



## REGULAR MEETING AGENDA

The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, February 16, 2022 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.

### **OPEN SESSION:**

2. Citizens to be heard.

*The EDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the EDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future EDC Agenda.*

### **CONSENT AGENDA (ITEM NOS. 3 – 4):**

***All Consent Agenda items listed below are considered routine by EDC Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Director requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.***

3. Approval of the minutes of the Regular Meeting dated January 19, 2022. (Staff)
4. Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated February 11, 2022. (Staff)

### **ITEMS FOR INDIVIDUAL CONSIDERATION:**

5. Discussion of and direction on creating a billboard marketing campaign. (Staff)

### **CLOSED SESSION:**

6. Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property* and § 551.074 *Personnel Matters*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:
  - §551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.

- § 551.074 *Personnel Matters* – To discuss the qualifications of candidate for the position of Executive Director.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

7. Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation (HEDC) Bylaws by revising Article Three Officers and Corporate Officials, adding a new Section 3.6 Ex Officio Representative of the Board and Section 3.7 Executive Director, removing the City Administrator as Executive Director. (Staff)
8. Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation Article of Incorporation Article Ten Board of Directors Section (d) removing the language appointing the City Administrator as Executive Director. (Staff)

***Adjourn.***

The EDC Board of Directors reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.

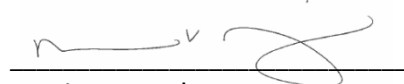
A quorum of the City Council and/or other City Boards, Committees, or Commissions may be present at this meeting. The City Council and/or other City Boards, Committees, or Commissions may not take action regarding public business or policy.

I certify that this Agenda was posted on February 11, 2022 at 5:00 p.m.

**Attest:**



Glenn Goolsby  
Assistant Director



Marian Mendoza  
Executive Director



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, January 19, 2022 at 7:00 p.m., in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This was an open meeting, subject to the open meeting laws of the State of Texas.

***Present:***

*Board Members:* Blaine Lopez, President      John Kodosky, Vice-President  
Melody Cooper, Secretary      Greg Hayden  
Melissa Benavides      Joel Lutz  
Jeff Felty

*Staff:* Marian Mendoza, Executive Director  
Glenn Goolsby, Assistant Director

***Absent:***

**1. Call to Order.**

President Lopez called the meeting to order at 7:10 p.m.

**OPEN SESSION:**

**2. Citizens to be heard.**

*The HEDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the HEDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future HEDC Agenda.*

No one signed up to speak on this item.

**CONSENT AGENDA (ITEM NOS. 3 – 4):**

All items marked with an asterisk (\*) on the consent agenda were voted on as a group. Motion was made by John Kodosky, second by Greg Hayden to approve Items 3 and 4 as written. Motion carried unanimously.

**3. \*Approval of the minutes of the Regular Meeting dated December 15, 2021. (Staff)**

4. **\*Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated January 13, 2022. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

5. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Retailer and Commercial Tenant Improvement Incentive Program. (Staff)**

Motion to discuss made by John Kodosky, second by Greg Hayden. Motion carried unanimously.

Mr. Goolsby reviewed the program eligibility and reimbursement requirements.

Motion to approve the Retailer and Commercial Tenant Improvement Incentive Program as written made by Greg Hayden, second by Jeff Felty. Motion carried 6 – ayes, John Kodosky – recused.

6. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation authorizing the Community Arts Grant Program. (Staff)**

Motion to discuss made by Joel Lutz, second by Melissa Benavides. Motion carried unanimously.

Mr. Goolsby reviewed the program parameters and suggested the Community Arts Grant Committee include representatives from the HEDC, City Council, Planning and Zoning, and Historical Society. Melody Cooper suggested adding a professional artist as well.

Motion to approve the Community Arts Grant Program as written made by Joel Lutz, second by Melissa Benavides. Motion carried unanimously.

7. **Discussion of and action on sponsoring the Helotes Festival Association Cornyval Festival and PCRA Rodeo being held April 28-May 1, 2022. (Staff)**

Motion to discuss was made by John Kodosky, second by Greg Hayden. Motion carried unanimously.

Mr. Goolsby presented several options available for sponsorship. The Board directed staff to include a 30 second sponsorship announcement each night of the rodeo, park bench signage, arena banner, and corporation logo on website in the sponsorship benefit package.

Motion was made by Jeff Felty, second by John Kodosky to approve an expenditure of \$3,500 to include a 30 second sponsorship announcement each night of the rodeo, park bench signage, arena banner, and corporation logo on website in the sponsorship benefit package. Motion carried unanimously.

8. **Discussion of and action on sponsoring the Helotes Area Chamber of Commerce Business Awards Dinner being held March 26, 2022. (Staff)**

Mr. Goolsby stated the HEDC had sponsored this event several times and that it not only shows support for the local businesses, but could be an opportunity for members to network.

Motion made by Greg Hayden, second by Melissa Benavides to approve the Golden Nugget Sponsorship. Motion carried 6-ayes, Joel Lutz – abstained

9. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation (HEDC) Bylaws by revising Article Three Officers and Corporate Officials, adding a new Section 3.6 Ex Officio Representative of the Board and Section 3.7 Executive Director, removing the City Administrator as Executive Director. (Staff)**

Motion to discuss made by Joel Lutz, second by Greg Hayden. Motion carried unanimously.

Marian presented the changes outlined by staff with direction from the board and legal counsel.

Motion to made by Joel Lutz, second by Jeff Felty to approve the item as written. Motion carried unanimously.

10. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation Article of Incorporation Article Ten Board of Directors Section (d) removing the language appointing the City Administrator as Executive Director. (Staff)**

Motion made by Jeff Felty, second by John Kodosky to discuss and take action on the item as written. Motion to approve carried unanimously.

President Lopez, after reading the following section, adjourned into closed session at 8:11 p.m.

**CLOSED SESSION:**

11. **Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property* and § 551.074 *Personnel Matters*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:**

- **§551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.**
- **§ 551.074 *Personnel Matters* – To discuss the qualifications of candidate for the position of Executive Director.**

President Lopez reconvened the meeting at 9:23 p.m. and announced that no action had been taken during the closed session.

**Adjourn the regular meeting of the EDC Board of Directors.**

President Lopez adjourned the meeting at 9:25 p.m.

