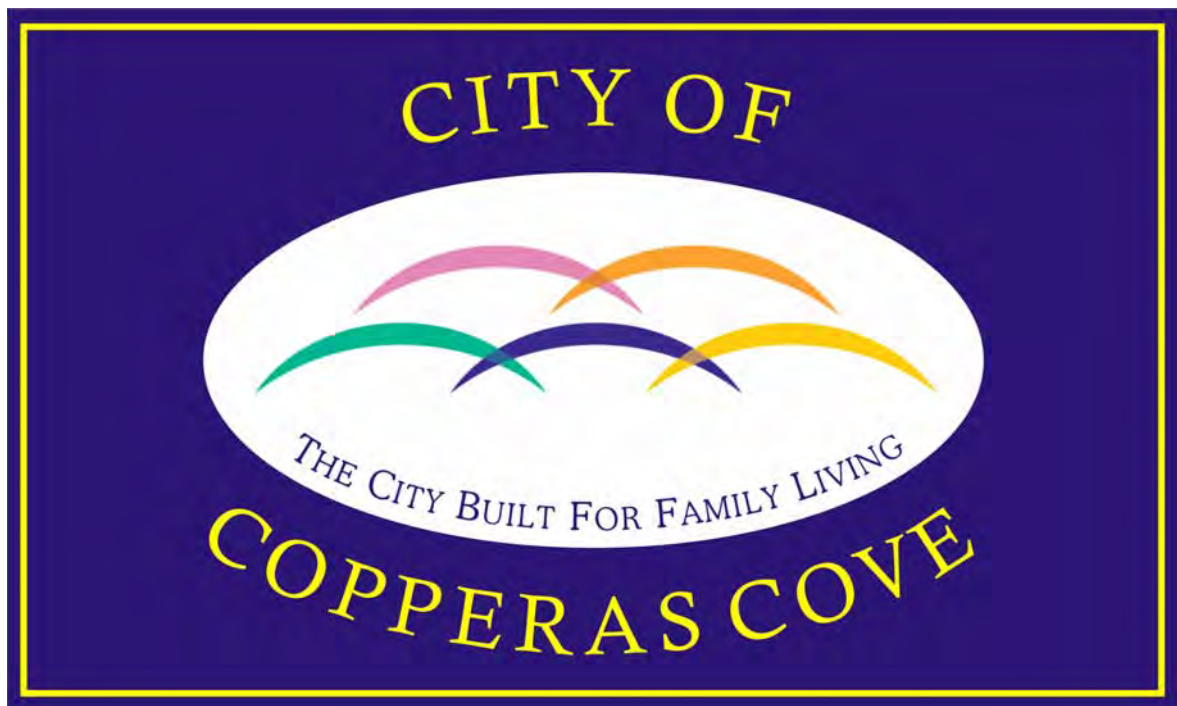


City of Copperas Cove, Texas

Annual Budget and Plan of Municipal Services

Fiscal Year 2004-05



Adopted by the City Council on September 14, 2004

“The City Built for Family Living”



About the Cover:

The City of Copperas Cove is proud to place a picture of its new alternate City Flag on the cover of the Fiscal Year 2004-05 Annual Budget and Plan of Municipal Services. At a City Council meeting on August 15, 2000, a new City flag was presented to the Mayor and City Council by Pam Lunde, designer of the new City flag, and the “Fashion a Flag Contest Committee” which consisted of Annabelle Smith, Rick Hoppe, Joyce Wilson, Bea Hammonds, Kathy Woehl, Neva Moten, Annie Hoffpauir, and Sherri Hoffpauir. That flag continues to be displayed in the Council chambers.

In 2003, city staff formed a public relations committee to focus on promotion of our City to current citizens, prospective newcomers and to improve quality of life for the citizens of our community. As part of this commitment, the committee proposed to the Mayor and City Council that the City of Copperas Cove adopt an alternate City Flag with the five hills logo as used by the Joint Image Campaign that is comprised of the City of Copperas Cove, Copperas Cove Economic Development Corporation, Copperas Cove Independent School District and the Copperas Cove Chamber of Commerce.

At a City Council meeting on December 2, 2003, the Mayor and City Council of the City of Copperas Cove, Texas adopted the alternate City Flag pictured on the cover. The alternate City Flag is being flown at all City facilities.

CITY OF COPPERAS COVE, TEXAS

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 13, 2000

VISION STATEMENT

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

MISSION STATEMENT

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

The City Built for Family Living

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Copperas Cove, Texas**, for its annual budget for the fiscal year beginning **October 1, 2003**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

City of Copperas Cove, Texas
List of Principal Officials

City Council

Bradi D. Diaz - Mayor
Bud Owsley - Mayor Pro Tem

Ray Don Clayton - Council Member
John Gallen - Council Member
R. Ray Gatewood - Council Member

Robert Reeves – Council Member
James Stockman - Council Member
Annabelle Smith - Council Member

City Staff

Reporting to Council

Steven J. Alexander, CPA, City Manager
James R. Thompson, City Attorney
Pamela J. Russell, City Secretary
F.W. “Bill” Price - Municipal Judge

Reporting to the City Manager

Robert Camareno, Assistant City Manager/Director of Finance
Paul Boyer, P.E., City Engineer
Director of Solid Waste
Margaret Fleet, Director of Library Services
Dennis Haas, Fire Chief
Robert McKinnon, Director of Water/Wastewater
Tim Molnes, Police Chief
Kelli L. Sames, Director of Human Resources
Kenneth Wilson, Director of Community Services

**CITY OF COPPERAS COVE, TEXAS
 ANNUAL BUDGET AND PLAN OF MUNICIPAL SERVICES
 FISCAL YEAR 2004-05
 TABLE OF CONTENTS**

City Manager’s Message

Letter of Transmittal i
 Combined Statement of Revenues, Expenditures/Expenses and Changes in Fund Balances ix
 Adopted Budget Financial Summary - By Fund..... x
 Consolidated Statement of Receipts of all Funds - by Source..... xi
 Consolidated Statement of Expenditures/Expenses of all Funds - By Object Class..... xii

Budget Summary

Organization Structure 1
 Budget Summary Introduction 2
 The Budget Process 2
 State Statutes..... 2
 Local Law 3
 Budget Calendar 5
 Financial Policies
 Fund Balances 8
 Investments..... 8
 Long-Term Debt..... 9
 Budget Transfers 9
 Budget Amendments 9
 Contingent Appropriations 10
 Lapse of Appropriations 10
 Fund Accounting 10
 Basis of Accounting 11
 Major Sources and Uses of Funding..... 11
 Fund Balance
 General Fund 12
 Water & Sewer Fund 12
 Solid Waste Fund 13
 Golf Course Fund 13
 Significant Revenues
 General Fund
 Ad Valorem Taxes 14
 Sales & Use Taxes 15
 Franchise Taxes..... 15
 Interfund Transfers-In 16
 Water & Sewer Fund
 Sale of Water Revenue and Sewer Treatment Revenue 16
 Solid Waste Fund
 Solid Waste Collection and Landfill Fees 16
 Golf Course Fund
 Membership Dues, Cart Rental Fees and Green Fees 17
 Expenditures & Expenses
 General Fund 18
 Water & Sewer Fund 20
 Solid Waste Fund 22
 Golf Course Fund 23
 Recap of New Programs and Services 24
 Ad Valorem Tax Analysis 26
 Budget Adoption Ordinance 27
 Tax Rate Ordinance 30

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balance	33
Budgeted Revenues Comparison Illustration	34
Budgeted Expenditures Comparison Illustration	35
General Fund Revenue Detail	36
City Council	38
City Manager	41
City Secretary	44
City Attorney	48
Finance Department	51
Grants Administration Department	54
Human Resources Department	57
Information Systems Department	61
Municipal Court Department	65
Police Department	69
Animal Control Department	72
Fire Department	75
Engineering Department	78
Building Development Department	82
Street Department	85
Parks and Recreation Department	88
Fleet Services Department	91
Public Works Department	94
Facility Maintenance	97
Planning Department	100
Library Department	103
Code and Health Department	107
Non-Departmental	110

Water & Sewer Fund

Summary of Revenues, Expenses and Changes in Fund Balance	111
Budgeted Revenues Comparison Illustration	112
Budgeted Expenses Comparison Illustration	113
Water & Sewer Operations Department	114
Utility Administration Department	117
Water Distribution Department	120
Sewer Collection Department	124
Wastewater Treatment Department	128
Composting Department	131
Non-Departmental	135

Solid Waste Fund

Summary of Revenues, Expenses and Changes in Fund Balance	136
Budgeted Revenues Comparison Illustration	137
Budgeted Expenses Comparison Illustration	138
Solid Waste Operations Department	139
Solid Waste Collection Department	
Solid Waste Collection - Residential Department	142
Solid Waste Collection - Recycling Department	145
Solid Waste Collection - Brush Department	151
Solid Waste Collection - Commercial Department	154
Solid Waste Disposal Department	157
Non-Departmental	160

Golf Course Fund

Summary of Revenues, Expenses and Changes in Fund Balance161
Budgeted Revenues Comparison Illustration162
Budgeted Expenses Comparison Illustration163
Golf Course164

Other Funds

Debt Service Fund
Tax Interest and Sinking Fund168

Special Revenue Funds
Youth Activities Fund169
Drainage Utility Fund.....171
Cemetery Fund174
Library Gifts & Memorials Fund175
Hotel/Motel Tax Fund176
Animal Shelter Donation Fund.....177
Abandoned Vehicle Auction Fund178
Municipal Court Fund179

Debt Service Requirements

Schedule of Outstanding Debt181
Outstanding Debt - Illustration182

General Obligation Bonds - Total Requirements.....183
General Obligation Bonds (Series 1994).....184
General Obligation Bonds (Series 1998).....184
General Obligation Refunding Bonds (Series 1998).....185
General Obligation Refunding Bonds (Series 2001).....185
General Obligation Refunding Bonds (Series 2003A).....186

Certificates of Obligation - Total Requirements.....187
Combination Tax and Revenue Certificates of Obligation (Series 1994)188
Combination Tax and Revenue Certificates of Obligation (Series 1997)188
Combination Tax and Revenue Certificates of Obligation (Series 1999)189
Combination Tax and Revenue Certificates of Obligation (Series 2001)190
Combination Tax and Revenue Certificates of Obligation (Series 2003)191

Capital Leases - Total Requirements192
Capital Lease – Golf Course Equipment – September 2000192
Capital Lease – Compost Equipment – February 2001192
Capital Lease – Equipment – January 2003193
Capital Lease – Financial Administration Software – June 2003.....193
Capital Lease – Golf Course Golf Carts – April 2003193

Note Payable – Fire Equipment – 2001194

Capital Outlay

General Fund196
Water & Sewer Fund197
Solid Waste Fund.....198
Drainage Utility Fund199
Golf Course Fund199

Hotel Motel Fund.....	199
Municipal Court Fund	199

Capital Improvements

Analysis of Capital Improvement Projects	200
General Fund Capital Improvements.....	203
Drainage Utility Fund Capital Improvements.....	203
1994 General Obligation Bond Issue (Fire Station & Sub-Station)	203
1997 Combination Tax and Revenue Certificates of Obligation (Golf Course, Library, Capital Equipment).....	204
1998 General Obligation Bonds (Park Improvements)	204
1998 Combination Tax and Revenue Certificates of Obligation (Equip. for Composting Facility, Phase I W/WW CIP) .	205
1999 Combination Tax and Revenue Certificates of Obligation	205
2001 Combination Tax and Revenue Certificates of Obligation	207
2003 Combination Tax and Revenue Certificates of Obligation	210
Financial Statements for Bond Construction Funds	213
1998 Combination Tax and Revenue Certificates of Obligation (Composting Facility and Street Sweeper).....	214
2001 Combination Tax and Revenue Certificates of Obligation	215
2003 Combination Tax and Revenue Certificates of Obligation	217

Appendix

Appendix A	
Glossary.....	219
Appendix B	
Fee Schedule	223
Appendix C	
Copperas Cove at a Glance	235
Appendix D	
Full Time Employee Schedule	240
Pay Plan by Department	242
Schedule of Incentives.....	246
Appendix F	
Water Rates	247
Sewer Rates	248
Solid Waste Rates	252

January 28, 2005

Honorable Mayor Bradi D. Diaz, Members of the
City Council and the Citizens of the City of Copperas Cove, Texas:

I am pleased to present to you the Fiscal Year 2004-05 Annual Budget and Plan of Municipal Services. Over the past several years the City of Copperas Cove has made significant strides at improving its overall financial condition, as well as improving quality of life services provided by the City. Specific projects include the construction of an additional nine holes at the Hills of Cove Golf Course, construction of a new Library, construction of a Solid Waste Transfer Station and Recycling Facility, renovation/expansion of the Central Fire Station, major renovations to the City's parks and recreation facilities, construction of a composting facility, construction of a new vehicle maintenance facility, construction of a new animal control facility, construction of a public works facility, renovation of the City Civic Center and the implementation of Phase I, II & III of a five (5) year water/wastewater (three phase) capital improvement plan. During this time the City has also acquired an additional 188 acres of parkland at Ogletree Preserve, completed a historic renovation at the Allin House, purchased the Turkey Creek Activity Center for recreational purposes, and obtained land needed for the future new City Hall. Currently, City Council and City Staff have ongoing projects that will improve access along FM 1113 for pedestrians by constructing two miles of sidewalk along this State roadway, encourage development and improve infrastructure by constructing the first part of Phase 1 of the Reliever Route and the paving of Big Divide road which will improve access to subdivisions in Skyline Valley and provide a road on the West end of the community that connects FM 1113 and U. S. Highway 190. All of these accomplishments are indicative of our constant efforts toward being "*The City Built for Family Living.*"

GOALS ESTABLISHED FOR FY 2004-05

Goals established in the previous fiscal year continue to be the goals of the City Council for the 2004-05 fiscal year. Through various appropriated resources, programming, and prioritization, all of these stated goals have been addressed in this budget document. The goals are listed as follows:

1. Ensure continued quality public safety.
2. Improve and expand City infrastructure.
3. Promote economic development activities.
4. Continued support of the combined Image Campaign.
5. Expand parks and recreation programs and construct a multi-purpose facility.
6. Retain and attract quality employees.

7. Enhance solid waste programs.
8. Support non-municipal community youth programs.
9. Maintain or reduce the property tax rate.
10. Improve land developer relations.

MAJOR FUNDS

The City of Copperas Cove utilizes four major funds in its financial accounting. These four funds have been designated as the City's major operating funds because of their size and nature. These funds include the General Fund, Water & Sewer Fund, Solid Waste Fund and the Golf Course Fund. A highlight of each of these funds follows.

General Fund

The primary operating fund of the City of Copperas Cove is called the General Fund. The majority of revenues collected to operate this fund are derived from various taxes. This fund is used to account for all financial resources not restricted to special or specific projects. As a general rule, in all funds, we budget revenues and expenditures conservatively to enhance sound financial management. To do otherwise could impair the City's ability to continue providing services to the citizens. In fiscal year 2004-05 the General Fund budget projects revenues to reach \$10,688,786, which is \$491,439, or 4.82%, higher than the amount that was budgeted in fiscal year 2003-04. Significant revenues in the General Fund include revenues derived from property tax (ad valorem taxes), sales & use taxes, franchise taxes, and administrative transfers. Other revenues that provide resources within the General Fund include fines, fees, charges for permits, charges for licenses, and various other miscellaneous revenues. General Fund expenditures have been budgeted at \$10,707,542, which is \$295,294, or 2.84%, higher than the amount that was budgeted to be expended in fiscal year 2003-04.

Fund balance is considered excess funds that the City Council has available for appropriation. The City Council has adopted, by ordinance, a very stringent fund balance policy, that limits the expenditure of these funds. This fund balance policy dictates that the major operating funds must carry a fund balance equivalent to three months operating expenditures (ideal fund balance). This policy also provides guidelines to be followed when ideal fund balance has not been met within a particular fund. Beginning fund balance projected for fiscal year 2004-05 in the General Fund was \$2,695,641 which, after taking into account the effects of the projected revenues and adopted appropriations for each department, leaves an estimated ending fund balance of \$2,676,885. This amount is equal to the ideal fund balance needed to comply with the mandate of the fund balance policy, thus continuing to meet the overall goal of maintaining the fiscal integrity of the City. Ideal fund balance has been met in the General Fund for the previous six years. City Council and Staff continue to strive toward maintaining ideal fund balance within the General Fund.

During fiscal year 2004-05 the City of Copperas Cove anticipates several major construction projects to be ongoing that are funded through general obligation monies. At the end of the 2002-03 fiscal year the City Council of the City of Copperas Cove issued \$14.02 million in

combination tax and revenue certificates of obligation. This issuance of debt financed a number of capital improvement projects, several of which are related to general government.

In an effort to provide better ingress and egress to Skyline Valley and facilitate the construction of a major thoroughfare from U.S. Highway 190 to FM 1113, City Council allocated \$579,000 of the 2003 bonds toward the paving of Big Divide Road. Ultimately, completing this project generally follows the City's master thoroughfare plan.

At the 2002 Capital Improvement Planning Workshop, City Council was presented with a list of streets that were in need of reconstruction. While the City cannot afford to fund all of the streets on the list, the 2003 debt issuance did include \$400,000 to be used toward reconstructing the top four streets on the list. These streets will be under construction during the 2004-05 fiscal year.

For many years, the City of Copperas Cove has been pursuing the construction of a Reliever Route that would reduce traffic congestion on U.S. Highway 190. The total cost of this 6.2 mile road is anticipated to be approximately \$72 million with construction costs totaling around \$56 million. In order to facilitate economic development on the east end of the City, the City Council authorized \$600,000 of the 2003 debt issuance to be used toward constructing Phase 1a of the Reliever Route. This phase consists of an access road that will ultimately tie into the Reliever Route. Once constructed, this road will provide better ingress and egress to the 110 acres recently received from Fort Hood in a land swap. The City, Copperas Cove Industrial Foundation and the Copperas Cove Economic Development Corporation are partnering to complete this project.

The 2003 debt issuance also included funding to renovate the Human Relations Building. During the 2003-04 fiscal year the City completed exterior renovations that were needed due to poor building maintenance in prior years. During the 2004-05 fiscal year the City will focus on internal renovations of this facility.

The ad valorem tax rate for fiscal year 2004-05 remains the same as the rate levied for fiscal year 2003-04, at \$.7750 per \$100 of taxable assessed valuation. The property tax rate increased by \$.03 cents to \$.7750 per \$100 of taxable assessed valuation in fiscal year 2003-04. Prior to that the City experienced its last property tax increase at the beginning of fiscal year 2000-01 when it was increased by 4 cents per \$100 of taxable assessed value to \$.7450. Due to conservative budgeting and a strong desire of the City Council to hold the line on increases, there was no recommended increase for fiscal years 2001-02 and 2002-03. However, due to the growing need for the completion of the projects discussed above, and many others, the City Council authorized the issuance of combination tax and revenue certificates of obligation in August 2003.

The City Council has authorized a total of 195 full-time employees in fiscal year 2004-05 in the General Fund budget. Total personnel in the General Fund have remained the same since fiscal year 2003-04 budget. As demand for services increase, population grows, and economic growth continues, the amount of resources necessary to provide quality services also grows. However, the City Council and City Management will continue to monitor the growth in personnel to ensure that over staffing does not occur.

Water & Sewer Fund

The Water & Sewer Fund is one of three enterprise funds utilized by the City for accounting purposes. This fund was established to track and control the water and wastewater service delivery operations. Revenues and expenses within the Water & Sewer Fund are also budgeted conservatively and are consistently monitored by City Staff for needed adjustments to ensure that revenues always cover the cost of services being provided to utility customers. Revenues are budgeted at \$7,349,906 for fiscal year 2004-05, which is \$677,341 or 10.15%, higher than the amount of revenues budgeted in fiscal year 2003-04.

This anticipated increase in revenue is attributable to an increase in water and wastewater rates approved at the beginning of the fiscal year. During the 2003-04 fiscal year the City contracted with R.W. Beck to conduct an update to the City's five-year *Water and Wastewater Rate Design Study*. This study indicated that the City needed to increase its water and wastewater rates for a number of reasons. The City's water supplier, Bell County Water Control and Improvement District No. 1, is in the process of constructing a major water line that will replace an old dilapidated line. This water line is critical to the City's ability, as well as other BCWCID No. 1 customers, to continue receiving water. Additionally, due to the ongoing war in Iraq and deployment of soldiers, the City has experienced a decline in utility accounts. Finally, with the issuance of certificates of obligation in 2003, the City added some additional water and wastewater projects that increased the City's debt service. The largest impact to the City's water and wastewater debt service has resulted from a three phase, five-year, capital improvement program. Phase I (\$4,575,740) was financed through proceeds received from a certificates of obligation debt issuance approved by the City Council in September 1999. Phase II (\$6,574,415) was also financed through a certificates of obligation debt issuance authorized by the City Council in July 2001. Phase III (\$6,035,000), the final phase, was funded during the 2002-03 fiscal year through the issuance of combination tax and revenues certificates of obligation. Along with the issuance of debt for Phase III, the City Council authorized funding for a variety of other water and wastewater projects totaling \$3,207,524.

As a result of the water and wastewater rate increases, customers will experience an increase in their utility bill ranging between 10-15%. Naturally, this is driven by their consumption.

Total expenses are budgeted at \$7,104,771, which is \$278,472, or 4.08%, higher than the amount that was budgeted in fiscal year 2003-04. The Water & Sewer Fund is also restricted by the City's fund balance policy. The ideal fund balance for the Water & Sewer Fund is calculated at \$1,776,193 for fiscal year 2004-05. This ideal fund balance is projected to be achieved at year-end in the Water & Sewer Fund. Budgeted ending fund balance is \$1,777,733, which is \$1,540 in excess of the desired amount. This excess amount will be accounted for in a Capital Improvement Reserve to be used for future capital improvements.

The City Council has authorized 41 positions in the Water & Sewer Fund for fiscal year 2004-05. This is the same number of employees authorized in fiscal year 2003-04

Solid Waste Fund

The Solid Waste Fund is another of the three enterprise funds operated by the City. This fund accounts for all expenses incurred and revenues earned in the process of providing solid waste collection and disposal services to the public. The City implemented widespread operational changes in service delivery and general operations during the 1999-2000 fiscal year, including automation, recycling, disposal and mandatory waste reduction. These changes were necessary to improve the overall financial condition of the fund, as well as avoid the need for rate increases to the residential customers. As a result of these changes, residential rate increases were avoided until fiscal year 2002-03. The last residential rate increase prior to fiscal year 2002-03 was made effective in 1994. No rate increases have been recommended for the provision of solid waste services for fiscal year 2004-05. During fiscal year 2003-04, the City Council authorized the implementation of a front load automated collection system for commercial customers. This system requires less personnel to operate, is safer to operate than the rear load system and will provide some flexibility in providing solid waste collection service to commercial customers. This new system was implemented without recommending a rate increase. The Solid Waste Fund is also bound by the City's fund balance policy. Ideal fund balance is not met in this fund and will continue not to be met until fiscal year 2005-06. In fiscal year 2003-04 this fund made its final debt service payment on a debt issuance made in 1994 that continued to escalate until fiscal year 2003-04. The payment for fiscal year 2003-04 was \$621,600. Since this debt has been eliminated, and barring any unforeseeable issues, ideal fund balance should be met by fiscal year 2005-06. The ideal fund balance is calculated at \$530,263 for fiscal year 2004-05. The ending fund balance is projected to be \$421,904, which is \$108,359 less than that required.

Revenues are budgeted at \$2,392,300, which is \$23,800 or .99% higher than the amount budgeted in fiscal year 2003-04. This anticipated increase in revenue is conservative and largely attributable to growth. Additionally, revenues collected at the transfer station have been conservatively budgeted. Total expenses are budgeted at \$2,121,052, which is (\$496,182), or (18.96)%, lower than the amount that was budgeted in fiscal year 2003-04. Elimination of the debt service related to the 1994 debt issuance is the primary reason for the decline in expenses. However this decline is somewhat offset by an increase in hauling and disposal costs, and the implementation of a front load commercial collection system.

There are a total of 20 full-time employees authorized in the Solid Waste Fund budget for fiscal year 2004-05. This represents a decline of one employee from the number of employees authorized in the 2003-04 adopted budget. The reduction in personnel is attributable to the implementation of the front load solid waste collection system for commercial customers authorized by City Council in fiscal year 2003-04.

Golf Course Fund

Appropriations for the Hills of Cove Golf Course are established in the City's third proprietary fund. The additional back nine holes and the modifications to the existing front nine holes at the Golf Course were opened to the public in May of 1999. Since this date, the new Golf Course has made significant strides in growth of overall golf related activity and revenue generation; however, the Golf Course Fund continues to struggle financially. The challenge of making this activity a self-sustaining one is difficult at best. This activity faces uncontrollable weather conditions, competition from other area golf courses, a limited budget and many other factors that directly impact its success. During fiscal year 2004-05 City Staff will continue placing a heavier focus on marketing efforts for the golf course with the hope of generating more play.

Revenues for this fiscal year are projected at \$659,500, which is \$2,413, or .37%, higher than the amount that was budgeted in fiscal year 2003-04. The increase is slight and considered conservative budgeting. A subsidy of \$65,000 from the General Fund has been budgeted. Transfers from the General Fund to the Golf Course Fund, prior to fiscal year 2003-04, had been typically done at year-end; however, for fiscal year 2004-05 this transfer has been appropriated in the adopted budget. Unfortunately, if a larger amount is required, a budget amendment will have to be completed in September 2005. The objective has been and will continue to be to make the operation self-sustaining.

Expenses at the Golf Course are budgeted at \$621,564, which is \$9,649, or 1.58%, higher than the amount budgeted in fiscal year 2003-04. Expenses are budgeted below the amount of revenues expected to be generated. The fund balance policy is also applied to this fund; however, meeting ideal fund balance will not be possible this fiscal year. Break-even point has long since been, and will continue to be, a struggle for the Golf Course operation. Once achieved, on a consistent basis, the next big hurdle for the Golf Course Fund will be establishing a ninety (90) day operating reserve. This could take several more years to accomplish. Ideal fund balance for this fund is \$155,391. Budgeted ending fund balance is (\$15,881), which is \$171,272 less than the amount necessary to meet ideal fund balance.

The City Council has authorized a total of fifteen (15) employees in the 2004-05 fiscal year Golf Course Fund budget. No new employees, vehicles or programs were planned in this fiscal year budget.

Additional Significant Items

During the 2004-05 fiscal year, it is anticipated that the City will complete an update to its comprehensive plan. This plan will be instrumental in prioritizing future capital improvement projects.

At the beginning of the 2004-05 fiscal year, Phase 1b of the City's Reliever Route project was finally placed on the statewide Unified Transportation Plan (UTP). This is significant in that now the State can begin acquiring right-of-way (ROW) for Phase 1b of the project. The total cost of Phase 1b is anticipated to be \$10.5 Million. During the 2003-04 fiscal year, Fort Hood was authorized an additional 5,000 soldiers. Obviously, this will increase the population of

Central Texas and most likely Copperas Cove, which will only exacerbate the congestion issues the City currently faces on U.S. Highway 190. City Staff will continue to pursue this project as aggressively as possible in an effort to reduce the congestion on this highway.

During the 2003-04 fiscal year, the City worked with, and participated in, the Heart of Texas Defense Alliance. This organization, which was originally created to support Fort Hood during the 2005 Base Realignment and Closure (BRAC) process, worked with the Governor's office to secure \$20.5 Million for infrastructure related projects that primarily benefit Fort Hood. One of these projects, at an estimated cost of \$7 Million, pertains to the extension of Tank Destroyer Boulevard to South F.M. 116. This project directly benefits Copperas Cove by improving traffic flow on the North side of the City. The City will be working with Fort Hood and Texas Department of Transportation during the 2004-05 fiscal year to facilitate the completion of this project and strive to have completed in a manner that benefits the City the most.

Also during fiscal year 2003-04 the City and the Copperas Cove Economic Development Corporation (CCEDC) worked with the American Family Entertainment Centers, LLC., in an effort to entice this corporation to construct an entertainment facility in Copperas Cove. The City and the CCEDC extended an offer to provide low interest rate loans and other performance-based economic development incentives to make this project become a reality. Offering a seven-theater complex, a twenty-four lane bowling alley, two arcade rooms and a concession area, this project is anticipated to be complete by September 2005. The project is expected to add \$4.5 million dollars to the tax rolls.

The City continues to focus on projects that will achieve its top ten goals. During the 2003-04 fiscal year, the City completed a needs assessment study for a new police department building. Additionally, the City continues to focus on a joint use recreation facility between the City and the School District.

The City's annual budget continues to provide for salary increases for all City employees. In previous years the City's policy addressing pay increases for employees provided for a 2% cost of living allowance (COLA) for all City employees at the beginning of each fiscal year and the possibility for each employee to receive up to a 3% additional merit increase, based on individual evaluations. The 2004-05 fiscal year budget includes a 2% COLA and up to a 2% merit increase. Additionally, during the fiscal year 2002-03 budget process, a plan was presented to City Council that would begin the process of moving the City's pay plan structure to a market based plan. The adopted budget for fiscal year 2004-05 continues that market based pay plan and includes a total of \$99,732 to fund adjustments to the City's pay plan that provides for all positions in the City to be paid at 80% of market average or above, and for all entry level pay to be at 85% or above the average market beginning pay. Fortunately, the City's financial position continues to improve allowing the City to continue rewarding its employees for a job well done, as well as try to maintain competitive salary standards and benefits to improve employee retention.

On behalf of the City Staff and myself, I want to thank the City Council for your leadership, hard work, efforts and confidence in what we do. In the past several years the City has aggressively and progressively improved its financial condition while developing immediate and long-term

goals. The available resources never seem to meet all recognized needs and in fact never will. This presents an endless challenge for City leaders. Although the demands never seem to cease, our successes and rewards do not either. The continued development of short-term and long-term goals is paramount to the future success of this community. Over the next fiscal year, City Staff looks forward to working with you in making decisions and developing plans that will positively impact our community.

Sincerely,

Steven J. Alexander
City Manager

CITY OF COPPERAS COVE, TEXAS
COMBINED STATEMENT OF REVENUES, EXPENDITURES/EXPENSES AND CHANGES IN
FUND BALANCES ALL FUND TYPES

Fiscal Year 2004-05

(With Comparative Totals for the Years Ended September 30, 2003 and 2004*)

	General	Special Revenue	Debt Service	Capital Projects	Water & Sewer	Solid Waste	Golf Course	Total Adopted Budget 2004-05	(Memo Only) Totals Reporting Entity	
									2003-04	2002-03
REVENUES										
Taxes	\$ 7,691,021	\$ 95,000	\$ 962,742	\$ -	\$ -	\$ -	\$ -	\$ 8,748,763	8,419,432	8,050,619
Permits & Licenses	166,110	-	-	-	-	-	-	166,110	154,660	142,692
Charges for Services	-	824,025	-	-	7,069,906	2,292,000	594,500	10,780,431	9,794,579	9,967,810
Fees	558,025	-	-	-	-	-	-	558,025	519,410	540,623
Fines	918,940	66,269	6,000	-	202,000	85,000	-	1,278,209	1,226,009	1,305,021
Miscellaneous	179,690	8,947	6,000	89,416	58,000	15,300	-	357,353	413,894	526,823
Total Revenues	9,513,786	994,241	974,742	89,416	7,329,906	2,392,300	594,500	21,888,891	20,527,984	20,533,588
EXPENDITURES/EXPENSES										
Current:										
City Administration	1,272,451	-	-	59,051	123,981	137,783	-	1,593,266	1,459,546	1,367,931
Public Works	1,060,474	585,026	-	6,324,383	-	-	-	7,969,883	8,948,618	3,562,899
Community services	1,156,912	233,358	-	72,942	2,627,440	1,456,119	621,564	6,168,335	6,068,913	6,151,343
Support Services	380,507	-	-	-	-	-	-	380,507	337,023	310,797
Building Development	326,509	-	-	-	-	-	-	326,509	333,240	278,226
Public Safety	6,186,678	63,383	-	250,000	-	-	-	6,500,061	5,992,682	5,744,586
Non-Departmental	259,011	-	-	-	1,301,150	46,950	-	1,607,111	1,487,195	1,465,697
Debt service:										
Principal retirement	-	210,000	490,000	-	1,135,000	115,000	-	1,950,000	2,249,990	2,360,000
Interest and fiscal charges	-	79,315	484,742	-	1,169,200	13,200	-	1,746,457	2,023,941	1,410,802
Bond issuance costs	-	-	-	-	-	-	-	-	-	-
Total Expenditures	10,642,542	1,171,082	974,742	6,706,376	6,356,771	1,769,052	621,564	28,242,129	28,901,148	22,652,281
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES/EXPENSES	(1,128,756)	(176,841)	-	(6,616,960)	973,135	623,248	(27,064)	(6,353,238)	(8,373,164)	(2,118,693)
OTHER FINANCING SOURCES (USES)										
Operating transfers in	1,175,000	-	-	-	20,000	-	65,000	1,260,000	1,128,084	1,086,324
Operating transfers (out)	(65,000)	(95,000)	-	-	(748,000)	(352,000)	-	(1,260,000)	(1,128,284)	(1,147,524)
Proceeds from bond issue	-	-	-	-	-	-	-	-	-	13,447,723
Total Other Financing Sources (Uses)	1,110,000	(95,000)	-	-	(728,000)	(352,000)	65,000	-	(200)	13,386,523
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(18,756)	(271,841)	-	(6,616,960)	245,135	271,248	37,936	(6,353,238)	(8,373,364)	11,267,830
FUND BALANCES BEGINNING OF YEAR	2,695,641	723,807	123,597	7,729,932	1,532,598	150,656	(53,817)	12,902,412	21,275,777	10,007,947
RESIDUAL EQUITY TRANSFER IN (OUT)	-	-	-	-	-	-	-	-	-	-
FUND BALANCES END OF YEAR	\$ 2,676,885	\$ 451,966	\$ 123,597	\$ 1,112,972	\$ 1,777,733	\$ 421,904	\$ (15,881)	\$ 6,549,174	\$ 12,902,412	\$ 21,275,777

* Fiscal Year End Figures for 2003 are Projected.

City of Copperas Cove, Texas
Adopted Budget Summary for all Funds
Fiscal Year 2004-05

Fund	Estimated Beginning Balance	Revenues	Total Resources Available	Total Expenses/ Expenditures	Estimated Ending Balance	Ideal Fund Balance	Over/(Under) Ideal Fund Balance
Operating Funds							
General Fund	\$ 2,695,641	\$ 10,688,786	\$ 13,384,427	\$ 10,707,542	\$ 2,676,885	\$ 2,676,885	\$ -
Water & Sewer Fund	1,532,598	7,349,906	8,882,504	7,104,771	1,777,733	1,776,193	1,540
Solid Waste Fund	150,656	2,392,300	2,542,956	2,121,052	421,904	530,263	(108,359)
Golf Course Fund	(53,817)	659,500	605,683	621,564	(15,881)	155,391	(171,272)
Total Operating Funds	\$ 4,325,078	\$ 21,090,492	\$ 25,415,570	\$ 20,554,929	\$ 4,860,641	\$ 5,138,732	\$ (278,091)
Other Funds							
Youth Activities Fund	\$ 49,821	\$ 68,090	\$ 117,911	\$ 69,888	\$ 48,023	\$ 17,472	\$ 30,551
Drainage Utility Fund	368,013	733,700	1,101,713	969,341	132,372	242,335	(109,963)
Municipal Cemetery Fund	53,513	30,500	84,013	32,384	51,629	8,096	43,533
Interest & Sinking Fund	123,597	974,742	1,098,339	974,742	123,597	243,686	(120,089)
Library Gifts & Mem. Fund	7,196	1,015	8,211	8,211	-	2,053	(2,053)
Hotel/Motel Fund	69,698	95,155	164,853	122,875	41,978	30,719	11,259
Animal Shelter Donation Fund	1,026	252	1,278	1,278	-	320	(320)
Abandoned Vehicle Auc. Fund	4,858	1,010	5,868	5,868	-	1,467	(1,467)
Municipal Court Fund	169,680	64,519	234,199	56,237	177,962	14,059	163,903
Total Other Funds	\$ 847,402	\$ 1,968,983	\$ 2,816,385	\$ 2,240,824	\$ 575,561	\$ 560,207	\$ 15,354
Capital Projects Funds							
C.P.F. - 1994 G.O. - (Fire Station)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C.P.F. - 1997 C.O. - (Golf/Library)	-	-	-	-	-	-	-
C.P.F. - 1998 G.O. - (Parks)	-	-	-	-	-	-	-
C.P.F. - 1998 C.O. - (Compost)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Golf Phase II.)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Govt. Funds)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (W&S Fund)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (S.W. Fund)	-	-	-	-	-	-	-
C.P.F. -2001 C.O. - (Capital Equip.)	507,399	915	508,314	459,051	49,263	-	-
C.P.F. - 2001 C.O. - (W&S Fund)	527,350	7,903	535,253	49,728	485,525	-	-
C.P.F. - 2003 C.O. - (Capital Impr.)	2,469,652	15,768	2,485,420	2,194,876	290,544	-	-
C.P.F. - 2003 C.O. (W&S Fund)	4,225,531	64,830	4,290,361	4,002,721	287,640	-	-
Total Capital Projects Funds	\$ 7,729,932	\$ 89,416	\$ 7,819,348	\$ 6,706,376	\$ 1,112,972	\$ -	\$ -
Total Funds	\$ 12,902,412	\$ 23,148,891	\$ 36,051,303	\$ 29,502,129	\$ 6,549,174	\$ -	\$ -

Note: Ideal fund balances do not apply to "Capital Projects Funds" and have been provided as a benchmark for the "Other Funds".

City of Copperas Cove, Texas
Consolidated Statement of Receipts of all Funds by Source
Fiscal Year 2004-05

Fund	Taxes	User Charges	Fines & Penalties	Transfer-in	Interest Revenue	Bond Proceeds	Miscellaneous	Total
Operating Funds								
General Fund	\$ 7,691,021	\$ 724,135	\$ 918,940	\$ 1,175,000	\$ 41,000	\$ -	\$ 138,690	\$ 10,688,786
Water & Sewer Fund	-	7,062,706	202,000	20,000	23,000	-	42,200	7,349,906
Solid Waste Fund	-	2,251,000	85,000	-	5,300	-	51,000	2,392,300
Golf Course Fund	-	594,500	-	65,000	-	-	-	659,500
Total Operating Funds	\$ 7,691,021	\$ 10,632,341	\$ 1,205,940	\$ 1,260,000	\$ 69,300	\$ -	\$ 231,890	\$ 21,090,492
Other Funds								
Youth Activities Fund	\$ -	\$ 68,025	\$ -	\$ -	\$ 65	\$ -	\$ -	\$ 68,090
Drainage Utility Fund	-	725,000	2,000	-	6,700	-	-	733,700
Municipal Cemetery Fund	-	30,000	-	-	500	-	-	30,500
Interest & Sinking Fund	962,742	-	6,000	-	6,000	-	-	974,742
Library Gifts & Mem. Fund	-	-	-	-	15	-	1,000	1,015
Hotel/Motel Fund	95,000	-	-	-	155	-	-	95,155
Animal Shelter Donation Fund	-	-	-	-	2	-	250	252
Abandoned Vehicle Auc. Fund	-	-	-	-	10	-	1,000	1,010
Municipal Court Fund	-	-	64,269	-	250	-	-	64,519
Total Other Funds	\$ 1,057,742	\$ 823,025	\$ 72,269	\$ -	\$ 13,697	\$ -	\$ 2,250	\$ 1,968,983
Capital Projects Funds								
C.P.F. - 1994 G.O. - (Fire Station)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C.P.F. - 1997 C.O. - (Golf/Library)	-	-	-	-	-	-	-	-
C.P.F. - 1998 G.O. - (Parks)	-	-	-	-	-	-	-	-
C.P.F. - 1998 C.O. - (Compost)	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Golf Phase II)	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Govt. Funds)	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (W&S Fund)	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Solid Waste)	-	-	-	-	-	-	-	-
C.P.F.-2001 C.O. - (Capital Equip.)	-	-	-	-	915	-	-	915
C.P.F. - 2001 C.O. - (W&S Fund)	-	-	-	-	7,903	-	-	7,903
C.P.F. - 2003 C.O. - (Capital Impr.)	-	-	-	-	15,768	-	-	15,768
C.P.F. - 2003 C.O. (W&S Fund)	-	-	-	-	64,830	-	-	64,830
Total Capital Projects Funds	\$ -	\$ -	\$ -	\$ -	\$ 89,416	\$ -	\$ -	\$ 89,416
Total Funds	\$ 8,748,763	\$ 11,455,366	\$ 1,278,209	\$ 1,260,000	\$ 172,413	\$ -	\$ 234,140	\$ 23,148,891

City of Copperas Cove, Texas
Consolidated Statement of Expenditures/Expenses of all Funds by Object Class
Fiscal Year 2004-05

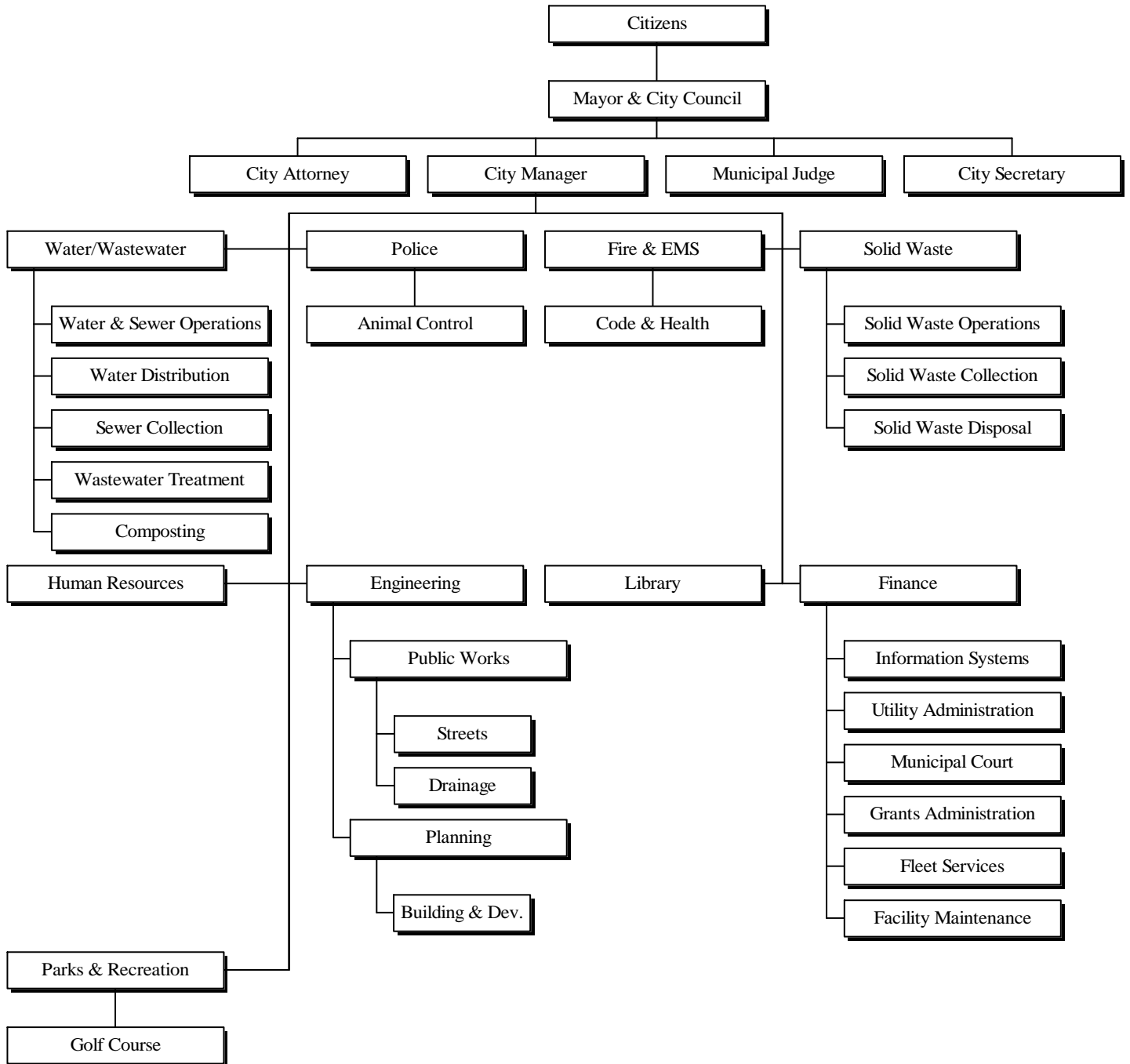
Fund	Personnel Costs	Personnel Support	Supplies & Materials	Maintenance & Repairs	Contractual Services	** Designated Expenses	Capital Outlay & Improvements	Transfers-out	Total
Operating Funds									
General Fund	\$ 8,210,391	\$ 78,200	\$ 299,854	\$ 241,175	\$ 841,509	\$ 758,685	\$ 212,728	\$ 65,000	\$ 10,707,542
Water & Sewer Fund	1,449,910	1,500	211,799	206,000	736,456	212,556	-	4,286,550	7,104,771
Solid Waste Fund	687,707	-	79,480	60,640	48,880	753,345	10,800	480,200	2,121,052
Golf Course Fund	400,441	-	46,785	24,000	45,721	102,267	2,350	-	621,564
Total Operating Funds	\$ 10,748,449	\$ 79,700	\$ 637,918	\$ 531,815	\$ 1,672,566	\$ 1,826,853	\$ 225,878	\$ 4,831,750	\$ 20,554,929
Other Funds									
Youth Activities Fund	\$ 28,963	\$ -	\$ 39,550	\$ -	\$ 1,375	\$ -	\$ -	\$ -	\$ 69,888
Drainage Utility Fund	201,140	-	302,705	16,750	261,429	16,882	75,435	95,000	969,341
Municipal Cemetery Fund	26,974	-	-	2,000	3,410	-	-	-	32,384
Interest & Sinking Fund	-	-	-	-	-	974,742	-	-	974,742
Library Gifts & Mem. Fund	-	-	8,211	-	-	-	-	-	8,211
Hotel/Motel Fund	-	-	55,000	14,000	375	23,500	30,000	-	122,875
Animal Shelter Donation Fund	-	-	1,278	-	-	-	-	-	1,278
Abandoned Vehicle Auc. Fund	-	-	5,018	-	850	-	-	-	5,868
Municipal Court Fund	-	-	2,250	13,855	11,602	-	28,530	-	56,237
Total Other Funds	\$ 257,077	\$ -	\$ 414,012	\$ 46,605	\$ 279,041	\$ 1,015,124	\$ 133,965	\$ 95,000	\$ 2,240,824
Capital Projects Funds									
C.P.F. - 1994 G.O. - (Fire Station)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C.P.F. - 1997 C.O. - (Golf/Library)	-	-	-	-	-	-	-	-	-
C.P.F. - 1998 G.O. - (Parks)	-	-	-	-	-	-	-	-	-
C.P.F. - 1998 C.O. - (Compost)	-	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Golf Phase II)	-	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Govt. Funds)	-	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (W&S Fund)	-	-	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Solid Waste)	-	-	-	-	-	-	-	-	-
C.P.F.-2001 C.O. - (Capital Equip.)	-	-	-	-	-	-	459,051	-	459,051
C.P.F. - 2001 C.O. - (W&S Fund)	-	-	-	-	-	-	49,728	-	49,728
C.P.F. - 2003 C.O. - (Capital Impr.)	-	-	-	-	-	-	2,194,876	-	2,194,876
C.P.F. - 2003 C.O. (W&S Fund)	-	-	-	-	-	-	4,002,721	-	4,002,721
C.P.F. - 2003 G.O. (Public Safety)	-	-	-	-	-	-	-	-	-
Total Capital Projects Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,706,376	\$ -	\$ 6,706,376
Total Funds	\$ 11,005,526	\$ 79,700	\$ 1,051,930	\$ 578,420	\$ 1,951,607	\$ 2,841,977	\$ 7,066,219	\$ 4,926,750	\$ 29,502,129

* **Includes Capital Lease Payments and Debt Service Payments and Other Non-Departmental Expenditures/Expenses.

City of Copperas Cove, Texas

Organizational Structure

2004-05 Fiscal Year



BUDGET SUMMARY

The objective of the budget summary section for the 2004-05 Annual Budget and Plan of Municipal Services is to create a single section that, if placed with the City Manager's transmittal letter, would provide a complete picture of the municipality's budget. With that end in mind, this section provides a discussion of the Annual Budget and Plan of Municipal Services, the process in completing the budget, various budgetary policies, as well as fiscal policies, and additional information that would be useful to the average user of this document.

THE BUDGET DOCUMENT

The Annual Budget and Plan of Municipal Services is divided into eleven sections. Section one includes the City Manager's transmittal letter which provides an overview of the budget and any significant issues that have affected the budget from the prior year.

Section two is the Budget Summary section which if placed with the City Manager's transmittal letter should provide the reader with a complete picture of the budget. Detail of the Annual Budget and Plan of Municipal Services is provided throughout the remainder of the document.

Sections three through six provide detailed analysis of the City of Copperas Cove's four major funds. These funds include the General Fund, Water & Sewer Fund, Solid Waste Fund, and Golf Course Fund. These funds are considered the major funds of the city primarily due to their size and nature. Whereas the Golf Course Fund may not be large financially, it is a proprietary fund and of significant interest to the city.

Sections seven and eight cover Special Revenue Funds, the Debt Service Fund and debt service requirements of all funds. These are governmental fund types and have a significant impact on city operations.

Finally, sections nine through eleven of the document provide a detailed analysis of the capital outlay for which the City Council has appropriated funds, as well as, an analysis of the various capital projects on which the city is focusing. The Capital Outlay section provides a guide to the various departments as to what assets funds have been appropriated for. In addition, an Appendix section has been provided that offers a glossary of terms related to the budget, the City's recently adopted fee schedule, a summarized listing of employees, and miscellaneous statistics related to the City of Copperas Cove.

THE BUDGET PROCESS

The budget process is a systematic process that is paramount to the successful production and development of an annual budget and plan of municipal services. Much time is allotted toward the successful completion of this document primarily due to its importance to the city government. This document is certainly the single most important document to any city government due to the fact that virtually all decisions made by a city government revolve around the annual budget and plan of municipal services. The budget process is directed by both state and local law. Illustrated below is a basic outline of what state law requires. The process set out by local law, which parallels the state law, is also illustrated. A detailed look at the City of Copperas Cove's budget process follows.

STATE STATUTES – LOCAL GOVERNMENT CODE:

§ 102.001 Budget Officer - According to this section, the city manager of a council-manager form of government serves as the budget officer.

§ 102.002 Annual Budget Required - This section of the statutes requires the budget officer of the municipality to prepare, on an annual basis, a municipal budget covering the proposed expenditures of the municipal government for the succeeding year.

§ 102.003 Itemized Budget; Contents -

- (a) The budget officer shall itemize the budget to allow as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project.

STATE STATUTES – LOCAL GOVERNMENT CODE (Continued):

§ 102.003 Itemized Budget; Contents - (Continued)

- (b) The budget must contain a complete financial statement of the municipality that shows:
 - (1) the outstanding obligation of the municipality;
 - (2) the cash on hand to the credit of each fund;
 - (3) the funds received from all sources during the preceding year;
 - (4) the funds available from all sources during the ensuing year;
 - (5) the estimated revenue available to cover the proposed budget; and
 - (6) the estimated tax rate required to cover the proposed budget.

§ 102.004 Information Furnished by Municipal Officers and Boards - In preparing the budget, the budget officer may require any municipal officer or board to furnish information necessary for the budget officer to properly prepare the budget.

§ 102.005 Proposed Budget Filed With Municipal Clerk; Public Inspection -

- (a) The budget officer shall file the proposed budget with the municipal clerk before the 30th day before the date the governing body of the municipality makes its tax levy for the fiscal year.
- (b) The proposed budget shall be available for inspection by any taxpayer.

§ 102.006 Public Hearing on Proposed Budget -

- (a) The governing body of a municipality shall hold a public hearing on the proposed budget. Any taxpayer of the municipality may attend and may participate in the hearing.
- (b) The governing body shall set the hearing for a date occurring after the 15th day after the date the proposed budget is filed with the municipal clerk but before the date the governing body makes its tax levy.
- (c) The governing body shall provide for public notice of the date, time, and location of the hearing.

§ 102.0065 Special Notice by Publication for Budget Hearing -

- (a) The governing body of a municipality shall publish notice before a public hearing relating to a budget in at least one newspaper of general circulation in the county in which the municipality is located.
- (b) Notice published under this section is in addition to notice required by other law. Notice under this section shall be published not earlier than the 30th or later than the 10th day before the date of the hearing.
- (c) This section does not apply to the governing body of a municipality required by other law to give notice by publication of a hearing on a budget.

§ 102.007 Adoption of Budget -

- (a) At the conclusion of the public hearing, the governing body of the municipality shall take action on the proposed budget.
- (b) The governing body may make any changes in the budget that it considers warranted by the law or by the best interest of the municipal taxpayers.

LOCAL LAW – CITY CHARTER

ARTICLE VI. THE BUDGET

§ 6.01 Fiscal Year -The fiscal year of the City of Copperas Cove shall begin the first day of October and shall end on the last day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year.

LOCAL LAW – CITY CHARTER (Continued)

§ 6.02 Preparation and Submission of Proposed Budget - The city manager, between ninety (90) and sixty (60) days prior to the beginning of each fiscal year, shall submit to the city council a proposed budget, which shall provide a complete financial plan for the fiscal year and shall contain the following:

- (a) A budget message, explanatory of the budget, shall contain an outline of the proposed financial policies of the city for the fiscal year, shall set forth the reasons for salient changes from the previous fiscal year in expenditures and revenue items, and shall explain any major changes in financial policy.
- (b) A consolidated statement of receipts and expenditures of all funds.
- (c) An analysis of property valuations.
- (d) An analysis of the tax rate.
- (e) Tax levies and tax collections by year for at least five (5) years or, if records for five (5) years are not available, for as many years as are available.
- (f) General fund resources in detail.
- (g) Summary of proposed expenditures by function, department, and activity.
- (h) Summary of proposed expenditures by character and subject.
- (i) Detailed estimates of expenditures shown separately for each activity to support the summaries numbers (g) and (h) above. Such estimates of expenditures are to include an itemization of positions showing the number of persons having each title and the rate of pay.
- (j) A revenue and expense statement for all types of bonds.
- (k) A description of all bond issues outstanding, showing rates of interest, date of issue, maturity date, amount and authorized amount issued, and amount outstanding.
- (l) A schedule of requirements for the principal and interest of each issue of bonds.
- (m) A special funds section.
- (n) The appropriation ordinance.
- (o) The tax levying ordinance.
- (p) A capital program, which may be revised and extended each year to indicate capital improvements pending or in process of construction or acquisition and shall include the following items:
 - (1) A summary of proposed programs.
 - (2) A list of all capital improvements which are proposed to be undertaken during the next five (5) fiscal years, with appropriate supporting information as to the necessity for such improvements.
 - (3) Cost estimates, method of financing and recommended time schedules for each such improvement.
 - (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.(As Amended 5-1-93)

§ 6.03 Anticipated Revenue Compared with Other Years in Budget - The city manager shall, in the preparation of the budget, place in parallel columns opposite all items of revenue the actual amount of each item for the last completed fiscal year, the estimated amount for the current fiscal year, and the proposed amount for the ensuing fiscal year.

§ 6.04 Proposed Expenditures Compared with Other Years - The city manager, in the preparation of the budget, shall place in parallel columns opposite all items of expenditures, the actual amount of such items of expenditures for the last completed fiscal year, the estimated amount for the current fiscal year, and the proposed amount for the ensuing fiscal year.
(As Amended 5-1-93)

§ 6.05 Proposed budget: A public record - The proposed budget and all supporting schedules shall be filed with the city secretary when submitted to the council and shall be a public record for inspection by anyone.
(As Amended 5-1-93)

§ 6.06 Notice of Public Hearing on Proposed Budget - At the meeting of the council at which the proposed budget is submitted, the council shall fix the time and place of a public hearing on the budget and shall cause to be published in a local newspaper a notice of the hearing, setting forth the time and place thereof at least five (5) days before the date of hearing.
(As Amended 5-1-93)

§ 6.07 Public Hearing on Proposed Budget - At the time and place set forth in the notice required by Section 6.06, the council shall hold a public hearing on the proposed budget submitted, and all interested persons shall be given an opportunity to be heard, for or against any item or the amount of any item therein contained.
(As Amended 5-1-93)

LOCAL LAW – CITY CHARTER (Continued)

§ 6.08 Public Hearing Amending or Supplementing Proposed Budget - After the conclusion of such public hearing, the council may insert new items or may increase or decrease the items of the proposed budget, except items in proposed expenditures fixed by law. Before inserting any additional item or increasing any item of appropriation, it must cause to be published a notice setting forth the nature of the proposed changes and fixing a place and time, not less than five (5) days after publication, at which the council will hold a public hearing thereon.

After such further hearing, the council may insert the additional item or items and make the increase or increases to the amount in each case indicated by the published notice, or to a lesser amount; but where it shall increase the total proposed expenditures, it shall also provide for an increase in the total anticipated revenue to at least equal such total proposed expenditures.

(As Amended 5-1-93)

§ 6.09 Vote Required for Adoption - The budget shall be adopted by a majority vote of the council.

(As Amended 4-2-83)

§ 6.10 Date of Final Adoption - The budget shall be finally adopted not later than the fifteenth (15th) of September. If the council fails to adopt the budget by the fifteenth (15th) day of September, the amounts appropriated for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis with all items in it pro-rated accordingly, until such time as the council adopts a budget for the ensuing fiscal year. The levy of property tax normally approved as a part of the budget adoption will be set to equal the total current fiscal year tax receipts.

(As Amended 5-1-93)

§ 6.11 Effective Date and Distribution of Budget Upon Final Adoption - The budget shall be in effect for the ensuing fiscal year. A copy of the budget, as finally adopted, shall be filed with the city secretary, the county clerk of Coryell County, and as required by state law. The final budget shall be printed, mimeographed or otherwise reproduced, and a reasonable number of copies shall be made available for the use of all offices, departments and agencies, and for the use of interested persons and civic organizations.

(As Amended 5-1-93)

§ 6.12 Budget Establishes Appropriations - From the effective date of the budget, all amounts stated therein as proposed expenditures shall be and become appropriated to all objects and purposes therein named.

CITY OF COPPERAS COVE'S FY 2004-05 BUDGET CALENDAR - 04/15/04

* Indicates Regular Council Meeting

** Indicates Special Council Meeting

APRIL 2004

6 * Regular City Council Meeting.

15 Meeting with departments on the budget process. Budget instruction meeting will be held with staff that will play an instrumental role in completing the budget process.

20 Budget preparation workshop will be held at City Hall from 2:00 pm-4:00pm.

20 * Regular City Council Meeting

MAY 2004

3 **Revenue forecasts from departments are due to the Finance Department.**

3 Letters for requests of funding from outside non-profit agencies are sent out. This would include Chamber of Commerce, the HOP, Economic Development Corporation, Boys and Girls Club, YMCA, etc.

4 * Regular City Council meeting

MAY 2004 (Continued)

- 4 (Tentatively scheduled / subject to change) City Manager discusses briefly some of the upcoming events for the Budget process for FY 2004-05 in a staff report to the Council.

Weighted priorities for fiscal year 2004-05 are discussed and established by City Council. (Tentative)

6 **Expenditure projections for FY 2003-04 are due to the Finance Department.**

- 14 Base budgets are due to the Finance Department (includes salary spreadsheets). These budgets should include all operating budgets with required supporting documentation, and capital outlay **excluding New Programs and services forms, Capital Improvement forms, and Fleet Services forms.**

Chief Appraiser sends notices of appraised value.

- 18 * Regular City Council Meeting.

21 **New Programs and Services forms, Capital Improvement Program forms, and Fleet Services forms are due to the Finance Department.**

- 25 ** Special City Council Meeting – Canvass Election

26 **Department Program Descriptions, Accomplishments, Objectives and Performance Measurements are due to the Finance Department.**

- 28 A Staff working draft of the line item budget is provided to the City Manager.

JUNE 2004

1 **First round of departmental budget meetings with the City Manager begins. These meetings are subject to change per City Manager.**

Requests from outside non-profit agencies funded by the City are due. This would include Chamber of Commerce, COPAS, Economic Development Corporation, etc.

* Regular City Council Meeting

4 **First round of departmental budget meetings with the City Manager ends. These meetings are subject to change per City Manager.**

10 **The second round of departmental meetings with the City Manager begins. These meetings are subject to change per City Manager.**

17 **The second round of departmental budget meetings with the City Manager ends. These meetings are subject to change per City Manager.**

- 21 Proposed budget is given to the City Manager.

- 22 * Regular City Council Meeting.

JULY 2004

- 6 * Regular City Council Meeting.

City Manager's proposed Budget is formally presented to the City Council. (The proposed budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be public record for inspection by anyone).

JULY 2004 (Continued)

City Council calls a public hearing to be held on August 19th on the proposed budget and shall cause to be published in a local newspaper a notice of hearing, setting forth the time and place thereof at least ten (10) days before the date of the hearing.

- 15 City Council Workshop to discuss the City Manager's Proposed Budget for the 2004-05 Fiscal Year.
- 16 Appraisal Review Board approves records.
- 20 * Regular City Council Meeting.
- 22 City Council Workshop to discuss the City Manager's Proposed Budget for the 2004-05 Fiscal Year.
- 22 Chief Appraiser certifies approved appraisal role.
- 29 City Council Workshop to discuss the City Manager's Proposed Budget for the 2004-05 Fiscal Year.
- 30 Publish notice of the public hearing on the City Manager's proposed budget.

AUGUST 2004

- 3 * Regular City Council Meeting.
A taxing unit publishes its notice of effective and rollback tax rates.
- 5 City Council Workshop to discuss the City Manager's Proposed Budget for the 2004-05 Fiscal Year.
- 12 City Council Workshop to discuss the City Manager's Proposed Budget for the 2004-05 Fiscal Year.
- 17 * Regular City Council Meeting.
Public hearing on City Manager's proposed budget. Notice must be published at least (10) ten days prior to the date of the hearing.
- 17 City Council reviews and discusses City Manager's proposed budget.
Discuss and set preliminary tax rate. If proposed rate exceeds the lower of the rollback rate or 103% of the effective rate, the taxing unit must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. The votes must be recorded and specify a desired rate. If the motion passes, governing body must schedule a public hearing on the proposal. The proposed date for this public hearing is August 31, 2004.
Set date of public hearing on changes that have been made to the City Manager's proposed budget. Proposed date for the public hearing is August 31, 2004.
- 20 Publication of "Notice of Changes to the Proposed Budget" must be published at least (5) five days prior to the public hearing.
Publication of "Notice of Public hearing on Tax Increase" must be published (7) seven days prior to the public hearing (1 quarter page notice).
- 27 72 - hour public notice for public hearing to discuss tax rate. (Open Meetings Law).
72 - hour public notice for public hearing on changes to City Manager's proposed budget (Open Meeting Law).
- 31 ** Special Called City Council Meeting
Public Hearing on tax increase for 2004-05 fiscal year.

August 2004 (Continued)

- 31 Public Hearing on changes to City Manager's Proposed Budget for fiscal year 2004-05.
Schedule a meeting to adopt a tax rate 3-14 days from this date - Date should be September 14, 2004.
- 31 Publication of "Notice of vote on tax rate" must be published prior to the meeting to adopt a tax rate (one Quarter page notice).

SEPTEMBER 2004

- 10 72 - hour public notice for meeting to adopt the tax rate on September 14, 2004.
- 7 * Regular City Council Meeting.
- 14 ** Special Called City Council Meeting
Adopt Budget for fiscal year 2004-05.
Adopt Tax Rate 3-14 days after public hearing and by September 1, 2004, or as soon after as practicable.
- 15 Last day per City Charter to adopt a budget.
- 21 * Regular City Council Meeting

*** Indicates Regular Council Meeting**

****Indicates Special Council Meeting**

FINANCIAL POLICIES

FUND BALANCES

Fund balance is the portion of fund equity that is considered to be available for appropriation. During the 1995-96 fiscal year a fund balance policy was adopted by the city council providing a directive that the city strive to maintain a fund balance in each major operating fund equal to three months of operating expenditures.

INVESTMENTS

The City is authorized to invest its funds in the following:

- (1) Obligations of the United States or its agencies and instrumentalities which have a stated maturity on the date of purchase of two years or less.
- (2) Direct obligations of the State of Texas or its agencies and instrumentalities.
- (3) Certificates of deposits if issued by a state or national bank domiciled in the State of Texas or a savings and loan association domiciled in the State of Texas.
- (4) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed with the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities.
- (5) Obligations of states, agencies, counties, cities and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and have received a rating of not less than A or its equivalent.

INVESTMENTS (Continued)

- (6) Eligible fully collateralized repurchase agreements, as defined by the Public Funds Investment Act.
- (7) Eligible investment pools in accordance with the Public Funds Investment Act. Sec. 2256.016-2256.019.
- (8) Any other securities which may be added by the State of Texas as permissible investments for municipal governments which are in compliance with the Public Funds Investment Act.

LONG-TERM DEBT

According to the City Charter Sec. § 7.02. *Issuance of bonds, time warrants, and certificates of obligation*, all bonds, warrants, and certificates of obligation of the City of Copperas Cove shall be issued pursuant to the procedures and requirements established by the Constitution and general laws of the State of Texas. All tax bond issues must be presented to the voters for referendum.

INDIRECT COST ALLOCATIONS

Indirect cost allocations, transfer actual costs for services such as administration and facility use to those funds that use the services. Indirect costs are allocated on the assumption that they are in proportion to the costs of operating the funds. The base assumption is that allocation be based on total operating budget, less transfers and debt service. Percentages for individual departments are adjusted as conditions warrant. Appropriate transfers were determined for the common costs traditionally paid for by a single fund. Finally, credits were given for any cost borne directly by individual funds.

INDIRECT COST TRANSFERS

Indirect cost transfers are direct transfers from the Enterprise Funds to the General Fund and are determined by a predetermined formula.

BUDGET TRANSFERS

According to the City Charter, § 8.02 *Transfers of Appropriations*, the director of finance may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency. At the request of the city manager and within the last three (3) months of the fiscal year, the council may by resolution transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another.

BUDGET AMENDMENTS

According to the City Charter, § 6.16 *Amending the Budget*, the following shall be adhered to:

- (a) Program/budget action conference. Within fifteen (15) days after the end of the second quarter of the fiscal year the council will hold a program/budget action conference with the city manager to determine the fiscal condition of the city at that time and to determine if the current budget for that fiscal year should be amended in any manner.
- (b) Budget amendments.
 - (1) If, at any time, the council desires to amend the budget it will call for a public hearing and cause to be published, in local newspapers of general circulation in the city, at least five (5) days prior to such public hearing a description of the proposed amendments.
 - (2) After the public hearing mentioned above, the city council may adopt, modify and adopt, or decline to adopt the proposed amendments.
 - (3) In those cases where the council desires to move funds or make appropriations from reserve accounts, two (2) public hearings, held a minimum of five (5) days apart, must be held prior to such action being taken.
 - (4) In those cases where state law requires that a state of grave public necessity be declared prior to amending the budget, the actual fact of the grave public necessity may be established by a unanimous vote of the council or by the certification in writing by not less than one hundred fifty (150)

BUDGET AMENDMENTS (Continued)

resident qualified voters. If a grave public necessity is established as herein required, then the budget may be amended by customary council action.

- (5) Transfers of appropriations authorized in Sec. 8.02 are budget actions that do not require the amendment procedures required elsewhere in this article.

CONTINGENT APPROPRIATIONS

Per the City Charter, § 6.14 *Contingent Appropriations*, a provision shall be made in the annual budget and in the appropriation ordinance for a contingent appropriation, in an amount not more than fifteen (15) per centum of the total general fund expenditure, to be used in case of unforeseen items of expenditures. Such contingent appropriation shall be under the control of the city manager and distributed by him/her after approval by the city council. A detailed account of such expenditures shall be recorded and reported. The proceeds of the contingent appropriation shall be disbursed only by transfer to other departmental appropriations, the spending of which shall be charged to the departments or activities for which the appropriations were made. (Amended 4-2-83; As Amended 5-1-93)

LAPSE OF APPROPRIATIONS

According to the City Charter, § 8.04 *Lapse of Appropriations*, all appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered. The finance director shall transfer such lapsed appropriations to the reserve account of the fund to which the lapsed appropriation belongs.

FUND ACCOUNTING

The City of Copperas Cove utilizes fund accounting as prescribed by the Governmental Accounting Standards Board. There are three types of funds, governmental fund types, proprietary fund types and fiduciary fund types. The City of Copperas Cove utilizes governmental fund types and proprietary fund types but has little use for fiduciary fund types. Governmental fund types are comprised of a general fund, special revenue funds, debt service funds, and capital projects funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include agency funds, expendable trust funds, nonexpendable trust funds, investment trust funds and pension trust funds.

Governmental fund types are accounted for on the modified accrual basis of accounting which recognizes revenues when they are "susceptible to accrual." "Susceptible to accrual" means that the revenue is both measurable and available. Available means that the revenues are collectible in the current period or soon enough thereafter (generally within 60 days after the end of the current fiscal year) to be used to pay liabilities of the current period. Expenditures, not expenses, are recognized when incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid or consumed. Additionally, these fund types operate under a flow of financial resources measurement focus which inhibits them from recognizing depreciation expense, bad debt expense or accounting for any long term debt or fixed assets. Long term debt and fixed assets of governmental fund types are accounted for in two account groups, the general long term debt account group and the general fixed asset account group respectively.

Proprietary fund types are accounted for on the full accrual basis of accounting where revenues are recognized when earned and expenses, not expenditures, are recognized when incurred. In addition, these fund types operate under a flow of economic resources measurement focus which requires them to recognize the effects of depreciation expense and bad debt expense as well as account for long term debt and fixed assets.

According to GASB a "fund" is a fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations. A description of the various funds used by the city may prove useful.

