



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, July 7, 2026

7:00 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.

Invocation

Pledges of Allegiance

1. Call to Order

2. Presentations

2.A. Presentation of Rowlett Centenarian Recognition and Proclamation for Mrs. Marjorie Montgomery

2.B. Presentation of Rowlett Veterans Recognition Program Certificate to Veteran, Chief Hospital Corpsman Karl VanLeeuwen, of the United States Navy.

2.C. Presentation of Proclamation recognizing July as National Parks and Recreation Month.

2.D. Presentation of the State of the City Video.

2.E. Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

3. 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.

4. Consent Agenda

The following may be acted upon in one motion. A City Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.

4.A. Consider action approving the minutes.

Consider action to approve minutes from the following City Council meeting(s): June 9, 2026, City Council Special Meeting, June 15, 2026, City Council Work Session, and June 16, 2026, City Council Meeting.

4.B. Consider action approving a funding agreement with the Rowlett Citizens Corps Council (RCCC).

Consider action to adopt a resolution authorizing a funding agreement between the City of Rowlett and the Rowlett Citizens Corps Council (RCCC) in an amount not to exceed \$100,000.00; authorizing the Interim City Manager or his designee to execute the agreement and all necessary and related documents; and providing an effective date.

5. Individual Consideration

- 5.A.** Consider action to adopt an ordinance amending the Code of Ordinances by amending Chapter 2 "Administration", Article II "Boards, Committees, Commissions", by adding a new Division 12 "Downtown Advisory Board".
- 5.B.** Consider action to adopt a resolution amending the City's Boards and Commissions Handbook by adding the *Downtown Advisory Board*.

6. Executive Session

7. Reconvene Into Open Session and Take Any Necessary or Appropriate Action on Closed/Executive Session Matters

Members of the City Council may request topics to be placed on an agenda for a subsequent meeting. Any deliberation or decision shall be limited to a proposal to place topic on the agenda for a subsequent meeting.

8. 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 June 30, 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: 7/7/2026

Agenda Item: 2.A.

Title

Presentation of Rowlett Centenarian Recognition and Proclamation for Mrs. Marjorie Montgomery


Staff Representative

Mike Britton, Councilmember Place 4

Executive Summary

In collaboration with the Senior Advisory Board, the City of Rowlett has initiated an effort to identify and honor centenarians within the community. This remarkable milestone signifies a life well-lived and serves to unite the community in celebrating those who have reached this achievement.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 GOVERN TRANSPARENTLY & INCLUSIVELY	1.6 Actively educate, engage, and communicate with the community through a variety of channels.

Background Information

The third honoree is Mrs. Marjorie Montgomery, who is a native of Texas, and who reached the age of 100 years old on June 15, 2026.

With this proclamation, the City of Rowlett comes together to honor, recognize, and celebrate Ms. Margie for reaching this remarkable milestone in life.

Discussion

N/A

Financial/Budget Implications

N/A

Recommended Action

N/A

Attachments

1. Proclamation - Marjorie "Margie" Montgomery



Proclamation

WHEREAS, Marjorie "Margie" Montgomery was born on June 15, 1926, to Lottie and Harry Crockett and has lived a remarkable life marked by faith, family, service, and an enduring zest for life; and;

WHEREAS, Mrs. Montgomery is a proud native Texan who grew up in Oak Cliff and graduated from Sunset High School in 1943 before embarking upon a distinguished career as an executive secretary serving several departments of the Federal Government for more than forty years; and

WHEREAS, Mrs. Montgomery and her beloved husband, Dr. Don Montgomery, shared sixty-seven years of marriage until his passing on December 17, 2014, building a legacy founded upon love, devotion, and commitment to family; and

WHEREAS, together they raised three children, David Montgomery, Cheri' Montgomery Toogood, and Mark Montgomery, and today she is blessed with six grandchildren and thirteen great-grandchildren who continue to enrich her life and carry forward her values and traditions; and

WHEREAS, after moving to Rowlett in 1994, Mrs. Montgomery became an active member of the community and has remained involved with the Shriners and the Daughters of the Nile for more than sixty years, continuing the legacy of service she shared with her husband, who was an active Mason and Shriner; and

WHEREAS, Mrs. Montgomery is a devoted member of Highland Park United Methodist Church and enjoys fellowship through the Women of Rotary monthly luncheons and Bunco gatherings with her daughter's group; and

WHEREAS, known for her joyful spirit and willingness to embrace every adventure, Mrs. Montgomery is always ready whenever someone says, "Let's Go!" and she continues to enjoy dancing, shopping, and working crossword puzzles to keep her mind sharp; and

WHEREAS, Mrs. Montgomery attributes her longevity to her steadfast Christian faith, gratitude for good health, a positive attitude, the loving care and concern of her family, daily crossword puzzles, enjoying just about any food, plenty of black coffee, the occasional glass of wine or margarita with friends and family, and making sure she goes somewhere every day.

NOW, THEREFORE, I, Jeff Winget, Mayor, of the City of Rowlett and on behalf of the City Council, do hereby urge all citizens to join in recognizing and honoring Mrs. Marjorie "Margie" Montgomery for her extraordinary contributions to her community and family.

*In official recognition thereof, I hereby affix my signature
this 7th day of July 2026.*

Jeff Winget, Mayor, City of Rowlett

Meeting Date: 7/7/2026

Agenda Item: 2.B.

Title

Presentation of Rowlett Veterans Recognition Program Certificate to Veteran, Chief Hospital Corpsman Karl VanLeeuwen, of the United States Navy.


Staff Representative

Jeff Winget, Mayor

Executive Summary

In an effort to shine a light on the incredible contributions to our community and our country made by those who have served in our nation’s military, the City initiated the Rowlett Veterans Recognition Program.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 <p>Govern Transparently & Inclusivity</p>	<p>1.1 Model diversity and inclusiveness.</p>

Background Information

The City instituted this program in 2017 in order to show appreciation to those members in our community who have dedicated their time in service to our nation. Assisting with the selection and recognition of honorees is the Veterans Resource and Outreach Center (VROC). The Rowlett Veterans Recognition Program also helps bring awareness to veterans’ issues in our community – what is being done and what is still needed.

Mayor Winget is honored to continue formally recognizing Veterans of all ages and branches of service at City Council meetings.

The 49th Veteran to be recognized is Veteran Karl VanLeeuwen who served our country in the U.S. Navy.

List of previously recognized Veterans:

1. Donald Pierson, Sr.
2. William Turner

3. Renee Stevens
4. John Chilson
5. Ed Clinebell
6. Chris Kilgore
7. Rick Kizziar
8. Robert Blatnik
9. John Barker
10. Jeffery Gray
11. James W. Randolph, Jr.
12. William P. Rice, Sr.
13. Timothy Hardman
14. Jimmie Graves
15. James Adams
16. Dan Kliess
17. Billy Furgerson
18. Tyler Remediz
19. Glen Garrison
20. Daniel Dorton
21. Larry Traylor
22. Michael J. Kuklenski, Jr.
23. Donald Van Handel
24. Gabriel Joseph Kanawite, Jr.
25. Michael Gallops
26. James Moseley
27. Jonathan Flores
28. Carl S. Chilton, Jr.
29. Robert E. Higgins
30. James A. Katzenberger
31. Edgar Marvin Hall
32. Andrew Dorcas
33. Leon Johnson
34. Danny G. Richardson
35. Reese Jacob Ellis
36. Allen Leon Jones
37. Mike Britton
38. Heriberto Recio
39. Yvonne Recio
40. Majorie Hafner
41. Laura Ashley Cervantes
42. Bruce Thompson-Bowers
43. John P. Bowers, Jr.
44. Robert David Wonders
45. Nancy Sue Wonders
46. Douglas Dewight Rivers
47. Melton Ray Rivers
48. John Francis Massad Jr.

Discussion

N/A

Financial/Budget Implications

N/A

Recommended Action

N/A

Attachments

None

Meeting Date: 7/7/2026

Agenda Item: 2.C.

Title

Presentation of Proclamation recognizing July as National Parks and Recreation Month.


Staff Representative

Jeff Winget, Mayor

Executive Summary

National Park and Recreation Month is a nationwide celebration held every July to highlight the vital importance of local parks, green spaces, and recreation programs. Each year, the National Recreation and Park Association designates a theme for the month of July. The theme for 2026 is "The Power Of"

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 <p>ENHANCE QUALITY OF LIFE</p>	<p>4.2 Create a destination-centered parks system. 4.4 Create spaces, activities, and events for the arts, cultural enrichment, and community celebrations. 4.7 Cultivate an environmentally conscious community.</p>

Background Information

Since 1985, America has celebrated the month of July as the nation's official Park and Recreation Month. Each July, the National Recreation and Park Association encourages recreation facilities and parks across the country to kick off the summer programs to promote outdoor physical recreation, pull together volunteers to promote building strong, vibrant and resilient communities through the power of parks and recreation; and to recognize the more than 180,000 full-time park and recreation professionals, along with hundreds of thousands of part-time and seasonal workers and volunteers, that maintain our country's local, state and community parks, making their outdoor space a thriving center of community activity.

Discussion

This year's theme, "The Power Of", highlights the power of parks and recreation and the people who make it all possible. Parks and recreation brings us together, strengthens our health and well-being and builds more resilient, connected communities.

Throughout the month, we're celebrating the many ways parks and recreation reveals the power of what connects us:

- **The Power of Connection:** Parks and recreation is where relationships grow, cultures meet and communities bond.
- **The Power of Play:** From playgrounds to programs to youth sports, play fuels creativity, joy, and lifelong learning.
- **The Power of Community:** Public spaces offer room for everyone to gather, celebrate, and heal.
- **The Power of Nature:** Nature restores and inspires us, and parks ensure everyone can access its benefits.
- **The Power of Belonging:** Welcoming parks and programs make every person feel valued.
- **The Power of Well-Being:** Parks and recreation advances health, resilience, and shared community benefits.

Financial/Budget Implications

N/A

Recommended Action

N/A

Attachments

1. Proclamation National Parks & Rec Month



Proclamation

Whereas, since 1985, July has been nationally recognized as **National Parks & Recreation Month**, celebrating the vital role local parks and recreation systems play in promoting health, wellness, conservation, and community vitality; and

Whereas, the City of Rowlett's Parks & Recreation Department annually welcomes roughly 500,000 visitors, enhancing social, environmental, economic, and health outcomes for residents; and

Whereas, Rowlett's parks, trails, recreation centers, sports fields, and special events provide crucial opportunities for physical activity, educational programming, environmental stewardship, and meaningful community gatherings; and

Whereas, parks and recreation contribute to mental well-being, combat depression and other mental health challenges, support youth development and active aging, and strengthen civic bonds; and

Whereas, the dedicated Parks & Recreation staff of Rowlett contribute daily to the safety, beauty, and ongoing success of these public resources; and

NOW, THEREFORE, I, Jeff Winget, Mayor, of the City of Rowlett and on behalf of the City Council, do hereby proclaim the month of July 2026 as:

National Parks & Recreation Month

in the City of Rowlett, Texas, and encourage all residents, civic groups, and visitors to celebrate by visiting Rowlett's parks, engaging in recreational programs, exploring trails, participating in community events, and promoting stewardship of our natural and recreational assets.

*In official recognition thereof, I hereby affix my signature
this 7th day of July 2026.*

Jeff Winget, Mayor, City of Rowlett

Meeting Date: 7/7/2026

Agenda Item: 4.A.

Title

Consider action approving the minutes.

Consider action to approve minutes from the following City Council meeting(s): June 9, 2026, City Council Special Meeting, June 15, 2026, City Council Work Session, and June 16, 2026, City Council Meeting.

Staff Representative


Deborah Sorensen, City Secretary

Executive Summary

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
 - (1) state the subject of each deliberation; and
 - (2) indicate each vote, order, decisions or other action taken.

Strategic Priority and Goal(s)

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

Background Information

N/A

Discussion

In compliance with State Law and to provide access to citizens of the business conducted by the City, minutes are generated for each public meeting of the City Council. Once approved, these minutes are then published to the website, the City's electronic document storage system and kept on permanent file in the Office of the City Secretary.

Financial/Budget Implications

N/A

Recommended Action

Move to approve minutes from the following City Council meeting(s): June 9, 2026, City Council Special Meeting, June 15, 2026, City Council Work Session, and June 16, 2026, City Council Meeting.

Attachments

1. 06.09.26 City Council Special Meeting Minutes
2. 06.15.26 WS Minutes
3. 06.16.26 City Council Meeting Minutes

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, June 9, 2026

5:00 P.M.

Municipal Building – 4000 Main

Present: Mayor Jeff Winget, Mayor Pro Tem Mike Britton, Deputy Mayor Pro Tem John Bowers III, Councilmember Chris Kizziar, Councilmember Marvin Gibbs, Councilmember Byron Fassett, and Councilmember Carter Holston.

1. CALL TO ORDER

Mayor Winget called the meeting to order at 5:00 p.m.

2. CITIZENS INPUT

There were no citizens input.

3. INDIVIDUAL CONSIDERATION

3A. Receive and discuss presentations from executive recruitment firms for City Manager search, take action to select firm and to authorize Interim City Manager to negotiate and execute contract with selected firm.

Scott Krim, with **Colin Baezinger & Associates**, gave brief presentation. He has 30 years of experience recruiting City Managers and County Managers. They use a turnkey search, work with staff, City Council, candidates and press. They do thorough background checks. Advertising is word of mouth. His goal is to meet the client's needs. City Council will receive weekly email of status. They will meet individually with City Council and do salary study and work on salary range. They will then send the listing to 14,000 individuals on their listserv. He will personally interview each candidate. City Council will receive extensive and thorough reports. He will talk to current and past Councilmembers, staff, HR Director, etc. Do background checks, credit checks, vehicles, etc. Can be lead negotiator, advisor, or sit out and wait to hear from the client. He is looking at a 90-day time period. Will bring candidates who are well vetted and intend to stay a long time.

Mayor Winget asked what would automatically disqualify candidates. Mr. Krim responded that breaking the ICMA Code of Ethics, not having required experience or education. They will also look at social media. Mayor Winget asked for examples of Texas cities that they have placed. They placed the Administrator in El Paso County and a couple of Assistant City Managers in Corpus Christi. Mayor Winget asked what community engagement would look like. They would hold a town hall meeting to see what the citizens are looking for or do a survey. They can incorporate the public as much as the client wants.

Mayor Pro Tem Britton asked how they evaluate the City Manager leadership style. Mr. Krim stated they conduct one-on-one interviews, get the candidate to engage in experience and get to know the personalities.

Councilmember Gibbs asked to explain word of mouth advertising. Mr. Krim replied that a lot of clients speak to one another, staff from neighboring communities take to each other, as well as the candidates. He wants the placement to be successful. Councilmember Gibbs asked when interviewing how do you find the right person. They strongly vet the applicants. There is constant testing and screening candidates. Councilmember Gibbs asked if the firm ever had to use the warranty. They had to use it in Orange Park, Florida. The City Manager had to move out of state due to family matters.

Deputy Mayor Pro Tem Bowers III asked how the firm handles communication. Mr. Krim stated that City Council will have his email address and cell phone number. They will receive weekly status updates via email.

Michael Boese, with **Clear Career Professionals**, gave a brief presentation. They try to have a competitive price and stay in weekly contact with all candidates. Have conducted national search recently in Montana, New Mexico, and California. He is a retired City Manager and will be the lead recruiter. They understand City Managers and what cities are looking for. They just started the Denison, Texas City Manager search. They will make videos, have weekly podcasts, and position podcasts, with the mayor, to bring Rowlett's story to life. He recommends having 8 to 10 semi-finalists and conducting 30-minute video interviews. Mr. Boese stated that he will be onsite for all processes. The total costs are \$22,000, no extra charges, with the exception of candidate travel.

Mayor Winget asked about the level of background checks that will be performed. Mr. Boese stated that he has a background in police, prior to being a city manager. He will emulate the police procedures, deep dive into social media, reach out to former employees and references. Mayor Winget asked when in the process this would happen. Before the semi-finalists but won't release the report until after the semi-final. Mayor Winget asked for the ideal number of finalists. Mr. Boese likes to have 4 finalists. Sometimes, you may have someone drop out so 4 is a good number. Mayor Winget asked what advantage or disadvantage he has since he has been a past city manager. Mr. Boese stated that he had a potential candidate that was at an ICMA conference and was drinking too much. He witnessed it since he was attending the conference. He didn't eliminate the candidate, but he did notify the city and let them decide. His team collaborates every Thursday evening.

Mayor Pro Tem Britton asked what passive candidate engagement is. This is where they reach out to individuals that may not be looking and they ask them to apply for the position.

Councilmember Gibbs asked how do you find the right candidate. Mr. Boese stated that they look at their motivation as a leader and ask the right questions. Councilmember Gibbs asked how do you weed out the pretenders. The candidates have 30-minute interviews with 3 former city managers. The interviews are interactive and not just a video with the candidate answering questions. It is a give and take interview.

Councilmember Kizziar confirmed that they have 7 past city managers' recruiters and have performed 68 management recruitment. He asked if the firm has found a common personality trait that is best for a city manager or common background. Mr. Boese stated that there is no right background. A successful candidate is humble, relationship builder, and really wants to serve the community, and is versatile in their leadership skills.

Councilmember Holston asked Mr. Boese to explain what he meant when he said he understands our challenges. Mr. Boese stated he understands that there are issues with the fire department right now. There are also a few infrastructure issues. He asked what his capacity is for handling this recruitment. Mr. Boese stated that the only other recruitment he has right now is the City of Denison. He will be the City's guide. City Council will have his number and will answer questions anytime day or night and get updates every Friday.

Mayor Winget asked how many initial applicants are expected to apply. Mr. Boese stated that it depends on several things, based on salary range, and the way the governing body interacts with each other matters. Typically, on a recruitment of this size about 20 candidates that you would want to look at. Mayor Pro Tem Britton asked how long it takes from getting the contract to getting the 4 finalists. About 12 weeks.

Kylie Wilson, with **CPS-HR Consulting**, gave a brief presentation. They are a Public Sector Specialist and employees full-service HR Firm. They have a 3-phase process; define ideal candidate, comprehensive outreach and screening, and selection process. The firm will have one-on-one interviews with the City Council to identify the ideal candidate. They will finalize the interview format, conduct background checks, and negotiate salary contract with candidate. They have a one-year guarantee.

Mayor Winget asked when does the firm do a deep dive. They prefer to do criminal background and credit checks in the final selection. Can do reference checks with the final 3. Mayor Winget asked how many initial prospects you anticipate and then how many would you dwindle down to semi-finalists and then finalists. Ms. Wilson stated that he expects about 65 candidates to apply, but that depends on the city, salary, etc. she would recommend dwindling down to 20 to 24, then 8. They will screen at 20, if the city wants, they prefer to do it at 8. Suggested having 5 to 6 semi-finalists and 3-4 finalists. They will make sure that there are diverse applicants.

Mayor Pro Tem Britton asked when they do the full review of social media. They have a private investigator they use to do a deep dive. They do it early in the process.

Councilmember Kizziar asked when looking for the right candidate for the long term, does resume building mean something. Ms. Wilson stated that she does not feel comfortable with candidates that move on every 2 to 3 years.

Greg Nelson, with **Mosaic Public Partners**, gave brief presentation. Mr. Nelson's first 20 years in the public sector were in the police department with 4 years as Chief of Police. He interviewed for a City Manager position and ended up transitioning to looking for City Manager candidates for various cities. The first City Manager placement he had was in McKinney, Texas, who is still serving today. He and his partner formed this firm in 2021 and work primarily in California and Texas. They felt that they could do a better job. They are more interactive by providing portals to clients, where the client can log into at any time and see what is going on with their account. They also did the City Manager search for the Town of Addison, Allen, Lewisville, Denton, and Midlothian.

