

City of Copperas Cove, Texas

Annual Budget and Plan of Municipal Services



City of Copperas Cove



Fiscal Year 2003-04

Adopted by the City Council on September 9, 2003

“The City Built for Family Living”

City of Copperas Cove, Texas
List of Principal Officials

City Council

Rodney G. Nauert - Mayor
Bradi Diaz - Mayor Pro Tem

Ray Don Clayton - Council Member
John Gallen – Council Member
Fred Harris - Council Member

Charlotte Heinze - Council Member
Bud Owsley - Council Member
Annabelle Smith - Council Member

City Staff

Reporting to City Council

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

Reporting to the City Manager

Paul Boyer, P.E., City Engineer
Richard Davis, Director of Solid Waste
Margaret Fleet, Director of Library Services
Robert Camareno, Assistant City Manager/Director of Finance
Robert McKinnon, Director of Water/Wastewater
Tim Molnes, Police Chief
Kelli L. Sames, Director of Human Resources
Linda Tyler, Director of Community Services
Bruce Woods, Fire Chief



About the Cover:

The City of Copperas Cove is proud to place a picture of its new Ogletree Gap Pavilion on the cover of the Fiscal Year 2003-04 Annual Budget and Plan of Municipal Services. The pavilion was completed in 2003 and was constructed utilizing funds allotted from the 2001 Combination Tax and Revenue Certificates of Obligation. The pavilion was constructed in the peaceful setting of the Ogletree Preserve, the location where Copperas Cove began in 1879. It offers the citizens and organizations of Copperas Cove a facility in which they can host social events or celebrate special occasions. Some of the amenities include restrooms, counters and sinks and lights for evening events.

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, 2002**. 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.

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Linda Tyler, Director of Parks and Recreation
Bruce Woods, Fire Chief

**CITY OF COPPERAS COVE, TEXAS
 ANNUAL BUDGET AND PLAN OF MUNICIPAL SERVICES
 FISCAL YEAR 2003-04
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January 24, 2003

Honorable Mayor Rodney G. Nauert, 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 2002-03 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 and the implementation of Phase I & II 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 the development of a bond issue that will improve communications for the City's public safety departments, implement the third phase of the water/wastewater capital improvement plan, provide for infrastructure improvements that will facilitate development, and partially fund sidewalks along FM 1113 making pedestrian travel along that road safer. All of these accomplishments are indicative of our constant efforts toward being "*The City Built for Family Living.*"

GOALS ESTABLISHED FOR FY 2002-03

Goals established in the previous fiscal year continue to be the goals of the City Council for the 2002-03 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 2002-03 the General Fund budget projects revenues to reach \$9,832,479 which \$470,797, or 5.03%, higher than the amount that was budgeted in fiscal year 2001-02. 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 \$9,996,184, which is \$329,874, or 3.41%, higher than the amount that was budgeted to be expended in fiscal year 2001-02.

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 2002-03 in the General Fund was \$2,666,631 which, after taking into account the effects of the projected revenues and adopted appropriations for each department, leaves an estimated ending fund balance of \$2,502,926. This amount is \$3,881 greater than the ideal fund balance of \$2,499,046 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. The amount over ideal fund balance will be accounted for in a Capital Improvement Reserve to be used for future capital improvements. Ideal fund balance has been met in the General Fund for the previous five years. City Council and Staff continue to strive toward maintaining this constantly evolving fund balance.

During fiscal year 2002-03 the City of Copperas Cove anticipates two major construction projects to be ongoing and funded through general obligation monies. First is the completion of a new Public Works Administration Facility. This new office building will house both the

administrative functions of the water & sewer operations and public works. It will be located in the northern part of the City immediately adjacent to the new and current Animal Control Facility. This project is funded through bond proceeds from a 2001 Certificate of Obligation series. Construction on this new office building began in the Summer of 2002 and was completed by the end of calendar year 2002.

The second project is the construction of a pavilion at the Ogletree Preserve. The final payment for the Ogletree Preserve was made in fiscal year 2001-02. In fiscal year 2000-01 the City Council issued certificates of obligation which included \$364,548 for improvements to the Ogletree Preserve. During the Summer of 2002 a committee was formed and charged with the task of developing and overseeing the construction of a pavilion at Ogletree. Currently, plans provide for a 6,500 square foot pavilion with bathrooms and a concession area. City Staff expects this project to be complete during the Summer of 2003.

Effective October 1, 2002, and in conjunction with the adoption of this budget, the property tax rate remained the same as the prior year at \$.7450 per \$100 assessed valuation. The City experienced the first property tax increase at the beginning of fiscal year 2000-01 since 1992. It was increased by 4 cents per \$100 assessed value. 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 year 2002-03.

The City Council has authorized a total of 195 full-time employees and 2 part-time employee in fiscal year 2002-03 in the General Fund budget. Total personnel in the General Fund have increased by one (1) employee since fiscal year 2001-02 budget. Two patrol officer positions were added in the police department to address the growing demand on public safety services. However, the building official position and the city planner position were combined into one thereby eliminating one position within the General Fund. Additionally, a part-time position was added in the building and development department. Over the last several years the City has been provided, through the Experience Works (previously known as Green Thumb), a person that assists the building and development department with handling incoming calls, filing and other administrative tasks. The goal of this program is to find individuals employment within the workforce and fund those positions until the benefiting organization can assume the costs of hiring that individual. 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 \$6,716,975 for fiscal year 2002-03, which is \$54,587, or .81%, less than the amount of revenues budgeted in fiscal year 2001-02.

This anticipated decline in revenue is primarily attributable to conservative budgeting of water revenues. There were no recommended water or sewer rate increases for fiscal year 2002-03. Water revenues in fiscal year 2001-02 fell short of the original budget for that fiscal year creating a need to budget less than the amount in fiscal year 2001-02. The amount budgeted in fiscal year 2001-02 was based on a recently approved water and sewer rate increase passed at the beginning of that fiscal year. Rate increases experienced over the last few years have been planned for several years as a result of a five-year, major water and wastewater capital improvement program, with some projects currently ongoing and others planned for the next three years. Phase I (\$4,575,740) was financed through proceeds received from a certificates of obligation debt issuance approved by the City Council 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, the final phase as currently planned in this program, will not begin until sometime during 2003 and is anticipated to be \$5,589,000. Phase III will also be funded through a certificates of obligation program. The addition of some high priority, unplanned projects is also being considered to be included in this next phase of projects.

Total expenses are budgeted at \$6,710,186, which is \$9,468, or .14%, higher than the amount that was budgeted in fiscal year 2001-02. 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 \$1,677,547 for fiscal year 2002-03. This ideal fund balance is projected to be achieved at year-end in the Water & Sewer Fund. The budgeted ending fund balance is \$1,708,543, which is \$30,996 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. This fund has maintained its ideal fund balance for the last four consecutive years.

The City Council has authorized 40.5 positions in the Water & Sewer Fund for fiscal year 2002-03. This is a decline of one position from the prior fiscal year. During fiscal year 2001-02 the water distribution department was reorganized to improve the departmental structure. Through that reorganization, one position was eliminated.

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 this fiscal year. The last residential rate increase prior to fiscal year 2002-03 was made effective in 1994. 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 2004-05. This fund has two more debt service payments on a debt issuance made in 1994 that continues to escalate until fiscal year 2003-04. The payment for fiscal year 2002-03 is \$487,400 and the final payment in fiscal year 2003-04 will be \$621,600. Once paid, and barring any unforeseeable

issues, ideal fund balance should be easily met in fiscal year 2004-05. The ideal fund balance is calculated at \$622,872 for fiscal year 2002-03. The ending fund balance is projected to be \$466,380, which is \$156,492 less than that required.

Revenues are budgeted at \$2,450,783, which is \$158,583 or 6.92% higher than the amount budgeted in fiscal year 2001-02. This anticipated increase in revenue is largely attributable to a \$1.00 increase in the monthly residential rate. Additionally, an increase in use of the City's transfer station has increased collections at that facility. Total expenses are budgeted at \$2,491,487 which is \$209,828, or 9.20%, higher than the amount that was budgeted in fiscal year 2001-02. Increase hauling and disposal costs, one additional full-time driver position and increased repairs and maintenance all contribute to the growing budget.

The Solid Waste Fund budget includes an addition of one full-time driver position. This position was added in an effort to meet the growing service demands being placed on the Solid Waste Fund. There are a total of 21 full-time employees authorized in the 2002-03 fiscal year Solid Waste Fund budget. No new vehicles or programs were planned in this fiscal year budget.

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 2002-03 City Staff will be placing a heavier focus on marketing efforts for the golf course activity with the hope of generating more play.

Revenues for this fiscal year are projected at \$618,500, which is \$15,200, or 2.40%, lower than the amount that was budgeted in fiscal year 2001-02. The decrease is primarily attributable to much more conservative budgeting of revenues. Fiscal Year 2000-01 proved to be disappointing from a revenue standpoint. The short fall in revenue that occurred was primarily attributed to poor weather conditions which directly impacts play at the Golf Course. A subsidy of \$3,000 from the General Fund has been budgeted. Transfers from the General Fund to the Golf Course Fund are typically done at year-end. If a larger amount is required, a budget amendment will have to be completed in September 2003. The objective has been and will continue to be to make the operation self-sustaining.

Expenses at the Golf Course are budgeted at \$605,780, which is \$11,985, or 1.94%, lower than the amount budgeted in fiscal year 2001-02. Expenses are budgeted to be below the amount of revenues expected to be generated. The fund balance policy is also applied to this fund as well; 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. After this is achieved, 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 \$151,445. Budgeted ending fund balance is (\$7,280) which is \$158,725 less than the amount necessary to meet ideal fund balance.

The City Council has authorized a total of fifteen (14.5) employees in the 2002-03 fiscal year Golf Course Fund budget. No new employees, vehicles or programs were planned in this fiscal year budget.

Additional Significant Items

City Staff continue to monitor and support the development of the approved joint use agreement between Fort Hood and the City of Killeen for the creation of a regional airport at Robert Gray Army Airfield. This regional airport is expected to open in 2004, will accommodate larger aircraft and ideally, generate commercial and industrial development within Copperas Cove.

The City is currently working with Fort Hood and the Copperas Cove Economic Development Corporation to finalize a land acquisition from Fort Hood in an attempt to develop an industrial site in close proximity to the new airport. Congressional approval was required to allow Fort Hood to sell the property. This process alone took over one year to be authorized and was signed by the President in September 2000. The City has been working patiently on this project for the last three years. It is expected that the land acquisition project will be complete during 2003. In addition, the City was notified in September 2001 that it would receive a \$1,000,000 grant from the Economic Development Administration for infrastructure improvements related to the development of the new industrial park. The Economic Development Corporation, the Industrial Foundation and the City of Copperas Cove through a cooperative agreement will provide the matching amount of \$366,000.

The City's annual budget continues to include the City's salary program policy adopted by the City Council in September of 1996. This policy addresses future pay increases for employees and provides for a 2% cost of living allowance (COLA) for all City employees at the beginning of each fiscal year. This policy also provides the possibility for each employee to receive up to a 3% additional merit increase, based on individual evaluations. 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 2002-03 includes a total of \$43,534 to fund adjustments to the City's pay plan that provides for all positions in the City to be paid at 80% of market or above. Fortunately, the City's financial position continues to improve allowing the City to reward 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
Adopted Budget Summary for all Funds
Fiscal Year 2003-04

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	\$ 2,817,963	\$ 10,197,347	\$ 13,015,310	\$ 10,412,248	\$ 2,603,062	\$ 2,603,062	\$ -
Water & Sewer Fund	1,877,883	6,672,565	8,550,448	6,826,299	1,724,149	1,706,575	17,574
Solid Waste Fund	482,911	2,368,500	2,851,411	2,617,234	234,177	654,309	(420,132)
Golf Course Fund	(24,800)	657,087	632,287	611,915	20,372	152,979	(132,607)
Total Operating Funds	\$ 5,153,957	\$ 19,895,499	\$ 25,049,456	\$ 20,467,696	\$ 4,581,760	\$ 5,116,925	\$ (535,165)
Other Funds							
Youth Activities Fund	\$ 45,824	\$ 78,665	\$ 124,489	\$ 76,957	\$ 47,532	\$ 19,239	\$ 28,293
Drainage Utility Fund	391,103	755,000	1,146,103	894,888	251,215	223,722	27,493
Municipal Cemetery Fund	36,009	30,500	66,509	48,881	17,628	12,220	5,408
Interest & Sinking Fund	60,400	1,020,155	1,080,555	1,018,333	62,222	254,583	(192,361)
Library Gifts & Mem. Fund	3,597	1,535	5,132	5,132	-	1,283	(1,283)
Hotel/Motel Fund	87,402	90,400	177,802	114,000	63,802	28,500	35,302
Animal Shelter Donation Fund	350	157	507	507	-	127	(127)
Abandoned Vehicle Auc. Fund	2,206	1,050	3,256	3,256	-	814	(814)
Municipal Court Fund	151,426	62,920	214,346	118,940	95,406	29,735	65,671
Total Other Funds	\$ 778,317	\$ 2,040,382	\$ 2,818,699	\$ 2,280,894	\$ 537,805	\$ 570,223	\$ (32,418)
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)	3,769	-	3,769	-	3,769	-	-
C.P.F. - 1999 C.O. - (W&S Fund)	130,145	-	130,145	-	130,145	-	-
C.P.F. - 1999 C.O. - (S.W. Fund)	6,486	100	6,586	-	6,586	-	-
C.P.F. -2001 C.O. - (Capital Equip.)	514,079	5,000	519,079	444,889	74,190	-	-
C.P.F. - 2001 C.O. - (W&S Fund)	1,009,058	5,000	1,014,058	846,671	167,387	-	-
C.P.F. - 2003 C.O. - (Capital Impr.)	4,340,820	30,846	4,371,666	4,340,820	30,846	-	-
C.P.F. - 2003 C.O. (W&S Fund)	9,123,524	64,830	9,188,354	9,123,524	64,830	-	-
Total Capital Projects Funds	\$ 15,127,881	\$ 105,776	\$ 15,233,657	\$ 14,755,904	\$ 477,753	\$ -	\$ -
Total Funds	\$ 21,060,155	\$ 22,041,657	\$ 43,101,812	\$ 37,504,494	\$ 5,597,318	\$ -	\$ -

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 2003-04

Fund	Taxes	User Charges	Fines & Penalties	Transfer-in	Interest Revenue	Bond Proceeds	Miscellaneous	Total
Operating Funds								
General Fund	\$ 7,305,945	\$ 688,281	\$ 965,521	\$ 1,050,000	\$ 60,000	\$ -	\$ 127,600	\$ 10,197,347
Water & Sewer Fund	-	6,370,800	210,000	20,000	47,000	-	24,765	6,672,565
Solid Waste Fund	-	2,245,000	100,000	-	11,000	-	12,500	2,368,500
Golf Course Fund	-	611,500	250	45,337	-	-	-	657,087
Total Operating Funds	\$ 7,305,945	\$ 9,915,581	\$ 1,275,771	\$ 1,115,337	\$ 118,000	\$ -	\$ 164,865	\$ 19,895,499
Other Funds								
Youth Activities Fund	\$ -	\$ 78,500	\$ -	\$ -	\$ 165	\$ -	\$ -	\$ 78,665
Drainage Utility Fund	-	744,000	-	-	11,000	-	-	755,000
Municipal Cemetery Fund	-	30,000	-	-	500	-	-	30,500
Interest & Sinking Fund	995,408	-	6,000	12,747	6,000	-	-	1,020,155
Library Gifts & Mem. Fund	-	-	-	-	35	-	1,500	1,535
Hotel/Motel Fund	90,000	-	-	-	400	-	-	90,400
Animal Shelter Donation Fund	-	-	-	-	7	-	150	157
Abandoned Vehicle Auc. Fund	-	-	-	-	50	-	1,000	1,050
Municipal Court Fund	-	-	62,320	-	600	-	-	62,920
Total Other Funds	\$ 1,085,408	\$ 852,500	\$ 68,320	\$ 12,747	\$ 18,757	\$ -	\$ 2,650	\$ 2,040,382
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)	-	-	-	-	100	-	-	100
C.P.F.-2001 C.O. - (Capital Equip.)	-	-	-	-	5,000	-	-	5,000
C.P.F. - 2001 C.O. - (W&S Fund)	-	-	-	-	5,000	-	-	5,000
C.P.F. - 2003 C.O. - (Capital Impr.)	-	-	-	-	30,846	-	-	30,846
C.P.F. - 2003 C.O. (W&S Fund)	-	-	-	-	64,830	-	-	64,830
Total Capital Projects Funds	\$ -	\$ -	\$ -	\$ -	\$ 105,776	\$ -	\$ -	\$ 105,776
Total Funds	\$ 8,391,353	\$ 10,768,081	\$ 1,344,091	\$ 1,128,084	\$ 242,533	\$ -	\$ 167,515	\$ 22,041,657

City of Copperas Cove, Texas
Consolidated Statement of Expenditures/Expenses of all Funds by Object Class
Fiscal Year 2003-04

Fund	Personnel Costs	Personnel Support	Supplies	Repairs & Maintenance	Support Services	** Designated Expenses	Capital Outlay & Improvements	Transfers-out	Total
Operating Funds									
General Fund	\$ 8,017,263	\$ 69,320	\$ 261,265	\$ 195,433	\$ 849,087	\$ 685,738	\$ 288,605	\$ 45,537	\$ 10,412,248
Water & Sewer Fund	1,383,746	1,500	186,217	206,900	792,266	3,489,830	65,840	700,000	6,826,299
Solid Waste Fund	685,346	-	68,640	63,100	45,910	1,439,424	34,814	280,000	2,617,234
Golf Course Fund	373,193	-	37,088	23,500	52,945	100,489	24,700	-	611,915
Total Operating Funds	\$ 10,459,548	\$ 70,820	\$ 553,210	\$ 488,933	\$ 1,740,208	\$ 5,715,481	\$ 413,959	\$ 1,025,537	\$ 20,467,696
Other Funds									
Youth Activities Fund	\$ 28,097	\$ 1,700	\$ 17,100	\$ 13,000	\$ 2,560	\$ 14,500	\$ -	\$ -	\$ 76,957
Drainage Utility Fund	178,046	-	298,685	16,250	10,707	1,200	300,000	90,000	894,888
Municipal Cemetery Fund	34,437	-	10	2,000	3,434	-	9,000	-	48,881
Interest & Sinking Fund	-	-	-	-	-	1,018,333	-	-	1,018,333
Library Gifts & Mem. Fund	-	-	5,132	-	-	-	-	-	5,132
Hotel/Motel Fund	-	-	50,000	19,000	-	-	45,000	-	114,000
Animal Shelter Donation Fund	-	-	507	-	-	-	-	-	507
Abandoned Vehicle Auc. Fund	-	-	2,756	-	500	-	-	-	3,256
Municipal Court Fund	-	-	5,600	8,586	17,930	-	86,824	-	118,940
Total Other Funds	\$ 240,580	\$ 1,700	\$ 379,790	\$ 58,836	\$ 35,131	\$ 1,034,033	\$ 440,824	\$ 90,000	\$ 2,280,894
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.)	-	-	-	-	-	-	444,889	-	444,889
C.P.F. - 2001 C.O. - (W&S Fund)	-	-	-	-	-	-	846,671	-	846,671
C.P.F. - 2003 C.O. - (Capital Impr.)	-	-	-	-	-	-	4,340,820	-	4,340,820
C.P.F. - 2003 C.O. (W&S Fund)	-	-	-	-	-	-	9,123,524	-	9,123,524
C.P.F. - 2003 G.O. (Public Safety)	-	-	-	-	-	-	-	-	-
Total Capital Projects Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,755,904	\$ -	\$ 14,755,904
Total Funds	\$ 10,700,128	\$ 72,520	\$ 933,000	\$ 547,769	\$ 1,775,339	\$ 6,749,514	\$ 15,610,687	\$ 1,115,537	\$ 37,504,494

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

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

Fiscal Year 2003 -04

(With Comparative Totals for the Years Ended September 30, 2002 and 2003*)

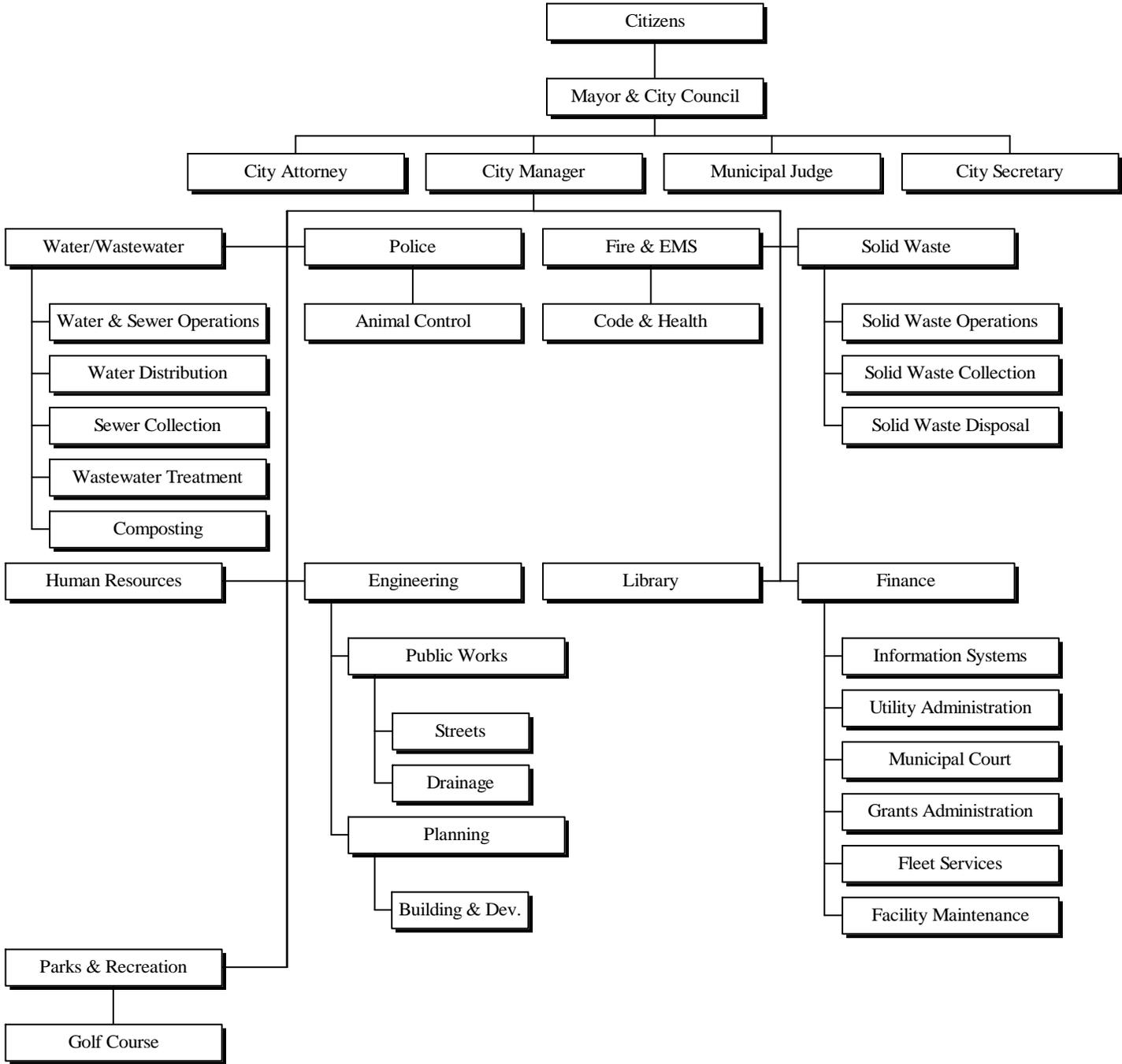
	General	Special Revenue	Debt Service	Capital Projects	Water & Sewer	Solid Waste	Golf Course	Total Adopted Budget	(Memo Only) Totals	
								2003-04	Reporting Entity	2002-03
REVENUES										
Taxes	\$ 7,305,945	\$ 90,000	\$ 995,408	\$ -	\$ -	\$ -	\$ -	\$ 8,391,353	8,059,281	7,726,324
Permits & Licenses	146,810	-	-	-	-	-	-	146,810	140,525	135,021
Charges for Services	-	852,500	-	-	6,375,800	2,249,500	611,300	10,089,100	10,116,015	9,849,759
Fees	541,471	-	-	-	-	-	-	541,471	534,316	542,525
Fines	965,521	62,320	6,000	-	210,000	100,000	250	1,344,091	1,294,265	1,212,074
Miscellaneous	187,600	15,407	6,000	105,776	66,765	19,000	-	400,548	465,698	2,420,076
Total Revenues	9,147,347	1,020,227	1,007,408	105,776	6,652,565	2,368,500	611,550	20,913,373	20,610,100	21,885,779
EXPENDITURES/EXPENSES										
Current:										
City Administration	1,195,358	-	-	214,889	118,149	133,028	-	1,661,424	1,372,197	1,347,056
Public Works	1,034,034	517,093	-	12,330,195	-	-	-	13,881,322	7,434,531	8,430,127
Community services	1,170,799	245,477	-	100,000	2,665,636	1,401,836	611,915	6,195,663	6,250,269	10,461,128
Support Services	339,626	-	-	-	-	-	-	339,626	300,429	273,370
Building Development	339,075	-	-	-	-	-	-	339,075	285,713	296,848
Public Safety	6,026,409	122,196	-	2,110,820	-	-	-	8,259,425	5,788,154	8,831,173
Non-Departmental	261,410	-	-	-	1,118,300	44,200	-	1,423,910	1,570,706	1,393,005
Debt service:										
Principal retirement	-	200,000	520,000	-	853,159	696,831	-	2,269,990	2,383,807	2,280,000
Interest and fiscal charges	-	87,795	498,333	-	1,371,055	48,592	-	2,005,775	1,427,345	1,612,092
Bond issuance costs	-	-	-	-	-	-	-	-	-	-
Total Expenditures	10,366,711	1,172,561	1,018,333	14,755,904	6,126,299	2,324,487	611,915	36,376,210	26,813,151	34,924,799
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES/EXPENSES	(1,219,364)	(152,334)	(10,925)	(14,650,128)	526,266	44,013	(365)	(15,462,837)	(6,203,051)	(13,039,021)
OTHER FINANCING SOURCES (USES)										
Operating transfers in	1,050,000	-	12,747	-	20,000	-	45,537	1,128,284	1,083,324	1,131,589
Operating transfers (out)	(45,537)	(90,000)	-	-	(700,000)	(292,747)	-	(1,128,284)	(1,086,324)	(1,229,964)
Proceeds from bond issue	-	-	-	-	-	-	-	-	13,464,344	20,996,205
Total Other Financing Sources (Uses)	1,004,463	(90,000)	12,747	-	(680,000)	(292,747)	45,537	-	13,461,344	20,897,830
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(214,901)	(242,334)	1,822	(14,650,128)	(153,734)	(248,734)	45,172	(15,462,837)	7,258,293	7,858,809
FUND BALANCES BEGINNING OF YEAR	2,817,963	752,811	60,400	15,122,770	1,877,883	482,911	(24,800)	21,089,938	13,831,645	5,972,836
RESIDUAL EQUITY TRANSFER IN (OUT)	-	-	-	-	-	-	-	-	-	-
FUND BALANCES END OF YEAR	\$ 2,603,062	\$ 510,477	\$ 62,222	\$ 472,642	\$ 1,724,149	\$ 234,177	\$ 20,372	\$ 5,627,101	\$ 21,089,938	\$ 13,831,645

* Fiscal Year End Figures for 2003 are Projected.

City of Copperas Cove, Texas

Organizational Structure

2003-04 Fiscal Year



BUDGET SUMMARY

The objective of the budget summary section for the 2003-04 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)

§ 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.

**** Indicates Special Council Meeting**

APRIL 2003

- 1 * Regular City Council Meeting.
- 15 * Regular City Council Meeting.
- 17 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.
- 23 Budget preparation workshop will be held at City Hall from 2:00 pm-4:00pm.

MAY 2003

- 1 **Revenue forecasts from departments are due to the Finance Department.**
- 5 Letters for requests of funding from outside non-profit agencies are sent out. This would include Chamber of Commerce, COPAS, Economic Development Corporation, Boys and Girls Club (Cove Opry), YMCA, etc.
- 6 * Regular City Council Meeting.

(**Tentatively scheduled / subject to change**) City Manager discusses briefly some of the upcoming events for the upcoming Budget process for FY 2003-04 in a staff report to Council.

Weighted priorities for fiscal year 2003-04 are discussed and established by City Council (**Tentative**)
- 8 **Expenditure projections for FY 2003-04 are due to the Finance Department.**
- 15 Base budgets are due to the Finance Department (includes salary spreadsheet). These budgets should include all operating budgets with required supporting documentation, and capital outlay **excluding New Programs and Services forms, Capital Improvement Program forms, and Fleet Services forms.**

Chief Appraiser sends out notices of appraised value.
- 22 **New Programs and Services forms, Capital Improvement Program forms, and Fleet Services forms are due to the Finance Department.**
- 29 **Department Program Descriptions, Accomplishments, Objectives and Performance Measurements are due to the Finance Department.**
- 30 A Staff working draft of the line item budget is provided to the City Manager.

JUNE 2003

- 3 **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

June 2003 (Continued)

- 5 **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.**
- 12 **The second round of departmental budget meetings with the City Manager ends. These meetings are subject to change per City Manager.**
- 17 *Regular City Council Meeting.
- 23 Proposed budget is given to the City Manager.

JULY 2003

- 1 *Regular City Council Meeting.
- 1 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).

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.
- 10 City Council Workshop to discuss the City Manager’s Proposed Budget for the 2003-04 Fiscal Year.
- 15 *Regular City Council Meeting.
- 17 City Council Workshop to discuss the City Manager’s Proposed Budget for the 2003-04 Fiscal Year.
- 18 Appraisal Review Board approves records.
- 24 Chief Appraiser certifies approved appraisal roll.

City Council Workshop to discuss the City Manager’s Proposed Budget for the 2003-04 Fiscal Year.
- 30 Publish notice of the public hearing on the City Manager’s proposed budget.

AUGUST 2003

- 5 *Regular City Council Meeting.

A taxing unit publishes its notice of effective and rollback tax rates.
- 7 City Council Workshop to discuss the City Manager’s Proposed Budget for the 2003-04 Fiscal Year.
- 14 City Council Workshop to discuss the City Manager’s Proposed Budget for the 2003-04 Fiscal Year.
- 19 *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.

City Council reviews and discusses City Manager’s proposed budget.

August 2003 (Continued)

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 26, 2003.

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 26, 2003.

- 21 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).

- 22 72 - hour public notice for public hearing on changes to City Manager's proposed budget (Open Meeting Law).

72 - hour public notice for public hearing to discuss tax rate. (Open Meetings Law).

- 26 **Special Called City Council Meeting.

Public hearing on changes to City Manager's proposed budget.

Public hearing on tax increase.

Schedule a meeting to adopt a tax rate 3-14 days from this date - Date should be September 1, 2003.

SEPTEMBER 2003

- 1 Publication of "Notice of vote on tax rate" must be published prior to the meeting to adopt a tax rate (one Quarter page notice).

- 6 72 - hour public notice for meeting to adopt the tax rate on September 9, 2003.

- 9 *Special City Council Meeting.

Adopt Budget.

Adopt Tax Rate 3-14 days after public hearing and by September 1, 2003, or as soon after as practicable.

- 15 Last day per City Charter to adopt a budget.

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.
- (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) 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 ACCOUNTING (Continued)

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.

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

BASIS OF ACCOUNTING (Continued)

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

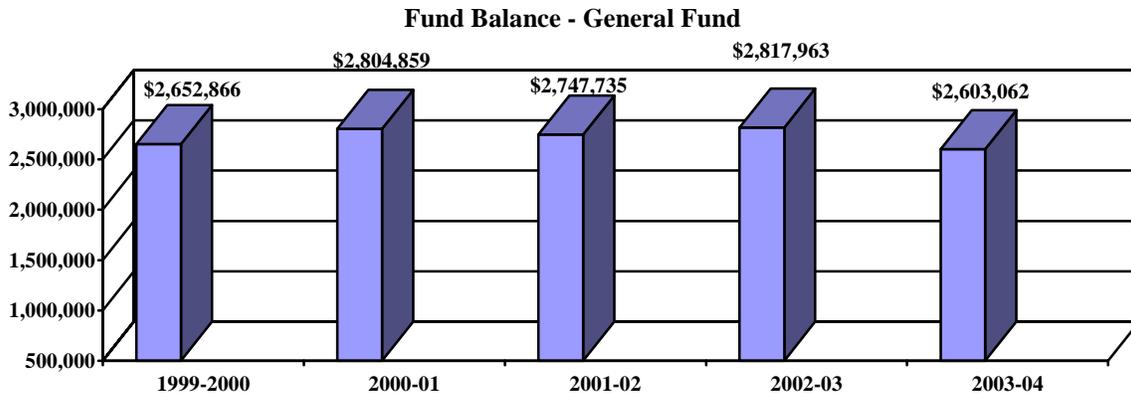
The next few pages of this section will be devoted to illustrating the major sources of funding that the city receives in the four major funds discussed above. These illustrations will include a five-year analysis, including the 2003-04 budget, and a description of each major resource as well as explanations as to any significant changes between the fiscal year 2002-03 and fiscal year 2003-04. The reader should note that information in the budget summary section provides projected figures for the year ended 2002-03. The budget detail by department in the remainder of this document is also presented with the 2002-03 year end projected figures utilized in calculating the 2003-04 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.

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).



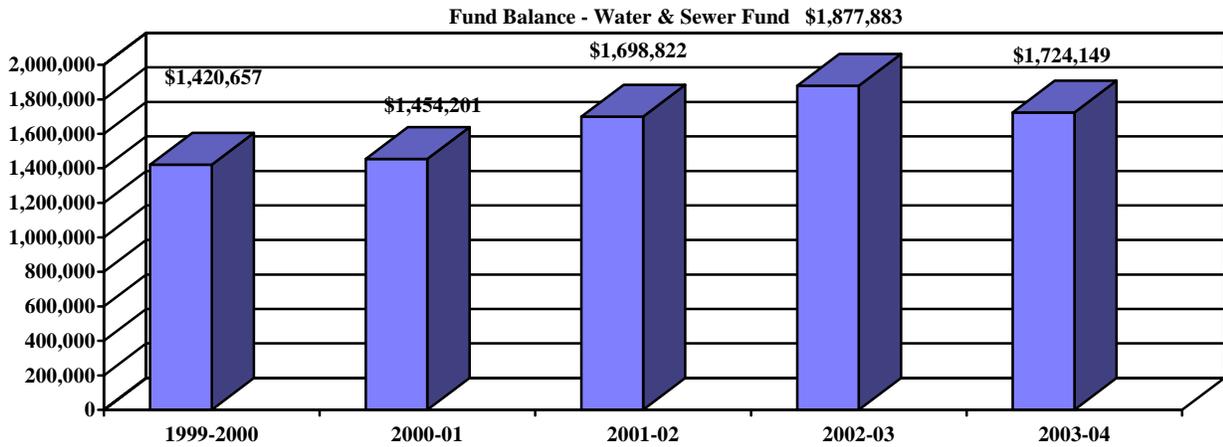
Note: The amount provided for fiscal year 2002-03 is a projected figure.

FUND BALANCE (Continued)

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 1999-2000 the fund balance of the Water & Sewer Fund has grown \$303,492 or 21.36%. This growth has been facilitated by the implementation of strong, proactive fiscal policies that are

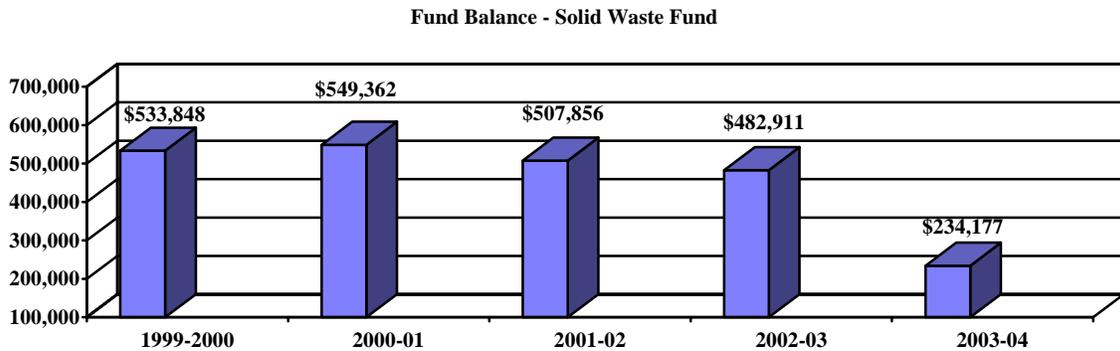
being consistently followed. Ideal fund balance has been achieved within this fund and will continue to be achieved. Any future reduction of fund balance will be attributed to the utilization of excess fund balance.



Note: The amount provided for fiscal year 2002-03 is a projected figure.

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 and again in fiscal year 2003-04. 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 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 2004-05.



Note: The amount provided for fiscal year 2002-03 is a projected figure.

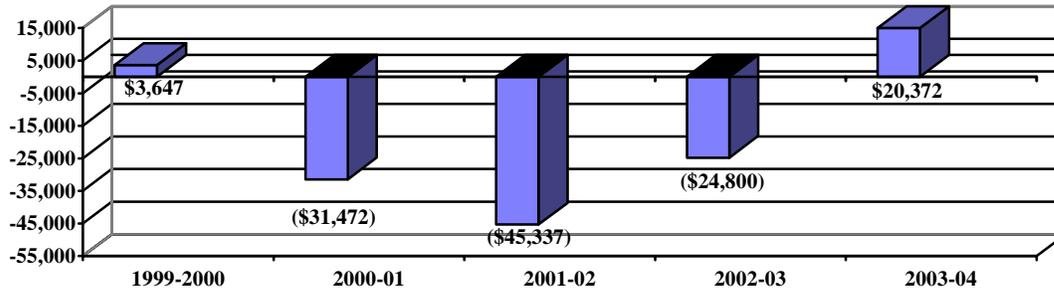
FUND BALANCE (Continued)

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 2002-03 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.

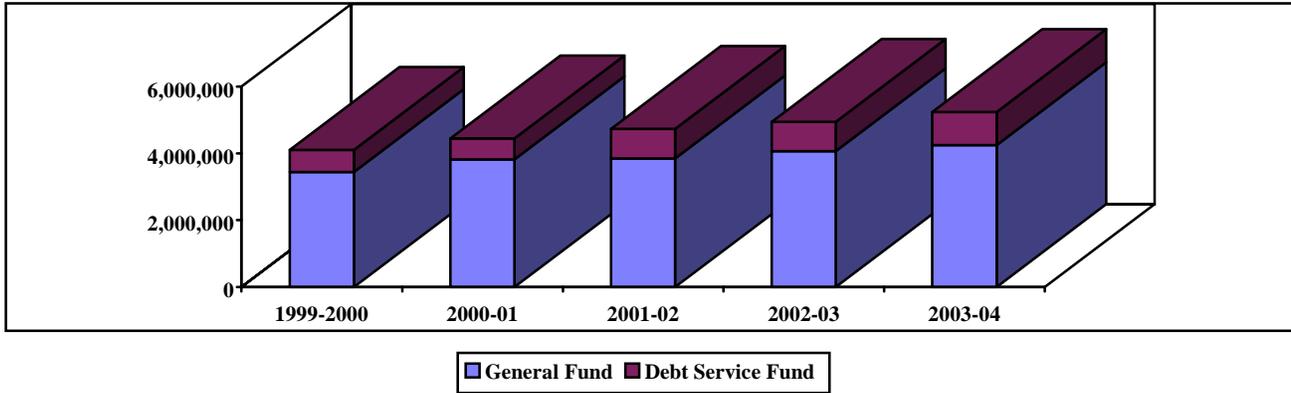
Ad Valorem Taxes

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 \$5,244,981 which represents an increase of \$296,779 or 6.05%. A significant portion of the General Fund's revenue is derived from this source at \$4,258,673 or 41.73%.

SIGNIFICANT REVENUES (Continued)

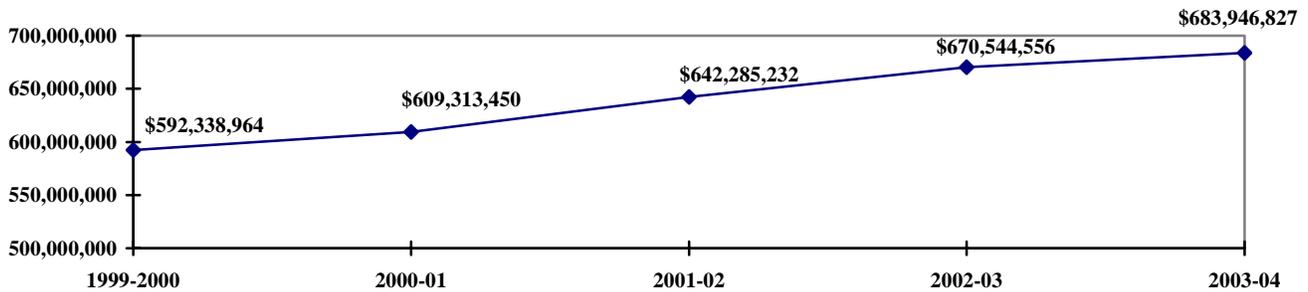
General Fund (Continued)

Ad Valorem Tax Receipts



The 2003-04 tax rate approved by the city council increased to 77.50 cents per \$100 of assessed valuation with 14.6049 cents or 18.85% going to the Debt Service Fund and 62.8951 cents or 81.15% to the General Fund. The tax rate set at 77.50 cents per \$100 of assessed valuation is 4.52% 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

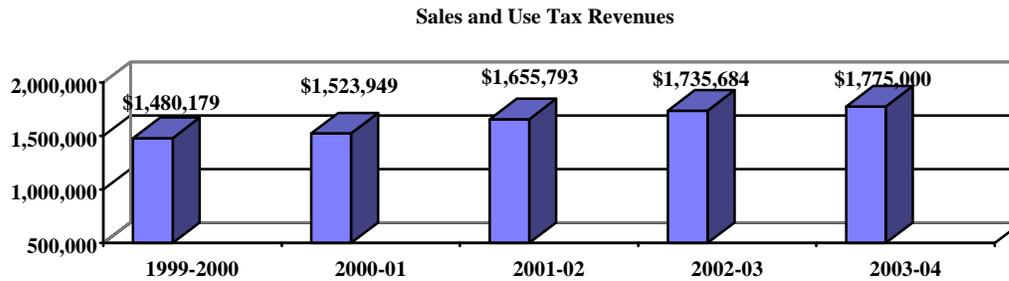


Sales & Use Taxes

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 \$1,775,000 in sales and use taxes for fiscal year 2003-04, which is \$39,316 more than the amount projected to be collected in fiscal year 2003-03. Sales and use taxes represent 17.41% of the General Fund's total revenues making it one of the primary sources of revenues. Budgeting only a 2.3% increase over the 2002-03 projected amount is considered to be conservative budgeting of revenues, but also reflects the stabilization of economic growth in the area. The overall growth of \$294,821 between fiscal year 1999-2000 and 2003-04 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.

SIGNIFICANT REVENUES (Continued)

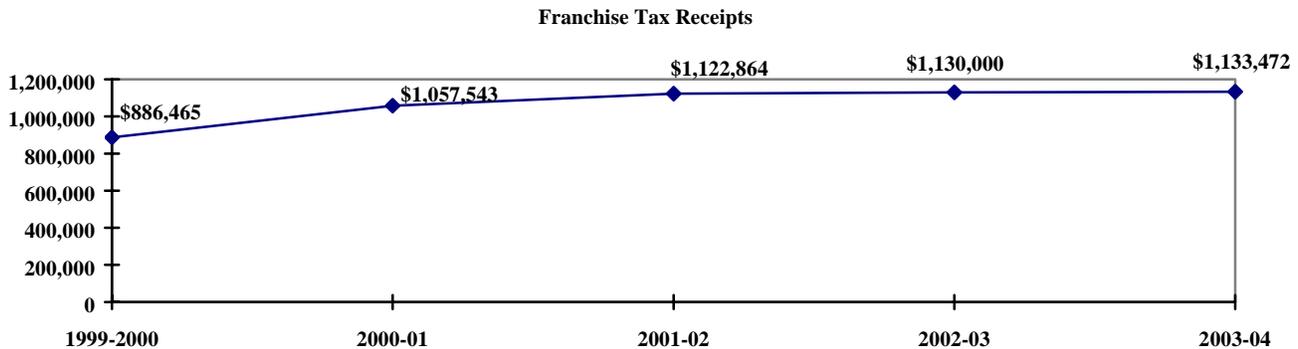
General Fund: (Continued)



Note: The amount provided for fiscal year 2002-03 is a projected figure.

Franchise Taxes

Franchise taxes represent a major source of revenue for the general fund making up approximately 11.11% 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 \$1,133,472 in franchise tax receipts for fiscal year 2003-04 which is a modest 0.3% over to fiscal year 2002-03 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. Budgeting the same amount to be collected in fiscal year 2002-03 is prudent in light of the change in how the fee is to be calculated. Franchise tax receipts have remained relatively constant over the last five years except for the unusual spike in fiscal year 2000-01.



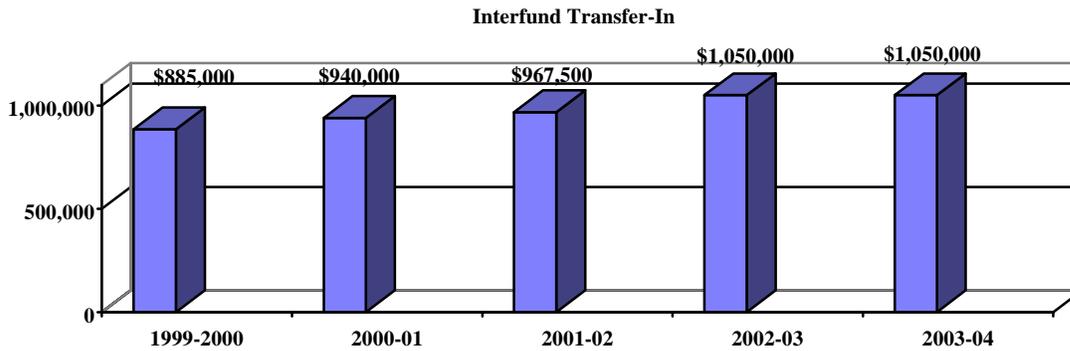
Note: The amount provided for fiscal year 2002-03, is a projected figure.

