

# CITY OF HAYWARD

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

### Cover Memo

File #: CONS 18-465, Version: 1

**DATE:** July 10, 2018

**TO:** Mayor and City Council

FROM: City Clerk

## **SUBJECT**

Resignation of Mr. Stephen Ochoa from the Keep Hayward Clean and Green Task Force, Effective Immediately

#### RECOMMENDATION

That the City Council adopts the attached resolution accepting the resignation of Mr. Stephen Ochoa from the Keep Hayward Clean and Green Task Force, effective immediately.

#### **SUMMARY**

Mr. Stephen Ochoa was appointed to the Keep Hayward Clean and Green Task Force on September 15, 2015. Mr. Ochoa's resignation becomes effective immediately per his resignation letter (Attachment III). Mr. Ochoa's vacated position will be filled as part of the annual appointment process for the City's appointed officials to Boards, Commissions and Task Forces.

#### **ATTACHMENTS**

Attachment I Staff Report
Attachment II Resolution

Attachment III Resignation Letter