



**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, September 15, 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 August 18, 2016.

9. FINANCIALS

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

10. OLD BUSINESS

- a. Discussion and consideration of action regarding an invoice from Johnson & Associates in the amount of \$5,000.00 for the third and final payment regarding the Executive Search.

11. NEW BUSINESS

- a. Discussion and consideration of action regarding an invoice from GIS Planning, Inc. to provide services for a property locator tool for Copperas Cove EDC websites.
- b. Discussion and consideration of action regarding an invoice from the City of Copperas Cove regarding the Copperas Cove EDC's matching funds for the Downtown Sidewalk Improvement Project in the amount of \$82,361.20.
- c. Discussion and consideration of action regarding accepting the resignation of Jerry D. Smith from the CCEDC Board of Directors.
- d. Discussion and consideration of action regarding moving the Annual Meeting in October to allow staff to attend the Annual Conference of the Texas Economic Development Council.

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.

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 September 9, 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**

September 15, 2016

Agenda Item No. 8 (a)

Subject: Discussion and consideration of action regarding minutes for the Regular Board Meeting held on August 18, 2016.

Description/Information: Attached is the official transcript of minutes as transcribed by Cindi Novak for the Regular Meeting held on August 18, 2016. The minutes have been reviewed and approved by Secretary Smith.

Financial Impact: None.

Action/Recommendation: Staff recommends approval of the August 18, 2016 Regular Board Meeting Minutes.



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting Minutes of August 18, 2016
Minutes Order # 2016-(08)-(18)

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 12:03p.m.

2. INVOCATION

Director Annabelle 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* *Jack Smith*
 Marc Payne *Annabelle Smith*

Member Not Present: *Jerry Smith (excused)*

Staff Attorney: *Robert Gradel, CCEDC Attorney*

Staff Present: *Monica MacKay* *Diane Drussell*
 Cindi Novak

City Council Not-Present: *David Morris*

City Manager Present: *Andrea Gardner*

5. CITIZENS FORUM

No citizens spoke at this meeting.

6. ANNOUNCEMENTS:

Chairman Diaz announced that Director Jerry Smith is tending his resignation effective immediately due to accepting a teaching position. There will be a Special Meeting called in the near future to accept his resignation.

Important Dates:

- Thursday, August 18, 2016* *Coryell County ED Board – CCEDC Board Room – 3:00-4:00pm*
- Monday, August 22, 2016* *City P&Z Meeting – CCEDC Board Room – 6:00-8:00pm*
- Thursday, August 25, 2016* *Chamber Mixer – Refuge Corp. – 501 S. Main St. – 5:30-7:00pm*
- Wednesday, August 31, 2016* *Monthly meeting with Ms. MacKay and Andrea Gardner – City Manager’s Office 4:00*
- Monday, Sept 05, 2016* *Offices closed in observance of Labor Day*
- Tuesday, Sept 06, 2016* *SBDC Counselor – One on One – CC Entrepreneur Center – 9:30am-1:00pm*
- Tuesday, Sept 06, 2016* *CCEDC Budget – Public Hearing – CCEDC Board Room – 5:00-6:00pm*
- Tuesday, Sept 06, 2016* *City Council Meeting – CCEDC Board Room – 6:00-8:00pm*
- Thursday, Sept 08, 2016* *Board of Adjustments Meeting – 6:00-8:00pm – CCEDC Board Room*
- September 11 - 14, 2016* *Great States Investment Summit – Dallas – MM and DD to attend*
- Thursday, Sept 15, 2016* *CCEDC Regular Board Meeting – CCEDC Board Room – 12:00-1:00pm*
- Thursday, Sept 15, 2016* *Quarterly Summit Meeting – CCISD Administrative Bldg – 3:00-4:00pm*

7. PRESENTATIONS

None

8. CONSENT AGENDA

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

Vice-Chair Jack Smith made a motion to approve agenda item a as read and 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 July 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 Vice-Chair Jack Smith seconded the motion and with a unanimous vote the motion carried.

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

Information Only.

10. OLD BUSINESS

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

Vice-Chair Jack Smith made a motion to approve item 10a and to remove the Car Allowance and add \$15,000 to Consultants for the completion of the Executive Director search and Secretary Annabelle Smith seconded the motion and with a majority vote the motion carried. Director Marc Payne voted against the motion.

- 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.

Secretary Annabelle Smith made a motion to approve item 10b and Vice-Chair Jack Smith seconded the motion and with a unanimous vote the motion carried.

11. NEW BUSINESS

None

12. *The Board of Directors convened in Executive Session at 12:32pm*

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 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 action regarding property issues.

No action taken.

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. Stipend for Interim Executive Director**
b. Executive Search.

Vice-Chair Jack Smith made a motion for item a to adjust the Executive Director stipend to 22.5% above the current pay and be in-line with City policy effective 9/1/16 and Secretary Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

No action taken on item b.

The Open Session reconvened at 1:06pm

13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS

Vice-Chair Smith suggests that beginning 10/1/16, the Board should meet weekly instead of monthly.

14. STAFF REPORTS

a. Prospect Report – Monica MacKay.

- Performance Agreement was approved by City Council.
- Project "Hold Up" found space elsewhere
- Updated the Board on the Planning Session list given by the EDC to the City of priorities for 2015-2016. Chairman Diaz wants this information shared with Council. The list is as follows:
 - 1. Purchase Incode Software for Finances of the EDC (City utilizes this application and would allow the City to provide the Auditors with a trial balance for the CCEDC at the start of each Audit Process)
 - This project is completed
 - 2. Future Land Exchange with the Department of the Army
 - This project is underway with the City taking the lead
 - 3. Election to use 4A for a 4B project (construction or renovation of new ball fields at City Park)
 - The CCEDC was prepared to undertake this project, but City Council voted against it on June 2, 2015
 - 4. Purchase of property along Business US Highway 190 to support the City's Business Master Plan efforts
 - After consulting with an attorney, the CCEDC actually cannot do these types of projects
 - 5. Incentive funds for business attraction to occupy space at The Narrows
 - This project is completed

b. Business retention Activity Report – Diane Drussell.

