

**RESOLUTION NO. 2021-057**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A STANDARDIZATION OF SALARIES OF CERTAIN PAID OFFICERS AND EMPLOYEES OF THE CITY OF SAN BUENAVENTURA AS OF JULY 10, 2021 AND RESCINDING RESOLUTION NO. 2021-045**

BE IT RESOLVED by the City Council of the City of San Buenaventura as follows:

**SECTION 1.0 - AUTHORITY.** In accordance with the Charter of the City of San Buenaventura, Section 1002, the Council hereby provides for a systematic classification of positions and a standardization of salaries of officers and employees of the City of San Buenaventura as of July 10, 2021.

**SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES.** Seven separate salary schedules are hereby established for the purpose of salary and benefit administration. Each City classification is assigned to a specific salary schedule and a specific grade, range or rate, and effective date as specified within that schedule.

**Council - (Salary Schedule "L")** shall apply to Members of the City Council and City Boards and Commissions as specified in Section 5.0 of this Resolution.

**Executives - (Salary Schedule "E")** shall apply to all classifications designated as executive and as specified in Section 6.0 of this Resolution.

**Management - (Salary Schedule "M")** shall apply to all classifications designated as management and as specified in Section 7.0 of this Resolution.

**Confidential - (Salary Schedule "C")** shall apply to all classifications designated as confidential and as specified in Section 8.0 of this Resolution.

**Police & Fire Recruits - (Salary Schedule "D")** shall apply to the classifications of Police Officer Trainee, Firefighter-Paramedic Recruit and Firefighter Recruit and as specified in Section 10.0 of this Resolution.

**Temporary Recreation Support Staff - (Salary Schedule "R")** shall apply to all temporary recreation classifications and as specified in Section 11.0 of this Resolution.

**Temporary Support Staff - (Salary Schedule "X")** shall apply to all temporary classifications and as specified in Section 12.0 of this Resolution.

**SECTION 2.1 - EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES.** Each classification listed in Salary Schedules "E", "M", and "C" of this Resolution shall be assigned a specific salary range. Salary ranges are stated in terms of hourly pay rate. The hourly pay rate for employees in classifications specified in Schedules "E", "M", and "C" shall be set anywhere within the minimum and maximum limits for the range applicable to their classification. Specific steps do not apply.

Each classification listed in Salary Schedules "D" or "R" or "X" shall be paid on a per hour basis within the pay range assigned to the classification.

**SECTION 2.2 - SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT.**

Members of the City Council shall be compensated on a bi-weekly basis. All employees shall be compensated on a biweekly basis using a fixed hourly rate to calculate the pay period salary. The Bi-weekly Pay Schedule shall be published each fiscal year by the Finance and Technology Department, Payroll Division. All City employees and members of the City Council should provide and maintain an account for direct deposit of all payroll checks issued by the City.

**SECTION 2.3 - FRINGE BENEFITS AND ADDITIONAL COMPENSATION.** Fringe benefits or additional compensation provided to Executives (Salary Schedule "E"), Management (Salary Schedule "M"), Confidential (Salary Schedule "C"), and Police and Fire Recruits (Salary Schedule "D") shall be as described in the "Resolution of the Council of the City of San Buenaventura Providing for Benefits and Additional Compensation for Unrepresented Employees in Salary Schedules "E", "M", "C" and "D" of the Salary Resolution.

**Grant Funded Positions:** Only employees (except employees in temporary appointments as listed in the Personnel Rules and Regulations, Rule VI(c)) are entitled to fringe benefits and additional compensation. Employees in Temporary Limited Term or Temporary-Extended Term appointments funded by grants may be eligible for vacation leave, sick leave, holiday leave, City contribution towards medical, dental, life and vision insurance premiums, and optional benefit accruals if the terms of the grant allow for provision of such benefits and to the extent that funds are available in the grant to cover the full City cost of providing such benefits. The amount of such contribution and accruals shall be determined by the Salary Schedule to which the temporary grant-funded position is assigned. No other terms, conditions or benefits shall accrue to such grant-funded employees and the provision of any benefits shall not change their employment appointment from a temporary status.

