



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

An agenda information packet is available for public inspection in the Lobby of City Hall and may be viewed on the City's Web Page, www.ci.copperas-cove.tx.us, under the "Government" tab.

Notice is hereby given that a **Workshop Council Meeting** of the City of Copperas Cove, Texas, will be held on **August 2, 2011** at **6:00 p.m.** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522, at which time the following subjects will be discussed:

A. CALL TO ORDER

B. ROLL CALL

C. WORKSHOP ITEMS

1. Presentation and discussion of the proposed FY 2012 budget. **Andrea M. Gardner, City Manager**
2. Discussion on tax rate. **Andrea M. Gardner, City Manager**
3. Direction to staff on items C-1 and C-2. **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 29, 2011, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

Jane Lees, TRMC, CMC
City Secretary

City Council Workshop

C. 1.

Meeting Date: 08/02/2011

Subject

Presentation and discussion of the proposed FY 2012 budget. **Andrea M. Gardner, City Manager**

City Council Workshop

C. 2.

Meeting Date: 08/02/2011

Subject

Discussion on tax rate. **Andrea M. Gardner, City Manager**

City Council Workshop

C. 3.

Meeting Date: 08/02/2011

Subject

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



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

An agenda information packet is available for public inspection in the Lobby of City Hall and may be viewed on the City's Web Page, www.ci.copperas-cove.tx.us, under the "Government" tab.

Notice is hereby given that a **Regular Council Meeting** of the City of Copperas Cove, Texas, will be held on **August 2, 2011 at 7:00 p.m.** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522, at which time the following subjects will be discussed:

- A. **CALL TO ORDER**
- B. **INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**
- D. **ANNOUNCEMENTS**
- E. **PUBLIC RECOGNITION**
 - 1. Employee of the Quarter Recognitions – 2nd Quarter 2011. **Michael Ramminger, Fire Battalion Chief**
 - William Hughes, Patrol Officer
 - James Dudden, Patrol Officer
 - 2. Employee Service Awards – August 2011. **Andrea M. Gardner, City Manager**
 - Trudy Chapman, Laborer, Parks and Recreation Department, 5 Years
 - 3. Storm Water Pollution Prevention Week - August 1-7, 2011. **John Hull, Mayor**
- F. **CITIZENS FORUM** – At this time, citizens will be allowed to speak for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section. Pursuant to §551.042 of the Texas Open Meetings Act, any deliberation or decision about the subject of inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

- 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 19, 2011. **Jane Lees, City Secretary**
 2. Consideration and action on approving minutes from the regular council meeting of July 19, 2011. **Jane Lees, City Secretary**
 3. Consideration and action on approving minutes from the workshop council meeting of July 26, 2011. **Jane Lees, City Secretary**
 4. Consideration and action on approving the revised Unity Committee Bylaws. **Stephen Clendenen, Unity Chairman**
 5. Consideration and action on an ordinance amending Chapter 3, subsections 3-6(c), 3-6(d), Animal control department, and subsection 3-73(b), Investigation of attack, of the City of Copperas Cove Code of Ordinances. **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 special revenue and other funds for the City of Copperas Cove. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**
 2. Public hearing and action on an ordinance amending Chapter Four of the 2007 Comprehensive Plan of the City of Copperas Cove, Texas; providing for changes in the Future Land Use Plan; providing for changes on Plate 4-1, the Future Land Use Map. **Wesley Wright, Division Head of Public Works/City Engineer**
 3. Public hearing and action on an ordinance to rezone 6.857 acres of Meadowbrook Estates, Section Two, Commercial Property from B-4 (Business) to R-3 (Multi-Family Residential). **Wesley Wright, Division Head of Public Works/City Engineer**
- I. **ACTION ITEMS**
1. Consideration and action on an appointments to the Copperas Cove Economic Development Corporation (CCEDC) Board of Directors for the unexpired term of Position Two and the regular term for Position Five. **Polo Enriquez, Executive Director CCEDC**
 2. Consideration and action on an ordinance updating Personnel Policy No. 316, Birthday Leave. **Kelli Sames, Human Resources Division Head**
 3. Consideration and action on an ordinance updating Personnel Policy No. 410, Employee Conduct and Work Rules/Disciplinary Action. **Kelli Sames, Human Resources Division Head**
 4. Consideration and action on an ordinance updating Personnel Policy No. 740, Workplace Violence. **Kelli Sames, Human Resources Division Head**
 5. Consideration and action on an ordinance updating Personnel Policy No. 735, On-The-Job Injuries. **Kelli Sames, Human Resources Division Head**

6. Consideration and action on authorizing the City Manager to amend an agreement for Planning Services with Stewart Planning Consulting, LLC. **Andrea M. Gardner, City Manager**
7. Consideration and action on updating the City's Code of Ordinances establishing school zones for House Creek North Elementary. **Wesley Wright, Division Head of Public Works/City Engineer**
8. Discussion on Section 8-9, Allowing high weeds, grass, rubbish, junk or other objectionable, unsightly or unsanitary matter on premises, of the City of Copperas Cove Code of Ordinances. **Danny Palmer, City Council Place 4**
9. Consideration and action on the proposed changes to the 2011 Lampasas Central Appraisal District Budget. **Ryan Haverlah, Assistant Director of Financial Services/Budget Director**
10. Discussion on a resolution for the 2011 TML Annual Conference. **Andrea M. Gardner, City Manager**
11. Consider and take action on the adoption of a resolution supplementing Resolution No. 2010-37 adding two temporary construction easements to the amount of property to be acquired from Freddie A. and Joan Dewald, specifically described in "Exhibit A" attached to the proposed Resolution; establishing a public necessity and public use; authorizing the City Manager to negotiate the lease of the temporary easements throughout the duration of the Northeast Sewer Line (Eastside Infrastructure) Project and, if necessary, to initiate proceedings to acquire property interests through eminent domain. **Andrea M. Gardner, City Manager**
12. Consideration and action on an ordinance establishing a moratorium on Chapter 13, Article I, Section 11 of the code of ordinances. **Andrea M. Gardner, City Manager**

J. REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS

1. HOT Bowl Annual Report. **Jack Welch, Chairman/CCISD Athletic Director/Head Coach**
2. Chamber of Commerce 2nd Quarter Report for 2011. **Marty Smith, President, Copperas Cove Chamber of Commerce**

K. ITEMS FOR FUTURE AGENDAS

L. EXECUTIVE SESSION

1. Pursuant to §551.072, 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.
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 Manager, Andrea M. Gardner.
3. 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.

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

N. ADJOURNMENT

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Jane Lees, TRMC, CMC
City Secretary

City Council Regular

E. 1.

Meeting Date: 08/02/2011

Subject

Employee of the Quarter Recognitions – 2nd Quarter 2011. **Michael Ramminger, Fire Battalion Chief**

- William Hughes, Patrol Officer
 - James Dudden, Patrol Officer
-

City Council Regular

E. 2.

Meeting Date: 08/02/2011

Subject

Employee Service Awards – August 2011. **Andrea M. Gardner, City Manager**

- Trudy Chapman, Laborer, Parks and Recreation Department, 5 Years
-

Attachments

Service Awards



The City of Copperas Cove
Presents the Employee
Service Award Recipient for
August 2011

TRUDY CHAPMAN, PARKS & RECREATION DEPARTMENT LABORER



5 YEARS OF SERVICE
DoH 8/21/2006

**TRUDY CHAPMAN,
PARKS & RECREATION DEPARTMENT
LABORER**



**5 YEARS OF SERVICE
DoH 8/21/2006**



THE CITY OF COPPERAS COVE
CONGRATULATES YOU ON THIS
CELEBRATORY MILESTONE AND
WISHES YOU MANY MORE YEARS
OF CAREER SUCCESS.

City Council Regular

E. 3.

Meeting Date: 08/02/2011

Subject

Storm Water Pollution Prevention Week - August 1-7, 2011. **John Hull, Mayor**

Attachments

Proclamation



PROCLAMATION

WHEREAS, Polluted water discharged into creeks, rivers, and lakes can result in the death of fish, the destruction of wildlife habitats, a loss in aesthetic value, and contamination of drinking water sources and recreational waterways that can threaten public health; and

WHEREAS, the Clean Water Act of 1972 prohibits the discharge of any pollutant to navigable waters of the United States unless authorized the Environmental Protection Agency; and

WHEREAS, a major source of pollutants in the navigable waters of the United States is polluted urban and suburban storm water runoff; and

WHEREAS, the most common sources of urban and suburban storm water pollution are household hazardous chemicals, yard and pet waste, automotive chemicals, trash, and silt; and

WHEREAS, it is imperative that pollutants be prevented from entering the storm water runoff in Copperas Cove.

NOW, THEREFORE, I, John Hull, Mayor of the City of Copperas Cove, Texas, do hereby proclaim the week of August 1-7, 2011 as:

“Storm Water Pollution Prevention Week”

in the City of Copperas Cove and let it be known that the City Council of the City of Copperas Cove urge all citizens of this City to make efforts to reduce storm water pollution.

IN TESTIMONY WHEREOF, I witness my hand and the Seal of the City of Copperas Cove, Texas, this 2nd day of August 2011.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

City Council Regular

G. 1.

Meeting Date: 08/02/2011

Subject

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

Jane Lees, City Secretary

Attachments

[workshop minutes 7-19-11](#)

[Presentation 7-19-11](#)

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

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

B **ROLL CALL**

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

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

C **WORKSHOP ITEMS**

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

Ms. Gardner presented the fiscal year 2012 proposed budget in a presentation which is attached to and made a part of these minutes.

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

Ms. Gardner requested that the Council hold questions on the presentation for the upcoming budget workshops.

D **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at 6:43 p.m.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

City of Copperas Cove, Texas

FY 2012 Proposed Budget & Plan of Municipal Services



Mission Statement

The Mission of the City of Copperas Cove is to provide excellent public services using revenues effectively to meet the needs of our diverse community.

Agenda

- Overview
- Goals
- Changes to Employee Pay & Benefits
- Major Operating Funds
- Other Funds
- Overview of Budget Adjustments
- Future Dates

The City Manager is required to submit a Proposed Budget to the City Council for the upcoming fiscal year.

At the time of submission a Public Hearing will be set on the Proposed Budget.

The Budget must be adopted by September 30, 2011 prior to the beginning of the fiscal year.

Total Budget

Fund	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
General	\$4,720,291	\$14,150,724	\$15,133,903	\$3,737,741
Water & Sewer	1,228,604	9,604,814	10,085,152	748,266
Solid Waste	1,009,134	3,065,862	3,263,882	811,114
Golf Course	(309,229)	536,403	525,879	(298,705)
Other	3,012,641	4,293,294	6,122,939	1,182,996
TOTAL	\$9,661,441	\$31,651,097	\$35,131,755	\$6,180,783

Goals

Conduct Long Range Planning

Develop and Maintain Partnerships with Local, Regional, State, & Federal Entities

Continue Sustainability Initiatives

Participate in Fort Hood Activities & Programs in Support of the Military's Mission

Ensure Continued Quality Public Safety

Exercise Fiscal Responsibility

Support Economic Development Activities

Attract & Retain Quality Employees

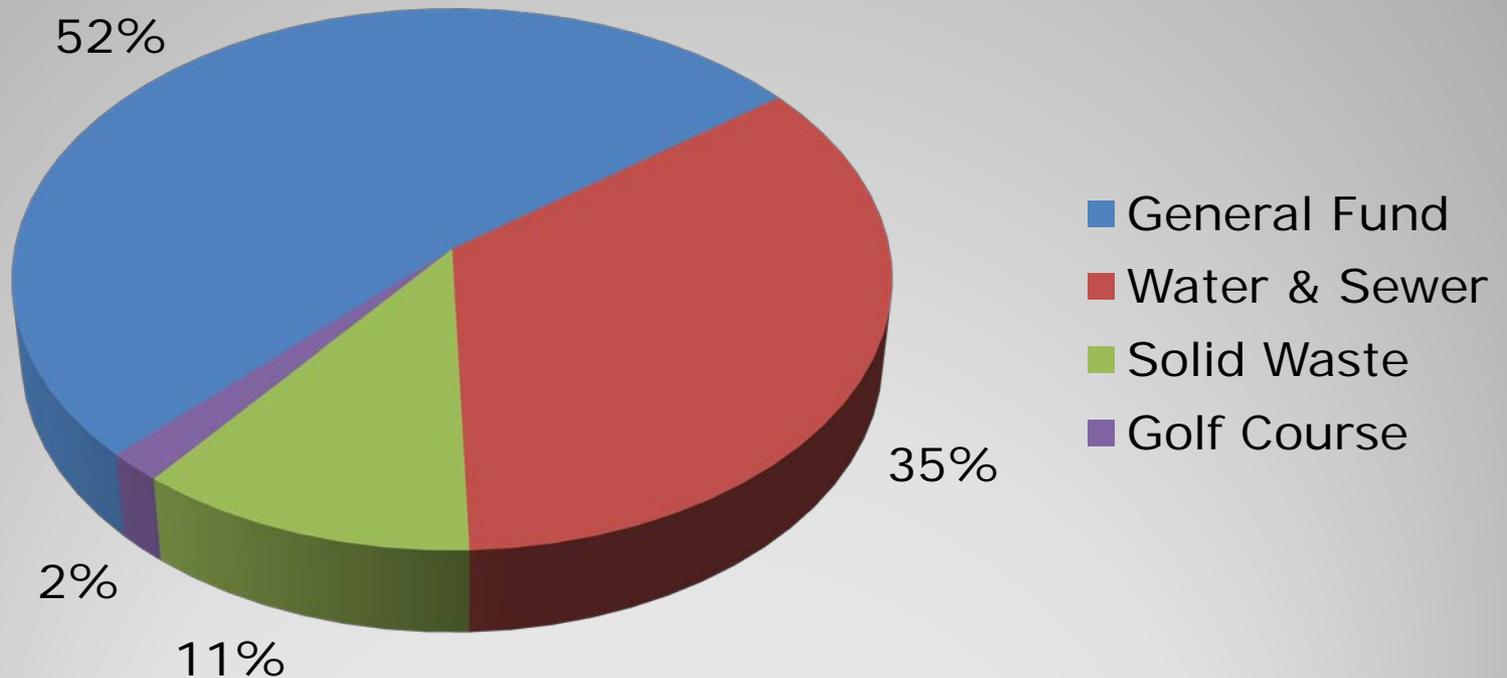
Maintain, Improve, & Expand City Infrastructure, Facilities & Programs to Include Parks & Leisure Programs

Adopt an Ad Valorem Tax Rate Sufficient to Fund Service Level Requirements Consistent with the City's Vision & Mission Statements

Employee Pay & Benefits

- Pay Increase Opportunities
 - The proposed budget does not include COLA or Merit increases
- Health Plan Benefits
 - Health Coverage: Employee pay up to \$61/month depending on plan selected
 - Dental Coverage unchanged
- Other Benefits
 - TMRS
 - Long Term Disability
 - Dental, Life, Paid time off (vacation, holidays, wellness, sick, etc.)

Major Operating Funds

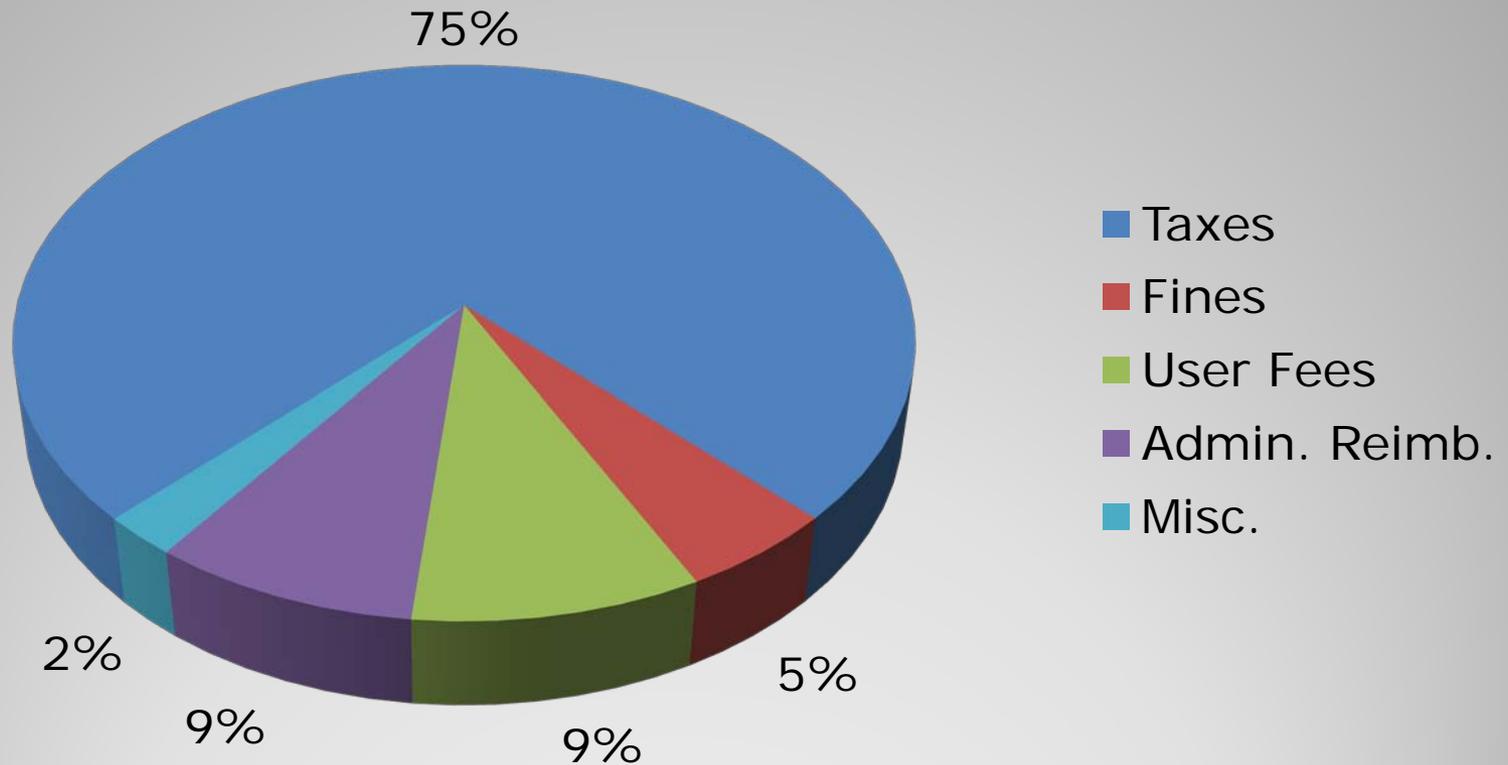


Total Major Funds	\$29,008,816
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General Fund Revenues

Source	FY 2010-11	FY 2011-12	% Change
Taxes	\$10,774,612	\$10,605,700	(1.6)%
Charges for Service	1,045,054	1,300,340	24.4%
Fines	639,839	707,564	10.6%
Administrative Reimbursements	1,250,500	1,198,000	(4.2)%
Miscellaneous	429,859	339,120	(21.1)%
TOTAL REVENUES	\$14,139,864	\$14,150,724	0.1%

General Fund

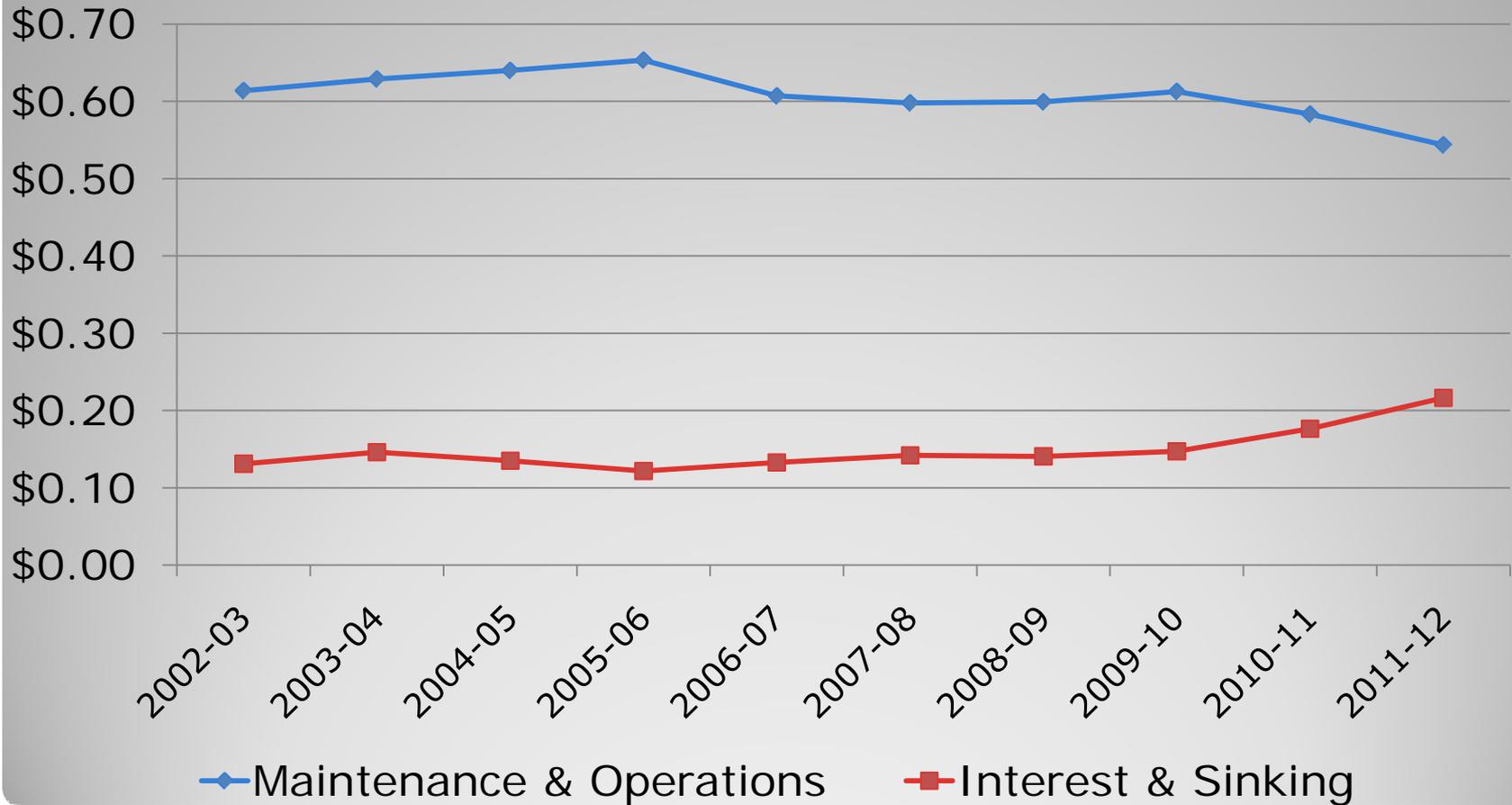


Total General Fund Revenue

\$14,150,724

General Fund

Ad Valorem Tax Rate



General Fund

CHANGES IN REVENUE

Property Tax Revenue

- Estimated level T.A.V.
- Increased debt service requirements
- 4.69% decrease

Sales Tax Revenue

- Estimated increase
- 4.9%

License & Permits

- Slowing construction
- 3.1% decrease

Charges for Services

- Added recreation activities
- \$254,800 increase (30%)

Fines & Forfeitures

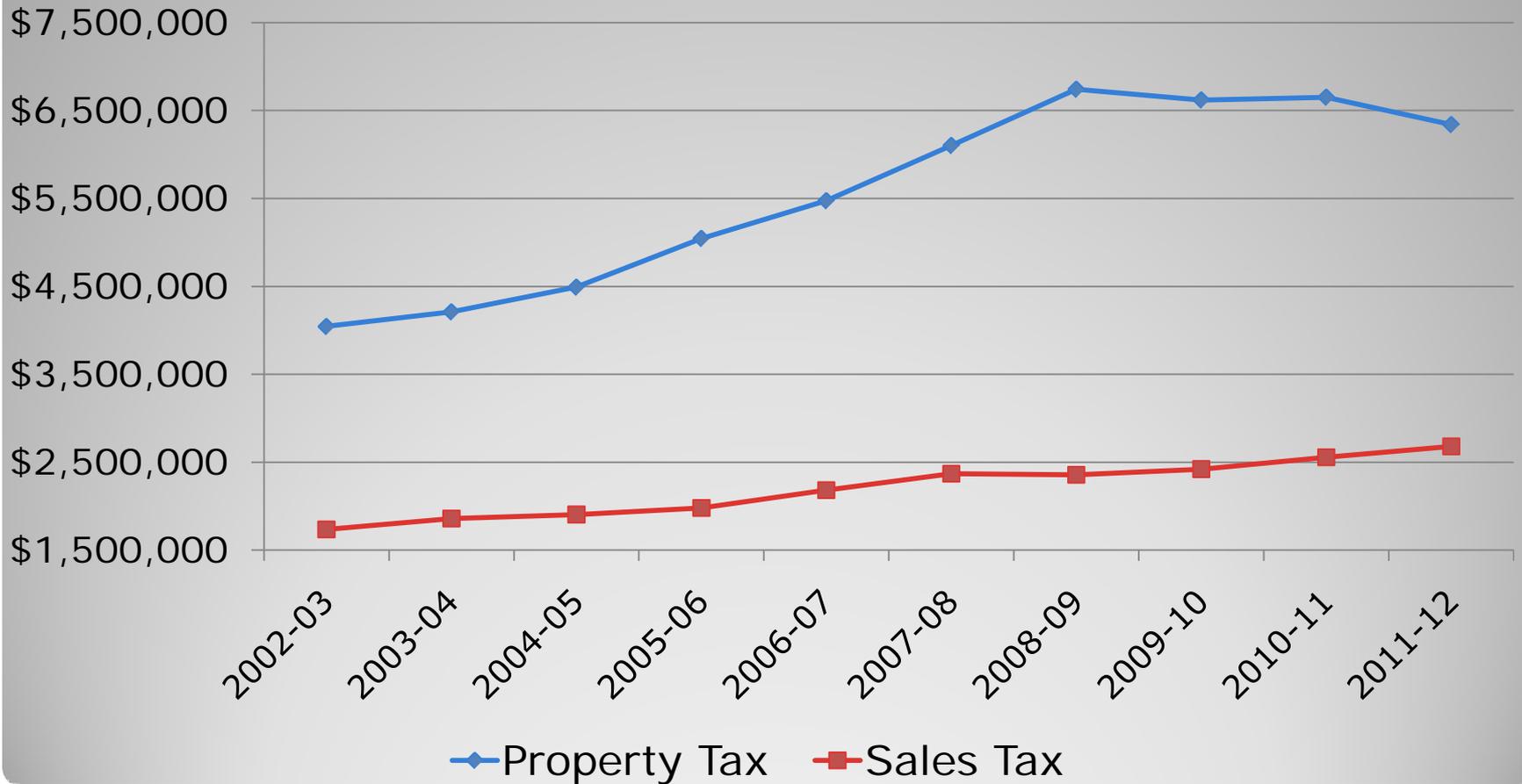
- Warrant roundup - \$32,000
- Continual decrease

Administrative Reimbursement

- Decrease reimbursement from Water/Sewer Fund
- 4.2% decrease

General Fund

Changes in Property & Sales Tax Revenue

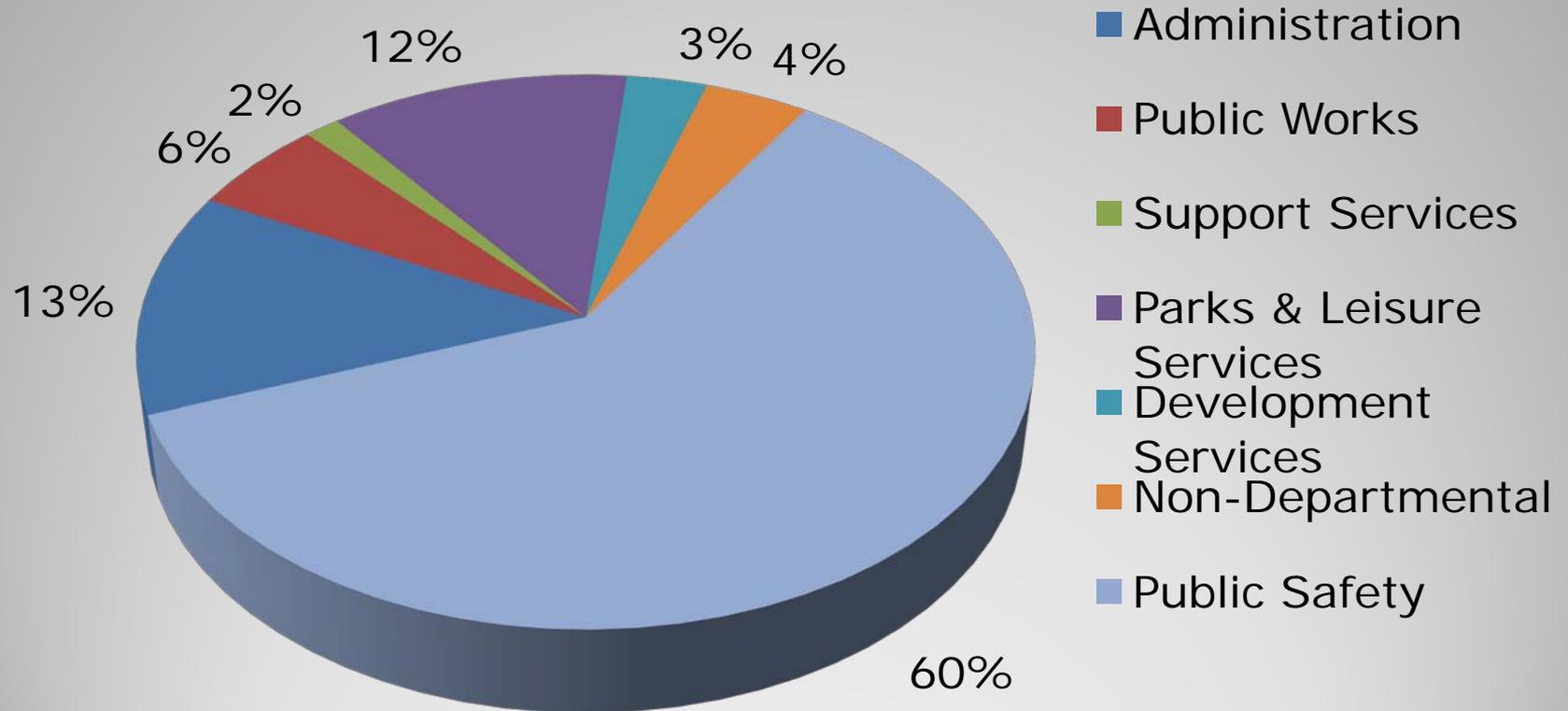


General Fund Expenses

Function	FY 2010-11	FY 2011-12	% Change
Administration	\$1,765,289	\$1,970,084	11.6%
Public Works	1,003,989	842,001	(16.1)%
Parks & Leisure Services	1,612,675	1,861,587	15.4%
Support Services	297,523	218,444	(26.6)%
Development Services	616,217	494,505	(19.8)%
Public Safety	8,605,491	9,106,933	5.8%
Non-Departmental	774,904	640,349	(17.4)%
TOTAL	\$14,676,088	\$15,133,903	3.1%

General Fund

Expenditures by Function



General Fund

New Requests/Programs

Municipal Court

- Warrant Round-up

Human Resources

- Supervisory Academy
- Position Description Development

Information Systems

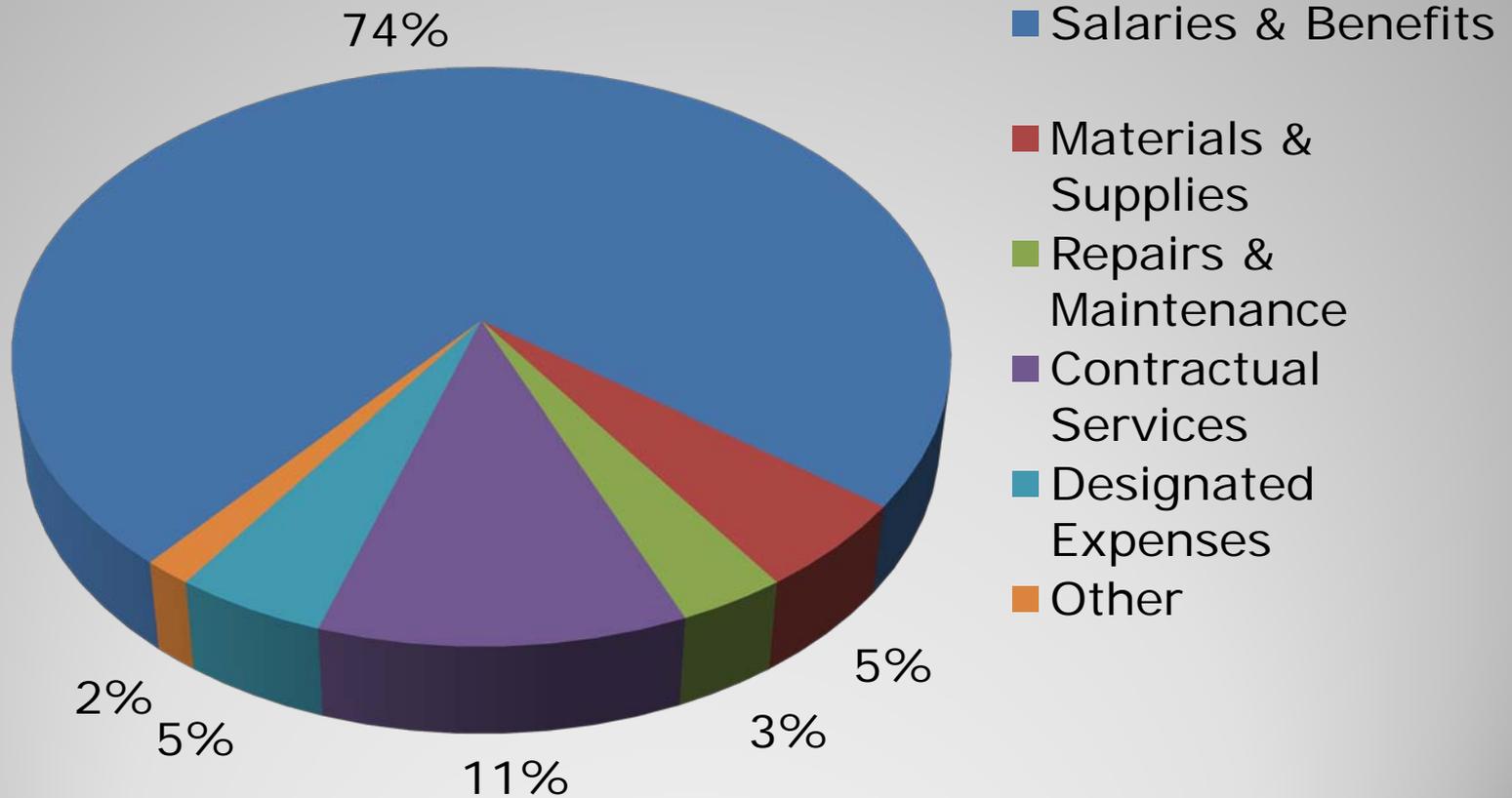
- Symantec Gateway Messaging Appliance Renewal
- Sonicwall Firewall Maintenance Renewals

Police - Services

- Focus Group – Clothing Allowance
- Evidence Tech Incentive
- Desktop Copier for Jail Booking