15. ADJOURNED

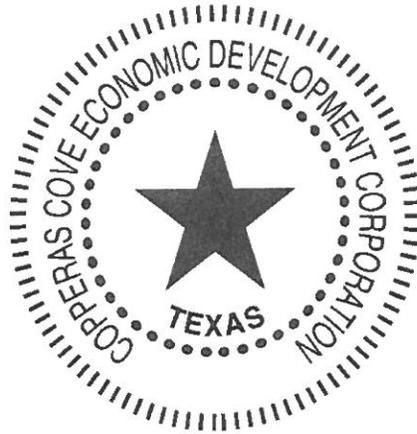
There being no further business, Chairman Bradi Diaz adjourned the Regular Meeting of the Board of Directors at 1:06 p.m.

Annabelle Smith, Secretary

ATTEST:

Cindi Novak

Cindi Novak, Office Administrator



**Copperas Cove
Economic Development Corporation**

September 15, 2016

Agenda Item No. 9 (a)

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

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

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

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: AUGUST 31ST, 2016

% OF FISCAL YEAR: 91.67

FINANCIAL SUMMARY	MTD	YTD	BUDGET	% OF BUDGET
<u>REVENUE SUMMARY</u>				
Sales Taxes	138,358.92	1,323,325.30	1,518,000.00	87.18
Other Revenue	<u>1,562.39</u>	<u>32,746.44</u>	<u>359,800.00</u>	<u>9.10</u>
TOTAL REVENUES	<u>139,921.31</u>	<u>1,356,071.74</u>	<u>1,877,800.00</u>	<u>72.22</u>
<u>EXPENDITURE SUMMARY</u>				
General Administration	27,136.66	342,800.11	479,487.75	71.49
Business Retention	292.50	6,041.86	46,565.00	12.98
Entrepreneur Center	3,354.70	43,276.16	56,207.00	76.99
Business Attraction	1,119.57	35,142.82	186,500.00	18.84
Digital Sign	0.00	1,792.37	21,700.00	8.26
Building Services	1,793.76	29,948.58	33,250.00	90.07
5 Hills Retail Ctr-Ph 2	2,100.00	6,300.00	21,000.00	30.00
Land Exchange	0.00	0.00	1,900,000.00	0.00
The Narrows B&T Park	2,700.00	22,303.46	83,000.00	26.87
Debt Service	<u>23,042.68</u>	<u>127,464.92</u>	<u>338,697.00</u>	<u>37.63</u>
TOTAL EXPENDITURES	<u>61,539.87</u>	<u>615,070.28</u>	<u>3,166,406.75</u>	<u>19.42</u>
REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	<u>78,381.44</u>	<u>741,001.46</u>	<u>(1,288,606.75)</u>	<u>57.50-</u>
Depreciation	4,293.00	47,146.24	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	<u>74,088.44</u>	<u>693,855.22</u>	<u>(1,288,606.75)</u>	

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: AUGUST 31ST, 2016

% OF FISCAL YEAR: 91.67

REVENUES	MTD	YTD	BUDGET	% OF BUDGET
<u>Sales Taxes</u>				
Local Sales Tax	1,411.80	15,290.12	18,000.00	84.95
State Sales Tax	<u>136,947.12</u>	<u>1,308,035.18</u>	<u>1,500,000.00</u>	<u>87.20</u>
Total Sales Taxes	138,358.92	1,323,325.30	1,518,000.00	87.18
<u>Other Revenue</u>				
Digital Sign	0.00	0.00	0.00	0.00
Entrepreneur Center	1,387.20	11,066.62	8,000.00	138.33
Insurance Proceeds	0.00	19,980.73	0.00	0.00
Interest	175.19	1,699.09	1,800.00	94.39
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	1,562.39	32,746.44	359,800.00	9.10
TOTAL REVENUES	<u>139,921.31</u>	<u>1,356,071.74</u>	<u>1,877,800.00</u>	<u>72.22</u>

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: AUGUST 31ST, 2016

% OF FISCAL YEAR: 91.67

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>General Administration</u>				
<u>Personnel</u>				
Executive Director Salary	2,792.56	32,482.04	77,534.96	41.89
Exec. Director Car Allowance	0.00	0.00	6,000.00	0.00
Director of Business Developmt	4,290.78	45,802.31	51,489.40	88.95
Business Retention Specialist	3,930.00	43,230.01	47,160.13	91.67
Office Administrator	3,448.60	37,934.69	41,383.26	91.67
Office Coordinator	908.04	9,073.96	15,150.00	59.89
Payroll Expenses	1,127.98	12,514.80	38,000.00	32.93
Pension Plan	1,810.62	20,060.93	38,000.00	52.79
Medical/Insurance Employee	1,193.48	13,128.28	42,000.00	31.26
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	19,502.06	215,721.02	359,217.75	60.05
<u>Other Expenses</u>				
Maintenance/Svc Calls	280.00	3,597.50	5,000.00	71.95
Offsite Backup	275.00	3,025.00	3,500.00	86.43
Website Hosting	0.00	143.40	1,200.00	11.95
Legal	725.00	10,255.50	10,000.00	102.56
Financial Services	0.00	6,464.47	20,000.00	32.32
Alarm	45.99	545.89	600.00	90.98
Consultant	0.00	17,378.84	26,000.00	66.84
Copier - Color Copies	0.00	901.92	3,000.00	30.06
Copier Lease	179.53	2,201.86	2,100.00	104.85
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	250.00	250.00	600.00	41.67
Rotary Club	0.00	330.00	720.00	45.83
TEDC	500.00	1,000.00	1,000.00	100.00
Seminar/Training/Prof Dev	100.00	6,312.37	6,000.00	105.21
Community Relations	71.49	8,210.29	15,000.00	54.74
Office Supplies	141.95	2,338.45	3,000.00	77.95
Postage & Shipping	0.00	50.85	1,000.00	5.09
Postage Machine Lease	0.00	829.56	1,000.00	82.96
Subscriptions-Publications	0.00	228.00	500.00	45.60
Phone	440.60	5,603.81	6,000.00	93.40
Internet Service Provider	139.22	1,907.18	1,500.00	127.15
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	192.82	2,279.76	3,000.00	75.99
Bad Debt	0.00	0.00	1,000.00	0.00
Total Other Expenses	3,341.60	79,932.85	120,270.00	66.46
Total General Administration	22,843.66	295,653.87	479,487.75	61.66