Mayor Winget asked how many prospects you anticipate having. Mr. Nelson stated that it depends on the client. Once the search is opened, they select candidates from 5 primary areas; broad advertising in various City Manager organizations, post on LinkedIn, shared networks every week with all of his recruiters, calling on people in the industry for whatever reason does not want to

apply but would know others in the industry, and with the researcher on the team that go out and find the candidates that fit within the criteria. Once matched for the position, will do one on one candidate interview, look for risk factors, leadership style, work ethic, reputation, and will do a full media and internet dive and provide a report. Will have all candidates organized into groups and present all applicants to the client. It is up to the client which clients get interviewed. The rule of thumb is to interview approximately 6 candidates. There are typically 2 rounds of interviews and then reduce to 2 or 3 candidates for finalist. Mayor Winget asked what do you think the next City Manager needs to be excellent at. Mr. Nelson stated that the City's reputation is not as good as it could be. Factors for good candidates are location, reputation, and compensation. Candidates are looking for stabilization and to keep things moving. Candidates are looking to make things better and to make an impact. This is what we will try to sell. We will be looking for people who can stabilize and pull people together and at the same time keep the machine moving.

Mayor Pro Tem Britton asked what the City's reputation is. The current reputation is instability, have a lot of volatility, and a lot of turnovers on the executive team. Mayor Pro Tem Britton asked how long of a period from time of contract award to hiring a new City Manager. Mr. Nelson stated rule of thumb is 3 months.

Councilmember Gibbs asked how do you find the right balance for a City Manager. Mr. Nelson stated that they need to listen and learn as to what the City needs and they are good at learning the candidates' styles and how they work. Councilmember Gibbs also asked how do you flag resume builders. They look at how many times a candidate has moved and investigate why. ICMA has an ethical requirement in their code of ethics that they must commit at least 2 years to a position, or they can be sanctioned for leaving less than that. Councilmember Gibbs asked how often the word-of-mouth candidates make it to one of the finalists. It happens pretty frequently. Often times the best candidates are not looking for another position. Usually, we already know about them or one of our mutual colleagues will reach out.

Deputy Mayor Pro Tem Bowers III asked how much capacity the firm has for another search. Mr. Nelson stated that they are fine with another search. They have turned down searches before when necessary. They do not spend any money on advertising and are a word-of-mouth firm.

Councilmember Fassett confirmed that peer interview panelists were included in the price of the contract. Councilmember Holston asked if they have experienced problems we've had. Mr. Nelson stated that they just need to get into a good candidate's ear and let them know that this is a new chapter, a new time, and a new team is being assembled. The city is in a great location and is a growing community. This ended the interview.

Mayor Winget stated the priorities that he is looking for in a firm is someone who can build a real good community profile, who is going to prioritize community engagement, someone who has Texas experience, and have someone that has looked for City Managers in our area, and someone that has the ability to run background and media checks, and the fees. Councilmember Gibbs stated he wants someone that is in the State and has placed a City Manager in the DFW area. Councilmember Kizziar agreed that he wants someone with local knowledge of who we are and looking for conformity to the community.

Mayor Winget adjourned the meeting for a break at 7:14 pm.

Mayor Winget reconvened the meeting at 7:32 pm.

Mayor Winget asked how each Councilmember ranked the firms 1 to 4.

Mayor Pro Tem Britton stated he ranked the firms, CCP, Mosaic, CPS HR, then CBA. Deputy Mayor Pro Tem Bowers III ranked the firms, Mosaic, CCP, CBA, then CPS HR. Councilmember Kizziar ranked the firms, CCP, Mosaic, CPS HR, then CBA. Councilmember Fassett and Gibbs, ranked the firms, CCP, Mosaic, CBA, then CPS HR. Councilmember Holston ranked the firms, CCP, Mosaic, CPS HR, then CBA. Mayor Winget ranked the firms CCP, Mosaic, CBA, then CPS HR.

A motion was made by Mayor Pro Tem Britton, seconded by Councilmember Gibbs, to select Clear Career Professionals (CCP) as the search firm for the City Manager and authorize the Interim City Manager to negotiate and execute contract. **Motion passed 7-0.**

Mayor Winget directed Deborah Sorensen, City Secretary, to get a contract from Clear Career Professionals and notify the other search firms of the decision.

4. ADJOURNMENT

Mayor Winget adjourned the meeting at 7:47 pm.

DRAFT



CITY COUNCIL WORK SESSION MINUTES

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.

Monday, June 15, 2026

6:00 P.M.

Municipal Building – 4000 Main

Present: Mayor Jeff Winget, Mayor Pro Tem Mike Britton, Deputy Mayor Pro Tem John Bowers III, Councilmember Chris Kizziar, Councilmember Marvin Gibbs, Councilmember Byron Fassett, and Councilmember Carter Holston

1. CALL TO ORDER

Mayor Winget called the meeting to order at 6:00 p.m.

2. CITIZENS INPUT

1. Dave Holl, Rowlett – Spoke regarding Miller Road documents. He reviewed the Phase 3 Miller Road documents in the Council packet and they need more information. He has an accounting background and the City needs better disclosures.

3. WORK SESSION

3A. Receive a presentation regarding Scenic Drive parking concerns.

Gary Enna, Interim Public Works Director, and Chief Mike Denning, Police Chief, presented this item. The Police and Engineering Departments provided information regarding parking complaints on Scenic Drive between Cabot Cove and Chimneywood Drive. They explained the actions taken to address the reported issues. On March 23, the Traffic Division received a parking complaint at Scenic and Chimneywood Drive. On March 24, officers monitored the area and few violations were found during daytime hours. Night Patrol began checks on April 15 and confirmed most violations occurred after evening rush hour. On April 16, the Police Department (PD) and Engineering commenced a line-of-sight study for Terra Lago Drive and Chimneywood Drive. The Rowlett Traffic Division completed the line-of-sight study on April 30. On June 3, PD and Engineering coordinated the installation of 4 new “No Parking” street signs. “No Parking from Here to Corner” sign was installed on est side of Scenic Drive, 30 lf. from the median nose. Two “No Parking Between Signs” signs with opposing arrows will be placed on the east side of Scenic Drive. The justification is sight distance and curved section of the road causing a pinch point. The line-of-sight study methodology was explained. Once this was brought to the PD’s attention, 12 vehicles have been stickered, no citations issued or vehicles towed, and 100% compliance with stickering rather than issuing citations. As of June 09, there were 8 Citizens Calls for Service and 11 office-initiated Calls for Service. Grid Patrols 33 spent 2 hours and 50 minutes in the area. Future Council action will be required to adopt ordinances regarding this matter.

Mayor Winget stated he had a conversation with the Terra Lago Apartments regarding parking. The majority of the vehicles parking on the street are too large to fit into the parking garage. Chief Denning stated they have not had any calls for service since May 3, 2026. Mayor Winget stated

that he is supportive of the new ordinance that would increase parking restrictions from 30 lf. to 50 lf. Mayor Pro Tem Britton also concurs with the new ordinance. There was no opposition to moving forward with the new ordinance.

3B. Receive a presentation regarding proposed amendments to the Short-Term Rental Ordinance.

Andrew Espinoza, Asst. Community Development Director and Chief Building Official, presented this item. The purpose of this item is to seek direction from City Council regarding the proposed Short-Term Rental (STR) ordinance. April 1, 2025, City Council Adopted STR Ordinance and there are 40 STR's registered and permitted. The STR Committee made recommendations to improve and implement changes to address; additional density regulations, ongoing concerns, and parking, noise, non-compliance, and other code violations. January 5, 2026, Work Session, City Council received feedback from STR Committee. May 5, 2026, ordinance amendments were presented and item was postponed updating new council members and address owner occupied STRs.

The proposed ordinance will allow staff to process STR applications on a first-come, first-served basis. 1,000-foot separation to limit density between single-family dwellings, duplexes, townhomes, and four-plex's; with no more than two units in one apartment building, with the exception of Form Based Bayside Special District. Have a requirement for local point of contact on all applications and include; name and phone number, available 24 hours/7 days a week to address complaints, available onsite within one hour when requested by the City, and accept City issued citations. There is a requirement to have a weatherproof sign 8"x10" with the name of the local contact, telephone number, QR Code to City of Rowlett regulations, and STR ordinance on front door exterior to be posted on all STR's. Staff is seeking City Council direction regarding the STR ordinance.

Mayor Pro Tem Britton confirmed that there was a couple that opposed the signage in the ordinance and they live on-site of the STR. Councilmember Gibbs stated that there was supposed to be an amending that if owners lived onsite, they were to be exempt from the signage regulation due to safety issues. Councilmember Fassett asked if there is a revocation process. If a STR receives 2 citations within a 12-month period, then they can be revoked. Councilmember Fassett stated that he is looking for penalty based on activity at the STR. If it impacts the safety of the community, then revoke the permit. Chief Denning stated that he has a nuisance abatement letter that they issue to the landlord. Councilmember Fassett wants to protect the neighborhood. Councilmember Gibbs asked if we could enact a 30-day suspension of permits due to an investigation of a crime. Mayor Winget asked how do we enforce it? He also asked by what mechanism. Mr. Espinoza stated through code enforcement and checking the internet to see if still advertising. They will be issued citations if still operating. Mayor Pro Tem Britton wants noncompliance of a 30-day suspension to result in a year revocation. Councilmember Gibbs confirmed that the fee for a STR permit is \$2,000. Mayor Winget stated that he has spoken with an STR owner who feels \$2,000 is too high.

Councilmember Holston asked if insurance is required. They are required to have \$1 million per occurrence. He suggested requiring \$2 million per occurrence. Councilmember Gibbs asked out of the 40 STR permits how many on-site owners are. Mr. Espinoza will find out and get back with City Council. Victoria Thomas, City Attorney, asked other than discharge of a firearm, what else for the ordinance. Councilmember Gibbs stated conduct that puts residents at risk of bodily injury or harm, fireworks, etc. Munal Mauladad, Interim Assistant City Manager, stated staff will bring back this item to another work session.

3C. Receive a presentation regarding Vapor Stores Ordinance.

Andrew Espinoza, Asst. Community Development Director and Chief Building Official, presented this item. On August 16, 2022, City Council adopted Ordinance #ORD 027-22 regulating the enforcement of Vapor Stores. Most common issues reported are store proliferation, underage sales, potential crimes, and advertisement of "Vape". The definitions of Vapor Stores in Chapter 10 Businesses, of the Code of Ordinances were defined. The current ordinance permitting requirements are a Special Use Permit (SUP) issued, expires after 5 years, valid permit from Texas Comptroller always displayed, display that no products sold or bought by anyone under the age of 21 years, and Certificate of Occupancy. The revocation and/or repeal of SUP requires City Council action, the applicant may appeal revocation heard by the City Manager, if the revocation is upheld by the City Manager, the applicant may appeal to City Council. Mayor Winget stated he doesn't remember Just Smoke having a SUP. Staff will verify and follow up.

Out of 14 Vapor Stores, only 3 have a SUP. Consider reducing the current total sales revenue from 90% to 51% of e-cigarettes or CBD products. Limit the allowable square footage of product display area, defines a Vapor Store where the display of products exceeds 15% to 25% of gross sales floor area. The proposed changes would require amendments to the Rowlett Development Code Section 77-301 (Allowed Use Chart) and 77-302 (Use – Specific Standards). Staff is looking for direction from City Council.

Councilmember Fassett asked what realistic enforcement is. Is it possible to require Vape Shops to have a SUP? It is based on the definition of Vape Shop. Mayor Pro Tem Britton likes the 51% rule. Councilmember Fassett stated there needs to be enforcement. Victoria Thomas, City Attorney, stated this can be done through sales receipts. Mr. Espinoza suggested requesting a Vape Shop to register every year by requiring a business license. Councilmember Gibbs suggested staff to get with the City of Allen because they just teamed up with the DEA and shut down a lot of vape shops. Councilmember Fassett also suggested getting with the City of Southlake as well. The City of Rockwall only has 5 vape shops. Mayor Pro Tem Britton verified that the stores are required to check ID.

Mayor Winget wants to change the requirement to 51% of sales revenue and the square footage of product display area. Ms. Thomas suggested limiting the allowable square footage of produce display area. Councilmember Fassett stated that he likes the ordinance but needs enforcement. Chef Denning stated that the City of Allen was filing on the selling of more than the legal limit of CBD Products. That requires sending products to a lab for testing. That takes time and money. He suggested doing civil aspect by enforcing the 51% rule or the square footage of gross sales floor area. Ms. Thomas recommended 51% of sales revenue or 25% of square footage of product display area. Mayor Winget wants 51% of sales revenue and 15% of square footage of product display area. Ms. Thomas stated that this would only apply to new stores coming in. Everyone else is grandfathered in. She also suggested just the square footage. Mayor Winget stated he wants both requirements. Councilmember Fassett reiterated that he wants to look at Rockwall, Southlake, and Allen. Mayor Winget stated to move forward with what we have now and proposed 51% of sales revenue and 15% of square footage of product display area. Ms. Mauladad stated that staff will come forward with another work session.

The City Council will convene into closed, executive session pursuant to Texas Government Code Section 551.071 (Consultation with City Attorney) to receive legal advice regarding Vape Shops.

Mayor Winget adjourned the meeting into Executive Session at 7:35 pm.

Mayor Winget reconvened the meeting at 8:04 pm.

No action was taken from Executive Session.

Mayor Winget asked staff to do additional research for SUP and which zoning districts will be allowed. The list of current vape stores is in place and exists. They are grandfathered.

4. DISCUSS CONSENT AGENDA ITEMS FOR JUNE 16, 2026, CITY COUNCIL MEETING

Mayor Pro Tem Britton requested agenda item 5E be postponed. Ms. Thomas suggested opening the public hearing and leaving it open to a date certain.

5. ADJOURNMENT

Mayor Winget adjourned the meeting at 8:09pm.



CITY COUNCIL MEETING MINUTES

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, June 16, 2026

7:00 P.M.

Municipal Building – 4000 Main

Present: Mayor Jeff Winget, Mayor Pro Tem Mike Britton, Deputy Mayor Pro Tem John Bowers III, Councilmember Chris Kizziar, Councilmember Marvin Gibbs, Councilmember Byron Fassett, and Councilmember Carter Holston

INVOCATION

The invocation was led by Pastor Thomas Oyebisi, Amazing Grace Parish.

PLEDGES OF ALLEGIANCE

The Pledges of Allegiance were led by the City Council.

1. CALL TO ORDER

Mayor Winget called the meeting to order at 7:05 p.m.

2. PRESENTATIONS

2A. Presentation of a proclamation recognizing June 19, 2026, as Juneteenth National Freedom Day.

Deputy Mayor Pro Tem Bowers III presented the proclamation recognizing June 19, 2026, and Juneteenth National Freedom Day.

2B. Presentation of a proclamation recognizing June 25, 2026, as World Vitiligo Day.

Mayor Winget presented the proclamation recognizing June 25, 2026, as World Vitiligo Day.

2C. Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

Mayor Pro Tem Britton, provided the following announcements:

COMMUNICATIONS AND COMMUNITY ENGAGEMENT:

JUNETEENTH CELEBRATION: Join us this Friday from 6-9 p.m. for an unforgettable evening celebrating freedom, culture, and community at our Juneteenth Celebration. This vibrant festival takes over the Downtown Green, highlighting the rich rhythms, artistry, and traditions of African American culture through live music, dynamic performances, and immersive creative experiences. You can enjoy local vendors, cultural showcases, and opportunities to support Black-

owned businesses. Come together for a joyful celebration filled with food, entertainment, and meaningful connection. Entertainment includes The Dallas Poetry Slam and All Funk Radio.

FRIDAY @ 5 REFRESH: Have you seen the City's refreshed Friday @ 5 newsletter? The weekly community update recently received a makeover — featuring a cleaner design, a more streamlined format that leads with the most relevant community news, and a new interactive calendar block so residents can quickly see what's happening across the city each week. If you haven't already, we encourage you to subscribe at Rowlett.com and check it out.

POLICE DEPARTMENT - As summer begins, the Rowlett Police Department reminds residents to help prevent vehicle burglaries by following three simple steps:

LOCK your vehicle when you leave it unattended—even if you're only gone for a few minutes.

TAKE your valuables with you. Purses, wallets, firearms, electronics, keys, and other personal items should never be left inside your vehicle.

HIDE anything you can't take with you. Place items out of sight before arriving at your destination, preferably in the trunk or a secured compartment.

Criminals often target vehicles that appear easy to access or contain visible valuables. A few seconds of prevention can save you from becoming a victim.

This summer help keep Rowlett safe. Remember:

LOCK IT. TAKE IT. HIDE IT.

If you see suspicious activity, report it immediately by calling the Rowlett Police Department.

Councilmember Fassett introduced the Featured Pet, Capone, a handsome young Belgian Shepherd with a heart as big as his ears! This sweet boy has never met a stranger; everyone he meets quickly becomes his friend. Whether you're looking for a walking buddy, and adventure partner, or a loyal companion to binge-watch your favorite shows with, Capone is ready to fill that role and more. He is dog-friendly, loves making new canine pals, and enjoys spending time with people of all ages. He's full of youthful energy, intelligence, and affection, making him the perfect addition to an active family or anyone looking for a devoted best friend. Capone has been patiently waiting for his forever home, and we think it's time this amazing boy gets the happy ending he deserves. Come meet him and see why everyone at the shelter has fallen in love with him! If you're interested in meeting Capone, please contact Animal Services at 972-412-6219 or come by the Shelter at 4402 Industrial St. from 10 am to 5 pm, Tuesday through Saturday.

Mayor Winget announced that the City of Rowlett received the Mike Eastland Regional Cooperation Award, which was presented at the North Central Texas Council of Governments (NCTCOG) Annual Assembly. This is an annual award recognizing the cooperative regional efforts of local governments.

3. CITIZENS INPUT

1. Dave Holl, Rowlett – Spoke regarding Miller Road closure. Staff have misled City Council.
2. Elise Bowers, Rowlett – Spoke regarding DART Board of Directors. She recommended Mark Enoch to be on the DART Board of Directors as a representative for the City of Rowlett.

3. Dan Houpt, Rowlett – Spoke regarding several items. Notified City Council of the 8900 Old Princeton Road drainage pond rarely drying out. It is a mosquito haven. The zoning requests signs are not readable. The signs are facing the wrong way and are in poor condition. He asked if there are any more lift stations that have not been inspected or need repairs. Don't need the sewer backing up again. The City has to get a hold of infrastructure and safety of citizens. He also wants the tree mitigation fee increased.
4. Michael Kolawole, Rowlett – Spoke regarding the HoopRR League. They are attempting to bridge the gap between generations in the community by creating this basketball league. HoopRR stands for Hoop Represent Rowlett. This is a 3 v. 3 basketball league. Plan to have a tournament every Saturday for the youth. The 1st annual league will be this Saturday, June 20, 2026. Their goal is to get the youth active and off the streets. Leadership and character development will be held at the tournaments. They plan to have non-profits come and teach the youth how to tie a tie, change a tire, and how to arrive on time and be professional. This is a family friendly activity. He invites the community and any sponsors or non-profit organizations.
5. Denise Eljoohi, Rowlett – Spoke regarding the illegal accessory building at 6602 Warwick. You can't grandfather a non-permitted structure.
6. Hasan Eljoohi, Rowlett – Spoke regarding the illegal accessory building at 6602 Warwick. This has decreased the value of his property.
7. Mark Taschek, Rowlett – Spoke regarding agenda item 5E the ordinance regarding exterior lighting. He has many issues with the document. There is no separation between residential and commercial. This ordinance needs work.
8. Patrick Bandle, Rowlett – Spoke regarding the screening wall at Lake Bend Estates. The screening wall still is not repaired. He was informed that if the screening wall was on schedule, it would be on tonight's agenda, which it is not. What is the status of the June 8th bid? Will the scheduled construction start date still be June 30th? Asking for transparency and information.

