



**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, June 16, 2016 at 11:00 a.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**

None

8. CONSENT AGENDA

- a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on May 19, 2016.
- b. 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.

9. FINANCIALS

- a. Review and consideration of action regarding the Financial Report for the month of May 2016.
 - 1. Profit and Loss Statement
 - 2. Balance Sheet
 - 3. Investment Report
- b. Review the Comparative Sales Tax Report for May 2016.

10. OLD BUSINESS

- a. Discussion and consideration of action regarding an invoice from Johnson & Associates in the amount of \$8,465.85 for the 2nd payment regarding the Executive Search.

11. NEW BUSINESS

- a. Review and consideration of action regarding approving the Proposed FY2016 – 2017 CCEDC Budget.

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 §551.071 of the Open Meetings 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.

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

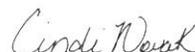
- a. Prospect Report – Monica MacKay
- b. Business Retention Activity Report – Diane Drussell

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 June 13, 2016 at 11:00 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
Office Administrator



**Copperas Cove
Economic Development Corporation**

June 16, 2016

Agenda Item No. 8 (a)

Subject: Discussion and consideration of action regarding minutes for the Regular Board Meeting held on May 19, 2016.

Description/Information: Attached is the official transcript of minutes as transcribed by Cindi Novak for the Regular Meeting held on May 19, 2016. The minutes have been reviewed and approved by Secretary Smith.

Financial Impact: None.

Action/Recommendation: Staff recommends approval of the May 19, 2016 Regular Board Meeting Minutes.



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting Minutes of May 19, 2016
Minutes Order # 2016-(05)-(19)

OPEN MEETING

An Open Meeting was held concerning the following subjects:

1. CALL TO ORDER

Chairman Bradi Diaz called the Regular Board Meeting of the Copperas Cove Economic Development Corporation to order at 12:02 p.m.

2. INVOCATION

Director Jerry Smith led the invocation.

3. PLEDGE OF ALLEGIANCE

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

4. ROLL CALL

Members Present: *Bradi Diaz* *Jerry Smith*
 Jack Smith *Marc Payne*
 Annabelle Smith

Staff Attorney: *Robert Gradel, CCEDC Attorney (Excused)*

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, May 19-22: Rabbit Fest – City Park

Saturday, May 21: Rabbit Fest Parade – 10:00am-12:00pm – Downtown Copperas Cove

Monday, May 23: Planning & Zoning Meeting – 6:00pm – CCEDC Boardroom

Wednesday, May 25: Evening Workshop – 5:45-8:00pm – CCEDC Boardroom – Putting Your Best Pen Forward

*Thursday, May 26: Ribbon Cutting/Book signing Eagle EyeSight – Entrepreneur Center
Chamber Mix – 5:30pm – Ira Brand Allstate*

Friday, May 27-June 6: Monica Vacation

Monday, May 30: Offices closed in observance of Memorial Day

Friday, June 3: First Friday – Art After Dark – Frames and Things – Cove Terrace

Tuesday, June 7: SBDC Counselor – One on One meetings – 9:30am

City Council Meeting (Workshop) – 5:00pm – CCEDC Boardroom

City Council Meeting – 6:00pm – CCEDC Boardroom

Thursday, June 9: Board of Adjustments meeting – 6:00pm - CCEDC Boardroom

Open House/Mixer – Entrepreneur Center – 5:30pm – 7:00pm

Wednesday, June 15: Chamber Board Meeting – 11:30am – 1:00pm – CCEDC Boardroom

Thursday, June 16: Copperas Cove EDC – Regular Board Meeting – 12:00pm – CCEDC Board Room

Military Affairs Dinner – 6:00pm – Civic Center (III Corps)

Saturday, June 18: Run to Fun 5 K – 8:00am – South Park

7. PRESENTATIONS

This item was pulled from the Agenda and will be presented at a later date.

8. CONSENT AGENDA

- a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on April 21, 2016.**

Director Jerry Smith made a motion to approve Consent Agenda item a as read and Director Marc 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 April 2016.**
- 1. Profit and Loss – Budget vs. Annual**
 - 2. Balance Sheet**
 - 3. Investment Report**

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

- b. Review the Comparative Sales Tax Report for April 2016.**

Information Only.

10. OLD BUSINESS

- a. Review, discussion and possible action regarding Copperas Cove EDC Memberships.**

Review and discussion was made to look at the Lion's Club and Rotary memberships in preparing FY17 Budget.

- b. Discussion and action regarding an invoice from the Texas Economic Development Council-Team Texas in the amount of \$5,000 for sponsorship of the Great States Investment Summit.**

Director Jerry Smith made a motion to approve an invoice from Team Texas in the amount of \$5,000 and Vice-Chair Jack Smith seconded the motion and with a unanimous vote, the motion carried.

11. NEW BUSINESS

- a. Discussion and possible action regarding establishing a Budget Committee for the Copperas Cove EDC for the FY2016-2017 Budget.**

Vice-Chair Jack Smith made a motion to appoint Chairman Bradi Diaz and Director Payne to sit on the Budget Committee and Director Jerry Smith seconded the motion and with a unanimous vote, the motion carried.

- b. Discussion and action regarding an invoice from the City of Copperas Cove regarding the Gateway Signs.**

Secretary Annabelle Smith made a motion to approve the invoice regarding the Gateway Signs and Vice-Chair Jack Smith seconded the motion and with a unanimous vote, the motion carried.

