



# CITY OF HAYWARD

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

## Cover Memo

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

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**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 |