



REVISED AGENDA

NOTICE OF MEETING OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION

In accordance with the order of the Office of the Governor issued March 16, 2020, the Copperas Cove EDC will conduct a telephonic meeting in order to advance the public health goal of limiting face- to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). In-person attendance will be permitted subject to social distancing guidelines established by the Governor and health guidelines established by the City.

Notice is hereby given that a **Regular Meeting** of the Copperas Cove Economic Development Corporation will be held on ~~April 27, 2021 at 12:00 p.m.~~ **April 28, 2021 at 12:00 p.m.**

The public may participate in this meeting by the following method:

- Dial into the tollfree number: **(888) 475-4499** and use **Meeting ID: 338 329 0057**

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. Written questions or comments may be submitted up to two hours before the meeting via email to Diane Drussell, Assistant Director at ddrussell@coveedc.com.

A recording of the telephonic meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon request.

- 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 Regular Meeting held on March 24, 2021. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**

G. PUBLIC HEARINGS

H. ACTION ITEMS

1. Consideration and action on approving the Monthly Financial report for the month of March 2021. **Diane Drussell, Assistant Director, Copperas Cove EDC.**
2. Consideration and action on approving Resolution # EDC 2020-02 and accepting the Quarterly Investment Report as presented for the quarter ending March 2021, per the Investment Policy. **Diane Drussell, Assistant Director, Copperas Cove EDC**
3. Discussion and direction for proposed 2021/2022 Budget for the CCCEDC. **Jonas Titas, Executive, Copperas Cove EDC.**
4. Discussion and direction on Business 190 utility burial. **Jonas Titas, Executive Director, Copperas Cove EDC**

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

1. Update on Capital Projects. **Jonas Titas, Executive Director, Copperas Cove EDC**
 - Update on Business 190 Activities

J. ITEMS FOR FUTURE AGENDAS

K. EXECUTIVE SESSION

Pursuant §551.074 of the Open Meetings Act Tex. Gov't Code, the Board of Directors will meet in Executive Session for deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a member of an advisory body or to hear a complaint or charge against a member of an advisory body - **Jonas Titas, Executive Director, Copperas Cove EDC.**

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.

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. April 23, 2021** 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 time.

Brittany Sanders, ED Specialist
Copperas Cove EDC

conomic Development Corporation

F.1.

Meeting Date: April 28, 2021

Contact: Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

Subject:

Consideration and action on approval of minutes for the Regular Meeting held on March 24, 2021.

Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

Attachments:

March 24, 2021 Regular Meeting Minutes



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for March 24, 2021

In accordance with the order of the Office of the Governor issued March 16, 2020, the Copperas Cove EDC will conduct a telephonic meeting in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

A recording of the telephonic meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon request.

A. CALL TO ORDER

Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:00 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Director Rick Kirkpatrick led the Invocation and the Pledge of Allegiance.

C. ROLL CALL

Roll call led by Brittany Sanders, Economic Development Specialist

Present: JC Stubbs, Chairman
Joey Acfalle, Vice Chairman
Jay Jackson, Secretary
Elizabeth Ruszkiewicz, Director
Rick Kirkpatrick, Director
Jonas Titas, Executive Director-EDC
Diane Drussell, Assistant Director -EDC
Others Present: Barbara Boulware-Wells, EDC Legal Counsel
Fred Chavez, Council Liaison
Ryan Haverlah- City Manager

D. ANNOUNCEMENTS

None

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

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 Meeting held on January 27, 2021. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**

Vice Chairman Joey Acfalle made a motion to approve Agenda Item F1. Director Secretary Jay Jackson seconded the motion and with a unanimous vote, motion carried.

2. Consideration and action on approval of minutes for the Regular Meeting held on February 24, 2021. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC**

Director Rick Kirkpatrick made a motion to approve Agenda Item F2. Secretary Jay Jackson seconded the motion and with a unanimous vote, motion carried.

G. PUBLIC HEARINGS

None

H. ACTION ITEMS

1. Consideration and action on approving the Monthly Financial report for the month of January 2021. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Director Rick Kirkpatrick made a motion to approve Agenda Item H1. Secretary Jay Jackson seconded the motion and with a unanimous vote, motion carried.

2. Consideration and action on approving the Monthly Financial report for the month of February 2021. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Secretary Jay Jackson made a motion to approve Agenda Item H2. Director Elizabeth Ruszkiewicz seconded the motion and with a unanimous vote, motion carried.

3. Consideration and action on approving Resolution # EDC 2021-01 for the rebuilding of Constitution Drive. **Jonas Titas, Executive Director, Copperas Cove EDC.**

Vice Chairman Joey Acfalle made a motion to approve Agenda Item H3. Director Elizabeth Ruszkiewicz seconded the motion and with a unanimous vote, motion carried.

4. Discussion and Direction on bids for spec building in the Narrows Business and Technology Park. **Jonas Titas, Executive Director, Copperas Cove EDC**

Director Rick Kirkpartick made a motion to approve and award CBRE's proposal for the spec building in the Narrows Business and Technology Park. Director Elizabeth Ruszkiewicz seconded the motion and with a unanimous vote, motion carried.

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

1. Update on Capital Projects. **Jonas Titas, Executive Director, Copperas Cove EDC**

- Multipurpose Trail

EDC Board accepted motion to create committee consisting of Chairman JC Stubbs and Director Rick Kirkpatrick to review proposals for the Multipurpose trail.

