

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

May 20, 2021

The City Council
Niagara Falls, New York

**RE: Agreement to Purchase Project Management Software
(Workzone Project Management Software, Inc.)**

Council Members:

In reviewing ways to reduce costs while increasing productivity throughout our various departments, it is being recommended that the City utilize project management software. Project management software is employed in a wide-range of industries for project planning, resource allocation and scheduling. This type of software allows for establishing a schedule for all parties involved so as to monitor progress in meeting timelines for the completion of projects and to provide more accurate information on project status and accountability. Since we do not possess the needed software development capacity, it will be necessary to enter into an agreement a company who can provide this service.

After reviewing various project management software packages, it has been determined that Workzone Project Management Software would best meet the needs of the City; therefore, it is hereby proposed that the City enter into an agreement with Workzone Project Management to provide the needed technology. The software has an annual cost of \$5,760.00 with a one-time set-up and training fee of \$630.00. Funds are available in the MIS Budget Line A.1680.0000.0444.007.

Will the Council so approve and authorize the Mayor to execute any documents necessary to implement the same, provided these documents are in form and content acceptable to the Corporation Counsel?

Respectfully submitted,

Robert M. Restaino
Mayor

Funding Approval:

Daniel Morello, City Controller
City Council Meeting, May 26, 2021

Kennedy _____ Soda _____ Spanbauer _____ Voccio _____ Tompkins _____