

# **Annual Budget and Plan of Municipal Services**

## **Fiscal Year 2005-06**

**Adopted by the City Council on September 13, 2005**

Bradi D. Diaz - Mayor  
R. Ray Gatewood – Mayor Pro Tem

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

Robert Reeves – Council Member  
Frank Somera Jr. – Council Member  
James Stockman – Council Member

Steven J. Alexander – City Manager  
Andrea M. Gardner – Assistant City Manager/Finance Director



***“The City Built for Family Living”***

***About the Cover:***

The City of Copperas Cove is “The City Built for Family Living”. Our cover shows just a few of the activities that can be enjoyed here. The Hills of Cove Golf Course has an active program for Junior Golfers. Keep Copperas Cove Beautiful (KCCB) has regular clean up events, and all are welcome to participate to keep our City litter-free and inviting to the eye. Public safety is a priority here. We maintain and upgrade our fleet to keep our citizens safe.

# **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 the Annual Budget beginning **October 1, 2004**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

**City of Copperas Cove, Texas**  
**List of Principal Officials**

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**City Council**

Bradi D. Diaz - Mayor  
R. Ray Gatewood - Mayor Pro Tem

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

Robert Reeves – Council Member  
Frank Somera Jr. - Council Member  
James Stockman - Council Member

**City Staff**

**Reporting to Council**

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

**Reporting to the City Manager**

Andrea M. Gardner, Assistant City Manager/Director of Finance  
Bruce Emery, Interim City Engineer  
Margaret Fleet, Director of Library Services  
Dennis Haas, Fire Chief  
Robert McKinnon, Director of Water/Wastewater  
Tim Molnes, Police Chief  
Kelli L. Sames, Director of Human Resources  
Kenneth Wilson, Director of Community Services

**CITY OF COPPERAS COVE, TEXAS  
ANNUAL BUDGET AND PLAN OF MUNICIPAL SERVICES  
FISCAL YEAR 2005-06  
TABLE OF CONTENTS**

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City Manager’s Message

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

Budget Summary

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

## General Fund

Summary of Revenues, Expenditures and Changes in Fund Balance .....	33
Budgeted Revenues Comparison Illustration .....	34
Budgeted Expenditures Comparison Illustration .....	35
General Fund Revenue Detail .....	36
City Council .....	38
City Manager .....	41
City Secretary .....	44
City Attorney .....	48
Finance Department .....	51
Grants Administration Department .....	54
Human Resources Department .....	58
Information Systems Department .....	62
Municipal Court Department .....	66
Police Department .....	71
Animal Control Department .....	75
Fire Department .....	79
Engineering Department .....	83
Building Development Department .....	87
Street Department .....	90
Parks and Recreation Department .....	93
Fleet Services Department .....	97
Public Works Department .....	100
Facility Maintenance .....	103
Planning Department .....	106
Library Department .....	109
Code and Health Department .....	113
Non-Departmental .....	116

## Water & Sewer Fund

Summary of Revenues, Expenses and Changes in Fund Balance .....	117
Budgeted Revenues Comparison Illustration .....	118
Budgeted Expenses Comparison Illustration .....	119
Water & Sewer Operations Department .....	120
Utility Administration Department .....	123
Water Distribution Department .....	126
Sewer Collection Department .....	130
Wastewater Treatment Department .....	134
Composting Department .....	137
Non-Departmental .....	141

## Solid Waste Fund

Summary of Revenues, Expenses and Changes in Fund Balance .....	142
Budgeted Revenues Comparison Illustration .....	143
Budgeted Expenses Comparison Illustration .....	144
Solid Waste Operations Department .....	145
Solid Waste Collection Department	
Solid Waste Collection - Residential Department .....	148
Solid Waste Collection - Recycling Department .....	151
KCCB .....	155
Solid Waste Collection - Brush Department .....	157
Solid Waste Collection - Commercial Department .....	160
Solid Waste Disposal Department .....	163
Non-Departmental .....	166

Golf Course Fund

Summary of Revenues, Expenses and Changes in Fund Balance .....167  
Budgeted Revenues Comparison Illustration .....168  
Budgeted Expenses Comparison Illustration .....169  
Golf Course .....170

Other Funds

Debt Service Fund  
Tax Interest and Sinking Fund .....174

Special Revenue Funds  
Youth Activities Fund .....175  
Drainage Utility Fund.....177  
Cemetery Fund .....180  
Library Gifts & Memorials Fund .....181  
Hotel/Motel Tax Fund .....182  
Animal Shelter Donation Fund.....183  
Abandoned Vehicle Auction Fund .....184  
Municipal Court Fund .....185

Debt Service Requirements

Schedule of Outstanding Debt .....187  
Outstanding Debt - Illustration .....188

General Obligation Bonds - Total Requirements.....189  
General Obligation Bonds (Series 1994).....190  
General Obligation Bonds (Series 1998).....190  
General Obligation Refunding Bonds (Series 1998).....191  
General Obligation Refunding Bonds (Series 2001).....191  
General Obligation Refunding Bonds (Series 2003A).....192

Certificates of Obligation - Total Requirements.....193  
Combination Tax and Revenue Certificates of Obligation (Series 1997) .....194  
Combination Tax and Revenue Certificates of Obligation (Series 1999) .....195  
Combination Tax and Revenue Certificates of Obligation (Series 2001) .....196  
Combination Tax and Revenue Certificates of Obligation (Series 2003) .....197  
Combination Tax and Revenue Certificates of Obligation (Series 2005) .....198

Capital Leases - Total Requirements .....199  
Capital Lease – Compost Equipment – February 2001 .....199  
Capital Lease – Equipment – January 2003 .....199  
Capital Lease – Golf Course Golf Carts – April 2003 .....200  
Capital Lease – Financial Administration Software – June 2003.....200  
Capital Lease – Truck and Containers – June 2004 .....200  
Capital Lease – Ambulance – May 2005.....201  
Capital Lease – Backhoe, Defibrillator – July 2005.....201  
Capital Lease – Tractor Equipment – December 2005.....201

Note Payable – Fire Equipment – 2001 .....202

## Capital Outlay

General Fund .....	204
Water & Sewer Fund .....	206
Solid Waste Fund.....	206
Youth Activities Fund .....	207
Drainage Utility Fund.....	207
Cemetery Fund .....	207
Golf Course Fund .....	207
Hotel Motel Fund.....	207
Municipal Court Fund .....	208

## Capital Improvements

Analysis of Capital Improvement Projects .....	209
General Fund Capital Improvements.....	211
Drainage Utility Fund Capital Improvements.....	212
1994 General Obligation Bond Issue (Fire Station & Sub-Station) .....	212
1997 Combination Tax and Revenue Certificates of Obligation (Golf Course, Library, Capital Equipment).....	213
1998 General Obligation Bonds (Park Improvements) .....	213
1998 Combination Tax and Revenue Certificates of Obligation (Equip. for Composting Facility, Phase I W/WW CIP) .....	214
1999 Combination Tax and Revenue Certificates of Obligation.....	214
2001 Combination Tax and Revenue Certificates of Obligation .....	216
2003 Combination Tax and Revenue Certificates of Obligation .....	218
2005 Combination Tax and Revenue Certificates of Obligation.....	221
Financial Statements for Bond Construction Funds .....	223
1999 Combination Tax and Revenue Certificates of Obligation.....	224
2001 Combination Tax and Revenue Certificates of Obligation .....	225
2003 Combination Tax and Revenue Certificates of Obligation .....	227
2005 Combination Tax and Revenue Certificates of Obligation.....	229

## Appendix

Appendix A	
Glossary.....	230
Appendix B	
Fee Schedule .....	234
Appendix C	
Copperas Cove at a Glance .....	245
Appendix D	
Full Time Employee Schedule .....	251
Pay Plan by Department .....	253
Schedule of Incentives.....	256
Appendix F	
Water Rates .....	257
Sewer Rates .....	258
Solid Waste Rates .....	262

January 12, 2006

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

I am pleased to present to you the Fiscal Year 2005-06 Annual Budget and Plan of Municipal Services. Over the past several years the City of Copperas Cove has made significant strides at sustaining and 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, a new Library, 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, a new vehicle maintenance facility, a new animal control facility, a new public works facility, a pavilion at Ogletree Preserve, renovation of the City Civic Center and the implementation of Phase I, II & III of a five (5) year water/wastewater (three phase) capital improvement plan. During this time the City has also acquired an additional 188 acres of parkland at Ogletree Preserve, completed a historic renovation at the Allin House, purchased the Turkey Creek Activity Center for recreational purposes, and obtained land needed for the future new City Hall. Currently, City Council and City Staff have ongoing projects that will improve access along FM 1113 for pedestrians by constructing two miles of sidewalk along this State roadway, encourage development and improve infrastructure by pursuing the construction of the first part of Phase 1 of the Reliever Route and the paving of Big Divide road which will improve access to subdivisions in Skyline Valley and provide a road on the West end of the community that connects FM 1113 and U. S. Highway 190. The City Council's commitment toward improving the City's infrastructure will only further the City's progress. All of these accomplishments are indicative of our constant efforts toward being "*The City Built for Family Living.*"

#### **GOALS ESTABLISHED FOR FY 2005-06**

Goals established in the previous fiscal year continue to be the goals of the City Council for the 2005-06 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 quality services to the citizens. In fiscal year 2005-06 the General Fund budget projects revenues to reach \$11,644,515, which is \$955,729, or 8.94%, higher than the amount that was budgeted in fiscal year 2004-05. 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 \$11,662,022, which is \$954,480, or 8.91%, higher than the amount that was budgeted to be expended in fiscal year 2004-05.

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 2005-06 in the General Fund was \$2,933,013 which, after taking into account the effects of the projected revenues and adopted appropriations for each department, leaves an estimated ending fund balance of \$2,915,506. This amount is equal to the ideal fund balance needed to comply with the mandate of the fund balance policy, thus continuing to meet the overall goal of maintaining the fiscal integrity of the City. Ideal fund balance has been met in the General Fund for the previous seven years. City Council and Staff continue to strive toward maintaining ideal fund balance within the General Fund.

During fiscal year 2005-06 the City of Copperas Cove anticipates several major construction projects to be ongoing that are funded through general obligation monies.

At the end of the 2002-03 fiscal year the City Council of the City of Copperas Cove issued \$14.02 million in combination tax and revenue certificates of obligation. This issuance of debt financed a number of capital improvement projects, several of which are related to general government.

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

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

For many years, the City of Copperas Cove has been pursuing the construction of a Reliever Route that would reduce traffic congestion on U.S. Highway 190. The total cost of this 6.2 mile road is anticipated to be approximately \$72 million with construction costs totaling around \$56 million. In order to facilitate economic development on the east end of the City, the City Council authorized \$600,000 of the 2003 debt issuance to be used toward constructing Phase 1a of the Reliever Route. This phase consists of an access road that will ultimately tie into the Reliever Route. Once constructed, this road will provide better ingress and egress to the 110 acres recently received from Fort Hood in a land swap. The City, Copperas Cove Industrial Foundation and the Copperas Cove Economic Development Corporation are partnering to complete this project. During the 2005-06 fiscal year, the City will finalize design of this part of the project.

The 2003 debt issuance also included funding to renovate the Human Relations Building. During the 2004-05 fiscal year the City completed exterior renovations that were needed due to poor building maintenance in prior years. During the 2005-06 fiscal year the City will focus on internal renovations of this facility, that will continue on into this fiscal year.

The ad valorem tax rate for fiscal year 2005-06 remains the same as the rate levied for fiscal year 2004-05, at \$.7750 per \$100 of taxable assessed valuation. The property tax rate increased by \$.03 cents to \$.7750 per \$100 of taxable assessed valuation in fiscal year 2003-04. Prior to that the City experienced its last property tax increase at the beginning of fiscal year 2000-01 when it was increased by 4 cents per \$100 of taxable assessed value to \$.7450. Due to conservative budgeting and a strong desire of the City Council to hold the line on increases, there was no recommended increase for fiscal years 2001-02 and 2002-03. However, due to the growing need for the completion of the projects discussed above, and many others, the City Council authorized the issuance of combination tax and revenue certificates of obligation in August 2003.

The City Council has authorized a total of 197 full-time employees for fiscal year 2005-06 in the General Fund budget. The adopted budget includes the addition of a full-time city planner to be hired in the early part of the 2006 calendar year and a part-time code enforcement secretary. As demand for services increases, population grows, and economic growth continues, the amount of

resources necessary to provide quality services also grows. However, the City Council and City Management will continue to monitor the growth in personnel to ensure that over staffing does not occur.

### **Water & Sewer Fund**

The Water & Sewer Fund is one of three enterprise funds utilized by the City for accounting purposes. This fund was established to track and control the water and wastewater service delivery operations. Revenues and expenses within the Water & Sewer Fund are also budgeted conservatively and are consistently monitored by City Staff for needed adjustments to ensure that revenues always cover the cost of services being provided to utility customers. Revenues are budgeted at \$7,720,558 for fiscal year 2005-06, which is \$370,682 or 5.04%, higher than the amount of revenues budgeted in fiscal year 2004-05.

This anticipated increase in revenue is attributable to an increase in water rates approved near the beginning of the fiscal year to address an increase in debt service associated with a recent issuance of certificate of obligation. In the recent past, the largest impact to the City's water and wastewater debt service has resulted from a three phase, five-year, capital improvement program. Phase I (\$4,575,740) was financed through proceeds received from a certificates of obligation debt issuance approved by the City Council September 1999. Phase II (\$6,574,415) was also financed through a certificates of obligation debt issuance authorized by the City Council in July 2001. Phase III (\$6,035,000), the final phase, was funded during the 2002-03 fiscal year through the issuance of combination tax and revenues certificates of obligation. Along with the issuance of debt for Phase III, the City Council authorized funding for a variety of other water and wastewater projects totaling \$3,207,524. Most recently, however, the City Council approved an issuance of certificates of obligation in the amount of \$3,050,000 to fund needed infrastructure improvements within the City.

As a result of the water rate increases, customers will experience an increase in their utility bill of approximately 5%. Naturally, this percentage increase varies based on their consumption.

Total expenses are budgeted at \$7,655,351, which is \$550,580, or 7.75%, higher than the amount that was budgeted in fiscal year 2004-05. 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 \$1,913,839 for fiscal year 2005-06. This ideal fund balance is projected to be achieved at year-end in the Water & Sewer Fund. Budgeted ending fund balance is \$1,913,839.

The City Council has authorized 42 positions in the Water & Sewer Fund for fiscal year 2005-06. The adopted budget includes the addition of one full-time employee for the wastewater treatment department.

### **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 curtailing the need for rate increases to the residential customers. As a result of these changes, residential rate increases were avoided until fiscal year 2002-03. The last residential rate increase prior to fiscal year 2002-03 was made effective in 1994. No rate increases have been recommended for the provision of solid waste services for fiscal year 2005-06. During fiscal year 2003-04, the City Council authorized the implementation of a front load automated collection system for commercial customers. This system requires fewer personnel to operate, is safer to operate than the rear load system and will provide some flexibility in providing solid waste collection service to commercial customers. This new system was implemented in 2004-05 without recommending a rate increase. The Solid Waste Fund is also bound by the City's fund balance policy. In fiscal year 2003-04 this fund made its final debt service payment on a debt issuance made in 1994 that continued to escalate until fiscal year 2003-04. The payment for fiscal year 2003-04 was \$621,600. While the elimination of this debt service payment has improved the financial status of this fund, during the preparation of this document, the City was negotiating for a new hauling and disposal contract. There will be a significant increase in hauling and disposal cost which will likely prevent this fund from achieving ideal fund balance in fiscal year 2005-06. The ideal fund balance is calculated at \$615,170 for fiscal year 2005-06. The ending fund balance is projected to be \$615,170, which meets ideal fund balance; however, does not take into account the potential increase in hauling and disposal costs.

Revenues are budgeted at \$2,618,853, which is \$226,553 or 9.47% higher than the amount budgeted in fiscal year 2004-05. This anticipated increase in revenue is largely attributable to growth and better interest earnings on invested funds. Additionally, revenues collected at the transfer station have been conservatively budgeted. Total expenses are budgeted at \$2,460,680, which is 339,628, or 16.01%, higher than the amount that was budgeted in fiscal year 2004-05. This increase results from a capital lease payment attributed to the implementation of the front load collection system.

There are a total of 20 full-time employees authorized in the Solid Waste Fund budget for fiscal year 2005-06. This represents the same number of employees authorized in the 2004-05 adopted 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 that 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, such as deployment of Fort Hood soldiers, that directly impact its success. During fiscal year 2005-06 City Staff will continue placing a heavier focus on marketing efforts for the golf course with the hope of generating more play.

Revenues for this fiscal year are projected at \$690,365, which is \$30,865, or 4.68%, higher than the amount that was budgeted in fiscal year 2004-05. The increase is considered conservative budgeting. A subsidy of \$60,000 from the General Fund has been budgeted. Transfers from the General Fund to the Golf Course Fund, prior to fiscal year 2003-04, had been typically done at year-end; however, for fiscal years 2004-05 and 2005-06 this transfer has been appropriated in the adopted budget. Unfortunately, if a larger amount is required, a budget amendment will have to be completed in September 2006. The objective has been and will continue to be to make the operation self-sustaining.

Expenses at the Golf Course are budgeted at \$690,365, which is \$68,801, or 9.03%, higher than the amount budgeted in fiscal year 2004-05. Expenses are budgeted at the amount of revenues expected to be generated. The fund balance policy is also applied to this fund; however, meeting ideal fund balance will not be possible this fiscal year. Break-even point has long since been, and will continue to be, a struggle for the Golf Course operation. Once achieved, on a consistent basis, the next big hurdle for the Golf Course Fund will be establishing a ninety (90) day operating reserve. This could take several more years to accomplish. Ideal fund balance for this fund is \$172,591. Budgeted ending fund balance is \$20,283, which is \$152,308 less than the amount necessary to meet ideal fund balance.

The City Council has authorized a total of fifteen (15) employees in the 2005-06 fiscal year Golf Course Fund budget. No new employees, vehicles or programs were planned in this fiscal year budget.

### **Additional Significant Items**

During the 2005-06 fiscal year, it is anticipated that the City will complete an update to its comprehensive plan. This plan will be instrumental in prioritizing future capital improvement projects.

At the beginning of the 2005-06 fiscal year, all phases of the City's Reliever Route project were finally placed on the statewide Unified Transportation Plan (UTP). This is significant in that now the State can begin acquiring right-of-way (ROW) for all phases of the project. The total cost of the project is \$72 million. The population of Central Texas and Copperas Cove, continue to grow, which only exacerbates the congestion issues the City currently faces on U.S. Highway 190. City Staff will continue to pursue this project as aggressively as possible in an effort to reduce the congestion on this highway.

During the 2004-05 fiscal year, the City worked with, and participated in, the Heart of Texas Defense Alliance. This organization, which was originally created to support Fort Hood during the 2005 Base Realignment and Closure (BRAC) process, worked with the Governor's office to secure \$20.5 Million for infrastructure related projects that primarily benefit Fort Hood. One of these projects, at an estimated cost of \$8.5 Million, pertains to the improvement of Tank Destroyer Boulevard to South F.M. 116. TxDOT is in the process of expanding this project to create a northeast bypass for Copperas Cove. While this will add to the overall cost of the project, it will also improve congestion on the east end of Copperas Cove and the downtown area. Additionally, this road would become a road on the State's transportation system allowing

all Texans to utilize the road in this area. The City will be working with Fort Hood and Texas Department of Transportation during the 2005-06 fiscal year to facilitate the completion of this project and strive to have it completed in a manner that benefits the City the most.

Also during fiscal year 2004-05, the City and the Copperas Cove Economic Development Corporation (CCEDC) worked with the American Family Entertainment Centers, LLC, in an effort to entice this corporation to construct an entertainment facility in Copperas Cove. The City and the CCEDC extended an offer to provide low interest rate loans and other performance based economic development incentives to make this project become a reality. While this project had not come to fruition at the writing of this document, the City and the CCEDC will continue to work with AFEC in bringing this project to Copperas Cove.

The City continues to focus on projects that will achieve its top ten goals. During the 2003-04 fiscal year, the City completed a needs assessment study for a new police department building. Additionally, the City continues to focus on a joint use recreation facility between the City and the School District. During the 2005-06 fiscal year, City Staff will present a plan to the City Council laying out alternatives to bring these projects to fruition.

The City's annual budget continues to provide for salary increases for all City employees. In previous years the City's policy addressing pay increases for employees provided for a 2% cost of living allowance (COLA) for all City employees at the beginning of each fiscal year and the possibility for each employee to receive up to a 3% additional merit increase, based on individual performance evaluations. The 2005-06 fiscal year budget continues that benefit. Additionally, during the fiscal year 2002-03 budget process, a plan was presented to City Council that would begin the process of moving the City's pay plan structure to a market based plan. The adopted budget for fiscal year 2005-06 continues that market based pay plan and includes a total of \$209,872 to fund adjustments to the City's pay plan that provides for all positions in the City to be paid at 82% of market average or above, and for all entry level pay to be at 85% or above the average market beginning pay. Fortunately, the City's financial position continues to improve allowing the City to continue rewarding its employees for a job well done, as well as try to maintain competitive salary standards and benefits to improve employee retention.

On behalf of the City Staff and myself, I want to thank the City Council for your leadership, hard work, efforts and confidence in what we do. In the past several years the City has aggressively and progressively improved its financial condition while developing immediate and long-term goals. The available resources never seem to meet all recognized needs and in fact never will. This presents an endless challenge for City leaders. Although the demands never seem to cease, our successes and rewards do not either. The continued development of short-term and long-term goals is paramount to the future success of this community. Over the next fiscal year, City Staff looks forward to working with you in making decisions and developing plans that will positively impact our community.

Sincerely,

Steven J. Alexander  
City Manager

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

**Fiscal Year 2005-06**

(With Comparative Totals for the Years Ended September 30, 2004 and 2005\*)

	General	Special Revenue	Debt Service	Capital Projects	Water & Sewer	Solid Waste	Golf Course	Total Adopted Budget	(Memo Only) Totals	
								2005-06	Reporting Entity	
								2004-05	2003-04	
<b>REVENUES</b>										
Taxes	\$ 8,307,708	\$ 120,000	\$ 893,082	\$ -	\$ -	\$ -	\$ -	\$ 9,320,790	\$ 8,794,933	\$ 8,423,937
Permits & Licenses	172,185	-	-	-	-	-	-	172,185	199,607	146,760
Charges for Services	-	920,225	-	-	7,359,888	2,409,188	630,365	11,319,666	11,101,564	9,067,830
Fees	645,500	-	-	-	-	-	-	645,500	579,487	1,240,362
Fines	965,779	66,618	8,000	-	200,000	92,000	-	1,332,397	1,173,789	1,345,526
Miscellaneous	300,343	32,635	20,000	130,295	140,700	117,665	-	741,638	675,948	426,865
Total Revenues	<u>10,391,515</u>	<u>1,139,478</u>	<u>921,082</u>	<u>130,295</u>	<u>7,700,588</u>	<u>2,618,853</u>	<u>630,365</u>	<u>23,532,176</u>	<u>22,525,328</u>	<u>20,651,280</u>
<b>EXPENDITURES/EXPENSES</b>										
Current:										
City Administration	1,338,347	-	-	102,512	132,741	193,847	-	1,767,447	1,475,017	1,485,501
Public Works	1,120,352	487,429	-	7,662,104	-	-	-	9,269,885	5,225,241	5,132,583
Community services	1,270,092	353,578	-	30,056	2,978,769	1,708,638	690,365	7,031,498	6,264,375	6,287,339
Support Services	370,284	-	-	-	-	-	-	370,284	367,290	332,980
Building Development	402,535	-	-	-	-	-	-	402,535	328,558	300,962
Public Safety	6,820,880	59,751	-	116,717	-	-	-	6,997,348	6,263,524	7,835,716
Non-Departmental	279,532	-	-	-	1,307,190	48,320	-	1,635,042	1,687,869	1,575,666
Debt service:										
Principal retirement	-	220,000	510,000	-	1,170,000	125,000	-	2,025,000	1,950,000	2,334,495
Interest and fiscal charges	-	70,330	462,794	-	1,271,651	6,875	-	1,811,650	1,746,457	1,937,328
Bond issuance costs	-	-	-	-	-	-	-	-	-	2,700
Total Expenditures	<u>11,602,022</u>	<u>1,191,088</u>	<u>972,794</u>	<u>7,911,389</u>	<u>6,860,351</u>	<u>2,082,680</u>	<u>690,365</u>	<u>31,310,689</u>	<u>25,308,331</u>	<u>27,225,270</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES/EXPENSES**</b>	<u>(1,210,507)</u>	<u>(51,610)</u>	<u>(51,712)</u>	<u>(7,781,094)</u>	<u>840,237</u>	<u>536,173</u>	<u>(60,000)</u>	<u>31,310,689</u> <u>(7,778,513)</u>	<u>(2,783,003)</u>	<u>(6,573,990)</u>
<b>OTHER FINANCING SOURCES (USES)</b>										
Operating transfers in	1,253,000	-	-	-	20,000	-	60,000	1,333,000	1,260,000	1,128,284
Operating transfers (out)	(60,000)	(100,000)	-	-	(795,000)	(378,000)	-	(1,333,000)	(1,255,000)	(1,115,537)
Proceeds from bond issue	-	-	-	-	-	-	-	-	3,080,000	-
Total Other Financing Sources (Uses)	<u>1,193,000</u>	<u>(100,000)</u>	<u>-</u>	<u>-</u>	<u>(775,000)</u>	<u>(378,000)</u>	<u>60,000</u>	<u>-</u>	<u>3,085,000</u>	<u>12,747</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	<u>(17,507)</u>	<u>(151,610)</u>	<u>(51,712)</u>	<u>(7,781,094)</u>	<u>65,237</u>	<u>158,173</u>	<u>-</u>	<u>(7,778,513)</u>	<u>301,997</u>	<u>(6,561,243)</u>
<b>FUND BALANCES BEGINNING OF YEAR</b>	<u>2,933,013</u>	<u>660,281</u>	<u>134,974</u>	<u>8,557,555</u>	<u>1,848,602</u>	<u>456,997</u>	<u>20,283</u>	<u>14,611,705</u>	<u>14,309,708</u>	<u>20,870,947</u>
<b>RESIDUAL EQUITY TRANSFER IN (OUT)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES END OF YEAR</b>	<u>\$ 2,915,506</u>	<u>\$ 508,671</u>	<u>\$ 83,262</u>	<u>\$ 776,461</u>	<u>\$ 1,913,839</u>	<u>\$ 615,170</u>	<u>\$ 20,283</u>	<u>\$ 6,833,192</u>	<u>\$ 14,611,705</u>	<u>\$ 14,309,705</u>

\* Fiscal Year End Figures for 2005 are Projected.

**City of Copperas Cove, Texas**  
**Adopted Budget Summary for all Funds**  
**Fiscal Year 2005-06**

Fund	Estimated Beginning Balance	Revenues	Total Resources Available	Total Expenses/ Expenditures	Estimated Ending Balance	Ideal Fund Balance	Over/(Under) Ideal Fund Balance
<b>Operating Funds</b>							
General Fund	\$ 2,933,013	\$ 11,644,515	\$ 14,577,528	\$ 11,662,022	\$ 2,915,506	\$ 2,915,506	\$ -
Water & Sewer Fund	1,848,602	7,720,588	9,569,190	7,655,351	1,913,839	1,913,839	-
Solid Waste Fund	456,997	2,618,853	3,075,850	2,460,680	615,170	615,170	-
Golf Course Fund	20,283	690,365	710,648	690,365	20,283	172,591	(152,308)
<b>Total Operating Funds</b>	<b>\$ 5,258,895</b>	<b>\$ 22,674,321</b>	<b>\$ 27,933,216</b>	<b>\$ 22,468,418</b>	<b>\$ 5,464,798</b>	<b>\$ 5,617,106</b>	<b>\$ (152,308)</b>
<b>Other Funds</b>							
Youth Activities Fund	\$ 90,925	\$ 143,795	\$ 234,720	\$ 169,168	\$ 65,552	\$ 42,292	\$ 23,260
Drainage Utility Fund	246,866	782,010	1,028,876	877,759	151,117	219,440	(68,323)
Municipal Cemetery Fund	48,926	26,500	75,426	50,632	24,794	12,658	12,136
Interest & Sinking Fund	134,974	921,082	1,056,056	972,794	83,262	243,199	(159,937)
Library Gifts & Mem. Fund	5,403	1,000	6,403	6,403	-	1,601	(1,601)
Hotel/Motel Fund	78,427	120,155	198,582	127,375	71,207	31,844	39,363
Animal Shelter Donation Fund	1,544	150	1,694	1,694	-	424	(424)
Abandoned Vehicle Auc. Fund	3,668	1,010	4,678	4,678	-	1,170	(1,170)
Municipal Court Fund	184,522	64,858	249,380	53,379	196,001	13,345	182,656
<b>Total Other Funds</b>	<b>\$ 795,255</b>	<b>\$ 2,060,560</b>	<b>\$ 2,855,815</b>	<b>\$ 2,263,882</b>	<b>\$ 591,933</b>	<b>\$ 565,973</b>	<b>\$ 25,960</b>
<b>Capital Projects Funds</b>							
C.P.F. - 1994 G.O. - (Fire Station)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C.P.F. - 1997 C.O. - (Golf/Library)	-	-	-	-	-	-	-
C.P.F. - 1998 G.O. - (Parks)	-	-	-	-	-	-	-
C.P.F. - 1998 C.O. - (Compost)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Golf Phase II.)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (Govt. Funds)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (W&S Fund)	-	-	-	-	-	-	-
C.P.F. - 1999 C.O. - (S.W. Fund)	-	-	-	-	-	-	-
C.P.F. - 2001 C.O. - (Capital Equip.)	432,818	11,400	444,218	374,886	69,332	-	-
C.P.F. - 2001 C.O. - (W&S Fund)	448,771	24,000	472,771	-	472,771	-	-
C.P.F. - 2003 C.O. - (Capital Impr.)	1,478,146	38,775	1,516,921	1,409,849	107,072	-	-
C.P.F. - 2003 C.O. - (W&S Fund)	3,206,820	56,120	3,262,940	3,135,654	127,286	-	-
C.P.F. - 2005 C.O. - (W&S Fund)	2,991,000	-	2,991,000	2,991,000	-	-	-
<b>Total Capital Projects Funds</b>	<b>\$ 8,557,555</b>	<b>\$ 130,295</b>	<b>\$ 8,687,850</b>	<b>\$ 7,911,389</b>	<b>\$ 776,461</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Funds</b>	<b>\$ 14,611,705</b>	<b>\$ 24,865,176</b>	<b>\$ 39,476,881</b>	<b>\$ 32,643,689</b>	<b>\$ 6,833,192</b>	<b>\$ -</b>	<b>\$ -</b>

**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 2005-06**

Fund	Taxes	User Charges	Fines & Penalties	Transfer-in	Interest Revenue	Bond Proceeds	Miscellaneous	Total
<b>Operating Funds</b>								
General Fund	\$ 8,307,708	\$ 817,685	\$ 965,779	\$ 1,253,000	\$ 160,000	\$ -	\$ 140,343	\$ 11,644,515
Water & Sewer Fund	-	7,359,888	200,000	20,000	97,500	-	43,200	7,720,588
Solid Waste Fund	-	2,409,188	92,000	-	40,000	-	77,665	2,618,853
Golf Course Fund	-	630,365	-	60,000	-	-	-	690,365
<b>Total Operating Funds</b>	<b>\$ 8,307,708</b>	<b>\$ 11,217,126</b>	<b>\$ 1,257,779</b>	<b>\$ 1,333,000</b>	<b>\$ 297,500</b>	<b>\$ -</b>	<b>\$ 261,208</b>	<b>\$ 22,674,321</b>
<b>Other Funds</b>								
Youth Activities Fund	\$ -	\$ 135,225	\$ -	\$ -	\$ 70	\$ -	\$ 8,500	\$ 143,795
Drainage Utility Fund	-	760,000	2,010	-	20,000	-	-	782,010
Municipal Cemetery Fund	-	25,000	-	-	1,500	-	-	26,500
Interest & Sinking Fund	893,082	-	8,000	-	20,000	-	-	921,082
Library Gifts & Mem. Fund	-	-	-	-	-	-	1,000	1,000
Hotel/Motel Fund	120,000	-	-	-	155	-	-	120,155
Animal Shelter Donation Fund	-	-	-	-	-	-	150	150
Abandoned Vehicle Auc. Fund	-	-	-	-	10	-	1,000	1,010
Municipal Court Fund	-	-	64,608	-	250	-	-	64,858
<b>Total Other Funds</b>	<b>\$ 1,013,082</b>	<b>\$ 920,225</b>	<b>\$ 74,618</b>	<b>\$ -</b>	<b>\$ 41,985</b>	<b>\$ -</b>	<b>\$ 10,650</b>	<b>\$ 2,060,560</b>
<b>Capital Projects Funds</b>								
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.)	-	-	-	-	11,400	-	-	11,400
C.P.F. - 2001 C.O. - (W&S Fund)	-	-	-	-	24,000	-	-	24,000
C.P.F. - 2003 C.O. - (Capital Impr.)	-	-	-	-	38,775	-	-	38,775
C.P.F. - 2003 C.O. (W&S Fund)	-	-	-	-	56,120	-	-	56,120
C.P.F. - 2005 C.O. (W&S Fund)	-	-	-	-	-	-	-	-
<b>Total Capital Projects Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,295</b>
<b>Total Funds</b>	<b>\$ 9,320,790</b>	<b>\$ 12,137,351</b>	<b>\$ 1,332,397</b>	<b>\$ 1,333,000</b>	<b>\$ 469,780</b>	<b>\$ -</b>	<b>\$ 271,858</b>	<b>\$ 24,865,176</b>

**City of Copperas Cove, Texas**  
**Consolidated Statement of Expenditures/Expenses of all Funds by Object Class**  
**Fiscal Year 2005-06**

Fund	Personnel Costs	Personnel Support	Supplies & Materials	Maintenance & Repairs	Contractual Services	** Designated Expenses	Capital Outlay & Improvements	Transfers-out	Total
<b>Operating Funds</b>									
General Fund	\$ 8,903,082	\$ 68,500	\$ 395,816	\$ 250,505	\$ 924,498	\$ 793,720	\$ 251,015	\$ 74,886	\$ 11,662,022
Water & Sewer Fund	1,561,188	-	245,108	234,100	775,034	4,709,541	130,380	-	7,655,351
Solid Waste Fund	696,205	-	150,093	73,552	55,590	945,128	540,112	-	2,460,680
Golf Course Fund	419,800	-	49,477	19,665	46,833	137,256	17,334	-	690,365
<b>Total Operating Funds</b>	<b>\$ 11,580,275</b>	<b>\$ 68,500</b>	<b>\$ 840,494</b>	<b>\$ 577,822</b>	<b>\$ 1,801,955</b>	<b>\$ 6,585,645</b>	<b>\$ 938,841</b>	<b>\$ 74,886</b>	<b>\$ 22,468,418</b>
<b>Other Funds</b>									
Youth Activities Fund	\$ 32,599	\$ -	\$ 96,619	\$ 250	\$ 5,500	\$ -	\$ 34,200	\$ -	\$ 169,168
Drainage Utility Fund	186,832	-	308,155	18,250	15,259	20,433	228,830	100,000	877,759
Municipal Cemetery Fund	29,010	-	4,700	5,500	6,870	4,552	-	-	50,632
Interest & Sinking Fund	-	-	-	-	-	972,794	-	-	972,794
Library Gifts & Mem. Fund	-	-	6,403	-	-	-	-	-	6,403
Hotel/Motel Fund	-	-	-	-	97,375	-	30,000	-	127,375
Animal Shelter Donation Fund	-	-	1,694	-	-	-	-	-	1,694
Abandoned Vehicle Auc. Fund	-	-	3,678	-	1,000	-	-	-	4,678
Municipal Court Fund	-	-	5,565	17,000	15,931	7,783	7,100	-	53,379
<b>Total Other Funds</b>	<b>\$ 248,441</b>	<b>\$ -</b>	<b>\$ 426,814</b>	<b>\$ 41,000</b>	<b>\$ 141,935</b>	<b>\$ 1,005,562</b>	<b>\$ 300,130</b>	<b>\$ 100,000</b>	<b>\$ 2,263,882</b>
<b>Capital Projects Funds</b>									
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.)	-	-	-	-	-	-	374,886	-	374,886
C.P.F. - 2001 C.O. - (W&S Fund)	-	-	-	-	-	-	-	-	-
C.P.F. - 2003 C.O. - (Capital Impr.)	-	-	-	-	-	-	1,409,849	-	1,409,849
C.P.F. - 2003 C.O. (W&S Fund)	-	-	-	-	-	-	3,135,654	-	3,135,654
C.P.F. - 2005 C.O - (W&S Fund)	-	-	-	-	-	-	2,991,000	-	2,991,000
<b>Total Capital Projects Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,911,389</b>	<b>\$ -</b>	<b>\$ 7,911,389</b>
<b>Total Funds</b>	<b>\$ 11,828,716</b>	<b>\$ 68,500</b>	<b>\$ 1,267,308</b>	<b>\$ 618,822</b>	<b>\$ 1,943,890</b>	<b>\$ 7,591,207</b>	<b>\$ 9,150,360</b>	<b>\$ 174,886</b>	<b>\$ 32,643,689</b>

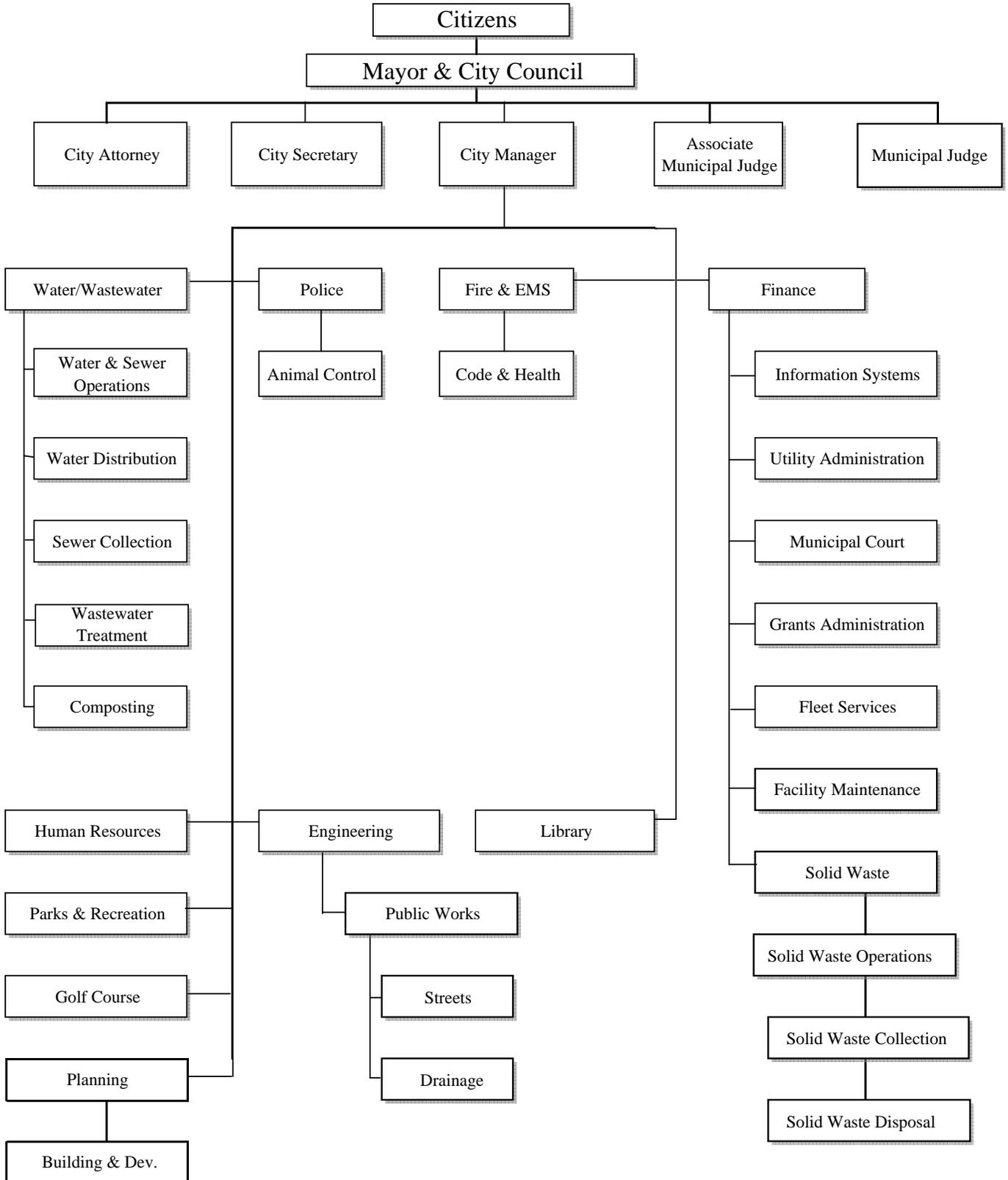
\* \*\*Includes Capital Lease Payments and Debt Service Payments and Other Non-Departmental Expenditures/Expenses.

# City of Copperas Cove, Texas

## Organizational Structure

### 2005-06 Fiscal Year

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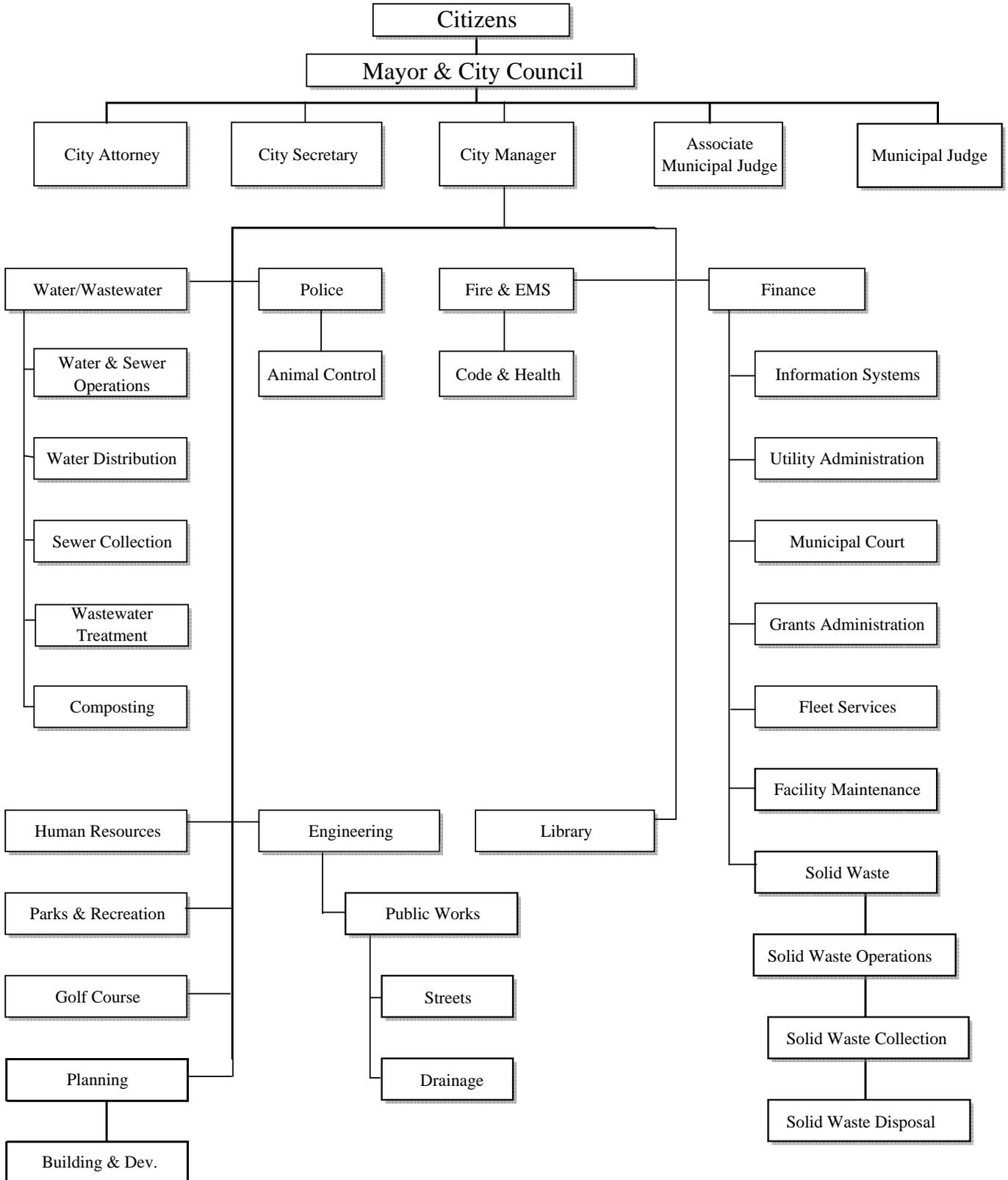


# City of Copperas Cove, Texas

## Organizational Structure

### 2005-06 Fiscal Year

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## **BUDGET SUMMARY**

The objective of the budget summary section for the 2005-06 Annual Budget and Plan of Municipal Services is to create a single section that, if placed with the City Manager's transmittal letter, would provide a complete picture of the municipality's budget. With that end in mind, this section provides a discussion of the Annual Budget and Plan of Municipal Services, the process in completing the budget, various budgetary policies, as well as fiscal policies, and additional information that would be useful to the average user of this document.

## **THE BUDGET DOCUMENT**

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

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

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

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

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

## **THE BUDGET PROCESS**

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

### **STATE STATUTES – LOCAL GOVERNMENT CODE:**

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

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

**§ 102.003 Itemized Budget; Contents** -

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

**STATE STATUTES – LOCAL GOVERNMENT CODE (Continued):**

**§ 102.003 Itemized Budget; Contents - (Continued)**

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

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

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

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

**§ 102.006 Public Hearing on Proposed Budget -**

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

**§ 102.0065 Special Notice by Publication for Budget Hearing -**

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

**§ 102.007 Adoption of Budget -**

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

**LOCAL LAW – CITY CHARTER**

**ARTICLE VI. THE BUDGET**

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

## **LOCAL LAW – CITY CHARTER (Continued)**

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

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

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

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

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

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

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

## LOCAL LAW – CITY CHARTER (Continued)

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

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

(As Amended 5-1-93)

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

(As Amended 4-2-83)

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

(As Amended 5-1-93)

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

(As Amended 5-1-93)

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

## CITY OF COPPERAS COVE'S FY 2004-05 BUDGET CALENDAR - 06/22/05

\* Indicates Regular Council Meeting

\*\* Indicates Special Council Meeting

### APRIL 2005

5 \* Regular City Council Meeting.

7 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.

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

19 \* Regular City Council Meeting

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

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

## MAY 2005

- 3 \*Regular City Council Meeting.
- 3 **(Tentatively scheduled / subject to change)** City Manager discusses briefly some of the upcoming events for the Budget process for FY 2005-06 in a staff report to the Council.
- Weighted priorities for fiscal year 2005-06 are discussed and established by City Council. **(Tentative)**
- 5 **Expenditure projections for FY 2004-05 are due to the Finance Department.**
- 13 Base budgets are due to the Finance Department (includes salary spreadsheets). These budgets should include all operating budgets with required supporting documentation, and capital outlay **excluding New Programs and services forms, Capital Improvement forms, and Fleet Services forms.**
- Chief Appraiser sends notices of appraised value.
- 17 \* Regular City Council Meeting.
- 20 **New Programs and Services forms, Capital Improvement Program forms, and Fleet Services forms are due to the Finance Department.**
- 23 **Department Program Descriptions, Accomplishments, Objectives and Performance Measurements are due to the Finance Department.**
- 24 A staff working draft of the line item budget is provided to the City Manager.
- 26 **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, the HOP, Economic Development Corporation, Boys and Girls Club, YMCA, Downtown Association, etc.

## JUNE 2005

- 3 **First round of departmental budget meetings with the City Manager ends. These meetings are subject to change per City Manager.**
- 7 \* Regular City Council Meeting.
- 9 **The second round of departmental meetings with the City Manager begins. These meetings are subject to change per City Manager.**
- 16 **The second round of departmental budget meetings with the City Manager ends. These meetings are subject to change per City Manager.**
- 20 Proposed budget is given to the City Manager.
- 21 \* Regular City Council Meeting.

## JULY 2005

- 5 \* Regular City Council Meeting.
- 19 \* Regular City Council Meeting.

## JULY 2005 (Continued)

- 19 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 19<sup>th</sup> 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.

- 21 City Council Workshop to discuss the City Manager's Proposed Budget for the 2005-06 Fiscal Year.

Appraisal Review Board approves records.

- 25 Chief Appraiser certifies approved appraisal role.

- 28 City Council Workshop to discuss the City Manager's Proposed Budget for the 2005-06 Fiscal Year.

- 29 Publish notice of the public hearing on the City Manager's proposed budget.

## AUGUST 2005

- 2 \* Regular City Council Meeting.

A taxing unit publishes its notice of effective and rollback tax rates.

- 4 City Council Workshop to discuss the City Manager's Proposed Budget for the 2005-06 Fiscal Year.

- 9 City Council Workshop to discuss the City Manager's Proposed Budget for the 2005-06 Fiscal Year.

- 11 City Council Workshop to discuss the City Manager's Proposed Budget for the 2005-06 Fiscal Year.

- 16 \* 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.

**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 30, 2005. 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 30, 2005.

- 19 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).

- 26 72 - hour public notice for public hearing to discuss tax rate. (Open Meetings Law).

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

## **August 2005 (Continued)**

30      \*\* Special Called City Council Meeting

Public Hearing on changes to City Manager's Proposed Budget for fiscal year 2005-06.

Public Hearing on a Tax Increase.

Schedule a meeting to adopt a tax rate 3-14 days from this date - Date should be September 6, 2005.

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

## **SEPTEMBER 2005**

2          72 - hour public notice for meeting to adopt the tax rate on September 13, 2005.

13        \* Regular City Council Meeting.

Adopt Budget for fiscal year 2005-06.

Adopt Tax Rate 3-14 days after public hearing and by September 1, 2005, or as soon after as practicable.

15        Last day per City Charter to adopt a budget.

20        \* Regular City Council Meeting

**\* Indicates Regular Council Meeting**

**\*\*Indicates Special Council Meeting**

## **FINANCIAL POLICIES**

### **FUND BALANCES**

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

### **INVESTMENTS**

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

- (1)      Obligations of the United States or its agencies and instrumentalities which have a stated maturity on the date of purchase of two years or less.
- (2)      Direct obligations of the State of Texas or its agencies and instrumentalities.
- (3)      Certificates of deposits if issued by a state or national bank domiciled in the State of Texas or a savings and loan association domiciled in the State of Texas.
- (4)      Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed with the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities.

## **INVESTMENTS (Continued)**

- (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.

## **BUDGET AMENDMENTS (Continued)**

- (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 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.

## **FUND ACCOUNTING (Continued)**

**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, municipal court special revenue fund, and the abandoned vehicle auction fund.

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

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

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

## **BASIS OF ACCOUNTING**

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

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

## **MAJOR SOURCES AND USES OF FUNDING**

The next few pages of this section will be devoted to illustrating the major sources of funding that the city receives in the four major funds discussed above. These illustrations will include a five-year analysis, including the 2005-06 budget, and a description of each major resource as well as explanations as to any significant changes between the fiscal year 2004-05 and fiscal year 2005-06. The reader should note that information in the budget summary section provides projected figures for the year ended 2004-05. The budget detail by department in the remainder of this document is also presented with the 2004-05 year end projected figures utilized in calculating the 2005-06 fiscal year budget.

## **FUND BALANCE**

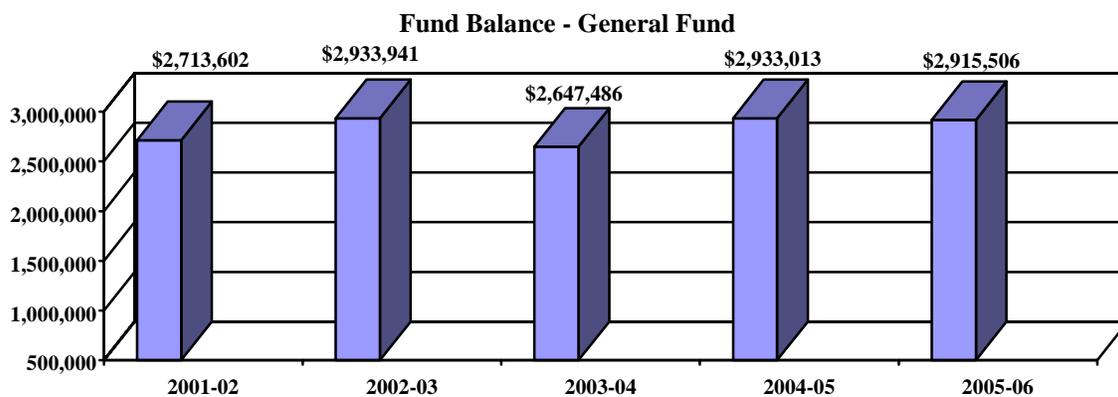
Fund balance is the amount of fund equity that the city has available for appropriation. The City of Copperas Cove is striving to maintain a policy of having a minimum of three (3) months operating expenditures as its operating fund balance in each fund. Fund balance amounts for the proprietary funds 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

## FUND BALANCE (Continued)

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:

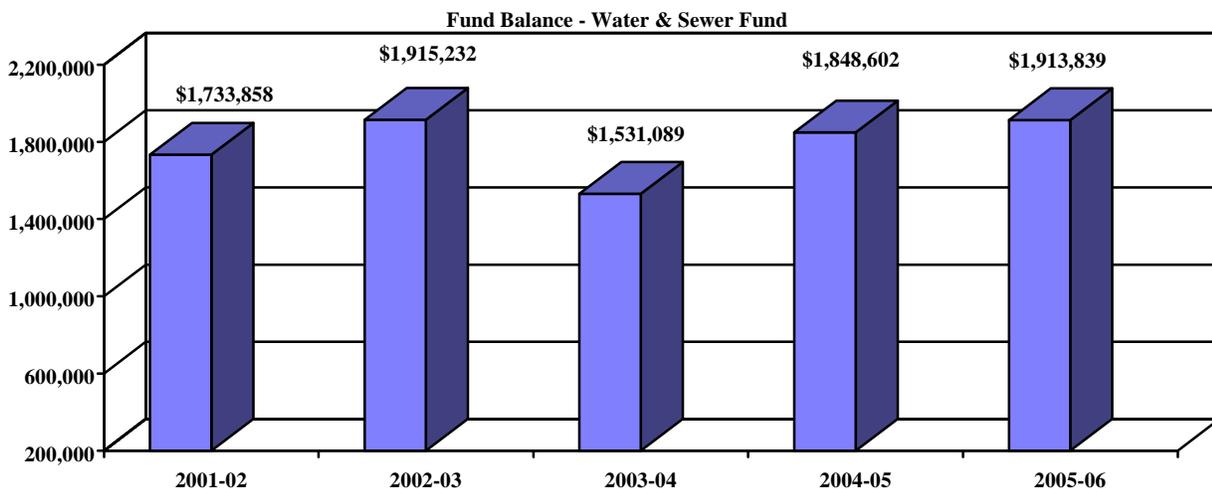
Over the past five years, fund balance in the General Fund has remained at ideal levels covering, at a minimum, three months operating expenditures. Maintaining a strong fund balance has resulted from the implementation of proactive fiscal policies which are being consistently followed. The City's fund 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 2004-05 is a projected figure.

### Water & Sewer Fund:

Since enterprise funds report a retained earnings rather than a fund balance the following graphs for the three enterprise funds depict the working capital of each fund over a five year period. Since 2001-02 the fund balance of the Water & Sewer Fund has grown \$179,981 or 10.38%. 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.

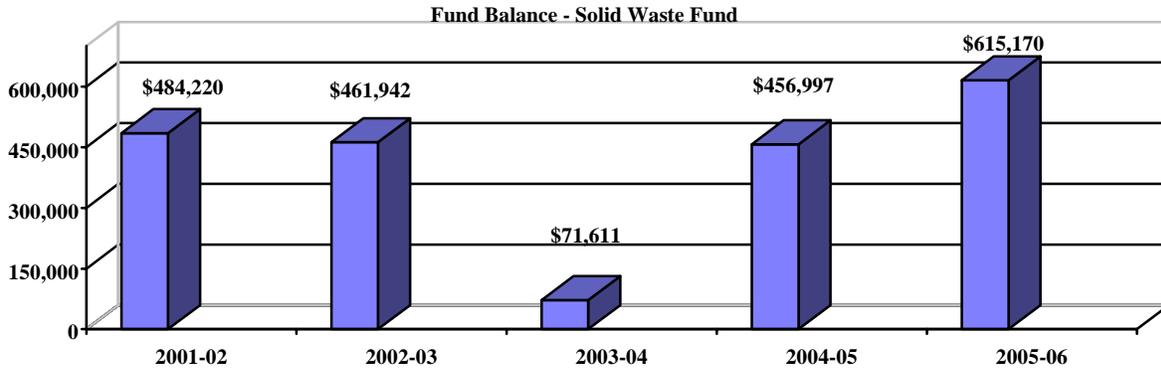


**Note:** The amount provided for fiscal year 2004-05 is a projected figure.

**FUND BALANCE (Continued)**

**Solid Waste Fund:**

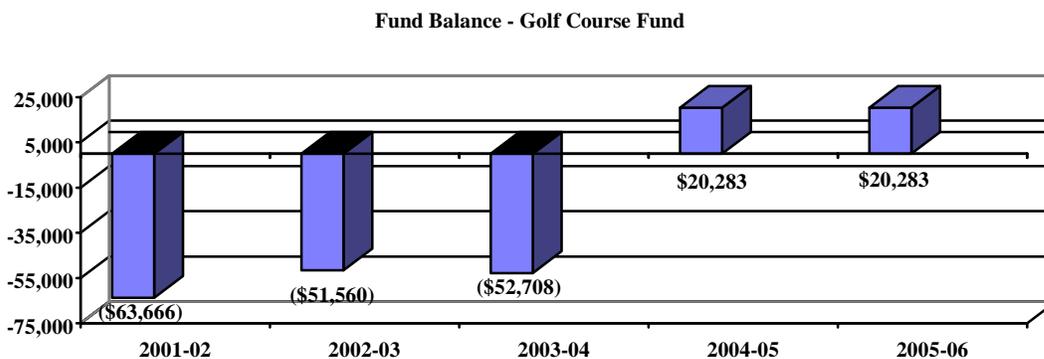
Over a five-year period the fund balance in the Solid Waste Fund has remained relatively constant. The Solid Waste Fund is projected to be short of its ideal fund balance requirement in fiscal year 2001-02, 2002-03, 2003-04, and 2004-05; however, fund balance is budgeted to be achieved in 2005-06. This 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; this amount has grown to \$665,500 for 2005-06. The second factor, and probably the most significant, is that the Solid Waste Fund had been 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 had a rising debt service obligation; it was finally paid off in 2003-04. As can be seen, the fund is continuing to recover.



**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

**Golf Course Fund:**

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



**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

## SIGNIFICANT REVENUES

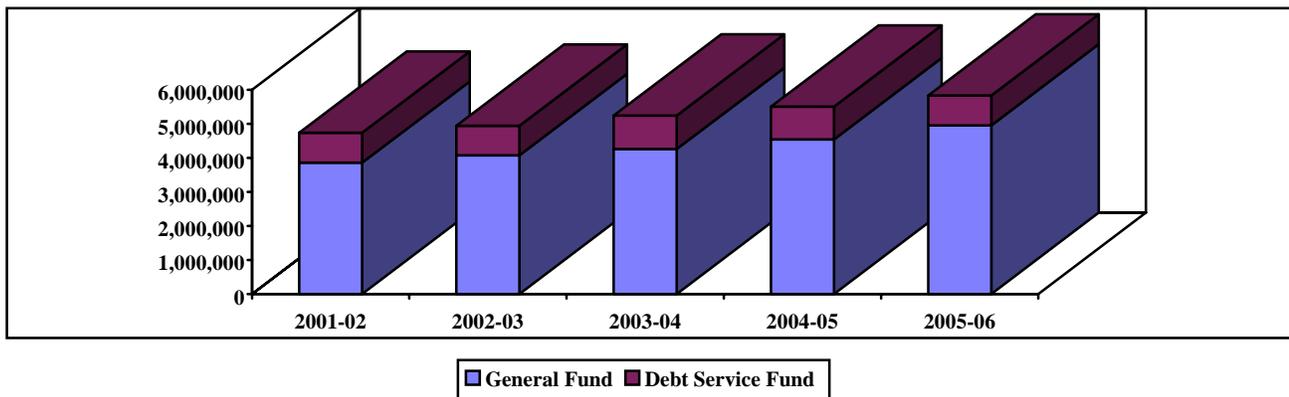
### **General Fund:**

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***

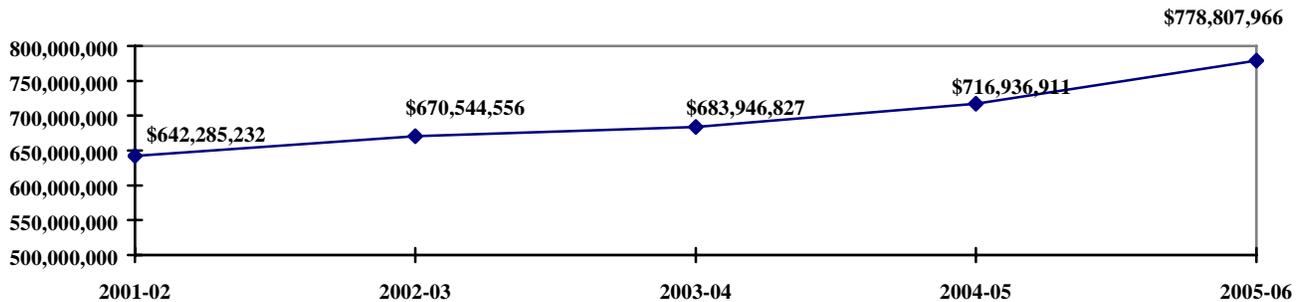
Ad valorem taxes are levied, at a tax rate determined annually by the city council, on the assessed value of all real business and personal property within the city limits. Assessed valuation of real business and personal property is determined by the Coryell County Appraisal District. Tax revenue is 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 \$5,975,404 which represents an increase of \$474,721 or 8.63%. A significant portion of the General Fund's revenue is derived from this source at \$5,077,475 or 43.17%.

**Ad Valorem Tax Receipts**



The 2005-06 tax rate approved by the city council remained at 77.50 cents per \$100 of assessed valuation with 12.1715 cents or 15.71% going to the Debt Service Fund and 65.3285 cents or 84.29% to the General Fund. The tax rate set at 77.50 cents per \$100 of assessed valuation is 5.84% 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***

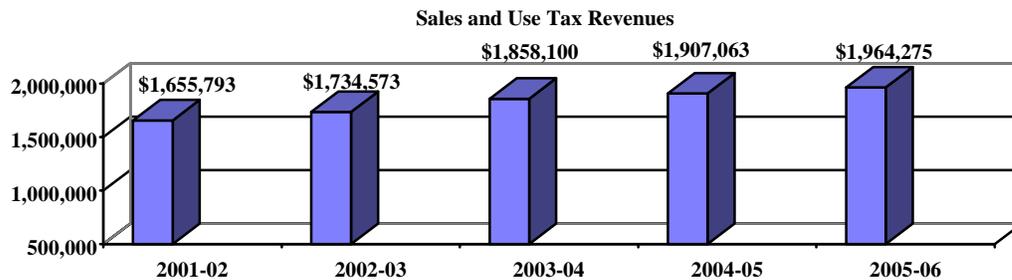
The City of Copperas Cove, along with the State of Texas, collects sales and use taxes on most retail and commercial sales and services. The State Comptroller collects the entire 8.25% tax of which 2.0% is remitted to the local governments, .5% to Coryell County and 1.5% to the City of Copperas Cove. The city uses 1.0% of this tax for maintenance and operation of the General Fund while the other .5%, according to Texas statute, must be remitted to the Copperas Cove Economic Development Corporation for the development and growth of the City's economy. The city is projecting to collect \$1,964,275 in sales and use taxes for fiscal year 2005-06, which is \$390,212 more than the amount projected to be collected in fiscal year 2004-05. Sales and use taxes represent 16.87% of the General Fund's total revenues making it one of the primary sources of revenues. Budgeting

**SIGNIFICANT REVENUES (Continued)**

**General Fund: (Continued)**

***Sales & Use Taxes (Continued)***

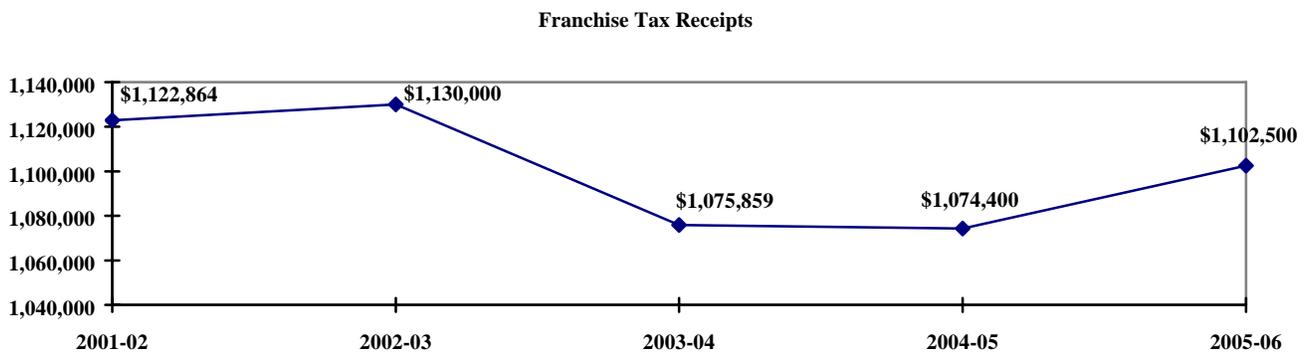
only a 3% increase over the 2004-05 projected amount considered to be conservative budgeting of revenues, but also reflects the stabilization of economic growth in the area. The overall growth of \$308,482 between fiscal year 2001-02 and 2005-06 can be attributed to the healthy economy that has been enjoyed by Texas over the past few years. Although this increase is not significant, it has been steady.



