

## Home Rule Municipality

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

### 2019-20 City Council Members

Bradi Diaz	Mayor
Joann Courtland	Place 1
Fred Chavez	Place 2
Dan Yancey	Place 3
Jay Manning	Place 4
Dianne Yoho Campbell	Place 5
Marc Payne	Place 6
Jack Smith	Place 7



**City Manager**  
Ryan Haverlah



**City Secretary**  
Lisa Wilson



**City Attorney**  
Charles Zech

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

# Welcome

CITY COUNCIL



## Understanding Council Meetings



## **About Council Meetings**

The City of Copperas holds regular Council meetings at 6:00 p.m. on the first and third Tuesday of each month in the Council Chambers at 508 S. 2nd Street. In the open session, the public may observe the City Council making decisions regarding policy, discussing goals, and considering maintenance and financial matters. City Council workshops are also held on the first and third Tuesday of each month, beginning at 5:00 p.m. preceding the regular Council meeting. Council workshops are open to the public, however, the opportunity for citizen participation is limited due to the shorter duration of the meeting. Council members discuss each matter openly, as required by the Texas Open Meetings Act, and may ask specific questions of staff members or other persons present who have information about an agenda item. Other members of the audience should maintain an attitude of quiet attention. The Council may retire into closed session to discuss matters allowable under Subchapter D of the Texas Open Meetings Act.

## **About the Meeting Agenda**

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

## **About the City Manager's Role**

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

## **Opportunities to Address the Council**

### **• During Regular, Workshops, and Special Meetings of the City Council**

- All individuals wishing to be heard may do so on all matters except the following: personnel matters, matters listed on the agenda as a Public Hearing, and matters under litigation.
- Each person addressing the Council must provide his/her legal name and current address for City records and meeting minute preparation. Each person will only be allowed to speak on matters on the workshop or regular agenda during Citizen's Forum. No rebuttals will be permitted.

- Each person shall not exceed five (5) minutes. The Citizen's Forum portion of the agenda shall not exceed thirty (30) minutes.
- Individuals wishing to speak on a matter posted on the agenda as a Public Hearing must do so once the Public Hearing has been opened.
- Members of the public or a member of the governmental body may raise a subject that has not been included in the notice for the meeting, but any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting.

### **• During Public Hearings of the City Council**

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

## **How to Address the Council**

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

- The presiding officer will open the floor for dialog during the Citizens Forum portion of the Council meeting.
- Citizens must approach the City's Public Information Officer and provide his/her legal name and current address for City records and meeting minute preparation. The citizen should then approach the podium, speak into the microphone, and again state their name and address. All comments must be directed to the governing body and not the audience.
- Avoid asking questions of the Council during the Citizen's Forum portion of the agenda, as they can not engage in open dialogue. Per the Open Meetings Act, the governing body shall not engage in dialogue with citizens/others regarding any matter not posted on the agenda. All questions will be recorded and Council or City Staff will respond to the citizen at a later date.