*Office of* **the County Executive**

Monroe County, New York

**Adam J. Bello**

*County Executive*



January 10, 2025

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with the Center for Governmental Research for Professional Services for the Monroe County Small Business Roundtable Assessment and Reappropriate Fund Balance

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with the Center for Governmental Research Inc. ("CGR") in the amount of $75,000 for professional consulting services for the Monroe County Small Business Roundtable Assessment for the period of March 1, 2025 through February 28, 2026, with the option to extend for one (1) additional one-year term at no additional cost, and reappropriate fund balance.

Monroe County's Phase II Community-wide Climate Action Plan – ("CAP2") was completed and adopted by Monroe County in August 2024. The CAP2 inventoried greenhouse gas ("GHGs") emissions in Monroe County and identified that non-County Government sectors are a significant portion of County-wide GHGs emissions. The CAP2 set a target of an 80% reduction in GHGs from 2019 levels by 2050. The CAP2 recommended that partnerships with residents, businesses, and communities would better enable Monroe County to achieve its GHG reduction target. The CAP2 identified that sustainable business roundtables ("SBR") may be a successful model to create peer driven public-private and private-private partnerships and educational opportunities that can identify best practices, provide advice, tools, and networking opportunities to reduce environmental impacts, reduce GHGs emissions, sustainably manage materials, and increase profitability. The Sustainable Business Roundtable Assessment will explore potential partnerships, conduct outreach and education, and create a forum for businesses to identify how an SBR can help businesses meet their sustainability goals, grow their business, and reduce GHGs in Monroe County.

A request for proposals was issued for this contract and CGR was the successful respondent.

**The specific legislative actions required are:**

1. Reappropriate fund balance as authorized by Resolution 353 of 2023, as amended by Motion No. 94 of 2023, in the amount of $75,000 into the 2025 operating budget of the Department of Planning and Development, general fund 9001, funds center 1403010000, Economic and Workforce Development.

2. Authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with the Center for Governmental Research Inc., 1 South Washington Street, Suite 400, Rochester, New York 14614, in the amount of $75,000 for professional consulting services for the Monroe County Small Business Roundtable Assessment for the period of March 1, 2025 through February 28, 2026, with the option to extend for one (1) additional one-year term at no additional cost.

Preparing the Plan is a Type II Action pursuant to 6 NYCRR § 617.5(c)(24) ("information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action") and (27) ("conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action") and is not subject to further review under the State Environmental Quality Review Act.

This contract will require $75,000 of net County support for which the reappropriation of fund balance is requested.

The Center for Governmental Research Inc. is a not-for-profit entity and the records in the Office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,

Adam J. Bello
Monroe County Executive