



**NOTICE OF MEETING
OF THE GOVERNING BODY
OF COPPERAS COVE, TEXAS**

*An agenda information packet is available for public inspection
in the Copperas Cove Public Library, City Hall and
on the City's Web Page, www.ci.copperas-cove.tx.us*

Notice is hereby given that a **Workshop Council Meeting** of the City of Copperas Cove, Texas, will be held on **May 3, 2011 at 6:00 p.m.** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522, at which time the following subjects will be discussed:

A. CALL TO ORDER

B. ROLL CALL

C. WORKSHOP ITEMS

1. Presentation of Fort Hood Strategic Plan. **Mark Gillem, The Urban Collaborative, LLC**
2. Direction to City staff on item C-1 above. **Andrea M. Gardner, City Manager**

D. ADJOURNMENT

The City Council reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (254) 547-4221, (254) 547-6063 TTY, or FAX (254) 542-8927 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 Copperas Cove was posted at _____, April 29, 2011, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

Jane Lees, TRMC, CMC
City Secretary

City Council Workshop

Item #: C. 1.

Date: 05/03/2011

Information

Subject

Presentation of Fort Hood Strategic Plan. ***Mark Gillem, The Urban Collaborative, LLC***

City Council Workshop

Item #: C. 2.

Date: 05/03/2011

Information

Subject

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



**NOTICE OF MEETING
OF THE
GOVERNING BODY OF
COPPERAS COVE, TEXAS**

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in the Copperas Cove Public Library, City Hall and
on the City's Web Page, www.ci.copperas-cove.tx.us*

Notice is hereby given that a **Regular Council Meeting** of the City of Copperas Cove, Texas, will be held on **May 3, 2011 at 7:00 p.m.** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522, at which time the following subjects will be discussed:

- A. **CALL TO ORDER**
- B. **INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**
- D. **ANNOUNCEMENTS**
- E. **PUBLIC RECOGNITION**
 - 1. Employee Service Awards - May 2011. **Andrea M. Gardner, City Manager**
 - Dennis Courtney, Superintendent of Sewer Collection - 25 years
 - 2. Proclamation: Police Week and Peace Officers' Memorial Day. **John Hull, Mayor**
 - 3. Proclamation: Trauma Awareness Month and EMS Week. **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.
- 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 minutes from the workshop council meeting of April 19, 2011. **Jane Lees, City Secretary**
2. Consideration and action on approving minutes from the regular council meeting of April 19, 2011. **Jane Lees, City Secretary**
3. Consideration and action on a resolution authorizing and supporting the City Manager in the submission of a grant application to Texas STEP for the FY 2012 Comptroller's Tobacco Compliance Grant. **Kevin Keller, Police Sergeant**
4. Consideration and action on approval of a resolution amending the authorized TexSTAR representatives for the City of Copperas Cove, Texas. **Ryan Haverlah, Assistant Director of Financial Services/Budget Director**
5. Consideration and action on approval of a resolution amending the authorized Texas Local Government Investment Pool (TexPool) representatives for the City of Copperas Cove, Texas. **Ryan Haverlah, Assistant Director of Financial Services/Budget Director**
6. Consideration and action to allow the City Manager to enter into an Interagency Agreement between Central Texas College District and the City of Copperas Cove. **Gary D. Young, Deputy Fire Chief**

H. PUBLIC HEARINGS/ACTION

1. Public hearing and action on a request to rezone Lot 7, Block 4, of the Cox Addition, generally known as 413 Allen Street, from B-2 (Local Retail) to R-1 (Single-Family Residential). **Joseph Pace, Planner**

I. ACTION ITEMS

1. Consideration and action on an ordinance adopting a new Personnel Policy No. 811, Reduction in Force. **Kelli Sames, Human Resources Division Head**
2. Consideration and action on an ordinance updating Personnel Policy No. 631, Employee Appeal Process. **Kelli Sames, Human Resources Division Head**
3. Consideration and action on an ordinance updating Personnel Policy No. 810, Separations. **Kelli Sames, Human Resources Division Head**
4. Consideration and action on the proposed changes to the 2011 Coryell County Appraisal District Budget. **Ryan Haverlah, Assistant Director of Financial Services/Budget Director**
5. Consideration and possible action on an application submitted by Central Texas EMS for non-emergency ambulance franchise. **J. Mike Baker, Fire Chief**
6. Consideration and action on approving a resolution accepting a dedication of a 15-foot permanent water and wastewater easement and a 15-foot temporary construction easement by Discount Tire Company for the completion of the Northeast Sewer Line project and authorizing the City Manager to execute said easement documents. **Wesley Wright, Public Works Division Head/City Engineer**
7. Consideration and action on an ordinance amending Chapter 16.5 "signs" of the City's Code of Ordinances providing for certain exceptions. **Mike Morton, Chief Building Official**

J. **REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS**

1. Chamber of Commerce 1st Quarter Report for 2011. ***Marty Smith, President, Copperas Cove Chamber of Commerce***

K. **ITEMS FOR FUTURE AGENDAS**

L. **EXECUTIVE SESSION**

1. Pursuant to §551.072 of the Open Meetings Act, *Tex. Gov't Code*, Council will meet in Executive Session to deliberate the purchase, exchange, lease, or value of real property - Purchase of real property.

M. **RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION**

N. **ADJOURNMENT**

The City Council reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.

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I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the City of Copperas Cove was posted at _____, April 29, 2011, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

Jane Lees, TRMC, CMC
City Secretary

Information

Subject

Employee Service Awards - May 2011. ***Andrea M. Gardner, City Manager***

- Dennis Courtney, Superintendent of Sewer Collection - 25 years
-

City Council Regular

Item #: E. 2.

Date: 05/03/2011

Information

Subject

Proclamation: Police Week and Peace Officers' Memorial Day. *John Hull, Mayor*

Attachments

Link: [Proclamation](#)



PROCLAMATION

WHEREAS, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

WHEREAS, The members of the Copperas Cove Police Department play an essential role in safeguarding the right and freedoms of Copperas Cove; and

WHEREAS, It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, The men and women of the Copperas Cove Police Department unceasingly provide a vital public service.

NOW THEREFORE, I, John Hull, Mayor of the City of Copperas Cove, Texas call upon all citizens of Copperas Cove and upon all patriotic, civic and educational organizations to observe the week of May 15-21, 2011, as

“Police Week”

with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of Copperas Cove to observe Sunday, May 15, 2011, as

“Peace Officers’ Memorial Day”

in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Copperas Cove to be affixed this 3rd day of May 2011.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

City Council Regular

Item #: E. 3.

Date: 05/03/2011

Information

Subject

Proclamation: Trauma Awareness Month and EMS Week. *John Hull, Mayor*

Attachments

Link: [Proclamation](#)



PROCLAMATION

WHEREAS, the City of Copperas Cove Fire Department, in concert with a developed network of trauma care facilities across Texas, provide lifesaving care in Texas 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate for those who experience sudden illness or injury; and

WHEREAS, the Copperas Cove Fire Department personnel also care for the community by teaching injury prevention to citizens to lessen the occurrence and severity of injuries and by training to respond to any possible occurrences with potential weapons of mass destruction; and

WHEREAS, the citizens of Copperas Cove benefit daily from the knowledge and skills of these highly trained individuals and from the availability of the Texas trauma system; and

WHEREAS, in appreciation of your valuable contribution to Copperas Cove, the City of Copperas Cove commends and congratulates the Copperas Cove Fire Department and other Texas EMS personnel for outstanding, dedicated pre hospital and medical care to the citizens of Copperas Cove, Texas, and hereby join the Texas Department of State Health Services in designating the month of May as Trauma Awareness Month and in designating May 15-21, 2011, as Emergency Medical Services Week.

NOW THEREFORE, I, John Hull, Mayor of the City of Copperas Cove, Texas do hereby proclaim the month of May 2011 and the week of May 15-21, 2011 as:

“TRAUMA AWARENESS MONTH AND EMS WEEK”

in the City of Copperas Cove.

IN WITNESS WHEREOF, I have set my hand and seal of the City of Copperas Cove on this 3rd day of May 2011.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

City Council Regular

Item #: G. 1.

Date: 05/03/2011

Information

Subject

Consideration and action on approving minutes from the workshop council meeting of April 19, 2011.

Jane Lees, City Secretary

Attachments

Link: [Workshop Minutes 4/19/11](#)

**CITY OF COPPERAS COVE
CITY COUNCIL WORKSHOP MEETING MINUTES
April 19, 2011 – 6:00 P.M.**

A CALL TO ORDER - Mayor Hull called the workshop to order at 6:00 p.m.

B ROLL CALL

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

Absent: Cheryl L. Meredith

Attendees: Andrea M. Gardner, City Manager
Jane Lees, City Secretary

C WORKSHOP ITEMS

- 1 Update and discussion on the Copperas Cove Business Park area development and City Projects in the Business Park area. **Andrea M. Gardner, City Manager and Polo Enriquez, EDC Director**

Ms. Gardner handed out a Copperas Cove Business Park Development Tracking sheet which identified 19 items anticipated in the Business Park area. She said that the tracking sheet will be updated periodically to keep the Council better informed of the projects, as well as keep everyone on track with the status of each one.

Ms. Gardner and Mr. Enriquez discussed a presentation which is attached to and made a part of these minutes.

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

No direction given. However, Council Member Youngs said that he had eight more projects he would like to see included on the tracking sheet. Also, perhaps as projects are finished, rather than remove the project, color code the ones completed. Council Member Smith said that the presentation given showed a good level of communication between the City and the EDC.

D **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the workshop at 6:45 p.m.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

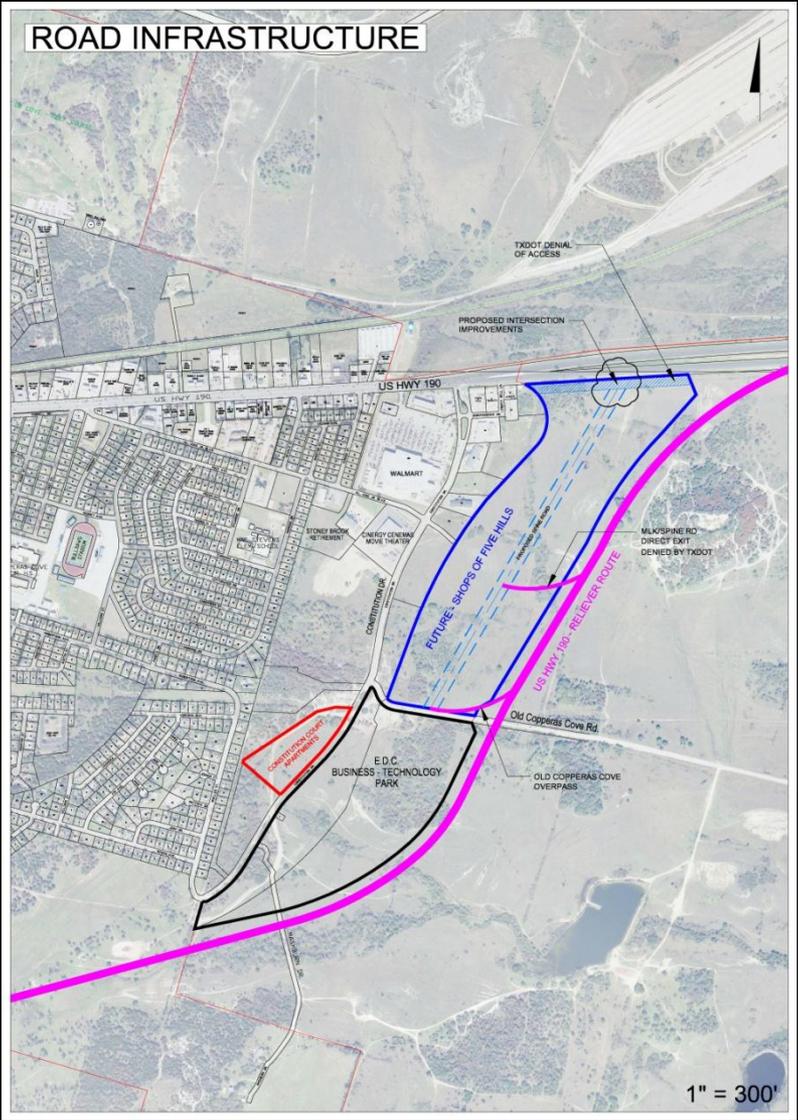


Copperas Cove

April 19, 2011

COPPERAS COVE BUSINESS PARK

ROAD INFRASTRUCTURE

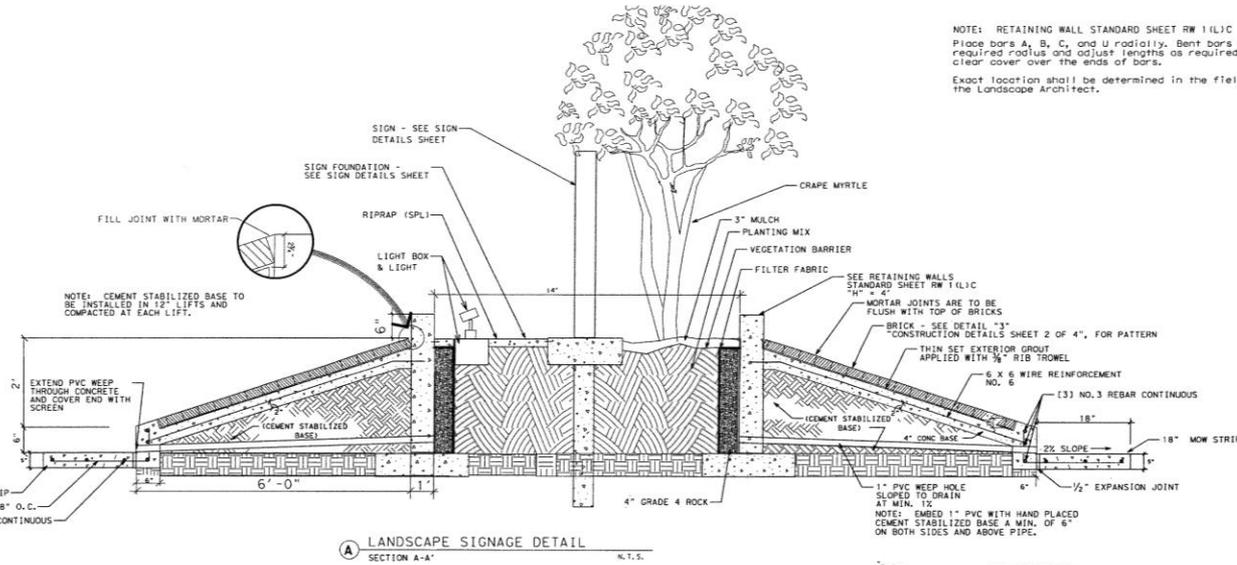


WELCOME SIGN

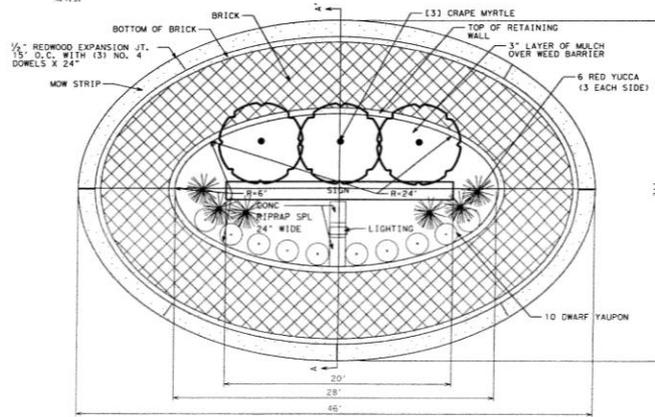
City of Copperas
Cove and Copperas
Cove EDC staff agree
to joint agreement
regarding our
“Welcome” Signs



NEW WELCOME SIGN COMING



ESTIMATED SHEET QUANTITIES				
DESCRIPTION	QUA.	UNIT	SIZE	REMARKS
LANDSCAPE AMENITY	1	EA		1014-2001
PLANT MATERIAL	3	EA	30 GAL	192-2024
PLANT MATERIAL	16	EA	5 GAL	192-2004
*THE FOLLOWING ITEMS FOR CONTRACTOR'S INFORMATION ONLY				
LANDSCAPE LIGHTING	1	EA		SALVAGED FROM ORIGINAL SIGN
BRICK	59	SY		REFER TO ITEM 528
CONCRETE (MOW STRIP)	121	LF		REFER TO ITEM 432
MULCH	26	SY		REFER TO ITEM 192
CONC. RETAINING WALL	230	SF		REFER TO ITEM 423
RIPRAP (SPL)	1	CY		REFER TO ITEM 432
COMPOST MANUF. TOPSOIL	18	CY		REFER TO ITEM 161
CEMENT STABILIZED BASE	40	CY		REFER TO ITEM 275
SIGN (ALL INCLUSIVE)	720	SF		REFER TO DETAILS
LETTERING	1	EA		SALVAGED FROM ORIGINAL SIGN
VEGETATION BARRIER	261	SF		REFER TO ITEM 192



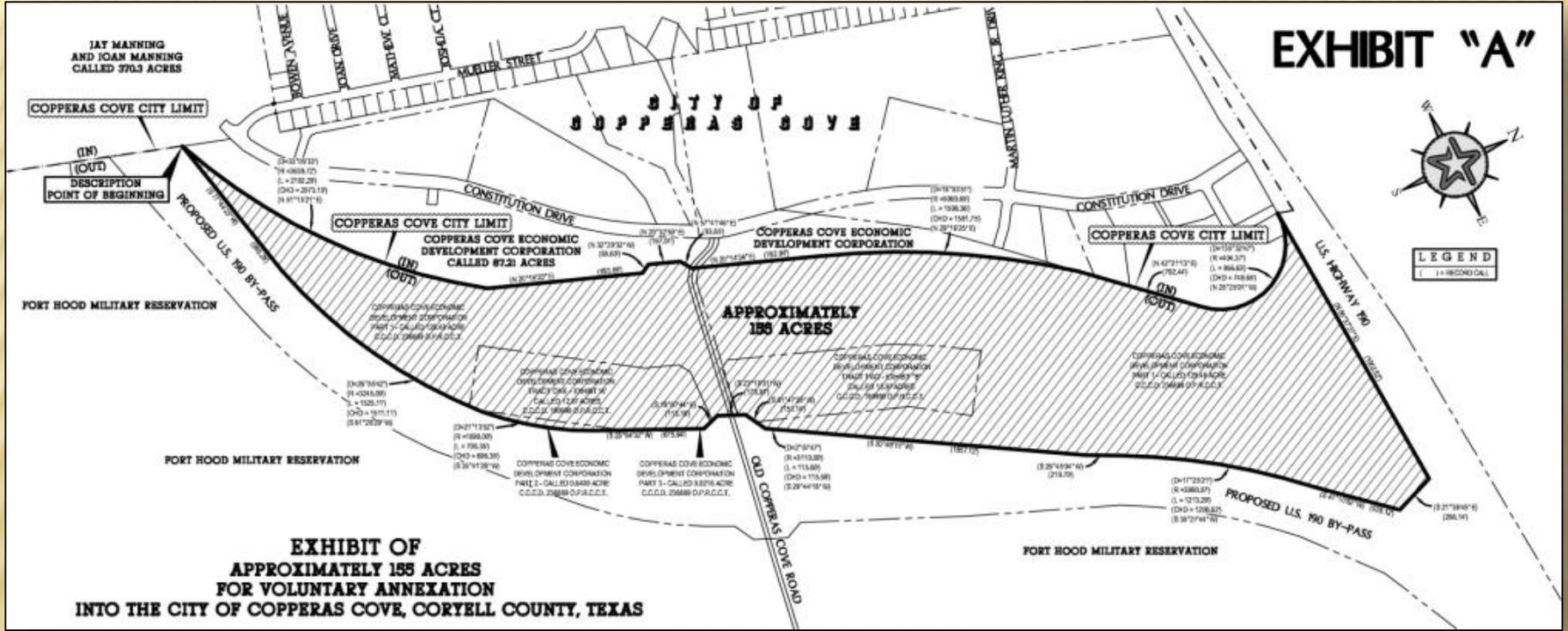
Michael M. Heise, P.E.
9-7-10
LANDSCAPE AMENITY
CONSTRUCTION
DETAILS
SHEET 1 OF 3

© 2010 Texas Department of Transportation

STATE	DIST.	COUNTY
TEXAS	NA	CORYELL
CONTRACT	SECTION	JOB
		WEDWAY

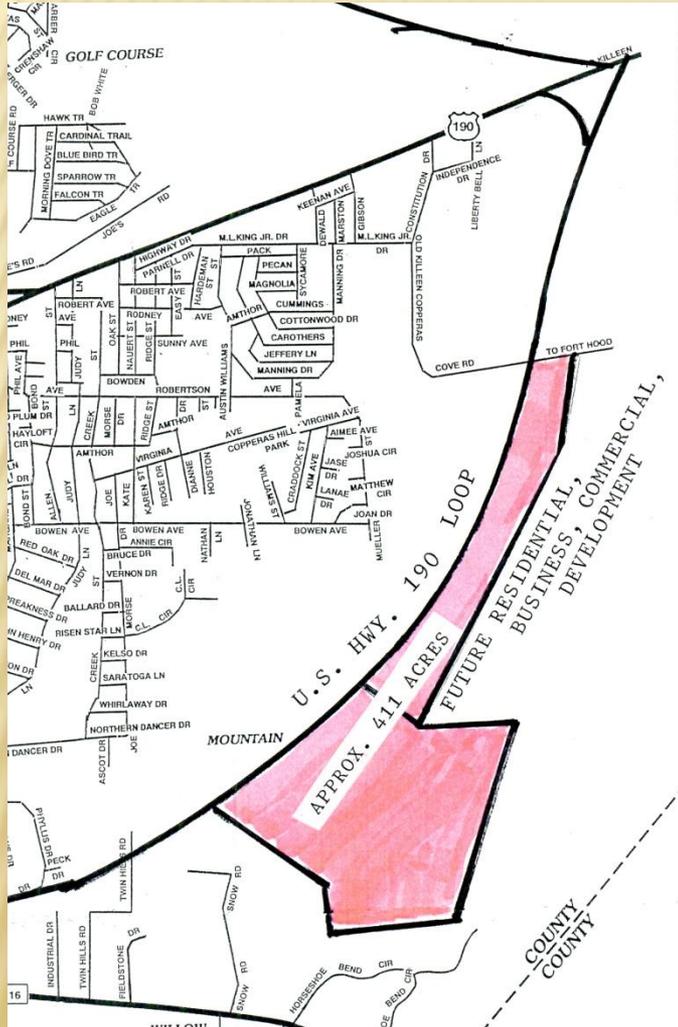
LAND EXCHANGE PROPERTY ANNEXED

EXHIBIT "A"



**EXHIBIT OF
APPROXIMATELY 185 ACRES
FOR VOLUNTARY ANNEXATION
INTO THE CITY OF COPPERAS COVE, CORYELL COUNTY, TEXAS**

ADDITIONAL DEVELOPMENT OPPORTUNITIES



SHOPS AT FIVE HILLS UNDER CONTRACT

SALE AND PURCHASE AGREEMENT

THIS SALE AND PURCHASE AGREEMENT (this "Agreement") is made and entered into to be effective as of the 22nd day of March, 2011, by and between COPPERAS COVE ECONOMIC DEVELOPMENT CORP ("CCEDC") and COPPERAS COVE INDUSTRIAL FOUNDATION ("CCIF") (the foregoing corporations sometimes collectively as "Sellers" and individually as "Seller"), and C-COVE 90 PARTNERS, LTD. ("C-Cove 90 Partners"), a Texas limited partnership, and its assigns (hereinafter referred to as "Buyer")

SELLERS:
 COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION, a Texas corporation
 By: [Signature]
 Name: [Name]
 Title: [Title]

WITNESS
 COPPERAS COVE INDUSTRIAL FOUNDATION, a Texas non-profit corporation
 By: [Signature]
 Name: [Name]
 Title: [Title]

A. CCEDC and First Advisors, Inc., pursuant to which CCEDC granted to FAI the certain real property containing approximately [unclear] acres, more or less, located in Coryell County, Texas, as generally depicted on E-1 (the "Land"), pursuant to the terms and conditions of the CCEDC Option Agreement dated February 15, 2008 (as amended), the "CCIF Option Agreement")

B. CCIF and FAI entered into an Option Agreement dated February 15, 2008 (as amended), the "CCIF Option Agreement") which granted to FAI the certain real property containing approximately [unclear] acres, more or less, located in Coryell County, Texas, as generally depicted on E-1 (the "Land"), pursuant to the terms and conditions of the CCIF Option Agreement (the "CCIF Option Agreement"). The CCEDC Land currently owned by CCEDC and hereinafter collectively known as the "Land".

