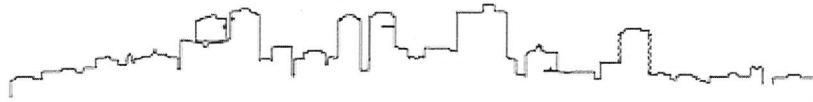


# CITY OF FORT WORTH, TEXAS



## COUNCIL PROPOSAL

Date: February 28, 2023	File Number: CP-326	Subject: Financial Openness, Responsibility and Transparency Act (FORT Act) to Amend the City Council Rules of Procedure Concerning Council Proposals
Proposed By: Council Members Michael D. Crain and Alan Blaylock	City Manager's Review: <i>David Cook</i>	Page: PAGE 1 OF 3
	City Attorney's Review: <i>Adam</i>	

Whereas, we as a City Council, have a high fiduciary responsibility to the citizens of Fort Worth; and

Whereas, fiscal transparency is paramount to ensure public trust in the overall budgeting process; and

Whereas, the citizens and taxpayers of Fort Worth deserve to fully understand the fiscal implications of all proposals brought forward by the City Council; and

Whereas, exemplary public policy ensures standards and processes are followed for complete transparency to the public;

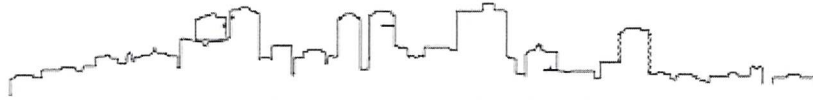
Therefore, we now propose the following for Council's consideration entitled: Financial Openness, Responsibility and Transparency Act (FORT Act) to Amend the City Council Rules of Procedure Concerning Council Proposals.

It is proposed that the City Council approve this Council Proposal to pass this FORT Act to amend Section 5.2.1 of the Rules of Procedure of the City Council of the City of Fort Worth ("Rules") regarding Council Proposals (C.P.s). The Rules shall be amended as follows:

1. To enhance consistency and memorialize the C.P. process by revising the first sentence of 5.2.1 to read "The "Council Proposal" (C.P.) form shall be the primary communication vehicle for those proposals and policy matters initiated by Council members and submitted to a vote of the City Council, with the form the C.P. to mirror the template found in Appendix A of these Rules." The form attached hereto as Exhibit A shall be the template attached in Appendix A of the Rules.
2. To include increased fiscal transparency by adding the following language: "In reviewing and commenting on a proposed C.P., the Financial Management Services Department shall (a) identify (1) the dollar amount of any direct appropriation or expenditure of funds that adoption of the C.P. would necessitate; (2) the estimated number of staff hours, average total-employee-cost (including costs of benefits and overhead) expressed as a per-hour rate, and the total estimated dollar amount of staff time (hours x average per-employee cost) that would be required to implement the C.P. if adopted; (3) whether the employee-time cost reflected in item 2 is within currently budgeted resources or would require additional appropriation or staffing; (4) the total cost of implementing the C.P. if adopted (direct-expenditure amount identified under item 1 plus staff time total cost identified under item 2) and (b) complete and attach to the C.P. the checklist found in Appendix A of these Rules. Any C.P. that is anticipated to result in a substantial ongoing expenditure cannot be implemented until going through the City's regular annual budget process." The checklist attached hereto as Exhibit B shall be the checklist attached in Appendix A of the Rules.

- LEGALITY
- FISCAL NOTE
- CITY MANAGER'S COMMENTS
- CITY POLICIES MANUAL

# CITY OF FORT WORTH, TEXAS



## COUNCIL PROPOSAL

<b>Date:</b> February 28, 2023	<b>File Number:</b> CP-326	<b>Subject:</b> Financial Openness, Responsibility and Transparency Act (FORT Act) to Amend the City Council Rules of Procedure Concerning Council Proposals	
<b>Proposed By: Council Members</b> Michael D. Crain and Alan Blaylock		<b>City Manager's Review:</b>	<b>Page:</b>
		<b>City Attorney's Review:</b>	PAGE 2 OF 3

3. To amend the number of Council members required to sign the Council Proposal form in order to be listed on the City Council agenda from two Council members to one third of the total number of Council members.

### **DISCUSSION:**

The procedure for C.P.s needs to memorialize the form used to ensure consistency among C.P.s and to be revised in order to increase fiscal transparency and efficiency in actions proposed by Council Members to the entire City Council.

First, future C.P.s need increased fiscal transparency. To that end, it is recommended that the Financial Management Services Department's comments include identification of the total dollar figure cost of implementing the C.P., including both direct expenditure costs and staff time costs.

Second, the procedure needs to be amended to require all future council proposals to have one-third of all Council members' signatures in order to be listed on the City Council agenda effective immediately.

This change would mean three Council members' signatures would be required currently and four signatures would be required once the number of Council members increases to eleven. This change will provide more efficiency to the C.P. process and will bring Fort Worth into alignment with other major cities who provide for a mechanism for councilmembers to place items on the agenda.

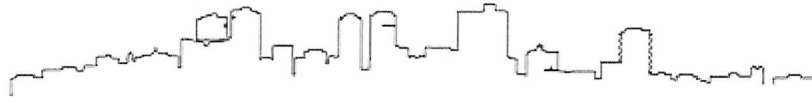
CITY	TOTAL NUMBER OF COUNCIL MEMBERS	NUMBER OF COUNCIL MEMBERS REQUIRED FOR CP	PERCENTAGE OF REQUIRED COUNCIL MEMBERS TO TOTAL
Austin	11	4	36%
Dallas	14	5	35%
San Antonio	11	5	45%
Fort Worth Current	9	2	22%
Fort Worth Proposed	9	3	33%
	11	4	36%

### **LEGALITY:**

The City Attorney's Office finds that this proposal is legal and within the authority of the City Council.