**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

***Franchise Taxes***

Franchise taxes represent a major source of revenue for the general fund making up approximately 9.47% 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 \$1,102,500 in franchise tax receipts for fiscal year 2005-06 which is a modest 2.6% over fiscal year 2004-05 projected collections. During fiscal year 2001-02 the method in how this fee is collected changed from a percentage of gross receipts to a fee per kilowatt hour. During the 2001-02 fiscal year, revenues collected related to electric franchise fees were significantly higher than in prior years primarily due to the increase in cost of fuel that occurred in calendar year 2001; however, half of the amount of franchise fees collected in fiscal year 2001-02 related to electricity was based on the per kilowatt hour rate. Franchise tax receipts have remained relatively constant over the last five years except for the unusual spike in fiscal year 2001-02 and 2002-03.



**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

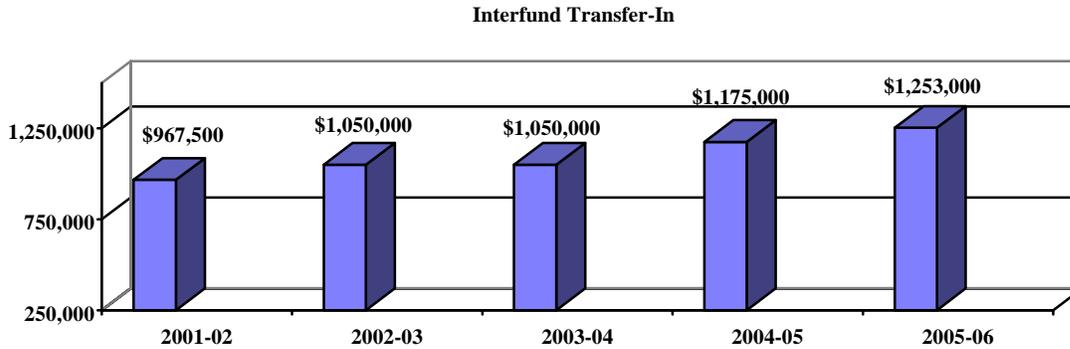
***Interfund Transfers-In***

Interfund transfers-in represent a significant source of revenue for the General Fund amounting to \$1,253,000 or 10.76% of total General Fund receipts projected in fiscal year 2005-06. The amount of interfund transfers-in budgeted in FY 2005-06 provides for an increase in the level provided in FY 2004-05. 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

**SIGNIFICANT REVENUES (Continued)**

**Interfund Transfers: (Continued)**

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.



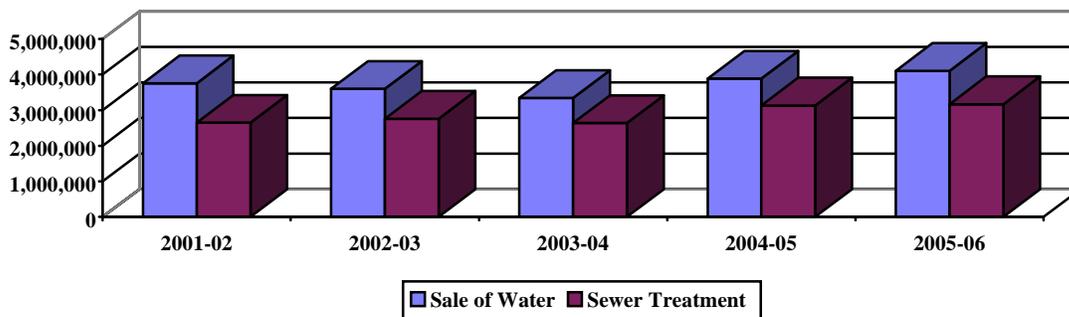
**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

**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 \$4,103,242 or 53.15% (net of senior discount) of the total revenues is projected to be collected by the Water & Sewer Fund for the 2005-06 fiscal year. This amount is \$215,868 or 5.55% higher than the amount projected to be collected in fiscal year 2004-05. Charges for the collection of sewer make up \$3,166,646 (net of the 20% discount given to senior citizens age 65 or older) or 41.02% of the total revenues to be collected by the Water and Sewer Fund for the 2005-06 fiscal year. These revenues are expected to be \$31,314 or 1.00% higher than the projected revenues for fiscal year 2004-05. There are rate increases budgeted and planned for fiscal year 2005-06 based on a proposed debt issuance for improvements to the water system, and will change the rate per 1,000 gallons in a ¾” water line from \$2.45 to \$2.65.

**Water & Sewer Fund Major Sources of Revenue**



**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

**Solid Waste Fund:**

***Solid Waste Collection and Landfill Fees***

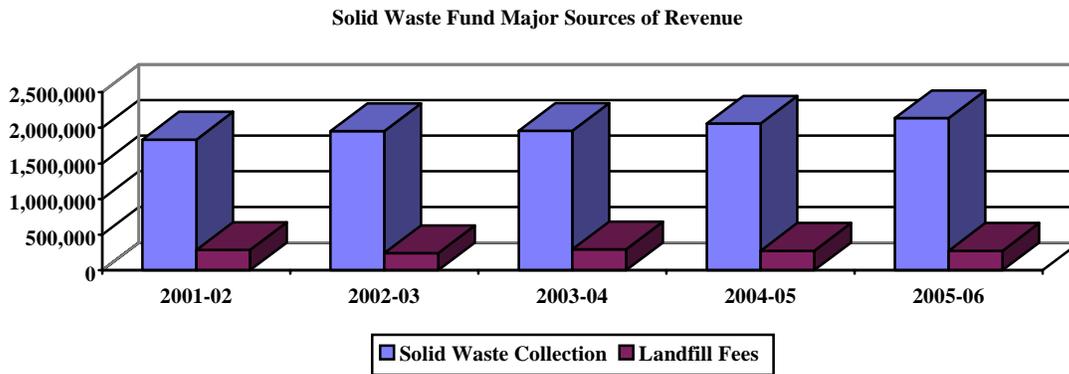
Solid waste collection and landfill fees are the two primary sources of revenues for the Solid Waste Fund. Solid waste collection revenues are derived from charges to citizens and businesses for the city to provide solid waste collection services. Solid waste collection revenues are expected to be \$2,135,188 or 81.53% (net of the 20% discount given to senior citizens age 65 or older) of total revenues for fiscal year 2005-06. This amount represents an increase of \$76,991 or 3.74% when compared to the amount projected to be collected in fiscal year 2004-05. During the budget process, an additional size of dumpster was added

**SIGNIFICANT REVENUES (Continued)**

**Solid Waste Fund: (Continued)**

with an appropriate fee. This allows our citizens additional choices to better meet their needs for solid waste disposal.

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 \$274,000 or 10.46% of the total revenues for the 2005-06 fiscal year, which is \$76 less than the amount projected to be collected in fiscal year 2004-05. The transfer station had experienced a significant increase over budgeted revenues in 2004-05; however, the 2005-06 budget was maintained at projected 2004-05 revenue levels to remain conservative. The City completed and opened its transfer station during the 1998-99 fiscal year. The implementation of this system did not have a significant impact on Solid Waste Fund revenues.

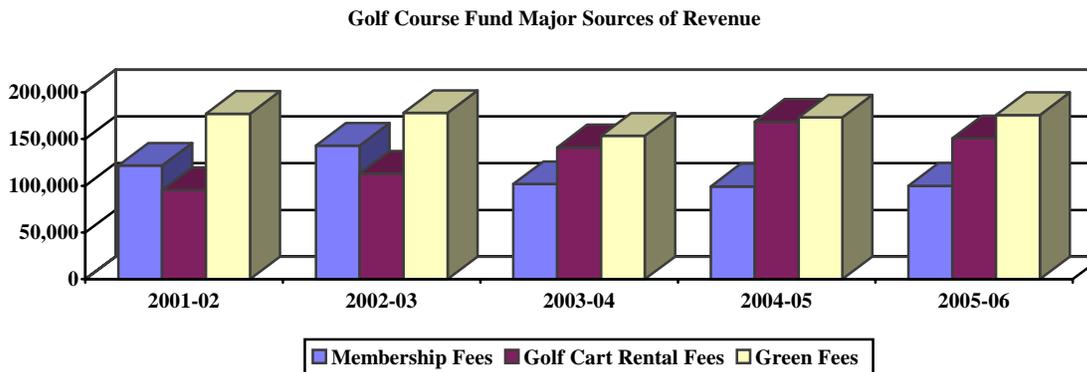


**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

**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 2005-06 it is expected that the Golf Course will generate \$100,000 in membership dues. This amount is approximately 14.48% of the total Golf Course revenues and is \$713 more than membership dues projected to be collected in fiscal year 2004-05. Cart rental fees are generated when golfers rent carts from the city and make up \$150,900 or 21.85% of total Golf Course receipts for fiscal year 2005-06. This amount represents a 10.5% decrease as compared to fiscal year 2004-05 golf cart rental fees projected to be collected, but an increase of 14.32% over budgeted 2004-05 revenues. Green fees make up a substantial portion of Golf Course receipts amounting to \$175,800 or 25.46% for fiscal year 2005-06. This projected budget represents a \$2,600 or 1.51% increase over the amount of green fees projected to be collected in fiscal year 2004-05.



**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

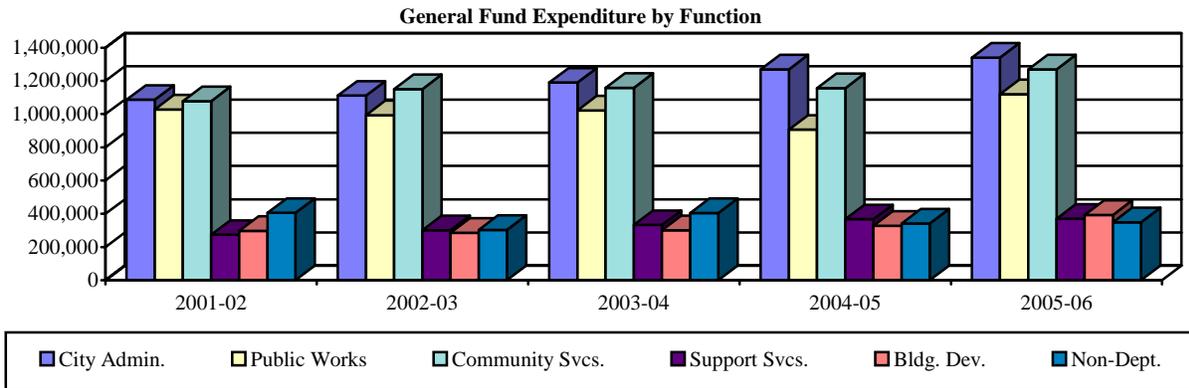
**EXPENDITURES AND EXPENSES**

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 2004-05 and fiscal year 2005-06.

**General Fund:**

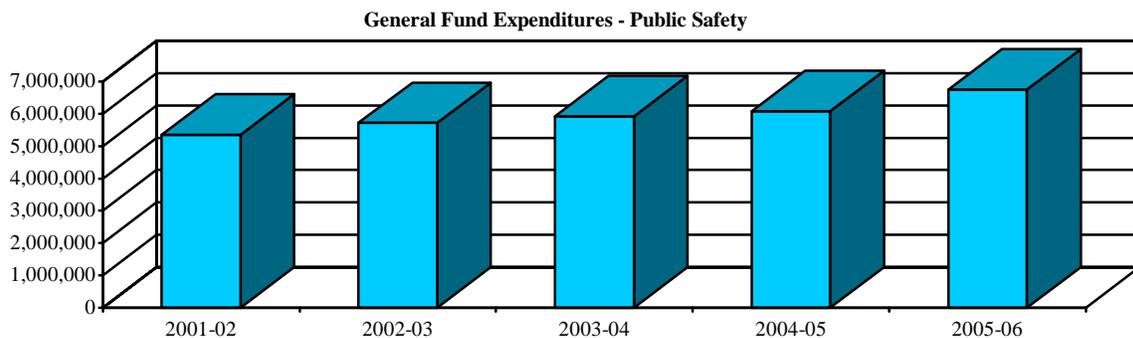
The General Fund accounts for all expenditures that are not to be accounted for in a different fund (i.e. enterprise fund, special revenue fund, debt service fund, etc.). The information provided below includes actual and budgeted expenditures for all departments. Each department, however, has been grouped 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.

<b><u>City Administration</u></b>	<b><u>Public Safety</u></b>	<b><u>Public Works</u></b>	<b><u>Community Svcs.</u></b>	<b><u>Support Svcs.</u></b>	<b><u>Bldg. Dev.</u></b>	<b><u>Non-Dept.</u></b>
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 2004-05 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 2004-05 is a projected figure.**

## **EXPENDITURES AND EXPENSES (Continued)**

### **General Fund (Continued)**

The salary budgets in all departments include in excess of 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 up to a 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 2005-06 fiscal year was to ensure that the City's pay structure for all positions was at 85% of market or above. The cost of this pay structure adjustment for the General Fund was \$163,432.

### **City Administration:**

The city administration function increased by 5.46% or \$69,257 compared to what was projected to be expended in fiscal year 2004-05. The increase can be attributed to the City's Pay Plan and Market Salary Adjustments.

### **Public Works:**

The public works function is reflecting an increase of 23.62% or \$214,100. The increases in Personnel make up the majority of the increase in this organizational unit, with 6 months of capital lease payments for new equipment included as well. 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 9.80% or \$113,309 increase. This increase is a net result of the City's pay plan, market salary adjustments, some shelving at the Library, a used vehicle for Parks & Recreation, and the capital lease purchase of replacement equipment to maintain parklands.

### **Support Services:**

The support services function provides for an increase of 0.82% or \$2,994. The City's pay plan, market salary adjustment, and the purchase of a replacement air compressor for Fleet Maintenance account for an increase of \$29,010 which was mostly offset by the vehicle purchased in 2004-05, accounting for the small overall increase.

### **Building Development:**

The building development function provides for a 22.52%, or \$73,977 increase compared to what was projected to be expended in fiscal year 2004-05. This increase is primarily attributed to accounting for the Building Official 100% in this department, with the intent of hiring a full-time Planner. There is also minor renovation to the Building Department included in this budget.

### **Non-departmental:**

The non-departmental budget reflects a (0.66%), or (\$2,242), decrease compared to the fiscal year 2004-05 year end projection. This change can be attributed to the proposed renovation to the conference room and Council Chambers, which is offset by a decrease in the transfer to the Golf Course Fund of \$5,000.

### **Public Safety:**

The public safety function of the city reflects an increase of 11.97% or \$729,289 over the 2004-05 projected expenditures. The fiscal year 2005-06 budget reflects such a significant increase for two reasons. In addition to the 2% pay plan adjustment, there were major adjustments to the City's pay plan in both Police and Fire. It is expected these adjustments will deter excessive vacancies in these departments. The fuel line item in Police was increased \$20,677 and in Fire by \$1,263 over 2004-05 projected numbers to account for rising gasoline and diesel prices. Three pursuit vehicles, one 4-door passenger vehicle, and 4 motorcycles costing \$119,566 were also approved in the Police Department. The Fire Department budgeted a full year of lease payments on the ambulance purchase made in 2004-05, as well as \$13,000 in capital equipment.

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

				*		% Variance
<b>Function</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006 to 2005</b>
City Administration	\$ 1,086,631	\$ 1,112,772	\$ 1,189,852	\$ 1,269,090	\$ 1,338,347	5.46%
Public Works	1,028,557	886,869	1,021,950	906,252	1,120,352	23.62%
Community Services	1,078,413	1,159,948	1,158,925	1,156,783	1,270,092	9.80%
Support Services	273,370	310,797	332,980	367,290	370,284	0.82%
Bldg. Development	296,848	278,226	300,962	328,558	402,535	22.52%
Non-Departmental	405,582	292,410	405,447	341,774	339,532	-0.66%
Public Safety	5,360,846	5,704,305	5,925,960	6,091,591	6,820,880	11.97%
<b>Total</b>	<b>\$ 9,530,247</b>	<b>\$ 9,745,327</b>	<b>\$ 10,336,076</b>	<b>\$ 10,461,338</b>	<b>\$ 11,662,022</b>	<b>11.48%</b>
<b>* Projected</b>						

**Water & Sewer Fund:**

The Water & Sewer Fund's appropriated budget reflects a conservative growth of 6.79%, or \$486,607 above projected 2004-05. This increase results from a variety of issues, which will be discussed below.

**Water & Sewer Operations Department:**

The water & sewer operations department's budget reflects an increase of 7.07% or \$8,767. The City's pay plan and market salary adjustments as well as increases in supplies and utilities account for the increase in this budget. There are no significant budget issues.

**Utility Administration Department:**

The budget for this department presents a 23.48% or \$98,805 increase over the 2004-05 projection. This department's budget includes the transfer of meter readers from the Water Distribution department for a cost of \$85,955. This budget includes the final payments on a new utility billing software package as well as for the final payment on a three-year capital lease for seven personal computers. There has been \$1,200 allotted for additional printers, \$8,566 for fuel related to the addition meter readers, and \$3,530 for postage costs.

**Water Distribution Department:**

The budget for the water distribution department provides for an increase of 7.50%, or \$68,956. While there was a reduction in salaries due to the transfer of the meter readers, an incentive for certification was approved in this budget at a cost of \$1,760. An increase in supplies of \$6,172 is mostly attributed to increase in fuel and water meters/pipe supplies. Utilities increase of \$61,815, various operating capital items, and a lease purchase package in equipment offset the personnel and maintenance savings of the reorganization.

**Sewer Collection Department:**

The increase of 15.21%, or \$55,311 in the sewer collection department is mainly attributed to the purchase of a pickup and a capital lease purchase mid-year of a portable power generator .

**Wastewater Department:**

The wastewater department budget reflects an increase of 11.17%, or \$89,387. This increase is partially due to Market pay plan and the authorization of one additional Wastewater Operator. There are slight increases in designated expenses (\$11,022), one vehicle is authorized (\$26,500), and some facility improvements (\$12,500) were also approved.

## EXPENDITURES AND EXPENSES (Continued)

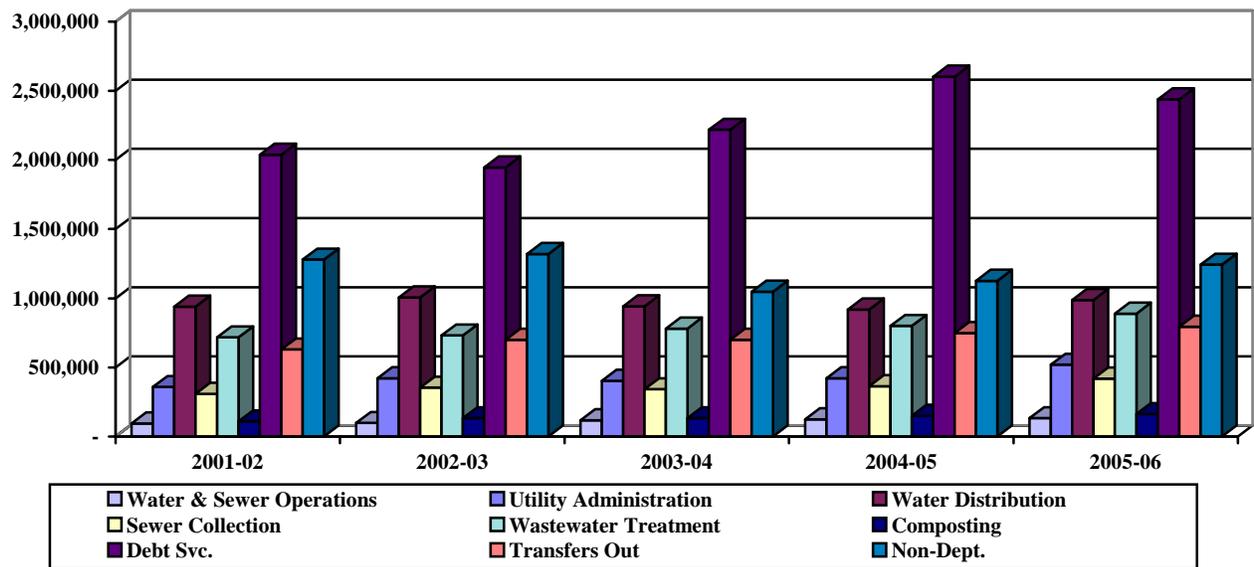
### Water and Sewer Fund (Continued)

#### Composting Department:

The 8.81% or \$13,178 increase presented in the compost department's budget is mostly attributed to the pay plan and market adjustments for personnel, as well as increased fuel and oil costs.

#### Non-departmental:

An increase of 3.47% or \$152,203 is reflected in the non-departmental budget for fiscal year 2005-06. The most significant item related to this budget is the \$175,017 increase in water purchases and debt service, partially offset by a reduction in consulting fees, supplies, Credit Bureau collection fees, and repairs and maintenance.



Note: The amount provided for fiscal year 2004-05 is a projected figure.

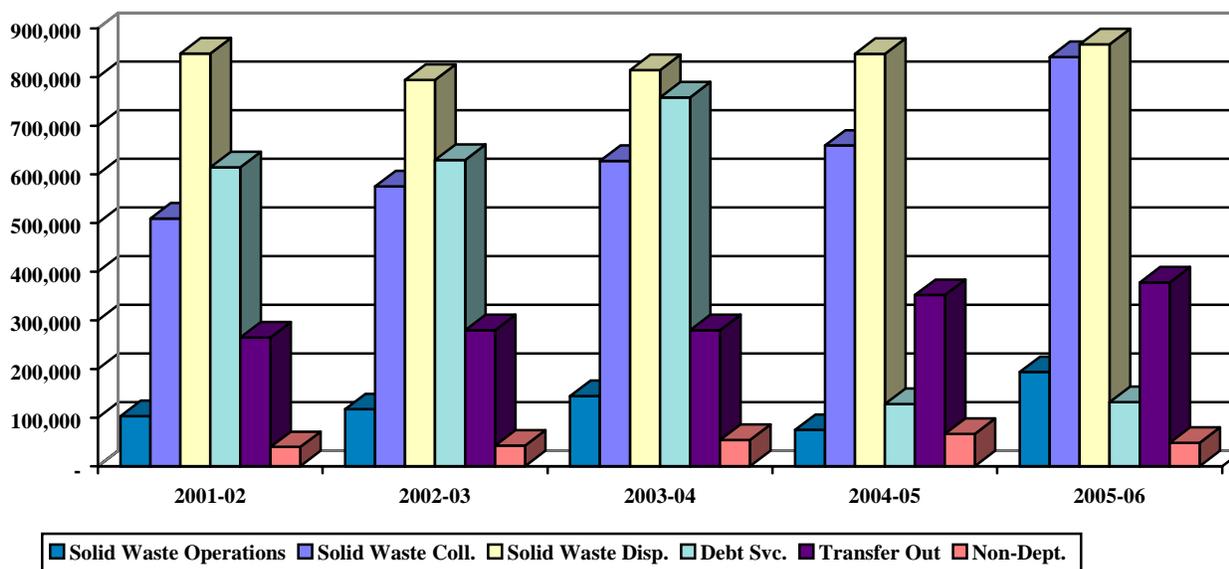
Function	2001-02	2002-03	2003-04	* 2004-05	2005-06	% Variance 2006 to 2005
Water and Sewer Operations	\$ 95,382	\$ 99,261	\$ 117,150	\$ 123,974	\$ 132,741	7.07%
Utility Administration	345,454	368,749	402,974	420,758	519,563	23.48%
Water Distribution	934,961	926,359	942,336	918,977	987,933	7.50%
Sewer Collection	314,920	343,268	341,908	363,570	418,881	15.21%
Wastewater Treatment	707,129	721,597	780,563	800,176	889,563	11.17%
Composting	111,191	128,628	132,723	149,651	162,829	8.81%
Non-Dept. - Debt Service	2,031,446	1,941,582	2,221,114	2,301,100	2,438,551	5.97%
Non-Dept. - Transfers Out	630,000	700,000	700,000	748,000	795,000	6.28%
Non-Dept. - Other	1,201,484	1,196,164	1,151,001	1,342,538	1,310,290	-2.40%
<b>Total</b>	<b>\$ 6,371,967</b>	<b>\$ 6,425,608</b>	<b>\$ 6,789,769</b>	<b>\$ 7,168,744</b>	<b>\$ 7,655,351</b>	<b>6.79%</b>

\* Projected

## EXPENDITURES AND EXPENSES (Continued)

### Solid Waste Fund:

The Solid Waste Fund's budget reflects a 15.59% increase, or \$331,921 in appropriations over the 2004-05 projected expenses. The reorganization of the Solid Waste fund caused personnel expenses to be redistributed among the divisions. As a result, the Administration Department shows an increase of 180.97% or \$111,883. This increase is partially offset in the Recycling and Residential Collection Departments and the Disposal Division. Pay plan and market pay adjustments, as well as increased collection costs, fuel costs, operating supplies, repair and maintenance on vehicles, make up the majority of the increase in this fund. The purchase of Roll-Off Containers and Recycling Bins for the Residential Division is budgeted at \$13,674, and Keep Copperas Cove Beautiful (KCCB) has a total increase of \$7,475 or a 44.69% increase over 2004-05 projected expenditures. Travel and Training increased in the Administrative, Recycling, KCCB, and Disposal divisions, mostly due to the reorganization of personnel. Mobile Display units will be used in each division, at a total cost of \$5,500. The cost of improvements to the staging area in Disposal and Recycling total \$2,400, and a concrete push wall for the scrap metal area is budgeted at \$1,736.



Note: The amount provided for fiscal year 2004-05 is a projected figure.

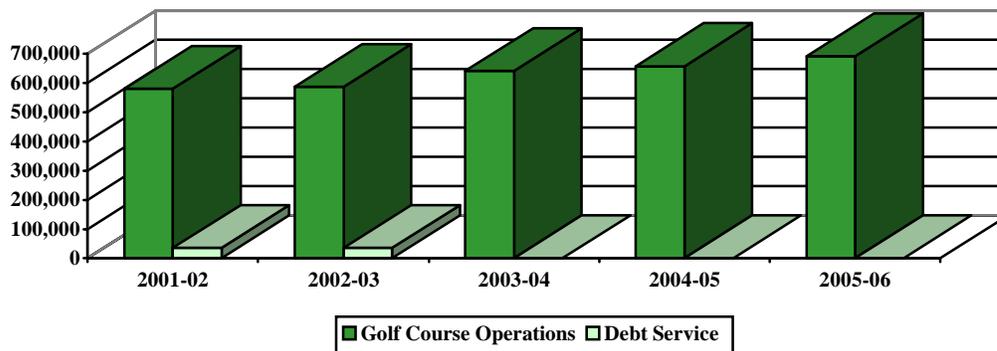
Function	2001-02	2002-03	2003-04	* 2004-05	2005-06	% Variance 2006 to 2005
Solid Waste Operations	\$ 103,149	\$ 112,115	\$ 144,549	\$ 74,835	\$ 193,847	159.03%
Solid Waste Collection-Residential	196,859	211,553	236,575	202,408	257,571	27.25%
Solid Waste Collection-Recycling	109,053	113,394	108,406	128,022	101,383	-20.81%
Solid Waste Collection-Brush	84,034	89,395	99,628	101,674	129,793	27.66%
Solid Waste Collection-KCCB	-	-	11,648	16,725	24,200	44.69%
Solid Waste Collection-Commercial	119,400	169,975	171,304	210,363	328,371	56.10%
Solid Waste Disposal	848,063	760,193	814,210	847,872	867,320	2.29%
Non-Dept.-Debt Service	614,534	629,384	758,180	128,200	131,875	2.87%
Non-Dept.-Transfer Out	265,000	280,000	280,000	352,000	378,000	7.39%
Non-Dept.-Other	39,593	41,321	54,115	66,657	48,320	-27.51%
<b>Total</b>	<b>\$ 2,379,685</b>	<b>\$ 2,407,331</b>	<b>\$ 2,678,615</b>	<b>\$ 2,128,756</b>	<b>\$ 2,460,680</b>	<b>15.59%</b>
* Projected						

**EXPENDITURES AND EXPENSES (Continued)**

**Golf Course Fund:**

The Golf Course Fund's appropriated budget reflects an increase of 5.10% or \$33,480 from projected 2004-05. This increase is primarily attributed to the increase in the cost of fuel and oil (\$1,000) and capital lease payments (\$30,989), and improvements to some of the bridges on the course (\$17,334). This is offset in part by a decrease in utilities (\$2,804) and cost of goods sold for the Pro Shop (\$19,876). Market pay plan and salary adjustments also increased \$17,448. Over the last several years the City has attempted to have the golf course fund its share of its debt as it relates to Certificates of Obligation. To date it has been unable to do so. During the 2002-03 budget process the City Council decided to have the Tax Interest and Sinking Fund cover the Golf Course Fund's share of this debt. The certificates carry a tax pledge making this option lawful and appropriate since the golf course has been unable to fund it in the past. When the golf course reaches a point where it can fund its share of this debt service then it will do so. In addition, the finance department is monitoring this fund very closely and plans to advise the City Manager as the need presents itself.

**Golf Course Expenditures**



**Note: The amount provided for fiscal year 2004-05 is a projected figure.**

**CITY OF COPPERAS COVE, TEXAS  
 RECAP OF NEW PROGRAMS AND SERVICES  
 FISCAL YEAR 2005-06**

Fund/Department	Description	Cost
<b>PERSONNEL</b>		
<b>General Fund</b>		
Finance	Market Pay Plan Adjustment	\$ 6,909
Municipal Court	Market Pay Plan Adjustment	9,393
Police Department	Market Pay Plan Adjustment	85,404
Animal Control	Market Pay Plan Adjustment	4,014
Fire/EMS	Market Pay Plan Adjustment	43,729
Parks and Recreation	Market Pay Plan Adjustment	2,518
Support Services	Market Pay Plan Adjustment	2,994
Building & Custodial Services	Market Pay Plan Adjustment	3,563
Library	Market Pay Plan Adjustment	3,053
Code Enforcement	Market Pay Plan Adjustment	1,855
<b>Total General Fund</b>		<b>\$ 163,432</b>
<b>Water &amp; Sewer Fund</b>		
Utility Administration	Market Pay Plan Adjustment	\$ 3,987
Water Distribution	Market Pay Plan Adjustment	9,954
Sewer Collection	Market Pay Plan Adjustment	8,686
Wastewater Treatment	Market Pay Plan Adjustment	5,784
Composting	Market Pay Plan Adjustment	367
<b>Total Water &amp; Sewer Fund</b>		<b>\$ 28,778</b>
<b>Solid Waste Fund</b>		
Solid Waste-Operations	Market Pay Plan Adjustment	\$ 575
Solid Waste-Residential	Market Pay Plan Adjustment	4,258
Solid Waste-Recycling	Market Pay Plan Adjustment	2,018
Solid Waste-Brush	Market Pay Plan Adjustment	2,046
Solid Waste-Commercial	Market Pay Plan Adjustment	4,030
<b>Total Solid Waste Fund</b>		<b>\$ 12,927</b>
<b>Youth Activity</b>		
N/A	None	-
<b>Total Youth Activity Fund</b>		<b>\$ -</b>
<b>Cemetery Fund</b>		
Cemetery	None	\$ -
<b>Total Cemetery Fund</b>		<b>\$ -</b>
<b>Drainage Fund</b>		
N/A	None	-
<b>Total Drainage Fund</b>		<b>-</b>
<b>Golf Course Fund</b>		
Operations	Market Pay Plan Adjustment	\$ 4,735
Caddyshack	None	-
<b>Total Golf Course Fund</b>		<b>\$ 4,735</b>
<b>Total New Employees</b>		<b>\$ 209,872</b>

**CITY OF COPPERAS COVE, TEXAS  
 RECAP OF NEW PROGRAMS AND SERVICES  
 FISCAL YEAR 2005-06**

Fund/Department	Description	Cost
<b>NEW FLEET AND FLEET REPLACEMENT</b>		
<b>General Fund</b>		
Police Department	2006 Police Pursuit Vehicle	\$ 29,900
Police Department	2006 Police Pursuit Vehicle	29,900
Police Department	2006 Police Pursuit Vehicle	29,900
Police Department	2006 Mid-Size 4-Door Passenger Vehicle	22,266
Police Department	2006 Harley Davidson FLHP	1,900
Police Department	2006 Harley Davidson FLHP	1,900
Police Department	2006 Harley Davidson FLHP	1,900
Police Department	2006 Harley Davidson FLHP	1,900
Parks & Recreation	3/4 Ton Pickup Truck	20,000
<b>Total General Fund</b>		<b>\$ 139,566</b>
<b>Water &amp; Sewer Fund</b>		
Sewer Collection	F450 1 1/2 Ton Truck w/Utility Bed & 5,000 lb. Hoist	48,610
Wastewater Treatment	2006 3/4 Ton Heavy Duty Diesel Pickup Truck	26,500
<b>Total Water &amp; Sewer Fund</b>		<b>75,110</b>
<b>Total New and Replacement Fleet</b>		<b>\$ 214,676</b>
<b>CAPITAL OUTLAY AND IMPROVEMENTS</b>		
<b>General Fund</b>		
N/A	None	-
<b>Total General Fund</b>		-
<b>Water &amp; Sewer Fund</b>		
N/A	None	-
<b>Total Water &amp; Sewer Fund</b>		-
<b>Solid Waste Fund</b>		
N/A	None	-
<b>Total Solid Waste Fund</b>		-
<b>Drainage Utility Fund</b>		
Drainage Utility Department	Capital Improvement Projects	\$ 200,000
<b>Total Drainage Utility Fund</b>		<b>\$ 200,000</b>
<b>Total Capital Outlay and Improvements</b>		<b>\$ 200,000</b>
<b>Total All New Programs, New &amp; Replacement Fleet and CIP</b>		<b>\$ 624,548</b>

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

General Fund	\$ 302,998
Water & Sewer Fund	103,888
Solid Waste Fund	12,927
Drainage Utility Fund	200,000
Golf Course Fund	4,735
<b>Total All Funds</b>	<b>\$ 624,548</b>

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

Taxable Assessed Valuation	\$778,807,966
Proposed Tax Rate of \$100 Valuation	0.775000
Gross Revenue from Taxes	\$6,035,762
Estimated Percent of Collections	99%
Estimated Funds from Tax Levy	\$5,975,404

PROPOSED DISTRIBUTION OF ALL TAX COLLECTIONS

	<u>% of Total</u>	<u>Tax Rate</u>	<u>Collections</u>
General Fund	84.14%	0.653285	\$5,027,475
Interest & Sinking '93 G.O.	0.00%	0.000000	\$0
Interest & Sinking '94 G.O.	2.07%	0.015880	\$123,675
Interest & Sinking '97 C.O.	4.18%	0.032072	\$249,782
Interest & Sinking '98 G.O.	1.53%	0.011728	\$91,338
Interest & Sinking '98 C.O.	0.55%	0.004203	\$32,735
Interest & Sinking '99 C.O.	0.78%	0.005954	\$46,373
Interest & Sinking '01 C.O.	2.87%	0.021999	\$171,330
Interest & Sinking '03 CO	4.26%	0.032686	\$254,561
Bank Fees on I & S	0.05%	0.000385	\$3,000
I & S Funded w/ Fund Balance and Other Revenues	-0.43%	-0.003192	(\$24,865)
Total	<u>100.00%</u>	<u>0.775000</u>	<u>\$5,975,404</u>

COMPARISON OF PREVIOUS YEARS TAX RATES

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
General Fund	0.606365	0.606365	0.628951	0.640344	0.653285
Interest & Sinking	0.138635	0.138635	0.146049	0.134656	0.121715
Total	<u>0.745000</u>	<u>0.745000</u>	<u>0.775000</u>	<u>0.775000</u>	<u>0.775000</u>

PROPERTY VALUE ANALYSIS

	<u>Year</u>	<u>Assessed Value</u>	<u>Percentage Increase</u>	<u>Amount Collected</u>	<u>Percentage Collected</u>	
	1991	368,161,345	1.45%	2,507,339	97.29%	
	1992	363,098,757	-1.38%	2,660,196	96.40%	
	1993	367,262,172	1.15%	2,724,254	98.11%	
	1994	396,852,652	8.06%	2,964,341	98.94%	
	1995	423,799,207	6.79%	3,178,888	99.35%	
	1996	472,928,469	11.59%	3,537,442	99.07%	
	1997	546,764,501	15.61%	3,811,739	99.68%	
	1998	565,699,472	3.46%	3,967,828	99.49%	
	1999	578,775,314	2.31%	4,050,984	99.28%	
	2000	592,338,964	2.34%	4,149,031	99.35%	
	2001	609,313,400	2.87%	4,494,472	99.16%	
	2002	642,285,232	5.41%	4,673,658	98.66%	
	2003	670,544,556	4.40%	\$4,954,593	99.18%	
	2004	\$683,946,827	2.00%	\$5,277,903	99.57%	
	Projected as of June 30, 2005	2005	\$715,922,134	4.68%	\$5,448,005	98.19%
	Proposed	2006	\$778,807,966	8.78%	\$5,975,404	99.00%

**ORDINANCE NO. 2005-16**

**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, 2005 AND ENDING ON SEPTEMBER 30, 2006; 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 the City of Copperas Cove for the fiscal year beginning October 1, 2005 and ending September 30, 2006, 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 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 beginning October 1, 2005 and ending September 30, 2006, 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 2005-2006 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 13th day of September, 2005, at a regular meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code* 551.001, et.seq., at which meeting a quorum was present and voting.

\_\_\_\_\_  
Bradi D. Diaz, Mayor

**ATTEST:**

\_\_\_\_\_  
Pamela J. Russell, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James R. Thompson, City Attorney

**ORDINANCE NO. 2005-17**

**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 2005 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF COPPERAS COVE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2005 AND ENDING ON SEPTEMBER 30, 2006; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.**

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

**WHEREAS,** the Tax Assessor and Collector of Coryell County has performed the statutory calculations required by Section 26.04 of the Texas Property Tax Code, and has published the effective tax rate, the rollback tax rate, an explanation of how they were calculated, and has fulfilled all other requirements for publication as contained in Section 26.04(e) of the Texas Property Tax Code, in a manner designated to come to the attention of all residents of said City and has submitted said rates to the City Council of said City prior to the regular City Council meeting of September 13, 2005; 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 2005.

**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 2005 be, and is hereby, set at 77.50 cents on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

## **SECTION 2.**

That there is hereby levied for the tax year 2005 upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, and there shall be collected for the use and support of the municipal government of the City of Copperas Cove, Texas, to provide sinking fund for the retirement of the bonded debt of said City and to provide for permanent improvements in said City, said tax; and said tax, so levied and collected, shall be apportioned to the specific purposes hereinafter set forth; to-wit:

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) 0.653285 cents on each one hundred dollars (\$100) of the taxable value of such property; and,
- B. To provide for sinking funds for the payment of the principal and interest and the retirement of the bonded debt, and the same shall become due as shall be necessary to pay the principal and interest of the current year as follows:

0.121715 cents per one hundred dollars (\$100) valuation.

## **SECTION 3**

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$ 35.19.

## **SECTION 4.**

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 5.**

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 6.**

That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Copperas Cove Annual Budget for FY 2005-2006.

**SECTION 7.**

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

**SECTION 8.**

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 13th day of September, 2005, at a regular meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code* 551.001, et.seq., at which meeting a quorum was present and voting.

\_\_\_\_\_  
Bradi D. Diaz, Mayor

**ATTEST:**

\_\_\_\_\_  
Pamela J. Russell, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James R. Thompson, City Attorney

# Copperas Cove, Texas

## GENERAL FUND

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

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

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
FISCAL YEAR 2005-06 PROPOSED BUDGET  
GENERAL FUND**

**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Proposed FY 2005-06
<b>BEGINNING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 1,952,885	\$ 1,695,641	\$ 1,647,186	\$ 1,933,013
Capital Improvement Reserve				
Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 2,952,885</b>	<b>\$ 2,695,641</b>	<b>\$ 2,647,186</b>	<b>\$ 2,933,013</b>
<b>REVENUES:</b>				
Taxes	\$ 7,311,031	\$ 7,691,021	\$ 7,710,653	\$ 8,307,708
Permits & Licenses	146,760	166,110	199,607	172,185
Fees	501,846	558,025	579,487	645,500
Fines	848,790	918,940	835,848	965,779
Administrative Reimbursements	1,050,000	1,175,000	1,175,000	1,253,000
Miscellaneous Revenue	171,950	179,690	246,569	300,343
<b>TOTAL REVENUES</b>	<b>\$ 10,030,377</b>	<b>\$ 10,688,786</b>	<b>\$ 10,747,164</b>	<b>\$ 11,644,515</b>
<b>EXPENDITURES:</b>				
City Council (21)	\$ 37,740	\$ 43,158	\$ 33,683	\$ 43,050
City Manager (22)	176,822	189,418	189,395	204,388
City Secretary (23)	107,902	116,512	120,167	121,514
City Attorney (24)	96,922	96,321	95,902	98,081
Finance (Incl. Purchasing) (31)	429,386	468,272	467,302	498,885
Grants Administration (32)	48,956	55,289	54,916	57,737
Human Resources (34)	149,213	148,979	153,660	156,170
Information Systems (35)	142,911	154,502	154,065	158,522
Municipal Court (41)	270,657	281,424	280,288	300,875
Police (42)	3,190,412	3,330,088	3,219,568	3,732,512
Animal Control (43)	165,825	156,768	156,764	171,525
Fire/EMS (44)	2,299,066	2,418,398	2,434,971	2,615,968
Engineering (51)	193,350	206,348	202,391	224,608
Building Development (52)	181,189	196,109	195,911	246,174
Streets (53)	798,209	822,557	672,294	861,635
Parks and Recreation (54)	750,402	727,097	727,036	816,127
Fleet Services (55)	179,784	202,525	199,741	211,976
Public Works (56)	30,391	31,569	31,567	34,109
Facility Maintenance (57)	153,196	177,982	167,549	158,308
Planning (61)	43,838	46,851	46,186	57,686
Library (71)	408,523	429,815	429,747	453,965
Code & Health (72)	75,935	83,549	86,461	98,675
Non-Departmental (75)	405,447	324,011	341,774	339,532
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,336,076</b>	<b>\$ 10,707,542</b>	<b>\$ 10,461,338</b>	<b>\$ 11,662,022</b>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 1,647,186	\$ 1,676,885	\$ 1,933,013	\$ 1,920,147
Capital Improvement Reserve	-	-	-	-
Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 2,647,186</b>	<b>\$ 2,676,885</b>	<b>\$ 2,933,013</b>	<b>\$ 2,915,506</b>
<b>IDEAL FUND BALANCE</b>	<b>\$ 2,584,019</b>	<b>\$ 2,676,886</b>	<b>\$ 2,615,335</b>	<b>\$ 2,915,506</b>
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	<b>\$ 63,167</b>	<b>\$ -</b>	<b>\$ 317,678</b>	<b>\$ -</b>

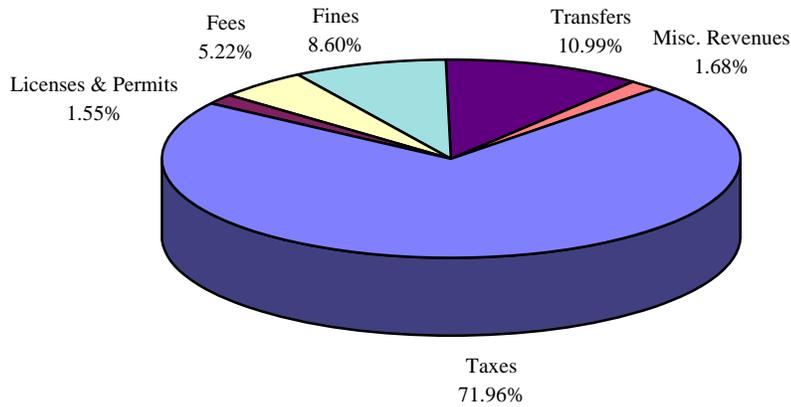
**CITY OF COPPERAS COVE, TEXAS  
FISCAL YEAR 2005-06 PROPOSED BUDGET  
GENERAL FUND**

**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>BEGINNING FUND BALANCE:</b>				
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Capital Improvement Reserve				
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<b>TOTAL BEGINNING FUND BALANCE</b>	<u>\$ 2,952,885</u>	<u>\$ 2,695,641</u>	<u>\$ 2,647,186</u>	<u>\$ 2,933,013</u>
<b>REVENUES:</b>				
Taxes	\$ 7,311,031	\$ 7,691,021	\$ 7,710,653	\$ 8,307,708
Permits & Licenses	146,760	166,110	199,607	172,185
Fees	501,846	558,025	579,487	645,500
Fines	848,790	918,940	835,848	965,779
Administrative Reimbursements	1,050,000	1,175,000	1,175,000	1,253,000
Miscellaneous Revenue	171,950	179,690	246,569	300,343
<b>TOTAL REVENUES</b>	<u>\$ 10,030,377</u>	<u>\$ 10,688,786</u>	<u>\$ 10,747,164</u>	<u>\$ 11,644,515</u>
<b>EXPENDITURES:</b>				
City Council (21)	\$ 37,740	\$ 43,158	\$ 33,683	\$ 43,050
City Manager (22)	176,822	189,418	189,395	204,388
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Facility Maintenance (57)	153,196	177,982	167,549	158,308
Planning (61)	43,838	46,851	46,186	57,686
Library (71)	408,523	429,815	429,747	453,965
Code & Health (72)	75,935	83,549	86,461	98,675
Non-Departmental (75)	405,447	324,011	341,774	339,532
<b>TOTAL EXPENDITURES</b>	<u>\$ 10,336,076</u>	<u>\$ 10,707,542</u>	<u>\$ 10,461,338</u>	<u>\$ 11,662,022</u>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 1,647,186	\$ 1,676,885	\$ 1,933,013	\$ 1,920,147
Capital Improvement Reserve	-	-	-	-
Unreserved, Designated	1,000,000	1,000,000	1,000,000	1,000,000
<b>TOTAL ENDING FUND BALANCE</b>	<u>\$ 2,647,186</u>	<u>\$ 2,676,885</u>	<u>\$ 2,933,013</u>	<u>\$ 2,915,506</u>
<b>IDEAL FUND BALANCE</b>	\$ 2,584,019	\$ 2,676,886	\$ 2,615,335	\$ 2,915,506
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	\$ 63,167	\$ -	\$ 317,678	\$ -

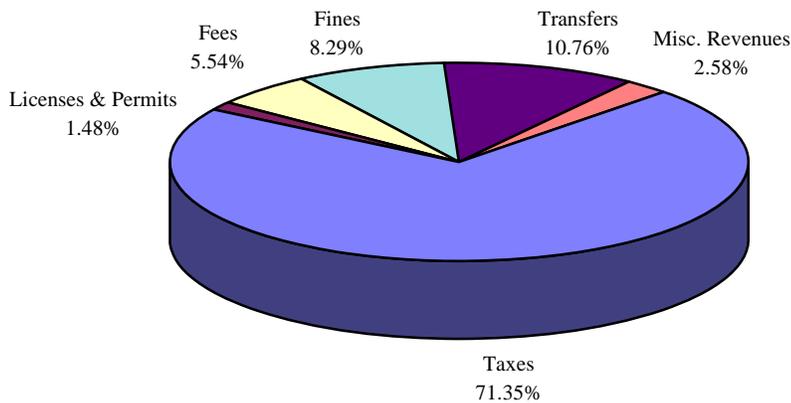
**City of Copperas Cove, Texas**  
**General Fund**  
**Comparison of Fiscal Years 2004-05 and 2005-06 Budgeted Revenues**  
**By Source**

**Fiscal Year 2004-05 Budgeted Revenues**



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

**Fiscal Year 2005-06 Budgeted Revenues**



Total Budgeted Revenues for Fiscal Year 2005-06 are \$11,644,515.

**CITY OF COPPERAS COVE, TEXAS**  
**GENERAL FUND REVENUES**  
**FISCAL YEAR 2005-06**

<b>Account</b>	<b>Description</b>	<b>Actual 2003-04</b>	<b>Approved 2004-05</b>	<b>Projected 2004-05</b>	<b>Approved 2005-06</b>
01-310-1001	Current Ad Valorem Taxes	\$ 4,209,944	\$ 4,544,941	\$ 4,497,755	\$ 5,027,475
01-310-1002	Delinquent Ad Valorem Taxes	51,474	45,000	57,249	55,000
01-310-1003	Penalty & Interest	30,324	31,000	36,250	35,000
01-310-1004	Sales Tax	1,858,100	1,911,750	1,907,063	1,964,275
01-310-1005	Franchise Tax	1,075,859	16,230	16,300	16,500
01-310-1005.1	Franchise Tax-Telephone	-	61,000	60,000	61,000
01-310-1005.2	Franchise Tax-Cable	-	220,000	244,542	234,000
01-310-1005.3	Franchise Tax-Electric	-	678,000	675,700	700,000
01-310-1005.4	Franchise Tax-Gas	-	100,000	89,800	91,000
01-310-1006	TXU Settlement	-	-	37,414	35,633
01-310-1007	Mixed Drink Tax	16,023	16,300	15,200	16,300
01-310-1008	Bingo Tax	62,794	62,000	67,915	66,000
01-310-1009	Wrecker Impound Charges	4,050	4,800	4,440	4,500
01-310-1010	Fuel Refund Claim	1,463	-	750	750
01-310-1011	Used Oil Revenue-Safety Kleen	-	-	275	275
01-310-1016	Insurance Proceeds for Repairs	1,000	-	-	-
<b>Subtotal Taxes</b>		<b>\$ 7,311,031</b>	<b>\$ 7,691,021</b>	<b>\$ 7,710,653</b>	<b>\$ 8,307,708</b>
01-320-2001	License-Electrician	\$ 3,070	\$ 4,800	\$ 50	\$ -
01-320-2002	License-Bicycle	8	75	100	100
01-320-2003	License-Contractors	31,185	29,400	32,590	30,000
01-320-2004	License-Animal	2,735	3,200	3,200	3,200
01-320-2005	License-Bail Bondsman	660	660	600	600
01-320-2006	Permits-Building	47,010	59,000	68,460	60,000
01-320-2007	Permits-House Moving	-	-	25	-
01-320-2008	Permits-Street Cuts	7,829	6,000	5,515	6,000
01-320-2009	Permits-Electrical	12,430	15,000	24,345	20,000
01-320-2010	Permits-Solicitors	1,605	1,650	2,350	2,000
01-320-2011	Permits-Natural Gas Lines	1,510	1,750	2,000	2,000
01-320-2012	Permits-Garage Sales	6,853	5,700	6,960	6,500
01-320-2013	Permits-Plumbing	14,886	18,000	29,357	20,000
01-320-2014	Permits-Mechanical	8,990	11,000	15,000	13,000
01-320-2015	License-Taxicabs	360	300	360	360
01-320-2021	Permits-Car Washes	330	500	500	500
01-320-2022	Permits-Signs	530	700	700	700
01-320-2023	Permits-Swimming Pools	690	900	650	650
01-320-2024	Massage License	-	-	-	-
01-320-2025	Permit-Ambulance License	2,200	4,400	2,200	2,200
01-320-2026	Wrecker License	425	425	425	425
01-320-2027	Permit-Certificate of Occupancy	670	1,000	1,500	1,500
01-320-2028	Permits-Mobile Home Parks	250	250	250	250
01-320-2029	Permits-Beverage Cartage	-	-	10	-
01-320-2030	Permits-Alarms	1,734	1,200	2,210	2,000
01-320-2031	False Alarm Penalties	800	200	250	200
<b>Subtotal Permits and Licenses</b>		<b>\$ 146,760</b>	<b>\$ 166,110</b>	<b>\$ 199,607</b>	<b>\$ 172,185</b>
01-340-3001	Swimming Pool Receipts	\$ 23,042	\$ 28,000	\$ 29,347	\$ 29,000
01-340-3002	Community Building Rental	9,610	18,000	18,000	18,000
01-340-3004	Miscellaneous Library Receipts	10,720	10,200	13,220	11,000
01-340-3005	Animal Shelter Fees	30,342	32,000	29,000	32,000
01-340-3006	Ambulance Fee Revenue	338,977	375,000	384,340	450,000
01-340-3007	Notary Fee Revenue	-	-	-	-
01-340-3008	Copy Machine	4,522	4,600	4,500	4,500
01-340-3009	Mowing Revenue	10,393	11,000	25,200	25,000
01-340-3010	Sale of City Maps	103	100	120	100

**CITY OF COPPERAS COVE, TEXAS**  
**GENERAL FUND REVENUES**  
**FISCAL YEAR 2005-06**

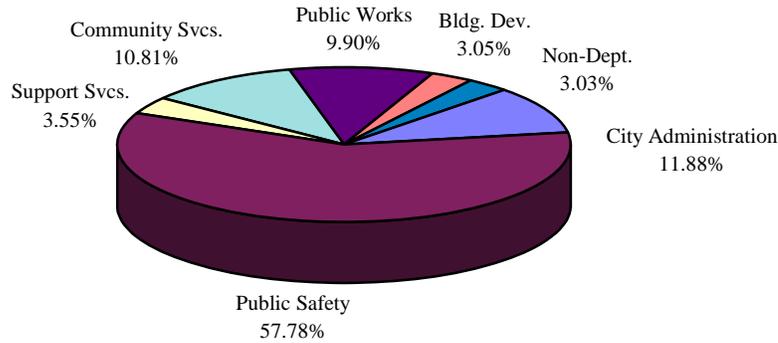
<b>Account</b>	<b>Description</b>	<b>Actual 2003-04</b>	<b>Approved 2004-05</b>	<b>Projected 2004-05</b>	<b>Approved 2005-06</b>
01-340-3012	Service Charge-NSF Checks	10,525	11,000	9,125	10,200
01-340-3013	Plat Filing Fee Revenue	7,600	4,500	7,200	6,000
01-340-3015	RV Park Fees	6,530	8,500	9,250	9,000
01-340-3017	Police Auction	-	3,400	1,500	1,500
01-340-3018	B C Fire Runs Revenue	4,286	4,000	3,930	4,500
01-340-3019	Police Overtime Reimbursement	23,231	30,000	25,000	25,000
01-340-3020	Police Restitution Revenue	2,347	2,700	2,975	3,000
01-340-3021	Festival Reimbursements	15,788	12,500	12,500	12,500
01-340-3022	Special Events Seniors	745	500	1,000	1,000
01-340-3023	Library Meeting Room Rental	1,432	1,000	500	500
01-340-3024	Open Records Revenue	1,044	500	500	500
01-340-3025	Senior Games	355	-	200	200
01-340-3026	Fire Inspection Fees	-	-	-	-
01-340-3026	Fax Machine Fees	-	-	80	-
01-340-3027	Pool Rental Revenue	254	525	2,000	2,000
<b>Subtotal Fees</b>		<b>\$ 501,846</b>	<b>\$ 558,025</b>	<b>\$ 579,487</b>	<b>\$ 645,500</b>
01-350-4001	Municipal Court Fines	\$ 133,252	\$ 133,000	\$ 154,588	\$ 160,000
01-350-4002	Traffic Violation Fines	371,717	400,000	334,618	450,000
01-350-4003	Library Fines	15,875	17,000	16,000	17,000
01-350-4004	Arrest Warrant Fees	126,274	121,500	131,912	128,623
01-350-4005	Child Safety Funds	12,573	13,500	10,000	10,165
01-350-4006	City's % of State Court Fees	51,942	71,000	53,385	53,350
01-350-4007	HB 70 Fees	11,722	17,800	10,360	16,311
01-350-4010	Arresting Officer Fees	29,438	41,900	25,235	25,000
01-350-4042	CCISD Liaison Funding	86,767	90,240	90,240	93,850
01-350-4101	Admin Fee-Teen Court	1,570	2,000	1,620	1,700
01-350-4102	Admin Fee-Defensive Driving	6,370	9,000	6,540	8,480
01-350-4105	Rezone Request Fees	850	1,200	800	800
01-350-4110	Variance Request Fees	440	800	550	500
<b>Subtotal Fines</b>		<b>\$ 848,790</b>	<b>\$ 918,940</b>	<b>\$ 835,848</b>	<b>\$ 965,779</b>
01-360-5001	Admin. Reimb.-W/S Fund	\$ 700,000	\$ 748,000	\$ 748,000	\$ 795,000
01-360-5002	Admin. Reimb-Solid Waste Fund	280,000	352,000	352,000	378,000
01-360-5004	Admin. Reimb. Drainage Utility	70,000	75,000	75,000	80,000
<b>Subtotal Intergovernmental</b>		<b>\$ 1,050,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,253,000</b>
01-370-6001	Interest Revenue	42,106	41,000	107,356	160,000
01-390-6002	Rental Income	19,440	26,640	19,440	19,440
01-390-6003	Sale of Unclaimed Property	-	-	-	-
01-390-6004	Sale of City Property & Equip.	-	1,000	1,000	1,000
01-390-6005	Miscellaneous Revenues	82,903	80,000	91,500	90,603
01-390-6006	Insurance Proceeds	-	-	-	-
01-390-6007	Cash Over/(Short)	108	-	-	-
01-390-6008	Credit Bureau Collection Fees	-	-	-	-
01-390-6009	Food Workers' Registration	11,945	12,000	11,525	12,000
01-390-6010	Food Establishment Licenses	10,540	10,500	10,165	10,500
01-390-6011	Contributions	-	-	-	-
01-390-6012	Police Misc. Revenues	3,213	2,800	3,500	3,500
01-395-6013	Manager's Certification	1,695	5,750	2,083	3,300
01-395-6014	Food Workers' Registration	-	-	-	-
<b>Subtotal Miscellaneous Revenue</b>		<b>\$ 171,950</b>	<b>\$ 179,690</b>	<b>\$ 246,569</b>	<b>\$ 300,343</b>
<b>Total General Fund Revenues</b>		<b>\$ 10,030,377</b>	<b>\$ 10,688,786</b>	<b>\$ 10,747,164</b>	<b>\$ 11,644,515</b>

# City of Copperas Cove, Texas

## General Fund

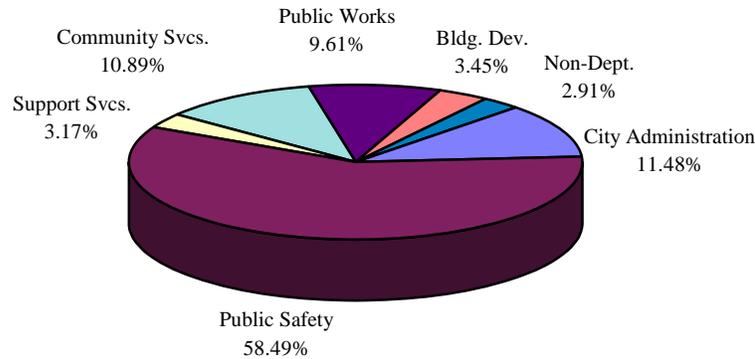
### Comparison of Fiscal Years 2004-05 and 2005-06 Budgeted Expenditures By Function

#### Fiscal Year 2004-05 Budgeted Expenditures



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

#### Fiscal Year 2005-06 Budgeted Expenditures



Total Budgeted Expenditures for Fiscal Year 2005-06 are \$11,662,022.

**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

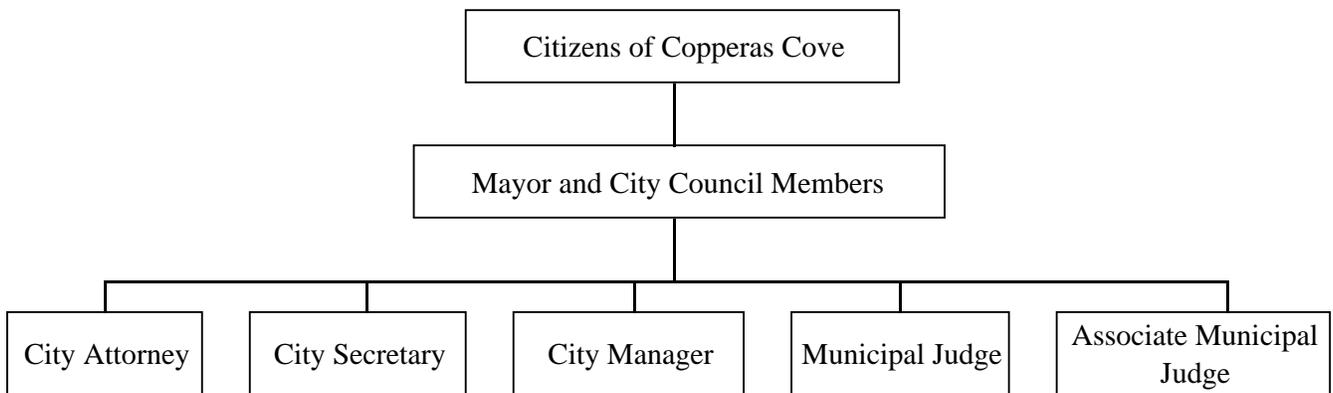
**Non-Dept.**

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 service 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 2005-06**

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**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 2005-06 Budget that is fiscally responsible and ensures continued quality services to the public.
- \* Participated in an annual retreat with City Staff to address ongoing issues affecting the City.
- \* Implemented legislation that prohibits smoking in public places passed by a vote of the public.
- \* Directed City Staff to pursue economic development initiatives within the City.
- \* Authorized City participation in a regional effort to support Fort Hood during the 2005 BRAC process.
- \* Annexed into the City limits roughly three square miles of territory.
- \* Approved roughly \$3M in certificates of obligation to address water infrastructure needs within the community.
- \* Approved a contract with a consulting planner to update the City's comprehensive plan.
- \* Awarded a contract for design of Big Divide Road, water and sewer.
- \* Participated in quarterly summit meetings with the Chamber of Commerce, Economic Development Corporation and the Copperas Cove Independent School District.

**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 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	4,548	3,966	3,000	4,000
Supplies	3,511	2,442	2,103	2,300
Repairs & Maintenance	-	-	-	-
Support Services	29,681	36,750	28,580	36,750
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 37,740</u></u>	<u><u>\$ 43,158</u></u>	<u><u>\$ 33,683</u></u>	<u><u>\$ 43,050</u></u>

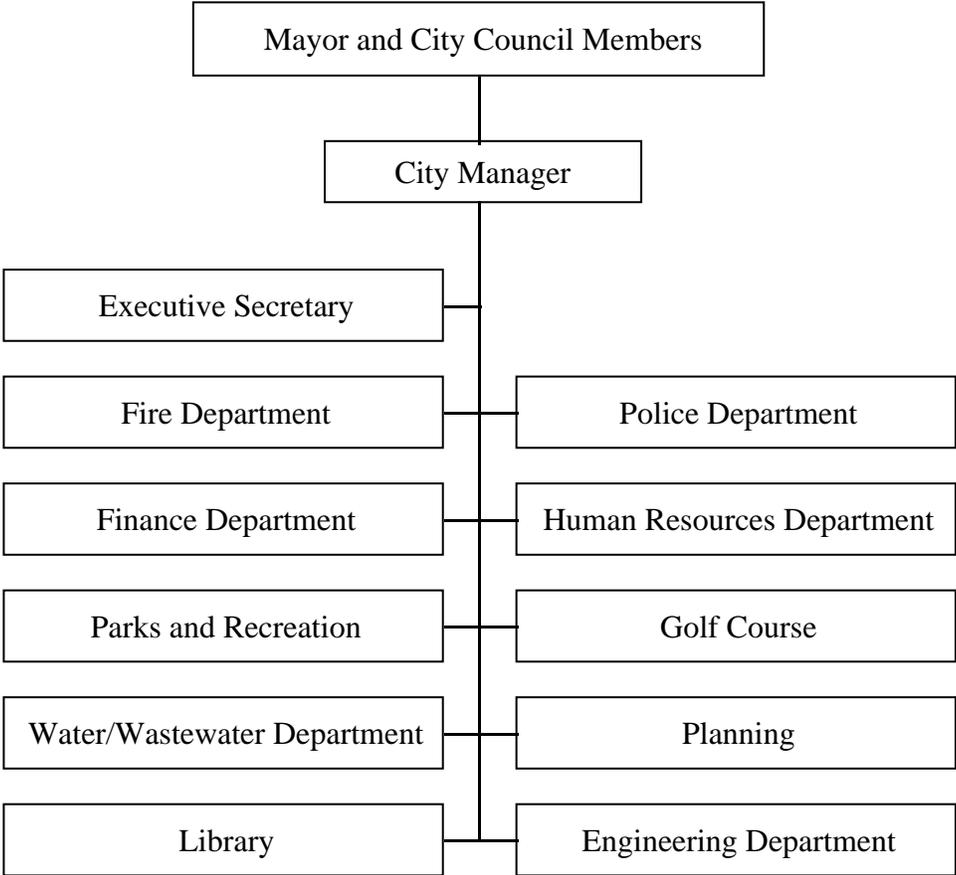
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
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
<b>Total</b>	<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 2005-06**

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**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 to the City Council for FY 2005-06.
- \* Acquired additional CCN rights on the west end of the City.
- \* Conducted a retreat with City Council addressing various issues facing the City.
- \* Held a town hall meeting to identify community needs and concerns.
- \* Facilitated the inclusion of the Reliever Route project on the Statewide Unified Transportation Plan for 2005.
- \* Submitted a pay plan to the City Council improving both pay and benefits for employees for fiscal year 2005-06.
- \* Facilitated the completion of a needs assessment study for a new Police Station.
- \* Attended the AUSA Conference in an effort to foster relations with Fort Hood.
- \* Began renovations to the Turkey Creek Activity Center into the Hills of Cove Golf Course Pro Shop and Club House.
- \* Developed the 2005 capital improvement program including roughly \$3M in water infrastructure improvements.
- \* Implemented Code Compliance Month to facilitate public education and enforcement of City Codes.
- \* Facilitated the renovation of the Northeast and Northwest Treatment Plants.

