

**To the Mayor and Members of the City Council****December 2, 2025**

Page 1 of 1

SUBJECT: CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS AND/OR REPORTS RESPONSE PROCESS

City Councilmembers routinely request additional information or analysis from City staff on various matters of interest during the City Council Requests for Future Agenda Items and/or Reports during City Council Worksession meetings. Responses are often presented to the Council in the form of Informal Reports (IRs) to provide background, data, and recommendations in a transparent, accessible format.

While many of these requests result in the development of an IR, depending on the nature and complexity of the inquiry, the response may instead take the form of a:

- Budget Response (BR) during a City Council Budget Worksession,
- Presentation during a City Council Worksession or committee meeting, or
- Direct email response to the requesting Councilmember providing the requested information.

Intake, Assignment, and Tracking

The City Secretary's Office (CSO) provides a list of requested items to the City Manager's Office (CMO) following the City Council Worksession. The CMO ensures each request is assigned to the correct department and as an appropriate response type.

After this is completed, City Council receives a Staff Action Tracking document in their next agenda packet from CSO listing items assigned to become IRs. This document identifies the lead department(s) responsible for addressing each request and an initial tentative date for completion.

Depending on the request, staff may reach out to the requesting Council Office to confirm the specific content being requested and clarify the scope of information expected to ensure alignment between Council expectations and the final deliverable.

Tracking Process Improvements

Councilmembers have expressed concern that Requests for Future Agenda Items and/or Reports can occasionally become delayed or deprioritized amid ongoing operational demands. To address this, the CMO is coordinating with the CSO on process improvements for a centralized tracking and scheduling process coordinated by the CMO Support Team.

The purpose of this process is to provide the CMO Executive Team with a clear, real-time understanding of requests currently in the pipeline and ensure consistent monitoring of request status and deliverables.

For more information, please contact Assistant to the City Manager Bethany Warner at Bethany.Warner@fortworthtexas.gov.

Jesus "Jay" Chapa
City Manager