



**CITY OF KIRKLAND**  
Department of Finance & Administration  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100  
www.kirklandwa.gov

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Kathi Anderson, City Clerk  
Tracey Dunlap, Director, Finance and Administration  
**Date:** April 17, 2014  
**Subject:** Accept Human Services Advisory Committee Resignation

**RECOMMENDATION**

That Council acknowledges receipt of the resignation of Human Services Advisory Committee youth member Penelope Toland and authorizes the attached correspondence thanking her for her service.

**BACKGROUND DISCUSSION**

Ms. Toland's resignation notes she is no longer able to participate on the Committee due to time commitment issues. The City Clerk's office will begin a recruitment for this position.

**From:** Penelope Toland [<mailto:potojumps@msn.com>]

**Sent:** Tuesday, April 15, 2014 7:23 PM

**To:** Leslie Miller

**Subject:** RE: resignation to the Council needed

Hello,

I regret to inform you that I am resigning from my position on the Human Services Advisory Committee. With my current work schedule along with homework, I am unable to give the job my 100%.

I appreciate your understand and good luck with the future of this committe.

Thanks,

Penelope Toland

**DRAFT**

May 7, 2014

Ms. Penelope Toland  
13318 120<sup>th</sup> Avenue NE  
Kirkland, WA 98034

Dear Penelope,

We have regretfully received your resignation from the Human Services Advisory Committee.

The City Council appreciates your contribution to the Committee, and we thank you for volunteering your time and talent to serve the Kirkland Community.

Best wishes in your current and future endeavors.

Sincerely,

KIRKLAND CITY COUNCIL

By Amy Walen  
Mayor