



**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 **July 5, 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 of Project 25 (radio telecommunications). **Andrea M. Gardner, City Manager**
2. Presentation and discussion on Geographical Information Systems. **Andrea M. Gardner, City Manager**
3. 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 \_\_\_\_\_, July 1, 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 of Project 25 (radio telecommunications). *Andrea M. Gardner, City Manager*

**BACKGROUND/HISTORY**

**FINDINGS/CURRENT ACTIVITY**

**ACTION OPTIONS/RECOMMENDATION**

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**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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**Information**

**SUBJECT**

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

**BACKGROUND/HISTORY**

**FINDINGS/CURRENT ACTIVITY**

**ACTION OPTIONS/RECOMMENDATION**

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Notice is hereby given that a **Regular Council Meeting** of the City of Copperas Cove, Texas, will be held on **July 5, 2011 at 7:00 p.m.** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522, at which time the following subjects will be discussed:

- A. **CALL TO ORDER**
- B. **INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**
- D. **ANNOUNCEMENTS**
- E. **PUBLIC RECOGNITION**
  - 1. Employee Service Awards - July 2011. **Andrea M. Gardner, City Manager**
    - Robert Mitchell, Recycling & Residential Driver, Solid Waste Department, 5 Years
    - Kimberly Baxter, Administrative Assistant, Fire Department, 5 Years
- 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 June 21, 2011. **Jane Lees, City Secretary**

2. Consideration and action on approving minutes from the regular council meeting of June 21, 2011. **Jane Lees, City Secretary**
3. Consideration and action on final review of a grant application to the U.S. Department of Justice, Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) FY 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. **Eddie Wilson, Police Captain**
4. Consideration and action on authorizing a street closure for Hank's Tire & Muffler Tire Pros. **Martin Ruiz, Police Sergeant**

H. **PUBLIC HEARINGS/ACTION**

I. **ACTION ITEMS**

1. Consideration and action on appointments/reappointments of members to the Copperas Cove Hospital Authority Board of Directors. **Jane Lees, City Secretary**
2. Consideration and action on authorizing the City Manager to enter into an agreement with Pattillo, Brown, and Hill L.L.P. for the 2011 Fiscal year audit. **Velia Key, Director of Financial Services**
3. Discussion of a five-year personnel plan for the period 2011-2015. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

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

K. **ITEMS FOR FUTURE AGENDAS**

L. **EXECUTIVE SESSION**

1. Pursuant to §551.087, Deliberation Regarding Economic Development Negotiations, of the Open Meetings Act, Tex. Gov't Code, Council will meet in Executive Session to deliberate the offer of a financial or other incentive to a business prospect - First Advisors, Inc.
2. Pursuant to §551.072, Deliberations about Real Property, and Section 551.071, Consultations with Attorney, 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 and consult with attorney regarding the purchase of real property.
3. Pursuant to §551.074, Personnel Matters, of the Open Meetings Act, Tex. Gov't Code, Council will meet in Executive Session to deliberate the position of City Manager.

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

N. **ADJOURNMENT**

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Jane Lees, TRMC, CMC  
City Secretary

Date: 07/05/2011

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**Information**

**Subject**

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

- Robert Mitchell, Recycling & Residential Driver, Solid Waste Department, 5 Years
  - Kimberly Baxter, Administrative Assistant, Fire Department, 5 Years
- 

**Attachments**

Link: [July 2011 Service Award Presentation](#)

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The City of Copperas Cove  
Presents the Employee  
Service Award Recipients for  
July 2011

# Robert Mitchell, Solid Waste Department Recycling Driver



**5 Years of Service**  
**DOH 7/3/2006**

# Robert Mitchell, Solid Waste Department Recycling Driver



**5 Years of Service**  
**DOH 7/3/2006**

# Kimberly Baxter, Fire Department Administrative Assistant



**5 Years of Service**  
**DOH 7/5/2006**

# Kimberly Baxter, Fire Department Administrative Assistant



**5 Years of Service  
DOH 7/5/2006**



The City of Copperas Cove  
Congratulates you both on  
these celebratory milestones  
and wishes you many more  
years of career success.

City Council Regular

Item #: G. 1.

Date: 07/05/2011

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**Information**

**Subject**

Consideration and action on approving minutes from the workshop council meeting of June 21, 2011.

***Jane Lees, City Secretary***

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**Attachments**

Link: [6/21/11 Workshop Minutes](#)

Link: [6/21/11 Workshop Minutes Attachment](#)

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**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
June 21, 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, City Manager  
Jane Lees, City Secretary

**C WORKSHOP ITEMS**

- 1 Presentation and discussion on Chapter 8, Article III of the City of Copperas Cove Code of Ordinances regulating food handler registration. **J. Mike Baker, Fire Chief**

Item was not discussed during the workshop.

- 2 Discussion on Chapter 2, Article III, Division 2 of the City of Copperas Cove Code of Ordinances establishing the rules of procedure and order of business for meetings of the Copperas Cove City Council. **Andrea M. Gardner, City Manager**

Ms. Gardner presented one recommendation as follows: Change the workshop agendas by adding a public comment section.

- 3 Update and discussion on the planning for the FY 2012 Budget. **Andrea M. Gardner, City Manager**

Ms. Gardner prepared a presentation for discussion of this item, which is attached to and made a part of these minutes.

- 4 Provide direction to the City Manager on items above. **Andrea M. Gardner, City Manager**

No direction given on item C-2.

Most of the items discussed will be discussed further as the budget preparation workshops are held.

Regarding the City Manager's professional development, the Council agreed that

attendance at AUSA should not be cut.

Council directed staff to pursue the possibility of relocating the Building Department to Central Fire Station.

Council agreed to support changing hours at the library to save money, but asked staff to look at other options for citizens to have access to computers.

Council agreed to move the cemetery into the General Fund and have the Parks Department take care of the grounds.

Council agreed that water and sewer rates should be reviewed, but would like to wait until the new water study is published to make final decisions on and "across the board" rate increase.

Council agreed to look at changing hours at the golf course and increasing fees, but not make those changes if it would decrease revenues.

Council will wait to include COLA after looking at the property tax rolls when they are released in late June, as they did last year.

D **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at time 7:07 p.m.

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John Hull, Mayor

ATTEST:

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Jane Lees, City Secretary

June 21, 2011

# FISCAL YEAR 2011-2012 BUDGET WORKSHOP

# GENERAL FUND

# General Fund

	Revenues	Expenditures	Revenues Over/(Under) Expenditures
Original Submission	\$13,565,166	16,747,662	(3,182,496)
After City Manager Budget meetings	14,279,713	15,966,843	(1,687,130)
Increase/ (Decrease)	714,547	(780,819)	

# General Fund

	FY 2009-2010 Actual	FY 2010-2011 Adopted Budget	FY 2010-2011 Projected Year End	FY2011-2012 Estimates
Beginning Fund Balance	4,911,173	\$4,725,957	\$5,245,750	\$4,716,768
Revenues	14,137,292	14,459,731	14,139,864	14,279,713
Expenditures				
Operating	(13,499,444)	(15,084,302)	(14,450,568)	(15,327,914)
Capital & Transfers	(303,271)	(477,925)	(218,278)	(604,592)
Ending Fund Balance	5,245,750	3,623,461	4,716,768	3,063,975
Ideal Fund Balance	3,374,861	3,771,076	3,612,642	3,813,033
Over/(Under)	1,870,889	(147,615)	1,104,126	(768,004)



# Estimated Effective & Rollback Tax Rates

## ◎ Property tax rate calculations

- FY 2011 adopted tax rate                      \$0.7600 / \$100
- Estimated effective tax rate                      \$0.7882 / \$100
- Estimated rollback tax rate                      \$0.9078 / \$100
- Proposed FY 2012 tax rate                      \$0.7600 / \$100

# Estimated Effective & Rollback Tax Rates

## City Council Direction

# Impact of Grants

- ◎ COPS grant if awarded
  - Required match FY 2012      \$ 25,461
    - Not included in the FY 2012 budget
  - Required match FY 2013      \$ 3,366
  - Required match FY 2014      \$ 3,510
  - Required match FY 2015      \$182,394
- ◎ EMPG – Possibility not receiving in 2012
  - Revenue is not budgeted in the General Fund
  - Salaries and operating costs included in the General Fund

# Impact of Grants

City Council Direction

# Emergency Medical Service (EMS)

EMS Service to Coryell County in FY 2010-2011			
Number of calls	248		
Billable	\$156,240		
Collected	(40,610)	Coryell Payment	80,000
Forced adjustments	(38,145) →	Forced adjustments	(38,145)
Accounts receivable balance*	77,485 →	A/R balance	(77,485)
		Surplus/(Deficit)	(35,630)

\*Uncollectable rate of approximately 60%

# Emergency Medical Service (EMS)

- Reduce staffing on ambulance
  - 7.2 FTE's to staff one unit 24/7 (3 FFP, 3FFB)
  - Review alternatives for providing services outside the city limits

## Net savings by cutting ONE (1) ambulance

Direct cost savings (salary & benefits)	\$322,967
LESS: Revenue from Coryell County runs	(151,604)
Net cost savings	171,363

Emergency Medical Service (EMS)

City Council Direction

# Street Maintenance

- ◎ FY 2010-2011 Actual      \$261,800
- ◎ FY 2011-2012 Budget      \$264,050

Street Maintenance

City Council Direction

# Office Locations

- ◎ Move Building Department to the Central Fire Station

- Move 4 people

- Gross savings                      \$46,501

- Additional cost                      2,500

- Net savings                              44,001

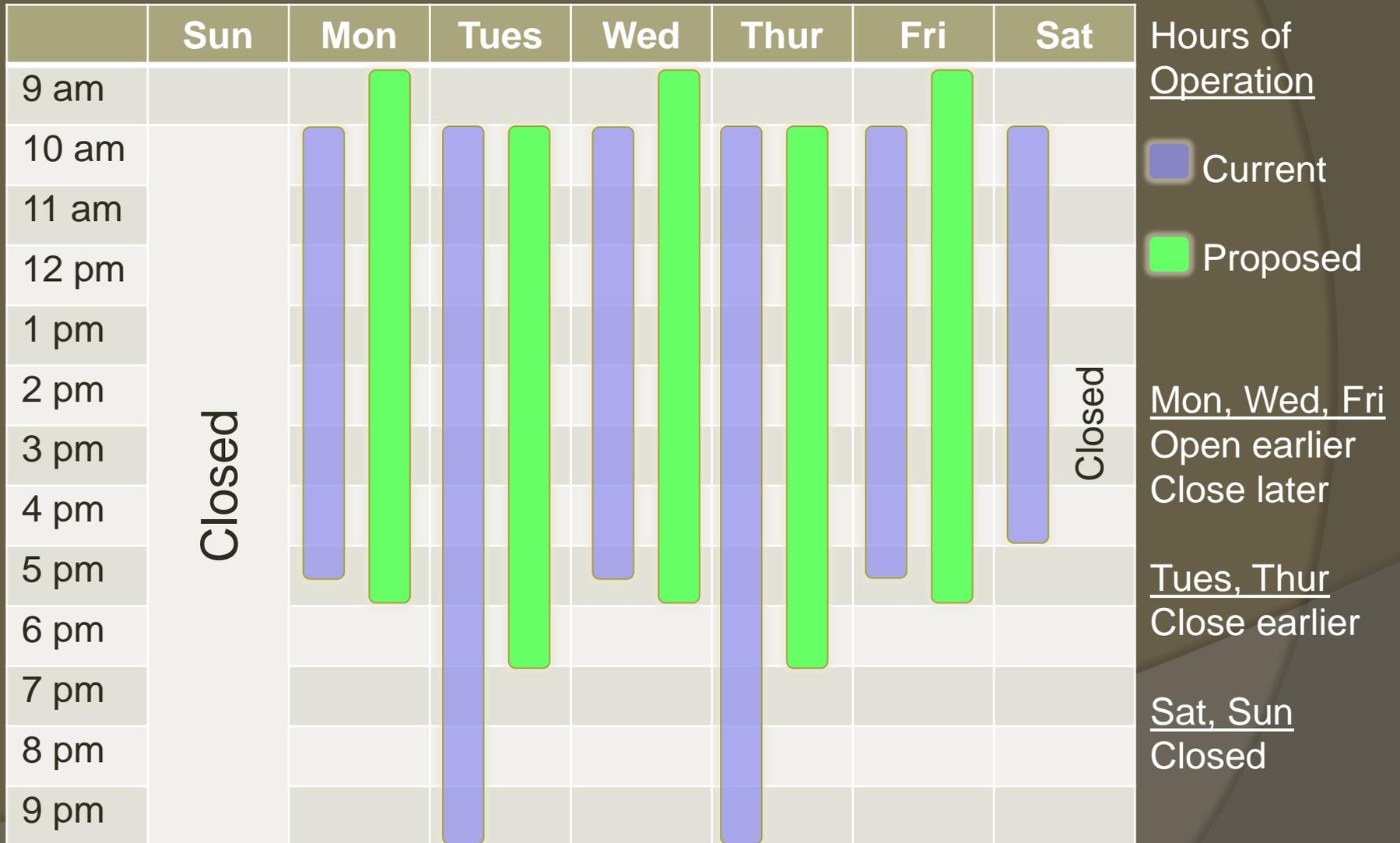
# Office Locations

City Council Direction

# Library

Cost Saving Options			Amount of Savings
<b>Reduce Library Services</b> (reduces staffing needs)			
•	Reduce outreach program – Salary & related programming	14,571 + 1,500	16,071
•	Revised days and hours of operation (next slide)		72,386
•	Seasonal schedule of operations		Not calculated

# Library – Change of Hours



Library

City Council Direction

# Cemetery

- ◎ Cemetery maintenance level
  - Is not a perpetual care facility
    - Code of Ordinances Sec 5-11(f)

“...[Does not] create, nor shall it be construed to create, a perpetual care fund for the cemetery, and the city does not represent to any individual permit holder, the responsibility to care for and maintain any portion of the cemetery.”
  - Maintain quarterly – Annual savings \$40,000

