

RESOLUTION CC 2022-66

**A RESOLUTION OF THE CITY COUNCIL APPROVING
COMPENSATION AND BENEFITS ADJUSTMENTS FOR EXECUTIVE
MANAGEMENT CONTRACT EMPLOYEES.**

**THE CITY COUNCIL
City of Glendora, California**

WHEREAS, the City of Glendora and the Glendora Management Association employees met and negotiated a 2023-2025 Memorandum of Understanding, which was voted upon and approved by the GMA membership.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA,
CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The City Council hereby approves and authorizes the City Manager to implement adjustments to the salary schedule for Executive Management contract employees as follows:

1. Effective the first full pay period on or after July 1, 2023 – 4.0% increase to base salary
2. Effective the first full pay period on or after July 1, 2024 – 3.5% increase to base salary
3. Effective the first full pay period on or after July 1, 2025 – 3.0% increase to base salary

SECTION 2. The City of Glendora salary compensation schedule shall be amended to incorporate the salary and benefit changes listed in Section 1 above for all Executive Management employees referenced herein attached as Exhibit “A,” and incorporated herein by this reference.

SECTION 3. That the City Council approves and authorizes the City Manager to implement adjustments to the Executive Management Benefit Schedule effective January 1, 2023 referenced herein attached as Exhibit “B,” and incorporated herein by this reference.

SECTION 4. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution, shall enter the same in the Book of Original Resolutions and that this resolution shall take effect and be in force on this date.

SECTION 5. The City Clerk is hereby directed to forward a copy of this resolution to Administrative Services Department.

APPROVED and **PASSED** this 13th day of December, 2022.

City Council of Glendora, CA

DocuSigned by:
Gary Boyer
BY: _____
58F6F52531C2401...
GARY BOYER
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

DocuSigned by:
William W. Wynder

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WILLIAM W. WYNDER
City Attorney

CERTIFICATION

I, Kathleen R. Sessman, City Clerk/Communications Director of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the 13th day of December, 2022, by the following vote:

AYES: COUNCIL MEMBERS: Allawos, Davis, Fredendall, Thompson, and Boyer.
NOES: COUNCIL MEMBERS: None.
ABSENT: COUNCIL MEMBERS: None.
ABSTAIN: COUNCIL MEMBERS: None.

Dated: December 14, 2022

DocuSigned by:
Kathleen R. Sessman

2252A9F44B89431...
KATHLEEN R. SESSMAN
City Clerk/Communications Director

CITY OF GLENDORA
 CITY COUNCIL, CITY MANAGER, EXECUTIVES
 SALARY SCHEDULE EFFECTIVE JULY 11, 2022

Revised 7/1/22

		MONTHLY									
POSITION TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1 LIBRARY DIRECTOR	11,276.21	11,558.12	11,847.07	12,143.25	12,446.83	12,758.00	13,076.95	13,403.88	13,738.97	14,082.45	
2 CITY CLERK/COMMUNICATIONS DIRECTOR	12,104.97	12,407.60	12,717.79	13,035.73	13,361.63	13,695.67	14,038.06	14,389.01	14,748.74	15,117.45	
3 COMMUNITY SERVICES DIRECTOR	12,104.97	12,407.60	12,717.79	13,035.73	13,361.63	13,695.67	14,038.06	14,389.01	14,748.74	15,117.45	
4 INFO TECHNOLOGY DIRECTOR	12,104.97	12,407.60	12,717.79	13,035.73	13,361.63	13,695.67	14,038.06	14,389.01	14,748.74	15,117.45	
5 COMMUNITY DEVELOPMENT DIRECTOR	13,618.96	13,959.44	14,308.42	14,666.13	15,032.79	15,408.61	15,793.82	16,188.67	16,593.38	17,008.22	
6 PUBLIC WORKS DIRECTOR	13,618.96	13,959.44	14,308.42	14,666.13	15,032.79	15,408.61	15,793.82	16,188.67	16,593.38	17,008.22	
7 ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER	14,113.97	14,466.82	14,828.49	15,199.20	15,579.18	15,968.66	16,367.88	16,777.07	17,196.50	17,626.41	
8 ASSISTANT CITY MANAGER	15,535.81	15,924.20	16,322.31	16,730.37	17,148.63	17,577.34	18,016.78	18,467.19	18,928.87	19,402.10	
9 POLICE CHIEF	16,520.78	16,933.80	17,357.15	17,791.08	18,235.85	18,691.75	19,159.04	19,638.02	20,128.97	20,632.19	