- LEGALITY
- FISCAL NOTE
- CITY MANAGER'S COMMENTS
- CITY POLICIES MANUAL

# CITY OF FORT WORTH, TEXAS



## COUNCIL PROPOSAL

<b>Date:</b>	<b>File Number:</b>	<b>Subject:</b> Financial Openness, Responsibility and Transparency Act (FORT Act) to Amend the City Council Rules of Procedure Concerning Council Proposals	
<b>Proposed By:</b> Michael D. Crain		<b>City Manager's Review:</b>	<b>Page:</b>
		<b>City Attorney's Review:</b>	PAGE 3 OF 3

**FISCAL NOTE:**

The Finance Director certifies that this action will have no material effect on City funds.

**CITY MANAGER'S COMMENT:**

The City Manager has no objection to this proposal.

**PROPOSED BY:**

A blue ink signature of Michael D. Crain, consisting of several overlapping loops.

Michael D. Crain  
Councilmember

A black ink signature of Alan Blaylock, written in a cursive style.

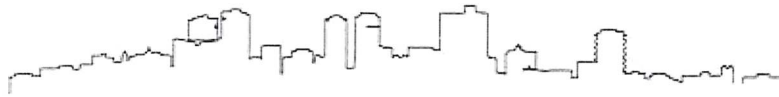
Alan Blaylock  
Councilmember

- LEGALITY
- FISCAL NOTE
- CITY MANAGER'S COMMENTS
- CITY POLICIES MANUAL



# Exhibit A

## CITY OF FORT WORTH, TEXAS



### COUNCIL PROPOSAL

Date:	File Number:	Subject:	
Proposed By:		City Manager's Review:	Page: PAGE 1 OF 2
		City Attorney's Review:	

It is proposed that:

1. [Click here and start typing]
2. [Click here and start typing]

**DISCUSSION:**

[Click here and start typing]

**STRATEGIC PRIORITY:**

[Click here and start typing]

**LEGALITY:**

[Click here and start typing]

**FISCAL NOTE:**

The following costs are anticipated to be incurred to implement this Council Proposal:

1. Direct appropriation or expenditure required. \$ \_\_\_\_\_
2. Estimated (A) number of staff hours (\_\_\_\_), (B) average total-employee per-hour cost (\$\_\_\_\_), and (C) staff costs (AxB) (\$\_\_\_\_)
3. Total estimated costs (1 +2)

Of the above-identified amount, \$ \_\_\_\_\_ is within currently budgeted resources and \$ \_\_\_\_\_ would need to be appropriated.

Based on the above and the attached financial checklist, the Director of Finance certifies that \_\_\_\_\_  
[Click here and start typing]

**CURRENT FINANCIAL IMPACT:**

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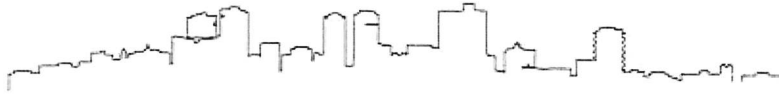
**ONGOING FINANCIAL IMPACT:**

[Click here and start typing]

**CITY MANAGER'S COMMENT:**

- LEGALITY
- FISCAL NOTE
- CITY MANAGER'S COMMENTS
- CITY POLICIES MANUAL

# CITY OF FORT WORTH, TEXAS



## COUNCIL PROPOSAL

Date:	File Number:	Subject:	
Proposed By:		City Manager's Review:	Page: PAGE 2 OF 2
		City Attorney's Review:	

[Click here and start typing]

**PROPOSED BY:**

- LEGALITY
- FISCAL NOTE
- CITY MANAGER'S COMMENTS
- CITY POLICIES MANUAL

## Exhibit B

### C.P. Checklist

- City Programs and Priorities:
  - Explain whether the subject matter is under the purview of an existing program of the City.
  - Identify which strategic priority of the City Council that the CP will address.
- Partnerships/Coordination:
  - Explain whether any other governmental entities/agencies or nongovernmental organizations (NGOs) will be involved. If so, explain what legal agreements will be required and what coordination should be achieved.
  - Explain whether the subject matter is known to be under the purview of an existing program or priority of any other governmental entities/agencies or NGOs.
- Finances:
  - Identify whether funding is available in the current budgeted appropriation or whether additional appropriations will be necessary
    - If currently budgeted, the CP must identify the FIDS and the funding must be reflected in attachments verifying the funding availability
  - Identify the funding source, including whether the funding involves the following, which is not intended to be an exhaustive list:
    - Operating funds
    - Capital funds
    - Debt funds, such as bond funds, certificate of obligations, tax notes
    - Departmental funds (identify all departments' budgets that will be impacted)
    - Grant funds
  - Explain whether ongoing funding is necessary
  - Verify whether there are grants available
  - Explain how any debt required will impact the City's debt capacity.
  - Explain whether any City fees may be charged or waived, such as development fees, impact fees, etc.
  - Explain whether the program or funding requested or waived is to address a financial hardship for an individual or group, and identify the individual or group
  - Identify whether economic development incentives are available