



**Notice of Meeting of the City Council of the City of Roman Forest, Texas**

**2430 Roman Forest Boulevard, Roman Forest, TX 77357**

**Regular City Council Meeting Agenda**

---

Monday, November 27, 2023,

6:30PM

City Council Chambers

**Mayor - Chris Parr**

**Council Member Mitchell Davis – Position 1**

**Council Member Nelda Adkins – Position 2**

**Open – Position 3**

**Council Member Greg Partin – Position 4**

**Council Member James Brooks – Position 5**

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a City Council Meeting of the City of Roman Forest, Texas, will be held at which time the following subjects will be discussed and will be acted upon.

1. CALL TO ORDER:
2. INVOCATION:
3. PLEDGE OF ALLEGIANCE:
4. ROLL CALL:
5. PUBLIC COMMENTS
  
6. Discuss and consider possible action approving the Canvass votes from the November 7, 2023, General and Special Election of the City of Roman Forest, Tx.
  
7. Discuss and consider possible action approving the Certification of Election for the November 7, 2023, General and Special Election.
  
8. Consideration and possible action: On approval of Resolution 327-23, **A RESOLUTION OF THE CITY OF ROMAN FOREST, TEXAS, CERTIFYING THE ELECTION RESULTS FOR MAYOR, COUNCIL POSITION 2, COUNCIL POSITION 3, AND COUNCIL POSITION 4; SUCH ELECTION WAS HELD ON NOVEMBER 7, 2023; AND DECLARING ELECTED TO OFFICE OF MAYOR, CHRIS PARR, AS AN OPPOSED CANDIDATE; AND DECLARING ELECTED TO THE OFFICE OF COUNCIL POSITION 2, CHRISTOPHER ELLIS , AS AN OPPOSED CANDIDATE; AND DECLARING ELECTED TO THE OFFICE OF COUNCIL POSITION 3, JERRY REASNER, AS AN OPPOSED CANDIDATE; AND DECLARING ELECTED TO THE OFFICE OF COUNCIL POSITION 4, GREG PARTIN, AS AN UNOPPOSED CANDIDATE DURING THE NOVEMBER 7, 2023 ELECTION.**
  
9. Swearing in candidates:
  1. Chris Parr - Mayor
  2. Christopher Ellis - Council Member No. 2
  3. Jerry Reasner - Council Member No. 3
  4. Greg Partin - Council Member No. 4
  
10. Discuss and consider the appointment of Mayor Pro-Tem and get council's approval for the appointment.
  
11. Discuss and consider possible approval of Resolution 299-23 – **A RESOLUTION APPOINTING MAYOR PRO-TEM FOR THE CITY OF ROMAN FOREST, TEXAS FOR THE TERM 2023-2024.**
  
12. Swearing in Mayor Pro-Tem.
  
13. CONSENT AGENDA ITEMS:
  - a. Consider and approve the Minutes of the Regular City Council Meeting dated October 23, 2023.
  
  - b. Consider the Financial and Bookkeeping and take any action in connection therewith – Finance Manager, Liz Mullane
  
  - c. Consider the City Administrator report and take any action required in connection therewith – City Administrator, Tim Underwood

- d. Consider the Police Department Report and take any action required in connection therewith – Chief Stephen Carlisle
  - e. Reports
    - 1. Building Permit Report – Submitted for Review
    - 2. Municipal Court Report – Submitted for Review
    - 3. Maintenance Department Report – Submitted for Review
14. Discuss and consider the status of the following projects and taking of any action in conjunction therewith – Engineer Greg Phipps.
- City Drainage Improvements
  - City Paving Improvements
15. Discuss and consider possible action rescheduling the December Regular City Council Meeting.
16. Discuss and consider the approval for the Roman Forest Special Events Committee’s Christmas Craft Show on December 2, 2023, at the Roman Forest City Park.
17. Discuss and consider the approval of the Roman Forest City Hall Tree Lighting on December 2, 2023, at 5:30pm.
18. Discuss and consider the approval of the Roman Forest Special Events Committee, Home Christmas Lighting judging on December 16, 2023, at 7:00pm.
19. Discuss and consider possible action for the Official Ballot for Board of Directors for Montgomery County Central Appraisal Directors.
20. Discuss and consider Adopting a Boards and Committee Handbook.
21. Discuss and consider a Resolution to become a voting member of the Houston-Galveston Area Council (H-GCA). **Resolution No. to be assigned.**
22. Discuss and consider a Request for Qualifications (RFQ) for Consulting Planning Services to develop the City of Roman Forest Comprehensive Plan.
23. Discuss and consider possible action approving digital signature process for Accounts Payable and Payroll checks with the implementation of ERP Pro 10 Financial Suite (Tyler Technologies).
24. Discuss and consider approving payment to BOK Financial in the amount of \$198,843.75 for Debt Service Payment for the 2016 Cert of Obligation.
25. Discuss and consider approving **ORDINANCE NO. 545-23 – AN ORDINANCE BY THE CITY COUNCIL FOR THE CITY OF ROMAN FOREST, TEXAS AMENDING THE CITY’S OPERATING BUDGET FOR THE FISCAL YEAR 2023-**

**2024, AS PREVIOUSLY ADOPTED IN BUDGET ORDINANCE NUMBER 529-23, DATED SEPTEMBER 11, 2023; PROVIDING A TEXAS OPEN MEETINGS CLAUSE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE FOR THE AMENDED BUDGET.**

26. Discuss and consider possible action on **Chapter 34** – Peddlers and Solicitors.

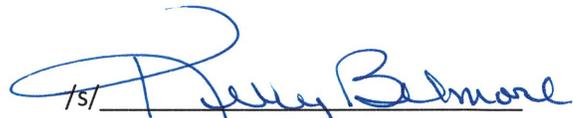
27. Discuss and a draft **Ordinance** addressing Substandard Buildings.

28. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

29. ADJOURNMENT

Requests for accommodation must be made 48 hours prior to the meeting. Please contact the City Secretary at (281)399-2660 ext. 101, or fax to (281)689-7573 for information or assistance. I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the City of Roman Forest, is posted on the website and the front door of Roman Forest City Hall, which is always readily accessible to the public, by 6:30 pm on November 22, 2023.



/s/   
Kelly Belmore, City Secretary

Council Chambers are set up to record audio and video of the meetings. You may be audio and video recorded while in this facility.

Details on Council meetings may be obtained from the City Secretary's Office, or video of the entire meeting may be downloaded from the website. (Portions of the video may be distorted due to equipment malfunction or other uncontrollable factors.)

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144© and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and /or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and /or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.