**NOTICE OF MEETING**
**OF THE COPPERAS COVE**
**ECONOMIC DEVELOPMENT CORPORATION**

Notice is hereby given that the **Regular Meeting** of the Copperas Cove Economic Development Corporation will be held on **Thursday, April 21, 2016 at 12:00 p.m.** in the Copperas Cove Economic Development Corporation Office at 210 South First Street, Copperas Cove, Texas 76522 at which time the following agenda will be discussed.

1. **CALL TO ORDER**

2. **INVOCATION**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL**

5. **CITIZENS FORUM**

   At this time, citizens will be allowed to speak on any matter other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

6. **ANNOUNCEMENTS**

7. **PRESENTATIONS**

   Diane Drussell, Business Retention Specialist – Business Retention update.

## 8. CONSENT AGENDA

a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on March 24, 2016.

## 9. FINANCIALS

a. Review and consideration of action regarding the Financial Report for the month of March 2016.

1. Profit and Loss Statement
2. Balance Sheet
3. Investment Report

b. Review the Comparative Sales Tax Report for March 2016.

## 10. OLD BUSINESS

None

## 11. NEW BUSINESS

a. Discussion and consideration of action to approve an agreement with Heart of Texas Defense Alliance (HOTDA) and authorize the Chairman to sign the agreement.

b. Discussion and consideration of action to approve sponsorship of "Great States Investment Summit 2016" through Team Texas in the amount of $5,000.

c. Discussion and consideration of action to approve payment of an invoice from Jerry Jackson for mowing work at the remainder of the Five Hills property and The Narrows in the amount of $4,800.00

## 12. EXECUTIVE SESSION

**Pursuant to §551.087 of the Open Meeting Act *Tex. Gov't. Code*, the Board of Directors will meet in Executive Session for deliberation regarding Economic Development negotiations with discussion regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).**

a. Discussion and consideration of prospect negotiations.

**Pursuant to §551.072 of the Open Meetings Act. *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**

a. Discussion and consideration of action regarding property issues.

**13. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION.**

**14. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS**

**15. STAFF REPORTS**

a. Prospect Report – Monica MacKay
b. Business Retention Activity Report – Diane Drussell
c. CCEDC Membership – Robert Gradel

**16. ADJOURN**

The Board of Directors reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.
Copperas Cove Economic Development Corporation office is wheelchair accessible and parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the office manager at (254) 547-7874 ext. 23 or FAX (254) 547-7388 for information or assistance.

I, undersigned authority, do hereby certify that the above Notice of Meeting of the Copperas Cove Economic Development Corporation was posted on April 15, 2016 at 12:00 p.m. on the glass front door of the Copperas Cove Economic Development Corporation a place convenient and readily accessible to the general public at all times.

Cindi Novak
**Cindi Novak**
**Office Administrator**

**Copperas Cove**
**Economic Development Corporation**

**April 21, 2016**

**Agenda Item No. 8 (a)**

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**Subject:** **Discussion and consideration of action regarding minutes for the Regular Board Meeting held on March 24, 2016.**

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**Description/Information:** Attached is the official transcript of minutes as transcribed by Cindi Novak for the Regular Meeting held on March 24, 2016. The minutes have been reviewed and approved by Secretary Smith.

**Financial Impact**: None.

**Action/Recommendation**: Staff recommends approval of the March 24, 2016 Regular Board Meeting Minutes.

**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**
**Regular Meeting Minutes of March 24, 2016**
**Minutes Order # 2016-(03)-(24)**

**OPEN MEETING**

**An Open Meeting was held concerning the following subjects:**

**1. CALL TO ORDER**

*Chairman Diaz called the Regular Board Meeting of the Copperas Cove Economic Development Corporation to order at 12:03 p.m.*

**2. INVOCATION**

*Director Annabelle Smith led the invocation.*

**3. PLEDGE OF ALLEGIANCE**

*Chairman Diaz led the Pledge of Allegiance to the American Flag and the Texas State Flag.*

**4. ROLL CALL**

| | | |
|---|---|---|
| **Members Present:** | *Bradi Diaz* | *Annabelle Smith* |
| | *Jack Smith* | *Marc Payne* |
| **Members Excused:** | *Jerry Smith* | |
| **Staff Attorney:** | *Robert Gradel, CCEDC Attorney* | |
| **Staff Present:** | *Monica MacKay* | *Cindi Novak* |
| | *Diane Drussell* | |
| ***City Council Present:*** | *David Morris* | |
| ***City Manager Present:*** | *Andrea Gardner* | |

5. **CITIZENS FORUM**

*No citizens spoke at this meeting.*

6. **ANNOUNCEMENTS:**

*Important Dates:*

| | |
|---|---|
| *Thursday, March 24:* | *Chamber Mixer – 5:30-7:00 – Chick Fil A – CCISD Boardroom – 703 W Ave. D* |
| *Friday, March 25:* | *Offices closed in observance of Easter* |
| *Monday, March 28:* | *Cindi - Vacation* |
| | *Planning Zoning Meeting – 6:00-8:00pm – CCEDC Boardroom* |
| *Tuesday, March 29:* | *Evening Workshop – 5:45-8:00pm – CCEDC Boardroom* |
| *Saturday, April 2:* | *Spring Garage Sale – 8am – 2pm – Downtown Copperas Cove* |
| | *Lions Club Golf Tournament – 7:30am-1:00 – Hills of Cove* |
| *Tuesday, April 5:* | *SBDC Counselor – One on One – 9:30am-1:00pm – Entrepreneur Center* |
| | *City Council Meeting – 6:00-8:00 (workshop @ 5:00) – CCEDC Boardroom* |
| *Wednesday, April 6:* | *Ribbon Cutting – Barking Oaks Pet Salon – 12:00pm – 2104 Hwy 190, CC* |
| *Thursday, April 7:* | *City Council Planning Sessions – All Day – CCEDC Boardroom* |
| | *Open House/Mixer – Entrepreneur Center – 5:30pm* |
| *Saturday, April 9:* | *Don't Mess with Texas – Trash pick up – Lions Club – 8:30am – new bypass* |
| *Tuesday, April 12:* | *City Council Planning Sessions – All Day – CCEDC Boardroom* |
| | *Ribbon cutting – Integrity Nursing & Rehab – 12pm – 810 Industrial Ave, CC* |
| *Thursday, April 14:* | *Board of Adjustments Meeting – 6:00-8:00pm – CCEDC Boardroom* |
| *Saturday, April 16:* | *Education Foundation Boots & Buckles Gala – 7:00-10:00pm – CC Civic Center* |
| *Tuesday, April 19:* | *SBDC Counselor – Workshop – 9:30-10:30am – Entrepreneur Center* |
| | *City Council Meeting – 6:00-8:00pm (workshop @ 5:00) – CCEDC Boardroom* |
| *Wednesday, April 20:* | *Chamber Board Meeting – 11:30am-1:00pm – CCEDC Boardroom* |
| | *Animal Shelter Advisory Committee Mtg – 6:00-8:00pm – CCEDC Boardroom* |
| *Thursday, April 21:* | *CCEDC Board Meeting – 12:00-2:00pm – CCEDC Boardroom* |
| | *Military Affairs Dinner – 6:00pm – Civic Center (Division West)* |