J. ITEMS FOR FUTURE AGENDAS

None

K. EXECUTIVE SESSION CONVENED

None

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

M. ADJOURN

Chairman JC Stubbs adjourned the meeting at 12:32 p.m.

ATTEST:

Brittany Sanders, ED Specialist

Jay Jackson, Secretary

Economic Development Corporation

H.1.

Meeting Date: April 28, 2021

Contact: Diane Drussell, Assistant Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Monthly Financial report for the month of March 2021.
Diane Drussell, Assistant Director, Copperas Cove EDC.

Description/Information:

The Monthly Financial report for March 2021 has been prepared by the Donkbuilt, Service Exchange "Donkbuilt" as per the agreement between the CCEDC and Donkbuilt. The report is attached for review by the Board.

Financial Impact:

See the attached Monthly Financial report.

Action/Recommendation:

EDC staff recommends the Board approve the Monthly Financial report for March 2021 as presented by Diane Drussell.



DonkBuilt Service Exchange Individual and Business Solutions

2208 US Business 190, Suite 1, Copperas Cove, TX 76522
254-518-1566

April 28, 2021

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

The Copperas Cove EDC is pleased to submit the Unaudited Monthly Financial Report for the month of March 31, 2021. DonkBuilt Exchange Services performs all financial services for the Economic Development Corporation. The month of March included includes two payroll runs for the employees. Total expenditures for the month of March 31, 2021 totaled, \$33,799 which include payroll and disbursements to various vendors. All supporting documentation is available for review at the Copperas Cove EDC.

As of March 31, the Economic Development Corporation investment portfolio consisted of bank deposits with National United Bank and Texpool. Total cash available at month end was \$8,200,416. Interest earned during this month equals to \$525.

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,

Annette Donker,
DonkBuilt Service Exchange



DonkBuilt Service Exchange

Individual and Business Solutions

2208 US Business 190, Suite 1, Copperas Cove, TX 76522
254-518-1566

Monthly Financial Report for Copperas Cove EDC Mar-21

OPERATING REVENUES AND EXPENDITURES

Mar-21

Beginning fund balance:	\$	2,339,743.89	National United
	\$	5,624,621.14	Tex Pool
	\$	7,964,365.03	
Sales Tax Revenue	\$	278,841.08	
Interest:	\$	435.79	National United
	\$	89.47	Tex Pool
Total Revenues	\$	279,366.34	
Total Expenditures:	\$	33,799.42	
Ending fund balance:	\$	2,575,706.08	National United
	\$	5,624,710.61	Tex Pool
	\$	8,200,416.69	

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2020 through March 2021

	TOTAL			
	ACTUAL YTD Oct '20 - Mar 21	Projected YTD Budget	\$ Over Budget	% of Budget Used YTD
Ordinary Income/Expense				
Income				
Proceeds from Land Sales	799,565.00			
Invesment Interest Income	2,204.79			
Revenues				
Interest Income	2,287.17	18,000.00	-15,712.83	12.71%
Sales Tax Income	780,930.72	645,000.00	135,930.72	121.08%
Total Revenues	783,217.89	663,000.00	120,217.89	118.13%
Total Income	1,584,987.68	663,000.00	921,987.68	239.06%
Expense				
EXPENDITURES				
GRANT MATCHES	0.00	250,000.02	-250,000.02	0.0%
LAND				
Land Exchange	0.00	1,000,000.02	-1,000,000.02	0.0%
Total LAND	0.00	1,000,000.02	-1,000,000.02	0.0%
EDC NON-DEPARTMENTAL				
CONTRACTUAL SERVICES				
Professional Servicecs				
Impact Analysis	0.00	1,000.02	-1,000.02	0.0%
Total Professional Servicecs	0.00	1,000.02	-1,000.02	0.0%
Business Attraction/Marketing				
Website Development/Maintenance	300.00			
Incentives	300.00			
Site Selector Outreach/Ind. Rec	39.67			
Business Attraction/Marketing - Other	8,548.28	73,250.02	-64,701.74	11.67%
Total Business Attraction/Marketing	9,187.95	73,250.02	-64,062.07	12.54%
Contract Labor				
Narrows - Mowing	450.00			
Gateway Signs - Mow & Maintain	1,040.00			
Contract Labor - Other	0.00	13,962.48	-13,962.48	0.0%
Total Contract Labor	1,490.00	13,962.48	-12,472.48	10.67%
Dues and Subscriptions				
Constant Contact	45.00	270.00	-225.00	16.67%
Total Dues and Subscriptions	45.00	270.00	-225.00	16.67%
Advertising				
Misc. Newspapers ads -jobs, RFP	0.00	300.00	-300.00	0.0%
Loop Net	241.05	510.00	-268.95	47.27%
Advertising - Other	861.35			
Total Advertising	1,102.40	810.00	292.40	136.1%
Total CONTRACTUAL SERVICES	11,825.35	89,292.52	-77,467.17	13.24%
SUPPLIES AND MATERIAL				
Program / Project Supplies				

