

**Resolution 2024-25:58**

**Pay Requisition Summary Acceptance (May 2025) Cash Capital**

**By Board Member Kim Jones**

WHEREAS, the Rochester School Facilities Modernization Program Act ("School Modernization Act") established the Rochester Joint Schools Construction Board ("RJSCB" or "Board"), a seven voting member board consisting of equal representation by the City of Rochester ("City") and the Rochester City School District ("District"), as well as a member jointly selected by the City and the District; and

WHEREAS, under the School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the authorizing legislation for Phase 3 of the Rochester Schools Modernization Program ("RSMP") was passed by the New York State Legislature on June 1, 2021 and signed into law by the Governor of the State of New York on November 16, 2021; and

WHEREAS, the amended Act authorizes up to 12 projects in Phase 3 of the RSMP; and

WHEREAS, the RJSCB developed a pay requisition approval procedure with input from its Counsel, the M/WBE and Services Procurement Committee, members of the accounting department of Rochester City School District, and the RJSCB's independent auditing firm; and

WHEREAS, the RJSCB, at its regular monthly meeting on September 12, 2011, adopted the pay requisition approval procedure (Resolution 2011-12: 23) ("Pay Requisition Approval Procedure"); and

WHEREAS, the RJSCB, at its regular monthly meeting on September 10, 2012, revised the Pay Requisition Approval Procedure (Resolution 2012-13: 37) to include the Trustee as paying agent for construction related payments; and

WHEREAS, the RJSCB, at its regular monthly meeting on April 7, 2014, revised the Pay Requisition Approval Procedure (Resolution 2013-14: 257) to include discussion of the Pay Requisition Summary by the Finance Committee and certain verification activities by the Program Manager following each monthly Board meeting; and

WHEREAS, the RJSCB, at its regularly monthly meeting on January 17, 2017, revised the Pay Requisition Approval Procedure (Resolution 2016-17: 118) to add certain additional internal controls to assist the RJSCB by clarifying duties in absence of an Executive Director and by providing additional internal controls; and

WHEREAS, the RJSCB, at its regularly monthly meeting on October 12, 2021, revised the Pay Requisition Approval Procedure (Resolution 2021-22: 82) to add certain additional internal controls to assist the RJSCB by clarifying duties in absence of an Executive Director and by providing additional internal controls; and

WHEREAS, the RJSCB Consultants and RJSCB Chair have reviewed the individual pay applications from each of the consultants, contractors and suppliers for accuracy and completeness; and

WHEREAS, the RJSCB Consultant forwarded Phase 3 monthly Pay Requisition Summary 24 totaling \$1,528,962.71 including all invoices to be paid using proceeds from the Cash Capital Account to the RJSCB Chair; and

WHEREAS, the RJSCB Chair approved Phase 3 monthly Pay Requisition Summary 24 on or about June 9; 2025; and

WHEREAS, the Treasurer reviewed the Phase 3 monthly Pay Requisition Summary 24 with the RJSCB at its meeting on June 10, 2025.

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby approves the Phase 3 monthly Pay Requisition Summary 24 for the month of May 2025 in the amounts stated above and as shown in the Summary sheet attached to this Resolution.

**Second by Board Member Shawn Farr**

**Adopted 7-0**