BUYER:
 C-COVE 90 PARTNERS, LTD., a Texas limited partnership
 By: [Signature]
 Name: [Name]
 Title: [Title]
 C-Cove GP, LLC, a Texas limited liability company, its general partner
 By: [Signature]
 Name: [Name]
 Title: [Title]
 EGP Retail Management, L.L.C., a Texas limited liability company, its manager
 By: [Signature]
 Name: [Name]
 Title: [Title]

HOW BIG IS IT?



CONSTITUTION COURT READIES FOR LEASING



CONSTITUTION DRIVE/COURT GROUNDBREAKING - AUGUST 31, 2010



CONSTITUTION DRIVE RIBBON CUTTING - MARCH 26, 2011



CONSTITUTION DRIVE TEMPORARY LIFT STATION

April 13, 2011

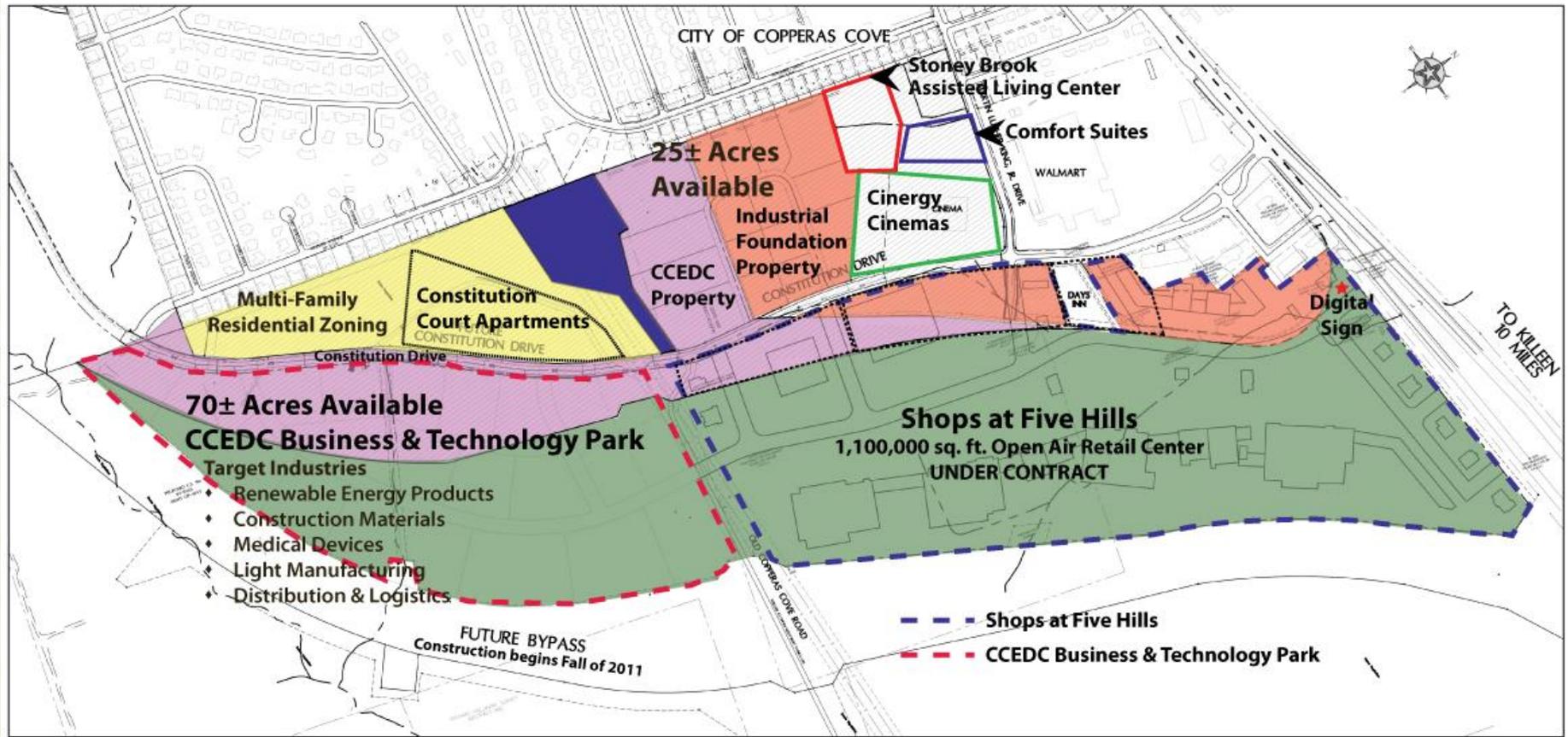
Constitution Drive Temporary Lift Station Start-up — No discrepancies noted.

On site for testing:

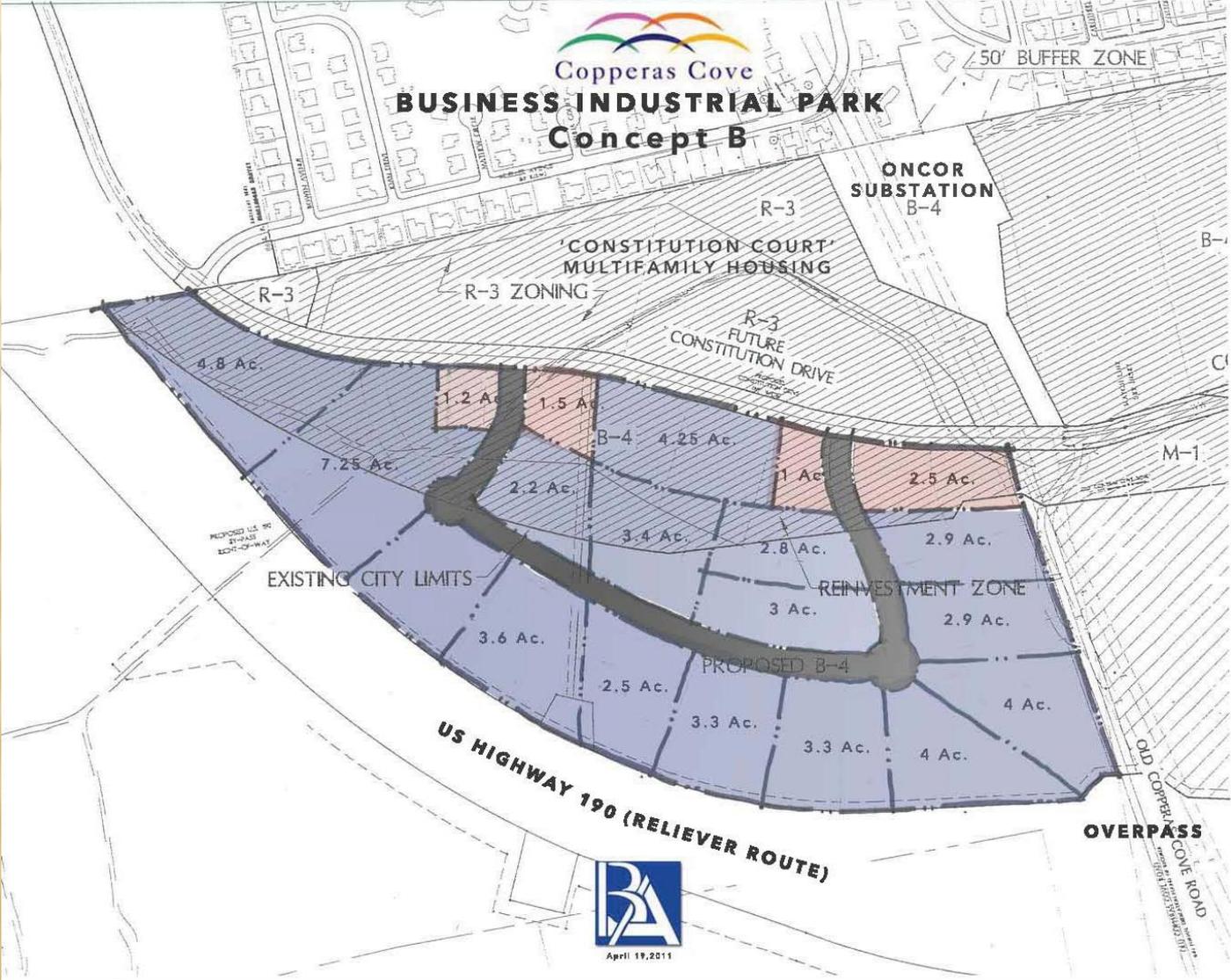
- City of Copperas Cove
- Copperas Cove EDC
- Walker Partners
- Contractor
- Sub-contractor



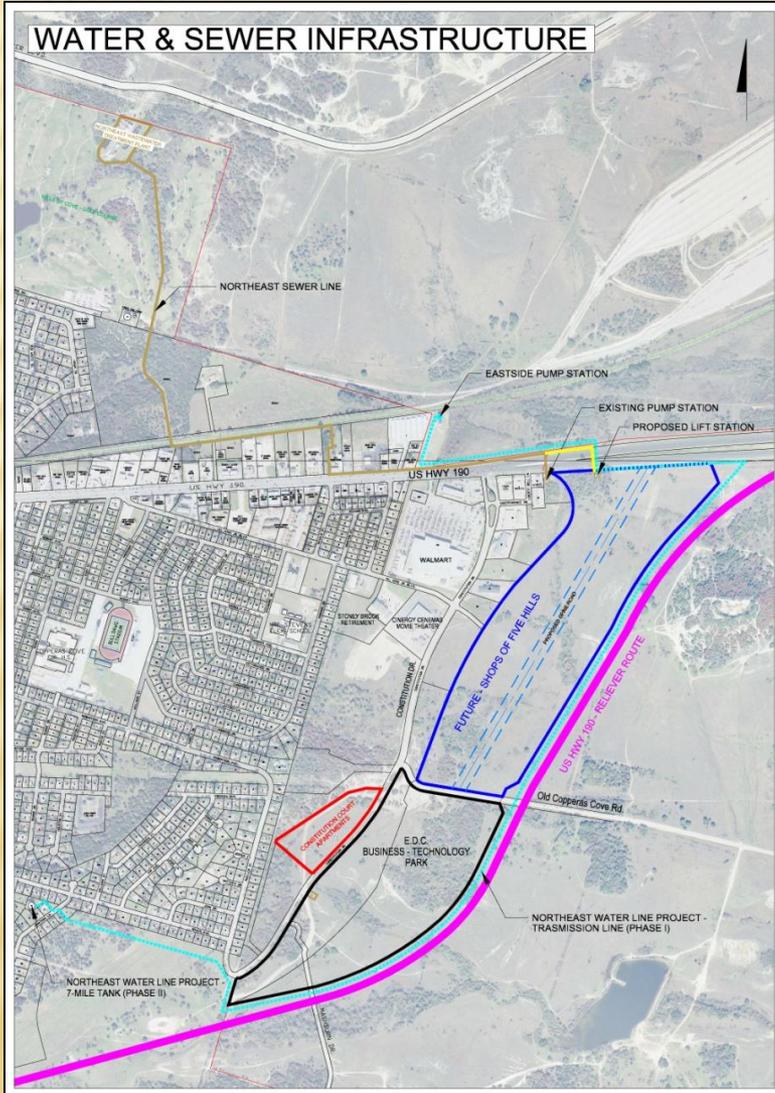
COPPERAS COVE EDC TARGET INDUSTRIES



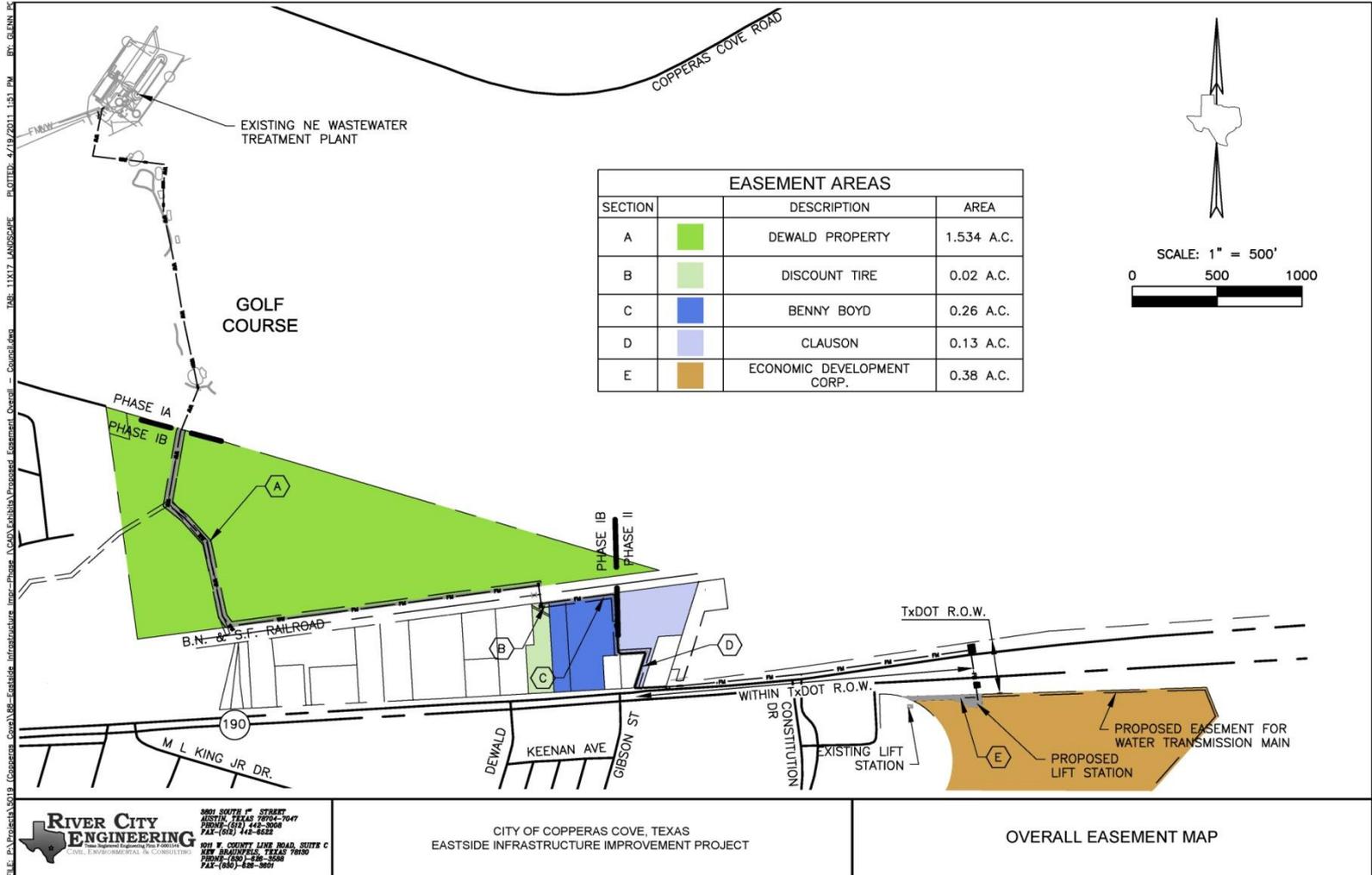
BUSINESS & TECHNOLOGY PARK CONCEPTS



WATER AND SEWER INFRASTRUCTURE



PROPOSED EASEMENTS



City Council Regular

Item #: G. 2.

Date: 05/03/2011

Information

Subject

Consideration and action on approving minutes from the regular council meeting of April 19, 2011. ***Jane Lees, City Secretary***

Attachments

Link: [4/19 Regular Minutes](#)

CITY OF COPPERAS COVE
CITY COUNCIL REGULAR MEETING MINUTES
April 19, 2011 – 7:00 P.M.

A **CALL TO ORDER** - Mayor Hull called the meeting to order at 7:00 p.m.

B **INVOCATION AND PLEDGE OF ALLEGIANCE** - Rev. Preston Atkinson of Southern Hills Baptist Church gave the invocation and Mayor Hull led the pledge of allegiance.

C **ROLL CALL**

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

Absent: Cheryl L. Meredith

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

D **ANNOUNCEMENTS** - Council Member Gary Kent reminded everyone to attend the National Day of Prayer on May 5, 2011 at Noon at the Library. Council Member Smith said he attended the 6th Annual Domino's Military Appreciation Day and had fun watching the military families come and go. He thanked Domino's Pizza and the Chamber for their continued support of the event. Mayor Hull announced that on Thursday, April 21, 2011 at 10:00 a.m., the Masonic Lodge will be laying a corner stone at House Creek Elementary and that the public is welcome to attend the ceremony. He also reminded everyone that the annual Easter Egg Roundup will take place at City Park at 10:00 a.m. on Saturday, April 23, 2011. Ms. Gardner announced that Adam Wolf recently completed his Associate of Applied Science degree in Information Technology as well as a Certificate of Completion for Microsoft Systems Administrator from Central Texas College.

E **PUBLIC RECOGNITION**

1 City Retirement Recognition – Robert McKinnon, Public Works Division Head - April 4, 1983 to April 30, 2011. **Andrea M. Gardner, City Manager**

Ms. Gardner recognized Bob McKinnon, Public Works Division Head, as he retires after 28 years of service to the City. She said that Bob started as a Deputy Inspector and was promoted to Water/Sewer Construction Foreman on April 14, 1986. On April 1, 1987, he was promoted to the Sewer Superintendent.

He was then promoted to Assistant Public Works Director in February 1990 and then to Water/Wastewater Director in October 1996. Ms. Gardner said that in 2010 she had the privilege of promoting Bob to Division Head of Public Works. She said that Bob will be missed . He provided her with excellent advice over the last five years; in fact it was some of the best she has ever received. The key thing she will remember about working with Bob is that even when they agreed to disagree, he did it respectfully, in private, and professionally. Ms. Gardner presented Bob with a picture called "Reflections of Freedom," showing eagles soaring over mountains.

- 2 Certificates of Appreciation for assistance in the production of the Cen-Tex Sustainable Communities Partnership video to promote regional recycling. **Andrea M. Gardner, City Manager**

Ms. Gardner said that the City is a member of Central Texas Sustainability Partnership, an organization resulting from a Memorandum of Understanding between Killeen, Fort Hood, Harker Heights and Gatesville. The goal of the Partnership is to create a regional recycling program. As a result of this goal, Fort Hood put up \$50,000 to have a regional recycling feasibility study performed. The study will be completed in the very near future and the City Council will receive a copy of the study. One of the items that she offered to do for the Partnership was to talk with Coach Christina Clayton at the Copperas Cove Junior High School to see if the cheerleaders would be willing to do a video that promoted recycling and the regional recycling feasibility study. The video was prepared at 7:00 a.m. on a Saturday morning after months of practice. The cheerleaders came up with the cheer on their own, along with several 10-second ad spots. They were very creative and their hard work is much appreciated by the City and the Partnership. Randy Doyle of Fort Hood Department of Public Works stated that the work that Ms. Gardner has done for the Partnership is really appreciated. She has been extremely helpful getting the organization going. The video is currently playing on the Fort Hood channel and will be playing soon on the City's Channel 10.

With the assistance of Mr. Doyle, the following Copperas Cove Junior High School cheerleaders were presented with Certificates of Appreciation: Star Tratt, Cheyenne Hamilton, Lucy Crouch, Melody Tosh, Stephanie Jason, Ashlee Jason, Maycie Queen, Hannah Hietman, Laurel Byrd and Coach Christina Clayton. Other individuals who assisted in the production of the video were: Brian Rhoads, Silvia Rhoads and Monica Hull. Individuals responsible for shooting and editing the video at no cost to the City or the Partnership were: Christian Wohlfahrt and Mike Bartosek of Ten 17 Media.

F **CITIZENS FORUM** – None.

G **CONSENT AGENDA**

- 1 Consideration and action on approving minutes from the workshop council meeting of April 5, 2011. **Jane Lees, City Secretary**
- 2 Consideration and action on approving minutes from the regular council meeting of April 5, 2011. **Jane Lees, City Secretary**
- 3 Consideration and action on accepting an Oncor Take A Load Off, Texas, City Matching Grant. **Robert M. McKinnon, Division Head Public Works**

- 4 Consideration and action on adopting a resolution of the City of Copperas Cove revising the City Goals. **Andrea M. Gardner, City Manager**

**RESOLUTION NO. 2011-14
A RESOLUTION OF THE CITY OF COPPERAS COVE ADOPTING THE CITY OF
COPPERAS COVE'S GOALS.**

- 5 Consideration and action on a resolution revising the City of Copperas Cove Vision and Mission Statements. **Andrea M. Gardner, City Manager**

**RESOLUTION NO. 2011-15
A RESOLUTION OF THE CITY OF COPPERAS COVE ADOPTING A VISION AND
MISSION STATEMENT FOR THE CITY OF COPPERAS COVE.**

- 6 Consideration and action on adopting a resolution establishing the Mission of the Copperas Cove City Council. **Andrea M. Gardner, City Manager**

**RESOLUTION NO. 2011-16
A RESOLUTION OF THE CITY OF COPPERAS COVE ADOPTING A VISION AND
MISSION STATEMENT FOR THE CITY COUNCIL OF THE CITY OF COPPERAS
COVE.**

- 7 Consideration and action on a resolution authorizing the City Manager to accept a right-of-way dedication from 4JC Partnership for Bradford Drive Improvements. **Wesley Wright, City Engineer**

**RESOLUTION NO. 2011-11
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE,
TEXAS, ACCEPTING A DEDICATION OF 0.90 ACRES OF RIGHT-OF-WAY BY 4JC
PARTNERSHIP FOR THE COMPLETION OF THE BRADFORD DRIVE
IMPROVEMENTS ("THE PROJECT").**

- 8 Consideration and action on a resolution authorizing the City Manager to accept a right-of-way dedication from Charles Grimes for Bradford Drive Improvements. **Wesley Wright, City Engineer**

**RESOLUTION NO. 2011-17
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE,
TEXAS, ACCEPTING A DEDICATION OF 0.54 ACRES OF RIGHT-OF-WAY BY
CHARLES R. GRIMES FOR THE COMPLETION OF THE BRADFORD DRIVE
IMPROVEMENTS ("THE PROJECT").**

Council Member Smith made a motion to approve Consent Agenda items G-1, G-2, G-3, G-4, G-5, G-6, G7 and G-8 as written. Council Member Palmer seconded the motion, which passed unanimously.

H PUBLIC HEARINGS/ACTION

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

Mayor Hull opened the public hearing at 7:28 p.m.

Speaking: Council Member Seffrood asked if there was a way for the City to budget better for the payment of CCN's. Ms. Gardner said that the City does not know what developments will happen during any given fiscal year and most of the time it is guesswork. Once changes are made, however, the City is responsible for paying the CCN to Kempner Water Supply Corporation and then filing that information with TCEQ. What the City has done in the past is hold on to the CCN's because it costs so much to hire an engineer to complete all the paperwork and pay the fees to TCEQ. The City has been keeping the CCN's until a larger number can be submitted at one time, making it more cost effective for the City. This particular instance was a situation where it got away from staff and they were not aware of exactly how many certificates had accumulated, therefore, a larger number of certificates had to be filed than originally anticipated.