General Fund - This fund accounts for all resources, except those required to be accounted for in another fund. Services such as police, fire, parks and recreation, as well as administrative expenditures incurred from the daily operations of the municipality are accounted for in this fund.

FUND ACCOUNTING (Continued)

Special Revenue Funds - These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. GAAP only requires the use of special revenue funds when legally mandated. The special revenue funds depicted in this budget include the hotel occupancy tax fund, drainage utility fund, youth activities fund, cemetery fund, library gifts and memorials fund, animal shelter fund, and the abandoned vehicle auction fund.

Debt Service Fund - A fund established to account for the accumulation of resources for, and the payment of, general long term debt principal and interest. The City of Copperas Cove accounts for all interest and sinking fund requirements related to governmental fund types in one debt service fund.

Capital Projects Funds - These funds are created to account for financial resources to be used for the acquisition or construction of major capital facilities. Funds appropriated for the capital projects funds illustrated in this budget were done so when the debt issue for each fund was sold. As a result, the annual budget of each project is the amount originally budgeted less any previous expenditures.

Enterprise Funds - (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises. In this case the governing body intends that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The City of Copperas Cove maintains three different enterprise funds: a water & sewer fund, a solid waste fund and a golf course fund.

BASIS OF ACCOUNTING

The City of Copperas Cove utilizes the modified accrual basis of accounting for all governmental fund types and the full accrual basis of accounting for proprietary funds as promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB). Nevertheless, there are differences between Generally Accepted Accounting Principles (GAAP) and the manner in which the City's budget is developed. These differences are primarily made up of basis differences, perspective differences and in some cases timing differences. Encumbrances, for budgetary purposes, at year end are viewed as expenditures for the current year because they were budgeted as such; however, for GAAP purposes they are not recognized as expenditures until a liability is incurred. This causes both a basis difference as well as a timing difference between the budget basis and GAAP basis of accounting.

The city budgets certain capital projects for enterprise funds in separate capital projects funds. This causes a perspective difference between budget and GAAP because for GAAP purposes these funds are combined and accounted for as one fund. This form of budgetary accounting also presents a basis difference.

MAJOR SOURCES AND USES OF FUNDING

The next few pages of this section will be devoted to illustrating the major sources of funding that the city receives in the four major funds discussed above. These illustrations will include a five-year analysis, including the 2004-05 budget, and a description of each major resource as well as explanations as to any significant changes between the fiscal year 2003-04 and fiscal year 2004-05. The reader should note that information in the budget summary section provides projected figures for the year ended 2003-04. The budget detail by department in the remainder of this document is also presented with the 2003-04 year end projected figures utilized in calculating the 2004-05 fiscal year budget.

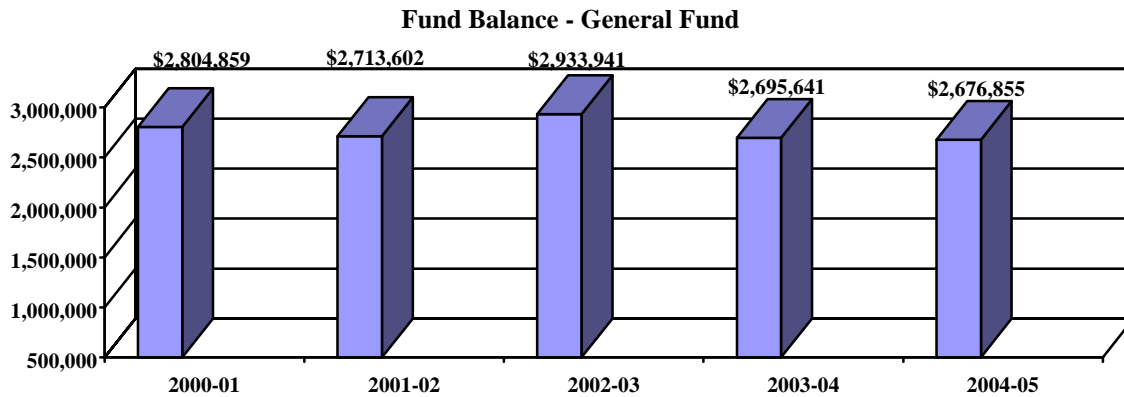
FUND BALANCE

Fund balance is the amount of fund equity that the city has available for appropriation. The City of Copperas Cove is striving to maintain a policy of having a minimum of three (3) months operating expenditures as its operating fund balance in each fund. Fund balance amounts for the proprietary funds represent the working capital of each fund. Since proprietary funds are accounted for on the full accrual basis of accounting and utilize the flow of economic resources measurement focus, the Comprehensive Annual Financial Report (CAFR) reports retained earnings rather than fund balance. As a result, working capital is the most comparable calculation to fund balance available. These numbers may be different than amounts reported in the CAFR or prior year reports due to changes resulting from prior period adjustments, budget to GAAP adjustments, encumbrances and cancelled encumbrances.

FUND BALANCE (Continued)

General Fund:

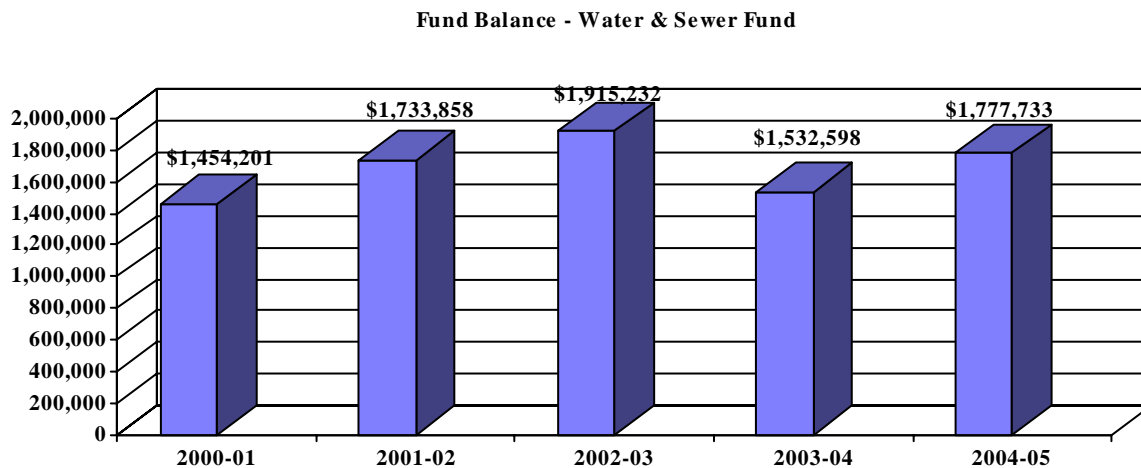
Over the past five years, fund balance in the General Fund has remained at ideal levels covering, at a minimum, three months operating expenditures. Maintaining a strong fund balance has resulted from the implementation of proactive fiscal policies which are being consistently followed. The City's fund balance policy requires that \$1,000,000 of fund balance be designated for emergencies. The fund balance policy also specifically permits that amounts in excess of the ideal fund balance be placed in a capital improvement reserve and utilized to fund capital expenditures. Additionally, this policy permits the funding of operating deficits with excess fund balance if necessary. Once ideal fund balance has been attained, any future reductions of fund balance can be attributed to the utilization of **excess** fund balance. Typically, the City attempts to utilize excess fund balance toward one-time purchases (e.g., capital outlay and improvements).



Note: The amount provided for fiscal year 2003-04 is a projected figure.

Water & Sewer Fund:

Since enterprise funds report a retained earnings rather than a fund balance the following graphs for the three enterprise funds depict the working capital of each fund over a five year period. Since 2000-01 the fund balance of the Water & Sewer Fund has grown \$323,532 or 22.25%. This growth has been facilitated by the implementation of strong, proactive fiscal policies that are being consistently followed. Ideal fund balance has been achieved within this fund and will continue to be achieved. Any future reduction of fund balance will be attributed to the utilization of **excess** fund balance.



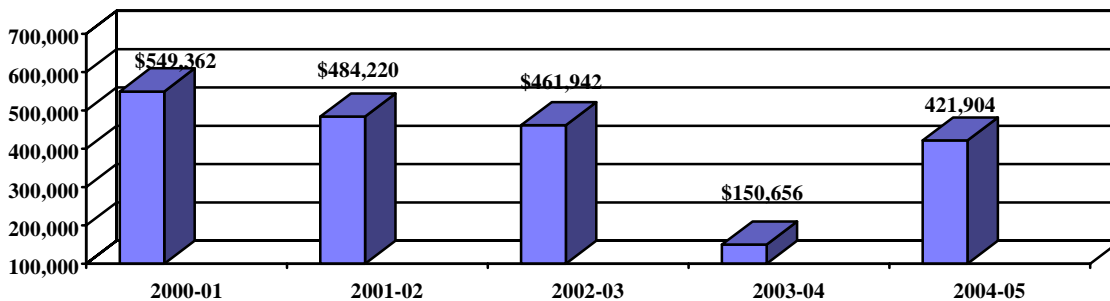
Note: The amount provided for fiscal year 2003-04 is a projected figure.

FUND BALANCE (Continued)

Solid Waste Fund:

Over a five-year period the fund balance in the Solid Waste Fund has remained relatively constant. The Solid Waste Fund is projected to be short of its ideal fund balance requirement in fiscal year 2001-02, 2002-03, 2003-04 and again in fiscal year 2004-05. This fund experiences financial challenges that can be attributed to two factors. During the 1998-99 fiscal year the City completed the construction of a transfer station to facilitate the disposition of solid waste within the City. As a result of opening the transfer station, the City began incurring hauling and disposal costs totaling approximately \$500,000 per year. The second factor, and probably the most significant, is that the Solid Waste Fund is paying a substantial portion (80%) of the debt service on certificates of obligation issued in 1994. The debt was amortized over a 10-year period and has a rising debt service obligation. The City Council approved a \$1.00 per month increase in residential solid waste rates in fiscal year 2002-03 which will facilitate this fund meeting its year to year obligations and will also slow down the financial deterioration of this fund. This fund will not meet ideal fund balance again until fiscal year 2005-06.

Fund Balance - Solid Waste Fund

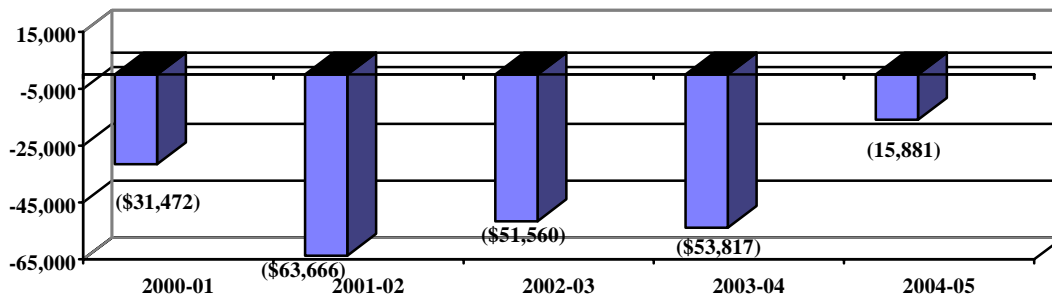


Note: The amount provided for fiscal year 2003-04 is a projected figure.

Golf Course Fund:

The Municipal Golf Course had been accounted for in the General Fund prior to fiscal year 1996-97. A major renovation of the Golf Course that began in the 1996-97 fiscal year was completed in May of 1999. This major renovation project included the addition of nine holes to the Golf Course, acquisition of a new clubhouse, irrigation of the Golf Course, renovation of cart paths and other projects. Once the renovation project was complete there was a significant increase in the rates at the Golf Course. The fund balance for the Golf Course is dynamic and reflects the financial difficulties that this fund faces. While the financial picture shown in the graph presented below is far from ideal, the reader should note that the City is committed toward making this enterprise fund successful and has demonstrated that commitment through subsidizing this fund from resources in the General Fund. Additionally, the City Council has authorized City Staff to budget all of the Golf Course's share of the 1997 Certificates of Obligation in the Tax Interest and Sinking Fund and not within the Golf Course Fund. The 1997 Certificates of Obligation carry a tax pledge which makes funding the debt service from an ad valorem tax levy lawful. This will assist the Golf Course in recovering financially and allow more of its resources to be placed toward improving and maintaining the product provided to the public.

Fund Balance - Golf Course Fund



Note: The amount provided for fiscal year 2003-04 is a projected figure.

SIGNIFICANT REVENUES

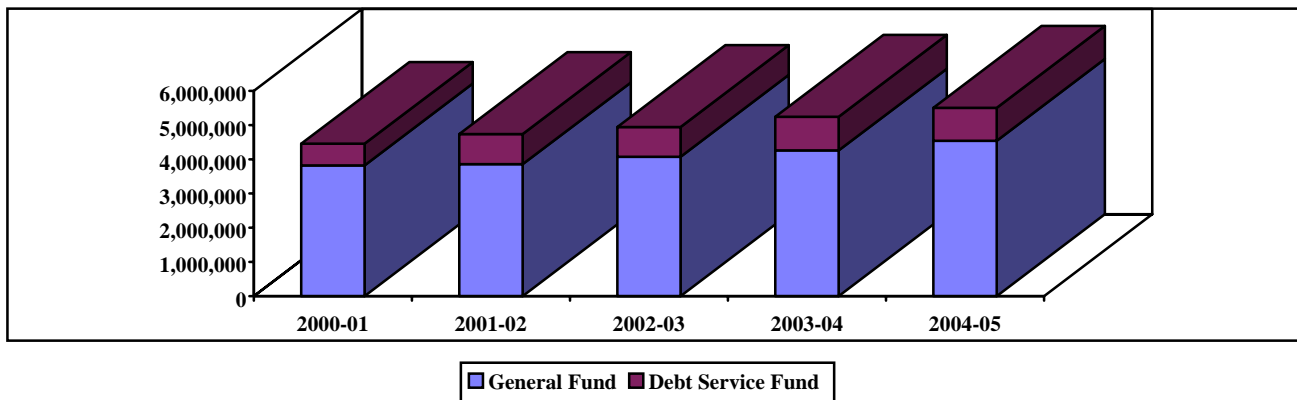
General Fund:

The majority of the General Fund's revenue is derived from ad valorem taxes, sales and use taxes, franchise taxes and transfers from other funds.

Ad Valorem Taxes

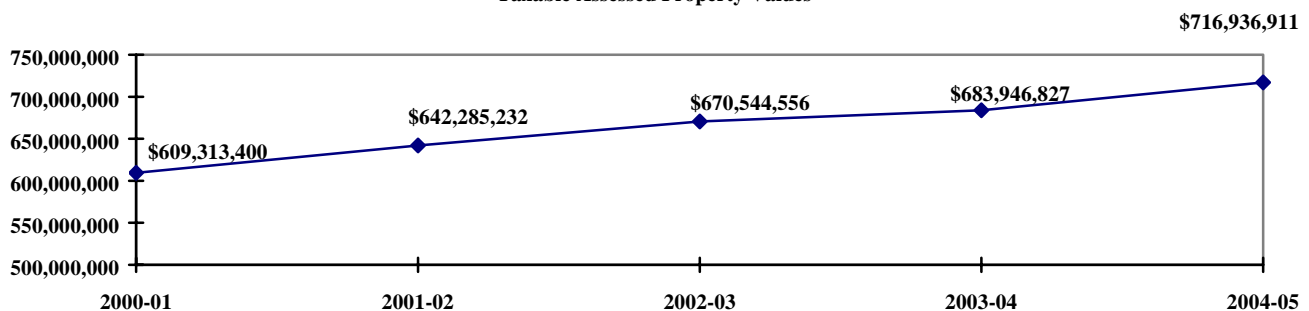
Ad valorem taxes are levied, at a tax rate determined annually by the city council, on the assessed value of all real business and personal property within the city limits. Assessed valuation of real business and personal property is determined by the Coryell County Appraisal District. Tax revenue is divided between the General Fund and the Debt Service Fund according to the amount of outstanding debt that is due each budget year. Ad valorem tax receipts are budgeted at \$5,500,683 which represents an increase of \$253,101 or 4.82%. A significant portion of the General Fund's revenue is derived from this source at \$4,544,941 or 42.52%.

Ad Valorem Tax Receipts



The 2004-05 tax rate approved by the city council remained at 77.50 cents per \$100 of assessed valuation with 13.4656 cents or 17.37% going to the Debt Service Fund and 64.0344 cents or 82.63% to the General Fund. The tax rate set at 77.50 cents per \$100 of assessed valuation is 3.64% higher than the effective tax rate. However, the tax rate adopted was less than the rollback tax rate. Since property values are such an integral part in determining the amount of ad valorem taxes levied, an analysis of taxable assessed property values over a five-year period is provided below.

Taxable Assessed Property Values



Sales & Use Taxes

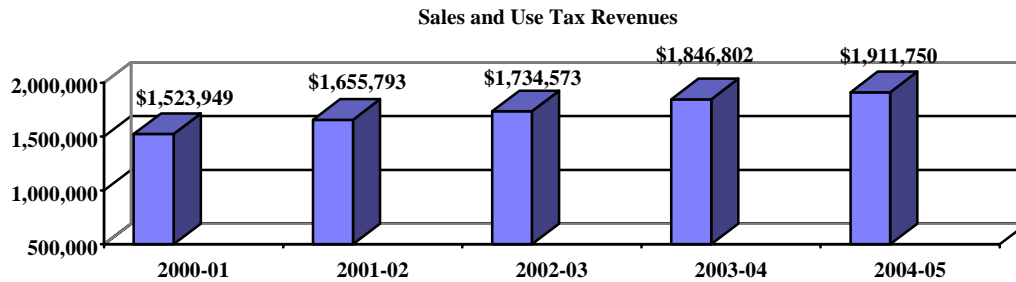
The City of Copperas Cove, along with the State of Texas, collects sales and use taxes on most retail and commercial sales and services. The State Comptroller collects the entire 8.25% tax of which 2.0% is remitted to the local governments, .5% to Coryell County and 1.5% to the City of Copperas Cove. The city uses 1.0% of this tax for maintenance and operation of the General Fund while the other .5% is remitted to the Copperas Cove Economic Development Corporation for the development and growth of the City's economy. The city is projecting to collect \$1,911,750 in sales and use taxes for fiscal year 2004-05, which is \$64,948 more than the amount projected to be collected in fiscal year 2003-04. Sales and use taxes represent 17.88% of the General Fund's total revenues making it one of the primary sources of revenues. Budgeting only a 3.5% increase over the 2003-04 projected amount is

SIGNIFICANT REVENUES (Continued)

General Fund: (Continued)

Sales & Use Taxes (Continued)

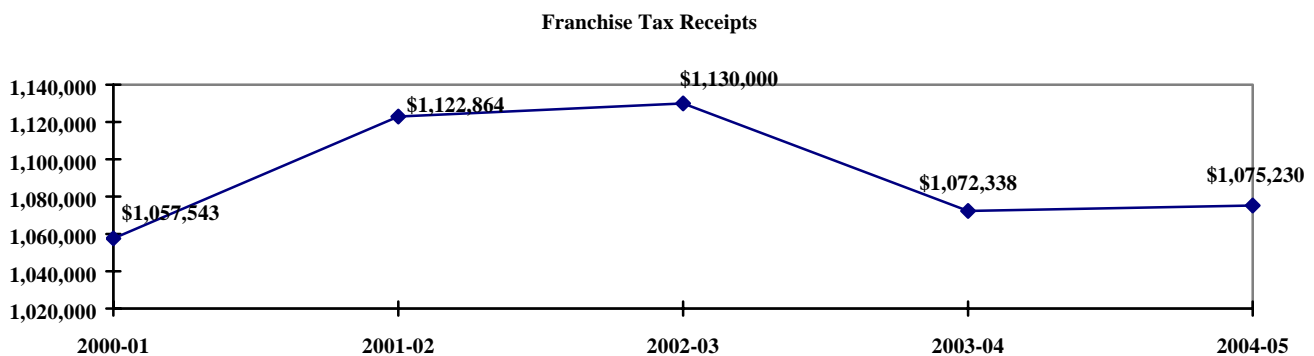
considered to be conservative budgeting of revenues, but also reflects the stabilization of economic growth in the area. The overall growth of \$387,801 between fiscal year 2000-01 and 2004-05 can be attributed to the healthy economy that has been enjoyed by Texas over the past few years. Although this increase is not significant, it has been steady.



Note: The amount provided for fiscal year 2003-04 is a projected figure.

Franchise Taxes

Franchise taxes represent a major source of revenue for the general fund making up approximately 10.06% of the total general fund revenue. The city taxes the gross receipts of utility providers throughout the city for the privilege of operating in the City of Copperas Cove as well as for the use of the City's "right of way." The city is projecting to receive \$1,075,230 in franchise tax receipts for fiscal year 2004-05 which is a modest 0.3% over to fiscal year 2003-04 projected collections. During fiscal year 2001-02 the method in how this fee is collected changed from a percentage of gross receipts to a fee per kilowatt hour. During the 2001-02 fiscal year, revenues collected related to electric franchise fees were significantly higher than in prior years primarily due to the increase in cost of fuel that occurred in calendar year 2001, however, half of the amount of franchise fees collected in fiscal year 2001-02 related to electricity was based on the per kilowatt hour rate. Franchise tax receipts have remained relatively constant over the last five years except for the unusual spike in fiscal year 2001-02 and 2002-03.



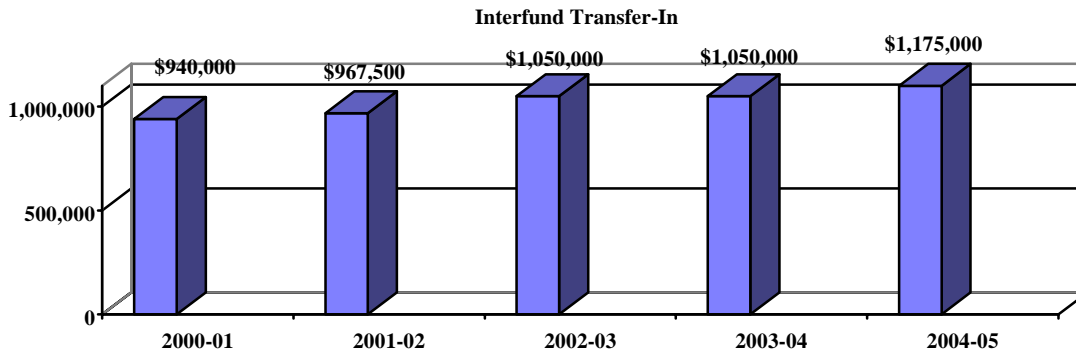
Note: The amount provided for fiscal year 2003-04 is a projected figure.

Interfund Transfers-In

Interfund transfers-in represent a significant source of revenue for the General Fund amounting to \$1,175,000 or 10.99% of total General Fund receipts projected in fiscal year 2004-05. The amount of interfund transfers-in budgeted in FY 2004-05 provides for an increase in the level provided in FY 2003-04. In order for the General Fund to recover its cost of administering the municipality, each major fund transfers an administrative reimbursement to the General Fund. While the amount of interfund transfers-in have risen over the past five years, so have the costs incurred by the General Fund in providing administrative services to the other funds. Current management believes that transfers-in made prior to fiscal year 1997-98 were too large and that the current amount more accurately reflects the amount that should be reimbursed to the General Fund for administrative costs. In May of 2003, City Council adopted an Inter-Fund Transfer Policy to establish specific guidelines in the amount to be budgeted and transferred on an annual basis to the General Fund from the Enterprise Funds and Other Funds established.

SIGNIFICANT REVENUES (Continued)

Interfund Transfers: (Continued)



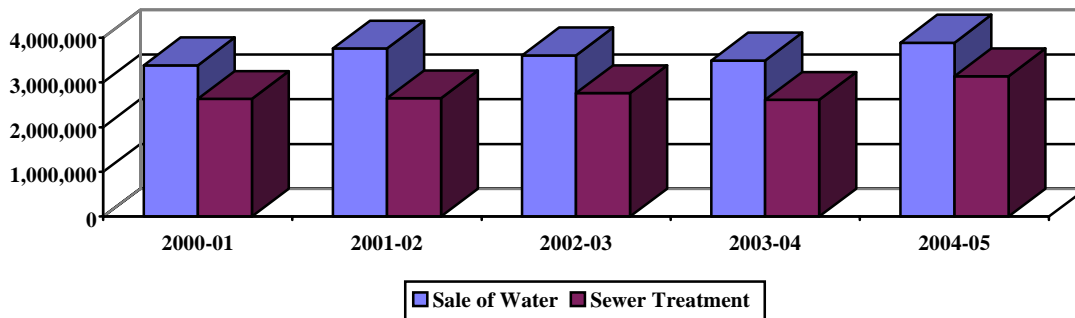
Note: The amount provided for fiscal year 2003-04 is a projected figure.

Water & Sewer Fund:

Sale of Water Revenue and Sewer Treatment Revenue

The Water & Sewer Fund has two primary sources of revenue, fees collected from the sale of water and charges for the treatment of sewer water. Receipts from the sale of water make up \$3,887,378 or 52.89% (net of senior discount) of the total revenues is projected to be collected by the Water & Sewer Fund for the 2004-05 fiscal year. This amount is \$400,115 or 10.29% higher than the amount projected to be collected in fiscal year 2003-04. Charges for the collection of sewer make up \$3,135,328 (net of the 20% discount given to senior citizens age 65 or older) or 42.66% of the total revenues to be collected by the Water and Sewer Fund for the 2004-05 fiscal year. These revenues are expected to be \$924,606 or 15.16% higher than the projected revenues for fiscal year 2003-04. There are rate increases budgeted and planned for fiscal year 2004-05 based on a rate study performed by R. W. Beck. While the increase appears significant, it is a lower rate than that proposed by the consultant.

Water & Sewer Fund Major Sources of Revenue



Note: The amount provided for fiscal year 2003-04 is a projected figure.

Solid Waste Fund:

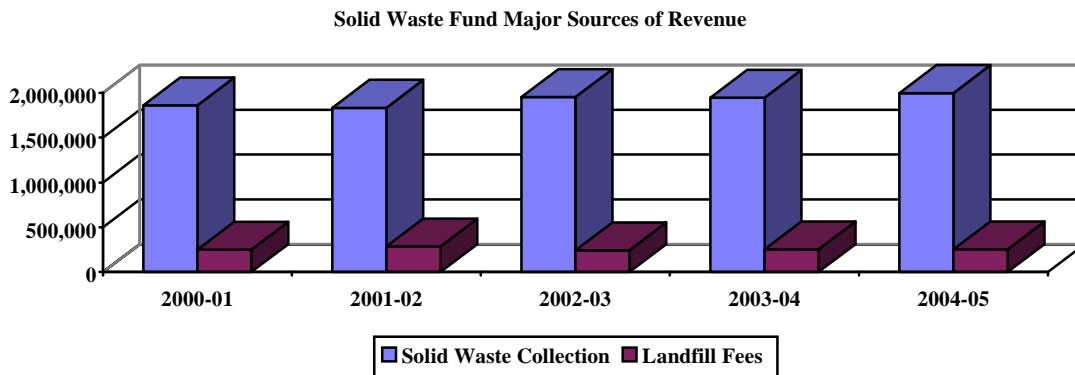
Solid Waste Collection and Landfill Fees

Solid waste collection and landfill fees are the two primary sources of revenues for the Solid Waste Fund. Solid waste collection revenues are derived from charges to citizens and businesses for the city to provide solid waste collection services. Solid waste collection revenues are expected to be \$1,999,000 or 83.56% (net of the 20% discount given to senior citizens age 65 or older) of total revenues for fiscal year 2004-05. This amount represents an increase of \$52,118 or 2.68% when compared to the amount projected to be collected in fiscal year 2003-04. During the budget process, an additional size of dumpster was added with an appropriate fee. This allows our citizens additional choices to better meet their needs for solid waste disposal.

SIGNIFICANT REVENUES (Continued)

Solid Waste Fund: (Continued)

Landfill fees are charged to individuals and businesses that bring their solid waste to the Municipal Transfer Station. Revenues from these fees are budgeted to be \$252,000 or 10.53% of the total revenues for the 2004-05 fiscal year, which is \$76 less than the amount projected to be collected in fiscal year 2003-04. The transfer station has experienced a significant increase over budgeted revenues in 2003-04; the 2004-05 budget was increased 2.85% over budgeted 2003-04 revenues to remain conservative. The City completed and opened its transfer station during the 1998-99 fiscal year. The implementation of this system did not have a significant impact on Solid Waste Fund revenues.

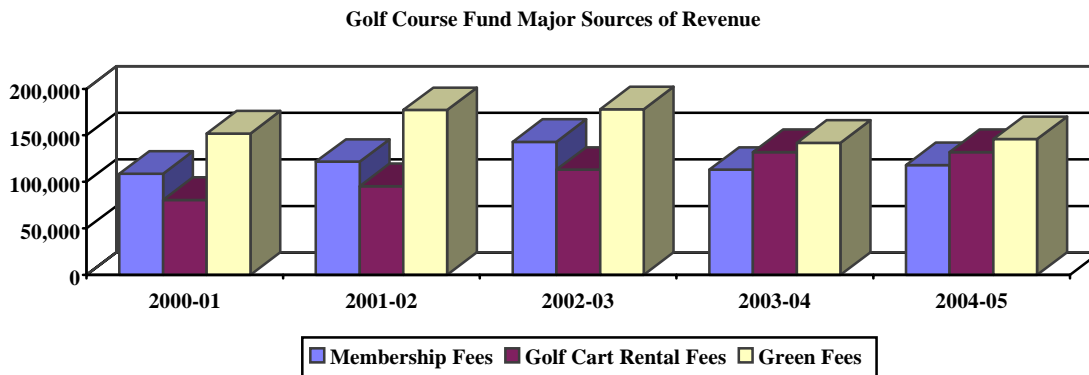


Note: The amount provided for fiscal year 2003-04 is a projected figure.

Golf Course:

Membership Dues, Cart Rental Fees and Green Fees

As mentioned in the preceding paragraphs, the Municipal Golf Course was accounted for in the General Fund in years prior to fiscal year 1996-97 and is now accounted for in its own enterprise fund. The three major sources of revenue for the Golf Course are derived from membership dues, cart rental fees, and green fees. During fiscal year 2004-05 it is expected that the Golf Course will generate \$118,000 in membership dues. This amount is approximately 17.89% of the total Golf Course revenues and is \$5,000 more than membership dues projected to be collected in fiscal year 2003-04. Cart rental fees are generated when golfers rent carts from the city and makes up \$132,000 or 20.01% of total Golf Course receipts for fiscal year 2004-05. This amount represents no increase as compared to fiscal year 2003-04 golf cart rental fees projected to be collected. Green fees make up a substantial portion of Golf Course receipts amounting to \$146,000 or 22.14% for fiscal year 2004-05. This projected budget represents a \$4,000 or 2.82% increase over the amount of green fees projected to be collected in fiscal year 2003-04. Excluding revenues from the Golf Course’s food and beverage operation, the 2004-05 budget is projecting an increase in revenues of 4.64% compared to the amount actually collected in fiscal year 2003-04 of which \$63,000 is attributed to the City taking over the pro shop.



Note: The amount provided for fiscal year 2003-04 is a projected figure.

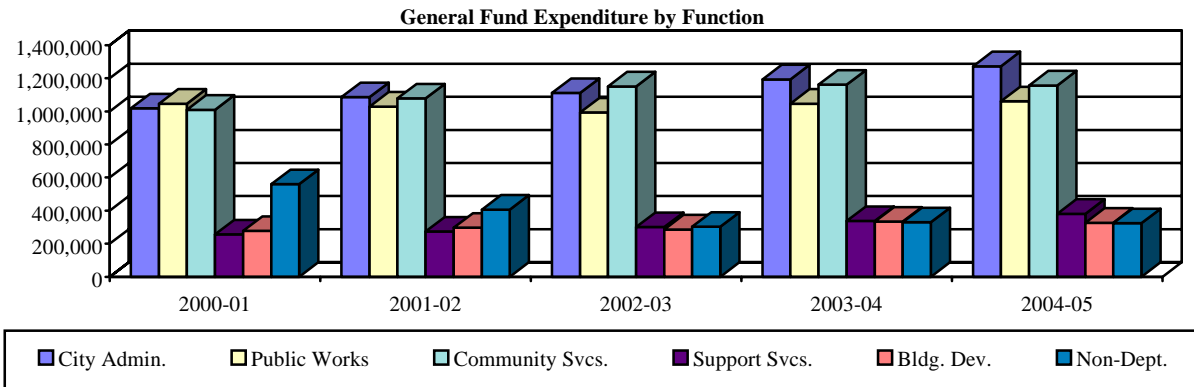
EXPENDITURES AND EXPENSES

The next few pages will provide a synopsis of expenditures and expenses for the four major funds. This analysis will include a five-year illustration of expenditures as well as explanations as to any significant changes in expenditures between fiscal year 2003-04 and fiscal year 2004-05.

General Fund:

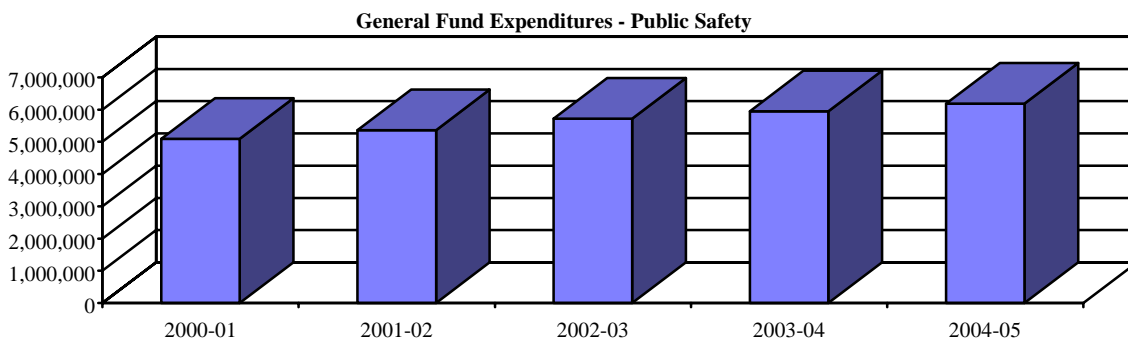
The General Fund accounts for all expenditures that are not to be accounted for in a different fund (i.e. enterprise fund, special revenue fund, debt service fund, etc.). The information provided below includes actual and budgeted expenditures for all departments. Each department, however, has been grouped into its related function (e.g. police department is in public safety). The grouping of departments into functions is presented below. Note that functions do not represent the organizational structure of the municipality.

<u>City Administration</u>	<u>Public Safety</u>	<u>Public Works</u>	<u>Community Svcs.</u>	<u>Support Svcs.</u>	<u>Bldg. Dev.</u>	<u>Non-Dept.</u>
City Council	Police	Public Works	Parks & Rec.	Fleet Svcs.	Planning	Non-Dept.
City Manager	Fire	Streets	Library	Facility Maintenance	Bldg. & Dev.	
City Secretary	Animal Control	Engineering			Code & Health	
City Attorney	Municipal Court					
Finance						
Grant Administration						
Human Resources						
Information Systems						



Note: The amount provided for fiscal year 2003-04 is a projected figure.

Public safety is one of the primary objectives of any city government; therefore, public safety generally has the largest amount of expenditures. Since the amount of funding that is devoted to public safety is so large, the five-year history of expenditures toward this function is depicted in a separate graph. Public safety expenditures include the fire department, police department, animal control department, and the municipal court department.



Note: The amount provided for fiscal year 2003-04 is a projected figure.

EXPENDITURES AND EXPENSES (Continued)

General Fund (Continued)

The salary budgets in all departments include a 2% average increase to each employee's salary. This is to accommodate the City's pay structure that allows up to a 3% merit increase. The City budgets an average 2% merit increase in each department along with a 2% COLA if it can be funded. An increase in each department's budget would normally show up from year to year because of adding 4% to their budgets. Additionally, the City Council authorized an adjustment to the City's pay structure based on a market survey. The objective for the 2004-05 fiscal year was to ensure that the City's pay structure for all positions was at 85% of market or above. The cost of this pay structure adjustment for the General Fund was \$81,172.

City Administration:

The city administration function increased by 6.61% or \$78,930 compared to what was projected to be expended in fiscal year 2003-04. The increase can be attributed to the City's Pay Plan and Market Salary Adjustments.

Public Works:

The public works function is reflecting an increase of 1.33% or \$13,951. The increases in Personnel make up the majority of the increase in this organizational unit. There continues to be \$320,000 budgeted for street and sidewalk maintenance.

Community Services:

The Community Services function includes the library and the parks and recreation departments. Amounts appropriated for this function indicate a (0.39%) or (\$4,510) decrease. This decrease is a net result of the City's pay plan, market salary adjustments, and decreased capital.

Support Services:

The support services function provides for an increase of 12.90% or \$43,484. The City's pay plan, market salary adjustment, and the purchase of a new pickup for Facility Maintenance contribute to the majority of the increase related to this budget.

Building Development:

The building development function provides for a (2.02%), or (\$6,731) decrease compared to what was projected to be expended in fiscal year 2003-04. This decrease is primarily attributed to savings over 2003-04 when a consultant was hired to update the City's Master Plan, which offsets the increase in personnel costs attributed to the pay plan adjustments.

Non-departmental:

The non-departmental budget reflects a (1.72%), or (\$5,671), decrease compared to the fiscal year 2003-04 year end projection. The majority of this decrease can be attributed to a reduction in consulting fees associated with the needs assessment pertaining to the new Police Department of \$45,000 and reduction of capital purchases in the amount of \$4,717. This is partially offset by an increase in the transfer to the Golf Course Fund of \$19,463 and a line item for contingencies in the amount of \$10,764.

Public Safety:

The public safety function of the city reflects an increase of 3.95% or \$234,955 over the 2003-04 projected expenditures. The fiscal year 2004-05 budget reflects such a significant increase for two reasons. In addition to the 2% pay plan adjustment, there were up to 15 vacancies in the Police Department in fiscal year 2003-04, resulting in personnel savings of \$34,006 in 2003-04. These positions are nearly full for 2004-05, resulting in increased personnel costs. The fuel line item was increased by \$7,500 and 4 motorcycles and 3 pursuit vehicles costing \$94,900 were also approved in the Police Department. The Fire Department was also budgeted an additional \$11,000 to cover the lease payments for a mid-year ambulance purchase, as well as \$9,856 in capital to purchase stacking chairs and fire hoses.

EXPENDITURES AND EXPENSES (Continued)**General Fund (Continued)**

				*		% Variance
Function	2000-01	2001-02	2002-03	2003-04	2004-05	2005 to 2004
City Administration	\$1,018,749	\$1,086,631	\$1,112,772	\$1,193,521	\$1,272,451	6.61%
Public Works	1,046,186	1,028,557	886,869	1,046,523	1,060,474	1.33%
Community Services	1,009,909	1,078,413	1,159,948	1,161,422	1,156,912	-0.39%
Support Services	255,473	273,370	310,797	337,023	380,507	12.90%
Bldg. Development	277,766	296,848	278,226	333,240	326,509	-2.02%
Non-Departmental	559,738	405,582	292,410	329,682	324,011	-1.72%
Public Safety	5,090,007	5,360,846	5,704,305	5,951,723	6,186,678	3.95%
Total	\$9,257,828	\$9,530,247	\$9,745,327	\$10,353,134	\$10,707,542	3.42%
* Projected						

Water & Sewer Fund:

The Water & Sewer Fund's appropriated budget reflects a conservative growth of 4.40%, or \$299,677. This increase results from a variety of issues, which will be discussed below.

Water & Sewer Operations Department:

The water & sewer operations department's budget reflects an increase of 6.10% or \$7,129. The City's pay plan and market salary adjustments and an increase in equipment rental are the primary reason for the increase in this budget. There are no other significant budget issues.

Utility Administration Department:

The budget for this department presents a 4.76% or \$19,268 increase over the 2003-04 projection. This department's budget includes \$45,036 for the lease purchase payments related to the acquisition of a new utility billing software package as well as for the third payment on a three-year capital lease for seven personal computers. There has been \$1,200 allotted for additional printers and an additional \$1,000 for postage costs.

Water Distribution Department:

The budget for the water distribution department provides for an increase of 4.34%, or \$40,993. The City's pay plan adjustment for this department, and additional fuel and pipes/water meters account for the increase, which is partially offset by a decrease in capital outlay and repairs and maintenance on facilities.

Sewer Collection Department:

The decrease of (9.68%), or (\$33,582) in the sewer collection department is attributed to a decrease in capital purchases.

Wastewater Department:

The wastewater department budget reflects a decrease of (2.26%), or (\$17,434). The majority of this can be attributed to no capital being budgeted in 2004-05.

Composting Department:

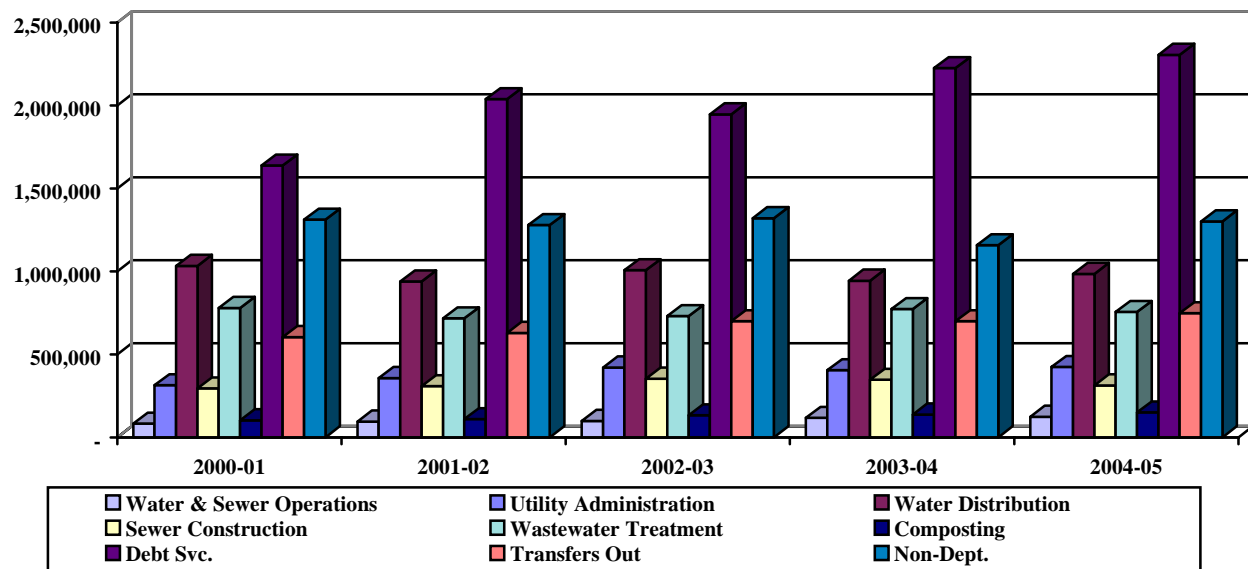
The 8.55% or \$11,795 increase presented in the compost department's budget is mostly attributed to the pay plan and market adjustments for personnel, as well as increased fuel and oil costs.

EXPENDITURES AND EXPENSES (Continued)

Water and Sewer Fund (Continued)

Non-departmental:

An increase of 6.65% or \$271,508 is reflected in the non-departmental budget for fiscal year 2004-05. The most significant item related to this budget is the \$177,300 increase in water purchases and debt service, partially offset by a reduction in consulting fees and repairs and maintenance. The balance is an increase in debt service of \$79,986 due to the addition of the 2003 Certificates of Obligation issue in 2003.



Note: The amount provided for fiscal year 2003-04 is a projected figure.

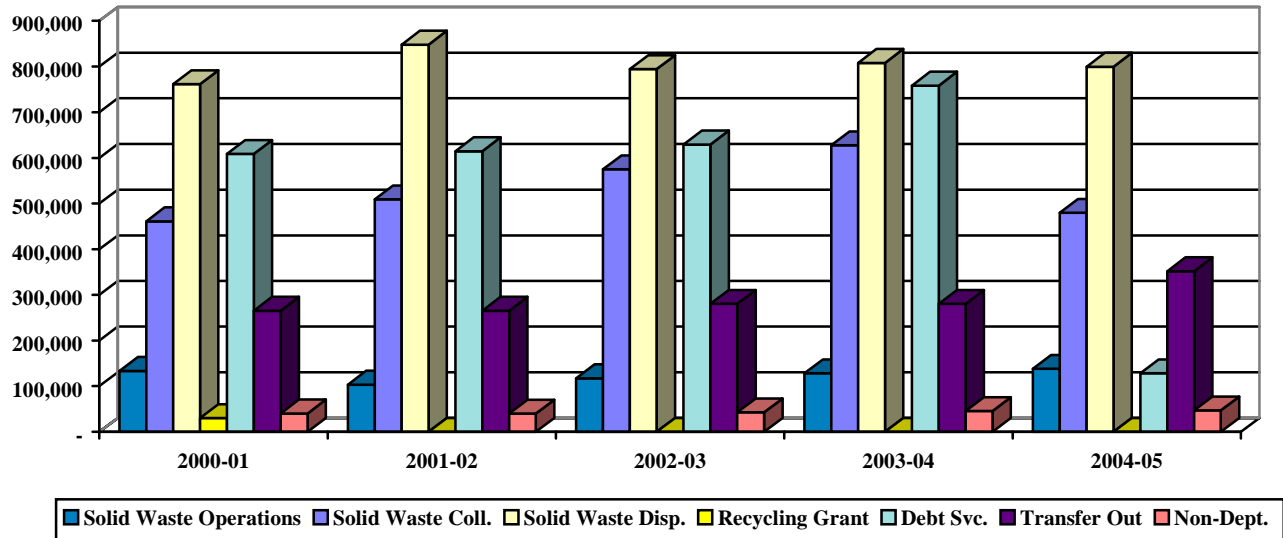
Function	2000-01	2001-02	2002-03	* 2003-04	2004-05	% Variance 2005 to 2004
Water and Sewer Operations	\$ 82,744	\$ 95,382	\$ 99,261	\$ 116,852	\$ 123,981	6.10%
Utility Administration	313,760	345,454	368,749	404,631	423,899	4.76%
Water Distribution	1,032,544	934,961	926,359	944,056	985,049	4.34%
Sewer Collection	294,588	314,920	343,268	346,811	313,229	-9.68%
Wastewater Treatment	780,352	707,129	721,597	773,012	755,578	-2.26%
Composting	103,259	111,191	128,628	137,890	149,685	8.55%
Non-Dept. - Debt Service	1,638,079	2,031,446	1,941,582	853,159	1,135,000	33.03%
Non-Dept. - Transfers Out	605,000	630,000	700,000	1,371,055	1,168,200	-14.80%
Non-Dept. - Other	1,311,927	1,201,484	1,196,164	1,857,628	2,050,150	10.36%
Total	\$ 6,162,253	\$ 6,371,967	\$ 6,425,608	\$ 6,805,094	\$ 7,104,771	4.40%
* Projected						

EXPENDITURES AND EXPENSES (Continued)

Solid Waste Fund:

The Solid Waste Fund's budget reflects a (19.87%) decrease, or (\$525,947) in appropriations over the 2003-04 projected expenses.

The final payment on the 1994 Certificates of Obligation was made in 2003-04. Debt service decreased by \$629,970, which more than compensated for the increase in administrative reimbursement and personnel cost due to market adjustments and pay plan. The cost of a concrete pad is split among 4 departments; total cost is \$4,800.



Note: The amount provided for fiscal year 2003-04 is a projected figure.

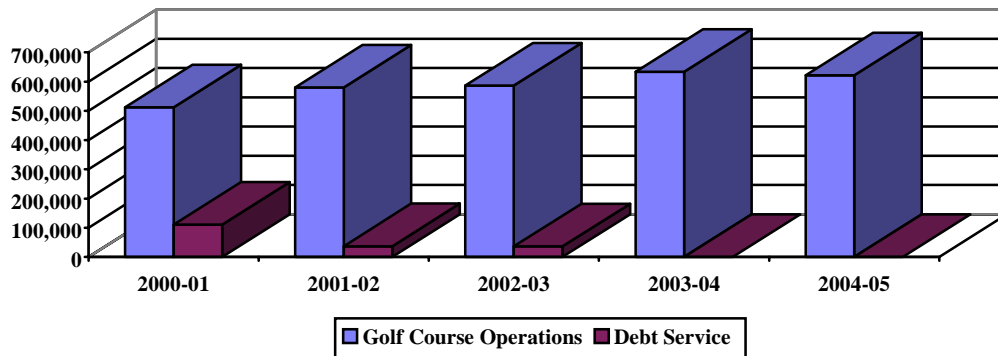
* Projected						
Function	2000-01	2001-02	2002-03	* 2003-04	2004-05	% Variance 2005 to 2004
Solid Waste Operations	\$ 133,483	\$ 103,149	\$ 112,115	\$ 128,061	\$ 137,783	7.59%
Solid Waste Collection	-	-	-	-	-	0.00%
Solid Waste Collection-Residential	157,702	196,859	211,553	229,518	224,315	-2.27%
Solid Waste Collection-Recycling	103,150	109,053	113,394	113,654	127,402	12.10%
Solid Waste Collection-Brush	80,039	84,034	89,395	104,193	111,403	6.92%
Solid Waste Collection-KCCB	-	-	-	11,475	16,725	45.75%
Solid Waste Collection-Commercial	120,358	119,400	169,975	168,641	176,738	4.80%
Solid Waste Disposal	761,351	848,063	760,193	807,945	799,536	-1.04%
Recycling Grant	29,968	-	-	-	-	0.00%
Non-Dept. - Debt Service	608,535	614,534	629,384	758,170	128,200	-83.09%
Non-Dept. - Transfer Out	265,000	265,000	280,000	280,000	352,000	25.71%
Non-Dept. - Other	40,170	39,593	41,321	45,342	46,950	3.55%
Total	\$ 2,299,756	\$ 2,379,685	\$ 2,407,331	\$ 2,646,999	\$ 2,121,052	-19.87%
* Projected						

EXPENDITURES AND EXPENSES (Continued)

Golf Course Fund:

The Golf Course Fund's appropriated budget reflects a decrease of (1.82%) or (\$11,524). This decrease is primarily attributed to the reduction in the cost of chemicals (\$10,115) and cost of goods sold Pro Shop (\$6,160). This is offset in part by an increase in capital lease payments (\$6,210) and personnel costs (\$15,579). Over the last several years the City has attempted to have the golf course fund its share of its debt as it relates to Certificates of Obligation. To date it has been unable to do so. During the 2002-03 budget process the City Council decided to have the Tax Interest and Sinking Fund cover the Golf Course Fund's share of this debt. The certificates carry a tax pledge making this option lawful and appropriate since the golf course has been unable to fund it in the past. When the golf course reaches a point where it can fund its share of this debt service then it will do so. In addition, the finance department is monitoring this fund very closely and plans to advise the City Manager as the need presents itself.

Golf Course Expenditures



Note: The amount provided for fiscal year 2003-04 is a projected figure.

**CITY OF COPPERAS COVE, TEXAS
 RECAP OF NEW PROGRAMS AND SERVICES
 FISCAL YEAR 2004-05**

Fund/Department	Description	Cost
PERSONNEL		
General Fund		
City Secretary	Market Pay Plan Adjustment	\$ 2,869
Finance	Market Pay Plan Adjustment	2,049
Grants	Market Pay Plan Adjustment	2,155
Human Resource	Market Pay Plan Adjustment	1,103
Municipal Court	Market Pay Plan Adjustment	146
Police Department	Market Pay Plan Adjustment	28,628
Animal Control	Market Pay Plan Adjustment	193
Fire/EMS	Market Pay Plan Adjustment	25,054
Engineering	Market Pay Plan Adjustment	138
Building & Development	Market Pay Plan Adjustment	18
Street Department	Market Pay Plan Adjustment	5,446
Parks and Recreation	Market Pay Plan Adjustment	1,794
Support Services	Market Pay Plan Adjustment	3,828
Public Works	Market Pay Plan Adjustment	44
Building & Custodial Services	Market Pay Plan Adjustment	36
Planning	Market Pay Plan Adjustment	1,103
Library	Market Pay Plan Adjustment	5,270
Code Enforcement	Market Pay Plan Adjustment	1,298
Total General Fund		\$ 81,172
Water & Sewer Fund		
Water/Sewer Administration	Market Pay Plan Adjustment	\$ 38
Water Distribution	Market Pay Plan Adjustment	143
Sewer Collection	Market Pay Plan Adjustment	2,636
Wastewater Treatment	Market Pay Plan Adjustment	6,557
Composting	Market Pay Plan Adjustment	179
Total Water & Sewer Fund		\$ 9,553
Solid Waste Fund		
Solid Waste-Operations	Market Pay Plan Adjustment	\$ 283
Solid Waste-Residential	Market Pay Plan Adjustment	227
Solid Waste-Recycling	Market Pay Plan Adjustment	181
Solid Waste-Brush	Market Pay Plan Adjustment	64
Solid Waste-Commercial	Market Pay Plan Adjustment	1,845
Transfer Station	Market Pay Plan Adjustment	183
Total Solid Waste Fund		\$ 2,783
Youth Activity		
N/A	NONE	-
Total Youth Activity Fund		\$ -
Cemetery Fund		
Cemetery	Market Pay Plan Adjustment	\$ 24
Total Cemetery Fund		\$ 24
Drainage Fund		
N/A	NONE	-
Total Drainage Fund		-
Golf Course Fund		
Operations	Market Pay Plan Adjustment	\$ 4,834
Caddyshack	Market Pay Plan Adjustment	1,366
Total Golf Course Fund		\$ 6,200
Total New Employees		\$ 99,732
NEW AND FLEET REPLACEMENT		

**CITY OF COPPERAS COVE, TEXAS
 RECAP OF NEW PROGRAMS AND SERVICES
 FISCAL YEAR 2004-05**

Fund/Department	Description	Cost
General Fund		
Police Department	2003 Police Pursuit Vehicles	\$ 29,300
Police Department	2003 Police Pursuit Vehicles	29,300
Police Department	2003 Police Pursuit Vehicles	29,300
Police Department	2003 Harley Davidson FLHP	1,750
Police Department	2003 Harley Davidson FLHP	1,750
Police Department	2003 Harley Davidson FLHP	1,750
Police Department	2003 Harley Davidson FLHP	1,750
Police Department	Misc. Equipment	986
Fire Department	2005 Frazier Ambulance Type I (Lease Purchase)	91,925
Streets	Chevy 250 Pickup Truck	18,192
Facility Maintenance	3/4 Ton Pickup Truck with Utility Bed	22,081
Total General Fund		\$ 228,084
Drainage Utility Fund		
Drainage	420 D Caterpillar Backhoe (Lease Purchase)	16,104
Drainage	Vehicle	24,350
Total Drainage Utility Fund		40,454
Total New and Replacement Fleet		\$ 268,538
CAPITAL OUTLAY AND IMPROVEMENTS		
General Fund		
N/A	None	-
Total General Fund		-
Water & Sewer Fund		
N/A	None	-
Total Water & Sewer Fund		-
Solid Waste Fund		
N/A	None	-
Total Solid Waste Fund		-
Drainage Utility Fund		
Drainage Utility Department	Drainage Master Plan Update	250,000
Drainage Utility Department	Capital Improvement Projects	50,000
Total Drainage Utility Fund		300,000
Total Capital Outlay and Improvements		\$ 300,000
Total All New Programs, New & Replacement Fleet and CIP		\$ 668,270

RECAP OF NEW PROGRAMS, NEW & REPLACEMENT FLEET AND CIP BY FUND

General Fund	\$ 309,256
Water & Sewer Fund	9,553
Solid Waste Fund	2,783
Youth Activity	-
Cemetery	24
Drainage Utility Fund	340,454
Golf Course Fund	6,200
Total All Funds	\$ 668,270

AD VALOREM TAXES ANALYSIS
ESTIMATE OF AD VALOREM TAX REVENUE
AND PROPOSED DISTRIBUTION OF COLLECTIONS

Taxable Assessed Valuation	\$716,936,911
Proposed Tax Rate of \$100 Valuation	0.775000
Gross Revenue from Taxes	\$5,556,245
Estimated Percent of Collections	99%
Estimated Funds from Tax Levy	\$5,500,683

PROPOSED DISTRIBUTION OF ALL TAX COLLECTIONS

	<u>% of Total</u>	<u>Tax Rate</u>	<u>Collections</u>
General Fund	82.63%	0.640344	\$4,544,941
Interest & Sinking '93 G.O.	0.00%	0.000000	\$0
Interest & Sinking '94 G.O.	2.32%	0.018006	\$127,800
Interest & Sinking '97 C.O.	4.49%	0.034829	\$247,208
Interest & Sinking '98 G.O.	1.71%	0.013249	\$94,035
Interest & Sinking '98 C.O.	0.62%	0.004767	\$33,835
Interest & Sinking '99 C.O.	0.78%	0.006023	\$42,748
Interest & Sinking '01 C.O.	3.00%	0.023269	\$165,155
Interest & Sinking '03 CO	4.74%	0.036767	\$260,961
Bank Fees on I & S	0.05%	0.000423	\$3,000
I & S Funded w/ Fund Balance and Other Revenues	-0.34%	-0.002677	(\$19,000)
Total	<u>100.00%</u>	<u>0.775000</u>	<u>\$5,500,683</u>

COMPARISON OF PREVIOUS YEARS TAX RATES

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund	0.640183	0.606365	0.606365	0.628951	0.640344
Interest & Sinking	0.104817	0.138635	0.138635	0.146049	0.134656
Total	<u>0.745000</u>	<u>0.745000</u>	<u>0.745000</u>	<u>0.775000</u>	<u>0.775000</u>

PROPERTY VALUE ANALYSIS

	<u>Year</u>	<u>Assessed Value</u>	<u>Percentage Increase</u>	<u>Amount Collected</u>	<u>Percentage Collected</u>
	1990	362,882,098	2.59%	2,451,879	96.53%
	1991	368,161,345	1.45%	2,507,339	97.29%
	1992	363,098,757	-1.38%	2,660,196	96.40%
	1993	367,262,172	1.15%	2,724,254	98.11%
	1994	396,852,652	8.06%	2,964,341	98.94%
	1995	423,799,207	6.79%	3,178,888	99.35%
	1996	472,928,469	11.59%	3,537,442	99.07%
	1997	546,764,501	15.61%	3,811,739	99.68%
	1998	565,699,472	3.46%	3,967,828	99.49%
	1999	578,775,314	2.31%	4,050,984	99.28%
	2000	592,338,964	2.34%	4,149,031	99.35%
	2001	609,313,400	2.87%	4,494,472	99.16%
	2002	642,285,232	5.41%	4,673,658	98.66%
	2003	670,544,556	4.40%	\$4,954,593	99.18%
As of June 30, 2004	2004	\$683,946,827	2.00%	\$5,277,903	99.57%
Proposed	2005	\$716,936,911	4.82%	\$5,500,683	99.00%

ORDINANCE NO. 2004-21

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF COPPERAS COVE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2004 AND ENDING ON SEPTEMBER 30, 2005; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; REPEALING ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a budget for operating the municipal government of City of Copperas Cove for the fiscal year October 1, 2004, to September 30, 2005, has been prepared by Steven J. Alexander, City Manager, as Budget Officer for the City of Copperas Cove, Texas; and

WHEREAS, said budget has been submitted to the City Council by the City Manager along with his budget message, in accordance with the City Charter; and

WHEREAS, public notice of a public hearing upon this budget has been duly and legally made as required by City Charter and law; and

WHEREAS, said public hearing on the Proposed Budget has been held; and

WHEREAS, the City Manager's Proposed Budget has been amended in accordance with the City Charter; and

WHEREAS, a public hearing has been had upon said amendments to the Proposed Budget and, after full and final consideration of proposed expenditures, revenues, financial condition, and comparative expenditures as presented, it is the consensus of opinion that the budget as considered and amended at said hearings should be approved and adopted.

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

SECTION 1.

That the City Council of the City of Copperas Cove ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2004, to September 30, 2005, a copy of which shall be filed with the office of the City Secretary and with the Coryell County Clerk, Bell County Clerk and Lampasas County Clerk and which is incorporated herein for all intents and purposes.

SECTION 2.

That the appropriations for the 2004-2005 fiscal year for the different administrative units and purposes of the City of Copperas Cove, Texas be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for payment of the principal and interest and the retirement of the bonded debt of the City of Copperas Cove.

SECTION 3.

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 4.

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

SECTION 5.

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

PASSED, APPROVED AND ADOPTED this 14th day of September, 2004, at a special 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.

Bradi D. Diaz, Mayor

ATTEST:

Pamela J. Russell, City Secretary

APPROVED AS TO FORM:

James R. Thompson, City Attorney

ORDINANCE NO. 2004-22

AN ORDINANCE ADOPTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF COPPERAS COVE, TEXAS, FOR THE 2004 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COPPERAS COVE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2004 AND ENDING ON SEPTEMBER 30, 2005; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Chief Appraiser of the Coryell County Tax Appraisal District has prepared and certified the appraisal roll of the City of Copperas Cove, Texas, said roll being that portion of the approved appraisal roll of the Coryell County Tax Appraisal District which lists property taxable by the City of Copperas Cove, Texas; and

WHEREAS, the Tax Assessor and Collector of Coryell County has performed the statutory calculations required by Section 26.04 of the Texas Property Tax Code, and has published the effective tax rate, the rollback tax rate, an explanation of how they were calculated, and has fulfilled all other requirements for publication as contained in Section 26.04(e) of the Texas Property Tax Code, in a manner designated to come to the attention of all residents of said City and has submitted said rates to the City Council of said City prior to the special called City Council meeting of September 14, 2004; and

WHEREAS, the City Council has complied with all applicable requirements of the Texas Property Tax Code prior to the setting of the tax rate for said City for 2004.

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

SECTION 1.

That the tax of the City of Copperas Cove, Texas for the tax year 2004 be, and is hereby, set at 77.50 cents on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

SECTION 2.

That there is hereby levied for the tax year 2004 upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, and there shall be collected for the use and support of the municipal government of the City of Copperas Cove, Texas, to provide sinking fund for the retirement of the bonded debt of said City and to provide for permanent improvements in said City, said tax; and said tax, so levied and collected, shall be apportioned to the specific purposes hereinafter set forth; to-wit:

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) 0.640344 cents on each one hundred dollars (\$100) of the taxable value of such property; and,
- B. To provide for sinking funds for the payment of the principal and interest and the retirement of the bonded debt, and the same shall become due as shall be necessary to pay the principal and interest of the current year as follows:

0.134656 cents per one hundred dollars (\$100) valuation.

SECTION 3.

That the Coryell County Tax Assessor and Collector is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

SECTION 4.

That the Director of Finance of said City shall keep accurate and complete records of all monies collected under this Ordinance and the purposes for which same are expended.

SECTION 5.

That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Copperas Cove Annual Budget FY 2004-2005.

SECTION 6.

That all monies collected which are not specifically appropriated shall be deposited in the general fund.

SECTION 7.

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

PASSED, APPROVED AND ADOPTED this 14th day of September, 2004, at a special 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.

Bradi D. Diaz, Mayor

ATTEST:

Pamela J. Russell, City Secretary

APPROVED AS TO FORM:

James R. Thompson, City Attorney

Copperas Cove, Texas

GENERAL FUND

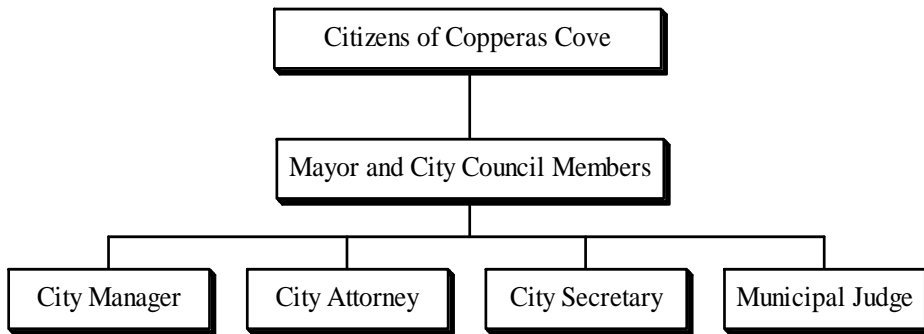
The primary operating fund of the City of Copperas Cove is the General Fund. The General Fund is used to account for all financial resources not restricted to special or specific projects and/or funds that are not required to be accounted for in a different fund. The use of this fund is outlined by the *Codification of Governmental Accounting and Financial Reporting Standards*, Section 1300.104. The Governmental Accounting Standards Board *Codification*, Section 1300.106, prohibits the use of more than one general fund.

The General Fund's primary source of revenue is derived from tax levies. This includes ad valorem taxes, sales and use taxes, and franchise taxes. Other resources are derived from fines and fees, permits and licenses, and intergovernmental receipts. Expenditures of this fund are incurred from services provided to the citizenry. These services include, among other services, fire and police protection, parks and recreation facilities, code enforcement, and infrastructure maintenance. In addition, the General Fund accounts for expenditures necessary for the administration of the municipality.

The City Built for Family Living

City of Copperas Cove, Texas

City Council No. 21



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

7 Council Members and a Mayor

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY COUNCIL
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The City Council is the governing body of the City and serves in the role as primary policy maker for the local government organization. The policy making purpose includes identifying the needs of Copperas Cove residents and businesses, formulating programs to meet the changing needs of the community, and measuring the effectiveness of ongoing municipal services. Additionally, the Mayor and Council, as the governing body, appoint and give direction to the City Manager who serves as the Chief Executive Officer for the City.

PROGRAM DESCRIPTIONS:

The City of Copperas Cove operates under the Council-Manager form of government. The governing body consists of a Mayor and seven (7) Council Members, all elected at-large by the citizens. The terms of all offices are three (3) years and each member is limited to two (2) consecutive terms. The Mayor presides at all meetings of the City Council and shall be recognized as head of the City government for all ceremonial purposes and by the Governor for purposes of martial law, but shall have no regular administrative duties. The Mayor is expected to provide the leadership necessary to guide the City in the proper direction. The Mayor Pro Tem is a member of the Council, and elected by the Council each year. The Mayor Pro Tem shall act as Mayor during his or her absence or disability, and, when so acting, shall have the same powers, duties and restrictions as set forth for the office of Mayor.

ACCOMPLISHMENTS:

- * Adopted the FY 2004-05 Budget that is fiscally responsible and ensures continued quality services to the public.
- * Participated in an annual retreat with City Staff to address ongoing issues affecting the City.
- * Developed and adopted legislation that prohibits smoking in public places.
- * Awarded bids pertaining to the construction and expansion of Constitution Drive.
- * Authorized expansion and renovation of the North East and North West Wastewater Treatment Plants.
- * Directed City Staff to pursue economic development initiatives within the City.
- * Authorized the design of the first part of Phase I of the Reliever Route.
- * Authorized the purchase of the City's first Quint fire apparatus.
- * Authorized the design of sidewalks along FM 1113.
- * Developed an annexation committee to pursue a recommendation on annexation issues.
- * Authorized City participation in an regional effort to support Fort Hood during the 2005 BRAC process.

OBJECTIVES:

- * Strive to represent all citizens of Copperas Cove equitably and fairly in all decisions of policy concerning the operations of the City.
- * Continue to support all issues pertaining to quality growth of the City's infrastructure, economy and population.
- * Proceed with the governing philosophy of "The City Built for Family Living".
- * Direct the continued improvement of the City's cash reserve position and overall financial condition.
- * Pursue those priorities established for the current fiscal year.
- * Participate and oversee the update to the City's comprehensive plan.
- * Monitor progress toward achieving the City's top ten goals and make decisions that facilitate that progress.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY COUNCIL
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	6,325	3,279	3,600	4,000
Supplies	2,775	3,631	2,440	2,408
Repairs & Maintenance	-	-	-	-
Support Services	27,515	36,490	34,572	36,750
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	360	-	-	-
Total	<u><u>\$ 36,975</u></u>	<u><u>\$ 43,400</u></u>	<u><u>\$ 40,612</u></u>	<u><u>\$ 43,158</u></u>

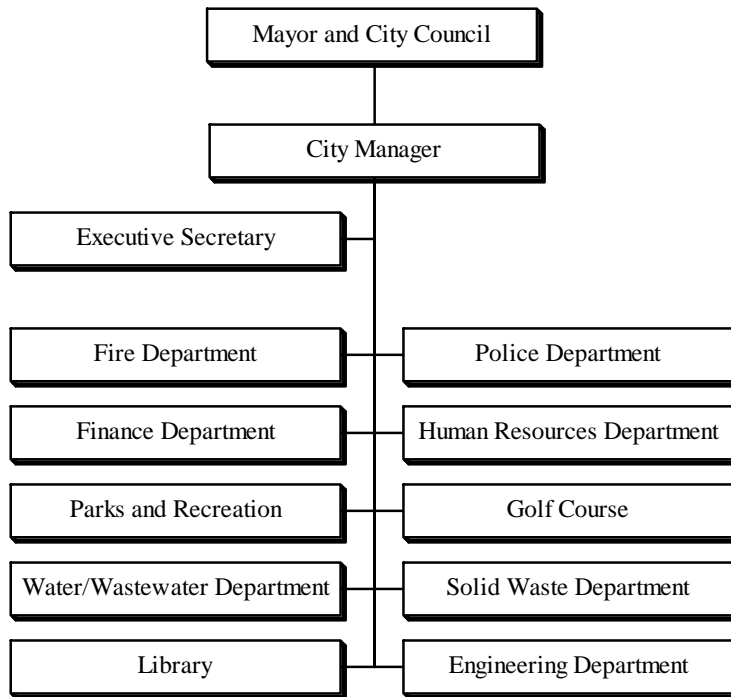
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Council Member Position No. 1	1	1	1	1
Council Member Position No. 2	1	1	1	1
Council Member Position No. 3	1	1	1	1
Council Member Position No. 4	1	1	1	1
Council Member Position No. 5	1	1	1	1
Council Member Position No. 6	1	1	1	1
Council Member Position No. 7	1	1	1	1
Mayor	1	1	1	1
Total	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>8</u></u>

Note: Council Members are not counted in employee totals.

