

## **NOTICE OF MEETING OF COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**

Notice is hereby given that a Regular Meeting of the Copperas Cove Economic Development Corporation will be held on May 28, 2025 at 12:00 p.m. at the Copperas Cove Economic Development Corporation's office located at 207 S 3<sup>rd</sup> St, Suite 200, Copperas Cove, Texas 76522 during this time the following agenda will be discussed.

**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 a 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 April 23, 2025. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

**G. PUBLIC HEARINGS**

**H. ACTION ITEMS**

1. Consideration and action on approving the Profit and Loss Report for March 2025 **Fred Welch, Executive Director, Copperas Cove EDC.**
2. Consideration and action for the Proposed Budget for FY 2025/2026. **Fred Welch, Executive Director, Copperas Cove EDC.**
3. Consideration and action on approving the Fiscal Year 2023-2024 Annual Financial Report (Audit). **Fred Welch, Executive Director, Copperas Cove.**

4. Discussion and direction on implementing a Business Improvement Grant Program in FY24/25. **Fred Welch, Executive Director, Copperas Cove EDC**
5. Consideration and direction by the CCEDC Board on working with the City of Copperas Cove on creation of a TIRZ (Tax Increment Reinvestment Zone). **Fred Welch, Executive Director, Copperas Cove EDC**
6. Consideration and direction by the CCEDC Board on working with the City of Copperas Cove on creation of a Marketing and Communications Plan. **Fred Welch, Executive Director, Copperas Cove EDC**

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

1. Executive Director's Report. **Fred Welch, Executive Director, Copperas Cove EDC.**
2. Senior Director, BRE Report. **Sean Stevens, Senior Director BRE, Copperas Cove EDC.**
3. Marketing Director's Report. **Sheena Tanner, Marketing Director, Copperas Cove EDC.**
4. Workforce Development Specialist's Report. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**
5. Small Business Support Director's Report. **Anne Seneca, Small Business Support Director, Copperas Cove EDC.**

**J. ITEMS FOR FUTURE AGENDAS**

The Board of Directors may convene into Executive Session on any matter related to any of the above agenda items, as allowed under Chapter 551, Texas Government Code.

- K.** Pursuant to section 551.072, Texas Government Code – The Copperas Cove Economic Development Corporation Board will go into executive session to to deliberate the purchase, exchange, lease, or value of real property. **Project Ironwood**

**L. EXECUTIVE SESSION**

- M. RECONVENE INTO AN OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION.**

**N. 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 p.m. on May 23, 2025.**

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Brittany Sanders, Workforce Development Specialist  
Copperas Cove EDC

**Economic Development Corporation**

**F.1.**

**Meeting Date:** May 28, 2025

**Contact:** Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

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**Subject:**

Consideration and action on approval of minutes for the Regular Meeting held on April 23, 2025.

**Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC**

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**Attachments:**

Regular Meeting Minutes – April 23, 2025



**COPPERAS COVE ECONOMIC DEVELOPMENT  
CORPORATION**  
**Meeting Minutes for April 23, 2025**

**A. CALL TO ORDER**

*Chairman Bradi Diaz called the Regular Meeting of the Copperas Cove Economic Development Corporation to order at 12:01 p.m.*

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

*Secretary Fred Chavez led the Invocation and Pledge of Allegiance.*

**C. ROLL CALL**

*Roll call led by Brittany Sanders, Workforce Development Specialist*

*Present: Bradi Diaz, Chairman*

*Fred Welch, Executive Director*

*JC Stubbs, Vice Chairman*

*Sean Stevens, Senior Director, BRE*

*Fred Chavez, Secretary*

*Sheena Tanner, Marketing Director*

*David McPhail, Treasurer*

*Anne Seneca, Small Business Support Director*

*Vonya Hart, Council Liaison*

*Brittany Sanders, Workforce Development Specialist*

*Barbara Boulware-Wells, Legal Counsel*

*Absent: Anthony Martinez, Director*

**D. ANNOUNCEMENTS**

- *National Mounted Warfare Foundation's annual "Homecoming for Heroes" Gala on April 26 at SC River Ranch in Oakalla, Texas.*

**E. CITIZENS FORUM**

At this time, citizens will be allowed matters 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 a separate discussion of this item. 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 Meeting held on March 26, 2025. **Brittany Sanders, Workforce Development Specialist.**

*Vice Chairman JC Stubbs made a motion to approve Agenda Item F1. Secretary Fred Chavez seconded the motion, and with a unanimous vote, the motion carried.*

**G. PUBLIC HEARINGS**

*None*

**H. ACTION ITEMS**

1. Consideration and action on approving the Profit and Loss report for January 2025. **Fred Welch, Executive Director, Copperas Cove EDC.**

*Treasurer David McPhail made a motion to approve Agenda Item H1. Secretary Fred Chavez seconded the motion, and with a unanimous vote, the motion carried.*

2. Consideration and action on approving the Profit and Loss report for February 2025. **Fred Welch, Executive Director, Copperas Cove EDC.**

*Vice Chairman JC Stubbs made a motion to approve Agenda Item H2. Secretary Fred Chavez seconded the motion, and with a unanimous vote, the motion carried.*

3. Discussion and direction for the Proposed Budget for FY 2025/2026. **Fred Welch, Executive Director, Copperas Cove EDC.**

*EDC staff presented the Draft Proposed FY 2025/2026 Budget to the Board of Directors for discussion and guidance. The board reviewed sales tax interest rates, EDC operations, and a summary of new line items included in the budget*

4. Consideration and action regarding the drafting and publication of an RFQ for the development of a "Spec" office building. **Fred Welch, Executive Director, Copperas Cove EDC.**

*Secretary Fred Chavez made a motion to approve Agenda Item H4. Treasurer David McPhail seconded the motion, and with a unanimous vote, the motion carried.*

5. Consideration and action on approving the Fiscal Year 2023-2024 Annual Financial Report (Audit). **Fred Welch, Executive Director, Copperas Cove.**

*Agenda Item H5 was tabled and will be presented at the next Copperas Cove EDC board meeting.*

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

### **1. Regional Habitat Conservation Plan (HCP) presentation. **Representative, Bell County Commissioners Court.****

*Representative Dirk Aaron, from Bell County Commissioners Court presented the Regional Habitat Conservation Plan. The BELCOR RHCP will be a plan to protect listed species through the integration of land use planning, interagency coordination, and habitat conservation.*

### **2. Executive Director Fred Welch gave an update on the following topics listed below:**

- *Recap of Association of Defense Communities Summit on March 30 to April 2.*
- *Texas Economic Development Council (TEDC) Winter Conference in Austin.*
- *Quarterly City Economic Development Summit.*
- *Working with the City of Copperas on Downtown grant funding*
- *Working with the City of Copperas Cove to discuss a Marketing Communication Strategy*
- *Hometown Heroes Project update*
- *Upcoming vacation*

### **3. Senior Director, BRE Sean Stevens gave an update on the following topics listed below:**

- *Recap of the F.I.R.M (Finance, Insurance, Real Estate and Mortgage) Roundtable on, April 9 at 3 p.m.*
- *Recap of restaurant roundtable at Nelson Brew Works on Monday April 21 at 9 a.m. with guest speaker Gina Prince of Takin' the Backroads*
- *Size Up Launch Party on May 8, 2025, at 4 p.m.*
- *Select USA Investment Summit in Washington D.C. with Team Texas from May 11 to May 15.*
- *Joined Leadership of Central Texas Academy*

### **4. Marketing Director Sheena Tanner gave an update on the following topics listed below:**

- *Recap of Website and social media growth.*
- *Most effective posts for growth and gaining exposure in March 2025.*
- *LinkedIn audience growth and most effective LinkedIn Posts.*
- *Current marketing campaigns.*
- *Local brand awareness marketing campaign and attending ribbon cuttings*
- *Workforce marketing campaign.*
- *Quality of Life marketing campaign.*
- *Restaurant Roundtable marketing campaign.*
- *Update on Site Selection Magazine*
- *Size Up Marketing Campaign*
- *Upcoming projects.*
- *Discover Cove marketing campaign.*
- *Recent EDC news coverage.*

5. Workforce Development Specialist Brittany Sanders gave an update on the following topics listed below:

- *Update on EDC Operations*
- *Update on the Administration Assistant job posting*
- *Update on Workforce Intakes for the month of April*
- *Copperas Cove Regional Hiring Event on July 30, 2025, at 10 a.m.*

6. Business Support Director Anne Seneca on the following topics listed below:

- *Success of 6-week Entrepreneurial Academy and graduation on April 22.*
- *Business visitation program consisting of visits to new local business with the Copperas Cove Chamber of Commerce and regional visits to surrounding communities with Senior Director Sean Stevens.*
- *Oktoberfest 2025 events and planning.*

**J. ITEM FOR FUTURE AGENDAS.**

- *Fiscal Year 2023-2024 Annual Financial Report (Audit)*

**K. EXECUTIVE SESSION CONVENED**

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

**M. ADJOURN**

*Secretary Fred Chavez adjourned the meeting at 1:34 p.m.*

ATTEST:

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Brittany Sanders, Workforce Development Specialist

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Fred Chavez, Secretary of the Board



**Economic Development Corporation**

**H.1.**

**Meeting Date:** May 28, 2025

**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

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**Subject:**

Consideration and action on approving the Profit and Loss report for the month of March 2025. **Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

The Profit and Loss report for March 2025 has been prepared by 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 attached.