Cemetery

City Council Direction

# Recreation Activities

Activities that pay for themselves

	Revenue	Expenditures	Revenue Over/(Under) Expenditures
<b><u>Athletics</u></b>			
Soccer	\$40,000	\$30,000	\$10,000
Baseball	44,000	39,610	4,390
Flag Football	16,800	12,480	4,320
Basketball	20,000	16,365	3,635
Adult Softball	5,000	3,600	1,400
Summer Camp	39,200	17,600	21,600
Tackle Football	25,500	22,490	3,010

# Recreation Activities

Activities that DO NOT pay for themselves

	Revenue	Expenditures	Revenue Over/(Under) Expenditures
<b><u>Pool</u></b> (Pool Attendance-Daily Swim, Lessons, Parties-40,000)			
Pool Revenue	\$63,280		
Staffing		65,914	
Maint/Operation		137,536	(140,170)
<b><u>Athletics</u></b>			
Cheerleading	3,025	3,240	(215)

# Recreation Activities

Activities that DO NOT pay for themselves

	Revenue	Expenditures	Revenue Over/(Under) Expenditures
<b><u>Special Events</u></b>			
Christmas Tree Lighting	\$0	\$750	\$(750)
Meet the City	0	750	(750)
Mayors Walk	0	750	(750)
Easter Egg Hunt	0	750	(750)
Fish in the Park	0	750	(750)
Feast of Sharing	0	2,500	(2,500)

# Recreation Activities

City Council Direction

# City Manager Professional Development

- ◎ TML, AUSA, TAMIO, CDFA
  - \$5,175 in savings
  - Continue going to TCAA, Hog Wild, ethics course, and other regional meetings

City Manager  
Professional Development

City Council Direction

# Capital project impact

## ◎ Bypass shortfall

- Council agreed to fund the total amount over three (3) fiscal years
- FY 2012    \$55,893
- FY 2013    \$55,893
- FY 2014    \$55,893

Capital project impact

City Council Direction

# WATER/SEWER FUND

# Water / Sewer Fund

	FY 2009-2010 Actual	FY 2010-2011 Adopted Budget	FY 2010-2011 Projected Year End	FY2011-2012 Estimates
Beginning Fund Balance	2,089,155	2,218,541	2,226,463	1,249,506
Revenues	9,228,873	9,031,550	9,122,998	9,282,950
Expenditures				
Operating	(6,656,734)	(7,205,542)	(6,985,207)	(7,046,853)
Capital, Debt, & Transfers	(2,434,830)	(3,122,048)	(3,114,748)	(3,483,791)
Ending Fund Balance	2,226,463	922,501	1,249,506	1,812
Ideal Fund Balance	1,664,184	1,801,386	1,746,302	1,777,457
Over/(Under)	562,280	(878,885)	(496,796)	(1,759,901)

# Water / Sewer Rates

- ◎ Council agreed to increase the water and sewer rates on April 10, 2011 at Budget Planning Workshop
  - Water – Increase  $\frac{3}{4}$ " meter usage rate from \$2.98 to \$3.07 per 1,000 gallons
  - Sewer – Increase meter usage rate from \$3.60 to \$4.00 per 1,000 gallons water usage (winter average)

# 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.

# Water – Impact 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) to the Water/Sewer Fund

# Water – Rate increase according to Council direction on April 11, 2011

Meter size	2010/2011		2011/2012		Revenue Increase
3/4"	2.98	4,312,105	3.07	4,394,747	82,612
1"	3.24	54,768	3.24	54,768	--
1 ½"	3.62	46,273	3.62	46,273	--
2"	3.78	382,076	3.78	382,076	--
3"	3.78	102,488	3.78	102,488	--
4"	3.78	18,798	3.78	18,798	--
6"	3.78	79,633	3.78	79,633	--
		4,996,141		5,078,753	82,612

# 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

# Sewer– Rate increase according to Council direction on April 11, 2011

2010/2011		2011/2012		Revenue Increase
3.60	3,730,000	4.00	3,969,252	239,252

# Water / Sewer Fund – Impact on Fund Balance

	FY 2011-2012 Estimates	Water rate increase	Sewer rate increase	Combined effect
Beginning Fund Balance	1,249,506	1,249,506	1,249,506	1,249,506
Revenues	9,282,950	9,365,562	9,522,202	9,604,814
Expenditures				
Operating	(7,046,853)	(7,046,853)	(7,046,853)	(7,046,853)
Capital, Debt, & Transfers	(3,483,791)	(3,483,791)	(3,483,791)	(3,483,791)
Ending Fund Balance	1,812	84,424	241,064	323,676
Ideal Fund Balance	1,777,457	1,777,457	1,777,457	1,777,457
Over/(Under)	(1,759,901)	(1,693,033)	(1,536,393)	(1,453,781)

# Senior Water/Sewer Discount

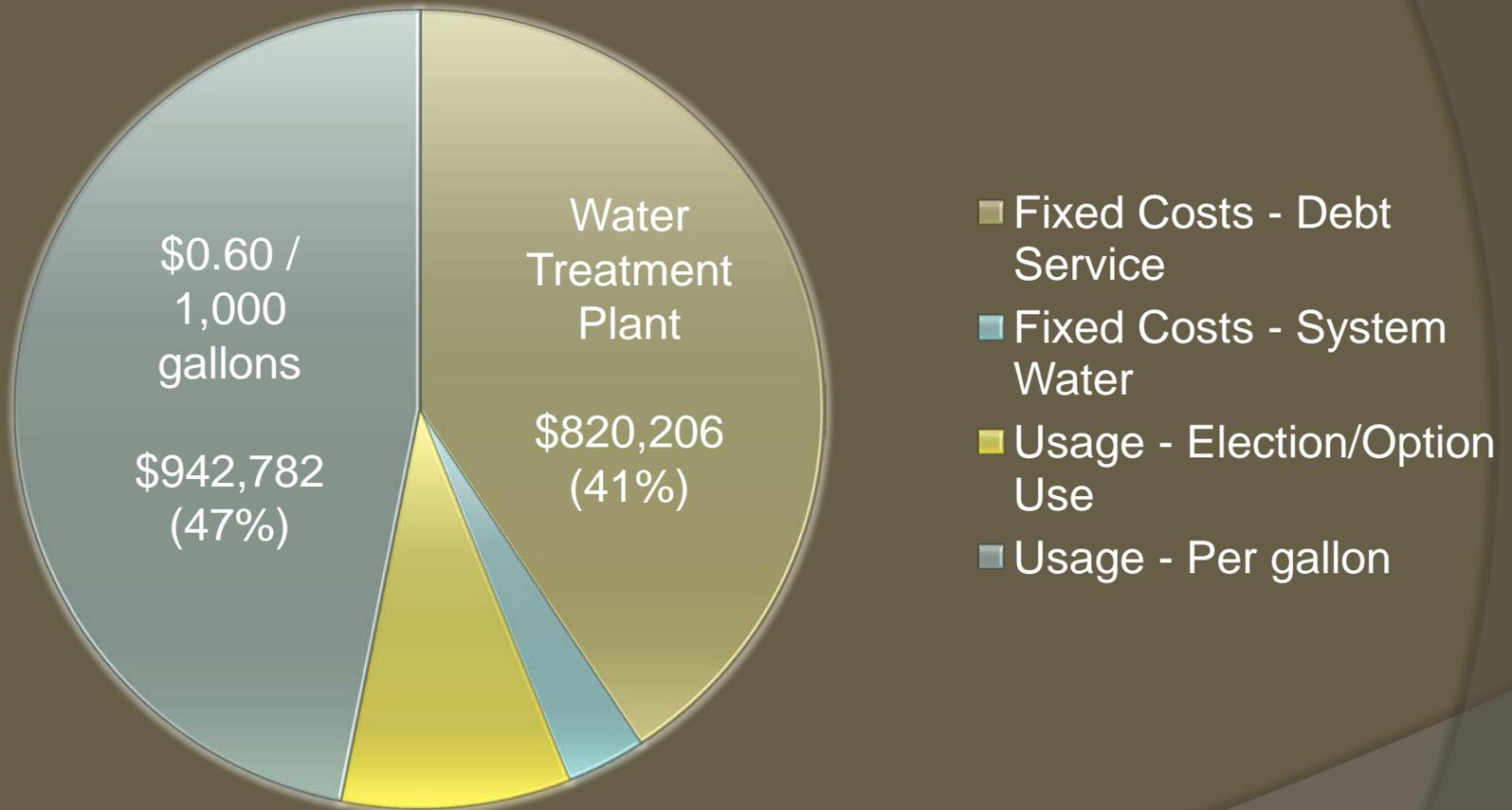
## Current

- Customers over age 65
- 20% discount
- 1,125 customers receiving the discount (9.25% of accounts)
- Applied to total usage
- Cost of discount –  
FY2009-2010  
    \$143,483  
FY2010-2011  
    \$142,000

## Proposed

- Customers over age 65
- 20%
- 1,125 customers receiving the discount (9.25% of accounts)
- Applied to first 10,000 gallons of usage

# Water – Purchases



TOTAL ESTIMATED COSTS = \$2,010,964

Water is purchased from Bell County Water Improvement District No. 1

# Water/Sewer Debt Service



# SOLID WASTE FUND

# Solid Waste Fund

	FY 2009-2010 Actual	FY 2010-2011 Adopted Budget	FY 2010-2011 Projected Year End	FY2011-2012 Estimates
Beginning Fund Balance	721,390	806,954	949,411	968,224
Revenues	3,093,883	3,073,450	3,005,818	3,029,414
Expenditures				
Operating	(2,492,385)	(2,856,025)	(2,680,680)	(2,848,174)
Capital, Debt, & Transfers	(373,479)	(306,325)	(306,325)	(229,168)
Ending Fund Balance	949,411	718,054	968,224	920,296
Ideal Fund Balance	623,096	714,006	670,170	712,044
Over/(Under)	326,305	4,048	298,054	208,253

**OTHER FUND**

# Golf Course

## History

- FY 2009 – (\$172,497) loss
- FY 2010 – (\$69,922) loss
- FY 2011 – (\$55,680) loss

## Reality

- Loss is covered by pooled cash
- Largest and most accurate funding source is General Fund

## Potential reduction in force – \$77,144

## Debt service paid by General Fund

- 1997 C.O. - \$3,010,000 – part was for expanding golf course
- 1999 C.O. - \$6,620,000 – part was from golf course equipment and construction

Golf Course

City Council Direction

# Municipal Court Security Fund

- Municipal Court Security Fund is funded through restricted fees established by the State
- Pays for
  - Security system
  - Training
  - Bailiff
- Fund has depleted its resources
- All expenses have been moved into the General Fund – \$34,337

Municipal Court Security Fund

City Council Direction

**IMPACT TO ALL FUNDS**

# Health Care Cost Sharing

## Employee Premiums

Plan	FY 10/11 Monthly EE premium	FY 11/12 Monthly EE premium	Increase/ (Decrease)	# EEs in plan
HMO 40	\$0	\$61.48	\$61.48	174
CC30	0	0	0	12
HDHP	0	0	0	26

## Cost to the City of Copperas Cove

Plan	FY 10/11 Monthly City cost	FY 11/12 Monthly City cost	Increase/ (Decrease)	# EEs in plan
HMO 40	\$386.50	\$400.00	\$13.50	174
CC30	346.10	413.26	67.16	12
HDHP	379.00	432.33	53.33	26

# Health Care Cost Sharing

## Employee Premiums

Plan	# Employees in plan	FY 2011 Employees' Annual cost	FY 2012 Employees' Annual cost
HMO 40	174	\$0	\$737.76
CC30	12	0	0
HDHP	26	0	0

## Cost to the City of Copperas Cove

Plan	# Employees in plan	FY 2011 Annual cost to the City	FY 2012 Annual cost to the City
HMO 40	174	\$807,012	\$835,200
CC30	12	49,838	59,509
HDHP	26	118,248	134,887
	Total	975,098	1,029,596

# Health Care Cost Sharing

City Council Direction

# Position Review

- City administration evaluates positions as they become vacant to determine if those positions need to be refilled at that time
- Currently, City administration is evaluating all positions as essential and non-essential

Position Review

City Council Direction

# Cost of Living Adjustment

- ◎ COLA – 2% for FY 2012

- Whole organization \$290,873
- General Fund \$240,544
- Water/Sewer Fund \$ 30,579
- Solid Waste Fund \$ 12,101

Cost of Living Adjustment

City Council Direction

# Compressed Workweek

- ⦿ Change from five 8-hour days to four 10-hour days
  - Reduce utilities – lights, HVAC, computers
    - 1.2%-3% = \$6,176 – \$15,439
  - Reduce fuel/oil – City vehicles only
    - 2%-3% = \$5,449 – \$8,174
  - Study by the Texas Comptroller
    - Number one reason for compressed workweek is employee moral, thereby reducing turnover
    - 60% of employees felt more productive
    - 43% of agencies claimed higher productivity

Compressed Workweek

City Council Direction

# Tax Note in FY 2011-2012

Fund/Department	Base Budget	New Programs	Unmet Needs
General Fund	80,233	236,184	231,410
Water/Sewer Fund	-	98,824	280,000
Solid Waste Fund	-	12,000	150,000
Court Technology Fund	-	48,175	-
Total	80,233	395,183	661,410
Grand Total	1,136,826		

Tax Note in FY 2011-2012

City Council Direction

# FUTURE BUDGETARY IMPACTS

# Future Impacts

## Property Tax Exemptions

### ◎ Senate Bill 516

- Passed in the House and Senate and is awaiting the Governor's signature and requires an amendment to the Texas Constitution
- Grants exemption from ad valorem (property) tax to the surviving spouse
- Appraisal districts are compiling researching the impact of this legislation
- Revenue loss to the General Fund

Future Impacts  
Property Tax Exemptions

City Council Direction

# Future Impacts

## Property Tax Exemptions

- Adjust the local homestead exemption for homeowners 65 and over from \$12,000 to \$5,000
  - Impact to approximately 1,322 homeowners
  - Tax increase to homeowners
    - Maximum of \$53/year
    - Most will not see any increase due to the freeze on taxes
  - Maximum revenue increase \$70,000
    - Will be much less due to the tax freeze

Future Impacts  
Property Tax Exemptions

City Council Direction

# Future Impacts

## Unfunded mandates

- P25 compliance
  - Texas Interoperability Channel plan – multi-phase, multi-year project to establish a standards profile for the operations and functionality of new digital narrowband private land mobile radio systems
  - No fiscal impact in FY 2012
  - Impact in FY 2015 budget \$301,317

Future Impacts  
Unfunded mandates

City Council Direction

# Future Impacts

## Grants

- ◎ SAFER Grant if awarded
  - Required match FY 2012 \$ 0
  - Required match FY 2013 \$ 0
  - Required match FY 2014 \$300,000
- ◎ COPS grant if awarded
  - Required match FY 2012 \$ 25,461
    - Not included in the FY 2012 budget
  - Required match FY 2013 \$ 3,366
  - Required match FY 2014 \$ 3,510
  - Required match FY 2015 \$182,394
- ◎ Possibly not receiving the EMPG beyond 2011

Future Impacts  
Grants

City Council Direction

# Future Impacts Capital Projects

## ◎ Bypass shortfall

- Council agreed to fund the total amount over three (3) fiscal years
- FY 2012    \$55,893
- FY 2013    \$55,893
- FY 2014    \$55,893

Future Impacts  
Capital Projects

City Council Direction

# Council Direction

- ◎ Other items to research or review?
  - To increase revenue
  - To decrease expenditures

City Council Regular

Item #: G. 2.