Interfund Transfers-In

Interfund transfers-in represent a significant source of revenue for the General Fund amounting to \$1,050,000 or 10.57% of total General Fund receipts projected in fiscal year 2002-03. The amount of interfund transfers-in budgeted in FY 2003-04 provides for the same level as provided in FY 2002-03. 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)



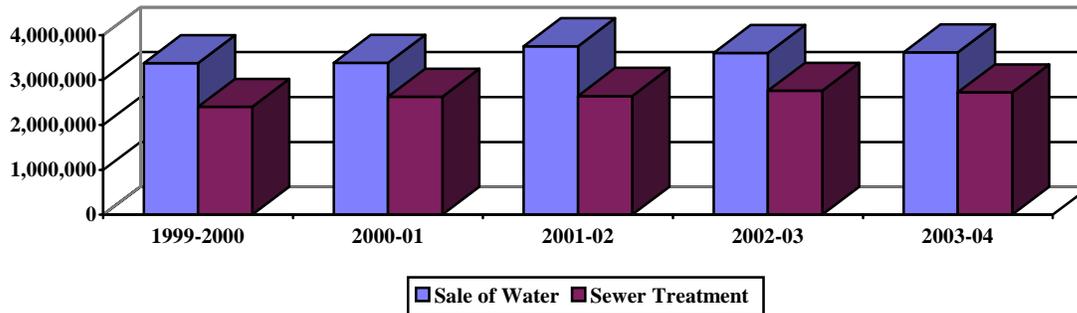
Note: The amount provided for fiscal year 2002-03 is a projected figure.

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 \$3,651,240 or 54.36% (net of senior discount) of the total revenues collected by the Water & Sewer Fund for the 2003-04 fiscal year. This amount is \$15,607 or 0.43% higher than the amount projected to be collected in fiscal year 2002-03. Charges for the collection of sewer make up \$2,713,760 (net of the 20% discount given to senior citizens age 65 or older) or 40.40% of the total revenues to be collected by the Water and Sewer Fund for the 2002-03 fiscal year. These revenues are expected to be \$34,734 or 1.25% lower than the projected revenues for fiscal year 2002-03. There are no rate increases budgeted or planned for fiscal year 2003-04 and both revenue sources are budgeted conservatively.

Water & Sewer Fund Major Sources of Revenue



Note: The amount provided for fiscal year 2002-03 is a projected figure.

Solid Waste Fund:

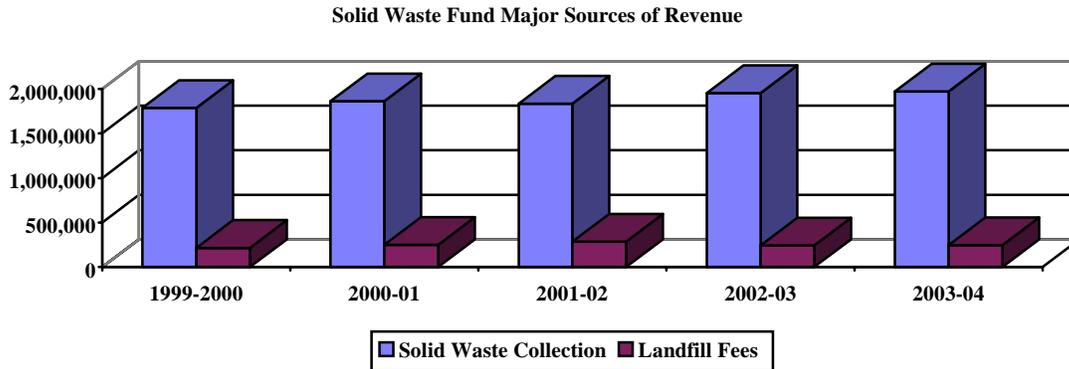
Solid Waste Collection and Landfill Fees

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 \$1,972,000 or 83.26% (net of the 20% discount given to senior citizens age 65 or older) of total revenues for fiscal year 2003-04. This amount represents an increase of \$19,008 or 0.97% when compared to the amount projected to be collected in fiscal year 2002-03. During the budgetary process for fiscal year 2002-03 the City Council authorized a \$1.00 per month rate increase in the residential solid waste rate. This increase will facilitate the Solid Waste Fund in covering annual operating costs and will provide some stabilization to the fund balance in the Solid Waste Fund.

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 \$245,000 or 10.34% for the 2003-04 fiscal year, which is \$4,000 more than the amount projected to be collected in fiscal year 2002-03. The transfer station has experienced an increase in use which is expected to continue. 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.



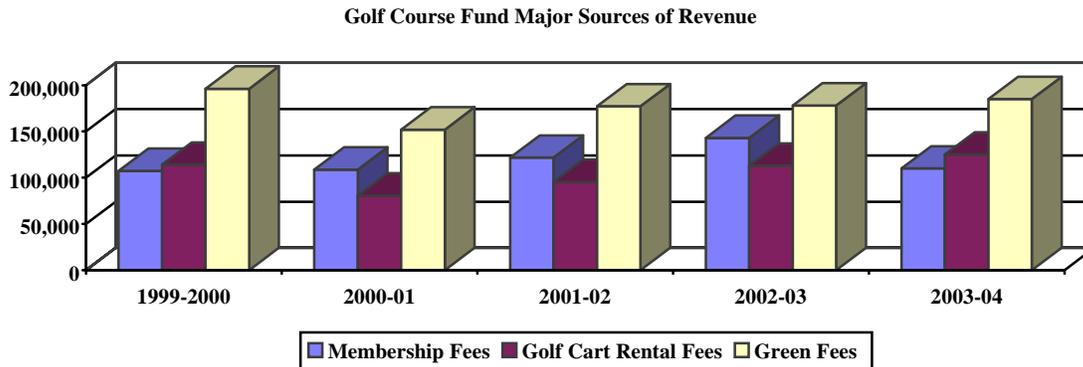
Note: The amount provided for fiscal year 2002-03 is a projected figure.

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 2003-04 it is expected that the Golf Course will generate \$110,000 in membership dues. This amount is approximately 16.74% of the total Golf Course

revenues and is \$33,000 lower than membership dues projected to be collected in fiscal year 2002-03. Cart rental fees are generated when golfers rent carts from the city and makes up \$125,000 or 19.02% of total Golf Course receipts for fiscal year 2003-04. This amount represents a \$12,000 or 10.62% increase as compared to fiscal year 2002-03 golf cart rental fees projected to be collected. Green fees make up a substantial portion of Golf Course receipts amounting to \$185,000 or 28.15% for fiscal year 2003-04. This projected budget represents a \$7,000 or 3.93% increase over the amount of green fees projected to be collected in fiscal year 2002-03. Excluding revenues from the Golf Course's food and beverage operation, the 2003-04 budget is projecting an increase in revenues of 5.16% compared to the amount actually collected in fiscal year 2002-03 of which \$60,000 is attributed to the City taking over the pro shop in fiscal year 2002-03.



Note: The amount provided for fiscal year 2002-03 is a projected figure.

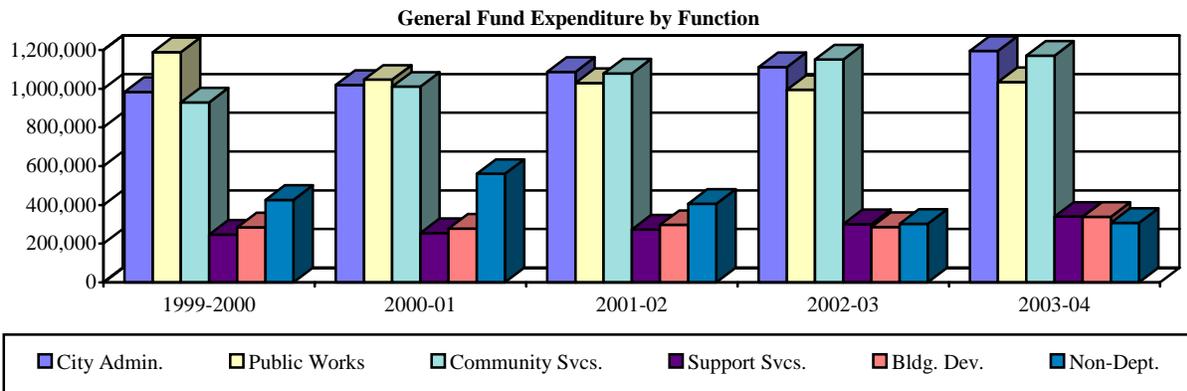
EXPENDITURES AND EXPENSES

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 2002-03 and fiscal year 2003-04.

General Fund:

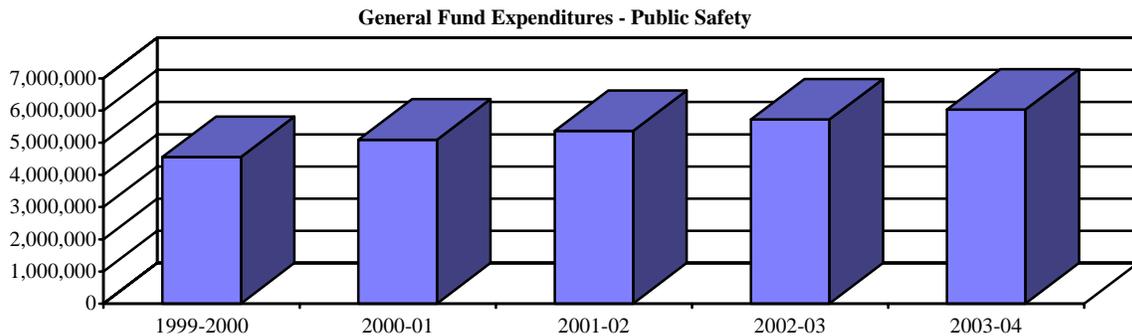
The General Fund accounts for all expenditures that are not to be accounted for in a different fund (i.e. enterprise fund, special revenue fund, debt service fund, etc.). The information provided below includes actual and budgeted expenditures for all departments. Each department, however, has been grouped 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 2002-03, 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 2002-03, 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 2003-04 fiscal year was to ensure that the City's pay structure for all positions was at 80% of market or above. The cost of this pay structure adjustment for the General Fund was \$22,923.

City Administration:

The city administration function increased by 7.57% or \$84,166 compared to what was projected to be expended in fiscal year 2002-03. In addition to the 2% increase in personnel costs budgeted due to the City's pay plan mentioned above, vacancies in the Finance and Grants Administration Departments during fiscal year 2002-03 reduced projected personnel expenditures by \$15,503 and \$21,680 respectively.

Public Works:

The public works function is reflecting an increase of 4.06% or \$40,362. The increases in Personnel, Street Repair, and Capital expenditures within this organizational unit are partially offset by reductions in Supplies, Repairs and Maintenance and Support Services. 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 1.75% or \$20,092 increase. This increase is primarily attributed to the City's pay plan, market salary adjustments, and the purchase of mowing equipment.

Support Services:

The support services function provides for an increase of 13.05% or \$39,197. The City's pay plan, market salary adjustment, and the transfer of one mechanic from Community Services contribute the majority of the increase related to this budget.

Building Development:

The building development function provides for an 18.68%, or \$53,362 increase compared to what was projected to be expended in fiscal year 2002-03. This increase is primarily attributed to hiring an additional building inspector position, updating the City's master plan, and purchasing software for the Code Enforcement department.

Non-departmental:

The non-departmental budget reflects a 1.3%, or \$4,026, increase compared to the fiscal year 2002-03 year end projection. The majority of this decrease can be attributed to two factors. The non-departmental budget reflects a reduction of (\$14,600) associated with capital purchases and (\$55,000) reduction in consulting fees. These are offset by an increase in the transfer to the Golf Course Fund of \$42,537 and capital lease payments of \$28,000 for the accounting software lease purchase.

Public Safety:

The public safety function of the city reflects an increase of 5.40% or \$308,485 over the 2002-03 projected expenditures. The fiscal year 2003-04 budget reflects such a significant increase for two reasons. In addition to the 2% pay plan adjustment, \$32,062 was added to the police department in the uniform line; 4 motorcycles and 3 pursuit vehicles costing \$104,082 as well as gas masks costing \$10,000 are budgeted for them. Animal control has budgeted for a new vehicle at a cost of \$22,290. The Fire Department was also budgeted \$40,867 to make the second payment on a four year capital lease related to the acquisition of a new ambulance and three twelve lead defibrillators. They also are scheduled to purchase a command vehicle at a cost of \$25,243.

EXPENDITURES AND EXPENSES (Continued)

General Fund (Continued)

				*		% Variance
Function	1999-2000	2000-01	2001-02	2002-03	2003-04	2004 to 2003
City Admin.	\$982,581	\$1,018,749	\$1,086,631	\$1,111,192	\$1,195,358	7.57%
Public Works	1,188,724	1,046,186	1,028,557	993,672	1,034,034	4.06%
Community Svcs.	929,140	1,009,909	1,078,413	1,150,707	1,170,799	1.75%
Support Svcs.	246,485	255,473	273,370	300,429	339,626	13.05%
Bldg. Dev.	284,250	277,766	296,848	285,713	339,075	18.68%
Non-Dept.	425,895	559,738	405,582	302,921	306,947	1.33%
Public Safety	4,553,128	5,090,007	5,360,846	5,717,924	6,026,409	5.40%
Total	\$8,610,203	\$9,257,828	\$9,530,247	\$9,862,558	\$10,412,248	5.57%
* Projected						

Water & Sewer Fund:

The Water & Sewer Fund's appropriated budget reflects a conservative growth of 4.71%, or \$306,748. This increase results from a variety of issues.

Water & Sewer Operations Department:

The water & sewer operations department's budget reflects an increase of 19.77% or \$19,502. The City's pay plan and market salary adjustments are the primary reason for the increase in this department's budget. There are no other significant budget issues.

Utility Administration Department:

The budget for this department presents a 10.53% or \$39,232 increase over the 2002-03 projection. This department's budget includes \$38,529 for the lease purchase payments related to the acquisition of a new utility billing software package as well as for the second payment on a three-year capital lease for seven personal computers. There has been \$13,900 allotted for repair and maintenance on equipment.

Water Distribution Department:

The budget for the water distribution department provides for an increase of 1.35%, or \$12,945. The 2% pay plan adjustment for this department accounts for the increase, which is partially offset by a decrease in capital outlay.

Sewer Collection Department:

The decrease of 3.94%, or (\$14,372) in the sewer collection department is partially attributed to purchasing only one vehicle and reducing capital lease payments by \$26,349.

Wastewater Department:

The wastewater department budget reflects an increase of 10.77%, or \$76,778. The majority of this can be attributed to \$40,000 in consultant fees, \$9,500 in fees to the TCEQ, and the purchase of a zero-turn mower for \$18,500.

Composting Department:

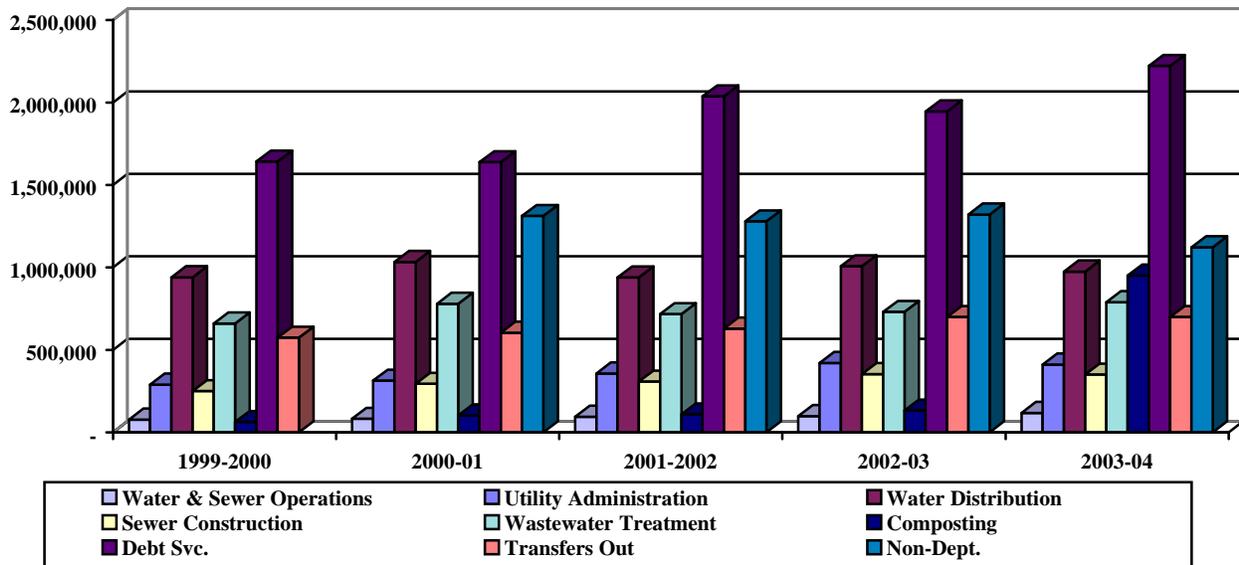
The 3.44% or \$4,611 increase presented in the compost department's budget is mostly attributed to a \$4,150 increase in the maintenance on equipment budget. As the equipment in this department ages, higher repairs and maintenance costs are anticipated.

EXPENDITURES AND EXPENSES (Continued)

Water and Sewer Fund (Continued)

Non-departmental:

An increase of 2.56% or \$99,152 is reflected in the non-departmental budget for fiscal year 2003-04. The most significant item related to this budget is the \$68,900 increase in debt service with the issuance of the 2003 certificates of obligation.



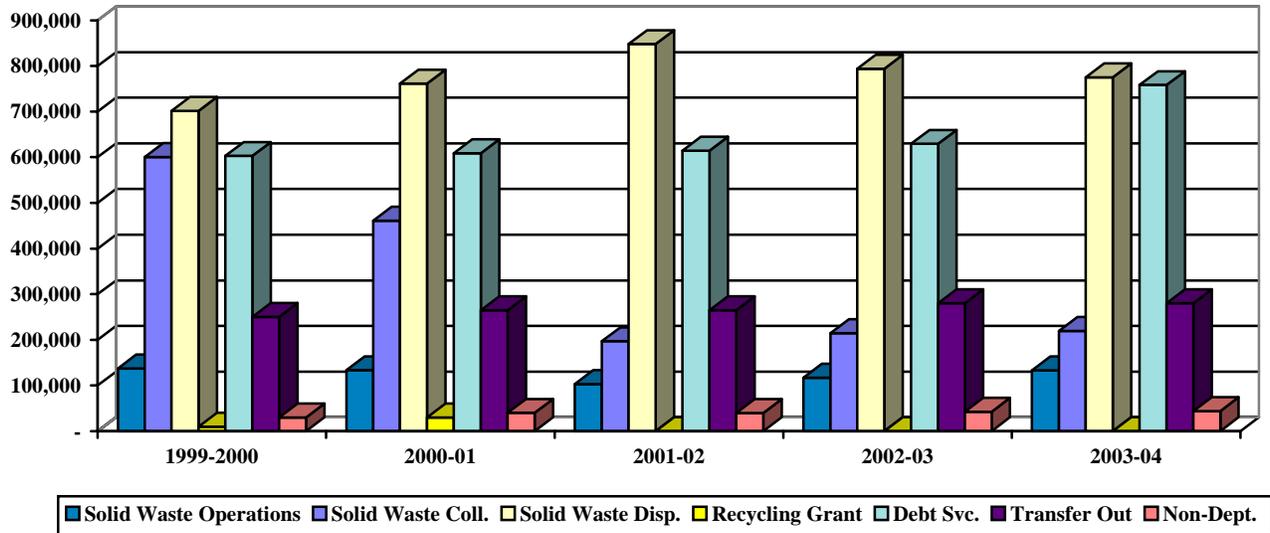
Note: The amount provided for fiscal year 2002-03 is a projected figure.

Function	1999-2000	2000-01	2001-02	* 2002-03	2003-04	% Variance 2004 to 2003
Water and Sewer Operations	\$ 78,144	\$ 82,744	\$ 95,382	\$ 98,647	\$ 118,149	19.77%
Utility Administration	290,331	313,760	345,454	372,708	411,940	10.53%
Water Distribution	940,319	1,032,544	934,961	961,693	974,638	1.35%
Sewer Collection	250,300	294,588	314,920	365,190	350,818	-3.94%
Wastewater Treatment	659,994	780,352	707,129	712,863	789,641	10.77%
Composting	63,458	103,259	111,191	133,988	138,599	3.44%
Non-Dept. - Debt Service	1,641,667	1,638,079	2,031,446	1,943,002	2,221,114	14.31%
Non-Dept. - Transfers Out	575,000	605,000	630,000	700,000	700,000	0.00%
Non-Dept. - Other	1,227,832	1,311,927	1,201,484	1,231,460	1,121,400	-8.94%
Total	\$ 5,727,045	\$ 6,162,253	\$ 6,371,967	\$ 6,519,551	\$ 6,826,299	4.71%
* Projected						

EXPENDITURES AND EXPENSES (Continued)

Solid Waste Fund:

The Solid Waste Fund's budget reflects a 7.33% increase, or \$178,707 in appropriations over the 2002-03 projected expenses. In addition to the increases related to the City's pay plan, a new vehicle was added to the solid waste collection department in the amount of \$25,000. The cost of a tire changer is split among 4 departments; total cost is \$6,550. Debt service increased by \$128,786. The debt service in this fund will decrease substantially in fiscal year 2004-05 due to the payoff of 1994 Certificates of Obligation.



Note: The amount provided for fiscal year 2002-03, is a projected figure.

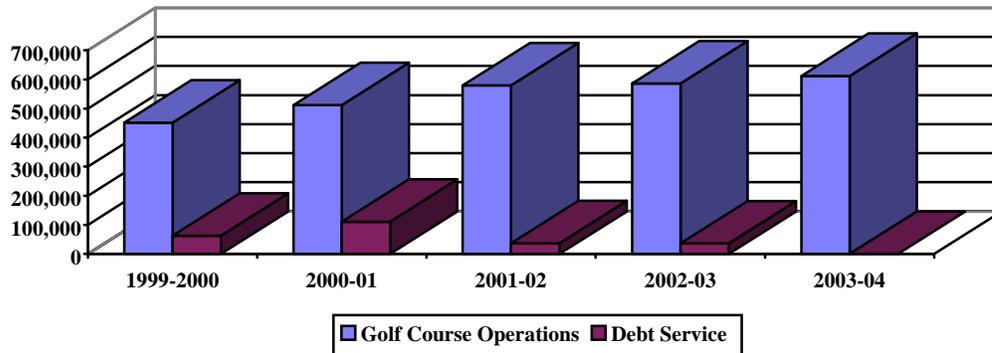
Function	1999-2000	2000-01	2001-02	* 2002-03	2003-04	% Variance 2004 to 2003
Solid Waste Operations	\$ 137,343	\$ 133,483	\$ 103,149	\$ 117,358	\$ 133,028	13.35%
Solid Waste Collection	-	-	-	-	-	0.00%
Solid Waste Collection-Residential	283,160	157,702	196,859	214,689	219,509	2.25%
Solid Waste Collection-Recycling	106,737	103,150	109,053	118,935	117,587	-1.13%
Solid Waste Collection-Brush	135,441	80,039	84,034	85,752	113,329	32.16%
Solid Waste Collection-KCCB	-	-	-	-	11,475	0.00%
Solid Waste Collection-Commercial	75,266	120,358	119,400	155,734	164,732	5.78%
Solid Waste Disposal	701,333	761,351	848,063	794,250	775,204	-2.40%
Recycling Grant	9,997	29,968	-	-	-	0.00%
Non-Dept. - Debt Service	602,898	608,535	614,534	629,384	758,170	20.46%
Non-Dept. - Transfer Out	250,000	265,000	265,000	280,000	280,000	0.00%
Non-Dept. - Other	30,102	40,170	39,593	42,425	44,200	7.15%
Total	\$ 2,332,277	\$ 2,299,756	\$ 2,379,685	\$ 2,438,527	\$ 2,617,234	7.33%

EXPENDITURES AND EXPENSES (Continued)

Golf Course Fund:

The Golf Course Fund's appropriated budget reflects a decrease of (1.58%) or (\$9,848). This decrease is primarily attributed to the release of obligation on debt service of \$35,775, offset in part by an increase of repairs and maintenance in equipment of \$7,187 and the purchase of \$23,120 in capital equipment. Over the last several years the City has attempted to have the golf course fund its share of this debt. To date it has been unable to do so. During the 2002-03 budget process the City Council decided to let 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 2002-03, is a projected figure.

**CITY OF COPPERAS COVE, TEXAS
 RECAP OF NEW PROGRAMS AND SERVICES
 FISCAL YEAR 2003-04**

Fund/Department	Description	Cost
PERSONNEL		
General Fund		
City Secretary	Secretary	17,424
Information Systems	Market Pay Plan Adjustment	7,133
Animal Control	Incentive	960
Fire/EMS	Market Pay Plan Adjustment	1,571
Engineering Department	Market Pay Plan Adjustment	1,366
Building Development	Inspector	17,621
Parks and Recreation	Market Pay Plan Adjustment	8,342
Planning	Comprehensive Plan Update	20,000
Library	Market Pay Plan Adjustment	4,511
Code & Health	Market Pay Plan Adjustment	705
Total General Fund		<u>79,633</u>
Water & Sewer Fund		
Wastewater Treatment	Market Pay Plan Adjustment	14,496
Total Water & Sewer Fund		<u>14,496</u>
Solid Waste Fund		
Solid Waste Operations	Market Pay Plan Adjustment	809
Solid Waster Collection	Market Pay Plan Adjustment	3,385
Total Solid Waste		<u>4,194</u>
Drainage Fund		
N/A	None	-
Total Drainage Fund		<u>-</u>
Golf Course Fund		
Operations	Market Pay Plan Adjustment	165
Total Golf Course Fund		<u>165</u>
Total New Employees		<u>\$ 98,488</u>
NEW AND REPLACEMENT FLEET		
General Fund		
Parks & Recreation	2004 Pick-up Truck	18,080
Street Department	Terex/1300X Steel Wheel Roller	29,115
Animal Control	2004 Pick-up Truck	22,290
Fire Department	2004 Ford Expedition (Command Vehicle)	25,243
Police Department	2004 Harley Davidson FLHP	1,550
Police Department	2004 Harley Davidson FLHP	1,550
Police Department	2004 Harley Davidson FLHP	1,550
Police Department	2004 Harley Davidson FLHP	1,550
Police Department	2004 Model 4-Door Police Cruiser	29,294
Police Department	2004 Model 4-Door Police Cruiser	29,294
Police Department	2004 Model 4-Door Police Cruiser	29,294
Total General Fund		<u>188,810</u>

**CITY OF COPPERAS COVE, TEXAS
 RECAP OF NEW PROGRAMS AND SERVICES
 FISCAL YEAR 2003-04**

Fund/Department	Description	Cost
Water & Sewer Fund		
Sewer Collection	3/4 Ton Pick-up w/Utility Bed	22,130
Sewer Collection	1 Ton Pick-up w/Utility Bed	22,214
Water Distribution	3/4 Ton Diesel Pick-up	27,400
Total Water & Sewer Fund		<u>71,744</u>
Solid Waste Fund		
Solid Waste Brush	20" Knuckle Boom (Lease Purchase)	25,000
Total Solid Waste Fund		<u>25,000</u>
Total New and Replacement Fleet		<u>\$ 285,554</u>
CAPITAL OUTLAY AND IMPROVEMENTS		
General Fund		
Finance Department	Laptop Computer	1,000
Information Systems	Computer Software	1,500
Information Systems	Computer Equipment	1,500
Police Department	Additional Uniforms and Cleaning Service	11,298
Police Department	First Responder Gas Masks	10,000
Library	Geneology Materials	500
Code & Health	Software	705
Code & Health	Systems Management Software	7,000
Planning Department	Master Plan Update	20,000
Total General Fund		<u>53,503</u>
Golf Course Fund		
Golf Course Operations	Aeration	13,000
Golf Course Operations	Bucket Loader	3,700
Golf Course Operations	Pavement for Cart Trailers	8,000
Total Golf Course Fund		<u>24,700</u>
Drainage Utility Fund		
Drainage Utility Department	Drainage Improvements	300,000
Total Drainage Utility Fund		<u>300,000</u>
2003 C.O. Bonds (Tax Supported)		
	Expansion of Constitution (1/2 Cost)	61,000
	Big Divide Road	579,000
	Communication System	1,840,820
	Fire Department Pumper Truck	250,000
	Construction of a Skate Park	25,000
	Renovation of Civic Center	75,000
	Street Reconstruction Projects	400,000
	Feeder Road	600,000
	Improvements to Facilities	190,000
	Improvements to FM 1113	320,000
Total 2003 C.O. Bonds (Tax Supported)		<u>4,340,820</u>

**CITY OF COPPERAS COVE, TEXAS
 RECAP OF NEW PROGRAMS AND SERVICES
 FISCAL YEAR 2003-04**

Fund/Department	Description	Cost
2003 C.O. Bonds Phase III W/W CIP		
	Expansion of Constitution (1/2 Cost)	61,000
	Municipal Building Renovation	20,000
	Meadow Brook Sewer	235,714
	Highway 190 Sewer	71,430
	Mountain Top Water	706,380
	Sewer (Skyline Valley Lift Station)	484,000
	Water (Old Ogletree Pass to Colorado Drive)	1,710,000
	4th Year Sewer Improvements (Ophase III)	685,000
	NWWWTP Improvements (Phase III)	1,330,000
	NEWWTP Improvements (Phase III)	4,020,000
Total 2003 C.O. Bonds Phase III W/W CIP		<u>9,323,524</u>
Total Capital Outlay and Improvements		<u>\$ 14,042,547</u>
Total All New Programs, New & Replacement Fleet and CIP		<u>\$ 14,426,589</u>

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

General Fund	\$ 321,946
Water & Sewer Fund	86,240
Solid Waste Fund	29,194
Drainage Utility Fund	300,000
Golf Course Fund	24,865
2003 C.O. Bond CIP	4,340,820
2003 C.O. Bond W/W Phase III	9,323,524
Total All Funds	<u>\$ 14,426,589</u>

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

Taxable Assessed Valuation	\$683,946,827
Proposed Tax Rate of \$100 Valuation	0.775000
Gross Revenue from Taxes	\$5,300,588
Estimated Percent of Collections	99%
Estimated Funds from Tax Levy	\$5,247,582

PROPOSED DISTRIBUTION OF ALL TAX COLLECTIONS

	% of Total	Tax Rate	Collections
General Fund	81.15%	0.628951	\$4,258,673
Interest & Sinking '93 G.O.	0.00%	0.000000	\$0
Interest & Sinking '94 G.O.	2.43%	0.018860	\$127,700
Interest & Sinking '97 C.O.	5.75%	0.044552	\$301,665
Interest & Sinking '98 G.O.	1.74%	0.013513	\$91,495
Interest & Sinking '98 C.O.	0.67%	0.005159	\$34,935
Interest & Sinking '99 C.O.	0.84%	0.006516	\$44,123
Interest & Sinking '01 C.O.	3.13%	0.024244	\$164,155
Interest & Sinking '03 CO	4.79%	0.037108	\$251,260
Bank Fees on I & S	0.06%	0.000443	\$3,000
I & S Funded w/ Fund Balance and Other Revenues	-1.16%	-0.004347	(\$29,424)
Total	<u>99.40%</u>	<u>0.774999</u>	<u>\$5,247,582</u>

COMPARISON OF PREVIOUS YEARS TAX RATES

	1999-2000	2000-01	2001-02	2002-03	2003-04
General Fund	0.590830	0.640183	0.606365	0.606365	0.628951
Interest & Sinking	0.114170	0.104817	0.138635	0.138635	0.146049
Total	<u>0.705000</u>	<u>0.745000</u>	<u>0.745000</u>	<u>0.745000</u>	<u>0.775000</u>

PROPERTY VALUE ANALYSIS

	Year	Assessed Value	Percentage Increase	Amount Collected	Percentage Collected
	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%
As of June 30, 2003	2003	670,544,556	4.40%	\$4,929,587	98.68%
Proposed	2004	\$683,946,827	2.00%	\$5,247,582	99.00%

ORDINANCE NO. 2003-26

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, 2003 AND ENDING ON SEPTEMBER 30, 2004; 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, 2003, to September 30, 2004, 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, 2003, to September 30, 2004, 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 2003-2004 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 9th day of September, 2003, 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.

Rodney G. Nauert, Mayor

ATTEST:

Pamela J. Russell, City Secretary

APPROVED AS TO FORM:

James R. Thompson, City Attorney

ORDINANCE NO. 2003-27

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 2003 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COPPERAS COVE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2003 AND ENDING ON SEPTEMBER 30, 2004; 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 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 9, 2003; 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 2003.

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 2003 be, and is hereby, set at 75.50 cents on each one hundred dollars (\$100) of the taxable value of real estate 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 2003 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) 61.3951 cents on each one hundred dollars (\$100) of the taxable values of such property; and
- B. To provide for sinking funds for the payment of the principal and interest and the retirement of bonded debt, and the same shall become due as shall be necessary to pay the principal and interest of the current year as follows:

14.1049 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 2003-2004.

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 9th day of September, 2003, 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.

Rodney G. Nauert, 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.

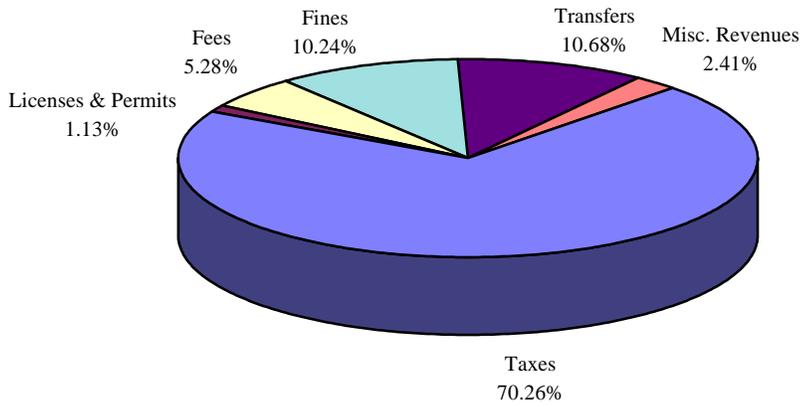
The City Built for Family Living

CITY OF COPPERAS COVE, TEXAS
FISCAL YEAR 2003-04 ADOPTED BUDGET
GENERAL FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,804,859	\$ 1,367,754	\$ 1,747,735	\$ 1,465,640
Capital Improvement Reserve	-	298,877	-	352,323
Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL BEGINNING FUND BALANCE	\$ 2,804,859	\$ 2,666,631	\$ 2,747,735	\$ 2,817,963
REVENUES:				
Taxes	\$ 6,754,172	\$ 6,907,345	\$ 7,101,525	\$ 7,305,945
Permits & Licenses	135,021	111,435	140,525	146,810
Fees	542,525	519,484	534,316	541,471
Fines	888,001	1,007,140	906,840	965,521
Administrative Reimbursements	967,500	1,050,000	1,050,000	1,050,000
Miscellaneous Revenue	185,724	237,075	199,580	187,600
TOTAL REVENUES	\$ 9,472,943	\$ 9,832,479	\$ 9,932,786	\$ 10,197,347
EXPENDITURES:				
City Council (21)	\$ 41,967	\$ 44,800	\$ 37,305	\$ 43,400
City Manager (22)	177,065	172,432	172,432	176,607
City Secretary (23)	81,813	87,154	87,152	106,123
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Finance (Incl. Purchasing) (31)	374,289	421,346	406,761	423,890
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Human Resources (34)	142,667	147,221	145,944	150,315
Information Systems (35)	102,386	143,849	130,499	146,787
Municipal Court (41)	252,982	269,226	262,759	268,827
Police (42)	2,909,928	3,175,573	3,082,312	3,286,608
Animal Control (43)	121,700	140,908	140,907	167,162
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Engineering (51)	193,449	208,515	191,042	194,634
Building Development (52)	152,261	158,227	157,977	183,260
Streets (53)	780,530	756,079	755,988	808,625
Parks and Recreation (54)	694,769	725,448	747,691	761,042
Fleet Services (55)	141,791	152,482	152,311	188,277
Public Works (56)	54,578	46,649	46,642	30,775
Facility Maintenance (57)	131,579	148,139	148,118	151,349
Planning (61)	62,941	45,254	42,925	63,852
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Non-Departmental (75)	405,583	264,610	302,921	306,947
TOTAL EXPENDITURES	\$ 9,530,067	\$ 9,996,184	\$ 9,862,558	\$ 10,412,248
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,747,735	\$ 1,502,926	\$ 1,465,641	\$ 1,603,062
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TOTAL ENDING FUND BALANCE	\$ 2,747,735	\$ 2,502,926	\$ 2,817,963	\$ 2,603,062
IDEAL FUND BALANCE	\$ 2,382,517	\$ 2,499,046	\$ 2,465,640	\$ 2,603,062
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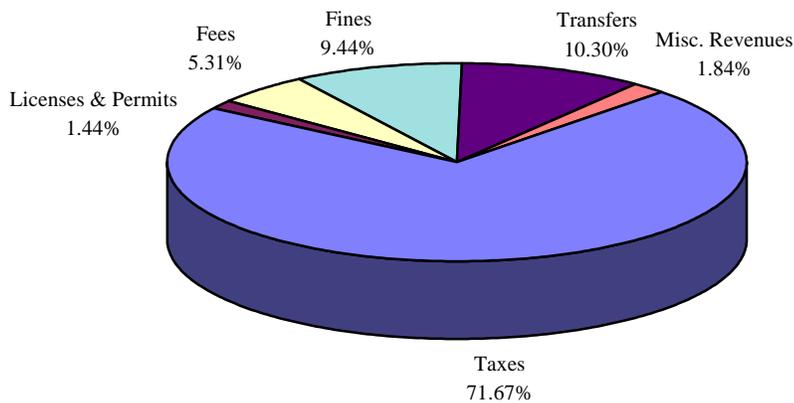
City of Copperas Cove, Texas
General Fund
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Revenues
By Source

Fiscal Year 2002-03 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2002-03 were \$9,832,479.

Fiscal Year 2003-04 Budgeted Revenues



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

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2003-04**

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
01-310-1001	Current Ad Valorem Taxes	\$ 3,828,170	\$ 4,075,645	\$ 4,034,000	\$4,256,073
01-310-1002	Delinquent Ad Valorem Taxes	37,811	36,000	27,831	33,000
01-310-1003	Penalty & Interest	27,493	24,000	26,000	26,000
01-310-1004	Sales Tax	1,655,794	1,693,200	1,735,684	1,775,000
01-310-1005	Franchise Tax	1,122,864	1,000,000	1,195,524	1,133,472
01-310-1007	Mixed Drink Tax	16,911	16,500	16,120	16,900
01-310-1008	Bingo Tax	62,079	60,000	62,866	62,000
01-310-1009	Wrecker Impound Charges	3,050	2,000	3,500	3,500
Subtotal Taxes		<u>\$ 6,754,172</u>	<u>\$ 6,907,345</u>	<u>\$ 7,101,525</u>	<u>\$ 7,305,945</u>
01-320-2001	License-Electrician	\$ 3,855	\$ 4,300	\$ 4,300	\$ 4,800
01-320-2002	License-Bicycle	70	100	40	100
01-320-2003	License-Contractors	30,505	27,000	30,000	32,500
01-320-2004	License-Animal	2,486	2,200	3,000	3,000
01-320-2005	License-Bail Bondsmen	800	200	220	660
01-320-2006	Permits-Building	48,132	38,000	48,000	50,500
01-320-2008	Permits-Street Cuts	3,982	3,500	3,500	4,000
01-320-2009	Permits-Electrical	9,950	8,500	12,800	12,500
01-320-2010	Permits-Solicitors	900	-	1,300	1,300
01-320-2011	Permits-Natural Gas Lines	2,040	2,000	2,000	2,000
01-320-2012	Permits-Garage Sales	6,463	4,400	5,000	5,400
01-320-2013	Permits-Plumbing	12,928	10,000	15,000	15,000
01-320-2014	Permits-Mechanical	6,580	5,000	8,200	8,000
01-320-2015	License-Taxicabs	900	840	900	900
01-320-2016	Permits-Video	120	120	120	-
01-320-2021	Permits-Car Wash	490	400	500	500
01-320-2022	Permits-Signs	705	600	700	700
01-320-2023	Permits-Swimming Pools	460	400	645	650
01-320-2024	Massage License	-	-	-	-
01-320-2025	Permit-Ambulance License	2,000	2,000	2,000	2,000
01-320-2026	Wrecker License	375	375	425	425
01-320-2027	Permit-Certificate of Occupancy	1,280	1,500	1,500	1,500
01-320-2028	Permits-Mobile Home Parks	-	-	375	375
Subtotal Licenses & Permits		<u>\$ 135,021</u>	<u>\$ 111,435</u>	<u>\$ 140,525</u>	<u>\$ 146,810</u>
01-340-3001	Swimming Pool Receipts	\$ 20,820	\$ 24,000	\$ 20,000	\$ 25,000
01-340-3002	Community Building Rental	18,322	14,000	13,000	14,000
01-340-3003	Game Field Concessions	-	-	-	-
01-340-3004	Misc. Library Receipts	9,901	8,000	9,500	9,500
01-340-3005	Animal Shelter Fees	23,176	22,000	27,000	27,500
01-340-3006	Ambulance Fee Revenue	378,024	360,000	370,000	370,000
01-340-3008	Copy Machines	5,123	4,200	4,600	4,600
01-340-3009	Mowing Revenue	8,242	7,000	9,195	9,000
01-340-3010	Sale of City Maps	331	280	101	101
01-340-3012	Service Charge-NSF Checks	11,845	10,000	12,000	12,000
01-340-3013	Plat Filing Fee Revenue	2,500	3,000	3,500	3,500
01-340-3015	RV Park Fees	5,390	6,000	5,600	6,000

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2003-04**

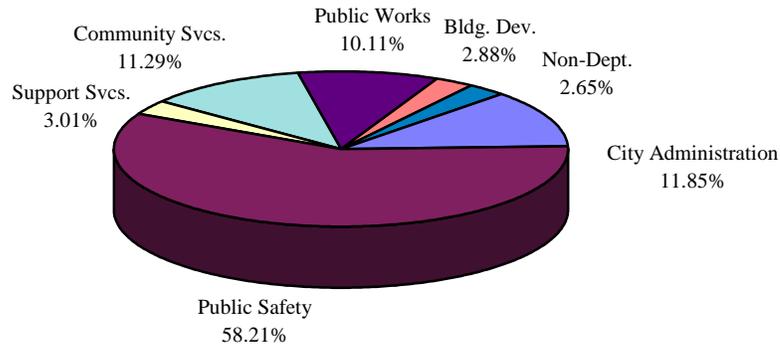
Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
01-340-3017	Police Auction	3,404	3,404	1,500	1,500
01-340-3018	BC Fire Runs Revenue	272	300	270	270
01-340-3019	Police Overtime Reimb.	40,889	42,000	41,000	42,000
01-340-3020	Police Restitution Revenue	1,499	1,300	1,700	1,700
01-340-3021	Festival Reimbursements	11,736	12,500	13,800	12,500
01-340-3022	Special Events - Seniors	561	1,500	750	1,500
01-340-3023	Library Meeting Room Rental	491	-	550	550
01-340-3024	Open Records Review	-	-	250	250
Subtotal Fees		<u>\$ 542,526</u>	<u>\$ 519,484</u>	<u>\$ 534,316</u>	<u>\$ 541,471</u>
01-350-4001	Municipal Court Fines	\$ 147,224	\$ 150,000	\$ 140,000	\$ 147,000
01-350-4002	Traffic Violation Fines	367,231	450,000	401,000	432,600
01-350-4003	Library Fines	19,000	20,000	18,500	18,500
01-350-4004	Arrest Warrant Income	135,360	155,000	121,000	130,000
01-350-4005	Child Safety Fund	11,500	13,000	13,500	13,500
01-350-4006	City's % of State Court Fines	58,281	60,000	57,000	59,900
01-350-4007	HB 70 Fees	17,609	19,500	18,000	18,556
01-350-4010	Arresting Officer Fees	40,856	42,500	41,000	43,530
01-350-4013	City's % Improve Efficiency	-	-	-	-
01-350-4042	CCISD Liason Funding	81,000	84,240	84,240	87,610
01-350-4101	Admin Fee-Teen Court	1,510	1,600	1,200	1,525
01-350-4102	Admin Fee-Def. Driv.	8,120	9,000	10,000	10,500
01-350-4105	Rezone Request Fees	200	1,200	800	1,200
01-350-4110	Variance Request Fees	110	1,100	600	1,100
Subtotal Fines		<u>\$ 888,001</u>	<u>\$ 1,007,140</u>	<u>\$ 906,840</u>	<u>\$ 965,521</u>
01-360-5001	Admin. Reimb.-W & S	\$ 630,000	\$ 700,000	\$ 700,000	\$ 700,000
01-360-5002	Admin. Reimb.-S. W.	265,000	280,000	280,000	280,000
01-360-5004	Admin. Reimb.-Drainage Utility	50,000	70,000	70,000	70,000
01-360-5006	Reimb-Hotel / Motel	22,500	-	-	-
Subtotal Intergovernmental		<u>\$ 967,500</u>	<u>\$ 1,050,000</u>	<u>\$ 1,050,000</u>	<u>\$ 1,050,000</u>
01-370-6001	Interest Earned Revenue	\$ 76,964	\$ 150,000	\$ 55,000	\$ 60,000
01-390-6002	Rental Income	24,150	23,400	23,400	24,400
01-390-6004	Sale of City Prop. & Equip.	-	1,000	1,000	1,000
01-390-6005	Miscellaneous Revenues	58,239	40,000	90,000	70,000
01-390-6007	Cash over (short)	103	130	130	-
01-390-6008	Credit Bureau Collection Fees	-	545	100	100
01-390-6009	Food Workers' Permit	10,145	9,000	12,000	12,000
01-390-6010	Food Establishment Licenses	10,555	10,000	10,500	11,550
01-390-6011	Food Workers' Registration	-	-	-	-
01-390-6012	Police-Misc. Revenue	2,768	2,000	2,400	2,800
01-390-6013	Manager's Certification	2,800	1,000	5,050	5,750
Subtotal Miscellaneous Revenue		<u>\$ 185,724</u>	<u>\$ 237,075</u>	<u>\$ 199,580</u>	<u>\$ 187,600</u>
TOTAL GENERAL FUND REVENUES		<u><u>\$ 9,472,944</u></u>	<u><u>\$ 9,832,479</u></u>	<u><u>\$ 9,932,786</u></u>	<u><u>\$ 10,197,347</u></u>

City of Copperas Cove, Texas

General Fund

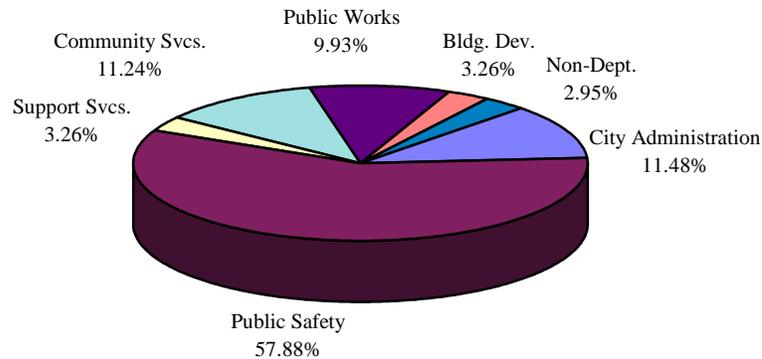
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Expenditures By Function

Fiscal Year 2002-03 Budgeted Expenditures



Total Budgeted Expenditures for Fiscal Year 2002-03 were \$9,996,184.

