



**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 **September 25, 2019 at 12:00 p.m.** in the Technology Center at 508 S. 2nd Street, Copperas Cove, Texas 76522 at which time the following agenda will be discussed.

*An agenda information packet is available for public inspection on the Copperas Cove Economic Development's website, [www.copperascove-edc.com](http://www.copperascove-edc.com), under the "About CCEDC and Meetings and Agendas" tab.*

- A. CALL TO ORDER**
- B. INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. ANNOUNCEMENTS**
- E. 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.

**F. CONSENT AGENDA**

All matters listed under this item are considered to be routine by the EDC Board of Directors and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- 1. Consideration and action on approval of minutes for the Project Coral Committee Meeting held on July 23, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation****
- 2. Consideration and action on approval of minutes for the RFP Committee Meeting held on August 21, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation****
- 3. Consideration and action on approval of minutes for the Regular Meeting held on August 28, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation****

4. Consideration and action on approval of minutes for the Bylaws Committee Meeting held on September 10, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation**

**G. PUBLIC HEARING**

**H. ACTION ITEMS**

1. Consideration and action on authorizing the release of funds to the City of Copperas Cove for charges to the CCEDC for services rendered, as agreed upon, by various City employees for the month of August. **Velia Key, Director of Financial Services**
2. Consideration and action on approving the unaudited financial report of the Copperas Cove Economic Development Corporation for the month of August 2019. **Velia Key, Director of Financial Services**
3. Consideration and action on approving revisions made to the Bylaws for the Copperas Cove Economic Development Corporation (CCEDC). **Jonas Titas, Executive Director, CCEDC**
4. Consideration and action on approving the Development Standards for the Narrows Business and Technology Park (the Narrows). **Diane Drussell, Assistant Director, CCEDC**

**I. REPORTS FROM STAFF, OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS**

**J. ITEMS FOR FUTURE AGENDAS**

**K. EXECUTIVE SESSION**

Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for an update regarding the offer of a financial or other incentive to a business prospect referenced as **Project Freeze**.

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

**M. 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.

The Technology Building is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at [\(254\) 547-4221](tel:2545474221) or FAX [\(254\) 542-8927](tel:2545428927) for information or assistance.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the Copperas Cove Economic Development Corporation was posted at **5:00 p.m. September 20, 2019**, inside the Display Case of the Copperas Cove Economic Development Corporation, 113 W. Avenue D, Copperas Cove, Texas, a place convenient and readily accessible to the general public at all times.

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Brittany Sanders, Administrative Assistant  
Copperas Cove EDC

**Economic Development Corporation**

**F.1.**

**Meeting Date:** September 25, 2019

**Contact:** Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corp.

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**Subject:**

Consideration and action on approval of minutes for the Project Coral Committee Meeting held on July 23, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation**

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**Attachments:**

July 23, 2019 Committee Meeting Minutes



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Committee Meeting Minutes**  
**PROJECT Coral Review Committee**  
**July 23, 2019**

**A. DATE, TIME AND LOCATION:**

*Meeting scheduled and held on July 23, 10, 9:00 am via conference call.*

**B. COMMITTEE MEMBERS:**

*Adam Martin, Chairman of the Board – BOD*  
*Jay Jackson, Director – BOD*  
*Jonas Titas, Executive Director - CCEDC*

**C. IN ATTENDANCE:**

*See above*

**D. DISCUSSION:**

*Discussed Project Coral.*

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Diane Drussell, Assistant Director

ATTEST:

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Brittany Sanders, Administrative Assistant

**Economic Development Corporation**

**F.2.**

**Meeting Date:** September 25, 2019

**Contact:** Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corp.

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**Subject:**

Consideration and action on approval of minutes for the RFP Committee Meeting held on August 21, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation**

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**Attachments:**

August 21, 2019 Committee Meeting Minutes



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Committee Meeting Minutes**  
**RFP Contract Review Committee**  
**August 21, 2019**

**A. DATE, TIME AND LOCATION:**

*Meeting scheduled and held on August 21, 2019, 8:30 am, at 113 W. Ave. D, Copperas Cove, TX.*

**B. COMMITTEE MEMBERS:**

*Joey Acfalle*

*Diane Drussell*

*Marcie Lowery (vacated position)*

**C. IN ATTENDANCE:**

*Joey Acfalle – Vice Chairman, Board of Directors*

*Jonas Titas – Executive Director, CCEDC*

*Diane Drussell – Assistant Director, CCEDC*

**D. DISCUSSION:**

*Reviewed and discussed bids for the demolition of the building located at 201 S. 2<sup>nd</sup> Street, Copperas Cove. Ultimately awarded to Sierra Demolition*

*Proposals from:*

- AmeriVet Enterprises – \$149,197*
- 2 Chainz Brush Clearing – \$61,100*
- Sierra Demolition - \$21,700*

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Diane Drussell, Assistant Director

ATTEST:

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Brittany Sanders, Administrative Assistant

**Economic Development Corporation**

**F.3.**

**Meeting Date:** September 25, 2019

**Contact:** Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corp.

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**Subject:**

Consideration and action on approval of minutes for the Regular Meeting held on August 28, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation.**

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**Attachments:**

August 28, 2019 Regular Meeting Minutes



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Meeting Minutes of August 28, 2019**

**A. CALL TO ORDER**

*Chairman Adam Martin called the regular meeting of the Copperas Cove Economic Development Corporation to order at 12:00 P.M.*

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

*Vice Chairman Joey Acfalle led the Invocation and the Pledge of Allegiance.*

**C. ROLL CALL**

*Roll call led by Brittany Sanders, Administrative Assistant*

*Present: Adam Martin, Chairman  
Joey Acfalle, Vice Chairman  
Jay Jackson, Director*

*Absent: Jeremy Tate, Secretary*

*Others Present: Ryan Haverlah, City Manager  
Jonas Titas, Executive Director-EDC  
Diane Drussell, Assistant Director – EDC  
Barbara Boulware-Wells, Knight Law Firm*

