

CITY GOVERNMENT

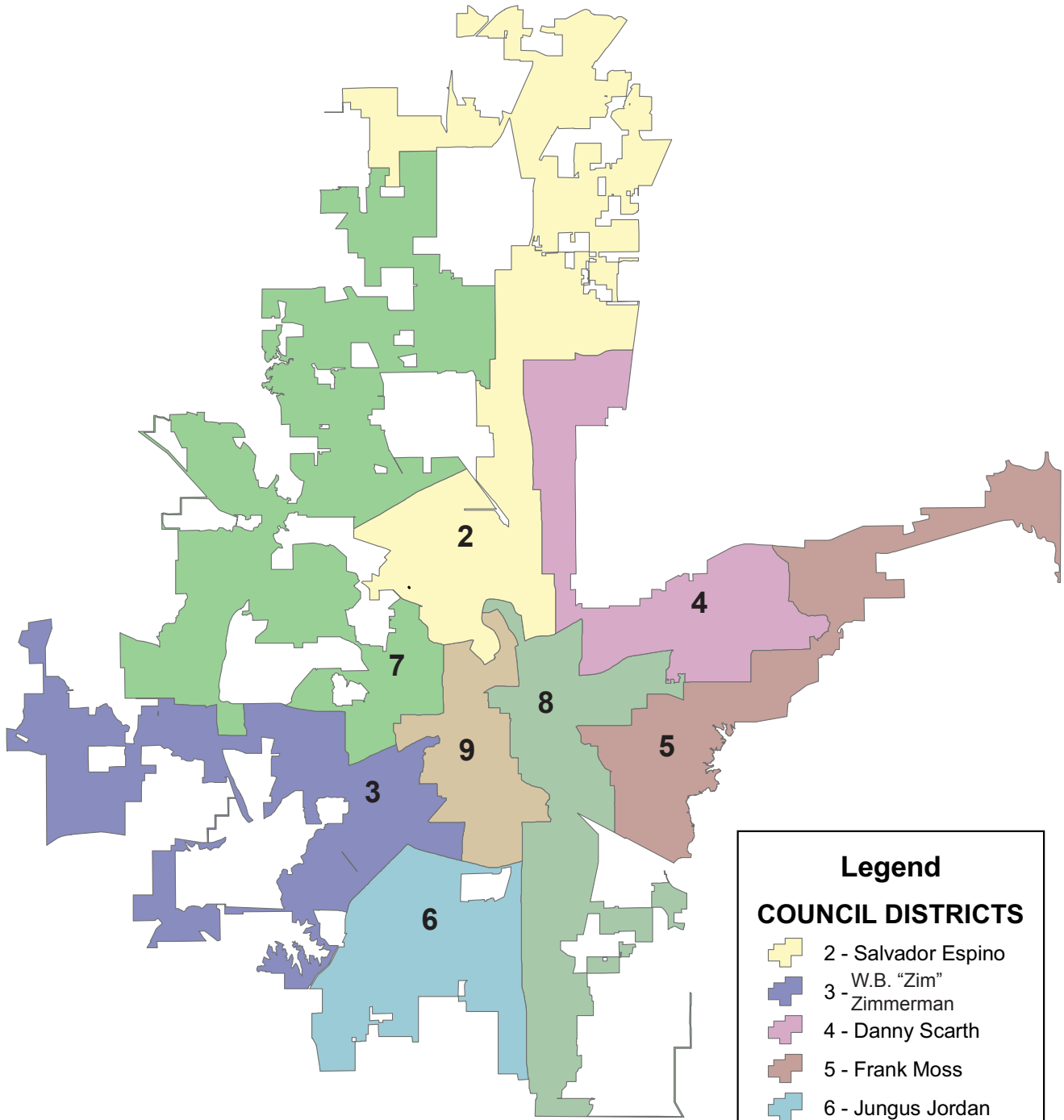
- Fort Worth's Mayor, City Council and City Manager
- Structure of Fort Worth City Government
- Appearing Before City Council
- City Boards and Commissions
 - Appointments
 - Board/Commission Descriptions
- City Communications