Fiscal Year 2003-04 Budgeted Expenditures



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

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

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.

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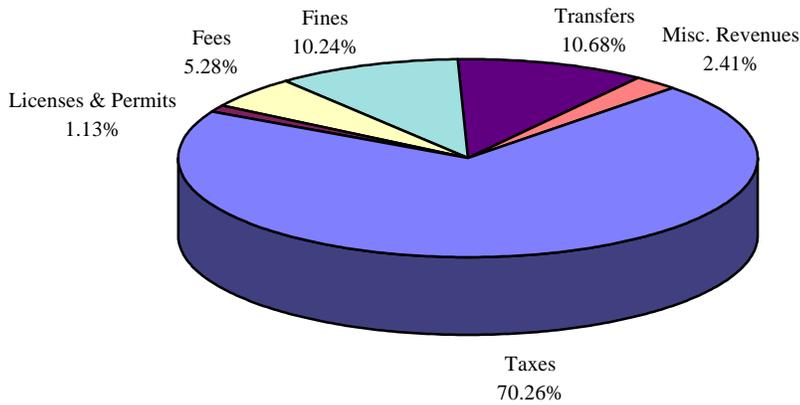
**CITY OF COPPERAS COVE, TEXAS
FISCAL YEAR 2003-04 ADOPTED BUDGET
GENERAL FUND**

SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
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Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL BEGINNING FUND BALANCE	\$ 2,804,859	\$ 2,666,631	\$ 2,747,735	\$ 2,817,963
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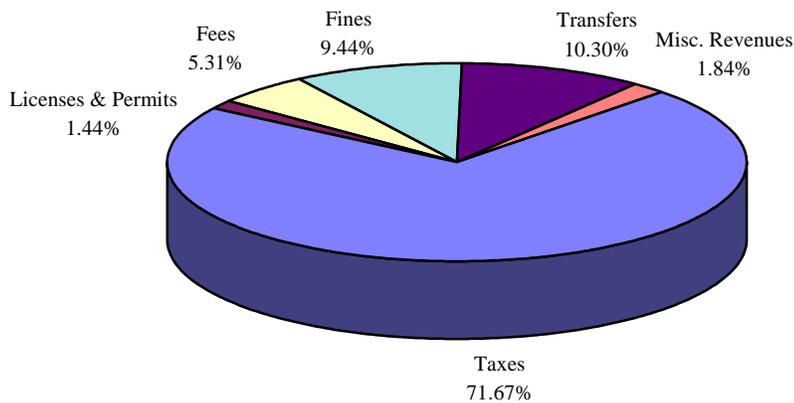
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By Source

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Fiscal Year 2003-04 Budgeted Revenues



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**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2003-04**

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01-320-2011	Permits-Natural Gas Lines	2,040	2,000	2,000	2,000
01-320-2012	Permits-Garage Sales	6,463	4,400	5,000	5,400
01-320-2013	Permits-Plumbing	12,928	10,000	15,000	15,000
01-320-2014	Permits-Mechanical	6,580	5,000	8,200	8,000
01-320-2015	License-Taxicabs	900	840	900	900
01-320-2016	Permits-Video	120	120	120	-
01-320-2021	Permits-Car Wash	490	400	500	500
01-320-2022	Permits-Signs	705	600	700	700
01-320-2023	Permits-Swimming Pools	460	400	645	650
01-320-2024	Massage License	-	-	-	-
01-320-2025	Permit-Ambulance License	2,000	2,000	2,000	2,000
01-320-2026	Wrecker License	375	375	425	425
01-320-2027	Permit-Certificate of Occupancy	1,280	1,500	1,500	1,500
01-320-2028	Permits-Mobile Home Parks	-	-	375	375
Subtotal Licenses & Permits		<u>\$ 135,021</u>	<u>\$ 111,435</u>	<u>\$ 140,525</u>	<u>\$ 146,810</u>
01-340-3001	Swimming Pool Receipts	\$ 20,820	\$ 24,000	\$ 20,000	\$ 25,000
01-340-3002	Community Building Rental	18,322	14,000	13,000	14,000
01-340-3003	Game Field Concessions	-	-	-	-
01-340-3004	Misc. Library Receipts	9,901	8,000	9,500	9,500
01-340-3005	Animal Shelter Fees	23,176	22,000	27,000	27,500
01-340-3006	Ambulance Fee Revenue	378,024	360,000	370,000	370,000
01-340-3008	Copy Machines	5,123	4,200	4,600	4,600
01-340-3009	Mowing Revenue	8,242	7,000	9,195	9,000
01-340-3010	Sale of City Maps	331	280	101	101
01-340-3012	Service Charge-NSF Checks	11,845	10,000	12,000	12,000
01-340-3013	Plat Filing Fee Revenue	2,500	3,000	3,500	3,500
01-340-3015	RV Park Fees	5,390	6,000	5,600	6,000

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2003-04**

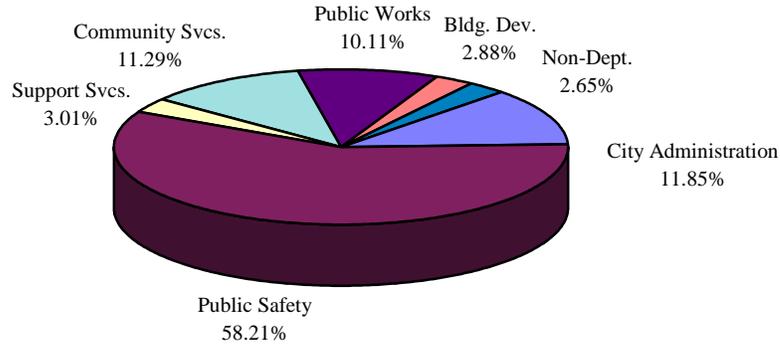
Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
01-340-3017	Police Auction	3,404	3,404	1,500	1,500
01-340-3018	BC Fire Runs Revenue	272	300	270	270
01-340-3019	Police Overtime Reimb.	40,889	42,000	41,000	42,000
01-340-3020	Police Restitution Revenue	1,499	1,300	1,700	1,700
01-340-3021	Festival Reimbursements	11,736	12,500	13,800	12,500
01-340-3022	Special Events - Seniors	561	1,500	750	1,500
01-340-3023	Library Meeting Room Rental	491	-	550	550
01-340-3024	Open Records Review	-	-	250	250
Subtotal Fees		<u>\$ 542,526</u>	<u>\$ 519,484</u>	<u>\$ 534,316</u>	<u>\$ 541,471</u>
01-350-4001	Municipal Court Fines	\$ 147,224	\$ 150,000	\$ 140,000	\$ 147,000
01-350-4002	Traffic Violation Fines	367,231	450,000	401,000	432,600
01-350-4003	Library Fines	19,000	20,000	18,500	18,500
01-350-4004	Arrest Warrant Income	135,360	155,000	121,000	130,000
01-350-4005	Child Safety Fund	11,500	13,000	13,500	13,500
01-350-4006	City's % of State Court Fines	58,281	60,000	57,000	59,900
01-350-4007	HB 70 Fees	17,609	19,500	18,000	18,556
01-350-4010	Arresting Officer Fees	40,856	42,500	41,000	43,530
01-350-4013	City's % Improve Efficiency	-	-	-	-
01-350-4042	CCISD Liason Funding	81,000	84,240	84,240	87,610
01-350-4101	Admin Fee-Teen Court	1,510	1,600	1,200	1,525
01-350-4102	Admin Fee-Def. Driv.	8,120	9,000	10,000	10,500
01-350-4105	Rezone Request Fees	200	1,200	800	1,200
01-350-4110	Variance Request Fees	110	1,100	600	1,100
Subtotal Fines		<u>\$ 888,001</u>	<u>\$ 1,007,140</u>	<u>\$ 906,840</u>	<u>\$ 965,521</u>
01-360-5001	Admin. Reimb.-W & S	\$ 630,000	\$ 700,000	\$ 700,000	\$ 700,000
01-360-5002	Admin. Reimb.-S. W.	265,000	280,000	280,000	280,000
01-360-5004	Admin. Reimb.-Drainage Utility	50,000	70,000	70,000	70,000
01-360-5006	Reimb-Hotel / Motel	22,500	-	-	-
Subtotal Intergovernmental		<u>\$ 967,500</u>	<u>\$ 1,050,000</u>	<u>\$ 1,050,000</u>	<u>\$ 1,050,000</u>
01-370-6001	Interest Earned Revenue	\$ 76,964	\$ 150,000	\$ 55,000	\$ 60,000
01-390-6002	Rental Income	24,150	23,400	23,400	24,400
01-390-6004	Sale of City Prop. & Equip.	-	1,000	1,000	1,000
01-390-6005	Miscellaneous Revenues	58,239	40,000	90,000	70,000
01-390-6007	Cash over (short)	103	130	130	-
01-390-6008	Credit Bureau Collection Fees	-	545	100	100
01-390-6009	Food Workers' Permit	10,145	9,000	12,000	12,000
01-390-6010	Food Establishment Licenses	10,555	10,000	10,500	11,550
01-390-6011	Food Workers' Registration	-	-	-	-
01-390-6012	Police-Misc. Revenue	2,768	2,000	2,400	2,800
01-390-6013	Manager's Certification	2,800	1,000	5,050	5,750
Subtotal Miscellaneous Revenue		<u>\$ 185,724</u>	<u>\$ 237,075</u>	<u>\$ 199,580</u>	<u>\$ 187,600</u>
TOTAL GENERAL FUND REVENUES		<u><u>\$ 9,472,944</u></u>	<u><u>\$ 9,832,479</u></u>	<u><u>\$ 9,932,786</u></u>	<u><u>\$ 10,197,347</u></u>

City of Copperas Cove, Texas

General Fund

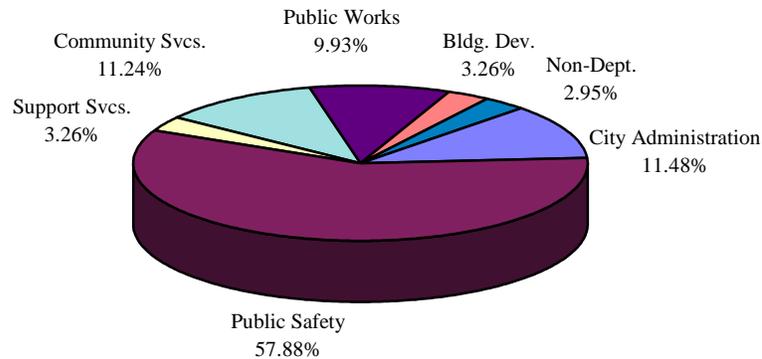
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Expenditures By Function

Fiscal Year 2002-03 Budgeted Expenditures



Total Budgeted Expenditures for Fiscal Year 2002-03 were \$9,996,184.

Fiscal Year 2003-04 Budgeted Expenditures



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

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

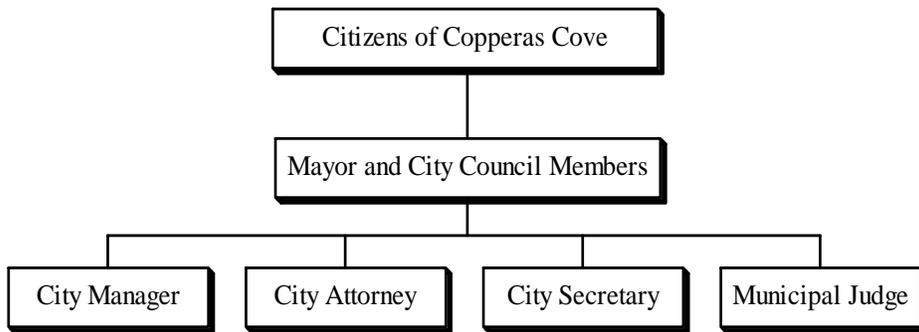
Non-Dept.

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.

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 2003-04**

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 2003-04 Budget that is fiscally responsible and ensures continued quality services to the public.
- * Funded Phase III of the Water/Wastewater Capital Improvement Projects.
- * Conducted a capital improvement planning workshop to set project priorities and assess future needs.
- * Financed a \$1.8 M public safety communication system.
- * Approved funding for infrastructure improvements on both the west and east ends of the City.
- * Approved various legislation that facilitates the achievement of the City's top ten goals.

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 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	3,306	3,490	3,108	3,000
Supplies	4,003	2,000	2,003	2,000
Repairs & Maintenance	-	-	-	-
Support Services	33,599	39,160	32,044	38,400
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	1,060	150	150	-
Total	<u><u>\$ 41,968</u></u>	<u><u>\$ 44,800</u></u>	<u><u>\$ 37,305</u></u>	<u><u>\$ 43,400</u></u>

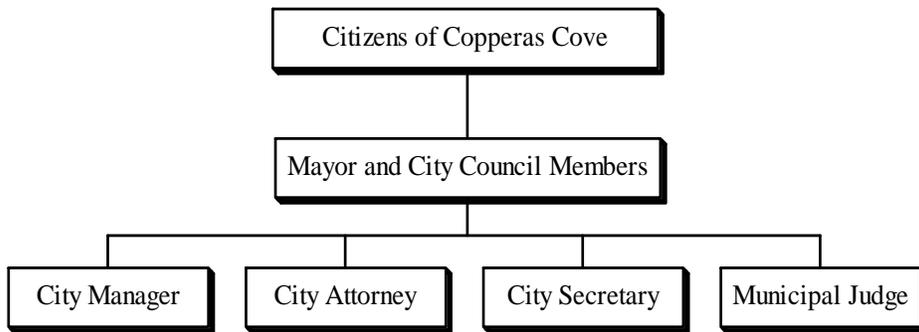
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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

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7 Council Members and a Mayor

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY COUNCIL
FISCAL YEAR 2003-04**

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ACCOMPLISHMENTS:

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- * 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 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	3,306	3,490	3,108	3,000
Supplies	4,003	2,000	2,003	2,000
Repairs & Maintenance	-	-	-	-
Support Services	33,599	39,160	32,044	38,400
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	1,060	150	150	-
Total	<u><u>\$ 41,968</u></u>	<u><u>\$ 44,800</u></u>	<u><u>\$ 37,305</u></u>	<u><u>\$ 43,400</u></u>

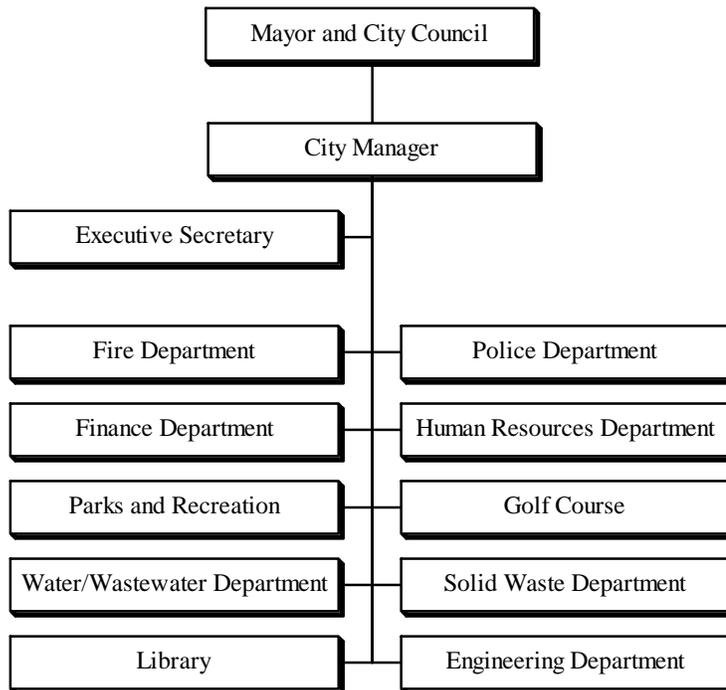
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

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 2003-04.
- * Acquired additional CCN rights on the west end of the City.
- * Conducted a Capital Planning Workshop to assess capital needs in the community and set priorities.
- * Held a town hall meeting to identify community needs and concerns.
- * Facilitated the issuance on \$14M in certificates of obligation to fund a variety of capital projects.
- * Directed the completion of the Animal Control facility and the Public Works facility.
- * Directed the start and completion of the Ogletree Gap Pavilion.
- * Created a public relations committee that coordinated the town hall meeting, developed a City flag and is facilitating a marketing campaign directed at informing citizens on local government.
- * 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.
- * Continue to pursue a computer networking program for all City departments.
- * Acquire additional CCN water service rights for the City.
- * Pursue grant monies for all City services.
- * Obtain a historic marker designation for Walker Cemetery.
- * Pursue a negotiated agreement with Topsey Water Supply Corporation for water supply.
- * Continue an aggressive street maintenance/improvement program.
- * Pursue all objectives/priorities as directed by the City Council.
- * Update the City's Comprehensive Plan.
- * 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 2003-04**

EXPENDITURES & APPROPRIATIONS:

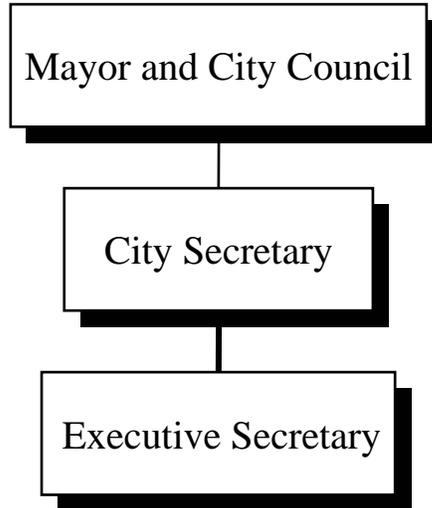
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 160,762	\$ 158,782	\$ 158,782	\$ 163,626
Personnel Support	-	-	-	-
Supplies	1,478	1,600	1,600	1,089
Repairs & Maintenance	-	-	-	-
Support Services	12,285	12,050	12,050	11,892
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	2,540	-	-	-
Total	<u><u>\$ 177,065</u></u>	<u><u>\$ 172,432</u></u>	<u><u>\$ 172,432</u></u>	<u><u>\$ 176,607</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

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.

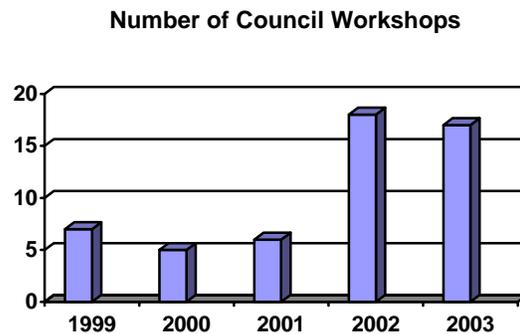
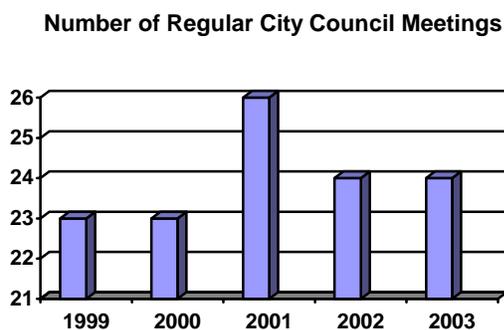
ACCOMPLISHMENTS:

- * Ensured compliance with newly created Open Records Policy.
- * Ensured compliance of adopted 2002-2003 Municipal Budget
- * Conducted the 2003 Municipal Election in accordance with the Texas Election Law.
- * Prepared supplements for the City of Copperas Cove of Ordinances.
- * Completed the legal destruction of scheduled municipal records.
- * Implemented a paperless agenda process.
- * Attended Open Government Seminars provided through the Texas Attorney General.
- * Attended Election Law Seminars.

OBJECTIVES:

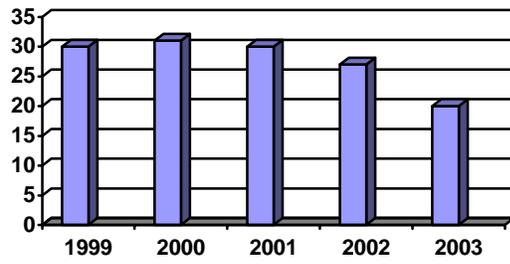
- * Maintain the integrity of the records management system in accordance with State law.
- * Pursue re-certification of TRMC with TMCA.
- * Continue to monitor all expenditures of the City Secretary, City Attorney and City Council budgets.
- * Continue to process all ordinances, resolutions, contracts 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.
- * Implement a document imaging process.

PERFORMANCE INDICATORS:

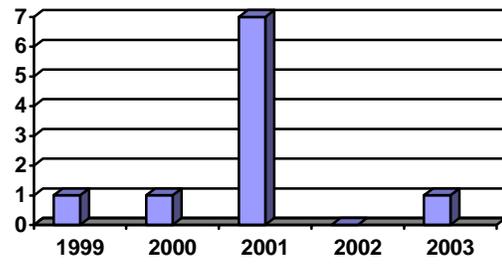


PERFORMANCE INDICATORS: Con't

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 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03
Salaries & Benefits	\$ 67,995	\$ 71,274	\$ 71,723
Personnel Support	-	-	-
Supplies	865	960	959
Repairs & Maintenance	-	-	-
Support Services	5,903	5,303	4,578
Designated Expenses	7,050	9,617	9,892
Capital Outlay & Improvements	-	-	-
Total	<u><u>\$ 81,813</u></u>	<u><u>\$ 87,154</u></u>	<u><u>\$ 87,152</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions		
	FY 2000-01	FY 2001-02	FY 2002-03
City Secretary	1	1	1
Executive Secretary	0.5	0.5	0.5
Total	<u><u>1.5</u></u>	<u><u>1.5</u></u>	<u><u>1.5</u></u>

**Adopted
FY 2003-04**

\$ 90,683
-
868
-
5,572
9,000
-

\$ 106,123

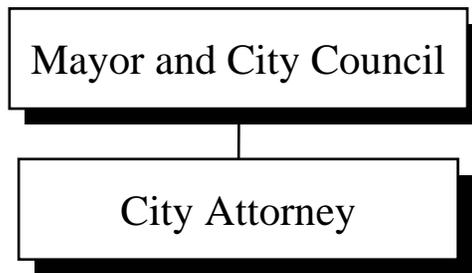
FY 2003-04

1
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 Full Time Employee

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY ATTORNEY
FISCAL YEAR 2003-04**

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, the City Attorney prepares, advises, makes recommendations, and renders opinions on all legal matters affecting the city; also drafts and/or reviews documents and instruments required for Council and staff actions; drafts and reviews ordinances for compliance with local, state and federal laws and mandates; prosecutes all cases in municipal court on behalf of the city and the state of Texas including appeals; handles administrative matters and hearings; reviews city policies and procedures; drafts correspondence; responds to citizen inquiries concerning legal matters involving the city; reviews and responds to open records requests; responds to inquiries made from other governmental agencies (county, state and federal); handles bankruptcy and collections matters.

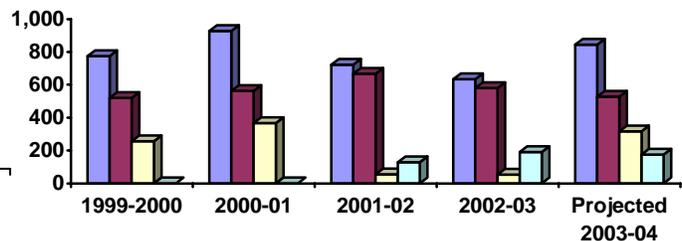
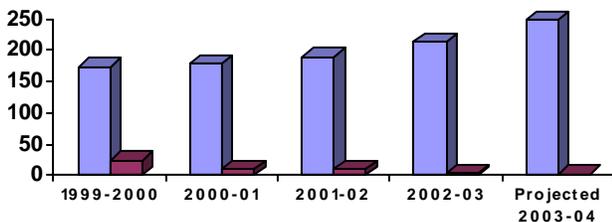
ACCOMPLISHMENTS:

- * Assisted in the acquisition of a utility easement for the 30 inch waterline.
- * Served on the Charter Amendment Committee.
- * Served on the Taxi Ordinance Committee.
- * Served on the Alarm Ordinance Committee.
- * Assisted with the acquisition of several Franchise Agreements; TXU/Oncor, Time Warner Cable and Hamilton Electric Cooperative.
- * Processed Public Information Requests in an efficient and timely manner in and in accordance with the State of Texas Statutes.
- * Provided city staff and council with legal opinions and interpretations.
- * Reviewed legal documents.
- * Assisted with negotiations with Kempner Water Supply.
- * Assisted with negotiations with Topsey Water.

OBJECTIVES:

- * Continue a comprehensive review of all ordinances and policies. Prepare a recommendation for repeal, revision, or retention of specific ordinances.
- * Continue to review and draft all contracts and franchises.
- * Continue to provide full-time access of legal services to Council and staff.
- * Provide training to City Council members, employees and administrators regarding legal issues (e.g., sexual harassment, Open Meetings, Open Records).
- * Continue to review, and if necessary, revise the formal complaints filed in Municipal Court.

PERFORMANCE INDICATORS:



■ Requests ■ Attorney General Opinion Requests

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

Source: City Attorney

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CITY ATTORNEY
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03
Salaries & Benefits	\$ 15,195	\$ 22,642	\$ 16,444
Personnel Support	-	-	-
Supplies	887	770	770
Repairs & Maintenance	-	-	-
Support Services	85,960	94,417	86,993
Designated Expenses	-	-	-
Capital Outlay & Improvements	980	400	228
Total	<u><u>\$ 103,022</u></u>	<u><u>\$ 118,229</u></u>	<u><u>\$ 104,435</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions		
	FY 2000-01	FY 2001-02	FY 2002-03
City Attorney	1	1	1
Executive Secretary	0.5	0.5	0.5
Total	<u><u>1.5</u></u>	<u><u>1.5</u></u>	<u><u>1.5</u></u>

**Adopted
FY 2003-04**

\$ -
-
910
-
97,350
-
-

\$ 98,260

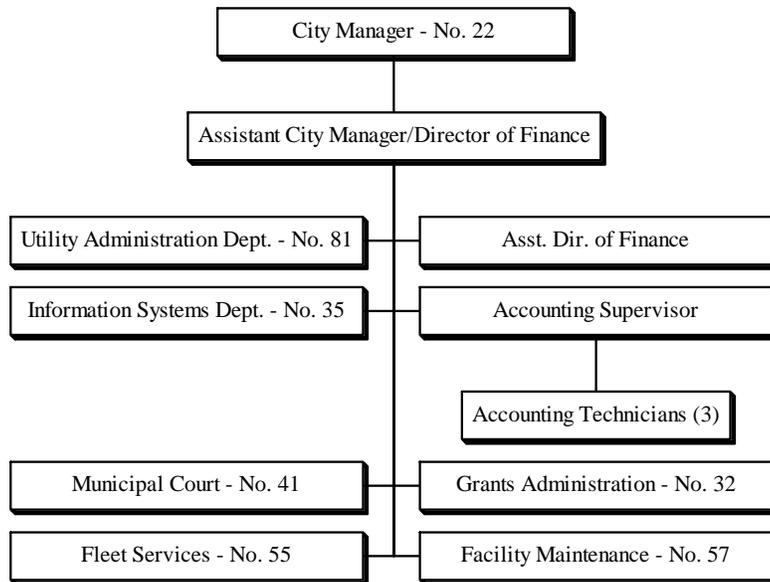
FY 2003-04

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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 2003-04**

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 2001-2002 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 two budget amendments to the 2002-03 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 2002-03 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.
- * Replaced 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.
- * Prepared a Council approved Inter-Fund Transfer Policy.

OBJECTIVES:

- * Obtain Certificate of Achievement for Excellence in Financial Reporting Award for the 2002-03 fiscal year Comprehensive Annual Financial Report (CAFR).
- * Obtain the Distinguished Budget Presentation Award for the 2003-04 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>1999-2000</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
Bids Processed:	26	26	18	15
Accounts Payable Checks Cut:	6,868	6,887	5,522	7,428
Payroll Checks Cut:	7,060	7,196	5,819	7,077

Source: Finance Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FINANCE DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

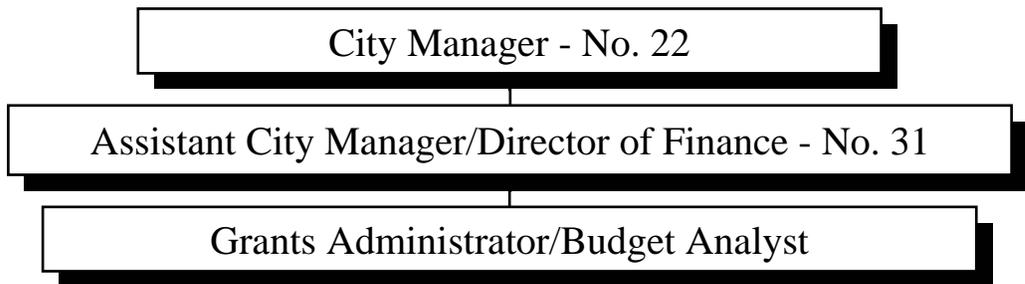
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 224,760	\$ 251,933	\$ 236,430	\$ 264,806
Personnel Support	-	-	-	-
Supplies	17,586	15,000	16,953	17,000
Repairs & Maintenance	-	300	300	300
Support Services	29,744	31,526	31,895	31,784
Designated Expenses	96,473	109,000	107,586	109,000
Capital Outlay & Improvements	5,726	13,587	13,597	1,000
Total	<u><u>\$ 374,289</u></u>	<u><u>\$ 421,346</u></u>	<u><u>\$ 406,761</u></u>	<u><u>\$ 423,890</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Accounting Supervisor	1	1	1	1
Accounting Technician	3	3	3	3
Assistant Director of Finance	1	1	1	1
Director of Finance	1	1	0	0
Assistant City Manager/Finance Director	0	0	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 2003-04**

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 5 grant applications and obtained 5 grant awards.
- * Assisted the Parks Department in obtaining a grant from Texas Department of Transportation (TxDOT) for \$1,236,237, which was awarded in FY 2002-03. This grant will allow for the construction of a Bicycle/Pedestrian path along FM 1113.
- * Received \$65,967 in grant funding during the year, even without an administrator for most of the year.

<u>Department</u>	<u>Grant</u>	<u>Amount</u>
Police Department	TXDOT – STEP WAVE	\$ 10,000
	Criminal Justice Division, Office of the Governor – Juvenile Accountability	8,503
	TxDOT – ITC/STEP	29,991
	LLEGB funding for video equipment in patrol cars	15,473
	Texas Statewide Tobacco Education and Prevention	2,000
Total		\$65,967

OBJECTIVES:

- * 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 LLEBG grant through Bureau of Justice Assistance.
- * Apply for JABG grant through the Criminal Justice Division of the Governor's Office.
- * Continue to ensure the proper administration of existing and future grants.
- * Assist independent auditors during the 2002-03 audit with the completion of a single audit if necessary.

PERFORMANCE INDICATORS:

	<u>Number of Grants Received</u>			
	<u>1999-2000</u>	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-03</u>
Federal	1	3	2	3
State	3	8	6	3
Private	1	1	5	0
Total	5	12	13	5

Source: Grants Administration.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
GRANTS ADMINISTRATION DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 59,512	\$ 45,354	\$ 23,674	\$ 46,986
Personnel Support	-	-	-	-
Supplies	454	1,000	500	500
Repairs & Maintenance	-	-	-	-
Support Services	3,275	3,090	2,390	2,490
Designated Expenses	-	100	100	-
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ 63,241</u></u>	<u><u>\$ 49,544</u></u>	<u><u>\$ 26,664</u></u>	<u><u>\$ 49,976</u></u>

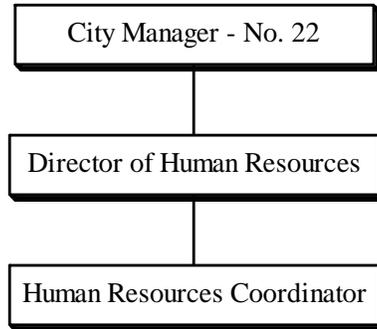
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Grants Administrator	1	1	1	0
Grants Administrator/Budget Analyst	-	-	-	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 2003-04**

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 City of Harker Heights and the Texas Municipal League "Back Injury Prevention" training for employees.
- * Facilitated "Safety and the Supervisor" training for all supervisory personnel. Training was conducted by the Texas Municipal League.
- * Continued emphasis of recruitment of qualified applicants by attending recruiting functions in an effort 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 employee appreciation picnic and Christmas activity that included employee recognition awards and service pins.
- * Facilitated supervisory training on prevention of "Harassment in the Workplace."
- * Facilitated a wellness newsletter that was sent to employees on a monthly basis.
- * Facilitated employee meetings for a new "College Savings Plans" benefit.
- * Facilitated Texas Municipal Retirement changes for all city employees.
- * Coordinated with the Fire Department a preventative health program for employees.
- * Coordinated "Lunch-N-Learns" for city employees.

OBJECTIVES:

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

PERFORMANCE INDICATORS:

	1998-1999	1999-2000	2000-01	2001-02	2002-03	Projected 2003-04
Number of positions recruited/filled:	65	49	66	54	59	63
Personnel training programs offered:	4	8	14	25	28	30
Total number of grievances:	0	0	0	1	2	1
Total resolved by administratively:	0	0	0	1	2	1
% of employees participating in City's Health Care Plan	80%	80%	78%	78%	75%	75%
% of employees participating in City's 125 Cafeteria Plan	20%	20%	22%	22%	25%	25%
Worker's Compensation Claims	65	48	45	46	35	35

Source: Human Resources Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
HUMAN RESOURCES DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

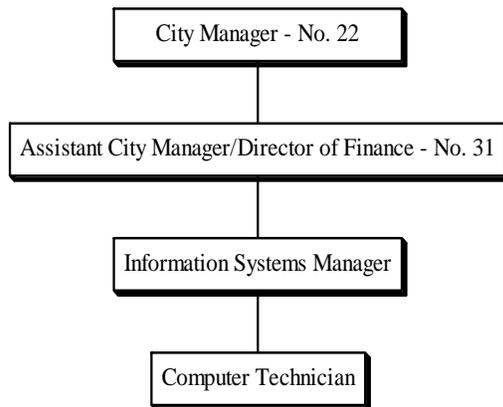
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 97,884	\$ 102,821	\$ 102,821	\$ 105,885
Personnel Support	17,564	18,694	18,192	17,820
Supplies	3,633	3,033	2,923	2,950
Repairs & Maintenance	-	-	-	-
Support Services	7,793	8,789	8,104	7,900
Designated Expenses	15,793	13,884	13,655	15,760
Capital Outlay & Improvements	-	-	249	-
Total	<u><u>\$ 142,667</u></u>	<u><u>\$ 147,221</u></u>	<u><u>\$ 145,944</u></u>	<u><u>\$ 150,315</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

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.

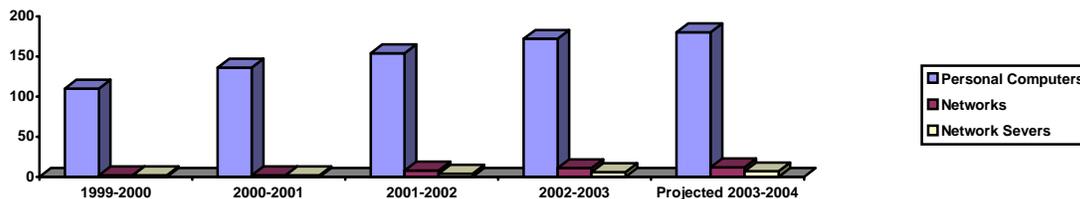
ACCOMPLISHMENTS:

- * Implemented and managed major project involving the replacement of 89 City personal computers with new Dell computers.
- * Refurbished and transferred 16 personal computers to other City departments to upgrade existing older computers.
- * Installed new upgraded network server at the Police Department to replace existing server.
- * Managed project upgrading all network cable in the Police Department.
- * Coordinated and implemented installation of upgraded internet access in Police Department.
- * Coordinated installation of network cable in the new Public Works building.
- * Coordinated installation of network cable in the new Animal Control building.
- * Coordinated and implemented upgraded internet access for Public Works and Animal Control.
- * Installed five new computers for Time Warner's Media Center at the Municipal Library.
- * Implemented computer maintenance and audit program for all City computers.
- * Coordinated and implemented project upgrading audio visual hardware in the City Council Chambers.
- * Upgraded government access system for the City's Government Access Cable Channel.
- * Coordinated installation of fiber optic cable for network connectivity between city buildings.
- * Coordinated installation of network cable in City Council Chambers for network connectivity.
- * Installed eight laptops for City Council Members for network connectivity and use during Council Meetings.
- * Installed and upgraded network switches at the Police Department, Utility Administration, Municipal Library and Municipal Court.
- * Coordinated and implemented installation of upgraded internet access at Parks and Recreation and the Hills of Cove Golf Course.

OBJECTIVES:

- * Continue standardization of City technology systems.
- * Centralize upgraded internet access for City computers.
- * Coordinate and manage technology for conversion of City financial and administration software program.
- * Continue improvements and implementations of citywide network projects.

PERFORMANCE INDICATORS:



Source: Information Systems Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
INFORMATION SYSTEMS DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

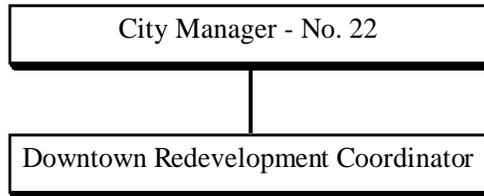
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 85,714	\$ 94,780	\$ 94,780	\$ 104,012
Personnel Support	-	-	-	-
Supplies	1,449	1,700	1,200	1,250
Repairs & Maintenance	-	500	-	800
Support Services	11,428	7,400	5,250	6,500
Designated Expenses	-	27,469	27,469	31,225
Capital Outlay & Improvements	3,795	12,000	1,800	3,000
Total	<u>\$ 102,386</u>	<u>\$ 143,849</u>	<u>\$ 130,499</u>	<u>\$ 146,787</u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Information Systems Manager	1	1	1	1
Technician	0	0	1	1
Total	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>

City of Copperas Cove, Texas

Downtown Redevelopment Department No. 36



0 Full Time Employees - This position has not been funded since fiscal year 1999-2000.

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
DOWNTOWN REDEVELOPMENT DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

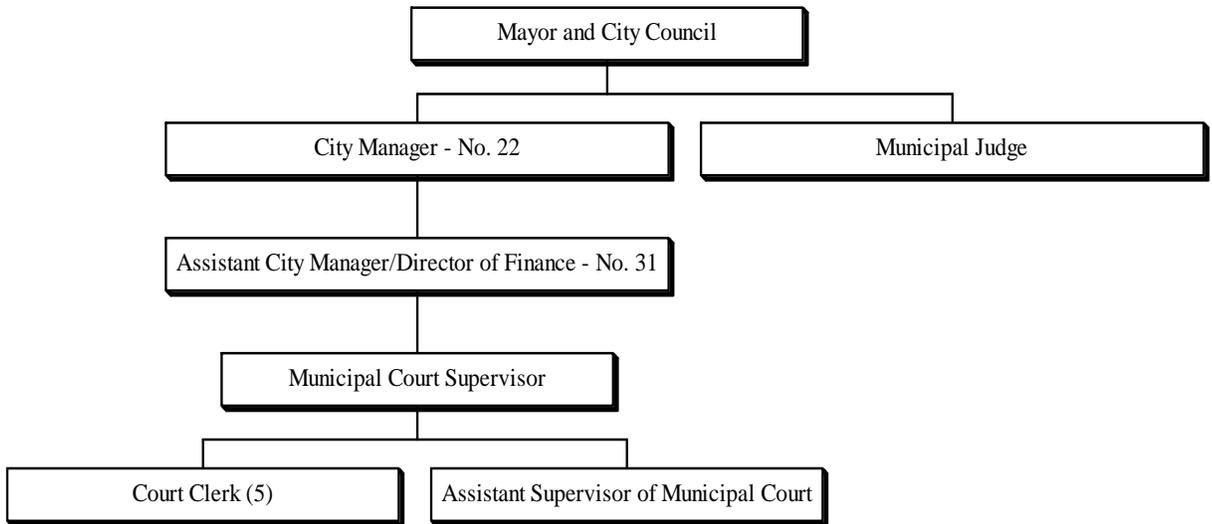
Description	Actual FY 2000-01	Budget FY 2001-02	Projected FY 2001-02	Adopted FY 2002-03
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	-	-	-	-
Repairs & Maintenance	-	-	-	-
Support Services	-	-	-	-
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2002-03
	FY 1999-2000	FY 2000-01	FY 2001-02	
Downtown Redevelopment Coord.	0	0	0	0
Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</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 2003-04**

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.

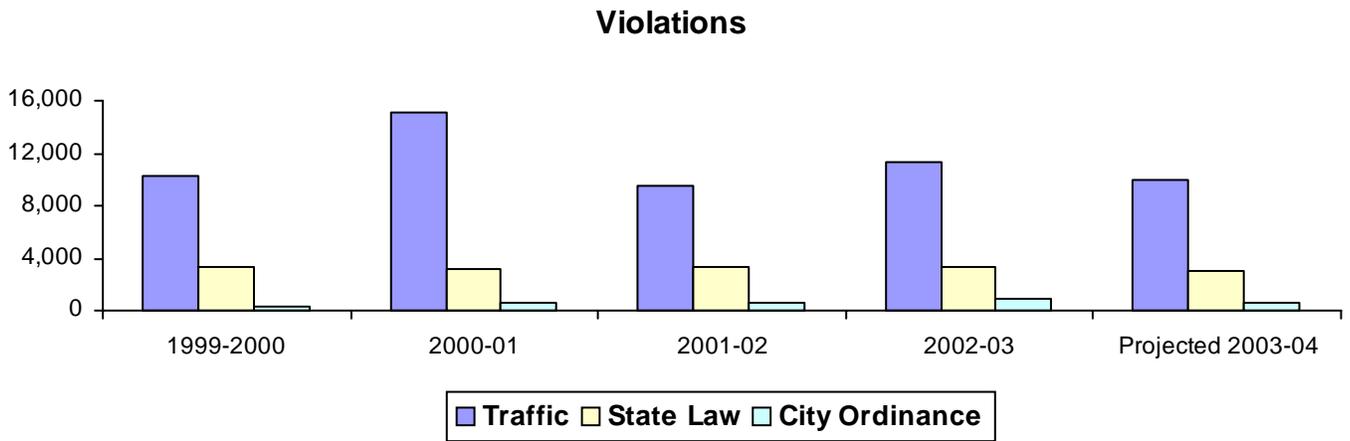
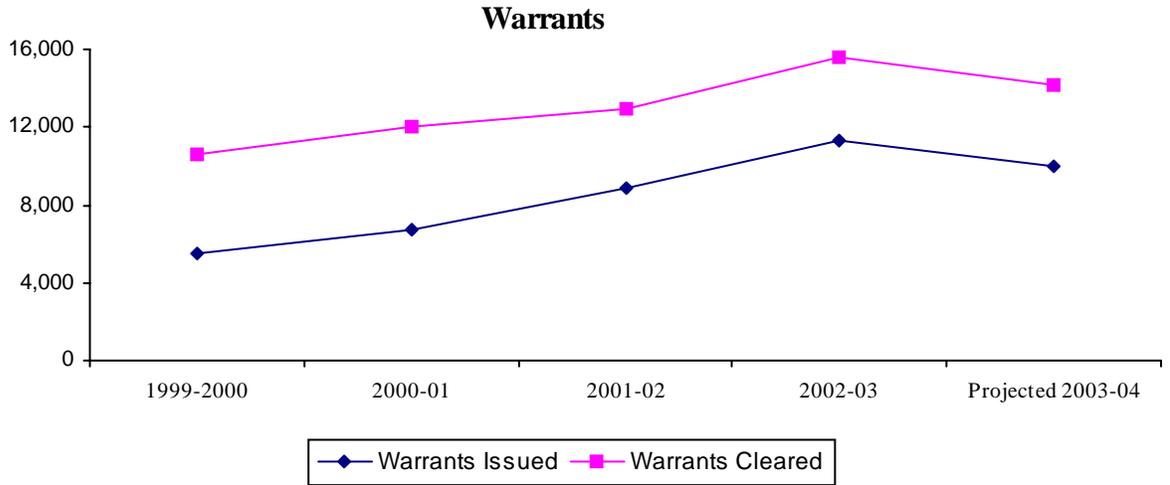
ACCOMPLISHMENTS:

- * Maintained the highest professional qualifications by continuing education for court staff and by participating in the court clerk certification program.
- * Upgraded Municipal Court computer software.
- * Processed 15,499 complaints for fiscal year 2002-2003.
- * Processed 11,351 warrants for fiscal year 2002-2003.
- * Cleared 4,209 warrants for fiscal year 2002-2003.
- * Collected \$1,304,234 for fiscal year 2002-2003 of which \$89,313 has been returned to the local merchants, \$362,347 remitted to the state and \$852,574 has been deposited in the city's account.
- * Upgraded the security system from analog to digital recording.
- * Implemented doorknockers for outstanding warrants.
- * Redesigned the teen court program to allow juveniles to participate more fully in the judicial process.
- * Enhanced customer service by implementing new courtroom procedures that eliminated congestion in the lobby on court days.
- * Increased efficiency in the courtroom by providing a monitor at the bench that enables the judge to view the defendant's history and information during the arraignment proceedings.
- * Trained all clerks to perform courtroom duties on a rotation basis for the purpose of increasing their knowledge and understanding of court procedures.
- * Implemented new procedures with Fort Hood Civil Liaison to identify individuals that are leaving the area and have outstanding warrants.

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.

PERFORMANCE INDICATORS:



Source: Municipal Court

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
MUNICIPAL COURT DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

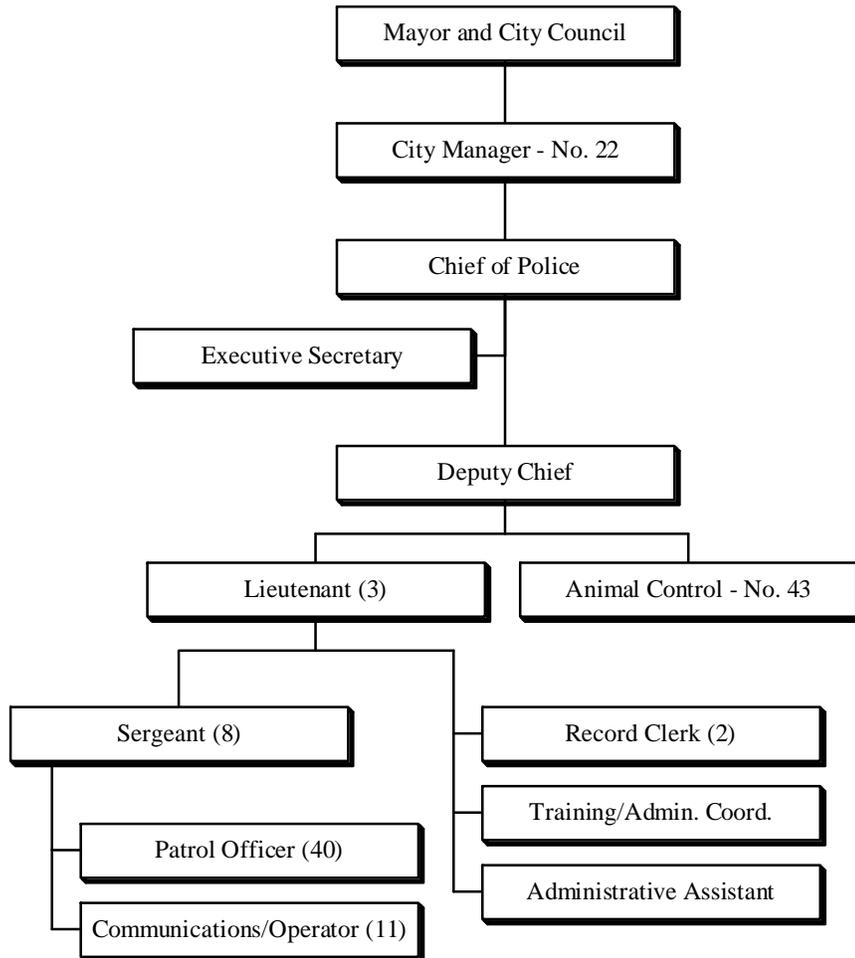
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 198,558	\$ 213,424	\$ 210,285	\$ 216,661
Personnel Support	-	-	-	-
Supplies	9,691	10,000	11,100	9,200
Repairs & Maintenance	2,663	700	500	500
Support Services	42,070	44,885	40,657	42,466
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	-	217	217	-
Total	<u><u>\$ 252,982</u></u>	<u><u>\$ 269,226</u></u>	<u><u>\$ 262,759</u></u>	<u><u>\$ 268,827</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

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.