**D. ANNOUNCEMENTS**

*Administrative Assistant provided information on the upcoming items:*

- Family Swim Time- August 29, 2019*
- Fly-a-Kite-July 28, 2019*
- Classic Bike Tour-August 10, 2019*

**E. 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.

*None at this time*



**F. CONSENT AGENDA** - All matters listed under this item are considered to be routine by the EDC Board of Directors and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1. Consideration and action on approval of minutes for the Regular Board Meeting held on July 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation.**

*Vice President Joey Acfalle made a motion to approve meeting minutes for July. Director Jay Jackson seconded that motion and with a unanimous vote, motion carried.*

**G. PUBLIC HEARINGS**

*None at this time*

**H. ACTION ITEMS**

1. Consideration and action on authorizing the release of funds to the City of Copperas Cove for charges to the CCEDC for services rendered, as agreed upon, by various City employees for the month of July 2019. **Velia Key, Director of Financial Services**

*Director Jay Jackson made a motion to approve Agenda Item H1. Vice Chairman Joey Acfalle seconded that motion and with a unanimous vote, motion carried.*

2. Consideration and action on approving the unaudited financial report of the Copperas Cove Economic Development Corporation for the month of July 2019. **Velia Key, Director of Financial Services**

*Vice Chairman Joey Acfalle made a motion to approve Agenda Item H2. Director Jay Jackson seconded that motion and with a unanimous vote, motion carried.*

3. Consideration and action on approving Resolution 2019-03 and accepting the Quarterly Investment Report as presented for the quarter ending June 2019 per the Investment Policy. **Velia Key, Director of Financial Services**

*Director Jay Jackson made a motion to approve Agenda Item H3. Vice Chairman Joey Acfalle seconded that motion and with a unanimous vote, motion carried.*

4. Consideration and action on approving and adopting Resolution 2019-2, for the FY 2019-2020 Proposed Budget for the Copperas Cove EDC. **Jonas Titas, Executive Director, CCEDC**

*Vice Chairman Joey Acfalle made a motion to approve Agenda Item H4. Director Jay Jackson seconded that motion and with a unanimous vote, motion carried.*

5. Consideration and action on approving the Development Standards for the Narrows Business and Technology Park (the Narrows). **Diane Drussell, Assistant Director, CCEDC**

*Vice Chairman Joey Acfalle requested Consent Agenda item H-5 be brought back for a future date. Director Jay Jackson seconded that motion and with a unanimous vote, motion carried.*

6. Consideration and action on approving and awarding a proposal for the demolition of the EDC owned building located at 201 S. 2<sup>nd</sup> Street, Copperas Cove, Tx. **Diane Drussell, Assistant Director, CCEDC**

*Chairman Adam Martin made a motion to accept Sierra Demolition proposal and approve Agenda Item H6, under the conditions that all prices were final. Director Jay Jackson seconded that motion and with a unanimous vote, motion carried.*

7. Discussion and direction on scheduling a date for the future Budget Planning Workshop and Capital Projects Discussion. **Jonas Titas, Executive Director, CCEDC.**

*Jonas Titas, Executive Director, presented for discussion and direction, the scheduling for the future Budget Planning Workshop and Capital Projects Discussion. Direction was given by Jonas Titas to schedule Agenda item H7 on October 18, 2019.*

8. Discussion and direction on modifying the Copperas Cove EDC Bylaws. **Jonas Titas, Executive Director, CCEDC**

*Direction was given by Chairman Adam Martin to form a committee that will consist of Vice Chairman Joey Acfalle and Secretary Jeremy Tate. The EDC staff will coordinate with the committee to make potential changes and recommendation to the Corporate Bylaws for the September's Board Meeting.*

#### **9. REPORTS FROM STAFF, OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS**

*None requested at this time.*

#### **10. ITEMS FOR FUTURE AGENDAS**

*None requested at this time.*

#### **11. EXECUTIVE SESSION**

*None requested at this time.*

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

*None requested at this time.*

#### **13. ADJOURN**

*Chairman Adam Martin adjourned the meeting at 1:01PM.*

\_\_\_\_\_  
Jeremy Tate, Secretary

ATTEST:

\_\_\_\_\_  
Brittany Sanders, Administrative Assistant

**Economic Development Corporation**

**F.4.**

**Meeting Date:** September 25, 2019

**Contact:** Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corp.

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**Subject:**

Consideration and action on approval of minutes for the Bylaws Committee Meeting held on September 10, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation**

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**Attachments:**

September 10, 2019 Committee Meeting Minutes



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Committee Meeting Minutes**  
**BYLAWS Review Committee**  
**September 10, 2019**

**A. DATE, TIME AND LOCATION:**

*Meeting scheduled and held on September 10, 1:30 pm, at 113 W. Ave. D, Copperas Cove, TX.*

**B. COMMITTEE MEMBERS:**

*Joey Acfalle  
Jeremy Tate*

*Diane Drussell*

**C. IN ATTENDANCE:**

*Joey Acfalle – Vice Chairman, Board of Directors  
Diane Drussell – Assistant Director, CCEDC*

*Jonas Titas – Executive Director, CCEDC*

**NOT PRESENT:**

*Jeremy Tate – Secretary, Board of Directors*

**D. DISCUSSION:**

*Reviewed and discussed Bylaws for any revisions. Items discovered and will take to BOD at next meeting to be held on September 25, 2019.*

\_\_\_\_\_  
Diane Drussell, Assistant Director

ATTEST:

\_\_\_\_\_  
Brittany Sanders, Administrative Assistant

**Economic Development Corporation**

**H.1.**

**Meeting Date:** September 25, 2019

**Contact:** Velia Key, Director of Financial Services.

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**Subject:**

Consideration and action on authorizing the release of funds to the City of Copperas Cove for charges to the CCEDC for services rendered, as agreed upon, by various City employees for the month of August 2019. **Velia Key, Director of Financial Services**

**Description/Information:**

Effective October 1, 2018, the CCEDC transitioned away from being under the direction of the City Manager. The CCEDC and the City have an agreement to pay City staff for services performed, to include the financials. Furthermore, several members of City staff performed services directly benefiting the CCEDC and its operations during the month of August 2019. State law requires the CCEDC to reimburse the City for services rendered on behalf of the Corporation.