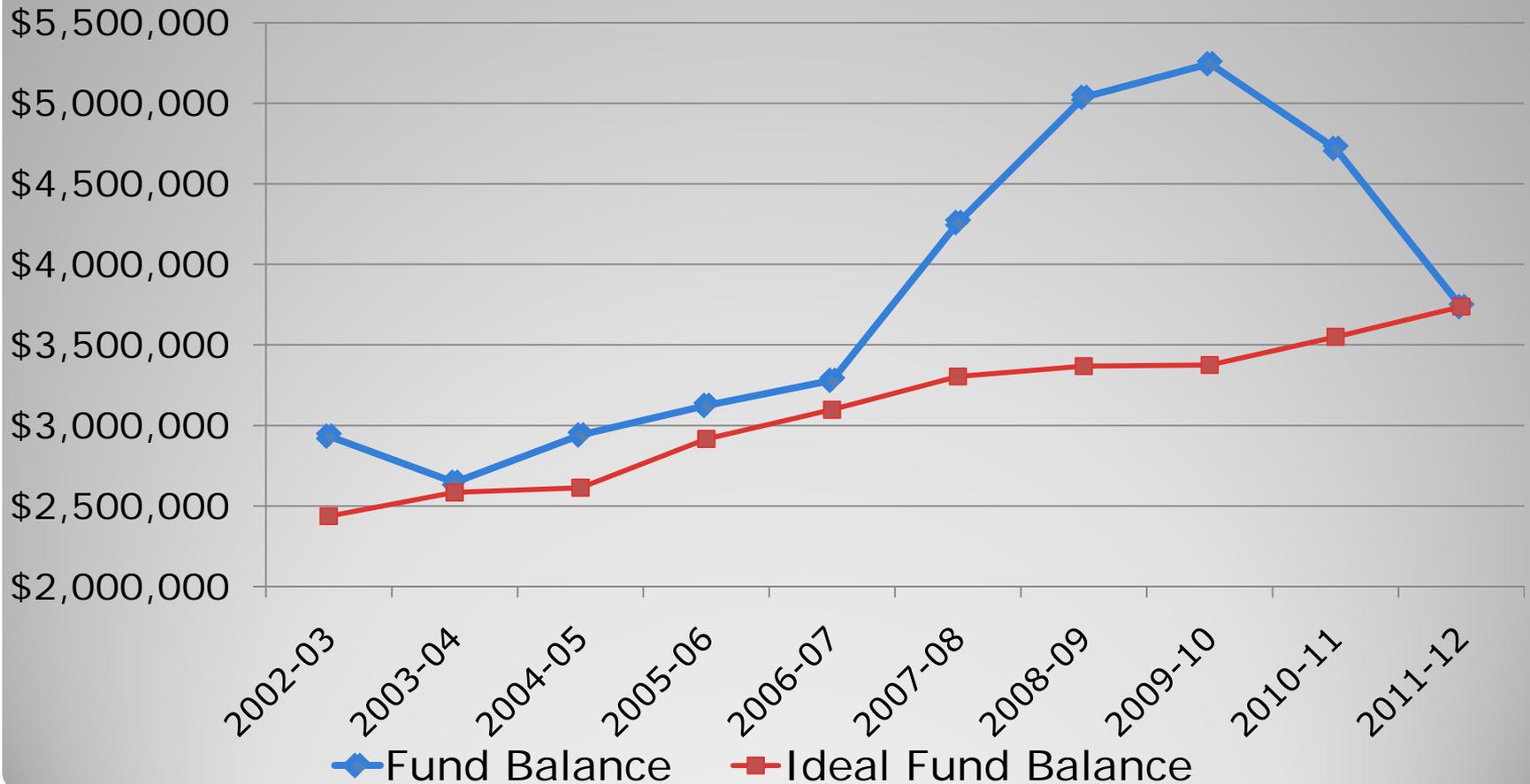
General Fund

Expenditures by Object Class



General Fund

Fund Balance



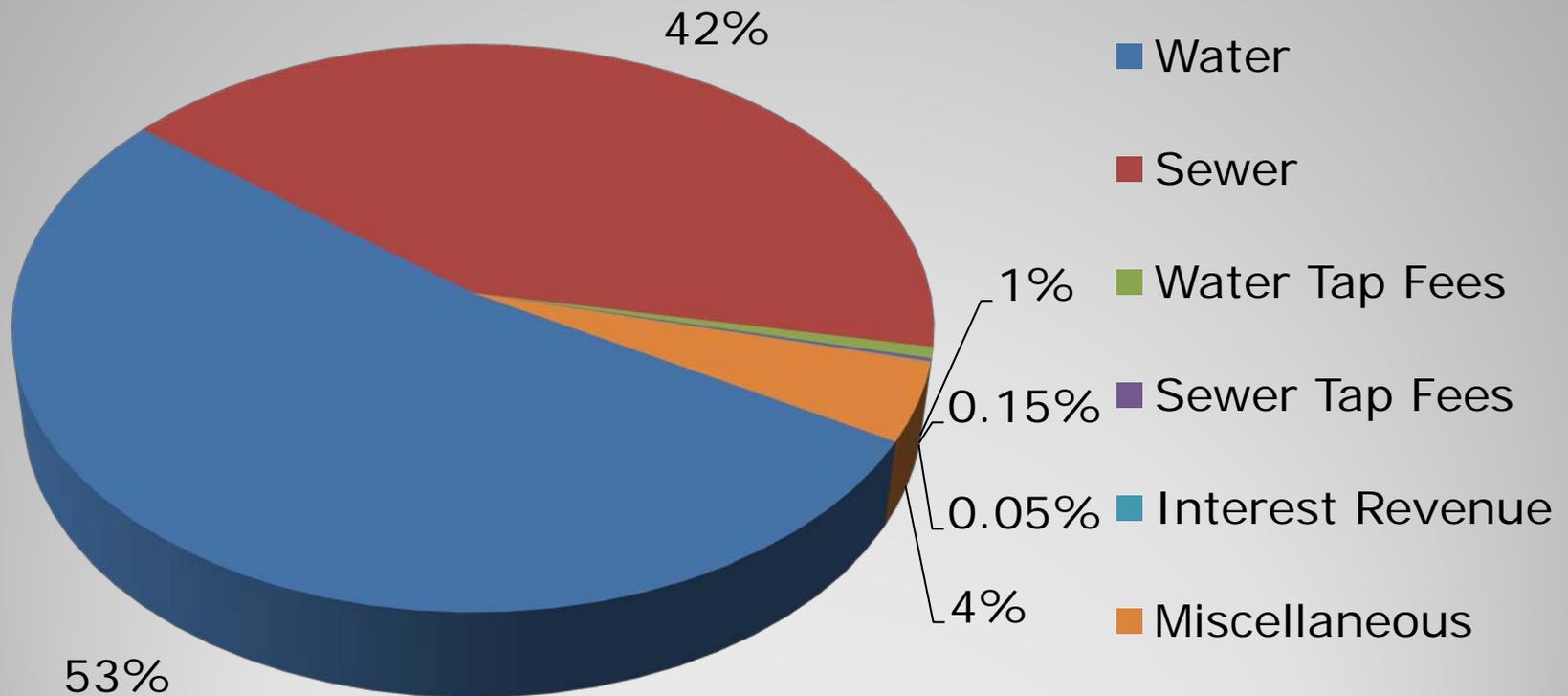
Fund Balance Continues to Meet Ideal Fund Balance

Water & Sewer Fund Revenues

Source	FY 2010-11	FY 2011-12	% Change
Water	\$4,944,060	\$5,040,912	2.0%
Sewer	3,668,940	4,054,952	10.5%
Water Tap Fees	60,000	60,000	-
Sewer Tap Fees	14,000	14,000	-
Interest Revenue	6,000	5,000	(16.7)%
Miscellaneous	429,698	429,950	0.1%
TOTAL REVENUES	\$9,122,698	\$9,604,814	5.3%

Water & Sewer Fund

Revenues by Source



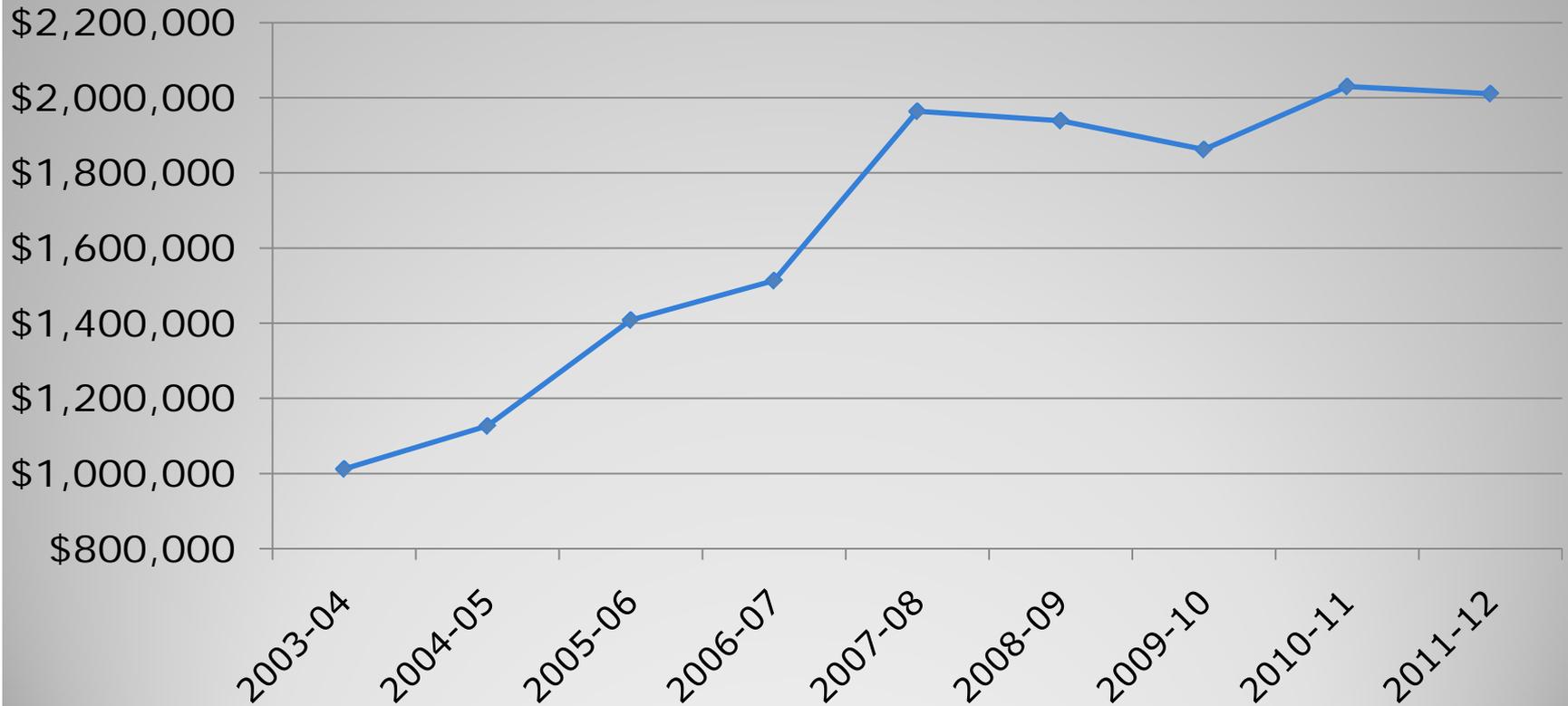
Water & Sewer Fund

Changes in Revenue

- Water
 - Increase 3/4" usage rate from \$2.98 to \$3.07/1,000 gals (\$82,612)
- Sewer
 - Increase usage rate for all customers from \$3.60 to \$4.00 (\$239,252)

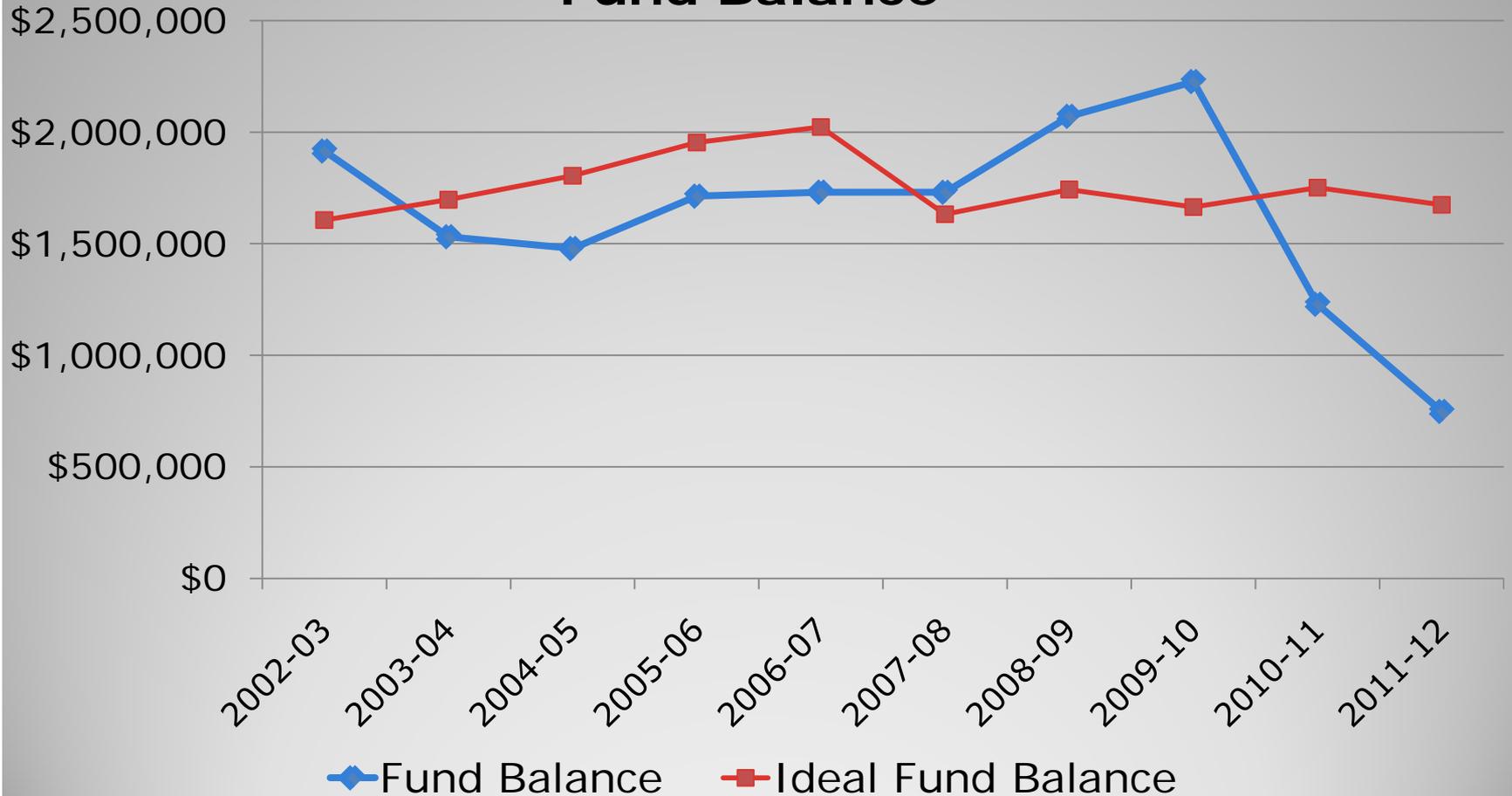
Water & Sewer Fund

Cost of Water



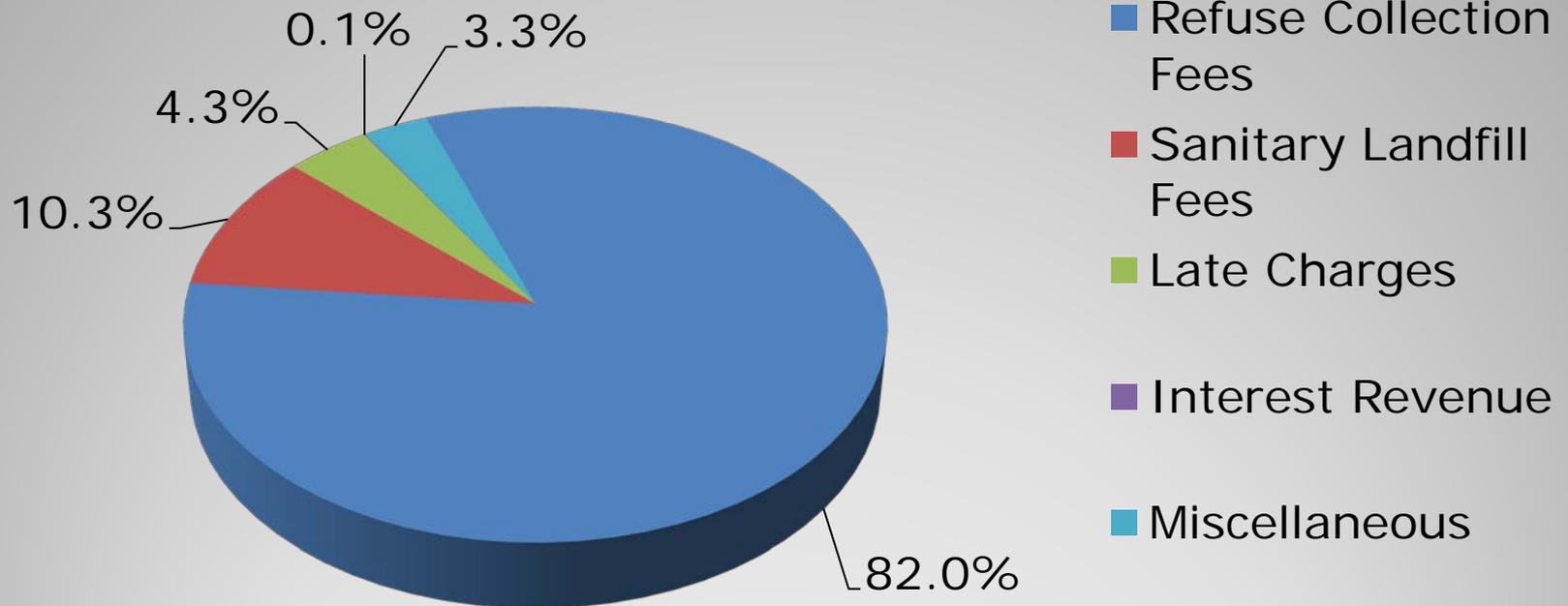
Water & Sewer Fund

Fund Balance



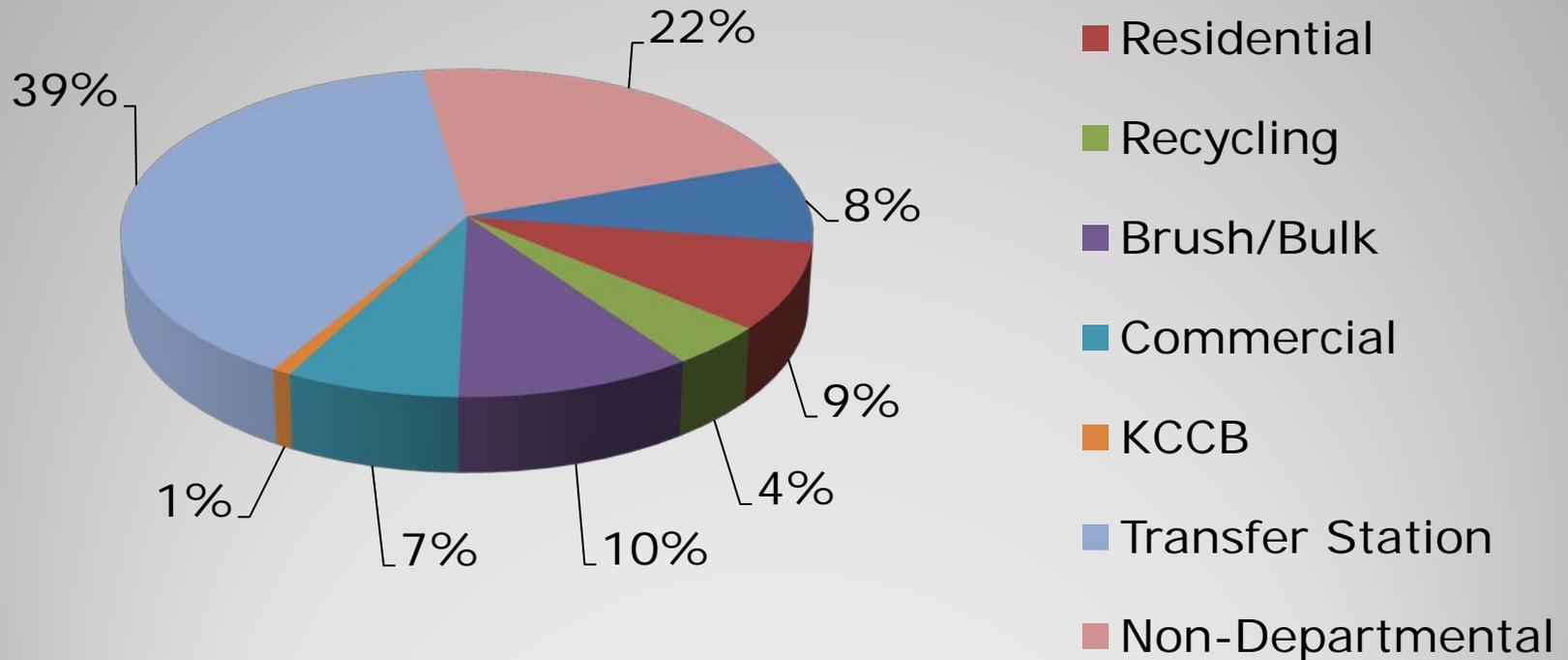
Solid Waste Fund

Revenues



Solid Waste Fund

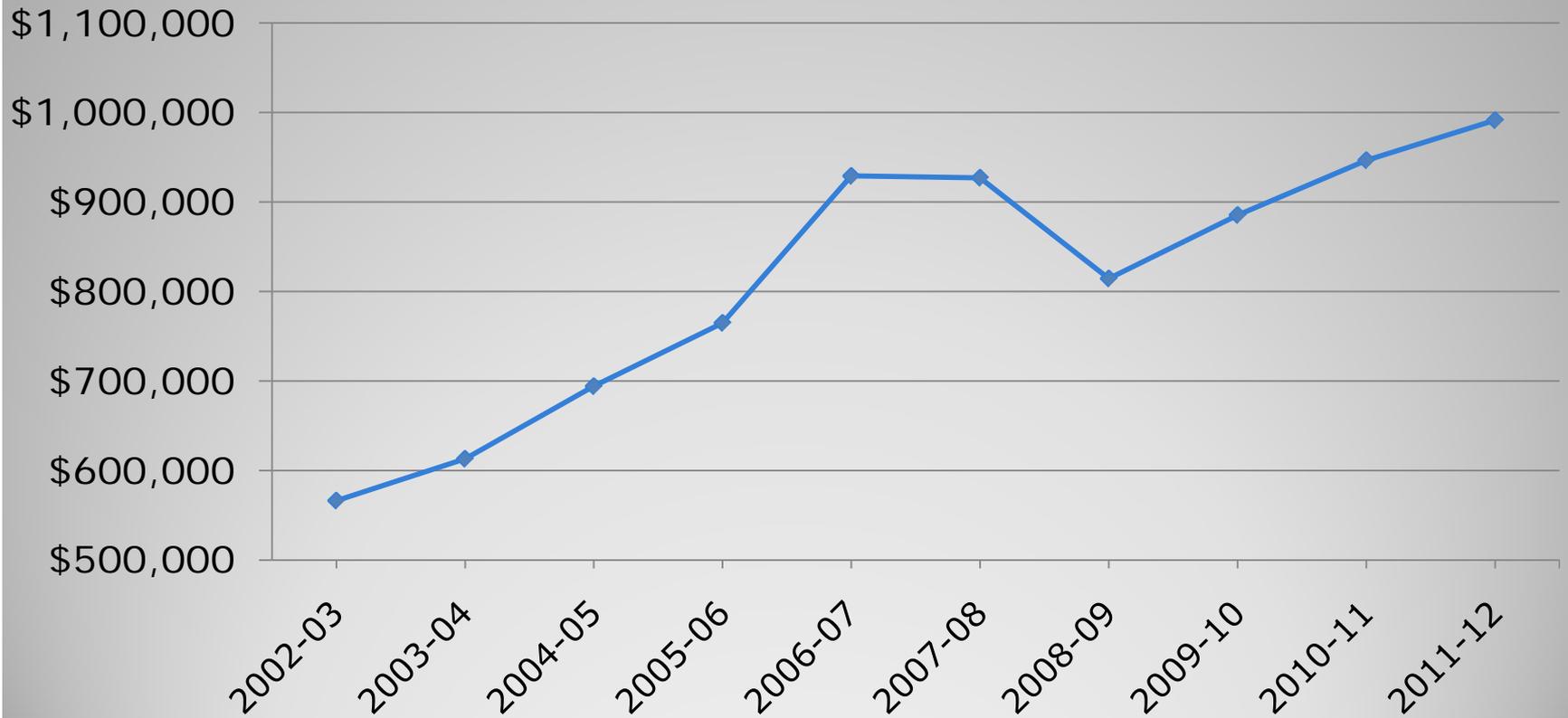
Expenditures



Note: For FY 2011-12, Composting Department from the Water & Sewer Fund is combined with the Brush/Bulk Department.

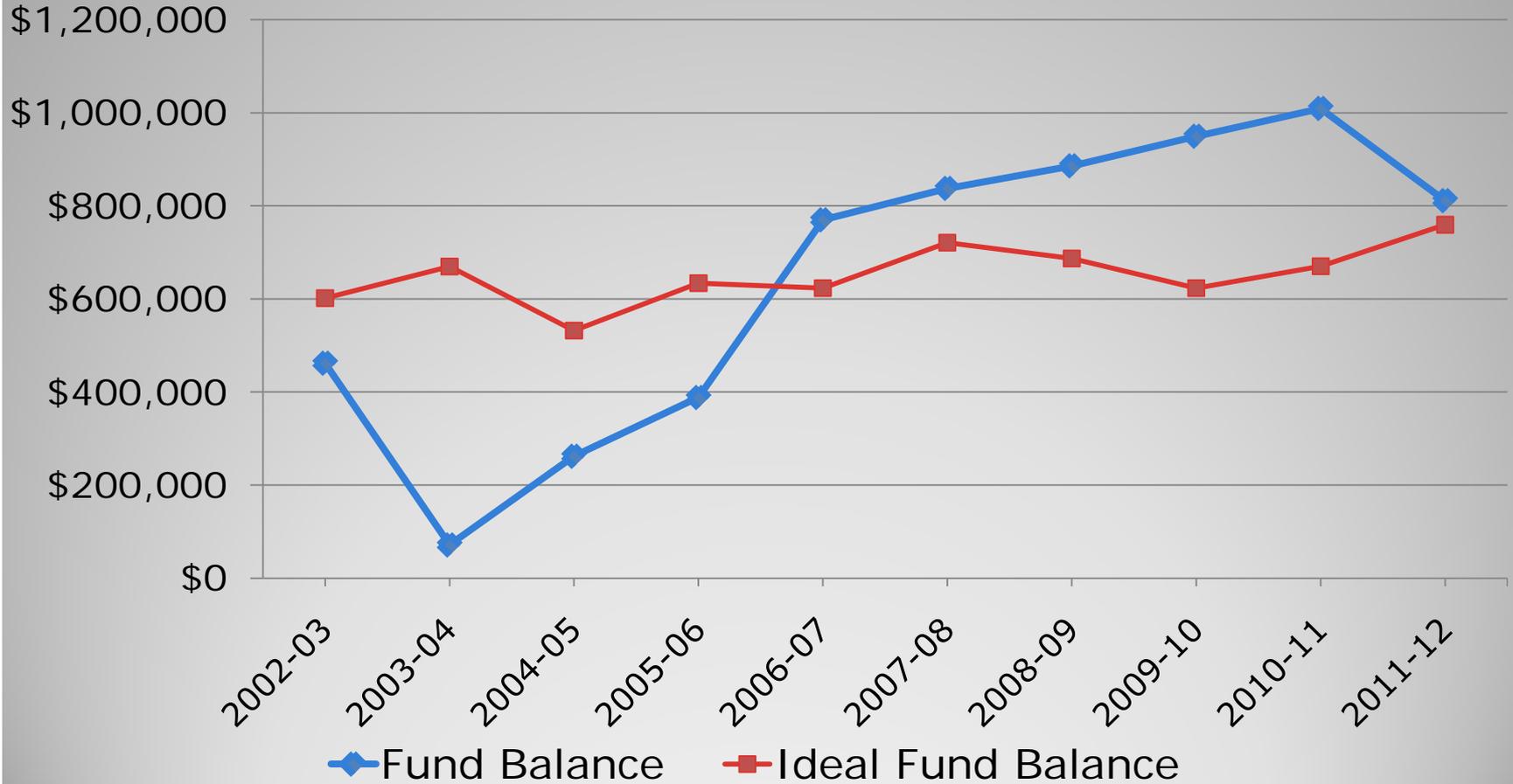
Solid Waste Fund

Hauling & Disposal Cost



Solid Waste Fund

Fund Balance



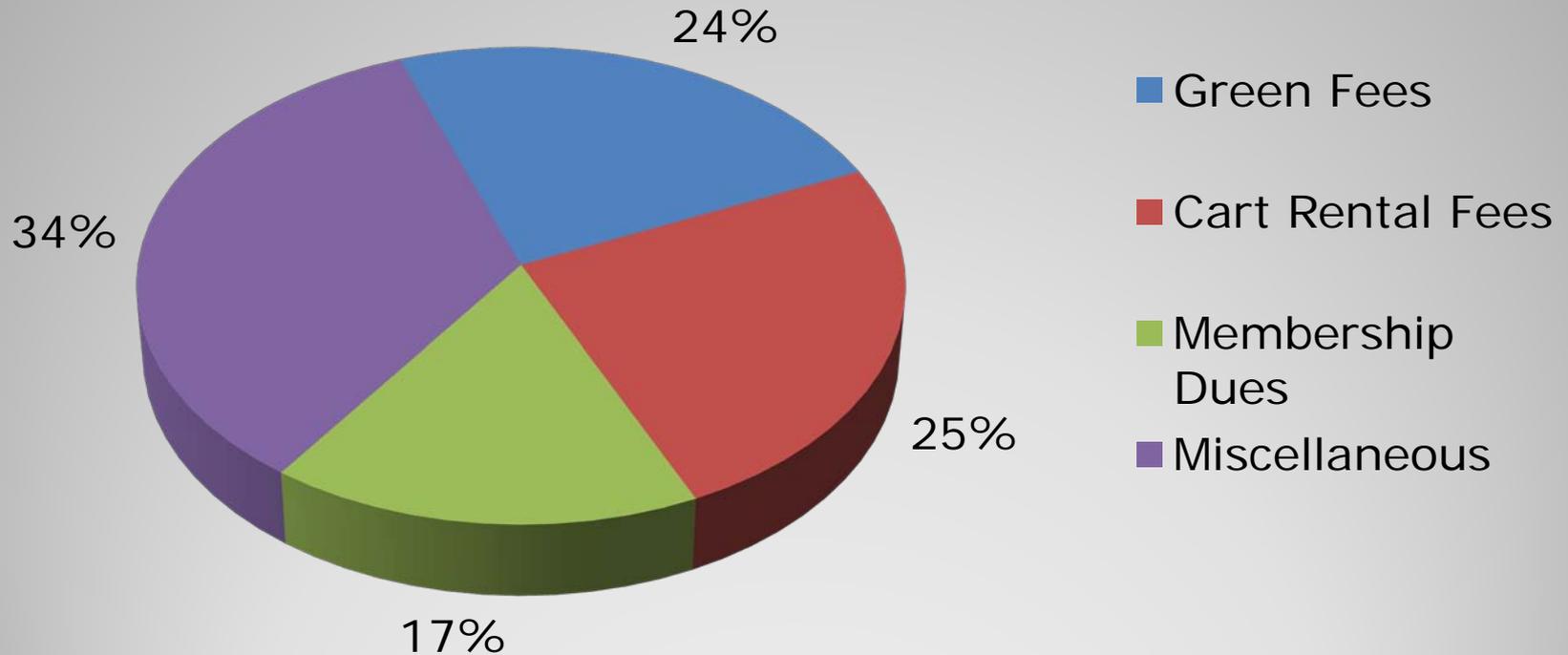
Solid Waste Fund

Significant Issues

- 16 Vehicle Monitoring Systems
 - Residential – 5 units
 - Recycling – 3 units
 - Brush/Bulk – 3 units
 - Commercial – 5 units
 - Total Cost - \$8,160

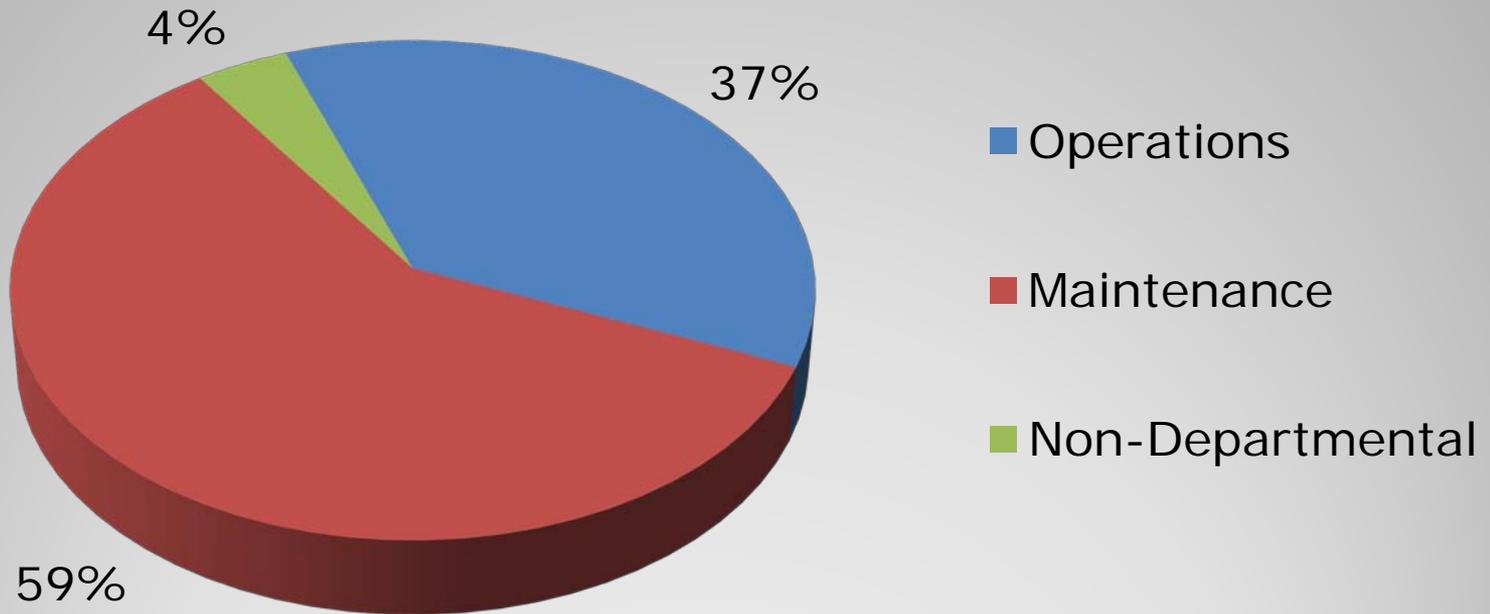
Golf Course Fund

Revenues



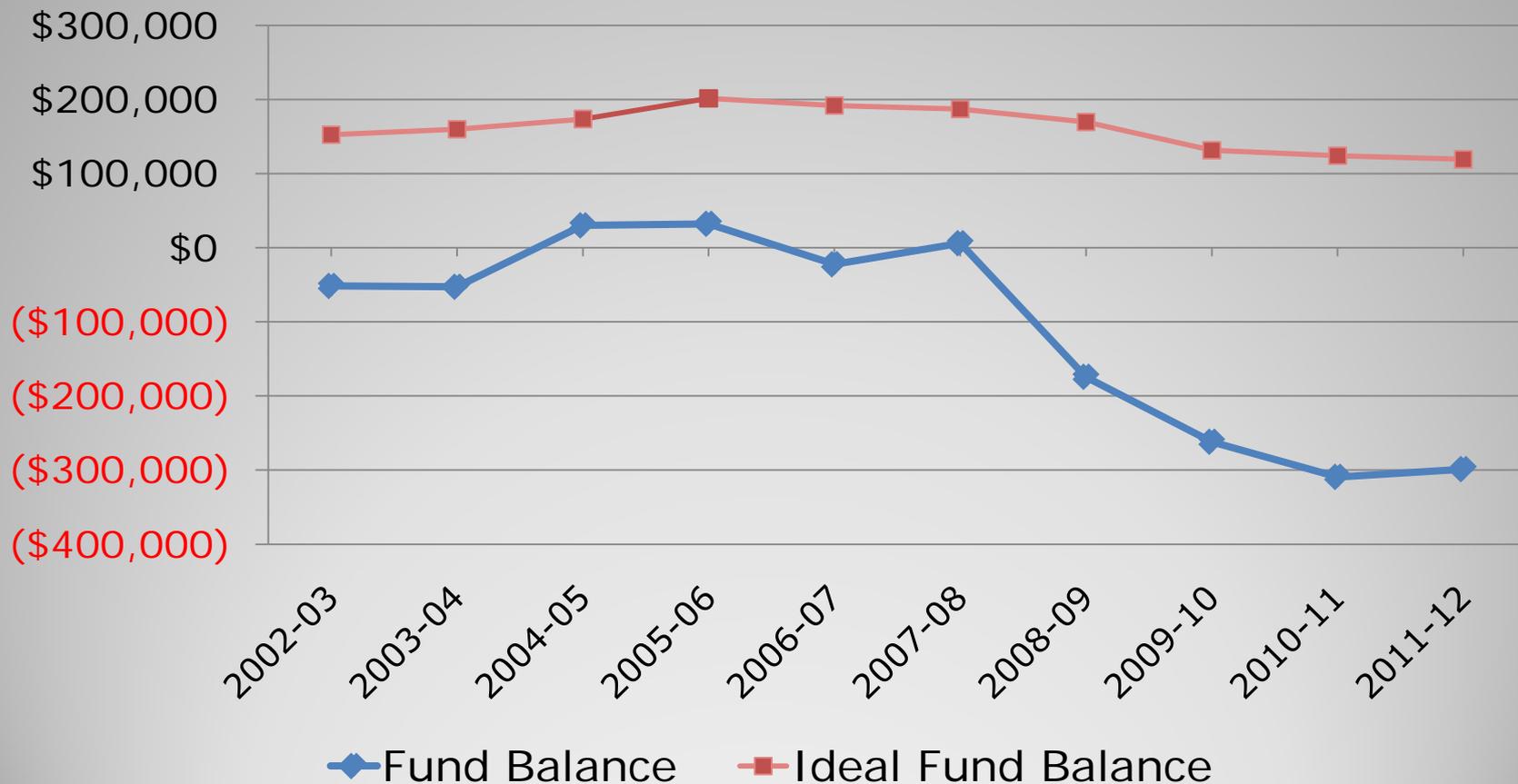
Golf Course Fund

Expenditures



Golf Course Fund

Fund Balance



Other Funds

Fund	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Tax I & S	\$1,989,807	\$2,684,176	\$4,539,081	\$134,902
Drainage Utility	793,118	876,500	767,206	902,412
Hotel Tax	(3,355)	211,700	208,345	-
MC Efficiency	12,375	2,575	6,497	8,453
MC Technology	40,860	20,430	30,919	30,371
MC Security	559	15,900	-	16,459
Library Gifts & Memorials	7,556	305	7,861	-
Animal Shelter	17,676	10	17,686	-
Miscellaneous Funds	154,045	481,698	545,344	90,400

Other Funds

Significant Issues

- Drainage Utility Fund
 - Two-way tripod & winch system - \$3,500
 - Rotary broom with platform - \$4,000

Upcoming Dates

- July 26, 2011
 - Major Operating Funds
 - Departmental Presentations
- August 2, 2011
 - Other Funds
 - Departmental Presentations
 - Discuss Tax Rate
- August 4, 2011
 - Public Hearing on Proposed Budget (Regular)
 - Outside Entities (Workshop)

Upcoming Dates

- August 16, 2011
 - 1st Public Hearing on Tax Increase
- August 30, 2011
 - 2nd Public Hearing on Tax Increase
- September 6, 2011
 - Adopt FY 2012 Budget
 - Adopt Tax Rate

Questions/Comments

City Council Regular

G. 2.

Meeting Date: 08/02/2011

Subject

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

Attachments

7-19-11 Regular Minutes

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

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

B **INVOCATION AND PLEDGE OF ALLEGIANCE** - The invocation was given by Elder Ed Thompson of North Pointe Church and Mayor Hull led the pledge of allegiance.

C **ROLL CALL**

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

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

D **ANNOUNCEMENTS** - Council Member Youngs reminded everyone that he will be absent from council meetings until the second meeting in August.

E **PUBLIC RECOGNITION**

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

Ms. Rhoads presented the following scholarship recipients their checks: Shelby Campbell, Dakotah Klepinger and Chantaele "Ceci" Moffett. The recipients are all high school seniors and may use the scholarship funds towards college tuition, books or other school expenses.

