City of Syracuse

CITY CLERK'S OFFICE

I, JOHN P. COPANAS, City Clerk of the City of Syracuse, New York do hereby certify that the attached is a true copy of a RESOLUTION:

Adopted by the Common Council on June 22, 2020

City Clerk

TO:

Mayor
Assessment Commissioner
Aviation Commissioner
Board of Elections
Bureau of Accounts
Citizen Review Board
City Auditor
City School District
Code Enforcement
Neighborhood and Business Development
Finance Commissioner
Corporation Counsel
United States Congressperson
Governor of New York State
New York State Senate
New York State Assembly
New York State Senator
Onondaga County Legislature

Management & Budget Director
Parks & Recreation Commissioner
Personnel & Labor Relations Dir.
Police Chief
Public Works Commissioner
Public Works/Bookkeeper
Purchase Department
Real Estate Division
Research Director
Water Department
Zoning Administration
United States Senator
Department of Engineering
Finance/Treasury
Finance (Water Bureau)
Fire Chief
Grants Management Director
Board of Education
Resolution No. 11-R 2020

RESOLUTION APPROVING A STANDARD WORK DAY AND REPORTING REQUIREMENTS FOR COMMON COUNCILORS, CITY CLERK, AND CERTAIN APPOINTED OFFICIALS AS REQUIRED BY REGULATION 315.4 OF THE NEW YORK CODES, RULES, AND REGULATIONS

WHEREAS, the City of Syracuse hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the Clerk of this body; NOW,

THEREFORE,

BE IT RESOLVED, that this Common Council hereby establishes six (6) hours per day as the standard work day for Common Councilors and the Board of Assessment Review and seven and one quarter (7.25) hours per day for the City Clerk; and

BE IT FURTHER RESOLVED, that elected and appointed officials that do not use the City time keeping system indicating actual hours worked must complete a three (3) consecutive month log of time worked (Record of Work Activities) within 150 days of taking office and submit such record within 180 days of taking office to the City Clerk; and

BE IT FURTHER RESOLVED, that this Common Council authorizes the City Clerk to publicly post the completed Standard Work Day and Reporting Resolution (attached hereto as Exhibit “A”) in accordance with New York State regulations; and
BE IT FURTHER RESOLVED, that this Common Council authorizes the City Clerk to certify and file both the Standard Work Day and Reporting Resolution and the Affidavit of Posting (attached hereto as Exhibit “B”) with the Commissioner of Finance, who will then file the documents with the Office of State Comptroller.
<table>
<thead>
<tr>
<th>Date of Resolution</th>
<th>Place of Resolution</th>
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<tbody>
<tr>
<td>October 20, 2020</td>
<td>New York City</td>
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</tbody>
</table>

Resolutions under reference hereto were approved and passed by the City of New York on October 15, 2020.

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Appointed Officials

- Mayor
- City Council
- Commissioner
- Deputy Commissioner

Elected Officials

- Mayor
- City Council
- Commissioner
- Deputy Commissioner

[Table with various entries, including names, dates, and other details related to the resolution process.]

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EXHIBIT A

Standard Work Day and Reporting Requirement Form

[Details and instructions related to the form's use, including fields for names, dates, and other relevant information.]
Affidavit of Posting

EXHIBIT "B"

Location Code: 20052

Employer Name: City of Syracuse

Affidavit attesting that the Standard Work Day and Reporting Resolution was posted and available to the public for a minimum of 30 days.

State of New York
County of

being duly sworn, deposes and says:

(Name)

1. That (s)he is the ______ of ______.

   (Title) (Employer)

2. That the posting of the Resolution began on _____________ and continued for at least 30 days.

3. That the Resolution was posted and available to the public on the (please check one):
   
   Employer's website at ____________________________
   
   Official sign board at ____________________________
   
   Main entrance to office of the clerk at ____________________________

Name ____________________________  Title ____________________________

(Signature of clerk of governing body)