



**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](http://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 17, 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 and discussion on Geographical Information Systems. **Andrea M. Gardner, City Manager.**
2. Direction to 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 \_\_\_\_\_, May 13, 2011, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

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Jane Lees, TRMC, CMC  
City Secretary

**Information**

**SUBJECT**

Presentation and discussion on Geographical Information Systems. *Andrea M. Gardner, City Manager.*

**BACKGROUND/HISTORY**

**FINDINGS/CURRENT ACTIVITY**

**ACTION OPTIONS/RECOMMENDATION**

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**City Council Workshop**

**Item #: C. 2.**

**Date: 05/17/2011**

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**Information**

**Subject**

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

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

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Notice is hereby given that a **Regular Council Meeting** of the City of Copperas Cove, Texas, will be held on **May 17, 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 of the Quarter Recognitions - 1st Quarter 2011. **Andrea M. Gardner, City Manager.**
    - Joseph Diaz, Patrol Officer
    - Deanna Sloan, Senior Accountant
  - 2. Proclamation: Law Enforcement Torch Run Day for Special Olympics Texas. **John Hull, Mayor**
  - 3. Proclamation: Hurricane Preparedness Awareness 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 11, 2011. **Jane Lees, City Secretary**
  2. Consideration and action on approving minutes from the workshop council meeting of April 12, 2011. **Jane Lees, City Secretary**
  3. Consideration and action on approving minutes from the workshop council meeting of May 3, 2011. **Stefanie Brown, Deputy City Secretary**
  4. Consideration and action on approving minutes from the regular council meeting of May 3, 2011. **Stefanie Brown, Deputy City Secretary**
  5. Consideration and action on approving minutes from the special council meeting of May 10, 2011. **Jane Lees, City Secretary**
  6. Consideration and action on a resolution authorizing and supporting the City Manager in the submission of a grant application to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) for the FY 2011 COPS Hiring Program (CHP). **Tim Molnes, Police Chief**
- H. **PUBLIC HEARINGS/ACTION - None.**
- I. **ACTION ITEMS**
1. Consideration and action on a resolution, canvassing returns and declaring the results of the General Election held on May 14, 2011. **Jane Lees, City Secretary**
  2. Consideration and action on the appointments to the Copperas Cove Public Library Advisory Board. **Margaret Handrow, Library Director**
  3. Consideration and action on appointments to the City of Copperas Cove TIRZ Number One (Valley at Great Hills) Board Member Positions One, Two and Four. **Ryan Haverlah, Assistant Director of Finance/Budget Director**
- J. **REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS**
1. Presentation on Economic Development Projects by the Copperas Cove Economic Development Corporation. **Polo Enriquez, Executive Director, Copperas Cove Economic Development Corporation**
- K. **ITEMS FOR FUTURE AGENDAS**
- L. **EXECUTIVE SESSION**
- 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 \_\_\_\_\_, May 13, 2011, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

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Jane Lees, TRMC, CMC  
City Secretary

Date: 05/17/2011

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**Information**

**Subject**

Employee of the Quarter Recognitions - 1st Quarter 2011. ***Andrea M. Gardner, City Manager.***

- Joseph Diaz, Patrol Officer
  - Deanna Sloan, Senior Accountant
-

City Council Regular

Item #: E. 2.

Date: 05/17/2011

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**Information**

**Subject**

Proclamation: Law Enforcement Torch Run Day for Special Olympics Texas. ***John Hull, Mayor***

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**Attachments**

Link: [Proclamation](#)

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## PROCLAMATION

**WHEREAS,** on May 24, 2011, the CenTex Law Enforcement Committee for Special Olympics, our Guardians of the Flame, will begin their journey; and

**WHEREAS,** the support provided by this dedicated group has contributed greatly to programs in our communities, which involves more than 24,675 athletes with mental retardation in Texas; and

**WHEREAS,** to highlight their efforts and the Special Olympics Program, over 500 volunteers will carry the torch more than 2,500 miles to Arlington, Texas to present it at the Summer Games Opening Ceremonies on May 26, 2011; and

**WHEREAS,** here in Texas, Law Enforcement Torch Run began in 1985 and has grown to become the largest in the nation; and

**WHEREAS,** the Special Olympics athletes oath, "Let me win, but if I can not win, let me be brave in the attempt," inspires Law Enforcement Torch Run volunteers to carry the torch for them.

**NOW, THEREFORE,** I, John Hull, Mayor of the City of Copperas Cove, Texas do hereby proclaim May 24, 2011, shall be observed as:

### ***"Law Enforcement Torch Run Day for Special Olympics Texas"***

in the City of Copperas Cove, Texas, and I urge each and every citizen to recognize the efforts and the crucial role that Special Olympics Law Enforcement Torch Run volunteers play in the lives of Special Olympics athletes.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of Copperas Cove to be affixed this 17th day of May 2011.

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John Hull, Mayor

**ATTEST:**

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Jane Lees, City Secretary

City Council Regular

Item #: E. 3.

Date: 05/17/2011

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**Information**

**Subject**

Proclamation: Hurricane Preparedness Awareness Week. *John Hull, Mayor*

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**Attachments**

Link: [Proclamation](#)

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## PROCLAMATION

**WHEREAS,** Texas hurricane season each year begins June 1 and ends November 30; and

**WHEREAS,** the 624-mile Texas Gulf coastline, areas of Texas hundreds of miles inland, and even the City of Copperas Cove, are vulnerable to the devastating effects of a hurricane or tropical storm; and

**WHEREAS,** both public and private entities should develop emergency response and recovery plans in accordance with local jurisdictions and our emergency management office; and

**WHEREAS,** the National Weather Service and the Texas Division of Emergency Management are designating the week of May 22-28, 2011 as

### ***“Hurricane Preparedness Awareness Week”***

in Texas and the City of Copperas Cove; and

**WHEREAS,** the National Weather Service, the Texas Division of Emergency Management, the Copperas Cove Office of Emergency Management and the leaders of Copperas Cove strongly suggest that all residents and visitors to this area be made aware of the potential dangers of these storms; and

**WHEREAS,** the best defense is preparedness and public education about the dangers of the high winds, storm surge, flooding and tornadoes that may occur for hundreds of miles in conjunction with a hurricane or tropical storm.

**NOW, THEREFORE, I,** John Hull, Mayor of the City of Copperas Cove, Texas, urge all citizens of this City and this community to participate in hurricane preparedness activities, and to pay close attention to hurricane watch and warning instructions.

**IN TESTIMONY WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Copperas Cove, Texas to be affixed this 17th day of May 2011.

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John Hull, Mayor

ATTEST:

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Jane Lees, City Secretary

Date: 05/17/2011

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**Information**

**Subject**

Consideration and action on approving minutes from the workshop council meeting of April 11, 2011.

***Jane Lees, City Secretary***

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**Attachments**

Link: [4-11-11 workshop minutes](#)

Link: [CIP Presentation](#)

Link: [Budget Presentation](#)

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**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
April 11, 2011 – 8:30 A.M.**

**A CALL TO ORDER** - Mayor Hull called the workshop to order at 8:30 a.m.

**B ROLL CALL**

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

Attendees: Andrea M. Gardner, City Manager  
Tim Molnes, Police Chief, Assistant City Manager  
Jane Lees, City Secretary  
Kelli Sames, Human Resources Division Head

**C WORKSHOP ITEMS**

- 1** Presentation and discussion on the FY 2011-2014 Capital Improvements Plan (CIP).  
***Andrea M. Gardner, City Manager***

Ms. Gardner presented a PowerPoint showing updates and proposed revisions to the FY 2011-2014 CIP projects. Projects and staff proposed changes discussed are listed on the attached presentation and made a part of these minutes.

Main points discussed:

- Fiscal Year 2012 CIP projects
- Additions and Deletions to Fiscal Year 2010-2014 CIP
- CIP Deletions
- Council consideration regarding future CIP Criteria

- 2** Presentation and discussion on FY 2011 Adopted Budget. ***Andrea M. Gardner, City Manager***

Ryan Haverlah, Budget Director/Assistant Finance Director, presented a PowerPoint showing the current financial position of the City. The presentation is attached and made a part of these minutes.

Main topics of discussion included:

- Current financial position in all funds
- Policy and direction considerations

1. Payment options
2. RIF policy
3. Health benefits
4. Debt policy
5. Charter review

**3** Presentation and discussion on FY 2012 Proposed Budget. **Andrea M. Gardner, City Manager**

Ms. Gardner continued the presentation with the following topic of discussion:

- Fiscal Year 2012 Budget discussion points

1. Property tax and Homestead exemptions
2. Personnel
3. Consolidation of funds
4. Potential fee changes
5. Fuel prices
6. Non-City organizations
7. Hotel Occupancy Tax
8. Budget calendar
9. Council survey results

**a** Presentation and discussion on Hotel/Motel Occupancy Tax Funds. **Andrea M. Gardner, City Manager**

In past years the City would send out letters and open up funding to anyone who wished to apply. Council agreed it was best to cease sending out the letters for FY 2012. Funding will be primarily for the Chamber and Champs HOT Bowl.

Council Member Schmitz asked if the City could stretch the sixth category to fund sporting events in the City that could raise the hotel/motel tax. Specifically, can the City use the Hotel/Motel tax funds to help build the sports complex and ballfield complex. It was determined that the City will need legal advice on this suggestions. Mr. Haverlah said that the City could use the monies for the ballfields, but the tournaments would have to be state tournaments. Ms. Gardner said that the other option was if EDC funds were used. She said a referendum would have to be posed to the voters in order to use 4A funds for a 4B project. This could be added to the bond referendum at the same time on the 2012 ballot.

Mr. Schmitz said he did not feel that \$30,000 should be given to the HOT Bowl. He does not believe this is in the best interest of the City because the event does not get people into the community.

**4** Direction to City staff regarding items C-1, C-2, C-3, and C-3a above. **Andrea M. Gardner, City Manager**

Council direction as follows:

Drainage:

- Cancel the Circle Drive drainage improvements
- Move Colorade Drive stem wall to 2013
- Texas and Golf Course road drainage has higher priority over Colorado Drive stem wall

Solid Waste:

Include recommended projects in 2013 tax note.

City Hall:

- Look into using location of old Police Department facility for new City Hall
- City will contact other property owners on the block and discuss purchase
- EDC to occupy space in new city hall

Recreation:

- Doreen from the YMCA stated that the YMCA would be willing to staff the Recreation Center

Other:

- Staff will work with consultants on best way to package the referendums for the 2012 ballot and bring back to Council
- Require design RFQ's in adopted CIP projects
- Projects \$100,000 and above should be included in future CIP (2010-2014 CIP will remain at \$50,000)
- Future projects will have reporting/closeout requirements and list use for any excess funds
- Projects will have timelines
- Project staging will be included
- Future consideration will be made on requiring new buildings constructed to be LEEDS certified
- Staff will move forward with new policies as presented for accepting electronic funds as payment
- Health benefits to be available to new employees only after completing their six month probationary period. This will become effective October 1, 2011
- Move forward with development of a debt policy
- Appoint a Charter Review Committee in May/June 2011
- Change Homestead Exemption from \$12,000 to \$5,000 for persons over 65
- Increase water rates to \$3.07 per 1,000 gallons
- Increase sewer rates to \$4.00 per 1,000 gallons
- Add a \$2.00 convenience fee per credit card transaction
- Pass on to the City's customers a fuel surcharge that Waste Management charges to the City
- Continue funding the USO, but at a reduced amount
- Support a 2% COLA for City employees
- Do not raise the tax rate
- No new debt in FY 2012, except to the Water/Sewer GO debt
- Change the senior discount on water/sewer to apply only to the first 10,000 gallons

E **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at time 4:52 p.m.

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John Hull, Mayor

ATTEST:

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Jane Lees, City Secretary

# CAPITAL IMPROVEMENT PLAN

Update & Proposed Revisions



# CURRENT CIP STATUS

March 11, 2011 – Presentation on all current CIP projects

Questions from City Council on any of the current projects?

# FY 2012 CAPITAL IMPROVEMENT PROJECTS

# STREETS

- ① South 1<sup>st</sup> Street Reconstruction
- ① Pecan Cove Road Reconstruction
- ① Veterans Sidewalk Improvement

# STAFF PROPOSED CHANGES

- ◎ South 1<sup>st</sup> Street Reconstruction
  - ◎ Move total of \$216,600 to 2013
- ◎ Pecan Cove Road Reconstruction
  - ◎ Move total of \$957,000 to 2013
- ◎ Veterans Sidewalk Improvement
  - ◎ Move total of \$26,830 to 2013



# PARKS & RECREATION

- ① City Park Ball Field Lighting Phase I
- ① City Park Ball Field Lighting Phase II
- ① Heritage Park Playground Equipment
- ① High Chaparral Park Playground Equipment
- ① City Park Ballfield Scoreboards
- ① High Chaparral Park Development

# STAFF PROPOSED CHANGES

- ⊙ City Park Ball Field Lighting Phase I
  - ⊙ Delete, being combined into new project
- ⊙ City Park Ball Field Lighting Phase II
  - ⊙ Delete, being combined into new project
- ⊙ Heritage Park Playground Equipment
  - ⊙ Move total of \$42,000 to 2013



# STAFF PROPOSED CHANGES

- ⊙ High Chaparral Park Playground Equipment
  - ⊙ Delete, being combined into new project
- ⊙ City Park Ballfield Scoreboards
  - ⊙ Delete, being combined into new project
- ⊙ High Chaparral Park Development
  - ⊙ Delete, being combined into new project

# STAFF PROPOSED CHANGES

- ⊙ Highland Park Renovation and Improvement
  - ⊙ Update costs on project
    - Total Project \$197,100
- ⊙ Heritage Park Renovation and Improvements
  - ⊙ Update costs on project
    - Total Project \$229,932

# PROPERTY TAX SUPPORTED DEBT

	Principal	Interest	Total P & I
Tax Year 2010/Fiscal Year 2011	1,484,357	881,804	2,366,161
Tax Year 2011/Fiscal Year 2012	1,591,258	930,218	2,521,476
Tax Year 2012/Fiscal Year 2013	1,547,348	875,600	2,422,948
Tax Year 2013/Fiscal Year 2014	2,050,009	821,080	2,871,089
Tax Year 2014/Fiscal Year 2015	1,949,467	1,000,461	2,949,928
Tax Year 2015/Fiscal Year 2016	1,831,354	853,102	2,684,456
Tax Year 2016/Fiscal Year 2017	1,852,072	797,002	2,649,074
Tax Year 2017/Fiscal Year 2018	1,280,650	739,090	2,019,740
Tax Year 2018/Fiscal Year 2019	1,230,900	694,410	1,925,310
Tax Year 2019/Fiscal Year 2020	1,274,000	700,897	1,974,897
Tax Year 2020/Fiscal Year 2021	1,383,500	636,324	2,019,824
Total After TY2020/FY2021	11,724,500	2,987,902	14,712,402

# COUNCIL DIRECTION

- ③ Needs Assessment was presented to Council at the 2/2/11 workshop.
- ③ How to package bond referendum?
- ③ When to take to voters?

# FIRE DEPARTMENT

- ① Fire Station #2 Relocation

# STAFF PROPOSED CHANGES

- ① Fire Station #2 Relocation/Construction
  - ① Recommend leaving project in 2012

# CURRENT CONDITION





# COUNCIL DIRECTION

- ⊙ Time frame to seek voter approval:
  - ⊙ November 2011
  - ⊙ May 2012

# ADMINISTRATION

- ① Library Automation System

# STAFF PROPOSED CHANGES

- ⊙ Library Automation System
  - ⊙ If unable to fund through General Fund operations in 2012, move project to 2013



# WATER & SEWER

- ③ Turkey Run Tank Rehabilitation
- ③ CDBG Waterline Project (2012)
- ③ Bradford Oaks Sewer
- ③ Compost Renovations
- ③ Allen St. Waterline Upgrade

# STAFF PROPOSED CHANGES

- ◎ Turkey Run Tank Rehabilitation
  - ◎ Move total of \$230,000 to 2013
- ◎ CDBG Waterline Project (2012)
  - ◎ Leave in 2012 only if approved for grant
    - If approved \$40,000 will need to be funded from Operating.

# STAFF PROPOSED CHANGES

- ⊙ Bradford Oaks Sewer
  - ⊙ Move to Future Projects List (2015)
- ⊙ Compost Renovations
  - ⊙ Move \$35,000 from 2011 to 2012
  - ⊙ Move \$370,000 from 2012 to 2013

Note : If unable to fund in 2012 move project to 2013-2014.

# STAFF PROPOSED CHANGES

- ⊙ Allen St. Waterline Upgrade
  - ⊙ Leave in 2012 if there are excess funds from the 2012 CDBG grant, and TDRA approves an amendment to include this project.
  - ⊙ If not, move \$125,000 to 2013

# DRAINAGE

- ① Hughes Garden Drainage Improvements
- ① Circle Drive Drainage Improvements
- ① Colorado Drive Stem Wall
- ① Texas and Golf Course Road Drainage

# STAFF PROPOSED CHANGES

- ◎ Hughes Gardens Drainage Improvements
  - ◎ Move total of \$476,000 to 2013
- ◎ Circle Drive Drainage Improvements
  - ◎ Office of Emergency Management is requiring the City to provide a Cost Benefit Analysis (CBA) which would cost \$2,500-\$3,000 to obtain.
  - ◎ Direction needed from Council as to invest in the CBA in order to move forward with project.

# STAFF PROPOSED CHANGES

- ◎ Colorado Drive Stem Wall
  - ◎ If unable to fund through the Drainage operating fund in 2012, move project to 2013
- ◎ Texas and Golf Course Road Drainage
  - ◎ If unable to fund through the Drainage operating fund in 2012, move project to 2013

**If only one of these two projects can be funded in 2012 which one has higher priority?**

# GOLF COURSE

- ③ Cart Path Repair Phase I
- ③ Golf Course Greens Renovation
- ③ Renovation of Front 9 Fairways
- ③ Driving Range Renovations Phase I
- ③ Caddy Shack Renovations

# STAFF PROPOSED CHANGES

- ◎ Cart Path Repair Phase I
  - ◎ Move total of \$121,666 to 2013
- ◎ Golf Course Greens Renovation
  - ◎ Move total of \$100,000 to 2013
- ◎ Renovation of Front 9 Fairways
  - ◎ Move total of \$80,000 to 2013

# STAFF PROPOSED CHANGES

- ⊙ Driving Range Renovations Phase I
  - ⊙ Move total of \$30,000 to 2013
- ⊙ Caddy Shack Renovations
  - ⊙ Move total of \$45,000 to 2013



# COUNCIL FEEDBACK/DIRECTION

# ADDITIONS & DELETIONS TO FY 2010-2014 CIP

PARKS & RECREATION  
DEPARTMENT

# CITY PARK RENOVATION AND IMPROVEMENTS

- ◎ Project Description: Renovate and resurface existing fields with upgraded equipment and lighting. Establish new bathroom facilities and fields for increased usage. Additional parking and reconstruction of pond/special events area.
- ◎ Project Total \$7,289,136 (beginning 2013)
- ◎ This project includes the Ball field lighting and Score Boards, which deletes the following projects:
  - ◎ City Park Ball Field Lighting Phase I
  - ◎ City Park Ball Field Lighting Phase II
  - ◎ City Park Ball Field Scoreboards

# CITY PARK RENOVATION AND IMPROVEMENTS



CITY PARK MASTER PLAN - Preliminary

City of Copperas Cove

LUCK DESIGN TEAM



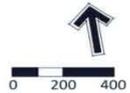
January 24, 2011

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# OGLETREE GAP SPORTS COMPLEX AND PARK DEVELOPMENT

- ◎ Project Description: Construction of a Regional Multi-Sport complex for Youth and Adult activities. Relocation of RV Park and additions to new features; Hike and Bike Trail, Outdoor Amphitheater and Park Development. Construction of Recreation Center (multi-purpose facility) with indoor pool and Parks Offices.
- ◎ Project Total \$22,642,919 (beginning 2013)
- ◎ This project will delete the following project:
  - ◎ Ogletree Gap Park Field Complex

# OGLETREE GAP SPORTS COMPLEX AND PARK DEVELOPMENT



## OGLETREE GAP PARK MASTER PLAN - Preliminary

City of Copperas Cove

LUCK DESIGN TEAM

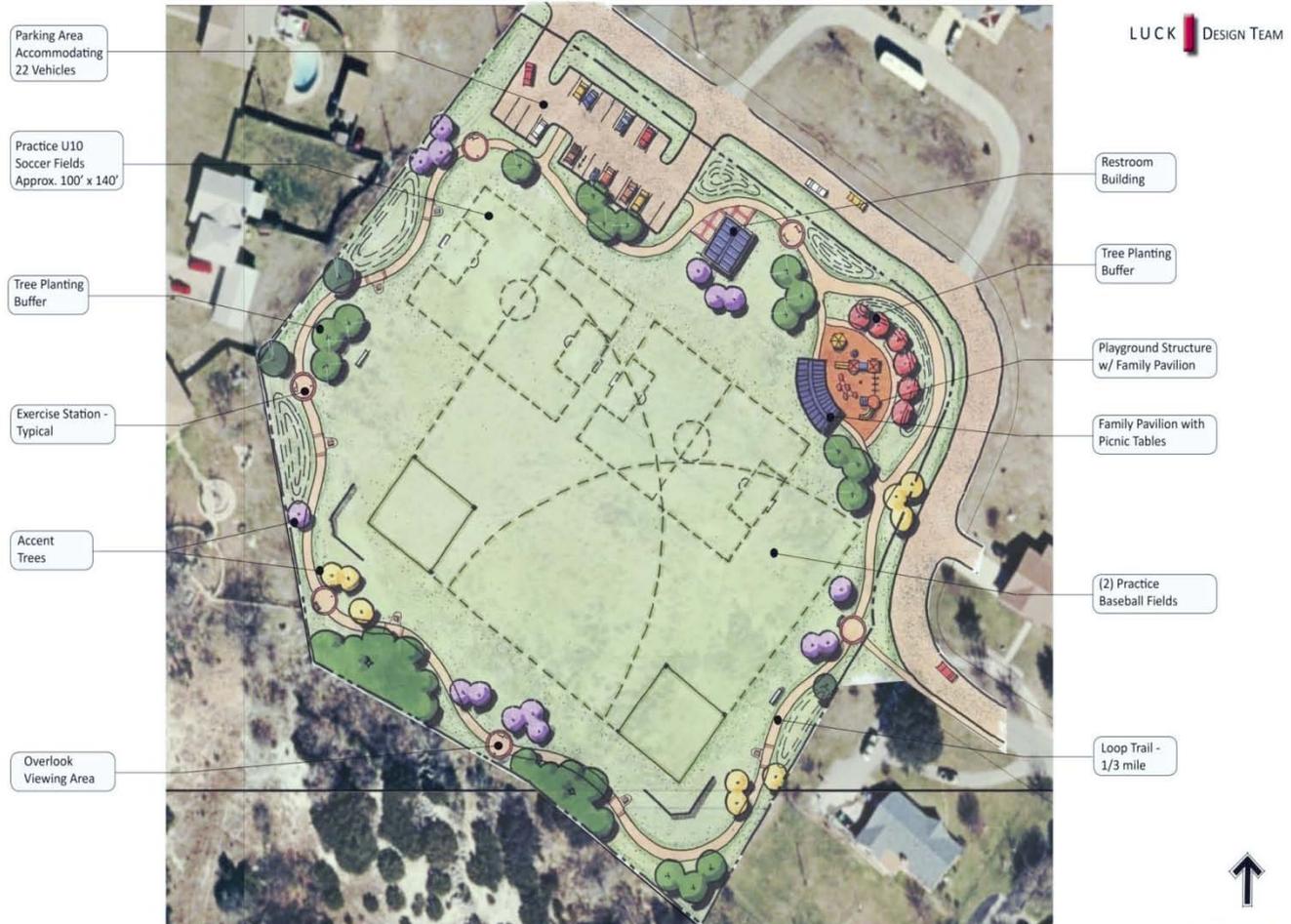
January 24, 2011

Note: This preliminary master plan builds upon the "Community Recreation Complex in Ogletree Gap Park - Park Plan 2007" originally prepared for the City of Copperas Cove by F&S Partners dated March 30, 2007. Per City direction, elements as shown in that original plan remained the same or were modified to the plan representation depicted on this graphic master plan.

