

CITY OF NIAGARA FALLS, NEW YORK

TO: City Council

FROM: Mayor Robert M. Restaino

DATE: September 14, 2023

**RE: City Council Agenda Item:
Temporary Administrative Assistant
Code Enforcement**

Council Members:

The long-time administrative assistant to Code Enforcement, is preparing to retire at the end of the year, and it is important for the City to maintain continuity in the office. As a result, the Administration is proposing to create a temporary administrative assistant position for the next three months. During this time, the temporary administrative assistant can work with the incumbent and learn the intricate details of the position during this time.

Funds are available for this position through current vacancies in the Code Enforcement Department, in Budget Code A.3620.0000.0110.000.

Will the Council so approve and authorize the Mayor to execute any documents necessary to effectuate the same?

Submitted By,

Robert M. Restaino, Mayor

Bax___ Cauley_____Myles_____ Tompkins_____ Chairman Zajac_____