



## INTEROFFICE MEMORANDUM

**TO:** Kent Cagle, City Manager

**VIA:** Holli Clements, City Attorney hcc  
Judith Tangalin, Executive Director of Finance  
Lorianne Luciano, Director of Procurement & Contract Management LL  
Asha Pender, Deputy City Attorney Asha Pender  
Kelly Snook, Executive Director, Parks and Recreation Kelly Snook

**FROM:** Wendy Hartnett, Assistant Director, Parks and Recreation

**DATE:** 11/28/2023

**SUBJECT:** Copperas Cove Athletic Officials

The Parks & Recreation department is seeking approval to proceed with the attached agreement with Copperas Cove Athletic Officials Association. This agreement will provide officiating services for the City of Killeen youth and adult Athletic programs.

These funds would come from Athletics / Professional Services (010-3032-428-47.99) accounts with multiple project codes. The total annual estimated cost and budgeted expenditures for these services is \$61,700. The services are currently being rendered for programs occurring now. The contract has been modified to include the verbiage that City Council approval will be needed to approve expenditures over \$50,000. Both parties have acknowledged that if the expenditure exceeds fifty thousand (\$50,000) dollars the agreement will need to be ratified and/or signed by City Council before such amount is incurred. The costs for each league can be found in Exhibit A.

Wendy  
Hartnett

Digitally signed by Wendy  
Hartnett  
Date: 2023.12.07  
12:33:04 -06'00'

Kelly Snook

Digitally signed by Kelly  
Snook  
Date: 2023.12.07  
12:45:22 -06'00'

Wendy Hartnett  
Assistant Director, Parks and Recreation