



**TO: Marc Ott, City Manager; Sara Hensley, PARD Director; Victoria Li, WPD Director**

**FROM: City of Austin Urban Forestry Board**

**DATE:**

**SUBJECT: UFB Document Procedures**

Both City of Austin Urban Forestry Board (UFB) members and document recipients shall be provided any and all approved final documents immediately following each board meeting. Following the suggestions of UFB members and city staff, the following four steps shall be followed as routine UFB document procedures:

- 1.** Upon document approval by the UFB, the UFB member sponsor(s) for a given document is (are) responsible for incorporating all agreed changes and by the following day sending the final document to the UFB Staff Liaison (currently Angela Hanson).
- 2.** The Boards and Commissions Coordinator (currently Candy Parham) is to immediately receive from the UFB Staff Liaison all such final documents approved by the UFB, so that he or she may then send these to Council members and other designated recipients without delay.
- 3.** In order that UFB members may review the results of their service and have the opportunity to directly communicate with their Council members or others as they wish, the final UFB-approved document shall be emailed to all UFB members at the same time that it is sent by the UFB Staff Liaison to the Boards and Commissions Coordinator.
- 4.** Finally, the UFB Staff Coordinator (currently Robert Clawson) is to include all UFB-approved documents as addenda to the draft meeting minutes, in order to post for review prior to the next UFB meeting and consequently be part of the official public record.