

**AMENDED AND RESTATED CITY MANAGER EMPLOYMENT AGREEMENT
BETWEEN
CITY OF GLENDORA & ADAM RAYMOND**

This AMENDED AND RESTATED CITY MANAGER EMPLOYMENT AGREEMENT (the “Agreement”) shall be deemed effective as of 27th day of February, 2024 (“Effective Date”), by and between the City Council of the CITY OF GLENDORA, acting as the legally constituted governing body of the City of Glendora, the Successor Agency to the Dissolved Glendora Redevelopment Agency and the Glendora Public Financing Authority (hereinafter referred to collectively as the “City”), and Mr. ADAM RAYMOND, an individual (hereinafter referred as the “City Manager”).

RECITALS

WHEREAS, the City and City Manager entered into that certain City Manager Employment Agreement, dated August 14, 2018 (as amended from time to time, the “Prior Agreement”); and

WHEREAS, it is the desire of the City Council of City (hereinafter the “Council” or “City Council”) to continue to employ the City Manager to serve in the position of city manager as prescribed by state law and Title 2, Chapters 2.08 and 2.09 of the City’s Municipal Code pursuant to the terms set forth in this Agreement; and

WHEREAS, it is the desire of the Council to (1) secure and retain the services of City Manager, (2) to provide inducement for him or her to maintain such employment, and (3) to provide a mechanism for terminating City Manager’s services, if and when necessary; and

WHEREAS, based on City Manager’s executive and administrative qualifications and ability, the City Council desires to continue to employ City Manager to serve as the City Manager for the City; and

WHEREAS, City Manager desires to accept his continued employment from the City upon the terms and conditions contained in this Agreement (which amends and restates the Prior Agreement).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and City Manager hereby agree as follows:

AGREEMENT

1.0 EMPLOYMENT & DUTIES

1.1 City hereby employs Mr. ADAM RAYMOND as City Manager to perform the functions and duties specified in City’s Municipal Code, and in the Government Code of the State of California, and to perform such other legally permissible and proper duties and functions as City’s Council shall, from time to time, direct or assign. City Manager acknowledges that the assigned duties shall also include services to the Successor Agency to the Dissolved Glendora Redevelopment Agency.

1.2 City Manager shall focus his or her professional time, ability, and attention to City's business during the term of this Agreement. City Manager shall not spend more than ten (10) hours per month in teaching, counseling, or other non-employer connected business activities without prior approval of the City Council.

1.3 City Manager shall not engage, without the express prior written consent of the City's City Council, in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, that is or may be competitive with City, that might cause a conflict-of-interest with City, or that otherwise might interfere with the business or operation of City or the satisfactory performance of City Manager's duties.

2.0 TERM

2.1 Commencement & Effective Date. City Manager commenced his services at 8:00 a.m., Pacific daylight savings time, on September 4, 2018, pursuant to the Prior Agreement. The Effective Date of this Agreement shall be February 27, 2024.

2.2 Employment Status. City Manager is an "at-will" employee serving at the pleasure of City, acting through its City Council, and subject to summary dismissal without any right of notice or hearing, including any so-called "Skelly" meeting. Except as provided in Section 2.3 below, City may terminate the employment of City Manager at any time, with or without cause, upon compliance with the provisions set forth in Sections 3.0 or 4.0 of this Agreement, and upon the affirmative vote of three (3) members of City's City Council.

2.3 Waiver of Certain Termination Rights. City Manager expressly waives any rights afforded under City's personnel system or policies, and any rights afforded to City Manager under the Glendora Municipal Code (except as noted Section 2.4 hereinafter) or under State or Federal law, including Government Code §§ 54950 et seq. ("Brown Act"), to any form of pre- or post-termination hearing, appeal, or other administrative process pertaining to termination, except those rights City Manager may have under the California or United States constitutions to a name-clearing hearing.

2.4 Termination Limitation. City and City Manager agree that the scope of City's limitation upon its right to terminate the employment of City Manager shall be modified from that provided in City's Municipal Code Title 2, Chapter 2.08 to require the following:

"Council may not terminate the employment of City Manager for a period of ninety (90) consecutive days prior to or following any election to fill any seat(s) on the City Council."

2.5 Term. The term of this Agreement shall be for five (5) years commencing from and after the Effective Date, subject to Sections 2.2, 2.3, and/or 2.4 of this Agreement, and ending at midnight Pacific daylight savings time on February 27, 2029, unless termination of this Agreement is effected as provided herein. The term of the Agreement may be extended by mutual agreement of the parties in the manner as provided in Section 13.0 of this Agreement.

2.6 Termination by City Manager. If City Manager determines to terminate this Agreement, he shall be required to give a minimum of sixty (60) days' advance written notice to Council prior to the effective date of his termination, unless a shorter period is acceptable to Council, and City Manager shall not be eligible for severance pay in the event of his voluntary resignation.

3.0 SEVERANCE

3.1 Severance. City Manager shall have the severance rights provided hereinafter. The severance rights provided in this Section 3.0 shall constitute the sole and only entitlement of City Manager in the event of termination, and City Manager expressly waives any and all other rights except as provided herein. Nothing in this paragraph shall be construed as precluding City Manager's right to contest the appropriateness of termination for cause in Los Angeles County Superior Court or any court of competent jurisdiction or otherwise enforce the provisions of this Agreement.

3.2 Termination For Cause. If the Council terminates City Manager for cause, as defined in Section 4.0, City shall not be required to make the severance payment provided herein.