7. **PRESENTATIONS**

*None*

8. **CONSENT AGENDA**

**a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on February 18, 2016.**

***Director Annabelle Smith made a motion to approve Consent Agenda item a as read and Director Payne seconded the motion and with a unanimous vote, the motion carried.***

9. **FINANCIALS**

**a. Review and consideration of action regarding the Financial Report for the month of February 2016.**

1. **Profit and Loss – Budget vs. Annual**
2. **Balance Sheet**
3. **Investment Report**

***Director Annabelle Smith made a motion to approve item a of the Financials and Director Payne seconded the motion and with a unanimous vote the motion carried.***

**b. Review the Comparative Sales Tax Report for February 2016.**

*Information Only.*

10. **OLD BUSINESS**

**a. Discussion and consideration of action to adopt the Copperas Cove Economic Development Bylaws, as amended on February 18, 2016.**

*Director Annabelle Smith made a motion to adopt the Bylaws as amended and Director Payne seconded the motion and with a unanimous vote, the motion carried.*

**b. Discussion and consideration of action to approve a contract with Johnson & Associates to conduct an executive search and authorize the Chairman to sign the document.**

*Director Annabelle Smith made a motion to approve a contract with Johnson & Associates and Director Payne seconded the motion and with a unanimous vote, the motion carried.*

11. **NEW BUSINESS**

**a. Discussion and consideration of action to elect officers for the remainder of FY2015-2016.**

*Secretary Smith made a motion to elect Bradi Diaz to the office of Chairman, Jack Smith to the office of Vice-Chair and Annabelle Smith to the office of Secretary and Director Payne seconded the motion and with a unanimous vote, the motion carried.*

**b. Discussion and consideration of action to approve a budget reallocation of $25,000 from Personnel – Executive Director Salary to General Administration – Consultant to provide funds for Executive Search.**

*Vice-Chair Smith made a motion to approve a budget reallocation of $25,000 from Personnel – Executive Director Salary to General Administration and Secretary Smith seconded the motion and with a unanimous vote, the motion carried.*

12. **EXECUTIVE SESSION**

*The Executive Session convened at 12:37pm.*

**Pursuant to §551.087 of the Open Meeting Act *Tex. Gov't. Code*, the Board of Directors will meet in Executive Session for deliberation regarding Economic Development negotiations with discussion regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).**

**a. Discussion and consideration of prospect negotiations.**

*No action taken*

**Pursuant to §551.071 of the Open Meeting Act *Tex. Gov't. Code*, the Economic Development Corporation shall receive legal advice from The Voss Law Firm regarding pending or contemplated litigation.**

**a. Discussion and consideration of action regarding pending or contemplated litigation.**

***Secretary Smith made a motion to authorize the Chairman to sign a contract with Voss and Vice-Chair Smith seconded the motion and with a unanimous vote, the motion carried.***

**Pursuant to §551.072 of the Open Meeting Act *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**

**a. Discussion and consideration of prospect negotiations.**

***No action taken***

***The Open Session reconvened at 1:07***

**13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS**

**Vice-Chair Smith would like to look at prior year budget adjustments and discuss them at a future board meeting.**

**14. STAFF REPORTS**

**a. Staff Report – None.**

**b. Activity Log- Monica MacKay – Information only.**

**c. Activity Log- Diane Drussell- Information only.**

**15. ADJOURNED**

***There being no further business, Chairman Diaz adjourned the Regular Meeting of the Board of Directors at 1:11 p.m.***

_____
Annabelle Smith, Secretary

ATTEST:
Cindi Novak
Cindi Novak, Office Administrator

**Copperas Cove**
**Economic Development Corporation**

**April 21, 2016**

**Agenda Item No. 9 (a)**

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**Subject:** **Review and consideration of action regarding the Financial Report for the month of March 2016.**

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**Description/Information:** Attached are the Corporation's Comprehensive Financial Reports and Financial Notes for the month of March 2016. This report has been submitted to the Board Vice-Chair, Jack Smith, for review, edits and approval prior to submittal to the Board.

**Financial Impact**: None.

**Action/Recommendation**: Staff recommends approval of the Financial Report for the month of March 2016.

# COPPERAS COVE ECOMONIC DEVELOPMENT CORPORATION

# MONTHLY AND YEAR-TO-DATE

# FINANCIAL REPORT

COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MARCH 31ST, 2016



% OF FISCAL YEAR: 50.00

| FINANCIAL SUMMARY | MTD | YTD | BUDGET | % OF BUDGET |
|---|---|---|---|---|
| REVENUE SUMMARY | | | | |
| Sales Taxes | 101,352.45 | 713,895.33 | 1,518,000.00 | 47.03 |
| Other Revenue | 1,041.47 | 21,616.72 | 359,800.00 | 6.01 |
| TOTAL REVENUES | 102,393.92 | 735,512.05 | 1,877,800.00 | 39.17 |
| EXPENDITURE SUMMARY | | | | |
| General Administration | 35,645.80 | 191,917.24 | 479,487.75 | 40.03 |
| Business Retention | 39.17 | 3,705.76 | 46,565.00 | 7.96 |
| Entrepreneur Center | 3,507.14 | 21,855.23 | 56,207.00 | 38.88 |
| Business Attraction | 123.95 | 27,195.01 | 186,500.00 | 14.58 |
| Digital Sign | 0.00 | 473.61 | 21,700.00 | 2.18 |
| Building Services | 1,076.92 | 15,878.33 | 33,250.00 | 47.75 |
| 5 Hills Retail Ctr-Ph 2 | 0.00 | 0.00 | 21,000.00 | 0.00 |
| Land Exchange | 0.00 | 0.00 | 1,900,000.00 | 0.00 |
| The Narrows B&T Park | 0.00 | 13,445.96 | 83,000.00 | 16.20 |
| Debt Service | 0.00 | 45,793.31 | 338,697.00 | 13.52 |
| TOTAL EXPENDITURES | 40,392.98 | 320,264.45 | 3,166,406.75 | 10.11 |
| REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION | 62,000.94 | 415,247.60 | ( 1,288,606.75) | 32.22- |
| Depreciation | 4,288.28 | 25,695.40 | 0.00 | 0.00 |
| REV. OVER/(UNDER) EXP. AFTER DEPRECIATION | 57,712.66 | 389,552.20 | ( 1,288,606.75) | |

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MARCH 31ST, 2016

% OF FISCAL YEAR: 50.00

| REVENUES | MTD | YTD | BUDGET | % OF BUDGET |
|---|---|---|---|---|
| Sales Taxes | | | | |
| Local Sales Tax | 1,527.90 | 8,420.18 | 18,000.00 | 46.78 |
| State Sales Tax | 99,824.55 | 705,475.15 | 1,500,000.00 | 47.03 |
| Total Sales Taxes | 101,352.45 | 713,895.33 | 1,518,000.00 | 47.03 |
| Other Revenue | | | | |
| Digital Sign | 0.00 | 0.00 | 0.00 | 0.00 |
| Entrepreneur Center | 883.92 | 4,250.62 | 8,000.00 | 53.13 |
| Insurance Proceeds | 0.00 | 16,477.41 | 0.00 | 0.00 |
| Interest | 157.55 | 888.69 | 1,800.00 | 49.37 |
| Property Sale | 0.00 | 0.00 | 350,000.00 | 0.00 |
| Cost of Land Sold | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Revenue | 1,041.47 | 21,616.72 | 359,800.00 | 6.01 |
| TOTAL REVENUES | 102,393.92 | 735,512.05 | 1,877,800.00 | 39.17 |