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

Mayor Hull said that the City is a Centex Sustainability Partner, along with its' neighbors, Killeen, Gatesville, Harker Heights and Fort Hood. The goal stated in the memorandum of understanding with these partners is to develop and implement sustainability in Central Texas through voluntary programs, and to achieve measurable benefits by setting environmental goals and implementing projects that contribute to the vitality of the Central Texas economy and quality of life for citizens.

City Manager, Andrea Gardner, has been a major supporter of the Partnership from the beginning. She has been a hands-on team player in this initiative and leads by example. She has motivated other entities in the partnership and has been instrumental in

developing projects such as a recycling video and supporting the Eco Harvest project.

Mayor Hull said that the City is taking this opportunity to recognize Ms. Gardner for her tireless efforts and contribution to the Partnership. Mayor pro tem Seffrood presented Ms. Gardner with a certificate of appreciation. Silvia Rhoads, on behalf of the City and the Keep Copperas Cove Beautiful Commission, presented Ms. Gardner with a token of appreciation for everything she has contributed to the recycling initiative.

Ms. Gardner thanked the City for the recognition saying that it is much appreciated.

F **CITIZENS FORUM** – Ray Petit, 607 Lincoln Avenue. Mr. Petit requested that the Council re-write Section 13-11 of the City Ordinances, which currently prohibits commercial activities in City Park. He would like to sell ice cream in City Park.

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**

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.

Council Member Smith made a motion to approve the Consent Agenda as written. Council Member Palmer seconded the motion, which passed unanimously.

H **PUBLIC HEARINGS/ACTION**

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

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.

Mr. Haverlah gave an overview of the proposed budget amendment and answered questions from the Council.

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

Speaking: None.

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

Council Member Schmitz made a motion to approve Ordinance No. 2011-25 as presented. Council Member Kent seconded the motion, which passed unanimously.

- 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**

ORDINANCE NO. 2011-26

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.

Mr. Haverlah gave an overview of the proposed budget amendment and answered questions by the Council. This ordinance will require two public hearings.

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

Speaking: Council Member Smith stated that the number on the ordinance and the ordinance number on the agenda item were different and should be corrected before the second public hearing.

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

No action taken.

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**

Council Member Seffrood made a motion to appoint Meaghan Dorroh, Ashleigh Andrews and Terri Fayard to the Keep Copperas Cove Beautiful Commission. Council Member Kent seconded the motion, which passed unanimously.

- 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.**

Council Member Meredith made a motion to authorize the City Manager to enter into the stated agreement for 2902 Starlight. Council Member Kent seconded the motion, which passed unanimously.

- 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**

Council Member Seffrood made a motion to set the public hearing date for August 4, 2011 on the City Manager's Proposed Budget for the 2011-2012 fiscal year. Council Member Palmer seconded the motion, which passed unanimously.

- 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**

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.

Mayor Hull recommended Council Member Youngs. Council Member Kent made a motion to nominate Council Member Youngs to fill a vacancy on the Board of Directors for the Coryell Central Appraisal District. Council Member Palmer seconded the motion. Council Member Youngs recused himself from voting. Motion passed unanimously with six ayes.

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

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

- L **EXECUTIVE SESSION** - Mayor Hull adjourned the open session at 7:40 p.m. to hold 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**

Mayor Hull reconvened the open meeting at 8:20 p.m. and announced that there was no action to be taken as a result of discussions in executive session.

- N **ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 8:20 p.m.

ATTEST:

John Hull, Mayor

Jane Lees, City Secretary

City Council Regular

G. 3.

Meeting Date: 08/02/2011

Subject

Consideration and action on approving minutes from the workshop council meeting of July 26, 2011.

Jane Lees, City Secretary

Attachments

[7/26/11 Workshop Minutes & Attachment](#)

**CITY OF COPPERAS COVE
CITY COUNCIL WORKSHOP MEETING MINUTES
July 26, 2011 – 6:00 P.M.**

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

B ROLL CALL

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

Absent: Charlie D. Youngs
Gary L. Kent

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

C WORKSHOP ITEMS

1 Presentation of the Proposed Fiscal Year 2012 Budget. Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director

Mr. Haverlah proceeded with a PowerPoint presentation. The first subject was a recap of previous topics, followed by a discussion of the General Fund, then individual presentations from the departments.

The Water and Sewer Fund was discussed next, followed by the individual presentations from the departments in that fund. The Solid Waste Fund and Golf Course Fund were then presented along with the individual presentations.

Mr. Haverlah then recapped the changes to the Proposed Budget since it was presented by the City Manager on June 21, 2011.

A copy of the entire presentation is attached to and made a part of these minutes.

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

This item was not discussed during the workshop.

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

The Council agreed by consensus that City Council Professional Development should be reduced by the same method used to evaluate department needs for training, insuring sufficient funds exist for Danny Palmer and Kenn Smith to attend TML and Hog Wild, and the Mayor to attend events on Fort Hood.

Council requested that staff bring a proposal for consideration later in the budget process regarding a compressed work week.

Council agreed to add funding for one of the part-time Library staff positions offset by revenue to be received but not included in the budget.

D **ADJOURNMENT** - There being no further business, Mayor Hull adjourned the meeting at 9:30 p.m.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary



FY 2012 PROPOSED BUDGET



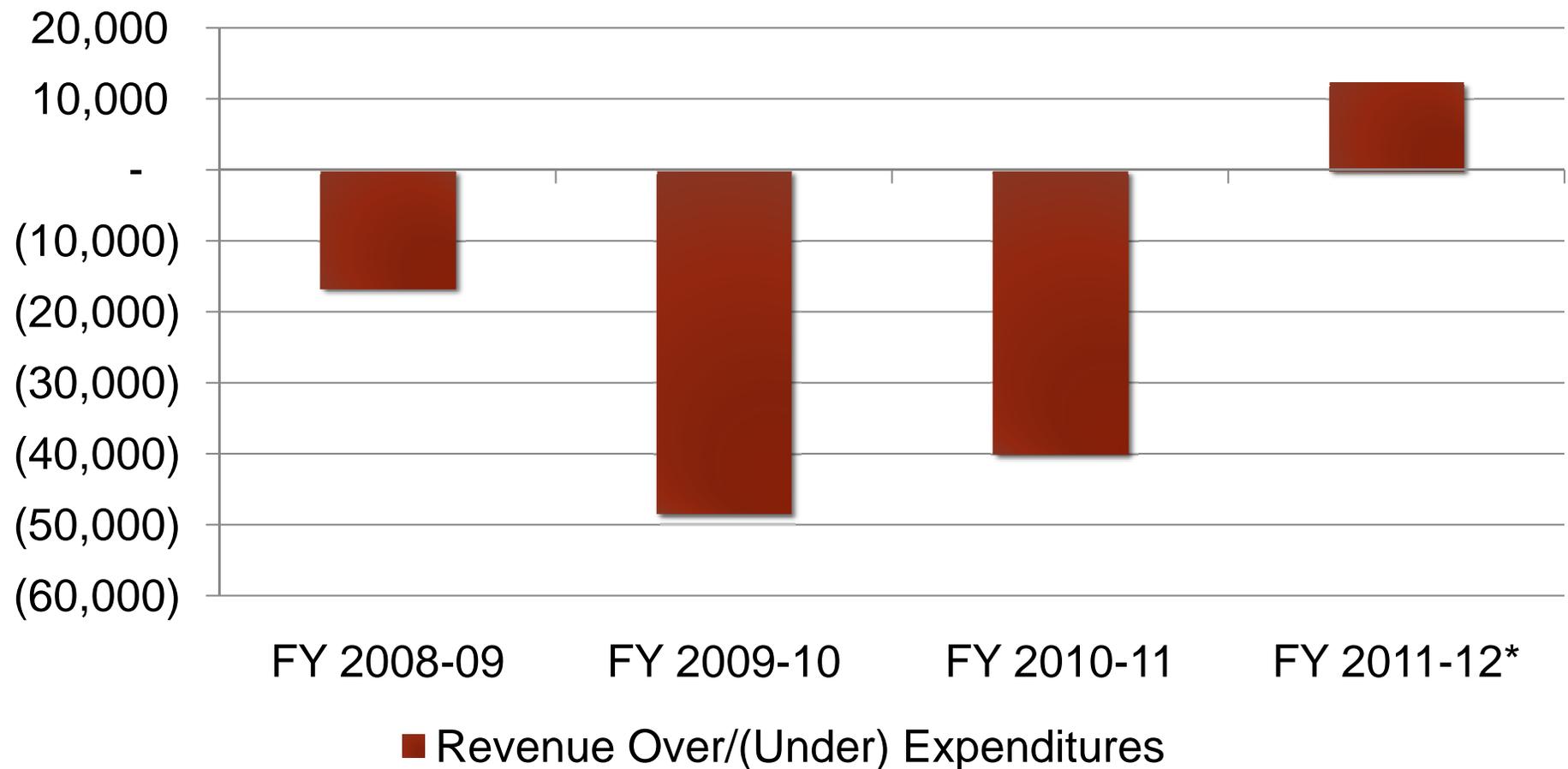
RECAP OF PREVIOUS TOPICS

Fund Changes

- Newly accounted within the General Fund
 - Recreation Activities
 - Cemetery
 - Municipal Court Security

Fund Changes

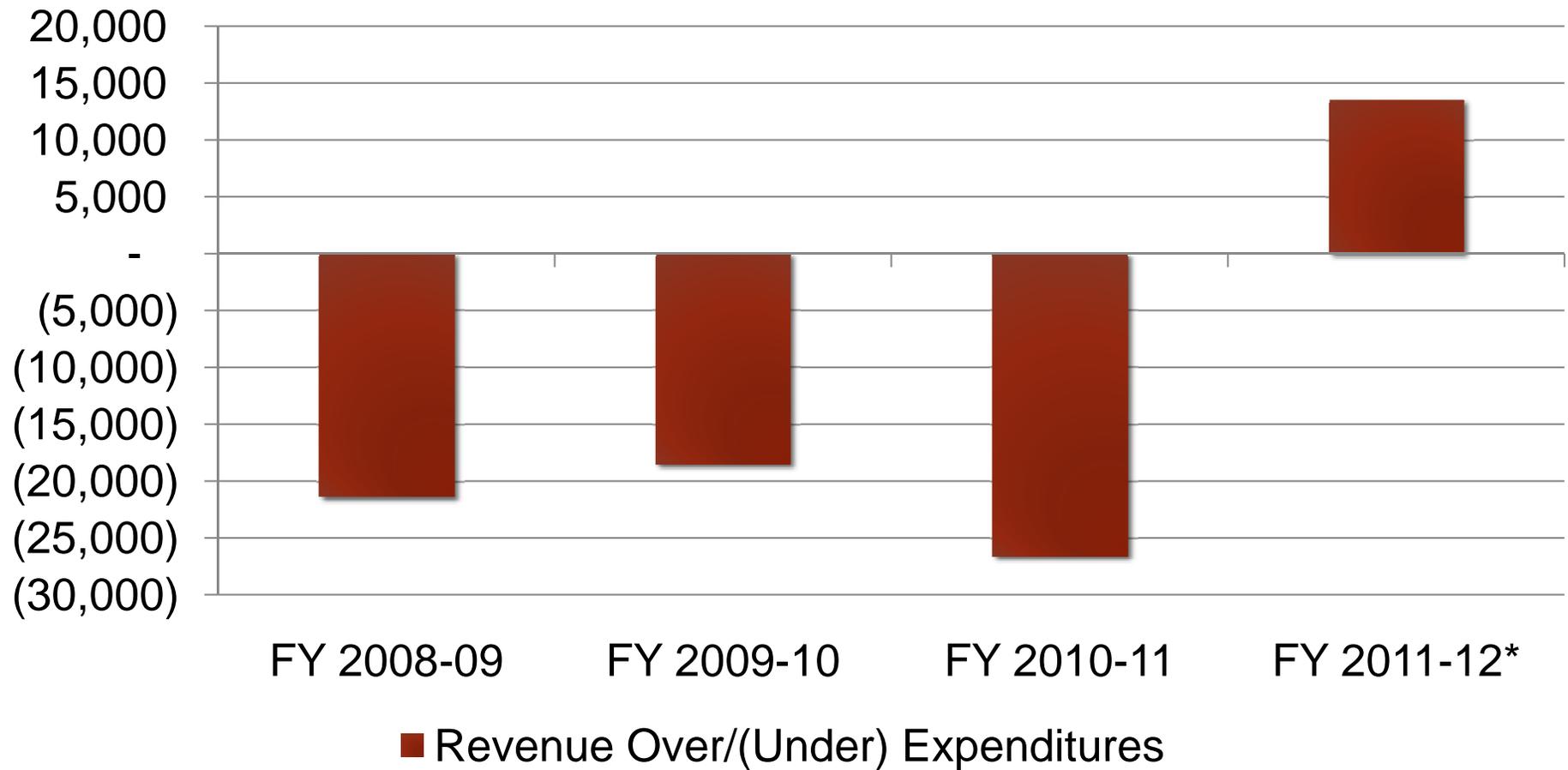
Recreation Activities Fund



* Relocated w/in the General Fund

Fund Changes

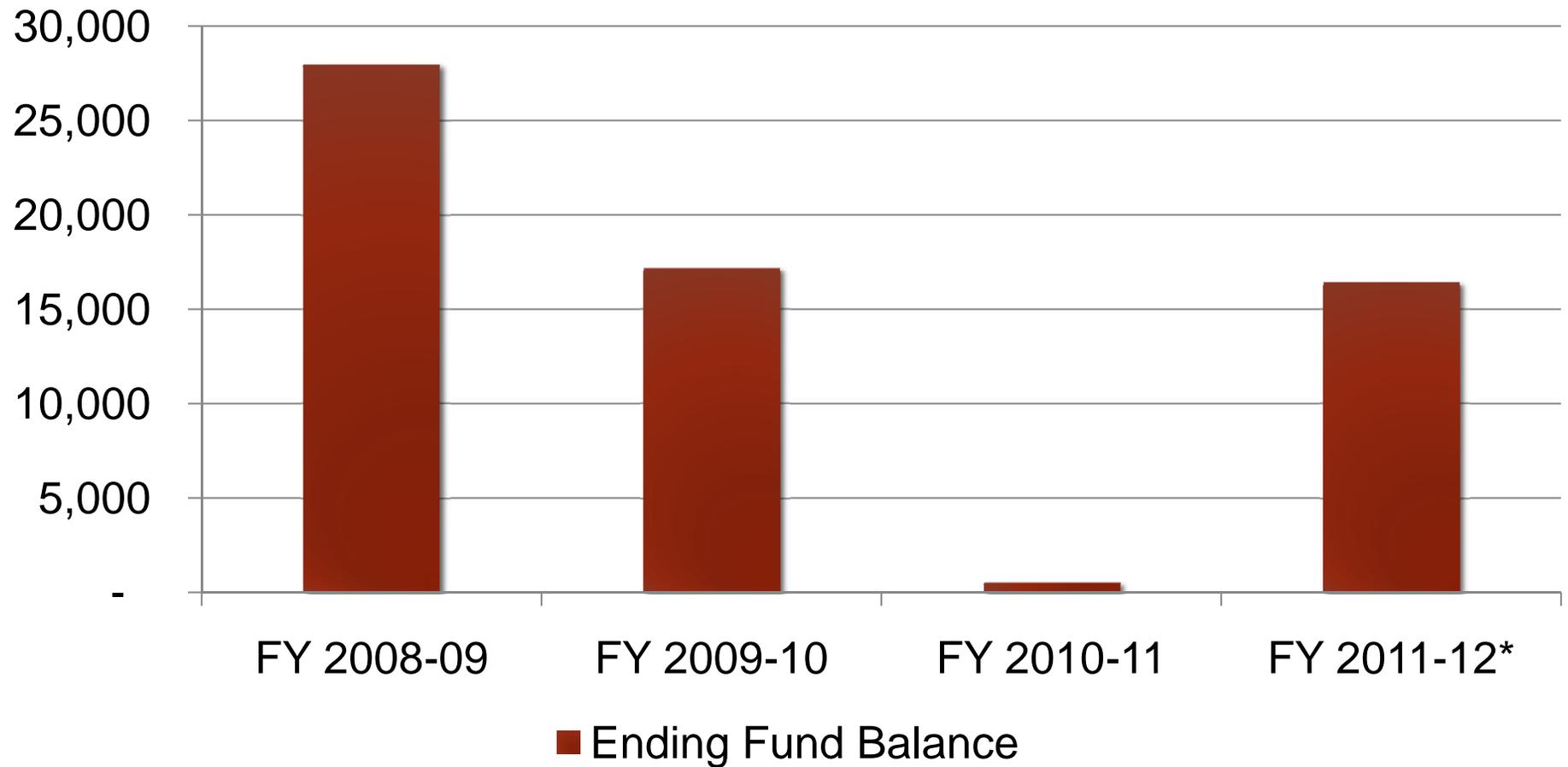
Cemetery Fund



* Relocated w/in the General Fund

Fund Changes

Court Security Fund



* Relocated w/in the General Fund & Estimated Fund Balance

Future Impacts

- Property tax exemptions
 - Exemption for the surviving spouse of a disabled veteran
 - Local homestead exemption for homeowners 65 and over
- P25 Compliance
- Grants
 - SAFER – Firefighters
 - COPS – Police Officers
 - EMPG – Emergency Management
- Southeast Bypass funding shortage
- CHODO Property Tax Exemption

Compressed Workweek

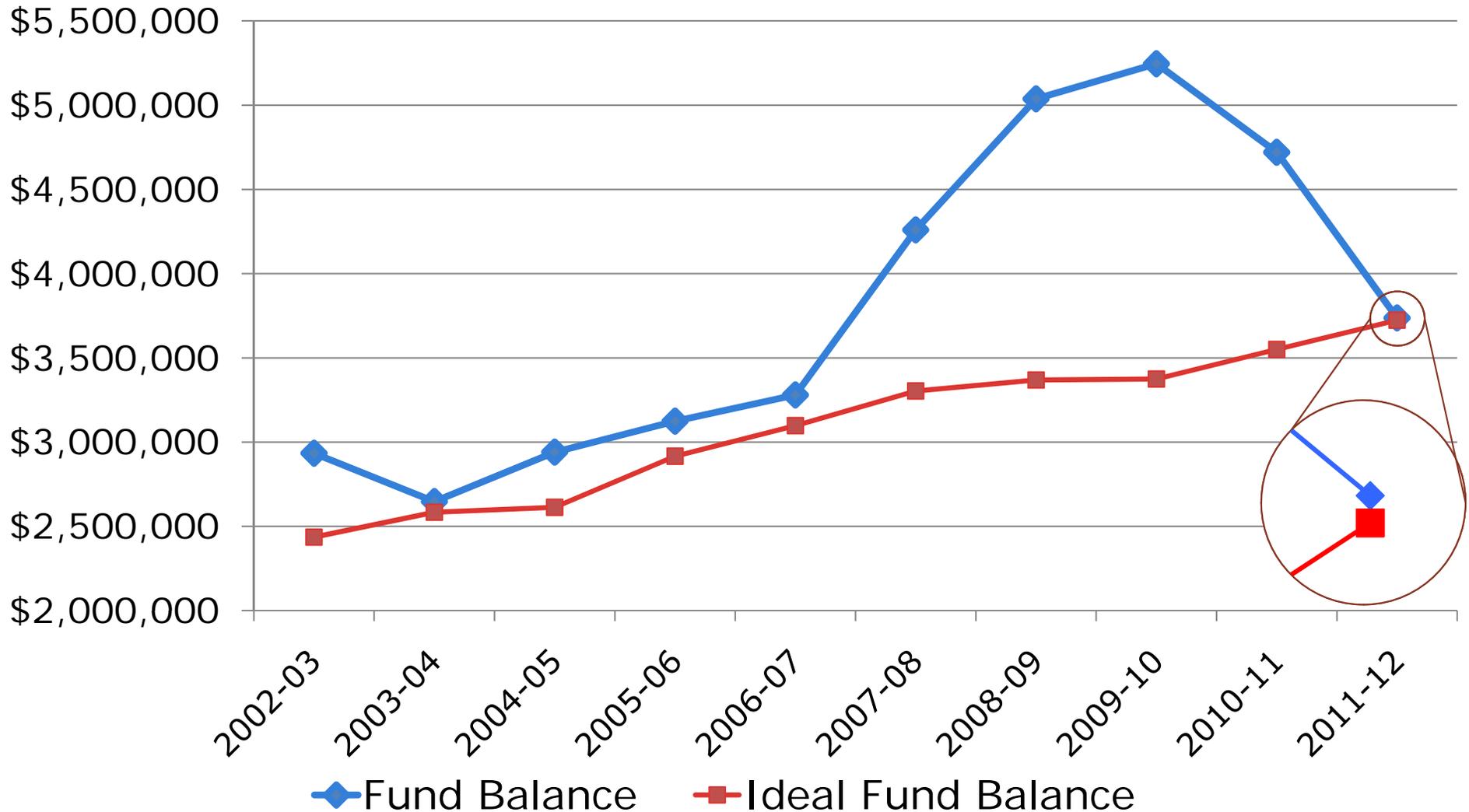
- Change from five 8-hour days to four 10-hour days
 - Reduce utilities – lights, HVAC, computers
 - 1.2%-3% = \$6,176 – \$15,439
 - Reduce fuel/oil – City vehicles only
 - 2%-3% = \$5,449 – \$8,174
 - Study by the Texas Comptroller
 - Number one reason for compressed workweek is employee morale, thereby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

Council Direction on a Compressed Workweek

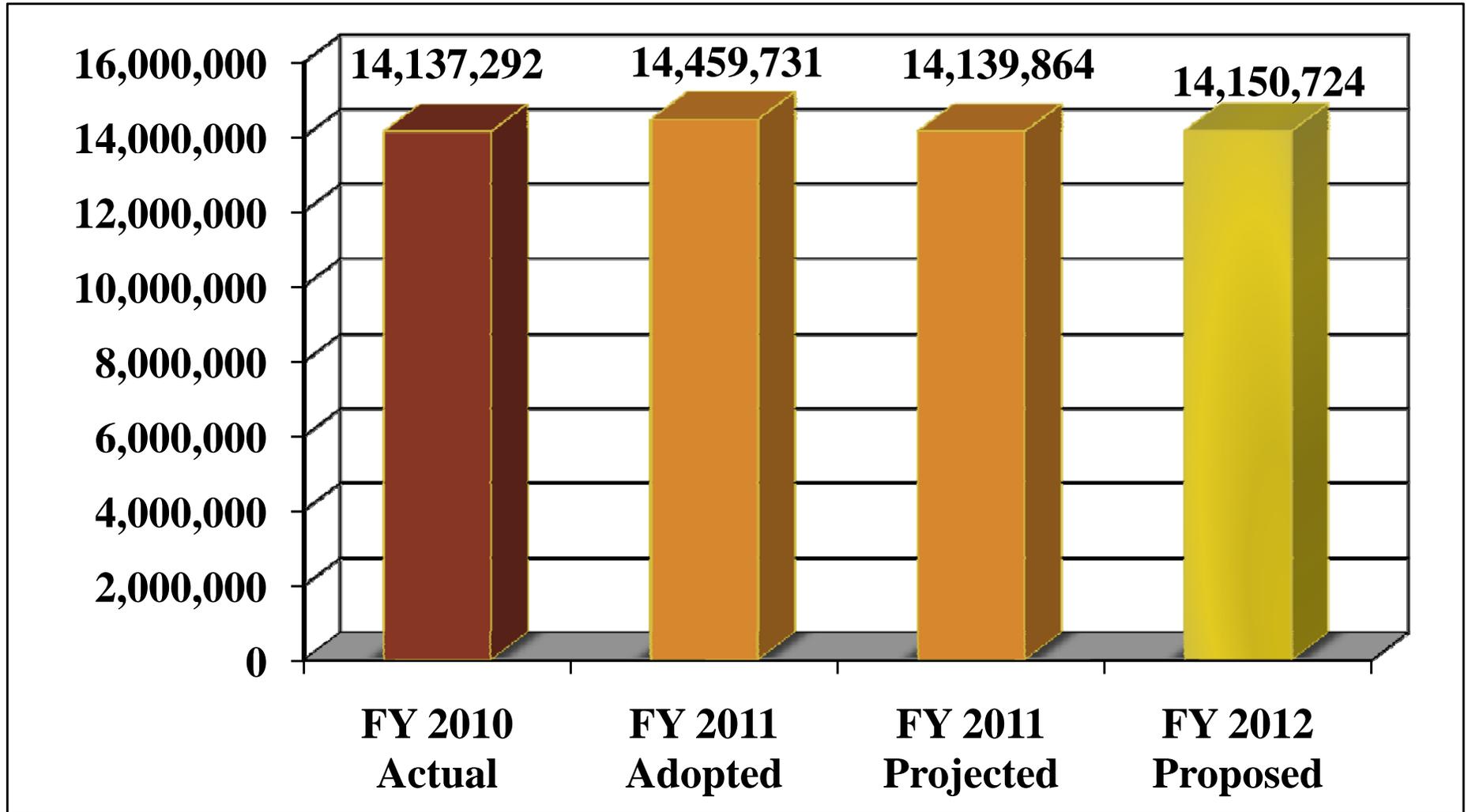
GENERAL FUND

General Fund

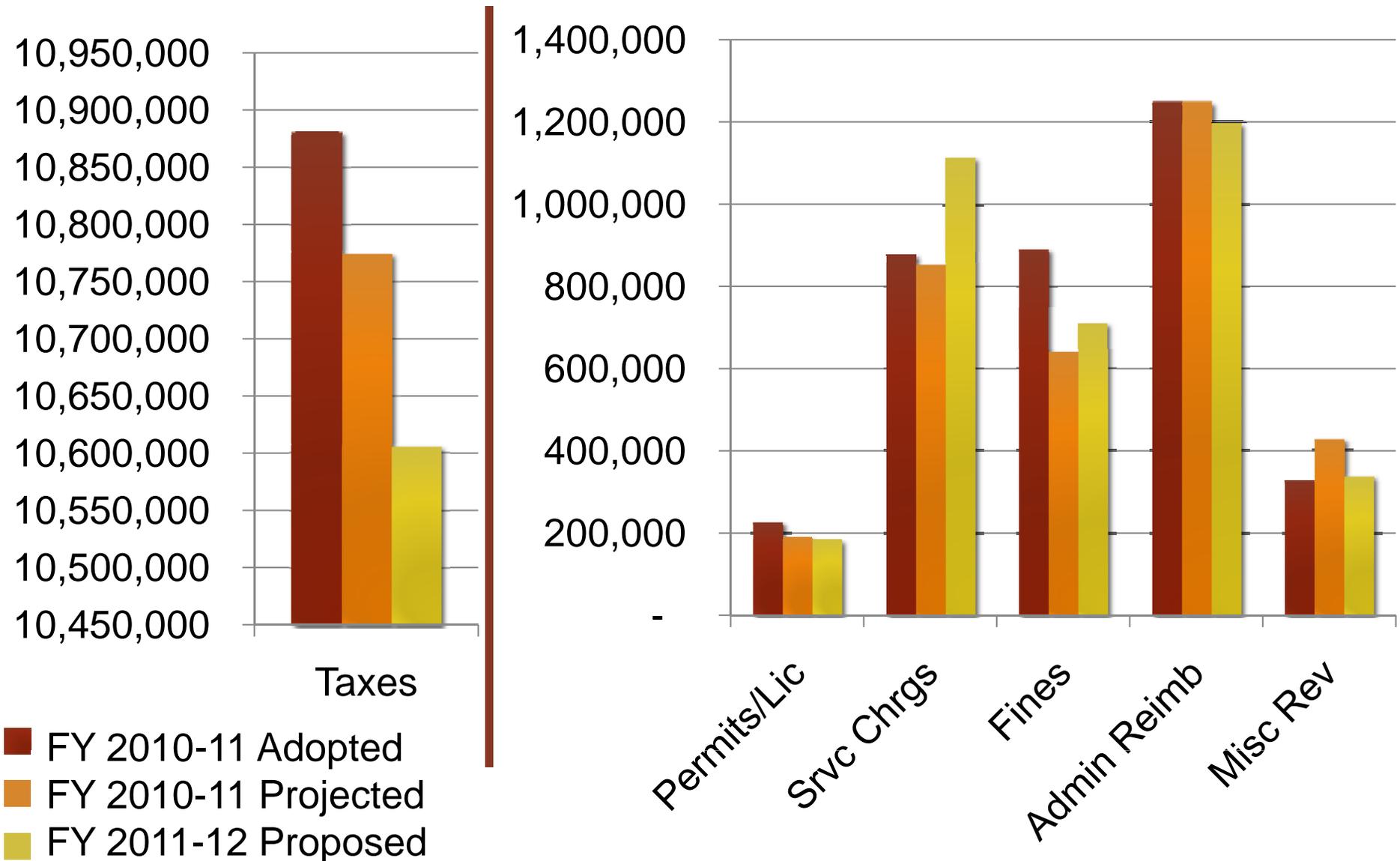
Fund Balance



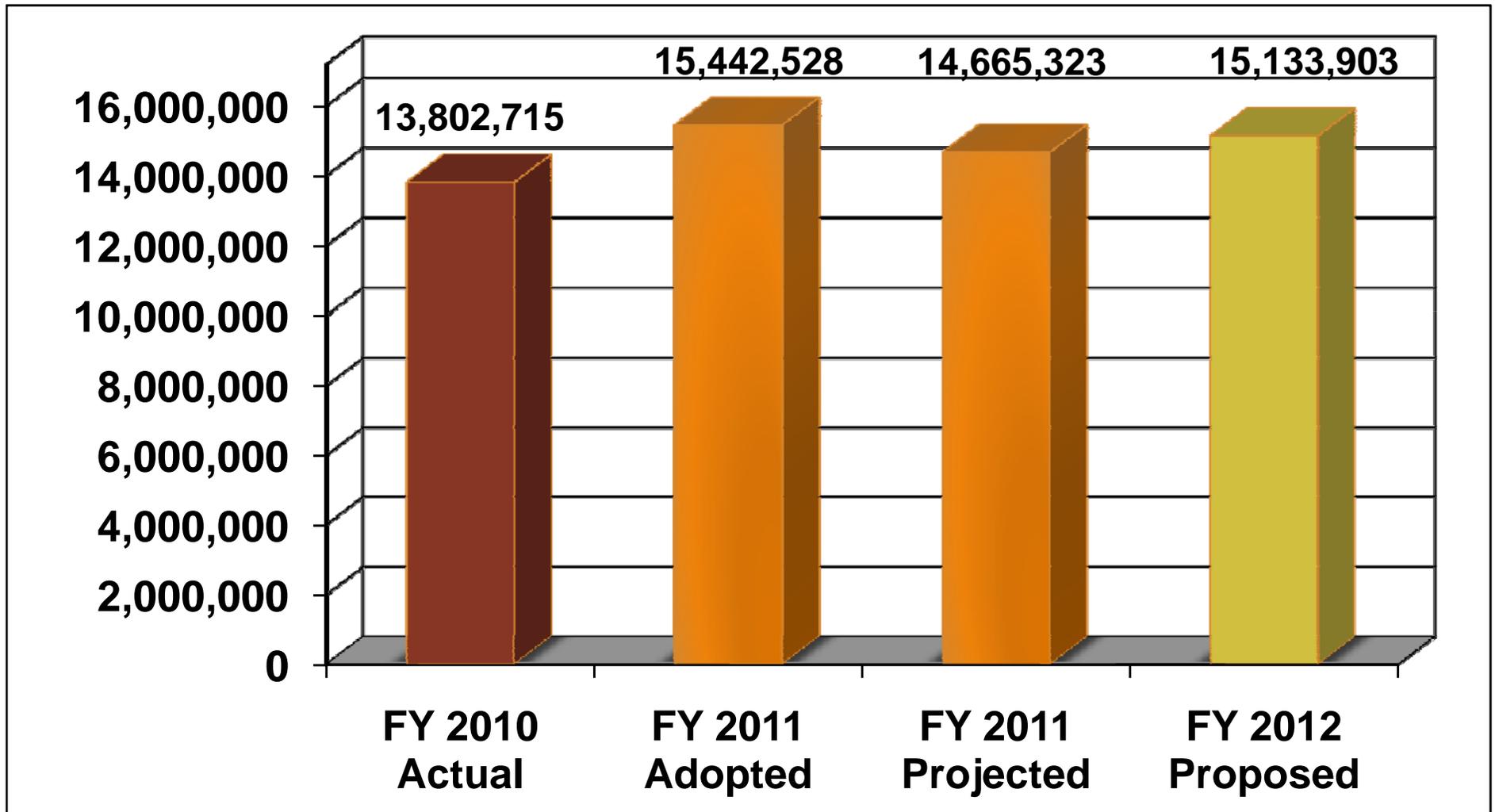
General Fund Revenues



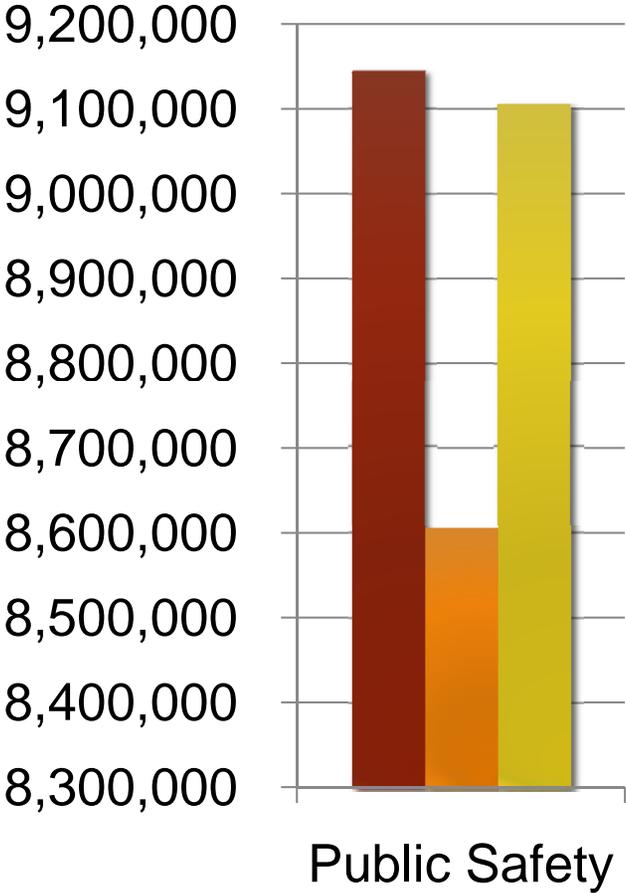
General Fund Revenue Comparison



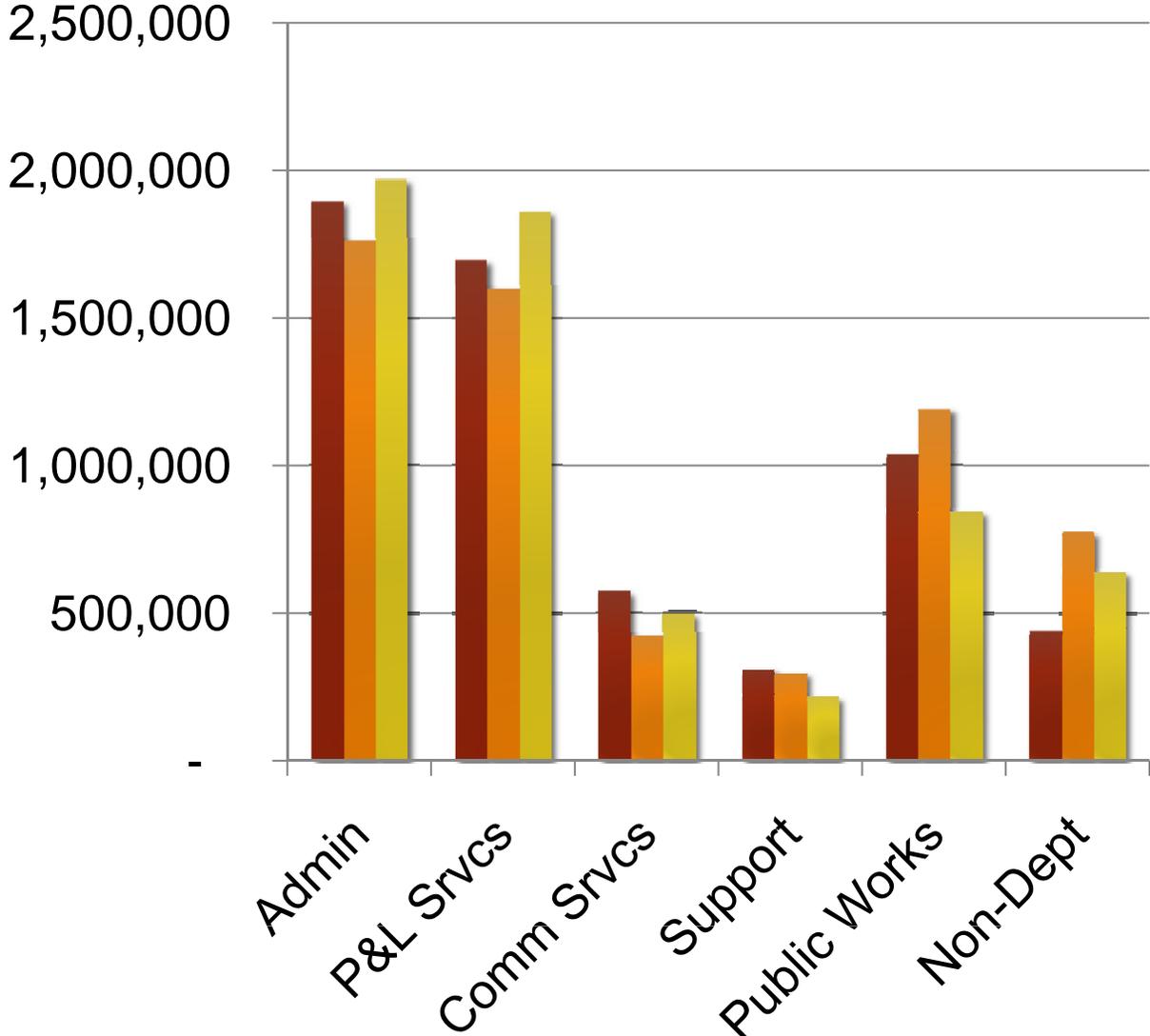
General Fund Expenditures



General Fund Expenditure Comparison



- FY 2010-11 Adopted
- FY 2010-11 Projected
- FY 2011-12 Proposed



General Fund Functions

➤ **Public Safety**

- Municipal Court
- Police – Administration
- Police – Services
- Animal Control
- Fire/EMS
- Emergency Management

