



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 22-638, **Version:** 1

DATE: November 15, 2022

TO: Mayor and City Council

FROM: City Clerk

SUBJECT

Adopt a Resolution Accepting the Resignation of Ms. Elena Lepe from the Community Services Commission, Effective Immediately

RECOMMENDATION

That the Council adopts a resolution (Attachment II) accepting the resignation of Ms. Elena Lepe from the Community Services Commission, effective immediately.

SUMMARY

Ms. Elena Lepe was appointed to the Community Services Commission on September 27, 2022. Ms. Elena Lepe's resignation becomes effective immediately, per her resignation letter (Attachment III).

Ms. Lepe's vacated position will be filled as part of the annual appointment process for the City's appointed officials to Commissions and the Keep Hayward Clean and Green Task Force.

ATTACHMENTS

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|----------------|--------------------|
| Attachment I | Staff Report |
| Attachment II | Resolution |
| Attachment III | Resignation Letter |