Date: 07/05/2011

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**Information**

**Subject**

Consideration and action on approving minutes from the regular council meeting of June 21, 2011. **Jane Lees, City Secretary**

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**Attachments**

Link: [6-21-11 Regular Minutes](#)

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**CITY OF COPPERAS COVE**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**June 21, 2011 – 7:00 P.M.**

A       **CALL TO ORDER** - Mayor Hull called the meeting to order at 7:15 p.m.

B       **INVOCATION AND PLEDGE OF ALLEGIANCE** - Rev. Mark Kemp of the First Baptist Church of 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, City Manager  
              Charles E. Zech, City Attorney  
              Jane Lees, City Secretary

D       **ANNOUNCEMENTS** - Council Member Frank Seffrood asked everyone to be wary of fraud on credit card accounts, especially if they are not used or are used infrequently. Evidently these types of accounts are targets right now. The best thing to do is keep track of the account, but better yet, close any unused accounts. Council Member Kent asked that everyone keep their pets in mind during the hot months. Make sure they have shade and plenty of water. Mayor Hull said that there is a very important meeting on June 28 at 6:30 p.m. at the library. A public hearing will be held to discuss redistricting in Coryell County. He encouraged all residents to attend.

E       **PUBLIC RECOGNITION**

1       Presentation of the Government Finance Officers Association Distinguished Budget Presentation Award for FY 2010-11. **Andrea M. Gardner, City Manager**

Mayor Hull read a letter from the Government Finance Officers Association regarding the award and Mayor pro tem Seffrood presented the award to Andrea M. Gardner and the entire Finance Department staff.

F       **CITIZENS FORUM** – None.

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 June 7, 2011. **Jane Lees, City Secretary**
- 2 Consideration and action on approving minutes from the regular council meeting of June 7, 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 and other related mandatory documents to the U.S. Department of Justice, Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) FY 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and authorize the City Manager to execute a Memorandum of Understanding between the City of Copperas Cove and Coryell County. **Eddie Wilson, Police Captain**

**RESOLUTION NO. 2011-25**

**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 BUREAU OF JUSTICE ASSISTANCE (BJA), OFFICE OF JUSTICE PROGRAMS FY 2011 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH CORYELL COUNTY AS TO THE DISTRIBUTION OF SUCH FUNDING WITH CORYELL COUNTY, AND AUTHORIZING THE CITY MANAGER TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF COPPERAS COVE WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE BUREAU OF JUSTICE ASSISTANCE (BJA), OFFICE OF JUSTICE PROGRAMS.**

- 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. 2011-27**

**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 authorizing a street closure during the Downtown Spruce Up - One Block at a Time. **Silvia Rhoads, Executive Director, Keep Copperas Cove Beautiful**

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

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

**I ACTION ITEMS**

- 1 Consideration and action on approving changes to the Copperas Cove Economic Development Corporation Bylaws. **Polo Enriquez, Executive Director, Copperas Cove Economic Development Corporation**

Council Member Palmer made a motion to approve the EDC Bylaws as written. Council Member Smith seconded the motion. A roll call vote was taken with the following results:

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

Motion passed six to one.

- 2 Consideration and action on appointment of one (1) member residing within the city limits to the Copperas Cove Animal Shelter Advisory Committee. **Mike Heintzelman, Deputy Chief of Police**

Council Member Meredith made a motion to appoint Robyn Bandinel to the Animal Shelter Advisory Committee. Council Member Youngs seconded the motion, which passed unanimously.

- 3 Consideration and action on Acadian Ambulance Service, Inc. application for non-emergency ambulance franchise. **J. Mike Baker, Fire Chief**

Council Member Palmer made a motion to approve the application for Acadian Ambulance Service, Inc. Council Member Seffrood seconded the motion, which passed unanimously.

- 4 Consideration and action on awarding a bid and authorizing the City Manager to enter into an agreement for the replacement of the 7 Mile water storage tank. **Wesley Wright, P.E., Public Works Division Head/City Engineer**

Council Member Meredith made a motion to award the bid to Natgun Corporation and authorize the City Manager to enter into an agreement with Natgun for the replacement of the 7 Mile water storage tank. Council Member Kent seconded the motion, which passed unanimously.

- 5 Consideration and action to authorize the City Manager to enter into an agreement with DSB WorldWide, Inc., to provide internet based food handler training. **J. Mike Baker, Fire Chief/EMC**

Council Member Kent made a motion to authorize the City Manager to enter into an agreement with DSB WorldWide, Inc. Council Member Smith seconded the motion, which passed unanimously.

- 6 Consideration and action on a resolution authorizing continued participation with the Steering Committee of cities served by Oncor; and authorizing the payment of 10 cents per capita to the steering committee to fund regulatory and related activities related to Oncor Electric Delivery Company LLC. **Velia Key, Director of Financial Services**

**RESOLUTION NO. 2011-26**

**A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF 10 CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY LLC.**

Council Member Youngs made a motion to approve Resolution No. 2011-26 authorizing continued participation with the Steering Committee of cities served by Oncor. Council Member Meredith seconded the motion, which passed unanimously.

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

**RESOLUTION NO. 2011-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ACCEPTING A DEDICATION OF 0.90 ACRES OF RIGHT-OF-WAY BY 4JC PARTNERSHIP FOR THE COMPLETION OF THE BRADFORD DRIVE IMPROVEMENTS (“THE PROJECT”).**

Council Member Youngs made a motion to approve Resolution No. 2011-28, authorizing the City Manager to accept a right-of-way dedication from 4JC Partnership for Bradford Drive Improvements. Council Member Meredith seconded the motion, which passed unanimously.

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

- K ITEMS FOR FUTURE AGENDAS** - Council Member Youngs said that with all the budget workshops coming up, he hoped that Council members would make an extra effort to be sure all are in attendance in order to assure a quorum for all scheduled meetings.

**L EXECUTIVE SESSION**

- 1 Pursuant to §551.087 of the Open Meetings Act, Tex. Gov't Code, Council will meet in Executive Session to deliberate the offer of a financial or other incentive to a business prospect - First Advisors, Inc.
- 2 Pursuant to §551.072 and Section 551.071 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 and consultations with attorney - Purchase of real property.

At 8:07 p.m., Mayor Hull announced that the Council would meet in Executive Session.

- M RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION** - The Council returned to Open Session at 8:37 p.m. Mayor Hull announced that there was no action to be taken as a result of the discussions in Executive Session.

- N ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at 8:37 p.m.

**ATTEST:**

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

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



Date: 07/05/2011

Contact: Eddie Wilson, Police Captain,  
Police Department

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### Information

#### **SUBJECT**

Consideration and action on final review of a grant application to the U.S. Department of Justice, Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) FY 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. **Eddie Wilson, Police Captain**

#### **BACKGROUND/HISTORY**

On June 21, 2011, Council approved a resolution authorizing and supporting the submission of a grant application to the U.S. Department of Justice Programs (OJP), Bureau of Justice Assistance (BJA) FY 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

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

As part of the grant application process, the application must be made available for review by the governing body not fewer than 30 days before the application is submitted to the BJA. As indicated in the application process, if the 30-day governing body review process is not met, the application should be submitted prior to the application deadline. BJA will add a special condition to the award that will withhold grant funds until the documentation is submitted confirming the requirement has been met. The application deadline is July 21, 2011. The grant application was submitted during the last week of June 2011. BJA will be notified that the review has taken place.

Another part of the application process requires the City to provide an opportunity for public comment on the application. The manner in which the application process is completed is left to the applicant. Staff accomplished the requirements by placing the notification of the grant application, the grant's purpose, and amount of funding available on the City's website, public access Cable Channel 10, on the Police Department's Facebook page, as well as notices in the local newspaper. Members of the public wishing to comment may do so by calling, emailing, or visiting the Police Department.

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

City staff recommends City Council provide final review to meet the requirements of a grant application to the U.S. Department of Justice Programs (OJP), Bureau of Justice Assistance (BJA) FY 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

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### Fiscal Impact

#### **FINANCIAL IMPACT:**

Funding is not required other than the purchase of the public notices in the local newspaper.

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### Attachments

Link: [JAG Application Submission](#)

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BJA FY 11 Edward Byrne Memorial Justice Assistance  
Grant (JAG) Program Local Solicitation 2011-H3392-TX-DJ



[Help/Frequently  
Asked Questions](#)

**Submit Application**

[GMS Home](#)

Your application for the BJA FY 11 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

[Log Off](#)

You will be contacted by the Program Office when your application is processed or any other action is required by you.

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION  Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name  City of Copperas Cove		Organizational Unit  Copperas Cove Police Dept.	
Address  507 S. Main Street Copperas Cove, Texas 76522-2241		Name and telephone number of the person to be contacted on matters involving this application  Forester, Cheryl (254) 547-8222	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)  74-6022216		7. TYPE OF APPLICANT  Municipal	
8. TYPE OF APPLICATION  New		9. NAME OF FEDERAL AGENCY  Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE  NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT  FY 2011 JAG Programs	
12. AREAS AFFECTED BY PROJECT  City of Copperas Cove and Coryell County			
13. PROPOSED PROJECT Start Date: October 01, 2010 End Date: September 30, 2014		14. CONGRESSIONAL DISTRICTS OF  a. Applicant b. Project TX31	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$10,732	Program is not covered by E.O. 12372	
Applicant	\$0		
State	\$0		
Local	\$0		

Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$10,732	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

Date: 07/05/2011

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**Information**

**SUBJECT**

Consideration and action on authorizing a street closure for Hank's Tire & Muffler Tire Pros. *Martin Ruiz, Police Sergeant*

**BACKGROUND/HISTORY**

In past years, Hank's Tire & Muffler has requested a one or two day street closure on Lyons Street from the Police Department. The request was handled by the Police Department.

**FINDINGS/CURRENT ACTIVITY**

Hank's Tire & Muffler is requesting a street closure for three days, July 14, 15 and 16, 2011. Three property owners, whose property is adjacent to Lyons Street, have written letters giving permission to use the property on the dates requested. The letters are attached for your information.

The Fire Department, Public Works, City Engineer and Streets Department have been notified of the closure.

**ACTION OPTIONS/RECOMMENDATION**

City staff recommends approval of the requested street closure on the dates specified.

---

**Attachments**

Link: [Letters for street closure](#)

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HANKS'S TIRE AND MUFFLER  
918 S. MAIN STREET  
COPPERAS COVE, TX, 76522  
TEL 254-542-4265  
FAX 254-542-4276

Bill's Muffler  
1004 S. Main St.  
Copperas Cove, Tx 76522

Dear Neighbor:

I am sending this letter in recognition that Hank's Tire & Muffler Tire Pros has your permission to use your property of Lyons St. in Copperas Cove, the dates of July 14<sup>th</sup>, 15<sup>th</sup>, & 16<sup>th</sup> 2011.

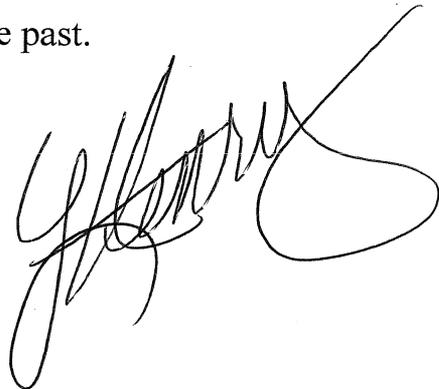
Hank's Tire & Muffler Tire Pros will be displaying motorcycles, vehicles and more on this property, for their annual customer appreciation sale.

By signing this letter you are confirming that Hank's Tire & Muffler Tire Pros has permission in using the property of Lyons St. in Copperas Cove from July 14<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup> 2011. If you have any questions please feel free in contacting me at 254-542-4265 or [tiredaddy@hotmail.com](mailto:tiredaddy@hotmail.com).

Thank You for all your help and support in the past.

Sincerely,

Brad Harwell  
Owner

A handwritten signature in black ink, appearing to read "Brad Harwell", with a large, stylized flourish at the end.

HANKS'S TIRE AND MUFFLER  
918 S. MAIN STREET  
COPPERAS COVE, TX, 76522  
TEL 254-542-4265  
FAX 254-542-4276

Holy Family Catholic Church  
1001 Georgetown Rd  
Copperas Cove, Tx 76522

Dear Neighbor:

I am sending this letter in recognition that Hank's Tire & Muffler Tire Pros has your permission to use your property of Lyons St. in Copperas Cove, the dates of July 14<sup>th</sup>, 15<sup>th</sup>, & 16<sup>th</sup> 2011.

Hank's Tire & Muffler Tire Pros will be displaying motorcycles, vehicles and more on this property, for their annual customer appreciation sale.

By signing this letter you are confirming that Hank's Tire & Muffler Tire Pros has permission in using the property of Lyons St. in Copperas Cove from July 14<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup> 2011. If you have any questions please feel free in contacting me at 254-542-4265 or [tiredaddy@hotmail.com](mailto:tiredaddy@hotmail.com).

Thank You for all your help and support in the past.