**Action/Recommendation:**

EDC staff recommends the Board of Directors approve the Profit and Loss report for March 2025 as presented by Fred Welch.

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**Attachments:**

March Financials:

Profit and Loss

Profit and Loss Budget vs Actual

Cadence Bank Reconciliation Detail

Tex Pool Reconciliation Detail

**Copperas Cove Economic Development Corporation**  
**Profit & Loss**  
**March 2025**

	<u>Mar 25</u>
Ordinary Income/Expense	
Income	
Revenues	
Sales Tax Income	93,832.97
Interest Income	<u>25,439.26</u>
Total Revenues	119,272.23
Other Income	<u>120.80</u>
Total Income	119,393.03
Expense	
EXPENDITURES	
EDC ADMINISTRATION	
PERSONNEL	
00-1150 · Phone Reimbursement	400.00
00-1100 · Car Allowance	500.00
00-1000 · Staff Salary	35,618.54
00-1200 · Longevity	48.02
00-1500 · FICA Tax	2,294.58
00-1600 · Employee Insurance	2,726.62
00-1800 · Retirement	4,939.20
00-1901 · Other Personnel Expenses	<u>333.66</u>
Total PERSONNEL	46,860.62
SUPPLIES AND MATERIALS	
00-2030 · Office Supplies	<u>1,559.70</u>
Total SUPPLIES AND MATERIALS	1,559.70
REPAIRS AND MAINTENANCE	
00-4100 · Repairs & Maint. - Bldg	551.98
00-4200 · Repairs & Maint. - Facility	55.00
00-4400 · Repairs & Maint. - Equipment	<u>200.00</u>
Total REPAIRS AND MAINTENANCE	806.98
CONTRACTUAL SERVICES	
00-6200 · Communication - Internet (Spec)	804.82
00-6300 · Rental of Equip / Copier Lease	289.99
00-6350 · Rental of Property	2,702.49
00-6400 · Dues and Subscriptions	8,612.50
00-6600 · Professional Development	450.00
00-6800 · Professional Services	1,700.00
00-6900 · Utilities	<u>763.96</u>
Total CONTRACTUAL SERVICES	15,323.76
DESIGNATED EXPENSES	
00-1999 · Public Relations	<u>2,000.00</u>
Total DESIGNATED EXPENSES	<u>2,000.00</u>
Total EDC ADMINISTRATION	66,551.06
DEBT SERVICES	
10-9326 · 2012 Sales Tax Bond Note Int	<u>2,402.46</u>
Total DEBT SERVICES	2,402.46

Copperas Cove Economic Development Corporation

Profit & Loss

March 2025

	Mar 25
EDC NON-DEPARTMENTAL	
CONTRACTUAL SERVICES	
90-6550 · Contract Labor	400.00
90-6610 · Business Attraction	500.00
90-6800 · Professional Services	16,666.65
Total CONTRACTUAL SERVICES	17,566.65
90-9100 · BUSINESS RETENTION	
90-9102 · Workshops	0.00
Total 90-9100 · BUSINESS RETENTION	0.00
Total EDC NON-DEPARTMENTAL	17,566.65
Total EXPENDITURES	86,520.17
Total Expense	86,520.17
Net Ordinary Income	32,872.86
Net Income	32,872.86

# Copperas Cove Economic Development Corporation

## Profit & Loss Budget vs. Actual

October 2024 through March 2025

TOTAL

	Oct '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Revenues				
Sales Tax Income	650,388.68	566,499.98	83,888.70	114.81%
Interest Income	153,933.39	110,000.02	43,933.37	139.94%
Total Revenues	804,322.07	676,500.00	127,822.07	118.9%
Other Income	140.80	0.00	140.80	100.0%
Total Income	804,462.87	676,500.00	127,962.87	118.92%
Expense				
EXPENDITURES				
EDC ADMINISTRATION				
PERSONNEL				
00-1150 · Phone Reimbursement	2,411.90	2,400.00	11.90	100.5%
00-1100 · Car Allowance	3,000.00	3,000.00	0.00	100.0%
00-1000 · Staff Salary	203,185.75	195,249.98	7,935.77	104.06%
00-1200 · Longevity	243.75	525.00	-281.25	46.43%
00-1500 · FICA Tax	14,721.20	15,636.52	-915.32	94.15%
00-1600 · Employee Insurance	16,359.72	14,367.52	1,992.20	113.87%
00-1700 · Worker's Comp Insurance	0.00	500.02	-500.02	0.0%
00-1800 · Retirement	30,273.15	27,645.00	2,628.15	109.51%
00-1901 · Other Personnel Expenses	1,968.91	699.98	1,268.93	281.28%
Total PERSONNEL	272,164.38	260,024.02	12,140.36	104.67%
SUPPLIES AND MATERIALS				
00-2030 · Office Supplies	3,789.62	2,000.02	1,789.60	189.48%
00-2040 Printing Costs	0.00	150.00	-150.00	0.0%
00-2200 · Postage/Shipping	175.20	150.00	25.20	116.8%
00-2820 · Furniture and Fixtures	208.98	0.00	208.98	100.0%
00-2842 · Minor Equipment/Electronics	0.00	2,499.98	-2,499.98	0.0%
Total SUPPLIES AND MATERIALS	4,173.80	4,800.00	-626.20	86.95%
REPAIRS AND MAINTENANCE				
00-4100 · Repairs & Maint. - Bldg	4,498.35	1,749.98	2,748.37	257.05%
00-4200 · Repairs & Maint. - Facility	375.00	1,250.02	-875.02	30.0%
00-4400 · Repairs & Maint. - Equipment	1,320.00	2,000.02	-680.02	66.0%
Total REPAIRS AND MAINTENANCE	6,193.35	5,000.02	1,193.33	123.87%
CONTRACTUAL SERVICES				
00-6012 · Consulting Fees (Legal)	1,102.50	2,499.98	-1,397.48	44.1%
00-6000 · Bank Analysis Fees	0.00	399.98	-399.98	0.0%
00-6100 · Advertising	859.00	2,000.02	-1,141.02	42.95%
00-6200 · Communication - Internet (Spec)	3,413.13	3,125.02	288.11	109.22%
00-6201 · Phone Services - Brightspeed	0.00	0.00	0.00	0.0%
00-6202 · Network Upgrade	0.00	0.00	0.00	0.0%
00-6300 · Rental of Equip / Copier Lease	1,739.94	1,250.02	489.92	139.19%
00-6350 · Rental of Property	16,214.94	16,500.00	-285.06	98.27%
00-6400 · Dues and Subscriptions	27,540.90	3,999.98	23,540.92	688.53%