ACCOMPLISHMENTS:

- * Produced 3,582 Copperas Cove Police Department Kiddo Cards.
- * Conducted and taught 308 programs and classes with over 9,276 persons who attended the programs and classes.
- * Conducted five bicycle rodeos.
- * Distributed 748 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 10,997 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.
- * Implemented and trained citizens for the Citizens on Patrol Program.
- * Held 24 Neighborhood Watch meetings.
- * Paid out \$7,594 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 two seminars on senior safety in the Seniors and Law Enforcement Together (SALT) Program.
- * Taught over 3,500 students in elementary and intermediate schools throughout the City on the Eddie Eagle Gun Safety Program.
- * Conducted the Shattered Dreams Program with high school students to promote DWI awareness and consequences of drinking and driving.

OBJECTIVES:

- * Continue to ensure continued quality public safety.
- * Continue to lower crime rate.
- * 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	483	498	454
Larceny – Theft	754	691	702	581
Crime Hazard Letters	2,594	1,389	1,429	1,596
Cases Cleared	41	90	73	2,112
Traffic Citations	11,035	12,524	12,118	11,176

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
POLICE DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

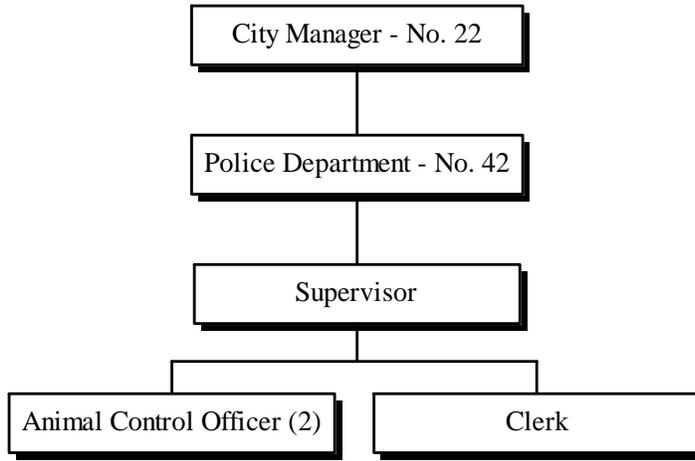
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 2,633,501	\$ 2,830,980	\$ 2,748,273	\$ 2,924,995
Personnel Support	2,196	5,775	6,711	3,500
Supplies	68,847	83,826	74,000	74,734
Repairs & Maintenance	52,731	55,600	59,100	54,250
Support Services	87,852	93,550	88,800	121,232
Designated Expenses	8	2,000	2,000	3,815
Capital Outlay & Improvements	64,793	104,692	103,428	104,082
Total	<u><u>\$ 2,909,928</u></u>	<u><u>\$ 3,176,423</u></u>	<u><u>\$ 3,082,312</u></u>	<u><u>\$ 3,286,608</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			
	FY 2000-01	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	38	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>67</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 2003-04**

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.

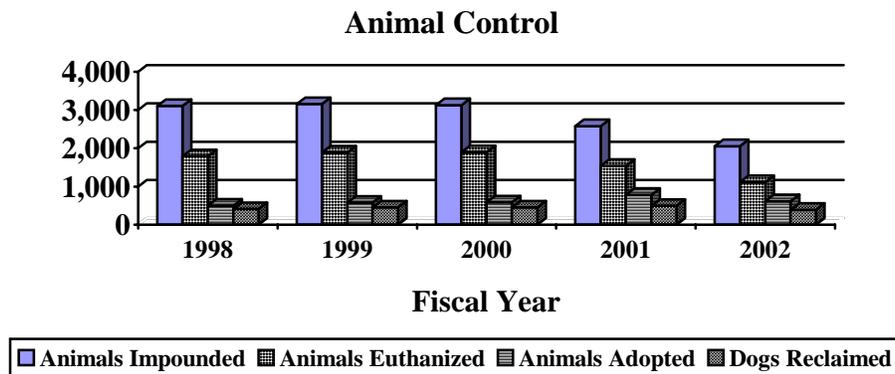
ACCOMPLISHMENTS:

- * Implemented changes to the standard operating procedures.
- * Obtained Basic Certification for shelter Supervisor and two Officers.
- * Obtained Advanced Certification for one Officer.
- * Implemented a Pet Licensing Program with local veterinarians.
- * Implemented changes to the Animal Control Ordinance.
- * Completed construction of new Animal Control Facility.
- * Completed the Dangerous Animal Bite Course.
- * Decreased the number of animals euthanized from 27% to 23%.
- * Established better communication with other shelters in the local area.

OBJECTIVES:

- * Increase public awareness of city ordinance requirements concerning pet control, ownership, licensing and registration.
- * 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.
- * Coordinate with veterinary clinics for education of public in regards to vaccination, spaying, neutering, and proper care for injured animals.
- * Maintain sanitary and disease free shelter and continue to improve quality of life for sheltered animals.
- * Preserve safe community environment by securing stray and abandoned animals.
- * Hire a new Kennel Master.
- * Increase adoption by 15% and decrease animal euthanization by 5%.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
ANIMAL CONTROL DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

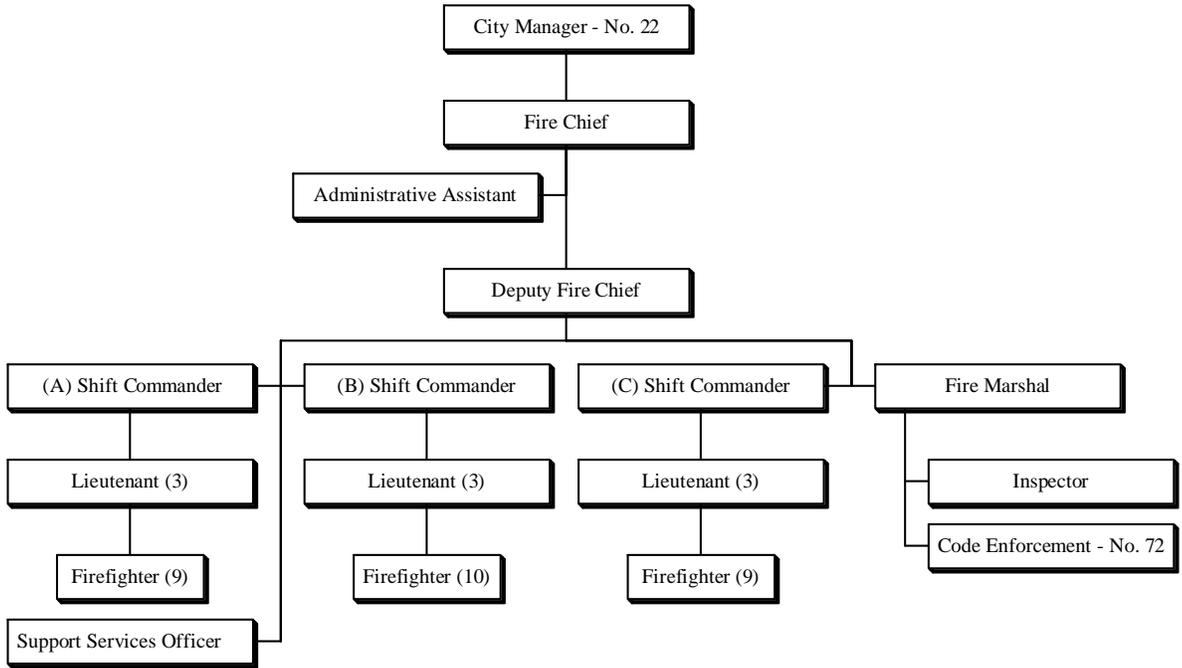
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 98,819	\$ 108,469	\$ 109,028	\$ 113,094
Personnel Support	-	-	-	-
Supplies	11,660	14,170	14,120	15,300
Repairs & Maintenance	1,943	3,200	3,200	2,950
Support Services	5,813	12,189	12,074	12,585
Designated Expenses	-	500	500	943
Capital Outlay & Improvements	3,465	2,380	1,985	22,290
Total	<u><u>\$ 121,700</u></u>	<u><u>\$ 140,908</u></u>	<u><u>\$ 140,907</u></u>	<u><u>\$ 167,162</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

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 or classes either in a Fire Station or in the community. Fire Inspections of public and commercial buildings are performed either by request or are mandatory. Fires are investigated as to cause and if found to be intentionally set, arson investigations are pursued. Fire codes are enforced through inspections and through pre-construction plans review on plats and building plans.

ACCOMPLISHMENTS:

- * Placed into service Engine Three, which was purchased through Coryell County for emergency calls in both the County and City.
- * Trained all firefighters on twelve-lead defibrillators and placed three new defibrillators into service.
- * Place a new ambulance into service.
- * Painted and completed repairs at Station Two.
- * Implemented a new thermal imaging camera into place.
- * Received a grant from the Texas Commission on Fire Protection to send four employees to attend the Texas Municipal Fire School at Texas A&M.
- * Received the National Fire Protection Institute's Life Safety Award for no fire deaths.
- * Completed the Medical Doctor's new protocol test.
- * Updated the state approved basic emergency management plan for the City.
- * Updated the mutual aid agreements between Killeen, Harker Heights and other Bell County Cities.
- * Provided emergency medical stand-by at the Presidential Crawford Ranch.
- * Trained all firefighters for the basic training requirements set by the Texas Commission on Fire Protection and the Texas Department of Health.
- * Completed detail studies regarding future radio communication needs for the City.

OBJECTIVES:

- * Provide emergency medical and fire services in the City with three staffed fire stations using 10 firefighters as a minimum staffing level to operate three engines and three medic units (ambulances).
- * Complete fire inspections on 75% 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.
- * Provide pro-active fire safety education programs to all schools within the Copperas Cove School District.
- * Continue to provide improved community health through the "Shots through the Fire Station" program.
- * Implement new emergency management plan into City operations.
- * Conduct an evaluation exercise on the City's ability to respond to an emergency.

PERFORMANCE INDICATORS:

	<u>Total Fire and EMS Calls</u>				
<u>Year</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Fire Calls	849	1,018	1,396	1,461	1,512
EMS Calls	2,127	2,219	2,591	2,635	2,707
Total Emergency Calls	2,976	3,237	3,987	4,096	4,219

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FIRE/EMS DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

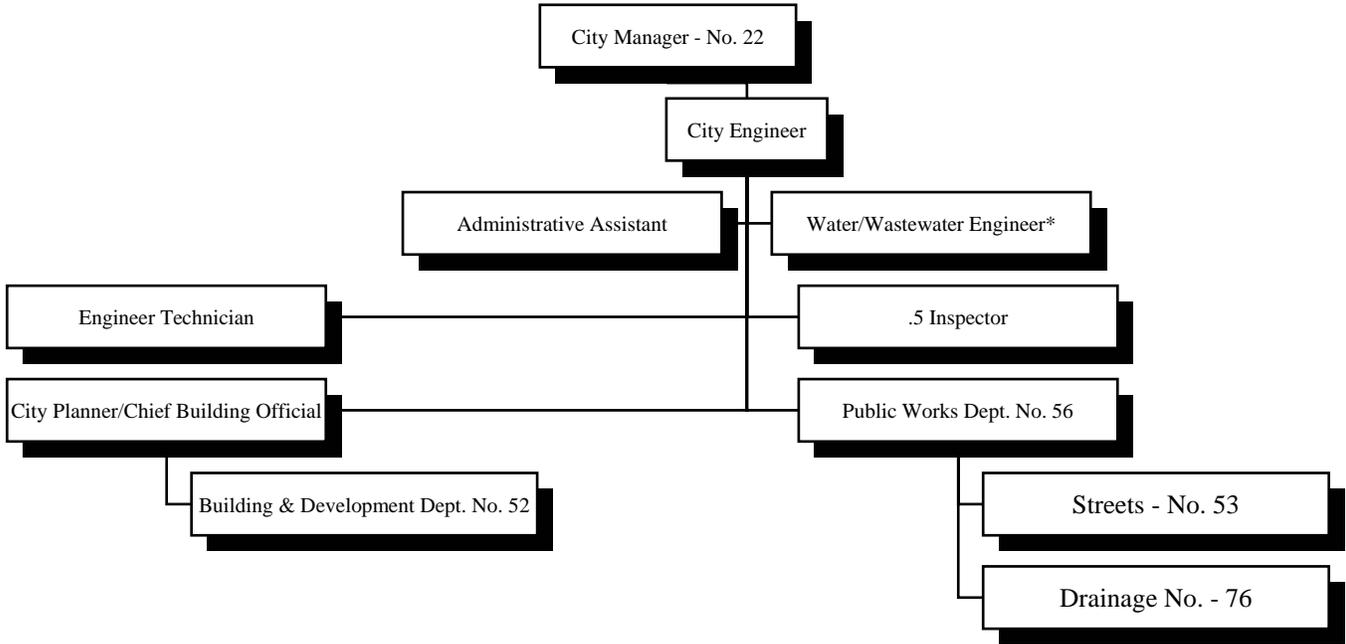
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 1,901,824	\$ 2,046,220	\$ 2,046,270	\$ 2,085,216
Personnel Support	-	-	-	-
Supplies	62,852	55,819	59,276	58,000
Repairs & Maintenance	21,680	22,800	23,450	22,250
Support Services	67,052	58,601	62,260	64,236
Designated Expenses	612	45,690	37,690	48,867
Capital Outlay & Improvements	22,216	3,000	3,000	25,243
Total	<u><u>\$ 2,076,236</u></u>	<u><u>\$ 2,232,130</u></u>	<u><u>\$ 2,231,946</u></u>	<u><u>\$ 2,303,812</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 Water/Wastewater Phase I and Phase II bond funds.

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
ENGINEERING DEPARTMENT
FISCAL YEAR 2003-04**

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.

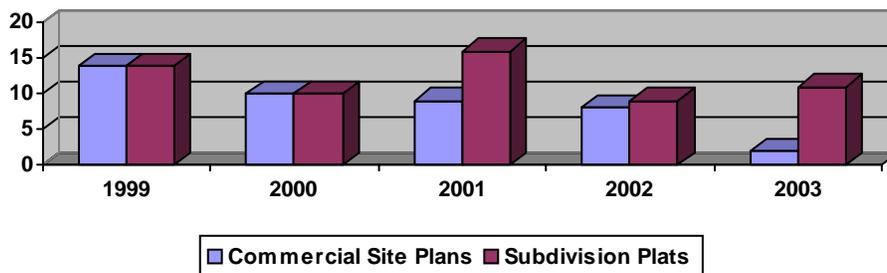
ACCOMPLISHMENTS:

- * Completed 2003 Mapping project.
- * Digitized and created new sewer and water grid maps of the City.
- * Assisted Water Department with the Grimes Crossing 16" Water Line project.
- * Assisted Water Department with the North Loop Water Line capital improvement project.
- * Assisted Water Department with the new Turkey Run 1.0 MG water storage tank.
- * Assisted Water Department with the new Pumps at Taylor Mountain Pump Station.
- * Assisted Water Department with the Killeen-Copperas Cove 30" Water Transmission Line capital improvement project.
- * Assisted Sewer Department with the West Highway 190 Sewer Extension Phase II capital improvement project.
- * Assisted Water, Sewer and Streets Departments with water line, sewer line and paving Joe's Road.
- * Assisted Parks Department with the Ogletree Pavilion.
- * Assisted Drainage Department with the Skyline Valley Drainage improvements.

OBJECTIVES:

- * Assist the Sewer Department to continue the West Highway 190 Sewer Extension Phase II capital improvement project.
- * Assist Sewer Department to continue the Northeast and Northwest Wastewater Treatment Plants capital improvement projects.
- * Digitize water and sewer grid maps of the City.
- * Improve Developer-Builder relations.
- * Assist the Water and Wastewater Departments with the implementation of the 2003 Bond Projects.
- * Assist the Street Department with the implementation of the 2003 Bond projects.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
ENGINEERING DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 182,430	\$ 186,015	\$ 169,850	\$ 184,114
Personnel Support	-	-	-	-
Supplies	2,700	2,681	2,425	2,100
Repairs & Maintenance	1,054	1,150	950	1,050
Support Services	6,381	7,314	6,575	6,320
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	884	11,255	11,242	1,050
Total	<u><u>\$ 193,449</u></u>	<u><u>\$ 208,415</u></u>	<u><u>\$ 191,042</u></u>	<u><u>\$ 194,634</u></u>

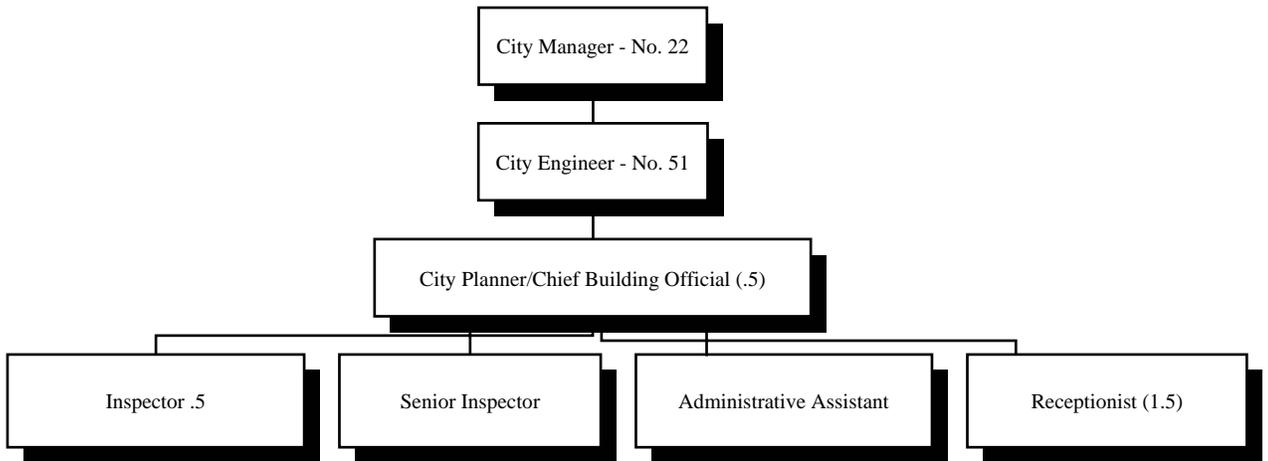
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Administrative Assistant	1	1	1	1
City Engineer	1	1	1	1
*Water/Wastewater Engineer	0	0	1	1
Building Inspector				0.5
Engineering Aid	1	1	1	0
Engineering Technician	1	1	1	1
Total	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>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 2003-04**

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.

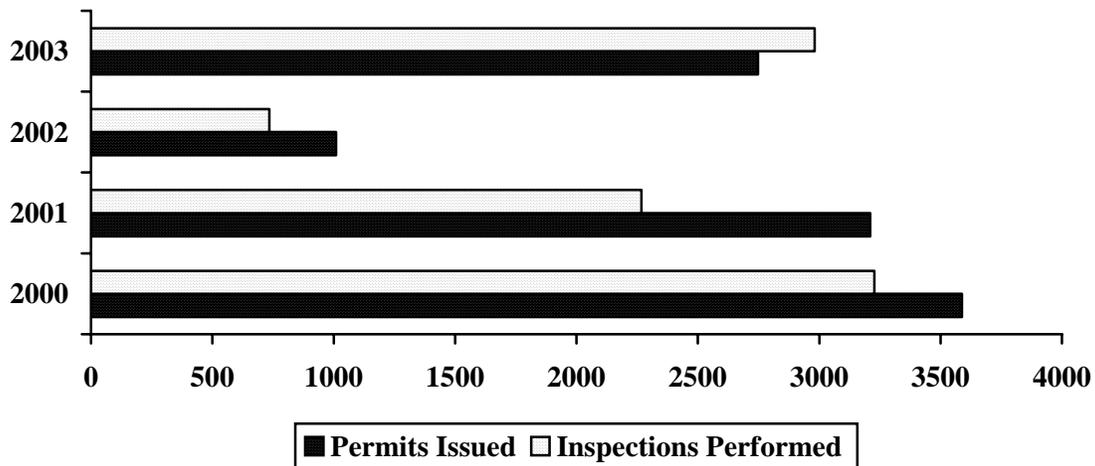
ACCOMPLISHMENTS:

- * Issued permits for 90 new Single Family Houses having a total valuation of \$18,350,492.
- * Issued permits for 6 Two Family Dwellings for a total valuation of \$623,389.
- * Issued permits for 11 Five or More Family Building for a total valuation of \$7,708,625.
- * Issued permits for 14 new Non-Residential Buildings for a total valuation of \$2,551,203.
- * Issued permits for 5 Residential Remodels for a total valuation of \$47,600.
- * Issued permits for 19 Non-Residential Remodels for a total valuation of \$524,700.
- * Issued 2,748 permits (including miscellaneous permits such as garage sales, car washes, solicitor, health, etc.) for a total property valuation of \$1,447,312 and fees collected totaled \$91,370.
- * Adopted the 2000 International suite of building codes.

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 2003-04**

EXPENDITURES & APPROPRIATIONS:

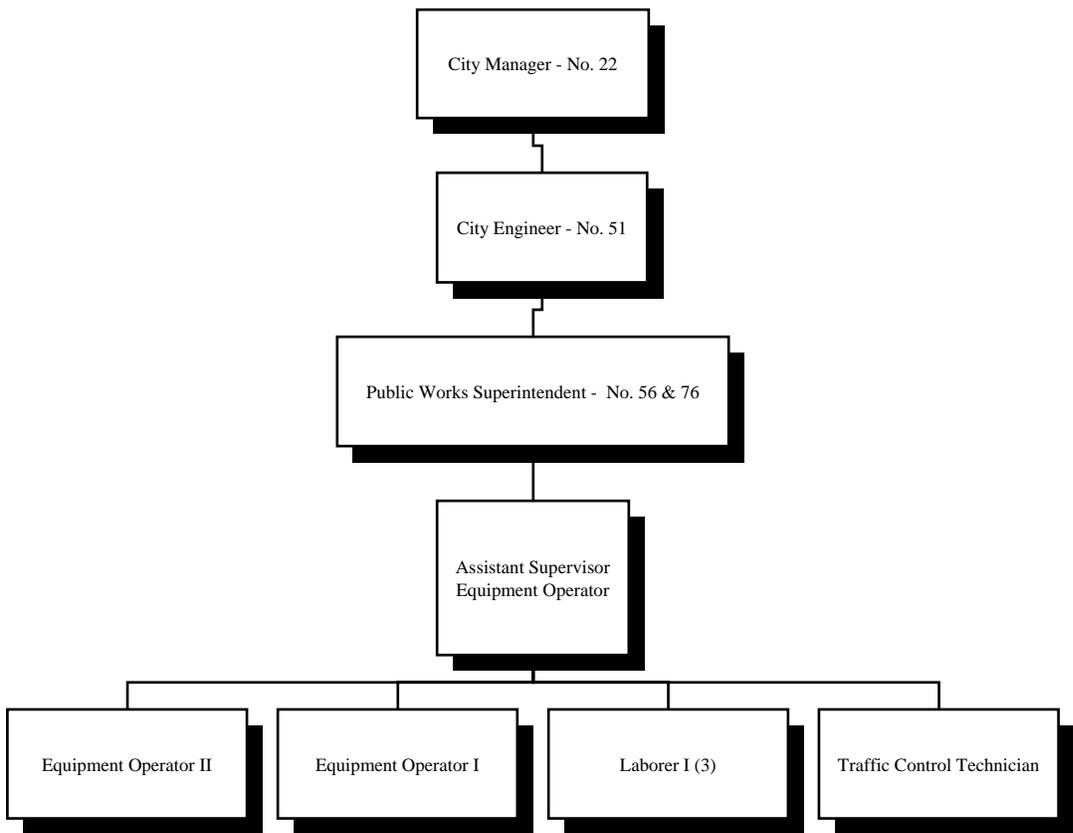
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 142,909	\$ 147,977	\$ 147,727	\$ 174,704
Personnel Support	-	-	-	-
Supplies	2,520	2,850	2,850	2,480
Repairs & Maintenance	364	600	600	300
Support Services	6,369	6,721	6,721	5,776
Designated Expenses	-	79	79	-
Capital Outlay & Improvements	99	-	-	-
Total	<u><u>\$ 152,261</u></u>	<u><u>\$ 158,227</u></u>	<u><u>\$ 157,977</u></u>	<u><u>\$ 183,260</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Building Inspector	1	1	1	0.5
Senior Inspector	0	0	0	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	1	0
Administrative Assistant	0	0	0	1
Total	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4</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 2003-04**

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-ways, and maintaining all regulatory and traffic control signs within the City. In order to be proactive in the maintenance of City streets, the Street Department maintains a three-year list of all streets to be seal-coated, overlaid and rebuilt.

ACCOMPLISHMENTS:

- * Level-up 56 streets for seal coating program. Estimated 8.25miles.
- * Repaired approximately eight plumbing cuts.
- * Supported all festival activities and parades.
- * Successfully accomplished de-icing during icy weather.
- * Supported Christmas lighting.
- * Surveyed all streets for length and width for seal coating and overlay projects.
- * Repaired parking lot on South FM 116.
- * Built parking lot at Ogletree Gap.
- * Repaired a section of North 23rd Street.
- * Rebuilt intersection at South 1st and Meggs Street.
- * Asphalted numerous areas of golf cart paths at Golf Course.
- * Repaired sunken area on Martin Luther King Boulevard.
- * Repainted 95 turn lane arrows.
- * Repainted 2,500 feet of crosswalks.
- * Leveled parking lot at City Park.
- * Replaced 128 damaged street signs.
- * Replaced 268 damaged stop and yield signs.
- * Repainted 9,328 feet of striping on street lanes.

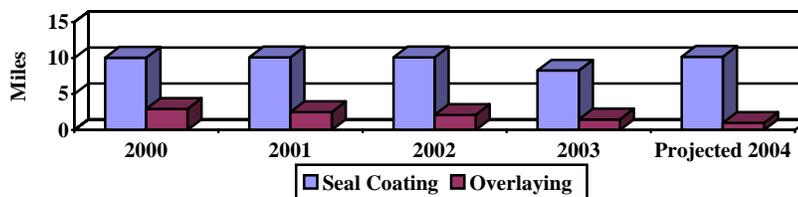
OBJECTIVES:

- * 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.
- * Maintain adequate equipment and vehicles for maintenance of City facilities and roads.
- * Continue to provide professional service of maintenance and support to all other departments.

PERFORMANCE INDICATORS:

Source: Street Department.

Street Improvements



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
STREET DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

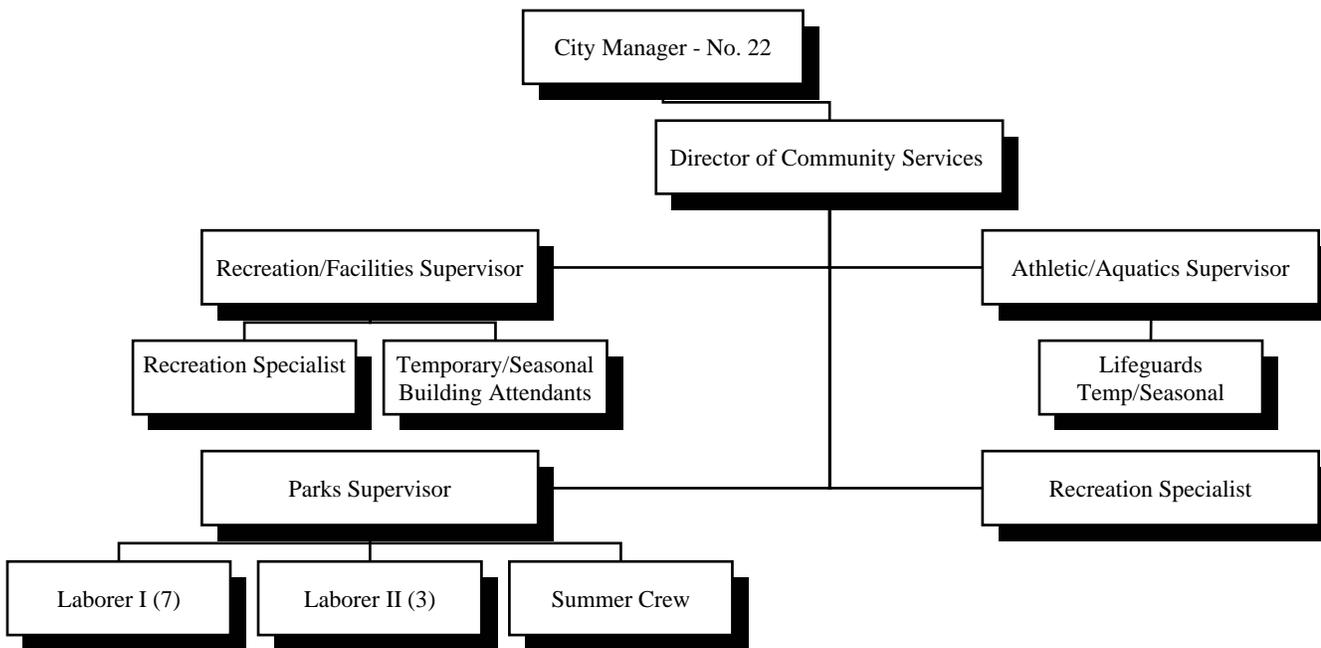
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 186,827	\$ 221,434	\$ 200,434	\$ 220,354
Personnel Support	-	-	-	-
Supplies	12,487	16,600	14,850	14,257
Repairs & Maintenance	56,735	59,300	64,100	57,150
Support Services	176,363	148,388	153,388	150,721
Designated Expenses	330,260	302,931	315,771	337,028
Capital Outlay & Improvements	17,858	7,426	7,445	29,115
Total	<u><u>\$ 780,530</u></u>	<u><u>\$ 756,079</u></u>	<u><u>\$ 755,988</u></u>	<u><u>\$ 808,625</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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	0.5	0	0
Total	<u><u>7.5</u></u>	<u><u>7.5</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 2003-04**

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 2003-04**

EXPENDITURES & APPROPRIATIONS:

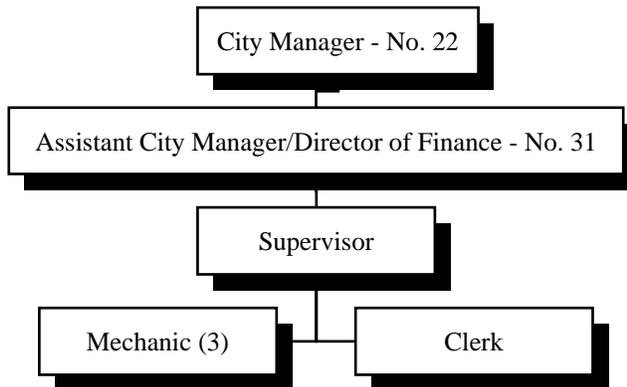
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 515,694	\$ 574,962	\$ 553,710	\$ 566,744
Personnel Support	-	-	-	-
Supplies	31,923	25,163	22,550	22,550
Repairs & Maintenance	38,976	29,738	77,600	30,500
Support Services	96,833	87,835	87,131	85,168
Designated Expenses	-	-	100	2,000
Capital Outlay & Improvements	11,343	7,750	6,600	54,080
Total	<u><u>\$ 694,769</u></u>	<u><u>\$ 725,448</u></u>	<u><u>\$ 747,691</u></u>	<u><u>\$ 761,042</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Athletic/Aquatics Supervisor	1	1	1	1
Athletic Coordinator	0	0	1	0
Director of Community Services	1	1	1	1
Facilities Coordinator	1	1	1	0
Laborer I	7	7	7	7
Laborer II	2	2	2	3
Mechanic	1	1	1	0
Parks Supervisor	1	1	1	1
Recreation/Facilities Supervisor	0	0	0	1
Recreation Specialist	0	0	0	2
Total	<u><u>14</u></u>	<u><u>14</u></u>	<u><u>15</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 2003-04**

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 272-unit fleet.

ACCOMPLISHMENTS:

- * Received certification from the Blue Seal of Excellence for Automotive Service Excellence.
- * Recertified repair personnel through National Institute of Automotive Service Excellence.
- * Inspected 24 pursuit vehicle fleet, repaired ten with cracked frames.
- * Completed 1,460 work orders.
- * Installed \$120,000 worth of repair parts.
- * Processed all pursuit vehicle fleet through the local Ford dealer for upgrades in order to reduce the chance of fire in rear-end collisions.

OBJECTIVES:

- * Assure the performance and scheduling of all preventive maintenance.
- * Continue to maintain status as a Blue Seal of Excellence shop.
- * Continue to maintain Automotive Service Excellence certification.
- * Continue to reduce downtime of fleet and equipment.
- * Continue cost containment program by reducing inventory level to \$40,000.

PERFORMANCE INDICATORS:



Source: Fleet Services Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FLEET SERVICES DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

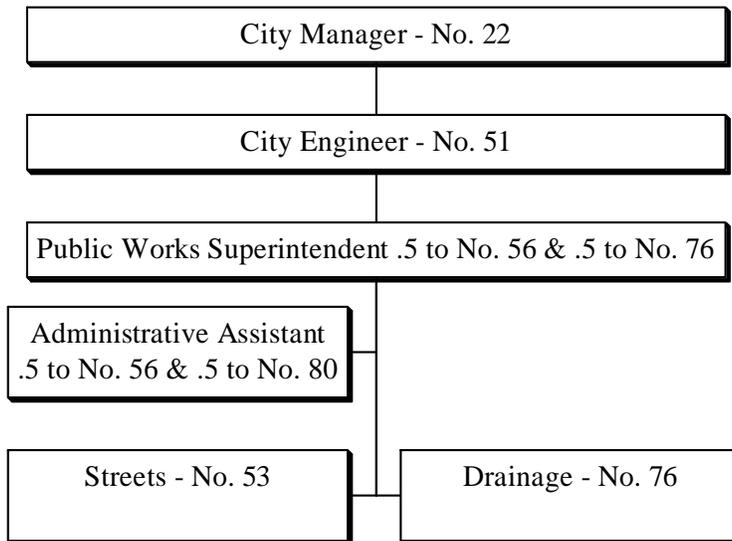
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 124,995	\$ 132,676	\$ 132,443	\$ 165,798
Personnel Support	-	-	-	-
Supplies	4,243	4,150	4,050	4,110
Repairs & Maintenance	2,889	4,719	5,400	2,300
Support Services	9,664	10,437	9,937	15,369
Designated Expenses	-	-	-	700
Capital Outlay & Improvements	-	500	481	-
Total	<u><u>\$ 141,791</u></u>	<u><u>\$ 152,482</u></u>	<u><u>\$ 152,311</u></u>	<u><u>\$ 188,277</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Clerk	1	1	1	1
Mechanic	2	2	2	3
Supervisor	1	1	1	1
Total	<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4</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 2003-04**

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:

- * Updated the comprehensive street inventory listing by adding new subdivisions.
- * Coordinated with Oncor to provide use of their electrical poles for seasonal lighting.

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 2003-04**

EXPENDITURES & APPROPRIATIONS:

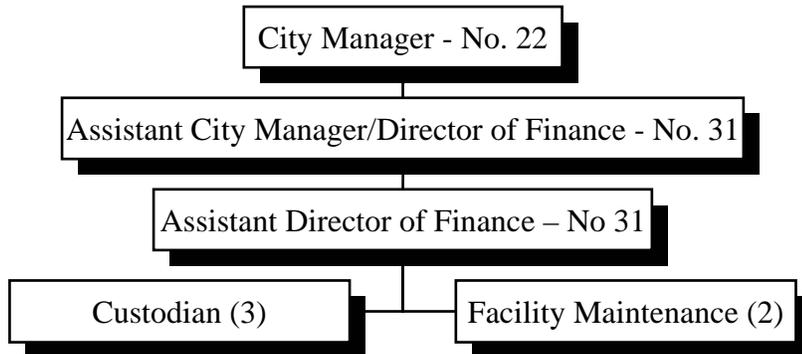
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 48,308	\$ 40,510	\$ 40,958	\$ 26,084
Personnel Support	-	-	-	-
Supplies	987	1,040	1,010	812
Repairs & Maintenance	639	300	280	325
Support Services	4,492	4,004	4,394	3,554
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	152	795	-	-
Total	<u><u>\$ 54,578</u></u>	<u><u>\$ 46,649</u></u>	<u><u>\$ 46,642</u></u>	<u><u>\$ 30,775</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Administrative Assistant	0.5	0.5	0.5	0
Director of Public Works	1	1	0	0
Public Works Superintendent	0	0	0.5	0.5
Total	<u><u>1.5</u></u>	<u><u>1.5</u></u>	<u><u>1</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 2003-04**

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.
- * Rewired golf cart storage Building for new fleet of golf carts.
- * Installed Holiday lighting for the 2003 Holiday Season.
- * Assembled approximately 40 computer desk for the Municipal Library.
- * Installed new plumbing fixtures in the restrooms at Utility Administration.
- * Installed new motors at the Dryden Lift Station.
- * Wired piping for the new building at Hughes Mountain.
- * Maintained City facilities in an exemplary condition.

OBJECTIVES:

- * Continue to provide excellent customer support for all City facilities.
- * Continue to provide quality customer service.
- * Implement a replacement program for the City's air conditioning and heating units.
- * Implement a facility maintenance standard operating procedures handbook.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
FACILITY MAINTENANCE DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 125,855	\$ 135,345	\$ 135,505	\$ 142,545
Personnel Support	-	-	-	-
Supplies	2,362	2,893	3,372	2,329
Repairs & Maintenance	1,248	1,801	1,750	1,400
Support Services	2,114	7,930	7,322	3,575
Designated Expenses	-	-	-	1,500
Capital Outlay & Improvements	-	170	169	-
Total	<u><u>\$ 131,579</u></u>	<u><u>\$ 148,139</u></u>	<u><u>\$ 148,118</u></u>	<u><u>\$ 151,349</u></u>

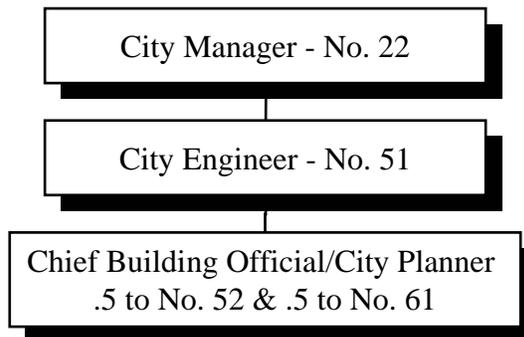
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

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.

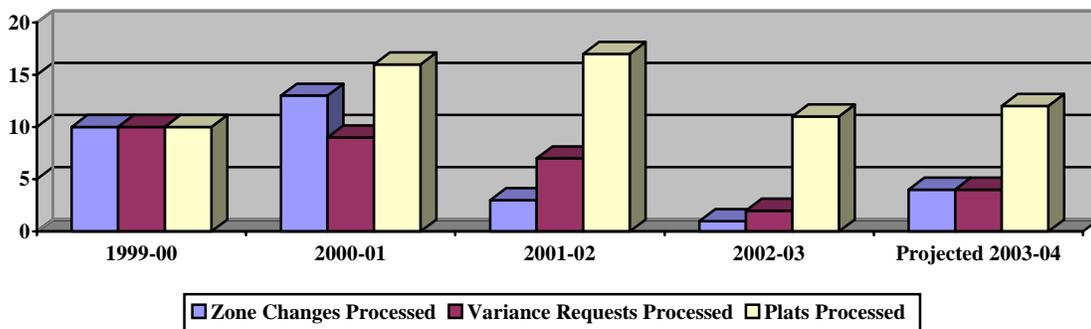
ACCOMPLISHMENTS:

- * Assisted City Council in adopting new sign ordinance.
- * Processed eleven subdivision plats, one zoning change request, two requests for variance and two annexations.

OBJECTIVES:

- * Update the comprehensive plan.
- * Create new zoning map and system for updating the map when zoning changes are made.
- * Implement change in plat processing.

PERFORMANCE INDICATORS:



Source: Planning Department.

**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
PLANNING DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

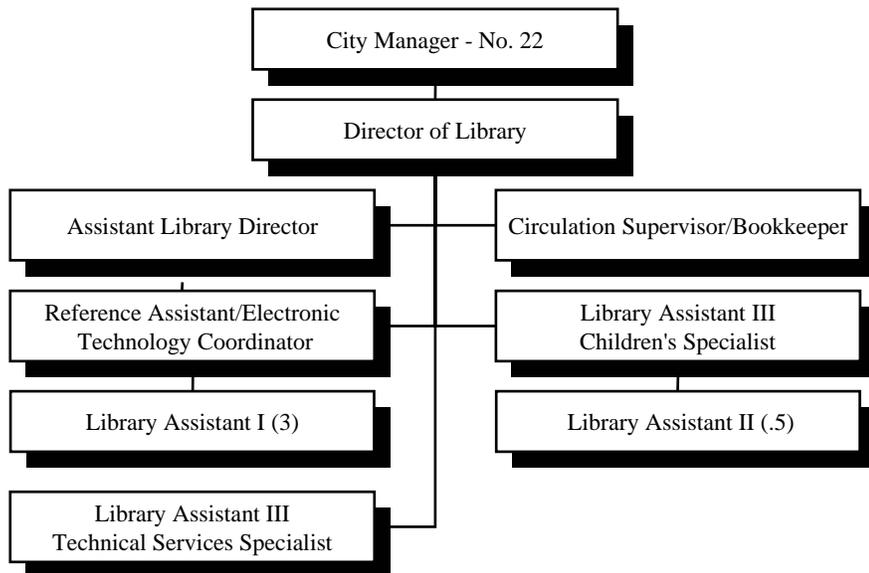
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 58,803	\$ 39,660	\$ 39,505	\$ 40,495
Personnel Support	-	-	-	-
Supplies	1,041	1,120	920	683
Repairs & Maintenance	113	-	-	-
Support Services	2,167	3,874	2,200	22,274
Designated Expenses	688	600	300	400
Capital Outlay & Improvements	129	-	-	-
Total	<u><u>\$ 62,941</u></u>	<u><u>\$ 45,254</u></u>	<u><u>\$ 42,925</u></u>	<u><u>\$ 63,852</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
City Planner	1	1	0.5	0.5
Total	<u><u>1</u></u>	<u><u>1</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 2003-04**

PROGRAM DESCRIPTION:

The Library Department, among other things, circulates print and non-print materials to the public, registers borrowers and maintains files of borrower applications, tracks and issues notices for overdue 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, and assists patrons in the operation of library equipment.

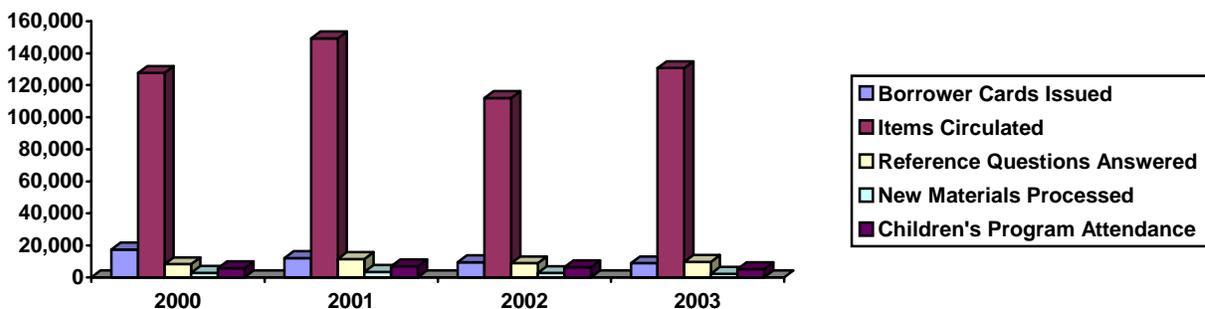
ACCOMPLISHMENTS:

- * Enhanced computer network through the acquisition of additional workstations and equipment that improved our network capabilities.
- * Circulated 130,785 items.
- * Issued 8,770 borrower cards.
- * Answered 9,621 reference questions.
- * Conducted programs for 5,078 children.
- * Processed 2,131 new materials.
- * Provided 19,537 patrons with access to public computers.
- * Processed 1,750 requests to reserve materials.
- * Processed 332 interlibrary loan requests.
- * Conducted daytime book discussion group to promote adult interest in reading.
- * Provided evening informational and cultural programs for adults under the sponsorship of Friends of The Library.
- * Improved collection of unpaid fines.
- * Proposed and implemented an ordinance designed to reduce overdue materials.
- * Provided service to 76,749 patrons.
- * Obtained a \$1,000 grant for the purchase of books.