**OBJECTIVES:**

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

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
CITY MANAGER  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

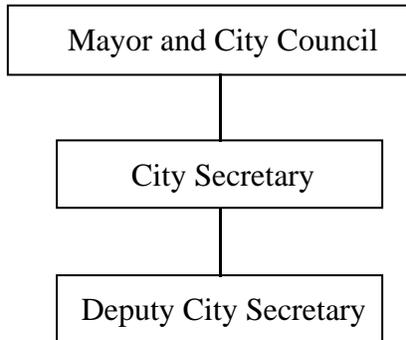
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 164,039	\$ 177,678	\$ 178,108	\$ 191,788
Personnel Support	-	-	-	-
Supplies	801	1,090	800	950
Repairs & Maintenance	65	-	-	-
Support Services	10,584	10,500	10,337	11,650
Designated Expenses	-	-	150	-
Capital Outlay & Improvements	1,333	150	-	-
<b>Total</b>	<u>\$ 176,822</u>	<u>\$ 189,418</u>	<u>\$ 189,395</u>	<u>\$ 204,388</u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
City Manager	1	1	1	1
Executive Secretary	1	1	1	1
<b>Total</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

# City of Copperas Cove, Texas

## City Secretary No. 23



*The mission of the City Secretary Office is to keep 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 2005-06**

---

**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:**

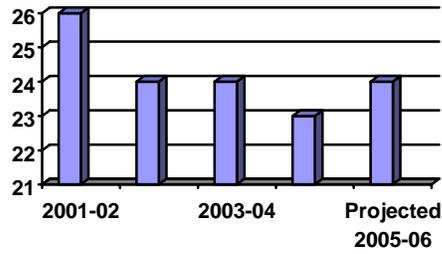
- \* Ensured compliance with newly created Texas Election Law Procedures.
- \* Committee Member of the Scholarship Committee - TMCA.
- \* Ensured compliance with adopted budget for City Council and City Secretary departments.
- \* Participated on the committee to assess the deer population within the City and determine how to address the issue.
- \* Completed the legal destruction of scheduled municipal records.
- \* Prepared supplements for the City of Copperas Cove Code of Ordinances.
- \* Conducted four municipal elections in accordance with Texas Election Law statutes.
- \* Served as treasurer and secretary of Copperas Cove America's Promise.
- \* Attended Association of United States Army conference.
- \* Coordinated Builder & Developers meetings and Summit meetings.
- \* Coordinated City Council members in-coming and outgoing reception.
- \* Participated on the Copperas Cove Image Campaign Committee.
- \* Continued accreditation towards TRMC re-certification.

**OBJECTIVES:**

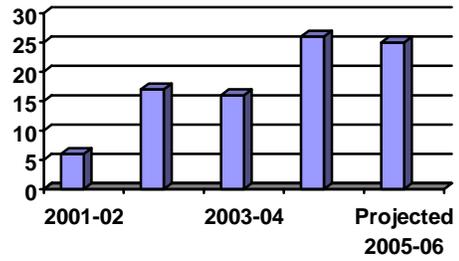
- \* Maintain the integrity of the records management system in accordance with State law.
- \* City Secretary to pursue TRMC re-certification with TMCA.
- \* Deputy City Secretary to pursue TRMC certification with TMCA.
- \* Continue to monitor all expenditures of the City Secretary and City Council budgets.
- \* Continue to process all ordinances, resolutions, contracts and all other official documents in an efficient manner.
- \* 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.
- \* Work towards establishing a document imaging system.

**PERFORMANCE INDICATORS:**

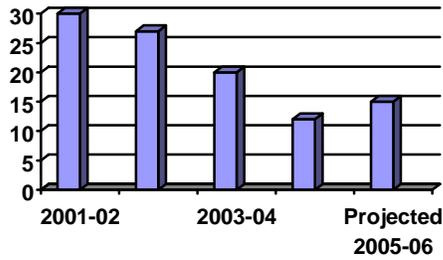
**Number of Regular City Council Meetings**



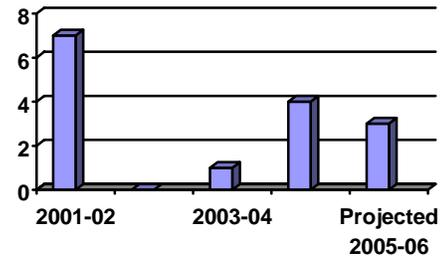
**Number of Council Workshops**



**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 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>
Salaries & Benefits	\$ 93,531	\$ 101,841	\$ 101,337
Personnel Support	-	-	-
Supplies	627	883	907
Repairs & Maintenance	-	-	-
Support Services	5,010	4,628	4,954
Designated Expenses	8,734	9,160	12,969
Capital Outlay & Improvements	-	-	-
<b>Total</b>	<u><u>\$ 107,902</u></u>	<u><u>\$ 116,512</u></u>	<u><u>\$ 120,167</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>		
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>
City Secretary	1	1	1
Executive Secretary	0.5	1	0
Deputy City Secretary			1
<b>Total</b>	<u><u>1.5</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

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

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**Adopted  
FY 2005-06**

\$ 105,566

-

1,300

-

5,248

9,400

-

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**\$ 121,514**

**FY 2005-06**

1

0

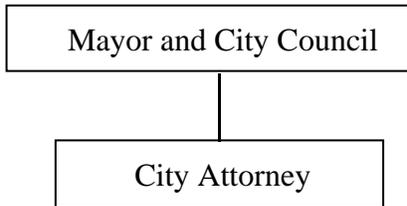
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**2**

# City of Copperas Cove, Texas

## City Attorney No. 24



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

1 Contract Position

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
CITY ATTORNEY  
FISCAL YEAR 2005-06**

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**DEPARTMENT GOALS:**

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

**PROGRAM DESCRIPTION:**

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

**ACCOMPLISHMENTS:**

- \* Successfully defended the Smoking Ordinance in a District Court lawsuit against the City by Southern Nights, a private club.
- \* Reviewed the Ordinance for Annexation of 87.21 acres from Ft. Hood and EDC land swap.
- \* Prepared Animal Control Advisory Committee Ordinance.
- \* Reviewed Hunting Ordinance for its affect on newly annexed areas.
- \* Reviewed Taxi Cab Ordinance.
- \* Participated in the committee for reviewing the Junk Vehicle Ordinance.
- \* Participated in the Deer Committee.
- \* Filed suit for collection of unpaid debt(s) owed to the City.
- \* Numerous attorney opinions to City staff.
- \* Handled all civil cases and threats of litigation.
- \* Prosecuted all Municipal Court cases including jury and non-jury trials, administrative hearings dealing with animals and code enforcement.
- \* Reviewed extremely large number of public information requests.
- \* Attended legislative update seminar on municipal laws.
- \* Reviewed proposed agreements on the FM 1113 Sidewalk project.
- \* Prepared Oil Drilling Permit.

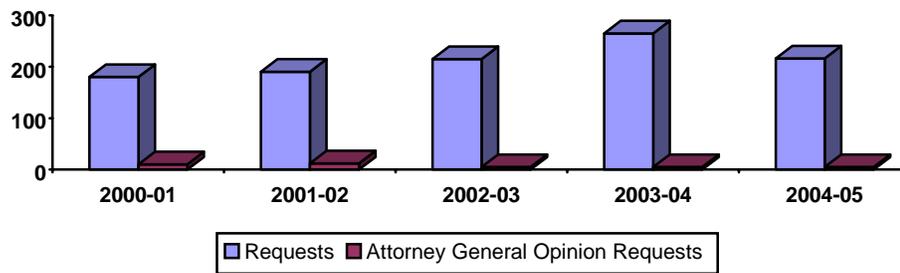
**OBJECTIVES:**

- \* Review and revise ordinances and policies.
- \* Review and draft all contracts.
- \* Provide legal services to Council and staff.
- \* Prosecute all matters filed in Municipal Court.

**PERFORMANCE INDICATORS:**



Source: City Attorney



Source: City Attorney

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
CITY ATTORNEY  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	613	790	550	1,131
Repairs & Maintenance	-	-	-	-
Support Services	96,309	95,531	95,352	96,200
Designated Expenses	-	-	-	750
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 96,922</u></u>	<u><u>\$ 96,321</u></u>	<u><u>\$ 95,902</u></u>	<u><u>\$ 98,081</u></u>

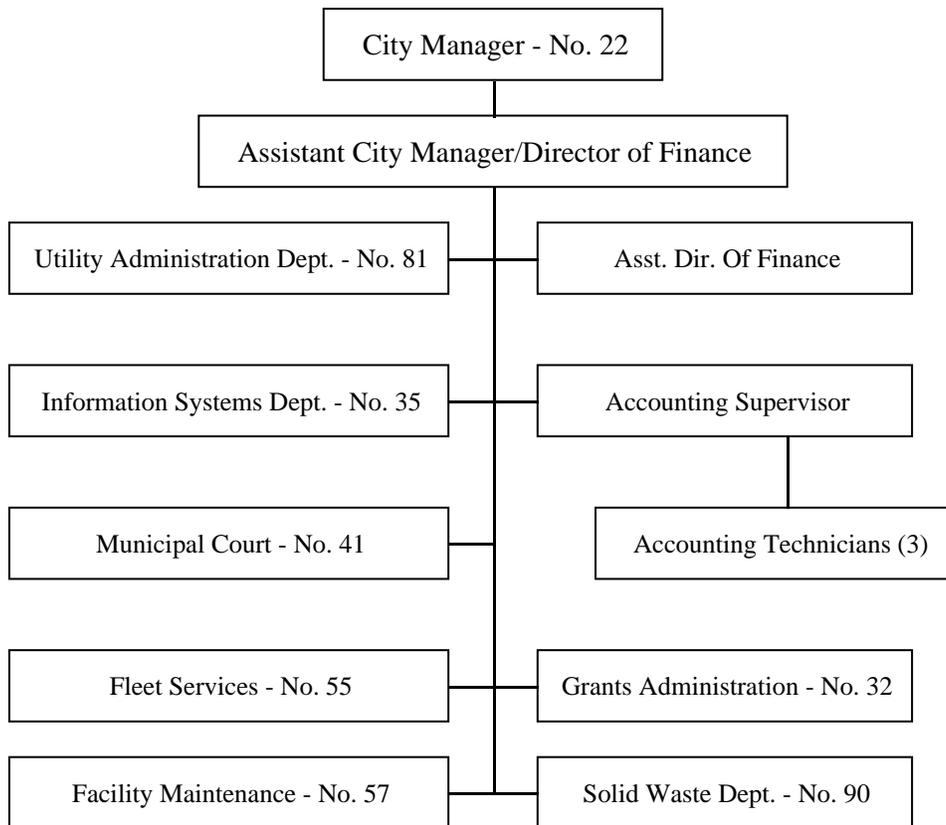
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
City Attorney	1	1	1	1
Executive Secretary	0.5	0	0	0
<b>Total</b>	<u><u>1.5</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>

*Note: The City Attorney is a contracted position and is not counted in employee total.*

# City of Copperas Cove, Texas

## Finance Department No. 31



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

6 Full Time Employees

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FINANCE DEPARTMENT  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

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

**ACCOMPLISHMENTS:**

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

**OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Bids Processed:	26	18	15	10	
Accounts Payable Checks Cut:	6,887	5,522	7,428	7,246	
Payroll Checks Cut:	7,796	5,819	7,077	7,242	

Source: Finance Department.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FINANCE DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 265,424	\$ 280,777	\$ 279,676	\$ 302,130
Personnel Support	-	-	-	-
Supplies	12,394	14,400	13,709	14,192
Repairs & Maintenance	65	100	-	100
Support Services	38,410	32,385	34,224	34,475
Designated Expenses	111,760	140,610	139,693	147,988
Capital Outlay & Improvements	1,333	-	-	-
<b>Total</b>	<u><u>\$ 429,386</u></u>	<u><u>\$ 468,272</u></u>	<u><u>\$ 467,302</u></u>	<u><u>\$ 498,885</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Accounting Supervisor	1	1	1	1
Accounting Technician	3	3	3	3
Assistant Director of Finance	1	1	1	1
Assistant City Manager/Dir. of Finance	1	1	1	1
<b>Total</b>	<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  
GENERAL FUND  
FINANCE DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 2003-2004 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 budget amendments to the 2004-05 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 2004-05 fiscal year budget.
- \* 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.
- \* Began issuing 2005 Certificates of Obligations for \$3,050,000 water capital improvement projects.
- \* Assisted in the renovation of Turkey Creek Activity Center.

**OBJECTIVES:**

- \* Obtain Certificate of Achievement for Excellence in Financial Reporting Award for the year ending September 30, 2005 Comprehensive Annual Financial Report (CAFR).
- \* Obtain the Distinguished Budget Presentation Award for the 2005-06 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.
- \* Develop and implement a debt management policy.

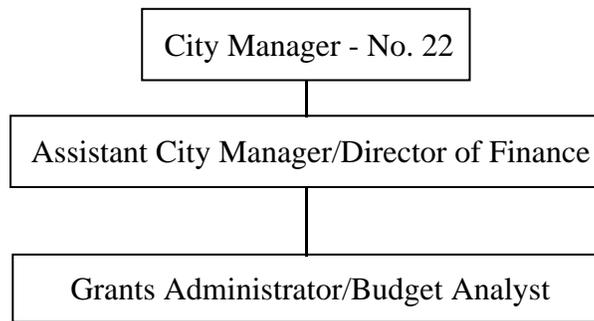
**PERFORMANCE INDICATORS:**

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Projected 2005-06</u>
Bids Processed:	18	15	10	9	9
Accounts Payable Checks Cut:	5,522	7,428	7,246	7,115	7,000
Payroll Checks Cut:	5,819	7,077	7,242	7,137	7,050

Source: Finance Department.

# City of Copperas Cove, Texas

## Grants Administration Department No. 32



*The mission of the Grants Administration 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.*

1 Full Time Employee

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
GRANTS ADMINISTRATION DEPARTMENT  
FISCAL YEAR 2005-06**

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

**ACCOMPLISHMENTS:**

- \* Submitted a total of 16 grant applications for over \$1,243,600 and obtained 14 grant awards. Departments applied for and received private funding.
- \* Researched numerous grants to determine if the City was eligible.
- \* Prepared final 2004-05 budget document for submission to GFOA.
- \* Received grant funding in the amount \$125,957, plus 2 private grants through Library and Police.
- \* Applied for grant through Technology Transfer Grant program.
- \* Applied for funding through TCDP for Water and Wastewater funding.
- \* Attended workshops for CDBG and Assistance to Firefighters grant programs.
- \* Managed 3 Homeland Security Pass-Through grants for a communication system throughout the CTCOG area.

<u>Department</u>	<u>Grant Name</u>	<u>Amount</u>
<b>Police Department</b>	Department of Justice-Bullet Proof Vest Grant	\$ 3,483
	Edward Burn Justice Assistance Grant	7,653
	Texas Statewide Tobacco Education & Prevention	3,000
<b>Fire Department</b>	CERT 2004 Grant	15,931
	CERT 2005 Grant	14,490
	Texas Commission on Fire Protection	9,600
	Department of Homeland Security	<u>71,800</u>
<b>Total</b>		<b>\$125,957</b>

**OBJECTIVES:**

- \* Apply for CDBG grant funding for sewer line improvements during next cycle.
- \* 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 Homeland Security for Community Emergency Response Teams.
- \* Apply for grants from TxDOT for Traffic Safety.
- \* Apply for funding from Department of Justice for Bulletproof Vests.
- \* Apply for grant funding through Edward A. Byrnes Justice Assistance Grant.
- \* Apply for grant funding through the Assistance to Firefighters grant program.
- \* Continue to ensure the proper administration of existing and future grants.
- \* Continue to search for all grants that can assist the City in any department.
- \* Continue to assist departments with budget questions.
- \* Assist with 2006-07 budget process.
- \* Assist independent auditors during the 2004-05 audit with the completion of a single audit.

**PERFORMANCE INDICATORS:**

**Number of Grants Received**

	<b><u>2000-2001</u></b>	<b><u>2001-2002</u></b>	<b><u>2002-2003</u></b>	<b><u>2003-2004</u></b>	<b><u>2004-2005</u></b>
Federal	3	2	3	5	9
State	8	6	3	3	3
Private	1	5	0	3	2
Total	12	13	5	11	14

**Source: Grants Administration.**

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
GRANTS ADMINISTRATION DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

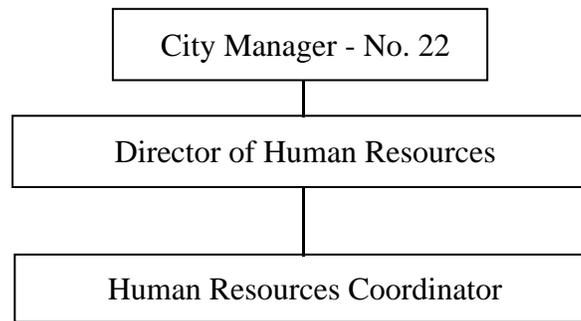
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 47,560	\$ 52,489	\$ 52,947	\$ 54,752
Personnel Support	-	-	-	-
Supplies	384	400	350	520
Repairs & Maintenance	-	-	-	-
Support Services	1,012	2,086	1,305	2,465
Designated Expenses	-	314	314	-
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u>\$ 48,956</u>	<u>\$ 55,289</u>	<u>\$ 54,916</u>	<u>\$ 57,737</u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Grants Administrator	1	0	0	0
Grants Administrator/Budget Analyst	0	1	1	1
<b>Total</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

# 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 2005-06**

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**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:**

- \* Coordinated with the Texas Municipal League “Supervisors and Safety”, “Recognizing and Preventing Sexual Harassment”, “Defensive Driving”, and “Law Enforcement Survival Skills” training for the City of Copperas Cove employees and various other municipalities.
- \* Conducted an anonymous employee survey to obtain feedback on various employee events.
- \* Conducted safety training at safety meetings with the City of Copperas Cove committee meetings.
- \* Continued emphasis of recruitment of qualified applicants by attending recruiting functions in efforts to attract a diversified group of qualified applicants.
- \* Conducted supervisory training of how to effectively manage personnel.
- \* Facilitated and conducted an employee health fair.
- \* Coordinated United Way drive for all City employees.
- \* Facilitated “Employee Ethics Training” for all City of Copperas Cove employees.
- \* Attended the Texas Municipal Retirement System annual seminar to receive information on current retirement trends.
- \* Conducted Texas Municipal Retirement System meetings with all employees.
- \* Continued emphasis with the Fire Department on a preventative health program for employees.
- \* Conducted new employee orientation for all new employees to receive training on personnel policies, workplace violence, sexual harassment, drug and alcohol awareness, safety and retirement programs.
- \* Conducted an employee salary survey with organizations in the geographical area.
- \* Conducted a reception to honor all employees receiving service awards.
- \* Conducted employee training prevention of “Drug and Alcohol Awareness”.
- \* Continued emphasis on the new safety program and safety policy for employees.
- \* Recognized “Employee of the Year” and “Department of the Year” at the annual Christmas event.
- \* Recognized City of Copperas Cove retirees at City Council meetings throughout the year.

**OBJECTIVES:**

- \* Continue to fill all personnel vacancies within 45 days of job opportunity notice.
- \* Continue to facilitate wellness initiatives for city employees.
- \* Review employee pay plans to determine market competitiveness.
- \* Provide diversity awareness materials to all city employees.
- \* Continue to provide supervisory personnel training.
- \* Continue to provide drug and alcohol prevention awareness materials to all City employees.
- \* Conduct records destruction for outdated records.

**PERFORMANCE INDICATORS:**

	<b>1999-2000</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
Number of positions recruited/filled (full time):	49	66	54	59	58	68
Personnel training programs offered:	8	14	25	28	16	23
Total number of grievances:	0	0	1	2	1	2
Total resolved by administratively:	0	0	1	2	1	2
% of employees participating in City's Health Care Plan	80%	78%	78%	75%	70%	80%
% of employees participating in City's 125 Cafeteria Plan	20%	22%	22%	25%	30%	20%
Worker's Compensation Claims	48	45	46	35	45	38

Source: Human Resources Department.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
HUMAN RESOURCES DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

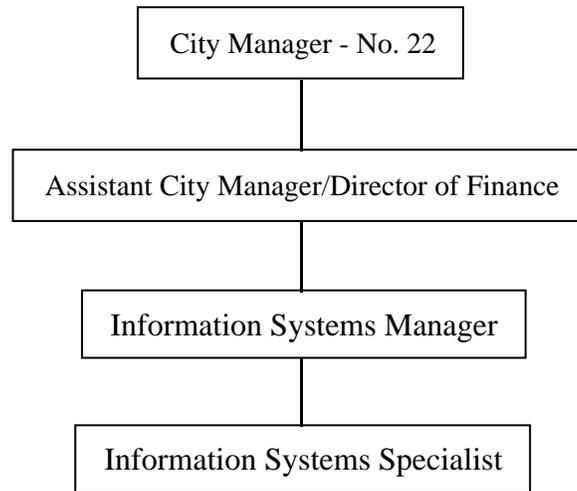
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 104,603	\$ 108,524	\$ 111,208	\$ 115,358
Personnel Support	15,409	13,630	13,325	15,500
Supplies	2,805	2,100	2,200	2,662
Repairs & Maintenance	-	-	-	-
Support Services	9,410	8,223	8,552	10,450
Designated Expenses	16,986	16,502	18,375	12,200
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 149,213</u></u>	<u><u>\$ 148,979</u></u>	<u><u>\$ 153,660</u></u>	<u><u>\$ 156,170</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Director of Human Resources	1	1	1	1
Human Resources Coordinator	1	1	1	1
<b>Total</b>	<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 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 2005-06**

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**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 hardware 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 also works to ensure that the systems are secure from viruses, improper use, and malicious invasion. In addition, the Department is tasked with researching, recommending, and providing consultation to other City Departments on upgrading, replacing, installing and improving the technology systems utilized by the City. The Information Systems Department is also responsible for broadcasting and taping the City Council meetings and maintaining the software and hardware for the City's Government Access Channel. The Department also maintains, manages and administers the City's web server, web site, email server and email system.

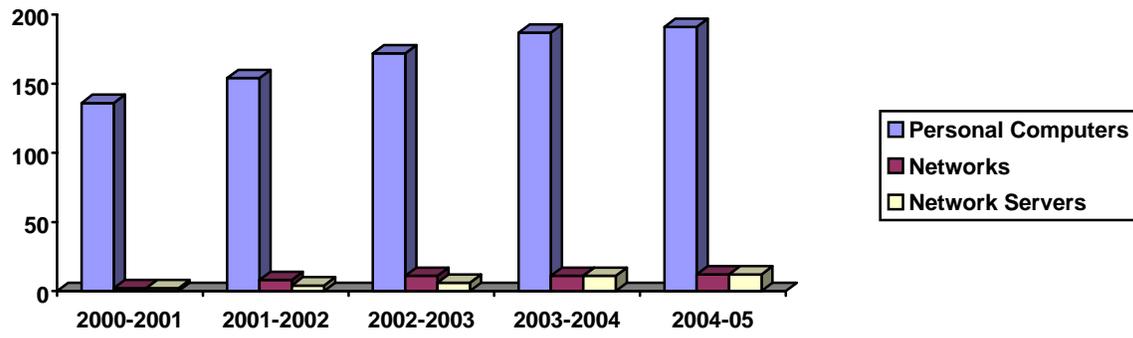
**ACCOMPLISHMENTS:**

- \* Designed, created and implemented new City web site. Continued administration of the City's web site and web server.
- \* Set up, installed and configured new computers for the Municipal Court. Refurbished old Court computers for transfer to other departments as needed.
- \* Installed, set up and configured Terminal Services for Public Works, Animal Control, Solid Waste, Parks and Recreation and Fire Department users accessing the City's network over VPN connections.
- \* Set up and configured PC and VPN for officers at CCHS to access records management software on City network.
- \* Upgraded the Police Department server with new hard drives and RAID drive.
- \* Installed network cable, jacks and switch at the Civic Center for Parks and Recreations Department.
- \* Moved Parks and Recreation server to the Civic Center for department move. Configured server and computers for new location.
- \* Upgraded public computers at the Library to Windows XP Pro. Configured public computers for new security software and group policies.
- \* Installed new network attached storage server at Public Works.
- \* Installed, set up and configured new network spyware detection and removal software.
- \* Updated City technology inventory database.
- \* Refurbished and configured laptop for Code Enforcement.
- \* Created content and made budget CDs for City budget process.
- \* Converted City internet dial-up accounts to new ISP vendor. Configured PCs to use new service.
- \* Coordinated purchase and installation of new projector, A/V system and wireless microphone system at the Civic Center.
- \* Installed and configured network internet logging software.
- \* Installed new network cabling in Turkey Creek Activity Center for the Golf Course.

**OBJECTIVES:**

- \* Continue standardization of City technology systems.
- \* Continue improvements to the City network.
- \* Upgrade City computers with new purchases and transfers.

**PERFORMANCE INDICATORS:**



**Computers/Laptops=191; Servers=12; Networks=12**

Source: Information Systems Department.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
INFORMATION SYSTEMS DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 103,344	\$ 111,526	\$ 111,454	\$ 119,619
Personnel Support	-	-	-	-
Supplies	3,009	4,700	4,525	5,300
Repairs & Maintenance	-	500	250	1,000
Support Services	4,231	4,600	5,100	5,400
Designated Expenses	32,202	31,120	31,136	24,703
Capital Outlay & Improvements	125	2,056	1,600	2,500
<b>Total</b>	<u><u>\$ 142,911</u></u>	<u><u>\$ 154,502</u></u>	<u><u>\$ 154,065</u></u>	<u><u>\$ 158,522</u></u>

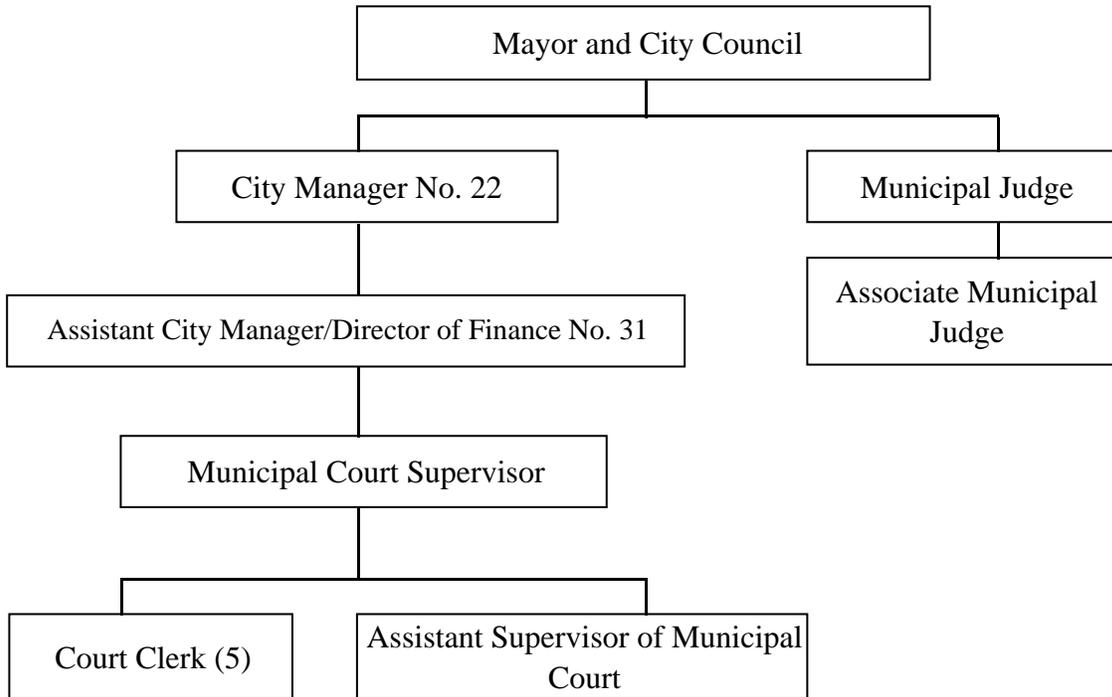
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Information Systems Manager	1	1	1	1
Computer Technician	1	1	1	0
Information Systems Specialist	0	0	0	1
<b>Total</b>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

\*Proposing to reclassify Computer Technician to Information Systems Specialist in FY 2005-06.

# City of Copperas Cove, Texas

## Municipal Court 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  
2 Contract Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
MUNICIPAL COURT DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 Court strives to ensure that each person accused of a violation be guaranteed and provided all the constitutional rights to a fair and speedy judicial process in such a manner that it preserves both the dignity and rights of the defendant, as well as the citizens of Copperas Cove.

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 highest professional qualifications by continuing education for court staff, and by participating in the court clerk certification program. We are currently certified as follows:
  - 1 clerk certified at Level III
  - 1 clerk certified at Level II
  - 4 clerks certified at Level IThree clerks will be working on their Level II certification in the coming year.
- \* Processed 12,450 complaints during fiscal year 2004-2005.
- \* Processed 6,847 warrants for fiscal year 2004-2005.
- \* Cleared 2,544 warrants for fiscal year 2004-2005.
- \* Collected \$1,151,743.16 for fiscal year 2004-2005 of which \$57,378.34 has been returned to the local merchants, \$353,547.65 was remitted to the state, \$5,027.15 was deposited in the Efficiency of the Administration of Justice Fund, \$25,335.31 was deposited in the Technology Fund, \$19,569.36 was deposited in the Court Security fund, and \$690,885.35 was deposited in the city's account.
- \* We have been selected by our court software vendor to beta - test the latest version of our current court software. This new version will operate in a sequel server as opposed to the AS400. It will be a Windows based program which is user friendly and has a more appealing environment than the green screen that is currently being utilized. This is the first step in our goal of becoming a paperless court. The software will include such features as:
  - o Document scanning directly to defendant files.
  - o Automatic notification of problems to software support.
  - o Easier navigation for novice users.
  - o Credit card swipe and thumb-print scan.
  - o Ability to customize reports and forms to suit the needs of the court.
- \* In June 2004 the court implemented new collection procedures for delinquent accounts and since that time we have cleared 699 warrants for a grand total of \$114,839.18:

Payments	\$101,393.49
Payment Plans	17,632.17
Arraignment/trial settings	2,295.00
Jail Time Credit	8,832.37
Dismissed	11,686.15

In our continued efforts to actively pursue collections of delinquent accounts we plan to participate in the 5<sup>th</sup> annual Multi-Jurisdictional Warrant Round-Up. This will be held in the Spring of 2006.

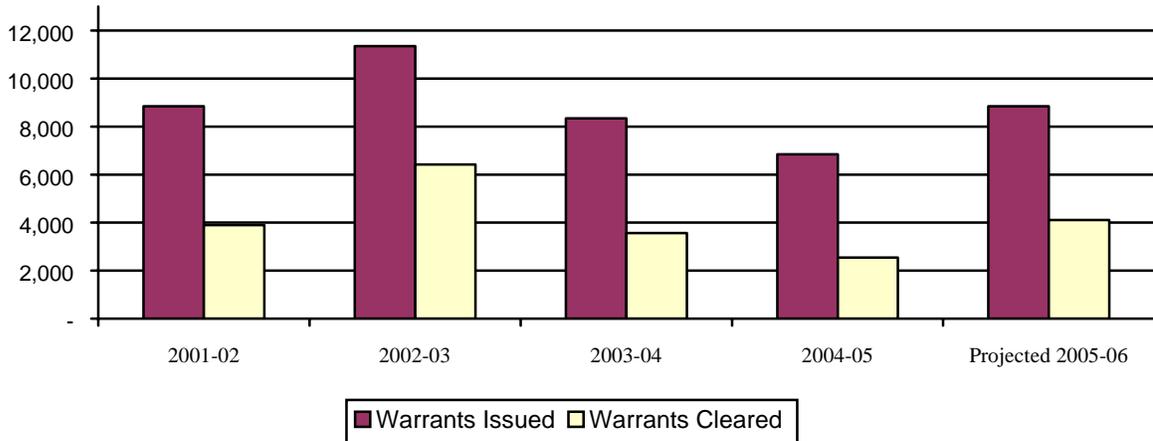
- \* Created a shared court calendar that is updated and reviewed daily by the entire staff. This procedure allows the staff to spot and correct court date conflicts quickly in order to prevent rescheduling and backlogs. The calendar is at the disposal of the Judge and City Attorney for their review via Microsoft Outlook on their computers.

**OBJECTIVES:**

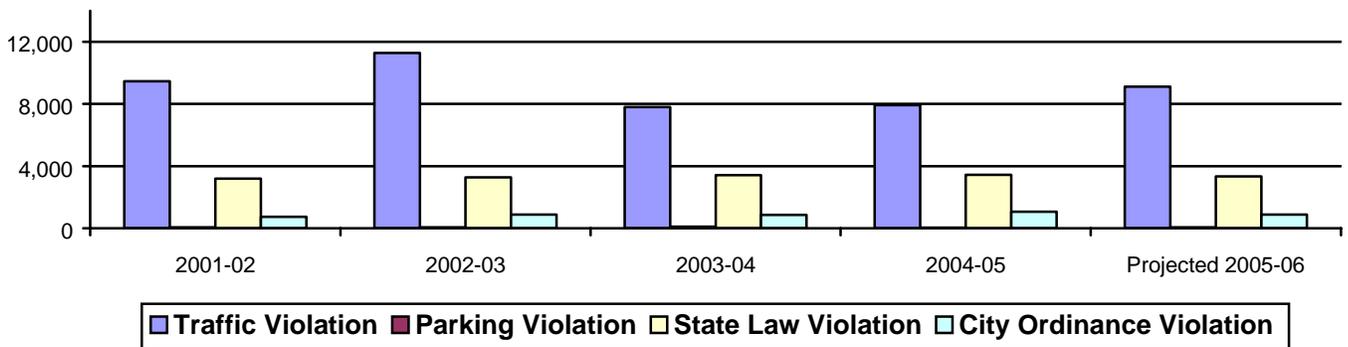
- \* Continue to enhance customer service and administrative procedures through in-house training.
- \* Provide fair, timely and speedy resolutions of cases involving violations in a manner that is efficient for both the City and for the defendants and citizens.
- \* Serve as the administrative arm of 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 city's financial procedures.
- \* Provide a randomly selected pool of jurors for those defendants who choose to exercise their rights to trial by jury.
- \* Ensure citizens who participate in their civil responsibility 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:**

**Warrants**



**Violations**



Source: Municipal Court

## Expenditures vs. Revenues

	<b>2001-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>	<b>2004-05</b>	<b>Proposed 2005-06</b>
<b>Expenditures</b>	\$255,562	\$262,756	\$270,378	\$277,267	\$266,492
<b>Revenues</b>	786,285	830,074	744,935	690,885	763,045
<b>Percent Return</b>	307%	315%	275%	249%	286%

Source: Municipal Court

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
MUNICIPAL COURT DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

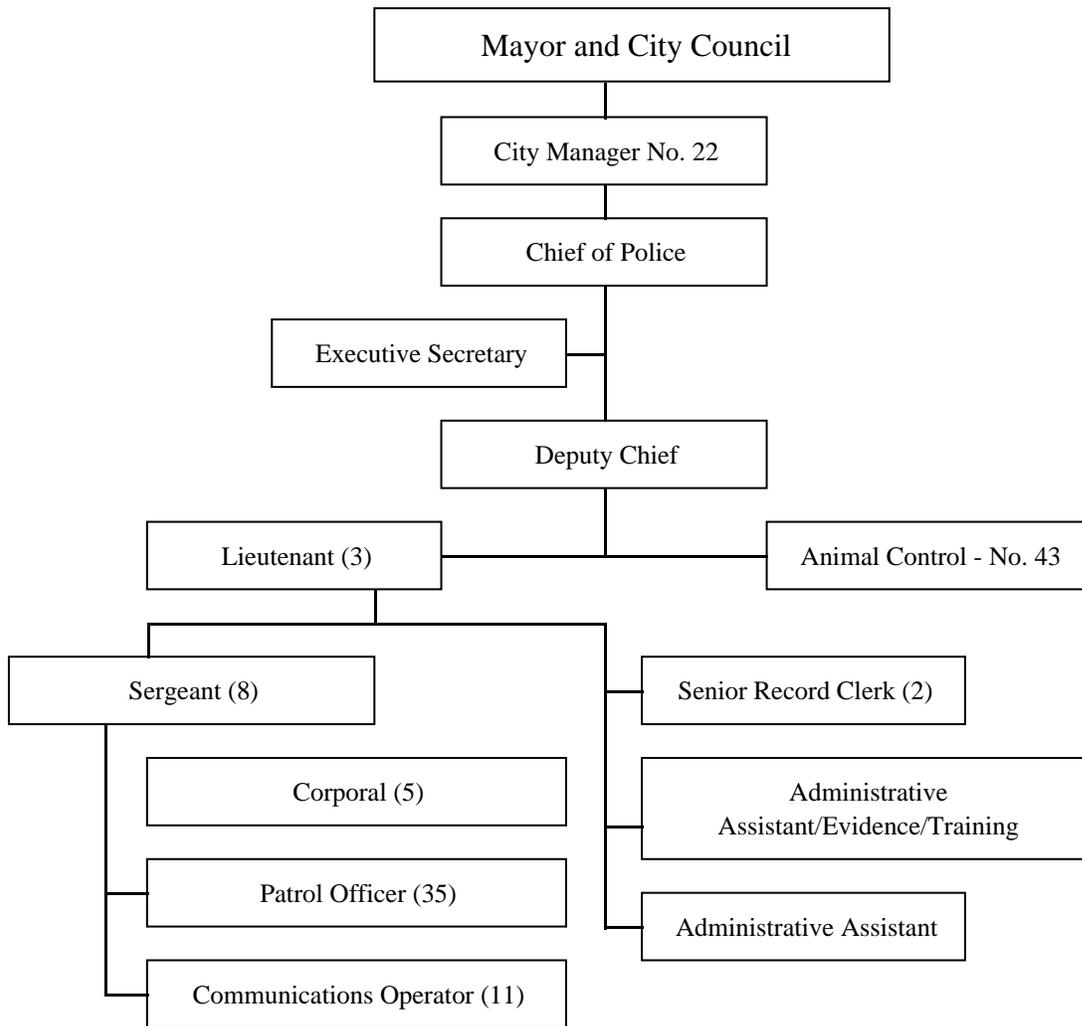
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 216,087	\$ 226,453	\$ 224,119	\$ 245,154
Personnel Support	-	-	-	-
Supplies	11,910	10,000	11,300	11,250
Repairs & Maintenance	549	650	500	500
Support Services	42,112	44,321	44,369	43,971
Designated Expenses	-	-	-	-
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 270,657</u></u>	<u><u>\$ 281,424</u></u>	<u><u>\$ 280,288</u></u>	<u><u>\$ 300,875</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
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
Associate Municipal Judge	0	0	1	1
<b>Total</b>	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>9</u></u>	<u><u>9</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 2005-06**

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**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 Copperas Cove Police Department provides a wide variety of services to the citizens of Copperas Cove. The mission of 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.

Examples of services provided, but not limited to are:

- Prevention of criminal activity
- Investigation of crimes
- Apprehension of offenders
- Recovery of property
- Traffic control and enforcement
- Public awareness programs
- House watch checks
- Neighborhood watch programs
- Other related law enforcement activities

**ACCOMPLISHMENTS:**

- \* National Night Out Downtown Party and Halloween Party.
- \* Two sessions of Copperas Cove Citizens Police Academy.
- \* Senior Health & Safety Day – SALT Program.
- \* CCPD part of Optimist Club Charter Membership.
- \* \$3,000 in rewards paid out for Crime Stoppers tips.
- \* \$1,000 raised by Department for American Heart Walk.
- \* 8,485 crime prevention and safety materials distributed to community. These include crime prevention, child safety, drug and alcohol awareness and other community awareness information.
- \* Produced 371 Kiddo Cards for children.
- \* 45 programs and classes taught with over 1,084 persons attending.
- \* 2 Neighborhood Watch programs held.
- \* Tobacco Grant continued with 2 stings and 20 business compliance inspections.
- \* Continuation of the LLEBG grant.
- \* Participation in Coryell County Community Planning.
- \* Maintained quality police services to the community during times of personnel shortages.
- \* Maintained above average clearance rates in Part I & Part II crimes as compared to the state of Texas.

**OBJECTIVES:**

- \* Ensure continued quality public safety.
- \* Maintain adequate staffing levels.
- \* Secure land for new police facility.
- \* Obtain funding for new police facility.
- \* Seek alternative funding such as grants.
- \* Continue public relations and community service projects.

**PERFORMANCE INDICATORS:**

<u>Event</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Burglary	239	291	281	259
Larceny-Theft	885	846	703	813
Crime Hazard Letters	1,389	1,429	1,596	1,426
Traffic Citations	12,524	12,118	11,176	8,049

Source: Police Department

<b>Part I Crime Clearance Rate</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Copperas Cove Clearance Rate	32%	33%	32%	23%	22%
State Average	18%	19%	18%	18%	N/A
Cities in Texas with Population of 25,000-50,000	18%	20%	21%	21%	N/A

<b>Part II Crime Clearance Rate</b>					
Copperas Cove Clearance Rate	74%	75%	77%	69%	74%

Part I Crimes include murder, forcible rape, robbery, aggravated assault, burglary, theft, and motor vehicle theft.

Part II Crimes are other crimes classifications outside those defined as Part I Crimes of the Uniformed Crime Report (UCR).

Some examples of Part II Crimes are as follow:

- Other Assaults
- Forgery/Counterfeiting
- Embezzlement
- Fraud
- Stolen Property
- Criminal Mischief
- Weapons (possessions/carrying)
- Other sex offenses
- Prostitution/Vice
- Drug violations
- Gambling
- Offenses against family and children
- Driving while intoxicated
- Liquor laws
- Drunkenness
- Disorderly conduct
- Runaway
- All other offenses not defined as Part I Crimes.

Source: Police Department

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
POLICE DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

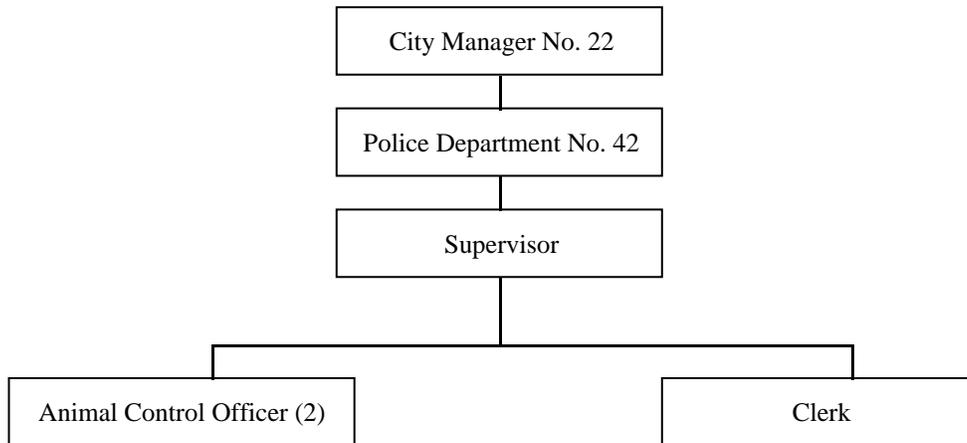
Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 2,867,813	\$ 2,955,043	\$ 2,892,626	\$ 3,268,446
Personnel Support	6,673	4,000	4,000	4,000
Supplies	82,474	81,715	94,323	120,500
Repairs & Maintenance	57,332	61,000	54,000	61,000
Support Services	86,985	126,667	111,093	137,000
Designated Expenses	8,915	5,202	3,965	7,000
Capital Outlay & Improvements	80,222	96,461	59,561	134,566
<b>Total</b>	<u><u>\$ 3,190,412</u></u>	<u><u>\$ 3,330,088</u></u>	<u><u>\$ 3,219,568</u></u>	<u><u>\$ 3,732,512</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Communications Officer	11	11	11	11
Corporal	0	0	5	5
Deputy Chief	1	1	1	1
Executive Secretary	1	1	1	1
Lieutenant	3	3	3	3
Patrol Officer	40	40	35	35
Police Chief	1	1	1	1
Records Clerk	2	2	0	0
Senior Records Clerk	0	0	2	2
Secretary/CID	1	1	0	0
Administrative Assistant	0	0	1	1
Sergeant	8	8	8	8
Training/Admin. Coordinator	1	1	0	0
Administrative Asst/ Evidence	0	0	1	1
<b>Total</b>	<u><u>69</u></u>	<u><u>69</u></u>	<u><u>69</u></u>	<u><u>69</u></u>

# City of Copperas Cove, Texas

## Animal Control Department No. 43



*The mission of the Copperas Cove Animal Control is to maintain a sanitary and disease-free shelter, to improve quality of life for sheltered animals, and to preserve a safe community environment by securing stray and abandoned animals.*

4 Full Time Employees

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
ANIMAL CONTROL DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 DESCRIPTION:**

The Animal Control Department maintains the Animal Shelter and all animals in its care, which includes an effective reclamation and adoption program. One of our main functions is to provide and maintain a healthy, safe, and sanitary shelter for animals housed at the facility. Equally important is patrolling the City to pick up strays, ill, injured, deceased and/or dangerous or vicious animals and transport said animals back to the facility for reclamation by owner, adoption, hold for court disposition, transfer to the Humane Society, or humane euthanization. Animal Control Officers must also track and report animal cruelty and investigate animal bites; quarantine/send suspected rabies specimens to the Texas Department of Health for testing; notify bite victims of test results; and track adopted animals to ensure rabies vaccinations and sterilizations are completed as required by Texas law. Animal Control Officers issue citations for failure to comply with the adoption agreement, failure to license animals, and violating the leash ordinance, as well as other ordinance violations and Texas laws relating to animals. Animal Control Officers are required to maintain their certifications by attending various animal control classes and training. The Department makes recommendations for improving and updating the Fowl and Animal City Ordinance. The department also educates the public through the media by conducting classes for the Copperas Cove Citizens Police Academy, and one-on-one regarding health and safety issues pertaining to animals and citizens of Copperas Cove. The Animal Shelter has public input through the establishment of the Animal Shelter Advisory Committee.

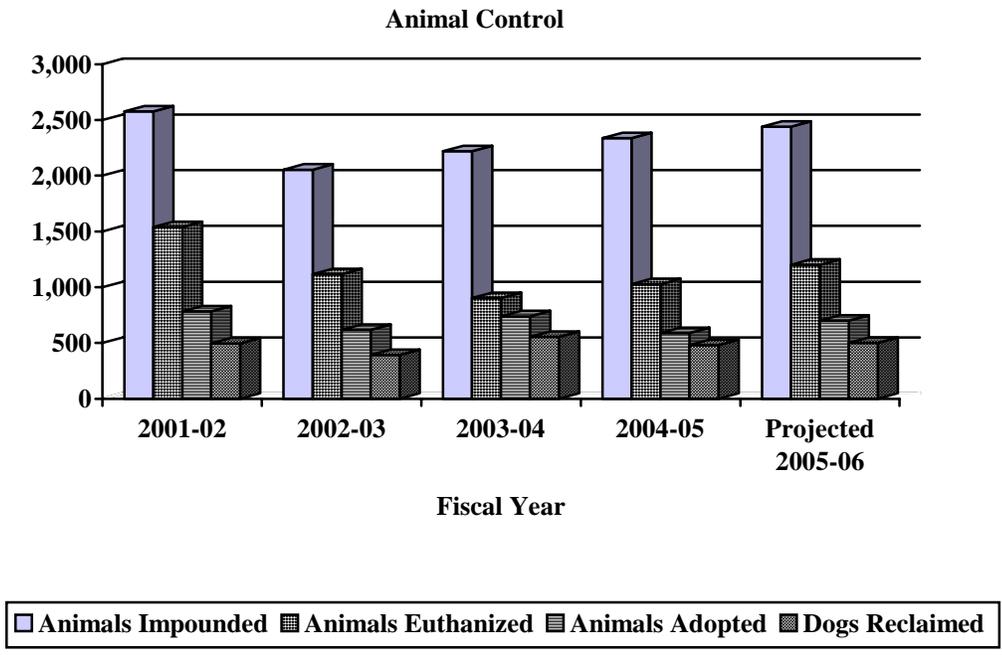
**ACCOMPLISHMENTS:**

- \* Certified 4 personnel through the Texas Department of Health Euthanasia class.
- \* Presented Animal Control classes to approximately 45 members of Citizens Police Academy.
- \* All officers received "bite stick" training and are now armed with these defensive weapons.
- \* Gained a new Animal Control Officer to replace one that moved to the vacant Supervisor position.
- \* Gained 4 new volunteers.
- \* Certified 1 Animal Control Officer through the Texas Department of Health Basic and Advanced Animal Control Course.

**OBJECTIVES:**

- \* Increase public awareness of City Ordinance requirements concerning pet/animal control, ownership, licensing and annual rabies vaccination.
- \* 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.
- \* Maintain a sanitary and disease-free shelter.
- \* Obtain one additional Animal Control Officer.
- \* Obtain one additional Animal Control vehicle.
- \* Increase animal adoptions and decrease euthanizations.
- \* Review and update the Animal Control Ordinance.
- \* Establish a training program for new Animal Control Officers.
- \* Certify the newly hired Animal Control Officer through the Texas Department of Health Basic Animal Control Officer's Course.
- \* Certify the newly hired Animal Control Officer through the Texas Department of Health Euthanasia Training Course.

**PERFORMANCE INDICATORS:**



Source: Animal Control Department.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
ANIMAL CONTROL DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

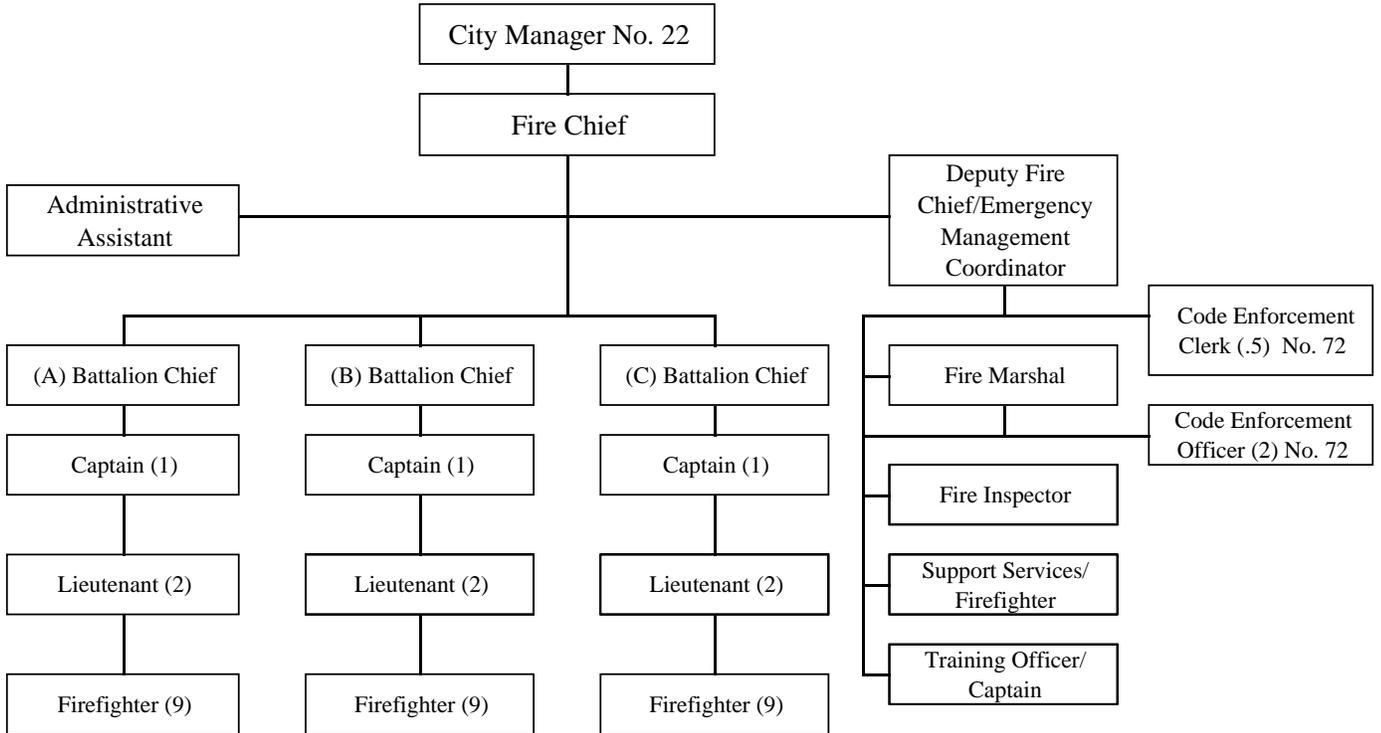
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 113,414	\$ 121,027	\$ 120,631	\$ 126,933
Personnel Support	-	-	-	-
Supplies	14,653	14,465	16,297	21,550
Repairs & Maintenance	2,694	3,500	3,500	5,600
Support Services	11,924	13,933	13,593	14,988
Designated Expenses	738	2,500	1,400	2,454
Capital Outlay & Improvements	22,403	1,343	1,343	-
<b>Total</b>	<u><u>\$ 165,825</u></u>	<u><u>\$ 156,768</u></u>	<u><u>\$ 156,764</u></u>	<u><u>\$ 171,525</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Animal Control Clerk	1	1	1	1
Animal Control Officer	2	2	2	2
Animal Control Supervisor	1	1	1	1
<b>Total</b>	<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 2005-06**

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**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, fire prevention and control in the areas of Fire, Rescue, Medical Emergencies and Disasters.

**PROGRAM DESCRIPTION:**

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 station tours, public demonstrations and classes offered in fire stations, schools or other locations in the community. Fire codes are enforced through inspections and through pre-construction plans review on plats and building plans. All fires are investigated to determine origin and cause. Where causes are found to be intentionally set, criminal investigations are initiated and charges filed where responsible person(s) are identified. Emergency Management functions for the City are directly managed by the Fire Department. The Department develops and reviews emergency planning guides, operates the City's Emergency Operations Center, and completes city-wide hazard mitigation efforts.

**ACCOMPLISHMENTS:**

- \* Placed into service the City's first aerial ladder apparatus.
- \* Replaced both of the City's brush trucks.
- \* Replaced one of the City's ambulances.
- \* Received the 3<sup>rd</sup> consecutive grant from Department of Homeland Security to organize, train, and equip a Citizen Emergency Response Team (CERT).
- \* Received recognition from the Vice President of the United States for providing emergency medical "stand-by" at the Presidential Crawford Ranch, protecting visiting foreign heads of state and other guests.
- \* Trained and certified 12 firefighters and officers as "Driver/Pump Operator" by the Texas Commission on Fire Protection.
- \* Trained City Directors on Emergency Operations Center (EOC) functions and operations.
- \* Received a grant from the Texas Commission on Fire Protection for purchase of 10 sets of protective firefighting clothing.
- \* Monthly "shot clinic" provided 1,126 free immunizations to 763 children and 31 adults.
- \* Installed fire alarm "alerting" devices at all three fire stations.
- \* Reorganization and promotion of three Lieutenants to Captain.

**OBJECTIVES:**

- \* Respond to 90% of all emergency calls within the City in under 5 minutes.
- \* Conduct fire inspections on all commercial buildings and schools within the City.
- \* Conduct fire inspections on all state licensed health facilities and private childcare facilities within the city.
- \* Provide pro-active fire safety education programs to all schools within the Copperas Cove Independent School District.
- \* Complete a fourth (4<sup>th</sup>) Citizen Fire Academy.
- \* Continue to provide improved community health through the "Shots through the Firehouse" program.
- \* Continue to meet or exceed mandated medical and fire "continuing education" for all employees.
- \* Conduct an evaluation (tabletop) exercise on the City's ability to respond to an emergency through the Emergency Operations Plan and Emergency Operations Center (EOC).
- \* Begin an "In-Service" inspection program utilizing on-duty firefighters to conduct all annual commercial business inspections.
- \* Apply for grants through the Texas Commission on Fire Protection to purchase wildland firefighting clothing for personnel.
- \* Review and update the physical agility test used during the hiring process.

**PERFORMANCE INDICATORS:**

**Total Fire and EMS Calls**

<b><u>Year</u></b>	<b><u>2000-01</u></b>	<b><u>2001-02</u></b>	<b><u>2002-03</u></b>	<b><u>2003-04</u></b>	<b>Projected <u>2004-05</u></b>
Fire Alarms	1,396	1,461	1,543	1,845	2,029
EMS Alarms	2,591	2,635	2,645	2,845	2,989
Total Emergency Calls	3,237	4,096	4,188	4,690	5,018

Source: Fire Department

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FIRE/EMS DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

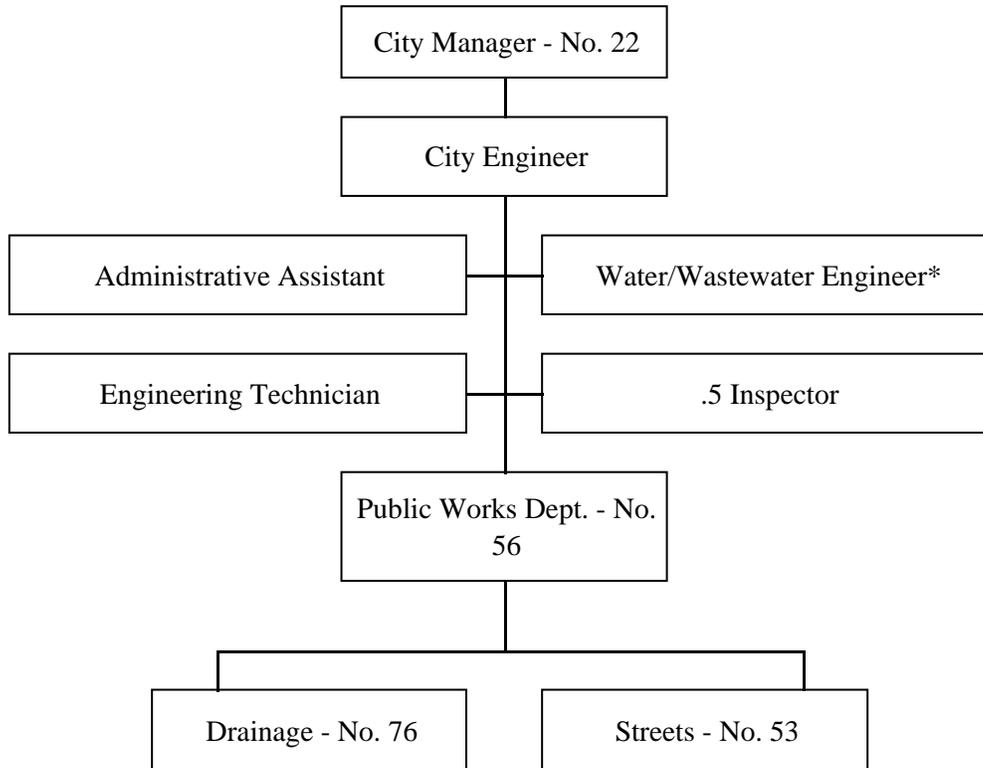
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 2,035,965	\$ 2,163,522	\$ 2,182,662	\$ 2,313,988
Personnel Support	-	-	-	-
Supplies	80,439	77,000	85,462	93,714
Repairs & Maintenance	29,800	32,000	38,374	33,000
Support Services	80,008	81,520	80,606	88,212
Designated Expenses	42,280	58,940	47,867	74,054
Capital Outlay & Improvements	30,574	5,416	-	13,000
<b>Total</b>	<u><u>\$ 2,299,066</u></u>	<u><u>\$ 2,418,398</u></u>	<u><u>\$ 2,434,971</u></u>	<u><u>\$ 2,615,968</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Captain	0	0	3	3
Deputy Chief/Emergency Mgmt Coord.	1	1	1	1
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	6	6
Secretary	1	0	0	0
Administrative Assistant	0	1	1	1
Shift Commander	3	3	3	0
Battalion Chief	0	0	0	3
Support Services Officer	1	1	0	0
Training Officer/Captain	0	0	1	1
<b>Total</b>	<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 Citizens of Copperas Cove.*

4.5 Full Time Employees

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

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
ENGINEERING DEPARTMENT  
FISCAL YEAR 2005-06**

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**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.

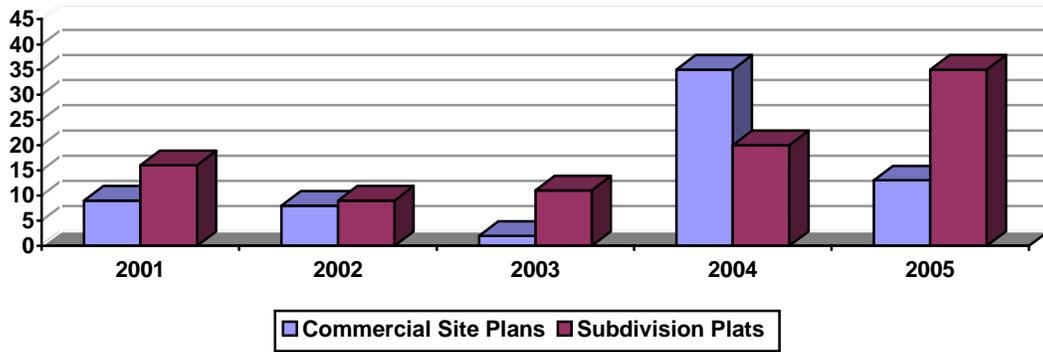
**ACCOMPLISHMENTS:**

- \* Provided project management for the construction of the EDA East Industrial Park Infrastructure project.
- \* Assisted Street Department with the completion of the 2005 HMAC.
- \* Assisted Wastewater Department with the project management for the Northeast and Northwest Wastewater Treatment Plants capital improvement projects.
- \* Provided Sewer Department with project management to complete the design phase for the Skyline Valley Lift Station project.
- \* Provided Water Department with project management to complete the design phase for the West Water Line Loop project.
- \* Provided Sewer Department with project management to complete the design phase for the Fourth Year Sewer project.
- \* Provided Street Department, EDC, and CCIF with project management for the design phase for the U.S. 190 Reliever Route – Southbound Access Road.
- \* Provided Drainage Department with project management for the design and construction phases of the Georgetown Road drainage project
- \* Provided Street Department with project management for the design phase of the FM 1113 Sidewalk project
- \* Provided Street Department with project management to complete the design and bidding phases of the 2004 Street Improvements Project.
- \* Accepted Skyline Valley Phases Three and Five and Willow Creek subdivisions.
- \* Began reconciling the existing city maps with the new aerial photographic maps from Sanborn.

**OBJECTIVES:**

- \* Complete reconciliation of existing city maps with the aerial photographic maps.
- \* Assist the Street Department with project management to complete the construction phase of 2004 Street Improvements Project (2003 Bond Projects).
- \* Assist the Sewer Department with the project management to re-bid and construct the Fourth Year Sewer project.
- \* Assist the Sewer Department with the project management to complete the Skyline Valley Lift Station project.
- \* Assist the Water Department with the project management to complete the West Water Line Loop project.
- \* Assist the Street Department with the project management to complete the Big Divide Road project.
- \* Assist the Drainage Department with the project management for the Drainage Master Plan Phase I update.

**PERFORMANCE INDICATORS:**



**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
ENGINEERING DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 182,343	\$ 192,698	\$ 192,442	\$ 199,321
Personnel Support	-	-	-	-
Supplies	3,204	3,500	3,225	5,637
Repairs & Maintenance	1,026	500	375	500
Support Services	5,791	6,200	5,940	6,650
Designated Expenses	986	450	409	-
Capital Outlay & Improvements	-	3,000	-	12,500
<b>Total</b>	<b><u>\$ 193,350</u></b>	<b><u>\$ 206,348</u></b>	<b><u>\$ 202,391</u></b>	<b><u>\$ 224,608</u></b>

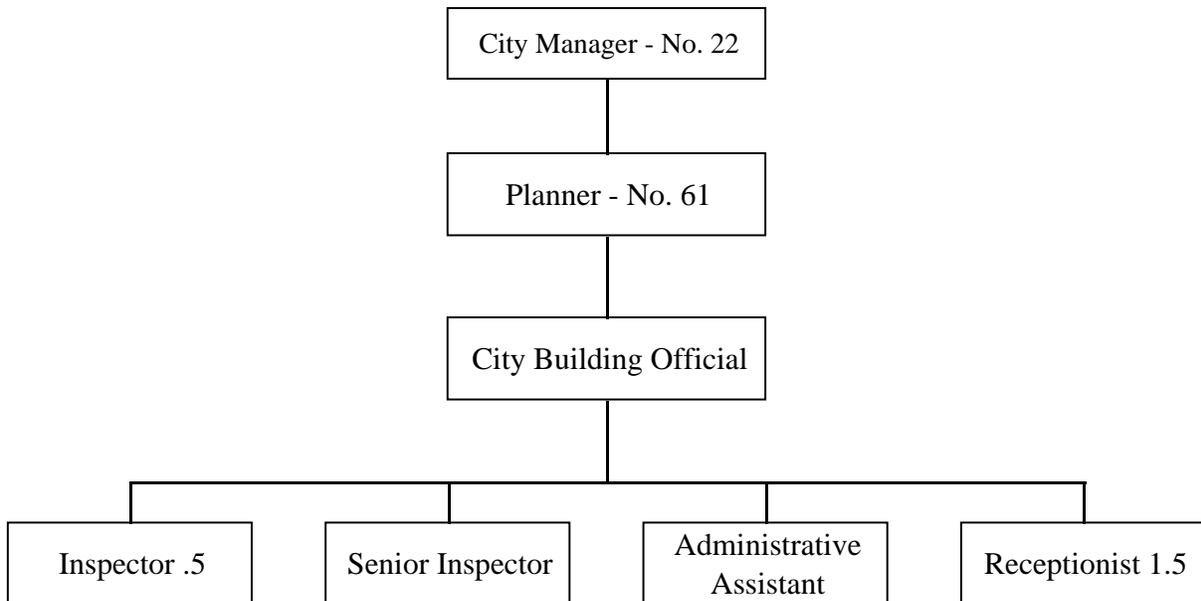
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>FY 2002-03</b>	<b>Number of Positions</b>		<b>FY 2005-06</b>
		<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Administrative Assistant	1	1	1	1
City Engineer	1	1	1	1
*Water/Wastewater Engineer	1	1	1	1
Building Inspector	0	0.5	0.5	0.5
Engineering Aid	1	0	0	0
Engineering Technician	1	1	1	1
<b>Total</b>	<b><u>5</u></b>	<b><u>4.5</u></b>	<b><u>4.5</u></b>	<b><u>4.5</u></b>

\*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.*

5 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
BUILDING DEVELOPMENT DEPARTMENT  
FISCAL YEAR 2005-06**

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**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.

