

Frank D. Jackson, Mayor
Jonathan Miller, Council Member,
Position 1
Jonathon Randle, Council Member,
Position 2



Marie Herndon, Council Member,
Position 3
Herbert Thomas, Council Member,
Position 4
Paulette Barnett, Council Member,
Position 5

**City of Prairie View
City Council Meetings Agenda
December 15, 2015, 6:00 p.m.
Prairie View City Hall, City Council Chamber
44500 U.S. Business Highway 290
Prairie View, Texas 77446**

Workshop Meeting Agenda, 6 p.m.

1. **Call to Order**
2. **Certification of Quorum**

Presentations and Workshop Discussions

3. St. Francis of Assisi Episcopal Church Choir presenting a program of seasonal songs.
 4. Introduction of City Attorney Leah Hayes, Olson and Olson, LLP.
 5. Presentation of the proposed City Park enhancement concepts; Sandra Bland Memorial Park.
 6. Discuss changes to the City of Prairie View's City Council Rules of Procedure.
 7. Receive update on City Council workshop retreat for teambuilding and communications enhancement.
 8. Discuss changes to the City of Prairie View's Personnel Policy.
 9. Discuss a policy to provide area lighting in the City of Prairie View.
 10. Discuss maintenance preceding mold remediation in the Prairie View City Hall.
 11. Adjourn.
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Regular Meeting Agenda, 7 p.m.

1. **Call to Order**
2. **Certification of Quorum**
3. **Invocation**
4. **Citizens Comments.** *Please limit your comments to three (3) minutes. City Council will listen to the comments, but cannot discuss or respond to the comments during the*

meeting. The matter may be referred to a department head, or City Council may direct that the matter be placed on the next Regular City Council Agenda. If a written response is desired from the City please so indicate during your presentations.

Citizens may also submit their comments in writing and/or fill out a Customer Service Evaluation Form.

All persons in attendance at the meeting of the City Council will conduct themselves in an orderly manner. Disregard of order from the Mayor/Chair or Sergeant-At-Arms/Law Enforcement Officer will result in the removal of the person or persons causing the disorder. Please see the Council's Rules of Conduct attached at the end of this agenda document.

Consent Agenda

5. Consider approval of the Meeting Minutes of the Regular City Council Meeting of November 17, 2015.
6. Consider approval of the Meeting Minutes of the Special City Council Meeting of November 24, 2015.
7. Consider adoption of a Resolution accepting the proposal for professional engineering services for the Old Houston Highway and James Muse Parkway Infrastructure Development Project locally known as the James Muse Parkway Project for project work related to EDA Grant Award Project, No. 08-01-05082, to Clay and Leyendecker, Inc., and authorize the Mayor to negotiate a contract for said engineering services with Clay and Leyendecker, Inc.
8. Consider authorizing the Mayor to sign a Letter of Engagement with Erskine Payne, Certified Public Accountant to conduct an audit for Fiscal Year ended September 30, 2015.

Regular Agenda

9. Discuss and consider action, if deemed appropriate, accepting the proposed City Park enhancement concepts for the Sandra Bland Memorial Park.
10. Discuss and consider action, if deemed appropriate, on an Ordinance amending the City of Prairie View's Adopted Budget for the Fiscal Year 2015-2016.
 - A. Police Department.
 - B. Administration Department.
 - C. Public Works Department.
11. Discuss and consider action, if deemed appropriate, accepting the Proposal for Accounting Services to J. & J. Johnson for Accounting Services for the period of January 1, 2016 through December 31, 2016, and authorize the Mayor to negotiate a contract for said accounting services.
12. Discuss and consider action, if deemed appropriate, setting the City Council Meeting Schedule for the 2016 Calendar Year.

13. Discuss and consider action, if deemed appropriate, on an Ordinance establishing the City of Prairie View's Records Management Program.
14. Discuss and consider action, if deemed appropriate, authorizing the reimbursement to Mayor Frank D. Jackson for expenditures for Economic Development-related travel to Guachene, Columbia related to the development of the 36 Alpha Project.