□ Fort Worth’s Mayor, City Council and City Manager

<p>Mayor Mike Moncrief Email: mayor@fortworthgov.org (817) 392-6118</p>		<p>District 6 Council Member Jungus Jordan Email: District6@fortworthgov.org (817) 392-8806</p>	
<p>District 2 Council Member Sal Espino Email: District2@fortworthgov.org (817) 392-8802</p>		<p>District 7 Council Member Carter Burdette Email: District7@fortworthgov.org (817) 392-8807</p>	
<p>District 3 Council Member W.B. “Zim” Zimmerman E-mail: District3@fortworthgov.org (817) 392-8803</p>		<p>District 8 Council Member Kathleen Hicks Email: District8@fortworthgov.org (817) 392-8808</p>	
<p>District 4 Council Member Mayor Pro Tem Danny Scarth Email: District4@fortworthgov.org (817) 392-8804</p>		<p>District 9 Council Member Joel Burns Email: District9@fortworthgov.org (817) 392-8809</p>	
<p>District 5 Council Member Frank Moss Email: District5@fortworthgov.org (817) 392-8805</p>		<p>City Manager Dale Fisseler (817) 392-6116 Email: dale.fisseler@fortworthgov.org</p>	

FORT WORTH COUNCIL DISTRICTS

June 2009



Legend	
COUNCIL DISTRICTS	
	2 - Salvador Espino
	3 - W.B. "Zim" Zimmerman
	4 - Danny Scarth
	5 - Frank Moss
	6 - Jungus Jordan
	7 - Carter Burdette
	8 - Kathleen Hicks
	9 - Joel Burns

❑ Structure of Fort Worth City Government

How is Fort Worth's city government structured?

The City of Fort Worth is structured under a council/manager form of government. Every two years, in May of odd numbered years, Fort Worth residents elect the Mayor and all eight City Council members to establish policies for the city. The council oversees the operation of city government by providing the City Manager with an overall vision for the city, administrative guidelines and performance objectives.

The City Manager provides professional leadership and management to all city departments through the direction, administration and implementation of city policies. The City Charter also empowers the City Manager, not the Mayor or City Council, to oversee all employees.

How do I find out which City Council district I live in?

Call the Council Office at (817) 392-6193 or visit the Customer Service tool on the city's Web site at http://maps.fortworthgov.org/customer_tool.

How can I view the City Code?

You can view City Code by visiting the City of Fort Worth's Web site at www.fortworthgov.org.

Where can I view copies of ordinances from 2004 to present?

Visit the City Secretary online: www.fortworthgov.org/citysecretary. To obtain copies of ordinances prior to 2004, contact the City Secretary's Office online.

Where can I view copies of resolutions from 2002 to present?

To obtain copies of resolutions prior to 2002, contact the City Secretary's Office online.

❑ Appearing Before City Council

When and where does City Council meet?

City Council meets most Tuesdays. On the first and second Tuesdays of each month, the meeting is at 7 p.m. On the third, fourth and fifth Tuesdays, the meeting is at 10 a.m. Contact the City Secretary at (817) 392-6150 to verify the dates, time and place. The meeting is generally held in the City Council Chamber, located at:

City Hall
1000 Throckmorton St. (corner of Monroe and 10th streets), 2nd Floor
Fort Worth, TX 76102

Prior to council meetings, the City Council holds work sessions to review all agenda items. The public may attend but cannot speak at work sessions. The public can only address the City Council during council meetings.

Is there parking available for visitors to City Hall?

Yes. A free municipal parking lot is located at the corner of Monroe and Texas streets. Parking for a fee is available at numerous parking meters and lots located near City Hall. Information on public transportation and routes serving downtown Fort Worth is available online at www.the-t.com or by calling (817) 215-8600.

Did you know...?

The City of Fort Worth has a helpful tool available on the City Web site. You may view the time and date of all City Council and Pre-Council meetings by visiting the Web at www.fortworthgov.org/citycalendar.

The City Calendar also includes the time and date for the following activities, happenings and events in the City of Fort Worth:

- Athletics and Aquatics Instruction and Events
- Board and Commission Meetings
- City Elections
- Committee and Task Force Meetings, Public Forums
- Fort Worth Botanic Garden Events
- Fort Worth Municipal Golf Schedule
- Fort Worth Nature Center and Refuge Events
- Fort Worth Public Library Events
- Log Cabin Village Events
- Community Center Services
- Special Events and Programs

What is the procedure for appearing before City Council?