**Financial Impact:**

The total invoiced amount is \$689.67 for the month of August 2019.

**Action/Recommendation:**

EDC staff recommends the Board authorize the release of funds to the City for services rendered directly benefiting the CCEDC during the month of August 2019.

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**Attachments:**

EDC August 2019 Invoice

INVOICE

REMIT TO: CITY OF COPPERAS COVE, TX  
P.O. BOX 1449  
COPPERAS COVE, TX 76522-2241  
PHONE (254) 547-4221

ECONOMIC DEVELOPMENT CORPORATION  
113 W. AVE D  
COPPERAS COVE, TX 76522

INVOICE# 201908  
INVOICE DATE 9/16/2019

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CHARGE DETAIL

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ITEM DESCRIPTION	AMOUNT
AUGUST 2019 HOURS WORKED	\$ 592.97
CHECK STOCK (PACKAGE OF 500)	\$ 96.70

HOURS WORKED IN THE MONTH OF AUGUST FOR THE FOLLOWING PERSONNEL: VELIA KEY 7.75 HRS; STEPHANIE POTVIN .25 HRS; ROBERT BROWNING 2.0 HRS; REBECCA MARTINEZ 2.0 HRS; SILVIA RHOADS 1 HR.

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TOTAL DUE	\$ 689.67
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**Economic Development Corporation**

**H.2.**

**Meeting Date:** September 25, 2019

**Contact:** Velia Key, Director of Financial Services.

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**Subject:**

Consideration and action on approving the unaudited financial report of the Copperas Cove Economic Development Corporation for the month of August 2019. **Velia Key, Director of Financial Services**

**Description/Information:**

The Financial report for August 2019 has been prepared by the Finance Department as per the agreement between the CCEDC and the City. The report is attached for review by the Board.

**Financial Impact:**

See the attached unaudited financial report.

**Action/Recommendation:**

EDC staff recommends the Board approved the unaudited financial report for August 2019 as presented by Velia Key, Director of Financial Services.

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**Attachments:**

August 2019 Unaudited Financial Report



“The City Built for Family Living”

Finance Department

September 17, 2019

Mayor, City Council Members and Board of Directors of the Copperas Cove Economic Development Corporation:

The Finance Department is pleased to submit the Unaudited Monthly Financial Report for the month of August 2019. The Finance Department performs all financial services for the Economic Development Corporation. The month of August includes two payroll runs for the employees. The employees received their payroll checks on August 9, 2019 and August 23, 2019. Total expenditures for the month of August 2019, include 34 disbursements to various vendors. All supporting documentation is available for review at the City’s Finance Department.

As of August 31, 2019, the Economic Development Corporation investment portfolio consisted of bank deposits with National United Bank and Texpool. Total cash available at month end was \$6,034,992. Interest earned during this month equals to \$10,587, which is an increase of \$1,784 in comparison to \$8,803 earned in prior year 2018.

We anticipate regular monitoring of the Economic Development Corporation’s financial position and we will continue to provide the City Council and the Board of Directors with information that is useful for making sound policy decisions.

Respectfully submitted,

Velia Key- Dir. of Financial Services

P.O. Drawer 1449 914 South Main Street Copperas Cove, Texas 76522

(254) 547-4221 (254) 547-2800

[www.copperascovetx.gov](http://www.copperascovetx.gov)



**Copperas Cove Economic Development Corporation**

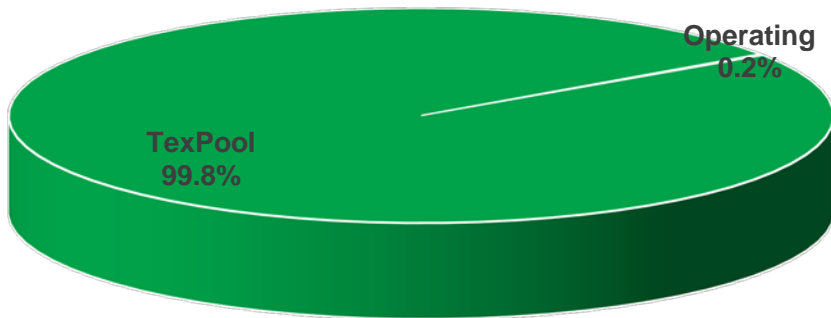
**Portfolio Summary Management Report  
For the Month Ended August 31, 2019**

All cash balances were deposited at National United Bank and TexPool

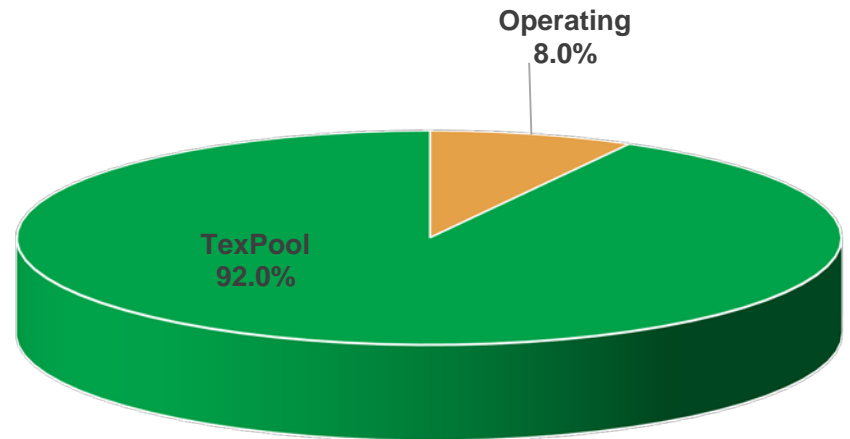
<u>Portfolio as of August 31, 2018</u>	<u>Portfolio as of August 31, 2019</u>
Operating Account.....\$430,173	Operating Account..... \$483,482
Texpool.....\$5,097,801	TexPool Account.....\$5,551,510