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Marian Mendoza Executive Director

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: FEBRUARY 11TH, 2022

05 -ECONOMIC DEVELOPMENT CORP  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-PROPERTY TAXES	1,090,350.00	0.00	483,740.65	606,609.35	44.37
MISCELLANEOUS REVENUE	<u>186,000.00</u>	<u>0.00</u>	<u>307.67</u>	<u>185,692.33</u>	<u>0.17</u>
TOTAL REVENUES	1,276,350.00	0.00	484,048.32	792,301.68	37.92
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,227,626.08</u>	<u>18,869.36</u>	<u>783,307.64</u>	<u>444,318.44</u>	<u>63.81</u>
TOTAL EXPENDITURES	1,227,626.08	18,869.36	783,307.64	444,318.44	63.81
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	48,723.92	( 18,869.36)	( 299,259.32)	347,983.24	614.19-

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: FEBRUARY 11TH, 2022

05 -ECONOMIC DEVELOPMENT CORP

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-PROPERTY TAXES</u>					
401-3140 SALES TAX	1,079,650.00	0.00	478,847.24	600,802.76	44.35
401-3150 MIXED BEVERAGE	6,500.00	0.00	3,493.41	3,006.59	53.74
401-3160 SUBLEASE HELOTES CHAMBER	<u>4,200.00</u>	<u>0.00</u>	<u>1,400.00</u>	<u>2,800.00</u>	<u>33.33</u>
TOTAL NON-PROPERTY TAXES	1,090,350.00	0.00	483,740.65	606,609.35	44.37
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	5,000.00	0.00	307.67	4,692.33	6.15
406-1060 TRANSFERS IN/OUT	<u>181,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>181,000.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	186,000.00	0.00	307.67	185,692.33	0.17
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TOTAL REVENUES	1,276,350.00	0.00	484,048.32	792,301.68	37.92
	=====	=====	=====	=====	=====

CITY OF HELOTES  
REVENUE & EXPENSE REPORT - UNAUDITED  
AS OF: FEBRUARY 11TH, 2022

05 -ECONOMIC DEVELOPMENT CORP  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	75,074.08	2,887.46	28,804.18	46,269.90	38.37
510-5111 LONGEVITY	1,560.00	0.00	1,460.00	100.00	93.59
510-5113 BENEFITS	<u>19,360.00</u>	<u>430.05</u>	<u>6,545.69</u>	<u>12,814.31</u>	<u>33.81</u>
TOTAL PERSONNEL	95,994.08	3,317.51	36,809.87	59,184.21	38.35
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	11,200.00	4,800.00	70.00
510-5202 AUDIT FEES	3,500.00	0.00	1,750.00	1,750.00	50.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,200.00	0.00	248.03	2,951.97	7.75
510-5204 INTL. CONF. SHOPPING CENTERS	3,200.00	0.00	0.00	3,200.00	0.00
510-5205 BANK FEES	750.00	0.00	0.00	750.00	0.00
510-5206 LEGAL FEES / MDD CREATION	5,000.00	798.00	798.00	4,202.00	15.96
510-5207 FACADE/TENANT IMPROVEMENT	150,000.00	0.00	0.00	150,000.00	0.00
510-5208 CONC. DESIGN & LAND USE PLANS	30,000.00	0.00	0.00	30,000.00	0.00
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	100.00	2,900.00	3.33
510-5211 MARKETING / TOURISM	75,000.00	14,250.00	26,144.45	48,855.55	34.86
510-5212 WEBSITE DEV. & MAINTENANCE	5,000.00	0.00	2,000.00	3,000.00	40.00
510-5214 MANAGED SVCS. AGREEMENT	36,000.00	0.00	36,000.00	0.00	100.00
510-5215 DEBT SERVICE	322,112.00	0.00	322,112.00	0.00	100.00
510-5217 LAND ACQUISITION/DUE DILIGENCE	285,000.00	0.00	285,000.00	0.00	100.00
510-5223 BUSINESS IMPROVEMENT GRANTS	80,000.00	0.00	0.00	80,000.00	0.00
510-5224 OFFICE RENTAL	13,200.00	0.00	4,200.00	9,000.00	31.82
510-5225 OTHSD PARKING LOT LEASE	6,120.00	0.00	1,894.96	4,225.04	30.96
510-5230 MARKETING/CITY EVENTS	50,000.00	0.00	50,000.00	0.00	100.00
510-5231 CAPITAL IMPROVEMENTS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	1,112,082.00	15,048.00	741,447.44	370,634.56	66.67
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
510-5302 OPERATIONAL EXPENSES	15,000.00	426.04	4,894.71	10,105.29	32.63
510-5305 COMMUNICATION EQUIPMENT	1,300.00	77.81	155.62	1,144.38	11.97
510-5326 EXPENSE REIMBURSEMENT	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>0.00</u>
TOTAL COMMODITIES	19,550.00	503.85	5,050.33	14,499.67	25.83
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TOTAL ADMINISTRATION	1,227,626.08	18,869.36	783,307.64	444,318.44	63.81
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TOTAL EXPENDITURES	1,227,626.08	18,869.36	783,307.64	444,318.44	63.81
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REVENUES OVER/(UNDER) EXPENDITURES	48,723.92	( 18,869.36)	( 299,259.32)	347,983.24	614.19-
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**City of Helotes EDC  
AGENDA ITEM REQUEST FORM  
DATE: February 16, 2022**

**AGENDA PLACEMENT:**

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- CLOSED

**CAPTION:**

Discussion of and direction on creating a billboard marketing campaign.

**BACKGROUND:**

During FY20-21 the HEDC purchased billboard space to promote Shop Helotes / Shop Local campaign through a co-marketing effort with small businesses. The program allowed each participating business one billboard ad for a two-week period. The initial launch had 13 businesses participate with a cost of \$6,400. Since this was a local campaign the billboards were located primarily along Loop 1604 near Braun Road and Shenfield.

Recently, a local business owner asked if the HEDC would consider launching a new campaign focused on tourism and day-tripping in Helotes. Staff has worked with Clear Channel Media to identify possible locations around Bexar County for consideration. Staff is recommending digital locations near I10 near Huebner and 281 near Thousand Oaks. Currently the only static billboard is located at I10 near Boerne Stage with a south facing display.

