

RHOME CITY COUNCIL ORIENTATION

Saturday
June 17, 2023



WELCOME!

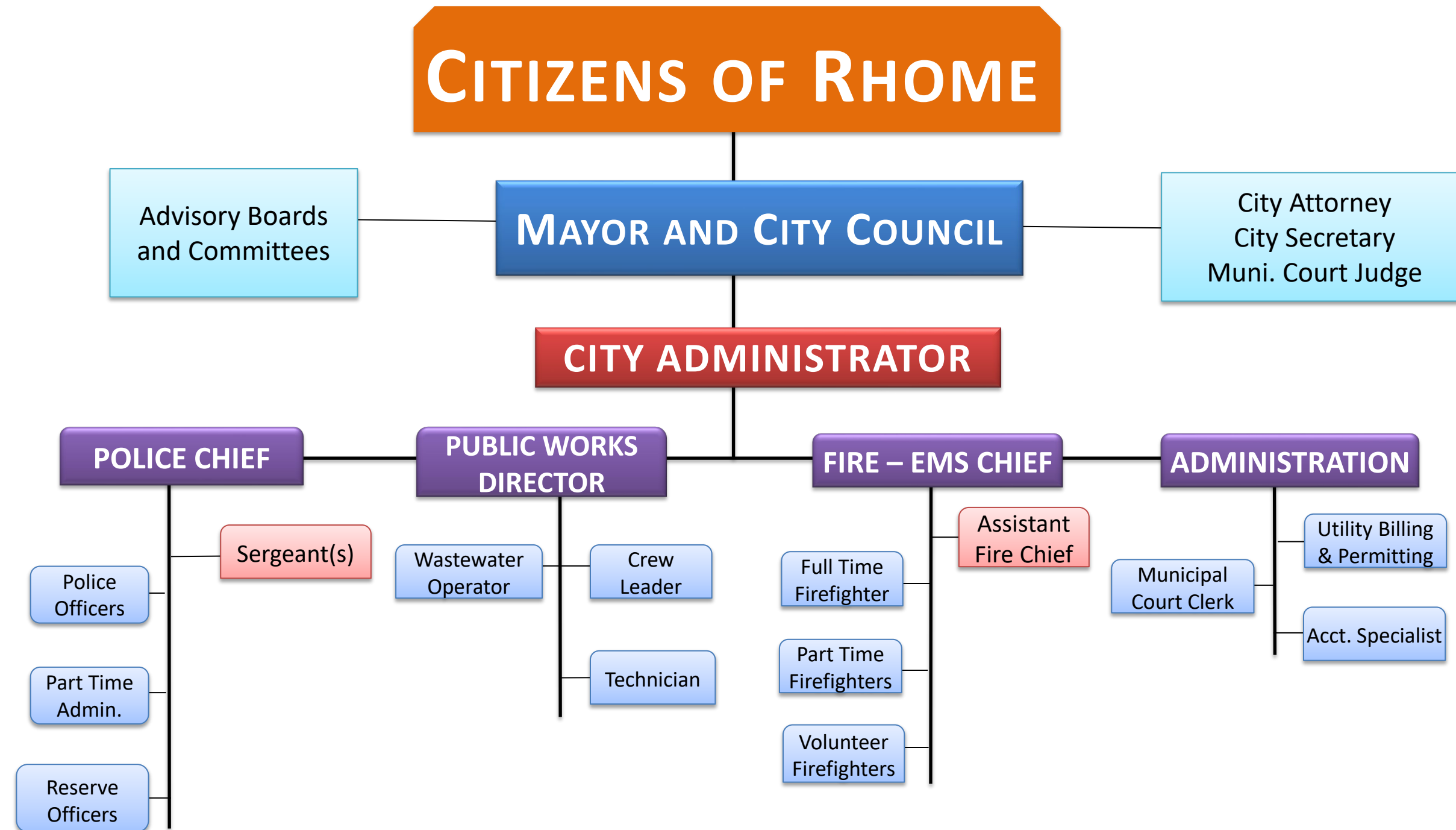
- Meeting Agenda
- Staff in Attendance
- Workshop Format



MAIN TAKEAWAYS

- Overview of Organization
- Responsibilities of Mayor - Council Members
- Governance Role
- Responsibilities of Staff Team
- Meeting Agenda Format
- Importance of “Tools” of the City
- Building the Council Team — Learning Opportunities





This chart is a visual depiction of the staffing levels, current positions and the manner in which work is distributed within the City of Rhome organization. It is also meant to be a tool to help improve transparency with our community members.

TYPE OF GOVERNMENT

Cities = public services.