**Non-Employees:** Members of the City Council and members of appointive boards, commissions and committees, independent contractors and volunteers are not employees. Reimbursement for travel and other expenses and participation in the City's group health and dental insurance plans for members of the City Council shall be as authorized in Section 5.0 of this Resolution.

**SECTION 2.4 - EFFECT OF REGULAR PART-TIME APPOINTMENTS ON WAGES, BENEFITS OR ADDITIONAL COMPENSATION.** Regular part-time employees are defined as those with a regular work schedule less than 72 hours per bi-weekly pay period and shall be compensated on an hourly basis at the salary grade or range of regular full-time employees in the same classification based on hours worked or at the rate recommended by the Human Resources Director if no such classification exists.

Regular part-time employees who are eligible for vacation, sick leave, personal leave, and holiday benefits shall earn at a rate proportionate to their regular work hours and based

upon the salary schedule in which they are covered. All regular part-time employees hired, or who transitioned to a regular part-time appointment after December 1, 1993, shall receive prorated City contribution towards optional benefit and insurance amounts and vehicle allowance based on the salary schedule in which they are covered. If an employee's regular work hours are between 40 and 59 hours per bi-weekly pay period, the City's contribution will be one-half of the full-time contribution. If an employee's regular work hours are between 60 and 71 hours per bi-weekly pay period, the City's contribution will be three-quarters of the full-time contribution.

**SECTION 2.5 – AT-WILL APPOINTMENTS.** At-will appointments shall be all officials, department heads and employees in other positions whose appointment, tenure or removal are exempted from the Personnel Merit System by municipal code, resolution, ordinance, or other MOU provision. At-will employees serve at the pleasure of the appointing authority and are subject to discharge without cause and without the right of appeal.

Employees in the following classifications are designated as at will and thus exempt from the Personnel Merit System:

City Manager

City Attorney

All positions in Salary Schedule "E"

All positions in Salary Schedule "M" (excluding Principal Human Resources Analysts hired prior to May 21, 2016)

All positions in the City Manager's Office (excluding [1] Management Analyst I/II, [2] Safe and Clean Groundskeeper, [3] Community Outreach Specialist, [4] Senior Community Outreach Specialist, and [5] all non-Salary Schedule "M" positions assigned to the VenturaWaterPure Program)

All Legal Litigation Assistants, Administrative Assistants, and Paralegals

All other classifications not listed above are within the Personnel Merit System, unless exempted by ordinance, MOU provision, or resolution creating the classification.

**SECTION 2.6 - DELEGATION OF AUTHORITY.** When the term City Manager is used in the Salary Resolution or the Personnel Rules and Regulations, it includes a delegate thereof, if the delegation is in writing and on file with the Human Resources Department.

**SECTION 3.0 - TEMPORARY SUPPORT STAFF APPOINTMENTS AND PAY RATE ADJUSTMENTS.**

Employees whose appointment is temporary shall be compensated on an hourly basis at the salary grade or range assigned to their specific classification or at a rate recommended by the Human Resources Director if no such classification exists. Temporary employees shall be paid at any rate within the salary grade or range.

Eligibility for pay rate increases for all temporary support staff employees may be considered after completing each full year of employment. Each increase shall not exceed five (5) percent without written authorization from the Human Resources Director. An

exception may be made for Recreation/Interpret/Cultural Specialist and Project Manager job classifications if work assignments change.

Employees whose appointment is temporary-limited term or temporary-extended term shall be enrolled in the California Public Employees' Retirement System (CalPERS) in accordance with the contract provisions between the City and CalPERS. Employees whose appointment is temporary-extra help (support staff) shall be enrolled in a deferred compensation plan established for temporary support staff, in lieu of Social Security, at a rate of 7.5% paid by the employee.

The City will comply with the requirements of the Paid Sick Leave Law in accordance with California Labor Code Sections 245 through 249, enacting the Healthy Workplaces, Healthy Families Act of 2014. Additionally, the City will comply with the requirements of the Affordable Care Act and will offer group health coverage to those who qualify.