# HIGH CHAPARRAL PARK DEVELOPMENT

- ⊙ High Chaparral Park Development
  - ⊙ Project Description: Develop High Chaparral Park to consist of an open field area, pavilion/picnic and restroom, playground area, walking area, and vehicle parking.
- ⊙ Project Total \$744,660 (beginning 2013)
- ⊙ This project will delete the following project:
  - ⊙ High Chaparral Park Playground Equipment
  - ⊙ High Chaparral Park Development

# HIGH CHAPARRAL PARK DEVELOPMENT

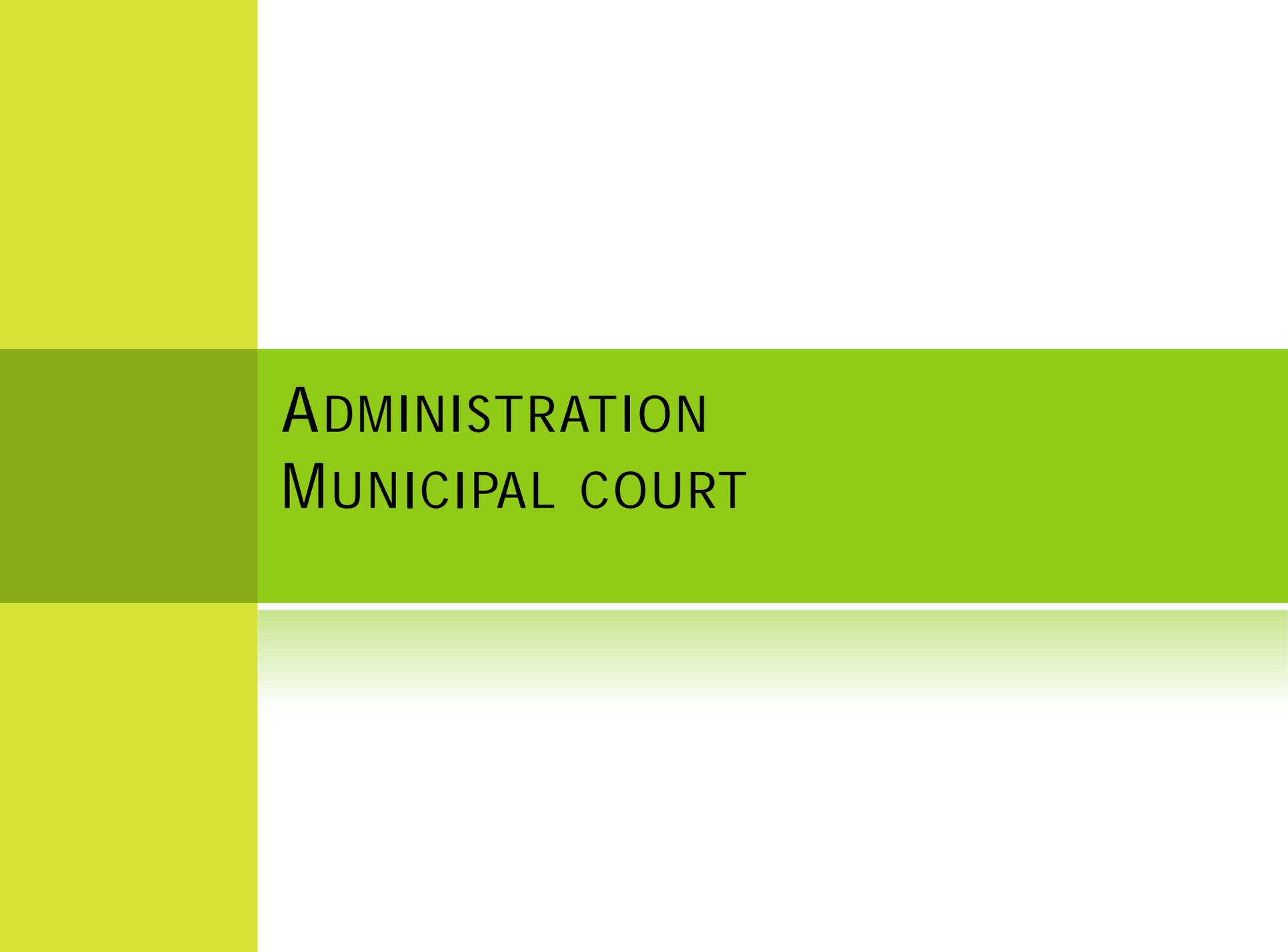


LUCK DESIGN TEAM

HIGH CHAPARRAL PARK MASTER PLAN - Preliminary

City of Copperas Cove

November 23, 2010



ADMINISTRATION  
MUNICIPAL COURT

# ELECTRONIC TICKET WRITERS

- ⊙ Project Description: this project would outfit the Police Department patrol officers with 43 additional ticket writers over the next five years.
- ⊙ Funding Source: General Fund operating in the amount of \$119,458 and Court Technology fund in the amount of \$119,458
- ⊙ Funding Use: Equipment & Software in the following years:
  - ⊙ 2012- \$45,000 (9 writers)
  - ⊙ 2013- \$46,350 (9 writers)
  - ⊙ 2014- \$47,741 (9 writers)
  - ⊙ Future Projects \$99,824 (16 writers)

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# SOLID WASTE DEPARTMENT

# WASH RACK

- ③ Project Description: Construct wash facility for refuse trucks and containers.
- ③ Funding Source: Solid Waste operating in the amount of \$140,000
- ③ Funding Use: Engineering in year 2012 in the amount of \$15,000 and construction in the amount of \$125,000

# STATIONARY CRANE

- ③ Project Description: Erect remote controlled loading crane.
- ③ Funding Source: Solid Waste operating in the amount of \$125,000
- ③ Funding Use: Equipment in year 2013 in the amount of \$125,000



# GPS BASED ROUTING SYSTEM

- ③ Project Description: Install in each Solid Waste vehicle a GPS based system.
- ③ Funding Source: Solid Waste operating in the amount of \$75,000
- ③ Funding Use: Equipment in year 2014 in the amount of \$75,000



# COUNCIL FEEDBACK/DIRECTION

FY 2015 - FY 2019  
FUTURE CIP PROJECTS



# WATER & SEWER ADDITIONS

- ◎ Northwest Sewer Line and Manhole Replacements
  - ◎ Project Description: Replace approximately 7500 LF of 18" sewer line with 24" sewer line and all required manholes from the Northwest Plant to a point near the RV Park at the City Park.
- ◎ Parkside Addition Channel Improvement
  - ◎ Project Description: Install 1773 LF of concrete lining on Courtney Lane ditch from City Park to W. FM 1113.

# WATER & SEWER ADDITIONS

- ① City Park Sewer
  - ① Project Description: Install approximately 1600 feet of 24 inch sewer line from FM 1113 to the north side of the RV Park.

# DRAINAGE ADDITIONS

- ⊙ N. Main St & E. Ave B Intersection Drainage
  - ⊙ Project Description: Install two inlet boxes a N. Main St and E. Ave B; run underground storm drain pipe to tie in with existing drain system on N. 2<sup>nd</sup> Street.
- ⊙ N. 7<sup>th</sup> St & W. Ave E Intersection Drainage Improvements
  - ⊙ Project Description: Install two inlet boxes at S. 7<sup>th</sup> St & W. Ave E intersection and run underground pipe to W. Ave D to tie in with storm drainage system.

# DRAINAGE ADDITIONS

- ③ N. 17<sup>th</sup> St & Lincoln Ave Intersection
  - ③ Project Description: Install a slotted drain across the intersection and run pipe down to W. Washington Ave channel.
- ③ N. 7<sup>th</sup> St & W. Ave B Intersection Drainage Improvements
  - ③ Project Description: Install a slotted and grated drain storm pipe across the intersection and tie into the existing drainage pipe on W. Ave B.

# DRAINAGE ADDITIONS

- ◎ Georgetown West Drainage Channel
  - ◎ Project Description: Install 2,800 LF of concrete lining on the drainage channel from Georgetown Rd to South 21<sup>st</sup> Street.
- ◎ Highland Heights Drainage Project
  - ◎ Project Description: A concrete lining of 970 LF to be installed in the channel that runs parallel of W. Washington Ave from N. 11<sup>th</sup> Street to N. 17<sup>th</sup> Street.



# STREET ADDITIONS

- ◎ S. 11<sup>th</sup> St Reconstruction
  - ◎ Project Description: Reconstruct S. 11<sup>th</sup> Street from W. Ave E to Park Ave.
- ◎ Suja Lane Reconstruction
  - ◎ Project Description: Reconstruction and widening of roadway from W. Highway 190 to the South end.



# STREET ADDITIONS

- ⊙ Freedom Lane Improvement
  - ⊙ Project Description: Installation of ribbon curb and asphalt overlay.
- ⊙ Mesquite Circle Reconstruction
  - ⊙ Project Description: Reconstruction of roadway on Mesquite Circle from W. FM 1113 to back of Cul de sac.



# STREET ADDITIONS

- ⊙ Railroad Crossing Improvements Phase I
  - ⊙ Project Description: Improvement of at-grade railroad approaches at Wolfe Road.
- ⊙ Railroad Crossing Improvements Phase II
  - ⊙ Project Description: Improvement of at-grade railroad approaches at Main Street.

# STREET ADDITIONS

- ◎ Railroad Crossing Improvements Phase III
  - ◎ Project Description: Improvement of at-grade railroad approaches at N. 17<sup>th</sup> Street.
- ◎ Railroad Crossing Improvements Phase IV
  - ◎ Project Description: Improvement of at-grade railroad approaches at Grimes Crossing.

# GOLF COURSE ADDITIONS

- ⊙ Old Pro Shop Renovation/Rebuild
  - ⊙ Project Description: Renovation of the building adjacent to the driving range to update for use as the Pro Shop. Would include new Grill/Café, new restrooms, and meeting area.

# PARKS & REC ADDITIONS

- ① Ice Skating Rink
  - ① Project Description: Rental of synthetic ice rink.
    - Requested by council

# SYNTHETIC ICE SKATING RINK

- ⦿ Synthetic Rink Floor
- ⦿ 1 – 5 Gallon container glide enhancer (additional glide enhancer \$350.00)
- ⦿ Custom modular wooden railing fabrication (4 sides)
- ⦿ Appropriate number of sharpened, ready to skate rental skates
- ⦿ Rubber matting for skate change area (12ft x 40 ft)
- ⦿ Rental Skate Racks
- ⦿ General carpentry and finishing of the rink perimeter.
- ⦿ Pressure washing machine for cleaning of the rink surface
- ⦿ Rink maintenance & cleaning tools
- ⦿ Skate sharpener and 2 extra grinding wheels

# REAL ICE SKATING RINK

- ⦿ Appropriate sized chiller
- ⦿ Under ice cooling grid
- ⦿ Custom modular dasher board fabrication
- ⦿ Appropriate amount of rental skates (based on size chosen)
- ⦿ 18 x 40 foot rubber matting for skate change area.
- ⦿ Rental skate racks
- ⦿ Manual hand operated ice resurfacers
  - ⦿ OPTIONAL – Automated ice resurfacing machine
- ⦿ Wood frame over rink headers (main pipes for cooling system)
- ⦿ General carpentry and finishing of the rink perimeter

# TOTAL PRICE

Size	Total Skaters	Type of Rink	Rental Price (5 Week Operating Season)
76ft X 72ft	171	Synthetic	\$82,000
60ft X 120ft	225	Real	\$102,000



# ADMINISTRATION ADDITIONS

- ◎ Council Chamber Renovation
  - ◎ Project Description: Remodel Council Chamber by replacing all seating and conference table with modular furniture to improve functionality.
    - In lieu of new City Hall

# CITY HALL

- © Review of Past Discussions for the Future Construction of a New City Hall

# OPTION A - NEW AT CURRENT SITE

## ◎ Step 1

- ◎ Construct 37,622 SF New City Hall facility south of existing
- ◎ Will lose south parking during construction

## ◎ Step 2

- ◎ Move all staff into new facility. This includes Building Inspection, Code, and Utility.
- ◎ Move Chamber of Commerce personnel into new facility.

# OPTION A



OPTION A - New City Hall at Existing Site

# OPTION A - CONTINUED

## ⊙ Step 3

- ⊙ Create expanded/maximized parking for City Hall and Library. City Hall = 82 spaces; Library = 48 spaces

Total Parking = 130 (shared)

# OPTION A - SHARED PARKING



# OPTION A

□ Total  
 Project  
 Budget  
 \$15,774,900

City of Copperas Cove  
 Project Budget  
 Option A  
 New City Hall  
 Existing City Hall Site  
 March 16, 2010

<b>Site Acquisition</b>		
Land Cost	0	Note L
Closing Costs	0	Note L
<b>Total</b>	<b>0</b>	
<b>Testing Services</b>		
Environmental Assessment/Abatement Service	20,000	Note C
Subsurface Soils	8,000	
Construction Materials	30,000	
<b>Total</b>	<b>58,000</b>	
<b>Construction</b>		
City Hall Building	9,491,000	Note B
Demolition	77,300	Note R
Site Fence	0	Note E
Site Work/Parking	1,235,000	Note D
Landscape	80,700	
Emergency Generator	15,000	
On-Site Water Retention	40,000	
LEED Enhancements (Silver)	0	Note J
Contingency	1,093,000	Note M
<b>Total</b>	<b>12,032,000</b>	
<b>FF&amp;E</b>		
Furniture	740,100	Note F
Council Dias Millwork	350,000	
I.T. Backbone/Cabling	154,500	Note G
I.T. Video Surveillance/Security System	70,000	
Telephone	233,600	Note H
AV Equipment	370,700	
<b>Total</b>	<b>1,918,900</b>	
<b>City Budgets</b>		
Art Budget	0	Note E
C.M. at Risk Predesign Services	20,000	
City Computer/Network Equipment	160,000	Note J
Aid to Construction for Electric/Gas/Fiber	30,000	
Moving Costs	20,000	
Off-Site Utility Development	0	Note Q
Site Survey	8,000	
Owner Contingency	241,000	Note O
<b>Total</b>	<b>479,000</b>	
<b>Professional Services</b>		
Site Submittal Process	0	Note E
AV Basic Services	902,000	Note N
Civil Engineering (On-Site)	40,000	
Civil Engineering Platting	9,000	
Civil Engineering (Off-Site Utilities)	0	Note Q
ADA Consulting	3,000	
Landscape Design	24,000	
LEED Services	0	Note P
Cost Estimating	0	Note T
AV/Acoustical Consulting	95,000	
Interiors/FF & E Design	86,000	
I.T. Cabling/Backbone Consultant	37,000	
I.T. Secure Video Surveillance/Network Consultant	28,000	
As Built Drawings	8,000	
Reimbursable	55,000	
<b>Total</b>	<b>1,287,000</b>	
<b>Total Project Cost</b>	<b>15,774,900</b>	Note A

# TIME LINE

- ① City Council Authorization to Begin Project
- ① Prepare Requests For Qualifications (RFQ) for Architectural Firm (45 Days)
- ① Advertise, Receive, Review, and Select Architectural Firm (45 days)
- ① Architect Completes Needs Assessment and Begins Design Phase (3-6 Months)

# TIME LINE CONT.

- ⊙ Design Completed by Architect (1 Year)
  - ⊙ Selection of Construction Firm/Construction Manager at Risk (90 days)
  - ⊙ Project Ready to Bid (45 days)
  - ⊙ Construction Begins
- 
- ⊙ Time lines are approximates

# CURRENT COST CONSIDERATIONS AT EXISTING CITY HALL FACILITY

- ◎ Complete Overhaul of Existing Roof \$31,175
  - ◎ Cost Proposal Receive for installation of TPO Roofing Over Existing Roof
- ◎ Remodel Existing Council Chamber \$53,000
  - ◎ Replacing all Diocese Chairs
  - ◎ Remove Existing Seating and Replacing with 100 Padded Chairs
  - ◎ Replacing Existing Conference Table with 20 Nesting Tables and 30 Nesting Chairs



# UTILITY ADMINISTRATION AND BILLING

- ◎ 305 South Main Street
  - ◎ Situated on .396 acre
  - ◎ Land appraised at \$59,340
  - ◎ Building appraised at \$330,120
  - ◎ Average annual utility costs \$7,200
  - ◎ Potential property tax revenue \$2,960

# BUILDING DEVELOPMENT

- ◎ 207 South 3<sup>rd</sup> Street
  - ◎ Rental of one half of building
  - ◎ Monthly rental of \$2,400 or annual cost of \$28,800
  - ◎ An additional monthly rent increase of \$100 each year
  - ◎ Average annual utility costs \$3,500

# COPPERAS COVE CHAMBER OF COMMERCE

- ◎ 204 Robertson Avenue
  - ◎ Situated on .172 acre
  - ◎ Land appraised at \$30,380
  - ◎ Building appraised at \$73,380
  - ◎ Average annual utility costs \$6,000
  - ◎ Potential property tax revenue \$789





# RILEY J. SIMPSON MUNICIPAL COURT

- ◎ 204 Robertson Avenue
  - ◎ 602 South Main Street
  - ◎ Situated on .43 acre
  - ◎ Land appraised at \$61,690
  - ◎ Average annual utility costs \$6,500
  - ◎ Potential property tax revenue \$1,989  
(assuming building value of \$200,000)

# CIP DELETIONS

# PARKS & REC DELETIONS

- ⊙ City Park Ball Field Lighting Phase I
  - ⊙ Description: Replace lighting in fields 1-4.
  - ⊙ Funding source and use:
    - Delete \$341,250 from year 2012
    - Delete project from the CIP
  - ⊙ Combined into new City Park Renovation and Improvement Project.

# PARKS & REC DELETIONS

- ⊙ City Park Ball Field Lighting Phase II
  - ⊙ Description: Replace lighting in fields 6, 7, and 9.
  - ⊙ Funding source and use:
    - Delete \$294,000 from year 2012
    - Delete project from the CIP
  - ⊙ Combined into new City Park Renovation and Improvement Project.

# PARKS & REC DELETIONS

- ⊙ City Park Ball Field Scoreboards
  - ⊙ Description: Replace existing scoreboards for ball fields 1-8 at City Park.
  - ⊙ Funding source and use:
    - Delete \$65,000 from year 2012
    - Delete project from the CIP
  - ⊙ Combined into new City Park Renovation and Improvement Project.

# PARKS & REC DELETIONS

- ⊙ OgleTree Gap Park Field Complex
  - ⊙ Description: Construct a softball field quad-plex with restroom and concession facility.
  - ⊙ Funding source and use:
    - Delete \$105,000 from year 2013
    - Delete \$2,625,000 from year 2014
    - Delete project from the CIP
  - ⊙ Combined with new OgleTree Gap Sports Complex and Park Development Project.

# PARKS & REC DELETIONS

- ⊙ High Chaparral Park Playground Equipment
  - ⊙ Description: Replace Playground Equipment at High Chaparral Park
  - ⊙ Funding source and use:
    - Delete \$42,000 from year 2012
    - Delete project from the CIP
  - ⊙ Combined with new High Chaparral Park Development Project.

# PARKS & REC DELETIONS

- ⊙ High Chaparral Park Development
  - ⊙ Description: Develop High Chaparral Park to consist of an open field area, pavilion/picnic and restroom, playground area, walking area, and vehicle parking.
  - ⊙ Funding source and use:
    - Delete \$15,000 from year 2012
    - Delete \$205,000 from year 2013
    - Delete project from the CIP
  - ⊙ Combined with new High Chaparral Park Development Project.

# COUNCIL CONSIDERATION

# CIP CRITERIA

- ⊙ **Immediate Consideration**
  - ⊙ Adding Operational Costs to all projects included in the CIP.
    - New requirement from GFOA
  - ⊙ Require design RFQ's in adopted CIP Projects.
    - Yes, include
    - No, leave as is

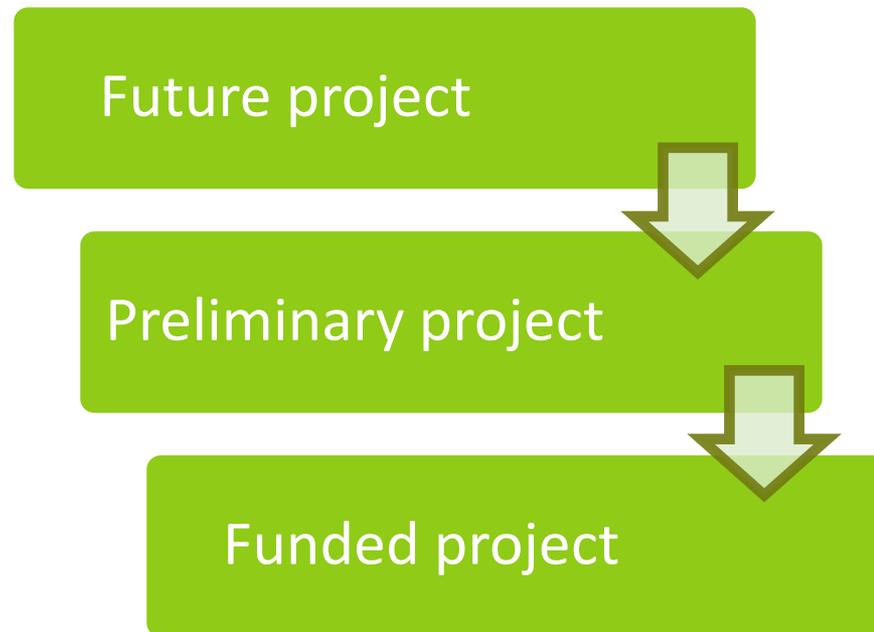
# CIP CRITERIA

## ⊙ Immediate Consideration

- ⊙ Determine CIP threshold for types of projects to be included in the CIP.
  - \$50,000 & above
  - \$100,000 & above
- ⊙ Reporting/Closeout Requirements
  - Over/under budget
  - Use of excess funds
  - Timeline of project

# CIP CRITERIA

- ◎ **Immediate Consideration**
  - ◎ **Project Staging**



# CIP CRITERIA

- ⊙ **Future Consideration**
  - ⊙ Add requirement that new buildings constructed be LEEDs certified.
    - What type of facilities?



