



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 19-633, **Version:** 1

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

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).

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Resignation Letter