Sincerely,

Brad Harwell  
Owner



Holy Family Church  
1001 Georgetown Road  
Copperas Cove, TX 76522

HANKS'S TIRE AND MUFFLER  
918 S. MAIN STREET  
COPPERAS COVE, TX, 76522  
TEL 254-542-4265  
FAX 254-542-4276

Oliver Brothers Transmission  
1002 S. Main St.  
Copperas Cove, Tx 76522

Dear Neighbor:

I am sending this letter in recognition that Hank's Tire & Muffler Tire Pros has your permission to use your property of Lyons St. in Copperas Cove, the dates of July 14<sup>th</sup>, 15<sup>th</sup>, & 16<sup>th</sup> 2011.

Hank's Tire & Muffler Tire Pros will be displaying motorcycles, vehicles and more on this property, for their annual customer appreciation sale.

By signing this letter you are confirming that Hank's Tire & Muffler Tire Pros has permission in using the property of Lyons St. in Copperas Cove from July 14<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup> 2011. If you have any questions please feel free in contacting me at 254-542-4265 or [tiredaddy@hotmail.com](mailto:tiredaddy@hotmail.com).

Thank You for all your help and support in the past.

Sincerely,

Brad Harwell  
Owner

A handwritten signature in black ink, appearing to read 'Brad Harwell', written in a cursive style.

Date: 07/05/2011

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Information

**SUBJECT**

Consideration and action on appointments/reappointments of members to the Copperas Cove Hospital Authority Board of Directors. **Jane Lees, City Secretary**

**BACKGROUND/HISTORY**

In 1966 the City Council created the Copperas Cove Hospital Authority. The Authority was to be governed by eleven (11) Board of Directors each to be appointed by the City Council for terms of two years. On September 15, 1998, Council amended the ordinance creating the authority to stagger the terms.

The City of Copperas Cove's Code of Ordinances states:

Sec. 8-4. Same--Board of directors. (a) The hospital authority shall be governed by a board of directors consisting of eleven (11) members, to be appointed by the city council. Each board member shall occupy a position on the hospital authority, such positions being numbered one (1) through eleven (11) consecutively.

(b) Each member of the board of directors shall serve for a term of two (2) years except during the first year in which the staggered terms are established. During this first year, the even numbered positions shall serve for a period of only one (1) year. At the end of this one (1) year period, the city council shall appoint six (6) members to the even-numbered positions of the board of directors for a period of two (2) years. During the first year in which the staggered terms are established, the odd-numbered positions shall serve for a period of two (2) years. Thereafter, the six (6) members of the even-numbered positions shall be appointed every odd-number year and the five (5) members of the odd-numbered positions shall be appointed every even-numbered year, each member serving a term of office for two (2) years.

(c) Each of the eleven (11) directors appointed shall qualify by executing the oath of office required of appointed officials of the state.

**FINDINGS/CURRENT ACTIVITY**

The City received a letter dated June 20, 2011 from Billy Sanders, Secretary for the Copperas Cove Hospital Authority, requesting that the City Council appoint/reappoint Board Members to the positions that expired on August 31, 2010 and to the positions that will expire on August 31, 2011. Individuals currently in positions 1-7 and 9-11 have indicated a desire to be reappointed to the Authority. Position 8 is currently vacant.

The City Secretary contacted the Authority in August 2010 and requested a letter for terms that expired, however, no documentation was transmitted to the City requesting appointments for the terms which expired on August 31, 2010.

The following individuals have requested reappointment for the terms that expired August 31, 2010:

Position 1	John Noel
Position 3	Randy Curtis
Position 5	Diane Connell
Position 7	Bradi D. Diaz
Position 9	Billy Sanders
Position 11	Ross Caviness

The term for Positions 1, 3, 5, 7, 9 and 11 is for 2 years, September 1, 2010 through August 31, 2012.

The following individuals have requested reappointment for the terms that will expire August 31, 2011:

Position 2	Randy Sutton
Position 4	Harold Irlbeck
Position 6	Larry L. Letzer, Sr.
Position 10	Janie French

As indicated in Mr. Sanders letter, Position 8 is currently vacant. The City has on file three applications for the Hospital Authority Board. The three individuals have indicated that they are still interested in being appointed to the Hospital Authority and the applications are attached for your information. They are:

Josefina 'Fina' Castillo  
Adam Martin  
Bill L. Stephens

The term for the Positions 2, 4, 6, 8 and 10 is for 2 years, September 1, 2011 through August 31, 2013.

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

City staff recommends that the City Council appoint/reappoint individuals to the Copperas Cove Hospital Authority Board.

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#### **Attachments**

Link: [Hospital Authority Members](#)

Link: [Letter & Applications for reappt.](#)

Link: [Hospital Authority Applications](#)

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**COPPERAS COVE HOSPITAL AUTHORITY**  
**BOARD MEMBER LISTING**  
**TWO-YEAR TERMS – SEPTEMBER 1 THROUGH AUGUST 31**

	<b>Name</b>	<b>Address/Phone Number</b>	<b>Date Appointed</b>	<b>Term of Appt.</b>
1	John Noel	617 Judy Lane Copperas Cove, TX 76522 H: (254) 547-3770 W: (254) 547-2235	09/05/06 08/19/08	09/01/06 – 08/31/08 09/01/08 – 08/31/10
2	Randy Sutton	P.O. Box 2489 Harker Heights, TX 76548 W: (254) 616-2265 <a href="mailto:randys@fsbcentex.com">randys@fsbcentex.com</a>	08/21/07 08/18/09	09/01/07 – 08/31/09 09-01-09 – 08/31/11
3	Randy Curtis	121 Windridge Harker Heights, TX 76548 H: (254) 699-3491 <a href="mailto:randyc@heightslumbersupply.com">randyc@heightslumbersupply.com</a>	08/21/07 08/19/08	09/01/07 – 08/31/08 09/01/08 – 08/31/10
4	Harold Irlbeck	P.O. Box 488 Copperas Cove, TX 76522 W: (254) 547-2171 <a href="mailto:Harold@lott-vernon.com">Harold@lott-vernon.com</a>	08/21/07 08/18/09	09/01/07 – 08/31/09 09/01/09 – 08/31/11
5	Diane Connell	1802 E Centex Exp Killeen, TX 76541 H: (254) 289-1829 W: (254) 200-4640 <a href="mailto:dconnell@connelcars.com">dconnell@connelcars.com</a>	09/05/06 08/19/08	09/01/06 – 08/31/08 09/01/08 – 08/31/10
6	Larry L. Letzer, Sr.	2908 Oak Hill Drive Copperas Cove, TX 76522 H: (254) 547-3007 W: (254) 547-3980 <a href="mailto:lletzer3@hotmail.com">lletzer3@hotmail.com</a>	08/18/09	09/01/09 – 08/31/11
7	Bradi D. Diaz	P.O. Box 1079 Copperas Cove, TX 76522 H: (254) 524-6105 C: (254) 290-9508 <a href="mailto:bdiaz@hotmail.com">bdiaz@hotmail.com</a>	08/18/09	08/18/09 – 08/31/10
8	Earl Trabue	714 Houston Copperas Cove, TX 76522 H: 547-6474 <a href="mailto:ccscurlly@hotmail.com">ccscurlly@hotmail.com</a>	08/21/07 08/18/09	09/01/07 – 08/31/09 09/01/09 – 08/31/11
9	Billy Sanders	1115 N. Main Street Copperas Cove, TX 76522 H: (254) 547-9859 W: (254) 547-7470	09/05/06 08/19/08	09/01/06 – 08/31/08 09/01/08 – 08/31/10
10	Janie French	709 Houston Copperas Cove, TX 76522 H: (254) 547-6809 <a href="mailto:ffrench@hotmail.com">ffrench@hotmail.com</a>	08/21/07 08/18/09	09/01/07 – 08/31/09 09/01/09 – 08/31/11
11	Ross Caviness	1075 Llewellyn Killeen, TX 76541 H: (254) 526-4434 W: (254) 526-4400 <a href="mailto:rosscaviness@gmail.com">rosscaviness@gmail.com</a>	09/05/06 08/19/08	09/01/06 – 08/31/08 09/01/08 – 08/31/10

Billy Sanders, Board Secretary / Barbara Alber, Executive Assistant / Metroplex Health System (254) 519-8165  
 Fax: (254) 526-3483, [barbara.alber@ahss.org](mailto:barbara.alber@ahss.org)

Copperas Cove Hospital Authority  
Copperas Cove, Texas 76522

received  
6/23/11  
J. Lees

June 20, 2011

Jane Lees  
City Secretary  
City of Copperas Cove  
P.O. Drawer 1449  
Copperas Cove, Texas 76522

Dear Ms. Lees:

Under the provisions of ARTICLE I of the Bylaws of the Board of Trustees of the Copperas Cove Hospital Authority, City of Copperas Cove dated October 10, 1993 and the Ordinance by the City Council of the City of Copperas Cove, Texas creating a Hospital Authority dated February 18, 1966, the appointment of some of the current Copperas Cove Hospital Authority members have expired or will expire in August 2011.

Place 1 – John Noel - expired 8/31/10  
Place 2 – Randy Sutton – expires 8/31/11  
Place 3 – Randy Curtis – expired 8/31/10  
Place 4 – Harold Irlbeck – expires 8/31/11  
Place 5 – Diane Connell – expired 8/31/10  
Place 6 – Larry Letzer, Sr.– expires 8/31/11  
Place 7 – Bradi D. Diaz – expired 8/31/10  
Place 8 – **Vacant** – Mr. Trabue moved from the area  
Place 10 – Janie French – expired 8/31/10

We would request that the City Council provide for the vacancy left by Mr. Earl Trabue, Place 8.

Transmitted herewith are the applications of recommended appointments and re-appointments for appropriate action by the Copperas Cove City Council. These appointments and re-appointments will be effective for a two (2) year period effective September 1, 2011 and staggered so that the terms do not terminate at the same time.

Sincerely,

*for Barbara Oakes*  
for Billy Sanders  
Secretary  
Copperas Cove Hospital Authority

/bj  
Enclosure

Appointment Resource Form  
For Boards and Commissions

Name John Noel

Address 617 Judy Lane, Copperas Cove, Texas 76522

Home Phone 254-547-3770

Office Phone n/a

Fax n/a

E-mail \_\_\_\_\_

I would like to be considered for the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning & Zoning Commission          | <input type="checkbox"/> Housing Authority                |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority    |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Gold Advisory Committee          |
| <input type="checkbox"/> Electrical Examining & Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Cemetery Committee                    | <input type="checkbox"/> Holiday Decoration Committee     |

Occupation Retired Principal

Volunteer/Community Service Several years

Professional Affiliations TEPSA

Areas of Interest \_\_\_\_\_

Education MA Education

Please return this form along with your resume to:

City Secretary  
P.O. Drawer 1449  
507 South Main Street  
Copperas Cove, Texas 76522

(254) 547-4221  
Fax (254) 547-5116

# Appointment Resource Form for Boards and Commissions

Name Randy Sutton  
Address 1911 Sutton Place Trail, Harker Heights  
Home Phone 254-698-1122 Tx 76548  
Office Phone 254-~~634-8181~~ 616-~~2~~2265  
Fax 254-~~634-8060~~ 690-1765  
E-mail ~~rsutton@usbanktx.com~~  
randys@fsbcenter.com

I would like to be considered for the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning and Zoning Commission        | <input type="checkbox"/> Housing Authority                |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority    |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Golf Advisory Committee          |
| <input type="checkbox"/> Electrical Examining & Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Cemetery Committee                    | <input type="checkbox"/> Holiday Decoration Committee     |

Occupation Banker  
Volunteer/Community Service AUSA, Metroplex Hospital  
Professional Affiliations AUSA, Rotary Killeen Heights  
Areas of Interest Hunting, Camping  
Education BBA Accounting UMB

Please return this form along with a resume to:

City Secretary  
P O Drawer 1449  
507 South Main Street  
Copperas Cove TX 76522

254-547-4221  
Fax 254-547-5116

CITY OF COPPERAS COVE

received  
10/21/07 Jlas

# Appointment Resource Form For Boards and Commissions

Name Randy Curtis

Address 121 Windridge, Harker Heights, TX 76548

Home Phone 254-698-3943

Office Phone 254-699-3491

Fax 254-699-3321

E-mail hhlumber@nlink.com <sup>Randy C</sup> @heightslumber.com

I would like to be considered for the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning & Zoning Commission          | <input type="checkbox"/> Housing Authority                |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority    |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Gold Advisory Committee          |
| <input type="checkbox"/> Electrical Examining & Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Cemetery Committee                    | <input type="checkbox"/> Holiday Decoration Committee     |

Occupation General Manager Lumber & Hardware (retail)

Volunteer/Community Service Trustee Central Christian Church, Lion's Club, Lion's

Foundation, Boys & Girls Club Killeen, Director

Professional Affiliations Homebuilders Assoc, Director Lumbermen's Association of

Texas, Director First National Bank, Texas KILLEEN

Areas of Interest Collecting Southwestern artifacts, hunting, fishing traveling

Education BS Mary Hardin Baylor 1972, Business

Please return this form along with your resume to:

City Secretary  
P.O. Drawer 1449  
507 South Main Street  
Copperas Cove, Texas 76522

(254) 547-4221  
Fax (254) 547-5116

CITY OF COPPERAS COVE TEXAS

# Appointment Resource Form for Boards and Commissions

Name HAROLD L. JALDECK  
Address P.O. Box 488  
Home Phone 254-547-7096 2784  
Office Phone 254-547-2171  
Fax 254-547-2286  
E-mail HAROLD@LOTT-YERNOVA.COM

I would like to be considered for the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Planning and Zoning Commission        | <input type="checkbox"/> Housing Authority             |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Golf Advisory Committee       |
| <input type="checkbox"/> Electrical Examining & Advisory Board |  |

Occupation CPA

Volunteer/Community Service EXCHANGE CLUB, INDUSTRIAL FOUNDATION

Professional Affiliations CPA - TEXAS SOCIETY

Areas of Interest \_\_\_\_\_

Education B/A

Please return this form to:

Mary Boone  
City Secretary  
P O Drawer 1449  
507 South Main Street  
Copperas Cove TX 76522  
254-547-4221  
Fax 254-547-5116  
Email: mboone@vvm.com

CITY OF COPPERAS COVE

# Appointment Resource Form for Boards and Commissions

Name DIANE CONNELL  
Address P.O. Box 666 KILLEEN, TX 76540  
Home Phone 254 699-1944  
Office Phone 254 - 634-3136  
Fax \_\_\_\_\_  
E-mail connell@dashlink.com

