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Mayor
Patricia Mitchell

City Council

Place 1
Jimmy Johnson

Mayor Pro-Tem,
Place 2
Michelle Tye

Place 3
Randall Loftis

Place 4
Kristi King

Place 5
Kasey Shumake

City
Administrator
Amanda DeGan

City Attorney
Carvan Adkins

City Secretary
Shaina Odom

Fire Chief
Scott Estes

Police Chief
Eric Debus

Public Works
Director
Jesus Dominguez

MINUTES OF SPECIAL ORIENTATION WORKSHOP MEETING OF THE RHOME CITY COUNCIL

Meeting Date: Saturday, June 17, 2023

Begins at 9:00 a.m.

Call to Order and Establish a Quorum

Mayor Pro-Tem Tye called the meeting to order at 9 am. Council Member Shumake, Council Member Johnson, and Mayor Mitchell were absent.

Invocation

Chief Debus led the Invocation.

Pledge of Allegiance to the American Flag

Pledge of Allegiance to the Texas Flag

Honor the Texas Flag; I pledge allegiance to thee, Texas, One state under God, One and indivisible

Public Comments

1. *The Council is not permitted to take action on or discuss any comments made to the Council at this time concerning an item not listed on the agenda. However, a Council Member or Mayor may make a statement of fact regarding the item, make a statement concerning the policy regarding the item and/or may propose that the item be placed on a future agenda or direct the City Administrator to contact the individual to address. If you are attending the meeting via Live Streaming, and you would like to make a Public Comment, you must email the City Secretary at citysecretary@cityofrhome.com prior to 4 pm on the day of meeting and must identify each subject you plan to present to be recognized.*
2. *If the writer of a Public Comment is unable to read their own comment, it should be given to a friend, family member, or associate, that is able to attend in person and read the statement in their stead.*
3. *Public Comments made in person require the speaker to submit the sign-up form to the City Secretary prior to the meeting, and the form must identify each subject the speaker plans to present.*
4. *A statement of no more than 3 minutes may be made. There will be no yielding of time to another person. Comments should be directed to the entire Council, not individual members. Engaging in verbal attacks, or comments intended to insult, abuse, malign, or slander any individuals shall be cause for termination of time privileges and removal from Council Chambers.*

No Public Comment

Announcements from Mayor and Council Members

- City Council Meeting June 22, 2023 @ 6 p.m.

Regular Agenda

Discussion and any necessary action for the following:

- 1.** Orientation Workshop to Onboard New and Returning Council Members
 - a. Organizational Structure of the City or Rhome staff teams
 - b. Form of Government – Type A General Law
 - i. 2022 Texas Municipal League Handbook for Mayors and Councilmembers
 - ii. Duties of the Council Team
 - iii. ICMA Council-Manager Brochure
 - c. Administrative Processes & Procedures
 - i. Meeting Calendar for 2023 and 2024
 - ii. Discussion of Fiscal Year 24 Budget Calendar
 - iii. Responsibilities of Council Members
 - iv. Where Council Activities Occur
 - v. Internal Processes
 - vi. Council Mail & Emails
 - vii. Staff Leadership
 - viii. Communications with Staff
 - d. Legal Overview
 - i. Open Government Training Requirements - Attorney General's website
 - ii. Open Government pop quiz
 - iii. 2021 TML PIA Made Easy
 - e. Governance
 - i. Code of Ethics
 - ii. Social Media Policy – Employee Focused
 - iii. Social Media Policy – Use and Administration
 - f. Tools, Systems, and Processes Available to Council to Govern the City
 - i. Fiscal and Budget Policies
 - ii. Brief Budget, Budget Cycle, and Ad Valorem Overview for FY 2024
 - iii. Comprehensive Plan for Rhome
 - iv. Capital Improvement Plan
 - g. Learning Opportunities for Continuing Education of Council Team
 - i. Articles Available for Council Review
 - ii. Governance Training with Consultant

City Administrator, DeGan, presented the Power Point associated with the Council Orientation Packet. Attached in Minutes.

Executive Session

Pursuant to the following designated section of the Texas Government Code, Annotated, Chapter 551 (Texas Open Meetings Act), the Council may convene into executive session to discuss the following:

1. Section 551.071 Consultation with Attorney - pending or contemplated litigation, settlement offer or to seek advice from attorney.

2. Section 551.072 Deliberation regarding Real Property - purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on position of the governmental body in negotiations with a third person.
3. Section 551.074 Personnel – discuss appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or hear complaint or charge against officer or employee in executive session unless officer or employee requests a public hearing.
4. Section 551.087 – Deliberations regarding Economic Development Negotiations – to discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to locate, stay or expand in or near the City and with which the City is conducting economic development negotiations.