**FINANCIAL:**

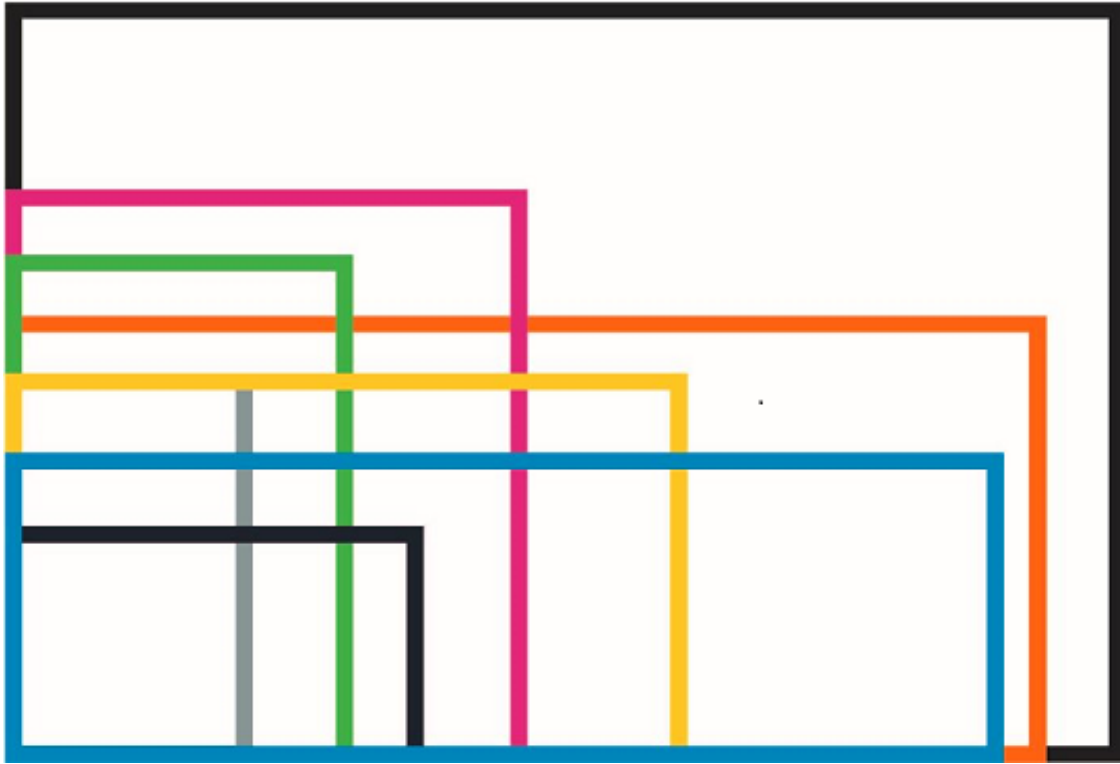
Digital Display: \$1,800 - \$6,000 per 4wks

Static Display \$800 Production / \$3,800 per month

**ATTACHMENTS:**

Attachment A – Location Map

**SUBMITTED BY:** Glenn Goolsby, Assistant Director



**City Of Helotes**

# Summer

February 10, 2022

Clear Channel Outdoor

Lulu Botello

[lulubotello@clearchannel.com](mailto:lulubotello@clearchannel.com)



**Flight Name:** Digital

**Start Date:** April 4, 2022

**Market Name:** San Antonio TX

**End Date:** June 26, 2022

**Market Type:** DMA

**Duration:** 12 Weeks

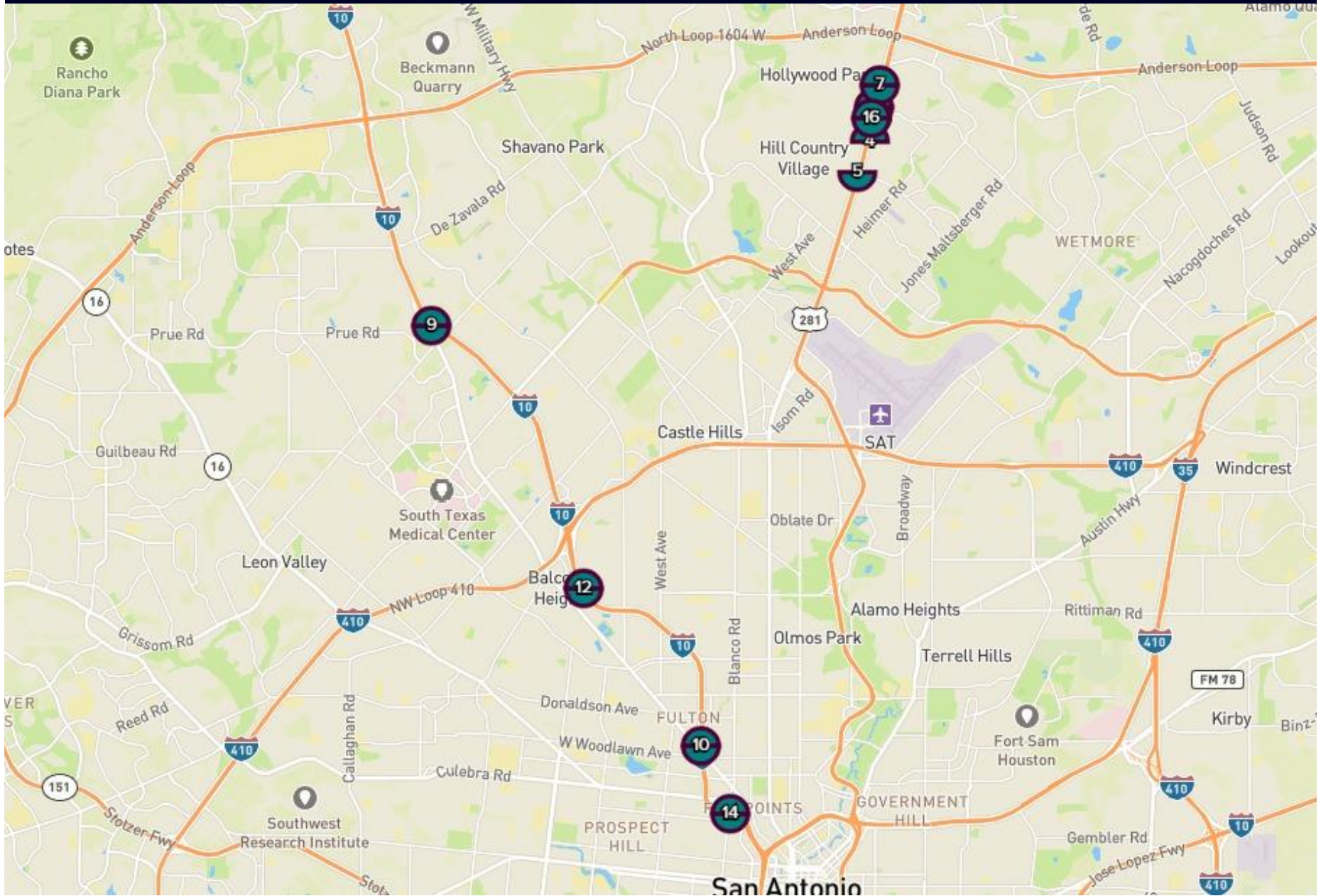
Map Loc.#	Media Type	Panel ID	Location Description	Start Date	End Date	Latitude	Longitude	Display Size (h x w)	Illum (Y/N)	4-Wk Proposed Rate
1	Digital	004037	I-10 NW WS 500ft N/O Fredericksburg F/S - 1	4/4/2022	6/26/2022	29.455335	-98.515955	14' x 48'	Yes	\$2,900
2	Digital	004356	US 281 N WS 0.1mi N/O Thousand Oaks F/N - 2	4/4/2022	6/26/2022	29.593533	-98.473605	14' x 48'	Yes	\$2,000
3	Digital	004357	US 281 N WS 0.1mi N/O Thousand Oaks F/S - 1	4/4/2022	6/26/2022	29.593482	-98.473621	14' x 48'	Yes	\$1,800
4	Digital	004364	US 281 N ES 0.2mi N/O Pasa Del Norte F/S - 2	4/4/2022	6/26/2022	29.586007	-98.474557	14' x 48'	Yes	\$2,500
5	Digital	004365	US 281 N ES 0.2mi N/O Pasa Del Norte F/N - 1	4/4/2022	6/26/2022	29.579419	-98.477531	14' x 48'	Yes	\$2,500
6	Digital	004366	US 281 N WS 150ft S/O Donella F/N - 2	4/4/2022	6/26/2022	29.598296	-98.472219	14' x 48'	Yes	\$1,800
7	Digital	004367	US 281 N WS 150ft S/O Donella F/S - 1	4/4/2022	6/26/2022	29.598240	-98.472286	14' x 48'	Yes	\$1,800
8	Digital	004382	I-10 NW WS 0.2mi N/O Huebner F/N - 2	4/4/2022	6/26/2022	29.546242	-98.582315	14' x 48'	Yes	\$6,000
9	Digital	004383	I-10 NW WS 0.2mi N/O Huebner F/S - 1	4/4/2022	6/26/2022	29.546165	-98.582291	14' x 48'	Yes	\$4,000
10	Digital	004768	I-10 NW WS 500ft N/O Fredericksburg F/N - 2	4/4/2022	6/26/2022	29.455391	-98.515976	14' x 48'	Yes	\$3,200
11	Digital	005150	I-10 NW ES 0.1mi S/O Crossroads F/N - 1	4/4/2022	6/26/2022	29.489384	-98.544807	14' x 48'	Yes	\$2,250
12	Digital	005151	I-10 NW ES 0.1mi S/O Crossroads F/S - 2	4/4/2022	6/26/2022	29.489393	-98.544807	14' x 48'	Yes	\$2,700
13	Digital	005203	I-10 NW ES 50ft S/O Colorado F/N - 1	4/4/2022	6/26/2022	29.440681	-98.508874	14' x 48'	Yes	\$3,500