- c. Discussion and action regarding an invoice from the Law Office of Robert Gradel in the amount of \$2,400 for legal services for the Copperas Cove EDC.**

Vice-Chair Jack Smith made a motion to approve payment to the Law Office of Robert Gradel in the amount of \$2,400 and Director Jerry Smith seconded the motion and with a unanimous vote, the motion carried.

12. EXECUTIVE SESSION

The Executive Session convened at 12:50pm.

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 §551.072 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.

No action taken.

The Open Session reconvened at 12:56pm

13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS

*Vice-Chair Jack Smith encouraged everyone to go out and vote.
Chairman Bradi Diaz would like an insurance update for the Digital Sign.*

14. STAFF REPORTS

a. Prospect Report – Monica MacKay.

b. Business Retention Activity Report – Diane Drussell.

15. ADJOURNED

There being no further business, Chairman Bradi Diaz adjourned the Regular Meeting of the Board of Directors at 12:57 p.m.

Annabelle, Secretary

ATTEST:

Cindi Novak
Cindi Novak, Office Administrator



**Copperas Cove
Economic Development Corporation**

June 16, 2016

Agenda Item No. 8 (b)

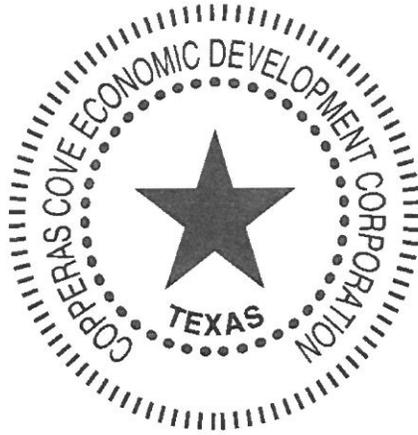
Subject: Discussion and consideration of action to approve payment of an invoice from Jerry Jackson for mowing work at the remainder of the Five Hills property and The Narrows in the amount of \$4,800.00.

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.

This is the second mowing for this year, necessitated by the all the rainfall we've been experiencing. It is still possible that these properties will need to be mowed again before the end of the Fiscal Year.

Financial Impact: \$2,100 from The Five Hills- Retail Center (Phase II) – Clean up line item and \$2,700 from the The Narrows Business & Technology Park – Maintenance/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**

June 16, 2016

Agenda Item No. 9 (a)

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

Description/Information: Attached are the Corporation's Comprehensive Financial Reports and Financial Notes for the month of May 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 May 2016.

COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
MONTHLY AND YEAR-TO-DATE
FINANCIAL REPORT

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MAY 31ST, 2016

% OF FISCAL YEAR: 66.67

FINANCIAL SUMMARY	MTD	YTD	BUDGET	% OF BUDGET
<u>REVENUE SUMMARY</u>				
Sales Taxes	142,286.07	967,311.47	1,518,000.00	63.72
Other Revenue	<u>1,524.45</u>	<u>24,648.79</u>	<u>359,800.00</u>	<u>6.85</u>
TOTAL REVENUES	<u>143,810.52</u>	<u>991,960.26</u>	<u>1,877,800.00</u>	<u>52.83</u>
<u>EXPENDITURE SUMMARY</u>				
General Administration	25,728.53	249,081.00	479,487.75	51.95
Business Retention	0.00	4,395.45	46,565.00	9.44
Entrepreneur Center	3,430.99	31,503.34	56,207.00	56.05
Business Attraction	100.00	28,040.54	186,500.00	15.04
Digital Sign	0.00	1,740.80	21,700.00	8.02
Building Services	1,731.00	22,203.01	33,250.00	66.78
5 Hills Retail Ctr-Ph 2	0.00	2,100.00	21,000.00	10.00
Land Exchange	0.00	0.00	1,900,000.00	0.00
The Narrows B&T Park	66.00	16,211.96	83,000.00	19.53
Debt Service	<u>35,877.00</u>	<u>81,670.31</u>	<u>338,697.00</u>	<u>24.11</u>
TOTAL EXPENDITURES	<u>66,933.52</u>	<u>436,946.41</u>	<u>3,166,406.75</u>	<u>13.80</u>
REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	<u>76,877.00</u>	<u>555,013.85</u>	<u>(1,288,606.75)</u>	<u>43.07-</u>
Depreciation	4,288.28	34,271.96	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	<u>72,588.72</u>	<u>520,741.89</u>	<u>(1,288,606.75)</u>	

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MAY 31ST, 2016

% OF FISCAL YEAR: 66.67

REVENUES	MTD	YTD	BUDGET	% OF BUDGET
<u>Sales Taxes</u>				
Local Sales Tax	1,399.98	11,060.55	18,000.00	61.45
State Sales Tax	<u>140,886.09</u>	<u>956,250.92</u>	<u>1,500,000.00</u>	<u>63.75</u>
Total Sales Taxes	142,286.07	967,311.47	1,518,000.00	63.72
<u>Other Revenue</u>				
Digital Sign	0.00	0.00	0.00	0.00
Entrepreneur Center	1,357.20	6,965.02	8,000.00	87.06
Insurance Proceeds	0.00	16,477.41	0.00	0.00
Interest	167.25	1,206.36	1,800.00	67.02
Property Sale	0.00	0.00	350,000.00	0.00
Cost of Land Sold	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Revenue	1,524.45	24,648.79	359,800.00	6.85
TOTAL REVENUES	<u>143,810.52</u>	<u>991,960.26</u>	<u>1,877,800.00</u>	<u>52.83</u>