3.2.1 Written Statement Describing Cause; Name-Clearing Hearing. In the event City Manager is terminated for cause, City shall provide City Manager with a written statement describing the cause for termination and shall afford City Manager a name-clearing hearing before City's City Council at a reasonable time upon written notice to the City Clerk within seven (7) days of receiving the written statement.

3.2.2 No Severance Payment While Under Investigation. In the event City Manager is under investigation for any of the reasons set forth in Section 4.0, City may withhold part or all of any severance payment afforded City Manager herein until it is determined if charges will be filed, and if charges are filed, until final judgment is rendered; provided, however, that City may not withhold the severance payment (if any), in whole or in part, beyond twelve (12) months of the initiation of an investigation and/or the filing of charges, whichever shall last occur.

3.3 Termination Without Cause. If the City's City Council terminates City Manager for its convenience, and without cause, before the expiration of the term of employment, the City shall provide City Manager with the shorter of: (1) twelve (12) months' base salary; and (2) continuation of City Manager's health benefits as of the time of termination, for twelve (12) months or until City Manager finds other employment, whichever occurs first; or (2) an amount equal to the monthly salary of City Manager multiplied by the number of months left on the unexpired term of the contract. However, if the unexpired term of this Agreement is greater than six (6) months, the maximum severance amount shall be an amount equal to the monthly salary of City Manager multiplied by twelve (12). Any severance payment provided for herein shall be conditioned upon City Manager's execution of a general release of claims, a copy of which is attached hereto as **Exhibit "A,"** and payment shall not occur until after the expiration of the release revocation period contained therein. In the event City Manager declines to execute or revokes the general release of claims, no severance payment shall be made.

3.4 Application of Government Code § 53260. Government Code § 53260 provides that all contracts of employment with a city must include a provision limiting the maximum cash settlement for the termination of the contract to the monthly salary (excluding benefits) multiplied by the number of months left on the unexpired term, but not more than eighteen (18) months if the unexpired term exceeds 18 months. The severance payments provided herein are expressly limited by this provision (e.g., if termination occurred with six (6) months left in the term, severance would be equal to the monthly base salary multiplied by six (6) rather than twelve (12), provided City Manager executes and does not revoke a general release of claims.

3.5 Application of Government Code § 53243.3. If this Agreement provides for: (1) paid leave for the official pending an investigation; (2) funds for the legal criminal defense of the official; or (3) any cash settlement related to City Manager's termination, such sums shall be fully reimbursed by City Manager to City if the City Manager is convicted of a crime involving abuse of his or her office or position. All provisions of Government Code § 53243.3 shall take precedence over the terms of this Agreement.

3.6 Application of Government Code § 3511.2. Notwithstanding any other provisions of this Agreement, it shall be prohibited for this Agreement to provide an automatic renewal hereof that provides for an automatic compensation increase in excess of a cost-of-living adjustment or a maximum cash settlement in excess of certain limits. Government Code § 3511.2 is hereby incorporated into the terms of this Agreement as follows:

“On or after January 1, 2012, any contract executed or renewed between a local agency and a local agency executive shall not provide for the following:

(a) An automatic renewal of a contract that provides for an automatic increase in the level of compensation that exceeds a cost-of-living adjustment.

(b) A maximum cash settlement that exceeds the amounts determined pursuant to Article 3.5 (commencing with Section 53260) of Chapter 2 of Part 1 of Division 2 of Title 5.” [i.e., a cash settlement that exceeds 18 months of the salary and benefits]

3.7 No Severance if Termination Initiated By City Manager. City Manager expressly agrees that he or she shall not be entitled to any severance payment as the result of the termination of this Agreement if such termination is initiated by City Manager.

3.8 Payment. Any severance payment required under Section 3.0 shall be paid within ten (10) days following the execution of a general release of claims, provided City Manager has not revoked the release.

4.0 TERMINATION FOR CAUSE

City shall not be obligated to make any severance payment as described in Section 3.0 above if City Manager is terminated for cause. For the purposes of this Agreement “cause” for termination shall include, but not be limited to, the following: (1) loss of mental capacity for more than six (6) consecutive months as determined by a court of competent jurisdiction; (2) persistent, habitual or willful neglect of duty; (3) insubordination (which shall be defined as a repeated failure to carry out a directive or directives of City's City Council made by Council as a body); (4) corrupt

or willful misconduct in office; (5) willful malfeasance, or conviction of an illegal act (excepting minor traffic or moving violations) amounting to an act of moral turpitude (a conviction following a plea of *nolo contendere* is deemed a conviction); (6) willful destruction or misuse of City property; (7) habitual intoxication while on duty, whether by alcohol, prescription or non-prescription drugs, and in the case of prescription drugs, where they are being used in a manner not authorized by City Manager's treating physician; (8) inexcusable absence without an authorized leave of absence; (9) willful political activity involving the support of candidates for City's City Council or Municipal Code amendments; (10) theft or attempted theft; (11) financial mismanagement; (12) material dishonesty; (13) willful violation of Federal, State or City discrimination and harassment laws concerning race, religious creed, color, national origin, ancestry, physical handicap, marital status, sexual orientation, sex or age concerning either members of the general public or City's employee(s) while acting in the course and scope of employment, while on City premises or time, and/or while acting without the prior approval or direction of the City's City Council; (14) willful and unlawful retaliation against any City officer or employee or member of the general public who in good faith reports, discloses, divulges or otherwise brings to the attention of any appropriate authority any facts or information relative to actual or suspected violations of any law occurring on the job or related directly thereto; (15) willful violation of any conflict of interest or incompatibility of office laws; (16) performance of material outside business interests that conflict directly with the activities and duties as City Manager, but not including educational or professional training programs conducted by City Manager whether for personal financial gain or not; (17) refusal to take or subscribe to any oath or affirmation which is required by law; or (18) engaging in conduct tending to bring embarrassment or disrepute to City.