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MARCH 31ST, 2016

% OF FISCAL YEAR: 50.00

| EXPENSES | MTD | YTD | BUDGET | % OF BUDGET | |
|---|---|---|---|---|---|
| General Administration | | | | | |
| Personnel | | | | | |
| Executive Director Salary | 6,173.08 | 16,828.98 | 77,534.96 | 21.71 | (1) |
| Exec. Director Car Allowance | 0.00 | 0.00 | 6,000.00 | 0.00 | |
| Director of Business Developmt | 4,290.78 | 24,348.41 | 51,489.40 | 47.29 | |
| Business Retention Specialist | 3,930.00 | 23,580.01 | 47,160.13 | 50.00 | |
| Office Administrator | 3,448.60 | 20,691.69 | 41,383.26 | 50.00 | |
| Office Coordinator | 901.60 | 4,926.60 | 15,150.00 | 32.52 | |
| Payroll Expenses | 1,386.09 | 6,631.22 | 38,000.00 | 17.45 | |
| Pension Plan | 2,233.86 | 10,796.21 | 38,000.00 | 28.41 | |
| Medical/Insurance Employee | 1,193.48 | 7,160.88 | 42,000.00 | 17.05 | |
| Educational Assistance | 0.00 | 0.00 | 1,500.00 | 0.00 | |
| Workers Comp Insurance | 0.00 | 1,385.00 | 1,000.00 | 138.50 | |
| Total Personnel | 23,557.49 | 116,349.00 | 359,217.75 | 32.39 | |
| Other Expenses | | | | | |
| Maintenance/Svc Calls | 280.00 | 1,842.50 | 5,000.00 | 36.85 | |
| Offsite Backup | 275.00 | 1,650.00 | 3,500.00 | 47.14 | |
| Website Hosting | 0.00 | 143.40 | 1,200.00 | 11.95 | |
| Legal | 450.00 | 6,230.50 | 10,000.00 | 62.31 | |
| Financial Services | 0.00 | 5,314.47 | 20,000.00 | 26.57 | |
| Alarm | 45.99 | 315.94 | 600.00 | 52.66 | |
| Consultant | 5,281.00 | 5,296.00 | 26,000.00 | 20.37 | (2) |
| Copier - Color Copies | 0.00 | 491.54 | 3,000.00 | 16.38 | |
| Copier Lease | 197.48 | 1,286.26 | 2,100.00 | 61.25 | |
| Insurance | 0.00 | 6,223.00 | 4,600.00 | 135.28 | |
| AAF | 0.00 | 0.00 | 250.00 | 0.00 | |
| AUSA | 0.00 | 150.00 | 300.00 | 50.00 | |
| CC Chamber | 0.00 | 0.00 | 250.00 | 0.00 | |
| ICSC | 0.00 | 50.00 | 250.00 | 20.00 | |
| IEDC | 0.00 | 935.00 | 900.00 | 103.89 | |
| Lions Club | 0.00 | 0.00 | 600.00 | 0.00 | |
| Rotary Club | 0.00 | 0.00 | 720.00 | 0.00 | |
| TEDC | 0.00 | 500.00 | 1,000.00 | 50.00 | |
| Seminar/Training/Prof Dev | 10.00 | 6,037.37 | 6,000.00 | 100.62 | (3) |
| Community Relations | 650.57 | 6,344.70 | 15,000.00 | 42.30 | (4) |
| Office Supplies | 76.98 | 1,186.11 | 3,000.00 | 39.54 | |
| Postage & Shipping | 0.00 | 36.76 | 1,000.00 | 3.68 | |
| Postage Machine Lease | 0.00 | 412.00 | 1,000.00 | 41.20 | |
| Subscriptions-Publications | 0.00 | 150.00 | 500.00 | 30.00 | |
| Phone | 221.39 | 2,952.47 | 6,000.00 | 49.21 | |
| Internet Service Provider | 112.14 | 1,012.72 | 1,500.00 | 67.51 | |
| Office Equipment | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| Furniture/Office Decor | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| Bank Service Charges | 199.48 | 1,312.10 | 3,000.00 | 43.74 | |
| Bad Debt | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| Total Other Expenses | 7,800.03 | 49,872.84 | 120,270.00 | 41.47 | |
| Total General Administration | 31,357.52 | 166,221.84 | 479,487.75 | 34.67 | |

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MARCH 31ST, 2016

% OF FISCAL YEAR: 50.00

| EXPENSES | MTD | YTD | BUDGET | % OF BUDGET |
|---|---|---|---|---|
| Business Retention | | | | |
| Flyers/Design | 0.00 | 142.50 | 840.00 | 16.96 |
| Newspaper/Pubs | 0.00 | 898.13 | 4,225.00 | 21.26 |
| Newsletter | 0.00 | 0.00 | 2,200.00 | 0.00 |
| Business Workshops | 39.17 | 1,183.33 | 3,000.00 | 39.44 |
| Shop Cove | 0.00 | 1,481.80 | 3,500.00 | 42.34 |
| Travel | 0.00 | 0.00 | 2,000.00 | 0.00 |
| Memberships | 0.00 | 0.00 | 800.00 | 0.00 |
| Incentives | 0.00 | 0.00 | 30,000.00 | 0.00 |
| Total Business Retention | 39.17 | 3,705.76 | 46,565.00 | 7.96 |
| Entrepreneur Center | | | | |
| Legal | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Alarm | 36.95 | 224.75 | 444.00 | 50.62 |
| Pest Control | 40.00 | 275.00 | 480.00 | 57.29 |
| Janitorial | 0.00 | 1,275.00 | 2,000.00 | 63.75 |
| Maintenance | 240.00 | 1,628.00 | 4,800.00 | 33.92 |
| Rent | 2,500.00 | 12,500.00 | 30,000.00 | 41.67 |
| Color Copies | 0.00 | 17.28 | 250.00 | 6.91 |
| Copier | 142.18 | 940.96 | 2,000.00 | 47.05 |
| Insurance | 0.00 | 0.00 | 550.00 | 0.00 |
| Advertising | 210.00 | 516.00 | 1,400.00 | 36.86 |
| Travel | 0.00 | 273.20 | 2,000.00 | 13.66 |
| Memberships (NBIA) | 0.00 | 0.00 | 525.00 | 0.00 |
| Community Relations | 0.00 | 0.00 | 500.00 | 0.00 |
| Office Supplies | 0.00 | 105.31 | 300.00 | 35.10 |
| Water/Sewer | 125.50 | 402.74 | 2,160.00 | 18.65 |
| Electric | 0.00 | 2,466.79 | 4,800.00 | 51.39 |
| Subscriptions | 0.00 | 12.99 | 50.00 | 25.98 |
| Phone | 61.77 | 313.47 | 636.00 | 49.29 |
| Internet Service Provider | 150.74 | 903.74 | 1,812.00 | 49.88 |
| Furnishings | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Entrepreneur Center | 3,507.14 | 21,855.23 | 56,207.00 | 38.88 |
| Business Attraction | | | | |
| Software | 0.00 | 99.00 | 8,000.00 | 1.24 |
| HOTDA | 0.00 | 17,000.00 | 17,000.00 | 100.00 |
| Prospect Generation Svcs | 0.00 | 2,071.98 | 20,000.00 | 10.36 |
| Site Consultant Outreach | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Advertising & Mktg of Property | 74.95 | 2,345.42 | 10,000.00 | 23.45 |
| Joint Image Campaign | 0.00 | 2,500.00 | 2,500.00 | 100.00 |
| Travel | 49.00 | 49.00 | 20,000.00 | 0.25 |
| Team Texas | 0.00 | 3,000.00 | 3,000.00 | 100.00 |
| Texas One | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Incentives | 0.00 | 129.61 | 100,000.00 | 0.13 |
| Total Business Attraction | 123.95 | 27,195.01 | 186,500.00 | 14.58 |

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MARCH 31ST, 2016

% OF FISCAL YEAR: 50.00

| EXPENSES | MTD | YTD | BUDGET | % OF BUDGET |
|---|---|---|---|---|
| Digital Sign | | | | |
| Design Services | 0.00 | 0.00 | 0.00 | 0.00 |
| Maintenance | 0.00 | 0.00 | 15,000.00 | 0.00 |
| Insurance | 0.00 | 175.00 | 4,200.00 | 4.17 |
| Operating Equip - Wireless | 0.00 | 0.00 | 0.00 | 0.00 |
| Electric | 0.00 | 298.61 | 2,500.00 | 11.94 |
| Total Digital Sign | 0.00 | 473.61 | 21,700.00 | 2.18 |
| Building Services | | | | |
| Janitorial | 0.00 | 3,180.00 | 10,000.00 | 31.80 |
| Building Maintenance | 874.59 | 8,101.31 | 12,000.00 | 67.51 (5) |
| Supplies | 0.00 | 163.70 | 250.00 | 65.48 |
| Water/Sewer | 202.33 | 551.00 | 2,000.00 | 27.55 |
| Electric | 0.00 | 3,882.32 | 8,000.00 | 48.53 |
| Bldg Improvements (Capital) | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Building Services | 1,076.92 | 15,878.33 | 33,250.00 | 47.75 |
| 5 Hills Retail Ctr-Ph 2 | | | | |
| Legal | 0.00 | 0.00 | 2,000.00 | 0.00 |
| Survey/Engineering | 0.00 | 0.00 | 10,000.00 | 0.00 |
| Site Survey | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Clean Up | 0.00 | 0.00 | 4,000.00 | 0.00 |
| Total 5 Hills Retail Ctr-Ph 2 | 0.00 | 0.00 | 21,000.00 | 0.00 |
| Land Exchange | | | | |
| Legal | 0.00 | 0.00 | 25,000.00 | 0.00 |
| Survey/Engineering | 0.00 | 0.00 | 200,000.00 | 0.00 |
| Purchase of Land | 0.00 | 0.00 | 1,675,000.00 | 0.00 |
| Total Land Exchange | 0.00 | 0.00 | 1,900,000.00 | 0.00 |
| The Narrows B&T Park | | | | |
| Legal | 0.00 | 0.00 | 8,000.00 | 0.00 |
| Construction | 0.00 | 13,445.96 | 10,000.00 | 134.46 |
| Electric Service Constr | 0.00 | 0.00 | 50,000.00 | 0.00 |
| Clean Up | 0.00 | 0.00 | 15,000.00 | 0.00 |
| Total The Narrows B&T Park | 0.00 | 13,445.96 | 83,000.00 | 16.20 |
| Debt Service | | | | |
| 2001 Sales Tax Bond Note | 0.00 | 10,727.25 | 82,000.00 | 13.08 |
| 2012 Sales Tax Bond Note | 0.00 | 22,728.56 | 71,000.00 | 32.01 |
| Reliever Route Commit - City | 0.00 | 12,337.50 | 130,000.00 | 9.49 |
| Ave D Sidewalk - City | 0.00 | 0.00 | 19,820.00 | 0.00 |
| Gateway Sign Project - City | 0.00 | 0.00 | 35,877.00 | 0.00 |
| Total Debt Service | 0.00 | 45,793.31 | 338,697.00 | 13.52 |
| TOTAL EXPENDITURES | 36,104.70 | 294,569.05 | 3,166,406.75 | 9.30 |
| REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION | 66,289.22 | 440,943.00 | ( 1,288,606.75) | 1,943.92- |

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MARCH 31ST, 2016

% OF FISCAL YEAR: 50.00

| EXPENSES | MTD | YTD | BUDGET | % OF BUDGET |
|---|---|---|---|---|
| Depreciation | | | | |
| Depreciation | 4,288.28 | 25,695.40 | 0.00 | 0.00 |
| Total Depreciation | 4,288.28 | 25,695.40 | 0.00 | 0.00 |
| REV. OVER/(UNDER) EXP. AFTER DEPRECIATION | 62,000.94 | 415,247.60 | ( 1,288,606.75) | |

**FOOTNOTES TO THE**
**PROFIT AND LOSS BUDGET**
**VS**
**ACTUAL REPORT**
**MARCH 2016**

| | |
|---|---|
| (1) GA - Exe . Director Salary | Annual Budget was reduced by ($25,000) |
| (2) GA - Consultant | Annual Budget was increase by $25,000<br>$81.00 - Lunch with Executive Search Consultants<br>$5,000.00 - 1st Payment<br>$200.00 - Legal Review of Contract |
| (3) GA - Seminar/Training | $10.00 - Travel Reimbursement - DD |
| (4) GA - Community Relations | $650.57 - Coffee reorder, AUSA Golf Sponsorship, Board Mtg Lunch/Refresh<br>$455.52 - Golf Sponsorship, Board Mtg Lunch/Refreshments<br>$57.00 - Betty Price Going Away Gift<br>$68.76 - Lion's Club Travel & Training Reimbursement |
| (5) Bldg Services - Bldg Maintenance | $874.59 - Storage Fees, Pest Control, Flagpole Repair, Outside Maint. |

BALANCE SHEET
AS OF: MARCH 31ST, 2016

100-GENERAL FUND

| ACCOUNT# | TITLE | | | |
|---|---|---|---|---|
| **ASSETS** | | | | |
| | **Current Assets** | | | |
| 100-1000 | Checking Account - 2120 | 214,954.43 | | |
| 100-1001 | Land Account - 5770 | 10,000.00 | | |
| 100-1002 | Sales Tax Revenue Acct - 2640 | 10,000.00 | | |
| 100-1003 | Sweep Acct#20351821(for 2120) | 646,742.88 | | |
| 100-1004 | Sweep Acct#20351847(for 5770) | 1,896,362.46 | | |
| 100-1005 | Sweep Acct#20351839(for 2640) | 16,409.65 | | |
| 100-1100 | Sales Tax Receivable | 131,587.48 | | |
| 100-1105 | Accounts Receivable | 1,021.74 | | |
| | TOTAL Current Assets | 2,927,078.64 | | |
| | **Non Current Assets** | | | |
| 100-1710 | Land Property | 1,119,901.99 | | |
| 100-1720 | Building & Improvements | 508,189.28 | | |
| 100-1730 | Furniture & Fixtures | 0.00 | | |
| 100-1740 | Improvements - Other | 0.00 | | |
| 100-1750 | Digital Sign | 246,600.00 | | |
| 100-1760 | Equipment | 61,992.04 | | |
| 100-1770 | CIP-Building Improvements | 0.00 | | |
| 100-1771 | Deferred Contributions | 0.00 | | |
| 100-1780 | Accumulated Depreciation | ( 328,388.19) | | |
| 100-1790 | 2012 Sales Tax Bond Expense | 0.00 | | |
| 100-1791 | Accumulated Amortization | 0.00 | | |
| | TOTAL Non Current Assets | 1,608,295.12 | | |
| | | | 4,535,373.76 | |
| | TOTAL ASSETS | | | 4,535,373.76 |
| **LIABILITIES** | | | | |
| | **Current Liabilities** | | | |
| 100-2000 | Accounts Payable | ( 36,106.09) | | |
| 100-2050 | Unapplied Credit | 0.40 | | |
| 100-2075 | Accrued Interest | 9,393.00 | | |
| 100-2100 | Accrued Wages | 20,147.09 | | |
| 100-2150 | Payroll Liabilities | 10,711.79 | | |
| | TOTAL Current Liabilities | 4,146.19 | | |
| | **Non Current Liabilities** | | | |
| 100-2500 | 2012 Sales TAx Bond (RB) | 1,460,000.00 | | |
| 100-2510 | 2001 Sales Tax Bond (FNB) | 420,000.00 | | |
| | TOTAL Non Current Liabilities | 1,880,000.00 | | |
| | TOTAL LIABILITIES | | 1,884,146.19 | |
| **FUND BALANCE/EQUITY** | | | | |
| 100-3000 | Fund Balance | ( 261,430.15) | | |
| 100-3010 | Unassigned Fund Balance | 1,080,105.12 | | |
| 100-3020 | Restricted Fund Balance | 2,531,865.00 | | |

100-GENERAL FUND

| ACCOUNT# TITLE | | | |
|---|---|---|---|
| 100-3030 City - Reliever Route | 705,000.00 | | |
| 100-3040 Deferred Contributions-City | ( 1,819,560.00) | | |
| 100-3050 Prior Period Adjustment | 0.00 | | |
| TOTAL BEGINNING EQUITY | 2,235,979.97 | | |
| TOTAL REVENUE | 735,512.05 | | |
| TOTAL EXPENDITURES | 320,264.45 | | |
| TOTAL REVENUE OVER/(UNDER) EXPENSES | 415,247.60 | | |
| TOTAL EQUITY & OVER/(UNDER) | | 2,651,227.57 | |
| TOTAL LIABILITIES, EQUITY & OVER/(UNDER) | | | 4,535,373.76 |

**INVESTMENT REPORT**

In March 2016 the Corporation's investment portfolio was made up of three Commercial Checking Public (Interest Bearing) Repurchase Accounts with Extraco Bank. In February 2013 Treasurer Diaz and staff met with Extraco Bank and consolidated the existing five Commercial Checking Public (Non-Interest Bearing) accounts into three. This portfolio accomplishes the objective of maintaining liquidity while earning a modest yield on invested taxpayer dollars.

| March-16 | Balance 03/01/16 | Deposits | Debits | Interest | Balance 03/31/16 |
|---|---|---|---|---|---|
| Main Checking Account 2120 | $230,000.00 | $145,294.20 | $160,339.77 | $0.00 | **$214,954.43** |
| Sweep Acct: 1821 for 2120 | $583,161.66 | $103,753.57 | $40,198.69 | $26.34 | **$646,742.88** |
| Sweep Acct: 1847 for 5770 | $1,896,231.91 | $0.00 | $0.00 | $130.55 | **$1,896,362.46** |
| Land (Capital Projects) Account 5770 | $10,000.00 | $0.00 | $0.00 | $0.00 | **$10,000.00** |
| Sweep Acct: 1839 for 2640 | $16,408.99 | $0.00 | $0.00 | $0.66 | **$16,409.65** |
| Sales Tax Revenue Account 2640 | $10,000.00 | $0.00 | $0.00 | $0.00 | **$10,000.00** |
| | | | | TOTAL | **$2,794,469.42** |

Total **Interest** Earned in March 2016 **$157.55**

Total **Bank Analysis Fees** in March 2016 **$199.48**

The Book Value of the Corporation's investment is equivalent to the Market Value. This report is in compliance with the Corporation's investment policy and with the Public Funds Investment Act.

Prepared By:

Cindi Novak

**Approved By: Bradi Diaz, Chairman**

_____

**Copperas Cove**
**Economic Development Corporation**

**April 21, 2016**

**Agenda Item No. 9 (b)**

---

**Subject:** **Review the Comparative Sales Tax Report for March 2016.**

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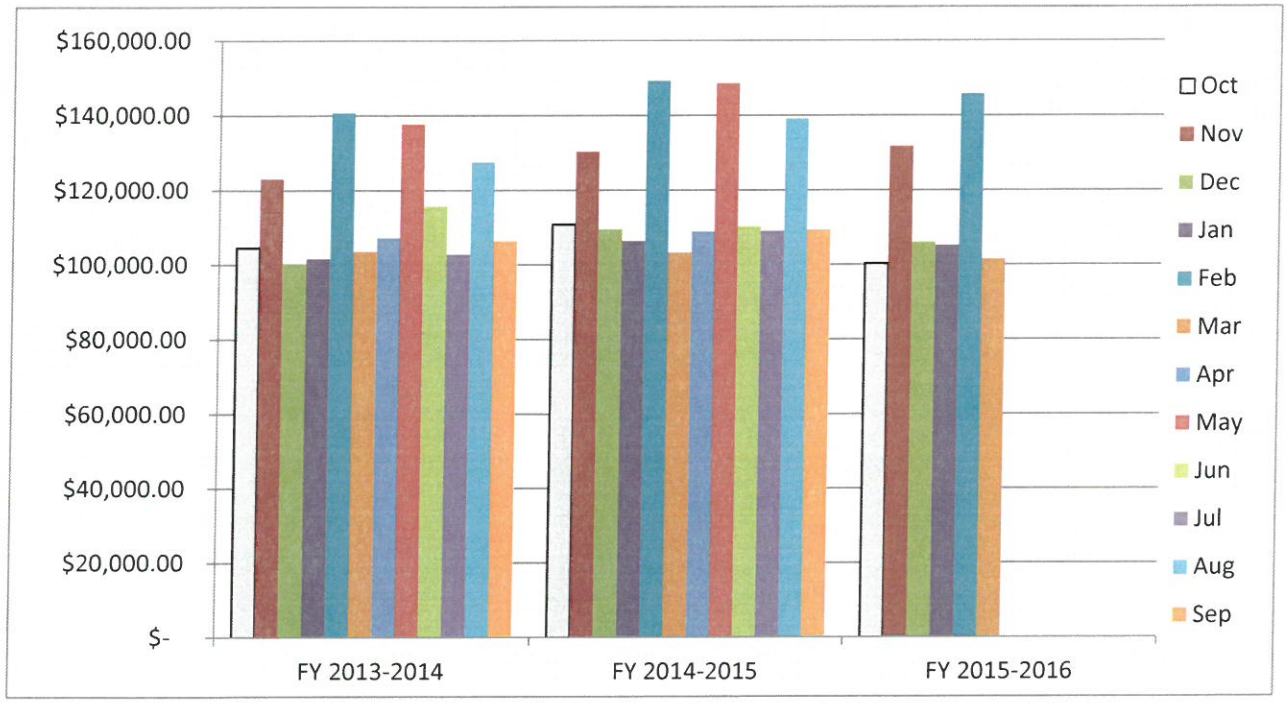
**Description/Information:** For Information Purposes Only.

**Financial Impact**: None.

**Action/Recommendation**: None Required.

**Copperas Cove Economic Development Corporation**
**Current YTD Schedule of Sales Tax Collections**
**(With YTD and Comparative Collections in FY 2015-2016)**
**As of March 31, 2016**

| | Monthly Receipts FY2013-2014 | Monthly Receipts FY2014-2015 | Monthly Receipts FY2015-2016 | % Comparison to Prior Year |
|---|---|---|---|---|
| October | $ 104,621.28 | $ 110,813.77 | $ 100,329.85 | (9.46) |
| November | $ 122,977.55 | $ 130,215.40 | $ 131,587.48 | 1.05 |
| December | $ 100,224.80 | $ 109,419.06 | $ 105,976.19 | (3.15) |
| January | $ 101,587.42 | $ 106,313.38 | $ 105,049.40 | (1.19) |
| February | $ 140,686.23 | $ 149,288.46 | $ 145,817.48 | (2.33) |
| March | $ 103,425.35 | $ 103,117.99 | $ 101,352.45 | (1.71) |
| April | $ 107,096.31 | $ 108,778.82 | | |
| May | $ 137,559.51 | $ 148,470.44 | | |
| June | $ 115,637.01 | $ 110,106.85 | | |
| July | $ 102,693.91 | $ 108,950.04 | | |
| August | $ 127,482.27 | $ 139,123.02 | | |
| September | $ 106,168.56 | $ 109,193.30 | | |
| **Total** | **$ 1,370,160.20** | **$ 1,433,790.53** | **$ 690,112.85** | **(2.69)** |
| **YTD Totals** | **$ 1,370,160.20** | **$ 1,433,790.53** | **$ 690,112.85** | **(2.69)** |



# Copperas Cove
# Economic Development Corporation

**April 21, 2014**

## Agenda Item No. 11 (a)

---

**Subject:** Discussion and consideration of action to approve an agreement with Heart of Texas Defense Alliance (HOTDA) and authorize the Chairman to sign the agreement.

---

**Description/Information:** In the October 2015 meeting of the Copperas Cove EDC Board of Directors, a payment to the Heart of Texas Defense Alliance in the amount of $17,000 was approved for a yearly membership in the organization.

Attached is an agreement that outlines the services we have been receiving from HOTDA since the beginning of the fiscal year. This agreement simply formalizes the relationship between CCEDC and HOTDA.

**Financial Impact:** Expenditure of $17,000 made in October 2015

**Action/Recommendation:** Staff recommends that the Board of Directors review and approve the agreement with HOTDA, authorize the Chairman to sign the agreement and submit it to City Council for their review and possible approval.

# AGREEMENT FOR DEFENSE INDUSTRY PROFESSIONAL CONSULTING SERVICES

This contract is entered into between the Copperas Cove Economic Development Corporation, hereinafter called CCEDC and the Heart of Texas Defense Alliance, hereinafter called HOTDA.

**WITNESSETH**

## Section 1 - Term

The contract shall commence on the 1st day of October 2015 and shall terminate on the 30th day of September 2016.

## Section 2 - Scope

1. HOTDA shall perform services for the regional entities as set forth below:

   a) Regularly update and maintain a comprehensive, regional strategic plan that addresses the importance of Fort Hood and all defense-related industries, organizations, and institutions in the Central Texas area.
   b) Administer the Regional Defense Alliance organization, executing the strategic plan.
   c) Strengthen the regional approach by articulating the requirements of Fort Hood and the local communities to external audiences.
   d) Advocate for veteran, military spouse, and civilian employment to ensure maximum opportunities and talent remain in the region. This includes providing data and insights related to the Quarterly Veteran's Inventory Initiative Report.
   e) Provide other administrative support services as needed.

2. HOTDA shall perform services for the CCEDC as set forth below:

   a) Promote economic development by pursuing defense related industries and attracting them to this region.
   b) Provide CCEDC an update on regional efforts and accomplishments at least once a year.
   c) Provide data and support on an as-needed basis to assist CCEDC in business recruitment.

## Section 3 - Payment

In consideration of the services specified in this contract, CCEDC agrees to pay HOTDA seventeen thousand dollars ($17,000.00) per year for the term of this agreement. Payment shall be via invoice(s) submitted to and approved by CCEDC or its designated representative. Payment shall be for professional services in connection with HOTDA's agreement to provide for maintenance and expansion of defense-related civilian and military jobs for the Central Texas Region.

## Section 4 – Termination

CCEDC and HOTDA reserve the right to terminate this contract at any time and without cause by serving upon the other sixty (60) days advance written notice of such intent to terminate. In the event of such termination, CCEDC's only obligation to HOTDA shall be payment for services and expenses rendered and incurred prior to the date of termination. In this case, payment will be pro-rated on a monthly basis unless HOTDA shows documentation of expenses beyond this pro-rated amount.

## Section 5 – Contract Extension

Any modification or extension of this contract shall be by formal, written amendment executed by the parties hereto.

## Section 6 – Status of HOTDA

The status of the HOTDA shall be that of an independent contractor and HOTDA shall not be considered an employee of CCEDC and shall not be entitled to any of the fringe benefits associated with employment. As a non-government entity that engages in devising solutions to complex problems based on full and open discussions, sensitive data and information must be protected from improper disclosure. Information relating to ongoing sensitive negotiations, deliberative processes, internal operations, and financial and proprietary data will normally not be released or disclosed. HOTDA will be responsible for payment of all Federal, State and local taxes associated with this contract.

## Section 7 – Non-Discrimination

HOTDA will not discriminate against any employee, client or any other individual in any way involved with the organization because of race, age, creed, color, religion, sex, disability or national origin in the course of carrying out HOTDA's duties pursuant to this contract.

## Section 8 – Americans with Disabilities Act

HOTDA shall comply with all applicable provisions of the Americans with Disabilities ACT (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

## Section 9 – Non-Waiver

The failure of CCEDC to insist in any one or more instance upon the full and complete compliance with any of the terms and provisions of this contract or to take any action permitted as a result thereof shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same or any other covenant or condition either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

## Section 10 – Compliance with Laws

HOTDA shall comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this contract. The laws and regulations of the State of Texas shall govern the rights of the parties, the performance of this contract, and any disputes hereunder. Any action relating to this contract shall be brought in a court of Coryell County, Texas. Any changes in the governing laws, rules, regulations during the terms of this contract shall apply, but do not require an amendment.