- Prior to the meeting, you must fill out an “Appearance Before City Council” Card, which is available outside the Council Chamber. Appearance Cards are in three colors:

Blue: This card is used to address the Council on items not listed on the published meeting agenda, such as general remarks or comments you want the City Council to consider now or in the future

Yellow: FOR (to register your position in favor of an item before City Council)

Green: AGAINST (to register your position against an item before City Council)

- All speaker cards for any item reflected on the council agenda, including Citizen Presentation Cards, must be submitted no later than 9 p.m. for evening meetings and noon for morning meetings or prior to the adjournment of the meeting. Speaker cards will not be accepted after these times.
- At the appropriate time on the agenda, the Mayor will ask you by name to come forward to speak.
- * In order for the official meeting minutes to reflect your appearance, you will be asked to please state your name and address before you begin your remarks.
- Individual presentations are limited to three minutes.
- Group presentations, in which you are representing 10 or more individuals present in the City Council Chamber, are limited to 10 minutes. Other members of your group may not speak. Prior to the start of the meeting, the Mayor is advised that a group presentation will be made. The Mayor may ask group members to stand in order to confirm that 10 individuals are present.
- If your point has been made by previous speakers, when the Mayor calls your name, you may inform the Mayor that you do not need to speak because your point has already been addressed.
- If you plan to present information to the council, have it organized and ready to pass to the City Secretary when you are called. The City Secretary will distribute your materials to the council.
- You should address your remarks to the entire council, rather than to a specific member.
- When the City Secretary’s timer signals the end of your time limit, sum up your remarks.
- You may be invited to stay at the podium should questions arise.

❑ City Boards and Commissions

Appointments

How are board and commission members appointed?

The City Council appoints all board and commission members. These members generally serve in an advisory capacity, bringing citizen leadership and/or expertise to specific areas of city government. Members of these groups serve without pay.

Any Fort Worth citizen may file an application with the City Secretary’s Office for appointment to a board or commission. It is a good idea to contact your council member to express interest in a board or commission position before you submit your application.

To obtain/submit an application, contact:

City Secretary's Office
Board Appointments
3rd Floor, City Hall
1000 Throckmorton St.
Fort Worth, TX 76102
(817) 392-6150
Email: CitySecretaryWebMail@fortworthgov.org

Applications may also be accessed online at www.fortworthgov.org/citysecretary.

Board/Commission Descriptions

What are the roles and responsibilities of the City of Fort Worth's boards and commissions?

A brief description of the responsibilities of each Fort Worth board and commission is presented below. Also listed is meeting information. Detailed information can be found at www.fortworthgov.org/citysecretary.

Animal Shelter Advisory Committee – Recommends ways to improve the cost-effectiveness of the city's animal control program; assists animal shelters located in the city to comply with health and safety codes. The committee shall meet a minimum of three times per calendar year at the Animal Care and Control Center, 4900 Martin St.
Code Compliance Department: (817) 392-3742

Appeals Board of the Building Standards Commission – Reviews the administrative appeal rulings and orders issued by the Building Standards Commission.
Meets on the fourth Thursday of each month at 9 a.m. in the Council Chamber located at 1000 Throckmorton St., 76102, 2nd floor City Hall.
Code Compliance Department: (817) 392-7300

Area Metropolitan Ambulance Authority – Ensures safe, effective and advanced life support ambulance service; sets response time standards.
Meets on the 4th Wednesday of each month at 10 a.m. at MedStar Headquarters.
Executive Director: (817) 923-3700 ext. 109

Art Commission – Makes recommendations about the custody, selection, possession, removal and alteration of works of art owned by the city; serves as administrator for the Public Art Program; prepares recommendations for the annual Public Art Plan.
Meets on the first Monday at 5:30 p.m. at the Fort Worth Community Arts Center Board Room, 1309 Montgomery St.
Assistant City Manager: (817) 392-6101

Aviation Advisory Board – Reviews and recommends to the City Manager and the City Council any and all plans for extension, improvement and addition to the airport system and its master plan.
Meets on 3rd Thursday of each month at 4 p.m. or by special arrangement and notice at Meacham International Airport Terminal Building, 4201 North Main St., 76106, Suite 201.
Aviation Department: (817) 871-5400

Board of Adjustment (Residential and Commercial) - Approves or denies applications where it is alleged there is error in any requirement, decision, or determination made by the Building Official in the enforcement of the ordinances, and has the power to establish public notice and hearing to alter previous action in such matters. Decisions of the Residential Board of Adjustment are final and can only be appealed to a court of record.

