



**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, August 18, 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**

None

8. CONSENT AGENDA

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

9. FINANCIALS

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

10. OLD BUSINESS

- a. Discussion and consideration of action regarding approving Revision #3 of the Proposed FY2016-2017 Budget.
- 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.

11. NEW BUSINESS

None

12. EXECUTIVE SESSION

Pursuant to §551.087 of the Open Meetings 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.

Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't. Code* , a governmental body may conduct a closed meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

- a. Discussion and consideration of action regarding the Stipend for Interim Executive Director.
- b. Discussion and consideration of action regarding the Executive Search.

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

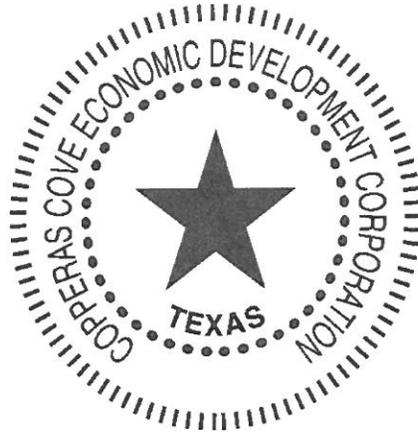
16. ADJOURN

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 August 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
Office Administrator



**Copperas Cove
Economic Development Corporation**

August 18, 2016

Agenda Item No. 8 (a)

Subject: Discussion and consideration of action regarding minutes for the Regular Board Meeting held on July 21 2016.

Description/Information: Attached is the official transcript of minutes as transcribed by Cindi Novak for the Regular Meeting held on July 21, 2016. The minutes have been reviewed and approved by Secretary Smith.

Financial Impact: None.

Action/Recommendation: Staff recommends approval of the July 21, 2016 Regular Board Meeting Minutes.



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting Minutes of July 21, 2016
Minutes Order # 2016-(07)-(21)

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 12:01p.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

<u>Members Present:</u>	<i>Bradi Diaz</i>	<i>Jerry Smith</i>
	<i>Marc Payne</i>	<i>Annabelle Smith</i>
<u>Member Not Present:</u>	<i>Jack Smith (excused)</i>	
<u>Staff Attorney:</u>	<i>Robert Gradel, CCEDC Attorney</i>	
<u>Staff Present:</u>	<i>Monica MacKay</i>	<i>Diane Drussell</i>
<u>City Council Present:</u>	<i>David Morris</i>	
<u>City Manager Present:</u>	<i>Andrea Gardner</i>	

5. CITIZENS FORUM

No citizens spoke at this meeting.

6. ANNOUNCEMENTS:

Important Dates:

- | | |
|-----------------------------------|---|
| <i>Thursday, July 21, 2016</i> | <i>City Council Workshop - 6:00 - 8:00 pm - CCEDC Board Room</i> |
| <i>Thursday, July 21, 2016</i> | <i>MM - Participate in ED panel for Leadership Central Texas</i> |
| <i>Friday, July 22, 2016</i> | <i>MM - Out of office (Dental Surgery)</i> |
| <i>Monday, July 25, 2016</i> | <i>DD - Ad hoc Meeting to review MDD - City hall Conference Room - 10:00 am</i> |
| <i>Monday, July 25, 2016</i> | <i>City P & Z Meeting - 6:00 pm - CCEDC Board Room</i> |
| <i>Tuesday, July 26, 2016</i> | <i>City Council Special Meeting - 5:00 - 7:00 pm - CCEDC Board Room</i> |
| <i>Thursday, July 28, 2016</i> | <i>City Council Special Meeting - 6:00 - 8:00 pm - CCEDC Board Room</i> |
| <i>Thursday, July 28, 2016</i> | <i>Chamber Mixer - 5:30 - 7:00 pm - Stoney Brook</i> |
| <i>Tuesday, August 02, 2016</i> | <i>SBDC Counselor - One on One Counseling - 9:30 am - 1:00 pm</i> |
| <i>Tuesday, August 02, 2016</i> | <i>City Council Meeting - 6:00 - 8:00 pm - CCEDC Board Room</i> |
| <i>Tuesday, August 09, 2016</i> | <i>City Council Pubic Hearing --- City Budget and CCEDC Budget
City Council Special Meeting - 6:00 - 8:00 pm - CCEDC Board Room</i> |
| <i>Thursday, August 11, 2016</i> | <i>Board of Adjustments Meeting - 6:00 - 8:00 pm - CCEDC Board Room</i> |
| <i>Friday, August 12, 2016</i> | <i>MM - Attend Meeting on Centex Sustainable Partnership - 9:30 - 10:30 am</i> |
| <i>Tuesday, August 16, 2016</i> | <i>City Council Meeting - 6:00 - 8:00 pm - CCEDC Board Room</i> |
| <i>Wednesday, August 17, 2016</i> | <i>Chamber Board Meeting - 11:30 - 12:30 - CCEDC Board Room</i> |
| <i>Wednesday, August 17, 2016</i> | <i>Animal Advisory Meeting - 6:00 - 8:00 pm - CCEDC Board Room</i> |
| <i>Thursday, August 18, 2016</i> | <i>CCEDC Regular Board Meeting - 12:00 - 1:00 CCEDC Board Room</i> |

12. EXECUTIVE SESSION

The Board of Directors convened in Executive Session at 12:05pm

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).

