



City of Rowlett

Special Meeting Agenda

City Council

4000 Main Street
Rowlett, TX 75088
www.rowlett.com

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.

Thursday, July 6, 2017

5:30 P.M.

Municipal Building – 4000 Main Street

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.

1. **CALL TO ORDER**
2. **WORK SESSION (5:30 P.M.)**
- 2A. Discuss proposed Rowlett Housing Finance Corporation Board Members to be included in articles of incorporation. (30 minutes)
3. **INDIVIDUAL CONSIDERATION**
- 3A. Consider action to approve an ordinance amending the Order to call a Special Election to add the positions of Councilmember Place One, Councilmember Place Two and Councilmember Place Three to the ballot for the Special Election to be held on Saturday August 26, 2017, with a possible runoff on September 23, 2017.

TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS

4. **ADJOURNMENT**

Laura Hallmark

Laura Hallmark, 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 (www.rowlett.com) on the 3rd day of July 2017, by 5:00 p.m.



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 07/06/17

AGENDA ITEM: 2A

TITLE

Discuss proposed Rowlett Housing Finance Corporation Board Members to be included in articles of incorporation. (30 minutes)

STAFF REPRESENTATIVE

Marc Kurbansade, Director of Development Services

SUMMARY

City Council has held several prior Work Sessions to discuss the incorporation of a Housing Finance Corporation (HFC). At the most recent Work Session on June 6, 2017, City Council provided direction to staff to bring the HFC articles of incorporation to a future meeting for formal consideration. The articles of incorporation must identify specific board members; this item is to come to a consensus on the identification of those board members.

BACKGROUND INFORMATION

On June 6, 2017, City Council came to a consensus during a Work Session to move forward with the incorporation of an HFC. This consensus included the identification of five board members consisting of a president, vice president, secretary, treasurer, and officer.

City Council appointed Martha Brown, Bruce Hargrave and Debby Bobbitt to serve as the sub-committee to recommend these five board members. Staff assisted the sub-committee in advertising to assemble a pool of candidates.

DISCUSSION

The sub-committee appointed by City Council has met three times (June 21, June 22 and July 5) to both interview prospective candidates and prepare a recommended list to be included in the HFC articles of incorporation. The expected outcome of this meeting is a list of the proposed board members. It should be noted that the president and vice president will be appointed to four-year terms. The remaining officers will be appointed to an initial term of two years, with the term then becoming four years after the initial term. This will allow for the staggering of terms throughout the board's lifecycle.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Staff recommends City Council come to a consensus regarding the proposed board positions to be included in the Rowlett Housing Finance Corporation articles of incorporation.



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 07/06/17

AGENDA ITEM: 3A

TITLE

Consider action to approve an ordinance amending the Order to call a Special Election to add the positions of Councilmember Place One, Councilmember Place Two and Councilmember Place Three to the ballot for the Special Election to be held on Saturday August 26, 2017, with a possible runoff on September 23, 2017.

STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

SUMMARY

The purpose of this item is to add the positions to the ballot of the Special Election on August 26, 2017, of the three currently seated Councilmembers who have resigned their positions as a result of announcing their candidacy for the position of Mayor as a result of the resignation of Todd Gottel.

BACKGROUND INFORMATION

At their meeting on May 2nd, Council formally accepted Mayor Gottel's resignation and on June 6, 2017, approved ordinance ORD-020-17 calling for a Special Election to fill the vacancy in the office of Mayor.

Councilmember Bruce Hargrave, Councilmember Robbert van Bloemendaal and Mayor Pro Tem Tammy Dana-Bashian have resigned their positions as a result of announcing their candidacy and officially filing paperwork as candidates for the position of Mayor. Council formally accepted their resignations on June 6, 2017 and June 20, 2017, respectively.

DISCUSSION

As stated in the original staff report from June 6th:

Should any currently seated Councilmember file to run for the position of Mayor, that filing would then create an additional vacancy on the City Council. In the event that occurs, City Council would then amend the Order of Special Election by adding the position(s) to the ballot of the August 26th election at a special meeting to be held on Thursday, July 6th. Persons interested in being a candidate for any vacant Council position at that time may begin filing for a position on the ballot Friday, July 7th, with the deadline to file being Monday, July 17th at 5 p.m. for both filing and write-in candidates.

