



OFFICE OF THE CITY CLERK

CITY OF SUFFOLK

P.O. BOX 1858
SUFFOLK, VA 23439

PHONE: (757) 514-4018
FAX: (757) 514-4027

June 21, 2018

Mr. Patrick Roberts
City Manager
City of Suffolk
P.O. Box 1858
Suffolk, Virginia 23439

Dear Patrick:

On behalf of City Council of the City of Suffolk, it is my pleasure to officially notify you that at its meeting held June 20, 2018, Council reappointed you as a Suffolk representative to the Hampton Roads Planning District Commission, for a term effective July 1, 2018, and expiring on June 30, 2020.

As required by State law, you must take the Oath of Office prior to taking your voting position on the Hampton Roads Planning District Commission. Failure to be sworn in before taking your seat could result in nullification of Commission actions in which you participate. The oath is administered by Mr. W. Randolph Carter, Jr. Clerk of the Circuit Court. Please contact Mr. Carter's office at 757-514-7800 to arrange to take your oath.

City Council greatly appreciates your willingness to serve as a member of the Hampton Roads Planning District Commission. By copy of this letter, I am notifying Hampton Roads Planning District Commission Executive Director Robert Crum of your reappointment. His office will be in contact with you in the near future with information regarding the next meeting of the Commission. In the meantime, should you have questions or concerns regarding your appointment, please do not hesitate to contact me at 757-514-4018.

Sincerely,

Erika S. Dawley, MMC
City Clerk

Enclosures

c: W. Randolph Carter, Jr., Clerk of the Circuit Court
Robert Crum, Executive Director, HRPDC ✓

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