CITY OF GLENDORA
 CITY COUNCIL, CITY MANAGER, EXECUTIVES
 SALARY SCHEDULE EFFECTIVE JULY 1, 2023

Revised 12/13/22

		MONTHLY									
POSITION TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1 LIBRARY DIRECTOR	11,727.26	12,020.44	12,320.96	12,628.98	12,944.70	13,268.32	13,600.03	13,940.03	14,288.53	14,645.75	
2 CITY CLERK/COMMUNICATIONS DIRECTOR	12,589.17	12,903.90	13,226.50	13,557.16	13,896.09	14,243.49	14,599.58	14,964.57	15,338.68	15,722.15	
3 COMMUNITY SERVICES DIRECTOR	12,589.17	12,903.90	13,226.50	13,557.16	13,896.09	14,243.49	14,599.58	14,964.57	15,338.68	15,722.15	
4 INFO TECHNOLOGY DIRECTOR	12,589.17	12,903.90	13,226.50	13,557.16	13,896.09	14,243.49	14,599.58	14,964.57	15,338.68	15,722.15	
5 COMMUNITY DEVELOPMENT DIRECTOR	14,163.72	14,517.82	14,880.76	15,252.78	15,634.10	16,024.95	16,425.58	16,836.21	17,257.12	17,688.55	
6 PUBLIC WORKS DIRECTOR	14,163.72	14,517.82	14,880.76	15,252.78	15,634.10	16,024.95	16,425.58	16,836.21	17,257.12	17,688.55	
7 ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER	14,678.53	15,045.49	15,421.63	15,807.17	16,202.35	16,607.41	17,022.59	17,448.16	17,884.36	18,331.47	
8 ASSISTANT CITY MANAGER	16,157.24	16,561.17	16,975.20	17,399.58	17,834.57	18,280.44	18,737.45	19,205.88	19,686.03	20,178.18	
9 POLICE CHIEF	17,181.61	17,611.16	18,051.43	18,502.72	18,965.29	19,439.42	19,925.41	20,423.54	20,934.13	21,457.48	

CITY OF GLENDORA
 CITY COUNCIL, CITY MANAGER, EXECUTIVES
 SALARY SCHEDULE EFFECTIVE JULY 1, 2024

Revised 12/13/22

		MONTHLY									
POSITION TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1 LIBRARY DIRECTOR	12,137.72	12,441.16	12,752.19	13,070.99	13,397.77	13,732.71	14,076.03	14,427.93	14,788.63	15,158.35	
2 CITY CLERK/COMMUNICATIONS DIRECTOR	13,029.79	13,355.54	13,689.43	14,031.66	14,382.45	14,742.02	15,110.57	15,488.33	15,875.54	16,272.43	
3 COMMUNITY SERVICES DIRECTOR	13,029.79	13,355.54	13,689.43	14,031.66	14,382.45	14,742.02	15,110.57	15,488.33	15,875.54	16,272.43	
4 INFO TECHNOLOGY DIRECTOR	13,029.79	13,355.54	13,689.43	14,031.66	14,382.45	14,742.02	15,110.57	15,488.33	15,875.54	16,272.43	
5 COMMUNITY DEVELOPMENT DIRECTOR	14,659.45	15,025.94	15,401.59	15,786.63	16,181.29	16,585.82	17,000.47	17,425.48	17,861.12	18,307.65	
6 PUBLIC WORKS DIRECTOR	14,659.45	15,025.94	15,401.59	15,786.63	16,181.29	16,585.82	17,000.47	17,425.48	17,861.12	18,307.65	
7 ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER	15,192.28	15,572.08	15,961.38	16,360.42	16,769.43	17,188.67	17,618.38	18,058.84	18,510.31	18,973.07	
8 ASSISTANT CITY MANAGER	16,722.74	17,140.81	17,569.33	18,008.57	18,458.78	18,920.25	19,393.26	19,878.09	20,375.04	20,884.42	
9 POLICE CHIEF	17,782.97	18,227.55	18,683.23	19,150.32	19,629.07	20,119.80	20,622.79	21,138.36	21,666.82	22,208.49	