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MAY 31ST, 2016

% OF FISCAL YEAR: 66.67

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>General Administration</u>				
<u>Personnel</u>				
Executive Director Salary	2,792.56	24,104.36	77,534.96	31.09
Exec. Director Car Allowance	0.00	0.00	6,000.00	0.00
Director of Business Developmt	4,290.78	32,929.97	51,489.40	63.95
Business Retention Specialist	3,930.00	31,440.01	47,160.13	66.67
Office Administrator	3,448.60	27,588.89	41,383.26	66.67
Office Coordinator	824.32	6,575.24	15,150.00	43.40
Payroll Expenses	1,121.58	9,136.74	38,000.00	24.04
Pension Plan	1,810.62	14,629.07	38,000.00	38.50
Medical/Insurance Employee	1,193.48	9,547.84	42,000.00	22.73
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	19,411.94	157,337.12	359,217.75	43.80
<u>Other Expenses</u>				
Maintenance/Svc Calls	560.00	2,682.50	5,000.00	53.65
Offsite Backup	275.00	2,200.00	3,500.00	62.86
Website Hosting	0.00	143.40	1,200.00	11.95
Legal	0.00	8,630.50	10,000.00	86.31
Financial Services	0.00	5,314.47	20,000.00	26.57
Alarm	0.00	407.92	600.00	67.99
Consultant	0.00	6,224.90	26,000.00	23.94
Copier - Color Copies	0.00	645.82	3,000.00	21.53
Copier Lease	179.53	1,645.32	2,100.00	78.35
Insurance	0.00	4,458.00	4,600.00	96.91
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	165.00	165.00	720.00	22.92
TEDC	0.00	500.00	1,000.00	50.00
Seminar/Training/Prof Dev	175.00	6,212.37	6,000.00	103.54
Community Relations	145.98	7,258.92	15,000.00	48.39
Office Supplies	0.00	1,904.66	3,000.00	63.49
Postage & Shipping	0.00	43.91	1,000.00	4.39
Postage Machine Lease	0.00	618.00	1,000.00	61.80
Subscriptions-Publications	0.00	228.00	500.00	45.60
Phone	221.20	3,951.33	6,000.00	65.86
Internet Service Provider	112.14	1,402.14	1,500.00	93.48
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	194.46	1,699.76	3,000.00	56.66
Bad Debt	0.00	0.00	1,000.00	0.00
Total Other Expenses	2,028.31	57,471.92	120,270.00	47.79
Total General Administration	21,440.25	214,809.04	479,487.75	44.80

(1)
(2)

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MAY 31ST, 2016

% OF FISCAL YEAR: 66.67

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Business Retention</u>				
Flyers/Design	0.00	350.00	840.00	41.67
Newspaper/Pubs	0.00	898.13	4,225.00	21.26
Newsletter	0.00	0.00	2,200.00	0.00
Business Workshops	0.00	1,250.52	3,000.00	41.68
Shop Cove	0.00	1,896.80	3,500.00	54.19
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	0.00	4,395.45	46,565.00	9.44
<u>Entrepreneur Center</u>				
Legal	0.00	0.00	1,000.00	0.00
Alarm	36.95	298.65	444.00	67.26
Pest Control	40.00	355.00	480.00	73.96
Janitorial	150.00	1,950.00	2,000.00	97.50
Maintenance	186.00	2,200.99	4,800.00	45.85
Rent	2,500.00	17,500.00	30,000.00	58.33
Color Copies	0.00	17.91	250.00	7.16
Copier	142.18	1,225.32	2,000.00	61.27
Insurance	0.00	515.00	550.00	93.64
Advertising	0.00	556.00	1,400.00	39.71
Travel	35.88	1,365.23	2,000.00	68.26
Memberships (NBIA)	0.00	0.00	525.00	0.00
Community Relations	42.99	42.99	500.00	8.60
Office Supplies	0.00	275.12	300.00	91.71
Water/Sewer	0.00	690.66	2,160.00	31.98
Electric	0.00	2,781.81	4,800.00	57.95
Subscriptions	0.00	12.99	50.00	25.98
Phone	146.15	510.35	636.00	80.24
Internet Service Provider	150.84	1,205.32	1,812.00	66.52
Furnishings	0.00	0.00	500.00	0.00
Total Entrepreneur Center	3,430.99	31,503.34	56,207.00	56.05
<u>Business Attraction</u>				
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	100.00	3,190.95	10,000.00	31.91
Joint Image Campaign	0.00	2,500.00	2,500.00	100.00
Travel	0.00	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	100.00	28,040.54	186,500.00	15.04

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MAY 31ST, 2016

% OF FISCAL YEAR: 66.67

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Digital Sign</u>				
Design Services	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	15,000.00	0.00
Insurance	0.00	1,425.00	4,200.00	33.93
Operating Equip - Wireless	0.00	0.00	0.00	0.00
Electric	0.00	315.80	2,500.00	12.63
Total Digital Sign	0.00	1,740.80	21,700.00	8.02
<u>Building Services</u>				
Janitorial	795.00	6,360.00	10,000.00	63.60
Building Maintenance	936.00	10,501.76	12,000.00	87.51
Supplies	0.00	192.69	250.00	77.08
Water/Sewer	0.00	837.06	2,000.00	41.85
Electric	0.00	4,311.50	8,000.00	53.89
Bldg Improvements (Capital)	0.00	0.00	1,000.00	0.00
Total Building Services	1,731.00	22,203.01	33,250.00	66.78
<u>5 Hills Retail Ctr-Ph 2</u>				
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	2,100.00	4,000.00	52.50
Total 5 Hills Retail Ctr-Ph 2	0.00	2,100.00	21,000.00	10.00
<u>Land Exchange</u>				
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
<u>The Narrows B&T Park</u>				
Legal	0.00	0.00	8,000.00	0.00
Construction	66.00	13,511.96	10,000.00	135.12 (3)
Electric Service Constr	0.00	0.00	50,000.00	0.00
Clean Up	0.00	2,700.00	15,000.00	18.00
Total The Narrows B&T Park	66.00	16,211.96	83,000.00	19.53
<u>Debt Service</u>				
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	35,877.00	35,877.00	35,877.00	100.00 (4)
Total Debt Service	35,877.00	81,670.31	338,697.00	24.11
TOTAL EXPENDITURES	62,645.24	402,674.45	3,166,406.75	12.72
REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	81,165.28	589,285.81	(1,288,606.75)	1,587.63-

