

Resolution 2011-12: 94

Authority for RJSCB Executive Director to Sign Certain Documents and Approve Certain Contract Amendments

By Board Member Pifer

WHEREAS, the Rochester School Facilities Modernization Program Act (“the Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), 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 Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the RJSCB has hired an Executive Director (Resolution 2010-2011: 47) to oversee the day-to-day operations of the RJSCB and implementation of the Rochester Schools Modernization Program (“RSMP”); and

WHEREAS, in fulfilling his duties, the Executive Director has and will obtain detailed knowledge of the RSMP and the day-to-day operations of the RJSCB; and

WHEREAS, in order to promote efficient and streamlined operation of the RSMP and give the Executive Director sufficient responsibility to address minor situations as they arise, the RJSCB intends to delegate to the Executive Director the power to sign certain RJSCB documents and approve certain amendments to existing RJSCB contracts without obtaining prior approval of the RJSCB.

THEREFORE, BE IT RESOLVED:

1. The RJSCB grants the following authority to its Executive Director:
 - a. The Executive Director may sign documents on behalf of the RJSCB that are necessary for the day-to-day operations of the RSMP without obtaining prior RJSCB approval, provided that such documents do not constitute a third-party contract and do not involve RJSCB operating expenses. The Executive Director shall promptly provide copies of all such documents to the Board Chair.
 - b. The Executive Director may approve one or more amendments to existing RJSCB contracts, without obtaining prior RJSCB approval, provided that such amendments do not concern construction contracts and do not involve a financial commitment of the RJSCB in excess of \$15,000 per contract per month. The Executive Director shall report all such amendments to the Board for its acceptance at the next regularly scheduled Board meeting.
 - c. The Executive Director may approve construction change directives issued by the Architect, Construction Manager and Program Manager for the RSMP projects, without obtaining prior RJSCB approval, provided that such construction change directives do not involve a financial commitment of the RJSCB in excess of \$25,000 per contract per month. The Executive Director shall report all such construction change directives to the Board for its acceptance at the next regularly scheduled Board meeting.
 - d. For amounts in excess of the not-to-exceed levels in subparagraph b) and c), and when the Executive Director and Board Chair believe that the progress of the RSMP projects require approval of these amounts, the Board Chair may authorize the Executive Director to approve amounts in excess of such not-to-exceed levels with the Executive director providing copies of all such changes promptly to the Board. The Executive Director and the Board Chair shall report on such amendments and/or such

construction change directives to the Board for its acceptance at the next regularly scheduled Board meeting.

Second by Board Member Giess

Approved 7-0