Discussion and consideration of prospect negotiations.

Director Jerry Smith made a motion to approve the Performance Agreement and Commercial Contract (Sales Contract) with CDL Research & Development Group, with the noted changes of limiting the deed restriction to the three years of the Performance Agreement and removing the property buy-back clawback language, awarding an effective incentive of \$58,370 delivered via a discount on the property. Secretary Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

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.

Discussion and consideration of action regarding property issues.

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.

Discussion and consideration of action regarding property issues.

No action taken.

The Open Session reconvened at 12:33pm

7. PRESENTATIONS

Todd Pruitt of Patillo, Brown and Hill, L.L.P presented the results of the FY2014-15 Audit to the Board of Directors. Pruitt stated, "It's a very clean audit. To summarize, we have a clean opinion on your financial statements. You also have no internal control or compliance issues that were identified."

8. CONSENT AGENDA

a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on June 16, 2016.

b. Discussion and consideration of action regarding minutes for the Special Board meeting held on July 5, 2016.

c. Discussion and consideration of action regarding approving Revision #2 of the Proposed FY2016-2017 Budget as it relates to House Bill 157.

d. Discussion and consideration of action to approve payment in the amount of \$117,337.50 to the City of Copperas Cove for debt service.

- e. Discussion and consideration of action to approve payment in the amount of \$70,764.00 to First National Bank Texas for debt service.

- f. Discussion and consideration of action to approve payment in the amount of \$47,751.93 to Regions Bank for debt service, Sales Tax Revenue Bond Series 2012.

Director Jerry Smith made a motion to remove Consent Agenda item 8e, Secretary Annabelle Smith seconded the motion. Director Jerry Smith made a motion to approve agenda items a-d and f as read and Secretary Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

- e. Discussion and consideration of action to approve payment in the amount of \$70,764.00 to First National Bank Texas for debt service.

Director Jerry Smith made a motion to approve payment in the amount of \$70,705.18 to First National Bank Texas for debt service; Secretary Annabelle Smith 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 June 2016.
 - 1. Profit and Loss – Budget vs. Annual
 - 2. Balance Sheet
 - 3. Investment Report

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

- b. Review the Comparative Sales Tax Report for June 2016.

Information Only.

10. OLD BUSINESS

None.

11. NEW BUSINESS

- a. Review and consideration of action regarding approval of the FY2014-2015 Audit.

Director Jerry Smith made a motion to approve item 11a and Secretary Annabelle Smith seconded the motion and with a unanimous vote the motion carried.

- b. City Council to Hold Public Hearing for the Proposed Copperas Cove EDC FY2016-2017 Budget.

Information Only.

- c. Discussion and consideration of action to approve the Performance Agreement and Commercial Contract (Sales Contract) with CDL Research & Development Group, awarding an effective incentive of \$58,370 delivered via a discount on the property.**

This item was considered in Executive Session.

13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS

None

14. STAFF REPORTS

- a. Prospect Report – Monica MacKay.**

15. ADJOURNED

There being no further business, Chairman Bradi Diaz adjourned the Regular Meeting of the Board of Directors at 12:56 p.m.

Annabelle Smith, Secretary

ATTEST:

Cindi Novak

Cindi Novak, Office Administrator



**Copperas Cove
Economic Development Corporation**

August 18, 2016

Agenda Item No. 9 (a)

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

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

COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION

MONTHLY AND YEAR-TO-DATE

FINANCIAL REPORT

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: JULY 31ST, 2016

% OF FISCAL YEAR: 83.33

FINANCIAL SUMMARY	MTD	YTD	BUDGET	% OF BUDGET
<u>REVENUE SUMMARY</u>				
Sales Taxes	108,600.22	1,184,966.38	1,518,000.00	78.06
Other Revenue	<u>4,545.20</u>	<u>31,184.05</u>	<u>359,800.00</u>	<u>8.67</u>
TOTAL REVENUES	<u>113,145.42</u>	<u>1,216,150.43</u>	<u>1,877,800.00</u>	<u>64.76</u>
<u>EXPENDITURE SUMMARY</u>				
General Administration	27,624.36	315,486.22	479,487.75	65.80
Business Retention	949.00	5,499.36	46,565.00	11.81
Entrepreneur Center	3,339.76	39,691.48	56,207.00	70.62
Business Attraction	780.19	34,023.25	186,500.00	18.24
Digital Sign	34.38	1,792.37	21,700.00	8.26
Building Services	3,002.92	28,154.82	33,250.00	84.68
5 Hills Retail Ctr-Ph 2	0.00	4,200.00	21,000.00	20.00
Land Exchange	0.00	0.00	1,900,000.00	0.00
The Narrows B&T Park	392.50	19,554.46	83,000.00	23.56
Debt Service	<u>22,751.93</u>	<u>104,422.24</u>	<u>338,697.00</u>	<u>30.83</u>
TOTAL EXPENDITURES	<u>58,875.04</u>	<u>552,824.20</u>	<u>3,166,406.75</u>	<u>17.46</u>
REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	<u>54,270.38</u>	<u>663,326.23</u>	<u>(1,288,606.75)</u>	<u>51.48-</u>
Depreciation	4,293.00	42,853.24	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	<u>49,977.38</u>	<u>620,472.99</u>	<u>(1,288,606.75)</u>	