# Copperas Cove Economic Development Corporation

## Profit & Loss Budget vs. Actual

October 2024 through March 2025

TOTAL

	Oct '24 - Mar 25	Budget	\$ Over Budget	% of Budget
00-6401 · Subscriptions	0.00	0.00	0.00	0.0%
00-6402 · Software Licenses	0.00	0.00	0.00	0.0%
00-6550 · Contract Labor	0.00	1,749.98	-1,749.98	0.0%
00-6551 · IT Services (Cybersecurity/HD)	0.00	0.00	0.00	0.0%
00-6600 · Professional Development	5,978.36	20,619.98	-14,641.62	28.99%
00-6800 · Professional Services	11,828.61	6,099.98	5,728.63	193.91%
00-6810 · Provided City Services	0.00	75.00	-75.00	0.0%
00-6900 · Utilities	4,470.34	4,599.98	-129.64	97.18%
<b>Total CONTRACTUAL SERVICES</b>	<b>73,147.72</b>	<b>62,919.92</b>	<b>10,227.80</b>	<b>116.26%</b>
<b>DESIGNATED EXPENSES</b>				
00-7000 · Insurance Expense	3,338.10	2,900.02	438.08	115.11%
00-1998 · Board Related Expenses	1,034.30	1,500.00	-465.70	68.95%
00-1999 · Public Relations	3,942.30	3,000.00	942.30	131.41%
<b>Total DESIGNATED EXPENSES</b>	<b>8,314.70</b>	<b>7,400.02</b>	<b>914.68</b>	<b>112.36%</b>
<b>Total EDC ADMINISTRATION</b>	<b>363,993.95</b>	<b>340,143.98</b>	<b>23,849.97</b>	<b>107.01%</b>
<b>DEBT SERVICES</b>				
10-9226 · 2012 Sales Tax Bond Principal	0.00	57,500.02	-57,500.02	0.0%
10-9326 · 2012 Sales Tax Bond Note Int	22,775.07	16,206.98	6,568.09	140.53%
<b>Total DEBT SERVICES</b>	<b>22,775.07</b>	<b>73,707.00</b>	<b>-50,931.93</b>	<b>30.9%</b>
<b>EDC NON-DEPARTMENTAL</b>				
<b>SUPPLIES AND MATERIAL</b>				
90-2060 · Program / Project Supplies	0.00	0.00	0.00	0.0%
<b>Total SUPPLIES AND MATERIAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRACTUAL SERVICES</b>				
90-6400 · Dues and Subscriptions	0.00	3,000.00	-3,000.00	0.0%
90-6100 · Advertising	0.00	1,070.02	-1,070.02	0.0%
90-6550 · Contract Labor	3,850.00	9,999.98	-6,149.98	38.5%
90-6610 · Business Attraction	14,761.79	27,500.02	-12,738.23	53.68%
90-6800 · Professional Services	49,999.99	36,600.00	13,399.99	136.61%
<b>Total CONTRACTUAL SERVICES</b>	<b>68,611.78</b>	<b>78,170.02</b>	<b>-9,558.24</b>	<b>87.77%</b>
<b>90-9000 · ENTREPRENEUR CENTER</b>				
90-9001 · Start Up	0.00	1,500.00	-1,500.00	0.0%
90-9002 · Operations	0.00	17,499.98	-17,499.98	0.0%
90-9003 · Employee Appreciation	0.00	0.00	0.00	0.0%
90-9004 · Meals	0.00	0.00	0.00	0.0%
<b>Total 90-9000 · ENTREPRENEUR CENTER</b>	<b>0.00</b>	<b>18,999.98</b>	<b>-18,999.98</b>	<b>0.0%</b>
<b>90-9100 · BUSINESS RETENTION</b>				
90-9101 · Flyers / Design	0.00	474.98	-474.98	0.0%
90-9102 · Workshops	0.00	249.98	-249.98	0.0%
90-9103 · Retention	26,842.60	3,000.00	23,842.60	894.75%
90-9104 · Travel	-480.20	750.00	-1,230.20	-64.03%
90-9105 · Visits	0.00	0.00	0.00	0.0%
90-9106 · Workforce Development Training	0.00	1,400.02	-1,400.02	0.0%
90-9107 · Workforce Development Events	1,023.26	1,500.00	-476.74	68.22%

Copperas Cove Economic Development Corporation  
Profit & Loss Budget vs. Actual

October 2024 through March 2025

TOTAL

	Oct '24 - Mar 25	Budget	\$ Over Budget	% of Budget
90-9100 · BUSINESS RETENTION - Other	0.00	0.00	0.00	0.0%
Total 90-9100 · BUSINESS RETENTION	27,385.66	7,374.98	20,010.68	371.33%
Total EDC NON-DEPARTMENTAL	95,997.44	104,544.98	-8,547.54	91.82%
OTHER EXPENDITURES				
90-8600 · CAPITAL OUTLAY				
90-8601 · Constitution	0.00	0.00	0.00	0.0%
90-8602 · Land Exchange	0.00	0.00	0.00	0.0%
90-8605 · Infrastructure	0.00	249,999.98	-249,999.98	0.0%
90-8607 · Narrows Phase II Expansion	27,825.00	999,999.98	-972,174.98	2.78%
90-8608 · Patriot Circle Office Building	0.00	0.00	0.00	0.0%
90-8600 · CAPITAL OUTLAY - Other	5,000.00			
Total 90-8600 · CAPITAL OUTLAY	32,825.00	1,249,999.96	-1,217,174.96	2.63%
Total OTHER EXPENDITURES	32,825.00	1,249,999.96	-1,217,174.96	2.63%
Total EXPENDITURES	515,591.46	1,768,395.92	-1,252,804.46	29.16%
Total Expense	515,591.46	1,768,395.92	-1,252,804.46	29.16%
Net Ordinary Income	288,871.41	-1,091,895.92	1,380,767.33	-26.46%
Net Income	288,871.41	-1,091,895.92	1,380,767.33	-26.46%

9:13 AM

05/06/25

## Copperas Cove Economic Development Corporation

## Reconciliation Detail

Cash- Cadence Bank, Period Ending 03/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						726,216.80
<b>Cleared Transactions</b>						
<b>Checks and Payments - 43 items</b>						
Check	02/10/2025	3588	Dewlad Design-Build	X	-5,000.00	-5,000.00
Check	02/21/2025	3594	Pattillo, Brown & Hill...	X	-6,500.00	-11,500.00
Check	02/21/2025	3591	DonkBuilt Service E...	X	-828.61	-12,328.61
Check	02/21/2025	3590	DonkBuilt Service E...	X	-700.00	-13,028.61
Check	02/21/2025	3597	Philadelphia Insuran...	X	-675.38	-13,703.99
Check	02/21/2025	3595	Knight Law Firm	X	-245.00	-13,948.99
Check	02/21/2025	3596	Copperas Cove Lea...	X	-138.75	-14,087.74
General Journal	03/01/2025	81	McMullin Properties	X	-2,702.49	-16,790.23
Liability Check	03/03/2025	EFTPS	US Treasury	X	-3,618.14	-20,408.37
General Journal	03/03/2025	103	Brightspeed	X	-271.72	-20,680.09
Liability Check	03/04/2025	ACH	City of Copperas Co...	X	-6,632.17	-27,312.26
General Journal	03/04/2025	104	Capital One	X	-76.70	-27,388.96
General Journal	03/05/2025	100	TIB The Independen...	X	-7,491.38	-34,880.34
Check	03/05/2025	3601	Conrin, Inc	X	-4,837.50	-39,717.84
Check	03/05/2025	3600	Inhouse Systems	X	-79.98	-39,797.82
Check	03/12/2025	3607	TIP Strategies, Inc	X	-16,666.65	-56,464.47
Check	03/12/2025	3605	Texas Economic De...	X	-3,500.00	-59,964.47
Check	03/12/2025	3608	National Mounted W...	X	-2,000.00	-61,964.47
Check	03/12/2025	3614	Texas Economic De...	X	-450.00	-62,414.47
Check	03/12/2025	3609	Top Notch Lawn Care	X	-400.00	-62,814.47
Check	03/12/2025	3602	Jani-King of Austin	X	-397.00	-63,211.47
Check	03/12/2025	3610	Divine Signs & Printi...	X	-243.00	-63,454.47
Check	03/12/2025	3606	Centex Technologies	X	-200.00	-63,654.47
Check	03/12/2025	3613	Quill LLC	X	-175.96	-63,830.43
Check	03/12/2025	3612	City of Copperas Co...	X	-124.50	-63,954.93
Check	03/12/2025	3603	Killeen Pest Control	X	-75.00	-64,029.93
General Journal	03/13/2025	101	TXU Energy	X	-643.36	-64,673.29
Paycheck	03/14/2025	333002	Frederick H Welch	X	-4,176.18	-68,849.47
Paycheck	03/14/2025	333004	Sean Renzo Stevens	X	-2,688.03	-71,537.50
Paycheck	03/14/2025	333005	Sheena M Tanner	X	-1,531.77	-73,069.27
Paycheck	03/14/2025	333001	Brittany P Sanders	X	-1,513.57	-74,582.84
Paycheck	03/14/2025	333000	Anne R Seneca	X	-1,059.16	-75,642.00
Paycheck	03/14/2025	333003	Isaac Almeida	X	-600.92	-76,242.92
General Journal	03/15/2025	96	Spectrum Business	X	-261.38	-76,504.30
Liability Check	03/17/2025	EFTPS	US Treasury	X	-3,664.14	-80,168.44
General Journal	03/20/2025	97	Iron Mountain	X	-220.22	-80,388.66
Paycheck	03/28/2025	66002	Frederick H Welch	X	-4,176.19	-84,564.85
Paycheck	03/28/2025	66004	Sean Renzo Stevens	X	-2,499.72	-87,064.57
Paycheck	03/28/2025	66005	Sheena M Tanner	X	-1,531.76	-88,596.33
Paycheck	03/28/2025	66001	Brittany P Sanders	X	-1,513.56	-90,109.89
Paycheck	03/28/2025	66000	Anne R Seneca	X	-1,185.96	-91,295.85
Paycheck	03/28/2025	66003	Isaac Almeida	X	-612.77	-91,908.62
General Journal	03/29/2025	102	Konica Minolta	X	-289.99	-92,198.61
Total Checks and Payments					-92,198.61	-92,198.61
<b>Deposits and Credits - 4 items</b>						
Check	03/21/2025	3623	Herb & Earnie's	X	0.00	0.00
General Journal	03/24/2025	99		X	120.80	120.80
General Journal	03/26/2025	97		X	93,832.97	93,953.77
General Journal	03/31/2025	98		X	1,771.16	95,724.93
Total Deposits and Credits					95,724.93	95,724.93
Total Cleared Transactions					3,526.32	3,526.32
Cleared Balance					3,526.32	729,743.12
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Liability Check	02/26/2025	3598	City of Copperas Co...		-5,714.18	-5,714.18
Liability Check	03/12/2025	3616	City of Copperas Co...		-5,714.18	-11,428.36
Check	03/12/2025	3611	Oncor		-500.00	-11,928.36
Check	03/12/2025	3615	Knight Law Firm		-140.00	-12,068.36
Check	03/12/2025	3604	Texas Economic De...		-100.00	-12,168.36
General Journal	03/20/2025	97	Iron Mountain		-218.57	-12,386.93