# COUNCIL FEEDBACK/DIRECTION

# Fiscal Year 2011-12 Budget Planning

CITY OF COPPERAS COVE

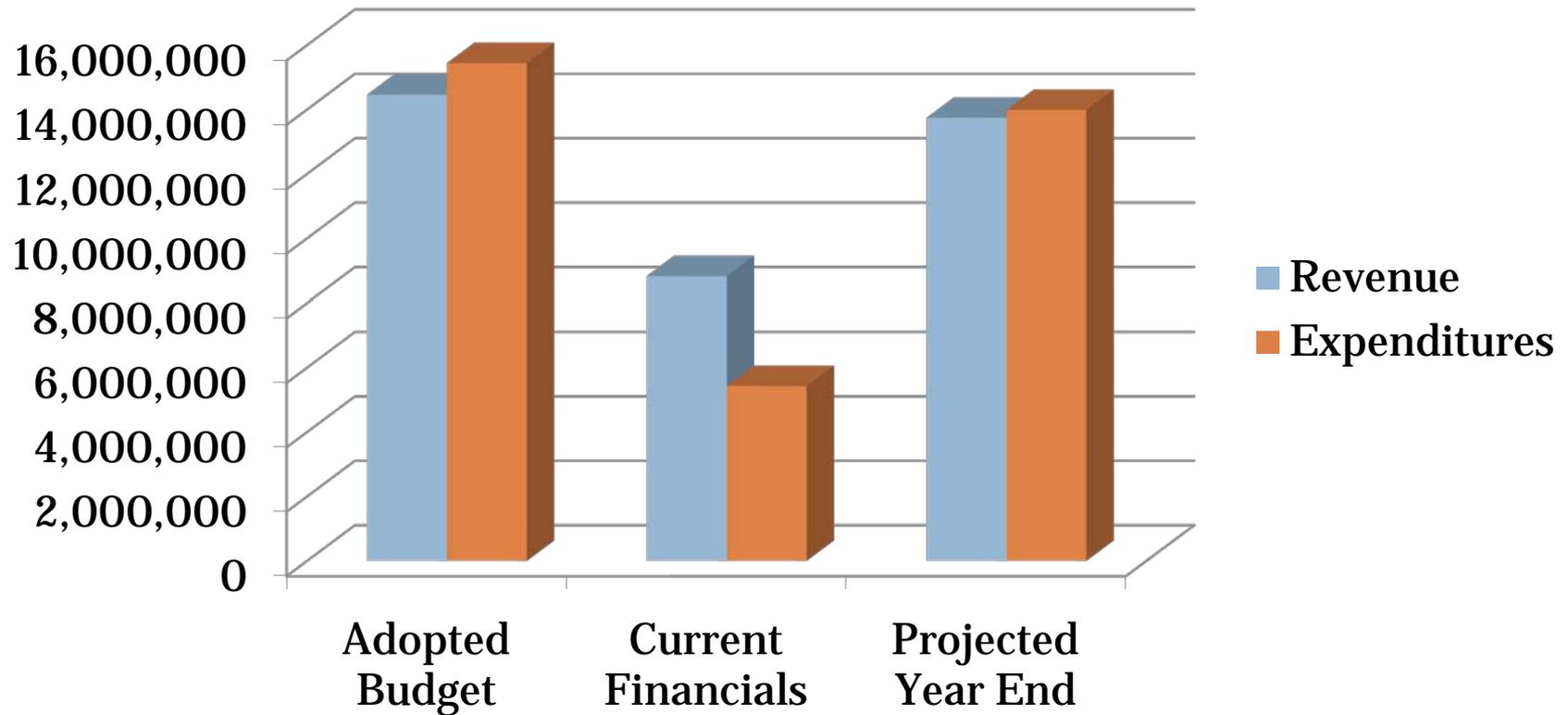
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April 11 & 12, 2011

# CURRENT FINANCIAL POSITION

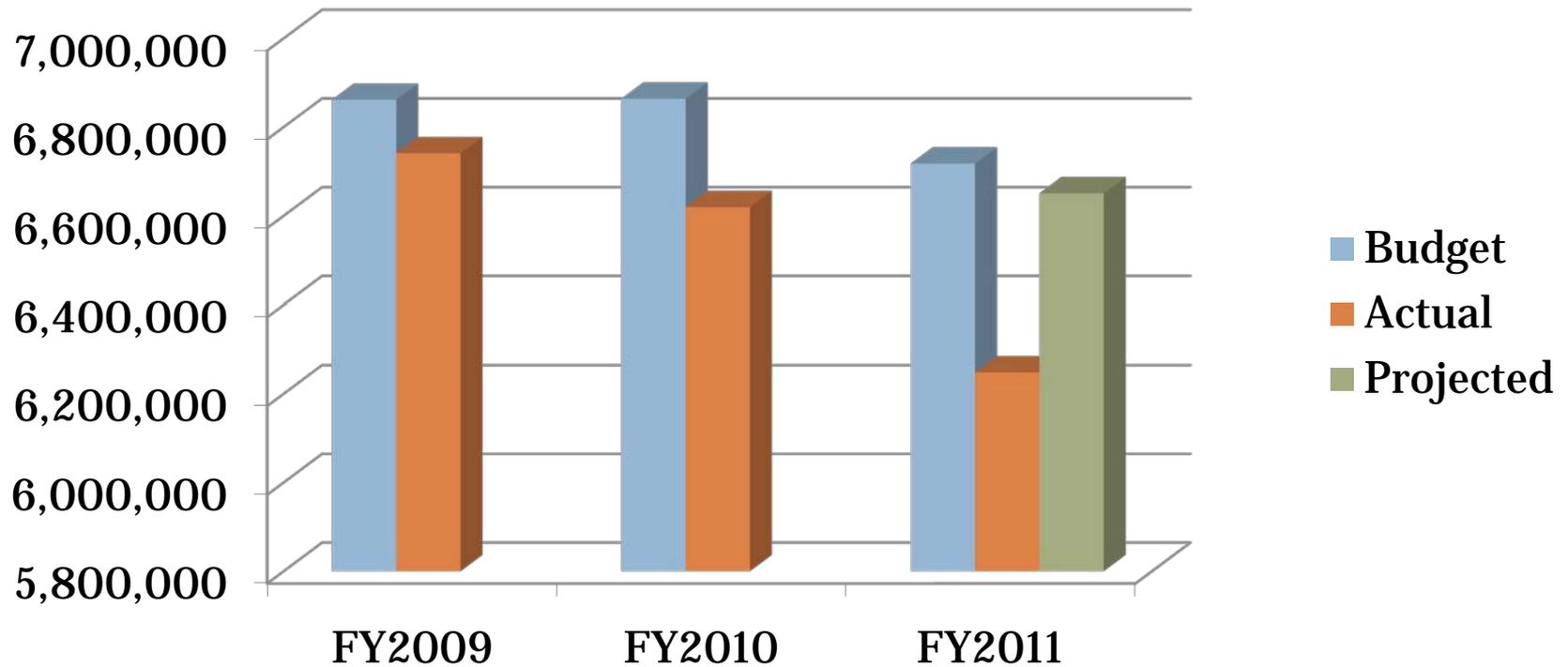
# CURRENT FINANCIAL POSITION

## General Fund



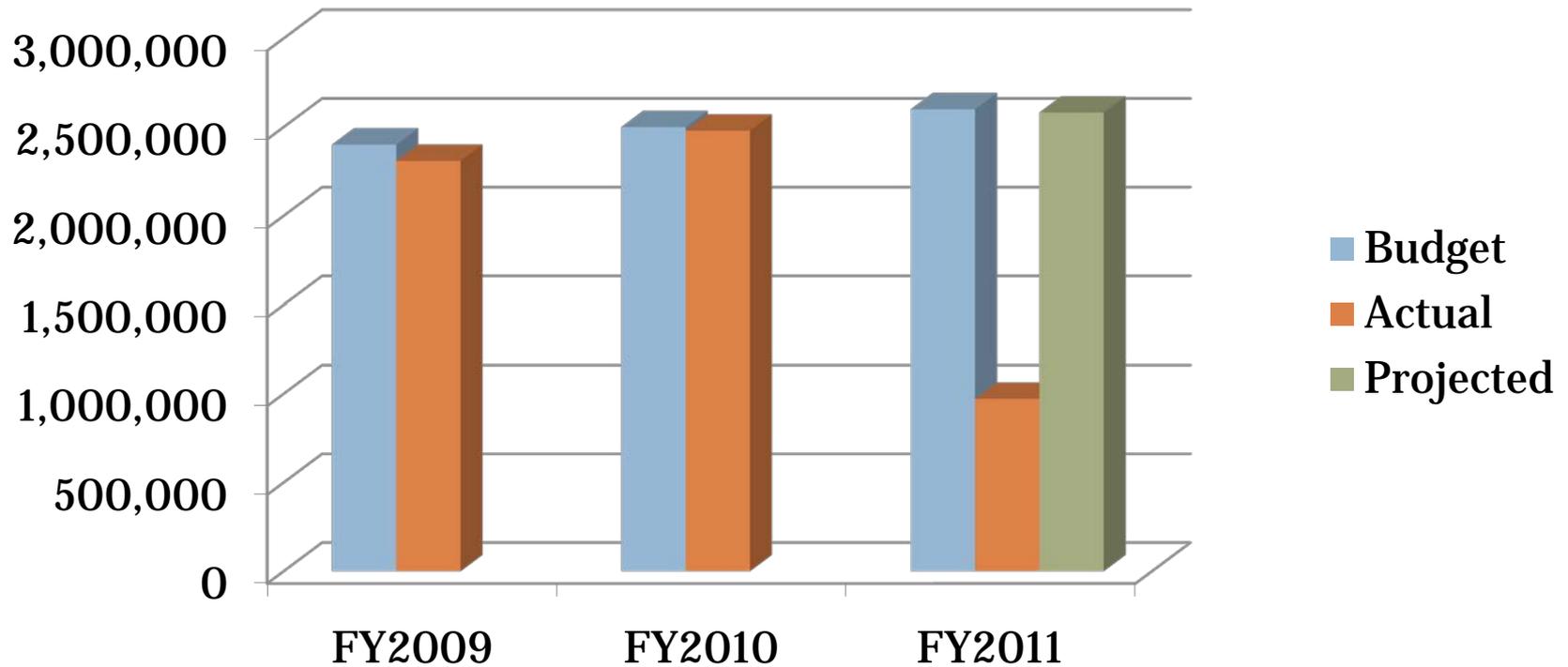
# CURRENT FINANCIAL POSITION

## Property Tax Revenue Trends



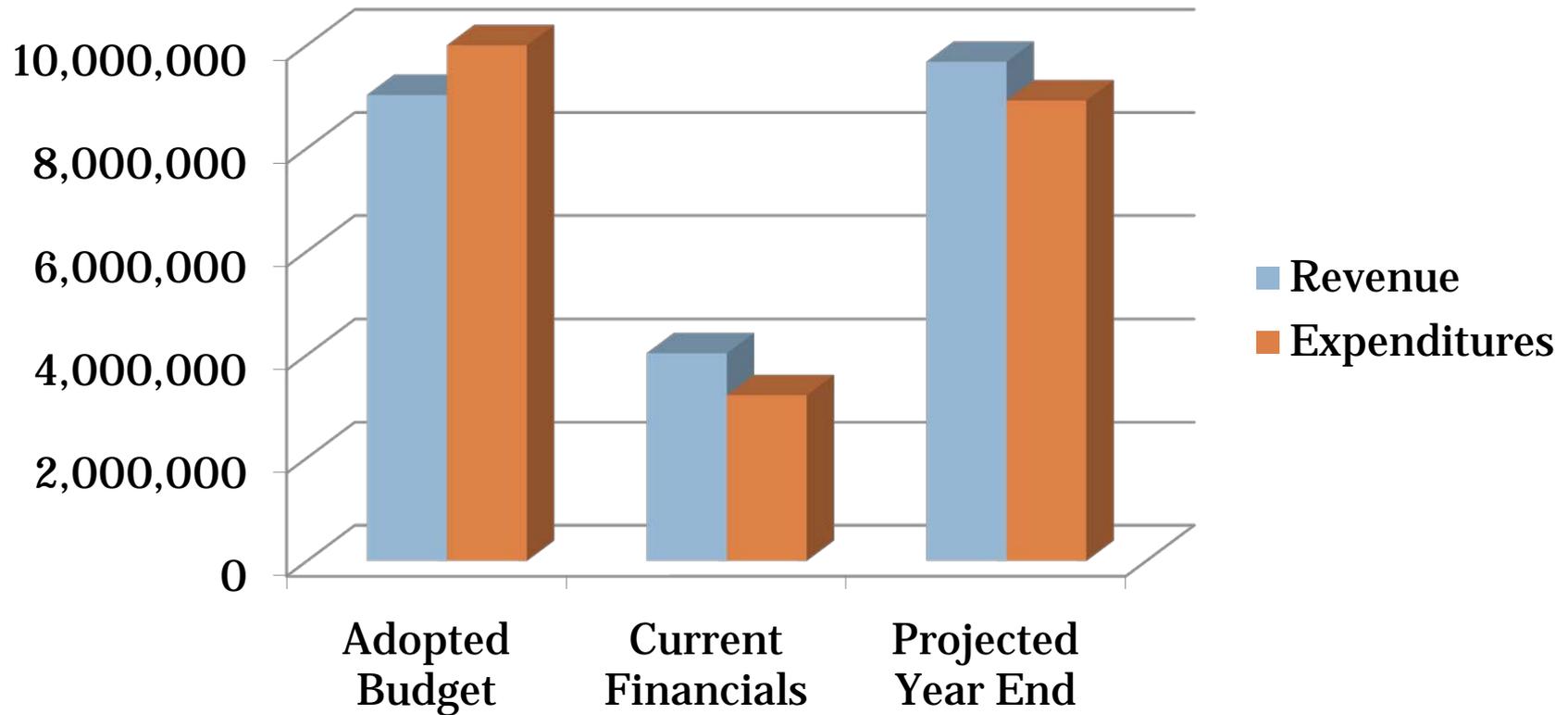
# CURRENT FINANCIAL POSITION

## Sales Tax Revenue Trends



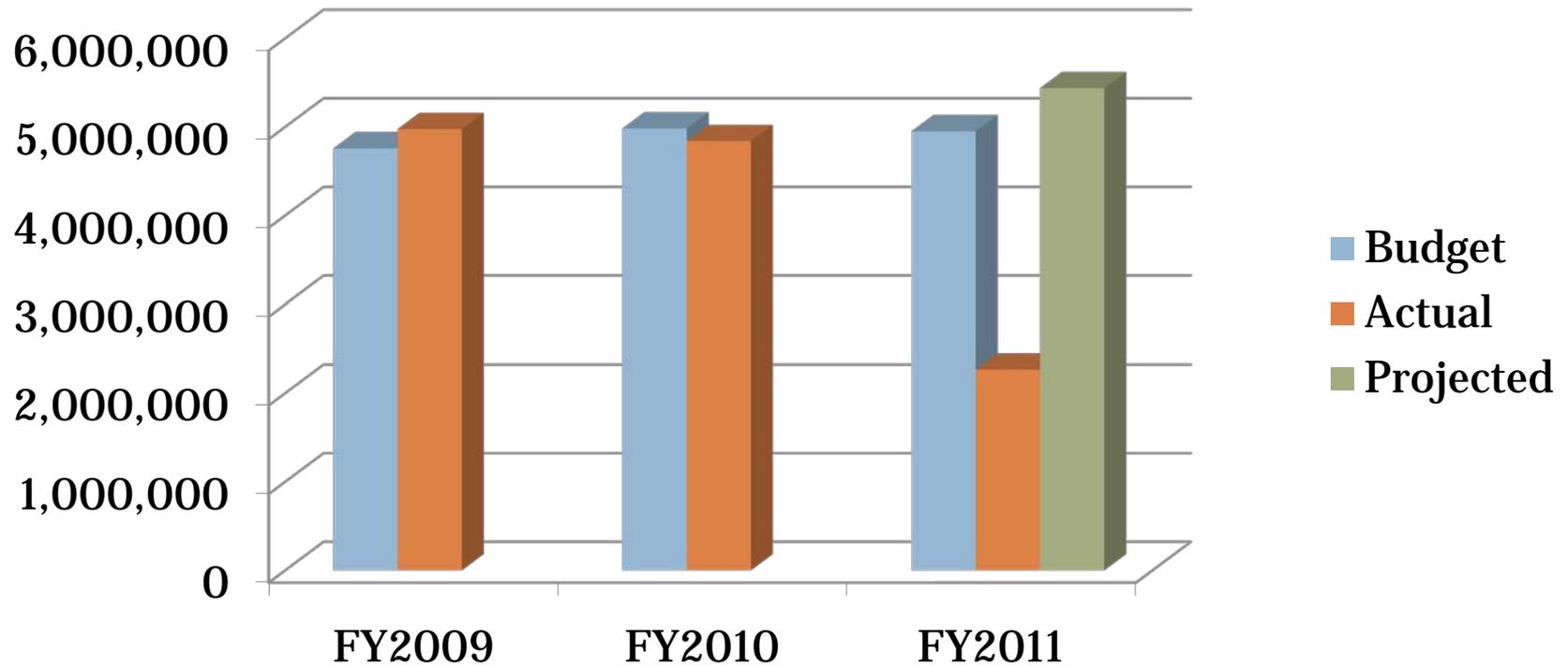
# CURRENT FINANCIAL POSITION

## Water & Sewer Fund



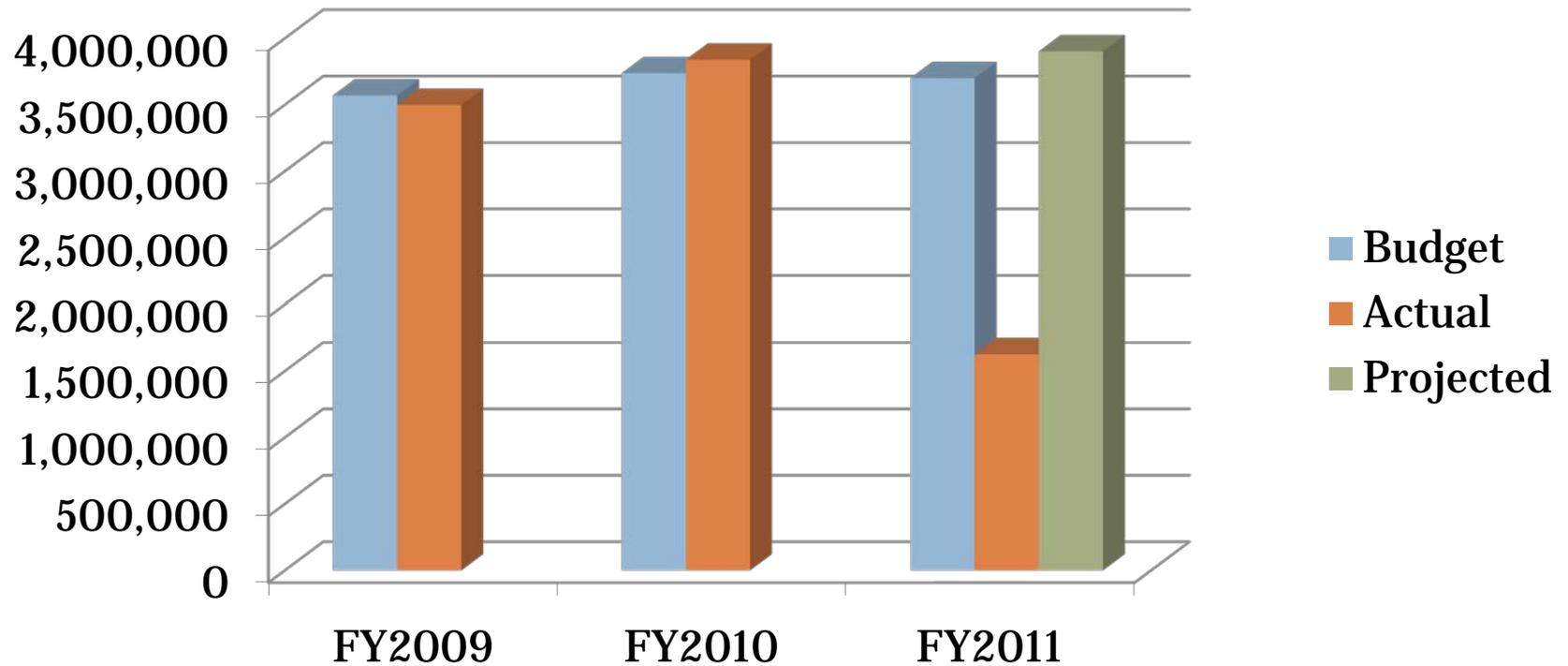
# CURRENT FINANCIAL POSITION

## Water Sales Trends



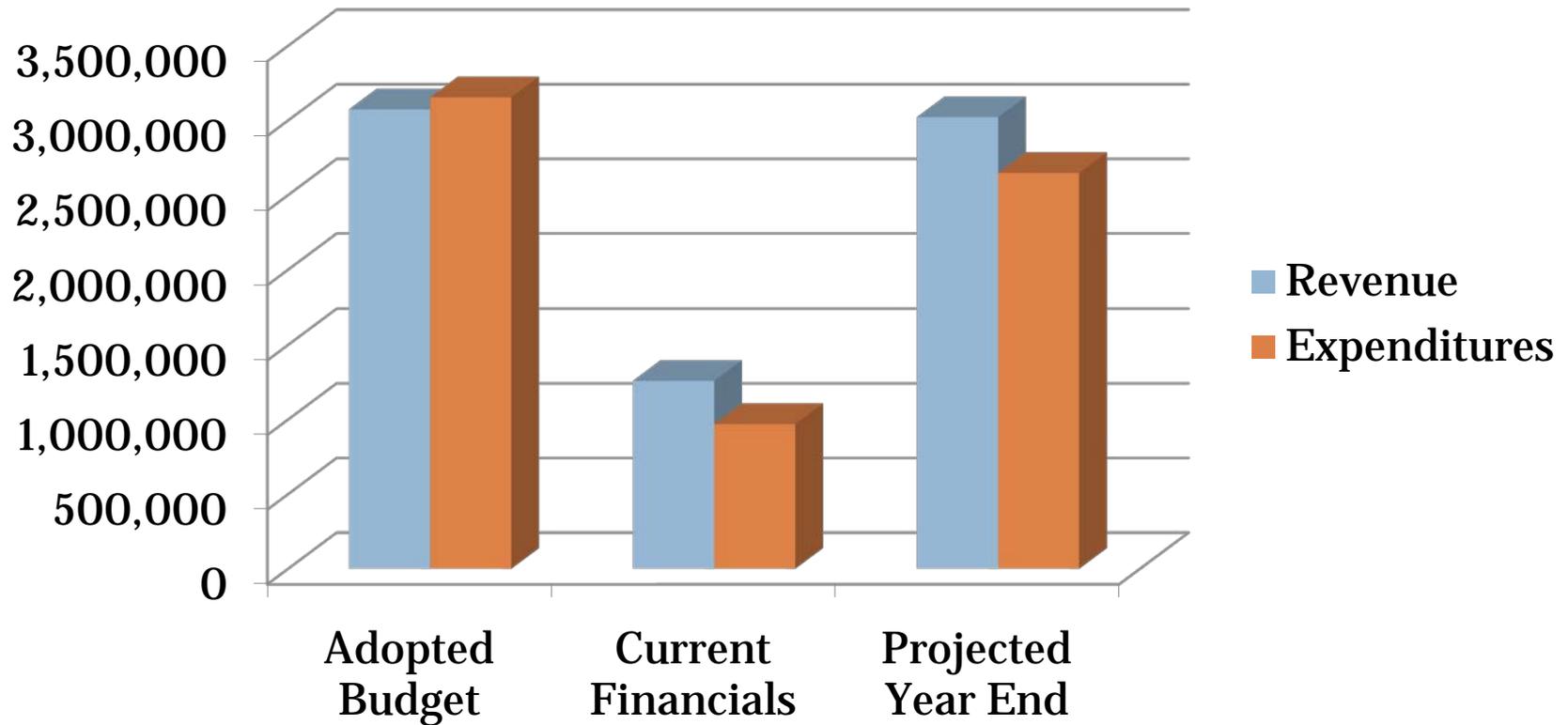
# CURRENT FINANCIAL POSITION

## Sewer Fees Trends



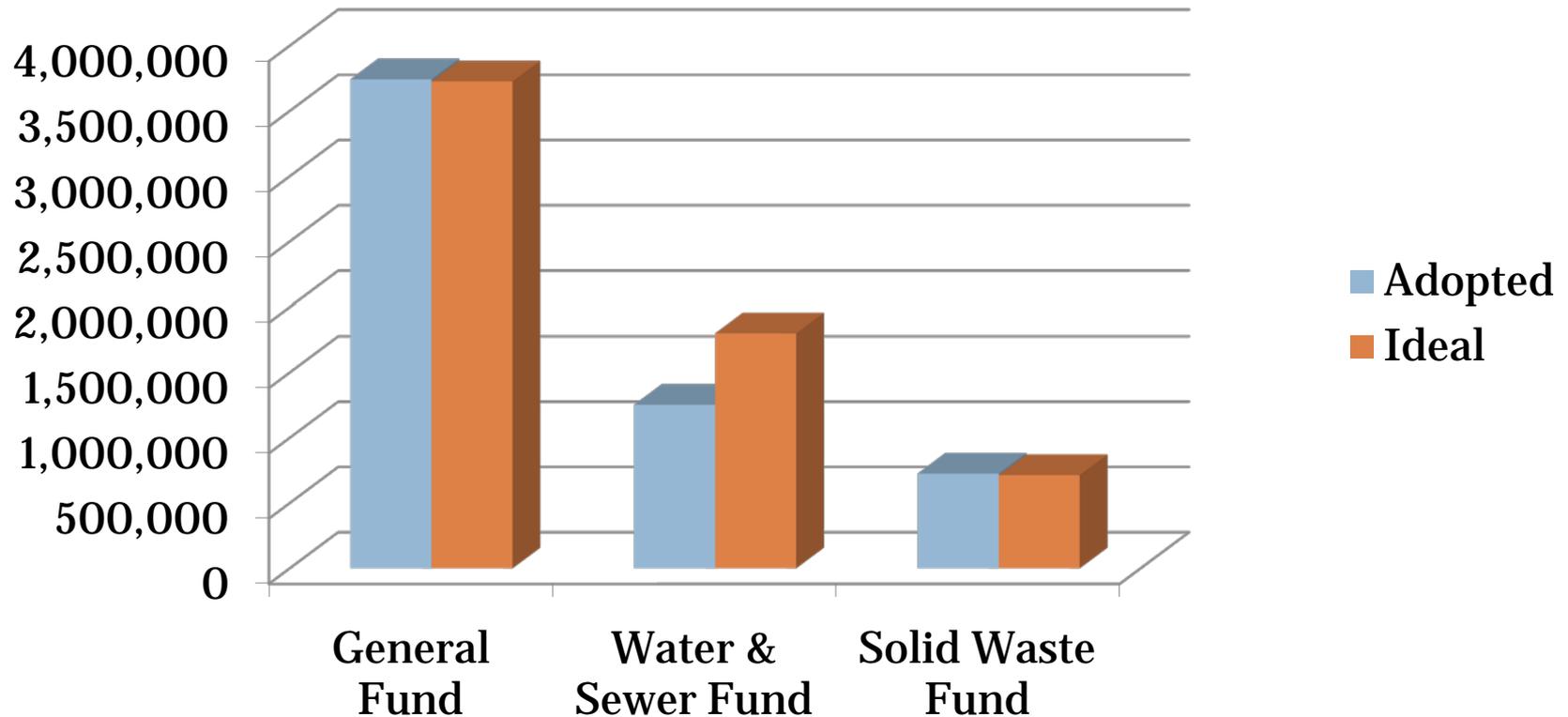
# CURRENT FINANCIAL POSITION

## Solid Waste Fund



# CURRENT FINANCIAL POSITION

Fiscal Year 2011 Adopted / Ideal Fund Balance per Fund Balance Policy



# POLICY AND DIRECTION CONSIDERATIONS

# POLICY AND DIRECTION CONSIDERATIONS

## Payment Options

# Accepted Forms of Payments

- **Cash**
- **Credit/Debit Cards**
- **Checks**
- **Money Orders**

# Accepting Cash

## Advantages

- Standard form of currency
- Consider a more convenient payment option for some citizens/customers
- Immediate transaction