Regular Agenda (Resume)

1. Action to be taken from Executive Session discussions

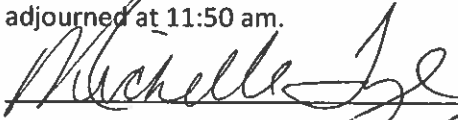
No executive session was held.

Future Agenda Items

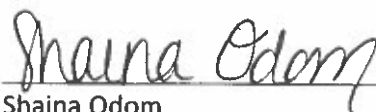
(Agenda items are due by 5 p.m. on the Wednesday of the week prior to the Council meeting)

Adjourn

Council member Loftis made a motion to adjourn the meeting. Council Member King seconded the motion. Meeting adjourned at 11:50 am.


Patricia Mitchell, *Michelle Tye.*
~~Mayor~~ *Mayor Pro Tem*

ATTEST:


Shaina Odom
City Secretary



RHOMÉ CITY COUNCIL ORIENTATION

June 17, 2023



WELCOME!

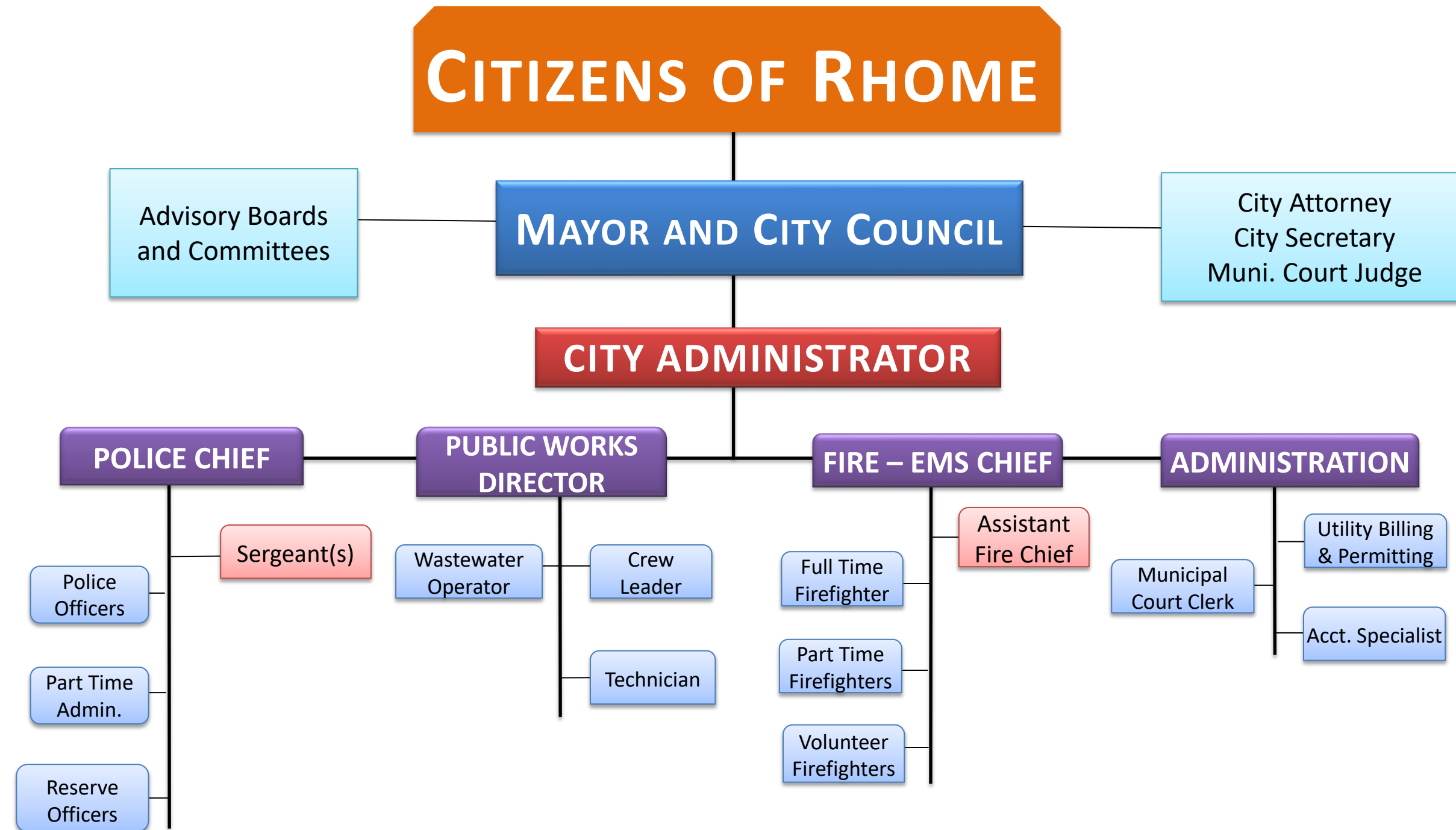
- Meeting Agenda
- Staff in Attendance
- Workshop Format