## Copperas Cove Economic Development Corporation

## Reconciliation Detail

Cash- Cadence Bank, Period Ending 03/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Check	03/21/2025	3621	Pattillo, Brown & Hill...		-1,000.00	-13,386.93
Check	03/21/2025	3617	Quill LLC		-585.32	-13,972.25
Check	03/21/2025	3622	Killeen Daily Herald		-175.00	-14,147.25
Check	03/21/2025	3620	Jeremy Gonzales		-55.00	-14,202.25
Check	03/21/2025	3618	Quill LLC		-29.96	-14,232.21
Check	03/21/2025	3619	Quill LLC		-9.97	-14,242.18
General Journal	03/31/2025	103	Brightspeed		-271.72	-14,513.90
Total Checks and Payments					-14,513.90	-14,513.90
<b>Deposits and Credits - 1 item</b>						
General Journal	02/27/2025	107			400.00	400.00
Total Deposits and Credits					400.00	400.00
Total Uncleared Transactions					-14,113.90	-14,113.90
Register Balance as of 03/31/2025					-10,587.58	715,629.22
<b>New Transactions</b>						
<b>Checks and Payments - 60 items</b>						
Liability Check	04/01/2025	EFTPS	US Treasury		-3,816.74	-3,816.74
General Journal	04/01/2025	96	McMullin Properties		-2,702.49	-6,519.23
Liability Check	04/04/2025	ACH	City of Copperas Co...		-6,820.79	-13,340.02
Check	04/08/2025	3624	Texas Economic De...		-1,500.00	-14,840.02
Check	04/08/2025	3625	Texas Economic De...		-1,000.00	-15,840.02
Check	04/08/2025	3629	Top Notch Lawn Care		-400.00	-16,240.02
Check	04/08/2025	3628	Copperas Cove Lea...		-371.63	-16,611.65
Check	04/08/2025	3627	Bill French Enterprises		-300.00	-16,911.65
Check	04/08/2025	3630	Centex Technologies		-200.00	-17,111.65
Check	04/08/2025	3634	Herb & Earnie's		-131.25	-17,242.90
Check	04/08/2025	3632	Killeen Pest Control		-75.00	-17,317.90
Check	04/08/2025	3633	Copperas Cove Ban...		-72.00	-17,389.90
Check	04/08/2025	3626	Belton EDC		-41.97	-17,431.87
Check	04/08/2025	3631	Inhouse Systems		-39.99	-17,471.86
Paycheck	04/11/2025	66008	Frederick H Welch		-4,276.12	-21,747.98
Paycheck	04/11/2025	66010	Sean Renzo Stevens		-2,721.37	-24,469.35
Paycheck	04/11/2025	66011	Sheena M Tanner		-1,531.77	-26,001.12
Paycheck	04/11/2025	66007	Brittany P Sanders		-1,513.56	-27,514.68
Paycheck	04/11/2025	66006	Anne R Seneca		-1,185.97	-28,700.65
Paycheck	04/11/2025	66009	Isaac Almeida		-513.96	-29,214.61
Liability Check	04/15/2025	EFTPS	US Treasury		-3,960.00	-33,174.61
General Journal	04/15/2025	96	Spectrum Business		-261.38	-33,435.99
Check	04/17/2025	3641	EDSuite		-5,000.00	-38,435.99
Check	04/17/2025	3645	DonkBuilt Service E...		-700.00	-39,135.99
Check	04/17/2025	3646	DonkBuilt Service E...		-700.00	-39,835.99
Check	04/17/2025	3644	Philadelphia Insuran...		-675.65	-40,511.64
Check	04/17/2025	3642	Jani-King of Austin		-397.00	-40,908.64
Check	04/17/2025	3639	Dink Nation		-250.00	-41,158.64
Check	04/17/2025	3637	Knight Law Firm		-175.00	-41,333.64
Check	04/17/2025	3638	City of Copperas Co...		-159.38	-41,493.02
Check	04/17/2025	3640	Rotary Club of Copp...		-100.00	-41,593.02
Check	04/17/2025	3643	Jeremy Gonzales		-80.00	-41,673.02
Check	04/17/2025	3635	Killeen Pest Control		-75.00	-41,748.02
Check	04/17/2025	3636	Central Texas Coun...		-75.00	-41,823.02
General Journal	04/18/2025	101	TXU Energy		-604.58	-42,427.60
Paycheck	04/25/2025	ACH	Frederick H Welch		-4,276.13	-46,703.73
Paycheck	04/25/2025	ACH	Sean Renzo Stevens		-2,721.36	-49,425.09
Paycheck	04/25/2025	ACH	Sheena M Tanner		-1,531.77	-50,956.86
Paycheck	04/25/2025	ACH	Brittany P Sanders		-1,513.56	-52,470.42
Paycheck	04/25/2025	ACH	Anne R Seneca		-1,185.96	-53,656.38
Paycheck	04/25/2025	ACH	Isaac Almeida		-296.31	-53,952.69
Liability Check	04/29/2025	EFTPS	US Treasury		-3,919.32	-57,872.01
General Journal	04/29/2025	102	Konica Minolta		-289.99	-58,162.00
Liability Check	04/30/2025	3647	City of Copperas Co...		-5,714.18	-63,876.18
General Journal	04/30/2025	97	Iron Mountain		-217.94	-64,094.12
Liability Check	04/30/2025	TWC	TWC		-124.79	-64,218.91
General Journal	05/01/2025	103	Brightspeed		-271.88	-64,490.79
Check	05/06/2025		Conway Data, Inc		-2,500.00	-66,990.79



9:13 AM

## Copperas Cove Economic Development Corporation

05/06/25

## Reconciliation Detail

Cash- Cadence Bank, Period Ending 03/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Check	05/06/2025		Texas Economic De...		-575.00	-67,565.79
Check	05/06/2025		Herb & Earnie's		-544.50	-68,110.29
Check	05/06/2025		Texas Economic De...		-500.00	-68,610.29
Check	05/06/2025		Oncor		-500.00	-69,110.29
Check	05/06/2025		Jani-King of Austin		-397.00	-69,507.29
Check	05/06/2025		Killeen Daily Herald		-249.00	-69,756.29
Check	05/06/2025		Centex Technologies		-200.00	-69,956.29
Check	05/06/2025		Quill LLC		-179.96	-70,136.25
Check	05/06/2025		Quill LLC		-116.97	-70,253.22
Check	05/06/2025		Copperas Cove Lea...		-101.25	-70,354.47
Check	05/06/2025		Jeremy Gonzales		-80.00	-70,434.47
Check	05/06/2025		Inhouse Systems		-39.99	-70,474.46
Total Checks and Payments					-70,474.46	-70,474.46
Total New Transactions					-70,474.46	-70,474.46
Ending Balance					-81,062.04	645,154.76

Copperas Cove Economic Development Corporation  
Reconciliation Detail  
TEXPOOL ACCOUNT, Period Ending 03/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,429,153.23
Cleared Transactions						
Deposits and Credits - 1 item						
General Journal	03/31/2025	101		X	23,668.10	23,668.10
Total Deposits and Credits					23,668.10	23,668.10
Total Cleared Transactions					23,668.10	23,668.10
Cleared Balance					23,668.10	6,452,821.33
Register Balance as of 03/31/2025					23,668.10	6,452,821.33
Ending Balance					23,668.10	6,452,821.33

**Economic Development Corporation**

**H.2**

**Meeting Date:** May 28, 2025

**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

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**Subject:**

Consideration and action for the Proposed Budget for FY 2025/2026. **Fred Welch, 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 8 of the CCEDC's Bylaws states that "The proposed budget shall be submitted to the Board the 90<sup>th</sup> day prior to the Board adoption of the budget."

On April 23, EDC staff presented the Draft Proposed FY 2025/2026 Budget to the Board of Directors for discussion and guidance. The board reviewed sales tax interest rates, EDC operations, and a summary of new line items included in the budget.

**Financial Impact:**

Proposed FY 2025/2026 Budget

**Action/Recommendation:**

CCEDC staff seeks direction on the FY 2025/2026 Proposed Budget.

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**Attachments:**

Proposed Budget for FY 2025/2026

**Economic Development Corporation**

**H.3.**

**Meeting Date:** May 28, 2025

**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

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**Subject:**

Consideration and action on approving the Fiscal Year 2023-2024 Annual Financial Report (Audit).

**Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

Per Texas Local Government Code §103.001, a municipality shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit.

The accounting firm Pattillo, Brown, and Hill was selected on August 2, 2022, by the City Council to perform the annual audit in compliance with U.S. Generally Accepted Accounting Principles and in accordance with Government Auditing Standards for the City and Economic Development Corporation (EDC). This is the third year that Pattillo has performed the financial audit for the Corporation.

**Financial Impact:**

TBD

**Action/Recommendation:**

The CCEDC Staff recommends the Board of Directors approve the Fiscal Year 2023-2024 Annual Financial Report.

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**Attachments:**

Annual Financial Report for Fiscal Year 2023-2024

**Economic Development Corporation**

**H.4.**

**Meeting Date:** May 28, 2025

**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

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**Subject:**

Discussion and direction on implementing a Business Improvement Grant Program in FY24/25.

**Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

In an effort to enhance the visual appeal and vitality of local businesses, EDC Staff is proposing to implement a Business Improvement Grant. This program would provide up to 50% reimbursement or a maximum grant of \$5,000 per project for eligible improvements including façade upgrade, signage, site enhancements, and permanent building improvements. This grant is available to for-profit businesses and commercial property owners located within the Copperas Cove city limits. Funding is dispersed on a reimbursement basis following project completion, inspection, and all required documentation is submitted.

**Financial Impact:**

The proposed FY25/26 budget has allocated \$25,000 for this program. To implement this prior to October 1, 2025, EDC Board would need to allocate funding.

**Action/Recommendation:**

The CCEDC Staff recommends the Board of Directors provide direction on implementation of the Business Improvement Grant in FY24/25.

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**Attachments:**

Copperas Cove Business Improvement Grant Program Guidelines



## **Copperas Cove Business Improvement Grant Program Guidelines**

**2024-2025**

### **Purpose:**

The Copperas Cove Economic Development Corporation (CCEDC) has established the Business Improvement Grant Program to stimulate the growth and enhancement of new and existing businesses within Copperas Cove, Texas. The purpose of this program is to enhance the economic vitality of the City of Copperas Cove by encouraging visually appealing physical improvements to local business establishments.

### **Grant Type:**

Grants provide area reimbursement grants, such as grants being a cash match for funds, disbursed by an Applicant. In-kind contributions, or other grant funds, may not be used by an applicant for matching funds. Only Applicant's cash expenditures may be used as a grant match.

### **Funding Cycle:**

The funding cycle shall be from October 1<sup>st</sup> through September 30<sup>th</sup>. For each funding cycle, the CCEDC shall designate an amount of funding for that cycle. Upon depletion of those funds, the CCEDC will be under no obligation to fund additional grants. Likewise, the CCEDC is under no obligation to establish future cycles.

### **Eligible Improvements and Expenditures:**

Applicants may qualify for a matching grant of up to fifty percent (50%), with a maximum grant not exceeding \$5,000.00 Eligible improvements and expenditures under the Copperas Cove Business Improvement Grant Program include:

**Façade Improvements:** Improvements to building facades including, but not limited to, structural enhancements, painting, remodeling, and awnings.

**Sign Improvements:** Installation of new signs or renovation/removal of existing signs.

**Site Improvements:** Parking lot resurfacing, lighting, landscaping, and other enhancements.

**Other Real Property Improvements:** Improvements including, but not limited to upgrades to electrical systems, plumbing, masonry repair, HVAC systems, and other permanent building fixtures subject to City approval.

**Eligibility:**

- A. To be eligible for grant funding, applicants must meet the following criteria:
- B. For-profit businesses, commercial property owners, or business tenants located within the city limits of Copperas Cove. The applicant's tax status will be verified with the State Comptroller's office.
- C. Business facilities also serving as residences are not eligible.
- D. Applicants who have outstanding financial obligations to the City of Copperas Cove and/or Coryell County, including but not limited to lien, court fine, delinquent City utility bills, or delinquent taxes are not eligible.
- E. Applicants who have an ongoing law that has an ongoing lawsuit or are in any way parties to litigation against the City of Copperas Cove or the CCEDC are not eligible.
- F. Applicants are limited to receiving grant funding for only one (1) project in a 12-month period.
- G. Applicants who have multiple businesses and/or commercial properties with the City of Copperas Cove can only receive grant funding for only one (1) project in a 12-month period.
- H. Applicants may be eligible to receive up to a 50 percent matching grant, with a maximum grant awarded to an Applicant not to exceed \$5,000.

**Guidelines:**

- A. Applicants will be required to show proof of ownership of an existing facility, or if the Applicant is a business tenant, they must attach a copy of the lease agreement with the application.
- B. Grants awarded under The Copperas Cove Business Improvement Grant are reimbursement grants. Reimbursement grants are a cash match for funds disbursed by the applicant and are not to exceed the limit set forth. In-kind contributions may not be used as any part of the Application match. Only cash matches of the Applicant's expenditures may be used.
- C. Improvements shall be made in accordance with project drawings, specifications, and/or information provided in the application, such as having previously been approved by the City of Copperas Cove. Failure to do so will render the Application ineligible to receive grant funding. Any modifications must first receive the written approval of the CCEDC. Failure to do so will further render the Applicant ineligible to receive grant funding.
- D. The applicant is obligated to obtain all applicable permits and inspections related to the improvement project. Failure to do so will render the Applicant ineligible for grant funding.
- E. The improvements, as presented in the application, must be completed in their entirety, unless otherwise approved by the City. Incomplete improvements will render the Applicant ineligible for grant funding.
- F. Upon approval of a grant application, and during the implementation of the improvements, a representative of representatives of the CCEDC and the City shall have the right of access to inspect the work in progress.
- G. Improvements shall not commence in advance to having received written approval for a grant from the CCEDC.
- H. Improvements shall not commence prior to having received written approval for a grant from the Copperas Cove EDC.

- I. Labor provided by the Applicant, or their employees may not be included in the cost of the estimate of the project and are not reimbursable through this Program.
- J. In order to be eligible to receive the grant funding, improvements must be started within two (2) month of receiving grant approval from the CCEDC and must be completed within six (6) months. Failure to complete the improvements within the required time period will result in the loss of the grant funds allocated for the project.
- K. The Applicant must agree to remain in business and to not sell or assign such as business to another person or entity for a period of twelve (12) months from the date of grant funding.

#### **Application Process:**

- A. Applicants must submit a complete application form with all required documentation to the Business Retention portal which can be accessed by visiting:  
<https://coveedc.com/business/business-retention>
- B. The Copperas Cove Business Improvement Grant Review Committee will review and score all applications. This review committee will be comprised of the CCEDC Executive Director, CCEDC Assistant Director, and a representative from the City of Copperas Cove Development Services.
- C. Applications will be reviewed in the order that they are received.
- D. Applicants will receive notification of their application status no later than 20 days from the receipt of the application.
- E. Only Complete applications will be accepted. All applicable application fields must be completed, and all applicable attachments are also required to be submitted with the application.
- F. Applicants must provide proof of ownership or a lease agreement for the business facility.
- G. Grants awarded are reimbursement grants, with cash matches required for funds disbursed by the Applicant.
- H. Incomplete applications will not be accepted. In the event that an application is submitted and deemed incomplete, the Applicant will be notified. The incomplete application will be rejected, and the Applicant will be required to resubmit.
- I. All Applicants must include a signed W-9 form as an attachment to their application. CCEDC funding will be remitted to the entity named on the W-9.
- J. All Applicants must provide at least one (1) detailed estimate/quote of proposed improvements and or other eligible expenditures as an attachment on their application.
- K. All improvements must adhere to project specifications, codes, and City approvals. Failure to comply may render the Applicant ineligible for grant funding.
- L. Applicants must obtain all necessary permits and inspections related to the improvement project to remain eligible for grant funding.
- M. If applicable, Applicant must provide photos of the area to be improved as an attachment to their application.
- N. If applicable, Applicant must include improvement project drawing and specifications as an attachment to their application.
- O. As an attachment to the application, Applicants are encouraged to provide any additional information about the project that would be beneficial in reviewing the application.
- P. Applicants are limited to one grant-funded project within a 12-month period



- Q. CCEDC reserves the right to utilize whatever outside resources are deemed necessary for assistance in its decision-making process.
- R. CCEDC may award Applicant a grant with a certain provisions, conditions or other requirements as it may from time to time deem appropriate.
- S. CCEDC reserves unto itself the absolute right of discretion in deciding whether to approve a grant relative to this application. The Applicant accepts that all decisions relating to the award of the grant funds involve subjective judgments on the part of the decision-making entity related to the aesthetics of the proposed projects and the granting award funds for the said project.
- T. CCEDC reserves the right to waive any requirement(s) herein contained, and/or add any requirement(s) it deems appropriate in making its determination of the approval or disapproval of the grant application.

**Funding:**

- A. Funding will only be provided on a reimbursement basis upon the completion of the project in accordance with the *Guidelines* above and following an on-site inspection of the improvements.
- B. The CCEDC and The City of Copperas Cove shall be granted the right to inspect the improvement work in progress and upon completion.
- C. The applicant shall provide CCEDC with written notification of project completion to CCEDC. Such notifications shall include a letter signed by the Applicant stating that all improvements have been completed in accordance with the application and/or approved modifications and that full payments have been made for all labor and materials associated with the project. Such as notifications shall include documentation, not limited to, paid receipts for materials and labor, permits, inspection reports, project photographs, or any other items CCEDC may deem necessary for determining the successful completion of the project.
- D. Upon receipt of a notification from the Applicant that the project has been completed, an on-site inspection may be made by a representative(s) of CCEDC to confirm completion in accordance with the application and/or approved modifications; such inspections shall not be considered in any way as a reflection of CCEDC approval on the quality, safety, or reliability of the improvements, such being the sole responsibility of the Applicant.
- E. Within thirty (30) days following the verification of the completion of the project in accordance with the application, or any approved modifications thereto, CCEDC will issue written notice to the Applicant confirming that the project has been deemed successfully completed, and the total grant award will be paid to the Applicant.

**Default:**

- A. If the subject business is closed, sold, transferred, or relocated within a six (6) month period after grant funding is received, the Applicant shall be required to reimburse the City for 100% of the grant amount received. Thereafter, until the Twelve-month anniversary date of grant funding the Applicant shall be required to reimburse CCEDC for 50% of the grant amount received if the subject business is closed, sold, transferred, or relocated.

- B. Payments due must be paid in full within thirty (30) days after the date of written notification by the City that the Applicant is in default of any of the funding requirements set forth herein. The form of such payment shall be a cashier's check or money order, made payable to CCEDC.

**Amendment:**

CCEDC reserves unto itself the right to amend these Guidelines and Criteria as it may from time to time find desirable.

**Notice:**

THE PROVISION OR DELIVERY OF THESE GUIDELINES AND CRITERIA TO AN INTERESTED PARTY DOES NOT CONSTITUTE AN OFFER OF AN IMPROVEMENT GRANT TO THAT PARTY.

THE ADOPTION OF THESE GUIDELINES AND CRITERIA DOES NOT LIMIT THE DISCRETION OF CCEDC TO DECIDE WHETHER TO PROVIDE OR NOT PROVIDE A GRANT TO AN APPLICANT, WHICH ABSOLUTE RIGHT OF DIRECTION THE EDC RESERVES UNTO ITSELF, WHETHER OR NOT SUCH DISCRETION MAY BE DEEMED ARBITRARY OR WITHOUT BASIS IN FACT.

THE ADOPTION OF THESE GUIDELINES AND CRITERIA DOES NOT CREATE ANY PROPERTY, CONTRACT, OR OTHER LEGAL RIGHTS IN ANY PERSON TO HAVE THE CITY PROVIDE GRANT FUNDING.

THE LAWS OF THE STATE OF TEXAS SHALL GOVERN THE INTERPRETATION, VALIDITY, PERFORMANCE, AND ENFORCEMENT OF THIS BUSINESS ASSISTANCE GRANT PROGRAM. IF ANY PROVISION OF THIS PROGRAM SHALL BE HELD TO BE INVALID OR UNENFORCEABLE, THE VALIDITY AND ENFORCEABILITY OF THE REMAINING PROVISIONS OF THIS PROGRAM SHALL NOT BE AFFECTED THEREBY.

CCEDC, ITS EMPLOYEES, AND ITS AGENTS DO NOT ATTEST TO THE QUALITY, SAFETY, OR CONSTRUCTION OF A PROJECT ELIGIBLE FOR, OR RECEIVING GRANT FUNDING. THEREFORE, CCEDC, ITS EMPLOYEES, AND AGENTS SHALL BE HELD HARMLESS BY THE APPLICANT/APPLICANTS FOR ANY AND ALL DAMAGES ASSOCIATED WITH THE PLANNING, CONSTRUCTION, AND SUBSEQUENT EXISTENCE OF ANY PROJECT WHOSE APPLICATION HAS BEEN APPROVED OR HAS RECEIVED ACTUAL GRANT FUNDING.

### **ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES AND CRITERIA**

I have received the Guidelines and Criteria associated with the CCEDC Business Improvement Grant Program. I (WE), the undersigned APPLICANT(S), acknowledge and agree to abide by and be subject to the terms and conditions of the Business Improvement Grant Program as described herein.

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Applicant Name

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Title

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Signature

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Date

**Meeting Date:** May 28, 2025

**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

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**Subject:**

Consideration and direction by the CCEDC Board on working with the City of Copperas Cove on creation of a TIRZ (Tax Increment Reinvestment Zone). **Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

A tax increment investment zone or TIRZ is a public finance tool assists in creation of investment in an area. It is a political subdivision of the city or county in Texas. A TIRZ can finance redevelopment costs and promote new investment. New tax increments (sales tax or property taxes) are used by the zone to repay for the costs of public infrastructure and improvements as defined by the TIRZ board. The City of Copperas Cove was given a presentation by Calderon Economic Incentives in Houston on how a TIRZ might assist development in areas like The Narrows, downtown Cove and other locations. Staff was directed by City Council to work with the EDC to see if the two entities might assist in paying the fees for analysis and creation of a TIRZ in the city. The purpose here is gain consensus on how to proceed.

**Financial Impact:**

The proposed FY25/26 budget has allocated no funds for this program' To implement this prior to October 1, 2025, EDC Board would need to allocate funding. The preliminary analysis and budgeting would cost approximately \$40,000. The city is seeking 50% participation by the EDC to support this project. If the feasibility is positive the second portion of TIRZ creation would cost \$60,000 again with the EDC paying 50% of the cost. Impact to current year budget is \$20,000. Impact to next year's budget is \$40,000. There would be some travel by the consultant in this project capped at a level negotiated in the contract with the City and EDC (up to \$10,000 total)

**Action/Recommendation:**

The CCEDC Staff recommends the Board of Directors provide direction on working with City staff on this proposal. It can be a huge boost to attract outside investment to the city for commercial and industrial project

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**Attachments:**

CED Services presentation to council

A Brief Presentation to the City of  
Copperas Cove on Tax Increment  
Financing in Texas  
May 20, 2025



# Introduction

This discussion will provide an overview of Chapter 311, Texas Tax Code / and Tax Increment Financing in Texas.

- ◆ Use of the Economic Development tool for raw land development, redevelopment both mixed use and other
- ◆ Excellent tool for tax base expansion
- ◆ Partnership with other jurisdictions to finance project costs

# Tax Increment Reinvestment Zones

- ◆ Purpose
  - ◆ A TIRZ is implemented to help finance public infrastructure development that would not occur “but for” creation of the Zone.
- ◆ Powers and Duties
  - ◆ Zone exists to finance public improvements and enhance infrastructure within a defined area
  - ◆ Tax increment financing can only be initiated by a city or a county
  - ◆ Property in a city’s ETJ can be included in a TIRZ
  - ◆ Counties, and special districts or jurisdictions are eligible to participate by agreement

# Tax Increment Reinvestment Zones

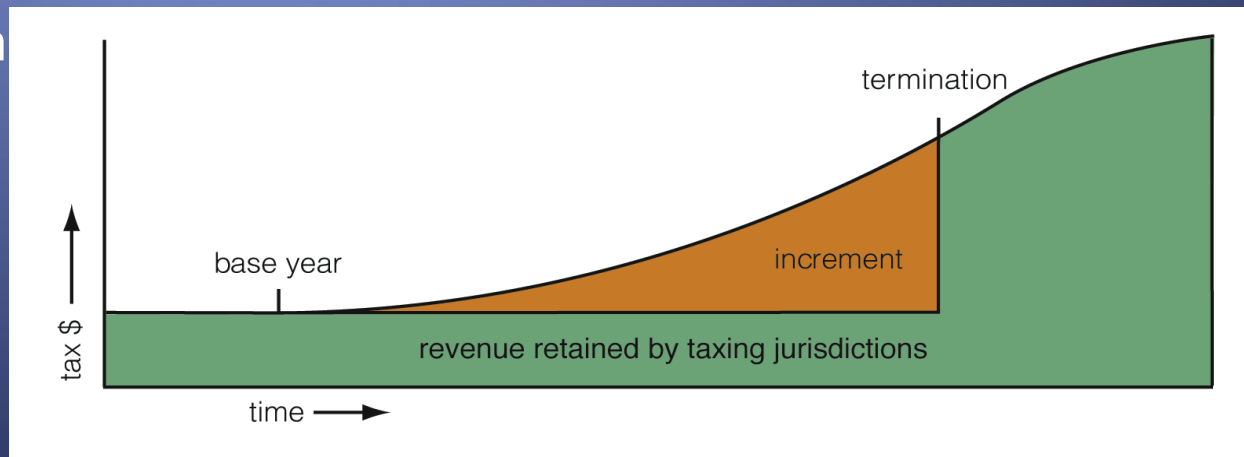
- ◆ Eligibility Criteria

- ◆ A city must conclude that one of the following is true of conditions within the Zone:
  - ◆ Area is predominantly open with physical and economic constraints to development
  - ◆ An area's tax base is relatively low
  - ◆ There is significant potential to stimulate new development
  - ◆ Defective or inadequate sidewalks, utilities or street layout
  - ◆ Faulty lot layout in relation to size, adequacy, accessibility or usefulness



# Tax Increment Reinvestment Zones

- ◆ Concept
  - ◆ City or County establishes a Zone and its real property Base Value
  - ◆ Private or public investors construct public infrastructure within Zone
  - ◆ Real property values increase
  - ◆ Increase in real property value (increment) pays for new infrastructure
  - ◆ Zone



# Tax Increment Reinvestment Zones

- ◆ Revenue
  - ◆ Revenue is derived from the increment created by public/private investment; can now also include incremental sales taxes.
- ◆ Bonds
  - ◆ The revenues from TIRZ can be used to finance debt service on taxable and tax exempt bonds.
  - ◆ Other notes and obligations can also be financed with TIRZ
- ◆ Project Plan and Finance Plan
  - ◆ Governs and defines proposed use of incremental revenues
  - ◆ Can be amended
  - ◆ Can utilize Chapter 380 grants & loans for development

# Tax Increment Reinvestment Zones

- ◆ Permitted Uses of Increment
  - ◆ Capital project costs including but not limited to:
    - ◆ Paving
    - ◆ Drainage
    - ◆ Sanitary Sewer
    - ◆ Water
    - ◆ Public Use Facilities
    - ◆ Streets & Street Lights
    - ◆ Parking Facilities
    - ◆ 380 agreements
  - ◆ Professional services including but not limited to:
    - ◆ Architectural
    - ◆ Planning
    - ◆ Engineering
    - ◆ Legal
    - ◆ Imputed administrative costs
    - ◆ Environmental Studies
    - ◆ Operation and Administration of the Zone
    - ◆ Financing

# Tax Increment Reinvestment Zones

## ◆ Administration

- ◆ Zone Administered by 5-15 member board of directors
- ◆ Board appointed by the city
- ◆ Each additional taxing unit may appoint one member
- ◆ Members are appointed for two-year terms
- ◆ Vacancies filled by city (or taxing unit) appointment

## ◆ Duration

- ◆ Zone is dissolved when the earlier criteria is met:
  - ◆ Termination date designated in the ordinance
  - ◆ TIRZ termination ordinance adopted subsequent to the creation of the zone
  - ◆ When all project costs, notes, other obligations, bonds and interest on those bonds have been paid in full

# Creation steps

- ◆ Determine target area
- ◆ Insure there is development potential or specific projects to be assisted.
- ◆ Run an analysis of land use in the proposed zone; residential not over 30%
- ◆ Run an Analysis of revenue versus project costs
- ◆ Determine jurisdictional partners
- ◆ Prepare a preliminary project plan / finance plan
- ◆ Discuss participation with other jurisdictions

# Creation continued

- ◆ Prepare and publish notice -7 days before hearing
- ◆ Conduct hearing
- ◆ Consider ordinance to create zone
- ◆ Appoint a board of Directors
- ◆ Work with board to finalize and approve the project plan finance plan
- ◆ Final approval is by City Council
- ◆ Approve inter-local agreements with participating jurisdictions

# Board of Directors

- ◆ Eligibility criteria---
- ◆ Must be a qualified voter in the creating jurisdiction
- ◆ Must be at least 18 years of age
- ◆ No more than 15 members total—we recommend 5-7
- ◆ Each jurisdiction that participates gets at least one appointment
- ◆ Terms last two years—should stagger to create continuity
- ◆ Usually council appoints chairperson
- ◆ Officers are usually elected by the board



# Odds and Ends

- ◆ Annual reporting is required to the State Comptroller
- ◆ Termination of the zone is possible if City assumes obligations
- ◆ Zone terminates by operation of law once plan implementation has been completed



# Redevelopment Authorities

- ◆ Authorized by Chapter 431 –Texas Transportation Code
- ◆ Significantly enhances powers/duties of the board
- ◆ Powers are contracted—Tri-party agreement and can include: land assembly, actual development projects, infrastructure projects, local matches for government grants, implementation of plan on City's behalf, entering into development agreements, approving notes and other financing facilities, and the sale of bonds with City Council consent.
- ◆ Budgeting
- ◆ Component units of the City



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713-724-4460

**Economic Development Corporation**

**H.6.**

**Meeting Date:** May 28, 2025

**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

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**Subject:**

Consideration and direction by the CCEDC Board on working with the City of Copperas Cove on creation of a Marketing and Communications Plan. **Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

One of the recommendations given in our strategic plan was to coordinate a unified marketing strategy that creates a brand of who we are as a community and what we want to be in 15 years. TIP Strategies prepared a proposal to the City for a marketing and communications plan. Council would like to pursue this jointly with the EDC to assure that not only the city and EDC are participating but stakeholders like the CCISD and major employers are engaged in this process. The proposal is attached. Council authorized city staff to work with the EDC and TIP on negotiation a contract.

**Financial Impact:**

The proposed FY25/26 budget has allocated \$100,000 for this program. Working with the City it is estimated our cost would fall closer to \$70,000. This would free up funds to pursue other joint projects such as the TIRZ

**Action/Recommendation:**

The CCEDC Staff recommends the Board of Directors provide direction on working with the city and consultants to agree to terms of a contract for services. The final contract will be brought to the board in the next two months.

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**Attachments:**

TIP Strategies proposal for development of a marketing/communications program

# CITY STRATEGIC PLAN – MARKETING & COMMUNICATIONS COMPONENT

A PROPOSAL FOR THE CITY OF COPPERAS COVE



APRIL 2025

**TIP**  
STRATEGIES

# PROJECT SCOPE

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The perception of a city contributes to its overall brand and influences first impressions, with the potential to improve economic development outcomes. Marketing programs and the activities of departments and organizations across the city collectively influence how Copperas Cove is perceived—by residents, visitors, and businesses.

**OBJECTIVE:** This project seeks to (1) identify city marketing priorities and align those with the Economic Development Strategic Plan; (2) participate in creating an image and a brand for the City of Copperas Cove with a cohesive message and unified voice; (3) identify objectives, resource allocations, and metrics for city departments related to economic development image and marketing.

The deliverables from this project will give the city direction in their marketing and branding priorities as they develop their full Strategic Plan.

## 1. MARKETING ANALYSIS

*This phase of work will answer the question, "Who is Copperas Cove?" We begin by reviewing the City's current messaging, including an assessment of marketing materials, social media messaging, and public perception of both Copperas Cove residents and others within the region.*

**1.1 PROJECT LAUNCH.** At the outset of the engagement, we identify an advisory council that can help guide our efforts. This group will provide feedback and act as a conduit for community input.

- ▶ **Kickoff meeting.** The kickoff meeting provides the opportunity to discuss objectives, define success factors, identify stakeholders and partners, formalize the outreach strategy, and review the team's expectations for the engagement.
- ▶ **Team meetings.** TIP will collaborate and coordinate with appropriate staff and leadership throughout the engagement.

**1.2 PLANNING ALIGNMENT.** The team will examine the policies and relationships that will influence the process. Our work on this task will be expanded in subsequent phases and help shape our recommendations.

- ▶ **Policies.** Reviewing background documents allows us to build on existing knowledge and to better understand current initiatives and programs that may be relevant to this work.
- ▶ **Relationships.** A scan of the partner network and city departments will help define important relationships.

**1.3 MESSAGING AUDIT.** Our analysis of local and regional marketing influencers will be tailored to understand the existing messaging or lack of messaging about the city and where there are gaps or a lack of alignment. We will review Copperas Cove's city, local, and regional marketing influencers and how they position the community. This comparative analysis will assess their websites and social media presence. The analysis will consider the following questions.

- ▶ Does the source promote Copperas Cove specifically or the overall region?
- ▶ What is the predominant message the source communicates?
- ▶ Which audiences does the source serve?
- ▶ How frequently does the source post original content or important updates?

**1.4 STAKEHOLDER ENGAGEMENT.** Our goal is to build support for a marketing and branding initiative that engages both the city and local and regional stakeholders.

- ▶ **Roundtables.** Roundtables are the linchpin of our stakeholder input process. These input sessions are designed to encourage productive discussions around a targeted set of topics. They will include elected officials, city department heads, marketing influencers (see Task 1.3), businesses, developers, and regional leaders to gather information about existing marketing and branding efforts and future opportunities.
- ▶ **Interviews.** Where appropriate, these sessions will be supplemented by one-on-one interviews to solicit feedback on issues that may not surface in a collective setting. Depending on timing and availability, interviews could be conducted via phone, virtually, or in person.
- ▶ **Townhalls.** Where appropriate, meetings that engage the broader community and residents may be used to ensure messaging and branding for Copperas Cove that reflects the interests of the public.
- ▶ **Interactive tools.** To expand participation in the process and ensure diverse perspectives are considered, we can facilitate the use of social media, online surveys, and other interactive tools. These tools can be effective mechanisms for engaging stakeholders, gathering anecdotal information about assets and challenges, and increasing buy-in among the broader community.

*TIP's role in community and stakeholder input sessions would be to prepare the materials and facilitate the discussion. Logistics for the meetings, including arranging the location(s), advertising the sessions, and the provision of any translation services, would be the responsibility of the client.*

## 2. MARKETING CROSSWALK

*Building on the marketing analysis, we will crosswalk messaging for Copperas Cove with the recently completed Economic Development Strategic Plan and the City's strategic planning efforts. This phase of work will answer the question, "How can Copperas Cove's strategic plan best reflect and leverage the Economic Development Strategic Plan?"*

**2.1 STRATEGIC DIRECTION.** Working closely with the client, we will ensure the City's messaging aligns with the strategic direction of the Economic Development Strategic Plan. This step will provide a crosswalk between the recommendations and the specific outcomes from the Marketing Analysis to ensure consistent messaging and branding. Focus will be given to both marketing alignment at the city and regional levels. We anticipate the crosswalk is likely to include:

- ▶ **CITY ECONOMIC DEVELOPMENT EFFORTS.** Specifically, target business attraction and retention efforts (strategies 1.1 and 1.2), entrepreneurship supports (strategy 1.5), city center development (task 2.1.3), real estate development and infrastructure improvements (strategies 2.2-2.4), local event promotion (goal 3).
- ▶ **REGIONAL ECONOMIC DEVELOPMENT EFFORTS.** Improving regional marketing efforts for business development and growth (strategy 1.3) and talent attraction.

**2.2 OPPORTUNITY WORKSHOP.** The city leadership, city staff, and the broader community will continue to be engaged in this phase through a facilitated discussion about the bridge between specific EDSP recommendations and the recommended marketing and branding direction established in the previous phase. The purpose of the workshop will be to build consensus on marketing-related priorities and strategic direction for the City's strategic planning effort.

### 3. ORGANIZATIONAL ASSESSMENT

*Building on the understanding gained in prior tasks, we will review the City's operations to gauge the extent to which resources are aligned in support of its mission and messaging and illustrate how the City's work fits into the regional landscape. This phase of work will answer the question, "How will the city incorporate each department into their unified marketing effort?"*

- 3.1 TECHNICAL REVIEW.** The assessment will begin with a technical review of the City's current departmental work plans as they relate to marketing and economic development, including their resource allocation and key performance indicators.
- 3.2 COMPETITIVE BENCHMARKING.** To better understand the City's competitive position, we will compile available organizational and programmatic information related to the intersection of marketing and economic development for an agreed upon number of peers in the Central Texas area.
- 3.3 DEPARTMENTAL RECOMMENDATIONS.** Our team will prepare recommendations for specific resource allocations and metrics for City departments as they affect economic development and the city's unified marketing effort. These will be presented to leadership in a written report, reflecting our discussions with City staff and findings from analytical tasks. Key departments to consider include, but are not limited to: Human Resources, Information Technology, Parks and Recreation, Planning Department, Police Department, Public Relations, and Public Works.



# COST PROPOSAL

The cost for completion of this work is \$145,000, inclusive of travel expenses.

## FEES BY PHASE

Our contracts are typically structured as a flat fee. The breakdown shown below is an estimate and is intended to reflect anticipated level of effort. Adjustments may be made between phases to reflect changing priorities and assignments over the course of the engagement.

PHASE	NUMBER OF HOURS BY POSITION				TOTAL	
	<i>Principal \$275</i>	<i>SVP/VP/Senior \$200</i>	<i>Professional \$150</i>	<i>Associate \$125</i>	<i>Hours</i>	<i>Fees</i>
1. Marketing Analysis	60	70	150	0	280	\$53,000
2. Marketing Crosswalk / Application	50	50	130	0	230	\$43,250
3. Organizational Assessment	60	60	135	0	255	\$48,750
<b>Total</b>	<b>170</b>	<b>180</b>	<b>415</b>	<b>0</b>	<b>765</b>	<b>\$145,000</b>

## PAYMENT SCHEDULE

Our standard payment terms are 20 percent of the project cost upon contract signing, with the remainder payable in monthly installments based on the estimated length of the engagement with Net 30 payment terms. The final invoice is typically held until a draft of all deliverables has been submitted. The table below outlines the project payment schedule based on our standard terms. However, alternate payment terms would be considered as part of the contract negotiation.

MONTH	DESCRIPTION	AMOUNT
April 2025	Initial invoice (20% of project cost)	\$29,000
May 2025	Monthly installment	\$16,571
June 2025	Monthly installment	\$16,571
July 2025	Monthly installment	\$16,571
August 2025	Monthly installment	\$16,571
September 2025	Monthly installment	\$16,572
October 2025	Monthly installment	\$16,572
November 2025	Final invoice (typically held until all deliverables received)	\$16,572
	<b>TOTAL (inclusive)</b>	<b>\$145,000</b>



TIMELINE

The TIP team is available to begin work immediately upon agreement of terms.

The timeline assumes an April 2025 start date with completion of the project by November 2025. It is intended to provide an overview of the process and can be adjusted to meet project objectives.



**NOTE:** TIP has a production process that should be factored into timelines for the development of deliverables. This process includes professional proofreading and design. The time required for production may vary based on the type of deliverable, planned uses and audiences, and amount of content.



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512.343.9113 | [TIPStrategies.com](http://TIPStrategies.com) | 13492 N Hwy. 183, Ste 120-254, Austin, TX 78750

**Economic Development Corporation**

**I.1.**

**Meeting Date:** May 28, 2025

**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

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**UPDATE**

1. Executive Director's Report. **Fred Welch, Executive Director, Copperas Cove EDC**
-

**Economic Development Corporation**

**I.2.**

**Meeting Date:** May 28, 2025

**Contact:** Sean Stevens, Senior Director, BRE, Copperas Cove EDC

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**UPDATE**

2. Senior Director, BRE's Report. **Sean Stevens, Copperas Cove EDC**
-

**Economic Development Corporation**

**I.3.**

**Meeting Date:** May 28, 2025

**Contact:** Sheena Tanner, Marketing Director, Copperas Cove EDC

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**UPDATE**

3. Marketing Director's Report. **Sheena Tanner, Copperas Cove EDC**
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**Economic Development Corporation**

**I.4.**

**Meeting Date:** May 28, 2025

**Contact:** Brittany Sanders, Workforce Specialist, Copperas Cove EDC

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**UPDATE**

4. Workforce Development Specialist's Report. **Brittany Sanders, Copperas Cove EDC**
-

**Economic Development Corporation**

**I.5.**

**Meeting Date:** May 28, 2025

**Contact:** Anne Seneca, Small Business Support Director, Copperas Cove EDC

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**UPDATE**

5. Small Business Support Director's Report. **Anne Seneca, Copperas Cove EDC**

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