



**CITY OF HAYWARD**  
**AGENDA REPORT**

AGENDA DATE 03/12/02  
AGENDA ITEM 2  
WORK SESSION ITEM \_\_\_\_\_

**TO:** Mayor and City Council  
**FROM:** City Clerk  
**SUBJECT:** Resignation of Jay Khan from the Downtown Business Improvement Area Advisory Board

**RECOMMENDATION:**

It is recommended that Council accept the resignation of Jay Khan from the Downtown Business Improvement Area Advisory Board.

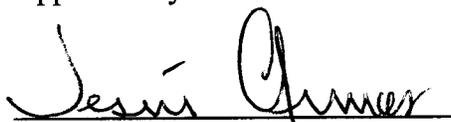
**BACKGROUND:**

Mr. Khan was appointed to the Downtown Business Improvement Area Advisory Board on December 15, 1998 and reappointed on July 24, 2001. His term expires on June 30, 2005. Attached is Mr. Khan's letter of resignation dated February 12, 2002.

Prepared by:

  
Angelina Reyes, City Clerk

Approved by:

  
Jesús Armas, City Manager

attachment



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February 12, 2002

Angelina Reyes  
Office of the City Clerk  
777 B Street  
Hayward, CA 94541  
(510) 583-4400

FEB 13 AM 10:48 CLK

Dear Ms. Reyes,

Thank you for allowing me the opportunity to be a part of the Downtown Business Improvement Area Advisory Board. I truly enjoyed the experience. Unfortunately, I am forced to resign from that position. As we discussed in December, my personal responsibilities do not allow me to keep up with the meetings. Perhaps when my schedule changes the board will consider letting me on again.

Once again, thank you for the enjoyable year. Hopefully, I can join you in the future.

Sincerely,

Jay Khan

**DRAFT**

**HAYWARD CITY COUNCIL**

RESOLUTION NO. \_\_\_\_\_

Introduced by Council Member \_\_\_\_\_

**RESOLUTION ACCEPTING WRITTEN RESIGNATION OF  
JAY KHAN AS A MEMBER OF THE DOWNTOWN  
BUSINESS IMPROVEMENT AREA ADVISORY BOARD**

WHEREAS, Jay Khan submitted a letter of resignation from the Downtown Business Improvement Area Advisory Board, dated February 12, 2002, informing that he is no longer able to serve on the Board.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the Council hereby accepts the resignation and commends Jay Kahn for his civic service to the City.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2002

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward