



**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:** November 13, 2013

**Subject:** Accept Tourism Development Committee Resignation

**RECOMMENDATION**

That Council acknowledges receipt of the resignation of Tourism Development Committee member Clarisa Baltazar and authorizes the attached correspondence thanking her for her service.

**BACKGROUND DISCUSSION**

Ms. Baltazar's resignation notes she is no longer able to serve on the committee as she has resigned from her position as Sales Manager for the Baymont Inn & Suites. The City Clerk's office has begun recruitment for this position and it is hoped that a replacement from the Baymont Inn & Suites will seek the position.

November 6, 2013

Clarisa Baltazar  
Baymont Inn & Suites  
12223 N.E. 116th Place  
Kirkland, WA 98034

Council Members  
City of Kirkland  
123 5th Avenue  
Kirkland, Wa 98033

Dear Council Members,

I regret to inform you that I will be resigning from my position as Sales Manager from the Baymont Inn & Suites and will no longer be a member of the Kirkland Tourism Committee. Thank you for the support and the great opportunity that you all have provided me. For the short time, I have enjoyed getting to know the committee members. I appreciate your warm hospitality.

Shane Rossin, new General Manager, will be participating in the Kirkland Tourism activities. He will be coming with me at the November 12th and he is looking forward to meeting everyone.

Sincerely,

Clarisa Baltazar

**DRAFT**

November 20, 2013

Clarisa Baltazar  
Baymont Inn and Suites  
12223 NE 116<sup>th</sup> Street  
Kirkland, WA 98034

Dear Clarisa,

We have regretfully received your resignation from the Tourism Development 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 Joan McBride  
Mayor