

**CITY OF KIRKLAND**

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**DEPARTMENT OF FINANCE AND ADMINISTRATION  
MEMORANDUM**

**To:** David Ramsay, City Manager

**From:** Kathi Anderson, City Clerk  
Tracey Dunlap, Director, Finance and Administration

**Date:** August 27, 2008

**Subject:** Park Board Youth Member Resignation

RECOMMENDATION:

That Council acknowledge the receipt of a resignation letter from Park Board youth member Stephanie Johnson and authorize the attached correspondence thanking her for her service.

BACKGROUND DISCUSSION:

Ms. Johnson is resigning as she is attending college in Oregon. Recruitment to fill this vacancy is underway.

July 23<sup>rd</sup>, 2008

Dear Mayor and City Council,

I am writing to you in regards to my participation on the Kirkland Park Board. My appointment as the youth representative is scheduled to run through March of 2009. However, I will be attending the University of Oregon School of Architecture in the fall and will no longer be able to attend the monthly meetings and must resign, effective immediately.

I would like to thank you for the opportunity to serve the City of Kirkland. Witnessing first-hand, the time and effort the Council and the Park Board members have expended to maintain and improve the quality of life in Kirkland has been an invaluable learning experience and an inspiration. I hope to remain active in community activities when I return to Kirkland next summer and look forward to the possibility of working with the Kirkland Park Board in the future. Please feel free to contact me at school in Eugene if I can ever be of assistance.

Sincerely,

Stephanie Johnson

**DRAFT**

September 2, 2008

Stephanie Johnson  
7538 – 125<sup>th</sup> Place N.E.  
Kirkland, Washington 98033

Dear Ms. Johnson:

We have regretfully received your letter of resignation from the Kirkland Park Board.

During your tenure the City has completed a number of important park projects, including construction of several projects funded by the 2002 Kirkland Park Bond. Your perspective has been very valuable as we work together to maintain and enhance our wonderful park and recreation system.

The City Council appreciates your contributions to the Board, and we thank you for volunteering your time and talent to serve our community.

We understand that you soon will be attending the University of Oregon. Best wishes in your current and future endeavors.

Sincerely,  
KIRKLAND CITY COUNCIL

by James L. Lauinger, Mayor