➤ **City Administration**

- City Council
- City Manager
- City Secretary
- City Attorney (contract)
- Finance
- Budget
- Human Resources
- Information Systems

➤ **Parks & Leisure Services**

- Parks & Leisure – Administration
- Parks & Leisure – Maintenance
- Athletics
- Aquatics
- Special Events
- Library

➤ **Community Services**

- Code & Health Compliance
- Building
- Planning (contract)

➤ **Support Services**

- Fleet Maintenance

➤ **Public Works**

- Streets
- Engineering

➤ **Non-Departmental**

Public Safety

Municipal Court Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$256,215	\$263,936
Supplies	9,045	8,937
Repairs & Maintenance	1,548	11,099
Contractual Services	157,543	151,047
Designated Expenses	387	387
Total	\$424,738	\$435,406

Police - Administration Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$4,360,026	\$380,596
Personnel Support	3,000	3,000
Supplies	194,568	14,514
Repairs & Maintenance	125,082	2,500
Contractual Services	304,782	19,196
Designated Expenses	13,746	13,746
Capital Outlay & Improvements	79,200	-
Total	\$5,080,404	\$433,552

Police - Services Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	-	\$3,972,746
Supplies	-	188,440
Repairs & Maintenance	-	130,262
Contractual Services	-	273,505
Total	-	\$4,564,953

Animal Control Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$194,233	\$178,375
Supplies	29,797	26,924
Repairs & Maintenance	4,727	5,604
Contractual Services	14,785	17,916
Designated Expenses	3,530	3,540
Capital Outlay & Improvements	22,414	-
Total	\$269,486	\$232,359

Fire/EMS Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$2,901,424	\$2,987,334
Supplies	157,538	154,158
Repairs & Maintenance	122,029	99,674
Contractual Services	152,069	157,566
Designated Expenses	14,508	6,957
Capital Lease Payments	341	-
Capital Outlay & Improvements	18,000	-
Total	\$3,365,909	\$3,405,689

Emergency Management Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	-	\$30,016
Supplies	3,336	3,195
Repairs & Maintenance	284	281
Contractual Services	1,928	1,482
Total	\$5,548	\$34,974

City Administration

City Council Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Personnel Support	\$3,610	\$5,405
Supplies	9,506	10,382
Contractual Services	32,085	39,912
Designated Expenses	2,719	2,719
Total	\$47,920	\$49,418

City Manager Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$230,225	\$225,727
Personnel Support	11,000	11,000
Supplies	2,650	3,136
Repairs & Maintenance	403	2,172
Contractual Services	14,601	90,629
Designated Expenses	1,012	2,932
Total	\$259,891	\$335,596

City Secretary Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$120,629	\$86,364
Supplies	3,267	1,226
Repairs & Maintenance	176	1,542
Contractual Services	6,503	5,146
Designated Expenses	36,244	40,044
Total	\$166,819	\$134,322

City Attorney Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Supplies	\$300	\$750
Repairs & Maintenance	72	59
Contractual Services	82,497	84,961
Designated Expenses	387	387
Total	\$83,256	\$86,157

Finance

Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$498,927	\$221,189
Supplies	13,829	9,888
Repairs & Maintenance	1,198	1,201
Contractual Services	65,801	41,015
Designated Expenses	205,294	1,015
Total	\$785,049	\$274,308

Budget Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	-	\$287,888
Personnel Support	-	220
Supplies	-	2,585
Repairs & Maintenance	-	235
Contractual Services	-	10,730
Designated Expenses	-	202,615
Total	-	\$504,273

Human Resources Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$212,617	\$213,429
Personnel Support	21,750	19,356
Supplies	6,630	5,223
Repairs & Maintenance	500	4,442
Contractual Services	11,402	35,500
Designated Expenses	21,369	32,544
Total	\$274,268	\$310,494

Information Systems Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$247,670	\$240,817
Supplies	5,450	5,700
Repairs & Maintenance	14,242	21,128
Contractual Services	5,817	5,454
Designated Expenses	2,417	2,417
Total	\$275,596	\$275,516

Parks & Leisure Services

Parks & Leisure - Administration Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$861,273	\$243,484
Personnel Support	1,050	-
Supplies	70,742	2,350
Repairs & Maintenance	43,241	8,250
Contractual Services	116,033	67,360
Designated Expenses	2,359	-
Capital Lease Payments	16,425	-
Total	\$1,111,123	\$321,444

Parks & Leisure - Maintenance Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	-	\$338,910
Supplies	-	40,856
Repairs & Maintenance	-	43,587
Contractual Services	-	37,573
Designated Expenses	-	1,573
Total	-	\$462,499

Athletics Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	-	\$154,551
Supplies	-	166,681
Repairs & Maintenance	-	3,554
Contractual Services	-	31,504
Designated Expenses	-	10,393
Total	-	\$366,683

Aquatics Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	-	\$125,935
Supplies	-	24,765
Repairs & Maintenance	-	3,233
Contractual Services	-	21,522
Designated Expenses	-	394
Total	-	\$175,849

Special Events Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Personnel Support	-	\$1,050
Contractual Services	-	40,168
Total	-	\$41,218

Library Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$435,142	\$395,687
Supplies	15,682	21,657
Repairs & Maintenance	14,498	13,752
Contractual Services	70,435	56,637
Designated Expenses	6,161	6,161
Capital Outlay & Improvements	41,330	-
Total	\$583,248	\$493,894

Community Services

Code and Health Compliance Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$170,237	\$145,765
Supplies	10,536	7,395
Repairs & Maintenance	4,805	4,173
Contractual Services	26,123	15,828
Designated Expenses	14,812	1,012
Capital Lease Payments	4,963	4,963
Total	\$232,109	\$179,136

Building and Development Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$182,556	\$235,975
Supplies	10,106	7,470
Repairs & Maintenance	6,136	6,082
Contractual Services	25,173	24,679
Designated Expenses	15,437	31,237
Capital Lease Payments	9,926	9,926
Total	\$249,334	\$315,369

Support Services

Fleet Services Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$215,777	\$194,738
Supplies	7,467	7,833
Repairs & Maintenance	4,670	3,709
Contractual Services	12,771	11,480
Designated Expenses	684	684
Total	\$241,369	\$218,444

Public Works

Engineering Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$133,926	-
Supplies	4,863	2,774
Repairs & Maintenance	1,610	3,892
Contractual Services	7,600	3,180
Designated Expenses	1,044	522
Total	\$149,043	\$10,368

Street Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$209,932	\$201,255
Supplies	38,535	44,131
Repairs & Maintenance	109,195	90,350
Contractual Services	232,833	271,163
Designated Expenses	264,734	224,734
Capital Lease Payments	26,862	-
Capital Outlay & Improvements	9,750	-
Total	\$891,841	\$831,633

Non-Departmental

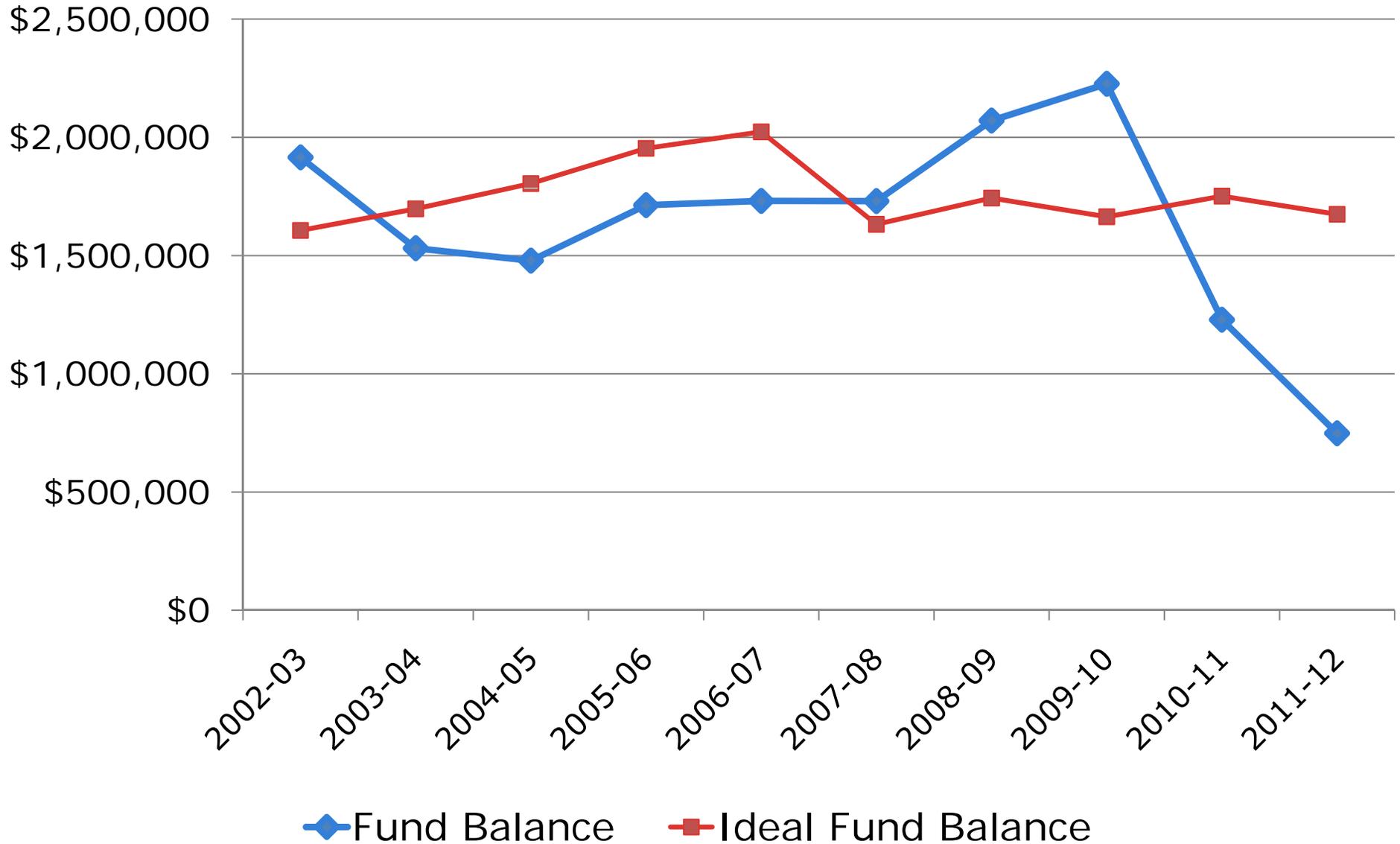
Non-Departmental Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Personnel Support	\$48,996	\$61,592
Supplies	8,557	7,252
Repairs & Maintenance	32,349	40,151
Contractual Services	213,321	205,527
Designated Expenses	108,850	117,150
Transfers Out & Contingency	373,092	208,677
Total	\$785,165	\$640,349

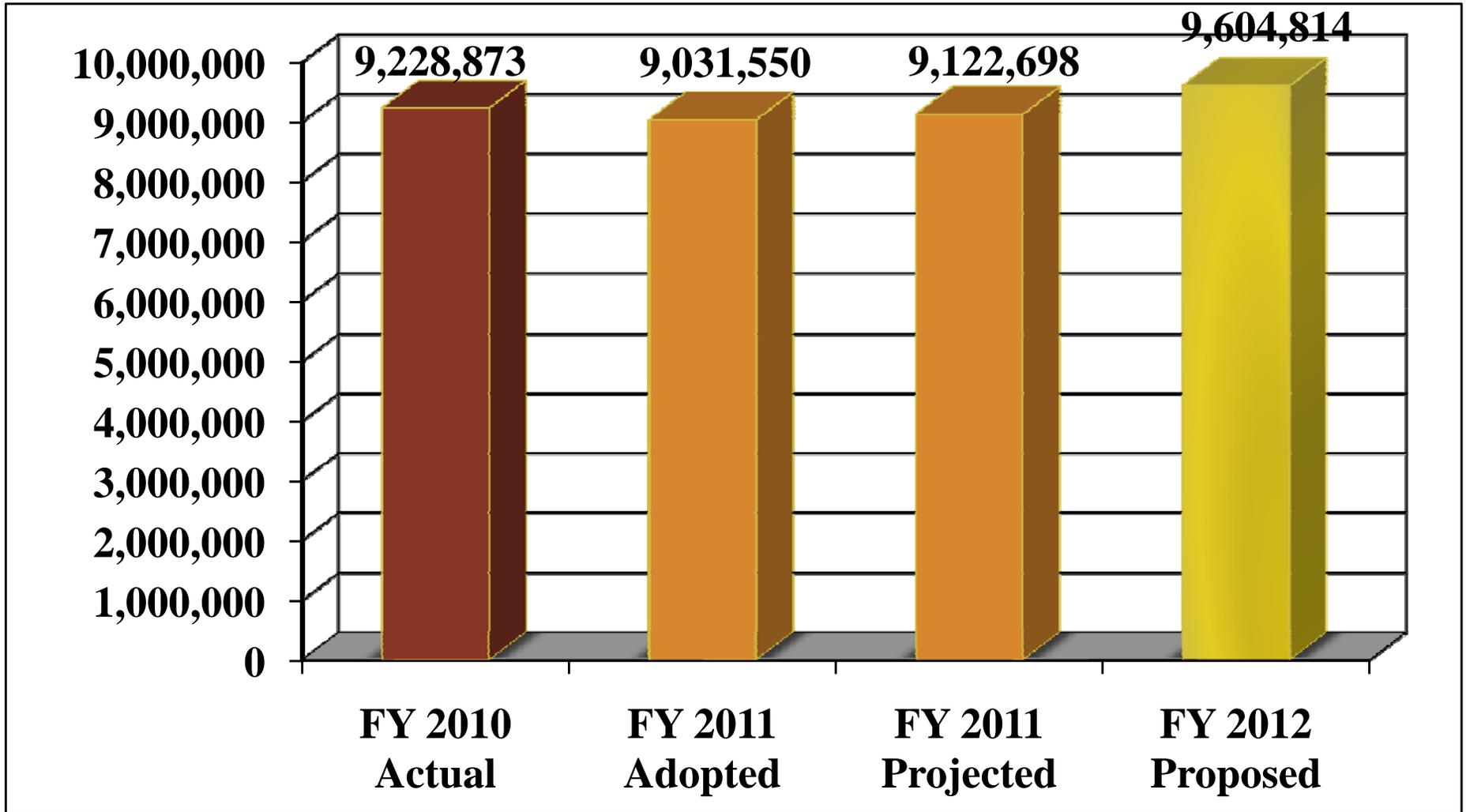
WATER & SEWER FUND

Water & Sewer Fund

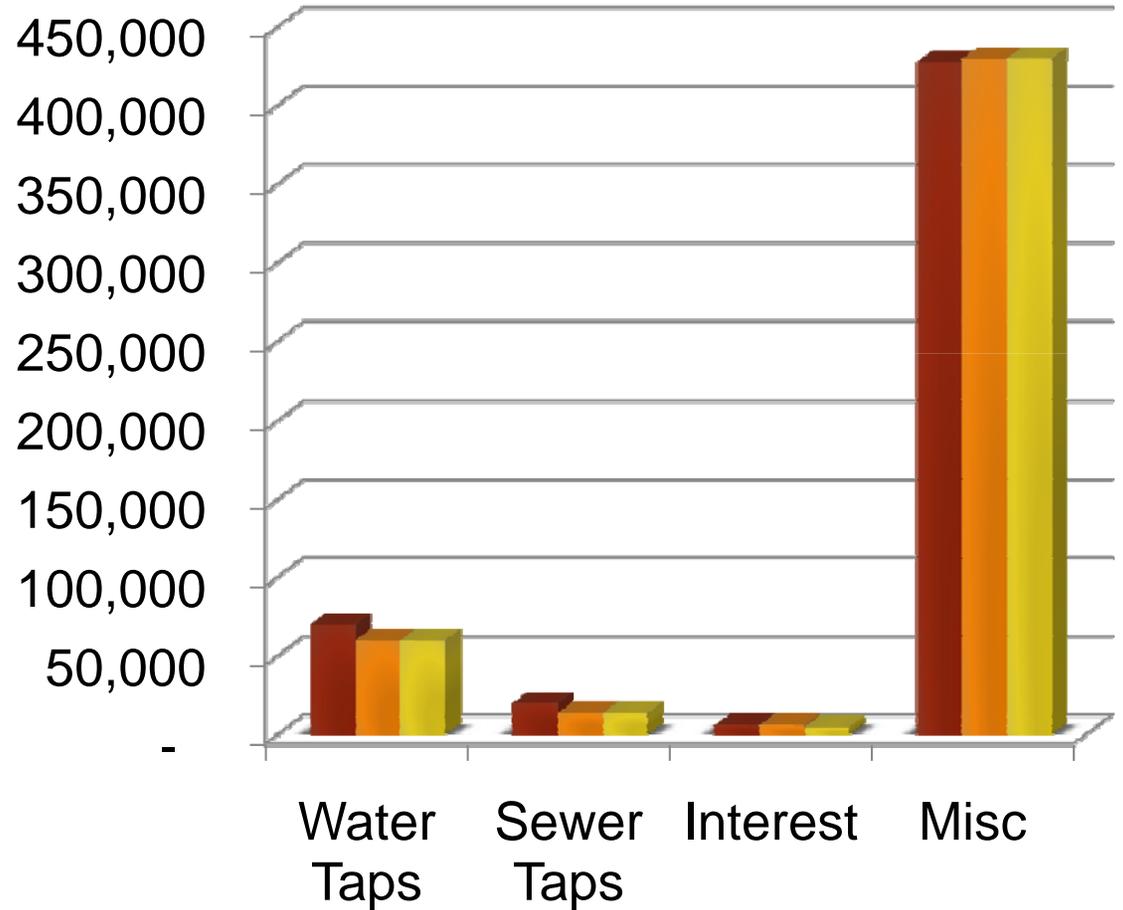
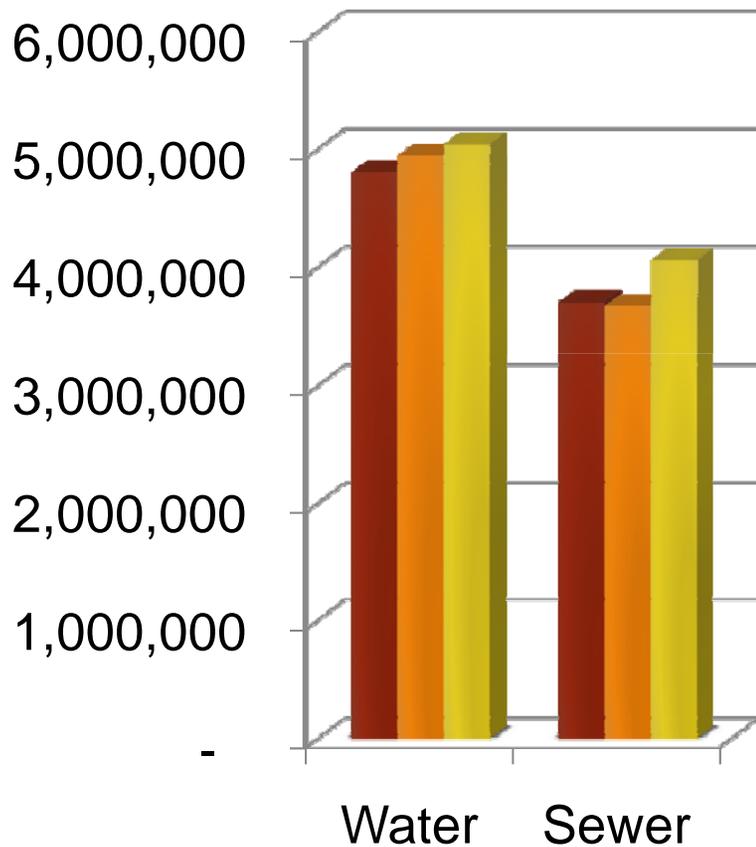
Fund Balance



Water & Sewer Fund Revenues

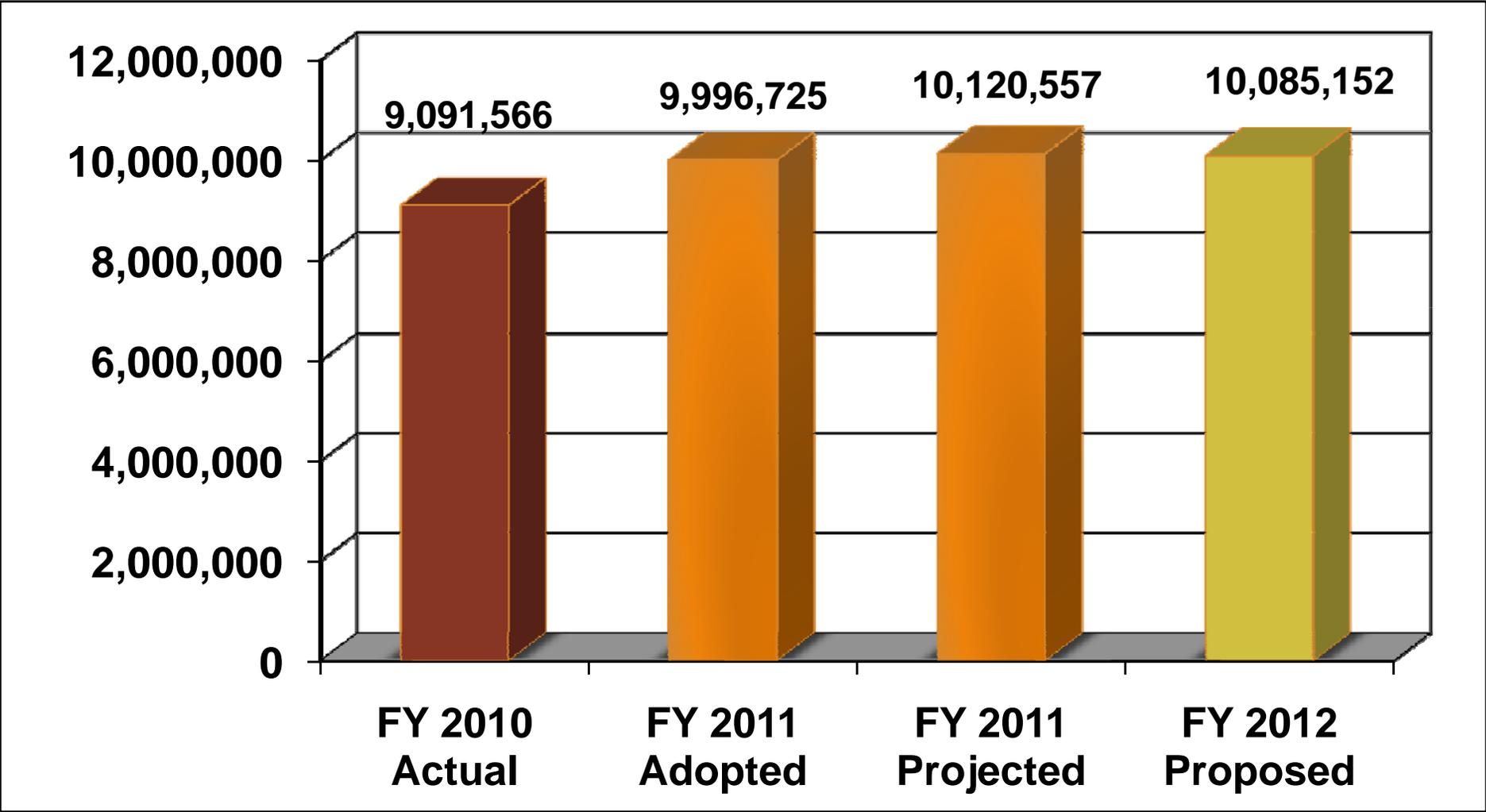


Water & Sewer Fund Revenue Comparison

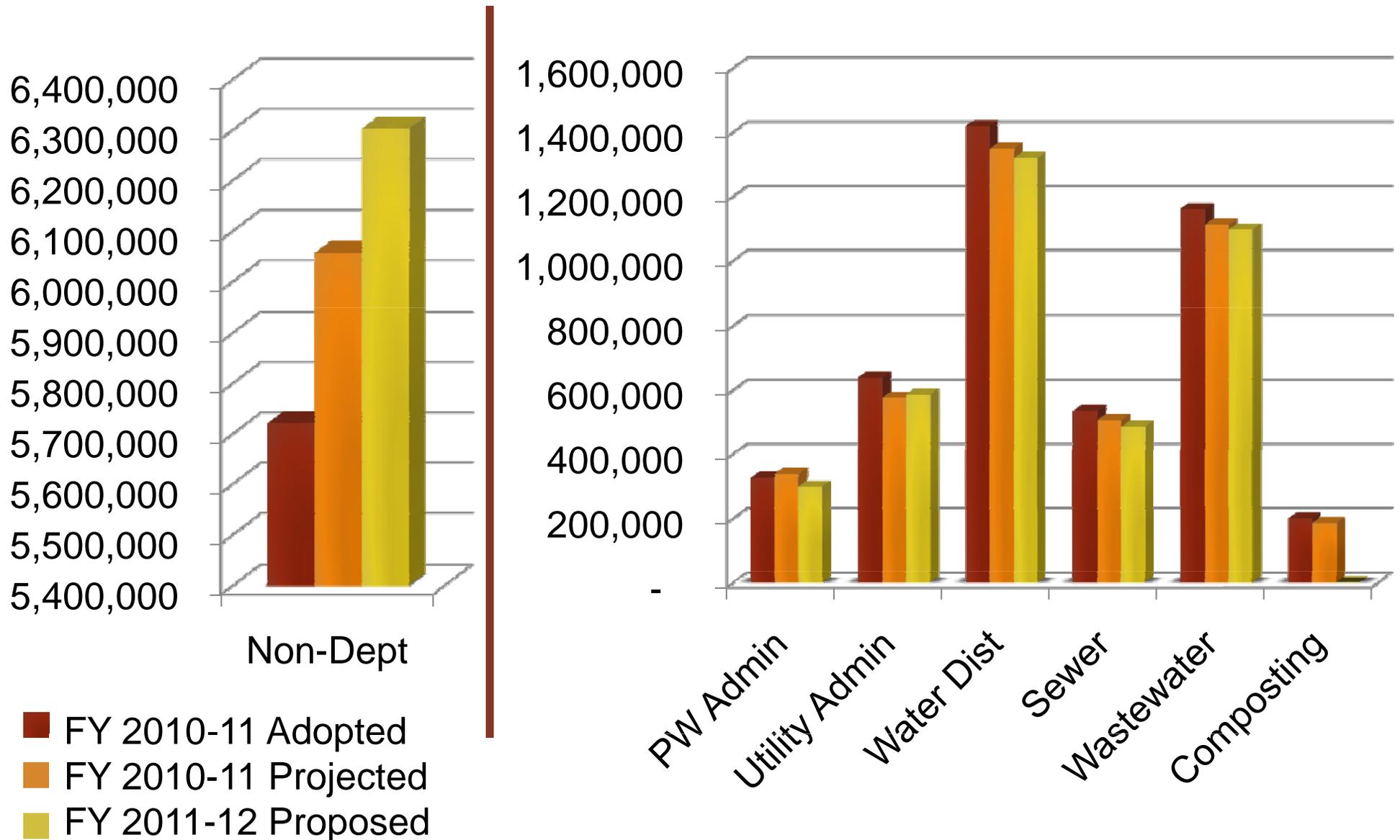


- FY 2010-11 Adopted
- FY 2010-11 Projected
- FY 2011-12 Proposed

Water & Sewer Fund Expenditures



Water & Sewer Fund Expenditure Comparison



Public Works - Administration Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$308,745	\$280,562
Supplies	2,148	1,287
Repairs & Maintenance	1,370	1,300
Contractual Services	11,570	12,968
Designated Expenses	1,373	1,895
Total	\$325,206	\$298,012

Utility Administration Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$422,092	\$403,775
Supplies	91,189	88,087
Repairs & Maintenance	38,352	30,111
Contractual Services	83,293	60,289
Designated Expenses	3,350	3,350
Total	\$638,276	\$585,612

Water Distribution Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$527,799	\$504,052
Supplies	155,493	145,115
Repairs & Maintenance	96,365	113,592
Contractual Services	575,932	496,812
Designated Expenses	39,399	39,399
Capital Lease Payments	23,199	19,333
Total	\$1,418,187	\$1,318,303

Sewer Collection Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$381,650	\$343,642
Supplies	41,997	42,831
Repairs & Maintenance	61,662	58,010
Contractual Services	42,300	40,412
Designated Expenses	387	387
Capital Lease Payments	6,879	-
Total	\$534,875	\$485,282

Wastewater Treatment Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$526,734	\$511,389
Supplies	67,750	53,827
Repairs & Maintenance	90,711	85,221
Contractual Services	396,561	369,400
Designated Expenses	63,387	63,387
Capital Lease Payments	15,610	13,008
Total	\$1,160,753	\$1,096,232

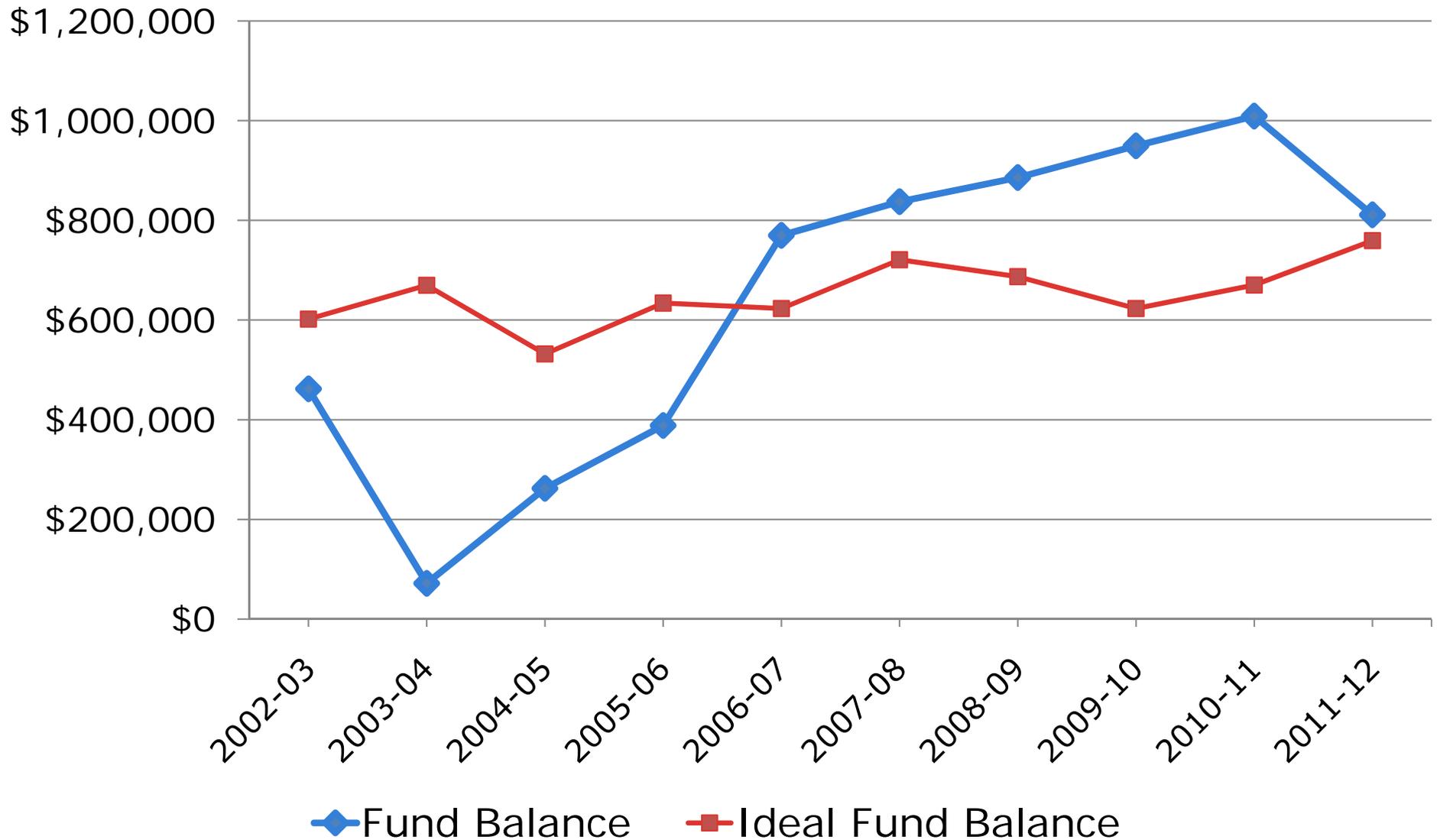
Non-Departmental Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Repairs & Maintenance	\$4,022	\$7,142
Contractual Services	65,168	78,234
Designated Expenses	2,173,475	45,000
Capital Outlay & Improvements	3,400	-
Other	3,474,595	6,171,335
Total	\$5,720,660	\$6,301,711