# Copperas Cove Economic Development Corporation Portfolio Allocation Analysis

Fiscal Year 2017-18  
August 2018



Fiscal Year 2018- 2019  
August 2019



Copperas Cove Economic Development Corporation  
 Unaudited Financial Report  
 August 31, 2019

**OPERATING REVENUES AND EXPENDITURES**

- Year-to-date total revenue exceeded expenditures by \$662,607.
- Total Sales Tax Allocation received from the City was \$124,086.
- Interest earnings received for the month of August were \$10,587.
- Total Operating and Debt Service Expenditures for the month of August amount to \$288,833.
- Salary and benefits for the month of August 2019 amounted to \$23,729. This amount includes the salaries and benefits for three full time employees.
- The A/P runs during the month of August 2019 include the following disbursements:

Check #	Payee	Amount	Description
000397	City of Copperas Cove	\$126,562.50	P&I Series 2011
000398	First National Bank	\$65,337.77	P&I Series 2001
000399	Konica Minolta	\$63.91	copier
000400	McMullin Property Management	\$1,600.00	August Rent
000401	Quill Corporation	\$234.65	Office supplies
000402	Regions Bank	\$56,505.26	P&I Series 2012
000403	TXU Energy	\$360.45	Service Period: 6/26/19-7/25/19
000404	Konica Minolta	\$166.63	Copier
000405	TBS	\$320.00	Web Maintenance
000406	Jonas Titas	\$439.06	Mileage
000407	Gregory Allen Harn	\$900.00	Lawn Services
000408	City of Copperas Cove	\$941.84	Medical Benefits
000409	City of Copperas Cove	\$1,705.39	TMRS
000410	CC Utilities	\$36.20	Service Period: 7/1/2019-8/1/2019
000411	CC Leader Press	\$80.40	Demolition Proposal
000412	Gregory Allen Harn	\$150.00	Lawn Services
000413	City of Copperas Cove	\$1,996.16	Medical Benefits
000414	City of Copperas Cove	\$1,614.59	TMRS
000415	United Way	\$10.00	EE deductions

000416	Temple Economic Development Corp.	\$2,439.41	Shared cost for GCTP trip to Pittsburg
000417	CenturyLink	\$211.90	Service Period: 08/10/19-09/09/2019
000418	Pristine Building Maintenance	\$322.50	Janitorial Services
000419	Spectrum	\$115.42	Service Period: 08/12/19-09/11/2019
000420	Killeen Pest Control	\$55.00	Monthly Service
000421	The Knight Law Firm LLP	\$332.50	June 2019 Invoice
000422	Global Site Location	\$4,000.00	Website Development
000423	Card Service Center	\$1,705.84	Public relations, professional development, LoopNet, & U-Haul storage
000424	Wal-Mart	\$43.21	Office supplies
000425	InHouse System Inc	\$39.99	Alarm Services
000426	Debra Llacuna	\$48.07	Shirt, ribbon, & name tag -BSanders
000427	City of Copperas Cove	\$628.89	July Invoice
000428	McMullin Property Management	\$1,600.00	Rent
000429	Jonas Titas	\$498.89	Mileage-August
000430	Gregory Allen Harn	\$350.00	Lawn Services

**ECONOMIC DEVELOPMENT CORPORATION**  
**MONTHLY FINANCIAL REPORT**  
**AS OF AUGUST 31, 2019 (FY 2018-2019)**

Description	Current Budget	Current Month Aug. 2019	Total Year to Date
<b>BEGINNING FUND BALANCE</b>			
Unassigned	\$ 5,700,796	\$ 6,517,563	\$ 5,700,796
<b>TOTAL BEG. FUND BALANCE</b>	<b>\$ 5,700,796</b>	<b>\$ 6,517,563</b>	<b>\$ 5,700,796</b>
<b>REVENUES:</b>			
<b>Taxes</b>			
Sales Tax	\$ 1,279,871	\$ 124,086	\$ 1,204,977
<b>Subtotal Taxes</b>	<b>\$ 1,279,871</b>	<b>\$ 124,086</b>	<b>\$ 1,204,977</b>
<b>Investment Earnings</b>			
Interest Revenue	\$ 46,800	\$ 10,587	\$ 119,990
<b>Subtotal Investment Earnings</b>	<b>\$ 46,800</b>	<b>\$ 10,587</b>	<b>\$ 119,990</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,326,671</b>	<b>\$ 134,673</b>	<b>\$ 1,324,967</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 7,027,467</b>	<b>\$ 6,652,236</b>	<b>\$ 7,025,763</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
<b>Personnel Services</b>			
Salaries	\$ 280,205	\$ 17,600	\$ 128,526
Longevity	361	22	243
Fica Tax	21,463	1,323	9,600
Employee Insurance	29,304	1,857	7,526
Workers Compensation	856	-	-
Retirement	35,723	2,223	16,188
Other Personnel Expenses	14,480	704	7,875
<b>Total Personnel Services</b>	<b>\$ 382,392</b>	<b>\$ 23,729</b>	<b>\$ 169,958</b>
<b>Supplies &amp; Materials</b>			
Office Supplies	\$ 2,079	\$ 203	\$ 1,956
Cleaning Supplies	180	-	58
Printing Cost	1,400	64	856
Postage	400	-	247
Recruiting/Hiring Cost	24,784	-	24,784
Furniture & Fixture	2,474	-	2,473
Minor Equipment-Software	3,106	-	3,105
<b>Total Supplies &amp; Materials</b>	<b>\$ 34,423</b>	<b>\$ 267</b>	<b>\$ 33,479</b>
<b>Maintenance &amp; Repairs</b>			
Repair & Maintenance Building	\$ 6,700	\$ 588	\$ 6,448
Repair & Maintenance Facility	350	-	350
Repair & Maintenance software	18,109	49	18,056
<b>Total Maintenance &amp; Repairs</b>	<b>\$ 25,159</b>	<b>\$ 637</b>	<b>\$ 24,854</b>

