



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	OCTOBER 13, 2026

ITEM:	Enter into Separation Agreement and Release of All Claims with Employee		
Presenting Item: Aaron Chirpich, City Manager			
DEPARTMENT: Attorney's Office		BY/DATE: Scott Lepak/ October 8, 2026	
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
☐ Community that Grows with Purpose and Equity		☒ Engaged, Effective and Forward-Thinking	
☐ High Quality Public Spaces		☐ Resilient and Prosperous Economy	
☐ Safe, Accessible and Built for Everyone		☐ Inclusive and Connected Community	

BACKGROUND

The incumbent City Clerk is on a leave of absence and indicated a desire to prospectively separate her employment with the City effective December 14, 2026, rather than return to active status. This advance notice will allow the City to begin recruitment efforts to replace this position so that there is a limited time when the position is vacant. Because the employee is not permitted to rescind this prospective resignation upon acceptance by the City Council, recruitment can begin immediately with a goal to have this position filled by January 1, 2027, if not earlier.

SUMMARY OF CURRENT STATUS

City staff have developed a plan to address the election duties and responsibilities generally associated with the City Clerk to date. This plan was implemented for early voting and will also be in place for the November election. Following this time limited high volume work, the balance of the year represents an ideal time to provide transition of this position to a new employee so that the area can be fully staffed going into calendar year 2027. If approved by the City, the Agreement provides that the Employee will remain reasonably available to respond by email to position-related questions from the City to further facilitate a smooth transition within this position.

Where the City is agreeing to extend employment pay and benefits for a designated time in the future, the City Attorney recommends that the employee sign a release of claims as consideration for the City entering into this Agreement. The employee has agreed to this approach. The agreement is attached.

STAFF RECOMMENDATION

Staff recommend the City enter into the attached Separation Agreement and Release of All Claims with Employee.

RECOMMENDED MOTION(S):

MOTION: Motion to approve the attached Separation Agreement and Release of All Claims with Employee and further authorize and direct the City Manager to execute the Agreement.

ATTACHMENT(S)

- Separation Agreement and Release of All Claims with Employee