



**CITY OF KIRKLAND**  
**Finance & Administration Department**  
**123 Fifth Avenue, Kirkland, WA 98033 425.587.3190**  
**www.kirklandwa.gov**

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## **MEMORANDUM**

**To:** Kurt Triplett

**From:** Kathi Anderson, City Clerk  
Michael Olson, Director of Finance and Administration

**Date:** May 31, 2016

**Subject:** Human Services Advisory Committee Resignation and Appointment

## **RECOMMENDATION**

That Council acknowledges receipt of Kayle Walls' resignation from the Kirkland Human Services Advisory Committee, approves the attached draft response thanking him for his service, and, via approval of the consent calendar, appoints selected alternate Anne Radcliff to the vacated seat for the remainder of the unexpired term, which ends March 31, 2018.

## **BACKGROUND DISCUSSION**

Mr. Walls regrettably submits his resignation, effective May 22, 2016, noting that he will no longer reside in the City of Kirkland after June, 2016.

At Council's special meeting March 29, 2016, Council interviewed and selected Ms. Radcliff as the alternate appointee should a vacancy occur on the Human Services Advisory Committee within the six month period following that meeting. Ms. Radcliff has confirmed her continued interest in the appointment. Approving the June 7, 2016 consent calendar will approve the draft response and appoint Ms. Radcliff to the Human Services Advisory Committee.

May 22, 2016

City Council, City of Kirkland  
123 5<sup>th</sup> Avenue  
Kirkland, WA 98033

To Whom It May Concern:

I am writing today to formally resign from my position on the Human Services Advisory Committee with the City of Kirkland. I was greatly honored to be selected for this position and would have loved to serve my hometown through this work. However, I was just offered a position with an organization in New York to advance my career and will be relocating in June.

Thank you again for this opportunity and I apologize for not being able to fulfill my full term with the Committee. Having participated in a similar committee in another city, I can tell you that you have an incredible team and process here in Kirkland to be proud of.

Best wishes,

A handwritten signature in black ink that reads "Kayle Walls". The signature is written in a cursive, flowing style.

Kayle Walls  
11720 97<sup>th</sup> Lane NE A214  
Kirkland, WA 98034  
(425) 275-8900

**DRAFT**

June 8, 2016

Kayle Walls  
11720 97<sup>th</sup> Lane NE A214  
Kirkland, WA 98034

Dear Kayle,

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