Mayor Winget recessed the meeting at 7:52 pm, for a short break due to technical issues.

Mayor Winget reconvened the meeting at 8:07 pm.

4. CONSENT AGENDA

Agenda items 4C and 4D were removed from the Consent Agenda to be considered individually. Deputy Mayor Pro Tem Bowers III requested agenda item 4E be removed from the Consent Agenda to be considered individually.

4A. Consider action approving the minutes.

Consider action to approve minutes from the following City Council meeting(s): June 1, 2026, City Council Work Session, and June 2, 2026, City Council Meeting.

This item was approved on the Consent Agenda.

4B. Consider action approving the award of a contract for CDBG Alley Reconstruction for Lakecrest Two Addition.

Consider action to adopt a resolution authorizing the award of a contract for Bid No. 2026-68-B CDBG Alley Reconstruction – Lakecrest Two Addition (Meadowlark Lane, Egret Court, Red Wing Court), to DFW Concrete Pros, LLC, for a price not to exceed \$349,118.70 (\$317,380.64 with a

ten percent (10%) contingency amount of \$31,738.06); authorizing the Mayor or his designee to execute the contract and all necessary and related documents; and providing an effective date.

This item was approved on the Consent Agenda as RES-26-06-50R

4C. Consider action approving an emergency Professional Services Agreement for engineering design and related services for the reconstruction of Miller Road.

Consider action to adopt a resolution approving and ratifying an emergency Professional Services Agreement with Huitt-Zollars, Inc. for engineering design and related services for the reconstruction of Miller Road in the amount of \$201,200; authorizing and ratifying the execution of said Agreement by the Interim City Manager; and providing for an effective date.

This agenda item was combined with agenda item 4D.

Gary Enna, Interim Public Works Director, presented this item. Miller Road Construction began February 9, 2026, with completion in April 2026. Project was delayed in March 2026 to ensure appropriate engineering review, subsurface investigation, and design elements were completed to ensure a safe durable finished project. The delay extended a period of significant safety impacts, preventing fire stations and resources located in the south-west Rowlett from responding to calls for service in south-east Rowlett. This created both response time delays and logistical challenges to Fire Safety operations.

City engaged Huitt-Zollars, Inc. on March 13, 2026, to perform the engineering design and subsurface investigation. The final design was completed on April 9, 2026. Tiseo Paving was selected through a competitive bidding process for construction based off the design plans. Tiseo mobilized to the site and began construction on April 23, 2026. Paving is complete, guard rail is installed and working on signs and striping. The project is currently on schedule and is anticipated to be complete by June 25, 2026. The funding will come from Account ST2173 – Miller Road Construction. The available budget is \$2,775,480. The Professional Services Agreement with Huitt-Zollars is \$201,200 and Construction Agreement with Tiseo Paving is \$2,539,985.90. This remaining balance in Account ST2173 is \$34,294.10.

Councilmember Holston stated that he sees that there are two contracts, for approximately \$2.7million, to be approved. He wants to know how much money we expected to spend and how much money we are spending.

Munal Mauladad, Interim Assistant City Manager, gave background on the Miller Road Bridge Construction. The in-house engineering team was asked to scope concrete pavement that was approximately 7,500 linear feet, 25 feet in width with a 5-foot sidewalk associated with it. The engineering team proved the costs at \$8.5 million. These prices were based on recent concrete prices provided by the public works operation team. There was a rejected cost that was conducted where it was provided without the sidewalk and that reconstruction cost was at \$3.5 million, so the engineering team was instructed to revisit the idea of probable costs and then enhance the construction on this street and the elements associated with it.

Mayor Winget stated that the Miller Road Bridge Project was presented to him first in late 2025 as part of a critical infrastructure repair and it was precipitated by the deterioration of the Miller Road Causeway and the continued damage to the bridge span, which is maintained by Dallas County. The majority of the Causeway is over land, but there is a small portion that is actually over the

water, which is the bridge span that is maintained by Dallas County. On December 17, 2025, he had a meeting with Dallas County Commissioner John Wiley Price to discuss the bridge and to initiate conversations with him about a more comprehensive repair to the Causeway, the bridge, and the plans for an eventual four lane roadway. During those discussions, City Management provided one on one feedback that project could be accomplished by our in-house concrete team and that the Causeway and bridge could be re-opened in 3 weeks or approximately 3 weeks with one-way traffic and the other lane would be completed at that time. He was also assured that the cost of those repairs would be tremendous savings over outsourcing the work. It would give us control over the timing and the speed of the repairs.

So following the delay in January, which resulted from the ice storm. The project began on February 9. Messaging was sent out on social media and via a Rave Alert that was sent to the community that the street would be closed to traffic for approximately 3 weeks and after that, one lane would reopen to alternating traffic. The entire project was anticipated to take about 4½ months. Unfortunately, after the 3 weeks, the project did not make the progress that was anticipated. Following an intense investigation through a variety of channels, he lost all confidence in both the City's ability to perform a project of that scale in-house, as well as the leadership that had recommended the project be delivered in that way. What he discovered through his investigation was three things.

The first was the City's engineering study of the project was insufficient for a roadway of this type and composition. Because the Causeway is artificially made, the subgrade needed a full engineering study, including a geotechnical study. The actual engineering work that had been performed by City Staff, under the direction of City Management, was a cross-section engineering design.

The second was City Management instructed the engineering team to develop a cost assessment for the project. The assessment was calculated on known costs, including adjusted inflation estimates. Upon receiving that estimate, it was determined by City Management that the cost was too low. That was the \$3.5 million cost and the engineers were instructed through the Assistant Director of Public Works Operation to go back to the drawing board and reassess the costs of the project using TxDOT estimates, which dramatically inflated the cost and got the cost up to the \$8.5 million mark. That is where we were able to say out loud how much money we were saving the City.

The third was during the asphalt removal, which took far longer than expected, a fiber-optic box was struck near the bridge itself. Which delayed the project due to emergency repairs that were required to get that fiber-optic box back online. During that time, City Hall itself actually lost internet for a day.

When the concrete installation began, it became quickly apparent that timing was going to be a challenge. After the 3-week window, only about ¼ of the bridge had been completed. He knows because he took his drone to the bridge and took pictures himself. Following the change in the City Manager position, the City Council met in Executive Session with Interim City Manager Bauer, and Interim Assistant City Manager Mauladad to determine our next steps. The urgency of the project could not be understated at that time. Even before the meeting, staff had already done an internal assessment. They had recognized not only the importance of the project, but they recognized the need for outside engineering to ensure that the project was properly and fully engineered to provide the most durable roadway for residents. Today, he is extremely grateful for the expeditious work

that staff did to ensure the roadway was prioritized like no project has ever been prioritized in Rowlett history. Even more remarkable is despite the challenges that plagued this project, we managed to get to a point where we are essentially ready to reopen the road. It was mentioned during the presentation that weather permitting, the open date is June 25. It is incredibly remarkable to him that we initially have a timeline of 4½ months for the full construction of this project on February 9. Now we are about 4½ months later and we're actually able to deliver on that timeline. Granted, our initial estimate of early August was conservative and we were conservative intentionally. During that time, we have had rain and inclement weather. It has been difficult to get out there and do the work and yet, not only did the engineering get done in a timely fashion, but the roadway got poured, guardrails were installed in a timely fashion as well.

Mayor Winget stated "As you just heard, all construction work on Miller Road will be completed by June 25 and we are going to celebrate. This has been a long-awaited project, and our residents have shown a lot of patience through the construction process. We want to mark this moment together. Join us Thursday, June 25 at 9 a.m. for a ribbon cutting ceremony on Miller Road. City Council and staff will be there, and I'd love to see the community come out. This one belongs to Rowlett."

Councilmember Holston thanked the mayor for his explanation of the project and Munal and Gary for their hard work and oversight. He asked if there is anything else, is there other equipment that was purchased or are we looking at the totality of this issue. Is there any other thing that City Council needs to be aware of before we celebrate? Mr. Enna stated there are no surprises, it is a complete project. Mayor Winget asked for the funding source of this project. Ms. Mauladad stated that the funding is from the Alley and Street Reconstruction Fund.

Councilmember Kizziar asked if the work has already been done and we approve the contract tonight. Mayor Winget explained that because this is an emergency purchase City Council is ratifying the purchase agreement for both services. Mayor Winget stated he wanted to point out that this was a tremendous effort by staff. Councilmember Gibbs thanked Gary Enna and his team on working on the signal lights in the city. He thanked staff for the work. Deputy Mayor Pro Tem Bowers III thanked the team for their work and appreciated their quick resolve.

A motion was made by Deputy Mayor Pro Tem Bowers III, seconded by Councilmember Gibbs, to adopt a resolution approving and ratifying an emergency Professional Services Agreement with Huitt-Zollars, Inc. for engineering design and related services for the reconstruction of Miller Road in the amount of \$201,200; authorizing and ratifying the execution of said Agreement by the Interim City Manager; and providing for an effective date. **Motion passed 7-0.**

This item was approved as RES-26-06-51R

4D. Consider action approving an emergency Construction Agreement for the construction of Miller Road.

Consider action to adopt a resolution approving and ratifying an emergency Construction Agreement with Tiseo Paving Company, LLC, in the amount of \$2,539,985.90 for the construction of Miller Road; authorizing and ratifying the execution of said Agreement by the Interim City Manager; and providing for an effective date.

This agenda item was combined with agenda item 4C.

A motion was made by Mayor Pro Tem Britton, seconded by Councilmember Gibbs, to adopt a resolution approving and ratifying an emergency Construction Agreement with Tiseo Paving Company, LLC, in the amount of \$2,539,985.90 for the construction of Miller Road; authorizing and ratifying the execution of said Agreement by the Interim City Manager. **Motion passed 7-0.**

This item was approved as RES-26-06-52R.

4E. Consider action approving an emergency purchase of a lift station pump for the Bayside Sewer Lift Station.

Consider action to adopt a resolution approving and ratifying an emergency purchase of a lift station pump from Xylem Water Solutions USA, Inc. for the Bayside Sewer Lift Station (Emergency Purchase), in the amount not to exceed \$156,000.00; authorizing and ratifying the City Manager's and/or the Interim City Manager's purchase of a lift station pump; and providing an effective date.

Gary Enna, Interim Public Works Director, presented this item. The Bayside Sewer Lift Station has 3 pumps; 2 duty pumps and 1 bystanding pump in case of emergency. 2 pumps are out at the same time. Staff has those 2 pumps out for repairs, so we are trying to purchase new pumps. The new pumps and repaired pumps will probably come in about the same time. There is a bypass pump onsite that is working. The bypass pump is enough to carry the waste.

Deputy Mayor Pro Tem Bowers III stated that he just wanted this pulled so that the public knew what was going on. He knows that this has been a hot topic. He asked for a timeline for when the pumps would come in, which Mr. Enna did not have.

A motion was made by Councilmember Gibbs, seconded by Deputy Mayor Pro Tem Bowers III, to approve as read. **Motion passed 7-0.**

This item was approved on the Consent Agenda as RES-26-06-53R.

4F. Consider action approving an amendment to Task Authorization with Freese and Nichols, Inc.

Consider action to adopt a resolution authorizing and approving an amendment to Task Authorization FY24-FNI-01 with Freese and Nichols, Inc., for additional professional engineering consulting services associated with the National Primary Drinking Water Regulations: Lead and Copper Rule Revision in an amount not to exceed \$603,740.00, resulting in a total project budget of \$737,591.00, and authorizing the Interim City Manager to execute the necessary documents for said services.

This item was approved on the Consent Agenda as RES-26-06-54R.

4G. Consider action approving the purchase of wireless, data, voice and accessories for multiple City departments.

Consider action to adopt a resolution authorizing the purchase of wireless, data, voice and accessories for multiple City departments, from T-Mobile USA, Inc., through a NASPO ValuePoint cooperative purchasing contract, at the contracted unit prices; authorizing the Interim City Manager

or his designee to execute all necessary documents to effectuate said purchase; and providing an effective date.

This item was approved on the Consent Agenda as RES-26-06-55R.

A motion was made by Mayor Pro Tem Britton, seconded by Deputy Mayor Pro Tem Bowers III, to approve the Consent Agenda as read. **Motion passed 7-0.**

5. Individual Consideration

5A. Consider action to adopt a resolution appointing a representative to the Dallas Area Rapid Transit (DART) Board of Directors.

Mayor Winget presented this item. Our DART Board Representative serves a two-year term and is elected every two years by resolution. He has spoken to Mr. Mark Enoch, current DART Board Representative, and he has agreed to continue to serve in this capacity. This position is shared between Rowlett, Garland, and Glen Heights. Mayor Winget stated that Mr. Enoch has been instrumental in dealing with many of the issues that we heard about with DART for the past couple of years. DART is in a transition period, and they are moving toward changing their representative model to essentially allow for a One City One Voice kind of model. That would mean eventually that should that legislation be passed in Austin, we could reach a point where he is Rowlett's representative only. There were no other nominations.

A motion was made by Mayor Pro Tem Britton, seconded by Deputy Mayor Pro Tem Bowers III, to reappoint Mr. Mark Enoch to continue to serve as our representative to the DART Board for a two-year term. Councilmember Holston requested a full briefing from DART and to cover safety issues. **Motion passed 7-0.**

This item was approved as RES26-06-56R.

5B. Conduct a public hearing and consider action to adopt an ordinance adopting the Standards of Care for Youth Programs offered by the Rowlett Parks and Recreation Department.

Ryan Mullins, Parks & Recreation Director, presented this item. Texas Human Resources Code § 42.041(b)(14) exempts certain municipal youth programs from state child-care licensing requirements. To qualify for this exemption, a municipality must adopt local "Standards of Care" through a public hearing and ordinance. Standards must include provisions for staffing ratios, staff qualifications, facility health and safety, and mechanisms for monitoring and enforcement. Parents must be informed that the program is not licensed by the state and may not be advertised as a child-care facility. It allows municipalities to manage recreational programs for children without the full regulatory burden of state child-care licensing. These standards were originally adopted in 2025. This is merely a readoption of those standards. Mayor Winget opened the public hearing at 8:41 pm.

No one spoke for or against.

Mayor Winget closed the public hearing at 8:41 pm.

A motion was made by Councilmember Gibbs, seconded by Councilmember Fassett, to adopt an ordinance adopting the Standards of Care for Youth Programs offered by the Rowlett Parks and Recreation Department. **Motion passed 7-0.**

This item was approved as ORD26-06-16.

- 5C.** Conduct a public hearing and consider action to adopt an ordinance amending the Comprehensive Zoning Ordinance and Map, as previously amended, by amending the zoning classification for an approximately one (1) acre parcel located at 4002 Toler Road and being more particularly described as a part of Lot 4, Block 4 of Rowlett Ranch Estates 2 in the City of Rowlett, Dallas County, Texas from Single Family Residential - 40/24 (SF-40) to Single Family Residential - 40/24 with a special use permit to allow for an accessory structure not to exceed a total of 2,400 square feet, comprised of an 1,800 square foot accessory structure and a 600 square foot attached carport (SF-40-SUP).

Lilyana Morejon, Senior Planner, presented this item. This is a request for approval of a Special Use Permit (SUP) for an accessory structure exceeding 500 square feet. The applicant proposes a 2,400-square-foot accessory structure that includes a 1,800 sq. ft. metal building with a 600 sq. ft. attached carport. The property is located east of the intersection of Liberty Grove Road and Toler Road and is addressed as 4002 Toler Road. The subject property is zoning Single Family (SF-40). The lot is approximately 1-acre and is platted. It is located within Rowlett Ranch Estates 2, an established residential subdivision with lot sizes of 43,500 square feet or larger. There is a 2,165 sq. ft., one-story residence, an attached 547 sq. ft. garage, and a 288 sq. ft. metal building on the property. The existing metal building is proposed to be removed and replaced with the new accessory structure, if approved.

The proposed accessory building complies with the lot coverage, height, and setback requirements as required in Section 77-303.C.3.(a) of the Rowlett Development Code (RDC). Regarding the proposed carport, it only meets two of the four requirements in Section 77-303.C.7 of the RDC. 15 feet is required for side setback, the applicant is asking for 6 feet. A maximum of 8 feet is the ceiling height, the applicant is asking for 15 feet. The applicant meets the requirements for roof pitch and rear yard location. Thirteen 200-Foot Public Notices were mailed with no responses. Twenty-seven 500-Foot Public Notices were mailed and received two responses in opposition to the request.

The accessory structure complies with applicable RDC standards for lot coverage, height, and setbacks. The attached carport does deviate from RDC standards outlined in Section 77-303.C.7 by encroaching into the required side yard setback and exceeding the maximum permitted ceiling height. However, these deviations are not anticipated to adversely affect the surrounding area and remain generally consistent with the intent of the accessory structure regulations. Due to the size of the lot, limited visibility from Toler Road, and compatibility with surrounding development patterns, staff find the request generally consistent with the intent of the RDC. Staff recommend approval, subject to the installation of gutters designed to direct runoff away from adjacent properties. This requirement shall be included as a condition of the ordinance. On June 9, 2026, the Planning & Zoning Commission voted unanimously to recommend approval.

Mayor Pro Tem Britton confirmed with the applicant that they are willing to install gutters. Councilmember Holston confirmed that the accessory structure will be seen from Toler Road. It was confirmed that there are other accessory structures that are visible from the street.

Mayor Winget opened the public hearing at 8:51 pm.

No one spoke for or against.

Mayor Winget closed the public hearing at 8:51 pm.

A motion was made by Mayor Pro Tem Britton, seconded by Councilmember Fassett, to approve as presented with the condition of the requirement to add gutters. **Motion passed 7-0.**

This item was approved as ORD26-06-17.

- 5D.** Conduct a public hearing and consider action to adopt an ordinance amending the comprehensive zoning ordinance and map, the North Shore South Framework Plan, the Comprehensive Plan and the Master Thoroughfare Plan of the City of Rowlett, all as previously amended, by amending the zoning from Form Based Commercial Center (FB-CC), Single-Family Residential - 40/24 (SF-40), Form Based Rural Neighborhood (FB-RN), and Form Based Urban Neighborhood (FB-UN) to a Planned Development with a base zoning of Single-Family Residential - 5/15 (PD-SF5) for an approximately 67.543 acres in the Reason Crist Survey, Abstract No. 225, and the John M. Thomas Survey, Abstract No. 1478, City of Rowlett, Dallas County, Texas and being all of that tract of land described in Deed to Homeboy's Enterprises, Inc., as recorded in Document No. 2003157-03202, Deed Records, Dallas County, Texas and being all of that tract of land described in Deed to Wolfe RE MGMT., LLC, as recorded in Document No. 202300064833, Deed Records, Dallas County, Texas.

The applicant withdrew their request for this agenda item.

- 5E.** Conduct a public hearing and consider action to adopt an ordinance amending the Rowlett Development Code, as previously amended, by amending Chapter 77 "Development Code," Chapter 77-500 "Development and Design Standards" by repealing and replacing in its entirety section 77-510 "Exterior lighting"; Providing for a Savings Clause; Providing for a penalty of fine not to exceed the sum of Two Thousand (\$2,000.00) dollars for each offense; and providing for an effective date.