OBJECTIVES:

- * Provide accurate information to patrons concerning useful print, audiovisual and electronic sources to meet their needs.
- * Continue to improve management and administration of public access computers in a manner that will enhance access, ensure equitable treatment for patrons, and improve staff ability to enforce policy.
- * Reduce loss of library materials through acquisition of security equipment and supplies and through enforcement of ordinance and policy.
- * Select timely, useful, appealing and high quality materials for all collections.
- * Develop and conduct interesting and varied programs for children that promote reading.
- * Develop and conduct programs for adults and young adults.
- * Continue to improve collections of outstanding fines.
- * Maintain an excellent level of customer service.
- * Provide each staff member an opportunity to attend at least one workshop/seminar related to job skills or requirements.
- * Pursue grant opportunities for collection development and equipment enhancement.
- * Continue to review and update policies and practices.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
LIBRARY DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03
Salaries & Benefits	\$ 279,313	\$ 298,339	\$ 303,656
Personnel Support	-	-	-
Supplies	12,521	11,434	11,500
Repairs & Maintenance	6,712	4,411	4,460
Support Services	42,092	46,174	44,300
Designated Expenses	-	-	-
Capital Outlay & Improvements	43,006	43,200	39,100
Total	<u><u>\$ 383,644</u></u>	<u><u>\$ 403,558</u></u>	<u><u>\$ 403,016</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions		
	FY 2000-01	FY 2001-02	FY 2002-03
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 2003-04**

\$ 308,297

-

10,969

7,308

41,438

-

41,745

\$ 409,757

FY 2003-04

1

3

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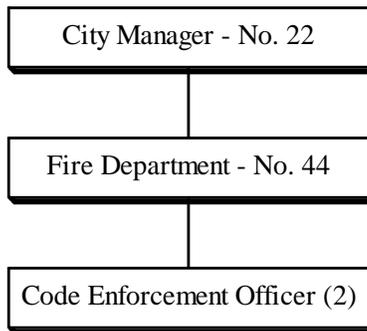
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City of Copperas Cove, Texas

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 DEPARTMENT
FISCAL YEAR 2003-04**

PROGRAM DESCRIPTION:

The Code and Health Department is a multi-compliance enforcement entity with responsibilities that include the issuance of health permits and their associated inspections and the implementation 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 at 100% of all 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 over 2,900 violations of City Ordinances.
- * Established a new recording/filing system for code and health issues.
- * Completed mandated certification training and received special training regarding the West Nile Virus.

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.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
GENERAL FUND
CODE AND HEALTH DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 64,259	\$ 69,689	\$ 69,689	\$ 72,164
Personnel Support	-	-	-	-
Supplies	6,905	6,398	6,698	4,434
Repairs & Maintenance	317	550	550	550
Support Services	9,449	7,974	7,674	7,515
Designated Expenses	-	-	-	300
Capital Outlay & Improvements	716	200	200	7,000
Total	<u><u>\$ 81,646</u></u>	<u><u>\$ 84,811</u></u>	<u><u>\$ 84,811</u></u>	<u><u>\$ 91,963</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	20,083	43,000	43,000	45,000
Supplies	14,909	11,500	11,850	10,250
Repairs & Maintenance	7,552	4,850	5,400	13,500
Support Services	76,238	69,060	126,371	67,460
Designated Expenses	85,909	98,200	98,700	125,200
Capital Outlay & Improvements	11,016	35,000	14,600	-
Transfers Out	189,875	3,000	3,000	45,537
Total	<u>\$ 405,582</u>	<u>\$ 264,610</u>	<u>\$ 302,921</u>	<u>\$ 306,947</u>

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.

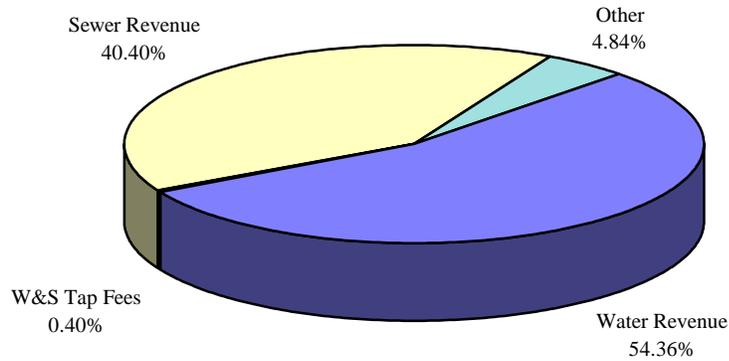
The City Built for Family Living

CITY OF COPPERAS COVE
FISCAL YEAR 2003-04 ADOPTED BUDGET
WATER & SEWER FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,454,201	\$ 1,701,754	\$ 1,698,822	\$ 1,844,606
Capital Improvement Reserve	-	-	-	33,277
TOTAL BEGINNING FUND BALANCE	\$ 1,454,201	\$ 1,701,754	\$ 1,698,822	\$ 1,877,883
Water Revenue	\$ 3,574,987	\$ 3,700,000	\$ 3,653,862	\$ 3,670,000
Sewer Revenue	2,792,030	2,750,000	2,800,000	2,765,000
Senior Citizen Discount	(89,169)	(85,000)	(92,735)	(93,000)
Sale of Bulk Water	-	-	-	-
Water Tap Fees	26,536	22,000	20,836	22,000
Sewer Tap Fees	6,680	5,000	7,000	6,800
Subtotal	<u>\$ 6,311,064</u>	<u>\$ 6,392,000</u>	<u>\$ 6,388,963</u>	<u>\$ 6,370,800</u>
Rental Income	\$ -	\$ -	\$ -	\$ -
Admin Reimb-Drainage	20,000	20,000	20,000	20,000
Interest Revenue	59,336	80,000	46,134	47,000
Late Charge For Billing	207,856	200,000	216,750	210,000
Sale of City Prop & Equip	750	750	750	750
Miscellaneous Revenues	17,581	24,225	26,015	24,015
Subtotal	<u>305,523</u>	<u>324,975</u>	<u>309,649</u>	<u>301,765</u>
TOTAL REVENUES	\$ 6,616,587	\$ 6,716,975	\$ 6,698,612	\$ 6,672,565
EXPENSES:				
Water & Sewer Operations (80)	\$ 95,382	\$ 98,390	\$ 98,647	\$ 118,149
Utility Administration (81)	345,454	420,913	372,708	411,940
Water Distribution (82)	934,961	1,007,016	961,693	974,638
Sewer Collection (83)	314,920	353,926	365,190	350,818
Wastewater Treatment (84)	707,129	731,061	712,863	789,641
Composting (84-01)	111,191	132,678	133,988	138,599
Non-Departmental (85)	3,862,929	3,966,202	3,874,462	4,042,514
TOTAL EXPENSES	\$ 6,371,966	\$ 6,710,186	\$ 6,519,551	\$ 6,826,299
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 1,698,822	\$ 1,708,543	\$ 1,844,606	\$ 1,706,575
Capital Improvement Reserve	-	-	33,277	17,574
TOTAL ENDING FUND BALANCE	\$ 1,698,822	\$ 1,708,543	\$ 1,877,883	\$ 1,724,149
IDEAL FUND BALANCE	\$ 1,592,992	\$ 1,677,547	\$ 1,629,888	\$ 1,706,575
OVER (UNDER) IDEAL FUND BALANCE	\$ 105,830	\$ 30,996	\$ 214,718	\$ 17,574

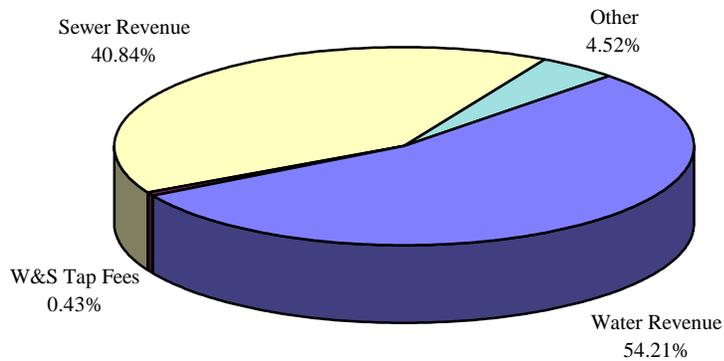
City of Copperas Cove, Texas
Water & Sewer Fund
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Revenues
By Source

Fiscal Year 2002-03 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2002-03 were \$6,716,975

Fiscal Year 2003-04 Budgeted Revenues



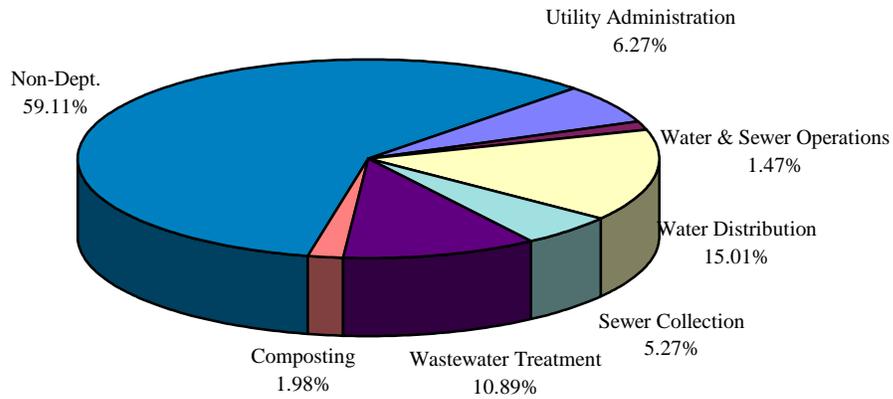
Total Budgeted Revenues for Fiscal Year 2003-04 are \$6,672,565.

City of Copperas Cove, Texas

Water & Sewer Fund

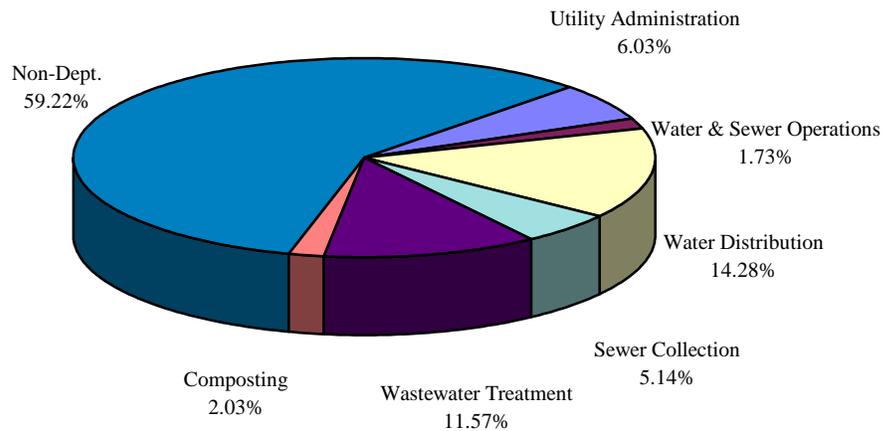
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Expenses By Function

Fiscal Year 2002-03 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2002-03 were \$6,710,024.

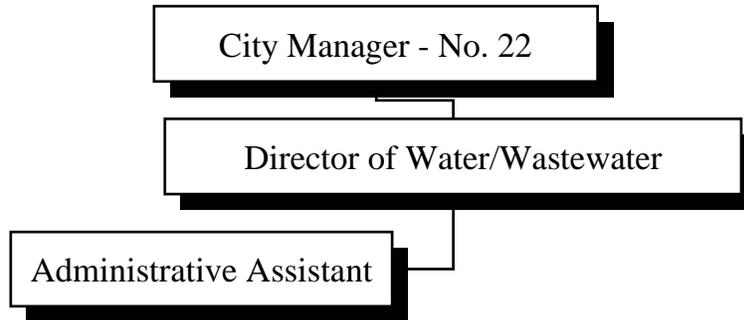
Fiscal Year 2003-04 Budgeted Expenses



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

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 2003-04**

PROGRAM DESCRIPTION:

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. This department seeks to operate effectively and as efficient as possible within approved budgetary constraints, while providing the best possible service to the Citizen's of Copperas Cove.

ACCOMPLISHMENTS:

- * Successfully met all requirements for federal, state, and local requirements.
- * Promoted Compost facility through advertising.
- * Maintained effective and efficient departmental operations.
- * Improved public relations and services to customers.
- * Personnel continued training for license/certification requirements.
- * Completed Third Year Sewer Rehabilitation project.
- * Received new operational permits for all three wastewater treatment plants.
- * Received approval of registration from the Texas Commission on Environmental Quality for reuse of wastewater effluent.
- * Completed construction of the new Public Works Administration building.
- * Completed North Line Loop complete, providing a looped water system at the Northwest side of the City.
- * Completed 330,000 gallon water tank at Turkey Run Pump Station.
- * Completed repairs and painting of three water storage tanks.

OBJECTIVES:

- * Continue to administer operations within approved budgets.
- * Continue to ensure operations of all departments meet or exceed 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 and Phase II Water & Wastewater capital improvement projects.
- * Complete design for the Northeast Wastewater Treatment Plant expansion and Northwest Wastewater Treatment Plant improvements.
- * Continue planning for future needs of the City using Comprehensive Plan as a guide.
- * Complete installation of new 30-Inch Water Transmission Line from Copperas Cove to Killeen.
- * Complete building of new one million gallon water storage tank at Turkey Run.
- * Complete West Highway 190 sewer project.
- * Complete Grimes Crossing water project.
- * Complete Wolfe Road sewer 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 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 88,310	\$ 91,671	\$ 92,381	\$ 110,587
Personnel Support	-	-	-	-
Supplies	716	1,176	1,026	1,350
Repairs & Maintenance	12	259	282	450
Support Services	4,764	4,970	4,644	5,344
Designated Expenses	-	314	314	418
Capital Outlay & Improvements	1,580	-	-	-
Total	<u><u>\$ 95,382</u></u>	<u><u>\$ 98,390</u></u>	<u><u>\$ 98,647</u></u>	<u><u>\$ 118,149</u></u>

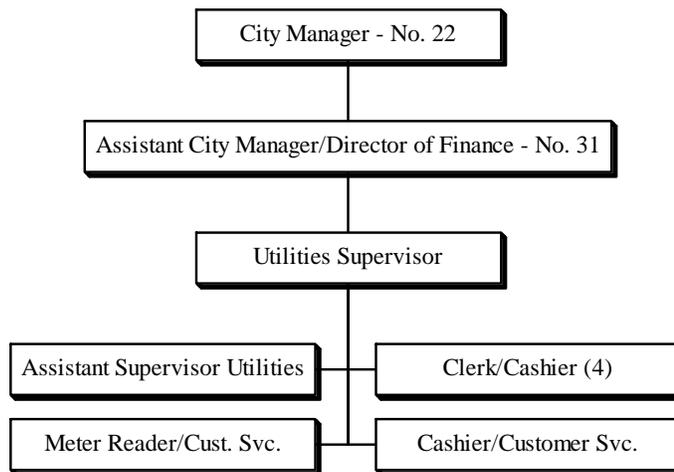
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

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

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.

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.
- * Implement automatic bill payment.
- * Update handheld software.

PERFORMANCE INDICATORS:

	<u>1999-2000</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
Late Charges Accessed:	259,505	290,725	311,744	303,757
Bills Mailed:	117,752	128,202	129,047	127,742
Second Notices Mailed:	28,000	35,555	34,305	40,000
Disconnect for Nonpayment:	7,354	7,871	1,932	1,467

Source: Utility Administration Department.

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
UTILITY ADMINISTRATION DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

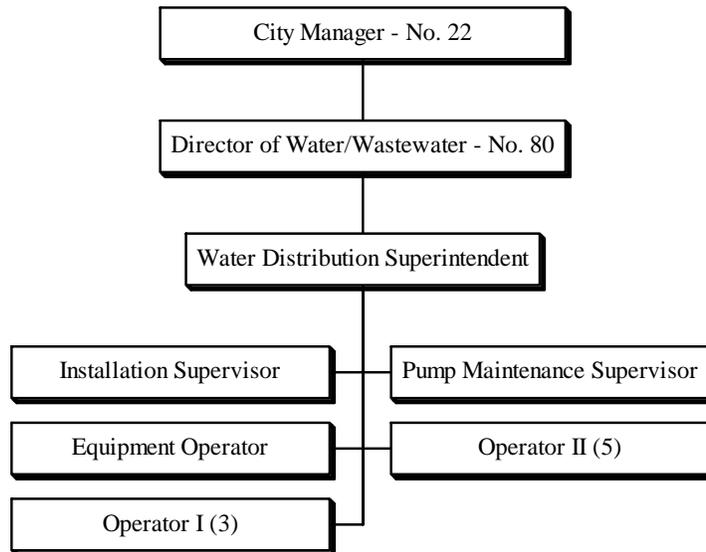
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 224,595	\$ 232,921	\$ 232,171	\$ 236,670
Personnel Support	-	-	-	-
Supplies	66,449	81,065	81,025	79,797
Repairs & Maintenance	5,727	5,374	4,886	17,736
Support Services	31,111	32,299	31,221	32,308
Designated Expenses	10,296	15,200	22,200	45,429
Capital Outlay & Improvements	7,276	54,054	1,205	-
Total	<u><u>\$ 345,454</u></u>	<u><u>\$ 420,913</u></u>	<u><u>\$ 372,708</u></u>	<u><u>\$ 411,940</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			Fy 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Assistant Utilities Supervisor	1	1	1	1
Cashier/Customer Service Rep.	1	1	1	1
Clerk/Cashier	3	3	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>7</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 2003-04**

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 Water Distribution Department maintains and repairs (as needed) approximately 200 miles of water distribution lines of various size, ten pump/storage facilities, approximately 10,500 water meters and approximately 750 fire hydrants in compliance with applicable Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) rules and regulations.

ACCOMPLISHMENTS:

- * Performed operations in compliance with applicable EPA & TCEQ rules and regulations and City policies.
- * Completed Turkey Run one million gallon water storage tank rehabilitation project.
- * Completed North Line Water Loop project.
- * Completed a new building at Hughes Mountain water storage facility.
- * Continues to maintain a "Superior Water System" rating recognized by TCEQ.
- * Has not issued any "Boil Water Notices" in over six years, or had to restrict water usage.
- * Completed 478 work orders.
- * Repaired 37 water main breaks and 40 service main breaks.
- * Relocated 25 meter boxes from driveways and sidewalks, and tested 50 water meters for accuracy.
- * Rebuilt pumps and motors at the Killeen 8" and 12" pump station and Long Mountain.
- * Repaired 20 fire hydrants.
- * Completed "C" Water Distribution licenses by two employees.
- * Set 96 water meters for new construction and replaced 105 meters.
- * Published 2001 Consumer Confidence Report.
- * Completed 30 water taps.
- * Received the "Total Coliform Rule" certificate for outstanding performance during a five-year period for no violations from TCEQ.

OBJECTIVES:

- * Continue to perform operations within approved budget.
- * Continue to ensure water system stays in compliance with EPA and TCEQ rules and regulations.
- * Continue to provide quality service with limited interruptions of water service to customers.
- * Continue training and certification of personnel.
- * Complete the 30" Transmission Water Line from Killeen to Copperas Cove.
- * Continue expansion and upgrade of the water distribution system.
- * Continue updating water maps and SCADA system.
- * Continue implementing and enforcing Backflow and Cross Connection Ordinance and Drought Contingency Plan.
- * Read all water meters accurately and in a timely manner.
- * Continue Five Year Plan to rehabilitate water storage tanks and upgrade water lines.
- * Continue to improve customer service and maintain positive public relations.

PERFORMANCE INDICATORS:

<u>YEAR</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>Projected 2004</u>
No. of water meters for new construction	134	130	75	100	96	110
No. of water meters replaced	20	55	40	77	105	100
No. of water mains repaired	55	43	51	42	37	45
No. of service lines repaired	35	38	25	33	40	35
No. of fire hydrants repaired	43	62	46	30	20	45
No. of meters tested for accuracy	230	175	75	125	50	125

Source: Water Distribution Department.

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WATER DISTRIBUTION DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03
Salaries & Benefits	\$ 358,390	\$ 379,607	\$ 375,443
Personnel Support	-	-	-
Supplies	31,713	36,363	35,742
Repairs & Maintenance	95,503	88,800	87,500
Support Services	410,702	435,726	409,530
Designated Expenses	15,729	18,000	14,950
Capital Outlay & Improvements	22,924	48,520	38,528
Total	<u><u>\$ 934,961</u></u>	<u><u>\$ 1,007,016</u></u>	<u><u>\$ 961,693</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions		
	FY 2000-01	FY 2001-02	FY 2002-03
Equipment Operator	1	1	1
Installation Supervisor	1	1	1
Water Distr. Superintendent	0	0	1
Operator I	3	3	3
Operator II	7	7	5
Pump Maintenance Supervisor	1	1	1
Total	<u><u>13</u></u>	<u><u>13</u></u>	<u><u>12</u></u>

**Adopted
FY 2003-04**

\$ 395,175
-
35,125
88,714
417,189
20,935
17,500

\$ 974,638

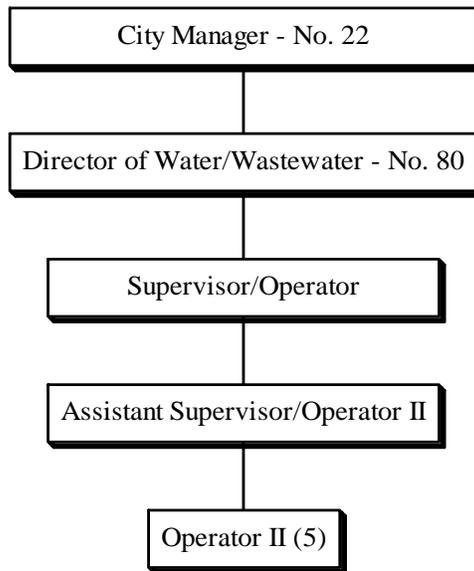
FY 2003-04

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 2003-04**

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 maintains and repairs (as needed) approximately 200 miles of various size wastewater transmission lines, 2000 manholes and 10 lift stations in compliance with TCEQ regulations. Sewer Collection responds to all requests for assistance involving the wastewater collection system and maintains appropriate records.

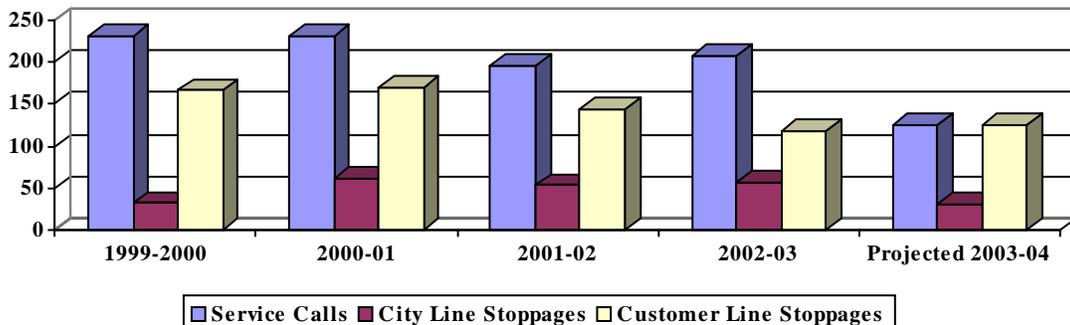
ACCOMPLISHMENTS:

- * Performed operations in accordance with established regulations.
- * Responded to 199 service calls to date of which 46 were City main stoppages and 93 were service lines.
- * Cleaned numerous City mains through 1,977 manholes.
- * Consumed 609,500 gallons of water through the operation of the VacCon.
- * Repaired service line at Whisenhunt Realty on East Highway 190.
- * Installed service tap at 402 North 2nd Street.
- * Upgraded closed circuit inspection van.
- * Installed "Tin Horn" at Summers Place Creek Road Crossing.
- * Constructed ramp for VacCon waste at Northwest Wastewater Treatment Plant.
- * Inspected sewer mains at Henry, North 4th Street, Ogletree Gap and 1410 Freedom Lane utilizing closed circuit inspection system.
- * Removed lift station and a manhole at Janelle Road.

OBJECTIVES:

- * Increase manpower to enable this department to accomplish all objectives set forth in published requirements established by TCEQ.
- * Maintain a clean and healthy environment for the citizens of Copperas Cove.
- * Continue to prevent fines imposed by TCEQ to the City by preventing unauthorized sewer discharge through an aggressive and intensive maintenance program.
- * Develop more educated and proficient operators.
- * Accomplish certification requirements as prescribed by TCEQ.
- * Reduce service calls and City main backups through VacCon operations.
- * Obtain a replacement on-call vehicle.
- * Implement a maintenance training program.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
SEWER COLLECTION DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

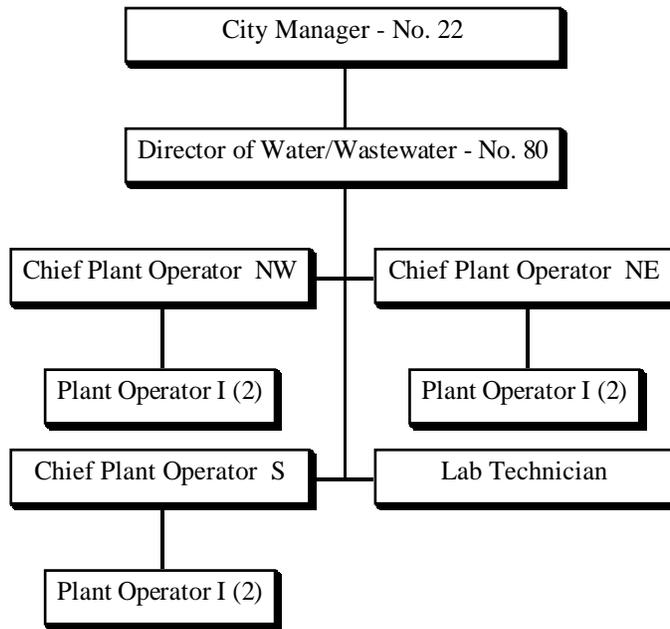
Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 206,856	\$ 214,964	\$ 222,585	\$ 233,138
Personnel Support	-	-	-	-
Supplies	13,495	14,880	15,085	15,475
Repairs & Maintenance	28,064	30,050	30,850	30,500
Support Services	16,957	18,980	20,150	19,965
Designated Expenses	45,168	45,169	45,169	21,900
Capital Outlay & Improvements	4,380	29,883	31,351	29,840
Total	<u><u>\$ 314,920</u></u>	<u><u>\$ 353,926</u></u>	<u><u>\$ 365,190</u></u>	<u><u>\$ 350,818</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 2003-04**

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.
- * Received approved registration from TCEQ for the reuses of effluent from all three plants.
- * Operated three treatment plants with no unauthorized discharges or spills of wastewater.
- * Received new operational permits for all three plants which will allow the City to expand from 6.35 million gallons per day to 9.0 million gallons per day.

OBJECTIVES:

- * Continue operations of the City's wastewater treatment facilities in compliance with all laws, rules and permit requirements of EPA and TCEQ.
- * Continue and complete permitting requirements and design work for 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 to facilitate greater efficiency of 4.0 million gallons per day.
- * 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 and eliminate the use of potable water for irrigation.

**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
WASTEWATER TREATMENT DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 316,755	\$ 327,868	\$ 331,359	\$ 346,513
Personnel Support	-	-	-	-
Supplies	50,838	55,100	49,500	46,100
Repairs & Maintenance	49,632	62,612	56,100	49,000
Support Services	244,214	241,146	233,900	277,315
Designated Expenses	34,427	42,504	40,343	52,213
Capital Outlay & Improvements	11,263	1,831	1,661	18,500
Total	<u><u>\$ 707,129</u></u>	<u><u>\$ 731,061</u></u>	<u><u>\$ 712,863</u></u>	<u><u>\$ 789,641</u></u>

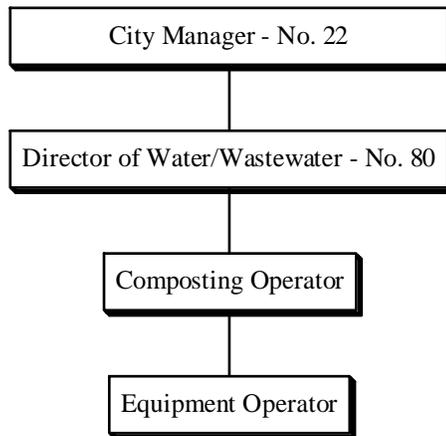
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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>

Since fiscal year 2000-01 the Composting Operator, Director of Water/Wastewater and the Administrative Assistant have been accounted for in their own departments.

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 2003-04**

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 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.

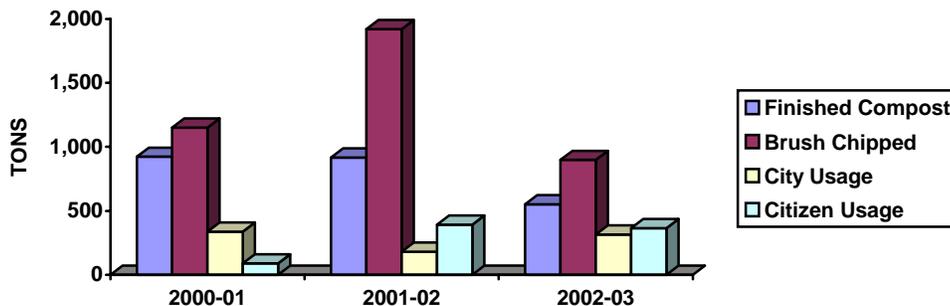
ACCOMPLISHMENTS:

- * Increased the awareness of the City of Copperas Cove Composting Facility by advertising and presentations.
- * Increased sales for both compost and mulch to the citizens of Copperas Cove.
- * Presented slide presentation to the citizens for the Fall and Spring Compost and Mulch Awareness Program.
- * Presented a display of composting and mulching products at the Taste of Cove Event.
- * Obtained the required license and certification required for compost operation.
- * Met and complied with TCEQ rules and regulations
- * Exceeded volume sales of compost and mulch to the public by 110%.
- * Implemented a delivery service for the citizen of Copperas Cove.
- * Performed daily safety inspections.

OBJECTIVES:

- * Operate the Compost Facility in accordance with rules and requirements set forth in MSW-42017 and TCEQ regulations 312.1 thru 3332.75, 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 that is safe for the City to market and citizens to use.
- * Increase manpower to assist in operations and expanding demand of composting product.
- * Accomplish certification requirements as prescribed by TCEQ.
- * Increase product awareness by teaming up with the Solid Waste Recycling Program through school presentations.
- * Develop educated and proficient operators through continuous training.
- * Upgrade composting equipment to allow for increase production of compost and to minimize down time.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
WATER & SEWER FUND
COMPOSTING DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 53,805	\$ 59,837	\$ 59,837	\$ 61,663
Personnel Support	-	-	-	1,500
Supplies	5,389	10,340	8,350	8,370
Repairs & Maintenance	5,916	12,050	16,350	20,500
Support Services	5,258	6,430	6,430	6,845
Designated Expenses	39,295	39,721	38,721	39,721
Capital Outlay & Improvements	1,528	4,300	4,300	-
Total	<u><u>\$ 111,191</u></u>	<u><u>\$ 132,678</u></u>	<u><u>\$ 133,988</u></u>	<u><u>\$ 138,599</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Composting Operator	1	1	2	1
Equipment Operator	1	1	0	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
WATER & SEWER FUND
NON-DEPARTMENTAL
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	49	-	550	-
Repairs & Maintenance	4,239	-	8,210	-
Support Services	10,359	9,900	33,300	33,300
Designated Expenses	3,832,883	3,941,302	3,811,116	4,009,214
Capital Outlay & Improvements	15,399	15,000	21,286	-
Total	<u><u>\$ 3,862,929</u></u>	<u><u>\$ 3,966,202</u></u>	<u><u>\$ 3,874,462</u></u>	<u><u>\$ 4,042,514</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.

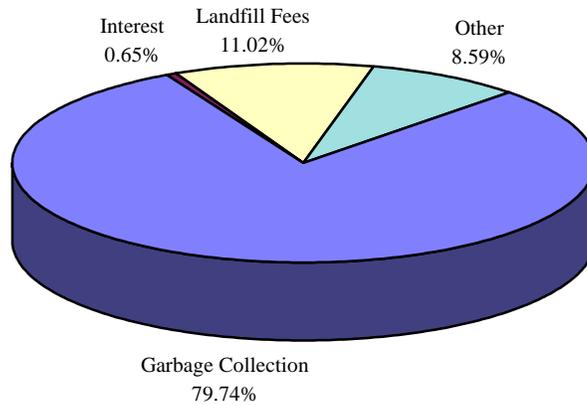
The City Built for Family Living

CITY OF COPPERAS COVE
FISCAL YEAR 2003-04 ADOPTED BUDGET
SOLID WASTE FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ 549,362	\$ 507,084	\$ 507,856	\$ 482,911
TOTAL BEGINNING FUND BALANCE	\$ 549,362	\$ 507,084	\$ 507,856	\$ 482,911
REVENUES:				
Garbage Collection Fees	\$ 1,859,359	\$ 1,980,075	\$ 1,980,802	\$ 2,000,000
Senior Discount	(24,838)	(25,695)	(27,810)	(28,000)
Sanitary Landfill Fees	285,319	270,000	241,000	245,000
Recycling Proceeds	21,269	15,300	27,000	20,000
Sale of Scrap Metal	8,470	21,903	11,500	12,500
Subtotal	<u>\$ 2,149,579</u>	<u>\$ 2,261,583</u>	<u>\$ 2,232,492</u>	<u>\$ 2,249,500</u>
Interest Revenue	\$ 15,897	\$ 16,000	\$ 10,015	\$ 11,000
Late Charge For Billing	103,888	110,000	99,875	100,000
Sale of City Prop & Equip	-	-	-	-
Recycling Grant	-	-	-	-
Advance to Water and Sewer Fund	61,200	61,200	61,200	-
Miscellaneous Revenues	7,616	2,000	10,000	8,000
Subtotal	<u>\$ 188,601</u>	<u>\$ 189,200</u>	<u>\$ 181,090</u>	<u>\$ 119,000</u>
TOTAL REVENUES	\$ 2,338,180	\$ 2,450,783	\$ 2,413,582	\$ 2,368,500
EXPENSES:				
Solid Waste Operations (90)	\$ 103,149	\$ 129,699	\$ 117,358	\$ 133,028
Solid Waste Collection - Residential (91-01)	196,859	222,025	214,689	222,894
Solid Waste Collection - Recycling (91-02)	109,053	120,667	118,935	114,202
Solid Waste Collection - Brush (91-03)	84,034	91,660	85,752	113,329
Solid Waste Collection - Commercial (91-04)	119,400	170,555	155,734	164,732
Solid Waste Collection - KCCB (91-05)	-	-	-	11,475
Solid Waste Disposal (92)	848,064	805,072	794,250	775,204
Non-Departmental (95)	919,127	951,809	951,809	1,082,370
TOTAL EXPENSES	\$ 2,379,686	\$ 2,491,487	\$ 2,438,527	\$ 2,617,234
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ 507,856	\$ 466,380	\$ 482,911	\$ 234,177
TOTAL ENDING FUND BALANCE	\$ 507,856	\$ 466,380	\$ 482,911	\$ 234,177
IDEAL FUND BALANCE	\$ 594,922	\$ 622,872	\$ 609,632	\$ 654,309
OVER (UNDER) IDEAL FUND BALANCE	\$ (87,066)	\$ (156,492)	\$ (126,721)	\$ (420,132)

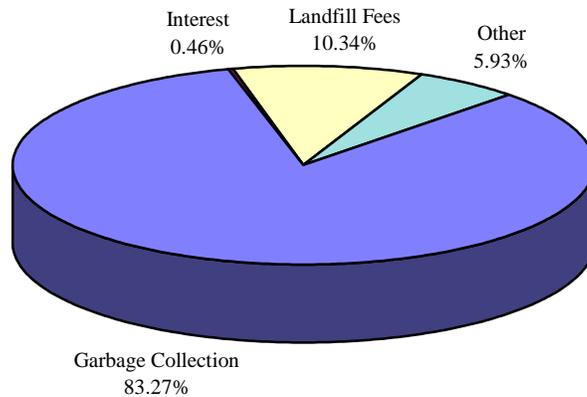
City of Copperas Cove, Texas
Solid Waste Fund
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Revenues
By Source

Fiscal Year 2002-03 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2002-03 were \$2,450,783.

Fiscal Year 2003-04 Budgeted Revenues



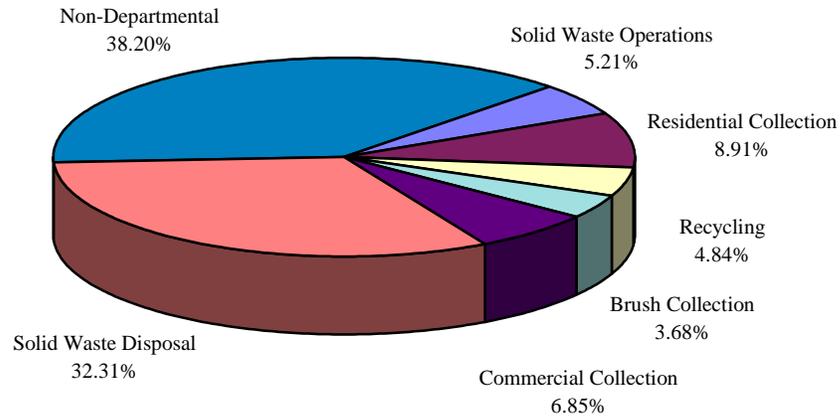
Total Budgeted Revenues for Fiscal Year 2003-04 are \$2,368,500.

City of Copperas Cove, Texas

Solid Waste Fund

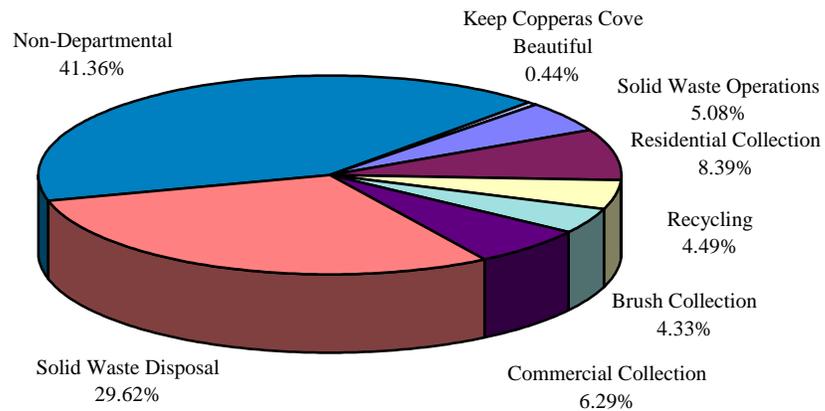
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Expenses By Function

Fiscal Year 2002-03 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2002-03 were \$2,491,487.

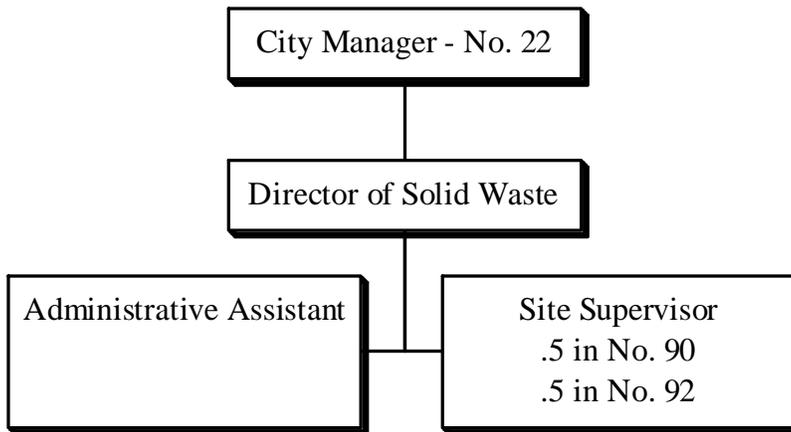
Fiscal Year 2003-04 Budgeted Expenses



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

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 2003-04**

PROGRAM DESCRIPTION:

The Operations 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.
- * Providing other solid waste management services as required by the City Council.
- * Participating in two citywide clean-up events and Texas Recycles Day.
- * Defensive driving for all Solid Waste employees.

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.
- * Enhanced excess tracking system for monthly receipts and City vehicle loads.
- * Implemented the first Hazardous Waste Clean-Up Events in conjunction with Central Texas Council of Governments.

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 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 90,456	\$ 113,528	\$ 102,858	\$ 117,466
Personnel Support	-	-	-	-
Supplies	2,453	2,378	2,650	2,200
Repairs & Maintenance	102	572	600	700
Support Services	9,688	10,280	8,500	9,992
Designated Expenses	-	1,726	1,534	2,670
Capital Outlay & Improvements	450	1,215	1,216	-
Total	<u><u>\$ 103,149</u></u>	<u><u>\$ 129,699</u></u>	<u><u>\$ 117,358</u></u>	<u><u>\$ 133,028</u></u>

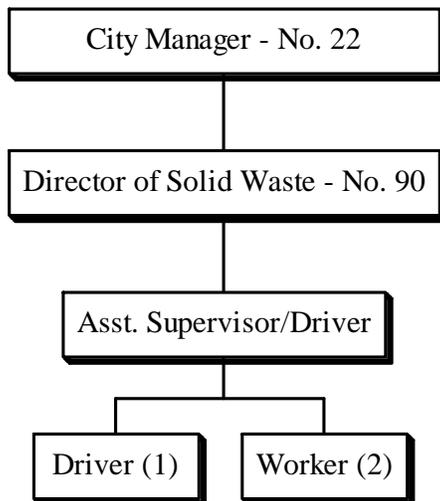
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Administrative Assistant	1	1	1	1
Director of Solid Waste	1	1	1	1
Site Supervisor	1	1	0.5	0.5
Total	<u><u>3</u></u>	<u><u>3</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 2003-04**

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.

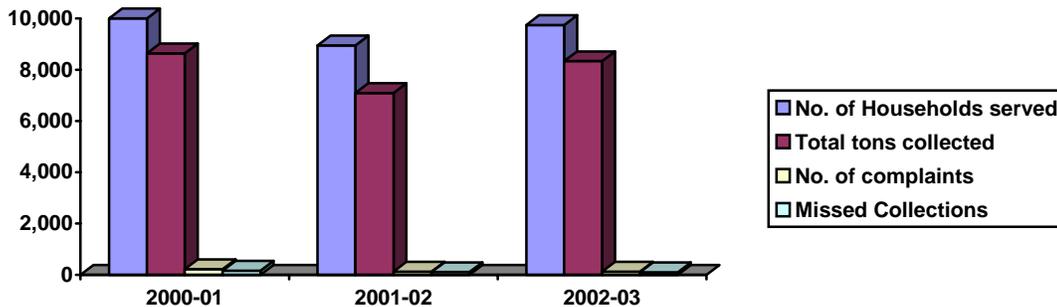
ACCOMPLISHMENTS:

- * 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.
- * Added an additional automated truck to lighten daily load on two current trucks.
- * Cross-trained employees on residential routes.
- * Participated in two city-wide clean-up events.
- * Participated in Texas Recycles Day.
- * Provided defensive driving training for all residential department employees.

OBJECTIVES:

- * Offer additional training to promote driver awareness.
- * Maintain the highest quality of customer service.
- * Split collection route from four to five routes to lessen number of households collected daily.
- * Maintain professional driving and work safety.

PERFORMANCE INDICATORS:



**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - RESIDENTIAL DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 122,023	\$ 125,049	\$ 124,448	\$ 128,611
Personnel Support	-	-	-	-
Supplies	12,953	12,900	15,180	14,300
Repairs & Maintenance	38,736	40,000	37,100	37,000
Support Services	2,446	2,712	2,560	2,404
Designated Expenses	20,701	34,884	34,884	35,884
Capital Outlay & Improvements	-	6,480	517	1,310
Total	<u><u>\$ 196,859</u></u>	<u><u>\$ 222,025</u></u>	<u><u>\$ 214,689</u></u>	<u><u>\$ 219,509</u></u>

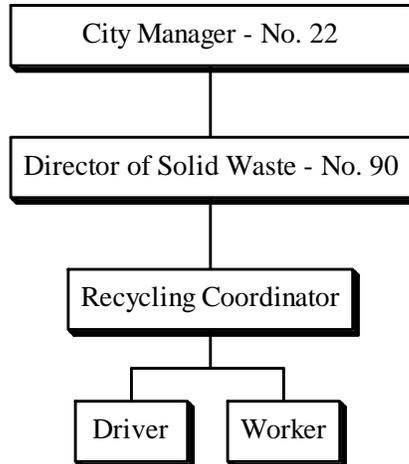
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Assistant Supervisor/Driver	1	1	1	1
Driver	2	2	1	1
Worker	3	3	2	2
Total	<u><u>6</u></u>	<u><u>6</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 2003-04**

PROGRAM DESCRIPTION:

The Recycling Department provides bi-weekly citywide curbside collection of recyclable materials, operates five drop off sites, and a recycling center. These services help meet the community’s desire for 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.
- * Spoke to 469 students at Hollie Parsons Elementary School about the importance of recycling.
- * Held two citywide clean-up events.
- * Participated in establishing the Central Texas Council of Government’s Hazardous Waste Clean-up Events.
- * Started a Pilot Program for the collection of plastics curbside.
- * Participated in the Central Texas Council of Governments Earth Fair.
- * Participated in the Mother Earth Celebration in conjunction with Tribal American Network and Parks and Recreation Department.
- * Participated in Tuesday Night-Out events in conjunction with Parks and Recreation.
- * Held two composting classes in conjunction with the Compost Department.
- * Enhanced commercial recycling program.
- * Delivered 1,500 lids to recycling customers as part of a grant received from Central Texas Cooperative of Governments and Texas Commission on Environmental Quality.
- * 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.
- * Educate citizens on recycling program benefits through citywide activities.
- * Continue to enhance the working partnership with the Copperas Cove Independent School District.
- * Visit other Texas recycling facilities.
- * Host citywide clean-up projects and other special events.
- * Host compost classes in conjunction with the Compost Department.
- * Increase diversions by 1%.

PERFORMANCE INDICATORS:

Trend Descriptions:	<u>1999-2000</u>	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>
Recyclables Collected				
* curbside	181 tons	307 tons	310 tons	416 tons
* drop-off cites	146 tons	58 tons	109 tons	103 tons
* scrap metal	78 tons	81 tons	146 tons	176 tons
Savings Diverted				
* curbside	\$4,941	\$8,381	\$8,463	\$11,356
* drop-off cites	\$3,986	\$1,583	\$2,976	\$2,811
* scrap metal	\$2,129	\$2,211	\$3,986	\$4,804
% of Solid Waste Diverted	12%	3%	4%	5%
Revenue from sale of recyclable	\$6,427	\$17,170	\$15,000	\$25,261
Monthly set-out-rate	N/A	15%	20%	18%
Number of special projects	4	2	4	4
Used-oil collected	N/A	948 gal	930 gal	577 gal

Source: Solid Waste Department

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - RECYCLING DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 88,967	\$ 90,754	\$ 89,875	\$ 92,200
Personnel Support	-	-	-	-
Supplies	9,316	14,019	15,900	12,020
Repairs & Maintenance	6,900	6,400	5,900	5,700
Support Services	3,870	9,436	7,202	5,157
Designated Expenses	-	58	58	1,200
Capital Outlay & Improvements	-	-	-	1,310
Total	<u><u>\$ 109,053</u></u>	<u><u>\$ 120,667</u></u>	<u><u>\$ 118,935</u></u>	<u><u>\$ 117,587</u></u>

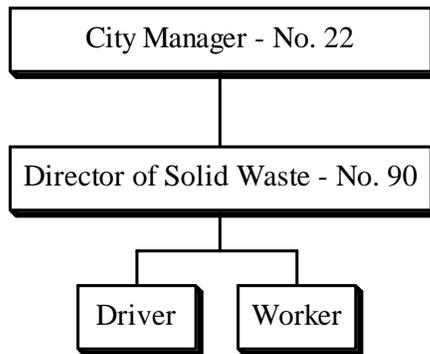
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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 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 2003-04**

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.
- * Provided defensive driving classes for all employees.
- * Collected kraft bags once a week during the months of June, July and August.
- * Sold bio-degradable plastic compost bags.