(1)
(2)
(3)

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: AUGUST 31ST, 2016

% OF FISCAL YEAR: 91.67

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Business Retention</u>				
Flyers/Design	0.00	350.00	840.00	41.67
Newspaper/Pubs	292.50	1,730.63	4,225.00	40.96
Newsletter	0.00	0.00	2,200.00	0.00
Business Workshops	0.00	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	292.50	6,041.86	46,565.00	12.98
<u>Entrepreneur Center</u>				
Legal	0.00	0.00	1,000.00	0.00
Alarm	36.95	409.50	444.00	92.23
Pest Control	40.00	475.00	480.00	98.96
Janitorial	150.00	2,400.00	2,000.00	120.00
Maintenance	186.00	2,866.97	4,800.00	59.73
Rent	2,500.00	25,000.00	30,000.00	83.33
Color Copies	5.04	33.66	250.00	13.46
Copier	146.17	1,659.84	2,000.00	82.99
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	40.00	410.58	300.00	136.86
Water/Sewer	0.00	1,047.71	2,160.00	48.51
Electric	0.00	3,381.12	4,800.00	70.44
Subscriptions	0.00	25.98	50.00	51.96
Phone	99.80	809.76	636.00	127.32
Internet Service Provider	150.74	1,657.64	1,812.00	91.48
Furnishings	0.00	164.18	500.00	32.84
Total Entrepreneur Center	3,354.70	43,276.16	56,207.00	76.99
<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	1,000.00	4,573.66	10,000.00	45.74
Joint Image Campaign	0.00	2,500.00	2,500.00	100.00
Travel	119.57	168.57	20,000.00	0.84
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	729.61	100,000.00	0.73
Total Business Attraction	1,119.57	35,142.82	186,500.00	18.84

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PROFIT & LOSS BUDGET vs ACTUAL

AS OF: AUGUST 31ST, 2016

% OF FISCAL YEAR: 91.67

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	367.37	2,500.00	14.69
Total Digital Sign	0.00	1,792.37	21,700.00	8.26
<u>Building Services</u>				
Janitorial	795.00	8,745.00	10,000.00	87.45
Building Maintenance	998.76	13,900.95	12,000.00	115.84
Supplies	0.00	192.69	250.00	77.08
Water/Sewer	0.00	1,333.04	2,000.00	66.65
Electric	0.00	5,776.90	8,000.00	72.21
Bldg Improvements (Capital)	0.00	0.00	1,000.00	0.00
Total Building Services	1,793.76	29,948.58	33,250.00	90.07
<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	2,100.00	6,300.00	4,000.00	157.50 (5)
Total 5 Hills Retail Ctr-Ph 2	2,100.00	6,300.00	21,000.00	30.00
<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	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	2,700.00	8,229.00	15,000.00	54.86 (6)
Total The Narrows B&T Park	2,700.00	22,303.46	83,000.00	26.87
<u>Debt Service</u>				
2001 Sales Tax Bond Note	10,705.18	21,432.43	82,000.00	26.14 (7)
2012 Sales Tax Bond Note	0.00	45,480.49	71,000.00	64.06
Reliever Route Commit - City	12,337.50	24,675.00	130,000.00	18.98 (8)
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	23,042.68	127,464.92	338,697.00	37.63
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TOTAL EXPENDITURES	57,246.87	567,924.04	3,166,406.75	17.94
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REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	82,674.44	788,147.70	(1,288,606.75)	1,558.65-
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PROFIT & LOSS BUDGET vs ACTUAL

AS OF: AUGUST 31ST, 2016

% OF FISCAL YEAR: 91.67

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Depreciation</u>				
Depreciation	<u>4,293.00</u>	<u>47,146.24</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation	4,293.00	47,146.24	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	78,381.44	741,001.46 (1,288,606.75)	

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

(1) GA - TEDC	\$500.00	Interim Director MacKay's annual membership
(2) GA - Professional Development	\$100.00	Municipal Training - Marc Payne
(3) GA - Community Relations	\$71.49	August coffee & machine rental
(4) BA - Advertising & Marketing	\$500.00	2016 Map / Brochure Sponsorship
	\$500.00	Explore Cove logo modification
(5) 5 Hills Retail - Clean Up	\$2,100.00	Mowing
(6) The Narrows - Clean Up	\$2,700.00	Mowing
(7) DS - 2001 Sales Tax Bond Note	\$10,705.18	Semi-Annual Interest
(8) DS - Reliever Route Commitment	\$12,337.50	Semi-Annual Interest

BALANCE SHEET

AS OF: AUGUST 31ST, 2016

100-GENERAL FUND

ACCOUNT# TITLE

ASSETS

=====

Current Assets

100-1000	Checking Account - 2120	216,311.36
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)	799,683.65
100-1004	Sweep Acct#20351847(for 5770)	1,897,007.24
100-1005	Sweep Acct#20351839(for 2640)	16,412.93
100-1100	Sales Tax Receivable	252,894.48
100-1105	Accounts Receivable	<u>2,261.62</u>
	TOTAL Current Assets	3,204,571.28

