

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

July 9, 2020

The City Council
Niagara Falls, New York

*RE: Consulting/Training in the Department of Human Resources
(JBM HR Consulting, Inc.)*

Council Members:

As you know, the Human Resources Department (“HR”) provides critical support for all elected officials, department heads, supervisors and staff of the City of Niagara Falls. In order to ensure that both the function and structure of this vital department continues to operate at the highest level, the Administration believes that it is necessary that City secure the services of an expert to access HR department protocols and procedures.

With this in mind, it is hereby proposed that JBM HR Consulting, Inc. (“JBM”) undertake this project and perform the required services. JBM will provide, among other things: HR Assessment to determine most vulnerable areas to prioritize moving forward; proactive approaches to HR practices and guidelines to avoid unnecessary employee related issues; implementing practices to avoid litigation; performance management review; employee relations assessment; conflict resolution; mentoring/coaching as necessary; sample documentation, policies, procedures, forms, letters etc.; job description writing/analysis; team building/relationship building among co-workers; workplace process reviews, and; formal content training as needed.

The term of a proposed agreement would be for six (6) months with JBM carrying out this project at a cost of \$10,500.00; any further services that would be required would be billed at a rate of \$150.00 per hour. Funding for this project is from unused funds contained in the City Administrator’s bi-weekly pay line.

Kennedy _____ Spanbauer _____ Tompkins _____ Touma _____ Voccio _____

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

Respectfully submitted,

ROBERT M. RESTAINO
Mayor

Funding Approval:

Daniel Morello, City Controller
City Council Meeting, July 15, 2020