

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

November 8, 2019

The City Council
Niagara Falls, New York

RE: Temporary Assistance in Office of City Council

Council Members:

The Executive Assistant to the Niagara Falls City Council resigned effective August 9, 2019 and was not in the office for several days preceding that day. That position has not been filled and remains vacant. In an effort to keep the business of the City Council continuing, the City Clerk assumed many of the duties of the Executive Assistant including the handling of phone calls to the City Council Office, handling various requests from City Council members, the preparation of various City Council items, including tasks related to the budget administration process.

A similar situation was presented in November of 2017 following the resignation of the then Executive Assistant to the City Council and the City Clerk was provided additional compensation at that time for assuming additional duties. It is therefore requested that the City Clerk be compensated for assuming these additional responsibilities at the rate of \$500.00 per month retroactive to August 2019. The total amount of this additional compensation is \$2,500.00 plus FICA, and is available from the City Council bi-weekly pay line.

Will the Council so approve?

Respectfully submitted,

PAUL A. DYSTER
Mayor

Funding is in place

Daniel Morello
City Controller

Kennedy _____ Scott _____ Tompkins _____ Voccio _____ Touma _____