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	(47,146.03)
100-1790	2012 Sales Tax Bond Expense	0.00
100-1791	Accumulated Amortization	<u>0.00</u>
	TOTAL Non Current Assets	(44,805.72)

3,159,765.56

TOTAL ASSETS

3,159,765.56

=====

LIABILITIES

=====

Current Liabilities

100-2000	Accounts Payable	(1,960.75)
100-2050	Unapplied Credit	3.00
100-2075	Accrued Interest	0.00
100-2100	Accrued Wages	0.09
100-2150	Payroll Liabilities	<u>2,932.79</u>
	TOTAL Current Liabilities	975.13

Non Current Liabilities

100-2500	2012 Sales Tax Bond (RB)	(25,000.00)
100-2510	2001 Sales Tax Bond (FNB)	(60,000.00)
	TOTAL Non Current Liabilities	(85,000.00)

TOTAL LIABILITIES

(84,024.87)

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: AUGUST 31ST, 2016

100-GENERAL FUND

ACCOUNT#	TITLE	
100-3030	City - Reliever Route	689,425.00
100-3040	Deferred Contributions-City	0.00
100-3050	Prior Period Adjustment	<u>0.00</u>
	TOTAL BEGINNING EQUITY	2,502,788.97
	TOTAL REVENUE	1,356,071.74
	TOTAL EXPENDITURES	<u>615,070.28</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	741,001.46
	TOTAL EQUITY & OVER/(UNDER)	<u>3,243,790.43</u>
	TOTAL LIABILITIES, EQUITY & OVER/(UNDER)	<u>3,159,765.56</u> =====

INVESTMENT REPORT

In August 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.

August-16	Balance 08/01/16	Deposits	Debits	Interest	Balance 08/31/16
Main Checking Account 2120	\$230,000.00	\$436,745.30	\$450,433.94	\$0.00	\$216,311.36
Sweep Acct: 1821 for 2120	\$933,289.50	\$163,355.66	\$296,996.78	\$35.27	\$799,683.65
Sweep Acct: 1847 for 5770	\$1,896,868.03	\$0.00	\$0.00	\$139.21	\$1,897,007.24
Land (Capital Projects) Account 5770	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Sweep Acct: 1839 for 2640	\$16,412.22	\$0.00	\$0.00	\$0.71	\$16,412.93
Sales Tax Revenue Account 2640	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
				TOTAL	\$2,949,415.18

Total **Interest** Earned in August 2016 **\$175.19**

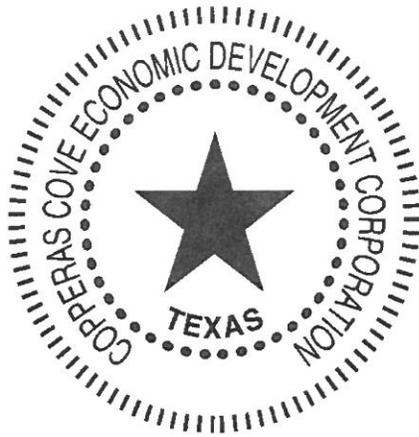
Total **Bank Analysis Fees** in August 2016 **\$192.82**

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**

September 15, 2016

Agenda Item No. 9 (b)

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

Description/Information: For Information Purposes Only.

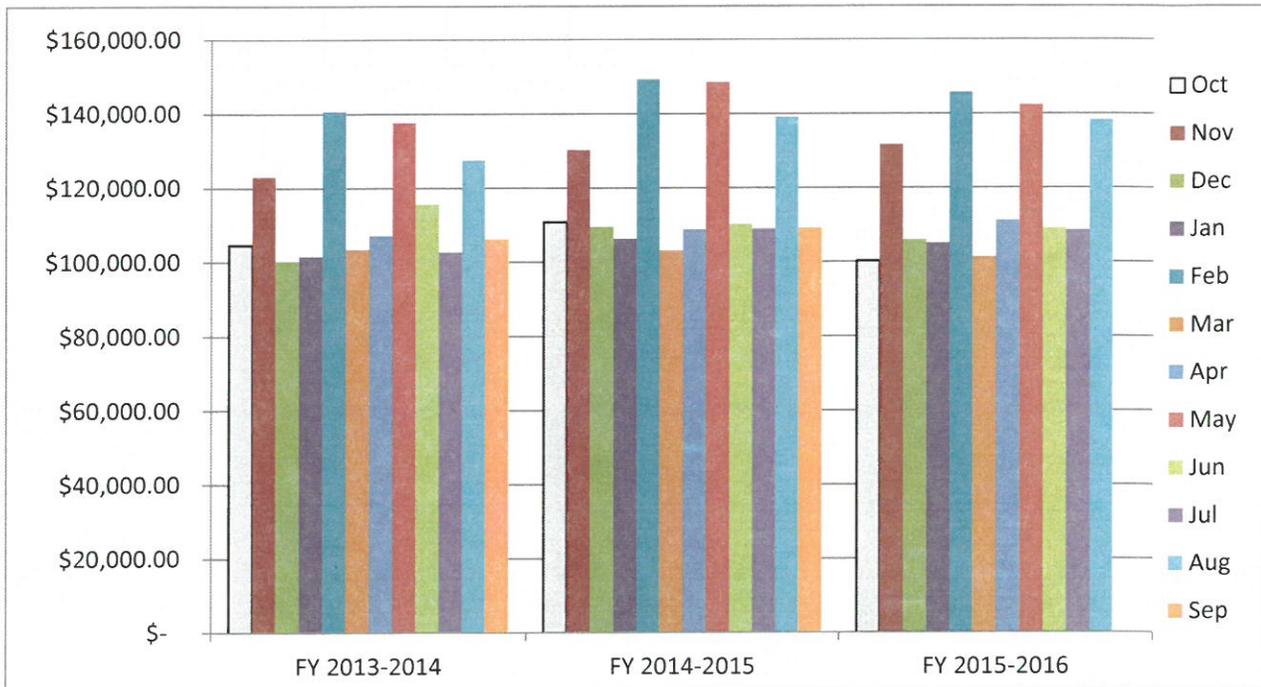
Financial Impact: None.