Michael King, Plans Examiner, presented this item. The purpose of this items is to conduct a public hearing and consider action to adopt an ordinance amending the Rowlett Development Code, as previously amended, by amending Chapter 77 "Development Code," Chapter 77-500 "Development and Design Standards" by repealing and replacing in its entirety section 77-510 "Exterior lighting"; Providing for a Savings Clause; Providing for a penalty of fine not to exceed the sum of Two Thousand (\$2,000.00) dollars for each offense; and providing for an effective date. At the request of Council, staff presented residential lighting standards at the January 5, 2026, City Council Work Session. Council recommended changing the ordinance to include a standard of 0.25 foot-candles at the property line for residential uses and ensure that all lighting is shielded and angled away from adjacent residential property owners in such a manner that does not result in impacts to neighbors. Staff presented on the topic during April 14, May 12, and June 9, 2026, Planning and Zoning Work Sessions. Commissioners sent in edits and recommendations afterwards (May 18-19, 2026).

Mayor Winget opened the public hearing at 8:55 pm.

1. Denise Eljoohi, Rowlett – Spoke in opposition to the amendment. There is already an ordinance in place. Who is implementing this request. Doesn't agree with any changes.
2. Hasan Eljoohi, Rowlett – Spoke in opposition to the amendment. Seems to be used as a harassment to neighbors. His neighbor is pushing for this change to harass them more.

Mayor Winget stated this public hearing will be recessed until August 4, 2026.

A motion was made by Mayor Pro Tem Britton, seconded by Deputy Mayor Pro Tem Bowers III, to postpone action until August 4, 2026, provided that we recess the public hearing to August 4, 2026.

Motion passed 7-0.

- 5F.** Conduct a public hearing and consider action to adopt an ordinance regarding text amendments to Section 77-504(H) of the Rowlett Development Code and the repeal of Article II Section 98 of the Code of Ordinances containing tree removal permit review and approval procedures.

Allisen Ducay, Senior Planner, presented this item. The purpose of this item is to conduct a public hearing and make a recommendation to City Council regarding Text amendments to Section 77-504(H) of the Rowlett Development Code and the repeal of Article II Section 98 of the Code of Ordinances containing tree removal permit review and approval procedures. Staff evaluated the City's existing tree removal permit procedures. The current review process requires Planning & Zoning Commission recommendation and City Council approval for permits involving the removal of more than three trees. Staff identified an opportunity to improve efficiency while maintaining discretionary review. The proposed amendments are intended to streamline permit processing and improve regulatory clarity.

The proposed amendments are to retain administrative approval authority for permits involving the removal of three trees or fewer. Designate the Planning & Zoning Commission as the final approval authority for permits involving the removal of more than three trees, instead of Planning & Zoning Commission and City Council. Retain City Council approval authority for requests to pay a tree mitigation fee in lieu of planting required replacement trees. Maintain discretionary review and public oversight for larger tree removal requests. Repeal of Duplicate Regulations found in Article II, Section 98 of the Code of Ordinances. Repealing Section 98 would establish Section 77-504(H) as the sole regulatory authority governing tree removal permits.

The proposed amendments are expected to streamline the tree removal permit review process, reduce unnecessary processing time, eliminate duplicate regulations within the City's code, reduce the potential for conflicting interpretations, maintain oversight of significant tree removal requests, and support the City's goal of improving operational efficiency. Staff recommend approval of the proposed amendments to Section 77-504(H) of the Rowlett Development Code regarding tree removal permit review and approval procedures and the repeal of Article II Section 98 of the Code of Ordinances. The Planning & Zoning Commission considered this item on June 9, 2026, and voted 6–1 to recommend approval.

Councilmember Holston stated that he supports any measure to streamline the process. He recommended reviewing the tree fund and fees for tree mitigation.

Mayor Winget opened the public hearing at 9:12 pm.

No one spoke for or against.

Mayor Winget closed the public hearing at 9:12 pm.

A motion was made by Councilmember Kizziar, seconded by Councilmember Fassett, to adopt an ordinance regarding text amendments to Section 77-504(H) of the Rowlett Development Code and the repeal of Article II Section 98 of the Code of Ordinances containing tree removal permit review and approval procedures. Mayor Winget recommended reviewing the tree mitigation fee at a future work session. **Motion passed 7-0.**

This item was approved as ORD26-06-18.

6. Executive Session

- 6A.** The City Council will convene into closed, executive session pursuant to Texas Government Code Section 551.071 (Consultation with City Attorney) to receive legal advice regarding building permit application, issuance, and revocation procedures.

Mayor Winget adjourned the meeting into Executive Session at 9:16 pm.

- 7. Reconvene Into Open Session and Take Any Necessary or Appropriate Action on Closed/Executive Session Matters**

Mayor Winget reconvened the meeting at 10:41 pm.

The City Council concluded its executive session with no action taken.

MEMBERS OF THE CITY COUNCIL MAY REQUEST TOPICS TO BE PLACED ON AN AGENDA FOR A SUBSEQUENT MEETING. ANY DELIBERATION OR DECISION SHALL BE LIMITED TO A PROPOSAL TO PLACE TOPIC ON THE AGENDA FOR A SUBSEQUENT MEETING.

There was no request.

8. ADJOURNMENT

Mayor Winget adjourned the meeting at 10:42 pm.

Meeting Date: 7/7/2026

Agenda Item: 4.B.

Title

Consider action approving a funding agreement with the Rowlett Citizens Corps Council (RCCC).

Consider action to adopt a resolution authorizing a funding agreement between the City of Rowlett and the Rowlett Citizens Corps Council (RCCC) in an amount not to exceed \$100,000.00; authorizing the Interim City Manager or his designee to execute the agreement and all necessary and related documents; and providing an effective date.


Staff Representative

Mitchell Randles, Interim Fire Chief

Executive Summary

This item considers approval of a Funding Agreement between the City of Rowlett and the Rowlett Citizens Corps Council (RCCC) to provide grant funding in an amount not to exceed \$100,000 for Fiscal Year 2027. The agreement establishes the terms and conditions for the use of funds to support volunteer-based emergency preparedness, disaster response, and community resilience programs that assist the City during emergencies, special events, and community outreach activities. The agreement includes performance expectations, reporting requirements, operational coordination with the City, and provisions for annual renewal subject to City Council appropriation.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 <p>Ensure a Safe Environment</p>	<p>2.1 Emphasize planning, preparedness, and prevention in emergency management. 2.5 Strengthen public safety, public outreach, education, and communication.</p>

Background Information

The Rowlett Citizens Corps Council (RCCC) is a 501(c)(3) nonprofit organization established in 2003 to support the City of Rowlett’s emergency preparedness, disaster response, and community resilience efforts. RCCC serves as the umbrella organization for several volunteer-based programs, including the Rowlett Community Emergency Response Team (CERT), Rowlett Fire Corps, Rowlett Amateur Radio Emergency Service (ARES), Rowlett Explorer Post One, and EastTex CERT. Collectively, these

programs include more than 300 volunteers who contribute over 22,000 service hours annually in support of City operations, emergency incidents, and community events.

From its establishment through 2012, many RCCC assets, equipment, and operational resources were funded through the Homeland Security Grant Program, particularly for CERT-related capabilities. In 2012, grant funding supporting CERT programs nationwide was discontinued, creating a greater need for local funding to sustain equipment, training, and operational readiness. The City of Rowlett has provided funding assistance to RCCC since 2009 to help maintain these capabilities and ensure continued volunteer support for emergency management, public safety operations, and community preparedness initiatives.

During the budget process in 2024, the City Council adopted an increase in funding in the FY2025 budget through the Community Services Grant Program from \$60,000 to \$150,000 to allow RCCC to transition away from utilizing City-owned vehicles by purchasing its own vehicles and obtaining independent insurance coverage. During the budget process in 2025, the City Council adopted funding of \$100,000 in the FY2026 budget through the Community Service Grant Program. RCCC is requesting that funding continue at \$100,000 annually to sustain its programs and ongoing support to City operations.

Discussion

The City of Rowlett and the Rowlett Citizens Corps Council (RCCC) have maintained a longstanding partnership in support of emergency preparedness, disaster response, and community resilience. RCCC provides organized volunteer resources that augment City operations during emergencies, major incidents, and community events. To formalize this relationship and establish clear expectations for the use of City funding, staff is proposing a Funding Agreement between the City of Rowlett and RCCC.

The proposed agreement provides grant funding in an amount not to exceed \$100,000 for Fiscal Year 2027 and automatic annual renewals subject to City Council appropriation. The funding is intended to support RCCC programs and operational readiness in alignment with services provided to the City. The agreement also establishes that RCCC must utilize the funds solely for the services outlined in the agreement and must provide quarterly activity and expenditure reports, including documentation of volunteer hours and program activities. The City retains audit authority and may require repayment of funds not used for their intended purpose.

The agreement further formalizes operational coordination between the City and RCCC. The City will designate a staff liaison, and the City will receive a non-voting position on the RCCC Board of Directors to ensure communication and oversight. The agreement also incorporates detailed operational expectations in Exhibit "A," including activation authority, deployment procedures, training requirements, credentialing standards, and operational control during incidents. RCCC personnel may only respond to emergencies at the direction of authorized City officials, must comply with City command structure, and must meet minimum training requirements for field operations, EOC roles, and

special events. These provisions ensure RCCC volunteers operate in a structured and coordinated manner consistent with City emergency management and public safety operations.

The proposed agreement also establishes requirements related to background checks, liability waivers, equipment usage, and deployment procedures. RCCC must maintain trained personnel rosters, ensure volunteers meet minimum credentialing standards, and coordinate deployments through designated leadership. The agreement further clarifies that RCCC operates as an independent contractor, must maintain required insurance coverage, and must indemnify the City for RCCC operations. These provisions reduce risk exposure to the City while allowing RCCC to continue supporting City operations.

Additionally, the agreement defines financial controls, including annual disbursement of funds, withholding of funds for non-compliance, termination provisions, and requirements for return of unused funds. Continued funding beyond each fiscal year remains contingent upon City Council approval, ensuring appropriate oversight and budget control.

Overall, the proposed Funding Agreement formalizes the City's partnership with RCCC, establishes accountability for public funds, defines operational roles and responsibilities, and ensures that trained volunteer resources remain available to support emergency management, public safety operations, and community events. Approval of the agreement provides a structured framework for continued collaboration while maintaining appropriate oversight, reporting, and performance expectations.

Financial/Budget Implications

Funding in an amount not to exceed \$100,000 will be disbursed annually, subject to City Council appropriation.

Recommended Action

Move to adopt a resolution authorizing a funding agreement between the City of Rowlett and the Rowlett Citizens Corps Council in an amount not to exceed \$100,000.00; authorizing the City Manager or his designee to execute the agreement and all necessary and related documents; and providing an effective date.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AUTHORIZING A FUNDING AGREEMENT IN AN AMOUNT NOT TO EXCEED \$100,000.00; AUTHORIZING THE INTERIM CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE AGREEMENT AND ALL NECESSARY AND RELATED DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Rowlett Citizens Corps Council (RCCC) is a 501(c)(3) nonprofit organization established to support emergency preparedness, disaster response, public safety, and community resilience efforts within the City of Rowlett; and

WHEREAS, RCCC services as the umbrella organization for multiple volunteer-based programs, including the Rowlett Community Emergency Response Team (CERT), Rowlett Fire Corps, Rowlett Amateur Radio Emergency Service (ARES), Rowlett Explorer Post One, and EastTex CERT; and

WHEREAS, these programs collectively provide trained volunteer resources that support the City of Rowlett during emergencies, disasters, special events, and community outreach activities; and

WHEREAS, RCCC volunteers contribute significant service hours annually, providing operational support that enhances the City's emergency management and public safety capabilities; and

WHEREAS, the City Council of the City of Rowlett finds that providing funding assistance to RCCC promotes a valid public purpose by enhancing emergency preparedness, volunteer coordination, and disaster response capabilities for the residents of the City of Rowlett; and

WHEREAS, the City desires to formalize the partnership with RCCC through a Funding Agreement that establishes roles, responsibilities, reporting requirements, and accountability for the use of public funds; and

WHEREAS, the proposed Funding Agreement provides for grant funding in an amount not to exceed \$100,000 for Fiscal Year 2027, subject to the conditions set forth in the Funding Agreement; and

WHEREAS, the proposed Funding Agreement shall automatically renew for successive one (1) year renewal terms, with each such renewal term commencing on October 1 and expiring on the following September 30, unless either party provides the other party with written notice of termination at least thirty (30) days in advance of the commencement of the next Renewal Term; and

WHEREAS, the City Council finds that approval of the Funding Agreement is in the best interest of the City of Rowlett and its residents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

SECTION 1: That the City Council of the City of Rowlett, Texas does hereby authorize a funding agreement between the City of Rowlett and the Rowlett Citizens Corps Council, as attached hereto and incorporated herein as **Exhibit A**.

SECTION 2: The Interim City Manager is authorized to execute the contract renewal and any necessary and related documents.

SECTION 3: This resolution shall become effective immediately upon its passage.

Attachments

1. Exhibit A - RCCC Funding Agreement

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

FUNDING AGREEMENT

This Funding Agreement ("Agreement") is made by and between the City of Rowlett, Texas ("City") and the Rowlett Citizens Corps Council (RCCC), a Texas nonprofit corporation ("Contractor"), (individually, City and Contractor may be referred to as a "Party" or collectively as the "Parties"), acting by and through their authorized representatives.

RECITALS

WHEREAS, the City Council finds that the expenditure of public funds to Contractor is in the best interest of the residents and the City of Rowlett; and

WHEREAS, the City Council finds that expending public funds in this manner with Contractor promotes a public purpose of enhancing preparedness, disaster response, public safety, volunteer coordination, and community resilience within the City of Rowlett, thereby benefiting the public within the City of Rowlett, and is a valid public purpose; and

WHEREAS, the City Council determined that the City should award grant funding in a sum not to exceed \$100,000.00 for City Fiscal Year 2027, subject to the conditions set forth hereinbelow; and

WHEREAS, Contractor has established itself as having the ability to perform the required activities;

NOW, THEREFORE, for and in consideration of the covenants, obligations, and undertakings of each of the respective Parties to the Agreement, the Parties hereby agree as follows:

Article I
Term

The term of this Agreement begins on the date this Agreement is first signed by all Parties and ends on September 30, 2027 and, subject to the provisions set forth in Section 6.2 of this Agreement, shall automatically renew for successive one (1) year renewal terms (each a "Renewal Term"), with each such renewal term commencing on October 1 and expiring on the following September 30, unless either Party provides the other Party with written notice of termination at least thirty (30) days in advance of the commencement of the next Renewal Term. At the termination or expiration of this Agreement, the Contractor shall have the continuing obligation to complete any unfulfilled terms and conditions of this Agreement, including the submission of a final written report to the City and any other requested written documentation verifying Contractor's compliance with the terms of this Agreement.

Article II

Purpose; Obligations of the Parties

2.1 In accordance with and subject to the terms and conditions of this Agreement, the City will make available to Contractor grant funding in a sum not to exceed \$100,000.00 (the "Grant Funds") for the City's fiscal year 2026-2027. The City's source of these funds is derived from City's General Fund.

2.2 Contractor guarantees that City Grant Funds will be used only to provide the services set forth in this Article II. In consideration of the City providing the Grant Funds, Contractor shall abide by the terms and conditions of this Agreement. If Contractor fails to perform any or all of the services listed in this Article II, Contractor shall, upon request, refund that portion of the grant funding that was allocated for that specified performance or, if no specific allocation is made, the amount as determined by the City, in its sole discretion, allocable to such performance.

2.3 City and Contractor will each designate one staff liaison through which all Contractor activities will be coordinated and communicated between Contractor and City.

2.4 City will receive a minimum of one voting board position on the Contractor's Board of Directors.

2.5 City and Contractor agree to perform the obligations and responsibilities set forth in Exhibit "A" attached hereto and incorporated herein by this reference for all purposes.

Article III

Priority of Documents

3.1 This Agreement consists of the following items:

- A This Agreement;
- B. Exhibit "A" Statement of Obligations, Duties and Responsibilities of the Parties for Known Events and Activities;
- C. Exhibit "B" Affidavit of Prohibited Interest;
- D. Exhibit "C" Insurance Coverage Requirements; and

3.2 The documents are complementary, and what is called for by one shall be binding as if called for by all. In the event of inconsistency in any provisions of the documents, the inconsistency shall be resolved by giving precedence to the documents in the order in which they are listed above.

Article IV

Permitted Uses of Funds and Conditions of Use

4.1 Contractor shall use any and all funds furnished by City under this Agreement only for the purposes provided herein. Grant Funding shall not be used for private gain or benefit and may only be used to support the provision of services identified herein.

4.2 Contractor must provide the City with Statement of Activities and an Expenditure Reporting Form by the due dates each quarter, with each form describing the work done, any expenses and any other relevant information as may reasonably be required by City, along with Contractor's log of volunteer hours.

4.3 Activity and Expenditure Reporting Forms must be completed and submitted to the City quarterly by January 15, April 15, July 15, and October 15. Reporting forms to begin on the Quarter following execution by both Parties to the Agreement.

4.4 Funds not used for their intended purpose must be returned to the City by Contractor within thirty (30) days of notification by City of required repayment.

4.5 Under no circumstances shall City's obligations hereunder be deemed to create any debt within the meaning of any constitutional or statutory provision. Further, the City shall not be obligated to pay any commercial bank, lender, or similar institution for any loan or credit agreement made by the Contractor.

4.6 Contractor acknowledges the right reserved by the City to conduct an audit and/or require additional supporting documentation to substantiate how the Grant Funding and any other funds, equipment, materials, and any other things furnished by or received from City were spent and/or utilized.

4.7 Neither this Agreement nor any of the funds, equipment, materials or other things awarded hereunder may be assigned to any person or entity of the Contractor and may not be used for any purpose other than the purposes intended under this Agreement.

Article V Independent Contractor

City enters into this Agreement with Contractor for the purposes enumerated in Article II. Contractor asserts and agrees that Contractor is an independent contractor and not an officer, agent, servant or employee of the City. Contractor has exclusive control over the details of the activity and is responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants. The doctrine of *respondeat superior* does not apply as between City and Contractor, its officers, agents, employees, contractors, subcontractors and consultants. Further, this Agreement does not create a partnership or joint enterprise between City and Contractor.

Article VI Disbursement of Funds

6.1 The City shall disburse funds provided under this Agreement within thirty (30) days of October 1 each year the agreement remains in effect.

6.2 Contractor recognizes that this Agreement shall commence upon the effective date herein and continue in full force and effect until termination in accordance with its provisions. Contractor and City herein recognize that the continuation of any agreement after the close of any given fiscal year of the City, which fiscal year ends on September 30th of each year, shall be subject to the City Council approval. In the event that the City Council does not approve the appropriation of funds for this Agreement, this Agreement shall terminate at the end of the fiscal year for which funds were appropriated, without the requirement of notice thereof to any Party, and the Parties shall have no further obligations hereunder.

6.3 If Contractor is found to be in breach of any of the terms or conditions of a prior year's City funding agreement or has any outstanding items from previous years' funding agreements, funds from the current fiscal year shall be withheld from disbursement to the Contractor until those items have been resolved.

Article VII

Affidavit of No Prohibited Interest

Contractor acknowledges and represents it is aware of all applicable laws, the City Charter and the City Code of Conduct regarding prohibited interests, and that the existence of a prohibited interest at any time will render this Agreement voidable. At the time of signing this Agreement, a representative of Contractor shall execute the Affidavit of No Prohibited Interest, attached and incorporated herein as Exhibit "B".

