



CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC
CITY CLERK

(757) 926-8634 OFFICE
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June 19, 2017

Ms. Cynthia Rohlf, City Manager
City of Newport News
2400 Washington Avenue
Newport News, Virginia 23607

Dear Ms. Rohlf:

It gives me a great deal of pleasure to inform you that City Council, at its meeting on June 13, 2017, appointed you to serve an unexpired term of office, as City Manager, on the Hampton Roads Planning District Commission. Your term of office will expire June 30, 2018.

In connection with your appointment, please find the 2016 – 2017 Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) statutes prepared by the City Attorney's Office at <https://www.nnva.gov/262/Boards-Commissions-Committees>.

Please be reminded that City Council determined that attendance of members was important and necessary, and failure to attend scheduled meetings affects the ability of such boards, authorities, commissions, and committees to conduct their public business. In an effort to address this issue, an ordinance was adopted on October 10, 2006. A copy is enclosed for convenience of reference.

You may or may not be aware, it will be necessary for you to take an Oath of Office before you can take your seat on the Board. Please appear before the Clerk of the Circuit Court, Mr. Gary Anderson, 2500 Washington Avenue, who will administer the Oath. Please make every attempt to take your Oath within the next thirty (30) days.

City Council sincerely appreciates your willingness to serve your community in this manner.

Very truly yours,

Mabel Washington Jenkins, MMC
City Clerk

MWJ:zfm
Enclosure

cc: Mr. Gary Anderson, Clerk of the Circuit Court
✓ Mr. Robert A. Crum, Executive Director, HRPDC

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