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 August 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	\$ 109,054.69	(0.96)
July	\$ 102,693.91	\$ 108,950.04	\$ 108,600.22	(0.32)
August	\$ 127,482.27	\$ 139,123.02	\$ 138,358.92	(0.55)
September	\$ 106,168.56	\$ 109,193.30		
Total	\$ 1,370,160.20	\$ 1,433,790.53	\$ 1,299,542.82	(1.89)

YTD Totals	\$ 1,370,160.20	\$ 1,433,790.53	\$ 1,299,542.82	(1.89)
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**Copperas Cove
Economic Development Corporation**

September 15, 2016

Agenda Item No. 10 (a)

Subject: Discussion and consideration of action regarding an invoice from Johnson & Associates in the amount of \$5,000.00 for the third and final 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 third of three payments regarding that activity.

Financial Impact: \$5,000.00 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 \$5,000.

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



INVOICE

9.8.2016

BILL TO

Copperas Cove EDC
210 South First Street
Copperas Cove Texas 76522

DESCRIPTION	PAYMENTS	TOTAL
Interviews/Final Payment	Payment 3 of 3	\$5,000.00
TOTAL AMT. DUE		\$5,000.00

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**

September 15, 2016

Agenda Item No. 11 (a)

Subject: Discussion and consideration of action regarding an invoice from GIS Planning, Inc. to provide services for a property locator tool for Copperas Cove EDC websites.

Description/Information:

GIS Planning, Inc. is the premier provider of GIS (Graphical Information Services) for economic development organizations. This tool provides an advanced search for available property within our community as well as business/demographic reports specific to that property in a user-friendly way.

This is a renewal of the service that began in 2013. This program provides GIS services for the CCEDC website explorecove.com. It handles our property database and also has up-to-date demographics, business information, consumer spending, labor force, wages, housing and more. Prospects, business owners, expanding businesses, site selectors and commercial real estate brokers can access this data, which is sourced by leading data providers in each category to help them find a property in Copperas Cove.

Attached is simple report showing "Searches by Type." These are visitors who have utilized explorecove.com for various pieces of information since September 2013. In brief:

- 122 people searched for a site
- 2,555 people searched for a building
- 92 people searched for community information
- 220 people searched for businesses

Financial Impact:

\$7,500 from the Business Attraction: Software section of the Approved 2015-2016 Budget. This is a planned expense.

Action/Recommendation:

Staff recommends approval of payment of this invoice.

GIS Planning
One Hallidie Plaza, Suite 760
San Francisco, CA 94102 US
(415) 508-8743
svargas@gisplanning.com



INVOICE

BILL TO

Ms. Monica Hull
Copperas Cove EDC
210 South First Street
Copperas Cove, TX 76522

INVOICE # 10775
DATE 09/01/2016
DUE DATE 10/01/2016
TERMS Net 30

ACTIVITY	AMOUNT
ZPE Annual Renewal Hosting, October 2016 - September 2017	7,500.00

For billing questions, please contact
Stephanie Vargas
svargas@gisplanning.com
415-508-8743

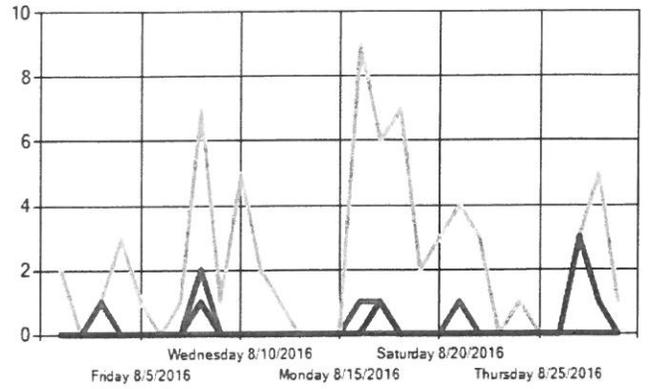
BALANCE DUE **\$7,500.00**

Thank you!

Searches by Type

SEARCH ANALYSIS BY TYPE - ANALYTICS, ZOOMPROSPECTOR ENTERPRISE FOR COPPERASCOVE.ZOOMPROSPECTOR.COM

Site 122
Building 2555
Community 92
Business 220



DETAILED REPORT OF SEARCHES BY TYPE FOR COPPERASCOVE.ZOOMPROSPECTOR.COM FROM 9/1/2013 THRU 8/30/2016

<u>Date</u>	<u>Sites</u>	<u>Buildings</u>	<u>Communities</u>	<u>Businesses</u>
<u>2013</u>	4	176	5	21
<u>2014</u>	52	1120	34	34
<u>2015</u>	34	850	33	141
<u>2016</u>	32	409	20	24
Totals	122	2555	92	220

feature usage

FEATURE USAGE FOR COPPERASCOVE.ZOOMPROSPECTOR.COM

Business Report:	54
Community Report:	130
Consumer Spending Report:	96
Demographics Report:	168
Direct Link:	229
Export Merged:	21
Exporting a Report:	112
Export Search:	22
Full Property Report:	1249
Housing Report:	35
Laborforce Report:	85
Mobile Business Report:	9
Mobile Business Result Viewed:	5
Mobile Community Result Viewed:	1
Mobile Consumer Spending Report:	3
Mobile Demographics Report:	12
Mobile Labor Force Report:	14
Mobile Property Report:	107
Mobile Property Result Viewed:	267
Mobile Wages Report:	8
Print Report:	18
Save To Folder:	1320
Social Sharing:	18
Wages Report:	37

