

**TO: HONORABLE MAYOR AND CITY COUNCIL**  
**FROM: Aaron S. Reeves, City Administrator** <sup>AR</sup>  
**SUBJECT: City Administrator Resignation and Authorization to Advertise**  
**DATE: December 17, 2013**

**BACKGROUND**

I have been officially approved as the new City Clerk for the City of Rochester. I am turning in my resignation effective January 17, 2014 per the terms of my contract. The Personnel Committee has discussed my position and recommends that the Council authorize advertising for my replacement immediately. I will assist in the hiring process and do everything I can to ease the transition to my replacement.

**STAFF RECOMMENDATION**

Staff recommends approving the resignation of the City Administrator and authorizing staff to advertise the position.

**REQUESTED COUNCIL ACTION**

Staff respectfully requests a motion approving the resignation of the City Administrator and authorizing staff to advertise the position.