**SECTION 4.0 - INCENTIVE AWARDS.** City employees may be eligible for cash awards and/or plaques or other items of recognition as established by the City Manager and set forth in the Administrative Policy and Procedure on file in City Clerk's Office and available from the Human Resources Department, in amounts as may be budgeted by the City Council as part of the annual budget adoption. Examples of such awards include retirement and years of service recognition, employee suggestions, and superior performance.

**SECTION 4.1 - RECRUITMENT INCENTIVES.** City employees may be eligible for a bonus as described in the City's Recruitment Incentive Program as established by the City Manager and set forth in the Administrative Policy and Procedure on file in the City Clerk's Office or available from the Human Resources Department.

**SECTION 4.2 - PAID ADMINISTRATIVE LEAVE.** In special circumstances where there is doubt as to the applicability of existing leave time (e.g., disability leave, sick leave, vacation leave, holiday, annual leave), if any, and it is determined that paid administrative leave is appropriate and in the best interest of the City, the City Manager or his/her designated representative may grant paid administrative leave to City employees.

In an instance where disciplinary action is being investigated or considered, and if it is determined that paid administrative leave is appropriate and in the best interest of the City, the appointing authority may place an employee on paid administrative leave. Notification of the granting of leave shall be made to the City Manager as soon as possible.

These provisions for paid administrative leave are in addition to any other administrative leave authorized.

**SECTION 5.0 - COUNCIL - SALARY SCHEDULE "L"**

<b>Job Class Code</b>	<b>Effective Date</b>	<b>Classification Title</b>	<b>Pay Range</b>	<b>Monthly Compensation</b>
L02	7/1/2015	Councilmember	L000	\$600.00
L01	7/1/2015	Mayor	L001	\$700.00

**SECTION 5.1 - REIMBURSEMENT.** Each member of the Council is authorized to incur and shall receive reimbursement in the amount of \$200.00, \$300.00 for the Mayor, in any one calendar month for traveling and other expenses incurred in the performance of their Council duties within the City or its environs. The Council has found and determined these amounts to be the usual amounts of travel and other expenses actually incurred each month by each Councilmember or the Mayor in the performance of his or her Council duties within the City and its environs. Reimbursement for expenses in excess of said sums must be authorized by the Council.

**SECTION 5.2 - HEALTH, DENTAL, AND VISION INSURANCE.** Each member of the City Council shall be eligible to participate in the City's group health, dental, and vision insurance plans at the member's own expense.

**SECTION 5.3 - RETIREMENT.** Each member of the City Council, with the exception of CalPERS Retired Annuitants, shall be eligible to elect to participate in either the California Public Employees' Retirement System (CalPERS) or Social Security with the member paying the full employee contribution and the City paying the required employer contribution. City Council members who are CalPERS Retired Annuitants will pay Medicare tax, but will not be eligible to elect to participate in either the California Public Employees' Retirement System (CalPERS) or Social Security.

**SECTION 5.4 - DEFERRED COMPENSATION.** Each member of the City Council shall be eligible to participate in the deferred compensation plan offered through the City. The City will not provide a matching contribution.

**SECTION 6.0 - EXECUTIVES - SALARY SCHEDULE "E"**

<b>Job Class Code</b>	<b>Effective Date</b>	<b>Classification Title</b>	<b>Pay Range</b>	<b>Hourly Low</b>	<b>Hourly High</b>
E11	7/10/2021	Assistant City Manager	E006	77.4988	103.8492
E03	7/10/2021	City Attorney	E011	82.6046	114.9945
E17	7/10/2021	City Clerk	M849	54.3848	72.8767
E01	7/10/2021	City Manager	E013	132.0203	132.0203
E05	7/10/2021	Community Development Director	E004	73.7646	98.8451
E10	7/10/2021	Deputy City Manager	M856	64.6465	86.6271
E16	7/10/2021	Finance & Technology Director	E004	73.7646	98.8451
E06	7/10/2021	Fire Chief	E008	82.9956	111.2150
E13	7/10/2021	Human Resources Director	E001	68.4976	91.7875
E14	7/10/2021	Parks and Recreation Director	E003	71.9652	96.4343
E07	7/10/2021	Police Chief	E012	91.6114	122.7604
E08	7/10/2021	Public Works Director	E004	73.7646	98.8451
E09	7/10/2021	Ventura Water General Manager	E004	73.7646	98.8451