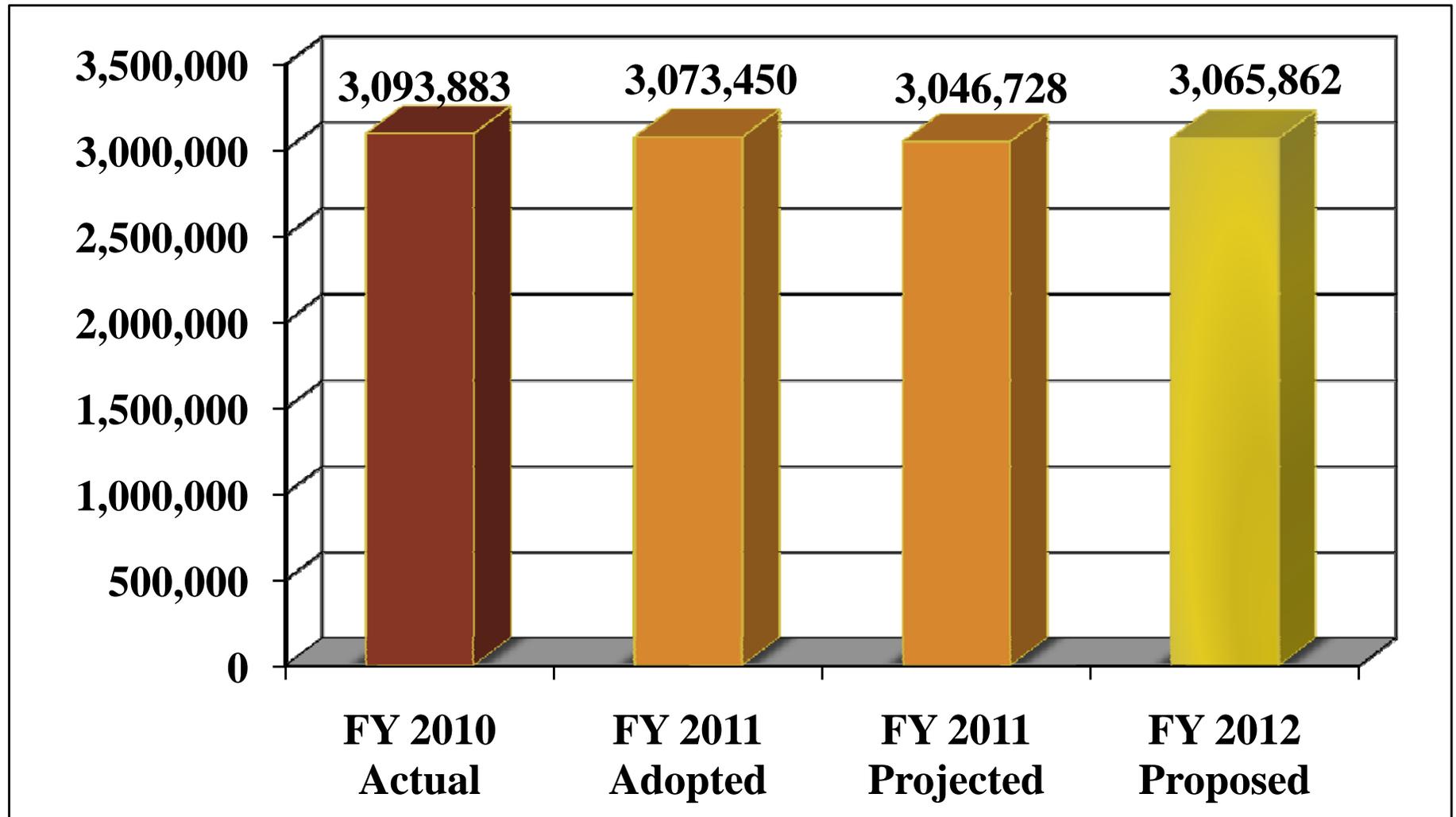
SOLID WASTE FUND

Solid Waste Fund

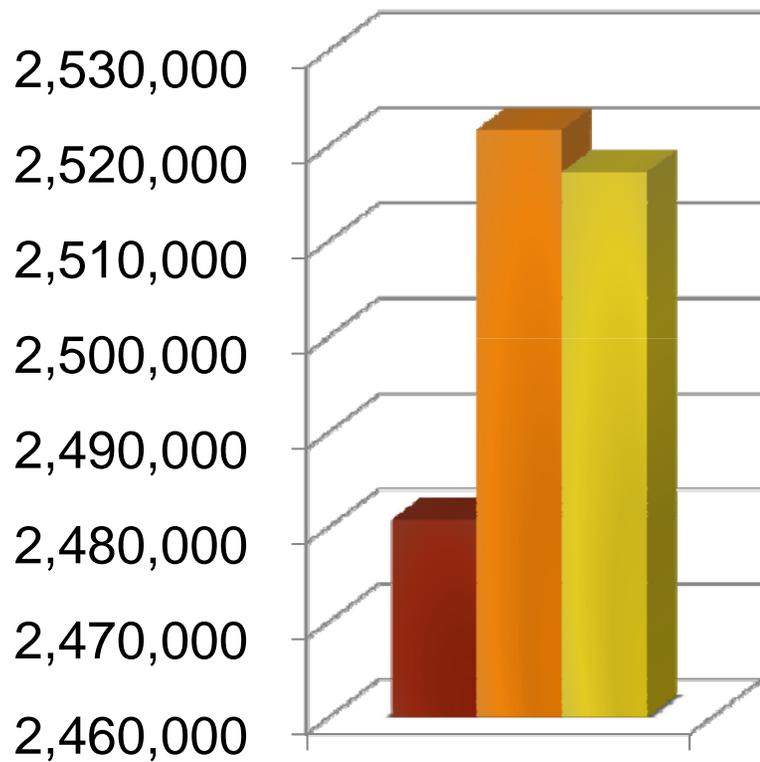
Fund Balance



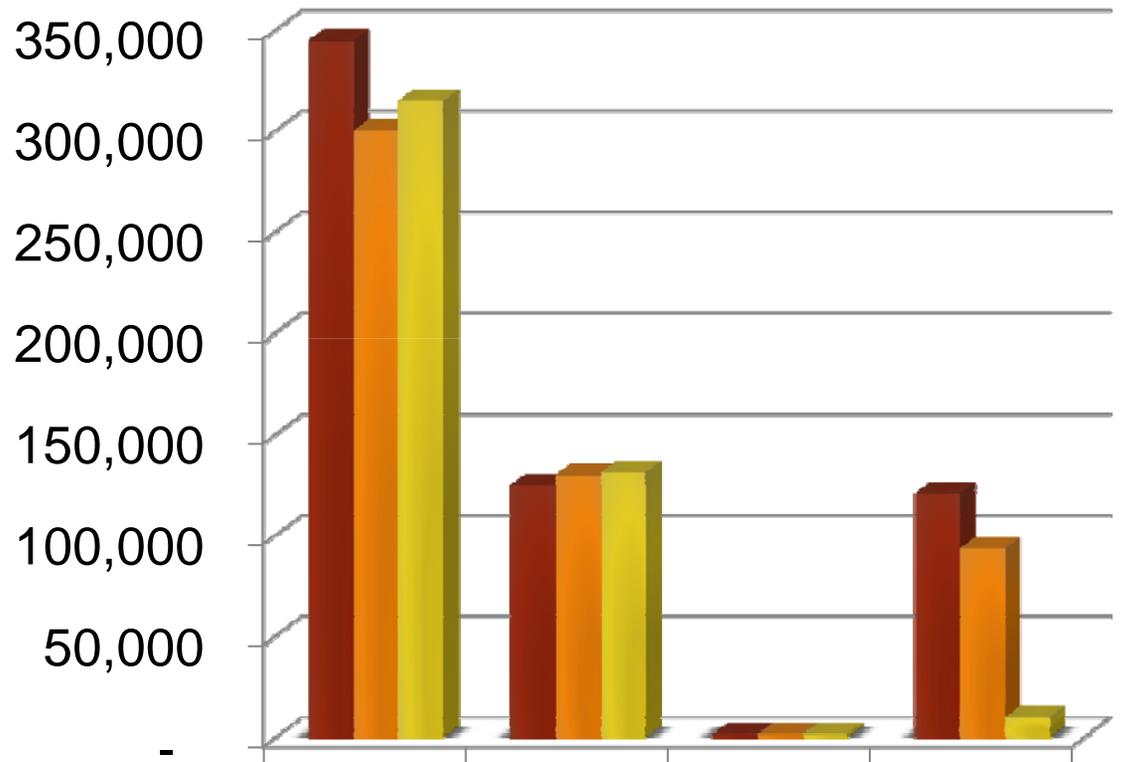
Solid Waste Fund Revenues



Solid Waste Fund Revenue Comparison



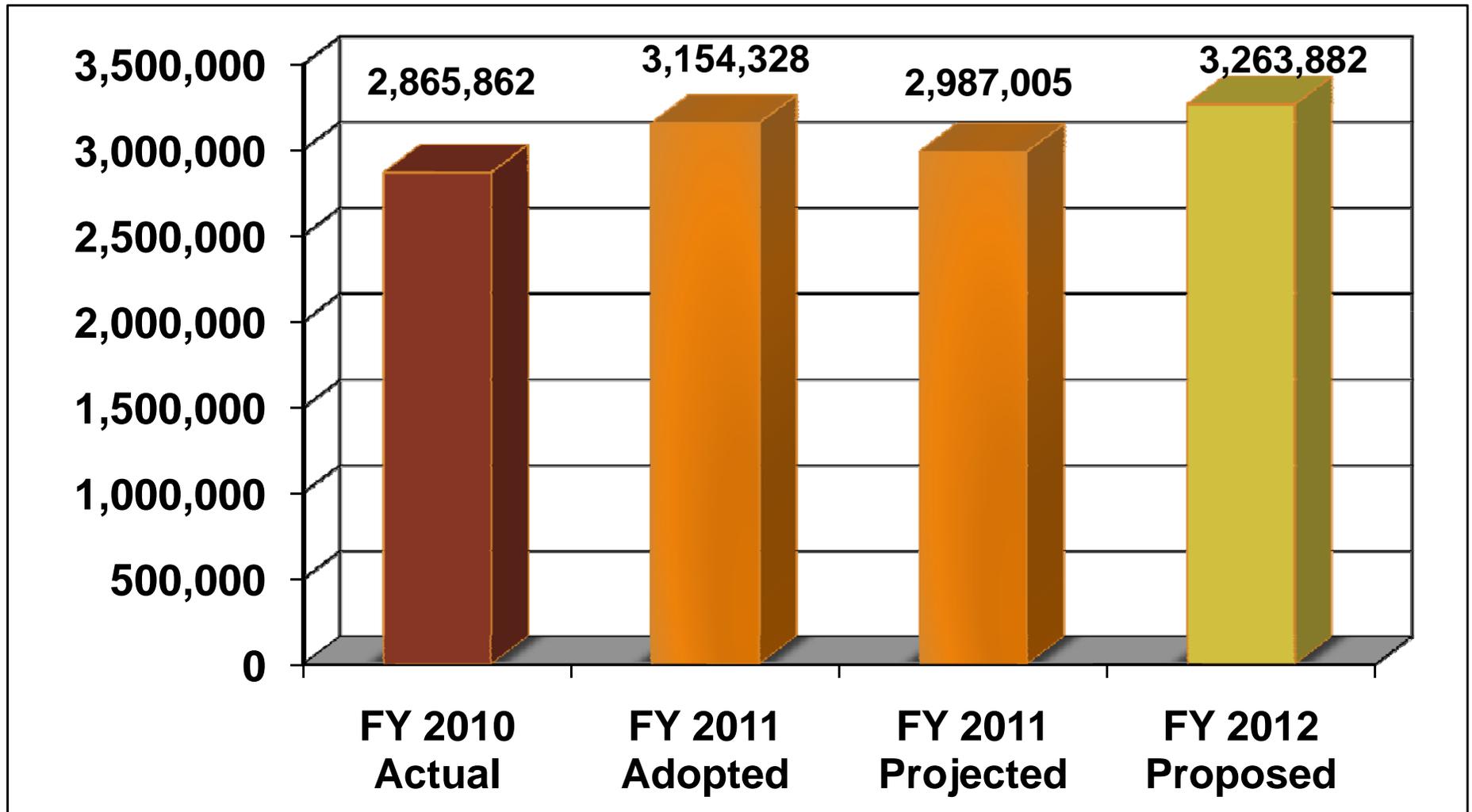
Collection



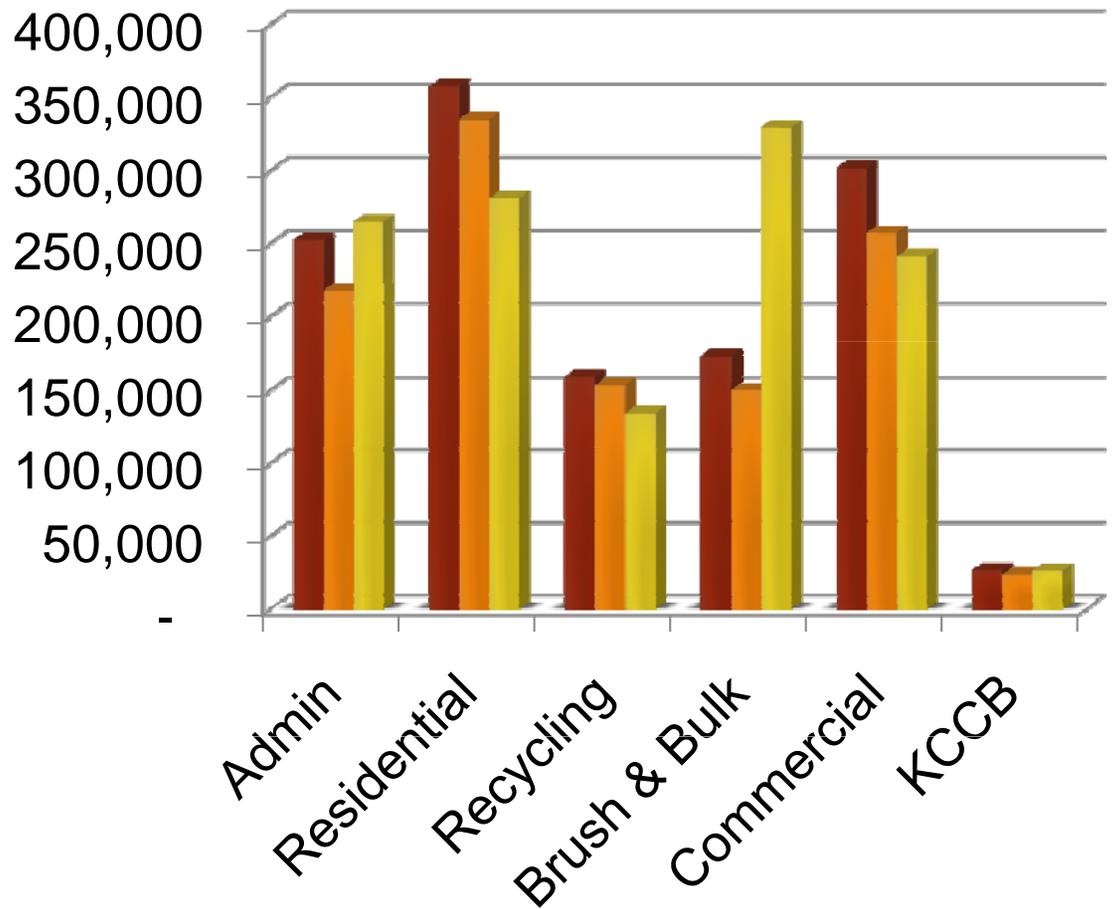
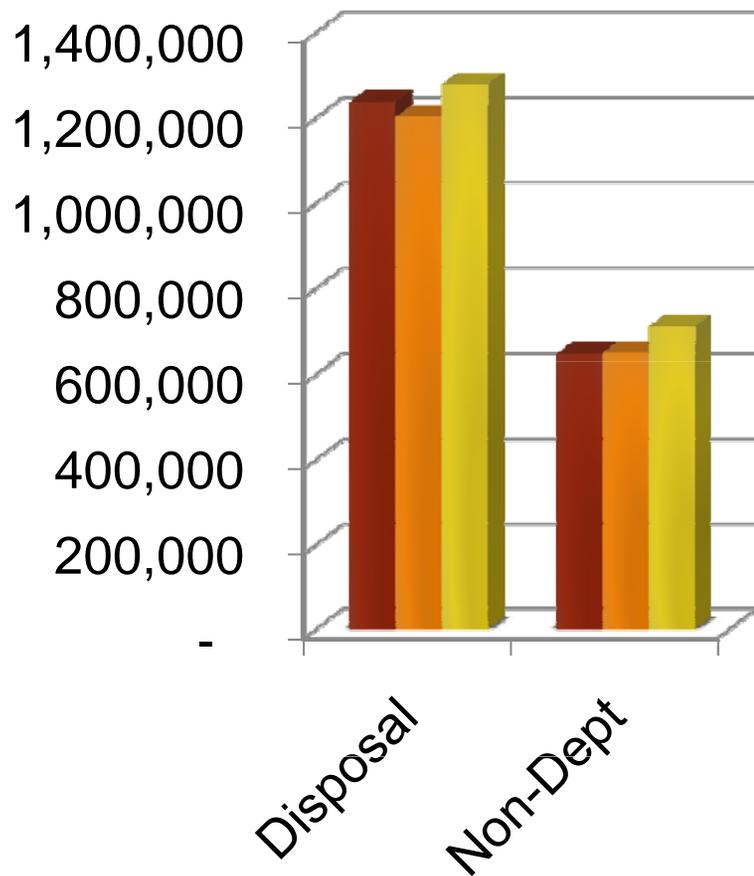
Landfill Late Fees Interest Misc

- FY 2010-11 Adopted
- FY 2010-11 Projected
- FY 2011-12 Proposed

Solid Waste Fund Expenditures



Solid Waste Fund Expenditure Comparison



- FY 2010-11 Adopted
- FY 2010-11 Projected
- FY 2011-12 Proposed

Solid Waste Administration Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$221,214	\$241,234
Supplies	11,518	6,800
Repairs & Maintenance	3,850	2,400
Contractual Services	13,511	12,190
Designated Expenses	1,965	1,965
Total	\$252,058	\$264,589

Solid Waste Collection – Residential Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$162,352	\$156,436
Supplies	87,767	60,247
Repairs & Maintenance	50,000	45,000
Contractual Services	5,741	7,356
Designated Expenses	2,500	-
Capital Lease Payments	48,721	12,183
Total	\$357,081	\$281,222

Solid Waste Collection – Recycling Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$78,294	\$75,891
Supplies	37,253	38,388
Repairs & Maintenance	16,000	14,500
Contractual Services	3,438	3,895
Capital Lease Payments	24,246	1,521
Total	\$159,231	\$134,195

Solid Waste Collection – Brush & Bulk Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$82,039	\$213,825
Supplies	33,131	54,906
Repairs & Maintenance	30,000	40,221
Contractual Services	2,123	11,227
Designated Expenses	-	2,387
Capital Lease Payments	26,182	6,546
Total	\$173,475	\$329,112

Solid Waste Collection – Commercial Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$160,620	\$154,635
Supplies	41,494	39,202
Repairs & Maintenance	30,000	20,000
Contractual Services	3,605	4,600
Designated Expenses	6,000	7,500
Capital Lease Payments	59,984	14,997
Total	\$301,703	\$240,934

Keep Copperas Cove Beautiful (KCCB) Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Supplies	\$14,700	\$14,250
Contractual Services	11,539	11,747
Total	\$26,239	\$25,997

Solid Waste - Disposal Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$182,821	\$179,093
Supplies	15,314	16,998
Repairs & Maintenance	13,900	10,900
Contractual Services	23,882	20,731
Designated Expenses	1,002,100	1,050,475
Total	\$1,238,017	\$1,278,197

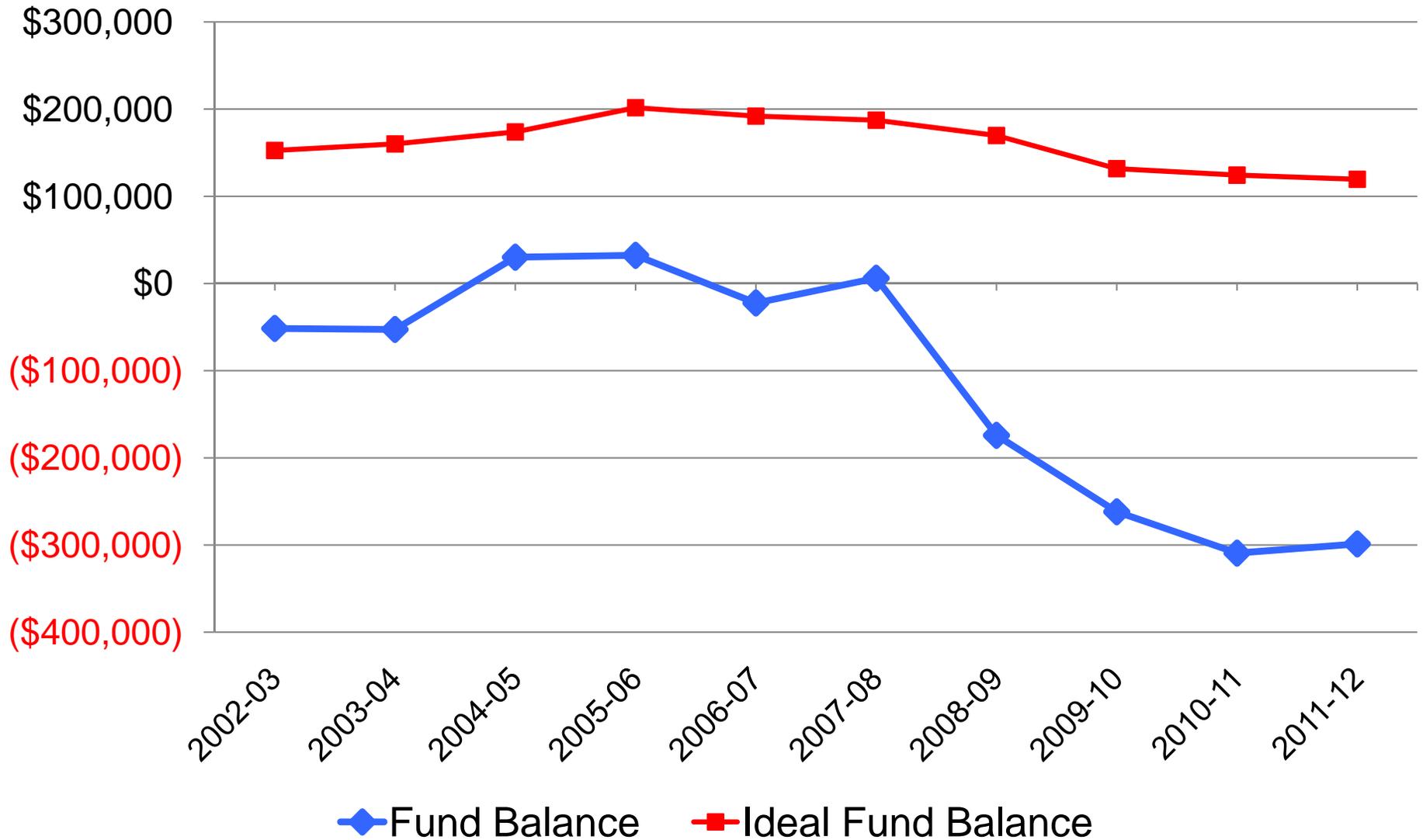
Solid Waste – Non-Departmental Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Repairs & Maintenance	\$6,436	\$6,683
Contractual Services	9,918	10,272
Designated Expenses	58,000	58,500
Transfers Out & Contingency	433,000	428,000
Debt Service	139,170	206,181
Total	\$646,524	\$709,636

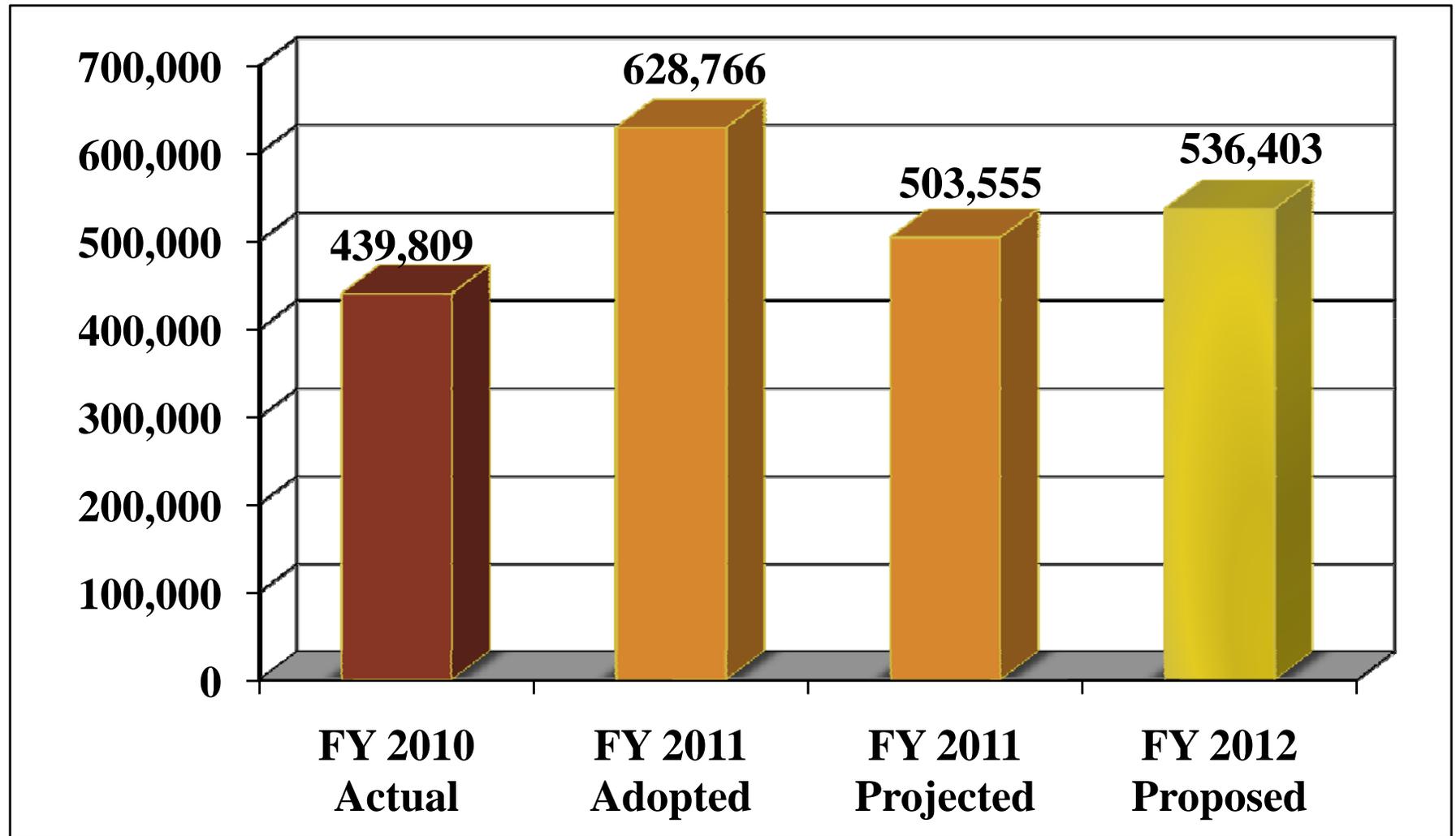
GOLF COURSE FUND

Golf Course Fund

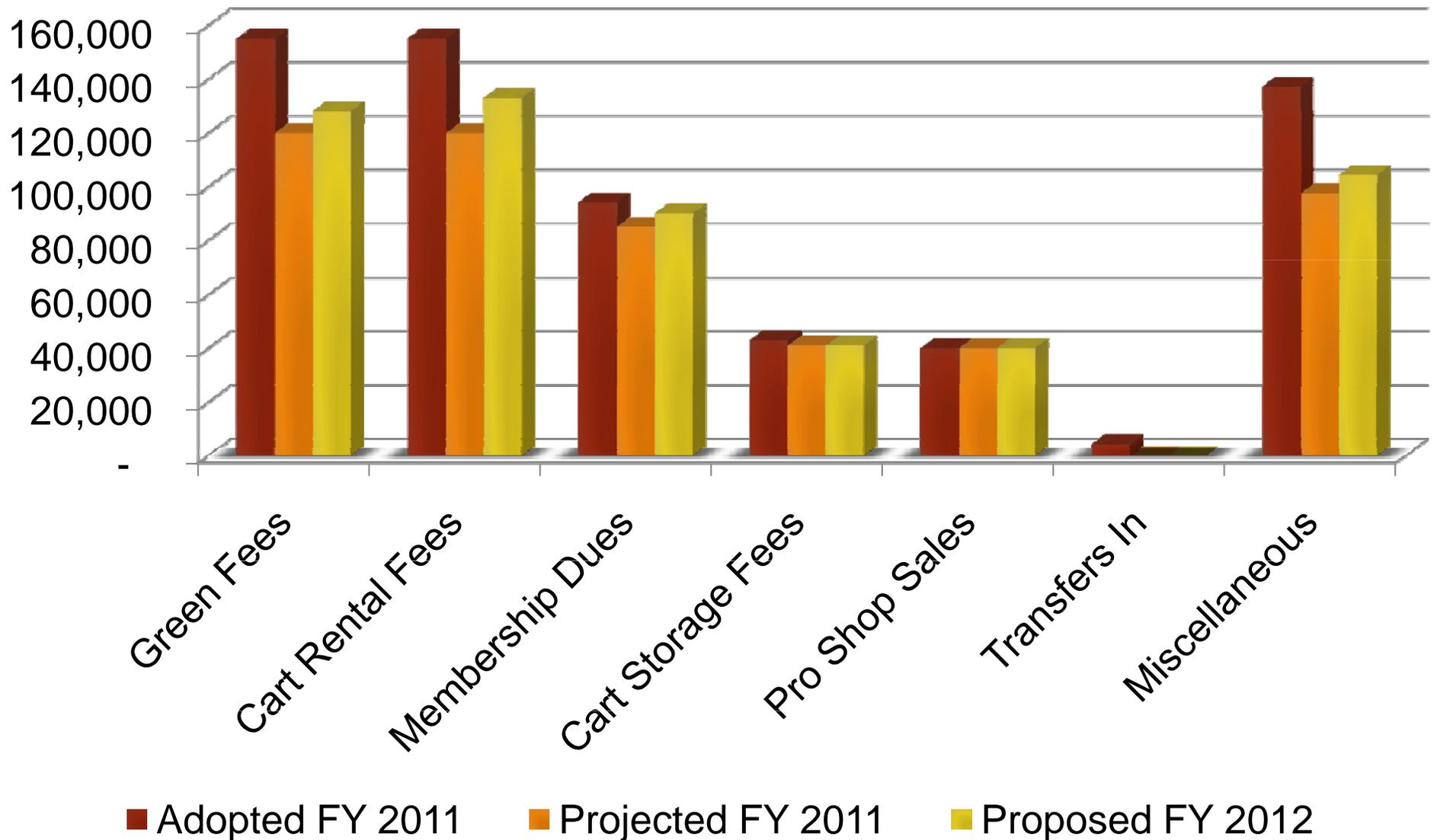
Fund Balance



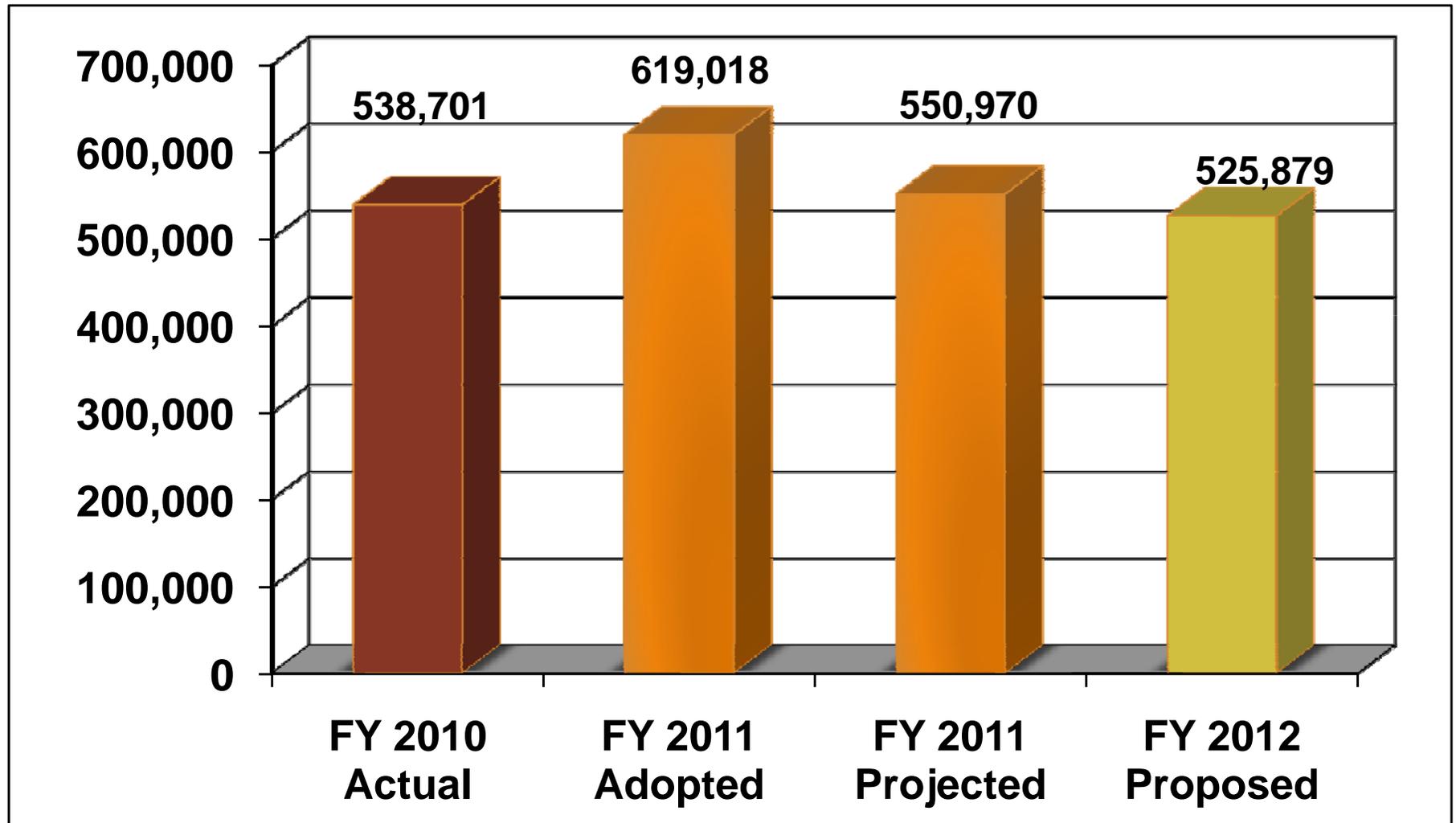
Golf Course Fund Revenues



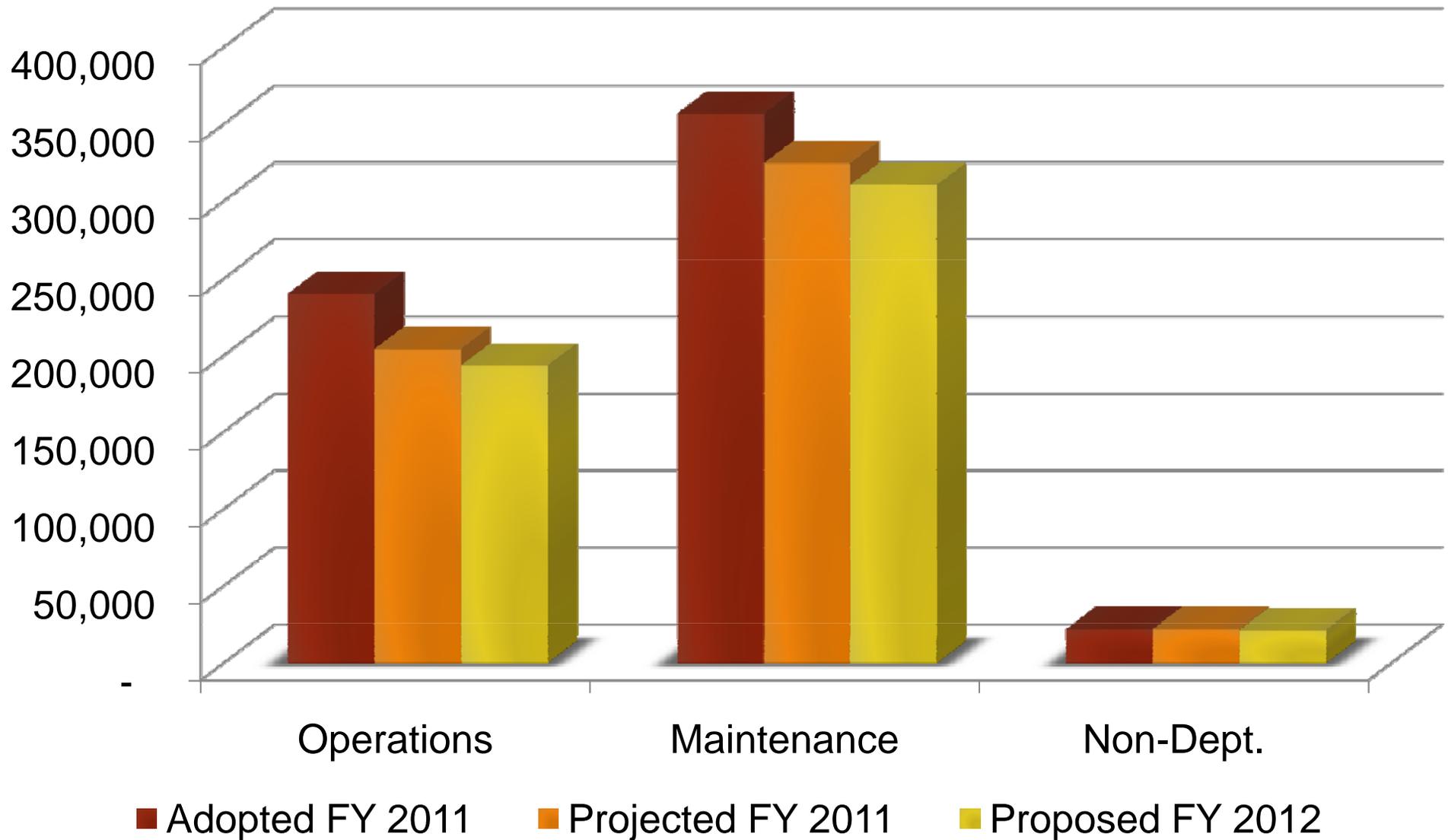
Golf Course Fund Revenue Comparison



Golf Course Fund Expenditures



Golf Course Fund Expenditure Comparison



Golf Course Operations Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$101,141	\$64,842
Supplies	7,593	8,291
Repairs & Maintenance	4,000	5,335
Contractual Services	84,785	72,937
Designated Expenses	42,701	42,201
Total	\$240,220	\$193,606

Golf Course Maintenance Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Salaries & Benefits	\$229,335	\$196,874
Supplies	55,875	48,537
Repairs & Maintenance	29,076	28,566
Contractual Services	10,742	10,418
Capital Lease Payments	31,768	26,474
Total	\$356,796	\$310,869

Golf Course – Non-Departmental Expenditures

Category	Adopted FY 2011	Proposed FY 2012
Debt Service	\$22,002	\$21,404

RECAP OF CHANGES

Changes to the Proposed Budget

- Hill County Action Association – Funding Request
- Certified Property Tax – Lower than Preliminary Estimate
- Street Maintenance – Reduced due to Property Tax Revenue
- CAPP Reimbursement – Increases Fund Balance
- TIFMAS Reimbursement – Increases Fund Balance
- Part-Time Position Possibility

FY 2011-2012 Budget

- City Council Direction
- Questions

City Council Regular

G. 4.

Meeting Date: 08/02/2011

Contact: Stephen Clendenen

SUBJECT

Consideration and action on approving the revised Unity Committee Bylaws. **Stephen Clendenen, Unity Chairman**

BACKGROUND/HISTORY

The Unity Committee was formed in Fall 2009 and the Bylaws are reviewed annually for changes/amendments.

FINDINGS/CURRENT ACTIVITY

The attached Bylaws show all changes requested in yellow.

ACTION OPTIONS/RECOMMENDATION

The Unity Committee recommends approval of the revised Unity Committee Bylaws.

Attachments

Revised Unity Committee Bylaws

UNITY COMMITTEE BY-LAWS

ARTICLE I

NAME

- 1.01 The name of the committee shall be known as the Unity Committee.

Article II

AWARD NAME

- 2.01 The name of the award shall be known as the Unity Award.

Article III

SLOGAN

- 3.01 The slogan for the Unity Committee and the Unity Award shall be known as **Unlty Because I Matter "One City, One Team"**.

Article IV

FOUNDING MEMBERS

- 4.01 Original Committee members appointed and/or approved by the City Manager, Andrea Gardner, at the time of the Unity: "It's Our Strength" Campaign Kickoff held on September 24, 2009, are as follows:
- a) Andrea Gardner, City Manager
 - b) Joseph R. Pace, Chairperson
 - c) Calvin Aplaca, Chairperson Pro-Tem
 - d) Carroll Merrell, Committee Member
 - e) Ernie Wilkins, Committee Member
 - f) Loretta Bell, Committee Member
 - g) Brian Hawkins, Committee Member
 - h) Kevin Keller, Committee Member
- 4.02 Original members who contributed to the Unity Committee but who were no longer a member of the Unity Committee at the time of the Unity: "It's Our Strength" Campaign Kickoff are as follows:
- a) Kelli Sames, Committee Member
 - b) Jeff Stoddard, Committee Member
 - c) Renee Ankrom, Committee Member

Article V
OFFICERS

- 5.01 The Chairperson of the Committee shall be selected by the City Manager.
- 5.02 The Chairperson shall only vote to break a tie.
- 5.03 The Committee shall elect and install a Vice-Chairperson and a Secretary. The Committee must define the authority and duties of the positions.
- 5.04 The Vice Chair shall come from one (1) of the holdover members on the Committee.
- 5.05 The Vice-Chairperson shall have the same authority, responsibilities and voting privileges as the Chairperson when serving in the absence of the Chairperson
- 5.06 Secretary – The Secretary will;
 - a) Take minutes of the meetings of the members and the Committee and keep the minutes as part of the committee records.
 - b) Maintain a copy of the Committee records.

ARTICLE VI
GOAL/UNITY DEFINED

- 6.01 Goal of the Committee:
 - a) To improve the overall level of pride the individual employee has both in the City and their respective department through the recognition of the individual employee(s) extraordinary efforts.
 - b) To strive to improve relationships between City Departments and help to bring all employees together.
 - 1. This will be done by promoting a better understanding of what each department does and how it contributes to the overall function of the city.
 - 2. By allowing employees the opportunity to learn more about other employees and Departments/
- 6.02 Unity Defined:
 - a) A whole or totality as combining all its parts into one.
 - b) The state or fact of being united or combined into one, as of the parts of a whole unification.

ARTICLE VII
MEETINGS

- 7.01 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Committee may adopt.