Article VIII Indemnification

CONTRACTOR AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY AND ITS CURRENT, FORMER, AND FUTURE OFFICERS, AGENTS, AND EMPLOYEES, AND REPRESENTATIVES (“INDEMNITIEES”) AGAINST ANY AND ALL CLAIMS, LAWSUITS, AND COSTS AND EXPENSES ARISING OUT OF ANY BREACH OF THIS AGREEMENT DURING ITS TERM, AND FOR ANY NEGLIGENT OR GROSSLY NEGLIGENT ACTS OR CONDUCT COMMITTED BY CONTRACTOR, OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR VOLUNTEERS, DURING THE TERM OF TIDS AGREEMENT. NO PROVISION IN THIS AGREEMENT, HOWEVER, IN ANY WAY OBLIGATES OR REQUIRES CONTRACTOR TO DEFEND, INDEMNIFY, OR HOLD HARMLESS THE CITY, OR ITS OFFICERS, AGENTS, AND EMPLOYEES, FOR ANY NEGLIGENT OR GROSSLY NEGLIGENT CONDUCT COMMITTED BY THE CITY, OR ITS OFFICERS, AGENTS, AND EMPLOYEES, DURING THE TERM OF THIS AGREEMENT; OR FOR THE NEGLIGENT, GROSSLY NEGLIGENT, OR INTENTIONAL ACT OF A PERSON OR ENTITY THAT IS NOT AN OFFICER, EMPLOYEE, SUBCONTRACTOR OR VOLUNTEER OF CONTRACTOR. FURTHER, THE CITY DOES NOT WAIVE ANY GOVERNMENTAL IMMUNITY OR OTHER DEFENSE AVAILABLE TO IT UNDER TEXAS OR FEDERAL LAW.

Article IX

Insurance

In the event the Contractor makes use of City property for the purposes of fulfilling the terms of this Agreement, the Contractor must maintain in full force and effect the insurance requirements as set forth in Exhibit "C".

Article X Termination

10.1 Each Party shall have the right to an early termination of this Agreement by giving

the other Party written notice thirty (30) days before the desired early termination date. After a notice of early termination, Contractor may use City funds only for costs incurred before the notice of termination date. Contractor, however, must return to City the unused balance of any funds disbursed to the Contractor pursuant to this Agreement within ten (10) days of either an early termination or at the end of the Agreement term.

10.2 In the event Contractor breaches any of the terms or conditions of this Agreement, whether in whole or part, the City may immediately terminate this Agreement by providing written notice to the Contractor, notwithstanding any other provision. Contractor is solely responsible for funds expended contrary to the terms and conditions of this Agreement and must return funds to the City within ten (10) days of the termination.

Article XI Miscellaneous

11.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

11.2 Assignment. Contractor may not assign this Agreement in whole or in part without the prior written consent of City. In the event of an assignment by the Contractor to which City has consented, the assignee shall agree in writing with City to personally assume, perform, and be bound by all the covenants and obligations contained in this Agreement.

11.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding ~~on~~ and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

11.4 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in Dallas County, Texas. Subject to and without waiving any immunities available to the City, the Parties agree to submit to the personal and subject matter jurisdiction of said Court.

11.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

11.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

11.7 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail or overnight courier to the address specified below, or to such other party or address as either Party may designate in writing, and shall be deemed received three (3) days after being placed in the U.S. mail, first class postage prepaid and addressed as set forth below or on the date of actual delivery if by overnight courier:

If intended for **City**, to:

City of Rowlett, Texas
Attn: Fire Chief
Attn: Emergency Management
Coordinator
4701 Rowlett Road
Rowlett, TX 75088

With a **copy** to:

Victoria Thomas
Nichols | Jackson, LLP
500 N. Akard, Suite 1800
Dallas, TX 75201

If intended for **Contractor**, to:

Rowlett Citizens Corps Council
Attn: Greg Peebles, Registered Agent
3301 Fair Oaks Dr
Rowlett, TX 75089
Attn: Whitney Laning, President
PO Box 1662, 75030

11.8 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

11.9 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

11.10 Audits and Records. Contractor agrees that during the term hereof, City and its representatives may, during normal business hours and as deemed necessary, inspect, audit, examine and reproduce any and all of Contractor's records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by City or date of termination if sooner. The City will provide the Contractor five (5) days' notice to produce requested materials.

11.11 Controlling Document. In the event there exists a conflict in interpretation between this Agreement and the documents set forth in Article III, this Agreement shall be in control.

11.12 Conflicts of Interests. Contractor represents that no official or employee of City has any direct or indirect pecuniary interest in this Agreement.

(signature page to follow)

EXECUTED this ____ day of _____, 2026

City of Rowlett, Texas

By: _____
Kristoff Bauer, Interim City Manager

Approved as to form:

By: _____
Victoria W. Thomas, City Attorney

EXECUTED this ____ day of _____, 2026

Contractor: Rowlett Citizens Corps Council

By: _____
Name: Whitney Laning
Title: President

EXHIBIT "A"

Statement of Obligations, Duties and Responsibilities of the Parties for
Known Events and Activities



I. Background The RCCC is a non-profit organization with six programs under its umbrella:

- Rowlett Community Emergency Response Team (CERT)
- Explorer Post One
- Rowlett Fire Corps
- Rowlett Amateur Radio Emergency Service (ARES)
- BSA Troop 646 (excluded from this MOU)
- EastTex Community Emergency Response Team (CERT)

RCCC plays a key role in supporting the City’s emergency preparedness, disaster response, and community outreach efforts through these programs. The City of Rowlett provides an annual funding allotment to the RCCC to sustain its response capabilities for the City of Rowlett.

II. Activation Authority and Operational Control

1. RCCC-affiliated programs may only respond to emergencies within the City of Rowlett at the direction of:
 - Fire Chief
 - Assistant Fire Chief(s)
 - Battalion Chief(s)
 - Office of Emergency Management
 - Police Chief
 - Assistant Police Chief(s)
 - Watch Commander (Police Department)
 - Communications Division (if relaying request from PD or FD)
 - Incident Commander or Unified Command
 - Public Works Director or Assistant Director
 - City Manager’s Office
2. **Emergency Response** is defined as responding to a major incident requiring additional resources, such as providing rehabilitation support at an emergency scene, assisting in wide area searches, evacuations, door-to-door emergency contacting, damage

assessments after a disaster, and any other incident as determine by the Activation Authority or Operational Control.

3. RCCC shall strictly follow all directives issued by the City during activations. Deviation or refusal to comply will result in immediate removal from the incident and potential suspension from future deployment within City limits.
4. The Rowlett Fire Chief or their designee will liaise with the RCCC for all matters except for the request to utilize the Fire Department Training Tower or facility issues related to 5100 Dalrock Rd.

III. Training and Credentialing Requirements

1. All RCCC members that respond to emergency incidents in the City of Rowlett must meet the following minimum requirements:
 - o Completion of FEMA G317 CERT Basic Training
 - o Completion of IS-700 (NIMS) and IS-800 (NRF) - encouraged-only
2. All RCCC personnel assuming a role within the City's Emergency Operations Center (EOC) or Unified Command structure must have completed:
 - o ICS 100
 - o ICS 200
 - o IS 700
 - o IS 800
3. All RCCC personnel operating at a City Special Event must have completed:
 - o G317 CERT Basic Training
4. RCCC shall maintain a current roster of trained personnel with signed liability waivers and provide such documents to the City if requested.
5. Requests to utilize the Fire Department Training Tower shall be submitted to the Training Chief at least 60 days prior to its requested use.
6. The Fire Department Training Tower will be made available once per year for hosting the DFW Fire Games competition with 60 days' notice to the Training Chief.
7. Use of the Fire Department Training Tower shall be made available to the RCCC for official training purposes at no cost. Use of the Rowlett Community Centre shall also be made available at no cost for the RCCC's annual banquet, not to exceed one (1) occurrence per calendar year.

8. Prior to utilizing the Fire Department's Training Tower, a Rowlett Fire Department waiver of liability shall be signed by all participants of the Rowlett Citizen Corps Council. The waiver of liability must be renewed annually for each participant.
9. Any Explorer Post One members utilizing City of Rowlett Fire Department resources for training must be vetted and approved by the Rowlett Fire Department. Adult Advisors must be present during all training or operational activities involving youth.

IV. Vetting and Documentation Requirements

1. All RCCC personnel expected to respond to emergency incidents must:
 - o Submit to and pass a criminal background check (No felonies, no outstanding warrants, and not listed on any sex offender registry) in accordance with RCCC policy and Bylaws provisions.
2. RCCC shall forward signed waivers and background checks only when requested by the City.

V. Deployment Procedures

1. Upon activation, the City will issue specific guidance to RCCC leadership, who will deploy personnel via established internal protocols (e.g., One Call Now).
2. A designated on-call RCCC leadership member shall be reachable at all times and shall coordinate deployment and accountability of all personnel deployed. At least one leader of the RCCC shall be present at the Rowlett Emergency Operations Center (EOC) if the EOC is Level 1 activated or upon request of the Office of Emergency Management or any of the officials in "*II. Activation Authority and Operational Control*".
3. Fire Corps Activation Limitations:
 - a. **Structure Fire** – Fire Corps is authorized to respond to a structure fire only if it is declared "working" or a specific request is made by Incident Command.
 - b. **All other incidents** – Fire Corps is authorized to respond to an incident in the City if requested by any of the officials in "*II. Activation Authority and Operational Control*" of this MOU.

VI. Equipment and Resource Use

1. RCCC may use its response vehicles and trailers to support City missions, provided:
 - o All equipment is in safe working order.
 - o Operators meet all City and State legal requirements and follow all traffic laws in accordance with RCCC policy and City policy.
 - o RCCC vehicles equipped with Opticom's shall only activate the Opticom at the request of any official within Activation Authority and Operational Control. if

responding to an emergency. Traffic preemption devices shall not be used for any other reason.

- RCCC vehicles shall not respond to incidents with emergency warning lights and sirens activated. Emergency warning lights may only be activated upon arrival of emergency incident.
- RCCC volunteers operating personal vehicles while responding to an emergency incident in the City of Rowlett shall hold a valid driver's license and obey all traffic laws at all times in accordance with RCCC and City policy.

EXHIBIT "B"

AFFIDAVIT OF NO PROHIBITED INTEREST

I, the undersigned declare and affirm that no person or officer of the Rowlett Citizens Corps Council (herein "Contractor") is (i) employed by the City of Rowlett, (ii) an elected official of the City of Rowlett (iii) has a financial interest, direct or indirect, in any contract with the City of Rowlett or (iv) has a financial interest, directly or indirectly, in the sale to the City of Rowlett of any land, or rights or interest in any land, materials, supplies or service.

I further understand and acknowledge that the existence of a prohibited interest at any time during the term of this contract will render the contract voidable.

ROWLETT CITIZENS CORPS COUNCIL

By: _____

Signature

Whitney Laning_____

Print Name

President_____

Title

Date

STATE OF TEXAS §

§

COUNTY OF DALLAS §

SUBSCRIBED AND SWORN TO before me this _____ day of _____,
20____.

Notary Public, State of Texas

EXHIBIT "C"
INSURANCE COVERAGE REQUIREMENTS

SECTION A. Contractor shall furnish a completed Insurance Certificate to the City, which shall be completed by an agent authorized to bind the named underwriter(s) to the coverages, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. The insurance company must be rated "A" or above. THE CITY SHALL HAVE NO DUTY TO AWARD THIS CONTRACT UNTIL CERTIFICATES HAVE BEEN DELIVERED TO THE CITY.

SECTION B. The City reserves the right to review the insurance requirements of this section during the effective period of this Agreement and to require adjustment of insurance coverages and their limits when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, or the claims history of the industry as well as Contractor.

SECTION C. Subject to Contractor's right to maintain reasonable deductibles in such amounts as are approved by the City, Contractor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof; at Contractor's sole expense, insurance coverage written by companies approved by the State of Texas and acceptable to the City in the following type(s) and amount(s):

1. *General Liability*

- (a) Combined bodily injury - \$1,000,000 per occurrence and property damage
- (b) General - \$1,000,000 aggregate.

2. *Auto Liability*

- (a) Bodily injury - \$500,000
- (b) Property damage - \$300,000 or combined single limits. Comprehensive automobile and truck liability insurance, covering owned vehicles with minimum limits of \$300,000, combined single limit each occurrence, for property damage, such insurance to include coverage for loading and unloading hazards.



**City of Rowlett
City Council Agenda Item**

Meeting Date: 7/7/2026

Agenda Item: 5.A.

Title

Consider action to adopt an ordinance amending the Code of Ordinances by amending Chapter 2 "Administration", Article II "Boards, Committees, Commissions", by adding a new Division 12 "Downtown Advisory Board".


Staff Representative

Jeff Winget, Mayor

Executive Summary

Rowlett currently has several boards and commissions that serve as advisory bodies to the City Council. These groups provide expertise to help shape the City Council's policy-making and advocacy that supports important components of the City's quality of life. To foster the execution and ongoing focus on the Downtown district, this item contemplates the creation of a Downtown Advisory Board.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 GOVERN TRANSPARENTLY & INCLUSIVELY	1.6 Actively educate, engage, and communicate with the community through a variety of channels.

Background Information

The City Council adopted the Downtown Strategic Plan on October 15, 2024. In the plan are a number of strategic objectives with identified stakeholders that include the City of Rowlett, City Council, and Planning & Zoning Commission. The plan also identifies a wide-range of both policy-driven and tactical items that are prioritized according to the value each adds.

Discussion

The City Council previously considered the addition of a Downtown Advisory Board, but no formal action was taken at the time. Given the wide array of interests in Downtown, including new business opportunities, DART funding availability and event hosting, the City Council may wish to reconsider the addition of a Downtown Advisory Board. The purpose of the Downtown Advisory Board would be to provide a formal stakeholder forum to support implementation of the Downtown Rowlett Strategic Plan, monitor emerging downtown issues, and provide policy-level recommendations to the City Council. Items for the City Council to consider include:

1. Board composition:
 - a. Regular members – 5, Alternate members – 2
 - b. Ex-officio members – 2 (non-voting, DART representative, and Chamber representative)
 - c. City Council liaisons – 2 (non-voting)

Note - Regular & Alternate members may include downtown property owners, downtown business owners, residents within or near the Downtown district, representatives with economic development, real estate, arts/culture, mobility, or small-business experience, and other community stakeholders with a demonstrated interest in Downtown Rowlett.

2. Duties:
 - a. The Downtown Advisory Board is charged with advising the City Council on the implementation, prioritization, and ongoing evaluation of the Downtown Rowlett Strategic Plan. The Board should serve as a stakeholder advisory body focused on downtown development, redevelopment, business activity, DART coordination, placemaking, mobility, parking, public spaces, and other matters affecting the long-term vitality of Downtown Rowlett.
 - b. The Board may review Strategic Plan implementation progress, provide recommendations to City Council on downtown priorities, assist in identifying stakeholder concerns and opportunities, support communication among downtown property owners and businesses, provide policy-level input on downtown activation and programming priorities, and provide input on potential funding, partnership, and public-private investment opportunities.
 - c. The Board shall be advisory in nature and shall not have authority to direct City staff, approve or deny development applications, issue permits, obligate public funds, negotiate agreements, plan or execute events, coordinate vendors, manage public safety logistics, or act on behalf of the City Council.
 - d. The Board should provide periodic updates to the City Council, no less than annually, regarding Strategic Plan implementation progress, stakeholder feedback, emerging downtown opportunities or concerns, and recommended priorities for the upcoming year.

The Downtown Advisory Board would function as a policy-level advisory body and would not be involved in operational matters. Recommendations, progress updates, initiatives, and requests should be communicated to the City Council through the designated Council liaisons or other process established by the City Council. This structure preserves a clear separation between advisory input, Council policy direction,

and staff administration.

Financial/Budget Implications

The City Council allocates funding for Boards & Commissions annually. The creation of a Downtown Advisory Board would likely require a small budget for incidental items.

Recommended Action

Approve creation of the Downtown Advisory Board.
Ordinance is attached.

Attachments

1. Ordinance - Creating Downtown Advisory Board

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 2 “ADMINISTRATION,” ARTICLE II “BOARDS, COMMITTEES, COMMISSIONS,” BY ADDING A NEW DIVISION 12 “DOWNTOWN ADVISORY BOARD”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council for the City of Rowlett finds that it is serves the general welfare and is in the best interest of the citizens of the City of Rowlett to amend Chapter 2, Article II to add a new Division 12 creating the Downtown Advisory Board;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS THAT:

SECTION 1. The Code of Ordinances of the City of Rowlett, Texas is amended by amending Chapter 2 “Administration,” Article II “Boards, Committees, Commissions,” by adding a new Division 12 “Downtown Advisory Board” to read in its entirety as follows:

“DIVISION 12. – DOWNTOWN ADVISORY BOARD

Sec. 2-291. – Creation

There is hereby created a Downtown Advisory Board for the city which shall have the powers, duties and functions as set forth herein. For purposes of this Division 12, Downtown Rowlett shall be generally defined and described as approximately 268 acres generally located south of Lakeview Parkway, east of Rowlett Road, west of President George ush Turnpike and north of Dennis Street and Llano Street, including all of Herfurth Park and Lots 1R and 2, Block A, Kirby Elevated Tank Addition, within the City of Rowlett, Dallas County, Texas, with a bounded area as depicted below:



Sec. 2-292. – Composition; qualifications; terms; meetings

- A. Voting Members. The Downtown Advisory Board shall consist of five voting members who shall be appointed by the city council to serve two-year staggered terms or until their successors are duly appointed.
- B. Alternate Members. The city council shall also appoint two alternates, to serve two-year staggered terms or until their successors are duly appointed, who may serve in the place of a voting member due to the absence or disqualification of a voting member. An alternate member, when serving in the place of a voting member, shall enjoy the same rights, privileges and responsibilities in their role as a voting member.
- C. Ex-officio Members. The city council shall also appoint two ex-officio, non-voting members to serve two-year staggered terms or until their successors are appointed, as follows: (1) One member nominated by Dallas Area Rapid Transit (“DART”) Board of Directors or Executive Director, and (2) One member nominated by the Rowlett Chamber of Commerce Board of Directors.
- D. City Council Liaison Members. The city council shall also appoint two members of the City Council to serve as non-voting, liaisons to facilitate communication between the Board and the City Council and to act as a resource, assist in providing information, and provide periodic updates to the City Council regarding significant activities of the Board. The liaisons shall not direct the board or dictate its decisions. City Council Liaisons shall serve two-year terms or until their successors are appointed.

- E. Voting members and Alternate members should generally possess one or more of the following qualifications:
 - (1) Own real property in Downtown Rowlett;
 - (2) Own an operating business located in Downtown Rowlett;
 - (3) Reside in Downtown Rowlett;
 - (4) Be an economic development, real estate, or mobility and planning professional;
 - (5) Have expertise or strong background in arts and culture.
- F. All members serve at the pleasure of the City Council and may be removed with or without cause.
- G. The board shall hold at minimum of one monthly meeting. Three members of the board shall constitute a quorum.
- H. Action by the board shall be by majority vote of the members present. The board shall annually elect a chairperson and vice-chairperson. The board may adopt such other rules and regulations for the conduct of its business as it deems advisable, subject to the approval of the city council.

Sec. 2-293. – Purpose

The Downtown Advisory Board’s primary purpose is to advise the city council in supporting the execution of the Downtown Rowlett Strategic Plan, ensuring measurable economic vitality in the district while improving the city’s overall revenue.

Sec. 2-294. - Duties and responsibilities.