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 to 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

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

- Most meetings 2nd and 4th Thursday
- Best practice to hold governance, orientation, budget workshops each year
- Special or emergency meetings (as needed)
- Regular Agenda Format
- Executive Session

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

COMPANY CULTURE

Our company culture is the foundation of everything we do. It shapes our values, guides our decisions, and fosters an environment where everyone can thrive. Our culture is built on the principles of collaboration, innovation, and a shared commitment to making a positive impact in the world. Here are some key aspects that define our company culture:

Inclusion and Diversity

We are committed to collaboratively creating an inclusive environment where everyone feels valued, respected, and empowered to contribute their unique perspectives. We strive to build a culture that embraces differences in backgrounds, experiences, and ideas.

Transparency

We foster a culture of transparency, where open and honest communication is encouraged at all levels of the organisation. We believe in sharing information, insights, and feedback openly to foster trust, collaboration, and informed decision-making.

Social Responsibility

As a company, we are committed to making a positive impact on society and the environment. We engage in community initiatives, volunteering programs, and sustainable practices aligned with our values.

ONBOARDING PROCESS

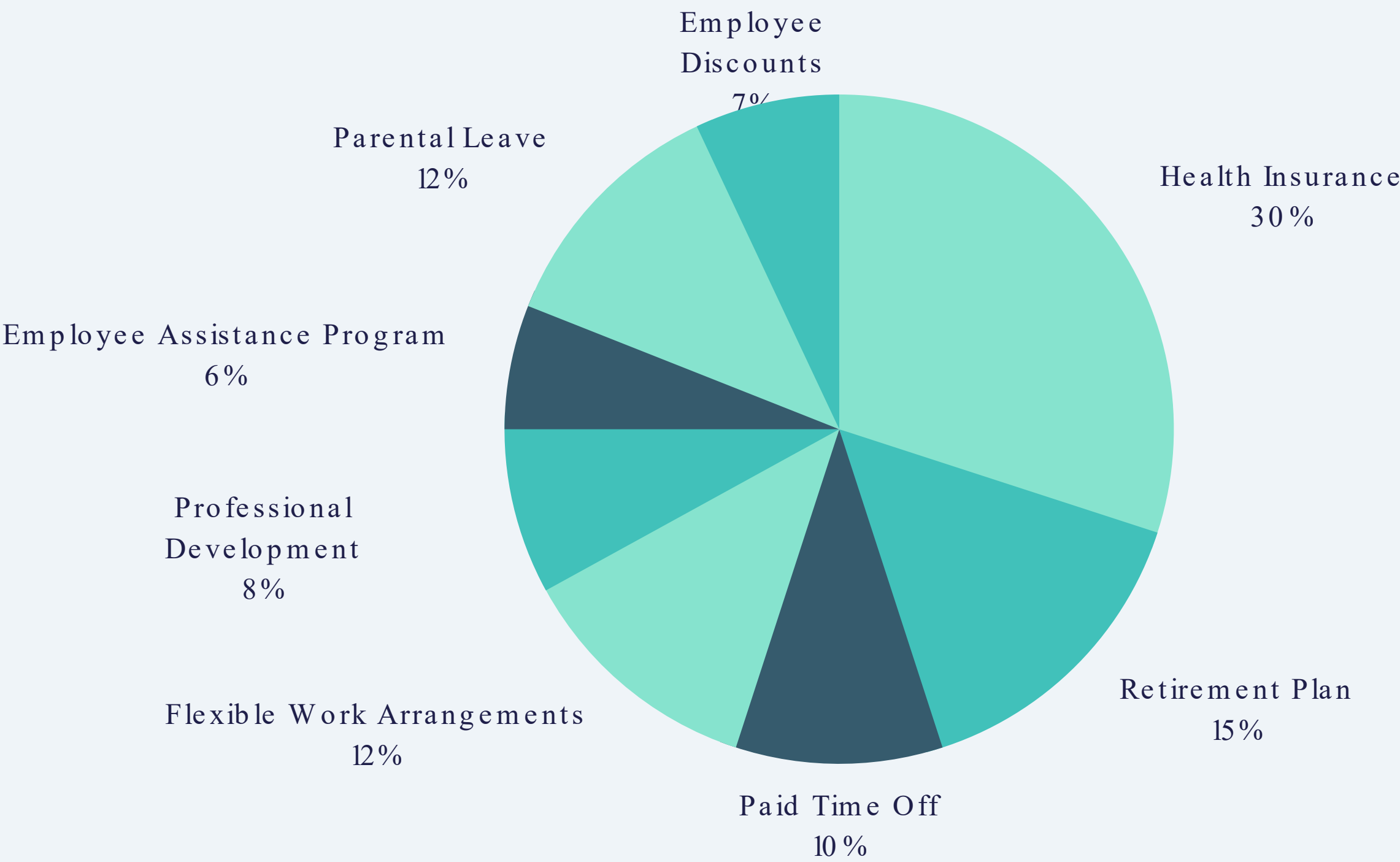
PRE-BOARDING	VIRTUAL ORIENTATION	BUDDY PROGRAM	IMMERSIVE ONBOARDING	CROSS-FUNCTIONAL PROJECTS
<ul style="list-style-type: none">• Prior to your official start date, you will receive a personalised welcome package containing essential information, company swag, and a warm welcome message from the team.• You will gain access to our onboarding portal, where you can complete necessary paperwork, familiarise yourself with company policies, and set up your accounts.	<ul style="list-style-type: none">• Our virtual orientation session will introduce you to our company's mission, vision, and core values, as well as an overview of our product offerings and target markets.• You will have the opportunity to virtually meet key stakeholders, including executives, department heads, and fellow new Employee from around the globe.	<ul style="list-style-type: none">• We believe in the power of peer support, so we will assign you a buddy—a friendly and experienced colleague—who will serve as your go-to person for questions, guidance, and assistance during your early days.• Your buddy will introduce you to team members, help you navigate our systems and tools, and provide insights into our company culture.	<ul style="list-style-type: none">• Our immersive onboarding experience is designed to familiarise you with our business operations, values, and day-to-day processes.• You will participate in interactive virtual sessions, including departmental overviews, product demonstrations, and hands-on training tailored to your role.	<ul style="list-style-type: none">• To foster collaboration and facilitate cross-departmental understanding, you will engage in cross-functional projects during your onboarding.• These projects will provide you with opportunities to collaborate with colleagues from different teams, gain exposure to various aspects of our business, and contribute to real-life initiatives.