5.0 SALARY

5.1 Annual Compensation. City agrees to compensate City Manager for his or her services rendered hereunder at an annual salary of THREE HUNDRED FIVE THOUSAND DOLLARS (\$305,000) as may be adjusted, from time-to time, in accordance with Section 5.3 hereinafter, or as this Agreement may be amended. Such salary shall be payable in installments at the same time as other Department Head employees of City are paid. City Manager shall pay his contribution to FICA, MediCare, and SDI.

5.1.1 Discretionary City Manager Retention Payment. City's City Council agrees to consider whether to afford City Manager a performance-based employee retention payment up to a maximum of Fifteen Thousand Dollars (\$15,000.00). The determination of whether, and in what amount (up to the maximum noted herein), to afford an employee retention payment shall be in the sole and unfettered discretion of the City's City Council and shall not be the subject of any right of appeal or review.

5.2 Annual Salary Review. As of the effective date of this Agreement, the City Manager's base salary shall be adjusted the first payroll period commencing on or after January 1, 2025 by three percent (3%). City and City Manager agree to conduct a salary review concurrently with the annual performance evaluation in December 2025 and each December thereafter through the term of the agreement.

5.3 Effectuating Salary Adjustment. City and City Manager agree that the affirmative vote of three (3) members of Council shall be required to effectuate an increase in the salary paid

to City Manager paid pursuant to this Agreement. This provision shall not be interpreted to require a separate affirmative vote of three (3) members of Council to approve the additional benefits specified in Section 9.6 of this Agreement.

5.4 Deferred Compensation. City participates in a so-called “Section 457” deferred compensation plan with either Nationwide or Voya but does not contribute to such plan. City Manager is authorized to participate in such plan at his sole cost and expense.

6.0 PERFORMANCE EVALUATION

6.1 Purpose. The performance review and evaluation process set forth herein is intended to provide review and feedback to City Manager so as to facilitate a more effective management of City. Nothing herein shall be deemed to alter or change the employment status of City Manager (as set forth in Section 2.2 above), nor shall this Section 6.0 be construed as requiring “cause” to terminate this Agreement, or the services of City Manager thereunder.

6.2 Annual Evaluation. Council shall review and evaluate the performance of City Manager annually between December 1 and December 31 of each calendar year. Such review and evaluation shall be conducted concurrently with an annual salary review, and in accordance with the purpose noted above. It shall be the obligation of City Manager and the City Clerk to notify Council of the need to conduct the evaluation required by this Section.

6.3 Written Summary. City and City Manager agree to jointly prepare a written summary of each performance evaluation of City Manager, and to include the same in his or her personnel file within two (2) weeks following conclusion of the review and evaluation process, and shall schedule at least one (1) closed personnel session with City Manager to deliver and discuss the evaluation.

7.0 HEALTH, LIFE AND DISABILITY INSURANCE

7.1 Scope. City shall provide to City Manager with medical, dental, vision, life and long-term disability insurance plans and/or programs as follows:

7.2 City shall provide City Manager with a flexible health insurance (cafeteria) plan in an amount equal to the monthly premium for Kaiser Premium Family Plan provided by the Fire Districts Association of California – Employment Benefits Authority (FDAC-EBA). City Manager may convert any unused health insurance funds into a cash stipend, payable in installments at the same time as other Department Head employees of City are paid. City Manager’s election to of any cash stipend shall occur, if at all, annually in conjunction with City’s open-enrollment period for medical benefits.

7.3 City shall provide a vision and dental insurance plan for City Manager only.

7.4 City shall pay for City Manager to participate in the City’s disability insurance program, which includes both short-term and long-term disability coverage. Integration of leave balances, either partially or fully, is allowed.

7.5 City shall procure for City Manager a universal, whole life insurance, or other insurance policy offered by the City's benefits provider and selected by the City Manager in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) and shall pay all premiums for the same during the Initial or any Extended Term of this Agreement. During the Initial or any Extended Term of this Agreement, the death benefit payable on such life insurance policy shall be as designated by City Manager.

7.5.1 Any previous insurance policies procured by the City and/or City Manager for the benefit of the City Manager and his designees shall remain in effect at the sole cost of the City Manager, including but not limited to any reoccurring or one-time premiums.

7.6 Each fiscal year, City Manager shall be eligible for reimbursement up to two thousand five hundred dollars (\$2,500) for wellness and healthy lifestyle expenses such as, classes, memberships or programs that contribute to fitness and/or wellness, as well as voluntary benefits and preventative measures such as annual medical examinations.

8.0 AUTOMOBILE, TECHNOLOGY

8.1 Car Allowance. City Manager shall be afforded a Six Hundred Fifty Dollar (\$650.00) per month vehicle allowance in full compensation for the usage of City Manager's personal vehicle for City-related business.

8.2 Technology. City Manager shall be afforded a cellular telephone and other technology for his or her use in conducting City's business and to pay all the cellular telephone and other bills during the term of this Agreement.

