

Regular Meeting of the New Rochelle Industrial Development Agency

May 25, 2022 at 7:30 PM

515 North Ave. – Council Conference Room, New Rochelle, New York 10801

AGENDA

1. Roll Call/Announcements
2. Minutes
3. Anchin, Block and Anchin Contract – Resolution
4. Procurement Policy - Resolution
5. Other Business/Discussion Items
6. Next Meeting Date – June 29, 2022
7. Adjournment

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Minutes Summary of the Regular Meeting of the New Rochelle Industrial Development Agency (IDA)
held on Wednesday, April 27, 2022 at 7:30 pm in City Hall, Council Conference Room

Present: Charles B. Strome, III, Chair
Ivar Hyden, Vice Chair
Howard Greenberg, Secretary
Robert Balachandran, Treasurer
Jordanna Davis, Member
Amy Moselhi, Member

Absent: Felim O'Malley, Member

Also Present: Adam Salgado, IDA Executive Director, Commissioner of Development
Lisa Davis, Economic Development / IDA Manager
Darius Chafizedah, Transaction Counsel, Harris Beach

IDA Meeting was called to order by the Chairman, Mr. Strome. Roll Call was taken.

Announcements: None

Minutes: A motion was made by Mr. Balachandran and seconded by Mr. Strome to approve the March 2022 Minutes; and was unanimously approved.

MJ Garden LLC Sales Tax Exemption – Resolution

Mr. Salgado stated that the resolution before the Board is to authorize an extension of the sales tax exemption period for MJ Garden LLC for the project located at 26 Garden Street. Because the exemption period expired on December 31, 2021, board approval is required. The request is to extend their sales tax exemption period to December 31, 2024 with no change in the amount of the exemption.

The developer completed the courthouse component of the project and is expecting to start the construction of the second phase, including a 186-unit affordable housing component with 39 spaces of structured parking, in June of 2022.

A motion to approve was made by Mr. Hyden and seconded by Ms. Moselhi. All in favor, the motion passed.

Westhab Pre-Apprenticeship Program – Resolution

Mr. Salgado stated that the resolution before the Board is to authorize the amendment of the agreement with Westhab, Inc. to provide pre-apprenticeship training services to New Rochelle residents pursuant to an agreement with Pathways to Apprenticeship or P2A. P2A is a New York State Department of Labor certified "Direct Entry" pre-apprenticeship provider with established relationships among local building trades unions, and has trained and placed hundreds of New York residents from disadvantaged backgrounds in union apprenticeship programs. The IDA previously funded a pre-apprenticeship training program through P2A and Westhab in 2020, and 9 of the 12 graduates were accepted into apprenticeship programs with affiliates of the Westchester Building Trades.

The proposal is for Pathways to Apprenticeship to offer a 5-week pre-apprenticeship training and placement class for 15 residents of New Rochelle. This class will provide building trades skills training,

OSHA 30 safety training and mentorship in coordination with New Rochelle's First Source Referral Center. The cost not to exceed \$102,573 is available in the Job Training line item of the IDA budget.

The Board engaged in question and comment.

A motion to approve was made by Mr. Hyden and seconded by Mr. Strome. All in favor, the motion passed.

Other Business/Discussion Items

Ms. L Davis informed the Board that the opening ceremony and Artwalk for the mural project partially funded by the IDA is Sunday, May 1, 2022. The walk starts at 1 Radisson Plaza at 11 am and will be followed by free live performances following the walk. More information is available on the City's website.

Next Meeting: May 25, 2022

Adjournment: Mr. Balachandran made a motion to adjourn the meeting, seconded by Ms. Moselhi. All in favor, the motion passed.

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Date: May 25, 2022

At a meeting of the New Rochelle Industrial Development Agency (the “Agency”), held at City Hall, 515 North Avenue, New Rochelle, New York on the 25th day of May, 2022, the following members of the Agency were:

PRESENT:

ABSENT:

ALSO PRESENT:

After the meeting had been duly called to order, the Chair announced that among the purposes of the meeting was to consider and take action on certain matters pertaining to authorizing the (i) execution and delivery of a one-year extension of the existing agreement with Anchin, Block & Anchin LLP to provide certain professional services, (ii) expansion of the scope of services to include monitoring compliance with the Agency’s revised Uniform Tax Exemption Policy and (iii) expenditure of up to \$117,019 and the transfer of \$34,000 from the IDA Fund Balance to the Consultant’s Line item for the purposes funding the cost of such contract extension and expansion.