I would like to be considered for the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning and Zoning Commission        | <input type="checkbox"/> Housing Authority                |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority    |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Golf Advisory Committee          |
| <input type="checkbox"/> Electrical Examining & Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Cemetery Committee                    | <input type="checkbox"/> Holiday Decoration Committee     |

Occupation CAR DEALER (CHEVROLET)

Volunteer/Community Service please see Resumé

Professional Affiliations NATIONAL Automobile Dealers Association  
TEXAS THOROUGHBRED Assoc., THOROUGHBRED Owners & Breed

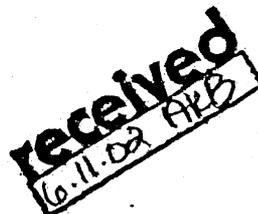
Areas of Interest ARTS, EQUESTRIAN ACTIVITIES

Education BACHELOR OF ARTS, UNIVERSITY OF TEXAS, AUSTIN (1967)

Please return this form along with a resume to:

City Secretary  
P O Drawer 1449  
507 South Main Street  
Copperas Cove TX 76522

254-547-4221  
Fax 254-547-5116



CITY OF COPPERAS COVE

# DIANE MOORE CONNELL

## EXPERIENCE

---

1974 – 2002

### *Business*

- 2002: Connell Chevrolet, Killeen, TX: Dealer Operator  
Grand Chevrolet, Copperas Cove, Tx: Dealer Operator
- President, Nolan Creek Farm
- Director, Texas Horse Racing Hall of Fame

### *Personal Investments/Community Charity projects*

- Assists in management of rental properties and ranching interests for family entities.
- Founding Chairman of Vive Les Arts Societe (1976 - 1982) Killeen, TX
- Ex-officio Board Member, Vive Les Arts Societe (1982 to present)
- Chairman of \$1.3 million Capital Campaign for Vive Les Arts Center for the Performing Arts 1985
- Chairman, Operation Wildflower 1983-1986
- Vice-Chairman, Killeen Centennial Commission 1982
- Commissioner, Killeen Bi-Centennial Celebration 1976

1972 - 1974

*Real Estate Agent with Amelia Bullock Realtors, Austin, Texas*

1967 - 1972

### *Political Office Staffs*

- Austin office manager, Lloyd Bentsen Senate Campaign (1970-1971)
- Staff secretary, Texas Speaker of the House
- Social Secretary, Rep. Olin E. Teague, Washington, D.C.

## EDUCATION

---

1964 - 1967 UNIVERSITY OF TEXAS at AUSTIN

- Bachelor of Arts in International Studies
- Graduated Cum Laude

1962 - 1964 OREGON STATE UNIVERSITY

- Texas Real Estate Broker's License
- Texas Property & Casualty Insurance License

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.

received  
5/22/09 Jled

Please attach your resume (optional).

Board Preference 1: HOSPITAL AUTHORITY

Board Preference 2: FDC

Name: LARRY L. LETZER SR.

Street Address: 2908 OAK HILL DRIVE

City Resident: 36 years Personal E-Mail: LETZER3@HOT.PR.COM

Primary Phone: 254 547-3007 Home Fax: 254 547-7185

Profession: PHOTOGRAPHER

Business Name: CAMERA ARTISTRY PHOTOGRAPHY

Business Address: 2908 OAK HILL DRIVE

City: COPPERAS COVE State TX Zip: 76522

Business Phone: 254 547-3980 Business Fax: 254 547-7185

Business E-Mail: MARYU@HOT.PR.COM

Experience or Special Knowledge applicable to City board or commission function:

FOUR YEARS AS FOUNDATION BOARD MEMBER - METROPLEX HOSPITAL & METROPLEX HOSPITAL PHOTOGRAPHY

Civic Activities/Professional Affiliations ROTARY CLUB PAST PRESIDENT

PROFESSORIAL PHOTOGRAPHERS OF TEXAS

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

MAY 21, 2009  
Date

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



City of Copperas Cove  
"The City Built for Family Living"

Informal Resume

Larry Lee Letzer Sr.                      547-3007                      [lletzer3@hot.rr.com](mailto:lletzer3@hot.rr.com)  
2908 Oak Hill Drive Copperas Cove, Texas 76522

---

Professional Background and Education

Professional Photographer and business owner for more than 55 years. 22 years experience as a Soldier and Army Officer. Includes extensive management techniques and cash flow experience.

Schools and Colleges

US Army Still Photography School      Result: Appointed Army Photographer 1957  
US Army Airborne School                  Result: Qualified Army Parachutist 1957  
US Army Officer Candidate School.      Result: Commissioned Army Officer 1962  
Florida State University                  Bachelor Science 1972.  
Canal Zone College/Florida State University      Advanced courses Spanish Language  
Professional Photographers of America      Several professional schools 1975-2004

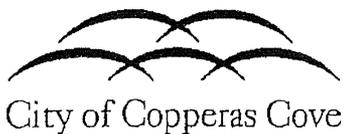
Qualifications:

Certified Professional Photographer	Professional Photographers of America	1977
Photographic Craftsman	Professional Photographers of America	1978
Master Photographer	Professional Photographers of America	1982
Private Pilots license	Central Texas College (FAA)	1976
Commercial Pilots license	Central Texas College (FAA)	1977
Pilots Instrument Rating	Central Texas College (FAA)	1980
Motorcycle Indorsement	State of Texas	2008

Civic Affiliations

Professional Photographers of America	1975-Present
Professional Photographers of Texas	1975-Present
Central Texas Professional Photographers Assn	1975-Present    President -1979-80
Member Exchange Club Copperas Cove, Texas	1975-1978
Rotary Club of Copperas Cove	1979- Present    President 1983-84
Member, Metroplex Hospital Foundation Board	2000-2004

Membership on the Metroplex Foundation Board has provided insight in to hospital management and funding challenges to provide new hospital equipment.



Date Received: 5/15/09 Jlees

### Appointment Resource Form For Volunteers (Boards, Commissions & Committees)

Name Bradi D. Diaz Date 5/08/09

Address PO Box 1079, Copperas Cove, TX 76522

Home Phone 254-524-6105 Office Phone 254-547-2117

Cell Phone 254-290-9508 Fax 254-542-7916 E-mail bdiaz@hotmail.com

Occupation Dewald Properties

Volunteer/Community Service Copperas Cove Planning & Zoning Commission, Copperas Cove Education Foundation, City Council, May 2000-Feb 2004, Mayor of Copperas Cove, Feb 2004-May 2006, as Mayor I served on the CTGOG Board. 2007-2009 Metroplex Foundation Board, CC Chamber of Commerce Board

Professional Affiliations \_\_\_\_\_

Areas of Interest \_\_\_\_\_

Education Graduated Copperas Cove High School 1987

Bachelors of Business Administration, Tarleton State University Stephenville 1991

**I would like to be considered for the following:**

- Planning and Zoning Commission
- Board of Adjustment
- Library Advisory Board
- Keep Copperas Cove Beautiful Commission
- Other (fact finding or ad hoc) \_\_\_\_\_
- Housing Authority
- Hospital Authority
- Animal Control Advisory Committee
- Economic Development Corporation

Please return this form along with a resume to:  
Jane Lees, CMC, City Secretary, P O Drawer 1449, 507 South Main Street, Copperas Cove TX 76522  
Phone: 254-542-8926 – Fax 254-542-8927  
jlees@ci.copperas-cove.tx.us

# Appointment Resource Form for Boards and Commissions

Name BILLY R. SANDERS

Address 1115 NORTH MAIN STREET

Home Phone (254) 547-9859

Office Phone (254) 547-7470, EXT. 6

Fax (254) 547-1124 Cellular] (254) 290-0290

E-mail pastor trinitylivingcenter.org

I would like to be considered for the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning and Zoning Commission        | <input type="checkbox"/> Housing Authority                |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority    |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Golf Advisory Committee          |
| <input type="checkbox"/> Electrical Examining & Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Cemetery Committee                    | <input type="checkbox"/> Holiday Decoration Committee     |

Occupation Trinity Living Center PASTOR & Child Care ADMINISTRATOR

Volunteer/Community Service Hospital Board, Jack Welch Foundation, Rotary Chamber of Commerce, Cove Quarterback Club, & Emmaus Community

Professional Affiliations Cove Ministerial Alliance, Central Texas Chariots of Light Area Leader, Southwest Texas District Sec; Tre & Who's Who

Areas of Interest Motorcyclist, Fishing, Golfing, Hunting & Traveling

Education Master in Theology

Please return this form along with a resume to:

City Secretary  
P O Drawer 1449  
507 South Main Street  
Copperas Cove TX 76522

254-547-4221  
Fax 254-547-5116

CITY OF COPPERAS COVE

## RESUME

Billy Rex Sanders  
1891 North Highway 116  
Copperas Cove, TX 76522  
(254) 547-9859

### Employment Experience

January 1983 – present

Trinity Living Center &  
Child Care Center  
1115 North Main Street  
Copperas Cove, TX 76522

Pastor & Administrator

August 2001 – present

Southwest Texas District PC of G  
3107 Ranch Road 12  
P. O. Box 766  
San Marcos, TX 78667

Secretary & Treasurer

### Education

2003 – 2004

Life Christian University    Master of Theology  
Tampa, FL

1987 – 1991

School of Bible Theology    Bachelor of Theology  
San Jacinto, CA

1977 – 1979

Central Texas College    Associate of Arts  
Killeen, TX

1965 – 1969

Pomona High School    Diploma  
Pomona, KS

### Special Skills

counseling  
clerical

### References

References will be provided on request

# Appointment Resource Form for Boards and Commissions

Name JANIE W FRENCH  
Address 709 HOUSTON ST COPPERAS COVE TX  
Home Phone 254-547-6809  
Office Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail FFRENCH@HOT.RR.COM (HOT.RR.COM)

I would like to be considered for the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning and Zoning Commission        | <input type="checkbox"/> Housing Authority                |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority    |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Golf Advisory Committee          |
| <input type="checkbox"/> Electrical Examining & Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Cemetery Committee                    | <input type="checkbox"/> Holiday Decoration Committee     |

Occupation \_\_\_\_\_

Volunteer/Community Service Church - Chamber - city

Professional Affiliations \_\_\_\_\_

Areas of Interest \_\_\_\_\_

Education \_\_\_\_\_

Please return this form along with a resume to:

City Secretary  
P O Drawer 1449  
507 South Main Street  
Copperas Cove TX 76522

254-547-4221  
Fax 254-547-5116

CITY OF COPPERAS COVE

# Appointment Resource Form For Boards and Commissions

Name James Ross Caviness

Address 1075 Llewellyn, Killeen, Texas 76541

Home Phone 254-526-4434

Office Phone 254-526-2309

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

I would like to be considered for the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Planning & Zoning Commission          | <input type="checkbox"/> Housing Authority                |
| <input type="checkbox"/> Board of Adjustment                   | <input checked="" type="checkbox"/> Hospital Authority    |
| <input type="checkbox"/> Library Advisory Board                | <input type="checkbox"/> Gold Advisory Committee          |
| <input type="checkbox"/> Electrical Examining & Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Cemetery Committee                    | <input type="checkbox"/> Holiday Decoration Committee     |

Occupation State Farm Insurance

Volunteer/Community Service \_\_\_\_\_

Professional Affiliations \_\_\_\_\_

Areas of Interest \_\_\_\_\_

Education MBA (Baylor)

Please return this form along with your resume to:

City Secretary  
P.O. Drawer 1449  
507 South Main Street  
Copperas Cove, Texas 76522

(254) 547-4221  
Fax (254) 547-5116

# Ross Caviness

## Personal History

Originally from San Antonio, TX

Married 31 years, Gwen Williams Caviness also of San Antonio, TX.. One child  
Autumn Caviness, student at Texas A&M University College Station, TX

## Education

- 1974 Huston Tillotson College Austin, TX  
**BA**

- Political Science

- 1999 Baylor University Waco, TX

### **MBA**

- General Business

## Employment

- 1975 - 1982 J.C. Penney Company Plano, TX

### **Merchandiser**

- Department Manager

- 1982 - 1985 Charles Bradley INC Killeen, TX

### **Realtor**

- Personal Real Estate sales

- 1985 - Present State Farm Insurance Bloomington, IL

### **Agent**

- Personal Insurance Sales

## Volunteer experience

Metroplex Hospital Foundation Board

Vive Les Artes Community Theater



**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.

Received 6/4/10 - J. Lees  
Logged

**Please attach your resume (optional).**

Board Preference 1: Planning & Zoning 3: Board of Adjustment

Board Preference 2: Housing Authority 4: Hospital Authority

Name: Adam Martin

Street Address: 509 Clara Drive

City Resident: 7 years Personal E-Mail: N/A

Primary Phone: 254-247-4185 Home Fax: N/A

Profession: Banking

Business Name: First National Bank Texas

Business Address: 507 N. Gray Street

City: Killeen State TX Zip: 76541

Business Phone: 254-554-2152 Business Fax: 254-554-4339

Business E-Mail: adam.martin@fstnb.com

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

- 3 years experience analyzing commercial real estate loans
- 7 years U.S. Army

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.

Adam Martin  
Signature

6-4-10  
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



**ADAM MARTIN**  
509 Clara Drive  
Copperas Cove, TX 76522  
Home: 254-542-3782  
Cell: 254-247-4185

### **Objective**

Seeking a position on a City Board/Commission where my skills and experience will be utilized to the fullest.

