



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

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

Notice is hereby given that a **Workshop Council Meeting** of the City of Copperas Cove, Texas, will be held on **July 19, 2011** at **6:00 p.m.** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522, at which time the following subjects will be discussed:

A. CALL TO ORDER

B. ROLL CALL

C. WORKSHOP ITEMS

1. Presentation of the Proposed Fiscal Year 2012 Budget. **Andrea M. Gardner, City Manager**
2. Direction to staff regarding the Fiscal Year 2012 Proposed Budget. **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 15, 2011, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

Jane Lees, TRMC, CMC
City Secretary

City Council Workshop

Item #: C. 1.

Date: 07/19/2011

Information

Subject

Presentation of the Proposed Fiscal Year 2012 Budget. **Andrea M. Gardner, City Manager**

City Council Workshop

Item #: C. 2.

Date: 07/19/2011

Information

Subject

Direction to staff regarding the Fiscal Year 2012 Proposed Budget. **Andrea M. Gardner, City Manager**



**NOTICE OF MEETING
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COPPERAS COVE, TEXAS**

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Notice is hereby given that a **Regular Council Meeting** of the City of Copperas Cove, Texas, will be held on **July 19, 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. Keep Copperas Cove Beautiful Scholarship Presentation. **Silvia Rhoads, KCCB Executive Director**
 - 2. Public Recognition for City Manager Andrea Gardner, Centex Sustainability Partnership. **John Hull, Mayor**
- F. **CITIZENS FORUM** – At this time, citizens will be allowed to speak for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section. Pursuant to §551.042 of the Texas Open Meetings Act, any deliberation or decision about the subject of inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.
- G. **CONSENT AGENDA** – All matters listed under this item are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.
 - 1. Consideration and action on approving minutes from the workshop council meeting of July 5, 2011. **Jane Lees, City Secretary**

2. Consideration and action on approving minutes from the regular council meeting of July 5, 2011. **Jane Lees, City Secretary**
3. Consideration and action on an ordinance to review and accept Chapter 2 of the Code of Ordinances, Article III, Division II, Rules of Meetings and Order of Business as per Code of Ordinances Section 2-61. **Andrea M. Gardner, City Manager**

H. **PUBLIC HEARINGS/ACTION**

1. Public hearing and action on an ordinance amending the 2010-2011 fiscal year budget for major operating funds for the City of Copperas Cove. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**
2. Public hearing on an ordinance amending the 2010-2011 fiscal year budget for special revenue and other funds for the City of Copperas Cove. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

I. **ACTION ITEMS**

1. Consideration and action on appointment of members to the Keep Copperas Cove Beautiful Commission. **Silvia Rhoads, Executive Director, Keep Copperas Cove Beautiful**
2. Consideration and action authorizing the City Manager to enter into a Drainage Easement Encroachment Agreement for 2902 Starlight. **Wesley Wright, P.E., Public Works Division Head/City Engineer.**
3. Consideration and action to set a public hearing on City Manager's Proposed Budget for the 2011-2012 fiscal year. **Ryan D. Haverlah, Assistant Director of Financial Services, Budget Director**
4. Consideration and action on nominating a member to the Board of Directors for the Coryell Central Appraisal District. **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 §551.074 of the Open Meetings Act. Tex. Gov't Code, Council will meet in Executive Session to deliberate the evaluation and duties of the City Manager, Andrea M. Gardner.
2. Pursuant to §551.074 of the Open Meetings Act. Tex. Gov't Code, Council will meet in Executive Session to deliberate the evaluation and duties of the City Secretary, Jane Lees.
3. 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.

4. 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.

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

N. **ADJOURNMENT**

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

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I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the City of Copperas Cove was posted at _____, July 15, 2011, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

Jane Lees, TRMC, CMC
City Secretary

City Council Regular

Item #: E. 1.

Date: 07/19/2011

Information

Subject

Keep Copperas Cove Beautiful Scholarship Presentation. **Silvia Rhoads, KCCB Executive Director**

City Council Regular

Item #: E. 2.

Date: 07/19/2011

Information

Subject

Public Recognition for City Manager Andrea Gardner, Centex Sustainability Partnership. **John Hull,**
Mayor

City Council Regular

Item #: G. 1.

Date: 07/19/2011

Information

Subject

Consideration and action on approving minutes from the workshop council meeting of July 5, 2011. **Jane Lees, City Secretary**

Attachments

Link: [Workshop minutes 7/5/11](#)

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

A CALL TO ORDER

B ROLL CALL

Present: John Hull
Charlie D. Youngs
Gary L. Kent
Danny Palmer
Kenn Smith
Jim Schmitz
Frank Seffrood
Absent: Cheryl L. Meredith
Attendees: Andrea M. Gardner, City Manager
Jane Lees, City Secretary

C WORKSHOP ITEMS

- 1** Presentation and discussion of Project 25 (radio telecommunications). ***Andrea M. Gardner, City Manager***

Jim Reed, Executive Director, Central Texas Council of Governments, gave a presentation on the Project 25 Radio Issues. A copy of the presentation is attached to and made a part of these minutes.

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

Jeff Stone, GIS Coordinator, Central Texas Council of Governments, gave a presentation on GIS (Geographic Information System), how it works and how it can be beneficial to cities. A copy of the presentation is attached and made a part of these minutes.

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

Regarding item C-1, Council concurred to have the City Manager present a letter addressed to State Legislators on a future council agenda to address the deadline for Project 25 compliance and seek an extension of the current deadline.

- D ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at 6:55 p.m.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

City Council Regular

Item #: G. 2.

Date: 07/19/2011

Information

Subject

Consideration and action on approving minutes from the regular council meeting of July 5, 2011. **Jane Lees, City Secretary**

Attachments

Link: [Regular minutes 7/5/11](#)

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

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

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

C **ROLL CALL**

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

Absent: Cheryl L. Meredith

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

D **ANNOUNCEMENTS** - Council Member Kent said that he participated recently with the VFW Ringing of the Bell event. He said that he would like to see the Council Chambers filled to capacity for meetings and encouraged more people to attend.

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** – 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 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**

Council Member Seffrood made a motion to approve items G-1, G-2, G-3 and G-4 on the consent agenda as written. Council Member Smith seconded the motion, which passed unanimously.

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

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**

Council Member Kent made a motion to appoint Josefina 'Fina' Castillo' to Position 8 for the term September 1, 2011 through August 31, 2013. Council Member Schmitz seconded the motion, which passed unanimously.

For the term ending August 31, 2012 the following motions were made:

- Council Member Youngs made a motion to appoint John Noel for Position 1. Council Member Smith seconded the motion, which passed unanimously.
- Council Member Kent made a motion to appoint Randy Curtis for Position 3. Council Member Smith seconded the motion, which passed unanimously.
- Council Member Seffrood made a motion to appoint Diane Connell for Position 5. Council Member Smith seconded the motion, which passed unanimously.
- Council Member Seffrood made a motion to appoint Bradi D. Diaz for Position 7. Council Member Smith seconded the motion, which passed unanimously.
- Council Member Smith made a motion to appoint Billy Sanders for Position 9. Council Member Kent seconded the motion, which passed unanimously.
- Council Member Seffrood made a motion to appoint Ross Caviness for Position 11. Council Member Smith seconded the motion, which passed unanimously.

For the term September 1, 2011 through August 31, 2013 the following motions were made:

- Council Member Palmer made a motion to appoint Randy Sutton for Position 2. Council Member Smith seconded the motion, which passed unanimously.
- Council Member Seffrood made a motion to appoint Harold Irlbeck for Position 4. Council Member Kent seconded the motion, which passed unanimously.
- Council Member Palmer made a motion to appoint Larry L. Letzer, Sr. for Position 6. Council Member Seffrood seconded the motion, which passed unanimously.
- Council Member Kent made a motion to appoint Janie French for Position 10. Council Member Smith seconded the motion, which passed unanimously.

- 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**

Council Member Palmer made a motion to authorize the City Manager to enter into an agreement with Pattillo, Brown, and Hill L.L.P. for the 2011 Fiscal year audit. Council Member Kent seconded the motion, which passed unanimously.

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

Mr. Haverlah presented the plan to the Council. The presentation is made a part of these minutes. The Council discussed the plan and asked questions. Staff will bring the plan back to the Council for adoption later in the fiscal year.

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

K **ITEMS FOR FUTURE AGENDAS**

L **EXECUTIVE SESSION** - Mayor Hull adjourned the open meeting at 7:48 p.m.

- 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.

This item was not discussed during Executive Session.

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

Mayor reconvened the open meeting at 8:12 p.m. and announced that there was no action to be taken in open session as a result of discussion during Executive Session.

N **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at 8:12 p.m.

ATTEST:

John Hull, Mayor

Jane Lees, City Secretary

Date: 07/19/2011

Contact: Andrea Gardner, City Manager

Information

SUBJECT

Consideration and action on an ordinance to review and accept Chapter 2 of the Code of Ordinances, Article III, Division II, Rules of Meetings and Order of Business as per Code of Ordinances Section 2-61.
Andrea M. Gardner, City Manager

BACKGROUND/HISTORY

On June 16, 2009, City Council discussed the existing ordinance for the Council's Rules of Meetings and Order of Business (Ordinance 2009-15). A copy of the ordinance is attached for reference and review.

Ordinance 2009-15 (Section 2-61. Review of city council procedures) reads, "The city council will review and revise the city council Rules of Order and Procedure as needed, and at a minimum, every two years." Thus, a review is required.

FINDINGS/CURRENT ACTIVITY

A suggestion was provided to the City Manager from a member of the governing body to require staff to provide copies of the documentation pertaining to information provided in workshops or explore the option of holding the workshops on the weeks opposite of regular meetings. Therefore, council workshops would be conducted on the 2nd and 4th Tuesdays and regular meeting on the 1st and 3rd Tuesdays. After completing further research, staff's recommendation is to provide information to the governing body members during the workshop and expect no action until the following regular meeting, thus allowing Council the opportunity to review and determine the direction necessary or provide direction only as the comfort level exist.

See attached Rules of Meetings and Order of Business.

ACTION OPTIONS/RECOMMENDATION

City Staff recommends that the City Council approve Ordinance No. 2011-23, accepting the Chapter 2 of the Code of Ordinances, Article III, Division II, Rules of Meetings and Order of Business.

Attachments

Link: [Ord 2011-23](#)

Link: [Rules of Mtgs & Order of Business](#)

Link: [Ordinance No. 2009-15](#)

ORDINANCE NO. 2011-23

**AN ORDINANCE OF THE CITY OF COPPERAS COVE,
TEXAS APPROVING THE CURRENT CITY COUNCIL
RULES OF MEETINGS AND ORDER OF BUSINESS.**

WHEREAS, the City of Copperas Cove is a home rule municipality incorporated under the authority of Article XI, Section 5 of the Texas Constitution; and

WHEREAS, the City of Copperas Cove Charter under Section 2.10, Rules of procedure, requires the council, by ordinance, determine its own rules and order of business; and

WHEREAS, an ordinance of the City of Copperas Cove was passed on June 16, 2009 approving the City Council Rules of Meetings and Order of Business; and

WHEREAS, § 2-61 of Ordinance 2009-15 requires the City Council to review and revise the City Council Rules of Meetings and Order of Business, as needed, and at a minimum, every two years; and

WHEREAS, the City Council of the City of Copperas Cove has determined that an ordinance expressing the Rules of Meetings and Order of Business is current and requires no revision.

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

SECTION 1: Should any section, clause or provision of this ordinance be declared by court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the city as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 2: This Ordinance shall take effect immediately upon passage.

SECTION 3: This Ordinance shall not affect any other section of the City of Copperas Cove Code of Ordinances Chapter 2 currently in existence.

PASSED, APPROVED AND ADOPTED this 19th day of July 2011 at a regular meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code* §551.001, et. seq., at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

DIVISION 2. - RULES OF MEETINGS AND ORDER OF BUSINESS [6]

- [Subdivision I. - Authority](#)
- [Subdivision II. - Council Meetings](#)
- [Subdivision III. - Order of Business](#)
- [Subdivision IV. - Rules of Conduct](#)
- [Subdivision V. - Public Hearings](#)
- [Subdivision VI. - Addressing the City Council](#)
- [Subdivision VII. - Procedures Administration](#)

FOOTNOTE(S):

⁽⁶⁾ **Editor's note**— Ord. No. 2000-26, § 1, adopted Sept. 5, 2000, repealed the provisions of §§ 2-55—2-60 which pertained to city council rules of meetings and order of business. Ord. No. 2000-26 has replaced former §§ 2-55—2-60 with Subdivisions I—VIII (§§ 2-55—2-62.4), which pertain to similar provisions regarding the city council. Former §§ 2-55—2-60 derived from Ord. No. 1986-3, §§ A—F, adopted January 7, 1986. ([Back](#))

Subdivision I. - Authority

- [Sec. 2-55. - Ad hoc committees.](#)
- [Sec. 2-55.1. - Council member appointments and assignments.](#)
- [Sec. 2-55.2. - Council member participation in community activities.](#)

Sec. 2-55. - Ad hoc committees.

Ad hoc committees are formed on an "as needed" basis with a clearly defined purpose and term, as well as reporting requirements. Ad hoc committees may consist of up to two (2) council members recommended by the mayor with concurrence through a motion of the majority of city council members.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-55.1. - Council member appointments and assignments.

The mayor nominates and the city council confirms council member appointments to outside agencies, committees, task forces, boards and commissions. Council members provide a link for representing the values, beliefs and position of the city council to these entities. The representative will report to the city council on the activities of these organizations no less than quarterly.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-55.2. - Council member participation in community activities.

From time to time, council members may choose to participate in community activities, committees, events and task forces. When a council member participates in these types of activities, the council member is acting as an interested party rather than acting on behalf of the city council. Acting or participating on behalf of the city council is limited to those instances when the city council has formally designated the council member as its representative for the matter.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Subdivision II. - Council Meetings

Sec. 2-56. - Regular meetings.

Sec. 2-56.1. - Workshops.

Sec. 2-56.2. - Attendance by the public.

Sec. 2-56. - Regular meetings.

The regular meetings of the city council shall be held on the first and third Tuesday of each month except for December. In December, one (1) regular meeting will be held on the first Tuesday. The meetings may be held in the city council chambers and begin at 7:00 p.m.

- (1) *Other locations.* The city council may, occasionally, elect to meet at other locations and, upon such election, shall give the public notice of the change of location in accordance with state law.
- (2) *Location during local emergency.* If by reason of fire, flood or other emergency, it is unsafe to meet in the city council chambers, the meetings may be held for the duration of the emergency at such other place as may be designated by the mayor or, in the mayor's absence by the mayor pro tem or the city manager.
- (3) *Cancellation of meetings.* When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for such day shall be deemed canceled unless otherwise specified by the city council. To ensure two (2) regular city council meetings are held during necessary months, the meeting to be canceled shall be rescheduled at a regular city council meeting prior to a conflicting holiday. At other times, when the city council deems appropriate, one (1) or more regular meetings may be canceled and rescheduled by a majority vote of the city council.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-56.1. - Workshops.

- (a) The purpose of a workshop is to discuss in depth or explore matters of interest to the city, such as a meeting with one (1) of the city's appointed committees or the council alone may wish to explore a matter in great detail. The time, place and purpose will be stated on all legally posted notices. City council shall not take formal action on items presented at a workshop.
- (b) Non-regularly scheduled workshop meetings may be called by the mayor, the city manager, or any council member subject to approval of five (5) or more members of the city council.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-56.2. - Attendance by the public.

- (a) Citizens and other visitors attending city council meetings and workshops shall observe the same rules of propriety, decorum and good conduct applicable to members of the city council.
- (b) During regular and special meetings of the city council, citizens will be allowed to speak on items not on the regular agenda during citizen's forum for a total of five (5) minutes per person with an additional two (2) minutes at the chair's discretion not to exceed thirty (30) minutes total and on items on the regular agenda upon completion of council deliberation of each item for a total of five (5) minutes per person not to exceed thirty (30) minutes total. Time may not be donated from one (1) citizen to another.
- (c) The mayor may request the city manager to provide additional information on a matter of general interest to the full city council, the public at large and to the citizen making the comment.
- (d) During workshops of the city council, citizens will be allowed to speak on the subject(s) under discussion during public comment after being recognized by the chair for two (2) minutes each not to exceed ten (10) minutes total.

(Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Copperas Cove, Texas, Code of Ordinances >> - CODE OF ORDINANCES >> **Chapter 2 - ADMINISTRATION >>**
ARTICLE III. - CITY COUNCIL >> DIVISION 2. - RULES OF MEETINGS AND ORDER OF BUSINESS >> Subdivision III. -
Order of Business >>

Subdivision III. - Order of Business

Sec. 2-57. - General order.