**ECONOMIC DEVELOPMENT CORPORATION**  
**MONTHLY FINANCIAL REPORT**  
**AS OF AUGUST 31, 2019 (FY 2018-2019)**

Description	Current Budget	Current Month Aug. 2019	Total Year to Date
<b>Expenditures (cont.)</b>			
<b>Contractual Services</b>			
Consulting Services	\$ 36,000	\$ 333	\$ 16,506
Bank Analysis Charge	1,200	-	-
Communication	5,213	327	4,838
Rental of Equipment	2,004	167	1,702
Rental of Property	19,200	3,200	17,600
Dues & Subscription	6,190	181	6,161
Contract Labor	3,755	320	3,435
Professional Development	21,200	1,529	11,326
Professional Services	7,700	-	741
Provided City Services	12,438	629	7,906
Utilities	5,400	397	3,991
<b>Total Contractual Services</b>	<b>\$ 120,300</b>	<b>\$ 7,083</b>	<b>\$ 74,206</b>
<b>Designated Expenses</b>			
Insurance	\$ 8,327	\$ -	\$ 5,199
Public Relations	4,750	198	4,624
<b>Total Designated Expenses</b>	<b>\$ 13,077</b>	<b>\$ 198</b>	<b>\$ 9,823</b>
<b>TOTAL ADMINISTRATION EXPENDITURES</b>	<b>\$ 575,351</b>	<b>\$ 31,914</b>	<b>\$ 312,320</b>
<b>Non-Departmental</b>			
<b>Supplies &amp; Materials</b>			
Program/Project Supply	\$ 4,200	\$ -	\$ 28
<b>Total Supplies &amp; Materials</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ 28</b>
<b>Contractual Services</b>			
Advertising	\$ 5,400	\$ 161	\$ 1,682
Dues and Subscriptions	7,750	-	7,750
Contract Labor	1,698	-	1,698
Business Attraction	81,704	6,953	9,068
Professional Services	51,000	1,400	47,964
<b>Total Contractual Services</b>	<b>\$ 147,552</b>	<b>\$ 8,514</b>	<b>\$ 68,162</b>
<b>Capital Outlay</b>			
Land	\$ 2,000,000	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NON-DEPARTMENTAL EXPENDITURES</b>	<b>\$ 2,151,752</b>	<b>\$ 8,514</b>	<b>\$ 68,190</b>

ECONOMIC DEVELOPMENT CORPORATION  
MONTHLY FINANCIAL REPORT  
AS OF AUGUST 31, 2019 (FY 2018-2019)

Description	Current Budget	Current Month Aug. 2019	Total Year to Date
<b>Expenditures (cont.)</b>			
<b>Debt Service</b>			
<b>Capital Outlay</b>			
Reliever Route Infrastructure	\$ 133,125	\$ 126,562	\$ 133,125
<b>Total Capital Outlay</b>	<b>\$ 133,125</b>	<b>\$ 126,562</b>	<b>\$ 133,125</b>
<b>Other</b>			
Principal 01 Sales Tax	\$ 60,000	\$ 60,000	\$ 60,000
Principal 12 Sales Tax	35,000	35,000	35,000
Interest 01 Sales Tax	10,764	5,338	10,715
Interest 12 Sales Tax	43,012	21,505	43,010
<b>Total Other</b>	<b>\$ 148,776</b>	<b>\$ 121,843</b>	<b>\$ 148,725</b>
<b>TOTAL DEBT SERVICE EXPENDITURES</b>	<b>\$ 281,901</b>	<b>\$ 248,405</b>	<b>\$ 281,850</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,009,004</b>	<b>\$ 288,833</b>	<b>662,360</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,018,463</b>	<b>\$ 6,363,403</b>	<b>\$ 6,363,403</b>

**Economic Development Corporation**

**H3.**

**Meeting Date:** September 25, 2019

**Contact:** Jonas Titas, Executive Director

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**Subject:**

Consideration and action on approving revisions made to the Bylaws for the Copperas Cove Economic Development Corporation (CCEDC). **Jonas Titas, Executive Director, CCEDC**

**Description/Information:**

Copperas Cove EDC Bylaws were reviewed and revised during FY 2016 with the most recent revision being approved in March 2016.

On August 16, 2016 during the regular City of Copperas Cove Council meeting, the City Council directed the City Manager to provide a transition plan regarding the placement, control and direction of Copperas Cove EDC Executive Director and operations under the City Manager through the City Council. This created many changes to the existing CCEDC Bylaws.

On March 6, 2018, Councilman Charlie Youngs made a motion to move the CCEDD from under the City and back under the direction of the CCEDC. This will be effective officially on October 1, 2018.

On May 2, 2018 City Council agreed the CCEDC should become independent again. This would require some changes to the bylaws again. The most recent bylaws were presented in March 2018.

The CCEDC became an independent organization once again effective October 1, 2018. With that came a full board, a new Executive Director and additional staff.

Upon reviewing the Bylaws, it was decided a few minor changes needed to be made. During the August 2019 regular meeting, a committee was formed to review the current Bylaws. The Committee met on September 10, 2019 and at this time, it was suggested a few minor changes be made.

**Financial Impact:**

None.

**Action/Recommendation:**

EDC staff recommends that the Board approve revisions as made and allow the Bylaws to be presented to City Council for review and approval so they can then be adopted by the Board.

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**Attachments:**

Revised Bylaws - 2019





# CORPORATE BYLAWS

## ARTICLE I

Section 1. AUTHORITY. In order to implement the purposes for which the Corporation was formed as set forth in the Articles of Incorporation, the Corporation shall receive, secure, and reimburse tax proceeds from the half cent sales tax for economic development and may issue obligations to finance all or part of the cost of one or more "projects" or other uses authorized by Chapters 501, 502 and 504 of the Texas Local Government Code (the "Act"), as amended (the "Code").