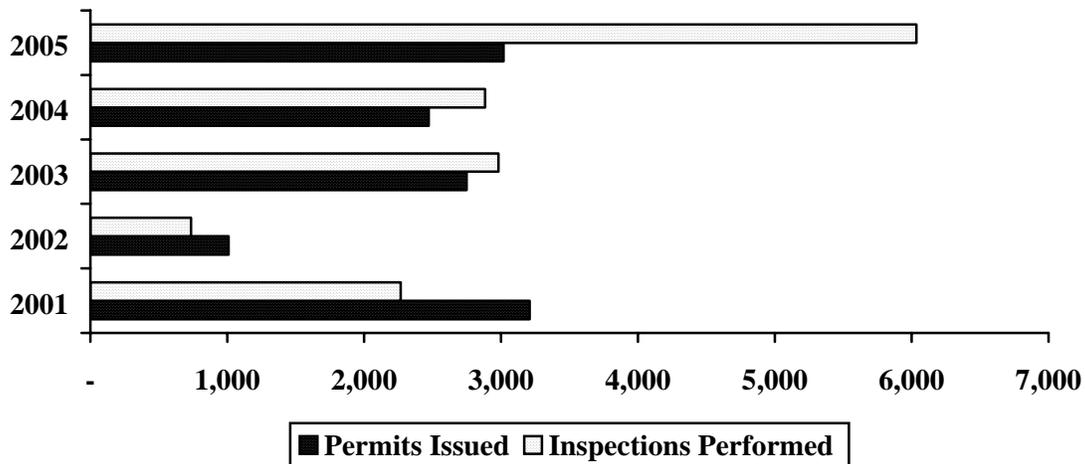
**ACCOMPLISHMENTS:**

- \* Issued permits for 254 new Single Family Houses having a total valuation of \$30,549,564.
- \* Issued permits for 33 Two Family Dwellings for a total valuation of \$5,254,052.
- \* Issued permits for 19 Three and Four Family Buildings for a total valuation of \$3,415,722.
- \* Issued permits for 12 new Non-Residential Buildings for a total valuation of \$5,794,434.
- \* Issued permits for 604 Residential Remodels for a total valuation of \$738,583.
- \* Issued permits for 51 Non-Residential Remodels for a total valuation of \$229,959.
- \* Issued 2,036 permits (including miscellaneous permits such as garage sales, car washes, solicitor, health, etc.) for a total property valuation of \$642,509 and fees collected totaled \$72,781.

**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.
- \* Continue in-house continued education training program for department personnel.

**PERFORMANCE INDICATORS:**



Source: Building Development Department.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
BUILDING DEVELOPMENT DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 172,475	\$ 184,748	\$ 184,748	\$ 226,133
Personnel Support	-	-	-	-
Supplies	2,510	3,291	3,200	4,721
Repairs & Maintenance	501	1,850	1,600	1,100
Support Services	5,704	6,000	6,143	8,000
Designated Expenses	-	220	220	1,220
Capital Outlay & Improvements	-	-	-	5,000
<b>Total</b>	<u><u>\$ 181,189</u></u>	<u><u>\$ 196,109</u></u>	<u><u>\$ 195,911</u></u>	<u><u>\$ 246,174</u></u>

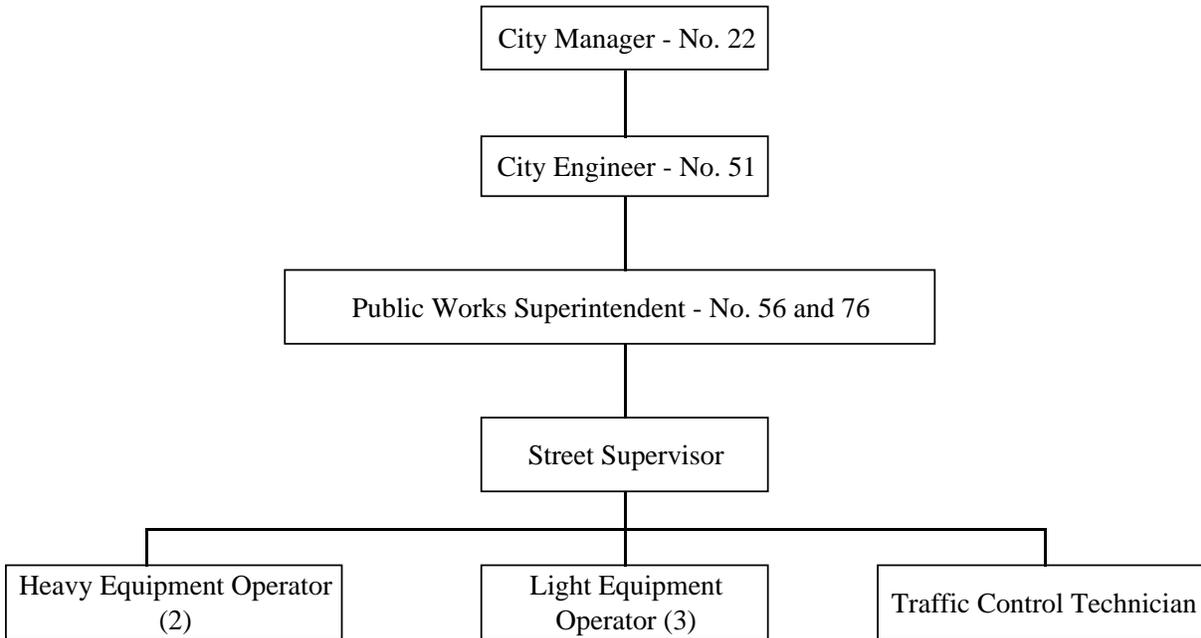
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	<b>FY 2005-06</b>
Building Inspector	1	0.5	0.5	0.5
Senior Inspector	0	1	1	1
Chief Building Official	1	0.5	0.5	1
Receptionist	1	1.5	1.5	1.5
Secretary	1	0	0	0
Administrative Assistant	0	1	1	1
<b>Total</b>	<u><u>4</u></u>	<u><u>4.5</u></u>	<u><u>4.5</u></u>	<u><u>5</u></u>

Proposing to hire a City Planner and reclassify current City Planner/Chief Building Official to Chief Building Official.

# City of Copperas Cove, Texas

## Street Department No. 53



*The mission of the Copperas Cove Streets Department is to ensure quality and timely maintenance of City streets.*

7 Full Time Employees

***The City Build for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
STREET DEPARTMENT  
FISCAL YEAR 2005-06**

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**DEPARTMENT GOALS:**

The mission of the Street Department is to ensure quality and timely maintenance of City Streets.

**PROGRAM DESCRIPTIONS:**

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

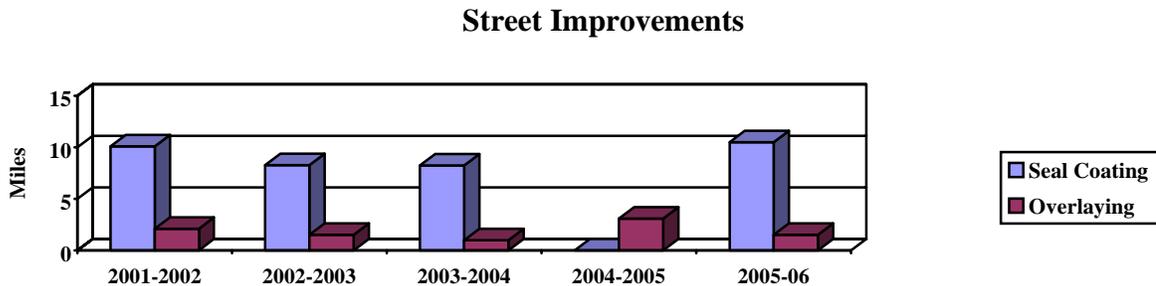
**ACCOMPLISHMENTS:**

- \* Rebuilt saturation failures on Eagle Trail, Risen Star and Wolfe Road.
- \* Repaired approximately 60 utility cuts.
- \* Supported all festival activities and parades.
- \* Rebuilt eight type 3 dead end barriers.
- \* Total support of all Christmas lighting.
- \* Level up eight streets for overlay project.
- \* Installed 300 feet of French drain pipe under Judy Lane.
- \* Completed the construction on Clear Creek Hike and Bike Trail.
- \* Replaced 280 damaged/faded signs.
- \* Repainted 2,400 feet street lanes striping.
- \* Placed 2,700 feet of reflective hot tape.

**OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**



Source: Street Department

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
STREET DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

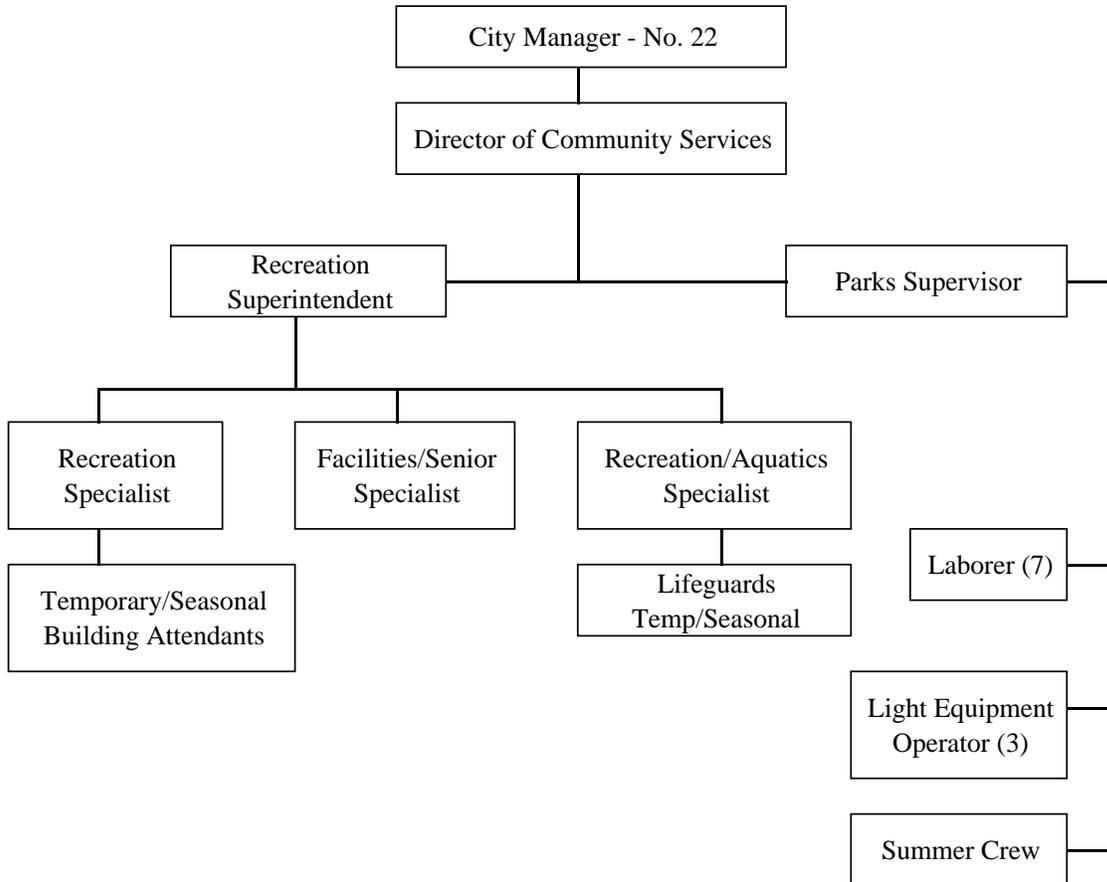
Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 192,867	\$ 214,823	\$ 209,685	\$ 223,464
Personnel Support	-	-	-	-
Supplies	16,164	16,317	21,320	26,750
Repairs & Maintenance	74,854	69,073	71,550	68,200
Support Services	168,935	158,097	171,388	176,572
Designated Expenses	306,220	338,955	173,059	366,649
Capital Outlay & Improvements	39,170	25,292	25,292	-
<b>Total</b>	<u>\$ 798,209</u>	<u>\$ 822,557</u>	<u>\$ 672,294</u>	<u>\$ 861,635</u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Assist. Super./Equipment Operator	1	1	1	0
Equipment Operator I	1	1	1	0
Equipment Operator II	0	0	1	0
Heavy Equipment Operator	0	0	1	2
Laborer I	5	5	3	0
Light Equipment Operator	0	0	0	3
Traffic Control Technician	0	0	1	1
Supervisor	0	0	0	1
<b>Total</b>	<u>7</u>	<u>7</u>	<u>8</u>	<u>7</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 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 2005-06**

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**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, recreation facilities, and open space within the community. This department develops and administers recreation, sports, aquatic and leisure programs which allow participants to develop both mental and physical skills as well as become involved in community activities. Other responsibilities of the department include providing a variety of social and recreational opportunities for a broad segment of the population including youth, adult, senior citizens, military and the economically disadvantaged. The 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 Downtown Association in the planning, organization, and execution of festivals, and events and community enhancement programs. Additionally, the department partners with city businesses to bring unique programs to the community. Parks and Recreation also provides for the administration and maintenance of the municipal cemetery.

**ACCOMPLISHMENTS:**

- \* Conducted two youth soccer leagues with over 800 youth participating.
- \* Conducted youth baseball and softball with nearly 600 participants.
- \* Conducted a Major League Soccer (MLS) summer soccer camp for youth.
- \* Reestablished senior recreation programming under direction of parks and recreation.
- \* Provided a community Thanksgiving dinner for almost 400 people.
- \* Helped coordinate the Blue Santa program.
- \* Provided a Christmas Open House at the Allin House.
- \* Conducted St. Patrick's casino night.
- \* Co-sponsored the holiday lights in the park.
- \* Conducted youth flag football.
- \* Conducted youth pad football.
- \* Co-sponsored the Purple Heart Dance and Dinner.
- \* Co-sponsored the Rabbit Run 4 hope 5/10K run at Ogletree Gap park.
- \* 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.
- \* Conducted City Golf Tournament to benefit the Heart Association.
- \* Conducted Water aerobics classes at aquatic facilities.
- \* Assisted with the successful operation of annual Rabbit Fest festival.

**OBJECTIVES:**

- \* Expand youth and adult recreation opportunities.
- \* Expand bi-yearly departmental brochure of activities to the internet.
- \* Increase Learn to Swim program participation by 5%.
- \* Increase number of recreational classes and workshops.
- \* Increase number of rentals at City facilities by 5%.
- \* Ensure that 100% of all coaches receive proper certification.
- \* Increase outreach and co-sponsored activities.

**PERFORMANCE INDICATORS:**

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<b>Proposed</b> <u>2005-06</u>
Number of Special Events:	31	36	40	63	43
Number of Classes/workshops:	89	112	125	163	140
Number of facility rentals:	72	48 pd/95 free	60 pd/100free	192	85pd/135free
Number of coaches certified	285	150	125	486	375
Number of youth in sports	1,423	1,484	1,500	2,353	2,200
Number of RV rentals	70	199	200	520	215

Source: Parks and Recreation  
Department.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
PARKS AND RECREATION DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

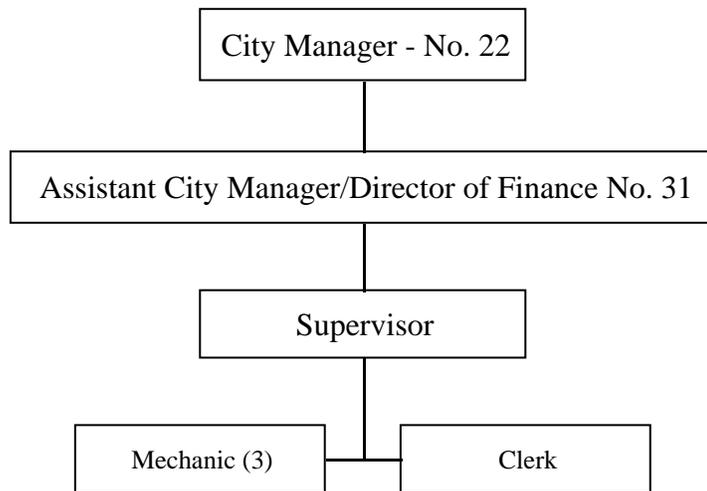
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 548,541	\$ 548,674	\$ 523,608	\$ 575,659
Personnel Support	-	-	-	-
Supplies	34,602	33,625	40,502	44,600
Repairs & Maintenance	39,350	41,797	45,400	48,000
Support Services	84,280	99,678	99,150	101,700
Designated Expenses	2,258	1,003	2,156	26,168
Capital Outlay & Improvements	41,372	2,320	16,220	20,000
<b>Total</b>	<u><u>\$ 750,402</u></u>	<u><u>\$ 727,097</u></u>	<u><u>\$ 727,036</u></u>	<u><u>\$ 816,127</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	<b>FY 2005-06</b>
Athletic/Aquatics Supervisor	1	0	1	0
Recreation/Aquatics Supervisor	0	1	0	1
Athletic Coordinator	1	0	0	0
Director of Community Services	1	1	1	1
Facilities Coordinator	1	0	0	0
Facilities/Senior Specialist	0	0	0	1
Laborer I	7	7	7	0
Laborer	0	0	0	7
Laborer II	2	3	3	0
Light Equipment Operator	0	0	0	3
Mechanic	1	0	0	0
Parks Supervisor	1	1	1	1
Recreation/Facilities Supervisor	0	0	0	0
Recreation Superintendent	0	0	1	1
Recreation Specialist	0	2	2	1
<b>Total</b>	<u><u>15</u></u>	<u><u>15</u></u>	<u><u>16</u></u>	<u><u>16</u></u>

# City of Copperas Cove, Texas

## Fleet Services Department No. 55



5 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FLEET SERVICES DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 of Copperas Cove's equipment and vehicle fleet.

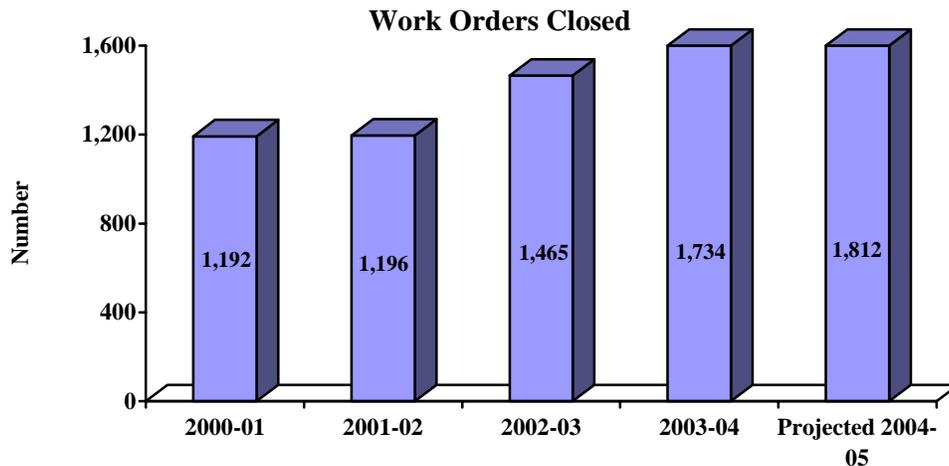
**ACCOMPLISHMENTS:**

- \* Fleet Services performed 100% of preventative maintenance services on time.
- \* Fleet Services performed 720 preventative maintenance services.
- \* Recycled 2 000 gallons of used oil, selling it for \$.25 per gallon.
- \* Repaired the Fire Department Ladder Truck, welding cracks and repairing leaks, which allowed it to pass a U.L. inspection.
- \* Fleet Services completed 1,812 work orders with a shop sales of \$125,340 for fiscal year 2005.
- \* The shop recertified as an ASE Blue Seal of Excellence shop.

**OBJECTIVES:**

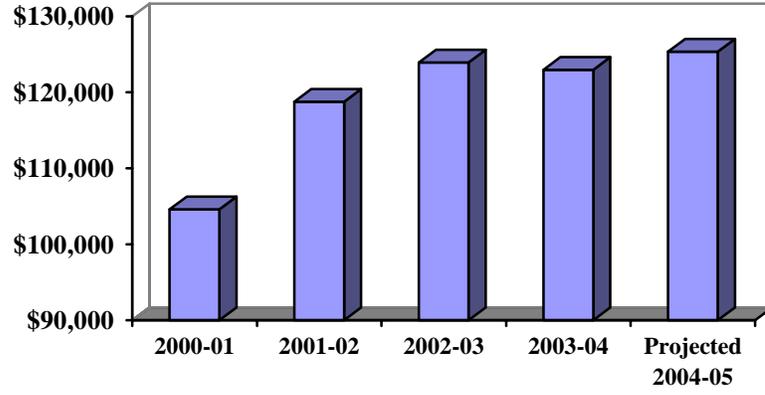
- \* To maintain our certification as an ASE Blue Seal of Excellence Shop.
- \* To maintain 100% ASE certification of our technicians.
- \* To continue to provide our 100% on time P.M. program.
- \* To continue to provide high quality general repair service for our customers, with a goal of providing safe and serviceable vehicles and equipment for all of the City's operation.
- \* To enhance the safety of our employees through a planned inspection program with zero tolerance for unsafe equipment.

**PERFORMANCE INDICATORS:**



Source: Fleet Services Department.

### SHOP SALES



Source: Fleet Services Department

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FLEET SERVICES DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 of Copperas Cove's equipment and vehicle fleet.

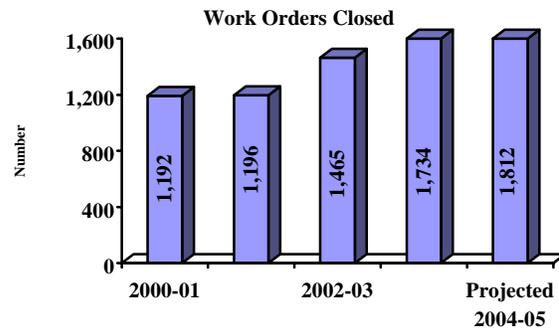
**ACCOMPLISHMENTS:**

- \* Fleet Services performed 100% of preventative maintenance services on time.
- \* Fleet Services performed 720 preventative maintenance services.
- \* Recycled 2,000 gallons of used oil, selling it for \$.25 per gallon.
- \* Repaired the Fire Department Ladder Truck, welding cracks and repairing leaks, which allowed it to pass a U.L. inspection.
- \* Fleet Services completed 1,812 work orders with a shop sales of \$125,340 for fiscal year 2005.
- \* The shop recertified as an ASE Blue Seal of Excellence shop.

**OBJECTIVES:**

- \* To maintain our certification as an ASE Blue Seal of Excellence Shop.
- \* To maintain 100% ASE certification of our technicians.
- \* To continue to provide our 100% on time P.M. program.
- \* To continue to provide high quality general repair service for our customers, with a goal of providing safe and serviceable vehicles and equipment for all of the City's operation.
- \* To enhance the safety of our employees through a planned inspection program with zero tolerance for unsafe equipment.

**PERFORMANCE INDICATORS:**



**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FLEET SERVICES DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

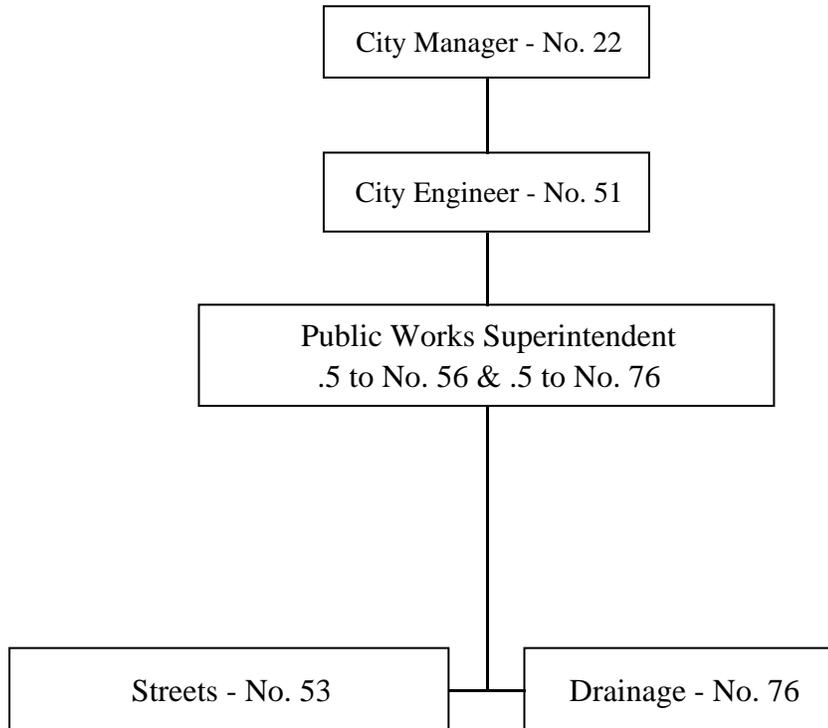
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 162,936	\$ 180,347	\$ 177,450	\$ 188,857
Personnel Support	-	-	-	-
Supplies	3,839	4,792	4,905	5,066
Repairs & Maintenance	2,254	2,500	2,500	2,300
Support Services	9,831	11,186	11,186	11,269
Designated Expenses	924	731	731	1,535
Capital Outlay & Improvements	-	2,969	2,969	2,949
<b>Total</b>	<u><u>\$ 179,784</u></u>	<u><u>\$ 202,525</u></u>	<u><u>\$ 199,741</u></u>	<u><u>\$ 211,976</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Clerk	1	1	1	1
Mechanic	2	3	3	3
Supervisor	1	1	1	1
<b>Total</b>	<u><u>4</u></u>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

# City of Copperas Cove, Texas

## Public Works Department No. 56



*The mission of the Public Works Department is to provide administrative support and ensure quality maintenance of streets and drainage systems.*

.5 Full Time Employee

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
PUBLIC WORKS DEPARTMENT  
FISCAL YEAR 2005-06**

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**DEPARTMENT GOALS:**

The mission of the Public Works department is to provide administrative support and to ensure quality maintenance of City streets and drainage systems.

**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:**

- \* Assisted in infrastructure inspections for construction projects involving new streets and drainage improvements, to insure compliance with City standards and engineering plans.
- \* Updated the comprehensive street inventory listing by adding new subdivisions.
- \* Updated the traffic counting program to aid in future street planning needs.
- \* Coordinated with TXU 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. The performance measurements are reflected in the referenced departments.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
PUBLIC WORKS DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

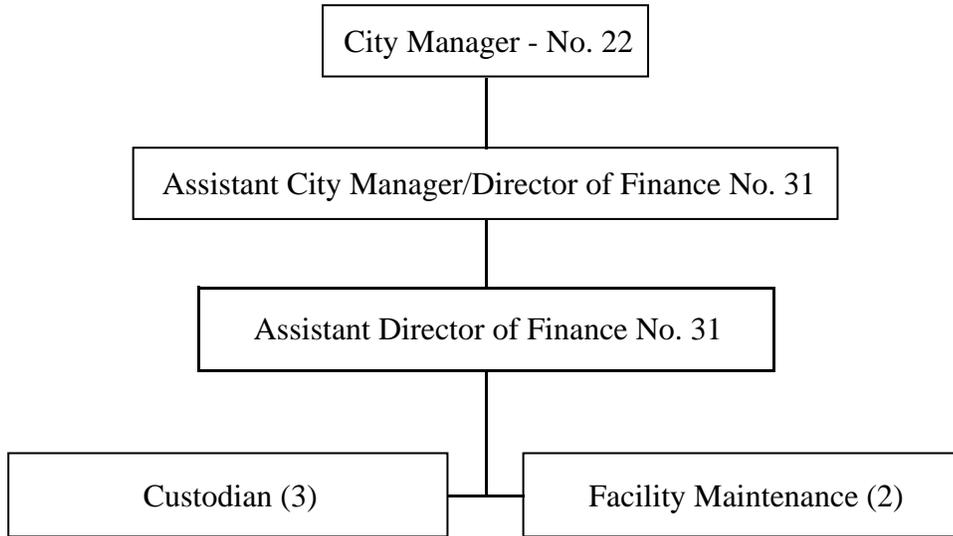
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 25,985	\$ 26,838	\$ 26,838	\$ 28,033
Personnel Support	-	-	-	-
Supplies	1,193	1,106	1,000	1,721
Repairs & Maintenance	326	225	170	375
Support Services	2,887	3,200	3,359	3,980
Designated Expenses	-	200	200	-
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 30,391</u></u>	<u><u>\$ 31,569</u></u>	<u><u>\$ 31,567</u></u>	<u><u>\$ 34,109</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Administrative Assistant	0.5	0	0	0
Director of Public Works	0	0	0	0
Public Works Superintendent	0.5	0.5	0.5	0.5
<b>Total</b>	<u><u>1</u></u>	<u><u>0.5</u></u>	<u><u>0.5</u></u>	<u><u>0.5</u></u>

# City of Copperas Cove, Texas

## Facility Maintenance No. 57



5 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FACILITY MAINTENANCE DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 relief effort for Hurricane Katrina and Hurricane Rita.
- \* Provided support for the remodel of the Turkey Creek.
- \* Provided continued support for City Christmas lighting and decorations.
- \* Continued to provide outstanding support to all City facilities.

**OBJECTIVES:**

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

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
FACILITY MAINTENANCE DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

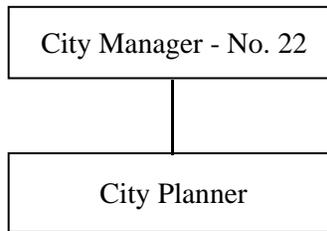
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 140,821	\$ 145,921	\$ 135,767	\$ 149,572
Personnel Support	-	-	-	-
Supplies	2,124	2,000	2,747	3,169
Repairs & Maintenance	1,315	1,250	1,250	1,000
Support Services	8,050	6,517	5,564	4,567
Designated Expenses	884	213	140	-
Capital Outlay & Improvements	-	22,081	22,081	-
<b>Total</b>	<u><u>\$ 153,196</u></u>	<u><u>\$ 177,982</u></u>	<u><u>\$ 167,549</u></u>	<u><u>\$ 158,308</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Facility Maintenance	2	2	2	2
Custodian	3	3	3	3
<b>Total</b>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

# 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.*

1 Full Time Employee

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
PLANNING DEPARTMENT  
FISCAL YEAR 2005-06**

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**DEPARTMENT GOALS:**

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

**PROGRAM DESCRIPTIONS:**

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

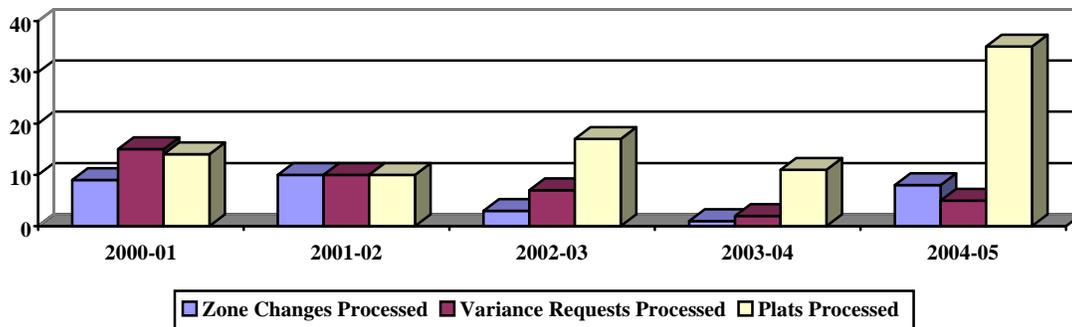
**ACCOMPLISHMENTS:**

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

**OBJECTIVES:**

- \* Complete the Comprehensive Plan update.
- \* Create Planned Unit Development district specifications.
- \* Finish update of the zoning map.
- \* Complete several voluntary annexations.

**PERFORMANCE INDICATORS:**



Source: Planning Department.

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
PLANNING DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 40,079	\$ 42,551	\$ 42,551	\$ 52,659
Personnel Support	-	-	-	-
Supplies	570	1,075	1,045	876
Repairs & Maintenance	-	-	-	-
Support Services	2,624	2,625	1,990	3,151
Designated Expenses	565	600	600	1,000
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 43,838</u></u>	<u><u>\$ 46,851</u></u>	<u><u>\$ 46,186</u></u>	<u><u>\$ 57,686</u></u>

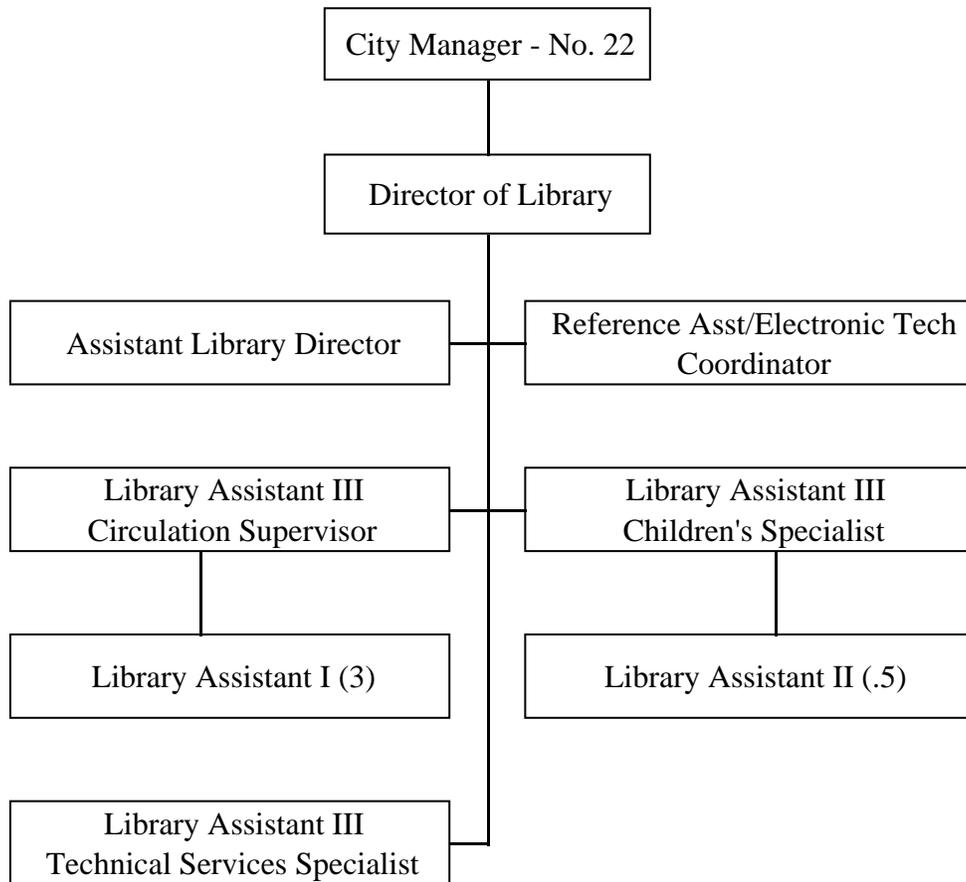
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
City Planner	0.5	0.5	0.5	1
<b>Total</b>	<u><u>0.5</u></u>	<u><u>0.5</u></u>	<u><u>0.5</u></u>	<u><u>1</u></u>

Proposing to hire a City Planner and reclassify current City Planner/Chief Building Official to Chief Building Official.

# 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 2005-06**

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**PROGRAM DESCRIPTION:**

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

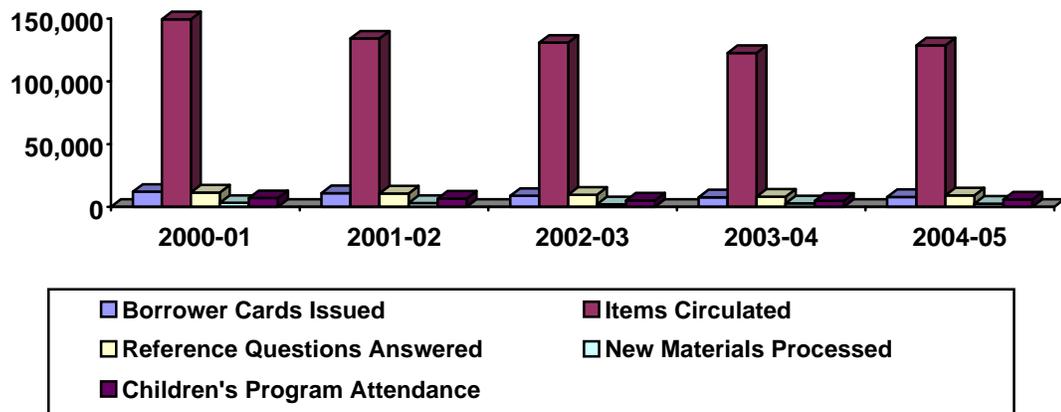
**ACCOMPLISHMENTS:**

- \* Circulated 109,299 materials externally and 19,342 materials internally.
- \* Issued 7,874 borrower cards.
- \* Answered 9,210 reference questions.
- \* Planned and conducted children's programs for 5,936 attendees.
- \* Processed 254 interlibrary loan requests.
- \* Processed 1,462 requests to reserve materials and 2,615 new items for the collection.
- \* Conducted an adult program featuring guest author Susan Wittig Albert.
- \* Conducted a Summer Reading Program for 595 children.
- \* Provided computer access for at least 22,918 patrons.
- \* Conducted beginning computer classes for adults.
- \* Improved the quantity and quality of the audio book collections for all age groups.
- \* Obtained a Texas Book Festival Grant of \$5,000 to give patrons remote access to the Library's catalog and to purchase two new computers.
- \* Conducted 5 movie programs for family audiences.
- \* Maintained the City's online community calendar.

**OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**



**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
LIBRARY DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>
Salaries & Benefits	\$ 304,262	\$ 315,959	\$ 313,293
Personnel Support	-	-	-
Supplies	13,709	13,600	14,600
Repairs & Maintenance	10,570	10,550	10,820
Support Services	48,076	47,164	50,834
Designated Expenses	119	156	-
Capital Outlay & Improvements	31,787	42,386	40,200
<b>Total</b>	<u><u>\$ 408,523</u></u>	<u><u>\$ 429,815</u></u>	<u><u>\$ 429,747</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>		
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>
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
Reference Asst/Electronic Tech. Coord.	0	0	0
Library Director	1	1	1
<b>Total</b>	<u><u>9.5</u></u>	<u><u>9.5</u></u>	<u><u>9.5</u></u>

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**Adopted  
FY 2005-06**

\$ 331,212

-

13,100

12,830

50,073

1,250

45,500

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**\$ 453,965**

**FY 2005-06**

1

3

0.5

3

1

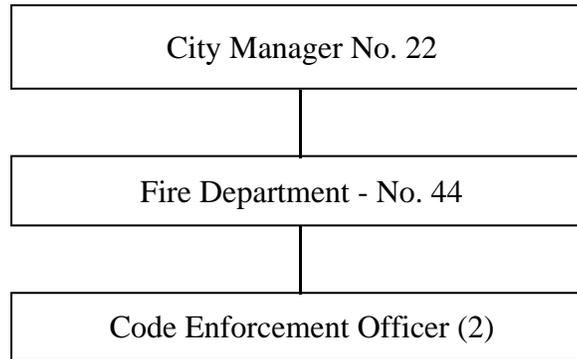
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**9.5**

# City of Copperas Cove, Texas

## Code Enforcement Department No. 72



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

2 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
CODE AND HEALTH DIVISION  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

The Code and Health Division is a dual-role enforcement division under management of the Fire Department. The division's responsibilities include:

1. The training and issuance of Food Handler's permits,
2. The issuance of commercial health permits and their associated inspections, AND
3. The enforcement of City ordinances regarding nuisance/health issues.

**ACCOMPLISHMENTS:**

- \* Completed food handler classes within both the "for-profit" and "non-profit" food industry.
- \* Completed health inspections in all commercial food establishments within the City.
- \* Completed health inspections for all childcare facilities and adoptive/foster homes within the City.
- \* Issued health permits to all commercial food establishments within the City.
- \* Provided special health inspections and permits for food vendors at all community events.
- \* Completed 100% resolution to complaints received regarding health issues such as sewage leaks, rodent infestation, etc.
- \* Completed 100% abatement on complaints received regarding vacant/abandoned buildings within the City.
- \* Completed 100% enforcement of City ordinances for high grass, junk vehicles and other nuisance violations received from citizens and City employees.

**OBJECTIVES:**

- \* Continue 100% abatement on safety, health and nuisance complaints.
- \* Provide education programs for basic food handlers.
- \* Complete annual inspections and issue health permits to all commercial food vendors in the City.
- \* Complete 100% of all requests for licensing inspections of private childcare facilities, foster and adoptive homes.
- \* Provide special permits and inspections for food handlers at all special community events within the City.
- \* Continue pro-active code enforcement program.
- \* Respond to all code enforcement complaints within 48 hours of receipt.
- \* Continue to provide community education for code and health related issues.

**PERFORMANCE INDICATORS:**

<u>YEAR</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Food Handler Permits Issued	1,400	2,100	1,343	1,260	1,237
Manager Certifications Issued	350	221	114	49	N/A
Health Inspections Conducted	470	526			
Code Inspections Conducted	2,300	2,988			
Combined Code/Health Inspections conducted (change in reporting format from 02 to 03)			3,582	2,513	3,305

Source: Code and Health Department

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
CODE AND HEALTH DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 59,249	\$ 68,295	\$ 63,060	\$ 80,691
Personnel Support	-	-	-	-
Supplies	7,150	4,928	7,837	4,207
Repairs & Maintenance	696	1,100	952	1,000
Support Services	8,445	8,789	14,176	12,777
Designated Expenses	395	380	380	-
Capital Outlay & Improvements	-	57	56	-
<b>Total</b>	<u><u>\$ 75,935</u></u>	<u><u>\$ 83,549</u></u>	<u><u>\$ 86,461</u></u>	<u><u>\$ 98,675</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Code Enforcement Officer	1	2	2	2
Code Enforcement Supervisor	1	0	0	0
	0	0	0	0.5
<b>Total</b>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2.5</u></u>

**CITY OF COPPERAS COVE, TEXAS  
GENERAL FUND  
NON-DEPARTMENTAL  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	60,126	55,000	60,045	45,000
Supplies	10,435	10,600	10,150	10,600
Repairs & Maintenance	14,330	14,000	21,746	14,000
Support Services	110,790	44,650	57,770	58,950
Designated Expenses	160,262	123,997	119,063	121,096
Capital Outlay & Improvements	3,967	-	-	15,000
Transfers Out & Contingency	45,537	75,764	73,000	74,886
<b>Total</b>	<u>\$ 405,447</u>	<u>\$ 324,011</u>	<u>\$ 341,774</u>	<u>\$ 339,532</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 2004-2005 BUDGET**  
**WATER & SEWER FUND**  
**SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE**

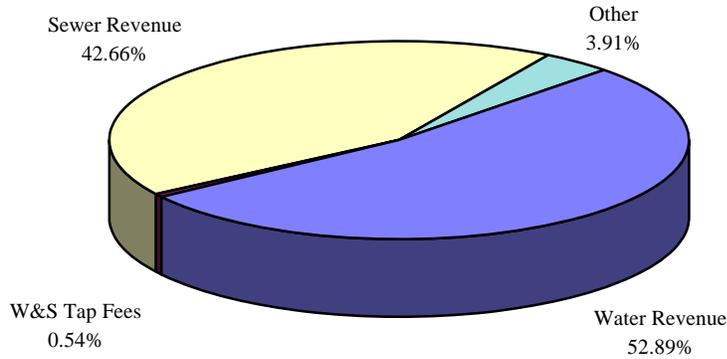
Description	Actual FY 2003-04	Budget FY 2004-05	Proposed Amendments	Amended FY 2004-05
<b>BEGINNING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 2,018,136	\$ 1,532,598	\$ -	\$ 1,532,598
Capital Improvement Reserve	-	-	-	-
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 2,018,136</b>	<b>\$ 1,532,598</b>	<b>\$ -</b>	<b>\$ 1,532,598</b>
Water Revenue	\$ 3,393,479	\$ 3,952,294	-	\$ 3,952,294
Sewer Revenue	2,681,274	3,187,694	-	\$ 3,187,694
Senior Citizen Discount	(97,092)	(117,282)	-	\$ (117,282)
Sale of Bulk Water	-	-	-	\$ -
Water Tap Fees	42,555	32,000	-	\$ 32,000
Sewer Tap Fees	13,050	8,000	-	\$ 8,000
Subtotal	<u>\$ 6,033,266</u>	<u>\$ 7,062,706</u>	<u>\$ -</u>	<u>\$ 7,062,706</u>
Rental Income	\$ -	\$ -	\$ -	\$ -
Composting Sales Revenue	6,708	7,200	-	7,200
Admin Reimb-Drainage	20,000	20,000	-	20,000
Interest Revenue	26,308	23,000	-	23,000
Late Charge For Billing	189,601	202,000	-	202,000
Sale of City Prop & Equip	-	-	-	-
Miscellaneous Revenues	26,837	35,000	-	35,000
Subtotal	<u>269,454</u>	<u>287,200</u>	<u>-</u>	<u>287,200</u>
<b>TOTAL REVENUES</b>	<b>\$ 6,302,720</b>	<b>\$ 7,349,906</b>	<b>\$ -</b>	<b>\$ 7,349,906</b>
<b>EXPENSES:</b>				
Water & Sewer Operations (80)	\$ 117,150	\$ 123,981	\$ (1,442)	\$ 122,539
Utility Administration (81)	402,974	423,899	(5,583)	\$ 418,316
Water Distribution (82)	942,336	985,049	(53,503)	\$ 931,546
Sewer Collection (83)	341,908	313,229	43,203	\$ 356,432
Wastewater Treatment (84)	780,563	755,578	57,248	\$ 812,826
Composting (84-01)	132,723	149,685	(7,365)	\$ 142,320
Non-Departmental (85)	4,072,115	4,353,350	(5,643)	\$ 4,347,707
<b>TOTAL EXPENSES</b>	<b>\$ 6,789,769</b>	<b>\$ 7,104,771</b>	<b>\$ 26,915</b>	<b>\$ 7,131,686</b>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 1,531,089	\$ 1,777,733	-	\$ 1,848,602
Capital Improvement Reserve	-	-	-	-
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 1,531,089</b>	<b>\$ 1,777,733</b>	<b>\$ (26,915)</b>	<b>\$ 1,750,818</b>
<b>IDEAL FUND BALANCE</b>	<b>\$ 1,697,442</b>	<b>\$ 1,776,193</b>		<b>\$ 1,782,923</b>
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	<b>\$ (166,353)</b>	<b>\$ 1,540</b>		<b>\$ (32,105)</b>

**CITY OF COPPERAS COVE**  
**FISCAL YEAR 2005-06 PROPOSED BUDGET**  
**WATER & SEWER FUND**  
**SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Approved FY 2005-06
<b>BEGINNING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 2,018,136	\$ 1,532,598	\$ 1,531,089	\$ 1,848,602
Capital Improvement Reserve	-	-	-	-
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 2,018,136</b>	<b>\$ 1,532,598</b>	<b>\$ 1,531,089</b>	<b>\$ 1,848,602</b>
Water Revenue	\$ 3,393,479	\$ 3,952,294	\$ 3,952,000	\$ 4,171,817
Sewer Revenue	2,681,274	3,187,694	3,187,000	3,219,571
Senior Citizen Discount	(97,092)	(117,282)	(120,263)	(121,500)
Sale of Bulk Water	-	-	-	-
Water Tap Fees	42,555	32,000	92,900	70,000
Sewer Tap Fees	13,050	8,000	26,520	20,000
Subtotal	<u>\$ 6,033,266</u>	<u>\$ 7,062,706</u>	<u>\$ 7,138,157</u>	<u>\$ 7,359,888</u>
Rental Income	\$ -	\$ -	\$ -	\$ -
Composting Sales Revenue	6,708	7,200	8,200	\$ 8,200
Admin Reimb-Drainage	20,000	20,000	20,000	20,000
Interest Revenue	26,308	23,000	44,700	97,500
Late Charge For Billing	189,601	202,000	185,200	200,000
Sale of City Prop & Equip	-	-	-	-
Miscellaneous Revenues	26,837	35,000	90,000	35,000
Subtotal	<u>269,454</u>	<u>287,200</u>	<u>348,100</u>	<u>360,700</u>
<b>TOTAL REVENUES</b>	<b>\$ 6,302,720</b>	<b>\$ 7,349,906</b>	<b>\$ 7,486,257</b>	<b>\$ 7,720,588</b>
<b>EXPENSES:</b>				
Water & Sewer Operations (80)	\$ 117,150	\$ 123,981	\$ 123,974	\$ 132,741
Utility Administration (81)	402,974	423,899	420,758	519,563
Water Distribution (82)	942,336	985,049	918,977	987,933
Sewer Collection (83)	341,908	313,229	363,570	418,881
Wastewater Treatment (84)	780,563	755,578	800,176	889,563
Composting (84-01)	132,723	149,685	149,651	162,829
Non-Departmental (85)	4,072,115	4,353,350	4,391,638	4,543,841
<b>TOTAL EXPENSES</b>	<b>\$ 6,789,769</b>	<b>\$ 7,104,771</b>	<b>\$ 7,168,744</b>	<b>\$ 7,655,351</b>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 1,531,089	\$ 1,777,733	\$ 1,848,602	\$ 1,913,839
Capital Improvement Reserve	-	-	-	-
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 1,531,089</b>	<b>\$ 1,777,733</b>	<b>\$ 1,848,602</b>	<b>\$ 1,913,839</b>
<b>IDEAL FUND BALANCE</b>	<b>\$ 1,697,442</b>	<b>\$ 1,776,193</b>	<b>\$ 1,792,186</b>	<b>\$ 1,913,839</b>
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	<b>\$ (166,353)</b>	<b>\$ 1,540</b>	<b>\$ 56,416</b>	<b>\$ -</b>

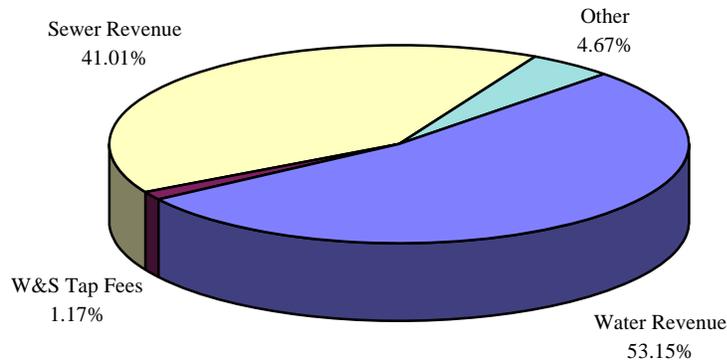
**City of Copperas Cove, Texas**  
**Water & Sewer Fund**  
**Comparison of Fiscal Years 2004-05 and 2005-06 Budgeted Revenues**  
**By Source**

**Fiscal Year 2004-05 Budgeted Revenues**



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

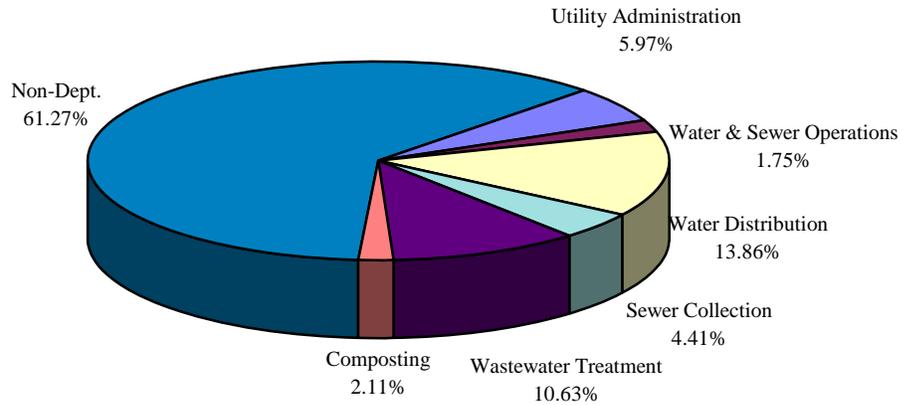
**Fiscal Year 2005-06 Budgeted Revenues**



Total Budgeted Revenues for Fiscal Year 2005-06 are \$7,720,588.

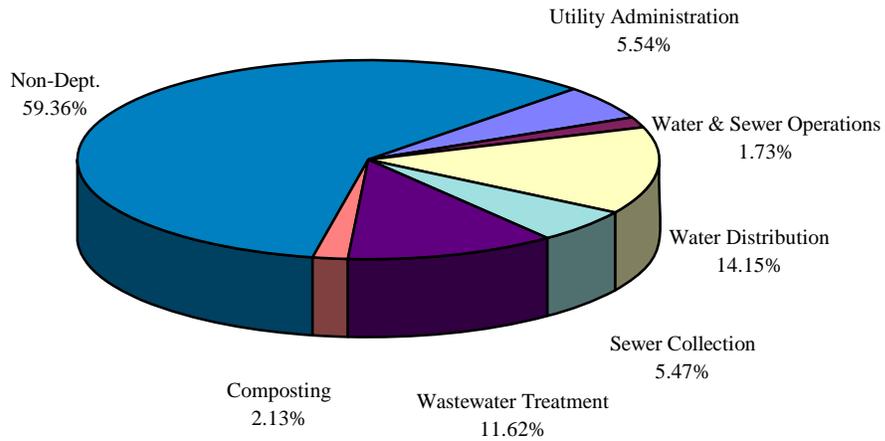
**City of Copperas Cove, Texas**  
**Water & Sewer Fund**  
**Comparison of Fiscal Years 2004-05 and 2005-06 Budgeted Expenses**  
**By Function**

**Fiscal Year 2004-05 Budgeted Expenses**



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

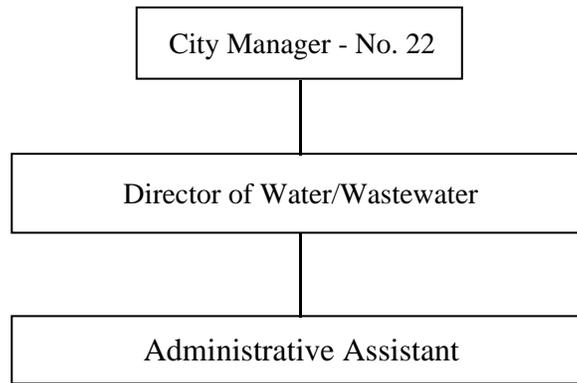
**Fiscal Year 2005-06 Budgeted Expenses**



Total Budgeted Expenses for Fiscal Year 2005-06 are \$7,655,351.

# 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 Full Time Employees

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
WATER AND SEWER OPERATIONS  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

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

**ACCOMPLISHMENTS:**

- \* Met all federal, state, and local requirements.
- \* Compost facility operation running well and through advertising, sales of the product have improved to the point it is difficult to keep up with demand.
- \* All departments maintaining effective and efficient operations.
- \* Improved public relations and services to customers.
- \* Personnel continued training for license/certification requirements.
- \* Expansion of the Northeast Plant, increasing its capacity from .8 MGD to 2.5 MGD.
- \* Improvements to the Northwest Plant, which increased its capacity from 3.05 MGD to 4.0 MGD, are underway.
- \* Design of new 1 MGD Water Storage Tank on Hogg Mountain underway.
- \* Completed installation of 12-inch water transmission line on Constitution Avenue.
- \* Completed installation of Constitution Drive sewer line and lift station.
- \* Design of West Highway 190 water and sewer projects.
- \* Completed Wolfe Road sewer project and lift station.
- \* Connected Central Texas College to new 30-inch water line.
- \* Received new operational permits on all three wastewater plants.

**OBJECTIVES:**

- \* Continue operations within approved budgets.
- \* Continue operations of all departments meeting or exceeding federal, state and local requirements.
- \* Continue training of all personnel.
- \* Continue to improve customer service and maintain positive public relations.
- \* Educate citizens of compost operations and conduct tours.
- \* Continue planning for future needs of the City using Comprehensive Plan and Water Model as a guide.
- \* Complete design and construction of Eastern Pump Station and Tank.
- \* Complete Design and construction of 1 MGD Storage Tank on Hogg Mountain.
- \* Identify ways to reduce utility costs in all departments.
- \* Complete Phase I Mountain Top water projects.
- \* Complete West Highway 190 water and sewer projects.

**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 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

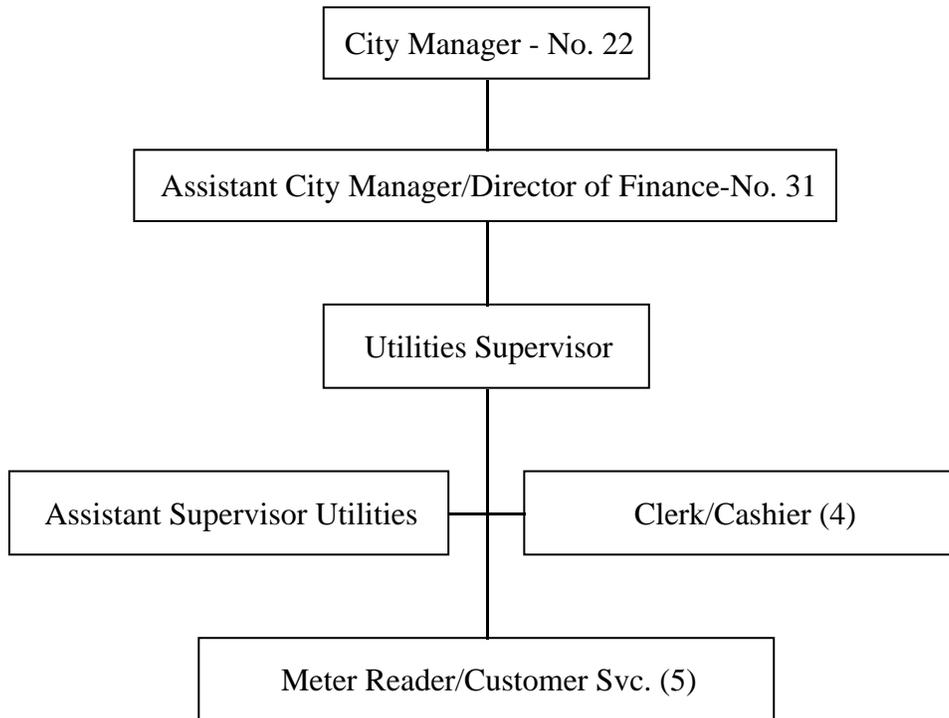
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 111,510	\$ 116,318	\$ 116,318	\$ 120,982
Personnel Support	-	-	-	-
Supplies	1,028	1,496	1,475	2,507
Repairs & Maintenance	151	500	400	1,500
Support Services	4,043	5,019	5,134	7,647
Designated Expenses	419	648	647	105
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 117,150</u></u>	<u><u>\$ 123,981</u></u>	<u><u>\$ 123,974</u></u>	<u><u>\$ 132,741</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Administrative Assistant	0.5	1	1	1
Director of Water/Wastewater	1	1	1	1
<b>Total</b>	<u><u>1.5</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

# 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.*

11 Full Time Employees

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
UTILITY ADMINISTRATION DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 on-line bill payment and account inquiry.
- \* Processed 28,040 service orders.
- \* Processed 120,898 payments with 99.99% accuracy.
- \* Automated many manual, paperwork-driven procedures.

**OBJECTIVES:**

- \* Remodel facility.
- \* Implement bill payment acceptance at remote locations.
- \* Implement recurring payment options for credit card customers.
- \* Implement an accurate container numbering system with the Solid Waste Department.
- \* Update handheld software.
- \* Implement automated phone payment system.
- \* Outsource Bill printing/mailing.
- \* Implement automated mail payment processing software.

**PERFORMANCE INDICATORS:**

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Late Charges Accessed:	\$290,725	\$311,744	\$303,757	\$284,402	\$288,828
Bills Mailed:	128,202	129,047	129,742	122,879	130,135
Second Notices Mailed:	35,555	34,305	40,000	33,363	34,102
Disconnect for Nonpayment:	7,871	1,932	1,467	1,088	1,204

Source: Utility Administration Department.

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
UTILITY ADMINISTRATION DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 236,303	\$ 247,887	\$ 246,072	\$ 347,387
Personnel Support	-	-	-	-
Supplies	74,797	79,290	69,604	83,730
Repairs & Maintenance	12,953	19,000	18,012	20,100
Support Services	36,642	31,486	36,244	37,877
Designated Expenses	42,279	46,236	47,834	30,469
Capital Outlay & Improvements	-	-	2,992	-
<b>Total</b>	<u><u>\$ 402,974</u></u>	<u><u>\$ 423,899</u></u>	<u><u>\$ 420,758</u></u>	<u><u>\$ 519,563</u></u>

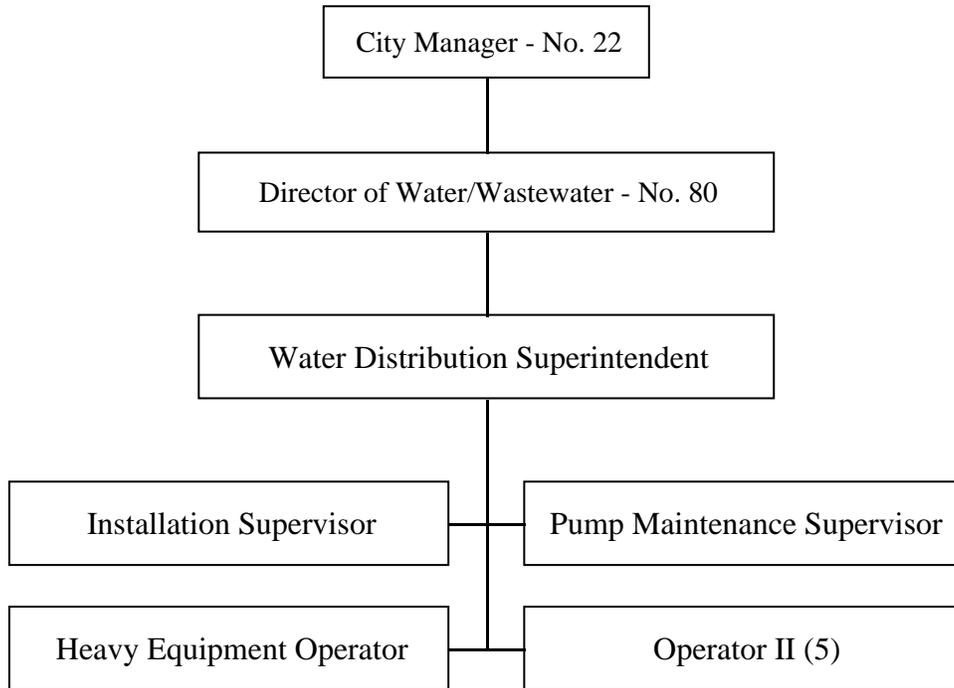
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			
	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06
Assistant Utilities Supervisor	1	1	1	1
Clerk/Cashier	4	4	4	4
Meter Reader/Customer Service	2	2	2	5
Utilities Supervisor	1	1	1	1
<b>Total</b>	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>11</u></u>

\*Transferring the (3) Operator I/Meter Readers from Water Distribution to Utility Administration in FY 2005-06.

# City of Copperas Cove, Texas

## Water Distribution Department No. 82



9 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
WATER DISTRIBUTION DEPARTMENT  
FISCAL YEAR 2005-06**

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**DEPARTMENT GOAL:**

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

**PROGRAM DESCRIPTIONS:**

The Copperas Cove Water Department is responsible for the operations and maintenance of the City's water distribution system, meeting or exceeding compliance with applicable Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) rules and regulations. The Water Distribution Department operates and maintains approximately 255 miles of water distribution lines, 12 water storage tanks, eight (8) pump/motor stations, and approximately 850 fire hydrants and 11,200 water meters, and the SCADA system.

The Water Distribution Department is also responsible for conducting required testing to ensure water quality standards are met for human consumption.

**ACCOMPLISHMENTS:**

- \* Performed operations in compliance with applicable EPA/TCEQ rules and regulations and City policies.
- \* Continued to maintain a "Superior Water System" rating recognized by TCEQ.
- \* Had one water tank inspection by Dunham Engineering.
- \* TCEQ performed a sanitary survey on our water system. All violations they cited during their inspection were taken care of, except for the IMG Hogg Mountain Water Storage Tank. Plans and designs are being developed to replace the tank.
- \* Tested for THM's & HAA's every quarter as required. All samples well below the MCL's levels for each. Took monthly bacteriological water samples as required by TCEQ. Had three come back positive for coliform bacteria, took required repeats that came back negative. Did not violate TCEQ total coliform rules with the three positives.
- \* Took 490 bacteriological samples.
- \* Completed our emergency Response Plan as required by TCEQ.
- \* Set 422 water meters for new construction and replaced 70 meters due to various problems.
- \* Completed 356 work orders.
- \* Repaired 6 fire hydrants.
- \* Repaired 50 water main breaks and 32 service line leaks.
- \* Relocated 3 meter boxes from sidewalks/driveways. Tested 12 water meters for accuracy.
- \* Made 16 water taps of various sizes.

