



## MEMORANDUM

**To:** Mike Land, City Manager  
**From:** Ashley Owens, Deputy City Secretary  
**Date:** October 8, 2019  
**Subject:** Discussion regarding Boards & Commissions process

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Listed below is a timeline for the annual appointments of members to the City's Boards and Commissions.

### **Applicants notified for interviews (this week)**

Letters will be sent to each applicant informing them whether they have been selected for an interview for their desired board or commission.

### **Interview Process – October 15 through 24, 2019**

All interviews will begin at 6 p.m. The interviews will be held on a first come basis.

**Animal Services Appeals & Advisory Board – Tuesday, October 15<sup>th</sup>**

**Planning & Zoning Commission – Tuesday, October 15<sup>th</sup>**

**Library Board – Wednesday, October 16<sup>th</sup>**

**Smart City Board – Wednesday, October 16<sup>th</sup>**

**Board of Adjustment – Thursday, October 17<sup>th</sup>**

**Economic Development Foundation – Wednesday, October 23<sup>rd</sup>**

**Future Oriented Approach to Residential Development Board – Thursday, October 24<sup>th</sup>**

**Parks & Recreation Board – Thursday, October 24<sup>th</sup>**

### **Appointments – November 12, 2019**

An agenda item will be submitted for the November 12, 2019 City Council meeting to appoint members to the City's Boards & Commissions.

### **Letters of Appointment and/or Regret**

The City Secretary's Office will notify all applicants indicating their appointment and date of being sworn into office, and/or letters of regret.

### **Swearing-in Ceremony**

An agenda item and oaths of office will be prepared for the December 10, 2019 City Council meeting for the Mayor to formally swear in appointed members. New members will officially take their position on their respective boards or commissions in January 2020.

### **Reception**

A reception for the newly appointed, current and outgoing members will be held prior to the December 10, 2019 City Council meeting.