9.0 VACATION, SICK LEAVE, EXECUTIVE LEAVE & OTHER BENEFITS

9.1 Vacation Leave. As of the effective date of this Agreement, City Manager shall accrue vacation leave on a monthly basis up to a maximum of One Hundred Eighty-Four (184) hours total of accrued vacation time, as the same may be modified from time to time by amendment to this Agreement. City Manager shall be allowed to "cash out" up to a maximum of One Hundred Sixty (160) hours of unused vacation leave during December of any calendar year.

9.2 Sick Leave. As of the effective date of this Agreement, City Manager shall accrue sick leave at a rate of 3.69 hours per pay period. City Manager shall not be allowed to "cash out" any portion of his accrued sick leave during the tenure of his employment with City.

9.3 Bereavement Leave. From and after the effective date of this Agreement, City Manager shall be entitled to such bereavement leave as is currently afforded Department Head employees as the same may be modified for all Department Head employees by resolution of Council from time to time.

9.4 Jury Duty. City Manager shall receive full pay and benefits while responding to a jury summons or serving on a jury for up to ten (10) court days. Any compensation for such jury duty (except travel pay) shall be remitted to City.

9.5 Holidays. From and after the effective date of this Agreement, City Manager shall be entitled to such holidays as are currently afforded Department Head employees as the same may be modified for all Department Head employees by resolution of Council from time to time.

9.6 Executive Leave. As of the effective date of this Agreement, City Manager shall accrue executive leave at the maximum rate of Eighty (80) hours per year. Executive leave shall not be carried over from year-to-year, and shall not be considered an accrued benefit for purposes of calculating accrued benefits under Section 3.2 of this Agreement. City Manager shall be allowed to “cash out” up to a maximum of Forty (40) hours of unused executive leave during June of any calendar year.

9.7 Retirement. City shall provide City Manager with membership in the California Public Employees Retirement System (“CalPERS”) using the 2.0% at age 60 formula. City Manager shall reimburse City for his portion of the CalPERS contribution not to exceed seven percent (7.0%) pursuant to Glendora Resolution No. 02-64. City shall pay all of its portion of the CalPERS contribution.

9.8 No Additional Benefits. Unless otherwise specified to the contrary in this Agreement, City Manager shall not be entitled to such additional benefits, including cost of living adjustments (“COLA”) to compensation, if any, as are afforded Department Head employees or as the same may be modified for all Department Head employees by resolution of Council from time to time.

10.0 PROFESSIONAL DEVELOPMENT

10.1 Dues, Subscriptions, and Professional Development. City agrees to budget and to pay for the professional dues and subscriptions of City Manager necessary for his or her participation in national, regional, state and local associations and organizations necessary and desirable for his or her professional participation, growth and advancement, and for the good of the City. The City hereby agrees to budget and to pay the travel and subsistence expenses of City Manager for professional and official travel, meetings and occasions adequate to the professional development of City Manager and to adequately pursue necessary official and other functions for the City including, but not limited to, the Annual Conference of the International City Management Association, the State League of Municipalities and such other national, regional, state and local governmental groups and committees thereof which City Manager serves as a member.

10.2 Community participation is a necessary part of City Manager’s duties and as such, City shall pay all necessary dues, fees, and expenses for City Manager to belong to one local civic service club to be selected by City Manager.

11.0 TRAVEL & MEETING EXPENSES

11.1 Out-of-Town Meeting & Seminars. City agrees to reimburse City Manager the actual cost for registration, air or ground travel, lodging, and meals and other expenses incurred by City Manager while attending overnight out-of-town meetings or seminars related to his employment with City. To be eligible to receive reimbursement for meals and lodging for out-of-town meetings or seminars City Manager must have budgeted funds available for such, and shall

obtain advance approval of the Council where practical to do so, or in the event such approval cannot be timely obtained, advance approval from the Mayor.

11.2 Local Meetings & Seminars. City agrees to reimburse City Manager the actual cost of registration, meals, and other expenses necessarily incurred while in attendance at local meetings or seminars related to his employment with City.

11.3 Incidental Expenses. City agrees to reimburse City Manager the actual cost of those incidental expenses necessarily incurred by City Manager while engaged in the business of City upon the presentation of an appropriate receipt therefore.

12.0 BONDING

The City shall bear the full cost of any fidelity or other bonds required of the City Manager by the Council or as required under any law or ordinance.

13.0 AMENDMENT OF AGREEMENT

City agrees that any amendment, alteration, extension, or modification to this Agreement shall be in writing, signed by the parties hereto, approved by the affirmative vote of three (3) members of the City Council with the written consent of City Manager.

14.0 INDEMNIFICATION

For the purpose of indemnification and defense of legal actions, City Manager shall be considered an employee of the City and entitled to the same rights and subject to the same obligations as are provided for all other employees of the City as set forth in Sections 825 through 825.6 and Sections 995 throughout 996.6 of the California Government Code.

15.0 GENERAL PROVISIONS

15.1 Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any and all other agreement, either oral or in writing, between the parties with respect to the employment of City Manager by City and contains all of the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement of promises not contained in this Agreement shall be valid or binding upon either party.

15.2 Heirs and Assigns. This Agreement shall be binding upon, and inure to the benefit of, the heirs at law and executors of the City Manager.

15.3 Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power at any

one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

15.4 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

15.5 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, in full force and effect as of the date of execution.

15.6 Independent Legal Advice. City and City Manager represent and warrant to each other that each has received, to the extent desired, legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement and, City and City Manager further represent and warrant that each has carefully reviewed this entire Agreement and that each and every term thereof is understood and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the party or its representatives who drafted it, or who drafted any portion thereof.