POLICIES & PROCEDURES

POLICY	DESCRIPTION	WHERE TO FIND IT
Health and Safety Policy	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras dictum, turpis sit amet laoreet porta, ligula tortor dignissim eros, non cursus justo dui vel massa.	www.reallygreatsite.com
Inclusion and Anti-Racism Policy	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam sollicitudin in sapien sed ultrices. Etiam dictum neque in lacinia volutpat. Nulla quis velit auctor, tempus dolor.	www.reallygreatsite.com
Remote Work Policy	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras dictum, turpis sit amet laoreet porta, ligula tortor dignissim eros, non cursus justo dui vel massa.	www.reallygreatsite.com
Leave and Time-Off Policy	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam sollicitudin in sapien sed ultrices. Etiam dictum neque in lacinia volutpat. Nulla quis velit auctor, tempus dolor.	www.reallygreatsite.com

BENEFITS & PERKS

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TRAINING & DEVELOPMENT

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Emerging Technology Training Program

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Product Management Excellence Program

Lorem ipsum dolor sit an amet, adipiscing elit, sed do eiusmod tempor lore incididunt ut labore etna dolore magna aliqua. Lorem ipsum dolor sit an amet, adipiscing elit, sed do eiusmod tempor lore incididunt ut labore etna dolore magna aliqua.

Data Analytics Development

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Diversity in Tech Workshop

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Register for training and development opportunities at www.reallygreatsite.com

Q & A SESSION

We value your participation and encourage you to ask questions during the virtual session. To ensure a smooth and organised Q&A experience, please follow the guidelines below:

- When asking a question, please keep it concise and clear to facilitate effective communication.
- State your question or comment in a way that others can easily understand and respond to.
- Please ensure your questions and comments align with our company's values and code of conduct.
- To allow for as many questions as possible, we may need to limit the time for each participant.



THANK YOU!
WE ARE GLAD
YOU ARE HERE.