DETAILED REPORT OF FEATURE USAGE FOR COPPERASCOVE.ZOOMPROSPECTOR.COM FROM 9/1/2013 THRU 8/30/2016

Date	Prop Rpt	CEX Rpt	Demo Rpt	Biz Rpt	Export	Share	Save Rpt	Save Object	Demo Radius	Demo Drive	Labor Rpt	Comm Rpt	Print	Merged Rpt	Export Search	Direct Link
2013	160	17	21	5	8	2	0	48	0	0	12	6	3	10	15	13
2014	367	45	71	17	47	6	0	5	0	0	39	50	6	11	5	62
2015	428	15	27	18	32	2	0	7	0	0	15	46	5	0	2	85
2016	294	19	49	14	25	8	0	1260	0	0	19	28	4	0	0	69
Totals	1249	96	168	54	112	18	0	1320	0	0	85	130	18	21	22	229



**Copperas Cove
Economic Development Corporation**

September 15, 2016

Agenda Item No. 11 (b)

Subject: Discussion and consideration of action regarding an invoice from the City of Copperas Cove regarding the Copperas Cove EDC's matching funds for the Downtown Sidewalk Improvement Project in the amount of \$82,361.20.

Description/Information: On August 29, 2014 the CCEDC Board of Directors approved Resolution 2014-2, pledging to contribute no more than 10% of the cost of Phase I of the sidewalk improvements in the downtown area. In October 2015, the CCEDC Board approved a contribution of no more than 10% of Phase II of the project. Finally, in February 2016, the board approved the contribution of no more than 10% toward the cost of Phase III of the project. The total amount of this contribution for all three phases is \$82,361.20, as indicated on the attached invoice.

Financial Impact: \$82,361.20 from the Debt Service: Ave D Sidewalk City Contribution line item in the FY 2016-2017 Budget.

Action/Recommendation: Staff recommends that the Board of Directors approve payment of this invoice.

INVOICE

REMIT TO: CITY OF COPPERAS COVE, TX
P.O. DRAWER 1449
COPPERAS COVE, TX 76522-2241
PHONE (254) 547-1221

OFFICE ADMINISTRATOR
EDC-COPPERAS COVE
210 S. 1ST STREET
COPPERAS COVE TX 76522

CUSTOMER#: 90-90200
INVOICE#: 201606132536
INVOICE DATE: 6/13/2016
DUE DATE : 6/13/2016
P.O. # :

----- CHARGE DETAIL -----

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
PHASE I	0.00		0.00	19,820.00
PHASE II	0.00		0.00	27,377.70 ✓
PHASE III	0.00		0.00	35,164.20 ✓

62,541.90

RECEIVED
JUN 17 2016

BY: 4:30CN
12:30 PAS

REVITALIZATION PROJECT - AVENUE D -
PHASE I - III

PLEASE REMIT PAYMENT WITH INVOICE ID.
PAYMENT DUE UPON RECEIPT.

*****THANK YOU *****

TOTAL DUE : 82,361.90



**Copperas Cove
Economic Development Corporation**

September 15, 2016

Agenda Item No. 11 (c)

Subject: Discussion and consideration of action regarding accepting the resignation of Jerry D. Smith from the CCEDC Board of Directors.

Description/Information: Just before the CCEDC Board of Directors Regular Meeting on August 18, 2016, Chairman Diaz received a phone call from Jerry D. Smith who stated that he had accepted a teaching position and would no longer be able to serve on the CCEDC Board of Directors.

On September 7, 2016, CCEDC Staff received the attached letter of resignation, thanking the Board and staff for their continuing service to Copperas Cove.

Financial Impact: None.

Action/Recommendation: Staff recommends that the Board of Directors accept the resignation of Jerry D. Smith from the CCEDC Board of Directors and authorize the Chairman to notify the City Secretary that a vacancy on the Board of Directors exists.

September 7, 2016

Mrs. Dewald,

Please accept this letter as my formal resignation from my position on the Board of Directors for the Copperas Cove Economic Development Corporation. This resignation is effective immediately.

This resignation comes as a result of my acceptance of a teaching position that causes there to be too many schedule conflicts with Board activities. I don't feel I would be able to appropriately serve out my duties while in this position.

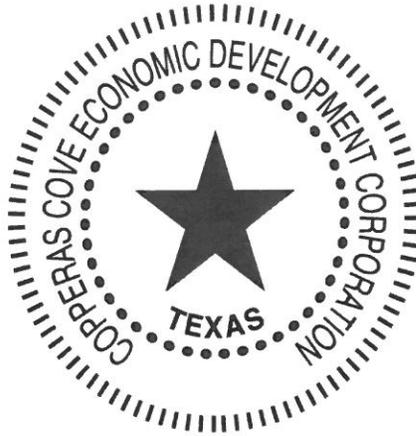
I have enjoyed my time on the Board. While we've had some challenges, I think we've tempered the storms well. No matter what the opinion of the Council or the Community, I know that our staff and Board Chair have done their jobs very well, and for that I am thankful. As a resident of Copperas Cove, I am confident you will always do what's right for our City.

I would like to take this opportunity to thank all of the board members for their continued service in their positions. I truly appreciate the effort each of you puts into their service to our community by serving on this Board of Directors. It's challenging, and often thankless, but I know that having served with you, each of you has the best interests of the city in mind as you serve.

If there is ever a need for my assistance please don't hesitate to call. I would also gladly provide workshops or seminars for the EDC in the areas of leadership development, teamwork, or effective communication. Summer time would be ideal for these workshops.

Again, I thank you each for your service and sacrifice.