CITY OF GLENDORA
 CITY COUNCIL, CITY MANAGER, EXECUTIVES
 SALARY SCHEDULE EFFECTIVE JULY 1, 2025

Revised 12/13/22

		MONTHLY									
POSITION TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1 LIBRARY DIRECTOR	12,501.85	12,814.40	13,134.76	13,463.12	13,799.70	14,144.69	14,498.31	14,860.77	15,232.29	15,613.10	
2 CITY CLERK/COMMUNICATIONS DIRECTOR	13,420.69	13,756.20	14,100.11	14,452.61	14,813.93	15,184.28	15,563.88	15,952.98	16,351.80	16,760.60	
3 COMMUNITY SERVICES DIRECTOR	13,420.69	13,756.20	14,100.11	14,452.61	14,813.93	15,184.28	15,563.88	15,952.98	16,351.80	16,760.60	
4 INFO TECHNOLOGY DIRECTOR	13,420.69	13,756.20	14,100.11	14,452.61	14,813.93	15,184.28	15,563.88	15,952.98	16,351.80	16,760.60	
5 COMMUNITY DEVELOPMENT DIRECTOR	15,099.24	15,476.72	15,863.64	16,260.22	16,666.73	17,083.40	17,510.48	17,948.25	18,396.95	18,856.88	
6 PUBLIC WORKS DIRECTOR	15,099.24	15,476.72	15,863.64	16,260.22	16,666.73	17,083.40	17,510.48	17,948.25	18,396.95	18,856.88	
7 ADMINISTRATIVE SERVICES DIRECTOR/CITY TREASURER	15,648.04	16,039.24	16,440.23	16,851.23	17,272.51	17,704.33	18,146.93	18,600.61	19,065.62	19,542.26	
8 ASSISTANT CITY MANAGER	17,224.43	17,655.04	18,096.41	18,548.82	19,012.54	19,487.86	19,975.05	20,474.43	20,986.29	21,510.95	
9 POLICE CHIEF	18,316.46	18,774.37	19,243.73	19,724.83	20,217.95	20,723.39	21,241.48	21,772.52	22,316.83	22,874.75	



Executive Management Benefit Schedule

The provisions contained in this Schedule are provided to Executive Management Employees, which includes department heads, the Assistant City Manager, and any other employee ("employee") who is designated as an Executive Management Group employee via the official Council approved class specification.

1. Pension and Retirement benefits

- a. Social Security - No contributions are paid by the City or employee into Social Security
- b. Employer Paid Member Contributions (PERS EPMC) - City's PERS Contribution will be reported to PERS as additional compensation per Government Code Section 20636(c)(4) and IRS code section 414(h)(2).
- c. Employee CalPERS contribution rates which are statutorily set at eight (8) percent for Miscellaneous employees and nine (9) percent for Safety employees, shall be fully paid by the employee by reimbursing the City.
- d. PERS contract amendments - include 1959 Survivors Benefit, level 2 (Section 21572) for Miscellaneous and level 4 (Section 21574) for Safety, and purchase Military Service Credit as Public Service (Section 21024).
- e. Unused Sick Leave Credit - Sick leave is converted to service credit upon retirement when retirement date within four (4) months of employment separation or based on the current regulations promulgated by CalPERS at the time.

2. Savings Plans

a. 457(b) Deferred Compensation Plan

- b. Employees may participate in a City sponsored 457(b) Deferred Compensation Plan, on either a pre-tax or post-tax basis (Roth Plan) up to the annual IRS contribution limits.