The following resolution was duly moved, seconded, discussed and adopted with the following members voting:

Voting Aye

Voting Nay

RESOLUTION OF THE NEW ROCHELLE INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING AN EXTENSION TO JUNE 26, 2023, OF THE EXISTING AGREEMENT WITH ANCHIN, BLOCK & ANCHIN LLP AND THE EXPANSION OF THE SCOPE OF SERVICES PROVIDED UNDER THE CONTRACT FOR THE PURPOSES OF PROVIDING POLICY COMPLIANCE MONITORING SERVICES AND THE EXPENDITURE OF UP TO \$117,019 TOWARD THE PAYMENT OF THE COST OF SUCH AGREEMENT.

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 785 of the Laws of 1976 of the State of New York, as amended (collectively, the “Act”), the New Rochelle Industrial Development Agency (the “Agency”) was created with the authority and power, among other things, to promote, develop, encourage and assist in the acquisition, construction, improvement, maintenance, equipping and furnishing of certain industrial, manufacturing, warehousing, commercial, research, and recreation facilities as authorized by the Act in order to promote and maintain the job opportunities, health, general prosperity and economic welfare of the citizens of the City of New Rochelle, New York (the “City”) and of the State of New York and to improve their standard of living; and

WHEREAS, to carry out the aforesaid purposes, the Agency has the power under the Act to do all things necessary to fulfill its obligations imposed by the Act; and

WHEREAS, the Agency has undertaken discussions with Anchin, Block & Anchin LLP (“the “Contractor”) for the purposes of providing certain professional economic development services, including, but not limited to, monitoring compliance with the Agency’s Economic Opportunity and Nondiscrimination Policy and Uniform Tax Exemption Policy (the “Services”) as outlined in the Contractor’s proposal, dated May 19, 2022 (the “Proposal”) attached hereto as Exhibit A;

WHEREAS, the Agency and the Contractor entered into a certain Professional Services Agreement, dated as of June 26, 2021, with respect to the Services (as the same may be amended, supplemented or modified, the “Agreement”); and

WHEREAS, an extension of the existing Agreement and the provision of additional professional Services was recommended by the Contractor and requested by the Agency; and

WHEREAS, the Agency desires to extend the Agreement with respect to the Services for an additional one (1) year beginning June 26, 2022, and concluding June 26, 2023, which shall include the payment to the Contractor totaling an expenditure not to exceed \$117,019.00 for such one-year period.

NOW, THEREFORE, BE IT RESOLVED by the Agency (a majority of the members thereof affirmatively concurring) as follows:

Section 1. The Agency hereby determines that extending the Agreement with the Contractor for purposes of providing the Services and the provision of financing of the cost thereof constitutes a Type II Action pursuant to the New York State Environmental Quality Review Act,

Article 8 of the New York State Environmental Conservation Law and the regulations adopted pursuant thereto at 6 N.Y.C.R.R. Part 617.1 et. seq., as amended.

Section 2. The Agency hereby further finds and determines:

(a) By virtue of the Act, the Agency has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(b) Extending the Agreement with the Contractor for purposes of providing the Services (i) will serve to further, the Agency's purposes, including, but not limited to, promoting, developing, encouraging and assisting in the development of facilities as authorized by the Act in order to promote and maintain the job opportunities, health, general prosperity and economic welfare of the citizens of the City, and serving to further and promote, and be an essential factor in, the ongoing success and well-being of numerous projects previously undertaken by the Agency under the Act, and (ii) is authorized by the Act and will be in furtherance of the policy of the State of New York as set forth therein; and

(c) It is desirable and in the public interest for the Agency to extend the Agreement with the Contractor for purposes of providing the Services; and

(d) The Agency has the authority to extend the Agreement with the Contractor for such purposes.

