



City Council Meeting Agenda

Our Vision: A well-planned lakeside community of quality neighborhoods, distinctive amenities, diverse employment, and cultural charm. Rowlett: THE place to live, work and play.

Tuesday, February 3, 2026

6:30 PM

Municipal Building – 4000 Main

Pursuant to Texas Government Code Section 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

Process for Public Input: If you are not able to attend in person, you may complete the [Public Input Form](#) on the City's website by 3:30 p.m. the day of the meeting. All forms will be forwarded to the City Council prior to the start of the meeting.

For in-person comments, request to speak forms/instructions are available inside the door of the City Council Chambers.

- 1. Call to Order**
- 2. Executive Session - N/A**
- 3. Reconvene Into Open Session and Take Any Necessary or Appropriate Action on Closed/Executive Session Matters**
- 4. Citizens' Input**
At this time, comments will be taken from the audience on any topic. No action can be taken by the Council during Citizens' Input.
- 5. Work Session**
 - 5.A.** Discussion of change in numbering format for ordinances and resolutions.
- 6. Discuss Consent Agenda Items for February 3, 2026, City Council Meeting**
- 7. Adjournment**

Deborah Sorensen

Deborah Sorensen, TRMC, MMC, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the

doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the [City's website](#) on January 28, 2026, by 5:30 p.m.

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, contact the City Secretary at 972-412-6109 or write 4000 Main St., Rowlett, Texas, 75088, at least 48 hours in advance of meeting.

City of Rowlett ~ 4000 Main Street, Rowlett TX 75088 ~ www.rowlett.com

Meeting Date: 2/3/2026

Agenda Item: 5.A.

Title

Discussion of change in numbering format for ordinances and resolutions.

Staff Representative

Deborah Sorensen, City Secretary

Executive Summary

Councilmember E. Bowers requested that an agenda item be brought forward to address a change in how ordinances and resolutions are numbered for the City of Rowlett. Historically, ordinances and resolutions followed a simplified numbering format based on sequence and year. Effective January 1, 2026, the City Secretary's Office implemented a revised numbering system that incorporates the year, month, and sequence number. This report provides background on the former and current numbering formats and outlines the rationale and implications of the change.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 GOVERN TRANSPARENTLY & INCLUSIVELY	1.8 Provide accurate and timely information to policy-makers and the public.

Background Information

Prior to January 1, 2026, ordinances and resolutions adopted by the City Council were numbered using the following format:

- **Ordinances:** ORD-001-25
- **Resolutions:** RES-001-25

In this format, the three-digit number represented the sequential number of the ordinance or resolution adopted during the year, and the final two digits represented the year of adoption.

Beginning January 1, 2026, the City Secretary's Office transitioned to a new numbering system designed to provide additional clarity and consistency in recordkeeping. Under the new format, ordinances and resolutions are numbered as follows:

- **Ordinances:** ORD-26-01-01
- **Resolutions:** RES-26-01-01R

In this structure, the first two digits represent the year, the next two digits represent the month of adoption, and the final two digits represent the sequential number of the ordinance or resolution adopted during that year. The numbering sequence resets each calendar year.

Discussion

The updated numbering system allows for more detailed identification of ordinances and resolutions by embedding both the year and month directly into the reference number. This change improves organization, enhances document tracking, and provides clearer historical context for City records.

Under the new system, numbering restarts each year, ensuring consistency and preventing excessively large sequence numbers over time. The revised format also aligns with best practices for municipal record management and supports more efficient indexing, searching, and archival of legislative documents.

This agenda item is presented at the request of Councilmember E. Bowers to formally acknowledge and discuss the revised numbering methodology now in use for City ordinances and resolutions.

Financial/Budget Implications

N/A

Recommended Action

Attachments

None