**OBJECTIVES:**

- \* Continue to perform operations within approved budget.
- \* Ensure water system meets or exceeds EPA/TCEQ requirements for a public water system.
- \* Continue to provide courteous, quality service with limited interruptions of water service to our customers.
- \* Continue our 5 Year Water CIP plan to rehabilitate water storage tanks, upgrade existing water lines, installation of new water lines to provide better service, and to replace or rebuild pumps and motors to increase their efficiency while reducing electrical cost of operating them.
- \* Maintain our "Superior Water System" rating with TCEQ.
- \* Continue training and certification of personnel.
- \* Continue to upgrade and implement our Water Model to enhance our capabilities of accurately solving and preventing problems as our system expands.
- \* Continue updating water maps and SCADA system.
- \* Continue updating and enforcing our Backflow/Cross-Connection Ordinance, and our Drought Contingency Plan and Monitoring Plan.
- \* Continue to improve customer service and maintain positive public relations.

**OBJECTIVES (continued)**

- \* Continue to improve customer service and maintain positive public relations.
- \* Publish our 2004 Consumer Confidence Report on schedule.

**PERFORMANCE INDICATORS:**

<u>YEAR</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
No. of water meters for new construction	75	100	96	110	422
No. of water meters replaced	40	77	105	91	70
No. of water mains repaired	51	42	37	32	50
No. of service lines repaired	25	33	40	43	32
No. of fire hydrants repaired	46	30	20	35	6
No. of meters tested for accuracy	75	125	50	50	12
No. of meter boxes relocated from sidewalks/driveways	75	25	25	20	3
Water Line Upgrades	4	3	2	0	0
New Water Lines	1	0	1	1	5
Outside Agency inspection of existing tank	No data	2	10	1	1
Drain/Clean inside of tank	No data	0	2	3	3
Tanks Painted and Rehab.	3	0	1	0	0
New Tank	0	1	0	0	0
Pumps Replaced	0	0	2	0	0
Pumps Rebuilt	0	2	2	0	1
Motors Replaced	0	0	2	0	0
Motors Rebuilt	0	4	0	0	0

Source: Water Distribution Department.

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
WATER DISTRIBUTION DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>
Salaries & Benefits	\$ 392,843	\$ 413,832	\$ 409,801
Personnel Support	-	-	-
Supplies	41,279	50,736	53,690
Repairs & Maintenance	111,749	118,180	111,500
Support Services	372,604	372,981	315,300
Designated Expenses	20,812	20,694	20,060
Capital Outlay & Improvements	3,049	8,626	8,626
<b>Total</b>	<u><u>\$ 942,336</u></u>	<u><u>\$ 985,049</u></u>	<u><u>\$ 918,977</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::**

<b>Position Title</b>	<b>Number of Positions</b>		
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>
Heavy Equipment Operator	0	0	1
Equipment Operator	1	1	0
Installation Supervisor	1	1	1
Water Distr. Superintendent	1	1	1
Operator I	3	3	3
Operator II	5	5	5
Pump Maintenance Supervisor	1	1	1
<b>Total</b>	<u><u>12</u></u>	<u><u>12</u></u>	<u><u>12</u></u>

\*Transferring the (3) Operator I positions from Water Distribution to Utility Administration in FY 2005-06.

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**Adopted  
FY 2005-06**

\$ 355,288

-

59,862

104,500

379,314

46,199

42,770

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**\$ 987,933**

**FY 2005-06**

1

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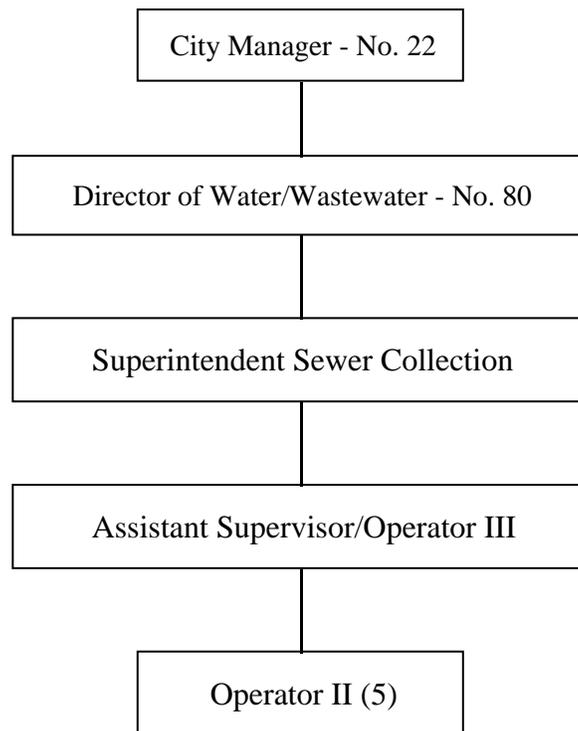
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**9**

# 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 2005-06**

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**DEPARTMENT GOAL:**

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

**PROGRAM DESCRIPTIONS:**

Sewer Collection Departments maintains and repairs (as needed) approximately 300 miles of various size wastewater main and lateral lines, approximately 2,500 manholes and cleanouts and 14 sewer lift stations. Complies with Occupational Safety and Health Association (OSHA) and Texas Commission on Environmental Equality (TCEQ) requirements. Sewer Collection responds to all customer requests and assistance involving the wastewater collection system, provides 24-hour service to the public, and inspects City sewer main utilizing the Closed Circuit Television System. Tracks, records and maintains service records and water consumption of all maintenance and service calls performed. Provide assistance to various departments and contractors throughout the city.

**ACCOMPLISHMENTS:**

- \* Performed operations in accordance with established criteria.
- \* Responded to 139 service calls to date (April 2005).
- \* Cleaned numerous City mains through 1,072 manholes (April 2005).
- \* Consumed 471,000 gallons of water through the operation of the VacCon.
- \* Repaired 1 manhole and raised 4 manholes.
- \* Installed 3 service taps.
- \* Repaired broken sewer main at 805 Hill Street.
- \* Vacuumed debris at Northeast Wastewater Plant.
- \* TV'd City main and manhole at Big Divide Lift Station.
- \* Cut brush from fence around Department's shop area.
- \* Reprimed pump #2 Mueller Lift Station several times.
- \* Reset pumps at Wolfe Road Lift Station.
- \* Reset circuits at Big Divide Lift Station.
- \* Dispatched crew to manholes at City Park and Golf Course to clean and disinfect contaminated area from unauthorized discharge caused by heavy rain.
- \* Reset breaker pump 2 at Dryden 1 lift station.
- \* Re-primed pumps 1 and 2 at Mueller lift station, reinstalled check valve arm at Mueller West lift station.
- \* Conducted routine checks, services and general house cleaning to include grass cutting at all sewer lift stations throughout the City.
- \* Submitted unauthorized discharge report(s) to TCEQ as required.
- \* Assisted Parks & Recreation with tree planting along Avenue D.
- \* Replaced lights at Dryden lift station.
- \* Completed numerous line spots for TXU, TXU-Gas, TxDOT, Cove Plumbing, Scotts Plumbing, Williams Plumbing and Isabell Construction.
- \* Cleaned and vacuumed lines at Northeast Wastewater Plant.
- \* Replaced pump #1 at Dryden #2 lift station.
- \* Cleaned float switches at Fairbanks lift station; reset circuits.
- \* Replaced vandalized hasp at South Meadow lift station.
- \* Installed 300 feet sewer main with two service taps at East Anderson.
- \* Repaired vandalized fence at South Meadow lift station.
- \* Reset circuit pump #2 at Dryden #1 lift station; replaced contacts at Dryden #1 lift station.
- \* Reset circuit and reprimed pump #1 at Veterans lift station.
- \* Conducted 10 15-second runs of inactive pumps at Big Divide lift station.
- \* Repaired broken wire pump #2 float switch.
- \* Replaced three float switches at skyline lift station.
- \* Cleaned float switches and wet wells at all 14 lift stations.

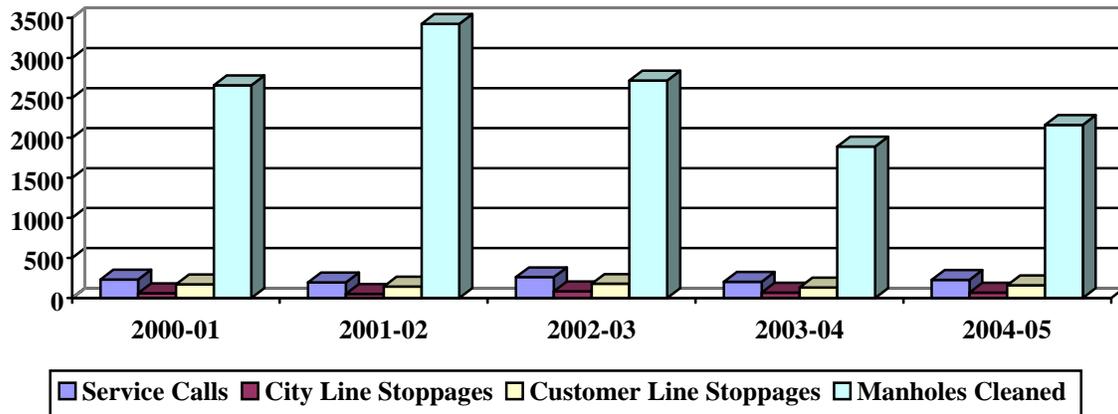
**ACCOMPLISHMENTS (Continued)**

- \* Repaired by-pass hose on #2 pump at Mueller lift station.
- \* Vacuumed East Hwy. 190 lift station’s wet well.
- \* Unstopped congestion in service line at Golf Course.
- \* Extended City main eight feet, installed service tap at West Patricia in Hughes Gardens.

**OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**



	2000-01	2001-02	2002-03	2003-04	2004-05
Water Consumption (gal)	870,535	911,290	819,053	926,750	852,050
Linear Feet Cleaned	1,329,000	1,711,500	1,358,500	946,000	1,023,000

Source: Sewer Collection Department.

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
SEWER COLLECTION DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

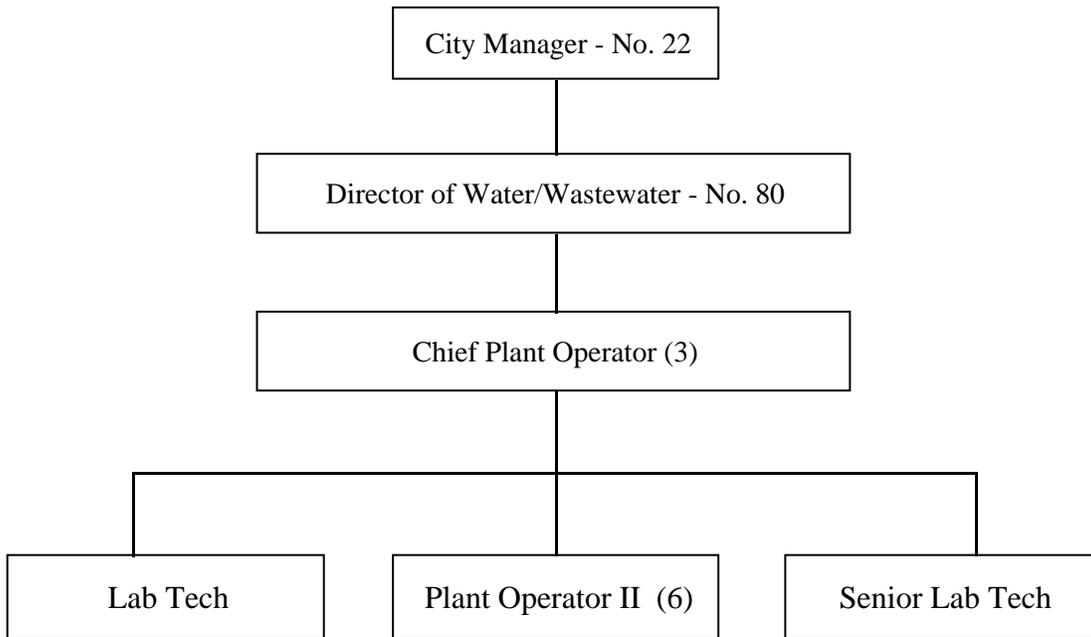
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 212,467	\$ 240,774	\$ 240,774	\$ 257,944
Personnel Support	-	-	-	-
Supplies	16,740	17,775	20,380	32,775
Repairs & Maintenance	27,878	30,000	64,604	32,500
Support Services	20,173	21,000	28,928	35,796
Designated Expenses	21,053	370	170	11,256
Capital Outlay & Improvements	43,598	3,310	8,714	48,610
<b>Total</b>	<u><u>\$ 341,908</u></u>	<u><u>\$ 313,229</u></u>	<u><u>\$ 363,570</u></u>	<u><u>\$ 418,881</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	<b>FY 2005-06</b>
Superintendent	0	0	1	1
Supervisor/Operator	1	1	0	0
Assistant Supervisor/Operator II	1	1	0	0
Operator III	0	0	1	1
Operator II	5	5	5	5
<b>Total</b>	<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 2005-06**

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**DEPARTMENT GOAL:**

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

**PROGRAM DESCRIPTIONS:**

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

**ACCOMPLISHMENTS:**

- \* Operated the City’s three wastewater treatment facilities in accordance with Federal and State permit requirements.
- \* Performed laboratory quality control testing with superior results.
- \* Received annual inspections from both EPA and TCEQ on all three plants with no major deficiencies.
- \* Continued operator training to insure required State certifications are obtained and maintained.
- \* Operated three treatment plants with no unauthorized discharges (spills) of wastewater.
- \* Completed construction for the expansion of the Northeast Wastewater Plant increasing its permitted flow .8 MGD to 2.5 MGD.
- \* Completed construction of improvements at the Northwest Wastewater Treatment Plant increasing its permitted flow from 3.05 MGD to 4.0 MGD.
- \* Received new operational permits from EPA and TCEQ for all three plants.
- \* Upgraded laboratory testing equipment and procedures to conform to new permit requirements.
- \* Passed Wastewater Quality Assurance/Quality Control (QAQC) evaluation with no deficiencies.

**OBJECTIVES:**

- \* Continued operations of the City’s wastewater treatment facilities in compliance with all laws, rules and permit requirements of EPA and TCEQ.
- \* Endeavor to reduce operational costs through effective and efficient operational techniques.
- \* Continue operator training to maintain State requirements and employee professionalism.
- \* Install effluent reuse facilities at the Golf Course to reduce/eliminate the use of potable water for irrigation.
- \* Identify any/all ways to reduce utility costs at wastewater plants.
- \* Control/eliminate algae at plants thereby increasing efficiency.
- \* Reduce future year testing requirements through superior test results during 2005-06.

**PERFORMANCE INDICATORS:**

Compliance with State and Federal Regulations	2000-01	2001-02	2002-03	2003-04	Projected 2004-05
Achieved Full Compliance	Yes	Yes	1 violation	Yes	Yes

Source: Wastewater Treatment Department

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
WASTEWATER TREATMENT DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

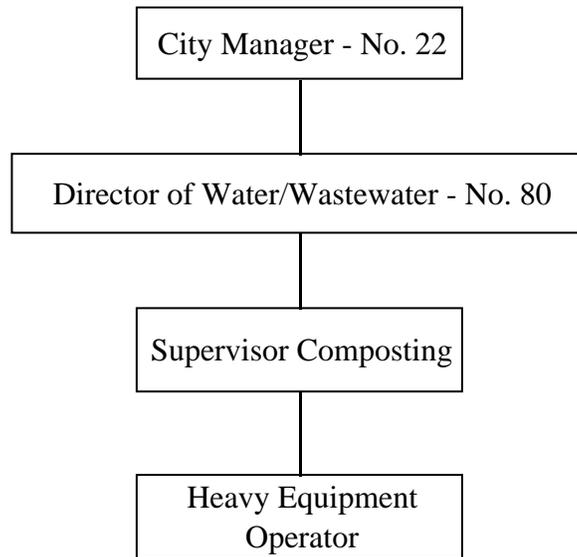
Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 335,452	\$ 361,750	\$ 361,750	\$ 405,453
Personnel Support	-	-	-	-
Supplies	59,335	56,828	56,708	47,615
Repairs & Maintenance	54,163	34,200	41,500	52,500
Support Services	263,453	240,000	281,700	288,755
Designated Expenses	52,447	51,000	45,218	56,240
Capital Outlay & Improvements	15,713	11,800	13,300	39,000
<b>Total</b>	<u><u>\$ 780,563</u></u>	<u><u>\$ 755,578</u></u>	<u><u>\$ 800,176</u></u>	<u><u>\$ 889,563</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Chief Plant Operator	3	3	3	3
Plant Operator II	5	5	5	6
Senior Lab Technician	1	1	1	1
Lab Technician	1	1	1	1
<b>Total</b>	<u><u>10</u></u>	<u><u>10</u></u>	<u><u>10</u></u>	<u><u>11</u></u>

# City of Copperas Cove, Texas

## Composting Department No. 84-01



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

2 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
COMPOSTING DEPARTMENT  
FISCAL YEAR 2005-06**

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**DEPARTMENT GOALS:**

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

**PROGRAM DESCRIPTIONS:**

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

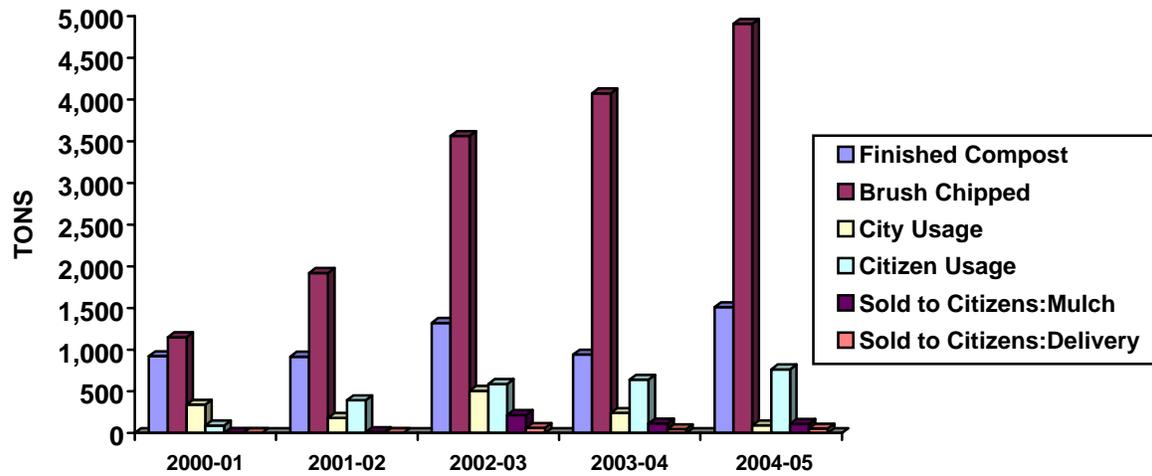
**ACCOMPLISHMENTS:**

- \* Increased the awareness of the City of Copperas Cove Compost/Mulch by advertising and sales to customers and citizens.
- \* Both employees obtained the required license required by TCEQ – Class C Solid Waste License.
- \* Complied with TCEQ rules and regulations. Tested all Compost product and met all requirements.
- \* Continued to increase sales and usage of the product.
- \* Continued to meet the Delivery Service of Compost and Mulch to the citizens.
- \* Constantly performing daily operation and maintenance on all assigned equipment with minimal staff.
- \* Operated the Compost Facility by controlling litter, separating stockpiles to prevent unauthorized items being dumped at the site, prevent fire spread, vector and odor controlled.
- \* Daily safety inspections and other periodic inspections performed. Equipment clean; kept free of debris and spillage.
- \* Kept entrance area clean and neat in appearance, with adequate signage and directions; access ways are easily understood.

**OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**



- \* Estimated 10% increase of finished compost for next fiscal year
- \* Mulch sales began June of 2002
- \* Delivery service began in October of 2002

Source: Composting Department

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
COMPOSTING DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 63,364	\$ 70,849	\$ 70,849	\$ 74,134
Personnel Support	-		-	
Supplies	8,522	11,270	11,656	18,619
Repairs & Maintenance	15,527	21,000	20,300	23,000
Support Services	5,319	6,845	6,845	7,355
Designated Expenses	39,992	39,721	40,001	39,721
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u>\$ 132,723</u>	<u>\$ 149,685</u>	<u>\$ 149,651</u>	<u>\$ 162,829</u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE::**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Composting Operator	2	1	0	0
Supervisor	0	0	1	1
Equipment Operator	0	1	0	0
Heavy Equipment Operator	0	0	1	1
<b>Total</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**CITY OF COPPERAS COVE, TEXAS  
WATER & SEWER FUND  
NON-DEPARTMENTAL  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	8	-	639	-
Repairs & Maintenance	5,535	-	5,881	-
Support Services	43,826	16,800	34,584	18,290
Designated Expenses	4,020,804	4,336,550	4,350,534	4,525,551
Capital Outlay & Improvements	1,943	-	-	-
<b>Total</b>	<u><u>\$ 4,072,115</u></u>	<u><u>\$ 4,353,350</u></u>	<u><u>\$ 4,391,638</u></u>	<u><u>\$ 4,543,841</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 2004-2005 BUDGET**  
**SOLID WASTE FUND**  
**SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE**

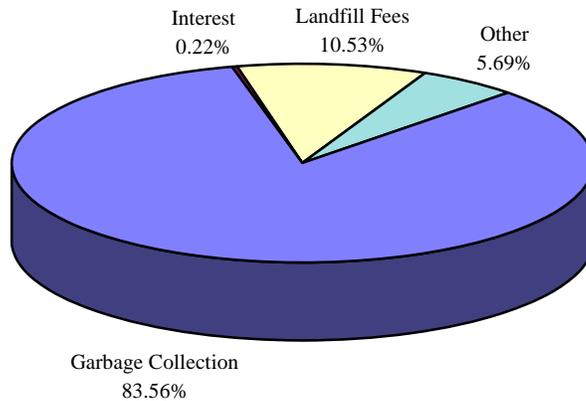
Description	Actual FY 2003-04	Adopted Budget FY 2004-05	Proposed Transfers	Revised FY 2004-05
<b>BEGINNING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 342,726	\$ 150,656	-	\$ 150,656
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 342,726</b>	<b>\$ 150,656</b>	<b>-</b>	<b>\$ 150,656</b>
<b>REVENUES:</b>				
Garbage Collection Fees	\$ 1,989,373	\$ 2,030,000	52,278	\$ 2,082,278
Senior Discount	(32,561)	(31,000)	(3,537)	(34,537)
Sanitary Landfill Fees	292,110	252,000	37,746	289,746
Recycling Proceeds	31,684	30,000	(74)	29,926
Sale of Kraft Bags	7,833	7,500	203	7,703
Sale of Scrap Metal	3,352	3,500	1,584	5,084
Subtotal	<u>\$ 2,291,791</u>	<u>\$ 2,292,000</u>	<u>88,200</u>	<u>\$ 2,380,200</u>
Interest Revenue	\$ 5,826	\$ 5,300	1,634	\$ 6,934
Late Charge For Billing	94,801	85,000	11,944	96,944
Sale of City Prop & Equip	-	-	-	-
Recycling Grant	-	-	-	-
Advance to Water and Sewer Fund	-	-	-	-
Miscellaneous Revenues	15,082	10,000	32,370	42,370
Subtotal	<u>\$ 115,709</u>	<u>\$ 100,300</u>	<u>45,948</u>	<u>\$ 146,248</u>
<b>TOTAL REVENUES</b>	<u>\$ 2,407,500</u>	<u>\$ 2,392,300</u>	<u>\$ 134,148</u>	<u>\$ 2,526,448</u>
<b>EXPENSES:</b>				
Solid Waste Operations (90)	\$ 144,549	\$ 137,783	\$ (51,384)	\$ 86,399
Solid Waste Collection - Residential (91-01)	236,575	224,315	(15,091)	209,224
Solid Waste Collection - Recycling (91-02)	108,406	127,402	(1,658)	125,744
Solid Waste Collection - Brush (91-03)	99,628	111,403	9,157	120,560
Solid Waste Collection - Commercial (91-04)	171,304	176,738	37,329	214,067
Solid Waste Collection - KCCB (91-05)	11,648	16,725	(552)	16,173
Solid Waste Disposal (92)	814,210	799,536	47,018	846,554
Non-Departmental (95)	1,092,295	527,150	20,758	547,908
<b>TOTAL EXPENSES</b>	<u>\$ 2,678,615</u>	<u>\$ 2,121,052</u>	<u>\$ 45,577</u>	<u>\$ 2,166,629</u>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 71,611	\$ 421,904	\$ 88,571	\$ 510,475
<b>TOTAL ENDING FUND BALANCE</b>	<u>\$ 71,611</u>	<u>\$ 421,904</u>	<u>\$ 88,571</u>	<u>\$ 510,475</u>
<b>IDEAL FUND BALANCE</b>	\$ 669,654	\$ 530,263	-	\$ 541,657
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	\$ (598,043)	\$ (108,359)	-	\$ (31,182)

**CITY OF COPPERAS COVE**  
**FISCAL YEAR 2005-06 PROPOSED BUDGET**  
**SOLID WASTE FUND**  
**SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Approved FY 2005-06
<b>BEGINNING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 342,726	\$ 150,656	\$ 71,611	\$ 456,997
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 342,726</b>	<b>\$ 150,656</b>	<b>\$ 71,611</b>	<b>\$ 456,997</b>
<b>REVENUES:</b>				
Garbage Collection Fees	\$ 1,989,373	\$ 2,030,000	\$ 2,092,810	\$ 2,170,188
Senior Discount	(32,561)	(31,000)	(34,613)	(35,000)
Sanitary Landfill Fees	292,110	252,000	274,076	274,000
Recycling Proceeds	31,684	30,000	31,464	32,000
Sale of Kraft Bags	7,833	7,500	7,890	7,800
Sale of Scrap Metal	3,352	3,500	4,750	4,700
Subtotal	<u>\$ 2,291,791</u>	<u>\$ 2,292,000</u>	<u>\$ 2,376,377</u>	<u>\$ 2,453,688</u>
Interest Revenue	\$ 5,826	\$ 5,300	\$ 6,531	\$ 40,000
Late Charge For Billing	94,801	85,000	91,640	92,000
Sale of City Prop & Equip	-	-	-	-
Recycling Grant	-	-	-	-
Advance to Water and Sewer Fund	-	-	-	-
Miscellaneous Revenues	15,082	10,000	39,594 *	33,165
Subtotal	<u>\$ 115,709</u>	<u>\$ 100,300</u>	<u>\$ 137,765</u>	<u>\$ 165,165</u>
<b>TOTAL REVENUES</b>	<b>\$ 2,407,500</b>	<b>\$ 2,392,300</b>	<b>\$ 2,514,142</b>	<b>\$ 2,618,853</b>
<b>EXPENSES:</b>				
Solid Waste Operations (90)	\$ 144,549	\$ 137,783	\$ 74,835	\$ 193,847
Solid Waste Collection - Residential (91-01)	236,575	224,315	202,408	257,571
Solid Waste Collection - Recycling (91-02)	108,406	127,402	128,022	101,383
Solid Waste Collection - Brush (91-03)	99,628	111,403	101,674	129,793
Solid Waste Collection - Commercial (91-04)	171,304	176,738	210,363	328,371
Solid Waste Collection - KCCB (91-05)	11,648	16,725	16,725	24,200
Solid Waste Disposal (92)	814,210	799,536	847,872	867,320
Non-Departmental (95)	1,092,295	527,150	546,857	558,195
<b>TOTAL EXPENSES</b>	<b>\$ 2,678,615</b>	<b>\$ 2,121,052</b>	<b>\$ 2,128,756</b>	<b>\$ 2,460,680</b>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 71,611	\$ 421,904	\$ 456,997	\$ 615,170
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 71,611</b>	<b>\$ 421,904</b>	<b>\$ 456,997</b>	<b>\$ 615,170</b>
<b>IDEAL FUND BALANCE</b>	<b>\$ 669,654</b>	<b>\$ 530,263</b>	<b>\$ 532,189</b>	<b>\$ 615,170</b>
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	<b>\$ (598,043)</b>	<b>\$ (108,359)</b>	<b>\$ (75,193)</b>	<b>\$ -</b>

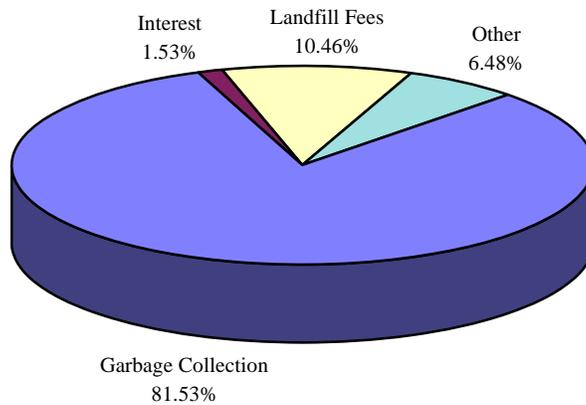
**City of Copperas Cove, Texas**  
**Solid Waste Fund**  
**Comparison of Fiscal Years 2004-05 and 2005-06 Budgeted Revenues**  
**By Source**

**Fiscal Year 2004-05 Budgeted Revenues**



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

**Fiscal Year 2005-06 Budgeted Revenues**



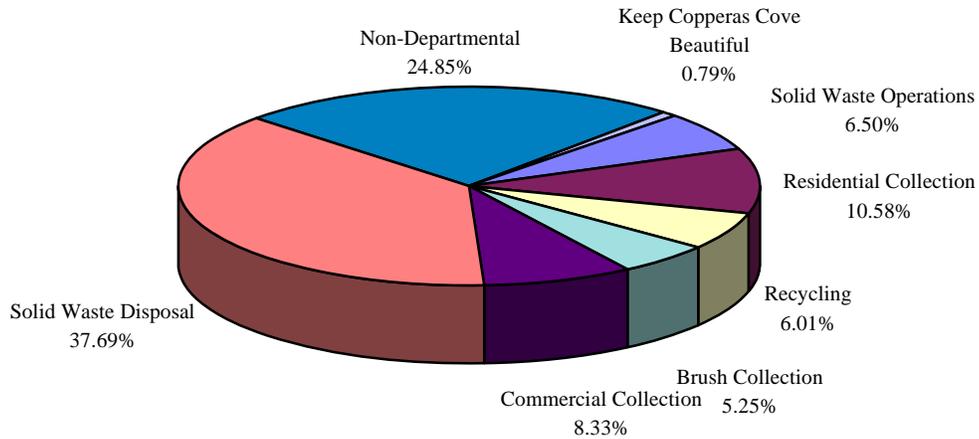
Total Budgeted Revenues for Fiscal Year 2005-06 are \$2,618,853.

# City of Copperas Cove, Texas

## Solid Waste Fund

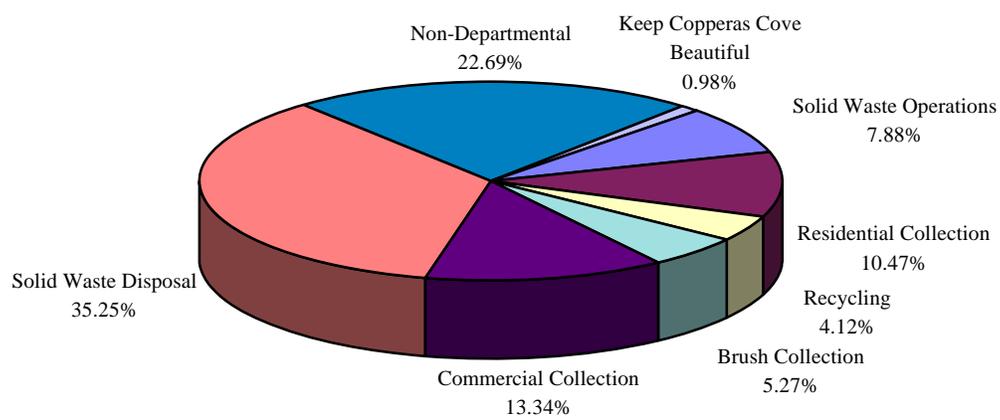
### Comparison of Fiscal Years 2004-05 and 2005-06 Budgeted Expenses By Function

#### Fiscal Year 2004-05 Budgeted Expenses



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

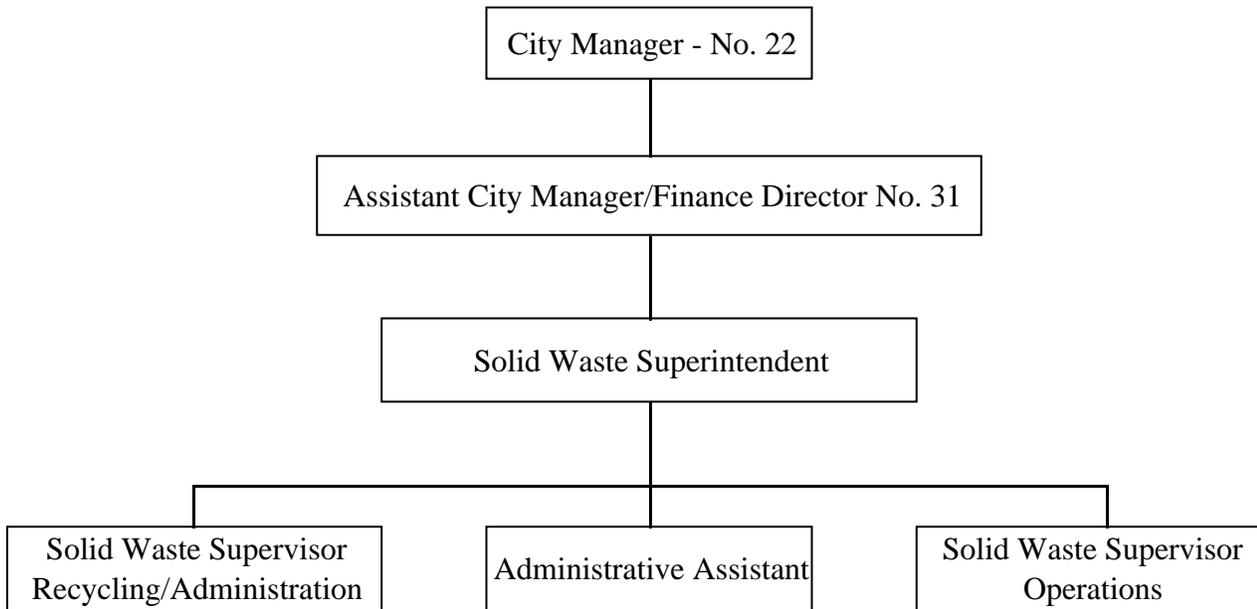
#### Fiscal Year 2005-06 Budgeted Expenses



Total Budgeted Expenses for Fiscal Year 2005-06 are \$2,460,680.

# City of Copperas Cove, Texas

## Solid Waste Operations Department No. 90



4 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE OPERATIONS DEPARTMENT  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

The Administration Department is responsible for managing the overall Municipal Solid Waste Operation. 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 throughout the City.
- \* Collection of brush and bulky items.
- \* Increasing commercial recycling programs.

**ACCOMPLISHMENTS:**

- \* Sponsored two city-wide clean up events and hosted a household hazardous waste clean up event sponsored by the Central Texas Council of Governments.
- \* Worked with Solid Waste Advisory Committee on Regional Solid Waste plan.
- \* Provided Solid Waste service and equipment for over six community sponsored events.
- \* Enhanced Commercial Collection Division by implementing the front load system and auditing the accounts, resulting in over \$24,000 a month increase in revenue.

**OBJECTIVES:**

- \* Improve on our container accountability in our residential division.
- \* Maintain the highest quality of service for all customers of this department, whatever their needs may be.
- \* Implement an incentive program to create esprit de corps and a safer work environment.
- \* Restructure the collection areas from eight to ten. This will allow us to reduce the number of homes in each area and keep up with the growth of the city.
- \* Revamp the Recycling and Brush/Bulk Divisions so they may generate more revenue and become more efficient.

**PERFORMANCE INDICATORS:**

- \* The Solid Waste Administration Department provides administrative assistance to the various departments it oversees. Each individual department maintains their own performance measurements. The following are for the entire Solid Waste Department.

<b>Trend Description</b>	<b>2002-2003</b>	<b>2003-2004</b>	<b>2004-2005</b>
Total Tons Collected	20,828	20,582	23,423
Total Revenue	\$2,314,581	\$2,305,309	\$2,414,738
Total Expenditures	\$1,636,752	\$1,825,595	\$1,619,096
Total Complaints	366	439	492
Accidents:			
Employee		6	4
Vehicle		6	10

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE OPERATIONS DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 125,193	\$ 121,870	\$ 61,823	\$ 173,706
Personnel Support	-	-	-	-
Supplies	2,616	2,456	2,298	2,818
Repairs & Maintenance	3,835	1,113	863	1,900
Support Services	10,235	9,847	7,354	11,276
Designated Expenses	2,670	2,497	2,497	4,147
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 144,549</u></u>	<u><u>\$ 137,783</u></u>	<u><u>\$ 74,835</u></u>	<u><u>\$ 193,847</u></u>

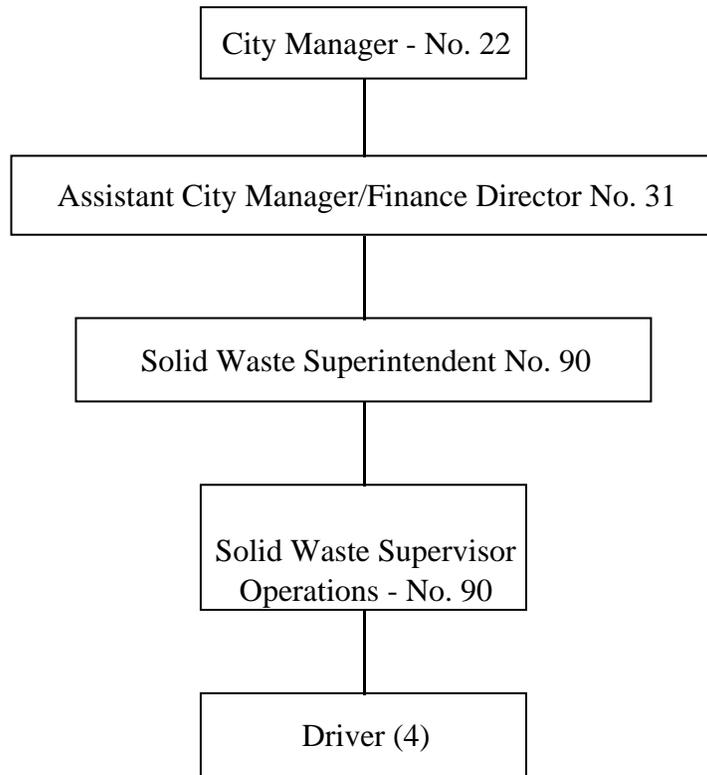
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Administrative Assistant	1	1	1	1
Director of Solid Waste	1	1	0	0
Site Supervisor	0.5	0.5	0	0
Solid Waste Superintendent	0	0	1	1
SW Supervisor/Operations	0	0	1	1
SW Supervisor/Recycling/Admir	0	0	1	1
<b>Total</b>	<u><u>2.5</u></u>	<u><u>2.5</u></u>	<u><u>4</u></u>	<u><u>4</u></u>

\*Changes to position titles and staffing levels were approved by the City Council during FY 2004-05.

# City of Copperas Cove, Texas

## Solid Waste Collections - 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 2005-06**

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**PROGRAM DESCRIPTION:**

The Solid Waste Residential Department is responsible for assisting in ensuring the health and safety of the community by providing weekly Solid Waste collection services 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.

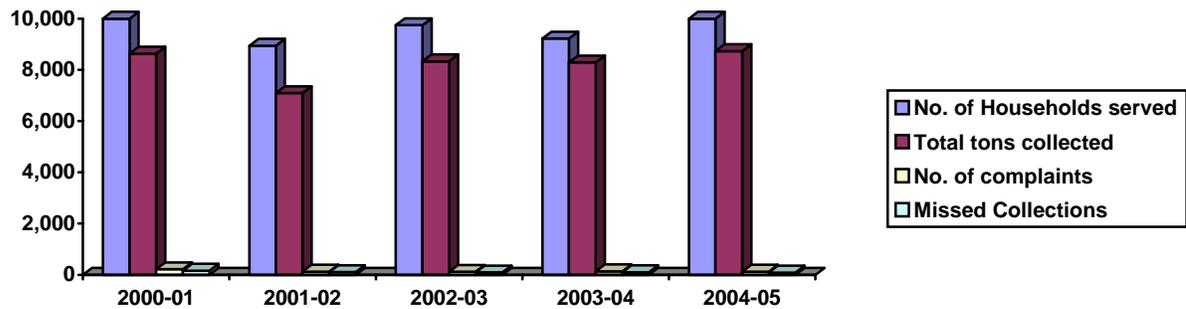
**ACCOMPLISHMENTS:**

- \* Upgraded the record keeping system for service calls, extra charges, container deliveries, etc.
- \* Continued to support events beneficial to the City's image with Solid Waste services.
- \* Added a new side load automated truck that has helped to increase our efficiency.
- \* Continued to cross train all drivers on operations in other divisions.

**OBJECTIVES:**

- \* Continue to upgrade the record keeping system for customer service calls, extra charges, container deliveries, etc.
- \* Expand our collection maps to 10 areas in order to decrease the amount of collection stops per area and to get all employees on an eight hour schedule.
- \* Improve our safety policy and drivers training program to reduce the amount of accidents and insurance costs.
- \* Maintain the highest quality customer service possible.
- \* Continue to support events beneficial to the City's image.

**PERFORMANCE INDICATORS:**



Accidents	2000-01	2001-02	2002-03	2003-04	2004-05
Mileage Driven	N/A	26,000	26,000	27,842	34,224
Employee Accidents	N/A	0	1	0	1
Vehicle Accidents	N/A	0	1	5	5

Source: Solid Waste Department

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION - RESIDENTIAL DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 129,143	\$ 133,671	\$ 105,917	\$ 130,082
Personnel Support	-	-	-	-
Supplies	23,056	23,090	28,995	34,765
Repairs & Maintenance	43,807	30,000	30,100	37,132
Support Services	3,640	2,476	2,318	2,500
Designated Expenses	35,910	33,878	33,878	33,878
Capital Outlay & Improvements	1,020	1,200	1,200	19,214
<b>Total</b>	<u><u>\$ 236,575</u></u>	<u><u>\$ 224,315</u></u>	<u><u>\$ 202,408</u></u>	<u><u>\$ 257,571</u></u>

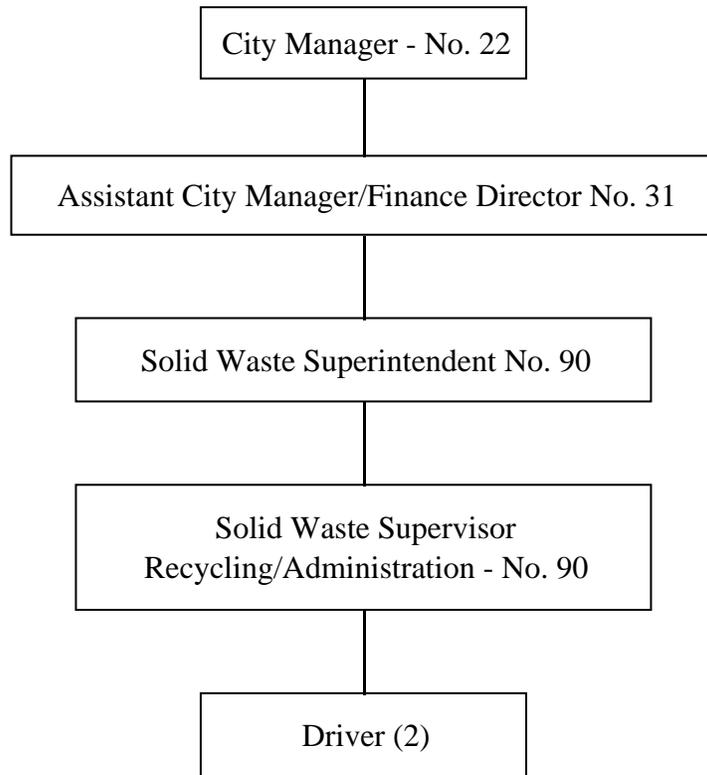
**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Assistant Supervisor/Driver	1	1	0	0
Driver	1	1	4	4
Worker	2	2	0	0
<b>Total</b>	<u><u>3</u></u>	<u><u>3</u></u>	<u><u>4</u></u>	<u><u>4</u></u>

\*Changes to position titles and staffing levels were approved by the City Council during FY 2004-05.

# City of Copperas Cove, Texas

## Solid Waste Collections - Recycling Department No. 91-02



2 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION – RECYCLING DEPARTMENT  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

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

**ACCOMPLISHMENTS:**

- \* Enhanced working relationship with the Copperas Cove Independent School District by giving various presentations and hosting field trips to the Solid Waste Operational Facility.
- \* Participated in events held by the Downtown Association, Texas Recycles Day, Earth Day, and the City's Health Fair.
- \* Held two citywide clean-up events.
- \* Participated in the Central Texas Council of Governments Earth Fair.
- \* Held two (2) compost seminars in conjunction with the Compost Department. We gave away ten (10) compost bins and literature on composting.
- \* Enhanced commercial recycling program.
- \* Assisted Coryell County on establishing their recycling program.
- \* Increased the diversion rate by 1%.
- \* Participated in the Central Texas Council of Governments Household Hazardous Waste Clean Up events.

**OBJECTIVES:**

- \* Operate and maintain the recycling center in accordance with all regulatory requirements.
- \* Continue to provide curbside service to over 10,000 households.
- \* Enhance commercial recycling program.
- \* Enhance residential recycling program by adding additional commodities.
- \* Continue to educate citizens on recycling program benefits through City-wide activities, such as Earth Day and Texas Recycles events.
- \* Enhance the partnership with the Copperas Cove Independent School District through school presentations and hosting more field trips to the Solid Waste Operational Center.
- \* Host citywide clean-up events.
- \* Host compost classes in conjunction with the Compost Department.
- \* Visit other Texas recycling facilities.
- \* Strive for an increase in diversions from the waste stream to reduce hauling and disposal costs.
- \* Maintain professional driving and work safety records.
- \* Maintain highest quality customer service for citizens and businesses that we serve.

**PERFORMANCE INDICATORS:**

<b>Trend Descriptions:</b>	<b><u>2000-01</u></b>	<b><u>2001-02</u></b>	<b><u>2002-03</u></b>	<b><u>2003-04</u></b>	<b><u>2004-05</u></b>
<b>Tons of Recyclables Collected</b>					
* curbside	307	310	416	381	427
* drop-off sites	58	109	103	136	0*
* scrap metal	81	146	176	189	174
<b>Savings Diverted</b>					
* curbside	\$8,381	\$8,463	\$11,356	\$10,220	\$11,650
* drop-off sites	\$1,583	\$2,976	\$2,811	\$3,714	0*
* scrap metal	\$2,211	\$3,986	\$4,804	\$5,159	\$4,742
<b>% of Solid Waste Diverted</b>	3%	4%	5%	4%	4%
<b>Revenue from sale of recyclable</b>	\$17,170	\$15,000	\$25,261	\$31,684	\$29,926
<b>Monthly set-out-rate</b>	15%	20%	18%	17%	19%
<b>Number of special projects held</b>	2	4	4	4	4

<b>Performance Indicators (continued)</b>	<b><u>2000-01</u></b>	<b><u>2001-02</u></b>	<b><u>2002-03</u></b>	<b><u>2003-04</u></b>	<b><u>2004-05</u></b>
<b>Used-oil collected</b>	948 gal	930 gal	577 gal	550 gal	500 gal
<b>Accidents</b>					
- Mileage Driven	N/A	29,000	29,000	25,000	19,044
- Employee Accidents	N/A	0	0	0	1
- Vehicle Accidents	N/A	0	0	0	0
- Equipment Accidents	N/A	0	0	0	0
<b>* Drop off sites removed due to illegal dumping issues</b>					2

Source: Solid Waste Department

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION - RECYCLING DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 90,116	\$ 97,022	\$ 98,198	\$ 61,356
Personnel Support	-	-	-	-
Supplies	10,716	12,563	14,291	20,284
Repairs & Maintenance	4,255	5,900	5,900	6,500
Support Services	2,053	4,717	2,633	6,365
Designated Expenses	246	1,200	1,000	3,041
Capital Outlay & Improvements	1,020	6,000	6,000	3,837
<b>Total</b>	<u>\$ 108,406</u>	<u>\$ 127,402</u>	<u>\$ 128,022</u>	<u>\$ 101,383</u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Recycling Coordinator	1	1	0	0
Worker	1	1	1	0
Driver	1	1	1	2
<b>Total</b>	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>

\*Changes to position titles and staffing levels were approved by the City Council during FY 2004-05.

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION – KCCB  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

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

**ACCOMPLISHMENTS:**

- \* Participated in seven clean-up events such as Make a Difference Day, Texas Recycles Day, the Great American Clean-up, and the Don't Mess with Texas Trash Off.
- \* Maintained the entry way signs on Highway 190.
- \* Coordinated the installation of 33 Bradford Pear trees along Avenue D.
- \* Continued with Yard/Business of the Month program. Awarded six (6) Business of the Month and six (6) Yard of the month.
- \* Successfully adopted out two (2) Adopt-a-Highway sections to local groups.
- \* Worked closely with Code Enforcement on issues of graffiti, grass and weed violations, junked cars, and sign issues.
- \* Maintained partnerships with the Chamber, EDC, CCISD, Downtown Association, various civic groups, private entities, media, and Solid Waste partners.
- \* Held four fundraisers: Garage Sale, calendar sale, banquet, & spaghetti dinner. Total netted on all events was \$2,726.
- \* Sent out 9,000 membership brochures that brought in \$547.
- \* Sponsored a Texas Recycles Day poster contest. Received 60 entries and turned winning artwork into a calendar.
- \* Helped establish the clean-up kids at Holly Parson Elementary. This group will be the model for the entire school district in 2005-2006.
- \* Submitted an award application for the Governor's Community Achievement Award.
- \* Became pre-certified by Keep America Beautiful.
- \* Held appreciation lunch and breakfast for the Solid Waste Department and Parks & Recreation Department.
- \* Participated in the Welcome Home Party for 1<sup>st</sup> Cavalry Division.

**OBJECTIVES:**

- \* Continue clean-up events throughout the year.
- \* Establish the "Letter for Litter" Campaign.
- \* Establish the "Loot for Litter" Program.
- \* Enhance relationships with local government, Chamber, EDC, Downtown Association, CCISD, civic groups, private entities, media and Solid Waste partners.
- \* Continue a membership drive program to help generate funding.
- \* Continue with fundraising events to help generate funding.
- \* Establish the Waste in Place Program in CCISD.
- \* Sponsor third Texas Recycles Day poster contest.
- \* Continue with the Yard/Business of the month program.
- \* Continue with the Adopt-a-Spot Program
- \* Continue with the refurbishment of the downtown area.
- \* Establish a program that will help the elderly and handicapped when they incur violations.
- \* Work on cost share grant for trees on Highway 190.
- \* Continue to work towards certification with Keep America Beautiful.
- \* Establish a web site for KCCB.
- \* Establish a more comprehensive litter education campaign.

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION - KEEP COPPERAS COVE BEAUTIFUL (KCCB)  
FISCAL YEAR 2005-06**

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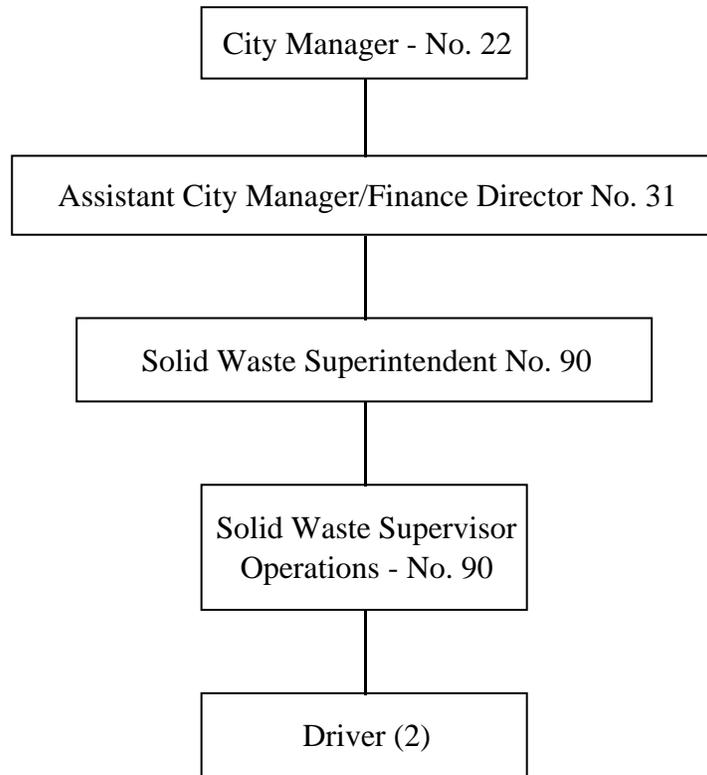
**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	7,861	10,252	10,252	16,000
Repairs & Maintenance	-	-	-	-
Support Services	3,117	6,175	6,175	8,200
Designated Expenses	670	298	298	-
Capital Outlay & Improvements	-	-	-	-
<b>Total</b>	<u><u>\$ 11,648</u></u>	<u><u>\$ 16,725</u></u>	<u><u>\$ 16,725</u></u>	<u><u>\$ 24,200</u></u>

This department was created in fiscal year 2002-03

# City of Copperas Cove, Texas

## Solid Waste Collections - 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 2005-06**

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**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 for the trash containers. By providing a means of disposing of these items on a frequent and consistent basis, the public quality of life is improved and maintained. The creation of a healthy, aesthetically pleasing environment will aid in the attraction of new businesses and expansion of the City.

**ACCOMPLISHMENTS:**

- \* Cross-trained more employees on the safe and correct operation of both knuckle boom trucks.
- \* Participated in two city-sponsored clean-up events and one Household Hazardous Waste event sponsored by CTCOG.
- \* Anticipated brush diversion savings of \$36,719.

**OBJECTIVES:**

- \* Improve our safety policy and drivers training program to reduce the amount of accidents and insurance costs.
- \* Increase public awareness about the brush/bulk operation.
- \* Expand our collection maps to 10 areas in order to decrease the amount of homes in each area and to get all employees on an eight hour schedule.
- \* Further develop our program to improve customer service and increase revenues.

**PERFORMANCE INDICATORS:**

Description	2000-01	2001-02	2002-03	2003-04	2004-05
Number of Bags Sold	25,995	31,380	22,970	29,974	27,512
Tons of Brush Disposed	1,026	996	1,260	1,285	717
Tons of Junk Collected	684	672	684	1,261	1,564
Savings Diverted: Brush	\$28,010	\$27,191	\$34,398	\$34,408	\$20,305
<b>Accidents</b>					
Mileage	N/A	25,000	25,000	24,232	21,684
Employee Accidents	N/A	3	1	4	1
Vehicle Accidents	N/A	3	0	1	1

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION - BRUSH DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

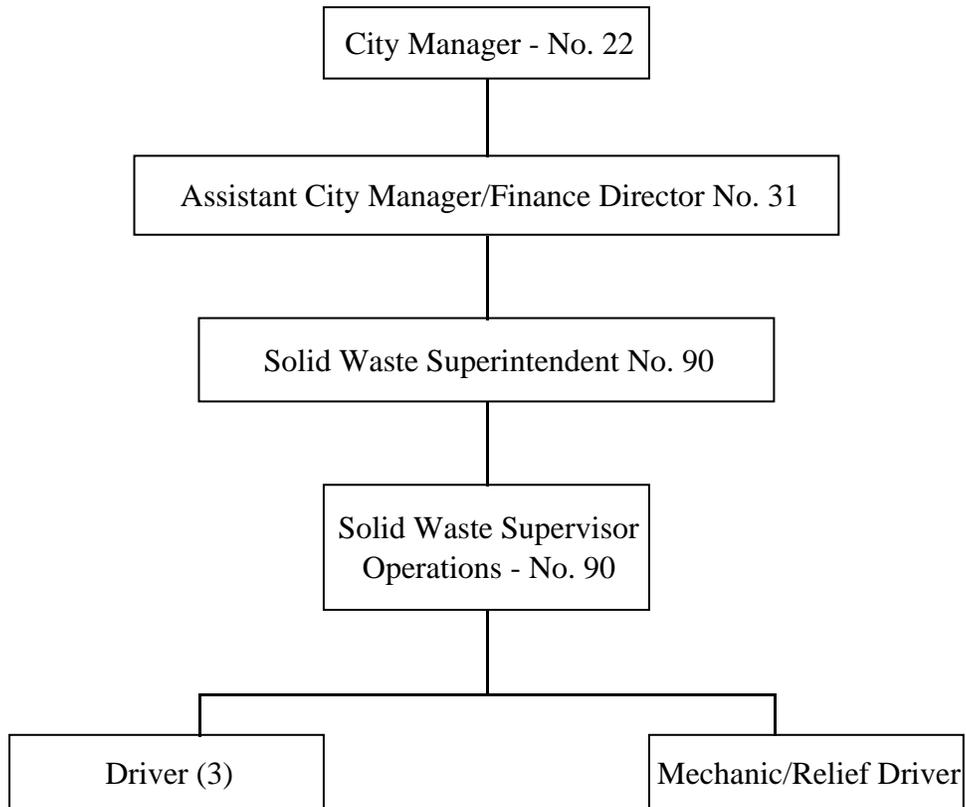
<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 51,555	\$ 60,392	\$ 47,343	\$ 61,825
Personnel Support	-	-	-	-
Supplies	17,900	17,102	18,930	31,759
Repairs & Maintenance	5,422	6,000	7,500	7,500
Support Services	2,559	1,772	1,764	1,772
Designated Expenses	21,172	24,937	24,937	26,937
Capital Outlay & Improvements	1,020	1,200	1,200	-
<b>Total</b>	<u><u>\$ 99,628</u></u>	<u><u>\$ 111,403</u></u>	<u><u>\$ 101,674</u></u>	<u><u>\$ 129,793</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

<b>Position Title</b>	<b>Number of Positions</b>			<b>FY 2005-06</b>
	<b>FY 2002-03</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	
Driver	1	1	1	2
Worker	1	1	1	0
<b>Total</b>	<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

## Solid Waste Collections - Commercial Department No. 91-04



4 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION - COMMERCIAL DEPARTMENT  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

The Solid Waste Commercial Collection Division provides a high quality service to the businesses of Copperas Cove. The division offers a variety of container types and sizes, on a very flexible collection schedule at a significantly lower cost than private sector waste haulers. This contributes to the creation of an attractive business environment.

**ACCOMPLISHMENTS:**

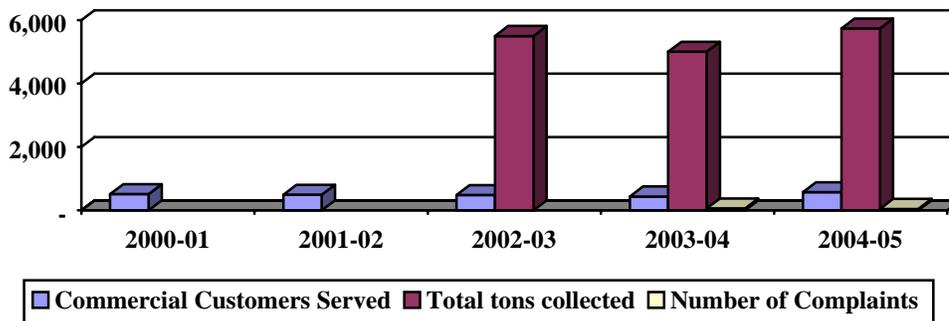
- \* Successfully implemented the front load collection system without interruption of service.
- \* Cross trained many employees on the Commercial Division equipment and operating system.

**OBJECTIVES:**

- \* Improve our safety policy and drivers training to reduce the amount of accidents and insurance costs.
- \* Further develop our program to improve customer service and increase revenues.
- \* Conduct survey on customer satisfaction for new front load system.

**PERFORMANCE INDICATORS:**

**Commercial Service**



**Accidents**

Accidents	2001-2002	2002-2003	2003-2004	2004-2005
Mileage Driven	12,000	12,000	27,088	13,172
Employee Accidents	0	0	4	0
Vehicle Accidents	3	1	1	5

Source: Solid Waste Department

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE COLLECTION - COMMERCIAL DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

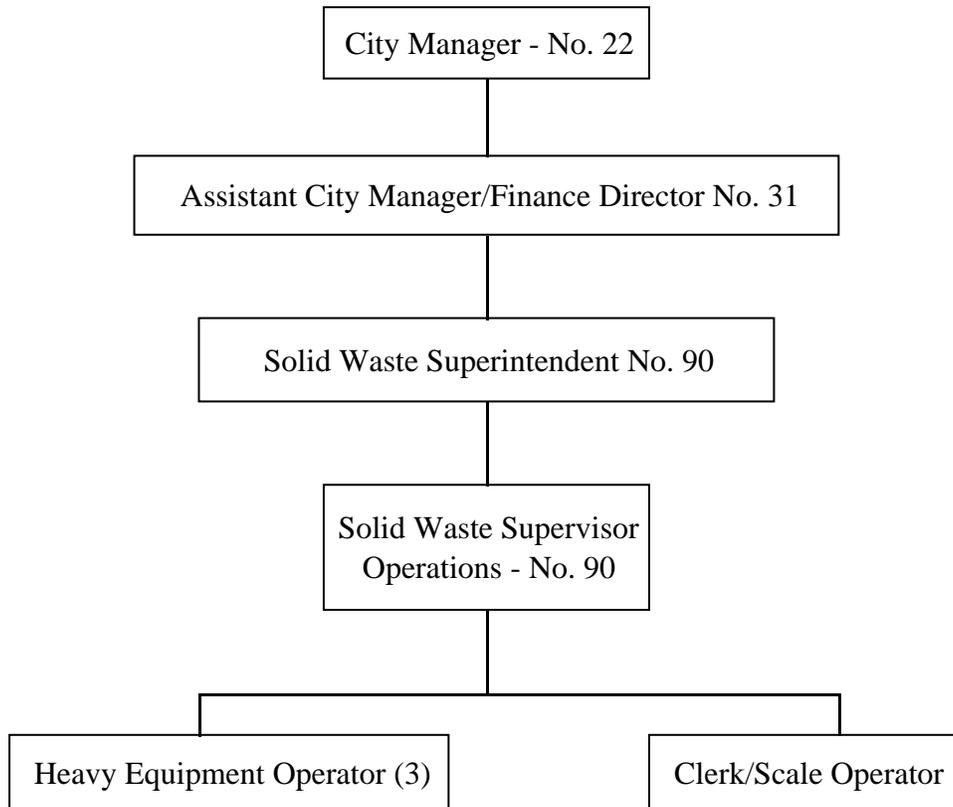
Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 141,085	\$ 121,173	\$ 120,359	\$ 129,859
Personnel Support	-	-	-	-
Supplies	8,631	6,600	24,343	32,897
Repairs & Maintenance	13,275	7,140	7,800	9,900
Support Services	3,368	2,492	2,604	2,840
Designated Expenses	3,925	38,133	54,057	148,625
Capital Outlay & Improvements	1,020	1,200	1,200	4,250
<b>Total</b>	<u><u>\$ 171,304</u></u>	<u><u>\$ 176,738</u></u>	<u><u>\$ 210,363</u></u>	<u><u>\$ 328,371</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Driver	3	3	3	3
Mechanic/Relief Driver	0	0	1	1
Worker	2	2	0	0
<b>Total</b>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>4</u></u>	<u><u>4</u></u>

# City of Copperas Cove, Texas

## Solid Waste Disposal Department No. 92



4 Full Time Employees

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE DISPOSAL DEPARTMENT  
FISCAL YEAR 2005-06**

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**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 part of making the Solid Waste Disposal Department operation efficient and effective in meeting the community's public health and environmental protection goals. Being a good neighbor improves the overall image of the City. The convenience afforded by the Transfer Station benefits the citizens of Copperas Cove by providing a safe and competitively priced method to dispose of municipal solid waste. Waste is accepted from both City-owned and private disposal entities. The Transfer Station personnel are responsible for the post-closure maintenance of the old landfill.

**ACCOMPLISHMENTS:**

- \* Stayed in compliance with TCEQ regulations.
- \* Hosted and sponsored two city-wide clean-up events and hosted a Household Hazardous clean-up sponsored by CTCOG.
- \* All employees attended defensive driving training.
- \* Added safety and warning signage to increase awareness in employees and customers.

**OBJECTIVES:**

- \* Train all employees in waste screening and Transfer Station operations.
- \* Continue to provide the highest quality facility and service possible to the citizens of Copperas Cove.
- \* Improve the vehicle and equipment staging areas.
- \* Improve the overall appearance of the Transfer Station area.
- \* Continue to support community sponsored events that are beneficial to the City's image.
- \* Implement a departmental policy manual that clearly defines everyone's duties and responsibilities in the Transfer Station.

**PERFORMANCE INDICATORS:**

	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
Total Tonnage Transferred:	20,216	20,662	20,172	22,412	23,596
Total Revenue (Outside Customers):	\$240,734	\$255,132	\$235,092	\$287,859	\$289,746
Total Trips by City Vehicles:	3,750	4,044	4,636	3,886	4,186
Total Trips by Other Entities:	7,475	6,816	7,206	9,277	12,193
<b>TCEQ Inspection: *</b> Landfill and Transfer Station	Passed	Passed	Passed	Passed	N/A

Source: Solid Waste Department

\* Inspections are not necessarily performed annually.