Sec. 2-57.1. - Placement of an item on an agenda.

Sec. 2-57.2. - Agenda officer.

Sec. 2-57.3. - Numbering and indexing of agenda items.

Sec. 2-57.4. - Public recognition.

Sec. 2-57.5. - Consent agenda.

Sec. 2-57.6. - Announcements.

Sec. 2-57. - General order.

City council meetings will be generally conducted in the following order, unless otherwise specified. An executive session may be held at any time during a meeting consistent with applicable state law.

- (1) Workshop agenda.
 - a. Call to order.
 - b. Roll call.
 - c. Workshop items.
 - d. Public comment.
 - e. Ajourn.
- (2) Regular meeting agenda.
 - a. Call to order.
 - b. Invocation and pledge of allegiance.
 - c. Roll call.
 - d. Announcements.
 - e. Public recognition.
 - f. Citizen's forum.
 - g. Consent agenda.
 - h. Public hearings/action.
 - i. Action items.
 - j. Reports from outside entities, advisory committees and boards.
 - k. Items for future agendas.
 - l. Executive session.
 - m. Reconvene into open session for possible action resulting from any items posted and legally discussed in executive session.
 - n. Adjourn.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-57.1. - Placement of an item on an agenda.

- (a) All items for placement on an agenda shall be coordinated through the city manager. The city manager shall be responsible for coordinating items and supporting documentation for the agenda for timely submission to the city secretary.
- (b) Members of city council wishing to place any item on an agenda may do so, with consent of two (2) other council members, at the end of a council meeting during the section provided for "items for future agendas."
- (c) Should a city council member need an item placed on the agenda before council convenes in a council meeting, the council member shall obtain a signed statement from two (2) additional city council members explaining the item they wish to appear on the next agenda, prepare an agenda item report and submit the completed agenda item report prior to the deadline for agenda items. The city secretary will provide the necessary statement form. This form may be submitted to the city manager or the city secretary.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-57.2. - Agenda officer.

- (a) The city secretary shall be the agenda officer with responsibility for proper and legal posting of the agenda.
- (b) The city secretary will assume responsibility for issuing to newspaper, radio, and television stations a copy of the agenda advising them of any scheduled meeting.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-57.3. - Numbering and indexing of agenda items.

All items of any nature shall be numbered consecutively for purposes of consideration on the agenda. Upon passage, the city secretary shall separately index all ordinances and resolutions.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-57.4. - Public recognition.

All special presentations and announcements will be scheduled and coordinated through the city secretary for placement on the agenda. A period of time, not to exceed fifteen (15) minutes, will be set aside for public recognition at each city council meeting.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-57.5. - Consent agenda.

- (a) The consent agenda shall contain routine, noncontroversial items that require city council action but require no city council deliberation. All items on the consent agenda shall be considered in one (1) motion unless removed.
- (b) Examples of routine business found on consent agendas include, but are not limited to:

- (1) Approval of license applications and bonds.
 - (2) Approval of minutes.
 - (3) Approval of payment for contracts.
 - (4) Bid and contract awards.
 - (5) Set date for hearings.
 - (6) Appointments.
 - (7) Resignations.
 - (8) Staff reports.
- (c) Agenda items removed from the consent agenda by the request of council members or staff will be considered after approval of the entire consent agenda.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-57.6. - Announcements.

Members of the city council, the mayor or the city manager have the opportunity to notify others of community events, functions and other activities. This item shall be included on all meetings of the city council.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Copperas Cove, Texas, Code of Ordinances >> - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE III. - CITY COUNCIL >> DIVISION 2. - RULES OF MEETINGS AND ORDER OF BUSINESS >> Subdivision IV. - Rules of Conduct >>

Subdivision IV. - Rules of Conduct

- Sec. 2-58. - General procedure.
- Sec. 2-58.1. - Authority of the chair.
- Sec. 2-58.2. - Mayor to facilitate council meetings.
- Sec. 2-58.3. - Council deliberation and order of speakers.
- Sec. 2-58.4. - Limit deliberations to item at hand.
- Sec. 2-58.5. - Length of council comments.
- Sec. 2-58.6. - Obtaining the floor.
- Sec. 2-58.7. - Motions.
- Sec. 2-58.8. - Procedures for motions.
- Sec. 2-58.9. - Voting.
- Sec. 2-58.10. - Nonobservance of rules.

Sec. 2-58. - General procedure.

These rules, consistent with the City Charter, any applicable city ordinance, statute or other legal requirement, and "Robert's Rules of Order Newly Revised" shall govern the proceedings of the city council.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.1. - Authority of the chair.

- (a) Subject to appeal to the full city council, the mayor shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the observation of the business of the city council by ruling any such matter out of order. In so ruling, the mayor shall be courteous and presume that the moving party is acting in good faith.
- (b) Any member of the city council may move to require enforcement of the rules, and the affirmative vote of a majority of the city council shall require the presiding officer to act.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.2. - Mayor to facilitate council meetings.

In the role of facilitator, the mayor will assist the city council in focusing agenda discussions and deliberations.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.3. - Council deliberation and order of speakers.

The mayor has been delegated the responsibility to control the debate and the order of speakers. Speakers will generally be called upon in the order of the request to speak. With the concurrence of the mayor, a council member holding the floor may

address a question to another council member and that council member may respond while the floor is still held by the council member asking the question. A council member may opt not to answer a question while another council member has the floor.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.4. - Limit deliberations to item at hand.

Council members will limit their comments to the subject matter, time or motion being currently considered by the city council.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.5. - Length of council comments.

Council members will govern themselves as to the length of their comments or presentation. As a courtesy, the mayor will signal by hand to a council member who has been speaking for over five (5) minutes. This procedure is not meant to limit debate or to cut comments short but rather to assist council members in their efforts to communicate concisely.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.6. - Obtaining the floor.

Any member of the city council wishing to speak must first obtain the floor by being recognized by the mayor. The mayor must recognize any council member who seeks the floor when appropriately entitled to do so. When two (2) or more members wish to speak, the presiding officer shall name the member who is to speak first. No member of the city council shall interrupt another while speaking except to make a point of order or to make a point of personal privilege.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.7. - Motions.

Motions may be made by any member of the city council. Any member of the city council, other than the person offering the motion, may second a motion.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.8. - Procedures for motions.

The following is the general procedure for making motions:

- (1) A council member who wishes to make a motion should do so through a verbal request to the mayor.
- (2) A council member who wishes to second a motion should do so through a verbal request to the mayor. Before a motion can be considered or debated it must be seconded.
- (3) Once the motion has been properly made and seconded, the mayor shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any council member recognized by the mayor.
- (4) Once the matter has been fully discussed, the mayor will call for public input. Upon the completion of public input, the Mayor calls for a vote, thus no further discussion will be allowed.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.9. - Voting.

Voting, except on unanimous votes, shall be by roll call and the ayes, nays and abstentions shall be recorded in the minutes.

- (1) Abstention.
 - a. A member shall disqualify himself from voting whenever he finds that he has a personal or monetary interest in the item, or he will be directly affected by the decision of the council. He/she shall do so by filing an affidavit with the city secretary prior to any discussion or action on such items.
 - b. A member may disqualify himself from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his application, other than in the public hearing. If a member does disqualify himself, he shall state his reason for abstention.
 - c. When a council member abstains or excuses himself/herself from a portion of a council discussion or vote because of a legal conflict of interest, the council member must briefly state the nature of the conflict in an affidavit. State law requires the inclusion of this information in the record.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-58.10. - Nonobservance of rules.

Rules adopted to expedite and facilitate the transaction of the business of the city council in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the city council.

**Copperas Cove, Texas, Code of Ordinances >> - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >>
ARTICLE III. - CITY COUNCIL >> DIVISION 2. - RULES OF MEETINGS AND ORDER OF BUSINESS >> Subdivision V. -
Public Hearings >>**

Subdivision V. - Public Hearings

Sec. 2-59. - General procedure.

Sec. 2-59.1. - Continuance of hearings.

Sec. 2-59.2. - Public discussion at hearings.

Sec. 2-59.3. - Communications and petitions.

Sec. 2-59. - General procedure.

The city council procedure for the conduct of public hearings is generally as follows:

- (1) Mayor reads listed topic information for public hearing.
- (2) Mayor opens the public hearing.
- (3) Staff presents its report.
- (4) Council members may ask questions of staff.
- (5) The applicant or appellant then has the opportunity to present comments, testimony, or arguments. In the case of an appeal when the appellant is different from the applicant, the appellant should be called upon first to provide comments or testimony. The applicant or appellant shall have a total of fifteen (15) minutes for a presentation when recognized by the mayor or presiding officer.
The initial comments or presentation shall be limited to ten (10) minutes and the rebuttal or concluding comments shall be limited to five (5) minutes.
- (6) Council members may ask questions of the applicant and/or appellant.
- (7) Members of the public are provided with the opportunity to speak for or against the issue.
- (8) The public hearing is closed.
- (9) The city council deliberates and takes action.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-59.1. - Continuance of hearings.

Any public hearing being held, noticed or ordered to be held by the city council may, by order, notice or motion, be continued to any subsequent meeting.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-59.2. - Public discussion at hearings.

- (a) *Questions of speakers.* Members of the city council who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the mayor. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue.
- (b) *Materials for public record.* All persons interested in the matter being heard by the city council shall be entitled to submit written evidence or remarks, as well as other graphic evidence. All such evidence presented will be retained by the city secretary's office as part of the record of the hearing, with the requirements of state law.
- (c) *Germane comments.* During the public hearing, no person will be permitted to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the mayor, but may be appealed to the full city council.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-59.3. - Communications and petitions.

Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the mayor. A reading in full shall take place if requested by any member of the city council.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Subdivision VI. - Addressing the City Council

Sec. 2-60. - Oral presentations by members of the public.

Sec. 2-60.1. - Waiver of rules.

Sec. 2-60.2. - Nonexclusive rules.

Sec. 2-60. - Oral presentations by members of the public.

The following procedures will guide oral presentations by members of the public at city council meetings:

- (1) When called upon, the person should come to the podium state his/her name and address for the record, and, if speaking for an organization or other group, identify the group.
- (2) All remarks should be addressed to the city council as a whole, not to individual members.
- (3) Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, an answer will be provided.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-60.1. - Waiver of rules.

Any of the foregoing rules may be waived or suspended by a majority vote of the council members when it is deemed that there is good cause to do so, based upon the particular circumstances involved.

(Ord. No. 2000-26, § 1, 9-5-00; Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-60.2. - Nonexclusive rules.

The rules set forth are not exclusive and do not limit the inherent power and general legal authority of the city council, or of its presiding officer, to govern the conduct of city council meetings as may be considered appropriate from time to time, or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the city.

(Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Subdivision VII. - Procedures Administration

Sec. 2-61. - Review of city council procedures.

Sec. 2-61.1. - Adherence to procedures.

Sec. 2-61.2. - City attorney as procedure advisor.

Sec. 2-61.3. - Applicability of procedures.

Sec. 2-61.4. - Conflict with charter.

Secs. 2-62—2-70. - Reserved.

Sec. 2-61. - Review of city council procedures.

The city council will review and revise the city council rules of order and procedure as needed, and at a minimum, every two (2) years.

(Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-61.1. - Adherence to procedures.

During city council discussions, deliberations and proceedings, the mayor has been delegated the primary responsibility to ensure that the city council, staff and members of the public adhere to the council's adopted procedures.

(Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-61.2. - City attorney as procedure advisor.

The city attorney assists the mayor and city council as a resource and as an advisor for interpreting the city council's adopted rules and procedures.

(Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-61.3. - Applicability of procedures.

The city council rules of order and procedures shall also apply to the city council when sitting as the city's representative with other entities and agencies. The role of mayor and mayor pro tem shall be interchangeable with chair and vice chair, or president and vice president when sitting as the city's representative with another entity.

(Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Sec. 2-61.4. - Conflict with charter.

Should any section, clause, or provision of this policy be declared in conflict with the City Charter, the City Charter shall prevail.

(Ord. No. 2009-15, § 1(Exh. 1), 6-16-09)

Editor's note—

Ord. No. 2009-15, § 1(Exh. 1), adopted June 16, 2009, repealed Subdiv. VII, §§ 2-61—2-61.5, which pertained to councilmember administrative support and enacted a new Subdiv. VII as set out herein. See the Code Comparative Table for complete derivation.

Secs. 2-62—2-70. - Reserved.

ORDINANCE NO. 2009-15

AN ORDINANCE OF THE CITY OF COPPERAS COVE, TEXAS AMENDING THE CURRENT CITY COUNCIL RULES OF MEETINGS AND ORDER OF BUSINESS; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS AMENDMENT; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Copperas Cove is a home rule municipality incorporated under the authority of Article XI, Section 5 of the Texas Constitution; and

WHEREAS, the City of Copperas Cove Charter under Section 2.10, Rules of procedure, requires the council, by ordinance, determine its own rules and order of business; and

WHEREAS, an ordinance of the City of Copperas Cove was passed on September 5, 2000 approving the City Council Rules of Meetings and Order of Business; and

WHEREAS, § 2-62 of Ordinance 2000-26 requires the City Council to review and revise the City Council Rules of Meetings and Order of Business, as needed, and at a minimum, every two years; and

WHEREAS, the City of Copperas Cove Code of Ordinances Chapter 2, Article III, Division 2 has not been substantially reviewed for the purposes of determining its effects or the need for revision since its approval in 2000; and

WHEREAS, the City Council of the City of Copperas Cove has determined that an ordinance expressing the Rules of Meetings and Order of Business is outdated and requires revision.

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

SECTION 1: Should any section, clause or provision of this ordinance be declared by court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the city as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 2: This Ordinance shall take effect immediately upon passage.

SECTION 3: This Ordinance shall not affect the any other section of the City of Copperas Cove Code of Ordinances Chapter 2 currently in existence.

SECTION 4: That the revised City Council Rules of Meetings and Order of Business are attached to this Ordinance as "Exhibit 1" which is incorporated herein by reference and is hereby adopted as presented.

PASSED, APPROVED AND ADOPTED this 16th day of June 2009 at a regular meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code* §551.001, et. seq., at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

DIVISION 2. RULES OF MEETINGS AND ORDER OF BUSINESS*

***Editor's note:** Ord. No. 2000-26, § 1, adopted Sept. 5, 2000, repealed the provisions of §§ 2-55--2-60 which pertained to city council rules of meetings and order of business. Ord. No. 2000-26 has replaced former §§ 2-55--2-60 with Subdivisions I--VIII (§§ 2-55--2-62.4), which pertain to similar provisions regarding the city council. Former §§ 2-55--2-60 derived from Ord. No. 1986-3, §§ A--F, adopted January 7, 1986.

Subdivision I. Authority

Sec. 2-55. AD HOC COMMITTEES.

Ad hoc committees are formed on an "as needed" basis with a clearly defined purpose and term, as well as reporting requirements. Ad hoc committees may consist of up to two (2) council members recommended by the mayor with concurrence through a motion of the majority of city council members.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-55.1. . COUNCIL MEMBER APPOINTMENTS AND ASSIGNMENTS

The mayor nominates and the city council confirms council member appointments to outside agencies, committees, task forces, boards and commissions. Council members provide a link for representing the values, beliefs and position of the city council to these entities. The representative will report to the city council on the activities of these organizations no less than quarterly.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-55.2. COUNCIL MEMBER PARTICIPATION IN COMMUNITY ACTIVITIES

From time to time, council members may choose to participate in community activities, committees, events and task forces. When a council member participates in these types of activities, the council member is acting as an interested party rather than acting on behalf of the city council. Acting or participating on behalf of the city council is limited to those instances when the city council has formally designated the council member as its representative for the matter.

(Ord. No. 2000-26, § 1, 9-5-00)

Subdivision II. Council Meetings

Sec. 2-56. REGULAR MEETINGS.

The regular meetings of the city council shall be held on the first and third Tuesday of each month except for December. In December, one regular meeting will be held on the first Tuesday. The meetings may be held in the city council chambers and begin at 7:00 p.m.

(1) *Other locations.* The city council may, occasionally, elect to meet at other locations and, upon such election, shall give the public notice of the change of location in accordance with state law.

(2) *Location during local emergency.* If by reason of fire, flood or other emergency, it is unsafe to meet in the city council chambers, the meetings may be held for the duration of the emergency at such other place as may be designated by the mayor or, in the mayor's absence by the mayor pro tem or the city manager.