ARTICLE VIII
STANDARDS FOR NOMINATIONS

- 8.01 Standards for Nominations: Going above and beyond expectations....
- a) The Unity Award is not to be confused with the Employee of the Quarter Award. The Employee of the Quarter Award seeks to award employees for their overall contribution to the city; whereas, the Unity Award seeks to award employees for specific positive action(s) at a given time.
 - b) Note: A nomination received by the committee will not be considered for a Unity Award if the action under consideration is deemed by the employee's supervision as having violated the policies and procedures of the City of Copperas Cove.
- 8.02 Who may nominate an employee for the Unity Award.
- a) Citizens
 - b) Employees
 - c) Supervisors
 - d) Unity committee members shall not nominate employees for the award. Rather, any act viewed by a committee member that is worthy of a nomination will be brought to the attention of that employee's supervisor.
- 8.03 Who is eligible to receive the Unity Award.
- a) Part-time employees
 - b) Full-time employees, not included in section 8.04.
- 8.04 Who is not eligible to receive the Unity Award.
- a) **Unity Committee Members**
 - b) **Department Heads and Directors**
 - c) Seasonal Employees
 - d) Contract Employees
- 8.05 How to nominate someone for the Unity Award.
- a) Paper nomination forms are located in every department throughout the City of Copperas Cove.
 - b) Nomination forms are also located by clicking on the UNITY: "It's Our Strength" icon located on the city's website at www.ci.copperas-cove.tx.us
 - c) Nomination forms may be dropped off at any department or in the Unity Box located at City Hall. Note: Nomination forms dropped off at the particular departments should be placed in the drop box located at City Hall, via interoffice mail.
 - d) Nomination forms downloaded from the City's website may be submitted via e-mail or at any location as noted above.

ARTICLE IX
STANDARDS FOR CHOOSING AWARD WINNERS

- 9.01 Gathering the nominations – Nomination forms will be gathered biweekly, via e-mail and/or drop box, by the committee chairperson and/or any representative of the committee deemed appropriate by the committee chairperson, for committee consideration.
- 9.02 Voting on received nominations –
- a) Once the nominations are received, the nomination may be assigned to a committee member for additional follow up if deemed necessary. The chairperson will contact the nominated employee’s department head to ensure that there is no pending disciplinary process currently being contemplated for the nominated employee.
 - b) The nomination will be presented to the committee for consideration.
The nomination will be approved by a simple majority.
- 9.03 Number of Unity Awards Presented – There will not be a minimum or maximum number of “Unity Awards” awarded for any given period of time. Nominations will be evaluated at the time of submission. The decision of the committee will be final at that point and the nomination will not be reconsidered at a later time.
- 9.04 Nominations not selected – The committee will prepare a memorandum for filing in the employee’s personnel file on any nomination that was submitted for consideration and not selected to receive the award. This will ensure that the employee, although not receiving the award will still have the recognition of his/her acts.

ARTICLE X
UNITY AWARDS

- 10.01 Employees nominated and selected by the committee for receiving the Unity Award will receive the following:
- a) A \$50.00 gift card
 - b) **A distinctive shirt, awarded one per year, with the following:**
 - i. Unity logo
 - ii. Employees name
 - iii. Year of the award
 - c) A Unity lapel pin identifying them as a recipient of the award.
 - d) Unity Certificate – a copy to be placed in the employees personnel file.
 - e) **Name on a plaque to be located at City Hall**

ARTICLE XI
T-SHIRTS/LANYARDS/BRACELETS

11.01 Initial giveaway – Each full-time and part-time city employee received a Unity: “It’s Our Strength” T-shirt, lanyard and rubber bracelet at the Unity: “It’s Our Strength” Campaign Kickoff held on September 24, 2009.

11.02 Employee with a hire date after September 24, 2009 – Each full-time and part-time city employee with a hire date after September 24, 2009, will be eligible to receive a **Unity Because I Matter “One City, One Team”**. T-shirt, lanyard and rubber bracelet (while supplies last) after successfully completing their **first 3 months**.

ARTICLE XII
Amending The By Laws

12.01 **These By-Laws may be altered, amended or repealed and new By-Laws may be adopted on an annual basis.**

City Council Regular

G. 5.

Meeting Date: 08/02/2011

Contact: Andrea Gardner, City Manager

SUBJECT

Consideration and action on an ordinance amending Chapter 3, subsections 3-6(c), 3-6(d), Animal control department, and subsection 3-73(b), Investigation of attack, of the City of Copperas Cove Code of Ordinances. **Andrea M. Gardner, City Manager**

BACKGROUND/HISTORY

After a review by the Animal Advisory Committee, the Chapter 3 Ad Hoc Committee, the City Manager and City Attorney, Section 3 of the Code of Ordinances was presented for Council consideration and adoption. Thus, on February 15, 2011, the City Council approved the current ordinance.

FINDINGS/CURRENT ACTIVITY

Since adoption on February 15, 2011, the need for minor corrections was identified and are attached for Council consideration.

Section 3-6(c) should read as follows:

"The city manager's designee shall file such reports as are required by the city manager."

Section 3-6(d) should read as follows:

"The city manager's designee from section 3-6(a) shall perform the duties and responsibilities of an animal control officer in addition to the administration and supervision of the animal control department."

Section 3-73(b) should read as follows:

"For all occurrences not covered by this chapter, the city manager's designee from section 3-6(a) may follow the procedures outlined in V.T.C.A., Texas Health and Safety Code, ch. 822."

ACTION OPTIONS/RECOMMENDATION

City staff recommends the Council approve Ordinance No. 2011-27, amending subsection 3-6(c), 3-6(d) and 3-73(b) of Chapter 3 of the Code of Ordinances.

Fiscal Impact

Funds available Y/N?: Y

FINANCIAL IMPACT:

None.

Attachments

Ordinance

ORDINANCE NO. 2011-27

AN ORDINANCE OF THE CITY OF COPPERAS COVE, TEXAS, AMENDING CHAPTER 3 OF THE CITY'S CODE OF ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Copperas Cove has previously adopted animal regulations in order to ensure the public safety, efficient communication and promotion of pet adoptions and responsible pet care; and

WHEREAS, the City Council has determined that adopting animal regulations in order to ensure the public safety, promote pet adoptions and responsible pet care that is in the best interest of the City; and

WHEREAS, the City Council established an "Ad Hoc" committee in 2010 to make recommendations for revising Chapter 3 of the Copperas Cove Code of Ordinances; and

WHEREAS, the City Council recognizes the need for properly educating pet owners and ultimately placing shelter animals in a pleasing and safe environment; and

WHEREAS, the City Council revised and approved amendments to Chapter 3 of the Code of Ordinances on February 15, 2011.

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

SECTION 1.

That Section 3-6, Subsections (c) and (d) be revised as follows:

- (c) The city manager's designee shall file such reports as are required by the city manager.
- (d) The city manager's designee from section 3-6(a) shall perform the duties and responsibilities of an animal control officer in addition to the administration and supervision of the animal control department.

That Section 3-73, Subsection (b) be revised as follows:

(b) For all occurrences not covered by this chapter, the city manager's designee from section 3-6(a) may follow the procedures outlined in V.T.C.A., Texas Health and Safety Code, ch.822.

SECTION 2.

That any ordinances or resolutions or part of ordinance or resolutions in conflict with the provisions of this Animals and Fowl Ordinance are hereby repealed to the extent of such conflict.

SECTION 3.

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

SECTION 4.

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

PASSED, APPROVED, AND ADOPTED on this 2nd day of August 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

Meeting Date: 08/02/2011

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

SUBJECT

Public hearing and action 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. This is the second of the required two public hearings. The first public hearing was held on July 19, 2011.

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 and take action 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

Ord No 2011-26

Budget Amendment Other

Budget Notice Other

ORDINANCE NO. 2011-26

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**

<u>Account</u>	<u>Description</u>	<u>Actual FY 2009-10</u>	<u>Budget FY 2010-11</u>	<u>Proposed Amendment</u>	<u>Amended Budget FY 2010-11</u>
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

Meeting Date: 08/02/2011

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

SUBJECT

Public hearing and action on an ordinance amending Chapter Four of the 2007 Comprehensive Plan of the City of Copperas Cove, Texas; providing for changes in the Future Land Use Plan; providing for changes on Plate 4-1, the Future Land Use Map. **Wesley Wright, Division Head of Public Works/City Engineer**

BACKGROUND/HISTORY

The 2007 Comprehensive Plan of the City of Copperas Cove states:

“Approval of development proposals that are inconsistent with the Future Land Use Plan will often result in inconsistency between the Future Land Use plan and zoning regulations. It is recommended that Copperas Cove amend the Future Land Use Plan prior to rezoning land that would result in such inconsistency, if proposed zoning were appropriate. In order to expedite the process of amending the Future Land Use Plan to ensure zoning regulations correspond, the related amendment recommendation(s) should be forwarded simultaneously with the rezoning request(s).”

The 2007 Comprehensive Plan continues:

“Rezoning... for land uses not consistent with the Future Land Use Plan, except previously established and approved land uses, should not be considered until the Comprehensive Plan has been amended as necessary to provide for such land uses.”

FINDINGS/CURRENT ACTIVITY

Please see accompanying report and exhibit prepared by Chris Stewart, Stewart Planning Consulting, regarding proposed changes to the 2007 Comprehensive Plan's Future Land Use Plan. Please see attached photographs.

The Planning and Zoning Commission of the City of Copperas Cove held a public hearing on July 11, 2011, and voted to recommend that Plate 4-1 of the Future Land Use Plan be amended to change the area south of HWY 190 and west of Leonhard from retail/commercial to high density residential.

City Council is the final approving authority for all Comprehensive Plan updates.

ACTION OPTIONS/RECOMMENDATION

City staff and Stewart Planning Consulting recommend approval of Ordinance No. 2011-28, amending the Future Use Plan changing 6.857 acres of land in Meadowbrook Estates, Section 2, Commercial Property, generally located south of Hwy 190 and west of Leonhard, from retail/commercial to high density residential.

Fiscal Impact

FINANCIAL IMPACT:

N/A

Attachments

FLUP ordinance

Exhibit A

Stewart Planning Analysis

Meadowbrook Photos

ORDINANCE NO. 2011-28

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

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

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

WHEREAS, a rezone application was received on June 15, 2011, requesting 6.857 acres of Meadowbrook Estates, Section Two, Commercial Property be rezoned from B-4 (Business) to R-3 (Multi-Family Residential); and

WHEREAS, such a rezone request for the hereinabove described property warrants consideration of amending Chapter Four of the 2007 Comprehensive Plan of the City of Copperas Cove, Texas, providing for changes in the Future Land Use Plan, providing for changes on Plate 4-1, the Future Land Use Map; and

WHEREAS, a notice of amending Chapter Four of the 2007 Comprehensive Plan of the City of Copperas Cove, Texas, providing for changes in the Future Land Use Plan providing for changes on Plate 4-1, the Future Land Use Map was published on June 24, 2011, in the Cove Leader Press; and

WHEREAS, the Planning and Zoning Commission of the City of Copperas Cove held a public hearing on July 11, 2011, and voted to recommend approval to amend the Future Land Use Plan, Plate 4-1 to the City Council of the City of Copperas Cove; and

WHEREAS, the City Council of the City of Copperas Cove held the required public hearing concerning the change to the Future Land Use Plan on August 2, 2011, and approved the change; and

WHEREAS, the City Council of the City of Copperas Cove has determined it to be in the public interest to amend the City's Comprehensive Plan, which in its

best judgment promotes the health, safety, morals, and general welfare and protect the use and enjoyment or property throughout the City.

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

SECTION 1.

That Plate 4-1 of the 2007 Comprehensive Plan of the City of Copperas Cove be amended and updated to change the area shown on Exhibit A from Retail/Commercial to High Density Residential.

SECTION 2.

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

SECTION 3.

That this ordinance shall go into effect upon passage.

PASSED, APPROVED AND ADOPTED this 2nd day of August 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.

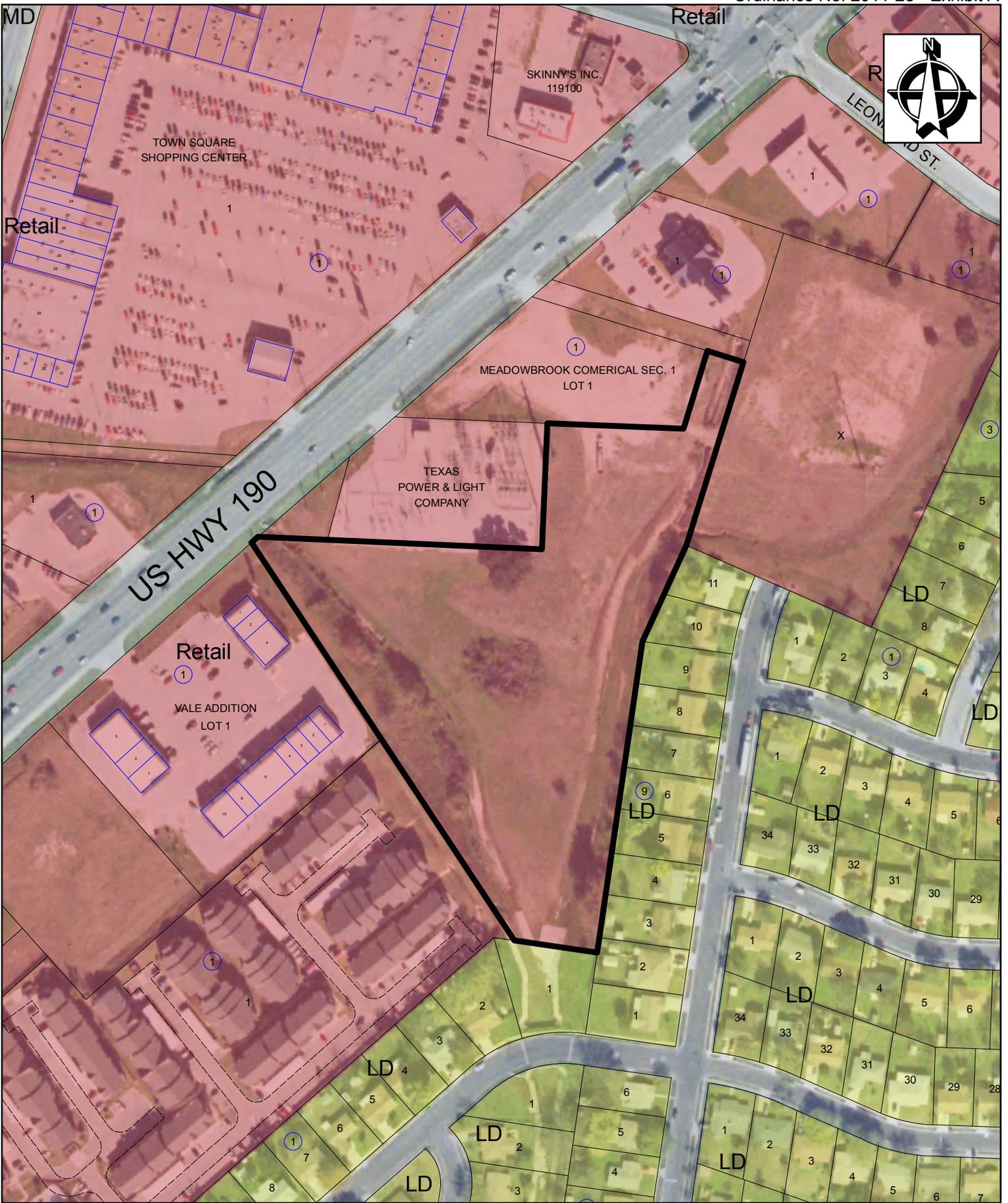
John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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



111 W. HWY 190 - BROOKVIEW APTS
Future Land Use - Vicinity Map





ITEM: PUBLIC HEARING / CONSIDERATION / ACTION ON AN AMENDMENT
TO THE FUTURE LAND USE PLAN

PREPARED BY: Chris Stewart, AICP

CONTACT: chris@stewartplanning.com / 512-491-0964

BACKGROUND

At issue is a tract of land for which B-4 zoning currently exists, for which R-3 zoning is requested, and for which the Future Land Use Plan, Plate 4.1, shows the area as Commercial. Therefore, the consideration of an amendment to the Future Land Use Plan is brought forward to the Commission for recommendation to the City Council. The Land Use classifications of “Medium Density Residential” and “High Density Residential” would be considered in this area to provide a consistent land use basis for R-3 zoning. The Housing Strategies Chapter of the 2007 Comprehensive Plan should also be evaluated to guide the land use decision.

ANALYSIS

Land Use Intensity

The area of consideration is generally of high intensity adjacent to US 190, and low intensity at the Meadow Brook Estates residential area. There is no formal land use transition from the high intensity land use along US 190 to the single-family residential area to the rear, although an existing drainage channel provides a logical separation between the higher intensity and lower intensity uses.

Surrounding uses also include restaurant, retail sales, major utilities (substation), and banking.

A “Medium Density Residential” land use designation would offer a significant reduction in land use intensity at this location. A designation to “High Density Residential” land use would most likely provide a similar level of intensity as the existing “Commercial” land use designation, based on trip generation rates.

The Comprehensive Plan states the following concerning Medium Density Residential:
“This use is representative of two-family, attached dwelling units, such as duplex units, patio homes, and townhomes. Medium density land uses often provide areas for “empty nesters” who may not want the maintenance of a large-lot single family home, and for young families who may find a townhome or duplex more affordable than a single-family home. It is anticipated that new areas for medium density land use will be developed in the future.”

The Comprehensive Plan states the following concerning High Density Residential:
“Traditional multiple-family units in attached living complexes (e.g., apartments)

characterize high density residential land use. There are currently some high density residential areas within Copperas Cove. It should be noted that medium density uses should also be permitted in any area designated for high density use.” This section also states that high density use “...should be located next to collectors or major arterials.”

The area is generally suited for high density residential use. Particular attention should be given to compatibility issues (below) in this case to ensure that the intensity does not negatively affect the adjacent residential use and can serve in transition from the highway commercial use types.

Land Use Quantity

The Future Land Use Plan refers to the Housing Strategies Chapter with respect to High Density Residential: “...*should be located in future developable areas based on the percentages recommended in Chapter 5 (Housing Strategies)*”.

The Housing Strategies Chapter states the following:

“The present mix of housing offers the opportunities necessary for existing and new residents. The Future Land Use Plan provides flexibility in the type of housing (low, medium, or high) that is recommended. Within a planned residential area, several types of housing can be developed. For example, an area can be planned for multi-family or apartment units adjacent to a major thoroughfare; such units can be buffered by duplex units with the interior of the neighborhood development as single-family detached units. In this way, a property owner can choose to develop a particular housing type, and different housing would be available to future residents.”

In other words, the present balance of low, medium and high density residential uses should be preserved. In this instance, which is an infill development, the addition of relatively small acreage of high density residential does not negatively affect the overall balance of residential uses in the city.

The Future Land Use Plan discusses the concept of “over-zoning”, a condition in which “the available supply of zoned land exceeds the projected demand for the use of the land” (see page 4.11, 4.12). The risk of leading to over-zoning is not a concern in this case because the change proposed would reduce the area of commercial – the use classification in which the most potential for over-zoning exists.

Land Use Compatibility

Generally, the Future Land Use Plan attempts to locate retail and commercial land uses along major roadways and away from established neighborhoods, and also provide a transition of use intensity between the extremes. In this area, there is currently no transition. A transition from highway commercial uses to single-family residential with higher density residential use in between is a standard approach.

The buffer, or transition, between the proposed use and the existing lower intensity use is then an important consideration to be made (page 4.12, Future Land Use Plan). Under

the current zoning ordinance, a screening device would be required (Sec. 20-17[6], Zoning Ordinance) for a multi-family use adjacent to a residential use.

STAFF RECOMMENDATION

Following is staff's summary review of the guidance questions:

- Will the proposed change enhance the site and the surrounding area?
 - The change would provide a less intense, transitioning use between the commercial area fronting US190 and the adjacent single-family residential area.
- Is the proposed change a better use than that recommended by the Future Land Use Plan?
 - The proposed change would make better use of a difficult infill area by providing housing opportunity and a less intense use adjacent to the existing single-family residential.
- Will the proposed use impact adjacent residential areas in a negative manner? Alternatively, will the proposed use be compatible with, and/or enhance, adjacent residential areas?
 - The set of uses that can be placed on the site under the current zoning classification have more potential to impact adjacent areas negatively in terms of traffic, lighting/glare, noise, hours of operation, and odor.
 - Higher density residential use can be compatible with lower density residential use if screening and site specific design considerations are made.
- Are uses adjacent to the proposed use similar in nature in terms of appearance, hours of operation, and other general aspects of compatibility?
 - The commercial use and electric substation adjacent to the proposed use would not be similar in appearance, hours and some aspects of compatibility; however, as an infill situation some decreased compatibility towards the higher intensity use should be expected.
 - The single-family residential use adjacent to the proposed use can be similar with site specific design consideration.
- Does the proposed use present a significant benefit to the public health, safety, and welfare of the community? Would it contribute to the City's long-term economic well-being?
 - The proposed use would contribute valuable tax base to the City on property that is not utilized currently.
 - The proposed use provides additional housing options for current and future residents of Copperas Cove, and in balance with the recommended use ratios identified in the Comprehensive Plan.

Staff recommends approval of the amendment to the Future Land Use Plan, designating the area identified as High Density Residential.



FIRST NATIONAL BANK

FIRST COMMUNITY MORTGAGE





City Council Regular

H. 3.

Meeting Date: 08/02/2011

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

SUBJECT

Public hearing and action on an ordinance to rezone 6.857 acres of Meadowbrook Estates, Section Two, Commercial Property from B-4 (Business) to R-3 (Multi-Family Residential). **Wesley Wright, Division Head of Public Works/City Engineer**

BACKGROUND/HISTORY

On June 15, 2011, 4 JC Partners, L.P. and Wrangler Estates Inc. requested a tract of land be rezoned from B-4 (Business) to R-3 (Multi-Family Residential). The property is 6.857 acres of Meadowbrook Estates, Section Two, Commercial Property, and is located south side of US Highway 190, near the intersection of Leonhard Street and North Main Ave. at US 190.

The stated purpose of the rezone request is "to allow development of proposed multi-family project." If approved, any allowable use in R-3 zoning districts, including but not limited to assisted living centers, duplexes, and single family homes would be permitted on the site.

Property generally located north is primarily zoned for business use and fronts US Hwy. 190. The property south of the site is primarily zoned R-1 and consists of single family residential homes. To the far west of the site is an existing apartment complex located on business zoned property.

While the property may be challenged by certain development requirements including but not limited to drainage, detention, access, and screening, the requirements should not affect consideration of the rezone request.

FINDINGS/CURRENT ACTIVITY

Attached for Council review and consideration is a report and exhibit prepared by Chris Stewart, Stewart Planning Consulting, regarding proposed changes to the 2007 Comprehensive Plan's Future Land Use Plan. Photographs are also attached for Council review.

The Planning and Zoning Commission of the City of Copperas Cove held a public hearing on July 11, 2011, and voted to recommend City Council rezone the property from B-4 (Business) to R-3 (Multi-Family Residential).

City Council is the final approval authority on all rezones in the City of Copperas Cove.

ACTION OPTIONS/RECOMMENDATION

City Staff and Stewart Planning Consulting recommend City Council approve Ordinance No. 2011-29, rezoning the property from B-4 (Business) to R-3 (Multi-Family Residential), subject to an amendment to the 2007 Comprehensive Plan that establishes consistency for the rezone request with the Future Land Use Plan.

Fiscal Impact

FINANCIAL IMPACT:

N/A

Attachments

Rezone ordinance

Exhibit A

Stewart Planning Analysis - Rezone

Meadowbrook Photos

ORDINANCE NO. 2011-29

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS APPROVING A ZONING CHANGE BY REZONING 6.857 ACRES OF MEADOWBROOK ESTATES, SECTION TWO, COMMERCIAL PROPERTY, FROM B-4 (BUSINESS) TO R-3 (MULTI-FAMILY RESIDENTIAL).

- WHEREAS,** Tex. Loc. Gov't Code Chapter 211 authorizes the City of Copperas Cove to adopt rules and regulations regarding zoning of land within the City limits of the City of Copperas Cove for the purpose of promoting the safe, orderly, and healthful development of the City of Copperas Cove; and
- WHEREAS,** Tex. Loc. Gov't Code Chapter 211 empowers the City to provide for the administration, enforcement, and amendment of those zoning rules and regulations; and
- WHEREAS,** the hereinabove described property, shown in Exhibit A, has a current zoning of B-4 (Business); and
- WHEREAS,** an application was received on June 15, 2011 requesting that such property be rezoned from B-4 (Business) to R-3 (Multi-Family Residential); and
- WHEREAS,** a notice of the rezone request has been distributed via regular U.S. Mail to all property owners located within two-hundred (200) feet of the property; and
- WHEREAS,** a notice of the rezone request was published on June 24, 2011 in the Cove Leader Press; and
- WHEREAS,** the property has a proposed future use of High Density Residential, as currently indicated on Plate 4-1 of the Future Land Use Plan; and
- WHEREAS,** the Planning and Zoning Commission of the City of Copperas Cove on July 11, 2011, held a public hearing and voted to recommend approval of the rezone request; and
- WHEREAS,** the City Council of the City of Copperas Cove held the required public hearing concerning the rezone request on August 2, 2011; and
- WHEREAS,** the City Council of the City of Copperas Cove has determined it to be in the public interest to amend the City's Comprehensive Zoning Regulations and Zoning Map, which in its best judgment promotes the health, safety,

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

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

SECTION 1.

That the hereinabove described property, shown in Exhibit A, 6.857 acres of Meadowbrook Estates, Section Two, Commercial Property, be given the permanent zoning of R-3 (Multi-Family Residential).

SECTION 2.

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

SECTION 3.

That this ordinance shall go into effect upon passage.

PASSED, APPROVED AND ADOPTED this 2nd day of August 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.

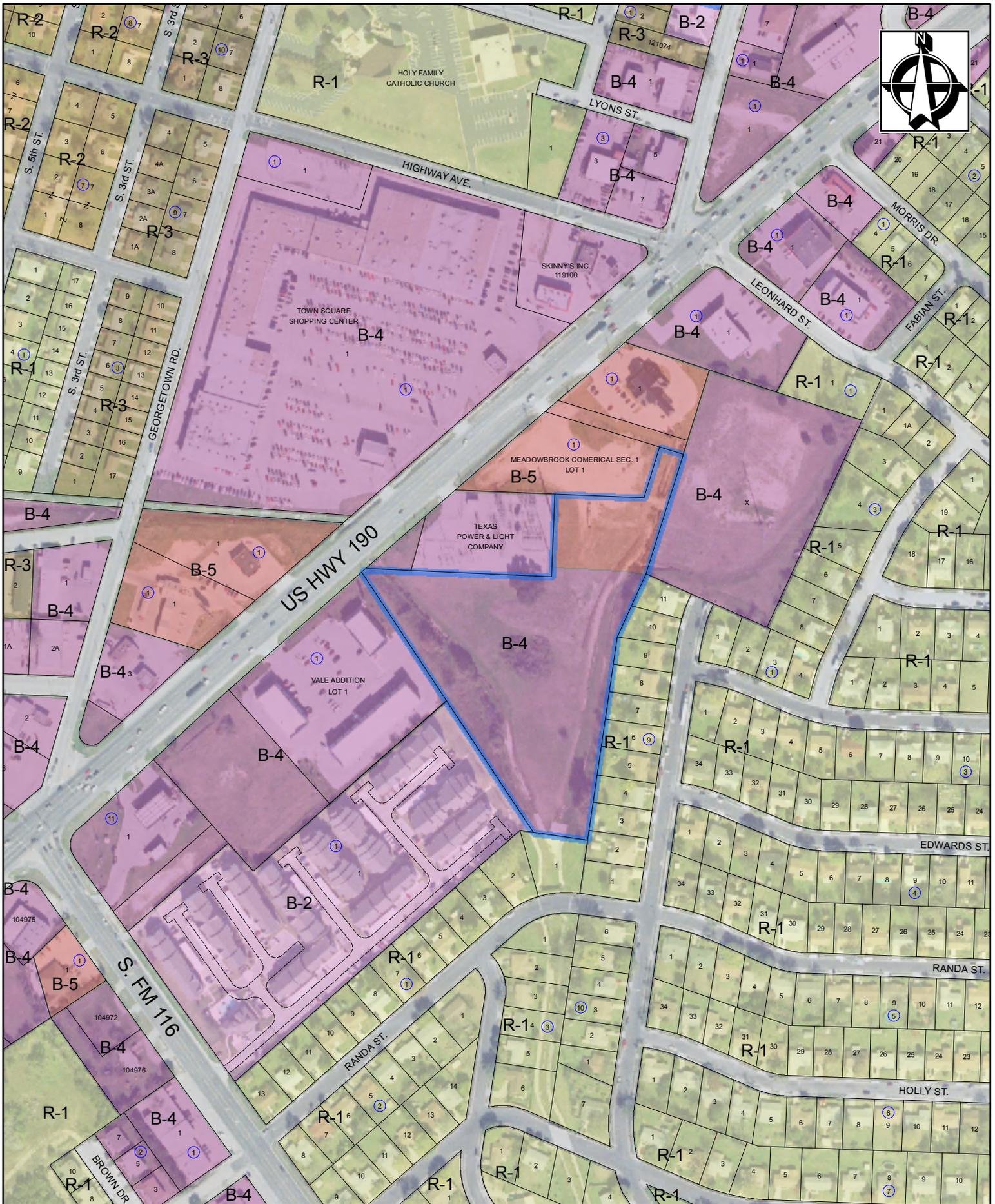
John Hull, Mayor

ATTEST:

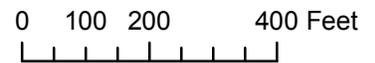
Jane Lees, City Secretary

APPROVED AS TO FORM:

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



Portion of Meadowbrook Sec. 2





ITEM: PUBLIC HEARING / CONSIDERATION / ACTION ON A REZONING
FROM B-4 TO R-3

PREPARED BY: Chris Stewart, AICP

CONTACT: chris@stewartplanning.com / 512-491-0964

BACKGROUND

At issue is a tract of land for which B-4 zoning currently exists, for which R-3 zoning is requested, and for which the Future Land Use Plan, Plate 4.1, shows the area as Commercial. Therefore, the consideration of an amendment to the Future Land Use Plan is brought forward as the preceding item to the Commission for recommendation to the City Council.

ANALYSIS

The subject tract is an oddly configured parcel located behind Giovanni's restaurant and the electric substation. It is currently undeveloped, is adjacent to a single-family residential zoning area, and does not have clear frontage on a public right-of-way.

Generally, Staff recommends that the location of the site with respect to surrounding land uses and the Future Land Use Plan is suitable for a high density residential use, consistent with the request for R-3 zoning (see previous agenda item). R-3 zoning permits a variety of housing types, including multi-family, duplex, and townhomes. There would be a fencing requirement that would be required on the development towards the single-family site.

The site has several constraints, however, particularly with the access issue, but also concerning drainage which are apparent prior to receipt of any development plans or engineering plans. Per se, these should not limit a decision concerning the suitability of the zoning for the site, however they cannot be ignored at this stage. Staff has also recommended that the applicant consider a Planned Development District zoning request, since the PDD process can be used as a vehicle to provide more context-sensitive design and zoning requirements.

STAFF RECOMMENDATION

Staff recommends approval of the request to rezone to R-3.



FIRST NATIONAL BANK

FIRST COMMUNITY MORTGAGE





City Council Regular

I. 1.

Meeting Date: 08/02/2011

Contact: Polo Enriquez, CCEDC Executive Director

SUBJECT

Consideration and action on an appointments to the Copperas Cove Economic Development Corporation (CCEDC) Board of Directors for the unexpired term of Position Two and the regular term for Position Five. ***Polo Enriquez, Executive Director CCEDC***

BACKGROUND/HISTORY

Copperas Cove Economic Development Corporation was founded on August 7, 1990. The fiscal year for the Corporation is from October 1 through September 30. CCEDC Board Members are appointed to three year terms by the City Council, as per the Economic Development Act of 1979.

FINDINGS/CURRENT ACTIVITY

The CCEDC Board is made up of five members whose appointed terms are filled on a staggered basis. Position Two, held by Mr. Chuck Downard until his resignation on June 22, 2011, runs through September 30, 2013. Attached to this agenda report you will find Mr. Downard's resignation letter and a letter from Mr. Dan Yancey, CCEDC Board Chairman requesting that the City Council consider an appointment to fill the vacancy.

The vacancy has been advertised on the City's website and the Government Access Channel 10 since July 5, 2011.

Additionally, the Executive Director received an e-mail dated July 27, 2011 from Board Member Ray Don Clayton indicating he does not wish to seek reappointment on his current term ending September 30, 2011. Thus, the CCEDC is requesting Council appoint from the list of interested applicants an individual to serve in Position Five for the term October 1, 2011 through September 30, 2014.

The City has received applications from eight interested individuals seeking appointment to the CCEDC Board of Directors. Those applications are attached for your consideration and include the following:

- John F. Gallen
- Mark Peterson
- Roger 'ODie' O'Dwyer
- Frank D. Somera, Jr.
- Josefina 'Fina' Castillo
- Daniel T. Vanderpoel
- Bradi D. Diaz
- Ira Brand

ACTION OPTIONS/RECOMMENDATION

City staff recommends action on appointing an individual to the Copperas Cove Economic Development Corporation (CCEDC) Board of Directors, Position Two, to fill the unexpired term ending September 30, 2013 and Position Five, to serve a term beginning October 1, 2011 and ending September 30, 2014.

Attachments

[Downard resignation letter](#)

[Request to fill unexpired term Position Two](#)

Request to fill regular term Position Five
Applicants

June 22, 2011

received
6/22/11 [Signature]

John Hull, Copperas Cove Mayor
Copperas Cove City Council Members

Dear Officials,

I feel that it has come time for me to resign from my appointment to the Copperas Cove Economic Development Corporation as Director effective immediately.

I feel that when you are not able to give 100% its time to leave, my health problems/concerns is the deciding factor in making this decision.

Respectfully

Chuck Downard

Chuck Downard



Andrea Gardner
City Manager
City of Copperas Cove
P O Drawer 1449
Copperas Cove, TX 76522

**Economic
Development
Corporation**

June 30, 2011

Dear Andrea:

This letter is formally notify you and the Copperas Cove City Council that due to the resignation of Mr. Chuck Downard, a vacancy now exists on the Copperas Cove Economic Development Corporation Board of Directors. I have attached Mr. Downard's notice of resignation. Mr. Downard occupied Position #2 on the Board, a position that has a term that expires on September 30, 2013.

Section 2.02 of the Copperas Cove EDC Bylaws states that "vacancies in the Board shall be filled by the appointment of successor Directors by the Unit." In addition, the Texas Economic Development Corporation Acts states that directors are appointed to the Board by a majority vote of the City Council. The Act states that a Type 4A corporation director is not required to be a resident of the City or a property owner.

Thank you for your prompt attention to this matter. We look forward to having the City Council consider an appointment to fill our existing vacancy.

Respectfully,

Dan Yancey
Chairman
CCEDC Board of Directors

Jane Lees - City Secretary

From: Polo Enriquez [polo.enriquez@copperascove-edc.com]
Sent: Wednesday, July 27, 2011 12:09 PM
To: Andrea Gardner - City Manager; Jane Lees - City Secretary
Cc: 'Dan Yancey'; Raydon46@aol.com
Subject: FW: EDC BOARD APPOINTMENT

Please know that regarding appointments to the CCEDC Board of Directors:

Mr. Downard's Position #2 is vacant due to his resignation so the appointee will began service as soon as the City Council makes the appointment. This term expires on September 30, 2013.

Mr. Clayton occupies Position # 5. The term for that position expires on September 30, 2011. Mr. Clayton intends to serve on the Board until his term expires. So the Council's appointment to Position #5 will be effective on October 1, 2011 and expires on September 30, 2014.

Please know that the CCEDC is currently engaged in a number of complex, sensitive and diverse projects. Once appointments are made I will invite the appointees to a series of meetings with me so that I may provide information that will help them "hit the floor running".

Thank you !!

Polo Enriquez
Executive Director
254-547-7874, ext. 1
www.copperascove-edc.com

From: Raydon46@aol.com [mailto:Raydon46@aol.com]
Sent: Wednesday, July 27, 2011 11:57 AM
To: polo.enriquez@copperascove-edc.com
Cc: Dan.Yancey@1stnb.com
Subject: EDC BOARD APPOINTMENT

Dear Polo,
Due to a change in my duties I would like to inform you that I will not seek reappointment to the EDC Board when my term expires.

Sincerely,

Ray Clayton

Candidate Application for City Council-Appointed Boards & Commissions

A City Council subcommittee will conduct interviews of applicants interested in serving on a City board and/or commission. The interviews will be open to the public. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

Please attach your resume.

received
5/28/09
logged
Giles

Board Preference 1: EDC

Board Preference 2: P & Z

Name: John F. Galles

Street Address: 2401 Veterans Avenue

City Resident: 21 years Personal E-Mail: jgalles@hotmail.com

Home Phone: 542-2107 Home Fax: _____

Profession: High School Teacher

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:
8+ years P&Z, 4 Bd of Afd 6+ years city councilman

Civic Activities/Professional Affiliations Friends of the Library, professional education orgns

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.

John F. Galles
Signature

5/28/09
Date

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



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
7/29/09
logged

Please attach your resume (optional).

Board Preference 1: HOTEL/MOTEL TAX COMMITTEE

Board Preference 2: EDC BOARD

Name: MARK PETERSON

Street Address: 3008 SUNDOWN LN

City Resident: 9 years Personal E-Mail: MPETERSON@CBUNITED.COM

Primary Phone: 254-371-9649 Home Fax: _____

Profession: RETIRED MILITARY

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:

SERVED ON CITY COUNCIL FOR 15 MONTH AND GREAT KNOWLEDGE OF HOW THESE BOARDS WORK

Civic Activities/Professional Affiliations BOARD OF DIRECTOR FOR CHAMBER OF COMMERCE, EXCHANGE CLUB, CCISD FESABILITY COMMITTEE

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.

U.E. Peters 29 502 09
Signature Date

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



Candidate Application for City Council-Appointed Boards & Commissions

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7/29/09
Glees

Please attach your resume ²⁵ (optional): INCLUDED

Board Preference 1: COPPERAS COVE ECONOMICAL DEVELOPMENT CORP.

Board Preference 2: _____

Name: ROGER "ODIE" O'DWYER

Street Address: 1703 HIGHLAND DRIVE

City Resident: 37 years Personal E-Mail: R.ODWYER@HOTMAIL.COM

Primary Phone: 254-547-7354 Home Fax: 254-547-4906

Profession: RETIRED AEROSPACE MANAGER

Business Name: _____

Business Address: _____

City: _____ State _____ Zip: _____

^{CELL} Business Phone: 254-394-0339 Business Fax: _____

Business E-Mail: _____

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

MAYOR, COUNCIL MEMBER, NEW BUSINESS DEVELOPMENT COURSE (LADD) WON 2 CONTRACTS (\$M) RANGE

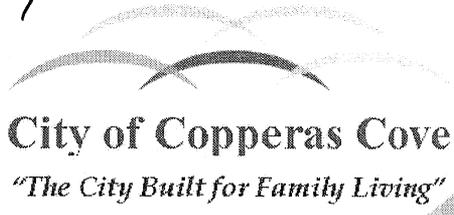
Civic Activities/Professional Affiliations SEE RESUME

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.