- Commercial Board of Adjustment meets on the first Wednesday of each month at 10 a.m. in the Council Chamber, 1000 Throckmorton St. For information contact the Planning and Development Department at (817) 392-2414 or (817) 392-8029.
- Residential Board of Adjustment meets on the third Wednesday of each month at 1:30 p.m. in the Council Chamber, 1000 Throckmorton St. For more information contact the Planning and Development Department at (817) 392-2561 or (817) 392-8826.

Building Standards Commission – Hears cases regarding substandard and hazardous structures. May also hear cases on the accumulation of prohibited items such as building materials, automotive equipment and items which tend to attract rodents and insects. The Commission’s decisions are binding and recorded at the Tarrant County Deed Records Office.

Meets the fourth Monday of each month at 10 a.m. in the Council Chamber, 1000 Throckmorton St.
Code Compliance Department: (817) 392-7300

Capital Improvements Plan Advisory Committee – (also the Citizens’ Advisory Committee) Advises and assists individual departments in determining an area’s projected population and land use growth; reviews the capital improvements plans and files written comments with City Council; monitors and evaluates the implementation of the capital improvement plan; files semi-annual reports on the progress of the capital improvement plan and reports to City Council any inequities in implementing or imposing additional fees that will impact residents; advises City Council of the need to update or revise estimated growth projections, the capital improvement plan, and/or additional fees.

Meets on call.

Water Department: (817) 392-8743

City Plan Commission - Formulates, adopts, and recommends to the City Council a comprehensive plan for the orderly growth and development of the city and its adjacent property; reviews the effectiveness of the subdivision ordinance in accomplishing the objectives of the city’s plan; reviews and approves plats; reviews and makes recommendations to City Council on street and alley vacations, public access easement vacations, annexation and Master Thoroughfare Plan changes.

Meets the 4th Wednesday of each month at 1:30 p.m. in City Council Chambers, 1000 Throckmorton St.
Planning and Development Department: (817) 392-8030

Civil Service Commission – Administers state regulations pertaining to personnel matters of the Fire and Police departments.

Meets on call at the Police and Fire Training Academy, 1000 Calvert St.

Human Resources: (817) 392-7750

Community Action Partners – Assists in setting priorities for and involving low-income citizens in the decision-making processes for federally funded projects.

Park & Community Services Department: (817) 871-5574

Community Center Advisory Boards-Assists the community centers in fund raising and recommendations for program offerings. Each center has a Youth Advisory Board and an Adult Advisory Board. Contact Community Center for meeting schedule.

Parks and Community Services Department: (817) 871-5700

Community Development Council – Assists the City Council in setting priorities for projects to be initiated with federal funding and complying with federal grant requirements and limitations of the United States Department of Housing and Urban Development; reviews the various proposed federal projects; assists in funding for non-profit agencies; helps ensure decent, safe and sanitary housing for low- and moderate-income Fort Worth families through federally funded programs.

Meets on 2nd Wednesday of each month at 6:30 p.m. in Pre-Council Chamber, 1000 Throckmorton St.

Contract Management: (817) 392-7563

Construction and Fire Prevention Board of Appeals – Determines the adequacy and safety of materials, equipment and construction methods used for buildings and signs; hears building and fire code appeals. Meets second Thursday of each month in the Development Conference Room at 2 p.m., unless otherwise determined by the board.
Planning and Development Department: (817) 392-7820

Dallas/Fort Worth International Airport Board – Makes decisions regarding the DFW Airport; the board consists of members appointed by the cities of Dallas and Fort Worth. Meets on the first Tuesday of each month at noon in the Board Room, Administration Building, Dallas-Fort Worth International Airport, 3200 E. Airfield Drive.
Aviation Department: (817) 871-5400

Disciplinary Appeals Board – Hears appeals submitted by employees regarding suspension, demotion or dismissal after other normal administrative appeals have been exhausted. Meets on call in Human Resources, 6th floor, Annex Building, 908 Monroe St.
Human Resources: (817) 392-7790

Downtown Design Review Board – Reviews, approves, modifies or rejects Certificates of Appropriateness for new construction and renovation in the Downtown Urban Design District in order to maintain the Downtown Urban District Design Standards. Meets on the first Thursday of each month at 1 p.m. in Pre-Council Chamber.
Planning and Development Department: (817) 392-5985

Employees Retirement Fund – Makes all rules and regulations pertaining to the fund. Meets in Retirement Office Conference Room on 4th Wednesday of each month at 8:30 a.m.
Retirement Administration: (817) 392-4449

Ethics Review Committee – Rules on the appropriate disposition of alleged violations by newly appointed, employed or elected officers, employees and advisory board members. Meets quarterly and such other meetings as may be necessary to fulfill its responsibilities.
Law Department: (817) 871-7606

Fort Worth Commission for Women – Studies and advises the City Council on women's issues important to the community. Meets the second Monday of each month at the Fort Worth Business Assistance Center, 1150 S. Freeway at Rosedale Ave.