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2020 through March 2021

	TOTAL			
	ACTUAL YTD Oct '20 - Mar 21	Projected YTD Budget	\$ Over Budget	% of Budget Used YTD
Shop Small	0.00	300.00	-300.00	0.0%
Total Program / Project Supplies	0.00	300.00	-300.00	0.0%
Total SUPPLIES AND MATERIAL	0.00	300.00	-300.00	0.0%
Total EDC NON-DEPARTMENTAL	11,825.35	89,592.52	-77,767.17	13.2%
EDC Administration				
DEBT SERVICES				
2012 Sales Tax Bond Principal	0.00	20,336.46	-20,336.46	0.0%
2001 Sales Tax Bond Principal	0.00	1,794.00	-1,794.00	0.0%
Reliever Route Commit Interest	2,275.00	67,275.00	-65,000.00	3.38%
2001 Sales Tax Bond Note Int	22,004.78	30,000.00	-7,995.22	73.35%
2012 Sales Tax Bond Note Int	0.00	19,999.98	-19,999.98	0.0%
Total DEBT SERVICES	24,279.78	139,405.44	-115,125.66	17.42%
Insurance Expense	2,445.90	2,279.52	166.38	107.3%
SUPPLIES AND MATERIALS				
Minor Equipment/Software	0.00	50.02	-50.02	0.0%
Minor Tools	69.99			
Postage				
Regular USPS	22.00			
Postage - Other	0.00	307.50	-307.50	0.0%
Total Postage	22.00	307.50	-285.50	7.15%
Printing Costs	0.00	428.51	-428.51	0.0%
Cleaning Supplies				
Cleaning Liquids	154.80			
Paper Towels	20.19			
Cleaning Supplies - Other	0.00	150.00	-150.00	0.0%
Total Cleaning Supplies	174.99	150.00	24.99	116.66%
Office Supplies				
Misc.	187.88			
Office Supplies - Other	0.00	650.02	-650.02	0.0%
Total Office Supplies	187.88	650.02	-462.14	28.9%
Total SUPPLIES AND MATERIALS	454.86	1,586.05	-1,131.19	28.68%
REPAIRS AND MAINTENANCE				
Repairs & Maint. - Equipment				
Repairs (Computers/Phones)	205.00	350.02	-145.02	58.57%
Total Repairs & Maint. - Equipment	205.00	350.02	-145.02	58.57%
Repairs and Maintenance (Bldg)				
Pest Control	330.00			
Janitorial	664.36			
Alarm	199.95			
Storage	512.70			
Repairs and Maintenance (Bldg) - Other	1,180.78	3,575.02	-2,394.24	33.03%
Total Repairs and Maintenance (Bldg)	2,887.79	3,575.02	-687.23	80.78%

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2020 through March 2021

TOTAL				
	ACTUAL YTD Oct '20 - Mar 21	Projected YTD Budget	\$ Over Budget	% of Budget Used YTD
REPAIRS AND MAINTENANCE - Other	322.18			
Total REPAIRS AND MAINTENANCE	3,414.97	3,925.04	-510.07	87.01%
CONTRACTUAL SERVICES				
Utilities				
Water	105.49	330.00	-224.51	31.97%
Electric	382.50	2,550.00	-2,167.50	15.0%
Utilities - Other	1,799.50			
Total Utilities	2,287.49	2,880.00	-592.51	79.43%
Professional Development	0.00	5,850.00	-5,850.00	0.0%
Professional Services	2,850.50	6,400.00	-3,549.50	44.54%
Contract Labor	0.00	320.02	-320.02	0.0%
Dues and Subscriptions				
Office Subscriptions	155.44			
Community/Civic Memberships	575.00			
Dues and Subscriptions - Other	5,716.87	6,171.00	-454.13	92.64%
Total Dues and Subscriptions	6,447.31	6,171.00	276.31	104.48%
Rental of Property	9,600.00			
Rental of Equipment				
Copier	1,856.95			
Rental of Equipment - Other	45.40			
Total Rental of Equipment	1,902.35			
Communication				
Internet	854.25			
Phone Service	1,341.85			
Total Communication	2,196.10			
Advertising				
Public Hearings/Legal Ads	0.00	150.00	-150.00	0.0%
Total Advertising	0.00	150.00	-150.00	0.0%
Consulting Fees				
Legal Fees	1,907.50			
Consulting Fees - Other	0.00	4,999.98	-4,999.98	0.0%
Total Consulting Fees	1,907.50	4,999.98	-3,092.48	38.15%
Public Relations				
Misc funerals illness goodwill	787.59			
Board Lunches	52.71			
Public Relations - Other	50.62	1,570.02	-1,519.40	3.22%
Total Public Relations	890.92	1,570.02	-679.10	56.75%
CONTRACTUAL SERVICES - Other	0.00	5,000.02	-5,000.02	0.0%
Total CONTRACTUAL SERVICES	28,082.17	33,341.04	-5,258.87	84.23%
Personnel				
Other Personnel Expenses				
Discretionary/Misc	0.00	10,000.02	-10,000.02	0.0%