15.7 Conflicts Prohibited. During the term of this Agreement, City Manager shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict in any manner, with the proper discharge of his or her duties under this Agreement. City Manager shall comply with all requirements of law, including but not limited to, Sections 87100 *et seq.*, Section 1090 and Section 1125 of the Government Code, and all other similar statutory and administrative rules. Whenever any potential conflict arises or may appear to arise, the obligation shall be on City Manager to seek legal advice concerning whether such conflict exists and City Manager's obligations arising therefrom.

15.7 Notices. Any notice required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given when served upon the other party as sent by United States Postal Service, postage prepaid and addressed as follows:

To City:

Attn: Mayor
City of Glendora
116 E. Foothill Blvd.
Glendora, CA 91741-3380

To City Manager:

Adam Raymond
116 E. Foothill Blvd
Glendora, CA 91741

with a copy to:

City Attorney
c/o Aleshire & Wynder, LLP
1 Park Plaza, Suite 1000
Irvine, CA 92614

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the United States Postal Service.

15.8 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument. Delivery of a signed counterpart in electronic form (i.e., PDF) by email shall constitute good and sufficient delivery. The parties are aware that the other party or parties will rely on the telecopied, .pdf or other electronically delivered signatures, and hereby waive any defenses to the enforcement of the terms of this Amendment based on the form of signature

IN WITNESS WHEREOF, this Agreement has been executed by the City, City Manager, and the City's duly authorized officers to be effective as of the Effective Date.

CITY OF GLENDORA:
City of Glendora, a municipal corporation

DocuSigned by:

Mendell Thompson

0871C182A85913

MENDELL THOMPSON, Mayor

ATTEST:

DocuSigned by:

Kathleen Sessman

2252A9F44B69431

Kathleen R. Sessman, City Clerk

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

DocuSigned by:

Danny Aleshire

005924E7E6ED445

DANNY ALESHIRE, City Attorney

CITY MANAGER

DocuSigned by:

Adam Raymond

40FB4F5D056C43C

ADAM RAYMOND, an individual

EXHIBIT "A"

GENERAL RELEASE OF CLAIMS

[Attached]

EXHIBIT "A"

AGREEMENT OF SEPARATION, SEVERANCE, AND GENERAL RELEASE

This Agreement of Separation, Severance, and General Release (hereinafter referred to as the "AGREEMENT") is entered into by and between the City of Glendora, a general law city (hereinafter referred to as "THE CITY"), and _____, an individual (hereinafter referred to as "EMPLOYEE").

RECITALS

WHEREAS, EMPLOYEE was hired by THE CITY as an at-will City Manager effective _____ serving at the pleasure of the City Council of THE CITY pursuant to a written contract, a copy of which is attached hereto as Exhibit "A" ("THE CONTRACT"). EMPLOYEE is currently ___ years old.

WHEREAS, THE CITY and EMPLOYEE desire that EMPLOYEE resign and enter into a severance agreement whereby EMPLOYEE receives severance compensation in exchange for executing a general release and waiver of any and all claims that EMPLOYEE may have against THE CITY, including but not limited to its elected and non-elected officials, employees, attorneys, and agents. Accordingly, the parties hereto intend by this AGREEMENT to mutually conclude any and all employment relationships between THE CITY and EMPLOYEE by means of EMPLOYEE's voluntary separation as of _____, _____. This AGREEMENT sets forth the full and complete terms and conditions concluding EMPLOYEE's employment relationship with the CITY and any obligations related thereto, including any provided under THE CONTRACT.

WHEREAS, in accordance with this AGREEMENT and with applicable state and federal laws, EMPLOYEE acknowledges that EMPLOYEE has been advised of EMPLOYEE's post-employment rights, including but not limited to, EMPLOYEE's rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), the Employee Retirement Income Security Act of 1974 ("ERISA"), and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

NOW THEREFORE, and in consideration for the promises, waivers and releases contained herein, the Parties agree as follows:

AGREEMENT

1. RECITALS

All of the Recitals listed above are material provisions of this AGREEMENT and are deemed true by the Parties and incorporated herein by this reference.

2. CONSIDERATION

In exchange for the waivers and releases set forth herein, THE CITY shall provide EMPLOYEE the following consideration:

2.1 EMPLOYEE shall receive payment to him or her at the time of his voluntary separation all earned salary, accrued fringe benefits as detailed in THE CONTRACT, and/or all other

wage compensation/benefits owed to EMPLOYEE upon separation of employment, as required by law or THE CONTRACT or any other agreement with THE CITY.

2.2. In exchange for the waivers and releases set forth herein, THE CITY shall also cause to be paid to EMPLOYEE an additional compensatory payment by means of severance, settlement and release in the form of a lump sum amount of _____ and _____ cents (\$_____.00), as set forth in THE CONTRACT in the form of a check made payable to EMPLOYEE to be mailed to EMPLOYEE at EMPLOYEE's home address on file with THE CITY via certified mail return receipt requested within thirty (30) business days after the EFFECTIVE DATE (as defined below) of this AGREEMENT. This payments shall be subject to normal and applicable state and federal withholdings as determined appropriate by THE CITY.