## Disadvantages

- U.S. currency is the most counterfeit currency in the world
- Efficiency issues
  - **Count**
  - **Balance**
  - **Secure**
- Control Issues
  - **Increase in theft**
    - outside party(ies)
    - employee(s)

# Accepting Checks

## Advantages

- Commonly accepted form of payment
- Preferred method of payment by some citizens/customers
- Ease in reconciling for completion of financial reports

## Disadvantages

- Forgery
- Insufficient funds
- May lead to Class C misdemeanor charge of Issuance of Bad Check (IBC).
  - **FY 2010: Nine (9) nonsufficient checks were returned**
  - **FY 2010: Six (6) IBC charges were filed as Class C misdemeanors**

# Accepting Credit/Debit Cards

## Advantages

- Preferred method of payment of some citizens/customers
- Decreased number of disputes
- Immediate confirmation of funds
- More convenient for citizens/customers

## Disadvantages

- Perception that sensitive information can be compromised
- Verification process is more difficult for online or phone payments
- Transaction fees
  - Shifts from account holder to City (if City absorbs)
    - Banks charge a fee to order and process checks to the bank customer
  - Inconsistency

# Payment Options by Department

- All City departments accept cash
- All City departments accept checks
- Credit/debit cards not available for all departments

# Acceptance of Credit/Debit Cards

## Departments Accepting

- Fire Department
- Utilities
- Police Department
- Parks & Recreation
- Municipal Court

## Department Not Accepting

- Building Department
  - Currently working on change through the development review process
- Code Enforcement
- Planning
- Library
- Solid Waste
- Fire/EMS

# Acceptance of Online Payments

## Departments Accepting

- Utilities
- Municipal Court
- Parks and Recreation

## Departments Not Accepting

- Building Department
- Code Enforcement
  - Developing on-line food handler classes
- Planning
- Library
- Police Department
- Fire/EMS

# Alternative Payment Options

- **ATMs located throughout City**
  - **Vendor is responsible for equipment**
  - **Convenient for citizens/customers**
- **Kiosk Machines**
  - **Real time transactions**
  - **Ability to accept all forms of payment**
  - **Available to receive payments 24 hours a day-seven (7) days a week**

# Options to Explore

- No longer accept cash payments
- No longer accept checks
- Give each department the option to accept credit/debit cards
- Give each department the option to accept online payments
- Strategically place ATM machines in various departments
- Strategically place Kiosk machines in various departments
  - Reviewed in FY 2010 for future implementation
- If it is not broken, does it need to be fixed?
  - Do not change current money procedures

# Council Direction

# POLICY AND DIRECTION CONSIDERATIONS

## **RIF Policy**

# Reduction in Forces (RIF) Policy

- May become necessary for financial or liability reasons
- Attorney recommendations
  - Ensure a policy is in place that dictates how a reduction will occur to ensure all employees have knowledge of how the reductions will occur
  - Ensure reductions occur in a manner which least affects City operations

# POLICY AND DIRECTION CONSIDERATIONS

## Health Benefits

# Health Benefits Eligibility Criteria

- **New criteria**
  - Add a six month probationary period
- **Application of criteria**
  - New employees hired after October 1, 2011
- **Benefits impacted**
  - City paid health benefits after original probationary period
- **Turnover ratio**
  - 1<sup>st</sup> Quarter FY 2011 – 4.8%
    - Cost savings would have been \$33,326 if all positions were rehired
- **Budgetary impact**
  - approximately \$133,000 annually

# POLICY AND DIRECTION CONSIDERATIONS

## **Debt Policy**

# Debt Policy

- **Purpose**
  - For which debt proceeds may be used or prohibited
  - Types of debt that may be issued or prohibited
  - Relationship to and integration with the Capital Improvement Program
  - Policy goals related to economic development, capital improvement financings, tax increment financing, or public-private partnerships

# Debt Policy

- **Need for a policy**
  - Improves the quality of decisions
  - Provides justification for the structure of debt issuance
  - Identifies policy goals
  - Demonstrates a commitment to long-term financial planning, including a multi-year capital plan
  - Signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner

# Debt Policy

- **Types of Debt**
  - *Direct Debt* - debt payable from general revenues, including capital leases
  - *Revenue Debt* - debt payable from a specific pledged revenue source
  - *Conduit Debt* - debt payable by third parties for which the government does not provide credit or security
  - *State Revolving Loan Funds and Pools*
  - *Other Types of Hybrid Debt* – debt payable from special revenues or containing other unique security pledges
  - *Interfund Borrowing* – loans for short-term cash flow needs

# Debt Policy Considerations

- Legal Limits
  - State constitution/law – 2.50% of total taxable property valuation (or \$2.50 per \$100 valuation)
    - Texas Constitution, Article 11, Section 5 – “...no tax for any purpose shall...exceed two and one-half per cent. of the taxable property of such city, and no **debt** shall ever be created by any city, unless at the same time provision be made to assess and collect annually a sufficient sum to pay the interest thereon and creating a sinking fund of at least two per cent.”
- Local Limit Considerations
  - Measurements :
    - Per capita
    - Personal income
    - Taxable property value
    - Percentage of general fund revenue or expenditures
    - Coverage ratios (for revenue bonds)

# Additional Debt Policy Considerations

- Use of derivatives (not advised)
- Debt structure
  - Term
  - Average maturity
  - Debt service patterns
  - Variable or fixed-rate debt
  - Capitalized interest
  - Deferred principal
- Use of financial advisors for issuance
- Debt management practices
  - Investment of bond proceeds
  - Arbitrage rebates
  - Federal and state law compliance

# POLICY AND DIRECTION CONSIDERATIONS

## **Charter Review**

# Charter Review

- **Identified revisions**
  - **Article 6 – Change to operating budget to exclude preparation of a capital program (section 6.02(p))**
  - **Article 8 – Change to disbursement of funds (section 8.09)**
  - **Additions to the Charter**
    - **Capital Improvement Plan**
    - **Personnel Plan**
    - **Capital Equipment Plan**
  - **Article 2 – Change number required for a quorum (section 2-10)**

# Council Direction

- **Establish a Charter Review Committee**
- **Timeline for presenting revisions to the governing body for inclusion on the election ballot**



# FISCAL YEAR 2012 BUDGET DISCUSSION POINTS



FISCAL YEAR 2012  
BUDGET DISCUSSION POINTS

**Property Tax**

**Homestead Exemptions**

# Local Homestead Exemption

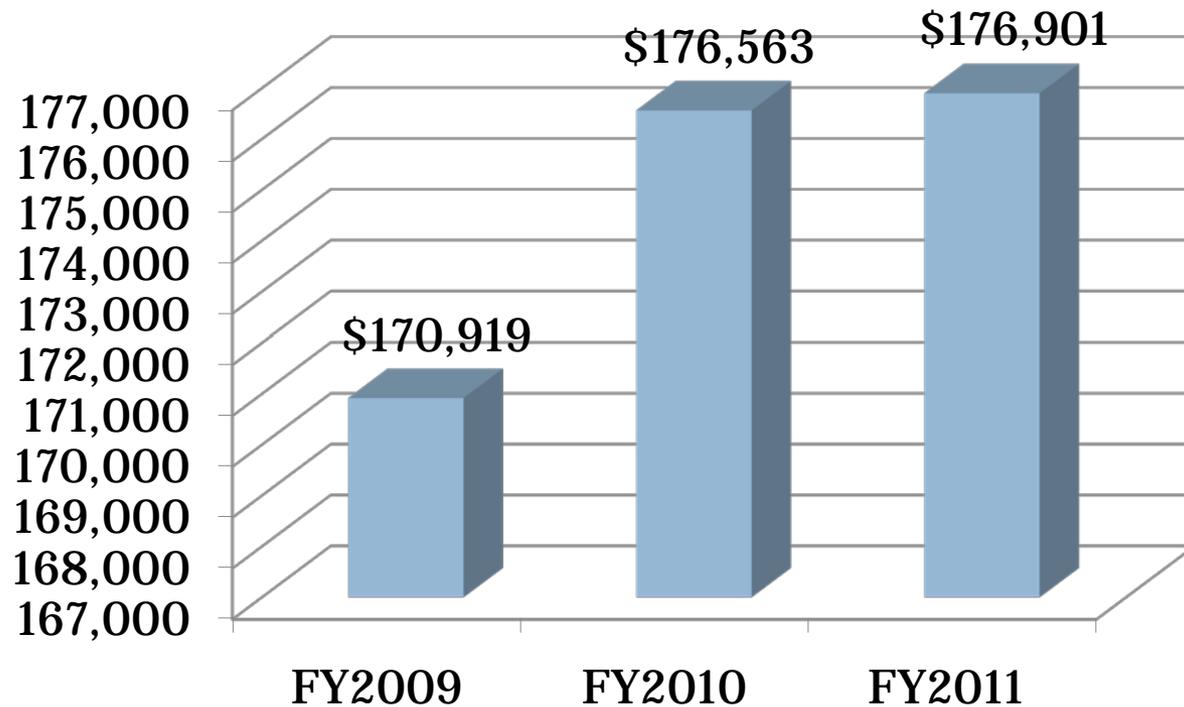
- **Texas Constitution, Article 8, Section 1-b(b)**
  - The governing body of any county, city, town, school district, or other political subdivision of the State may exempt **by its own action** not less than Three Thousand Dollars (\$3,000) of the market value of residence homesteads of persons...who are under a disability...or...persons sixty-five (65) years of age or older...from all ad valorem taxes thereafter levied by the political subdivision.

JURISDICTION	LOCAL HOMESTEAD	LOCAL OVER 65	LOCAL DISABLED
BELL COUNTY		16,670	10,000
CORYELL COUNTY			
LAMPASAS COUNTY		15,000	
BELTON CITY		10,000	10,000
HARKER HEIGHTS CITY		10,000	
KILLEEN CITY		20,000	FRZ/ONLY
NOLANVILLE CITY		3,000	FRZ/ONLY
SALADO VILLAGE	5,000/20%	50,000	50,000
TEMPLE CITY	5,000/20%	10,000	10,000
TROY CITY		FRZ/ONLY	FRZ/ONLY
ELM CREEK		5,000	
DONAHOE CREEK		3,000	
<b>CITY OF COPPERAS COVE</b>	<b>5,000</b>	<b>12,000</b>	
LAMPASAS CITY		15,000	

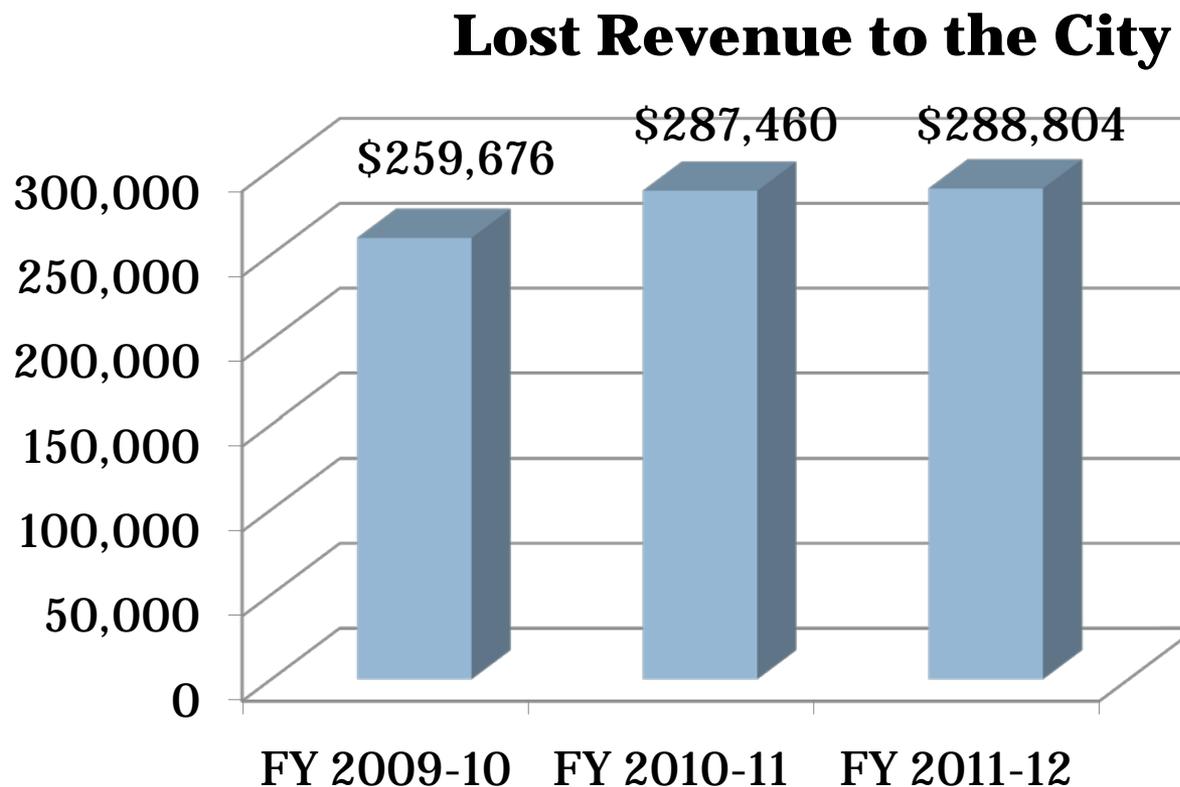
JURISDICTION	LOCAL HOMESTEAD	LOCAL OVER 65	LOCAL DISABLED
ACADEMY ISD		6,000	
TROY ISD		6,670	
TEMPLE ISD		5,000	5,000
SALADO ISD		3,330	5,000
CENTRAL TX COLLEGE		15,000	FRZ/ONLY
TEMPLE COLLEGE	5,000/20%	10,000	FRZ/ONLY
ROAD DISTRICT		16,670	10,000
CLEARWATER UWCD		5,000	
COPPERAS COVE ISD		6,000	
CENTRAL TX COLLEGE		15,000	
LAMPASAS ISD	15,000	10,000	
LOMETA ISD	15,000	10,000	

# Property Tax Homestead Exemption/Freeze

## Lost Revenue to the City



# Disabled Veterans Exemption



Estimated 385 Disabled Veterans Receiving Exemption in FY 2012

# Potential Changes to the Homestead Exemption

## Over 65 Local Exemptions in 2011

	Current	Potential Change
Count of OV65	1,294	1,294
Amount of exemption	\$12,000	\$3,000
Value of exemption	\$15,528,000	\$3,882,000
Tax rate	\$0.0076	\$0.0076
Revenue loss	\$118,013	\$29,503
Potential revenue gain		\$88,510
<b>Value of 1¢ on the tax rate</b>		<b>\$112,934</b>

# Property Tax Homestead Exemption

- **Council direction...**
  - **Consider no change**
  - **Change**
    - **Timeframe for change**

# FISCAL YEAR 2012 BUDGET DISCUSSION POINTS

## **Personnel**

# Five Year Personnel Plan

Fund	FY 2011		FY 2012	FY 2013	FY 2014	FY 2015
	Funded	Unfunded				
General Fund	204	7	211	239	246.5	268
Water & Sewer Fund	47	1.25	48	50	51	51
Solid Waste Fund	21	0.25	21	24	26	27
Golf Course Fund	8.5	1	9.5	12	13.5	13.5
Drainage Fund	5.5	-	5.5	5.5	5.5	5.5
Youth Rec Fund	2	-	2	2	2	2
Cemetery Fund	1	-	1	2	2	2
Municipal Court Fund	0.5	-	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>289.5</b>	<b>9.5</b>	<b>298.5</b>	<b>335</b>	<b>347</b>	<b>369.5</b>

# New position(s) Authorization

- **Assistant City Manager**
  - Reduce the direct supervisory responsibilities of the City Manager
  - Provide a short term succession plan to continue daily operations of the City until the position of the City Manager is filled
- **Unfunded authorizations**
  - Council authorization of new positions before funding is allocated to fill the position
  - Provides flexibility to fill positions when funding is available
    - 1 Police officer & 1 Communications officer



FISCAL YEAR 2012  
BUDGET DISCUSSION POINTS  
**Consolidation of Funds**

# Consolidation of Funds

## Funds

- Recreation Activities Fund
- Cemetery Fund
- Golf Course Fund

## Benefits

- General Fund supported
- Ease of accounting transactions
- Fewer reporting requirements

# Consolidation of Funds Receiving General Fund Support

- **Recreation Activities Fund**
  - FY 2010 – (\$48,415) loss
  - FY 2011 Projected – (\$66,841) loss
  - General Fund Transfer – \$7,234
- **Cemetery Fund**
  - FY 2010 – \$4,902 gain
  - FY 2011 Projected – (\$11,552) loss
  - General Fund Transfer – \$26,826

# Consolidation of Funds Receiving General Fund Support

- **Golf Course Fund**
  - **FY 2010 – (\$98,892) loss**
  - **FY 2011 – (\$68,813) loss**
  - **General Fund Transfer – \$4,316**
  - **Reality**
    - Loss is covered by pooled cash
    - Largest and most accurate funding source is General Fund



FISCAL YEAR 2012  
BUDGET DISCUSSION POINTS  
**Potential Fee Changes**

# Potential Fee Changes

- **Water/Sewer/Drainage/Solid Waste fees**
- **Utility Administration fee schedule addition**
- **Convenience fee for credit card payments**
- **Delinquent account collections**
- **Notary fees**
- **Parks & Recreation program fees**

# Water Rate History

Fiscal Year	¾" Meter Size		
	Adopted Rate	Recommended Rate	Difference
2010-11	2.98	N/A	N/A
2009-10	2.95	N/A	N/A
2008-09	2.85	3.16	(0.31)
2007-08	2.81	3.16	(0.35)
2006-07	2.81	2.84	(0.03)
2005-06	2.65	2.84	(0.19)
2004-05	2.45	2.45	-
2003-04	2.17	N/A	N/A
2002-03	2.17	2.64	(0.47)
2001-02	2.17	2.64	(0.47)
2000-01	1.95	2.64	(0.69)
1999-00	1.95	2.17	(0.22)

12,082 – ¾" meters  
98% of meters

If FY 2011-12 rate was increased to \$3.16, annual estimated revenue increase would be \$129,562 for ¾" meters only.

# Result of not using recommended rates

Meter size	2005/06	2006/07	2007/08	2008/09	2009/10
3/4"	(163,137)	(21,723)	(315,022)	(280,556)	(169,560)
1"	-	2,599	(1,281)	(795)	566
1 ½"	-	1,482	(375)	114	1,120
2"	-	17,868	16,280	18,448	28,084
3"	-	3,157	3,236	3,612	5,443
4"	-	780	441	545	787
6"	-	2,698	94,132	1,981	4,059
	(163,137)	6,861	(202,587)	(256,651)	(129,501)
	Revenue Gain/(Loss)				

# Water Rate History

<b>Contract Water Sales</b>			
<i>Customer</i>	<i>Current Rate*</i>	<i>Effective Date of Current Rate</i>	<i>Previous Rate</i>
Topsey Water Supply	\$3.00	February 2006	\$2.875
Central Texas College	\$2.875	Revised in FY 2010	\$2.25
Cedar Grove Mobile Home Park	\$3.75	FY 2010	N/A
<b><i>*Per 1,000 gallons</i></b>			

# Sewer Rate History

Fiscal Year	Adopted Rate		Study Recommended Rate	
	Per 1,000 gallons of water usage			
	Residential Rate	All Others Rate	Residential Rate	All Others Rate
2010-11	3.60	3.60	N/A	N/A
2009-10	3.60	3.60	N/A	N/A
2008-09	3.50	3.50	4.92	4.92
2007-08	3.50	3.50	4.92	4.92
2006-07	3.50	3.50	4.43	4.43
2005-06	3.30	3.30	4.04	4.04
2004-05	3.30	3.30	3.30	3.30
2003-04	2.91	3.01	N/A	N/A
2002-03	2.91	3.01	3.05	3.05
2001-02	2.91	3.01	3.05	3.05
2000-01	2.60	3.01	3.05	3.05
1999-00	2.40	3.01	2.45	3.01

# Senior Water/Sewer Discount

## Current

- Customers over age 65
- 20% discount
- 1,125 customers receiving the discount (9.25% of accounts)
- Applied to total usage
- Cost of discount – approximately \$190,000 annually

## Proposed

- Customers over age 65
- 20%
- 1,125 customers receiving the discount (9.25% of accounts)
- Applied to first 8,000 gallons of usage
- Cost of proposal \$\_\_\_\_\_

# Water Price Comparison

## City Treated Water

- Consumer cost for 1,000 gallons of water **\$23.98**
- Immediately available from tap

## Bottled Water

- Consumer cost for 1,000 gallons of water **\$990.00-\$2,169.50**
- Purchase at store or order in advance

# Solid Waste Fees

- **Pay-as-you-throw (prepay)**
- **Beyond 2012**

# Utility Administration Fee Schedule Addition

- **Automatic blanket deposit**                      **\$100**
- **Non-automatic blanket deposit**      **\$100**

# Credit Card Convenience Fees

- State law specifically allows government entities to charge a credit card convenience fee (Title 4, chapter 132)
- Researching contract with credit card service for compliance
- Propose a percentage of sales or a flat fee when a credit card is used by a customer
- Cost to the City
  - FY 2009-2010 \$76,874
  - FY 2010-2011 \$42,087 YTD (6 months)

# Credit Card Convenience Fees

MUNICIPALITY	ONLINE	PHONE	IN PERSON/ DRIVE THRU	RATE CHANGES
City of Copperas Cove	\$1.25	No Charge	No Charge	Undecided
City of Killeen	\$2.00	\$2.00	\$2.00	Undecided
City of Belton	4%	4%	4%	No Change
City of Temple	No Charge	No Charge	No Charge	No Change
City of Georgetown	No Charge	No Charge	No Charge	Undecided
City of Pflugerville	No Charge	\$3.95 for every \$150	No Charge	Undecided
City of HH	\$2.00	No charge	No Charge	Undecided

# Delinquent Account Collections

- City Currently charged 40% of balances collected by collection agency
- Propose to include collection cost to delinquent customers
  - State law authorizes charging customers the cost of collection (*Local Government Code, Section 132.002*)
  - Legal opinion from City Attorney is needed
  - Possibly revise ordinance allowing the City to include this procedure

# Parks and Recreation Fees

## Civic Center

<b>Fee/Deposit</b>	<b>Current</b>	<b>Proposed</b>
Deposit	\$500	\$400
Rental Fee (Does not include Kitchen)	\$400	\$500
Event Set Up Fee	No Charge	\$100
Kitchen Rental	No Charge	\$100
Sound System Rental	No Charge	\$100

# Parks and Recreation Fees

## Pool Parties

<b>Fee/Deposit</b>	<b>Current</b>	<b>Proposed</b>
<b>Pool Party Package (up to 50 people)</b> *include pizza, soda, and cake (includes LG cost)	<b>Not Available</b>	<b>\$250</b>
<b>Additional Pool Party Package fee (1-25 people)</b>	<b>Not Available</b>	<b>\$100</b>
<b>Senior Water Aerobics Pass (monthly)</b>	<b>Not Available</b>	<b>\$15</b>
<b>General Water Aerobics Pass (monthly)</b>	<b>Not Available</b>	<b>\$25</b>