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: JULY 31ST, 2016

% OF FISCAL YEAR: 83.33

REVENUES	MTD	YTD	BUDGET	% OF BUDGET
<u>Sales Taxes</u>				
Local Sales Tax	1,548.90	13,878.32	18,000.00	77.10
State Sales Tax	<u>107,051.32</u>	<u>1,171,088.06</u>	<u>1,500,000.00</u>	<u>78.07</u>
Total Sales Taxes	108,600.22	1,184,966.38	1,518,000.00	78.06
<u>Other Revenue</u>				
Digital Sign	0.00	0.00	0.00	0.00
Entrepreneur Center	883.92	9,679.42	8,000.00	120.99
Insurance Proceeds	3,503.32	19,980.73	0.00	0.00
Interest	157.96	1,523.90	1,800.00	84.66
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	4,545.20	31,184.05	359,800.00	8.67
TOTAL REVENUES	113,145.42	1,216,150.43	1,877,800.00	64.76
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PROFIT & LOSS BUDGET vs ACTUAL

AS OF: JULY 31ST, 2016

% OF FISCAL YEAR: 83.33

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>General Administration</u>				
<u>Personnel</u>				
Executive Director Salary	2,792.56	29,689.48	77,534.96	38.29
Exec. Director Car Allowance	0.00	0.00	6,000.00	0.00
Director of Business Developmt	4,290.78	41,511.53	51,489.40	80.62
Business Retention Specialist	3,930.00	39,300.01	47,160.13	83.33
Office Administrator	3,448.60	34,486.09	41,383.26	83.33
Office Coordinator	714.84	8,165.92	15,150.00	53.90
Payroll Expenses	1,124.56	11,386.82	38,000.00	29.97
Pension Plan	1,810.62	18,250.31	38,000.00	48.03
Medical/Insurance Employee	1,193.48	11,934.80	42,000.00	28.42
Educational Assistance	0.00	0.00	1,500.00	0.00
Workers Comp Insurance	0.00	1,494.00	1,000.00	149.40
Total Personnel	19,305.44	196,218.96	359,217.75	54.62
<u>Other Expenses</u>				
Maintenance/Svc Calls	280.00	3,317.50	5,000.00	66.35
Offsite Backup	275.00	2,750.00	3,500.00	78.57
Website Hosting	0.00	143.40	1,200.00	11.95
Legal	450.00	9,530.50	10,000.00	95.31
Financial Services	0.00	6,464.47	20,000.00	32.32
Alarm	45.99	499.90	600.00	83.32
Consultant	1,442.05	17,378.84	26,000.00	66.84 (1)
Copier - Color Copies	0.00	815.92	3,000.00	27.20
Copier Lease	179.53	2,022.33	2,100.00	96.30
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	330.00	720.00	45.83
TEDC	0.00	500.00	1,000.00	50.00
Seminar/Training/Prof Dev	0.00	6,212.37	6,000.00	103.54
Community Relations	270.77	8,047.57	15,000.00	53.65 (2)
Office Supplies	117.28	2,196.50	3,000.00	73.22
Postage & Shipping	6.94	50.85	1,000.00	5.09
Postage Machine Lease	206.00	829.56	1,000.00	82.96
Subscriptions-Publications	0.00	228.00	500.00	45.60
Phone	222.32	5,163.21	6,000.00	86.05
Internet Service Provider	170.46	1,767.96	1,500.00	117.86
Office Equipment	0.00	0.00	1,000.00	0.00
Furniture/Office Decor	0.00	485.20	1,000.00	48.52
Bank Service Charges	194.58	2,086.94	3,000.00	69.56
Bad Debt	0.00	0.00	1,000.00	0.00
Total Other Expenses	4,025.92	76,414.02	120,270.00	63.54
Total General Administration	23,331.36	272,632.98	479,487.75	56.86