Section 2. POWERS. The property and business of the Corporation shall be managed by the Board of Directors, which may exercise all powers of the Corporation.

Section 3. INTERFERENCE WITH ADMINISTRATION. Neither the Copperas Cove Economic Development Corporation Board of Directors nor its individual members, including the Chairman, shall give any order or direction, public or private, to any officer or employee who is subject to the direction and supervision of the City Manager where the spirit and intent is to interfere with the management and administration of the City. This does not preclude the Board or its individual members, especially the Chairman, from conducting dialog with the Economic Development Director or designee to follow up on any actions approved by the Board to ensure such actions are properly fulfilled per Article I, Section 2 and Article II, Section 3(A).

**Commented [DD1]:** Staff would like to remove this, dependent on BOD and CC input.

AM suggested removing only the last sentence "This does not preclude the Board....."

## ARTICLE II

Section 1. ORGANIZATION. The property and affairs of the Corporation shall be managed and controlled by the Board of Directors, subject to the restrictions imposed by law, the articles of incorporation and bylaws, and shall be composed in its entirety of persons appointed by the Unit. The Directors and Officers shall be appointed and serve in accordance with Texas Local Government Code Chapter 504, Subchapter B.

Section 2. BASIC ECONOMIC DEVELOPMENT COURSE (BEDC). The Executive Director of the EDC shall provide each new board member an overview of the Corporation and economic development policies and procedures in Texas, within the first 90 days of appointment. Members of the Board of Directors may attend the Basic Economic Development Course (BEDC) within twelve months of the initial appointment date to the Board of Directors. In addition, within 90 days of taking the oath of office, the Director shall complete the courses of training regarding their responsibilities as a Board Member in accordance with Chapter 551 of the Texas Government Code, the Texas Open Meetings Act and Chapter 552 of the Texas Government Code, the Public Information Act. These courses may be completed online. Proof of Certificate of Completion shall be provided to the Executive Director or appointed Staff.

**Commented [DD2]:** Changed "will" to "shall"

**Commented [DD3]:** The change here is to make BEDC an option and not a requirement. The ED would meet with new board members for an orientation.

Section 3. ELECTED OFFICERS: Each October, at the Annual or Regular Meeting of the Board, the Directors shall organize, appointing a Chairman, Vice Chairman and Secretary by resolution.

- A. The Chairman – shall preside at all meetings of the Board of Directors and shall be an ex officio member of all standing committees, shall have a general supervision of the management of the business of the Corporation, and shall see that all orders and resolutions of the Board of Directors are carried into effect. Once reviewed and approved by the Unit, the Chairman may execute bonds, mortgages, and other contracts requiring a seal of the Corporation, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Corporation.
- B. The Vice-Chairman, in the absence or disability of the Chairman, performs the duties and exercises the powers of the Chairman and shall perform such other duties as the Board of Directors shall prescribe. Additionally, the Vice-Chairman is granted the authority to sign all legal documents for the Corporation requiring the signature of Chairman should the Chairman be unavailable to complete such duties and/or responsibilities.
- C. The Secretary shall attend all sessions of the Board of Directors and cause to be recorded accurate minutes of the proceedings in compliance with all statutes and ordinances governing the EDC as well as the bylaws and resolutions of the City Council. The Secretary shall give, or cause to be given, notice of all special meetings of the Board of Directors and shall perform other such duties as may be prescribed by the Board of Directors or the Chairman, under whose supervision the position shall be. The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it, and when so affixed, it shall be required as to instruments executed in the course of ordinary business and shall attest to the signature of the Chairman and shall affix the seal hereto.

Section 4. CITY AND UNIT DESIGNEE. The Unit liaison or designee may attend all meetings of the Board of Directors, including executive, private or public. These representatives shall not have the power to vote in the meetings they attend.

Their attendance shall be for the purpose of ensuring the flow of information occurs to assist project movement. The Board, upon recommendation of the Board's legal counsel reserves the right to exclude any person from Executive Session if it is deemed to be in the best interest of the Corporation to do so.

Section 5. TERM OF OFFICE

- A. Tenure: Directors shall serve a term of three (3) years, be reviewed by the Unit annually, and are eligible for reappointment upon approval of the Unit. To maintain the operations of the Corporation, a Director shall continue to serve in the capacity of Director until such time as their successor is appointed by the governing body and sworn in as a Director of the Corporation.
- B. Officer Removal: Any Officer may be removed from such office at any time by the affirmative vote of a majority of the whole Board. If the office of any Officer becomes vacant for any reason, the vacancy in such office shall be filled by the Board of Directors.

- C. Vacancies: Vacancies in the Board shall be filled by the appointment of successor Directors by the Unit.
- D. Absences: Regular attendance at the Board of Directors' meeting is required of all Directors. Should any Director miss three consecutive meetings without being excused by the remaining Directors or attendance reflecting unexcused absences constituting fifty percent (50%) of the regularly scheduled meetings over any twelve-month period, they may be removed from the Board. In the event a Director reaches either of the above limits, the Chairman shall submit to the full Board for their consideration an item concerning such Director's absences. Should the Board recommend that such Director's absences not be excused or that such Director be replaced, the Chairman shall provide such recommendation, in writing, to the City Secretary for consideration by the Unit. If the Unit concurs with such recommendation, the Unit shall undertake to find a successor for such Director.

**ARTICLE III**

Section 1. **ANNUAL MEETING**

The annual meeting of the Corporation shall be held at the principal office of the Corporation to coincide with the Regular October Meeting of the Board of Directors. All other meetings may be held at the place selected within the corporate limits of the City of Copperas Cove, Texas.

Every Annual, Regular, or Special Meeting of the Board of Directors shall be open to the public, except as otherwise permitted by the Constitution of the State of Texas or by the Open Meetings Act, Texas Government Code Chapter 551.