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: MAY 31ST, 2016

% OF FISCAL YEAR: 66.67

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Depreciation</u>				
Depreciation	<u>4,288.28</u>	<u>34,271.96</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation	4,288.28	34,271.96	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	<u>76,877.00</u>	<u>555,013.85</u>	<u>(1,288,606.75)</u>	

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

- | | |
|---------------------------------|---|
| (1) GA - Profession Development | \$175.00 - A. Smith Sales Tax Workshop |
| (2) GA - Community Relations | \$35.00 - Frame for 2016 Proclamation
\$110.98 - 2 cases of coffee plus monthly rental |
| (3) The Narrows - Construction | \$66.00 - Final Plat for Project Big Rig |
| (4) Debt Service - Gateway Sign | \$35,877.00 - Contribution paid in full |

BALANCE SHEET

AS OF: MAY 31ST, 2016

100-GENERAL FUND

ACCOUNT# TITLE

ASSETS

=====

Current Assets

100-1000	Checking Account - 2120	218,533.99
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)	789,727.53
100-1004	Sweep Acct#20351847(for 5770)	1,896,619.37
100-1005	Sweep Acct#20351839(for 2640)	16,410.96
100-1100	Sales Tax Receivable	131,587.48
100-1105	Accounts Receivable	<u>1,878.82</u>
	TOTAL Current Assets	3,074,758.15

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	(336,964.75)
100-1790	2012 Sales Tax Bond Expense	0.00
100-1791	Accumulated Amortization	<u>0.00</u>
	TOTAL Non Current Assets	1,599,718.56

4,674,476.71

TOTAL ASSETS

4,674,476.71

LIABILITIES

=====

Current Liabilities

100-2000	Accounts Payable	(36,769.59)
100-2050	Unapplied Credit	0.60
100-2075	Accrued Interest	9,393.00
100-2100	Accrued Wages	20,147.09
100-2150	Payroll Liabilities	<u>10,711.79</u>
	TOTAL Current Liabilities	3,482.89

Non Current Liabilities

100-2500	2012 Sales TAX Bond (RB)	1,460,000.00
100-2510	2001 Sales Tax Bond (FNB)	<u>420,000.00</u>
	TOTAL Non Current Liabilities	1,880,000.00

TOTAL LIABILITIES

1,883,482.89

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

BALANCE SHEET

AS OF: MAY 31ST, 2016

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	<u>0.00</u>	
	TOTAL BEGINNING EQUITY	2,235,979.97	
	TOTAL REVENUE	991,960.26	
	TOTAL EXPENDITURES	<u>436,946.41</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	555,013.85	
	TOTAL EQUITY & OVER/(UNDER)		<u>2,790,993.82</u>
	TOTAL LIABILITIES, EQUITY & OVER/(UNDER)		<u>4,674,476.71</u> =====

INVESTMENT REPORT

In May 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.

May-16	Balance 05/01/16	Deposits	Debits	Interest	Balance 05/31/16
Main Checking Account 2120	\$230,000.00	\$211,775.39	\$223,241.40	\$0.00	\$218,533.99
Sweep Acct: 1821 for 2120	\$717,595.55	\$140,232.12	\$68,131.92	\$31.78	\$789,727.53
Sweep Acct: 1847 for 5770	\$1,896,484.59	\$0.00	\$0.00	\$134.78	\$1,896,619.37
Land (Capital Projects) Account 5770	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Sweep Acct: 1839 for 2640	\$16,410.27	\$0.00	\$0.00	\$0.69	\$16,410.96
Sales Tax Revenue Account 2640	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
				TOTAL	\$2,941,291.85

Total **Interest** Earned in May 2016 **\$167.25**

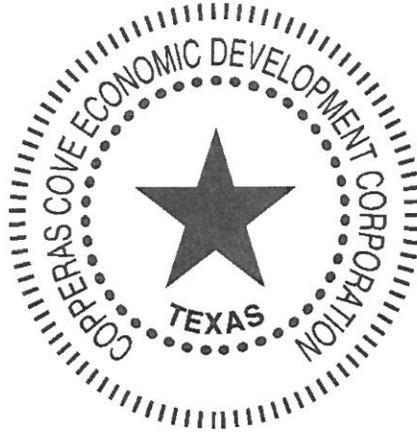
Total **Bank Analysis Fees** in May 2016 **\$194.46**

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**

June 16, 2016

Agenda Item No. 9 (b)

Subject: Review the Comparative Sales Tax Report for May 2016.

