



**NOTICE OF REGULAR MEETING AGENDA
LANCASTER CITY COUNCIL
MUNICIPAL CENTER CITY COUNCIL CHAMBERS
211 N. HENRY STREET, LANCASTER, TEXAS**

Monday, March 10, 2014 - 7:00 PM

CALL TO ORDER

INVOCATION: Ministerial Alliance

PLEDGE OF ALLEGIANCE: Deputy Mayor Pro Tem Nina Morris

CITIZENS' COMMENTS:

At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

CONSENT AGENDA:

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

- C1. Consider approval of minutes from the City Council Regular Meeting held February 24, 2014.
- C2. Consider a resolution declaring the unopposed candidates in District 4 and District 6 in the May 10, 2014 general municipal election elected to office; canceling the election in single member District 4 and District 6; providing for all other provisions of Resolution No. 2014-02-14, as amended, ordering the election to remain in full force and effect.
- C3. Consider a Resolution approving the amendment to the Professional Services Agreement with Linebarger Goggan Blair & Sampson, LLP to perform Professional Services associated with Fines and Fees Collection Services and Legal Enforcement Actions.
- C4. Consider a resolution authorizing Dallas County to resell 3123 Sherwood Avenue, a tax foreclosed property, by public or private sale, to the highest qualified purchaser, as provided by Section 34.05 of the Texas Property Tax Code.
- C5. Discuss and consider a resolution confirming the selection of the Airport Advisory Board Architectural Committee for the design of the new terminal building at the Lancaster Regional Airport.

ADJOURNMENT

EXECUTIVE SESSION: The Council reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the TEXAS GOVERNMENT CODE to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: The Municipal Center is wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on March 10, 2014 @ 12:00 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.



Sorangel O. Arenas
City Secretary

LANCASTER CITY COUNCIL

Agenda Communication

March 10, 2014

Item 1

Consider approval of minutes from the City Council Regular Meeting held February 24, 2014.

Background

Attached for your review and consideration are minutes from the:

- City Council Regular Meeting held February 24, 2014

Submitted by:

Sorangel O. Arenas, City Secretary

MINUTES

LANCASTER CITY COUNCIL MEETING OF FEBRUARY 24, 2014

The City Council of the City of Lancaster, Texas, met in Regular session in the Council Chambers of City Hall on February 24, 2014 at 7:00 p.m. with a quorum present to-wit:

Councilmembers Present:

Mayor Marcus E. Knight
Carol Strain-Burk
Stanley Jaglowski
Marco Mejia
Mayor Pro Tem James Daniels
LaShonjia Harris
Deputy Mayor Pro Tem Nina Morris

City Staff Present:

Opal Mauldin Robertson, City Manager
Thomas Griffith, Fire Chief
Cheryl Wilson, Police Chief
Sean Johnson, Parks, Recreation and Library Services Director
Dori Lee, Human Resources Director
Rona Stringfellow, Managing Director Public Works / Development Services
Ed Brady, Economic Development Director
Cynthia Pearson, Finance Director
Baron Sauls, Assistant Finance Director
Mark Divita, Airport Manager
Robert E. Hager, City Attorney
Angie Arenas, City Secretary

Call to Order:

Mayor Knight called the meeting to order at 7:00 p.m. on February 24, 2014.

Invocation:

Deacon Jones World Harvest Ministries gave the invocation.

Pledge of Allegiance:

Councilmember LaShonjia Harris led the pledge of allegiance.

Citizens Comments:

Thomas Allen, 200 N. Crest, shared his concerns with item C6 on the consent agenda.

Consent Agenda:

City Secretary Arenas read the consent agenda.

- C1. Consider approval of minutes from the City Council Regular Meeting held February 24, 2014.**

- C2. Consider a resolution ordering a General Election to be held on Saturday, May 10, 2014, for the election of one councilmember for District 2, one councilmember for District 4, and one councilmember for District 6 for a three year term; providing for the publication and posting of notice; and providing for early voting dates, times and locations.**

Considere una resolución que ordena una Elección General que se celebrará el Sábado, 10 de mayo 2014, por la elección de un concejal por el Distrito 2, un concejal por el Distrito 4, y una concejal del Distrito 6 para un período de tres años; se dispone la publicación y publicación de la notificación y la provisión para las fechas de votación anticipada, horas y lugares.

- C3. Consider a resolution approving the terms and conditions of a Joint Election Contract and Election Services Agreement with Dallas County Elections to conduct a municipal General Election for the election of one councilmember for District 2, one councilmember for District 4, and one councilmember for District 6 to be held on Saturday, May 10, 2014.**

Considere una resolución aprobando los términos y condiciones del Contrato Elección Conjunta y servicios de la elección con las elecciones del condado de Dallas para llevar a cabo una elección general municipal para la elección de un concejal por el Distrito 2, un concejal por el Distrito 4, y una concejal del Distrito 6 que se celebrará el sábado 10 de mayo de 2014.

- C4. Consider a resolution approving the terms and conditions of an Interlocal Agreement by and between the City of Dallas and the City of Lancaster to provide certain biomedical on-line services.**

- C5. Consider a resolution approving the terms and conditions of the City owned T-Hangar non-commercial lease from building 670 at the Lancaster Regional Airport.**

- C6. Discuss and Consider an Ordinance of the City of Lancaster, Amending Chapter 8, Article 8.08 "Peddlers, Solicitors, Itinerant Vendors and Handbill Distributors", Section 8.08.042, "Depositing or Distributing in Public Place" to Provide for the Distribution of Handbills for Religious or Political Purposes on Public Property at Times and In Areas Which Have been Designated by the City as Reasonable and Appropriate for Such Action; and By Amending Section 8.08.046, "Permit Required; Duration; Hours of Operation" By Adding Subsection (d) to Provide an Exception to the Permit Requirement for Those Individual Distributing Handbills or Other Written Material with a Political or Religious Purpose.**

Councilmember Strain-Burk pulled consent item C6.

MOTION: Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Daniels, to approve consent items C1 – C5. The vote was cast 7 for, 0 against.

Council was informed that the City Attorney Bob Hager was listening via telephone in route to the meeting. Mayor Knight called a brief recess at 7:08 p.m. Mayor Knight reconvened the meeting at 7:22 p.m.

Councilmember Strain-Burk asked City Attorney Hager if it would matter if the delegation of the City Manager to designate times or places was included in the ordinance; City Attorney Hager stated that it did not and that it was more of a policy issue.