2.3 In exchange for the severance payment provided for herein, EMPLOYEE, and on behalf of EMPLOYEE's spouse, heirs, representatives, successors, and assigns, hereby releases, acquits, and forever discharges THE CITY, and each of its predecessors, successors, assigns, officials, employees, representatives, agents, insurers, attorneys, and all persons and entities acting by, through, under, or in concert with any of them, and each of them (hereinafter referred to as "THE CITY PARTIES"), from any and all claims, charges, complaints, contracts, understandings, liabilities, obligations, promises, benefits, agreements, controversies, costs, losses, debts, expenses, damages, actions, causes of action, suits, rights, and demands of any nature whatsoever, known or unknown, suspected or unsuspected, which EMPLOYEE now has or may acquire in the future, or which EMPLOYEE ever had, relating to or arising out of any act, omission, occurrence, condition, event, transaction, or thing which was done, omitted to be done, occurred or was in effect at any time from the beginning of time up to and including _____, _____ (hereinafter referred to collectively as "CLAIMS"), without regard to whether such CLAIMS arise under the federal, state, or local constitutions, statutes, rules or regulations, or the common law. EMPLOYEE expressly acknowledges that the CLAIMS forever barred by this AGREEMENT specifically include, but are not limited to, claims based upon any alleged breach of THE CONTRACT or any other agreement of employment, any demand for wages, overtime or benefits, any claims of violation of the provisions of ERISA, COBRA or HIPAA, any alleged breach of any duty arising out of contract or tort, any alleged wrongful termination in violation of public policy, any alleged breach of any express or implied contract for continued employment, any alleged employment discrimination or unlawful discriminatory act, or any claim or cause of action including, but not limited to, any and all claims whether arising under any federal, state or local law prohibiting breach of employment contract, wrongful termination, or employment discrimination based upon age, race, color, sex, religion, handicap or disability, national origin or any other protected category or characteristic, and any and all rights or claims arising under the California Labor Code or Industrial Welfare Commission Wage Orders, the Federal Fair Labor Standards Act, the California Fair Employment and Housing Act, California Government Code sections 12, 900 et seq., the Americans With Disabilities Act, Title VII of the Civil Rights Act of 1964, and any other federal, state, or local human rights, civil rights, or employment discrimination or employee rights statute, rule, or regulation, with the sole exception being any workers' compensation claims.

3. SPECIFIC ACKNOWLEDGMENT OF WAIVER OF CLAIMS UNDER ADEA AND OWBPA

The Age Discrimination in Employment Act of 1967 (hereinafter referred to as the "ADEA") makes it illegal for an employer to discharge any individual or otherwise discriminate with respect to the nature and privileges of an individual's employment on the basis that the

individual is age forty (40) or older. The Older Workers Benefit Protection Act (hereinafter referred to as the "OWBPA," 29 U.S.C. § 626, et. seq., Pub L 101-433, 104 Stat. 978 (1990)) further augments the ADEA and prohibits the waiver of any right or claim under the ADEA, **unless the waiver is knowing and voluntary**. By entering into this AGREEMENT, EMPLOYEE acknowledges that he or she knowingly and voluntarily, for just compensation in addition to anything of value to which EMPLOYEE was already entitled, waives and releases any rights EMPLOYEE may have under the ADEA and/or OWBPA. EMPLOYEE further acknowledges that he or she has been advised and understands, pursuant to the provisions of the ADEA and OWBPA, that:

- (a) This waiver/release is written in a manner understood by EMPLOYEE;
- (b) EMPLOYEE is aware of, and/or has been advised of, his rights under the ADEA and OWBPA, and of the legal significance of his waiver of any possible claims he currently may have under the ADEA, OWBPA and/or similar age discrimination laws;
- (c) EMPLOYEE is entitled to a reasonable time of at least twenty-one (21) days within which to review and consider this AGREEMENT and the waiver and release of any rights he may have under the ADEA, the OWBPA and similar age discrimination laws; but may, in the exercise of his own discretion, sign or reject this AGREEMENT at any time before the expiration of the twenty-one (21) days;
- (d) The waivers and releases set forth in this AGREEMENT shall not apply to any rights or claims that may arise under the ADEA and/or OWBPA **after** the EFFECTIVE DATE of this AGREEMENT;
- (e) EMPLOYEE has been advised by this writing that he should consult with an attorney prior to executing this AGREEMENT;
- (f) EMPLOYEE has discussed this waiver and release with, and been advised with respect thereto by, EMPLOYEE's counsel of choice, and that he or she does not need any additional time within which to review and consider this AGREEMENT;
- (g) EMPLOYEE has **seven (7) days following his execution** of this AGREEMENT to revoke the AGREEMENT;
- (h) Notice of revocation within the seven (7) day revocation period must be provided, in writing, to THE CITY pursuant to Paragraph 8.9 herein, and must state, "I hereby revoke my acceptance of our Agreement of Severance and General Release;" and
- (i) This AGREEMENT shall not be effective until EMPLOYEE has signed the AGREEMENT and provided proof of same to THE CITY, and seven (7) calendar days have passed since EMPLOYEE's execution and no revocation has been served by EMPLOYEE ("EFFECTIVE DATE").

4. UNKNOWN CLAIMS

In relation to the release provisions of Paragraphs 3 and 4 above, EMPLOYEE understands that California Civil Code section 1542 reads as follows:

“General Release--Claims Extinguished”

“A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his settlement with the debtor.”

EMPLOYEE hereby waives the protection of California Civil Code section 1542.

5. WAIVER OF ADDITIONAL CLAIMS

EMPLOYEE hereby waives any provisions of state or federal law that might require a more detailed specification of the claims being released pursuant to the provisions of Paragraphs 2, 3, and 4 above.

6. NON-CONFIDENTIALITY OF AGREEMENT

EMPLOYEE acknowledges that THE CITY is a public entity, and as such, that THE CITY shall endeavor to but cannot promise to or otherwise keep the terms and conditions of this AGREEMENT confidential.

