

**CITY OF COPPERAS COVE
CITY COUNCIL WORKSHOP MEETING MINUTES
September 20, 2011 – 6:00 P.M.**

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

B ROLL CALL

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

Absent: Frank Seffrood

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

C WORKSHOP ITEMS

1 Presentation and discussion on GASB 54. Velia Key, Director of Financial Services

Ms. Key summarized the changes required in governmental funds. The presentation is attached to and made a part of these minutes.

An action item on the regular agenda on September 20 will update the City's Code of Ordinances to reflect the necessary changes required by GASB 54.

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

None given.

D ADJOURNMENT - There being no further business, Mayor Hull adjourned the meeting at 6:24 p.m.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

CITY OF COPPERAS COVE
CITY COUNCIL REGULAR MEETING MINUTES
September 20, 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** - Pastor Gary Hocker of the Cove Church of the Nazarene gave the invocation and Mayor Hull led the pledge of allegiance.

C **ROLL CALL**

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

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

- D **ANNOUNCEMENTS** - City Manager, Andrea M. Gardner, announced that tomorrow, September 21, 2011, the 4th Annual State of the City Address will be presented at Lea Ledger Auditorium at 10:00 a.m. In the afternoon, Meet the City will be held at the Civic Center, 1206 West Avenue B from 2:30 - 5:00 p.m. There will be fun, prizes, food, and most importantly children and adults are invited to learn more about the inner workings of local government.

E **PUBLIC RECOGNITION**

- 1 Texas Amateur Athletic Federation (TAAF) Female and Male Athlete of the Year. **Andy Cedillo, Director of Parks & Leisure Services**

This item was rescheduled for October 18, 2011.

- 2 Proclamation: National Night Out. John Hull, Mayor

Sgt. Kevin Keller of the Police Department stated that the Kick-Off Party was from 6:00 - 8:00 p.m. in the downtown area on October 1, 2011. Also, on October 4, 2011 from 6:00 - 8:00 p.m., citizens are invited to take part in the 28th Annual Night Out by participating in block parties, cookouts and youth activities in various local neighborhoods. Sgt. Keller asked any citizens interested in holding a block party on October 4 to contact him at the Police Department.

- 3 Presentation to the City from the Chamber of Commerce. **Marty Smith-Cook, President, Chamber of Commerce**

Ms. Smith-Cook presented the City with a copy of Senate Proclamation No. 250 from the Senate of The State of Texas, signed by Senator Birdwell. The Proclamation recognizes Bike and Run Central Texas for its exceptional work in making the Copperas Cove area one of the leading centers for bicycle racing in the nation. The events hosted include the Tough Cookie Duathlon, the Cove Classic Bike Rally, and the Fort Hood Challenge, along with several new events added in 2011. Proceeds from these events help support Ride 2 Recovery, a program to aid the country's wounded warriors recovering from injuries while serving the nation. Mayor Hull thanked the Chamber for their hard work in promoting the area and for the proclamation.

- F **CITIZENS FORUM** - Braden Frame, 107 Banner Avenue, Leander, TX. Mr. Frame said that he came to the meeting to publicly express thanks to Chief Mike Baker, and especially to Deputy Chief Gary Young. He stated that although he is young, he can still remember where he was on the morning of 9/11. At the time, he had no idea of what the ramifications of that morning would bring. Now, 10 years later he has the privilege of serving the City of Copperas Cove as a firefighter and this year on the 10th Anniversary it was brought home to him and many others what the event meant to this country and what the idea of service to our neighbors and citizens truly means. Through the efforts of Deputy Chief Young and the City Council, he and another firefighter, Brandi Wolfe, were able to attend a memorial stair climb. After climbing 110 flights of stairs in full bunker gear, in honor of the 343 FDNY firefighters who passed away 10 years ago, they were presented with a challenge coin to remember what the 9/11 event stood for and what the memorial that day stood for. Mr. Frame said that he and the Copperas Cove Professional Firefighters Association want to share the commemorate coin with each member of the City Council as a thank you for what they do for the City and as a remembrance to those 343 firefighters who passed away. Mr. Frame presented each Council Member with a coin. Mayor Hull thanked Mr. Frame and the Fire Fighters Association for the coins.

Sgt. Kevin Keller, 2008 Matt Drive. He publicly thanked the Citizens Police Academy Alumni Association for sponsoring and planning the ceremony for 9/11 that was held for the City at the Police Department on September 11. They did a wonderful job and wanted them to be thanked publicly for the event. He also thanked the Employee Activity Committee for the wonderful event for City employees held at City Park this past weekend. Everyone who attended had a great time. He thanked the City for sponsoring the event and especially the Activities Committee for putting it all together.

