



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

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**File #:** CONS 15-192, **Version:** 1

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**DATE:** September 22, 2015

**TO:** Mayor and City Council

**FROM:** City Clerk

**SUBJECT**

Resignation of Justin King from the Personnel Commission

**RECOMMENDATION**

That the City Council accepts the resignation of Mr. Justin King from the Personnel Commission and adopts a resolution.

**BACKGROUND**

Mr. Justin King was appointed to the Personnel Commission on September 16, 2014.

His resignation became effective immediately per the attached resignation letter (Attachment II); and his vacated position will be filled as part of the annual appointment process for the City's Appointed Officials to Boards and Commissions.

*Prepared by:* Miriam Lens, City Clerk

*Recommended by:* Miriam Lens, City Clerk

Approved by:

Fran David, City Manager

Attachments:

Attachment I  
Attachment II

Resolution  
Resignation Letter