**SECTION 7.0 – MANAGEMENT – SALARY SCHEDULE “M”**

<b>Job Class Code</b>	<b>Effective Date</b>	<b>Classification Title</b>	<b>Pay Range</b>	<b>Hourly Low</b>	<b>Hourly High</b>
M48	7/10/2021	Accounting Manager	M843	46.8959	62.8413
N02	7/10/2021	Assistant City Attorney I	M848	53.0589	71.0991
M02	7/10/2021	Assistant City Attorney II	M852	58.5667	78.4800
M14	7/10/2021	Assistant Community Development Director	M854	61.5316	82.4528
M37	7/10/2021	Assistant Finance Director/Treasurer	M854	61.5316	82.4528
M22	7/10/2021	Assistant General Manager-Water	M855	63.0698	84.5142
M01	7/10/2021	Assistant Human Resources Director	M851	57.1384	76.5655
M07	7/10/2021	Chief Building Official	M850	55.7445	74.6983
M08	7/10/2021	Code Enforcement Manager	M840	43.5478	58.3543
M49	7/10/2021	Communications Manager/Public Information Officer	M846	50.5016	67.6731
M15	7/10/2021	Deputy Public Works Director	M854	61.5316	82.4528
M39	7/10/2021	Economic Development Manager	M846	50.5016	67.6731
M52	7/10/2021	Emergency Services Manager	M843	46.8959	62.8413
N10	7/10/2021	Environmental Services Manager	M840	43.5478	58.3543
Q02	7/10/2021	Financial Services Manager *	S643	46.6705	62.5392
S81	7/10/2021	Fire Marshal	M844	48.0685	64.4122
N25	7/10/2021	Fleet and Facilities Manager	M844	48.0685	64.4122
M33	7/10/2021	Information Technology Manager	M854	61.5316	82.4528
M53	7/10/2021	Information Technology Project Manager	S643	46.6705	62.5392
M47	7/10/2021	Parks Manager	M844	48.0685	64.4122
M06	7/10/2021	Planning Manager	M849	54.3848	72.8767
M50	7/10/2021	Police Records Manager	M836	39.4517	52.8661
S01	7/10/2021	Principal Civil Engineer	M849	54.3848	72.8767
S30	7/10/2021	Principal Human Resources Analyst *	S638	41.2498	55.2755
S66	7/10/2021	Recreation Manager	M844	48.0685	64.4122
M40	7/10/2021	Risk Manager	M843	46.8959	62.8413
M09	7/10/2021	Safe and Clean Program Manager	M841	44.6361	59.8131
M04	7/10/2021	Senior Assistant City Attorney	M858	67.9197	91.0124
M51	7/10/2021	Treasury Manager	M843	46.8959	62.8413
M56	7/10/2021	VenturaWaterPure Program Director	M856	64.6465	86.6271
M21	7/10/2021	Wastewater Utility Manager	M848	53.0589	71.0991
M20	7/10/2021	Water Utility Manager	M848	53.0589	71.0991

\*CONFIDENTIAL

**SECTION 8.0 – CONFIDENTIAL - SALARY SCHEDULE “C”**

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
C05	7/10/2021	Administrative Assistant	C012	27.1742	33.0238
S78	7/10/2021	Assistant City Clerk	S628	32.2244	43.1810
C04	7/10/2021	Deputy City Clerk	C012	27.1742	33.0238
C03	7/10/2021	Executive Assistant	C020	33.1092	40.2361
S06	7/10/2021	Human Resources Analyst I	S628	32.2244	43.1810
S24	7/10/2021	Human Resources Analyst II	S632	35.5696	47.6639
C11	7/10/2021	Human Resources Assistant	C001	20.7106	25.1689
C13	7/10/2021	Human Resources Technician I	C009	25.2340	30.6658
C14	7/10/2021	Human Resources Technician II	C013	27.8536	33.8494
C16	7/10/2021	Legal Litigation Assistant	C014	28.5497	34.6956
C18	7/10/2021	Paralegal	C020	33.1092	40.2361
U08	7/10/2021	Senior Management Analyst (City Manager's Office)	S635	38.3046	51.3286