(3) *Cancellation of meetings.* When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for such day shall be deemed canceled unless otherwise specified by the city council. To ensure two (2) regular city council meetings are held during necessary months, the meeting to be canceled shall be rescheduled at a regular city council meeting prior to a conflicting holiday. At other times, when the city council deems appropriate, one (1) or more regular meetings may be canceled and rescheduled by a majority vote of the city council.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-56.1. WORKSHOPS.

(a) The purpose of a workshop is to discuss in depth or explore matters of interest to the city, such as a meeting with one (1) of the city's appointed committees or the council alone may wish to explore a matter in great detail. The time, place and purpose will be stated on all legally posted notices. City council shall not take formal action on items presented at a workshop.

(b) Non-regularly scheduled workshop meetings may be called by the Mayor, the City Manager, or any Council member subject to approval of five or more members of the City Council.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-56.2. Attendance by the Public

(a) Citizens and other visitors attending city council meetings and workshops shall observe the same rules of propriety, decorum and good conduct applicable to members of the city council.

(b) During Regular and Special Meetings of the City Council, citizens will be allowed to speak on items not on the regular agenda during citizen's forum for a total of five (5) minutes per person with an additional two (2) minutes at the Chair's discretion not to exceed thirty (30) minutes total and on items on the regular agenda upon completion of council deliberation of each item for a total of five (5) minutes per person not to exceed thirty (30) minutes total. Time may not be donated from one citizen to another.

+ (c) The Mayor may request the City Manager to provide additional information on a matter of general interest to the full City Council, the public at large and to the citizen making the comment.

+ (d) During Workshops of the City Council, citizens will be allowed to speak on the subject(s) under discussion during *Public Comment* after being recognized by the CHAIR for two (2) minutes each not to exceed ten (10) minutes total.

Subdivision III. Order of Business

Sec. 2-57. GENERAL ORDER.

City council meetings will be generally conducted in the following order, unless otherwise specified. An executive session may be held at any time during a meeting consistent with applicable state law.

(1) *Workshop agenda.*

a. Call to order.

b. Roll call.

- c. Workshop items.
- d. Public Comment
- e. Adjourn.

(2) *Regular meeting agenda*

- a. Call to order.
- b. Invocation and pledge of allegiance.
- c. Roll call.
- d. Announcements.
- e. Public recognition.
- f. Citizen's forum.
- g. Consent agenda.
- h. Public hearings/action.
- i. Action items.
- j. Reports from outside entities, advisory committees and boards.
- k. Items for future agendas.
- l. Executive session.
- m. Reconvene into open session for possible action resulting from any items posted and legally discussed in executive session.
- n. Adjourn.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-57.1. PLACEMENT OF AN ITEM ON AN AGENDA.

(a) All items for placement on an agenda shall be coordinated through the city manager. The city manager shall be responsible for coordinating items and supporting documentation for the agenda for timely submission to the city secretary.

(b) Members of city council wishing to place any item on an agenda may do so, with consent of two (2) other council members, at the end of a council meeting during the section provided for "items for future agendas."

(c) Should a city council member need an item placed on the agenda before council convenes in a council meeting, the council member shall obtain a signed statement from two (2) additional city council members explaining the item they wish to appear on the next agenda, prepare an Agenda Item Report and submit the completed Agenda Item Report prior to the deadline for agenda items. The city secretary will provide the necessary statement form. This form may be submitted to the city manager or the city secretary.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-57.2. AGENDA OFFICER.

(a) The city secretary shall be the agenda officer with responsibility for proper and legal posting of the agenda.

(b) The city secretary will assume responsibility for issuing to newspaper, radio, and television stations a copy of the agenda advising them of any scheduled meeting.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-57.3. NUMBERING AND INDEXING OF AGENDA ITEMS.

All items of any nature shall be numbered consecutively for purposes of consideration on the agenda. Upon passage, the city secretary shall separately index all ordinances and resolutions.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-57.4. PUBLIC RECOGNITION.

All special presentations and announcements will be scheduled and coordinated through the city secretary for placement on the agenda. A period of time, not to exceed fifteen (15) minutes, will be set aside for public recognition at each city council meeting.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-57.5. CONSENT AGENDA.

- (a) The consent agenda shall contain routine, non-controversial items that require city council action but require no city council deliberation. All items on the consent agenda shall be considered in one (1) motion unless removed.
- (b) Examples of routine business found on consent agendas include, but are not limited to:
- (1) Approval of license applications and bonds.
 - (2) Approval of minutes.
 - (3) Approval of payment for contracts.
 - (4) Bid and contract awards.
 - (5) Set date for hearings.
 - (6) Appointments.
 - (7) Resignations.
 - (8) Staff Reports.
- (c) Agenda items removed from the consent agenda by the request of council members or staff will be considered after approval of the entire consent agenda.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-57.6. ANNOUNCEMENTS.

Members of the city council, the Mayor or the City Manager have the opportunity to notify others of community events, functions and other activities. This item shall be included on all meetings of the City Council.
(Ord. No. 2000-26, § 1, 9-5-00)

Subdivision IV. Rules of Conduct

Sec. 2-58. GENERAL PROCEDURE.

These rules, consistent with the city Charter, any applicable city ordinance, statute or other legal requirement, and "Robert's Rules of Order Newly Revised" shall govern the proceedings of the city council.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.1. AUTHORITY OF THE CHAIR.

- (a) Subject to appeal to the full city council, the mayor shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the observation of the business of the city council by ruling any such matter out of order. In so ruling, the mayor shall be courteous and presume that the moving party is acting in good faith.

(b) Any member of the city council may move to require enforcement of the rules, and the affirmative vote of a majority of the city council shall require the presiding officer to act.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.2. MAYOR TO FACILITATE COUNCIL MEETINGS.

In the role of facilitator, the mayor will assist the city council in focusing agenda discussions and deliberations.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.3. COUNCIL DELIBERATION AND ORDER OF SPEAKERS.

The mayor has been delegated the responsibility to control the debate and the order of speakers. Speakers will generally be called upon in the order of the request to speak. With the concurrence of the mayor, a council member holding the floor may address a question to another council member and that council member may respond while the floor is still held by the council member asking the question. A council member may opt not to answer a question while another council member has the floor.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.4. LIMIT DELIBERATIONS TO ITEM AT HAND.

Council members will limit their comments to the subject matter, time or motion being currently considered by the city council.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.5. LENGTH OF COUNCIL COMMENTS.

Council members will govern themselves as to the length of their comments or presentation. As a courtesy, the mayor will signal by hand to a council member who has been speaking for over five (5) minutes. This procedure is not meant to limit debate or to cut comments short but rather to assist council members in their efforts to communicate concisely.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.6. OBTAINING THE FLOOR.

Any member of the city council wishing to speak must first obtain the floor by being recognized by the mayor. The mayor must recognize any council member who seeks the floor when appropriately entitled to do so. When two (2) or more members wish to speak, the presiding officer shall name the member who is to speak first. No member of the city council shall interrupt another while speaking except to make a point of order or to make a point of personal privilege.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.7. MOTIONS.

Motions may be made by any member of the city council. Any member of the city council, other than the person offering the motion, may second a motion.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.8. PROCEDURES FOR MOTIONS.

The following is the general procedure for making motions:

- (1) A council member who wishes to make a motion should do so through a verbal request to the mayor.
- (2) A council member who wishes to second a motion should do so through a verbal request to the mayor. Before a motion can be considered or debated it must be seconded.
- (3) Once the motion has been properly made and seconded, the mayor shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any council member recognized by the mayor.
- (4) Once the matter has been fully discussed, the mayor will call for public input. Upon the completion of public input, the Mayor calls for a vote, thus no further discussion will be allowed. (Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.9. VOTING.

Voting, except on unanimous votes, shall be by roll call and the ayes, nays and abstentions shall be recorded in the minutes.

(1) *Abstention.*

- a. A member shall disqualify himself from voting whenever he finds that he has a personal or monetary interest in the item, or he will be directly affected by the decision of the council. He/she shall do so by filing an affidavit with the city secretary prior to any discussion or action on such items.
- b. A member may disqualify himself from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his application, other than in the public hearing. If a member does disqualify himself, he shall state his reason for abstention.
- c. When a council member abstains or excuses himself/herself from a portion of a council discussion or vote because of a legal conflict of interest, the council member must briefly state the nature of the conflict in an affidavit. State law requires the inclusion of this information in the record.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-58.10. NON-OBSERVANCE OF RULES.

Rules adopted to expedite and facilitate the transaction of the business of the city council in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the city council. (Ord. No. 2000-26, § 1, 9-5-00)

Subdivision V. Public Hearings

Sec. 2-59. GENERAL PROCEDURE.

The city council procedure for the conduct of public hearings is generally as follows:

- (1) Mayor reads listed topic information for public hearing.
- (2) Mayor opens the Public Hearing.
- (3) Staff presents its report.
- (4) Council members may ask questions of staff.
- (5) The applicant or appellant then has the opportunity to present comments, testimony, or arguments. In the case of an appeal when the appellant is different from the applicant, the appellant should be called upon first to provide comments or testimony. The applicant or

appellant shall have a total of fifteen (15) minutes for a presentation when recognized by the mayor or presiding officer.

The initial comments or presentation shall be limited to ten (10) minutes and the rebuttal or concluding comments shall be limited to five (5) minutes.

- (6) Council members may ask questions of the applicant and/or appellant.
 - (7) Members of the public are provided with the opportunity to speak for or against the issue.
 - (8) The public hearing is closed.
 - (9) The city council deliberates and takes action.
- (Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-59.1. CONTINUANCE OF HEARINGS.

Any public hearing being held, noticed or ordered to be held by the city council may, by order, notice or motion, be continued to any subsequent meeting.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-59.2. PUBLIC DISCUSSION AT HEARINGS.

(1) *Questions of speakers.* Members of the city council who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the mayor. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue.

(2) *Materials for public record.* All persons interested in the matter being heard by the city council shall be entitled to submit written evidence or remarks, as well as other graphic evidence. All such evidence presented will be retained by the city secretary's office as part of the record of the hearing, with the requirements of state law.

(3) *Germane comments.* During the public hearing, no person will be permitted to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the mayor, but may be appealed to the full city council.

(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-59.3. COMMUNICATIONS AND PETITIONS.

Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the mayor. A reading in full shall take place if requested by any member of the city council.

(Ord. No. 2000-26, § 1, 9-5-00)

Subdivision VI. Addressing the City Council

Sec. 2-60. ORAL PRESENTATIONS BY MEMBERS OF THE PUBLIC. The following procedures will guide oral presentations by members of the public at city council meetings:

- (1) When called upon, the person should come to the podium state his/her name and address for the record, and, if speaking for an organization or other group, identify the group.
- (2) All remarks should be addressed to the city council as a whole, not to individual members.
- (3) Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, an answer will be provided.(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-60.1. WAIVER OF RULES.

Any of the foregoing rules may be waived or suspended by a majority vote of the council members when it is deemed that there is good cause to do so, based upon the particular circumstances involved. (Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-60.2. NON-EXCLUSIVE RULES.

The rules set forth are not exclusive and do not limit the inherent power and general legal authority of the city council, or of its presiding officer, to govern the conduct of city council meetings as may be considered appropriate from time to time, or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the City.

Subdivision VII. Procedures Administration

Sec. 2-61. REVIEW OF CITY COUNCIL PROCEDURES.

The city council will review and revise the city council Rules of Order and Procedure as needed, and at a minimum, every two years.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-61.1. ADHERENCE TO PROCEDURES.

During city council discussions, deliberations and proceedings, the mayor has been delegated the primary responsibility to ensure that the city council, staff and members of the public adhere to the council's adopted procedures.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-61.2. CITY ATTORNEY AS PROCEDURE ADVISOR.

The city attorney assists the mayor and city council as a resource and as an advisor for interpreting the city council's adopted rules and procedures.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-61.3. APPLICABILITY OF PROCEDURES.

The city council rules of order and procedures shall also apply to the city council when sitting as the City's representative with other entities and agencies. The role of mayor and mayor pro tem shall be interchangeable with chair and vice chair, or president and vice president when sitting as the City's representative with another entity.
(Ord. No. 2000-26, § 1, 9-5-00)

Sec. 2-61.4. CONFLICT WITH CHARTER.

Should any section, clause, or provision of this policy be declared in conflict with the city Charter, the city Charter shall prevail.
(Ord. No. 2000-26, § 1, 9-5-00)

Date: 07/19/2011

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

Information

SUBJECT

Public hearing and action on an ordinance amending the 2010-2011 fiscal year budget for major operating funds for the City of Copperas Cove. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

BACKGROUND/HISTORY

The 2010-11 budget was adopted on September 7, 2010 and amended on February 1st and April 19, 2011. According to Section 6.11(b)(1) of the Copperas Cove City Charter, in order for the City Council to amend the 2010-11 budget it must first hold a public hearing on the proposed amendments. The Charter also provides a requirement that when fund balance is to be used to fund increases in expenditures that two public hearings be held. The proposed budget amendment for the major operating funds does not use fund balance. Thus, only one public hearing is required.

FINDINGS/CURRENT ACTIVITY

Departments projected their Fiscal Year 2010-2011 estimated year-end revenues and expenditures during preparation of the Fiscal Year 2011-2012 budget. After discussions with the City Manager, the Fiscal Year 2010-2011 budget will be adjusted in-line with departments' year-end projections. Included in the budget amendment are only the major operating funds. The amendments are disclosed below.

The General Fund requires an overall decrease in revenues in the amount of \$319,867, an overall expenditure decrease of \$881,714, a redistribution of \$10,678.

The following revenue categories will be adjusted according to the year-end projections:

Taxes	(106,330)
Permits & Licenses	(36,606)
Charges for Services	(24,655)
Fees	(253,145)
Interest	(5,000)
Reimbursements/Misc	55,869

Revenue Adjustments (369,867)

An additional reimbursement in the amount of \$50,000 was received from the Economic Development Corporation and the Industrial Foundation for a portion of the Development Review.

The following departments' expenditures will be adjusted according to the year-end projections:

City Council	(7,454)
City Secretary	(7,053)
City Manager	(16,249)
City Attorney	15
Finance	(81,224)
Information Systems	(14,700)
Human Resources	(5,693)
Engineering	(11,188)
Planning	(5,561)
Non-Departmental	(22,941)

Building	(18,187)
Municipal Court	(34,686)
Police	(303,135)
Animal Control	(34,051)
Fire/EMS	(221,564)
Emergency Management	(99)
Parks & Leisure	(79,086)
Library	(11,840)
Code & Health Compliance	(22,574)
Streets	(25,707)
Fleet Maintenance	(20,411)
Facility Maintenance	7,609

Expenditure Adjustments (935,779)

Appropriation of the \$50,000 received from the Development Review reimbursement will be allocated to Planning in the amount of \$15,000 and \$35,000 back to Contingencies.

The redistribution of appropriations includes the following:

- Councilmember Youngs donated \$1,500 of his professional development to a department in need of funds for professional development. The Police department will receive the funds to train the City's police officers.
- Savings totaling \$4,753 were recognized as a result of not being required to have a runoff election in May 2011. The savings will be used to purchase modular furniture for for City Hall.
- Animal Control had to make extensive emergency HVAC repairs over the past two weeks. A total of \$1,800 will be reappropriated to cover the expense.
- Reimbursement of \$2,625 to a citizen who erroneously paid for a plat will also be reappropriated in Non-Departmental.

The Water and Sewer Fund requires an overall increase in revenues in the amount of \$91,148, an overall expenditure decrease of \$207,033, and a transfer of \$29,409 to cover additional expenditures of a capital project.

The following revenue categories will be adjusted according to the year-end projections:

Charges for Services	89,350
Reimbursements/Misc	1,798
Revenue Adjustments	91,148

The following departments' expenditures will be adjusted according to the year-end projections:

Public Works Admin	12,726
Utility Administration	(63,400)
Water Distribution	(69,687)
Sewer Collection	(28,176)
Wastewater Treatment	(49,614)
Composting	(13,258)
Non-Departmental	(10,033)

Expenditure Adjustments (221,442)

The following transfer of funds will be appropriated:

- Repairs to wastewater facilities as part of the Capital Improvement Plan incurred expenditures greater than the appropriated budget in the 2008A Limited Tax Note fund (Fund 80). A transfer of \$29,409 from the Water/Sewer Fund is required to cover the expenses. Of the amount to be transferred, \$15,000 will be used from contingencies with the remainder from reductions in other department expenditures.

The Solid Waste Fund requires an overall decrease in revenues in the amount of \$26,722 and an overall expenditure decrease of \$175,345.

The Charges for Services revenue category will be decreased by \$26,722 according to the year-end projections.