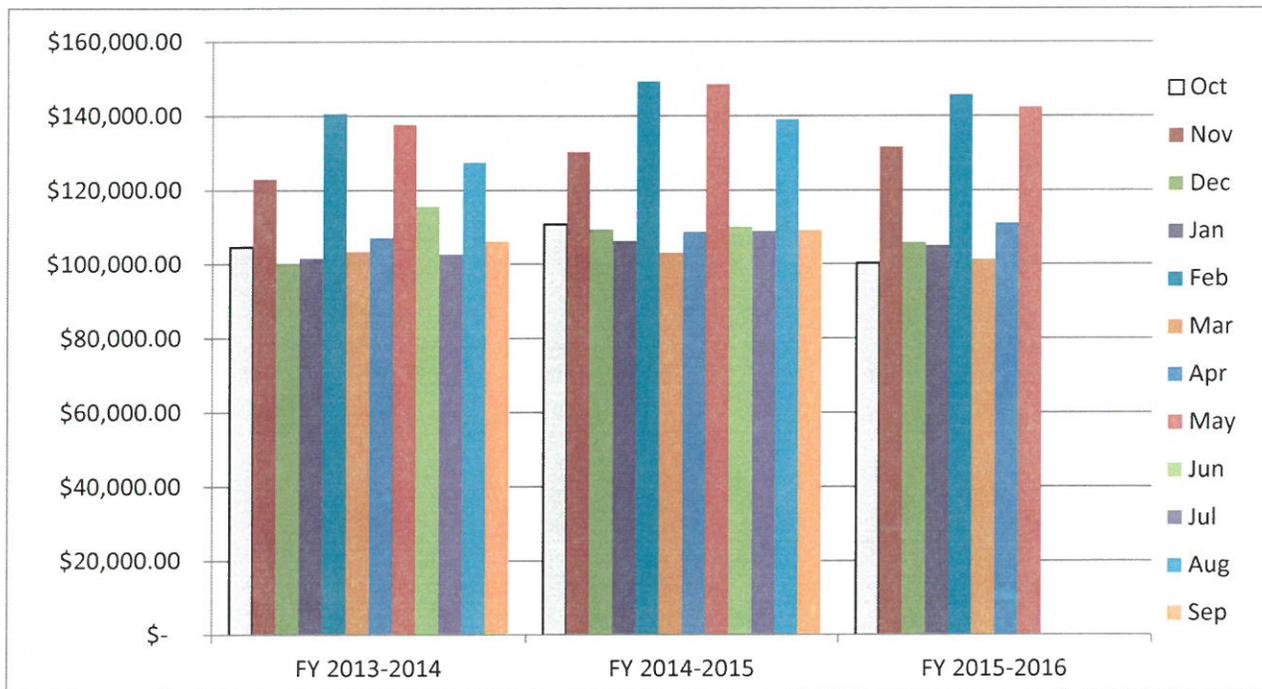
Description/Information: For Information Purposes Only.

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 May 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	\$ 111,130.07	2.16
May	\$ 137,559.51	\$ 148,470.44	\$ 142,286.07	(4.17)
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	\$ 943,528.99	(2.37)
YTD Totals	\$ 1,370,160.20	\$ 1,433,790.53	\$ 943,528.99	(2.37)





**Copperas Cove
Economic Development Corporation**

June 16, 2016

Agenda Item No. 10 (a)

Subject: Discussion and consideration of action regarding an invoice from Johnson & Associates in the amount of \$8,465.85 for the 2nd payment regarding the Executive Search.

Description/Information: The CCEDC Board of Directors approved a contract with Johnson & Associates to conduct an Executive Search. The attached invoice is requesting the second of three payments regarding that activity and includes:

- Resume Preview and Skype Meeting
- Advertising the position
- Travel costs
- Material Production

Financial Impact: \$8,465.85 from the General Administration: Consultants line item in the current budget.

Action/Recommendation: Staff recommends approval of payment of this invoice from Johnson & Associates in the amount of \$8,465.85.

Johnson & Associates
8308 Tecumseh Drive
Austin, Texas 78753
512 339 9000



JAToday.Com

INVOICE

6.8.2016

BILL TO

Copperas Cove EDC
210 South First Street
Copperas Cove Texas 76522

DESCRIPTION	PAYMENTS	TOTAL
Resume Preview/Skype Meeting:	Payment 2 of 3	\$5,000.00
Mileage 128.6 x .54 (Round Trip)		\$ 69.45
Lodging 1 night		\$73.45
Advertising (IEDC, SEDC, TEDC, J&A)		\$725.00
Print & Bind Materials for RP Meeting		\$ 241.70
Staff Time		\$2,356.25
	SUBTOTAL	\$8,465.85
	TOTAL AMT. DUE	\$8,465.85

*Consultant
okay to pay
D. Druse*

Any payment more than thirty (30) days late, will incur a 10% per annum late fee, said late fee to begin on the 31st day after said payment is due.

Thank You For Allowing Us To Facilitate Your Executive Search!



**Copperas Cove
Economic Development Corporation**

June 16, 2016

Agenda Item No. 11 (a)

Subject: Discussion and consideration of action regarding approving the Proposed FY2016-2017 Proposed Budget.

Description/Information: The Budget Committee has met three times and is pleased to present the Proposed FY16-17 Budget.

- Sales tax income was projected at 1% less than last year
- Phase II of the Five Hills Shopping Center (MLK to Old Copperas Road, with Constitution and Robert Griffin, Jr Blvd as the west/east boundaries) is expected to be sold in this fiscal year
- The staff remains at three full-time, one part-time employee
- The Executive Director salary and benefits were calculated based upon those that were advertised in the Executive Search
- The Budget Committee adjusted some line items to be more in line with actual expenses incurred in the current Fiscal Year
- Renamed the "Sales Tax Revenue" account to "Ideal Fund Balance," this is CCEDC's 90 day or three month's reserve, as per Section 4.06 of the CCEDC Bylaws

This proposed budget will be presented to the City Council on July 7, 2016.

