

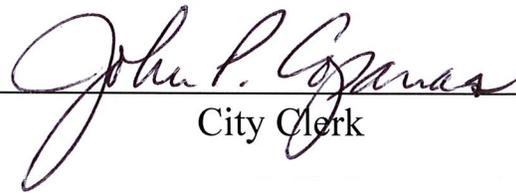
**City of Syracuse**

**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 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.



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

EXHIBIT "A"

RS 2417-A

(Rev. 8/15)

BE IT RESOLVED, that the \_\_\_\_\_ City of Syracuse \_\_\_\_\_ 20052 \_\_\_\_\_ hereby establishes the following standard work days for these titles and

(Name of Employer) / \_\_\_\_\_ (Location Code) will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>								
Council President	6/day	Helen Hudson			<input type="checkbox"/>	01/01/18-12/31/21		<input type="checkbox"/>
Councilor-At-Large	6/day	Khalid Bey			<input type="checkbox"/>	01/01/18-12/31/21		<input type="checkbox"/>
Councilor-At-Large	6/day	Timothy Rudd			<input type="checkbox"/>	01/01/18-12/31/21		<input type="checkbox"/>
<b>Appointed Officials</b>								
City Clerk	7.25/day	John Copanas			<input type="checkbox"/>	01/01/20-12/31/21	N/A	<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_ of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Signature of the secretary or clerk)

Affidavit of Posting: I, \_\_\_\_\_, being duly sworn, deposes and says that the posting of the

Resolution began on \_\_\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the

- Employer's website at \_\_\_\_\_
- Official sign board at \_\_\_\_\_
- Main entrance secretary or clerk's office at \_\_\_\_\_





# 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 \_\_\_\_\_  
(Signature of clerk of governing body)

Title \_\_\_\_\_