401(a) Defined Contribution Plan

For an employee who participates in a 457 Deferred Compensation Plan, the City will provide a match to a 401(a) Defined Contribution Plan on behalf of the employee up to a maximum of \$416.67 per pay period using 24 pay periods per year (annual maximum of \$10,000). Such matching contributions shall be calculated and provided for on a per pay period basis. Those employees not participating in/actively making contributions to a 457 plan shall not be eligible for a City paid contribution to the 401(a) plan.

c. Health Reimbursement Arrangement (HRA)

- i. Each pay period (26 per year), the City shall contribute \$50 to a HRA for employee up to a maximum of \$1,300 per year.
- ii. Employees will contribute the value of 40 hours (if balances available) of accrued vacation leave annually in the month of December. The vacation leave value is calculated at the employee's base salary at the time of the contribution.
- iii. Upon retirement or separation, the value of 80 hours (if balances available) of accrued vacation leave shall be contributed to the HRA. The vacation leave value is calculated at the employee's base salary at the time of the contribution (retirement or separation).
- iv. An employee is considered vested after completing one (1) year of continuous service as an Executive Management employee.

3. Leaves

- a. Vacation Leave -Full time employees shall accrue a maximum of 6.46 hours per pay period. Employees will stop accruing vacation once they hit the cap of 200 hours of vacation leave. Only under special circumstances may the cap be lifted and then only with the approval of the City Manager.
 - i. Vacation Leave Cash Out
Annually in December of each year, employees may request to cash out up to eighty (80) hours of vacation leave at the base rate of pay effective at the time of the cash out. To cash out vacation leave, an employee must have at least forty (40) hours of vacation leave remaining after the cash out.
In accordance with Section 2(c)(ii), the value of 40 hours of vacation will convert to the HRA before any other cash out or conversion may take place.
At retirement or separation, in accordance with section 2(c)(iii) the value of vacation hours will convert to the HRA before any other cash out or conversion may take place.
- b. Administrative Leave - Full time employees shall receive forty (40) hours of Administrative Leave each year effective in the first pay period in July. Employees hired after this date in July shall receive the full 40 hours of Administrative Leave. Administrative Leave must be used by the end of the last pay period with a June pay date or the time shall be forfeited.
- c. Sick Leave – Full time employees accrue 3.69 hours per bi-weekly pay period on an unlimited basis.
- d. Family Sick Leave -- A maximum of 48 hours of accrued sick leave may be used for attendance upon immediate family members in a 12-month period commencing with the first full pay period in January.
- e. Personal Emergency Leave – Up to 24 hours of accrued sick leave per calendar year may be used as “Personal Emergency Leave” in a 12-month period commencing with the first full pay period in January.

- f. Bereavement Leave - Up to 40 hours of Bereavement Leave may be granted for a death in the employee's immediate family (as defined by the labor code). In the event the deceased family member's place of residence or the internment service is more than 500 miles from Glendora, an additional 8 hours may be allowed.
- g. Floating Holidays - Full time employees shall receive 8 hours of floating holidays
- h. Holidays - The following twelve (12) holidays are recognized, unless otherwise provided for:

New Year's Day	Veterans' Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Friday following Thanksgiving Day
Memorial Day	Christmas Eve Day
Labor Day	Christmas Day
Independence Day	New Year's Eve Day

When a recognized holiday falls on Saturday, the preceding Friday shall be observed, and when a holiday falls on a Sunday, the following Monday shall be observed.

Except as provided for above, whenever an employee is required to work on a recognized holiday or the recognized holiday falls on an employee's regularly scheduled day off, the employee shall accrue, on an hour for hour basis, up to a total of eight (8) hours of earned holiday time. Earned holiday time in excess of 40 hours shall be reimbursed at the current base salary rate. Upon separation, employees shall be paid for earned holiday at the current based salary rate at separation. Additionally, employees who are regularly scheduled to work on a recognized holiday, but are on an approved leave, shall receive holiday pay in lieu of leave pay.

