



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 21-243, **Version:** 1

DATE: May 18, 2021

TO: Mayor and City Council

FROM: City Clerk

SUBJECT

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

RECOMMENDATION

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

SUMMARY

Ms. Alicia Lawrence was appointed to the Community Services Commission on September 18, 2018. Ms. Lawrence's resignation becomes effective immediately per her resignation letter dated April 28, 2021 (Attachment III). Ms. Alicia Lawrence's vacated position will be filled as part of the annual appointment process for the City's appointed officials to Commissions and Keep Hayward Clean and Green Task Force.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Resignation Letter