The following departments' expenditures will be adjusted according to the year-end projections:

Solid Waste Administration	(24,488)
Collection-Residential	(22,122)
Collection-Recycling	(5,713)
Collection-Brush	(23,559)
Collection-Commercial	(44,717)
Collection-KCCB	(3,027)
Disposal Transfer Station	(51,258)
Non-Departmental	(461)

Expenditure Adjustments (175,345)

The Drainage Fund requires an overall increase in revenues in the amount of \$4,800 and an overall expenditure decrease of \$202,874. Of the expenditure decrease, \$143,646 is for the Rolling Heights Drainage project. Construction of the project will not begin in the current fiscal year. Therefore, the budget for that project was reduced to zero (0) in the current fiscal year and will be re-established in the next fiscal year.

The following revenue categories will be adjusted according to the year-end projections:

Charges for Services	5,000
Interest	(200)

Revenue Adjustments 4,800

The following departments' expenditures will be adjusted according to the year-end projections:

Drainage Utility	(181,637)
Non-Departmental	(21,237)

Expenditure Adjustments (202,874)

ACTION OPTIONS/RECOMMENDATION

City staff recommends that the City Council hold a public hearing and approve Ordinance No. 2011-25, amending the fiscal year 2010-11 Budget.

Fiscal Impact

Funds available Y/N?: Y

FINANCIAL IMPACT:

See attached ordinance and proposed amendments.

Attachments

Link: [Ordinance 2011-25](#)

Link: [Budget Amendments-Major](#)

Link: [Public Hearing Notice](#)

ORDINANCE NO. 2011-25

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

WHEREAS, the City Council desires to amend the operating budget of the municipal government of the City of Copperas Cove for the fiscal year October 1, 2010 to September 30, 2011; and

WHEREAS, said budget amendments have been submitted to the City Council by the City Manager in accordance with the City Charter; and

WHEREAS, public notices of public hearings upon this budget have been duly and legally made as required by City Charter and law.

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

SECTION I.

That the City Council of the City of Copperas Cove ratify, approve and adopt the amendments to the budget considered for the fiscal year of October 1, 2010 to September 30, 2011, as identified in "Attachment A" of this ordinance.

SECTION II.

That all ordinances for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

SECTION III.

That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

SECTION IV.

That this ordinance shall take effect and be in full force and effect from and after its passage and publication according to law.

PASSED, APPROVED AND ADOPTED this 19th day of July 2011, at a regular called meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code 551.001, et.seq.*, at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

CITY OF COPPERAS COVE, TEXAS
FISCAL YEAR 2010-11 BUDGET
GENERAL FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 3,911,173	\$ 3,725,957	\$ -	\$ 3,725,957
Prior Yr Enc Voided in Current Yr	-	-	-	-
Prior Period Adjustment	-	-	-	-
Unreserved, Designated	1,000,000	1,000,000	-	1,000,000
TOTAL BEGINNING FUND BALANCE	\$ 4,911,173	\$ 4,725,957	\$ -	\$ 4,725,957
REVENUES:				
Taxes	\$ 10,617,629	\$ 10,880,942	\$ (106,330)	\$ 10,774,612
Permits & Licenses	239,555	227,680	\$ (36,606)	191,074
Charges for Services	853,828	878,635	\$ (24,655)	853,980
Fines	796,724	892,984	(253,145)	639,839
Administrative Reimbursements	1,250,500	1,250,500	-	1,250,500
Miscellaneous Revenue	379,056	328,990	100,869	429,859
TOTAL REVENUES	\$ 14,137,292	\$ 14,459,731	\$ (319,867)	\$ 14,139,864
TOTAL FUNDS AVAILABLE	\$ 19,048,465	\$ 19,185,688	\$ (319,867)	\$ 18,865,821
EXPENDITURES:				
City Council (21)	\$ 26,270	\$ 47,920	\$ (8,954)	\$ 38,966
City Manager (22)	257,379	260,591	(16,249)	244,342
City Secretary (23)	167,620	166,819	(11,806)	155,013
City Attorney (24)	78,679	83,256	15	83,271
Finance (31)	661,182	785,049	(81,224)	703,825
Budget (32)	-	-	-	-
Human Resources (34)	298,883	278,416	(5,693)	272,723
Public Affairs Office (4250)	100,007	-	-	-
Information Systems (35)	220,466	275,596	(14,700)	260,896
Municipal Court (41)	404,868	424,738	(34,686)	390,052
Police-Admin (42)	4,438,159	5,016,561	(301,635)	4,714,926
Police-Services (4210)	-	-	-	-
Animal Control (43)	204,999	247,072	(32,251)	214,821
Fire/EMS (44)	3,003,768	3,440,609	(221,564)	3,219,045
Emergency Management (4420)	2,267	5,548	(99)	5,449
Engineering (51)	185,187	149,043	(11,188)	137,855
Street (53)	631,542	591,147	(25,707)	565,440
Fleet Services (55)	260,029	241,369	(20,411)	220,958
Facility Maintenance (57)	99,994	68,956	7,609	76,565
Planning (61)	73,765	180,392	9,079	189,471
Building Development (52)	208,439	239,408	(18,187)	221,221
Code & Health Compliance (72)	179,677	213,210	(22,574)	190,636
Parks and Leisure - Admin (54)	968,038	1,103,928	(79,086)	1,024,842
Parks and Leisure - Maintenance(5410)	-	-	-	-
Athletics (5420)	-	-	-	-
Aquatics (5430)	-	-	-	-
Special Events (5440)	-	-	-	-
Cemetery (5450)	-	-	-	-
Library (71)	472,272	541,918	(11,840)	530,078
Non-Departmental (75)	555,954	722,756	16,812	739,568
TOTAL OPERATING EXPENDITURES	\$ 13,499,444	\$ 15,084,302	\$ (884,339)	\$ 14,199,963
OTHER EXPENDITURES:				
Capital Outlay	162,707	\$ 115,469	-	\$ 115,469
Capital Lease Payments	140,564	58,517	-	\$ 58,517
Street Maintenance	-	264,050	-	\$ 264,050
Transfers Out	-	39,889	-	\$ 39,889
TOTAL OTHER EXPENDITURES	\$ 303,271	\$ 477,925	\$ -	\$ 477,925
TOTAL EXPENDITURES	\$ 13,802,715	\$ 15,562,227	\$ (884,339)	\$ 14,677,888
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 4,245,750	\$ 2,623,461	\$ (435,528)	\$ 3,187,933
Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL ENDING FUND BALANCE	\$ 5,245,750	\$ 3,623,461	\$ 564,472	\$ 4,187,933

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
WATER & SEWER FUND**

SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 2,089,155	\$ 2,218,541	\$ -	\$ 2,218,541
Prior Yr Enc Voided in Current Yr	-	-	-	-
Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE	\$ 2,089,155	\$ 2,218,541	\$ -	\$ 2,218,541
Water Revenue	\$ 4,745,557	\$ 4,950,000	\$ 75,000	\$ 5,025,000
Sewer Revenue	3,775,039	3,700,000	30,000	3,730,000
Senior Citizen Discount	(143,484)	(142,000)	-	(142,000)
Water Tap Fees	83,567	70,000	(10,000)	60,000
Sewer Tap Fees	18,150	20,000	(6,000)	14,000
Connect Fee	62,810	58,000	-	58,000
Meter Box Reset Fee	-	150	(150)	-
Composting Sales Revenue	17,622	15,500	500	16,000
Subtotal	<u>\$ 8,559,262</u>	<u>\$ 8,671,650</u>	<u>\$ 89,350</u>	<u>\$ 8,761,000</u>
Admin Reimb-Drainage	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
Transfer from Bond Funds	300,000	-	-	-
Interest Revenue	6,949	6,000	-	6,000
Late Charge For Billing	297,500	278,000	2,000	280,000
Miscellaneous Revenues	43,861	49,900	100	50,000
Insurance Proceeds	430	-	1,000	1,000
Riser Forfeiture Revenue	870	1,000	300	1,300
Reimbursements	-	-	1,398	1,398
Auction Proceeds	-	5,000	(3,000)	2,000
Subtotal	<u>\$ 669,611</u>	<u>\$ 359,900</u>	<u>\$ 1,798</u>	<u>\$ 361,698</u>
TOTAL REVENUE	\$ 9,228,873	\$ 9,031,550	\$ 91,148	\$ 9,122,698
TOTAL FUNDS AVAILABLE	\$ 11,318,028	\$ 11,250,091	\$ 91,148	\$ 11,341,239
OPERATING EXPENSES:				
Public Works (80)	\$ 175,969	\$ 325,206	\$ 12,726	\$ 337,932
Utility Administration (81)	555,385	638,276	(63,400)	574,876
Water Distribution (82)	1,226,165	1,394,988	(69,687)	1,325,301
Sewer Collection (83)	454,755	527,996	(28,176)	499,820
Wastewater Treatment (84)	1,174,216	1,145,143	(49,614)	1,095,529
Composting (84-01) ¹	172,480	198,768	(13,258)	185,510
Non-Departmental (85)	2,897,763	2,975,165	4,376	2,979,541
TOTAL OPERATING EXPENSES	\$ 6,656,734	\$ 7,205,542	\$ (207,033)	\$ 6,998,509
OTHER EXPENSES:				
Capital Outlay	\$ 26,426	\$ 12,300	\$ -	\$ 12,300
Capital Lease Payments	55,317	45,688	-	45,688
Principal & Int Debt Pymts	2,436,684	3,387,743	-	3,387,743
Principal & Int Pymts in Bond Funds	(83,596)	(373,683)	-	(373,683)
Transfer to Bond Funds	-	50,000	-	50,000
TOTAL OTHER EXPENSES	\$ 2,434,830	\$ 3,122,048	\$ -	\$ 3,122,048
TOTAL EXPENSES	\$ 9,091,566	\$ 10,327,590	\$ (207,033)	\$ 10,120,557
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 2,226,463	\$ 922,501	\$ 298,181	\$ 1,220,682
TOTAL ENDING FUND BALANCE	\$ 2,226,463	\$ 922,501	\$ 298,181	\$ 1,220,682

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
SOLID WASTE FUND**

SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 721,390	\$ 806,954	\$ -	\$ 806,954
Prior Yr Enc Voided in Current Yr	-	-	-	-
Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE	<u>\$ 721,390</u>	<u>\$ 806,954</u>	<u>\$ -</u>	<u>\$ 806,954</u>
REVENUES:				
Refuse Collection Fees	\$ 2,538,532	\$ 2,522,300	\$ 42,238	\$ 2,564,538
Senior Discount	(42,325)	(41,500)	(1,328)	(42,828)
Sanitary Landfill Fees	336,267	345,000	(45,000)	300,000
Recycling Proceeds	35,973	33,000	(1,381)	31,619
Sale of Kraft Bags	8,345	9,600	441	10,041
Sale of Scrap Metal	13,007	14,000	200	14,200
Commercial Reload/Overloan Fees	2,739	9,500	500	10,000
Return Service/Overload/Excess	7,413	1,500	408	1,908
Auto-Lid Locks	871	850	-	850
Rear Load Dumpster Rental	2,311	2,000	(500)	1,500
Roll-Off Rental Income	19,254	27,500	(7,500)	20,000
Bulky/White Goods Collection	2,998	10,000	(8,800)	1,200
Container Removal from Curb	563	6,500	(6,000)	500
Miscellaneous Solid Waste Fees	-	-	-	-
Subtotal	<u>\$ 2,925,947</u>	<u>\$ 2,940,250</u>	<u>\$ (26,722)</u>	<u>\$ 2,913,528</u>
Interest Revenue	\$ 1,791	\$ 1,700	\$ -	\$ 1,700
Late Charge For Billing	149,002	125,000	5,000	130,000
Auction Proceeds	15,827	5,000	(5,000)	-
Miscellaneous Revenues	1,316	1,500	-	1,500
Subtotal	<u>\$ 167,936</u>	<u>\$ 133,200</u>	<u>\$ -</u>	<u>\$ 133,200</u>
TOTAL REVENUES	<u>\$ 3,093,883</u>	<u>\$ 3,073,450</u>	<u>\$ (26,722)</u>	<u>\$ 3,046,728</u>
TOTAL FUNDS AVAILABLE	<u>\$ 3,815,273</u>	<u>\$ 3,880,404</u>	<u>\$ (26,722)</u>	<u>\$ 3,853,682</u>
OPERATING EXPENSES:				
Solid Waste Operations (90)	\$ 220,617	\$ 247,783	\$ (29,988)	\$ 217,795
Solid Waste Collection - Residential (91-01)	223,324	308,360	(22,122)	286,238
Solid Waste Collection - Recycling (91-02)	112,781	134,985	(5,713)	129,272
Solid Waste Collection - Brush (91-03) ¹	111,456	147,293	(23,559)	123,734
Solid Waste Collection - Commercial (91-04)	167,998	241,719	(44,717)	197,002
Solid Waste Collection - KCCB (91-05)	23,426	26,239	(3,027)	23,212
Solid Waste Disposal (92)	1,131,849	1,247,292	(45,758)	1,201,534
Non-Departmental (95)	500,933	502,354	(461)	501,893
TOTAL OPERATING EXPENSES	<u>\$ 2,492,385</u>	<u>\$ 2,856,025</u>	<u>\$ (175,345)</u>	<u>\$ 2,680,680</u>
OTHER EXPENSES:				
Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -
Capital Outlay	-	-	-	-
Capital Lease Payments	267,226	159,133	-	159,133
Principal & Int Debt Pymts	106,253	147,192	-	147,192
TOTAL OTHER EXPENSES	<u>\$ 373,479</u>	<u>\$ 306,325</u>	<u>\$ -</u>	<u>\$ 306,325</u>
TOTAL EXPENSES	<u>\$ 2,865,862</u>	<u>\$ 3,162,350</u>	<u>\$ (175,345)</u>	<u>\$ 2,987,005</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 949,411	\$ 718,054	\$ 148,623	\$ 866,677
TOTAL ENDING FUND BALANCE	<u>\$ 949,411</u>	<u>\$ 718,054</u>	<u>\$ 148,623</u>	<u>\$ 866,677</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
DRAINAGE UTILITY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Account	Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:					
	Unreserved, Undesignated	\$ 599,158	\$ 467,888	\$ -	\$ 467,888
	Prior Yr Enc Voided in Current Yr	-	-	-	-
	Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE		<u>\$ 599,158</u>	<u>\$ 467,888</u>	<u>\$ -</u>	<u>\$ 467,888</u>
REVENUES					
05-340-1020	Drainage Utility Fee	\$ 870,377	\$ 870,000	\$ 5,000	\$ 875,000
Subtotal		<u>\$ 870,377</u>	<u>\$ 870,000</u>	<u>\$ 5,000</u>	<u>\$ 875,000</u>
Other Revenue					
05-390-6005	Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -
05-370-6001	Interest Revenue	1,589	1,600	(200)	1,400
05-392-1001	Auction Proceeds	-	-	-	-
Subtotal		<u>\$ 1,589</u>	<u>\$ 1,600</u>	<u>\$ (200)</u>	<u>\$ 1,400</u>
TOTAL REVENUES		<u>\$ 871,966</u>	<u>\$ 871,600</u>	<u>\$ 4,800</u>	<u>\$ 876,400</u>
TOTAL FUNDS AVAILABLE		<u>\$ 1,471,124</u>	<u>\$ 1,339,488</u>	<u>\$ 4,800</u>	<u>\$ 1,344,288</u>
OPERATING EXPENDITURES					
	Drainage	\$ 334,675	\$ 318,938	\$ (37,991)	\$ 280,947
	Non-Departmental	109,125	109,140	(107,680)	1,460
TOTAL OPERATING EXPENDITURES		<u>\$ 443,798</u>	<u>\$ 428,078</u>	<u>\$ (145,671)</u>	<u>\$ 282,407</u>
OTHER EXPENDITURES					
	Capital Improvement Projects	\$ 72,911	\$ 342,700	\$ (143,646)	\$ 199,054
	Capital Outlay	-	20,949	-	20,949
	Capital Lease Payments	-	1,492	-	1,492
	Principal & Int Debt Pymts	311,233	136,116	86,443	222,559
TOTAL OTHER EXPENDITURES		<u>\$ 384,144</u>	<u>\$ 501,257</u>	<u>\$ (57,203)</u>	<u>\$ 444,054</u>
TOTAL EXPENDITURES		<u>\$ 827,944</u>	<u>\$ 929,335</u>	<u>\$ (202,874)</u>	<u>\$ 726,461</u>
ENDING FUND BALANCE					
	Unreserved, Undesignated	\$ 643,179	\$ 410,153	\$ 207,674	\$ 617,827
TOTAL ENDING FUND BALANCE		<u>\$ 643,179</u>	<u>\$ 410,153</u>	<u>\$ 207,674</u>	<u>\$ 617,827</u>

NOTICE OF PUBLIC HEARING

On July 19, 2011, during a Regular City Council Meeting, the City Council of the City of Copperas Cove will hold a public hearing on the ordinance to amend the FY 2010-11 Annual Operating Budget for the City of Copperas Cove. The July 19, 2011 City Council Meeting will begin at 7:00 pm and will be held in the City Council Chambers at City Hall, 507 South Main Street, Copperas Cove, Texas 76522.