Section 3. In consequence of the foregoing, the Agency is hereby authorized to extend the Agreement with the Contractor, effective June 26, 2022, for a term of one (1) year for the purposes of providing the Services in an amount to be expended by the Agency thereunder not to exceed \$117,019.00 in accordance with the Agreement to be negotiated and entered into by the Agency, and upon such other terms and conditions as the Executive Director, Chairman or Assistant Secretary of the Agency may determine to be necessary and appropriate, provided that such terms and conditions are consistent with the purposes and terms of this resolution.

Section 4. In further of the foregoing purposes, the Agency hereby determines that \$34,000.00 from the IDA Fund Balance shall be transferred to the Consultants Line item.

Section 5. In furtherance of the foregoing purposes, the Agency hereby determines that an amount not to exceed \$117,019.00 revenues heretofore received by the Agency shall be allocated to line item Consultants under its 2022 budget and that such amount is further hereby appropriated from its 2022 budget under such line item.

Section 6. The Agency, acting by and through its Executive Director, Chairman or Executive Director is hereby authorized to negotiate, execute and deliver such agreements and documents, and to do all things, necessary or appropriate for the accomplishment of the purposes of this resolution, and all acts heretofore taken by the Agency with respect to the subject matter of this resolution are hereby approved, ratified and confirmed.

Section 7. This resolution shall take effect immediately.

Exhibit A

Proposal

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To: Adam Salgado, Deputy Commissioner of Economic Development, City of New Rochelle
From: Brian Sanvidge, Principal, Anchin, Block & Anchin LLP
CC: Jorge Ventura, Director of Economic Development, City of New Rochelle
Lisa Davis, Economic Development / IDA Manager, City of New Rochelle
Date: May 19, 2022
Re: Anchin Proposal – Compliance Monitoring Services – Year 3

Anchin, Block & Anchin, LLP (Anchin) entered into an agreement with the New Rochelle Industrial Development Agency (New Rochelle) on June 26, 2020, to provide policy compliance monitoring services. This agreement was extended an additional year on June 26, 2021. As we approach the completion of services for the second term, additional services were requested by New Rochelle.

In addition to the services already being provided, the City will also be implementing revisions to the New Rochelle Tax Exemption Policy (UTEP). While Anchin will continue to monitor compliance with the Economic Opportunity and Nondiscrimination Policy (EONP), it was also requested that Anchin monitor compliance with the UTEP revisions. We estimate that the total fees for the continued monitoring of the EONP and the UTEP compliance services will not exceed \$117,019.

Please see below for a detailed list of ongoing and additional services related to the EONP and UTEP revisions that Anchin can provide for the third term.

Compliance Monitoring of the EONP:

1. Work with the City to amend the quarterly and annual reporting forms
 - o Define the terms and needs of each section included in the Quarterly and Annual reporting forms. Anchin will work with the City to create an attachment to each of the forms to provide clear instructions regarding how the developer's should be filling out the forms.

2. A review of Quarterly Reports for the first and second quarter of 2022
 - o Analysis of certified payroll information collected by the developers to verify the accuracy of quarterly reporting
3. Upon completion of the Quarterly Report review, work with each developer falling short of their goals in order to develop a corrective action plan to implement moving forward toward annual reporting.
4. Review and analyze the 2022 Annual Report data and present our findings
5. Review good faith efforts documentation related to Policy goals
 - o Work with developers to improve their outreach practices related to Targeted Workers, New Rochelle residents and businesses, and MWBE procurement.

Pricing:

We took the numbered services above and created a table (see Table 1) to outline estimated pricing. Please see Table 1 below for the hours that we estimate it will take to complete each service/task. We also calculated the estimated dollar amounts, by title, to complete the services. The total estimated dollar amount to complete all the services in this section of the proposal is \$85,015, which is based on an estimate of 370 hours. Anchin will bill these services at our discounted government rates.

Table 1 – EONP Compliance Monitoring

Anchin Estimated Hours and Dollars by Title ^[1]									
Title	Task No. 1	Task No. 2	Task No. 3	Task No. 4	Task No. 5	Total Hours	Discounted Rate	Estimated Dollar Amount	% of Hours
Partner	5	15	20	15	15	70	\$ 413.00	\$ 28,910.00	19%
Director	-	5	-	5	-	10	378.00	3,780.00	3%
Manager	15	45	30	40	45	175	207.00	36,225.00	47%
Staff	-	65	-	50	-	115	140.00	16,100.00	31%
Estimated Hours	20	130	50	110	60	370		\$ 85,015.00	100%

[1] Totals based on the review being performed for 30 active project sites. This number may fluctuate based on active sites.