Mayor Hull closed the public hearing at 7:30 p.m.

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.

Council Member Schmitz made a motion to approve Ordinance 2011-05 as written. Council Member Kent seconded the motion, which passed unanimously.

- 2 Public hearing and action on amending Chapter Four of the 2007 Comprehensive Plan of the City of Copperas Cove, Texas; providing for changes in the Future Land Use Plan; providing for changes on Plate 4-1, the Future Land Use Map. **Joseph R. Pace, Planner**

Mayor Hull opened the public hearing at 7:38 p.m.

Speaking: Mickey Deck, 707 Judy Lane. Mr. Deck said he filed for the zoning change because he would like to open a low density business, a driving school. He understands the concerns that the Council may have, however, the business he wishes to conduct will create little, if any, noise in the neighborhood. He said that he would probably be in the office around 10 hours a week and that he is positive that the business will not negatively impact the area.

Mayor Hull closed the public hearing at 7:45 p.m.

ORDINANCE NO. 2011-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS AMENDING CHAPTER FOUR OF THE 2007 COMPREHENSIVE PLAN OF THE CITY OF COPPERAS COVE, TEXAS, PROVIDING FOR CHANGES IN THE FUTURE LAND USE PLAN, PROVIDING FOR CHANGES ON PLATE 4-1, THE FUTURE LAND USE MAP.

Council Member Schmitz made a motion that Plate 4-1 of the Future Land Use Plan be amended to change the area north of Phil Avenue, east of Laura Street, and west of Margaret Lee Street from Low Density residential to Retail/Commercial. Council Member

Kent seconded the motion.

Discussion followed.

Council Member Schmitz made a motion to amend his original motion to clarify the area to be redesignated as Retail/Commercial to include the areas known as Block 3 and Block 4 of the Crest View Heights Subdivision. Council Member Kent seconded the motion.

Vote on the amending motion failed unanimously.

A roll call vote was taken on the main motion as follows:

Charlie D. Youngs - Nay

Gary L. Kent - Aye

Danny Palmer - Aye

Kenn Smith - Aye

Jim Schmitz - Aye

Frank Seffrood - Aye

Motion passed 5 to 1.

- 3 Public hearing and action on a request to rezone Lot 3, Block 3 of the Crest View Heights Subdivision, generally known as 1005 Phil Avenue, from R-2 (Two-Family Residential) to B-3 (Local Business). **Joseph R. Pace, Planner**

Mayor Hull opened the public hearing at 8:13 p.m.

Speaking: Mickey Deck, 707 Judy Lane. Mr. Deck said he would do whatever he needs to do in order to be in compliance. He said that he spoke with most of the neighbors and found none who objected to his request to change the zoning from R-2 to B-3.

Mayor Hull closed the public hearing at 8:16 p.m.

ORDINANCE NO. 2011-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS APPROVING A ZONING CHANGE BY REZONING LOT 3, BLOCK 3 OF THE CREST VIEW HEIGHTS SUBDIVISION, LOCALLY KNOWN AS 1005 PHIL AVENUE, FROM R-2 (TWO-FAMILY RESIDENTIAL) TO B-3 (LOCAL BUSINESS).

Council Member Schmitz made a motion to approve the zoning change as presented in Ordinance No. 2011-15. Council Member Smith seconded the motion, which passed unanimously.

I ACTION ITEMS

- 1 Consideration and action accepting the 2011 access line rates as provided by the Public Utility Commission of Texas. **Ryan Haverlah, Assistant Director of Financial Services/Budget Director**

Council Member Smith made a motion to accept the 2011 access line rates as provided by the Public Utility Commission of Texas as presented. Council Member Palmer seconded the motion, which passed unanimously.

- 2 Consideration and action on authorizing the City Manager to provide Espey Consultants, Inc. with fourteen (14) days written notice to terminate the Agreement for Planning Services. **Andrea M. Gardner, City Manager**

Council Member Seffrood made a motion to authorize the City Manager to provide Espey Consultants Inc. with 14 days written notice to terminate the Agreement for Planning Services. Council Member Palmer seconded the motion, which passed unanimously.

- 3 Consideration and action on authorizing the City Manager to execute a contract with Bell Air Conditioning, Inc., Belton, Texas to upgrade and install sixteen energy efficient Heating Ventilating & Air Conditioning (HVAC) units in designated City facilities. **Robert M. McKinnon, Division Head of Public Works**

Council Member Seffrood made a motion to authorize the City Manager to execute a contract with Bell Air Conditioning, Inc. to upgrade and install 16 energy efficient HVAC units in City facilities. Council Member Palmer seconded the motion, which passed unanimously.

- 4 Consideration and action on an ordinance adopting a new Personnel Policy No. 134, Payroll Direct Deposit. **Kelli Sames, Human Resources Division Head**

ORDINANCE NO. 2011-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ADOPTING EMPLOYEE PERSONNEL POLICY NO. 134, PAYROLL DIRECT DEPOSIT AND DECLARING AN EFFECTIVE DATE.

Council Member Smith made a motion to approve Ordinance No. 2011-19 as presented. Council Member Kent seconded the motion, which passed unanimously.

- 5 Consideration and action awarding the bid for fire equipment and the bid for rescue equipment and approving the purchase of said equipment for the Fire Department. **J. Mike Baker, Fire Chief**

Council Member Kent made a motion to award the bid for fire and rescue equipment and approve the purchase. Council Member Palmer seconded the motion, which passed unanimously.

- 6 Consideration and action on authorizing the City Manager to enter into a contract with Big Tex Paving for the 2011 Street Seal Coat Project. **James A. Trevino, Director of Public Works**

Council Member Smith made a motion to authorize the City Manager to enter into a contract with Big Tex Paving for the 2011 Street Seal Coat Project. Council Member Palmer seconded the motion and a roll call vote was taken as follows:

Gary L. Kent - Aye
Danny Palmer - Nay
Kenn Smith - Aye
Jim Schmitz - Aye
Frank Seffrood - Aye
Charlie D. Youngs - Aye

Motion passed 5 to 1.

- 7 Consideration and action on authorizing the City Manager to enter into a contract with APAC – Texas for the 2011 Street Hot Mix Asphalt Concrete (HMAC) Overlay Project. **James A. Trevino, Director of Public Works**

Council Member Smith made a motion to authorize the City Manager to enter into a contract with APAC -Texas for the 2011 Street Hot Mix Asphalt Concrete (HMAC) Overlay Project. Council Member Seffrood seconded the motion, which passed unanimously.

- 8 Consideration and action on approving a resolution accepting a dedication of a fifteen foot permanent water and wastewater easement and a fifteen foot temporary construction easement by Benny M. Boyd and Benny C. Boyd for the completion of the Northeast Sewer Line project and authorizing the City Manager to execute said easement documents to include the disbursement of agreed funds to Mr. Benny M. Boyd and Mr. Benny C. Boyd in consideration for the easements. **Andrea M. Gardner, City Manager**

RESOLUTION NO. 2011-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ACCEPTING A DEDICATION OF A 15' PERMANENT WATER AND WASTEWATER EASEMENT AND 15' TEMPORARY CONSTRUCTION EASEMENT BY BENNY M. BOYD AND BENNY C. BOYD FOR THE COMPLETION OF THE NORTHEAST SEWER LINE (EASTSIDE INFRASTRUCTURE) PROJECT ("THE PROJECT").

Council Member Smith made a motion to approve Resolution No. 2011-12 as presented. Council Member Kent seconded the motion, which passed unanimously.

- 9 Consideration and action on approving a resolution accepting a dedication of a fifteen foot permanent water and wastewater easement and a fifteen foot temporary construction easement by Copperas Cove Storage, LLC through the managing partner, Donald R. Clauson, for the completion of the Northeast Sewer Line project and authorizing the City Manager to execute said easement documents to include the disbursement of agreed funds to Copperas Cove Storage, LLC through Mr. Donald R. Clauson, Managing Partner, in consideration for the easements. **Andrea M. Gardner, City Manager**

RESOLUTION NO. 2011-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ACCEPTING A DEDICATION OF A 15' PERMANENT WATER AND WASTEWATER EASEMENT AND 15' TEMPORARY CONSTRUCTION EASEMENT BY DONALD R. CLAUSON FOR THE COMPLETION OF THE NORTHEAST SEWER LINE (EASTSIDE INFRASTRUCTURE) PROJECT ("THE PROJECT").

Council Member Schmitz made a motion to approve Resolution No. 2011-13 as presented. Council Member Kent seconded the motion, which passed unanimously.

- 10 Consideration and action on authorizing the City Manager to release funds for the reimbursement to Jack Bowen for the cost of constructing a fence adjacent to City property known as Ogletree Gap Park. **Andrea M. Gardner, City Manager**

Council Member Seffrood made a motion to authorize the City Manager to release funds to Jack Bowen for reimbursement of the cost of constructing a fence adjacent to City property known as Ogletree Gap Park. Council Member Smith seconded the motion, which passed unanimously.

- 11 Consideration and action on authorizing the City Manager to enter into an agreement for Planning Services with Stewart Planning Consulting, LLC. **Andrea M. Gardner, City Manager**

Council Member Kent made a motion to authorize the City Manager to enter into an agreement for Planning Services with Stewart Plannint Consulting, LLC. Council Member Smith seconded the motion, which passed unanimously.

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

- K **ITEMS FOR FUTURE AGENDAS** - Council Member Seffrood said that he has been attending some of the transportation meetings on the 190 and I-10 corridor. There are many projects in the works and he asked that the City keep these projects in mind for the future.

- L **EXECUTIVE SESSION - None.**

- M **RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION**

- N **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at 8:51 p.m.

ATTEST:

John Hull, Mayor

Jane Lees, City Secretary

Date: 05/03/2011

Contact: Kevin Keller

Information

SUBJECT

Consideration and action on a resolution authorizing and supporting the City Manager in the submission of a grant application to Texas STEP for the FY 2012 Comptroller's Tobacco Compliance Grant. **Kevin Keller, Police Sergeant**

BACKGROUND/HISTORY

The Texas Comptroller of Public Accounts has block grant funds available to counties and municipalities to be used by local law enforcement agencies to enforce Subchapters H, K and N, Chapter 161, of the Texas Health and Safety Code. Funds are used to educate judicial staff, vendors and youth about tobacco laws; and can reasonably be expected to reduce the extent to which cigarettes and tobacco products are sold or distributed to persons younger than 18 years of age. The City received grant funds from the Texas STEP grant program for the previous eight years.

FINDINGS/CURRENT ACTIVITY

The Copperas Cove Police Department seeks to continue activities that result in a reduction of tobacco use by minors. Block grants are available in amounts ranging from \$1,000 to \$150,000 and must be used for compliance-related activities such as:

- "sting" operations
- random, unannounced inspections
- retailer and judicial education
- compliance reporting requirements

No provisions exist in the application to request a certain amount.

The City, working through the Copperas Cove Police Department, will continue to work with judicial staff, local retailers, civic groups and other organizations to educate judicial staff, tobacco retailers and the public about the illegal distribution of tobacco products to minors. The education process is best accomplished by a system of community-wide education and cooperation to prevent youth access to tobacco products.

ACTION OPTIONS/RECOMMENDATION

City Staff recommends the City Council approve Resolution No. 2011-18, authorizing and supporting the City Manager in the submission of a grant application to Texas STEP for the FY 2012 Comptroller's Tobacco Compliance Grant enabling the City of Copperas Cove Police Department to reduce the use and distribution of tobacco products pertaining to minors, and authorize designated Police Department Staff to act as the agent for the City of Copperas Cove in all matters related to the grant application and any subsequent grant contract and project that may result.

Attachments

Link: [Resolution](#)

Link: [Grant Announcement Ltr](#)

RESOLUTION NO. 2011-18

A RESOLUTION OF THE CITY OF COPPERAS COVE, TEXAS, AUTHORIZING AND SUPPORTING THE CITY MANAGER IN THE SUBMISSION OF A GRANT APPLICATION TO TEXAS STEP FOR A GRANT ENABLING THE CITY OF COPPERAS COVE POLICE DEPARTMENT TO REDUCE THE USE AND DISTRIBUTION OF TOBACCO PRODUCTS PERTAINING TO MINORS, AND AUTHORIZE DESIGNATED POLICE DEPARTMENT STAFF TO ACT AS THE AGENT FOR THE CITY OF COPPERAS COVE IN ALL MATTERS RELATED TO THE GRANT APPLICATION AND ANY SUBSEQUENT GRANT CONTRACT AND PROJECT THAT MAY RESULT.

WHEREAS, the Texas Comptroller of Public Accounts has made block grant funds available to counties and municipalities to be used by local law enforcement agencies to enforce Subchapters H and N, Chapter 161 of the Texas Health and Safety Code in a manner that can reasonably be expected to reduce the extent to which cigarettes and tobacco products are sold or distributed; and

WHEREAS, the City of Copperas Cove, in the State of Texas, is qualified to apply for grant funds under the Request for Applications.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS:

SECTION 1.

That the City Council of the City of Copperas Cove, Texas, authorizes and supports the City Manager in the submission of a grant application to Texas STEP for a grant enabling enforcement to reduce the use and distribution of tobacco products pertaining to minors.

SECTION 2.

That the City of Copperas Cove is authorized to request grant funding from the Texas Comptroller of Public Accounts for the purpose of enforcing tobacco compliance.

SECTION 3.

That the City Manager has authorized designated Police Department Personnel to act on behalf of the City of Copperas Cove and the Copperas Cove Police Department in all matters related to the grant application and any subsequent grant contract and grant project that may result.

SECTION 4.

That the City of Copperas Cove will comply with the grant requirements of the Texas Comptroller of Public Accounts and the Texas STEP grant.

SECTION 5.

That Grant funds will be used only for the purpose for which they are intended under the grant.

PASSED, APPROVED, AND ADOPTED on this 3rd day of May 2011 at a regular meeting of the City Council of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et.seq. at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

WWW.WINDOW.STATE.TX.US



April 6, 2011

Chief of Police
City of Copperas Cove
P.O. Drawer 1449
Copperas Cove, Texas 76522-5449

Dear Chief:

Since the enactment of Senate Bill 55 (75th Legislative Session), our agency has partnered with local law enforcement agencies to encourage compliance with and enforcement of the regulations governing the sale, distribution and use of cigarettes and tobacco products in Texas. To help ensure compliance with these regulations, the Comptroller's office awards block grants to counties and municipalities to help defray some of the costs associated with compliance education and tobacco enforcement.

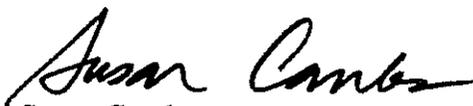
We are currently accepting applications for grant awards for fiscal 2012 (Sept. 1, 2011 through Aug. 31, 2012). The grant application form provides detailed information about grant qualifications and funding criteria. This form is available online at www.window.state.tx.us/lga/tcg/leo/.

Available grants range from \$1,000 to \$150,000, depending on the number of tobacco retailers within your jurisdiction. These funds must be used for compliance-related activities such as "sting" operations; random, unannounced inspections; retailer and judicial education; and meeting compliance reporting requirements. Money available for these grants is limited, so apply for your share of the funds as soon as possible.

The deadline for submitting your grant application is Thursday, May 12, 2011.

I hope this information is helpful. If you have any questions or need a grant application mailed to you, please call our contractor, Texas STEP, at (888) 783-7123.

Sincerely,


Susan Combs

received
04/08/11 5

City Council Regular

Item #: G. 4.

Date: 05/03/2011

Contact: Ryan Haverlah, Asst Dir Finance/Budget Dir,
Finance

Information

SUBJECT

Consideration and action on approval of a resolution amending the authorized TexSTAR representatives for the City of Copperas Cove, Texas. ***Ryan Haverlah, Assistant Director of Financial Services/Budget Director***

BACKGROUND/HISTORY

The City of Copperas Cove invests funds in TexSTAR investment pools. In order to deposit and withdraw funds from the City's TexSTAR accounts, City Council must designate who is authorized for those transactions. The City's Finance Director and Assistant Finance Director positions have been filled and will be the individuals primarily responsible for depositing and withdrawing from the TexSTAR accounts. The attached resolution identifies the appropriate staff and delineates authorization for each staff member.

FINDINGS/CURRENT ACTIVITY

N/A

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Resolution No. 2011-20, amending the authorized TexSTAR representatives for the City of Copperas Cove, Texas.

Fiscal Impact

FINANCIAL IMPACT:

N/A

Attachments

Link: [TexSTAR resolution](#)

RESOLUTION NO. 2011-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, CORYELL COUNTY, TEXAS, AMENDING AUTHORIZED TEXSTAR REPRESENTATIVES FOR THE CITY OF COPPERAS COVE.

WHEREAS, the City of Copperas Cove, Texas (“Participant”) is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investment; purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the TexSTAR, a public funds investment pool, was created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1.

- A.** That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexSTAR and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B.** That an Authorized Representative of the Participant may be deleted by a written instrument signed by all remaining Authorized Representatives provided that the deleted Authorized Representatives (1) is assigned job duties that no longer require access to the Participant’s TexSTAR account or (2) is no longer employed by the Participant; and
- C.** That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participants;

Authorized Representatives of the Participant are listed below. These individuals will be issued P.I.N. numbers.

1. Name: Andrea M. Gardner Title: City Manager

Signature:_____

Phone Number: (254) 547-4221

2. Name: Velia M. Key Title: Director of Financial Services

Signature:_____

Phone Number: (254) 547-4221

3. Name: Ryan D. Haverlah Title: Assistant Director of Financial Services/Budget Director

Signature:_____

Phone Number: (254) 547-4221

4. Name: Tim Molnes Title: Police Chief/Assistant City Manager

Signature:_____

Phone Number: (254) 547-8222

List the names of the Authorized Representatives listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name: Velia M. Key
Ryan D. Haverlah

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information:

4. Name: Stephanie Potvin Title: Project Accountant
Dawn Farmer Title: Accounting Tech

- D.** That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexSTAR receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at a regular meeting held on the 3rd day of May 2011.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

City Council Regular

Item #: G. 5.

Date: 05/03/2011

Contact: Ryan Haverlah, Asst Dir Finance/Budget Dir,
Finance

Information

SUBJECT

Consideration and action on approval of a resolution amending the authorized Texas Local Government Investment Pool (TexPool) representatives for the City of Copperas Cove, Texas. **Ryan Haverlah, Assistant Director of Financial Services/Budget Director**

BACKGROUND/HISTORY

The City of Copperas Cove invests funds in TexPool investment pools. In order to deposit and withdraw funds from the City's TexPool accounts, City Council must designate who is authorized for those transactions. The City's Finance Director and Assistant Finance Director positions have been filled and will be the individuals primarily responsible for depositing and withdrawing from the TexPool accounts. The attached resolution identifies the appropriate staff and delineates authorization for each staff member.

FINDINGS/CURRENT ACTIVITY

N/A

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Resolution No. 2011-21, amending the authorized TexPool representatives for the City of Copperas Cove, Texas.

Fiscal Impact

FINANCIAL IMPACT:

N/A

Attachments

Link: [TexPOOL Resolution](#)

RESOLUTION NO. 2011-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, CORYELL COUNTY, TEXAS, AMENDING AUTHORIZED TEXPOOL REPRESENTATIVES FOR THE CITY OF COPPERAS COVE.

WHEREAS, the City of Copperas Cove, Texas (“Participant”) is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investment; purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool (“TexPool”), a public funds investment pool, was created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1.

- A.** That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B.** That an Authorized Representative of the Participant may be deleted by a written instrument signed by all remaining Authorized Representatives provided that the deleted Authorized Representatives (1) is assigned job duties that no longer require access to the Participant’s TexPool account or (2) is no longer employed by the Participant; and
- C.** That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participants;

Authorized Representatives of the Participant are listed below. These individuals will be issued P.I.N. numbers.

1. Name: Andrea M. Gardner Title: City Manager

Signature: _____

Phone Number: (254) 547-4221

2. Name: Velia M. Key Title: Director of Financial Services

Signature: _____

Phone Number: (254) 547-4221

3. Name: Ryan D. Haverlah Title: Assistant Director of Financial Services/Budget Director

Signature: _____

Phone Number: (254) 547-4221

4. Name: Tim Molnes Title: Police Chief/Assistant City Manager

Signature: _____

Phone Number: (254) 547-8222

List the names of the Authorized Representatives listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name: Velia Key
Ryan D. Haverlah

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information:

1. Name: Stephanie Potvin Title: Project Accountant
Dawn Farmer Title: Accounting Tech

- D.** That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at a regular meeting held on the 3rd day of May 2011.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

Date: 05/03/2011

Contact: Gary Young, Deputy Fire Chief

Information

SUBJECT

Consideration and action to allow the City Manager to enter into an Interagency Agreement between Central Texas College District and the City of Copperas Cove. **Gary D. Young, Deputy Fire Chief**

BACKGROUND/HISTORY

The Fire Department recently replaced a 1997 Ford Ambulance that was no longer suitable to be used as an emergency response vehicle. Central Texas College offers a Paramedic Education program and is in need of an ambulance to use as part of its education program. The ambulance would allow Paramedic students the ability to engage in practical patient care situations in a controlled environment.

Usually, the old units are placed in an auction. If the ambulance was to be auctioned, there is no guaranteed value that the City will receive.

FINDINGS/CURRENT ACTIVITY

Central Texas College approached the City to inquire about an exchange of the Ambulance for three (3) scholarships to a future Paramedic Certification class. The market value of the ambulance is roughly \$5,000 to \$7,500.

Central Texas College has offered three (3) Paramedic Certification Program scholarships at a value of \$5,754 in exchange for the 1997 Ford Ambulance.

ACTION OPTIONS/RECOMMENDATION

City staff recommends that Council authorize the City Manager to enter into an Interagency Agreement Between Central Texas College District and City of Copperas Cove for the purpose of exchanging one 1997 Ford Ambulance for three (3) Paramedic Certification Program Scholarships.

Fiscal Impact

Funds available Y/N?: N

FINANCIAL IMPACT:

This agreement would allow the City to donate the ambulance to the college and the college to grant scholarships to the City.

Attachments

Link: [Interagency Agreement CTCD and COCC](#)

**INTERAGENCY AGREEMENT
BETWEEN
CENTRAL TEXAS COLLEGE DISTRICT
AND
CITY OF COPPERAS COVE**

This Agreement is between Central Texas College District, Killeen, Texas, hereinafter referred to as "CTCD" and the City of Copperas Cove, Copperas Cove, Texas, hereinafter referred to as "City".

WHEREAS, CTCD is in need of an ambulance to enhance the education of the students in the EMT/Paramedic program;

WHEREAS, City has an ambulance that it wishes to donate to CTCD;

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties hereto agree as follows:

CTC agrees as follows:

A. To provide a maximum of three [3] Scholarships to the Copperas Cove Fire Department. Copperas Cove Fire Department shall select and notify CTCD of the three [3] scholarship recipients no later than August 1, 2012. Copperas Cove Fire Department may select up to three [3] Scholarship recipients for any eligible semester, provided that all three [3] Scholarships are awarded no later than August 2012, and all coursework under the Scholarship is completed no later than August 2013.

B. The Scholarships will cover tuition only, for the CTCD EMT/Paramedic program only, and in accordance with Attachment A hereto. All other education expenses, including but not limited to items such as additional coursework, books, supplies, and housing, shall be the responsibility of the Scholarship recipients.

C. It is expressly agreed that Ambulance herein conveyed is conveyed by City and accepted by CTC "**AS IS, WHERE IS,**" without any warranties of any kind whatsoever, even as to suitability of such Ambulance for the use intended by the CTC, without regard to the presence of apparent or hidden defects and with the CTC's full and complete waiver of any and all rights for the termination of the this agreement by reason of any such defects. CTC acknowledges and declares that neither the City nor any party, whomsoever, acting or purporting to act in any capacity whatsoever on behalf of the City has made any direct, indirect, explicit or implicit statement, representation or declaration, whether by written or oral statement or otherwise, and upon which CTC has relied, concerning the existence or non-existence of any quality, characteristic or condition of the Ambulance herein conveyed. CTC has had full, complete and unlimited access to the Ambulance herein conveyed for all tests and inspections which CTC, in CTC's sole discretion, deems sufficiently diligent for the protection of CTC's interests.