Jerry D. Smith



**Copperas Cove
Economic Development Corporation**

September 15, 2016

Agenda Item No. 11 (d)

Subject: Discussion and consideration of action regarding moving the Annual Meeting in October to allow staff to attend the Annual Conference of the Texas Economic Development Council.

Description/Information: The Texas Economic Development Council (TEDC) is holding their Annual Conference in San Antonio October 19-21, 2016 which conflicts with the Board Meeting, scheduled for October 20. The agenda is attached and there are several sessions that would benefit staff to attend, including a roundtable discussion on MDDs, sessions on better board management and responding to requests from elected officials as well as several on the economy and changing face of economic development. TEDC provides the majority of professional development training for the CCEDC.

Monica MacKay and Diane Drussell are registered to attend the event.

Staff suggests that the date be moved to August 18, the preceding Tuesday.

Financial Impact: None

Action/Recommendation: Staff recommends that the Board of Directors approve moving the October Annual Meeting to Tuesday, October 18, 2016.

TEDC 2016 Annual Conference

Adapting to an *Ever Changing Economic Development Landscape*

October 19-21, 2016

Hyatt Regency, San Antonio, TX

Wednesday, October 19th

7:30 AM

Annual Golf Tournament – *Brackenridge Park Golf Course*
Sponsored by: Bartlett & West

11:00 AM

Registration & Exhibit Hall Open

11:30-12:30 PM

TEDC Executive Committee Meeting

1:00 PM

Welcome & Opening Remarks

1:30-2:30 PM

Facilitating Investment Opportunities in the United States
John McKiel, Texas Portfolio Manager, SelectUSA, U.S. Department of Commerce, Washington, DC
In this presentation, John will discuss foreign direct investment (FDI) in the United States, and provide an overview of FDI trends, resources and how SelectUSA can be a resource.

2:30-3:30 PM

Peer Group Roundtable: *Municipal Development Districts*
Moderator:
Panelists: Guy Andrews, Brownwood Municipal Development District; Kara Clore, Rockdale Municipal Development District; Karen Dickson, City of Azle Municipal Development District

3:30-4:00 PM

New Member Orientation

Networking Break

Sponsored by: Greater San Marcos Partnership and USDM

4:00-5:00 PM

The Mayor Wants a (Fill in the Blank)
Panelists: Francois de Kock, Manager of Planning, Urban Design and Architecture, KSA; Eric Davis; CEcD, CCIM, Development Services Manager, KSA; Tom Mote, Founder & Owner, Cobalt Real Estate Development
Give yourself a chance to fill the Mayor's request through real estate planning and vision casting. Learn how to attract developers and the tenants your elected officials demand. Hear from seasoned planners and developers on what it takes to move a project forward.

4:00-5:00 PM

US Green Building Council
Jane Baxter Lynn, Principal, JBL Strategies

5:00-6:00 PM

What the Heck is Going On?
Ross Ramsey, Executive Director and Co-Founder, The Texas Tribune, Austin, TX
In this session attendees will get a look at the election year, how things might look for Texas in a Trump or Clinton administration and the issues and forces at play in the Texas legislative session ahead.

6:00-7:30 PM

Welcome Reception in Exhibit Hall

Thursday, October 20th

7:15-8:00 AM

Breakfast

Sponsored by: City of San Angelo Development Corporation and San Angelo Chamber of Commerce

8:00-9:00 AM

A Texas Economic Outlook
Dr. Ray Perryman, President, The Perryman Group, Waco, TX

9:00-10:00 AM

Economic Development Secrets Live
Moderator: Paul Scheuren, Impact Data Source
Panelists: Jerry Walker and Nicole D'Sourza, Impact Data Source; Kristina Collins, Greater Waco Chamber of Commerce; Jorge Quirino, Lubbock Economic Development Alliance; Danielle Scheiner, Greater Conroe EDC;
In this session several economic developers will share some tricks of the trade in communicating impacts of projects with their boards. Attendees will learn the components of deal impact analysis, and best practices and case studies for presenting deals.

Solar Energy in Texas
Nisha Desai, Aurora Clean Energy Partners

10:00 AM

PAC Silent Auction Open

TEDC 2016 Annual Conference, October 19-21, 2016, San Antonio, TX

Thursday, October 20th

10:00-11:00 AM

State of the Economic Development Industry

Jeff Finkle, President, International Economic Development Council, Washington, DC

Over the past few years, economic development organizations have re-aligned priorities, altered approaches, and entered into partnerships with diverse stakeholders in order to grow and sustain their communities. Jeff will discuss the current state of the economic development industry and some of the key areas of focus for practitioners today

11:00 AM-12:00 PM

Peer Group Roundtable: *Managing Your Board's Expectations*

Moderator: Tom Mullins, Tyler Economic Development Council

Panelists: Sheri Franza, Rockwall Economic Development Corporation; Alysia Cook, PCED, Opportunity Strategies

12:00-12:15 PM

Break

12:15-1:30 PM

Award Luncheon

Presentation of 2016 Community Economic Development Awards

Sponsored by: San Antonio Economic Development Foundation

1:30-1:45 PM

Break

1:45-2:45 PM

Millennials and the Next Generation Economic Developer

Moderator: William Myers, Denison Development Alliance

Panelists: Daniel Chavez, San Antonio Economic Development Foundation; Amanda Davenport, City of Pilot Point; Ashley Gossen, Greater San Marcos Partnership; Kevin Holzbog, Bridgeport Economic Development Corporation

Creating High Performance Communities

David Goldberg, CEO, CSMlearn, Boulder, CO

Learn how economic development organizations can create High Performance Communities with CSM, a new online training tool that can be shared across schools, colleges, workforce development and incumbent workforce training. High Performance Communities don't require mandates or additional funding and build a community-wide spirit of purpose, effort, accomplishment and pride.

