



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

November 8, 2018

To: Terrence D. McCracken, Secretary to the Authority  
From: Karen A. Prendergast, Comptroller *KAP*  
Subject: Budget Amendment

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Subsequent to the adoption of the 2018 capital budget on November 13, 2017, the Authority began looking at the feasibility of audio and video recording Board meetings.

After receiving RFPs for the Design and Installation of said equipment it was decided to move forward with the proposal of Veraview. As a result, a capital budget amendment funding the project in 2018 is required.

The project was funded in the 2019 capital budget by the Information Technology Department who has assured me that sufficient funds are available in the 2018 budget due to delays in other capital projects. I have included a copy of the proposed amendment. Please include a resolution amending the 2018 capital budget for Board consideration at their November 15, 2018 meeting.

## Budget Transfer Authorization

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

Date: 11/8/18

**Transfer From:**

Unit	Dept	Exp/Capital No.	Description	Amount
8525		101338	Dist SCADA Routers	30,500
8525		101360	Mobility Software	79,500

**Transfer To:**

Unit	Dept	Exp/Capital No.	Description	Amount
8525		101424	Board Mtg Audio & Video Equip	110,000

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

As a result of specific transparency recommendations from the ABO & the Coalition for Open Government - Audio & Video equipment will be installed in the Board Room - These recommendations were made after the 2018 Capital Budget was adopted

**Required Approvals\*:**

Unit Head: \_\_\_\_\_

Dept. Head: \_\_\_\_\_

Budget/Financial Analyst: \_\_\_\_\_

Executive Engineer: \_\_\_\_\_

Comptroller: \_\_\_\_\_

Deputy Director: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Board Resolution Date: \_\_\_\_\_

*Robert J. Lutz*  
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*Karen A. Hendry*  
*Robert J. Lutz*  
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\* 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