Please note that billing related to the EONP Compliance Monitoring will be completed in equal monthly payments to meet the \$85,015 total stated in the chart above.

Compliance Monitoring of the UTEP Revisions:

1. Work with the City to develop UTEP quarterly and annual reporting forms.
 - Develop detailed instructions regarding the information requested and what we expect to receive based on our experience with monitoring compliance with the EONP.
 - The goal is for the forms to promote efficiency and mitigate confusion / errors as developers begin to populate the compliance information required.
2. Schedule a meeting with developers who will begin construction under Anchin's contract term.
 - This meeting will act as an educational session for the developers. Anchin will introduce the requirements outlined in the revised UTEP, discuss compliance and strategies to meet the compliance requirements, and explain the next steps / forms that will be required from them.
3. Prior to the start of onsite construction, Anchin will work with each developer to create a compliance plan.
 - This will act as a roadmap for the developers so they can meet the requirements outlined in the UTEP.
4. Request quarterly reports mid-year based on the date that construction began onsite.
 - Anchin will review the data submitted and work with each developer falling short of the requirement. A corrective action plan will be developed and implemented moving forward toward annual reporting, as necessary.
5. Collect Annual Reports for review at the end of each year.
6. Assess each development at the completion of construction to determine if the UTEP requirements were met.

Pricing:

We have created a table of estimated pricing for the services outlined above. This pricing is based on a total of four developments subject to the UTEP requirements being active during Anchin's third term

and is subject to change depending on the actual amount monitored during the year. Please note that this estimate is for the first year of compliance monitoring and includes the initial startup and design stage.

Please see Table 2 below for the hours that we estimate it will take to complete each service/task. We also calculated the estimated dollar amounts, by title, to complete the additional services. The total estimated dollar amount to complete all the services related to the UTEP is \$32,004, which is based on an estimated 133 hours. Anchin will bill these services at our discounted government rates.

Table 2 – UTEP Compliance Monitoring

Anchin Estimated Hours and Dollars by Title ^[2]									
Title	Task No. 1	Task No. 2	Task No. 3	Task No. 4	Task No. 5	Total Hours	Discounted Rate	Estimated Dollar Amount	% of Hours
Partner	5	10	5	2	2	24	\$ 413.00	\$ 9,912.00	18%
Director	5	2	-	-	2	9	378.00	3,402.00	7%
Manager	25	15	15	10	5	70	207.00	14,490.00	53%
Staff	-	-	-	20	10	30	140.00	4,200.00	23%
Estimated Hours	35	27	20	32	19	133		\$ 32,004.00	100%

[2] Totals based on the review being performed for 4 project sites. This number may fluctuate based on active sites.

Please note that the cost of the UTEP Compliance Monitoring will be billed against the tasks that are outlined above and not in equal monthly payments. We anticipate that tasks 1-3 will be completed before December 31, 2022.

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Date: May 25, 2022

At a meeting of the New Rochelle Industrial Development Agency (the “Agency”), held at City Hall, 515 North Avenue, New Rochelle, New York on the 25th day of May, 2022, the following members of the Agency were:

PRESENT:

ABSENT:

ALSO PRESENT:

After the meeting had been duly called to order, the Chair announced that among the purposes of the meeting was to consider and take action on certain matters pertaining to the adoption of a revised procurement policy of the New Rochelle Industrial Development Agency in accordance with the provisions of the New York State Public Authorities Law.

The following resolution was duly moved, seconded, discussed and adopted with the following members voting:

Voting Aye

Voting Nay

**RESOLUTION OF THE NEW ROCHELLE INDUSTRIAL
DEVELOPMENT AGENCY ADOPTING A REVISED
PROCUREMENT POLICY OF THE NEW ROCHELLE
INDUSTRIAL DEVELOPMENT AGENCY IN
ACCORDANCE WITH THE PROVISION OF THE NEW
YORK STATE PUBLIC AUTHORITIES LAW**