Operating Budget

The proposed amendments to the FY 2010-11 Annual Operating Budget for major operating funds are as follows:

	Increase (Decrease)
General Fund	
Revenue Appropriations - Taxes	(106,330)
Revenue Appropriations - Permits & Licenses	(36,606)
Revenue Appropriations - Charges for Services	(24,655)
Revenue Appropriations - Fees	(253,145)
Revenue Appropriations - Interest	(5,000)
Revenue Appropriations - Reimbursements/Misc	105,869
Expenditure Appropriations - City Council	(8,954)
Expenditure Appropriations - City Secretary	(11,806)
Expenditure Appropriations - City Manager	(16,249)
Expenditure Appropriations - City Attorney	15
Expenditure Appropriations - Finance	(81,224)
Expenditure Appropriations - Information Systems	(14,700)
Expenditure Appropriations - Human Resources	(5,693)
Expenditure Appropriations - Engineering	(11,188)
Planning	14,640
Expenditure Appropriations - Planning	(5,561)
Expenditure Appropriations - Non-Departmental	16,812
Expenditure Appropriations - Building	(18,187)
Expenditure Appropriations - Municipal Court	(34,686)
Expenditure Appropriations - Police	(301,635)
Expenditure Appropriations - Animal Control	(32,251)
Expenditure Appropriations - Fire/EMS	(221,564)
Expenditure Appropriations - Emergency Management	(99)
Expenditure Appropriations - Parks & Leisure	(79,086)
Expenditure Appropriations - Library	(11,840)
Expenditure Appropriations - Code & Health Compliance	(22,574)
Expenditure Appropriations - Streets	(25,707)
Expenditure Appropriations - Fleet Maintenance	(20,411)
Expenditure Appropriations - Facility Maintenance	7,609
Water & Sewer Fund	
Revenue Appropriations - Charges for Services	89,350
Revenue Appropriations - Reimbursements/Misc	1,798
Expenditure Appropriations - Public Works Admin	12,726
Expenditure Appropriations - Utility Administration	(63,400)
Expenditure Appropriations - Water Distribution	(69,687)

	Expenditure Appropriations - Sewer Collection	(28,176)
	Expenditure Appropriations - Wastewater Treatment	(49,614)
	Expenditure Appropriations - Composting	(13,258)
	Expenditure Appropriations - Non-Departmental	4,376
Solid Waste Fund		
	Revenue Appropriations - Charges for Services	(26,722)
	Expenditure Appropriations - Administration	(24,488)
	Expenditure Appropriations - Collection-Residential	(22,122)
	Expenditure Appropriations - Collection-Recycling	(5,713)
	Expenditure Appropriations - Collection-Brush	(23,559)
	Expenditure Appropriations - Collection-Commercial	(44,717)
	Expenditure Appropriations - Collection-KCCB	(3,027)
	Expenditure Appropriations - Disposal Transfer Station	(51,258)
	Expenditure Appropriations - Non-Departmental	(461)
Drainage Fund		
	Revenue Appropriations - Charges for Services	\$5,000
	Revenue Appropriations – Interest	(200)
	Expenditure Appropriations - Drainage Utility	(181,637)
	Expenditure Appropriations - Non-Departmental	(21,237)

Date: 07/19/2011

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

Information

SUBJECT

Public hearing on an ordinance amending the 2010-2011 fiscal year budget for special revenue and other funds for the City of Copperas Cove. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

BACKGROUND/HISTORY

The 2010-11 budget was adopted on September 7, 2010 and amended on February 1st and April 19, 2011. According to Section 6.11(b)(1) of the Copperas Cove City Charter, in order for the City Council to amend the 2010-2011 budget it must first hold a public hearing on the proposed amendments. The Charter also provides a requirement that when fund balance is to be used to fund increases in expenditures that two public hearings be held. The proposed budget amendment for special revenue and other funds will use fund balance. Thus, two public hearings are required.

FINDINGS/CURRENT ACTIVITY

During preparation of the Fiscal Year 2011-2012 budget, departments projected Fiscal Year 2010-2011 estimated year-end revenues and expenditures. After discussions with the City Manager, the Fiscal Year 2010-2011 budget will be adjusted in-line with departments' year-end projections. Included in the budget amendment are only special revenue and other funds. The major operating funds are in a separate budget amendment. Unless otherwise noted, all adjustments relate to year-end projections.

The Recreation Activities Fund requires revenues from charges for services and interest to be decreased by \$11,209 and expenditures to be decreased by \$23,256.

The Cemetery Fund requires revenues from charges for services, interest, and miscellaneous to be decreased by \$1,335 and expenditures to be decreased by \$1,516.

The Debt Service Fund requires revenues from taxes and interest to be increased by \$84,134 and expenditures to be decreased by \$70,650. Additionally, miscellaneous revenue must increase by \$2,918,827 for capitalized interest received to pay interest due on the 2011 Revenue and Tax Bonds and the 2011 General Obligation (GO) Bonds. Expenditure increases in the amount of \$923,346 for interest on the 2011 Revenue and Tax Bonds and \$141,216 for interest on the 2011 GO Bonds are also required.

The Golf Course Fund requires revenue decreases of \$125,211 for charges for services and reimbursements and expenditure decreases of \$71,298. Due to the required adjustments, the Golf Course will decrease fund balance by \$53,913.

The Revolving Loan Fund requires an interest revenue increase of \$195.

The Library Gifts and Memorials Fund requires donation revenue increases of \$236 and expenditure decreases totaling \$3,257.

The Hotel/Motel Fund requires revenues from taxes and transfers in to be decreased by \$21,760 and expenditures to be decreased by \$275. The adjustments will use fund balance in the amount of \$21,485.

The City-Wide Donations Fund requires interest and donations revenue to decrease \$3,749 and

expenditures to decrease by a total of \$19,734. The following departments in this fund will be adjusted as follows:

Police	(3,438)
Animal Control	307
Fire	2,099
Parks & Leisure	(3,446)
Golf Maintenance	350
Library	(950)
KCCB	(14,656)
Total	(19,734)

The Grant Fund requires a decrease of \$38,227 in reimbursements and expenditure decreases in the amount of \$58,382.

The City-Wide Non-Interest Fund requires a increase in revenue for the SECO Grant in the amount of \$86,365 and the ONCOR Grant in the amount of \$50,000. Expenditures will increase by the same amounts.

The Law Enforcement Block Grant Fund requires a revenue decrease of \$10 and expenditure increase of \$1,277. The adjustment will cause fund balance to be used in the amount of \$1,287.

The Library Grants Fund requires a revenue decrease of \$10 and expenditures to decrease by \$11,451.

The Tobacco Grant Fund requires a revenue decrease of \$1,000 and reappropriation between accounting departments of \$503. Fund balance will be used to cover the revenue decrease of \$1,000.

The Court Efficiency Fund requires a revenue decrease of \$2,700 and expenditure decreases of \$3,000.

The Court Technology Fund requires a revenue decrease of \$9,385 and expenditure decreases of \$4,525. The fund balance will be used to cover the difference of \$4,860.

The Court Security Fund requires a revenue decrease of \$5,505 and expenditure decrease of \$1,811. The adjustment will cause fund balance to be used in the amount of \$3,694.

The 2008A Tax Notes Fund requires a transfer revenue increase from the Water/Sewer Fund in the amount of \$29,409 to cover additional expenditures related to wastewater facility repairs.

ACTION OPTIONS/RECOMMENDATION

City staff recommends that the City Council hold a public hearing on Ordinance No. 2011-26, amending the fiscal year 2010-2011 Budget.

Fiscal Impact

Funds available Y/N?: Y

FINANCIAL IMPACT:

See attached ordinance and proposed amendments.

Attachments

Link: [Ord 2011-26](#)

Link: [Budget Amendment Other](#)

Link: [Budget Notice Other](#)

ORDINANCE NO. 2011-25

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

WHEREAS, the City Council desires to amend the operating budget of the municipal government of the City of Copperas Cove for the fiscal year October 1, 2010 to September 30, 2011; and

WHEREAS, said budget amendments have been submitted to the City Council by the City Manager in accordance with the City Charter; and

WHEREAS, public notices of public hearings upon this budget have been duly and legally made as required by City Charter and law.

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

SECTION I.

That the City Council of the City of Copperas Cove ratify, approve and adopt the amendments to the budget considered for the fiscal year of October 1, 2010 to September 30, 2011, as identified in "Attachment A" of this ordinance.

SECTION II.

That all ordinances for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

SECTION III.

That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

SECTION IV.

That this ordinance shall take effect and be in full force and effect from and after its passage and publication according to law.

PASSED, APPROVED AND ADOPTED this 2nd day of August 2011, at a regular called meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code 551.001, et.seq.*, at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
RECREATION ACTIVITIES FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Account	Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:					
	Unreserved, Undesignated	\$ 105,104	\$ 44,822	\$ -	\$ 44,822
	Prior Yr Enc Voided in Current Yr	-	-	-	-
	Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE		\$ 105,104	\$ 44,822	\$ -	\$ 44,822
Revenues					
04-340-1002	Football Revenue	\$ 21,146	\$ 25,500	\$ -	\$ 25,500
04-340-1004	Basketball Fees	17,398	20,350	(899)	19,451
04-340-1005	Volleyball Entry Fees	-	4,480	-	4,480
04-340-1006	Baseball/Softball Fees-Youth	46,135	49,625	(6,125)	43,500
04-340-1007	Adult Softball Fees	2,665	4,500	-	4,500
04-340-1008	Soccer Fees	37,631	42,500	(4,215)	38,285
04-340-1012	Special Events Revenue	792	1,125	700	1,825
04-340-1015	Concession Sales	10,588	14,200	3,800	18,000
04-340-1016	Flag Football Fees	9,383	17,250	(800)	16,450
04-340-1020	Summer Camp Registration	30,030	39,060	-	39,060
04-340-1030	Recreation Classes Revenue	3,656	3,850	-	3,850
04-340-1040	Start Smart Revenue	560	700	2,380	3,080
04-340-1060	Cheerleader Revenue	2,955	3,025	-	3,025
04-340-1400	Swimming Lessons	13,130	20,875	(5,875)	15,000
04-360-5001	Transfer from General Fund	-	7,234	-	7,234
04-370-6001	Interest Revenue	182	225	(175)	50
04-390-6005	Miscellaneous Revenue	107	-	-	-
TOTAL REVENUES		\$ 196,356	\$ 254,499	\$ (11,209)	\$ 243,290
TOTAL FUNDS AVAILABLE		\$ 301,460	\$ 299,321	\$ (11,209)	\$ 288,112
Expenditures					
04-4310-5400-1XXX	Personnel Services	\$ 78,646	\$ 98,022	\$ (1,719)	\$ 96,303
04-4310-5400-2000	Supplies	8	-	-	-
04-4310-5400-2001	Football Program Costs	24,402	24,790	(7,790)	17,000
04-4310-5400-2002	Special Events Expense	2,533	2,750	-	2,750
04-4310-5400-2004	Basketball Program Costs	14,786	16,230	(975)	15,255
04-4310-5400-2005	Aquatics Costs	2,757	5,395	(95)	5,300
04-4310-5400-2007	Baseball Program Costs	40,551	40,000	(2,500)	37,500
04-4310-5400-2008	Adult Softball	1,566	3,830	(330)	3,500
04-4310-5400-2009	Soccer Program Costs	26,243	29,475	-	29,475
04-4310-5400-2010	Day Camp	8,914	16,250	-	16,250
04-4310-5400-2013	Volleyball Expense	-	4,050	-	4,050
04-4310-5400-2015	Recreation Classes Costs	304	3,360	-	3,360
04-4310-5400-2017	Flag Football Expenses	7,696	12,089	(1,589)	10,500
04-4310-5400-2018	Youth Softball	-	-	-	-
04-4310-5400-2019	Cheerleader Expense	2,697	2,280	-	2,280
04-4310-5400-2030	Office Supplies	-	500	-	500
04-4310-5400-2035	Cleaning Supplies	-	2,150	(1,150)	1,000
04-4310-5400-2040	Printing Costs	-	2,500	(1,000)	1,500
04-4310-5400-2065	Field/Shop Supplies	-	500	-	500
04-4310-5400-2100	Computer Supplies	-	100	64	164
04-4310-5400-2200	Postage	-	645	(545)	100
04-4310-5400-2600	Chemicals	-	500	-	500
04-4310-5400-4200	Repairs & Maint. - Facilities	329	-	2,948	2,948
04-4310-5400-4400	Repairs & Maint. - Equipment	439	480	-	480
04-4310-5400-4600	Repairs & Maint. - Software	-	1,500	-	1,500

CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
RECREATION ACTIVITIES FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Account	Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
Expenditures (Continued)					
04-4310-5400-6012	Consulting Fees	19,573	1,000	(1,000)	-
04-4310-5400-6015	Credit Card Fees	-	7,000	-	7,000
04-4310-5400-6100	Advertising	1,908	2,050	-	2,050
04-4310-5400-6200	Communication	1,090	1,272	(372)	900
04-4310-5400-6400	Dues & Subscriptions	-	300	-	300
04-4310-5400-6600	Professional Development	1,790	2,703	(3)	2,700
04-4310-5400-6650	Coaches Certification Expense	-	7,000	(7,000)	-
04-4310-5400-6700	Uniforms	363	400	-	400
04-4310-5400-7200	CCISD Admin Reimbursement	-	200	(200)	-
04-4310-5400-7300	Cost of Goods-Food & Bev	8,177	10,000	-	10,000
	Subtotal	<u>\$ 244,771</u>	<u>\$ 299,321</u>	<u>\$ (23,256)</u>	<u>\$ 276,065</u>
TOTAL EXPENDITURES		<u>\$ 244,771</u>	<u>\$ 299,321</u>	<u>\$ (23,256)</u>	<u>\$ 276,065</u>
ENDING FUND BALANCE		<u>\$ 56,689</u>	<u>\$ -</u>	<u>\$ 12,047</u>	<u>\$ 12,047</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
CEMETERY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Account	Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE					
	Unreserved, Undesignated	\$ 4,694	\$ 794	\$ -	\$ 794
	Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE		<u>\$ 4,694</u>	<u>\$ 794</u>	<u>\$ -</u>	<u>\$ 794</u>
REVENUES					
06-340-1001	Cemetery Plot Sales	\$ 19,150	\$ 13,300	\$ (1,300)	\$ 12,000
06-370-6001	Interest Revenue	13	20	(20)	-
06-390-5002	Transfer from General Fund	23,400	26,826	-	26,826
06-390-6005	Miscellaneous Revenue	56	50	(15)	35
TOTAL REVENUES		<u>\$ 42,619</u>	<u>\$ 40,196</u>	<u>\$ (1,335)</u>	<u>\$ 38,861</u>
TOTAL FUNDS AVAILABLE		<u>\$ 47,313</u>	<u>\$ 40,990</u>	<u>\$ (1,335)</u>	<u>\$ 39,655</u>
EXPENDITURES					
	Salaries & Benefits	\$ 34,082	\$ 35,989	\$ (1,339)	\$ 34,650
	Supplies	8	860	(100)	760
	Repairs & Maintenance	1,404	1,787	-	1,787
	Contractual Services	930	935	(77)	858
	Designated Expenses	1,293	539	-	539
TOTAL EXPENDITURES		<u>\$ 37,718</u>	<u>\$ 40,110</u>	<u>\$ (1,516)</u>	<u>\$ 38,594</u>
ENDING FUND BALANCE:					
	Unreserved, Undesignated	\$ 9,596	\$ 880	\$ 181	\$ 1,061
TOTAL ENDING FUND BALANCE		<u><u>\$ 9,596</u></u>	<u><u>\$ 880</u></u>	<u><u>\$ 181</u></u>	<u><u>\$ 1,061</u></u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
TAX INTEREST AND SINKING FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Account	Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:					
	Unreserved, Undesignated	\$ 424,489	\$ 326,868	\$ -	\$ 326,868
	Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE		<u>\$ 424,489</u>	<u>\$ 326,868</u>	<u>\$ -</u>	<u>\$ 326,868</u>
REVENUES					
07-310-1001	Ad Valorem Taxes	\$ 1,768,772	\$ 1,875,766	\$ 84,234	\$ 1,960,000
07-310-1002	Delinquent Ad Valorem Taxes	16,768	15,500	(1,500)	14,000
07-310-1003	Penalty & Interest	13,732	12,000	1,000	13,000
07-360-5044	Transfer from 1994 Fire GO Fund	-	-	-	-
07-360-5046	Transfer from Library Contrib.	-	-	-	-
07-360-5050	Transfer from 97 CO GC Phase 2	-	-	-	-
07-360-5094	Transfer from 1998 GO Bond	-	-	-	-
07-370-6001	Interest Revenue	2,323	2,600	400	3,000
07-370-6002	Accrued Interest Revenue	20,684	-	-	-
07-390-6005	Miscellaneous Revenue	-	-	-	-
07-390-6008	Other Financing Sources	-	-	2,918,827	2,918,827
TOTAL REVENUES		<u>\$ 1,822,278</u>	<u>\$ 1,905,866</u>	<u>\$ 3,002,961</u>	<u>\$ 4,908,827</u>
TOTAL FUNDS AVAILABLE		<u>\$ 2,246,767</u>	<u>\$ 2,232,734</u>	<u>\$ 3,002,961</u>	<u>\$ 5,235,695</u>
EXPENDITURES					
4701-0700-2218	Principal (Aug)-'98 GO	\$ 75,000	\$ -	\$ -	\$ -
4701-0700-2219	Principal (Aug)-'99C/O	-	-	-	-
4701-0700-2220	Principal (Aug)-'01C/O	105,000	110,000	-	110,000
4701-0700-2225	Principal '03 C/O	70,000	65,000	-	65,000
4701-0700-2226	Principal Refunding C/O	394,037	9,000	-	9,000
4701-0700-2227	Principal (Aug) Ref '06 C/O	1,000	418,932	-	418,932
4701-0700-2228	Principal '06 Tax Notes	160,000	165,000	-	165,000
4701-0700-2229	Principal '07 C/O	5,000	20,000	-	20,000
4701-0700-2230	Principal '07 C/O Refunding	6,000	6,000	-	6,000
4701-0700-2231	Principal '08 Tax Notes	130,000	10,000	-	10,000
4701-0700-2232	Principal '08A Tax Notes	40,000	110,000	-	110,000
4701-0700-2233	Principal '09 GO	25,000	45,000	-	45,000
4701-0700-2234	Principal '09 Tax Notes	50,000	50,000	-	50,000
4701-0700-2235	Principal '10 GO	-	-	-	-
4701-0700-2236	Principal '10 Tax Notes	-	-	-	-
4701-0700-2237	Principal '10 Refunding	-	205,425	-	205,425
4701-0700-2238	Principal '10A Tax Notes	-	125,000	-	125,000
4701-0700-2241	Principal '11 Tax Notes	-	-	-	-
4701-0700-2318	Interest (Fb/Ag)-'98 GO	14,435	-	-	-
4701-0700-2320	Interest (Fb/Ag)-'01 C/O	13,272	4,725	-	4,725
4701-0700-2325	Interest '03 C/O	112,632	53,637	-	53,637
4701-0700-2326	Interest Refunding C/O '06	37,422	37,384	-	37,384
4701-0700-2327	Interest Refunding C/O	76,139	61,738	-	61,738
4701-0700-2328	Interest '06 Tax Notes	26,566	20,247	-	20,247
4701-0700-2329	Interest '07 Proposed C/O Bond	208,028	207,835	-	207,835
4701-0700-2330	Interest '07 C/O Refund	54,312	54,077	-	54,077
4701-0700-2331	Interest '08 Tax Notes	34,998	-	-	-
4701-0700-2332	Interest '08A Tax Notes	37,364	35,920	-	35,920
4701-0700-2333	Interest '09 GO	207,175	206,424	1	206,425
4701-0700-2334	Interest '09 Tax Notes	16,819	15,818	1	15,819
4701-0700-2335	Interest '10 GO	-	72,129	1	72,130
4701-0700-2336	Interest '10 Tax Notes	-	21,420	-	21,420
4701-0700-2337	Interest '10 Refunding	-	38,540	-	38,540
4701-0700-2338	Interest '10A Tax Notes	-	25,000	(4,157)	20,843
4701-0700-2339	Interest '11 Rev & Tax Bond ²	-	-	923,346	923,346
4701-0700-2340	Interest '11 GO Bonds ²	-	-	141,216	141,216
4701-0700-2341	Interest '11 Tax Notes	-	-	-	-
4701-0700-2401	Bond Paying Agent Fees	900	6,245	(9,015)	(2,770)
4701-0700-6014	Arbitrage Rebate Service	-	12,800	-	12,800
4701-0700-6016	Arbitrage Rebate	-	57,481	(57,481)	-
TOTAL EXPENDITURES		<u>\$ 1,901,098</u>	<u>\$ 2,270,777</u>	<u>\$ 993,912</u>	<u>\$ 3,264,689</u>
TOTAL ENDING FUND BALANCE		<u>\$ 345,669</u>	<u>\$ (38,043)</u>	<u>\$ 2,009,049</u>	<u>\$ 1,971,006</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
GOLF COURSE FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ (162,922)	\$ (130,913)	\$ -	\$ (130,913)
Prior Yr Enc Voided in Current Yr	-	-	-	-
Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE	<u>\$ (162,922)</u>	<u>\$ (130,913)</u>	<u>\$ -</u>	<u>\$ (130,913)</u>
REVENUES:				
Swimming Pool Receipts	\$ 381	\$ 500	\$ -	\$ 500
Green Fees	96,418	155,000	(35,000)	120,000
Cart Rental Fees	103,556	155,000	(35,000)	120,000
Membership Dues	65,070	94,250	(9,250)	85,000
Tournament-Green Fees	11,589	15,500	(3,500)	12,000
Tournament-Cart Fees	2,291	11,900	(11,150)	750
Tournament Fees	-	-	1,000	1,000
Cart Storage Fees	38,027	43,000	(2,000)	41,000
Trail Fees	15,673	16,500	(1,500)	15,000
Pro Shop Sales	37,138	40,000	-	40,000
Facility Rental Income	3,145	8,700	(900)	7,800
Driving Range Fees	22,839	31,500	(9,500)	22,000
Snack Bar Revenue-Food & Beverage	15,457	12,000	(11,835)	165
Food & Beverage (Non-Tax)	606	500	1,700	2,200
Snack Bar Revenue-Alcohol Sale	11,389	20,000	(2,000)	18,000
Miscellaneous Revenue	83	-	40	40
Auction Proceeds	350	-	-	-
Transfer from General Fund	-	4,316	(4,316)	-
Special Green Fees	14,031	15,600	-	15,600
Special Lunch	-	-	-	-
Golf Lesson Revenue	1,767	4,500	(2,000)	2,500
TOTAL REVENUES	<u>\$ 439,809</u>	<u>\$ 628,766</u>	<u>\$ (125,211)</u>	<u>\$ 503,555</u>
TOTAL FUNDS AVAILABLE	<u>\$ 276,886</u>	<u>\$ 497,853</u>	<u>\$ (125,211)</u>	<u>\$ 372,642</u>
OPERATING EXPENSES:				
Golf Course - Operations	\$ 188,863	\$ 247,728	\$ (43,483)	\$ 204,245
Golf Course - Concessions	22,472	-	-	-
Golf Course - Maintenance	315,631	320,770	(27,815)	292,955
TOTAL OPERATING EXPENSES	<u>\$ 526,967</u>	<u>\$ 568,498</u>	<u>\$ (71,298)</u>	<u>\$ 497,200</u>
OTHER EXPENSES:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Capital Lease Payments	-	31,768	-	31,768
Principal & Int Debt Pymts	22,708	22,002	-	22,002
Principal & Int Pymts in Bond Funds	(10,973)	-	-	-
TOTAL OTHER EXPENSES	<u>\$ 11,735</u>	<u>\$ 53,770</u>	<u>\$ -</u>	<u>\$ 53,770</u>
TOTAL EXPENSES	<u>\$ 538,701</u>	<u>\$ 622,268</u>	<u>\$ (71,298)</u>	<u>\$ 550,970</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ (261,814)	\$ (124,415)	\$ (53,913)	\$ (178,328)
TOTAL ENDING FUND BALANCE	<u>\$ (261,814)</u>	<u>\$ (124,415)</u>	<u>\$ (53,913)</u>	<u>\$ (178,328)</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
LIBRARY GIFTS & MEMORIALS
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Account	Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE					
	Unreserved, Undesignated	\$ 8,579	\$ 4,227	\$ -	\$ 4,227
TOTAL BEGINNING FUND BALANCE		<u>\$ 8,579</u>	<u>\$4,227</u>	<u>\$ -</u>	<u>\$ 4,227</u>
REVENUES					
11-370-6001	Interest Revenue	\$ 13	\$ 20	\$ (15)	\$ 5
11-390-1001	Library Gifts & Memorials	1,258	4,749	251	5,000
TOTAL REVENUES		<u>\$ 1,270</u>	<u>\$ 4,769</u>	<u>\$ 236</u>	<u>\$ 5,005</u>
TOTAL FUNDS AVAILABLE		<u>\$ 9,849</u>	<u>\$ 8,996</u>	<u>\$ 236</u>	<u>\$ 9,232</u>
EXPENDITURES					
11-4320-7100-2100	Book Purchases	\$ -	\$ 500	\$ (500)	\$ -
11-4320-7100-2840	Minor Equipment - General	-	1,200	(400)	800
11-4320-7100-2842	Minor Equipment - Electronics	-	2,147	(647)	1,500
11-4320-7100-2844	Minor Equipment - Software	-	400	-	400
11-4320-7100-6400	Dues and Subscriptions	-	2,000	-	2,000
11-4320-7100-7100	Memorial Brickpavers	210	200	(20)	180
11-4320-7100-8501	Adult & Young Adult Books	241	749	(699)	50
11-4320-7100-8502	Children's Books	1,108	100	(100)	-
11-4320-7100-8503	Reference Books	-	190	(190)	-
11-4320-7100-8504	Audiovisual Items	-	-	-	-
11-4320-7100-8505	Genealogy Material	-	1,510	(701)	809
TOTAL EXPENDITURES		<u>\$ 1,559</u>	<u>\$ 8,996</u>	<u>\$ (3,257)</u>	<u>\$ 5,739</u>
ENDING FUND BALANCE:					
	Unreserved, Undesignated	\$ 8,290	\$ -	\$ 3,493	\$ 3,493
TOTAL ENDING FUND BALANCE		<u>\$ 8,290</u>	<u>\$ -</u>	<u>\$ 3,493</u>	<u>\$ 3,493</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
HOTEL OCCUPANCY TAX FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Account	Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE					
	Unreserved, Undesignated	\$ 83,645	\$ 56,463	\$ -	\$ 56,463
	Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE		<u>\$ 83,645</u>	<u>\$ 56,463</u>	<u>\$ -</u>	<u>\$ 56,463</u>
REVENUES					
14-310-1001.1	Hotel Occupancy Tax - Best Western	\$ 49,595	\$ 50,000	\$ (5,000)	\$ 45,000
14-310-1001.2	Hotel Occupancy Tax - Luxury Inn	6,371	7,000	(650)	6,350
14-310-1001.3	Hotel Occupancy Tax - Cactus Lodge	11,585	12,000	-	12,000
14-310-1001.4	Hotel Occupancy Tax - Motel 8	25,143	28,000	(4,500)	23,500
14-310-1001.5	Hotel Occupancy Tax - Relax Inn	8,353	9,000	(1,500)	7,500
14-310-1001.6	Hotel Occupancy Tax - Comfort Suites	67,377	70,000	(6,500)	63,500
14-310-1001.7	Hotel Occupancy Tax - Days Inn	48,445	47,000	(3,500)	43,500
14-360-2001	Transfer to General Fund	-	200	(200)	-
14-370-6001	Interest Revenue	200	-	90	90
TOTAL REVENUES		<u>\$ 217,069</u>	<u>\$ 223,200</u>	<u>\$ (21,760)</u>	<u>\$ 201,440</u>
TOTAL FUNDS AVAILABLE		<u>\$ 300,714</u>	<u>\$ 279,663</u>	<u>\$ (21,760)</u>	<u>\$ 257,903</u>
EXPENDITURES					
14-4502-1400-2075	Other Operating Costs	\$ 149	\$ -	\$ -	\$ -
14-4502-1400-2200	Promo of Tourism - Chamber of Commerce	186,000	177,750	-	177,750
14-4502-1400-2204	Promo Tourism - Boys & Girls	-	-	-	-
14-4502-1400-2205	Promo Tourism - Downtown	11,035	-	-	-
14-4502-1400-2212	Texas Lodging Advertising	2,225	2,500	(275)	2,225
14-4502-1400-2360	Promo of Arts - C. Cove Country Opry	2,000	-	-	-
14-4502-1400-4450	C.H.A.M.P.S.	30,000	30,000	-	30,000
14-4502-1400-8402	Equipment - Electronic	-	-	-	-
14-4502-1400-9300	Principal - 2009 Tax Notes	25,000	30,000	-	30,000
14-4502-1400-9400	Interest - 2009 Tax Notes	4,813	4,313	-	4,313
14-4502-1400-9920	Contingencies	-	-	-	-
TOTAL EXPENDITURES		<u>\$ 261,221</u>	<u>\$ 244,563</u>	<u>\$ (275)</u>	<u>\$ 244,288</u>
ENDING FUND BALANCE:					
	Unreserved, Undesignated	\$ 39,493	\$ 35,100	\$ (21,485)	\$ 13,615
TOTAL ENDING FUND BALANCE		<u>\$ 39,493</u>	<u>\$ 35,100</u>	<u>\$ (21,485)</u>	<u>\$ 13,615</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
COURT EFFICIENCY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 15,635	\$ 15,473	\$ -	\$ 15,473
Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE	<u>\$ 15,635</u>	<u>\$ 15,473</u>	<u>\$ -</u>	<u>\$ 15,473</u>
REVENUES				
Court Efficiency Revenue	\$ 4,118	\$ 5,150	\$ (2,700)	\$ 2,450
Interest Revenue	32	30	-	30
TOTAL REVENUES	<u>\$ 4,150</u>	<u>\$ 5,180</u>	<u>\$ (2,700)</u>	<u>\$ 2,480</u>
TOTAL FUNDS AVAILABLE	<u>\$ 19,785</u>	<u>\$ 20,653</u>	<u>\$ (2,700)</u>	<u>\$ 17,953</u>
TOTAL EXPENDITURES	<u>\$ 3,712</u>	<u>\$ 9,178</u>	<u>\$ (3,000)</u>	<u>\$ 6,178</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 16,073	\$ 11,475	\$ 300	\$ 11,775
TOTAL ENDING FUND BALANCE	<u><u>\$ 16,073</u></u>	<u><u>\$ 11,475</u></u>	<u><u>\$ 300</u></u>	<u><u>\$ 11,775</u></u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
COURT TECHNOLOGY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 103,039	\$ 80,360	\$ -	\$ 80,360
Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE	<u>\$ 103,039</u>	<u>\$ 80,360</u>	<u>\$ -</u>	<u>\$ 80,360</u>
REVENUES				
Court Technology Revenue	\$ 29,018	\$ 29,000	\$ (9,300)	\$ 19,700
Interest Revenue	190	200	(85)	115
TOTAL REVENUES	<u>\$ 29,209</u>	<u>\$ 29,200</u>	<u>\$ (9,385)</u>	<u>\$ 19,815</u>
TOTAL FUNDS AVAILABLE	<u>\$ 132,248</u>	<u>\$ 109,560</u>	<u>\$ (9,385)</u>	<u>\$ 100,175</u>
TOTAL EXPENDITURES	<u>\$ 52,069</u>	<u>\$ 63,659</u>	<u>\$ (4,525)</u>	<u>\$ 59,134</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 80,179	\$ 45,901	\$ (4,860)	\$ 41,041
TOTAL ENDING FUND BALANCE	<u>\$ 80,179</u>	<u>\$ 45,901</u>	<u>\$ (4,860)</u>	<u>\$ 41,041</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
COURT SECURITY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2009-10	Budget FY 2010-11	Proposed Amendment	Amended Budget FY 2010-11
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 28,005	\$ 12,955	\$ -	\$ 12,955
Prior Period Adjustment	-	-	-	-
TOTAL BEGINNING FUND BALANCE	<u>\$ 28,005</u>	<u>\$ 12,955</u>	<u>\$ -</u>	<u>\$ 12,955</u>
REVENUES				
Court Security Revenue	\$ 21,994	\$ 20,900	\$ (5,490)	\$ 15,410
Interest Revenue	58	60	(15)	45
Transfer in from Fund 01	-	1,513	-	1,513
TOTAL REVENUES	<u>\$ 22,052</u>	<u>\$ 22,473</u>	<u>\$ (5,505)</u>	<u>\$ 16,968</u>
TOTAL FUNDS AVAILABLE	<u>\$ 50,057</u>	<u>\$ 35,428</u>	<u>\$ (5,505)</u>	<u>\$ 29,923</u>
TOTAL EXPENDITURES	<u>\$ 32,849</u>	<u>\$ 35,428</u>	<u>\$ (1,811)</u>	<u>\$ 33,617</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 17,208	\$ -	\$ (3,694)	\$ (3,694)
TOTAL ENDING FUND BALANCE	<u>\$ 17,208</u>	<u>\$ -</u>	<u>\$ (3,694)</u>	<u>\$ (3,694)</u>

**CITY OF COPPERAS COVE
FISCAL YEAR 2010-11 BUDGET
OTHER FUNDS
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Fund Description	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
Revolving Loan Fund	\$ 74,000	\$ 345	\$ -	\$ 74,345
City-Wide Donation Fund	24,724	10,726	51,130	(15,680)
City-Wide Grants (SAFER Grant)	7,652	403,274	334,614	76,312
City-Wide Non-Interest Fund	40,928	136,365	136,365	40,928
Law Enforcement Block Grant Fund	7,109	10	5,028	2,091
Library Grants Fund	15,362	15	200	15,177
Tobacco Grant Fund	1,358	2,000	1,900	1,458
Total Other Funds	\$ 171,133	\$ 552,735	\$ 529,237	\$ 194,631

NOTICE OF PUBLIC HEARING

On July 19, 2011 and August 2, 2011, during Regular City Council Meetings, the City Council of the City of Copperas Cove will hold public hearings on the ordinance to amend the FY 2010-11 Annual Operating Budget for the City of Copperas Cove. The July 19, 2011 and the August 2, 2011 City Council Meetings will begin at 7:00 pm and will be held in the City Council Chambers at City Hall, 507 South Main Street, Copperas Cove, Texas 76522.

