



CITY OF HAYWARD

Hayward City Hall
777 B Street
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Cover Memo

File #: CONS 21-501, **Version:** 1

DATE: September 28, 2021

TO: Mayor and City Council

FROM: City Clerk

SUBJECT

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

RECOMMENDATION

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

SUMMARY

Ms. Chiemeka Okoronkwo was appointed to the Keep Hayward Clean and Green Task Force on September 10, 2019. Ms. Okoronkwo's resignation becomes effective immediately per her resignation letter dated September 13, 2021 (Attachment III).

Ms. Okoronkwo'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