### **Summary of Qualifications**

- 7 year resident of Copperas Cove, TX
- Master of Business Administration/Finance Concentration (Tarleton State University -August, 2009)
- Bachelor of Science Business Administration/Minor in Economics (Tarleton State University - December, 2006)
- 3 years experience analyzing commercial real estate loans
- 7 years experience in U.S. Army

### **Employment History**

Senior Managing Credit Officer (2007 – Present)  
First National Bank Texas, Killeen, TX

- Pre-funding and post-funding analysis of commercial real estate loans to include retail space, office space, churches, hotels, auto dealerships, residential housing, and multi-family housing
- Prepare various management reports analyzing various economic and real estate trends
- Train and manage Credit Analysts

Front End Supervisor (2005- 2006)  
Home Depot, Killeen, TX

- Responsible for all front-end operations of the store (\$35 million in annual sales)
- Supervised, trained, and evaluated four shift supervisors and 30 associates
- Accountable for effective use of labor-hours
- Responsible for extended-warranty sales
- Prepared and controlled employee staffing, schedules, and individual availabilities
- Audit preparation and implementation of new procedures

Senior Technician / Supervisor (1997-2005)  
U.S. Army, Fort Hood, TX

- Repaired and delegated repair for all network-related equipment and encryption devices
- Responded to trouble-calls and resolved hardware and software issues on site

- Supervised and trained entry-level technicians
- Accounted for and maintained \$500,000 in diagnostic equipment
- Reported daily to the network operations manager on the status of the network from the maintenance perspective
- Designed and implemented plans for keeping heat-sensitive equipment functional in the desert, improved efficiency by 30%

#### **References**

- |               |              |
|---------------|--------------|
| ▪ Dan Yancey  | 254-554-4334 |
| ▪ Pat Foster  | 254-554-3692 |
| ▪ Joe Burnett | 254-554-4204 |

# 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.

**received**  
5/24/10 JLees

**Please attach your resume (optional).**

Board Preference 1: Animal Shelter Advisory, P&Z Commission

Board Preference 2: Hospital Authority, Board of Adjustment

Name: Billie L. STEPHENS

Street Address: 701 BOND ST.

City Resident: 7 years Personal E-Mail: billie.stephens@us.army.mil  
254-291-1608

Primary Phone: ~~XXXXXXXXXXXX~~ Home Fax: \_\_\_\_\_

Profession: Computer Engineer

Business Name: Fed Govt

Business Address: ~~\_\_\_\_\_~~

City: Ft. Hood State TX Zip: 76544

Business Phone: 254-532-8321 Business Fax: \_\_\_\_\_

Business E-Mail: see above

Experience or special knowledge applicable to City board or commission function:  
Business Degrees, Financial Manager

Civic Activities/Professional Affiliations Writers League of TX, O/S EC, many

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] 24 May 10  
Signature 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



Date: 07/05/2011

Contact: Velia Key, Director of Financial Services,  
Finance

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### Information

#### SUBJECT

Consideration and action on authorizing the City Manager to enter into an agreement with Pattillo, Brown, and Hill L.L.P. for the 2011 Fiscal year audit. ***Velia Key, Director of Financial Services***

#### BACKGROUND/HISTORY

Each fiscal year the City is required to have an audit completed by an independent certified public accountant. In the past two years Pattillo, Brown, and Hill was engaged to perform the City of Copperas Cove's audit. The City received an unqualified opinion on the financial statements.

#### FINDINGS/CURRENT ACTIVITY

City staff was satisfied with the performance, accuracy, and completeness of the audit services provided last year by Pattillo, Brown, and Hill. The firm of Pattillo, Brown, and Hill, L.L.P. submitted an engagement letter to perform the fiscal year 2011 annual audit for the City of Copperas Cove at a cost of \$44,000. The fee includes audit services, an internal control assessment, GASB 34 conversion entries, a Single Audit as required by the U.S. Office of Management and Budget ("OMB") Circular A-133 that are applicable to each major program for the FY 2011.

#### ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council authorize the City Manager to enter into an agreement with Pattillo, Brown, and Hill L.L.P. to perform the audit for FY 2011.

---

### Fiscal Impact

Funds available Y/N?: Y

#### FINANCIAL IMPACT:

The engagement letter states that the cost of the audit services will not exceed \$44,000. Cost sharing is done throughout the various operational funds. A copy of the engagement letter received from PBH is attached and sufficient funds are included in the budget of the following funds: General Fund 44%, Water and Sewer 28%, Drainage 14%, and Solid Waste 14% to cover the cost of the audit services.

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### Attachments

Link: [1](#)

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June 14, 2011

City of Copperas Cove  
Attention: Velia Key  
507 S. Main St.  
Copperas Cove, TX 76522

We are pleased to confirm our understanding of the services we are to provide the City of Copperas Cove, Texas for the year ended September 30, 2011. We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the City of Copperas Cove, Texas as of and for the year ended September 30, 2011. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Copperas Cove, Texas' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Copperas Cove, Texas' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison information.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Copperas Cove, Texas' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and individual fund financial statements and schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

- 1) Introductory and statistical section.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements,

schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Copperas Cove, Texas and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Copperas Cove, Texas' compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Copperas Cove, Texas' major programs. The purpose of these procedures will be to express an opinion on the City of Copperas Cove, Texas' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Pattillo, Brown & Hill, L.L.P. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Pattillo, Brown & Hill, L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Todd Pruitt is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$44,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review letter of comment accompanies this letter.

We appreciate the opportunity to be of service to the City of Copperas Cove, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,  
Pattillo, Brown & Hill, L.L.P.



Todd Pruitt, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Copperas Cove, Texas.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## **EUBANK & BETTS**

A Professional Limited Liability Company

CERTIFIED PUBLIC ACCOUNTANTS

3820 Interstate 55 North / Post Office Box 16090 / Jackson, Mississippi 39236-6090 / Phone (601) 987-4300 / Fax (601) 987-4314

### **SYSTEM REVIEW REPORT**

**November 22, 2010**

#### **To the Partners**

**Pattillo, Brown & Hill, L.L.P.**

**and the AICPA National Peer Review Committee**

We have reviewed the system of quality control for the accounting and auditing practice of **Pattillo, Brown & Hill, L.L.P.** (the firm) applicable to non-SEC issuers in effect for the year ended May 31, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Pattillo, Brown & Hill, L.L.P.** applicable to non-SEC issuers in effect for the year ended May 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Pattillo, Brown & Hill, L.L.P.** has received a peer review rating of *pass*.

**EUBANK & BETTS, PLLC**

Date: 07/05/2011

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

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### Information

#### SUBJECT

Discussion of a five-year personnel plan for the period 2011-2015. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

#### BACKGROUND/HISTORY

City staff has developed a personnel plan to prepare for the future services provided to the citizens of Copperas Cove. Staff is seeking City Council direction regarding adoption of the plan as a guiding tool for additional position requests during the City's budget preparation.

The 2011-2015 Personnel Plan preparation began early in 2011 with directors submitting staffing requirements to the Human Resources Director. Many factors went into the departmental position submissions such as population growth, demand for services, new services, technology, etc. As the City prepares the budget each year, the plan will assist City management and City Council to determine what positions are requested by each department. The Personnel Plan does not appropriate funding for staff positions.

#### FINDINGS/CURRENT ACTIVITY

Currently, the City does not have an adopted multi-year personnel plan. The plan is essential in guiding the City's growth and assisting with long range planning.

The plan is structured allowing for City Council to create authorized unfunded positions. Simply stated, the position would be labeled as an unfunded position. City Council may recall the inclusion of authorized, but unfunded positions in the 2010-2011 Fiscal Year Operating Budget. As of the end of June, thirteen (13) unfunded positions exist. The positions remain on the "books" as authorized positions, which allows City Council the flexibility to fund the position during the year if the funding becomes available such as increased sales tax or franchise fee revenues.

#### ACTION OPTIONS/RECOMMENDATION

City staff recommends City Council discuss the 2011-2015 Personnel Plan and provide direction to staff regarding same.

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### Fiscal Impact

#### FINANCIAL IMPACT:

The Personnel Plan does not create a fiscal impact; however, if Council appropriates funding during the budget process, a fiscal impact for salaries and benefits for each funded position will be created. The impact in any given year is dependent on the salary range and benefits by position for each year.

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### Attachments

Link: [FY2010-2011 5-Yr Personnel Plan](#)

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**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL**  
FUNDED UNFUNDED

**FY 2011-2012  
PROJECTED**  
FUNDED UNFUNDED

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**GENERAL FUND**

**City Manager Department**

- 1 Secretary to the City Manager
- 2 City Manager
- 3 New Pos Request/Title Assistant to City Manager
- 4 New Pos Request/Title Administrative Assistant
- 5 New Pos Request/Title Management Analyst
- 6 New Pos Request/Title Public Information Officer

	NE	E							
1 Secretary to the City Manager	1			1			1		1
2 City Manager	1			1			1		1
3 New Pos Request/Title Assistant to City Manager	1			0			1		1
4 New Pos Request/Title Administrative Assistant	NE	0		0			1		1
5 New Pos Request/Title Management Analyst	E	0		0			0		1
6 New Pos Request/Title Public Information Officer	E	0		0			0		1

<b>Subtotal Department</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>
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Justification - Having a Full-Time Assistant City Manager will not only reduce the direct supervisory responsibilities of the City Manager, it will provide a short term succession plan to ensure the management of the daily operations of the City continue until the governing body is able to complete the hiring process for the position of the City Manager.

**City Secretary/Elections Department**

- 1 Deputy City Secretary
- 2 City Secretary
- 3 New Pos Request/Title RECORDS CLERK PT
- 4 New Pos Request/Title \_\_\_\_\_
- 5 Remove Pos/Title \_\_\_\_\_

	NE	E							
1 Deputy City Secretary	0			0		1	1		1
2 City Secretary	1			1			1		1
3 New Pos Request/Title RECORDS CLERK PT	NE	0		0		<b>0.5</b>	0.5		0.5
4 New Pos Request/Title _____		0		0			0		0
5 Remove Pos/Title _____		0		0			0		0

<b>Subtotal Department</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
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Justification - A part-time Records Clerk is added due to the pending electronic records software that will be purchased in FY 2010-2011. Regular scanning of documents, will need to be done, as well as other duties to bring the City into compliance with the Local Government Records Act. At the present time, the City Secretary's Department is only able to barely keep up with the timely destruction of documents that have reached their retention limit. Other duties would include maintaining a disaster plan and being a liaison to records coordinators in the various City Departments.

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL  
FUNDED UNFUNDED**

**FY 2011-2012  
PROJECTED  
FUNDED UNFUNDED**

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Finance Department**

- 1 Accounting Technician
- 2 Senior Accountant
- 3 Director of Financial Services
- 4 New Pos Request/Title Finance Clerk
- 5 New Pos Request/Title \_\_\_\_\_
- 6 Remove Pos/Title \_\_\_\_\_

NE	2		2		2	2	2	2
NE	1		1		1	1	1	1
E	1		1		1	1	1	1
NE	0		0		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
----------------------------	----------	----------	----------	----------	----------	----------	----------	----------

Justification -  
A Finance Clerk position is requested in 2012-13 to answer and direct phone calls, file, email departments, and assist in the budget process with printing and compiling the budget documents, etc...

**Budget Department**

- 1 Project Accountant
- 2 Budget Analyst
- 3 Purchasing Officer
- 4 Assistant Director of Financial Services/Budget Director
- 5 New Pos Request/Title \_\_\_\_\_
- 6 Remove Pos/Title \_\_\_\_\_

E	1		1		1	1	1	1
E	1		1		1	1	1	1
E	1		1		1	1	1	1
E	1		1		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
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Justification -  
A Finance Clerk position is requested in 2012-13 to answer and direct phone calls, file, email departments, and assist in the budget process with printing and compiling the budget documents, etc...

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA                      FY 2010-2011                      FY 2011-2012                      FY 2012-13                      FY 2013-14                      FY 2014-15                      FY 2015-16  
STATUS                      ACTUAL                      PROJECTED                      PROJECTED                      PROJECTED                      PROJECTED                      PROJECTED  
FUNDED    UNFUNDED    FUNDED    UNFUNDED**

**Human Resources Department**

1 Receptionist	NE	1.5		1	0.5	1.5	1.5	1.5	1.5
2 Human Resources Coordinator	NE	1		1		0	0	0	0
3 Division Head of Human Resources	E	1		1		1	1	1	1
4 New Pos Request/Title Administrative Assistant	NE	0		0.5		0.5	0.5	0.5	0.5
5 New Pos Request/Title HR Coordinator Recruiting/Orient	NE	0		0		1	1	1	1
6 New Pos Request/Title HR Coordinator Benefits/LOA	NE	0		0		1	1	1	1
7 Remove Pos/Title Risk Manager/Safety Analyst	E	0		0		0	0	1	1
<b>Subtotal Department</b>		<b>3.5</b>	<b>0</b>	<b>3.5</b>	<b>0.5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>

Justification - Delete HR Coordinator (generalist) in FY 2012-13 and replace with 2 FT positions, 1 HR Coordinator for Recruiting and Orientation and 1 HR Coordinator for Benefits/LOA administration.

**Information Systems Department**

1 Director of Information Systems	E	1		1		1	1	1	1
2 Information Systems Supervisor	NE	1		1		1	1	1	1
3 Information Systems Specialist II	E	1		1		1	1	1	1
4 Information Systems Specialist I	NE	0	1	0	1	1	1	2	2
5 New Pos Request/Title IS Specialist/GIS Tech	NE	0		0		1	1	1	1
6 New Pos Request/Title _____		0		0		0	0	0	0
7 Remove Pos/Title _____		0		0		0	0	0	0
<b>Subtotal Department</b>		<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>

Justification -

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**      **FY 2010-2011  
ACTUAL**      **FY 2011-2012  
PROJECTED**      **FY 2012-13  
PROJECTED**      **FY 2013-14  
PROJECTED**      **FY 2014-15  
PROJECTED**      **FY 2015-16  
PROJECTED**

**FUNDED   UNFUNDED   FUNDED   UNFUNDED**

**Municipal Court Department**

- 1 Court Clerk
- 2 Asst. Administrator - Municipal Court
- 3 Administrator - Municipal Court
- 4 Bailiff
- 5 New Pos Request/Title: Part-Time Municipal Court Clerk
- 6 New Pos Request/Title \_\_\_\_\_
- 7 Remove Pos/Title \_\_\_\_\_

	NE								
1 Court Clerk	4	1	4	1	5	5	5	5	5
2 Asst. Administrator - Municipal Court	1		1		1	1	1	1	1
3 Administrator - Municipal Court	E 1		1		1	1	1	1	1
4 Bailiff	NE 0		0.5		0.5	0.5	0.5	0.5	0
5 New Pos Request/Title: Part-Time Municipal Court Clerk	NE 0		0		0.5	0.5	0.5	0.5	0.5
6 New Pos Request/Title _____	0		0		0	0	0	0	0
7 Remove Pos/Title _____	0		0		0	0	0	0	0

<b>Subtotal Department</b>	<b>6</b>	<b>1</b>	<b>6.5</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7.5</b>
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Justification - Currently there is one unfunded court clerk position for FY 10-11. The part-time clerk responsibilities would include scanning old case files and retention. Part-time bailiff position will move to the General Fund beginning in FY 2011-2012 due to reduced funding in the Municipal Court Security Fund. Bailiff is anticipated to be moved back to the Municipal Court Security Fund again in FY 2015-2016.