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 785 of the Laws of 1976 of the State of New York, as amended (collectively, the “Act”), the New Rochelle Industrial Development Agency (the “Agency”) was created with the authority and power, among other things, to promote, develop, encourage and assist in the acquisition, construction, improvement, maintenance, equipping and furnishing of certain industrial, manufacturing, warehousing, commercial, research, and recreation facilities as authorized by the Act in order to promote and maintain the job opportunities, health, general prosperity and economic welfare of the citizens of the City of New Rochelle, New York (the “City”) and of the State of New York and to improve their standard of living; and

WHEREAS, the New York State Legislature adopted the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009 (collectively, and as the same may be further amended, the “PAAA”), designed to ensure that New York’s public authorities operate more efficiently, more openly, and with greater accountability; and

WHEREAS, the PAAA requires that the Agency adopt or re-adopt, as the case may be, policies to comply with the provisions of the PAAA, including, among others, a Procurement Policy (the “**Procurement Policy**”); and

WHEREAS, the Agency has determined to make certain revisions to its Procurement Policy by increasing the dollar amount of goods and services that can be purchased at the discretion of the Chair or the Executive Director in order that the same may prove more effective in implementing and facilitating the Agency’s goals and purposes; and

WHEREAS, to carry out the aforesaid purposes, the Agency has the power under the Act to do all things necessary to fulfill its obligations imposed by the Act and the PAAA.

NOW, THEREFORE, BE IT RESOLVED by the Agency (a majority of the members thereof affirmatively concurring) as follows:

Section 1. The Agency hereby finds and determines:

(a) By virtue of the Act, the Agency has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(b) Adopting the revised Procurement Policy will allow the Agency to continue to operate in compliance with the Act and in compliance with the PAAA, and cause the Agency to operate more efficiently, openly and with greater accountability to the residents of the City of New Rochelle.

Section 2. In consequence of the foregoing, the Agency hereby determines to adopt the Procurement Policy with the revisions made thereto, a copy of which is attached hereto as Exhibit A.

Section 3. The Agency is hereby authorized to do all things necessary or appropriate for the accomplishment of the purposes of this resolution, and all acts heretofore taken by the Agency with respect to such activities are hereby approved, ratified and confirmed.

Section 4. This resolution shall take effect immediately.

Exhibit A

Procurement Policy

NEW ROCHELLE INDUSTRIAL DEVELOPMENT AGENCY

PROCUREMENT POLICY

A. Introduction

1. Applicability - This Procurement Policy (“Policy”) shall apply to the New Rochelle Industrial Development Agency (the “Agency”).
2. Scope – In accordance with Article 18-A of the General Municipal Law (the “GML”), Section 104-b of the GML, and the Public Authorities Accountability Act of 2005, the Agency is required to adopt procurement policies which will apply to the procurement of goods and services paid for by the Agency for its own use and account.
3. Purpose – Pursuant to Section 104-b of the GML, the primary objectives of this Policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of the City of New Rochelle, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

B. Procedures

1. Solicitation Procedures for the Purchase of Commodities, Equipment, Goods or Services.
 - a. Up to \$5,000 per instance – The discretion of the Chairperson or Chief Executive Officer of the Agency or authorized designee.
 - b. Greater than \$5,000 to \$20,000 per instance – The discretion of the Chairperson, Executive Director or Chief Executive Officer of the Agency or authorized designee but only after first requesting verbal quotations or written/fax/email quotations from at least three (3) vendors.
 - c. Greater than \$20,000 per instance – Written Request for Proposal.
 - d. Notwithstanding the foregoing, should cumulative procurements pursuant to paragraphs a or b above exceed \$50,000 per calendar year for a single vendor, the Agency shall be required to prepare a Written Request for Proposal for such procurements.
2. Exceptions. Alternative proposals or quotations shall not be required for procurements made through or with respect to:
 - a. New York State, Westchester County or City of New Rochelle Contracts – when the Agency is able to procure commodities,

equipment, goods or services through New York State, Westchester County or City of New Rochelle contracts, it is unnecessary to obtain quotations or bids;

