDEO SECURITY SYSTEM" UNIT 8525

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 APPROVAL TO ADD CAPITAL BUDGET LINE

Approvals Needed:

APPROVED AS TO CONTENT:

- ☐ Other (if Applicable) _____ Date: _____
☒ Chief Operating Officer Russell J. Fols Date: 2/11/20
☒ Executive Engineer James P. Donahue Date: 2-11-2020
☐ Director of Administration _____ Date: _____
☐ Risk Manager _____ Date: _____
☒ Chief Financial Officer Karen A. Pendergast Date: 2/18/20
☐ Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

- ☒ Secretary to the Authority T. J. M. Date: 2/11/20

Remarks: _____

Resolution Date: _____ Item No: _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

February 13, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: Jeffrey Schlierf, Acting Manager of Information Technology *JS*

Subject: Addition of Capital Budget Line

Per request from Matt Barrett, Security Officer, we will be installing a 6-camera video security system at our Ellicott Square location. I am asking the Board of Commissioners to approve the creation of an additional Capital budget in the 2020 Information Technology budget called "Ellicott Square Video Security System". Funds can be transferred from the existing capital budget line "Service Center SCADA Server". The necessary equipment has already purchased from the SCADA Server line, at a substantially lower price than originally quoted.

Please include this item as a resolution on the February 28th, 2020 Board meeting.

Budget Transfer Authorization

Budget Transfer No: _____

Date: 2/10/2020

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	Information Technology	101475	SERVICE CENTER SCADA SER	32,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	Information Technology	101535	Ellicott Square Video Security Syst	\$32,000

Statement as to Necessity of Budget Transfer:

A security breach at our Ellicott Square offices prompted Matt Barrett to request the installation of a 6 camera video security system.

This request came after the 2020 budget was closed to additions.

Required Approvals*:**Unit Head:**

Dept. Head:

Budget/Financial Analyst:


● **Executive Engineer:**

Comptroller:

~~Deputy Director:~~ CFB

Executive Director:

Board Resolution Date:


 James C. Hendry
 2-11-2020
 2/11/20

* 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