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
SOLID WASTE DISPOSAL DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
Salaries & Benefits	\$ 154,972	\$ 152,305	\$ 149,940	\$ 139,377
Personnel Support	-	-	-	-
Supplies	7,639	7,055	7,573	11,570
Repairs & Maintenance	9,129	10,600	9,550	10,620
Support Services	13,735	18,276	19,109	17,317
Designated Expenses	627,714	610,100	660,500	685,500
Capital Outlay & Improvements	1,020	1,200	1,200	2,936
<b>Total</b>	<u><u>\$ 814,210</u></u>	<u><u>\$ 799,536</u></u>	<u><u>\$ 847,872</u></u>	<u><u>\$ 867,320</u></u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	FY 2002-03	Number of Positions		FY 2005-06
		FY 2003-04	FY 2004-05	
Heavy Equipment Operators	3	3	3	3
Scale Operator	1	1	0	0
Clerk	0	0	1	1
Site Supervisor	0.5	0.5	0	0
<b>Total</b>	<u><u>4.5</u></u>	<u><u>4.5</u></u>	<u><u>4</u></u>	<u><u>4</u></u>

\*Changes to position titles and staffing levels were approved by the City Council during FY 2004-05.

**CITY OF COPPERAS COVE, TEXAS  
SOLID WASTE FUND  
NON-DEPARTMENTAL  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS:**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Personnel Support	-	-	-	-
Supplies	-	-	532	-
Repairs & Maintenance	-	-	-	-
Support Services	5,470	4,350	7,471	5,320
Designated Expenses	48,644	42,600	58,654	43,000
Capital Outlay & Improvements	1,038,180	480,200	480,200	509,875
<b>Total</b>	<u>\$ 1,092,295</u>	<u>\$ 527,150</u>	<u>\$ 546,857</u>	<u>\$ 558,195</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.

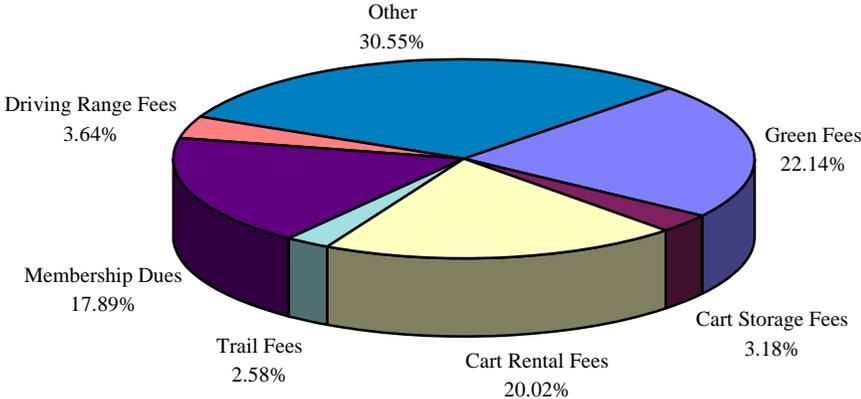
*The City Built for Family Living*

**CITY OF COPPERAS COVE**  
**FISCAL YEAR 2005-06 PROPOSED BUDGET**  
**GOLF COURSE FUND**  
**SUMMARY OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>BEGINNING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ (63,289)	\$ (53,817)	\$ (52,707)	\$ 20,283
<b>TOTAL BEGINNING FUND BALANCE</b>	<u>\$ (63,289)</u>	<u>\$ (53,817)</u>	<u>\$ (52,707)</u>	<u>\$ 20,283</u>
<b>REVENUES:</b>				
Green Fees	\$ 153,437	\$ 146,000	\$ 173,187	\$ 175,800
Cart Rental Fees	141,156	132,000	168,577	150,900
Equipment Rental Fees	-	-	-	-
Membership Dues	101,865	118,000	99,287	100,000
Tournament-Green Fees	13,770	12,000	12,790	12,240
Tournament-Cart Fees	8,192	7,500	8,414	7,700
Cart Storage Fees	21,664	21,000	19,787	19,950
Handi-Cap Fees	128	-	325	325
Trail Fees	14,437	17,000	12,280	12,500
Pro Shop Sales	73,836	63,000	78,106	66,300
Billing Late Fees	4	-	14	-
Driving Range Fees	25,838	24,000	29,830	30,000
Snack Bar Revenue	50,165	50,000	55,300	50,500
Snack Bar Revenue-Alcohol Sale	-	-	-	-
Miscellaneous Revenue	909	4,000	6,978	4,150
Transfer from General Fund	45,537	65,000	65,000	60,000
<b>TOTAL GOLF COURSE FUND REVENUES</b>	<u>\$ 650,938</u>	<u>\$ 659,500</u>	<u>\$ 729,875</u>	<u>\$ 690,365</u>
<b>EXPENSES:</b>				
Golf Course - Operations	\$ 568,706	\$ 551,268	\$ 578,878	\$ 620,701
Golf Course - Pro Shop	-	-	-	-
Golf Course - Concession	71,651	70,296	78,007	69,664
<b>EXPENDITURES</b>	<u>\$ 640,357</u>	<u>\$ 621,564</u>	<u>\$ 656,885</u>	<u>\$ 690,365</u>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ (52,708)	\$ (15,881)	\$ 20,283	\$ 20,283
<b>TOTAL ENDING FUND BALANCE</b>	<u>\$ (52,708)</u>	<u>\$ (15,881)</u>	<u>\$ 20,283</u>	<u>\$ 20,283</u>
<b>IDEAL FUND BALANCE</b>	\$ 160,089	\$ 155,391	\$ 164,221	\$ 172,591
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	\$ (212,797)	\$ (171,272)	\$ (143,938)	\$ (152,308)

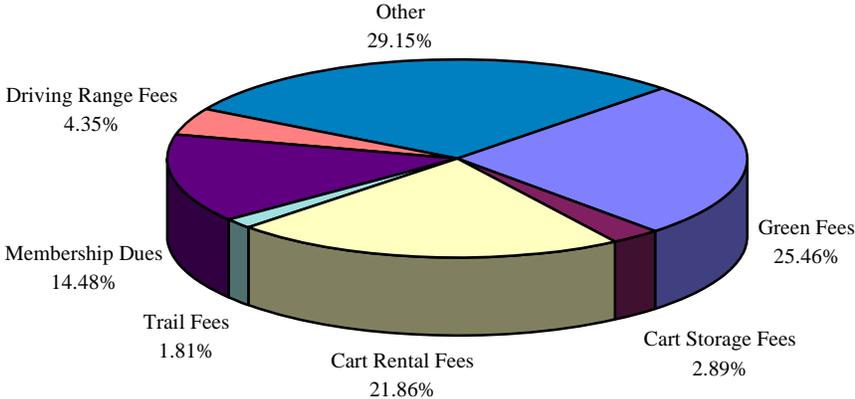
**City of Copperas Cove, Texas**  
**Golf Course Fund**  
**Comparison of Fiscal Years 2004-05 and 2005-06**  
**Budgeted Revenues**  
**By Source**

**Fiscal Year 2004-05 Budgeted Revenues**



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

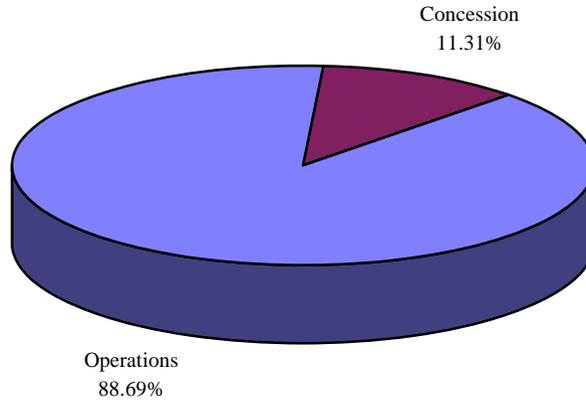
**Fiscal Year 2005-06 Budgeted Revenues**



Total Budgeted Revenues for Fiscal Year 2005-06 are \$690,365.

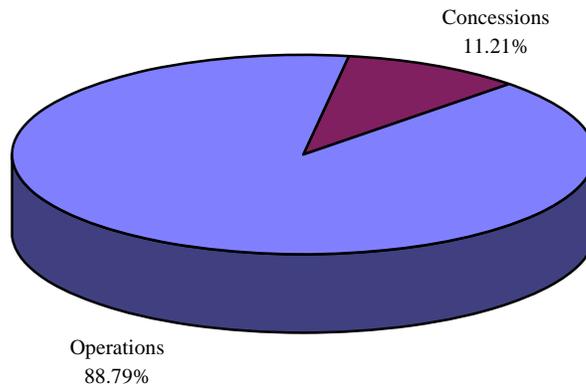
**City of Copperas Cove, Texas**  
**Golf Course Fund**  
**Comparison of Fiscal Years 2004-05 and 2005-06 Budgeted Expenses**  
**By Object Class**

**Fiscal Year 2004-05 Budgeted Expenses**



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

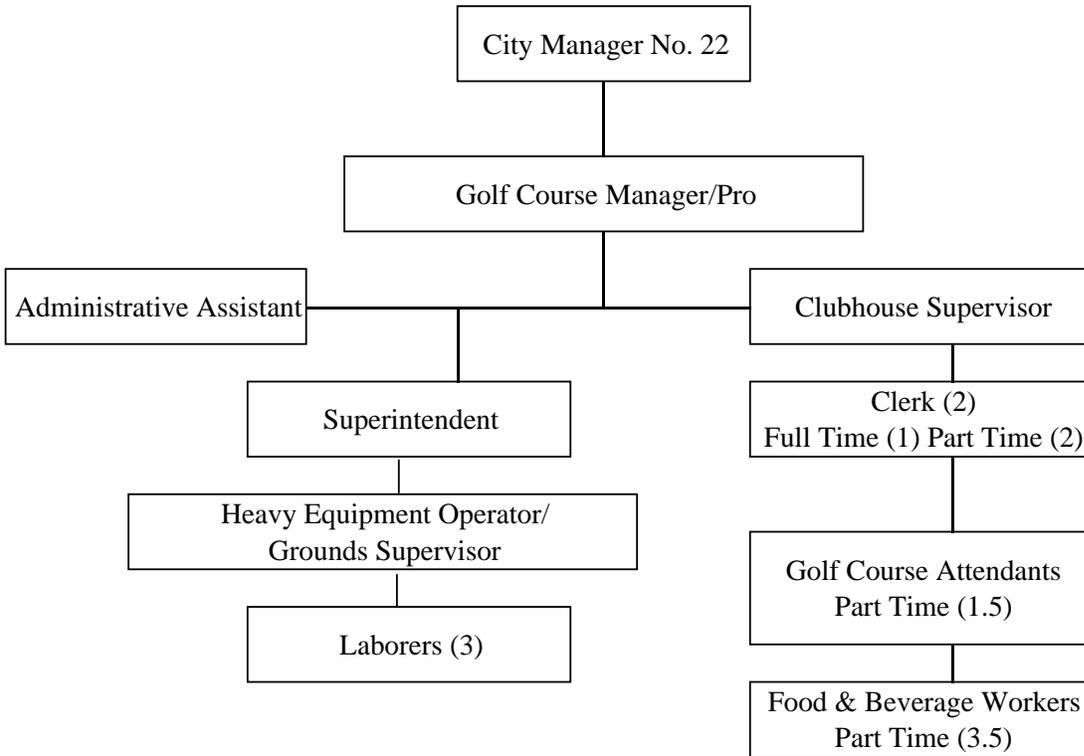
**Fiscal Year 2005-06 Budgeted Expenses**



Total Budgeted Expenses for Fiscal Year 2005-06 are \$690,365.

# 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 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 2005-06**

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**DEPARTMENTAL GOALS:**

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

**PROGRAM DESCRIPTION:**

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

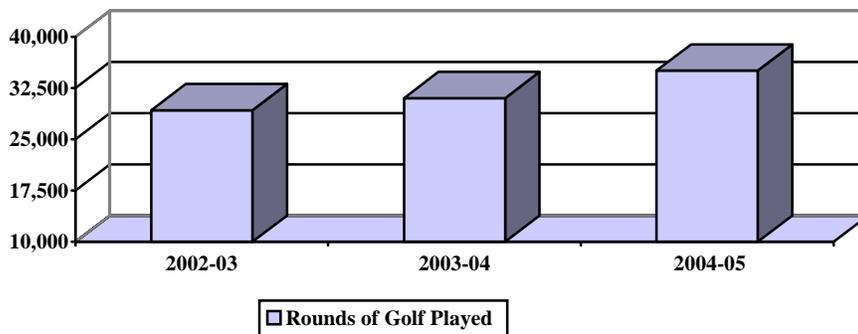
**ACCOMPLISHMENTS:**

- \* Purchased new John Deere Maintenance Equipment.
- \* Increased Tournament Sales.
- \* Increased merchandise sales to an all-time high.
- \* Conducted a Merchandise Demo Day which resulted in over \$10,000 in Merchandise sales.
- \* Increased Revenue to an all-time high. On track to exceed expenses by more than \$95,000.
- \* Developed an outstanding working relationship with the Parks and Recreation Department.
- \* Continued excellent relationship with the Copperas Cove Golf Association.
- \* Working in a very aggressive weed control program.

**OBJECTIVES:**

- \* Continue to increase rounds of golf and revenue to achieve positive fund balance.
- \* Control operational costs.
- \* Continue to improve marketing of the golf course.
- \* Continue to raise the level of customer service.
- \* Continue to improve the condition and maintenance of the golf course.
- \* Relocate the golf operation to the Turkey Creek Activity Center.
- \* Pave the trailer park area.
- \* Replace the point of sale system.
- \* Replace the wooden bridges on front nine.
- \* Restructure pond on hole 9.
- \* Convert old brick pro shop to a cart storage barn.
- \* Add more storage for private carts and tear down the old metal building.
- \* Replace the golf cart fleet in March 2006 and increase from 40 to 45 carts.

**PERFORMANCE INDICATORS:**



Source: Golf Course

**CITY OF COPPERAS COVE, TEXAS  
GOLF COURSE FUND  
GOLF COURSE DEPARTMENT  
FISCAL YEAR 2005-06**

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**EXPENDITURES & APPROPRIATIONS: (OPERATIONS DIVISION)**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 345,293	\$ 364,663	\$ 366,574	\$ 384,022
Personnel Support	-	-	-	-
Supplies	57,604	43,425	43,975	46,927
Repairs & Maintenance	28,939	22,599	16,569	18,155
Support Services	41,253	38,354	46,448	42,227
Designated Expenses	83,777	79,877	100,970	112,036
Capital Outlay	11,840	2,350	4,342	17,334
<b>Total</b>	<u><u>\$ 568,706</u></u>	<u><u>\$ 551,268</u></u>	<u><u>\$ 578,878</u></u>	<u><u>\$ 620,701</u></u>

**EXPENDITURES & APPROPRIATIONS: (CONCESSION DIVISION)**

<b>Description</b>	<b>Actual FY 2003-04</b>	<b>Budget FY 2004-05</b>	<b>Projected FY 2004-05</b>	<b>Adopted FY 2005-06</b>
Salaries & Benefits	\$ 35,238	\$ 35,778	\$ 35,778	\$ 35,778
Personnel Support	-	-	-	-
Supplies	2,717	2,750	2,600	2,550
Repairs & Maintenance	1,357	1,000	1,000	1,510
Support Services	4,576	5,367	4,465	4,606
Designated Expenses	27,763	25,401	34,164	25,220
Capital Outlay	-	-	-	-
<b>Total</b>	<u><u>\$ 71,651</u></u>	<u><u>\$ 70,296</u></u>	<u><u>\$ 78,007</u></u>	<u><u>\$ 69,664</u></u>

**CITY OF COPPERAS COVE, TEXAS  
GOLF COURSE FUND  
GOLF COURSE DEPARTMENT  
FISCAL YEAR 2005-06**

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**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE:**

Position Title	Number of Positions			
	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06
Assistant Golf Professional	1	1	0	0
Clerk/Cashier	2	2	2	2
Food & Beverage Supervisor	1	1	0	0
Food & Beverage Workers	3.5	3.5	3.5	3.5
Golf Course Attendants	1.5	1.5	1.5	1.5
Golf Manager/Professional	1	1	1	1
Grounds Keeper	1	1	0	0
Grounds Keeper Supervisor	1	1	0	0
Heavy Equip. Operator/Grounds Supervisor	1	1	1	1
Laborer	2	2	3	3
Superintendent	1	1	1	1
Administrative Assistant	0	0	1	1
Clubhouse Supervisor	0	0	1	1
<b>Total</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>15</b>

# 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 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 123,563	\$ 123,597	\$ 121,112	\$ 134,974
<b>Revenues</b>					
07-310-1001	Ad Valorem Taxes	\$ 977,593	\$ 955,742	\$ 950,250	\$ 880,582
07-310-1002	Delinquent Ad Valorem Tax	11,817	7,000	12,488	12,500
07-310-1003	Penalties & Interest	7,036	6,000	7,866	8,000
07-360-5002	Transfer from Solid Waste	12,747	-	-	-
07-360-5003	Transfer from Golf Course	-	-	-	-
07-370-6001	Interest Revenue	6,429	6,000	17,850	20,000
07-390-6005	Miscellaneous Revenue	-	-	150	-
Subtotal		<u>\$ 1,015,622</u>	<u>\$ 974,742</u>	<u>\$ 988,604</u>	<u>\$ 921,082</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 1,139,185</u>	<u>\$ 1,098,339</u>	<u>\$ 1,109,716</u>	<u>\$ 1,056,056</u>
<b>Expenditures</b>					
07-4701-0700-2215	Principal (Aug)-'94 GOB	70,000	75,000	75,000	75,000
07-4701-0700-2216	Principal (Aug)-'97C/O	195,000	150,000	150,000	160,000
07-4701-0700-2217	Principal (Aug)-'98C/O	-	-	-	-
07-4701-0700-2218	Principal (Aug)-'98G.O.	60,000	65,000	65,000	65,000
07-4701-0700-2219	Principal (Aug)-'99C/O	25,000	25,000	25,000	30,000
07-4701-0700-2220	Principal (Aug)-'01C/O	80,000	85,000	85,000	95,000
07-4701-0700-2221	Principal-'99 C/o (Golf)	20,000	20,000	20,000	20,000
07-4701-0700-2225	Principal '03 C/O	70,000	70,000	70,000	65,000
07-4701-0700-2314	Interest (Fb/Ag)-'93 Ref	-	-	-	-
07-4701-0700-2315	Interest (Fb/Ag)-'94 Fire	57,700	52,800	52,800	48,675
07-4701-0700-2316	Interest (Fb/Ag)-'97 C/O	106,665	97,208	97,208	89,782
07-4701-0700-2317	Interest (Fb/Ag)-'98 C/O	-	-	-	-
07-4701-0700-2318	Interest (Fb/Ag)-'98 G.O.	31,495	29,035	29,035	26,338
07-4701-0700-2319	Interest (Fb/Ag)-'99 C/O	19,123	17,748	17,748	16,373
07-4701-0700-2320	Interest (Fb/Ag)-'01 C/O	84,155	80,155	80,155	76,330
07-4701-0700-2321	Interest '99 C/O (Golf)	14,935	13,835	13,835	12,735
07-4701-0700-2325	Interest '03 C/O	181,260	190,961	190,961	189,561
07-4701-0700-2401	Bond Redemption Cost	2,700	3,000	3,000	3,000
07-4701-0700-6017	Bank Analysis Charge	41	-	-	-
Subtotal		<u>\$ 1,018,074</u>	<u>\$ 974,742</u>	<u>\$ 974,742</u>	<u>\$ 972,794</u>
<b>Total Expenditures</b>		<u>\$ 1,018,074</u>	<u>\$ 974,742</u>	<u>\$ 974,742</u>	<u>\$ 972,794</u>
<b>Ending Fund Balance</b>		<u>\$ 121,112</u>	<u>\$ 123,597</u>	<u>\$ 134,974</u>	<u>\$ 83,262</u>

**CITY OF COPPERAS COVE, TEXAS**  
**YOUTH ACTIVITIES FUND**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 47,871	\$ 49,821	\$ 68,447	\$ 90,925
<b>Revenues</b>					
04-390-1001	Donations	\$ -	\$ -	\$ -	\$ -
04-340-1002	Football Revenue	7,725	-	17,000	18,000
04-340-1004	Basketball Fees	10,075	8,000	8,848	10,000
04-340-1005	Volleyball Entry Fees	-	-	-	-
04-340-1006	Baseball/Softball Fees	-	-	25,900	26,000
04-340-1007	Adult Softball Fees	-	1,000	3,000	3,500
04-340-1008	Soccer Fees	24,015	20,000	21,000	21,000
04-340-1009	Sponsor Fees	385	100	2,000	2,000
04-340-1010	Candy Sales	372	-	8,000	8,500
04-340-1011	Tennis	775	2,000	1,000	2,000
04-340-1012	Special Events Revenue	4,000	2,000	2,000	2,000
04-340-1014	Softball Fees - Youth	-	-	6,222	6,500
04-340-1016	Flag Football Fees	-	-	8,750	9,000
04-340-1020	Summer Camp Registration	19,670	20,000	15,600	16,000
04-340-1030	Recreation Classes Revenue	1,229	1,000	1,000	1,000
04-340-1040	Start Smart Revenue	490	200	615	1,000
04-340-1050	Kickball Revenue	650	725	725	725
04-340-1400	Swimming Lessons	16,252	13,000	16,700	16,500
04-370-6001	Interest Revenue	73	65	65	70
04-390-6005	Miscellaneous Revenue	2	-	-	-
Subtotal		<u>\$ 85,713</u>	<u>\$ 68,090</u>	<u>\$ 138,425</u>	<u>\$ 143,795</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 133,584</u>	<u>\$ 117,911</u>	<u>\$ 206,872</u>	<u>\$ 234,720</u>
<b>Expenditures</b>					
04-4310-5400-1000	Salaries	\$ 19,367	\$ 22,194	\$ 19,086	\$ 23,081
04-4310-5400-1100	Overtime	134	-	-	2,000
04-4310-5400-1200	Longevity	30	24	24	64
04-4310-5400-1500	FICA Tax	1,423	1,700	1,500	1,924
04-4310-5400-1600	Health Insurance	967	2,895	1,500	3,067
04-4310-5400-1700	Workers' Compensation	291	351	276	397
04-4310-5400-1800	Retirement	1,447	1,799	1,530	2,066
04-4310-5400-2000	Operating Supplies	668	1,000	1,000	1,219
04-4310-5400-2001	Football Program Costs	2,425	-	15,000	17,000
04-4310-5400-2002	Special Events Expense	1,908	2,200	2,200	3,000
04-4310-5400-2004	Basketball Program Costs	4,939	5,000	7,967	8,000
04-4310-5400-2005	Aquatics Costs	4,915	4,700	4,500	5,000
04-4310-5400-2006	Food Supplies	-	300	6,000	10,000
04-4310-5400-2007	Baseball Program Costs	167	500	25,000	20,000
04-4310-5400-2008	Adult Softball	862	2,000	2,000	2,000
04-4310-5400-2009	Soccer Program Costs	18,758	16,000	14,000	18,000
04-4310-5400-2010	Day Camp	4,402	5,000	5,000	8,000
04-4310-5400-2011	Tennis Expense	419	1,300	1,200	2,000
04-4310-5400-2012	Track Expense	-	-	-	-
04-4310-5400-2013	Volleyball Expense	-	-	-	-

**CITY OF COPPERAS COVE, TEXAS**  
**YOUTH ACTIVITIES FUND**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2005-06**

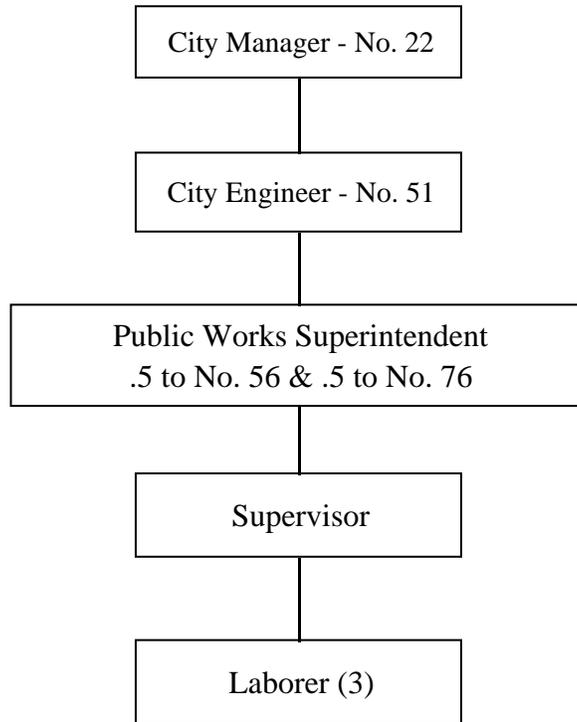
Account	Description	Actual FY 2003-04	Current Budget FY 2004-05	Projected FY 2004-05	Proposed FY 2005-06
<b>Expenditures (Continued)</b>					
04-4310-5400-2014	Sports Camp Expense	49	50	-	-
04-4310-5400-2015	Recreation Classes Costs	369	1,500	1,500	1,500
04-4310-5400-2018	Youth Softball	-	-	3,142	-
04-4310-5400-2100	Computer Supplies	50	-	-	150
04-4310-5400-2200	Postage	-	-	-	500
04-4310-5400-4300	Repairs & Maint. - Vehicles	557	-	-	500
04-4310-5400-6017	Bank Analysis Charge	141	200	200	-
04-4310-5400-6100	Advertising	125	125	125	3,000
04-4310-5400-6200	Communication	-	-	-	500
04-43105400-6400	Dues & Subscriptions	-	-	-	750
04-4310-5400-6600	Travel & Seminars	722	750	750	1,000
04-4310-5400-6700	Uniforms	-	300	300	250
04-4310-5400-7800	Operating Capital	-	-	2,147	-
04-4310-5400-8400	Equipment	-	-	-	34,200
Subtotal		<u>\$ 65,137</u>	<u>\$ 69,888</u>	<u>\$ 115,947</u>	<u>\$ 169,168</u>
<b>Total Fund Expenditures</b>		<u>\$ 65,137</u>	<u>\$ 69,888</u>	<u>\$ 115,947</u>	<u>\$ 169,168</u>
<b>Ending Fund Balance</b>		<u>\$ 68,447</u>	<u>\$ 48,023</u>	<u>\$ 90,925</u>	<u>\$ 65,552</u>

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :**

Position Title	Number of Positions			FY 2005-06
	FY 2002-03	FY 2003-04	FY 2004-05	
Recreation Specialist	1	1	1	1
<b>Total</b>	<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

## Drainage Utility Department No. 76



*The mission of the Drainage Department is to ensure quality and timely maintenance of the City's drainage system.*

4.5 Full Time Employees

***The City Built for Family Living***

**CITY OF COPPERAS COVE, TEXAS  
OTHER FUND  
DRAINAGE UTILITY DEPARTMENT  
FISCAL YEAR 2005-06**

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**PROGRAM DESCRIPTION:**

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

**MISSION STATEMENT:**

The mission of the Drainage Department is to ensure quality and timely maintenance of the City's drainage system.

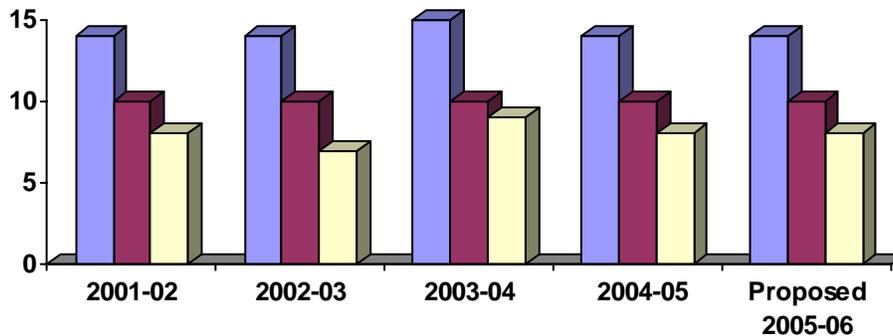
**ACCOMPLISHMENTS:**

- \* Cleaned out and reshaped channel off of Myra Lou behind the High school.
- \* Assisted the Street Department with Clear Creek Trail.
- \* Cleaned out 10 inlet boxes.
- \* Removed silt built up in 10 concrete channels.
- \* Installed 80 feet of culvert pipe in Clear Creek Hike and Bike Trail.
- \* Installed 10 concrete box culverts at Clear Creek Trail with assistance from Street Department.
- \* Installed 300 feet of French drain pipe under Judy Lane.

**OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**



■ Miles of Drainage Areas Mowed ■ Scheduled mowing events/year ■ Actual mowing events/year

Source: Drainage Department

**CITY OF COPPERAS COVE, TEXAS  
DRAINAGE UTILITY FUND  
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FISCAL YEAR 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 290,100	\$ 368,013	\$ 429,639	\$ 246,866
<b>Revenues</b>					
05-340-1020	Drainage Utility Revenues	\$ 738,516	\$ 725,000	\$ 754,530	\$ 760,000
05-370-6001	Interest Revenue	7,481	6,700	17,239	20,000
05-390-6002	Late Charge for Billing	-	2,000	1,775	2,010
05-390-6005	Miscellaneous Revenue	23	-	-	-
Subtotal		<u>\$ 746,021</u>	<u>\$ 733,700</u>	<u>\$ 773,544</u>	<u>\$ 782,010</u>
<b>Total Fund Balance and Revenues</b>		<u>\$ 1,036,121</u>	<u>\$ 1,101,713</u>	<u>\$ 1,203,183</u>	<u>\$ 1,028,876</u>
<b>Expenditures</b>					
Salaries & Benefits		\$ 154,530	\$ 201,140	\$ 199,140	\$ 186,832
Personnel Support		-	-	-	-
Supplies		296,938	302,705	301,840	308,155
Repairs & Maintenance		9,695	16,750	18,750	18,250
Support Services		6,298	261,429	263,710	15,259
Designated Expenses		91,082	111,882	97,442	120,433
Capital Outlay & Improvements		47,940	75,435	75,435	228,830
<b>Total Expenditures</b>		<u>\$ 606,481</u>	<u>\$ 969,341</u>	<u>\$ 956,317</u>	<u>\$ 877,759</u>
<b>Ending Fund Balance</b>					
Unreserved Fund Balance		<u>\$ 429,639</u>	<u>\$ 132,372</u>	<u>\$ 246,866</u>	<u>\$ 151,117</u>
<b>Total Ending Fund Balance</b>		<u>\$ 429,639</u>	<u>\$ 132,372</u>	<u>\$ 246,866</u>	<u>\$ 151,117</u>
<b>Ideal Reserve Fund Balance</b>		\$ 151,620	\$ 242,335	\$ 239,079	\$ 219,440
<b>Over (Under) Ideal Reserve Fund Balance</b>		\$ 278,019	\$ (109,963)	\$ 7,787	\$ (68,323)

**FULL-TIME EQUIVALENT (FTE) PERSONNEL SCHEDULE :**

Position Title	Number of Positions			
	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06
Superintendent Public Works	0.5	0.5	0.5	0.5
Supervisor	1	1	1	1
Laborer	3	3	3	3
<b>Total</b>	<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 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 50,204	\$ 53,513	\$ 57,874	\$ 48,926
<b>Revenues</b>					
06-340-1001	Cemetery Plots	\$ 41,800	\$ 30,000	\$ 21,000	\$ 25,000
06-370-6001	Interest Revenue	575	500	1,500	1,500
06-390-6005	Miscellaneous Revenue	-	-	30	-
Subtotal		<u>\$ 42,375</u>	<u>\$ 30,500</u>	<u>\$ 22,530</u>	<u>\$ 26,500</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 92,579</u>	<u>\$ 84,013</u>	<u>\$ 80,404</u>	<u>\$ 75,426</u>
<b>Expenditures</b>					
06-4310-5400-1000	Salaries	\$ 18,247	\$ 14,898	\$ 14,898	\$ 19,945
06-4310-5400-1100	Overtime	-	-	49	2,000
06-4310-5400-1200	Longevity	105	160	160	144
06-4310-54001500	FICA Tax	1,404	1,570	1,570	1,690
06-4310-5400-1600	Employee Insurance	2,522	2,895	2,895	3,067
06-4310-5400-1700	Workers' Compensation Insur.	293	324	324	349
06-4310-5400-1800	Retirement	1,369	1,662	1,662	1,815
06-4310-5400-2000	Operating Supplies	-	-	-	3,000
06-4310-5400-2200	Postage	-	-	-	200
06-4310-5400-2400	Fuel and Oil	-	-	-	500
06-4310-5400-2600	Chemicals	-	-	-	1,000
06-4310-5400-4100	Repairs & Maint. - Building	-	-	-	2,000
06-4310-5400-4200	Repairs & Maint. - Facilities	1,580	2,000	2,000	2,500
06-4310-5400-4300	Repairs & Maint. -Vehicles	65	120	120	1,000
06-4310-5400-6017	Bank Analysis Charge	-	10	-	-
06-4310-5400-6200	Communication	-	-	-	200
06-4310-5400-6300	Rental of Equipment	-	2,880	2,000	2,980
06-4310-5400-6400	Dues & Subscriptions	-	-	-	250
06-4310-5400-6600	Travel & Seminars	-	-	-	500
06-4310-5400-6700	Uniforms	154	400	400	500
06-4310-5400-6800	Professional Services	-	-	-	1,440
06-4310-5400-6900	Utilities	-	-	-	1,000
06-4310-5400-7650	Capital Lease Payments	-	-	-	3,552
06-4310-5400-7800	Operating Capital	199	-	-	1,000
06-4310-5400-8400	Equipment	8,767	-	-	-
06-4310-5400-8500	Facilities	-	5,465	5,400	-
Subtotal		<u>\$ 34,705</u>	<u>\$ 32,384</u>	<u>\$ 31,478</u>	<u>\$ 50,632</u>
<b>Total Fund Expenditures</b>		<u>\$ 34,705</u>	<u>\$ 32,384</u>	<u>\$ 31,478</u>	<u>\$ 50,632</u>
<b>Ending Fund Balance</b>		<u>\$ 57,874</u>	<u>\$ 51,629</u>	<u>\$ 48,926</u>	<u>\$ 24,794</u>

**CITY OF COPPERAS COVE, TEXAS**  
**LIBRARY GIFTS & MEMORIALS**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 10,700	\$ 7,196	\$ 8,917	\$ 5,403
<b>Revenues</b>					
11-390-1001	Library Gifts & Memorials	\$ 941	\$ 1,000	\$ 1,000	\$ 1,000
11-370-6001	Interest Revenue	12	15	-	-
Subtotal		<u>\$ 953</u>	<u>\$ 1,015</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 11,652</u>	<u>\$ 8,211</u>	<u>\$ 9,917</u>	<u>\$ 6,403</u>
<b>Expenditures</b>					
11-4320-1100-2100	Book Purchases	\$ 2,674	\$ 8,211	\$ 4,514	\$ 6,403
11-4320-1100-6017	Bank Analysis Charge	61	-	-	-
<b>Total Fund Expenditures</b>		<u>\$ 2,735</u>	<u>\$ 8,211</u>	<u>\$ 4,514</u>	<u>\$ 6,403</u>
<b>Ending Fund Balance</b>		<u>\$ 8,917</u>	<u>\$ -</u>	<u>\$ 5,403</u>	<u>\$ -</u>

**CITY OF COPPERAS COVE, TEXAS**  
**HOTEL/MOTEL TAX FUND**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 89,664	\$ 69,698	\$ 76,870	\$ 78,427
<b>Revenues</b>					
14-310-1001	Hotel Occupancy Tax	\$ 123,496	\$ 95,000	\$ 121,542	\$ 120,000
14-360-2001	Transfer from General Fund	-	-	-	-
14-370-6001	Interest Revenue	150	155	140	155
14-390-6002	Miscellaneous Revenue	-	-	-	-
Subtotal		<u>\$ 123,646</u>	<u>\$ 95,155</u>	<u>\$ 121,682</u>	<u>\$ 120,155</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 213,310</u>	<u>\$ 164,853</u>	<u>\$ 198,552</u>	<u>\$ 198,582</u>
<b>Expenditures</b>					
14-4502-1400-2200	Promotion of Tourism - C of CC	\$ 53,750	\$ 65,000	\$ 65,000	\$ 65,000
14-4502-1400-2201	Promo Tourism - Plaques/Keys	-	-	-	-
14-4502-1400-2202	Promo Tourism - Festivals/Parade	-	-	-	-
14-4502-1400-2204	Promo Tourism - B&G Club	-	6,000	6,000	10,000
14-4502-1400-2205	Promo Tourism - CCDA	4,935	5,000	5,000	8,000
14-4502-1400-3200	Promotion of Arts	-	-	-	-
14-4502-1400-4200	Allin House Restoration	-	-	-	-
14-4502-1400-4300	Reimbursement Per Ordinance	-	-	-	-
14-4502-1400-4450	Promotional Campaign	12,022	14,000	13,750	14,000
14-4502-1400-4550	Historical Improvements	-	-	-	-
14-4502-1400-6017	Bank Analysis Charge	307	375	375	375
14-4502-1400-6100	Advertising	-	-	-	-
14-4502-1400-8501	Civic Center Renovation	65,426	30,000	30,000	30,000
14-4502-1400-9920	Contingencies	-	2,500	-	-
Subtotal		<u>\$ 136,440</u>	<u>\$ 122,875</u>	<u>\$ 120,125</u>	<u>\$ 127,375</u>
<b>Total Expenditures</b>		<u>\$ 136,440</u>	<u>\$ 122,875</u>	<u>\$ 120,125</u>	<u>\$ 127,375</u>
<b>Ending Fund Balance</b>		<u>\$ 76,870</u>	<u>\$ 41,978</u>	<u>\$ 78,427</u>	<u>\$ 71,207</u>

**CITY OF COPPERAS COVE, TEXAS  
ANIMAL SHELTER DONATIONS FUND  
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FISCAL YEAR 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 996	\$ 1,026	\$ 1,542	\$ 1,544
<b>Revenues</b>					
15-390-1001	Shelter Donations	\$ 547	\$ 250	\$ 150	\$ 150
15-370-6001	Interest Revenue	2	2	2	-
15-390-6005	Miscellaneous Revenue	-	-	-	-
Subtotal		<u>\$ 549</u>	<u>\$ 252</u>	<u>\$ 152</u>	<u>\$ 150</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 1,545</u>	<u>\$ 1,278</u>	<u>\$ 1,694</u>	<u>\$ 1,694</u>
<b>Expenditures</b>					
15-4230-1500-6017	Bank Analysis Charge	\$ 3	-	-	-
15-4230-1500-6600	Travel and Seminars	-	-	-	-
15-4230-1500-8400	Equipment - General	-	-	-	-
15-4508-1500-2000	Operating Supplies	-	1,278	150	1,694
Subtotal		<u>\$ 3</u>	<u>\$ 1,278</u>	<u>\$ 150</u>	<u>\$ 1,694</u>
<b>Total Fund Expenditures</b>		<u>\$ 3</u>	<u>\$ 1,278</u>	<u>\$ 150</u>	<u>\$ 1,694</u>
<b>Ending Fund Balance</b>		<u>\$ 1,542</u>	<u>\$ -</u>	<u>\$ 1,544</u>	<u>\$ -</u>

**CITY OF COPPERAS COVE, TEXAS**  
**ABANDONED VEHICLE AUCTION FUND**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ 5,837	\$ 4,858	\$ 4,661	\$ 3,668
<b>Revenues</b>					
21-340-1001	Abandoned Vehicle Auction	\$ 3,155	\$ 1,000	\$ 1,000	\$ 1,000
21-370-6001	Interest Revenue	8	10	7	10
Subtotal		<u>\$ 3,163</u>	<u>\$ 1,010</u>	<u>\$ 1,007</u>	<u>\$ 1,010</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 9,000</u>	<u>\$ 5,868</u>	<u>\$ 5,668</u>	<u>\$ 4,678</u>
<b>Expenditures</b>					
21-4180-2100-2100	Storage Fees	\$ 3,140	\$ 5,018	\$ 1,000	\$ 3,678
21-4180-2100-6100	Advertising	1,182	850	1,000	1,000
21-4180-2100-6017	Bank Analysis Charge	18	-	-	-
<b>Total Fund Expenditures</b>		<u>\$ 4,339</u>	<u>\$ 5,868</u>	<u>\$ 2,000</u>	<u>\$ 4,678</u>
<b>Ending Fund Balance</b>		<u><u>\$ 4,661</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,668</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 2005-06**

Account	Description	Actual FY 2003-04	Budget FY 2004-05	Projected FY 2004-05	Adopted FY 2005-06
<b>Beginning Fund Balance</b>		\$ (106)	\$ 169,680	\$ 178,702	\$ 184,522
<b>Revenues</b>					
41-390-1001.1	Court Efficiency Revenue	\$ 11,323	\$ 5,450	\$ 5,500	\$ 5,443
41-390-1001.2	Court Technology Revenue	120,986	31,787	25,950	33,558
41-390-1001.3	Court Security Revenue	72,985	27,032	20,010	25,607
41-370-6001	Interest Revenue	242	250	170	250
Subtotal		<u>\$ 205,536</u>	<u>\$ 64,519</u>	<u>\$ 51,630</u>	<u>\$ 64,858</u>
<b>Total Fund Balance and Revenue</b>		<u>\$ 205,430</u>	<u>\$ 234,199</u>	<u>\$ 230,332</u>	<u>\$ 249,380</u>
<b>Expenditures</b>					
41-4220-4100-6017	Bank Charges	\$ 922	\$ 1,150	\$ -	\$ -
41-4220-4101-2000	Operating Supplies	136	500	1,000	1,945
41-4220-4101-2100	Computer Supplies	-	-	2,000	690
41-4220-4101-2200	Postage	-	-	330	1,200
41-4220-4101-4100	Repairs & Maint. - Building	-	-	1,700	-
41-4220-4101-6400	Dues & Subscriptions	-	-	-	1,000
41-4220-4101-6600	Travel & Seminars	-	-	-	600
41-4220-4101-7800	Operating Capital	-	829	829	-
41-4220-4101-8200	Furniture	-	-	-	-
41-4220-4101-8402	Equipment - Electronic	-	4,171	280	-
41-4220-4101-8404	Equipment - Software	-	-	-	-
41-4220-4102-2000	Operating Supplies	201	1,000	1,000	-
41-4220-4102-2100	Computer Supplies	86	500	500	1,000
41-4220-4102-4100	Repairs & Maint. - Building	150	-	-	-
41-4220-4102-4400	Repairs & Maint. - Equipment	9,778	5,250	5,250	7,800
41-4220-4102-6300	Consulting Fees	2,464	-	-	-
41-4220-4102-6300	Rental of Equipment	2,600	2,752	2,500	2,752
41-4220-4102-6400	Due and Subscriptions	-	2,200	700	-
41-4220-4101-6550	Contract Labor	-	-	-	8,813
41-4220-4102-6600	Travel & Seminars	492	-	-	2,766
41-4220-4102-7800	Operating Capital	1,532	1,500	971	7,783
41-4220-4102-8402	Equipment - Electronic	1,000	21,196	16,000	5,700
41-4220-4102-8404	Equipment - Software	-	1,334	1,000	-
41-4220-4103-2000	Operating Supplies	-	750	150	730
41-4220-4103-4100	Repairs & Maint. - Building	7,367	10,505	9,000	9,200
41-4220-4103-8400	Equipment - Security	-	2,600	2,600	-
41-4220-4103-8402	Equipment - Electronic	-	-	-	1,400
<b>Total Fund Expenditures</b>		<u>\$ 26,728</u>	<u>\$ 56,237</u>	<u>\$ 45,810</u>	<u>\$ 53,379</u>
<b>Ending Fund Balance</b>		<u>\$ 178,702</u>	<u>\$ 177,962</u>	<u>\$ 184,522</u>	<u>\$ 196,001</u>

# 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, 2005 Tax Roll	\$ 778,807,966
Limit on Amount Designated for Debt Service	<u>          x 1.5%</u>
Legal Limit	\$ 11,682,119
Actual Amount to be Expended from Ad Valorem Taxes for General Obligation Debt Service During the Year Ended September 30, 2006	<u>          \$ 972,794</u>

*The City Built for Family Living*

**City of Copperas Cove  
Schedule of Outstanding Debt  
Fiscal Year 2005-06**

Fiscal Year Ended 30-Sep	Revenue Bonds	General Obligation Bonds	Certificates of Obligation	Capital Leases	Note Payable	Total Debt Service
2006	-	1,222,612	2,548,510	410,156	2,245	4,183,523
2007	-	1,224,658	2,548,827	286,175	2,245	4,061,905
2008	-	1,209,682	2,528,824	227,028	2,245	3,967,778
2009	-	1,232,438	2,515,724	227,028	2,245	3,977,435
2010	-	1,266,892	2,490,287	151,274	2,245	3,910,698
2011	-	1,272,433	2,497,521	1,832	2,245	3,774,031
2012	-	1,225,350	2,490,890	-	2,245	3,718,485
2013	-	1,006,425	2,282,914	-	2,245	3,291,584
2014	-	748,425	2,473,012	-	2,245	3,223,682
2015	-	-	2,971,310	-	2,245	2,973,555
2016	-	-	2,928,643	-	2,245	2,930,888
2017	-	-	2,877,529	-	2,245	2,879,774
2018	-	-	2,848,001	-	2,245	2,850,246
2019	-	-	2,619,322	-	2,245	2,621,567
2020	-	-	2,338,129	-	-	2,338,129
2021	-	-	2,315,201	-	-	2,315,201
2022	-	-	1,648,448	-	-	1,648,448
2023	-	-	1,566,619	-	-	1,566,619
2024	-	-	220,428	-	-	220,428
2025	-	-	227,986	-	-	227,986
	-	10,408,915	44,938,125	1,303,493	31,430	56,681,962
Less Interest	-	1,868,915	14,903,125	87,525	6,930	16,866,495
Total Debt Outstanding	\$ -	\$ 8,540,000	\$ 30,035,000	\$ 1,215,968	\$ 24,500	\$ 39,815,468

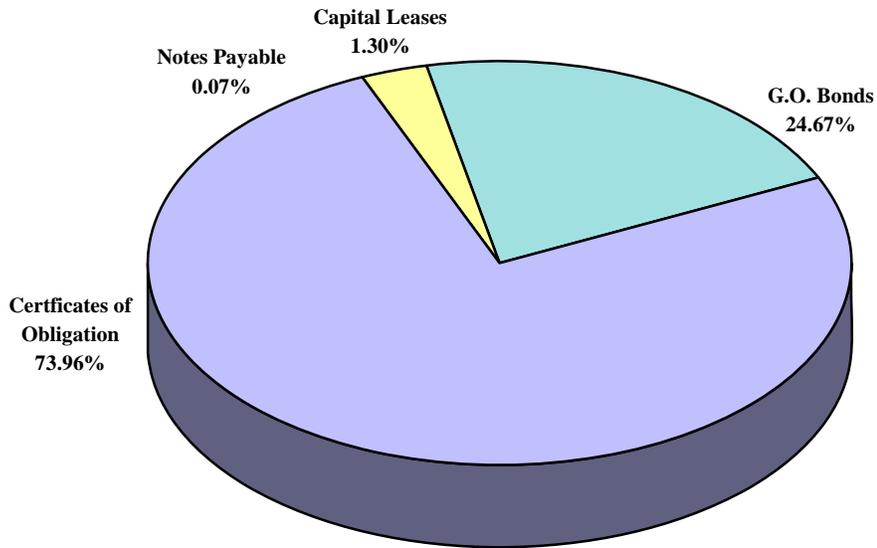
**Recapitulation by Fund Including Interest**

Fiscal Year Ended 30-Sep	Revenue Bonds	General Obligation Bonds	Certificates of Obligation Total	Capital Leases	Note Payable	Total Debt Service
Tax Interest & Sinking	\$ -	\$ 1,879,045	\$ 10,359,071	\$ -	\$ -	\$ 12,238,116
General Fund	-	-	-	262,243	31,430	\$ 293,673
Water and Sewer Fund	-	6,640,505	33,061,846	62,147	-	\$ 39,764,498
Solid Waste Fund	-	-	131,875	684,596	-	\$ 816,471
Drainage Utility Fund	-	1,889,365	21,100	88,176	-	\$ 1,998,641
Golf Course Fund	-	-	1,364,233	206,331	-	\$ 1,570,564
Total All Funds	\$ -	\$ 10,408,915	\$ 44,938,125	\$ 1,303,493	\$ 31,430	\$ 56,681,962

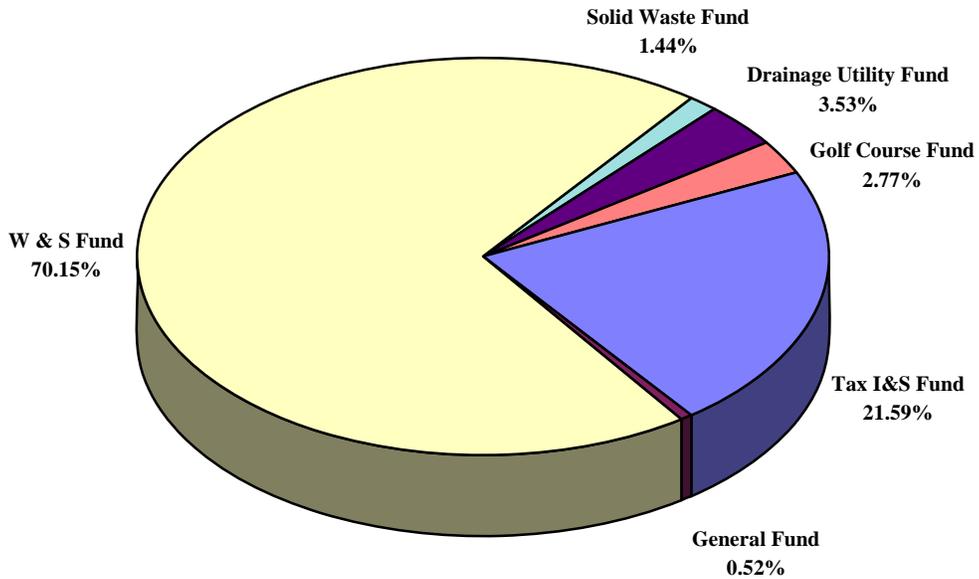
**City of Copperas Cove  
Outstanding Debt  
Fiscal Year 2005-06**

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**Total Debt Outstanding by Form of Debt**



**Total Outstanding Debt by Fund**

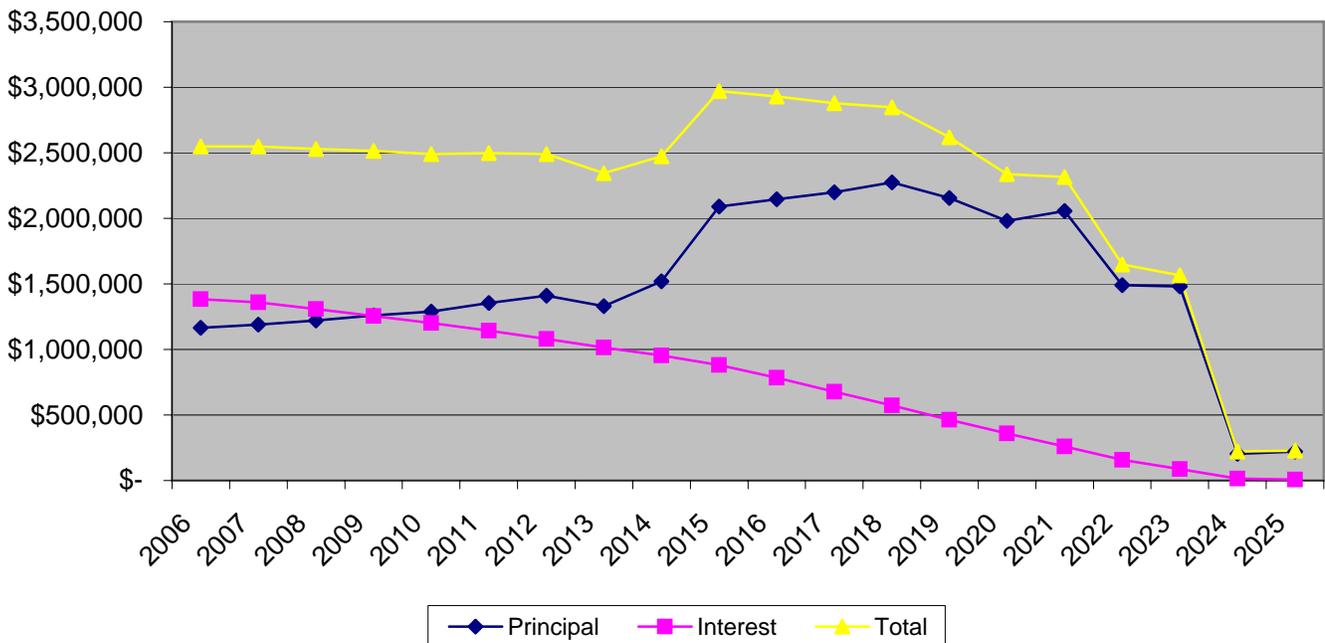


**CERTIFICATES OF OBLIGATION  
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2005

\$ 30,035,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
2006	1,165,000.00	1,383,510.74	2,548,510.74	28,870,000.00
2007	1,190,000.00	1,358,826.78	2,548,826.78	27,680,000.00
2008	1,220,000.00	1,308,823.28	2,528,823.28	26,460,000.00
2009	1,260,000.00	1,255,724.78	2,515,724.78	25,200,000.00
2010	1,290,000.00	1,200,686.28	2,490,686.28	23,910,000.00
2011	1,355,000.00	1,142,521.28	2,497,521.28	22,555,000.00
2012	1,410,000.00	1,080,890.78	2,490,890.78	21,145,000.00
2013	1,330,000.00	1,015,259.26	2,345,259.26	19,815,000.00
2014	1,520,000.00	953,012.26	2,473,012.26	18,295,000.00
2015	2,090,000.00	881,309.78	2,971,309.78	16,205,000.00
2016	2,145,000.00	783,643.28	2,928,643.28	14,060,000.00
2017	2,200,000.00	677,529.28	2,877,529.28	11,860,000.00
2018	2,275,000.00	573,001.28	2,848,001.28	9,585,000.00
2019	2,155,000.00	464,322.28	2,619,322.28	7,430,000.00
2020	1,980,000.00	358,128.50	2,338,128.50	5,450,000.00
2021	2,055,000.00	260,200.50	2,315,200.50	3,395,000.00
2022	1,490,000.00	158,447.50	1,648,447.50	1,905,000.00
2023	1,480,000.00	86,619.00	1,566,619.00	425,000.00
2024	205,000.00	15,427.50	220,427.50	220,000.00
2025	220,000.00	7,986.00	227,986.00	-



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

OUTSTANDING OCTOBER 2005

\$ 1,725,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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 2005

\$ 4,475,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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 2005

\$ 7,255,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
2006	340,000.00	347,525.02	4.00%	687,525.02	6,915,000.00
2007	355,000.00	333,925.02	4.05%	688,925.02	6,560,000.00
2008	370,000.00	319,547.52	4.25%	689,547.52	6,190,000.00
2009	380,000.00	303,822.52	4.35%	683,822.52	5,810,000.00
2010	395,000.00	287,292.52	4.40%	682,292.52	5,415,000.00
2011	420,000.00	269,912.52	4.50%	689,912.52	4,995,000.00
2012	400,000.00	251,012.52	4.63%	651,012.52	4,595,000.00
2013	420,000.00	232,512.50	4.75%	652,512.50	4,175,000.00
2014	440,000.00	212,562.50	4.88%	652,562.50	3,735,000.00
2015	460,000.00	191,112.52	5.00%	651,112.52	3,275,000.00
2016	480,000.00	168,112.52	5.00%	648,112.52	2,795,000.00
2017	505,000.00	144,112.52	5.00%	649,112.52	2,290,000.00
2018	530,000.00	118,862.52	5.13%	648,862.52	1,760,000.00
2019	560,000.00	91,700.02	5.13%	651,700.02	1,200,000.00
2020	585,000.00	63,000.00	5.25%	648,000.00	615,000.00
2021	615,000.00	32,287.50	5.25%	647,287.50	-

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

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

OUTSTANDING OCTOBER 2005

\$ 13,530,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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	592,588.76	4.00%	877,588.76	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.

**CERTIFICATES OF OBLIGATION**  
**\$3,050,000 COMBINATION TAX AND REVENUE C/O'S - SERIES 2005**

OUTSTANDING OCTOBER 2005

\$ 3,050,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
2006	-	84,573.96	3.630%	84,573.96	3,050,000.00
2007	120,000	110,715.00	3.630%	230,715.00	2,930,000.00
2008	120,000	106,359.00	3.630%	226,359.00	2,810,000.00
2009	120,000	102,003.00	3.630%	222,003.00	2,690,000.00
2010	125,000	97,647.00	3.630%	222,647.00	2,565,000.00
2011	135,000	93,109.50	3.630%	228,109.50	2,430,000.00
2012	140,000	88,209.00	3.630%	228,209.00	2,290,000.00
2013	140,000	83,127.00	3.630%	223,127.00	2,150,000.00
2014	140,000	78,045.00	3.630%	218,045.00	2,010,000.00
2015	155,000	72,963.00	3.630%	227,963.00	1,855,000.00
2016	155,000	67,336.50	3.630%	222,336.50	1,700,000.00
2017	160,000	61,710.00	3.630%	221,710.00	1,540,000.00
2018	170,000	55,902.00	3.630%	225,902.00	1,370,000.00
2019	175,000	49,731.00	3.630%	224,731.00	1,195,000.00
2020	185,000	43,378.50	3.630%	228,378.50	1,010,000.00
2021	185,000	36,663.00	3.630%	221,663.00	825,000.00
2022	195,000	29,947.50	3.630%	224,947.50	630,000.00
2023	205,000	22,869.00	3.630%	227,869.00	425,000.00
2024	205,000	15,427.50	3.630%	220,427.50	220,000.00
2025	220,000	7,986.00	3.630%	227,986.00	-

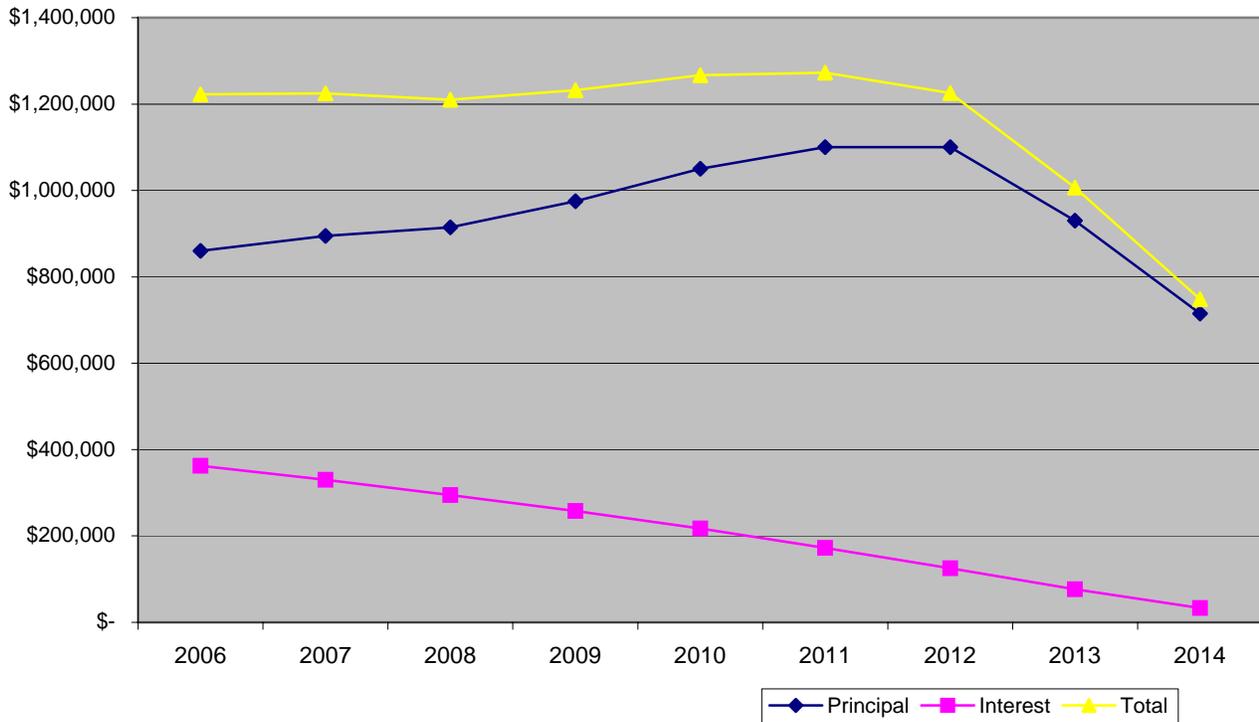
To be repaid by an ad valorem tax levy and the Water & Sewer Fund.

**GENERAL OBLIGATION BONDS  
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2005

\$ 8,540,000

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



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

OUTSTANDING OCTOBER 2005

\$ 885,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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 2005

\$ 605,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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**  
**\$3,750,000 GENERAL OBLIGATION REFUNDING BONDS - SERIES 1998**

OUTSTANDING OCTOBER 2005

\$ 1,600,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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 2005

\$ 1,010,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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 2005

\$ 4,440,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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	-

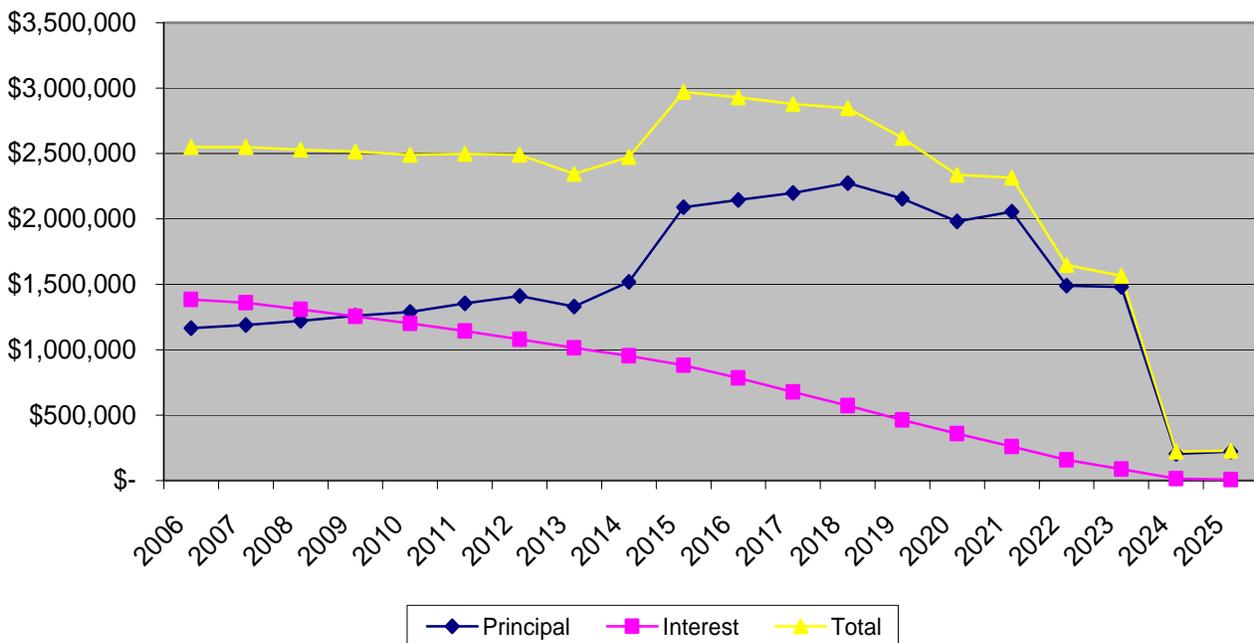
Refunded WW/SS Revenue Bonds series 1993 and WW/SS Revenue Bonds Series 1994 (TWDB)

**CERTIFICATES OF OBLIGATION  
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2005

\$ 30,035,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
2006	1,165,000.00	1,383,510.74	2,548,510.74	28,870,000.00
2007	1,190,000.00	1,358,826.78	2,548,826.78	27,680,000.00
2008	1,220,000.00	1,308,823.28	2,528,823.28	26,460,000.00
2009	1,260,000.00	1,255,724.78	2,515,724.78	25,200,000.00
2010	1,290,000.00	1,200,686.28	2,490,686.28	23,910,000.00
2011	1,355,000.00	1,142,521.28	2,497,521.28	22,555,000.00
2012	1,410,000.00	1,080,890.78	2,490,890.78	21,145,000.00
2013	1,330,000.00	1,015,259.26	2,345,259.26	19,815,000.00
2014	1,520,000.00	953,012.26	2,473,012.26	18,295,000.00
2015	2,090,000.00	881,309.78	2,971,309.78	16,205,000.00
2016	2,145,000.00	783,643.28	2,928,643.28	14,060,000.00
2017	2,200,000.00	677,529.28	2,877,529.28	11,860,000.00
2018	2,275,000.00	573,001.28	2,848,001.28	9,585,000.00
2019	2,155,000.00	464,322.28	2,619,322.28	7,430,000.00
2020	1,980,000.00	358,128.50	2,338,128.50	5,450,000.00
2021	2,055,000.00	260,200.50	2,315,200.50	3,395,000.00
2022	1,490,000.00	158,447.50	1,648,447.50	1,905,000.00
2023	1,480,000.00	86,619.00	1,566,619.00	425,000.00
2024	205,000.00	15,427.50	220,427.50	220,000.00
2025	220,000.00	7,986.00	227,986.00	-



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

OUTSTANDING OCTOBER 2005

\$ 1,725,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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 2005

\$ 4,475,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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 2005

\$ 7,255,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
2006	340,000.00	347,525.02	4.00%	687,525.02	6,915,000.00
2007	355,000.00	333,925.02	4.05%	688,925.02	6,560,000.00
2008	370,000.00	319,547.52	4.25%	689,547.52	6,190,000.00
2009	380,000.00	303,822.52	4.35%	683,822.52	5,810,000.00
2010	395,000.00	287,292.52	4.40%	682,292.52	5,415,000.00
2011	420,000.00	269,912.52	4.50%	689,912.52	4,995,000.00
2012	400,000.00	251,012.52	4.63%	651,012.52	4,595,000.00
2013	420,000.00	232,512.50	4.75%	652,512.50	4,175,000.00
2014	440,000.00	212,562.50	4.88%	652,562.50	3,735,000.00
2015	460,000.00	191,112.52	5.00%	651,112.52	3,275,000.00
2016	480,000.00	168,112.52	5.00%	648,112.52	2,795,000.00
2017	505,000.00	144,112.52	5.00%	649,112.52	2,290,000.00
2018	530,000.00	118,862.52	5.13%	648,862.52	1,760,000.00
2019	560,000.00	91,700.02	5.13%	651,700.02	1,200,000.00
2020	585,000.00	63,000.00	5.25%	648,000.00	615,000.00
2021	615,000.00	32,287.50	5.25%	647,287.50	-

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

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

OUTSTANDING OCTOBER 2005

\$ 13,530,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
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	592,588.76	4.00%	877,588.76	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.