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: JULY 31ST, 2016

% OF FISCAL YEAR: 83.33

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Business Retention</u>				
Flyers/Design	0.00	350.00	840.00	41.67
Newspaper/Pubs	290.00	1,188.13	4,225.00	28.12
Newsletter	0.00	0.00	2,200.00	0.00
Business Workshops	659.00	1,973.55	3,000.00	65.79
Shop Cove	0.00	1,987.68	3,500.00	56.79
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	949.00	5,499.36	46,565.00	11.81
<u>Entrepreneur Center</u>				
Legal	0.00	0.00	1,000.00	0.00
Alarm	36.95	372.55	444.00	83.91
Pest Control	40.00	435.00	480.00	90.63
Janitorial	150.00	2,250.00	2,000.00	112.50
Maintenance	216.00	2,680.97	4,800.00	55.85
Rent	2,500.00	22,500.00	30,000.00	75.00
Color Copies	0.00	28.62	250.00	11.45
Copier	146.17	1,513.67	2,000.00	75.68
Insurance	0.00	515.00	550.00	93.64
Advertising	0.00	556.00	1,400.00	39.71
Travel	0.00	1,365.23	2,000.00	68.26
Memberships (NBIA)	0.00	0.00	525.00	0.00
Community Relations	0.00	497.99	500.00	99.60
Office Supplies	0.00	347.56	300.00	115.85
Water/Sewer	0.00	1,047.71	2,160.00	48.51
Electric	0.00	3,174.16	4,800.00	66.13
Subscriptions	0.00	25.98	50.00	51.96
Phone	99.80	709.96	636.00	111.63
Internet Service Provider	150.84	1,506.90	1,812.00	83.16
Furnishings	0.00	164.18	500.00	32.84
Total Entrepreneur Center	3,339.76	39,691.48	56,207.00	70.62
<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	7,071.98	20,000.00	35.36
Site Consultant Outreach	0.00	0.00	5,000.00	0.00
Advertising & Mktg of Property	180.19	3,573.66	10,000.00	35.74
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	600.00	729.61	100,000.00	0.73
Total Business Attraction	780.19	34,023.25	186,500.00	18.24

(3)

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: JULY 31ST, 2016

% OF FISCAL YEAR: 83.33

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	34.38	367.37	2,500.00	14.69
Total Digital Sign	34.38	1,792.37	21,700.00	8.26
<u>Building Services</u>				
Janitorial	795.00	7,950.00	10,000.00	79.50
Building Maintenance	1,117.06	12,902.19	12,000.00	107.52
Supplies	0.00	192.69	250.00	77.08
Water/Sewer	0.00	1,333.04	2,000.00	66.65
Electric	1,090.86	5,776.90	8,000.00	72.21
Bldg Improvements (Capital)	0.00	0.00	1,000.00	0.00
Total Building Services	3,002.92	28,154.82	33,250.00	84.68
<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	4,200.00	4,000.00	105.00
Total 5 Hills Retail Ctr-Ph 2	0.00	4,200.00	21,000.00	20.00
<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	312.50	562.50	8,000.00	7.03
Construction	0.00	13,511.96	10,000.00	135.12
Electric Service Constr	0.00	0.00	50,000.00	0.00
Clean Up	80.00	5,480.00	15,000.00	36.53
Total The Narrows B&T Park	392.50	19,554.46	83,000.00	23.56
<u>Debt Service</u>				
2001 Sales Tax Bond Note	0.00	10,727.25	82,000.00	13.08
2012 Sales Tax Bond Note	22,751.93	45,480.49	71,000.00	64.06
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	35,877.00	35,877.00	100.00
Total Debt Service	22,751.93	104,422.24	338,697.00	30.83
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TOTAL EXPENDITURES	54,582.04	509,970.96	3,166,406.75	16.11
<hr/>				
REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	58,563.38	706,179.47	(1,288,606.75)	2,200.36-
<hr/>				

(4)

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: JULY 31ST, 2016

% OF FISCAL YEAR: 83.33

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Depreciation</u>				
Depreciation	4,293.00	42,853.24	0.00	0.00
Total Depreciation	4,293.00	42,853.24	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	54,270.38	663,326.23 (1,288,606.75)		

=====

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

- | | |
|-----------------------------------|--|
| (1) GA - Consultant | \$1,442.05 Assorted interview expenses - Johnson & Associates |
| (2) GA - Community Relations | \$178.44 - (2) Board Meetings lunches/ Clean Tablecloths
\$67.33 - 2 boxes of coffee & coffepot rental
\$25.00 - Monthly coffee rental |
| (3) BA - Incentives | \$600.00 - Project Wood Economic Impact Analysis |
| (4) Debt Service - 2012 Sales Tax | \$22,751.93 - Interest Payment |

BALANCE SHEET

AS OF: JULY 31ST, 2016

100-GENERAL FUND

ACCOUNT# TITLE

ASSETS

=====

Current Assets

100-1000 Checking Account - 2120	(18,858.98)
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)		933,289.50
100-1004 Sweep Acct#20351847(for 5770)		1,896,868.03
100-1005 Sweep Acct#20351839(for 2640)		16,412.22
100-1100 Sales Tax Receivable		252,894.48
100-1105 Accounts Receivable		<u>2,261.82</u>
TOTAL Current Assets		3,102,867.07

Non Current Assets

100-1710 Land Property	(0.01)
100-1720 Building & Improvements		0.28
100-1730 Furniture & Fixtures		0.00
100-1740 Improvements - Other		0.00
100-1750 Digital Sign		0.00
100-1760 Equipment		2,340.04
100-1770 CIP-Building Improvements		0.00
100-1771 Deferred Contributions		0.00
100-1780 Accumulated Depreciation	(42,853.03)
100-1790 2012 Sales Tax Bond Expense		0.00
100-1791 Accumulated Amortization		<u>0.00</u>
TOTAL Non Current Assets	(40,512.72)

3,062,354.35

TOTAL ASSETS

3,062,354.35

=====

LIABILITIES

=====

Current Liabilities

100-2000 Accounts Payable	(186,694.53)
100-2050 Unapplied Credit		0.80
100-2075 Accrued Interest		0.00
100-2100 Accrued Wages		0.09
100-2150 Payroll Liabilities		<u>2,932.79</u>
TOTAL Current Liabilities	(183,760.85)

Non Current Liabilities

100-2500 2012 Sales Tax Bond (RB)	(25,000.00)
100-2510 2001 Sales Tax Bond (FNB)		<u>0.00</u>
TOTAL Non Current Liabilities	(25,000.00)

TOTAL LIABILITIES

(208,760.85)

FUND BALANCE/EQUITY

=====

100-3000 Fund Balance		770,743.85
100-3010 Unassigned Fund Balance		1,042,620.12
100-3020 Restricted Fund Balance		0.00

BALANCE SHEET

AS OF: JULY 31ST, 2016

100-GENERAL FUND

ACCOUNT#	TITLE	
100-3030	City - Reliever Route	794,425.00
100-3040	Deferred Contributions-City	0.00
100-3050	Prior Period Adjustment	0.00
	TOTAL BEGINNING EQUITY	<u>2,607,788.97</u>
	TOTAL REVENUE	1,216,150.43
	TOTAL EXPENDITURES	<u>552,824.20</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	663,326.23
	TOTAL EQUITY & OVER/(UNDER)	<u>3,271,115.20</u>
	TOTAL LIABILITIES, EQUITY & OVER/(UNDER)	3,062,354.35 =====

INVESTMENT REPORT

In July 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.

July-16	Balance 07/01/16	Deposits	Debits	Interest	Balance 07/31/16
Main Checking Account 2120	\$230,000.00	\$148,726.45	\$397,585.43	\$0.00	-\$18,858.98
Sweep Acct: 1821 for 2120	\$857,141.65	\$111,378.54	\$35,265.71	\$35.02	\$933,289.50
Sweep Acct: 1847 for 5770	\$1,896,745.71	\$0.00	\$0.00	\$122.32	\$1,896,868.03
Land (Capital Projects) Account 5770	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Sweep Acct: 1839 for 2640	\$16,411.60	\$0.00	\$0.00	\$0.62	\$16,412.22
Sales Tax Revenue Account 2640	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
				TOTAL	\$2,847,710.77

Total **Interest** Earned in July 2016 **\$157.96**

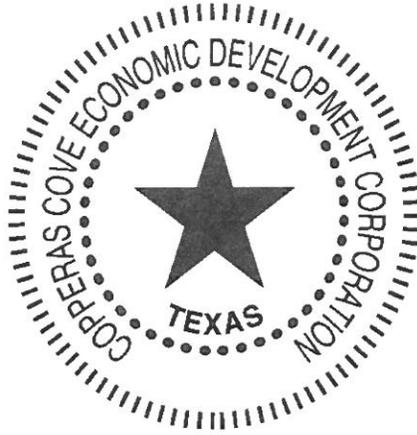
Total **Bank Analysis Fees** in July 2016 **\$194.58**

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**

August 18, 2016

Agenda Item No. 9 (b)

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

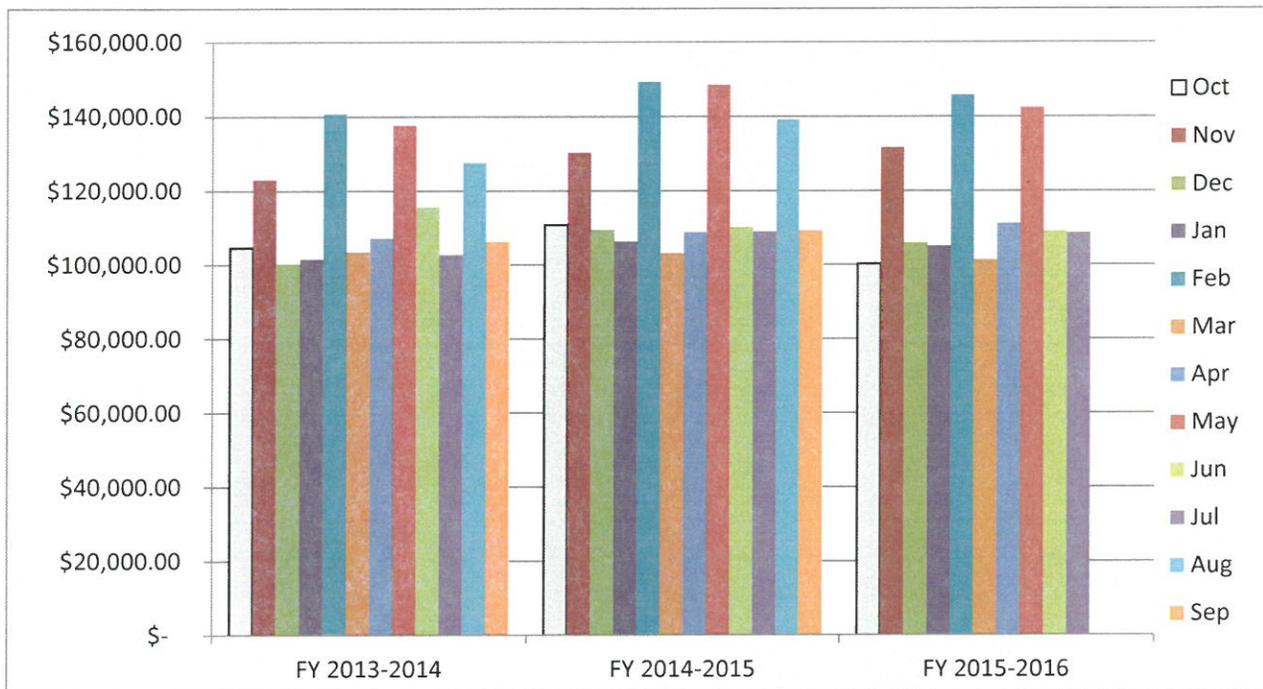
Description/Information: For Information Purposes Only.