Fort Worth Crime Prevention District – Reviews and approves the budget and plans for this special district. Meets on the Thursday closest to 45 days after the end of each quarter in Pre-Council Chamber, 1000 Throckmorton St.
Fort Worth Police Department (817) 392-4210

Fort Worth Housing Authority – Administers federal public housing in Fort Worth. Meets on the third Thursday of each month at 5 p.m. and alternates its meeting places between its central office and the housing complexes. Meeting information can be viewed online at www.ftwha.org.
Executive Director (817) 336-2419

Contacts

City Communications Office
900 Monroe St., Suite 301
Fort Worth, TX 76102
(817) 392-6109

Office of Cable Communication
City of Fort Worth
401 W. Second St.
Fort Worth, TX 76102
(817) 871-6014
(817) 392-6190 FAX

Public Information Requests
(Open Records Request)
Records and Information
Management Office
(817) 392-8184

Fort Worth Human Relations Commission – Advises the City Council and City Manager on matters involving racial, religious and ethnic discrimination.
Meets on the 4th Tuesday of each month at 5:30 p.m. in the Pre-Council Chamber, 1000 Throckmorton St.
Community Relations Department: (817) 392-7525

Fort Worth Transportation Authority Executive Committee – Ensures the operation of safe, responsive, and affordable mass transit.
Meets first and third Thursday of each month at 3 p.m. in the FWTA Executive Committee Room, 2nd Floor, at 1600 E. Lancaster Ave.
The T: (817) 215-8704

Historic and Cultural Landmark Commission – Approves or denies requests for Certificates of Appropriateness for alterations to historically designated properties. The Commission also makes recommendations to the Zoning Commission regarding historic designations and to the City Council regarding Historic Site Tax Exemptions.
Meets on second Monday of each month at 2 p.m. in the Council Chamber, 1000 Throckmorton St.
Planning and Development Department: (817) 392-8012

Library Advisory Board – Recommends plans for developing library facilities and responsive services.
Meets quarterly (December, March, June and September) on the first Thursday at 12:30 p.m. at various branch libraries; call library for schedule of places.
Library: (817) 871-7707

Mayor's Committee on Persons with Disabilities – Ensures that all persons with disabilities have full access and opportunity in life by promoting employment opportunities, increasing public awareness of the abilities of persons with disabilities, endorsing and conveying the advantage of accessing housing design, communicating and facilitating accessibility within the community and city government and encouraging and coordinating open communication related to the issues of employment and access for persons with disabilities.
Meets on the 1st Thursday of each month at 8 a.m. at the Public Health Building, 1800 University Drive, Room 116, Fort Worth, Texas 76107.
Community Relations Department: (817) 392-8641

Minority and Women Business Advisory Committee – Provides input to the City Council on the progress of the MBE (Minority Business Enterprise)/WBE (Women Business Enterprise) program.
Meets on call.
Minority/Women Business Enterprise Department: (817) 392-6124

Parks and Community Services Advisory Board – Provides policy recommendations and information about citizens' needs and requests that will improve services and recommends plans for developing park facilities and community services.
Meets on the 4th Wednesday of each month at 4 p.m. in the Deborah Beggs Moncrief Center at the Fort Worth Botanic Garden Center, 3220 Botanic Garden Drive.
Parks and Community Services Department: (817) 871-5704

Tarrant County 911 Emergency Assistance District Board - Ensures effective emergency calling service; sets response time standards.
Meetings are held on the 3rd Thursday of each month at 2 p.m. at 2706 Texas St. at the American Bank Building.
Executive Director: (817) 820-1180

Tax Appraisal District of Tarrant County Board of Directors – Coordinates appraised property values, tax rates, exemptions and property ownership and address information. Every two years, five new members are nominated and elected by the governing bodies of various taxing entities.

Meets on call.