Financial Impact: None at this time.

Action/Recommendation: Staff recommends approval of the Proposed CCEDC FY16-17 Budget.

**Proposed Budget
FY2016 -17**

G/L Number	Approved Budget FY2015-16	Projected FY2015-16	Proposed Budget FY2016-17
4300	\$8,000	\$12,500	\$16,500 3 Tenants
4600	\$1,800	\$1,800	\$1,600
4110	\$18,000	\$17,640	\$17,800 1% Less
4111	\$1,500,000	\$1,470,000	\$1,485,000 1% Less
4900	\$350,000	\$350,000	\$740,000 Phase II, Five Hills
TOTAL INCOME	\$1,877,800	\$1,851,940	\$2,260,900

REVENUES

Income Sources:

Entrepreneur Center			
Interest Earnings			
Local Sales Tax			
State Sales Tax			
Property Sales			

EXPENDITURES

7000 - Personnel:

7000-1001	\$257,718	\$195,000	\$242,433 1% COLA, ED Salary 90K
7000-1103	\$1,500	\$0	\$1,500
7000-1002	\$6,000	\$0	\$6,000 \$500/month
7000-1003	\$0	\$0	\$1,200 New
7000-1102	\$42,000	\$15,000	\$25,000
7000-1100	\$38,000	\$14,000	\$20,000
7000-1101	\$38,000	\$25,000	\$33,000
7000-1104	\$1,000	\$1,385	\$1,000
Total Personnel	\$384,218	\$250,385	\$330,133

7100 - Business Retention:

7100-2331	\$840	\$550	\$840
7100-2332	\$4,225	\$1,700	\$4,000
7100-2333	\$2,200	\$500	\$1,500
7100-2336	\$3,000	\$1,800	\$2,700
7100-2900	\$30,000	\$0	\$30,000
7100-2360	\$800	\$250	\$500
7100-2337	\$3,500	\$3,000	\$3,500
7100-2350	\$2,000	\$1,000	\$2,000
Total Business Retention	\$46,565	\$8,800	\$45,040

**Proposed Budget
FY2016 -17**

G/L Number	Approved Budget FY2015-16	Projected FY2015-16	Proposed Budget FY2016-17
7200-2330	\$1,400	\$1,000	\$1,200
7200-3161	\$500	\$350	\$300
7200-2310	\$550	\$515	\$515
7200-2213	\$2,000	\$2,400	\$2,100
7200-2121	\$1,000	\$0	\$1,000
7200-2361	\$525	\$525	\$525
7200-2233	\$2,000	\$1,800	\$2,000
7200-2232	\$250	\$100	\$250
7200-3110	\$300	\$300	\$300
7200-2231	\$30,000	\$30,000	\$30,000
-----	-----	-----	-----
7200-2124	\$444	\$450	\$530
7200-2125	\$480	\$515	\$540
7200-2220	\$4,800	\$3,100	\$4,000
7200-3140	\$50	\$30	\$50
7200-2350	\$2,000	\$1,400	\$2,200
-----	-----	-----	-----
7200-3123	\$4,800	\$3,500	\$4,700
7200-3121	\$2,160	\$1,200	\$2,000
7200-3154	\$636	\$800	\$1,272
7200-3155	\$1,812	\$1,700	\$1,825
7200-2500	\$500	\$300	\$500
	\$56,207	\$49,985	\$55,807

7200 - Entrepreneur Center

- Advertising
- Furnishings
- Insurance
- Janitorial
- Legal
- Memberships (NBIA)
- Copier
- Color Copies
- Office Supplies
- Rent
- Services
- Alarm System
- Pest Control
- Outside Maintenance
- Subscriptions
- Travel
- Utilities
- Electric
- Water
- Phone
- Internet
- Community Relations

Total Entrepreneur Center

**Proposed Budget
FY2016 -17**

G/L Number	Approved Budget FY2015-16	Projected FY2015-16	Proposed Budget FY2016-17
7300-2330	\$10,000	\$3,700	\$10,000
7300-2350	\$20,000	\$2,100	\$20,000
7300-2130	\$8,000	\$7,100	\$8,000
7300-2132	\$17,000	\$17,000	\$17,000
7300-2900	\$100,000	\$130	\$100,000
7300-2133	\$20,000	\$11,000	\$20,000
7300-2134	\$5,000	\$0	\$5,000
7300-2360	\$3,000	\$3,000	\$3,000
7300-2361	\$1,000	\$1,000	\$1,000
7300-2331	\$2,500	\$3,000	\$2,500
Total Business Attraction	\$186,500	\$48,030	\$186,500

7300 - Business Attraction

Adv. & Mktg--Mktg. of Prop
 Bus. Attraction Travel
 Software (Design/GIS Planning)
 HOTDA
 Incentive Fund
 Prospect Generation Services
 Site Consultant Outreach
 Team Texas--Nat. Mktg.
 Texas One--Nat. Mktg.
 Joint Image Campaign

Total Business Attraction

NOTE: Business Attraction activities were limited to servicing and maintaining existing projects due to the Executive Search.