Operating Budget

The proposed amendments to the FY 2010-11 Annual Operating Budget for major operating funds are as follows:

		Increase (Decrease)
Recreation Activities Fund		
	Revenue Appropriations	(11,209)
	Expenditure Appropriations	(23,256)
Cemetery Fund		
	Revenue Appropriations	(1,335)
	Expenditure Appropriations	(1,516)
Debt Service Fund		
	Revenue Appropriations	3,002,961
	Expenditure Appropriations	993,912
Golf Course Fund		
	Revenue Appropriations	(125,211)
	Expenditure Appropriations	(71,298)
Revolving Loan Fund		
	Revenue Appropriations	195
Library Gifts & Memorials		
	Revenue Appropriations	236
	Expenditure Appropriations	(3,257)
Hotel/Motel Fund		
	Revenue Appropriations	(21,760)
	Expenditure Appropriations	(275)
City-Wide Donations Fund		
	Revenue Appropriations	(3,749)
	Expenditure Appropriations	(19,734)
Grant Fund		
	Revenue Appropriations	(38,227)
	Expenditure Appropriations	(58,382)
City-Wide Non-Interest Fund		
	Revenue Appropriations	136,365
	Expenditure Appropriations	136,365

Law Enforcement Block Grant		
	Revenue Appropriations	(10)
	Expenditure Appropriations	1,277
Library Grants Fund		
	Revenue Appropriations	(10)
	Expenditure Appropriations	(11,461)
Tobacco Grant Fund		
	Revenue Appropriations	(1,000)
Court Efficiency Fund		
	Revenue Appropriations	(2,700)
	Expenditure Appropriations	(3,000)
Court Technology Fund		
	Revenue Appropriations	(9,385)
	Expenditure Appropriations	(4,525)
Court Security Fund		
	Revenue Appropriations	(5,505)
	Expenditure Appropriations	(1,811)
2008A Tax Notes Fund		
	Revenue Appropriations	29,409

Date: 07/19/2011

Contact: Silvia Rhoads, Executive Director,
Keep Copperas Cove Beautiful

Information

SUBJECT

Consideration and action on appointment of members to the Keep Copperas Cove Beautiful Commission. **Silvia Rhoads, Executive Director, Keep Copperas Cove Beautiful**

BACKGROUND/HISTORY

During a Regular City Council Meeting on September 17, 2002, Ordinance 2002-20 was approved allowing the formation of the Keep Copperas Cove Beautiful Commission. The commission allows for 15 members to be approved by the City Council. According to KCCB by-laws, the term of each commission member shall be two (2) years.

FINDINGS/CURRENT ACTIVITY

During a Regular City Council Meeting on March 15, 2011 one new member was appointed by the City Council bringing the total on the commission to nine (9). Since that day, three new members have applied to be on the commission. With Council approval on the appointment, the number of vacant seats on the commission will be three (3).

The following individuals are seeking appointment to the Keep Copperas Cove Beautiful Commission:

Ms. Meaghan Dorroh
Ms. Ashleigh Andrews
Ms. Terri Fayard

The applications are attached for Council review and consideration. Keep Copperas Cove Beautiful will continue to seek new members to fill the remaining three (3) positions.

ACTION OPTIONS/RECOMMENDATION

City staff recommends that the City Council appoint Ms. Meaghan Dorroh, Ms. Ashleigh Andrews, and Ms. Terri Fayard to the Keep Copperas Cove Beautiful Commission.

Attachments

Link: [KCCB Applications](#)

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
7/6/11 J. Lees

Please attach your resume (optional).

Board Preference 1: Keep Copperas Cove Beautiful

Board Preference 2: _____

Name: Meaghan Dorroh

Street Address: 3610 Big Divide Rd. Copperas Cove, TX 76522

City Resident: 6 years Personal E-Mail: meaghandorroh@aol.com

Primary Phone: (C)(254)-383-8209 Home Fax: _____

Profession: Student

Business Name: _____

Business Address: _____

City: _____ State _____ Zip: _____

Business Phone: (H)(254)-542-2016 Business Fax: _____

Business E-Mail: _____

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

KCHS National Honor Society affiliated activities through KCCB.

Civic Activities/Professional Affiliations Copperas Cove Parks & Rec. Volunteer, Copperas Cove High School NHS

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.

Meaghan Dorroh 7/5/11
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



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
7/5/11 *J. Lee*

Please attach your resume (optional).

Board Preference 1: Keep Copperas Cove Beautiful

Board Preference 2: _____

Name: Ashleigh Andrews

Street Address: 503 John Henry

City Resident: 14 years Personal E-Mail: ashandrews14@hotmail.com

Primary Phone: 254-290-5488 Home Fax: _____

Profession: Student

Business Name: _____

Business Address: _____

City: _____ State _____ Zip: _____

Business Phone: _____ Business Fax: _____

Business E-Mail: _____

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

Civic Activities/Professional Affiliations Member of Keep Copperas Cove Beautiful

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

7/4/11
Date

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



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
7/5/11 Jleas

Please attach your resume (optional).

Board Preference 1: Keep Copperas Cove Beautiful Commission

Board Preference 2: _____

Name: Terri Fayard

Street Address: 1802 Jesse Dr.

City Resident: 2 years Personal E-Mail: ttftigger@embargmail.com

Primary Phone: 254-383-0773 Home Fax: N/A

Profession: Student

Business Name: Copperas Cove HS

Business Address: 400 S. 25th Street

City: Copperas Cove State TX Zip: 76522

Business Phone: N/A Business Fax: N/A

Business E-Mail: N/A

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

National Honor Society Officer

Civic Activities/Professional Affiliations National Honor Society, volunteering at Mes Holy Family Catholic Church

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.

terrifayard
Signature

7/4/11
Date

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



Date: 07/19/2011

Contact: Wesley Wright, Div. Head of Public Works/City Engineer

Information

SUBJECT

Consideration and action authorizing the City Manager to enter into a Drainage Easement Encroachment Agreement for 2902 Starlight. **Wesley Wright, P.E., Public Works Division Head/City Engineer.**

BACKGROUND/HISTORY

In late June, staff was contacted by a local homebuilder on behalf of a buyer requesting permission to construct a fence within the limits of a platted drainage easement. Current City ordinances do not allow fences to encroach drainage easements designed for surface flow. However, the ordinance does allow City Council to consider encroachment agreements. The buyer has requested City Council consider allowing a fence at 2902 Starlight.

FINDINGS/CURRENT ACTIVITY

The rear of 2902 Starlight contains a 10' drainage easement for storm water runoff. Permitting a fence on the lot could impede drainage if not constructed properly. However, since the property in question is located at the top of a hill, impeding flow would only affect 2902 Starlight. As with all drainage easement encroachment agreements, the City maintains its easement rights and can remove the fence if necessary.

ACTION OPTIONS/RECOMMENDATION

City staff recommends Council authorize the City Manager to enter into a Drainage Easement Encroachment Agreement for 2902 Starlight.

Fiscal Impact

FINANCIAL IMPACT:

None

Attachments

Link: [2902 Starlight Drainage Encroachment Agreement](#)

Link: [2902 Starlight Plat](#)

Link: [2902 Starlight Photo](#)

Revocable License Agreement to Encroach Into Drainage Easement

THIS REVOCABLE LICENSE AGREEMENT, is entered into this ____ day of _____, 2011, by and between _____ ("Owner"), whose address is _____, Copperas Cove, Texas, a Texas home-rule city ("City").

WHEREAS, Owner desires permission from the City to encroach upon a drainage easement owned by the City; and

WHEREAS, Owner has requested that the City grant this Non-exclusive Revocable License to utilize that drainage easement for the purposes set forth in this Revocable License Agreement: and

WHEREAS, City is willing to grant Owner this Non-exclusive Revocable License for the purposes set forth herein, subject to certain terms and conditions; and

WHEREAS, in consideration of receipt of this Non-exclusive Revocable License, Owner agrees to be bound by the limiting conditions contained herein.

NOW THEREFORE, the City, for the terms and conditions of this agreement and and other good and valuable consideration which is hereby acknowledged, grants and demises to the Owner a Non-Exclusive Revocable License ("Revocable License") to install, operate, and maintain a **WOOD PRIVACY FENCE** on a _____ foot area as more fully depicted on the map attached as Exhibit A (the "Property"), subject to the following:

1. **Recitals.** The foregoing Recitals are true and correct and are made a part of this Revocable License Agreement by this reference.
2. **Access.** The City reserves the right at all times, for itself and all public utilities authorized to use the public rights-of-way, to use the Property for public utility purposes, including those that involve excavation, trenching, or other activities that affect the Property. The City and the authorized utilities will endeavor to notify the Owner in advance of any construction or maintenance activities, but they make no commitment to do so. In the event the City wishes to obtain ingress and/or egress to this easement for any purposes Owner agrees that it shall, at its sole expense, remove any and all structures, landscaping and other material in the easement. In the event the Owner fails to comply within thirty (30) days written notice, City may remove any and all structures, landscaping and other material in the easement and Owner shall be responsible for all removal costs. Owner bears all risk of loss as to monies expended in furtherance of the use, and City may then lien Owner's property for any and all such expenses incurred. The Owner may terminate this agreement on the basis of any such construction activities.

3. **Costs.** Owner agrees to pay all investigative costs, court costs and reasonable attorney's fees resulting from any successful action taken by City to obtain compliance with the conditions of this Revocable License or removal of the use.
4. **Indemnification.** Owner shall, at all times hereafter, indemnify and hold harmless the City and its officers, agents and employees from and against all claims, damages, losses and expenses, arising out of or relating to this Revocable License or any encroachment on the Property including, but not limited to, claims, damages, losses or expenses resulting from bodily injury, sickness, disease, personal injury or death, or the injury to or destruction of tangible property including the loss of or loss of use resulting therefrom. This obligation expressly includes any alleged or actual negligence by City as to all activities regarding the easement, including enforcement of said conditions. Nothing in the Revocable License shall be construed to limit the rights, privileges or immunities accorded to the City. The provisions of this section shall survive the expiration or earlier termination of this Agreement.
5. **Defense.** Owner agrees to defend the City against any claims brought, or actions filed, against City with respect to the subject of the indemnity contained herein, whether such claims or actions are rightly or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject of indemnity herein, Owner agrees to employ attorneys selected by the City to appear and defend the claim or action on behalf of City, at the expense of Owner.
6. **Successors and Assigns.** The obligations and conditions of this Revocable License Agreement, and the rights and interests created herein, shall be binding upon and inuring to the benefit of the parties hereto and their respective successors and assigns.
7. **Applicable Law and Venue.** This Revocable License shall be construed in accordance with and governed by the laws of the State of Texas. Venue for litigation concerning this Revocable License shall be in Coryell County, Texas.
8. **Term.** This is an annual Revocable License, automatically renewable each year unless terminated pursuant to Section 9 of this License.
9. **Termination.** This Revocable License is only a right to use, and grants no estate or ownership rights in the Property. This Revocable License may be cancelled by the City at any time during the term hereof at its sole discretion. This Revocable License may be terminated by Owner by removing the encroachment, by returning the Property to its original condition and by notifying the City of said removal in writing. Upon confirmation of the foregoing, the City shall provide Owner with a release of this License for Owner to record at Owner's expense.
10. **Use of Property.** Owner shall use and occupy the Property under this Revocable License for a **WOOD PRIVACY FENCE**. The Property shall not be used for any other purpose whatsoever without written consent of the City. Owner covenants that Owner will not, without written consent of the City, permit the Property to be used or occupied by any person, firm, entity or corporation other than Owner and Owner's agents. Owner further covenants that no nuisance or hazardous trade or occupation shall be permitted or carried on, in or upon said Property, and *no act shall be permitted and nothing shall be kept in or about said Property, which will increase the risk of any hazard, fire or catastrophe, and no waste shall be permitted or committed upon or any damage done to said Property.* Owner shall not permit the Property to be used or occupied in any manner which will violate any laws or regulations of any governmental authority.

11. **Alterations and Improvements to Property.** Owner may not make alteration, adjustment, partition, addition or improvement to the Property or any part thereof without first obtaining the written consent of the City. All requests by the Owner shall be in writing and shall contain all pertinent plans and specifications. All alterations, adjustments, partitions, additions or improvements to the Property shall remain the exclusive property of the City. All such alterations or improvements shall be made at the sole cost and expense of the Owner. Owner shall keep the premises in a clean, safe and sanitary condition.

12. **Inspections.** The City or its agents, or any authorized employee of said agent, may enter upon said Property at all reasonable times and hours to examine same to determine if Owner is properly maintaining the Property pursuant to this Revocable License.

13. **Amendments.** No modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed by the parties hereto, with the same formality and of equal dignity herewith.

14. **Severance.** In the event this Revocable License or a portion of this License is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless City or Owner elect to terminate this License.

15. **Priority of Provisions.** If there is a conflict or inconsistency between any term, statement, requirement, or provision of any Exhibit attached hereto, any document or events referred to herein or any document incorporated into this Revocable License by reference or a term statement, requirement or provision of this License, the term, statement requirement or provision contained in this License shall prevail and be given effect.

16. **Prior Agreements.** *This document incorporates and includes all prior negotiations, correspondences, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understanding concerning subject matter of this Revocable License that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or condition contained herein shall be effective unless contained in a written document utilizing the same formalities as this License.*

17. **Compliance With Laws.** Owner shall comply with all federal, state and local laws, codes, ordinances, rules and regulations in performing its duties, responsibilities, and obligations related to this Agreement.

18. **Surrender Upon Termination.** Upon termination in accordance with paragraph 9 above, Owner shall peaceably surrender and deliver the licensed Property to the City, or its agents. Owner further agrees that it will leave the licensed Property in the condition existing at the commencement of this Revocable License, with all alterations, adjustments, partitions, additions or improvements excepted and any normal wear and tear excepted, subject to the repair and maintenance obligations provided in this Revocable License.

19. **Waiver.** Failure of the City to insist upon strict performance of any covenant or condition of this Revocable License Agreement, or to exercise any right herein contained, shall not be construed as a waiver or relinquishment for the future of any such covenant, condition or right; but the same shall remain in full force and effect. None of the conditions, covenants or provisions of this Revocable License Agreement shall be waived or modified except by the parties hereto in writing.

20. **Notices.** Any notice or demand, which under the terms of this Revocable License or by any statute or ordinance, given or made by a party hereto, shall be in writing and shall be given by certified U.S. mail sent to the other party at the address set forth below, or to such other address as such party may from time to time designate by notice.