Type A – General Law

- Alderman = City Council
- Size of Council
- Mayor – Five (5) Council
- Mayor – Two (2) per Ward
- May allow for “Place” system
- Mayor does not vote unless tie
- Council = Two (2) Year Term

Type B & C- General Law

Type B

- Aldermanic government
- Mayor – Five (5) Alderman
- Elected-at-large
- May allow for “Place” system
- Conflicting law for Mayor vote

Type C

- Commission government
- Mayor – Two (2)

Commissioners

Home Rule

- May adopt and use aldermanic or commission form of govt.
- Adopts a city ‘charter’
- May define qualifications
- Must be at least 21 and lived in city for at least 12 months
- Must have 5,000+ residents

TYPE OF GOVERNMENT, cont.

Why does it matter?

Home Rule

- Home Rule cities have additional powers in their charter documents.
- Establishes official form of government (Council -Manager, Mayor -Manager, Mayor -Council, etc.)
- Looks to Texas Constitution, state, or federal law to determine what is prohibited or preempted
- May allow for recall of local elected officials

Type A General Law

- Rhome is a Type A General Law City
- We look to the Texas Constitution to find the powers granted to our local officials
- No 'charter' document for the city
- No recall allowed for local elected officials

COUNCIL- MANAGER FORM OF GOVERNMENT

Rhome Comprehensive Plan Excerpt :

“Rhome implements a Council -Manager form of government in which an elected governing body, the City Council, is responsible for legislative functions such as establishing a policy, passing local ordinances, voting appropriations, and developing an overall vision .

The legislative body appoints a professional manager to oversee the administrative operations, implement its policies, and advise it. The mayor presides over City Council meetings and is elected as an at-large city council member . Rhome has 6 Council positions (5 Council Members and 1 Mayor) . The City Council oversees the Planning and Zoning Commission as well as the Parks and Recreation Board .”

2001

Ordinance & Resolution (2001-07) approved appointing first known city administrator for Rhome. Position also served in dual role of chief of police and administrator.

2018

Hired second city administrator. July 2018 thru Dec. 2019

2020

Hired third city administrator. February 2020 thru August 2022

2022

Hired current city administrator. December 2022 thru present

COUNCIL - MANAGER FORM OF GOVERNMENT

What is Council – Manager under general law city type?

- Voters elect local citizens to represent them in city related business .
- Elected officials (city council) hire the city manager to run the day-to-day operations .
- City Council serves as legislative body .
- Sets policy direction, approves budget, sets tax rate, and determines service delivery type .
- Mayor/Council do not exercise administrative authority .
- 2003 legislation allows general law cities to delegate (by ordinance) management duties to city administrator .

DUTIES OF MAYOR

- Mayor is highest elected office in the municipal government.
- Generally - political representative
- Conducts meetings of Council – following rules of order.
- Votes on items when there is a tie.
- Should serve as the spokesperson for the Council.
- Council may wish to consider or appoint an alternative spokesperson if disagreement occurs on given topic.
- Mayoral powers mostly taken from ordinances/resolutions adopted by city council.
- Mayor to sign all official documents such as ordinances, resolutions, letters, conveyances, grant agreements, official plats, contracts, and bonds.
- General law cities – mayor may object to council approved ordinance/resolution.
- The mayor performs other duties consistent with State law, City Ordinances, or as may be assigned to him/her by Council.

DUTIES OF MAYOR-PRO TEM

- Mayor -pro Tem is a member of the larger council group
- Performs mayor's duties when he/she is absent, unable, or unwilling.
- Selected by majority of council vote.
- Term of office is one (1) year.
- Retains right to vote on all matters when acting as mayor.

DUTIES OF COUNCIL MEMBERS

- Function as city legislators/policy makers.
- Regulatory authority over property and citizen actions in the city limits.
- May vote or abstain on every decision made at council meeting
- Has full parliamentary privileges (right to speak, make motions, introduce/amend ordinances)
- Identifies needs of city/residents/businesses
- Reviews and approves annual budget – sets tax rate.
- Approves policies that guide the work of staff team
- Reviews job performance of city administrator/manager
- May also review work of city secretary, municipal judge, city attorney

DUTIES OF COUNCIL MEMBERS, c o n t .