CITY agrees as follows:

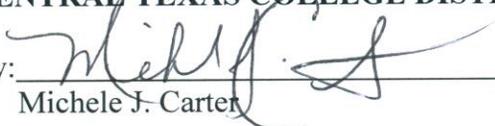
A. To donate the following Ambulance to the CTCD EMT/Paramedic Program: 1996 F350 XL Power Stroke Diesel, Wheeled Coach Ambulance, VIN# 1FDKF37F3TEB43580, valued at seven thousand, five hundred dollars (\$7,500.00). City agrees to transfer full title to CTCD as sole owner.

B. To ensure the three [3] Scholarship recipients enroll in the EMT/Paramedic program no later than the August 2012 semester, for completion by August 2013. Scholarship recipients are required to complete the EMT/Paramedic program no later than August 2013. No promises are given of course availability, further funding, or Scholarship availability should recipient fail to complete all courses by August 2013.

C. No promise or warranty is given that Scholarship recipients will successfully complete said courses or any licensing or other testing requirements.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year indicated below:

CENTRAL TEXAS COLLEGE DISTRICT

By: 
Michele J. Carter

Title: Contracting Officer

Date: 4/25/11

CITY OF COPPERAS COVE

By: _____

Title: _____

Date: _____

Date: 05/03/2011

Information

SUBJECT

Public hearing and action on a request to rezone Lot 7, Block 4, of the Cox Addition, generally known as 413 Allen Street, from B-2 (Local Retail) to R-1 (Single-Family Residential). **Joseph Pace, Planner**

BACKGROUND/HISTORY

On March 16, 2011, Makayla Barbee submitted an application for a zoning change from B-2 (Local Retail) to R-1 (Single-Family Residential) for Lot 7, Block 4, of the Cox Addition, generally known as 413 Allen Street.

The property is located within the City limits and is currently zoned B-2 (Local Retail), please see the zoning map. The said property appears to be the only B (Business) zoned property on Allen Street. The adjacent properties consist of a mix of R-1 (Single-Family Residential), R-2 (Two-Family Residential), and R-3 (Multifamily Residential).

At one time, the said property was rezoned B-2 (Local Retail) to accommodate a day care center located on premise. However, the day care center was replaced with a newly built single-family house.

FINDINGS/CURRENT ACTIVITY

Property Owner, Mrs. Makayla Barbee, stated a new house at 413 Allen Street was recently built. The property owner intends to utilize the house on 413 Allen Street as a single-family residence. Thus, a change in zoning classification from B-2 (Local Retail) to R-1 (Single-Family Residential) was requested.

The zoning district requested by the applicant for the said lot, R-1 (Single-Family Residential), is consistent with the location of the property. The Future Land Use Plan (FLUP), Plate 4-1, lists the said property as Low Density Residential. Therefore, if the property is rezoned to R-1 (Single-Family Residential), an update to the FLUP is not necessary.

The Planning and Zoning Commission (P&Z) held a public hearing on April 11, 2011, and voted to recommend to the City Council approval of the zoning change request. City Council is the final approval authority on all rezones in the City of Copperas Cove.

ACTION OPTIONS/RECOMMENDATION

The Planning and Zoning Commission (P&Z) and City staff recommend the City Council adopt Ordinance No. 2011-20, approving the zoning change request for Lot 7, Block 4, of the Cox Addition, generally known as 413 Allen Street, from B-2 (Local Retail) to R-1 (Single-Family Residential).

Fiscal Impact

FINANCIAL IMPACT:

None

Attachments

Link: [Ordinance](#)

Link: [413 Zoning Map](#)

Link: [Plat](#)

Link: [Picture](#)

ORDINANCE NO. 2011-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING A ZONING CHANGE BY REZONING LOT 7, BLOCK 4 OF THE COX ADDITION, LOCALLY KNOWN AS 413 ALLEN STREET, FROM B-2 (LOCAL RETAIL) TO R-1 (SINGLE-FAMILY RESIDENTIAL).

WHEREAS, *Tex. Loc. Gov't Code*, Chapter 211 authorizes the City of Copperas Cove to adopt rules and regulations regarding the zoning of land within the City limits of the City of Copperas Park for the purpose of promoting the safe, orderly, and healthful development of the City of Copperas Cove; and

WHEREAS, *Tex. Loc. Gov't Code*, Chapter 211 empowers the City to provide for the administration, enforcement, and amendment of those zoning rules and regulations; and

WHEREAS, The hereinabove described property has a current zoning of B-2 (Local Retail); and

WHEREAS, An application was received on March 16, 2011, requesting that such property be rezoned from its existing zoning to R-1 (Single-Family Residential); and

WHEREAS, A notice of the rezone request has been distributed via regular U.S. Mail to all property owners located within two-hundred (200) feet of the property; and

WHEREAS, A notice of the rezone request was published on March 25, 2011, in the Cove Leader Press; and

WHEREAS, The property has a proposed future use of Low Density Residential as currently indicated on Plate 4-1 of the Future Land Use Plan; and

WHEREAS, The Planning and Zoning Commission of the City of Copperas Cove on April 11, 2011, held a public hearing on the rezone request and voted to recommend to the City Council approval of the rezone request; and

WHEREAS, The City Council of the City of Copperas Cove held the required public hearing concerning the rezone request on May 3, 2011, and voted to approve the rezone request; and

WHEREAS, The City Council of the City of Copperas Cove has determined it to be in the public interest to amend the City's Comprehensive Zoning Regulations and Zoning Map, which in its best judgment promotes the health, safety,

morals, and general welfare and protect the use and enjoyment of property throughout the City.

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

SECTION 1.

That the hereinabove described property, locally known as 413 Allen Street, be given the permanent zoning of R-1 (Single-Family Residential);

SECTION 2.

That should any section, clause, or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the City as a whole or any part thereof, other ordinance of the City as a whole or any part thereof, other than the part so declared to be invalid;

SECTION 3.

That this ordinance shall go into effect upon passage.

PASSED, APPROVED AND ADOPTED this 3rd day of May 2011, at a regular meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't. Code*, §551.001, et.seq., at which meeting a quorum was present and voting.

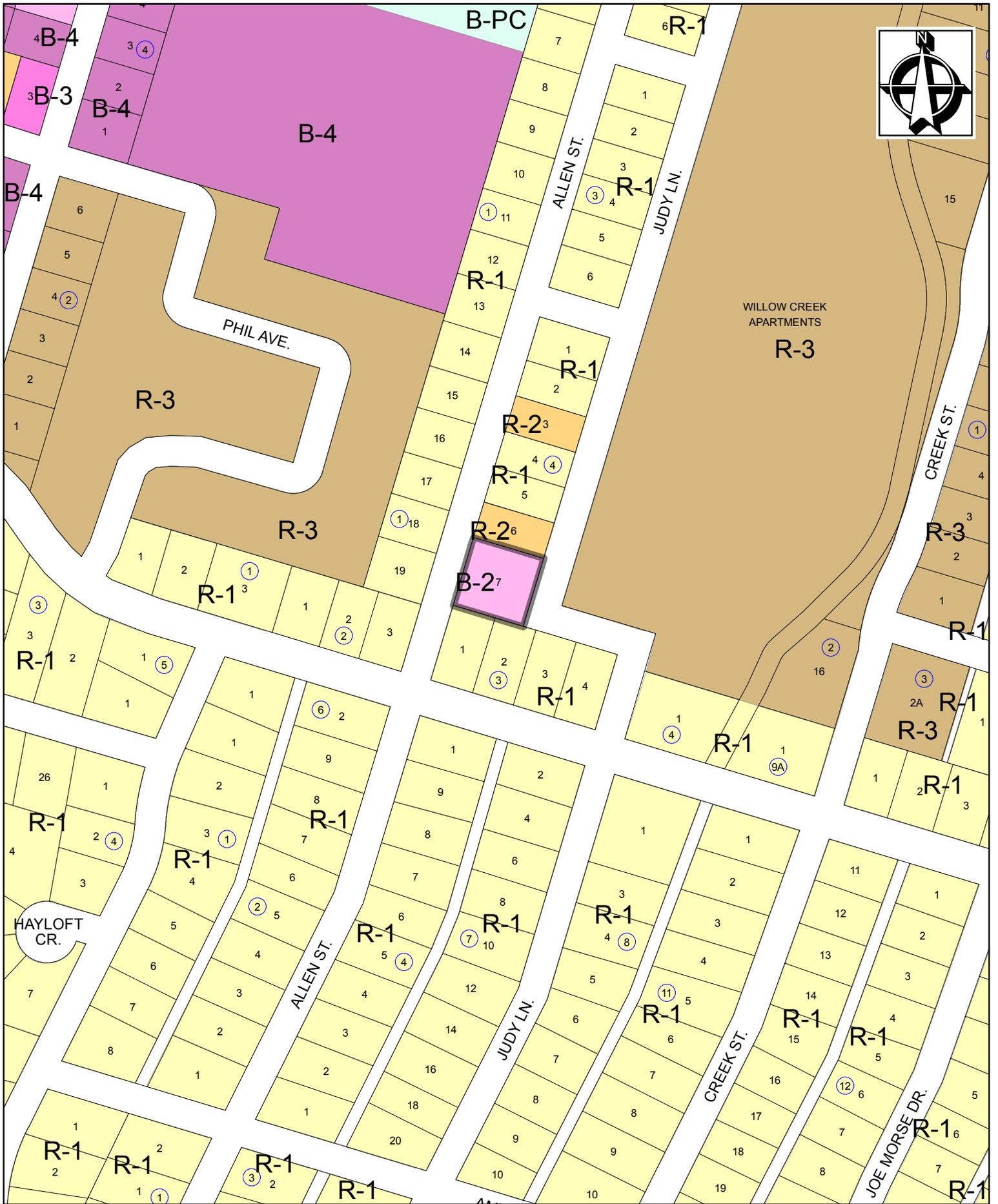
John Hull, Mayor

ATTEST:

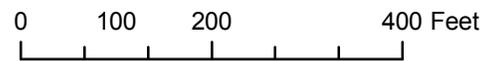
Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha,
& Bernal, P.C., City Attorney



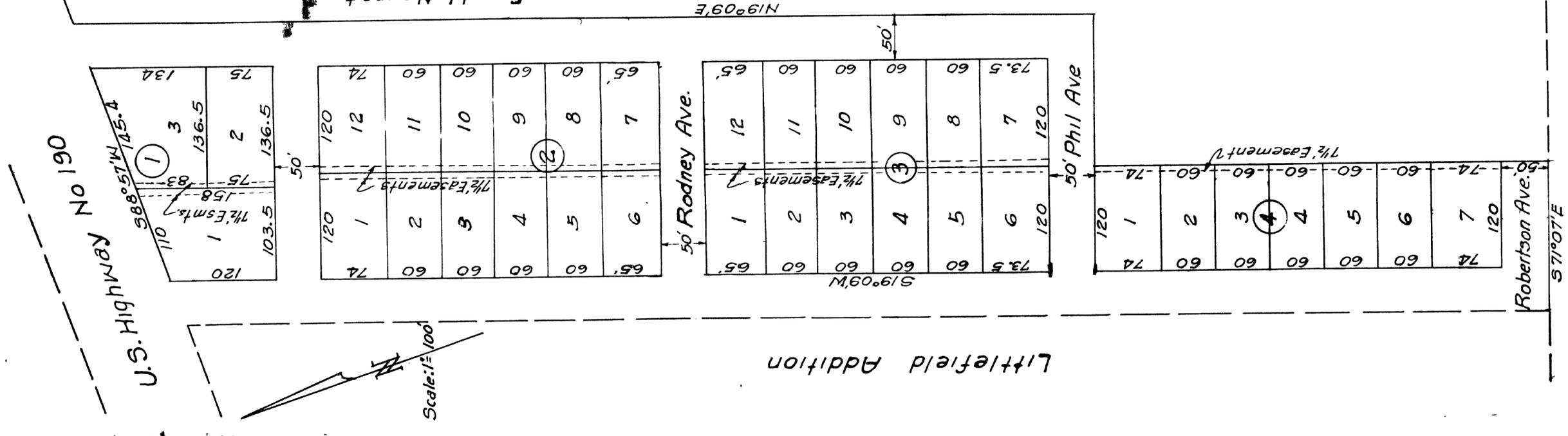
413 ALLEN STREET
ZONING AREA



Plat, Dedication and Approval

*John T Cox
No # 3945
Cox Subdivision*

76



I, Arvin McDonald, Licensed State Lead Surveyor, do hereby certify the above and foregoing to be a true and correct subdivision of the tracts of land situated in the City of Cepparas Cove, Coryell County, Texas, out of the W B Harleman Survey as surveyed by me on the ground.

Arvin McDonald
Licensed State Lead Surveyor

I, John T Cox, owner of these tracts of land conveyed to me by Ewald Nauret do hereby subdivide the same in lots and blocks as shown on the attached plat and do hereby dedicate the same as the COX SUBDIVISION of part of the City of Cepparas Cove, Texas, and I hereby dedicate the streets shown hereon to the public forever.

Witness my hand this 18 day of November, 1954.

John T. Cox

THE STATE OF TEXAS
COUNTY OF CORYELL
Before me the undersigned authority, a Notary Public in and for Coryell County, Texas, on this day appeared John T Cox known by me to be the person whose name is subscribed to the above instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Witness my hand and seal of office this 18 day of November, 1954.

Marvin L. Baker
Notary Public, Coryell County, Texas.

I, Marvin Michan, Mayor of the City of Cepparas Cove, Texas, do hereby certify the attached plat is herewith approved by the City Council of said city at its meeting on the 22nd day of April, 1958.

Marvin Michan
Mayor of the City of Cepparas Cove, Texas

Attest:
David R. Stewart
Secretary of the City of Cepparas Cove, Texas

Filed for record July 14, 1956 at 10:00 o'clock A.M.
Recorded July 17, 1956 at 10:30 o'clock A.M.
Aud Lewis, County Clerk, Coryell County



Date: 05/03/2011

Contact: Kelli Sames, Division Head of Human Resources,
Human Resources

Information

SUBJECT

Consideration and action on an ordinance adopting a new Personnel Policy No. 811, Reduction in Force.
Kelli Sames, Human Resources Division Head

BACKGROUND/HISTORY

During the budget process for the current fiscal year, 2011, City Administration was faced with many difficult decisions regarding funding options to allow a balanced budget. During the process, the personnel changes utilized to provide a balanced budget were discussed with the City Attorney. During the discussions, City Administration was advised that although a RIF Policy wasn't necessary for the FY 2011 proposed personnel changes that it was in the best interest of the City to draft a RIF Policy for future use should the need arise due to funding constraints. Thus, in the summer 2010, the City Manager selected members to serve on a RIF Committee for the purpose of researching RIF Policy structures and creating a policy that best meets the needs of the City.

FINDINGS/CURRENT ACTIVITY

The City of Copperas Cove currently does not have a formal personnel policy regarding Reduction in Force. Proposed changes to the City's Personnel Policy and Procedures Manual require City Council approval. Proposed Personnel Policy No. 811, Reduction in Force is attached for City Council review and consideration. The purpose of the proposed administrative policy is to provide a framework for the implementation of a Reduction in Force (RIF) in a logical, fair and non-discriminatory manner. The policy will ensure that all employees have knowledge of how the reductions will occur so that reductions take place in a manner which least affects City operations.

A draft of the proposed policy was discussed at a City Council/Staff Planning Workshop held on Monday, April 11, 2011.

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Ordinance No. 2011-18, adopting a new Personnel Policy No. 811, Reduction in Force.

Attachments

Link: [Policy No 811 Ordinance](#)

Link: [Policy 811 RIF](#)

ORDINANCE NO. 2011-18

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
COPPERAS COVE, TEXAS, ADOPTING EMPLOYEE
PERSONNEL POLICY NO. 811, REDUCTION IN FORCE
AND DECLARING AN EFFECTIVE DATE.**

WHEREAS, City Staff desires to improve Personnel Policies and Procedures for City Employees; and

WHEREAS, The City of Copperas Cove Council recognizes the need to establish a flexible and responsive personnel system; and

WHEREAS, The personnel policies and procedures manual establishes a personnel system and process for administrative purposes.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
COPPERAS COVE, TEXAS:**

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by adopting a new personnel policy, No. 811, (Reduction in Force);

Section 2.

That the remaining sections of the said Personnel Policies and Procedures Manual are hereby ratified, and shall remain in full force and effect;

Section 3.

That any outstanding Personnel Policies and Procedures Manuals other than Exhibit "A" either in the form of a manual or otherwise written or oral in nature, are hereby rescinded and are no longer of any force and effect;

Section 4.

That any additions, deletions or other amendments to the Personnel Policies and Procedures Manual shall be made in a manner similar to process by which this manual is originally approved and only after compliance with the Texas Open Meetings Act and approved by the City Council of the City of Copperas Cove.

Section 5.

That should any section, clause, or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the city as a whole or any part thereof, other than the part so declared to be invalid.

Section 6.

That this ordinance shall be effective May 3, 2011.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS, this 3rd day of May 2011, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

REDUCTION IN FORCE
Policy #811

May 2011

Purpose

The City of Copperas Cove recognizes that there may be times during which it becomes impossible to continue the current staffing level due to severe financial limitations including the loss of revenues or grant funding or the imposition of significant costs on the City by outside forces and a recognition that the financial crisis will continue for the foreseeable future.

These conditions may require the City to implement a reduction in the City workforce which will result in the elimination of positions which are not vacant, but have incumbent employees. The purpose of this administrative policy is to provide a framework for the implementation of the reduction in force (RIF) in a logical, fair and non-discriminatory manner.

Application

Reduction in force is a management-initiated action resulting in the reduction or abolition of a budgeted position or positions. This policy applies to full-time employees only, not to employees who are still in their evaluation period (i.e. newly employed regular full time employees are required to satisfactorily complete an evaluation period per Personnel Policy #030, Employee Evaluation Period). Part-time and temporary/seasonal employees may be considered for termination at any time and do not fall under this policy.

Reduction in force procedures will not be used to deal with disciplinary problems. Employees having pending disciplinary actions at the time of a reduction in force will be dealt with under the terms of the prior action. Employees on an approved leave of absence, other than those in the military, may be subject to the RIF policy just as they would have been had they remained on full-duty status.

Employees are not permitted to file an appeal over the decision to implement a reduction in force (i.e. Personnel Policy #631 Employee Appeal Process).

Employees on Military Leave at the time a position is deleted are subject to provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994. Other legal concerns the City will take into consideration include the impact of the Comprehensive Omnibus Budget Reconciliation Act (COBRA), the Family and Medical Leave Act (FMLA), and the Texas Division of Workers' Compensation regulations. Employees involuntarily separated from the organization may be eligible for unemployment compensation in accordance with the Texas Workforce Commission regulations.

REDUCTION IN FORCE
Policy #811

May 2011

Policy

It is the City of Copperas Cove's policy that a reduction in force is to be considered as a last resort, to be used only after other alternatives to meeting the financial crisis have been considered. Prior to initiating a reduction in force, the City will give consideration to less drastic alternatives, such as, but not limited to, wage and hiring freezes, early retirement programs, salary reductions, transfers to new positions within the City organization and shifts from full time to part-time work as methods to solve the financial crisis.

Process

Although the potential need for a reduction in force can occur at any time, it will normally arise during the budgetary planning for the following fiscal year which occurs in the spring of each year. When the City Manager determines that the City's financial projections indicate that revenues will not sustain the current level of staffing and that the situation may persist beyond the next fiscal year, she/he will consult with the division/department heads and the City Council concerning the financial situation. The City Manager will also communicate with all employees to inform them of the situation.

As the first step in dealing with the reduction in force, the City Manager will provide a funding target to each division/department head based upon an evaluation of the projected revenues for the upcoming fiscal year by funding source, the City's existing level of services and the priorities of the City Council.

With these expenditure targets, division/department heads will consult with the City Manager to develop a table of organization that will allow the division/department to meet its basic mission, fund necessary equipment and supplies, and function within the level of expenditures projected. The division/department heads, the Director of Human Resources, and the City Manager will evaluate the apparent "surplus" positions to determine which have incumbents that would be affected by the reduction in force.

As mentioned above, the City will consider alternatives, such as, but not limited to, wage and hiring freezes, early retirement programs, salary reductions, transfers to new positions within the City organization, and shifts to part-time work as methods to solve the financial crisis. If these steps do not generate sufficient reductions in expenditures to meet the division/departmental funding target, the City will identify employees for involuntary separation based on length of service.

Length of Service

If the number of incumbent employees currently in positions designated for deletion is in excess of the number of positions to be deleted, the decision on which employee is to be terminated will be based upon the employees' length of

REDUCTION IN FORCE
Policy #811

May 2011

service with the City of Copperas Cove. The employee(s) with the least amount of length of service (based upon the hire date) will normally be terminated first.

If two or more employees affected by a reduction in force have the same length of service (based upon the hire date), the City Human Resource Director, witnessed by the division head and the potentially affected employees, will utilize a method of selecting the terminated employee(s) at random.

No employee with a lesser length of service shall be retained in preference to another employee with more length of service except when the City of Copperas Cove determines that a Retention of Necessary Qualifications applies.

Retention of Necessary Qualifications

If an employee is competing for a position that is not being eliminated and the City of Copperas Cove asserts that an employee with more length of service who has rights to be placed in that position cannot satisfactorily perform the duties of the position within a reasonable training period, the employee with lower length of service may be retained in preference to the employee with more length of service. The City may determine that the employee with more length of service will not be able within a reasonable training period to satisfactorily perform the duties of the job based on the lack of knowledge, abilities, skills, supervisory responsibilities, or necessary experience.

When a Retention of Necessary Qualifications is used in a reduction in force plan, justification for this retention must be documented and approved by the City Manager prior to the reduction in force becoming effective.

Once the decision to eliminate a populated position is made, the City Manager, Director of Human Resources and appropriate division/department head will meet with the affected employee(s) to inform them of the action. The City will make an effort to give employees affected by the RIF as much notice as possible.

During the transition period between the notice and the termination date, employees will be allowed to seek other employment during normal duty hours, with prior approval from the supervisor, so long as the job search does not create a hardship on the operations of the division/department.

Severance Payments

Severance payments for terminated employees will be based upon the City's existing payment of accrued leave time policies for employees separating from the City. Texas Municipal Retirement System (TMRS) withdrawals will be made in accordance with TMRS regulations and will be handled by TMRS personnel.

REDUCTION IN FORCE
Policy #811

May 2011

The City also provides COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986) to all former eligible employees and dependents. This provides employees leaving the City with a temporary extension of group insurance benefits. This benefit option is at the employee's expense.

Reemployment

An employee affected by a reduction in force who seeks to apply for future employment with the City will be referred to City Personnel Recruitment Policy #112.

City Council Regular

Item #: I. 2.

Date: 05/03/2011

Contact: Kelli Sames, Division Head of Human Resources,
Human Resources

Information

SUBJECT

Consideration and action on an ordinance updating Personnel Policy No. 631, Employee Appeal Process.
Kelli Sames, Human Resources Division Head

BACKGROUND/HISTORY

The City of Copperas Cove currently has in effect an Employee Personnel Policies and Procedures Manual that was adopted by City Council August 15, 2006, with an effective date of September 1, 2006. Many revisions to the personnel policies and procedures have taken place since the original adoption.

FINDINGS/CURRENT ACTIVITY

Included in the manual is Personnel Policy No.631, Employee Appeal Process. The policy outlines the process for employees filing an appeal on alleged improper application of City of Copperas Cove rules, regulations, procedures, or policy; alleged improper termination; and unequal and/or unlawful treatment, including retaliation. The policy also includes actions or decisions that are not appealable.