In performing its duties and responsibilities, the board shall have no authority over city staff and shall not in any manner slow, delay, or impede city staff’s execution of the Downtown Strategic Plan in any way. The board’s duties and responsibilities shall be to:

- A. Act only in an advisory capacity to the city council regarding the implementation, prioritization, and ongoing evaluation of the Downtown Rowlett Strategic Plan.
- B. Serve as a stakeholder advisory body focused on Downtown Rowlett development, redevelopment, business activity, DART coordination, placemaking, mobility, parking, public spaces, and matters affecting the long-term vitality of Downtown Rowlett.
- C. Make recommendations to the city council regarding Downtown Rowlett development initiatives and priorities.
- D. Through the board chairman, provide periodic updates to the city council, no less than annually, regarding Strategic Plan implementation progress, stakeholder feedback, emerging downtown opportunities or concerns, and recommended priorities for the upcoming year.
- E. Keep the minutes of all proceedings held by the board.

- F. The board shall not have the power or authority to direct City staff, approve or deny development applications, issue permits, obligate public funds, negotiate agreements, plan or execute events, coordinate vendors, manage public safety logistics, or act on behalf of the city council or city staff.
- G. All powers and duties prescribed and delegated herein are delegated to the board as a unit and all action hereunder shall be of the board acting as a whole. No action of an individual member is authorized except through the board of city council.”

SECTION 2. That all provisions of the ordinances of the City of Rowlett in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Rowlett not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 4. This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.



**City of Rowlett
City Council Agenda Item**

Meeting Date: 7/7/2026

Agenda Item: 5.B.

Title

Consider action to adopt a resolution amending the City's Boards and Commissions Handbook by adding the *Downtown Advisory Board*.


Staff Representative

Jeff Winget, Mayor

Executive Summary

The purpose of this agenda item is to consider adoption of a resolution amending the City of Rowlett Boards and Commissions Handbook to formally establish and add the Downtown Advisory Board. The addition of this board will provide a structured mechanism for citizen involvement and stakeholder input regarding issues affecting the downtown area and will support the City's ongoing efforts to enhance and promote downtown redevelopment, revitalization, and community engagement. The proposed amendment to the Handbook also makes other minor revisions (e.g., EDAB ex-officio membership) to bring it up to date.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 GOVERN TRANSPARENTLY & INCLUSIVELY	1.6 Actively educate, engage, and communicate with the community through a variety of channels.

Background Information

The City of Rowlett utilizes various boards and commissions to provide recommendations and advisory input to the City Council on matters affecting the community. As interest and activity in the downtown district continue to increase, the establishment of a Downtown Advisory Board will provide a dedicated forum for residents, business owners, and community stakeholders to offer insight and recommendations concerning downtown initiatives, events, beautification efforts, economic vitality, and long-term planning.

Discussion

To facilitate the creation of this new board, the City Council must amend the Boards and Commissions Handbook to incorporate the Downtown Advisory Board and outline its purpose, composition, terms of office, meeting requirements, and duties and responsibilities.

The proposed amendment is intended to ensure consistency with the City's existing framework governing boards and commissions and to promote effective citizen participation in matters impacting the downtown district.

Financial/Budget Implications

N/A

Recommended Action

Adopt a resolution amending the City's Boards and Commissions Handbook by adding the *Downtown Advisory Board*.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS AMENDING THE CITY OF ROWLETT BOARDS AND COMMISSIONS HANDBOOK; PROVIDING A REPEALING CLAUSE PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City's Boards and Commissions Handbook, at Section 7, calls for a review of the Handbook when a new board or commission is created; and

WHEREAS, the City has recently created the Downtown Rowlett Advisory Board and, in addition, has amended the ex-officio membership of the Economic Development Advisory Board; and

WHEREAS, upon review of the Handbook, the City Council finds that it serves the general welfare and the best interests of the citizens of the City of Rowlett to amend the Boards and Commissions Handbook as set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS THAT:

SECTION 1. The City of Rowlett Boards and Commissions Handbook (the "Handbook") is hereby amended to reflect the changes indicated on **Exhibit "A,"** attached hereto and incorporated herein by this reference, with additions shown as underlined text and deletions shown by strike through.

SECTION 2: All provisions of the resolutions of the City of Rowlett in conflict with the provisions of this resolution shall be, and the same are hereby, repealed, and all other provisions of the resolutions of the City of Rowlett not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 3: Should any sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this resolution as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, it being the intent that the provisions of this resolution are severable and that the resolution shall continue

in effect notwithstanding the invalidity of such section, sentence, clause or phrase.

SECTION 4: This Resolution and the amended Handbook shall take effect immediately from and after adoption of this Resolution.

Attachments

1. Exhibit A to Resolution - Boards and Commissions Handbook redline



CITY OF
ROWLETT

BOARDS & COMMISSIONS
HANDBOOK

**Revised November 12, 2024
Resolution Number RES-096-24**

CITY OF ROWLETT

BOARDS AND COMMISSIONS HANDBOOK

Amended November 12, 2024 by Resolution RES-096-24

(supersedes all previous versions)

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INTRODUCTION

The purpose of this Boards and Commissions Handbook is to provide clear, written guidelines to the City of Rowlett's volunteer board, commission, committee, and advisory council members, as well as the city council and staff, regarding the creation, appointment and removal, operation, and expectations related to the various types of city council-created and appointed boards, commissions, councils, committees, and task forces, in accordance with state law, city charter, and governing ordinances.

Specific objectives in the review and revision of the Boards & Commissions Handbook included:

- Standardization, consistency, and equal treatment across all boards
- Clarification of roles, rules, and processes
- Protection of the rights of both board members and other citizens
- Protection of the city from liability related to board actions
- Increased professionalism of boards and commissions
- Recognition of the value of volunteer board members

2024 Boards and Commissions Review Subcommittee

~~Mayor Pro Tem Debra Shinder, Chair~~

~~Councilmember Elise Bowers~~

~~Councilmember Michael Schupp~~

Adopted by Rowlett City Council

Mayor ~~Jeff Winget~~ Blake Margolis

Mayor Pro Tem ~~Mike Britton~~ Debra Shinder

Deputy Mayor Pro Tem ~~John P. "Trey" Bowers, III~~ Jeff Winget

Councilmember ~~Chris Kizziar~~ Jonathan Reaves

Councilmember ~~Marvin Gibbs~~ Elise Bowers

Councilmember ~~Byron Fassett~~ Mike Britton

Councilmember ~~Carter Holston~~ Michael Schupp

DEFINITIONS

Ad hoc: created for a particular situation or specific purpose and usually temporary in nature.

Affinity: related by marriage.

Alternate member: a board member whose presence counts toward a quorum and who may fully participate in discussion, but who does not vote unless filling a vacancy due to the absence of a regular member.

Board: Used within the context of this document to refer to members of city-appointed and city-affiliated standing and ad hoc advisory boards, commissions, councils, task forces, and other bodies created as advisors to the city council; statutory boards and commissions created and governed by Texas statute; separate entity bodies which were created by, are separately funded by, and/or whose members are appointed by the city council.

Board liaison: a staff member, council member, or member of another body appointed to serve as a link and communication channel between groups (for example, between the board and the city council), who is not a voting member of the board and whose presence doesn't count toward a quorum.

Capital improvement projects: construction or expansion of permanent facilities and infrastructure that have a long-term life expectancy and are owned and operated by or on behalf of a political subdivision (the city), such as public buildings, parks, roadways, etc.

City official: a person vested with authority to act in an official capacity representing the city or a city-appointed body, including city employees, elected city council members, appointed board, commission, committee, council, or task force members or any other person designated by the city council or city manager as a representative of the city on an ongoing or ad hoc basis.

Consanguinity: related by blood.

Deliberation: any exchange or communication between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the body, including via phone, text, email, or other means of communication.

Ex-officio member: a person appointed as a member of the board, usually representing a specific entity (for example, a utility company or school district), who does not vote and is not required to meet residency requirements.

Ex parte communications: any written or oral communication between a member of a decision-making or advisory body and an interested person concerning any issue that may come before that body in a meeting, on which that member may be called to discuss, deliberate, or vote to make a decision or recommendation.

Meeting: any deliberation or discussion of board or commission business between a quorum of members or between a quorum and another person.

Officers of the city: any member of the city council, planning & zoning commission, board of adjustment, and any appointive board, committee, authority, or

commission set up by ordinance, resolution, the Charter, or state law on a permanent basis, except any members of a board, commission, authority, or committee that function in an advisory or study capacity.

Operational issues: those matters of business that relate to internal processes and day-to-day operations and fall under the purview of the city manager.

Ordinance: a law formally passed by the governing body of a local government, similar in nature to statutes enacted by the state legislature and enforceable as law. An ordinance may only be amended and repealed by enacting another ordinance.

Public hearing: a formal process that is legally required by law to receive public comment on a matter being considered by a governmental entity. Examples of matters requiring public hearing include zoning change requests or adoption of a budget. Boards that hold public hearings include the Planning and Zoning Commission and the Board of Adjustment.

Quorum: minimum number of board or commission members required to hold a public meeting, usually a majority of the number of regular members on the board. In the absence of regular members, alternate members may count toward a quorum.

Regular member: a board member with full voting privileges at all meetings.

Resolution: a formal expression of policy, will, or intent from a governing body that often addresses a matter of a special or temporary nature. Resolutions are less authoritative than ordinances.

Slanderous: verbal false defamatory remarks about a person or group of people.

Standing board or commission: a board created to be a permanent body with ongoing responsibilities.

Substantial interest: in the context of this document, a city official has a substantial interest in a business entity if s/he has an ownership interest in the business entity of ten percent (10%) or \$15,000 of the fair market value of the business entity or funds received from the business entity exceed ten percent (10%) of the person's gross income for the previous year. A person has substantial interest in real property if s/he has ownership, lease, or right of first refusal on real property within the city limits, including any partnership, joint or corporate ownership, or interest as beneficiary of a trust and the interest has a fair market value of \$2,500 or more. The city official is considered to have a substantial interest if a person related within the first degree of affinity or consanguinity has a substantial interest in the business entity or real property.

Walking quorum: gathering or communications of members of a governmental body, including boards and commissions, (including by email, telephone, text message, and social media posts/comments) in numbers that do not physically constitute a quorum at any one time but which, through successive gatherings, discuss a board or commission matter with a quorum of that body outside of a duly noticed, public meeting.

Work session: a duly noticed public meeting of a body for informal discussion at which formal action generally is not taken.

SECTION 1: CREATION AND TYPES OF BOARDS & COMMISSIONS

The City Council of the City of Rowlett may create committees, boards, and commissions to assist in city government, by performing such duties as the City Council may specify, not inconsistent with the City Charter. The work done by citizens serving on boards and commissions is a vital part of the work of the city. Such individuals provide time, expertise, experience and unique perspectives that might otherwise be lacking should the city rely strictly on its appointed and elected officials or its consultants.

Standing boards and commissions shall be created and governed by city ordinance. No board shall have the authority to change the board's name, function, mission, scope, and/or duties without approval of the City Council by ordinance.

Rowlett generally has four types of boards and commissions: (1) advisory, (2) decision-making, (3) separate entity and (4) ad-hoc. Advisory, decision-making, and separate entity boards are categorized as standing boards. Standing boards may be dissolved by a majority vote of the City Council or in accordance with state statutes. Ad hoc boards are subject to the sunset provision defined in Section 2.7.

- (1)** Advisory boards advise the city council on public policy. They play a very important role in city government by providing the city council with creative ideas and feedback from the community and by serving as a sounding board for proposed public policy when requested by the city council. The role of advisory boards and commissions is not to make policy, nor do they have any legal authority. Standing advisory boards are created by ordinance and defined in Rowlett Code of Ordinances Vol I, Part II, Chap. 2, Art. II along with the ordinances that pertain to the decision-making boards.
- (2)** Decision-making boards and commissions may also serve as advisory groups to the City Council, but in addition they have quasi-judicial authority, and often have a basis in state law. Decision-making boards and commissions interpret or enforce policy and make legally binding decisions. The ordinances creating decision-making boards often require members to have expertise in certain areas. Members of decision-making boards are considered officers of the city. Examples of decision-making boards and commissions include the Planning and Zoning Commission and the Board of Adjustment.
- (3)** Separate entity boards and commissions are separate legal entities apart from the City of Rowlett. However, they may receive a significant portion of their funding from the city and/or the city council appoints some or all of the members. The members of these boards usually oversee an operation or organization much as would a board of directors of a company. Examples of separate entity boards are the Rowlett Housing Finance Corporation (RHFC), Community Organizations Active in Disaster (COAD), and the Tax-Increment Reinvestment Boards (TIRZ). Unlike advisory and decision-making boards, separate entity boards and commissions may, and frequently do, include city councilmembers and may also go through a different appointment/selection process.

- (4) Ad-hoc committees, boards, commissions, and task forces may be created periodically by the city council to address specific needs or concerns for a limited period of time. They are almost always strictly advisory in nature. The city council shall have the authority to create ad-hoc committees and to appoint members thereto with a simple majority vote.

SECTION 2: BOARD & COMMISSION APPOINTMENT PROCESS

The Rowlett City Council generally makes all of the appointments to the City's advisory and decision-making boards and commissions. Separate entity boards may have some members appointed by the mayor or by another partner entity. It is incumbent upon members of the city council to seek out highly qualified individuals to serve as volunteer members of citizen boards and commissions.

2.1 Applications

- a. Persons wishing to serve on any standing citizen board, committee or commission shall submit a complete application to the City Secretary's office in accordance with the published deadline.
- b. Individuals wishing to apply for appointment should carefully review the requirements of each board and commission and specify those in which they have a special interest and for which they are fully qualified.
- c. The City Secretary will determine the eligibility of each applicant, as outlined in this Section 2. Individuals determined to be ineligible will be notified of the basis for that determination and provided an opportunity to cure the defect in their application.
- d. Applicants may apply for more than one board by indicating 1st, 2nd, 3rd, etc., preferences. Individuals currently serving on a city board, commission or committee are not prevented from applying for a different board. However, since one person may not serve on more than one standing board, that person would be deemed to have automatically resigned from the previous board upon appointment to a new board.
- e. City councilmembers need not apply for membership to a board or commission, but may instead be appointed directly by the city council for membership only on separate entity boards and ad-hoc committees.
- f. Applications will be evaluated by the city council based on the following criteria:
 - i. Experience and background in relevant fields. The council will consider professional or personal qualifications and backgrounds in relevant areas to provide a greater depth of knowledge and understanding to the board.

- ii. Contributive Potential – The council will evaluate the potential contribution that each applicant may make if appointed to a board or commission. Factors the council may use in its evaluation include the ability to effectively communicate, to express ideas, concepts, or philosophies, and a desire to perform public service, as well as availability to attend board meetings.
- iii. Applicants for appointment to boards and commissions may be reviewed by the City Council for any outstanding debt owed to the City including, but not limited to, tax delinquency and/or pending litigation with the City.

The foregoing criteria are not exclusive, and the council need not assign ratings to or rank applications.

- g. If an applicant is not selected, the City Secretary will keep the application on file as an active application for one year from the date of application. Applicants who are not selected will be notified by the city secretary as soon as possible after the decision is made.
- h. Appointments by the council are made in open meetings by a simple majority vote of those present and should generally follow Robert’s Rules of Order. Multiple appointments may be considered as a single item with the consent of all councilmembers, but applicants shall be voted on individually if requested by a member of the council.

2.2 Eligibility Requirements

- a. No person may serve on any citizen board or commission unless that person is a legal resident of the City of Rowlett, unless otherwise provided by law or by this section. Failure to maintain this residency requirement at any time during a member’s term of office will cause membership to be forfeited. This residency requirement shall not apply to the Rowlett Chamber of Commerce appointments to the Economic Development Advisory Board, to members of Rowlett COAD or the Downtown Advisory Board, to ex-officio members of boards, nor to the state-mandated veterinarian member of the Animal Shelter Advisory Board.
- b. No person may serve or remain on any citizen board or commission unless that individual is a registered voter of the City of Rowlett, with the following exception: This provision shall not apply to any Rowlett Chamber of Commerce appointments to the Economic Development Advisory Board, members of Rowlett COAD or the Downtown Advisory Board, ex-officio members of boards, or the state-mandated veterinarian member of the Animal Shelter Advisory Board who are not Rowlett residents (see above) nor to Junior Alternate Members and Youth Advisory Council members under 18 years old.

- c. No person may serve or remain on any citizen board or commission after having been convicted of a serious (3rd degree or above) felony offense or certain serious misdemeanors involving moral turpitude, including fraud, bribery, perjury, or embezzlement.
- d. Certain boards and commissions have very specific requirements for membership in regard to profession, expertise, etc. All appointments to boards and commissions having such requirements must be made in strict compliance with those requirements and members must continue to comply with all membership qualifications throughout their terms of office to avoid forfeiting membership.
- e. City councilmembers shall not be eligible for membership on a board or commission during their council terms unless specifically required by the ordinance or resolution establishing the board or commission or by provision of this handbook. Councilmembers may serve as non-member liaisons to boards and commissions and attend board meetings and participate in discussions, without voting privileges. Attendance of liaisons shall not count toward establishment of a quorum. Councilmembers may, as citizens, attend the open public meetings of any board.

2.3 Multiple Memberships

A person may not serve on more than one standing advisory or decision-making board or commission at the same time. However, an individual may serve on the board of a separate entity or an ad-hoc board, committee, task force, or commission even though that person maintains membership on an advisory or decision-making board or commission, provided that no law otherwise prohibits such duplicate membership(s).

2.4 Timing of Appointments/Terms of Office

- a. Current and prospective volunteers will be invited to apply to be members of the city's various boards and commissions via advertising through the city's website (www.Rowlett.com), RTN16, the monthly newsletter, announcements at city council meetings and other community meetings, and postings at city facilities.
- b. The city council will review the applications annually and, will make appointments at the last regular council meeting in December, or as soon thereafter as is practical. Additionally, when vacancies occur such that a board has fewer than two alternate members, the council may review applications on file and/or solicit new applications and fill the vacancies.
- c. Appointments to advisory and decision-making boards and commissions shall be effective on January 1 of each year. Appointments to ad-hoc committees shall vary in timing depending on the issue(s) and the amount of time anticipated for its resolution. Appointments may be made at any time to fill

vacancies and to ensure that all boards maintain a minimum of two alternate members, at the request of the mayor or two councilmembers when notified of vacancies by the board Chair.

- d. Upon appointment by the city council, the city secretary shall immediately notify each appointee, in writing, of the pending appointment. The appointment shall become official upon the formal vote at the public city council meeting. Staff liaisons and board chairs will then contact the new appointees about specific meeting dates and responsibilities.
- e. All appointed and reappointed members of advisory and decision-making boards and commissions shall attend board and commission mandatory training to be conducted by appropriate city staff or elected or appointed officials, to include the city attorney. This requirement for training applies to regular, alternate, and junior alternate members of all standing boards and commissions. Members are appointed to, and continue their service on, boards or committees contingent upon attendance/completion of the required training provided by the city through the city attorney, city staff, city officials and/or through the Internet training found on the Texas Attorney General website (www.oag.state.tx.us/open/og_training.shtml).

In addition to state-mandated Texas Open Meetings Act (TOMA) and Public Information Act (PIA) training, a minimum two-hour board orientation will be held on at least one date throughout the year for newly appointed board members. New members are required to attend the orientation session and reappointed members are encouraged to attend. A makeup session may be held if some new members are unable to attend. The new member orientation will be conducted by one or more city council members, a city staff member, the city secretary, and the city attorney, and will include training and discussion on the role of board members and the relationship of advisory boards to the city council and staff. City employees who serve as staff liaisons to boards are encouraged to attend.