The following positions will be added to the ballot for the Special Election to be held on Saturday, August 26, 2017:

Councilmember Place One
Councilmember Place Two – Unexpired Term
Councilmember Place Three

One additional change to the ordinance is the date of the canvass. Dallas County Elections Department (DCED) staff has requested the date be changed to Friday, September 1, 2017, instead of Monday, September 4, 2017. Considering that day is the Labor Day holiday, staff was amenable to the change.

FINANCIAL/BUDGET IMPLICATIONS

The City of Rowlett contracts with Dallas County Elections Department to conduct our municipal elections. Council approved the contract for this Special Election at their meeting on June 6, 2017. Funds are budgeted for City Elections in account number 1011501 6406 Elections. Estimated costs from DCED for the August 26th/September 23rd dates are \$18,073.03 for Election Day and Early Voting and \$16,862.71 for the Runoff and Early Voting. Final exact costs are not provided until after the election and an audit by the County has been conducted.

RECOMMENDED ACTION

Approve an ordinance amending the Order to call a Special Election to add the positions of Councilmember Place One, Councilmember Place Two and Councilmember Place Three to the ballot for the Special Election to be held on Saturday August 26, 2017, with a possible runoff on September 23, 2017.

ORDINANCE

AN ORDINANCE OF THE CITY OF ROWLETT, TEXAS, AMENDING ORDINANCE NO. ORD-020-17, AND AMENDING THE ORDER CALLING FOR A SPECIAL ELECTION TO BE HELD ON AUGUST 26, 2017, TO ADD SPECIAL ELECTIONS TO FILL VACANCIES IN THE OFFICES OF COUNCILMEMBER FOR PLACE ONE, COUNCILMEMBER FOR PLACE TWO AND COUNCILMEMBER FOR PLACE THREE, IN ADDITION TO THE OFFICE OF MAYOR, TO SERVE FOR THE REMAINDER OF THE UNEXPIRED TERMS FOR EACH OF SAID OFFICES; CALLING FOR A RUN-OFF ELECTION IF NECESSARY; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, on April 24, 2017, a vacancy was created in the office of Mayor and, in accordance with the City Charter and State law, a Special Election is needed to fill the vacancy in that office for the remainder of the unexpired term; and

WHEREAS, on the 6th day of June 2017, at a meeting of the City Council of the City of Rowlett, Texas, the Council adopted Ordinance No. ORD-020-17, which ordered a Special Election to be held on Saturday, August 26, 2017; and,

WHEREAS, on June 1, 2017, a vacancy was created in the office of Councilmember Place Three; on June 3, 2017, a vacancy was created in the office of Councilmember Place One; and, on June 8, 2017, a vacancy was created in the office of Councilmember Place Two. In accordance with the City Charter and State law, a Special Election is needed to fill the vacancies in those offices for the remainder of the unexpired terms of office; and

WHEREAS, on this the 6th day of July 2017, at a meeting of the City Council of the City of Rowlett, Texas, the meeting was called to order and, as set forth hereinafter, the Council amended Ordinance No. ORD-020-17, to amend the election order such that special elections shall be held to fill vacancies in the offices of Mayor and Councilmember for Places One, Two and Three, on Saturday, August 26, 2017; and,

WHEREAS, the election shall be held as a Special Election administered by the Dallas County Elections Administrator in accordance with the provisions of the Texas Election Code and a Special Election Services Contract.

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

Section 1: That Ordinance No. ORD-020-17, adopted by the City Council of the City of Rowlett, Texas, be and is hereby amended such that the Special Election ordered therein be revised to include a Special Election to fill vacancies in the offices of Councilmember for Place One, Councilmember for Place Two and Councilmember for Place Three.

Section 2: That the City Council of the City of Rowlett, Texas, hereby calls and orders a Special Election for the 26th day of August, 2017, the same being the fourth Saturday of said month, for the purpose of electing Councilmembers at large for Place 1, Place 2 and Place 3, in addition to electing a Mayor. The candidates receiving a majority of all votes cast for such offices shall be elected to complete the remainder of the unexpired terms of office and shall serve for such term or until their successors are duly elected and qualified.

Section 3: That the canvass of the election returns for said Special Election shall be conducted by the City Council on or about Friday, September 1, 2017.

Section 4: That in the event any candidate for any of said offices fails to receive a majority of all votes cast for that office, a run-off election shall be held, and if a run-off election is necessary, the run-off election will be held on Saturday, the 23rd day of September, 2017.