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 June 30, 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	\$ 109,054.69	(0.96)
July	\$ 102,693.91	\$ 108,950.04	\$ 108,600.22	(0.32)
August	\$ 127,482.27	\$ 139,123.02		
September	\$ 106,168.56	\$ 109,193.30		
Total	\$ 1,370,160.20	\$ 1,433,790.53	\$ 1,161,183.90	(2.05)
YTD Totals	\$ 1,370,160.20	\$ 1,433,790.53	\$ 1,161,183.90	(2.05)





**Copperas Cove
Economic Development Corporation**

August 19, 2016

Agenda Item No. 10 (a)

Subject: Discussion and consideration of action regarding approving Revision #3 of the Proposed FY2016-2017 Budget.

Description/Information: The proposed CCEDC 2016-2017 Budget was presented to City Council during a workshop held on August 8, 2016. Only one change was requested. City Council concurs that the line item for "car allowance" be removed from the Personnel category of the budget.

Financial Impact: None at this time.

Action/Recommendation: Staff recommends approval of Revision #3 of the Proposed CCEDC FY16-17 Budget.

G/L Number	Approved Budget FY2015-16	Projected FY2015-16	Proposed Budget FY2016-17
REVENUES			
Income Sources:			
Entrepreneur Center	\$8,000	\$12,500	\$16,500
Interest Earnings	\$1,800	\$1,800	\$1,600
Local Sales Tax	\$18,000	\$17,640	\$13,528
State Sales Tax	\$1,500,000	\$1,470,000	\$1,128,600
Property Sales	\$350,000	\$350,000	\$1,041,000
TOTAL INCOME	\$1,877,800	\$1,851,940	\$2,201,228

.38 Sales Tax

3 Tenants
1% Less
1% Less
Phase II, Five Hills plus CDL RD6

EXPENDITURES

7000 - Personnel:

Staff Salary	\$257,718	\$195,000	\$242,433
Educational Assistance	\$1,500	\$0	\$1,500
Exec. Director Car Allowance	\$6,000	\$0	\$0
Phone Stipend	\$0	\$0	\$3,200
Medical Plan/Emp. Insurance	\$42,000	\$15,000	\$25,000
Payroll Expenses	\$38,000	\$14,000	\$20,000
Pension Plan	\$38,000	\$25,000	\$33,000
Workers Comp Insurance	\$1,000	\$1,385	\$1,000
Total Personnel	\$384,218	\$250,385	\$326,133

1% COLA, ED Salary 90K

New 1@ \$100, 2@ \$80/month

7100 - Business Retention:

Advertising/Marketing			
Flyers/Design	\$840	\$550	\$840
Newspaper/Publications	\$4,225	\$1,700	\$4,000
Newsletter	\$2,200	\$500	\$1,500
Business Workshops	\$3,000	\$1,800	\$2,700
Incentive Fund	\$30,000	\$0	\$30,000
Memberships	\$800	\$250	\$500
Shop Cove/Retention Program	\$3,500	\$3,000	\$3,500
Travel	\$2,000	\$1,000	\$2,000

Total Business Retention

\$45,040

\$8,800

\$46,565

7200 - Entrepreneur Center

Advertising	7200-2330	\$1,400	\$1,000	\$1,200
Furnishings	7200-3161	\$500	\$350	\$300
Insurance	7200-2310	\$550	\$515	\$515
Janitorial	7200-2213	\$2,000	\$2,400	\$2,100
Legal	7200-2121	\$1,000	\$0	\$1,000
Memberships (NBIA)	7200-2361	\$525	\$525	\$525
Copier	7200-2233	\$2,000	\$1,800	\$2,000
Color Copies	7200-2232	\$250	\$100	\$250
Office Supplies	7200-3110	\$300	\$300	\$300
Rent	7200-2231	\$30,000	\$30,000	\$30,000
Services	-----	-----	-----	-----
Alarm System	7200-2124	\$444	\$450	\$530
Pest Control	7200-2125	\$480	\$515	\$540
Outside Maintenance	7200-2220	\$4,800	\$3,100	\$4,000
Subscriptions	7200-3140	\$50	\$30	\$50
Travel	7200-2350	\$2,000	\$1,400	\$2,200
Utilities	-----	-----	-----	-----
Electric	7200-3123	\$4,800	\$3,500	\$4,700
Water	7200-3121	\$2,160	\$1,200	\$2,000
Phone	7200-3154	\$636	\$800	\$1,272
Internet	7200-3155	\$1,812	\$1,700	\$1,825
Community Relations	7200-2500	\$500	\$300	\$500
Total Entrepreneur Center		\$56,207	\$49,985	\$55,807