City Attorney Hager stated times are put into place to protect citizens from having people knock on their door all hours of the night and to protect the solicitors from walking around in the dark during minimal visibility.

Councilmember Harris asked if there was a reason to specify time periods between 9 a.m. to 6 p.m. City Attorney Hager reiterated the importance of safety for both the citizens and the solicitors. City Attorney Hager clarified that a solicitor was not one that is passing out campaign literature or participating in religious or political free speech.

Councilmember Harris asked if the City had the resources to enforce that time stamp, for instance dealing with those that violate the time limit. City Attorney Hager stated it would be complaint based by household.

Councilmember Jaglowski asked where the solicitors would go to register. City Manager Mauldin Robertson advised that registration is at the Police Department. Mayor Knight clarifies that this particular registration is for those vendors trying to do business in the community and the issue is not about limiting the right for people to distribute or discuss religious or political information. Councilmember Mejia added that it is strictly for profit entities.

City Attorney Hager explained that according to the Time, Place, Manner Regulation it is important to delegate an area, for example the park, to sell, share, or distribute political literature or ideas without bothering normal business.

MOTION: Councilmember Mejia made a motion, seconded by Deputy Mayor Pro Tem Morris, to table [item C6] until the next work session on March 17, 2014. The vote was cast 7 for, 0 against.

MOTION: Deputy Mayor Pro Tem Morris made a motion, seconded by Mayor Pro Tem Daniels, to adjourn. The vote was cast 7 for, 0 against.

The meeting was adjourned at 7:28 p.m.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

LANCASTER CITY COUNCIL

Agenda Communication

March 10, 2014

Item 2

Consider a resolution declaring the unopposed candidates in District 4 and District 6 in the May 10, 2014 general municipal election elected to office; canceling the election in single member District 4 and District 6; providing for all other provisions of Resolution No. 2014-02-14, as amended, ordering the election to remain in full force and effect.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Civic Engagement

Background

Resolution No. 2014-02-14, approved by City Council on February 24, 2014, ordered the general municipal election for Saturday, May 10, 2014 in accordance with State law. Following the deadlines for an application for a place on the ballot and for the declaration of write-in candidates, single member District 4 and District 6 are the only uncontested districts.

Texas Election Code states that in single member districts, the City Council may cancel the district election if:

- 1) a candidate for an office that is to appear on the ballot in that district is unopposed; and
- 2) if no proposition is to appear on the ballot.

The deadline for write-in candidates was February 28, 2014 at 5:00 p.m. The Election Code states that the City Secretary must provide to the City Council a certification that a candidate for office is unopposed. The draft Certification of Unopposed Candidate is attached certifying that candidate James Daniels (District 4) and candidate Nina L. Morris (District 6) are unopposed, that there are no write-in candidates, and that no propositions are on the ballot. At the start of the Special Meeting, the City Secretary will provide a signed Certification of Unopposed Candidate if there have been no write-in candidates. At that time, City Council may consider the resolution. Dallas County Elections has requested consideration of this matter as quickly as possible to finalize instructions regarding ballot production.

Considerations

- **Operational** - Upon receiving the Certification of Unopposed Candidate, the City Council may declare the unopposed candidate elected to office, in which case the election for single members District 4 and District 6 are canceled. Although the statute requires th

City Secretary make the certification to the City Council, the City Council is given discretion in declaring unopposed candidates elected and may hold the election regardless of the unopposed status of the candidate.

- **Legal** - City Attorney Hager has reviewed and approved the resolution declaring the unopposed candidates.
- **Financial** - Dallas County Elections has indicated that there will be some cost savings to the City in canceling the District 4 and District 6 race. These savings are achieved primarily through savings on ballot production and will be specifically calculated at the time final election costs are determined and reported to those participating in the joint election.
- **Public Information** - There are no public information requirements.

Options/Alternatives

1. Council may accept the Certification of Unopposed Candidate and approve the resolution as presented. This action will cancel the District 4 and District 6 race and remove Mayor Pro Tem Daniels and Deputy Mayor Pro Tem Morris' name from the ballot. It will not affect the election race in District 2.
2. Council may reject the Certification of Unopposed Candidate and the resolution. This action will result in the District 4 and District 6 race being on the ballot. Voters eligible to cast a ballot would be able to vote for the unopposed candidate.

Recommendation

Staff recommends that City Council accept the Certificate of Unopposed Candidate for District 4 and District 6 and approve the resolution declaring the unopposed candidate, James Daniels and Nina L. Morris, elected to office, thus canceling the election in District 4 and District 6.

Attachments

- Certification of Unopposed Candidates
 - Resolution
-

Submitted by:

Sorangel O. Arenas, City Secretary

Certification of Unopposed Candidate
by the City Secretary

STATE OF TEXAS
COUNTY OF DALLAS
CITY OF LANCASTER

I, the undersigned, Sorangel O. Arenas, certify that I am the City Secretary of the City of Lancaster, Texas, and the authority responsible for preparing the ballot for the May 10, 2014 general municipal election. I further certify that no proposition is to appear on the ballot at the election, no person has made a declaration of write-in candidacy, and the following candidate is unopposed:

James Daniels, District 4

WITNESS MY HAND AND SEAL OF OFFICE in Lancaster, Texas, this
10th day of March, 2014 at 6:00 p.m.

Sorangel O. Arenas
City Secretary
City of Lancaster, Texas

Seal

Certification of Unopposed Candidate
by the City Secretary

STATE OF TEXAS
COUNTY OF DALLAS
CITY OF LANCASTER

I, the undersigned, Sorangel O. Arenas, certify that I am the City Secretary of the City of Lancaster, Texas, and the authority responsible for preparing the ballot for the May 10, 2014 general municipal election. I further certify that no proposition is to appear on the ballot at the election, no person has made a declaration of write-in candidacy, and the following candidate is unopposed:

Nina L. Morris, District 6

WITNESS MY HAND AND SEAL OF OFFICE in Lancaster, Texas, this
10th day of March, 2014 at 6:00 p.m.