# Parks and Recreation Fees

## Other Fees

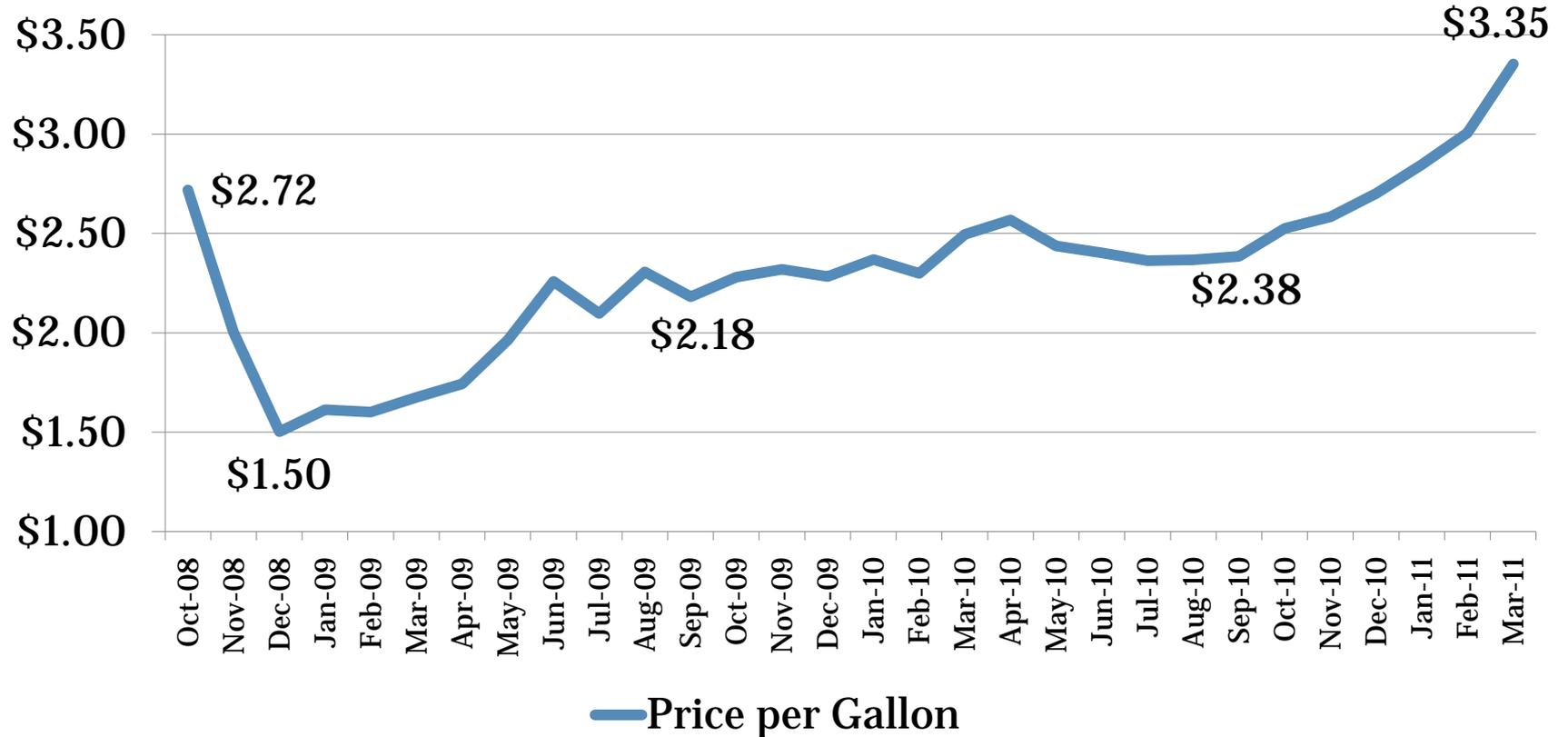
<b>Fee/Deposit</b>	<b>Current</b>	<b>Proposed</b>
Special Events – Community program fees	No Charge	Cost of program operation
Library – Computer class fee	Not Available	\$10
Library – Minor book damage fee	No Charge	\$5

# FISCAL YEAR 2012 BUDGET DISCUSSION POINTS

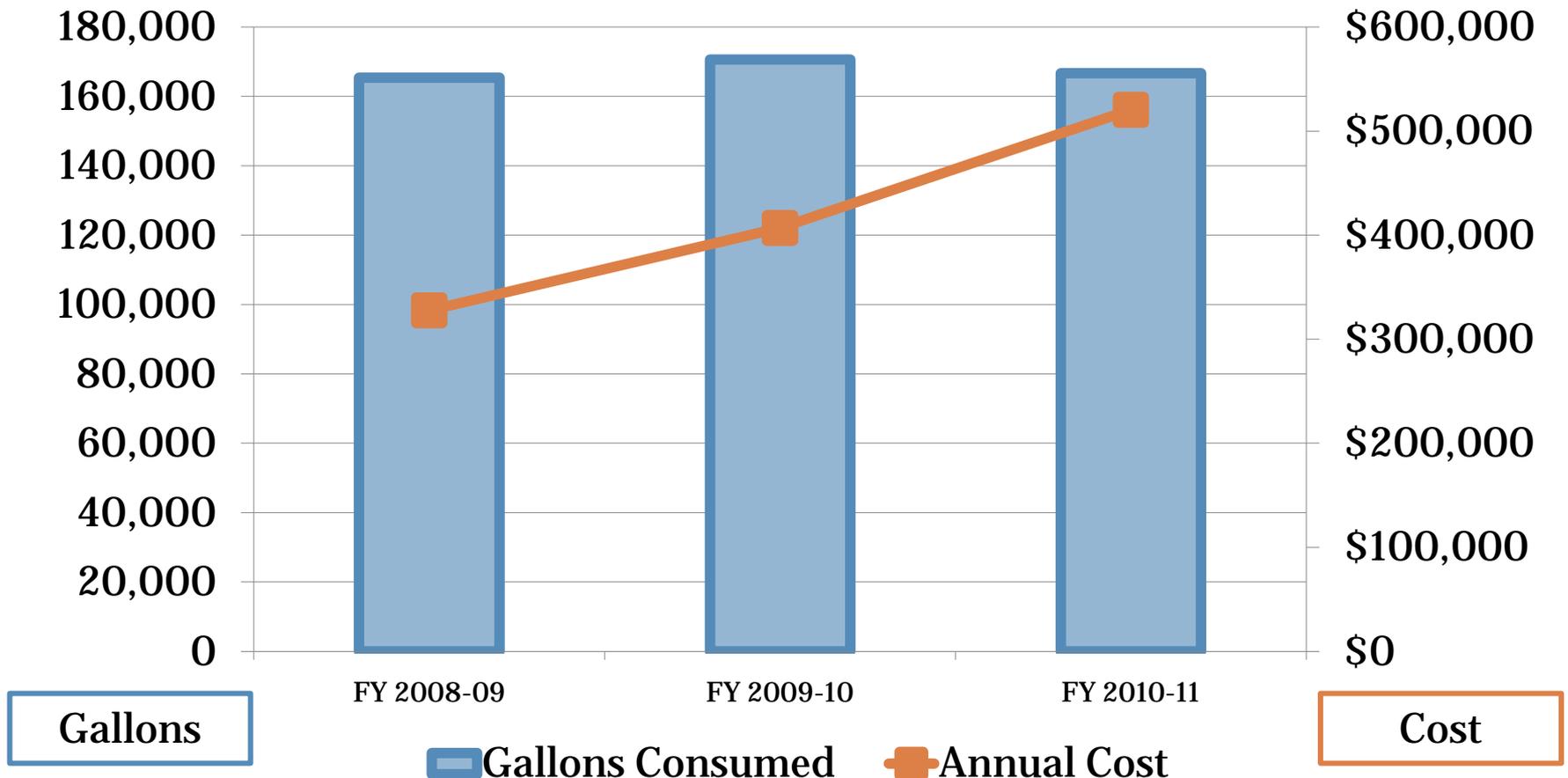
## **Fuel Prices**

# Fuel Price History

## Price per Gallon



# Fuel Price History



# Fuel Prices

- **Research**
  - **U.S. Energy Information Administration**
    - High of \$3.75/gal in 2011
    - Projected average of \$3.57 in 2012
  - **Oil refineries**
- **Future**
  - **Uncertainty**
  - **Define a plan**

# Fuel Prices

- **Council direction**
  - **Fee increases**
    - Flat fee
    - Variable fee based on an index
  - **Property tax increases**



FISCAL YEAR 2012  
BUDGET DISCUSSION POINTS  
**Non-City Organizations**

# Non-City Organizations Funding

- **Priority of support compared to City services**
- **Organizations receiving funding from the General Fund**
  - **USO – \$8,950**
  - **Hill Country Transit (HOP) – \$25,046**

FISCAL YEAR 2012  
BUDGET DISCUSSION POINTS  
**Hotel Occupancy Tax**

# Hotel Occupancy Tax Fund Position

## FY 2010 Budget

- Revenues  
\$203,700
- Expenditures  
\$266,894
- Year-end loss  
(\$ 44,152)
- Ending Fund Balance  
\$39,493

## FY 2011 Budget

- Revenues  
\$223,200
- Expenditures  
\$244,563
- Projected loss  
(\$ 7,378)
- Estimated Ending Fund Balance  
\$32,115

# Hotel Occupancy Tax

- **Council direction...**



FISCAL YEAR 2012  
BUDGET DISCUSSION POINTS  
**Budget Calendar**

# Budget Calendar





FISCAL YEAR 2012  
BUDGET DISCUSSION POINTS  
**Council Survey Results**

# Council Survey

- **Thirty-one (31) questions**
- **Five (5) surveys returned**

# Council Survey

- **Strong desire to maintain current services**
  - **9 on a scale of 10**
  - **at the same level**
- **Maintain the current tax rate**
  - **7 on a scale of 10**
- **Property tax ratio**
  - **Maintenance & Operations** **76.58%**
  - **Interest & Sinking** **23.42%**

# Council Survey

- **Increase property tax rate for:**
  - **2008 GO Debt payments (3.8 on a scale of 10)**
  - **Fixed & operational costs (5.4 on a scale of 10)**
  - **Revenue loss from senior tax freeze & disabled veterans exemption (1 yes, 4 no)**
  - **Potential revenue loss from exemption legislation (2 yes, 3 no)**

# Council Survey

- **Public Safety support**
  - **Additional police officers**
    - 3 yes, 2 no
    - Funding from property tax rate increase (2 yes, 3 no)
    - Number of additional officers      0-3 positions
  - **Additional fire rescue officers**
    - 3 yes, 2 no
    - Funding from property tax rate increase (1 yes, 4 no)
    - Number of additional officers      0-3 positions

# Council Survey

- Tenure requirement to receive city paid health benefits
  - 3 yes, 1 no
- Support for COLA – Average of 1%
- Support for merit increases – Average of 1.67%
- COLA/Merit increases for all City employees
  - 4 yes, 1 no

# Council Survey

- **Adequate staffing**

- **Code Enforcement** Mostly adequate
- **Building & Development** Adequate
- **Parks & Recreation** Mostly adequate
- **Library** Mostly adequate
- **Street Department** Somewhat adequate
- **Drainage Maintenance** Mostly adequate
- **Animal Control** Adequate
- **Administration** Mostly adequate

# Council Survey

- Provide adequate resources and funding for infrastructure improvements for economic development
  - 4 yes, 1 no
- Increase spending on infrastructure for economic development
  - Street Medium-High Priority
  - Water & Sewer Medium-High Priority
  - Parks & Recreation Medium-Low Priority

# Council Survey

- **Additional street maintenance expenditures**
  - **5 Yes**
- **Support increases to rates to cover cost of providing services**
  - **Water/Sewer**                      **4 Yes, 1 No**
  - **Solid Waste**                      **5 Yes**
- **Support research of fuel and appropriate adjustments**
  - **5 Yes**

# Council Survey

- **Support General Fund transfer to:**
  - **Golf Course** 4 Yes, 1 No
  - **Cemetery** 3 Yes, 2 No
- **Consolidate with the General Fund:**
  - **Golf Course** 4 Yes, 1 No
  - **Cemetery** 3 Yes, 2 No
  - **Recreation Activities** 1 Yes, 4 No

# Council Survey

- **Support increase in rates/fees to cover cost of service**
  - **Golf Course** 3 Yes, 2 No
  - **Planning & Zoning** 2 Yes, 3 No
  - **Permits & Inspections** 3 Yes, 2 No
  - **Parks & Recreation** 3 Yes, 2 No
  - **Library** 2 Yes, 3 No
  - **Animal Control** 2 Yes, 3 No
- **Add customer convenience fees** 4 Yes

# Council Survey

- Support a debt policy                      5 Yes
- Comments
  - Review Hotel Occupancy Tax allocations for impact and legal us
  - Seeking outside parks and recreation funding

# Employee Survey Results



# Further Council Direction

Date: 05/17/2011

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**Information**

**Subject**

Consideration and action on approving minutes from the workshop council meeting of April 12, 2011.

***Jane Lees, City Secretary***

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**Attachments**

Link: [4-12-11 workshop minutes](#)

Link: [4-12-11 presentation](#)

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**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
April 12, 2011 – 8:30 A.M.**

**A CALL TO ORDER** - Mayor Hull called the workshop to order at 8:30 a.m.

**B ROLL CALL**

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

Absent: Gary L. Kent

Attendees: Andrea M. Gardner, City Manager  
Tim Molnes, Police Chief, Assistant City Manager  
Jane Lees, City Secretary  
Kelli Sames, Human Resources Division Head

**C WORKSHOP ITEMS**

- 1** Presentation and discussion of the employee survey results. ***Andrea M. Gardner, City Manager***

Mr. Chris Hartung reviewed the proposed vision and mission statements, the city goals and the council mission statement that was discussed at the March 14, 2011 council workshop. A copy of that presentation is attached to and made a part of these minutes. The council did not make any changes. Mr. Hartung then discussed the employee survey results with the Council.

- 2** Discussion on Environmental Scan for the development of a Strategic Management Plan for the City of Copperas Cove. ***Andrea M. Gardner, City Manager***

The Council developed two lists as follows:

- Factors that have influenced the City over the past 10-15 years
- Factors that will influence the City over the next 10-15 years

- 3** Discussion of Assumptions for the future for the development of a Strategic Management Plan for the City of Copperas Cove. ***Andrea M. Gardner, City Manager***

Discussion and listing of what factors will influence the City over the next 10-15 years (factors over which we have no control):

- Fort Hood deployments/troop increases (possibly up to 75% influence)
- Continual growth outside City limits
- State/Federal mandates
- BRAC
- More regional cooperation
- Growth of Texas A&M
- Higher fuel costs
- Population growth (2020 estimate is 50,000)
- Council and Mayor changes
- National economy
- Housing values
- Federal changes (Medicare/Medicaid)
- E911 - PSAPS
- New industry/Business Park
- Highway projects
- Weather/disasters
- Interest rate increases
- Early release of prisoners
- School funding
- Technology
- Loss of industry
- Defense contracts

4 Discussion of the Community Assessment/SWOT Analysis for the development of a Strategic Management Plan for the City of Copperas Cove. ***Andrea M. Gardner, City Manager***

STRENGTHS - Things we do well; things we like about the community; things we will want to continue and enhance.

- Low crime rate
- Sustainability/long term
- Low housing costs
- Good schools - regional
- Fort Hood next door
- Good medical/health facilities in area
- Good City Manager/staff
- Stability of staff
- Senior care
- Good public safety image
- Proximity to major highways/central location in Texas
- Good municipal water supply
- Available gas/electric
- Aggressive economic development
- Good financial position
- Good source of educated employees
- Regional population
- Good relationships with other agencies
- Willing partner
- Future planning
- Celebrate our accomplishments (party town)
- Technology advances - adoption by City
- Transparency in government
- Friendly/proud City
- City festivals

- Teamwork - Council/staff
- Great churches
- Room to grow
- Highway 190 to Fort Hood improvements
- Improved mobility
- Good regional airport
- Outstanding library

WEAKNESSES - Things we think can be improved about the community; things we need to strengthen.

- Traffic flow
- Dependency on Fort Hood - wrong side
- Limited tax base
- High turnover of local businesses
- Combined tax rate
- Appearance of Highway 190
- Street maintenance - funding
- Aging population/fixed income
- Dependency on property tax
- Lack of sales tax
- Layout of City - intersections/continuity
- No downtown
- Lack of retail/restaurants
- Lack of succession planning
- Lack of rail road service
- City facilities/aesthetics
- Not attracting young adults - jobs
- Lack of City identity
- Property maintenance - renters
- Out of state property owners
- Lack of internal controls - financial
- Poor quality City fleet
- Voter apathy
- Lack of youth facilities
- Policy decisions based on squeaky wheel
- City in reactive mode
- Low revenues for size of City
- Image with realtors
- Zoning issues
- Bedroom community to Fort Hood
- Transient population
- Limited arts/cultural activities
- Lack of mass transit

Mayor Hull left the meeting and Mayor pro tem Seffrood took over as the presiding officer.

OPPORTUNITIES - Future events, issues, etc. that we would want to take advantage of.

- Development of Business Park
- Future planning
- Succession planning
- Sustainability - long term
- Apathy
- Completion of bypasses
- Bond issues for Parks & Recreation

- Future bond issues
- Future development
- Planning for land use
- Update ordinances more frequently
- Partnerships
- Increase use of volunteers
- Pursue grants
- Improve communications with employees/citizens
- Develop identity
- Promote the City
- Evaluate economic development method
- Develop natural resources
- Improve internal controls
- Annexation plan

THREATS - Future events, issues, etc. that we would want to avoid or mitigate.

- Downsizing Fort Hood
- National economy
- State economy
- Relationship between staff/elected officials
- Transient population
- Regional sister cities
- Potential for disasters - weather
- Healthcare reform
- Legislature
- Unfunded mandates
- Lack of opportunities for youth
- Aging population
- Aging infrastructure
- Fear of change
- Litigation
- That's the way we've always done it!
- Public perception
- Media
- Employee turnover
- Budget constraints
- Sales tax leakage - shop at home
- Water resources
- Oil/fuel cost/supply
- Technology
- Housing
- Unmanaged growth
- Department of the Army policies on easements

**5** Discussion of Clarification/Consolidation of Issues for the development of a Strategic Management Plan for the City of Copperas Cove. **Andrea M. Gardner, City Manager**

The Council took each list in the SWOT analysis and prioritized the issues according to the numbers below:

3 – Must do. Issues that are vital to community

2 – Should do items. With appropriate resources, time-this is important to the community

1 – Nice to do items. If we had all the resources, money, this would be a nice addition to the community

0 – under no circumstances should we ever even attempt to do this.

- 6 Discussion on Prioritization of Service Quality Issues for the development of a Strategic Management Plan for the City of Copperas Cove. **Andrea M. Gardner, City Manager**

The Council prioritized each item on the SWOT analysis.

- 7 Discussion on a Development of Work Plan for the development of a Strategic Management Plan for the City of Copperas Cove. **Andrea M. Gardner, City Manager**

After prioritizing the SWOT analysis, the Council focused on setting goals based on items getting the highest scores:

• **How to maintain financial strength of the City** (scored 18)

1. *Develop debt policy* - Accountability: Finance Director - Date: One year
2. *Periodic review of policy reserves/fund balance* - Accountability: Finance Director - Date Every three years
3. *Review financial management policy* - Accountability: Finance Director - Date: Annually
4. *Develop internal audit committee* - Accountability: City Manager - Date: Two years

• **How to strengthen future planning** (scored 18)

1. *Land use* - Accountability: Planning - Date: Two years
2. *Parks/open space* - Accountability: Parks & Leisure - Four years
3. *Comprehensive plan* - Accountability: Planning - Date: Every year review and every five years update
4. *Personnel plan* - Accountability: City Manager - Date: Annually
5. *CIP* - Accountability: City Manager/Finance - Date: Annually
6. *Capital equipment plan* - Accountability: Capital Equipment Committee - Date: Within one year to implement and update annually
7. *Street maintenance plan* - Accountability: Public Works Director - Date: Within one year to implement and update annually
8. *Succession plan* - Accountability: City Manager - Date: Three years
9. *Annexation plan* - Accountability: Planning - Date: One year, then every two years
10. *Downtown master plan* - Accountability: Planning - Date: Five years

• **How to get the City message out** (scored 18)

1. *State of the City* - Accountability: State of the City Committee - Date: Annually
2. *Meet the City* - Accountability: State of the City Committee - Date: Annually
3. *Annual report* - Accountability: State of the City Committee - Date: Annually
4. *Enhance social media outreach* - Accountability: City Manager - Date: One year
5. *Rules of conduct and order of business* - Accountability: Council - Date: Two years
6. *Conduct citizen and employee surveys* - Accountability: City Manager - Date: Two years

• **How to transition to virtual library** (scored 16)

1. *Develop technology plan* - Accountability: Library Director - Date: Three to five years

• **How to strengthen the economic development program** (scored 12)

1. *Develop and update multi-year plan* - Accountability: CCEDC Director - Date: Annually

• **How to attract, retain and motivate qualified staff** (scored 13)

1. *Develop and/or review compensation and benefits policies* - Accountability: Human Resources Director - Date: Annually

• **How to develop a sustainable community** (scored 10)

1. *Transition to paperless organization* - Accountability: Information Systems - Date: 10 years
2. *Identify second source of water* - Accountability: Public Works - Date: Five years
3. *Monitor regional water planning* - Accountability: Public Works - Date: Annually
4. *Expand recycling program* - Accountability: Public Works - Date: Three years
5. *Evaluate alternatives to gasoline* - Accountability: Public Works - Date: Two years
6. *Adopt LEED standards for City facilities* - Accountability: Partnership Committee - Date - Two years

• **How to improve the image of the City** (scored 10)

1. *Rejoin the Joint Image Campaign* - Accountability: Council - Date: Seven years

D **ADJOURNMENT** - There being no further business, Mayor pro tem Seffrood adjourned the meeting at 4:19 p.m.

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John Hull, Mayor

ATTEST:

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Jane Lees, City Secretary

# City Management 101

A LITTLE HISTORY AND  
THE ROLES OF COUNCIL AND MANAGER

City of Copperas Cove  
City Council Strategic Planning Session  
March 14, 2011

Presented by:  
G. Chris Hartung

# ***THE ORIGIN OF C/M FORM***

- 1800's-Spoils and political corruption
- Tammany Hall (NYC) Pendergast (KC) and others
- Population growth of cities
- Pendleton Act – 1883 Federal Government
- Scientific Management – Frederick Taylor (1856-1915)

# ***THE ORIGIN OF C/M FORM***

- 1908 – Staunton, VA
- 1910 – Richard Childs & the Model Charter
- 1913 – Dayton, OH adopted Model Charter
- 1914 – ICMA Founded (8 members)
- 1915 – National Municipal League Charter included Council/Manager form

Good government reformers adopted C/M as preferred form of local government

# ***THE ORIGIN OF C/M FORM***

- 1923 – 251 cities had adopted the form
- By 2000 – Most common form of local government in the US
- Most of the largest cities did not adopt  
(New York, Chicago, Los Angeles, Houston-No)  
(Dallas, Cincinnati, San Diego, Kansas City-Yes)

# ***BASIS OF THE C/M FORM***

- **Elected Council** – Lay representatives of their constituents; act as Board of Directors

"Based upon the American tradition of grass roots democracy"

- **City Manager** – Professionally trained expert, held accountable to a lay legislative body; acts as CEO

Originated with the idea of "neutral competence"

# ***BASIS OF THE C/M FORM***

Resulted in constant tension between  
professionalism and responsiveness

# ***BASIS OF THE C/M FORM***

## **Role of City Council:**

- Pass laws (ordinances) & set policies
- Adopt budgets/set tax rates
- Hire City Manager (and limited other positions)
- Supervise the city government through the manager
- Act as representatives of the citizens

# ***BASIS OF THE C/M FORM***

## **Role of City Manager:**

- Administer the municipal organization
- Carry out policies set by Council
- Act as advisor to Council
- Theoretical separation of policy and administration.

# ***BASIS OF THE C/M FORM***

## **Theory-Layer Cake**

City Council

City Manager

**Policy**

Administration

# REALITY OF THE C/M FORM

## CITY COUNCIL

*Determine purpose, scope, tax level*

*Pass & approve new progs/projs, ratify budget*

*Make implem. decisions, pass on complaints to manager, oversee admin.*

*Sug. management changes to manager, review org. performance*

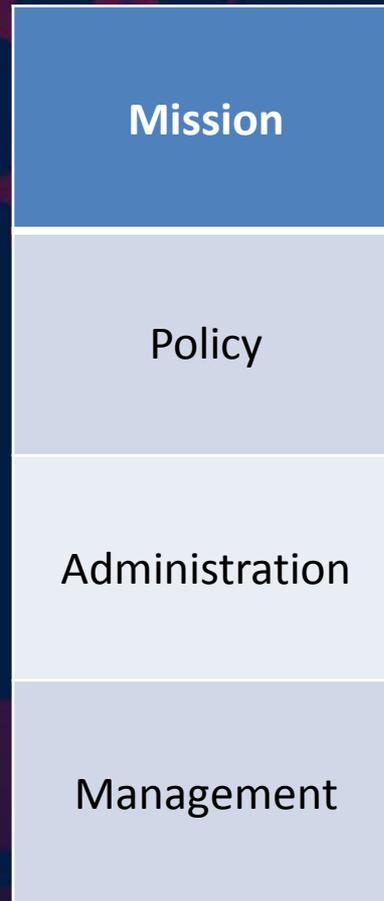
## CITY MANAGER

*Advise, analyze conditions and trends*

*Make recom. on all decisions, dev. budget, rec. svc levels*

*Establ. practices & procedures, make decisions for implem. Policy*

*Control the human, material, and info. Resources of the org. to support policy and admin. functions*



From: "Dichotomy & Duality"  
James H. Svava, North Carolina State U.