Section 2. **MEETINGS**

A. Regular Meetings

Regular Meetings shall be held monthly on the fourth Wednesday beginning at 12 pm at the Technology Center located at 508 S. 2<sup>nd</sup> Street, Copperas Cove, TX 76522. All Regular Meetings of the Board shall be recorded. All meetings of the Board shall be held in accordance with the Texas Open Meetings Act. All meeting notices shall be placed on the Official Notice location for the Copperas Cove Economic Development Corporation with a copy to be placed Official Bulletin Board of the Copperas Cove EDC, located at 113 W. Avenue D, Copperas Cove, Texas, as well as on the City's community bulletin board, located at City Hall, 914 S. Main Street, Copperas Cove, Texas. All meeting agendas shall adhere to the agenda format utilized by the Unit for its meetings. All meeting minutes of the Board shall be posted on the Corporation's website upon approval by the Board.

Meetings of the Board and requests for public information shall comply with the Texas Government Code Chapters 551, and 552.

B. Special Meetings

Special meetings of the Board may be called by the Chairman on three days' notice to each Director, either personally, by regular mail or by electronic mail. Special meetings may also be called by the Secretary in a like manner on the written request of two Directors.

**Commented [DD4]:** Removed "with a live broadcast followed by a rebroadcast."

**Commented [DD5]:** Changed the address of where the agendas are posted. Added the City bulletin board as well.

**Commented [DD6]:** Removed the requirement to post on City website.

Section 3. QUORUM

At all meetings of the Board of Directors the presence of three Directors shall be necessary and enough to constitute a quorum for the transaction of business. Unless otherwise provided in these Bylaws or in the Articles of Incorporation or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors. Any Director may bring to the attention of the meeting any apparent conflict of interest or potential conflict of interest of any other Director, in which case the Board of Directors shall determine whether a true conflict of interest exists before any vote shall be taken regarding that particular matter. The Director as to whom a question of interest has been raised shall refrain from voting regarding the determination as to whether a true conflict exists.

**ARTICLE IV**

COMMITTEES

The Board of Directors may, by resolution or resolutions adopted by a majority of the whole Board of Directors, establish one or more committees, each committee to consist of two or more of the Directors of the Corporation. Such committee or committees shall have such name or names, and such powers, as may be determined from time to time by resolution adopted by the Board of Directors.

The committee shall keep regular meeting minutes of their proceedings and report the same to the Board of Directors. The Committee shall file the official approved minutes with the Corporation's Office.

**ARTICLE V**

Section 1. FISCAL YEAR: The fiscal year shall be from October 1 to September 30 each year.

Section 2. BONDS: The Corporation shall not issue any bonds or certificates of obligation pursuant to the Code, unless the City of Copperas Cove City Council (the "Unit") has approved said action by resolution, adopted no less than thirty (30) days prior to the date of the issuance of the bonds or certificates of obligation. The Unit shall have the authority to request the Corporation to expend funds to support eligible projects pursuant to the Code.

Section 3. MONTHLY FINANCIAL REPORTING. The Corporation shall review and upon approval by the Board submit monthly financial reporting in a format approved by the Unit. All books and records of the Corporation shall be maintained by the City's Finance Department in accordance with Section 501.073 of the Texas Local Government Code. The Unit and the Corporation acknowledge and agree that the management of the Corporation's financial records shall be administered by the Unit pursuant to the terms of the Financial Services Agreement.

Section 4. ANNUAL AUDIT. All expenditures of the Corporation shall be completed in accordance with Texas Local Government Code chapter 501, Subchapter A, Section 501.073 and Chapter 504. The Corporation shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit. The audit shall be completed by an independent auditor selected by the Unit.

Section 5. MONTHLY REPORTS. The Board of Directors shall have prepared for each annual meeting a full and clear statement of the business and condition of the Corporation. The Corporation will be audited annually. The audit shall be presented to the Unit for review. Once a month the Corporation shall submit to the Unit a Monthly Report containing unaudited financial status and other significant activities of the Corporation.

Section 6. DIVIDENDS. No dividends shall ever be paid by the Corporation and no part of its net earning remaining after payment of its expenses shall be distributed to or inure to the benefit of its directors or officers or any individual, firm, corporation, or association, except that in the event the Board of Directors shall determine that sufficient provision has been made for the full payment of the expenses, bonds and other obligations of the Corporation, then any net earnings, of the Corporation upon dissolution shall be paid to the City of Copperas Cove, Texas.

Section 7. SIGNATORY. All checks for items that are in the current budget and within the line item budget for such item and do not exceed \$1,000 for a specific expenditure may be signed by the Executive Director without additional Board approval. The only expense the Executive Director may sign for in excess of \$1,000 is the monthly office rental payment. All checks of the Corporation equal to or greater than \$1,001 for a specific expenditure shall be signed by the Corporation's authorized signatories (2) upon Board approval of the expenditure(s). All notes of the Corporation shall be signed by such officers as the Board of Directors may from time to time designate.

**Commented [DD7]:** Added checks \$1,000 and below can be signed by ED and added rent payment can also be signed by ED.

Section 8. ANNUAL BUDGET. The Executive Director shall prepare each year a Corporation itemized budget to cover the proposed expenditures of the Corporation for the succeeding year. The proposed budget shall be submitted to the Board the 90<sup>th</sup> day prior to the Board adoption of the budget. The Board shall submit the proposed itemized budget to the Unit's City Secretary, for record and placement on the Council agenda, before the 60<sup>th</sup> day the Unit's Governing Body is scheduled to approve the Corporation's budget. The itemized budget shall provide as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project. The budget must contain a complete financial statement of the Corporation that shows (1) the outstanding obligations of the Corporation; (2) the cash on hand to the credit of each fund; (3) the funds received from all sources during the preceding year; (4) the funds available from all sources during the ensuing year; and (5) the estimated revenue available to cover the proposed budget. A public hearing shall be held by the governing body. The governing body shall set the public hearing date after the 15<sup>th</sup> day after the date the Board files the proposed budget with the City Secretary. The Corporation shall provide notice of the date, time and location of the hearing and the approval date by the Unit's governing body on the Corporation's website.