- 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 special council meeting of August 30, 2011. **Jane Lees, City Secretary**
- 2 Consideration and action on approving minutes from the workshop council meeting of September 6, 2011. **Jane Lees, City Secretary**
- 3 Consideration and action on approving minutes from the regular council meeting of September 6, 2011. **Jane Lees, City Secretary**

- 4 Consideration and action on a resolution authorizing updates to the City's Master Plan for Parks, Recreation and Open Space, and authorizing submission of the updated Master Plan to the Texas Parks and Wildlife Department. **Andy Cedillo, Director of Parks & Leisure Services**

RESOLUTION NO. 2011-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, AUTHORIZING UPDATES TO THE CITY'S MASTER PLAN FOR PARKS, RECREATION, AND OPEN SPACE, AND AUTHORIZING SUBMISSIONS OF THE UPDATED MASTER PLAN FOR PARKS, RECREATION, AND OPEN SPACE TO THE TEXAS DEPARTMENT OF PARKS AND WILDLIFE.

- 5 Consideration and action on an emergency purchase for the asbestos remediation for Central Fire Station. **J. Mike Baker, Fire Chief**
- 6 Consideration and action to authorize the City Manager to renew an agreement with Coryell County for Fire Suppression, Fire Prevention and Fire Investigation Services for fiscal year 2011-2012. **Gary D. Young, Deputy Fire Chief**
- 7 Consideration and action on authorizing the City Manager to enter into an Agreement with the Copperas Cove Officials Association to provide sports officiating for recreational sports for the Parks and Recreation Department. **Andy Cedillo, Director of Parks & Leisure Services**

- 8 Consideration and action on an amendment to the depository agreement with National Bank. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

- 9 Consideration and action on a resolution accepting the quarterly investment report as presented for the quarter ending March 31, 2011 per the Investment Policy. **Velia Key, Director of Financial Services**

RESOLUTION NO. 2011-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS APPROVING THE INVESTMENT REPORT FOR QUARTER ENDED MARCH 31, 2011.

- 10 Consideration and action on a resolution accepting the quarterly investment report as presented for the quarter ending June 30, 2011 per the Investment Policy. **Velia Key, Director of Financial Services**

RESOLUTION NO. 2011-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS APPROVING THE INVESTMENT REPORT FOR QUARTER ENDED JUNE 30, 2011.

- 11 Consideration and action on a resolution adopting the Investment Policy of the City of Copperas Cove. **Velia Key, Director of Financial Services**

RESOLUTION NO. 2011-43

A RESOLUTION ADOPTING THE INVESTMENT POLICY FOR THE CITY OF COPPERAS COVE, TEXAS.

The following items were removed from the Consent Agenda:

- Item G-5, requested by Council Member Palmer
- Item G-7, requested by Council Member Kent
- Item G-8, requested by Council Member Schmitz

Council Member Palmer made a motion to approve the remaining Consent Agenda items, G-1, G-2, G-3, G-4, G-6, G-9, G-10 and G-11. Council Member Smith seconded the motion, which passed unanimously.

Item G-5 :

Chief Baker answered a few questions from Council Member Palmer. Council Member Palmer made a motion to approve item G-5 as presented. Council Member Kent seconded the motion, which passed unanimously.

Item G-7 :

Council Member Kent asked if the Association was the only group that submitted a bid. Mr. Cedillo of Parks & Recreation said that several individuals also bid, however, the CCOA was the only association. Council Member Kent made a motion to approve item G-7 as presented. Council Member Youngs seconded the motion, which passed unanimously.

Item G-8 :

Council Member Schmitz said he requested the removal from the Consent Agenda in order to abstain from voting on the item. Council Member Schmitz filed an Affidavit with the City Secretary prior to the meeting. Council Member Kent made a motion to approve item G-8 as presented. Council Member Meredith seconded the motion. A roll call vote was taken:

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

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

I **ACTION ITEMS**

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

Council Member Schmitz made a motion to appoint Dr. Tom Kyzar, Veterinarian, to the Animal Shelter Advisory Committee. Council Member Palmer seconded the motion, which passed unanimously.

- 2 Consideration and action on an ordinance adopting a new Personnel Policy No. 730, Safe Driver Incentive Program. **Andrea M. Gardner, City Manager**

ORDINANCE NO. 2011-47

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ADOPTING EMPLOYEE PERSONNEL POLICY #730, SAFE DRIVER INCENTIVE POLICY AND DECLARING AN EFFECTIVE DATE.

Council Member Meredith made a motion to approve Ordinance No. 2011-47 as presented. Council Member Palmer seconded the motion, which passed unanimously.