Section 5: That all provisions of Ordinance No. ORD-020-17 not in conflict with or superseded by this Ordinance shall remain in full force and effect.

Section 6: That should any part, section, subsection, paragraph, sentence, clause or phrase contained in this ordinance be held to be unconstitutional, invalid or of no force and effect, such holding shall not affect the validity of the remaining portion of this ordinance, but in all respects said remaining portion shall be and remain in full force and effect.

Section 7: That this ordinance shall take effect immediately upon its passage as the law and charter in such cases provide.

ATTACHMENT

Attachment 1 – Election Order (English and Spanish)

**NOTICE/ORDER OF SPECIAL ELECTION FOR MUNICIPALITIES
AVISO/ORDEN DE ELECCION ESPECIAL PARA MUNICIPIOS**

An election is hereby ordered to be held on August 26, 2017 to elect:

Por la presente se ordena que se llevará a cabo una elección el 26 agosto 2017 para elegir:

Mayor/Alcalde
Councilmember Place 1/*Lugar uno, Concejal*
Councilmember Place 2/*Lugar dos, Concejal*
Councilmember Place 3/*Lugar tres, Concejal*

Amended the 6th day of July, 2017.
Enmendado 6 de julio 2017.

Early voting by personal appearance will be conducted at the following location and times*:
La votación adelantada en persona se llevará a cabo en la siguiente ubicación y horas:

**DATES AND TIMES OF EARLY VOTING FOR THE
ELECTION TO BE HELD ON SATURDAY, AUGUST 26, 2017**
*Fechas y horarios de votación adelantada para la elección
que se celebrará el sábado, 26 de agosto 2017*

August 9 (WEDNESDAY THROUGH FRIDAY) August 11 <i>9 de agosto (miércoles a viernes) 11 de agosto</i>	8 AM TO 5 PM <i>8 a 5 p</i>
August 14 (MONDAY THROUGH FRIDAY) August 18 <i>14 de agosto (lunes a viernes) 18 de agosto</i>	8 AM TO 5 PM <i>8 a 5 p</i>
August 19 (SATURDAY) <i>19 de agosto (sábado)</i>	8 AM TO 5 PM <i>8 a 5 p</i>
August 20 (SUNDAY) <i>20 de agosto (domingo)</i>	1 PM TO 6 PM <i>1 p 6 p</i>
August 21 (MONDAY AND TUESDAY) August 22 <i>21 de agosto (lunes y martes) 22 de agosto</i>	7 AM TO 7 PM <i>7 a 7 p</i>

**Rowlett City Hall Annex
4004 Main Street
Rowlett, Texas**

Location of Election Day Polling Place

Ubicación de las casillas electorales el Día de Elección

**August 26 (SATURDAY)
26 DE AGOSTO (SÁBADO)**
TIMES OF VOTING
HORARIOS DE LAS VOTACIONES
7 AM TO 7 PM
7AM A 7PM

**Rowlett City Hall Annex
4004 Main Street
Rowlett, Texas**

**NOTICE OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON THE BALLOT
AVISO DE FECHA LÍMITE PARA PRESENTAR SOLICITUDES PARA UN LUGAR EN LA
BOLETA**

Notice is hereby given that applications for a place on the Rowlett Special Election ballot may be filed during the following time:

(Se da aviso por la presente que las solicitudes para un lugar en la boleta de la Elección Especial de Rowlett se pueden presentar durante el siguiente horario:

Filing Dates and Times:

Fechas y Horario para Entregar Solicitudes:

Start Date: June 7, 2017 End Date: June 26, 2017 at 5:00 p.m.
Fecha Inicio: 7 de junio 2017 Fecha Limite: 26 junio 2017 a la 5:00 p

Office Hours: 8:00 a.m. – 5:00 p.m.
Horario de la Oficina

Physical address for filing applications in person for place on the ballot:
(Dirección a física para presentar las solicitudes en persona para un lugar en la boleta)

ATTN: City Secretary/Candidate Filing, 4000 Main Street, Rowlett TX 75088

Address to mail applications for place on the ballot (if filing by mail):
(Dirección a donde enviar las solicitudes para un lugar en la boleta (en caso de presentar por correo)

ATTN: City Secretary/Candidate Filing, 4000 Main Street, Rowlett TX 75088

Signature of Mayor
Firma del Alcalde