Bob Dwyer
Signature

7/29/09
Date

Please return completed application and resume to:
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Phone: (254) 547-4221



Name: Roger "ODie" O'Dwyer

Married to: Carole a retired CCISD Chemistry teacher, 5 children, 10+ grandchildren
Retired US Army (LTC); and, Lockheed Advanced Development Company
Education: BS ElecEngr, MS ElecEngr, MBA in City Management

Previous:

Council 83-86
CCISD Board 3 years
P&Z 13 years mixed (3 yrs Chairman)
Board of Adjustment 5 years mixed (3 years Chairman)
CTCOG 06 - 08
Mayor 06-08

Civic Service:

Big Brothers 2 years; Boy Scout Leader 14 years (3 years as Institutional Rep)
CERT 3 years; CCCPAAA 4 years; Comprehensive City Plan 93-96; Cove House Board 5 years
Exchange Clubs (Outstanding President 96 CCEXC); District (State) President 98
Hunting Safety Educator 18 years; Little League Baseball Coach 4 years; Meals on Wheels 6 years
Oktober Fest Committee 8 years; PTSD Coordinator 2 years; Pop Warner Football Coach 6 years
Rabbit Fest (co-originator 1 of 5) 6 years on Committee; Weekly reader (6 hours) at Halstead School
17 years

Life Member of:

82nd ABN Div Assn.; American Legion; Disabled American Veterans; KofC; MOAA; NRA
NTFA/TTFHA; Texas Hunter Education Assn.; Veterans of Foreign Wars (Youth Chair 9 year's local,
3 years District)

Member of:

AARP Chapter 1359 (Currently President); AUSA; Chambers of Commerce Cove and Killeen
LINN (Living in the New Normal); NAACP; Quarterback Club; USO

Awards/Recognition

Military:

Legion of Merit; Bronze Star (1OLC); Air Medal; Joint Services Commendation Medal; Army
Commendation Medal (1OLC); Good Conduct Medal; Vietnamese Cross of Gallantry with Palm
Medalha do Pacificador (Brasil)

Civilian:

Hunter Education Hall of Fame
Outstanding Fellow of Univ. of Alabama (Electrical Engineer)
Noon Exchange Citizen of the Year

Published in MBA Journal: "How Fort Hood Came to Be" (Paper used in MBA requirements)

Candidate Application for City Council-Appointed Boards & Commissions

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

received
5/3/10 [Signature]

Please attach your resume (optional).

Board Preference 1: CCEDC

Board Preference 2: _____

Name: FRANK D. SOMERA JR

Street Address: 1318 EAGLE TRAIL

City Resident: 18 years Personal E-Mail: FSOMERA@HOT.RR.COM

Primary Phone: (254) 547-1018 Home Fax: _____

Profession: CLERGY

Business Name: — CC CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

Business Address: MORROW STREET

City: COPPERAS COVE State TX Zip: 76522-1966

Business Phone: _____ Business Fax: _____

Business E-Mail: _____

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

FORMER CITY COUNCIL MEMBER, CURRENTLY: CHAIRMAN - Bd OF
ADJUSTMENT, COUNCIL REP TO KT-MPO (KTUTS).

Civic Activities/Professional Affiliations _____

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

Frank D. Somera Jr
Signature

3 MAY 2010
Date

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


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

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.

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logged

Please attach your resume (optional).

Board Preference 1: Economic Development

Board Preference 2: Planning & Zone Commission

Name: Daniel T. Vanderpoel

Street Address: 2222 Phyllis Dr

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

Primary Phone: 830-584-3248 Home Fax: _____

Profession: Sales/Marketing

Business Name: Gulf Coast Paper Co

Business Address: 2400 Industrial Blvd

City: Temple State TX Zip: 76504

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

Business E-Mail: dvanderpoel@gulfcoastpaper.com

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

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

Civic Activities/Professional Affiliations _____

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

Daniel T. Vanderpoel
Signature

2/15/11
Date

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



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

Daniel T. Vanderpoel

2222 Phyllis Dr. Copperas Cove, TX 76522

Home Phone- (254) 577-5595 Cell Phone- (830) 534-3248 E-Mail- DanLauraJ@aol.com

Purchasing Management & Estimating Profile

Accurate Material Quantity Take-offs/ Cost Estimating and Accounting/ Budget Forecast, Preparation and Planning/ Project Material, Equipment and Labor Scheduling/ Safety Focused and Awareness Planning and Training/ Team Building and Leadership Development/ General Construction Management/ Price, Term and Delivery Negotiations/ Vendor, Customer and Subcontractor Management/ Product and Material Quality Inspection and Training/ Performance Training, Development and Tracking/ Inventory Monitoring and Usage Tracking Procedures/ Accounts Payable, Receivable and Invoice Coding Management and Training / JIT Purchasing and Scheduling Procedures

Professional Experience

Silver Creek Homes, Henrietta, TX
Account Executive

2007- 2009

Key member employed to develop and to improve product representation in critical market areas with weak or non-existent market share. Develop key relationships with large national account retail location owners and investors to provide future business and growth within the manufactured home industry.

- **Business Development-** Implemented a cold call process with key existing and new retailers to work them from prospect to stocking and selling retail locations.
- **Marketing Analysis and Plan Development-** With the statistics provided by Texas Manufactured Housing Association and the Manufactured Housing Institute, define key market area needs, plan project and product development to actively seek additional representation.
- **Customer Development-** Actively trained and assisted in setting performance based goals for each location to advance and increase total retailer market share.

Bluebonnet Ford, New Braunfels, TX
Sales Representative

2007- 2007

Actively presented and demonstrated safety, quality and performance features on new vehicles to prospective customers.

- **Sales Performance-** Consistently exceeded sales goals of 10 vehicles per month, by producing 13 deals the first month, 22 deals the second month and averaging over 15 sales per month after that.
- **High Impact Presentations-** Skillfully developed trust of prospective customers by listening and understanding the needs and applying it to the vehicle presentation.
- **Peer Recognition-** Selected by peers and management as Sales Representative of the Month.

Cavco Industries, Seguin, TX
Material Manager/ Sales Representative

2005- 2007

Key team member involved in facility start up which included developing, hiring and training management and support staff, planning and scheduling material, tool and equipment delivery, budget development planning and tracking start up and work status progress.

- **Budget Preparation- Management-** Developed, tracked, monitored facility start-up budgets and responsible for Profit and Loss forecasting and maintenance during normal operation. Included managing accounts payable department personnel, accounts receivable department personnel and reviewing all cost incurred and collected by facility.
- **Material Take- Offs and Cost Accounting-** Performed a detailed cost estimate on over 40 different model homes built and over 100 available options in various stages of facility production process to ensure accurate Bill of Materials and Cost Accounting.
- **Management-** Responsible for Accounts Payable/ Receivable Departments, Material Handling Department, Assistant Purchasing Manager, Outside Vendor and Subcontractor Responsibilities.

Clayton Homes, Multiple Locations

2003- 2005

Material Manager

Responsible for training, managing and leading a team to responsibly purchase, schedule and track cost incurred on raw materials for the production of manufactured housing, facility accounting procedures, create and consistently monitor base and option bill of materials and to conduct plant wide quarterly inventories. Planned, forecasted, executed and monitored annual and monthly budgets to include Purchase Price Variance, Cash Discounts, Supplier Rebates, Inventory Adjustments, Damaged and Obsolete Material devaluation and cost of labor.

- **Budget Management-** Accurately forecasted and tracked monthly and annual facility profitability, material cost and labor percentage which was presented to facility General Manager and Division President. Implementation of tracking and monitoring procedure allowed each manager to identify trouble areas and devise corrective action to maintain positive facility profitability.
- **Cost Accounting-** Identified inventory variance and facility profitability discrepancies by thoroughly performing and monitoring cost analysis on each base model and option produced in the production process. Developed and maintained sound process to permanently resolve inadequate cost accounting procedures. Experience with Timberline Costing Program.
- **Marketing Analysis and Plan Development-** Directly involved with General Manager and Sales Manager identifying the needs of our retail base customers and developing a cost effective plan to reach their needs and to maintain facility efficiency and profitability.
- **Strategic Partnerships-** Mentored two facilities Material Managers and successfully implemented Clayton Homes process and procedure by evaluation and then planning implementation with facility General Manager and Material Manager. Presented status and progress to Division Material Manager.
- **Inventory Procedures-** Planned, conducted and executed quarterly facility Inventory Procedures by gaining the support and understanding by every Manager, Team Leader and Associate employed. Results were presented to the facility General Manager and reviewed by Corporate Accounting Team.

Oakwood Homes, Killeen, TX

1998- 2003

Inventory Control Manager

Deeply involved key player in facility start up process responsible for purchase of tooling, plant layout and design, equipment and machinery purchases, interviewing, employing and team building, material requirement purchasing and planning and budget planning.

- **Team Building and Leadership-** Interviewed, employed, trained and built a highly motivated and successful team responsible for accepting raw material deliveries, handling materials, performing cycle counts and identifying material shortage and discrepancies. Several associates received promotions into management positions in other facilities.
- **Budget Management-** Developed, tracked, maintained and approved purchases requested for facility stock room and consumable requests made by management and department Team Leaders under tight predetermined budget constraints.
- **Purchase Procedure-** Responsible for 60% of all raw materials needed for the manufacturing process by skillfully adapting to and using the J.D. Edwards computer program and Material Requirement Planning (MRP) reports. Additionally J.D. Edwards reports used included materials Received Not Invoiced (RNI) and miscellaneous material based tracking tools.

Education

Central Texas College/ Texas A&M- Central Texas- Currently Attending

Associated General Contractors- Underlying Studies for Heavy/Civil Construction- Estimating

Shawano High School, Shawano, WI

US Army Supply Specialist School, Ft. Lee, VA

Leadership On The Line, Greensboro, NC

Negotiation Seminar, Austin TX

Clayton Homes Leadership Academy, Knoxville, TN

Daniel T. Vanderpoel

2222 Phyllis Dr. Copperas Cove, TX 76522 ♦ (254) 577-5595 ♦

DanLauraJ@aol.com

Objective

Experienced, high energy sales professional seeking a position within your company to enhance product growth and further develop a loyal customer base for ensured long term future success.

Professional Experience

Outside Sales/ Office Supply Specialist

2009- Current

Gulf Coast Paper Co Inc, Temple, TX

Successfully, increased annual gross sales and net profit by more than 30% in the office supply division while streamlining the order process, effective customer communication and fostering a team atmosphere.

Account Executive

2007- 2009

Silver Creek Homes, Henrietta, TX

Increased product representation of a low to mid price point manufactured housing product throughout Texas and the entire state of New Mexico by developing solid business relationships, providing accurate communication and developing product based on customer needs. Effectively grew assigned territory to be the top producer in the business.

Regional Sales Manager/ Purchasing Manager

2005- 2007

Cavco Industries, Seguin, TX

Assisted in developing a manufacturing facility start up to include product market plan, budget management and team building activities critical to long term facility success and profit. Performed market research using detailed statistical information and forecasted projections which were presented to the Chief Executive Officer of the corporation.

Procurement Manager

2003- 2005

Clayton Homes, Hodgenville, KY

Trained, managed and lead a team to responsibly purchase, schedule and track cost incurred on raw materials for the production of manufactured housing. Planned, forecasted, executed and monitored annual and monthly budgets to include Purchase Price Variance, Cash Discounts, Supplier Rebates, Inventory Adjustments, Damaged and Obsolete Material devaluation and cost of labor.

Education

Central Texas College, Killeen, TX

Bachelor of Business Administration- Finance

Intended Graduation: May 2013

Candidate Application for City Council Appointed Boards & Commissions

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6/22/11
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logged

Please attach your resume (optional).

Board Preference 1: Economic Development Corporation

Board Preference 2: _____

Name: Bradi D. Diaz

Street Address: P.O. Box 1079, Copperas Cove, TX 76522

City Resident: 42 years Personal E-Mail: bradid@centurylink.net

Primary Phone: 254-290-9508 Home Fax: _____

Profession: Property Management

Business Name: Dewald Properties

Business Address: 2123 E. Hwy 190, Suite B

City: Copperas Cove State TX Zip: 76522

Business Phone: 254-547-2116 Business Fax: 254-542-7916

Business E-Mail: bradi@embarqmail.com

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

Planning & Zoning Commissioner 2006-2011, Copperas Cove Education Foundation, City Council, 2000-2004, Mayor, City of Copperas Cove, 2004-2006, as Mayor served on the CTCOG Board, Metroplex Foundation Board, 2007-2009

Civic Activities/Professional Affiliations CC Chamber of Commerce Board and numerous committees. Booster

Club Officer, CCHS/JR High, Softball, Cheer, Golf

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.

Bradi D. Diaz
Signature

6/22/11

Date

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



City of Copperas Cove

"The City Built for Family Living"

Candidate Application for City Council-Appointed Boards & Commissions

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Please attach your resume (optional).

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REC
7-6-11

Board Preference 1: EDC

Board Preference 2: ALL OTHERS

Name: IRA BRAND

Street Address: 503 HAYLOFT CIRCLE

City Resident: 18 years Personal E-Mail: IRA@HOT.RR.COM

Primary Phone: 254 247 7524 Home Fax: 254 547 8224

Profession: INSURANCE AGENCY OWNER

Business Name: BRAND FINANCIAL SERVICES

Business Address: 2312 E. HWY 190

City: COPPERAS COVE State TX Zip: 76522

Business Phone: 254 547 6300 Business Fax: 254 547 8224

Business E-Mail: IRABRAND@ALLSTATE.COM

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

SMALL BUSINESS OWNER, HAVE SERVED AND LEAD

MANY ORGANIZATIONS IN THE CITY, WORK WELL WITH OTHERS

Civic Activities/Professional Affiliations BOYS AND GIRLS CLUB, CC EDUCATION FOUNDATION

PAST CHAMBER ED, PAST EXCHANGE CLUB PRESIDENT,

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

07 06 2011

Date

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City Secretary's Office, City Hall
507 S. Main Street, Copperas Cove, Texas 76522
Phone: (254) 547-4221



City of Copperas Cove

"The City Built for Family Living"

City Council Regular

I. 2.

Meeting Date: 08/02/2011

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

SUBJECT

Consideration and action on an ordinance updating Personnel Policy No. 316, Birthday Leave. **Kelli Sames, Human Resources Division Head**

BACKGROUND/HISTORY

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

FINDINGS/CURRENT ACTIVITY

Included in the manual is Personnel Policy No. 316, Birthday Leave. The policy establishes that regular full-time employees, not in the initial employee evaluation period status, shall be entitled to a day off from work with pay for the observance of the employee's birthday.

The recommended policy revisions include the addition of how birthday leave is earned as well as when employees are eligible to take birthday leave. The recommended changes provide additional clarification on the intent of the benefit to prevent misuse or misinterpretation of the policy.

In addition, the current policy allows for full time shift firefighters to 24 hours of birthday leave time. The proposed policy provides for 12 hours of birthday leave time for 24-hour shift employees. The change was made to align the birthday leave hour benefit in accordance with personnel policy which defines a "vacation day" and "holiday" for 24-hour shift employees as a 12-hour period.

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Ordinance No. 2011-30, updating Personnel Policy No. 316, Birthday Leave.

Attachments

Ordinance

Proposed Policy

ORDINANCE NO. 2011-30

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 316, (BIRTHDAY LEAVE), AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 316, (BIRTHDAY LEAVE) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, The City of Copperas Cove has not updated this ordinance since April 1, 2008.

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

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by repealing the current personnel policy, No. 316, (Birthday Leave) and replacing the existing policy with a revised personnel policy, No. 316, (Birthday Leave) correctly shown by the attached Exhibit "A";

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

Section 6.

That this ordinance shall be effective October 1, 2011.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS, this 2nd day of August, 2011, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

**BIRTHDAY LEAVE
Policy #316**

September 2011

Eligibility to Earn Birthday Leave -

Regular full time employees who are not in their initial employee evaluation period status shall be entitled to time off from work with pay for the observance of their birthday.

Regular full time employees will receive 8 or 10 hours, depending on their assigned daily schedule. (8 hr or 10 hr shift)

Regular full time Fire & EMS Certified Shift Employees will receive 12 hours.

This means an employee shall not earn and take their birthday until he/she has successfully completed his/her initial employment evaluation period or any extension of such evaluation period.

Furthermore birthday leave is forfeited and is not earned if employment is terminated before an employee successfully completes the initial evaluation period. Temporary, seasonal employees and part-time employees shall not earn birthday leave.

Earned Birthday leave is not paid upon separation of employment.

Eligibility to Take Birthday Leave –

The actual date of the birthday shall be taken off on the employee's birthday. It may be necessary to give an alternative day off in order to maintain efficient City service and departmental functions.

It is the employee's responsibility to assure that leave requests are made within a reasonable length of time prior to the commencement of birthday leave and follow established departmental policy for requesting time off.

At no time will earned birthday leave be granted 30 days after the actual birthday leave unless approved by the City Manager.

City Council Regular

I. 3.

Meeting Date: 08/02/2011

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

SUBJECT

Consideration and action on an ordinance updating Personnel Policy No. 410, Employee Conduct and Work Rules/Disciplinary Action. **Kelli Sames, Human Resources Division Head**

BACKGROUND/HISTORY

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

FINDINGS/CURRENT ACTIVITY

Included in the manual is Personnel Policy No. 410, Employee Conduct and Work Rules/Disciplinary Action. The policy outlines for City employees rules of conduct that will protect the interests of the City and the safety of employees and citizens.

On June 17, 2011 SB 321 was passed and signed into law by the Governor with an effective date of September 1, 2011. Prior to the passage of the Bill many municipalities and companies in Texas had adopted a no-firearms policy that extended beyond the actual workplace to employee parking lots. Such a prohibition was also included in City policy.

With the passage of S.B. 321 City Personnel Policy No. 410, Employee Conduct and Work Rules/Disciplinary Action, City staff is recommending the current policy be amended.

The following language is currently included in the policy -

The following are some examples, not an exhaustive list, of conduct that will likely result in disciplinary action, up to and including termination of employment:

Possession of weapons on City time, City premises, or while on City business (except for licensed peace officers).

The following language has been added to the above section in the policy -

This ban does not include keeping or transporting a firearm or ammunition in any personal vehicle in a City-provided parking area. S.B. 321, effective September 1, 2011 allows an employee, who lawfully possesses a firearm or ammunition, to transport or store the firearm or ammunition in a locked, privately owned motor vehicle in a parking area the employer provides for employees.

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Ordinance No. 2011-31, updating Personnel Policy No. 410, Employee Conduct and Work Rules/Disciplinary Action.

Attachments

Ordinance

Exhibit A

ORDINANCE NO. 2011-31

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 410, (EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION), AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 410, (EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, The City of Copperas Cove has not updated this ordinance since February 15, 2011.

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

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by repealing the current personnel policy, No. 410, (Employee Conduct and Work Rules/Disciplinary Action) and replacing the existing policy with a revised personnel policy, No. 410, (Employee Conduct and Work Rules/Disciplinary Action) correctly shown by the attached Exhibit "A";

Section 2.

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

Section 3.

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

Section 4.

That any additions, deletions or other amendments to the Personnel Polices and Procedures Manual shall be made in a manner similar to process by which this manual is

originally approved and only after compliance with the Texas Open Meetings Act and approved by the City Council of the City of Copperas Cove.

Section 5.

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

Section 6.

That this ordinance shall be effective September 1, 2011.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS, this 2nd day of August 2011, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION
Policy #410

September 2011

The City of Copperas Cove expects all employees to act professionally on the job, and to refrain from behavior, on and off the job, that could adversely impact the City's reputation or mission. Furthermore, to ensure orderly and productive operations and provide the best possible work environment, the City requires employees to follow rules of conduct that will protect the interests of the City and the safety of employees and citizens.

Criminal History.

Employees must immediately report to their Department Director any misdemeanor or felony arrest, charge, indictment, conviction, deferred adjudication or a plea of nolo contendere, whether related to on-duty or off-duty conduct. However, employees who do not drive as part of their job duties with the City are not required to report minor traffic violations. During the pending of any charges, the Department Director, Human Resources Director, and the City Manager will determine whether the employee will remain in their current position, be placed on administrative leave, transferred, demoted or released. An employee who fails to timely report any events described herein may be disciplined up to and including termination.

Progressive Discipline. In certain instances, the City will use a progressive disciplinary system. The City is not obligated to use all of the progressive disciplinary steps available to it, and may begin the disciplinary process at any level, up to and including immediate discharge, depending upon the severity of the conduct, the employee's work performance and prior disciplinary history, the employee's length of service, and any other mitigating circumstances. Depending on the circumstances of each individual case, disciplinary action may consist of one or more of the following:

- oral warning
- written reprimand
- suspension (with or without pay)
- possible reduction in rate of pay
- demotion
- discharge

All written disciplinary actions, including documented oral counseling/warnings, must be forwarded to Human Resources in a timely manner.

Review by Human Resources Department. Any proposed disciplinary action in excess of an oral warning must be reviewed by Human Resources prior to being given to the employee.

Prohibited Activities. Disciplinary action will be imposed for violations of City or Departmental policies and procedures, codes of conduct, rules and regulations, either

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION
Policy #410

September 2011

written or verbal. In addition, acts which are not specifically addressed in policies and procedures, codes of conduct, and rules and regulations, yet may adversely affect the City or put the health, safety, or well-being of fellow employees, citizens, or others at risk, will also likely result in disciplinary action. It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples, not an exhaustive list, of conduct that will likely result in disciplinary action, up to and including termination of employment:

Theft or inappropriate removal or use of property not your own.

Falsification of timekeeping or other records, including employment application.

Working under the influence of alcohol or illegal drugs.

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating City-owned equipment.

Sexual or other unlawful harassment.

Interfering with work schedules or another employee's ability to work.

Misuse of City telephones, computers, mail systems, etc.

Excessive absenteeism, tardiness or absence without notice.

Breaks in excess of the allotted time allowed.

Violation of smoking ordinance.

Violation of safety or health rules and failure to immediately report an on-the-job injury.

Profanity or abusive language.

Unauthorized disclosure of confidential information.

Violation of City or Departmental policies, codes of conduct, rules and procedures.

Failure to be considerate of co-workers.

Coercion, intimidation, or threats against citizens, supervisors, coworkers, or City officials.

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION
Policy #410

September 2011

Making or publishing false, vicious, or malicious statements about the City, a coworker, or a supervisor.

Unsatisfactory performance or conduct.

Fighting, provoking or instigating a fight, or threatening violence in the workplace.

Disruptive activity in the workplace.

Conduct, which results in waste or damage of co-workers', City or citizen-owned property.

Insubordination or other disrespectful conduct.

Possession of weapons on City time, City premises, or while on City business (except for licensed peace officers). This ban does not include keeping or transporting a firearm or ammunition in any personal vehicle in a City-provided parking area. S.B. 321, effective September 1, 2011 allows an employee, who lawfully possesses a firearm or ammunition, to transport or store the firearm or ammunition in a locked, privately owned motor vehicle in a parking area the employer provides for employees.

Violation of local, state or federal law.

Behavior which causes discredit to the employee and/or brings the City into disrepute.

Failure to timely return to work upon conclusion of authorized leave or disciplinary suspension.

Outside employment that conflicts with, or potentially conflicts with, City interests.

Failure or refusal to follow lawful orders.

Sleeping on the job (except for Fire Department Personnel who are governed by applicable Fire Department Rules and Regulations).

Dishonesty, including misrepresentation during the hiring process.

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION
Policy #410

September 2011

Destruction or unauthorized use of City property or equipment or failure to report damage to City property or equipment.

Refusing to follow the specific instructions of a supervisor, providing the instructions are legal, safe, and not in conflict with city policy.

Physical violence, threats, abusive or vulgar language, intimidation, harassment or coercion directed toward any employee or citizen.

Failure to cooperate in, or obstruction of, a city investigation.

Unauthorized overtime.

Felonies and Misdemeanors. An employee charged or indicted for a felony or misdemeanor, or accused by information of official misconduct or other serious criminal violation, may be placed on administrative leave (with or without pay) until the charge, indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are concluded. In most instances, however, the City will conduct its own investigation and take appropriate action before the matter is fully adjudicated. The Department Director, the Director of Human Resources and the City Manager will make such a determination. An employee on administrative leave may be reinstated to the position held before being placed on administrative leave (if available) without loss of benefits if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal.

Disciplinary Conference. A disciplinary conference will normally be scheduled prior to the imposition of a disciplinary suspension, demotion or termination. The Department Director, the affected employee, the Human Resources Director (or designee) and anyone else deemed necessary by the Department Director typically attend the disciplinary conference. During the conference, the affected employee will be given an opportunity to present an explanation of the conduct leading up to the proposed disciplinary action. Employees will usually be given 2 days advance notice prior to the conference. Employees may, in the City's sole discretion, be placed on administrative leave prior to, during, or after the disciplinary conference. The employee will be notified of the City's determination following the conference.

Administrative Leave. During an investigation into alleged offenses or violations of City policies, the City may, in its sole discretion, place the employee on administrative leave. The leave may be with or without pay.

Human Resource Forms applicable to this policy: #116

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION
Policy #410

September 2011

Form # 116 for Personnel Policy Employee Conduct and Work Rules/Disciplinary Action
(Policy #410)

CITY OF COPPERAS COVE CORRECTIVE ACTION NOTICE

Employee Name: _____ Department: _____
Date Presented: _____ Supervisor: _____

Disciplinary Level

Verbal Correction Written Warning
 Final Written Warning Disciplinary Suspension
 Discharge Other (_____)

Incident: (Attach additional sheets if needed.)

Prior notifications: (Attach additional sheets if needed.)

Statement of City/Department policy: (Attach additional sheets if needed.)

Summary of corrective action to be taken: (Attach additional sheets if needed.)

Performance Improvement Plan

Measurable/Tangible Improvement Goals: (Attach additional sheets if needed.)

EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION
Policy #410

September 2011

Training or Special Direction to be Provided: (if applicable)

(Attach additional sheets if needed.)

Interim Performance Evaluation Necessary? (Attach additional sheets if needed.)

Consequences: Further occurrences of this type conduct or other instances of misconduct or unacceptable performance will likely result in additional disciplinary action up to and including termination.

Employee Comments and/or Rebuttal (Attach additional sheets if needed.)

Employee Acknowledgment

I understand that the City of Copperas Cove is an “at-will” employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. I also realize that the City of Copperas Cove is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of discipline will not change my at-will employment status. In addition, this document will be placed in my personnel file. I understand that my signature indicates only that this incident has been reviewed with me and does not indicate agreement or disagreement with action taken.

Employee Signature Date Supervisor’s Signature Date

Witness: (if employee refuses to sign)

Name Date

EE given a copy of policy #631, Employee Appeals Process, Employee Initials _____

City Council Regular

I. 4.

Meeting Date: 08/02/2011

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

SUBJECT

Consideration and action on an ordinance updating Personnel Policy No. 740, Workplace Violence. **Kelli Sames, Human Resources Division Head**

BACKGROUND/HISTORY

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

FINDINGS/CURRENT ACTIVITY

Included in the manual is Personnel Policy No. 740, Workplace Violence. The City of Copperas Cove strives to provide a safe and secure working environment for employees and the policy outlines rules of conduct that will protect the interests of employees.

On June 17, 2011 SB 321 was passed and signed into law by the Governor with an effective date of September 1, 2011. Prior to the passage of the Bill many municipalities and companies in Texas had adopted a no-firearms policy that extended beyond the actual workplace to employee parking lots. City policy also included the prohibition of firearms on City property.

With the passage of S.B. 321 City Personnel Policy No. 740, Workplace Violence, City staff recommends Council amend the current policy.

The following language has been removed from the policy -

This ban includes keeping or transporting a weapon in any vehicle in a City-provided parking area.

The following language has been added to the policy –

This ban does not include keeping or transporting a firearm or ammunition in any personal vehicle in a City-provided parking area. S.B. 321, effective September 1, 2011 allows an employee, who lawfully possesses a firearm or ammunition, to transport or store the firearm or ammunition in a locked, privately owned motor vehicle in a parking area the employer provides for employees.

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Ordinance No. 2011-32, updating Personnel Policy No. 740, Workplace Violence.

Attachments

Ordinance

Exhibit A

ORDINANCE NO. 2011-32

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 740, (WORKPLACE VIOLENCE), AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 740, (WORKPLACE VIOLENCE) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

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

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

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by repealing the current personnel policy, No. 740, (Workplace Violence) and replacing the existing policy with a revised personnel policy, No. 740, (Workplace Violence) correctly shown by the attached Exhibit "A";

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

Section 6.

That this ordinance shall be effective September 1, 2011.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS, this 2nd day of August 2011, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

WORKPLACE VIOLENCE
Policy #740

September 2011

The City of Copperas Cove strives to provide a safe and secure working environment for its employees. Threats, threatening behavior, or acts of violence against employees, citizens, guests, visitors or other individuals by anyone on City of Copperas Cove property, or in anyway connected with an employee's employment with the City, will not be tolerated. Violations of this policy will lead to disciplinary action, up to and including dismissal and may also result in arrest, and/or prosecution.

Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on City of Copperas Cove property shall be removed from the premises as quickly as safety permits, and shall remain off City of Copperas Cove premises pending the outcome of an investigation. The City of Copperas Cove will take all appropriate action which may include, but is not limited to, disciplinary action up to and including termination; suspension or termination of any business relationship; criminal prosecution of all involved person(s) and/or request of a restraining order from the appropriate judicial official.

All City of Copperas Cove employees are responsible for notifying their supervisor or Department Director immediately, who in turn shall immediately notify Human Resources or the City Manager, and then following up, where appropriate, in writing utilizing the attached Critical Incident Form (See Exhibit "A") of any threats which they have witnessed, received or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a City controlled site, or is connected to City employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

All employees who apply for or obtain a protective or restraining order which lists the City of Copperas Cove property (ies) as being protected areas, must immediately provide to the Human Resources Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. The City of Copperas Cove understands the sensitivity of the above information requested and shall endeavor to treat this information with utmost confidentiality, which recognize and respect the privacy of the reporting employee(s). Any information of this nature released will be on a need to know basis (unless required by law) to the appropriate law enforcement, management, and/or other required City personnel.

Unless specifically authorized by the City Manager or designee, no employee, other than a City of Copperas Cove licensed peace officer, shall carry or possess a firearm or other weapon on City property. The City prohibits employees from carrying or using any weapons, concealed or otherwise, on City property. Employees are also prohibited from

WORKPLACE VIOLENCE
Policy #740

September 2011

carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc., as defined by Texas Penal Code Section 46.04.

This ban does not include keeping or transporting a firearm or ammunition in any personal vehicle in a City-provided parking area. S.B. 321, effective September 1, 2011 allows an employee, who lawfully possesses a firearm or ammunition, to transport or store the firearm or ammunition in a locked, privately owned motor vehicle in a parking area the employer provides for employees.

**WORKPLACE VIOLENCE
Policy #740**

September 2011

**EXHIBIT "A"
Critical Incident Report**

Important - Please complete the information below accurately and return to your Department Supervisor or Director.

1. Please provide name(s) and department or company (if applicable) of the offending person(s). _____

2. List name(s) of victim(s) or potential victim(s), (include yourself, if applicable)

3. Please provide names of any witness (es) that might have observed the incident. (especially supervisors)

4. Provide in spaces below the information requested. Please be as specific and accurate as possible. (attach additional sheets if necessary).
 - a. When and where the incident occurred. _____

 - b. What happened immediately prior to the incident? _____

 - c. Was there a threat? Yes/No. _____ If yes, provide specifics (language used; appearance of offending person(s) (i.e. physical and emotional state).

WORKPLACE VIOLENCE
Policy #740

September 2011

d. Did physical violence occur? Yes/No _____ (Please be thorough in your explanation)

e. Did any of the above listed witness(es) try to intervene? Yes/No_____. How?

f. How did incident end?_____

g. Was the Police Department or Human Resources Department contacted?
Yes/No_____

h. Please provide any additional information possible. (i.e. any history or events leading to incident, any steps taken to ensure threat or violence doesn't reoccur; suggestions for preventing future workplace Violence)._____

Signature of Employee

Date

Date

WORKPLACE VIOLENCE
Policy #740

September 2011

Signature of Department Director/Head

Original to Human Resources, Copy to City Manager, Police Chief, Department Director

City Council Regular

I. 5.

Meeting Date: 08/02/2011

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

SUBJECT

Consideration and action on an ordinance updating Personnel Policy No. 735, On-The-Job Injuries. **Kelli Sames, Human Resources Division Head**

BACKGROUND/HISTORY

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

FINDINGS/CURRENT ACTIVITY

Included in the manual is Personnel Policy No. 735, On-the-Job Injuries. The policy outlines the City's procedures for employees that have an on-the-job injury regarding insurance, notification, medical attention, reporting requirements, return to service, and temporary light/modified duty status.

A section has been added to the policy regarding salary continuation. Currently workers' compensation pays employees a percentage of base salary depending on the time an employee has been out of work for an on-the-job injury. The proposed section provides to employees, injured on-the-job (with a lost time injury), the ability to request and receive supplemental salary payments in addition to Workers Compensation benefits. The amount of supplemental salary payments is equal to the difference between the employee's regular pay and the amount provided by Workers Compensation. Employees may not receive duplication of benefits from the City. Supplemental salary payments must be requested by the employee and will be charged against the employee's accrued leave banks.

ACTION OPTIONS/RECOMMENDATION

City staff recommends approval of Ordinance No. 2011-33, updating Personnel Policy No. 735, On-the-Job Injuries.

Attachments

Ordinance

Proposed Policy

ORDINANCE NO. 2011-33

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 735, (ON-THE-JOB INJURIES), AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 735, (ON-THE-JOB INJURIES) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

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

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

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by repealing the current personnel policy, No. 735, (On-the-Job Injuries) and replacing the existing policy with a revised personnel policy, No. 735, (On-the-Job Injuries) correctly shown by the attached Exhibit "A";

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

Section 6.

That this ordinance shall be effective September 1, 2011.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS, this 2nd day of August 2011, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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

ON-THE-JOB INJURIES
Policy #735

September 2011

Insurance. The City of Copperas Cove provides workers' compensation insurance for all employees. This insurance provides for medical expenses and may provide for a weekly payment from the workers' compensation insurance group if an employee is absent from work because of a bona fide, on-the-job, work-related injury for more than seven days.

Notification. The employee who is injured on the job must report it to his/her supervisor as soon as possible following the injury.

Medical Attention. An employee who sustains a bona fide, on-the-job, work related injury may seek medical attention from the medical facility or professional of his or her choice, in accordance with the established guidelines from the City's insurance carrier. (For more information on the "Texas Municipal Medical Alliance" please contact Human Resources). The City of Copperas Cove requires statements of medical condition and of release to return to work from the attending physician. An employee may be required to submit to examination by an independent physician as determined by the City of Copperas Cove at the City's expense.

Reporting Requirements. While on leave because of a bona fide, on-the-job, work-related injury, each time the employee sees the physician for consultation or treatment, he or she must provide a progress report to the appropriate City of Copperas Cove supervisor, who passes the report along to the Department Director, and the City of Copperas Cove Human Resources Department. Any change in the employee's condition which might affect his or her entitlement to workers' compensation payments must also be immediately reported to the appropriate supervisor. In addition, the injured employee must contact his or her supervisor at least once a week to report on his or her condition.

Return to Service. A written statement from the attending physician certifying that the employee has been released to return to work and specifying the type(s) of work he or she is capable of performing as well as any limitation(s) must be received by the City of Copperas Cove before an employee may return to work. All employees on injury leave must return to work after approval of either the employee's attending physician or an independent physician paid by the City. Failure to return to work when directed will result in appropriate disciplinary action up to and including dismissal.

Upon receipt of a release to return to work, the City of Copperas Cove may require the employee to submit to a medical examination to determine whether the employee can perform the essential functions of his or her position.

Temporary Light/Modified Duty Status. During the course of an on-the-job injury leave of absence, if an employee is released by his or her physician for light duty, the employee's job or alternative job assignment(s) will be evaluated for a determination of whether a temporary position is available in which the City of Copperas Cove can use the employee's limited services for a temporary period of time. If no acceptable light duty

ON-THE-JOB INJURIES
Policy #735

September 2011

assignment can be found, the employee will be placed on inactive status until released by the physician to return to his or her previous job.

An employee who is able to return to work in light duty status is a temporary employee and may be required to work in a different department and perform duties not contained within his or her current job duties. A light duty assignment cannot exceed 60 days. If the employee is not able to return to full duty status after 60 days the employee may request a leave of absence.

Factors considered by the City in making its decision to grant light duty include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of light duty; the risk that a light duty assignment may result in aggravation of the employee's injury or illness; and the type of light duty work available.

Employees who are released for and given a light duty assignment may not do anything in violation of their medical release in carrying out their light duty assignment. An employee who violates the terms of his/her medical release while on a light duty assignment will likely lose the light duty assignment and, in addition, may be disciplined up to and including termination of employment.

An employee who is released for and offered light duty by the City, but who elects not to accept such an assignment, will generally be ineligible for paid sick leave benefits under the City's Sick Leave policy.

During a light duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their light duty assignment.

All light duty requests and assignments will be reviewed by and coordinated through the Human Resources Department. The Human Resources Department will work with the employee's department in making its decision. Before returning to regular job duties following a light duty assignment, the employee must coordinate his/her return through the Human Resources Department.

Injury Leave of Absence. Any employee who is absent from the workplace for six consecutive months will be terminated from the City. No leave of absence may exceed six calendar months for any reason. The six month period does not include approved leave taken under the Family and Medical Leave Act (FMLA). This policy applies to all City of Copperas Cove employees, regardless of the reason(s) for their absence from work.

ON-THE-JOB INJURIES
Policy #735

September 2011

Outside Employment. Employees that are on workers' compensation from the City of Copperas Cove may not work outside employment (part time jobs) while on workers' compensation.

Abuse of Workers' Compensation Leave. It is anticipated that an employee receiving workers' compensation benefits will remain at home during his/her absence to recuperate. Brief limited errands, trips to the doctor, or hospital stays or similar necessities that take the employee away from home are acceptable, but other personal pursuits during a workers' compensation absence may be considered an abuse of this policy. Exceptions to this policy must be approved in advance by the employee's Department Director and the Human Resources Department.