- May levy taxes, fees, charges
- Sell bonds to finance city projects
- Ensure effective public services are delivered to community
- Serves as an employer, determines compensation/benefits (city employees)
- Plans for the future of and provides leadership for the city

QUALITIES OF LOCAL LEADERS

#1: Relationship Builder

#2: Team Player

#3: Emotionally Mature

#4: Approachable

#5: Critical Thinker

#6: Prepared for Service

#7: Financial skills

#8: Sense of Humor

#9: Servant Heart

#10: Sense of Engagement

GEORGE CUFF'S RULES OF GOOD GOVERNANCE

Rule # 1: Clarity of Mandate

Rule # 2: Clarity of Authority

Rule # 3: Public Accountability & Responsiveness

Rule # 4: Clear Sense of Purpose

Rule # 5: Full Disclosure

Rule # 6: Sense of Integration

Rule # 7: Sound Relationship: Governing Body & Chief Officer (City Manager)

Rule # 8: Independence of Governing Body

Rule # 9: Orientation & Succession Planning

Rule # 10: Ongoing Performance Assessment

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COUNCIL MEETINGS

Regular Agenda Format

- Most meetings 2nd and 4th Thursday
- Regular meeting agenda must be posted 72 hours in advance (minimum)
- Quorum required to hold meeting
- All Council meetings open to the public and subject to Open Meetings Act (OMA)
- Best practice to hold governance, orientation, budget workshops each year

Executive Session

- Personnel, consultation with attorney, real property discussions, economic development negotiations

Special or emergency meetings (as needed)

- One (1) hour notice required – “emergency or urgent public necessity”

ORDINANCES AND RESOLUTIONS

What is an Ordinance?

- More formal than a resolution of Council
- Local law that regulates people/property
- Generally relates to more general direction and seen as more permanent
- May require publication notification in the official city newspaper

What is a Resolution?

- Generally issued for policy or position statement of a city
- Less formal than ordinance
- May be used to state opinion of Council on a certain issue/topic

TEXAS OPEN MEETINGS ACT (TOMA)

- Chapter 551 – Local Government Code
- “Most likely to be unintentionally violated”
- Each elected official MUST take minimum of one (1) hour training
- Provides for agenda posting and record keeping regulations
- Requires all council meetings be open to the public (executive session exception)
- Quorum may occur at unexpected times – be aware
- Penalties exist for violating TOMA

PUBLIC INFORMATION ACT (PIA)

- Public Information
 - “any information that is collected, assembled, or maintained by or for a governmental entity (including information held by an individual officer or employee in the transaction of official business), regardless of the format.”
- Most information is presumed to be public
- Training required for elected officials – minimum of one (1) hour
- City not required to create documents
- Council Members are “temporary custodians” of records held on private devices
- Exemptions apply to certain materials
- Criminal and Civil penalties may apply for violating PIA

CONFLICTS OF INTEREST

- Definition
 - “if any action on the matter would involve a business entity or real property in which the official has a substantial interest, and action on the matter would confer an economic benefit on the individual”
- Must file affidavit with city secretary if conflict exists and abstain from vote
- Exception to the rule
- Other disclosure rules apply for public servants and family members of elected officials
- Check with city attorney if unsure of applicability
- Penalties apply for violating

GOVERNANCE TOOLS

POLICY	DESCRIPTION	DO WE HAVE THE TOOL?
Code of Conduct & Ethics Policy	Defines Council interactions with each other and staff team; describes ethical guidelines and expectations; may also outline both social, print, and TV media policy for interviews/information	Basic guidelines
Budget Document	Policy document for the community; required each year by the local government code; deadlines apply for approval; budget hearings – setting of tax rate; public budget notices apply; amendments occur during year; financial oversight by Council	Yes – also in process to expand budget document
Strategic Plan	Outlines the mission/vision statement for the organization; communicates the city’s goals and objectives; monitors city performance; identifies opportunities and challenges for the municipality; provides direction to staff; always evolving	No
Comprehensive Plan	Plans for 20 -30 year time -line; guides public policy for future land use, neighborhoods/housing; parks and recreation; and economic development	Yes – could be updated
Public	Community development	Yes

FISCAL YEAR 2022 - 2023 BUDGET

- Budget is currently segregated by General Fund and Utility Fund (Water & Sewer)

<u>Revenue</u>		<u>Expenditures</u>		<u>Net</u>	
General Fund	\$ 3,193,837	General Fund	\$ 3,144,462	General Fund	\$ 49,374
Utility Fund	<u>\$ 1,610,603</u>	Utility Fund	<u>\$ 1,469,460</u>	Utility Fund	<u>\$ 141,142</u>
Total Budget	\$4,804,440	Total Budget	\$ 4,613,923	Total Budget	\$ 190,516

TRAINING & DEVELOPMENT

- Texas Municipal League – Annual Conference
- Targeted training for small cities
- Texas Town and City Article – *How Cities Work*
- ICMA Article – Preparing Council's for Their Work
- On Target Board Member Training
- Governance Training

Q&A SESSION

NEXT STEPS