City of Copperas Cove, Texas

City Manager No. 22



The mission of the City Manager Department is to provide centralized administration, coordination, and evaluation of all municipal programs, including preparation of the budget; and to assist the City Council in developing public policy.

2 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY MANAGER
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The City Manager's Office is to provide overall management of all City operations and services. The goal is to provide high quality services to the citizens of Copperas Cove in the most efficient and effective manner possible, while maintaining high accountability for the public funds of which it has been entrusted.

PROGRAM DESCRIPTIONS:

The City Manager's office is directly responsible for ten (10) department directors and the various operations they manage. As the Chief Executive Officer, reporting to the City Council, the City Manager provides leadership and direction for implementation of those policies set by the City Council, the laws of the State of Texas and of the United States.

ACCOMPLISHMENTS:

- * Delivered a fiscally responsible budget for FY 2004-05.
- * Acquired additional CCN rights on the west end of the City.
- * Conducted a retreat with City Council addressing various issues facing the City.
- * Held a town hall meeting to identify community needs and concerns.
- * Pursued the inclusion of the Reliever Route project on the Statewide Unified Transportation Plan for 2005.
- * Submitted a pay plan to the City Council improving both pay and benefits for employees for fiscal year 2004-05.
- * Developed and completed a contract with Topsey Water Supply Corporation that will lead to additional water rights for Copperas Cove.
- * Directed City Staff to pursue a water model for the City.
- * Directed City Staff to pursue a needs assessment study for a new Police Station.
- * Entered into a contract with the Kempner Water Supply Corporation which will lead to additional water rights for Copperas Cove.
- * Directed and supervised the renovation of the Civic Center and exterior renovation of the human resources center.
- * Attended the AUSA Conference in an effort to foster relations with Fort Hood.

OBJECTIVES:

- * Continue to monitor all City operations and seek improved methods of utilizing resources.
- * Achieve reserve capacities in all funds as established in the City's Fund Balance Policy.
- * Acquire additional CCN water service rights for the City.
- * Pursue grant monies for all City services.
- * Obtain a historic marker designation for Walker Cemetery.
- * Continue an aggressive street maintenance/improvement program.
- * Pursue all objectives/priorities as directed by the City Council.
- * Update the City's Comprehensive Plan.
- * Concentrate on expanding parks and recreation by actively pursuing a recreational facility.
- * Continue to Focus on moving the Reliever Route Project forward.
- * Maintain the positive relationship with Fort Hood and the City's United States Army community.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY MANAGER
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

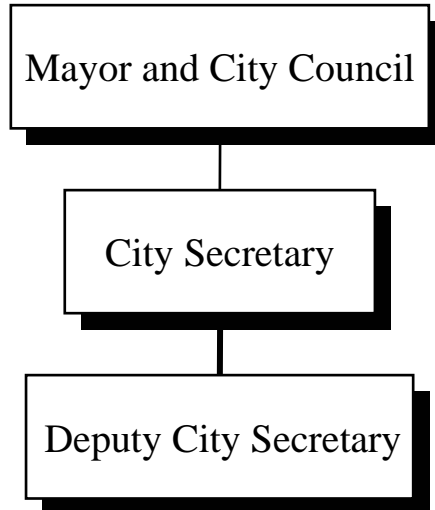
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 160,219	\$ 163,426	\$ 163,320	\$ 177,828
Personnel Support	-	-	-	-
Supplies	1,007	1,089	771	1,090
Repairs & Maintenance	-	65	65	-
Support Services	11,304	10,694	11,085	10,500
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	210	1,333	1,333	-
Total	<u><u>\$ 172,740</u></u>	<u><u>\$ 176,607</u></u>	<u><u>\$ 176,574</u></u>	<u><u>\$ 189,418</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
City Manager	1	1	1	1
Executive Secretary	1	1	1	1
Total	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

City of Copperas Cove, Texas

City Secretary No. 23



The mission of the City Secretary office is to keep and maintain all official records of the City and provide support services to the Citizens, City Council members and City Staff in an effective and efficient manner.

2 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY SECRETARY
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The City Secretary's Office is committed to professionalism, efficiency, and a high-work ethic, and works to treat everyone with empathy, respect, and trust. Collection and maintaining all City records and conducting city elections in compliance with all local and state laws are of the utmost importance. Developing a comprehensive system of protecting archival records to ensure preservation of the City's legislative history, while providing a more permanent, efficient, and cost effective system of document retrieval continues to be a high priority. The office of the City Secretary strives to serve the needs and desires of the City Council, as well as the Citizens of Copperas Cove in an efficient and effective manner.

PROGRAM DESCRIPTIONS:

The City Secretary's Office is responsible for recording and maintaining all City records, including City Council minutes, agendas, ordinances, resolutions, deeds, and other legal documents in accordance with the policies set by the City Council, the Code of Ordinances, and the laws of the State of Texas. The City Secretary, with the help of other City Staff, prepares the agenda, council packets, and other documents for City Council consideration. The City Secretary also oversees and conducts all elections of the City.

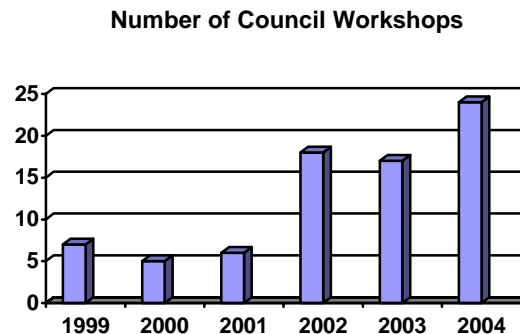
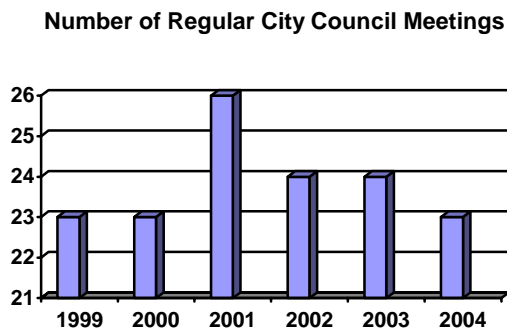
ACCOMPLISHMENTS:

- * Conducted Special Election – February 7, 2004.
- * Conducted General Election – May 15, 2004.
- * Conducted Run Off Election – June 19, 2004.
- * Conducted Special Election – November 2, 2004.
- * Ensured compliance of adopted 2003-2004 Municipal Budget
- * Prepared supplements for the City of Copperas Cove Code of Ordinances.
- * Inventoried for the preparation of legal destruction of scheduled municipal records.
- * Attended three Texas Municipal Clerk Association seminars.
- * Attained International Institute Municipal Clerk Certification.
- * Chairperson – TMCA Municipal Clerk of the Year Committee.

OBJECTIVES:

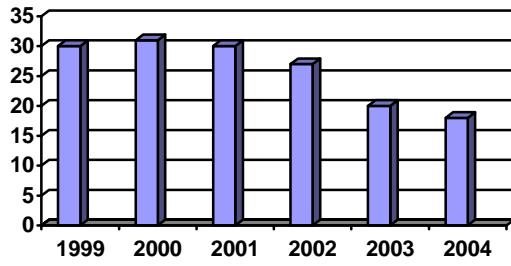
- * Maintain the integrity of the records management system in accordance with State law.
- * Pursue re-certification of TRMC with TMCA.
- * Continue to monitor all expenditures of the City Secretary, and City Council budgets.
- * Continue to process all ordinances, resolutions, contracts and all other official documents in an efficient manner.
- * Continue to attend seminars and conferences to keep abreast of municipal laws and procedural changes.
- * Administer necessary City elections in accordance with State law.
- * Maintain a professional and cooperative relationship with citizens, City Council and staff.

PERFORMANCE INDICATORS:

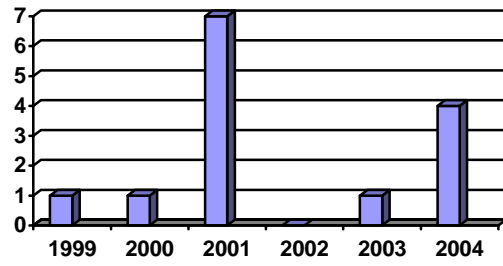


PERFORMANCE INDICATORS: Con't

Number of Special Council Meetings



Number of Elections Conducted



Source: City Secretary's Office

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY SECRETARY
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Salaries & Benefits	\$ 72,636	\$ 92,055	\$ 94,675
Personnel Support	-	-	-
Supplies	771	547	660
Repairs & Maintenance	-	-	-
Support Services	5,190	4,540	4,829
Designated Expenses	8,168	8,981	8,145
Capital Outlay & Improvements	120	-	-
Total	<u><u>\$ 86,885</u></u>	<u><u>\$ 106,123</u></u>	<u><u>\$ 108,309</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions		
	FY 2001-02	FY 2002-03	FY 2003-04
City Secretary	1	1	1
Executive Secretary	0.5	0.5	1
Deputy City Secretary			
Total	<u><u>1.5</u></u>	<u><u>1.5</u></u>	<u><u>2</u></u>

Executive Secretary position upgraded to Deputy City Secretary during FY 2003-04.

**Adopted
FY 2004-05**

\$ 101,841
-
660
-
4,751
9,260
-

\$ 116,512

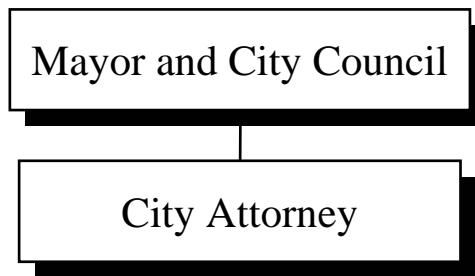
FY 2004-05

1
0
1

2

City of Copperas Cove, Texas

City Attorney No. 24



The mission of the Legal Department is to provide quality legal services to the City and maintain the highest level of confidence and trust with the City Council, Boards, Commissions, Departments, employees, and citizens.

1 Contract Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY ATTORNEY
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The goal of the Office of the City Attorney is to facilitate the City Council and its administrative objectives by providing legal services for all city operations.

PROGRAM DESCRIPTION:

The Office of the City Attorney is responsible for the delivery of all legal services for the City Council and city administrative staff. As primary legal advisor to the city who is licensed to practice law within the State of Texas and is a member in good standing of the State Bar Association, the City Attorney prepares, advises, makes recommendations, and renders opinions on all legal matters affecting the city. The City Attorney also drafts and/or reviews documents and instruments required for Council and staff actions. The City Attorney assists City Council and department directors to see that all laws and ordinances are faithfully performed; researches and drafts legal memorandum at the requests of City Council, City Manager and all directors. They City Attorney interprets laws, rulings and regulations for City Officials and Staff; confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings; serves as liaison between outside legal counsel and city officials on specialized legal issues; maintains knowledge of Federal and State Laws, court decisions affecting cities as well as City charter and City Code. The City attorney also serves as City Prosecutor, prosecuting all municipal court cases in behalf of the city and the state of Texas including appeals; handles administrative matters and hearings; processes public information requests and handles bankruptcy and collection matters.

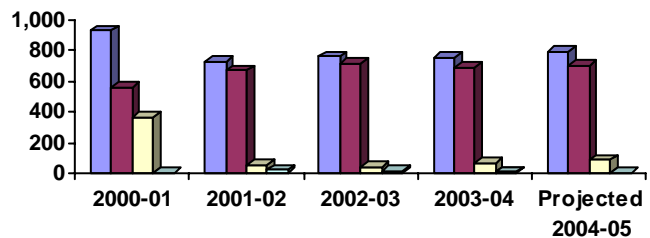
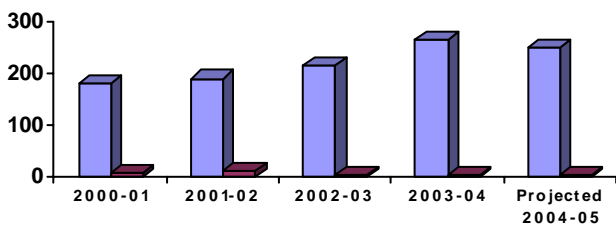
ACCOMPLISHMENTS:

- * Produced and revised the Smoking Ordinance.
- * Revised the Cemetery Ordinance.
- * Produced and revised the Alarm Ordinance.
- * Revised the Sexually Oriented Business Ordinance.
- * Produced and revised the Condemnation Ordinance for dilapidated, unsafe structures within the City.
- * Supported in creating a Topsey Water Supply Corporation contract.
- * Supported in negotiations with Kempner Water Supply Corporation.
- * Responded to numerous public information requests.
- * Participated in the committee for wrecker/towing fees.
- * Handled all civil cases and threats of litigation.
- * Prosecuted all Municipal Court cases including jury and non-jury trials, administrative hearings dealing with animals and code enforcement.

OBJECTIVES:

- * Continue to provide the City with legal opinions, representation, and advice for City related legal matters.
- * Continue to review and revise City Ordinances and policies.
- * Continue to review and draft all contracts processed through the City.
- * Continue to prosecute all matters filed in Municipal Court.

PERFORMANCE INDICATORS:



■ Requests ■ Attorney General Opinion Requests

■ No. of Cases ■ Non-jury ■ Jury ■ Dismissed at trial

Source: City Attorney

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY ATTORNEY
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 16,233	\$ -	\$ -	\$ -
Personnel Support	-	-	846	-
Supplies	797	930	-	790
Repairs & Maintenance	-	-	97,261	-
Support Services	97,975	97,330	-	95,531
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	228	-	-	-
Total	<u><u>\$ 115,233</u></u>	<u><u>\$ 98,260</u></u>	<u><u>\$ 98,107</u></u>	<u><u>\$ 96,321</u></u>

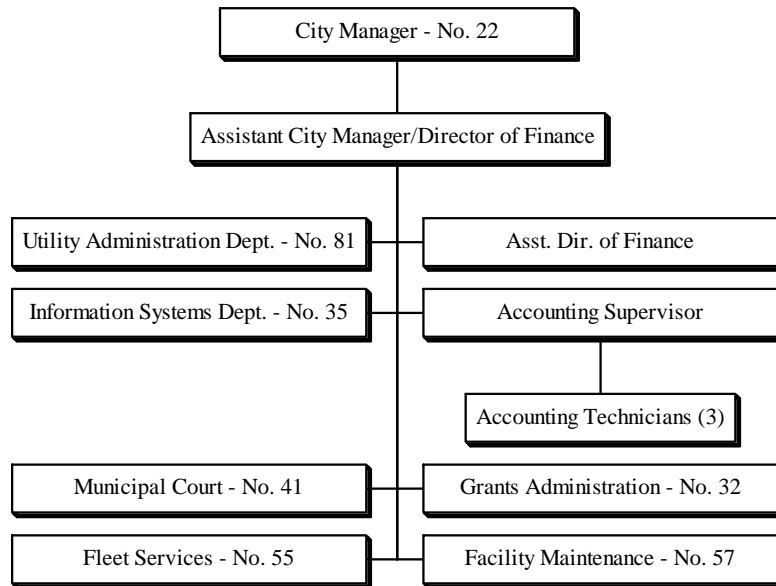
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05
City Attorney	1	1	1	1
Executive Secretary	0.5	0.5	0	0
Total	<u><u>1.5</u></u>	<u><u>1.5</u></u>	<u><u>1</u></u>	<u><u>1</u></u>

Note: The City Attorney is a contractor and is not counted in employee total.

City of Copperas Cove, Texas

Finance Department No. 31



The mission of the Finance Department is to provide sound financial management over City funds in a manner that will protect and safeguard City assets while providing financial support for all municipal activities.

6 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FINANCE DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Finance Department is responsible for providing general supervision for areas providing operational support for municipal activities including: Purchasing, Utility Billing, Accounting, Budgeting, Ambulance Billing, Information Systems, Municipal Court and Grants Administration. The Finance Department is also responsible for the City's debt and cash management programs, along with implementation of financial policies for the City. The purchasing function involves reviewing technical specifications and preparing all documentation necessary to comply with legal regulations pertaining to the bidding process. Additionally, Finance reviews bid proposals with the assistance of the requesting department and makes award recommendations to the City Council.

ACCOMPLISHMENTS:

- * The 2002-2003 fiscal year Comprehensive Annual Financial Report (CAFR) received the Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association.
- * Completed a budget amendment to the 2003-04 Annual Budget and Plan of Municipal Services.
- * Facilitated the completion of the annual audit.
- * Achieved the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the 2003-04 fiscal year budget.
- * Successfully bid various annual supplies, services and equipment.
- * Provided accurate and timely financial reporting to the City Council on a monthly basis.
- * Began revising the finance department's policies and procedures regarding accounts payable, payroll, and billing.
- * Completed the replacement of City's financial software.
- * Completed the issuance of combination tax and revenue certificates of obligation to fund the acquisition of equipment and Phase III of the water & sewer capital improvement program.
- * Assisted with the supervision of the renovation of the Civic Center and exterior renovation of the Human Resources Center.
- * Assisted the Police Department with the preparation of a new assessment study for a new Police Station.

OBJECTIVES:

- * Obtain Certificate of Achievement for Excellence in Financial Reporting Award for the 2003-04 fiscal year Comprehensive Annual Financial Report (CAFR).
- * Obtain the Distinguished Budget Presentation Award for the 2004-05 fiscal year budget.
- * Maximize earnings on investment of funds through the utilization of the Investment Policy.
- * Completely cross-train all finance employees.
- * Increase collection on delinquent accounts; and decrease the time of turning a delinquent account over to collections.
- * Complete the revision of the Finance Department's policies and procedures.
- * Continue to provide timely financial reports to the City Council.
- * Achieve reserve capacities in all funds as established in the City's Fund Balance Policy.

PERFORMANCE INDICATORS:

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Bids Processed:	26	18	15	10
Accounts Payable Checks Cut:	6,887	5,522	7,428	7,246
Payroll Checks Cut:	7,796	5,819	7,077	7,242

Source: Finance Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FINANCE DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

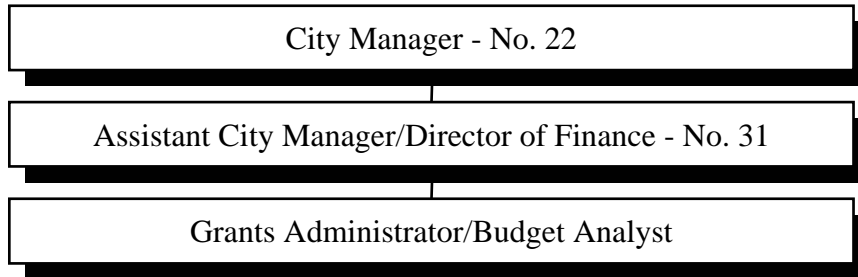
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 238,631	\$ 264,806	\$ 266,299	\$ 280,777
Personnel Support	-	-	-	-
Supplies	19,306	15,496	13,178	14,400
Repairs & Maintenance	40	300	65	100
Support Services	27,150	29,968	35,264	32,385
Designated Expenses	107,584	111,760	111,760	140,610
Capital Outlay & Improvements	13,522	1,560	1,333	-
Total	<u><u>\$ 406,233</u></u>	<u><u>\$ 423,890</u></u>	<u><u>\$ 427,899</u></u>	<u><u>\$ 468,272</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Accounting Supervisor	1	1	1	1
Accounting Technician	3	3	3	3
Assistant Director of Finance	1	1	1	1
Director of Finance	1	0	0	0
Assistant City Manager/Finance Director	0	1	1	1
Total	<u><u>6</u></u>	<u><u>6</u></u>	<u><u>6</u></u>	<u><u>6</u></u>

City of Copperas Cove, Texas

Grants Administration Department No. 32



The mission of the Grants Administration/Budget Analyst Department is to provide information to departments referencing applicable grants and to actively seek, obtain and administer grant funds received from federal, state and private entities and to assist departments in monitoring their budgets.

1 Full Time Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
GRANTS ADMINISTRATION DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Grants Administration/Budget Analyst Department pursues funding opportunities through federal, state and private organizations by providing support and assistance to each department. This department administers grant funds making sure all rules and regulations are being followed. The Grants Administration/Budget Analyst Department also maintains all grant funding records for the required time frame, administers and maintains the Revolving Loan Fund and also provides support to other departments in obtaining and administering grants. Budget analysis was added to this department in late fiscal year 2002-03 after a vacancy in the department. Duties associated with the budget analysis portion of the job include but are not limited to: preparing monthly financial reports for presentation to the City Council; conferring with departmental personnel concerned on budgetary matters; providing staff with answers to inquiries related to the City's accounting records; assisting the Director of Finance in the preparation and production of the City's annual budget; and assisting the Director of Finance in the issuance and management of the City's short-term and long-term debt.

ACCOMPLISHMENTS:

- * Submitted a total of 16 grant applications and obtained 11 grant awards.
- * Prepared final 2003-04 budget document for submission to GFOA.
- * Received grant funding in the amount \$78,497.

<u>Department</u>	<u>Grant</u>	<u>Amount</u>
Police Department	Criminal Justice Division, Office of the Governor – Juvenile Accountability	2,180
	Department of Justice – Bullet Proof Vest Grant	1,665
	LLEGB funding for video equipment in patrol cars	5,177
	Texas Statewide Tobacco Education and Prevention	3,000
Fire Department	CERT 2003 Grant	20,000
	CERT 2004 Grant	15,931
	Texas Commission of Fire Protection	12,000
	Texas Commission on Fire Protection	9,600
KCCB	TxDOT Landscape Cost Share Grant	5,944
Total		\$78,497

OBJECTIVES:

- * Apply for CDBG grant funding for sewer line improvements.
- * Apply for grant from Central Texas Council of Governments for the Solid Waste Department.
- * Apply for grant from Texas Commission on Fire Protection for equipment and training.
- * Apply for grant from FEMA for Community Emergency Response Teams.
- * Apply for grants from TxDOT for Traffic Safety.
- * Apply for funding from Department of Justice for Bulletproof Vests.
- * Apply for LLEGB grant through Bureau of Justice Assistance.
- * Continue to ensure the proper administration of existing and future grants.
- * Assist independent auditors during the 2003-04 audit with the completion of a single audit if necessary.

PERFORMANCE INDICATORS:

	<u>Number of Grants Received</u>			
	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
Federal	3	2	3	5
State	8	6	3	3
Private	1	5	0	3
Total	12	13	5	11

Source: Grants Administration.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
GRANTS ADMINISTRATION DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 18,539	\$ 47,243	\$ 47,676	\$ 52,489
Personnel Support	15	-	-	-
Supplies	100	500	440	400
Repairs & Maintenance	-	-	1,450	-
Support Services	2,484	2,233	-	2,400
Designated Expenses	79	-	-	-
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ 21,217</u></u>	<u><u>\$ 49,976</u></u>	<u><u>\$ 49,566</u></u>	<u><u>\$ 55,289</u></u>

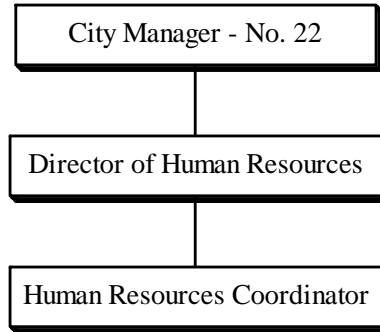
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Grants Administrator	1	1	0	0
Grants Administrator/Budget Analyst	0	0	1	1
Total	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>

This department was created in fiscal year 2000-01; the position was combined with Budget Analyst in late fiscal year 2002-03.

City of Copperas Cove, Texas

Human Resources Department No. 34



The mission of the Human Resources Department is to provide quality services in employment, training, employee relations, benefits, compensation, and safety to City employees.

2 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
HUMAN RESOURCES DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The Human Resources Department works to ensure a qualified, well-trained workforce which provides effective, efficient, courteous and professional service to the City of Copperas Cove. The Human Resource Department is responsible for compliance with personnel procedures and law, and ensures that applicable procedures are followed in recruiting, selecting, and administering personnel.

PROGRAM DESCRIPTIONS:

The Human Resources Department develops and administers programs and activities to ensure organizational needs are met pertaining to personnel services. Human Resources is a key member in the organization by managing all of the employee benefits, compensation, training and development, and recruiting activities for the City of Copperas Cove.

ACCOMPLISHMENTS:

- * Facilitated the review of current personnel policies and made recommendations for necessary revisions.
- * Coordinated with the Texas Municipal League "Counseling for Improved Performance" training for the City of Copperas Cove employees and various other municipalities.
- * Facilitated employee retirement meetings with the ICMA Retirement Corporation.
- * Conducted safety training with all departments on various topics.
- * Continued emphasis of recruitment of qualified applicants by attending recruiting functions in efforts to attract a diversified group of qualified applicants.
- * Conducted supervisory training of how to effectively administer employee performance evaluations.
- * Facilitated and conducted an employee health fair.
- * Coordinated United Way drive for all City employees.
- * Facilitated supervisory training for the Fire Department on City of Copperas Cove personnel policies and procedures as well as leadership expectations.
- * Attended the Texas Municipal Retirement System annual seminar to receive and share information to City of Copperas Cove employees on current retirement trends and changes.
- * Coordinated with the Fire Department a preventative health program for employees.
- * Coordinated "Lunch-N-Learns" for city employees. Various topics were discussed and employees had an opportunity to attend during their lunch hour.
- * Facilitated an employee worksite survey on employee benefits as well as employee events.
- * Conducted an employee salary survey with organizations in the geographical area.
- * Conducted new employee orientation with all individuals new to the City of Copperas Cove.
- * Conducted a reception to honor all employees receiving service awards.
- * Conducted employee training for DOT drivers on "Drug and Alcohol Awareness".
- * Revised the safety policy and safety program for employees.

OBJECTIVES:

- * Continue to fill all personnel vacancies within 45 days of job opportunity notice.
- * Continue to facilitate wellness initiatives for city employees.
- * Review employee pay plans to determine market competitiveness.
- * Provide diversity awareness materials to all city employees.
- * Continue to provide supervisory personnel training.
- * Conduct records destruction for outdated records.
- * Develop a safety committee and facilitate the safety meetings.

PERFORMANCE INDICATORS:

	1999-2000	2000-01	2001-02	2002-03	2003-04
Number of positions recruited/filled:	49	66	54	59	58
Personnel training programs offered:	8	14	25	28	16
Total number of grievances:	0	0	1	2	1
Total resolved by administratively:	0	0	1	2	1
% of employees participating in City's Health Care Plan	80%	78%	78%	75%	70%
% of employees participating in City's 125 Cafeteria Plan	20%	22%	22%	25%	30%
Worker's Compensation Claims	48	45	46	35	45

Source: Human Resources Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
HUMAN RESOURCES DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

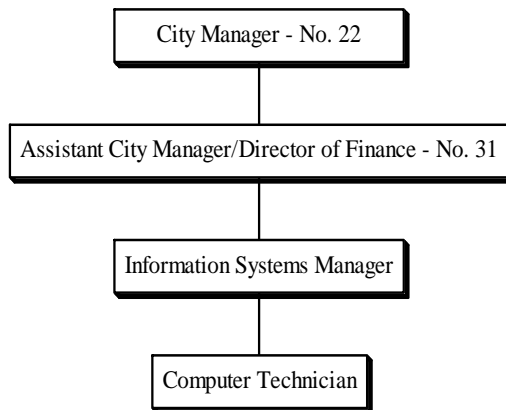
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 103,732	\$ 105,685	\$ 104,493	\$ 108,592
Personnel Support	13,803	16,213	15,320	15,200
Supplies	2,238	2,546	2,681	2,100
Repairs & Maintenance	-	-	-	-
Support Services	9,969	9,037	8,443	8,087
Designated Expenses	13,883	16,834	16,559	15,000
Capital Outlay & Improvements	369	-	-	-
Total	<u><u>\$ 143,994</u></u>	<u><u>\$ 150,315</u></u>	<u><u>\$ 147,496</u></u>	<u><u>\$ 148,979</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Director of Human Resources	1	1	1	1
Human Resources Coordinator	1	1	1	1
Total	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

City of Copperas Cove, Texas

Information Systems Department No. 35



The mission of the Information Systems Department is to facilitate the technological advancement of the City of Copperas Cove through planning, acquiring, implementing and maintaining sound technology in an efficient and cost effective manner.

2 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
INFORMATION SYSTEMS DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The goal of the Information Systems Department is to continue the development and implementation of processes to upgrade and maintain the technology utilized in City facilities and buildings.

PROGRAM DESCRIPTION:

The Information Systems Department is responsible for maintaining, repairing, and safeguarding the technology equipment that the City utilizes to provide necessary services to the citizens of Copperas Cove. The Information Systems Department has the responsibility to standardize and inventory the hardware and software components that make up the technology systems throughout the City. The Department will also work to ensure that the systems are secure from attack viruses, improper use, and malicious invasion. In addition, the Department has the responsibility to research, recommend, and provide consultation to other City Departments on upgrading, replacing, installing and improving the technology systems utilized by the City.

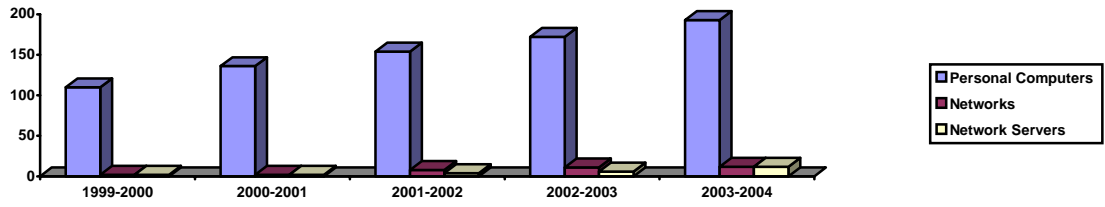
ACCOMPLISHMENTS:

- * Purchased, setup and configured an Exchange email server for City email. Configured anti-virus and filtering software.
Continue to administer email for the City. Reconfigured all computers to use the new email server.
- * Purchased, setup and configured a web server for the City's web site. Continue to administer the web server for the City. Setup and configured a new firewall appliance for the internet connection.
- * Coordinated installation of new internet access for the City's web server.
- * Coordinated installation of new consolidated internet access for Municipal Court, City Hall, FD, PD, Utility Admin, Parks and Golf Course. Re-configured computers to use the new internet connection. Setup and configured a new firewall appliance for the internet connection.
- * Purchased hardware and software, setup and configured a VPN connection access to the City network for Public Works, Solid Waste, Animal Control, Fire Station #2 and Fire Station #3.
- * Setup, installed and configured 12 new computers for the Municipal Court.
- * Designed, created and implemented new City web site.
- * Coordinated the purchase and installation of a new projector and A/V system at the Civic Center.
- * Coordinated the purchase and installation of new sound equipment for the council chambers at City Hall.
- * Coordinated the purchase and installation of new microphones in the council chambers at City Hall.
- * Upgraded the Police server with new hard drives and RAID configuration.
- * Coordinated installation of upgraded internet access at Public Works/Animal Control. Re-configured computers to use the new internet connection.
- * Coordinated and worked on the setup of a new AS400 server for the Municipal Court.
- * Purchased, setup and configured a new upgraded server for the Library.
- * Refurbished, setup and configured the old Library server for use at Parks/Golf Course.
- * Configured computer and VPN access for the police office at CCHS so the officers can access RIMS software at the Police Department.

OBJECTIVES:

- * Continue standardization of City technology systems.
- * Continue improvements to the City web site.
- * Continue improvements and implementations of citywide network projects.

PERFORMANCE INDICATORS:



Computers/Laptops=193; Servers=12; Networks=12
Source: Information Systems Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
INFORMATION SYSTEMS DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

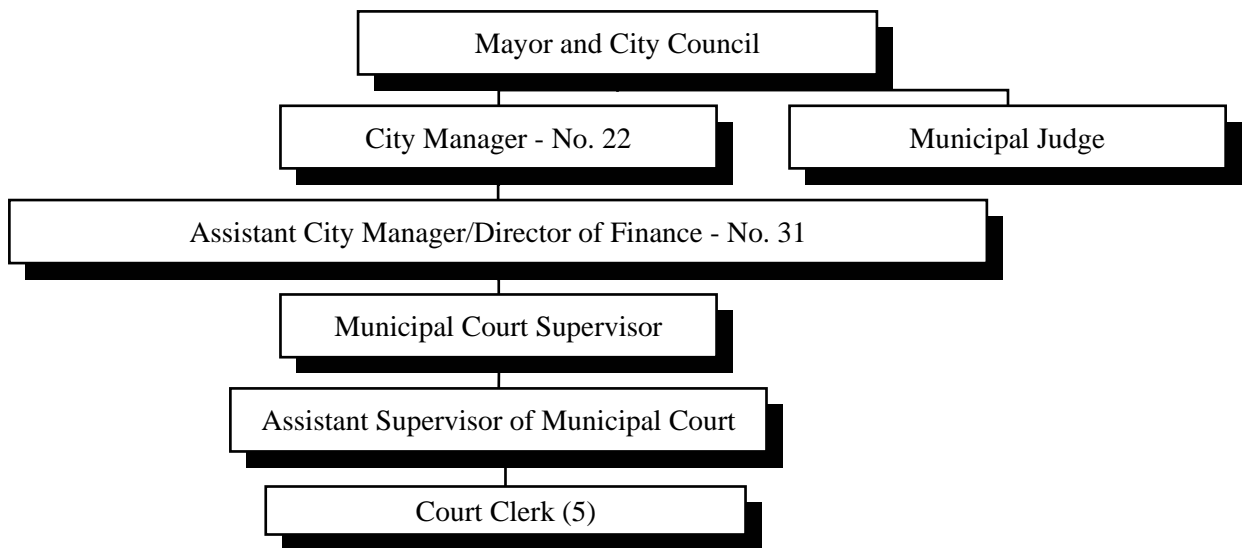
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 95,266	\$ 104,012	\$ 103,520	\$ 111,126
Personnel Support	-	-	-	-
Supplies	1,567	2,550	1,632	1,500
Repairs & Maintenance	370	800	600	500
Support Services	9,547	5,800	5,004	5,600
Designated Expenses	21,647	32,725	32,002	31,120
Capital Outlay & Improvements	1,098	900	2,200	4,656
Total	<u><u>\$ 129,495</u></u>	<u><u>\$ 146,787</u></u>	<u><u>\$ 144,958</u></u>	<u><u>\$ 154,502</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Information Systems Manager	1	1	1	1
Computer Technician	0	1	1	1
Total	<u><u>1</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

City of Copperas Cove, Texas

Municipal Court Department No. 41



The mission of the Municipal Court Department is to interpret and adjudicate applicable laws, to facilitate the timely disposition of cases with prompt and courteous service, and to support the local community by providing efficient and effective services through the promotion of justice.

7 Full Time Employees
1 Contract Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
MUNICIPAL COURT DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

Municipal Court strives to provide efficient and effective disposition of cases and provide fair and equal justice to all citizens. Additionally, municipal court works to issue and serve warrants efficiently.

PROGRAM DESCRIPTIONS:

Municipal Courts provide cities with enforcement of certain misdemeanor criminal law and ordinances within their boundaries. Although the municipal court is created by State statutes, it is also part of the City government.

Municipal court is responsible for filing and processing criminal misdemeanors, with fines not more than \$500.00, and also has exclusive jurisdiction over municipal ordinance violations (fines up to \$2,000).

More citizens come into personal contact with municipal court than with all other courts combined. The reason for the vast majority of appearances is a traffic ticket. For most citizens - whether appearing as a defendant, witness or juror - this may be their only personal contact with the judicial system. Persons in any court for the first time will form a lasting impression. Public impression of the judicial system is affected and shaped in large measure by the proceedings of the municipal court.

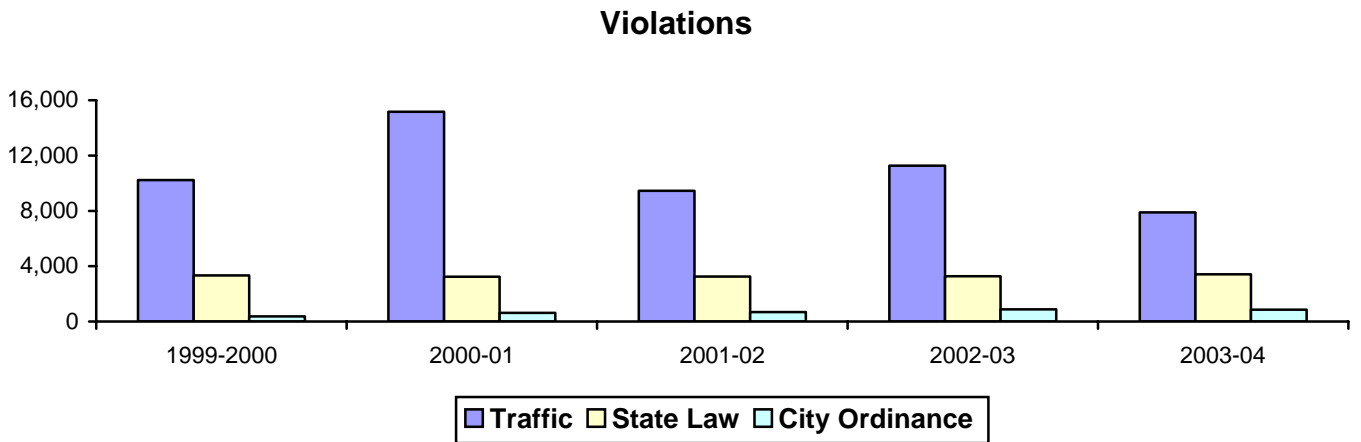
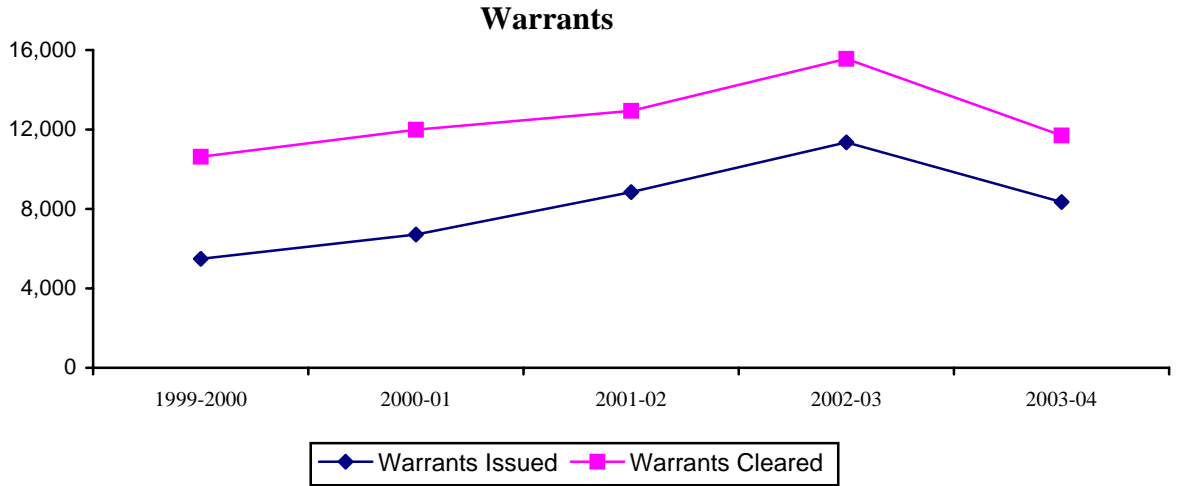
ACCOMPLISHMENTS:

- * Maintained the highest professional qualifications by continuing education for court staff and by participating in the court clerk certification program.
- * Processed 12,162 complaints for fiscal year 2003-2004.
- * Processed 8,345 warrants for fiscal year 2003-2004.
- * Cleared 3,351 warrants for fiscal year 2003-2004.
- * Collected \$1,190,228 for fiscal year 2003-2004 of which \$65,783 has been returned to the local merchants, \$379,510 remitted to the state and \$744,935 has been deposited in the city's account.

OBJECTIVES:

- * Provide fair, timely and speedy resolutions of cases involving violations in a manner in which is efficient for the City and for the defendants and citizens.
- * Serve as the administrative arm of the court. Administrative functions include the timely and accurate processing of complaints, respond to defendant and citizens request in a courteous and timely manner.
- * Ensure timely and accurate processing of all monies received in accordance with the cities financial procedures.
- * Provide a randomly selected pool of jurors for those defendants who choose to exercise their rights to trial by jury.
- * Ensure citizens participate in their civil responsibility and have a positive experience with a better understanding of the judicial process.
- * Ensure all reports filed with the various state and local agencies are accurate and timely.
- * Continue to use doorknockers for outstanding warrants.
- * Continue to enhanced customer service by eliminated congestion in the lobby on court days.
- * Continue to work with Fort Hood Civil Liaison to identify individuals that are leaving the area and have outstanding warrants.
- * Implementing a more aggressive collection program

PERFORMANCE INDICATORS:



Source: Municipal Court

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
MUNICIPAL COURT DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

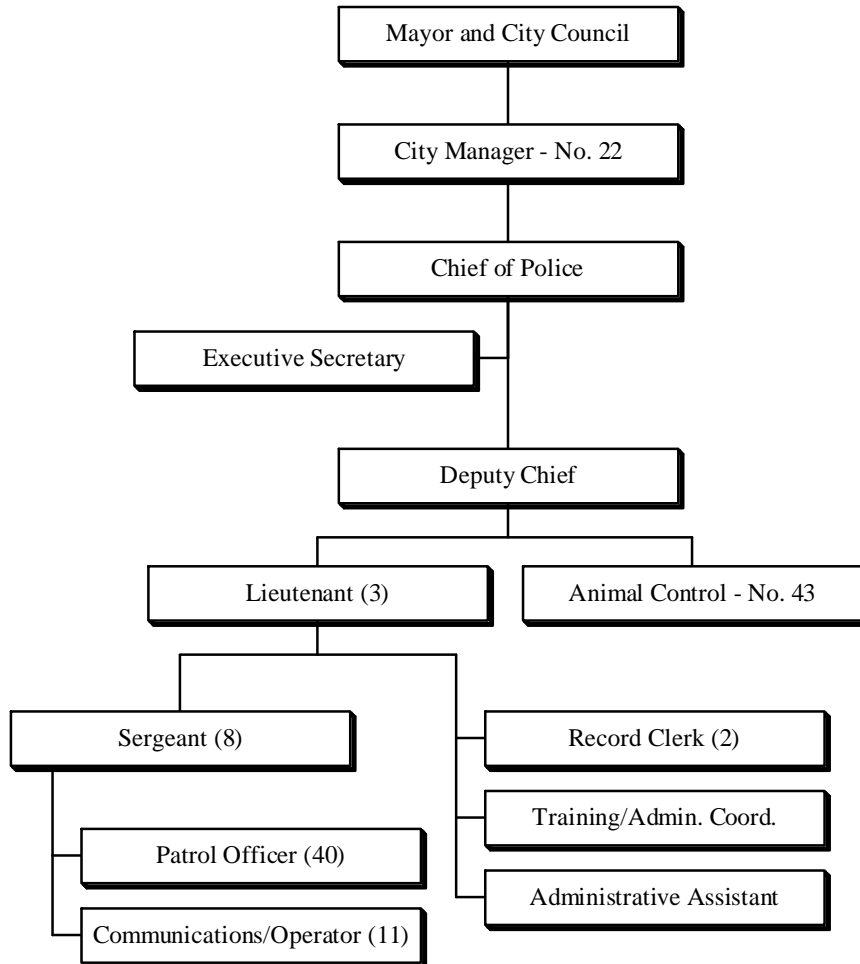
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 210,878	\$ 216,661	\$ 214,154	\$ 226,453
Personnel Support	15	-	-	-
Supplies	11,522	10,900	10,100	10,000
Repairs & Maintenance	1,037	600	400	650
Support Services	40,965	40,666	43,517	44,321
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	217	-	-	-
Total	<u><u>\$ 264,633</u></u>	<u><u>\$ 268,827</u></u>	<u><u>\$ 268,171</u></u>	<u><u>\$ 281,424</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Asst. Supervisor of Municipal Court	1	1	1	1
Court Clerk	5	5	5	5
Municipal Court Supervisor	1	1	1	1
Municipal Judge	1	1	1	1
Warrant Officer	0	0	0	0
Total	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>8</u></u>

City of Copperas Cove, Texas

Police Department No. 42



The mission of the Copperas Cove Police Department is to provide the citizens it serves with a safe and secure community; accomplished by working in a partnership to protect life and property, maintain order, enforce laws and ordinances, and uphold the constitutional rights of all persons.

69 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
POLICE DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The goals of the City of Copperas Cove Police Department (CCPD) include the following: increasing public and community involvement through existing and new programs, starting the implementation of in-car video systems for patrol units, and to continue to decrease criminal activity in the community.

PROGRAM DESCRIPTIONS:

The CCPD provides a wide variety of services to the citizens of Copperas Cove. The mission of CCPD is to provide the Citizens it serves with a safe and secure community, accomplished by working in a partnership to protect life and property, maintain order, enforce laws and ordinances, and uphold the constitutional rights of all persons. Prevention of criminal activity

ACCOMPLISHMENTS:

- * Produced 674 Copperas Cove Police Department Kiddo Cards.
- * Conducted and taught 85 programs and classes with over 1,868 persons who attended the programs and classes.
- * Conducted one bicycle rodeo.
- * Distributed 34 gun locks through the Project Child Safe Gun Lock Program.
- * Conducted both National Night Out Downtown Party and Downtown Safe Halloween Party.
- * Printed and distributed 8,485 materials distributed to the community. These materials include crime prevention, drug and alcohol awareness, bicycle safety, neighborhood watch, Citizens Police Academy, Citizens on Patrol and other community awareness programs.
- * Continued the Citizens on Patrol Program.
- * Held 2 Neighborhood Watch meetings.
- * Paid out \$3,050 in Crime Stoppers for tips on criminal activity that leads to the arrest and prosecution of criminals.
- * Conducted two sessions of the Copperas Cove Police Department Citizens Police Academy.
- * Conducted one seminar on senior safety in the Seniors and Law Enforcement Together (SALT) Program.
- * Even with personnel shortages, the community service programs were continued with one officer versus two in previous years.

OBJECTIVES:

- * Continue to ensure continued quality public safety.
- * Continue to lower crime rates.
- * Aggressively seek alternative funding sources such as grants.
- * Expand public relations and community service projects.

PERFORMANCE INDICATORS:

<u>Event</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Burglary	229	239	291	281
Larceny-Theft	754	885	846	703
Crime Hazard Letters	2,594	1,389	1,429	1,596
Traffic Citations	11,035	12,524	12,118	11,176

Source: Police Department

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
POLICE DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

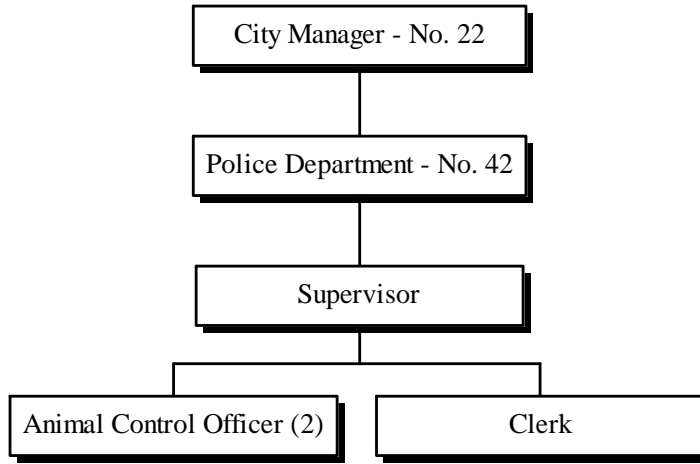
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 2,771,099	\$ 2,921,732	\$ 2,910,755	\$ 2,957,285
Personnel Support	9,261	5,547	4,500	4,000
Supplies	78,767	74,479	73,500	82,000
Repairs & Maintenance	61,224	54,380	61,250	61,000
Support Services	83,223	122,232	123,550	125,000
Designated Expenses	1,421	9,969	10,000	4,917
Capital Outlay & Improvements	92,273	98,269	90,700	95,886
Total	<u><u>\$ 3,097,266</u></u>	<u><u>\$ 3,286,608</u></u>	<u><u>\$ 3,274,255</u></u>	<u><u>\$ 3,330,088</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Captain	0	0	0	0
Communications Officer	11	11	11	11
Deputy Chief	1	1	1	1
Executive Secretary	1	1	1	1
Lieutenant	3	3	3	3
Director of Public Safety	0	0	0	0
Patrol Officer	38	40	40	40
Patrol Officer/Investigator	0	0	0	0
Police Chief	1	1	1	1
Records Clerk	2	2	2	2
Secretary/CID	1	1	1	1
Sergeant	8	8	8	8
Training/Admin. Coordinator	1	1	1	1
Warrant Officer	0	0	0	0
Total	<u><u>67</u></u>	<u><u>69</u></u>	<u><u>69</u></u>	<u><u>69</u></u>

City of Copperas Cove, Texas

Animal Control Department No. 43



4 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
ANIMAL CONTROL DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The primary goal of Animal Control is to ensure the control and containment of stray, lost, wounded, or deceased animals within the City of Copperas Cove limits and to maintain the health and safety of citizens through enforcement of local and state laws.

PROGRAM DESCRIPTIONS:

The Animal Control Department maintains the animal shelter and all animals in its care, which include an effective reclamation and adoption program. Animal Control officers respond to citizen complaints and emergency calls from the police department in regard to vicious, sick, deceased, or injured animals. This department also handles animal bite reports and ensures that owners follow state quarantine laws.

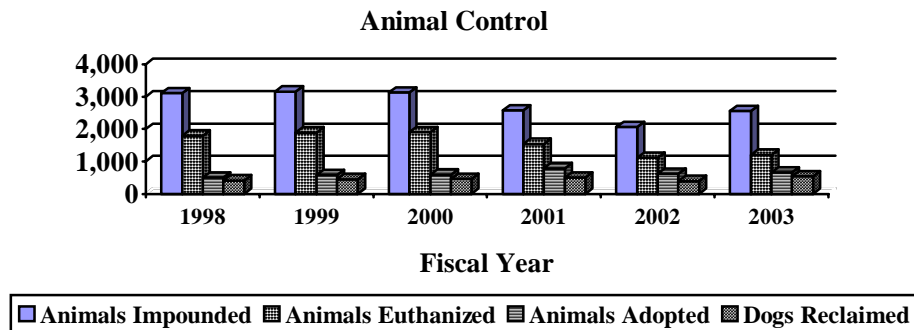
ACCOMPLISHMENTS:

- * Established a website for animals available for adoption at the shelter.
- * Animal Control Volunteer obtained his Basic ACO certification.
- * Increased the adoption rate by 32% in the year 2003 compared to 2002.
- * Submitted changes of the Animal City Ordinance for the review and approval.
- * Obtained a new Animal Control Vehicle and two new Animal Transport Carriers.

OBJECTIVES:

- * Continue to increase public awareness of city ordinance requirements concerning pet control, ownership, licensing and registration.
- * Continue to decrease abandoned and stray animal population through aggressive street patrolling.
- * Heighten public awareness for proper pet care and safety and the importance of spaying and neutering.
- * Obtain one additional Animal Control Officer.
- * Obtain Advance Animal Control Certification for Shelter Supervisor.
- * Maintain sanitary and disease free shelter and continue to improve quality of life for sheltered animals.
- * Increase animal adoptions and decrease euthanization.
- * Review and update the Animal Ordinance.
- * Preserve safe community environment by securing stray and abandoned animals.
- * Coordinate with local vets to conduct low-cost or free shot clinics at least twice a year.
- * Increase the number of volunteers.
- * Obtain euthanization certification for all Animal Control Officers to come into compliance with new state law.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
ANIMAL CONTROL DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

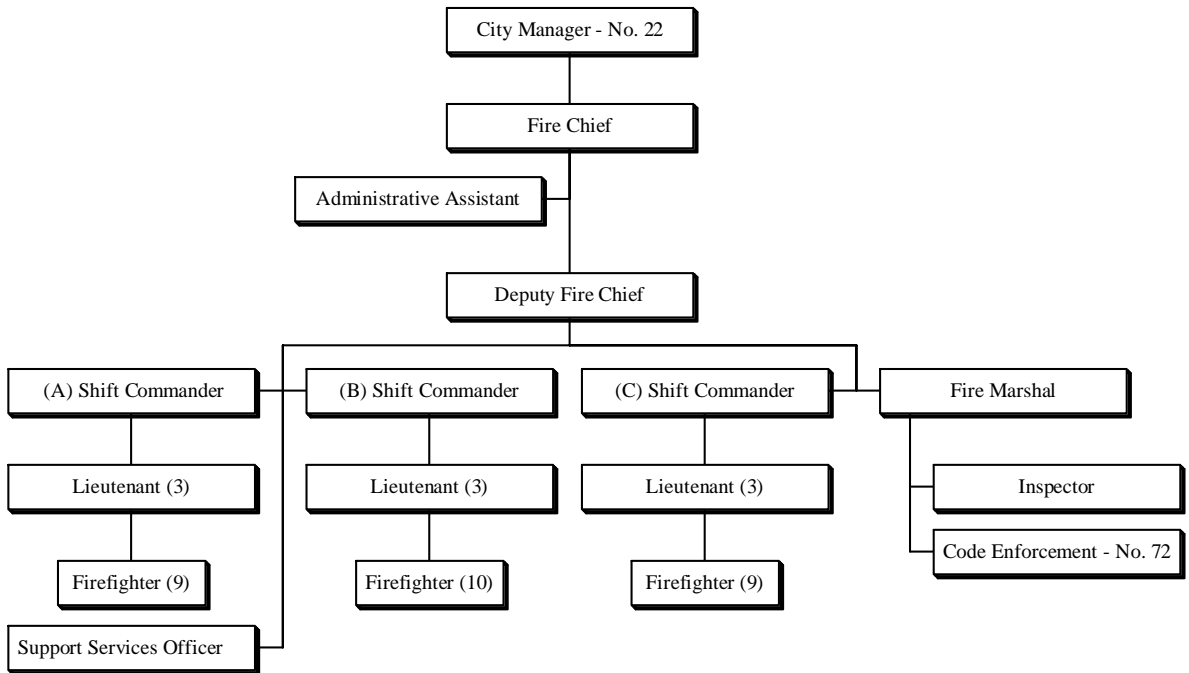
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 110,368	\$ 113,094	\$ 112,662	\$ 121,027
Personnel Support	-	-	-	-
Supplies	13,998	15,698	15,075	14,500
Repairs & Maintenance	3,183	3,049	2,750	3,500
Support Services	10,506	11,977	12,536	13,898
Designated Expenses	285	943	792	2,500
Capital Outlay & Improvements	1,985	22,401	22,790	1,343
Total	<u><u>\$ 140,324</u></u>	<u><u>\$ 167,162</u></u>	<u><u>\$ 166,605</u></u>	<u><u>\$ 156,768</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Animal Control Clerk	1	1	1	1
Animal Control Officer	2	2	2	2
Animal Control Supervisor	1	1	1	1
Total	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4</u></u>

City of Copperas Cove, Texas

Fire Department No. 44



The mission of the Copperas Cove Fire Department is to protect and enhance the quality of life in the City built for family living through a comprehensive program of services delivered by an excellent team directed towards providing education, prevention, and control in the areas of fire, rescue, medical emergencies, and disasters.

46 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FIRE DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The overall goal of the Fire Department is to protect and enhance the quality of life through a comprehensive program of services directed towards providing education, prevention and control in the areas of Fire, Rescue, Medical Emergencies and Disasters.

PROGRAM DESCRIPTIONS:

The Fire Department provides a variety of services to the citizens of Copperas Cove. Foremost are the emergency services directed primarily towards fire suppression and emergency medical services. Public education programs are geared to all age groups and are provided through tours, demonstrations or classes in fire stations, schools or other locations in the community. Fire Inspections of public and commercial buildings are performed annually. Fire codes are enforced through inspections and through pre-construction plans review on plats and building plans. Fires are investigated to determine origin and causes and if found to be intentionally set, criminal investigations are pursued. Emergency Management functions for the City are directly managed by the Fire Department. The Fire Department develops and reviews emergency planning guides, operates the City's Emergency Operations Center, and completes city-wide hazard mitigation efforts.

ACCOMPLISHMENTS:

- * Placed City's first aerial ladder truck into service, which was purchased with bond funds approved in July 2003.
- * Placed a new Shift Commander's vehicle into service in March.
- * Replaced all vehicle graphics with a new, "fresher" look.
- * Received two grants from the Texas Commission on Fire Protection for purchase of 18 sets of protective clothing.
- * Replaced the city-wide radio system with a new 800 Mhz. system.
- * Provided emergency medical service (stand-by) at Presidential Ranch at Crawford, Tx.
- * Received the National Fire Protection Institute's Life Safety Award for no fire deaths.
- * Reviewed and revised fire department policies and procedures.
- * Replaced uniforms with "traditional" style uniforms with badges & nametags.
- * Implemented department wide inventory control and accountability program.
- * Re-structured the fire department and promoted three "Station" Captains.
- * Reviewed and re-implemented "free" smoke detector program, utilizing grant money from Wal-Mart Corporation.
- *

OBJECTIVES:

- * Provide emergency response times of under 5 minutes to 90% of all calls for service.
- * Provide emergency medical and fire services in the City with three staffed fire stations using 11 firefighters as a minimum staffing level to operate one ladder truck, one engine, and three medic units (ambulances).
- * Implement an "In-Service" inspection program utilizing on-duty firefighters to complete fire inspections on 100% of all commercial buildings within the city.
- * Complete fire inspections on 100% of all state licensed health facilities and private childcare facilities and public schools within the city.
- * Work in cooperation with CCISD to provide pro-active fire safety education programs to all schools.
- * Continue to provide improved community health through the "Shots through the Fire House" program.
- * Conduct an evaluation (tabletop) exercise on the City's ability to respond to a major emergency event.

PERFORMANCE INDICATORS:

Total Fire and EMS Calls

<u>Year</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Fire Calls	1,018	1,396	1,461	1,512	1,742
EMS Calls	2,219	2,591	2,635	2,707	2,831
Total Emergency Calls	3,237	3,987	4,096	4,219	4,573

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FIRE/EMS DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

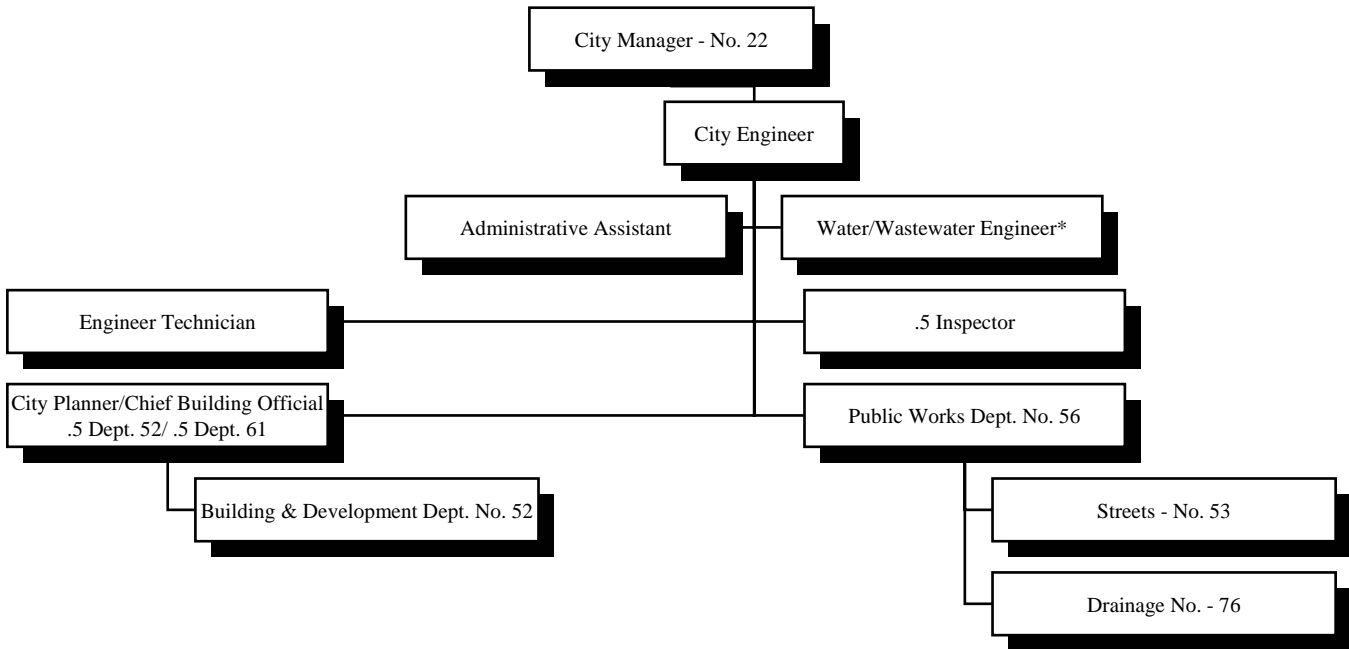
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 2,008,188	\$ 2,050,209	\$ 1,963,497	\$ 2,167,542
Personnel Support	-	-	-	-
Supplies	55,456	75,750	87,248	75,000
Repairs & Maintenance	25,870	26,850	32,835	32,000
Support Services	76,752	78,236	86,370	80,000
Designated Expenses	33,737	42,168	42,168	54,000
Capital Outlay & Improvements	2,080	30,599	30,574	9,856
Total	<u><u>\$ 2,202,083</u></u>	<u><u>\$ 2,303,812</u></u>	<u><u>\$ 2,242,692</u></u>	<u><u>\$ 2,418,398</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Captain	0	0	0	0
Deputy Chief	1	1	1	1
Engineer/Firefighter	0	0	0	0
Engineer/Firefighter/EMC	0	0	0	0
Fire Chief	1	1	1	1
Fire Marshal	1	1	1	1
Firefighter	28	28	28	28
Inspector	1	1	1	1
Lieutenant	9	9	9	9
Secretary	1	1	1	1
Sergeant	0	0	0	0
Shift Commander	3	3	3	3
Support Services Officer	1	1	1	1
Total	<u><u>46</u></u>	<u><u>46</u></u>	<u><u>46</u></u>	<u><u>46</u></u>

City of Copperas Cove, Texas

Engineering Department No. 51



The mission of the Engineering Department is to assure community development through quality growth and maintenance of the City's infrastructure system; the cultivation of good relations with the private sector development community; and the provision of engineering services and information to the City Council, City Staff, and the Citizens of Copperas Cove.

4.5 Full Time Employees

* Employee funded from the Drainage Fund and the Water/Wastewater Phase I, Phase II and Phase III bond funds.

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
ENGINEERING DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

To review preliminary and final plats as part of the City's subdivision development process, to review and administer capital improvement projects, and to provide engineering services and information to City Staff and the citizens of Copperas Cove.

PROGRAM DESCRIPTIONS:

Construction projects throughout the city are accomplished with various degrees of involvement by the Engineering Department. Subdivision plats must be submitted for review by the Department to insure compliance with the City standards in all infrastructure areas i.e. water, wastewater, streets, and drainage. Plans for new development infrastructure construction are also reviewed by the Department. After the review, the Department authorizes the construction of these developments. Upon completion of the construction, final approval is given by the Department if everything meets the City's requirements.

The Engineering Department has the responsibility of City Capital Improvement Projects for water, wastewater, streets, and drainage. Building construction as assigned by the City Manager is coordinated through the Engineering Department along with any technical support that may be required. This technical support may include designing maps, charts and other graphic displays; preparing estimates for engineering, architecture, and construction; or by overseeing traffic control.

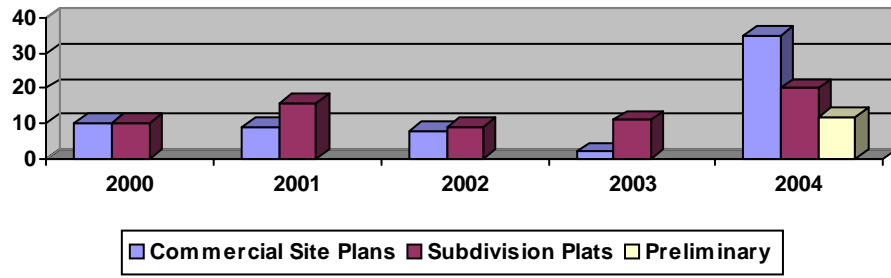
ACCOMPLISHMENTS:

- * Assisted Sewer Department with completion of the Meadowbrook sewer project.
- * Assisted Sewer Department with completion of the West Highway 190 Sewer Extension Phase II capital improvement project.
- * Assisted Sewer Department with completion of the Wolfe Road Lift Station project.
- * Assisted Sewer Department with completion of the West Highway 190 Phase III sewer project.
- * Assisted Water Department with Water Model Project.
- * Assisted Water Department with completing the Killeen-Copperas Cove 30" Water Transmission Line capital improvement project.
- * Coordinated with Departments and EDA to complete the design phase and begin construction of the East Industrial Park Infrastructure project.
- * Assisted Street Department with the completion of the 2004 HMAC and 2004 Seal Coat projects.
- * Assisted Wastewater Department with Northeast and Northwest Wastewater Treatment Plants capital improvement project with beginning the construction phase.
- * Selected consultant and began design phase for the Skyline Valley Lift Station project.
- * Assisted Drainage Department with the design for the Golf Course drainage project.
- * Assisted in selection of a consultant and beginning the design phase for the West Water Line Loop project.
- * Assisted Sewer Department in selecting an engineer for the Fourth Year project.
- * Assisted in selecting and placing under contract a consultant for the U.S. 190 Reliever Route – Southbound Access Road.
- * Accepted House Creek North and Tonkawa subdivisions.
- * Reconciling the existing city maps with the new aerial photographic maps from Sanborn.

OBJECTIVES:

- * Complete reconciliation of existing city maps with the aerial photographic maps.
- * Assist Sewer Department to complete the construction of the Northeast and Northwest Wastewater Treatment Plants.
- * Assist Drainage Department with the Georgetown Road drainage project.
- * Assist Streets Department with the FM 1113 Sidewalk project.
- * Assist the Departments and EDA with the completion of the East Industrial Park Infrastructure Projects.
- * Assist the Streets Department with the implementation of the 2003 Bond Projects.
- * Assist in the completion of the Fourth Year Sewer project.
- * Assist in the completion of the Skyline Valley Lift Station project.
- * Assist in the completion of the West Water Line Loop project.
- * Assist on the completion of the Big Divide Road project.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
ENGINEERING DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 159,080	\$ 184,114	\$ 179,546	\$ 192,698
Personnel Support	-	-	-	-
Supplies	2,335	2,600	1,900	3,500
Repairs & Maintenance	1,643	1,100	864	500
Support Services	6,636	5,770	6,526	6,250
Designated Expenses	-	987	987	400
Capital Outlay & Improvements	10,478	63	-	3,000
Total	<u><u>\$ 180,172</u></u>	<u><u>\$ 194,634</u></u>	<u><u>\$ 189,823</u></u>	<u><u>\$ 206,348</u></u>

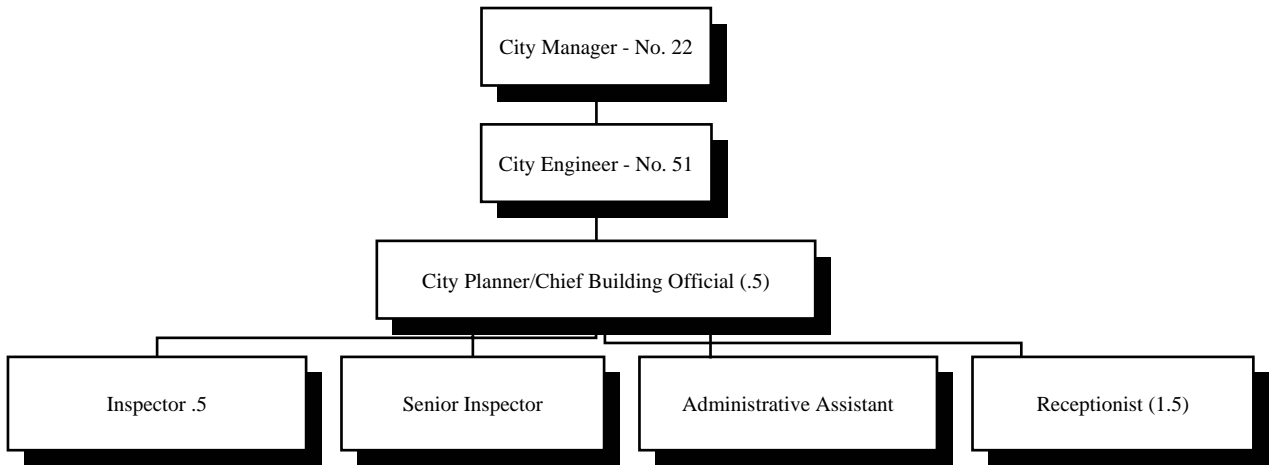
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Administrative Assistant	1	1	1	1
City Engineer	1	1	1	1
*Water/Wastewater Engineer	0	1	1	1
Building Inspector		0	0.5	0.5
Engineering Aid	1	1	0	0
Engineering Technician	1	1	1	1
Total	<u><u>4</u></u>	<u><u>5</u></u>	<u><u>4.5</u></u>	<u><u>4.5</u></u>

*This position is funded by Bond and Drainage Funds.

City of Copperas Cove, Texas

Building Development Department No. 52



The mission of the Building Department is to oversee all construction activities, develop and maintain prompt processing of permits and fair, equal enforcement of federal, state and City laws.

4.5 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
BUILDING DEVELOPMENT DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

In a professional manner, insure compliance of City's building codes and other related sections of the Code of Ordinances. Continue to improve public awareness regarding permitting process.

PROGRAM DESCRIPTIONS:

The Building Development Department is a multi-compliance enforcement entity which includes the following responsibilities, issuance of building, electrical, plumbing, and mechanical permits and their associated inspections. The Department also issues permits and license for solicitors, garage sales and car washes. The City Hall receptionist is responsible for processing all incoming and outgoing mail as well as providing quality customer service for the citizens of Copperas Cove.

