



DATE: September 24, 2019

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: Adopt a Resolution Accepting the Resignation of Ms. Sarah Low from the Keep Hayward Clean and Green Task Force, Effective September 22, 2019

RECOMMENDATION

That the City Council adopts a resolution (Attachment II) accepting the resignation of Ms. Sarah Low from the Keep Hayward Clean and Green Task Force, effective September 22, 2019.

SUMMARY AND DISCUSSION

Ms. Sarah Low was appointed to the Keep Hayward Clean and Green Task Force on September 18, 2018. Ms. Low's resignation becomes effective September 22, 2019, per her resignation letter (Attachment III).

Ms. Low's vacated position could 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. Alternatively, the City Council could direct staff to contact Keep Hayward Clean and Green Task Force applicants who were interviewed but not selected to confirm their continuing interest and availability to serve. The City Council, at a subsequent Council meeting, could nominate someone from the list of interested applicants to fill the vacated position for the remainder of the unexpired term.

FISCAL IMPACT

There is no fiscal impact associated with this action.

STRATEGIC INITIATIVES

The agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

Prepared and Recommended by:

Miriam Lens, City Clerk

Approved by:

A handwritten signature in black ink, appearing to read 'Kelly McAdoo', written in a cursive style.

Kelly McAdoo, City Manager