## Section 11 - Severability

Each provision of this contract stands alone, and any provision of the contract found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the contract.

## Section 12 - Remedies

Either party may pursue any remedies provided by law for the breach of this contract. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or equity or by virtue of this contract.

## Section 13 - Notices

Any notice required or permitted to be given under this contract shall be in writing and shall be served by delivery or by certified mail upon the other party as follows:

CCEDC
210 S. 1st St.
Copperas Cove, TX 76522

HOTDA
2916 Illinois Avenue
Killeen, TX 76543

## Section 14 – Non-Exclusive Contract

HOTDA understands that this agreement is non-exclusive and is for the sole convenience of CCEDC. CCEDC reserves the right to obtain like services from other sources for any reason.

## Section 15 – HOTDA's Performance

HOTDA shall perform the work in accordance with the terms of the contract and to the best of HOTDA's ability. HOTDA shall employ suitably trained and skilled professional personnel to perform all HOTDA services under this contract. This document constitutes the entire contract between the parties and shall not be modified, amended, altered or changed except through a written amendment signed by the parties.

**Copperas Cove EDC**

By: _____ Date_____

Title: Chairman, CCEDC Board of Directors

**HOTDA**

By: _____ Date_____

Title: EXECUTIVE DIRECTOR

# Copperas Cove
# Economic Development Corporation

**April 21, 2014**

## Agenda Item No. 11 (b)

---

**Subject:** Discussion and consideration of action to approve "Host Committee" sponsorship of the "Great States Investment Summit 2016" through Team Texas in the amount of $5,000

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**Description/Information:**

The CCEDC Board of Directors approved a membership in Team Texas, which allows the CCEDC access to events, such as this one. The Great States Investment Summit brings together industry CEOs, economists, sites selectors and more. Since it's being hosted by Conway Data, the company that manages the International Asset Management Council, it will also bring corporate real estate executives, who make decisions on their company's expansion locations.

There is a lot of value in this sponsorship package, including two complimentary registrations to the Summit, a value of almost $2,000. Other benefits include our logo in almost every publication and on every piece of printed and displayed collateral. Attached is more information on this event.

Staff believes that this is a good event to attend based upon the quality of the attendees, it's being held in Texas and provides a lot of opportunities to market Copperas Cove to the right audience.

**Financial Impact:**

$5,000 plus travel expenses from the Business Attraction: Prospect Generation Services line item in this year's budget

**Action/Recommendation:**

Staff recommends that the Board of Directors approve "Host Committee" sponsorship of the "Great States Investment Summit 2016" in the amount of $5,000.

Team Texas

GREAT STATES INVESTMENT SUMMIT

April 5, 2016

Ms. Monica Mackay
Copperas Cove Economic Development Corp.
210 South First Street
Copperas Cove, TX 76522

Dear Monica,

Team Texas is very excited to be hosting the inaugural Great States Investment Summit 2016, a multi-state economic development conference, September 11-14, in Dallas, Texas. This event was developed in partnership with Conway Inc. The Summit will bring together some of the most dynamic movers and shakers in economic development including nationally recognized innovative industry CEO's, leading economists, highly successful site selectors and more. The Summit's program will delve into panels and discussion regarding our changing economies, our standing in the global market, current U.S. trends, recent project case studies, competitiveness and more. The neighboring states of New Mexico, Oklahoma, Kansas, Arkansas and Louisiana will join us as we strive to continue to make this U.S. region the #1 location for expansion and investment in a rapidly changing world economy.

The Great States Investment Summit is modeled after a very successful TrustBelt Conference, which was held in 2015 in the Midwest. We are excited to host a Summit that will engage the people who are job creators, investors, site selectors and economic forecasters in a productive discussion that could mold our future economic development efforts.

As the title sponsor of the Summit, Team Texas has a limited number of Host Committee sponsorships available. Each sponsorship is $5,000 and includes numerous benefits including (but not limited to) the following:

- Two Complimentary Registrations to the Summit ($1,990 value)
- Two Invitations to an Exclusive VIP event for Sponsors and Special Guest Presenters ONLY
- Inclusion on special Summit Signage & Banners
- Inclusion in official Program advertisement as the Host Committee
- Host Committee Ribbons for Name Badges
- Logo & Hot Link on special Team Texas Website Promotional Page
- Listing in official Summit Promotional Materials
- Logo Representation in PowerPoint that will be shown throughout the Summit
- Recognition from the Podium
- And more…

This event will be aggressively promoted by Conway Data, Site Selection Magazine, Team Texas, TEDC, IEDC and by the economic development associations in the five surrounding states. As a sponsor, I will personally make sure every single sponsorship benefit is maximized just for you!

Please join your Texas counterparts and fellow Team Texas members who have already signed up to be a part of the Team Texas Host Committee of this exciting event including TEDC, AEP Texas, Port San Antonio, Longview EDC, Sulphur Springs EDC, Amarillo EDC, Midland Development Corp., Kilgore EDC, CenterPoint Energy, Greater Conroe EDC, Brownsville EDC, Victoria EDC, Greenville EDC, Mansfield ED, Little Elm EDC, Corpus Christi Regional EDC, Frisco EDC, Oncor Energy, Fairview EDC, Pflugerville Economic Development Corporation, Wichita Falls Chamber of Commerce and Lubbock EDA, just to name a few…

It is imperative that Texas takes the lead on this Summit and the important discussion regarding opportunities, trends, emerging industries, workforce viability and so much more.

**Will you consider joining our Team Texas Host Committee with a sponsorship of $5,000?**

We need you! As a leader in the Texas Economic Development Industry and a member of Team Texas…your support is vital to this effort. There is a wait list of Texas vendors and EDO's from the other states that are waiting for sponsorships, but we wanted to fill the Host Committee with Team Texas members first!

Please contact me at lorie@goteamtexas.com if you will serve as a sponsor for this exciting Summit! Or feel free to contact me at 806.683.2553 if you have any questions or need additional information. I look forward to hearing from you soon!

And don't forget to place this event on your calendar and plan to bring your economic development team, board, community leaders and all who have a vested interest in the economic prosperity of your community and our state! Registration will open soon!

I'm thanking you in advance for your support and your vision. I have seen the preliminary program agenda and this conference is shaping up to be a premier, exciting and impactful event for our Great State of Texas and for our multi-state region. I know that you will want to be a part.

All my best,

Lorie

Lorie Vincent, CEcD
Executive Director
Team Texas

Team Texas

GREAT STATES INVESTMENT SUMMIT

YES! We would like to be a part of the TEAM TEXAS HOST COMMITTEE for the Great States Investment Summit to be held in Dallas, Texas, September 11-14.