The City of Copperas Cove considered adopted of Personnel Policy, No. 811, Reduction in Force (RIF) during the May 3, 2011 Council Meeting. Assuming the policy is adopted, Policy No. 631 also requires an amendment to include language equivalent to that found in the RIF policy, employees are not permitted to file an appeal over the decision to implement a RIF.

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Ordinance No. 2011-17, updating Personnel Policy No. 631, Employee Appeal Process.

Attachments

Link: [Policy 631 Ordinance](#)

Link: [Policy 631 Employee Appeal Process](#)

ORDINANCE NO. 2011-17

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 631, (EMPLOYEE APPEAL PROCESS), AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 631, (EMPLOYEE APPEAL PROCESS) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, The City of Copperas Cove has not updated this ordinance since August 15, 2006.

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

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by repealing the current personnel policy, No. 631, (Employee Appeal Process) and replacing the existing policy with a revised personnel policy, No. 631, (Employee Appeal Process) correctly shown by the attached Exhibit "A";

Section 2.

That the remaining sections of the said Personnel Policies and Procedures Manual are hereby ratified, and shall remain in full force and effect;

Section 3.

That any outstanding Personnel Policies and Procedures Manuals other than Exhibit "A" either in the form of a manual or otherwise written or oral in nature, are hereby rescinded and are no longer of any force and effect;

Section 4.

That any additions, deletions or other amendments to the Personnel Policies and Procedures Manual shall be made in a manner similar to process by which this manual is originally approved and only after compliance with the Texas Open Meetings Act and approved by the City Council of the City of Copperas Cove.

Section 5.

That should any section, clause, or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the city as a whole or any part thereof, other than the part so declared to be invalid.

Section 6.

That this ordinance shall be effective May 3, 2011.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS, this 3rd day of May 2011, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

EMPLOYEE APPEAL PROCESS

Policy #631

May 2011

This policy applies to regular full time employees of the City of Copperas Cove. This appeal process shall not create any rights in current or former employees nor shall the granting of an appeal-meeting serve to abrogate in any way the City's status as an "At-Will" employer. Employees that are part time, temporary, seasonal and employees in their initial evaluation period are not eligible to participate in the employee appeal process.

It is the policy of the City of Copperas Cove insofar as possible to maintain a satisfied workforce and to deal promptly and consistently with any employment difference an employee may have. The employee, at any time, may seek the assistance of the Human Resources Department for assistance in dealing with workplace questions or concerns.

An employee may only file an appeal on the following grounds:

1. Alleged improper application of City of Copperas Cove rules, regulations, procedures, or policy.
2. Alleged improper termination.
3. Unequal and/or unlawful treatment, including retaliation.

Employees may not file an appeal related to actions or decisions in the following areas:

1. Determination of base salary.
2. Selection for jobs or reassignment.
3. Performance appraisal ratings.
4. Requests to change City of Copperas Cove policies.
5. Appeal on behalf of another employee(s).
6. Employees that are Division Head/Department Directors that report directly to the City Manager.
7. Verbal and written corrective actions are not subject to the appeal process.
- ~~7-8.~~ Employees are not permitted to file an appeal over the decision to implement a reduction in force.

An employee appeal shall not be considered unless it meets the criteria established above. Appeal meetings only review the justification for, or application of, management decisions. Each meeting will either sustain the original decision or render a determination that recommends a modification or reversal.

All aspects of appeal meetings are strictly confidential and are not subject to the Texas Open Meetings Act. Individuals involved will be counseled regarding the importance and necessity for confidentiality. The issue of confidentiality applies to any employee bringing a decision to appeal, as well as those employees serving on the Fact Finding and Advisory Committee, testifying, or attending the meeting.

Filing an Appeal

EMPLOYEE APPEAL PROCESS

Policy #631

May 2011

It is a requirement that each step in the appeal process be completed. Employees wanting to file an appeal must, within ten (10) working days of the decision or action, fully complete the "Positive and Effective Resolution" form. This completed form must be delivered by the deadline to the employee's Division Head/Department Director for review. The Division Head/Department Director will have five (5) working days to provide a written response to the appeal.

The employee may accept the response from the Division Head/Department Director and withdraw his/her appeal or the employee may re-submit the form, within five (5) working days from the date of the response, and request an appeal meeting.

The Fact Finding and Advisory Committee Defined

The Fact Finding and Advisory Committee will consist of three individuals;

1. A Fact Finding and Advisory Committee Chairperson, who will be a City of Copperas Cove Division Head/Department Director, but not within the same department as the employee filing an appeal,
2. An employee within City Staff, but not within the same department as the employee filing an appeal, and
3. A qualified resident of the City of Copperas Cove.

The employee requesting the appeal may choose an available staff employee and Division Head/Director to preside on the Fact Finding and Advisory Committee from a pre-established list developed by the Human Resources Division Head.

The Human Resources Department will solicit qualified residents to serve on the Fact Finding and Advisory Committee. The employee requesting the appeal may choose an available qualified resident from a pre-established list developed by the Human Resources Division Head and approved by the City Council. The qualified resident must meet the criteria listed below.

Qualified Resident: A City of Copperas Cove citizen, over the age of 18, that is not a family member of the employee requesting a appeal or any other City employee ("family member" means former or current spouse, child or foster child, parent or foster parent, grandparent or grandchild, brother, sister, direct relative by marriage, step or in-law). The qualified resident may not be a current elected official for the City of Copperas Cove.

All members of the Fact Finding and Advisory Committee will be required to attend, in advance of an appeal meeting, training on the City of Copperas Cove Personnel Policies and Procedures, appeal procedures, and other basic management principles deemed necessary.

Administration

EMPLOYEE APPEAL PROCESS

Policy #631

May 2011

Once it is determined that a meeting is to be held, it shall be convened in writing by the Human Resources Department for the purpose of administering this policy. (Exhibit B)

The Human Resources Division Head shall coordinate all meetings and participate as a nonvoting member. The Human Resources Division Head will complete the following:

1. Within ten working days of determination of an appeal meeting, the Human Resources Division Head will meet with the employee who shall select the individuals who will participate on the Fact Finding and Advisory Committee.
2. The meeting will take place no later than thirty (30) days after the request for appeal.
3. Provide the Committee Members with documentation and policies regarding the facts and circumstances of the appeal to be heard, including a list of employees having knowledge of the disputed issue who may be called to provide information at the meeting.
4. The opportunity for the appealing employee and affected manager(s) to add names to the list.
5. Arrange a training session, as described in this policy, for the Committee.
6. Inform all participants regarding the format and protocol of the meeting procedures. Procedures to be followed by the Committee during the meeting are attached as "Exhibit A".
7. During the meeting arrange for the appealing employee, the immediate manager and other employees to be heard as witnesses.
8. Assist the Committee in reviewing the documentation and witness statements.
9. Instruct the Committee to conclude its function in the appeal process by answering the following questions in writing:
 1. Do you find that the action was taken based on an alleged violation of the City's policies? If so, which policies specifically?
 2. Do you find there is credible evidence that the employee violated the policy?
 3. If so, do you find that the action taken is within the range permitted by the City's policy?
10. Organize and collect responses.
11. Report to the Committee and the employee filing the appeal the answers to the questions.

Committee members must answer the established questions the day of the meeting and prepare a written recommendation to the City Manager. Committee findings are final and cannot be appealed further within City of Copperas Cove policy.

EMPLOYEE APPEAL PROCESS

Policy #631

May 2011

The committee's written findings and recommendations will be given to the City Manager as soon as possible but no later than five (5) working days from the day of the findings. After the City Manager reviews the Committee's findings, the City Manager will make a final disposition of the appeal and may substitute any action he/she may best determine applicable at his/her sole discretion. Within five (5) working days of the decision, the City Manager will notify the Human Resources Division Head of the final determination of the appeal. The Human Resources Division Head will, within one (1) working day, give the employee the final disposition of their appeal.

In all appeals and in accordance with the Charter of the City of Copperas Cove, the City Manager shall be the final authority on the disposition of appeals.

The time limits set out in this policy may be extended by the Human Resources Division Head or the City Manager.

Frivolous Appeals. An unreasonable number of appeals filed by an employee and/or appeals that are patently irrelevant or incomprehensible, as determined in the Human Resources Division Head's and City Manager's sole discretion, may be rejected as "non-appealable". Employees involved in the filing of such appeals may also be subject to disciplinary action up to and including termination of employment.

Division Heads/Department Directors shall not discriminate against, harass, intimidate, or make reprisal against any employee as a result of the employee filing an appeal or participating in the investigations of an appeal by providing information, testimony, or assisting in an investigation in any way.

Human Resource Forms applicable to this policy: #118 and #119

EMPLOYEE APPEAL PROCESS
Policy #631

May 2011

Form #118 for Personnel Policy Employee Appeal Process (Policy #631)

Positive and Effective Resolution Form

Employee Appeal Process, Step I – Supervisory

The City of Copperas Cove encourages you to resolve any problem or issue using the “Open Door Policy”. However if you desire to proceed with the employee appeal process, within ten working days of the undesirable decision or action, complete Step I of this form and forward it to your Division Head/Department Director. The Division Head/Department Director will have five working days to provide a written response to your appeal.

In describing your appeal in writing, follow the criteria listed below. Answer each statement specifically.

1. The specific decision or action to be reviewed.
2. The rule, regulation, procedure, or policy that was improperly applied.
3. How the stated rule, regulation, procedure, or policy was misapplied.
4. How you were adversely affected by the application.
5. What specific remedy is being sought through the appeal process?

Date of this appeal: _____ Date of incident: _____

Your name: _____

Your Division Head/Department Director: _____

Employee Appeal: (Attach additional sheets if necessary)

Division Head/Department Director written response:

Date appeal received: _____ Name of respondent: _____

Please give a written response to the above appeal and distribute copies to the employee and Human Resources Department: (Attach additional sheets if necessary)

If you are unsatisfied with Step I response, check below to take this appeal to Step II, Fact Finding and Advisory Committee. You must re-submit within (5) five working days of receipt.

[] I would like to take this appeal to Step II – Appeal to Fact Finding and Advisory Committee.

Employee Signature

Date you received this written response

EMPLOYEE APPEAL PROCESS
Policy #631

May 2011

Form #119 for Personnel Policy Employee Appeal Process (Policy #631)

Positive and Effective Resolution Form

Employee Appeal Process, Step II – Fact Finding and Advisory Committee Recommendation

Appeal No. _____ Date appeal received: _____

Date of initial incident: _____ Name of employee: _____

Date of appeal meeting: _____

Names of Fact Finding and Advisory Committee Members:

1. _____
2. _____
3. _____

Committee written response:

Fact Finding and Advisory Committee to conclude its function in the appeal process by answering the following questions:

1. Do you find that the action was taken based on an alleged violation of the City's policies? If so, which policies specifically?
2. Do you find there is credible evidence that the employee violated the policy?
3. If so, do you find that the action taken is within the range permitted by the City's policy?

Sustain Original Decision

Recommend a modification or reversal to the original decision. Explanation to

follow. (Attach additional sheets if necessary)

City Manager recommendation:

I agree with the Fact Finding and Advisory Committee's recommendation.

I disagree with the Fact Finding and Advisory Committee's recommendation.

City Manager Signature and Date

Date: 05/03/2011

Contact: Kelli Sames, Division Head of Human Resources,
Human Resources

Information

SUBJECT

Consideration and action on an ordinance updating Personnel Policy No. 810, Separations. ***Kelli Sames, Human Resources Division Head***

BACKGROUND/HISTORY

The City of Copperas Cove currently has in effect an Employee Personnel Policies and Procedures Manual that was adopted by City Council August 15, 2006 with an effective date of September 1, 2006. Many revisions to the personnel policies and procedures have taken place since the original adoption.

FINDINGS/CURRENT ACTIVITY

Included in the manual is Personnel Policy No. 810, Separations. The policy designates the various categories of employment separations for employees.

Assuming the Council adopts Personnel Policy, No. 811, Reduction in Force (RIF) on May 3, 2011, language regarding a RIF in Policy No. 810, Separations, is no longer necessary. Thus, Policy No. 810 should be amended to remove the following language from the policy:

Failure to return from reduction in force upon recall.

Reductions-in-Force/Reorganization - (Layoff) - An employee may be separated from City service when it is deemed necessary by reason of shortages of work, the elimination of the position, budgetary reasons, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

The following language should be added to the policy:

Reduction In Force (RIF) - Refer to Personnel Policy No. 811, Reduction in Force.

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Ordinance No. 2011-16, updating Personnel Policy No. 810, Separations.

Attachments

Link: [Policy 810 Ordinance](#)

Link: [Policy 810 Separations](#)

ORDINANCE NO. 2011-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 810, (SEPARATIONS), AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 810, (SEPARATIONS) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Copperas Cove has not updated this ordinance since August 15, 2006.

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

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by repealing the current personnel policy, No. 820, (Separations) and replacing the existing policy with a revised personnel policy, No. 820, (Separations) correctly shown by the attached Exhibit "A";

Section 2.

That the remaining sections of the said Personnel Policies and Procedures Manual are hereby ratified, and shall remain in full force and effect;

Section 3.

That any outstanding Personnel Policies and Procedures Manuals other than Exhibit "A" either in the form of a manual or otherwise written or oral in nature, are hereby rescinded and are no longer of any force and effect;

Section 4.

That any additions, deletions or other amendments to the Personnel Policies and Procedures Manual shall be made in a manner similar to process by which this manual is originally approved and only after compliance with the Texas Open Meetings Act and approved by the City Council of the City of Copperas Cove.

Section 5.

That should any section, clause, or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the city as a whole or any part thereof, other than the part so declared to be invalid.

Section 6.

That this ordinance shall be effective May 3, 2011.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS, this 3rd day of May 2011, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

SEPARATIONS
Policy #810

May 2011

The City of Copperas Cove designates all separations of employees as one of the following types:

Resignation - A voluntary separation, including:

Resignation - An employee who intends to resign is requested to give a two-week written notice.

An absence of one working day without proper notice to the City.

Failure to return from leave of absence as arranged with the City.

~~Failure to return from reduction in force upon recall.~~

An absence in excess of 180 days - Any employee who is absent from work for more than 180 calendar days, for whatever reason, will be terminated, except as provided below. Brief appearances at work during an overall absence of 180 days will not prevent the City from terminating an employee if determined to be in the City's best interest. Likewise, any employee who reports to work (e.g., in a light duty capacity) but is unable to perform the duties of his or her actual position for a period of 180 days will be terminated. Nothing in this policy guarantees an employee ongoing employment for 180 days (or for any other period of time) if it is determined that the employee will be unable to return to full-time active duty within a 180-day period. In other words, the City may elect to end the employee's employment before the expiration of 180 days if it is unlikely that the employee will be able to return to full-time active duty at the end of 180 days. An employee who has a paid leave balance remaining at the end of 180 days will be terminated and paid for accrued leave balances.

This policy will be administered consistently with the City's obligations under the Americans with Disabilities Act, including considering extending leave as a reasonable accommodation.

Retirement - An employee who intends to retire must notify his/her Department Director, Supervisor and the Human Resources Department in writing as governed in conjunction with the requirements of the Texas Municipal Retirement System in order to expedite retirement payments.

An employee who is actively employed with the City of Copperas Cove, retires from City employment and is entitled to receive retirement benefits from TMRS, is entitled to purchase continued health benefits coverage for himself/herself and eligible dependants unless the person and/or eligible dependents are eligible for group health benefits coverage through another employer. There cannot be a break in service from the time of City employment to election of retirement. Retirees and their eligible dependents must notify the City in writing if they

SEPARATIONS
Policy #810

May 2011

become eligible for health benefits elsewhere. Retirees must provide to the City of Copperas Cove, during “open enrollment” year, a written confirmation that neither they nor their dependents have access to another employer’s group health plan in order to continue on the City of Copperas Cove’s health plan. The retiree coverage will be provided under the City’s group health plan. To receive continued coverage under the plan, the employee must inform the Human Resources Department of his/her election on or before the date he/she retires. If the employee elects to continue coverage for himself/herself and/or any eligible dependants and later elects to discontinue such coverage, the retiree and/or dependent is no longer eligible for coverage. An employee can elect retiree coverage only if he/she were covered under the plan at the time of retirement. Similarly, a retiree may elect to cover only those eligible dependants who were covered under the plan at the time the employee retired. A person who was not covered under the plan at the time of the employee’s retirement is not eligible for retiree coverage. The level of retiree coverage will be the same as provided to the City’s current employees. The City may substitute Medicare supplement health benefits coverage as the coverage provided for a person who receives health benefits coverage, including an eligible dependant, after the date the person becomes eligible for federal Medicare benefits. A person who is entitled to retiree group health coverage must make payments for the coverage at the same time and in the same manner as current City employees. The retiree will be responsible for 100% of the premium for the plan option they select. The City of Copperas Cove will not fund the premium for retiree health insurance.

Dismissal - The permanent severance of the employee from employment. Upon dismissal employees are to leave the premises immediately. Employees who are terminated, or who resign in lieu of termination, due to unsatisfactory performance or conduct and/or violation of City policies or procedures, including violation of the City’s Drug and Alcohol Policy, are not eligible for rehire.

Disability - An employee will be separated when, because of physical or mental reasons, he/she cannot perform the duties of the job with or without reasonable accommodations.

~~Reduction in Force - /Reorganization – (Layoff) – An employee may be separated from City service when it is deemed necessary by reason of shortages of work, the elimination of the position, budgetary reasons, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. Refer to Personnel Policy No. 811, Reduction In Force.~~

Death - If a City employee dies, his/her designated beneficiary or estate shall receive all earned pay and payable benefits.

Human Resource Forms applicable to this policy: #122

Date: 05/03/2011

Contact: Ryan Haverlah, Asst Dir Finance/Budget Dir,
Finance

Information

SUBJECT

Consideration and action on the proposed changes to the 2011 Coryell County Appraisal District Budget. ***Ryan Haverlah, Assistant Director of Financial Services/Budget Director***

BACKGROUND/HISTORY

On April 14, 2011, the City Manager received written notification of proposed changes to the 2011 Coryell County Appraisal District (CCAD) Budget under consideration by the CCAD Board of Directors.

The proposed changes involve excess funds resulting from the 2010 budget year in the amount of \$19,480. The Board of Directors is considering an amendment to retain the surplus funds instead of refunding to the taxing jurisdictions. The budget amendment will provide an increase in the 2010 operating budget by the amount of the excess funds.

CCAD has proposed to use the excess funds for the construction of the Appraisal Districts' new office building in Gatesville and to increase available funds to cover a 40% increase in insurance premiums. If the Board authorizes the use of the excess funds through the budget amendment, the amount of debt required for construction funds will be decreased resulting in a decrease of interest expense on the debt secured. The proposed change would reduce the amount of the City's future budget allocations to CCAD because of the reduced interest expense.

In June 2010, CCAD also requested to use excess funds in the amount of \$33,064 from the 2009 budget year for the construction of the new office building. City Council approved the proposed budget amendment by the CCAD in July 2010.

FINDINGS/CURRENT ACTIVITY

The Board of Directors will consider the amendment on May 18, 2011 at a regularly scheduled meeting to begin at 1:00 p.m. in the Copperas Cove Appraisal District office located at 207 S. Third Street.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council provide direction to the City Manager regarding the City's position on the CCAD proposed budget amendment.

Fiscal Impact

Funds available Y/N?: Y

FINANCIAL IMPACT:

According to the notification from the CCAD Chief Appraiser, this amendment will not increase the quarterly contributions of the taxing units in Coryell County.

Attachments

Link: [CCAD Letter](#)

Link: [CCAD 2011 Budget](#)



Coryell Central Appraisal District

801 East Leon Street
Gatesville, Texas 76528

207 S. 3rd Street
Copperas Cove, Texas 76522

Ms. Andrea Gardner, City Manager
City of Copperas Cove
PO Box 1449
Copperas Cove, TX 76522

April 14, 2011

Re: 2011 Budget Amendment

The purpose of this letter is to inform the taxing units of Coryell County of a proposed 2011 budget amendment by the Coryell Central Appraisal District (CCAD) Board of Directors.

The proposed amendment involves the excess funds resulting from the 2010 budget year in the amount of \$19,480. The Board of Directors is considering an amendment to retain the surplus funds instead of refunding those funds back to the taxing jurisdictions. The budget amendment will increase the 2011 operating budget by \$19,480 instead of refunding that amount back to the taxing jurisdictions. The main goals of this amendment is to use these funds for the construction of the Appraisal Districts' new office building in Gatesville and to increase the line item budget for medical benefits due to a 40% increase in the insurance premium. Using these funds to pay for the costs of the new office will decrease the amount of money that the Appraisal District will have to borrow and thereby reduce the amount of interest expense associated with any financing secured by the Appraisal District. These funds will also be used to offset an increase in the medical benefits which will allow appraisal district employees to maintain similar health insurance coverage as in prior years. A request for proposal for new health insurance coverage is planned in the near future, in an attempt to acquire the most economical employee medical benefits available.

This amendment will not increase the quarterly contributions of the taxing units of Coryell County. The amendment is being proposed due to the unexpected 40% increase in the health insurance premiums for CCAD and the cost saving potential of eliminating interest expense associated with the Appraisal District office construction and passing that savings onto the taxing jurisdictions of Coryell County.

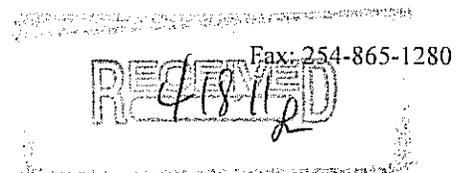
The Board of Directors will consider the amendment on May 18, 2011 at a regularly scheduled meeting that will begin at 1:00pm in the Copperas Cove Appraisal District office located at 207 S. Third Street, Copperas Cove, TX 76522. The Board of Directors welcomes any comments or questions that you or your taxing jurisdiction representative may have. Should you have any questions prior to the before mentioned meeting please contact the Chief Appraiser, Mitch Fast at (254) 865-6593.

Sincerely,

Mitch Fast
Chief Appraiser
Coryell Central Appraisal District

Voice: 254-865-6593

www.corvellcad.org



**2011 CORYELL CENTRAL APPRAISAL
DISTRICT BUDGET**

IN ACCORDANCE WITH SECTION 6.06 OF THE TEXAS PROPERTY TAX CODE

April 13, 2011

BOARD OF DIRECTORS

Mike Lam, Chairperson
Bob Weiss, Secretary
Al Castillo
Jay Manning
Jack Wall
Justin Carothers, Tax Assessor/Collector

CHIEF APPRAISER

Mitch Fast

CORYELL CENTRAL APPRAISAL DISTRICT

2011 BUDGET

GENERAL EXPENSES		2011 BUDGET	% CHG	2010 BUDGET
6040	WAGES & SALARIES	\$407,778	-1%	\$413,025
6230	CONTRACTED SERVICES	\$68,345	6%	\$64,390
6145	F & E-CAPITAL EXPENSE	\$35,000	3400%	\$1,000
6130	APPRAISAL EQUIP & SUPPLIES	\$350	0%	\$350
6140	APPRAISAL REVIEW BOARD	\$3,500	0%	\$3,500
6298	CHIEF APPRAISER EXPENSE	\$500	0%	\$500
6297	BOARD OF DIRECTORS	\$1,500	0%	\$1,500
6160	DUES & SUBSCRIPTIONS	\$3,000	0%	\$3,000
6080	MILEAGE/AUTO ALLOWANCE	\$12,000	-33%	\$18,000
6075	SCHOOLS & SEMINARS	\$13,000	-28%	\$18,000
6285	ACCOUNTING SERVICES	\$6,000	0%	\$6,000
6270	LEGAL SERVICES	\$10,000	0%	\$10,000
6280	AUDITING SERVICES	\$6,000	33%	\$4,500
6070	PAYROLL TAX	\$7,818	21%	\$6,477
6055	HEALTH INSURANCE	\$75,955	24%	\$61,464
6065	RETIREMENT	\$39,578	-3%	\$40,702
6389	TESTING & BACKGROUND	\$200	0%	\$200
6390	UTILITIES	\$10,800	50%	\$7,200
6340	TELEPHONE EXPENSE	\$9,000	0%	\$9,000
6290	OFFICE SPACE	\$51,636	-1%	\$52,236
9009	MUNICIPAL LEASE	\$0	-100%	\$35,913
6210	COPIER LEASE	\$8,100	0%	\$8,100
6170	COMPUTER MAINTENANCE	\$7,000	100%	\$3,500
6220	INTERNET EXPENSE	\$0	-100%	\$1,500
6205	JANITORIAL SERVICE	\$5,760	50%	\$3,840
6181	TML INSURANCE	\$5,000	-18%	\$6,100
6300	REPAIRS	\$500	-75%	\$2,000
6100	ADVERTISING	\$2,000	0%	\$2,000
6250	POSTAGE	\$16,000	0%	\$16,000
6260	PRINTING	\$6,000	0%	\$6,000
6245	OFFICE SUPPLIES	\$6,000	0%	\$6,000
6195	SET-UP GV OFFICE/CONT. RES	\$3,000		\$0
TOTAL OPERATING EXPENSES		\$821,320	1%	\$811,997
NON-OPERATING EXPENSES**				
	LAND/BUILDING ACQUISITION	\$162,904	116%	\$75,339
	LEGAL & TECH EXPENDITURES	\$25,657	-22%	\$33,000
TOTAL NON-OPERATING EXPENSES		\$188,561	74%	\$108,339

** Non-operating expenses consist of a Land/Building reserve for the construction/acquisition of a new office facility for the Gatesville office of the Appraisal District. The balance for the Land/Building reserve was calculated as follows: \$74,220 (2010 ending bal.) plus \$78,534 in potential insurance payments plus \$10,150 from 2010 surplus funds equals \$162,904.