{THIS SPACE INTENTIONALLY LEFT BLANK}

Notice to the City shall be addressed to:

City Manager
City of Copperas Cove
PO Box 1449
Copperas Cove, TX 76522

Notice to the Owner shall be addressed to:

PROPERTY OWNER
ADDRESS
ADDRESS
Copperas Cove, TX 76522

1. **Recordation.** This Revocable License shall be recorded in the Public Records of Coryell County with the Owner paying for the costs of such recordation.
2. **City Attorney Approval.** The City Attorney has approved the standard, pre-printed terms and conditions set forth in this Revocable License as to form and legality. Accordingly, no modification of these terms and conditions shall be binding upon the City unless they are specifically endorsed and approved by the City Attorney.

{THIS SPACE INTENTIONALLY LEFT BLANK}

Notarized IN WITNESS WHEREOF, the parties hereto have executed this Revocable License as of the day and year above written.

CITY OF COPPERAS COVE

Andrea M. Gardner, City Manager

THE STATE OF TEXAS,

COUNTY OF CORYELL

BEFORE ME, the undersigned authority in and for Coryell County, Texas, on this day personally appeared Andrea M. Gardner known to me or proved to me through _____ (description of identity card or other document) to be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 2011.

NOTARY SEAL

Notary Public, State of Texas

Notary's Name (Printed)

Notary's Commission Expires

OWNER

Halle Worban (Signature)
PROPERTY OWNER

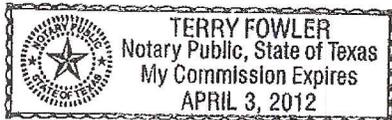
THE STATE OF TEXAS,
COUNTY OF CORYELL

BEFORE ME, the undersigned authority in and for Coryell County, Texas, on this day personally appeared *HALLE WORBAN* known to me or proved to me through *MILITARY ID* (description of identity card or other document) to be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this *20th* day of *June*, 2011.

NOTARY SEAL

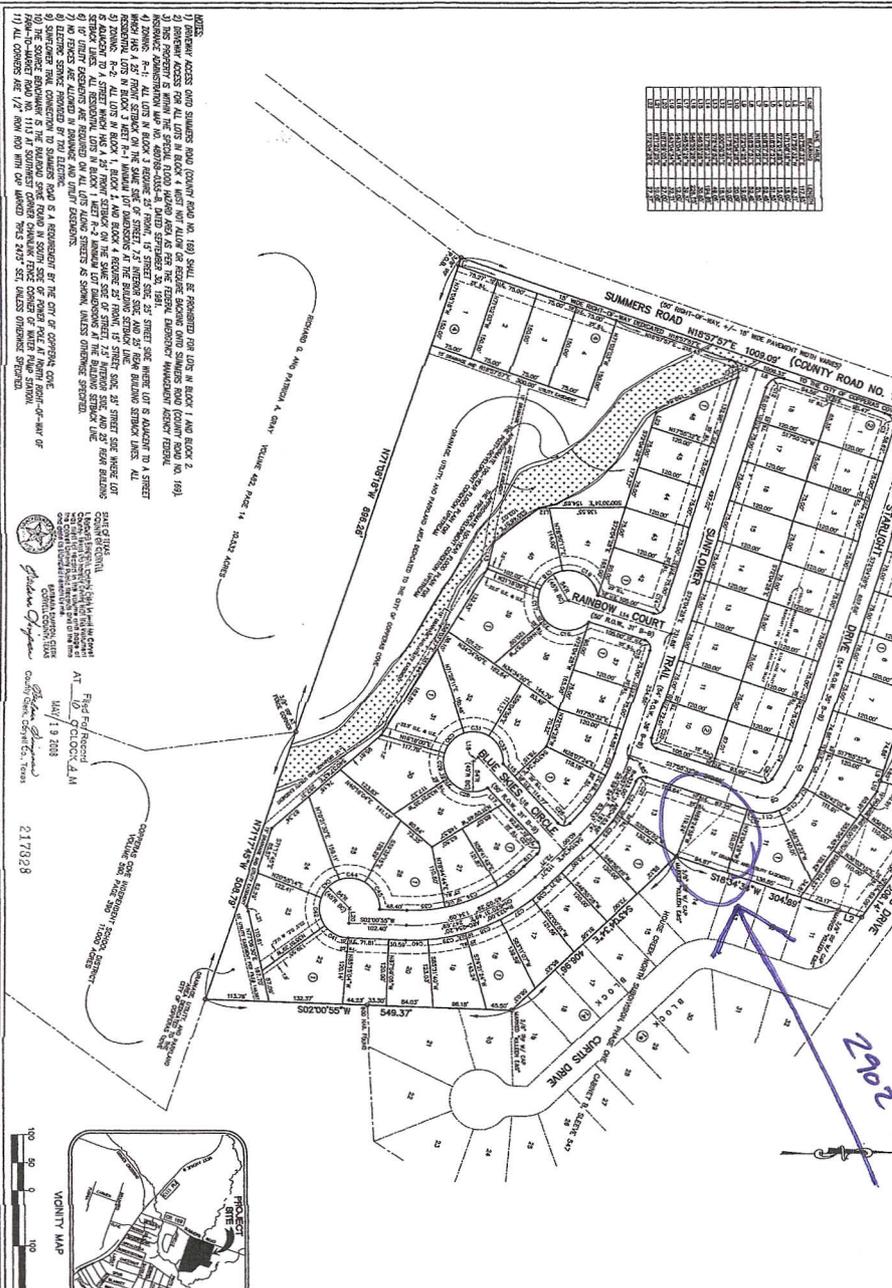
Terry Fowler
Notary Public, State of Texas



Notary's Name (Printed)

Notary's Commission Expires

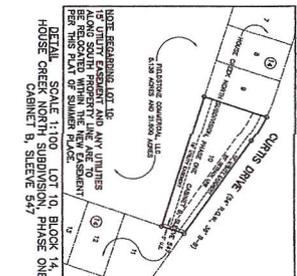
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- 1) ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 2) BROWNE ACCESS FROM ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 3) BROWNE ACCESS FROM ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 4) ZONING: R-1 - ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 5) ZONING: R-2 - ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 6) ZONING: R-3 - ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 7) ZONING: R-4 - ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 8) ZONING: R-5 - ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 9) ZONING: R-6 - ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 10) ZONING: R-7 - ALL LOTS IN BLOCK 1 AND BLOCK 2...
- 11) ALL CORNERS ARE 1/4" NEW AND WITH CAP MARKED THIS 247' SET. UNLESS OTHERWISE SPECIFIED.

PLANNED BY: **TURLEY ASSOCIATES, INC.**
 ENGINEER: **DAVID A. TURLEY**
 DATE: **10/15/07**

217928



2902 STELLER

STATE OF TEXAS
 COUNTY OF CORNELL
 I, **DAVID A. TURLEY**, ENGINEER, do hereby certify that the above and foregoing plat is a true and correct copy of the original plat on file in my office, and that the same has been approved by the City of Coppas Cove, Texas, and the County of Cornell, Texas, and that the same is in accordance with the laws of the State of Texas and the County of Cornell, Texas.

DATE: **10/15/07**

FINAL PLAT OF:
SUMMER PLACE
 27.215 ACRES
 ELIZABETH JONES SURVEY, ABSTRACT NO. 551
 CITY OF COPPERAS COVE, CORNELL COUNTY, TEXAS

DEVELOPED BY:
FIELDSTONE COMMERCIAL, LLC
 P.O. BOX 727
 COPPERAS COVE, TEXAS 76522

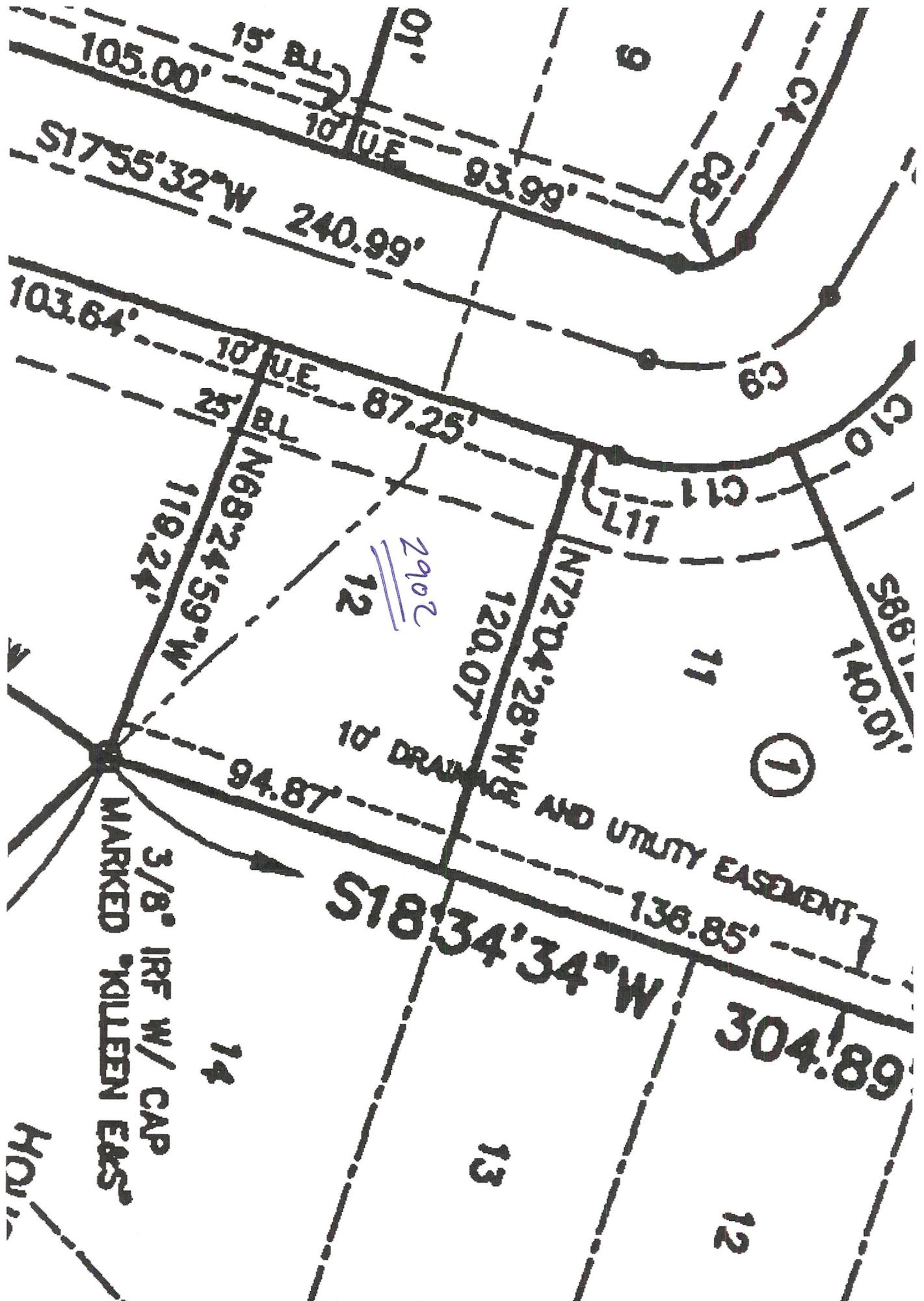
FINAL PLAT OF:
SUMMER PLACE
 27.215 ACRES
 ELIZABETH JONES SURVEY, ABSTRACT NO. 551
 CITY OF COPPERAS COVE, CORNELL COUNTY, TEXAS

DEVELOPED BY:
FIELDSTONE COMMERCIAL, LLC
 P.O. BOX 727
 COPPERAS COVE, TEXAS 76522

TURLEY ASSOCIATES, INC.
 ENGINEERING • PLANNING • SURVEYING
 CONSTRUCTION MANAGEMENT

301 N. 3rd St. Temple, Texas (254) 773-2400
 E-MAIL: VTURLEY@AOL.COM FAX NO. (254) 773-3998

DATE: 10/15/07
 JOB NO.: 07488
 SHEET: 1 OF 26
 DRAWING NUMBER: 11816-D



15' BL
105.00'

10' U.E. 93.99'
S17°55'32"W 240.99'

10' U.E. 87.25'
25' BL
103.64'

2902
12
119.24'

N72°04'28"W 120.07'

10' DRAINAGE AND UTILITY EASEMENT
94.87'

S18°34'34"W

304.89'

3/8" IRF W/ CAP
MARKED "KILLEEN EAS"

HOU.



City Council Regular

Item #: I. 3.

Date: 07/19/2011

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

Information

SUBJECT

Consideration and action to set a public hearing on City Manager's Proposed Budget for the 2011-2012 fiscal year. **Ryan D. Haverlah, Assistant Director of Financial Services, Budget Director**

BACKGROUND/HISTORY

State law (Sec. 102.006) requires a public hearing on a municipality's proposed budget. The City Charter requires City Council set the date of that Public Hearing (Article VI, Sec. 6.07).

FINDINGS/CURRENT ACTIVITY

The FY 2011-2012 Proposed Budget will be presented to City Council on July 19, 2011. The public hearing on the proposed budget will be August 4, 2011. The appropriate notices will be published in the newspaper, posted on the City's website, and the City's television channel.

ACTION OPTIONS/RECOMMENDATION

City staff recommends City Council set the public hearing date on the FY 2011-2012 proposed budget for August 4, 2011.

Date: 07/19/2011

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

Information

SUBJECT

Consideration and action on nominating a member to the Board of Directors for the Coryell Central Appraisal District. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

BACKGROUND/HISTORY

The City of Copperas Cove makes up the majority of the Coryell Central Appraisal District service area. As one of the main taxing units in the District, the City has certain responsibilities relating to the functions of the District. One of the functions is to make nominations to the District's Board of Directors when a vacancy occurs.

FINDINGS/CURRENT ACTIVITY

The Coryell Central Appraisal District has notified the City Mr. Mike Lam has resigned as a member of the Board of Directors. Mr. Lam's term expires December 31, 2011. Section 6.03 of the Texas Property Tax Code provides taxing units may nominate by resolution a person to fill the vacancy. The Board of Directors will select one a nominee on August 17, 2011 to fill the vacancy.

ACTION OPTIONS/RECOMMENDATION

City staff recommends City Council nominate one person to be submitted to the Coryell Central Appraisal District Board of Directors to fill the current vacancy.

Attachments

Link: [Resolution to nominate](#)

Link: [CCAD letter](#)

RESOLUTION NO. 2011-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, TO NOMINATE ONE CANDIDATE FOR THE CORYELL COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS FOR THE REMAINING TERM OF JANUARY 1, 2010 THROUGH DECEMBER 31, 2011.

WHEREAS, The City Council of the City of Copperas Cove, Texas submits their nomination for the Board of Directors to the Chief Appraiser of the Coryell County Appraisal District.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Copperas Cove, Texas submits the following candidate nomination for the election of the Board of Directors for the Coryell County Appraisal District for the remaining term of January 1, 2010 through December 31, 2011.

PASSED, APPROVED, AND ADOPTED on this 19th day of July 2011, at a regular meeting of the City Council of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et.seq. at which meeting a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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



Coryell Central Appraisal District

P. O. Box 1058

801 East Leon Street / 207 S. 3rd Street #200
Gatesville, Texas 76528/Copperas Cove, Texas 76522

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

June 29, 2011

Re: Vacancy on the Board of Directors for the Coryell Central Appraisal District

Dear Ms. Gardner:

The purpose of this letter is to provide your taxing unit with notification of a vacancy on the Board of Directors of the Coryell Central Appraisal District. On June 29th, 2011, Mr. Mike Lam resigned as a member of the Board of Directors of the Coryell Central Appraisal District.

Section 6.03 of the Texas Property Tax Code provides for the process in which a vacancy on the board of directors of an appraisal district is filled. Each voting taxing unit may nominate by resolution a person to fill this vacancy on the Board of Directors by submitting a nominee to the Chief Appraiser within 45 days of the date of this notice. The Board of Directors will select one of the nominees at its meeting on August 17, 2011. If your taxing unit nominates a person to fill this vacancy, please forward a copy of the resolution nominating the person to Mitch Fast, Chief Appraiser within 45 days of this letter.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mitch Fast, RPA
Chief Appraiser



City Council Regular

Item #: L. 1.

Date: 07/19/2011

Information

SUBJECT

Pursuant to §551.074 of the Open Meetings Act. Tex. Gov't Code, Council will meet in Executive Session to deliberate the evaluation and duties of the City Manager, Andrea M. Gardner.

City Council Regular

Item #: L. 2.

Date: 07/19/2011

Information

SUBJECT

Pursuant to §551.074 of the Open Meetings Act. Tex. Gov't Code, Council will meet in Executive Session to deliberate the evaluation and duties of the City Secretary, Jane Lees.

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.

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.