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2020 through March 2021

TOTAL			
	ACTUAL YTD Oct '20 - Mar 21	Projected YTD Budget	% of Budget Used YTD
Cell Phone Allowance	1,440.00	1,440.00	100.0%
Car Allowance	0.00	3,000.00	0.0%
Total Other Personnel Expenses	1,440.00	14,440.02	9.97%
Retirement	16,232.46	14,762.48	109.96%
Worker's Comp Insurance	0.00	500.02	0.0%
Employee Insurance	7,482.36	8,202.00	91.23%
Longevity	216.06	187.50	115.23%
Staff Salary	119,011.29	123,489.00	96.37%
FICA Tax	9,697.95	9,151.50	105.97%
Total Personnel	154,080.12	170,732.52	90.25%
Total EDC Administration	212,757.80	351,269.61	60.57%
Total EXPENDITURES	224,583.15	1,690,862.17	13.28%
Suspense	3,292.71		
Business Attraction Mkting	2,750.00		
VOIDED	0.00		
Memberships	250.00		
66000 - Payroll Expenses	8,754.81		
Total Expense	239,630.67	1,690,862.17	14.17%
Net Ordinary Income	1,345,357.01	-1,027,862.17	-130.89%
Net Income	1,345,357.01	-1,027,862.17	-130.89%

Economic Development Corporation

H.2.

Meeting Date: April 28, 2021

Contact: Diane Drussell, Assistant Director, Copperas Cove EDC.

Subject:

Consideration and action on approving Resolution # EDC 2020-02 and accepting the Quarterly Investment Report as presented for the quarter ending March 2021, per the Investment Policy. **Diane Drussell, Assistant Director, Copperas Cove EDC**

Description/Information:

The Public Funds Investment Act of Chapter 2256, Texas Government Code, requires investment management reports to be accepted by the Board. The Copperas Cove Economic Development Corporation's Investment Policy requires that the Investment Officer shall report, a detailed listing of all purchases, sales and payments, and a description of each security held as well as management summary information.

Financial Impact:

See attached Quarterly Investment Report for the month ending March 2021.

Action/Recommendation:

EDC staff recommends that the Board approves Resolution # EDC-2021-02 accepting the Quarterly Investment Report as presented for the quarter ending March 2021 per the Investment Policy.

Attachments:

Resolution # EDC-2021-02

RESOLUTION NO. EDC- 2021-02
A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION,
APPROVING THE INVESTMENT REPORT FOR QUARTER ENDING MARCH 2021.

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the Investment Officer of the City to present s written report of investment transactions for all Economic Development Corporation's accounts covered for the preceding reporting period to the Board of Directors; and

WHEREAS, this reporting is authorized by the Public Funds Investment Act; and

WHEREAS, the Public Funds Investment Act requires the Quarterly Investment Report be presented to the Board of Directors; and

WHEREAS, the attached Quarterly Investment Report complies with the Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE COPPERAS COVE ECONOMIC CORPORATION:

Section 1.

That the Copperas Cove Economic Development Corporation has complied with the requirements of the Public Funds Investment Act, and the Quarterly Investment Report for quarter ending March 2021 attached hereto as "Exhibit A," is hereby approved as the quarterly investment report for quarter ending March 2021 of the Corporation effective April 28th, 2021.

PASSED, APPROVED, AND ADOPTED on this 28th day of April 2021 at a regular meeting of the Economic Development Corporation which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et.seq. at which meeting a quorum was present and voting.

ATTEST:

Brittany Sanders, ED Specialist

JC Stubbs, Chairman

APPROVED AS TO FORM:

The Knight Law Firm
Copperas Cove Economic Development Corporation Attorney



Copperas Cove

Economic Development Corporation

Quarterly Investment Report

Ending as of March 31, 2021

Copperas Cove Economic Development Corporation

Quarterly Investment Report

March 31, 2021

The following report is submitted in accordance with the Public Funds Investment Act (Chapter 2256). The report also offers supplement not required by the Act to fully inform the Board of Directors of the position and activity within the Copperas Cove Economic Development's portfolio of investments. The report includes a management summary overview, detailed holdings report for the end of the period, and a transaction report as well as graphic representations of the portfolio to provide full disclosure to the Board.

The Copperas Cove EDC's portfolio is managed in full compliance with the Public Funds Investment Act, the Corporation's Investment Policy and Strategy and under the strictest safety parameters as set by the Board.

Copperas Cove Economic Development Corporation

Operating Fund Quarterly Investment Report *December 31, 2020 – March 31, 2021* **Portfolio Summary Management Report**

This quarterly report is in compliance with the investment policy and strategy as established by the Board and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

	<i>Portfolio as of December 31, 2020</i>	<i>Portfolio as of March 31, 2021</i>
Operating Account	\$1,316,723	Operating Account \$2,575,706
TexPool Account	\$5,624,056	TexPool Account \$5,624,711

Jonas Titas, Executive Director

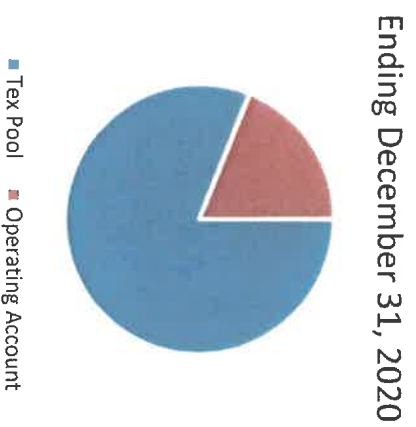
Annette Donker, Donkbuitt Service Exchange

Diane Drussell, Assistant Director

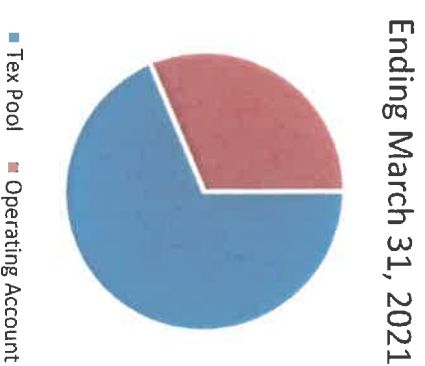
Copperas Cove Economic Development Corporation

Portfolio Allocation Analysis

Fiscal Year 2020-2021
1st Quarter as of December 31, 2020



Fiscal Year 2020-2021
2nd Quarter as of March 31, 2021



Economic Development Corporation

H.3.