OBJECTIVES:

- * Continue to enhance collection of materials.
- * Enhance the "Don't Bag It Program" through education and compost classes.
- * Offer 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.
- * Enhance junk item collection by purchasing a new boom truck which will raise productivity and promote safety and increase efficiency.

PERFORMANCE INDICATORS:

Descriptions:	2000-01	2001-02	2002-03
Number of Bags Sold:	25,995	31,380	22,970
Tons of Brush Disposed:	1,026	996	1,260
Tons of Junk Collected:	684	672	684
Savings Diverted: Brush	\$28,010	\$27,191	\$34,398

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - BRUSH DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 56,795	\$ 62,328	\$ 61,325	\$ 62,095
Personnel Support	-	-	-	-
Supplies	15,152	21,600	17,595	17,600
Repairs & Maintenance	10,194	5,000	5,000	5,000
Support Services	1,893	2,732	1,832	2,324
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	-	-	-	26,310
Total	<u><u>\$ 84,034</u></u>	<u><u>\$ 91,660</u></u>	<u><u>\$ 85,752</u></u>	<u><u>\$ 113,329</u></u>

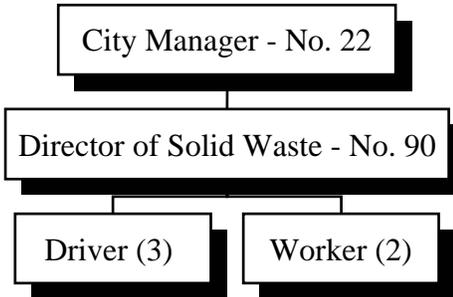
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
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



5 Full Time Employees

The City Built for Family Living

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - COMMERCIAL DEPARTMENT
FISCAL YEAR 2003-04**

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:

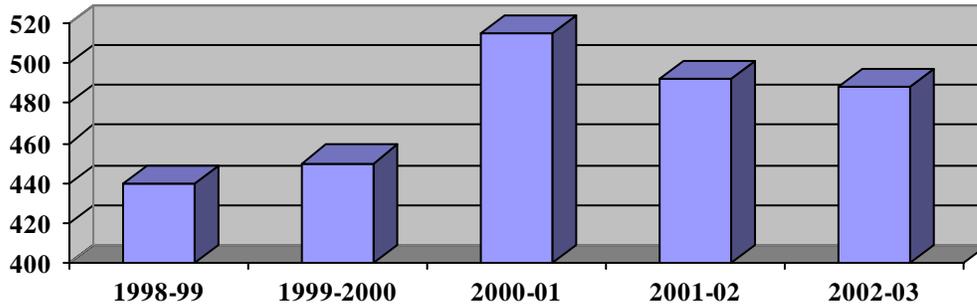
- * Participated in enhancing commercial recycling.
- * Cross-trained other Solid Waste employees on the collection route.
- * Collected 5,856 tons of solid waste from commercial customers.
- * Increased participation in cardboard recycling from four businesses to twelve.
- * Provided defensive driving for all employees.

OBJECTIVES:

- * Enhance commercial recycling program.
- * Enhance commercial collection by implementation of a front load automated system for dumpsters.
- * Offer additional training to promote driver awareness.
- * Maintain the highest quality of customer service.

PERFORMANCE INDICATORS:

Commercial Customers Served



**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - COMMERCIAL DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 101,344	\$ 149,325	\$ 134,222	\$ 143,678
Personnel Support	-	-	-	-
Supplies	5,355	6,339	7,585	6,250
Repairs & Maintenance	10,578	8,050	7,048	7,000
Support Services	2,083	2,321	2,362	2,494
Designated Expenses	40	4,000	4,000	4,000
Capital Outlay & Improvements	-	520	517	1,310
Total	<u><u>\$ 119,400</u></u>	<u><u>\$ 170,555</u></u>	<u><u>\$ 155,734</u></u>	<u><u>\$ 164,732</u></u>

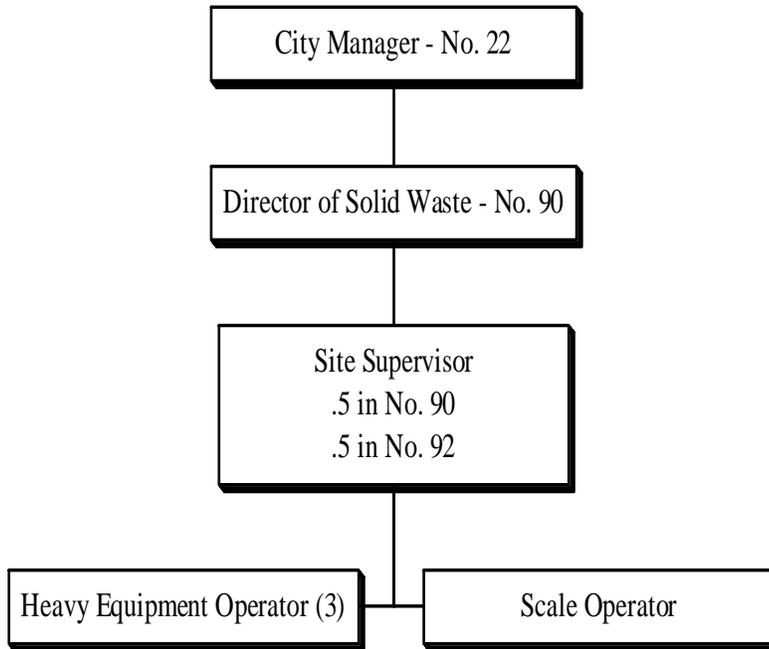
FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Driver	1	2	3	3
Worker	1	2	2	2
Total	<u><u>2</u></u>	<u><u>4</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 2003-04**

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:

- * Made improvements to the facility by planting grass, shrubs, and trees.
- * Maintained facility to comply with TCEQ regulations.
- * Participated in two city-wide clean-up events.
- * Participated in Texas Recycles Day.
- * Improved the facility to meet ADA requirements.
- * Provided support on field trips to the Solid Waste Operational Center.
- * Provided defensive driving for all employees.

OBJECTIVES:

- * Train all employees in waste screening and Transfer Station operations.
- * Keep the facility clean and sanitary.
- * Support and participate in clean-up events and other city activities.
- * Improve safety awareness.
- * Visit area neighborhoods and encourage them to visit the facility.
- * Support and participate in special clean-up days and environmental education efforts.
- * Continue to operate the Landfill and Transfer Station in compliance with TCEQ and Environmental Protection Agency (EPA) guidelines.

PERFORMANCE INDICATORS:

	1999-2000	2000-01	2001-02	2002-03
Total Tonnage Transferred:	21,917	20,216	20,662	20,172
Total Revenue (Outside Customers):	\$206,102	\$240,734	\$255,132	\$235,092
Total Trips by City Vehicles:	4,479	3,750	4,044	4,636
Total Trips by Other Entities:	6,195	7,475	6,816	7,206

Source: Solid Waste Department

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE DISPOSAL DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ 160,724	\$ 141,300	\$ 130,528	\$ 141,296
Personnel Support	-	-	-	-
Supplies	7,293	8,600	10,550	9,170
Repairs & Maintenance	11,180	9,500	7,700	7,700
Support Services	17,667	15,772	11,172	15,964
Designated Expenses	650,750	624,500	628,900	596,500
Capital Outlay & Improvements	450	5,400	5,400	4,574
Total	<u><u>\$ 848,064</u></u>	<u><u>\$ 805,072</u></u>	<u><u>\$ 794,250</u></u>	<u><u>\$ 775,204</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Heavy Equipment Operators	3	3	3	3
Scale Operator	1	1	1	1
Site Supervisor	1	1	0.5	0.5
Total	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>4.5</u></u>	<u><u>4.5</u></u>

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION – KCCB
FISCAL YEAR 2003-04**

PROGRAM DESCRIPTION:

Keep Copperas Cove Beautiful is an affiliate of Keep Texas Beautiful and strives to develop a long-term program that will make long-term positive changes. Keep Texas Beautiful is a grass roots system of local programs committed to the overall goal of keeping Texas beautiful. The Keep Texas Beautiful program is a proven and practical way for a community to devise solutions to their solid waste management problems. Keep Texas Beautiful helps develop proper waste handling practices to include litter prevention, clean-up, beautification and solid waste management. This program can increase economic development, change a visitor's perception of our community and change attitudes that have possibly perpetuated litter and solid waste problems throughout our community.

ACCOMPLISHMENTS:

- * Created and approved by the City Council by City Ordinance No. 2002-20.
- * Hosted a luncheon and spoke to citizens about the Keep Texas Beautiful program.
- * Formed affiliation with Keep Texas Beautiful with a 15-member board.
- * Passed and approved the commission's by-laws.
- * Adopted a mission statement.
- * Created a Keep Copperas Cove Beautiful logo.
- * Gained full affiliate status through Keep Texas Beautiful.
- * Hosted the "Don't Mess With Texas Trash-Off" on April 5, 2003.
- * Hosted the "Great American Clean Up" on May 3, 2003.
- * Designed letterhead and banner for the commission.
- * Designed t-shirts and participated in a fundraiser activity.
- * Created the Adopt-a-Spot Program.
- * Created the "Yard and "Business" of the Month Program.
- * Created a quarterly newsletter that is sent out via Utility Administration.
- * Recruited various organizations to volunteer for events.
- * Enhanced the entry way signs into the City by planting native plants.

OBJECTIVES:

- * Enhance community ties with the program.
- * Enhance relationship with Copperas Cove Independent School District by creating the "Green" classroom program.
- * Begin work on creating a memorial park around the Pioneer/Walker Cemetery.
- * Create a brochure for the commission.
- * Recruit more volunteers to help maintain the program.
- * Participate in community events sponsored by the City and the Downtown Association.
- * Begin fund raising activities.
- * Work in conjunction with Parks and Recreation to do beautification projects in the park.
- * Work in conjunction with the Downtown Association to enhance the downtown area.
- * Work in conjunction with the railroad to plant trees along Avenue D.
- * Work in conjunction with the Texas Department of Transportation to enhance Highway 190.

PERFORMANCE INDICATORS:

Keep Copperas Cove Beautiful is in its first year as a separate division and currently has no statistics to provide.

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
SOLID WASTE COLLECTION - KEEP COPPERAS COVE BEAUTIFUL (KCCB)
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	-	-	-	7,100
Repairs & Maintenance	-	-	-	-
Support Services	-	-	-	4,375
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	-	-	-	-
Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 11,475</u></u>

This department was created in fiscal year 2002-03

**CITY OF COPPERAS COVE, TEXAS
SOLID WASTE FUND
NON-DEPARTMENTAL
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS:

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	-	-	-	-
Repairs & Maintenance	-	-	-	-
Support Services	2,060	3,200	3,200	3,200
Designated Expenses	37,533	39,225	39,225	41,000
Capital Outlay & Improvements	879,534	909,384	909,384	1,038,170
Total	<u>\$ 919,127</u>	<u>\$ 951,809</u>	<u>\$ 951,809</u>	<u>\$1,082,370</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.

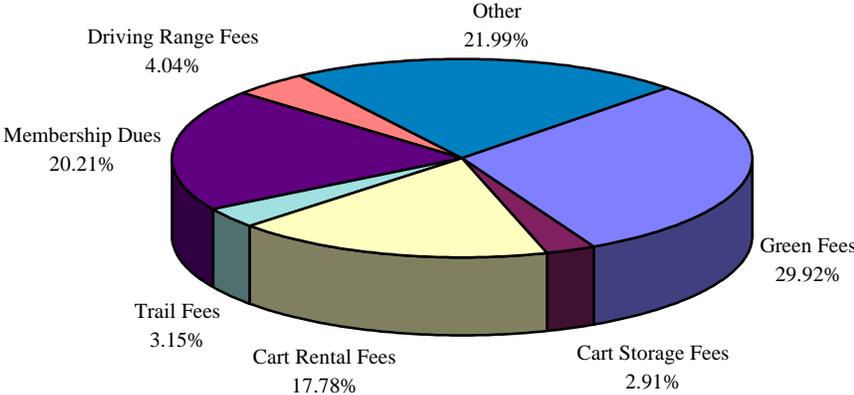
The City Built for Family Living

CITY OF COPPERAS COVE
FISCAL YEAR 2003-04 ADOPTED BUDGET
GOLF COURSE FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE

Description	Actual FY 2001-02	Adopted Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
BEGINNING FUND BALANCE:				
Unreserved, Undesignated	\$ (31,472)	\$ (20,000)	\$ (45,337)	\$ (24,800)
TOTAL BEGINNING FUND BALANCE	<u>\$ (31,472)</u>	<u>\$ (20,000)</u>	<u>\$ (45,337)</u>	<u>\$ (24,800)</u>
REVENUES:				
Green Fees	\$ 177,091	\$ 185,000	\$ 178,000	\$ 185,000
Cart Rental Fees	95,395	110,000	113,000	125,000
Equipment Rental Fees	-	-	-	-
Membership Dues	121,599	125,000	143,000	110,000
Tournament Fees	-	-	8,000	8,000
Cart Storage Fees	17,450	18,000	17,700	18,000
Handi-Cap Fees	-	-	-	-
Trail Fees	18,476	19,500	19,000	19,000
Pro Shop Sales	5,039	52,000	60,000	60,000
Billing Late Fees	744	1,000	100	250
Driving Range Fees	23,594	25,000	25,500	26,000
Snack Bar Revenue	52,364	55,000	54,000	55,000
Snack Bar Revenue-Alcohol Sale	20,800	25,000	21,000	5,500
Miscellaneous Revenue	446	-	-	-
Transfer from General Fund	69,000	3,000	3,000	45,337
TOTAL GOLF COURSE FUND REVENUES	<u>\$ 601,998</u>	<u>\$ 618,500</u>	<u>\$ 642,300</u>	<u>\$ 657,087</u>
EXPENSES:				
Golf Course - Operations	\$ 538,383	\$ 531,979	\$ 550,988	\$ 538,091
Golf Course - Pro Shop	-	-	-	-
Golf Course - Concession	77,480	73,801	70,775	73,824
EXPENDITURES	<u>\$ 615,863</u>	<u>\$ 605,780</u>	<u>\$ 621,763</u>	<u>\$ 611,915</u>
ENDING FUND BALANCE:				
Unreserved, Undesignated	\$ (45,337)	\$ (7,280)	\$ (24,800)	\$ 20,372
TOTAL ENDING FUND BALANCE	<u>\$ (45,337)</u>	<u>\$ (7,280)</u>	<u>\$ (24,800)</u>	<u>\$ 20,372</u>
IDEAL FUND BALANCE	\$ 153,966	\$ 151,445	\$ 155,441	\$ 152,979
OVER (UNDER) IDEAL FUND BALANCE	\$ (199,303)	\$ (158,725)	\$ (180,241)	\$ (132,607)

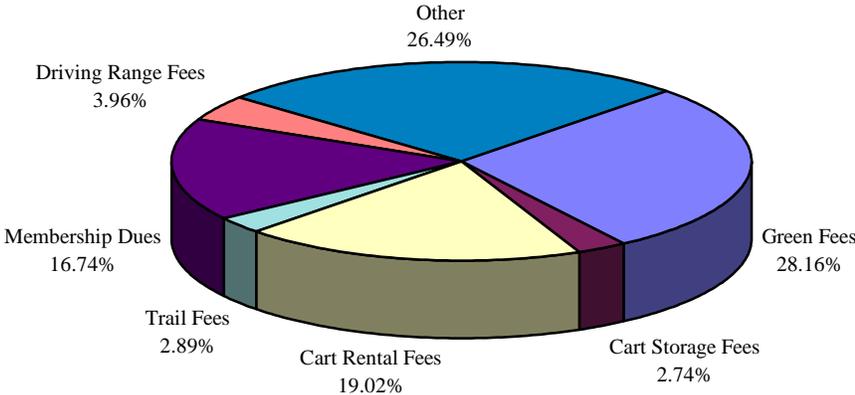
City of Copperas Cove, Texas
Golf Course Fund
Comparison of Fiscal Years 2002-03 and 2003-04
Budgeted Revenues
By Source

Fiscal Year 2002-03 Budgeted Revenues



Total Budgeted Revenues for Fiscal Year 2002-03 were \$618,500.

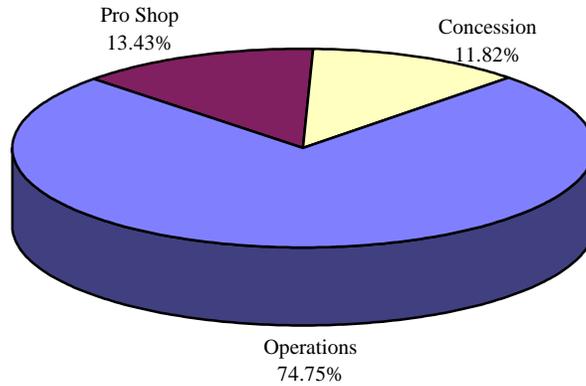
Fiscal Year 2003-04 Budgeted Revenues



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

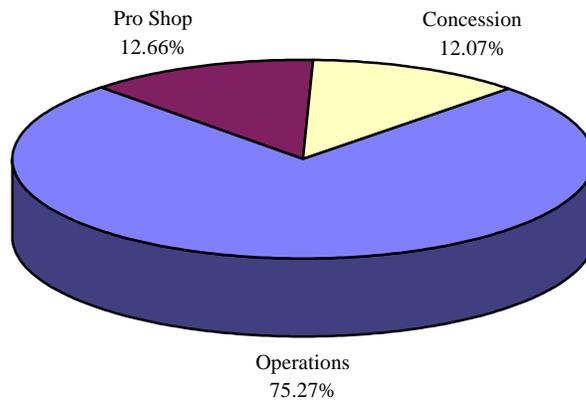
City of Copperas Cove, Texas
Golf Course Fund
Comparison of Fiscal Years 2002-03 and 2003-04 Budgeted Expenses
By Object Class

Fiscal Year 2002-03 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2002-03 were \$605,780.

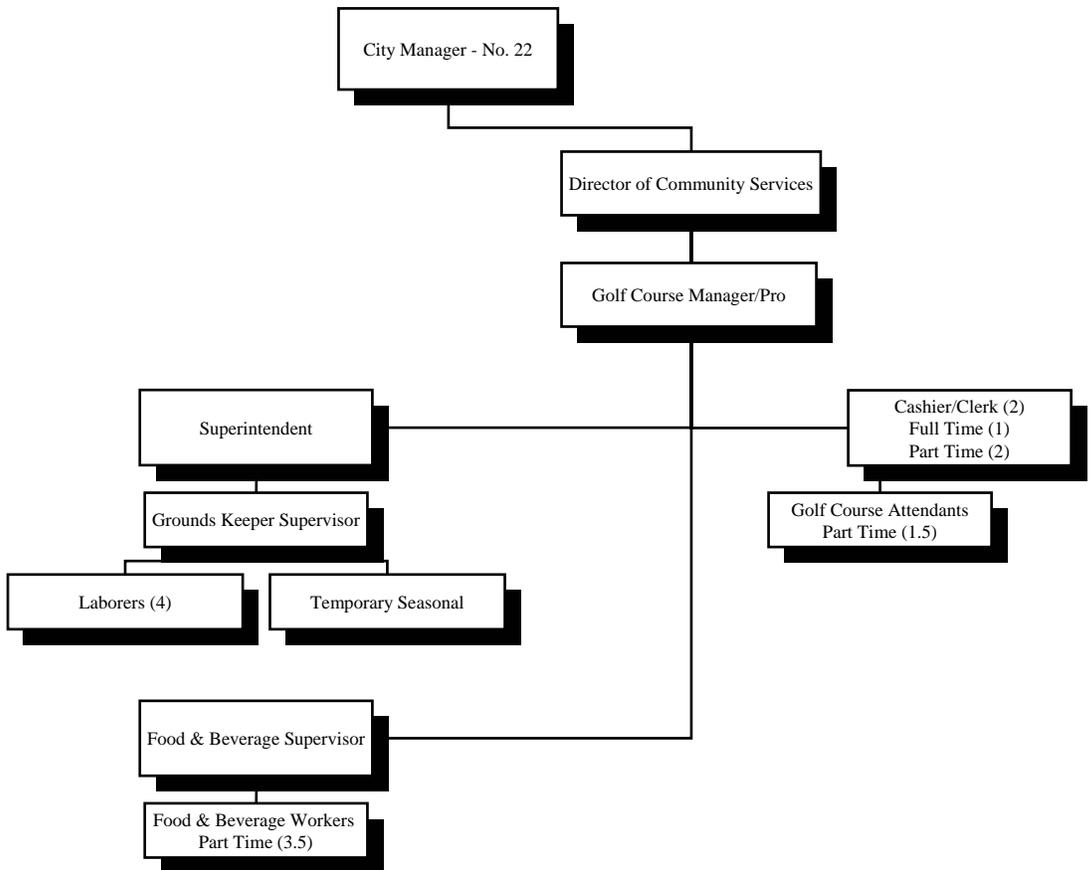
Fiscal Year 2003-04 Budgeted Expenses



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

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 2003-04**

DEPARTMENTAL GOALS:

The Hills of Cove Golf Course works to promote the enjoyment and involvement in the game of golf in Copperas Cove and to contribute to its growth by providing quality services to its customers and the community. This department will provide the best possible services and facilities within the confines of its budget while enhancing the skills of its staff members and the opportunities for participation by the general public.

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:

- * Trained staff to be more customer service oriented
- * Remodeled Pro Shop and Caddy Shack Grill and Bar.
- * Stocked a wider variety of golf merchandise.
- * Brought in a new tee system with an improved customer tracking system.
- * Provided staff with uniforms for a more professional appearance.
- * Initiated a Marshal and Starter Program.
- * Constructed a privacy fence around maintenance area.
- * Leased new golf cart fleet.
- * Remodeled cart sheds to store new carts properly.
- * Initiated a new golf course maintenance program.
- * Eliminated two sand bunkers on hole #10 and #12 to improve drainage.
- * Improved drainage and quality of greens with deep core aerification of greens.
- * Established a better working relationship with the Copperas Cove Golf Association.
- * Increased marketing with television commercials and yellow pages advertising.
- * Repaired damaged areas of cart path.

OBJECTIVES:

- * Increased 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.
- * Purchase aerator equipment.
- * Build new bridge on front nine.

**CITY OF COPPERAS COVE, TEXAS
GOLF COURSE FUND
GOLF COURSE DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS: (OPERATIONS DIVISION)

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03
Salaries & Benefits	\$ 349,560	\$ 319,970	\$ 343,375
Personnel Support	-	-	-
Supplies	34,114	33,800	34,709
Repairs & Maintenance	22,973	14,667	15,313
Support Services	43,099	45,121	43,200
Designated Expenses	35,292	40,460	42,036
Capital Outlay	51,078	37,961	37,355
Total	<u><u>\$ 536,116</u></u>	<u><u>\$ 491,979</u></u>	<u><u>\$ 515,988</u></u>

EXPENDITURES & APPROPRIATIONS: (PRO SHOP DIVISION)

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03
Salaries & Benefits	\$ -	\$ 38,500	\$ -
Personnel Support	-	-	-
Supplies	-	1,000	-
Repairs & Maintenance	-	385	-
Support Services	-	1,500	-
Designated Expenses	2,268	40,000	35,000
Capital Outlay	-	-	-
Total	<u><u>\$ 2,268</u></u>	<u><u>\$ 81,385</u></u>	<u><u>\$ 35,000</u></u>

**CITY OF COPPERAS COVE, TEXAS
GOLF COURSE FUND
GOLF COURSE DEPARTMENT
FISCAL YEAR 2003-04**

EXPENDITURES & APPROPRIATIONS: (CONCESSION DIVISION)

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03
Salaries & Benefits	\$ 19,544	\$ 22,635	\$ 32,036
Personnel Support	-	-	-
Supplies	1,979	3,347	2,500
Repairs & Maintenance	658	2,500	1,000
Support Services	14,692	14,319	11,239
Designated Expenses	40,313	31,000	24,000
Capital Outlay	294	-	-
Total	<u><u>\$ 77,480</u></u>	<u><u>\$ 73,801</u></u>	<u><u>\$ 70,775</u></u>

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:

Position Title	Number of Positions		
	FY 2000-01	FY 2001-02	FY 2002-03
Assistant Golf Professional	1	1	1
Clerk/Cashier	2.5	2.5	2
Food & Beverage Supervisor	1	1	1
Food & Beverage Workers	2	2	3.5
Golf Course Attendants	2	2	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>14.5</u></u>	<u><u>15</u></u>

**Adopted
FY 2003-04**

\$ 338,759
-
34,338
22,500
40,305
42,489
24,700

\$ 503,091

**Adopted
FY 2003-04**

\$ -
-
-
-
-
35,000
-

\$ 35,000

**Adopted
FY 2003-04**

\$ 34,434

-

2,750

1,000

12,640

23,000

-

\$ 73,824

FY 2003-04

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 2003-04

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 119,444	\$ 85,695	\$ 95,100	\$ 60,400
Revenues					
07-310-1001	Ad Valorem Taxes	\$ 875,236	\$ 869,956	\$ 861,256	\$ 988,908
07-310-1002	Delinquent Ad Valorem Tax	8,624	5,000	6,500	6,500
07-310-1003	Penalties & Interest	6,279	5,000	6,000	6,000
07-360-5002	Transfer from Solid Waste	13,889	13,324	13,324	12,747
07-360-5003	Transfer from Golf Course	-	-	-	-
07-370-6001	Interest Revenue	9,929	9,500	6,000	6,000
07-390-6005	Miscellaneous Revenue	-	-	-	-
Subtotal		<u>\$ 913,957</u>	<u>\$ 902,780</u>	<u>\$ 893,080</u>	<u>\$ 1,020,155</u>
Total Fund Balance and Revenue		<u>\$ 1,033,401</u>	<u>\$ 988,475</u>	<u>\$ 988,180</u>	<u>\$ 1,080,555</u>
Expenditures					
07-4701-0700-2208	Principal (Aug)-'88 STR	\$ -	\$ -	\$ -	\$ -
07-4701-0700-2214	Principal (Aug)-'93 Ref	160,000	155,000	155,000	-
07-4701-0700-2215	Principal (Aug)-'94 GOB	60,000	65,000	65,000	70,000
07-4701-0700-2216	Principal (Aug)-'97C/O	185,000	190,000	190,000	195,000
07-4701-0700-2217	Principal (Aug)-'98C/O	21,111	21,111	21,111	-
07-4701-0700-2218	Principal (Aug)-'98G.O.	55,000	60,000	60,000	60,000
07-4701-0700-2219	Principal (Aug)-'99C/O	25,000	25,000	25,000	25,000
07-4701-0700-2220	Principal (Aug)-'01C/O	60,000	80,000	80,000	80,000
07-4701-0700-2221	Principal-'01 C/o (Golf)	-	-	-	20,000
07-4701-0700-2225	Principal '03 C/O	-	-	-	70,000
07-4701-0700-2314	Interest (Fb/Ag)-'93 Ref	13,465	6,665	6,665	-
07-4701-0700-2315	Interest (Fb/Ag)-'94 Fire	68,325	63,225	63,225	57,700
07-4701-0700-2316	Interest (Fb/Ag)-'97 C/O	124,292	115,690	115,690	106,665
07-4701-0700-2317	Interest (Fb/Ag)-'98 C/O	1,721	866	866	-
07-4701-0700-2318	Interest (Fb/Ag)-'98 G.O.	36,108	33,895	33,895	31,495
07-4701-0700-2319	Interest (Fb/Ag)-'99 C/O	21,198	20,173	20,173	19,123
07-4701-0700-2320	Interest (Fb/Ag)-'01 C/O	103,483	88,155	88,155	84,155
07-4701-0700-2321	Interest '99 C/O (Golf)	-	-	-	14,935
07-4701-0700-2325	Interest '03 C/O	-	-	-	181,260
07-4701-0700-2401	Bond Redemption Cost	3,598	3,000	3,000	3,000
Subtotal		<u>\$ 938,301</u>	<u>\$ 927,780</u>	<u>\$ 927,780</u>	<u>\$ 1,018,333</u>
Total Expenditures		<u>\$ 938,301</u>	<u>\$ 927,780</u>	<u>\$ 927,780</u>	<u>\$ 1,018,333</u>
Ending Fund Balance		<u>\$ 95,100</u>	<u>\$ 60,695</u>	<u>\$ 60,400</u>	<u>\$ 62,222</u>

CITY OF COPPERAS COVE, TEXAS
YOUTH ACTIVITIES FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 37,675	\$ 33,301	\$ 42,370	\$ 45,824
Revenues					
04-390-1001	Donations	\$ -	\$ -	\$ -	\$ -
04-340-1004	Basketball Fees	8,210	8,000	6,500	7,000
04-340-1005	Volleyball Entry Fees	-	500	200	500
04-340-1006	Baseball/Softball Fees	-	-	-	-
04-340-1007	Adult Softball Fees	1,750	3,000	1,000	2,000
04-340-1008	Soccer Fees	26,805	26,000	28,000	29,000
04-340-1009	Sponsor Fees	350	-	150	-
04-340-1010	Candy Sales	279	-	-	-
04-340-1011	Tennis	2,610	5,000	2,500	4,000
04-340-1012	Special Events Revenue	375	2,000	2,000	2,000
04-340-1013	BMX Track Income	3,799	6,000	-	-
04-340-1020	Summer Camp Registration	25,683	20,000	21,700	22,000
04-340-1030	Recreation Classes Revenue	-	-	500	1,000
04-340-1400	Swimming Lessons	5,363	5,500	11,146	11,000
04-370-6001	Interest Revenue	270	300	165	165
04-390-6005	Miscellaneous Revenue	-	-	-	-
Subtotal		<u>\$ 75,494</u>	<u>\$ 76,300</u>	<u>\$ 73,861</u>	<u>\$ 78,665</u>
Total Fund Balance and Revenue		<u>\$ 113,169</u>	<u>\$ 109,601</u>	<u>\$ 116,231</u>	<u>\$ 124,489</u>
Expenditures					
04-4310-5400-1000	Salaries	\$ 13,426	\$ 16,565	\$ 21,216	\$ 21,640
04-4310-5400-1100	Overtime	351	-	200	-
04-4310-5400-1200	Longevity	-	33	-	48
04-4310-5400-1500	FICA Tax	1,070	1,270	1,638	1,659
04-4310-5400-1600	Health Insurance	-	2,017	-	2,736
04-4310-5400-1700	Workers' Compensation	164	237	307	355
04-4310-5400-1800	Retirement	832	1,185	1,546	1,659
04-4310-5400-2002	Special Events-Youth Activity	1,842	2,200	2,000	2,200
04-4310-5400-2003	BMX Track Program Costs	3,457	5,000	500	500
04-4310-5400-2000	Operating Supplies	1,214	1,000	1,200	1,000
04-4310-5400-2004	Basketball Program Costs	4,761	5,000	6,000	5,000
04-4310-5400-2005	Acquatics Costs	4,425	3,500	3,500	3,500
04-4310-5400-2006	Food Supplies	314	500	300	500
04-4310-5400-2007	Baseball Program Costs	1,843	2,000	1,800	1,500
04-4310-5400-2008	Adult Softball	5,228	2,500	1,750	2,500
04-4310-5400-2009	Soccer Program Costs	14,143	14,000	14,000	13,000
04-4310-5400-4200	Repairs & Maint. - Facilities	1,933	-	-	-
04-4310-5400-4300	Repairs & Maint. - Vehicles	120	-	-	-

CITY OF COPPERAS COVE, TEXAS
YOUTH ACTIVITIES FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Expenditures (Continued)					
04-4310-5400-2010	Day Camp	4,640	9,000	10,000	14,000
04-4310-5400-2011	Tennis Expenditure	1,544	1,200	-	1,200
04-4310-5400-6600	Travel and Seminars	-	1,000	800	1,000
04-4310-5400-6700	Uniforms	-	350	350	360
04-4310-5400-2012	Track Expense	-	500	500	500
04-4310-5400-2013	Volleyball Expense	-	500	100	100
04-4310-5400-8400	Equipment	7,581	1,000	1,000	-
04-4310-5400-2014	Sports Camp Costs	-	500	500	500
04-4310-5400-2015	Recreation Classes Costs	1,911	1,500	1,200	1,500
Subtotal		<u>\$ 70,799</u>	<u>\$ 72,557</u>	<u>\$ 70,407</u>	<u>\$ 76,957</u>
Total Fund Expenditures		<u>\$ 70,799</u>	<u>\$ 72,557</u>	<u>\$ 70,407</u>	<u>\$ 76,957</u>
Ending Fund Balance		<u>\$ 42,370</u>	<u>\$ 37,044</u>	<u>\$ 45,824</u>	<u>\$ 47,532</u>

NOTE: Prior to fiscal year 1999-2000, this was an unbudgeted fund.

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Recreation Specialist	0.75	0.75	1	1
Total	<u><u>0.75</u></u>	<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 2003-04

Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance				
Reserved per Bond Covenant	\$ -	\$ -	\$ -	\$ -
Unreserved, Undesignated	812,146	586,969	586,483	391,103
Total Beginning Fund Balance	<u>\$ 812,146</u>	<u>\$ 586,969</u>	<u>\$ 586,483</u>	<u>\$ 391,103</u>
Revenues				
Drainage Utility Revenues	\$ 736,302	\$ 720,000	\$ 743,664	\$ 744,000
Interest Revenue	\$ 21,200	\$ 19,250	\$ 10,385	\$ 11,000
Total Drainage Fund Revenues	<u>\$ 757,502</u>	<u>\$ 739,250</u>	<u>\$ 754,049</u>	<u>\$ 755,000</u>
Expenditures				
Salaries & Benefits	\$ 116,343	\$ 166,154	\$ 163,654	\$ 178,046
Personnel Support	-	-	-	-
Supplies	289,885	298,414	293,685	298,685
Repairs & Maintenance	17,475	17,152	13,250	16,250
Support Services	5,993	14,390	16,262	10,707
Designated Expenses	89,927	108,013	90,000	91,200
Capital Outlay & Improvements	463,542	276,757	337,674	300,000
Total Expenditures	<u>\$ 983,165</u>	<u>\$ 880,880</u>	<u>\$ 914,525</u>	<u>\$ 894,888</u>
Ending Fund Balance				
Unreserved Fund Balance	\$ 586,483	\$ 445,339	\$ 426,007	\$ 251,215
Total Ending Fund Balance	<u>\$ 586,483</u>	<u>\$ 445,339</u>	<u>\$ 426,007</u>	<u>\$ 251,215</u>
Ideal Reserve Fund Balance	\$ 245,791	\$ 220,220	\$ 228,631	\$ 223,722
Over (Under) Ideal Reserve Fund Balance	\$ 340,691	\$ 225,119	\$ 197,376	\$ 27,493

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2001-02	FY 2002-03	
Supervisor	0.5	0.5	0.5	0.5
Crewleader	1	1	1	1
Laborer I	3	3	3	3
Total	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>

**CITY OF COPPERAS COVE, TEXAS
CEMETERY FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04**

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 29,130	\$ 29,816	\$ 43,059	\$ 36,009
Revenues					
06-340-1001	Cemetery Plots	\$ 40,825	\$ 24,000	\$ 30,000	\$ 30,000
06-370-6001	Interest Revenue	665	540	500	500
06-390-6005	Miscellaneous Revenue	-	-	-	-
Subtotal		<u>\$ 41,490</u>	<u>\$ 24,540</u>	<u>\$ 30,500</u>	<u>\$ 30,500</u>
Total Fund Balance and Revenue		<u>\$ 70,620</u>	<u>\$ 54,356</u>	<u>\$ 73,559</u>	<u>\$ 66,509</u>
Expenditures					
06-4310-5400-1000	Salaries	\$ 17,313	\$ 27,518	\$ 25,500	\$ 27,517
06-4310-5400-1100	Overtime	38	50	50	-
06-4310-5400-1200	Longevity	15	64	64	112
06-4310-5400-1500	Fica Tax	1,242	2,110	2,109	2,114
06-4310-5400-1600	Employee Insurance	2,293	2,689	2,689	2,736
06-4310-5400-1700	Workers' Compensation Insur.	192	394	394	453
06-4310-5400-1800	Retirement	1,044	1,994	1,394	1,505
06-4310-5400-4200	Repairs & Maint. - Facilities	18	2,100	3,010	2,010
06-4310-5400-6700	Uniforms	17	390	500	3,434
06-4310-5400-5400	Equipment	440	826	-	9,000
06-4310-5400-8500	Facilities	4,949	-	1,850	-
Subtotal		<u>\$ 27,561</u>	<u>\$ 38,135</u>	<u>\$ 37,560</u>	<u>\$ 48,881</u>
Total Fund Expenditures		<u>\$ 27,561</u>	<u>\$ 38,135</u>	<u>\$ 37,560</u>	<u>\$ 48,881</u>
Ending Fund Balance		<u>\$ 43,059</u>	<u>\$ 16,221</u>	<u>\$ 35,999</u>	<u>\$ 17,628</u>

NOTE: Prior to fiscal year 1999-2000, this was an unbudgeted fund.

FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :

Position Title	Number of Positions			FY 2003-04
	FY 2000-01	FY 2002-03	FY 2002-03	
Laborer I	1	1	1	1
Total	<u><u>1</u></u>	<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 2003-04

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 6,674	\$ 7,820	\$ 7,260	\$ 3,597
Revenues					
11-390-1001	Library Gifts & Memorials	\$ 1,668	\$ 2,100	\$ 1,300	\$ 1,500
11-370-6001	Interest Revenue	53	50	37	35
Subtotal		<u>\$ 1,721</u>	<u>\$ 2,150</u>	<u>\$ 1,337</u>	<u>\$ 1,535</u>
Total Fund Balance and Revenue		<u>\$ 8,395</u>	<u>\$ 9,970</u>	<u>\$ 8,597</u>	<u>\$ 5,132</u>
Expenditures					
11-4320-1100-2100	Book Purchases	<u>\$ 1,135</u>	<u>\$ 9,970</u>	<u>\$ 5,000</u>	<u>\$ 5,132</u>
Total Fund Expenditures		<u>\$ 1,135</u>	<u>\$ 9,970</u>	<u>\$ 5,000</u>	<u>\$ 5,132</u>
Ending Fund Balance		<u><u>\$ 7,260</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,597</u></u>	<u><u>\$ -</u></u>

NOTE: Prior to fiscal year 1999-2000, this was an unbudgeted fund.

CITY OF COPPERAS COVE, TEXAS
HOTEL/MOTEL TAX FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 60,371	\$ 43,322	\$ 63,002	\$ 87,402
Revenues					
14-310-1001	Hotel Occupancy Tax	\$ 88,292	\$ 90,000	\$ 90,000	\$ 90,000
14-360-2001	Transfer from General Fund	-	-	-	-
14-370-6001	Interest Revenue	483	500	400	400
14-390-6002	Miscellaneous Revenue	-	-	-	-
Subtotal		<u>\$ 88,775</u>	<u>\$ 90,500</u>	<u>\$ 90,400</u>	<u>\$ 90,400</u>
Total Fund Balance and Revenue		<u>\$ 149,146</u>	<u>\$ 133,822</u>	<u>\$ 153,402</u>	<u>\$ 177,802</u>
Expenditures					
14-4502-1400-2200	Promotion of Tourism - C of C	\$ 50,712	\$ 50,000	\$ 52,000	\$ 50,000
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	6,000	-	-	-
14-4502-1400-3200	Promotion of Arts	-	-	-	-
14-4502-1400-4200	Allin House Restoration	-	-	-	-
14-4502-1400-4300	Reimbursement Per Ordinance	22,500	-	-	-
14-4502-1400-4450	Promotional Campaign	6,848	14,000	14,000	14,000
14-4502-1400-4550	Historical Improvements	-	-	-	-
14-4502-1400-6017	Bank Analysis Charge	84	-	-	-
14-4502-1400-8501	Civic Center Renovation	-	-	-	50,000
Subtotal		<u>\$ 86,144</u>	<u>\$ 64,000</u>	<u>\$ 66,000</u>	<u>\$ 114,000</u>
Total Expenditures		<u>\$ 86,144</u>	<u>\$ 64,000</u>	<u>\$ 66,000</u>	<u>\$ 114,000</u>
Ending Fund Balance		<u>\$ 63,002</u>	<u>\$ 69,822</u>	<u>\$ 87,402</u>	<u>\$ 63,802</u>

**CITY OF COPPERAS COVE, TEXAS
ANIMAL SHELTER DONATIONS FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04**

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 913	\$ 160	\$ 579	\$ 350
Revenues					
15-390-1001	Shelter Donations	\$ 259	\$ 220	\$ 150	\$ 150
15-370-6001	Interest Revenue	6	6	7	7
15-390-6005	Miscellaneous Revenue	-	-	-	-
Subtotal		<u>\$ 265</u>	<u>\$ 226</u>	<u>\$ 157</u>	<u>\$ 157</u>
Total Fund Balance and Revenue		<u>\$ 1,178</u>	<u>\$ 386</u>	<u>\$ 736</u>	<u>\$ 507</u>
Expenditures					
15-4508-1500-2000	Operating Supplies	\$ 1	\$ 386	\$ 386	\$ 507
15-4230-1500-6600	Travel and Seminars	-	-	-	-
15-4230-1500-8400	Equipment - General	598	-	-	-
Subtotal		<u>\$ 599</u>	<u>\$ 386</u>	<u>\$ 386</u>	<u>\$ 507</u>
Total Fund Expenditures		<u>\$ 599</u>	<u>\$ 386</u>	<u>\$ 386</u>	<u>\$ 507</u>
Ending Fund Balance		<u>\$ 579</u>	<u>\$ -</u>	<u>\$ 350</u>	<u>\$ -</u>

NOTE: Prior to fiscal year 1999-2000, this was an unbudgeted fund.

CITY OF COPPERAS COVE, TEXAS
ABANDONED VEHICLE AUCTION FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

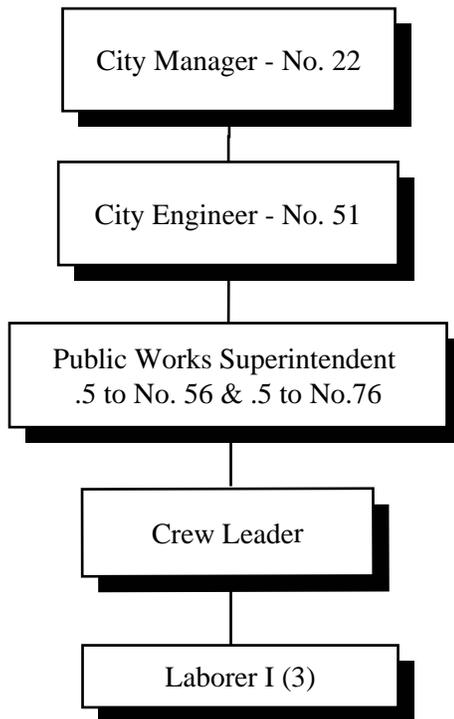
Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 6,845	\$ 4,185	\$ 6,656	\$ 2,206
Revenues					
21-340-1001	Abandoned Vehicle Auction	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
21-370-6001	Interest Revenue	45	40	50	50
Subtotal		<u>\$ 45</u>	<u>\$ 1,040</u>	<u>\$ 1,050</u>	<u>\$ 1,050</u>
Total Fund Balance and Revenue		<u>\$ 6,890</u>	<u>\$ 5,225</u>	<u>\$ 7,706</u>	<u>\$ 3,256</u>
Expenditures					
21-4180-2100-2100	Storage Fees	\$ -	\$ 5,000	\$ 5,000	\$ 2,756
21-4180-2100-6100	Advertising	234	225	500	500
Total Fund Expenditures		<u>\$ 234</u>	<u>\$ 5,225</u>	<u>\$ 5,500</u>	<u>\$ 3,256</u>
Ending Fund Balance		<u><u>\$ 6,656</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,206</u></u>	<u><u>\$ -</u></u>

CITY OF COPPERAS COVE, TEXAS
MUNICIPAL COURT FUND
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

Account	Description	Actual FY 2001-02	Budget FY 2002-03	Projected FY 2002-03	Adopted FY 2003-04
Beginning Fund Balance		\$ 122,688	\$ 126,179	\$ 121,856	\$ 151,426
Revenues					
41-390-1001.1	Court Efficiency Revenue	\$ -	\$ 6,000	\$ 5,200	\$ 5,650
41-390-1001.2	Court Technology Revenue	-	36,000	33,000	28,684
41-390-1001.3	Court Security Revenue	5,306	27,000	26,500	27,986
41-370-6001	Interest Revenue	768	600	600	600
Subtotal		<u>\$ 6,074</u>	<u>\$ 69,600</u>	<u>\$ 65,300</u>	<u>\$ 62,920</u>
Total Fund Balance and Revenue		<u>\$ 128,762</u>	<u>\$ 195,779</u>	<u>\$ 187,156</u>	<u>\$ 214,346</u>
Expenditures					
41-4220-4100-6017	Bank Charges	\$ 429	\$ 700	\$ - \$ 1,093	\$ 1,000
41-4220-4101-2000	Operating Supplies	791	2,000	-	1,000
41-4220-4101-8200	Furniture	-	500	-	-
41-4220-4101-8402	Equipment - Electronic	-	1,500	2,553	6,500
41-4220-4101-8404	Equipment - Software	-	2,000	-	-
41-4220-4102-2000	Operating Supplies	5	-	-	3,600
41-4220-4102-2100	Computer Supplies	-	-	-	-
41-4220-4102-4400	Repairs & Maint. - Equipment	-	2,000	2,000	750
41-4220-4102-6300	Consulting Fees	-	-	-	250
41-4220-4102-6300	Rental of Equipment	-	2,504	2,504	2,752
41-4220-4102-6400	Due and Subscriptions	-	-	-	13,928
41-4220-4102-8402	Equipment - Electronic	375	685	685	75,619
41-4220-4103-2000	Operating Supplies	-	-	-	1,000
41-4220-4103-4100	Repairs & Maint. - Building	5,306	-	2,070	7,836
41-4220-4103-8400	Equipment - Security	-	18,025	18,025	-
41-4220-4103-8500	Facilities - Security	-	10,000	6,800	4,705
Total Fund Expenditures		<u>\$ 6,906</u>	<u>\$ 39,914</u>	<u>\$ 35,730</u>	<u>\$ 118,940</u>
Ending Fund Balance		<u>\$ 121,856</u>	<u>\$ 155,865</u>	<u>\$ 151,426</u>	<u>\$ 95,406</u>

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 2003-04**

PROGRAM DESCRIPTION:

The Drainage Department maintains the City's existing drainage system by cleaning, mowing, rebuilding, and repairing drainage facilities, concentrating highly on erosion control and weed control of drainage areas.