4. Medical and Insurance benefits

- a. Flexible Benefit Plan - All Executive Management will receive \$2,000 monthly to purchase mandatory, dependent and/or voluntary benefits. An employee is required to carry one of the City's designated medical and dental plans unless the employee opts out by providing proof of coverage by an alternative comparable group health plan that satisfies the Patient Protection and Affordable Care Act (ACA) group health plan mandates. Employee may receive non used/required benefit amount in cash, however, not more than \$1,200 salary per month. Flexible Benefit Plan for Directors hired on or after January 1, 2017 shall have a cap on the cash out amount of \$650.00 per month.
- b. Vision - The City shall pay, employee only coverage (dependent vision insurance can be purchased with Flexible Benefit Plan).
- c. Basic Life and AD&D Insurance - The City shall pay for the benefit of full-time Executive Management employees, group term life and accidental death insurance policy in the amount of \$150,000 (premiums paid by the City) effective August 1, 2021.
- d. Voluntary Life and AD&D - Employees may purchase additional term life and accidental death insurance to a maximum of \$500,000 or five times annual salary (whichever is less), subject to carrier terms and conditions. Coverage is also available for Spouse and Child(ren) subject to carrier requirements.

- i. Disability - The City shall pay the premium for Executive Management employees to participate in the City's disability insurance program, which includes both short-term and long-term disability coverage. Short Term Disability Insurance. Short-term disability insurance plan benefit coverage shall include a provision for a seven (7) consecutive calendar day waiting period from the first day of disability before benefits begin. Benefits shall be sixty percent (60%) of base salary up to a maximum of \$1,847 per week. Benefits terminate when the employee is no longer disabled or after receiving ninety (90) days of benefits, at which time the employee would be eligible for long-term disability benefits if still medically disabled, subject to carrier requirements.
 - ii. Long Term Disability Insurance. The long-term disability insurance plan benefit coverage shall be sixty percent (60%) of monthly salary, up to a maximum of \$11,000 per month and may continue until Social Security Normal Retirement Age (SSNRA) if still medically disabled, subject to carrier requirements.
 - iii. Integration of leave balances (e.g., sick, vacation, etc.), either partially or fully, is allowed.
- e. Retiree Medical Plan contribution - Retire age 55+ with a minimum of 10 years of service (Miscellaneous) or retire age 50+ with a minimum of 15 years of service (Safety) with the City of Glendora is \$300/month until age 65. If retired after age 60, will receive the contribution for a maximum of 5 years after receiving Medicare benefits.
 - f. Medicare - 1.45% of salary paid by City and employee for a total of 2.9%

5. Reimbursable Expenses

Each fiscal year, employees are eligible for reimbursement up to \$1,000 for the following:

- a. 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.
- b. Acquisition of City compatible computer hardware, software, or peripheral equipment.

Reimbursement must be submitted no later than July 15 each year for expenses incurred during the prior fiscal year ending June 30. Any amount remaining shall not be carried forward.

6. Executive Management Bonus Pay

Employees are eligible for Executive Management Pay (Bonus Pay) which is designed to recognize executive managers for consistent and highly meritorious and superior performance, achievement of planned results/accomplishments, and/or for the accomplishments of clearly defined objectives as determined by the City Manager for the review period.

Bonus Pay shall be in addition to the employee's base salary. This Pay is different than and in addition to the annual step increase within the base salary range for the employee's classification which will be provided as described in the individual employment contract.

To the extent permitted by law, this pay is special compensation and shall be reported as such for CalPERS Classic Members to Title 2 CCR, Section 571(a)(1) – Executive Management Bonus Pay and written performance reviews shall be provided to CalPERS in accordance with current regulations. PEPPRA members are eligible for the pay, however, it is not eligible to be reported to CalPERS as special compensation.

- a. The review period shall be July 1 - June 30 annually. An employee who was not in an Executive Management position for the duration of the review period shall have any bonus award prorated.
- b. Performance will be reviewed by the City Manager between July 1 – August 31 each year in writing and must include review and evaluation of specific performance goals and objectives identified and defined for the review period in the following performance factors: leadership, job knowledge, quality of work, and specifically identified goals and objectives.
- c. Bonus Pay is awarded by the City Manager as a percentage of base salary not to exceed a maximum of 5% up to a maximum of \$10,000 annually, and shall be provided in increments of 2.5%, as follows:
 - 5% - Overall Exceptional Performance
 - 2.5% - Overall Exceeds Performance

In addition to the overall performance rating which will be used to determine the bonus amount, employees will also receive a performance rating in the identified performance factors.