7300 - Business Attraction

Adv. & Mrktg--Mrktg. of Prop	7300-2330	\$10,000	\$3,700	\$10,000
Bus. Attraction Travel	7300-2350	\$20,000	\$2,100	\$20,000
Software (Design/GIS Planning)	7300-2130	\$8,000	\$7,100	\$8,000
HOTDA	7300-2132	\$17,000	\$17,000	\$0
Incentive Fund	7300-2900	\$100,000	\$130	\$100,000
Prospect Generation Services	7300-2133	\$20,000	\$11,000	\$20,000
Site Consultant Outreach	7300-2134	\$5,000	\$0	\$5,000
Team Texas--Nat. Mrktg.	7300-2360	\$3,000	\$3,000	\$3,000
Texas One--Nat. Mrktg.	7300-2361	\$1,000	\$1,000	\$1,000
Joint Image Campaign	7300-2331	\$2,500	\$3,000	\$2,500
Total Business Attraction		\$186,500	\$48,030	\$169,500

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

7000 - General Administration:

Bad Debt Expense	7000-7400	\$1,000	\$0	\$1,000
Alarm System (Building)	7000-2124	\$600	\$600	\$600
Financial Services	7000-2122	\$20,000	\$24,000	\$25,000
Bank Services Charges	7000-7300	\$3,000	\$2,500	\$2,800
Community Relations	7000-2500	\$15,000	\$9,000	\$15,000
Consultant(s)	7000-2131	\$26,000	\$25,000	\$15,000
Copier--Color Copy Charges	7000-2232	\$3,000	\$1,200	\$1,500
Copier Lease	7000-2233	\$2,100	\$2,300	\$2,200
Furniture/Office Décor	7000-3161	\$1,000	\$500	\$0
D & O Insurance	7000-2310	\$2,000	\$2,000	\$2,003
General Liability Insurance	7000-2310	\$2,600	\$2,500	\$2,500
Legal Fees	7000-2121	\$10,000	\$11,500	\$10,000
Membership--Dues				
AAF	7000-2361	\$250	\$250	\$300
AUSA	7000-2362	\$300	\$150	\$150
CC Chamber	7000-2363	\$250	\$250	\$250
ICSC	7000-2364	\$250	\$50	\$100
IEDC	7000-2365	\$900	\$935	\$950
Lion's Club	7000-2366	\$600	\$600	\$600
				pay in July
				pay in January (2)
				pay in August
				\$50/person
				pay in October
				pay in August

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	\$123,963	

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	\$756,043	

9000 - Debt Service:

2001 Sales Tax Bond Note	9000-8101	\$82,000	\$82,000	\$78,000
2012 Sales Tax Bond Note	9000-8102	\$71,000	\$71,000	\$69,800
Reliever Route Commitment	9000-8103	\$130,000	\$130,000	\$131,000
Ave D Sidewalk City Contribution	9000-8104	\$19,820	\$0	\$83,000
Gateway Sign Project Contribution	9000-8105	\$35,877	\$35,877	\$0
Total Debt Services		\$338,697	\$318,877	\$361,800

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

Legal	8001-2121	\$2,000	\$0	\$2,000
Survey/Engineering	8001-2130	\$10,000	\$0	\$10,000
Site Survey	8001-2131	\$5,000	\$0	\$5,000
Clean Up	8001-4010	\$4,000	\$4,200	\$6,500
Total Five Hill - Retail Ctr (Phase II)		\$21,000	\$4,200	\$23,500

8002 - Land Exchange

Legal Fees	8002-2121	\$25,000	\$0	\$25,000
Land Purchase	8002-4100	\$1,675,000	\$0	\$2,000,000
Survey/Engineering	8002-2130	\$200,000	\$0	\$100,000
Total Land Exchange		\$1,900,000	\$0	\$2,125,000

8003 - The Narrows Bus. & Tech. Park

Legal Fees	8003-2121	\$8,000	\$0	\$8,000
Construction	8003-4000	\$10,000	\$13,500	\$5,000
Electric Services Construction	8003-4001	\$50,000	\$0	\$0
Survey / Engineering	8003-2130	\$0	\$0	\$30,000
Monuments / Construction	-----	\$0	\$0	\$0
Monuments / Design	-----	\$0	\$0	\$0
Monuments Electric	8003-3123	\$0	\$0	\$650
Maintenance/Clean-up	8003-4010	\$15,000	\$5,400	\$8,200
Total The Narrows Bus & Tech. Park		\$83,000	\$18,900	\$51,850