**SECTION 9.0 – POLICE & FIRE RECRUITS - SALARY SCHEDULE “D”**

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
K61	7/10/2021	Firefighter Recruit	D002	26.7089	26.7089
K62	7/10/2021	Firefighter-Paramedic Recruit	D003	30.9191	30.9191
K19	7/10/2021	Police Officer Trainee	D001	35.4001	35.4001

These classifications are non-sworn, at-will training positions while employees are in the Police/Fire Academy receiving instruction to prepare them for appointment to the sworn positions of Police Officer or Firefighter-Paramedic Trainee. Such appointment is contingent upon successful completion of the Academy's curriculum. An employee who fails to successfully complete the Academy or is not sworn in shall be terminated from City employment.

**SECTION 10.0 – TEMPORARY RECREATION SUPPORT STAFF - SALARY SCHEDULE “R”**

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
R36	12/26/2020	Aquatics Specialist	R224	14.0000	20.0000
R24	12/26/2020	Head Lifeguard	R013	16.5000	19.2500
R23	12/26/2020	Lifeguard I	R005	14.0000	16.5000
R25	12/26/2020	Lifeguard II-Swimming Instructor	R011	15.0000	17.8500
R21	12/26/2020	Recreation Leader I	R005	14.0000	16.5000
R22	12/26/2020	Recreation Leader II	R011	15.0000	17.8500
R32	12/26/2020	Recreation/Interpret/Cultural Spec	R224	14.0000	20.0000

**SECTION 11.0 – TEMPORARY SUPPORT STAFF - SALARY SCHEDULE “X”**

<b>Job Class Code</b>	<b>Effective Date</b>	<b>Classification Title</b>	<b>Pay Range</b>	<b>Hourly Low</b>	<b>Hourly High</b>
K54	12/26/2020	Administrative Aide	X005	14.0000	16.5000
K31	12/26/2020	Ambassador I	X005	14.0000	16.5000
K34	12/26/2020	Ambassador II	X010	14.8700	18.3600
S99	12/29/2018	EMS Medical Director	X226	150.0000	150.0000
G10	12/26/2020	Engineering Aide	X015	15.2600	18.1100
K63	12/26/2020	Environmental Services Assistant	X015	15.2600	18.1100
K60	12/26/2020	Fire Cadet	X005	14.0000	16.5000
A00	12/26/2020	Maintenance Trainee	X010	14.8700	18.3600
K50	12/29/2018	Management Intern	X019	16.0000	20.0000
K25	12/26/2020	Office Aide	X005	14.0000	16.5000
K15	12/26/2020	Police Cadet	X005	14.0000	16.5000
X10	12/29/2018	Project Manager	X225	35.0000	120.0000

Employees assigned to work over 1,000 hours in a Fiscal Year shall be paid at the applicable living wage in accordance with Municipal Code Sec. 2.525.150. Effective July 1, 2021 the living wage without medical benefits is \$17.15 per hour.

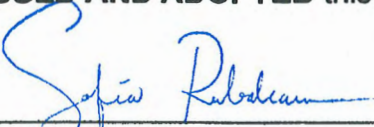
**SECTION 12.0 - APPROVAL.** By adoption of this Salary Resolution, the Council approves the classifications, titles and compensation schedules set forth in this Resolution and further approves the qualifications, powers and duties for the classifications approved by this Resolution, as set forth in updated classification descriptions on file in the Human Resources Department. Interim changes in positions, classifications, titles, compensation and benefits made by the City Manager, if they are or were within budgeted funds, and if deemed necessary by the City Manager, shall have interim approval until such time as a new Salary Resolution is approved by the City Council.

The City Manager is authorized to make minor adjustments to an employee's benefit accruals to correct an administrative error caused through no fault of the employee when deemed necessary and reasonable by the City Manager. Approval of renewals and amendments to existing benefit contracts shall be delegated to the City Manager if they are within budgeted funds. In addition, where there is a written employment agreement between the City and a City employee, the provisions of the employment agreement shall govern the classification, title, compensation and benefits of the employee to the extent there is any inconsistency between this Salary Resolution and the provisions of the employment agreement. All references made herein to the City Manager shall also apply to the City Attorney in cases of City Attorney classifications or City Attorney staff.