7000 - General Administration:

7000-7400	\$1,000	\$0	\$1,000
7000-2124	\$600	\$600	\$600
7000-2122	\$20,000	\$24,000	\$25,000
7000-7300	\$3,000	\$2,500	\$2,800
7000-2500	\$15,000	\$9,000	\$15,000
7000-2131	\$26,000	\$25,000	\$1,000
7000-2232	\$3,000	\$1,200	\$1,500
7000-2233	\$2,100	\$2,300	\$2,200
7000-3161	\$1,000	\$500	\$0
7000-2310	\$2,000	\$2,000	\$2,003
7000-2310	\$2,600	\$2,500	\$2,500
7000-2121	\$10,000	\$11,500	\$10,000
-----	-----	-----	-----
7000-2361	\$250	\$250	\$300 pay in July
7000-2362	\$300	\$150	\$150 pay in January (2)
7000-2363	\$250	\$250	\$250 pay in August
7000-2364	\$250	\$50	\$100 \$50/person
7000-2365	\$900	\$935	\$950 pay in October
7000-2366	\$600	\$600	\$600 pay in August

Membership--Dues

AAF
 AUSA
 CC Chamber
 ICSC
 IEDC
 Lion's Club

**Proposed Budget
FY2016 -17**

	G/L Number	Approved Budget FY2015-16	Projected FY2015-16	Proposed Budget FY2016-17
Rotary Club	7000-2367	\$720	\$320	\$660
TEDC	7000-2368	\$1,000	\$500	\$1,000 \$500/person
Office Equipment	7000-3160	\$1,000	\$0	\$0
Office Supplies	7000-3110	\$3,000	\$2,500	\$3,000
Postage/Shipping	7000-3111	\$1,000	\$100	\$500
Postage Machine Lease	7000-3112	\$1,000	\$825	\$1,000
Seminar/Training/Prof. Dev,	7000-2370	\$6,000	\$6,225	\$15,000 4 Directors
Subscriptions/Publications	7000-3140	\$500	\$230	\$500
Technology Equipment/Svc	-----	-----	-----	-----
Internet Service Provider	7000-3155	\$1,500	\$1,400	\$2,050
Maintenance/Service Calls	7000-2100	\$5,000	\$3,600	\$5,000
Offsite Backup	7000-2101	\$3,500	\$3,300	\$3,300
Website Hosting	7000-2102	\$1,200	\$700	\$1,000
Telephone Billings	7000-3154	\$6,000	\$6,000	\$6,000
Maintenance (Gateway Signs)	7000-2220	\$0	\$0	\$5,000 New
Total General Administration		\$95,270	\$109,035	\$109,963
7400 - Digital Sign:				
Electric Billing	7400-3123	\$2,500	\$400	\$250
Insurance	7400-2310	\$4,200	\$1,250	\$1,250
Maintenance	7400-2220	\$15,000	\$0	\$0
Total Digital Sign		\$21,700	\$1,650	\$1,500
7500 - Building Services:				
Bldg. Improvements (Capital)	7500-4130	\$1,000	\$0	\$1,000
Bldg. Maintenance (Non-Cap)	7500-2220	\$12,000	\$13,000	\$12,000
Alarm	7500-2124	\$0	\$0	\$600 New
Pest Control	7500-2125	\$0	\$0	\$650 New
Janitorial Services (Contract)	7500-2213	\$10,000	\$9,500	\$9,600
Supplies (Janitorial)	7500-3110	\$250	\$250	\$250
Water/Sewer	7500-3121	\$2,000	\$1,500	\$2,000
Electric	7500-3123	\$8,000	\$5,700	\$8,000
Total Building Services		\$33,250	\$29,950	\$34,100
TOTAL OPERATING EXPENDITURES		\$823,710	\$497,835	\$763,043

**Proposed Budget
FY2016 -17**

G/L Number	Approved Budget FY2015-16	Projected FY2015-16	Proposed Budget FY2016-17
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9000 - Debt Service:

2001 Sales Tax Bond Note	\$82,000	\$82,000	\$78,000
2012 Sales Tax Bond Note	\$71,000	\$71,000	\$69,800
Reliever Route Commitment	\$130,000	\$130,000	\$131,000
Ave D Sidewalk City Contribution	\$19,820	\$0	\$110,000
Gateway Sign Project Contribution	\$35,877	\$35,877	\$0
Total Debt Services	\$338,697	\$318,877	\$388,800

8001 - Five Hill--Retail Ctr (Phase II)

Legal	\$2,000	\$0	\$2,000
Survey/Engineering	\$10,000	\$0	\$10,000
Site Survey	\$5,000	\$0	\$5,000
Clean Up	\$4,000	\$4,200	\$6,500 3 times mowed
Total Five Hill - Retail Ctr (Phase II)	\$21,000	\$4,200	\$23,500

8002 - Land Exchange

Legal Fees	\$25,000	\$0	\$25,000
Land Purchase	\$1,675,000	\$0	\$2,000,000
Survey/Engineering	\$200,000	\$0	\$300,000
Total Land Exchange	\$1,900,000	\$0	\$2,325,000

8003 - The Narrows Bus. & Tech. Park

Legal Fees	\$8,000	\$0	\$8,000
Construction	\$10,000	\$13,500	\$5,000
Electric Services Construction	\$50,000	\$0	\$50,000
Survey / Engineering	\$0	\$0	\$30,000 New
Monuments / Construction	\$0	\$0	\$0
Monuments / Design	\$0	\$0	\$0
Monuments Electric	\$0	\$0	\$650
Maintenance/Clean-up	\$15,000	\$5,400	\$8,200 3 times mowed
Total The Narrows Bus & Tech. Park	\$83,000	\$18,900	\$101,850

**Proposed Budget
FY2016 -17**

G/L Number	Approved Budget FY2015-16	Projected FY2015-16	Proposed Budget FY2016-17
TOTAL PROJECT EXPENDITURES	\$2,004,000	\$23,100	\$2,450,350
Operating Expenditures:	\$1,162,407	\$816,712	\$1,151,843 Including Debt Service
Operating Reserve:			\$200,000 \$1,151,843 - Debt Service(/ 12 X 3)
*Project Expenditures:	\$2,004,000	\$23,100	\$2,450,350
Total Combined Expenditures:	\$3,166,407	\$839,812	\$3,602,193

*There were no capital project expenditures, other than moving and platting.

