

Date: January 28, 2021

To: Mayor/Common Council

From: Donna L. Braun - City Clerk/Treasurer

Subject: Standard Work Day and Reporting Resolution – 2021

New Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials.

This regulation became effective August 12, 2009.

I offer the following resolution for your consideration:

BE IT RESOLVED, that the City of North Tonawanda hereby establishes the following as standard work days for elected and appointed officials and will report (see attached) the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these Officials to the Clerk of this body.

2021 Elected/ Appointed Work Schedule City of North Tonawanda New York

ELECTED OFFICIALS:

<u>TITLE</u>	<u>NAME</u>	<u>STANDARD WORKDAY</u>	<u>TERM BEGINS/ENDS</u>	<u>PARTICIPATES IN TIME KEEPING</u>	<u>DAY/MONTH</u>
Mayor	Arthur G. Pappas	7	01/01/18 – 12/31/21	N	20
Clerk-Treasurer	Donna L. Braun	7	08/19/20 – 12/31/21	Y	20
Attorney	Luke Brown	7	01/01/18 – 12/31/21	Y	20
2 nd Ward Alderman	Frank DiBernardo	6	09/15/20 – 12/31/21	Y	20
Alderman at Large	Robert E. Pecoraro	6	01/01/20 – 12/31/23	Y	20
Alderman at Large	Austin J. Tylec	6	01/01/18 – 12/31/21	Y	20
3 rd Ward Alderman	Eric Zadzilka	6	01/01/20 – 12/31/21	N	20
1 st Ward Alderman	Robert D. Schmigel	6	01/01/20 – 12/31/21	N	20

APPOINTED OFFICIALS

Adm. Assistant Mayor's Office	Daniel DiVirgilio	7	02/12/18 – 12/31/21	Y	20
Asst. City Attorney	Nicholas B. Robinson	6	02/07/17 – 12/31/21	Y	20
Zoning Board	Kenneth Braun	6	01/01/19 – 12/31/23	Y	3
Planning Board	Michael Carney	6	06/17/15 – 12/31/21	Y	3
Planning Board	Thomas Jaccarino	6	01/01/20 – 12/31/26	Y	3

Donna L. Braun

City Clerk-Treasurer