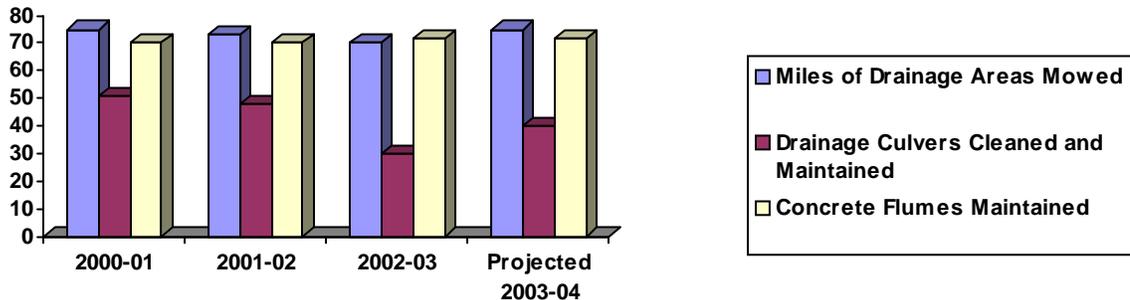
ACCOMPLISHMENTS:

- * Maintained drainage areas by mowing.
- * Repaired erosion areas throughout the City's drainage areas.
- * Trim trees, and removed debris from drainage areas.
- * Removed silt and trash buildup from concrete channel by Kettle's Restaurant.
- * Removed silt buildup from ditch between Creek Street and Judy Street.
- * Removed silt and reshaped ditch on South FM 116 and Tyler.
- * Removed silt buildup on ditches at Pecan Cove Road.
- * Installed new culvert on E.R. Goodson Parkway with sewer construction.
- * Repaired erosion problem on Eagle Trail.
- * Assisted the Street Department with the Ogletree Gap parking lot.
- * Constructed a drainage ditch behind Fire Station #3.
- * Cleared .8 of a mile easement on Big Divide Road.

OBJECTIVES:

- * Continue to control vegetation by mowing.
- * Control erosion in drainage channels.
- * Continue to clean out concrete channels as needed.
- * Continue to support all departments.

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, 2003 Tax Roll	\$ 683,946,827
Limit on Amount Designated for Debt Service	<u> x 1.5%</u>
Legal Limit	\$ 10,259,202
Actual Amount to be Expended from Ad Valorem Taxes for General Obligation Debt Service During the Year Ended September 30, 2004	<u> \$ 947,447</u>

The City Built for Family Living

**City of Copperas Cove
Schedule of Outstanding Debt
Fiscal Year 2003-04**

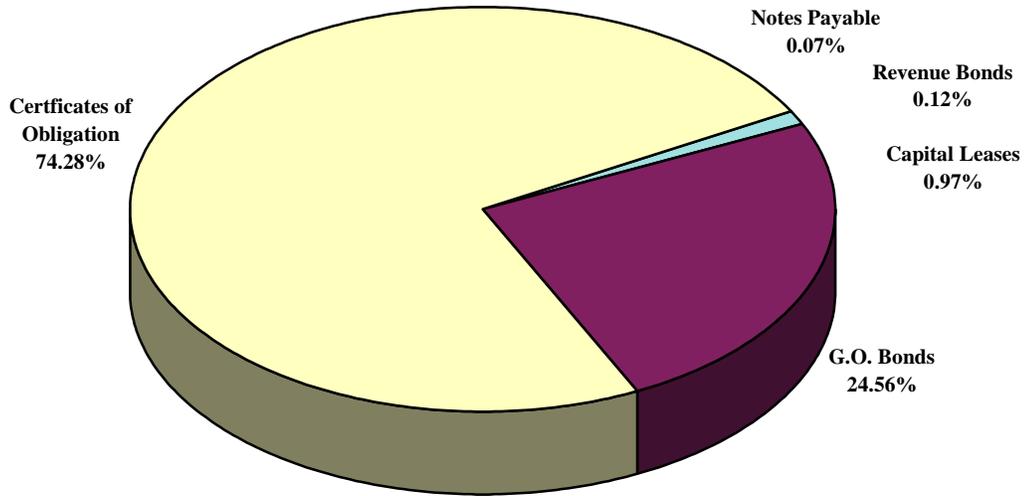
Fiscal Year Ended 30-Sep	Revenue Bonds	General Obligation Bonds	Certificates of Obligation	Capital Leases	Note Payable	Total Debt Service
2004	47,093	954,712	3,309,417	163,264	2,245	4,476,731
2005		1,228,046	2,462,312	144,158	2,245	3,836,760
2006		1,222,613	2,463,937	85,426	2,245	3,774,220
2007		1,224,659	2,318,113	15,656	2,245	3,560,672
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	-	1,965	2,111,715
2021		-	2,093,538	-	-	2,093,538
2022		-	1,423,500	-	-	1,423,500
2023		-	1,338,750	-	-	1,338,750
	47,093	12,591,676	46,414,501	408,504	37,885	59,499,659
Less Interest	2,093	2,686,676	16,464,501	15,833	8,135	19,177,238
Total Debt Outstanding	<u>\$ 45,000</u>	<u>\$ 9,905,000</u>	<u>\$ 29,950,000</u>	<u>\$ 392,671</u>	<u>\$ 29,750</u>	<u>\$ 40,322,421</u>

Recapitulation by Fund Including Interest

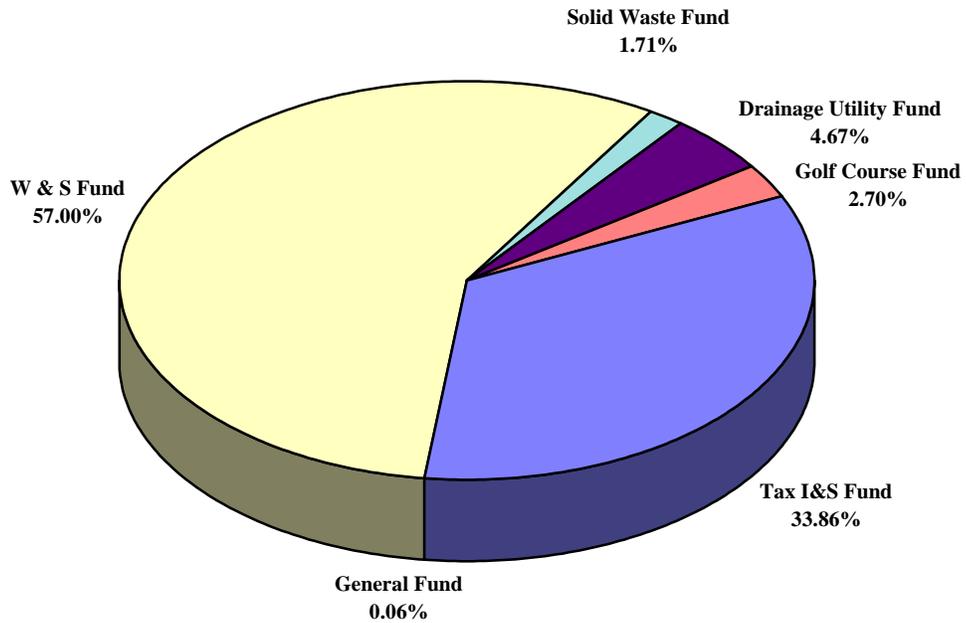
Fiscal Year Ended 30-Sep	Revenue Bonds	General Obligation Bonds	Certificates of Obligation Total	Capital Leases	Note Payable	Total Debt Service
Tax Interest & Sinking	\$ -	\$ 8,488,666	\$ 11,656,500	\$ -	\$ -	\$ 20,145,166
General Fund	-	-	-	-	37,885	37,885
Water and Sewer Fund	47,093	1,682,034	32,074,888	109,164	-	33,913,179
Solid Waste Fund	-	-	1,018,245	-	-	1,018,245
Drainage Utility Fund	-	2,420,976	66,600	292,635	-	2,780,211
Golf Course Fund	-	-	1,598,269	6,705	-	1,604,974
Total All Funds	<u>\$ 47,093</u>	<u>\$ 12,591,676</u>	<u>\$ 46,414,501</u>	<u>\$ 408,504</u>	<u>\$ 37,885</u>	<u>\$ 59,499,659</u>

City of Copperas Cove
Outstanding Debt
Fiscal Year 2003-04

Total Debt Outstanding by Form of Debt



Total Outstanding Debt by Fund

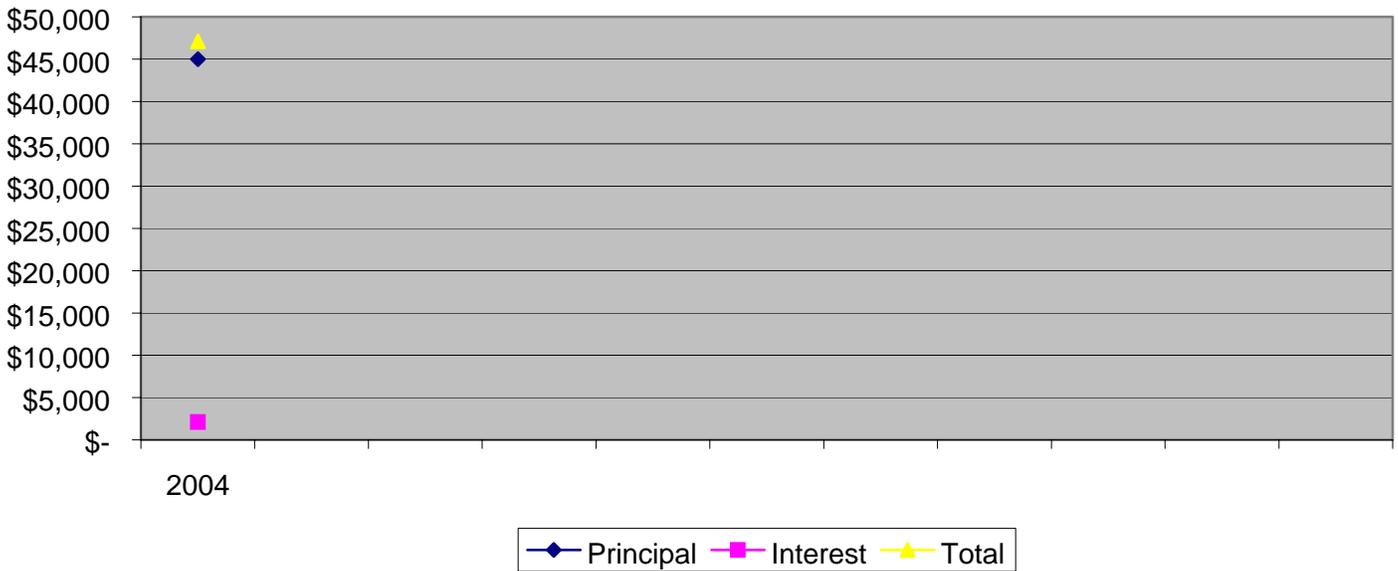


**REVENUE BONDS
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2003

\$ 45,000

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	45,000.00	2,092.50	47,092.50	-



REVENUE BONDS
\$565,000 WW & SS REVENUE REFUNDING BONDS - SERIES 1993B (TWDB)

OUTSTANDING OCTOBER 2003

\$ 45,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	45,000.00	2,092.50	4.65%	47,092.50	-

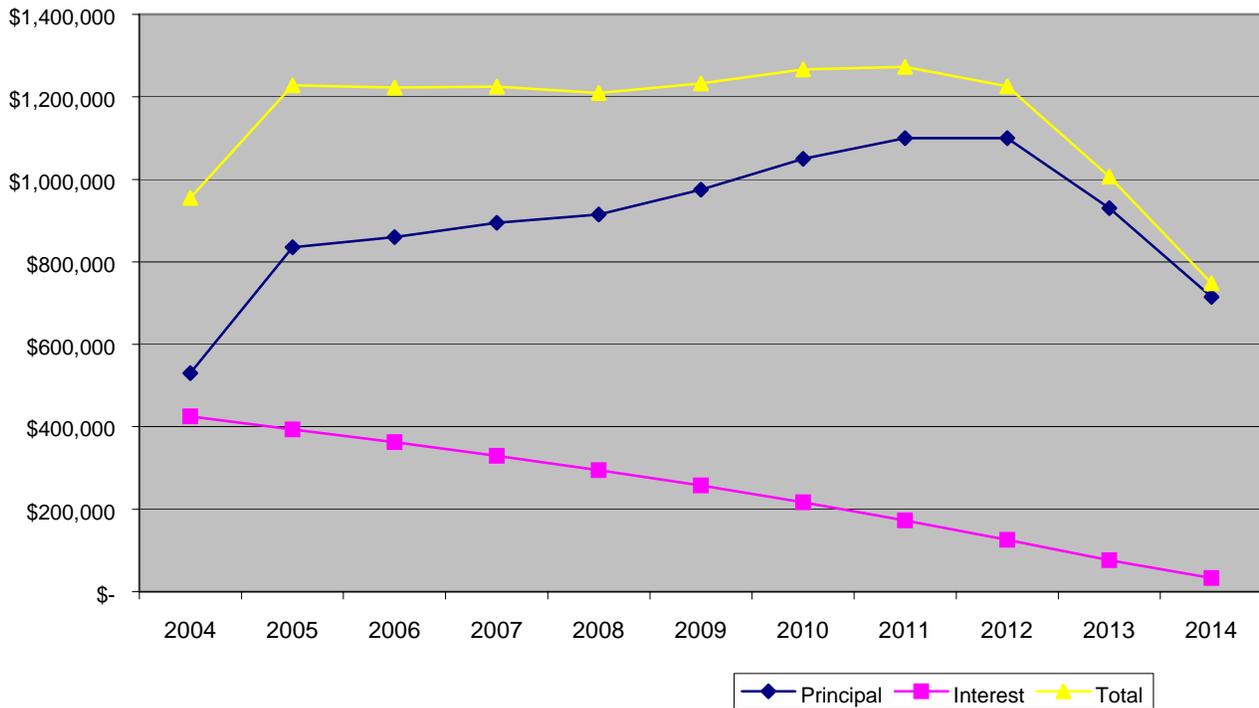
To be repaid by the Water & Sewer Fund

GENERAL OBLIGATION BONDS TOTAL REQUIREMENTS

OUTSTANDING OCTOBER 2003

\$ 9,905,000

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	530,000.00	424,711.74	954,711.74	8,423,307.50
2005	835,000.00	393,045.00	1,228,045.00	7,588,307.50
2006	860,000.00	362,612.50	1,222,612.50	3,320,000.00
2007	895,000.00	329,657.50	1,224,657.50	2,710,000.00
2008	915,000.00	294,682.50	1,209,682.50	2,080,000.00
2009	975,000.00	257,437.50	1,232,437.50	1,410,000.00
2010	1,050,000.00	216,892.50	1,266,892.50	1,195,000.00
2011	1,100,000.00	172,432.50	1,272,432.50	755,000.00
2012	1,100,000.00	125,350.00	1,225,350.00	325,000.00
2013	930,000.00	76,425.00	1,006,425.00	125,000.00
2014	715,000.00	33,425.00	748,425.00	-



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

OUTSTANDING OCTOBER 2003

\$ 1,030,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	70,000.00	57,700.00	7.00%	127,700.00	960,000.00
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 2003

\$ 730,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	60,000.00	31,495.00	4.10%	91,495.00	670,000.00
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 2003

\$ 1,970,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	180,000.00	84,495.00	4.10%	264,495.00	1,790,000.00
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 2003

\$ 1,455,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	220,000.00	63,307.50	7.00%	283,307.50	1,235,000.00
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 2003
 \$ 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	-

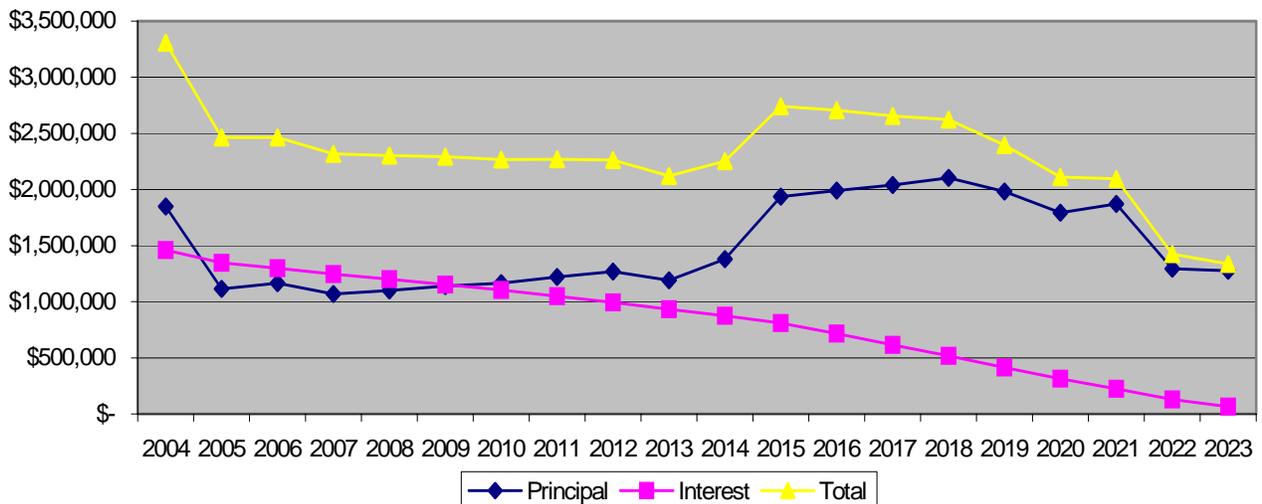
Refunded W W /SS Revenue Bonds series 1993 and
 W W /SS Revenue Bonds Series 1994 (TW DB)

**CERTIFICATES OF OBLIGATION
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2003

\$ 29,950,000

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	1,850,000.00	1,459,416.25	3,309,416.25	28,100,000.00
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 2003

\$ 740,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	740,000.00	37,000.00	5.00%	777,000.00	-

To be 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 2003

\$ 2,070,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	195,000.00	106,665.00	4.85%	301,665.00	1,875,000.00
2005	150,000.00	97,207.50	4.95%	247,207.50	1,725,000.00
2006	160,000.00	89,782.50	5.00%	249,782.50	1,565,000.00
2007	170,000.00	81,782.50	5.10%	251,782.50	1,395,000.00
2008	180,000.00	73,112.50	5.10%	253,112.50	1,215,000.00
2009	185,000.00	63,932.50	5.15%	248,932.50	1,030,000.00
2010	195,000.00	54,405.00	5.25%	249,405.00	835,000.00
2011	210,000.00	44,167.50	5.30%	254,167.50	625,000.00
2012	225,000.00	33,037.50	5.35%	258,037.50	400,000.00
2013	70,000.00	21,000.00	5.25%	91,000.00	330,000.00
2014	75,000.00	17,325.00	5.25%	92,325.00	255,000.00
2015	80,000.00	13,387.50	5.25%	93,387.50	175,000.00
2016	85,000.00	9,187.50	5.25%	94,187.50	90,000.00
2017	90,000.00	4,725.00	5.25%	94,725.00	-

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 2003

\$ 5,245,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	380,000.00	277,228.00	5.50%	657,228.00	4,865,000.00
2005	390,000.00	256,328.00	5.50%	646,328.00	4,475,000.00
2006	420,000.00	234,878.00	5.50%	654,878.00	4,055,000.00
2007	250,000.00	211,778.00	5.50%	461,778.00	3,805,000.00
2008	265,000.00	198,028.00	5.50%	463,028.00	3,540,000.00
2009	280,000.00	183,453.00	5.25%	463,453.00	3,260,000.00
2010	290,000.00	168,753.00	4.90%	458,753.00	2,970,000.00
2011	310,000.00	154,543.00	5.00%	464,543.00	2,660,000.00
2012	325,000.00	139,043.00	5.05%	464,043.00	2,335,000.00
2013	340,000.00	122,631.00	5.10%	462,631.00	1,995,000.00
2014	355,000.00	105,291.00	5.15%	460,291.00	1,640,000.00
2015	295,000.00	87,008.00	5.20%	382,008.00	1,345,000.00
2016	310,000.00	71,668.00	5.25%	381,668.00	1,035,000.00
2017	325,000.00	55,393.00	5.30%	380,393.00	710,000.00
2018	345,000.00	38,168.00	5.35%	383,168.00	365,000.00
2019	365,000.00	19,710.00	5.40%	384,710.00	-

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 2003

\$ 7,885,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	310,000.00	377,425.02	5.00%	687,425.02	7,280,000.00
2005	320,000.00	361,925.02	4.50%	681,925.02	6,960,000.00
2006	340,000.00	347,525.02	4.00%	687,525.02	6,620,000.00
2007	355,000.00	333,925.02	4.05%	688,925.02	6,265,000.00
2008	370,000.00	319,547.52	4.25%	689,547.52	5,895,000.00
2009	380,000.00	303,822.52	4.35%	683,822.52	5,515,000.00
2010	395,000.00	287,292.52	4.40%	682,292.52	5,120,000.00
2011	420,000.00	269,912.52	4.50%	689,912.52	4,700,000.00
2012	400,000.00	251,012.52	4.63%	651,012.52	4,300,000.00
2013	420,000.00	232,512.50	4.75%	652,512.50	3,880,000.00
2014	440,000.00	212,562.50	4.88%	652,562.50	3,440,000.00
2015	460,000.00	191,112.52	5.00%	651,112.52	2,980,000.00
2016	480,000.00	168,112.52	5.00%	648,112.52	2,500,000.00
2017	505,000.00	144,112.52	5.00%	649,112.52	1,995,000.00
2018	530,000.00	118,862.52	5.13%	648,862.52	1,465,000.00
2019	560,000.00	91,700.02	5.13%	651,700.02	905,000.00
2020	585,000.00	63,000.00	5.25%	648,000.00	320,000.00
2021	615,000.00	32,287.50	5.25%	647,287.50	(295,000.00)

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

OUTSTANDING OCTOBER 2003

\$ 14,010,000

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	BONDS OUTSTANDING
2004	225,000.00	661,098.25	2.00%	886,098.25	13,785,000.00
2005	255,000.00	631,851.26	2.00%	886,851.26	13,530,000.00
2006	245,000.00	626,751.26	2.50%	871,751.26	13,285,000.00
2007	295,000.00	620,626.26	3.00%	915,626.26	12,990,000.00
2008	285,000.00	611,776.26	3.25%	896,776.26	12,705,000.00
2009	295,000.00	602,513.76	3.50%	897,513.76	12,410,000.00
2010	285,000.00	592,188.76	4.00%	877,188.76	12,125,000.00
2011	280,000.00	580,788.76	4.00%	860,788.76	11,845,000.00
2012	320,000.00	569,588.76	4.25%	889,588.76	11,525,000.00
2013	360,000.00	555,988.76	4.50%	915,988.76	11,165,000.00
2014	510,000.00	539,788.76	4.50%	1,049,788.76	10,655,000.00
2015	1,100,000.00	516,838.76	4.50%	1,616,838.76	9,555,000.00
2016	1,115,000.00	467,338.76	5.00%	1,582,338.76	8,440,000.00
2017	1,120,000.00	411,588.76	4.60%	1,531,588.76	7,320,000.00
2018	1,230,000.00	360,068.76	4.63%	1,590,068.76	6,090,000.00
2019	1,055,000.00	303,181.26	4.88%	1,358,181.26	5,035,000.00
2020	1,210,000.00	251,750.00	5.00%	1,461,750.00	3,825,000.00
2021	1,255,000.00	191,250.00	5.00%	1,446,250.00	2,570,000.00
2022	1,295,000.00	128,500.00	5.00%	1,423,500.00	1,275,000.00
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 2003

\$ 392,671

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2004	153,791	9,473	163,264	238,880
2005	139,163	4,995	144,158	99,717
2006	84,121	1,305	85,426	15,596
2007	15,596	60	15,656	-

CAPITAL LEASES

\$200,478 CAPITAL LEASE - SEWER EQUIPMENT - MARCH 1999

OUTSTANDING OCTOBER 2003

\$ 18,597

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2004	18,597	223	4.79%	18,820	-

CAPITAL LEASES

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

OUTSTANDING OCTOBER 2003

\$ 6,290

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2004	3,185	313	6.45%	3,498	3,105
2005	3,105	102	6.45%	3,207	-

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

OUTSTANDING OCTOBER 2003

\$ 85,160

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2004	35,299	3,418	4.95%	38,717	49,861
2005	37,087	1,634	4.95%	38,721	12,774

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

OUTSTANDING OCTOBER 2003

\$282,624

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	DEBT OUTSTANDING
2004	96,710	5,519	2.31%	102,229	185,914
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	-

NOTE PAYABLE
\$35,000 FIRE EQUIPMENT - 2001

OUTSTANDING OCTOBER 2003

\$ 31,500

YEAR	PRINCIPAL	INTEREST	INTEREST RATE	TOTAL REQUIREMENTS	NOTES OUTSTANDING
2003	\$ 1,750.00	\$ 495.00	2.50%	\$ 2,245.00	\$ 29,750.00
2004	1,750.00	495.00	2.50%	2,245.00	28,000.00
2005	1,750.00	495.00	2.50%	2,245.00	26,250.00
2006	1,750.00	495.00	2.50%	2,245.00	24,500.00
2007	1,750.00	495.00	2.50%	2,245.00	22,750.00
2008	1,750.00	495.00	2.50%	2,245.00	21,000.00
2009	1,750.00	495.00	2.50%	2,245.00	19,250.00
2010	1,750.00	495.00	2.50%	2,245.00	17,500.00
2011	1,750.00	495.00	2.50%	2,245.00	15,750.00
2012	1,750.00	495.00	2.50%	2,245.00	14,000.00
2013	1,750.00	495.00	2.50%	2,245.00	12,250.00
2014	1,750.00	495.00	2.50%	2,245.00	10,500.00
2015	1,750.00	495.00	2.50%	2,245.00	8,750.00
2016	1,750.00	495.00	2.50%	2,245.00	7,000.00
2017	1,750.00	495.00	2.50%	2,245.00	5,250.00
2018	1,750.00	495.00	2.50%	2,245.00	3,500.00
2019	1,750.00	495.00	2.50%	2,245.00	1,750.00
2020	1,750.00	215.00	2.50%	1,965.00	-

not there in FY 2004

DEBT (FUNDED BY TAX I.

Fiscal Year Ended 30-Sep	Revenue Bonds
2004	47,093
2005	
2006	
2007	
2008	
2009	
2010	
2011	
2012	
2013	
2014	
2015	
2016	
2017	
2018	
2019	
2020	
2021	
2022	
2023	
	47,093
Less Interest	<u>2,093</u>
Total Debt Outstanding	<u>\$ 45,000</u>

Fiscal Year Ended 30-Sep	Revenue Bonds
Tax Interest & Sinking Fund	\$ -
General Fund	-
Water and Sewer Fund	47,093
Solid Waste Fund	-
Drainage Utility Fund	-
Golf Course Fund	-
Total All Funds	<u>\$ 47,093</u>

DEBT (FUNDED BY TAX)

Fiscal Year Ended
<u>30-Sep</u>
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
<u>2023</u>

Less Interest

Total Debt Outstanding

Fiscal Year Ended
<u>30-Sep</u>
Tax Interest & Sinking Fund
General Fund
Water and Sewer Fund
Solid Waste Fund
Drainage Utility Fund
Golf Course Fund
Total All Funds

DEBT (FUNDED BY TAX)

Fiscal Year Ended	General Obligation
30-Sep	Bonds
2004	954,712
2005	1,228,046
2006	1,222,613
2007	1,224,659
2008	1,209,683
2009	1,232,439
2010	1,266,893
2011	1,272,433
2012	1,225,350
2013	1,006,425
2014	748,425
2015	-
2016	-
2017	-
2018	-
2019	-
2020	-
2021	-
2022	-
2023	-
	12,591,676
Less Interest	2,686,676
Total Debt Outstanding	\$ 9,905,000

Recap

Fiscal Year Ended	General Obligation
30-Sep	Bonds
Tax Interest & Sinking Fund	\$ 2,320,077
General Fund	-
Water and Sewer Fund	1,682,034
Solid Waste Fund	-
Drainage Utility Fund	2,420,976
Golf Course Fund	-
Total All Funds	\$ 6,423,087

DEBT (FUNDED BY TAX)

Fiscal Year Ended
<u>30-Sep</u>
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
<u>2023</u>

Less Interest

Total Debt Outstanding

Fiscal Year Ended
<u>30-Sep</u>
Tax Interest & Sinking Fund
General Fund
Water and Sewer Fund
Solid Waste Fund
Drainage Utility Fund
Golf Course Fund
Total All Funds

DEBT (FUNDED BY TAX)

Fiscal Year Ended 30-Sep	Certificates of Obligation
2004	3,309,417
2005	2,462,312
2006	2,463,938
2007	2,318,113
2008	2,302,466
2009	2,293,721
2010	2,267,641
2011	2,269,412
2012	2,262,682
2013	2,122,131
2014	2,254,968
2015	2,743,348
2016	2,706,308
2017	2,655,820
2018	2,622,100
2019	2,394,591
2020	2,042,750
2021	2,093,538
2022	1,423,500
2023	1,338,750
	46,347,504
Less Interest	16,397,504
Total Debt Outstanding	\$ 29,950,000

Allocation by Fu

Fiscal Year Ended 30-Sep	Total
Tax Interest & Sinking Fund	\$ 5,281,326
General Fund	
Water and Sewer Fund	25,763,304
Solid Waste Fund	616,173
Drainage Utility Fund	
Golf Course Fund	1,217,082
Total All Funds	\$ 32,877,885

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 2003-04 Adopted Budget and Plan of Municipal Services for capital outlay is \$ 532,383. This amount represents a increase of \$ 184,040, or 52.83%, in capital outlay over the amount that was projected to be purchased in fiscal year 2002-03.

Fund	FY 2003	FY 2003-04	Dollar Increase (Decrease)
General Fund	\$ 234,060	\$287,555	\$53,495
Water & Sewer Fund	96,472	115,454	18,982
Solid Waste Fund	12,400	33,550	21,150
Youth Activities Fund	1,000	0	(1,000)
Drainage Utility Fund	800	0	(800)
Cemetery Fund	2,926	9,000	6,074
Golf Course Fund	0	0	0
Municipal Court-Efficiency	0	6,500	6,500
Municipal Court-Tech	685	75,619	74,934
Municipal Court-Security	0	4,705	4,705
Total	\$ 348,343	\$532,383	\$184,040

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 2003-04**

Account	Description	Amount
GENERAL FUND		
<u>Finance</u>		
Capital Outlay		
01-4140-3100-8402	Laptop computer	1,000.00
	Total	\$ 1,000.00
<u>Information Systems</u>		
Capital Outlay		
01-35-00-8402	Computer Equipment	1,500.00
01-35-00-8404	Computer Software	1,500.00
	Total	\$ 3,000.00
<u>Police Department</u>		
Capital Outlay		
01-4230-4200-8300	2004 Harley Davidson FLHP (4)	6,200.00
01-4230-4200-8300	2003 Police Pursuit Vehicles (3)	87,882.00
01-4230-4200-8400	Gas Masks with filters and carriers (40)	10,000.00
	Total	\$ 104,082.00
<u>Animal Control</u>		
Capital Outlay		
01-4230-4300-8300	Compact Pick-Up	22,290.00
	Total	\$ 22,290.00
<u>Fire Department</u>		
Capital Outlay		
01-4230-4400-8300	Command Vehicle	25,243.00
	Total	\$ 25,243.00
<u>Engineering</u>		
Capital		
01-4170-5100-8200	Plat Filing Cabinet	1,050.00
	Total	\$ 1,050.00
<u>Streets</u>		
Capital Outlay		
01-4410-5300-8400	Terex Steel Wheel Roller	29,115.00
	Total	\$ 29,115.00

CITY OF COPPERAS COVE, TEXAS
DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
FISCAL YEAR 2003-04

Account	Description	Amount
<u>Parks and Recreation</u>		
Capital Outlay		
01-4310-5400-8300	2004 Ford Pick-Up Extended Cab	18,080.00
01-4310-5400-8400	1 1/2 of Lawn Mower (share with Cemetery)	27,000.00
01-4310-5400-8403	1/2 phone system-turkey creek	4,000.00
01-4310-5400-8500	Floor replacement	5,000.00
	Total	<u>\$ 54,080.00</u>
<u>Library</u>		
Capital Outlay		
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	11,245.00
01-4310-7100-8504	Audiovisual Items	3,000.00
01-4310-7100-8505	Genealogy Materials	500.00
		<u>\$ 41,745.00</u>
<u>Code & Health</u>		
Capital Outlay		
01-4330-7200-8404	Sweeps Software for Code Enforcement	7,000.00
		<u>\$ 7,000.00</u>
TOTAL GENERAL FUND		<u>\$ 287,555.00</u>

CITY OF COPPERAS COVE, TEXAS
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
 FISCAL YEAR 2003-04

Account	Description	Amount
WATER & SEWER FUND		
<u>Water Distribution</u>		
Capital Outlay		
02-4425-8200-8400	5,000 lb. crane to mount on utility truck	17,500.00
	Total	<u>\$ 17,500.00</u>
<u>Sewer Collection</u>		
Capital Outlay		
02-4425-8300-8300	3/4 Ton Pick-Up with Utility Bed	22,130.00
02-4425-8300-8400	MF-110 Mini Camera	4,260.00
02-4425-8300-8400	Wacker Rammer	3,450.00
	Total	<u>\$ 29,840.00</u>
<u>Wastewater Treatment</u>		
Capital Outlay		
02-4425-8400-8400	Bunten Model 2190 Zero Turn Mower (3)	18,500.00
	Total	<u>\$ 18,500.00</u>
TOTAL WATER AND SEWER FUND		<u>\$ 65,840.00</u>

CITY OF COPPERAS COVE, TEXAS
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
 FISCAL YEAR 2003-04

Account	Description	Amount
SOLID WASTE FUND		
<u>Residential</u>		
Capital Outlay		
03-4423-9101-8400	Portion of 4300 Tire Changer	1,310.00
	Total	\$ 1,310.00
<u>Recycling</u>		
Capital Outlay		
03-4223-9102-8400	Portion of 4300 Tire Changer	1,310.00
	Total	\$ 1,310.00
<u>Brush Collection</u>		
Capital Outlay		
03-4423-9103-8300	Prentice Knuckle Boom	25,000.00
03-4423-9103-8400	Portion of 4300 Tire Changer	1,310.00
	Total	\$ 26,310.00
<u>Commercial</u>		
Capital Outlay		
03-4223-9104-8400	Portion of 4300 Tire Changer	1,310.00
	Total	\$ 1,310.00
<u>Transfer Station</u>		
Capital Outlay		
03-4424-92008100	Building and Fixures	1,264.00
03-4424-9200-8400	Portion of 4300 Tire Changer	1,310.00
03-4424-9200-8500		2,000.00
		\$ 4,574.00
TOTAL SOLID WASTE FUND		\$ 34,814.00

**CITY OF COPPERAS COVE, TEXAS
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY
 FISCAL YEAR 2003-04**

Account	Description	Amount
<u>Drainage Fund</u>		
Capital Outlay		
05-4410-7600-8500	Capital Improvement Projects	300,000.00
	Total	\$ 300,000.00
<u>Cemetery Fund</u>		
Capital Outlay		
06-4310-5400-8400	1/2 of shared lawnmower (Parks & Recreation)	9,000.00
	Total	\$ 9,000.00
<u>Golf Course Fund</u>		
Capital Outlay		
09-4310-7400-8400	Aerator	13,000.00
09-4310-7400-8400	Bucket Loader	3,700.00
09-4310-7400-8500	Facilities	8,000.00
	Total	\$ 24,700.00
<u>Hotel/Motel Fund</u>		
Capital Outlay		
14-4502-1400-8501	Civic Center Renovation	45,000.00
	Total	\$ 45,000.00
<u>Municipal Court-Efficiency Funds</u>		
Capital Outlay		
41-4220-4101-8402	Projector and drop-down screen	6,500.00
	Total	\$ 6,500.00
<u>Municipal Court - Technology Funds</u>		
Capital Outlay		
41-4220-4102-8402	1/2 of Hand-held Ticket Writers	75,619.00
	Total	\$ 75,619.00
<u>Municipal Court-Security Funds</u>		
Capital Outlay		
41-4220-4103-8500	Security Cameras (3)	4,705.00
	Total	\$ 4,705.00

Total by Account

1,000.00
\$ 1,000.00

1,500.00
1,500.00
\$ 3,000.00

94,082.00
10,000.00
\$ 104,082.00

22,290.00
\$ 22,290.00

25,243.00
\$ 25,243.00

1,050.00
\$ 1,050.00

29,115.00
\$ 29,115.00

Total by Account

18,080.00
27,000.00
4,000.00
5,000.00
\$ 54,080.00

17,000.00
10,000.00
11,245.00
3,000.00
500.00
\$ 41,745.00

7,000.00
\$ 7,000.00
.
\$ 287,555.00

Total by Account

17,500.00
\$ 17,500.00

22,130.00
7,710.00
\$ 29,840.00

18,500.00
\$ 18,500.00
\$ 65,840.00

Total by Account

1,310.00
\$ 1,310.00

1,310.00
\$ 1,310.00

25,000.00
1,310.00
\$ 26,310.00

1,310.00
\$ 1,310.00

1,264.00
1,310.00
2,000.00
\$ 4,574.00

\$ 34,814.00

Total by Account

300,000.00
\$ 300,000.00

9,000.00
\$ 9,000.00

16,700.00
8,000.00
\$ 24,700.00

45,000.00
\$ 45,000.00

6,500.00
\$ 6,500.00

75,619.00
\$ 75,619.00

4,705.00
\$ 4,705.00

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 2003-04

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 2003-04 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 more and more, 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, Solid Waste) are projects that management feel 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 \$375,000 for fiscal year 2003-04.

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 2003-04 fiscal year budget has allocated \$300,000 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 2003-04 adopted budget includes the expenditure of \$15,285,875 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.

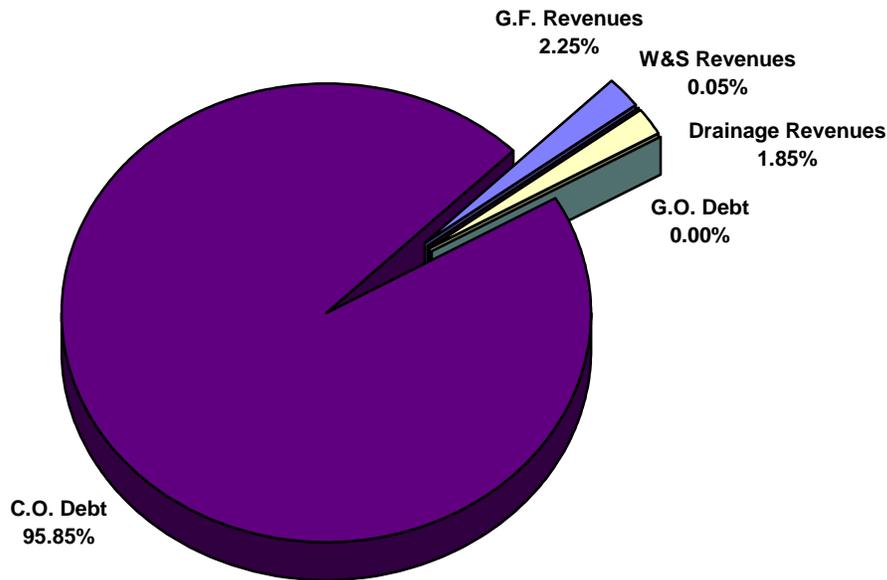
Fund/Project	General Fund Revenues	Water & Sewer Fund Revenues	Drainage Revenues	G.O. Debt	C.O. Debt	Total
General Fund						
Street Improvements	\$ 300,000	-	-	-	-	\$ 300,000
Sidewalk Improv.	20,000	-	-	-	-	20,000
Needs Assessment	45,000	-	-	-	-	45,000
Water & Sewer Fund	-					
Office Renovation	-	10,000	-	-	-	10,000
Drainage Utility Fund						
Drainage Improvements	-	-	300,000	-	-	300,000
1999 C/O						
W & S CIP Phase I	-	-	-	-	45,000	45,000
2001 C/O						
City Network	-	-	-	-	104,093	104,093
190 R.O.W. Acquisition	-	-	-	-	400,000	400,000
Ogletree Improvements	-	-	-	-	355,838	355,838
Public Works Facility	-	-	-	-	-	-
W & S CIP Phase II	-	-	-	-	866,600	866,600
2003 C/O						
FM 1113 Sidewalks	-	-	-	-	320,000	320,000
Expansion of Constitution	-	-	-	-	122,000	122,000
W & S CIP Phase III	-	-	-	-	9,242,524	9,242,524
Municipal Building Repairs	-	-	-	-	60,000	60,000
Communications System	-	-	-	-	1,840,820	1,840,820
Ladder Truck	-	-	-	-	250,000	250,000

Continued

Fund/Project	General Fund Revenues	Water & Sewer Fund Revenues	Drainage Revenues	G.O. Debt	C.O. Debt	Total
Civic Center Renovation	-	-	-	-	75,000	75,000

Construction of Big Divide	-	-	-	-	579,000	579,000
Feeder Road	-	-	-	-	600,000	600,000
Street Reconstruction	-	-	-	-	400,000	400,000
Construction of Skate Park	-	-	-	-	25,000	25,000
Total	\$ 365,000	\$ 10,000	\$ 300,000	\$ -	\$ 15,285,875	\$ 15,960,875

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 Improvement

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 2003-04 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.

Needs Assessment Study

The Needs Assessment Study will allow the City to logically plan for the construction of a new Police Department which will provide for all their needs for many years to come. It will consider the geographical locations as well as specific site issues, such as:

- Staffing needs
- Availability of utilities
- Adequate land area
- Ability to expand in the future
- Zoning of site
- Site acquisition costs
- Site development cost considerations
 - Slope of site
 - Soil conditions
 - Flood plain

Cost: The 2003-04 budget includes a total of \$45,000.

Budgetary Impact: The City encumbered \$45,000 from FY 2002-03 budget, which will cover the total cost of the needs assessment.

Responsible Department: The police department is responsible for ensuring the completion of this project.

WATER & SEWER FUND:

Office Renovations

The utility administration department is working to improve both the appearance and the operational effectiveness of its facility. The Offices for the utility administration supervisor and the assistant utility administration supervisor are in need of renovation, as well as the lobby.

Cost: In order to renovate the facilities, \$10,000 has been appropriated in the utility administration budget.

Budgetary Impact: This is a one-time improvement; no future impact to the budget is anticipated.

Responsible Department: Utility administration 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 2003-04 fiscal year budget includes \$300,000 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 2004-05 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 2003-04 is \$138,599. 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 will provide the Municipal Court a facility that is approximately 6,000 square feet, essentially doubling the current rented space it occupies.

Animal Control Facility

The City of Copperas Cove has been experiencing the need for the construction of a new Animal Control Facility. The existing facility is 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 currently has 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 was 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><u>\$ 6,262,700</u></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 2000-01 column have already been approved by City Council and were effective October 1, 2000. The water and sewer rates reflected in the 2001-02 have also been approved by the City Council and were effective October 1, 2001. Please note that the rates calculated for fiscal years 2002 through 2005 are the same as the rate in 2001-02. The calculation of the water and sewer rates was performed by Reed, Stowe and Yanke, LLC and will be revisited during the 2003-04 fiscal year.

PROPOSED WATER RATES											
Meter Size	FY 2000-2001		FY 2001-2002		FY 2002-2003		FY 2003-2004		FY 2004-2005		
	Minimum	Rate per									
	Bill	1,000 Gallons									
3/4"	\$ 10.00	\$ 1.95	\$ 10.00	\$ 2.17	\$ 10.00	\$ 2.17	\$ 10.00	\$ 2.17	\$ 10.00	\$ 2.17	
1"	14.00	2.33	14.00	2.60	14.00	2.60	14.00	2.60	14.00	2.60	
1 1/2"	21.00	2.64	21.00	2.94	21.00	2.94	21.00	2.94	21.00	2.94	
2"	31.00	2.78	31.00	3.08	31.00	3.08	31.00	3.08	31.00	3.08	
3"	82.00	2.78	82.00	3.08	82.00	3.08	82.00	3.08	82.00	3.08	
4"	128.00	2.78	128.00	3.08	128.00	3.08	128.00	3.08	128.00	3.08	
6"	217.00	2.78	217.00	3.08	217.00	3.08	217.00	3.08	217.00	3.08	
PROPOSED WASTEWATER RATES											
Customer Class	FY 2000-2001		FY 2001-2002		FY 2002-2003		FY 2003-2004		FY 2004-2005		
	Minimum	Rate per									
	Bill	1,000 Gallons									
Residential	\$ 9.00	\$ 2.60	\$ 9.00	\$ 2.91	\$ 9.00	\$ 2.91	\$ 9.00	\$ 2.91	\$ 9.00	\$ 2.91	
All Other Customers	9.00	3.01	9.00	3.01	9.00	3.01	9.00	3.01	9.00	3.01	
Total Revenue Generated from Rates	\$ 5,959,127		\$ 6,409,851		\$ 6,490,946		\$ 6,573,229		\$ 6,656,370		
Total Revenue Requirement (Budget)	5,885,487		6,399,322		6,289,149		6,572,938		6,525,326		
Addition/(Reduction) in Fund Balance	\$ 73,640		\$ 10,529		\$ 201,798		\$ 291		\$ 131,044		

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	\$579,000
Communication System	1,840,820
Fire Pumper Truck	250,000
Construction of Skate Park	25,000
Improvements to FM 1113	320,000
Expansion of Constitution	122,000
Feeder Road	600,000
Municipal Building Renovation	210,000
Street Reconstruction	4,340,820

Water & Sewer Fund:	
NEWW Plant Expansion	\$6,035,000
NWWW Plant Improvement	1,330,000
4 th Year Sewer Improvement	685,000
Meadow Brook Sewer	235,714
Highway 190 Sewer	71,430
Mountain Top Water	706,380
Sewer (Skyline Valley)	484,000
Water (Old Ogletree Pass)	1,710,000

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.

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.

Construction of Big Divide

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, it is prudent to connect with U.S. Highway 190.

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.

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.

Municipal Building Renovation

Several buildings within the City are in desperate need of major capital improvements. The budgets for these projects include the following:

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>\$210,000</u>

Public Safety 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.

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	\$ 685,000
NW WWTP Improvements	1,330,000
NE WWTP Expansion	4,020,000
Meadow Brook Sewer	235,714
Highway 190 Sewer	71,430
Mountain Top Water	706,380
Skyline Valley Lift Station	484,000
Water Line Project (Old Ogletree Pass to Colorado Drive)	<u>1,710,000</u>
Total Cost of Phase III:	\$9,242,524

GRAND TOTAL COST OF ALL THREE PHASES

\$19,407,264

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.