***The legal/technology fund is for the purchase of equipment and software due to technological advancements and provide a legal service reserve to provide resources for unplanned litigation involving the Appraisal District. These line items are not included in the operating budget calculations.

**CORYELL CENTRAL APPRAISAL DISTRICT
2011 BUDGET**

JURISDICTIONS	2009 APPROXIMATE TAX LEVY	% OF TOTAL LEVY	2010 BUDGET	2010 QUARTERLY ALLOCATION	2011 BUDGET	2011 QUARTERLY ALLOCATION
SCHOOL DISTRICTS:						
COPPERAS COVE ISD	\$13,109,992	32.4294%	\$266,361	\$66,590	\$262,967	\$65,742
GATESVILLE ISD	\$6,256,078	15.4753%	\$126,969	\$31,742	\$125,488	\$31,372
EVANT ISD	\$502,524	1.2431%	\$9,710	\$2,428	\$10,080	\$2,520
JONESBORO ISD	\$406,077	1.0045%	\$6,917	\$1,729	\$8,145	\$2,036
OGLESBY ISD	\$357,187	0.8836%	\$7,180	\$1,795	\$7,165	\$1,791
MOODY ISD	\$115,790	0.2864%	\$2,115	\$529	\$2,323	\$581
CRAWFORD ISD	\$44,827	0.1109%	\$873	\$218	\$899	\$225
CLIFTON ISD	\$43,201	0.1069%	\$865	\$216	\$867	\$217
VALLEY MILLS ISD	\$12,411	0.0307%	\$230	\$57	\$249	\$62
LAMPASAS ISD	\$18,416	0.0456%	\$382	\$95	\$369	\$92
SCHOOL TOTALS	\$20,866,503	51.6163%	\$421,602	\$105,400	\$418,551	\$104,638
CITIES:						
CITY OF COPPERAS COVE	\$8,254,374	20.4184%	\$163,831	\$40,958	\$165,571	\$41,393
CITY OF GATESVILLE	\$1,100,829	2.7231%	\$22,916	\$5,729	\$22,081	\$5,520
CITY OF EVANT	\$39,623	0.0980%	\$539	\$135	\$795	\$199
CITY OF OGLESBY	\$15,848	0.0392%	\$334	\$84	\$318	\$79
CITY OF MCGREGOR	\$284	0.0007%	\$6	\$1	\$6	\$1
CITY TOTALS	\$9,410,958	23.2794%	\$187,625	\$46,906	\$188,770	\$47,192
OTHER ENTITIES:						
CORYELL COUNTY	\$8,115,959	20.0760%	\$165,316	\$41,329	\$162,794	\$40,699
CENTRAL TEXAS COLLEGE	\$1,718,096	4.2500%	\$35,203	\$8,801	\$34,462	\$8,616
MIDDLE TRINITY WCD	\$314,682	0.7784%	\$0	\$0	\$6,312	\$1,578
OTHER TOTALS	\$10,148,737	25.1044%	\$200,520	\$50,130	\$203,569	\$50,892
GRAND TOTALS:	\$40,426,198	100.0000%	\$809,747	\$202,437	\$810,890	\$202,723

CORYELL CENTRAL APPRAISAL DISTRICT
2011 BUDGET

SUMMARY OF REVENUES

DESCRIPTION	2011
JURISDICTION INCOME	\$810,890
2010 SURPLUS FOR HEALTH INS. PREMIUMS	\$9,330
INTEREST INCOME	\$500
PENALTY INCOME	\$300
OPEN RECORDS	\$300
TOTAL INCOME	\$821,320

SUMMARY OF RESERVE ACCOUNTS

DESCRIPTION	2011
LAND/BLDG ACQUISITION	\$162,904
LEGAL & TECHNOLOGY	\$25,657
TOTAL OF RESERVE ACCOUNTS	\$188,561

**CORYELL CENTRAL APPRAISAL DISTRICT
2011 BUDGET**

CATEGORY TOTALS	2011 BUDGET
SALARIES AND PAYROLL BURDEN	\$531,129
CONTRACTUAL	\$68,345
OFFICE EXPENDITURES	\$97,796
SUPPLIES	\$6,000
CAPITAL EXPENDITURES	\$38,000
PROFESSIONAL SERVICES	\$22,000
TRAINING AND EDUCATION	\$16,000
APPRAISAL COSTS	\$42,050
TOTAL	\$821,320

SALARIES AND PAYROLL BURDEN	2011 BUDGET
6040 WAGES & SALARIES	\$395,778
6040 WAGES & SALARIES (AUTO ALLOWANCE)	\$12,000
6055 EMPLOYEE INSURANCE (HEALTH/LIFE)	\$75,955
6070 TAX: PAYROLL (MEDICARE EXPENSE)	\$5,739
6070 TAX: PAYROLL (SUTA FED UNEMPLOYMENT)	\$2,079
6065 RETIREMENT EXPENSE	\$39,578
TOTALS	\$531,129

CONTRACTUAL	2011 BUDGET
6230.1 PRITCHARD & ABBOT	\$10,400
6231 GIS MAPPING/MAINTENANCE	\$35,000
6230 T A: PACS MAINTENANCE & SUPPORT	\$19,195
6230 T A: INTERNET HOSTING - DATA	\$1,525
6230 T A: PICTOMETRY INTERFACE MAINTENANCE	\$925
6230 T A: GIS VIEWER MAINTENANCE	\$400
6230 T A: GIS APPRAISER MAINTENANCE	\$400
6230.2 PROMIT: INTERNET HOSTING - SITE	\$500
TOTAL	\$68,345

**CORYELL CENTRAL APPRAISAL DISTRICT
2011 BUDGET**

OFFICE EXPENDITURES	2011 BUDGET
6290 OFFICE SPACE - CC	\$27,036
6290 OFFICE SPACE - GV	\$24,600
6390 UTILITIES-CC	\$7,200
6390 UTILITIES-GV	\$3,600
6210 COPIER LEASE-CC	\$3,600
6210 COPIER LEASE-GV	\$4,500
6340 TELEPHONE EXPENSE-CC	\$4,500
6340 TELEPHONE EXPENSE-GV	\$4,500
6300 REPAIR AND MAINTENANCE	\$500
6205 JANITORIAL EXPENSES-CC	\$3,840
6205 JANITORIAL EXPENSES-GV	\$1,920
6170 COMPUTER MAINTENANCE & SUPPORT	\$7,000
6180 INSURANCE	\$5,000
TOTAL	\$97,796

SUPPLIES	2011 BUDGET
6245 OFFICE SUPPLIES-CC	\$3,000
6245 OFFICE SUPPLIES-GV	\$3,000
TOTAL	\$6,000

CAPITAL EXPENDITURES	2011 BUDGET
6145 FURNITURE, FIXTURES & EQUIPMENT	\$20,000
6145 COMPUTERS & EQUIPMENT	\$15,000
6195 SET-UP COST, GATESVILLE OFFICE LAND & BUILDING**	\$3,000
	\$162,904
TOTAL (EXCLUDING LAND & BUILDING)	\$38,000

PROFESSIONAL SERVICES	2011 BUDGET
6285 ACCOUNTING SERVICES	\$6,000
6270 LEGAL SERVICES	\$10,000
6280 AUDITING EXPENSE	\$6,000
TOTAL	\$22,000

**CORYELL CENTRAL APPRAISAL DISTRICT
2011 BUDGET**

TRAINING & EDUCATION	2011 BUDGET
6075 EDUCATION & TRAINING (SCHOOLS & SEMINARS)	\$13,000
6160 DUES & SUBSCRIPTIONS	\$3,000
TOTAL	\$16,000

APPRAISAL COSTS	2011 BUDGET
6080 MILEAGE/AUTO ALLOWANCE	\$12,000
6250 POSTAGE	\$16,000
6260 PRINTING, COPIES & REPRODUCTION	\$6,000
6140 APPRAISAL REVIEW BOARD	\$3,500
6100 ADVERTISING & PUBLIC NOTICE	\$2,000
6130 APPRAISAL SUPPLIES	\$350
TESTING & BACKGROUND	\$200
6297 BOARD OF DIRECTORS EXPENSE	\$1,500
6298 CHIEF APPRAISER EXPENSE	\$500
LEGAL & TECHNOLOGY FUND***	\$25,657
TOTAL (EXCLUDING LEGAL & TECH FUND)	\$42,050

** Non-operating expenses consist of a Land/Building reserve for the construction/acquisition of a new office facility for the Gatesville office of the Appraisal District. The balance for the Land/Building reserve was calculated as follows: \$74,220 (2010 ending bal.) plus \$78,534 in potential insurance payments plus \$10,150 from 2010 surplus funds equals \$162,904.

***The legal/technology fund is for the purchase of equipment and software due to technological advancements and provide a legal service reserve to provide resources for unplanned litigation involving the Appraisal District. These line items are not included in the operating budget calculations.

**CORYELL CENTRAL APPRAISAL DISTRICT
2011 BUDGET**

SALARY SCHEDULE & BENEFITS

DESCRIPTION	SALARIES	HEALTH CARE	CAR ALLOW.	MEDI-CARE	SUTA	RETRMT	TOTAL
Chief Appraiser	\$80,000	\$6,905	\$6,000	\$1,160	\$189	\$8,000	\$102,254
Asst. Chief Appraiser	\$50,000	\$6,905	\$6,000	\$725	\$189	\$5,000	\$68,819
Director of Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Appraiser level 2 - CC	\$42,000	\$6,905	\$0	\$609	\$189	\$4,200	\$53,903
Appraiser level 2 - GV	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Appraiser level 1 - GV	\$42,000	\$6,905	\$0	\$609	\$189	\$4,200	\$53,903
Appraiser level 1 - CC	\$30,200	\$6,905	\$0	\$438	\$189	\$3,020	\$40,752
Tecnician 2 - GV	\$33,500	\$6,905	\$0	\$486	\$189	\$3,350	\$44,430
Tecnician 2 - GV	\$31,000	\$6,905	\$0	\$450	\$189	\$3,100	\$41,644
Tecnician 2 - CC	\$24,900	\$6,905	\$0	\$361	\$189	\$2,490	\$34,845
Tecnician 1 - CC	\$21,630	\$6,905	\$0	\$314	\$189	\$2,163	\$31,201
Clerical FT - GV	\$19,000	\$6,905	\$0	\$276	\$189	\$1,900	\$28,270
Intern PT - CC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clerical FT - GV	\$19,000	\$6,905	\$0	\$276	\$189	\$1,900	\$28,270
Clerical PT - CC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Merit Increase	\$2,548	\$0	\$0	\$37	\$0	\$255	\$2,840
TOTAL	\$395,778	\$75,955	\$12,000	\$5,739	\$2,079	\$39,578	\$531,129

Date: 05/03/2011

Contact: Mike Baker, Fire Chief/Emergency Management Coordinator

Information

SUBJECT

Consideration and possible action on an application submitted by Central Texas EMS for non-emergency ambulance franchise. *J. Mike Baker, Fire Chief*

BACKGROUND/HISTORY

On April 18, 2011, the City Manager and Fire Chief received an application packet from Mr. David Phillips, President and CEO of Central Texas EMS, requesting an ambulance franchise from the City. The franchise would be to operate a non-emergency ambulance transport service within the City limits of Copperas Cove. Article IV (Private Ambulance Service), Chapter 19 (Vehicles for Hire), Sections 82 through 88 of the City of Copperas Cove Code of Ordinances describes the requirements for non-emergency ambulance franchises within the City limits.

FINDINGS/CURRENT ACTIVITY

The application was received by the City Manager and Fire Chief in accordance with the ordinance requirements. Staff review of the document shows the applicant has addressed all of the requested information in the ordinance. Currently, Captial EMS has an existing, valid franchise to operate a non-emergency ambulance service in the City.

ACTION OPTIONS/RECOMMENDATION

City staff recommends City Council consider the application, take action and provide direction to the City Manager and Fire Chief.

Fiscal Impact

Funds available Y/N?: N/A

FINANCIAL IMPACT:

The City would receive \$2,500.00 annually if Council approves the franchise.

Attachments

Link: [Ordinance](#)

Link: [CTEMS Application](#)

ORDINANCE NO. 2011-22

AN ORDINANCE OF THE CITY OF COPPERAS COVE, TEXAS, UTILIZING CHAPTER 19, ARTICLE IV OF THE CITY'S CODE OF ORDINANCES GRANTING TEXAS EMS A NON-EXCLUSIVE LICENSE FOR THE OPERATION OF AN AMBULANCE SERVICE WITHIN THE CITY LIMITS OF COPPERAS COVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, when public convenience or necessity is shown, the City Council of the City of Copperas Cove shall grant a non-exclusive license for the operation of an ambulance service where the applicant for such license seeks to operate an ambulance service that will provide any such service, as herein defined, originating in the City of Copperas Cove, Texas; and

WHEREAS, the City of Copperas Cove requires any person, business entity, or group of persons desiring to obtain a license to operate an ambulance service doing business within the City of Copperas Cove, Texas to submit an application for such license to the City Manager of the City on a form promulgated for such purpose by the City Manager; and

WHEREAS, the City of Copperas Cove's application for an ambulance service license shall include a description of the equipment of the applicant to be used in the service, the qualifications of the personnel applicant intends to employ in such service, the specific services applicant expects to offer the public, the identity of the applicant, a statement of liability insurance coverage in force, should the license be granted, in an amount of not less than one million dollars (\$1,000,000.00), and an affidavit stating applicant's sworn compliance with all regulations imposed by regulations of the State of Texas and of the United States which may be applicable to the operation of an ambulance service as herein defined; and

WHEREAS, after review by the City of Copperas Cove's Fire Chief, the City Attorney, and the City Manager of the City of Copperas Cove, the application shall be forwarded to the City Council of the City of Copperas Cove, which shall approve or disapprove the application; and

WHEREAS, after review of the application for a license, the City Council of the City of Copperas Cove shall determine, as a matter of public record, whether or not a public convenience or a public necessity exists for the granting of an ambulance service license; and

WHEREAS, the City Council of the City of Copperas Cove has received an application for a non-exclusive license for the operation of an ambulance service; and

WHEREAS, the Fire Chief, the City Attorney, and the City Manager of the City of Copperas Cove have reviewed said application for a non-exclusive license for the operation of an ambulance service; and

WHEREAS, the City Council of the City of Copperas Cove, hereby finds and determines, as a matter of public record, that a public convenience or a public necessity exists for the issuance of a non-exclusive license for the operation of an ambulance service.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS:

SECTION 1.

Central Texas EMS be granted a license for non-emergency ambulance franchise for the City of Copperas Cove subject to all applicable ordinances, rules and regulations which are now or may be in effect.

SECTION 2.

It is not the intention of the City Council to enact any provision of this Ordinance in regard to which Federal or State law preempts the City's authority, and it is hereby declared that if any section, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or otherwise illegal by the valid judgment or decree of any court of competent jurisdiction, such event shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this, since the same would have been enacted by the City Council without such unconstitutional or illegal phrase, clause, sentence, paragraph, or section.

SECTION 3.

This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Nothing contained in this Ordinance generally or this chapter specifically shall be construed to allow the violation of any residential deed restriction.

That this ordinance shall go into effect immediately upon its adoption and approval by City Council.

PASSED, APPROVED, AND ADOPTED on this 3rd day of May 2011 at a regular meeting of the City Council of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et.seq. at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney



April 18, 2011

Andrea Gardner
City Manager
City of Copperas Cove
507 S. Main Street
Copperas Cove, Texas 76522

Subject: Application for Non-Emergency Ambulance Franchise

Dear Ms. Gardner:

Enclosed please find our application for a non-emergency ambulance franchise for the City of Copperas Cove. As per your request, we have formatted this application as a response to the items noted in the applicable ordinance (Chapter 19, Article IV).

We have also attached letters of support from both of the two licensed health care facilities located within the City of Copperas Cove, as well as the leading hospice agency in the area. We believe that this establishes the community need for our franchise.

We look forward to working with the City as well as the healthcare business base within your City to help provide quality medical care and transportation to the City of Copperas Cove.

Please contact me directly if you need additional information.

Best regards,

David Phillips
President and CEO
Email: david@centraltexasems.com
Cell: 512-966-2096

cc: Mike Baker, Fire Chief and Emergency Management Coordinator



Application for Non-Emergency Ambulance Franchise

City of Copperas Cove, Texas

April 18, 2011

Response to Requirements of Chapter 19, Article IV "Private Ambulance Services"

Section 19-82 (a): Public Convenience.

We believe that public convenience is evident in the request of such from the two existing licensed health care facilities as well as the leading hospice agency in the area (letters attached). These important health care providers (and employers) request that we be issued a franchise so that we can provide service within the City of Copperas Cove pursuant to the regional provider agreements we have with those companies.

Additionally, as the health care industry continues to grow, in Copperas Cove as well as all over the region, there will be a need for additional non-emergency ambulance resources and for customer and consumer choice. We believe that the issuance of a franchise to Central Texas EMS helps to meet this developing need.

Sections 19-82 (b and c): Emergency.

We understand and will abide by the referenced definition of "emergency" within the City of Copperas Cove. We have successfully operated for over five years under a very similar structure in the City of Temple. Should we receive a call for service that falls under the definition of an "emergency" as described herein, we will immediately refer that call to the City of Copperas Cove Fire/EMS for response.

Section 19-83 (b): Licensing Generally – required information.

- i. a description of the equipment of the applicant to be used in the service*
Please find attached as "CTEMS vehicle list". We own a total of 17 ambulances and five wheelchair vans. All ambulances are appropriately certified and licensed by the Texas Department of State Health Services. All ambulances are equipped, supplied and licensed to provide care up to and including the Paramedic (Mobile Intensive Care Unit) level.

- ii. the qualifications of the personnel applicant intends to employ in such service*
Please find attached as "CTEMS personnel list". All ambulance personnel are currently certified or licensed by the Texas Department of State Health Services. We perform basic background checks on all staff, including pre-employment drug screening. We monitor certification status regularly through our Human Resources department (two dedicated FTE's to the HR function, overseen by our COO).
- iii. the specific services applicant expects to offer to the public*
Under this franchise, we will be providing non-emergency ambulance service (as defined by this Ordinance) to health care providers, including skilled nursing facilities, assisted living facilities, hospice agencies and related entities. This will include transports from facilities (or, in the case of hospice, from residences) to hospitals, clinics, diagnostic centers, physician offices and other such locations under circumstances which do not constitute an emergency.
- iv. the identity of the applicant*
The applicant for this franchise is Central Texas EMS, LLC. Central Texas EMS, LLC is a duly incorporated limited liability corporation in the State of Texas. Central Texas EMS, LLC is owned by:
- David Phillips, CEO and President
 - Aaron Reese, COO and Vice President
 - Whitecap Texas Opportunity Fund II (32.4% equity investor, with no management authority)
 - CLM Enterprises (1% equity investor, with no management authority)
 - SSE Partners, Ltd (2% equity investor, with no management authority)
- v. statement of liability insurance coverage in force*
Please see attached Certificate of Insurance naming the City of Copperas Cove as certificate holder.
- vi. an affidavit stating applicant's sworn compliance with all regulations imposed by regulations of the State of Texas and of the United States which may be applicable to the operation of an ambulance service as herein defined*
Please find attached.

Section 19-84: License fee.

Certified funds for the license fee are enclosed.

Section 19-85: Rates.

Please find attached our rate schedules for the facilities and hospice agency to which we will be providing service. These rate schedules have been determined to be in compliance with applicable Federal rules regarding contracted rates for such services. Additionally, we have attached our "general" rate schedule that would be utilized in the event that we are requested to provide ambulance service to an individual outside of the existing service contracts.

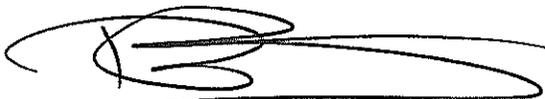
Section 19-87: Liability disclaimer.

We understand and accept that the City and all officers disclaim any and all liability for any pecuniary responsibility or insolvency of any person or insurer or in any manner become liable for any sum or action on account of any claim or act or omission relating to any private ambulance service.

Section 19-88: Exceptions.

(b) Central Texas EMS will respond to any request for mutual aid from the City of Copperas Cove or its duly authorized representatives to the best of our ability, under the direction of the City or its duly authorized representative.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'D. Phillips', with a large, sweeping flourish underneath.

David Phillips, CEO and President
Central Texas EMS

Windcrest
House
Cross
associates

To Whom It May Concern:

I am writing today to express my support for the issuance of a non-emergency ambulance franchise from the City of Copperas Cove to Central Texas EMS. After much consideration and discernment, our facility has selected Central Texas EMS as our preferred provider for non-emergency ambulance transport services.

It is very important to the success of our business that we are able to work with providers whom we believe offer the best overall patient care and service, as well as cost-management for our business. At a regional level, our company has selected Central Texas EMS for these reasons. We hope that you will support our business operations by allowing Central Texas EMS to also serve our facility in Copperas Cove.

We look forward to working with the City and Central Texas EMS to continue to provide excellent care to our residents and great service to our families while ensuring a positive business environment for our company.

Best regards,



Donny Richards, LNFA
Wind Crest Nursing & Rehab Center
607 W Ave. B
Copperas Cove, TX 76522



To Whom It May Concern:

I am writing today to express my support for the issuance of a non-emergency ambulance franchise from the City of Copperas Cove to Central Texas EMS. After much consideration and discernment, our facility has selected Central Texas EMS as our preferred provider for non-emergency ambulance transport services.

It is very important to the success of our business that we are able to work with providers whom we believe offer the best overall patient care and service, as well as cost-management for our business. At a regional level, our company has selected Central Texas EMS for these reasons. We hope that you will support our business operations by allowing Central Texas EMS to also serve our facility in Copperas Cove.

We look forward to working with the City and Central Texas EMS to continue to provide excellent care to our residents and great service to our families while ensuring a positive business environment for our company.

Best regards,

Rollin House
Administrator



2626 South 37th Street, Suite 100 | Temple, TX 76504-7136 | 2547422000 | www.VistaCare.com

To Whom It May Concern:

I am writing today to express my support for the issuance of a non-emergency ambulance franchise from the City of Copperas Cove to Central Texas EMS. Our agency has selected Central Texas EMS as one of our preferred providers for non-emergency ambulance transport services.