Reports

15. **Departmental Reports.**
 - A. Administration Department. Report of May 7, 2016 Elections Schedule
 - B. Finance. Financial Statements for the Period of October 2015 and Year-to-Date, Unaudited
 - C. Municipal Court Monthly Report for November 2015
 - D. Police Monthly Report for December 2015
 - E. Public Works Operations Report.
 - F. Tax Collections Report from Waller ISD for November 2015
 - G. Volunteer Fire Fighting Association Monthly Report for November 2015
16. **Mayor and City Council Reports.**
 Mayor's Reports:
 Report on substandard structure located at Owens and Thompson streets.
 Report on 9-1-1 notification letters sent out by Waller County 9-1-1 District.
 Report on Bureau Veritas implementation.
17. New Business (Future Agenda Items) *Under this agenda item, the Mayor and City Council Members may request that certain items be scheduled for a future agenda. Requesting that items be placed on a future agenda does not exclude other agenda items being added during the agenda development process. Future agenda items are scheduled and published in conformance with the Texas Open Meetings Act.*

Executive Session

18. The City Council of the City of Prairie View will convene into Executive Session as authorized by the Texas Government Code, Section 551.076, Deliberations about Security Devices or Security Audit.
19. The City Council of the City of Prairie View will reconvene into Open Session to take any action arising from the Executive Session.
20. **Adjourn.**

The City of Prairie View City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

I, the undersigned authority, do hereby certify that the above Notice and Agenda of

Workshop and Regular Meetings of the governing body of the City of Prairie View is a true and correct copy of said Notice and said Notice was posted on the City Hall front door, a place convenient and readily accessible to the general public at all times; said Notice was posted on Friday, December 11, 2015 by 6:30 p.m., and remained so posted continuously for at least 72 hours preceding the scheduled time for said meeting. The Notice and Agenda was also posted on the City's website at http://www.prairieviewtexas.gov/departments/council_agendas_and_minutes.php

Dated this the 11th day December, 2015.

By 
Janie Willman, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at (936) 857-3603.



Welcome to the City of Prairie View City Council Meeting

We are here to serve you and the Community. Just a few reminders about the City Council's Rules of Procedure.

ARTICLE 1.500 CITY COUNCIL RULES OF PROCEDURE

Sec. 1.516 Addressing the Council. Any person desiring to address the council by oral communication shall first secure the permission of the mayor; provided, however, that preference will be given to those persons who have notified the city secretary by noon of the meeting day of the council meeting of their desire to speak in order that their names may be placed on the agenda, and they will be recognized by the mayor without further action.

Sec. 1.517 Addressing the Council After Motion Made. After a motion is made by the council, no person shall address the council without first securing the permission of the mayor to do so.

Sec. 1.518 Manner of Addressing the Council; Time Limit. (a) Each person addressing

the council shall step up to the microphone in front of the rail, shall give his name and address in an audible tone of voice for the taped record and, unless further time is granted by the council, shall limit his address to three minutes.

(b) All remarks shall be addressed to the council as a body and not to any member thereof.

(c) No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the mayor.

(d) No question shall be asked a councilmember except through the mayor.

Sec. 1.519 Silence Constitutes Affirmative Vote. *Unless a member of the council states that he/she is not voting, his/her silence in failing to respond to a roll call shall be recorded as an affirmative vote.*

Sec. 1.520 Decorum. *(a) While the council is in session, the members must preserve order and decorum, and members shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council or disturb any member while speaking nor refuse to obey the orders of the council or the mayor, except as otherwise herein provided.*

(b) Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the council shall be forthwith, by the mayor, barred from further audience before the council, unless permission to continue be granted by a majority vote of the council.

Sec. 1.521 Enforcement of Decorum. *(a) The chief of police, or such member or members of the police department as he/she may designate, shall be sergeant-at-arms of the council meetings. He/she, or they, shall carry out all orders and instructions given by the mayor for the purpose of maintaining order and decorum at the council meeting.*

(b) Upon instructions of the mayor, it shall be the duty of the sergeant-at-arms, or any of them present, to place any person who violates the order and decorum of the meeting under arrest, and cause him/her to be prosecuted under the provisions of this code; the complaint to be signed by the mayor.

Sec. 1.522 Persons Authorized to be Within Rail. *No person, except city officials, their representatives and newspaper, radio, and television reporters, shall be permitted within the rail in front of the council chamber without the express consent of the council.*