



## MEMORANDUM

**To:** Mike Land, City Manager  
**From:** Ashley Owens, Deputy City Secretary  
**Date:** September 22, 2020  
**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 the week of September 28th**

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

### **Interview Process – October 6 through 29, 2020**

All interviews will begin at 6 p.m. via Zoom. The interviews will be held on a first come basis through the Zoom Waiting Room feature.

**Future Oriented Approach to Residential Development Board – Tuesday, October 6<sup>th</sup>**

**Animal Services Appeals & Advisory Board – Wednesday, October 7<sup>th</sup>**

**Smart City Board – Thursday, October 8<sup>th</sup>**

**Board of Adjustment – Tuesday, October 20<sup>th</sup>**

**Library Board – Wednesday, October 21<sup>st</sup>**

**Coppell Recreation Development Corporation – Thursday, October 22<sup>nd</sup>**

**Parks & Recreation Board – Wednesday, October 28<sup>th</sup>**

**Planning & Zoning Commission – Thursday, October 29<sup>th</sup>**

### **Appointments – November 10, 2020**

An agenda item will be submitted for the November 10, 2020 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.