Salary Continuation. The first seven days of a lost time injury is considered the waiting period under Workers' Compensation. Temporary income benefits begin on the 8th day of a lost time injury under Workers' Compensation. Employees injured on-the-job (with a lost time injury) may request supplemental salary payments in addition to Workers Compensation benefits. An employee may use accrued leave benefits during this time. The amount of supplemental salary payments is equal to the *difference* between the employee's regular pay and the amount provided by Workers Compensation. Employees may not receive duplication of benefits from the City. Supplemental salary payments must be requested by the employee and will be charged against the employee's accrued leave banks.

City Council Regular

I. 6.

Meeting Date: 08/02/2011

Contact: Andrea Gardner, City Manager

SUBJECT

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

BACKGROUND/HISTORY

On April 19, 2011, an agreement for planning services was executed with Stewart Planning Consulting, LLC to provide City staff with consultation on various planning issues. This agreement provides billing and payment terms on an as billed basis.

FINDINGS/CURRENT ACTIVITY

City staff has received a revised proposal in which billing will now reflect a flat rate for services rendered. This will allow the City flexibility to work with Stewart Planning Consulting as needs arise (on-call), as well as guaranteeing services for scheduled Board meetings.

The proposed amendment to the agreement for Planning Services with Stewart Planning Consulting, LLC has been reviewed by the City Attorney, Charles E. Zech.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council authorize the City Manager to amend an agreement for Planning Services with Stewart Planning Consulting, LLC.

Fiscal Impact

Funds available Y/N?: Y

FINANCIAL IMPACT:

The attached agreement is for a flat fee of \$5,000.00 a month.

Attachments

Stewart agreement

PROFESSIONAL PLANNING SERVICES
AGREEMENT BETWEEN
THE CITY OF COPPERAS COVE, TEXAS AND
STEWART PLANNING CONSULTING, LLC

PROFESSIONAL PLANNING SERVICES

STATE OF TEXAS

COUNTY OF CORYELL

THIS AGREEMENT, entered into this 2nd day of August, 2011 (the "Effective Date") by and between the City of Copperas Cove, State of Texas, hereinafter called the "City" acting herein by Andrea Gardner, City Manager, hereunto duly authorized and STEWART PLANNING CONSULTING, LLC, hereinafter called "Firm", acting herein by CHRISTOPHER STEWART, Managing Member.

WITNESSETH THAT:

WHEREAS the City desires to change the terms of the current Professional planning services agreement with Stewart Planning Consulting, LLC, for "Full Support" of the Planning Department at a flat rate; and

WHEREAS the City currently has an agreement with Stewart Planning Consulting, LLC effective April 19, 2011, and

WHEREAS Stewart Planning Consulting, LLC has provided the City with professional planning services in compliance with local, state, and federal laws, ordinances, rules and regulations relating to work performed.

NOW THEREFORE, the Parties do mutually agree as follows:

1. Scope of Services to be provided by "Firm"

- On-call availability
- Attend and serve as the staff representative at all meetings, to include "special called" meetings pertaining to the Planning Department
 - ❖ Planning and Zoning Commission meetings
 - ❖ Board of Adjustment Meetings
 - ❖ City Council Meetings
 - ❖ Four (4) full day meetings
 - ❖ Three (3) half day meetings
- Administration of pre-application meetings
- Review, research, and complete staff and/or agenda item reports
- Coordination with applicants as necessary
- Ordinance revision recommendations
- Coordinate GIS exhibits for zoning, future land use, etc.

2. Term of Agreement

The Term of this Agreement shall be for a period of twelve (12) months from the Effective Date. This agreement will automatically renew for additional one year periods if no party notifies the other that the intention is not to renew the agreement. Any intent not to renew shall be done in writing to the other party with at least a thirty (30) day notice at the following addresses:

City of Copperas Cove
Attn: City Manager
507 S. Main
Copperas Cove, TX 76522

Stewart Planning Consulting, LLC
Attn: Christopher Stewart
100 East Anderson Lane, Ste 285
Austin, TX 78752

3. City Responsibilities

- (a) The City shall designate one individual as the coordinator responsible for all communication and fulfillment of all the items included in the Professional Planning Service Agreement. That person shall be Andrea Gardner, City Manager.
- (b) The City shall publish public notices and public notice mailings as required by the Planning agency.

4. Compensation and Method of Payment

The City shall pay Firm Two Thousand Five Hundred Dollars (**\$2,500.00**) twice per month during the Term of this Agreement. Firm is responsible for submitting an invoice for payment of services to the Finance Department every two weeks.

5. Access to Information

It is agreed that all materials, data, reports, records and maps necessary for carrying out the Scope of Services described in this Agreement shall be readily made available to Firm at no cost to Firm.

6. Amendments to Professional Planning Services Agreement

The sum total of the sections set forth in this Agreement constitutes a legally binding contract between the City and the Firm. This Agreement may be amended only in writing and shall require the mutual consent of both Parties. Should amendments be requested that exceed the Scope of Services provided in Section 1, the Firm shall have the right to request additional compensation. The amount of additional compensations shall be negotiated based on the scope of the additional services to be performed.

7. Firm Responsibilities

In addition to the obligations outlined in Section 1 of this Agreement, the Firm agrees to comply with all requirements and any and all applicable rules, laws, or regulations, Federal State and local.

8. Termination of Agreement

Termination of this Agreement, with or without cause, shall be effective upon fifteen days (15) written notice delivered to the noncancelling party by certified mail. Should the Agreement be terminated, the Firm shall be entitled to compensation for services performed prior to termination at the rate of \$85.00 per hour, not to exceed \$3,500.00.

9. Jurisdiction

All obligations of the Parties created under this Professional Planning Services Agreement shall be performable in Coryell County, Texas.

10. Agreement supersedes all Previous Agreements

The Parties agree that this agreement supersedes all previous agreements which are hereby considered null and void.

IN WITNESSETH HEREOF, the Parties hereunto set their hands and seals.

Approved this 2nd day of August, 2011.

CITY OF COPPERAS COVE

ATTEST:

ANDREA GARDNER, CITY MANAGER

JANE LEES, CITY SECRETARY

DATE: _____

DATE: _____

FIRM: STEWART PLANNING CONSULTING, LLC

CHRISTOPHER STEWART, MANAGING MEMBER

DATE: _____

City Council Regular

I. 7.

Meeting Date: 08/02/2011

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

SUBJECT

Consideration and action on updating the City's Code of Ordinances establishing school zones for House Creek North Elementary. **Wesley Wright, Division Head of Public Works/City Engineer**

BACKGROUND/HISTORY

In order to be legally enforceable, school zones must be established by ordinance and approved by the City Council.

FINDINGS/CURRENT ACTIVITY

The Copperas Cove Independent School District has recently completed the construction of House Creek North Elementary School and expects to open in mid-August.

The school district has worked with City staff to identify areas where speed limits should be reduced to 20 miles per hour to accommodate school traffic.

ACTION OPTIONS/RECOMMENDATION

City staff recommends Council adopt Ordinance No. 2011-34, updating the City's Code of Ordinances establishing school zones for House Creek North Elementary.

Fiscal Impact

FINANCIAL IMPACT:

None

Attachments

[Ordinance](#)

[HCN School Zone Map](#)

ORDINANCE NO. 2011-34

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS MODIFYING SECTION 18-17 (11) AND ADDING SECTION 18-17 (12); REPEALING ALL ORDINANCES IN CONFLICT WITH THIS AMENDMENT; PROVIDING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE.

WHEREAS, it has been determined the reasonable and safe prima facie maximum speed for motor vehicles on said sections, during school days and during the times indicated upon signs erected onsite, of the herein mentioned streets in Copperas Cove, Texas, should be as set out hereinafter.

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

SECTION 1.

That the City's Code of Ordinances is hereby amended by modifying Sec. 18-17 (11) and adding Sec. 18-17 (12) as follows:

(11) House Creek North Elementary:

- (a) Lutheran Church Road: Beginning at a point two hundred thirty (230) feet west of the intersection of North FM 116 and ending at a point four hundred two (402) feet west of Coy Drive, a maximum speed limit of twenty (20) miles per hour.
- (b) Coy Drive: Beginning at the intersection of Lutheran Church Road and ending at the intersection of Ashley Drive, a maximum speed limit of twenty (20) miles per hour.
- (c) Ashley Drive: Beginning at a point thirty two (32) feet east of Scott Drive and ending at a point one hundred fifty five (155) feet west of Jesse Drive, a maximum speed limit of twenty (20) miles per hour.
- (d) Bailey Drive: Beginning at a point thirty nine (39) feet east of Scott Drive and continuing to the intersection of Coy Drive, a maximum speed limit of twenty (20) miles per hour.

(12) All other posted school zones, a maximum speed of twenty (20) miles per hour.

SECTION 2.

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

SECTION 3.

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

SECTION 4.

That this ordinance shall go into effect upon passage of the ordinance.

PASSED, APPROVED AND ADOPTED this 2nd day of August 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.

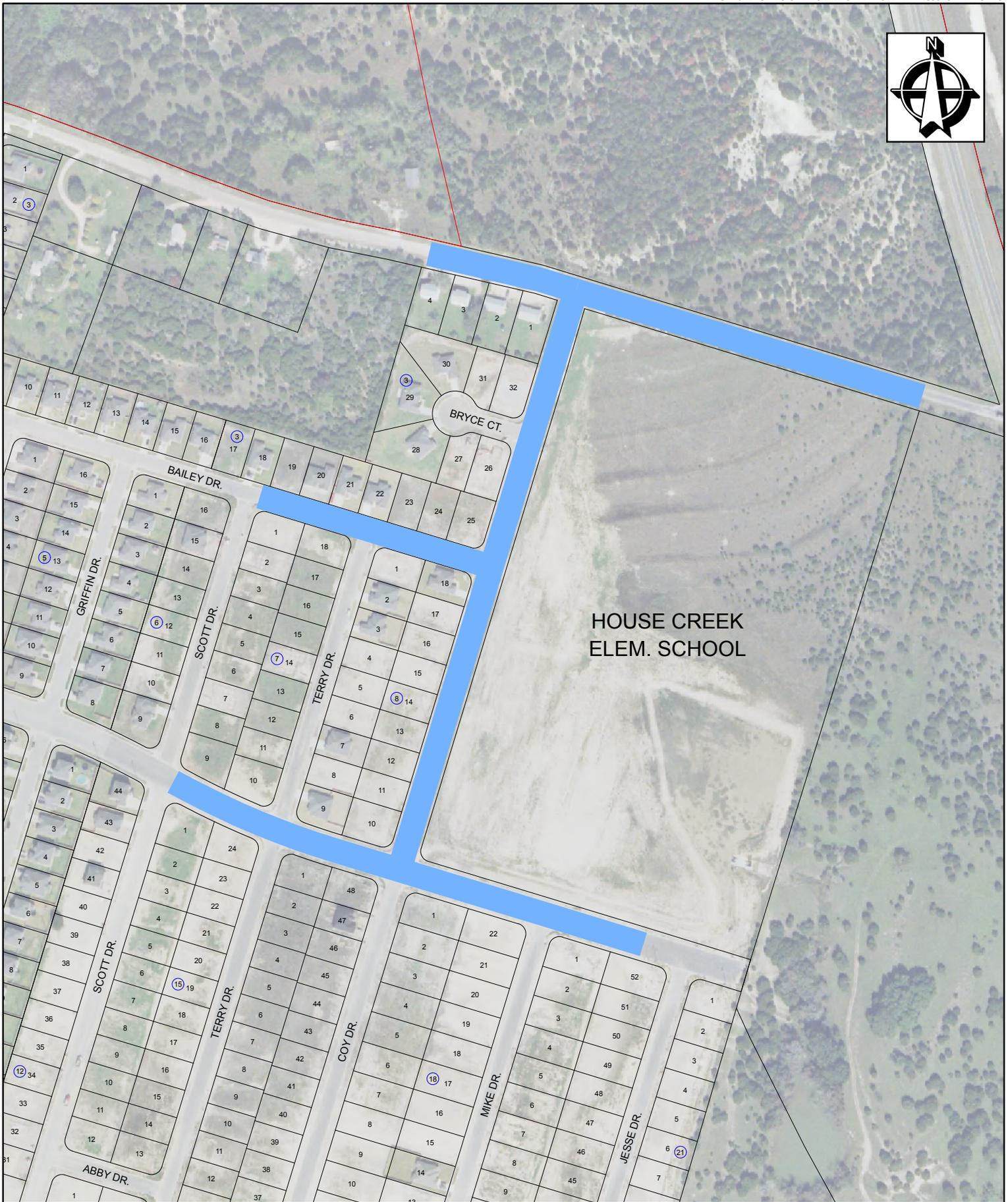
John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

APPROVED AS TO FORM:

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



HOUSE CREEK ELEMENTARY Proposed School Zone



City Council Regular

I. 8.

Meeting Date: 08/02/2011

Contact: Andrea Gardner, City Manager

SUBJECT

Discussion on Section 8-9, Allowing high weeds, grass, rubbish, junk or other objectionable, unsightly or unsanitary matter on premises, of the City of Copperas Cove Code of Ordinances. **Danny Palmer, City Council Place 4**

BACKGROUND/HISTORY

During the Regular Meeting of the City Council Meeting held on July 5, 2011, Council Member Palmer requested an item to discuss the definitions included in Section 8-9 of the City of Copperas Cove Code of Ordinances be included on a future agenda.

FINDINGS/CURRENT ACTIVITY

Further information will be provided by Council Member Place 4 during the Regular Meeting.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council discuss Section 8-9, Allowing high weeds, grass, rubbish, junk or other objectionable, unsightly or unsanitary matter on premises, of the City of Copperas Cove Code of Ordinances.

Attachments

[Municode Section 8-9](#)

Sec. 8-9. - Allowing high weeds, grass, rubbish, junk or other objectionable, unsightly or unsanitary matter on premises.

- (a) *Definitions.* For the purpose of this section, the terms used herein shall have the following meanings:

Brush shall mean scrub vegetation or dense undergrowth.

Code enforcement officer shall mean the director or the director's duly authorized representative of the department designated by the city manager to enforce and administer this section.

Junk shall mean all worn out, worthless, or discarded material, including, but not limited to, odds and ends, furniture, tires, old iron, or other metal, glass, and cordage.

Objectionable, unsightly or unsanitary matter shall mean any matter, condition, or object which is or should be objectionable, unsightly, or unsanitary to a person of ordinary sensitivities.

Owner shall mean a person having title to real property.

Person shall mean any individual, tenant, lessee, renter, agent, property manager, person responsible for any lot, tract, parcel of land or portion thereof, within the city to keep the property owned, rented, leased, managed or under his control, firm, partnership, association, business, corporation, or other entity.

Premises or real property means a lot, tract, plat, parcel of land, or portion thereof, within the corporate limits of the city, occupied or unoccupied, improved or unimproved including the front and side parkway between the property line or sidewalk and the curb or traveled way, and the rear or side parkway between the property line and the centerline of an adjacent alley or street right-of-way, the parkway between the sidewalk and the curb, the right-of-way between any fence, wall or barrier and the curb or pavement if such exists or the centerline of said right-of-way or the area between a fence, wall or barrier and within any abutting drainage channel easement to the top of such channel closest to the property.

Rubbish shall mean trash, debris, rubble, stone, useless fragments of building materials, or other miscellaneous useless waste or rejected matter.

Weeds shall mean vegetation that because of its height is objectionable, unsightly or unsanitary, but excluding: (1) shrubs, bushes and trees, (2) cultivated flowers, and (3) cultivated crops.

Any word not defined herein shall be construed in the context used and by ordinary interpretation; not as a word of art.

- (b) *Duty of owner or person in control of real property.* It shall be the duty of each person owning, claiming, occupying, or having supervision or control of any real property, occupied or unoccupied, within the city limits of the City of Copperas Cove to keep his property free from stagnant water, weeds, tall grass, rubbish, brush, trash, junk and any other objectionable, unsightly or unsanitary matter of whatever nature, and to keep the sidewalks in front of his property free and clear from weeds, brush and tall grass from the line of such property to the established curb line next adjacent thereto and to fill up, drain or regrade any lots, grounds or yards and any other property owned, rented, leased, managed or under his control at all time free from filthy or impure or unwholesome matter of any kind.
- (c) *Weeds, grass, and other vegetation more than twelve inches in height prohibited and declared a nuisance.*
- (1) A person, owner, tenant, lessee, renter, agent or person responsible for any premises within the city, occupied or unoccupied, commits an offense if said person, owner, tenant, lessee, renter, agent or person responsible for the property permits or allows grass, brush or weeds to grow on the property to a greater height than twelve (12) inches.
 - (2) Real property two (2) acres or less in size shall include, but not be limited to, the front and side parkway between the property line or sidewalk and the curb or traveled way, and the rear or side parkway between the property line and the centerline of an adjacent alley or street right-of-way, the parkway between the sidewalk and the curb, the right-of-way between any fence, wall or barrier and the curb or pavement if such exists or the centerline of said right-of-way or the area between a fence, wall or barrier and within any abutting drainage channel easement to the top of such channel closest to the property. Such condition or conditions are hereby defined as public nuisances.
 - (3) On tracts of land of more than two (2) acres, it shall be unlawful to permit or allow grass, weeds and brush in excess of twelve (12) inches in height to grow uncultivated within one hundred (100) feet adjacent to and along any dedicated public street within the corporate limits of the city or within one hundred (100) feet on either side of any lot that is occupied by a residence or business. Such condition or conditions are hereby defined as public nuisances.

- (d)

Enforcement. The provisions of this section shall be enforced by a code enforcement officer and it shall be unlawful for any person to interfere with the director, his designee, or a code enforcement officer in the exercise of their duties under this section.

- (e) *Notice of violation.* In the event any owner or person violates the provisions of this section, the code enforcement officer shall give written notice to such person or owner describing the location and type of violation and directing the abatement of the violation within a ten (10) day period. The notice shall be given in any one of the following ways:
- (1) Personal delivery; or
 - (2) By letter addressed to such owner or person at his address as shown on the city's tax roll or other official record of the city or county and which shall be deemed to have been received five (5) days from the date of mailing by regular mail; or
 - (3) If personal service cannot be obtained or the address is unknown:
 - a. By publication two (2) times within ten (10) consecutive days in a newspaper of general circulation; or
 - b. By posting the notice on or near the front door of each building on the property to which the violation relates; or
 - c. By posting the notice on a placard attached to a stake driven into the ground on the property to which the violation relates if the property contains no buildings.

In the event any person or owner owning, occupying, claiming or having supervision or control of any occupied or unoccupied real property fails to comply with the provisions of this section, and in the event such person has been previously issued the ten-day notice described herein within the calendar year, then the enforcement officer may issue a citation without additional notice.

- (f) *Right of city to cure violation, assess costs and special expense fees and file liens.* In the event any person or owner fails to comply with the demand for compliance in the notice within ten (10) days of such notice or issuance of citation, the city may do such work or cause such work to be done to bring the real property into compliance with this section. The costs, charges and expenses incurred by the city in doing or having such work done to the real property shall be a charge to and personal liability of such person or owner.

The costs, charges and expenses to be collected by the city under this section shall include in addition to the actual costs and expenses of mowing or correcting a condition upon real property, the sum of one hundred fifty dollars (\$150.00) per lot or tract of land, which sum is hereby found to be the cost to the city of administering the terms of this section.

A statement of expenses, which includes the administrative fees, shall be mailed to the person or owner shown on the tax roll at the time of service. If the person is a lessee, tenant, renter, agent, property manager, or a person responsible of the real property, a statement of expenses shall also be mailed to the owner of the real property shown on the tax roll at the time of service. This statement of expenses shall, in addition to giving the amount of such expense, provide the date upon which work was done and a description of the real property upon which such work was done. Payment is due and considered delinquent if not received by the city within thirty (30) days.

In the event the owner fails or refuses to pay such expenses within thirty (30) days, the city is authorized to add a lien assessment fee of fifty dollars (\$50.00) to the statement of expenses. To obtain a lien against the real property, the city manager or the city manager's designee must file a statement of expenses with the Coryell or Lampasas County clerk's office, depending in which county the real property is located. The lien attaches upon the filing of the lien statement with the county clerk. The city shall have a privileged lien against such real property upon which such work was done or improvements made to secure the expenditures so made, and such lien shall be inferior only to tax liens and liens for street improvements. The lien shall bear interest at the rate of ten (10) percent per annum from the date the city incurs the expense.

The city may bring a suit to collect the charges, institute foreclosure or both to recover the expenditures and interest due. The statement of the expenses or a certified copy of the statement is prima facie evidence of the city's claim for charges or right to foreclose the lien. The owner or any other person responsible as provided herein, shall be jointly and severally liable for the charges.

- (g) *Authorizing suits for injunctive relief.* Notwithstanding any other provisions of this section, the city attorney is authorized to file suit on behalf of the City of Copperas Cove for injunctive relief as well as any other civil action that may be necessary to enforce the provisions of this section. Further, any civil action taken against a person or owner does not waive any of the City's other civil actions or criminal enforcement actions it may have against any person or owner. In addition, the owner or any other person responsible as provided herein, shall be jointly and severally liable for the charges.
- (h) *Criminal penalty for violation.* Any violation of this section shall also be considered a criminal violation, Class C misdemeanor. If any person or owner violates any of the provisions of this section, the code enforcement officer may issue a citation to said person or owner, prosecuted in municipal court, and upon conviction thereof, shall be fined in the sum not to exceed the amount allowed by law for each offense. Each day such violation continues shall constitute a separate and distinct offense. Further, prosecution in municipal court does not waive any of the City's civil enforcement actions it may have to enforce this section against any person or owner.

(Carls 1970, § 15-6; Ord. No. 1993-08, 4-6-93; Ord. No. 1998-39, § 1, 10-6-98)

City Council Regular

I. 9.

Meeting Date: 08/02/2011

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

SUBJECT

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

BACKGROUND/HISTORY

On July 12, 2011, the City Manager received written notification of proposed changes to the 2011 Lampasas Central Appraisal District (LCAD) Budget under consideration by the LCAD Board of Directors.

FINDINGS/CURRENT ACTIVITY

The proposed changes involve excess funds resulting from the 2010 budget year in the amount of \$38,027. The Board of Directors is considering an amendment to retain \$2,000 for vehicle reserves and \$5,000 for surplus funds instead. The remainder is being allocated out based on appraisal percentages to the taxing jurisdictions. The budget amendment will return \$394.04 to the City of Copperas Cove, increasing the 2010 operating budget revenues.

ACTION OPTIONS/RECOMMENDATION

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

Fiscal Impact

Funds available Y/N?: Y

FINANCIAL IMPACT:

According to the notification from the LCAD Chief Appraiser, this amendment will return \$394.04 to the City based on our allocation percentage of the excess appraisal funds.

Attachments

LCAD BA

LAMPASAS CENTRAL APPRAISAL DISTRICT

Board of Directors

Milton Kellner, Chairman
David Hamilton, Vice Chairman
Robert Wright, Secretary
Mike Kriegel
Ted Newsom



P.O. Box 175
Lampasas, Texas 76550

TELEPHONE:
512-556-8058
512-556-8138
FAX: 512-556-4660

July 7, 2011

Honorable Mayor John Hull
City of Copperas Cove
507 West Main St.
Copperas Cove, TX 76522

Dear Mayor Hull,

Enclosed please find information pertaining to amendments to the 2010 Appraisal District budget.

The 2010 audit report indicates excess funds in the amount of \$65,563, which is to be refunded to the taxing units. Please consider this letter as a request to amend the budget by transferring \$10,000 of the excess funds to a reserve account and \$4,000 to a vehicle reserve account. The District's auditor recommended in 2007 that a reserve fund be started in the event of unexpected expenses and the Board has opted to continue to contribute to a vehicle reserve fund for the purchase of another vehicle when necessary.

According to Section 6.06 of the Texas Property Tax Code, the Board may amend the approved budget at any time. A written copy of the proposed amendment must be delivered to the presiding officer of the governing body of each taxing unit participation in the District no later than the 30th day before the board acts on it.

The participating taxing units have until August 8, 2011 to either approve or deny the amendment. If no action is taken by this date, the amendment will be approved by default.

Respectfully,

Melissa Gonzales, Chief Appraiser

Enclosure
Pc: Andrea Gardner

RECEIVED
7-12-11
[Signature]

PROPOSED BUDGET AMENDMENTS
COPPERAS COVE CITY
July 7, 2011

2010 EXCESS APPRAISAL FUNDS \$ 38,027.00

2010 EXCESS APPRAISAL FUNDS	\$	38,027.00
Retain for Vehicle Reserve	\$	-2,000.00
Retain for Reserve Fund	\$	<u>-5,000.00</u>
Remaining Excess Appraisal Funds	\$	31,027.00
Copperas Cove City Allocation Appraisal Percentage		<u>.0127</u>
Copperas Cove City Portion	\$	394.04

TOTAL 2010 EXCESS FUNDS TO COPPERAS COVE CITY \$ 394.04

City Council Regular

I. 10.

Meeting Date: 08/02/2011

Contact: Andrea Gardner, City Manager

SUBJECT

Discussion on a resolution for the 2011 TML Annual Conference. **Andrea M. Gardner, City Manager**

BACKGROUND/HISTORY

The TML Constitution states that resolutions for consideration at the Annual Conference must be submitted to the TML headquarters 45 calendar days prior to the first day of the Annual Conference. Thus, resolutions must arrive at the TML headquarters no later than August 29, 2011.

FINDINGS/CURRENT ACTIVITY

City staff requests the governing body of Copperas Cove consider a resolution requesting financial assistance to offset the property tax exemption losses experienced in recent years. Prior to staff completing detailed research regarding the City's options, direction from the governing body is requested.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council provide direction to the City Manager regarding the desire for the City of Copperas Cove to submit a resolution to TML within the TML Constitutional requirements for consideration at the 2011 TML Annual Conference.

Attachments

[TML Resolution Cover Sheet](#)

2011
TML RESOLUTION COVER SHEET

Sponsoring Entity: _____
(City, TML Affiliate, and/or TML Region)

Brief Background: _____

What the Resolution is Intended to Accomplish: _____

How the Resolution is City-Related/How it Addresses a Municipal Issue: _____

Statewide Importance: _____

Submitted By: Name: _____
Title: _____
City: _____
Telephone: _____

PLEASE DO NOT WRITE ON THE BACK OF THIS FORM

Meeting Date: 08/02/2011

Contact: Andrea Gardner, City Manager

SUBJECT

Consider and take action on the adoption of a resolution supplementing Resolution No. 2010-37 adding two temporary construction easements to the amount of property to be acquired from Freddie A. and Joan Dewald, specifically described in "Exhibit A" attached to the proposed Resolution; establishing a public necessity and public use; authorizing the City Manager to negotiate the lease of the temporary easements throughout the duration of the Northeast Sewer Line (Eastside Infrastructure) Project and, if necessary, to initiate proceedings to acquire property interests through eminent domain. **Andrea M. Gardner, City Manager**

BACKGROUND/HISTORY

The installation of a 30-inch sewer line from Highway 190 to the Northeast Wastewater Treatment facility, the replacement of an undersized 15-inch transmission line with a 24-inch line and installation of a lift station to be located in place of the existing lift station located next to Arby's restaurant were recommended by City staff in order to design work for the Northeast Sewer Line (Eastside Infrastructure) project to enhance the development of the Copperas Cove Business Park and to further improve the general welfare, health and public safety of the citizens of Copperas Cove.

In November 2008, the voters of Copperas Cove approved a bond proposition authorizing the issuance of debt for the water and sewer infrastructure needs on the east end of the City.

In October 2010, the City Council adopted a Five-Year Capital Improvements Plan which included the Northeast Sewer Line project.

In December 2009, the City Manager was authorized to provide a written offer to Mr. Freddie Dewald for a permanent water/wastewater easement and a temporary construction easement that is necessary for project completion. Thus, on December 22, 2009, an offer letter was provided by certified mail/return receipt requested to Mr. Dewald.

On January 19, 2010, the City Council authorized the execution of the construction contracts for Phase I of the project, thus the Dewald easement is critical to the completion of Phase I.

A reply from Fred Dewald, dated January 29, 2010, was received by the City Manager on January 30, 2010 as an attachment to an email (see attached). Due to the response, staff recommended proceeding with the condemnation process to acquire the required easements. As such, Council authorized the City Manager to proceed with condemnation on February 16, 2010. Furthermore, the Council authorized the City Manager to proceed with offer letters for additional easements required to complete the entire project.

In February 2010, City Administration requested River City Engineering receive and evaluate the professional credentials of land appraisal firms. As a result, the City engaged Lone Star Appraisals & Realty, Inc. in Cedar Park, TX to complete the required land appraisal for the Dewald property.

A completed Real Estate Summary Appraisal Report was completed by Lone Star Appraisals & Realty, Inc. and forwarded to the City Manager on September 7, 2010. Upon receipt of the appraisal report, the City Manager notified the City Attorney to determine the next step in the condemnation process. Thus, on October 5, 2010, the City Attorney presented the Council with a resolution authorizing the construction of the Northeast Sewer Line (Eastside Infrastructure) project; determining the public necessity; authorizing the acquisition of property rights necessary for the project; authorizing and ratifying the appointment of an

appraiser and negotiator as necessary; authorizing the City Manager to establish just compensation for the property right to be acquired; authorizing the City Manager to take all steps necessary to acquire the needed property rights in compliance with all applicable laws and regulations, including making a final offer for the purchase of the property. The governing body approved the resolution after discussion.

FINDINGS/CURRENT ACTIVITY

Since, October 5, 2010, the City Attorney and City Manager have worked with the attorney representing Freddie A. and Joan Dewald to settle the easement issue. Although the negotiations were unsuccessful, a discovery was made by the City Attorney that the resolution and the appraisal completed only included the permanent easement for the construction project and did not include the temporary construction easements also need for the project. Thus, the appraisal was required to be completed including the temporary easements required. As such, on July 13, 2011 the completed appraisal was received by City staff and forwarded to the City Attorney. To ensure the City meets all requirements for condemnation, the resolution approved on October 5, 2010 must be revised to include the temporary construction easements.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council adopt a resolution supplementing Resolution No. 2010-37 adding two temporary construction easements to the amount of property to be acquired from Freddie A. and Joan Dewald.

Fiscal Impact

Funds available Y/N?: N

FINANCIAL IMPACT:

None.

City Council Regular

I. 12.

Meeting Date: 08/02/2011

Contact: Andrea Gardner, City Manager

SUBJECT

Consideration and action on an ordinance establishing a moratorium on Chapter 13, Article I, Section 11 of the code of ordinances. **Andrea M. Gardner, City Manager**

BACKGROUND/HISTORY

In June 2011, the City Manager's Office was contacted by a citizen owning a mobile ice cream business regarding not being allowed to sell ice cream in City Park. As result, the City Manager reviewed Chapter 13 of the Code of Ordinances with the City Attorney to confirm staff's interpretation of the ordinance. Due to the existing language in the ordinance, "commercial activities, such as flea markets, shall be permitted in the city park located on FM 1113 during the months of April through October. Such activities shall be approved by the city manager and must be of a charitable nature benefiting the citizens of Copperas Cove." Since the citizen indicated the business was for profit, the commerical activity is not allowed.

FINDINGS/CURRENT ACTIVITY

On July 5, 2011, the citizen appeared before the governing body requesting consideration of revising the ordinance to allow such business activity within City Park.

On July 28, 2011, the City Manager and City Secretary received sufficient requests to place an item on the next agenda for Council consideration. As such, the attached ordinance was prepared to issue a moratorium on Chapter 13, Article I, Section 11 of the Copperas Cove Code of Ordinances until such time as City staff is able to research and prepare revised language or 90 days expires, whichever occurs first. Issuing a moratorium will eliminate the need for City staff enforcement of the ordinance for the period of time specified.

ACTION OPTIONS/RECOMMENDATION

City staff recommends the City Council take action on an ordinance establishing a moratorium on Chapter 13, Article I, Section 11 of the City of Copperas Cove Code of Ordinances.

Attachments

Ordinance

Sec. 13-11 Commercial activities in city park

ORDINANCE NO. 2011-35

AN ORDINANCE ESTABLISHING A NINETY (90) DAY MORATORIUM ON THE REQUIREMENT FOR COMMERCIAL ACTIVITIES PERMITTED IN THE CITY PARK LOCATED ON FM 1113 DURING THE MONTHS OF APRIL THROUGH OCTOBER; AND PROVIDING FOR 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 Code of Ordinances Chapter 13, Article I, Section 11 regulates the commercial activities occurring in City Park located on FM 1113 for the months of April through October; and

WHEREAS, the City of Copperas Cove Code of Ordinances Chapter 13, Article I, Section 11 has not been substantially reviewed for the purposes of determining its effects or the need for revision since its adoption in 1988; and

WHEREAS, the City Council of the City of Copperas Cove has determined that future commercial activities, such as flea markets, occurring within City Park located on FM 1113 during the months of April through October should be provided the opportunity to sell food items, not in direct competition with the City concessions sold in City Park, provided all permitting requirements of the City are met; and

WHEREAS, the City Council of the City of Copperas Cove has determined that it must have sufficient time to review the potential impact of future commercial activities allowed in City parks; and

WHEREAS, the City Council of the City of Copperas Cove has determined that a ninety (90) day moratorium on the requirement that commercial activities permitted in City Park located on FM 1113 during the months of April through October be of a charitable nature benefiting the citizens of Copperas Cove is necessary in order to allow the City Council of the City of Copperas Cove time to discuss, investigate, and report on the issues involved in the future allowance of certain profit generating commercial activities within City parks; and

WHEREAS, the City Council of the City of Copperas Cove has also determined that it is in the best interests of the City and in the protection of the welfare of its citizens to propose a ninety (90) day moratorium on the requirement that commercial activities permitted in City Park located on FM 1113 during the

months of April through October be of a charitable nature benefiting the citizens of Copperas Cove and the City Council of Copperas Cove may determine the best possible approach for the future regulation of such activities; and

WHEREAS, during such a moratorium, the City of Copperas Cove will not enforce the requirement that commercial activities in City Park located on FM 1113 during the months of April through October be of a charitable nature benefiting the citizens of Copperas Cove.

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

SECTION 1:

The City Council of the City of Copperas Cove hereby establishes a moratorium on the City's enforcement of the requirement that commercial activities in City Park located on FM 1113 during the months of April through October be of a charitable nature benefiting the citizens of Copperas Cove, beginning with the date of the passage of this Ordinance for ninety (90) days or until such time as the City Council of the City of Copperas Cove concludes a comprehensive evaluation regarding the future regulation of commercial activities permitted in City parks located within the City limits of the City of Copperas Cove and adopts new regulations regarding such activities.

SECTION 2:

This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED this 2nd day of August 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

Sec. 13-11. - Commercial activities in city park.

Commercial activities, such as flea markets, shall be permitted in the city park located on FM 1113 during the months of April through October. Such activities shall be approved by the city manager and must be of a charitable nature benefiting the citizens of Copperas Cove.

(Ord. No. 1988-27, 8-23-88)

Editor's note—

Ordinance No. 1988-27, adopted and approved Aug. 23, 1988, was not enacted as a specific amendment to the Code; hence codification herein as a new § 13-11 has been at the discretion of the editor.

City Council Regular

J. 1.

Meeting Date: 08/02/2011

Subject

HOT Bowl Annual Report. **Jack Welch, Chairman/CCISD Athletic Director/Head Coach**

SUBJECT

Chamber of Commerce 2nd Quarter Report for 2011. **Marty Smith, President, Copperas Cove Chamber of Commerce**

BACKGROUND/HISTORY

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

FINDINGS/CURRENT ACTIVITY

The Chamber of Commerce report shows the increase in visitors, dollars spent in Copperas Cove, and the increase in people moving into Copperas Cove to live, work, and play. The Chamber has done an outstanding job in promoting our City above and beyond the hotel occupancy funds received from the City.

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

ACTION OPTIONS/RECOMMENDATION

The Copperas Cove Chamber of Commerce recommends the City Council review and the accept the Chamber Report for the 2nd Quarter of CY 2011.

Attachments

Tourism Events
2nd Quarter Report

TOURISM EVENTS HOSTED BY CHAMBER OF COMMERCE

2nd QUARTER 2011

May

Jackrabbit Run

Rabbit Fest

Rabbit Fest Parade

June

Summer Run to Fun

COMMUNITY ACTIVITIES AND EVENTS
HOSTED/CO-SPONSORED BY CHAMBER OF COMMERCE
2nd QUARTER 2011

MONTHLY MILITARY AFFAIRS DINNERS

RIBBON CUTTINGS

MIXERS

DOMINO'S SOLDIER APPRECIATION

EASTER EGG ROUND UP

GARAGE SALE



Copperas Cove

Chamber of Commerce & Visitors Bureau

The Front Door of the City

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

	2011 Estimated Tourism Budget	2011 1st Quarter Actual	2011 2nd Quarter Actual	2011 3rd Quarter Actual	2011 4th Quarter Actual	Year to Date 2011 Totals	
Advertising	56,252.00	11,348.01	10,757.00				22,105.01
General & Administrative	130,768.00	43,543.32	38,238.00				81,781.32
Promotional	17,654.00	5,143.37	350.00				5,493.37
Supplies/Printing/Postage	13,678.00	1,705.77	2,182.00				3,887.77
Tourism Event Entertainment	16,654.00	0.00	4,400.00				4,400.00
Tourism Events	92,841.00	2,120.17	35,515.00				37,635.17
Chamber 2011 Est. Tourism Budget	327,847.00	63,860.64	91,442.00	0.00	\$ -	0.00	<i>Total Chamber Expenditure 2010</i>
2011 City Hotel/Motel Tax Funds Commitment	177,800.00	44,450.00					<i>Total Hotel Motel Tax Funds for 2010</i>
Difference in Budgets	\$ (150,047.00)	\$ (19,410.64)	(91,442.00)	0.00	0.00	0.00	<i>Unmet Tourism Needs Paid by Chamber Operating Fund</i>

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

Tourism Event Performance Indicators

	2010 Actual	2010 Actual				2011 As of 2nd Quarter	
	Participants	Hotel Rooms				Participants	Overnight Tourist
Rabbit Fest	44,779	57				35,000	43
Bike/Run Central Texas	2173	721				1394	194
Other Events	4,132	141				2000	26
	2010 Actual	2011 Projected	2011 Actual	2011 Actual	2011 Actual	2011 Actual	2011 Actual
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total YTD
Website Hits	1,715,280	1,715,280	387,946				
Relocation Requests	359		56	16			72
Welcome Bags	2,730	2,730	1094	850			1944
Visitors Bureau	2,484	2,484	186	525			711

City Council Regular

L. 1.

Meeting Date: 08/02/2011

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.

City Council Regular

L. 2.

Meeting Date: 08/02/2011

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

L. 3.

Meeting Date: 08/02/2011

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.