Approved Budget Proposed Budget
 FY2015-16 FY2016-17

	10/1/2014	10/1/2015	10/1/2016	
BEGINNING FUND BALANCE				
Operating Fund	\$89,452	\$494,775	\$435,488	(average minus P&I) (X-fer \$173,587 into Ideal Fund)
Land Fund	\$1,415,583	\$1,905,591	\$1,907,103	Proceeds from land sales
Ideal Fund Balance	\$26,897	\$26,405	\$200,000	Dedicated 90 day Reserve
Total	\$1,531,932	\$2,426,771	\$2,542,591	
TOTAL OPERATING EXPENDITURES		\$1,162,407	\$1,151,843	Includes Debt Service
TOTAL CAPITAL PROJECTS		\$2,004,000	\$2,450,350	
TOTAL EXPENDITURES		\$3,166,407	\$3,602,193	
TOTAL FUNDS (INCLUDING REVENUES)		\$3,785,800	\$4,803,491	
AVAILABLE FUNDS FOR FY2017-18		\$619,393	\$1,201,298	

Copperas Cove Economic Development Corporation

Prospect Report – June 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	<ul style="list-style-type: none"> None
Project Big Rig	Truck Driving School	The Narrows	Loopnet	8/14/14	<ul style="list-style-type: none"> Final plat approved Working on performance agreement and purchase contract
Project Etch	Manufacturing	The Narrows	So. Cali Marketing Trip	11/4/14	<ul style="list-style-type: none"> Site visit on 4/7/2015 No recent activity
Project Big Tex	Warehouse/Distribution	The Narrows & other areas near the Highway 190 (Bypass)	Direct Contact	3/19/15	<ul style="list-style-type: none"> 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 They still have a preferred completion date of 2017
Project Holdup	Manufacturing	The Narrows	No. Cali Marketing Trip	6/10/15	<ul style="list-style-type: none"> Site visit on 2/1/15 Considering other states Prefers to lease

Project Metal	Manufacturing	The Narrows	No. Cali Marketing Trip	6/11/15	<ul style="list-style-type: none"> • Site Visit December 7, 2015 • Following up with requested information • Prefers to lease
Project 10+	Unable to disclose	Unable to disclose	Broker	11/20/15	<ul style="list-style-type: none"> • Unable to disclose • Prefers to lease
Project CD	Commercial	Former Casa Ole	Broker	12/2/15	<ul style="list-style-type: none"> • Looking for assistance in redeveloping site
Project Surf	Distribution/Warehouse	The Narrows	Direct Contact	2/11/16	<ul style="list-style-type: none"> • Local company expansion
Project Friends	Commercial	Available building or new construction	Loopnet	3/20/2016	<ul style="list-style-type: none"> • Looking for locations – existing buildings • New construction near high traffic area
Project Surface	Manufacturing	Available building	Direct Contact	3/21/2016	<ul style="list-style-type: none"> • Exploring options to relocate from Austin • Set up meeting with SBA Counselor



Diane Drussell
Business Retention Specialist
Staff Report
May 16 – June 13, 2016

Copperas Cove EDC

- Coordinating training/education for Board Members
- Working with the Board on the Executive Search Committee
 - Coordinating meetings/schedules

Business Retention and Expansion

- One customer has submitted Application assistance from the EDC: pending
- Visiting local businesses
 - Bits and Bites – open house
- Walk in Customers
 - Mike H. – General information on Business Start up
 - Tiffany J. – Info on opening / buying business. Assisting with business plan.
 - Stephania W. – Starting non-profit – will be located inside Entrepreneur Center. Assisting with business plan.
 - Lana C. – Needs help with non-profit set up/ assistance with business plan
 - Phyllis N. – Needs assistance with non-profit set up/ assistance with
 - Ryan P. – Starting a business. Assistance with business plan with business plan.
 - Leon B.- Info how to market his business
 - David H. – Assistance and guidance on business start up
- Working with customer on finding locations
 - Met with one and a local realtor – still looking
- 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 3 customers on their business plans

- Workshops
 - Scheduled all of the day time workshops through the month of July
 - Creating workshop for young adults
 - Evening workshops are being scheduled and have been well attended
 - May workshop – well attended
 - Create workshops
 - Customer Service
 - Business Plan Workshop Series – Evening

Entrepreneur Center

- Open House/ Chamber Mixer held on June 9.
- Tenants
 - New business moving in to last space on July 1, 2016
 - 3 current tenants
 - Community Life Counseling
 - RIBBON CUTTING TBA (business to determine date)
 - Eagle EyeSight
 - RIBBON CUTTING TBA (business to determine date)
 - Texas CNA
 - RIBBON CUTTING TBA (business to determine date)

Facebook pages continue to gain “Likes”

- Copperas Cove EDC (Main Page) – **602** (from **595**)
- Copperas Cove EDC (sub- page) - **720** (from **716**)
- Copperas Cove Entrepreneur Center - **467** (from **452**)

Community involvement

- D. Drussell – President of the Copperas Cove Noon Lions Club
 - Attends meetings 2x’s a month
 - Certified on the SPOT VISION SCREENING machine. This allows us to screen kids as young as six months old for vision issues.
 - Lions screened 125 kids on May 21 at Rabbit Fest
 - Hosted the Leadership Orientation Training on June 11 (with Lions members)
- 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