Meeting Date: April 28, 2021

Contact: Jonas Titas, Executive Director, Copperas Cove EDC.

Subject:

Discussion and direction for proposed 2021/2022 Budget for the CCCEDC. **Jonas Titas, Executive Director, Copperas Cove EDC.**

Description/Information:

The Executive Director of the EDC is required to prepare an itemized budget to cover the proposed expenditures of the EDC for each upcoming fiscal year (FY). Article V, Section 7 of the CCEDC's Bylaws state that the proposed budget is to be submitted to the Board 90 days prior to adoption.

The Budget Committee held a meeting to review and discuss the budget and feel confident on the attached proposed budget.

Financial Impact:

See Proposed FY 2021/2022 Proposed Budget

Action/Recommendations:

CCEDC staff seeks direction on the FY 2021-2022 Proposed Budget.

FY 2021/2022 Proposed Budget

CCEDC BUDGET TIMELINE 2021-2022

The City sent their budget timeline and based on theirs, this is approximately what ours should be:

- March Meeting - select budget committee
- April - present rough draft to board and make any changes
- May - present to BOD for approval
- June - Present to Council (not for adoption yet)
- July - Public hearing
- August - Council approval

I have given more explanation below:

Per our By-laws, Article V, Section 8:

"The proposed budget shall be submitted to the Board the 90th 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 60th day the Unit's Governing Body is scheduled to approve the Corporation's budget."

"The governing body shall set the public hearing date after the 15th day after the date the Board files the proposed budget with the City Secretary."

Based on those guidelines:

90 days - Present to board for approval - MAY 3 or 4 (Present at April for review and May meeting for approval?)

60 days - Present to Council - June 4th (June 1 is council meeting)

15 days after filing with Council - Public Hearing - **June 16+** -



PLANNING 2021-2022 BUDGET

	Approved / Amended FY2020/2021	As of 3/31/2021	PLANNING FY2021/2022
REVENUES			
Income Sources:			
Sales Tax	\$1,290,000	\$780,931	\$1,290,000
Interest Revenue	\$36,000	\$4,492	\$1,000
Misc	\$0	\$0	\$0
Land sales	\$0	\$799,565	\$0
TOTAL INCOME SOURCES	\$1,326,000	\$1,584,988	\$1,291,000
EXPENDITURES			
EDC ADMINISTRATION			
Personnel:			
Staff Salary	\$246,978	\$119,011	\$250,988
Longevity	\$375	\$216	\$720
FICA Tax	\$18,303	\$9,698	\$19,422
Employee Insurance	\$16,404	\$7,482	\$17,209
Worker's Comp Insurance	\$1,000		\$1,000
Retirement	\$29,525	\$16,232	\$32,000
Other Personnel Expenses	\$28,880	\$1,440	\$19,149
Total Personnel	\$341,465	\$154,080	\$340,488
SUPPLIES AND MATERIALS			
Office Supplies	\$1,300	\$188	\$500
Cleaning Supplies	\$300	\$175	\$300
Printing Cost	\$857	\$0	\$300
Postage	\$615	\$22	\$400
Minor Tools	-	\$70	\$150
Furniture and Fixtures	-	-	\$100
Minor Equipment - Electronic	-	-	\$1,200
Minor Equipment - Software	\$100	-	-
Total Supplies and Materials	\$3,172	\$455	\$2,950

	Approved / Amended FY2020/2021	As of 3/31/2021	PLANNING FY2021/2022
REPAIRS AND MAINTENANCE			
Repairs & Maint. - Bldg.		\$2,888	\$5,240
Repairs & Maint. - Facility	\$7,150	\$322	\$500
Repairs & Maint. - Equipment	\$700	\$205	\$500
Repairs & Maint. - Software	\$0		\$0
Total Repairs and Maintenance	\$7,850	\$3,415	\$6,240
CONTRACTUAL SERVICES			
Consulting Fees (legal)	\$10,000	\$1,908	\$9,000
Advertisement	\$300		\$500
Communication	\$4,450	\$2,196	\$4,700
Rental of Equipment	\$2,208	\$1,902	\$3,340
Rental of Property	\$19,200	\$9,600	\$19,200
Dues & Subscriptions	\$12,342	\$6,447	\$12,500
Contract Labor	\$640	\$0	\$600
Professional Development	\$11,700	\$0	\$11,700
Professional Services	\$12,800	\$2,851	\$10,000
Provided by City	\$0	\$0	\$1,000
Utilities	\$5,760	\$2,287	\$6,000
Total Contractual Services	\$79,400	\$27,191	\$78,540
DESIGNATED EXPENSES			
Insurance			
Liability/Building / D&O	\$4,559	\$2,446	\$5,000
Board Related Expenses			\$1,700
Public Relations	\$3,140	\$891	\$1,200
Total Designated Expenses	\$7,699	\$3,337	\$7,900
TOTAL EDC ADMINISTRATIVE EXPENSES	\$439,586	\$188,478	\$436,118