14	Digital	005204	I-10 NW ES 50ft S/O Colorado F/S - 2	4/4/2022	6/26/2022	29.440663	-98.508884	14' x 48'	Yes	\$4,200
15	Digital	010205	US281 N WS 700ft S/O Thousand Oaks F/S	4/4/2022	6/26/2022	29.590960	-98.474270	14' x 48'	Yes	\$2,000
16	Digital	010206	US281 N WS 700ft S/O Thousand Oaks F/N	4/4/2022	6/26/2022	29.590960	-98.474270	14' x 48'	Yes	\$2,500

Target Demo – Persons 18+ yrs											
Map Loc.#	Media Type	Panel ID	Location Desc.	4-Wk In-Market Imps	4-Wk Total Imps	4-Wk Total 18+ Imps	4-Wk Frequency	4-Wk Reach %	4-Wk TRP	CPM	CPP
1	Digital	004037	I-10 NW WS 500ft N/O Fredericksburg F/S - 1	630,992	682,007	682,008.00	1.5	19.1	29.3	\$4.25	\$99
2	Digital	004356	US 281 N WS 0.1mi N/O Thousand Oaks F/N - 2	1,070,206	1,210,151	1,210,152.00	1.2	40.8	49.8	\$1.65	\$40
3	Digital	004357	US 281 N WS 0.1mi N/O Thousand Oaks F/S - 1	1,360,802	1,490,968	1,490,968.00	1.2	53.7	63.3	\$1.21	\$28
4	Digital	004364	US 281 N ES 0.2mi N/O Pasa Del Norte F/S - 2	1,136,483	1,228,768	1,228,768.00	1.3	39.2	52.8	\$2.03	\$47
5	Digital	004365	US 281 N ES 0.2mi N/O Pasa Del Norte F/N - 1	905,211	1,015,617	1,015,616.00	1.2	34.5	42.1	\$2.46	\$59
6	Digital	004366	US 281 N WS 150ft S/O Donella F/N - 2	696,945	814,533	814,532.00	1.0	32.4	32.4	\$2.21	\$56
7	Digital	004367	US 281 N WS 150ft S/O Donella F/S - 1	1,515,223	1,635,905	1,635,904.00	1.7	40.7	70.5	\$1.10	\$26
8	Digital	004382	I-10 NW WS 0.2mi N/O Huebner F/N - 2	1,417,704	1,523,013	1,523,012.00	2.1	31.4	65.9	\$3.94	\$91
9	Digital	004383	I-10 NW WS 0.2mi N/O Huebner F/S - 1	883,670	953,222	953,224.00	1.2	34.7	41.1	\$4.20	\$97
10	Digital	004768	I-10 NW WS 500ft N/O Fredericksburg F/N - 2	1,524,905	1,636,658	1,636,656.00	1.7	41.1	70.9	\$1.96	\$45
11	Digital	005150	I-10 NW ES 0.1mi S/O Crossroads F/N - 1	715,353	768,541	768,540.00	1.1	31.3	33.3	\$2.93	\$68

12	Digital	005151	I-10 NW ES 0.1mi S/O Crossroads F/S - 2	905,450	979,237	979,236.00	1.1	38.9	42.1	\$2.76	\$64
13	Digital	005203	I-10 NW ES 50ft S/O Colorado F/N - 1	764,212	821,633	821,632.00	1.6	22.4	35.5	\$4.26	\$98
14	Digital	005204	I-10 NW ES 50ft S/O Colorado F/S - 2	1,043,295	1,155,159	1,155,160.00	1.4	35.4	48.5	\$3.64	\$87
15	Digital	010205	US281 N WS 700ft S/O Thousand Oaks F/S	922,248	1,009,706	1,009,708.00	1.0	42.9	42.9	\$1.98	\$47
16	Digital	010206	US281 N WS 700ft S/O Thousand Oaks F/N	718,208	837,868	837,868.00	1.0	33.0	33.4	\$2.98	\$75
			<b>Totals:</b>	16,210,908	17,762,987	17,762,984	14.0	53.7	753.9	\$0.00	\$0

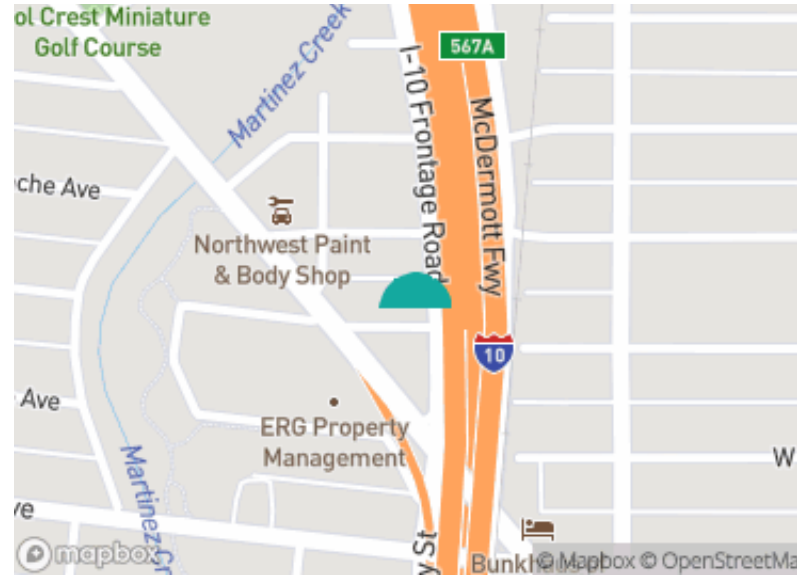
# Digital (SAT)



# 004037 – San Antonio



**Description:** I-10 NW WS 500ft N/O Fredericksburg F/S - 1  
**Geopath ID:** 320418      **Media Type:** Digital  
**Facing:** S      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78201  
**Latitude:** 29.455335      **Longitude:** -98.515955  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	157,748	170,502

**Highlights:** This bulletin is part of Clear Channels Digital Outdoor Network. Fredericksburg Road is a primary road that originates in the downtown business district. An assortment of small businesses align the expressway. This bulletin is situated between downtown and Loop 410 in Northwest San Antonio. This stretch of I-10 is one of the busiest in the Alamo City.

