



MEMORANDUM

To: Mayor and City Council

Through: Mike Land, City Manager

From: Ashley Owens, Deputy City Secretary

Date: August 11, 2020

Reference: Annual Boards and Commission Process

Online applications for the annual Boards and Commissions process will be accepted beginning August 10 through September 25, 2020. A news release regarding the process will be forwarded to the Irving Rambler and Coppell Gazette, 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 boards' or commissions' staff liaison. A calendar of potential interview dates will be sent via email along with an interview preference list. We plan to have the final interview dates published on the website after the Council meeting.

Virtual interviews will take place in October with accommodations made for those citizens who do not have the ability to join virtually. Staff will be in the office on those days to assist with setup and access to the virtual interview, in place of an in-person interview.