# ***BASIS OF THE C/M FORM***

## **Role of the City Staff**

- Operate the city government in a manner that supports the policy decisions of the city council and the administrative decisions of the city manager.
- Serve as technical experts in specific functional areas.
- Provide support to advisory boards and commissions.

# ***BASIS OF THE C/M FORM***

## **Role of the Advisory Committee**

- Specific functions performed
- Transmit technical or historical advice to the city organization.
- Transmit ideas of the public to the organization.  
(Weathervane)
- Act as a filter for the City Council.
- Transmit ideas of the council and staff to the public.
- Make specific decisions authorized by legislation.

# ***BASIS OF THE C/M FORM***

## **Potential strengths of advisory boards:**

- Can broaden participation in policy or program evaluation/decision making.
- Committee members can add valuable technical or historical information.

## **Potential weaknesses of advisory boards:**

- Part-time involvement may limit effectiveness in day-to-day administrative matters.
- May slow down decision-making.

# *Current Trends*

The Great Recession of 2008-11

And its impact on local government

Plus

The demographic bomb

# Current Trends

Age of New City Managers			
Age	1934	1971	2002
<30	7%	26%	2%
31-40	34%	45%	13%
41-50	37%	21%	36%
51-60	19%	5%	43%
>60	3%	3%	7%

Source: 2002 State of the Profession survey data (ICMA, July 2002 as reported in PM Magazine Oct.2003)

# ***CITY MANAGER AS AN EMPLOYEE***

- Copperas Cove City Charter Sec 4.01
- City Manager as Charter Official not covered by typical administrative policies
- The Employment Agreement as the basis of a negotiated Terms and Conditions of Employment.
- Copperas Cove City Charter on Annual Evaluation:

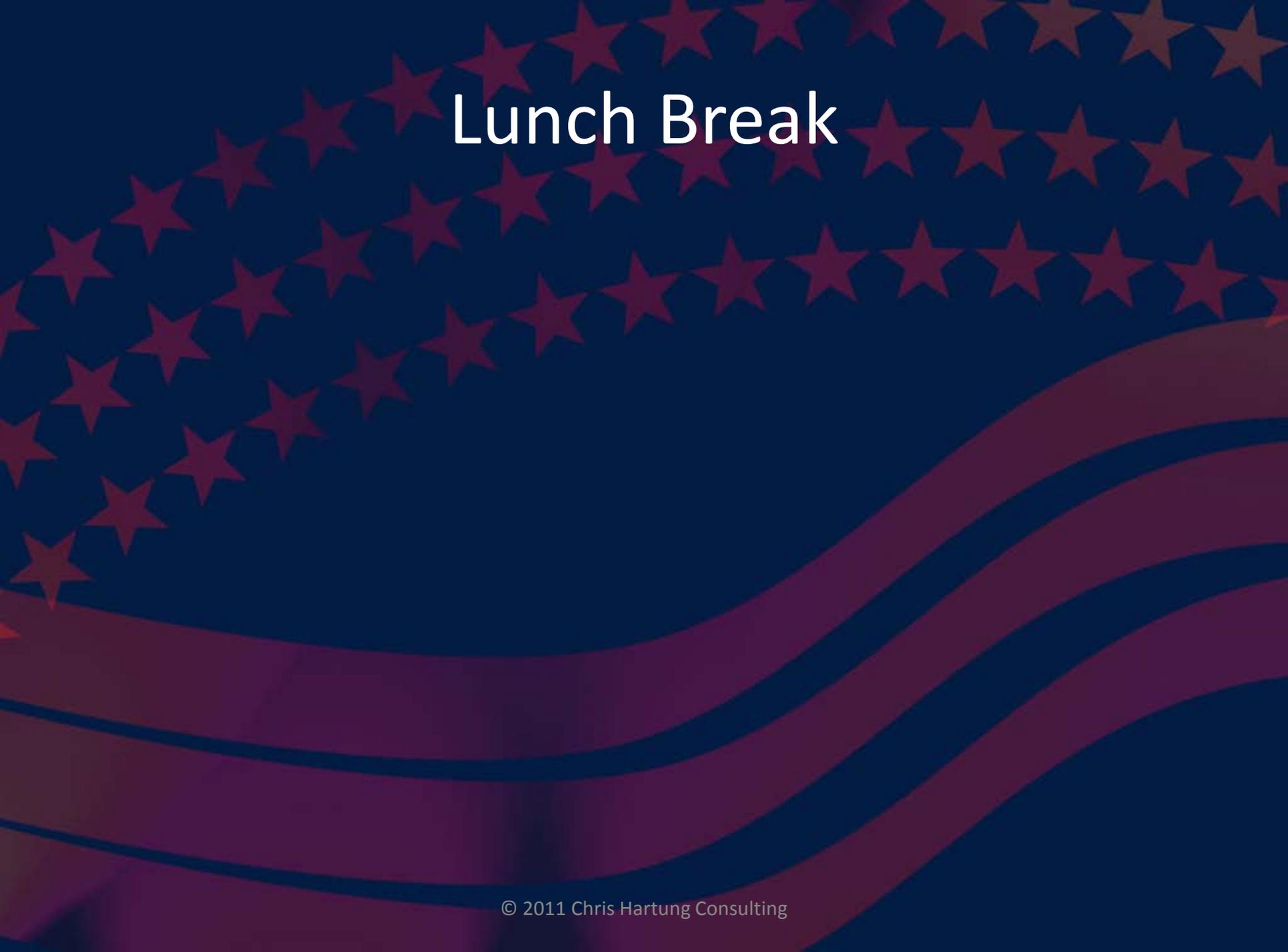
“The city council, including the mayor, shall evaluate the city manager annually in accordance with the city's personnel policies manual, and each council member shall sign the evaluation.”

# ***CITY MANAGER AS AN EMPLOYEE***

## **THE CITY MANAGER'S PERFORMANCE EVALUATION:**

- Developed annually by City Council and City Manager
- Based upon annual goals set by the Council with concurrence by City Manager
- Should have established time tables
- Measurable Outcomes

# Lunch Break

The background of the slide is a stylized American flag. It features a dark blue field with a pattern of small, light blue stars in the upper left corner. The lower portion of the slide is dominated by several thick, wavy horizontal stripes in shades of blue and purple, creating a sense of movement and depth.

# TYRANNY OF THE URGENT

<b>I</b> Im portant and Urgent	<b>II</b> Im portant & Not Urgent
<b>III</b> Not Im portant & Urgent	<b>IV</b> Not Im portant & Not Urgent

*“There is a regular tension between things that are urgent and things that are important— and far too often, the urgent wins” ~ Charles E. Hummel, “Tyranny of the Urgent”, 1967*

# COPPERAS COVE VISION STATEMENT

*The vision of Copperas Cove is to foster the highest quality of life enabling all citizens to work, play and grow in a protected and productive environment.*

# COPPERAS COVE VISION STATEMENT

*Exercise: Assume you are meeting a group of visitors to Copperas Cove in the year 2031.*

*They have never been in your city.*

*What would you want to tell them about Copperas Cove?*

# COPPERAS COVE VISION STATEMENT

*The vision of Copperas Cove is to foster the highest quality of life enabling all citizens to work, play and grow in a protected and productive environment.*

# COPPERAS COVE MISSION STATEMENT

**The mission of the City of Copperas Cove is to provide excellence in public service to meet the needs of our diverse community through quality customer services while exercising cost effective management and maintaining fiscal responsibility.**

# COPPERAS COVE MISSION STATEMENT

**Based upon our review of the Vision Statement, would you make any changes in the Mission Statement?**

# COPPERAS COVE CURRENT GOALS

**Goal 1:** Ensure Continued Quality Public Safety

**Goal 2:** Improve and Expand Infrastructure

**Goal 3:** Promote Economic Development Activities

**Goal 4:** Continue Support of the Combined Image  
Campaign

**Goal 5:** Expand Parks and Recreation Programs

# COPPERAS COVE CURRENT GOALS

**Goal 6:** Retain and Attract Quality People

**Goal 7:** Enhance Solid Waste Programs

**Goal 7A:** Facilitate and Exercise Fiscal Responsibility

**Goal 8:** Support Non-Municipal Youth Programs

**Goal 9:** Maintain or Reduce the Property Tax Rate

**Goal 10:** Improve Land Developer Relations

# THE STRATEGIC PLANNING PROCESS

**Step One-Environmental Scan**

**Step Two-Making Some Assumptions**

**Step Three-Community Assessment (SWOT Analysis)**

**Step Four-Clarification and Consolidation of Issues**

**Step Five-Prioritization of Issues**

**Step Six-Development of the Work Plan**

# ENVIRONMENTAL SCAN

What factors have influenced the City of Copperas Cove over the past 10-15 years?

*Economic*

*Legislative*

*Population Changes*

*Regional Issues*

*City Services*

*Litigation*

*???*

# MAKING ASSUMPTIONS

**What factors will influence the City of Copperas Cove over the next 10-15 years?**

**(Factors over which we have no control)**

***Economic***

***Legislative***

***Population Changes***

***Regional Issues***

***City Services***

***Litigation***

***(We are not trying to predict the future.)***

# COMMUNITY ANALYSIS

*Strengths-Things we do well; things we like about the community. We will want to continue and enhance.*

*Weaknesses-Things we think can be improved about the community. We will want to strengthen these areas.*

*Opportunities-Future events, issues, etc. that we would want to take advantage of.*

*Threats-Future events, issues, etc. that we would want to avoid or mitigate.*

# PRIORITIZATION OF ISSUES

***3-Must do. Issues that are vital to the community.***

***2-Should do items. With appropriate resources, time-this is important to the community.***

***1-Nice to do items. If we had all the resources, money, this would be a nice addition to the community.***

***0-Under no circumstances should we ever even attempt to do this.***

City Council Regular

Item #: G. 3.

Date: 05/17/2011

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**Information**

**Subject**

Consideration and action on approving minutes from the workshop council meeting of May 3, 2011.

***Stefanie Brown, Deputy City Secretary***

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**Attachments**

Link: [Workshop Minutes 050311](#)

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**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
May 3, 2011 – 6:00 P.M.**

**A CALL TO ORDER**

**B ROLL CALL**

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

Attendees: Andrea M. Gardner  
Stefanie Brown

**C WORKSHOP ITEMS**

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

Dr. Mark Gillem discussed a PowerPoint presentation with the Council, which is attached and made a part of these minutes.

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

No direction given.

**D ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 6:51 p.m.

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

ATTEST:

\_\_\_\_\_  
Stefanie Brown, Deputy City Secretary

# Fort Hood Visioning

## Copperas Cove City Council

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3 May 2011

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**US Army Corps  
of Engineers®**

Mark L. Gillem, PhD, AIA, AICP  
Principal  
The Urban Collaborative, LLC

# Planning Process Summary

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## **Visioning Workshop**

January 10<sup>th</sup> and 11<sup>th</sup>, 2011  
Develop Vision, Goals, Objectives

## **Workshop / Interviews / Site Analysis**

Workshop January 9<sup>th</sup> – 21<sup>st</sup>, 2011  
Clear Creek / Darnall ADP  
Kouma ADP  
Memorial Park Master Plan  
COA Study for old PX Reuse  
COA Study for old Hospital Reuse

## **COA Design Workshop**

Workshop January 18<sup>th</sup>, 2011  
COA Study for old PX Reuse  
COA Study for old Hospital Reuse

## **First CAV ADP Site Analysis**

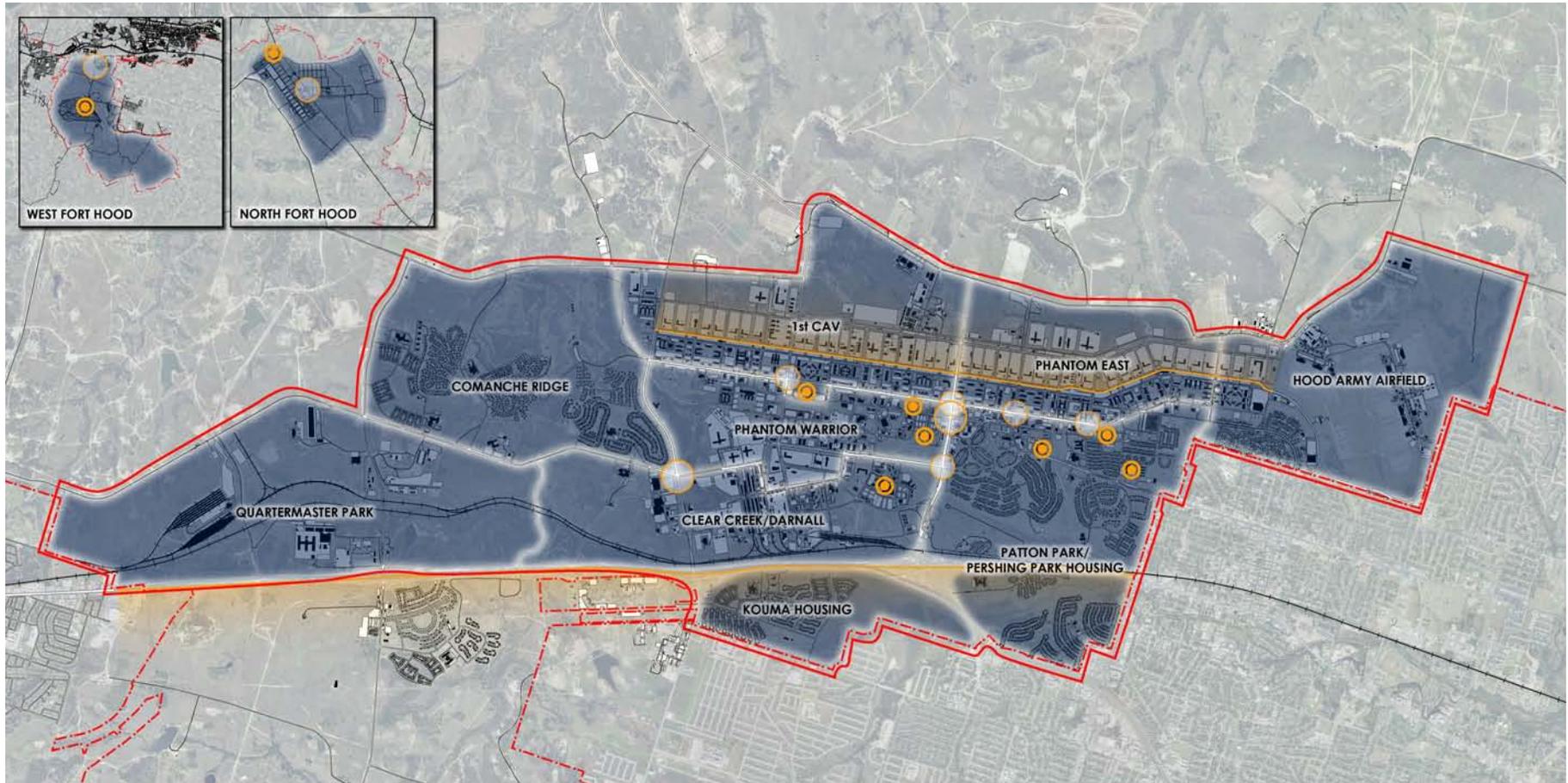
Site Visit and Interviews March 28<sup>th</sup> – 31<sup>st</sup>  
First CAV ADP

## **Clear Creek-Darnall ADP, Kouma ADP, & Memorial Park Master Plan Design Workshop**

Workshop May 2<sup>nd</sup> – 6<sup>th</sup>, 2011



# Installation Framework Plan



## Fort Hood Installation Framework Plan



**Vision**

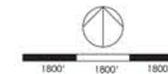
Fort Hood: The Great Place with accessible campuses, walkable small towns, and modern infrastructure.

### Legend

- ADP
- Installation Boundary
- Installation Growth Boundary
- Railroad
- Node
- Landmark
- Edge

### Future Area Development Plans:

- Clear Creek/Darnall ADP
- Phantom Warrior ADP
- 1st Cav ADP
- Phantom East ADP
- Hood Army Airfield
- Patton Park/Pershing Park Housing ADP
- Comanche Ridge ADP
- Quartermaster Park ADP
- Kouma Housing ADP
- West Fort Hood
- North Fort Hood



The Urban Collaborative, LLC

# Senior Leadership Goals

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- Traffic flow is major problem
- 70% of soldiers live off-post
- Expressway into the installation (like Fort Bragg)?
- Pedestrian access is poor
- Need more entities on the installation to keep soldiers there
- PT Tracks and green space need improvement
- Replace WWII Structures, but keep Old Post Chapel
- Divide Fort Hood into self-contained campuses that have barracks, housing and motor pools
- Fort Hood used to be divided into two sections
- Need a visionary look at where things go
- Break through the sustainable realm
- Fort Hood will not get larger, need to do most with what we have

# Planning Vision and Goals

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The Great Place with **Accessible Campuses, Walkable Small-Towns, and Modern Infrastructure.**

## **Goal 1: Accessible Campuses.**

Create connected neighborhoods that are self-sustaining with a mix of uses and flexible facilities.

## **Goal 2: Walkable Small-Towns.**

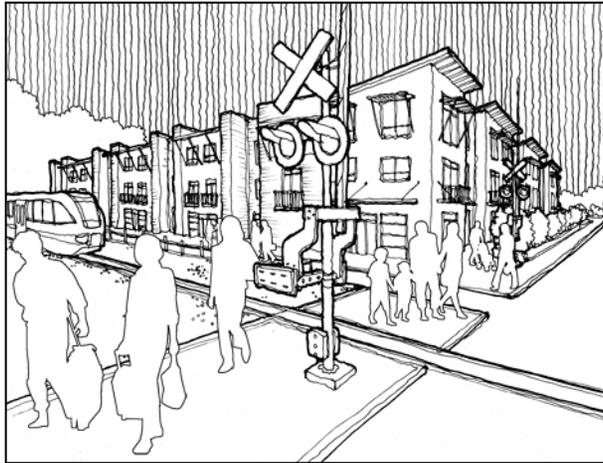
Provide safe, convenient and comfortable walks within identifiable districts that reflect historic Texas.

## **Goal 3: Modern Infrastructure.**

Create utilities and road networks that support state of the art technologies, communications, and vehicles.



# District

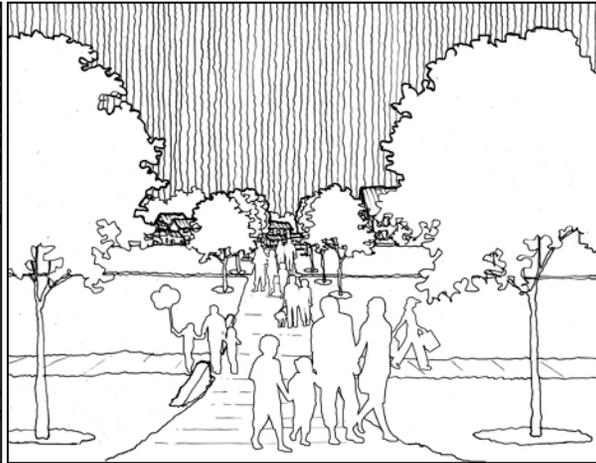


Saltillo Lofts, Austin, TX

## Transit-Oriented Development

Supports Goal(s):

- 1: Accessible Campuses
- 3: Modern Infrastructure

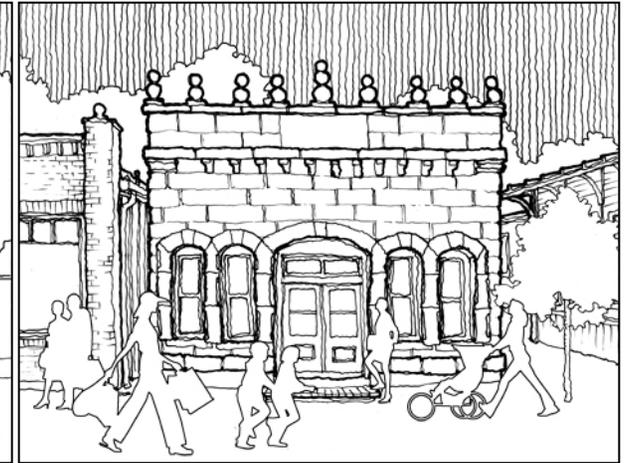


Mueller, Austin, TX

## 10-Minute Walk

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns



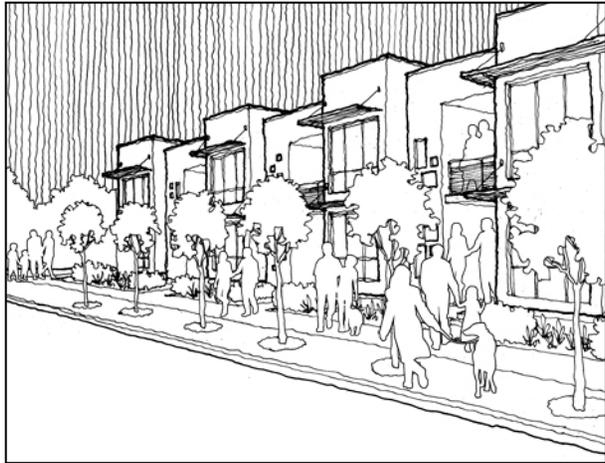
Main Street, Salado, TX

## Streetfront Buildings

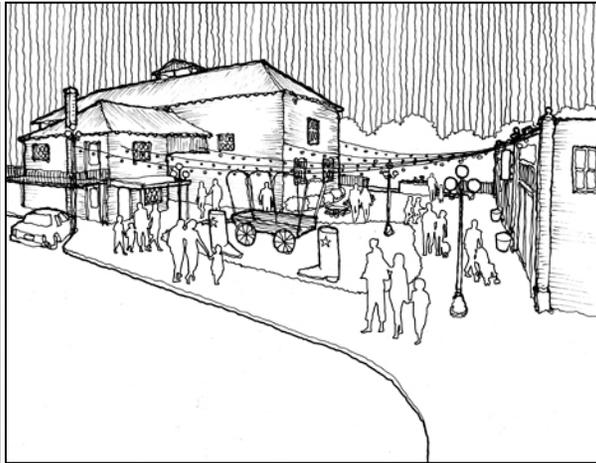
Supports Goal(s):

- 2: Walkable Small Towns

# District



Mueller, Austin, TX



Historic plaza at The Gin, Belton, TX



Mueller, Austin, TX

## Compact Development

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns

## Places to Gather

Supports Goal(s):

- 2: Walkable Small Towns

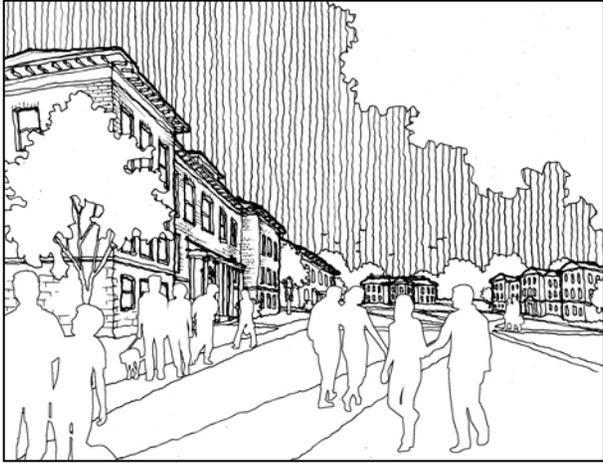
## Horizontal Mixed-Use

Supports Goal(s):

- 2: Walkable Small Towns
- 3: Modern Infrastructure

# District

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University of Mary Hardin-Baylor, Belton, TX



Retail, Mueller, Austin, TX

## Campus Quads

Supports Goal(s):

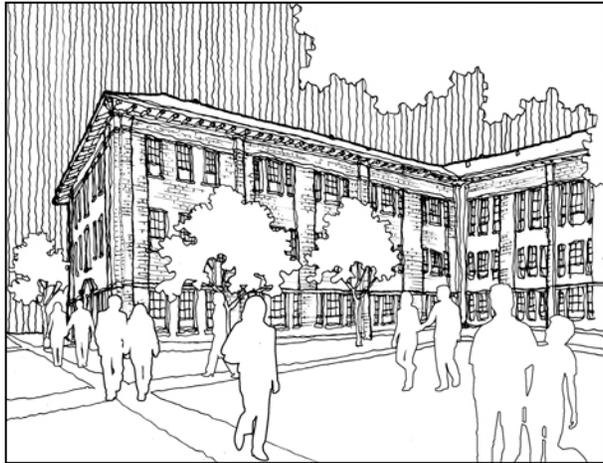
- 1: Accessible Campuses
- 2: Walkable Small Towns