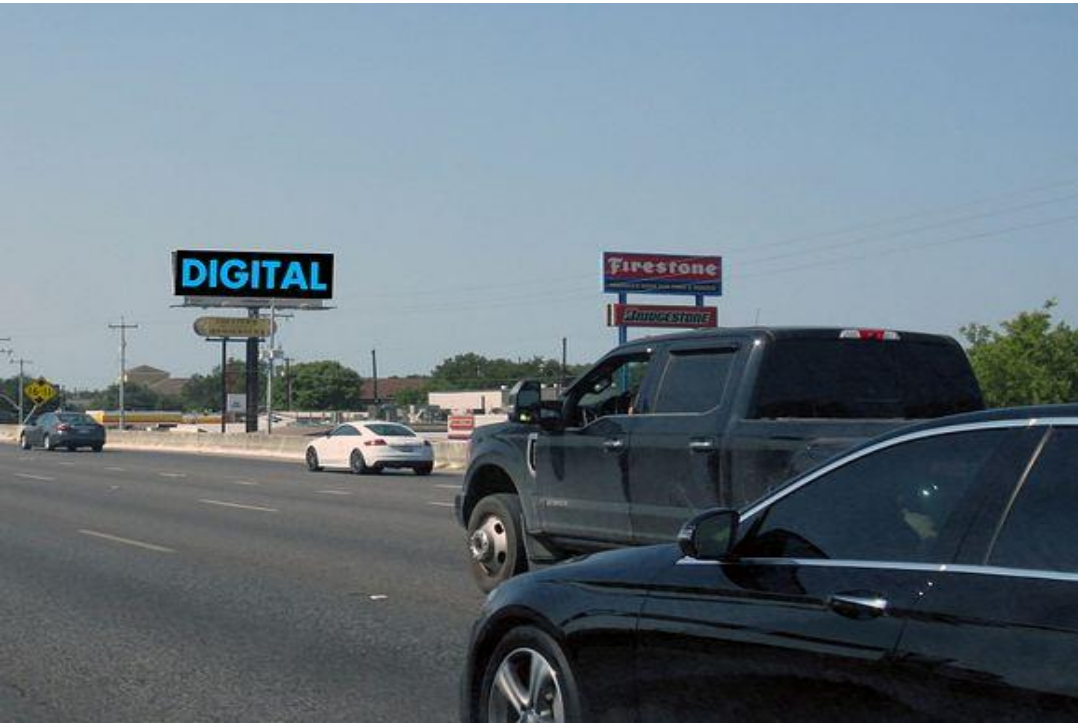
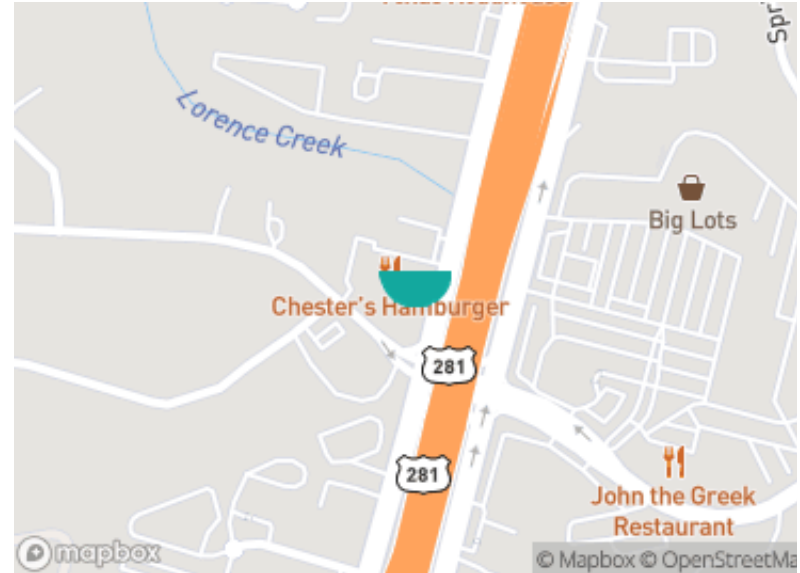
Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and/or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004356 – San Antonio



**Description:** US 281 N WS 0.1mi N/O Thousand Oaks F/N - 2  
**Geopath ID:** 320831  
**Facing:** N  
**City:** San Antonio  
**Latitude:** 29.593533  
**Current Advertiser:**

**Media Type:** Digital  
**Size:** 14' x 48'  
**Zip:** 78232  
**Longitude:** -98.473605



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	267,552	302,538

**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. Numerous discount, retail and outlet stores can be found in this area along with movie theaters, restaurants, hotels and car dealers. US Hwy 281 is a major link between the affluent northern suburbs, San Antonio International Airport and the downtown area.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

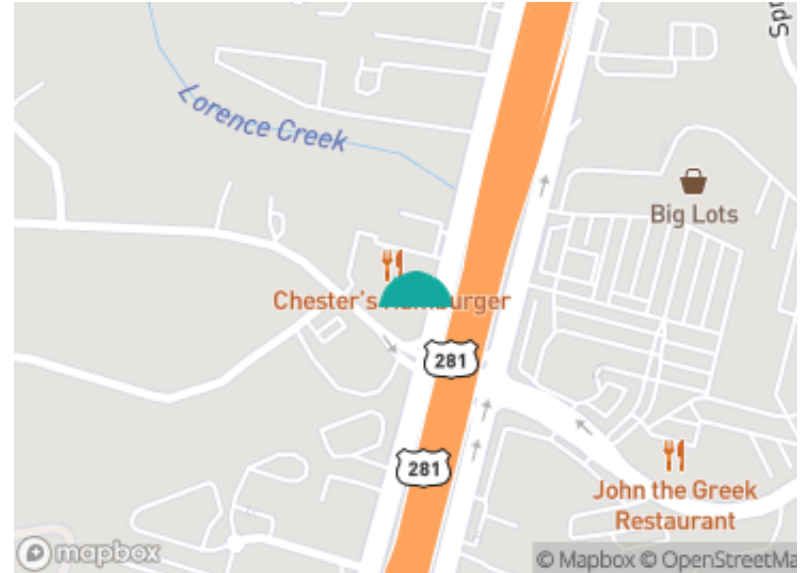


# 004357 – San Antonio



**Description:** US 281 N WS 0.1mi N/O Thousand Oaks F/S - 1  
**Geopath ID:** 320832  
**Facing:** S  
**City:** San Antonio  
**Latitude:** 29.593482  
**Current Advertiser:**