Chief Appraiser: (817) 284-0024

Urban Design Commission – The Commission was established for the purpose of making recommendations to the City Zoning Commission regarding the designation of areas of the city as scenic, cultural, architectural or historic areas wherein the location, erection, and maintenance of off-premise signs are prohibited. The committee initiates applications upon the motion of the City Council, the City Zoning Commission, the City Plan Commission, the Historic and Cultural Landmarks Commission or upon the application of the owner that requests such a designation.

Meets in the Development Conference Room every third Thursday of the month at 3 p.m. at 1000 Throckmorton St. Planning and Development Department: (817) 392-8015

Zoning Commission – Advises City Council on zoning issues; conducts extensive hearings; makes decisions based on hearings; forwards its recommendations to either approve or deny requests to City Council. Meets the second Wednesday each month at 10 a.m. in Council Chamber, 1000 Throckmorton St. Planning and Development Department: (817) 392-8028

❑ City Communications

How can I get information about what is going on in city government?

Numerous communication tools and services are available to keep residents apprised of issues, decisions and other information that may impact Fort Worth life. The City Communications Office produces these publications.

- **City News** – A weekly newsletter published on Wednesdays, and, in some cases Fridays in selected local newspapers.
- **City Web Site:** www.FortWorthGov.org – In addition to a comprehensive site index, the Web site presents highlights of upcoming events and meetings, city services and links to related sites.
- **City Times** – A monthly publication, with news and topical information that is inserted into customers' water bills. An online version is available on the city's Web site.
- **Community Cable Television** – The audiovisual communication arm of the community. The City of Fort Worth broadcasts a municipal government, a community and a public access cable channel, which are described below. The Fort Worth Independent School District, Keller Independent School District and Tarrant County College also operate educational access channels. Public, education and governmental access channel assignments vary by cable provider.

	<u>Provider</u>	<u>Channel</u>
<u>Municipal Channel</u>	AT & T	99
	Charter Cable	27
	One Source	7
	Verizon	36
<u>Community Channel</u>	AT & T	99
	Charter Cable	27
	One Source	31
	Verizon	35

<u>Open Channel</u>	AT & T	99
	Charter Cable	28
	One Source	28
	Verizon	37
<u>Fort Worth I.S.D.</u>	AT & T	99
	Charter Cable	30
<u>Keller I.S.D.</u>	AT & T	99
	One Source	30
	Verizon	30
<u>Tarrant County College</u>	AT & T	99
	Charter Cable	32
	One Source	32
	Verizon	32

- **Brochures** – Pamphlets about departments and services are available throughout the city.

What about specific information I want to request?

To request specific records from the city under the Public Information Act, submit a written request:

By mail:

Records and Information Management Office, L31
 Attn: Public Information Coordinator
 1000 Throckmorton St.
 Fort Worth, TX 76102

By e-mail:

publicinformation@fortworthgov.org

By fax:

Attn: Public Information Coordinator
 (817) 392-6654

In person:

City Hall
 Records and Information Management Office
 1000 Throckmorton St.
 Fort Worth, TX 76102

Please be advised that there may be a charge for requested information. If you have any questions or require assistance, please call the Public Information Coordinator at (817) 392-8184. For additional information on the Records and Information Management Office, visit www.fortworthgov.org/citymanager/recordsmgmt

What kinds of programs are offered on the City-programmed cable channels?

Municipal Channel provides live coverage of public governmental meetings such as the Fort Worth City Council, Zoning Commission, Plan Commission and Board of Adjustment. Public meetings, held outside City Hall, are also videotaped for delayed playback. The Municipal Channel broadcasts a variety of programming for City departments, county, state and federal offices.

The **Community Channel** broadcasts informative, educational and entertaining programs in partnership with community producers. These programs highlight the many resources and organizations available in Fort Worth. Program topics include health, the Arts, food and culture, school and sporting events, community news and performances by local and national musicians.

What about Public Access, also known as the Open Channel?

The Open Channel is not programmed by the city, but by individual citizens and non-profit groups wishing to create their own programming. The Cable Communications office houses a studio and editing suite for citizen use. The staff also offers classes on how to produce television programming for broadcast on the Open Channel. For more information call (817) 871-6014.

Does the city have a Community Announcement Bulletin Board?

Personal, non-profit or community announcements are not accepted for broadcast. Municipal government announcements and other city information and service offerings are broadcast over all three channels. The bulletin board also provides Community Cable Television program schedules. Program schedules are also available at www.cctfortworth.com.

Residents interested in purchasing VHS videotape or DVD copies of a program should call the Cable Office at (817) 871-6014 for information.