**CERTIFICATES OF OBLIGATION**  
**\$3,050,000 COMBINATION TAX AND REVENUE C/O'S - SERIES 2005**

OUTSTANDING OCTOBER 2005

\$ 3,050,000

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>BONDS OUTSTANDING</b>
2006	-	84,573.96	3.630%	84,573.96	3,050,000.00
2007	120,000	110,715.00	3.630%	230,715.00	2,930,000.00
2008	120,000	106,359.00	3.630%	226,359.00	2,810,000.00
2009	120,000	102,003.00	3.630%	222,003.00	2,690,000.00
2010	125,000	97,647.00	3.630%	222,647.00	2,565,000.00
2011	135,000	93,109.50	3.630%	228,109.50	2,430,000.00
2012	140,000	88,209.00	3.630%	228,209.00	2,290,000.00
2013	140,000	83,127.00	3.630%	223,127.00	2,150,000.00
2014	140,000	78,045.00	3.630%	218,045.00	2,010,000.00
2015	155,000	72,963.00	3.630%	227,963.00	1,855,000.00
2016	155,000	67,336.50	3.630%	222,336.50	1,700,000.00
2017	160,000	61,710.00	3.630%	221,710.00	1,540,000.00
2018	170,000	55,902.00	3.630%	225,902.00	1,370,000.00
2019	175,000	49,731.00	3.630%	224,731.00	1,195,000.00
2020	185,000	43,378.50	3.630%	228,378.50	1,010,000.00
2021	185,000	36,663.00	3.630%	221,663.00	825,000.00
2022	195,000	29,947.50	3.630%	224,947.50	630,000.00
2023	205,000	22,869.00	3.630%	227,869.00	425,000.00
2024	205,000	15,427.50	3.630%	220,427.50	220,000.00
2025	220,000	7,986.00	3.630%	227,986.00	-

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

**CAPITAL LEASES  
TOTAL REQUIREMENTS**

OUTSTANDING OCTOBER 2005

\$1,215,968

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2006	376,164	33,992	410,156	839,804
2007	261,484	24,691	286,175	578,320
2008	210,022	17,006	227,028	368,298
2009	217,506	9,522	227,028	150,792
2010	148,966	2,308	151,274	1,826
2011	1,826	6	1,832	-

**CAPITAL LEASES**

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

OUTSTANDING OCTOBER 2005

\$ 12,774

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2006	12,774	132	4.95%	12,906	-

**CAPITAL LEASES**

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

OUTSTANDING OCTOBER 2005

\$ 86,943

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2006	71,347	1,173	2.31%	72,520	15,596
2007	15,596	60	2.31%	15,656	-

**CAPITAL LEASES**

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

OUTSTANDING OCTOBER 2005

\$ 50,015

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2006	50,015	999	3.81%	51,014	-

**CAPITAL LEASES**

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

OUTSTANDING OCTOBER 2005

\$ 96,458

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2006	53,362	1,630	2.21%	54,992	43,096
2007	43,096	398	2.21%	43,494	-

**CAPITAL LEASES**

**\$651,233 CAPITAL LEASE - TRUCK AND CONTAINERS - JUNE 2004**

OUTSTANDING OCTOBER 2005

\$ 630,906

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2006	124,429	19,696	3.43%	144,125	506,477
2007	128,765	15,360	3.43%	144,125	377,712
2008	133,252	10,874	3.43%	144,126	244,460
2009	137,895	6,231	3.43%	144,126	106,565
2010	106,565	1,529	3.43%	108,094	-

**CAPITAL LEASES**  
**\$93,958 CAPITAL LEASE - AMBULANCE - MAY 2005**

OUTSTANDING OCTOBER 2005

\$ 93,958

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2,006	18,697	3,393	3.97%	22,090	75,261
2,007	19,453	2,637	3.97%	22,090	55,808
2,008	20,240	1,850	3.97%	22,090	35,568
2,009	21,058	1,032	3.97%	22,090	14,510
2,010	14,510	217	3.97%	14,727	-

**CAPITAL LEASES**  
**\$99,543 CAPITAL LEASE - BACKHOE, DEFIBRILLATOR - JULY 2005**

OUTSTANDING OCTOBER 2005

\$ 99,543

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2,006	16,804	3,347	3.97%	20,151	82,739
2,007	19,042	2,941	3.97%	21,983	63,697
2,008	19,812	2,171	3.97%	21,983	43,885
2,009	20,613	1,370	3.97%	21,983	23,272
2,010	21,446	536	3.97%	21,982	1,826
2,011	1,826	6	3.97%	1,832	-

**CAPITAL LEASES**  
**\$140,689 CAPITAL LEASE - TRACTOR EQUIPMENT-DECEMBER 2005**

OUTSTANDING OCTOBER 2005

\$145,374

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>INTEREST RATE</b>	<b>TOTAL REQUIREMENTS</b>	<b>DEBT OUTSTANDING</b>
2006	28,736	3,622	3.28%	32,358	116,638
2007	35,535	3,295	3.28%	38,830	81,103
2008	36,718	2,111	3.28%	38,829	44,385
2009	37,940	889	3.28%	38,829	6,445
2010	6,445	26	3.28%	6,471	-



**NOTE PAYABLE**  
**\$35,000 FIRE EQUIPMENT - 2001**

OUTSTANDING OCTOBER 2005

\$ 24,500

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

# Copperas Cove, Texas

## CAPITAL OUTLAY

Capital outlay items are expenditures for fixed assets such as equipment, remodeling, minor building improvements and vehicles that are funded from the operating budgets. These items generally have a life expectancy of ten years or less. Since long-term financing is not necessary and expenditures of this type are of a recurring nature, these items are not part of the Capital Improvements Program. The total fiscal year 2005-06 Proposed Budget and Plan of Municipal Services for capital outlay is \$ 1,245,421. This amount represents an increase of \$ 645,503, or 107.60%, in capital outlay above the amount that was projected to be purchased in fiscal year 2004-05.

<b>Fund</b>	<b>FY 2004-05</b>	<b>FY 2005-06</b>	<b>Dollar Increase (Decrease)</b>
General Fund	\$ 362,114	\$ 682,776	\$320,662
Water & Sewer Fund	0	208,106	208,106
Solid Waste Fund	10,800	30,237	19,437
Golf Course Fund	143,039	17,334	(125,705)
Youth Activities Fund	0	34,200	34,200
Drainage Utility Fund	25,435	228,830	203,395
Cemetery Fund	0	6,838	6,838
Hotel/Motel Fund	30,000	30,000	0
Municipal Court-Efficiency	5,000	0	(5,000)
Municipal Court-Tech	23,530	5,700	(17,830)
Municipal Court-Security	0	1,400	1,400
<b>Total</b>	<b>\$ 599,918</b>	<b>\$1,245,421</b>	<b>\$645,503</b>

Note: Analysis includes cost of Capital proposed to be funded by a Capital Lease.

*The City Built for Family Living*

**CITY OF COPPERAS COVE, TEXAS  
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY  
 FISCAL YEAR 2005-06**

Account	Description	Amount	Total by Account
<b>GENERAL FUND</b>			
<i><u>Information Systems</u></i>			
01-4140-3500-8402	Equipment - Electronic	\$ 1,500	\$ 1,500
01-4140-3500-8404	Equipment - Software	1,000	1,000
	<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<i><u>Police Department</u></i>			
01-4230-4200-8400	Glock Slide Replacement Kit/Simulation (6)	\$ 2,730	
01-4230-4200-8400	Patrol Carbines	8,630	
01-4230-4200-8400	Additional Equipment	3,640	\$ 15,000
01-4230-4200-8300	2006 Police Pursuit Vehicles (3)	89,700	
01-4230-4200-8300	2006 Mid-Size 4-Door Passenger (1)	22,266	
01-4230-4200-8300	2006 Harley Davidson FLHP (4)	7,600	119,566
	<b>Total</b>	<b>\$ 134,566</b>	<b>\$ 134,566</b>
<i><u>Fire Department</u></i>			
01-4240-4400-8400	Equipment (various)	\$ 13,000	\$ 13,000
	<b>Total</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>
<i><u>Engineering</u></i>			
01-4170-5100-8402	Equipment-Electronic (Large Format Plotter)	\$ 6,000	\$ 6,000
01-4170-5100-8404	Equipment - Software (AutoCad 2006)	6,500	6,500
	<b>Total</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
<i><u>Building Department</u></i>			
01-4210-5200-8500	Remodel of Building Department Offices	\$ 5,000	\$ 5,000
	<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<i><u>Parks &amp; Recreation</u></i>			
01-4310-5400-7650	John Deere 5105 Utility Tractor (Lease Purchase)	\$ 24,699	
01-4310-5400-7650	JD 3225C Light Weight Mower (Lease Purchase)	30,831	
01-4310-5400-7650	JD 1600 Wide Area Mower ( Lease Purchase )	41,703	
01-4310-5400-7650	John Deere 797 (2) (Lease Purchase)	21,674	
01-4310-5400-7650	John Deere 777 (2) (Lease Purchase)	18,368	
01-4310-5400-7650	John Deere 757 (2) (Lease Purchase)	16,312	
01-4310-5400-7650	John Deere 2020 Progorator Sprayer (Lease Purch)	21,938	
01-4310-5400-7650	John Deere 1200A (Lease Purchase)	8,400	
01-4310-5400-7650	JD 49 Attachment (Lease Purchase)	8,425	\$ 192,350
01-4310-5400-8300	3/4 Ton Pickup	20,000	20,000
	<b>Total</b>	<b>\$ 212,350</b>	<b>\$ 212,350</b>

**CITY OF COPPERAS COVE, TEXAS  
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY  
 FISCAL YEAR 2005-06**

Account	Description	Amount	Total by Account
<b><u>Fleet Services</u></b>			
01-4510-5500-8400	Shop Air Compressor	\$ 2,000	\$ 2,000
01-4510-5500-8404	Quest Manager Software	949	949
	<b>Total</b>	<b>\$ 2,949</b>	<b>\$ 2,949</b>
<b><u>Library</u></b>			
01-4320-7100-8100	Building & Fixtures (Shelving)	\$ 2,500	\$ 2,500
01-4320-7100-8501	Adult & Young Adult Bools	17,000	17,000
01-4320-7100-8502	Children's Books	10,000	10,000
01-4320-7100-8503	Reference Books	11,000	11,000
01-4320-7100-8504	Audiovisual Items	4,500	4,500
01-4320-7100-8505	Genealogy Materials	500	500
	<b>Total</b>	<b>\$ 45,500</b>	<b>\$ 45,500</b>
<b><u>Streets</u></b>			
01-4410-5300-7650	16" Heavy Duty Trailer ( <i>Lease Purchase</i> )	\$ 1,470	
01-4410-5300-7650	Hydraulic Truck Conveyor ( <i>Lease Purchase</i> )	10,534	
01-4410-5300-7650	8' Shredder Deck ( <i>Lease Purchase</i> )	2,700	
01-4410-5300-7650	Pneumatic Roller ( <i>Lease Purchase</i> )	55,185	
01-4410-5300-7650	Loader ( <i>Lease Purchase</i> )	97,172	
01-4410-5300-7650	Pavement Management Software ( <i>Lease Purch</i> )	2,400	
01-4410-5300-7650	Asphalt Milling Maching ( <i>Lease Purchase</i> )	69,950	\$ 239,411
	<b>Total</b>	<b>\$ 239,411</b>	<b>\$ 239,411</b>
<b><u>Non-Departmental</u></b>			
01-4190-7500-8500	Renovate Conference Room/Council Chambers	\$ 15,000	\$ 15,000
	<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 682,776</b>	<b>\$ 682,776</b>

**CITY OF COPPERAS COVE, TEXAS**  
**DETAILED LISTING OF BUDGETED CAPITAL OUTLAY**  
**FISCAL YEAR 2005-06**

Account	Description	Amount	Total by Account
<b>WATER &amp; SEWER FUND</b>			
<i><u>Water Distribution</u></i>			
02-4425-8200-8300	2006 416-Backhoe ( <i>Lease Purchase</i> )	\$ 77,726	\$ 77,726
02-4425-8200-8400	Transmitter/Flow Meter	1,800	
02-4425-8200-8400	18" Gas Saw	2,750	
02-4425-8200-8400	24" Wide Digging Bucket for CAT Backhoe	1,400	
02-4425-8200-8400	Tapping Machine	2,500	
02-4425-8200-8400	Crane	20,000	
02-4425-8200-8400	Miller Stick Welder	1,650	
02-4425-8200-8400	Air Plasma Cutting System	1,600	
02-4425-8200-8400	Self-Contained Breathing Apparatus w/Case	1,500	
02-4425-8200-8400	Grasshopper Mower	6,850	40,050
02-4425-8200-8402	Computer w/17" Flat Panel Monitor	1,270	
02-4425-8200-8402	IBM Think Pad R40	1,450	2,720
	<b>Total</b>	<b>\$ 120,496</b>	<b>\$ 120,496</b>
<i><u>Sewer</u></i>			
02-4425-8300-8300	2006 F450 1 1/2 Ton Truck w/Utility Bed and 5,000 lb. Hoist	\$ 48,610	\$ 48,610
	<b>Total</b>	<b>\$ 48,610</b>	<b>\$ 48,610</b>
<i><u>Water/Wastewater</u></i>			
02-4425-8400-8300	2006 3/4 Ton Diesel Pickup	\$ 26,500	\$ 26,500
02-4425-8400-8500	Concrete Placement for Heavy Traffic at South Plant	12,500	12,500
	<b>Total</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>
<b>TOTAL WATER &amp; SEWER FUND</b>		<b>\$ 208,106</b>	<b>\$ 208,106</b>
<b>SOLID WASTE FUND</b>			
<i><u>Residential</u></i>			
03-4423-9101-8300	Heavy Duty Trailer, 82" x 6'	\$ 1,678	\$ 1,678
03-4423-9101-8400	96 Gallon EVR II Container	16,336	16,336
03-4423-9101-8500	Asphalt Staging Area	1,200	1,200
	<b>Total</b>	<b>\$ 19,214</b>	<b>\$ 19,214</b>
<i><u>Recycling</u></i>			
03-4423-9102-8400	Roll-Off Container	\$ 3,837	\$ 3,837
	<b>Total</b>	<b>\$ 3,837</b>	<b>\$ 3,837</b>

**CITY OF COPPERAS COVE, TEXAS  
 DETAILED LISTING OF BUDGETED CAPITAL OUTLAY  
 FISCAL YEAR 2005-06**

<b>Account</b>	<b>Description</b>	<b>Amount</b>	<b>Total by Account</b>
<b><u>Commercial</u></b>			
03-4423-9104-8400	Miller Bobcat Welder	\$ 4,250	\$ 4,250
	<b>Total</b>	<b>\$ 4,250</b>	<b>\$ 4,250</b>
<b><u>Transfer Station</u></b>			
03-4424-9200-8500	Asphalt Staging Area	\$ 1,200	
03-4424-9200-8500	Concrete Pad in Scrap Metal Area	1,736	\$ 2,936
	<b>Total</b>	<b>\$ 2,936</b>	<b>\$ 2,936</b>
<b>TOTAL SOLID WASTE FUND</b>		<b>\$ 30,237</b>	<b>\$ 30,237</b>
<b><u>Golf Course Fund</u></b>			
09-4310-7400-8500	Replacement Bridges	\$ 17,334	\$ 17,334
	<b>Total</b>	<b>\$ 17,334</b>	<b>\$ 17,334</b>
<b><u>Youth Activities Fund</u></b>			
04-4310-5400-8400	Inflatable Entertainment	\$ 5,000	
04-4310-5400-8400	Batting Tunnel	5,000	
04-4310-5400-8400	Soccer Goals (pair)	4,200	
04-4310-5400-8400	Score Boards for Soccer and Baseball	10,000	
04-4310-5400-8400	Additional Equipment	10,000	\$ 34,200
	<b>Total</b>	<b>\$ 34,200</b>	<b>\$ 34,200</b>
<b><u>Drainage Fund</u></b>			
05-4410-7600-8400	Zero Turn Mower	\$ 9,750	
05-4410-7600-8400	Ditch Witch/SK 500	17,675	
05-4410-7600-8400	Xtreme Car Hauler Trailer	1,405	\$ 28,830
05-4410-7600-8500	Heights Drainage Project	200,000	200,000
	<b>Total</b>	<b>\$ 228,830</b>	<b>\$ 228,830</b>
<b><u>Cemetery Fund</u></b>			
06-4310-5400-7650	JD 717A Commercial Z Track ( <i>Lease Purchase</i> )	\$ 6,838	\$ 6,838
	<b>Total</b>	<b>\$ 6,838</b>	<b>\$ 6,838</b>
<b><u>Hotel/Motel Fund</u></b>			
14-4502-1400-8501	Civic Center Renovations	\$ 30,000	\$ 30,000
	<b>Total</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

**CITY OF COPPERAS COVE, TEXAS  
DETAILED LISTING OF BUDGETED CAPITAL OUTLAY  
FISCAL YEAR 2005-06**

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<b>Account</b>	<b>Description</b>	<b>Amount</b>	<b>Total by Account</b>
<b><u>Municipal Court-Technology Funds</u></b>			
41-4220-4102-8402	Computer/Electronic Printer for Judge's Office	\$ 5,700	\$ 5,700
	<b>Total</b>	<b>\$ 5,700</b>	<b>\$ 5,700</b>
<b><u>Minicipal Court - Security Funds</u></b>			
41-4220-4103-8402	Electronic Equipment	\$ 1,400	\$ 1,400
		<b>\$ 1,400</b>	<b>\$ 1,400</b>

# **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 2005-06 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 2005-06 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 2005-06**

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**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:

<b>General Fund revenues</b>	<b>Revenue Bonds</b>
<b>Water &amp; Sewer Fund revenues</b>	<b>Combination Tax and Revenue Certificates of Obligation</b>
<b>Solid Waste Fund revenues</b>	<b>Capital Leases</b>
<b>Drainage Utility Fund revenues</b>	<b>Grants and Donations</b>
<b>General Obligation Bonds</b>	

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 2005-06 budget, the City has several items which would be considered capital improvements that are funded from the various sources listed above. To date, a formal Capital Improvement Program has not been created and accepted by the City Council; however, this is the direction that the City is heading. As the City grows, capital improvements become necessary, and as such, a formal document will need to be developed to plan projects, determine a course of action and monitor the progress of these capital projects. The capital improvement projects discussed in this section of the budget document have been reviewed by the City Council and have also been incorporated within this budget document.

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

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 2005-06 fiscal year budget has allocated \$200,000 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 2005-06 adopted budget includes the expenditure of \$7,744,616 toward these types of capital improvements from the proceeds and related interest earnings received from the issuance of certificates of obligation.

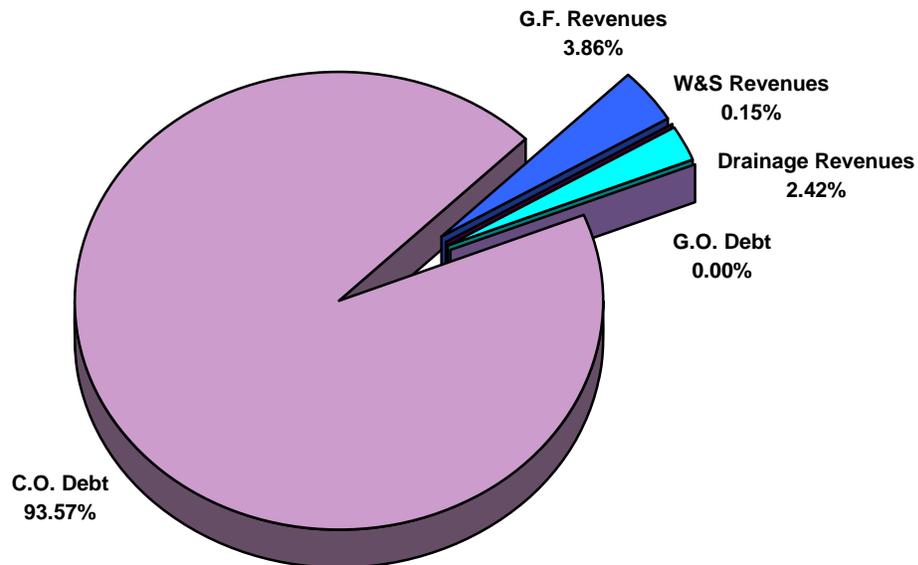
Revenue bonds are typically issued to finance the construction, improvement and repair of facilities pertaining to the City's water and wastewater utility fund. These bonds do not require the approval of the voters, but similar to certificates of obligation have a process for petition. This fiscal year's 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 Revenues	Drainage Revenues	G.O. Debt	C.O. Debt	Total
<b>General Fund</b>						
Street Improvements	\$ 300,000					\$ 300,000
Sidewalk Improvements	20,000					20,000
<b>Water &amp; Sewer Fund</b>						
		12,500				12,500
<b>Drainage Utility Fund</b>						
Drainage Improvements			200,000			200,000
<b>1999 C/O</b>						
W & S CIP Phase I						
<b>2001 C/O</b>						
City Network					52,512	52,512
190 R.O.W. Acquisition					322,374	322,374
Ogletree Improvements					-	-
Public Works Facility					-	-
W & S CIP Phase II					-	-
<b>2003 C/O</b>						
FM 1113 Sidewalks*					203,957	203,957
W & S Phase III					3,135,654	3,135,654
Municipal Building Repairs					-	-
Ladder Truck					-	-
Construction of Big Divide					514,435	514,435
Feeder Road					524,684	524,684
Street Reconstruction					-	-
<b>Proposed 2005 C/O</b>						
East Pump Station					1,380,000	1,380,000
Turkey Run Pump Station					868,000	868,000
Hogg Mountain Water Tank					743,000	743,000
<b>Total</b>	<b>\$ 320,000</b>	<b>\$ 12,500</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 7,744,616</b>	<b>\$ 8,277,116</b>

\*Farm-to-Market Road 1113

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.
- The Proposed 2005 Certificates of Obligation Capital Projects Funds.

## **PROJECT DESCRIPTIONS AND BUDGETARY IMPACTS**

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

### **GENERAL FUND:**

#### **Street and Sidewalk Improvements**

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

**Cost:** The 2005-06 budget includes a total of \$300,000 for street improvements and \$20,000 for sidewalk improvements.

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

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

**DRAINAGE UTILITY FUND:**

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

**Cost:** The 2005-06 fiscal year budget includes \$200,000 in drainage capital improvement projects. The public works department is responsible for budgeting capital improvements within this fund. Future projects remaining between fiscal years 2006-07 and 2009-10 by drainage fee revenues, according to a briefing given by the City Engineer at the 2000 Council Retreat, adjusted for inflation, include the following:

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

<b>Project Description</b>	<b>Amount</b>
Stream T1.1 In Colonial Park	242,500
Ogletree Gap Preserve Pond	290,000
Stream C1 at Heritage Park	326,000
Stream C1 at Town Square	400,000
Stream C1 DS of FM 116	1,626,000
Upper Reach of Turkey Run	738,000
Avenue D from 1 <sup>st</sup> to 5 <sup>th</sup>	210,000
Curry & 5 <sup>th</sup>	64,000

**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. However, currently only 6 employees operate the 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:

<b>Cost</b>	<b>FY 2004-05</b>	<b>FY 2005-06</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>
Personnel Costs	\$ 360,000	\$ 375,000	\$ 390,000	\$ 405,600

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
<b>Total</b>	<b><u>\$3,010,000</u></b>

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 2005-06 is \$162,829. This amount includes a composting coordinator, a composting laborer, capital lease payment on a front end loader, and the final year’s 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.

#### 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 created a means of disposing wastewater sludge and at the same time created 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
<b>Total Cost Phase I</b>	<b>\$ 4,575,740</b>

### **Budgetary Impact:**

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

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

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

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

### **2001 COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:**

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

#### **Municipal Court Facility**

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

#### **Animal Control Facility**

The City of Copperas Cove had been experiencing the need for the construction of a new Animal Control Facility. The old facility was too small to adequately serve the City. The City approved the construction of a new animal control facility in its 1999 bond program and allotted \$250,000 to be used toward its completion which included architect fees.

### Animal Control Facility (continued)

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 previously proposed to fund \$4,900,000 of this project locally with the anticipation that TxDOT will raise the level of priority on this project. The City is committed to \$400,000 of right-of-way costs whether or not TxDOT accepts the City proposal to accelerate construction time lines.

### Street Equipment

The Street Department had two motor graders, a 1959 model and a 1976 model. In an effort to continue the City's street maintenance program utilizing reliable equipment, the Street Department requested a new motor grader to replace both older units. Prior to the end of the 2000-01 fiscal year, this piece of equipment had been acquired.

### City-Wide Network System

This bond program includes funding for the implementation of a wide area network. The project includes all hardware, software and technical consulting necessary for the network. Once completed, this project provided better data security and storage, increased standardization of software program utilized, provided easier access to the internet, streamlined software upgrades, and enhanced communications between departments.

### 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 also submitted a grant application to the Texas Parks and Wildlife Department for improvements to Ogletree Preserve. Unfortunately this grant was not received. The City has completed the construction of the Ogletree Gap Pavilion.

### Fire Equipment

The Fire Department requested that the City purchase a new Class A pumper at a cost of approximately \$200,000 to replace a 1970 pumper. The procurement was complete prior to the end of fiscal year 2000-01. The remainder of the proceeds were used to procure additional fire equipment to include extrication equipment and a self contained breathing apparatus (SCBA) to replace older out dated equipment.

Water & Sewer CIP Phase II

<b>Name of Project</b>	<b>Cost of Project</b>
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
<b>Total Cost of Phase II:</b>	<b><u>\$ 6,262,700</u></b>

**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.

**2003 COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:**

The 2003 Combination Tax and Revenue Certificates of Obligation include several projects that are split between the Water & Sewer Fund and general governmental purposes. As a result, the actual accounting for these bond proceeds, and related projects, will be completed by organizing the various projects by fund type, and creating separate capital projects funds for each fund type and/or fund. For instance, the Water & Sewer Fund will have a separate capital projects fund that will be funded by part of this bond issue. The various projects by fund type include:

Governmental Funds:	
Construction of Big Divide Road	\$579,000
Communication System	1,645,140
Fire Pumper Truck	250,000
Construction of Skate Park	25,000
Improvements to FM 1113	320,000
Feeder Road	600,000
Municipal Building Renovations	265,000
Street Reconstruction	400,000
Water & Sewer Fund:	
NEWW Plant Expansion	\$4,138,389
NWWW Plant Improvement	1,104,456
4 <sup>th</sup> Year Sewer Improvements	594,000
South Plant-Fine Screens	101,500
Water Model Study	60,000
NE and NW Change Orders	48,231
Additional Engineering	55,869
Water & Sewer Fund (continued):	
Meadow Brook Sewer	235,714

Highway 190 Sewer	162,430
Mountain Top Water	460,000
Sewer (Skyline Valley Lift Station)	484,000
Water (Old Ogletree Pass)	1,710,000
Expansion of Constitution	122,000
Communication System	195,680
Utility Admin. Bldg. Repairs	20,000
Salaries & Benefits	60,000

#### Construction of Big Divide Road

This bond program includes funding in the amount of \$579,000 for the design and construction of a road that would connect Big Divide Road to U.S. Highway 190. Presently there are approximately 200 to 300 acres north of U.S. Highway 190 along Big Divide Road without paved access. With the development occurring along Big Divide Road, it is prudent to connect it with U.S. Highway 190.

#### Communication System

Due to the expansion of the City over the past twenty years, the City limits outgrew the City's old radio system's effective range. This posed a serious safety hazard to police officers and to firefighters. The new system replaced the old VHF communication system with an 800 MHZ radio system that provides all City departments with adequate area coverage, better technology, and improved interoperability within the region. This new communication system also allowed 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 was established for this system. The system is complete and operational.

#### 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. The City purchased a used Quint fire truck in fiscal year 2003-04.

#### 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 was allocated for this purpose. However, an agreement with the YMCA was entered into to house the equipment within their local teen center.

#### 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 5<sup>th</sup> 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. The project is currently under design.

#### Feeder Road

Over the last 10 years, the City has been developing a project that would provide a transportation route around the south side of Copperas Cove. Existing congestion on U.S. Highway 190 through Copperas Cove, along with a desire to provide alternate routes through Copperas Cove have been the impetus for this estimated \$72,000,000 road project appropriately titled the Reliever Route. Due to the magnitude of this project, it has been broken into four phases. Phase 1-A includes the construction of a feeder road on the east end of the City that would provide access to the Reliever Route through the City's planned industrial and business parks. The City has partnered with the Copperas Cove

Industrial Foundation to construct Phase 1-A of the Reliever Route. At an estimated cost of \$1,100,000, the City's share amounts to \$600,000.

#### Municipal Building Renovation

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

Civic Center Renovations	\$75,000
City Hall Roof Repairs	20,000
Police Department Building Roof Repairs	20,000
Utility Administration Roof Repairs	20,000
Human Resources Building Roof Repairs and Renovations	<u>150,000</u>
Total Cost of Repairs and Renovations	<u>\$285,000</u>

Renovations to the Civic Center and the exterior renovations to the Human Resources Building were completed in 2004-05.

#### 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 included \$400,000 for street reconstruction projects. Three of the street projects were near completion as of the writing of this document.

#### 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 was expected to be approximately \$1,366,000. The City was 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 was split equally between the Water & Sewer Fund and the Tax Interest and Sinking Fund. As of this writing, the project is essentially complete. This project was completed during 2004-05.

#### Water & Sewer Phase III

There is a third phase of the Water/Wastewater CIP that will be addressed 18 months after the issuance of funds for the second phase and include the following projects.

Fourth Year Sewer Improvements	\$ 594,000
NW WWTP Improvements	1,104,456
NE WWTP Expansion	4,138,389
South Plant-Fine Screens	101,500
Water Model Study	60,000
NE and NW Change Orders	48,231
Additional Engineering	55,869
Meadow Brook Sewer	235,714
Highway 190 Sewer	162,430
Mountain Top Water	460,000
Skyline Valley Lift Station	484,000
Water Line Project (Old Ogletree Pass to Colorado Drive)	1,710,000
Expansion of Constitution	122,000
Communication System	195,680
Utility Administration Building Repairs	20,000

Salaries & Benefits	<u>60,000</u>
<b>Total Cost of Phase III:</b>	<b>\$9,552,269</b>
<b>GRAND TOTAL COST OF ALL THREE PHASES</b>	<b><u>\$20,390,709</u></b>

**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.

**PROPOSED 2005 CERTIFICATES OF OBLIGATION CONSTRUCTION FUND:**

The proposed 2005 Certificates of Obligation include three projects, which will be accounted for in a separate capital projects fund. These three projects include:

Water and Sewer Fund:	
East Pump Station	\$1,380,000
Turkey Run Pump Station	868,000
Hogg Mountain Water Tank	743,000
Issuance Costs	89,000

**East Pump Station**

The East Pump Station will replace service pump capacity due to the loss of the Killeen 8” and 12” and Highway 190 Pump Station. The pump station will replace the loss of the 8 and 12 inch system pumps; provide for additional growth in the southeast portions of town; enhance fire protection in the eastern portions of town; and add redundancy to the system by splitting inflow from Killeen into two separate distribution facilities. Currently, all of the City’s water supply is pumped into the distribution system from the Turkey Run Pump Station only. If something were to happen to that facility, the City would lose its ability to adequately serve water to its customers.

**Turkey Run Pump Station**

An additional high service pump will be installed at the Turkey run Pump Station to satisfy service pump requirements. The current service pump capacity at Turkey Run is 4,800 gallons per minute (gpm). By adding an additional pump, the capacity will be improved by 2,400 gpm, increasing the pump station capacity to 6,000 gpm.

**Hogg Mountain Water Tank**

The existing 1.0MG Hogg Mountain ground storage tank was inspected by Dunham Engineering in April of 2002. At that time, they recommended repairs in excess of \$200,000 be made to the existing tank. Plans were prepared in November 2002 to add an additional 0.75 MG of storage at the Hogg Mountain site, which confirmed water storage upgrades identified in a distribution study to improve the water distribution system. The proposed tank will meet these needs.

**Budgetary Impact:** The increase in annual debt service that is anticipated to result from this issuance is approximately \$229,300, all attributed to the Water & Sewer fund. Proposed water rates on ¾” lines would increase from \$2.45 per 1,000 gallons to \$2.65 per 1,000 gallons. The rate increase would be effective for water bills issued for December, 2005 usage and payable in January, 2006.

The table below depicts the anticipated water and sewer rate design over a five-year period. The water and sewer rates reflected in the 2005-06 column have already been proposed to the City Council and will be effective January 1, 2006. The calculation of the water and sewer rates was performed by Reed, Stowe and Yanke, LLC during the 2003-04 fiscal year. It was designed to consider the infrastructure needs of the City over the next 10 years, and proposes rates to support that need.

Meter size	FY 2004-2005		FY 2005-2006		FY 2006-2007		FY 2007-2008		FY 2008-2009	
	Minimum	Rate per								
	Bill	1,000 Gallons								
¾"	\$ 11.00	2.45	\$ 11.00	\$ 2.65	\$ 11.00	\$ 2.84	\$ 11.00	\$ 3.16	\$ 11.00	\$ 3.16
1"	15.50	2.91	15.50	2.91	15.50	2.91	15.50	3.16	15.50	3.16
1 ½"	23.00	3.29	23.00	3.29	23.00	3.29	23.00	3.48	23.00	3.48
2"	34.00	3.45	34.00	3.45	34.00	3.45	34.00	3.48	34.00	3.48
3"	90.00	3.45	90.00	3.45	90.00	3.45	90.00	3.48	90.00	3.48
4"	141.00	3.45	141.00	3.45	141.00	3.45	141.00	3.48	141.00	3.48
6"	239.00	3.45	239.00	3.45	239.00	3.45	239.00	3.48	239.00	3.48

**PROPOSED WASTEWATER RATES**

Customer Class	FY 2004-2005		FY 2005-2006		FY 2006-2007		FY 2007-2008		FY 2008-2009	
	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per	Minimum	Rate per
	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons	Bill	1,000 Gallons
All Customers	\$ 11.00	\$ 3.30	\$ 11.00	\$ 4.04	\$ 11.00	\$ 4.43	\$ 11.00	\$ 4.92	\$ 11.00	\$ 4.92
Total Revenue Generated from Rates	\$ 7,062,706		\$ 7,359,888		\$ 7,953,310		\$ 8,493,931		\$ 8,493,931	
Total Revenue Requirement (Budget)	\$ 6,785,702		\$ 7,655,351		\$ 7,956,261		\$ 8,495,911		\$ 8,323,636	
Addition/(Reduction) in Fund Balance	<u>\$ 277,004</u>		<u>\$ (299,530)</u>		<u>(\$ 2,951)</u>		<u>(\$ 1,980)</u>		<u>(\$ 170,295)</u>	

## 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:

- **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.
- **Proposed 2005 C.O.** – The construction of water infrastructure projects within the City's water utility system, and the engineering and legal fees associated incurred in connection therewith. The proposed issue would be for \$3,080,000.

**City of Copperas Cove, Texas**  
**1999 Certificates of Obligation**  
**(Phase I of Water/Wastewater CIP and Equipment for Composting Facility)**  
**FY 2005-06**

Account	Description	Original Budget	To Date FY 2003-04	Projected FY 2004-05	Proposed FY 2005-06
<b>Beginning Fund Balance</b>					
98-300-0001	Fund Balance	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>					
98-300-1001	Bond Proceeds	\$ 4,988,248	\$ 4,967,534	\$ -	\$ -
98-370-6001	Interest Income	-	606,034	-	-
		-	-	-	-
<b>Total Revenues</b>		<u>\$ 4,988,248</u>	<u>\$ 5,573,568</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures</b>					
98-4612-0000-6012	Bond Issuance Costs	\$ 187,508	153,033	\$ -	\$ -
98-4612-9800-6050	Inspection Services	-	5,481	-	-
98-4612-840-6801	Professional Services	-	28,162	-	-
98-4612-5100-xxxx	Personnel Costs	-	61,953	-	-
98-4612-8400-8400	Composting Equipment	225,000	225,000	-	-
98-4612-8500-6012	Consulting Fees	-	35,501	-	-
98-4612-8500-6100	Advertising	-	98	-	-
98-4612-8500-9002	North Water Line Loop	1,344,080	1,213,588	-	-
98-4612-8500-9004	W. Hwy 190 Sewer Ext.	912,800	1,181,909	-	-
98-4612-8500-9006	Summers Rd. Sewer Ext.	570,780	610,615	-	-
98-4612-8500-9008	3rd Yr. Sewer Improve.	450,000	590,814	-	-
98-4612-8500-9010	Eng. Killeen/CC Water Line	292,300	294,760	-	-
98-4612-8500-9012	Eng. NE WWTP	555,000	559,147	-	-
98-4612-8500-9014	Eng. NW WWTP	120,000	124,148	-	-
98-4612-8500-9025	Tank Rehab. Prof. Svcs.	33,791	56,884	-	-
98-4612-8500-9016	Mickan Mt. Tank Rehab.	28,610	65,503	-	-
98-4612-8500-9018	Hogg Mt. Tank Rehab.	49,351	76,596	-	-
98-4612-8500-9020	Rattlesnake Mt. Tank Rehab.	20,355	40,787	-	-
98-4612-8500-9022	Seven Mile Mt. Tank Rehab.	198,673	167,827	-	-
98-4612-8500-9028	K-Starr Project	-	4,750	-	-
98-4612-8500-9030	8" Sewer Main & Manhole	-	48,321	-	-
98-4612-8500-9032	Water Improv. Proj. W. Hwy 190	-	18,594	-	-
98-4612-8500-9034	Ogletree Gap/Big Divide	-	10,097	-	-
<b>Total Expenditures</b>		<u>\$ 4,988,248</u>	<u>\$ 5,573,568</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Ending Fund Balance</b>					
98-300-0001	Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Copperas Cove, Texas**  
**2001 Certificates of Obligation**  
**(Capital Equipment/Improvements)**  
**FY 2005-06**

Account	Description	Original Budget	To Date FY 2003-04	Projected FY 2004-05	Proposed FY 2005-06
<b>Beginning Fund Balance</b>					
90-300-0001	Fund Balance	\$ -	\$ -	\$ 507,399	\$ 432,818
<b>Revenues</b>					
90-390-1001	Bond Proceeds	\$ 1,915,000	\$ 1,914,227	\$ -	\$ -
90-370-6001	Interest Income	-	43,388	10,163	11,400
90-370-6005	Miscellaneous Revenue	-	120,875	-	-
<b>Total Revenues</b>		<u>\$ 1,915,000</u>	<u>\$ 2,078,490</u>	<u>\$ 10,163</u>	<u>\$ 11,400</u>
<b>Expenditures</b>					
90-4606-9000-8600	Bond Issuance Costs	\$ 43,832	49,190	\$ -	\$ -
90-4606-9000-6050	Inspection Services	-	2,988	-	-
90-4606-3500-2100	Computer Supplies	-	18,603	2,127	-
90-4606-3500-6012	Professional Services	-	14,598	624	-
90-4606-3500-7800	OperatinG Capital	-	6,091	3,126	-
90-4606-3500-8400's	City-Wide Network	148,700	94,947	1,241	52,512
90-4606-4100-8500	Municipal Court	182,594	223,630	-	-
90-4606-4300-xxxx	Animal Control Facility	60,147	60,362	-	-
90-4606-4400-8500	Fire Station No. 3	179,509	219,015	-	-
90-4606-4400-8300	Fire Equipment	250,000	248,572	-	-
90-4606-5300-8400	Street Equipment	126,170	126,170	-	-
90-4606-5300-8400	R.O.W. Acquisition	400,000	-	77,626	322,374
90-4606-5400-6012	Consulting Fees	-	27,827	-	-
90-4606-5400-8505	Ogletree Improvements	364,548	365,979	-	-
90-4606-5600-8500	Public Works Facility (1/2)	159,500	113,119	-	-
<b>Total Expenditures</b>		<u>\$ 1,915,000</u>	<u>\$ 1,571,091</u>	<u>\$ 84,744</u>	<u>\$ 374,886</u>
<b>Ending Fund Balance</b>					
90-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 507,399</u>	<u>\$ 432,818</u>	<u>\$ 69,332</u>

**City of Copperas Cove, Texas**  
**2001 Certificates of Obligation**  
**(Phase II of Water/Wastewater CIP)**  
**FY 2004-05**

Account	Description	Original Budget	To Date 2003-04	Projected FY 2004-05	Proposed FY 2005-06
<b>Beginning Fund Balance</b>					
91-300-0001	Fund Balance	\$ -	\$ -	\$ 593,940	\$ 448,771
<b>Revenues</b>					
91-00-00-1001	Bond Proceeds	\$ 6,485,000	\$ 6,482,383	\$ -	\$ -
91-00-00-6001	Interest Income	-	222,909	26,289	24,000
91-00-00-6005	Miscellaneous Revenue	-	-	-	-
<b>Total Revenues</b>		<u>\$ 6,485,000</u>	<u>\$ 6,705,292</u>	<u>\$ 26,289</u>	<u>\$ 24,000</u>
<b>Expenditures</b>					
91-4607-9100-8600	Bond Issuance Costs	\$ 162,800	\$ 156,884	\$ -	\$ -
91-4607-9100-6100	Advertising	-	191	-	-
91-4607-5600-6800	Professional Services	-	62,017	-	-
91-4607-9100-9032	Public Works Facility (1/2)	159,500	130,184	-	-
91-4607-9100-9034	Turkey Run Pumps & Tank	439,000	405,586	-	-
91-4607-9100-9036	Hogg Mt. Pumps & Tank	819,000	67,902	89,150	472,771
91-4607-9100-9038	Killeen/CC Water Line	3,073,700	3,305,005	18,894	-
91-4607-9100-xxxx	W. Hwy 190 Sewer Ext.	-	60,537	33,414	-
91-4607-9100-9040	Turkey Run Tank Rehab.	180,000	275,763	-	-
91-4607-9400-9042	Joint Pump Station	700,000	715,836	-	-
91-4607-9100-9044	Grimes Crossing Water Line	701,000	434,248	-	-
91-4607-9100-9046	Joes Road Water Line	50,000	68,981	-	-
91-4607-9100-9047	Wolfe Road Sewer Line	75,000	71,010	-	-
91-4607-9100-9048	Taylor Mountain Pump	-	220,606	-	-
91-4607-9100-9050	South Wastewater Plant	-	97,350	-	-
91-4607-9100-6800	Professional Services	-	6,250	-	-
91-4607-5100-xxxx	Personnel Costs	125,000	33,003	30,000	-
<b>Total Expenditures</b>		<u>\$ 6,485,000</u>	<u>\$ 6,111,353</u>	<u>\$ 171,458</u>	<u>\$ 472,771</u>
<b>Ending Fund Balance</b>					
91-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 593,940</u>	<u>\$ 448,771</u>	<u>\$ -</u>

**City of Copperas Cove, Texas**  
**2003 Certificates of Obligation**  
**(Tax Supported)**  
**FY 2005-06**

Account	Description	Original Budget	To Date FY 2003-04	Projected FY 2004-05	Proposed FY 2005-06
<b>Beginning Fund Balance</b>					
70-300-0001	Fund Balance	\$ -	\$ -	\$ 2,141,253	\$ 1,478,146
<b>Revenues</b>					
70-390-1003	Bond Proceeds	\$ 4,084,140	\$ 4,084,140	\$ -	\$ -
70-370-6001	Interest Income	-	21,094	49,989	38,775
70-370-6005	Miscellaneous Revenue	-	-	-	-
<b>Total Revenues</b>		<u>\$ 4,084,140</u>	<u>\$ 4,105,234</u>	<u>\$ 49,989</u>	<u>\$ 38,775</u>
<b>Expenditures</b>					
70-4615-8500-9019	Construction of Big Divide	\$ 579,000	\$ -	\$ 64,565	\$ 514,435
70-4615-4400-9021	Communication System	1,645,140	1,523,685	24,738	96,717
70-4615-4400-9023	Fire Dept. Pumper Truck	250,000	150,765	99,235	-
70-4615-5400-9027	Construction of Skate Park	25,000	24,750	-	-
70-4615-5300-9029	Improvements to FM 1113	320,000	49,540	66,503	203,957
70-4615-5400-9025	Renovation of Civic Ctr.	130,000	132,058	-	-
70-4615-5300-9033	Feeder Road	600,000	36,503	38,813	524,684
70-4615-5400-9037	Human Resources Bldg Rep.	95,000	46,497	18,447	30,056
70-4615-5400-9035	City Hall Roof Repairs	20,000	-	-	20,000
70-4615-5400-9039	Police Dept. Roof Repairs	20,000	37	-	20,000
70-4615-8500-9073	Street Reconstruction	400,000	-	400,000	-
70-4615-5100-xxxx	Salaries and Benefits	-	147	795	-
<b>Total Expenditures</b>		<u>\$ 4,084,140</u>	<u>\$ 1,963,981</u>	<u>\$ 713,096</u>	<u>\$ 1,409,849</u>
<b>Ending Fund Balance</b>					
70-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ 2,141,253</u>	<u>\$ 1,478,146</u>	<u>\$ 107,072</u>

**City of Copperas Cove, Texas**  
**2003 Certificates of Obligation**  
**(Phase III of Water/Wastewater CIP)**  
**FY 2005-06**

Account	Description	Original Budget	To Date FY 2003-04	Projected FY 2004-05	Proposed FY 2005-06
<b>Beginning Fund Balance</b>					
71-300-0001	Fund Balance	\$ -	\$ -	\$ 5,922,173	\$ 3,206,820
<b>Revenues</b>					
71-390-1003	Bond Proceeds	\$ 9,594,265	\$ 9,594,265	\$ -	\$ -
71-370-6001	Interest Income	-	109,948	108,854	56,120
71-390-1001	Developer Contributions	-	-	10,543	-
71-370-6005	Miscellaneous Revenue	-	-	3,477	-
<b>Total Revenues</b>		<u>\$ 9,594,265</u>	<u>\$ 9,704,213</u>	<u>\$ 122,874</u>	<u>\$ 56,120</u>
<b>Expenditures</b>					
71-4615-5100-xxxx	Salaries and Benefits	\$ 60,000	\$ 48,801	\$ 33,602	\$ 30,000
71-4615-4400-9021	Communications System	195,680	179,512	-	-
71-4615-8500-9003	Meadow Brook Sewer Proj.	235,714	163,396	-	-
71-4615-8500-9005	Hwy 190 Sewer Proj. (Chop)	162,430	166,275	11,673	-
71-4615-8500-9007	Mountain Top Water Proj.	460,000	20	-	460,000
71-4615-8500-9009	Sewer (Skyline Valley Lift St.)	484,000	-	87,963	396,037
71-4615-8500-9011	Water (Ogletree Pass-Colorado)	1,710,000	-	13,023	1,696,977
71-4615-8500-9015	NE WW Plant Expansion	4,138,389	2,472,376	1,868,766	-
71-4615-8500-9014	South Plant Fine Screens	101,500	101,500	-	-
71-4615-8500-9015	NW WW Plant Expansion	1,104,456	354,273	750,183	-
71-4615-8500-xxxx	NE & NW Change Orders	48,231	48,231	-	-
71-4615-5100-xxxx	Additional Engineering	55,869	55,869	4,169	-
71-4615-8500-9017	4th Year Sewer Improvements	594,000	9,876	48,203	535,921
71-4615-8500-9021	Water Model Study	60,000	56,631	20,645	-
71-4615-8500-9031	Expansion of Constitution	122,000	122,000	-	-
71-00-00-xxxx	Utility Admin. Bldg. Repairs	20,000	3,281	-	16,719
<b>Total Expenditures</b>		<u>\$ 9,552,269</u>	<u>\$ 3,782,040</u>	<u>\$ 2,838,227</u>	<u>\$ 3,135,654</u>
<b>Ending Fund Balance</b>					
71-00-00-0990	Fund Balance	<u>\$ 41,996</u>	<u>\$ 5,922,173</u>	<u>\$ 3,206,820</u>	<u>\$ 127,286</u>

**City of Copperas Cove, Texas**  
**Proposed 2005 Certificates of Obligation**  
**Water Infrastructure Projects**  
**FY 2005-06**

Account	Description	Original Budget	To Date FY 2003-04	Projected FY 2004-05	Proposed FY 2005-06
<b>Beginning Fund Balance</b>					
XX-300-0001	Fund Balance	\$ -		\$ -	\$ 2,991,000
<b>Revenues</b>					
XX-390-1003	Bond Proceeds	\$ 3,080,000	\$ -	\$ 3,080,000	\$ -
XX-370-6001	Interest Income	-	-	-	-
XX-370-6005	Miscellaneous Revenue	-	-	-	-
<b>Total Revenues</b>		<u>\$ 3,080,000</u>	<u>\$ -</u>	<u>\$ 3,080,000</u>	<u>\$ -</u>
<b>Expenditures</b>					
XX-4616-8500-XXXX	Issuance Costs	\$ 89,000		\$ 89,000	\$ -
XX-4616-8500-XXXX	East Pump Station	1,380,000			1,380,000
XX-4616-8500-XXXX	Turkey Run Pump Station	868,000			868,000
XX-4616-8500-XXXX	Hogg Mountain Water Tank	743,000			743,000
<b>Total Expenditures</b>		<u>\$ 3,080,000</u>	<u>\$ -</u>	<u>\$ 89,000</u>	<u>\$ 2,991,000</u>
<b>Ending Fund Balance</b>					
71-00-00-0990	Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,991,000</u>	<u>\$ -</u>

# 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 September of 2005 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 Personnel Schedule, Employee Position Listing and Pay Scale by Department, and Schedule of Incentives:** This appendix provides detailed listings and pay plan for fiscal year 2005-06 and listing of incentives.

**E. City of Copperas Cove Water, Sewer & Solid Waste Rates:** This section provides a detailed presentation of the City of Copperas Cove's Water, Sewer & Solid Waste rates as they appear in the City of Copperas Cove's Code of Ordinances.

*The City Built for Family Living*

**APPENDIX A**

**GLOSSARY**

## **BUDGET GLOSSARY**

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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.

**Balanced Budget** – A budget in which estimated revenues equal estimated expenditures.

**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**

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**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**

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**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.

## **BUDGET GLOSSARY**

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**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 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.

**Non-Departmental** – A separate “department” within a fund to record expenditures that are common to more than one department or not directly attributable to a department within the fund.

**Operating Budget** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.

**Policy** - A policy is a plan, course of action or guiding principle designed to set parameters for decisions and actions.

**Performance Measure** - An identifiable unit of measuring the effectiveness and efficiency of providing services. Data collected to determine how effectively or efficiently a program is achieving its objectives.

**Revenue Appropriation** - A designated portion of a fund to be allocated and appropriated to the reserve of the fund in order to meet potential liabilities during the fiscal year.

**Revenue Bonds** - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

**Risk Management** - An organized attempt to protect a government’s assets against the accidental loss in the most economical method.

**Source of Revenue** - Revenues are classified according to their source or point of origin.

**Special Revenue Funds** - Special revenue funds are used to account for resources allocated to specific purposes. A special revenue fund continues in existence as long as governmental resources are allocated to its specific purpose.

**Strategy** - A strategy is a specific, measurable and observable result of an organization’s activity which advances the organization toward its goal.

**Tax Levy** - The total amount to be raised by general property taxes for operating and debt service purposes specified in the annual tax ordinance.

**Tax Rate** - The amount of tax levied for each \$100 of assessed valuation.

**Transfers** – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Trust Fund** - The trust fund was established to account for all assets received by the city that are in the nature of a trust and not accounted for in other funds. The trust fund is accounted for as an expendable trust fund.

**Unencumbered Balance** - The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

**APPENDIX B**  
**FEE SCHEDULE**

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

**POLICE DEPARTMENT**

**FEE**

Alarm-excessive false alarm fee	\$50.00
Bicycle Registration	\$2.00
Criminal History Letters	\$6.00
Photographs	\$3.00
Fingerprints (per card)	\$5.50
INS Fingerprinting	\$20.00
Offense Reports:	
- In Person (per page)	\$0.10
- Mail (per page)	Postage + .10
Fax:	
- Local (per page)	\$0.10
- Long Distance/Same Area Code (per page)	\$0.50
- Long Distance/Other Area Code (per page)	\$1.00
Accident Reports (per report)	\$5.00
Certification of Accident Report	\$2.00
Escort Fees for movers	\$25.00

**ANIMAL CONTROL**

**FEE**

Surrender Fees:	
- Resident	\$5.00
- Non-Resident	\$10.00
Adoption Fees:	
- Dogs	\$15.00
- Cats	\$15.00
City Licenses:	
- Dogs	\$2.00
- Cats	\$2.00
Impound Fees:	
- Reclaimed First Day	\$20.00
- Additional Days (per day)	\$3.00
- Daily Boarding Fee (after owner notification)	\$5.00
- Quarantine Fee (per day)	\$7.00
Exotic Wildlife Permit	\$20.00
Animal Vendor Fee	\$60.00
Euthanasia:	
- Resident	\$10.00
- Non-Resident	\$20.00
Duplicate License Tag	\$2.00

**FIRE DEPARTMENT**

**FEE**

Annual License Fee - Private Ambulance Service	\$2,200.00
Non-Emergency Service Call (per half hour)	\$25.00
Witness Fees (per half hour)	\$25.00
Stand-by-Time (per hour)	\$50.00
Ambulance Rates (EMS):	
- Base BLS Inside City Limits	\$500.00+mileage
- Base ALS 1 Inside City Limits	\$600.00+mileage
- Base ALS 2 Inside City Limits	\$700.00+mileage
- Transport (non-emergency)	\$450.00+mileage
Rural Call Charge (BLS & ALS)	\$800.00+mileage
<i>(does not apply if rural area is covered by separate contract)</i>	
Ambulance Rates (EMS):	
- Mileage Charge from Station to Delivery Point	

"Exhibit 1"

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

(per mile or fraction thereof)	\$9.00
No Transport: City (if requested by patient or family)	\$30.00
No Transport: County (if requested by patient or family) (does not apply if rural area is covered by separate contract)	\$600.00
State required inspection of a Foster Home	\$35.00
State required inspection of an Adoptive Home	No Charge
State required inspection of an "in-home" daycare	\$35.00
State required inspection of a daycare (less than 25)	\$35.00
State required inspection of a daycare (25 or more)	\$50.00
State required inspection of a "health care" home (Out of city inspections add \$15.00)	\$35.00
State required inspection of a nursing home (less than 50 beds)	\$75.00
State required inspection of a nursing home (50 or more beds)	\$150.00
State required inspection of a hospital	\$150.00
Fire alarm system plans review	\$75.00
Sprinkler system plans review	\$75.00
Alarm system tests:	
- 1 to 25 devices	\$50.00
- 26 to 200 devices	\$75.00
- 201 + devices	\$100.00
Sprinkler system tests:	
- 1 to 25 heads	\$75.00
- 26 to 200 heads	\$125.00
- 201 + heads	\$175.00
Standpipe pressure testing	\$50.00
- Each additional standpipe	\$50.00
Underground fuel piping testing	\$50.00
Re-Inspection Fee (Required inspections only):	
- First Reinspection	No charge
- Each additional reinspection	\$35.00
Burn Permits	\$35.00

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**ENGINEERING**

**FEE**

Standard Construction Specifications	\$10.00
Drainage Master Plan	\$35.00
Plat/Map Copies:	
- 24 x 36	\$3.50
- 36 x 48	\$4.00
Street Map (B & W)	\$5.00
Street Map AutoCAD File	\$50.00
City Limits & ETJ Map (B & W)	\$5.00
City Limits & ETJ Map AutoCAD File	\$50.00
Color Plots:	
- 8 1/2 x 11	\$3.00
- 11 x 17	\$4.00
- 24 x 36	\$6.00
- 36 x 48	\$9.00
- Street Map	\$9.00
- City Limits & ETJ Map	\$50.00

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

**CITY SECRETARY**

**FEE**

Massage Business License (without State License)	\$110.00
Masseur/Masseuse License (without State License)	\$60.00
Taxi Permits	\$60.00
Wrecker License Fee	\$85.00
Bondsman License Fee	\$110.00
Amusement Permit	\$150.00
Amusement Deposit	\$300.00
Poolroom, Gameroom (More than 1 video game)	\$60.00
Domino Hall license	\$60.00
Gameroom (with only 1 video game)	\$25.00
Gameroom (Eight - Liners only)	\$2,000.00
Video/Electronic Game License Fee (Each)	\$15.00

**Contractor Registration:**

- Registration Fee	\$110.00
- Less than 90 Days	\$60.00
- Annual Renewal Fee	\$85.00
Certificate of Occupancy	\$40.00
Mobil Home Park License	\$125.00
Adult Oriented Business Permit	\$300.00

**BUILDING & DEVELOPMENT**

**FEE**

**New Construction:**

- Single Family Residence	\$30.00+\$3.00/100 sq. ft.
- Duplex/Multi-family (per unit)	\$30.00+\$5.00/100 sq. ft.
- Commercial	\$100.00+\$5.00/100 sq. ft.

Note an additional fee of \$30.00 for plan/site review for 0-999 sq. ft. and over.

**Alterations/Repairs:**

(Accessory buildings, Detached Garages, Asphalt or Paving, Driveways, Sidewalks, Parking Lots, etc.)