**Media Type:** Digital  
**Size:** 14' x 48'  
**Zip:** 78232  
**Longitude:** -98.473621



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	340,201	372,742

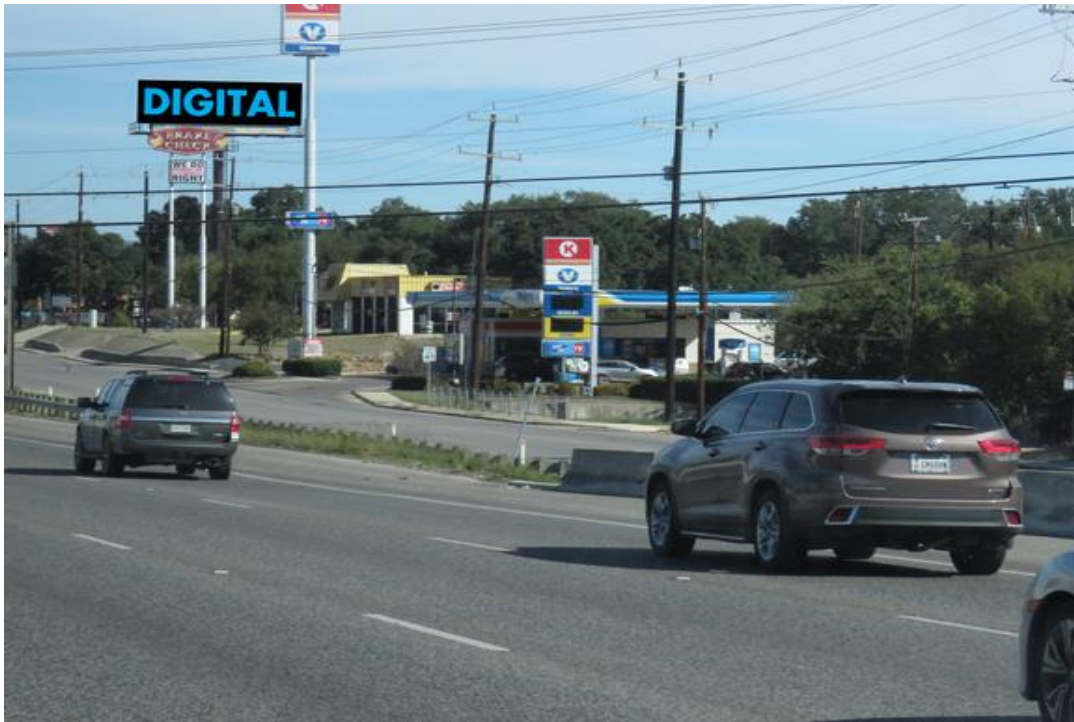
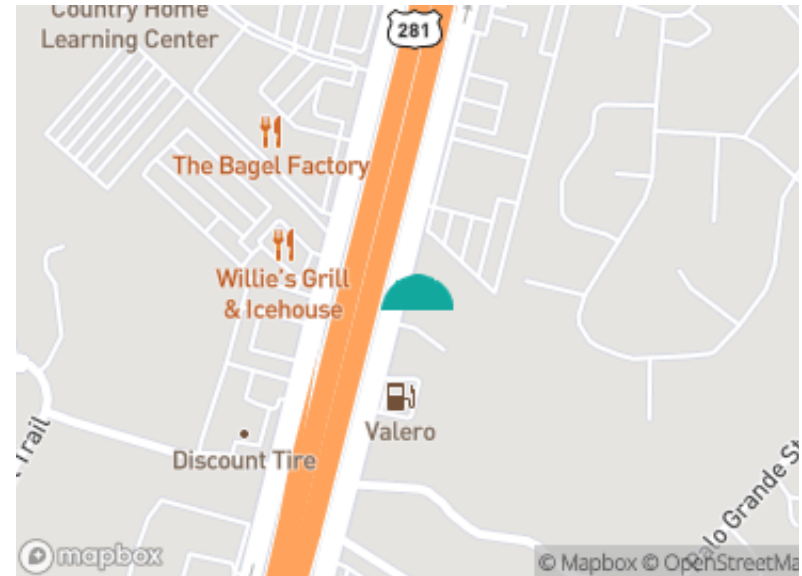
**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. Numerous discount, retail and outlet stores can be found in this area along with movie theaters, restaurants, hotels and car dealers. US Hwy 281 is a major link between the affluent northern suburbs, San Antonio International Airport and the downtown area.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004364 – San Antonio



**Description:** US 281 N ES 0.2mi N/O Pasa Del Norte F/S - 2  
**Geopath ID:** 320845      **Media Type:** Digital  
**Facing:** S      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78232  
**Latitude:** 29.586007      **Longitude:** -98.474557  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	284,121	307,192

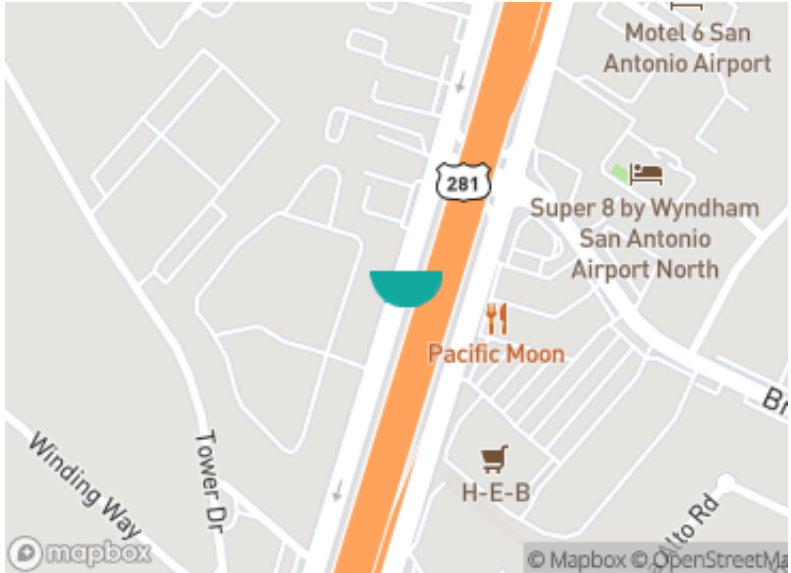
**Highlights:** This bulletin is part of Clear Channels Digital Outdoor Network. Fredericksburg Road is a primary road that originates in the downtown business district. An assortment of small businesses align the expressway. This bulletin is situated between downtown and Loop 410 in Northwest San Antonio. This stretch of I-10 is one of the busiest in the Alamo City.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004365 – San Antonio