	Approved / Amended FY2020/2021	As of 3/31/2021	PLANNING FY2021/2022
DEBT SERVICES			
2001 Sales Tax Bond Principal	\$60,000		\$0
2012 Sales Tax Bond Principal	\$40,000		\$129,713
2001 Sales Tax Bond Note Interest	\$3,588		\$0
2012 Sales Tax Bond Note Interest	\$40,673	\$22,005	\$19,713
Reliever Route Commit Interest	\$134,550	\$2,275	\$0
Total Debt Services	\$278,811	\$24,280	\$149,426
TOTAL OPERATING EXPENDITURES	\$718,397	\$212,758	\$585,544
EDC NON DEPARTMENTAL			
SUPPLIES AND MATERIALS			
Program/Project Supplies	\$600	\$0	\$300
Total Supplies and Materials	\$600	\$0	\$300
CONTRACTUAL SERVICES			
Advertising	\$1,620	\$1,102	\$1,200
Dues and Subscriptions	\$540	\$45	\$200
Contract Labor	\$27,925	\$1,490	\$25,000
Business Attraction	\$146,500	\$9,188	\$146,500
Professional Services	\$ 2,000	-	\$ 4,000
Total Contractual Services	\$178,585	\$11,825	\$176,900
TOTAL NON DEPT. EXPENDITURES	\$179,185	\$11,825	\$177,200
OTHER EXPENDITURES			
CAPITAL OUTLAY			
Land Exchange	\$2,000,000	\$0	\$0.00
Gas lines to Narrows	\$405,102	\$0	\$0.00
Spec Building	-	\$0	\$0.00
Trail	-	\$0	\$0.00
Constitution Drive (\$2.1 M)	-	\$0	\$0.00
Total Capital Outlay	\$2,405,102	\$0	\$0
OTHER EXPENDITURES			
DEEAG GRANT MATCH (\$500,000)	\$500,000	\$0	\$0
Total Grant Matches	\$500,000	\$0	\$0
TOTAL OTHER OP EXPENDITURES	\$2,905,102	\$0	\$0
TOTAL EXPENDITURES	\$3,802,684	\$224,583.15	\$762,744

Economic Development Corporation

H.4.

Meeting Date: April 28, 2021

Contact: Jonas Titas, Executive Director, Copperas Cove EDC

Subject:

Discussion and direction on Business 190 utility burial. **Jonas Titas, Executive Director, Copperas Cove EDC**

Description/Information:

In October of 2019, the discussion of burying Business 190 utility lines was brought up to the BOD, with CCEDC Staff believing this would create a more appealing look for Copperas Cove and Business 190.

In January of 2020, Executive Director Jonas Titas spoke with Oncore and received the initial first draft of the plans.

Financial Impact :

TBD

Action/Recommendations :

CCEDC staff seeks direction on the Business 190 utility burial.

Attachments:

N/A

Economic Development Corporation

I.1.

Meeting Date: April 28, 2021

Contact: Jonas Titas, Executive Director, Copperas Cove EDC

INFORMATION

Subject:

- Update on Business 190 Activities

. Jonas Titas, Executive Director, Copperas Cove EDC.



S & S Trail Services, L.L.C.
 512 Eberhart Lane #1303
 Austin, TX 78745
 713-446-6610
Ryan@sstrails.com
 April 22nd, 2021

Estimate

S&S Trails is submitting an estimate to the Copperas Cove Economic Development Council. The EDC has a section of property where they intend to install a half mile (approximately) natural surface trail. The trail will include a few retaining walls, an overlook with a mural wall, a small bridge and drainage correction and some improved surface.

The natural surface trail is estimated to be 2800 feet long and have a small loop in the middle. The entrance from the east side of the property, due to crossing a bunch of utilities, will require building up instead of digging down to negotiate the 25% slope in the area. One section, where there is no shade will need to be an improved surface to help define the trail and keep the tread surface clear. This is the west end entrance to the dividing lines between the 2 apartment complex sections. There is also a drainage ditch that will need to be rebuilt slightly in order to maintain the drainage needed and a small bridge to be built over it.

Our pricing is for S&S Trails to perform all the labor costs. We will have the EDC purchase materials directly for tax status and local discounts. Cost Estimates below are for budgeting.