- 3 Consideration and action on an ordinance updating Personnel Policy No. 311, Vacation Leave. **Kelli Sames, Human Resources Division Head**

ORDINANCE NO. 2011-48

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. 311, (VACATION LEAVE), AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 311, (VACATION LEAVE) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

Council Member Kent made a motion to approve Ordinance No. 2011-48 as presented. Council Member Palmer seconded the motion, which passed unanimously.

- 4 Consideration and action on a resolution nominating candidates to serve on the Coryell Central Appraisal District Board of Directors. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

RESOLUTION NO. 2011-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, TO NOMINATE CANDIDATES FOR THE CORYELL CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS FOR THE TERM OF JANUARY 1, 2012 THROUGH DECEMBER 31, 2013.

Council Member Schmitz made a motion to nominate Al Castillo and Jay Manning. Council Member Kent seconded the motion, which passed unanimously.

Council Member Palmer made a motion to nominate Gary L. Kent. Council Member Meredith seconded the motion, which passed unanimously.

- 5 Consideration and action on a resolution expressing intent to finance expenditures to be incurred for a traffic impact analysis. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

RESOLUTION NO. 2011-40

A RESOLUTION OF THE CITY OF COPPERAS COVE, TEXAS, EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE INCURRED FOR A TRAFFIC IMPACT ANALYSIS.

Council Member Smith made a motion to approve Resolution No. 2011-40 as presented. Council Member Kent seconded the motion, which passed unanimously.

- 6 Consideration and action on a resolution amending the 2010-2011 fiscal year budget. **Ryan D. Haverlah, Assistant Director of Financial Services/Budget Director**

RESOLUTION NO. 2011-41

A RESOLUTION OF THE CITY COUNCIL TRANSFERRING UNENCUMBERED APPROPRIATION BALANCES IN 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.

Council Member Schmitz made a motion to approve Resolution No. 2011-41 as presented.

Council Member Kent seconded the motion, which passed unanimously.

- 7 Consideration and action on an ordinance updating the City's Drainage Criteria Manual. **Wesley Wright, P.E., Division Head of Public Works/City Engineer**

ORDINANCE NO. 2011-49

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS AMENDING THE CITY'S DRAINAGE CRITERIA MANUAL REFERENCED IN SECTION 17.5-93(B) OF THE CITY'S CODE OF ORDINANCES; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS AMENDMENT; PROVIDING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE.

Council Member Smith made a motion to approve Ordinance No. 2011-49 as presented. Council Member Palmer seconded the motion, which passed unanimously.

- 8 Consideration and action on a resolution making changes to the City's General Election pursuant to Senate Bill 100: moving the General Election from the May uniform election date to the November uniform election date; and providing for a one-time term extension of six months for each position. **Jane Lees, City Secretary**

RESOLUTION NO. 2011-44

A RESOLUTION OF THE CITY OF COPPERAS COVE, TEXAS, MAKING THE FOLLOWING CHANGES TO THE CITY'S GENERAL ELECTION PURSUANT TO SENATE BILL 100, EIGHTY-SECOND REGULAR LEGISLATURE: MOVE THE GENERAL ELECTION DATE FROM THE UNIFORM ELECTION DATE OF THE SECOND SATURDAY IN MAY TO THE UNIFORM ELECTION DATE OF THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER; PROVIDE FOR A ONE-TIME TERM EXTENSION OF SIX MONTHS FOR EACH POSITION; AND PROVIDING FOR SEVERABILITY.

Council Member Meredith made a motion to approve Resolution No. 2011-44 as presented. Council Member Palmer seconded the motion, which passed unanimously.

- 9 Consideration and action on an ordinance amending the City of Copperas Cove's Code of Ordinances, Chapter 2, Article V, section 2-122 and section 2-127. **Velia Key, Director of Financial Services**

ORDINANCE NO. 2011-50

AN ORDINANCE ADOPTING THE FUND BALANCE POLICY FOR THE CITY OF COPPERAS COVE, TEXAS.

Council Member Palmer made a motion to approve Ordinance No. 2011-50 as presented. Council Member Kent seconded the motion, which passed unanimously.

J REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS

K ITEMS FOR FUTURE AGENDAS

L EXECUTIVE SESSION - Mayor Hull recessed the open meeting at 8:05 p.m. to hold Executive Session.

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

- 2 Pursuant to §551.074 of the Open Meetings Act. Tex. Gov't Code, Council will meet in Executive Session to deliberate the 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.

This item was not discussed during Executive Session and will be placed on the October 4, 2011 agenda.

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 10:04 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 10:05 p.m.

ATTEST:

John Hull, Mayor

Jane Lees, City Secretary