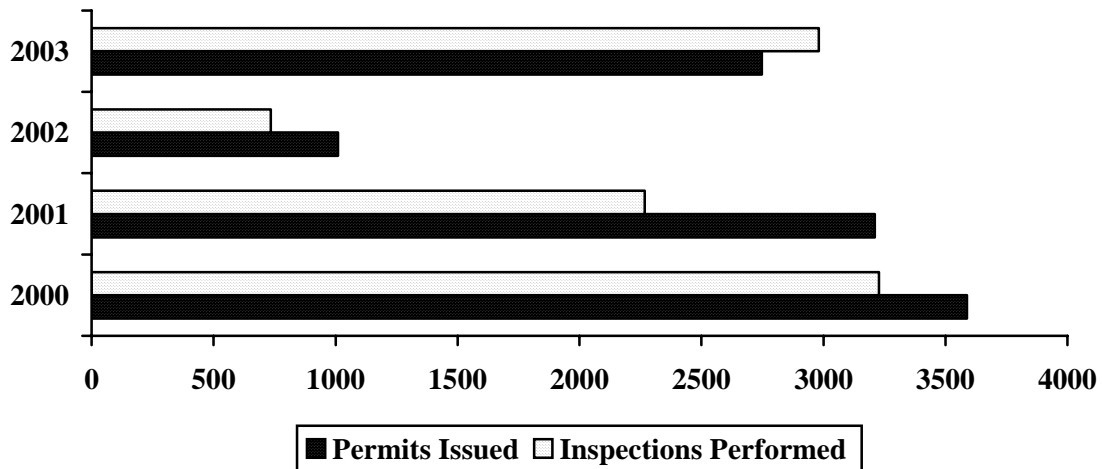
ACCOMPLISHMENTS:

- * Issued permits for 128 new Single Family Houses having a total valuation of \$17,271,570.00.
- * Issued permits for 9 Two Family Dwellings for a total valuation of \$1,224,064.00.
- * Issued permits for 5 Three and Four Family Buildings for a total valuation of \$924,185.00.
- * Issued permits for 23 new Non-Residential Buildings for a total valuation of \$6,202,828.00.
- * Issued permits for 8 Residential Remodels for a total valuation of \$25,750.00.
- * Issued permits for 25 Non-Residential Remodels for a total valuation of \$4,230,066.00.
- * Issued 1,714 permits (including miscellaneous permits such as garage sales, car washes, solicitor, health, etc.) for a total property valuation of \$624,084 and fees collected totaled \$143,600.

OBJECTIVES:

- * Improve Insurance Service Office (ISO) rating from six (6) to five (5).
- * Simplify permitting procedures for homeowners and contractors.
- * Reduce construction delays by improving communications access for contractors and homeowners permit and inspections request, and coordination of inspections.
- * Improve relations with other city departments by improving communications and cooperative procedures.
- * Initiate in-house continued education training program for department personnel.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
BUILDING DEVELOPMENT DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

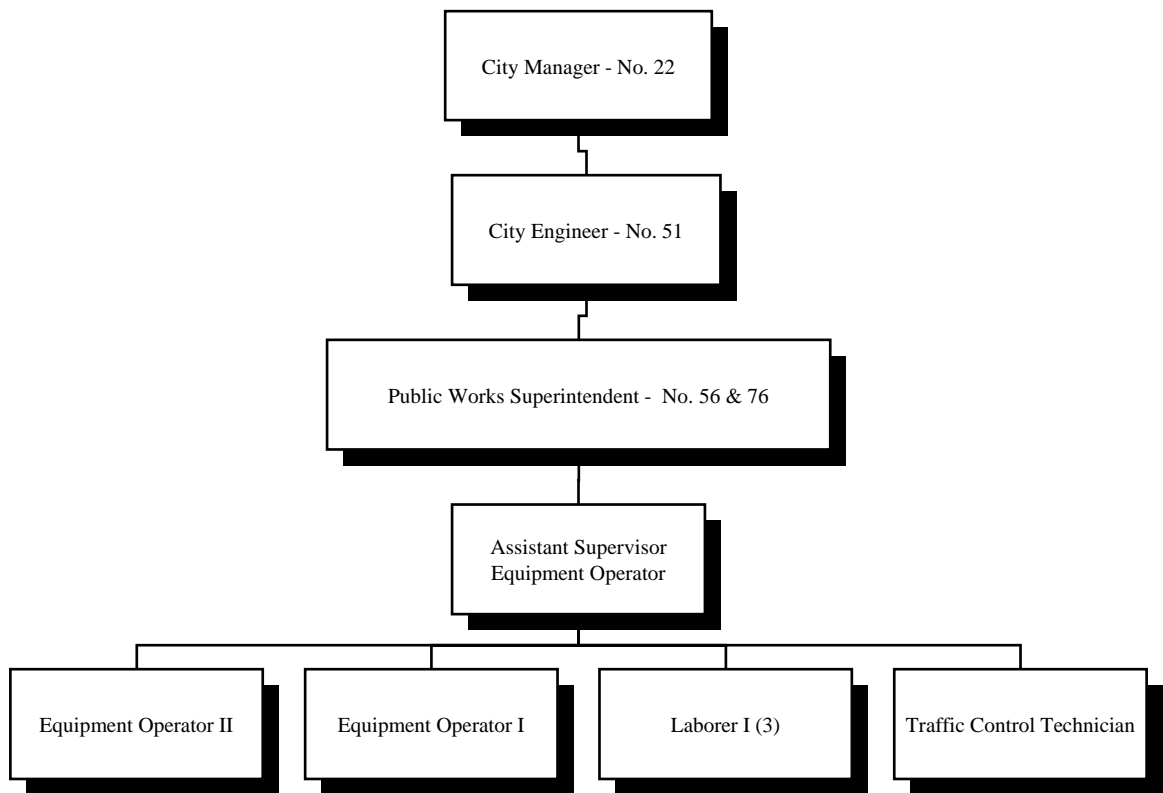
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 143,856	\$ 174,704	\$ 171,538	\$ 184,748
Personnel Support	-	-	-	-
Supplies	2,530	2,630	3,800	3,291
Repairs & Maintenance	472	425	350	850
Support Services	4,906	5,501	6,092	6,000
Designated Expenses	79	-	-	1,220
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ 151,842</u></u>	<u><u>\$ 183,260</u></u>	<u><u>\$ 181,780</u></u>	<u><u>\$ 196,109</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Building Inspector	1	1	0.5	0.5
Senior Inspector	0	0	1	1
Chief Building Official	1	1	0.5	0.5
Code Enforcement Officer	0	0	0	0
Receptionist	1	1	1.5	1.5
Secretary	1	1	0	0
Administrative Assistant	0	0	1	1
Total	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4.5</u></u>	<u><u>4.5</u></u>

City of Copperas Cove, Texas

Street Department No. 53



7 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
STREET DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

To provide street and right-of-way maintenance services on all roadways throughout the City that aid in vehicular movement and safety.

PROGRAM DESCRIPTIONS:

The Street Department provides a variety of services to include routine maintenance such as crack sealing, overlaying, seal coating, level-up, street cut repairs, pot hole patching, gutter debris removal, mowing of right-of-way, and maintaining all regulatory and traffic control signs within the City of Copperas Cove. In order to be proactive in the maintenance of City streets, the Street Department maintains a five-year list of all streets to be seal-coated, overlaid, and rebuilt.

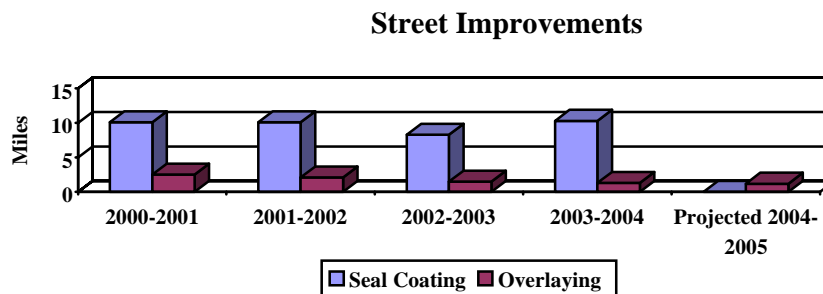
ACCOMPLISHMENTS:

- * Level-up 30 streets for seal coating program. Estimated 10.3miles.
- * Repaired approximately 66 utility cuts.
- * Supported all festival activities and parades.
- * De-icing accomplished during icy weather.
- * Total support of all Christmas lighting.
- * All streets surveyed for length and width for seal coating and overlays.
- * Asphalted the Railroad approaches on Wolfe, Main and 7th Street.
- * Built parking lot at Ogletree Preserve.
- * Asphalted roads at Compost and Transfer Station.
- * Patched (asphalted) 6 areas of golf cart paths at Golf Course.
- * Cleared out brush on Suja Lane for lift station.
- * Started construction on Clear Creek Walking Trail.
- * Asphalted the edges of Lutheran Church Road (1000 feet).
- * Replaced 415 damaged/faded signs.
- * Repainted 7,259 feet street lanes striping.
- * Rebuilt west end of Park Street.
- * Installed 255 new street signs.

OBJECTIVES:

- * Continue to maintain street repair program.
- * Continue to maintain sweeper program.
- * Continue to maintain and monitor the street sign check and repair schedule.
- * Continue to maintain a mowing program.
- * Continue to support all City departments and functions.
- * Have adequate equipment, vehicles, and personnel to maintain infrastructure.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
STREET DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

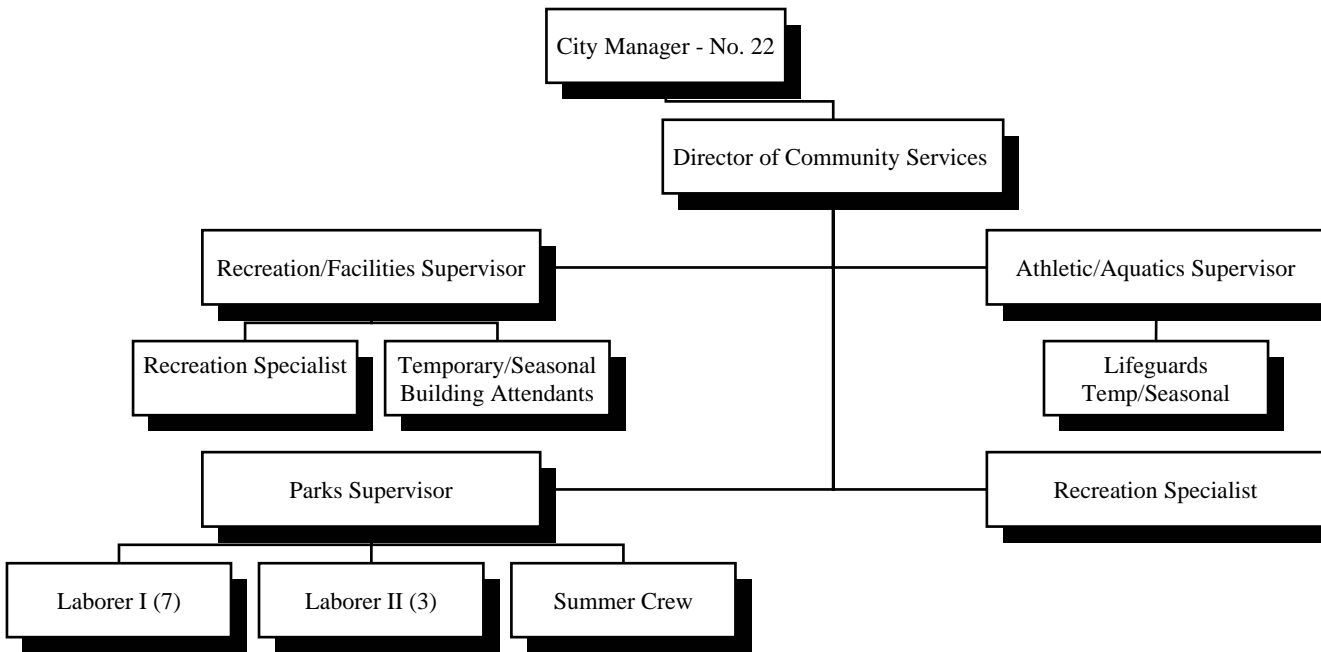
Description	Actual FY 2001-02	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 184,725	\$ 220,354	\$ 197,504	\$ 214,823
Personnel Support	-	-	-	-
Supplies	16,157	14,257	15,700	16,317
Repairs & Maintenance	70,766	78,650	75,150	71,000
Support Services	133,251	150,721	168,358	158,097
Designated Expenses	247,669	305,474	331,145	337,028
Capital Outlay & Improvements	7,435	39,169	38,279	25,292
Total	<u><u>\$ 660,002</u></u>	<u><u>\$ 808,625</u></u>	<u><u>\$ 826,136</u></u>	<u><u>\$ 822,557</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05
Assist. Super./Equipment Operator	1	1	1	1
Equipment Operator I	1	1	1	1
Equipment Operator II	0	0	0	1
Laborer I	5	5	5	3
Traffic Control Technician	0	0	0	1
Supervisor	0.5	0	0	0
Total	<u><u>7.5</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>

City of Copperas Cove, Texas

Parks and Recreation Department No. 54



The mission of the Parks and Recreation Department is to enhance the quality of life of citizens through the promotion of activities and programs; maintenance of facilities, parklands and cemeteries; and the conservation and management of recreational, cultural and natural resources.

16 Full Time Employees (One Laborer I is funded by the Cemetery Special Revenue Fund and the Recreation Specialist is funded from the Youth Activities Special Revenue Fund)

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
PARKS AND RECREATION DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The goal of the Parks and Recreation Department is to improve the quality of life in the community through the conservation and management of recreational, cultural and natural resources. Additionally, this department provides quality customer service and a variety of leisure opportunities for citizens of all ages.

PROGRAM DESCRIPTIONS:

Parks and Recreation is responsible for planning, constructing and managing the parks, cemetery, recreation facilities, and open space within the community. This department develops and administers recreation, sports and leisure programs which allow participants to develop both mental and physical skills as well as become involved in community activities. This department works cooperatively with other departments and organizations, including Police, Fire, Code Enforcement, Keep Copperas Cove Beautiful, CCISD, Chamber of Commerce, Human Resource Center, Downtown Merchants Association, Salvation Army, Boy and Girl Scouts, Boys and Girls Club, YMCA, CCYRC, Purple Heart Association, Tribal American Network, and the Skate Park Committee, in the planning, organization, and execution of festivals, events and community enhancement programs.

ACCOMPLISHMENTS:

- * Conducted two youth soccer leagues with over 800 youth participating.
- * Co-sponsored a summer track program.
- * Conducted a Major League Soccer (MLS) summer soccer camp for youth.
- * Provided a community Thanksgiving dinner for almost 400 people.
- * Helped coordinate the Blue Santa program.
- * Provided a Christmas Open House at the Allin House.
- * Coordinated a "Murder Mystery Dinner" and show.
- * Co-sponsored the holiday lights in the park.
- * Coordinated a holiday trip to Galveston for "Dickens on the Strand"
- * Hosted a Sweetheart Dinner at the Allin House.
- * Co-sponsored the Purple Heart Dance and Dinner.
- * Developed adult shuffleboard and hosted two tournaments (Central Texas Senior Games and the Festival of Five Hills) this year.
- * Co-sponsored the first Tribal American Powwow at Ogletree.
- * Provided monthly special events (seasonal parties, arts and crafts, luncheons, card and board game days) at the Senior Center.
- * Assisted the Skate Park Committee with a Battle of the Bands fundraiser.

OBJECTIVES:

- * Expand bi-yearly departmental brochure of activities to the internet.
- * Increase Learn to Swim program participation by 10%.
- * Increase number of special events by four yearly
- * Increase number of recreational classes and workshops by two per quarter.
- * Increase number of rentals at City facilities by 10%.
- * Increase certification of youth coaches by 10%.
- * Increase outreach and co-sponsored activities by two annually.

PERFORMANCE INDICATORS:

	<u>1999-2000</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>Projected 2003-04</u>
Number of Special Events:	12	18	31	36	40
Number of Classes/workshops:	24	40	89	112	125
Number of facility rentals:	125	85	72	48pd/95 free	60pd/100 free
Number of coaches certified	256	273	285	150	125
Number of in youth in sports	1,777	1,960	1,423	1,484	1,500
Number of RV rentals	87	68	70	199	200

Source: Parks and Recreation Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
PARKS AND RECREATION DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

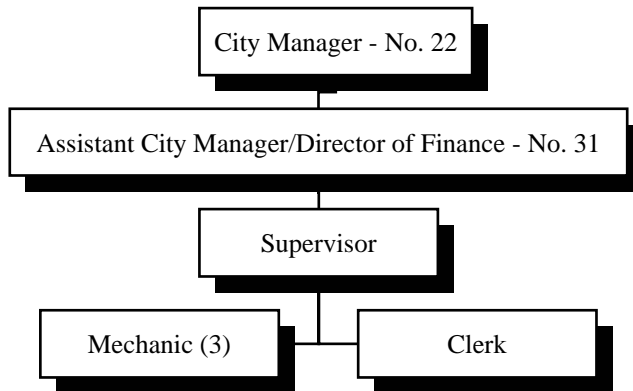
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 549,046	\$ 558,874	\$ 538,426	\$ 558,037
Personnel Support	-	-	-	-
Supplies	32,630	35,283	34,636	33,100
Repairs & Maintenance	91,453	38,539	31,700	42,800
Support Services	81,962	83,429	95,765	93,160
Designated Expenses	79	2,000	200	-
Capital Outlay & Improvements	5,334	42,917	49,309	-
Total	<u><u>\$ 760,503</u></u>	<u><u>\$ 761,042</u></u>	<u><u>\$ 750,036</u></u>	<u><u>\$ 727,097</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05
Athletic/Aquatics Supervisor	1	1	1	1
Athletic Coordinator	0	1	0	0
Director of Community Services	1	1	1	1
Facilities Coordinator	1	1	0	0
Laborer I	7	7	7	7
Laborer II	2	2	3	3
Mechanic	1	1	0	0
Parks Supervisor	1	1	1	1
Recreation/Facilities Supervisor	0	0	1	1
Recreation Specialist	0	0	2	2
Total	<u><u>14</u></u>	<u><u>15</u></u>	<u><u>16</u></u>	<u><u>16</u></u>

City of Copperas Cove, Texas

Fleet Services Department No. 55



5 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FLEET SERVICES DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The primary goal of Fleet Services is to provide maintenance of vehicles and equipment for all city departments in a cost effective manner.

PROGRAM DESCRIPTIONS:

Fleet Services provides mechanical repair, welding, general and preventive maintenance and allied trades support to the City's fleet.

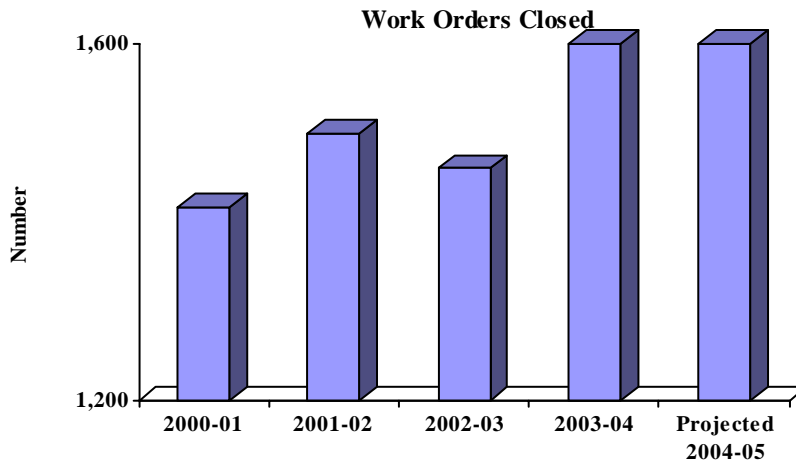
ACCOMPLISHMENTS:

- * Fleet Services performed 700 preventative maintenance services in fiscal year 2003-2004.
- * Recycled 1,800 gallons of used oil, 24 drums of used filters and 110 gallons of antifreeze.
- * Completed 1,672 work orders.
- * Up-fitted three new patrol cars, installing lights, cameras, cages and push bars.
- * The Department built a covered work area behind the shop, using our personnel and surplus building materials.

OBJECTIVES:

- * Continue our program of preventative maintenance and general repair service for the City fleet with a goal of providing safe and serviceable vehicles and equipment for the City operation.
- * Retain our certification as an ASE Blue Seal of Excellence shop.
- * Have all of our personnel ASE certified.
- * Maintain as tight a shop cycle as possible, within our personnel and budget constraints, achieving maximum production and effectively reducing our customers' downtime.

PERFORMANCE INDICATORS:



Source: Fleet Services Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FLEET SERVICES DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

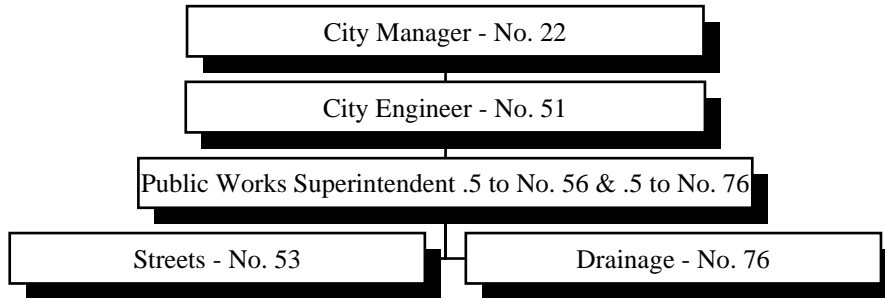
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 138,153	\$ 165,798	\$ 162,538	\$ 180,347
Personnel Support	-	-	-	-
Supplies	4,506	3,773	4,092	4,792
Repairs & Maintenance	5,096	2,274	2,524	2,500
Support Services	9,412	15,508	15,783	11,186
Designated Expenses	-	924	774	3,700
Capital Outlay & Improvements	4,280	-	-	-
Total	<u><u>\$ 161,447</u></u>	<u><u>\$ 188,277</u></u>	<u><u>\$ 185,711</u></u>	<u><u>\$ 202,525</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Clerk	1	1	1	1
Mechanic	2	2	3	3
Supervisor	1	1	1	1
Total	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

City of Copperas Cove, Texas

Public Works Department No. 56



The mission of the Public Works Department is to provide administrative support and ensure quality maintenance of streets, drainage systems, vehicles and City facilities, and to promote humane treatment of animals while protecting public health and safety.

.5 Full Time Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
PUBLIC WORKS DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The goal of Public Works is to provide efficient service to our citizens by applying scientific, economic and management principles in meeting our community needs.

PROGRAM DESCRIPTIONS:

The Public Works Department is responsible for managerial support to the Street and Drainage Departments by developing and implementing effective programs for the improvement, operation and maintenance of roadways and drainage infrastructure.

ACCOMPLISHMENTS:

- * Performed infrastructure inspections for construction projects involving new streets and drainage improvements, to assure compliance with City standards and engineering plans.
- * Updated the comprehensive street inventory listing by adding new subdivisions.
- * Coordinated with Oncor to provide use of their electrical poles for seasonal lighting.
- * Started a traffic counting program to aid in future street planning needs.

OBJECTIVES:

- * Continue to be responsive to the public needs and provide courteous and timely service.
- * Continue to provide services in a safe and cost effective manner.
- * Continue to work closely with the City Manager and the City Engineer to meet needs of citizens.

PERFORMANCE INDICATORS:

- * Public Works Department provides administrative assistance to the various departments it oversees. Each individual department maintains their own performance measurements.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
PUBLIC WORKS DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

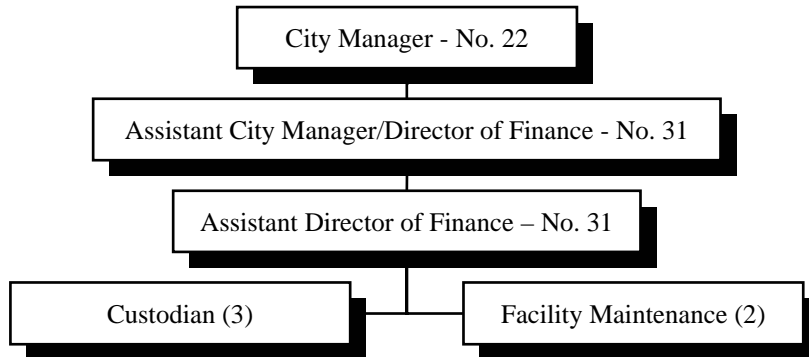
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 41,100	\$ 26,084	\$ 26,330	\$ 26,838
Personnel Support	-	-	-	-
Supplies	1,201	806	1,120	1,106
Repairs & Maintenance	259	331	256	225
Support Services	4,135	3,554	2,858	3,200
Designated Expenses	-	-	-	200
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ 46,695</u></u>	<u><u>\$ 30,775</u></u>	<u><u>\$ 30,564</u></u>	<u><u>\$ 31,569</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Administrative Assistant	0.5	0.5	0	0
Director of Public Works	1	0	0	0
Public Works Superintendent	0	0.5	0.5	0.5
Total	<u><u>1.5</u></u>	<u><u>1</u></u>	<u><u>0.5</u></u>	<u><u>0.5</u></u>

City of Copperas Cove, Texas

Facility Maintenance Department No. 57



5 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FACILITY MAINTENANCE DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The primary goal of Facility Services is maintain cleanliness of all buildings, and to maintain facility and building operations in a cost effective manner.

PROGRAM DESCRIPTIONS:

Facility Services provides custodial, services plumbing, electrical and building repairs for City's buildings and facilities.

ACCOMPLISHMENTS:

- * Provided support for the Festival of Five Hills and Ogletree Gap.
- * Provided support for the remodel of the Civic Center.
- * Provided support for the remodel of the Human Resources Building.
- * Installed Christmas lighting.
- * Remodeled Police Department Dispatch office.
- * Completed Facility Maintenance Standard Operating Procedures.

OBJECTIVES:

- * Continue to provide quality customer service.
- * Implement a replacement program for the City's air conditioning and heating units.
- * Minimize repair costs through the training of staff on generators and air conditioning/heating units.
- * Improve management of work orders.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FACILITY MAINTENANCE DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 137,180	\$ 140,901	\$ 140,798	\$ 147,392
Personnel Support	-	-	-	-
Supplies	2,299	1,829	2,020	2,000
Repairs & Maintenance	1,908	1,400	1,670	1,250
Support Services	7,792	5,719	5,894	5,046
Designated Expenses	-	1,500	930	213
Capital Outlay & Improvements	169	-	-	22,081
Total	<u><u>\$ 149,350</u></u>	<u><u>\$ 151,349</u></u>	<u><u>\$ 151,312</u></u>	<u><u>\$ 177,982</u></u>

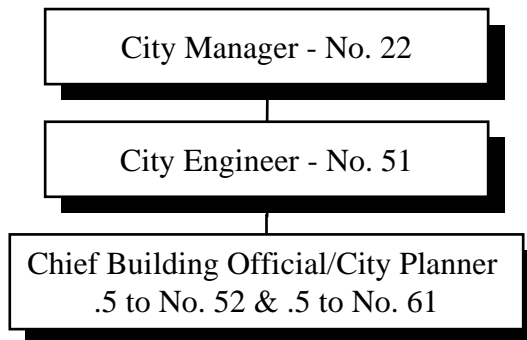
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	2001-02	FY 2002-03	FY 2003-04	
Facility Maintenance	2	2	2	2
Custodian	3	3	3	3
Supervisor	0	0	0	0
Total	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

This department was created in fiscal year 2000-01.

City of Copperas Cove, Texas

Planning Department No. 61



The mission of the Planning Department is to provide quality service to citizens, other municipal departments, and outside agencies through the provision of information and assistance in the areas of planning, zoning, subdivision and demographics to preserve and enhance the physical development of the community.

.5 Full Time Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
PLANNING DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

To provide the City of Copperas Cove with physical, economic, and social planning that best serves the future interests of the City and its residents. Planning will be accomplished through an ongoing process, utilizing systematic procedures and rational methods to accomplish desired outcomes as envisioned by the City Council and City Manager.

PROGRAM DESCRIPTIONS:

The Planning Department administers the zoning regulations and assists in administration of subdivision regulations. Staff administrative support is provided to the Planning and Zoning Commission and the Board of Adjustments. The department prepares zoning, land use, annexation and other planning - related studies and reports as required.

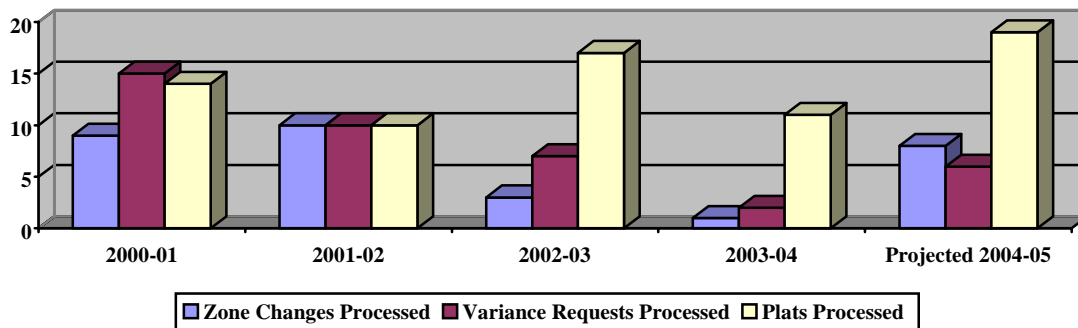
ACCOMPLISHMENTS:

- * Processed seventeen subdivision plats, seven zoning change requests, five requests for variances.
- * Held workshop meeting with Downtown Association to begin planning for downtown business district.
- * Assisted City Council in obtaining consulting firm to update City's Comprehensive Plan.
- * Worked with City Council to change voting requirements to overturn Planning & Zoning decisions.
- * In the process of updating zoning map.

OBJECTIVES:

- * Complete the Comprehensive Plan update.
- * Create Planned Unit Development district specifications.
- * Finish update of the zoning map.
- * Working with Engineering Department to assist the City Council in processing the proposed annexation.

PERFORMANCE INDICATORS:



Source: Planning Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
PLANNING DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

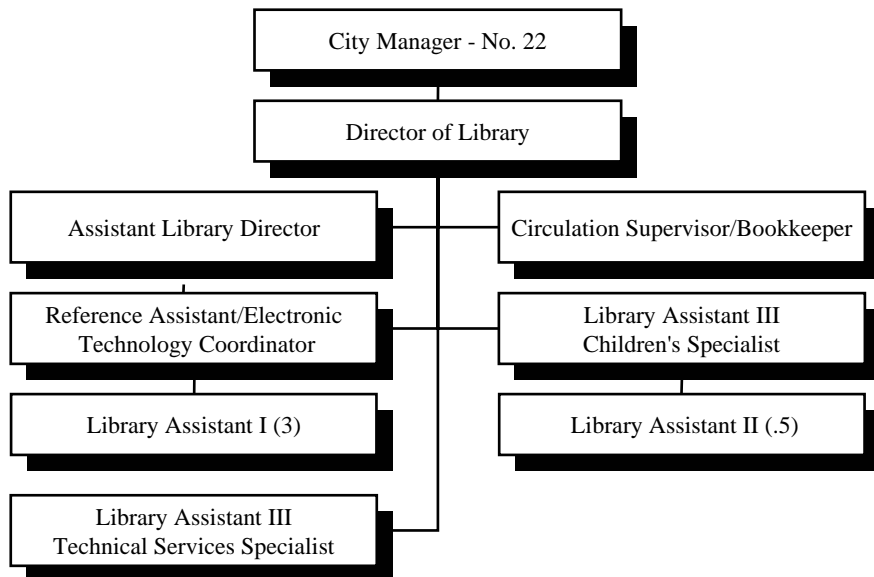
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 39,256	\$ 40,495	\$ 39,820	\$ 42,551
Personnel Support	-	-	-	-
Supplies	1,199	638	640	650
Repairs & Maintenance	-	-	-	-
Support Services	2,312	22,144	23,590	3,050
Designated Expenses	86	575	689	600
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ 42,853</u></u>	<u><u>\$ 63,852</u></u>	<u><u>\$ 64,739</u></u>	<u><u>\$ 46,851</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
City Planner	1	0.5	0.5	0.5
Total	<u><u>1</u></u>	<u><u>0.5</u></u>	<u><u>0.5</u></u>	<u><u>0.5</u></u>

City of Copperas Cove, Texas

Library Department No. 71



The mission of the Copperas Cove Public Library is to provide outstanding information access to the community in a facility which is readily accessible, user-friendly, highly functional and equipped with state of the art technology.

9.5 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
LIBRARY DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Library Department, circulates print and non-print materials to the public, registers borrowers and maintains files of borrower applications, secures the return of library materials, collects fines and fees, processes requests to reserve library materials, maintains a serials collection, maintains shelf order of library collection, provides ready reference information to library patrons, provides both structured and informal training on computer operations for adults, and assists patrons in the operation of library equipment. In addition, the Library Department responds to patrons' reference and research questions using print, audiovisual and electronic material, assists patrons in locating materials helpful in conducting research, provides Internet access to the public, processes interlibrary loan requests, plans and conducts programs that promote an interest in reading for preschool and school age children, sponsors a book discussion group for adults, and processes materials in print and audiovisual format for shelf readiness using the Dewey Decimal Classification, the Anglo-American Cataloging Rules, 2nd Edition, MARC record cataloging, Cataloging-in-Publication, and electronic cataloging programs.

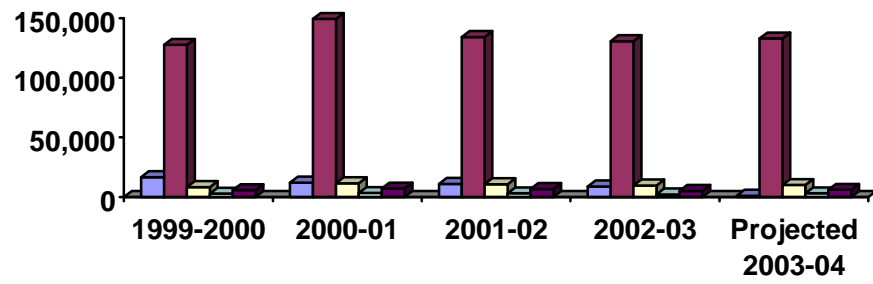
ACCOMPLISHMENTS:

- * Circulated 106,348 materials externally and 16,109 materials internally.
- * Issued 7,587 borrower cards.
- * Answered 8,122 reference questions.
- * Conducted programs for 4,809 children.
- * Processed 332 interlibrary loan requests.
- * Processed 1,420 requests to reserve materials and 2,904 new items for the collection.
- * Conducted a Summer Reading Program for 363 children.
- * Provided computer access for at least 17,205 patrons.
- * Conducted cooperative programs for children with Girl Scouts and the High School Spanish Honor Society.
- * Conducted beginning computer classes for adults.
- * Improved the quantity and quality of the audio book collections for all age groups.
- * Installed an audiovisual system that can be used in support of computer, video, or DVD based programs.
- * Conducted an inventory of the adult reference and circulating collections.

OBJECTIVES:

- * Provide accurate information to patrons concerning useful print, audiovisual and electronic sources to meet their needs.
- * Select timely, useful, appealing and high quality materials for all collections.
- * Obtain resources to expand children's services by adding a program for babies and parents.
- * Develop and conduct new programs for adults and young adults.
- * Maintain an excellent level of customer service.
- * Update electronic resources, both hardware and software.
- * Enhance the computer skills of staff and patrons.
- * Provide each staff member an opportunity to attend at least one workshop/seminar related to job skills or requirements.
- * Continue to reduce loss of library materials through enforcement of ordinance and policy.
- * Improve the quality and quantity of the library's collection of genealogy materials.
- * Improve collection security by completing the installation of sensors on all materials.
- * Continue to improve management and administration of public access computers.
- * Pursue grant opportunities for collection development and equipment enhancement.
- * Continue to review and update policies.
- * Keep the library facility in a high state of cleanliness and repair.
- * Improve management of public access computers.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
LIBRARY DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Salaries & Benefits	\$ 292,992	\$ 308,297	\$ 305,662
Personnel Support	-	-	-
Supplies	13,254	13,275	12,990
Repairs & Maintenance	4,321	10,973	10,300
Support Services	43,191	44,885	46,080
Designated Expenses	-	119	119
Capital Outlay & Improvements	45,688	32,208	36,235
Total	<u><u>\$ 399,446</u></u>	<u><u>\$ 409,757</u></u>	<u><u>\$ 411,386</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions		
	FY 2001-02	FY 2002-03	FY 2003-04
Assistant Director	1	1	1
Library Assistant I	3	3	3
Library Assistant II	0.5	0.5	0.5
Library Assistant III	4	4	4
Library Director	1	1	1
Total	<u><u>9.5</u></u>	<u><u>9.5</u></u>	<u><u>9.5</u></u>

**Adopted
FY 2004-05**

\$ 315,959

-

12,000

9,700

46,440

656

45,060

\$ 429,815

FY 2004-05

1

3

0.5

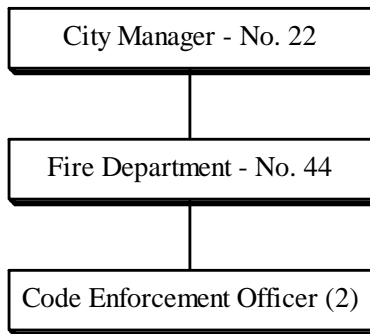
4

1

9.5

City of Copperas Cove, Texas

Code and Health Department No. 72



The mission of the Code and Health Department is to promote public health and safety through education and training while ensuring compliance with Federal, State and City laws.

2 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CODE AND HEALTH DIVISION
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Code and Health Division is a multi-compliance enforcement entity with responsibilities that include the issuance of health permits and their associated inspections and management of the code enforcement program.

ACCOMPLISHMENTS:

- * Completed food handler and manager certification programs within the for-profit industry.
- * Completed food handler programs for non-profit community based groups.
- * Completed health inspections of all requested commercial food establishments within the City.
- * Issued health permits to 100% of all commercial food establishments within the City.
- * Provided special health inspections and permits for food vendors at all community events.
- * Completed nuisance abatement inspections within the entire City.
- * Corrected 1,912 violations of City Ordinances.
- * Established a new procedural system for code and health issues.
- * Completed mandated certification training.

OBJECTIVES:

- * Continue to abate health and safety, and nuisance issues through active code enforcement program.
- * Provide education programs for basic food handlers and food managers.
- * Issue health permits to 100% of commercial food vendors in the City.
- * Complete health inspections at 100% of commercial food vendors in the City.
- * Provide special permits and inspections at all special events in the City.
- * Develop program which utilizes local resources (YMCA, Community Service Youths, etc.) to help senior citizens and wives of deployed soldiers comply with code requirements.
- * Have both Code/Health Officers attend State Certification training.

PERFORMANCE INDICATORS:

<u>YEAR</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Food Handler Permits Issued	2,043	1,400	2,100	1,159	1,302
Food Manager Certifications	780	350	221	108	27
Commercial Health Inspections	0	470	526	400	425
Code Enforcement Inspections	2,557	2,300	2,988	2,933	1,997

Source: Code and Health Department

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CODE AND HEALTH DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 67,962	\$ 69,473	\$ 70,119	\$ 68,652
Personnel Support	-	-	-	-
Supplies	6,957	7,334	10,110	7,650
Repairs & Maintenance	565	850	800	600
Support Services	7,849	7,006	5,392	6,647
Designated Expenses	-	300	300	-
Capital Outlay & Improvements	198	7,000	-	-
Total	<u><u>\$ 83,531</u></u>	<u><u>\$ 91,963</u></u>	<u><u>\$ 86,721</u></u>	<u><u>\$ 83,549</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Code Enforcement Officer	1	1	1	1
Code Enforcement Supervisor	1	1	1	1
Total	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
NON-DEPARTMENTAL
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	40,164	45,000	51,124	55,000
Supplies	10,835	10,250	10,514	10,600
Repairs & Maintenance	7,399	13,500	14,300	14,000
Support Services	124,241	67,460	84,766	44,650
Designated Expenses	91,987	125,200	118,724	123,997
Capital Outlay & Improvements	14,784	-	4,717	-
Transfers Out	3,000	45,537	45,537	75,764
Total	<u>\$ 292,410</u>	<u>\$ 306,947</u>	<u>\$ 329,682</u>	<u>\$ 324,011</u>

Copperas Cove, Texas

GENERAL FUND

The primary operating fund of the City of Copperas Cove is the General Fund. The General Fund is used to account for all financial resources not restricted to special or specific projects and/or funds that are not required to be accounted for in a different fund. The use of this fund is outlined by the *Codification of Governmental Accounting and Financial Reporting Standards*, Section 1300.104. The Governmental Accounting Standards Board *Codification*, Section 1300.106, prohibits the use of more than one general fund.

The General Fund's primary source of revenue is derived from tax levies. This includes ad valorem taxes, sales and use taxes, and franchise taxes. Other resources are derived from fines and fees, permits and licenses, and intergovernmental receipts. Expenditures of this fund are incurred from services provided to the citizenry. These services include, among other services, fire and police protection, parks and recreation facilities, code enforcement, and infrastructure maintenance. In addition, the General Fund accounts for expenditures necessary for the administration of the municipality.

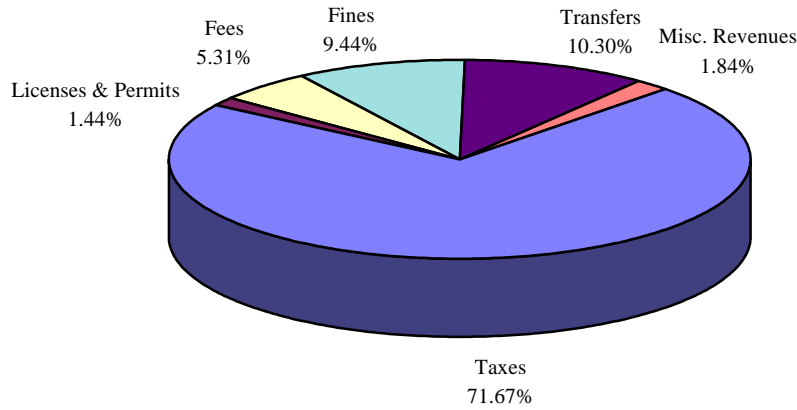
The City Built for Family Living

CITY OF COPPERAS COVE, TEXAS
FISCAL YEAR 2004-05 ADOPTED BUDGET
GENERAL FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,713,601	\$ 1,817,963	\$ 1,933,941	\$ 1,588,285
Capital Improvement Reserve				107,357
Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL BEGINNING FUND BALANCE	\$ 2,713,601	\$ 2,817,963	\$ 2,933,941	\$ 2,695,641
REVENUES:				
Taxes	\$ 7,089,480	\$ 7,305,945	\$ 7,318,332	\$ 7,691,021
Permits & Licenses	142,692	146,810	154,660	166,110
Fees	540,623	541,471	519,410	558,025
Fines	957,254	965,521	881,822	918,940
Administrative Reimbursements	1,050,000	1,050,000	1,050,000	1,175,000
Miscellaneous Revenue	185,618	187,600	190,610	179,690
TOTAL REVENUES	\$ 9,965,667	\$ 10,197,347	\$ 10,114,834	\$ 10,688,786
EXPENDITURES:				
City Council (21)	\$ 36,975	\$ 43,400	\$ 40,612	\$ 43,158
City Manager (22)	172,740	176,607	176,574	189,418
City Secretary (23)	86,885	106,123	108,309	116,512
City Attorney (24)	115,233	98,260	98,107	96,321
Finance (Incl. Purchasing) (31)	406,234	423,890	427,899	468,272
Grants Administration (32)	21,217	49,976	49,566	55,289
Human Resources (34)	143,994	150,315	147,496	148,979
Information Systems (35)	129,495	146,787	144,958	154,502
Municipal Court (41)	264,633	268,827	268,171	281,424
Police (42)	3,097,266	3,286,608	3,274,255	3,330,088
Animal Control (43)	140,324	167,162	166,605	156,768
Fire/EMS (44)	2,202,083	2,303,812	2,242,692	2,418,398
Engineering (51)	180,172	194,634	189,823	206,348
Building Development (52)	151,842	183,260	181,780	196,109
Streets (53)	660,002	808,625	826,136	822,557
Parks and Recreation (54)	760,503	761,042	750,036	727,097
Fleet Services (55)	161,447	188,277	185,711	202,525
Public Works (56)	46,695	30,775	30,564	31,569
Facility Maintenance (57)	149,350	151,349	151,312	177,982
Planning (61)	42,853	63,852	64,739	46,851
Library (71)	399,445	409,757	411,386	429,815
Code & Health (72)	83,531	91,963	86,721	83,549
Non-Departmental (75)	292,410	306,947	329,682	324,011
TOTAL EXPENDITURES	\$ 9,745,327	\$ 10,412,248	\$ 10,353,134	\$ 10,707,542
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,933,941	\$ 1,603,062	\$ 1,588,285	\$ 1,673,429
Capital Improvement Reserve		-	107,357	-
Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL ENDING FUND BALANCE	\$ 2,933,941	\$ 2,603,062	\$ 2,695,641	\$ 2,676,885
IDEAL FUND BALANCE	\$ 2,436,332	\$ 2,603,062	\$ 2,588,284	\$ 2,676,885
ADJUSTED IDEAL FUND BALANCE	\$ 2,436,332	\$ 2,603,062	\$ 2,588,284	\$ 2,676,885
OVER (UNDER) IDEAL FUND BALANCE	\$ 497,609	\$ -	\$ 107,357	\$ -

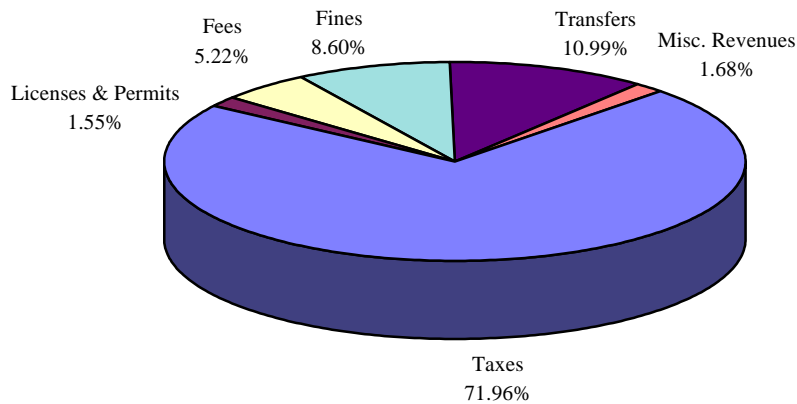
City of Copperas Cove, Texas
General Fund
Comparison of Fiscal Years 2003-04 and 2004-05 Budgeted Revenues
By Source

Fiscal Year 2003-04 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2003-04 were \$10,197,347.

Fiscal Year 2004-05 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2004-05 are \$10,688,786.

CITY OF COPPERAS COVE, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2004-05

Account	Description	Actual 2002-2003	Approved 2003-2004	Projected 2003-2004	Adopted 2004-2005
01-310-1001	Current Ad Valorem Taxes	\$ 4,043,927	\$ 4,256,073	\$ 4,232,003	\$ 4,544,941
01-310-1002	Delinquent Ad Valorem Taxes	39,697	33,000	53,800	45,000
01-310-1003	Penalty & Interest	28,559	26,000	31,165	31,000
01-310-1004	Sales Tax	1,734,573	1,775,000	1,846,802	1,911,750
01-310-1005	Franchise Tax	1,064,181	1,133,472	16,197	16,230
01-310-1005.1	Franchise Tax-Telephone	-	-	60,137	61,000
01-310-1005.2	Franchise Tax-Cable	-	-	218,258	220,000
01-310-1005.3	Franchise Tax-Electric	-	-	677,977	678,000
01-310-1005.4	Franchise Tax-Gas	-	-	99,769	100,000
01-310-1006	TXU Settlement	96,751	-	-	-
01-310-1007	Mixed Drink Tax	16,131	16,900	15,800	16,300
01-310-1008	Bingo Tax	61,489	62,000	61,864	62,000
01-310-1009	Wrecker Impound Charges	4,171	3,500	4,560	4,800
01-310-1016	Insurance Proceeds for Repairs	-	-	-	-
Subtotal Taxes		<u>\$ 7,089,479</u>	<u>\$ 7,305,945</u>	<u>\$ 7,318,332</u>	<u>\$ 7,691,021</u>
01-320-2001	License-Electrician	\$ 3,927	\$ 4,800	\$ 3,400	\$ 4,800
01-320-2002	License-Bicycle	86	100	75	75
01-320-2003	License-Contractors	28,510	32,500	28,065	29,400
01-320-2004	License-Animal	3,114	3,000	3,000	3,200
01-320-2005	License-Bail Bondsman	220	660	660	660
01-320-2006	Permits-Building	46,317	50,500	54,300	59,000
01-320-2007	Permits-House Moving	50	-	-	-
01-320-2008	Permits-Street Cuts	4,905	4,000	6,500	6,000
01-320-2009	Permits-Electrical	13,490	12,500	13,965	15,000
01-320-2010	Permits-Solicitors	1,600	1,300	1,580	1,650
01-320-2011	Permits-Natural Gas Lines	1,690	2,000	1,485	1,750
01-320-2012	Permits-Garage Sales	5,453	5,400	6,200	5,700
01-320-2013	Permits-Plumbing	15,500	15,000	16,945	18,000
01-320-2014	Permits-Mechanical	9,585	8,000	9,435	11,000
01-320-2015	License-Taxicabs	300	900	240	300
01-320-2021	Permits-CAR Washes	540	500	500	500
01-320-2022	Permits-Signs	680	700	425	700
01-320-2023	Permits-Swimming Pools	875	650	650	900
01-320-2024	Massage License	30	-	-	-
01-320-2025	Permit-Ambulance License	4,200	2,000	4,400	4,400
01-320-2026	Wrecker License	340	425	425	425
01-320-2027	Permit-Certificate of Occupancy	960	1,500	640	1,000
01-320-2028	Permits-Mobile Home Parks	250	375	250	250
01-320-2029	Permits-Beverage Cartage	10	-	-	-
01-320-2030	Permits-Alarms	60	-	1,320	1,200
01-320-2031	Flase Alarm Penalties	-	-	200	200
Subtotal Permits and Licenses		<u>\$ 142,692</u>	<u>\$ 146,810</u>	<u>\$ 154,660</u>	<u>\$ 166,110</u>
01-340-3001	Swimming Pool Receipts	\$ 22,725	\$ 25,000	\$ 25,000	\$ 28,000
01-340-3002	Community Building Rental	11,571	14,000	8,120	18,000
01-340-3004	Miscellaneous Library Receipts	9,889	9,500	10,515	10,200
01-340-3005	Animal Shelter Fees	29,299	27,500	31,277	32,000
01-340-3006	Ambulance Fee Revenue	361,593	370,000	356,138	375,000
01-340-3007	Notary Fee Revenue	9	-	-	-
01-340-3008	Copy Machine	4,749	4,600	4,500	4,600
01-340-3009	Mowing Revenue	12,086	9,000	10,240	11,000
01-340-3010	Sale of City Maps	116	101	101	100
01-340-3012	Service Charge-NSF Checks	11,675	12,000	9,970	11,000
01-340-3013	Plat Filing Fee Revenue	4,366	3,500	4,500	4,500
01-340-3015	RV Park Fees	8,655	6,000	8,215	8,500

CITY OF COPPERAS COVE, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2004-05

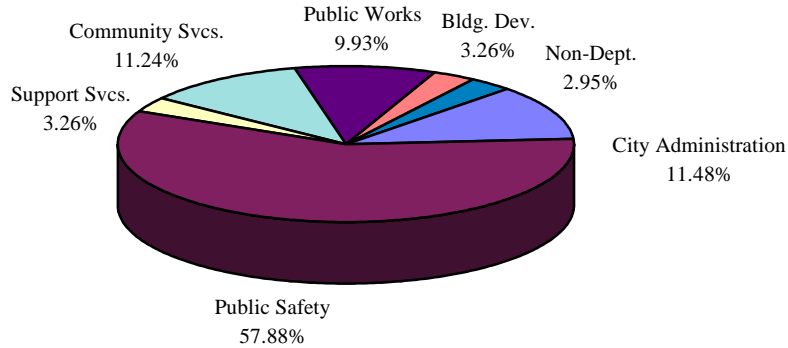
Account	Description	Actual 2002-2003	Approved 2003-2004	Projected 2003-2004	Adopted 2004-2005
01-340-3017	Police Auction	3,496	1,500	3,400	3,400
01-340-3018	B C Fire Ruds Revenue	270	270	4,286	4,000
01-340-3019	Police Overtime Reimbursement	42,173	42,000	25,000	30,000
01-340-3020	Police Restitution Reveue	2,652	1,700	2,743	2,700
01-340-3021	Festival Reimbursements	13,439	12,500	12,500	12,500
01-340-3022	Special Events Seniors	586	1,500	500	500
01-340-3023	Library Meeting Room Rental	875	550	1,260	1,000
01-340-3024	Open Records Revenue	401	250	620	500
01-340-3026	Fire Inspection Fees	-	-	-	-
01-340-3027	Pool Rental Revenue	-	-	525	525
Subtotal Fees		<u>\$ 540,625</u>	<u>\$ 541,471</u>	<u>\$ 519,410</u>	<u>\$ 558,025</u>
01-350-4001	Municipal Court Fines	\$ 138,299	\$ 147,000	\$ 133,085	\$ 133,000
01-350-4002	Traffic Violation Fines	448,707	432,600	400,000	400,000
01-350-4003	Library Fines	16,800	18,500	16,500	17,000
01-350-4004	Arrest Warrant Fees	121,201	130,000	116,000	121,500
01-350-4005	Child Safety Funds	14,160	13,500	13,500	13,500
01-350-4006	City's % of State Court Fees	58,235	59,900	56,000	71,000
01-350-4007	HB 70 Fees	18,305	18,556	13,500	17,800
01-350-4010	Arresting Officer Fees	41,762	43,530	35,000	41,900
01-350-4042	CCISD Liason Funding	85,245	87,610	86,767	90,240
01-350-4101	Admin Fee-Teen Court	1,969	1,525	2,250	2,000
01-350-4102	Admin Fee-Defensive Driving	11,120	10,500	7,000	9,000
01-350-4105	Rezone Request Fees	800	1,200	1,450	1,200
01-350-4110	Variance Request Fees	650	1,100	770	800
Subtotal Fines		<u>\$ 957,253</u>	<u>\$ 965,521</u>	<u>\$ 881,822</u>	<u>\$ 918,940</u>
01-360-5001	Admin. Reimb.-W/S Fund	\$ 700,000	\$ 700,000	\$ 700,000	\$ 748,000
01-360-5002	Admin. Reimb-Solid Waste Fund	280,000	280,000	280,000	352,000
01-360-5004	Admin. Reimb. Drainage Utility	70,000	70,000	70,000	75,000
Subtotal Intergovernmental		<u>\$ 1,050,000</u>	<u>\$ 1,050,000</u>	<u>\$ 1,050,000</u>	<u>\$ 1,175,000</u>
01-370-6001	Interest Revenue	51,502	60,000	40,585	41,000
01-390-6002	Rental Income	25,920	24,400	26,640	26,640
01-390-6003	Sale of Unclaimed Property	45	-	-	-
01-390-6004	Sale of City Property & Equip.	-	1,000	1,000	1,000
01-390-6005	Miscellaneous Revenues	79,598	70,000	91,100	80,000
01-390-6006	Insurance Proceeds	-	-	900	-
01-390-6007	Cash Over/(Short)	(1)	-	-	-
01-390-6008	Credit Bureau Collection Fees	-	100	-	-
01-390-6009	Food Workers' Registration	10,625	12,000	11,500	12,000
01-390-6010	Food Establishment Licenses	10,110	11,550	10,485	10,500
01-390-6011	Contributions	-	-	-	-
01-390-6012	Police Misc. Revenues	2,809	2,800	2,650	2,800
01-395-6013	Manager's Certification	5,010	5,750	5,750	5,750
01-395-6014	Food Workers' Registration	-	-	-	-
Subtotal Miscellaneous Revenue		<u>\$ 185,618</u>	<u>\$ 187,600</u>	<u>\$ 190,610</u>	<u>\$ 179,690</u>
Total General Fund Revenues		<u>\$ 9,965,667</u>	<u>\$ 10,197,347</u>	<u>\$ 10,114,834</u>	<u>\$ 10,688,786</u>

City of Copperas Cove, Texas

General Fund

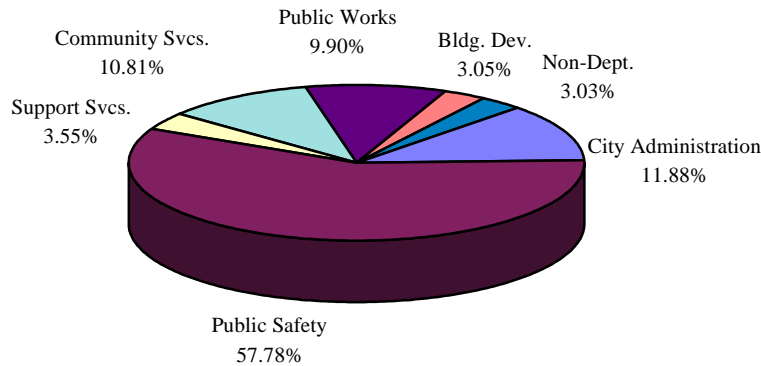
Comparison of Fiscal Years 2003-04 and 2004-05 Budgeted Expenditures By Function

Fiscal Year 2003-04 Budgeted Expenditures



Total Budgeted Expenditures for Fiscal Year 2003-04 were \$10,412,248.

Fiscal Year 2004-05 Budgeted Expenditures



Total Budgeted Expenditures for Fiscal Year 2004-05 are \$10,707,542.

City Administration

City Council
City Manager
City Secretary
City Attorney
Finance
Grants Administration
Human Resources
Information Systems

Public Safety

Police
Fire
Animal Control
Municipal Court

Public Works

Public Works
Streets
Engineering

Community Svcs.

Parks & Rec.
Library

Support Svcs.

Fleet Svcs.
Facility Maintenance

Bldg. Dev.

Planning
Bldg. Dev.
Code & Health

Non-Dept.

Non-Dept.

Note: This table demonstrates the various departments included in each function on which the above graphs are based. The graphs above are illustrated by function and do not depict the organizational structure of the city.

Copperas Cove, Texas

WATER & SEWER FUND

The Water & Sewer Fund is one of the three enterprise funds that the City of Copperas Cove utilizes in accounting for services provided to citizens. The Governmental Accounting Standards Board *Codification*, Section 1300.104, states that “the enterprise fund type may be used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance public policy, management control, accountability, or other purposes.” These funds are not required by GASB, but are permitted.

The City of Copperas Cove’s Water & Sewer Fund accounts for all expenses incurred and revenues earned in the process of providing water to the public. Organizationally, this fund is divided into five departments; water operations, utility administration, water distribution, sewer collection, wastewater treatment, and composting. In addition, this fund accounts for expenses related to water contracts, revenue bond debt service requirements and interfund transfers to the General Fund for reimbursement of administrative expenditures.

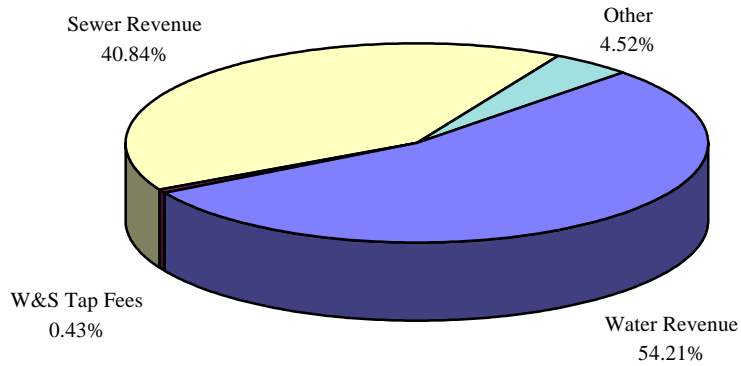
The City Built for Family Living

CITY OF COPPERAS COVE, TEXAS
FISCAL YEAR 2004-05 ADOPTED BUDGET
WATER & SEWER FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,733,857	\$ 1,844,606	\$ 1,915,232	\$ 1,532,598
Capital Improvement Reserve		33,277		-
TOTAL BEGINNING FUND BALANCE	<u>\$ 1,733,857</u>	<u>\$ 1,877,883</u>	<u>\$ 1,915,232</u>	<u>\$ 1,532,598</u>
REVENUES:				
Water Revenue	\$ 3,633,061	\$ 3,670,000	\$ 3,542,223	3,952,294
Sewer Revenue	2,727,475	2,765,000	2,651,977	3,187,694
Senior Citizen Discount	(94,296)	(93,000)	(96,100)	(117,282)
Sale of Bulk Water	-	-	-	-
Water Tap Fees	25,047	22,000	31,800	32,000
Sewer Tap Fees	5,580	6,800	7,860	8,000
Subtotal	<u>\$ 6,296,867</u>	<u>\$ 6,370,800</u>	<u>\$ 6,137,760</u>	<u>\$ 7,062,706</u>
Composting Sales Revenue	\$ 6,192	\$ 5,000	\$ 7,200	\$ 7,200
Admin Reimb-Drainage	20,000	20,000	20,000	20,000
Interest Revenue	41,804	47,000	23,000	23,000
Late Charge for Billing	206,882	210,000	200,100	202,000
Sale of City Property & Equip	-	750	-	-
Miscellaneous Revenues	35,238	19,015	34,400	35,000
Subtotal	<u>\$ 310,116</u>	<u>\$ 301,765</u>	<u>\$ 284,700</u>	<u>\$ 287,200</u>
TOTAL REVENUES	<u>\$ 6,606,983</u>	<u>\$ 6,672,565</u>	<u>\$ 6,422,460</u>	<u>\$ 7,349,906</u>
EXPENSES:				
Water & Sewer Operations	\$ 99,261	\$ 118,149	\$ 116,852	\$ 123,981
Utility Administration	368,749	411,940	404,631	423,899
Water Distribution	926,359	974,638	944,056	985,049
Sewer Collection	343,268	350,818	346,811	313,229
Wastewater Treatment	721,597	789,641	773,012	755,578
Composting	128,628	138,599	137,890	149,685
Non-Departmental	3,837,746	4,042,514	4,081,842	4,353,350
TOTAL EXPENSES	<u>\$ 6,425,608</u>	<u>\$ 6,826,299</u>	<u>\$ 6,805,094</u>	<u>\$ 7,104,771</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,915,232	\$ 1,706,575	\$ 1,701,275	\$ 1,776,193
Capital Improvement Reserve	-	17,574	(168,677)	1,540
TOTAL ENDING FUND BALANCE	<u><u>\$ 1,915,232</u></u>	<u><u>\$ 1,724,149</u></u>	<u><u>\$ 1,532,598</u></u>	<u><u>\$ 1,777,733</u></u>
IDEAL FUND BALANCE	\$ 1,606,402	\$ 1,706,575	\$ 1,701,274	\$ 1,776,193
ADJUSTED IDEAL FUND BALANCE	\$ 1,606,402	\$ 1,706,575	\$ 1,701,274	\$ 1,776,193
OVER (UNDER) IDEAL FUND BALANCE	\$ 308,830	\$ 17,574	\$ (168,677)	\$ 1,540

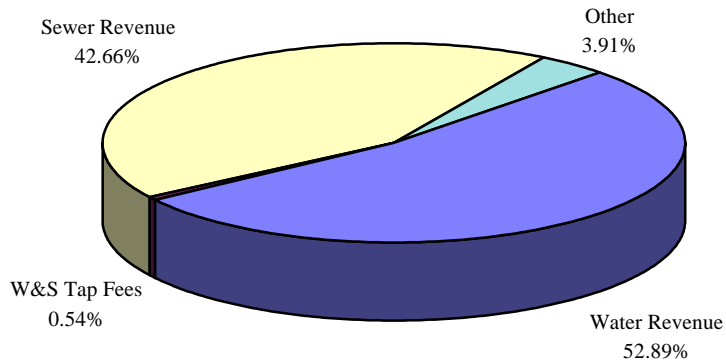
City of Copperas Cove, Texas
Water & Sewer Fund
Comparison of Fiscal Years 2003-04 and 2004-05 Budgeted Revenues
By Source

Fiscal Year 2003-04 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2003-04 were \$6,672,565.

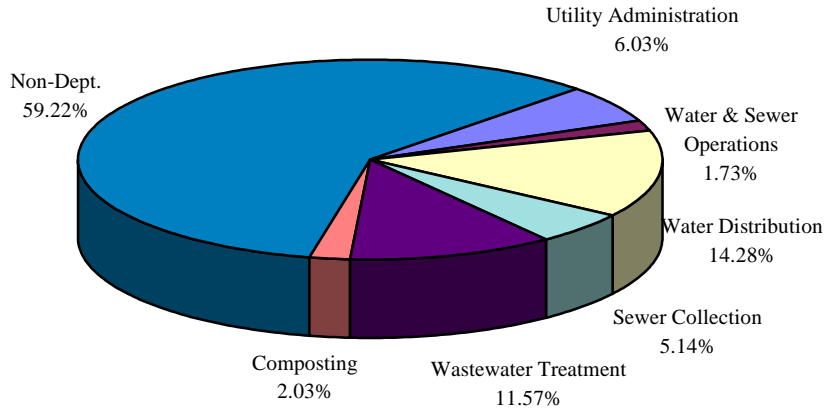
Fiscal Year 2004-05 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2004-05 are \$7,349,906.

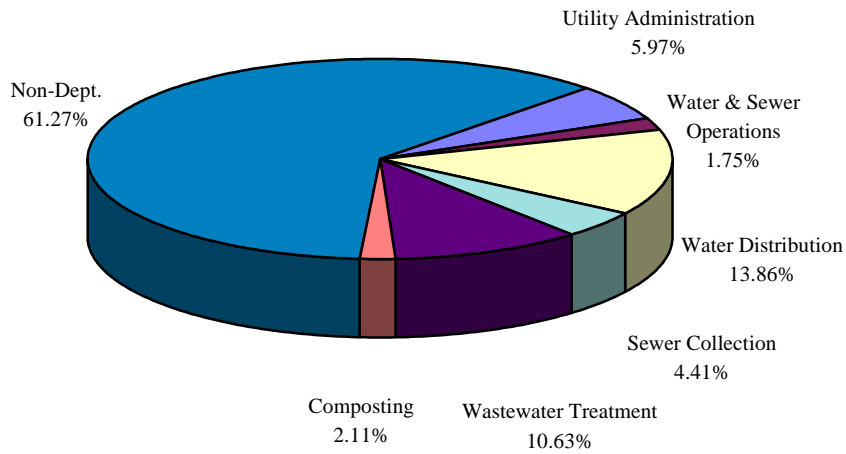
City of Copperas Cove, Texas
Water & Sewer Fund
Comparison of Fiscal Years 2003-04 and 2004-05 Budgeted Expenses
By Function

Fiscal Year 2003-04 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2003-04 were \$6,826,299.

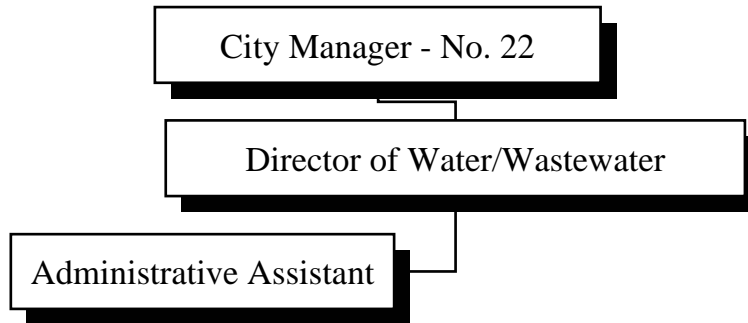
Fiscal Year 2004-05 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2004-05 are \$7,104,771.

City of Copperas Cove, Texas

Water & Sewer Operations Department No. 80



The mission of the Water and Wastewater Department is to ensure the best possible services are provided to the citizens of Copperas Cove in an effective and efficient manner while complying with Federal, State and City laws.

2.0 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WATER AND SEWER OPERATIONS
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

To administer the City's Wastewater, Composting, Water Distribution and Sewer Collection departments to ensure all Federal, State and local requirements are met and City policies and procedures are followed. To ensure departments operate effectively and as efficiently as possible within approved budgetary constraints. To recommend Capital Improvements needed to maintain quality services to citizens of Copperas Cove. To ensure the best possible service is provided the citizens of Copperas Cove.

ACCOMPLISHMENTS:

- * Successfully met all requirements for federal, state, and local requirements.
- * Compost facility operation running well and through advertising, sales of the product have improved to the point it is difficult to keep up with demand.
- * All departments maintaining effective and efficient operations.
- * Improved public relations and services to customers.
- * Personnel continued training for license/certification requirements.
- * Fourth year sewer rehabilitation projects completed.
- * Expansion of the Northeast Plant, increasing its capacity from .8 MGD to 2.5 MGD, is underway.
- * Improvements to the Northwest Plant, which will increase its capacity from 3.05 MGD to 4.0 MGD, are underway.
- * A model of the City's water system (Water Model) was completed.
- * New one million gallon water storage tank at Turkey Run.
- * Completed installation of new 30-inch water transmission line from Killeen to Copperas Cove.
- * Completed West Highway 190 sewer project.
- * Completed Wolfe Road sewer and Joe's Road water projects.
- * Completed Grimes Crossing water project.
- * Completed Meadowbrook sewer project.

OBJECTIVES:

- * Continue to administer operations within approved budgets.
- * Continue to ensure operations of all departments meeting or exceeding federal, state and local requirements.
- * Continue training of all personnel.
- * Continue to improve customer service and maintain positive public relations.
- * Educate citizens of compost operations and conduct tours.
- * Complete Phase I, Phase II and Phase III Water & Wastewater capital improvement projects.
- * Complete construction of the Northeast Wastewater Treatment Plant expansion and Northwest Wastewater Treatment Plant improvements.
- * Continue planning for future needs of the City using Comprehensive Plan and Water Model as a guide.
- * Complete West Highway 190 (CHOP) sewer project.
- * Complete Constitution sewer and water project.