## HOST COMMITTEE SPONSORSHIP $5,000

ORGANIZATION: _____

CONTACT PERSON: _____

CONTACT EMAIL: _____

CONTACT PHONE: _____

Host Committee Sponsorship includes numerous benefits including (but not limited to) the following:

- Two Complimentary Registrations to the Summit ($1,990 value)
- Two Invitations to an Exclusive VIP event for Sponsors and Special Guest Presenters ONLY
- Inclusion on special Summit Signage & Banners
- Inclusion in official Program Advertisement as the Host Committee
- Host Committee Ribbons for Name Badges
- Logo & Hot Link on special Team Texas Website Promotional Page
- Listing in official Summit Promotional Materials
- Logo Representation in PowerPoint that will be shown throughout the Summit
- Recognition from the Podium
- And more…

*In June 2016, we will ask you for your logo for the promotional materials and will provide you a sponsorship code to register your two complimentary registrations for the Summit.*

Host Committee Spots are limited. Please send this form to lorie@goteamtexas.com. Sponsorships will be invoiced upon receipt. Thank you for your support of this exciting event!
*Summit produced in partnership with Conway, Inc.*

1601 Rio Grande St. | Ste 455 | Austin, TX 78701 | 512.480.8432 | www.goteamtexas

# Copperas Cove
# Economic Development Corporation

**April 21, 2014**

## Agenda Item No. 11 (c)

---

**Subject:** Discussion and consideration of action to approve payment of an invoice from Jerry Jackson for mowing work at the remainder of the Five Hills property and The Narrows in the amount of $4,800.00

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**Description/Information:**

From time to time, the property CCEDC owns on the East end of Copperas Cove, generally described as the area bounded by Old Copperas Cove Road, Constitution Drive, Martin Luther King, and Robert Griffin Jr and also the Narrows needs to be mowed, a total of approximately 110 acres. Jerry Jackson performs this service for us.

Please note that the invoice was not available in time to include in the board packets but will be provided to you by email or at the board meeting.

**Financial Impact:**

$2,100 from The Narrows Business & Technology Park: Maintenance line item and $2,700 from the Five Hills- Retail Center Phase II – Clean up line item.

**Action/Recommendation:**

Staff recommends that the Board of Directors approve payment of an invoice from Jerry Jackson in the amount of $4,800.

# Copperas Cove Economic Development Corporation

## Prospect Report – April 2016

**Monica MacKay, Interim Executive Director**

| Project Name | Industry | Potential location | Source | First Contact | Latest Activity |
|---|---|---|---|---|---|
| Project Pam (began as Sweet & Spicy) | Commercial | Dewald Service Station | Broker/Direct Contact | 7/30/14 | • Broker - Buyer: Still in negotiations with private property owner<br>• Broker – Seller: Looking for other users |
| Project Big Rig | Truck Driving School | The Narrows | Loopnet | 8/14/14 | • Final plat approved<br>• Client very busy with Forts Benning, Lewis, and Stewart |
| Project Etch | Manufacturing | The Narrows | So. Cali Marketing Trip | 11/4/14 | • Site visit on 4/7/2015<br>• Reached out after several months of no contact<br>• Considering two cities in Texas (one is Copperas Cove) |
| Project Big Tex | Warehouse/Distribution | The Narrows & other areas near the Highway 190 (Bypass) | Direct Contact | 3/19/15 | • The owner is in talks with his partners and their lawyer. They are trying to work out at date in which they can get all parties together and to come here to look at properties<br>• They still have a preferred completion date of 2017 |

| | | | | | |
|---|---|---|---|---|---|
| Project Holdup | Manufacturing | The Narrows | No. Cali Marketing Trip | 6/10/15 | • Site visit on 2/1/15<br>• Following up with requested information |
| Project Metal | Manufacturing | The Narrows | No. Cali Marketing Trip | 6/11/15 | • Site Visit December 7, 2015<br>• Following up with requested information |
| Project Wood | Commercial | Unable to disclose | Direct Contact | 9/16/15 | • Unable to disclose |
| Project 10+ | Unable to disclose | Unable to disclose | Broker | 11/20/15 | • Unable to disclose |
| Project CD | Commercial | Former Casa Ole | Broker | 12/2/15 | • Looking for assistance in redeveloping site |
| Project Surf | Distribution/Warehouse | The Narrows | Direct Contact | 2/11/16 | • Local company expansion |
| Project Friends | Commercial | Available building or new construction | Loopnet | 3/20/2016 | • Looking for locations – existing buildings<br>• New construction near high traffic area |
| Project Surface | Manufacturing | Available building | Direct Contact | 3/21/2016 | • Exploring options to relocate from Austin<br>• Set up meeting with SBA Counselor |

Copperas Cove
Economic Development Corporation

**Diane Drussell**
**Business Retention Specialist**
**Staff Report**
**March 17 – April 15, 2016**

**Copperas Cove EDC**

- Working on a Retention manual for records
- Reviewing all of our websites to ensure everything is up to date
  - Working with CT Online Design to update
- Working with the Board on the Executive Search Committee
- Participated in the "Meet the City" event
- Writing the Newsletter to be published on May 1

**Business Retention and Expansion**

- Sent note cards to new businesses saying "Thank you for Opening Your Business in Copperas Cove (utilizing the CO list). This is to let them know I will be coming by as well.
- Visiting local businesses
  - Introduce self
  - Share info on EDC
  - Share info on Entrepreneur Center
  - Offer workshop flyers and information
- Walk in Customers
  - Lisa C. – considering purchasing an existing business and will be needing space. Is researching a couple of the properties on the Explore Cove site.
  - Tierra K. – interested in business start-up and gathering information
  - Dr. David B. – Looking for a building here or surrounding area (assisting)
  - Jessica D. – Has home day care – thinking about opening a day care center.
- Working with a couple of existing customers who are changing ideas/plans
- Working with two customers on finding locations
- Monica M and myself met with Les Ledger regarding partnering in doing BREP Survey
- Coordinated SBDC Workshops
  - Organized workshop with the SBDC Counselor for a schedule of programs for the upcoming year
    - Business Start-up 101
    - Business Plan Series
    - Business Concept
    - Financials
    - Market Industry
    - Executive summary

- Working with 2 customers on their business plans
- Workshops
    - Scheduled all of the day time workshops through the month of May
    - Evening workshops are being scheduled and have been well attended
        - Create workshops
            - Taxes and Your Business (March) – very well attended and informative
            - How to Maximize Your Profits (April)
            - Putting Your Best Pen Forward: A workshop for Business (May)
            - Direct Sales – How to be Successful – (June)

**Entrepreneur Center**

- Open House/ Chamber Mixer to be held on June 9 – Mark the Date
- Tenants
    - Signed new tenant in April – May 1 move in
    - Signed new tenant – April 1 move in
    - One pending tenant
    - Steve H.
    - Possible monthly networking event

- Creating new marketing material for CCEC
    - Revamping brochure
    - Flyers
    - Schedule postings on Facebook pages

**Facebook pages continue to gain "Likes"**

- Copperas Cove EDC (Main Page) – **580** (from **560)**
- Copperas Cove EDC (sub- page) - **677** (from 658**)**
- Copperas Cove Entrepreneur Center - **438** (from **420)**

**Community involvement**

- D. Drussell – President of the Copperas Cove Noon Lions Club
    - Attends meetings 2x's a month
    - Sits on the Golf Committee
        - Volunteered for the 28th Annual Golf Tournament – Held April 2
        - Volunteered for the TEXAS TRASH OFF and cleaned highway – April 9
    - Certified on the SPOT VISION SCREENING machine. This allows us to screen kids as young as six months old for vision issues.

- D. Drussell is an Ambassador
    - Meet once a month for Ambassador meeting
    - Attend Business of the Month ceremonies
    - Attend Ribbon Cuttings to meet new businesses