**SECTION 13.0 - SEVERABILITY.** If any portion of this Resolution is declared invalid, the remaining sections or portions are to be considered valid and unaffected by the determination of invalidity.

**PASSED AND ADOPTED** this 21st day of June 2021.



\_\_\_\_\_  
Sofia Rubalcava, Mayor


ATTEST:



\_\_\_\_\_  
Antoinette M. Mann, MMC, CRM  
City Clerk

APPROVED AS TO FORM:  
Gregory G. Diaz, City Attorney

By:



8/9/21

\_\_\_\_\_  
Andy H. Viets, Senior Assistant City Attorney

**EXHIBIT A  
SALARY RESOLUTION  
INDEX**

<b>SECTION 1.0</b>	<b>AUTHORITY</b>
<b>SECTION 2.0</b>	<b>DESIGNATION AND EXPLANATION OF SALARY SCHEDULES</b>
<b>SECTION 2.1</b>	<b>EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES</b>
<b>SECTION 2.2</b>	<b>SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT</b>
<b>SECTION 2.3</b>	<b>FRINGE BENEFITS AND ADDITIONAL COMPENSATION</b>
<b>SECTION 2.4</b>	<b>EFFECT OF REGULAR PART-TIME APPOINTMENTS</b>
<b>SECTION 2.5</b>	<b>AT-WILL APPOINTMENTS</b>
<b>SECTION 2.6</b>	<b>DELEGATION OF AUTHORITY</b>
<b>SECTION 3.0</b>	<b>TEMPORARY SUPPORT STAFF APPOINTMENTS</b>
<b>SECTION 4.0</b>	<b>INCENTIVE AWARDS</b>
<b>SECTION 4.1</b>	<b>RECRUITMENT INCENTIVES</b>
<b>SECTION 4.2</b>	<b>PAID ADMINISTRATIVE LEAVE</b>
<b>SECTION 5.0</b>	<b>COUNCIL - SALARY SCHEDULE "L"</b>
<b>SECTION 5.1</b>	<b>REIMBURSEMENT</b>
<b>SECTION 5.2</b>	<b>HEALTH, DENTAL, AND VISION INSURANCE</b>
<b>SECTION 5.3</b>	<b>RETIREMENT</b>
<b>SECTION 5.4</b>	<b>DEFERRED COMPENSATION</b>
<b>SECTION 6.0</b>	<b>EXECUTIVES - SALARY SCHEDULE "E"</b>
<b>SECTION 7.0</b>	<b>MANAGEMENT - SALARY SCHEDULE "M"</b>
<b>SECTION 8.0</b>	<b>CONFIDENTIAL - SALARY SCHEDULE "C"</b>
<b>SECTION 9.0</b>	<b>POLICE AND FIRE RECRUITS - SALARY SCHEDULE "D"</b>
<b>SECTION 10.0</b>	<b>TEMPORARY RECREATION SUPPORT STAFF – SALARY SCHEDULE "R"</b>
<b>SECTION 11.0</b>	<b>TEMPORARY SUPPORT STAFF – SALARY SCHEDULE "X"</b>
<b>SECTION 12.0</b>	<b>APPROVAL</b>
<b>SECTION 13.0</b>	<b>SEVERABILITY</b>
<b>EXHIBIT A</b>	<b>INDEX</b>

CERTIFICATION

STATE OF CALIFORNIA            )  
COUNTY OF VENTURA         )    SS.  
CITY OF SAN BUENAVENTURA    )


I, ANTOINETTE M. MANN, City Clerk of the City of San Buenaventura, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2021-057 which was duly and regularly passed and adopted by said City Council at a regular meeting held June 21, 2021, by the following vote:

AYES:            Councilmembers Sanchez-Palacios, Brown, Halter, Friedman,  
                      Deputy Mayor Schroeder, and Mayor Rubalcava

NOES:            Councilmember Johnson

ABSENT:         None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Buenaventura, California.

  
\_\_\_\_\_  
Antoinette M. Mann, City Clerk  
City of San Buenaventura, California

  
\_\_\_\_\_  
Date Attested