## Pedestrian Access

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns
- 3: Modern Infrastructure

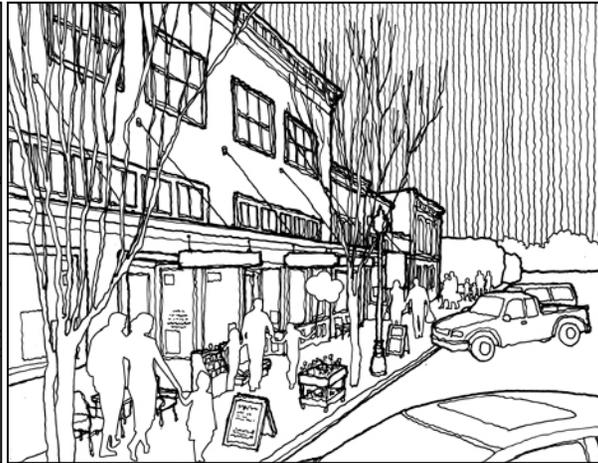
# Buildings



Wells Nursing & Science Hall, University of Mary Hardin-Baylor, Belton, TX

## Narrow Wings

Supports Goal(s):  
3: Modern Infrastructure



7th Street, Georgetown, TX

## Vertical Mixed-Use

Supports Goal(s):  
2: Walkable Small Towns  
3: Modern Infrastructure

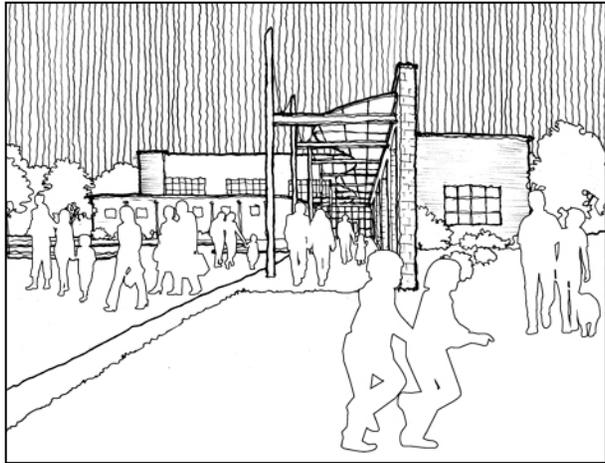


Tamiro Plaza, Georgetown, TX

## Multi-Story Buildings

Supports Goal(s):  
2: Walkable Small Towns  
3: Modern Infrastructure

# Buildings



Gus Garcia Recreation Center, Austin, TX

## Community Facilities

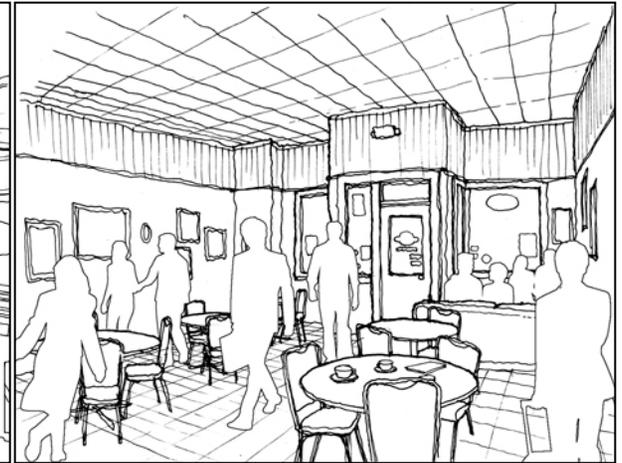
Supports Goal(s):  
3: Modern Infrastructure



Mueller, Austin, TX

## Multi-Use Spaces

Supports Goal(s):  
1: Accessible Campuses  
3: Modern Infrastructure

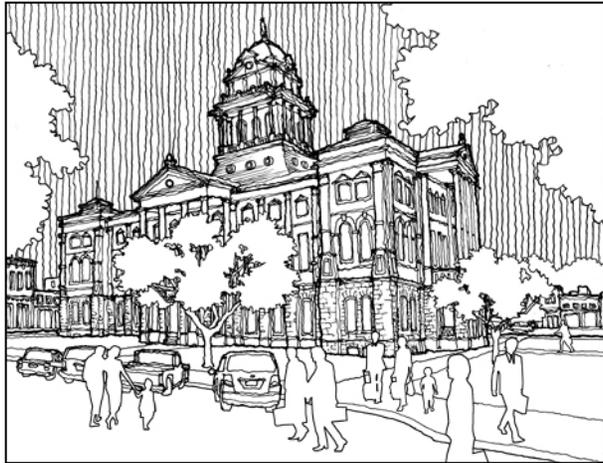


Café, Georgetown, TX

## Spaces for Collaboration

Supports Goal(s):  
3: Modern Infrastructure

# Buildings

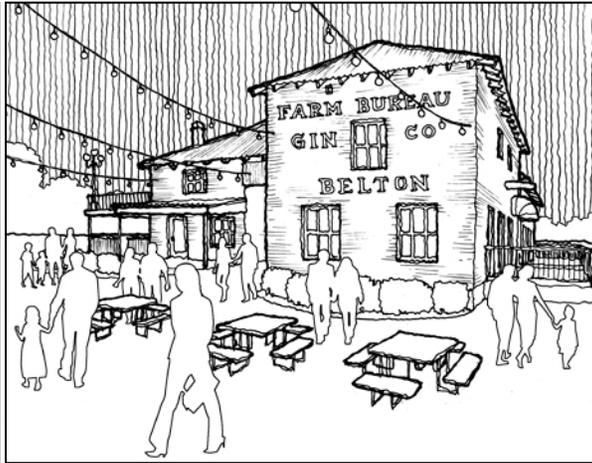


Williamson County Courthouse, Georgetown, TX

## Appropriate Standoff

Supports Goal(s):

- 2: Walkable Small Towns
- 3: Modern Infrastructure



The Gin at Nolan Creek, Belton, TX

## Adaptable Buildings

Supports Goal(s):

- 3: Modern Infrastructure



Historic city pharmacy building, Georgetown, TX

## Infill Buildings

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns
- 3: Modern Infrastructure

# Buildings



Historic bungalow, Georgetown, TX

## Small-Lot Single Family Homes

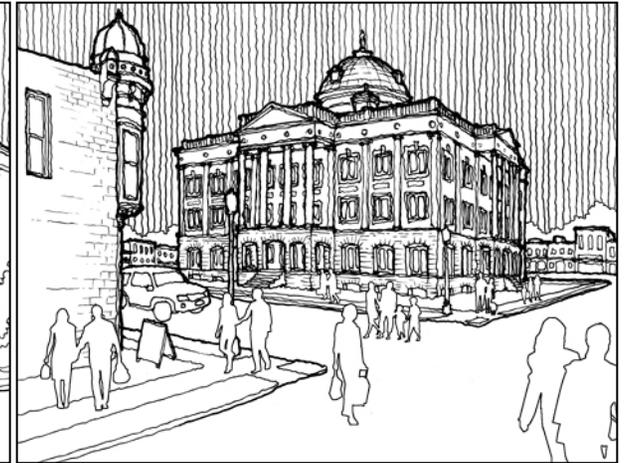
Supports Goal(s):  
2: Walkable Small Towns



Mueller, Austin, TX

## Livable Apartments

Supports Goal(s):  
1: Accessible Campuses



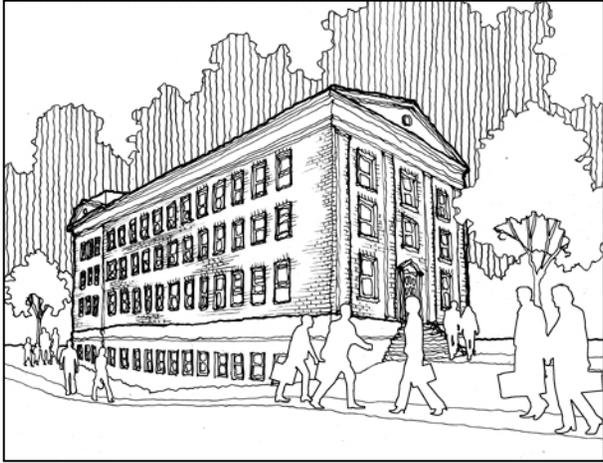
Historic downtown, Georgetown, TX

## Compatible Development

Supports Goal(s):  
1: Accessible Campuses  
3: Modern Infrastructure

# Buildings

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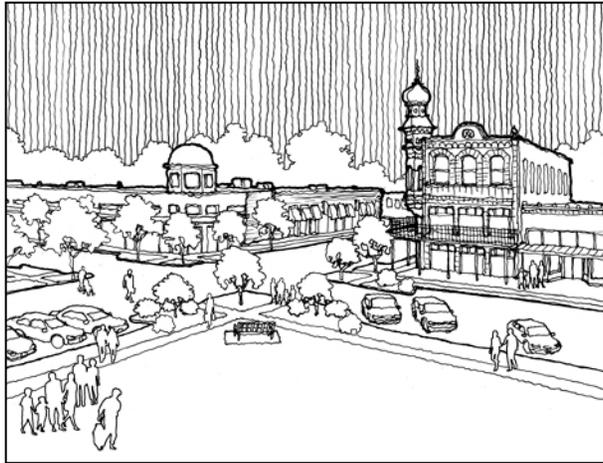
Hughes Recital Hall, University of Mary Hardin-Baylor, Belton, TX

## Operable Windows

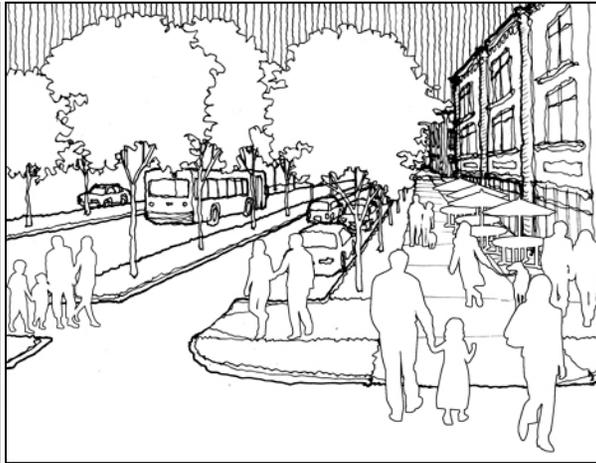
Supports Goal(s):

3: Modern Infrastructure

# Streets



Historic downtown, Georgetown, TX



Fort Lewis, Washington



N Congress Ave, Austin, TX

## Street Grids

Supports Goal(s):  
1: Accessible Campuses  
2: Walkable Small Towns

## Multiway Boulevards

Supports Goal(s):  
1: Accessible Campuses  
2: Walkable Small Towns  
3: Modern Infrastructure

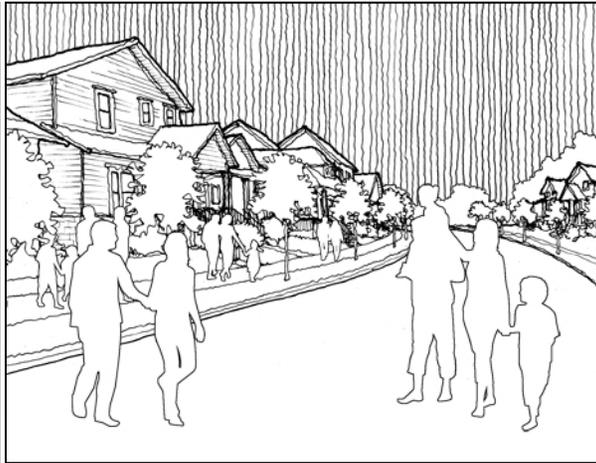
## Parkways

Supports Goal(s):  
2: Walkable Small Towns

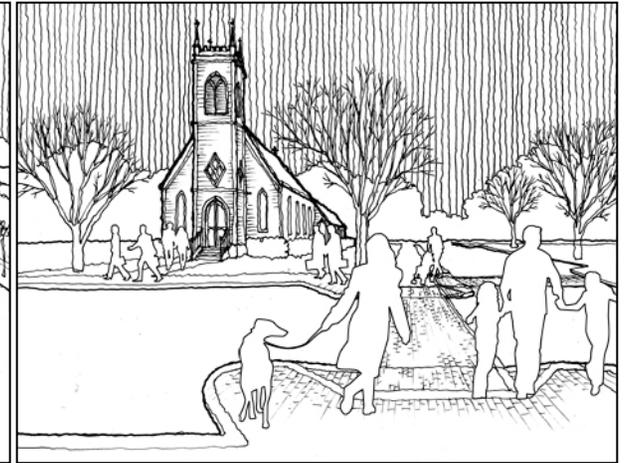
# Streets



7<sup>th</sup> Street, Georgetown, TX



Mueller, Austin, TX



Grace Heritage Center, Georgetown, TX

## Main Streets

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns

## Neighborhood Streets

Supports Goal(s):

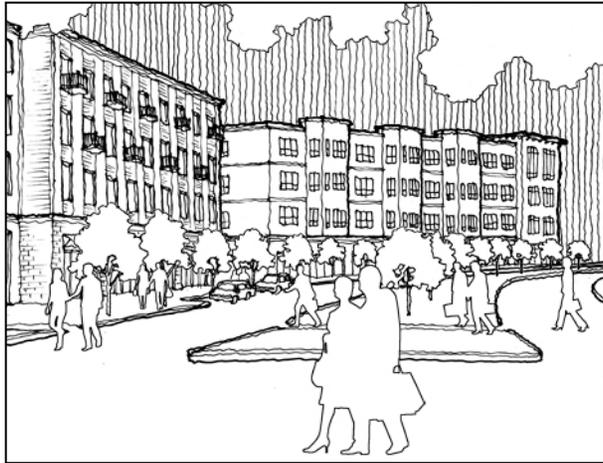
- 2: Walkable Small Towns

## Connected Sidewalks

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns

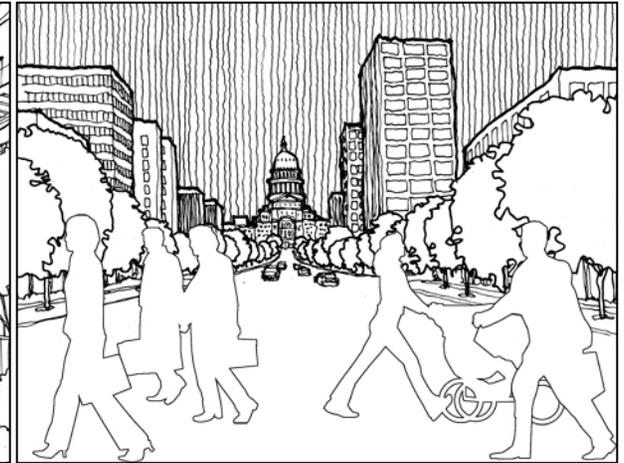
# Streets



Mueller Boulevard, Austin, TX



Mueller, Austin, TX



Congress Ave, Austin, TX

## Medians

Supports Goal(s):  
2: Walkable Small Towns

## Planting Strips

Supports Goal(s):  
2: Walkable Small Towns  
3: Modern Infrastructure

## Street Trees

Supports Goal(s):  
1: Walkable Small Towns

# Streets

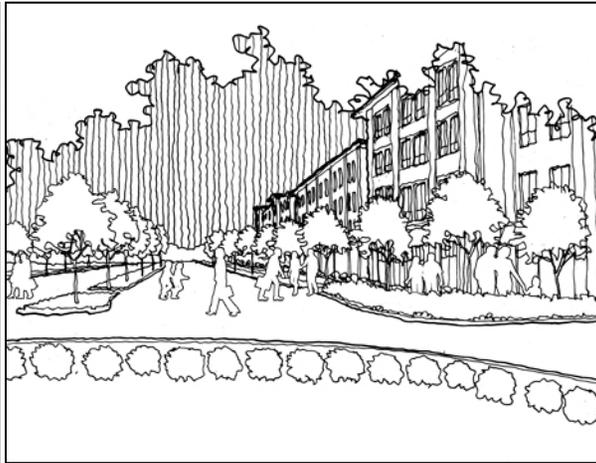
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Mueller, Austin, TX

## Bike Lanes

Supports Goal(s):  
1: Accessible Campuses  
2: Walkable Small Towns  
3: Modern Infrastructure

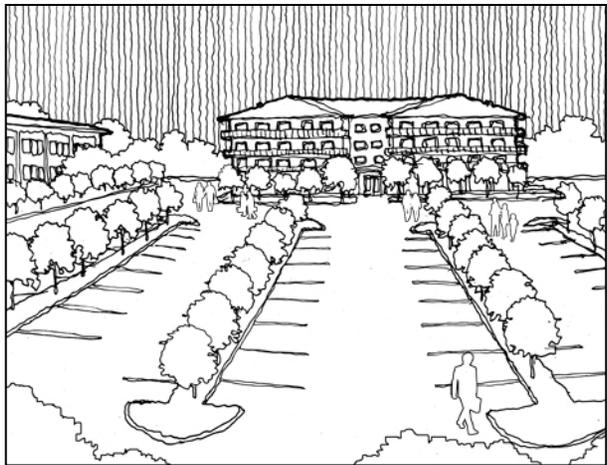


Mueller, Austin, TX

## Traffic Calming

Supports Goal(s):  
2: Walkable Small Towns  
3: Modern Infrastructure

# Parking



Hotel, Austin, TX

## Car Parks

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns
- 3: Modern Infrastructure



Mueller, Austin, TX

## Hidden Parking

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns
- 3: Modern Infrastructure



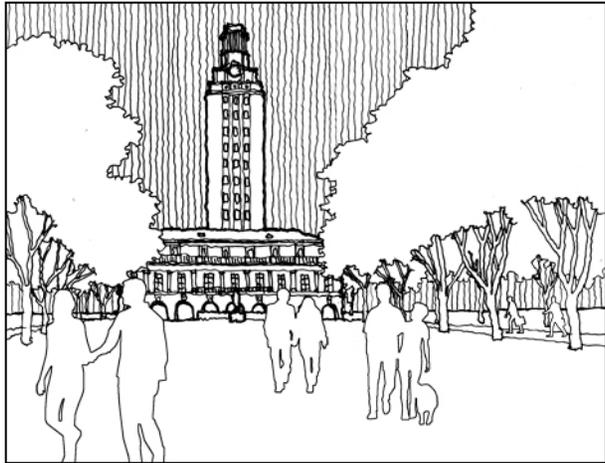
Mueller, Austin, TX

## Perimeter Parking

Supports Goal(s):

- 1: Accessible Campuses
- 2: Walkable Small Towns

# Open Spaces



University of Texas, Austin, TX

## Axes and Focal Points

Supports Goal(s):

- 1: Accessible Campuses
- 3: Modern Infrastructure

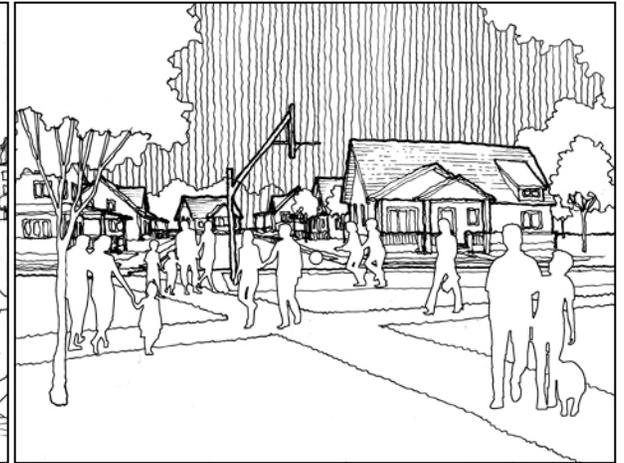


Lake Park, Mueller, Austin, TX

## Community Parks

Supports Goal(s):

- 2: Walkable Small Towns
- 3: Modern Infrastructure



Mueller, Austin, TX

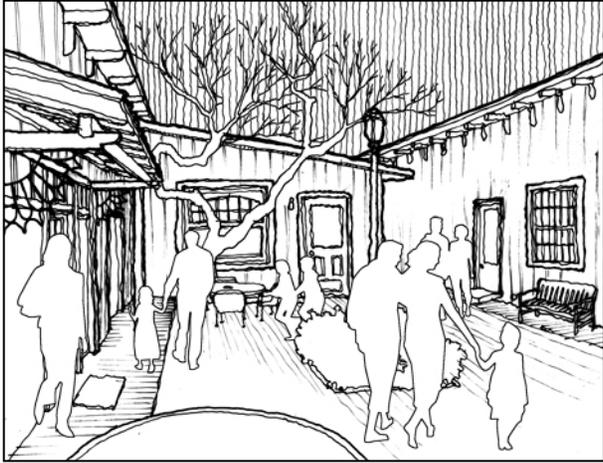
## Nearby Recreation

Supports Goal(s):

- 3: Modern Infrastructure

# Open Spaces

---



Shopping plaza, Salado, TX

## Common Spaces Inside and Out

Supports Goal(s):

1: Accessible Campuses

3: Modern Infrastructure

# Schedule

## Charrette Agenda: Monday, 2 May

Time	Visioning Session - Location	Participants' Role
0900-1200	<ul style="list-style-type: none"> <li>ADP Inbrief – Bldg 4632, Environmental Training Facility</li> </ul>	Review project scope and charrette process; begin developing vision and program for each ADP
1330-1700	<ul style="list-style-type: none"> <li>Design Workshop – Bldg 4632, Environmental Training Facility (Stakeholder attendance is optional)</li> </ul>	Identify opportunities and constraints that exist on the site; determine how they will impact design.
1500-1630	<ul style="list-style-type: none"> <li><b>AAFES COA Draft Report Review – DPW Conference Room</b></li> </ul>	AAFES COA Stakeholders review draft report submitted 8 April



## Charrette Agenda: Tuesday, 3 May

0900 – 1700	<ul style="list-style-type: none"> <li>Design Workshop - Bldg 4632, Environmental Training Facility (Stakeholder attendance is optional)</li> </ul>	Break into small groups to strategize site development plans. Each group will present their design and discuss the best features of each plan.
1000 – 1130	<ul style="list-style-type: none"> <li><b>Hospital COA Draft Report Review – DPW Conference Room</b></li> </ul>	Hospital COA Stakeholders review draft report submitted 8 April



# Schedule

## Charrette Agenda: Wednesday, 4 May

Time	Visioning Session - Location	Participants' Role
0900-1200	<ul style="list-style-type: none"> <li>Design Workshop - Bldg 4632 (Stakeholder attendance is optional)</li> </ul>	Continue work on three alternatives
1330-1500	<ul style="list-style-type: none"> <li>Presentation of Alternatives – Bldg 4632</li> </ul>	Present three alternatives to installation leadership
1500- 1700	<ul style="list-style-type: none"> <li>Design Workshop (Stakeholder attendance is optional)</li> </ul>	Begin work on preferred alternative



## Charrette Agenda: Thursday, 5 May

0900 – 1700	<ul style="list-style-type: none"> <li>Design Workshop - Bldg 4632 (Stakeholder attendance is optional)</li> </ul>	Continue work on preferred alternative
1430 - 1530	<ul style="list-style-type: none"> <li><b>Memorial Park Draft Report Review – DPW Conference Room</b></li> </ul>	Memorial Park Stakeholders review draft report submitted 21 March



## Charrette Agenda: Friday, 6 May

0900 – 1330	<ul style="list-style-type: none"> <li>Design Workshop (Stakeholder attendance is optional)</li> </ul>	Complete work on preferred alternative
1400 - 1530	<ul style="list-style-type: none"> <li>Outbrief – Bldg 4632</li> </ul>	Explain vision and goals to installation leadership; present preferred alternative

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THE URBAN COLLABORATIVE, LLC

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City Council Regular

Item #: G. 4.

Date: 05/17/2011

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**Information**

**Subject**

Consideration and action on approving minutes from the regular council meeting of May 3, 2011.

***Stefanie Brown, Deputy City Secretary***

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**Attachments**

Link: [Minutes 050311](#)

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**CITY OF COPPERAS COVE  
CITY COUNCIL REGULAR MEETING MINUTES  
May 3, 2011 – 7:00 P.M.**

**A CALL TO ORDER**

**B INVOCATION AND PLEDGE OF ALLEGIANCE** - Pastor Scott Smith of Crestview Christian Church in Copperas Cove gave the invocation and Mayor Hull led the pledge of allegiance.

**C ROLL CALL**

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

Attendees: Andrea M. Gardner  
Charles E. Zech  
Stefanie Brown

**D ANNOUNCEMENTS** - Council Member Seffrood announced May 3, 2011 is National Children's Mental Health Awareness Day.

**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**

Captain Eddie Wilson was on hand to accept the proclamation. Cpt. Wilson thanked Mayor Hull, the Council and the community for their support of the Police Department.