It is very important to the success of our business that we be able to work with providers that we believe provide the best overall service and cost-management for our business. We hope that you will support our business operations by allowing Central Texas EMS to serve our patients here in Copperas Cove.

We look forward to working with the City and Central Texas EMS to continue to provide excellent care to our patients and great service to our families while ensuring a positive business environment for our company in your City.

Best regards,

Robin Van Sickle
Executive Director

CTEMS Current Vehicle inventory

Vehicle Number	Type and identifiers	Mileage
251	2009 Ford Type III VIN# 1FDWE35P99DA66924 Plate # AF2-3441	122,645
252	2006 Chevy Type II VIN# 1GCHG393266197781 Plate # 694-PSR	292,894
253		
254	2006 Ford Type II VIN# 1FDSS34P16DA40189 Plate # 425 RLN	243,457
255	2009 Chevy Type II VIN# 1GBHG396091117791 Plate # BL3-M213	108,018
256	2009 Ford Type II VIN# 1FDSS34P59DA80795 Plate # BL3-M214	79864
257	2007 Ford Type II VIN# 1FDSS34P66DB03495 Plate # 689-TTL	232,864
258	2007 Ford Type II VIN# 1FDSS34P37DA58629 Plate # CLM-865	207,222
259	2009 Ford Type II VIN# 1FDSS34P39DA80794 Plate # BL3-M212	112,637
260	2002 Ford Type III VIN# 1FDXE45F32HA24880 Plate # 56G-ML9	182,863
261	1997 Ford Type III VIN# 1FDKE30F7VHA42086 Plate # 734-821	89,464
262	2000 Ford Type III Vin# 1FDWE35F8YHA07684 Plate # 111-0165	94028
263	2000 F-350 super duty Type III Vin#1FDWF36F6YEB94923 Plate#111-0161	100,529
264	2000 F-350 Type I Vin#1FDXF46F3YEB20885 Plate#111-0163	128,145
265	1999 E-350 Type III Vin#1FDSE30F2XHA52978 Plate#111-0162	211605
266	2001 Ford Type I Vin# 1FDXE45F81HA50258 Plate#111-0166	136,573
267	1998 Ford Type III Vin#1FDW30F4WHB49132 Plate#111-0167	56,979
301	2006 Ford W/C VAN VIN# 1FTNS24W26DB07384 Plate # 253-LXJ	157,205
302	2008 Ford W/C VAN VIN# 1FTNS24W08DA01311 Plate # CLM-866	123,239
303	2010 Ford W/C VAN VIN# 1FTNE2EWOADA09789 Plate # BS3-L150	39,332
304	2006 Ford W/C VAN VIN# 1FTNS24W96DB07379 Plate # 953-SCJ	174,407
305	2009 Ford W/C VAN VIN# 1FTNS24W59DA42843 Plate # BJ6-H339	60,870



Employee list as of

April 8 2011

Employee	Certification	Cert/Lic #	Exp. Date
Alexander, Melisa	EMT	711816	8/31/13
Amrhein, Manfred	EMT	714445	3/31/14
Anders, Chad	EMT-P	162803	10/31/11
Arriola, Lauren	EMT	701043	5/31/11
Autry, Michael	EMT	704922	4/30/12
Bailey, Sylvia	EMT	710762	6/30/13
Barnett, Michael	EMT	705495	5/31/12
Basse, Andrea	EMT-P	131800	7/31/14
Beimer, Russell	EMT	166043	7/31/13
Benton, Stephen	EMT-P	175325	10/31/12
Bethke, Michael	EMT	111882	10/31/13
Bethke, Steven	EMT	22098	7/31/11
Biggs, Donna	EMT-P	712253	11/30/14
Boyd, Kristin	LP	131683	11/30/14
Brown, Douglas C	CCP	148310	3/31/13
Brown, Ryndol III	EMT	158190	10/31/12
Bruns, Karrie	EMT	700489	12/31/14
Cannon, Travis	EMT-I	164171	10/31/14
Castillo, Christopher	EMT	706582	8/31/12
Cave, Carmon W	EMT	703910	1/31/12
Cave, Chris	EMT-P	125596	10/31/11
Chaffer, Sterling	EMT-P	130880	5/31/13
Coleman, Rick	EMT	702190	8/31/11
Cooley, Lawrence	EMT	705972	6/30/12
Coone, Brad	EMT-I	60090	9/30/12
Cornelius, Steven	EMT-P	708738	10/31/14
Cortez, Chris	EMT	706104	6/30/12
Coulston, Shane	EMT-P	135588	2/28/14
Crane, Donna	EMT-P	91667	9/30/13
Critchfield, Chad	EMT	715718	5/31/14
Davis, Bradlee	EMT-P	718738	1/31/15
Davis, Clinton	EMT-P	102257	10/31/14
Davis, Jimmy	EMT	713154	11/30/13
Degges, Randall	EMT-P	47295	1/31/12
Dionne, Paul	EMT	169153	3/31/14
Eno, Jarrod	EMT-P	715024	4/30/14
Eschete, Justin H	EMT-P	134863	11/30/11
Evans, Jessie	EMT-P	177109	9/30/12
Ford, Shaun	EMT	715864	6/30/14
Frame, Braden	EMT	715761	5/31/14
Free, Heidi	EMT	706975	9/30/12
Fuentes, Mario G	EMT	154483	11/30/12
Garrison, Travis	EMT	707422	10/31/12
Gilbreath, Wesley	EMT-P	136057	12/31/12
Gomez, Edward	EMT-P	37648	7/31/11
Goodwin, Rebecca	EMT	124542	5/31/11
Goodwin, Thomas	EMT	174645	7/31/14
Gralewski, Caren	EMT	701462	7/31/11
Graves, John	DISP/EMT-P	9714	7/31/12
Green, Chasity	EMT-P	714383	9/30/14
Haisler, Jason	LP/CCP	117464	6/30/14

Employee	Certification	Cert/Lic #	Exp. Date
Hamilton, Heather	EMT-P	141859	2/28/13
Harris, Angela	EMT	707603	10/31/12
Houston, Nathan	EMT	709755	3/31/14
Huffman, Bill A	EMT	139754	9/30/13
Hunter, William	EMT-P	160177	6/30/13
Ingraham, Michael	LP	2043	3/31/15
Johnson, Raymond	EMT	706270	7/31/12
Kallus, Johnny	EMT-I	12072	12/31/14
Koepke, Ashley	EMT	715440	5/31/14
Kuhn, Mark	EMT	62852	3/31/14
Lewis, Jason	EMT-P	143371	9/30/12
Lohman, David	EMT-P	15730	7/31/12
Lourcey, Louis	CCP	3137	9/30/11
Lovett, Tiffany	EMT-P	717230	9/30/14
Luce, Christopher	LP	117944	5/31/12
Marek, Dennis D	EMT-P	46362	8/31/11
McAtee, Adam B	EMT-P	706157	9/30/14
McCain, Brent	EMT-P	27021	8/31/14
Menix, Traci	EMT-P	173388	9/30/11
Miller, James	EMT	140088	11/30/13
Miller, Theresa	EMT-I	119285	3/31/15
Motheral, Anna	EMT-P	703664	3/31/13
Murillo, Michael A	EMT-P	167518	9/30/12
Newell, Audra	EMT-P	707466	5/31/14
Newman, Brandon C	EMT-P	106758	8/31/12
Peiser, Robert A	EMT	146723	10/31/14
Perez, Patricia	EMT	718624	12/31/14
Porter, Justin	EMT-P	121095	10/31/12
Puckett, James L	EMT-P	154490	10/31/14
Reed, Dennis	EMT-P	71955	1/31/14
Rister, Johnna	LP	126006	6/30/13
Ruble, Martin	EMT	167808	12/31/13
Sattler, Brad	LP	107172	5/31/11
Schiller, Kevin L	EMT-P	126669	5/31/11
Schmaus, Jim	EMT-P	1720	3/31/15
Shaner, Penny	EMT/VAN	717560	9/30/14
Shepherd, Michael C	LP	2629	6/30/13
Slusher, Justin	EMT	702314	8/31/11
Smith, Jeremy	EMT	718107	11/30/14
Solorzano, Jesse	EMT-P	706755	3/31/13
Stephens, Vance A	EMT	707595	10/31/12
Stippich, Steven K	EMT-P	170016	9/30/12
Stockman, Douglas	EMT-P	87940	4/30/14
Tate, James	EMT-P	22101	3/31/13
Thomson, Shez L	EMT-I	66642	2/28/13
Vanderkarr, Robert "Casper"	EMT	715133	4/30/14
Wagner, Sally Anne	EMT-P	41232	1/31/14
Walker, Christopher	EMT-P	705917	9/30/12
Walker, Eric	EMT-P	703648	10/31/13
Weir, Angela	EMT	129308	3/31/12
White, Christin M	EMT	702945	10/31/11
White, Joel	EMT-P	40830	2/28/15
Whitmore, Earl	EMT	60641	3/31/12
Williams, David	EMT	160387	10/31/12
Wilson, Robert L	EMT	21045	1/31/12
Wuest, Jason M	EMT-P	120738	2/28/13



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/8/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

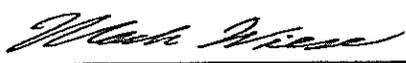
PRODUCER Extraco Insurance P O Box 6101 Temple TX 76503		CONTACT NAME: Rettie Leibowitz PHONE (A/C, No, Ext): (254) 774-5500 FAX (A/C, No): (254) 774-5536 E-MAIL ADDRESS: rleibowitz@extracobanks.com PRODUCER CUSTOMER ID#: 00015911	
INSURED Central Texas EMS LLC, DBA: Central Texas P. O. Box 3985 Temple TX 76505		INSURER(S) AFFORDING COVERAGE INSURER A: Northfield Insurance Co. INSURER B: American Country Insurance INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL114810875 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		WS072133	5/25/2010	5/25/2011	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person)	\$ 10,000
	<input checked="" type="checkbox"/> Professional Liab.					PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 3,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 3,000,000
B	AUTOMOBILE LIABILITY		BA00009099	5/25/2010	5/25/2011	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					Underinsured motorist	\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PIP-Basic	\$ 2,500
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE	\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A			E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER City of Copperas Cove Andrea Gardner City Manager 507 S. Main Street Copperas Cove, TX 76522	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mark Wiese/RFL 



State of Texas County of Bell

BEFORE ME, the undersigned Notary, Lynda Allmer, on this 10th day of April, 2011, personally appeared David Phillips and Aaron Reese known to me to be credible persons and of lawful age, who being by me first duly sworn, on their respective oaths, depose and says:

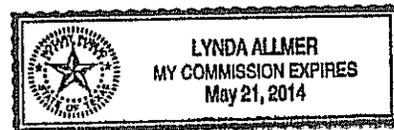
Pursuant to City of Copperas Cove Ordinances, Chapter 19, Article IV, section 19-83(b), we submit the following:

We have complied, in our past operations of Central Texas EMS, and will comply in our future operations of Central Texas EMS, with all regulations imposed by the State of Texas and by the United States which may be applicable to the operation of an ambulance service as defined in the above referenced ordinance of the City of Copperas Cove, Texas.

David Phillips, CEO and President

Aaron Reese, COO and Vice-President

Subscribed and sworn to before me, this 10th day of April, 2011.



Lynda Allmer NOTARY PUBLIC

My commission expires: May 21, 2014.



CENTRAL TEXAS EMS

Fees for Service
(Commercial Insurance)
January 2010

BLS Transport	\$750.00
ALS Transport	\$850.00
Specialty Care Transport	\$1100.00
Mileage	\$11.50/mile
Wheelchair Van Transport 1-Way	\$65.00
Wheelchair Van Transport Mileage	\$6.50/mile
Standby per hour	\$150.00
Team transport	\$200.00

Additional charges may apply for specialty procedures and medications.

Date: 05/03/2011

Contact: Wesley Wright, Projects Director/City Engineer

Information

SUBJECT

Consideration and action on approving a resolution accepting a dedication of a 15-foot permanent water and wastewater easement and a 15-foot temporary construction easement by Discount Tire Company for the completion of the Northeast Sewer Line project and authorizing the City Manager to execute said easement documents. **Wesley Wright, Public Works Division Head/City Engineer**

BACKGROUND/HISTORY

The project consists of the installation of a 24-inch gravity sewer line from the Northeast Wastewater Treatment facility to BNSF railway and 12-inch force main from BNSF railway to the new lift station to be located in place of the existing lift station (next to Arby's restaurant). The project is planned to enhance the development of the Copperas Cove Business Park and to further improve the general welfare, health and public safety of the citizens of Copperas Cove.

In November 2008, the voters of Copperas Cove approved a bond proposition authorizing the issuance of debt for the water and sewer infrastructure needs on the east end of the City. In October 2010, the City Council adopted a Five-Year Capital Improvements Plan which included the Northeast Sewer Line project.

FINDINGS/CURRENT ACTIVITY

During discussions while seeking an easement from Benny Boyd, City staff and the consulting engineer discovered inaccurate information was recorded for the property owned by Mr. Benny Boyd. Thus, an easement from Discount Tire Company became crucial to the completion of the project. The consulting engineer contacted representatives from Discount Tire Company which resulted in an agreement with Discount Tire to provide the requested easement at no cost to the City.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council approve Resolution No. 2011-19, accepting the dedication of a 15-foot permanent water and wastewater easement and 15 foot temporary construction easement by Discount Tire Company for the completion of the Northeast Sewer Line project and authorize the City Manager to execute the easement documents.

Fiscal Impact

Funds available Y/N?: Y

FINANCIAL IMPACT:

The only expenses incurred as a result of the easement requested from Discount Tire Company are legal fees for the preparation of the documents.

Attachments

Link: [Resolution](#)

Link: [Agreement](#)

Link: [Resolution Exhibit A](#)

Link: [Easement Map Total Project](#)

RESOLUTION NO. 2011-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ACCEPTING A DEDICATION OF A 15-FOOT PERMANENT WATER AND WASTEWATER EASEMENT AND 15-FOOT TEMPORARY CONSTRUCTION EASEMENT BY DISCOUNT TIRE COMPANY FOR THE COMPLETION OF THE NORTHEAST SEWER LINE (EASTSIDE INFRASTRUCTURE) PROJECT (“THE PROJECT”).

WHEREAS, the City Council of the City of Copperas Cove previously resolved that a public necessity exists for the implementation and completion of the Northeast Sewer Line (Eastside Infrastructure) Project to enhance the development of the Copperas Cove Business Park and to further improve the general welfare, health and public safety of the Citizens of the City of Copperas Cove, Texas and the general public at large; and

WHEREAS, the City Council has previously resolved and authorized the City to acquire all necessary property rights for the project including by taking appropriate measures to acquire necessary property through eminent domain; and

WHEREAS, through diligent efforts to avoid costs and other expenditure of resources to acquire certain property rights through eminent domain, the City has been able approach various property owners to negotiate the direct purchase of certain property in order to further the development of The Project; and

WHEREAS, Discount Tire Company, a national chain with a branch located in Copperas Cove, Texas, has graciously offered to dedicate a permanent utility easement to the City for the construction, development and maintenance of the sewer line, a portion of which is to be constructed on and under Discount Tire’s property; and

WHEREAS, Discount Tire Company has also offered to permit the City to access and additional portion of its property through the granting of a 15-foot Temporary Construction Easement adjacent to the permanent utility easement to be used throughout the duration of the construction phase of The Project; and

WHEREAS, without the offer of Discount Tire to dedicate and convey these easements to the City of Copperas Cove for this necessary public works project, the citizens of the City of Copperas Cove would have had to incur expenses including costs of appraisals, litigation, special commissioners’ and attorney’s fees associated with condemnation of the property.

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

SECTION 1. That the City Council hereby finds and determines that it is in the best interest of the citizens of the City of Copperas Cove to accept the dedication of a permanent utility easement and temporary construction easement, as described in the attached Exhibit "A", by Discount Tire Company for use in the construction, development and maintenance of the Northeast Sewer Line (Infrastructure Project) and for any and all other uses required by the project engineers and as agreed to and accepted by Discount Tire.

SECTION 2. That the City Council of Copperas Cove accepts the dedication of the permanent utility easement and temporary construction easement for these purposes and wholeheartedly thanks and offers its gratitude to Discount Tire Company for this dedication and gift to the citizens of the City of Copperas Cove.

PASSED, APPROVED, AND ADOPTED on this 3rd day of May 2011 at a regular meeting of the City Council of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et.seq. at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

Agreement for Utility Easement

Date: _____, 2011

Grantor(s): HALLE PROPERTIES, LLC, d/b/a Discount Tire Company

Grantor's Mailing Address: 20225 N. Scottsdale, Scottsdale, AZ 85255

Grantee/Holder: CITY OF COPPERAS COVE, a Texas Municipal Corporation.

Grantee's Mailing Address: P.O. Drawer 1449, Copperas Cove, TX 76522

Easement Property: All that certain tract, piece or parcel of land, lying and being situated in the County of Coryell, State of Texas, described as "15 – Foot Water and Wastewater Easement" in EXHIBIT "A" attached hereto and made a part hereof for all purposes, to which reference is here made for a more particular description of said property.

Easement Purpose: For the installation, construction, maintenance, replacement, repair, and upgrade of public utilities, hereinafter referred to as "Facilities".

Consideration: In consideration of the premises and the sum of ONE DOLLAR (\$1.00), cash in hand paid, the receipt and sufficiency of which is hereby acknowledged, the Owner does hereby dedicate to public use the 15' permanent water and wastewater easement shown and designated as such in the survey and metes and bounds in Exhibit "A". This dedication is made in accordance with the statutes and other laws of the State of Texas.

Reservations from Conveyance: None.

Exceptions to Warranty: This conveyance is made by Grantor and accepted by Grantee subject to any and all existing easements, covenants, rights-of-way, conditions, restrictions, outstanding mineral interests and royalty interests, if any, relating to the Easement Property, to the extent, and only to the extent, that the same may still be in force and effect, and either shown of record in the office of the County Clerk of Coryell County, Texas, or that may be apparent on the Easement Property.

Grant of Easement: Grantor, for the Consideration and subject to the Reservations from Conveyance and Exceptions to Warranty, dedicates, grants and conveys to Grantee and Grantee's heirs, successors, and assigns an easement over, on, and across the Easement Property for the Facilities, together with all and singular the rights and appurtenances thereto in any way belonging (collectively, the "Easement"), to have and to hold the Easement to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs, successors, and assigns to warrant and forever defend the title to the Easement in Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the Easement or any part of the Easement, except as to the Reservations from Conveyance and Exceptions to Warranty to the extent that such claim arises by, through, or under Grantor but not otherwise.

Terms and Conditions: The following terms and conditions apply to the Easement granted by this agreement:

1. *Character of Easement.* The Easement granted herein is "in gross," in that there is no "Benefitted Property." Nevertheless, the Easement rights herein granted shall pass to Grantee's successors and assigns, subject to all of the Terms hereof. The Easement rights of use granted herein are nonexclusive and irrevocable. The Easement is for the benefit of Grantee and Grantee's heirs, successors and assigns who at any time own any interest in the conveyance is subject to the terms of this agreement.

2. *Duration of easement.* The duration of the Easement is perpetual, unless and until it is relinquished or abandoned by ordinance by Grantee.
3. *Reservation of Rights.* Holder's right to use the Easement Property in nonexclusive, and Grantor and Grantor's heirs, successors, and assigns the right to use all or part of the Easement Property in conjunction with Holder as long as such use by Grantor and Grantor's heirs, successors, and assigns does not interfere with the use of the Easement Property by Holder for the Easement Purpose, or construct any building, structure or obstruction. Grantor's right to use the Easement Property specifically includes, but is not limited to installing landscaping, driveways and parking areas. The right to convey to others the right to use all or part of the Easement Property in conjunction with Holder, as long as such further conveyance is subject to the terms of this agreement.
4. *Secondary Easement.* Holder has the right (the "Secondary Easement") to use the surface of a 15 foot wide area adjacent to the Easement Property more fully described through the attached metes and bounds shown in EXHIBIT "B" as the "15' Temporary Construction Easement" to assist in the initial installation of the Facilities within the Easement Property. However, Holder must promptly restore the area of the 15' Temporary Construction Easement to its previous physical condition if changed by use of the rights granted by this Secondary Easement.
5. *Improvement and Maintenance of Easement Property.* Improvement and maintenance of the Easement Property and the Facilities will be at the sole expense of Holder. Holder has the right to eliminate any encroachments into the Easement Property. Holder has the right to construct, install, maintain, replace, and remove the Facilities under or across any portion of the Easement Property. All matters concerning the Facilities and their configuration, construction, installation, maintenance, replacement, and removal are at Holder's sole discretion, subject to performance of Holder's obligations under this agreement. Holder has the right to remove or relocate any fences or other encroachments within the Easement Property or along or near its boundary lines if reasonably necessary to construct, install, maintain, replace, or remove the Facilities. Grantee will also replace to their original condition any landscaping, driveways or parking areas that were in existence prior to the granting of the Easement Property and are damaged in connection with the work.
6. *Equitable Rights of Enforcement.* This Easement may be enforced by restraining orders and injunctions (temporary or permanent) prohibiting interference and commanding compliance. Restraining orders and injunctions will be obtainable on proof of the existence of interference or threatened interference, without the necessity of proof of inadequacy of legal remedies or irreparable harm, and will be obtainable only by the parties to or those benefited by this agreement; provided, however, that the act of obtaining an injunction or restraining order will not be deemed to be an election of remedies or a waiver of any other rights or remedies available at law or in equity.
7. *Attorney's Fees.* If either party retains an attorney to enforce this agreement, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court and other costs.
8. *Binding Effect.* This agreement binds and inures to the benefit of the parties and their respective heirs, successors, and permitted assigns.
9. *Choice of Law.* This agreement will be construed under the laws of the state of Texas, without regard to choice-of-law rules of any jurisdiction. Venue is in the county or counties in which the Easement Property is located.
10. *Counterparts.* This agreement may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

11. *Waiver of Default.* It is not a waiver of or consent to default if the nondefaulting party fails to declare immediately default or delays in taking any action. Pursuit of any remedies set forth in this agreement does not preclude pursuit of other remedies in this agreement or provided by law.
12. *Further Assurances.* Each signatory party agrees to execute and deliver any additional documents and instruments and to perform any additional acts necessary or appropriate to perform the terms, provisions, and conditions of this agreement and all transactions contemplated by this agreement.
13. *Integration.* This agreement contains the complete agreement of the parties and cannot be varied except by written agreement of the parties. The parties agree that there are no oral agreements, representations, or warranties that are not expressly set forth in this agreement.
14. *Legal Construction.* If any provision in this agreement is for any reason unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the parties, the unenforceability will not affect any other provision hereof, and this agreement will be construed as if the unenforceable provision had never been a part of the agreement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Article and section headings in this agreement are for reference only and are not intended to restrict or define the text of any section. This agreement will not be construed more or less favorably between the parties by reason of authorship or origin of language.
15. *Notices.* Any notice required or permitted under this agreement must be in writing. Any notice required by this agreement will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this agreement. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.
16. *Recitals.* Any recitals in this agreement are represented by the parties to be accurate, and constitute a part of the substantive agreement.

Halle Properties, LLC d/b/a Discount Tire Company, a Corporation:

 Name:
 Title:

ACKNOWLEDGMENTS

STATE OF ARIZONA §
 §
COUNTY OF MARICOPA §

This instrument was acknowledged before me on this ____ day of _____, 2011 by _____, on behalf of **HALLE PROPERTIES, LLC, d/b/a Discount Tire Company**, a corporation.

 Notary Public, State of Arizona

ACCEPTED:

The **CITY OF COPPERAS COVE**

By:

Andrea M. Gardner, City Manager

ACKNOWLEDGMENT

STATE OF TEXAS §

§

COUNTY OF CORYELL §

The above instrument, titled "Agreement for Utility Easement" to which this Acknowledgment is attached was acknowledged before me on this ____ day of _____, 2011 by **Andrea M. Gardner**, City Manager of the City of Copperas Cove, a Texas Municipal Corporation, on behalf of said Municipal Corporation.