Materials:

Mural Wall	4x8 foot Primed siding panel Qty 4	\$160.00
	4x6x8' supports Qty 10	\$400.00
	4x6x12 Supports Qty 2	\$90.00
	8 ft. Corrugated Galvanized Steel	\$100.00
	Utility-Gauge Roof Panel Qty 6	
	Fasteners	\$250.00
Lighting for path to Mural Wall	Spot Lights	\$20.00
	Path lights Qty 32	\$160.00
	Fasteners	\$75.00
Total For Materials		\$1255.00

Construction of Lighting and Mural Wall/viewing platform

Wood Work	3 days @ \$956.25	\$2868.75
Stone step building	2 days @ \$956.25	\$1912.50
Machine Use	2 days @ \$150	\$300.00
Lodging and Per diem	5 days @ \$200.00	\$1000.00
Total for labor for Mural and lighting		\$6081.25

Trail Construction: (cost of bridge materials included, milled asphalt not included)

2800 linear feet of natural surface trail	2800 LF @ \$4.00 per foot	\$11,200.00
500 feet of improved surfacing	500 LF @ \$6.00 per foot	\$3,000.00
Drainage Improvement		\$1000.00
16 foot Bridge over drainage		\$3868.75
Total for Trail not to exceed		\$19,068.75

Total For All Work: \$26,405.00



S & S Trail Services, L.L.C.
512 Eberhart Lane #1303
Austin, TX 78745

Company Overview

S & S Trail Services L.L.C. strives to provide sustainable recreation trail experiences for Mountain Bikers, Hikers and Equestrians across the globe. Our company uses the most modern trail building techniques to ensure a long lasting, quality experience for these user groups. S&S Trails has been a member in good standing of the Professional Trail Builders Association since 2008 and has led the field of trail building as a construction and management specialist. Between our crew we have over 25 years of experience as both trail users and trail builders.

S & S Trail Services specializes in hybrid projects working with volunteers and providing crew supervision for community trail building exercises. We have over 400 miles of design and/or constructed trail in our repertoire, as well as many trail rehabilitation projects. We also are well versed in construction of wooden trail structures such as bridges, boardwalks, and technical trail features for mountain biking. Our organization is currently involved in master plans and design work for a number of large projects around Texas. We are also heavily involved in construction projects for 2 private land owners and 2 Home Owners Associations.

In West Austin, S&S Trails has helped to develop and construct trail systems for Senna Hills HOA, Barton Creek West HOA, Legends Communities: Rough Hollow and at Dripping Springs Ranch Park to name just a few. At Barton Creek West, we have revitalized a 20 year old system that was built by the developer and turned it into a sustainable, fun singletrack with routes for hikers and mountain bikers. What once was a trail system that stayed wet and unusable after heavy rains has now survived multiple floodings of Barton Creek and has been usable within a day or two at most. The mitigation work we have done has reduced sedimentation runoff and therefore protected the creek basin and aquifer from additional pollutants.

The Rough Hollow trail system to the north and west of Highlands Blvd has had a complete makeover, taking a challenging, difficult to navigate trail and made it one of the most popular in the area for all users. By adhering to Professional Trail Builders Association and IMBA standards, we have created a natural surface trail that flows well within the hills and valleys, offers challenges and also rewards the efforts put in with swoopy, exciting downhill sections.

Project: Dogwood Canyon Audubon Center

S&S Trail Services designed and constructed 3 miles of natural surface trail at the Dogwood Canyon Audubon Center in Cedar Hill, TX. The team built 4 hardened crossings of ephemeral streams and 2 large bridges (33 & 35 feet) in a remote, back country environment. This trail wound its way through ecologically sensitive areas with many isolated or endangered species. S&S worked closely with Audubon Staff and Specialists to route the trail in the least impactful manner possible. The project was completed in February of 2020, within the projected time frame.

Total Design/Build Costs:

~ \$85,000.00 (Bridge materials were acquired directly by DCAC)

References:

Julie Collins, Center Director
469.526.1991

Dogwood Canyon Audubon Center

1206 W. FM 1382

Cedar Hill, TX 75104

www.dogwood.audubon.org

Julie.Collins@Audubon.org

Julie Collins oversaw the project on site, performed grant reimbursement duties and was the Contracting Officer Representative for the National Audubon Society.

Trey Cooksey Texas Parks and Wildlife Recreational Trails Grant Program Director:

Trey Cooksey administered the grant that work was performed under for this project and has been the TPWD representative involved in numerous Recreational Trail Grant projects completed by S&S Trails and Ryan Spates since 2010.

Albert.Cooksey@tpwd.texas.gov

512-389-8743

Individuals who will be assigned to the Quartz Hill Trail Project:

Ryan Spates, Tonatiuh Cantu, Joseph Wells

S&S Trail Services
Professional Trail Contractor

Summary

Mr. Spates has been a professional trail builder since January 2003 and has worked in project management and construction management for over 25 years. Ryan has been an outdoor enthusiast for 35 years and has worked on trail related projects for 30 years. Ryan was a founding member of the Texas Mountain Bike Racing Association as an event promoter, a founding member of the Greater Houston Off-Road Bicycling Association and served as a state representative for the International Mountain Bicycling Association. Ryan is a native Texan who travels extensively. The Zuni mountain trails are Ryan's favorite in New Mexico and he has spent numerous weeks in the forests in that area.

Experience-

September 2006- Present

Owner/Chief Trails Specialist, S&S Trail Services

Co-Founder and Operations Manager for a natural surface trail construction firm specializing in Mountain bike, Hiking and Horseback riding trails. Has led hundreds of successful trail related projects from instructing Youth Works and Volunteers on proper trail building techniques, to constructing miles long trail projects in National Forests, State Parks, County and City parks, State and National Historic sites. Has managed crews to complete turn-key construction of machine built trails, bridges, outdoor classrooms, drainage and erosion management devices and bike park facilities. Designed and built the George Mitchell Nature Preserve trail system which has won awards from Texas Parks and Wildlife and the Texas Trails Network for inter urban trail planning.