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

Deputy Chief Gary Young was on hand to accept the proclamation. DC Young thanked Mayor Hull for the proclamation.

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**

**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.**

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**

**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.**

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**

**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.**

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**

Council Member Kent made a motion to approve items G-1 through G-6 as presented. Council Member Smith seconded the motion, which passed unanimously

## 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**

Mayor Hull opened the public hearing at 7:21 p.m.

Speaking: None

Mayor Hull closed the public hearing at 7:23 p.m.

Council Member Schmitz made a motion 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). Council Member Palmer seconded the motion, which passed unanimously.

## 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**

### **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.**

Council Member Palmer made a motion to approve Ordinance No. 2011-18 as presented. Council Member Seffrood seconded the motion, which passed unanimously.

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

### **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.**

Council Member Schmitz made a motion to approve Ordinance No. 2011-17 as presented. Council Member Kent seconded the motion, which passed unanimously.

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

**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.**

Council Member Kent made a motion to approve Ordinance No. 2011-16 as presented. Council Member Palmer seconded the motion, which passed unanimously.

- 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***

Council Member Schmitz supports the \$19,480 proposed changes to the 2011 Coryell County Appraisal District Budget. There was a consensus from the entire council.

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

**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.**

Council Member Meredith made a motion to decline Ordinance No. 2011-22 as presented. Council Member Kent seconded the motion, roll call vote as follows:

AYE: Council Member Cheryl L. Meredith

NAY: Council Member Charlie D. Youngs

Council Member Gary L. Kent

Council Member Danny Palmer

Council Member Kenn Smith

Council Member Jim Schmitz

Council Member Frank Seffrood

Failed

After a brief discussion, Council Member Seffrood made a motion to approve Ordinance No. 2011-22 as presented. Council Member Kent seconded the motion, which passed unanimously.

- 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**

**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.**

Council Member Schmitz made a motion to approve Ordinance No. 2011-21, with an amendment of no fee. Council Member Palmer seconded the motion, which passed unanimously.

**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**

Ms. Smith presented the Chamber of Commerce 1st Quarter Report for 2011. Council Member Schmitz requested a more detailed report in the future.

**K ITEMS FOR FUTURE AGENDAS - None.**

**L EXECUTIVE SESSION - Mayor Hull announced the executive session at 8:04 p.m.**

- 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 - Mayor Hull reconvened the open meeting at 8:26 p.m. and announced that there was no action to be taken as a result of Executive Session.**

**N ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 8:26 p.m.

**ATTEST:**

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

\_\_\_\_\_  
Stefanie Brown, Deputy City Secretary



City Council Regular

Item #: G. 5.

Date: 05/17/2011

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**Information**

**Subject**

Consideration and action on approving minutes from the special council meeting of May 10, 2011. ***Jane Lees, City Secretary***

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**Attachments**

Link: [5-10-11 special minutes](#)

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**CITY OF COPPERAS COVE  
CITY COUNCIL SPECIAL MEETING MINUTES  
May 10, 2011 – 6:00 P.M.**

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

B       **INVOCATION AND PLEDGE OF ALLEGIANCE** - Council Member Kent gave the invocation and Mayor Hull led the pledge of allegiance.

C       **ROLL CALL**

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

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

D       **ANNOUNCEMENTS** - Council Member Kent reminded everyone to vote on Election Day, Saturday, May 14, 2011.

E       **PUBLIC RECOGNITION** - None.

F       **CITIZENS FORUM** – None.

G       **CONSENT AGENDA** – None.

H       **PUBLIC HEARINGS/ACTION** - None.

I       **ACTION ITEMS**

- 1       Consideration and action on authorizing the City Manager to execute a letter of support to the Texas Department of Transportation to award a contract for the low bid submitted for the Copperas Cove Bypass (Highway 190) project in the amount of \$43,078,679.02 plus a deposit of funds into a contractor force account in the amount of \$3,489,000. **Andrea M. Gardner, City Manager**

Council Member Smith made a motion to authorize the City Manager to execute a letter of support to TxDOT to award a contract for the low bid submitted for the Copperas Cove Bypass (Hwy. 190) project in the amount of \$43,078,679.02 plus a deposit of funds into a contractor force account in the amount of \$3,489,000. Council Member Seffrood seconded the motion, which passed unanimously.

- J        **REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS - None.**
- K        **ITEMS FOR FUTURE AGENDAS - None.**
- 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 6:24 p.m.

**ATTEST:**

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

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

Date: 05/17/2011

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## Information

### SUBJECT

Consideration and action on a resolution authorizing and supporting the City Manager in the submission of a grant application to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) for the FY 2011 COPS Hiring Program (CHP). *Tim Molnes, Police Chief*

### BACKGROUND/HISTORY

The Office of Community Oriented Policing Services (COPS), through the U.S. Department of Justice has announced the availability of funding under the COPS Hiring Program (CHP). The COPS Hiring Program (CHP) is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

### FINDINGS/CURRENT ACTIVITY

The COPS Hiring Program (CHP) is an open solicitation to all state, local, and tribal law enforcement agencies that have primary law enforcement authority. The CHP provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase community policing capacity and crime prevention efforts. CHP funding available in FY 2011 will be just over \$200 million.

FY 2011 CHP grants will provide 100 percent funding for approved entry-level salaries and benefits of full-time officers for three years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. Local matching funds are not required and no cap on the amount of funding that can be requested per officer position. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the City. All agencies' requests will be capped at no more than 5% of their actual sworn force strength reported at the time of application, up to a maximum of 50 officers. The City's request will be for 3 positions (5% of the Police Department's 56 sworn officer positions). The City would be responsible to furnish all uniforms and equipment for each officer approved by the grant when the position(s) is/are filled.

At the conclusion of federal funding (3 years), the City is required to retain all sworn officer positions awarded under the CHP grant for a minimum of one year (12 months). The retained CHP-funded position(s) should be added to the City's law enforcement budget with local funds, over and above the number of locally-funded officer positions that would have existed in the absence of the grant.

To apply for the grant, the City Council should approve a resolution indicating that they will comply with the requirements of the grant, indicate the number of officer(s) requested in the grant, and name a person to apply for and administer the grant on behalf of the City. Once the resolution is approved and signed, the grant application will be completed and filed with the U.S. Department of Justice for their review and approval/disapproval of the grant.

The grant application is due no later than May 25, 2011.

### ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council authorize the mayor to sign Resolution No. 2011-23, supporting the City Manager in the submission of a grant application to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) for the FY 2011 COPS Hiring Program (CHP).

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## Fiscal Impact

**Funds available Y/N?: Y**

### **FINANCIAL IMPACT:**

The current annual entry-level salary and benefit package for a Police Officer position is \$55,264. This is broken down as follows:

- Salaries: \$36,962
- Social Security: \$ 2,292
- Medicare: \$ 536
- Health Insurance: \$ 4,638
- Life Insurance: \$ 26
- Vacation: \$ 1,422
- Sick Leave: \$ 1,706
- Retirement: \$ 4,199
- Worker's Comp: \$ 727
- Dental Insurance: \$ 279
- Holidays \$ 1,848
- L/T Disability: \$ 89
- Shift Differential: \$ 540

The current cost for employee physicals/testing, uniforms and equipment is \$8,487. This is broken down as follows:

- Phys/Test: \$ 872
- Uniforms: \$ 2,362
- Equipment: \$ 5,253

Our request would be for the approval by City Council for three (3) Police Officer positions through this grant.

If the grant is awarded, the initial cost to the City for the first year would be \$8,487 per Police Officer position with a total cost for three (3) positions at \$25,461. This cost includes employment physicals/testing, the purchasing of required uniforms and equipment.

The second year of the grant, this position would cost the City approximately \$1,074 for uniform replacement and \$48 for longevity for a total per position of \$1,122 with a total cost for three (3) positions at \$3,366.

The third year of the grant, this position would cost the City approximately \$1,074 for uniform replacement and \$96 for longevity for a total per position of \$1,170 with a total cost for three (3) positions at \$3,510.

The total cost to the City for the entire 3-year grant period, per position would be approximately \$10,779 or a total for all three (3) positions of approximately \$32,337.

After the third year of this grant, the City would be required to fully fund this position for a minimum of 12 months at an approximate cost of \$60,798 per position with a total cost for three (3) positions at \$182,394. It is possible that the City's employee benefits package (retirement and health package) could increase each year; however, these estimates include current levels.

The grant will provide \$508,143 for three (3) positions over a 3-year period.

The salaries proposed, as according to the grant, have been reviewed by the City's Human Resources

Director.

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### Attachments

Link: [Resolution](#)

Link: [COPS CHP Announcement Ltr](#)

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**RESOLUTION NO. 2011-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, AUTHORIZING THE CITY MANAGER TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE A GRANT FROM THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF COMMUNITY ORIENTED POLICING SERVICES (COPS) FOR A COPS HIRING PROGRAM (CHP) GRANT, AND AUTHORIZING THE CITY MANAGER TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, PLEDGING THAT THE CITY OF COPPERAS COVE WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE OFFICE OF COMMUNITY ORIENTED POLICING SERVICES (COPS).**

**WHEREAS,** the Office of Community Oriented Policing Services (COPS) through the U.S. Department of Justice has announced the availability of funding under the COPS Hiring Program (CHP); and

**WHEREAS,** the COPS Hiring Program (CHP) is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers; 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 of Copperas Cove is authorized to request grant funding in the approximate amount of \$508,143 from the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) for a COPS Hiring Program (CHP) grant. At the conclusion of federal funding (3 years), the City is required to retain all officer positions awarded for a period of 12 months.

**SECTION 2.**

That the City Manager will 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 3.**

That the City of Copperas Cove will comply with the grant requirements of the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) and the State of Texas.

**SECTION 4.**

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

**SECTION 5.**

That the City of Copperas Cove, in the event of loss or misuse of the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS), COPS Hiring Program (CHP) grant, will reimburse the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) the full amount of the City's portion of the grant award.

**PASSED, APPROVED, AND ADOPTED** on this 17th 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



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**★

May 2, 2011

**RE: COPS Hiring Program (CHP) Solicitation – NOW OPEN!**

Dear Colleague,

The Office of Community Oriented Policing Services (COPS) is pleased to announce that the application period for the Fiscal Year (FY) 2011 COPS Hiring Program (CHP) is now open. CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to impact their community policing capacity and problem solving efforts. Subject to funding availability, just over \$200 million in grant funding may be available for the hiring and rehiring of career law enforcement officers.

FY 2011 CHP grants will provide 100 percent funding for approved entry-level salaries and benefits for three years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. There is no local match requirement or cap on the amount of funding that can be requested per officer position, but CHP grant funding will be based on your agency's current entry-level salary and fringe benefits packages. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5% of their actual sworn force strength reported at the time of application, up to a maximum of 50 officers. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

At the conclusion of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of one year (12 months). The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

All applicants should thoroughly review the *Before Preparing Your Application* guidance, which is attached to this letter, for detailed information on how to begin preparations for submitting your application.

Applications for FY 2011 CHP grants are currently being accepted in a two-part process. Please note that both parts of the application must be completed by the deadline. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the Standard Form 424 (SF-424). The SF-424 is a government-wide standard form required for competitive grant application packages. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the application process through the COPS Office Online Application System found on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). The COPS Office wants to ensure that your agency has sufficient time to complete all required pre-application steps, and therefore encourages you to join the thousands of law enforcement agencies that have already visited the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to establish or update their online account through the "Account Access" feature. For more information on the two-part process required to apply for the CHP program this year, please refer to the **Step-by-Step Instructions for Two-Part Application Submission Process** by visiting the following link (<http://www.cops.usdoj.gov/Default.asp?Item=2367>). We strongly urge your agency to review this information prior to applying.

To access the CHP Application Guide (i.e., application instructions), please visit COPS online at [www.cops.usdoj.gov/](http://www.cops.usdoj.gov/) and choose the COPS Hiring Program from the “Grants & Funding” link at the top. The website will also allow you to review important information regarding FY 2011 CHP eligibility, details on application procedures, the COPS nonsupplanting requirement, and other frequently asked questions regarding the program.

Applications must be submitted by **May 25, 2011, at 8:59 PM, EDT**. Please note that both parts of the two-part application process must be completed by this deadline. Any incomplete applications submitted after this deadline will not be accepted or considered for funding under this program. Also, note that applicants who do not complete the required pre-application steps as outlined on the COPS website in time to submit the application will not be considered for funding; therefore, if your agency is interested in this funding opportunity, you are encouraged to begin the necessary steps immediately.

The COPS Office looks forward to working with your agency. If you would like more information or require technical assistance during the solicitation process, please visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov/), or call the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Bernard K. Melekian  
Director

## *Before Preparing Your Application*

The COPS Office wants to ensure that your agency has sufficient time to complete your FY 2011 CHP application now that the solicitation is open. We strongly recommend that your agency begin preparations for submitting your application at this time. To minimize delays in submitting your application, please take some time now to address the following items.

- Register at [www.grants.gov](http://www.grants.gov) to apply for federal funding. In order to apply for a grant, your agency must complete the Grants.gov registration process. The registration process can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. Therefore, you should register early. You must have a Data Universal Numbering System (DUNS) number and be registered with the Central Contractor Registration (CCR) database to begin your application with Grants.gov. For additional instructions on how to register with Grants.gov please visit [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- All Applicants must have a Data Universal Numbering System (DUNS) number prior to submitting an application for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. Please note that obtaining a DUNS number may take one to two business days. To obtain or verify your DUNS number, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>.
- All Applicants must be registered with the Central Contractor Registration (CCR) database prior to submitting an application for COPS funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active CCR registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the CCR until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. If you have an active CCR registration that is set to expire before September 30, 2011, you must renew your CCR registration before completing the application. Please note that the CCR verification process may take up to two weeks to complete. To register or to verify that your CCR registration has not expired, please visit [www.ccr.gov](http://www.ccr.gov).
- Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible at [www.fsr.gov](http://www.fsr.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award, furthering Federal spending transparency. **Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.**
- All applicants should note that all recipients, as a condition of receipt of federal assistance, must acknowledge and agree that they will not, on the ground of race, color, religion, national origin (which includes limited English proficiency), gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.
- Visit the “Account Access” portion of the COPS web site at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to determine if your agency currently has an active online account and/or how to create one. If you do not remember your password, you can use this site to

have a password reminder sent to you. Please note that the COPS Agency Portal (“Account Access”) has recently been modified. Answers to frequently asked questions regarding the COPS Agency Portal can be found at: <http://www.cops.usdoj.gov/Default.asp?Item=2566> or by contacting the COPS Office Response Center at 1.800.421.6770.

- If your agency was never assigned a password or you need assistance creating an account and/or system access, or you would like to verify your agency’s correct ORI number, call 1.800.421.6770 between 9:00 a.m. and 5:00 p.m. Eastern Daylight Time, or e-mail [askcopsrc@usdoj.gov](mailto:askcopsrc@usdoj.gov).
- Once logged into “Account Access,” your agency will be able to add additional user accounts and also update your agency contact and address information. Please take this time to ensure that your agency’s Law Enforcement Executive, Government Executive, and point of contact information are current with our office.
- You will be required to provide the unique Geographic Names Information System (GNIS) identification number assigned to your agency. The GNIS database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. To look up your GNIS Feature ID, please visit their website at: <http://geonames.usgs.gov/domestic/index.html>.
- This year’s program will place a stronger emphasis upon the three tenets of community policing (community partnerships, problem-solving, and organizational transformation) as outlined by the COPS Office and as it relates to the CHP grant. For more information on community policing, please refer to “Community Policing Defined” by visiting the following link <http://www.cops.usdoj.gov/Default.asp?Item=36>.

Date: 05/17/2011

**Information**

**SUBJECT**

Consideration and action on a resolution, canvassing returns and declaring the results of the General Election held on May 14, 2011. *Jane Lees, City Secretary*

**BACKGROUND/HISTORY**

For an election ordered by an authority of a political subdivision other than a county, the election shall be canvassed by the political subdivision's governing body. The canvass is the official tabulation of the election results. Elections held on a May uniform election date may be made as early as the third day after Election Day if provisional and Federal ballots have been verified and counted. The canvass must be completed no later than the eleventh day after Election Day (Texas Election Code, Chapter 67, Section 67.003 (b)).

Chapter 67, Section 67.004 (a) states: "Two members of the authority constitute a quorum for purposes of canvassing an election."

**FINDINGS/CURRENT ACTIVITY**

There were \_\_\_\_\_ provisional ballots cast in the May 14, 2011 General Election. One paper ballot by mail was requested, mailed out and returned prior to Election Day. The paper ballot was processed by the Early Voting Ballot Board and the results were included in the Early Voting tally.

The unofficial results of the General Election held on May 14, 2011 are shown below:

	<b>Early Voting</b>	<b>Election Day</b>	<b>Total Votes</b>
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**Council Member  
Position 6**

Jim Schmitz

**Council Member  
Position 7**

Frank Seffrood

James Strunk

**Total Voters**

The Official Cumulative Report showing the election results is attached to the agenda item. The adoption of Resolution No. 2011-22 is the official canvass by the governing body and declares the winners of the May 14, 2011 General Election to be \_\_\_\_\_, Council Member Position 6, and \_\_\_\_\_, Council Member Position 7.

**ACTION OPTIONS/RECOMMENDATION**

City staff recommends approval of Resolution No. 2010-22, to officially canvass and declare the results of the General Election held on May 14, 2011.

**Attachments**

Link: [Resolution to canvass election](#)

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**RESOLUTION NO. 2011-11**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, CANVASSING RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 14, 2011.**

**WHEREAS,** On the 17th day of May 2011, members of the City Council of the City of Copperas Cove, Texas, convened in a regular meeting following the City's General Election, held on May 14, 2011, which session was open to the public; and

**WHEREAS,** At least two members of the governing body were present to conduct the official canvass, which constitutes a quorum for purposes of canvassing an election, as set forth by the Texas State Election Code, Chapter 67, Section 67.004 (a); and

**WHEREAS,** After careful consideration of the official returns of the election, which are attached as Exhibit A and made a part of this resolution, it has been determined that there were \_\_\_\_\_ total votes cast at said election by valid and legal voters of the City of Copperas Cove; and

**WHEREAS,** Each of the candidates in said general election received votes as follows:

	<u>Early Voting</u>	<u>Election Day</u>	<u>Total Votes</u>
<u>Council Member Position 6</u>			
Jim Schmitz	___	___	___
<u>Council Member Position 7</u>			
Frank Seffrood	___	___	___
James Strunk	___	___	___
 Total Voters	 ___	 ___	 ___

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, CORYELL COUNTY, TEXAS THAT:**

- (1) All of the recitals contained in the preamble of this resolution are found to be true and are adopted as findings of fact by this governing body and as a part of its judgment; and

- (2) It is further found and determined that the results of the election as canvassed and tabulated in the preamble reflect the votes cast at the election.

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL THAT:**

- (3) In accordance with the returns, \_\_\_\_\_ received a majority of all votes cast at the General Election for Council Member Position 6, and is hereby declared the winner for a three-year term beginning in June 2011 through May 2014; and
- (4) In accordance with the returns, \_\_\_\_\_ received a majority of all votes cast at the General Election for Council Member Position 7, and is hereby declared the winner for a three-year term, beginning in June 2011 through May 2014; and

**PASSED AND APPROVED**, at a regular meeting of the City Council of the City of Copperas Cove, Texas, this 17th day of May 2011, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code §551.001 et seq. and Texas Election Code, Chapter 67.

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

City Council Regular

Item #: I. 2.

Date: 05/17/2011

Contact: Margaret Handrow, Library Director,  
Library

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### Information

#### **SUBJECT**

Consideration and action on the appointments to the Copperas Cove Public Library Advisory Board.  
***Margaret Handrow, Library Director***

#### **BACKGROUND/HISTORY**

Library Advisory Board members are appointed by the City Council for three year terms. Currently two vacant library board positions exists. The positions were formerly held by Charles Wilson and Billie Jean Wolverton. Both Mr. Wilson and Ms. Wolverton have elected not to seek reappointment to the Library Advisory Board.

#### **FINDINGS/CURRENT ACTIVITY**

Applications have been received from Kathy Jenkins and Daniel Vanderpoel. Copies of the applications are attached. Both Ms. Jenkins and Mr. Vandepoel have confirmed a desire to serve on the Library Advisory Board.

Board vacancies are advertised on the City's Government Access Channel and on the Copperas Cove Library's information board.

#### **ACTION OPTIONS/RECOMMENDATION**

City staff recommends appointing Kathy Jenkins and Daniel Vanderpoel to the Library Advisory Board.

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### Attachments

Link: [Jenkins](#)

Link: [Vanderpoel](#)

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# Candidate Application for City Council-Appointed Boards & Commissions

Applications will be reviewed as vacancies arise. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

Please attach your resume (optional).

Board Preference 1: Economic Development

Board Preference 2: Planning & Zone Commission

Name: DANIEL T. VANDERPOEL

Street Address: 2222 Phyllis DR

City Resident: 2 years Personal E-Mail: danlouraj@aol.com

Primary Phone: 830-584-3248 Home Fax: \_\_\_\_\_

Profession: SALES/MARKETING

Business Name: Gulf Coast Paper Co

Business Address: 2400 INDUSTRIAL BLVD

City: TEMPLE State TX Zip: 76504

Business Phone: 254-778-6793 Business Fax: 254-774-8831

Business E-Mail: dvanderpoel@gulfcoastpaper.com

Experience or special knowledge applicable to City board or commission function:

Experience working with city government in starting 2 production facilities. Budget & purchasing responsibilities

Civic Activities/Professional Affiliations \_\_\_\_\_

I verify that the information I have provided in this application to be true and correct. I also understand that this information may be made available to the public.

[Signature]  
Signature

2/15/11  
Date

Please return completed application and resume to:  
City Secretary's Office, City Hall  
507 S. Main Street, Copperas Cove, Texas 76522  
Phone: (254) 547-4221



**City of Copperas Cove**

*"The City Built for Family Living"*

Date: 05/17/2011

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

**Information**

**SUBJECT**

Consideration and action on appointments to the City of Copperas Cove TIRZ Number One (Valley at Great Hills) Board Member Positions One, Two and Four. **Ryan Haverlah, Assistant Director of Finance/Budget Director**

**BACKGROUND/HISTORY**

Ordinance 2008-19 was approved on June 17, 2008 creating TIRZ Number One within the City of Copperas Cove. The TIRZ Creation Ordinance stipulated positions One (1) through Four (4) on the Board are reserved for the City. The Ordinance further stipulated that Board appointments to odd-numbered positions shall be appointed for two year terms, beginning on the effective date of the Ordinance, while the directors appointed to even-numbered positions shall be appointed to a one year term, beginning on the effective date of the Ordinance. All subsequent appointments shall be for two-year terms. Furthermore, the Ordinance stipulated the member of the Board of Directors appointed to Position One be designated to serve as the chair of the Board of Directors for a one-year term beginning on the effective date of the Ordinance. Thereafter the Mayor shall annually nominate and appoint, subject to City Council approval, a member to serve as chair for a term of one year beginning on the anniversary of the effective date of the Ordinance. The City Council authorizes the Board of Directors to elect from its members a vice-chairman and such other officers as the Board of Directors sees fit.

On November 2, 2010, the Council re-appointed the following individuals to serve on the TIRZ One Board in Positions One, Two and Four:

Appointee Name	Position	Term Expiration
Dan Yancey	1 (Chair)	June 17, 2011
Frank Somera, Jr.	2	June 17, 2011
Jack Smith	4	June 17, 2011

**FINDINGS/CURRENT ACTIVITY**

Based on the requirements of Ordinance 2008-19, Position One needs to be appointed for term beginning on June 17, 2011 and ending on June 17, 2012, Positions Two and Four for the term beginning on June 17, 2011 and ending on June 17, 2013.

**ACTION OPTIONS/RECOMMENDATION**

City staff recommends the Mayor nominate and the Council appoint Board Members to the City of Copperas Cove TIRZ Board Number One.

City Council Regular

Item #: J. 1.

Date: 05/17/2011

Contact: Polo Enriquez, CCEDC Executive Director

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### Information

#### **SUBJECT**

Presentation on Economic Development Projects by the Copperas Cove Economic Development Corporation. ***Polo Enriquez, Executive Director, Copperas Cove Economic Development Corporation***

#### **BACKGROUND/HISTORY**

The CCEDC, as part of its ongoing efforts to inform the City Council, its staff and the citizens of Copperas Cove, intends to, from time to time, present information on its activities.

#### **FINDINGS/CURRENT ACTIVITY**

Presentation of CCEDC Projects.

#### **ACTION OPTIONS/RECOMMENDATION**

None.

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