

OFFICE OF THE MAYOR  
Telephone: (716) 286-4310

July 3, 2021

The City Council  
Niagara Falls, New York

*RE: Consultant for Environmental Planning Services - Department of Planning  
(LaBella Associates, D.P.C.)*

Council Members:

The Planning Department, specifically the Environmental Planner, is responsible for completing all environmental reviews for the City of Niagara Falls including SEQR, NEPA, Floodplain Development, and similar actions. However, due to a recent retirement, the Environmental Planner position is currently vacant. As the City is in process of filling this position and during the requisite training of the new hire, it is necessary that the City enter into to a contract with a qualified consultant to ensure that both the function and structure of the department continues to operate at the highest level.

With this in mind, it is hereby proposed that LaBella Associates, D.P.C. ("LaBella") undertake this project and perform the required services. LaBella will provide, among other things: review of EAF and application materials; preparation of documents such as resolutions, findings statements, or explanatory memoranda; review of development projects requiring Site Plan, Special Use Permit, Area Variance, or Use Variance approval; review of Local Laws or Zoning Map/Text Amendments; coordinated SEQR review and preparation of Environmental Impact Statements; attendance at board or legislative meetings as necessary; providing an hour of training to each of the potential lead agencies such as the Planning Board, Zoning Board of Appeals and City Council on the SEQR process; acting as the "Local Administrator" for the City of Niagara Falls Local Law for Flood Damage Prevention; and reviewing projects for National Environmental Policy Act (NEPA) compliance as necessary.

The term of a proposed agreement would be for six (6) months and the cost will be \$15,000.00. Funding will come from the following sources: \$10,000.00 will be utilized from A.1210.0001.0451.000, which is the City Administrator Consultants budget line, and the remaining \$5,000.00 will be utilized from CDBG Admin funding from Community Development.

Will the Council so approve and authorize the Mayor to execute an agreement satisfactory to the Corporation Counsel in both form and content?

Funding Approval:

Respectfully submitted,

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Daniel Morello, City Controller  
City Council Meeting, July 7, 2021

ROBERT M. RESTAINO  
Mayor

Kennedy \_\_\_\_\_ Soda \_\_\_\_\_ Spanbauer \_\_\_\_\_ Voccio \_\_\_\_\_ Tompkins \_\_\_\_\_