- f. Completion of the Attorney General's Open Meetings Act programs requires a certificate to be printed and submitted to the board liaisons or to the city secretary's office for safekeeping. Any appointed or reappointed member of any standing board or commission who does not participate in the training will forfeit his/her membership. Each member has 45 days to complete the required training once s/he has been appointed or reappointed. The requirement does not apply to ex-officio members, although they are encouraged to attend. The city manager will determine the participation of city staff members, whether they serve as ex-officio, staff liaison, board secretary or other positions.

2.5 Term Limits

Members shall be re-evaluated at the end of each term and required to reapply and go through the interview process to be reappointed. Consideration will be given to each member's attendance record and contributions as reported by the board chair, council and staff liaisons, along with length of service. While there are no term limits, board members are encouraged to, after serving three or more terms, consider taking a break from service or applying to a different board so as to encourage diversity of thought and opportunities for new members.

2.6 Annual Appreciation Dinner

The city council should host an annual appreciation dinner/banquet, unless prevented by extraordinary circumstances, to express its appreciation to those citizens who have been appointed by the city council as members of any boards and commissions (including ad-hoc and ex-officio members) and to distribute awards to outgoing members. All members, including those recently appointed, currently serving, and outgoing, shall be invited to attend. Attendance is not mandatory but is strongly encouraged.

2.7 Sunset Provisions

Any board or commission created by the city council shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the city council, whichever is earlier. No board or commission so appointed shall have powers other than advisory to the City Council, except as otherwise specified by state law or the city charter or ordinance.

2.8 Ex-Officio Member

If the city council deems it appropriate or beneficial, the city council may, by a majority vote, create and appoint specific ex-officio, non-voting members to a board or commission, provided that such appointment is not inconsistent with applicable laws, rules or procedures. (An example of this provision might be the appointment of a representative of the school district or utility company as an ex-officio member of the Economic Development Advisory Board, due to the school district's and utility company's interest in economic development activities). The Rowlett residency requirement does not apply to ex-officio members.

2.9 Alternate Members

The City Council shall, by a majority vote, appoint two or more alternate members to each board or commission, provided that such an appointment is not inconsistent with applicable laws, rules or procedures. In addition, the council may, by simple majority vote, appoint additional alternates in excess of the number provided for in this Boards & Commissions Handbook as the council may deem advisable without formal amendment to these guidelines, and these

additional alternates will have the same privileges and obligations as other alternates. Boards to which other entities appoint members, such as the Economic Development Advisory Board, may have different rules for appointment of alternates. This section does not apply to separate entity boards.

Upon city council appointment, alternate members are encouraged to attend every meeting and will be held to the same attendance requirements as regular members (see below). Alternates will be allowed to participate in discussion during the meeting with or without regular members being absent. Alternates will have voting privileges only if there are regular members absent. (One alternate can participate and vote per each regular member absent.) The chair of the board or commission will determine which alternate(s) present at the meeting will serve as a substitute for the absence. Alternate members should be appointed to serve in place of an absent member on a rotating basis whenever possible, except as prohibited by state law.

When a board or commission has fewer than two alternates due to resignation or removal, the chair shall request that the city council fill the vacancy as soon as practically possible and the chair may submit his or her recommendations for replacements to the council.

Youth members who wish to apply for advisory boards will be appointed as junior alternate members and may participate as non-voting members. Youth applicants must be Rowlett citizens in the ninth, tenth, eleventh or twelfth grade.

SECTION 3: RESPONSIBILITIES OF BOARDS AND COMMISSIONS AND INDIVIDUAL MEMBERS

3.1 Attendance

- a. In order for members to be fully aware of issues that may arise at a board, commission or committee meeting, and to ensure that the board, commission or committee can conduct business in an effective and fully informed manner, it is imperative that appointed members be faithful in their attendance at all meetings. Members are appointed to the various boards, commissions, committees, and task forces, and continue their service contingent upon both regular attendance at the meetings and completion of the required training provided. Any member, including alternates, who does not complete the annual training or who misses more than three regular scheduled meetings, may be cause for removal upon a majority vote of the city council.
- b. Prompt attendance is encouraged. The chair, council liaison, or official in charge should notify the city council of any attendance or tardiness concerns regarding a member(s). After proper notification concerning attendance or tardiness,

subsequent absence or tardiness may be cause for removal upon a majority vote of the city council.

- c. Regular meetings of any board, committee or commission shall generally take place during the workweek, Monday through Friday, with a starting time between 8:00 a.m. and 8:00 p.m. Regular meetings shall not take place on Saturday or Sunday. Only when agreed to by a majority of the board and the staff liaison may special meetings be held other than during the parameters of regular meeting days and times.

3.2 Conflict of Interest

No member of a board or commission may participate in a vote or decision on a matter involving a business or other legal entity in which the member or a relative within the first degree of consanguinity (blood) or affinity (marriage) has a substantial interest as defined in this Boards & Commissions Handbook, or whereby a member stands to directly profit from the decision. In such instances where a board or commission addresses a matter in which a conflict of interest exists for any member, that member is required to announce the conflict to the other members of the body, complete a conflict of interest declaration form, and excuse himself/herself from the meeting until discussion of and vote on the issue is complete. Further, that member shall refrain from discussing the matter with other members of the board or commission at any time.

3.3 Open Meetings

The Rowlett City Council affirms that the Texas Open Meetings Act is the proper basis for conducting City business and hereby adopts a procedure governing each board and commission, requiring those boards and commissions, including separate entity boards created by the city council and to which the city council appoints members, to conduct business in accordance with the provisions of that act.

For purposes of this procedure, a “meeting” is defined as a deliberation between a quorum of a governmental body or a quasi-governmental body or advisory board, a majority of whose members are appointed by the city council, or between a quorum of a body and another person, during which public business or public policy over which the body has some supervision or authority is discussed or considered, or during which the governmental body takes formal action. All standing boards and commissions are required to meet a minimum of six times per year, with the exception of the separate entity boards that operate under their own bylaws and the Board of Adjustment, which only meets on an “as needed” basis.

3.4 Open Records

The Texas Open Records Act provides that all information held by a governmental body, including boards and commissions, must be released to the public upon request, unless the information falls within one of the act’s specific exceptions to disclosure (for example,

confidential attorney-client information). Board and commission members will receive training regarding the creation, handling, retention, and production of public information.

Open records requests will be received by the city secretary, who will notify board and commission members of the request and work with them to ensure compliance with the law.

3.5 Working with City Staff

Each board or commission member is encouraged to communicate openly with city staff members. All members of boards and commissions should understand that they are not responsible for supervision of any city operations and do not set nor enforce operational policies, and therefore, they should not direct or instruct any City staff member or consultant to do anything, nor should they become involved in any personnel or operational issues, except as authorized and directed by state law.

Operational matters fall under the purview of the city manager's office, and when in doubt as to whether a matter is operational, board and commission members should consult with the staff liaison, city manager or city manager's designee.

3.6 Reporting to the City Council

The function of all advisory boards is to act as advisors to the city council. Advisory boards provide recommendations, not directives. Neither the City Council nor staff are required to follow the boards' recommendations except when and as specifically required by state law.

The city council or mayor will assign one or more council members to serve as liaison(s) to each advisory Board. Each liaison is encouraged to attend all meetings of his/her board and is required to attend a minimum of 50% of the meetings of that board or commission, over a one-year period, except when excused. Absences due to illness, a death in the family, or a board meeting that conflicts with a city council meeting or other council obligation are automatically excused. Other reasons for absence may be excused by a majority vote or consensus of the city council. A liaison who misses more than 50% of the meetings may be replaced as liaison to that board. Attendance or absence of council liaisons will be recorded in the board minutes.

Council liaisons shall be responsible for reporting current updates from their boards to the city council periodically in a work session or regular meeting. Each board and/or commission shall hold a joint work session with the city council on at least an annual basis. This session will give the board the opportunity to provide an update to the city council on accomplishments over the previous year, goals for the upcoming year, and any budget requests. Should other topics develop throughout the year, any board may and is encouraged to request an additional joint meeting with the city council to address these issues when they arise.

3.7 Removal of Members

The city council may remove any board or commission members appointed by the mayor or council or any members of any board or commission that it has created, or that was created by the City Charter, with or without cause, by a vote of at least four members of the city council, with the following exception: Members of the Board of Adjustment may only be removed for cause as provided by state law.

If a member of any board or commission is removed for cause, that member cannot be reappointed except by a vote of at least five members of the city council.

3.8 Standards of Conduct

- a. A member of a board or commission shall not accept or solicit any benefit or economic gain or advantage related to his/her position with the city, nor use that position to secure special privileges or exemptions.
- b. A member of a board or commission, acting in his or her official capacity, shall not grant any special consideration, treatment or advantage to a person or organization beyond that which is available to every other person or organization.
- c. A member of a board or commission shall not personally represent, or appear on behalf of, the private interests of others in a meeting of the board or before the city council.
- d. A member of a board or commission shall not knowingly perform or refuse to perform any act in order to deliberately thwart the execution of city ordinances, rules or regulations.
- e. A member of a board or commission shall not engage in any dishonest, unethical, or criminal act or any other conduct prejudicial to the government of the city.
- f. No board or commission member, while associated with or acting in his/her official capacity as an appointed board or commission member, shall be permitted to make personal, impertinent, or slanderous remarks, either to or about another member, the mayor or a city council member acting in their official duties, a city staff member, or any citizen. Any member who does so in a city meeting or at an official city event should be requested to leave the meeting and may be barred from attendance at the remainder of the meeting. Personal, impertinent or slanderous remarks made verbally or in print (including on social media) shall be considered cause for dismissal/removal from the board or commission following a majority vote to do so by the city council. It shall be the responsibility of the chair and the staff and council liaisons to notify the city secretary, who will inform the city council of the accusation. The mayor or two councilmembers may request the item be placed on the agenda for discussion and a decision on dismissal/removal.

- g. A board or commission member shall not meet or confer individually (by phone, in person, email, or other means) or engage in any ex parte communication with any applicant or representative of an applicant about any matter that may come before the board. This includes but is not limited to engineers, architects, attorneys, property owners, developers, or others outside the presence of city staff.
- h. Board and commission members shall not, in their official capacity, post or provide public statements regarding board or commission business via any media, including social media, without prior approval by the city manager or the city manager's designee or approval of the city council. Members may provide public comments as private citizens, but when doing so should not identify themselves as board members or say or imply that they are speaking on behalf of the board or of the city.
- i. No board or commission member shall be employed by the City of Rowlett or work as a paid consultant who contracts with the city while serving in the capacity of a board or commission member. This does not prohibit a person employed by a company that contracts with the city from serving on a board or commission, unless that person is the owner of the company or is assigned to work directly with the city, but the board member is required to declare a conflict of interest and refrain from voting on any matter pertaining to his/her place of employment.

3.9 Ethics Requirements

The members of the Board of Adjustment and Planning and Zoning Commission are considered "officers of the city" and their actions must comply with all state laws governing officers. Both officers of the city and advisory board members are required to comply with the terms of the following ordinance: CODE OF ORDINANCES, ARTICLE IV OFFICERS AND EMPLOYEES, DIVISION 2.

SECTION 4: MEETINGS

4.1 Chairpersons

- a. Chairpersons for all standing boards, committees and commissions shall be determined by a majority vote of its members. Chairpersons for ad-hoc committees shall be appointed by the city council or mayor, whichever created the ad hoc committee. Boards, committees, and commissions may also elect or otherwise choose other officers from among their membership, unless prohibited by state law or city ordinance. Each member may serve in only one position (chair, vice-chair, secretary, etc.) at a time on a board, commission, or committee except when otherwise authorized by the creating ordinance or the bylaws of a separate entity board.

- b. The function of the chairperson is to provide leadership to the group, including ensuring that the meeting is conducted in accordance with established rules of order and procedure, and to maintain order and bring the group to a conclusion on the matters before it.
- c. Chairpersons may serve in that capacity for only three (3) consecutive years. Full service for a three-year period shall not be a permanent bar to future service as chairperson, and a person who has served for three consecutive years may be re-appointed as chairperson if there has been a break in service of at least one year.

4.2 Agendas

The order of business of each meeting of a board or commission shall be contained in a written agenda, which shall be a listing of the topics to be discussed. The agenda shall be prepared by the city's staff liaison or the board's secretary, in conjunction with the board or commission's chairperson and the city secretary, to be posted at least three business days before the date of the ~~seventy-two (72) hours before any~~ meeting. The agendas will also be posted to the board's webpage on the city's website.

The staff liaison or board secretary should provide the agenda to the board members at the time of agenda posting. Board members will be provided with agenda materials as far in advance of the meeting as possible.

Two board members may request an item be placed on the agenda, with the final determination to be made by the staff liaison and board chair as to whether it is appropriate and within the scope of the board's mission and authority.

4.3 Minutes

The actions and discussions of each board and commission should be compiled into written minutes, which shall be reviewed and approved by the board or commission at a subsequent meeting. Minutes of all board meetings shall be posted on the board's webpage on the city website after approval.

Some boards and commissions have city staff members designated as recording secretaries, who shall be responsible for taking and transcribing the minutes and posting them on the website. These individuals shall be designated by the city manager. Those boards and commissions that do not have a staff member so designated (see Section 5), may select a person to serve in the role of secretary from among their own membership.

Meetings of the Planning & Zoning Commission and the Board of Adjustment shall be recorded (video and audio) and posted on the city's website. Other boards are allowed and encouraged, but not required (unless so voted by a majority of the city council), to make audio and/or video recordings of their meetings to supplement the written minutes and assist in their preparation.

Any member of the public may make audio or video recordings of any open public board or commission meeting, as provided by Texas Government Code §551.023. The city council and/or the board may adopt reasonable rules to maintain order at the meetings.

4.4 Public Hearings and Citizen Input

- a. Public hearings are required by law for specified actions, such as recommending or approving a zoning change. Such hearings are open forums that allow members of the public an opportunity to express their opinions on issues before a board or commission. Notice of public hearings must be published and they must be conducted in accordance with Texas Local Government Code §212.134. Members of a board or commission may ask questions of any witness at any time; however, the swearing in of witnesses is not necessary, even in a formal public hearing, except as provided by law.
- b. Although few boards and commissions will conduct formal public hearings or appeals, all are encouraged to provide for citizen participation. All boards and commissions shall include "Citizens Input" (an open forum with an opportunity for members of the public to speak on any subject) as one of their agenda items. During Citizens Input, bBoard members may not comment on or engage with citizens' ~~input~~ on items that are not on the agenda, other than to request that the item be placed on a future agenda.
- c. A reasonable time limit may be set for individual speakers during citizens' input or on agenda items by the chair unless overridden by a majority of board or commission members present. Generally, members of the public will be allowed to speak for 3 minutes, or in the case of a group of 5 or more people, the group may select one person to speak for them for a maximum of 10 minutes. If the time limit is shortened due to a large number of speakers, the time allocation should be the same for all speakers.

4.5 Rules of Order

Robert's Rules of Order, Revised shall govern the proceedings of all boards and commissions, except that the boards and commissions may adopt specific revisions to these rules where they are not in conflict with state or local law or other rules contained in this guide. All members will be required to undergo training in Robert's Rules upon appointment to the board or commission, as part of the new member orientation.

4.6 Quorum

A quorum is the minimum number of members needed to officially conduct business. A quorum is generally established by ordinance, resolution or other document that creates the board or commission. When no statement on the quorum number exists, the quorum is a majority of voting members.

Board liaisons do not count toward a quorum. Alternate members count toward a quorum when temporarily assuming the role of voting member in place of an absent regular member.

Board members shall not discuss matters that may come before the board outside of a properly posted public meeting with other board members in numbers constituting a quorum. This includes a “walking quorum” as defined in this Handbook.

4.7 Formal Direction

All formal direction given to all city council appointed boards and commissions shall be communicated through the assigned council or staff liaison. Council liaisons shall be responsible for communicating to their boards any directives, decisions, or actions taken by the full council pertaining to or that affects their board.

4.8 Board Budgets

The city council identifies projects and programs that should be funded through the budget process and the funding therefor is included in the appropriate department budget. The role of the boards is to advise and provide feedback on the implementation of those programs and projects.

SECTION 5: DESCRIPTIONS OF BOARDS AND COMMISSIONS

The following list includes all City of Rowlett boards, commissions, task forces, committees, and advisory councils currently approved and operational as of the date of the adoption of this Handbook. Boards created by previous council actions, the creation ordinances for which have not been repealed (for example, the Traffic Safety Commission) that are not listed below shall hereby be considered dissolved and defunct. This does not apply to the Tax Increment Reinvestment Zone (TIRZ) boards.

5.1 Animal Shelter Advisory Board

The Animal Shelter Advisory Board is appointed to advise and assist the city in complying with state statutes as described in the Texas Health and Safety Code, Chapter 823, and to serve as a general advisory board to the city council in matters pertaining to animals.

- a. This includes making recommendations to the city council for consideration in making updates to the code of ordinances

pertaining to the care and welfare of the animals of Rowlett. The board also provides input to the city staff and council concerning initiatives that aid the animals of Rowlett and/or help the shelter.

- b. The board consists of seven (7) voting members (who must by state statute include at least one licensed veterinarian, one city staff member, one person whose duties include the daily operation of an animal shelter and one representative from an animal welfare agency). Members are appointed to two-year, staggered terms and include a number of alternates as requested by the board chair and council and staff liaison, appointed annually. The board's staff liaison and secretary shall be as designated by the city manager or his/her designee.
- c. The board's responsibilities are as described in the City of Rowlett Code of Ordinances, §6-41.

5.2 Arts & Humanities Commission

The Arts & Humanities Advisory Board is charged with encouraging the development of, appreciation for, and participation in the arts and humanities in the City of Rowlett.

- a. This includes promoting the performing arts, visual arts, literature and local culture and heritage, and the nurturing of local artists, performers, historians, writers, artisans, etc. The board is advisory in nature, and also advises and makes recommendations to the City Council on the award of City grants related to the arts.
- b. The board consists of seven (7) voting members appointed to two-year, staggered terms and a number of alternates as requested by the Board chair and council and staff liaison, appointed annually. The staff liaison and secretary to this board shall be as designated by the City Manager or his/her designee.
- c. The board's responsibilities are as described in the City of Rowlett Code of Ordinances, §2-51.

5.3 Board of Adjustment

The Board of Adjustment is a decision-making board. The Board's decisions may not be appealed to the city council but are instead appealed in district court.

- a. The Board of Adjustment hears, among other things, requests for variances and special exceptions to the City's zoning ordinance. As authorized by local ordinance and state law, the board has the power to decide special exceptions pursuant to the terms and intent of the ordinance and to grant such variances that are not contrary to the public interest, and

where a literal enforcement of the provisions of the ordinance would result in an unnecessary hardship.

- b. The board consists of five (5) regular voting members appointed to two-year staggered terms and a number of alternate members as requested by the board chair and council and staff liaison, appointed annually. The city's staff liaison is the chief building official, with assistance from the planning director or other staff as needed, and the board's secretary shall be ad designated by the city manager or his/her designee.
- c. The members of the Board of Adjustment are subject to state law governing officers of the city, as well as the city's Ethics Ordinance, as discussed in Section 3. CODE OF ORDINANCES, ARTICLE IV OFFICERS AND EMPLOYEES, DIVISION 2.
- d. The Board of Adjustment shall also serve as the Building and Standards Commission and Board of Appeals, and the Housing Advisory and Appeals Board. In the Board of Adjustment's role as the Building and Standards Commission, this board makes recommendations on appeals under the city's building codes, hears appeals of decisions of the chief building official, and act in an advisory capacity to the building official and the fire chief. In its role as the Building Code Board of Review and Appeals, the Board of Adjustment is a quasi-judicial decision-making body.
- e. This board also serves as the city's Sign Board of Appeals, in which capacity it hears requests for exceptions and/or variances concerning the city's sign ordinance.
- f. The board also serves as the city's Housing Advisory and Appeals Board, hearing and acting on appeals of the building official's actions relating to substandard housing and the abatement of dangerous buildings under the various building code ordinances.
- g. Members shall consist of Rowlett citizens who are qualified by experience and training to pass on the matters within the board's various jurisdictions.
- h. The board's responsibilities and duties are described in the City of Rowlett Code of Ordinances, §2-74 and §2-75.

