



# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

May 20, 2016

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**Re: Budget Revision for the WNY Sustainable Business Roundtable Project Grant**

Dear Honorable Members:

Enclosed please find a memorandum and proposed resolution from the Department of Environment and Planning to authorize a budget revision for the *WNY Sustainable Business Roundtable Project* (#162WNYSBR1416). These budget revisions have been approved by the granting agency, Empire State Development, and are in accordance with New York State's contractual guidelines.

Should your Honorable Body require further information, I encourage you to contact Commissioner Thomas R. Hersey, Jr. at the Department of Environment and Planning. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "M. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/cw  
Enclosure

cc: Maria R. Whyte, Deputy County Executive  
Joseph L. Fiegl, P.E., Deputy Commissioner

## MEMORANDUM

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Environment and Planning  
**Re:** Budget Revision for the WNY Sustainable Business Roundtable Project Grant  
**Date:** May 20, 2016

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### **SUMMARY**

The Department of Environment and Planning (DEP) is requesting authorization for a budget revision and the creation of two summer internship positions for the WNY Sustainable Business Roundtable Project Grant. These changes are in accordance with the current project work plan and contractual requirements set forth by the granting agency, Empire State Development.

### **FISCAL IMPLICATIONS**

There will be no impact on County resources. This grant is 100% reimbursable by federal aid.

### **REASONS FOR RECOMMENDATION**

The requested budget revision and creation of two summer internship positions is the result of discussions with and approval from the granting agency, as well as the businesses on the board of the WNY Sustainable Business Roundtable. Some of the funds will be moved to accommodate a shortfall in fringe benefits. DEP used the rate designated by the Budget office to calculate the budget; however this is an average and in this case was not accurate. The creation of two summer internship positions was the suggestion of the funding agency as they will assist member businesses with the completion of their sustainability plans as well as their metrics.

### **BACKGROUND INFORMATION**

The Western New York Sustainable Business Roundtable (WNYSBR) has been established to serve as a central resource for regional businesses to tackle challenges and opportunities related to reducing environmental impact and improving local quality of life. The WNYSBR currently has more than 60 members including Perry's, Rich Products, Curbell Inc., Tapecon, Greif and Industrial Support Incorporated.

Member businesses have pledged to create and implement a sustainability plan. Regular meetings are held, many of which include workshops, presentations and displays about sustainability initiatives.

Erie County provides staff support to the WNYSBR through a sub-award from Empire State Development, who submitted a successful grant proposal to United States Environmental Protection Agency (USEPA). DEP was identified as the sub-awardee for this project because of their distinctive position working towards the establishment of the WNYSBR. Due to the work DEP has already invested in this effort, as well as their extensive history of pollution prevention technical assistance, DEP is uniquely qualified to implement this project.

The WNYSBR is an innovative, “place-driven” effort. That is, the business community is looking to work together to make significant improvement to the health, ecosystem, and quality of life in Western New York. It is the observation of the participating businesses that while varied business sectors are represented, they have many of the same local needs, concerns and questions. Being involved in a region-wide concerted effort not only assists a business in their greenhouse gas reduction and pollution prevention goals, but if taken as a whole, the group’s effort will achieve significant measurable results. This is a model that can be replicated elsewhere and which the project will seek to share both regionally and nationally.

### **CONSEQUENCES OF NEGATIVE ACTION**

Without the requested authorization, Erie County will be unable to fulfill its contractual obligations with Empire State Development.

### **STEPS FOLLOWING APPROVAL**

The grant budget will be revised as indicated and two summer internships will be created.

A RESOLUTION SUBMITTED BY:  
DEPARTMENT OF ENVIRONMENT AND PLANNING

RE: Budget Revision and Creation of Two Summer  
Intern Positions for the WNY Sustainable Business  
Roundtable Project Grant

WHEREAS, the Erie County Department of Environment and Planning (DEP) has played a crucial role in pollution prevention and sustainability issues throughout the region for decades and has more recently played an important role in the formation of the Western New York Sustainable Business Roundtable; and

WHEREAS, the United States Environmental Protection Agency (USEPA) provides grant assistance to state agencies to implement pollution prevention projects; and

WHEREAS, Empire State Development (ESD) applied to the USEPA and was awarded grant funds to support the Western New York Sustainable Business Roundtable (WNYSBR); and

WHEREAS, ESD and USEPA named Erie County as a sub-awardee within that grant to receive \$179,630 in funding to assist businesses in reducing their environmental impact through the WNYSBR; and

WHEREAS, the Erie County Legislature authorized the County Executive to enter into an agreement with ESD and appropriate the revenue from ESD into the DEP SAP Grant Account: #162WNYSBR1416 (Comm. 21E-18 (2014)); and

WHEREAS, it is necessary to revise the existing budget and create two summer internship positions in accordance with the current project work plan and contractual requirements set forth by the granting agency.

NOW, THEREFORE, BE IT

RESOLVED, that the grant budget for the WNY Sustainable Business Roundtable Project is hereby revised in the DEP, Business Area 162, Fund 281 as follows:

Western New York Sustainable Business Roundtable Project Grant  
SAP Grant Account #162WNYSBR1416  
October 1, 2014 –September 30, 2016

| <u>Account</u> | <u>Description</u> | <u>Current Budget</u> | <u>Revision</u> | <u>Revised Budget</u> |
|----------------|--------------------|-----------------------|-----------------|-----------------------|
| 414000         | Federal Aid        | (\$179,630)           | \$0             | (\$ 179,630)          |
| TOTAL REVENUE  |                    |                       |                 | (\$ 179,630)          |

APPROPRIATIONS

| <u>Account</u> | <u>Description</u>    | <u>Current Budget</u> | <u>Revision</u> | <u>Revised Budget</u> |
|----------------|-----------------------|-----------------------|-----------------|-----------------------|
| 500000         | Full Time Salaries    | \$98,000              | (\$5,300)       | \$92,700              |
| 500030         | Seasonal Emp Wages    | \$0                   | \$5,870         | \$5,870               |
| 502000         | Fringe Benefits       | \$62,230              | \$14,255        | \$76,485              |
| 505000         | Office Supplies       | \$400                 | (\$100)         | \$300                 |
| 510100         | Out of Area Travel    | \$2,000               | (\$755)         | \$1,245               |
| 516020         | Professional Services |                       |                 |                       |
|                | Contractual & Fees    | \$16,000              | (\$13,770)      | \$2,230               |
| 530000         | Other Expenses        | <u>\$1,000</u>        | <u>(\$200)</u>  | <u>\$800</u>          |
|                | TOTAL APPROPRIATIONS  | \$179,630             | \$0             | \$179,630             |

and be it further

RESOLVED, that the following two (2) seasonal internship positions (not to exceed \$5,870 in total), for which sufficient funding is available through ESD grant funding for personal services and fringe benefits exists, will be created in the above grant:

Two (2) Seasonal Interns (JG-1)  
B-100 No. 8682  
Budgeted Annual Salary: \$5,870

and be it further

RESOLVED, that Director of the Division of Budget and Management is hereby authorized to implement any budget adjustments as required to comply with State and local funding requirements; and be it further

RESOLVED, that certified copies of this resolution shall be forwarded to the County Executive; the Director of the Division of Budget and Management; the County Attorney; the County Comptroller; the Commissioner of the Department of Environment and Planning; and the Deputy Commissioner of the Division of Environmental Compliance.