



CITY OF HAYWARD

Hayward City Hall
777 B Street
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Cover Memo

File #: CONS 21-215, **Version:** 1

DATE: April 27, 2021

TO: Mayor and City Council

FROM: City Clerk

SUBJECT

Adopt a Resolution Accepting the Resignation of Ms. Jacquelyn Young from the Keep Hayward Clean and Green Task Force, Effective Immediately

RECOMMENDATION

That Council adopts a resolution (Attachment II) accepting the resignation of Ms. Jacquelyn Young from the Keep Hayward Clean and Green Task Force, effective immediately.

SUMMARY

Ms. Jacquelyn Young was appointed to the Keep Hayward Clean and Green Task Force on September 18, 2018. Ms. Sharp's resignation becomes effective immediately per her resignation letter dated April 14, 2021 (Attachment III). Ms. Jacquelyn Young's vacated position will be filled as part of the annual appointment process for the City's appointed officials to Commissions and Keep Hayward Clean and Green Task Force.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Resignation Letter