**Description:** US 281 N ES 0.2mi N/O Pasa Del Norte F/N - 1  
**Geopath ID:** 320847      **Media Type:** Digital  
**Facing:** N      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78232  
**Latitude:** 29.579419      **Longitude:** -98.477531  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	226,303	253,904

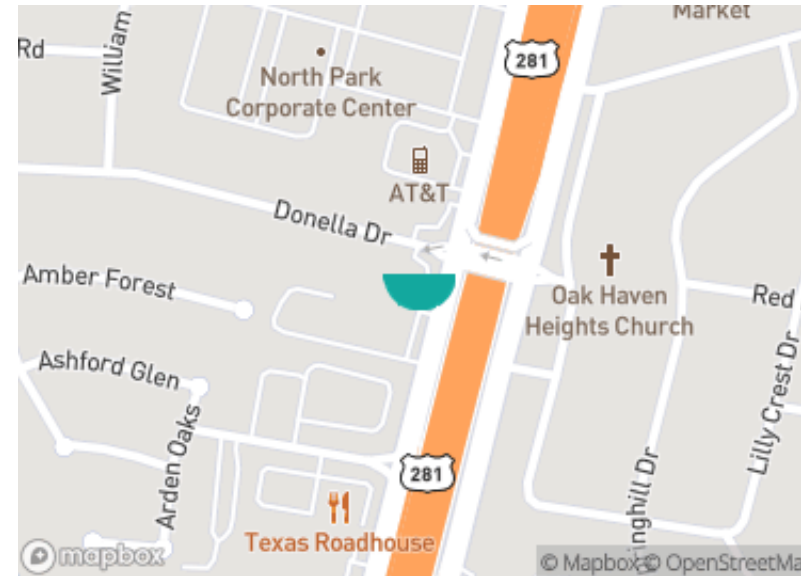
**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. This region of San Antonio has seen extensive growth in recent years. Numerous discount, retail and outlet stores can be found in this area with the presence of many corporate office buildings are also characteristic along this section of highway. This bulletin towers above heavy traffic moving south on US Hwy 281. US Hwy 281 is a major link between the affluent northern suburbs, San Antonio International Airport and the downtown area.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004366 – San Antonio



**Description:** US 281 N WS 150ft S/O Donella F/N - 2  
**Geopath ID:** 619140      **Media Type:** Digital  
**Facing:** N      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78232  
**Latitude:** 29.598296      **Longitude:** -98.472219  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	174,236	203,633

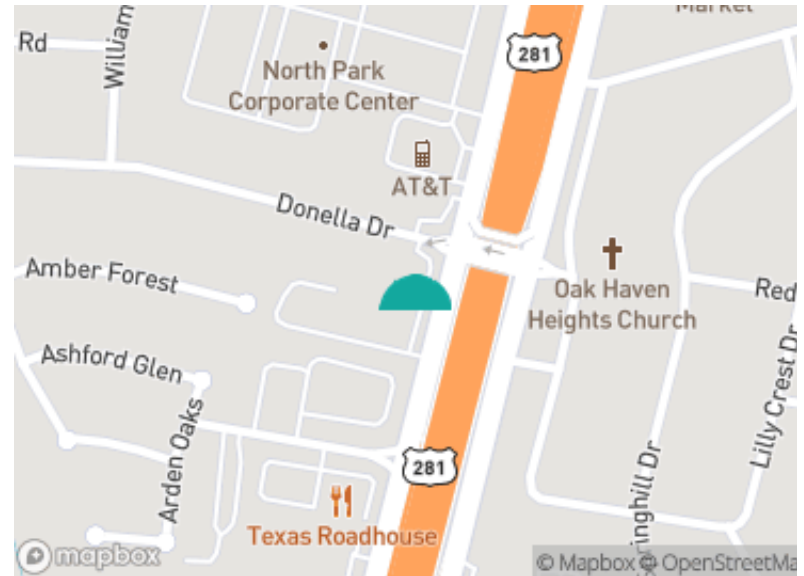
**Highlights:** This Bulletin is part of Clear Channel Digital Outdoor Network. This region of San Antonio has seen extensive growth in recent years. Numerous discount, retail and outlet stores can be found in this area along with movie theaters, hotels and car dealers. This digital bulletin displays its message to heavy traffic on US Hwy 281. US Hwy 281 is a major link between the affluent northern suburbs, San Antonio International Airport and the downtown area.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004367 – San Antonio



**Description:** US 281 N WS 150ft S/O Donella F/S - 1  
**Geopath ID:** 320849      **Media Type:** Digital  
**Facing:** S      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78232  
**Latitude:** 29.59824      **Longitude:** -98.472286  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	378,806	408,976

**Highlights:** This Bulletin is part of Clear Channel Digital Outdoor Network. This region of San Antonio has seen extensive growth in recent years. Numerous discount, retail and outlet stores can be found in this area along with movie theaters, hotels and car dealers. This digital bulletin displays its message to heavy traffic on US Hwy 281. US Hwy 281 is a major link between the affluent northern suburbs, San Antonio International Airport and the downtown area.

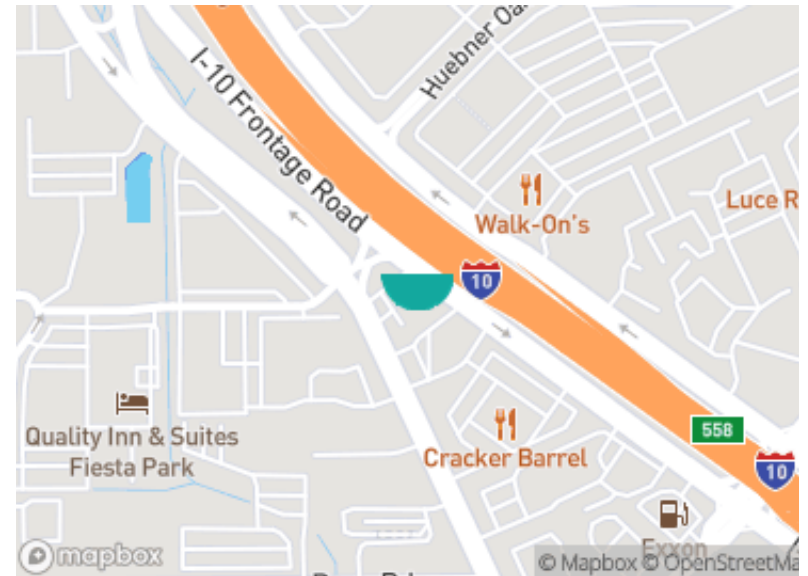
Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004382 – San Antonio



**Description:** I-10 NW WS 0.2mi N/O Huebner F/N - 2  
**Geopath ID:** 320876  
**Facing:** N  
**City:** San Antonio  
**Latitude:** 29.546242  
**Current Advertiser:**

**Media Type:** Digital  
**Size:** 14' x 48'  
**Zip:** 78240  
**Longitude:** -98.582315



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	354,426	380,753

**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. There are numerous shopping centers, restaurants, and several hotels along this stretch of highway. The multi-hospital South Texas Regional Medical Complex is nearby. USAA, San Antonio's largest private employer, has its offices south of Huebner Road. This bulletin, situated between Loop 410 and Loop 1604, reads to a constant flow of heavy traffic on this multi-lane expressway.

