



**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  
Michael Olson, Director of Finance and Administration

**Date:** March 25, 2019

**Subject:** Resignation and Appointment of Park Board Member

### **RECOMMENDATION:**

That Council acknowledges receipt of Jason Chinchilla's resignation from the Kirkland Park Board, authorizes the attached draft response thanking him for his past years of service, and appoints Heather McKnight to the remainder of the unexpired term. By approving the consent calendar, the Council authorizes these actions.

### **BACKGROUND DISCUSSION:**

Mr. Chinchilla has submitted his resignation effective March 25, 2019 due to increased personal commitments and an upcoming relocation.

The City Council selected an alternate appointee, Heather McKnight, at their special meeting following annual recruitment interviews on March 21<sup>st</sup>. Ms. McKnight's appointment to the remainder of the unexpired term would be effective immediately; the remainder of the unexpired term ends March 31, 2020.

From: Jason Chinchilla  
Sent: Monday, March 25, 2019 2:06 PM  
To: Park Board  
Cc: City Council; Kathi Anderson  
Subject: Resignation

Dear Park Board and City Council,

I regret to inform you that after much thought and consideration, I have decided to resign from my position on the Kirkland Park Board. This resignation will be effective immediately, today, March 25, 2019.

In late August, I am moving to New York City to finish my education, and even though that is still 5-6 months away, I believe it best to let someone else complete my term and as a result, gain more seniority on the board. This also allows me to spend more time with family- who have been in poor health, and friends before I move. It has been the honor of my life to give back to my hometown while serving on this distinguished board. I also thank the city council for placing trust in me to serve on the park board. I know that Kirkland will be in very good hands due to its citizens always being ready to give back and answer the call of civic duty.

In the meantime, I still plan on helping Kirkland wherever I can and remaining engaged in city issues. It has been an honor to work with all of you.

Regards,

Jason Chinchilla

# DRAFT

March 21, 2019

Jason Chinchilla  
12243 136<sup>th</sup> Place  
Kirkland, Washington 98034

Dear Mr. Chinchilla,

We have received your resignation from the Kirkland Park Board.

The City Council appreciates your contributions to the Committee during your past service, 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 Penny Sweet,  
Mayor

April 2, 2019

Heather McKnight  
6734 112<sup>th</sup> Avenue NE, #4A  
Kirkland, WA 98033

Dear Heather,

Congratulations! At our April 2, 2019 meeting, the City Council appointed you to an unexpired four year term on the Park Board ending March 31, 2020. The Council is excited about your interest and the enthusiasm you will bring to the Board. Your official appointment certificate is enclosed.

John Lloyd, Deputy Director of Parks and Community Services, will contact you prior to your first meeting with the Board to discuss its focus and agenda. He can be reached at (425) 587-3309.

Again, thank you for your interest in Kirkland and its future.

Sincerely,  
KIRKLAND CITY COUNCIL

By Penny Sweet  
Mayor

Enclosure