- b. Procurements made by the City of New Rochelle on behalf of the Agency in accordance with the City's procurement policies and procedures or made by the Agency in accordance with the City's procurement policies and procedures.
 - c. State Finance Law Section 175-b (from agencies for the blind or severely handicapped);
 - d. Correction Law Section 186 (articles manufactured in correctional institutions);
 - e. Emergency Procurements – an emergency exists if the delay caused by soliciting quotes would endanger health, welfare, property or an economic development opportunity. Approval of the Chief Executive Officer is necessary, which shall be documented and shall also include a description of the facts giving rise to the emergency.
 - f. Sole Source Procurements – A “sole source” means a situation where (i) there is only one possible source from which to produce goods and/or services available in the marketplace, (ii) no other goods and/or services provide substantially equivalent or similar benefits, and (iii) considering the benefits, the cost to the Agency is reasonable.
 - g. Utilities and Affiliate Transactions – The purchase of utilities and inter-affiliate transactions are excepted from alternative proposal/quotation requirements.
 - h. Unavailability of three (3) vendors who are able or willing to provide a quote.
 - i. Professional services unless the Chairman or the Executive Director determines that a written request for proposal may be in the best interest of the Agency.
3. Basis for the Award of Contracts.

Contracts will be awarded to the lowest responsible dollar offeror who meets the specifications therefor, except in circumstances that the Agency determines justify an award to other than the lowest responsible dollar offeror. In making any such determination, the Agency shall consider relevant factors including, without limitation:

- a. Delivery requirements;

- b. Quality requirements;
 - c. Quantity requirements;
 - d. Past vendor performance and/or experience;
 - e. The unavailability of three or more vendors who are able or willing to quote on a procurement;
 - f. It may be in the best interests of the Agency to consider only one vendor who has previous expertise with respect to a particular procurement; and
 - g. Any procurement excepted from the alternative proposal/quotation requirements as set forth in subdivision 2 of this Section B, and the procurement of professional services in Section C of this Policy.
4. Documentation
- a. A record of all solicitations for alternative proposals or quotations, the response (if applicable), and any determinations pursuant thereto shall be maintained in the procurement file.
 - b. For each procurement by the Agency the Chief Executive Officer of the Agency or authorized designee shall set forth in writing the category of procurement that is being made and what method of procurement is specified.
 - c. Whenever an award is made to other than the lowest responsible dollar offeror the reasons for doing so shall be set forth in writing and maintained in the procurement file.
 - d. Whenever the specified number of quotations cannot or will not be secured, the reasons for this shall be indicated in writing and maintained in the procurement file.

C. Professional Services.

Contracts for professional services involve the application of specialized expertise, the use of professional judgment, or a high degree of creativity. Professional services include services which require special education and/or training, license to practice or are creative in nature. Examples are: lawyers, doctors, accountants, and engineers. Furthermore, professional service contracts often involve a relationship of personal trust and confidence.

D. Procurement Lobbying Law.

In accordance with Chapter 1 of the Laws of 2005, generally referred to as the “Procurement Lobbying Law”, the Agency shall implement the provision of such Procurement Lobbying Law for any contract or other agreement for an article of procurement involving an estimated annualized expenditure in excess of \$15,000.

E. Unintentional Failure to Comply.

The unintentional failure to comply with the provisions of Section 104-b of the GML shall not be grounds to void action taken or give rise to a cause of action against the Agency or any officer thereof.

F. Approval and Reporting.

To the extent that funds are available in the current year’s Budget adopted by the Board, the Executive Director shall have the authority to procure commodities, equipment, goods and services pursuant to the procedures set forth in this Policy and to make payment for such procurements up to twenty thousand dollars (\$20,000.00) in each instance. Any procurement in excess of twenty thousand dollars (\$20,000.00) or not provided for within the current year’s adopted Budget must be approved by the Board.

To the extent that funds are available in the current year’s Budget adopted by the Board, the Executive Director shall have the authority to (i) enter into an agreement with the City of New Rochelle (the “City”) to be an additional beneficiary of goods or services procured by the City and (ii) make payment to the City for the Corporation’s proportional share of the cost, if required, in an amount not to exceed twenty thousand dollars (\$20,000.00). Any such arrangements with the City that involve amounts in excess of twenty thousand dollars (\$20,000.00) or not provided for within the current year’s adopted Budget must be approved by the Board.

The Executive Director shall provide monthly reports to the Board detailing the procurements and payments to the City made pursuant to this Section F without Board approval, if any, within the previous month.