Notary Public, State of Texas

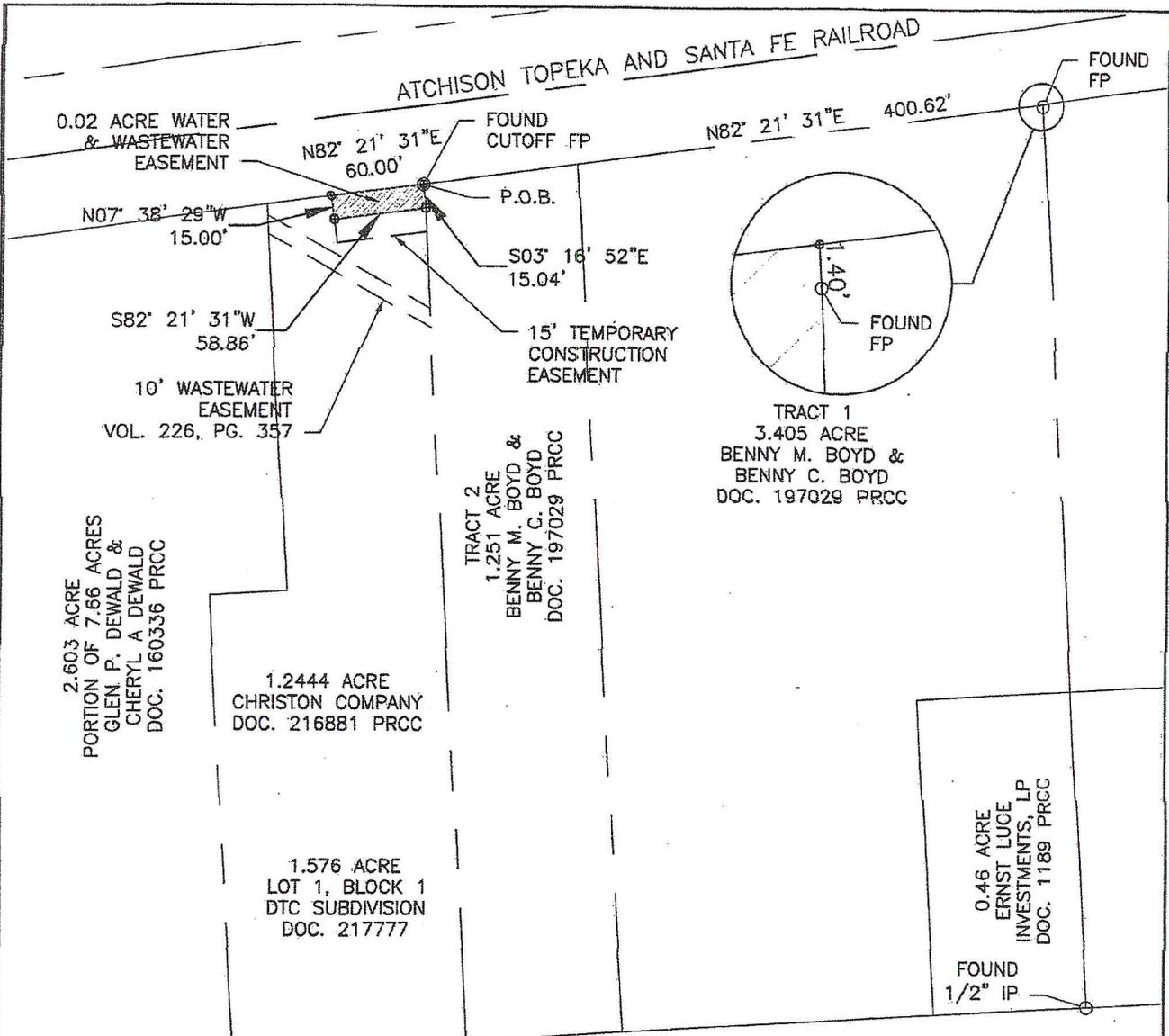
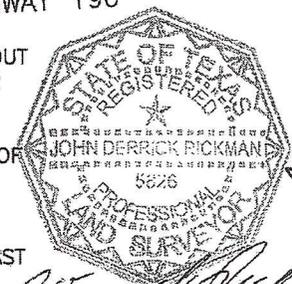


EXHIBIT TO ACCOMPANY LEGAL DESCRIPTION OF: U.S. HIGHWAY 190

A 0.02 ACRE OR 891.42 SQUARE FEET MORE OR LESS, TRACT OF LAND BEING OUT OF LOT 1, BLOCK 1 OF THE DTC SUBDIVISION, RECORDED IN DOCUMENT NUMBER 217777 OF THE OFFICIAL PUBLIC RECORDS OF CORYELL COUNTY, TEXAS AND CONVEYED IN A CALLED 1.2444 ACRE TO CHRISTON COMPANY RECORDED IN DOCUMENT 216881 OF THE PUBLIC RECORDS OF CORYELL COUNTY, TEXAS, OUT OF THE W.P. HARDEMAN SURVEY, ABSTRACT 454, OF CORYELL COUNTY, TEXAS. SAID 0.02 ACRE TRACT BEING MORE FULLY DESCRIBED AS FOLLOWS, WITH BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM AS ESTABLISHED FROM THE NORTH AMERICAN DATUM OF 1983 (CORS96) FOR THE CENTRAL ZONE BASED ON THE EAST LINE OF THE 3.42 ACRE TRACT AS FOUND MONUMENTED ON THE GROUND:

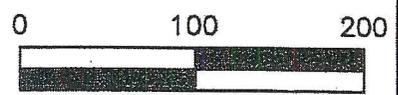
LEGEND

- ⊙ CALCULATED POINT
- P.O.C. POINT OF COMMENCING
- P.O.B. POINT OF BEGINNING
- CCDR CORYELL COUNTY DEED RECORDS
- PRCC PUBLIC RECORDS CORYELL COUNTY, TEXAS



John Derrick Rickman
Rickman Land Surveying

SCALE: 1" = 100'



RIVER CITY ENGINEERING
Texas Registered Engineering Firm F-0001546

3801 SOUTH 1ST STREET
AUSTIN, TEXAS 78704-7047
PHONE-(512) 442-3008
FAX-(512) 442-6522

1011 W. COUNTY LINE ROAD, SUITE C
NEW BRAUNFELS, TEXAS 78130
PHONE-(830)-626-3588
FAX-(830)-626-3801

CITY OF COPPERAS COVE, TEXAS

0.02 ACRE WATER & WASTEWATER EASEMENT

SHEET: 1 OF 1

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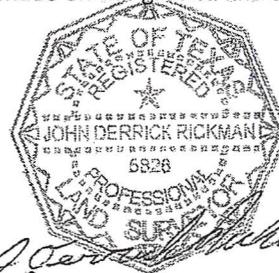


FIELD NOTES

Fieldnotes for a 15-Foot Water and Wastewater Easement

A 0.02 acre or 891.42 square feet more or less, tract of land being out of Lot 1, Block 1 of the DTC Subdivision, recorded in Document Number 217777 of the Official Public Records of Coryell County, Texas and conveyed in a called 1.2444 acre to Christon Company recorded in Document 216881 of the Public Records of Coryell County, Texas, out of the W.P. Hardeman Survey, Abstract 454, of Coryell County, Texas. Said 0.02 acre tract being more fully described as follows, with bearings based on the Texas Coordinate System as established from the North American Datum of 1983 (CORS96) for the Central Zone based on the east line of the 3.42 acre tract as found monumented on the ground:

- BEGINNING:** At a FOUND cutoff Fence Post for the northeast corner of the 1.2444 acre tract, for the northwest corner of Tract 2 of a called 1.251 acre tract conveyed to Benny M. Boyd & Benny C. Boyd recorded in Document 197029 of the Public Records of Coryell County, Texas;
- THENCE:** S 03°16'52" W, with the east line of the 1.2444 acre tract, a west line of the 1.251 acre tract and a east line of this easement, a distance of 15.04 to a point for a southeast corner of this easement;
- THENCE:** Departing the east line of the 1.2444 acre tract and across the 1.2444 acre tract the following calls and distances;
- S 82°21'31" W, a distance of 58.86 feet to a point for a southwest corner of this easement,
- N 07°38'29" W, a distance of 15.00 feet to a point in the south right-of-way line of the Atchison Topeka and Santa Fe Railroad, for the northwest corner of this easement;
- THENCE:** N 82°21'31" E, with the south right-of-way line of the Atchison Topeka and Santa Fe Railroad, a north line of the 1.2444 acre tract and this easement, a distance of 60.00 feet to the POINT OF BEGINNING and containing 0.02 acre in Coryell County, Texas. Said tract being described in accordance with a survey made on the ground and an exhibit prepared by River City Engineering.



John Derrick Rickman
Rickman Land Surveying



FIELD NOTES

Exhibit B
Fieldnotes for a 15-Foot Temporary Construction Easement

A 0.02 acre or 874 square feet more or less, tract of land being out of Lot 1, Block 1 of the DTC Subdivision, recorded in Document Number 217777 of the Office Public Records of Coryell County, Texas and conveyed in a called 1.2444 acre to Christon Company recorded in Document 216881 of the Public Records of Coryell County, Texas, out of the W.P. Hardeman Survey, Abstract 454, of Coryell County, Texas. Said 0.02 acre tract being more fully described as follows, with bearings based on the Texas Coordinate System as established from the North American Datum of 1983 (CORS96) for the Central Zone based on the north line of the 1.2444 acre tract as found monumented on the ground:

COMMENCING: At a FOUND cutoff Fence Post for the northeast corner of the 1.2444 acre tract, for the northwest corner of a called 1.251 acre tract conveyed to Benny M. Boyd & Benny C. Boyd recorded in Document 197029 of the Public Records of Coryell County, Texas;

THENCE: S 03°16'52" W, with the east line of the 1.2444 acre tract and the west line of the 1.251 acre tract a distance of 15.04 feet to a point in the east line of the 1.2444 acre tract for the northwest corner and POINT of BEGINNING of this easement;

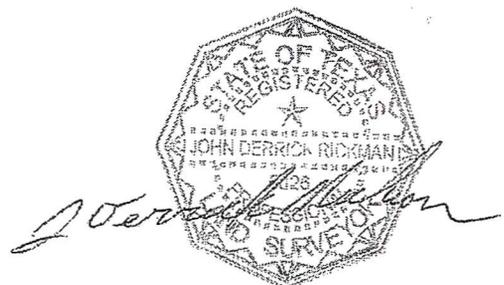
THENCE: S 03°16'52" W, with the east line of the 1.2444 acre tract, a west line of the 1.251 acre tract and a east line of this easement, a distance of 15.04 to a point for a southeast corner of this easement;

THENCE: Departing the east line of the 1.2444 acre tract and across the 1.2444 acre tract the following calls and distances;

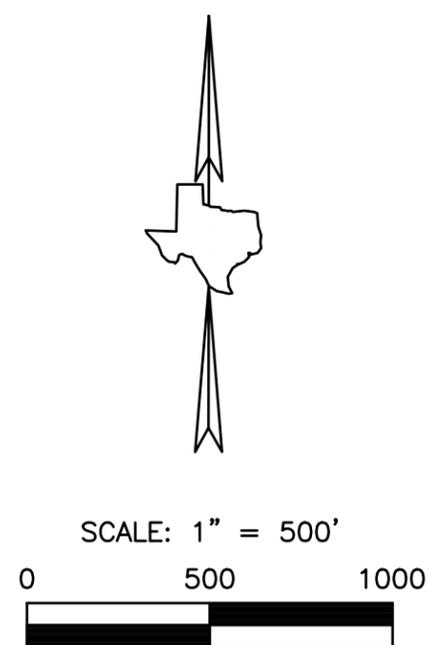
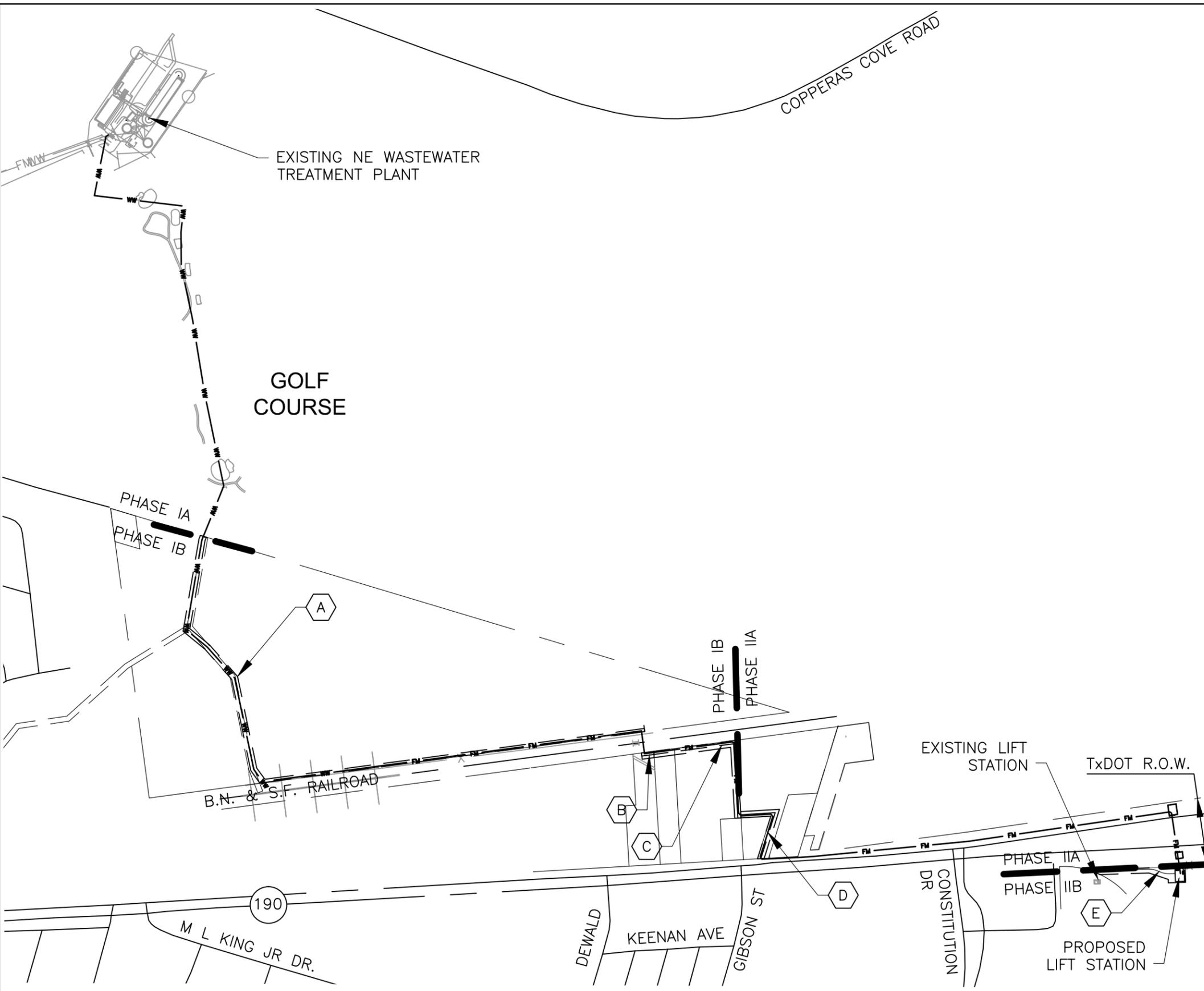
S 82°21'31" W, a distance of 57.71 feet to a point for a reentrant corner of this easement,

N 07°38'29" W, at a distance of 15.00 feet to the southwest corner of a permanent 0.02 acre corner water & wastewater easement, for the northwest corner of this easement;

THENCE: N 82°21'31" E, with the south line of the permanent 0.02 acre corner water & wastewater easement, a distance of 58.86 feet to the POINT OF BEGINNING and containing 0.02 acre in Coryell County, Texas. Said tract being described in accordance with a survey made on the ground and an exhibit prepared by River City Engineering.



FILE: P:\Projects\5019 (Copperas Cove)\88-Eastside Infrastructure Impr-Phase I\CAD\Exhibits\Proposed Easement Overall - 2011-04-03.dwg TAB: 11X17 LANDSCAPE PLOTTED: 4/12/2011 3:58 PM BY: GLE



EASEMENT AREAS		
SECTION	DESCRIPTION	AREA
A	DEWALD PROPERTY	1.534 A.C.
B	DISCOUNT TIRE	0.02 A.C.
C	BENNY BOYD	0.26 A.C.
D	CLAUSON	0.13 A.C.
E	ECONOMIC DEVELOPMENT CORP.	0.38 A.C.

RIVER CITY ENGINEERING
 Texas Registered Engineering Firm F-0001546
 3801 SOUTH 1ST STREET
 AUSTIN, TEXAS 78704-7047
 PHONE-(512) 442-3008
 FAX-(512) 442-6522

1011 W. COUNTY LINE ROAD, SUITE C
 NEW BRAUNFELS, TEXAS 78130
 PHONE-(830)-626-3588
 FAX-(830)-626-3601

CITY OF COPPERAS COVE, TEXAS
 EASTSIDE INFRASTRUCTURE IMPROVEMENT PROJECT

OVERALL EASEMENT MAP

City Council Regular

Item #: I. 7.

Date: 05/03/2011

Contact: Mike Morton, Chief Building Official,
Building Department

Information

SUBJECT

Consideration and action on an ordinance amending Chapter 16.5 "signs" of the City's Code of Ordinances providing for certain exceptions. ***Mike Morton, Chief Building Official***

BACKGROUND/HISTORY

Chapter 16.5 of the Code of Ordinances was last revised in January of 2010. Currently, Section 16.5-10 Signs Exempt from Regulations, does not allow an exemption for special event signage for City sponsored events.

FINDINGS/CURRENT ACTIVITY

Council requested Section 16.5-10 be revised to include an exemption for City sponsored events. The City Attorney has reviewed the proposed changes to the ordinance and provided suggested language to allow for the exemption.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council approve Ordinance No. 2011-21, revising Chapter 16.5, Section 16.5-10 of the Code of Ordinances.

Attachments

Link: [Sign Ord amendment](#)

ORDINANCE NO. 2011-21

AN ORDINANCE PROVIDING FOR CERTAIN EXCEPTIONS TO OFF-PREMISE SIGNS PERMITTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Copperas Cove seeks to provide for the orderly development of land and use of property within its corporate limits and extraterritorial jurisdiction (“ETJ”); and

WHEREAS, the City Council seeks to maintain the value of the City of Copperas Cove’s scenic and natural resources, which are the keystones of the City’s economic strength and quality of life, through a comprehensive regulatory program that includes land use and development ordinances regulating signs; and

WHEREAS, the City Council finds that certain off-premise signs owned by the City and permitted by the Texas Department of Transportation should be allowed; and

WHEREAS, the City Council finds that such signs if properly constructed and maintained provide for important community information to be relayed to the its citizens and tourists is of benefit to the entire community; and

WHEREAS, the City Council finds it to be in the best interest of the public safety, health, and general welfare to allow for said signs; and

WHEREAS, the City Council is authorized to regulate signs by virtue of the Texas Constitution, the City of Copperas Cove’s police power, and Texas Local Government Code Chapter 216.

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

SECTION 1. AMENDMENT.

The City of Copperas Cove Code of Ordinance Chapter 16.5, Section 16.5-10 (a) is hereby amended to add the following subsection:

(7) Signs Permitted to the City by the Texas Department of Transportation. Signs permitted to the City by the Texas Department of Transportation are permitted subject to the following:

- a. Only temporary signs advertising activities funded in part by the City shall be allowed;
- b. Application for use of the signs shall be made no later than 60 days before the date of use;
- c. The application for the use of the signs shall be in a form approved by the City Manager and include at minimum the following information:
 - i. Name of applicant
 - ii. Address of applicant
 - iii. Description of Event
 - iv. Date signs must be removed
- d. An application fee of _____ shall be required.

SECTION 2. RELATION TO OTHER ORDINANCES.

This ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance. This ordinance is specifically subordinate to any ordinance or regulations of the City of Copperas Cove pertaining to building and construction safety or to pedestrian and traffic safety.

SECTION 3. EFFECTIVE DATE.

This ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

SECTION 4. SAVINGS CLAUSE.

The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Copperas Cove under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

SECTION 5. CUMULATIVE.

The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein. This ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance.

SECTION 6. SEVERABILITY.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

PASSED, APPROVED, AND ADOPTED on this 3rd day of May 2011 at a regular meeting of the City Council of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et.seq. at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney

City Council Regular

Item #: J.

Date: 05/03/2011

Information

Subject

REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS

Information

SUBJECT

Chamber of Commerce 1st Quarter Report for 2011. *Marty Smith, President, Copperas Cove Chamber of Commerce*

BACKGROUND/HISTORY

The Chamber of Commerce has an agreement with the City of Copperas Cove to promote the city and bring visitors, tourists, and new families into our city. The city in return funds part of the Chamber's Tourism Budget from the City's Hotel Motel Tax Fund. The Chamber is responsible at the end of each quarter to report to the City Council on how these funds have been used.

FINDINGS/CURRENT ACTIVITY

The Chamber of Commerce report shows the increase in visitors, dollars spent in our city, and the increase in people moving into our city to live, work, and play. The Chamber has done an outstanding job in promoting our city above and beyond the funds that it receives.

The Chamber's Tourism Programs, active interaction with other organizations and chambers, and wide distribution of our brochures bring more dollars into our community each year.

ACTION OPTIONS/RECOMMENDATION

N/A

Attachments

Link: [Chamber report](#)



Copperas Cove Chamber of Commerce Hotel Motel Tax 2011 Budget vs. Actual

	2011 Estimated Tourism Budget	2011 1st Quarter Actual	2011 2nd Quarter Actual	2011 3rd Quarter Actual	2011 4th Quarter Actual	Year to Date 2011 Totals	
Advertising	56,252.00	11,348.01					
General & Administrative	130,768.00	43,543.32					
Promotional	17,654.00	5,143.37					
Supplies/Printing/Postage	13,678.00	1,705.77					
Tourism Event Entertainment	16,654.00	0.00					
Tourism Events	92,841.00	2,120.17					
Chamber 2011 Est. Tourism Budget	327,847.00	63,860.64	0.00	0.00	\$ -	0.00	<i>Total Chamber Expenditure 2010</i>
2011 City Hotel/Motel Tax Funds Commitment	177,800.00	44,450.00					<i>Total Hotel Motel Tax Funds for 2010</i>
Difference in Budgets	\$ (150,047.00)	\$ (19,410.64)	0.00	0.00	0.00	0.00	<i>Unmet Tourism Needs Paid by Chamber Operating Fund</i>

The overage in the budget is paid out of the Chamber "Operating Fund".

Tourism Event Performance Indicators		2010 Actual	2010 Actual			2011 As of 1st Quarter	
	2010 Actual	2010 Actual			2011 As of 1st Quarter	Overnight Tourist	
	Participants	Hotel Rooms			Participants		
Rabbit Fest	44,779	57			0	0	
Bike/Run Central Texas	2173	721			816	172	
Other Events	4,132	141			0	0	
	2010 Actual	2011 Projected	2011 Actual	2011 Actual	2011 Actual	2011 Actual	2011 Actual
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total YTD
Website Hits	1,715,280	1,715,280	387,946				
Relocation Requests	359		56				
Welcome Bags	2,730	2,730	1094				
Visitors Bureau	2,484	2,484	186				

City Council Regular

Item #: L. 1.

Date: 05/03/2011

Information

SUBJECT

Pursuant to §551.072 of the Open Meetings Act, *Tex. Gov't Code*, Council will meet in Executive Session to deliberate the purchase, exchange, lease, or value of real property - Purchase of real property.