Section 9. CASH RESERVE/CAPITAL PROJECT FUNDS. The Corporation shall maintain unencumbered cash reserves equivalent to three (3) months expenditures for the Operating Fund. This twenty-five (25) percent designated reserve shall be based on the approved Operating Fund Budget for that year. Any long-term debt shall have at least a three (3) month reserve or whatever is required by bond ordinance or instrument (once reviewed and approved by the Unit). Unencumbered cash reserves in excess of the recommended amounts may be moved to the Capital Projects Fund upon approval by the Board of Directors. The Capital Projects Funds may be used in a manner prescribed by the Board of Directors for a major capital outlay, capital improvement, land acquisition, or other items allowed by Texas Law. Disbursement from the Capital Project Fund shall be by budget appropriation. Upon approval by the Unit funds may also be

transferred from the Capital Project Fund to the Operating Fund Reserve when the level of reserve falls below minimum levels with approval of the Board of Directors.

Section 10. BUDGET TRANSFERS. The Executive Director with the approval of the Chairman shall be authorized to complete line item transfers within the Budget, without increasing the total budget. These line item transfers will be completed by budget reallocation, as needed, and will be presented to the Board of Directors for approval. Estimated expenditures shall not exceed estimated resources. If at any time the budget needs to be amended through an increase, a majority vote of the Board of Directors and approval of the Unit will be required. Any budget reallocations between funds equal to or greater than \$50,000.00 will require the approval of the Unit's governing body.

Section 11. INVESTMENT POLICY. Temporary and idle funds which are undesignated, may be invested in any legal manner authorized by the Public Funds Investment Act and authorized by the Corporation's approved Investment Policy. The Corporation's Investment Policy must be reviewed and approved annually by the Board of Directors.

Section 12. EXECUTIVE DIRECTOR AND SALARY: The Executive Director Position shall be posted, or sought through an executive search firm, as may be decided by a vote of the Board of Directors. It is desired that the Executive Director shall be a graduate of the Economic Development Institute or complete such course within two years of employment. The salary and benefits of the Executive Director shall be decided upon and approved by the Board and the Unit.

#### ARTICLE VI

Section 1. NOTICES: Whenever under the provisions of the statutes or these Bylaws, notice is required to be given to any Director, it shall not be construed to mean personal notice, but such notice may be given in writing, by regular mail or electronic mail addressed to such Director at such address as appears on the books of the Corporation and such notice shall be deemed to be given at the time when the same shall be thus mailed.

Whenever any notice is required to be given under the provisions of the statutes or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

#### ARTICLE VII

Section 1. OFFICES: The principal office of the Copperas Cove Economic Development Corporation (the "Corporation") shall be at 113 W. Ave D, Copperas Cove, Texas 76522.

#### ARTICLE VIII

Section 1. AMENDMENTS: These Bylaws are not in force until approved by the Unit. These Bylaws may not be altered, changed, or amended in any manner without review and approval by the Unit. Amendments must be completed in accordance with the Texas Local Government Code Section 501.064(c)(2) and shall be reviewed by the Committee a minimum of every two (2) years.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2019 at a meeting of the Economic Development Corporation of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meeting Act, Texas, and Gov't Code 551.001, et. seq, at which meeting a quorum was present and voting.

**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**

\_\_\_\_\_  
Adam Martin, Chairman

**ATTEST:**

\_\_\_\_\_  
Jeremy Tate, Secretary

**ATTEST:**

\_\_\_\_\_  
The Knight Law Firm, LLP  
Copperas Cove Economic Development Corporation Attorney

APPROVED BY THE UNIT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019 at a meeting held in compliance with the Open Meetings Act (Texas Government Code, Article 551.001 et seq), at which meeting a quorum was present and voting.

**CITY OF COPPERAS COVE, TEXAS**

\_\_\_\_\_  
Bradi Diaz, Mayor

**ATTEST:**

\_\_\_\_\_  
Lisa Wilson, City Secretary

**APPROVED TO AS FORM:**

\_\_\_\_\_  
Denton, Navarro, Rocha  
Bernal, & Zech, P.C., City Attorney

**Amended by CCEDC Board 2/19/2016 Approved by  
City Council 3/1/2016 Adopted by CCEDC Board  
3/24/2016 Amended by CCEDC Board 10/18/2016  
Approved by City Council 11/1/16 Amended by  
CCEDC Board 2/23/17 Approved by City Council  
3/7/17 Amended by CCEDC Board 1/24/18  
Amended by the CCEDC Board 10/4/2018  
Amended by the CCEDC Board 09/25/2019**



**Economic Development Corporation**

**H.4.**

**Meeting Date:** September 28, 2019

**Contact:** Diane Drussell, Assistant Director, CCEDC

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**Subject:**

Consideration and action on approving the Development Standards for the Narrows Business and Technology Park (the Narrows). **Diane Drussell, Assistant Director, CCEDC**

**Description/Information:**

Currently, as per the CCEDC By Laws, the Executive Director in 2016, Development Standards were created for the Narrows. These Standards were created to maintain a specific “look” for the Narrows and to set guidelines for businesses building and locating in the Narrows.

These standards have been reviewed not only by staff at the CCEDC, but also members of the Planning and Review board for the City of Copperas Cove. These members include personnel from Public Works, City Planners Office, Fire Department, the Building Inspector and the City Engineer. As a result of the review, changes were made based on suggestions by those parties.

Once these Standards are formally approved, they will then be recorded with the County and will become the set standards for any business or entity building within the Narrows. Board members were provided with a copy of the Standards for review ahead of time.

**Financial Impact:**

None

**Action/Recommendation:**

EDC staff recommends the Board approved Development Standards for the Narrows Business and Technology Park.

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**Attachments:**

Development Standards