Sorangel O. Arenas
City Secretary
City of Lancaster, Texas

Seal

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, DECLARING UNOPPOSED THE CANDIDATES IN DISTRICT 4 AND DISTRICT 6 IN THE MAY 10, 2014 GENERAL MUNICIPAL ELECTION ELECTED TO OFFICE; CANCELING THE ELECTIONS IN SINGLE MEMBER DISTRICT 4 AND DISTRICT 6; PROVIDING FOR ALL OTHER PROVISIONS OF RESOLUTION NO. 2014-02-14, AS AMENDED, ORDERING THE ELECTION TO REMAIN IN FULL FORCE AND EFFECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the general municipal election was called for May 10, 2014 in Resolution No. 2014-02-14 for the purpose of electing Councilmembers for Districts 2, 4, and 6;

WHEREAS, the City Secretary has certified in writing that there is no proposition on the ballot, that no person has made a declaration of write-in candidacy, and that the candidate for District 4 and District 6 on the ballot are unopposed for election to office; and

WHEREAS, under these circumstances, Subchapter C, Chapter 2, Election Code, authorizes the City Council to declare the candidate elected to office and cancel the election for the single members in District 4 and District 6;

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

SECTION 1. That the election for a councilmember for a single member district, District 4 and District 6, is hereby canceled, and the city secretary is directed to cause a copy of this resolution to be posted on Election Day at each polling place that would have been used in the election.

SECTION 2. That the following candidates for councilmember District 4 and District 6, who are hereby unopposed in the May 10, 2014 general municipal election, is declared elected to office, subject to the qualifications under state law and the home rule charter, and shall be issued a certificate of election following the time the election and canvass thereof:

James Daniels, Councilmember District 4
Nina L. Morris, Councilmember District 6

SECTION 3. That all other provisions contained in Resolution No. 2014-02-14, as amended, ordering the May 10, 2014 election including, but not limited to the publication and posting of notice and providing early voting dates, times and locations, shall remain in full force and effect as if set forth herein.

SECTION 4. That should any word, phrase, paragraph, or section of this resolution be 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 unconstitutional, illegal or invalid, and shall not affect the validity of the resolution as a whole.

SECTION 5. That this resolution shall take effect immediately from and after its adoption and it is so resolved.

DULY ORDERED by the City Council of the City of Lancaster, Texas this the 10th day of March 2014.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

La certificación de candidatos sin oposición
por la Secretaria de la Ciudad

ESTADO DE TEXAS
CONDADO DE DALLAS
CIUDAD DE LANCASTER

Yo, el abajo firmante, Sorangel O. Arenas, certifico que yo soy el Secretario Municipal de la Ciudad de Lancaster, Texas, y la autoridad encargada de preparar la boleta para el 10 de mayo 2014 las elecciones municipales generales. Además, certifico que ninguna proposición puede ser que aparezca en la boleta de la elección, ninguna persona ha hecho una declaración de la escritura en la candidatura, y el candidato siguiente por unanimidad:

James Daniels, Distrito 4

FE DE MI FIRMA Y SELLO DE LA OFICINA en Lancaster, Texas, el día 10 de marzo 2014 a las 6:00 pm

Sorangel O. Arenas
Secretaria de la Ciudad
Ciudad de Lancaster, Texas

Sello

La certificación de candidatos sin oposición
por la Secretaria de la Ciudad

ESTADO DE TEXAS
CONDADO DE DALLAS
CIUDAD DE LANCASTER

Yo, el abajo firmante, Sorangel O. Arenas, certifico que yo soy el Secretario Municipal de la Ciudad de Lancaster, Texas, y la autoridad encargada de preparar la boleta para el 10 de mayo 2014 las elecciones municipales generales. Además, certifico que ninguna proposición puede ser que aparezca en la boleta de la elección, ninguna persona ha hecho una declaración de la escritura en la candidatura, y el candidato siguiente por unanimidad:

Nina L. Morris, Distrito 6

FE DE MI FIRMA Y SELLO DE LA OFICINA en Lancaster, Texas, el día 10 de marzo 2014 a las 6:00 pm

Sorangel O. Arenas
Secretaria de la Ciudad
Ciudad de Lancaster, Texas

Sello

RESOLUCION NO.

UNA RESOLUCIÓN DEL MUNICIPIO DE LA CIUDAD DE LANCASTER, TEXAS, DECLARA SIN OPOSICIÓN AL CANDIDATO EN EL DISTRITO 4 Y DISTRITO 6 EN EL 10 DE MAYO 2014 ELECCIÓN MUNICIPAL GENERAL ELEGIDO PARA UN CARGO; CANCELACIÓN DE LA ELECCIÓN DE MIEMBROS SOLO EN EL DISTRITO 4 Y DISTRITO 6; ESTABLECER PARA TODAS LAS OTRAS DISPOSICIONES DE LA RESOLUCIÓN NO. 2014-02-14, MODIFICADO, ORDENANDO LA ELECCIÓN DE PERMANECERÁN EN PLENO VIGOR Y EFECTO, Y PROPORCIONANDO UNA FECHA DE VIGENCIA.

CONSIDERANDO, que la elección general municipal fue llamado el 10 de mayo de 2014 en la Resolución No. 2014-02-14 con el propósito de elegir a los Concejales de los Distritos 2, 4 y 6;

POR CUANTO, la Secretaría del Ayuntamiento ha certificado por escrito que no hay propuesta en la boleta electoral, que ninguna persona haya hecho una declaración de la escritura en la candidatura, y que el candidato por el Distrito 4 y Distrito 6 en la boleta electoral no tiene oposición en las elecciones a la oficina, y

CONSIDERANDO que, en estas circunstancias, Subcapítulo C, Capítulo 2, del Código Electoral autoriza al Ayuntamiento a declarar el candidato elegido para el cargo y cancelar las elecciones para el único miembro del Distrito 4 y Distrito 6;

AHORA, POR LO TANTO, SE RESUELVE EL CONSEJO MUNICIPAL DE LA CIUDAD DE LANCASTER, TEXAS:

SECCIÓN 1. Que la elección de un concejal de un distrito único miembro, el Distrito 4 y Distrito 6, queda cancelado, y el secretario de la ciudad se dirige a la causa una copia de esta resolución que se publicará en la jornada electoral en cada centro de votación que se han utilizado en la elección.

SECCIÓN 2. Que los candidatos siguientes para concejal del Distrito 4 y Distrito 6, que quedan sin oposición en el 10 de mayo 2014 las elecciones municipales en general, se declaran elegidos para un cargo, con sujeción a los requisitos bajo la ley

estatal y la Carta de Autonomía, y se expedirá un certificado de elecciones siguientes a la hora de la elección y escrutinio de las mismas:

James Daniels, Concejal del Distrito 4
Nina L. Morris, Concejal del Distrito 6

SECCIÓN 3. Que las disposiciones a todos los demás contenidos en la Resolución No. 2014-02-14, según enmendada, que ordena la 10 de mayo 2014 las elecciones, incluyendo pero no limitado a la publicación y la publicación de la notificación y señala las fechas de votación anticipada, los tiempos y lugares, permanecerán en pleno vigor y efecto como el presente documento.