**Police Department**

- 1 Custodian
- 2 Senior Records Clerk
- 3 Administrative Assistant
- 4 Administrative Assistant Training and Evidence
- 5 Police Communications/Operator
- 6 Executive Secretary
- 7 Patrol Officer - Certified
- 8 Police Corporal
- 9 Police Sergeant
- 10 Police Lieutenant
- 11 Captain
- 12 Police Deputy Chief
- 13 Chief of Police
- 14 New Pos Request/Title\_\_
- 15 New Pos Request/Title \_\_\_\_\_
- 16 Remove Pos/Title \_\_\_\_\_

	NE								
1 Custodian	0	0.5	0		0	0	0	0	0
2 Senior Records Clerk	NE 2		2	<b>1</b>	3	3	3	3	3
3 Administrative Assistant	NE 1		1		1	1	1	1	1
4 Administrative Assistant Training and Evidence	NE 1		1		1	1	1	1	1
5 Police Communications/Operator	NE 12		12	<b>1</b>	14	15	16	16	16
6 Executive Secretary	NE 1		1		1	1	1	1	1
7 Patrol Officer - Certified	NE 34	1	34	<b>4</b>	41	44	47	50	50
8 Police Corporal	NE 7		7		7	7	7	7	7
9 Police Sergeant	NE 9		9		9	9	9	9	9
10 Police Lieutenant	NE 2		2		2	2	2	2	2
11 Captain	NE 1		1		1	1	1	1	1
12 Police Deputy Chief	E 1		1		1	1	1	1	1
13 Chief of Police	E 1		1		1	1	1	1	1
14 New Pos Request/Title__	0		0		0	0	0	0	0
15 New Pos Request/Title _____	0		0		0	0	0	0	0
16 Remove Pos/Title _____	0		0		0	0	0	0	0

<b>Subtotal Department</b>	<b>72</b>	<b>1.5</b>	<b>72</b>	<b>6</b>	<b>82</b>	<b>86</b>	<b>90</b>	<b>93</b>
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Justification -  
Three (3) of the four (4) unfunded Patrol Officer-Certified positions are new requests for FY 2011-2012.

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**      **FY 2010-2011  
ACTUAL**      **FY 2011-2012  
PROJECTED**      **FY 2012-13  
PROJECTED**      **FY 2013-14  
PROJECTED**      **FY 2014-15  
PROJECTED**      **FY 2015-16  
PROJECTED**

**FUNDED   UNFUNDED   FUNDED   UNFUNDED**

**Animal Control Department**

1 Animal Control Officer	NE	4		4		5	5	5	5
2 Senior Animal Control Officer	NE	1		1		1	1	1	1
3 New Pos Request/Title Part-Time Clerk	NE	0		0	<b>0.5</b>	0.5	0.5	0.5	0.5
4 New Pos Request/Title _____		0		0		0	0	0	0
5 Remove Pos/Title _____		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>5</b>	<b>0</b>	<b>5</b>	<b>0.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>
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Justification -

**Fire Department**

1 Firefighter (2904 hour work year)	NE	33		33	<b>3</b>	39	39	48	48
2 Administrative Assistant - Fire and EMS	NE	1		1		1	1	1	1
3 Administrative Assistant - Support Services/Emerg Mgt	NE	1		1		1	1	1	1
4 Fire Lieutenant (2904 hour work year)	NE	6		6		6	6	9	9
5 Fire Captain (2904 hour work year)	NE	3		3		3	3	3	3
6 Fire Battalion Chief (2904 hour work year)	NE	3		3		3	3	3	3
7 Fire Inspector/Investigator	NE	1	1	0	2	2	2	2	2
8 Division Chief of Prevention/Fire Marshal	NE	1		1		1	1	1	1
9 Division Chief - Training	NE	1		1		1	1	1	1
10 Deputy Fire Chief	E	1		1		1	1	1	1
11 Fire Chief/Emergency Management Coordinator	E	1		1		1	1	1	1
12 New Pos Request/Title - Executive Administrative Assistant	NE	0		0		0	0	0	1
13 New Pos Request/Title - EMS Captain	NE	0		0		0	0	0	1
14 Remove Pos/Title _____		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>52</b>	<b>1</b>	<b>51</b>	<b>5</b>	<b>59</b>	<b>59</b>	<b>71</b>	<b>73</b>
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Justification - Propose to add 3 firefighter/paramedic positions each of the next two years to adequately staff station 3. In FY 14-15, propose to add 9 FF and 3 Lieutenant positions to coincide with the opening of Station 4. In FY 15-16, propose to add an executive administrative assistant position for additional support. Also propose to add an EMS Captain position under the Div Ch of Training and EMS.

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA                      FY 2010-2011                      FY 2011-2012                      FY 2012-13                      FY 2013-14                      FY 2014-15                      FY 2015-16  
STATUS                      ACTUAL                      PROJECTED                      PROJECTED                      PROJECTED                      PROJECTED                      PROJECTED  
**FUNDED   UNFUNDED   FUNDED   UNFUNDED****

**Engineering Department**

1 Projects Director/City Engineer	E	0		0		0		0		0		0
2 Public Improvements Inspector *	NE	1		0		0		0		0		0
3 New Pos Request/Title _____		0		0		0		0		0		0
4 New Pos Request/Title _____		0		0		0		0		0		0
5 Remove Pos/Title _____		0		0		0		0		0		0

**Subtotal Department                      1                      0                      0                      0                      0                      0                      0                      0**

Justification - I would expect staffing levels to stay the same for engineering for the next five years. Without a major change from our historical growth rate, engineering can keep up with the typical workload with one engineer and one inspector. Now, if development does increase beyond what Cove has ever seen, we could possibly need an additional inspector. However, our population growth rates over the last 20 years give me no indication of that need. (\* Move Public Improvements Inspector to Building)

**Building and Development Department**

1 Administrative Assistant	NE	1		1		1		1		1		1
2 Inspector Senior	NE	1		1		1		1		1		1
3 Chief Building Official	E	1		1		1		1		1		1
4 Inspector	NE	0	1	0	1	1	1	1	1	1	1	1
5 Public Improvements Inspector *	NE	0		1		1		1		1		1
6 New Pos Request/Title _____		0		0		0		0		0		0
7 New Pos Request/Title _____		0		0		0		0		0		0
8 Remove Pos/Title _____		0		0		0		0		0		0

**Subtotal Department                      3                      1                      4                      1                      5                      5                      5                      5**

Justification - If the current unfunded inspector position is filled, this should be sufficient staffing for the planned period. If development increases significantly, consideration should be given to adding an Inspector when justified. (\* Move Public Improvements Inspector to Building)

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL  
FUNDED UNFUNDED**

**FY 2011-2012  
PROJECTED  
FUNDED UNFUNDED**

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Street Department**

- 1 Light Equipment Operator
- 2 Heavy Equipment Operator
- 3 Traffic Control Technician
- 4 Crewleader Street/Drainage
- 5 New Pos Request/Title Lt. Equip. Opr Crack Sealer/Herbicide
- 6 New Pos Request/Title Traffic Control Tech II
- 7 Remove Pos/Title \_\_\_\_\_

NE	2	1	2	1	3	3	3	3	3
NE	2		2		2	2	2	2	2
NE	1		1		1	1	1	1	1
NE	0.5		0.5		0.5	0.5	0.5	0.5	0.5
NE	0		0	<b>3</b>	3	3	3	3	3
NE	0		0		0	1	1	1	1
	0		0		0	0	0	0	0

<b>Subtotal Department</b>	<b>5.5</b>	<b>1</b>	<b>5.5</b>	<b>4</b>	<b>9.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>
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Justification -  
 5 - Additional personnel is needed to provide needed street maintenance on an aging infrastructure.  
 6 - To meet the new regulatory requirements on reflectivity an additional traffic control technician will be needed to assist in the fabrication, installation and monitoring of the City's inventory of 4,000+ signs located throughout town.

**Parks and Leisure - Admin Department**

- 1 Recreation Specialist/Administrative Assistant
- 2 Director of Parks & Recreation
- 3 Division Head of Parks and Leisure Services
- 4 New Pos Request/Title Convention and Tourism Coordinator
- 5 New Pos Request/Title
- 6 New Pos Request/Title

NE	1		1		1	1	1	1	1
E	1		1		1	1	1	1	1
E	1		1		1	1	1	1	1
NE	0		0	<b>1</b>	1	1	1	1	1
	0		0		0	0	0	0	0
	0		0		0	0	0	0	0

<b>Subtotal Department</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
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Justification - Convention and Tourism Coordinator-Funded by Hotel-Motel and will be established as projects are complete and a plan established for position.

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL  
FUNDED UNFUNDED**

**FY 2011-2012  
PROJECTED  
FUNDED UNFUNDED**

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Parks and Leisure - Maintenance Department**

1 Custodian	NE	0	2	0		0	0	0	0
2 Laborer	NE	6		6		8	8	8	8
3 Light Equipment Operator	NE	2		2		2	2	2	2
4 Light Equipment Operator/HVAC Technician	NE	1		1		1	1	1	1
5 Supervisor - Parks	NE	1		1		1	1	1	1
6 New Pos Request/Title Recreation Supt./Facility Manager	E	0		0		0	0	1	1
7 New Pos Request/Title		0		0		0	0	0	0
8 New Pos Request/Title		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>10</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>
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Justification - Recreation Supt./Facility Manager -Staff position upon the start of construction of Recreation Center. Laborer-Add 2 FTE positions as new facilities are completed.

**Athletics Department**

1 Recreation Aide	NE	2		2	<b>0.5</b>	2.5	3	3.5	4.5
2 Recreation Specialist	NE	1		1		1	1	1	2
3 Recreation Coordinator	NE	1		1		1	1	1	1
4 New Pos Request/Title		0		0		0	0	0	0
5 New Pos Request/Title		0		0		0	0	0	0
6 New Pos Request/Title		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>4</b>	<b>0</b>	<b>4</b>	<b>0.5</b>	<b>4.5</b>	<b>5</b>	<b>5.5</b>	<b>7.5</b>
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Justification - Recreation Aide-Adding 2.5 FTE positions as new facilities are completed and recreation center comes on line. Recreation Specialist/Instructor-Lead instructor as classes start with completion of new recreation center.

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL**  
FUNDED UNFUNDED

**FY 2011-2012  
PROJECTED**  
FUNDED UNFUNDED

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Aquatics Department**

- 1 Recreation/Aquatics Specialist
- 2 New Pos Request/Title Aquatic Coordinator
- 3 New Pos Request/Title
- 4 New Pos Request/Title

NE	1		1		1	1	1	0
NE	0		0		0	0	0	1
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
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Justification - Aquatics Coordinator position added when Recreation center is complete.

**Cemetery Department**

- 1 Light Equipment Operator
- 2 New Pos Request/Title Laborer
- 3 New Pos Request/Title
- 4 Remove Pos/Title

NE	1		0	1	1	1	1	1
NE	0		0		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
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Justification - Add 1 Full-time laborer to handle daily maintenance.

**Fleet Services Department**

- 1 Parts Technician PT
- 2 Mechanic
- 3 Lead Mechanic
- 4 Supervisor - Fleet Services
- 5 New Pos Request/Title- Parts Technician FT
- 6 New Pos Request/Title
- 7 Remove Pos/Title

NE	0.5		0.5		0	0	0	0
NE	2		2		2	3	3	3
NE	1		1		1	1	1	1
NE	1		1		1	1	1	1
NE	0		0		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>4.5</b>	<b>0</b>	<b>4.5</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>
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Justification -

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL**  
FUNDED UNFUNDED

**FY 2011-2012  
PROJECTED**  
FUNDED UNFUNDED

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Facility Maintenance Department**

- 1 Facility Maintenance
- 2 New Pos Request/Title \_\_\_\_\_
- 3 New Pos Request/Title \_\_\_\_\_
- 4 Remove Pos/Title \_\_\_\_\_

NE	1	1	1	1	2	2	2	2
	0		0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
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Justification -

**Planning Department - Rec City Eng & Planner I**

- 1 GIS Technician \*
- 2 Planner I
- 3 New Pos Request/Title Administrative Assistant
- 4 New Pos Request/Title \_\_\_\_\_
- 5 Remove Pos/Title \_\_\_\_\_

NE	1		0		0	0	0	0
E	0	1	0	<b>1</b>	1	1	1	1
NE	0		0	<b>1</b>	1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
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Justification from City Engineer and City Planner - Along the same lines as engineering, one planner and GIS technician can keep up with our historical workloads. However, I would expect the planning department to need administrative help at some point. I do NOT recommend it now because I believe that the Planner I needs to do that work for a while until he fully understands it. If development increases dramatically, I could see the planning department ultimately with a director, planner, GIS tech, and admin. The above reflects current levels for the next 5 years with an admin added within a year or two. Current Planner I also requested Admin Asst. (\* Move GIS Technician to Public Works Administration beginning in FY 2012)

Justification from Fire Chief - Propose to add an entry level receptionist/clerk position in FY 14-15 if justified by increased development. The current Jr Interim Planner position should be continued for an additional 12 to 18 months to complete the learning process. The use of the consulting planner could be continued as needed to supplement. Consideration of a Senior Planner position should be considered if significant and sustained additional development occurs. Depending on the timing of the increased development, consideration may have to be given to hiring an experienced planner.