2:45-3:15 PM

Networking Break

Sponsored by: Harlingen Economic Development Corporation and Lubbock Economic Development Alliance

3:15-4:15 PM

Innovative Economic Development Marketing Strategies

Anatalio Ubalde, Co-CEO and Co-Founder, GIS Planning, San Francisco, CA

GASB 77 Tax Abatement Disclosures and Required Governmental Considerations

Justin Hill, Partner-Indirect Tax Services, Ernst & Young, Dallas, TX

GASB Statement No. 77 (Tax Abatement Disclosures) requires auditors and comptrollers to work with economic development organizations in disclosing abatements. The path to compliance, implementation challenges and risks will be discussed

4:15-5:00 PM

General Session:

Carlos Cascos, Texas Secretary of State

5:00-5:45 PM

Team Texas

Lorie Vincent, Executive Director

5:30 PM

Exhibit Hall Closes

5:45-6:15 PM

Final Bids for PAC Silent Auction

-Proceeds from the Auction benefit the TEDC's Political Action Committee

5:45-7:15 PM

Networking Reception

Friday, October 21st

7:30-8:00 AM

Breakfast

8:00-9:00 AM

Peer Group Roundtable: *Lead Generation Using 3rd Party Consultants and Targeting Middle Market Companies*

Moderator:

Panelists: Roger Feagley, Sulphur Springs Economic Development Corporation; Jana Russell, Kilgore Economic Development Corporation

Friday, October 21st

9:15-10:15 AM

The End of the World...and Other Opportunities

Peter Zeihan, President, Zeihan on Geopolitics

Peter is the acclaimed author of the "The Accidental Superpower" and a new book "Shale New World". Mr. Zeihan will share his expertise on the global political environment and its impact on the economy, energy, demographics, trade and future trends.

10:15-11:15 AM

SEMI High Tech U: Developing Tomorrow's Industry Leaders

Leslie Tugman, Executive Director, SEMI Foundation, Happy Valley, OR

Ms. Tugman will provide an overview of the longest running science, technology, engineering and math (STEM) programs for high school students in the country, SEMI High Tech U. The program has inspired the engineers of tomorrow for more than 15 years. She will explain the benefits of participation and how industry can become involved.

11:15 AM to 12:15 PM

TEDC Annual Meeting and Annual Board Meeting
- All attendees welcome

Copperas Cove Economic Development Corporation

Prospect Report – September 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 • The opportunity to assist with redeveloping that site still exists
Project Big Rig	Truck Driving School	The Narrows	Loopnet	8/14/14	<ul style="list-style-type: none"> • Successful Project
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 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 CD	Commercial	Former Casa Ole	Broker	12/2/15	<ul style="list-style-type: none"> • This project is no longer active, but the opportunity to assist with the redevelopment of that site still exists
Project Surf	Distribution/Warehouse	The Narrows	Direct Contact	2/11/16	<ul style="list-style-type: none"> • Local company expansion • Prefers to lease

Project Friends	Commercial	Available building or new construction	Loopnet	3/20/2016	<ul style="list-style-type: none"> • Pet Supplies Plus at 1212 E Highway 190 (former Connell Chevrolet/Furniture Store) • Successful Project
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
Project Splat	Entertainment	South FM 116	Direct Contact	6/28/2016	<ul style="list-style-type: none"> • Gathering information on community impact
Project Apex	Advanced Manufacturing	The Narrows	Broker	9/23/2016	<ul style="list-style-type: none"> • Gathering information on company and community impact
Project Triangle	Retail	Existing Site – Business 190	Broker/Owner	9/5/2016	<ul style="list-style-type: none"> • Working with broker/owner on infrastructure development to assist in redeveloping a site



Diane Drussell
Business Retention Specialist
Staff Report
August 19- September 8, 2016

Copperas Cove EDC

- Participating in the ad hoc committee to discuss EDC vs. MDD
- Created and published the newsletter
- Updated Commercial Property list
- Updated website

Business Retention and Expansion

- Walk in Customers
 - Nancy J. – Working on 2 business ventures. Needed assistance and information. Spoke about her business plan.
 - Ritza Z. – Interested in opening a home health agency. Questions about legalities and compliances. Will be working on her business plan (sent template)
 - Mark D. – Interested in opening a business. Will be working on his business plan.
 - Cliff – Came in to inquire about DBA's and to make sure he is doing business from his home in a legal manner.
 - Matthew C. – Wanted information on opening a business, funding.
 - Catrina – Just opened a business from home. Wanted more ideas on marketing and advertising.
 - Nadia – Massage therapist wanting information on marketing, advertising, finding a location and basic start up information
 - Camille – discussed non-profit and wants to start one.
- Existing Businesses
 - Tiffany J. – looking for location to open her business. She is a business owner and has clients
 - Ann R. – Triapolis Wellness was ready to close and retire. Ann reached out to the BREP Specialist. RESULT: Business was separated into 2 business and there was a buyer for each. Two businesses now exist out of one!
 - Teresa R. – Existing business in Copperas Cove seeking new and bigger location in which to expand. Also discussed marketing and advertising.
 - Laura J. – has a business but wanted more info on social media and advertising.
- Par Guns –spoke about new location and workshops
- Young – thinking about selling her business

- 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
 - Scheduling workshops and working with facilitators:
 - Dan E.
 - Teresa C.
 - Hope M.

Entrepreneur Center

- SBDC Counselor
 - Actively work with SBDC counselor and clients who come in. Follow up with each of them to see where they are in their planning.
 - 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
- Businesses located inside Entrepreneur Center
 - Texas Nurse Aide
 - Community Life Counseling
 - Advocacy from the Heart
 - Hard Hats & Heels Construction Services, Inc.

Facebook pages continue to gain “Likes”

- Copperas Cove EDC (Main Page) – **625**
- Copperas Cove EDC (sub- page) - **720**
- Copperas Cove Entrepreneur Center - **475**