SECCIÓN 4. Que si cualquier palabra, frase, párrafo o sección de la presente resolución se realizará a ser inconstitucional, ilegal o no válida, la misma no afectará a la validez de esta resolución en su conjunto, o cualquier parte o disposición del mismo, exceptuando la parte que así lo decida es inconstitucional, ilegal o no válido, y no afectará la validez de la resolución en su conjunto.

SECCIÓN 5. La presente resolución entrará en vigor inmediatamente y después de su adopción y se resuelve así.

DEBIDAMENTE ORDENADO por el Consejo Municipal de la Ciudad de Lancaster, Texas el día de hoy 10 de marzo de 2014.

DOY FE:

APROBADO:

Sorangel O. Arenas, Secretaria de la Ciudad

Marcus E. Knight, Alcalde

APROBADA EN FORMA:

Robert E. Hager, Abogado de la Ciudad

LANCASTER CITY COUNCIL

Work Session Agenda Communication

March 10, 2014

Item 3

Consider a resolution approving the amendment to the Professional Services Agreement with Linebarger Goggan Blair & Sampson, LLP to perform Professional Services associated with Fines and Fees Collection Services and Legal Enforcement Actions.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Financially Sound City Government

Background

In September 2006, the City Council approved a Professional Services Agreement entailing collections for fines, fees and costs imposed by the Lancaster Municipal Court. At the time, it was agreed that the City of Lancaster would pay the Firm as compensation for the services 30% of the total amount of all the fines and fees. The agreement also stated that all collections for fines previous to June 18, 2003 alias status the City would pay a 20% share. The Firm has agreed to amend the Agreement to delete the provision that requires the City to pay the Firm 20% of the total amount collected on all pre-June 18, 2003 alias status accounts.

Considerations

- **Operational** – The amendment to this agreement does not have any direct impact on the operations of the Lancaster Municipal Court.
- **Legal** – The City Attorney has reviewed and approved this Agreement as to form.
- **Financial** – The fee for collections is added to the fines and fees for the citations and paid by the defendant.
- **Public Information** – This resolution is being considered at a regular meeting of City Council noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives

- 1) Approve the resolution as presented
- 2) Reject the resolution and request additional information

Recommendation

Staff recommends approval of the resolution as presented.

Attachments

- Resolution
 - Agreement
 - Resolution 2006-09-75
-

Submitted by:

Fabrice Kabona, Intern

Opal Mauldin Robertson, City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING THE TERMS OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LINEBARGER GOGGAN BLAIR & SAMPSON, LLP (HEREINAFTER REFERRED TO AS THE "FIRM") FOR FINES AND FEES COLLECTION SERVICES AND LEGAL ENFORCEMENT ACTIONS DATED SEPTEMBER 25, 2006; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lancaster City Council and the FIRM previously entered into an Agreement with an effective date of September 25, 2006 (hereinafter referred to as the "Agreement"), for Fines and Fees Collection Services and Legal Enforcement Actions; and

WHEREAS, the Lancaster City Council and the FIRM now desire to amend the agreement by deleting Article 3, Section 3.01 of the agreement requiring the City to pay the FIRM twenty percent (20%) of the total amount collected on all pre-June 18, 2003 alias status account referred to FIRM for collection.

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

SECTION 1. The City Council of the City of Lancaster, Texas approves the terms of the amendment with Linebarger Goggan Blair & Sampson, LLP, for the deletion of Article 3, Section 3.01 of the agreement requiring the City to pay the FIRM twenty percent (20%) of the total amount collected on all pre-June 18, 2003 alias status account referred to FIRM for collection shall be deleted.

SECTION 2. The amendment to the contract with Linebarger Goggan Blair & Sampson, LLP, dated September 25, 2006, which is attached hereto and incorporated herein by reference as Exhibit "A", is hereby, in all things, approved.

SECTION 2. This Resolution shall take effect immediately after its passage, and is duly resolved.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 10th day of March 2014.

ATTEST:

APPROVED:

Sorangel O. Arenas, City Secretary

Marcus E. Knight, Mayor

APPROVED AS TO FORM:

Robert E. Hager, City Attorney

AMENDMENT NO. 1
TO THE PROFESSIONAL SERVICES AGREEMENT FOR FINES AND FEES
COLLECTION SERVICES AND LEGAL ENFORCEMENT ACTIONS

STATE OF TEXAS
COUNTY OF DALLAS

This Amendment No 1 to the Agreement (hereinafter referred to as the "Amendment") for Fines and Fees Collection Services is entered into by and between CITY OF LANCASTER, acting herein by and through its governing body, (hereinafter referred to as "CLIENT"), and LINEBARGER GOGGAN BLAIR & SAMPSON, LLP, (hereinafter referred to as "FIRM"). As used in this Amendment, "Party" means either Client or Firm, as appropriate and "Parties" mean Client and Firm. The Parties agree that the following terms and conditions shall apply to the services provided by firm under this Amendment in consideration of certain payments to be made by the Client.

WITNESSETH

WHEREAS, the Parties previously entered into an Agreement with an effective date of September 25, 2006 (hereinafter referred to as the "Agreement"), for Fines and Fees Collection Services and Legal Enforcement Actions.

WHEREAS, the Parties now desire to enter into this Amendment to modify the compensation to be paid by Client to the Firm for services required under the Agreement.

NOW, THEREFORE, in consideration of the recital set forth herein and in the Agreement effective September 25, 2006, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Firm agree to amend the Agreement to delete the provision that requires the City to pay the Firm twenty percent (20%) of the total amount collected on all pre-June 18, 2003 alias status account referred to Firm for collection.

I.

Article 3, Section 3.01 shall be deleted and the following language for this section is substituted:

3.01 The CLIENT agrees to pay the FIRM as compensation for the services required hereunder thirty (30%) percent of the total amount of all the fines and fees [exclusive of any collection fee assessed by the CLIENT pursuant to Subsection (b) of Article 103.0031, Texas Code of Criminal Procedure] subject to the terms of this AGREEMENT as set forth in Section 2.03 above that are collected by the CLIENT during the term of this AGREEMENT. The FIRM will collect all pre-June 18, 2003 alias status account referred to FIRM for collection at no cost to the CLIENT.

II.

Except as amended herein, the terms and conditions of the Agreement effective September 25, 2006 shall remain in full force and effect.

WHEREFORE, the Parties hereto have executed this amendment as of the date set forth below.

EXECUTED THIS 10th DAY OF MARCH 2014.

CITY OF LANCASTER

By: _____
City Manager

Marcus E. Knight, Mayor

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

By: _____
For the FIRM

RESOLUTION NO. 2006-09-75

CONSIDER RESOLUTION OF THE CITY OF LANCASTER, TEXAS, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LINEBARGER GOGGAN BLAIR & SAMPSON, LLP TO PERFORM PROFESSIONAL SERVICES ASSOCIATED WITH FINES, FEES AND COSTS IMPOSED BY THE LANCASTER MUNICIPAL COURT; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, State law changed during the last legislative session to allow a governing body to add 30% of the fines and fees to the cost of collections imposed after the law changed;

WHEREAS, The City Council has adopted an Ordinance imposing such fines and fees, and;

WHEREAS, The City of Lancaster is desirous of entering into a professional services agreement with Linebarger Goggan Blair & Sampson, LLP to perform professional services associated with fines, fees and costs imposed by the Lancaster Municipal Court;

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

Section 1. The contract between the City of Lancaster and the law firm of Linebarger Goggan Blair & Sampson, LLP which is attached hereto and incorporated herein as Exhibit "A" and is set forth in full is hereby approved and the Mayor is hereby authorized to execute the Agreement.


Section 2. Any prior Resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

Section 3. Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.


Section 4. This Resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 25th day of September 2006.

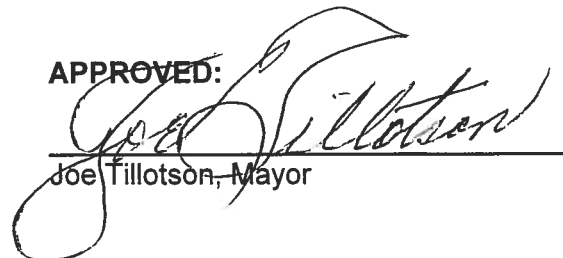
ATTEST:


Dolle K. Shane, City Secretary

APPROVED AS TO FORM:


Robert E. Hager, City Attorney

APPROVED:


Joe Tillotson, Mayor

**A PROFESSIONAL SERVICES AGREEMENT FOR FINES AND FEES COLLECTION
SERVICES AND LEGAL ENFORCEMENT ACTIONS**

STATE OF TEXAS

COUNTY OF DALLAS

THIS CONTRACT (hereinafter "AGREEMENT") is made and entered into by and between CITY OF LANCASTER, acting herein by and through its governing body, hereinafter styled "CLIENT", and LINEBARGER GOGGAN BLAIR & SAMPSON, LLP, hereinafter styled "FIRM".

Article 1 – Nature of Relationship and Authority for Contract

1.01 The parties hereto acknowledge that this AGREEMENT creates an attorney-client relationship between CLIENT and FIRM.

1.02 The CLIENT hereby employs the FIRM to provide the services hereinafter described for compensation hereinafter provided.

1.03 This AGREEMENT is entered into pursuant to and as authorized by Subsection (a) of ART. 103.0031, Texas Code of Criminal Procedure.

Article 2 – Scope of Services

2.01 CLIENT agrees to employ and does hereby employ FIRM to provide specific legal services provided herein and enforce the collection of delinquent court fees and fines that are subject to this AGREEMENT, pursuant to the terms and conditions described herein. Such legal services shall include but not be limited to recommendations and legal advice to CLIENT to take legal enforcement action; representing CLIENT in any dispute or legal challenge over authority to collect such court fees and fines; defending CLIENT in litigation or challenges of its collection authority; and representing CLIENT in collection interests in bankruptcy matters as determined by FIRM and CLIENT. This AGREEMENT supersedes all prior oral and written agreements between the parties regarding court fees and fines, and can only be amended if done so in writing and signed by all parties. Furthermore, this contract cannot be transferred or assigned by either party without the written consent of all parties.

2.02 The CLIENT may from time-to-time specify in writing additional actions that should be taken by the FIRM in connection with the collection of the fines and fees that are subject to this AGREEMENT. CLIENT further constitutes and appoints the FIRM as CLIENT's attorneys to sign all legal instruments, pleadings, drafts, authorizations and papers as shall be reasonably necessary to pursue collection of the CLIENT's claims.

2.03 Fines and fees shall become subject to this AGREEMENT upon their becoming more than sixty (60) days past due. As used in this section, "more than 60 days past due" has that meaning assigned by Subsection (f) of Art. 103.0031, Texas Code of Criminal Procedure [as amended by Senate Bill 782, 78th Legislature (2003), effective June 18, 2003]. The meaning assigned

to the phrase "more than 60 days past due" shall, for the term and purposes of this AGREEMENT, survive any future amendments to, or repeal of, Article 103.0031, Texas Code of Criminal Procedure, or any parts thereof.

2.04 The CLIENT agrees to provide to the FIRM data regarding any fines and fees that are subject to this AGREEMENT. The data shall be provided by electronic medium in a file format specified by the FIRM. The CLIENT and the FIRM may from time-to-time agree in writing to modify this format. The CLIENT shall provide the data to the FIRM not less frequently than monthly.

2.05 The FIRM, in all communications seeking the collection of fines and fees, shall direct all payments directly to the CLIENT at an address designated by the CLIENT. If any fines and fees are paid to the FIRM, said payments shall be expeditiously turned over to the CLIENT.

Article 3 - Compensation

3.01 The CLIENT agrees to pay the FIRM as compensation for the services required hereunder thirty (30%) percent of the total amount of all the fines and fees [exclusive of any collection fee assessed by the CLIENT pursuant to Subsection (b) of Article 103.0031, Texas Code of Criminal Procedure] subject to the terms of this AGREEMENT as set forth in Section 2.03 above that are collected by the CLIENT during the term of this AGREEMENT. City agrees to pay Firm as compensation twenty percent (20%) of the total amount collected on all pre-June 18, 2003 alias status accounts referred to Firm for collection. All compensation shall become the property of the FIRM at the time payment of the fines and fees is made to the CLIENT.

3.02 The CLIENT shall pay the FIRM by the twentieth day of each month all compensation earned by the FIRM for the previous month as provided in this Article 3. The CLIENT shall provide an accounting showing all collections for the previous month with the remittance.

Article 4 - Intellectual Property Rights

4.01 The CLIENT recognizes and acknowledges that the FIRM owns all right, title and interest in certain proprietary software that the FIRM may utilize in conjunction with performing the services provided in this AGREEMENT. The CLIENT agrees and hereby grants to the FIRM the right to use and incorporate any information provided by the CLIENT ("CLIENT Information") to update the databases in this proprietary software, and, notwithstanding that CLIENT Information has been or shall be used to update the databases in this proprietary software, further stipulates and agrees that the CLIENT shall have no rights or ownership whatsoever in and to the software or the data contained therein, except that the CLIENT shall be entitled to obtain a copy of such data that directly relates to the CLIENT's accounts at any time.

4.02 The FIRM agrees that it will not share or disclose any specific confidential CLIENT Information with any other company, individual, organization or agency, without the prior written consent of the CLIENT, except as may be required by law or where such information is otherwise publicly available. It is agreed that the FIRM shall have the right to use CLIENT Information for internal analysis, improving the proprietary software and database, and generating aggregate data and statistics that may inherently contain CLIENT Information. These aggregate statistics are

LANCASTER CITY COUNCIL

Agenda Communication

March 10, 2014

Item 4

Consider a resolution authorizing Dallas County to resell 3123 Sherwood Avenue, a tax foreclosed property, by public or private sale, to the highest qualified purchaser, as provided by Section 34.05 of the Texas Property Tax Code.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Financially Sound City Government

Background

Following a judgment of the District Court of Dallas County, a parcel of land was offered for sale at public auction for foreclosure of the tax liens, securing payment of delinquent property taxes, accrued penalty and interest, and court costs. This parcel, 3123 Sherwood Avenue, is in the City of Lancaster. This parcel did not receive sufficient bid as set by law and was struck off to the City of Lancaster in December 2013.

Dallas County is preparing for the resell of 3123 Sherwood Avenue, a tax foreclosed property, which is now in the ownership of the taxing authorities. Pursuant to Section 34.05(a) of the Tax Code, Dallas County is requesting the City of Lancaster's consent to sell said property to the highest qualified purchaser, by either public or private sale.

The sale of said property will bring it back onto the City of Lancaster's tax roll, increasing the tax base and often recouping the portions of delinquent taxes due as a result of judgments.

Considerations

- **Operational** - As trustee for the City of Lancaster, Dallas County coordinates the public or private sale of the tax foreclosed property.
- **Legal** – Dallas County handles all legal matters associated with the public or private sale process. The resolution authorizing the resell has been reviewed and approved as to form by the City Attorney.
- **Financial** – The current judgment/strike off amount for the property at 3123 Sherwood Avenue was \$8,000 as shown on Exhibit A. The City may not recoup all of its back taxes, but if the County is successful in selling the parcel, the property will be placed back on the tax rolls and we will begin to receive tax revenue. At this time, the City is receiving no tax revenue from this parcel. The City of Lancaster retains responsibility for the maintenance of all struck off properties until sold.

- **Public Information** – Dallas County is responsible for all applicable legal notices required under the Texas Property Code for the public sale of tax foreclosed properties. This item is being considered at a regular meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives

1. City Council may approve the resolution as presented.
2. City Council may reject the resolution.

Recommendation

Staff recommends approval of the resolution as presented.

Attachments

- Resolution
 - Property Map
-

Submitted by:

Opal Mauldin Robertson, City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AUTHORIZING DALLAS COUNTY TO RESELL 3123 SHERWOOD A TAX FORECLOSED PROPERTY BY PUBLIC OR PRIVATE SALE, TO THE HIGHEST QUALIFIED PURCHASER, AS PROVIDED BY SECTION 34.05 OF THE TEXAS PROPERTY TAX CODE.

WHEREAS, this matter will be briefed to the Lancaster City Council ("City Council") on March 10, 2014 wherein the City Council agreed to use this form of Resolution to provide the County of Dallas consent to sell specific properties to the highest qualified purchaser by public or private sale; and

WHEREAS, this parcel of land was offered for sale by the Sheriff of Dallas County, Texas, at public auction pursuant to a judgment of the District Court of Dallas County, Texas, for foreclosure of the tax liens securing payment of delinquent property taxes, accrued penalty and interest, and court costs; and

WHEREAS, this parcel of land which did not receive a sufficient bid as set by law was struck off to the County of Dallas, the City of Lancaster and Lancaster Independent School District (Taxing Authorities) pursuant to Section 34.01(j) of the Property Tax Code; and

WHEREAS, by this resolution, the County of Dallas, as Trustee for itself and the other Taxing Authorities is authorized to resell this struck off parcel of land, which did not receive a sufficient bid as set by law and to execute quitclaim deeds for said parcels conveying the right, title, and interest acquired or held by the City of Lancaster as a party to the judgment foreclosing tax liens, and

WHEREAS, the City of Lancaster desires to resell said parcel(s) in an expeditious manner pursuant to Section 34.05 of the Property Tax Code.

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

SECTION 1. The City does hereby provide specific authorization to the County of Dallas to act as Trustee to offer for sale by public or private sale the parcels of land shown in Exhibit "A," attached hereto and made a part hereof and the Lancaster City Council does hereby consent to the sale of said parcels to the highest purchaser, even if the amount tendered is less than the market value of the land specified in the judgment of foreclosure or the total amount of the judgment against the property in compliance with Section 34.05(i) of the Texas Property Tax Code, or for an amount equal to or greater than its current market value as shown by the most recent certified appraisal role, if the sum of the amount of the judgment plus post-judgment taxes, penalties, and interest owing against the property exceeds the market value in compliance with Section 34.05(j) of the Texas Property Tax Code, and each taxing unit entitled to receive proceeds of the sale consents to the sale for that amount.

SECTION 2. This Resolution shall take effect immediately from and after its passage in accordance with the provisions of the law.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 10th day of February 2014.

ATTEST:

APPROVED:

SORANGEL O. ARENAS, CITY SECRETARY

MARCUS E. KNIGHT, MAYOR

APPROVED AS TO FORM:

ROBERT E. HAGER, CITY ATTORNEY

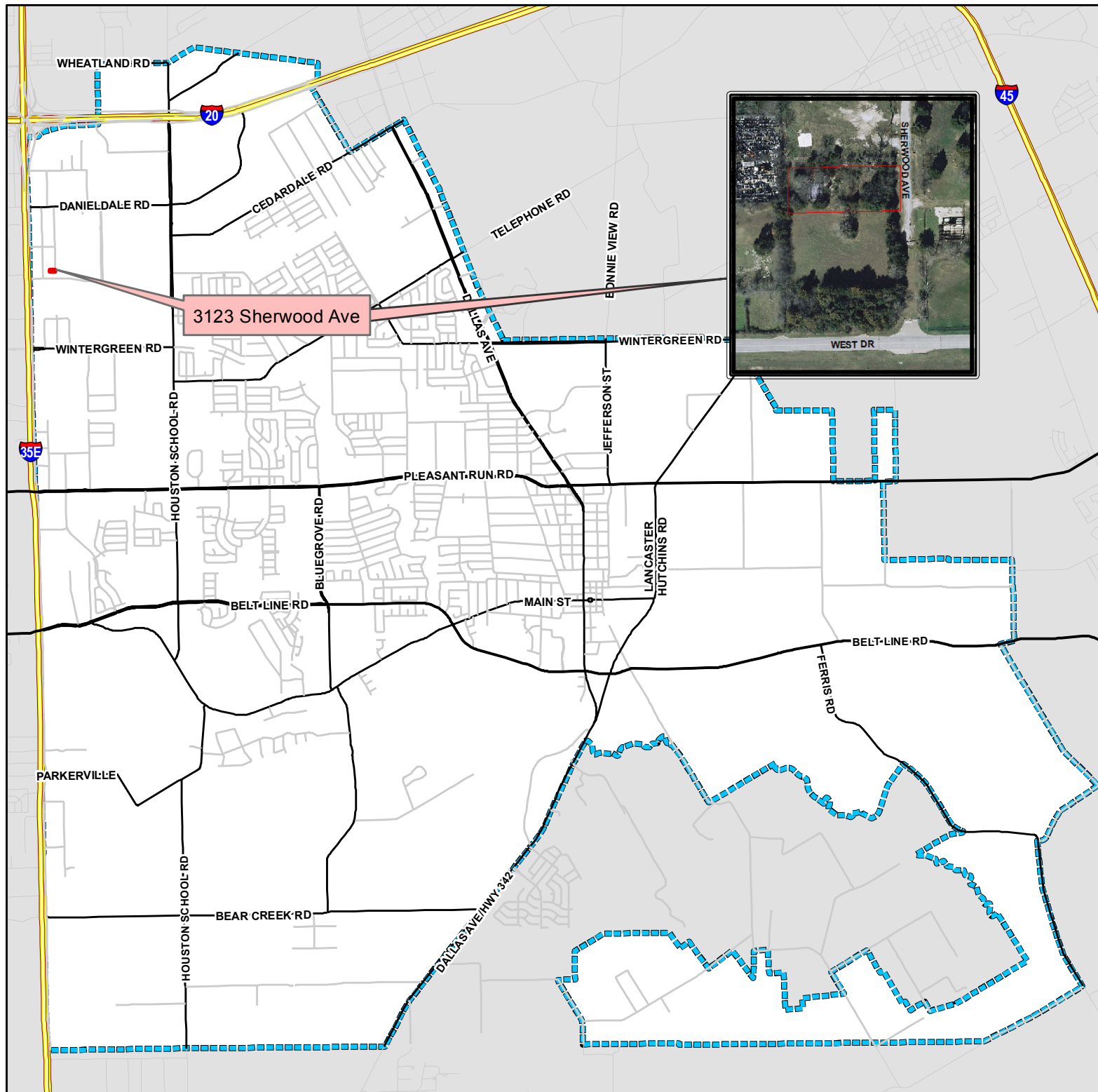
EXHIBIT "A"

TAX FORECLOSURE PROPERTIES STRUCK OFF TO THE COUNTY OF DALLAS AS TRUSTEE FOR CITY OF LANCASTER AND LANCASTER I.S.D.



STREET ADDRESS	TAX ACCOUNT #	JUDGMENT CAUSE #	IMPROVED / UNIMP.	LAND SIZE	JUDGMENT/ STRIKE OFF AMOUNT	MARKET VALUE SPECIFIED IN JUDGMENT	2013 DCAD VALUE	TAX YEARS INCLUDED IN JUDGMENT (COUNTY/CITY/ SCHOOL)	DATE OF SHERIFF'S SALE
3123 Sherwood, Lancaster	60018500030250000	TX-11-30140 6/13/12	U	16,000 SF	\$8,000	\$8,000	\$8,000	County: 2004-2011 City: 2004-2011 LanISD: 2004-2011	12/3/2013

City of Lancaster
Tax Foreclosure
3123 Sherwood Ave
Feb 11, 2014

Account #: 60018500030250000
Land Size: 16,000 SF
Market Value: \$8,000
Judgement Cause:
TX-11-30140 6/13/12



Legend

-  City Limits
-  Foreclosed Property



0 0.375 0.75 1.5

30

LANCASTER CITY COUNCIL

Agenda Communication

March 10, 2010

Item 5

Discuss and consider a resolution confirming the selection of the Airport Advisory Board Architectural Committee for the design of the new terminal building at the Lancaster Regional Airport.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Quality Development

Background

At the February 11, 2014 meeting of the Airport Advisory Board, the Board selected two of its members to serve on an architectural committee along with the airport manager. This committee along with the airport manager will attend meetings with the architects and engineers from KSA Engineers during the planning and design phase of the new terminal building. The two members selected were Mr. Andy Mungenast and Mr. Tim Fagan. Both members are pilots and have been tenants at the airport for over ten years each.

Considerations

- **Operational** – The purpose of this committee will be to guide the architects and engineers towards a terminal building design that is efficient, functional and ascetically pleasing.
- **Financial** – There are no financial requirements for this item.
- **Legal** – The City Attorney has prepared the resolution.
- **Public Information** – The committee members were recommended at a public meeting of the Airport Advisory Board held on February 11, 2014. This item is being considered at a regular meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

Options

- 1) Council may approve the resolution as presented
- 2) Council may reject the resolution and make recommendations for committee members

Recommendation

Staff recommends City Council confirm the Airport Advisory Board recommendation for the Architectural Design Committee.

Attachments

- Resolution
 - Draft Minutes of February 11, 2014 Airport Advisory Board Meeting
-

Submitted by:

Mark Divita, Airport Manager

CITY OF LANCASTER, TEXAS

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS CONFIRMING THE SELECTION OF THE AIRPORT ADVISORY BOARD ARCHITECTURAL COMMITTEE FOR THE DESIGN OF THE NEW TERMINAL BUILDING AT THE LANCASTER REGIONAL AIRPORT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lancaster, Texas desires to build a new terminal building at the airport; and

WHEREAS, an architectural committee from the airport advisory board has been selected; and

WHEREAS, the City Council has determined that it is in the best interest of the City to oversee the design with an architectural committee; and

WHEREAS, the City Council desires to confirm such committee for the purposes of design review.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS;

Section 1. That an Airport Advisory Board Architectural Design Committee of a minimum of two (2) persons is hereby established as ad hoc committee to perform such periodic review of the design of the airport terminal building.

Section 2. The Airport Advisory Board Architectural Design Committee shall be confirmed by the city council, as follows:

- a. Two (2) members of the Airport Advisory Board;

Section 3. That should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

Section 4. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED AND APPROVED by the City Council of the City of Lancaster, Texas on this 10th day of March, 2014.

APPROVED:

MARCUS E. KNIGHT, MAYOR

ATTEST:

SORANGEL O. ARENAS, CITY SECRETARY

APPROVED AS TO FORM:

ROBERT E. HAGER, CITY ATTORNEY
(REH/mpm)



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, February 11, 2014
6:30 P.M.**



BOARD MEMBERS PRESENT:

Keith Hutchinson, Chairman
Andy Mungenast, Vice Chairman
Dr. Charles Waldrop, Jr.
John Stewart
Dean Byers
Tim Fagan

X
X
X
X
X
X

ALTERNATE PRESENT:

James Knight

X

CC LIAISON PRESENT:

Councilmember Jaglowski

X

STAFF PRESENT:

Mark Divita, Airport Manager

X

X Kellen Benbrook, Operations Supervisor

CALL TO ORDER: The meeting was called to order by Chairman Keith Hutchinson at 6:30 p.m. with a quorum present.

Item #1: Approval of Minutes from January 14, 2013 Meeting

Mr. Mungenast motioned for approval. This was seconded by Mr. Stewart. The vote carried unanimously.

Item #2: Airport Manager Staff Report

Divita provided a brief on the airport's FY to date financial status. Divita presented a new fuel sales graph showing gallons sold for each type of fuel sold per month since FY12. He noted that fuel sales have slowing been declining following a similar trend at the same time period last year. He noted an AOPA article that surveyed FBO's nationwide and stated that fuel sales have been flat or declining in FY13 since previous years at more than 50% of the FBOs.

Divita noted that expenses are under control and well below last year's to date numbers. He noted the RAMP grant pavement repairs are now on the books and \$50,000 of that expense will be reimbursed by TxDOT-Aviation within 1-2 months.

Divita noted that overall the airport's net income was in the red similar to this time last year. This was noted to be primarily because fuel sales are down and the RAMP grant reimbursement is not received yet.

Divita briefed on current and future RAMP and Aviation Capital Improvement Projects for the next 2 years at the airport. He stated the asphalt RAMP grant repairs are done. The construction of the new south ramp will begin on March third since TxDOT has now issued a "Notice to Proceed" to the contractor. In the spring, once the majority of the new south ramp is complete, construction will begin on the new self serve fueling facility. Divita stated that the design and engineering of the new terminal building will start this February once TxDOT has given KSA a "Notice to Proceed". Design will last about 9 months.

Construction of the new terminal building will start in early FY15 as programmed by TxDOT-Aviation.

Item #3: Discuss airport Staffing for FY15 and new terminal building

Mr. Hutchinson discussed how important it will be to ensure the staffing at the airport is increased to provide the appropriate and competitive customer service levels expected in corporate aviation since the new ramp and terminal building are being built to market to this customer base. He turned to Divita to brief the Airport's staffing proposal.

Mr. Divita gave background information explaining how the City can poise itself best by staffing the airport so there are two airport operations agents and one FBO attendant on duty during most of the 12 hours a day / 7 days a week shifts. It was emphasized that corporate and turbine clientele will expect better customer service and staffing that is able to handle more than one customer at a time. Divita stated the intent was to have the plan in place and executable when the new terminal building is opening for business in mid to late 2015. Divita noted that in order to do this the FY15 budget needs to have these extra employee positions funded.

Mr. Stewart asked if the corporate and turbine clientele traffic will definitely increase after the new terminal building is open. Divita replied he could not guarantee it, but he did not want to risk dissatisfying the first few corporate and turbine clientele with less than adequate staffing and below average customer service because word will spread fast amongst corporate pilots and the effort of building the new terminal will be for not. Mr. Hutchinson remarked, "In my 40 years experience of running a business sometimes in business one must spend money to make money. In this case we must properly staff the airport to ensure we don't disappoint corporate customers".

Mr. Byers asked about how much vacation time the additional full time would impose on the work schedule. Divita replied 40 days annually.

Mr. Knight inquired how long the current shifts are and what they would be like under the FY15 staffing plan. Divita replied the shifts are 12 hours per day but the part time employees can't work more than 20 hours per week so their shifts are split. He said currently there are never two AOAs on duty at one time. The new schedule will allow for 3 days of two AOAs on duty together for 12 hours and 4 days where 6 hours have 2 AOAs on duty at a time.

Mr. Hutchinson wrapped up the brief by stating the board will vote on a recommendation to give to the City Council at a future date.

Item #4: Discuss and consider selection of two airport board members for the terminal building architectural design committee.

Mr. Hutchinson explained the purpose of the committee and said two members had voiced a desire to be on the committee. This was Mr. Mungenast and Fagan. Mr. Hutchinson opened the floor to a motion. Dr. Waldrop motioned for approval of Mr. Mungenast and

Page 2

Fagan as members of the architectural design committee. This was seconded by Mr. Byers. The vote carried unanimously.

Item #5: Discuss and consider convening next month's meeting of the Airport Advisory Board.

Dr. Waldrop motioned to cancel March's meeting. This was seconded by Mr. Mungenast. The vote carried unanimously.

Item #6: Set Agenda for Next Meeting

- Approval of Minutes
- Airport manager briefing
- Discuss and consider a recommendation to the City Council for the FY15 airport staffing proposal
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

ADJOURNMENT: Mr. Stewart moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 7:16 p.m.

ATTEST:

APPROVED:

Mark Divita
Airport Manager

Keith Hutchinson
Chairman