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

<u>DEPARTMENT/POSITION</u>	<u>FLSA STATUS</u>	<u>FY 2010-2011 ACTUAL</u>		<u>FY 2011-2012 PROJECTED</u>		<u>FY 2012-13 PROJECTED</u>	<u>FY 2013-14 PROJECTED</u>	<u>FY 2014-15 PROJECTED</u>	<u>FY 2015-16 PROJECTED</u>
		FUNDED	UNFUNDED	FUNDED	UNFUNDED				
<b>Library Department</b>									
1 Library Assistant I	NE	2		2		2	2	3	3
2 Community Outreach Specialist	NE	1		1		1	1	1	1
3 Library Assistant II	NE	0.5		0	0.5	0.5	0.5	0.5	0.5
4 Library Assistant III	NE	3		3		3	3	3	3
5 Outreach Specialist/Library Assistant III	NE	0.5		0	0.5	0.5	0.5	0.5	0.5
6 Reference Assistant/Electronic Tech Coordinator	NE	1		1		1	1	1	1
7 Assistant Director Library/Reference	NE	1		1		1	1	1	1
8 Director Library	E	1		1		1	1	1	1
9 New Pos Request/Title Library Aide	NE	0		0		0.5	0.5	0.5	0.5
10 New Pos Request/Title _____		0		0		0	0	0	0
11 Remove Pos/Title _____		0		0		0	0	0	0
<b>Subtotal Department</b>		<b>10</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>10.5</b>	<b>10.5</b>	<b>11.5</b>	<b>11.5</b>
Justification - FY 11-12 Library Aide-Assist with computer/job skills training; shelving and shelf maintenance; night and weekend service desk coverage. FY 14-15- Library Assistant I-Accommodate increase in service, growth in service population.									
<b>Code and Health Compliance</b>									
1 Administrative Assistant	NE	1		0.5		0.5	0.5	0.5	0.5
2 Code Enforcement Officer	NE	2		2		2	3	3	3
3 Health Inspector	NE	1		1		1	0	0	0
4 New Pos Request/Title Registered Sanitarian	E	0		0		0	1	1	1
5 New Pos Request/Title _____		0		0		0	0	0	0
6 Remove Pos/Title _____		0		0		0	0	0	0
<b>Subtotal Department</b>		<b>4</b>	<b>0</b>	<b>3.5</b>	<b>0</b>	<b>3.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>
Justification - Propose to add an additional code enforcement officer in FY 13-14 if justified by additional development. Also, propose to delete the health inspector position and replace with a Registered Sanitarian to conduct actual health inspections.									
<b>SUBTOTAL GENERAL FUND</b>		<b>202.5</b>	<b>10.5</b>	<b>197.5</b>	<b>27</b>	<b>242</b>	<b>249.5</b>	<b>271</b>	<b>278.5</b>

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL**  
FUNDED UNFUNDED

**FY 2011-2012  
PROJECTED**  
FUNDED UNFUNDED

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**WATER AND SEWER FUND**

**Public Works Administration**

1 Executive Secretary	NE	1		1		1	1	1	1
2 Director of Public Works	E	1		1		1	1	1	1
3 Division Head Public Works	E	1		1		1	1	1	1
4 GIS Technician	NE	0		1		1	1	1	1
5 Custodian	NE	0	0.25	0		0	0	0	0
6 New Pos Request/Title _____		0		0		0	0	0	0
7 New Pos Request/Title _____		0		0		0	0	0	0
8 Remove Pos/Title _____		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>3</b>	<b>0.25</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
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Justification -

**Utility Administration Department**

1 Customer Service Representative	NE	4		4		4	4	4	4
2 Meter Reader/Service Technician	NE	4		4		4	4	4	4
3 Senior Customer Service Representative	NE	1		1		1	1	1	1
4 Billing Technician	NE	1		1		1	1	1	1
5 Supervisor - Utilities	E	1		1		1	1	1	1
6 New Pos Request/Title - Asst. Supervisor	NE	0		0		1	1	1	1
7 New Pos Request/Title _____		0		0		0	0	0	0
8 Remove Pos/Title _____		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
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Justification -

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**      **FY 2010-2011  
ACTUAL**      **FY 2011-2012  
PROJECTED**      **FY 2012-13  
PROJECTED**      **FY 2013-14  
PROJECTED**      **FY 2014-15  
PROJECTED**      **FY 2015-16  
PROJECTED**

**FUNDED   UNFUNDED   FUNDED   UNFUNDED**

**Water Distribution Department**

- 1 Operator II / Heavy Equipment Operator
- 2 Operator II Water Distribution
- 3 Supervisor Installation
- 4 Supervisor Pump Maintenance
- 5 Superintendent Water Distribution
- 6 New Pos Request/Title \_\_\_\_\_
- 7 New Pos Request/Title \_\_\_\_\_
- 8 Remove Pos/Title \_\_\_\_\_

NE	1		1		1	1	1	1
NE	7		7		7	8	8	8
NE	1		1		1	1	1	1
NE	1		1		1	1	1	1
NE	1		1		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>
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Justification -

**Sewer Collection Department**

- 1 Operator II Sewer Collection
- 2 Assistant Supervisor/Operator III Sewer Collection
- 3 Superintendent - Sewer Collection
- 4 New Pos Request/Title \_\_\_\_\_
- 5 New Pos Request/Title \_\_\_\_\_
- 6 Remove Pos/Title \_\_\_\_\_

NE	6	1	6	1	7	7	7	7
NE	1		1		1	1	1	1
NE	1		1		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
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Justification -

**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL**  
FUNDED UNFUNDED

**FY 2011-2012  
PROJECTED**  
FUNDED UNFUNDED

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Wastewater Treatment Department**

- 1 Operator II Wastewater
- 2 Laboratory Technician Wastewater
- 3 Chief Plant Operator Wastewater
- 4 Laboratory Technician - Senior Wastewater
- 5 New Pos Request/Title- Wastewater Superintendent
- 6 New Pos Request/Title \_\_\_\_\_
- 7 Remove Pos/Title \_\_\_\_\_

NE	6		6		6	6	6	6
NE	1		1		1	1	1	1
NE	3		3		3	3	3	3
NE	1		1		1	1	1	1
NE	0		0		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
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Justification -

**Composting Department**

- 1 Heavy Equipment Operator
- 2 Supervisor Composting
- 3 New Pos Request/Title \_\_\_\_\_
- 4 New Pos Request/Title \_\_\_\_\_
- 5 Remove Pos/Title \_\_\_\_\_

NE	2		2		2	2	2	2
NE	1		1		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
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Justification -

<b>SUBTOTAL WATER AND SEWER FUND</b>	<b>47</b>	<b>1.25</b>	<b>48</b>	<b>1</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>52</b>
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**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL  
FUNDED UNFUNDED**

**FY 2011-2012  
PROJECTED  
FUNDED UNFUNDED**

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**SOLID WASTE FUND**

**Solid Waste Administration**

- 1 Administrative Assistant
- 2 Supervisor Solid Waste - Operations
- 3 Supervisor Solid Waste - Recycling/Admin
- 4 Solid Waste Superintendent
- 5 Custodian
- 6 New Pos Request/Title \_\_\_\_\_
- 7 New Pos Request/Title \_\_\_\_\_
- 8 Remove Pos/Title \_\_\_\_\_

NE	1		1		1	1	1	1
NE	1		1		1	1	1	1
NE	1		1		1	1	1	1
E	1		1		1	1	1	1
NE	0	0.25	0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>4</b>	<b>0.25</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
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Justification -

**Solid Waste Collection Residential**

- 1 Driver
- 2 Lead Driver
- 3 New Pos Request/Title \_\_\_\_\_
- 4 New Pos Request/Title \_\_\_\_\_
- 5 Remove Pos/Title \_\_\_\_\_

NE	3		3		4	4	5	5
NE	1		1		1	1	1	1
	0		0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
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Justification - Increased population and the number of additional collection points requires additional route(s) and personnel.



**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL  
FUNDED UNFUNDED**

**FY 2011-2012  
PROJECTED  
FUNDED UNFUNDED**

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Solid Waste Disposal**

- 1 Clerk/Dispatcher
- 2 Scale Operator
- 3 Heavy Equipment Operator
- 4 Laborer
- 5 New Pos Request/Title \_\_\_\_\_
- 6 New Pos Request/Title \_\_\_\_\_
- 7 Remove Pos/Title: Laborer \_\_\_\_\_

1 Clerk/Dispatcher	NE	0.5		0.5	<b>0.5</b>	1	1	1	1
2 Scale Operator	NE	1		1		1	1	1	1
3 Heavy Equipment Operator	NE	3		3		3	3	3	3
4 Laborer	NE	0.5		0.5		0	0	0	0
5 New Pos Request/Title _____		0		0		0	0	0	0
6 New Pos Request/Title _____		0		0		0	0	0	0
7 Remove Pos/Title: Laborer _____		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>5</b>	<b>0</b>	<b>5</b>	<b>0.5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
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Justification - Increased customer traffic requires two employees manning the scale house to provide customer service.

<b>SUBTOTAL SOLID WASTE FUND</b>		<b>21</b>	<b>0.25</b>	<b>21</b>	<b>0.5</b>	<b>24</b>	<b>26</b>	<b>27</b>	<b>27</b>
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**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL  
FUNDED UNFUNDED**

**FY 2011-2012  
PROJECTED  
FUNDED UNFUNDED**

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Golf Course Fund**

**Golf Course Operations**

1 Clerk/Golf Shop Assistant	NE	2	0.5	1	1.5	3	3	3	3
2 Head Golf Professional	NE	1		1		1	1	1	1
3 New Pos Request/Title Guest Services	NE	0		0		0.5	1	1	1.5
4 New Pos Request/Title _____		0		0		0	0	0	0
5 Remove Pos/Title _____		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>3</b>	<b>0.5</b>	<b>2</b>	<b>1.5</b>	<b>4.5</b>	<b>5</b>	<b>5</b>	<b>5.5</b>
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Justification -  
Clerk/Golf Shop Assistant-Fund the unfunded part-time Clerk/Golf Shop Assistant in FY 2011-12 and add PT position in 2012-13 based on revenues  
Guest Services-Adding part-time position in 2012-13, 2013-14 and additional part-time position in 2015-16

**Golf Course Maintenance**

1 Laborer	NE	3	0.5	3.5		4	5	5	5
2 Heavy Equipment Operator	NE	1		0	1	0.5	0.5	0.5	0.5
3 Golf Course Mechanic	NE	0.5		0.5		0.5	0.5	0.5	0.5
4 Golf Course Superintendent	NE	1		1		1	1	1	1
5 New Pos Request/Title Assistant Supt./Irrigation Tech	NE	0		0		1	1	1	1
6 New Pos Request/Title _____		0		0		0	0	0	0
7 Remove Pos/Title _____		0		0		0	0	0	0

<b>Subtotal Department</b>		<b>5.5</b>	<b>0.5</b>	<b>5</b>	<b>1</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>
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Justification - Laborer- Fund the unfunded part-time position in FY 2011-12 add a part-time in 2012-13 and add 2 part-time seasonal in 2013-14  
Assistant Supt/Irrigation spray tech-Add a assistant superintendent in FY2012-13 if revenues are in-line with golf course revenues.

<b>SUBTOTAL GOLF COURSE FUND</b>		<b>8.5</b>	<b>1</b>	<b>7</b>	<b>2.5</b>	<b>11.5</b>	<b>13</b>	<b>13</b>	<b>13.5</b>
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**City of Copperas Cove  
Long Range Personnel Planning  
June 27, 2011**

**DEPARTMENT/POSITION**

**FLSA  
STATUS**

**FY 2010-2011  
ACTUAL**  
FUNDED UNFUNDED

**FY 2011-2012  
PROJECTED**  
FUNDED UNFUNDED

**FY 2012-13  
PROJECTED**

**FY 2013-14  
PROJECTED**

**FY 2014-15  
PROJECTED**

**FY 2015-16  
PROJECTED**

**Drainage Fund**

**Drainage Utilities**

- 1 Laborer
- 2 Heavy Equipment Operator
- 3 Crewleader Street/Drainage
- 4 New Pos Request/Title Light Equipment Operator
- 5 New Pos Request/Title \_\_\_\_\_
- 6 Remove Pos/Title Laborer

NE	4		4		2	2	2	2
NE	1		1		1	1	1	1
NE	0.5		0.5		0.5	0.5	0.5	0.5
NE	0		0		2	2	2	2
	0		0		0	0	0	0
	0		0		2	2	2	2

<b>Subtotal Department</b>	<b>5.5</b>	<b>0</b>	<b>5.5</b>	<b>0</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>
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Justification - No additional full time employees are requested. If future growth occurs requiring additional personnel, request will be through increasing the seasonal hires. Title change request is to send out two crews with the light equipment operators acting as Team Leader.

<b>SUBTOTAL DRAINAGE FUND</b>	<b>5.5</b>	<b>0</b>	<b>5.5</b>	<b>0</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>
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**Municipal Court Security Fund**

**Municipal Court Security**

- 1 Bailiff
- 2 New Pos Request/Title \_\_\_\_\_
- 3 New Pos Request/Title \_\_\_\_\_
- 4 Remove Pos/Title \_\_\_\_\_

NE	0.5		0		0	0	0	0.5
	0		0		0	0	0	0
	0		0		0	0	0	0
	0		0		0	0	0	0

<b>Subtotal Department</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.5</b>
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Justification - Part-time bailiff position will move to the General Fund beginning in FY 2011-2012 due to reduced funding in the Municipal Court Security Fund. It is anticipated to be included in this fund again in FY 2015-2016.

<b>SUBTOTAL MUNICIPAL COURT FUND</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.5</b>
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<b>TOTAL EMPLOYEES ALL FUNDS</b>	<b>285</b>	<b>13</b>	<b>279</b>	<b>31</b>	<b>336</b>	<b>348</b>	<b>370.5</b>	<b>379</b>
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**Date: 07/05/2011**

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**Information**

**SUBJECT**

Pursuant to §551.087, Deliberation Regarding Economic Development Negotiations, of the Open Meetings Act, Tex. Gov't Code, Council will meet in Executive Session to deliberate the offer of a financial or other incentive to a business prospect - First Advisors, Inc.

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**Information**

**SUBJECT**

Pursuant to §551.072, Deliberations about Real Property, and Section 551.071, Consultations with Attorney, 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 and consult with attorney regarding the purchase of real property.

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**City Council Regular**

**Item #: L. 3.**

**Date: 07/05/2011**

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**Information**

**SUBJECT**

Pursuant to §551.074, Personnel Matters, of the Open Meetings Act, Tex. Gov't Code, Council will meet in Executive Session to deliberate the position of City Manager.

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