PERFORMANCE INDICATORS:

- * The Water & Sewer Operations Department provides administrative assistance to the various departments it oversees. Each individual department maintains their own performance measurements.

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WATER & SEWER OPERATIONS DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 92,855	\$ 110,587	\$ 111,215	\$ 116,318
Personnel Support	-	-	-	-
Supplies	1,084	1,349	1,000	1,400
Repairs & Maintenance	195	450	200	500
Support Services	4,814	5,344	4,019	5,344
Designated Expenses	314	419	418	419
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ 99,261</u></u>	<u><u>\$ 118,149</u></u>	<u><u>\$ 116,852</u></u>	<u><u>\$ 123,981</u></u>

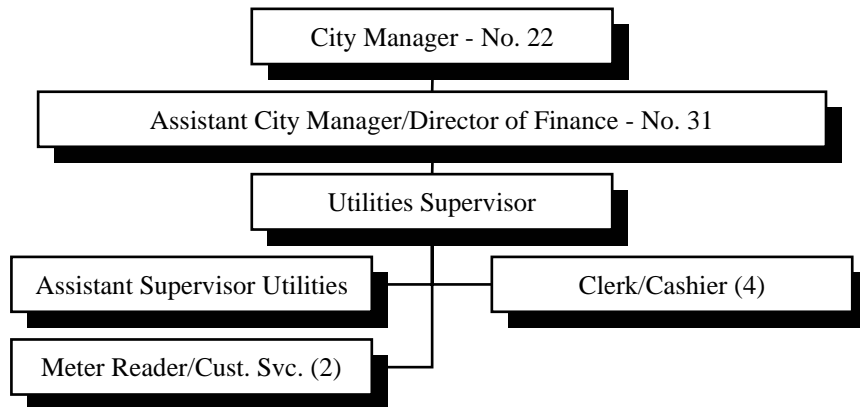
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Administrative Assistant	0.5	0.5	1	1
Director of Water/Wastewater	1	1	1	1
Total	<u><u>1.5</u></u>	<u><u>1.5</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

This department was created in fiscal year 2000-01.

City of Copperas Cove, Texas

Utility Administration Department No. 81



The mission of the Utility Administration Department is to provide quality service to all customers while maintaining an accurate and credible billing collection system.

8 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
UTILITY ADMINISTRATION DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Utility Administration Department is responsible for billing and collections related to water, wastewater, solid waste and drainage fees. Additionally, Utility Administration processes new accounts, disconnects, and requests for additional services related to City utilities. Utility Administration is also responsible for assessing and collecting penalties and late charges.

ACCOMPLISHMENTS:

- * Implemented new utility billing software.
- * Implemented "statement billing" for customers with multiple accounts.
- * Consolidated filing process.
- * Networked the Municipal Utilities facility.
- * Implemented automated cash receipts and cash drawers for all office personnel.
- * Implemented automated work order software.
- * Implemented automatic bill payment.

OBJECTIVES:

- * Remodel facility.
- * Implement on-line bill payment and account inquiry.
- * Implement bill payment acceptance at remote locations.
- * Implement recurring payment options for credit card customers.
- * Implement an accurate container numbering system with the Solid Waste Department.
- * Update handheld software.

PERFORMANCE INDICATORS:

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Late Charges Accessed:	\$290,725	\$311,744	\$303,757	\$284,402
Bills Mailed:	128,202	129,047	129,742	122,879
Second Notices Mailed:	35,555	34,305	40,000	33,363
Disconnect for Nonpayment:	7,871	1,932	1,467	1,088

Source: Utility Administration Department.

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
UTILITY ADMINISTRATION DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

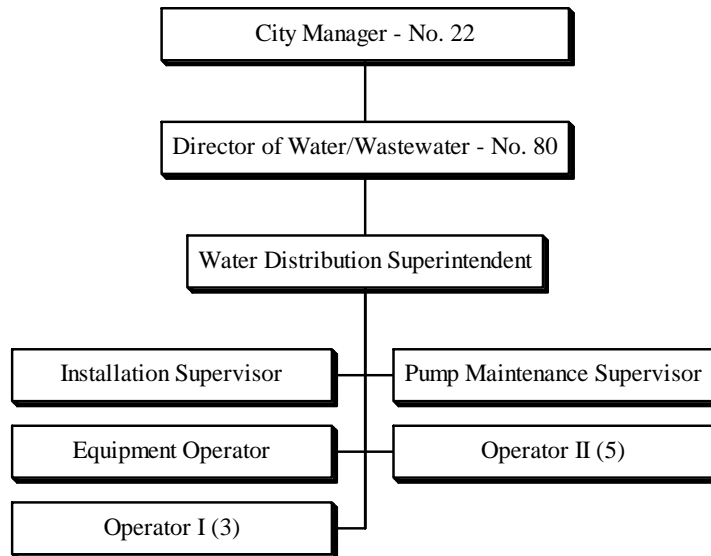
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 235,170	\$ 236,670	\$ 235,454	\$ 247,887
Personnel Support	-	-	-	-
Supplies	70,824	76,919	78,395	79,290
Repairs & Maintenance	4,927	19,280	17,650	19,000
Support Services	32,057	32,308	33,269	31,486
Designated Expenses	24,447	46,763	39,863	46,236
Capital Outlay & Improvements	1,324	-	-	-
Total	<u><u>\$ 368,749</u></u>	<u><u>\$ 411,940</u></u>	<u><u>\$ 404,631</u></u>	<u><u>\$ 423,899</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			Fy 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Assistant Utilities Supervisor	1	1	1	1
Cashier/Customer Service Rep.	1	1	1	1
Clerk/Cashier	3	4	4	4
Meter Reader/Customer Service Rep.	1	1	1	1
Utilities Supervisor	1	1	1	1
Total	<u><u>7</u></u>	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>8</u></u>

City of Copperas Cove, Texas

Water Distribution Department No. 82



12 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WATER DISTRIBUTION DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOAL:

To operate the City's Water Distribution system in compliance with applicable Federal and State Laws and to provide a safe, uninterrupted water supply to customers.

PROGRAM DESCRIPTIONS:

The Copperas Cove Water Department is responsible for the operations and maintenance of the City's water distribution system, meeting or exceeding compliance with applicable Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) rules and regulations. This department operates and maintains approximately 250 miles of water distribution lines, 12 water storage tanks, eight (8) pump/motor stations, and approximately 800 fire hydrants and 11,000 water meters.

This department is also responsible for reading all water meters on a timely basis and conducting required testing to ensure water quality standards are met for human consumption.

ACCOMPLISHMENTS:

- * Performed operations in compliance with applicable EPA/TCEQ rules and regulations and City policies.
- * Completed the 30" Transmission Line Project from Killeen to Copperas Cove.
- * Continue to maintain a "Superior Water System" rating recognized by TCEQ.
- * Published 2003 Consumer Confidence Report.
- * Had two water tanks inspected.
- * Has not issued any "Boil Water Notices" in over eight years, or had to restrict water usage.
- * Took lead/copper samples that are required every three years. Tested for THM's & HAA's every quarter as required. All samples well below the MCL's levels for each. Took monthly bacteriological water samples as required by TCEQ. Had two come back positive for coliform bacteria, took required repeats that came back negative. Will have taken 490 bacteriological samples by year's end.
- * Repaired and painted three chlorine buildings at Hughes Mt., Mican Mt., and Turkey Run Pump/Storage Facilities.
- * Completed Water Model of our water system that will enable us to plan for future expansion and troubleshoot problem spots within the system more effectively and precisely.
- * Completed 417 work orders.
- * Set 110 water meters for new construction and replaced 91 meters due to various problems.
- * Repaired 35 fire hydrants.
- * Completed 32 water taps of various sizes.
- * Repaired 32 water main breaks and 43 service line breaks.
- * Relocated 20 meter boxes from sidewalks/driveways. Tested 50 water meters for accuracy.
- * Hosted a Customer Service Inspection course and Back Flow Prevention course.
- * Completed a Vulnerability Assessment of our water system that was required by the amendment of the Safe Drinking Water Act under the section: Bio-Terrorism Preparedness Act of 2002.

OBJECTIVES:

- * Continue to perform operations within approved budget.
- * Continue to ensure water system meets or exceeds EPA/TCEQ requirements for a public water system.
- * Continue to provide courteous, quality service with limited interruptions of water service to our customers.
- * Continue training and certification of personnel.
- * Implementation of Water Model to enhance the capability of accurately solving and preventing problems within our water system.
- * Continue our 5 Year Water CIP plan to rehabilitate water storage tanks, upgrade existing water lines, installation of new water lines to provide better service, and to replace or rebuild pumps and motors to increase their efficiency while reducing electrical cost of operating them.
- * Continue updating water maps and SCADA system.

OBJECTIVES (continued)

- * Continue updating and enforcing our Backflow/Cross-Connection Ordinance, and our Drought Contingency Plan.
- * Read all water meters accurately and in a timely manner.
- * Prepare an emergency response plan by December 31, 2004 as required by EPA and TCEQ.
- * Continue to improve customer service and maintain positive public relations.

PERFORMANCE INDICATORS:

<u>YEAR</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>Projected</u> <u>2004</u>
No. of water meters for new construction	130	75	100	96	110
No. of water meters replaced	55	40	77	105	91
No. of water mains repaired	43	51	42	37	32
No. of service lines repaired	38	25	33	40	43
No. of fire hydrants repaired	62	46	30	20	35
No. of meters tested for accuracy	175	75	125	50	50
No. of meter boxes relocated from sidewalks/driveways	143	75	25	25	20
Water Line Upgrades	4	4	3	2	0
New Water Lines	0	1	0	2	1
Tanks Painted and Rehab.	0	3	0	1	0
New Tank	0	0	1	0	0
Pumps Replaced	1	0	0	2	0
Pumps Rebuilt	1	0	2	2	0
Motors Replaced	0	0	0	2	0
Motors Rebuilt	0	0	4	0	0

Source: Water Distribution Department.

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WATER DISTRIBUTION DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Salaries & Benefits	\$ 383,459	\$ 394,325	\$ 392,079
Personnel Support	-	-	-
Supplies	34,368	43,412	38,155
Repairs & Maintenance	94,255	112,613	89,704
Support Services	362,474	400,102	399,405
Designated Expenses	14,561	21,135	21,664
Capital Outlay & Improvements	37,242	3,051	3,049
Total	<u><u>\$ 926,359</u></u>	<u><u>\$ 974,638</u></u>	<u><u>\$ 944,056</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions		
	FY 2001-02	FY 2002-03	FY 2003-04
Equipment Operator	1	1	1
Installation Supervisor	1	1	1
Water Distr. Superintendent	0	1	1
Operator I	3	3	3
Operator II	7	5	5
Pump Maintenance Supervisor	1	1	1
Total	<u><u>13</u></u>	<u><u>12</u></u>	<u><u>12</u></u>

**Adopted
FY 2004-05**

\$ 413,832

-

48,736

85,500

414,981

22,000

-

\$ 985,049

FY 2004-05

1

1

1

3

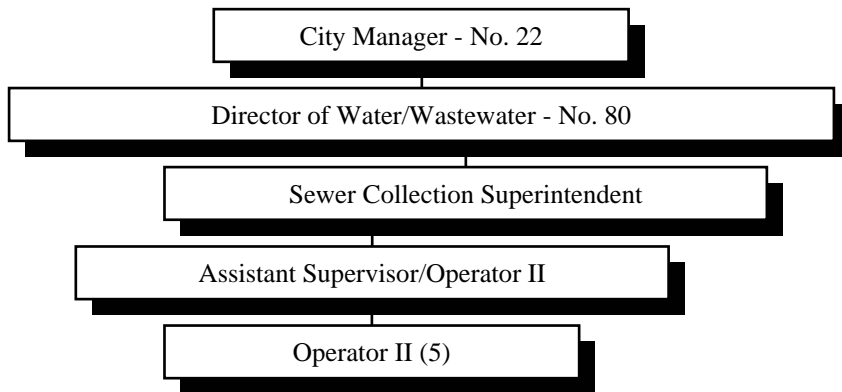
5

1

12

City of Copperas Cove, Texas

Sewer Collection Department No. 83



7 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
SEWER COLLECTION DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOAL:

The Sewer Collection Department operates and maintains the City's wastewater collection system in compliance with Texas Commission on Environmental Quality (TCEQ) rules through continued maintenance and repair (as needed) of lift stations, transmission lines and manholes.

PROGRAM DESCRIPTIONS:

Sewer Collection Departments maintains and repairs (as needed) approximately 225 miles of various size wastewater main and lateral lines, approximately 2,200 manholes and cleanouts and 13 sewer lift stations. Comply with Occupational Safety and Health Association (OSHA) and Texas Commission on Environmental Equality (TCEQ) requirements. Sewer Collection responds to all customer requests and assistance involving the wastewater collection system, provides 24-hour service to the public, inspects City sewer main utilizing the Closed Circuit Television System Track, record and maintain service records and water consumption of all maintenance and service calls performed. Provide assistance to various departments and contractors throughout the city.

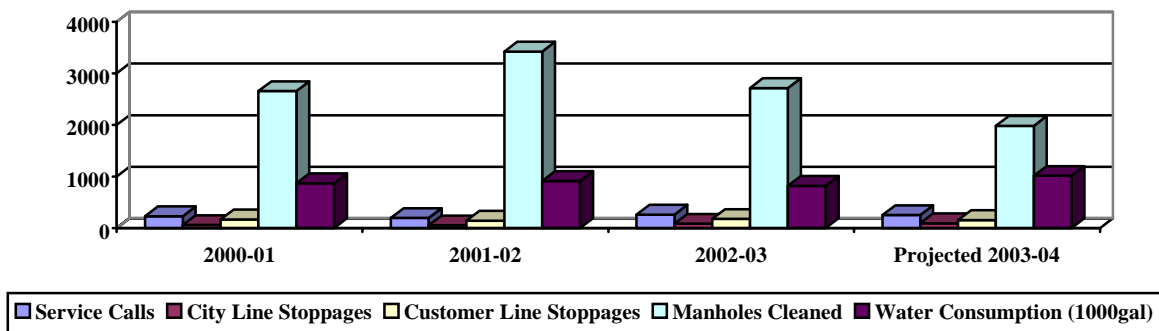
ACCOMPLISHMENTS:

- * Performed operations in accordance with established criteria
- * Responded to 148 service calls to date of which 56 were City stoppages and 92 were service lines.
- * Cleaned numerous City mains through 1,159 manholes.
- * Consumed 591,900 gallons of water through the operation of the VacCon.
- * Repaired 3 manholes at Walker Place Subdivision..
- * Repaired manhole off of Georgetown Road.
- * Raised manhole at Crossroads Animal Clinic.
- * Repaired City main at N. 17th and W. Avenue B.
- * Repaired service line at N. FM 116 and Washington.
- * Repaired service line at N. FM 116 and Avenue A.
- * Cleaned this department's 21 designated "hot spots".
- * Performed weekly servicing and cleaning of department's vehicles.
- * Assisted Drainage Department with installation of drainage box and pipes at Golf Course.
- * Assisted Cedar Grove Estates with sewer backup and lift station maintenance.
- * Installed drainage pipes at Solid Waste Department.
- * Conducted courtesy inspections of Smetana, Bell and Dewald projects.
- * Assisted Water Department with water line location and repairs at 203-206 Mesquite.
- * Walk-through inspection with Smetana for the activation of the Suja Lane, Big Divide and W. Highway 190 lift stations.
- * Secured electrical control panel at Mesquite West lift station.
- * Submitted work order for repair of W. Highway 190 Lift Station.
- * Submitted unauthorized discharge reports to TCEQ during City power outage and sewer spills.
- * Power outage caused by Dryden 2 and Fairbanks lift stations overflow; cleaned and disinfected affected area.
- * Repaired 15-inch sewer main at Golf Course.
- * Performed numerous sewer line spots throughout the year.
- * Assisted the 62nd Engineers with the sewer line and manhole installation for the Habitat for Humanity project.
- * Assisted the Northwest Wastewater Treatment Plant with the removal and installation of the blower assembly.
- * Installed sewer taps at 402 and 404 Bowden.
- * Reset breaker pump 2 at Dryden 1 lift station.
- * Re-primed pumps 1 and 2 at Mueller lift station, reinstalled check valve arm at Mueller West left station.
- * Conducted routine checks, services and general house cleaning to include grass cutting at all sewer lift stations throughout the City.

OBJECTIVES:

- * Increase manpower to enable this department to provide a more rapid and efficient service to the public and keep pace with the growth of the City and its expanding miles of sewer lines and quantity of manholes and lift stations. Also to allow for utilization of both VacCons and the Closed Circuit Underground Inspection System while providing daily routine services.
- * Continue to provide a clean and healthy environment for the citizens of Copperas Cove and public establishments of this City.
- * Continue to prevent fines imposed by Texas Commission on Environmental Quality (TCEQ) by intercepting unauthorized sewer discharge through an aggressive and intensive maintenance program.
- * Develop more educated, proficient and dedicated departmental Operators.
- * Accomplish certification requirements as prescribed by TCEQ.
- * Reduce service calls and City main backups through daily VacCon operations.
- * Repair City lines and manholes identified through closed circuit inspections.
- * Repair/upgrade sewer lift stations as needed.
- * Obtain a 1-1/2 ton truck with a 5,000 lb. crane to allow for this department to remove for repair and cleaning the 920 lb. submersible sewer pumps.
- * Establish a maintenance training program to enable operators to maintain their skills and knowledge of all the lift stations fundamentals both new and old.
- * Be able to offer incentives to retain our highly skilled, certified and dedicated Operators.
- * Establish an internal departmental award program for Operators who are and have been recognized for their expeditious and unselfish efforts in servicing our public.

PERFORMANCE INDICATORS:



Source: Sewer Collection Department.

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
SEWER COLLECTION DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

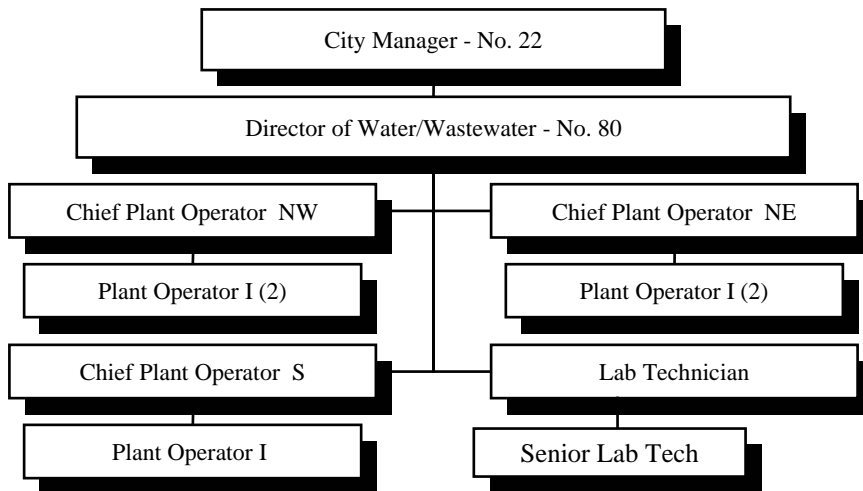
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 216,219	\$ 233,138	\$ 217,685	\$ 240,774
Personnel Support	-	-	-	-
Supplies	12,023	15,464	16,465	17,775
Repairs & Maintenance	22,933	30,200	28,510	30,000
Support Services	14,100	20,275	20,392	21,000
Designated Expenses	45,168	21,901	21,053	3,680
Capital Outlay & Improvements	32,826	29,840	42,706	-
Total	<u><u>\$ 343,268</u></u>	<u><u>\$ 350,818</u></u>	<u><u>\$ 346,811</u></u>	<u><u>\$ 313,229</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05
Supervisor/Operator	1	1	1	1
Assistant Supervisor/Operator II	1	1	1	1
Operator II	5	5	5	5
Total	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>

City of Copperas Cove, Texas

Wastewater Treatment Department No. 84



10 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WASTEWATER TREATMENT DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOAL:

To operate the City's three Wastewater Treatment facilities in compliance with applicable Federal and State laws and to maintain those facilities in the most effective and efficient manner possible.

PROGRAM DESCRIPTIONS:

The Wastewater Treatment Department operates and maintains three Wastewater Treatment facilities with a total permitted daily flow capacity of 9.0 million gallons per day (MGD) in accordance with laws, established rules and permit requirements issued by the Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ). This department also renders required reports and maintains appropriate records and files in compliance with Federal and State permit requirements and laws.

ACCOMPLISHMENTS:

- * Operated the City's three wastewater treatment facilities in accordance with Federal and State permit requirements.
- * Performed laboratory quality control testing with superior results.
- * Received annual inspections from both EPA and TCEQ on all three plants with no major deficiencies.
- * Continued operator training to insure required State certifications are obtained and maintained.
- * Operated three treatment plants with no unauthorized discharges or spills of wastewater.
- * Started construction for the expansion of the Northeast and modifications to the Northwest plants that when completed will increase the City's treatment capacity from 6.35 to 9.0 MGD.
- * Started planning for reuse of effluent from the Northeast Plant to irrigate the Golf Course.

OBJECTIVES:

- * Continued operations of the City's wastewater treatment facilities in compliance with all laws, rules and permit requirements of EPA and TCEQ.
- * Continue and complete expansion of the Northeast Plant and modifications to the Northwest Plant.
- * Upgrade and expand the Northeast Plant to 2.5 MGD and eliminate the diversion lift station.
- * Modify the Northwest Plant for greater efficiency and to facilitate the increased permitted flow of 4.0 million gallons per day.
- * Endeavor to reduce operational costs through effective and efficient operational techniques.
- * Continue operator training to maintain State requirements and employee professionalism.
- * Design and install effluent reuse facilities at the Hills of Cove Golf Course to reduce/eliminate the use of potable water for irrigation.

PERFORMANCE INDICATORS:

Compliance with State and Federal Regulations	1999-2000	2000-2001	2001-2002	2002-2003	Projected 2003-2004
	Yes	Yes	Yes	1 violation	Yes

Source: Wastewater Treatment Department

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WASTEWATER TREATMENT DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

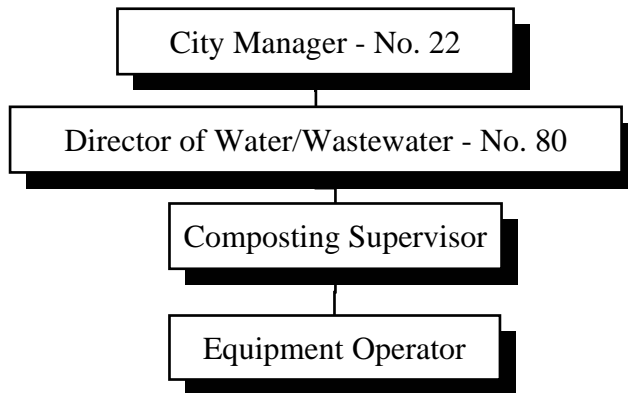
Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 329,629	\$ 346,513	\$ 333,867	\$ 361,750
Personnel Support	-	-	-	-
Supplies	51,564	43,700	49,856	53,328
Repairs & Maintenance	70,173	49,559	48,000	50,000
Support Services	228,765	276,315	271,660	240,000
Designated Expenses	38,061	55,608	53,917	50,500
Capital Outlay & Improvements	3,405	17,946	15,712	-
Total	<u><u>\$ 721,597</u></u>	<u><u>\$ 789,641</u></u>	<u><u>\$ 773,012</u></u>	<u><u>\$ 755,578</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Chief Plant Operator	3	3	3	3
Plant Operator I	6	6	6	6
Lab Technician	1	1	1	1
Composting Operator	0	0	0	0
Director of Water/Wastewater	0	0	0	0
Administrative Assistant	0	0	0	0
Total	<u><u>10</u></u>	<u><u>10</u></u>	<u><u>10</u></u>	<u><u>10</u></u>

City of Copperas Cove, Texas

Composting Department No. 84-01



The mission of the Composting Department is to effectively and efficiently operate the City's Compost Facility providing compost for Citizens and the City's use while complying with all Federal, State and City laws.

2 Full Time Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
COMPOSTING DEPARTMENT
FISCAL YEAR 2004-05**

DEPARTMENT GOALS:

The goal of the Composting Department is to operate the Composting Facility in accordance with the rules set forth in Municipal Solid Waste Registration MSW-#42017, and to do so in the most effective and efficient manner.

PROGRAM DESCRIPTIONS:

The Composting Department is responsible for operating and maintaining the Compost Facility in accordance with the rules and requirements issued by the Texas Commission on Environmental Quality (TCEQ), and contained within MSW-42017. The Composting Department also maintains appropriate records and files and submits required reports.

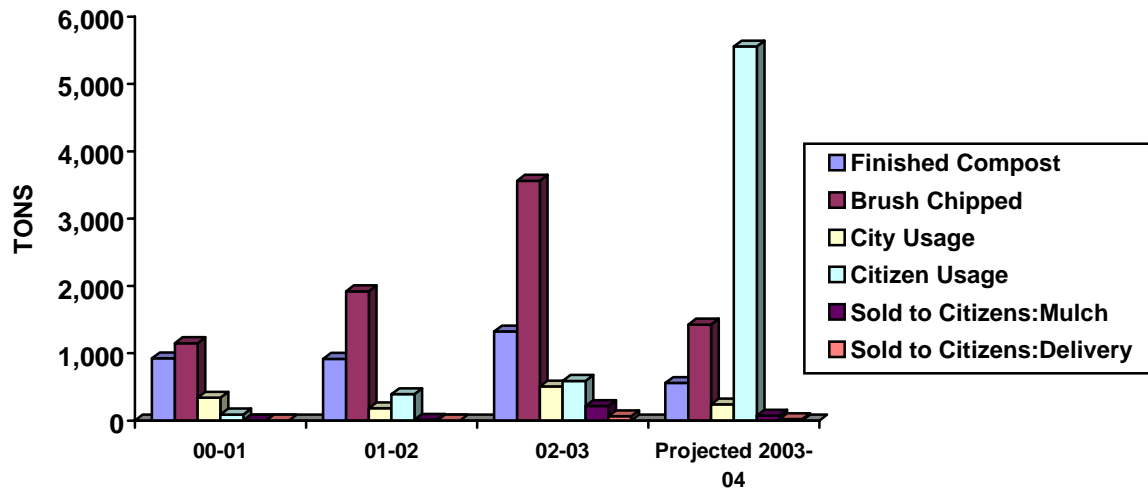
ACCOMPLISHMENTS:

- * Increased the awareness of the City of Copperas Cove Compost/Mulch by advertising and presentations. The volume of Compost/Mulch on hand has greatly increased in quantity and also sales to citizens to include City usage.
- * Increased sales for both compost and mulch to the citizens of Copperas Cove.
- * Gave slide presentation to the citizens twice annually at the Solid Waste Department for the Fall and Spring Compost and Mulch Awareness Program. This was a boost for the sales of the compost.
- * Presented a display of the City's composting and mulching products at the Taste of Cove Event.
- * Obtained the required license and certification required (Solid Waste Management Class "C" and Composting Camp) for compost operation.
- * Kept information updated on the City's web page. Showed the operation from beginning to the end process of Cove Compost.
- * Complied with TCEQ rules and regulations. Testing of all compost product and met all requirements.
- * Exceeded volume sales of compost and mulch to the public by 110%.
- * Implemented a delivery service of compost and mulch to the citizens within the city limits; this benefited the citizens with great results for the service.
- * Operated the Compost Facility by controlling litter, separating stockpiles to prevent fire spread, and controlling vector and odors.
- * Performed daily safety inspections and other periodic inspections. Equipment kept free of debris and spillage.
- * Kept entrance area clean and neat in appearance, with adequate signage and directions; access ways are easily understood; adequate material screening.

OBJECTIVES:

- * Operate the Compost Facility in accordance with rules and requirements set forth in MSW-42017 and TCEQ regulations 312.1 thru 332.75, also EPA Title 40 regulations.
- * Operate the Compost Facility in the most economical and efficient manner as possible to minimize cost without lowering production.
- * Produce a product of Compost/Mulch that is safe for the City to market and for our citizens to use.
- * Continue to increase the product awareness by teaming up with the Solid Waste Recycling Program through seminars and school presentations.
- * Increase manpower to assist in operations and expanding demand of Compost/Mulch product.
- * Continue to prevent fines by TCEQ and EPA and manage the facility through an aggressive and intensive maintenance program.
- * Develop more educated and proficient operators through continuous training.
- * Accomplish certification requirements as prescribed by TCEQ.
- * Upgrade composting equipment to allow for increased product volume and to minimize down time due to maintenance and breakdowns.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
COMPOSTING DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 60,392	\$ 61,663	\$ 64,085	\$ 70,849
Personnel Support	-	-	-	
Supplies	7,827	8,710	8,820	11,270
Repairs & Maintenance	11,892	21,086	18,000	21,000
Support Services	4,789	6,445	6,321	6,845
Designated Expenses	39,429	40,695	40,664	39,721
Capital Outlay & Improvements	4,300	-	-	-
Total	<u>\$ 128,628</u>	<u>\$ 138,599</u>	<u>\$ 137,890</u>	<u>\$ 149,685</u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Composting Operator	1	2	1	1
Equipment Operator	1	0	1	1
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
NON-DEPARTMENTAL
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	588	-	-	-
Repairs & Maintenance	9,070	-	5,520	-
Support Services	37,126	33,300	41,926	16,800
Designated Expenses	3,773,267	4,009,214	4,032,453	4,336,550
Capital Outlay & Improvements	17,696	-	1,943	-
Total	<u><u>\$ 3,837,746</u></u>	<u><u>\$ 4,042,514</u></u>	<u><u>\$ 4,081,842</u></u>	<u><u>\$ 4,353,350</u></u>

Note: Designated expenses is made up of water purchases, administrative reimbursements and debt service payments.

Copperas Cove, Texas

SOLID WASTE FUND

The Solid Waste Fund is one of the three enterprise funds that the City of Copperas Cove utilizes in accounting for services provided to citizens. The Governmental Accounting Standards Board *Codification*, Section 1300.104, states that “the enterprise fund type may be used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance public policy, management control, accountability, or other purposes.” These funds are not required by GASB, but are permitted.

The City of Copperas Cove’s Solid Waste Fund accounts for all expenses incurred and revenues earned in the process of providing solid waste collection and disposal services to the public. Organizationally, this fund is divided into six departments; solid waste operations, solid waste collection-residential, solid waste collection-recycling, solid waste collection-brush, solid waste collection-commercial, and solid waste disposal. In addition, this fund accounts for expenses incurred from the repayment of revenue debt as well as interfund transfers to the General Fund for reimbursement of administrative expenditures.

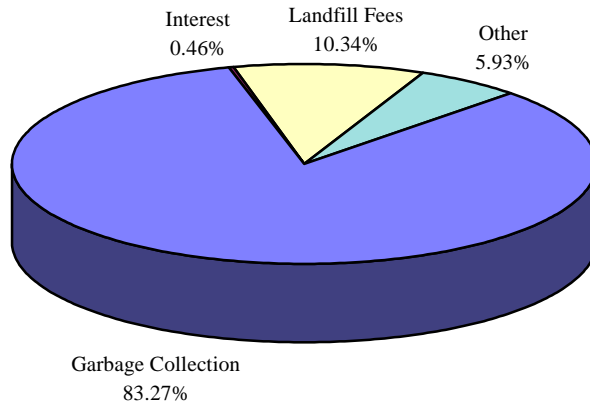
The City Built for Family Living

CITY OF COPPERAS COVE, TEXAS
FISCAL YEAR 2004-05 ADOPTED BUDGET
SOLID WASTE FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 484,218	\$ 482,911	\$ 461,941	\$ 150,656
Capital Improvement Reserve	-	-	-	-
TOTAL BEGINNING FUND BALANCE	\$ 484,218	\$ 482,911	\$ 461,941	\$ 150,656
REVENUES:				
Garbage Collection Fees	\$ 1,974,725	\$ 2,000,000	\$ 1,978,057	\$ 2,030,000
Senior Discount	(28,212)	(28,000)	(31,175)	(31,000)
Sanitary Landfill Fees	229,206	245,000	252,076	252,000
Recycling Proceeds	25,646	20,000	28,000	30,000
Sale of Kraft Bags	6,979	11,000	7,400	7,500
Sale of Scrap Metal	2,411	1,500	3,400	3,500
Subtotal	<u>\$ 2,210,755</u>	<u>\$ 2,249,500</u>	<u>\$ 2,237,758</u>	<u>\$ 2,292,000</u>
Interest Revenue	\$ 9,273	\$ 11,000	\$ 5,306	\$ 5,300
Late Charge for Billing	94,994	100,000	80,000	85,000
Sale of City Property & Equip	-	-	-	-
Advance to Water & Sewer Fund	61,200	-	-	-
Miscellaneous Revenues	8,832	8,000	12,650	10,000
Subtotal	<u>\$ 174,299</u>	<u>\$ 119,000</u>	<u>\$ 97,956</u>	<u>\$ 100,300</u>
TOTAL REVENUES	<u>\$ 2,385,054</u>	<u>\$ 2,368,500</u>	<u>\$ 2,335,714</u>	<u>\$ 2,392,300</u>
EXPENSES:				
Solid Waste Operations	\$ 112,115	\$ 133,028	\$ 128,061	\$ 137,783
Solid Waste Collection - Residential	211,553	225,036	229,518	224,315
Solid Waste Collection - Recycling	113,394	112,028	113,654	127,402
Solid Waste Collection - Brush	89,395	108,577	104,193	111,403
Solid Waste Collection - Commercial	169,975	169,516	168,641	176,738
KCCB	-	11,475	11,475	16,725
Solid Waste Disposal	760,193	775,204	807,945	799,536
Non-Departmental	950,706	1,082,370	1,083,512	527,150
TOTAL EXPENSES	<u>\$ 2,407,331</u>	<u>\$ 2,617,234</u>	<u>\$ 2,646,999</u>	<u>\$ 2,121,052</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 461,941	\$ 234,177	\$ 150,656	\$ 421,904
Capital Improvement Reserve	-	-	-	-
TOTAL ENDING FUND BALANCE	<u>\$ 461,941</u>	<u>\$ 234,177</u>	<u>\$ 150,656</u>	<u>\$ 421,904</u>
IDEAL FUND BALANCE	\$ 601,833	\$ 654,309	\$ 661,750	\$ 530,263
ADJUSTED IDEAL FUND BALANCE	\$ 601,833	\$ 654,309	\$ 661,750	\$ 530,263
OVER (UNDER) IDEAL FUND BALANCE	\$ (139,892)	\$ (420,132)	\$ (511,095)	\$ (108,359)

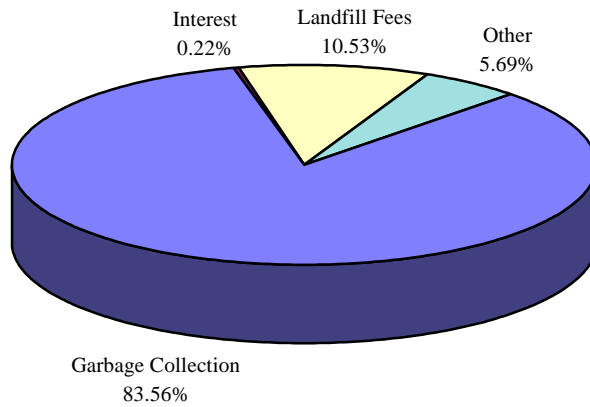
City of Copperas Cove, Texas
Solid Waste Fund
Comparison of Fiscal Years 2003-04 and 2004-05 Budgeted Revenues
By Source

Fiscal Year 2003-04 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2003-04 were \$2,368,500.

Fiscal Year 2004-05 Budgeted Revenues



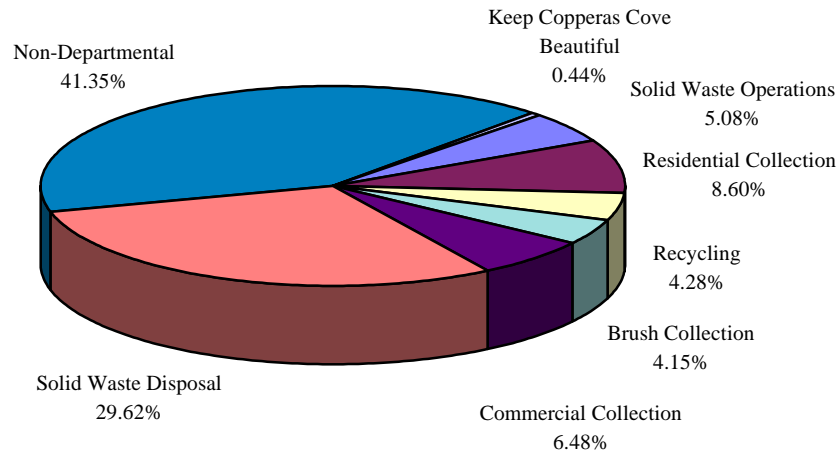
Total Budgeted Revenues for Fiscal Year 2004-05 are \$2,392,300.

City of Copperas Cove, Texas

Solid Waste Fund

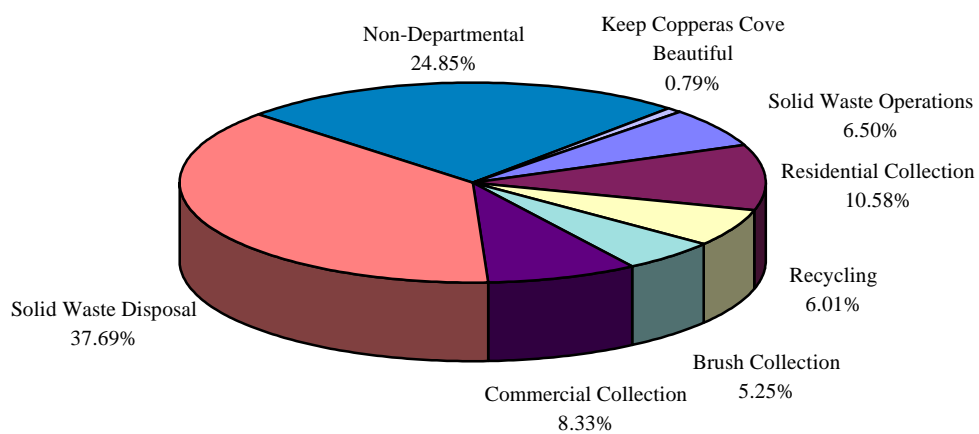
Comparison of Fiscal Years 2003-04 and 2004-05 Budgeted Expenses By Function

Fiscal Year 2003-04 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2003-04 were \$2,617,234.

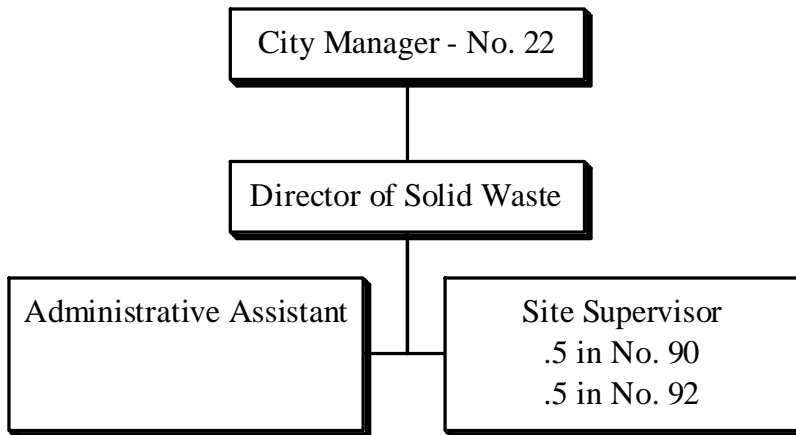
Fiscal Year 2004-05 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2004-05 are \$2,121,052.

City of Copperas Cove, Texas

Solid Waste Operations Department No. 90



The mission of the Solid Waste Operations Department is to provide the citizens of Copperas Cove an integrated solid waste management system that provides for collection and disposal of residential trash, brush, yard waste, and recyclables in a managed format that is timely, safe, efficient, and in compliance with Federal, State and City laws.

2.5 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE OPERATIONS DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Administration Department is responsible for managing municipal solid waste. The Department's major responsibilities include:

- * Programs designed to encourage residents to generate less waste.
- * Collecting residential solid waste once a week throughout the City.
- * Collecting recyclable materials at curbside and drop-off sites.
- * Collection of curbside brush and bulky items.
- * Collecting commercial solid waste.
- * Increase commercial recycling programs.
- * Participating in two citywide clean-up events and Texas Recycles Day.

The Division also offers educational assistance in topics relating to recycling, litter, litter control and prevention through various clean up and State grant programs.

ACCOMPLISHMENTS:

- * Enhanced filing system by tracking calls in each division.
- * Enhanced tracking system for containers not out.
- * Enhanced cost tracking system for excess fees.
- * Enhanced container delivery system.
- * Worked with S.W.A.C on regional Solid Waste Plan.
- * Improve department productivity and morale through positive communications and training.
- * Continuing coordination between departments and local community groups.
- * Enhanced excess Solid Waste tracking system for monthly receipts, City vehicle loads and T.D.S truck load summary.
- * Established with Central Texas Council of Governments second Hazardous Waste Clean-up Events throughout the seven counties region.
- * Established safety training program, and driver awareness training.

OBJECTIVES:

- * Maintain the highest quality of service for all customers of this department whether their needs are residential, recycling, brush, commercial, or any other special service.
- * Continue to implement incentive programs to create a "work smarter and safer job site".
- * Implementation of a detailed productivity and cost tracking system providing information necessary to effect a change from "hard-working" to a "smart working" approach to residential and commercial collection.
- * Split collection routes from eight routes to ten routes to lessen number of households collected daily. This will enhance the ability of the Solid Waste Department to handle the growth in residential, recycling, and brush routes.
- * Maintain Municipal Solid Waste License Class "A".
- * Continue training through Texas Commission on Environmental Quality (TCEQ) and Solid Waste Association of North America (SWANA).

PERFORMANCE INDICATORS:

- * The Solid Waste Operations Department provides administrative assistance to the various departments it oversees. Each individual department maintains their own performance measurements.

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE OPERATIONS DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 98,043	\$ 116,966	\$ 112,575	\$ 123,144
Personnel Support	-	-	-	-
Supplies	3,604	2,765	2,450	2,520
Repairs & Maintenance	641	2,458	2,148	1,000
Support Services	6,767	8,169	8,218	8,622
Designated Expenses	1,726	2,670	2,670	2,497
Capital Outlay & Improvements	1,334	-	-	-
Total	<u><u>\$ 112,115</u></u>	<u><u>\$ 133,028</u></u>	<u><u>\$ 128,061</u></u>	<u><u>\$ 137,783</u></u>

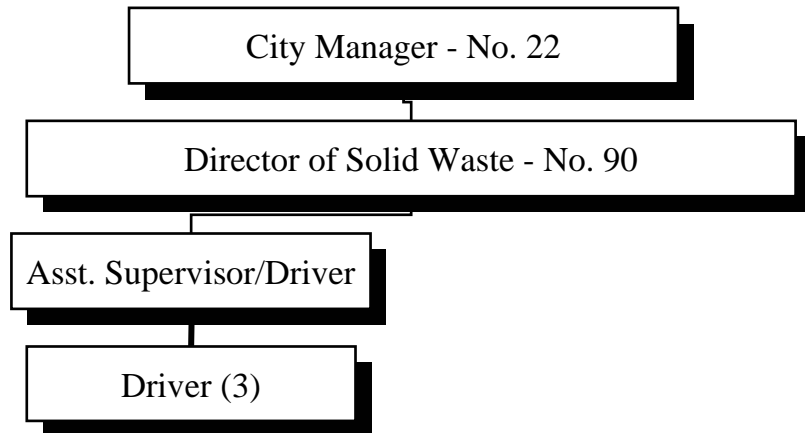
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Administrative Assistant	1	1	1	1
Director of Solid Waste	1	1	1	1
Site Supervisor	1	0.5	0.5	0.5
Total	<u><u>3</u></u>	<u><u>2.5</u></u>	<u><u>2.5</u></u>	<u><u>2.5</u></u>

This department was created in fiscal year 2000-01.

City of Copperas Cove, Texas

Solid Waste Collection - Residential Department No. 91-01



4 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - RESIDENTIAL DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Solid Waste Residential Department assists in ensuring the public health and safety of the community by providing once a week collection of residential garbage to all single and multi-family residences. Through the provision of timely, consistent, high quality service at a reasonable cost, the appearance and quality of life in the community is enhanced, contributing to the creation and maintenance of a healthy, esthetically pleasing environment.

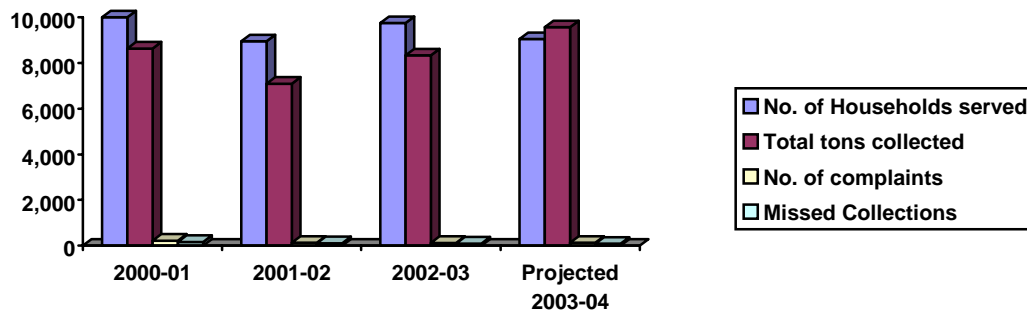
ACCOMPLISHMENTS:

- * Maintained record keeping of all missed stops, extra charges and container deliveries.
- * Participated in National Night Out, Downtown Association Halloween Event and Texas Recycles Day Event.
- * Cross-trained other Solid Waste employees on residential routes.
- * Participated in two city-wide clean-up events.
- * Established safety training within the division through the use of video tapes. The subjects of the video tapes are Safe Driving for Sanitation Trucks, Fire Extinguisher Safety, and Refuse Collection Safety.
- * John Mantanona obtained a Solid Waste "C" certification.

OBJECTIVES:

- * Offer additional training to promote driver awareness.
- * Maintain the highest quality of customer service. This is rated by the number of calls generated within this division.
- * Split collection route from four to five routes to lessen number of households collected daily.
- * Maintain professional driving and work safety.

PERFORMANCE INDICATORS:



Accidents	2000-01	2001-02	2002-03	Projected 2003-04
Mileage Driven	N/A	26,000	26,000	27,500
Employee Accidents	N/A	0	1	0
Vehicle Accidents	N/A	0	1	2

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - RESIDENTIAL DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 126,997	\$ 131,011	\$ 125,913	\$ 133,671
Personnel Support	-	-	-	-
Supplies	18,112	16,088	22,557	23,090
Repairs & Maintenance	28,698	37,082	40,041	30,000
Support Services	2,204	3,877	3,864	2,476
Designated Expenses	35,026	35,958	36,123	33,878
Capital Outlay & Improvements	517	1,020	1,020	1,200
Total	<u><u>\$ 211,553</u></u>	<u><u>\$ 225,036</u></u>	<u><u>\$ 229,518</u></u>	<u><u>\$ 224,315</u></u>

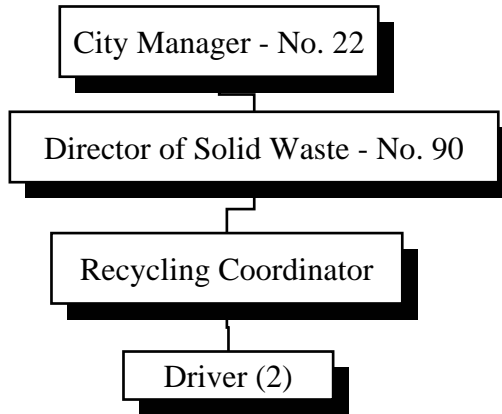
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Assistant Supervisor/Driver	1	1	1	1
Driver	2	1	1	3
Worker	3	2	2	0
Total	<u><u>6</u></u>	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4</u></u>

This department was created in fiscal year 2000-01.

City of Copperas Cove, Texas

Solid Waste Collection - Recycling Department No. 91-02



3 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION – RECYCLING DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Recycling Department provides bi-weekly citywide curbside collection of recyclable materials, operates two drop off sites, and a recycling center. These services help meet the community’s desire for Solid Waste management options which provide an alternative to land filling.

ACCOMPLISHMENTS:

- * Enhanced working relationship with the Copperas Cove Independent School District by giving various presentations and hosting field trips to the Solid Waste Operational Facility.
- * Participated in events held by the Downtown Association, Texas Recycles Day, Earth Day, Taste of Cove Activities, and the City’s Health Fair.
- * Held two citywide clean-up events.
- * Participated in the Central Texas Council of Governments Earth Fair.
- * Held two compost seminars in conjunction with the Compost Department. We gave away ten compost bins and literature on composting.
- * Enhanced commercial recycling program.
- * Received recertification as a Recycling Manager from the Solid Waste Association of North America. Certification is valid until February, 2007.
- * Established safety training within the division through the use of video tapes. The subjects of the video are Safe Driving for Sanitation Trucks, Fire Extinguisher Safety, and Refuse Collection Safety.
- * Assisted Coryell County on establishing their recycling program.
- * Assisted in establishing a survey for Solid Waste services.
- * Increased the diversion rate by 1%.

OBJECTIVES:

- * Operate and maintain all drop-off sites in accordance with all regulatory requirements.
- * Continue to provide service to over 10,000 households.
- * Enhance commercial recycling program.
- * Enhance residential recycling program by adding additional commodities.
- * Continue to educate citizens on recycling program benefits through City-wide activities, such as Earth Day and Texas Recycles events
- * Enhance the partnership with the Copperas Cove Independent School District through school presentations and hosting more field trips to the Solid Waste Operational Center.
- * Host citywide clean-up events.
- * Host compost classes in conjunction with the Compost Department.
- * Visit other Texas recycling facilities.
- * Strive for an additional 1% in diversions.
- * Maintain professional driving and work safety records.

PERFORMANCE INDICATORS:

Trend Descriptions:	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>Projected 2003-04</u>
Recyclables Collected				
* curbside	307 tons	310 tons	416 tons	381 tons
* drop-off sites	58 tons	109 tons	103 tons	143 tons
* scrap metal	81 tons	146 tons	176 tons	191 tons
Savings Diverted				
* curbside	\$8,381	\$8,463	\$11,356	\$10,411
* drop-off sites	\$1,583	\$2,976	\$2,811	\$3,898
* scrap metal	\$2,211	\$3,986	\$4,804	\$5,209
% of Solid Waste Diverted	3%	4%	5%	6%
Revenue from sale of recyclable	\$17,170	\$15,000	\$25,261	\$32,366
Monthly set-out-rate	15%	20%	18%	15%
Number of special projects	2	4	4	4

Performance Indicators (continued)	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>Projected 2003-04</u>
Used-oil collected	948 gal	930 gal	577 gal	350 gal
Accidents				
- Mileage Driven	N/A	29,000	29,000	29,290
- Employee Accidents	N/A	0	0	0
- Vehicle Accidents	N/A	0	0	0
- Equipment Accidents	N/A	0	0	1

Source: Solid Waste Department

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - RECYCLING DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 81,756	\$ 92,200	\$ 92,161	\$ 97,022
Personnel Support	-	-	-	-
Supplies	17,350	10,734	11,824	12,563
Repairs & Maintenance	7,327	5,085	5,805	5,900
Support Services	6,903	2,743	2,499	4,717
Designated Expenses	58	246	345	1,200
Capital Outlay & Improvements	-	1,020	1,020	6,000
Total	<u><u>\$ 113,394</u></u>	<u><u>\$ 112,028</u></u>	<u><u>\$ 113,654</u></u>	<u><u>\$ 127,402</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Recycling Coordinator	1	1	1	1
Worker	1	1	1	1
Driver	1	1	1	1
Total	<u><u>3</u></u>	<u><u>3</u></u>	<u><u>3</u></u>	<u><u>3</u></u>

This department was created in fiscal year 2000-01.

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION – KCCB
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The mission of Keep Copperas Cove Beautiful is to empower the citizens of Copperas Cove through education and community action to take responsibility for enhancing our community environment.

ACCOMPLISHMENTS:

- * Participated in seven clean-up events such as Make a Difference Day, Texas Recycles Day, the Great American Clean-up, Don't Mess with Texas.
- * Refurbished the entry way signs with drought tolerant plants.
- * Sought out and received a TxDOT cost share grant for trees and a sprinkler system along Avenue D.
- * Established Yard/Business of the Month program.
- * Established the Adopt-a-Spot Program.
- * Worked with the Railroad Commission to have redundant tracks removed on 1st Street, 7th Street and Main Street.
- * Held an appreciation luncheon for the Solid Waste Department.
- * Worked closely with Code Enforcement on issues of graffiti, grass and weed violations, junked cars, and sign issues.
- * Established and maintained partnerships with the Chamber, EDC, CCISD, Downtown Association, various civic groups, private entities, media and Solid Waste partners.
- * Held two fundraisers – a T-shirt sale and calendar sale. The two netted \$2,879.53.
- * Sponsored a Texas Recycles Day poster contest for the elementary schools. Had 100 entries and turned winners' artwork into a calendar.
- * Sent out quarterly newsletters to utility customers.
- * Participated in the Task Force Iron Horse event on Fort Hood.
- * Participated in the Veteran's Day Parade.

OBJECTIVES:

- * Continue clean-up events throughout the year.
- * Establish the Neighborhood Cost Share Grant Program.
- * Enhance relationships with local government, Chamber, EDC, Downtown Association, CCISD, civic groups, private entities, media and Solid Waste partners.
- * Establish a membership drive program to help generate funding.
- * Host fundraising events to help generate funding.
- * Enhance relationship with Code Enforcement.
- * Establish the Waste in Place Program in CCISD.
- * Sponsor second Texas Recycles Day poster contest.
- * Continue with the Yard/Business of the month program.
- * Continue with the Adopt-a-Spot Program
- * Continue with the refurbishment of the downtown area.
- * Establish certification with Keep America Beautiful.
- * Establish a web site for KCCB.
- * Establish a more comprehensive litter education campaign.

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - KEEP COPPERAS COVE BEAUTIFUL (KCCB)
FISCAL YEAR 2004-05**

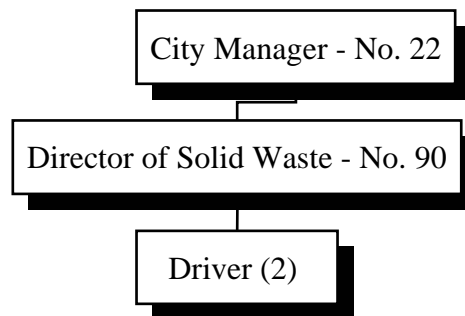
EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	-	7,892	7,100	10,550
Repairs & Maintenance	-	-	-	-
Support Services	-	2,913	4,375	6,175
Designated Expenses	-	670	-	-
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ -</u></u>	<u><u>\$ 11,475</u></u>	<u><u>\$ 11,475</u></u>	<u><u>\$ 16,725</u></u>

This department was created in fiscal year 2002-03

City of Copperas Cove, Texas

Solid Waste Collection - Brush Department No. 91-03



2 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - BRUSH DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Solid Waste Brush Department provides bi-weekly collection of residential yard waste, brush, appliances, furniture, and other bulky items that are too large to fit in trash containers. By providing a means of disposing of these items in a frequent and consistent schedule, neighborhood quality is maintained and improved, and illegal dumping is minimized. The creation and maintenance of a healthy, aesthetically pleasing environment will aid in the attraction and expansion of business.

ACCOMPLISHMENTS:

- * Cross-trained other Solid Waste employees on collection routes.
- * Participated in two city-wide clean-up events.
- * Participated in Texas Recycles Day.
- * Began sale of bio-degradable plastic compost bags.
- * Conducted safety awareness training with TML videos: Safe Driving for Sanitation Trucks, Fire Extinguisher Safety, and Refuse Collection Safety.
- * Put new brush truck into service.
- * Switched old brush truck to pick up bulk items.

OBJECTIVES:

- * Enhance the “Don’t Bag It Program” through education and compost classes.
- * Offer employees additional training to promote driver awareness.
- * Maintain the highest quality of customer service.
- * Spilt brush routes from eight routes to ten routes to lessen number of households collected daily.

PERFORMANCE INDICATORS:

Description	2000-01	2001-02	2002-03	Projected 2003-04
Number of Bags Sold	25,995	31,380	22,970	30,105
Tons of Brush Disposed	1,026	996	1,260	1,261
Tons of Junk Collected	684	672	684	865
Savings Diverted:Brush	\$28,010	\$27,191	\$34,398	\$34,425
Accidents				
Mileage	N/A	25,000	25,000	26,450
Employee Accidents	N/A	3	1	2
Vehicle Accidents	N/A	3	0	1

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - BRUSH DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 62,555	\$ 62,016	\$ 54,890	\$ 60,392
Personnel Support	-	-	-	-
Supplies	17,158	16,903	18,477	17,102
Repairs & Maintenance	7,621	5,210	6,715	6,000
Support Services	2,061	2,255	1,920	1,772
Designated Expenses	-	21,173	21,171	24,937
Capital Outlay & Improvements	-	1,020	1,020	1,200
Total	<u><u>\$ 89,395</u></u>	<u><u>\$ 108,577</u></u>	<u><u>\$ 104,193</u></u>	<u><u>\$ 111,403</u></u>

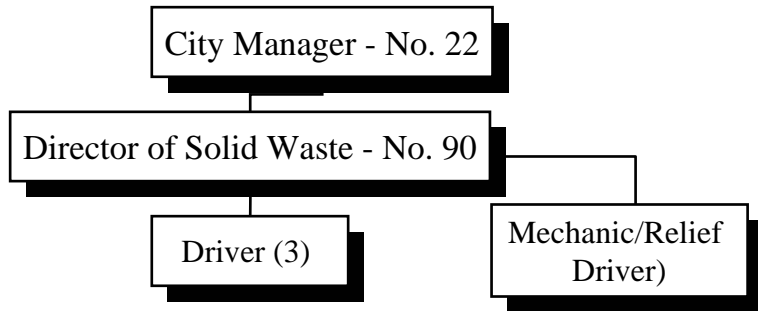
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Driver	1	1	1	1
Worker	1	1	1	1
Total	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

This department was created in fiscal year 2000-01.

City of Copperas Cove, Texas

Solid Waste Collection - Commercial Department No. 91-04



4 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - COMMERCIAL DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Solid Waste Commercial Department provides a variety of collection and recycling options to Copperas Cove's businesses. The department offers a variety of container types and sizes for trash and recycling needs. Availability of these services at a significantly lower cost than private sector waste haulers contributes to the creation of an attractive business environment.

ACCOMPLISHMENTS:

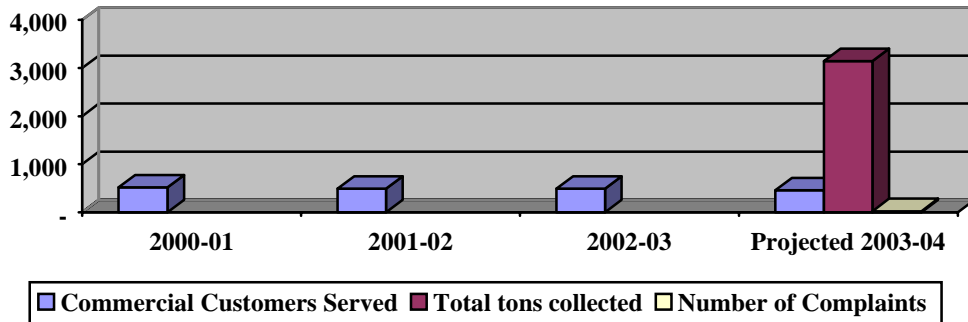
- * Helped enhance commercial recycling.
- * Cross-trained other Solid Waste employees on the collection route.
- * Conducted safety awareness training with TML videos: Safe Driving for Sanitation Trucks, Fire Extinguisher Safety, and Refuse Collection Safety.
- * Obtained approval to switch the City's commercial customers to a front load system.

OBJECTIVES:

- * Enhance commercial recycling program.
- * Offer additional training to promote driver awareness.
- * Maintain the highest quality of customer service.

PERFORMANCE INDICATORS:

Commercial Service



**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - COMMERCIAL DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 140,528	\$ 143,778	\$ 141,506	\$ 121,173
Personnel Support	-	-	-	-
Supplies	8,046	6,780	7,382	6,600
Repairs & Maintenance	14,422	11,067	12,069	7,140
Support Services	2,588	2,945	2,419	2,492
Designated Expenses	3,874	3,926	4,245	38,133
Capital Outlay & Improvements	517	1,020	1,020	1,200
Total	<u><u>\$ 169,975</u></u>	<u><u>\$ 169,516</u></u>	<u><u>\$ 168,641</u></u>	<u><u>\$ 176,738</u></u>

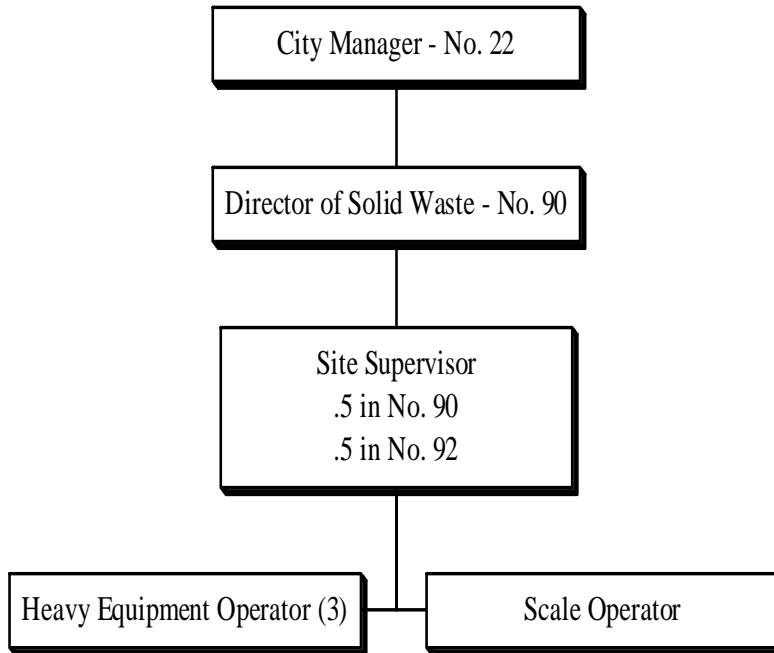
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Driver	2	3	3	2
Mechanic/Relief Driver	0	0	0	1
Worker	2	2	2	2
Total	<u><u>4</u></u>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

This department was created in fiscal year 2000-01.

City of Copperas Cove, Texas

Solid Waste Disposal Department No. 92



4.5 Full Time Employees

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE DISPOSAL DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Transfer Station receives solid waste in accordance with regulations imposed by the Texas Commission on Environmental Quality (TCEQ). The Transfer Station is an important element in making the Solid Waste Disposal Department operation efficient and effective in meeting the community's public health and environmental protection goals. Not being a good neighbor jeopardizes not only the effective use of the site but also the success of the entire system. Waste is accepted from both City-owned and private disposal entities. The convenience afforded by the Transfer Station benefits all Copperas Cove citizens by providing a safe method to dispose of municipal solid waste. Personnel at the Transfer Station are also responsible for the post-closure maintenance of the old landfill.

ACCOMPLISHMENTS:

- * Joe Pangelinan maintained certification in the Solid Waste "C" course.
- * Maintained Landfill and Transfer Station in compliance with TCEQ regulations.
- * Participated in two city-wide clean-up events.
- * Participated in Texas Recycles Day.
- * Helped with field trips to the Solid Waste Operational Center.
- * Provided defensive driving for all employees.
- * Conducted safety awareness training with TML safety videos: Safe Driving for Sanitation Trucks, Fire Extinguisher Safety, and Refuse Collection Safety.
- * Michael Mundell obtained a Solid Waste "C" Certification, successfully completed the Municipal Solid Waste "Transfer Station" course, and attended four defensive driving courses given by TML: "Coaching the Experienced Driver".

OBJECTIVES:

- * Train all employees in waste screening and Transfer Station operations.
- * Improve the condition and appearance of the facility.
- * Keep the facility clean and sanitary.
- * Support and participate in clean-up events and other city activities.
- * Improve safety awareness.
- * Continue to operate the Landfill and Transfer Station in compliance with TCEQ and Environmental Protection Agency (EPA) guidelines.

PERFORMANCE INDICATORS:

	2000-01	2001-02	2002-03	Projected 2003-04
Total Tonnage Transferred:	20,216	20,662	20,172	27,478
Total Revenue (Outside Customers):	\$240,734	\$255,132	\$235,092	\$267,334
Total Trips by City Vehicles:	3,750	4,044	4,636	3,949
Total Trips by Other Entities:	7,475	6,816	7,206	11,073
TCEQ Annual Inspection: Landfill and Transfer Station	Passed	Passed	Passed	Passed

Source: Solid Waste Department

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE DISPOSAL DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ 127,437	\$ 144,499	\$ 154,826	\$ 152,305
Personnel Support	-	-	-	-
Supplies	7,936	8,734	7,025	7,055
Repairs & Maintenance	7,696	11,212	10,465	10,600
Support Services	14,655	13,994	14,669	18,276
Designated Expenses	597,117	595,745	619,940	610,100
Capital Outlay & Improvements	5,351	1,020	1,020	1,200
Total	<u>\$ 760,193</u>	<u>\$ 775,204</u>	<u>\$ 807,945</u>	<u>\$ 799,536</u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2004-05
	FY 2001-02	FY 2002-03	FY 2003-04	
Heavy Equipment Operators	3	3	3	3
Scale Operator	1	1	1	1
Site Supervisor	1	0.5	0.5	0.5
Total	<u>5</u>	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
NON-DEPARTMENTAL
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	-	-	-	-
Repairs & Maintenance	-	-	-	-
Support Services	2,876	3,200	4,342	4,350
Designated Expenses	38,445	41,000	41,000	42,600
Capital Outlay & Improvements	909,384	1,038,170	1,038,170	480,200
Total	<u>\$ 950,706</u>	<u>\$ 1,082,370</u>	<u>\$ 1,083,512</u>	<u>\$ 527,150</u>

Copperas Cove, Texas

GOLF COURSE FUND

The Golf Course Fund is one of the three enterprise funds that the City of Copperas Cove utilizes in accounting for services provided to citizens. The Governmental Accounting Standards Board *Codification*, Section 1300.104, states that “the enterprise fund type may be used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance public policy, management control, accountability, or other purposes.” These funds are not required by GASB, but are permitted.

The City of Copperas Cove’s Golf Course Fund accounts for all expenses incurred and revenues earned in the process of providing a golf course facility to the public. Organizationally, the golf course manager reports directly to the Director of Community Services.

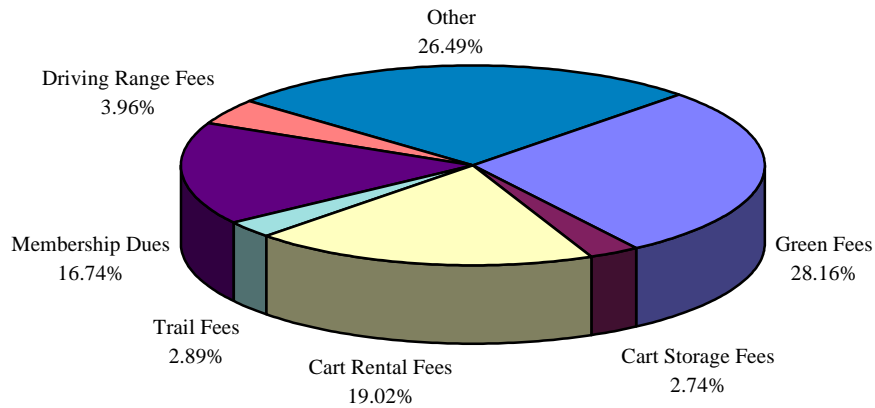
The City Built for Family Living

CITY OF COPPERAS COVE, TEXAS
FISCAL YEAR 2004-05 ADOPTED BUDGET
GOLF COURSE FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04	Adopted FY 2004-05
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ (63,666)	\$ (24,800)	\$ (51,560)	\$ (53,817)
Capital Improvement Reserve	-	-	-	-
TOTAL BEGINNING FUND BALANCE	<u>\$ (63,666)</u>	<u>\$ (24,800)</u>	<u>\$ (51,560)</u>	<u>\$ (53,817)</u>
REVENUES:				
Green Fees	\$ 153,991	\$ 185,000	\$ 142,000	\$ 146,000
Cart Rental Fees	125,675	125,000	132,000	132,000
Membership Dues	149,429	110,000	113,000	118,000
Tournament - Green Fees	4,902	5,000	14,000	12,000
Tournament - Cart Fees	3,718	3,000	7,500	7,500
Cart Storage Fees	23,448	\$ 18,000	\$ 21,000	21,000
Handi-Cap Fees	224	-	220	-
Trail Fees	19,243	19,000	17,000	17,000
Pro Shop Sales	62,367	60,000	63,000	63,000
Billing Late Fees	269	250	4	-
Driving Range Fees	24,806	26,000	23,300	24,000
Snack Bar Revenue	51,589	55,000	48,350	50,000
Management Fee	-	5,500	4,000	4,000
Transfer from General Fund	3,000	45,337	45,337	65,000
Miscellaneous Revenues	(209)	-	120	-
TOTAL REVENUES	<u>\$ 622,452</u>	<u>\$ 657,087</u>	<u>\$ 630,831</u>	<u>\$ 659,500</u>
EXPENSES:				
Golf Course - Operations	\$ 548,095	\$ 543,222	\$ 559,601	\$ 551,884
Golf Course - Concession	62,251	68,693	73,487	69,680
TOTAL EXPENSES	<u>\$ 610,346</u>	<u>\$ 611,915</u>	<u>\$ 633,088</u>	<u>\$ 621,564</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ (51,560)	\$ 20,372	\$ (53,817)	\$ (15,881)
Capital Improvement Reserve	-	-	-	-
TOTAL ENDING FUND BALANCE	<u>\$ (51,560)</u>	<u>\$ 20,372</u>	<u>\$ (53,817)</u>	<u>\$ (15,881)</u>
IDEAL FUND BALANCE	\$ 152,587	\$ 152,979	\$ 158,272	\$ 155,391
ADJUSTED IDEAL FUND BALANCE	\$ 152,587	\$ 152,979	\$ 158,272	\$ 155,391
OVER (UNDER) IDEAL FUND BALANCE	\$ (204,147)	\$ (132,607)	\$ (212,090)	\$ (171,272)

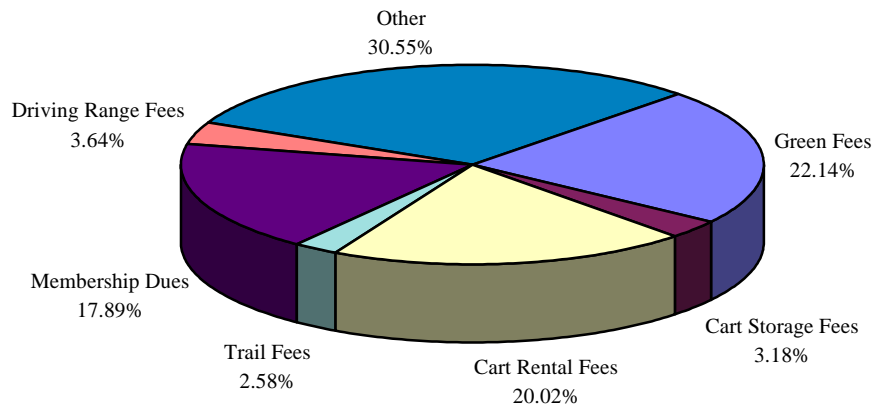
City of Copperas Cove, Texas
Golf Course Fund
Comparison of Fiscal Years 2003-04 and 2004-05
Budgeted Revenues
By Source

Fiscal Year 2003-04 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2003-04 were \$657,087.

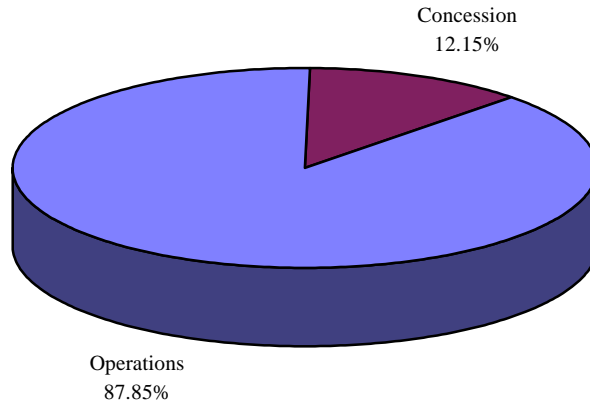
Fiscal Year 2004-05 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2004-05 are \$659,500.

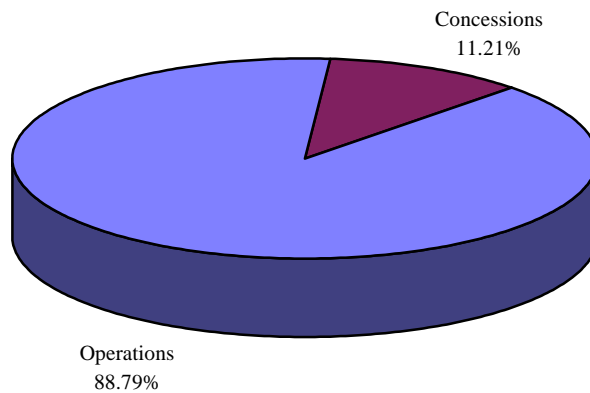
City of Copperas Cove, Texas
Golf Course Fund
Comparison of Fiscal Years 2003-04 and 2004-05 Budgeted Expenses
By Object Class

Fiscal Year 2003-04 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2003-04 were \$611,915.

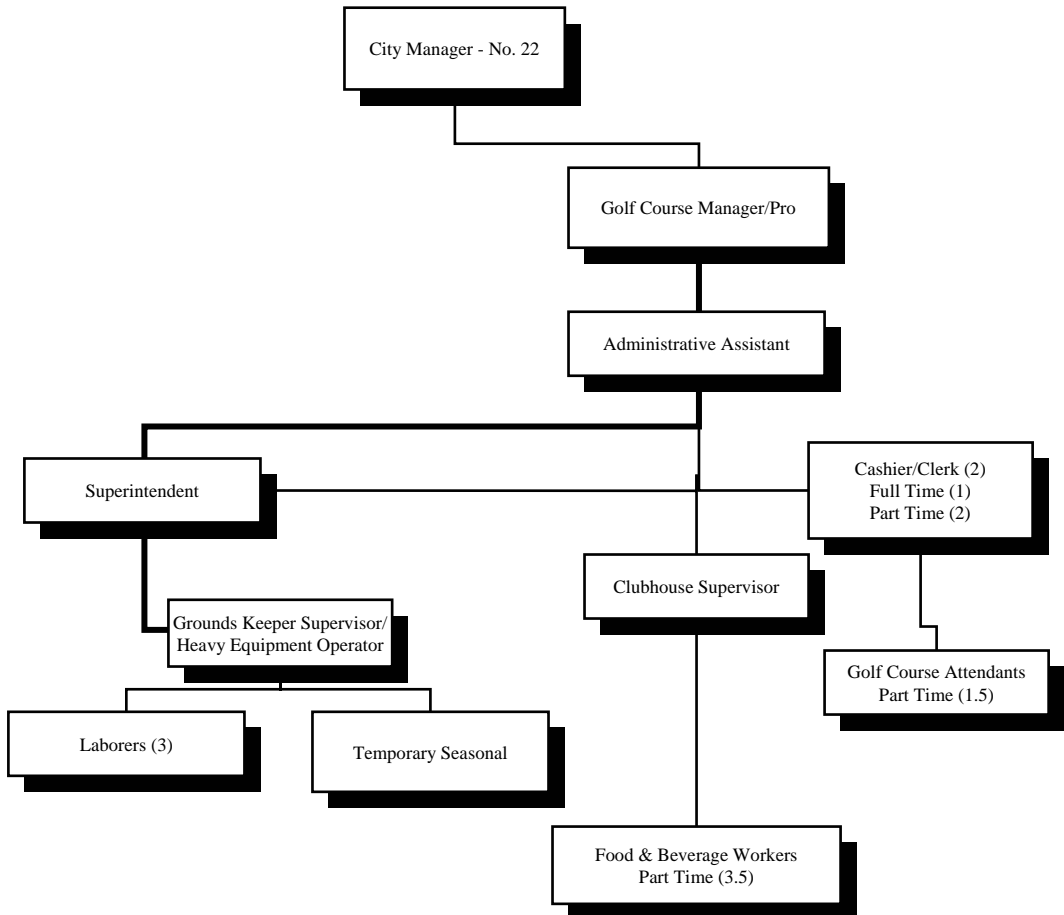
Fiscal Year 2004-05 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2004-05 are \$621,564.

City of Copperas Cove, Texas

Golf Course No. 74



The mission of the Hills of Cove Golf Course is to provide the highest level of service and maintenance to ensure that our customers are provided with the most enjoyable golfing experience possible while fulfilling the financial objectives set forth by the City of Copperas Cove.

15 Full Time and Part Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GOLF COURSE FUND
GOLF COURSE
FISCAL YEAR 2004-05**

DEPARTMENTAL GOALS:

The Golf Course Staff provides for the maintenance, operation and daily administration of the Hills of Cove Golf Course and Caddy Shack Grill and Bar. Staff develops programs for golfers as well as programs to attract new or beginning golfers. Staff is actively involved in tournament administration, fund raising, junior golf programming and customer service programs to ensure maximum utilization of golf course facilities. Staff works with other agencies (schools, clubs, charities...) to promote and increase golf course utilization.

PROGRAM DESCRIPTION:

The Golf Course Staff provides for the maintenance, operation and daily administration of the Hills of Cove Golf Course. Staff develops programs for golfers as well as programs to attract new or beginning golfers. Staff works cooperatively with other agencies (schools, clubs, charities ...) to promote the golf course operation.

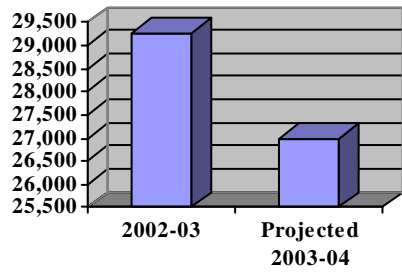
ACCOMPLISHMENTS:

- * Renovated all sand bunkers with new drainage and white sand.
- * Installed storm drain system under #1 fairway to eliminate a creek.
- * Conducted an extensive marketing plan: TV commercials on ABC and Time Warner Cable. Newspaper ads in all three papers.
- * Introduced a Military and Senior Green Fee and Cart Special.
- * Purchased a new Greens Mower.
- * Purchased a new Deep Core Aerator.
- * Introduced a 10-punch green fee pass card.
- * Increased tournament sales.

OBJECTIVES:

- * Increase rounds of golf and revenue to achieve positive net income.
- * Control operational costs.
- * Continue to improve marketing of the golf course utilizing free television commercials.
- * Continue to raise the level of customer service.
- * Continue to improve the condition and maintenance of the golf course.
- * Replace point of sale system for the Pro Shop and Caddy Shack Grill and Bar.
- * Black-top the trailer park area.
- * New bridges on front nine.
- * Restructure pond on #9 fairway to retain water.
- * Build new cart storage barn.
- * Extend deck outside Caddy Shack Grill

PERFORMANCE INDICATORS:



■ Rounds of Golf Played

**CITY OF COPPERAS COVE, TEXAS
GOLF COURSE FUND
GOLF COURSE DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS: (OPERATIONS DIVISION)

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Salaries & Benefits	\$ 333,529	\$ 338,537	\$ 349,084
Personnel Support	-	-	-
Supplies	32,682	56,810	52,997
Repairs & Maintenance	15,643	27,000	23,200
Support Services	45,849	38,239	41,263
Designated Expenses	118,384	70,796	80,957
Capital Outlay	2,009	11,840	12,100
Total	<u><u>\$ 548,095</u></u>	<u><u>\$ 543,222</u></u>	<u><u>\$ 559,601</u></u>

EXPENDITURES & APPROPRIATIONS: (PRO SHOP DIVISION)

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Salaries & Benefits	\$ -	\$ -	\$ -
Personnel Support	-	-	-
Supplies	-	-	-
Repairs & Maintenance	-	-	-
Support Services	-	-	-
Designated Expenses	39,747	-	-
Capital Outlay	-	-	-
Total	<u><u>\$ 39,747</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**CITY OF COPPERAS COVE, TEXAS
GOLF COURSE FUND
GOLF COURSE DEPARTMENT
FISCAL YEAR 2004-05**

EXPENDITURES & APPROPRIATIONS: (CONCESSION DIVISION)

Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Salaries & Benefits	\$ 25,610	\$ 34,434	\$ 34,385
Personnel Support	-	-	-
Supplies	3,083	2,840	2,400
Repairs & Maintenance	737	1,517	1,295
Support Services	6,059	9,426	7,431
Designated Expenses	26,762	20,476	27,976
Capital Outlay	-	-	-
Total	<u><u>\$ 62,251</u></u>	<u><u>\$ 68,693</u></u>	<u><u>\$ 73,487</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions		
	FY 2001-02	FY 2002-03	FY 2003-04
Assistant Golf Professional	1	1	1
Clerk/Cashier	2.5	2	2
Food & Beverage Supervisor	1	1	1
Food & Beverage Workers	2	3.5	3.5
Golf Course Attendants	2	1.5	1.5
Golf Manager/Professional	1	1	1
Grounds Keeper	1	1	1
Grounds Keeper Supervisor	1	1	1
Laborer	2	2	2
Superintendent	1	1	1
Administrative Assistant	0	0	0
Clubhouse Supervisor	0	0	0
Total	<u><u>14.5</u></u>	<u><u>15</u></u>	<u><u>15</u></u>

**Adopted
FY 2004-05**

\$ 364,663
-
44,035
23,000
40,569
77,267
2,350

\$ 551,884

**Adopted
FY 2004-05**

\$ -
-
-
-
-
-
-

\$ -

**Adopted
FY 2004-05**

\$ 35,778

-

2,750

1,000

5,152

25,000

-

\$ 69,680

FY 2004-05

0

2

0

3.5

1.5

1

0

1

3

1

1

1

15

Copperas Cove, Texas

OTHER FUNDS

Debt Service Fund:

Interest & Sinking Fund-The interest and sinking fund is used for the accumulation of resources necessary in paying the City's annual debt service requirements related to general obligation debt.

Special Revenue Funds:

Youth Activities Fund - The Youth Activities Fund is utilized to ensure that funds generated from various youth activities sponsored by the City's parks and recreation department are directed back toward covering the costs associated with those programs.

Drainage Utility Fund - The Drainage Utility Fund is used to account for the receipts of the drainage assessment fees and grants collected, as well as expenditures incurred.

Cemetery Fund - The Cemetery Fund was created in accordance with City ordinances and is used solely for the purpose of operating the City's cemetery.

Library Gifts & Memorials Fund - When the City receives donations for books or other specific purchases, these funds are placed in this special revenue fund to ensure the appropriate use of the funds.

Hotel Occupancy Tax Fund - The Hotel Occupancy Tax Fund is used to account for all taxes remitted to the city by local hotel operators. These funds must be utilized in accordance with state law requirements. Generally, these funds must be used to enhance tourism and enrich the culture and art of the city.

Animal Shelter Fund - Donations to the City's animal shelter are placed in this fund to ensure that they are utilized toward their designated purpose.

Abandoned Vehicle Auction Fund - Funds that the City receives from the sale of abandoned vehicles at auction must be used in a manner prescribed by state law and therefore are placed in this special revenue fund.

Municipal Court Fund – To account for funds to be utilized to improve security at the Municipal Court Building.

The City Built for Family Living

CITY OF COPPERAS COVE, TEXAS
TAX INTEREST AND SINKING FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 95,365	\$ 60,400	\$ 121,994
Revenues				
07-310-1001	Ad Valorem Taxes	\$ 863,372	\$ 988,908	\$ 982,600
07-310-1002	Delinquent Ad Valorem Tax	8,597	6,500	9,500
07-310-1003	Penalties & Interest	6,099	6,000	7,015
07-360-5002	Transfer from Solid Waste	13,324	12,747	12,747
07-360-5003	Transfer from Golf Course	-	-	-
07-370-6001	Interest Revenue	62,962	6,000	6,320
07-390-6005	Miscellaneous Revenue	-	-	-
Subtotal		<u>\$ 954,354</u>	<u>\$ 1,020,155</u>	<u>\$ 1,018,182</u>
Total Fund Balance and Revenue		<u>\$ 1,049,719</u>	<u>\$ 1,080,555</u>	<u>\$ 1,140,176</u>
Expenditures				
07-4701-0700-2214	Principal (Aug)-'93 Ref	155,000	-	-
07-4701-0700-2215	Principal (Aug)-'94 GOB	65,000	70,000	70,000
07-4701-0700-2216	Principal (Aug)-'97C/O	190,000	195,000	195,000
07-4701-0700-2217	Principal (Aug)-'98C/O	21,111	-	-
07-4701-0700-2218	Principal (Aug)-'98G.O.	60,000	60,000	60,000
07-4701-0700-2219	Principal (Aug)-'99C/O	25,000	25,000	25,000
07-4701-0700-2220	Principal (Aug)-'01C/O	80,000	80,000	80,000
07-4701-0700-2221	Principal-'01 C/o (Golf)	-	20,000	20,000
07-4701-0700-2225	Principal '03 C/O	-	70,000	50,000
07-4701-0700-2314	Interest (Fb/Ag)-'93 Ref	6,665	-	-
07-4701-0700-2315	Interest (Fb/Ag)-'94 Fire	63,225	57,700	57,700
07-4701-0700-2316	Interest (Fb/Ag)-'97 C/O	115,690	106,665	106,665
07-4701-0700-2317	Interest (Fb/Ag)-'98 C/O	866	-	-
07-4701-0700-2318	Interest (Fb/Ag)-'98 G.O.	33,895	31,495	31,495
07-4701-0700-2319	Interest (Fb/Ag)-'99 C/O	20,173	19,123	19,123
07-4701-0700-2320	Interest (Fb/Ag)-'01 C/O	88,155	84,155	84,155
07-4701-0700-2321	Interest '99 C/O (Golf)	-	14,935	14,935
07-4701-0700-2325	Interest '03 C/O	-	181,260	199,426
07-4701-0700-2401	Bond Redemption Cost	2,865	3,000	3,000
07-4701-0700-6017	Bank Analysis Charge	80	-	80
Subtotal		<u>\$ 927,725</u>	<u>\$ 1,018,333</u>	<u>\$ 1,016,579</u>
Total Expenditures		<u>\$ 927,725</u>	<u>\$ 1,018,333</u>	<u>\$ 1,016,579</u>
Ending Fund Balance		<u>\$ 121,995</u>	<u>\$ 62,222</u>	<u>\$ 123,597</u>

CITY OF COPPERAS COVE, TEXAS
YOUTH ACTIVITIES FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 42,370	\$ 45,824	\$ 47,750
Revenues				
04-390-1001	Donations	\$ -	\$ -	\$ -
04-340-1004	Basketball Fees	7,285	7,000	8,400
04-340-1005	Volleyball Entry Fees	-	500	-
04-340-1006	Baseball/Softball Fees	-	-	-
04-340-1007	Adult Softball Fees	1,000	2,000	250
04-340-1008	Soccer Fees	24,460	29,000	20,000
04-340-1009	Sponsor Fees	100	-	100
04-340-1010	Candy Sales	-	-	91
04-340-1011	Tennis	2,645	4,000	1,082
04-340-1012	Special Events Revenue	1,850	2,000	1,200
04-340-1013	BMX Track Income	-	-	-
04-340-1020	Summer Camp Registration	18,443	22,000	19,050
04-340-1030	Recreation Classes Revenue	(110)	1,000	600
04-340-1040	Start Smart Revenue	-	-	210
04-340-1050	Kickball Revenue	-	-	725
04-340-1400	Swimming Lessons	13,391	11,000	13,500
04-370-6001	Interest Revenue	149	165	66
04-390-6005	Miscellaneous Revenue	-	-	-
Subtotal		<u>\$ 69,213</u>	<u>\$ 78,665</u>	<u>\$ 65,274</u>
Total Fund Balance and Revenue		<u>\$ 111,583</u>	<u>\$ 124,489</u>	<u>\$ 113,024</u>
Expenditures				
04-4310-5400-1000	Salaries	\$ 21,279	\$ 21,640	\$ 20,780
04-4310-5400-1100	Overtime	343	135	134
04-4310-5400-1200	Longevity	-	48	30
04-4310-5400-1500	FICA Tax	1,485	1,659	1,602
04-4310-5400-1600	Health Insurance	79	2,736	730
04-4310-5400-1700	Workers' Compensation	318	355	300
04-4310-5400-1800	Retirement	1,587	1,659	1,629
04-4310-5400-2000	Operating Supplies	1,079	865	1,000
04-4310-5400-2002	Special Events Expense	1,560	2,180	1,600
04-4310-5400-2004	Basketball Program Costs	5,952	5,000	5,000
04-4310-5400-2005	Acquatics Costs	4,704	4,900	4,700
04-4310-5400-2006	Food Supplies	283	200	300
04-4310-5400-2007	Baseball Program Costs	238	3,500	250
04-4310-5400-2008	Adult Softball	2,147	2,500	500
04-4310-5400-2009	Soccer Program Costs	16,251	17,200	16,000
04-4310-5400-2010	Day Camp	3,434	5,576	4,000
04-4310-5400-2011	Tennis Expense	1,301	1,200	1,300
04-4310-5400-2012	Track Expense	-	500	-
04-4310-5400-2013	Volleyball Expense	-	100	-
04-4310-5400-2014	Sports Camp Expense	18	500	50
04-4310-5400-2015	Recreation Classes Costs	992	1,500	950

CITY OF COPPERAS COVE, TEXAS
YOUTH ACTIVITIES FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Expenditures (Continued)				
04-4310-5400-2100	Computer Supplies	-	1,300	1,300
04-4310-5400-4300	Repairs & Maint. - Vehicles	-	69	-
04-4310-5400-6017	Bank Analysis Charge	211	150	200
04-4310-5400-6100	Advertising	-	125	125
04-4310-5400-6600	Travel 7 Seminars	370	1,000	723
04-4310-5400-6700	Uniforms	-	360	-
04-4310-5400-8400	Equipment	200	-	-
Subtotal		<u>\$ 63,833</u>	<u>\$ 76,957</u>	<u>\$ 63,203</u>
Total Fund Expenditures		<u>\$ 63,833</u>	<u>\$ 76,957</u>	<u>\$ 63,203</u>
Ending Fund Balance		<u>\$ 47,750</u>	<u>\$ 47,532</u>	<u>\$ 49,821</u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :

Position Title	Number of Positions		
	FY 2001-02	FY 2002-03	FY 2003-04
Recreation Specialist	0.75	1	1
Total	<u><u>0.75</u></u>	<u><u>1</u></u>	<u><u>1</u></u>

CITY OF COPPERAS COVE, TEXAS
DRAINAGE UTILITY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 679,191	\$ 391,103	\$ 520,541
Revenues				
05-340-1020	Drainage Utility Revenues	\$ 728,900	\$ 744,000	\$ 721,709
05-370-6001	Interest Revenue	9,149	11,000	6,658
05-390-6002	Late Charge for Billing	1,881	-	2,100
05-390-6005	Miscellaneous Revenue	9,436	-	-
Subtotal		<u>\$ 749,367</u>	<u>\$ 755,000</u>	<u>\$ 730,467</u>
Total Fund Balance and Revenues		<u>\$ 1,428,558</u>	<u>\$ 1,146,103</u>	<u>\$ 1,251,008</u>
Expenditures				
Salaries & Benefits		\$ 159,183	\$ 178,046	\$ 168,164
Personnel Support		-	-	-
Supplies		293,017	298,685	297,852
Repairs & Maintenance		12,318	16,250	17,100
Support Services		12,574	9,817	8,799
Designated Expenses		90,000	91,200	90,000
Capital Outlay & Improvements		340,927	300,890	301,080
Total Expenditures		<u>\$ 908,017</u>	<u>\$ 894,888</u>	<u>\$ 882,995</u>
Ending Fund Balance				
Unreserved Fund Balance		\$ 520,540	\$ 251,215	\$ 368,013
Total Ending Fund Balance		<u>\$ 520,540</u>	<u>\$ 251,215</u>	<u>\$ 368,013</u>
Ideal Reserve Fund Balance		\$ 227,004	\$ 223,722	\$ 220,749
Over (Under) Ideal Reserve Fund Balance		\$ 293,536	\$ 27,493	\$ 147,264

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :

Position Title	Number of Positions		
	FY 2001-02	FY 2002-03	FY 2003-04
Supervisor	0.5	0.5	0.5
Crewleader	1	1	1
Laborer I	3	3	3
Total	<u><u>4.5</u></u>	<u><u>4.5</u></u>	<u><u>4.5</u></u>

**CITY OF COPPERAS COVE, TEXAS
CEMETERY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05**

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 43,059	\$ 36,009	\$ 50,209
Revenues				
06-340-1001	Cemetery Plots	\$ 36,700	\$ 30,000	\$ 39,570
06-370-6001	Interest Revenue	614	500	500
06-390-6005	Miscellaneous Revenue	50	-	-
Subtotal		<u>\$ 37,364</u>	<u>\$ 30,500</u>	<u>\$ 40,070</u>
Total Fund Balance and Revenue		<u>\$ 80,423</u>	<u>\$ 66,509</u>	<u>\$ 90,279</u>
Expenditures				
06-4310-5400-1000	Salaries	\$ 19,154	\$ 27,517	\$ 19,522
06-4310-5400-1100	Overtime	-	-	-
06-4310-5400-1200	Longevity	68	112	98
06-4310-54001500	Fica Tax	1,471	2,114	1,501
06-4310-5400-1600	Employee Insurance	2,832	2,736	2,708
06-4310-5400-1700	Workers' Compensation Insur.	283	453	302
06-4310-5400-1800	Retirement	1,408	1,505	1,468
06-4310-5400-4200	Repairs & Maint. - Facilities	2,664	1,705	2,000
06-4310-5400-4300	Repairs & Maint. - Vehicles	-	75	-
06-4310-5400-6017	Bank Analysis Charge	9	10	-
06-4310-5400-6300	Rental of Equipment	-	3,000	-
06-4310-5400-6700	Uniforms	475	434	400
06-4310-5400-7800	Operating Capital	-	220	-
06-4310-5400-8400	Equipment	-	9,000	8,767
06-4310-5400-8500	Facilities	1,850	-	-
Subtotal		<u>\$ 30,214</u>	<u>\$ 48,881</u>	<u>\$ 36,766</u>
Total Fund Expenditures		<u>\$ 30,214</u>	<u>\$ 48,881</u>	<u>\$ 36,766</u>
Ending Fund Balance		<u>\$ 50,209</u>	<u>\$ 17,628</u>	<u>\$ 53,513</u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :

Position Title	Number of Positions		
	FY 2001-02	FY 2002-03	FY 2003-04
Laborer I	1	1	1
Total	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>

CITY OF COPPERAS COVE, TEXAS
LIBRARY GIFTS & MEMORIALS
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 6,664	\$ 3,597	\$ 7,791
Revenues				
11-390-1001	Library Gifts & Memorials	\$ 1,192	\$ 1,500	\$ 822
11-370-6001	Interest Revenue	30	35	13
Subtotal		<u>\$ 1,222</u>	<u>\$ 1,535</u>	<u>\$ 835</u>
Total Fund Balance and Revenue		<u>\$ 7,885</u>	<u>\$ 5,132</u>	<u>\$ 8,626</u>
Expenditures				
11-4320-1100-2100	Book Purchases	\$ 53	\$ 5,132	\$ 1,400
11-4320-1100-6017	Bank Analysis Charge	\$ 42	-	\$ 30
Total Fund Expenditures		<u>\$ 95</u>	<u>\$ 5,132</u>	<u>\$ 1,430</u>
Ending Fund Balance		<u><u>\$ 7,790</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 7,196</u></u>

CITY OF COPPERAS COVE, TEXAS
HOTEL/MOTEL TAX FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 63,003	\$ 87,402	\$ 89,663
Revenues				
14-310-1001	Hotel Occupancy Tax	\$ 89,170	\$ 90,000	\$ 109,000
14-360-2001	Transfer from General Fund	-	-	-
14-370-6001	Interest Revenue	272	400	155
14-390-6002	Miscellaneous Revenue	-	-	-
Subtotal		<u>\$ 89,442</u>	<u>\$ 90,400</u>	<u>\$ 109,155</u>
Total Fund Balance and Revenue		<u>\$ 152,445</u>	<u>\$ 177,802</u>	<u>\$ 198,818</u>
Expenditures				
14-4502-1400-2200	Promotion of Tourism - C of CC	\$ 51,892	\$ 50,000	\$ 53,750
14-4502-1400-2201	Promo Tourism - Plaques/Keys	-	-	-
14-4502-1400-2202	Promo Tourism - Festivals/Parade	-	-	-
14-4502-1400-2204	Promo Tourism - B&G Cove Opry	-	-	-
14-4502-1400-2205	Promo Tourism - CCDA	-	5,000	5,000
14-4502-1400-3200	Promotion of Arts	-	-	-
14-4502-1400-4200	Allin House Restoration	-	-	-
14-4502-1400-4300	Reimbursement Per Ordinance	-	-	-
14-4502-1400-4450	Promotional Campaign	10,454	14,000	10,000
14-4502-1400-4550	Historical Improvements	-	-	-
14-4502-1400-6017	Bank Analysis Charge	401	-	370
14-4502-1400-6100	Advertising	35	-	-
14-4502-1400-8501	Civic Center Renovation	-	45,000	60,000
14-4502-1400-9920	Contingencies	-	-	-
Subtotal		<u>\$ 62,782</u>	<u>\$ 114,000</u>	<u>\$ 129,120</u>
Total Expenditures		<u>\$ 62,782</u>	<u>\$ 114,000</u>	<u>\$ 129,120</u>
Ending Fund Balance		<u>\$ 89,663</u>	<u>\$ 63,802</u>	<u>\$ 69,698</u>

**CITY OF COPPERAS COVE, TEXAS
ANIMAL SHELTER DONATIONS FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05**

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 579	\$ 350	\$ 998
Revenues				
15-390-1001	Shelter Donations	\$ 420	\$ 150	\$ 530
15-370-6001	Interest Revenue	2	7	2
15-390-6005	Miscellaneous Revenue	-	-	-
Subtotal		<u>\$ 422</u>	<u>\$ 157</u>	<u>\$ 532</u>
Total Fund Balance and Revenue		<u>\$ 1,001</u>	<u>\$ 507</u>	<u>\$ 1,530</u>
Expenditures				
15-4230-1500-6017	Bank Analysis Charge	\$ 3	\$ -	\$ 4
15-4230-1500-6600	Travel and Seminars	-	-	-
15-4230-1500-8400	Equipment - General	-	-	-
15-4508-1500-2000	Operating Supplies	-	507	500
Subtotal		<u>\$ 3</u>	<u>\$ 507</u>	<u>\$ 504</u>
Total Fund Expenditures		<u>\$ 3</u>	<u>\$ 507</u>	<u>\$ 504</u>
Ending Fund Balance		<u><u>\$ 998</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,026</u></u>

CITY OF COPPERAS COVE, TEXAS
ABANDONED VEHICLE AUCTION FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 6,656	\$ 2,206	\$ 5,837
Revenues				
21-340-1001	Abandoned Vehicle Auction	\$ -	\$ 1,000	\$ 1,700
21-370-6001	Interest Revenue	22	50	8
	Subtotal	<u>\$ 22</u>	<u>\$ 1,050</u>	<u>\$ 1,708</u>
Total Fund Balance and Revenue		<u>\$ 6,678</u>	<u>\$ 3,256</u>	<u>\$ 7,545</u>
Expenditures				
21-4180-2100-2100	Storage Fees	\$ -	\$ 2,056	\$ 1,685
21-4180-2100-6100	Advertising	811	1,183	982
21-4180-2100-6017	Bank Analysis Charge	31	17	20
	Total Fund Expenditures	<u>\$ 841</u>	<u>\$ 3,256</u>	<u>\$ 2,687</u>
Ending Fund Balance		<u><u>\$ 5,837</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 4,858</u></u>

CITY OF COPPERAS COVE, TEXAS
MUNICIPAL COURT FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2004-05

Account	Description	Actual FY 2002-03	Budget FY 2003-04	Projected FY 2003-04
Beginning Fund Balance		\$ 152,459	\$ 151,426	\$ 152,353
Revenues				
41-390-1001.1	Court Efficiency Revenue	\$ 3,071	\$ 5,650	\$ 5,139
41-390-1001.2	Court Technology Revenue	6,489	28,684	26,493
41-390-1001.3	Court Security Revenue	28,082	27,986	23,220
41-370-6001	Interest Revenue	540	600	247
Subtotal		<u>\$ 38,182</u>	<u>\$ 62,920</u>	<u>\$ 55,099</u>
Total Fund Balance and Revenue		<u>\$ 190,641</u>	<u>\$ 214,346</u>	<u>\$ 207,452</u>
Expenditures				
41-4220-4100-6017	Bank Charges	\$ 700	\$ 1,000	\$ - \$ 1,120
41-4220-4101-2000	Operating Supplies	67	1,000	300
41-4220-4101-4100	Repairs & Maint. - Building	128	-	-
41-4220-4101-8200	Furniture	269	-	-
41-4220-4101-8402	Equipment - Electronic	2,553	6,500	5,200
41-4220-4101-8404	Equipment - Software	-	-	-
41-4220-4102-2000	Operating Supplies	161	2,100	700
41-4220-4102-2100	Computer Supplies	76	189	86
41-4220-4102-4100	Repairs & Maint. - Building	-	500	-
41-4220-4102-4400	Repairs & Maint. - Equipment	1,210	9,657	9,500
41-4220-4102-6300	Consulting Fees	-	2,464	2,464
41-4220-4102-6300	Rental of Equipment	1,911	2,752	2,500
41-4220-4102-6400	Due and Subscriptions	-	1,958	-
41-4220-4102-6600	Travel & Seminars	-	550	550
41-4220-4102-7800	Operating Capital	-	1,532	1,532
41-4220-4102-8402	Equipment - Electronic	3,130	75,197	1,000
41-4220-4102-8404	Equipment - Software	-	-	-
41-4220-4103-2000	Operating Supplies	622	1,000	-
41-4220-4103-4100	Repairs & Maint. - Building	9,435	7,836	8,020
41-4220-4103-8400	Equipment - Security	18,025	-	-
41-4220-4103-8500	Facilities - Security	-	4,705	4,800
Total Fund Expenditures		<u>\$ 38,288</u>	<u>\$ 118,940</u>	<u>\$ 37,772</u>
Ending Fund Balance		<u>\$ 152,353</u>	<u>\$ 95,406</u>	<u>\$ 169,680</u>

**Adopted
FY 2004-05**

\$ 123,597

\$ 955,742

7,000

6,000

-

-

6,000

-

\$ 974,742

\$ 1,098,339

-

75,000

150,000

-

65,000

25,000

85,000

20,000

70,000

-

52,800

97,208

-

29,035

17,748

80,155

13,835

190,961

3,000

-

\$ 974,742

\$ 974,742

\$ 123,597

**Adopted
FY 2004-05**

\$ 49,821

\$ -

8,000

-

-

1,000

20,000

100

-

2,000

2,000

-

20,000

1,000

200

725

13,000

65

-

\$ 68,090

\$ 117,911

\$ 22,194

-

24

1,700

2,895

351

1,799

1,000

2,200

5,000

4,700

300

500

2,000

16,000

5,000

1,300

-

-

50

1,500

**Adopted
FY 2004-05**

-
-
200
125
750
300
-

\$ 69,888

\$ 69,888

\$ 48,023

FY 2004-05

1

1

**Adopted
FY 2004-05**

\$ 368,013

\$ 725,000
6,700
2,000

\$ 733,700

\$ 1,101,713

\$ 201,140

-
302,705
16,750
261,429
111,882
75,435

\$ 969,341

\$ 132,372

\$ 132,372

\$ 242,335

\$ (109,963)

FY 2004-05

0.5

1

3

4.5

**Adopted
FY 2004-05**

\$ 53,513

\$ 30,000
500

-

\$ 30,500

\$ 84,013

\$ 20,363

-

160

1,570

2,895

324

1,662

2,000

-

10

3,000

400

-

-

-

\$ 32,384

\$ 32,384

\$ 51,629

FY 2004-05

1

1

**Adopted
FY 2004-05**

\$ 7,196

\$ 1,000

15

\$ 1,015

\$ 8,211

\$ 8,211

\$ -

\$ 8,211

\$ -

**Adopted
FY 2004-05**

\$ 69,698

\$ 95,000

-

155

-

\$ 95,155

\$ 164,853

\$ 50,000

-

-

-

5,000

-

-

14,000

-

375

-

30,000

23,500

\$ 122,875

\$ 122,875

\$ 41,978

**Adopted
FY 2004-05**

\$ 1,026

\$ 250
2

-

\$ 252

\$ 1,278

\$ -
-
-

1,278

\$ 1,278

\$ 1,278

\$ -

**Adopted
FY 2004-05**

\$ 4,858

\$ 1,000

10

\$ 1,010

\$ 5,868

\$ 5,018

850

-

\$ 5,868

\$ -

**Adopted
FY 2004-05**

\$ 169,680

\$ 5,450

31,787

27,032

250

\$ 64,519

\$ 234,199

\$ 1,150

500

-

-

5,000

-

1,000

-

-

750

-

2,752

7,700

-

-

21,196

2,334

750

13,105

-

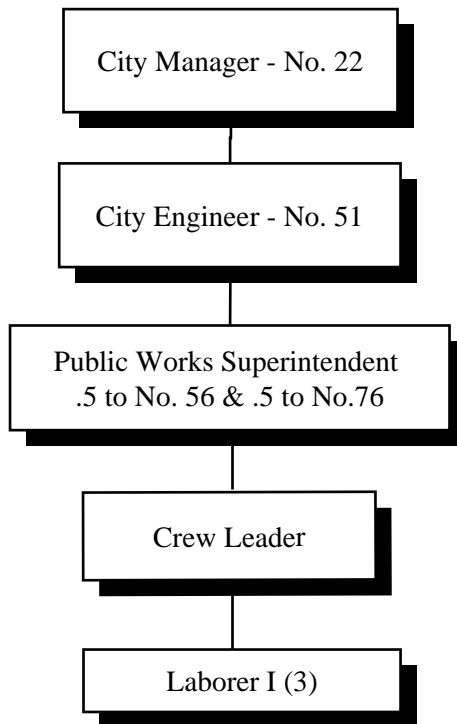
-

\$ 56,237

\$ 177,962

City of Copperas Cove, Texas

Drainage Utility Department No. 76



4.5 Full Time Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
OTHER FUND
DRAINAGE UTILITY DEPARTMENT
FISCAL YEAR 2004-05**

PROGRAM DESCRIPTION:

The Drainage Department is responsible for proper and timely maintenance of the City's storm water system, which consists of cleaning, mowing, repairing, and vegetative control throughout the City to include TxDOT rights-of-way.

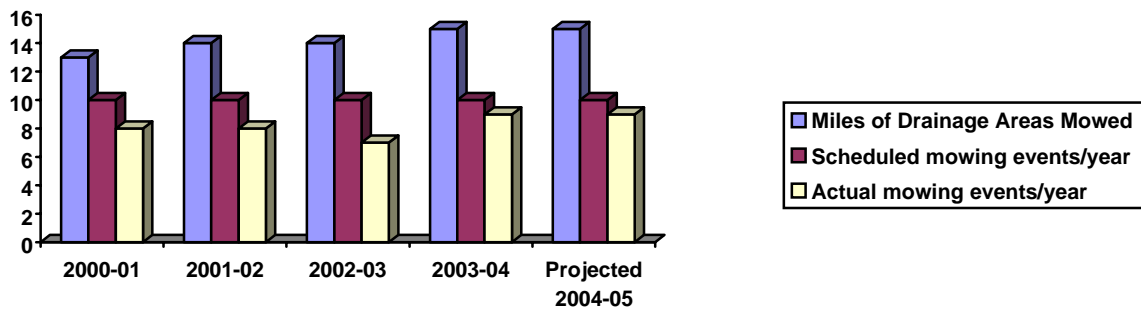
ACCOMPLISHMENTS:

- * Installed underground drainage system at #1 fairway at Golf Course.
- * Repaired drainage pipe at City Park.
- * Monitored and cleared French Drain on Hardeman Street.
- * Cleaned out channel at end of 4th Street.
- * Cleaned out channel at W. Highway 190 and Suja Lane.
- * Cleared out drainage channel behind Western Hills.
- * Assisted Street Department with Clear Creek Trail.
- * Cleaned out concrete channels at Robert, Creek and Judy, and Phyllis and Pleasant.
- * Constructed pad for Lion Club Awning at City park.
- * Cleaned silt from tin horns in recently annexed areas.
- * Cleaned out 30 inlet boxes after every rain event.

OBJECTIVES:

- * Continue to control vegetation by mowing.
- * Control erosion in drainage channels by replacing washed out soil and reseeding.
- * Continue to clean out concrete channels as needed.
- * Continue to remove silt built up in flumes and bar ditches.
- * Continue to support City departments as needed.
- * Continue to check and clean out inlet boxes within the City.

PERFORMANCE INDICATORS:



Copperas Cove, Texas

DEBT SERVICE REQUIREMENTS

The City's debt service management policies are designed to comply with the legal provisions of the various bond ordinances and covenants governing the debt issue. The City maintains a separate interest and sinking fund for all general obligation debt. Ad valorem tax receipts are deposited into the fund to retire the current year's debt service requirements, in addition to any paying agent fees.

The most recent debt issues of the City of Copperas Cove have earned ratings from Standard & Poor's and Moody's.

Bond Type	Standard & Poor's	Moody's
G. O. Bonds	A-	A3
Certificates of Obligation	A-	A3
Revenue Bonds	BBB	Baa1

The City of Copperas Cove has no legal debt limit established by its charter or Code of Ordinances. The Constitution of the State of Texas (Article XI, Section 5) limits the maximum amount that a city can levy in the form of an ad valorem tax rate to \$2.50 per \$100 taxable assessed value for all City purposes. Administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 maximum tax rate for general obligation debt service.

Assessed Value, 2004 Tax Roll	\$ 716,936,911
Limit on Amount Designated for Debt Service	<u> x 1.5%</u>
Legal Limit	\$ 10,754,054
Actual Amount to be Expended from Ad Valorem Taxes for General Obligation Debt Service During the Year Ended September 30, 2005	<u> \$ 974,742</u>

The City Built for Family Living

**City of Copperas Cove
Schedule of Outstanding Debt
Fiscal Year 2004-05**

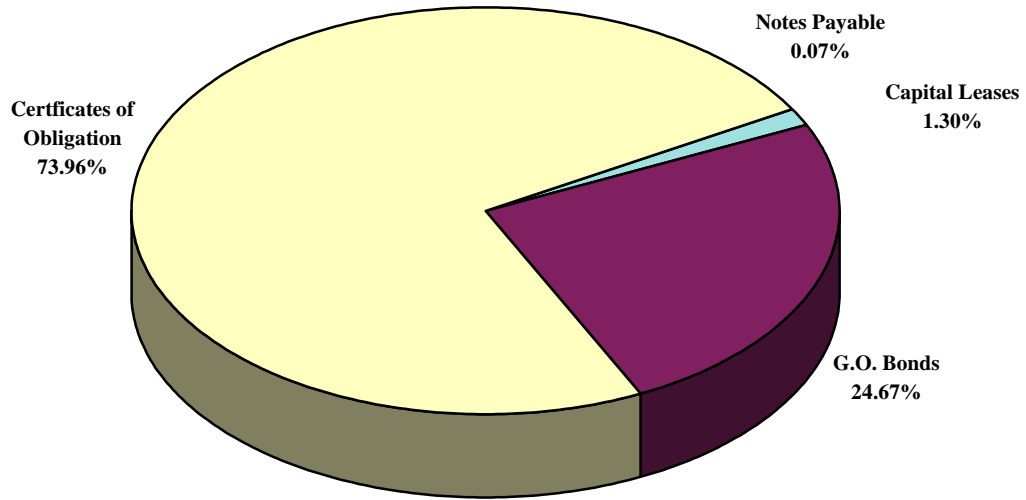
Fiscal Year Ended 30-Sep	Revenue Bonds	General Obligation Bonds	Certificates of Obligation	Capital Leases	Note Payable	Total Debt Service
2005	\$ -	\$ 1,228,046	\$ 2,462,312	\$ 224,177	\$ 2,245	\$ 3,916,779
2006	-	1,222,613	2,463,937	191,432	2,245	3,880,226
2007	-	1,224,659	2,318,113	59,149	2,245	3,604,165
2008	-	1,209,683	2,302,466	-	2,245	3,514,393
2009	-	1,232,439	2,293,720	-	2,245	3,528,404
2010	-	1,266,893	2,267,641	-	2,245	3,536,779
2011	-	1,272,433	2,269,411	-	2,245	3,544,089
2012	-	1,225,350	2,262,681	-	2,245	3,490,276
2013	-	1,006,425	2,122,132	-	2,245	3,130,802
2014	-	748,425	2,254,969	-	2,245	3,005,639
2015	-	-	2,743,348	-	2,245	2,745,593
2016	-	-	2,706,307	-	2,245	2,708,552
2017	-	-	2,655,820	-	2,245	2,658,065
2018	-	-	2,622,100	-	2,245	2,624,345
2019	-	-	2,394,591	-	2,245	2,396,836
2020	-	-	2,109,750	-	-	2,109,750
2021	-	-	2,093,538	-	-	2,093,538
2022	-	-	1,423,500	-	-	1,423,500
2023	-	-	1,338,750	-	-	1,338,750
	-	11,636,964	43,105,084	474,756	33,675	55,250,482
Less Interest	-	2,261,964	15,005,084	14,562	7,425	17,289,036
Total Debt Outstanding	<u>\$ -</u>	<u>\$ 9,375,000</u>	<u>\$ 28,100,000</u>	<u>\$ 460,194</u>	<u>\$ 26,250</u>	<u>\$ 37,961,446</u>

Recapitulation by Fund Including Interest

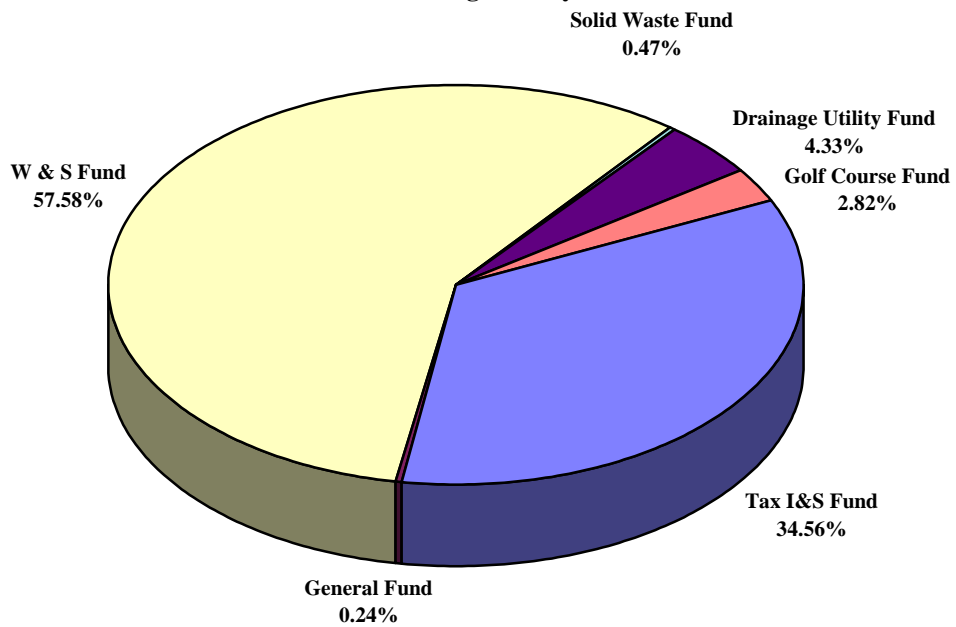
Fiscal Year Ended 30-Sep	Revenue Bonds	General Obligation Bonds	Certificates of Obligation Total	Capital Leases	Note Payable	Total Debt Service
Tax Interest & Sinking Fund	\$ -	\$ 8,081,757	\$ 10,993,479	\$ -	\$ -	\$ 19,075,236
General Fund	-	-	-	78,237	33,675	111,912
Water and Sewer Fund	-	1,398,726	30,328,499	129,866	-	31,857,091
Solid Waste Fund	-	-	260,075	-	-	260,075
Drainage Utility Fund	-	2,156,481	43,300	190,406	-	2,390,187
Golf Course Fund	-	-	1,479,731	76,249	-	1,555,980
Total All Funds	<u>\$ -</u>	<u>\$ 11,636,964</u>	<u>\$ 43,105,084</u>	<u>\$ 474,756</u>	<u>\$ 33,675</u>	<u>\$ 55,250,482</u>

**City of Copperas Cove
Outstanding Debt
Fiscal Year 2004-05**

Total Debt Outstanding by Form of Debt



Total Outstanding Debt by Fund

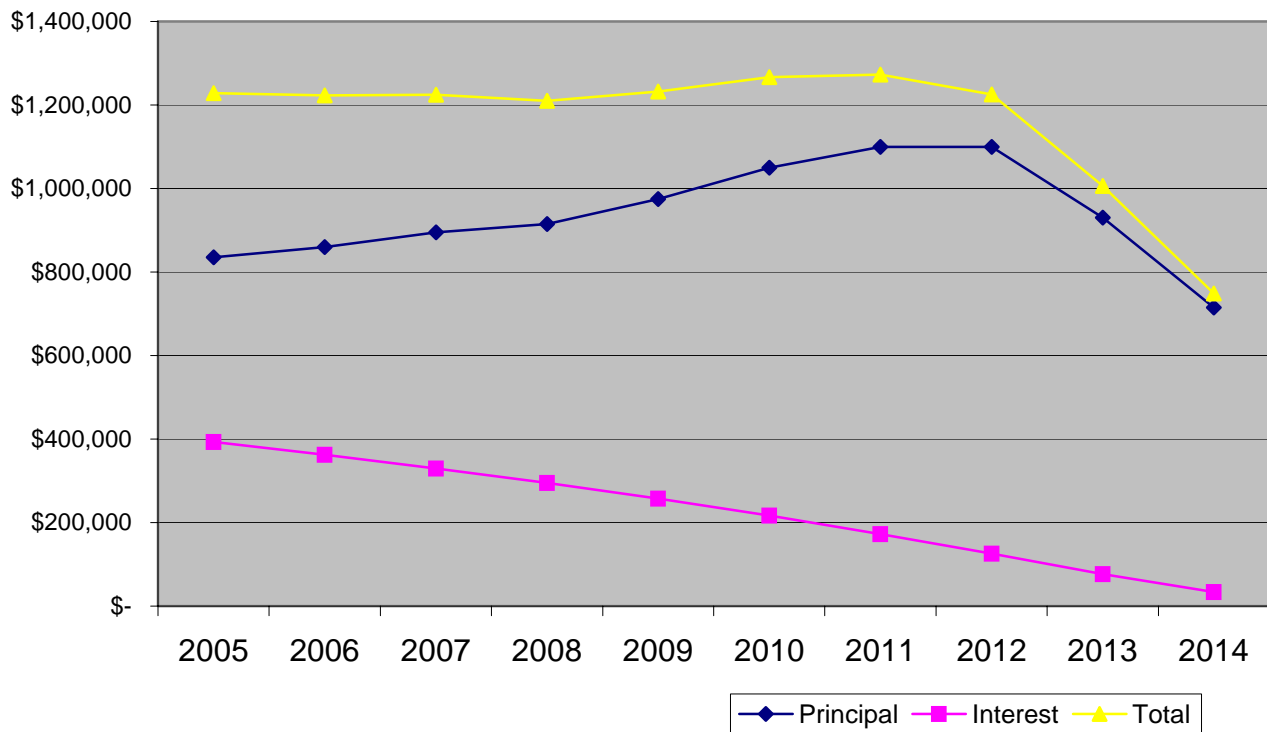


**GENERAL OBLIGATION BONDS
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2004

\$ 9,375,000

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	835,000.00	393,045.00	1,228,045.00	8,540,000.00
2006	860,000.00	362,612.50	1,222,612.50	7,680,000.00
2007	895,000.00	329,657.50	1,224,657.50	6,785,000.00
2008	915,000.00	294,682.50	1,209,682.50	5,870,000.00
2009	975,000.00	257,437.50	1,232,437.50	4,895,000.00
2010	1,050,000.00	216,892.50	1,266,892.50	3,845,000.00
2011	1,100,000.00	172,432.50	1,272,432.50	2,745,000.00
2012	1,100,000.00	125,350.00	1,225,350.00	1,645,000.00
2013	930,000.00	76,425.00	1,006,425.00	715,000.00
2014	715,000.00	33,425.00	748,425.00	-



GENERAL OBLIGATION BONDS
\$1,500,000 GENERAL OBLIGATION BONDS - SERIES 1994

OUTSTANDING OCTOBER 2004

\$ 960,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	75,000.00	52,800.00	5.50%	127,800.00	885,000.00
2006	75,000.00	48,675.00	5.50%	123,675.00	810,000.00
2007	80,000.00	44,550.00	5.50%	124,550.00	730,000.00
2008	85,000.00	40,150.00	5.50%	125,150.00	645,000.00
2009	90,000.00	35,475.00	5.50%	125,475.00	555,000.00
2010	100,000.00	30,525.00	5.50%	130,525.00	455,000.00
2011	105,000.00	25,025.00	5.50%	130,025.00	350,000.00
2012	110,000.00	19,250.00	5.50%	129,250.00	240,000.00
2013	115,000.00	13,200.00	5.50%	128,200.00	125,000.00
2014	125,000.00	6,875.00	5.50%	131,875.00	-

To be repaid from an ad valorem tax levy.

GENERAL OBLIGATION BONDS
\$1,000,000 GENERAL OBLIGATION BONDS - SERIES 1998

OUTSTANDING OCTOBER 2004

\$ 670,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	65,000.00	29,035.00	4.15%	94,035.00	605,000.00
2006	65,000.00	26,337.50	4.20%	91,337.50	540,000.00
2007	70,000.00	23,607.50	4.25%	93,607.50	470,000.00
2008	70,000.00	20,632.50	4.30%	90,632.50	400,000.00
2009	75,000.00	17,622.50	4.25%	92,622.50	325,000.00
2010	75,000.00	14,435.00	4.30%	89,435.00	250,000.00
2011	80,000.00	11,210.00	4.45%	91,210.00	170,000.00
2012	85,000.00	7,650.00	4.50%	92,650.00	85,000.00
2013	85,000.00	3,825.00	4.50%	88,825.00	-

To be repaid from an ad valorem tax levy.

GENERAL OBLIGATION BONDS
\$2,750,000 GENERAL OBLIGATION REFUNDING BONDS - SERIES 1998

OUTSTANDING OCTOBER 2004

\$ 1,790,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	190,000.00	77,115.00	4.15%	267,115.00	1,600,000.00
2006	200,000.00	69,230.00	4.20%	269,230.00	1,400,000.00
2007	210,000.00	60,830.00	4.25%	270,830.00	1,190,000.00
2008	220,000.00	51,905.00	4.30%	271,905.00	970,000.00
2009	235,000.00	42,445.00	4.25%	277,445.00	735,000.00
2010	245,000.00	32,457.50	4.30%	277,457.50	490,000.00
2011	255,000.00	21,922.50	4.45%	276,922.50	235,000.00
2012	235,000.00	10,575.00	4.50%	245,575.00	-

To be repaid from the Drainage Utility Fund.

GENERAL OBLIGATION BONDS
\$1,845,000 GENERAL OBLIGATION REFUNDING BONDS - SERIES 2001

OUTSTANDING OCTOBER 2004

\$ 1,235,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	225,000.00	53,407.50	5.50%	278,407.50	1,010,000.00
2006	235,000.00	43,282.50	5.50%	278,282.50	775,000.00
2007	250,000.00	32,707.50	5.50%	282,707.50	525,000.00
2008	255,000.00	22,582.50	5.50%	277,582.50	270,000.00
2009	270,000.00	11,745.00	5.50%	-	-

To be repaid from the Water & Sewer Fund.

GENERAL OBLIGATION BONDS
\$4,720,000 GENERAL OBLIGATION REFUNDING BONDS - SERIES 2003A

OUTSTANDING OCTOBER 2004
 \$ 4,720,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	280,000.00	180,687.50	2.00%	460,687.50	4,440,000.00
2006	285,000.00	175,087.50	2.50%	460,087.50	4,155,000.00
2007	285,000.00	167,962.50	3.00%	452,962.50	3,870,000.00
2008	285,000.00	159,412.50	3.25%	444,412.50	3,585,000.00
2009	305,000.00	150,150.00	3.50%	455,150.00	3,280,000.00
2010	630,000.00	139,475.00	4.00%	769,475.00	2,650,000.00
2011	660,000.00	114,275.00	4.00%	774,275.00	1,990,000.00
2012	670,000.00	87,875.00	4.25%	757,875.00	1,320,000.00
2013	730,000.00	59,400.00	4.50%	789,400.00	590,000.00
2014	590,000.00	26,550.00	4.50%	616,550.00	-

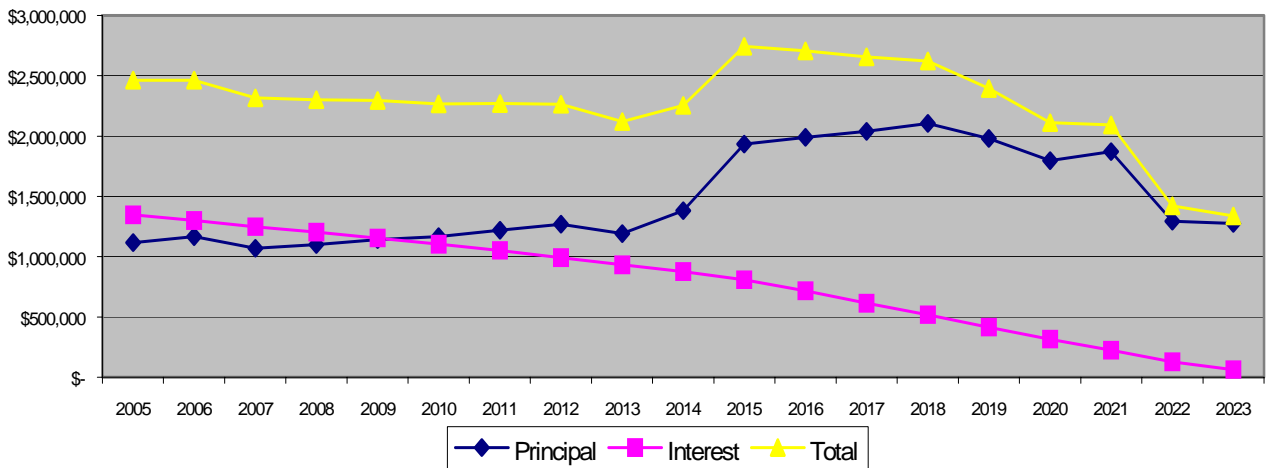
Refunded W W/SS Revenue Bonds series 1993 and
 W W/SS Revenue Bonds Series 1994 (TWDB)

**CERTIFICATES OF OBLIGATION
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2004

\$ 28,100,000

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	1,115,000.00	1,347,311.76	2,462,311.76	26,985,000.00
2006	1,165,000.00	1,298,936.76	2,463,936.76	25,820,000.00
2007	1,070,000.00	1,248,111.76	2,318,111.76	24,750,000.00
2008	1,100,000.00	1,202,463.76	2,302,463.76	23,650,000.00
2009	1,140,000.00	1,153,722.26	2,293,722.26	22,510,000.00
2010	1,165,000.00	1,102,639.76	2,267,639.76	21,345,000.00
2011	1,220,000.00	1,049,412.26	2,269,412.26	20,125,000.00
2012	1,270,000.00	992,682.26	2,262,682.26	18,855,000.00
2013	1,190,000.00	932,131.76	2,122,131.76	17,665,000.00
2014	1,380,000.00	874,966.76	2,254,966.76	16,285,000.00
2015	1,935,000.00	808,347.26	2,743,347.26	14,350,000.00
2016	1,990,000.00	716,307.26	2,706,307.26	12,360,000.00
2017	2,040,000.00	615,819.76	2,655,819.76	10,320,000.00
2018	2,105,000.00	517,099.76	2,622,099.76	8,215,000.00
2019	1,980,000.00	414,591.26	2,394,591.26	6,235,000.00
2020	1,795,000.00	314,750.00	2,109,750.00	4,440,000.00
2021	1,870,000.00	223,537.00	2,093,537.00	2,570,000.00
2022	1,295,000.00	128,500.00	1,423,500.00	1,275,000.00
2023	1,275,000.00	63,750.00	1,338,750.00	-



CERTIFICATES OF OBLIGATION
\$3,865,000 COMBINATION TAX AND REVENUE C/O'S - SERIES 1994

OUTSTANDING OCTOBER 2004

\$ -

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
------	-----------	----------	------------------	-----------------------	----------------------

Repaid by the Water & Sewer Fund (20%) and the Solid Waste Fund (80%).

CERTIFICATES OF OBLIGATION
\$3,010,000 COMBINATION TAX AND REVENUE C/O'S - SERIES 1997

OUTSTANDING OCTOBER 2004

\$ 1,875,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	150,000.00	97,207.50	4.95%	247,207.50	1,530,000.00
2006	160,000.00	89,782.50	5.00%	249,782.50	1,370,000.00
2007	170,000.00	81,782.50	5.10%	251,782.50	1,200,000.00
2008	180,000.00	73,112.50	5.10%	253,112.50	1,020,000.00
2009	185,000.00	63,932.50	5.15%	248,932.50	835,000.00
2010	195,000.00	54,405.00	5.25%	249,405.00	640,000.00
2011	210,000.00	44,167.50	5.30%	254,167.50	430,000.00
2012	225,000.00	33,037.50	5.35%	258,037.50	205,000.00
2013	70,000.00	21,000.00	5.25%	91,000.00	135,000.00
2014	75,000.00	17,325.00	5.25%	92,325.00	60,000.00
2015	80,000.00	13,387.50	5.25%	93,387.50	(20,000.00)
2016	85,000.00	9,187.50	5.25%	94,187.50	(105,000.00)
2017	90,000.00	4,725.00	5.25%	94,725.00	(195,000.00)

To be repaid by an ad valorem tax levy, the Golf Course and the Solid Waste Fund.

CERTIFICATES OF OBLIGATION
\$6,620,000 COMBINATION TAX AND REVENUE C/O'S - SERIES 1999

OUTSTANDING OCTOBER 2004

\$ 4,865,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	390,000.00	256,328.00	5.50%	646,328.00	4,095,000.00
2006	420,000.00	234,878.00	5.50%	654,878.00	3,675,000.00
2007	250,000.00	211,778.00	5.50%	461,778.00	3,425,000.00
2008	265,000.00	198,028.00	5.50%	463,028.00	3,160,000.00
2009	280,000.00	183,453.00	5.25%	463,453.00	2,880,000.00
2010	290,000.00	168,753.00	4.90%	458,753.00	2,590,000.00
2011	310,000.00	154,543.00	5.00%	464,543.00	2,280,000.00
2012	325,000.00	139,043.00	5.05%	464,043.00	1,955,000.00
2013	340,000.00	122,631.00	5.10%	462,631.00	1,615,000.00
2014	355,000.00	105,291.00	5.15%	460,291.00	1,260,000.00
2015	295,000.00	87,008.00	5.20%	382,008.00	965,000.00
2016	310,000.00	71,668.00	5.25%	381,668.00	655,000.00
2017	325,000.00	55,393.00	5.30%	380,393.00	330,000.00
2018	345,000.00	38,168.00	5.35%	383,168.00	(15,000.00)
2019	365,000.00	19,710.00	5.40%	384,710.00	(380,000.00)

To be repaid by an ad valorem tax levy, the Water & Sewer Fund, the Solid Waste Fund, the Drainage Utility Fund and the Golf Course.

CERTIFICATES OF OBLIGATION
\$8,400,000 COMBINATION TAX AND REVENUE C/O'S - SERIES 2001

OUTSTANDING OCTOBER 2004

\$ 7,575,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	320,000.00	361,925.02	4.50%	681,925.02	6,650,000.00
2006	340,000.00	347,525.02	4.00%	687,525.02	6,310,000.00
2007	355,000.00	333,925.02	4.05%	688,925.02	5,955,000.00
2008	370,000.00	319,547.52	4.25%	689,547.52	5,585,000.00
2009	380,000.00	303,822.52	4.35%	683,822.52	5,205,000.00
2010	395,000.00	287,292.52	4.40%	682,292.52	4,810,000.00
2011	420,000.00	269,912.52	4.50%	689,912.52	4,390,000.00
2012	400,000.00	251,012.52	4.63%	651,012.52	3,990,000.00
2013	420,000.00	232,512.50	4.75%	652,512.50	3,570,000.00
2014	440,000.00	212,562.50	4.88%	652,562.50	3,130,000.00
2015	460,000.00	191,112.52	5.00%	651,112.52	2,670,000.00
2016	480,000.00	168,112.52	5.00%	648,112.52	2,190,000.00
2017	505,000.00	144,112.52	5.00%	649,112.52	1,685,000.00
2018	530,000.00	118,862.52	5.13%	648,862.52	1,155,000.00
2019	560,000.00	91,700.02	5.13%	651,700.02	595,000.00
2020	585,000.00	63,000.00	5.25%	648,000.00	10,000.00
2021	615,000.00	32,287.50	5.25%	647,287.50	(605,000.00)

CERTIFICATES OF OBLIGATION
\$14,010,000 COMBINATION TAX AND REVENUE C/O'S - SERIES 2003

OUTSTANDING OCTOBER 2004

\$ 13,785,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2005	255,000.00	631,851.26	2.00%	886,851.26	13,305,000.00
2006	245,000.00	626,751.26	2.50%	871,751.26	13,060,000.00
2007	295,000.00	620,626.26	3.00%	915,626.26	12,765,000.00
2008	285,000.00	611,776.26	3.25%	896,776.26	12,480,000.00
2009	295,000.00	602,513.76	3.50%	897,513.76	12,185,000.00
2010	285,000.00	592,188.76	4.00%	877,188.76	11,900,000.00
2011	280,000.00	580,788.76	4.00%	860,788.76	11,620,000.00
2012	320,000.00	569,588.76	4.25%	889,588.76	11,300,000.00
2013	360,000.00	555,988.76	4.50%	915,988.76	10,940,000.00
2014	510,000.00	539,788.76	4.50%	1,049,788.76	10,430,000.00
2015	1,100,000.00	516,838.76	4.50%	1,616,838.76	9,330,000.00
2016	1,115,000.00	467,338.76	5.00%	1,582,338.76	8,215,000.00
2017	1,120,000.00	411,588.76	4.60%	1,531,588.76	7,095,000.00
2018	1,230,000.00	360,068.76	4.63%	1,590,068.76	5,865,000.00
2019	1,055,000.00	303,181.26	4.88%	1,358,181.26	4,810,000.00
2020	1,210,000.00	251,750.00	5.00%	1,461,750.00	3,600,000.00
2021	1,255,000.00	191,250.00	5.00%	1,446,250.00	2,345,000.00
2022	1,295,000.00	128,500.00	5.00%	1,423,500.00	1,050,000.00
2023	1,275,000.00	63,750.00	5.00%	1,338,750.00	

To be repaid by an ad valorem tax levy and the Water & Sewer Fund.

**CAPITAL LEASES
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2004

\$ 460,194

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2005	214,007	10,171	224,178	246,187
2006	187,498	3,934	88,055	109,703
2007	58,689	458	59,147	-

CAPITAL LEASES

\$17,489 CAPITAL LEASE - GOLF COURSE EQUIP.- SEPTEMBER 2000

OUTSTANDING OCTOBER 2004

\$ 3,105

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2005	3,105	102	6.45%	3,207	-

CAPITAL LEASES

\$171,906 CAPITAL LEASE - COMPOST EQUIPMENT - FEBRUARY 2001

OUTSTANDING OCTOBER 2004

\$ 49,861

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2005	37,087	1,634	4.95%	38,721	12,774
2006	12,774	132	4.95%	12,906	-

CAPITAL LEASES
\$353,703 CAPITAL LEASE - VARIOUS EQUIPMENT - JANUARY 2003

OUTSTANDING OCTOBER 2004
 \$185,914

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2005	98,971	3,259	2.31%	102,230	86,943
2006	71,347	1,173	2.31%	72,520	15,596
2007	15,596	60	2.31%	15,656	-

CAPITAL LEASES
\$228,259 CAPITAL LEASE - FINANCIAL ADMINISTRATION SOFTWARE-JUNE 2003

OUTSTANDING OCTOBER 2004
 \$ 151,587

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2005	55,131	2,861	2.31%	57,992	96,455
2006	53,362	1,630	2.31%	54,992	43,093
2007	43,093	398	2.31%	43,491	-

CAPITAL LEASES
\$97,925 CAPITAL LEASE - GOLF COURSE GOLF CARTS- APRIL 2003

OUTSTANDING OCTOBER 2004
 \$ 69,728

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2005	19,713	2,315	3.81%	22,028	50,015
2006	50,015	999	3.81%	51,014	-

NOTE PAYABLE
\$35,000 FIRE EQUIPMENT - 2001

OUTSTANDING OCTOBER 2004

\$ 26,250

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	NOTES OUTSTANDING
2005	1,750.00	495.00	2.50%	2,245.00	24,500.00
2006	1,750.00	495.00	2.50%	2,245.00	22,750.00
2007	1,750.00	495.00	2.50%	2,245.00	21,000.00
2008	1,750.00	495.00	2.50%	2,245.00	19,250.00
2009	1,750.00	495.00	2.50%	2,245.00	17,500.00
2010	1,750.00	495.00	2.50%	2,245.00	15,750.00
2011	1,750.00	495.00	2.50%	2,245.00	14,000.00
2012	1,750.00	495.00	2.50%	2,245.00	12,250.00
2013	1,750.00	495.00	2.50%	2,245.00	10,500.00
2014	1,750.00	495.00	2.50%	2,245.00	8,750.00
2015	1,750.00	495.00	2.50%	2,245.00	7,000.00
2016	1,750.00	495.00	2.50%	2,245.00	5,250.00
2017	1,750.00	495.00	2.50%	2,245.00	3,500.00
2018	1,750.00	495.00	2.50%	2,245.00	1,750.00
2019	1,750.00	495.00	2.50%	2,245.00	-

Copperas Cove, Texas

CAPITAL OUTLAY

Capital outlay items are expenditures for fixed assets such as equipment, remodeling, minor building improvements and vehicles that are funded from the operating budgets. These items generally have a life expectancy of ten years or less. Since long-term financing is not necessary and expenditures of this type are of a recurring nature, these items are not part of the Capital Improvements Program. The total fiscal year 2004-05 Adopted Budget and Plan of Municipal Services for capital outlay is \$ 267,943. This amount represents a decrease of \$ 226,654, or 49.67%, in capital outlay below the amount that was projected to be purchased in fiscal year 2003-04.

Fund	FY 2003-04	FY 2004-05	Dollar Increase (Decrease)
General Fund	\$287,555	\$208,614	(\$78,941)
Water & Sewer Fund	115,454	0	(115,454)
Solid Waste Fund	33,550	10,800	(22,750)
Youth Activities Fund	0	0	0
Drainage Utility Fund	0	25,435	25,435
Cemetery Fund	9,000	0	(9,000)
Hotel/Motel Fund	0	30,000	30,000
Golf Course Fund	0	2,350	2,350
Municipal Court-Efficiency	6,500	5,000	(1,500)
Municipal Court-Tech	75,619	23,530	(52,089)
Municipal Court-Security	4,705	0	(4,705)
Total	\$532,383	\$267,943	(\$226,654)

Note: Analysis does not include capital lease payments for either year nor does it include capital improvements.

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
 FISCAL YEAR 2004-05**

Account	Description	Amount
GENERAL FUND		
<u>Information Systems</u>		
Capital Outlay		
01-4140-3500-8402	Computer Equipment	\$ 1,000.00
01-4140-3500-8404	Computer Software	3,656.00
	Total	<u>\$ 4,656.00</u>
<u>Engineering</u>		
Capital Outlay		
01-4170-5100-8402	Large Format Plotter	\$ 3,000.00
	Total	<u>\$ 3,000.00</u>
<u>Police Department</u>		
Capital Outlay		
01-4230-4200-8300	2004 Harley Davidson FLHP (4)	\$ 7,000.00
01-4230-4200-8300	2003 Police Pursuit Vehicles (3)	87,900.00
01-4230-4200-8400	Miscellaneous Equipment	986.00
	Total	<u>\$ 95,886.00</u>
<u>Animal Control</u>		
Capital Outlay		
01-4230-4300-8403	Telephone Answering Equipment	\$ 1,343.00
	Total	<u>\$ 1,343.00</u>
<u>Fire Department</u>		
Capital Outlay		
01-4230-4400-8200	Upholstered Stack Chairs (40)	\$ 2,116.00
01-4230-4400-8400	Hoses	7,740.00
	Total	<u>\$ 9,856.00</u>
<u>Streets</u>		
Capital Outlay		
01-4410-5300-8300	Chevy 2500 Pickup	\$ 18,192.00
01-4410-5300-8400	Dynapac Jumping Jack 4hp 4 stroke	2,160.00
01-4410-5300-8400	Traffic Counters(4) and Software	4,940.00
	Total	<u>\$ 25,292.00</u>

CITY OF COPPERAS COVE, TEXAS
DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
FISCAL YEAR 2004-05

Account	Description	Amount
 <u>Library</u>		
Capital Outlay		
01-4320-7100-8402	Personal Computers	\$ 4,600.00
01-4310-7100-8501	Young Adult Books	17,000.00
01-4310-7100-8502	Children's Books	10,000.00
01-4310-7100-8503	Reference Books	11,300.00
01-4310-7100-8504	Audiovisual Items	3,000.00
01-4310-7100-8505	Genealogy Materials	600.00
		<u>\$ 46,500.00</u>
 <u>Facility Maintenance</u>		
Capital Outlay		
01-4510-5700-8300	Ford F250 Pickup w/Utility Bed	\$ 22,081.00
		<u>\$ 22,081.00</u>
 TOTAL GENERAL FUND		 <u><u>\$ 208,614.00</u></u>
 WATER & SEWER FUND		
No Capital Outlay Approved		
 TOTAL WATER AND SEWER FUND		 <u><u>\$ -</u></u>

CITY OF COPPERAS COVE, TEXAS
DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
FISCAL YEAR 2004-05

Account	Description	Amount
SOLID WASTE FUND		
<u>Residential</u>		
Capital Outlay		
03-4423-9101-8400	Portion of Equipment Staging Area	\$ 1,200.00
	Total	\$ 1,200.00
<u>Recycling</u>		
Capital Outlay		
03-4223-9102-8300	Used 4-ton Fork Lift	\$ 6,000.00
	Total	\$ 6,000.00
<u>Brush Collection</u>		
Capital Outlay		
03-4423-9103-8400	Portion of Equipment Staging Area	\$ 1,200.00
	Total	\$ 1,200.00
<u>Commercial</u>		
Capital Outlay		
03-4223-9104-8400	Portion of Equipment Staging Area	\$ 1,200.00
	Total	\$ 1,200.00
<u>Transfer Station</u>		
Capital Outlay		
03-4424-9200-8400	Portion of Equipment Staging Area	\$ 1,200.00
		\$ 1,200.00
TOTAL SOLID WASTE FUND		\$ 10,800.00

**CITY OF COPPERAS COVE, TEXAS
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
 FISCAL YEAR 2004-05**

Account	Description	Amount
 <u>Drainage Fund</u>		
Capital Outlay		
05-4410-7600-8300	Bobcat Model MT50 Mini Loader	\$ 15,600.00
05-4410-7600-8300	Huster Super Z Mower	8,750.00
05-4410-7600-8400	Lasermark LMH Rotary Laser Package	1,085.00
	Total	\$ 25,435.00
 <u>Golf Course Fund</u>		
Capital Outlay		
09-4310-7400-8500	Facilities	\$ 2,350.00
		\$ 2,350.00
 <u>Hotel/Motel Fund</u>		
Capital Outlay		
14-4502-1400-8501	Civic Center Renovation	\$ 30,000.00
	Total	\$ 30,000.00
 <u>Municipal Court-Efficiency Funds</u>		
Capital Outlay		
41-4220-4101-8402	Audio System for Court Room	\$ 5,000.00
	Total	\$ 5,000.00
 <u>Municipal Court - Technology Funds</u>		
Capital Outlay		
41-4220-4102-8402	Personal Computers	\$ 21,196.00
41-4220-4102-8404	Software	2,334.00
	Total	\$ 23,530.00

Total by Account

\$ 1,000.00
3,656.00

\$ 4,656.00

\$ 3,000.00

\$ 3,000.00

\$ 94,900.00
986.00

\$ 95,886.00

\$ 1,343.00

\$ 1,343.00

\$ 2,116.00
7,740.00

\$ 9,856.00

\$ 18,192.00

7,100.00

\$ 25,292.00

Total by Account

\$ 4,600.00
17,000.00
10,000.00
11,300.00
3,000.00
600.00

\$ 46,500.00

\$ 22,081.00

\$ 22,081.00

\$ 208,614.00

\$ -

Total by Account

\$ 1,200.00
\$ 1,200.00

\$ 6,000.00
\$ 6,000.00

\$ 1,200.00
\$ 1,200.00

\$ 1,200.00
\$ 1,200.00

\$ 1,200.00
\$ 1,200.00

\$ 10,800.00

Total by Account

24,350.00
1,085.00

\$ 25,435.00

\$ 2,350.00

\$ 2,350.00

\$ 30,000.00

\$ 30,000.00

\$ 5,000.00

\$ 5,000.00

\$ 21,196.00
2,334.00

\$ 23,530.00

Copperas Cove, Texas

CAPITAL IMPROVEMENTS

Capital improvements are major purchases or improvement programs that generally have a life span of ten years or more, or improvements that are not normally funded through the operating budgets. However, for the 2003-04 fiscal year resources from the General Fund, Water & Sewer Fund, and the Drainage Utility Fund have been allocated for certain capital improvements. This section of the Annual Budget and Plan of Municipal Services attempts to identify all capital improvements the City has budgeted for the 2003-04 fiscal year.

This section is divided into two distinct parts. The first part provides a brief discussion of the City's capital improvement program and a synopsis of each ongoing project including the cost, future impact on operating budgets and the department(s) responsible for the project. In the second part a financial statement detailing revenues and expenditures for each bond construction fund the City accounts for is provided.

The City Built for Family Living

City of Copperas Cove
Analysis of Capital Improvement Projects
Fiscal Year 2004-05

CAPITAL IMPROVEMENT PROGRAM

Capital improvement projects completed by the City of Copperas Cove are financed through a variety of sources. These sources include the following:

General Fund revenues	Revenue Bonds
Water & Sewer Fund revenues	Combination Tax and Revenue Certificates of Obligation
Solid Waste Fund revenues	Capital Leases
Drainage Utility Fund revenues	Grants and Donations
General Obligation Bonds	

During the budgetary process, each department is responsible for identifying capital improvement projects that are necessary for their departmental goals and objectives to be attained. The departments submit these requests on capital improvement forms and are required to identify the project, justification for the project, prioritization of the project by level of importance and possible sources of funding. The City Manager and City Council review these requests with the department heads and based on funding limitations determine which projects will be completed. Additionally, during the budgetary process, the City Council may make requests for major capital improvements. Capital improvement projects are reviewed by the City Manager's Office to determine whether they are consistent with the City's comprehensive plan adopted in 1996, the City's vision statement, mission statement and goals adopted by the City Council. The City Manager also assesses the importance of the project by its rated level of priority and determines whether funding can be made available for the various projects. Once the City Council requests projects to be placed in the budget, the City Manager then identifies funding sources for those projects. According to the City's *Accounting Manual*, a capital improvement includes the purchase of major equipment or improvements that generally have a life span of ten years or more. These items also tend to exceed \$10,000 and are nonrecurring in nature. In the 2004-05 budget, the City has several items which would be considered capital improvements that are funded from the various sources listed above. To date, a formal Capital Improvement Program has not been created and accepted by the City Council; however, this is the direction that the City is heading. As the City grows, capital improvements become necessary, and as such, a formal document will need to be developed to plan projects, determine a course of action and monitor the progress of these capital projects. The capital improvement projects discussed in this section of the budget document have been reviewed by the City Council and have also been incorporated within this budget document.

Capital projects that are completed with the first three sources of revenue (General Fund, Water & Sewer, and Solid Waste) are projects that management feels can be funded from operating resources and not through the issuance of debt or are items that are being funded through capital leases. The city has numerous capital leases. The annual debt service requirements related to these leases are presented in the debt service section of this document. The capital item(s) presented in this section that are to be paid through a capital lease arrangement represent new acquisitions approved in this fiscal year's adopted budget. Prior year capital purchases that have been financed with capital leases are complete with only debt service payments remaining from year to year; therefore, those capital items are not presented in this section. These sources may come from current year revenues or may also be funded through reserves that have built up over time that remain un-appropriated. Projects being funded by these sources total \$320,000 for fiscal year 2004-05.

Revenues from the drainage utility fund serve three primary purposes. The first purpose of these funds is to pay back the 1993 drainage utility revenue bond which was issued to complete several major drainage projects within the City. This revenue bond was refunded with a general obligation refunding bond issued in October, 1998. Even though this bond is backed by the full faith and credit of the City, it will be repaid utilizing the drainage utility fee. The second purpose pertains to the maintenance of current existing drainage facilities. Finally, these funds are used to pay for drainage capital improvement projects throughout the City. As detailed in the table below, the 2004-05 fiscal year budget has allocated \$50,000 for drainage capital improvements.

General obligation bonds create voter approved debt which will be paid back through the levy and collection of an ad valorem tax rate. These bonds must be approved by the voters in order for them to be issued and are backed by the full faith and credit of the City. There are no capital projects to be funded with proceeds and related interest earnings from the issuance of general obligation bonds. General obligation bonds are typically used to finance the construction of major facilities that require significant capital outlay (e.g. parks, fire station, etc.)

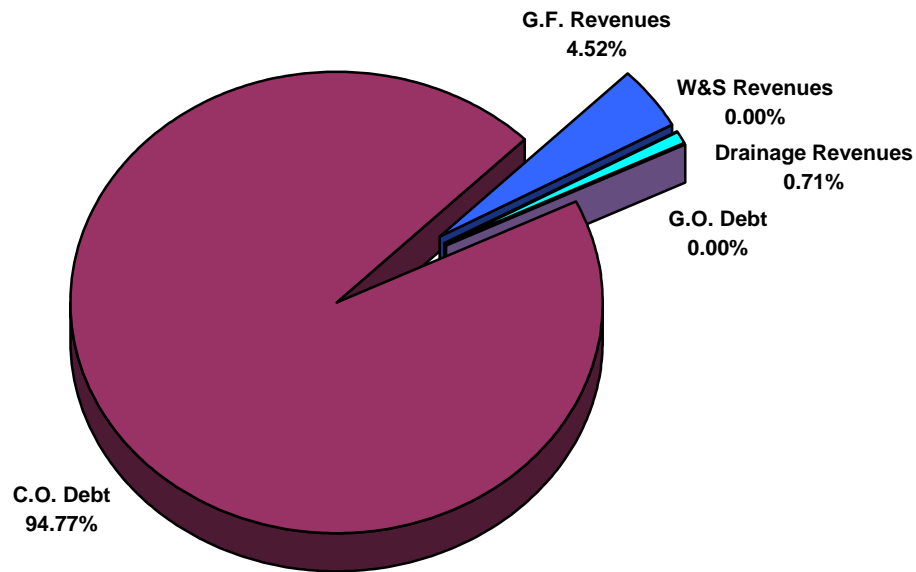
Certificates of obligation are another form of debt that is backed by a pledge of the full faith and credit of the City. This form of debt differs from general obligation bonds in that this debt does not require the direct approval of the voters but rather an indirect approval. Citizens can force this type of debt issuance to election by presenting a petition of 5% of the registered voters. This must be done prior to the issuance of the certificates. Typically proceeds from this type of debt are used to finance the construction of major facilities and the purchase of major equipment (e.g. library, golf course, street sweeper, knuckle boom truck, etc.) The 2004-05 adopted budget includes the expenditure of \$6,706,376 toward these types of capital improvements from the proceeds and related interest earnings received from the issuance of certificates of obligation.

Revenue bonds are typically issued to finance the construction, improvement and repair of facilities pertaining to the City's water and wastewater utility fund. These bonds do not require the approval of the voters, but similar to certificates of obligation have a process for petition. This fiscal year's budget does not have any capital projects planned that will be funded from revenue bond proceeds.

The following table provides a quick look at the various capital projects and the funding sources being utilized to complete these projects. A more detailed discussion of each capital project follows.

Fund/Project	General Fund Revenues	Water & Sewer Fund Revenues	Drainage Revenues	G.O. Debt	C.O. Debt	Total
General Fund						
Street Improvements	\$ 300,000	-	-	-	-	\$ 300,000
Sidewalk Improv.	20,000	-	-	-	-	20,000
Drainage Utility Fund						
Drainage Improvements	-	-	50,000	-	-	50,000
2001 C/O						
City Network	-	-	-	-	59,051	59,051
190 R.O.W. Acquisition	-	-	-	-	400,000	400,000
W & S CIP Phase II	-	-	-	-	49,728	49,728
2003 C/O						
FM 1113 Sidewalks	-	-	-	-	292,934	292,934
W & S CIP Phase III	-	-	-	-	4,002,721	4,002,721
Ladder Truck	-	-	-	-	250,000	250,000
Renovation of Civic Center	-	-	-	-	72,942	72,942
Construction of Big Divide	-	-	-	-	579,000	579,000
Feeder Road	-	-	-	-	600,000	600,000
Street Reconstruction	-	-	-	-	400,000	400,000
Total	\$ 320,000	\$ -	\$ 50,000	\$ -	\$ 6,706,376	\$ 7,076,376

The following pie chart depicts the various sources of funding and the percentage of capital projects funded through those sources.



In the past, the City of Copperas Cove did not adopt a budget for Capital Projects Funds funded by bond issues. This is primarily due to capital projects funds having a project-life focus as opposed to a year-to-year focus. However, budgetary accounts are utilized merely to provide budgetary control over the expenditures within these funds. Ultimately, the amount of funds that can be expended for a particular project is approved by the City Council along with any change orders that might occur during the life of the project. These capital projects funds include:

- The 1994 General Obligation Capital Projects Fund.
- The 1997 Combination Tax and Revenue Certificates of Obligation Capital Projects Fund.
- The 1998 General Obligation Bond Capital Projects Fund.
- The 1998 Combination Tax and Revenue Certificates of Obligation Capital Projects Fund.
- The 1999 Combination Tax and Revenue Certificates of Obligation Capital Projects Funds.
- The 2001 Combination Tax and Revenue Certificates of Obligation Capital Projects Funds.
- The 2003 Combination Tax and Revenue Certificates of Obligation Capital Projects Funds.

PROJECT DESCRIPTIONS AND BUDGETARY IMPACTS

The following discussion will provide more detail on the capital improvement projects listed in the table above and will also attempt to analyze future program costs that the City will have to cover as a direct result of the project.

GENERAL FUND:

Street and Sidewalk Improvements

The City continues to appropriate significant funds toward street and sidewalk improvements. Management believes that a continued street maintenance and improvement program will hedge against deterioration of the City's infrastructure which would eventually require significant resources to correct.

Cost: The 2004-05 budget includes a total of \$300,000 for street improvements and \$20,000 for sidewalk improvements.

Budgetary Impact: The engineering department estimates that for every dollar of maintenance, four dollars of reconstruction costs are saved.

Responsible Department: The budget related to this improvement program is the responsibility of the street department.

DRAINAGE UTILITY FUND:

The Drainage Utility Fund was created in the early '90's in an effort to address the City's growing drainage problems. In 1993 the City issued \$3,100,000 in revenue bonds to correct several drainage problems located in specific areas throughout the City. At that time citizens received a drainage utility fee and that fee was based on where the citizen was located in the City. If a citizen was located in an area that received significant drainage improvements, the drainage utility fee would be higher than for a citizen that did not live in an area that received these improvements. This form of billing has been revised. Currently, a flat rate of \$6.00 is charged to all residential homes and the drainage utility fee charged to commercial entities is based on a formula that takes into account such things as the acreage and the type of land use. The revenue received from this fee is utilized toward paying back debt service, maintaining existing drainage facilities and constructing and improving new drainage facilities.

Cost: The 2004-05 fiscal year budget includes \$50,000 in drainage capital improvement projects. The public works department is responsible for budgeting capital improvements within this fund. Future projects to be funded between fiscal years 2005-06 and 2009-10 by drainage fee revenues according to a briefing given by the City Engineer at the 2000 Council Retreat include:

Budgetary Impact: Future projects to be completed by this fund include the following:

Project Description	Amount
Stream T1.1 In Colonial Park	181,000
Clear Creek in South Park	50,000
Ogletree Gap Preserve Pond	214,000
Stream C1 at Heritage Park	243,000
Stream C1 at Town Square	120,000
Stream C1 DS of FM 116	1,100,000
Upper Reach of Turkey Run	453,000
Avenue D from 1 st to 5 th	129,000
Curry & 5 th	39,000

Responsible Department: Engineering department and drainage utility department.

1994 GENERAL OBLIGATION BOND CONSTRUCTION FUND:

The 1994 General Obligation bond issue was approved by the voters in May of 1994. This bond issue totaled \$1,500,000 and was to be used for the construction, expansion and extension of the central fire station and a third fire station. As a result of some significant construction problems the central fire station was never completed. Funds that remained within this bond fund were

approved to be used toward the renovation of the existing central fire station and, depending on existing funds, construction of a third fire station.

At the end of the 2000-01 fiscal year all the projects related to this bond issue were complete. Remaining funds from the 1994 General Obligation bond were used toward the completion of the third fire station. Additional funding had to be obtained from the General Fund and the issuance of Certificates of Obligation to complete the project.

Budgetary Impact: No significant additional operating costs have come from the renovation of the existing central fire station; however, additional operating costs have resulted from the addition of a third fire station. The primary increase in operating costs is from the addition of nine employees to operate the third fire station. Most vehicles and equipment needed at the third fire station are already owned by the City. The additional programmatic costs that will be incurred in relation to the third fire station are projected as follows:

Cost	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07
Personnel Costs	\$ 346,154	\$ 360,000	\$ 375,000	\$ 390,000

Note: Amounts include the cost of salaries and benefits for nine officers for first full year. Future year personnel costs include an average 4% increase each year. This amount equals the average percentage increase all departments budget for salaries each fiscal year.

Responsible Department: Fire department.

1997 COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:

In the 1996-97 fiscal year \$3,010,000 in combination tax and revenue certificates of obligation were issued for the following purposes:

Expansion of the Municipal Golf Course	\$1,000,000
Construction of a Municipal Library	1,500,000
Solid Waste Capital Equipment	77,500
General Fund Capital Equipment	245,000
Bond Issuance and Contingency Costs	187,500
Total	<u>\$3,010,000</u>

Near end of the golf course expansion project it was determined that an additional \$350,000 would be needed to complete the Municipal Golf Course. This additional funding would provide facilities that were not intended to be completed with this particular bond issue. Among other things, the proceeds from this bond issue have been utilized to add another 9 holes to the Municipal Golf Course. This addition has had a significant impact on the City's operating budget for the Golf Course. Instead of maintaining a 9-hole golf course the City now has to maintain an 18-hole golf course. User fees at the Golf Course have increased to facilitate the continued growth and development of the Golf Course. Issues facing the Golf Course continue to be analyzed by the City Council and City management. The new Library is currently being utilized. Total construction of the Library exceeded the \$1,500,000; however, the difference was covered through interest earnings, citizen contributions, a \$200,000 grant from the state that the City was awarded in September of 1997 and residual proceeds remaining within the capital projects fund. The other projects related to this bond issue have been completed.

Budgetary Impact: The expansion of the Golf Course has increased annual operating costs approximately \$250,000.

Utility costs at the Municipal Library have increased by roughly \$16,000 primarily due to moving from a 6,000 square foot facility to a 19,000 square foot facility.

1998 GENERAL OBLIGATION BOND CONSTRUCTION FUND:

In May of 1998 the citizens of Copperas Cove approved the issuance of \$1,000,000 to be used toward the renovation and improvement of the City's park facilities. Approximately \$40,000 of the proceeds from this bond issue was used for bond

issuance costs. The majority of the bond proceeds are being used to renovate City Park. More specifically, the capital improvement project was intended to complete the following:

- Repairs and renovations to the maintenance shop, restrooms, football building, concession stands, Fester House stage, shelters, picnic areas and RV park.
- Basketball courts and ball field improvements including resurfacing, repair of backstops and dugouts and warm up areas; rework sand volleyball courts, replace standards and irrigate ball fields.
- Provide for erosion control along creeks.
- Replace existing and install new playscapes and ground cover in City Park, South Park and Kate Street Park.
- Paving improvements to roads and parking areas.
- Pool improvements including repairs and renovation of the office/restrooms, deck and filtration system and the addition of a circular slide and zero depth pool with play fountains.

The majority of these projects are complete. The parks and recreation department will utilize any residual funds within the capital project fund toward additional park improvements.

Budgetary Impact: Added annual debt service due to this project is approximately \$90,000 per year.

1998 COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:

Once it was determined that the City landfill would be deactivated and the landfill cell closed, City staff began to look at alternative uses of the landfill property. In an effort to prevent the cost associated with the disposition of sludge generated by the wastewater treatment plants and brush collected by the solid waste operation of the City, it was decided that a composting facility would be developed and operated at the deactivated landfill. The total cost of the construction portion of the composting facility was expected to be approximately \$333,000. In addition, equipment costs totaling approximately \$225,000 were financed through a 1999 combination tax and revenue certificates of obligation bond issue.

Budgetary Impact: Constructing and equipping the compost facility increased the annual debt service of the Water & Sewer Fund by approximately \$110,000 per year. However, some revenues are anticipated from the sale of the compost generated by this facility. The City has also budgeted a separate department for composting within the Water & Sewer Fund. The departmental budget for this program in fiscal year 2004-05 is \$149,685. This amount includes a composting coordinator, a composting laborer, annual payment on a capital lease for a tub grinder that will be utilized in creating the brush chippings needed to create compost and other operating costs associated with function.

1999 COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:

The 1999 Combination Tax and Revenue Certificates of Obligation include a myriad of projects that span across all major operating funds. As a result, the actual accounting for these bond proceeds, and related projects, will be completed by organizing the various projects by fund type, and creating separate capital projects funds for each fund type and/or fund. For instance, the Water & Sewer Fund will have a separate capital projects fund that will be funded by part of this bond issue. The various projects by fund type include:

Golf Course Fund:	
Golf Course Phase II	\$350,000
Governmental Funds:	
Municipal Court	200,000
Animal Control Facility	250,000
Track Excavator	125,000

Solid Waste Fund:	
Solid Waste Equipment	750,000
Water & Sewer Fund:	
Composting Equipment	225,000
Water & Sewer CIP Phase I	4,575,740

Golf Course Phase II

During the 1998-99 fiscal year the City Council, along with recommendations from the City Staff, determined that it was in the best interest of City to invest another \$350,000 into the Golf Course in order for the Golf Course to succeed as a self sustaining entity. These funds were to be used to complete the Golf Course project which entailed, among other things, adding a new club house, acquiring a fleet of golf carts, renovating the parking lot at the Golf Course, constructing a new maintenance facility, and constructing a new cart storage facility. These were the major issues facing the Golf Course in completing the project, the majority of which were complete at the writing of this document.

Municipal Court

Prior to the end of fiscal year 2000-01, the municipal court was operated out of a rented facility with approximately 3,000 square feet of space. The facility was adequate at best and the determination was made that since the old library is a facility owned by the City, renovating it for a municipal court would be the best use of that facility. By renovating the old library into a municipal court, the annual rental of the current facility totaling \$9,000 per year would go away and the municipal court would have approximately 3,000 additional square footage to operate within. In addition, the old facility had limited parking space, a problem that was mitigated by the move to the old library. This project is complete and the municipal court operations moved into the renovated facility prior to the end of fiscal year 2000-01.

Animal Control Facility

The existing animal control facility was inadequate and was limited in space. The funds provided through this bond issue added kennels to the facility and provided a new administration facility. The animal control facility remains at its present location. This project has been completed.

Track Excavator

One of the responsibilities of the Drainage Utility Fund is to maintain existing drainage facilities. The acquisition of a track excavator works to fulfill this responsibility. The track excavator has been acquired and is used for, but not limited to, excavating/re-excavating earthen channels, prepare sloping grades such as drainage channel sides, excavate ditches in preparation for pipe laying or repairs, excavate storm water detention ponds and inlet structures, and excavate streets in preparation for re-surfacing or repairs.

Solid Waste Equipment

The City of Copperas Cove has made major changes to its solid waste collection and disposal activities. One of these changes was moving from a twice a week pick-up using solid waste collection trucks that require three people to function, to a once a week pick-up using automated collection trucks that only require one person to operate. The initial proposal included the purchase of two automated trucks and 10,000 ninety-six gallon waste containers. A third automated truck will need to be added at a future date. City Staff believe these changes, along with others, such as curbside recycling and mandatory ban on yard waste to be vital to the financial success of the Solid Waste Fund. This project has been implemented and is operating successfully.

Composting Equipment

In September 1998, the City of Copperas Cove issued \$450,000 in Certificates of Obligation that included \$350,000 to fund the construction of a composting facility at the City's old landfill. The construction of this facility is complete and virtually all equipment needed has been acquired. This facility will create a means of disposing wastewater sludge and at the same time create a product that can be utilized by the City and citizens.

Water & Sewer CIP Phase I

Phase I of the Water & Sewer Capital Improvements Program includes a myriad of projects.

Name of Project	Cost of Project
North Water Line Loop	\$ 1,344,080
West Hwy 190 Sewer Extension	912,800
Summers Road Sewer Extension	570,780
Third Year Sewer Improvements (I/I Reduction)	450,000
Engineering for Killeen/CC Water Transmission Line	292,300
Engineering for North East Wastewater Treatment Plant	555,000
Engineering for North West Wastewater Treatment Plant	120,000
Mickan Mountain Tank Rehabilitation	31,989
Hogg Mountain Tank Rehabilitation	55,096
Rattlesnake Mountain Tank Rehabilitation	22,720
Seven Mile Mountain Tank Rehabilitation	220,975
Total Cost Phase I	\$ 4,575,740

Budgetary Impact:

The renovation of the old library into a new Municipal Court has increased utility costs for the Municipal Court since that department moved from a 3,000 square foot facility to a 6,000 square foot facility. However, operating costs have been partially offset by the elimination of the cost to rent the old facility at \$750 per month.

Expansion of the Animal Control Facility has increased operating costs since a larger administrative facility was constructed and more kennels will have to be maintained.

Implementation of the automated solid waste collection system has reduced personnel costs; however, this reduction is offset by the increase in annual debt service of roughly \$130,000 incurred to implement the program.

Increase in annual debt service for phase I of the Water/Wastewater CIP is approximately \$400,000. The burden of paying this additional debt service is carried by the City's Water and Sewer Fund.

2001 COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:

The 2001 Combination Tax and Revenue Certificates of Obligation include several projects that are split between the Water & Sewer Fund and general governmental purposes. As a result, the actual accounting for these bond proceeds, and related projects, will be completed by organizing the various projects by fund type, and creating separate capital projects funds for each fund type and/or fund. For instance, the Water & Sewer Fund will have a separate capital projects fund that will be funded by part of this bond issue. The various projects by fund type include:

Municipal Court Facility

In 1997, the City of Copperas Cove issued Certificates of Obligation to fund the construction of a new library. This project is now complete and the City approved the renovation of the old building into a Municipal Court Facility in its 1999 bond program and allotted \$200,000 towards its completion. However, due to design changes, additional funding was needed to complete this project. The total estimated cost of this project is \$421,000. This renovation was completed in July 2001. This building is conveniently located across the street from City Hall, and provides the Municipal Court a facility that is approximately 6,000 square feet, essentially doubling the rented space it once occupied.

Animal Control Facility

The City of Copperas Cove had been experiencing the need for the construction of a new Animal Control Facility. The old facility was too small to adequately serve the City. The City approved the construction of a new animal control facility in its 1999 bond program and allotted \$250,000 to be used toward its completion which included architect fees. The total estimated cost of this project is \$291,026. As a result, additional funding was needed to complete the project.

The new building was constructed adjacent to the current facility and essentially doubles the current kennel space, as well as adds a 1,066 square foot administrative office.

Fire Station No. 3

In 1994 the City issued \$1,500,000 in General Obligation Bonds, a part of which was to be used toward the construction of a new fire station. This project has been completed and was fully accepted in the early part of fiscal year 2001-02. The new station is the third fire station in Copperas Cove and is located on the west end of the City on U.S. Highway 190. The total cost of this project was \$412,000. The City funded this project through remaining funds from the 1994 General Obligation Bond issue, fund balance in the General Fund and additional funding from this 2001 bond program.

Public Works Facility

Prior to the completion of this project the City's public works facility was a portable building having 1,280 square feet and in poor condition. This administrative facility was replaced with a new 2,015 square foot facility that provides an improved work setting for City employees. The debt service related to this project is split between the Tax Interest and Sinking Fund and the Water & Sewer Fund.

U.S. Highway 190 R.O.W. Acquisition

Over the past decade the City has been working with the Texas Department of Transportation (TxDOT) to construct a reliever route for State Highway 190 that would alleviate the amount of traffic traveling directly through the City. This project will provide safer, more timely driving conditions for people traveling through the City and will also create an opportunity for economic growth on the southern perimeter of the City. The total cost of this project is expected to be \$72,000,000. Copperas Cove has recently proposed to fund \$4,900,000 of this project locally with the anticipation that TxDOT will raise the level of priority on this project. If accepted by TxDOT, this local commitment will be funded over a period of five to six years. The City is committed to \$400,000 of right-of-way costs whether or not TxDOT accepts the City proposal to accelerate construction time lines.

Street Equipment

The Street Department had two motor graders, a 1959 model and a 1976 model. In an effort to continue the City's street maintenance program utilizing reliable equipment, the Street Department requested a new motor grader to replace both older units. Prior to the end of the 2000-01 fiscal year, this piece of equipment had been acquired.

City-Wide Network System

This bond program includes funding for the implementation of a wide area network. The project includes all hardware, software and technical consulting necessary for the network. Once complete, this project will provide better data security and storage, increase standardization of software program utilized, provide easier access to the internet, streamline software upgrades, and enhance communications between departments. At the writing of this document, many city facilities had local area networks in place with some connecting to City Hall through wireless, fiber optic cable and ISDN connections.

Improvements to Ogletree Preserve

In 1997, the City purchased the Ogletree Preserve Parkland located on the west end of the City directly off of U.S. Highway 190. This land acquisition added 188.284 acres to the City's parkland. In an effort to develop this historic area, the City included \$364,548 in this bond issue to be used toward the construction of restroom facilities, parking area, pavilion, and an amphitheater. The City has also submitted a grant application to the Texas Parks and Wildlife Department for improvements to Ogletree Preserve. Unfortunately this grant was not received. The City has completed the construction of the Ogletree Gap Pavilion.

Fire Equipment

The Fire Department requested that the City purchase a new Class A pumper at a cost of approximately \$200,000 to replace a 1970 pumper. The procurement was complete prior to the end of fiscal year 2000-01. The remainder of the proceeds were used to procure additional fire equipment to include extrication equipment and a self contained breathing apparatus (SCBA) to replace older out dated equipment.

Water & Sewer CIP Phase II

Name of Project	Cost of Project
Turkey Run New Pumps & Tank	\$ 439,000
Hogg Mt. New Pumps & Tank	819,000
Killeen/CC - Water Transmission Line	3,073,700
Turkey Run Tank Rehabilitation	180,000
Joint Pump Station	800,000
Grimes Crossing Water Line	701,000
Joes Road Water Line	50,000
Wolfe Road Sewer Line	200,000
Total Cost of Phase II:	<u>\$ 6,262,700</u>

Budgetary Impact:

All the projects under this bond program except for one-half of the public works facility and Phase II of the Water/Wastewater CIP are considered general government projects and the debt service related to those projects will be repaid with ad valorem tax collections. Annual debt service related to these projects increased by approximately \$165,000.

The Water & Sewer fund will be responsible for funding the annual debt service related to Phase II of the Water/Wastewater CIP and one-half of the public works facility. The increase in annual debt service for the Water & Sewer Fund for this bond program was approximately \$520,000. The table below depicts the anticipated water and sewer rate design over a five-year period. The water and sewer rates reflected in the 2004-05 column have already been approved by City Council and were effective October 1, 2004. The calculation of the water and sewer rates was performed by Reed, Stowe and Yanke, LLC during the 2003-04 fiscal year.

PROPOSED WATER RATES

Meter size	FY 2004-2005		FY 2005-2006		FY 2006-2007		FY 2007-2008		FY 2008-2009	
	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per
	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons
¾"	\$ 11.00	2.45	\$ 11.00	\$ 2.84	\$ 11.00	\$ 2.84	\$ 11.00	\$ 3.16	\$ 11.00	\$ 3.16
1"	15.50	2.91	15.50	2.91	15.50	2.91	15.50	3.16	15.50	3.16
1 ½"	23.00	3.29	23.00	3.29	23.00	3.29	23.00	3.48	23.00	3.48
2"	34.00	3.45	34.00	3.45	34.00	3.45	34.00	3.48	34.00	3.48
3"	90.00	3.45	90.00	3.45	90.00	3.45	90.00	3.48	90.00	3.48
4"	141.00	3.45	141.00	3.45	141.00	3.45	141.00	3.48	141.00	3.48
6"	239.00	3.45	239.00	3.45	239.00	3.45	239.00	3.48	239.00	3.48

PROPOSED WASTEWATER RATES

Customer Class	FY 2004-2005		FY 2005-2006		FY 2006-2007		FY 2007-2008		FY 2008-2009	
	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per
	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons
All Customers	\$ 11.00	\$ 3.30	\$ 11.00	\$ 4.04	\$ 11.00	\$ 4.43	\$ 11.00	\$ 4.92	\$ 11.00	\$ 4.92
Total Revenue Generated from Rates	\$ 7,062,706		\$ 7,728,732		\$ 7,953,310		\$ 8,493,931		\$ 8,493,931	
Total Revenue Requirement (Budget)	\$ 6,785,702		\$ 7,718,130		\$ 7,956,261		\$ 8,495,911		\$ 8,323,636	
Addition/(Reduction) in Fund Balance	<u>\$ 277,004</u>		<u>\$ 10,602</u>		<u>(\$ 2,951)</u>		<u>(\$ 1,980)</u>		<u>(\$ 170,295)</u>	

2003 COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:

The 2003 Combination Tax and Revenue Certificates of Obligation include several projects that are split between the Water & Sewer Fund and general governmental purposes. As a result, the actual accounting for these bond proceeds, and related projects, will be completed by organizing the various projects by fund type, and creating separate capital projects funds for each fund type and/or fund. For instance, the Water & Sewer Fund will have a separate capital projects fund that will be funded by part of this bond issue. The various projects by fund type include:

Governmental Funds:	
Construction of Big Divide Road	\$579,000
Communication System	1,645,140
Fire Pumper Truck	250,000
Construction of Skate Park	25,000
Improvements to FM 1113	320,000
Feeder Road	600,000
Municipal Building Renovations	265,000
Street Reconstruction	400,000

Water & Sewer Fund:	
NEWW Plant Expansion	\$4,138,389
NWWW Plant Improvement	1,104,456
4 th Year Sewer Improvements	594,000
South Plant-Fine Screens	101,500
Water Model Study	60,000
NE and NW Change Orders	48,231
Additional Engineering	55,869
Meadow Brook Sewer	235,714
Highway 190 Sewer	162,430
Mountain Top Water	460,000
Sewer (Skyline Valley Lift Station)	484,000
Water (Old Ogletree Pass)	1,710,000
Expansion of Constitution	122,000
Communication System	195,680
Utility Admin. Bldg. Repairs	20,000
Salaries & Benefits	60,000

Construction of Big Divide Road

This bond program includes funding in the amount of \$579,000 for the design and construction of a road that would connect Big Divide Road to U.S. Highway 190. Presently there are approximately 200 to 300 acres north of U.S. Highway 190 along Big Divide Road without paved access. With the development occurring along Big Divide Road, it is prudent to connect it with U.S. Highway 190.

Communication System

Due to the expansion of the City over the past twenty years, the City limits have outgrown the radio system's effective range. This poses a serious safety hazard to police officers and to firefighters. The new system will replace the old VHF communication system with an 800 MHZ radio system that will provide all City departments with adequate area coverage, better technology, and improved interoperability within the region. This new communication system will also allow all City emergency personnel to communicate with the Sheriff's office, Bell County, and Fort Hood's emergency personnel. A budget of \$1,840,820 has been established for this system.

Fire Pumper Truck

In 2000, the Fire Department implemented a capital replacement program that provides for the planned replacement of major public safety equipment. The 2003 bond program includes funding for the purchase of a new Class A pumper truck at a cost of \$250,000 to replace a 1977 American LeFrance.

Construction of a Skate Park

After receiving many requests from individuals and youth groups from the High School, the city established a skate park committee made up of members from the City, School district and students that participate in skate boarding. The committee put together a plan for a skate park to be located on land owned by the School District. A budget of \$25,000 has been allocated for this purpose.

FM 1113 Sidewalks

In fiscal year 2001-02 the City obtained a grant from the Texas Department of Transportation (TxDOT) for the construction of sidewalks along FM 1113 (Topsey Road). The total cost of the project is estimated to be \$1.55 million with \$1.24 million being funded by the grant received from TxDOT. The remainder of the project will be funded by local resources. Ultimately the project will provide approximately 2 miles of sidewalk beginning at 5th Street and continuing to the City limits at Summers Road improving hazardous conditions that exist for pedestrians and bicyclists along this road. This bond issue allotted \$320,000 to this project.

Feeder Road

Over the last 10 years, the City has been developing a project that would provide a transportation route around the south side of Copperas Cove. Existing congestion on U.S. Highway 190 through Copperas Cove, along with a desire to provide alternate routes through Copperas Cove have been the impetus for this estimated \$72,000,000 road project appropriately titled the Reliever Route. Due to the magnitude of this project, it has been broken into four phases. Phase 1-A includes the construction of a feeder road on the east end of the City that would provide access to the Reliever Route through the City's planned industrial and business parks. The City has partnered with the Copperas Cove Industrial Foundation to construct Phase 1-A of the Reliever Route. At an estimated cost of \$1,100,000, the City's share amounts to \$600,000.

Municipal Building Renovation

Several buildings within the City are in desperate need of major capital improvements. The budgets for these projects include the following:

Civic Center Renovations	\$75,000
City Hall Roof Repairs	20,000
Police Department Building Roof Repairs	20,000
Utility Administration Roof Repairs	20,000
Human Resources Building Roof Repairs and Renovations	<u>150,000</u>
Total Cost of Repairs and Renovations	<u>\$285,000</u>

Street Reconstruction

At a Capital Improvement Workshop held in November of 2001, City staff presented a prioritized list of streets to the City Council that were in need of reconstruction. This list included the top 10 streets within the City that were in such disrepair that the cost to fix them could not be managed with the Streets Department's maintenance budget. The streets covered by this request, encompass priorities one through four. In order to address four of the streets on the list, this bond program includes \$400,000 for street reconstruction projects.

Expansion of Constitution

In fiscal year 2001-02 the City acquired a grant from the Economic Development Agency (EDA) in the amount of \$1,000,000 for the expansion of Constitution Drive located on the east end of the City. The total cost of the project is expected to be approximately \$1,366,000. The City is required to provide \$122,000 toward this project; the remainder will be shared equally by the Copperas Cove Economic Development Corporation and the Copperas Cove Industrial Foundation. The City's commitment of \$122,000 will be split equally between the Water & Sewer Fund and the Tax Interest and Sinking Fund.

Water & Sewer Phase III

There is a third phase of the Water/Wastewater CIP that will be addressed 18 months after the issuance of funds for the second phase and include the following projects.

Fourth Year Sewer Improvements	\$ 594,000
NW WWTP Improvements	1,104,456
NE WWTP Expansion	4,138,389
South Plant-Fine Screens	101,500
Water Model Study	60,000
NE and NW Change Orders	48,231
Additional Engineering	55,869
Meadow Brook Sewer	235,714
Highway 190 Sewer	162,430
Mountain Top Water	460,000
Skyline Valley Lift Station	484,000
Water Line Project (Old Ogletree Pass to Colorado Drive)	1,710,000
Expansion of Constitution	122,000
Communication System	195,680
Utility Administration Building Repairs	20,000
Salaries & Benefits	<u>60,000</u>
Total Cost of Phase III:	\$9,552,269

GRAND TOTAL COST OF ALL THREE PHASES **\$20,390,709**

Budgetary Impact: The increase in annual debt service that is anticipated to result from this issuance is approximately \$886,000. The debt related to general government purposes and water and sewer projects is approximately \$249,000 and \$637,000 respectively.

Financial Statements for Bond Construction Funds

The next several pages will provide a statement of revenues, expenditures and changes in fund balance for each bond construction fund the City accounts for. The construction funds include the following:

- **1994 G.O. Bond** - The construction, expansion and extension of the central fire station and sub-fire station. These projects are being, and will be, funded through the proceeds received from a 1994 general obligation bond issue. Additional resources, if needed, may come from interest earnings on these bonds. This issue was for \$1,500,000.
- **1997 C.O.** - The expansion of the Municipal Golf Course, the construction of a new Municipal Library, and purchases of capital equipment for the General Fund and Solid Waste Fund. These capital improvements are being, and will be, funded from the proceeds of a 1997 Combination Tax and Revenue Certificates of Obligation issue. This issue was for \$3,010,000.
- **1998 G.O.** - The renovation of City parks, including City pools. This capital project fund is being funded from a General Obligation Bond Issue approved by the voters in the amount of \$1,000,000 in May of 1998. Receipt of the proceeds from this bond issue occurred in October of 1998.
- **1998 C.O.** - The construction and equipping of a composting facility at the City's landfill and the purchase of a street sweeper for use in the general operations of the City. This capital project fund is being financed through the issuance of a Combination Tax and Revenue Certificates of Obligation. The debt associated with the street sweeper will ultimately be paid from ad valorem tax receipts, whereas, the debt associated with the composting facility will be funded from the Water & Sewer Fund. This issue was for \$450,000.
- **1999 C.O.** - The acquisition of equipment for the municipal composting facility, a track excavator, solid waste vehicles and equipment; renovation of the old library into a municipal court; renovation and expansion of existing golf course; design and construction of an animal control facility; improvement, extension and expansion of the City's water/wastewater utility system; and the payment of fiscal, engineering and legal fees incurred in connection therewith. Payment of the debt service related for this issuance will be derived from the Drainage Utility Fund, Tax Interest and Sinking Fund, Solid Waste Fund, Golf Course Fund and the Water & Sewer Fund. This issue was for \$6,620,000.
- **2001 C.O.** - The acquisition of equipment for the improvements to the Ogletree Preserve, acquisition of public safety equipment, construction of City facilities, implementation of a city-wide computer network, acquisition of City right-of-way and improvements to the City's water/wastewater utility system; and the payment of fiscal, engineering and legal fees incurred in connection therewith. Payment of the debt service related for this issuance will be derived from the Tax Interest and Sinking Fund and the Water & Sewer Fund. This issue was for \$8,400,000.
- **2003 C.O.** - The construction of City infrastructure and improvements to the City's water/wastewater utility system; and the payment of fiscal, engineering and legal fees incurred in connection therewith. Payment of the debt service related for this issuance will be derived from the Tax Interest and Sinking Fund and the Water & Sewer Fund. This issue was for \$14,010,000.

City of Copperas Cove, Texas
1999 Certificates of Obligation
(Phase I of Water/Wastewater CIP and Equipment for Composting Facility)
FY 2004-05

Account	Description	Original Budget	To Date FY 2002-03	Projected FY 2003-04	FY 2004-05
Beginning Fund Balance					
98-300-0001	Fund Balance	\$ -	\$ -	\$ 101,934	\$ -
Revenues					
98-300-1001	Bond Proceeds	\$ 4,988,248	\$ 4,967,534	\$ -	\$ -
98-370-6001	Interest Income	-	604,841	1,193	-
Total Revenues		<u>\$ 4,988,248</u>	<u>\$ 5,572,375</u>	<u>\$ 1,193</u>	<u>\$ -</u>
Expenditures					
98-4612-0000-6012	Bond Issuance Costs	\$ 187,508	\$ 153,033	\$ -	\$ -
98-4612-9800-6050	Inspection Services	-	\$ 5,481	-	-
98-4612-840-6801	Professional Services	-	\$ 28,162	-	-
98-4612-5100-xxxx	Personnel Costs	-	\$ 61,956	-	-
98-4612-8400-8400	Composting Equipment	225,000	\$ 225,000	-	-
98-4612-8500-6012	Consulting Fees	-	\$ 35,501	-	-
98-4612-8500-6100	Advertising	-	\$ 98	-	-
98-4612-8500-9002	North Water Line Loop	1,344,080	\$ 1,213,588	-	-
98-4612-8500-9004	W. Hwy 190 Sewer Ext.	912,800	\$ 1,081,281	103,086	-
98-4612-8500-9006	Summers Rd. Sewer Ext.	570,780	\$ 610,574	41	-
98-4612-8500-9008	3rd Yr. Sewer Improve.	450,000	\$ 590,814	-	-
98-4612-8500-9010	Eng. Killeen/CC Water Line	292,300	\$ 292,300	-	-
98-4612-8500-9012	Eng. NE WWTP	555,000	\$ 559,146	-	-
98-4612-8500-9014	Eng. NW WWTP	120,000	\$ 124,148	-	-
98-4612-8500-9025	Tank Rehab. Prof. Svcs.	33,791	\$ 56,884	-	-
98-4612-8500-9016	Mickan Mt. Tank Rehab.	28,610	\$ 65,503	-	-
98-4612-8500-9018	Hogg Mt. Tank Rehab.	49,351	\$ 76,596	-	-
98-4612-8500-9020	Rattlesnake Mt. Tank Rehab.	20,355	\$ 40,787	-	-
98-4612-8500-9022	Seven Mile Mt. Tank Rehab.	198,673	\$ 167,827	-	-
98-4612-8500-9028	K-Starr Project	-	\$ 4,750	-	-
98-4612-8500-9030	8" Sewer Main & Manhole	-	\$ 48,321	-	-
98-4612-8500-9032	Water Improv. Proj. W. Hwy 190	-	\$ 18,594	-	-
98-4612-8500-9034	Ogletree Gap/Big Divide	-	\$ 10,097	-	-
Total Expenditures		<u>\$ 4,988,248</u>	<u>\$ 5,470,441</u>	<u>\$ 103,127</u>	<u>\$ -</u>
Ending Fund Balance					
98-300-0001	Fund Balance	<u>\$ -</u>	<u>\$ 101,934</u>	<u>\$ -</u>	<u>\$ -</u>

City of Copperas Cove, Texas
2001 Certificates of Obligation
(Capital Equipment/Improvements)
FY 2004-05

Account	Description	Original Budget	To Date FY 2002-03	Projected FY 2003-04	FY 2004-05
Beginning Fund Balance					
90-300-0001	Fund Balance	\$ -	\$ -	\$ 538,528	\$ 507,399
Revenues					
90-390-1001	Bond Proceeds	\$ 1,915,000	\$ 1,914,227	\$ -	
90-370-6001	Interest Income	-	39,413	3,975	915
90-370-6005	Miscellaneous Revenue	-	120,875	-	
Total Revenues		<u>\$ 1,915,000</u>	<u>\$ 2,074,515</u>	<u>\$ 3,975</u>	<u>\$ 915</u>
Expenditures					
90-4606-9000-8600	Bond Issuance Costs	\$ 43,832	\$ 49,190	\$ -	-
90-4606-9000-6050	Inspection Services	-	2,988		-
90-4606-3500-2100	Computer Supplies	-	14,647	3,956	-
90-4606-3500-6012	Professional Services	-	14,110	488	-
90-4606-3500-7800	Operating Capital		-	6,091	-
90-4606-3500-8400's	City-Wide Network	148,700	73,835	21,112	59,051
90-4606-4100-8500	Municipal Court	182,594	223,630	-	-
90-4606-4300-xxxx	Animal Control Facility	60,147	60,362	-	-
90-4606-4400-8500	Fire Station No. 3	179,509	219,015	-	-
90-4606-4400-8300	Fire Equipment	250,000	248,572	-	-
90-4606-5300-8400	Street Equipment	126,170	126,170	-	-
90-4606-5300-8400	R.O.W. Acquisition	400,000	-		400,000
90-4606-5400-6012	Consulting Fees		26,827	1,000	-
90-4606-5400-8505	Ogletree Improvements	364,548	363,522	2,457	-
90-4606-5600-8500	Public Works Facility (1/2)	159,500	113,119	-	-
Total Expenditures		<u>\$ 1,915,000</u>	<u>\$ 1,535,987</u>	<u>\$ 35,104</u>	<u>\$ 459,051</u>
Ending Fund Balance					
90-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 538,528</u>	<u>\$ 507,399</u>	<u>\$ 49,263</u>

City of Copperas Cove, Texas
2001 Certificates of Obligation
(Phase II of Water/Wastewater CIP)
FY 2004-05

Account	Description	Original Budget	To Date FY 2002-03	Projected FY 2003-04	FY 2004-05
Beginning Fund Balance					
91-300-0001	Fund Balance	\$ -	\$ -	\$ 721,245	\$ 527,350
Revenues					
91-00-00-1001	Bond Proceeds	\$ 6,485,000	\$ 6,482,383	\$ -	\$ -
91-00-00-6001	Interest Income	-	211,810	11,099	7,903
91-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		<u>\$ 6,485,000</u>	<u>\$ 6,694,193</u>	<u>\$ 11,099</u>	<u>\$ 7,903</u>
Expenditures					
91-4607-9100-8600	Bond Issuance Costs	\$ 162,800	\$ 156,884	\$ -	\$ -
91-4607-9100-6100	Advertising	-	191	-	-
91-4607-5600-6800	Professional Services	-	61,297	720	-
91-4607-9100-9032	Public Works Facility (1/2)	159,500	130,184	-	-
91-4607-9100-9034	Turkey Run Pumps & Tank	439,000	405,586	-	-
91-4607-9100-9036	Hogg Mt. Pumps & Tank	819,000	67,902	-	-
91-4607-9100-9038	Killeen/CC Water Line	3,073,700	3,278,509	27,825	-
91-4607-9100-xxxx	W. Hwy 190 Sewer Ext.	-	-	60,537	-
91-4607-9100-9040	Turkey Run Tank Rehab.	180,000	275,763	-	33,414
91-4607-9400-9042	Joint Pump Station	700,000	715,836	-	-
91-4607-9100-9044	Grimes Crossing Water Line	701,000	433,915	333	-
91-4607-9100-9046	Joes Road Water Line	50,000	68,981	-	-
91-4607-9100-9047	Wolfe Road Sewer Line	75,000	71,010	-	-
91-4607-9100-9048	Taylor Mountain Pump	-	220,125	481	-
91-4607-9100-9050	South Wastewater Plant	-	48,675	48,675	-
91-4607-9100-6800	Professional Services	-	6,250	-	-
91-4607-5100-xxxx	Personnel Costs	125,000	31,840	66,423	16,314
Total Expenditures		<u>\$ 6,485,000</u>	<u>\$ 5,972,948</u>	<u>\$ 204,994</u>	<u>\$ 49,728</u>
Ending Fund Balance					
91-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 721,245</u>	<u>\$ 527,350</u>	<u>\$ 485,525</u>

City of Copperas Cove, Texas
2003 Certificates of Obligation
(Tax Supported)
FY 2004-05

Account	Description	Original Budget	To Date FY 2002-03	Projected FY 2003-04	FY 2004-05
Beginning Fund Balance					
70-300-0001	Fund Balance	\$ -	\$ -	\$ 4,078,998	\$ 2,469,652
Revenues					
70-390-1003	Bond Proceeds	\$ 4,084,140	\$ 4,084,140	\$ -	\$ -
70-370-6001	Interest Income	-	4,519	16,575	15,768
70-370-6005	Miscellaneous Revenue	-	-	-	0
Total Revenues		\$ 4,084,140	\$ 4,088,659	\$ 16,575	\$ 15,768
Expenditures					
70-4615-8500-9019	Construction of Big Divide	\$ 579,000	\$ -	\$ -	\$579,000
70-4615-4400-9021	Communication System	1,645,140	-	1,392,051	-
70-4615-4400-9023	Fire Dept. Pumper Truck	250,000	-	-	250,000
70-4615-5400-9027	Construction of Skate Park	25,000	-	24,750	-
70-4615-5400-9029	Improvements to FM 1113	320,000	10,066	17,000	292,934
70-4615-5400-9025	Renovation of Civic Ctr.	75,000	-	2,058	72,942
70-4615-5400-9033	Feeder Road	600,000	-	-	600,000
70-4615-5400-9037	Human Resources Bldg Rep.	150,000	-	150,000	-
70-4615-5400-9035	City Hall Roof Repairs	20,000	-	20,000	-
70-4615-5400-9039	Police Dept. Roof Repairs	20,000	-	20,000	-
70-4615-8500-9073	Street Reconstruction	400,000	-	-	400,000
70-4615-5100-xxxx	Salaries and Benefits	-	-	62	-
Total Expenditures		\$ 4,084,140	\$ 10,066	\$ 1,625,921	\$ 2,194,876
Ending Fund Balance					
70-00-00-0990	Fund Balance	\$ -	\$ 4,078,593	\$ 2,469,652	\$ 290,544

City of Copperas Cove, Texas
2003 Certificates of Obligation
(Phase III of Water/Wastewater CIP)
FY 2004-05

Account	Description	Original Budget	To Date FY 2002-03	Projected FY 2003-04	FY 2004-05
Beginning Fund Balance					
71-300-0001	Fund Balance	\$ -	\$ -	\$ 9,578,790	\$ 4,225,531
Revenues					
71-390-1003	Bond Proceeds	\$ 9,594,265	\$ 9,594,265	\$ -	\$ -
71-370-6001	Interest Income	-	9,497	100,451	64,830
71-370-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		\$ 9,594,265	\$ 9,603,762	\$ 100,451	\$ 64,830
Expenditures					
71-4615-5100-xxxx	Salaries and Benefits	\$ 60,000	\$ 1,028	\$ 42,220	\$ 32,626
71-4615-4400-9021	Communications System	195,680	-	162,357	-
71-4615-8500-9003	Meadow Brook Sewer Proj.	235,714	23,924	163,396	52,794
71-4615-8500-9005	Hwy 190 Sewer Proj. (Chop)	162,430	-	88,137	74,293
71-4615-8500-9007	Mountain Top Water Proj.	460,000	20	-	460,000
71-4615-8500-9009	Sewer (Skyline Valley Lift St.)	484,000	-	15,000	381,575
71-4615-8500-9011	Water (Ogletree Pass-Colorado)	1,710,000	-	30,000	1,680,000
71-4615-8500-9015	NE WW Plant Expansion	4,138,389	-	3,900,000	238,389
71-4615-8500-9014	South Plant Fine Screens	101,500	-	101,500	-
71-4615-8500-9015	NW WW Plant Expansion	1,104,456	-	400,000	619,044
71-4615-8500-xxxx	NE & NW Change Orders	48,231	-	48,231	-
71-4615-5100-xxxx	Additional Engineering	55,869	-	55,869	-
71-4615-8500-9017	4th Year Sewer Improvements	594,000	-	130,000	464,000
71-4615-8500-9021	Water Model Study	60,000	-	60,000	-
71-4615-8500-9031	Expansion of Constitution	122,000	-	237,000	-
71-00-00-xxxx	Utility Admin. Bldg. Repairs	20,000	-	20,000	-
Total Expenditures		\$ 9,552,269	\$ 24,972	\$ 5,453,710	\$ 4,002,721
Ending Fund Balance					
71-00-00-0990	Fund Balance	\$ 41,996	\$ 9,578,790	\$ 4,225,531	\$ 287,640

Copperas Cove, Texas

APPENDICES

A. Glossary: The glossary provides a listing of terminology pertaining to governmental fund accounting and municipal government.

B. Fee Schedule: This Schedule provides a list of various revenues that the city collects. The City Council adopted the fee schedule in October of 2004 and will be reviewed and updated annually.

C. Copperas Cove at a Glance: The Copperas Cove at a Glance appendix provides the reader with a brief synopsis of the make-up of the city and its municipal government.

D. City of Copperas Cove Position Listing and Pay Scale by Department, Schedule of Incentives: This appendix provides detailed listings and pay plan for fiscal year 2004-05 and listing of incentives.

E. Full Time Personnel Schedule: This appendix provides detailed schedule of full time employees over a four-year period.

F. City of Copperas Cove Water, Sewer & Solid Waste Rates: This section provides a detailed presentation of the City of Copperas Cove's Water, Sewer & Solid Waste rates as they appear in the City of Copperas Cove's Code of Ordinances.

The City Built for Family Living

APPENDIX A

GLOSSARY

BUDGET GLOSSARY

To assist the reader of the Annual Budget and Plan of Municipal Services document in understanding various terms, a budget glossary has been included.

Accrual Accounting- A basis of accounting in which debits and credits are recorded at the time they are incurred as opposed to when cash is actually received or spent. For example, in accrual accounting, a revenue which was earned between April 1 and July 31, but for which payment was not received until August 10, is recorded as being received on July 31 rather than on August 10.

Ad Valorem Taxes- Commonly referred to as property taxes are the charges levied on all real, and certain personal property according to the property's assessed valuation and the tax rate, in compliance with the State Property Tax Code.

Appropriation - An authorization made by the city council which permits the city to incur obligation and to make expenditures of resources.

Appropriation Ordinance- The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

Assessed Valuation- A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Coryell County Appraisal District.)

Attrition - Savings which occur when personnel vacancies are not immediately filled on positions which are fully funded for the year.

Authorized Positions - Personnel slots which are budgeted in the adopted budget to be filled during the year, sometimes referred to as FTE's (Full-Time Equivalents).

Balance Sheet - A financial Statement that discloses the assets liabilities, reserves and balances of a specific governmental fund as of a specific date.

Base Budget - Cost of continuing the existing levels of service in the current budget year.

Beginning Fund Balance - Cash available in a fund from the prior year after payment of the prior year's expenses and deductions for prior year's encumbrances.

Bond - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets and bridges.

Bond Fund - A fund used to account for the proceeds of general obligation bond issues.

Bond Refinancing/Refunding - The payoff and reissuance of bonds, to obtain a better interest rate and/or bond condition.

Budget - A financial plan for a specified period of time that matches all planned revenues and expenditures with various municipal services.

Budget Calendar – The schedule of key dates or events, which the City follows in the preparation, adoption, and administration of the budget.

BUDGET GLOSSARY

Capital Improvement Project - The specific projects that make up the Capital Improvements Program. The projects involve construction, purchase, or renovation of City facilities or property.

Capital Improvements Program (CIP) - A management tool used to assist in the scheduling, planning and execution of a series of capital improvements over a period of time. The CIP should be updated annually. It sets forth the estimated expenditures by year and specifies the resources estimated to be available to finance the project expenditures. Capital improvements refer to additional investment in basic facilities owned by the City with life expectancy greater than five years.

Capital Outlay - Expenditures for fixed assets, such as equipment, remodeling, minor building improvements and vehicles, that are funded from the operating budget. Since long-term financing is not necessary and expenditures of this type are of such recurring character, these items are not part of the Capital Improvements Program.

Certificates of Obligation – Another form of debt that are backed by a pledge of the full faith and credit of the City. This form of debt differs from general obligation bonds in that they do not require direct approval of the voters rather an indirect approval.

Cost Center - An administrative branch of a division.

Debt Service – The amount of interest and principal the City must pay each year on long-term and short-term debt.

Debt Service Fund - The debt service fund, also known as an interest and sinking fund, was established for funds needed to make principal and interest payments on outstanding bonds when due.

Department - A major organizational unit that reports directly to the city manager. This unit may be responsible for one type of activity or several types of activities.

Depreciation - The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

Division - A basic organizational unit of government which is functionally unique in its delivery of services.

Effective Tax Rate - The rate which produces the same effect in terms of the total amount of taxes as compared to the prior year.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures. Enterprise funds are established for services such as water, wastewater, gas, airport, and the golf course.

Estimated Revenue - The amount of projected revenue to be collected during the fiscal year.

Expenditure - The outflow of funds paid or to be paid for an asset obtained or goods or services obtained regardless of when the expense is actually paid. This term applies to all funds. (Note: an encumbrance is not an expenditure. An encumbrance reserves funds to be expended.)

BUDGET GLOSSARY

Expense - Charges incurred whether paid immediately or unpaid for operation, maintenance, interest and other charges.

Fiscal Year - The time period designated by the city signifying the beginning and ending period for recording financial transactions. The City of Copperas Cove has specified October 1 - September 30 as its fiscal year.

Fixed Assets - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit - A pledge of the City's taxing power to repay debt obligations (typically used in reference to general obligation bonds or tax supported debt.)

Full-Time Equivalent (FTE) - A measure of authorized personnel calculated by equating 2,080 hours of work per year with the full-time equivalent of 1 position.

Function - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund - An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are: general fund, capital projects funds, special revenue funds, debt service funds, internal services funds, enterprise funds, agency funds and trust funds.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds less any reservations of fund equity. Specifically, fund balance represents the funds that are available for appropriation.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

General Fund - The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund includes most of the basic operating services, such as fire and police protection, finance, parks and recreation, libraries, and general administration.

General Obligation Bonds - Bonds whose principal and interest is backed by the full faith credit and taxing powers of the government.

Goal - A goal is a long-term, attainable target for an organization.

Infrastructure - Structures and equipment such as highways, bridges, buildings and public utilities such as water and sewer systems.

Interfund Transfers - The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue - Revenue received from other governments in the form of grants, shared revenues or payments in lieu of taxes.

Modified Accrual Accounting - Under the modified accrual bases of accounting, recommended for use by governmental funds, revenues are recognized in the period in which they become available and

BUDGET GLOSSARY

measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

Net Working Capital - The excess of current assets over current liabilities.

Operating Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.

Policy - A policy is a plan, course of action or guiding principle designed to set parameters for decisions and actions.

Performance Measure - An identifiable unit of measuring the effectiveness and efficiency of providing services. Data collected to determine how effectively or efficiently a program is achieving its objectives.

Revenue Appropriation - A designated portion of a fund to be allocated and appropriated to the reserve of the fund in order to meet potential liabilities during the fiscal year.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

Risk Management - An organized attempt to protect a government's assets against the accidental loss in the most economical method.

Source of Revenue - Revenues are classified according to their source or point of origin.

Special Revenue Funds - Special revenue funds are used to account for resources allocated to specific purposes. A special revenue fund continues in existence as long as governmental resources are allocated to its specific purpose.

Strategy - A strategy is a specific, measurable and observable result of an organization's activity which advances the organization toward its goal.

Tax Levy - The total amount to be raised by general property taxes for operating and debt service purposes specified in the annual tax ordinance.

Tax Rate - The amount of tax levied for each \$100 of assessed valuation.

Transfers - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Trust Fund - The trust fund was established to account for all assets received by the city that are in the nature of a trust and not accounted for in other funds. The trust fund is accounted for as an expendable trust fund.

Unencumbered Balance - The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

APPENDIX B
FEE SCHEDULE

**CITY OF COPPERAS COVE
FEE SCHEDULE**

POLICE DEPARTMENT

FEE

Alarm-excessive false alarm fee	\$50.00
Bicycle Registration	\$2.00
Criminal History Letters	\$6.00
Photographs	\$3.00
Fingerprints (per card)	\$5.50
INS Fingerprinting	\$20.00
Offense Reports:	
- In Person (per page)	\$0.10
- Mail (per page)	Postage + .10
Fax:	
- Local (per page)	\$0.10
- Long Distance/Same Area Code (per page)	\$0.50
- Long Distance/Other Area Code (per page)	\$1.00
Accident Reports (per report)	\$5.00
Certification of Accident Report	\$2.00
Escort Fees for movers	\$25.00

ANIMAL CONTROL

FEE

Surrender Fees:	
- Resident	\$5.00
- Non-Resident	\$10.00
Adoption Fees:	
- Dogs	\$15.00
- Cats	\$15.00
City Licenses:	
- Dogs	\$2.00
- Cats	\$2.00
Impound Fees:	
- Reclaimed First Day	\$20.00
- Additional Days (per day)	\$3.00
- Daily Boarding Fee (after owner notification)	\$5.00
- Quarantine Fee (per day)	\$7.00
Exotic Wildlife Permit	\$20.00
Animal Vendor Fee	\$60.00
Euthanasia:	
- Resident	\$10.00
- Non-Resident	\$20.00
Duplicate License Tag	\$2.00

FIRE DEPARTMENT

FEE

Annual License Fee - Private Ambulance Service	\$2,200.00
Non-Emergency Service Call (per half hour)	\$25.00
Witness Fees (per half hour)	\$25.00
Stand-by-Time (per hour)	\$50.00
Ambulance Rates (EMS):	
- Base BLS Inside City Limits	\$325.00+mileage
- Base ALS Inside City Limits	\$375.00+mileage
- Transport (non-emergency)	\$275.00+mileage
Rural Call Charge (BLS & ALS)	\$550.00+mileage
<i>(does not apply if rural area is covered by separate contract)</i>	
Ambulance Rates (EMS):	
- Mileage Charge from Station to Delivery Point	

"Exhibit 1"

**CITY OF COPPERAS COVE
FEE SCHEDULE**

(per mile or fraction thereof)	\$6.00
No Transport: City (if requested by patient or family)	\$30.00
No Transport: County (if requested by patient or family) (does not apply if rural area is covered by separate contract)	\$600.00
State required inspection of a Foster Home	\$35.00
State required inspection of an Adoptive Home	No Charge
State required inspection of an "in-home" daycare	\$35.00
State required inspection of a daycare (less than 25)	\$35.00
State required inspection of a daycare (25 or more)	\$50.00
State required inspection of a "health care" home (Out of city inspections add \$15.00)	\$35.00
State required inspection of a nursing home (less than 50 beds)	\$75.00
State required inspection of a nursing home (50 or more beds)	\$150.00
State required inspection of a hospital	\$150.00
Fire alarm system plans review	\$75.00
Sprinkler system plans review	\$75.00
Alarm system tests:	
- 1 to 25 devices	\$50.00
- 26 to 200 devices	\$75.00
- 201 + devices	\$100.00
Sprinkler system tests:	
- 1 to 25 heads	\$75.00
- 26 to 200 heads	\$125.00
- 201 + heads	\$175.00
Standpipe pressure testing	\$50.00
- Each additional standpipe	\$50.00
Underground fuel piping testing	\$50.00
Re-Inspection Fee (Required inspections only):	
- First Reinspection	No charge
- Each additional reinspection	\$35.00
Burn Permits	\$35.00

ENGINEERING

FEE

Standard Construction Specifications	\$10.00
Drainage Master Plan	\$35.00
Plat/Map Copies:	
- 24 x 36	\$3.50
- 36 x 48	\$4.00
Street Map (B & W)	\$5.00
Street Map AutoCAD File	\$50.00
City Limits & ETJ Map (B & W)	\$5.00
City Limits & ETJ Map AutoCAD File	\$50.00
Color Plots:	
- 8 1/2 x 11	\$3.00
- 11 x 17	\$4.00
- 24 x 36	\$6.00
- 36 x 48	\$9.00
- Street Map	\$9.00
- City Limits & ETJ Map	\$50.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

CITY SECRETARY

FEE

Massage Business License (without State License)	\$110.00
Masseur/Masseuse License (without State License)	\$60.00
Taxi Permits	\$60.00
Wrecker License Fee	\$85.00
Bondsman License Fee	\$110.00
Amusement Permit	\$150.00
Amusement Deposit	\$300.00
Poolroom, Gameroom (More than 1 video game)	\$60.00
Domino Hall license	\$60.00
Gameroom (with only 1 video game)	\$25.00
Gameroom (Eight - Liners only)	\$2,000.00
Video/Electronic Game License Fee (Each)	\$15.00

Contractor Registration:

- Registration Fee	\$110.00
- Less than 90 Days	\$60.00
- Annual Renewal Fee	\$85.00
Certificate of Occupancy	\$40.00
Mobil Home Park License	\$125.00
Adult Oriented Business Permit	\$300.00

BUILDING & DEVELOPMENT

FEE

New Construction:

- Single Family Residence	\$30.00+\$3.00/100 sq. ft.
- Duplex/Multi-family (per unit)	\$30.00+\$5.00/100 sq. ft.
- Commercial	\$100.00+\$5.00/100 sq. ft.

Note an additional fee of \$30.00 for plan/site review for 0-999 sq. ft. and over.

Alterations/Repairs:

(Accessory buildings, Detached Garages, Asphalt or Paving, Driveways, Sidewalks, Parking Lots, etc.)

Material Cost

- 0 to 3,000	\$25.00
- 3,001 to 4,000	\$30.00
- 4,001 to 5,000	\$35.00
- 5,001 to 6,000	\$40.00
- 6,001 to 7,000	\$45.00
- 7,001 to 8,000	\$50.00
- 8,001 to 9,000	\$55.00
- 9,001 to 10,000	\$60.00
- 10,001 to 11,000	\$65.00
Thereafter, per 1,000	\$5.00
Structure Relocation Permit	\$50.00
- Deposit	\$200.00
Demolition Permit	\$50.00
- Deposit	\$200.00
Swimming Pool Construction Permit	
- Private In-Ground	\$30.00
- Private Above-Ground (Including Hot Tubs)	\$20.00
Alarm Permit	
- Non-Residential Alarm permit	\$20.00

Plumbing:

**CITY OF COPPERAS COVE
FEE SCHEDULE**

Base Permit Fee	\$20.00
Per Drain, Trap, Fixture	\$2.50
Sewer (yard line)	\$5.00
House Sewer (replaced or repaired)	\$5.00
Water Heater and/or Vent	\$2.50
Minor Residential Alteration, Repair or Replacement of Existing Water or Sewer Piping, Water Heater (no base fee required)	\$20.00
Minor Commercial Alteration, Repair or Replacement of Existing Water or Sewer Piping, Water Heater (no base fee required)	\$25.00
Underground Sprinkler Systems:	
- Sprinkler Heads (each) or \$30.00 maximum fees	\$1.00
- Protective Devices (each)	\$2.50
Building Sprinkler Systems:	
- Sprinkler Heads (each) or \$30.00 maximum fees	\$1.00
- Cut-Off Valves (each)	\$2.50
Reinspection Fees	\$25.00
Mechanical:	
Base Permit Fee	\$20.00
Each Heating, Ventilating, Duct Work, AC or Refrigeration System	\$5.00
Repairs/Alterations	\$5.00
Boilers Based on BTU's:	
33,000-165,000	\$5.00
165,001-330,000	\$10.00
331,000-1,165,000	\$15.00
1,165,001-3,330,000	\$25.00
Over 3,330,000	\$35.00
Reinspection Fee	\$25.00
Gas:	
Inspection of Consumers Piping (rough and final piping)	\$25.00
Mobile Home Gas Test	\$25.00
Reinspection Fee	\$25.00
Electrical:	
Single Family Residence:	
- Less than 2,000 sq. ft.	\$40.00
- Over 2,000 sq. ft	\$50.00
Duplex:	
- Per Structure	\$60.00
Multi-Family:	
- First Unit	\$40.00
- Each Additional Unit	\$20.00
Commercial:	
- 200 AMP Service	\$50.00
- 400 AMP Service	\$100.00
- 600 AMP Service	\$150.00
- 800 AMP Service	\$200.00
Remodeling and Service	\$25.00
Sign Circuit	\$25.00
Residential:	
- Change-Out Services	\$25.00
- Remodeling	\$25.00
- Garage Conversion	\$25.00
- Residential Add-on	\$25.00
Swimming Pools	\$25.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

Mobile Homes (New and Change Out Service)	\$25.00
Reinspection Fee	\$25.00

Electrical License Fees:

- Master Electrician (new)	\$35.00
- Master Yearly Renewal	\$25.00
- Journeyman/Limited Journeyman/Maintenance (new)	\$35.00
- Journeyman Yearly Renewal	\$15.00
- Apprentice	\$10.00
- Apprentice Renewal	\$10.00

Sign Inspection Fees:

- 0 to 16 sq. ft. of face area	\$25.00
- 16.1 to 96 sq. ft of face area	\$25.00
- 96.1 to 192 sq. ft. of face area	\$25.00
- 192.1 sq. ft. and larger	\$30.00

STREETS

FEE

Street Cuts	\$200.00+10.00/sq. ft.
-------------	------------------------

Signs:

Street Sign (each)	\$75.00
Stop or Yield Sign (each)	\$85.00
Combination (stop & street)	\$110.00

PARKS AND RECREATION

FEE

Swimming Pools:

Turkey Creek Pool Rental (3 hour rental)	
- Deposit	\$25.00
- Fee Including 2 Lifeguards	\$125.00
- Additional Guard	\$24.00
Swimming Pool Admission: (all pools)	
- Children (0-16 years)	\$1.00
- Adult (17 +years)	\$2.00
- Senior Citizens (50-64)	\$1.00
- Senior Citizens (65+)	NO CHARGE
Summer Swim Pass	
- Individual Youth	\$25.00
- Individual Adult	\$50.00
- Family of 4 (10.00 each additional family member)	\$80.00
- Senior Citizens (50-64)	\$25.00
- Senior Citizens (65+)	NO CHARGE
Water and Land Aerobics (per class)	\$1.00
Swim Lessons (2 sessions)	\$35.00
Swim Club (per month)	\$35.00
Guard Start (per month)	\$50.00

Buildings:

Turkey Creek Activity Center: (8 hour rental)	
- Deposit	\$200.00
- Ballroom	\$200.00
- Clubroom	\$100.00
- Fee Each Additional Hour	\$20.00
Community/Civic Meetings per Hour	\$15.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

Civic Center: (8 hour rental)	
- Deposit	\$500.00
- Fee	\$400.00
- Fee Each Additional Hour	\$50.00
Allin House: (5 hour rental)	
- Deposit	\$200.00
- Fee	\$100.00
- Fee Each Additional Hour	\$20.00
Community/Civic Meetings per Hour	\$15.00
Ogletree Pavilion: (8 hour rental)	
- Deposit	\$200.00
- Fee (without serving area)	\$175.00
- Fee (with serving area)	\$225.00
- Fee each additional hour	\$35.00
City Park Facilities:	
Fester's House: (5 hour rental)	
- Deposit	\$50.00
- Fee	\$50.00
- Each Additional Hour	\$10.00
Pavilion: (all day)	
- Deposit	\$25.00
- Fee	\$50.00
R.V. Park:	
- Daily	\$20.00
- Weekly	\$100.00
Pool Parties (2 hour rental):	
- Fee (up to 50 people)	\$100.00
- Additional Fee (51 - 75 people)	\$25.00
- Additional Fee (76 - 100 people)	\$50.00
- Additional Fee (101 - 125 people)	\$75.00
- Fee each additional hour	\$25.00
Ball Fields: (3 hour rental)	
- Softball	\$30.00
- Baseball	\$30.00
- Football	\$30.00
- Soccer	\$30.00
- Each Additional Hour (fields)	\$10.00
- Lights (per hour)	\$20.00
Tournaments:	
Equip. and Clean-up Deposit for all Tournaments	\$200.00
Tournament Fees-to be determined by number of hours used	
- Field Lining (manhours)	\$20.00
- Use of Score Box for Tournaments	\$25.00
- Lights (per hour)	\$20.00
Other - Staff and Utilities (per hour)	\$20.00
Coordinated Organization Fees	50% discount (rental fees only)
Youth Activities:	
Youth Sports Fee (per sport) (2nd child \$5.00 discount):	
- Soccer, Basketball, T-Ball, Flag Football, Cheerleading, Tumbling	\$35.00

"Exhibit 1"

**CITY OF COPPERAS COVE
FEE SCHEDULE**

- Softball, Baseball	\$45.00
- Non Resident (Soccer, Basketball, T-Ball, Flag Football, Cheerleading, Tumbling)	\$40.00
- Non Resident (Softball, Baseball)	\$50.00
Adult Sports Fee (per sport):	
- Fee (per team)	\$250.00
Special Events:	
- Youth Carnivals (entry fee)	\$3.00
- Youth Dances (individual entry)	\$3.00
- Youth Dances (couples)	\$5.00
- Movie in the Park (meal ticket)	\$3.00
- Concert (individual entry)	\$15.00
- Concert (couples)	\$25.00
- Dinner and Dance (individual entry)	\$15.00
- Dinner and Dance (couples)	\$25.00
Camps and Clinics:	
- Sports Camps (per week)	\$50.00
- Day Camps (per week)	\$65.00
After School Program (per week)	\$45.00

CEMETERY

FEE

City Resident:	
- Adult Plot	\$700.00
- Child Plot	\$300.00
Non-City Resident	
- Adult Plot	\$1,400.00
- Child Plot	\$500.00

PLANNING

FEE

Plats:	
Minor Plats - Preliminary and Final	\$250.00
Minor Replats - Preliminary and Final	\$250.00
Amended Plats	\$150.00
Vacated Plats:	
- Less than 10.0 Acres	\$100.00
- 10.0 to 50.0 Acres	\$150.00
- Over 50.0 Acres	\$200.00
Major Plat - Preliminary	
- Less than 10.0 Acres	\$300.00
- 10.0 to 50.0 Acres	\$400.00
- Over 50.0 Acres	\$500.00
Major Plat - Final	
- Less than 10.0 Acres	\$300.00
- 10.0 to 50.0 Acres	\$400.00
- Over 50.0 Acres	\$500.00
Rezoning Application Fee	\$200.00
Variance Application Fee	\$110.00
Document Copies:	
- Comprehensive Plan	\$25.00
- Adult Oriented Business Ordinance	\$25.00
- Zoning Ordinance	\$15.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

- Subdivision Ordinance \$10.00

LIBRARY

FEE

Resident User Fee

Non-Resident User Fee (per year)	NO CHARGE
Non-Resident User Fee: City Employees (F.T)	\$10.00
Replacement Card (lost only)	NO CHARGE
	\$3.00

Fines:

- Overdue Books (per day)	\$0.25
- Overdue Maximum Fine	COST OF ITEM
- Overdue Interlibrary-loan (per day)	\$1.00
- Lost/Damaged ILL processing fee	\$10.00
- Overdue VHS Tape (per day)	\$1.00
- Overdue A/V Equipment (per day)	\$5.00
Lost/Damaged Items	Cost + \$10.00
Lost Vertical File Material	
Lost Governmental Publications	\$5.00
Overdue Postage - Regular (per notice)	
Overdue Postage - Certified (per notice)	\$5.00
Inter Library - Loan Postage	\$2.00

Miscellaneous Repair/Replacement Costs:

- Video Cover	\$1.50
- Small Kit Plastic Bag	\$1.75
- Large Kit Plastic Bag	\$2.50
- Book Jacket/Cover	\$1.00
- Replacement Bar Code Label	\$0.50
- Rebinding of Damaged Books	ACTUAL COST
- Repaired Videos/Audio Cassettes	ACTUAL COST
- Single Cassette Albums	\$3.50
- Double Cassette Albums	\$3.75
- Three Cassette Albums	\$4.00
- Four Cassette Albums	\$5.50
- Six Cassette Albums	\$5.75
- Eight Cassette Albums	\$6.00
- Ten Cassette Albums	\$6.00
- Twelve Cassette Albums	\$6.75
- CD Albums 4-5 Capacity Storage	\$8.00
- CD Albums 6-9 Capacity Storage	\$9.00
- CD Albums 10-19 Capacity Storage	\$10.00
- CD Albums 20- Capacity Storage	\$14.00
- CD Sleeves	\$1.00
Test Proctoring	\$15.00/hr
Typing Paper (per sheet)	\$0.10
Computer Printout (per page)	\$0.10
Blank Computer Disk	\$1.00

Meeting Room Rental:

- Government Entity	NO CHARGE
- Youth Groups (free use twice monthly, charge after that)	\$15.00/meeting/per 2 hr. block
- Non Profit Organizations (per hour)	\$15.00
- Private Organizations (per hour)	\$30.00

CODE & HEALTH

FEE

**CITY OF COPPERAS COVE
FEE SCHEDULE**

Permits:

Garage Sale Permits	\$10.00
One Day Car Wash Permits:	
- In City Resident/Organization	\$15.00
- Non-Resident/Organization	\$100.00
Peddler/Itinerant Vendor Permits:	
- In City Resident	\$25.00
- Out of City Residents (first application w/ \$1000.00 bond)	\$110.00
Administrative Mowing Fee for Code Violations	cost +\$150.00
Junkyard/Wrecking Yard	\$100.00
Health Permits	\$75.00
Temporary Health Permit (Up to Three Days)	\$35.00
Retail Food Store Permit	\$60.00

Food Handlers Card:

- One year	\$10.00
- Two Year	\$15.00
Food Handlers Card (for Non-Profit use)	\$2.00/student
Replacement of Lost Food Handlers Card	\$5.00

Manager Accreditation:

- Course and Certification	\$100.00
- Renewal	\$75.00

GOLF COURSE

FEE

** The Golf Professional, subject to approval by the City Manager, shall have the authority to utilize various discount coupons and special promotional rates that deviate from this schedule.*

Green Fees:

Weekday - Regular	\$13.00
Junior (weekdays only)	\$7.00
Weekday - Twilight (4pm)	\$10.00
Weekday - Twilight (6pm)	\$8.00
Weekend/Holiday - all	\$18.00
Weekend Twilight (4pm)	\$12.00
Weekend Twilight (6pm)	\$10.00
Cart Rental:	
9 Holes - per person	\$9.50
18 Holes - per person	\$12.00
Driving Range:	
Small Bucket	\$2.50
Large Bucket	\$5.00

Annual Green Fees:

Single (annual payment)	\$600.00
Single (semi annual payment)	\$350.00
1st Dependent (annual payment)	\$200.00
Each additional Dependent (annual payment)	\$100.00
1st Dependent (semi annual payment)	\$125.00
Each additional Dependent (semi annual payment)	\$62.50
Single Senior (annual payment)	\$450.00
Senior Spouse (annual payment)	\$150.00
Regular Spouse (annual payment)	\$200.00
Single Senior (semi-annual payment)	\$262.50
Senior Spouse (semi annual payment)	\$93.75

**CITY OF COPPERAS COVE
FEE SCHEDULE**

Regular Spouse (semi annual payment)	\$125.00
Junior (annual Payment)	\$450.00
Junior Summer (June, July, August)	\$100.00
Junior (semi annual payment)	\$262.50
City Employee - Full Time	1/2 PRICE ON AGF
Late Fees-Late Payments (assessed after seven days)	\$7.00

Equipment Rental: (+tax)

Pull Carts - 9 Holes	\$4.00
Pull Carts - 18 Holes	\$6.00

Cart Storage: (Includes Trails Fees)

Cart Storage (annual payment)	\$525.00
Cart Storage (semi annual payment)	\$300.00
Guest/Borrowers of private carts	\$12.00

Trail Fees:(private)

Annual (one payment)	\$275.00
Semi Annual (payment plan)	\$175.00
Daily (per round)	\$12.00

Handicaps - Annual	\$8.00
--------------------	--------

ADMINISTRATIVE FEES-NON DEPARTMENTAL

FEE

Returned Checks Fee	\$25.00
NSF Electronic Draft Fee	\$25.00

Charges for providing copies of public information:

Paper Copy - Standard Size 8 1/2 x 11 (per page)	\$0.10
Oversized Paper Copies 11x17 (per page)	\$0.50
Posting/Shipping Charges	ACTUAL COST

Non-standard Size Copies:

- Diskette (each)	\$1.00
- Magnetic Tape (each)	\$12.00
- VHS Video Cassette (each)	\$2.50
- Audio Cassette (each)	\$1.00
- Other Charges	ACTUAL COST

Computer Resource Charges:

- Mainframe (per minute)	\$10.00
- Midrange (per minute)	\$1.50
- Client/Server (per hour)	\$2.20
- PC or LAN (per hour)	\$1.00
- Programming Time (per hour)	\$26.00

Fax Charges:

- Local (per page)	\$0.10
- Long Distance/Same Area (per page)	\$0.50
- Long Distance/Other Area Code (per page)	\$1.00
Personnel (per hour)	\$15.00

UTILITIES

FEE

Water Deposit	\$45.00
Service Run	\$15.00
Reread Meter Service Run	\$5.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

Transfer Fee		\$15.00
Late Charge		\$25.00
Pulled Meter		\$25.00
Meter Accuracy Check		\$15.00
Fire Hydrant Meter Deposit		\$650.00
Fire Hydrant Water use - per 1,000 Gallons		\$2.40
Fire Hydrant Meter Monthly Rental Charge		\$50.00
Unauthorized Service - (when meter is turned on or off by anyone other than water department personnel)		\$25.00
Reconnect Fee		\$15.00
1" Water Tap **		\$575.00
Water Tap larger than 1"	1" tap fee + additional time and materials	
6" Sewer Tap **		\$750.00
Sewer Tap larger than 6"	6" tap fee + additional time and materials	
Water Connect Fee *		\$200.00
Sewer Connect Fee*		\$80.00

* Fee charged in those instances where tap exists or is being installed by an external party.

** In those instances where a street cut is required and being done by an external party, a street cut fee will be assessed in addition to the tap fees.

SOLID WASTE

FEE

Disposal Fees:

- Minimum Charge (up to 200 lbs.)	\$5.00
- Per Ton	\$42.00
Weighing Vehicles	\$8.00

Compost:

- Bulk (per cubic yard)	\$8.50
- Container (up to 30 gallons)	\$2.25
-Delivery (per delivery within City limits only)	\$15.00
Kraft Bags	City's Cost + sales tax

Tire Disposal:

- Passenger/light truck tire, less than 17.5 " rim diameter	\$2.00
- Truck Tire, greater than or equal to 17.5 " rim diameter	\$6.00
Used Oil Filters	\$1.00
Container Replacement (96 or 64 gallon)	City's Cost + \$10.00 delivery fee
Bulk Items over 4x4x12	\$6.00 per cubic yd.
Pull Offs/Transfer Station	\$5.00
Roll Offs (includes the following 3 items)	
- Delivery	\$50.00

APPENDIX C

COPPERAS COVE AT A GLANCE

COPPERAS COVE PROFILE

Copperas Cove is nestled in the gently rolling hills of Central Texas, with many of the advantages of larger cosmopolitan areas without losing the neighborly spirit that smaller cities have to offer. It has a rich history, beginning with settlement in the 1840's, soon after Texas declared its independence. In the late 1800's, people came to Copperas Cove for the prime cattle grazing land and the use of the Santa Fe Railroad. The natural basin formed by the five surrounding hills provided a gathering place for their cattle. In the early 1900's people settled here for commerce and business activity in the area. Its citizens are excited about its bright future and proud of the community's dedication to a better tomorrow.



CITY AND AREA DEMOGRAPHICS

LOCATION

Copperas Cove is located 25 miles west of IH-35 on U.S. Hwy 190, 65 miles north of Austin. This Central Texas city lies between Dallas and San Antonio. Within a 35-mile radius, Copperas Cove has a market of approximately 250,000 people and is adjacent to the largest military installation in the free world - Fort Hood.

CLIMATE

Annual Average Temperature	67.0	degrees
Monthly Average High Temperature	76.0	degrees
Monthly Average Low Temperature	58.0	degrees
Annual Average Precipitation	46.86	inches

POPULATION

Census	Copperas Cove	Coryell County
2004 (Estimated)	30,776	77,907
2000	29,592	74,978
1990	24,079	64,213
1980	19,469	56,767
1970	10,818	35,311
1960	4,576	23,961

POPULATION BY AGE DISTRIBUTION

(Source: United States Department of Commerce, Bureau of the Census, 2000)

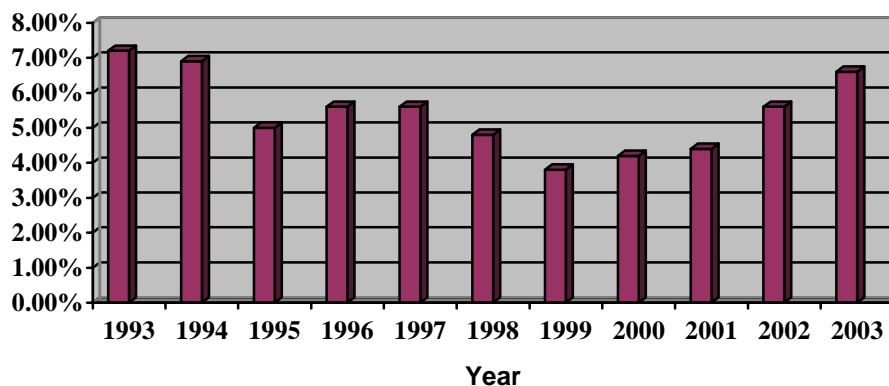
Age	Total	Percent
0-4	3,030	10.2%
5-14	5,032	17.0%
15-24	5,612	19.0%
25-34	5,280	17.8%
35-44	4,587	15.5%
45-54	2,737	9.2%
55-64	1,819	6.1%
65-74	978	3.3%
75+	<u>517</u>	<u>1.9%</u>
Total	29,592	100.0%

ETHNIC CHARACTERISTICS

(Source: United States Department of Commerce, Bureau of the Census, 2000)

Ethnicity	City Total	Percent
White	19,340	65.4%
Black or African American	6,047	20.74%
Native American	257	0.9%
Asian or Pacific Islander	1,938	6.6%
Other	<u>2,010</u>	<u>6.7%</u>
Total	29,592	100.0%

UNEMPLOYMENT RATE



EDUCATIONAL FACILITIES

School District:

The mission of the Copperas Cove Independent School District, as a caring, innovative educational system in a diverse community, is to provide safe, quality schools that ensure the highest levels of student preparation necessary for success in a competitive, changing world.

The Copperas Cove Independent School District includes one high school, two junior high schools, two intermediate schools, seven elementary schools and one alternative school of choice. The school system enjoys a solid reputation as one of the finest in Central Texas. Year after year, achievement tests have shown that Cove students enjoy a higher level of learning than most students in surrounding school districts. Cove students regularly exceed state and national averages in achievement testing. A high percentage of Cove's graduates go on to college or other forms of post-secondary education.

College:

Central Texas College is a two-year institution offering associate degrees in academic and pre-professional subject areas. Educational programs are offered to accommodate the needs of full-time, as well as part-time students. Short courses and continuing educational programs for adults are among the many programs offered by Central Texas College. The college also provides vocational-technical training to prepare students for the work force.

University:

The Tarleton State University at Central Texas is a State funded, non-profit, co-educational university located six miles east of Copperas Cove. The University offers various degree programs at both the graduate and undergraduate levels. Tarleton University attempts to meet the needs of all its students through scheduling, guaranteed seven-semester offerings and judicious consideration of transfer and non-traditional credits.

TRANSPORTATION

Highways:

Copperas Cove, located 25 miles to the west of the I-35 corridor, is located on U.S. Highway 190, which is part of the recommended route of the "Port to the Plains Highway", connecting ports of the Gulf of Mexico to the Plains of West Texas. Excellent roadway systems in each direction make Copperas Cove easily accessible.

Rail:

Copperas Cove is located on the main line of the Burlington Northern Santa Fe Transportation System. Daily services for carload shipment are available to Los Angeles to the west, Houston to the south and Chicago to the north. Area facilities include docks for cargo loading service in nearby Killeen.

Air:

The community is served by three commuter airlines located at the Killeen Airport. These commuter airlines include ASA, American Eagle, and Continental Express flights daily to Dallas/Fort Worth and Houston. The airport offers a 5,500-foot lighted concrete runway with an instrument landing system. Another major commercial airport is in Austin, 65 miles south. Flights to all major cities in Texas and the nation are offered.

Common Carriers:

Copperas Cove is served by 6 interstate carriers and 8 intrastate carriers, as well as overnight courier service. Arrow Trailways and Kerrville Busline service the area. In 2000, an inter city bus service was established by the Hill Country Transit District which provides local bus service between Copperas Cove, Fort Hood, Killeen and Harker Heights.

LODGING

Copperas Cove has 5 motels including Best Western, Relax Inn, Howard Johnson Inn, Budget Inn, and the Cactus Motel, with a total of 220 rooms. Also, within a 12-mile radius you will find a Ramada Inn, Park Inn, LaQuinta, Holiday Inn, EconoLodge and Plaza Hotel.

CHURCHES

There are 41 churches of numerous faiths and religious activity.

UTILITIES

Electricity: **TXU Electric**

Reserve Generating Capacity: (ERCOT)	20.07%
KW Peak Demand:	18,007,000

Gas: **TXU Gas**

Size of Transmission lines serving City:	6 inches
Transmission Line Pressure:	315 p.s.i.g.
Distribution Pressure:	40 m.a.o.p.
BTU Rating (per cubic foot)	1,050 average

Local Telephone Service: **Sprint-CenTel Texas**

Telephone Services: Call waiting, call forwarding, three way calls, speed dial, and voice-mail boxes are among capabilities offered. Fiber optics, switched 56kBPS, High Capacity Digital (T-1) and Digital Data Service available by the most advanced telecommunication system in Texas.

Long Distance Service: **AT&T, Sprint, MCI and others.**

Water: **City of Copperas Cove**

Source of City Water:	Belton Lake
Capacity of Water Plant:	53,000,000 gallons per day
Average Consumption:	4,500,000 gallons per day
Peak Consumption:	6,390,000 gallons per day
Storage Capacity:	7,190,000 gallons

Sewer: **City of Copperas Cove**

Type of Treatment:	Extended Aeration
Capacity:	
Current Permit	6,350,000 GPD
After Expansion is completed	9,000,000 GPD
Current Usage:	2,600,000 GPD

PUBLIC SAFETY

Fire Protection:

Number of stations:	3
Number of hydrants:	926
Number of volunteer fire officers:	0
Number of paid fire officers:	45
Fire officers per 1,000 population:	1.50

Police Protection:

Number of stations:	1
Number of reserve police officers:	0
Number of sworn officers:	53
Officers per 1,000 population:	1.77

EMPLOYERS

Name	Product	Employees
Fort Hood Military Base	Military	40,672
	Civilian - federal & contract	13,724
Copperas Cove ISD	Education	1,253
Central Texas College	Education - Junior College	1,126
Metroplex Hospital	Medical Care	950
GC Services	Credit Collection Agency	711
Wal-Mart Supercenter	Retail	400
City of Copperas Cove	Government	279
HEB Grocery Store	Retail - Grocery	145
WindCrest Nursing Center	Nursing Home	101
Hill Country Rehab. & Nursing Center	Nursing Home	80
Tarleton State University	Education - Senior College	72

LABOR FORCE

	Copperas Cove	Coryell County	Killeen-Temple MSA
Total Labor Force	10,719	21,278	121,366
Total Employment	10,038	20,277	114,974
Unemployment Rate	6.4%	4.7%	5.3%

BUSINESS AND INDUSTRIAL PARK

The City of Copperas Cove has a 92-acre business and industrial park located on prime land on the east end of the City. The park offers easy access to U.S. Hwy 190; a limited access highway which connects to I-35. The park is an excellent location for businesses that decide to locate in Copperas Cove to take advantage of the many benefits offered.

In addition to the business and industrial park, Copperas Cove has several existing buildings that can be adapted to most manufacturing, industrial, and back office operation uses.

Economic Development:

Copperas Cove has passed the local option to provide a ½ cent sales tax for economic development. The monies generated by the tax are used to assist businesses in starting and expanding and in the promotion of the City as a location for business and industry.

COMMUNITY AND RECREATION FACILITIES

An 88-acre park is located approximately one mile from downtown Copperas Cove that includes newly renovated ball-fields and an olympic size swimming pool featuring a water slide and zero depth entry children's area. A second regional park was completed in September of 1997 and consists of practice fields, a junior olympic swimming pool, volleyball area and a hiking trail. Other neighborhood parks consist of Kate Avenue Park, Highland Park, Heritage Park and High Chaparrel Park. During the 1997-98 fiscal year the City added 218 acre Ogletree Gap Preserve to its park and recreation facilities. This park area was purchased in an effort to maintain the natural habitat of the Ogletree Gap Valley. Located in this valley is the first post office that existed in the City of Copperas Cove and was operated by Marsden Ogletree in the mid-1800's. The City also added both the Allin House and the Turkey Creek Activity Center (A.K.A. Copper Club), tennis courts and swimming pool to the City's park and recreation facilities. The Allin House has historical significance to Copperas Cove in that it was the residence of the City's first Mayor, Mayor Jouett Allin. The City also maintains a 10,000 square foot Civic Center which is utilized by citizens and other organizations for major events, dances, training classes and school related activities.

In fiscal year 1999-2000 the parks and recreation department received a grant from the American Bicycle Association to construct a bicycle motocross track (BMX) in City Park. The BMX track is open to all ages.

The City continues to operate and maintain a municipal cemetery.

Copperas Cove also has a very challenging 18-hole Municipal Golf Course featuring a new club house with a food and beverage operation, renovated driving range and other amenities.

Annual Events include:

Rabbit Fest
Veteran's Day Parade
Annual Easter Egg Hunt

Ogletree Gap Folklife Festival
KristKindl Markt
Youth Soccer Camp

Fourth of July Parade
Punt, Pass and Kick Contest

APPENDIX D

**CITY OF COPPERAS COVE PERSONNEL SCHEDULE,
EMPLOYEE POSITION AND PAY SCALE BY DEPARTMENT,
& SCHEDULE OF INCENTIVES**

CITY OF COPPERAS COVE, TEXAS

PERSONNEL SCHEDULE

	ACTUAL FY 2001-02	ACTUAL FY 2002-03	ACTUAL FY 2003-04	ACTUAL FY 2004-05
GENERAL FUND				
City Manager	2	2	2	2
City Secretary / Elections	1.5	1.5	2	2
City Attorney (1)	1.5	1.5	1	1
Finance	6	6	6	6
Grants Administration	1	1	1	1
Human Resources	2	2	2	2
Information Systems	2	2	2	2
Municipal Court	7	7	7	7
City Judge (Contract Labor)	1	1	1	1
Police	67	69	69	69
Animal Control	4	4	4	4
Fire / EMS	46	46	46	46
Engineering	5	5	4.5	4.5
Building and Development Svcs.	4	4	4.5	4.5
Streets	7.5	7	7	7
Parks & Recreation	15	15	14	14
Fleet Services	4	4	5	5
Facility Maintenance (2)	5	5	5	5
Public Works	1.5	1	0.5	0.5
Planning	1	0.5	0.5	0.5
Library	9.5	9.5	9.5	9.5
Code and Health	2	2	2	2
TOTAL GENERAL FUND EMPLOYEES	<u>195.5</u>	<u>196</u>	<u>195.5</u>	<u>195.5</u>
WATER & SEWER FUND				
Water & Sewer Admin.	1.5	1.5	2	2
Utility Administration	8	8	8	8
Water Distribution	13	12	12	12
Sewer Collection	7	7	7	7
Wastewater Treatment	10	10	10	10
Composting	2	2	2	2
TOTAL WATER & SEWER EMPLOYEES	<u>41.5</u>	<u>40.5</u>	<u>41</u>	<u>41</u>
YOUTH ACTIVITIES FUND				
Youth Activities	0.75	1	1	1
TOTAL YOUTH ACTIVITIES FUND EMPLOYEES	<u>0.75</u>	<u>1</u>	<u>1</u>	<u>1</u>
CEMETERY FUND				
Cemetery	1	1	1	1
TOTAL CEMETERY FUND EMPLOYEES	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

CITY OF COPPERAS COVE, TEXAS

PERSONNEL SCHEDULE

	ACTUAL FY 2001-02	ACTUAL FY 2002-03	ACTUAL FY 2003-04	ACTUAL FY 2004-05
SOLID WASTE FUND				
Solid Waste Collection - Admin.	2	2.5	2.5	2.5
Solid Waste Collection - Residential	4	4	4	4
Solid Waste Collection - Recycling	3	3	3	3
Solid Waste Collection - Brush	2	2	2	2
Solid Waste Collection - Commercial	4	5	5	4
Solid Waste Disposal	5	4.5	4.5	4.5
TOTAL SOLID WASTE FUND EMPLOYEES	<u>20</u>	<u>21</u>	<u>21</u>	<u>20</u>
DRAINAGE UTILITY FUND				
Drainage Utility	4.5	4.5	4.5	4.5
TOTAL DRAINAGE UTILITY FUND EMPLOYEES	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>
GOLF COURSE FUND				
Golf Course (3)	15	15	15	15
TOTAL GOLF COURSE FUND EMPLOYEES	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>
TOTAL ALL FUNDS	<u>278.25</u>	<u>279</u>	<u>279</u>	<u>278</u>

(1) The City Attorney is a contract employee.

(2) Facility Maintenance was budgeted within the Fleet Services Department budget in prior years.

(3) Golf Course is now accounted for in separate proprietary Fund.

City of Copperas Cove 2004/2005
Employee Position Listing and Pay Scale by Department

Fund #	Dept #	No. EE's	Department Name	Position Title	Minimum Salary Hourly	Maximum Salary Hourly	Minimum Salary Monthly	Maximum Salary Monthly	Minimum Salary Yearly	Maximum Salary Yearly
01	22	1	City Manager	Secretary to the City Manager	\$ 12.12	\$ 17.86	\$ 2,100.80	\$ 3,095.73	\$ 25,209.60	\$ 37,148.80
01	22	1	City Manager	City Manager	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	23	1	City Secretary	Deputy City Secretary	\$ 12.18	\$ 17.96	\$ 2,111.20	\$ 3,113.07	\$ 25,334.40	\$ 37,356.80
01	23	1	City Secretary	City Secretary	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	31	3	Finance	Accounting Technician	\$ 10.96	\$ 16.17	\$ 1,899.73	\$ 2,802.80	\$ 22,796.80	\$ 33,633.60
01	31	1	Finance	Supervisor Accounting	\$ 15.19	\$ 22.39	\$ 2,632.93	\$ 3,880.93	\$ 31,595.20	\$ 46,571.20
01	31	1	Finance	Assistant Director of Finance	\$ 20.55	\$ 30.30	\$ 3,562.00	\$ 5,252.00	\$ 42,744.00	\$ 63,024.00
01	31	1	Finance	Assistant City Manager/Director of Finance	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	32	1	Grants Administration	Grants Administrator/Budget Analyst	\$ 20.55	\$ 30.30	\$ 3,562.00	\$ 5,252.00	\$ 42,744.00	\$ 63,024.00
01	34	1	Human Resources	Human Resources Coordinator	\$ 11.62	\$ 17.13	\$ 2,014.13	\$ 2,969.20	\$ 24,169.60	\$ 35,630.40
01	34	1	Human Resources	Human Resources Director	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	35	1	Information Systems	Computer Technician	\$ 13.42	\$ 19.78	\$ 2,326.13	\$ 3,428.53	\$ 27,913.60	\$ 41,142.40
01	35	1	Information Systems	Information Systems Manager	\$ 23.70	\$ 34.93	\$ 4,108.00	\$ 6,054.53	\$ 49,296.00	\$ 72,654.40
01	41	5	Municipal Court	Clerk for Court	\$ 9.23	\$ 13.61	\$ 1,599.87	\$ 2,359.07	\$ 19,198.40	\$ 28,308.80
01	41	1	Municipal Court	Assistant Supervisor of Municipal Court	\$ 11.19	\$ 16.50	\$ 1,939.60	\$ 2,860.00	\$ 23,275.20	\$ 34,320.00
01	41	1	Municipal Court	Supervisor - Court	\$ 18.85	\$ 27.78	\$ 3,267.33	\$ 4,815.20	\$ 39,208.00	\$ 57,782.40
01	42	2	Police	Clerk	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
01	42	1	Police	Administrative Assistant	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
01	42	1	Police	Administrative Assistant Training/Evidence	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
01	42	11	Police	Police Communications/Operator	\$ 10.83	\$ 15.96	\$ 1,877.20	\$ 2,766.40	\$ 22,526.40	\$ 33,196.80
01	42	1	Police	Executive Secretary	\$ 11.53	\$ 17.00	\$ 1,998.53	\$ 2,946.67	\$ 23,982.40	\$ 35,360.00
01	42		Police	Patrol Officer - Non Certified in Academy	\$ 12.26	\$ 12.26	\$ 2,125.07	\$ 2,125.07	\$ 25,500.80	\$ 25,500.80
01	42	40	Police	Patrol Officer - Certified	\$ 13.42	\$ 19.78	\$ 2,326.13	\$ 3,428.53	\$ 27,913.60	\$ 41,142.40
01	42	8	Police	Police Sergeant	\$ 18.51	\$ 27.28	\$ 3,208.40	\$ 4,728.53	\$ 38,500.80	\$ 56,742.40
01	42	3	Police	Police Lieutenant	\$ 22.16	\$ 32.68	\$ 3,841.07	\$ 5,664.53	\$ 46,092.80	\$ 67,974.40
01	42	1	Police	Police Deputy Chief	\$ 27.30	\$ 40.24	\$ 4,732.00	\$ 6,974.93	\$ 56,784.00	\$ 83,699.20
01	42	1	Police	Chief of Police	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	43	2	Animal Control	Animal Control Officer	\$ 8.29	\$ 12.23	\$ 1,436.93	\$ 2,119.87	\$ 17,243.20	\$ 25,438.40
01	43	1	Animal Control	Clerk	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
01	43	1	Animal Control	Supervisor - Animal Control	\$ 12.82	\$ 18.90	\$ 2,222.13	\$ 3,276.00	\$ 26,665.60	\$ 39,312.00
01	44	1	Fire	Administrative Assistant	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
01	44	28	Fire	Firefighter (2904 hour work yr)	\$ 9.12	\$ 13.45	\$ 2,207.04	\$ 3,254.90	\$ 26,484.48	\$ 39,058.80
01	44	2	Fire	Inspector	\$ 14.93	\$ 22.01	\$ 2,587.87	\$ 3,815.07	\$ 31,054.40	\$ 45,780.80
01	44	9	Fire	Fire Lieutenant (2904 hour work yr)	\$ 10.76	\$ 15.86	\$ 2,603.92	\$ 3,838.12	\$ 31,247.04	\$ 46,057.44
01	44	3	Fire	Fire Shift Commander (2904 hour work yr)	\$ 13.98	\$ 20.61	\$ 3,383.16	\$ 4,987.62	\$ 40,597.92	\$ 59,851.44

City of Copperas Cove 2004/2005
Employee Position Listing and Pay Scale by Department

Fund #	Dept #	No. EE's	Department Name	Position Title	Minimum Salary Hourly	Maximum Salary Hourly	Minimum Salary Monthly	Maximum Salary Monthly	Minimum Salary Yearly	Maximum Salary Yearly
01	44	1	Fire	Fire Support Services Officer	\$ 20.88	\$ 30.79	\$ 3,619.20	\$ 5,336.93	\$ 43,430.40	\$ 64,043.20
01	44	1	Fire	Deputy Fire Chief	\$ 24.99	\$ 36.85	\$ 4,331.60	\$ 6,387.33	\$ 51,979.20	\$ 76,648.00
01	44	1	Fire	Fire Chief	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	51	1	Engineering	Administrative Assistant	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
01	51	1	Engineering	Engineer Technician	\$ 14.45	\$ 21.29	\$ 2,504.67	\$ 3,690.27	\$ 30,056.00	\$ 44,283.20
01	51	0.5	Engineering	Inspector	\$ 14.93	\$ 22.01	\$ 2,587.87	\$ 3,815.07	\$ 31,054.40	\$ 45,780.80
01	51	1	Engineering	Water/Wastewater Engineer	\$ 25.51	\$ 37.61	\$ 4,421.73	\$ 6,519.07	\$ 53,060.80	\$ 78,228.80
01	51	1	Engineering	City Engineer	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	52	1.5	Bldg/Development Svcs	Receptionist	\$ 8.63	\$ 12.71	\$ 1,495.87	\$ 2,203.07	\$ 17,950.40	\$ 26,436.80
01	52	1	Bldg/Development Svcs	Administrative Assistant	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
01	52	0.5	Bldg/Development Svcs	Inspector	\$ 14.93	\$ 22.01	\$ 2,587.87	\$ 3,815.07	\$ 31,054.40	\$ 45,780.80
01	52	1	Bldg/Development Svcs	Inspector Senior	\$ 16.98	\$ 25.04	\$ 2,943.20	\$ 4,340.27	\$ 35,318.40	\$ 52,083.20
01	52	0.5	Bldg/Development Svcs	City Planner/Chief Building Official	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	53	3	Street	Light Equipment Operator	\$ 9.22	\$ 13.59	\$ 1,598.13	\$ 2,355.60	\$ 19,177.60	\$ 28,267.20
01	53	2	Street	Heavy Equipment Operator	\$ 10.83	\$ 15.96	\$ 1,877.20	\$ 2,766.40	\$ 22,526.40	\$ 33,196.80
01	53	1	Street	Traffic Control Technician	\$ 10.83	\$ 15.96	\$ 1,877.20	\$ 2,766.40	\$ 22,526.40	\$ 33,196.80
01	53	1	Street	Supervisor - Street	\$ 14.09	\$ 20.78	\$ 2,442.27	\$ 3,601.87	\$ 29,307.20	\$ 43,222.40
01	54	7	Parks & Recreation	Laborer	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
01	54	2	Parks & Recreation	Light Equipment Operator	\$ 9.22	\$ 13.59	\$ 1,598.13	\$ 2,355.60	\$ 19,177.60	\$ 28,267.20
01	54	1	Parks & Recreation	Recreation/Aquatics Specialist	\$ 10.67	\$ 15.73	\$ 1,849.47	\$ 2,726.53	\$ 22,193.60	\$ 32,718.40
01	54	1	Parks & Recreation	Supervisor Parks	\$ 12.36	\$ 18.22	\$ 2,142.40	\$ 3,158.13	\$ 25,708.80	\$ 37,897.60
01	54	1	Parks & Recreation	Facilities/Senior Specialist	\$ 12.52	\$ 18.45	\$ 2,170.13	\$ 3,198.00	\$ 26,041.60	\$ 38,376.00
01	54	1	Parks & Recreation	Recreation Superintendent	\$ 14.46	\$ 21.32	\$ 2,506.40	\$ 3,695.47	\$ 30,076.80	\$ 44,345.60
01	54	1	Parks & Recreation	Director of Community Services	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
04	54	1	Parks & Recreation	Recreation Specialist	\$ 10.67	\$ 15.73	\$ 1,849.47	\$ 2,726.53	\$ 22,193.60	\$ 32,718.40
06	54	1	Parks & Recreation	Light Equipment Operator	\$ 9.22	\$ 13.59	\$ 1,598.13	\$ 2,355.60	\$ 19,177.60	\$ 28,267.20
01	55	1	Fleet Services	Clerk	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
01	55	3	Fleet Services	Mechanic	\$ 12.10	\$ 17.84	\$ 2,097.33	\$ 3,092.27	\$ 25,168.00	\$ 37,107.20
01	55	1	Fleet Services	Supervisor - Fleet Services	\$ 15.90	\$ 23.44	\$ 2,756.00	\$ 4,062.93	\$ 33,072.00	\$ 48,755.20
01	56	0.5	Public Works	Superintendent Public Works	\$ 19.70	\$ 29.03	\$ 3,414.67	\$ 5,031.87	\$ 40,976.00	\$ 60,382.40
01	57	3	Facility Maintenance	Custodian	\$ 7.18	\$ 10.59	\$ 1,244.53	\$ 1,835.60	\$ 14,934.40	\$ 22,027.20
01	57	2	Facility Maintenance	Facility Maintenance	\$ 11.42	\$ 16.83	\$ 1,979.47	\$ 2,917.20	\$ 23,753.60	\$ 35,006.40
01	61	0.5	Planning	City Planner/Chief Building Official	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	71	3	Library	Library Assistant I	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
01	71	0.5	Library	Library Assistant II	\$ 9.35	\$ 13.79	\$ 1,620.67	\$ 2,390.27	\$ 19,448.00	\$ 28,683.20

City of Copperas Cove 2004/2005
Employee Position Listing and Pay Scale by Department

Fund #	Dept #	No. EE's	Department Name	Position Title	Minimum Salary Hourly	Maximum Salary Hourly	Minimum Salary Monthly	Maximum Salary Monthly	Minimum Salary Yearly	Maximum Salary Yearly
01	71	3	Library	Library Assistant III	\$ 9.91	\$ 14.62	\$ 1,717.73	\$ 2,534.13	\$ 20,612.80	\$ 30,409.60
01	71	1	Library	Reference Asst/Electronic Tech Coord	\$ 11.03	\$ 16.27	\$ 1,911.87	\$ 2,820.13	\$ 22,942.40	\$ 33,841.60
01	71	1	Library	Assistant Director Library	\$ 14.35	\$ 21.16	\$ 2,487.33	\$ 3,667.73	\$ 29,848.00	\$ 44,012.80
01	71	1	Library	Director Library	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
01	72	2	Code & Health	Code Enforcement Officer	\$ 12.05	\$ 17.77	\$ 2,088.67	\$ 3,080.13	\$ 25,064.00	\$ 36,961.60
09	74	3.5	Golf Course	Food & Beverage Worker	\$ 7.86	\$ 11.59	\$ 1,362.40	\$ 2,008.93	\$ 16,348.80	\$ 24,107.20
09	74	1.5	Golf Course	Golf Course Attendant	\$ 7.86	\$ 11.59	\$ 1,362.40	\$ 2,008.93	\$ 16,348.80	\$ 24,107.20
09	74	2	Golf Course	Clerk	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
09	74	3	Golf Course	Laborer	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
09	74	1	Golf Course	Administrative Assistant	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
09	74	1	Golf Course	Heavy Equip Operator /Grounds Supervisor	\$ 10.83	\$ 15.96	\$ 1,877.20	\$ 2,766.40	\$ 22,526.40	\$ 33,196.80
09	74	1	Golf Course	Clubhouse Supervisor	\$ 12.66	\$ 18.66	\$ 2,194.40	\$ 3,234.40	\$ 26,332.80	\$ 38,812.80
09	74	1	Golf Course	Superintendent Golf Course	\$ 16.45	\$ 24.25	\$ 2,851.33	\$ 4,203.33	\$ 34,216.00	\$ 50,440.00
09	74	1	Golf Course	Manager/Pro Golf Course	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
05	76	3	Drainage Utility	Laborer	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
05	76	1	Drainage Utility	Supervisor Drainage	\$ 12.36	\$ 18.22	\$ 2,142.40	\$ 3,158.13	\$ 25,708.80	\$ 37,897.60
05	76	0.5	Drainage Utility	Superintendent Drainage Utility	\$ 19.70	\$ 29.03	\$ 3,414.67	\$ 5,031.87	\$ 40,976.00	\$ 60,382.40
02	80	1	Wastewater Treatment	Administrative Assistant	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
02	80	1	Water & Sewer Admin	Water & Sewer Administrative Director	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
02	81	4	Utility Administration	Clerk/Cashier	\$ 8.83	\$ 13.01	\$ 1,530.53	\$ 2,255.07	\$ 18,366.40	\$ 27,060.80
02	81	2	Utility Administration	Meter Reader/Customer Service	\$ 9.22	\$ 13.59	\$ 1,598.13	\$ 2,355.60	\$ 19,177.60	\$ 28,267.20
02	81	1	Utility Administration	Assistant Supervisor Utility Administration	\$ 11.19	\$ 16.50	\$ 1,939.60	\$ 2,860.00	\$ 23,275.20	\$ 34,320.00
02	81	1	Utility Administration	Supervisor - Utilities	\$ 18.47	\$ 27.22	\$ 3,201.47	\$ 4,718.13	\$ 38,417.60	\$ 56,617.60
02	82	3	Water Distribution	Operator I Meter Reader	\$ 9.22	\$ 13.59	\$ 1,598.13	\$ 2,355.60	\$ 19,177.60	\$ 28,267.20
02	82	5	Water Distribution	Operator II Water Distribution	\$ 10.26	\$ 15.13	\$ 1,778.40	\$ 2,622.53	\$ 21,340.80	\$ 31,470.40
02	82	1	Water Distribution	Heavy Equipment Operator	\$ 10.83	\$ 15.96	\$ 1,877.20	\$ 2,766.40	\$ 22,526.40	\$ 33,196.80
02	82	1	Water Distribution	Supervisor Installation	\$ 12.22	\$ 18.01	\$ 2,118.13	\$ 3,121.73	\$ 25,417.60	\$ 37,460.80
02	82	1	Water Distribution	Supervisor Pump Maintenance	\$ 12.22	\$ 18.01	\$ 2,118.13	\$ 3,121.73	\$ 25,417.60	\$ 37,460.80
02	82	1	Water Distribution	Superintendent Water Distribution	\$ 17.57	\$ 25.90	\$ 3,045.47	\$ 4,489.33	\$ 36,545.60	\$ 53,872.00
02	83	5	Sewer Collection	Operator II	\$ 10.26	\$ 15.13	\$ 1,778.40	\$ 2,622.53	\$ 21,340.80	\$ 31,470.40
02	83	1	Sewer Collection	Operator III	\$ 12.22	\$ 18.01	\$ 2,118.13	\$ 3,121.73	\$ 25,417.60	\$ 37,460.80
02	83	1	Sewer Collection	Superintendent	\$ 17.57	\$ 25.90	\$ 3,045.47	\$ 4,489.33	\$ 36,545.60	\$ 53,872.00
02	84	5	Wastewater Treatment	Operator II	\$ 10.26	\$ 15.13	\$ 1,778.40	\$ 2,622.53	\$ 21,340.80	\$ 31,470.40
02	84	1	Wastewater Treatment	Laboratory Technician	\$ 12.48	\$ 18.39	\$ 2,163.20	\$ 3,187.60	\$ 25,958.40	\$ 38,251.20
02	84	3	Wastewater Treatment	Chief Plant Operator	\$ 16.27	\$ 23.98	\$ 2,820.13	\$ 4,156.53	\$ 33,841.60	\$ 49,878.40

City of Copperas Cove 2004/2005
Employee Position Listing and Pay Scale by Department

Fund #	Dept #	No. EE's	Department Name	Position Title	Minimum Salary Hourly	Maximum Salary Hourly	Minimum Salary Monthly	Maximum Salary Monthly	Minimum Salary Yearly	Maximum Salary Yearly
02	84	1	Wastewater Treatment	Laboratory Technician - Senior	\$ 16.27	\$ 23.98	\$ 2,820.13	\$ 4,156.53	\$ 33,841.60	\$ 49,878.40
02-01	84	1	Composting	Heavy Equipment Operator	\$ 10.83	\$ 15.96	\$ 1,877.20	\$ 2,766.40	\$ 22,526.40	\$ 33,196.80
02-01	84	1	Composting	Supervisor Composting	\$ 12.36	\$ 18.22	\$ 2,142.40	\$ 3,158.13	\$ 25,708.80	\$ 37,897.60
03	90	1	Solid Waste Collection	Administrative Assistant	\$ 10.81	\$ 15.94	\$ 1,873.73	\$ 2,762.93	\$ 22,484.80	\$ 33,155.20
03	90	0.5	Solid Waste Disposal	Supervisor Solid Waste	\$ 14.16	\$ 20.88	\$ 2,454.40	\$ 3,619.20	\$ 29,452.80	\$ 43,430.40
03	90	1	Solid Waste Collection	Director	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified	Unclassified
03	91	3	Solid Waste Collection	Worker	\$ 9.22	\$ 13.59	\$ 1,598.13	\$ 2,355.60	\$ 19,177.60	\$ 28,267.20
03	91	8	Solid Waste Collection	Driver	\$ 9.73	\$ 14.34	\$ 1,686.53	\$ 2,485.60	\$ 20,238.40	\$ 29,827.20
03	91	1	Solid Waste Collection	Assistant Supervisor/Driver	\$ 10.47	\$ 15.44	\$ 1,814.80	\$ 2,676.27	\$ 21,777.60	\$ 32,115.20
03	91	1	Solid Waste Collection	Mechanic/Relief Diver	\$ 12.10	\$ 17.84	\$ 2,097.33	\$ 3,092.27	\$ 25,168.00	\$ 37,107.20
03	91	1	Solid Waste Collection	Recycling Coordinator	\$ 13.68	\$ 20.17	\$ 2,371.20	\$ 3,496.13	\$ 28,454.40	\$ 41,953.60
03	92	1	Solid Waste Disposal	Clerk - Scale Operator	\$ 8.74	\$ 12.89	\$ 1,514.93	\$ 2,234.27	\$ 18,179.20	\$ 26,811.20
03	92	3	Solid Waste Disposal	Heavy Equipment Operator	\$ 10.83	\$ 15.96	\$ 1,877.20	\$ 2,766.40	\$ 22,526.40	\$ 33,196.80
03	92	0.5	Solid Waste Disposal	Supervisor Solid Waste	\$ 14.16	\$ 20.88	\$ 2,454.40	\$ 3,619.20	\$ 29,452.80	\$ 43,430.40

**CITY OF COPPERAS COVE, TEXAS
INCENTIVE/REIMBURSEMENT PAY
FY 2004-05**

FIRE/EMS	Monthly
Paramedic Licensed	
Assigned	\$500
Non-Assigned	\$350
Paramedic Certified	
Assigned	\$400
Non-Assigned	\$250
Intermediate Certification	\$ 40
Advanced Certification	\$ 75
Master Certification	\$100
(Chief excluded from Incentives)	
POLICE	
Shift Differential	
2 nd Shift	\$ 35
3 rd Shift	\$ 45
Master Certification	\$100
Advanced Certification	\$ 75
Intermediate Certification	\$ 40
Instructor Certificate	\$ 15
Motorcycle Unit	\$ 50
Special Response Team	\$ 50
(Chief excluded from Incentives)	

APPENDIX E

**CITY OF COPPERAS COVE WATER,
SEWER & SOLID WASTE RATES**

**CITY OF COPPERAS COVE, TEXAS
CURRENT WATER RATES**

Sec. 11-25. Minimum fee; monthly rate.

There shall be charged by the city a minimum monthly fee as set out by the chart below:

Meter Size (inches)	Minimum Bill	Rate per 1,000 Gallons of Water
3/4	\$ 11.00	\$ 2.45
1	15.50	2.91
1 1/2	23.00	3.29
2	34.00	3.45
3	90.00	3.45
4	141.00	3.45
6	239.00	3.45

All bills sent by the City to the customer for water, sewer and/or garbage service shall be due and payable on receipt. No additional notice other than the original bill shall be provided by the City to the customer and services to the customer shall be terminated twenty-one (25) days after the billing date unless such bill has been paid by such time.

(Code 1970, § 27-21; Ord. of 9-16-80; Ord. of 10-6-81; Ord. of 9-21-82, § 27-21; Ord. of 11-16-82, § 27-21a; Ord. No. 1985-51, 10-1-85; Ord. No. 87-32, 9-15-87; Ord. No. 1993-31, 9-7-93; Ord. No. 1995-10, 9-5-95; Ord. No. 2000-36, 9-12-00; Ord. No. 2004-27, 9/14/04)

Cross reference(s)--Special water rate for citizens over sixty-five years of age, § 11-3.

State law reference(s)--Authority of city to prescribe water rates, V.T.C.S. art. 1175(11).

CITY OF COPPERAS COVE, TEXAS
CURRENT SEWER RATES

Sec. 11-33. Rate schedules.

The council hereby adopts the user charge system as recommended in the study and analysis of August, 1987, and January, 1978, entitled "User Charge and Industrial Cost Recovery Systems for wastewater Treatment Services, Part of Step III, EPA Grant No. C-48-0877-04-0," and the following rate schedules and structures which comport with such recommendations:

(1) The following schedule of rates per month or fraction thereof shall be the basis for determining charges to all users for rendering sanitary sewage service, where the sewage produced by such user is a normal strength wastewater (two hundred (200) mg/l B.O.D. and two hundred twenty (220) mg/l S.S.) and where such user is located within the city service area:

(a) A monthly volume charge shall be charged to all users for amounts of water used, or wastewater produced, as more specifically set forth herein shall be charged as follows:

Classification	Minimum	Rate per 1,000 Gallons of Water
All Customers	11.00	3.30

Cross reference--Sewage service rates for senior citizens, see § 11-3(b).

(b) "User," as that term is used herein, shall mean any unit connected to the wastewater treatment system of the city whether such unit is a single-family residence, an apartment unit within a complex of apartments, a mobile home, a mobile home within a group of mobile homes operated by a common owner, or any business, commercial or industrial entity which receives metered water or unmetered water.

(c) The maximum monthly volume charge for residential class users will be based on the individual user's monthly average water use during the lowest three (3) months of December, January, February and March. These months shall be referred to as "base months." The volumes used to compute these charges are based on the amount of water used by the residential class users as measured by a meter. Where no preceding base months average is available from records, the city manager shall estimate a volume to be used for the maximum monthly volume charge. Where the volume of water is less than the average of the base months, the user shall be charged only for that lesser volume in accordance with paragraph (a) hereof.

(1) Any customer who wishes to pay in excess of their bill may pay that excess amount to be deposited into a utility fund to assist the needy, to be administered by the City of Copperas Cove, Texas.

(2) An administrative fee of twenty-five dollars (\$25.00) shall be charged for any tampering with city utilities owned or maintained by the city. Failing manageability by the administration, the twenty-five dollar (\$25.00) fee shall be accompanied by filing theft of service charges in the court of appropriate jurisdiction.

(d) The monthly charges to commercial and industrial class users will be based on total water use as measured by appropriate meters, with the provision that if a user can show, to the satisfaction of the city manager, that a significant portion of the metered water usage does not enter the sanitary sewers, the user will be charged for only that volume entering the sewers, as determined by a method approved by the city manager.

(2) The city manager shall establish a monitored group class, consisting of those users whose wastewater strength is, in such officer's judgment, abnormally high, and charges to users in this case shall be computed in accordance with the following four-part rate schedule:

Monitored Group

**CITY OF COPPERAS COVE, TEXAS
CURRENT SEWER RATES**

User monthly service charge.....	\$ 0.40
Volume charge, per 1,000 gallons.....	0.0698

B.O.D. and S.S. surcharge (according to the following formula):

$$S = C[(B.O.D. / 200 - S.S. / 220)] (8.345)(V)$$

where:

- S = Surcharge to user in dollars to be added to monthly billing to sewer
- C = Unit cost of treatment at \$/lb
- B.O.D. = B.O.D. strength index in mg/l /8
- 200 = Normal B.O.D. strength in mg/l
- S.S. = Suspended solids strength index in mg/l
- 220 = Normal suspended solids strength in mg/l
- 8.345 = Factor converting mg/l to pounds/gallons
- V = Monthly volume of wastewater discharged by monitored user

Monitoring charge (testing).....Total cost to city

The monitoring charge shall consist of all cost for personnel, materials and equipment used to collect and analyze samples from the users' wastewater to determine the strength of the wastewater produced.

This schedule shall replace all other charges previously made for industrial waste strength.

(3) All commercial and industrial users connected to the sanitary sewer system who have a source of water supply that is in addition to, or in lieu of, the city water supply must have a meter approved and tested by the city on that source of water supply and the volume charges as set forth hereinbefore shall be based on the sum of volumes delivered by all sources of supply. Such method of volume determination will not be applicable if the user installs a meter approved by the city on the wastewater produced by the customer before it enters the city's sanitary sewer system.

All residential users connected to the sanitary sewer system who have a source of water supply that is in addition to or in lieu of the city water supply will have one of the two (2) following options as to the basis for charges for sewage service: The residential user may have a meter approved and tested by the city installed on that source of water supply, and the volume charge as set forth hereinbefore shall be based on the sum of the volumes delivered by all sources of supply, measured and estimated.

(4) Rate schedule for industrial cost recovery. The following schedule of rates per month or fraction thereof shall be the basis for determining charges to all industrial cost recovery payments and where such user is located within the city service area. The city manager will determine on an annual basis which industrial users are to make industrial cost recovery payments.

(a) A monthly volume charge shall be charged the amount as follows:

1. Northwest service area = \$2.034/1,000 gallons/day/month
2. Northeast service area = \$2.733/1,000 gallons/day/month
3. South service area = \$2.730/1,000 gallons/day/month

(b) A monthly B.O.D. pollutant charge shall also be charged in the amount as follows:

1. Northwest service area = \$0.569/pound/day/month
2. Northeast service area = \$0.885/pound/day/month
3. South service area = \$0.803/pound/day/month

CITY OF COPPERAS COVE, TEXAS
CURRENT SEWER RATES

- (c) A monthly S.S. pollutant charge shall also be charged in the amount as follows:
1. Northwest service area = \$0.268/pound/day/month
 2. Northeast service area = \$0.460/pound/day/month
 3. South service area = \$0.421/pound/day/month
- (d) Industrial users shall make industrial cost recovery payments to recover sewage treatment plant construction grant costs which are allocable to the treatment of the industrial user's wastes. An industrial user may be excluded from industrial cost recovery payments if:
1. The industrial user discharges only segregated domestic wastes or wastes from sanitary conveniences; and
 2. Does not contribute greater than ten (10) per cent of the design flow or design pollutant loading (B.O.D. and S.S.) of the sewage treatment plants.
- (e) If an industrial user satisfies the above two (2) requirements, and is excluded from industrial cost recovery payments, then all industrial users who satisfy the above two (2) requirements must be excluded from industrial cost recovery payments, and all industrial users who cannot be excluded from industrial cost recovery payments will have their respective wastewater flows reduced by an amount equal to the non-process segregated domestic wastes or wastes from sanitary conveniences that each discharges to the city's sewer system before industrial cost recovery payments are computed.
- (f) All industrial users which are required to make industrial cost recovery payments shall be monitored users. Industrial cost recovery payments to be charged industrial users shall be based on annual estimates or measurements of the users' wastewater flow to the city's sewer system and test data relating to B.O.D. and S.S. concentrations in the users' wastewater. Wastewater flow estimates will be made by the city manager from water use records. The city manager will make appropriate reductions in flow allocations for each industrial user, when applicable. Industrial cost recovery payments will be computed annually by the procedures and methods outlined in the study and analysis of January, 1978, entitled "User Charge and Industrial Cost Recovery Systems for Wastewater Treatment Service, Part of Step III, EPA Grant No. C-48-0877-04-0.", ,
- (g) The industrial cost recovery period for the present sewage treatment plant enlargement funded under United States Environmental Protection Agency Construction Grant No. C-48-0877-40-0 shall begin when any element of the sewage treatment plant funded by the grant becomes operable. The industrial cost recovery period shall be twenty (20) years from the date that the period begins and is the period during which all industrial users, if not excluded by the city manager, shall make industrial cost recovery payments.
- (h) The foregoing rate schedule for industrial cost recovery shall become effective the time any element of the city's sewage treatment plant which is wholly or partially funded by the federal construction grant becomes operable, and shall remain in effect until altered, amended or repealed by the city council.

CITY OF COPPERAS COVE, TEXAS
CURRENT SEWER RATES

- (i) The city council will review the industrial cost recovery system annually, recompute annual industrial cost recovery unit cost rates, if necessary, and re-evaluate and update the allocations for wastewater flow rate and pollutant loadings for each industrial user and recompute their annual payments.

(5) A surcharge fee in the amount of one hundred seven dollars and fifty-three cents (\$107.53) shall be charged in the area within the City of Copperas Cove in which proposed future buildings will be served by the sewage collection system connected to and upstream of the sewer main located in Creek Street between Robertson and Virginia Streets. This particularly applies to the Morse Valley Section Three Subdivision, Morse Valley Section Four Subdivision, Morse Valley Section Eight Subdivision, and other currently undeveloped, unplatted lands that will be served by the aforementioned sewer collection systems.

The city council will review the user charge system annually to determine if the rates are adequate and to revise them as required to cover operation and maintenance costs.

(Code 1970, § 27-31; Ord. of 10-16-79; Ord. of 9-16-80; Ord. No. 1985-52, 10-1-85; Ord. No. 1987-33, 9-15-87; Ord. No. 1988-29, 9-6-88; Ord. No. 1993-30, 9-7-93; Ord. No. 1995-05, 6-20-95; Ord. No. 1995-11, 9-5-95; Ord. No. 2000-29, § III, 6-20-00; Ord. No. 2000-36, § II, 9-12-00; ord. No. 2004-27, 9/14/04)

**CITY OF COPPERAS COVE, TEXAS
CURRENT SOLID WASTE RATES**

Sec. 11-71. Rate Schedule.

The following rate schedules shall be effective and shall be charged to customers:

A. Residential Monthly Rates.

- a) One-family residence\$13.00
- b) Two-family residence on one water meter\$26.00
- c) Two-family residence on separate water meters, each unit\$13.00
- d) An additional container may also be obtained by paying an additional \$13.00 per month for each container. All City provided containers shall remain the property of the City.
- e) No more than one (1) truckload of brush material shall be picked up from any single residential or commercial premise twice-per-month without charge. Truckload size shall represent measurements of 4'x4'x12'. Customer may request additional collections at the rate of six dollars (\$6.00) per cubic yard.
- f) Yardwaste bags shall be sold to residents at City's cost plus tax.
- g) Excess Garbage Fee\$4.50

A. Commercial Monthly Rates.

- a) Commercial Automated Container Service: Garbage collected from commercial businesses utilizing the automated container shall be charged a monthly minimum fee of twenty dollars (\$20.00) for twice-a-week pickup of one (1) automated container. There shall be a maximum of three automated containers at any one business. Additional containers shall be charged accordingly:

Number of Cans	Pickups per week	
	1x	2x
1	N/A	\$20.00
2	N/A	32.00
3	N/A	44.00

- a) Excess garbage or rubbish that will not fit into the container may be put in plastic bags, not larger than 33 gallons, and placed beside the container. After dumping the container provided for the base service, the driver will load the excess-bagged garbage into the container for dumping. The driver will reload the container a maximum of twice per collection day. An Excess Garbage Fee of \$4.50 shall be assessed to the commercial establishment for each reload.
- b) Commercial Containers: Commercial, apartment, mobile home park and industrial garbage customers of the city shall be permitted to store garbage for collection in containers which are provided by the city and shall be charged the monthly collection rates and user fees for collection for the scheduled number of days collected from the size containers as shown below:

**CITY OF COPPERAS COVE, TEXAS
CURRENT SOLID WASTE RATES**

Days of Pickup Per Week Except Holidays							
Cubic Yards	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Lease Fee</u>	<u>Extra Collection Fee</u>
3	\$55.82	\$96.87	\$138.58	\$179.46	\$222.01	\$12.00	\$15.00
4	\$70.08	\$126.16	\$182.24	\$238.32	\$294.40	\$14.00	\$20.00
6	\$93.23	\$165.36	\$236.46	\$309.82	\$380.73	\$16.00	\$25.00
8	\$114.49	\$208.86	\$302.72	\$397.70	\$489.36	\$18.00	\$30.00
10	\$134.40	\$239.80	\$345.20	\$450.60	\$556.00	\$29.00	\$35.00

- c) Sharing of containers. Commercial accounts in some areas may share the same container. In this event, each shall pay its respective fees and be jointly liable for cost of damages to the container as if the container were not shared between customers.
- d) When an existing or prospective customer requires a service for which the above rates do not pertain, and the Solid Waste Director has the capability and desire to provide that service, the Solid Waste Director will determine the charges based upon a study by him/her to determine the cost of providing such a service.

A. Transfer Station Rates.

- a) The following rates on all vehicles, containers, trailers and trucks, from commercial and private haulers, residents and nonresidents of the City of Copperas Cove, Texas depositing Municipal Solid Waste, as defined in the Texas Municipal Solid Waste Act, as amended on June 18, 1993, and more particularly as "Solid Waste resulting from and incidental to Municipal, Community, Commercial, Institutional, and Recreational activities, including garbage, rubbish, ashes, street cleanings, dead animals, and all other solid waste other than industrial and hazardous solid waste", shall be charged a fee equal to: forty-two dollars (\$42.00) per ton, unless authorized in a separate agreement with the City.
- b) In the event, the scales at the transfer station are not operational, a rate equal to: fifteen dollars (\$15.00) per cubic yard for all compacted waste, or ten dollars (\$10.00) per cubic yard for all un-compacted waste will be charged for all waste as listed in paragraph (a) above.
- c) In any event, a minimum charge equal to: five dollars (\$5.00) per vehicle will be charged for any user of the City of Copperas Cove transfer station.
- d) Passenger/light truck tire, less than 17.5 inch rim diameter.....\$2.00
- e) Truck tire, greater than or equal to 17.5 inch rim diameter.....\$6.00

A. Recycling Center Rates.

- a) Used oil filters.....\$1.00
- b) Residents may bring approved recyclable material to the Recycling Center, located at 2605 S. FM 116, for free disposal. A list of approved recyclable material will be posted at the Recycling Center. No other material will be accepted.

**CITY OF COPPERAS COVE, TEXAS
CURRENT SOLID WASTE RATES**

A. Miscellaneous Fees.

- a) Residential Missed Service.....\$5.00
- b) Container exchange to larger container.....\$10.00
- c) A customer whose container is stolen and not returned shall be assessed a fee in the amount of the most recent bid purchase price paid by the City. If the container is later recovered, the replacement fee will be refunded to the customer.
- d) An open vehicle, truck, trailer or container which by its lack of adequate covering can permit the contents thereof to blow or fall from the said vehicle, truck, trailer or container, there shall be a penalty for violation hereof which shall be by fine not to exceed two hundred dollars (\$200.00).
- e) There shall be levied a surcharge of three dollars (\$3.00), on any vehicle which carries a load of refuse to be deposited at the Copperas Cove Transfer Station when such load is uncovered. "Uncovered" as that term is used herein shall mean any load of garbage or refuse which is uncontrolled to the extent that the garbage or refuse can escape from the carrier either from the top, sides or the bottom of the carrier under ordinary circumstances of travel.

Sec. 11-72 Collection of Fees.

The charges for the removal and disposal of all garbage, trash or rubbish shall be entered by the city controller in their respective amounts as charges against each such person on the water and sewer bill of such person and the amount so fixed and charged shall be collected monthly in connection with and as a part of the water and sewer bills of the city. Should any person of any place of abode or of any place of business fail or refuse to pay the charges fixed against him and his place of abode or his place of business when due, the city shall be authorized to cut off and disconnect the water and sewer services to his place of abode or place of business and against which such garbage pickup fees have been fixed and assessed, and in addition thereto shall be authorized to discontinue garbage pickup services until such fees have been paid in full.

Sec. 11-73 Credit for vacancy.

No credit shall be given to any owner, occupant, tenant, or lessee of any residence, structure or place of business for vacancy thereof unless the manager of the utility collections department is notified by such owner, occupant, tenant or lessee within five (5) days after such property is vacated. Credit will only be given from the date of the nearest subsequent billing period after such notice has been given to the department.

Sec. 11-74 Hauling to landfill does not avoid charges.

Should any person, owner, occupant, tenant or lessee within the city haul all or any part of his garbage or rubbish to the Solid Waste Operational Center, he shall nevertheless be required to pay garbage and rubbish collection fees in accordance with this division, and shall be required to dump his garbage and rubbish at the Solid Waste Operational Center in accordance with and subject to the rules and regulations of the refuse services department.