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# City of Niagara Falls, New York

P.O. Box 69, Niagara Falls, NY 14302-0069

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

November 7, 2017

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2017 NOV - 0 AM 10: 32

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 has now resigned after being out of the office for approximately seven (7) weeks. In her absence during that period of time, many of the duties of that position were assumed by the City Clerk. This involved the managing of phone calls to the City Council Office, delivery of mail, etc..

Now that the City Council is in the middle of budget deliberations, it is anticipated that City Council members will have additional clerical tasks that need to be carried out. Since the City Clerk is familiar with the City Council office and many of its functions, the Council Chairman discussed this situation with the City Clerk and requested that she be available for use by the City Council during the months of November and December, 2017. It is estimated that she will spend approximately two (2) hours a day managing City Council business.

Because the City Clerk will be assuming additional responsibilities, it is requested that she be compensated accordingly. It is therefore requested that the City Clerk be paid a stipend in the amount of \$2,139.78 plus FICA for services rendered to the City Council during November and December of 2017. This amount will be included in her bi-weekly pay. This amount was computed on the basis of the hourly rate (\$26.74) of the City Council Executive Assistant position with a utilization of two (2) hours per day. Funding 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

18500

NOV 13 2017

Grandinetti

Y Scott

Y Tompkins

Y Touma

Y Walker

Y