5.4 Economic Development Advisory Board

The Economic Development Advisory Board is a standing board that advises the City Council on economic development strategies that promote and foster private investment and job creation to ensure a sustainable business environment for Rowlett.

- a. The Economic Development Advisory Board shall consist of seven (7) regular members, ~~four~~three non-voting ex officio

members, and as many alternate members as the council may appoint. The chairperson and vice chairperson shall be selected by majority vote of the regular members.

Council Appointees: The council shall appoint five (5) regular members to the board. Of these five members, the person serving as mayor of the city, or his/her designee, shall automatically serve as a member, and the council shall annually appoint from among its own membership one councilmember. The council shall also appoint three regular members to the board who meet the eligibility criteria of the city's Boards & Commissions Handbook, with the exception of the city residency requirement, to serve staggered two-year terms of office whereby one shall be appointed in odd-numbered years and the remaining two shall be appointed in even-numbered years. It is preferred that at least one of these three appointees be a representative of the construction, commercial development, or commercial real estate profession.

- b. Chamber Appointees: The remaining two regular members of the board shall be appointed by the Rowlett Area Chamber & Visitors Center. The chamber shall, for each calendar year, appoint the remaining two regular members, who shall meet the eligibility requirements of the city's Boards & Commissions Handbook, save and except the city residency requirement, and who shall serve staggered two-year terms of office whereby one shall serve in odd-numbered years and the other in even-numbered years.

Ex Officio Members: The person serving as the city manager, ~~the person serving as and~~ the president/ CEO of the Rowlett Area Chamber & Visitors Center, ~~and a person appointed by the board of trustees of Baylor Scott & White Health – Lake Point~~ shall serve as non-voting ex officio members. The remaining ~~non-voting~~ ex officio member shall be appointed by the superintendent of the Garland Independent School District from among the membership of its Board of Trustees.

- c. The board's staff liaison and secretary shall be as designated by the city manager or his/her designee.
- d. The board's responsibilities and duties are as described in City of Rowlett Ordinance number ORD-028-23.

5.5 Golf Advisory Board

The Golf Advisory Board acts in an advisory capacity to provide observations and make recommendations to the city council regarding operations and maintenance of the municipal golf course.

- a. Members represent the interest of the citizens in identifying areas of improvement, listening to citizen concerns, and conveying those concerns to the city council.

- b. The board consists of seven (7) voting members who are appointed to two-year, staggered terms and a number of alternates as requested by the board chair and staff and council liaison. Alternates are appointed annually. All members shall be appointed based on their various experience, training, or ability.
- c. The staff liaison and board secretary are as designated by the city manager or his/her designee.
- d. The board's responsibilities and duties are as described in the City of Rowlett Code of Ordinances, §2-264.

5.6 Public Library Advisory Board

This board serves to advise and inform the city council and staff liaison on issues pertaining to the Rowlett Public Library. The Library Advisory Board is purely advisory in nature.

- a. The board consists of five (5) voting members, appointed to two-year, staggered terms and a number of alternates as requested by the board chair and staff and council liaison. Alternates are appointed annually. The board's staff liaison and the board's secretary are as designated by the city manager or his/her designee.
- b. The Library Advisory Board consists of a group of dedicated volunteers representing diverse areas of expertise and concerns, and serves to provide the city council, the director of Library Services, and the community with advice, insights and recommendations for the operation and continuing development of the library, both as a stand-alone entity and as part of the community. The board will also serve as a channel by which the community can render suggestions for advancing those interests.

5.7 Parks and Recreation Advisory Board

This board advises and informs the city council and staff liaison in all matters pertaining to parks and recreation.

- a. This includes encouraging maintenance of facilities and grounds; encouraging recreational programs; making recommendations regarding expansion of parks facilities and programs; and recommending rules, regulations, and guidelines governing the use of parks, including the establishment of sport seasons, scheduling of activities, available services and other park and recreation related issues as directed by the City Council. The Parks & Recreation Board is a purely advisory body.
- b. This board is also charged with making recommendations to the city council to help protect and preserve the city's environmental resources, through education and recommending environmental programs and services, in coordination with appropriate state and federal agencies. The

board's duties and responsibilities are as described in City of Rowlett Code of Ordinances, §2-203.

- c. The board also serves as the city's Tree Board, whose roles and responsibilities are described in the City's tree preservation ordinance.
- d. The board consists of nine (9) voting members, appointed to two-year, staggered terms and a number of alternates as requested by the board chair and staff and council liaison. Alternates are appointed annually. At least one member should have extensive knowledge of and experience in the environmental field. The board shall elect a chair and vice chair. The board's staff liaison and the board's secretary are as designated by the city manager or his/her designee.

5.8 Planning & Zoning Commission

The Planning & Zoning Commission is governed by state statutes and is responsible for the following: (1) processing and initiating zoning cases at the request of property owners and/or their representatives with respect to individual zoning cases; (2) initiation of zoning cases at the request or approval of the city council; (3) hearing, recommending, and/or determining any matter relating to planning or subdivision control as may be specified by the subdivision ordinance or other applicable law; and (4) performing other such duties as may from time to time be assigned by the city council.

- a. The Commission consists of seven (7) voting members appointed to two-year, staggered terms and a number of alternates as requested by the board chair and the council and staff liaisons. Alternates are appointed annually. The board's staff liaison and the secretary to the board are as designated by the city manager or his/her designee. Planning & Zoning is a decision-making commission, which conducts public hearings and grants final approval on some issues.
- b. Planning & Zoning Commission members are required to attend at least one seminar per year for training related specifically to planning and land use regulations and trends. Such training will be funded by the city.
- c. The members of the Planning & Zoning Commission are subject to the City's Ethics Ordinance, as discussed in Section 3. CODE OF ORDINANCES, ARTICLE IV OFFICERS AND EMPLOYEES, DIVISION 2. The commission's duties and responsibilities are as described in City of Rowlett Code of Ordinances, §2-104.

5.9 Senior Advisory Board

The mission of the Senior Advisory Board is to generate public awareness of and support for senior citizens' concerns and to provide those citizens, as well as other interested parties, with information of interest to them.

- a. The board shall represent the interests of senior citizens and shall sponsor, co-sponsor, and recommend appropriate forums, programs, and services for Rowlett's senior citizens. The Senior Advisory Board shall propose and make recommendations to the City Council concerning matters of importance to the city's senior citizens. city. The Senior Advisory Board is purely advisory in nature.
- b. The board shall annually elect a chair and vice-chair from among its members. The staff liaison and board secretary shall be as designated by the city manager or his/her designee.

- c. The board shall consist of seven (7) voting members, each of whom shall be at least fifty-five (55) years of age or older and a resident of the city, and shall be appointed by the city council to serve two-year staggered terms or until their successors are duly appointed. The city council shall annually appoint a number of alternates as requested by the board chair and the council and staff liaison. An alternate may serve in the place of a voting member due to the absence or disqualification of a voting member. Alternates shall meet the same qualifications as regular members. An alternate member, when serving in the place of a voting member, shall enjoy the same rights, privileges, and responsibilities in their role as a voting member.
- d. The board's responsibilities and duties are as described in City of Rowlett Code of Ordinances, §2-255.

5.10 Capital Improvements Projects Task Force

To address the concerns of the community, the city council and staff with regard to facilities, infrastructure, and other capital projects and planning, the purpose of the task force includes, but is not limited to: providing recommendations to the City Council on project priorities, project selection, strategy with regard to capital projects, guiding values for planning of capital projects, the timing and proposition content for bond elections, and representing the city at public meetings and public outreach campaigns on the subject of capital projects.

- a. The Task Force is comprised of seven (7) regular members who are appointed to two-year staggered terms and a number of alternate members as requested by the chair and council and staff liaison, who are appointed to one-year terms.

5.11 Youth Advisory Council

This board was established to provide an opportunity for young citizens to become involved in city government.

- a. Duties and responsibilities include acting in an advisory capacity to provide observations and make recommendations to the city council regarding the needs and wants of Rowlett's youth and educating the youth participants in the local political process. Members will serve as messengers for the City of Rowlett and assist the city council in outreach to the youth in Rowlett and will assist the city by volunteering for local city events.
- b. The council is comprised of seven (7) regular members and a number of alternates as requested by the chair and the council and staff liaison. Members are sophomores, juniors or

seniors appointed by the city council in July and will serve one-year terms from August to July of the following academic year.

- c. The council's staff liaison and secretary are as designated by the city manager or his/her designee.
- d. The council's duties and responsibilities are as described in City of Rowlett Code of Ordinances §2-251

5.12 Charter Review Commission

This is an ad hoc commission that is appointed by the City Council when needed, but no more often than once every two years, to determine whether the Charter requires revision or amendment and to make recommendations for changes to the Charter.

- a. The Commission shall report its findings and present its recommendations regarding the Charter to the City Council at a regular or special meeting.
- b. The Commission may hold public hearings regarding the Charter and shall make recommendations for changes to the Charter without any consideration of the impact upon staff or cost to the City.
- c. The Charter Review Commission is comprised of seven (7) citizens of the city. Each councilmember may nominate one person of his/her choice to the Commission. Councilmembers' nominations shall be ratified by the Council unless overruled by a vote of at least five councilmembers. The term of office shall be for not more than twelve months. All records of proceedings of the Commission shall be filed with the City Secretary and become a public record.
- d. The appointment of the Charter Review Commission is governed by the Rowlett City Charter, §12.03 and Chapter 9 of the Texas Local Government Code.

5.13 Rowlett Housing Finance Corporation Board of Directors

The Rowlett Housing Finance Corporation Board of Directors is a separate entity board that was established to facilitate affordable home ownership for working class families and seniors in the City of Rowlett. It is established under Chapter 394 of the Texas Local Government Code as a not for profit, governmental entity corporation.

- a. The Board of Directors of the Corporation is a separate entity board comprised of two (2) city councilmembers and three (3) volunteer residents of Rowlett appointed by the Rowlett City Council. They offer strategic guidance and vision for the RHFC that is then carried out and managed by the executive

director of the corporation. The programs offered by the RHFC are designed to increase affordable housing opportunities while strengthening Rowlett's economic base.

- b. The RHFC shall be governed by the Texas Local Government Code Chapter 394 and the Articles of Incorporation as approved and amended by the Rowlett City Council. The RHFC operates under the bylaws adopted by the Board of Directors and approved by the city council.

5.14 Rowlett Community Organizations Active in Disaster

RCOAD is a separate entity board that serves as the foremost community-driven organization for the City of Rowlett in each phase of disaster: mitigation, preparedness, response, and recovery.

- a. It will follow the guiding principles of cooperation, communication, coordination, and collaboration to ensure a synergetic approach toward community resilience. The Committee is expected to be capable of providing all-hazards support to the community.
- b. The RCOAD Committee is comprised of representatives from a broad range of community organizations including the Rowlett City Council, the Rowlett Citizens' Corp Council (RCCC) and its affiliated programs such as the Rowlett Community Emergency Response Team (CERT), Fire Corps, and the Amateur Radio Emergency Service (ARES), as well as local utility companies, healthcare facilities, school districts, non-profit volunteer organizations, churches, and local businesses that work in partnership with the city's Office of Emergency Management (OEM) to plan, prepare for, and coordinate response to emergencies and disasters. The Committee includes the mayor (ex officio) and a councilmember (regular member) who represent the city.
- c. RCOAD oversees the Emergency Assistance Grant (EAG) program, designed to provide immediate, short-term assistance to Rowlett residents who need immediate relocation due to an unforeseen calamity which renders their primary residence uninhabitable.
- d. As a separate entity board, the RCOAD may operate under rules that differ from those of the city advisory boards.

5.15 DOWNTOWN ADVISORY BOARD

- a. The primary purpose of the Downtown Advisory Board is to advise the city council in supporting the execution of the Downtown Rowlett Strategic Plan, ensuring measurable economic vitality in the district while improving the city's overall revenue.

b. The board is comprised of five (5) voting members and two (2) alternate members appointed by the city council to staggered two year terms and three (3) ex-officio members, also serving staggered two year terms appointed as follows: (1) one nominated by Dallas Area Rapid Transit (“DART”) Board of Directors or Executive Director, (2) one nominated by the Rowlett Chamber of Commerce Board of Directors, and (3) one nominated by the Garland Independent School District Board of Trustees. The city council will also appoint two members of the City Council to serve as non-voting liaisons, for two year terms, to facilitate communication between the Board and the City Council and to act as a resource, assist in providing information, and provide periodic updates to the City Council regarding significant activities of the Board.

c. Voting members and Alternate members should generally possess one or more of the following qualifications:

- (1) Own real property in Downtown Rowlett;
- (2) Own an operating business located in Downtown Rowlett;
- (3) Reside in Downtown Rowlett;
- (4) Be an economic development, real estate, or mobility and planning professional;
- (5) Have expertise or strong background in arts and culture.

d. The Board shall annually elect a chairperson and a vice-chairperson and may adopt such rules and regulations for the conduct of its business as it deems advisable, subject to approval of the city council.

e. The Board’s responsibilities and duties are described in City of Rowlett Code of Ordinances, §

SECTION 6: CODE OF ETHICS

Members of City of Rowlett boards, commissions, committees, and task forces, including officers of statutory boards and commissions and members of purely advisory boards and ad hoc committees, but excluding members of separate entity boards who are not appointed by the city council, shall be subject to the Code of Ethics as adopted and amended by the Rowlett City Council in Article IV, Division 2 of the City of Rowlett Code of Ordinances.

SECTION 7: REVIEW AND AMENDMENT

This Handbook and the rules herein should be reviewed and updated at least every three years, or when a new board or commission is created. The mayor or two members of the city council may appoint a Boards & Commissions Handbook Review subcommittee consisting of three (3) councilmembers, who will review the Handbook

and present recommendations for revisions to the full city council in a public meeting at which members of boards and other citizens have the opportunity to provide input. The revised Handbook may be adopted by a majority vote of the city council.

Supplemental documents in the Addendums section are not part of the adopted Handbook and may be updated periodically by the city secretary without going through the review, revision, and formal adoption process.

ADDENDUMS/SUPPLEMENTAL DOCUMENTS

RESOURCES

Code of Ethics

City of Rowlett Code of Ordinances, Part II, Article IV, Division 2.

https://library.municode.com/tx/rowlett/codes/code_of_ordinances

Ordinances creating Boards and Commissions

City of Rowlett Code of Ordinances, Part II, Article II

https://library.municode.com/tx/rowlett/codes/code_of_ordinances

State statute pertaining to Charter Review Commission

Texas Local Government Code, Title 2, Subtitle A, Chapter 9

<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.9.htm>

State statute pertaining to Board of Adjustment

Texas Local Government Code, Title 7, Subtitle A, Chapter 211, Subsection 211.008

<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.211.htm>

State statute pertaining to Planning & Zoning Commission

Texas Local Government Code, Title 7, Subtitle A, Chapter 211, Subsection 211.007

<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.211.htm>

State statute pertaining to Animal Shelter Advisory Board

Texas Health and Safety Code, Title 10, Chapter 823, Subsection 823.005

<https://statutes.capitol.texas.gov/Docs/HS/htm/HS.823.htm>

City of Rowlett
BOARDS AND COMMISSIONS APPLICATION

(Please Print)

Today's Date:			
BOARDS AND COMMISSIONS			
Please choose from the following boards and commissions:			
·Animal Shelter Advisory Board	·Arts and Humanities Advisory Board		
·Board of Adjustment	·Economic Development Advisory Board		
·Golf Advisory Board	·Library Advisory Board		
·Parks and Recreation Advisory Board	·Planning and Zoning Commission		
·Senior Advisory Board	·Tax-Increment Financing District Board ·		
Traffic Safety Commission	· <u>Downtown Advisory Board</u>		
Board or Commission First Choice:		Board of Commission Second Choice:	
PERSONAL INFORMATION			
Last name:		First Name:	
Street address:		ZIP Code:	Email Address:
Home phone no.:	Business phone no.:	Cell phone no.:	
RESIDENCY INFORMATION			
Length of Residency in Rowlett:			
Are you a registered voter:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Voter's Registration No.:
All members of citizen boards and commissions must be registered voters, residing in the City of Rowlett.		Birthday (mm/dd/yyyy):	
		(Birthday information is needed only if you do not know your Voter's Registration Number)	
EMPLOYMENT			
Briefly describe your past two places of employment:			
Company name:		Job title:	
Dates of employment:		Location of job:	
Typical duties:			

Company name:	Job title:
Dates of employment:	Location of job:

Typical duties:

EDUCATION

Please describe your educational background, including the highest level attained and all college degrees, technical training, certifications, etc. that are relevant:

SKILLS AND QUALIFICATIONS

List any specific skills, abilities, and qualifications that are relevant to the position(s) applied for:

MEMBERSHIP INFORMATION

Are you currently serving on other Boards or Commission?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, which one:
Have you served on a Board or Commission before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, which one:

REASON FOR APPLYING

Please describe your reason for applying on a citizen board or commission. Please include any particular goals you have for the board or commission, and any unique talents, experiences, or interests that would help make you an excellent member:

REFERENCES

Please provide names and phone numbers of three references, other than relatives.

1.

2.

3.

BOARDS AND COMMISSIONS CHART

AS OF ~~JULY 7, 2026~~OCTOBER 15, 2024

Board/Commission	Type	Reg Members	Mtg Days	Creation	Council liaison
Animal Shelter	Advisory	7	3 rd Thu	TX H&S Code	Reaves Fassett
Arts & Humanities	Advisory	7	2 nd Tue	Ord	Winget
Board of Adjustment	Decision	5	As needed	TX LGC Ord	None
CIPTF	Ad hoc Advisory	9	As needed	Ord	As appointed
Charter Review	Ad hoc Advisory	7	As needed	TX LGC Charter	As appointed
COAD	Sep entity	17	Monthly as needed	Ord	Margolis Shinder Fassett
Diversity	Advisory	14	3rd Wed	Res	Margolis Shinder
Downtown Advisory	Advisory	5	TBD	Res	Kizziar Fassett Gibbs
Economic Development	Advisory	7*	3 rd Tue	Ord	Margolis Shinder Winget Kissiar
Golf	Advisory	7	1 st Tue	Ord	Schupp Holston
Library	Advisory	5	2 nd Thu	Ord	Bowers <u>III</u>
Parks & Recreation	Advisory	9	2 nd Wed	Ord	Schupp Gibbs
Planning & Zoning	Decision	7	2 nd & 4 th Tue	TX LGC Ord	None
Housing Finance Corporation	Sep entity	5**		TX LGC	**
Seniors	Advisory	7	3 rd Mon	Ord	Britton

TIRZ #2, 3, & 4	Sep entity	7***	Once per year & as needed	Ord	***
Youth	Advisory	7	3 rd Mon	Ord	Winget Bowers III

*Five appointed by city council, two by Rowlett Chamber

**Two members are city councilmembers

***All members are city councilmembers

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