7. REPRESENTATIONS AND WARRANTIES

Each of the parties to this AGREEMENT represents and warrants to, and agrees with, each other party as follows:

7.1. Advice of Counsel: The parties hereto have received independent legal advice from their respective attorneys concerning the advisability of entering into and executing this AGREEMENT or have been given the opportunity to obtain such advice. The parties acknowledge that they have been represented by counsel of their own choice in the negotiation of this AGREEMENT, that they have read this AGREEMENT; that they have had this AGREEMENT fully explained to them by such counsel, or have had such opportunity to do so and that they are fully aware of the contents of this AGREEMENT and of its legal effect.

7.2. No Fraud in Inducement: No party (nor any officer, agent, employee, representative, or attorney of or for any party) has made any statement or representation or failed to make any statement or representation to any other party regarding any fact relied upon in entering into this AGREEMENT, and neither party relies upon any statement, representation, omission or promise of any other party in executing this AGREEMENT, or in making the settlement provided for herein, except as expressly stated in this AGREEMENT.

7.3. Independent Investigation: Each party to this AGREEMENT has made such investigation of the facts pertaining to this settlement and this AGREEMENT and all the matters pertaining thereto, as it deems necessary.

7.4. Mistake Waived: In entering into this AGREEMENT, each party assumes the risk of any misrepresentation, concealment or mistake. If any party should subsequently discover that any fact relied upon by it in entering into this AGREEMENT was untrue, or that any fact was concealed from it, or that its understanding of the facts or of the law was incorrect, such party shall not be entitled to any relief in connection therewith, including without limitation on the generality of

the foregoing any alleged right or claim to set aside or rescind this AGREEMENT. This AGREEMENT is intended to be, and is, final and binding between the parties, regardless of any claims of misrepresentation, promise made without the intent to perform, concealment of fact, mistake of fact or law, or any other circumstance whatsoever.

7.5. Later Discovery: The parties are aware that they may hereafter discover claims or facts in addition to or different from those they now know or believe to be true with respect to the matters related herein. Nevertheless, it is the intention of the parties that EMPLOYEE fully, finally and forever settle and release all such matters, and all claims relative thereto, which do now exist, may exist or have previously existed against THE CITY or THE CITY PARTIES. In furtherance of such intention, the releases given here shall be, and remain, in effect as full and complete releases of all such matters, notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

7.6. Indemnification: EMPLOYEE agrees to indemnify and hold harmless THE CITY or THE CITY PARTIES from, and against, any and all claims, damages, or liabilities sustained by them as a direct result of the violation or breach of the covenants, warranties, and representations undertaken pursuant to the provisions of this AGREEMENT. EMPLOYEE understands and agrees that he or she shall be exclusively liable for the payment of all taxes for which he or she is responsible, if any, as a result of his or her receipt of the consideration referred to in Paragraph 3 of this AGREEMENT. In addition, EMPLOYEE agrees fully to indemnify and hold the CITY PARTIES harmless for payment of tax obligations as may be required by any federal, state or local taxing authority, at any time, as a result of the payment of the consideration set forth in Paragraph 3 of this AGREEMENT.

7.7. Future Cooperation & Consultation fees: EMPLOYEE shall execute all such further and additional documents as shall be reasonable, convenient, necessary or desirable to carry out the provisions of this AGREEMENT. EMPLOYEE shall provide THE CITY with consultation services (including deposition or trial testimony) in any litigation involving THE CITY which is reasonably related to acts or occurrences transpiring during his employment. Said services shall be provided as needed by THE CITY at a rate of \$100.00 per hour.

7.8. Return of Confidential Information and Property: Prior to the separation date, EMPLOYEE shall submit a written inventory of, and return to the City Clerk, all City keys, equipment, computer identification cards or codes, and other equipment or materials or confidential documents provided to or obtained by EMPLOYEE during the course of his or her employment with THE CITY.

7.9. No Pending Claims and/or Actions: EMPLOYEE represents that he has not filed any complaints or charges against THE CITY or THE CITY PARTIES with any local, state or federal agency or court; that he will not do so at any time hereafter for any claim arising up to and including the EFFECTIVE DATE of this AGREEMENT; and that if any such agency or court assumes jurisdiction of any such complaint or charge against THE CITY or THE CITY PARTIES on behalf of EMPLOYEE, whenever or where ever filed, he or she will request such agency or court to withdraw from the matter forthwith.

7.10. Ownership of Claims: EMPLOYEE represents and warrants as a material term of this AGREEMENT that EMPLOYEE has not heretofore assigned, transferred, released or granted, or purported to assign, transfer, release or grant, any of the CLAIMS disposed of by this AGREEMENT. In executing this AGREEMENT, EMPLOYEE further warrants and represents that

none of the CLAIMS released by EMPLOYEE thereunder will in the future be assigned, conveyed, or transferred in any fashion to any other person and/or entity.

7.11 Enforcement Fees and Costs: Should any legal action be required to enforce the terms of this AGREEMENT, the prevailing party shall be entitled to reasonable attorneys' fees and costs in addition to any other relief to which that party may be entitled.

7.12 Authority: Each party represents to the other that it has the right to enter into this AGREEMENT, and that it is not violating the terms or conditions of any other AGREEMENT to which they are a party or by which they are bound by entering into this AGREEMENT. The parties represent that they will obtain all necessary approvals to execute this AGREEMENT. It is further represented and agreed that the individuals signing this AGREEMENT on behalf of the respective parties have actual authority to execute this AGREEMENT and, by doing so, bind the party on whose behalf this AGREEMENT has been signed.

