



OFFICE OF THE CITY CLERK

# CITY OF SUFFOLK

P.O. BOX 1858  
SUFFOLK, VA 23439

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

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MAR 26 2012  
**PLANNING**

March 22, 2012

Mr. Donald G. Mills  
2122 Arizona Avenue  
Suffolk, Virginia 23434

Dear Mr. Mills:

On behalf of City Council of the City of Suffolk, it is my pleasure to officially notify you that, at its meeting held March 21, 2012, Council appointed you to the Planning Commission, succeeding Sylvester Jones, for an unexpired term effective immediately and expiring on June 30, 2013.

Enclosed for your information is a current copy of the Virginia Freedom of Information Act and the State, Virginia Public Records Act, and Local Government Conflict of Interests Act.

As required by State law, you must take the Oath of Office prior to taking your voting position on the Planning 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.

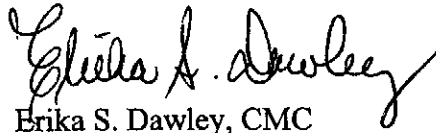
Additionally, the provisions of Section 2.2-3115 of the *Code of Virginia (1950)*, as amended, require that "The members of the governing body of any authority established in any county or city, ... and having the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year, shall file, as a condition to assuming office, a disclosure statement of their personal interests and other information as is specified on the form set forth in Section 2.2-3118 and thereafter shall file such a statement annually on or before January 15 . . . Forms shall be filed and maintained as public records for five years in the office of the clerk of the respective governing body ..."

Attached is the financial disclosure form set forth in Section 2.2-3118 of the *Code of Virginia (1950)*, as amended. Please complete this form and file with me within the next 30 days. My mailing address is Post Office Box 1858, Suffolk, Virginia, 23439, and my office is located at 441 Market Street, 2<sup>nd</sup> floor.

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City Council greatly appreciates your willingness to serve as a member of the Planning Commission. By copy of this letter, I am notifying Planning and Community Development Director Scott Mills of your appointment. He 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, CMC  
City Clerk

Enclosures

- c: W. Randolph Carter, Jr., Clerk of the Circuit Court  
Scott Mills, Planning and Community Development Director ✓