



## MEMORANDUM

**To:** Mayor and City Council

**Through:** Mike Land, City Manager

**From:** Ashley Owens, Deputy City Secretary

**Date:** August 13, 2019

**Reference:** Annual Boards and Commission Process

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Online applications for the annual Boards and Commissions process will be accepted beginning August 12 through September 27, 2019. A news release regarding the process will be forwarded to the Citizens Advocate, advertised through social media, the City's website, and through various email lists.

A list of dates to hold interviews have been compiled in conjunction with the board or commissions' staff liaison. A calendar of potential interview dates will be distributed in the Work Session along with an interview preference list. We plan to have the final interview dates published on the website after the Council meeting.