- i. Exceptional Performance: To achieve an exceptional performance rating the employee has demonstrated excellent sustained performance that is of such high quality that organizational goals have been achieved that would not have been achieved otherwise. The employee demonstrated mastery of technical and leadership skills and a thorough understanding of the mission of the organization and has had a fundamental impact on the completion of strategic objectives. The employee has exerted a major positive influence on management practices, operating procedures and/or program implementation, which contributed substantially to organizational growth and recognition and which improved cooperation among stakeholders. The employee has demonstrated a whole problem solutions-focus when handling difficulty or unpredicted problems.
- ii. Exceeds Performance: To achieve an exceeds performance standards rating the employee has demonstrated that performance exceeds expectations in critical areas, and which exhibited sustained support for organizational goals and objectives. The employee demonstrated a comprehensive understanding of the objectives of the role and how to accomplish them with consideration given to all stakeholders. The employee has demonstrated effective planning which has improved the quality of management practices, operating procedures, and program objectives. The employee has developed and/or implemented workable

and cost-effective approaches to meeting organizational goals while handling difficult and unpredicted problems.

- iii. Meets Performance: To achieve a meets performance standards rating the employee demonstrated good, sound performance that meets organizational goals. All critical activities are completed in a timely manner and effectively applies technical skills and organizational knowledge to accomplish organizational goals and objectives. The employee communicates clearly and effectively.

Performance below these standards is considered below performance standards. An employee achieving an overall Meets Performance standards rating or below is not eligible for Bonus Pay.

- d. Bonus Pay shall be awarded as a lump sum payment effective in the first full pay period in September. Such pay shall be attributed for the purposes of reporting earnings for Classic members to the review period for which the bonus was earned. The bonus and any reporting for employees not in an Executive Management position shall be prorated

7. Other Benefits

- a. Voluntary benefits offered to all other employees are also available to Executive Management. Examples include supplemental insurances, deferred compensation, employee assistance programs, etc.
- b. Auto Allowance - See Contract
- c. Community Service Expense - See contract
- d. Tuition Reimbursement - Job related and at State University rates.

Benefits listed in this Exhibit shall govern unless stated otherwise in the Department Director's employment contract. If the City Council adopts a Council resolution subsequent to the effective date of individual's most current employment contract, then that resolution shall govern when it comes to elements relating to Employee Benefits.

Certificate Of Completion

Envelope Id: C600DF13142F4B8EA625B0312669A3F1	Status: Completed
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Document Pages: 13	Signatures: 6
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
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	Glendora, CA 91741
	ksessman@cityofglendora.org
	IP Address: 173.196.201.130


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12/16/2022 9:16:02 AM	ksessman@cityofglendora.org	

Signer Events

Gary Boyer
 GBoyer@cityofglendora.org
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Signature

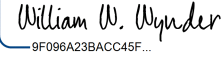
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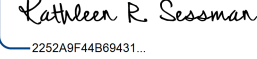
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Kathleen R. Sessman
 ksessman@cityofglendora.org
 City of Glendora
 Security Level: Email, Account Authentication (None)

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
City Clerk Group city_clerk@cityofglendora.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 7/13/2022 8:57:28 AM ID: 7ff72357-fe84-4a90-be9e-1ae3f30b35c6	COPIED	Sent: 12/16/2022 10:43:08 AM Viewed: 12/16/2022 4:08:05 PM
Human Resources Group HR@cityofglendora.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/16/2022 10:43:08 AM
Jeff Kugel jkugel@cityofglendora.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/20/2021 11:13:38 AM ID: 99dd9243-bf01-407f-bea8-11379831502d	COPIED	Sent: 12/16/2022 10:43:08 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/16/2022 9:21:27 AM
Certified Delivered	Security Checked	12/16/2022 10:42:57 AM
Signing Complete	Security Checked	12/16/2022 10:43:04 AM
Completed	Security Checked	12/16/2022 10:43:08 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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