January 2003-September 2006

Texas Bicycle Coalition (BikeTexas)

Trail Doctors Program- Managing Partner

Oversaw state wide program to educate trail volunteers on proper trail construction techniques, performed design of new trail systems, acted as a liaison between user groups and management agencies, and taught over 150 trail schools.

April 1997-December 2002

Pyramid Scales and Food Machines

Corporate Account Manager

Acted as Customer Contact and liaison for innovative food processing machine installation company. Assisted Accounts such as Whole Foods and Fiesta Foods in development of new products and updating of food labeling practices. Managed databases of grocery store sale items for multiple departments within each chain. Oversaw installation and construction of retail pricing systems and store development, remodels and code compliance for store level packaging of retail items.

May 1991- March 1997

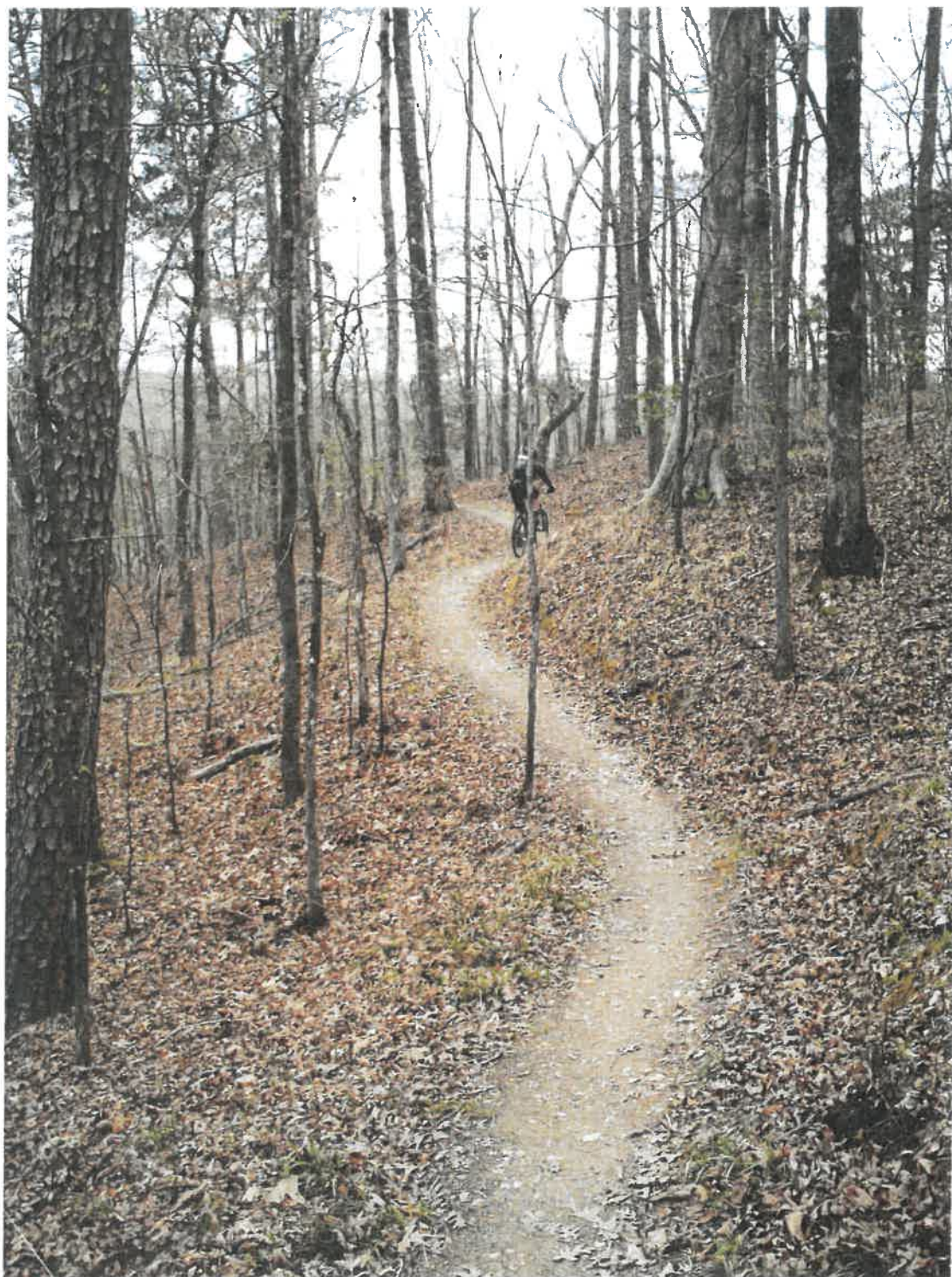
Infinity Landscaping

Co-Owner, Crew Leader

Oversaw marketing and project management for a small, niche market, lawn care and landscaping and odd jobs firm.

Education:

- Completed 28 hours toward an Engineering Degree at Our Lady of the Lake University and the



Ryan Spates

University of Houston 1995

- Graduate of S.P. Waltrip High School, Houston, TX 1992
- Numerous outdoor education classes completed including USFS MTDC Sawyer Certification, Level B, Wilderness First Aid and Wilderness Rescue Training, most with a focus on trail management, trail design and construction, archeological survey work and endangered flora identification and protection.



Materials for Mural

