

Home Rule Municipality

The City of Copperas Cove is a Home Rule Municipality. The municipal government provided by the City's Charter is of the type that is known as the Council/Manager Government and consists of a Mayor and Council Members, elected by the people, and a City Manager, appointed by and responsible to the Council for proper administration of City affairs.

2015-16 City Council Members

Frank Seffrood	Mayor
David Morris	Place 1
James Pierce Jr.	Place 2
Dan Yancey	Place 3
Marty Smith	Place 4
Kirby Lack	Place 5
George Duncan	Place 6
Matthew Russell	Place 7



City Manager
Andrea Gardner



City Secretary
Mariela Altott



City Attorney
Charles Zech



City Attorney
Habib Erkan Jr.

Law Firm of Denton, Navarro, Rocha,
Bernal, Hyde and Zech, P.C.

Welcome

CITY COUNCIL



Understanding Council Meetings



City of Copperas Cove

About Council Meetings

The City of Copperas holds regular Council meetings at 6:00 p.m. on the first and third Tuesday of each month in the Council Chambers at the Copperas Cove Economic Development Corporation, 210 South First Street. In the open session, the public may observe the City Council making decisions regarding policy, discussing goals, and considering maintenance and financial matters. City Council workshops are also held on the first and third Tuesday of each month, beginning at 5:00 p.m. preceding the regular Council meeting. Council workshops are open to the public, however, the opportunity for citizen participation is limited due to the shorter duration of the meeting. Council members discuss each matter openly, as required by the Texas Open Meetings Law, and may ask specific questions of staff members or other persons present who have information about an agenda item. Other members of the audience should maintain an attitude of quiet attention. The Council may retire into closed session to discuss matters allowable under Subchapter D of the Open Meetings Act.

About the Meeting Agenda

The agenda contains a list of all subjects to be discussed by the Council. Each subject will be brought before the Council in the order printed on the agenda unless the agenda is amended by Council action or the presiding official. Copies of the agenda are readily available at the entrance to Council Chambers prior to the meeting. Citizens can access the agenda via our website at www.copperascovetx.gov prior to the meetings as well. A paper copy of the entire agenda and supporting documents are made available for citizen review in the City Secretary's Office, the Public Library, and the Council Chambers on the Monday prior to the scheduled Council meeting.

About the City Manager's Role

The City Manager is the Chief Executive Officer for the City. The City Manager is responsible for managing the day-to-day operations of the City and should make recommendations, proposals, or suggestions on most matters that come before the council. The Mayor may request the City Manager to provide additional information on a matter of general interest to the full City Council, the public at large, and to the citizen making the comment.

Opportunities to Address the Council

• During Regular and Special Meetings of the City Council

- Items not appearing on the regular agenda should be presented to the Council during the Citizens Forum portion of the agenda.
- Dialog should be limited to a total of five (5) minutes per person with an additional two (2) minutes at the Chair's discretion not to exceed thirty (30) minutes total. Time may not be donated from one citizen to another.

- Items posted on the regular agenda should be addressed with the governing body upon completion of Council deliberation of each item following the same time limitations as above.

• During Workshops of the City Council

- Citizens are allowed to speak on the subject(s) under discussion during Public Comment after being recognized by the presiding official for two (2) minutes each, not to exceed ten (10) minutes total.

• During Public Hearings

- Citizens wishing to speak for or against an item on the agenda posted as a Public Hearing should follow the same process as above. During the Public Hearing, the presiding official will open the floor for individuals to speak for or against an item under consideration of the Council.
- Members of the City Council who wish to ask questions of the speakers or each other during the Public Hearing portion may do so, but only after first being recognized by the Mayor. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue.
- During the Public Hearing, no person will be permitted to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the Mayor, but may be appealed to the full City Council.

How to Address the Council

Citizens who wish to address the City Council should proceed as follows:

- The presiding officer will open the floor for dialog during the Citizens Forum portion of the Council meeting.
- Citizens wishing to address the Council should stand and approach the podium. Adjust the microphone and state their name and address prior to delivering dialog to the governing body. All comments must be directed to the governing body and not the audience.
- Avoid asking questions of the Council during the Citizens Forum portion of the agenda as they can only provide factual information. According to Open Meetings Law, the governing body shall not engage in dialogue with citizens/others regarding any matter not posted on the agenda. All questions will be recorded and Council or City Staff will respond at a later date.