Sheet1

	General Fund	Water & Sewer	Drainage			
Fund/Project	Revenues	Fund Revenues	Revenues	G.O. Debt	C.O. Debt	Total
General Fund						
Street Improvements	\$ 300,000	-	-	-	-	\$ 300,000
Sidewalk Improv.	20,000	-	-	-	-	20,000
Needs Assessment	45,000	-	-	-	-	45,000
Water & Sewer Fund	-					
Office Renovation	-	10,000	-	-	-	10,000
Drainage Utility Fund						
Drainage Improvements	-	-	300,000	-	-	300,000
1999 C/O						
W & S CIP Phase I	-	-	-	-	45,000	45,000
2001 C/O						
City Network	-	-	-	-	104,093	104,093
190 R.O.W. Acquisition	-	-	-	-	400,000	400,000
Ogletree Improvements	-	-	-	-	355,838	355,838
Public Works Facility	-	-	-	-	-	-
W & S CIP Phase II	-	-	-	-	866,600	866,600
2003 C/O						
FM 1113 Sidewalks	-	-	-	-	320,000	320,000
Expansion of Constitution	-	-	-	-	122,000	122,000
W & S CIP Phase III	-	-	-	-	9,242,524	9,242,524
Municipal Building Repairs	-	-	-	-	60,000	60,000
Communications System	-	-	-	-	1,840,820	1,840,820
Ladder Truck	-	-	-	-	250,000	250,000
Civic Center Renovation	-	-	-	-	75,000	75,000
Construction of Big Divide	-	-	-	-	579,000	579,000
Feeder Road	-	-	-	-	600,000	600,000
Street Reconstruction	-	-	-	-	400,000	400,000
Construction of Skate Park	-	-	-	-	25,000	25,000
Total	\$ 365,000	\$ 10,000	\$ 300,000	\$ -	\$ 15,285,875	\$ 15,960,875

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
1994 General Obligation Bond Issue
(Construction, Expansion and Extension of Fire Station and Substation)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
44-00-00-0991	Fund Balance	\$ -	\$ -	(\$5,161)	(\$5,111)
Revenues					
44-00-00-1001	Bond Proceeds	\$1,500,000	\$1,500,000	\$ -	\$ -
44-00-00-6001	Interest Income	-	324,958	50	-
44-00-00-6004	Sale of City Property	-	80,000	-	-
44-00-00-xxxx	Transfers-In	-	110,000	-	-
44-00-00-6005	Miscellaneous Revenue	-	200	-	-
Total Revenues		\$1,500,000	\$2,015,158	\$50	\$ -
Expenditures					
44-00-00-6012	Consulting Fees	\$ -	\$6,239	\$ -	\$ -
44-00-00-6017	Bank Analysis Charge	-	50	-	-
44-00-00-2000	Office Supplies	-	35	-	-
44-00-00-4200	Repair & Maint. Facilities	-	6,761	-	-
44-00-00-6050	Inspection Services	-	13,314	-	-
44-00-00-8400	Equipment	-	377	-	-
44-00-00-8500	Capital Outlay Facilities	1,500,000	1,448,597	-	-
44-00-00-8501	Professional Services	-	453,476	-	-
44-00-00-8600	Land	-	45,536	-	-
44-00-00-9000	Bond Issuance Costs	-	39,371	-	-
44-01-00-0100	Salaries	-	5,574	-	-
44-01-00-0600	FICA Tax	-	426	-	-
44-01-00-0700	Employee insurance	-	224	-	-
44-01-00-0800	Workers' Compensation	-	31	-	-
44-01-00-0900	Retirement	-	308	-	-
Total Expenditures		\$1,500,000	\$2,020,319	\$ -	\$ -
Ending Fund Balance					
44-00-00-0991	Fund Balance	\$ -	(\$5,161)	(\$5,111)	(\$5,111)

City of Copperas Cove, Texas
1997 Combination Tax and Revenue Certificates of Obligation
(Golf Course, Library, and Capital Equipment)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
46-00-00-0990	Fund Balance	\$ -	\$ -	\$ 49,650	\$ -
Revenues					
46-00-00-1001	Bond Proceeds	\$3,010,000	\$2,948,865	\$ -	\$ -
46-00-00-1002	TX State Library Grant Recei	-	200,000	-	-
46-00-00-6001	Interest Income	-	280,455	325	-
46-00-00-1050	Contributions for Library	-	45,000	-	-
46-00-00-7016	Transfers-In	-	-	-	-
46-00-00-6005	Miscellaneous Revenue	-	6,957	-	-
Total Revenues		\$3,010,000	\$3,481,277	\$325	\$ -
Expenditures					
46-00-00-6012	Consulting Fees	\$ -	\$ 3,600	\$ -	\$ -
46-00-00-6017	Bank Analysis Charge	-	37	-	-
46-00-00-8501	Professional Services	-	-	-	-
46-00-00-xxxx	Contingency Funds	59,782	-	-	-
46-00-00-6012	Bond Issuance Costs	127,718	78,238	-	-
46-00-00-6050	Inspection Services	-	12,793	-	-
46-71-00-xxxx	Library Construction	1,500,000	1,980,112	49,975	-
46-74-00-xxxx	Golf Course Const.	1,000,000	1,038,440	-	-
46-75-00-xxxx	G.F. Capital Purchases	245,000	240,510	-	-
46-95-00-xxxx	S.W.F. Capital Purchases	77,500	77,897	-	-
Total Expenditures		\$3,010,000	\$3,431,627	\$49,975	\$ -
Ending Fund Balance					
46-00-00-0990	Fund Balance	\$ -	\$ 49,650	\$ -	\$ -

City of Copperas Cove, Texas
1998 General Obligation Bond Issue
(Park Improvements)
FY 2003-04

Account	Description	Original Budget	As of FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
94-00-00-0990	Fund Balance	\$ -	\$ -	\$ 1,368	\$ -
Revenues					
94-00-00-1001	Bond Proceeds	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -
94-00-00-6001	Interest Income	-	33,944	5	-
94-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		<u>\$1,000,000</u>	<u>\$1,033,944</u>	<u>\$5</u>	<u>\$ -</u>
Expenditures					
94-00-00-xxxx	Park Improvements	\$ 960,000	\$ 987,190	\$ 1,373	\$ -
94-00-00-6050	Inspection Services	-	4,367	-	-
94-00-00-6015	Bond Issuance Cost	40,000	41,019	-	-
Total Expenditures		<u>\$1,000,000</u>	<u>\$1,032,576</u>	<u>\$1,373</u>	<u>\$ -</u>
Ending Fund Balance					
94-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 1,368</u>	<u>\$ -</u>	<u>\$ -</u>

City of Copperas Cove, Texas
1998 Certificates of Obligation
(Street Sweeper and Composting Facility)
FY 2003-04

Account	Description	Original Budget	As of FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
95-00-00-0990	Fund Balance	\$ -	\$ -	\$ 2,885	\$ -
Revenues					
95-00-00-1001	Bond Proceeds	\$ 450,000	\$ 450,000	\$ -	\$ -
95-00-00-6001	Interest Income	-	32,853	500	-
95-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		<u>\$ 450,000</u>	<u>\$ 482,853</u>	<u>\$ 500</u>	<u>\$ -</u>
Expenditures					
95-00-00-7001	Bond Issuance Costs	\$ 17,000	\$ 18,089	\$ -	\$ -
95-00-00-6050	Inspection Services	-	617	-	-
95-01-00-6100	Advertising	-	57	-	-
95-00-00-xxxx	Transfer to I & S	-	446	-	-
95-01-00-8516	Composting Facility	333,000	361,206	3,385	-
95-02-00-8300	Vehicles	100,000	99,553	-	-
Total Expenditures		<u>\$ 450,000</u>	<u>\$ 479,968</u>	<u>\$ 3,385</u>	<u>\$ -</u>
Ending Fund Balance					
95-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 2,885</u>	<u>\$ -</u>	<u>\$ -</u>

City of Copperas Cove, Texas
1999 Certificates of Obligation
(Golf Course Expansion Phase II)
FY 2003-04

Account	Description	Budget	As of FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
96-00-00-0990	Fund Balance	\$ -	\$ -	\$ 41	\$ -
Revenues					
96-00-00-1001	Bond Proceeds	\$ 350,000	\$ 362,160	\$ -	\$ -
96-00-00-6001	Interest Income	-	2,993	30	-
96-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		\$ 350,000	\$ 365,153	\$ 30	\$ -
Expenditures					
96-74-00-0100	Salaries	17,128	15,528	-	-
96-74-00-0300	Overtime	171	1,897	-	-
96-74-00-0600	FICA Tax	1,291	1,331	-	-
96-74-00-0800	Workers' Compensation	328	269	-	-
96-74-00-0900	Retirement	-	67	-	-
96-74-00-2000	Operating Supplies	10,000	6,728	-	-
96-74-00-2400	Fuel and Oil	744	-	-	-
96-74-00-2600	Chemicals	35,177	32,797	-	-
96-74-00-4200	Repairs and Maint. - Facilities	1,000	980	71	-
96-74-00-4400	Repairs and Maint. - Equipment	-	272	-	-
96-74-00-6300	Rental of Equipment	5,056	10,116	-	-
96-74-00-6550	Contract Labor	-	-	-	-
96-74-00-7100	Irrigation System	570	571	-	-
96-74-00-8100	Building and Fixtures	143,302	143,108	-	-
96-74-00-8200	Furniture	420	420	-	-
96-74-00-8300	Vehicles	33,725	33,725	-	-
96-74-00-8401	Equipment	11,386	14,999	-	-
96-74-00-8402	Equipment - Electronic	8,363	8,938	-	-
96-74-00-8403	Equipment-Communication	4,410	4,410	-	-
96-74-00-8404	Equipment-Software	5,495	5,495	-	-
96-74-00-8500	Facilities	48,934	71,010	-	-
96-74-00-8600	Issuance costs	16,000	12,451	-	-
96-74-00-8700	Contingency	6,500	-	-	-
Total Expenditures		\$ 350,000	\$ 365,112	\$ 71	\$ -
Ending Fund Balance					
96-00-00-0990	Fund Balance	\$ -	\$ 41	\$ -	\$ -

City of Copperas Cove, Texas
1999 Certificates of Obligation
(Construction of Animal Control Facility, Municipal Court, Track Excavator)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
97-00-00-0990	Fund Balance	\$ -	\$ -	\$ 3,569	\$ 3,769
Revenues					
97-00-00-1001	Bond Proceeds	\$ 597,458	\$ 594,978	\$ -	\$ -
97-00-00-6001	Interest Income	-	50,690	200	-
97-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		<u>\$ 597,458</u>	<u>\$ 645,668</u>	<u>\$ 200</u>	<u>\$ -</u>
Expenditures					
97-41-00-8500	Municipal Court	\$ 200,000	\$ 213,072	\$ -	\$ -
97-43-00-6012	Consulting Fees	-	7,579	-	-
97-43-00-8403	Equipment Communication	-	315	-	-
97-43-00-8400	Animal Control Facility	250,000	280,242	-	-
97-76-00-8400	Equipment	125,000	112,621	-	-
97-00-00-6050	Inspection Services	-	9,368	-	-
97-00-00-6012	Bond Issuance Costs	22,458	18,902	-	-
Total Expenditures		<u>\$ 597,458</u>	<u>\$ 642,099</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Fund Balance					
97-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 3,569</u>	<u>\$ 3,769</u>	<u>\$ 3,769</u>

City of Copperas Cove, Texas
1999 Certificates of Obligation
(Phase I of Water/Wastewater CIP and Equipment for Composting Facility)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
98-00-00-0990	Fund Balance	\$ -	\$ -	\$ 1,740,228	\$ 130,145
Revenues					
98-00-00-1001	Bond Proceeds	\$ 4,988,248	\$ 4,967,534	\$ -	\$ -
98-00-00-6001	Interest Income	-	583,828	19,500	-
98-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		\$ 4,988,248	\$ 5,551,362	\$ 19,500	\$ -
Expenditures					
98-00-00-6012	Bond Issuance Costs	\$ 187,508	\$ 153,033	\$ -	\$ -
98-00-00-6050	Inspection Services	-	5,481	-	-
98-00-00-6800	Professional Services	-	31,232	-	-
98-51-00-xxxx	Personnel Costs	-	32,462	23,347	-
98-84-00-8400	Composting Equipment	225,000	225,000	-	-
98-85-00-6012	Consulting Fees	-	2,627	5,369	-
98-85-00-6100	Advertising	-	98	-	-
98-84-00-9002	North Water Line Loop	1,344,080	168,403	1,069,462	-
98-85-00-9004	W. Hwy 190 Sewer Ext.	912,800	297,051	462,000	-
98-85-00-9006	Summers Rd. Sewer Ext.	570,780	567,771	40,000	-
98-85-00-9008	3rd Yr. Sewer Improve.	450,000	561,409	29,405	-
98-85-00-9010	Eng. Killeen/CC Water Line	292,300	599,132	-	-
98-85-00-9012	Eng. NE WWTP	555,000	559,146	-	-
98-85-00-9014	Eng. NW WWTP	120,000	124,148	-	-
98-85-00-9025	Tank Rehab. Prof. Svcs.	33,791	51,666	-	-
98-85-00-9016	Mickan Mt. Tank Rehab.	28,610	65,503	-	-
98-85-00-9018	Hogg Mt. Tank Rehab.	49,351	76,326	-	-
98-85-00-9020	Rattlesnake Mt. Tank Rehab.	20,355	40,787	-	-
98-85-00-9022	Seven Mile Mt. Tank Rehab.	198,673	167,827	-	-
98-85-00-9028	K-Starr Project	-	4,885	-	-
98-85-00-9030	8" Sewer Main & Manhole	-	48,456	-	-
98-85-00-9032	Water Improv. Proj. W. Hwy 190	-	18,594	-	-
98-85-00-9034	Ogletree Gap/Big Divide	-	10,097	-	-
Total Expenditures		\$ 4,988,248	\$ 3,811,134	\$ 1,629,583	\$ -
Ending Fund Balance					
98-00-00-0990	Fund Balance	\$ -	\$ 1,740,228	\$ 130,145	\$ 130,145

City of Copperas Cove, Texas
1999 Certificates of Obligation
(Solid Waste Vehicles and Equipment)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
99-00-00-0990	Fund Balance	\$ -	\$ -	\$ 6,386	\$ 6,486
Revenues					
99-00-00-1001	Bond Proceeds	\$ 779,294	\$ 776,058	\$ -	\$ -
99-00-00-6001	Interest Income	-	41,421	100	100
99-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		<u>\$ 779,294</u>	<u>\$ 817,479</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenditures					
99-00-00-6012	Bond Issuance Costs	\$ 29,294	\$ 25,504	\$ -	\$ -
99-00-00-2000	Supplies	-	17,443	-	-
99-91-00-8300	Vehicles	280,000	267,449	-	-
99-91-00-8400	Equipment	470,000	500,697	-	-
Total Expenditures		<u>\$ 779,294</u>	<u>\$ 811,093</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Fund Balance					
99-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 6,386</u>	<u>\$ 6,486</u>	<u>\$ 6,586</u>

City of Copperas Cove, Texas
2001 Certificates of Obligation
(Capital Equipment/Improvements)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
90-00-00-0990	Fund Balance	\$ -	\$ -	\$ 953,257	\$ 514,079
Revenues					
90-00-00-1001	Bond Proceeds	\$ 1,915,000	\$ 1,914,227	\$ -	\$ -
90-00-00-6001	Interest Income	-	29,239	9,700	5,000
90-00-00-6005	Miscellaneous Revenue	-	120,875	-	-
Total Revenues		<u>\$ 1,915,000</u>	<u>\$ 2,064,341</u>	<u>\$ 9,700</u>	<u>\$ 5,000</u>
Expenditures					
90-00-00-6012	Bond Issuance Costs	\$ 43,832	\$ 49,190	\$ -	\$ -
90-00-00-xxxx	Inspection Services	-	3,264	-	-
90-35-00-xxxx	City-Wide Network	148,700	58,811	45,000	44,889
90-41-00-xxxx	Municipal Court	182,594	223,630	-	-
90-43-00-xxxx	Animal Control Facility	60,147	60,362	29,000	-
90-44-00-xxxx	Fire Station No. 3	179,509	218,731	-	-
90-44-00-xxxx	Fire Equipment	250,000	248,856	-	-
90-53-00-xxxx	Street Equipment	126,170	126,170	-	-
90-53-00-xxxx	R.O.W. Acquisition	400,000	-	-	400,000
90-54-00-xxxx	Ogletree Improvements	364,548	16,829	367,000	-
90-56-00-xxxx	Public Works Facility (1/2)	159,500	105,241	7,878	-
Total Expenditures		<u>\$ 1,915,000</u>	<u>\$ 1,111,084</u>	<u>\$ 448,878</u>	<u>\$ 444,889</u>
Ending Fund Balance					
90-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 953,257</u>	<u>\$ 514,079</u>	<u>\$ 74,190</u>

City of Copperas Cove, Texas
2001 Certificates of Obligation
(Phase II of Water/Wastewater CIP)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
91-00-00-0990	Fund Balance	\$ -	\$ -	\$ 5,203,981	\$ 1,009,058
Revenues					
91-00-00-1001	Bond Proceeds	\$ 6,485,000	\$ 6,482,383	\$ -	\$ -
91-00-00-6001	Interest Income	-	158,925	66,000	5,000
91-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		<u>\$ 6,485,000</u>	<u>\$ 6,641,308</u>	<u>\$ 66,000</u>	<u>\$ 5,000</u>
Expenditures					
91-00-00-6012	Bond Issuance Costs	\$ 162,800	\$ 156,884	\$ -	\$ -
91-00-00-6100	Advertising	-	-	85	-
91-00-00-6800	Professional Services	-	59,276	-	-
91-00-00-9032	Public Works Facility (1/2)	159,500	12,133	34,184	-
91-00-00-9034	Turkey Run Pumps & Tank	439,000	405,346	240	-
91-00-00-9036	Hogg Mt. Pumps & Tank	819,000	25,110	-	793,890
91-00-00-9038	Killeen/CC Water Line	3,073,700	-	3,160,000	-
91-00-00-9040	Turkey Run Tank Rehab.	180,000	-	295,655	-
91-00-00-9042	Joint Pump Station	700,000	715,836	-	-
91-00-00-9044	Grimes Crossing Water Line	701,000	17,395	420,000	-
91-00-00-9046	Joes Road Water Line	50,000	25,192	43,759	29,310
91-00-00-9047	Wolfe Road Sewer Line	200,000	-	77,000	-
91-00-00-9048	Taylor Mountain Pump	-	10,880	210,000	-
91-51-00-xxxx	Personnel Costs	200,000	9,275	20,000	23,471
Total Expenditures		<u>\$ 6,685,000</u>	<u>\$ 1,437,327</u>	<u>\$ 4,260,923</u>	<u>\$ 846,671</u>
Ending Fund Balance					
91-00-00-0990	Fund Balance	<u>\$ (200,000)</u>	<u>\$ 5,203,981</u>	<u>\$ 1,009,058</u>	<u>\$ 167,387</u>

City of Copperas Cove, Texas
2003 Certificates of Obligation
(Tax Supported)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
70-00-00-0990	Fund Balance	\$ -	\$ -	\$ -	\$ 4,340,820
Revenues					
70-00-00-1001	Bond Proceeds	\$ -	\$ -	\$ 4,340,820	\$ -
70-00-00-6001	Interest Income	-	-	-	30,846
70-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		\$ -	\$ -	\$ 4,340,820	\$ 30,846
Expenditures					
70-00-00-xxxx	Construction of Big Divide	\$0	\$0	\$0	\$579,000
70-00-00-xxxx	Communication System	-	-	-	1,840,820
70-00-00-xxxx	Fire Dept. Pumper Truck	-	-	-	250,000
70-00-00-xxxx	Construction of Skate Park	-	-	-	100,000
70-00-00-xxxx	Improvements to FM 1113	-	-	-	320,000
70-00-00-xxxx	Expansion of Constitution	-	-	-	61,000
70-00-00-xxxx	Feeder Road	-	-	-	600,000
70-00-00-xxxx	Municipal Bldg. Renovation	-	-	-	190,000
70-00-00-xxxx	Street Reconstruction	-	-	-	400,000
Total Expenditures		\$ -	\$ -	\$ -	\$ 4,340,820
Ending Fund Balance					
70-00-00-0990	Fund Balance	\$ -	\$ -	\$ 4,340,820	\$ 30,846

City of Copperas Cove, Texas
2003 Certificates of Obligation
(Phase III of Water/Wastewater CIP)
FY 2003-04

Account	Description	Original Budget	To Date FY 2001-02	Projected FY 2002-03	FY 2003-04
Beginning Fund Balance					
71-00-00-0990	Fund Balance	\$ -	\$ -	\$ -	\$ 9,123,524
Revenues					
71-00-00-1001	Bond Proceeds	\$ -	\$ -	\$ 9,123,524	\$ -
71-00-00-6001	Interest Income	-	-	-	64,830
71-00-00-6005	Miscellaneous Revenue	-	-	-	-
Total Revenues		\$ -	\$ -	\$ 9,123,524	\$ 64,830
Expenditures					
71-00-00-xxxx	Phase III of W/WW CIP	\$ -	\$ -	\$ -	\$ 5,835,000
71-00-00-xxxx	Meadow Brook Sewer	-	-	-	235,714
71-00-00-xxxx	Highway 190 Sewer	-	-	-	71,430
71-00-00-xxxx	Mountain Top Water	-	-	-	706,380
71-00-00-xxxx	Sewer (Skyline Valley Lift)	-	-	-	484,000
	Water(Old Ogletree Pass)	-	-	-	1,710,000
	Expansion of Constitution	-	-	-	61,000
71-00-00-xxxx	Municipal Bldg. Renovation	-	-	-	20,000
Total Expenditures		\$ -	\$ -	\$ -	\$ 9,123,524
Ending Fund Balance					
71-00-00-0990	Fund Balance	\$ -	\$ -	\$ 9,123,524	\$ 64,830

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 2001 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 Classification: This appendix provides detailed listings and schedules of the City's employee positioning structure.

E. Full Time Employee Schedule, Pay Plan and Schedule of Incentives: The appendix provides a detailed schedule of full time employees over the last four years, in addition to providing a copy of the pay plan adopted for fiscal year 2002-03 and listing of incentives.

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

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.

**CITY OF COPPERAS COVE
FEE SCHEDULE**

TYPE	FEE
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POLICE DEPARTMENT

Alarm Fee (Monthly per institution, per indicator)	\$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

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

Annual License Fee - Private Ambulance Service	\$2,200.00
Non-Emergency Service Call (per half hour)	\$20.00
Witness Fees (per half hour)	\$20.00
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>	

**CITY OF COPPERAS COVE
FEE SCHEDULE**

Ambulance Rates (EMS):	
- Mileage Charge from Station to Delivery Point (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)	\$60.00

ENGINEERING

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 SECRETARY

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

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.

CITY OF COPPERAS COVE FEE SCHEDULE

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

Plumbing:

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
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Minor Commercial Alteration, Repair or Replacement of Existing Water or Sewer Piping, Water Heater (no base fee required)	\$25.00
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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
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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:

**CITY OF COPPERAS COVE
FEE SCHEDULE**

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
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

Street Cuts	\$200.00+10.00/sq. ft.
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Signs:

Street Sign (each)	\$75.00
Stop or Yield Sign (each)	\$85.00
Combination (stop & street)	\$110.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

PARKS AND RECREATION

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)	\$13.00
- Senior Citizens (65+)	NO CHARGE

Buildings:

Turkey Creek Activity Center: (5 hour rental)	
- Deposit	\$200.00
- Ballroom	\$175.00
- Clubroom	\$75.00
- Fee Each Additional Hour	\$20.00
Community/Civic Meetings per Hour	\$15.00
Civic Center: (5 hour rental)	
- Deposit	\$300.00
- Fee	\$250.00
- 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

** One waiver per twelve (12) month period for 501C-3 Organizations only, and subject to the discretion of the City Council. Organizations requesting waiver shall demonstrate city wide benefit and shall charge no fees for attendance of activity. City Council waivers must be approved a minimum of sixty (60) days prior to the event, the approval process is subject to the current policies regarding placement of items on City Council meeting agendas.*

**CITY OF COPPERAS COVE
FEE SCHEDULE**

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

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 Sports Fee (per sport) (2nd child \$5.00 discount):

- Soccer, Basketball, T-Ball	\$35.00
- Softball, Baseball	\$45.00
- Non Resident (Soccer, Basketball, T-Ball)	\$50.00
- Non Resident (Softball, Baseball)	\$60.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

CEMETERY

City Resident:	
- Adult Plot	\$700.00
- Child Plot	\$300.00
Non-City Resident	
- Adult Plot	\$1,400.00
- Child Plot	\$500.00

PLANNING

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
- Subdivision Ordinance	\$10.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

LIBRARY

Resident User Fee	NO CHARGE
Non-Resident User Fee (per year)	\$8.00
Non-Resident User Fee: City Employees (F.T)	NO CHARGE
Replacement Card (lost only)	\$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 hour)	\$1.00
Lost/Damaged Items	Cost + \$6.00
Lost Vertical File Material	\$1.00
Overdue Postage (per notice)	\$0.50
Inter Library - Loan Postage	\$1.00
Typing Paper (per sheet)	\$0.10
Computer Printout (per page)	\$0.10
Blank Computer Disk	\$1.00

Miscellaneous Repair/Replacement Costs:

- Video Cover	\$1.50
- Small Kit Plastic Bag	\$1.75
- Large Kit Plastic Bag	\$2.50
- Book Jacket/Cover	\$0.50
- Replacement Bar Code Label	\$0.50
- Rebinding of Damaged Books	ACTUAL COST
- Repaired Videos/Audio Cassettes	ACTUAL COST
- Single Cassette Holder	\$3.50
- Double Cassette Holder	\$3.75
- Three Cassette Holder	\$4.00
- Four Cassette Holder	\$5.50
- Six Cassette Holder	\$5.75
- Eight Cassette Holder	\$6.00
- Ten Cassette Holder	\$6.00
- Twelve Cassette Holder	\$6.75
Test Proctoring (first hour free)	\$15.00/hr

Meeting Room Rental:

- Government Entity	NO CHARGE
- Youth Groups (free use twice monthly, charge after that)	\$5.00/meeting
- Non Profit Organizations (per 4 hour block or part thereof)	\$20.00
- Private Organizations (per 4 hour block or part thereof)	\$100.00

**CITY OF COPPERAS COVE
FEE SCHEDULE**

CODE & HEALTH

Permits:

Garage Sale Permits	\$7.00
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)	NO CHARGE

Manager Accreditation:

- Course and Certification	\$100.00
- Renewal	\$75.00

GOLF COURSE

** 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
Weekday - Junior	\$5.00
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

CITY OF COPPERAS COVE FEE SCHEDULE

Annual Green Fees:

Regular (one payment)	\$525.00
Regular (semi annual payment)	\$288.75
Regular (monthly payment)	\$52.50
Regular Couple (one payment)	\$735.00
Regular Couple (semi annual payment)	\$393.75
Regular Couple (monthly payment)	\$68.25
Senior (one payment)	\$393.75
Senior (semi annual payment)	\$223.65
Senior (monthly)	\$36.75
Senior Couple (one payment)	\$540.75
Senior Couple (semi annual payment)	\$315.00
Senior Couple (monthly payment)	\$50.40
Junior (one payment)	\$168.00
Junior (semi annual payment)	\$99.75
Junior (monthly payment)	\$16.80
Family * (One payment)	\$787.50
Family * (semi annual payment)	\$420.00
Family * (monthly payment)	\$73.50

*Family includes parent and up to 3 dependent children in the same household.

City Employee - Full Time	1/2 PRICE ON AGF
Annual Golf Cart (City owned) & Green Fee Pass-Single - One Payment	\$1,200.00
Annual Golf Cart (City owned) & Green Fee Pass-Single - Monthly Payment	\$110.00
Annual Golf Cart (City owned) & Green Fee Pass-Couple - One Payment	\$1,600.00
Annual Golf Cart (City owned) & Green Fee Pass-Couple - Monthly Payment	\$150.00
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)

Electric Carts (one payment)	\$525.00
Electric Carts (semi annual payment)	\$288.75
Electric Carts (monthly payment)	\$52.50
Gas Carts (one Payment)	\$498.75
Gas Carts (semi annual payment)	\$273.00
Gas Carts (monthly payment)	\$47.25
Guest/Borrowers of private carts	\$10.50

Trail Fees:(private)

Annual (one payment)	\$262.50
Semi Annual (payment plan)	\$157.50
Monthly (payment plan)	\$31.50
Daily (per round)	\$10.50

Handicaps - Annual	\$8.00
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**CITY OF COPPERAS COVE
FEE SCHEDULE**

ADMINISTRATIVE FEES-NON DEPARTMENTAL

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

Water Deposit	\$45.00
Service Run	\$15.00
Reread Meter Service Run	\$5.00
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.

**CITY OF COPPERAS COVE
FEE SCHEDULE**

SOLID WASTE

Disposal Fees:

- Minimum Charge (up to 200 lbs.)	\$5.00
- Per Ton	\$42.00
Weighing Vehicles	\$8.00

Compost:

- Bulk (per cubic yard)	\$8.00
- Container (up to 30 gallons)	\$2.00
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
- Rental Per Day	\$2.00
- Disposal (per ton)	\$42.00

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 268,822 people and is adjacent to the largest military installation in the free world - Fort Hood.

CLIMATE

Annual Average Temperature	69.7	degrees
Monthly Average High Temperature	77.0	degrees
Monthly Average Low Temperature	56.0	degrees
Annual Average Precipitation	35.00	inches

POPULATION

Census	Copperas Cove	Coryell County
2000	29,592	74,978
1999 (Estimated)	31,500	75,635
1996 (Estimated)	30,311	74,446
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)

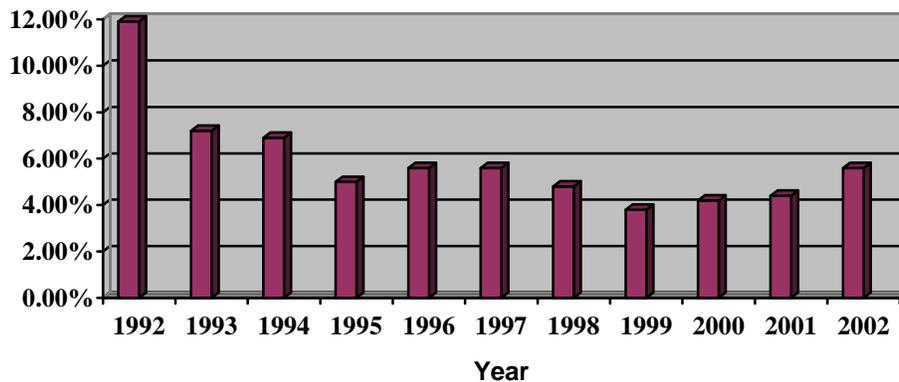
Age	Total	Percent
0-4	3,030	10.2%
5-14	5,032	17.0%
15-24	5,612	19.0%
25-34	5,280	17.8%
35-44	4,587	15.5%
45-54	2,737	9.2%
55-64	1,819	6.1%
65-74	978	3.3%
75+	<u>517</u>	<u>1.9%</u>
Total	29,592	100.0%

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	20.4%
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:	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:	6,350,000 GPD
Current Usage:	2,750,000 GPD

PUBLIC SAFETY

Fire Protection:

Number of stations:	3
Number of hydrants:	844
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	40,347
	Civilian - federal & contract	13,724
Central Texas College	Education - Junior College	1,519
Copperas Cove ISD	Education	1,256
Metroplex Hospital	Medical Care	900
GC Services	Telecommunications Collections	527
Wal-Mart Supercenter	Retail	400
City of Copperas Cove	Government	279
HEB Grocery Store	Retail - Grocery	145
Tarleton State University	Education - Senior College	64

LABOR FORCE

	Copperas Cove	Coryell County	Killeen-Temple MSA
Total Labor Force	10,776	21,583	122,944
Total Employment	10,180	20,502	116,609
Unemployment Rate	5.5%	5.0%	5.2%

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. Races are for youth (5 to 55) and are offered twice a week.

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:

Festival of Five Hills

Veteran's Day Parade

La Posada Christmas Event

Punt, Pass and Kick Contest

Ogletree Gap Folklife Festival

KristKindl Markt

Annual Easter Egg Hunt

Veteran's Day Concert

Fourth of July Parade

Five Hills Ride

Youth Soccer Camp

Tuesday Night Out

**City of Copperas Cove, Texas
2003/2004 City of Copperas Cove
Position Listing**

Fund Number	Dept Number	No. Of EE's	Department Name	Position Title	Position Grade
01	57	3	Facility Maintenance	Custodian	1
09	74	1.5	Golf Course	Golf Course Attendant	2
01	52	1.5	Building/Development Services	Receptionist	3
09	74	3.5	Golf Course	Food & Beverage Worker	3
01	43	1	Animal Control	Clerk	4
01	43	2	Animal Control	Officer	4
01	42	2	Police	Records Clerk	5
01	53	3	Street	Laborer I	5
01	54	7	Parks & Recreation	Laborer I	5
01	55	1	Fleet Services	Clerk	5
01	71	3	Library	Library Assistant I	5
09	74	3	Golf Course	Laborer	5
09	74	2	Golf Course	Clerk/Cashier	5
05	76	3	Drainage Utility	Laborer I	5
02	81	4	Utility Administration	Clerk/Cashier	5
03	92	1	Solid Waste Disposal	Scale Operator	5
01	41	5	Municipal Court	Court Clerk	6
01	42	1	Police	Training/Admin Coordinator	6
01	54	2	Parks & Recreation	Laborer II	6
06	54	1	Parks & Recreation	Laborer II	6
01	71	0.5	Library	Library Assistant II	6
02	81	2	Utility Administration	Meter Reader/Customer Service	6
02	82	3	Water Distribution	Operator I	6
03	91	3	Solid Waste Collection	Worker	6
01	31	3	Finance	Accounting Technician	7
01	42	1	Police	Administrative Assistant	7
01	44	1	Fire	Administrative Assistant	7
01	51	1	Engineering	Administrative Assistant	7
01	52	1	Building/Development Services	Administrative Assistant	7
01	53	1	Street	Equipment Operator I	7
01	53	1	Street	Traffic Control Technician	7
01	54	1	Parks & Recreation	Recreation Specialist	7
04	54	1	Parks & Recreation	Recreation Specialist	7
01	71	3	Library	Library Assistant III	7
09	74	1	Golf Course	Administrative Assistant	7
02	80	1	Wastewater Treatment	Administrative Assistant	7
03	90	1	Solid Waste Collection	Administrative Assistant	7
03	91	8	Solid Waste Collection	Driver	7
01	22	1	City Manager	Executive Secretary	8
01	34	1	Human Resources	Coordinator	8
01	42	1	Police	Executive Secretary	8
01	55	3	Fleet Services	Mechanic	8
09	74	1	Golf Course	Clubhouse Supervisor	8
09	74	1	Golf Course	Grounds Keeper Supervisor	8
02	82	5	Water Distribution	Operator II	8
02	83	5	Sewer Collection	Operator II	8
02	84	1	Composting	Equipment Operator	8
02	84	5	Wastewater Treatment	Plant Operator I I	8
02	84	1	Wastewater Treatment	Laboratory Technician	8
03	91	1	Solid Waste Collection	Assistant Supervisor/Driver	8
03	91	1	Solid Waste Collection	Mechanic/Relief Diver	8
03	91	1	Solid Waste Collection	Recycling Coordinator	8
01	23	1	City Secretary	Deputy City Secretary	9
01	41	1	Municipal Court	Assistant Supervisor of Municipal Court	9
01	42	11	Police	Communications/Operator	9
01	43	1	Animal Control	Supervisor	9
01	53	1	Street Department	Equipment Operator II	9
01	54	1	Parks & Recreation	Parks Supervisor	9
01	54	1	Parks & Recreation	Athletic/Aquatics Supervisor	9
01	54	1	Parks & Recreation	Recreation/Facilities Supervisor	9
01	57	2	Facility Maintenance	Facility Maintenance	9

City of Copperas Cove, Texas
2003/2004 City of Copperas Cove
Position Listing

Fund Number	Dept Number	No. Of EE's	Department Name	Position Title	Position Grade
01	71	1	Library	Reference Assistant/Electronic Tech Coord	9
05	76	1	Drainage Utility	Crew Leader	9
02	81	1	Utility Administration	Assistant Supervisor	9
02	82	1	Water Distribution	Equipment Operator	9
02	84	1	Wastewater Treatment	Senior Laboratory Technician	9
02	84	3	Wastewater Treatment	Chief Plant Operator	9
03	92	3	Solid Waste Disposal	Heavy Equipment Operator.	9
01	53	1	Street	Assistant Supervisor/Equipment Operator	10
01	71	1	Library	Assistant Director	11
01	72	2	Code & Health	Code Enforcement Officer	11
02	82	1	Water Distribution	Installation Supervisor	11
02	82	1	Water Distribution	Pump Maintenance Supervisor	11
02	83	1	Sewer Collection	Operator III	11
02	84	1	Composting	Compost Supervisor	11
01	31	1	Finance	Accounting Supervisor	12
01	44	28	Fire	Firefighter	12
01	51	1	Engineering	Engineer Technician	12
01	35	1	Information Systems	Computer Technician	13
01	41	1	Municipal Court	Supervisor	13
01	42	40	Police	Patrol Officer	13
01	55	1	Fleet Services	Supervisor	13
09	74	1	Golf Course	Superintendent	13
02	81	1	Utility Administration	Supervisor	13
02	82	1	Water Distribution	Water Distribution Superintendent	14
02	83	1	Sewer Collection	Sewer Collection Superintendent	14
03	90	0.5	Solid Waste Disposal	Site Supervisor	14
03	92	0.5	Solid Waste Disposal	Site Supervisor	14
01	44	1	Fire	Support Services Officer	15
01	44	9	Fire	Lieutenant	15
01	44	2	Fire	Inspector	15
01	51	0.5	Engineering	Inspector	15
01	52	0.5	Building/Development Services	Inspector	15
01	56	0.5	Public Works	Superintendent	15
05	76	0.5	Drainage Utility	Superintendent	15
01	31	1	Finance	Assistant Director of Finance	16
01	32	1	Grants Administration	Grants Administrator/Budget Analyst	16
01	52	1	Building/Development Services	Senior Inspector	17
01	42	8	Police	Sergeant	19
01	44	3	Fire	Shift Commander	20
01	42	3	Police	Lieutenant	21
01	35	1	Information Systems	Manager	22
01	42	1	Police	Deputy Chief	23
01	44	1	Fire	Deputy Chief	23
01	51	1	Engineering	Water/Wastewater Engineer	25
01	24	1	City Attorney	City Attorney	Contract
01	41	1	Municipal Court	Municipal Judge	Contract
01	22	1	City Manager	City Manager	Unclassified
01	23	1	City Secretary	City Secretary	Unclassified
01	31	1	Finance	Assistant City Manager/Director of Finance	Unclassified
01	34	1	Human Resources	Director	Unclassified
01	42	1	Police	Chief of Police	Unclassified
01	44	1	Fire	Fire Chief	Unclassified
01	51	1	Engineering	City Engineer	Unclassified
01	52	0.5	Building/Development Services	City Planner/Chief Building Official	Unclassified
01	54	1	Parks & Recreation	Director of Community Services	Unclassified
01	61	0.5	Planning	City Planner/Chief Building Official	Unclassified
01	71	1	Library	Director	Unclassified
09	74	1	Golf Course	Manager/Pro	Unclassified
02	80	1	Water & Sewer Administration	Director	Unclassified
03	90	1	Solid Waste Collection	Director	Unclassified

CITY OF COPPERAS COVE, TEXAS

PERSONNEL SCHEDULE

	ACTUAL FY 2000-01	ACTUAL FY 2001-02	ACTUAL FY 2002-03	ACTUAL FY 2003-04
GENERAL FUND				
City Manager	2	2	2	2
City Secretary / Elections	1.5	1.5	1.5	2
City Attorney (1)	1.5	1.5	1.5	1
Finance (2)	6	6	6	6
Grants Administration (4)	1	1	1	1
Human Resources	2	2	2	2
Information Systems	1	2	2	2
Municipal Court	7	7	7	7
City Judge (Contract Labor)	1	1	1	1
Police	67	67	69	69
Animal Control	4	4	4	4
Fire / EMS	46	46	46	46
Engineering (10)	4	5	5	4.5
Building and Development Svcs.	4	4	4	4.5
Streets	7.5	7.5	7	7
Parks & Recreation	15	15	15	14
Fleet Services	4	4	4	5
Facility Maintenance (9)	5	5	5	5
Public Works	1.5	1.5	1	0.5
Planning	1	1	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>193.5</u>	<u>195.5</u>	<u>196</u>	<u>195.5</u>
WATER & SEWER FUND				
Water & Sewer Admin.	1.5	1.5	1.5	2
Utility Administration	7	8	8	8
Water Distribution	13	13	12	12
Sewer Collection	7	7	7	7
Wastewater Treatment	10	10	10	10
Composting	1	2	2	2
TOTAL WATER & SEWER EMPLOYEES	<u>39.5</u>	<u>41.5</u>	<u>40.5</u>	<u>41</u>
YOUTH ACTIVITIES FUND				
Youth Activities	0.75	0.75	1	1
TOTAL YOUTH ACTIVITIES FUND EMPLOYEES	<u>0.75</u>	<u>0.75</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 2000-01	ACTUAL FY 2001-02	ACTUAL FY 2002-03	ACTUAL FY 2003-04
SOLID WASTE FUND				
Solid Waste Collection - Admin.	3	2	2.5	2.5
Solid Waste Collection - Residential	6	4	4	4
Solid Waste Collection - Recycling	3	3	3	3
Solid Waste Collection - Brush	2	2	2	2
Solid Waste Collection - Commercial	2	4	5	5
Solid Waste Disposal	5	5	4.5	4.5
TOTAL SOLID WASTE FUND EMPLOYEES	<u>21</u>	<u>20</u>	<u>21</u>	<u>21</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	11.5	15	15	15
TOTAL GOLF COURSE FUND EMPLOYEES	<u>11.5</u>	<u>15</u>	<u>15</u>	<u>15</u>
TOTAL ALL FUNDS	<u>271.75</u>	<u>278.25</u>	<u>279</u>	<u>279</u>

- (1) A full-time Attorney has been hired by the City.
- (2) The Purchasing Department has been combined with the Finance Department.
- (3) Golf Course is now accounted for in separate proprietary Fund.
- (4) Grants Administration has been placed in a separate budget.
- (5) Code and Health has been placed in a separate budget.
- (6) The once a week pick-up reduced the number of positions by 3 and the automated trash collection system reduced the number of employees by 4 positions.
- (7) Employees in Water and Sewer Operations were accounted for in the Wastewater Treatment Department in prior years.
- (8) The Composting employee was accounted for in the Wastewater Treatment Department in the prior year.
- (9) Facility Maintenance was budgeted within the Fleet Services Department's budget in prior years.
- (10) Water and Wastewater Engineer added that will be funded from the Phase I and II Water/Wastewater Bond Funds.

**City of Copperas Cove
Salary Range Schedule
Fiscal Year 2003-04**

Grade	2003-04 Yearly Minimum	2003-04 Monthly Minimum	2003-04 Hourly Minimum	2003-04 Yearly Mid-Point	2003-04 Monthly Mid-Point	2003-04 Hourly Mid-Point	2003-04 Yearly Maximum	2003-04 Monthly Maximum	2003-04 Hourly Maximum
1	\$14,126.80	\$1,177.23	\$ 6.79	\$16,223.75	\$1,351.98	\$ 7.80	\$18,342.77	\$1,528.56	\$ 8.82
2	14,899.36	1,241.62	7.17	17,128.75	1,427.40	8.24	19,358.13	1,613.17	9.31
3	15,716.07	1,309.67	7.56	18,077.89	1,506.49	8.69	20,417.65	1,701.47	9.82
4	16,576.92	1,381.41	7.97	19,071.17	1,589.26	9.17	21,543.38	1,795.27	10.36
5	17,481.91	1,456.84	8.40	20,108.63	1,675.72	9.67	22,735.32	1,894.61	10.93
6	18,453.14	1,537.76	8.87	22,139.34	1,844.95	10.64	25,825.55	2,152.13	12.41
7	19,468.50	1,622.38	9.36	23,353.37	1,946.12	11.23	27,260.32	2,271.69	13.11
8	20,528.01	1,710.66	9.87	24,633.61	2,052.80	11.84	28,739.20	2,394.94	13.82
9	21,653.74	1,804.48	10.41	26,002.15	2,166.85	12.51	30,328.48	2,527.37	14.58
10	22,845.68	1,903.81	10.99	27,436.90	2,286.40	13.19	32,006.03	2,667.17	15.39
11	24,103.85	2,008.66	11.59	28,937.87	2,411.49	13.91	33,749.81	2,812.50	16.23
12	25,450.32	2,120.86	12.24	30,527.13	2,543.92	14.68	35,626.02	2,968.83	17.13
13	26,840.92	2,236.74	12.90	32,204.68	2,683.72	15.48	37,568.46	3,130.70	18.06
14	28,319.82	2,359.99	13.62	33,970.54	2,830.88	16.33	39,643.34	3,303.62	19.06
15	29,864.95	2,488.74	14.36	35,846.76	2,987.22	17.23	41,828.58	3,485.72	20.11
16	31,520.43	2,626.69	15.16	37,811.27	3,150.93	18.18	44,124.18	3,677.01	21.22
17	33,242.14	2,770.18	15.98	39,908.21	3,325.69	19.19	46,552.22	3,879.35	22.38
18	35,074.19	2,922.86	16.86	42,093.45	3,507.79	20.24	49,112.70	4,092.73	23.61
19	37,016.63	3,084.72	17.80	44,411.13	3,700.93	21.35	51,805.63	4,317.13	24.91
20	39,047.35	3,253.95	18.77	46,839.18	3,903.25	22.51	54,653.07	4,554.41	26.29
21	41,188.46	3,432.37	19.80	49,421.72	4,118.47	23.77	57,655.00	4,804.59	27.71
22	43,453.82	3,621.15	20.89	52,139.92	4,344.99	25.07	60,826.03	5,068.84	29.24
23	45,843.78	3,820.32	22.04	55,007.61	4,583.97	26.45	64,171.46	5,347.62	30.85
24	48,365.19	4,030.43	23.25	58,033.03	4,836.09	27.90	67,700.89	5,641.74	32.55
25	51,025.28	4,252.11	24.53	61,224.85	5,102.07	29.44	71,424.44	5,952.04	34.34

Note: Monthly Rate is Based on a 40 Hour Workweek.

**CITY OF COPPERAS COVE, TEXAS
INCENTIVE/REIMBURSEMENT PAY
FY 2003-2004**

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)	

**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	\$ 10.00	\$ 2.17
1	14.00	2.60
1 1/2	21.00	2.94
2	31.00	3.08
3	82.00	3.08
4	128.00	3.08
6	217.00	3.08

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)

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
Residential	\$ 9.00	\$ 2.91
All other Customers	9.00	3.01

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:

**CITY OF COPPERAS COVE, TEXAS
CURRENT SEWER RATES**

Monitored Group	
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
- (c) A monthly S.S. pollutant charge shall also be charged in the amount as follows:

CITY OF COPPERAS COVE, TEXAS
CURRENT SEWER RATES

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.
- (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.

CITY OF COPPERAS COVE, TEXAS
CURRENT SEWER RATES

(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 coats.

(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)

**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**

Cubic Yards	Days of Pickup Per Week Except Holidays					User Fee
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
3	43.82	84.87	126.58	167.46	210.01	\$12.00
6	77.23	149.36	220.46	293.82	364.73	\$16.00
8	\$96.49	\$190.86	\$284.72	\$379.70	\$471.36	\$18.00

- 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.

A. Miscellaneous Fees.

**CITY OF COPPERAS COVE, TEXAS
CURRENT SOLID WASTE RATES**

- 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.