**Material Cost**

- 0 to 3,000	\$25.00
- 3,001 to 4,000	\$30.00
- 4,001 to 5,000	\$35.00
- 5,001 to 6,000	\$40.00
- 6,001 to 7,000	\$45.00
- 7,001 to 8,000	\$50.00
- 8,001 to 9,000	\$55.00
- 9,001 to 10,000	\$60.00
- 10,001 to 11,000	\$65.00
Thereafter, per 1,000	\$5.00
Structure Relocation Permit	\$50.00
- Deposit	\$200.00
Demolition Permit	\$50.00
- Deposit	\$200.00
Swimming Pool Construction Permit	
- Private In-Ground	\$30.00
- Private Above-Ground (Including Hot Tubs)	\$20.00
Alarm Permit	
- Non-Residential Alarm permit	\$20.00

**Plumbing:**

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

Base Permit Fee	\$20.00
Per Drain, Trap, Fixture	\$2.50
Sewer (yard line)	\$5.00
House Sewer (replaced or repaired)	\$5.00
Water Heater and/or Vent	\$2.50
Minor Residential Alteration, Repair or Replacement of Existing Water or Sewer Piping, Water Heater (no base fee required)	\$20.00
Minor Commercial Alteration, Repair or Replacement of Existing Water or Sewer Piping, Water Heater (no base fee required)	\$25.00
Underground Sprinkler Systems:	
- Sprinkler Heads (each) or \$30.00 maximum fees	\$1.00
- Protective Devices (each)	\$2.50
Building Sprinkler Systems:	
- Sprinkler Heads (each) or \$30.00 maximum fees	\$1.00
- Cut-Off Valves (each)	\$2.50
Reinspection Fees	\$25.00
<b>Mechanical:</b>	
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
<b>Gas:</b>	
Inspection of Consumers Piping (rough and final piping)	\$25.00
Mobile Home Gas Test	\$25.00
Reinspection Fee	\$25.00
<b>Electrical:</b>	
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 Sign Circuit	\$25.00
Residential:	
- Change-Out Services	\$25.00
- Remodeling	\$25.00
- Garage Conversion	\$25.00
- Residential Add-on	\$25.00
Swimming Pools	\$25.00

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

Mobile Homes (New and Change Out Service)	\$25.00
Reinspection Fee	\$25.00

**Electrical License Fees:**

- Master Electrician (new)	\$35.00
- Master Yearly Renewal	\$25.00
- Journeyman/Limited Journeyman/Maintenance (new)	\$35.00
- Journeyman Yearly Renewal	\$15.00
- Apprentice	\$10.00
- Apprentice Renewal	\$10.00

**Sign Inspection Fees:**

- 0 to 16 sq. ft. of face area	\$25.00
- 16.1 to 96 sq. ft of face area	\$25.00
- 96.1 to 192 sq. ft. of face area	\$25.00
- 192.1 sq. ft. and larger	\$30.00

**STREETS**

**FEE**

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

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

**PARKS AND RECREATION**

**FEE**

**Swimming Pools:**

Turkey Creek Pool Rental (3 hour rental)	
- Deposit	\$25.00
- Fee Including 2 Lifeguards	\$125.00
- Additional Guard	\$24.00
Swimming Pool Admission: (all pools)	
- Children (0-16 years)	\$2.00
- Adult (17 +years)	\$3.00
- Senior Citizens (50-64)	\$1.00
- Senior Citizens (65+)	NO CHARGE
Summer Swim Pass	
- Individual Youth	\$25.00
- Individual Adult	\$50.00
- Family of 4 (10.00 each additional family member)	\$80.00
- Senior Citizens (50-64)	\$25.00
- Senior Citizens (65+)	NO CHARGE

Water and Land Aerobics (per class)	\$1.00
Swim Lessons (2 sessions)	\$35.00
Swim Club (per month)	\$35.00
Guard Start (per month)	\$50.00

**Buildings:**

Turkey Creek Activity Center: (8 hour rental)	
- Deposit	\$200.00
- Ballroom	\$200.00
- Clubroom	\$100.00
- Fee Each Additional Hour	\$20.00
Community/Civic Meetings per Hour	\$15.00

"Exhibit 1"

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

Civic Center: (8 hour rental)	
- Deposit	\$500.00
- Fee	\$400.00
- Fee Each Additional Hour	\$50.00
Allin House: (5 hour rental)	
- Deposit	\$200.00
- Fee	\$100.00
- Fee Each Additional Hour	\$20.00
Community/Civic Meetings per Hour	\$15.00
Ogletree Pavilion: (8 hour rental)	
- Deposit	\$200.00
- Fee (without serving area)	\$175.00
- Fee (with serving area)	\$225.00
- Fee each additional hour	\$35.00
<b>City Park Facilities:</b>	
Fester's House: (5 hour rental)	
- Deposit	\$50.00
- Fee	\$50.00
- Each Additional Hour	\$10.00
Pavilion: (all day)	
- Deposit	\$25.00
- Fee	\$50.00
R.V. Park:	
- Daily	\$20.00
- Weekly	\$100.00
Pool Parties (2 hour rental):	
- Fee (up to 50 people)	\$100.00
- Additional Fee (51 - 75 people)	\$25.00
- Additional Fee (76 - 100 people)	\$50.00
- Additional Fee (101 - 125 people)	\$75.00
- Fee each additional hour	\$25.00
Ball Fields: (3 hour rental)	
- Softball	\$30.00
- Baseball	\$30.00
- Football	\$30.00
- Soccer	\$30.00
- Each Additional Hour (fields)	\$10.00
- Lights (per hour)	\$20.00
Tournaments:	
Equip. and Clean-up Deposit for all Tournaments	\$200.00
Tournament Fees-to be determined by number of hours used	
- Field Lining (manhours)	\$20.00
- Use of Score Box for Tournaments	\$25.00
- Lights (per hour)	\$20.00
Other - Staff and Utilities (per hour)	\$20.00
Coordinated Organization Fees	50% discount
<b>Youth Activities:</b>	
Youth Sports Fee (per sport) (2nd child \$5.00 discount):	
- Soccer, Basketball, T-Ball, Flag Football, Cheerleading, Tumbling	\$35.00
- Softball, Baseball	\$55.00

"Exhibit 1"

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

- Football	\$85.00
- Cheerleading	\$55.00
- Non Resident (Soccer, Basketball, T-Ball, Flag Football, Cheerleading, Tumbling)	\$40.00
- Non Resident (Softball, Baseball)	\$50.00
Adult Sports Fee (per sport):	
- Fee (per team)	\$250.00
Special Events:	
- Youth Carnivals (entry fee)	\$3.00
- Youth Dances (individual entry)	\$3.00
- Youth Dances (couples)	\$5.00
- Movie in the Park (meal ticket)	\$3.00
- Concert (individual entry)	\$15.00
- Concert (couples)	\$25.00
- Dinner and Dance (individual entry)	\$15.00
- Dinner and Dance (couples)	\$25.00
Camps and Clinics:	
- Sports Camps (per week)	\$50.00
- Day Camps (per week)	\$65.00
After School Program (per week)	\$45.00

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**CEMETERY**

**FEE**

City Resident:

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

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**PLANNING**

**FEE**

Plats:

Minor Plats - Preliminary and Final	\$250.00
Minor Replats - Preliminary and Final	\$250.00
Amended Plats	\$150.00
Vacated Plats:	
- Less than 10.0 Acres	\$100.00
- 10.0 to 50.0 Acres	\$150.00
- Over 50.0 Acres	\$200.00
Major Plat - Preliminary	
- Less than 10.0 Acres	\$300.00
- 10.0 to 50.0 Acres	\$400.00
- Over 50.0 Acres	\$500.00
Major Plat - Final	
- Less than 10.0 Acres	\$300.00
- 10.0 to 50.0 Acres	\$400.00
- Over 50.0 Acres	\$500.00
Rezoning Application Fee	\$200.00
Variance Application Fee	\$110.00
Document Copies:	
- Comprehensive Plan	\$25.00
- Adult Oriented Business Ordinance	\$25.00
- Zoning Ordinance	\$15.00

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

- Subdivision Ordinance \$10.00

**LIBRARY**

**FEE**

**Resident User Fee**

Non-Resident User Fee (per year)	NO CHARGE
Non-Resident User Fee: City Employees (F.T)	\$10.00
Replacement Card (lost only)	NO CHARGE
	\$3.00

**Fines:**

- Overdue Books (per day)	\$0.25
- Overdue Maximum Fine	COST OF ITEM
- Overdue Interlibrary-loan (per day)	\$1.00
- Lost/Damaged ILL processing fee	\$10.00
- Overdue VHS Tape (per day)	\$1.00
- Overdue A/V Equipment (per day)	\$5.00
Lost/Damaged Items	Cost + \$10.00
Lost Vertical File Material	
Lost Governmental Publications	\$5.00
Overdue Postage - Regular (per notice)	
Overdue Postage - Certified (per notice)	\$5.00
Inter Library - Loan Postage	\$2.00

**Miscellaneous Repair/Replacement Costs:**

- Video Cover	\$1.50
- Small Kit Plastic Bag	\$1.75
- Large Kit Plastic Bag	\$2.50
- Book Jacket/Cover	\$1.00
- Replacement Bar Code Label	\$0.50
- Rebinding of Damaged Books	ACTUAL COST
- Repaired Videos/Audio Cassettes	ACTUAL COST
- Single Cassette Albums	\$3.50
- Double Cassette Albums	\$3.75
- Three Cassette Albums	\$4.00
- Four Cassette Albums	\$5.50
- Six Cassette Albums	\$5.75
- Eight Cassette Albums	\$6.00
- Ten Cassette Albums	\$6.00
- Twelve Cassette Albums	\$6.75
- CD Albums 4-5 Capacity Storage	\$8.00
- CD Albums 6-9 Capacity Storage	\$9.00
- CD Albums 10-19 Capacity Storage	\$10.00
- CD Albums 20- Capacity Storage	\$14.00
- CD Sleeves	\$1.00
Test Proctoring	\$15.00/hr
Typing Paper (per sheet)	\$0.10
Computer Printout (per page)	\$0.10
Blank Computer Disk	\$1.00

**Meeting Room Rental:**

- Government Entity	NO CHARGE
- Youth Groups (free use twice monthly, charge after that)	\$15.00/meeting/per 2 hr. block
- Non Profit Organizations (per hour)	\$15.00
- Private Organizations (per hour)	\$30.00

**CODE & HEALTH**

**FEE**

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

**Permits:**

Garage Sale Permits	\$10.00
One Day Car Wash Permits:	
- In City Resident/Organization	\$15.00
- Non-Resident/Organization	\$100.00
Peddler/Itinerant Vendor Permits:	
- In City Resident	\$25.00
- Out of City Residents (first application w/ \$1000.00 bond)	\$110.00
Administrative Mowing Fee for Code Violations	cost +\$150.00
Junkyard/Wrecking Yard	\$100.00
Health Permits	\$75.00
Temporary Health Permit (Up to Three Days)	\$35.00
Retail Food Store Permit	\$60.00

**Food Handlers Card:**

- One year	\$10.00
- Two Year	\$15.00
Food Handlers Card (for Non-Profit use)	\$2.00/student
Replacement of Lost Food Handlers Card	\$5.00

**Manager Accreditation:**

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

**GOLF COURSE**

**FEE**

*\* The Golf Professional, subject to approval by the City Manager, shall have the authority to utilize various discount coupons and special promotional rates that deviate from this schedule.*

**Green Fees:**

Weekday - Regular	\$13.00
Junior (weekdays only)	\$7.00
Weekday - Twilight (4pm)	\$10.00
Weekday - Twilight (6pm)	\$8.00
Weekend/Holiday - all	\$18.00
Weekend Twilight (4pm)	\$12.00
Weekend Twilight (6pm)	\$10.00
Cart Rental:	
9 Holes - per person	\$9.50
18 Holes - per person	\$12.00
Driving Range:	
Small Bucket	\$2.50
Large Bucket	\$5.00

**Annual Green Fees:**

Single (annual payment)	\$600.00
Single (semi annual payment)	\$350.00
1st Dependent (annual payment)	\$200.00
Each additional Dependent (annual payment)	\$100.00
1st Dependent ( semi annual payment)	\$125.00
Each additional Dependent (semi annual payment)	\$62.50
Single Senior (annual payment)	\$450.00
Senior Spouse (annual payment)	\$150.00
Regular Spouse (annual payment)	\$200.00
Single Senior (semi-annual payment)	\$262.50
Senior Spouse (semi annual payment)	\$93.75
Regular Spouse (semi annual payment)	\$125.00
Junior (annual Payment)	\$450.00

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

Junior Summer (June, July, August)	\$100.00
Junior (semi annual payment)	\$262.50
City Employee - Full Time	1/2 PRICE ON AGF
Late Fees-Late Payments (assessed after seven days)	\$7.00
<b>Equipment Rental: (+tax)</b>	
Pull Carts - 9 Holes	\$4.00
Pull Carts - 18 Holes	\$6.00
<b>Cart Storage: (Includes Trails Fees)</b>	
Cart Storage (annual payment)	\$525.00
Cart Storage (semi annual payment)	\$300.00
Guest/Borrowers of private carts	\$12.00
<b>Trail Fees:(private)</b>	
Annual (one payment)	\$275.00
Semi Annual (payment plan)	\$175.00
Daily (per round)	\$12.00
Handicaps - Annual	\$8.00

**ADMINISTRATIVE FEES-NON DEPARTMENTAL**

**FEE**

Returned Checks Fee	\$25.00
NSF Electronic Draft Fee	\$25.00

**Charges for providing copies of public information:**

Paper Copy - Standard Size 8 1/2 x 11 (per page)	\$0.10
Oversized Paper Copies 11x17 (per page)	\$0.50
Posting/Shipping Charges	ACTUAL COST

**Non-standard Size Copies:**

- Diskette (each)	\$1.00
- Magnetic Tape (each)	\$12.00
- VHS Video Cassette (each)	\$2.50
- Audio Cassette (each)	\$1.00
- Other Charges	ACTUAL COST

**Computer Resource Charges:**

- Mainframe (per minute)	\$10.00
- Midrange (per minute)	\$1.50
- Client/Server (per hour)	\$2.20
- PC or LAN (per hour)	\$1.00
- Programming Time (per hour)	\$26.00

**Fax Charges:**

- Local (per page)	\$0.10
- Long Distance/Same Area (per page)	\$0.50
- Long Distance/Other Area Code (per page)	\$1.00
Personnel (per hour)	\$15.00

**UTILITIES**

**FEE**

Water Deposit	\$45.00
Service Run	\$15.00
Reread Meter Service Run	\$5.00
Transfer Fee	\$15.00
Late Charge	\$25.00

**CITY OF COPPERAS COVE  
FEE SCHEDULE**

Pulled Meter		\$25.00
Meter Accuracy Check		\$15.00
Fire Hydrant Meter Deposit		\$650.00
Fire Hydrant Water use - per 1,000 Gallons		\$2.40
Fire Hydrant Meter Monthly Rental Charge		\$50.00
Unauthorized Service - (when meter is turned on or off by anyone other than water department personnel)		\$25.00
Reconnect Fee		\$15.00
1" Water Tap **		\$575.00
Water Tap larger than 1"	1" tap fee + additional time and materials	
6" Sewer Tap **		\$750.00
Sewer Tap larger than 6"	6" tap fee + additional time and materials	
Water Connect Fee *		\$200.00
Sewer Connect Fee*		\$80.00

\* Fee charged in those instances where tap exists or is being installed by an external party.

\*\* In those instances where a street cut is required and being done by an external party, a street cut fee will be assessed in addition to the tap fees.

**SOLID WASTE**

**FEE**

**Disposal Fees:**

- Minimum Charge (up to 240 lbs.)	\$5.00
- Per Ton	\$42.00
Weighing Vehicles	\$8.00

**Compost:**

- Bulk (per cubic yard)	\$8.50
- Container (up to 30 gallons)	\$2.25
-Delivery (per delivery within City limits only)	\$15.00
Kraft Bags	City's Cost + sales tax

**Tire Disposal:**

- Passenger/light truck tire, less than 17.5 " rim diameter	\$2.00
- Truck Tire, greater than or equal to 17.5 " rim diameter	\$6.00
Used Oil Filters	\$1.00
Container Replacement (96 or 64 gallon)	City's Cost + \$10.00 delivery fee
Bulk Items over 4x4x12	\$6.00 per cubic yd.
Pull Offs/Transfer Station	\$5.00
Roll Offs (includes the following 3 items)	
- Delivery	\$125 per service
- Rental Per Day	\$5.00
- Disposal (per ton)	\$42.00

Auto-Lid Locks	\$75.00
----------------	---------

**APPENDIX C**

**COPPERAS COVE AT A GLANCE**

# COPPERAS COVE PROFILE

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## CITY AND AREA DEMOGRAPHICS

### LOCATION

Copperas Cove is located 25 miles west of IH-35 on U.S. Hwy 190, 65 miles north of Austin. This Central Texas city lies between Dallas and San Antonio. Within a 35-mile radius, Copperas Cove has a market of approximately 250,000 people and is adjacent to the largest military installation in the free world - Fort Hood.

### CLIMATE

Annual Average Temperature .....	67.0	degrees
Monthly Average High Temperature .....	76.0	degrees
Monthly Average Low Temperature .....	58.0	degrees
Annual Average Precipitation .....	46.86	inches

## POPULATION

Census	Copperas Cove	Coryell County
2004 (Estimated)	30,776	77,907
2000	29,592	74,978
1990	24,079	64,213
1980	19,469	56,767
1970	10,818	35,311
1960	4,576	23,961

## POPULATION BY AGE DISTRIBUTION

(Source: United States Department of Commerce, Bureau of the Census, 2000)

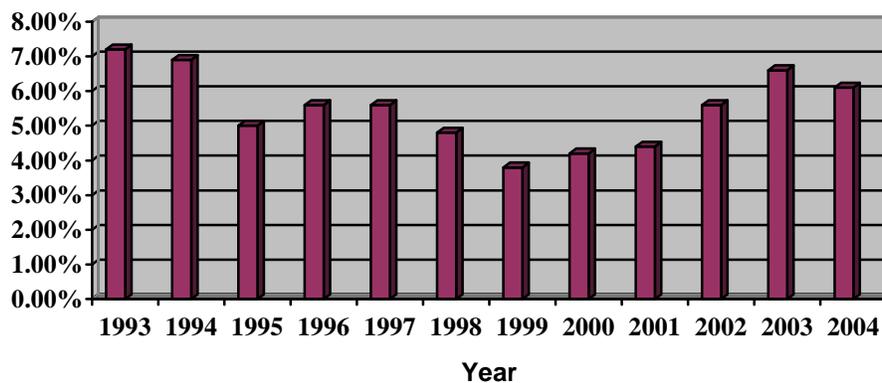
Age	Total	Percent
0-4	3,030	10.2%
5-14	5,032	17.0%
15-24	5,612	19.0%
25-34	5,280	17.8%
35-44	4,587	15.5%
45-54	2,737	9.2%
55-64	1,819	6.1%
65-74	978	3.3%
75+	<u>517</u>	<u>1.9%</u>
<b>Total</b>	<b>29,592</b>	<b>100.0%</b>

## ETHNIC CHARACTERISTICS

(Source: United States Department of Commerce, Bureau of the Census, 2000)

Ethnicity	City Total	Percent
White	19,340	65.4%
Black or African American	6,047	20.74%
Native American	257	0.9%
Asian or Pacific Islander	1,938	6.6%
Other	<u>2,010</u>	<u>6.7%</u>
<b>Total</b>	<b>29,592</b>	<b>100.0%</b>

## 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 two commuter airlines located at the Killeen Airport. These commuter airlines include American Eagle and Continental Express, with flights daily to Dallas/Fort Worth and Houston. The airport offers a 10,000-foot lighted concrete runway with an instrument landing system and capable of landing a 747, complimented by a 70,000 square foot terminal. 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: ..... **ATMOS Energy**

Reserve Generating Capacity: (ERCOT)	20.07%
KW Peak Demand:	18,007,000

### Gas: ..... **TXU Gas**

Size of Transmission lines serving City:	6 inches
Transmission Line Pressure:	315 p.s.i.g.
Distribution Pressure:	40 m.a.o.p.
BTU Rating (per cubic foot)	1,050 average

### Local Telephone Service: ..... **Sprint-CenTel Texas**

Telephone Services: Call waiting, call forwarding, three way calls, speed dial, and voice-mail boxes are among capabilities offered. Fiber optics, switched 56kBPS, High Capacity Digital (T-1) and Digital Data Service available by the most advanced telecommunication system in Texas.

### Long Distance Service: **AT&T, Sprint, MCI and others.**

### Water: **City of Copperas Cove**

Source of City Water:	Belton Lake
Capacity of Water Plant:	53,000,000 gallons per day
Average Consumption:	4,500,000 gallons per day
Peak Consumption:	6,390,000 gallons per day
Storage Capacity:	7,190,000 gallons

### Sewer: **City of Copperas Cove**

Type of Treatment:	Extended Aeration
Capacity:	
Current Permit	6,350,000 GPD
After Expansion is completed	9,000,000 GPD
Current Usage:	2,600,000 GPD

## PUBLIC SAFETY

### Fire Protection:

Number of stations:	3
Number of hydrants:	926
Number of volunteer fire officers:	0
Number of paid fire officers:	45
Fire officers per 1,000 population:	1.50

**Police Protection:**

Number of stations:	1
Number of reserve police officers:	0
Number of sworn officers:	53
Officers per 1,000 population:	1.77

**EMPLOYERS**

Name	Product	Employees
Fort Hood Military Base	Military	40,672
	Civilian - federal & contract	13,724
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Hill Country Rehab. & Nursing Center	Nursing Home	80
Tarleton State University	Education - Senior College	72

**LABOR FORCE**

	Copperas Cove	Coryell County	Killeen-Temple MSA
Total Labor Force	10,719	21,278	121,366
Total Employment	10,038	20,277	114,974
Unemployment Rate	6.4%	4.7%	5.3%

**BUSINESS AND INDUSTRIAL PARK**

The City of Copperas Cove has a 92-acre business and industrial park located on prime land on the east end of the City. The park offers easy access to U.S. Hwy 190; a limited access highway which connects to I-35. The park is an excellent location for businesses that decide to locate in Copperas Cove to take advantage of the many benefits offered.

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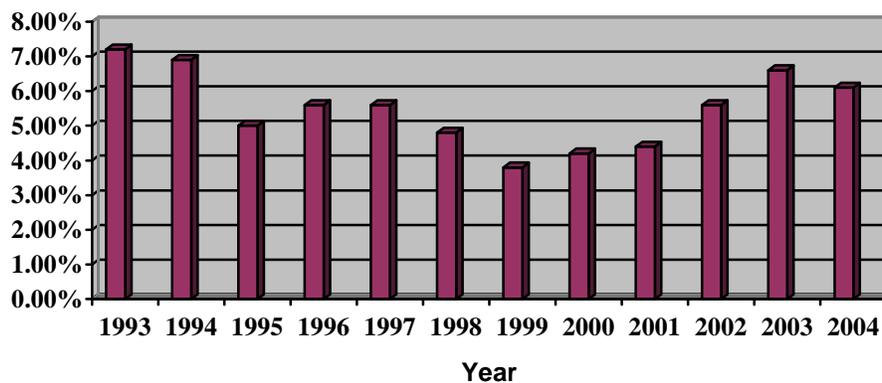
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Type of Treatment:	Extended Aeration
Capacity:	
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After Expansion is completed	9,000,000 GPD
Current Usage:	2,600,000 GPD

## PUBLIC SAFETY

### Fire Protection:

Number of stations:	3
Number of hydrants:	926
Number of volunteer fire officers:	0
Number of paid fire officers:	45
Fire officers per 1,000 population:	1.50

**Police Protection:**

Number of stations:	1
Number of reserve police officers:	0
Number of sworn officers:	53
Officers per 1,000 population:	1.77

**EMPLOYERS**

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KristKindl Markt  
Youth Soccer Camp

Fourth of July Parade  
Punt, Pass and Kick Contest

**APPENDIX D**

**CITY OF COPPERAS COVE PERSONNEL SCHEDULE,  
EMPLOYEE POSITION AND PAY SCALE BY DEPARTMENT,  
& SCHEDULE OF INCENTIVES**

**CITY OF COPPERAS COVE, TEXAS**

**PERSONNEL SCHEDULE**

	<b>ACTUAL FY 2002-03</b>	<b>ACTUAL FY 2003-04</b>	<b>ACTUAL FY 2004-05</b>	<b>Adopted FY 2005-06</b>
<b>GENERAL FUND</b>				
City Manager	2	2	2	2
City Secretary / Elections	1.5	2	2	2
City Attorney (Contract Labor)	1.5	1	1	1
Finance	6	6	6	6
Grants Administration	1	1	1	1
Human Resources	2	2	2	2
Information Systems	2	2	2	2
Municipal Court	7	7	7	7
City Judge (Contract Labor)	1	1	1	1
Associate City Judge (Contract Labor)	0	0	1	1
Police	69	69	69	69
Animal Control	4	4	4	4
Fire / EMS	46	46	46	46
Engineering (1)	5	4.5	4.5	4.5
Building and Development Svcs.	4	4.5	4.5	5
Streets	7	7	7	7
Parks & Recreation	15	14	14	14
Fleet Services	4	5	5	5
Facility Maintenance	5	5	5	5
Public Works	1	0.5	0.5	0.5
Planning	0.5	0.5	0.5	1
Library	9.5	9.5	9.5	9.5
Code and Health	2	2	2	2.5
<b>TOTAL GENERAL FUND EMPLOYEES</b>	<u>196</u>	<u>195.5</u>	<u>196.5</u>	<u>198</u>
<b>WATER &amp; SEWER FUND</b>				
Water & Sewer Admin.	1.5	2	2	2
Utility Administration	8	8	8	11
Water Distribution	12	12	12	9
Sewer Collection	7	7	7	7
Wastewater Treatment	10	10	10	11
Composting	2	2	2	2
<b>TOTAL WATER &amp; SEWER EMPLOYEES</b>	<u>40.5</u>	<u>41</u>	<u>41</u>	<u>42</u>
<b>YOUTH ACTIVITIES FUND</b>				
Youth Activities	1	1	1	1
<b>TOTAL YOUTH ACTIVITIES FUND EMPLOYEES</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>CEMETERY FUND</b>				
Cemetery	1	1	1	1
<b>TOTAL CEMETERY FUND EMPLOYEES</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**CITY OF COPPERAS COVE, TEXAS**

**PERSONNEL SCHEDULE**

	<b>ACTUAL FY 2002-03</b>	<b>ACTUAL FY 2003-04</b>	<b>ACTUAL FY 2004-05</b>	<b>Adopted FY 2005-06</b>
<b>SOLID WASTE FUND</b>				
Solid Waste Collection - Admin.	2.5	2.5	4	4
Solid Waste Collection - Residential	4	4	4	4
Solid Waste Collection - Recycling	3	3	2	2
Solid Waste Collection - Brush	2	2	2	2
Solid Waste Collection - Commercial	5	5	4	4
Solid Waste Disposal	4.5	4.5	4	4
<b>TOTAL SOLID WASTE FUND EMPLOYEES</b>	<u>21</u>	<u>21</u>	<u>20</u>	<u>20</u>
<b>DRAINAGE UTILITY FUND</b>				
Drainage Utility	4.5	4.5	4.5	4.5
<b>TOTAL DRAINAGE UTILITY FUND EMPLOYEES</b>	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>
<b>GOLF COURSE FUND</b>				
Golf Course	15	15	15	15
<b>TOTAL GOLF COURSE FUND EMPLOYEES</b>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>
<b>TOTAL ALL FUNDS</b>	<u><u>279</u></u>	<u><u>279</u></u>	<u><u>279</u></u>	<u><u>281.5</u></u>

(1) Water/Wastewater Engineer is funded in the Drainage Fund and Capital Improvement Bond funds.

**City of Copperas Cove 2005/2006**

**Employee Position Listing and Pay Scale by Department**

<b>Fund #</b>	<b>Dept #</b>	<b>No. EE's</b>	<b>Department Name</b>	<b>Position Title</b>	<b>Minimum Salary Yearly</b>	<b>Maximum Salary Yearly</b>
01	22	1	City Manager	Secretary to the City Manager	\$ 25,708.80	\$ 37,897.60
01	22	1	City Manager	City Manager	Unclassified	Unclassified
01	23	1	City Secretary	Deputy City Secretary	\$ 25,833.60	\$ 38,084.80
01	23	1	City Secretary	City Secretary	Unclassified	Unclassified
01	31	3	Finance	Accounting Technician	\$ 25,188.80	\$ 37,128.00
01	31	1	Finance	Supervisor Accounting	\$ 32,323.20	\$ 47,652.80
01	31	1	Finance	Assistant Director of Finance	\$ 43,596.80	\$ 64,272.00
01	31	1	Finance	Assistant City Manager/Director of Finance	Unclassified	Unclassified
01	32	1	Grants Administration	Grants Administrator/Budget Analyst	\$ 43,596.80	\$ 64,272.00
01	34	1	Human Resources	Human Resources Coordinator	\$ 24,648.00	\$ 36,337.60
01	34	1	Human Resources	Human Resources Director	Unclassified	Unclassified
01	35	1	Information Systems	Information Systems Specialist	\$ 33,009.60	\$ 48,630.40
01	35	1	Information Systems	Information Systems Manager	\$ 50,273.60	\$ 74,110.40
01	41	5	Municipal Court	Clerk for Court	\$ 20,716.80	\$ 30,534.40
01	41	1	Municipal Court	Assistant Supervisor of Municipal Court	\$ 24,876.80	\$ 36,670.40
01	41	1	Municipal Court	Supervisor - Court	\$ 39,998.40	\$ 58,968.00
01	42	2	Police	Senior Records Clerk	\$ 20,716.80	\$ 30,534.40
01	42	1	Police	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
01	42	1	Police	Administrative Assistant Training/Evidence	\$ 22,942.40	\$ 33,820.80
01	42	11	Police	Police Communications/Operator	\$ 22,984.00	\$ 33,883.20
01	42	1	Police	Executive Secretary	\$ 24,460.80	\$ 36,067.20
01	42		Police	Patrol Officer - Non Certified in Academy	\$ 25,500.80	\$ 25,500.80
01	42		Police	Patrol Officer - Certified in FTP	\$ 28,496.00	\$ 28,496.00
01	42	35	Police	Patrol Officer - Certified	\$ 31,616.00	\$ 44,948.80
01	42	5	Police	Police Corporal	\$ 34,632.00	\$ 49,296.00
01	42	8	Police	Police Sergeant	\$ 40,497.60	\$ 57,886.40
01	42	3	Police	Police Lieutenant	\$ 48,068.80	\$ 69,305.60
01	42	1	Police	Police Deputy Chief	\$ 57,928.00	\$ 85,384.00
01	42	1	Police	Chief of Police	Unclassified	Unclassified
01	43	2	Animal Control	Animal Control Officer	\$ 19,115.20	\$ 28,184.00
01	43	1	Animal Control	Clerk	\$ 18,532.80	\$ 27,310.40
01	43	1	Animal Control	Supervisor - Animal Control	\$ 27,206.40	\$ 40,102.40
01	44	1	Fire	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
01	44	28	Fire	Firefighter (2904 hour work yr)	\$ 27,384.72	\$ 40,365.60
01	44	1	Fire	Inspector	\$ 34,320.00	\$ 50,585.60
01	44	6	Fire	Fire Lieutenant (2904 hour work yr)	\$ 34,354.32	\$ 50,645.76
01	44	3	Fire	Captain (2904 hour work yr)	\$ 37,432.56	\$ 55,176.00
01	44	1	Fire	Fire Marshal	\$ 37,440.00	\$ 55,182.40
01	44	1	Fire	Training Officer/Captain	\$ 42,265.60	\$ 62,296.00
01	44	3	Fire	Battalion Chief (2904 hour work yr)	\$ 44,866.80	\$ 66,153.12
01	44	1	Fire	Deputy Fire Chief /Emergency Mgt Coord.	\$ 53,019.20	\$ 78,166.40
01	44	1	Fire	Fire Chief	Unclassified	Unclassified
01	51	1	Engineering	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
01	51	1	Engineering	Engineer Technician	\$ 30,659.20	\$ 45,198.40
01	51	0.5	Engineering	Inspector	\$ 31,678.40	\$ 46,696.00
01	51	1	Engineering	Water/Wastewater Engineer	\$ 54,121.60	\$ 79,788.80
01	51	1	Engineering	City Engineer	Unclassified	Unclassified
01	52	1.5	Bldg/Development Svcs	Receptionist	\$ 18,304.00	\$ 26,977.60
01	52	1	Bldg/Development Svcs	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
01	52	0.5	Bldg/Development Svcs	Inspector	\$ 31,678.40	\$ 46,696.00

**City of Copperas Cove 2005/2006**

**Employee Position Listing and Pay Scale by Department**

<b>Fund #</b>	<b>Dept #</b>	<b>No. EE's</b>	<b>Department Name</b>	<b>Position Title</b>	<b>Minimum Salary Yearly</b>	<b>Maximum Salary Yearly</b>
01	52	1	Bldg/Development Svcs	Inspector Senior	\$ 36,025.60	\$ 53,102.40
01	52	1	Bldg/Development Svcs	Chief Building Official	\$ 57,200.00	\$ 84,323.20
01	53	3	Street	Light Equipment Operator	\$ 19,552.00	\$ 28,828.80
01	53	2	Street	Heavy Equipment Operator	\$ 22,984.00	\$ 33,883.20
01	53	1	Street	Traffic Control Technician	\$ 22,984.00	\$ 33,883.20
01	53	1	Street	Supervisor - Street	\$ 29,889.60	\$ 44,054.40
01	54	7	Parks & Recreation	Laborer	\$ 18,532.80	\$ 27,310.40
01	54	2	Parks & Recreation	Light Equipment Operator	\$ 19,552.00	\$ 28,828.80
01	54	1	Parks & Recreation	Recreation/Aquatics Specialist	\$ 22,630.40	\$ 33,363.20
01	54	1	Parks & Recreation	Supervisor Parks	\$ 26,395.20	\$ 38,916.80
01	54	1	Parks & Recreation	Facilities/Senior Specialist	\$ 26,561.60	\$ 39,145.60
01	54	1	Parks & Recreation	Recreation Superintendent	\$ 32,385.60	\$ 47,736.00
01	54	1	Parks & Recreation	Director of Community Services	Unclassified	Unclassified
04	54	1	Parks & Recreation	Recreation Specialist	\$ 22,630.40	\$ 33,363.20
06	54	1	Parks & Recreation	Light Equipment Operator	\$ 19,552.00	\$ 28,828.80
01	55	1	Fleet Services	Clerk	\$ 18,532.80	\$ 27,310.40
01	55	3	Fleet Services	Mechanic	\$ 26,353.60	\$ 38,854.40
01	55	1	Fleet Services	Supervisor - Fleet Services	\$ 33,737.60	\$ 49,732.80
01	56	0.5	Public Works	Superintendent Public Works	\$ 41,787.20	\$ 61,609.60
01	57	3	Facility Maintenance	Custodian	\$ 16,182.40	\$ 23,857.60
01	57	2	Facility Maintenance	Facility Maintenance	\$ 24,232.00	\$ 35,713.60
01	61	1	Planning	City Planner	\$ 57,824.00	\$ 85,238.40
01	71	3	Library	Library Assistant I	\$ 18,532.80	\$ 27,310.40
01	71	0.5	Library	Library Assistant II	\$ 20,009.60	\$ 29,494.40
01	71	3	Library	Library Assistant III	\$ 21,715.20	\$ 32,011.20
01	71	1	Library	Reference Asst/Electronic Tech Coord	\$ 23,795.20	\$ 35,068.80
01	71	1	Library	Assistant Director Library	\$ 30,596.80	\$ 45,094.40
01	71	1	Library	Director Library	Unclassified	Unclassified
01	72	2	Code & Health	Code Enforcement Officer	\$ 26,457.60	\$ 39,000.00
01	72	0.5	Code & Health	Clerk	\$ 18,532.80	\$ 27,310.40
09	74	3.5	Golf Course	Food & Beverage Worker	\$ 16,681.60	\$ 24,585.60
09	74	1.5	Golf Course	Golf Course Attendant	\$ 16,681.60	\$ 24,585.60
09	74	2	Golf Course	Clerk	\$ 18,532.80	\$ 27,310.40
09	74	3	Golf Course	Laborer	\$ 18,532.80	\$ 27,310.40
09	74	1	Golf Course	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
09	74	1	Golf Course	Heavy Equip Operator /Grounds Supervisor	\$ 22,984.00	\$ 33,883.20
09	74	1	Golf Course	Clubhouse Supervisor	\$ 26,852.80	\$ 39,582.40
09	74	1	Golf Course	Superintendent Golf Course	\$ 38,251.20	\$ 56,388.80
09	74	1	Golf Course	Manager/Pro Golf Course	Unclassified	Unclassified
05	76	3	Drainage Utility	Laborer	\$ 18,532.80	\$ 27,310.40
05	76	1	Drainage Utility	Supervisor Drainage	\$ 26,395.20	\$ 38,916.80
05	76	0.5	Drainage Utility	Superintendent Drainage Utility	\$ 41,787.20	\$ 61,609.60
02	80	1	Water & Sewer Admin	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
02	80	1	Water & Sewer Admin	Water & Sewer Administrative Director	Unclassified	Unclassified
02	81	4	Utility Administration	Clerk/Cashier	\$ 19,406.40	\$ 28,600.00
02	81	5	Utility Administration	Meter Reader/Customer Service	\$ 19,552.00	\$ 28,828.80
02	81	1	Utility Administration	Assistant Supervisor Utility Administration	\$ 23,566.40	\$ 34,736.00
02	81	1	Utility Administration	Supervisor - Utilities	\$ 39,187.20	\$ 57,761.60
02	82	5	Water Distribution	Operator II Water Distribution	\$ 22,547.20	\$ 33,238.40
02	82	1	Water Distribution	Heavy Equipment Operator	\$ 22,984.00	\$ 33,883.20

**City of Copperas Cove 2005/2006**

**Employee Position Listing and Pay Scale by Department**

<b>Fund #</b>	<b>Dept #</b>	<b>No. EE's</b>	<b>Department Name</b>	<b>Position Title</b>	<b>Minimum Salary Yearly</b>	<b>Maximum Salary Yearly</b>
02	82	1	Water Distribution	Supervisor Installation	\$ 26,395.20	\$ 38,916.80
02	82	1	Water Distribution	Supervisor Pump Maintenance	\$ 26,395.20	\$ 38,916.80
02	82	1	Water Distribution	Superintendent Water Distribution	\$ 39,000.00	\$ 57,491.20
02	83	5	Sewer Collection	Operator II	\$ 22,547.20	\$ 33,238.40
02	83	1	Sewer Collection	Operator III	\$ 26,395.20	\$ 38,916.80
02	83	1	Sewer Collection	Superintendent	\$ 39,000.00	\$ 57,491.20
02	84	6	Wastewater Treatment	Operator II	\$ 22,547.20	\$ 33,238.40
02	84	1	Wastewater Treatment	Laboratory Technician	\$ 26,624.00	\$ 39,249.60
02	84	3	Wastewater Treatment	Chief Plant Operator	\$ 34,528.00	\$ 50,897.60
02	84	1	Wastewater Treatment	Laboratory Technician - Senior	\$ 34,528.00	\$ 50,897.60
02-01	84	1	Composting	Heavy Equipment Operator	\$ 22,984.00	\$ 33,883.20
02-01	84	1	Composting	Supervisor Composting	\$ 26,395.20	\$ 38,916.80
03	90	1	Solid Waste Collection	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
03	90	1	Solid Waste Collection	Solid Waste Supervisor - Recycling/Admin	\$ 30,035.20	\$ 44,283.20
03	90	1	Solid Waste Collection	Solid Waste Supervisor - Operations	\$ 30,035.20	\$ 44,283.20
03	90	1	Solid Waste Collection	Solid Waste Superintendent	\$ 42,660.80	\$ 62,878.40
03	91	11	Solid Waste Collection	Driver	\$ 21,507.20	\$ 31,699.20
03	91	1	Solid Waste Collection	Mechanic/Relief Diver	\$ 26,353.60	\$ 38,854.40
03	92	1	Solid Waste Disposal	Clerk - Scale Operator	\$ 18,532.80	\$ 27,310.40
03	92	3	Solid Waste Disposal	Heavy Equipment Operator	\$ 22,984.00	\$ 33,883.20

**CITY OF COPPERAS COVE, TEXAS  
INCENTIVE/REIMBURSEMENT PAY  
FY 2005-06**

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<b>FIRE/EMS</b>	<b>Monthly</b>
Paramedic Licensed	
Assigned	\$500
Non-Assigned	\$350
Paramedic Certified	
Assigned	\$400
Non-Assigned	\$250
Intermediate Certification	\$ 40
Advanced Certification	\$ 75
Master Certification	\$100
Paramedic assigned to an ambulance unit and works the entire shift (no partial credit) (Chief excluded from Incentives)	\$ 25
<b>POLICE</b>	
Shift Differential	
2 <sup>nd</sup> Shift	\$ 35
3 <sup>rd</sup> Shift	\$ 45
Master Certification	\$100
Advanced Certification	\$ 75
Intermediate Certification	\$ 40
Instructor Certificate	\$ 15
Motorcycle Unit	\$ 50
Special Response Team (Chief excluded from Incentives)	\$ 50
<b>ANIMAL CONTROL</b>	
Advanced Certification	\$ 40
<b>WATER DISTRIBUTION</b>	
Backflow Prevention Assembly Tester License	\$ 25

**APPENDIX D**

**CITY OF COPPERAS COVE PERSONNEL SCHEDULE,  
EMPLOYEE POSITION AND PAY SCALE BY DEPARTMENT,  
& SCHEDULE OF INCENTIVES**

**CITY OF COPPERAS COVE, TEXAS**

**PERSONNEL SCHEDULE**

	<b>ACTUAL FY 2002-03</b>	<b>ACTUAL FY 2003-04</b>	<b>ACTUAL FY 2004-05</b>	<b>Adopted FY 2005-06</b>
<b>GENERAL FUND</b>				
City Manager	2	2	2	2
City Secretary / Elections	1.5	2	2	2
City Attorney (Contract Labor)	1.5	1	1	1
Finance	6	6	6	6
Grants Administration	1	1	1	1
Human Resources	2	2	2	2
Information Systems	2	2	2	2
Municipal Court	7	7	7	7
City Judge (Contract Labor)	1	1	1	1
Associate City Judge (Contract Labor)	0	0	1	1
Police	69	69	69	69
Animal Control	4	4	4	4
Fire / EMS	46	46	46	46
Engineering (1)	5	4.5	4.5	4.5
Building and Development Svcs.	4	4.5	4.5	5
Streets	7	7	7	7
Parks & Recreation	15	14	14	14
Fleet Services	4	5	5	5
Facility Maintenance	5	5	5	5
Public Works	1	0.5	0.5	0.5
Planning	0.5	0.5	0.5	1
Library	9.5	9.5	9.5	9.5
Code and Health	2	2	2	2.5
<b>TOTAL GENERAL FUND EMPLOYEES</b>	<u>196</u>	<u>195.5</u>	<u>196.5</u>	<u>198</u>
<b>WATER &amp; SEWER FUND</b>				
Water & Sewer Admin.	1.5	2	2	2
Utility Administration	8	8	8	11
Water Distribution	12	12	12	9
Sewer Collection	7	7	7	7
Wastewater Treatment	10	10	10	11
Composting	2	2	2	2
<b>TOTAL WATER &amp; SEWER EMPLOYEES</b>	<u>40.5</u>	<u>41</u>	<u>41</u>	<u>42</u>
<b>YOUTH ACTIVITIES FUND</b>				
Youth Activities	1	1	1	1
<b>TOTAL YOUTH ACTIVITIES FUND EMPLOYEES</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>CEMETERY FUND</b>				
Cemetery	1	1	1	1
<b>TOTAL CEMETERY FUND EMPLOYEES</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**CITY OF COPPERAS COVE, TEXAS**

**PERSONNEL SCHEDULE**

	<b>ACTUAL FY 2002-03</b>	<b>ACTUAL FY 2003-04</b>	<b>ACTUAL FY 2004-05</b>	<b>Adopted FY 2005-06</b>
<b>SOLID WASTE FUND</b>				
Solid Waste Collection - Admin.	2.5	2.5	4	4
Solid Waste Collection - Residential	4	4	4	4
Solid Waste Collection - Recycling	3	3	2	2
Solid Waste Collection - Brush	2	2	2	2
Solid Waste Collection - Commercial	5	5	4	4
Solid Waste Disposal	4.5	4.5	4	4
<b>TOTAL SOLID WASTE FUND EMPLOYEES</b>	<u>21</u>	<u>21</u>	<u>20</u>	<u>20</u>
<b>DRAINAGE UTILITY FUND</b>				
Drainage Utility	4.5	4.5	4.5	4.5
<b>TOTAL DRAINAGE UTILITY FUND EMPLOYEES</b>	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>	<u>4.5</u>
<b>GOLF COURSE FUND</b>				
Golf Course	15	15	15	15
<b>TOTAL GOLF COURSE FUND EMPLOYEES</b>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>
<b>TOTAL ALL FUNDS</b>	<u><u>279</u></u>	<u><u>279</u></u>	<u><u>279</u></u>	<u><u>281.5</u></u>

(1) Water/Wastewater Engineer is funded in the Drainage Fund and Capital Improvement Bond funds.

**City of Copperas Cove 2005/2006**

**Employee Position Listing and Pay Scale by Department**

<b>Fund #</b>	<b>Dept #</b>	<b>No. EE's</b>	<b>Department Name</b>	<b>Position Title</b>	<b>Minimum Salary Yearly</b>	<b>Maximum Salary Yearly</b>
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01	22	1	City Manager	City Manager	Unclassified	Unclassified
01	23	1	City Secretary	Deputy City Secretary	\$ 25,833.60	\$ 38,084.80
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01	31	3	Finance	Accounting Technician	\$ 25,188.80	\$ 37,128.00
01	31	1	Finance	Supervisor Accounting	\$ 32,323.20	\$ 47,652.80
01	31	1	Finance	Assistant Director of Finance	\$ 43,596.80	\$ 64,272.00
01	31	1	Finance	Assistant City Manager/Director of Finance	Unclassified	Unclassified
01	32	1	Grants Administration	Grants Administrator/Budget Analyst	\$ 43,596.80	\$ 64,272.00
01	34	1	Human Resources	Human Resources Coordinator	\$ 24,648.00	\$ 36,337.60
01	34	1	Human Resources	Human Resources Director	Unclassified	Unclassified
01	35	1	Information Systems	Information Systems Specialist	\$ 33,009.60	\$ 48,630.40
01	35	1	Information Systems	Information Systems Manager	\$ 50,273.60	\$ 74,110.40
01	41	5	Municipal Court	Clerk for Court	\$ 20,716.80	\$ 30,534.40
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01	42	1	Police	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
01	42	1	Police	Administrative Assistant Training/Evidence	\$ 22,942.40	\$ 33,820.80
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01	42		Police	Patrol Officer - Non Certified in Academy	\$ 25,500.80	\$ 25,500.80
01	42		Police	Patrol Officer - Certified in FTP	\$ 28,496.00	\$ 28,496.00
01	42	35	Police	Patrol Officer - Certified	\$ 31,616.00	\$ 44,948.80
01	42	5	Police	Police Corporal	\$ 34,632.00	\$ 49,296.00
01	42	8	Police	Police Sergeant	\$ 40,497.60	\$ 57,886.40
01	42	3	Police	Police Lieutenant	\$ 48,068.80	\$ 69,305.60
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01	43	1	Animal Control	Clerk	\$ 18,532.80	\$ 27,310.40
01	43	1	Animal Control	Supervisor - Animal Control	\$ 27,206.40	\$ 40,102.40
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01	51	1	Engineering	Engineer Technician	\$ 30,659.20	\$ 45,198.40
01	51	0.5	Engineering	Inspector	\$ 31,678.40	\$ 46,696.00
01	51	1	Engineering	Water/Wastewater Engineer	\$ 54,121.60	\$ 79,788.80
01	51	1	Engineering	City Engineer	Unclassified	Unclassified
01	52	1.5	Bldg/Development Svcs	Receptionist	\$ 18,304.00	\$ 26,977.60
01	52	1	Bldg/Development Svcs	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
01	52	0.5	Bldg/Development Svcs	Inspector	\$ 31,678.40	\$ 46,696.00

**City of Copperas Cove 2005/2006**

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01	53	1	Street	Traffic Control Technician	\$ 22,984.00	\$ 33,883.20
01	53	1	Street	Supervisor - Street	\$ 29,889.60	\$ 44,054.40
01	54	7	Parks & Recreation	Laborer	\$ 18,532.80	\$ 27,310.40
01	54	2	Parks & Recreation	Light Equipment Operator	\$ 19,552.00	\$ 28,828.80
01	54	1	Parks & Recreation	Recreation/Aquatics Specialist	\$ 22,630.40	\$ 33,363.20
01	54	1	Parks & Recreation	Supervisor Parks	\$ 26,395.20	\$ 38,916.80
01	54	1	Parks & Recreation	Facilities/Senior Specialist	\$ 26,561.60	\$ 39,145.60
01	54	1	Parks & Recreation	Recreation Superintendent	\$ 32,385.60	\$ 47,736.00
01	54	1	Parks & Recreation	Director of Community Services	Unclassified	Unclassified
04	54	1	Parks & Recreation	Recreation Specialist	\$ 22,630.40	\$ 33,363.20
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01	55	1	Fleet Services	Clerk	\$ 18,532.80	\$ 27,310.40
01	55	3	Fleet Services	Mechanic	\$ 26,353.60	\$ 38,854.40
01	55	1	Fleet Services	Supervisor - Fleet Services	\$ 33,737.60	\$ 49,732.80
01	56	0.5	Public Works	Superintendent Public Works	\$ 41,787.20	\$ 61,609.60
01	57	3	Facility Maintenance	Custodian	\$ 16,182.40	\$ 23,857.60
01	57	2	Facility Maintenance	Facility Maintenance	\$ 24,232.00	\$ 35,713.60
01	61	1	Planning	City Planner	\$ 57,824.00	\$ 85,238.40
01	71	3	Library	Library Assistant I	\$ 18,532.80	\$ 27,310.40
01	71	0.5	Library	Library Assistant II	\$ 20,009.60	\$ 29,494.40
01	71	3	Library	Library Assistant III	\$ 21,715.20	\$ 32,011.20
01	71	1	Library	Reference Asst/Electronic Tech Coord	\$ 23,795.20	\$ 35,068.80
01	71	1	Library	Assistant Director Library	\$ 30,596.80	\$ 45,094.40
01	71	1	Library	Director Library	Unclassified	Unclassified
01	72	2	Code & Health	Code Enforcement Officer	\$ 26,457.60	\$ 39,000.00
01	72	0.5	Code & Health	Clerk	\$ 18,532.80	\$ 27,310.40
09	74	3.5	Golf Course	Food & Beverage Worker	\$ 16,681.60	\$ 24,585.60
09	74	1.5	Golf Course	Golf Course Attendant	\$ 16,681.60	\$ 24,585.60
09	74	2	Golf Course	Clerk	\$ 18,532.80	\$ 27,310.40
09	74	3	Golf Course	Laborer	\$ 18,532.80	\$ 27,310.40
09	74	1	Golf Course	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
09	74	1	Golf Course	Heavy Equip Operator /Grounds Supervisor	\$ 22,984.00	\$ 33,883.20
09	74	1	Golf Course	Clubhouse Supervisor	\$ 26,852.80	\$ 39,582.40
09	74	1	Golf Course	Superintendent Golf Course	\$ 38,251.20	\$ 56,388.80
09	74	1	Golf Course	Manager/Pro Golf Course	Unclassified	Unclassified
05	76	3	Drainage Utility	Laborer	\$ 18,532.80	\$ 27,310.40
05	76	1	Drainage Utility	Supervisor Drainage	\$ 26,395.20	\$ 38,916.80
05	76	0.5	Drainage Utility	Superintendent Drainage Utility	\$ 41,787.20	\$ 61,609.60
02	80	1	Water & Sewer Admin	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
02	80	1	Water & Sewer Admin	Water & Sewer Administrative Director	Unclassified	Unclassified
02	81	4	Utility Administration	Clerk/Cashier	\$ 19,406.40	\$ 28,600.00
02	81	5	Utility Administration	Meter Reader/Customer Service	\$ 19,552.00	\$ 28,828.80
02	81	1	Utility Administration	Assistant Supervisor Utility Administration	\$ 23,566.40	\$ 34,736.00
02	81	1	Utility Administration	Supervisor - Utilities	\$ 39,187.20	\$ 57,761.60
02	82	5	Water Distribution	Operator II Water Distribution	\$ 22,547.20	\$ 33,238.40
02	82	1	Water Distribution	Heavy Equipment Operator	\$ 22,984.00	\$ 33,883.20

**City of Copperas Cove 2005/2006**

**Employee Position Listing and Pay Scale by Department**

<b>Fund #</b>	<b>Dept #</b>	<b>No. EE's</b>	<b>Department Name</b>	<b>Position Title</b>	<b>Minimum Salary Yearly</b>	<b>Maximum Salary Yearly</b>
02	82	1	Water Distribution	Supervisor Installation	\$ 26,395.20	\$ 38,916.80
02	82	1	Water Distribution	Supervisor Pump Maintenance	\$ 26,395.20	\$ 38,916.80
02	82	1	Water Distribution	Superintendent Water Distribution	\$ 39,000.00	\$ 57,491.20
02	83	5	Sewer Collection	Operator II	\$ 22,547.20	\$ 33,238.40
02	83	1	Sewer Collection	Operator III	\$ 26,395.20	\$ 38,916.80
02	83	1	Sewer Collection	Superintendent	\$ 39,000.00	\$ 57,491.20
02	84	6	Wastewater Treatment	Operator II	\$ 22,547.20	\$ 33,238.40
02	84	1	Wastewater Treatment	Laboratory Technician	\$ 26,624.00	\$ 39,249.60
02	84	3	Wastewater Treatment	Chief Plant Operator	\$ 34,528.00	\$ 50,897.60
02	84	1	Wastewater Treatment	Laboratory Technician - Senior	\$ 34,528.00	\$ 50,897.60
02-01	84	1	Composting	Heavy Equipment Operator	\$ 22,984.00	\$ 33,883.20
02-01	84	1	Composting	Supervisor Composting	\$ 26,395.20	\$ 38,916.80
03	90	1	Solid Waste Collection	Administrative Assistant	\$ 22,942.40	\$ 33,820.80
03	90	1	Solid Waste Collection	Solid Waste Supervisor - Recycling/Admin	\$ 30,035.20	\$ 44,283.20
03	90	1	Solid Waste Collection	Solid Waste Supervisor - Operations	\$ 30,035.20	\$ 44,283.20
03	90	1	Solid Waste Collection	Solid Waste Superintendent	\$ 42,660.80	\$ 62,878.40
03	91	11	Solid Waste Collection	Driver	\$ 21,507.20	\$ 31,699.20
03	91	1	Solid Waste Collection	Mechanic/Relief Diver	\$ 26,353.60	\$ 38,854.40
03	92	1	Solid Waste Disposal	Clerk - Scale Operator	\$ 18,532.80	\$ 27,310.40
03	92	3	Solid Waste Disposal	Heavy Equipment Operator	\$ 22,984.00	\$ 33,883.20

**CITY OF COPPERAS COVE, TEXAS  
INCENTIVE/REIMBURSEMENT PAY  
FY 2005-06**

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<b>FIRE/EMS</b>	<b>Monthly</b>
Paramedic Licensed	
Assigned	\$500
Non-Assigned	\$350
Paramedic Certified	
Assigned	\$400
Non-Assigned	\$250
Intermediate Certification	\$ 40
Advanced Certification	\$ 75
Master Certification	\$100
Paramedic assigned to an ambulance unit and works the entire shift (no partial credit) (Chief excluded from Incentives)	\$ 25
<b>POLICE</b>	
Shift Differential	
2 <sup>nd</sup> Shift	\$ 35
3 <sup>rd</sup> Shift	\$ 45
Master Certification	\$100
Advanced Certification	\$ 75
Intermediate Certification	\$ 40
Instructor Certificate	\$ 15
Motorcycle Unit	\$ 50
Special Response Team (Chief excluded from Incentives)	\$ 50
<b>ANIMAL CONTROL</b>	
Advanced Certification	\$ 40
<b>WATER DISTRIBUTION</b>	
Backflow Prevention Assembly Tester License	\$ 25

**APPENDIX E**

**CITY OF COPPERAS COVE WATER,  
SEWER & SOLID WASTE RATES**

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

**Sec. 11-25. Minimum fee; monthly rate.**

There shall be charged by the city a minimum monthly fee as set out by the chart below:

Meter Size (inches)	Minimum Bill	Rate per 1,000 Gallons of Water
3/4	\$ 11.00	\$ 2.65
1	15.50	2.91
1 1/2	23.00	3.29
2	34.00	3.45
3	90.00	3.45
4	141.00	3.45
6	239.00	3.45

All bills sent by the City to the customer for water, sewer and/or garbage service shall be due and payable on receipt. No additional notice other than the original bill shall be provided by the City to the customer and services to the customer shall be terminated twenty-one (25) days after the billing date unless such bill has been paid by such time.

(Code 1970, § 27-21; Ord. of 9-16-80; Ord. of 10-6-81; Ord. of 9-21-82, § 27-21; Ord. of 11-16-82, § 27-21a; Ord. No. 1985-51, 10-1-85; Ord. No. 87-32, 9-15-87; Ord. No. 1993-31, 9-7-93; Ord. No. 1995-10, 9-5-95; Ord. No. 2000-36, 9-12-00; Ord. No. 2004-27, 9-14-04; Ord. No. 2005-25, 10-18-05)

Cross reference(s)--Special water rate for citizens over sixty-five years of age, § 11-3.

State law reference(s)--Authority of city to prescribe water rates, V.T.C.S. art. 1175(11).

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

**Sec. 11-33. Rate schedules.**

The council hereby adopts the user charge system as recommended in the study and analysis of August, 1987, and January, 1978, entitled "User Charge and Industrial Cost Recovery Systems for wastewater Treatment Services, Part of Step III, EPA Grant No. C-48-0877-04-0," and the following rate schedules and structures which comport with such recommendations:

(1) The following schedule of rates per month or fraction thereof shall be the basis for determining charges to all users for rendering sanitary sewage service, where the sewage produced by such user is a normal strength wastewater (two hundred (200) mg/l B.O.D. and two hundred twenty (220) mg/l S.S.) and where such user is located within the city service area:

(a) A monthly volume charge shall be charged to all users for amounts of water used, or wastewater produced, as more specifically set forth herein shall be charged as follows:

Classification	Minimum	Rate per 1,000 Gallons of Water
All Customers	11.00	3.30

Cross reference--Sewage service rates for senior citizens, see § 11-3(b).

(b) "User," as that term is used herein, shall mean any unit connected to the wastewater treatment system of the city whether such unit is a single-family residence, an apartment unit within a complex of apartments, a mobile home, a mobile home within a group of mobile homes operated by a common owner, or any business, commercial or industrial entity which receives metered water or unmetered water.

(c) The maximum monthly volume charge for residential class users will be based on the individual user's monthly average water use during the lowest three (3) months of December, January, February and March. These months shall be referred to as "base months." The volumes used to compute these charges are based on the amount of water used by the residential class users as measured by a meter. Where no preceding base months average is available from records, the city manager shall estimate a volume to be used for the maximum monthly volume charge. Where the volume of water is less than the average of the base months, the user shall be charged only for that lesser volume in accordance with paragraph (a) hereof.

(1) Any customer who wishes to pay in excess of their bill may pay that excess amount to be deposited into a utility fund to assist the needy, to be administered by the City of Copperas Cove, Texas.

(2) An administrative fee of twenty-five dollars (\$25.00) shall be charged for any tampering with city utilities owned or maintained by the city. Failing manageability by the administration, the twenty-five dollar (\$25.00) fee shall be accompanied by filing theft of service charges in the court of appropriate jurisdiction.

(d) The monthly charges to commercial and industrial class users will be based on total water use as measured by appropriate meters, with the provision that if a user can show, to the satisfaction of the city manager, that a significant portion of the metered water usage does not enter the sanitary sewers, the user will be charged for only that volume entering the sewers, as determined by a method approved by the city manager.

(2) The city manager shall establish a monitored group class, consisting of those users whose wastewater strength is, in such officer's judgment, abnormally high, and charges to users in this case shall be computed in accordance with the following four-part rate schedule:

Monitored Group

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

User monthly service charge.....	\$ 0.40
Volume charge, per 1,000 gallons.....	0.0698

B.O.D. and S.S. surcharge (according to the following formula):

$$S = C[(B.O.D. / 200 - S.S. / 220)] (8.345)(V)$$

where:

S	=	Surcharge to user in dollars to be added to monthly billing to sewer	
C	=	Unit cost of treatment at \$/lb	
B.O.D.	=	B.O.D. strength index in mg/l	/8
200	=	Normal B.O.D. strength in mg/l	
S.S.	=	Suspended solids strength index in mg/l	
220	=	Normal suspended solids strength in mg/l	
8.345	=	Factor converting mg/l to pounds/gallons	
V	=	Monthly volume of wastewater discharged by monitored user	

Monitoring charge (testing).....Total cost to city

The monitoring charge shall consist of all cost for personnel, materials and equipment used to collect and analyze samples from the users' wastewater to determine the strength of the wastewater produced.

This schedule shall replace all other charges previously made for industrial waste strength.

(3) All commercial and industrial users connected to the sanitary sewer system who have a source of water supply that is in addition to, or in lieu of, the city water supply must have a meter approved and tested by the city on that source of water supply and the volume charges as set forth hereinbefore shall be based on the sum of volumes delivered by all sources of supply. Such method of volume determination will not be applicable if the user installs a meter approved by the city on the wastewater produced by the customer before it enters the city's sanitary sewer system.

All residential users connected to the sanitary sewer system who have a source of water supply that is in addition to or in lieu of the city water supply will have one of the two (2) following options as to the basis for charges for sewage service: The residential user may have a meter approved and tested by the city installed on that source of water supply, and the volume charge as set forth hereinbefore shall be based on the sum of the volumes delivered by all sources of supply, measured and estimated.

(4) Rate schedule for industrial cost recovery. The following schedule of rates per month or fraction thereof shall be the basis for determining charges to all industrial cost recovery payments and where such user is located within the city service area. The city manager will determine on an annual basis which industrial users are to make industrial cost recovery payments.

(a) A monthly volume charge shall be charged the amount as follows:

1. Northwest service area = \$2.034/1,000 gallons/day/month
2. Northeast service area = \$2.733/1,000 gallons/day/month
3. South service area = \$2.730/1,000 gallons/day/month

(b) A monthly B.O.D. pollutant charge shall also be charged in the amount as follows:

1. Northwest service area = \$0.569/pound/day/month
2. Northeast service area = \$0.885/pound/day/month
3. South service area = \$0.803/pound/day/month

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

- (c) A monthly S.S. pollutant charge shall also be charged in the amount as follows:
  - 1. Northwest service area = \$0.268/pound/day/month
  - 2. Northeast service area = \$0.460/pound/day/month
  - 3. South service area = \$0.421/pound/day/month
  
- (d) Industrial users shall make industrial cost recovery payments to recover sewage treatment plant construction grant costs which are allocable to the treatment of the industrial user's wastes. An industrial user may be excluded from industrial cost recovery payments if:
  - 1. The industrial user discharges only segregated domestic wastes or wastes from sanitary conveniences; and
  - 2. Does not contribute greater than ten (10) per cent of the design flow or design pollutant loading (B.O.D. and S.S.) of the sewage treatment plants.
  
- (e) If an industrial user satisfies the above two (2) requirements, and is excluded from industrial cost recovery payments, then all industrial users who satisfy the above two (2) requirements must be excluded from industrial cost recovery payments, and all industrial users who cannot be excluded from industrial cost recovery payments will have their respective wastewater flows reduced by an amount equal to the non-process segregated domestic wastes or wastes from sanitary conveniences that each discharges to the city's sewer system before industrial cost recovery payments are computed.
  
- (f) All industrial users which are required to make industrial cost recovery payments shall be monitored users. Industrial cost recovery payments to be charged industrial users shall be based on annual estimates or measurements of the users' wastewater flow to the city's sewer system and test data relating to B.O.D. and S.S. concentrations in the users' wastewater. Wastewater flow estimates will be made by the city manager from water use records. The city manager will make appropriate reductions in flow allocations for each industrial user, when applicable. Industrial cost recovery payments will be computed annually by the procedures and methods outlined in the study and analysis of January, 1978, entitled "User Charge and Industrial Cost Recovery Systems for Wastewater Treatment Service, Part of Step III, EPA Grant No. C-48-0877-04-0.", ,
  
- (g) The industrial cost recovery period for the present sewage treatment plant enlargement funded under United States Environmental Protection Agency Construction Grant No. C-48-0877-40-0 shall begin when any element of the sewage treatment plant funded by the grant becomes operable. The industrial cost recovery period shall be twenty (20) years from the date that the period begins and is the period during which all industrial users, if not excluded by the city manager, shall make industrial cost recovery payments.
  
- (h) The foregoing rate schedule for industrial cost recovery shall become effective the time any element of the city's sewage treatment plant which is wholly or partially funded by the federal construction grant becomes operable, and shall remain in effect until altered, amended or repealed by the city council.

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

- (i) The city council will review the industrial cost recovery system annually, recompute annual industrial cost recovery unit cost rates, if necessary, and re-evaluate and update the allocations for wastewater flow rate and pollutant loadings for each industrial user and recompute their annual payments.

(5) A surcharge fee in the amount of one hundred seven dollars and fifty-three cents (\$107.53) shall be charged in the area within the City of Copperas Cove in which proposed future buildings will be served by the sewage collection system connected to and upstream of the sewer main located in Creek Street between Robertson and Virginia Streets. This particularly applies to the Morse Valley Section Three Subdivision, Morse Valley Section Four Subdivision, Morse Valley Section Eight Subdivision, and other currently undeveloped, unplatted lands that will be served by the aforementioned sewer collection systems.

The city council will review the user charge system annually to determine if the rates are adequate and to revise them as required to cover operation and maintenance costs.

(Code 1970, § 27-31; Ord. of 10-16-79; Ord. of 9-16-80; Ord. No. 1985-52, 10-1-85; Ord. No. 1987-33, 9-15-87; Ord. No. 1988-29, 9-6-88; Ord. No. 1993-30, 9-7-93; Ord. No. 1995-05, 6-20-95; Ord. No. 1995-11, 9-5-95; Ord. No. 2000-29, § III, 6-20-00; Ord. No. 2000-36, § II, 9-12-00; ord. No. 2004-27, 9/14/04)

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

**Sec. 11-71. Rate Schedule.**

The following rate schedules shall be effective and shall be charged to customers:

**A. Residential Monthly Rates.**

- a) One-family residence .....\$13.00
- b) Two-family residence on one water meter .....\$26.00
- c) Two-family residence on separate water meters, each unit .....\$13.00
- d) An additional container may also be obtained by paying an additional \$13.00 per month for each container. All City provided containers shall remain the property of the City.
- e) No more than one (1) truckload of brush material shall be picked up from any single residential or commercial premise twice-per-month without charge. Truckload size shall represent measurements of 4'x4'x12'. Customer may request additional collections at the rate of six dollars (\$6.00) per cubic yard.
- f) Yardwaste bags shall be sold to residents at City's cost plus tax.
- g) Excess Garbage Fee .....\$4.50

**A. Commercial Monthly Rates.**

- a) Commercial Automated Container Service: Garbage collected from commercial businesses utilizing the automated container shall be charged a monthly minimum fee of twenty dollars (\$20.00) for twice-a-week pickup of one (1) automated container. There shall be a maximum of three automated containers at any one business. Additional containers shall be charged accordingly:

Number of Cans	Pickups per week	
	1x	2x
1	N/A	\$20.00
2	N/A	32.00
3	N/A	44.00

- a) Excess garbage or rubbish that will not fit into the container may be put in plastic bags, not larger than 33 gallons, and placed beside the container. After dumping the container provided for the base service, the driver will load the excess-bagged garbage into the container for dumping. The driver will reload the container a maximum of twice per collection day. An Excess Garbage Fee of \$4.50 shall be assessed to the commercial establishment for each reload.
- b) Commercial Containers: Commercial, apartment, mobile home park and industrial garbage customers of the city shall be permitted to store garbage for collection in containers which are provided by the city and shall be charged the monthly collection rates and user fees for collection for the scheduled number of days collected from the size containers as shown below:

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

<b>Days of Pickup Per Week Except Holidays</b>							
<b>Cubic Yards</b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>Lease Fee</u></b>	<b><u>Extra Collection Fee</u></b>
3	\$55.82	\$96.87	\$138.58	\$179.46	\$222.01	\$12.00	\$15.00
4	\$70.08	\$126.16	\$182.24	\$238.32	\$294.40	\$14.00	\$20.00
6	\$93.23	\$165.36	\$236.46	\$309.82	\$380.73	\$16.00	\$25.00
8	\$114.49	\$208.86	\$302.72	\$397.70	\$489.36	\$18.00	\$30.00
10	\$134.40	\$239.80	\$345.20	\$450.60	\$556.00	\$29.00	\$35.00

- c) Sharing of containers. Commercial accounts in some areas may share the same container. In this event, each shall pay its respective fees and be jointly liable for cost of damages to the container as if the container were not shared between customers.
- d) When an existing or prospective customer requires a service for which the above rates do not pertain, and the Solid Waste Director has the capability and desire to provide that service, the Solid Waste Director will determine the charges based upon a study by him/her to determine the cost of providing such a service.

**A. Transfer Station Rates.**

- a) The following rates on all vehicles, containers, trailers and trucks, from commercial and private haulers, residents and nonresidents of the City of Copperas Cove, Texas depositing Municipal Solid Waste, as defined in the Texas Municipal Solid Waste Act, as amended on June 18, 1993, and more particularly as "Solid Waste resulting from and incidental to Municipal, Community, Commercial, Institutional, and Recreational activities, including garbage, rubbish, ashes, street cleanings, dead animals, and all other solid waste other than industrial and hazardous solid waste", shall be charged a fee equal to: forty-two dollars (\$42.00) per ton, unless authorized in a separate agreement with the City.
- b) In the event, the scales at the transfer station are not operational, a rate equal to: fifteen dollars (\$15.00) per cubic yard for all compacted waste, or ten dollars (\$10.00) per cubic yard for all un-compacted waste will be charged for all waste as listed in paragraph (a) above.
- c) In any event, a minimum charge equal to: five dollars (\$5.00) per vehicle will be charged for any user of the City of Copperas Cove transfer station.
- d) Passenger/light truck tire, less than 17.5 inch rim diameter.....\$2.00
- e) Truck tire, greater than or equal to 17.5 inch rim diameter.....\$6.00

**A. Recycling Center Rates.**

- a) Used oil filters.....\$1.00
- b) Residents may bring approved recyclable material to the Recycling Center, located at 2605 S. FM 116, for free disposal. A list of approved recyclable material will be posted at the Recycling Center. No other material will be accepted.

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

**A. Miscellaneous Fees.**

- a) Residential Missed Service.....\$5.00
- b) Container exchange to larger container.....\$10.00
- c) A customer whose container is stolen and not returned shall be assessed a fee in the amount of the most recent bid purchase price paid by the City. If the container is later recovered, the replacement fee will be refunded to the customer.
- d) An open vehicle, truck, trailer or container which by its lack of adequate covering can permit the contents thereof to blow or fall from the said vehicle, truck, trailer or container, there shall be a penalty for violation hereof which shall be by fine not to exceed two hundred dollars (\$200.00).
- e) There shall be levied a surcharge of three dollars (\$3.00), on any vehicle which carries a load of refuse to be deposited at the Copperas Cove Transfer Station when such load is uncovered. "Uncovered" as that term is used herein shall mean any load of garbage or refuse which is uncontrolled to the extent that the garbage or refuse can escape from the carrier either from the top, sides or the bottom of the carrier under ordinary circumstances of travel.

**Sec. 11-72 Collection of Fees.**

The charges for the removal and disposal of all garbage, trash or rubbish shall be entered by the city controller in their respective amounts as charges against each such person on the water and sewer bill of such person and the amount so fixed and charged shall be collected monthly in connection with and as a part of the water and sewer bills of the city. Should any person of any place of abode or of any place of business fail or refuse to pay the charges fixed against him and his place of abode or his place of business when due, the city shall be authorized to cut off and disconnect the water and sewer services to his place of abode or place of business and against which such garbage pickup fees have been fixed and assessed, and in addition thereto shall be authorized to discontinue garbage pickup services until such fees have been paid in full.

**Sec. 11-73 Credit for vacancy.**

No credit shall be given to any owner, occupant, tenant, or lessee of any residence, structure or place of business for vacancy thereof unless the manager of the utility collections department is notified by such owner, occupant, tenant or lessee within five (5) days after such property is vacated. Credit will only be given from the date of the nearest subsequent billing period after such notice has been given to the department.

**Sec. 11-74 Hauling to landfill does not avoid charges.**

Should any person, owner, occupant, tenant or lessee within the city haul all or any part of his garbage or rubbish to the Solid Waste Operational Center, he shall nevertheless be required to pay garbage and rubbish collection fees in accordance with this division, and shall be required to dump his garbage and rubbish at the Solid Waste Operational Center in accordance with and subject to the rules and regulations of the refuse services department.