8. MISCELLANEOUS

8.1. No Admission: Nothing contained herein shall be construed as an admission by THE CITY of any liability of any kind. THE CITY denies any liability in connection with any claim and intends hereby solely to avoid potential claims and/or litigation and buy its peace.

8.2. Governing Law: This AGREEMENT has been executed and delivered within the State of California, and the rights and obligations of the parties shall be construed and enforced in accordance with, and governed by, the laws of the State of California.

8.3. Full Integration: This AGREEMENT is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This AGREEMENT may be amended only by a further agreement in writing, signed by the parties hereto.

8.4. Continuing Benefit: This AGREEMENT is binding upon and shall inure to the benefit of the parties hereto, their respective agents, spouses, employees, representatives, officials, attorneys, assigns, heirs, and successors in interest.

8.5. Joint Drafting: Each party agrees that it has cooperated in the drafting and preparation of this AGREEMENT. Hence, in any construction to be made of this AGREEMENT, the parties agree that same shall not be construed against any party.

8.6. Severability: In the event that any term, covenant, condition, provision or agreement contained in this AGREEMENT is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, condition, provision or agreement shall in no way affect any other term, covenant, condition, provision or agreement and the remainder of this AGREEMENT shall still be in full force and effect.

8.7. Titles: The titles included in this AGREEMENT are for reference only and are not part of its terms, nor do they in any way modify the terms of this AGREEMENT.

8.8. Counterparts: This AGREEMENT may be executed in counterparts, and when each party has signed and delivered at least one such counterpart, each counterpart shall be

deemed an original, and, when taken together with other signed counterparts, shall constitute one AGREEMENT, which shall be binding upon and effective as to all parties.

8.9. Notice: Any and all notices given to any party under this AGREEMENT shall be given as provided in this paragraph. All notices given to either party shall be made by certified or registered United States mail, or personal delivery, at the noticing party's discretion, and addressed to the parties as set forth below. Notices shall be deemed, for all purposes, to have been given on the date of personal service or three (3) consecutive calendar days following deposit of the same in the United States mail.

As to EMPLOYEE:

At EMPLOYEE's home address on file with THE CITY.

As to THE CITY:

Mayor
City of Glendora
116 E. Foothill Blvd,
Glendora, California 91741-3380

IN WITNESS WHEREOF, THE CITY has caused this AGREEMENT to be signed and executed on its behalf by its Mayor and duly attested by its City Clerk, EMPLOYEE has signed and executed this Agreement, and the attorneys for THE CITY and EMPLOYEE, if any, have approved as to form as of the dates written below.

DATED: _____

EMPLOYEE

By: _____
[NAME]

THE CITY

DATED: _____

By: _____
Mayor

ATTEST:

Chief Deputy City Clerk

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: _____

_____, City Attorney

[EMPLOYEE'S LAW FIRM]

By: _____
[Counsel]

Certificate Of Completion

Envelope Id: 1EAD365707344F05832A1C3616DE49F4	Status: Completed
Subject: For Your Signature: Agreement - A.Raymond (CM Employment & General Release) 2024	
Source Envelope:	
Document Pages: 20	Signatures: 4
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Desiree Valdivia
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	116 E Foothill Blvd
	Glendora, CA 91741
	dvaldivia@cityofglendora.org
	IP Address: 173.196.201.130


Record Tracking

Status: Original	Holder: Desiree Valdivia	Location: DocuSign
2/29/2024 2:29:32 PM	dvaldivia@cityofglendora.org	

Signer Events

Adam Raymond
 ARaymond@cityofglendora.org
 City Manager
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 47.156.106.19
 Signed using mobile

Timestamp

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 Signed: 2/29/2024 3:55:50 PM

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Danny Aleshire
 danny.aleshire@awattorneys.com
 Security Level: Email, Account Authentication (None)

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Mendell Thompson
 MThompson@cityofglendora.org
 Councilman
 Security Level: Email, Account Authentication (None)

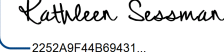
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Kathleen Sessman
 ksessman@cityofglendora.org
 City of Glendora
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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 Using IP Address: 173.196.201.130

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 Signed: 3/18/2024 9:55:05 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Desiree Valdivia dvaldivia@cityofglendora.org Office Coordinator City of Glendora Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue; font-size: 1.2em;">VIEWED</div> Using IP Address: 173.196.201.130	Sent: 3/1/2024 10:28:14 AM Viewed: 3/13/2024 9:58:04 AM

Carbon Copy Events	Status	Timestamp
Adam Raymond ARaymond@cityofglendora.org City Manager Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/13/2024 10:05:04 AM ID: 0ebd8788-01a0-4803-b0f8-98d8e3dcf889	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 3/18/2024 9:55:07 AM
City Clerk Group CityClerkGroup@cityofglendora.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 7/13/2023 4:31:33 PM ID: c7b776f5-d48e-4f6e-81b8-a4deb62350e6	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 3/18/2024 9:55:07 AM Viewed: 3/18/2024 1:40:10 PM
Human Resources HRGroup@cityofglendora.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 3/18/2024 9:55:07 AM Viewed: 3/18/2024 10:02:30 AM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	3/18/2024 9:54:52 AM
Signing Complete	Security Checked	3/18/2024 9:55:05 AM
Completed	Security Checked	3/18/2024 9:55:07 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure