

**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
April 5, 2011 – 6:00 P.M.**

**A CALL TO ORDER**

**B ROLL CALL**

Present: John Hull  
Cheryl L. Meredith  
Charlie D. Youngs  
Gary L. Kent  
Danny Palmer  
Kenn Smith  
Jim Schmitz  
Frank Seffrood

Attendees: Andrea M. Gardner  
Jane Lees

**C WORKSHOP ITEMS**

- 1 Program/Budget Action Conference (Section 6.11(a) of the City Charter). **Andrea M. Gardner, City Manager**

Ms. Gardner discussed a PowerPoint presentation with the Council, which is attached and made a part of these minutes. She explained that the workshop fulfills a requirement in the City Charter. The presentation showed the beginning fiscal year position of the major funds, a discussion of unplanned items in the current fiscal year, the City's current financial position, and proposed budget amendment and management changes.

- 2 Direction to City staff regarding item C-1 above. **Andrea M. Gardner, City Manager**

Ms. Gardner stated that no direction would be required at this meeting, however, she will be looking for direction from the Council at the upcoming workshop next week on April 11, 2011.

- D **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at 6:40 p.m.

\_\_\_\_\_  
John Hull, Mayor

ATTEST:

\_\_\_\_\_  
Jane Lees, City Secretary

# BUDGET/ PROGRAM CONFERENCE

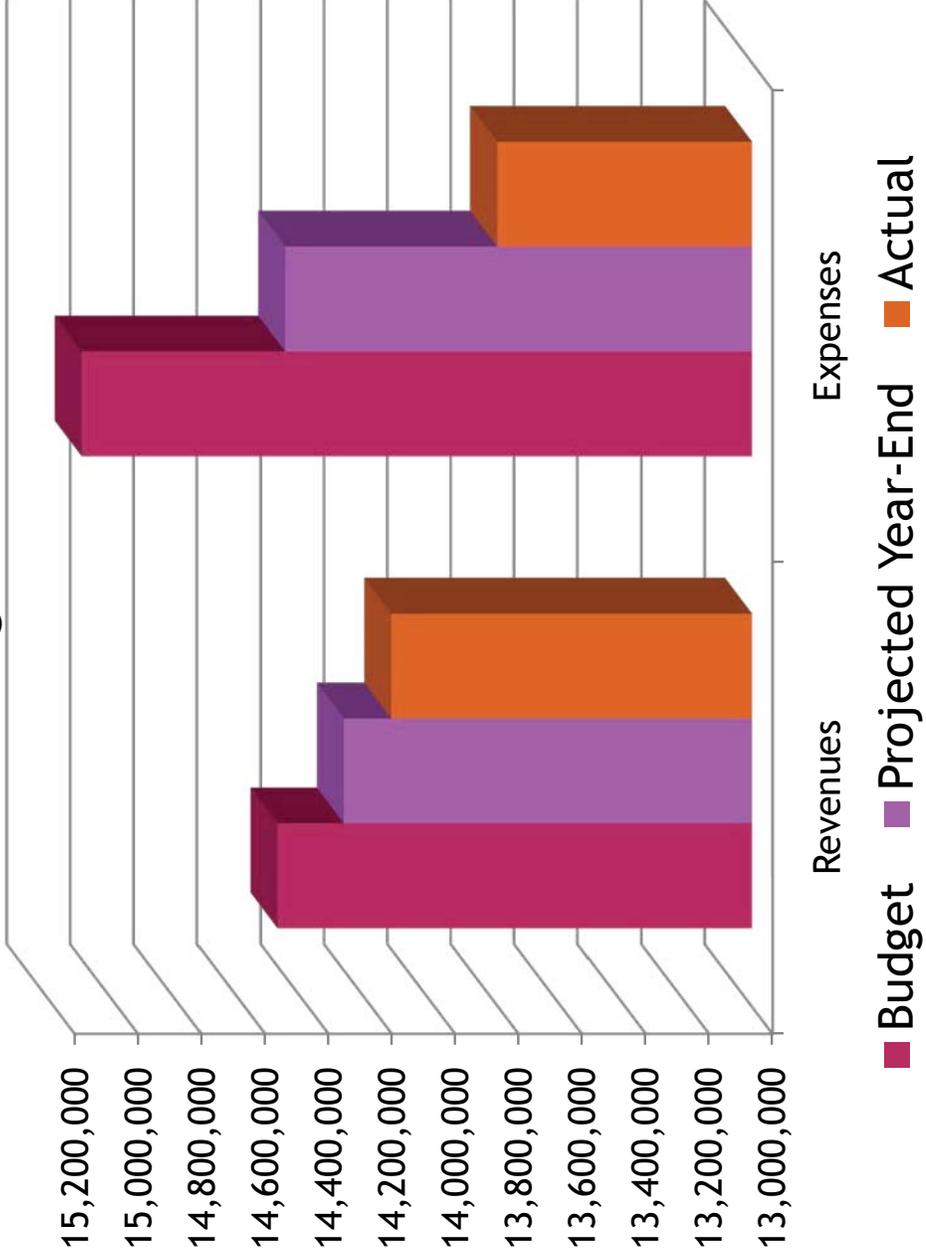
APRIL 5, 2011

# BEGINNING FISCAL YEAR POSITION

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## General Fund

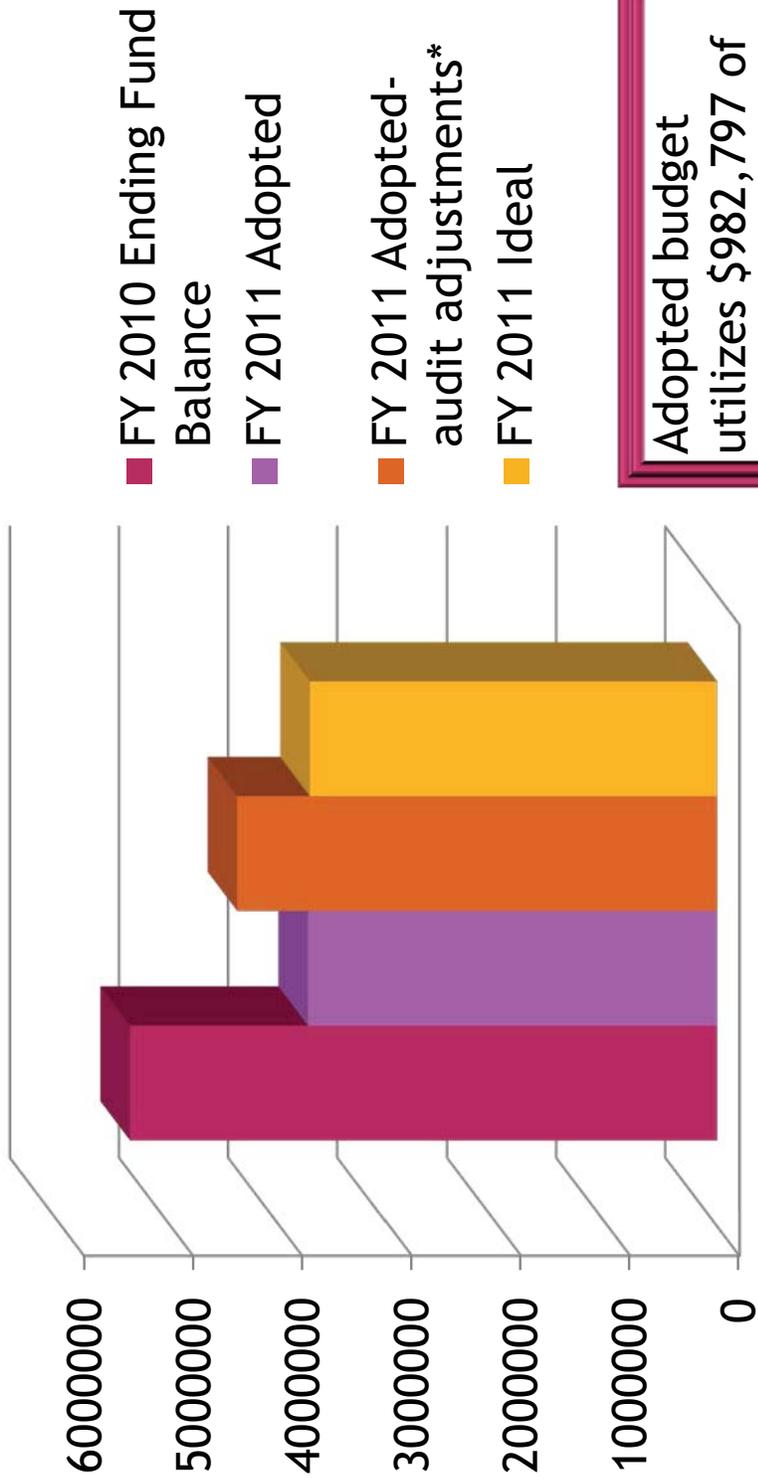
FY 2010 Budget vs. Actual



# BEGINNING FISCAL YEAR POSITION

## General Fund

### Fund Balances



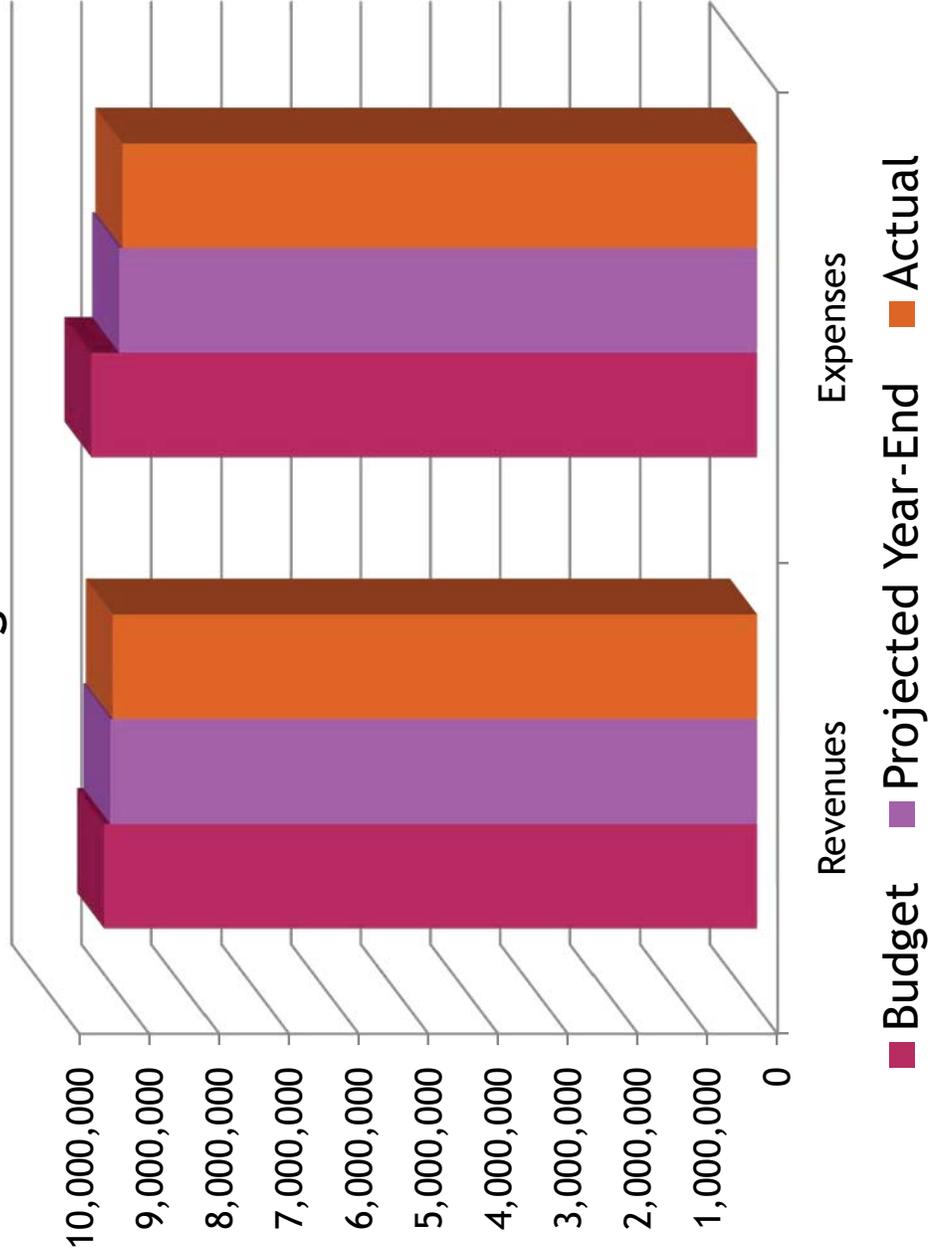
Adopted budget utilizes \$982,797 of fund balance.

\*adjusted based on audited figures

# BEGINNING FISCAL YEAR POSITION

## Water & Sewer Fund

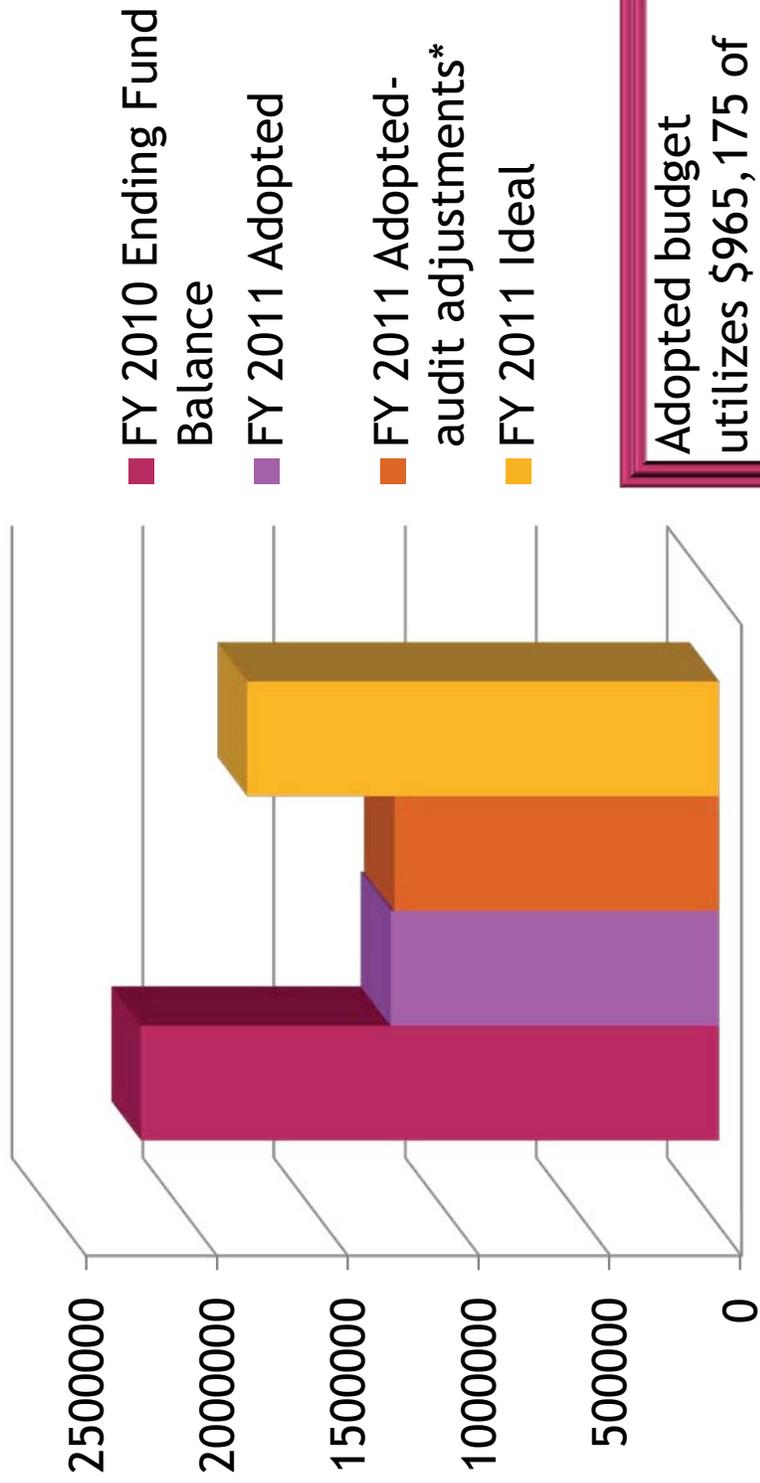
FY 2010 Budget vs. Actual



# BEGINNING FISCAL YEAR POSITION

## Water & Sewer Fund

### Fund Balances



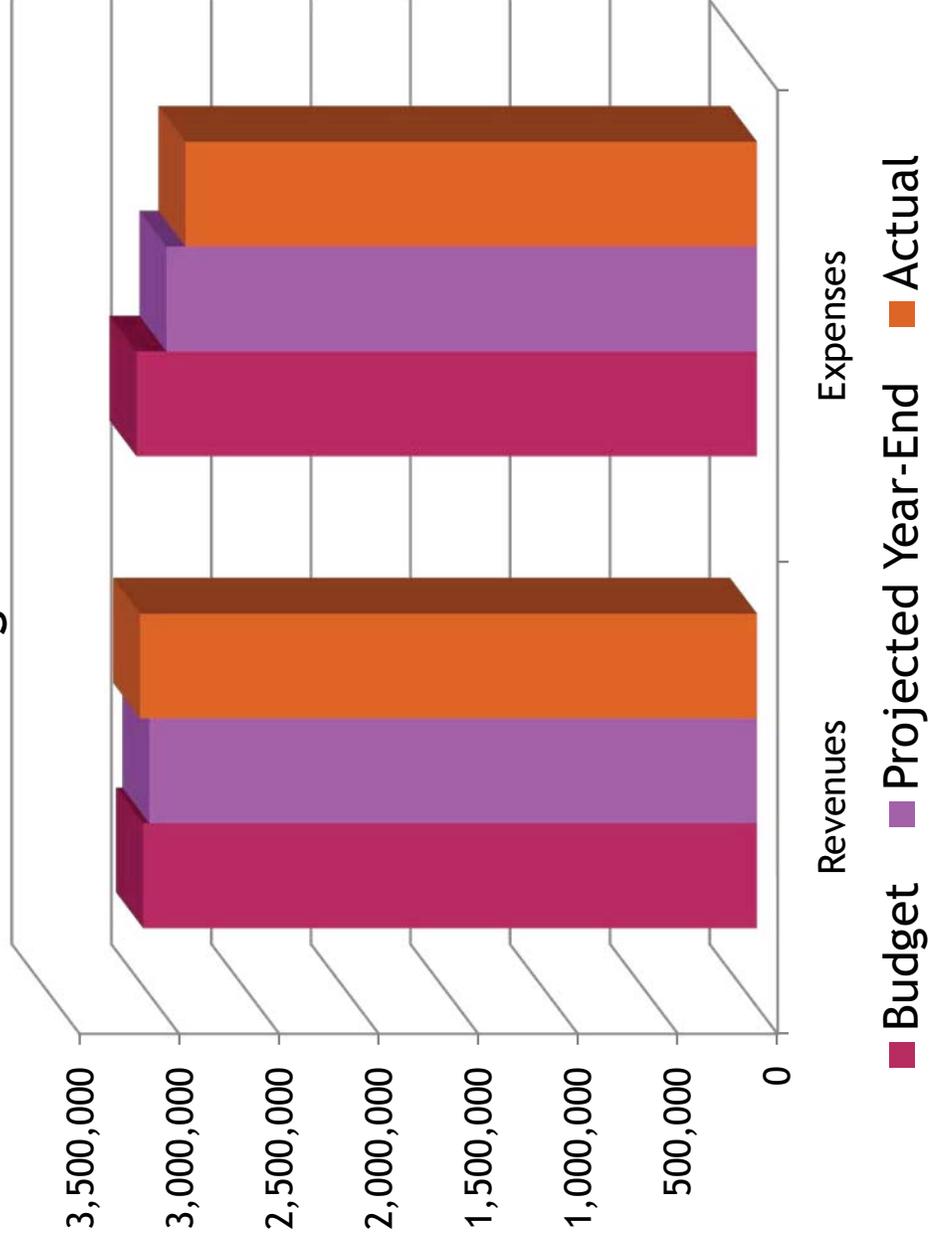
Adopted budget utilizes \$965,175 of fund balance.

\*adjusted based on audited figures

# BEGINNING FISCAL YEAR POSITION

## Solid Waste Fund

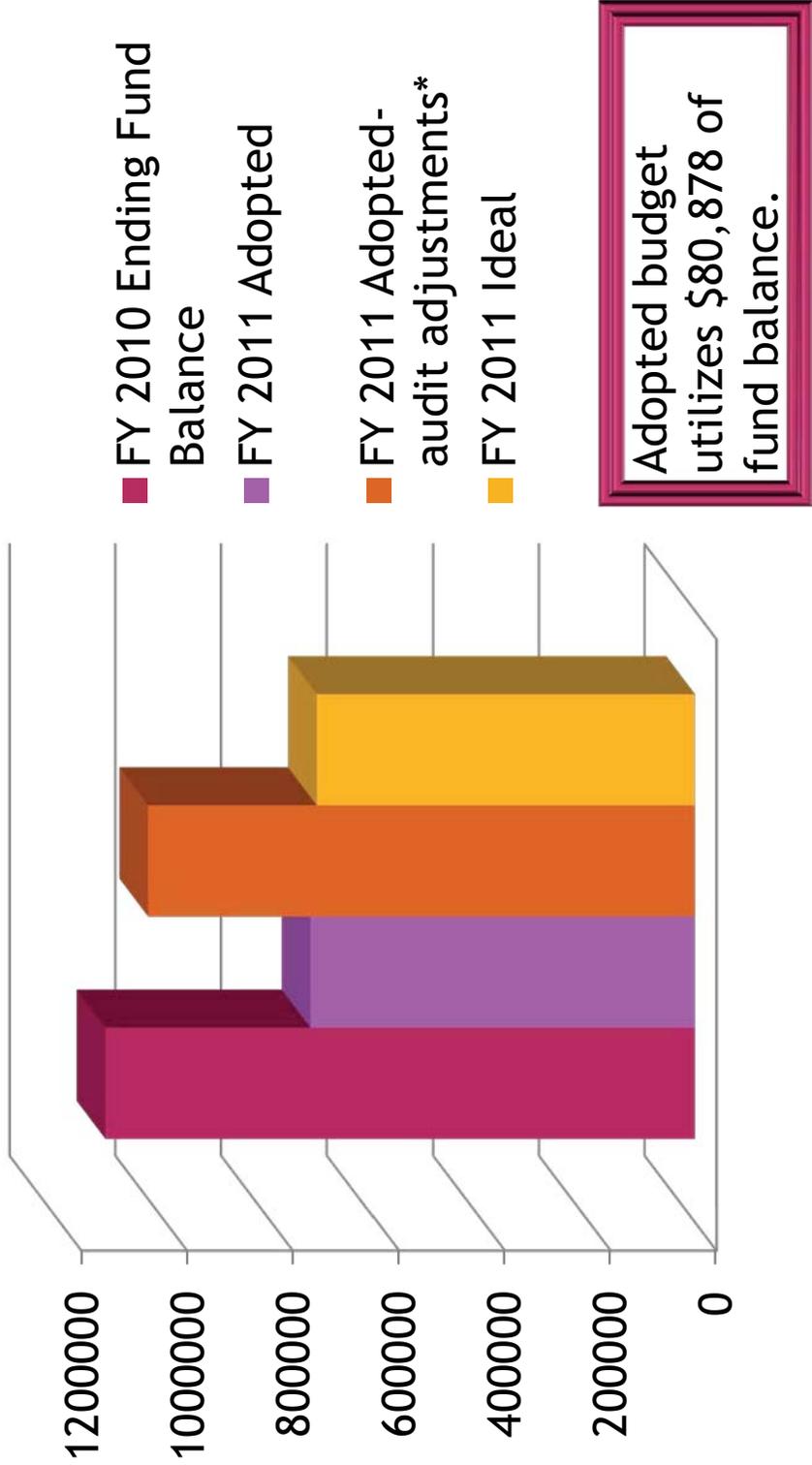
FY 2010 Budget vs. Actual



# BEGINNING FISCAL YEAR POSITION

## Solid Waste Fund

### Fund Balances



\*adjusted based on audited figures

# UNPLANNED ITEMS

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- November 2010 Refunding Bond - Long-term savings in debt service schedules
- Arbitrage payments
- Personnel/Salary items
  - Fire Department overtime/EMS certifications
  - Human Resources staffing transition
  - Water Distribution employee retirement
- Technology
  - Electronic ticket writers
  - Municipal Court upgrades
  - Server for Building, Planning, & GIS

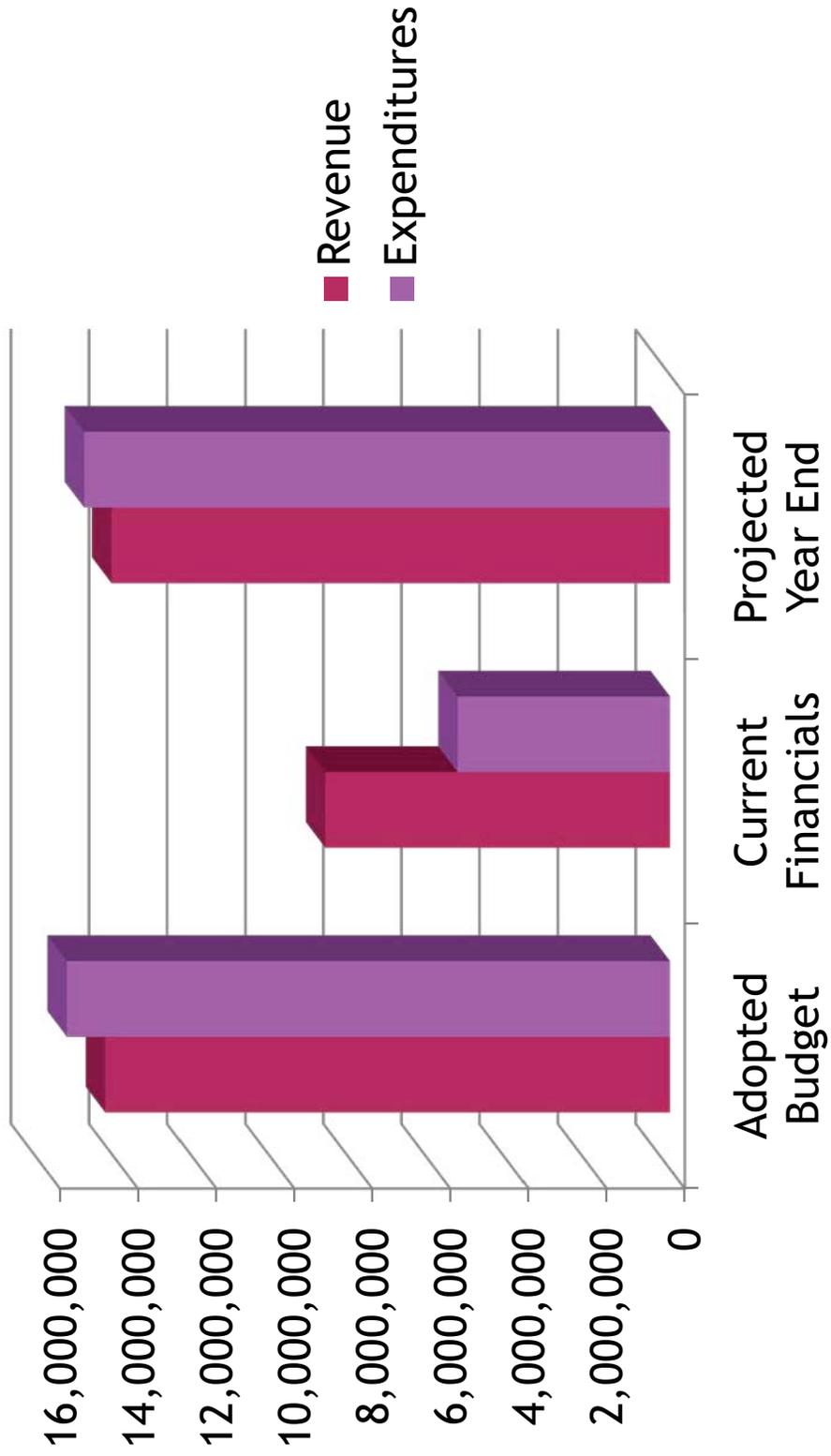
# UNPLANNED ITEMS

- Ogletree Gap fencing (citizen request)
- Employee committee expenses
- Boost in internet speed
- Water/Sewer
  - Water Model Update
  - Fort Hood easement purchases
  - CCN filings
- Library gifts/Citizen donations
- Grants (8 sources)
- FM 1113 sidewalk grant - final invoice (audit close-out comment)
- Savings - Election expense for runoff

# CURRENT FINANCIAL POSITION

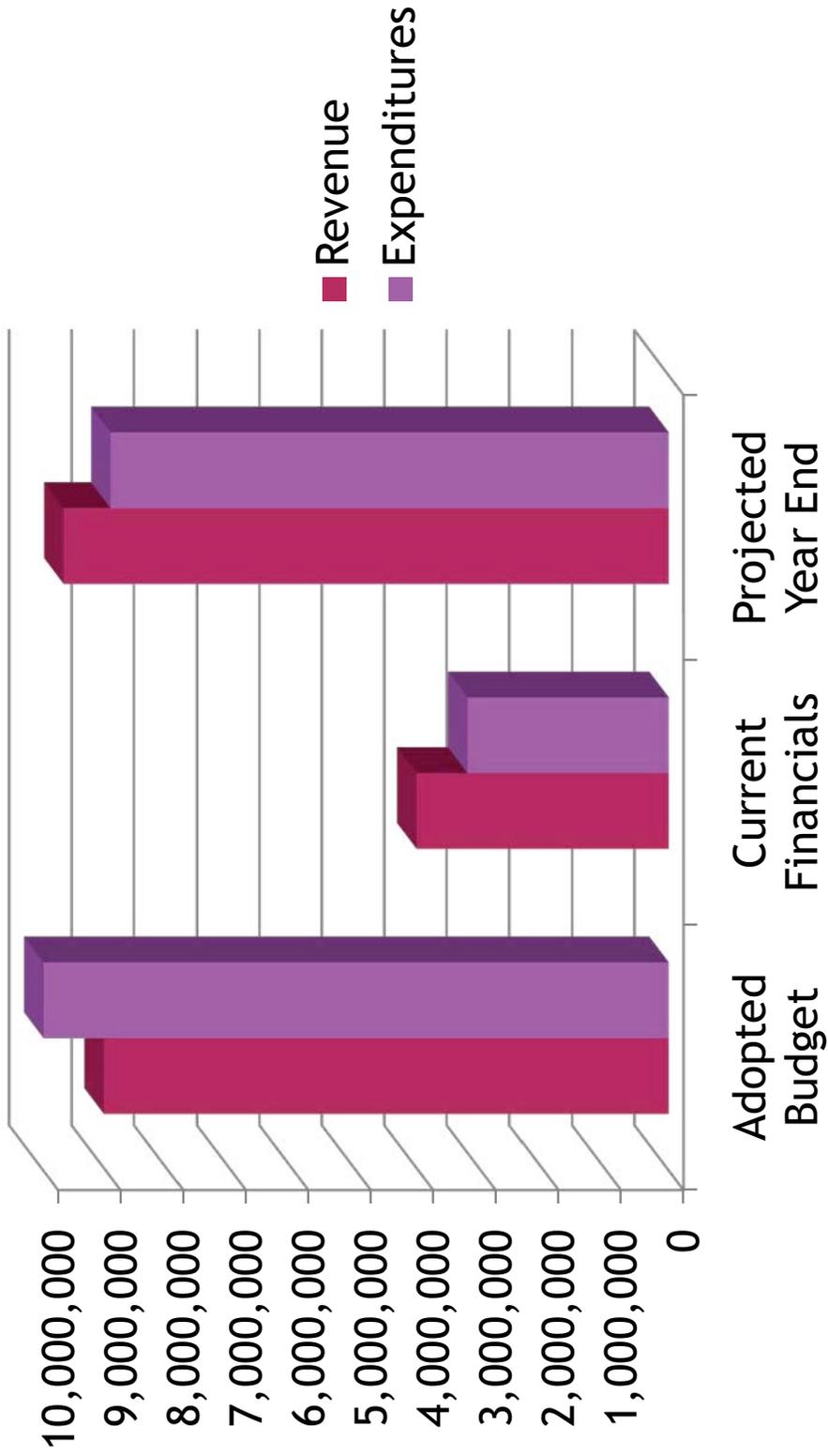
# CURRENT FINANCIAL POSITION

## General Fund



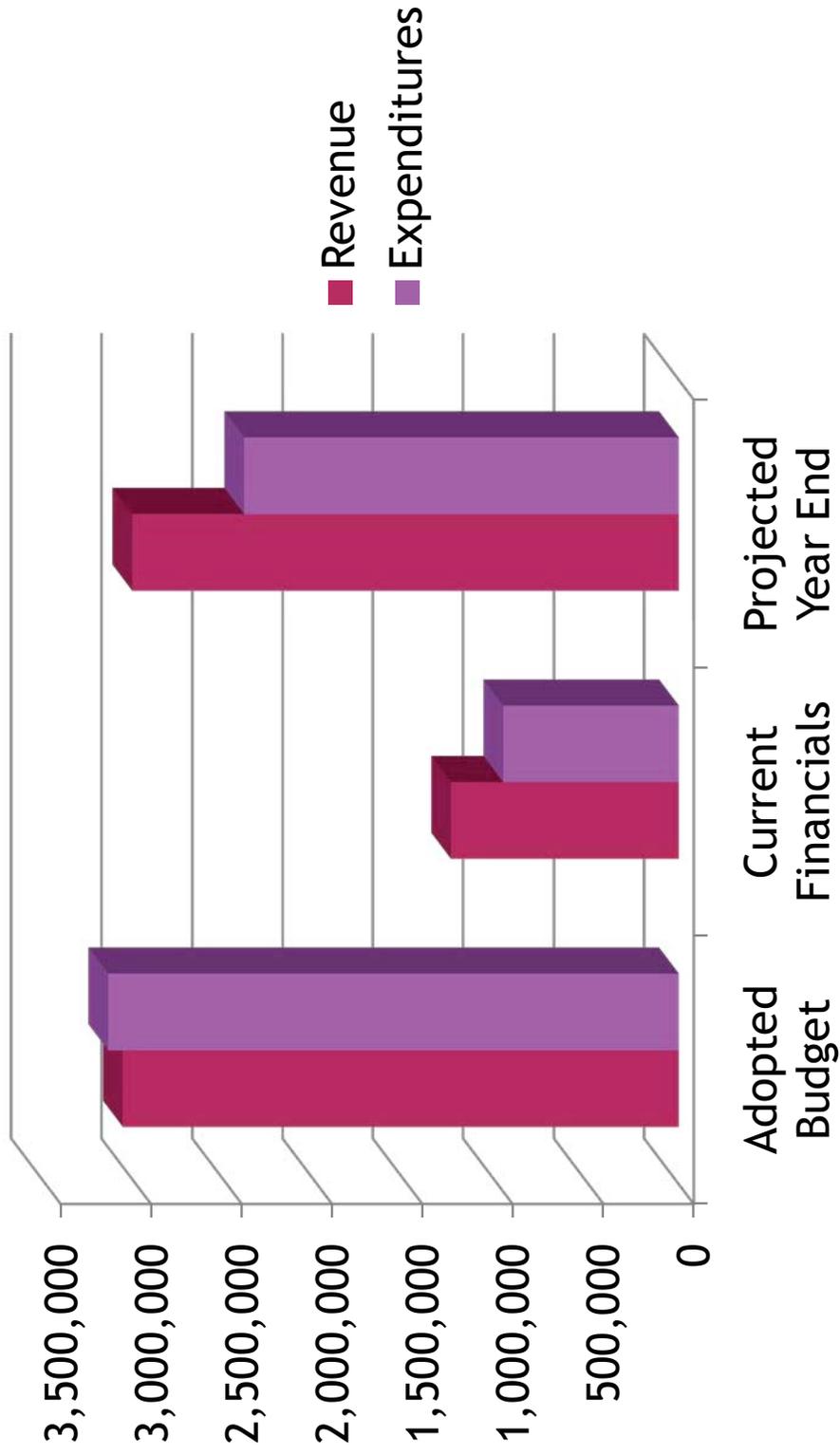
# CURRENT FINANCIAL POSITION

## Water & Sewer Fund



# CURRENT FINANCIAL POSITION

## Solid Waste Fund





# PROPOSED BUDGET AMENDMENT AND MANAGEMENT CHANGES

# GENERAL FUND

Department	Adopted Budget 10/1/10	Actual YTD as of 02/28/11	Proposed Budget Amendment	FY 2011 Budget (after Budget Amendment)
Fire - Overtime & Certification	3,365,909	1,284,567	100,141	3,466,050
Parks & Recreation - Ogletree Gap Fence	1,111,123	371,640	9,230	1,120,353
Other Adjustments	1,059,433	245,076	10,328	1,041,261
<b>Total General Fund</b>	<b>\$15,442,528</b>	<b>\$5,430,670</b>	<b>\$119,699</b>	<b>\$15,562,227</b>

<b>Available Ending Fund Balance</b>	<b>4,392,081</b>
<b>Fund Balance Adjustment</b>	<b>(119,699)</b>
<b>Proposed Ending Fund Balance</b>	<b>\$4,272,382</b>

# WATER AND SEWER FUND

Department / Object	Adopted Budget 10/1/10	Actual YTD as of 02/28/11	Proposed Budget Amendment	FY 2011 Budget (after Budget Amendment)
<b>NON-DEPARTMENTAL</b>				
Professional Services - Water Model	0	0	10,000	10,000
Land - Fort Hood Easement	3,400	0	8,900	12,300
Debt - Refunding	2,702,095	637,579	311,965	3,014,060
<b>Total Water &amp; Sewer Fund</b>	<b>\$9,996,725</b>	<b>\$3,214,972</b>	<b>\$330,865</b>	<b>\$10,327,590</b>

<b>Available Ending Fund Balance</b>	<b>1,239,912</b>
<b>Fund Balance Adjustment</b>	<b>(330,865)</b>
<b>Proposed Ending Fund Balance</b>	<b>\$909,047</b>

# DEBT SERVICE FUND

Object	Adopted Budget 10/1/10	Actual YTD as of 02/28/11	Proposed Budget Amendment	FY 2011 Budget (after Budget Amendment)
Principal	1,103,932	10,000	135,425	1,239,357
Interest	971,832	413,331	(16,938)	954,894
Bond Paying Agent Fee	0	(2,770)	6,245	6,245
Arbitrage Rebate Service	0	12,800	12,800	12,800
Arbitrage Rebate	0	0	57,481	57,481
<b>Total Debt Service</b>	<b>\$2,075,764</b>	<b>\$433,361</b>	<b>\$195,013</b>	<b>\$2,270,777</b>

<b>Available Ending Fund Balance</b>	<b>1,033,005</b>
<b>Fund Balance Adjustment</b>	<b>(195,013)</b>
<b>Proposed Ending Fund Balance</b>	<b>\$837,992</b>

# OTHER FUNDS

Fund	Adopted Budget 10/1/10	Actual YTD as of 02/28/11	Proposed Budget Amendment	FY 2011 Budget (after Budget Amendment)
Solid Waste Fund	3,154,328	968,776	8,022	3,162,350
Golf Course Fund	619,018	230,762	3,250	622,268
Grant Fund	407,268	160,516	1,273	408,541
Court Technology Fund	56,449	35,592	7,210	63,659

Note: Budget amendments are also included for the Library Gifts and Memorials, the City-Wide Donations, the 2003 Certificate of Obligations (Tax Supported), and the 2010A Limited Tax Notes (Tax Supported) funds. The budget amendments result in no change to fund balance.

# MANAGEMENT CHANGES

- ◉ Hold on vacant positions until leave payoff absorbed
- ◉ Delaying expenses - operating and capital project
- ◉ Control expenses at golf course
- ◉ Delay health insurance benefits for new hires
- ◉ Water Model Update
- ◉ Utility Rate Study
- ◉ Fuel prices being monitored

**CITY OF COPPERAS COVE**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**April 5, 2011 – 7:00 P.M.**

**A CALL TO ORDER**

**B INVOCATION AND PLEDGE OF ALLEGIANCE**

**C ROLL CALL**

Present: Cheryl L. Meredith  
Charlie D. Youngs  
Gary L. Kent  
Danny Palmer  
Kenn Smith  
Jim Schmitz  
Frank Seffrood  
John Hull

Attendees: Andrea M. Gardner, City Manager  
Charles E. Zech, City Attorney  
Jane Lees, City Secretary

**D ANNOUNCEMENTS** - Council Member Kent said that he was excited to be a part of this great community and very happy to see citizens attend the Council Meetings. He encouraged everyone to come out to the meetings and support the City Council. Ms. Gardner introduced the new Director of Financial Services to the Council, Velia Key. She also announced that the Keep Copperas Cove Beautiful (KCCB) Commission is hosting a composting class on Saturday, April 16, 2011 from 10 a.m. to Noon. If anyone would like additional information on this class, please contact Silvia Rhoads at 254-547-4242 or email [yardofthemonth@ci.copperas-cove.tx.us](mailto:yardofthemonth@ci.copperas-cove.tx.us). Mayor Hull thanked everyone who came out to help KCCB with their cleanup efforts last Saturday, April 2, 2011.

**E PUBLIC RECOGNITION**

- 1 Employee Service Awards - April 2011. **Andrea M. Gardner, City Manager**
  - Kevin Keller, Police Sergeant, 10 Years
  - Jean Williams, Sr. Customer Service Representative, Municipal Utilities, 10 Years
  - Maria Burns, Police Communications Operator, 10 Years
  - Allan Thompson, Firefighter/EMT, 5 Years
  - Marcus Waechter, Firefighter/Paramedic, 5 Years
- 2 Proclamation: Public Safety Telecommunicators Week, April 10-16, 2011. **John Hull, Mayor**
- 3 Proclamation: Child Abuse Prevention Month, April 2011. **John Hull, Mayor**

4 Proclamation: Fair Housing Month in the Central Texas Region, April 2011. **John Hull, Mayor**

F **CITIZENS FORUM** – At this time, citizens will be allowed to speak for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section. Pursuant to §551.042 of the Texas Open Meetings Act, any deliberation or decision about the subject of inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Neggi Loudermilk, 2005 Babb Street, and Mr. Pennock. Ms. Loudermilk stated that she was the President of the Killeen Japanese Ladies Club. She asked citizens and businesses to do what they could to help raise money for the people in Japan.

G **CONSENT AGENDA** – All matters listed under this item are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1 Consideration and action on approving the minutes from the workshop council meeting of March 14, 2011. **Jane Lees, City Secretary**

2 Consideration and action on approving the minutes from the workshop council meeting of March 15, 2011. **Jane Lees, City Secretary**

3 Consideration and action on approving the minutes from the regular council meeting of March 15, 2011. **Jane Lees, City Secretary**

4 Consideration and action, authorizing the City Manager to enter into a contract with Zip Cleaners for uniform rental and cleaning services, with an additional one year optional renewal. **Gary D. Young, Deputy Fire Chief**

5 Consideration and action on a resolution accepting the quarterly investment report as presented for the quarter ending December 31, 2010 per the Investment Policy. **Andrea M. Gardner, City Manager**

Council Member Kent made a motion to approve consent items G-1, G-2, G-3, G-4 and G-5 as presented. Council Member Seffrood seconded the motion, which passed unanimously.

H **PUBLIC HEARINGS/ACTION**

1 Public hearing on an ordinance amending the 2010-11 fiscal year budget for the City of Copperas Cove. **Andrea M. Gardner, City Manager**

**ORDINANCE NO. 2011-05**

**AN ORDINANCE APPROVING AND ADOPTING AN AMENDMENT TO THE BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF COPPERAS COVE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2010, AND ENDING ON SEPTEMBER 30, 2011; REPEALING ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING A SAVINGS CLAUSE AND AN EFFECTIVE DATE.**

Mayor Hull opened the public hearing at 7:32 p.m.

Speaking: None.

Mayor Hull closed the public hearing at 7:33 p.m.

Action will be taken on Ordinance No. 2011-05 at the April 19, 2011 Council Meeting.

**I ACTION ITEMS**

- 1 Consideration and action approving the purchase of new Self Contained Breathing Apparatus (SCBA) for the Fire Department. **J. Mike Baker, Fire Chief**

Council Member Smith made a motion to approve the purchase of SCBA for the Fire Department. Council Member Palmer seconded the motion, which passed unanimously.

- 2 Consideration and action on the appointment of the City Manager to represent the City of Copperas Cove by serving as a member of the Cen-Tex Sustainable Communities Partnership Executive Committee. **John Hull, Mayor**

Mayor Hull nominated Andrea Gardner, City Manager, to represent Copperas Cove on the Cen-Tex Sustainable Communities Partnership Executive Committee. Council Member Meredith made a motion to appoint Andrea Gardner to the Committee. Council Member Smith seconded the motion, which passed unanimously.

- 3 Consideration and action on authorizing City staff to remove the trees planted on Main Street in the Downtown area. **Andrea M. Gardner, City Manager**

Council Member Smith made a motion to not authorize removal of the trees planted on Main Street in the Downtown area. Council Member Youngs seconded the motion, which passed unanimously.

- 4 Consideration and action on authorizing the City Manager to enter into an interlocal agreement with North Central Texas Council of Governments (NCTCOG) and a master agreement with Gabriel, Roeder, Smith & Co. (GRS) for actuarial services for the fiscal year 2010-11 audit. **Andrea M. Gardner, City Manager**

Council Member Meredith made a motion to authorize the City Manager to enter into an interlocal agreement with NCTCOG and a master agreement with GRS for actuarial services for the fiscal year 2010-11 audit. Council Member Kent seconded the motion, which passed unanimously.

**J REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS - None.**

**K ITEMS FOR FUTURE AGENDAS - Council Member Kent requested a follow-up workshop to discuss developing activities with the City's youth. The Council concurred.**

**L EXECUTIVE SESSION - None.**

**M RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION - None.**

**N ADJOURNMENT - There being no further business, Mayor Hull adjourned the meeting at 7:55 p.m.**

**ATTEST:**

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John Hull, Mayor

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Jane Lees, City Secretary