TOTAL PROJECT EXPENDITURES

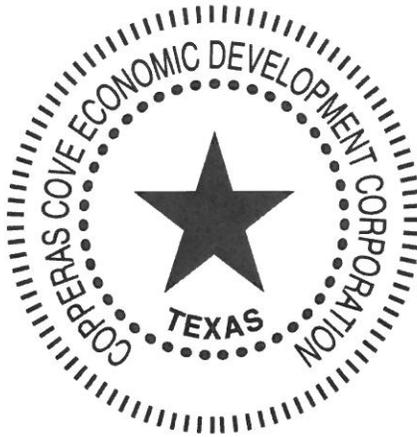
		\$2,004,000	\$23,100	\$2,200,350
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Operating Expenditures:	\$1,162,407	\$816,712	\$1,117,843	Including Debt Svc
Ideal Fund Balance			\$189,100	\$1,117,843 -
*Project Expenditures:	\$2,004,000	\$23,100	\$2,200,350	Debt Svc(/ 12 X 3)
Total Combined Expenditures:	\$3,166,407	\$839,812	\$3,318,193	

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

Proposed Budget
 FY2016-17
 .38 Sales Tax

BEGINNING FUND BALANCE	<u>10/1/2016</u>
Operating Fund	\$435,488 (avg minus P&I) (X-fer \$173,587 into I.F.)
Land Fund	\$1,907,103 Proceeds from land sales
Ideal Fund Balance	<u>\$189,100 Dedicated 90 day Reserve</u>
Total	\$2,531,691
TOTAL OPERATING EXPENDITURES	\$1,117,843 Includes Debt Service
TOTAL CAPITAL PROJECTS	\$2,200,350
TOTAL EXPENDITURES	\$3,318,193
TOTAL FUNDS	\$2,531,691
TOTAL REVENUES	\$1,900,228
AVAILABLE FUNDS FOR FY2017-18	\$1,113,726



**Copperas Cove
Economic Development Corporation**

August 19, 2016

Agenda Item No. 10 (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 third mowing for this year, necessitated by the all the rainfall we've been experiencing. For your information, the City mows the Right of Way (ROW); after they do that, we ask Mr. Jackson to mow the rest of the property. Mr. Jackson does an outstanding job.

Next year's budget for this line item was increased to incorporate three mowings.

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

Prospect Report – August 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"> Performance Agreement and Sales Contract approved by CCEDC Board 7/19/16 Scheduled for City Council consideration 8/9/16
Project Etch	Manufacturing	The Narrows	So. Cali Marketing Trip	11/4/14	<ul style="list-style-type: none"> Site visit on 4/7/2015 Company owner visited late July
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"> Update on 7/27/16: Project is still active, expect a decision this summer 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"> Prospect chose another state (\$35 per sq. ft for leased space)
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



Diane Drussell
Business Retention Specialist
Staff Report
July 21 – August 16, 2016

Copperas Cove EDC

- Participating in the ad hoc committee to discuss EDC vs. MDD
- Assisted an existing business sell her business (for retirement purposes). SOLD!

Business Retention and Expansion

- Walk in Customers
 - Kira – Interested in opening a business. Discussed the steps to do so.
 - Edmond – interested in starting a business and discussed workshops
 - Katrina – has a line of skin care products and is interested in learning more about marketing and advertising.
 - Hope M. – interested in workshops and possible space
 - Susan C. – attended one of the events and interested in attending more. Wants to start a business and discussed which direction to go.
 - Camille F. – starting a business and has questions about workshops and networking.
 - Stephania W. – interested in opening a business. Discussed the Entrepreneur Center.
 - CaSaundra W. – Funding options and other business information
- Par Guns – discussed workshops.
- Coordinated
 - Organized workshop with the SBDC Counselor for a schedule of programs for the upcoming year
 - Business Concept
 - Financials
 - Market Industry
 - Executive summary
 - Business Start-up 101
 - Business Plan Series
- Rose L. – interested in purchasing an existing business. Discussed funding options, marketing options and the overall business. (She ended up purchasing the business here in Copperas Cove)
- Dorthula G. – existing customer who has attended several workshops. We discussed a variety of options and also a non- profit event she is working on. Discussed how to market the event, how to communicate with vendors and spoke about the venue and the needs vendors may look for. I am updated on her progress every couple of weeks.

- 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
 - Create workshops
 - Customer Service
 - Sales
 - Safety in the Business
 - Business Plan Workshop Series – Evening

Entrepreneur Center

- Tenants
 - Current tenants
 - Advocacy from the Heart – New!
 - Held grand opening on August 4th. Well attended.
 - Community Life Counseling
 - RIBBON CUTTING TBA (business to determine date)
 - Texas Nurse Aid Training Center (Texas CNA)
 - RIBBON CUTTING TBA (business to determine date)
 - Classes will begin at the end of August and will be held in the evening (they were waiting on certification from State and TWC)
 - Hardhats and Heels – New business – moving into center this month (August)

Facebook pages continue to gain “Likes”

- Copperas Cove EDC (Main Page) – **619**
- Copperas Cove EDC (sub- page) - **720**
- Copperas Cove Entrepreneur Center - **468**

Community involvement

- D. Drussell – President of the Copperas Cove Noon Lions Club
- 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