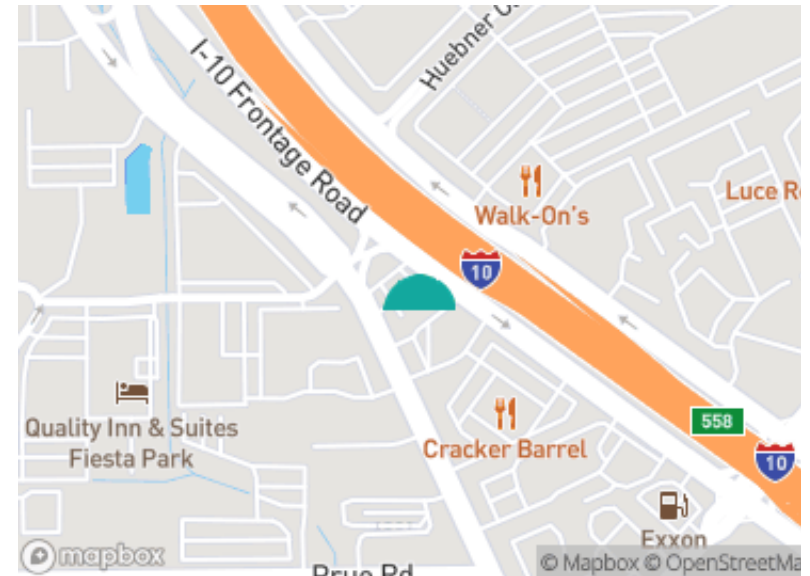
Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004383 – San Antonio



**Description:** I-10 NW WS 0.2mi N/O Huebner F/S - 1  
**Geopath ID:** 320877  
**Facing:** S  
**City:** San Antonio  
**Latitude:** 29.546165  
**Current Advertiser:**

**Media Type:** Digital  
**Size:** 14' x 48'  
**Zip:** 78240  
**Longitude:** -98.582291



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	220,918	238,306

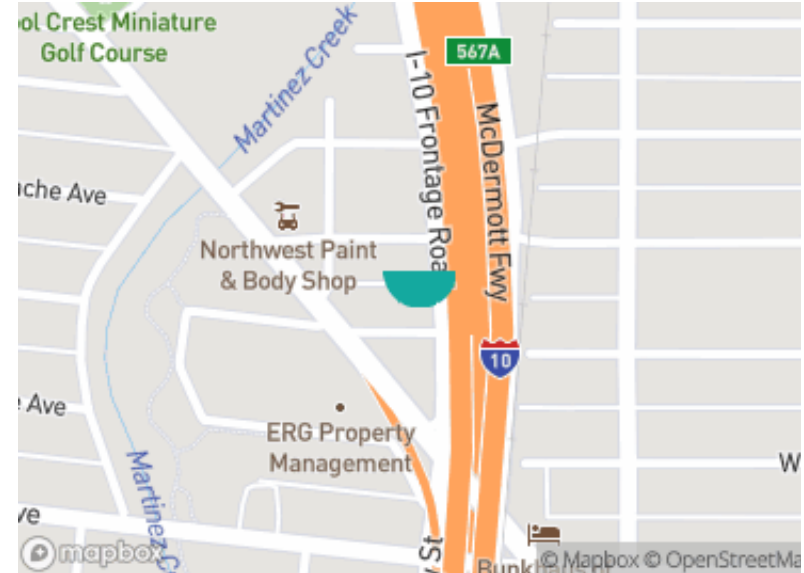
**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. There are numerous shopping centers, restaurants, and several hotels along this stretch of highway. The multi-hospital South Texas Regional Medical Complex is nearby. USAA, San Antonio's largest private employer, has its offices south of Huebner Road. This bulletin, situated between Loop 410 and Loop 1604, reads to a constant flow of heavy traffic on this multi-lane expressway.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 004768 – San Antonio



**Description:** I-10 NW WS 500ft N/O Fredericksburg F/N - 2  
**Geopath ID:** 321444      **Media Type:** Digital  
**Facing:** N      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78201  
**Latitude:** 29.455391      **Longitude:** -98.515976  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	381,226	409,164

**Highlights:** This bulletin is part of Clear Channels Digital Outdoor Network. Fredericksburg Road is a primary road that originates in the downtown business district. An assortment of small businesses align the expressway. This bulletin is situated between downtown and Loop 410 in Northwest San Antonio. This stretch of I-10 is one of the busiest in the Alamo City.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

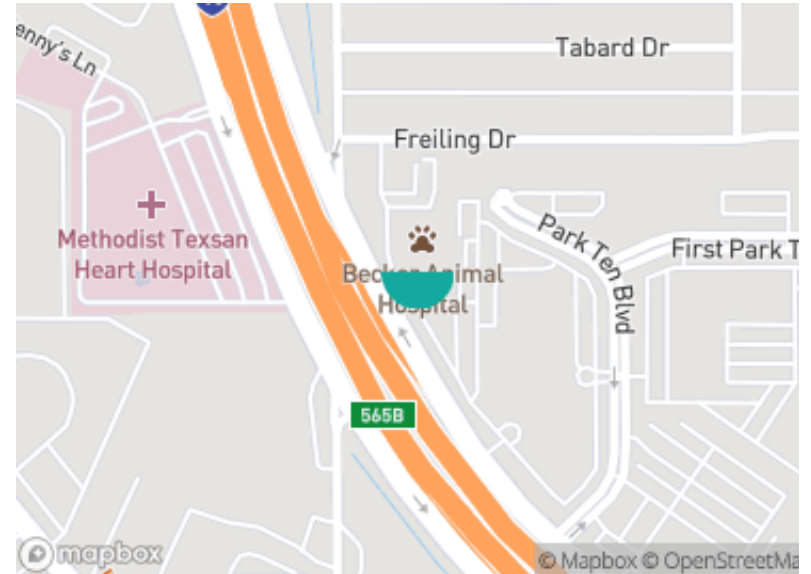


# 005150 – San Antonio



**Description:** I-10 NW ES 0.1mi S/O Crossroads F/N - 1  
**Geopath ID:** 321693  
**Facing:** N  
**City:** San Antonio  
**Latitude:** 29.489384  
**Current Advertiser:**

**Media Type:** Digital  
**Size:** 14' x 48'  
**Zip:** 78213  
**Longitude:** -98.544807



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	178,838	192,135

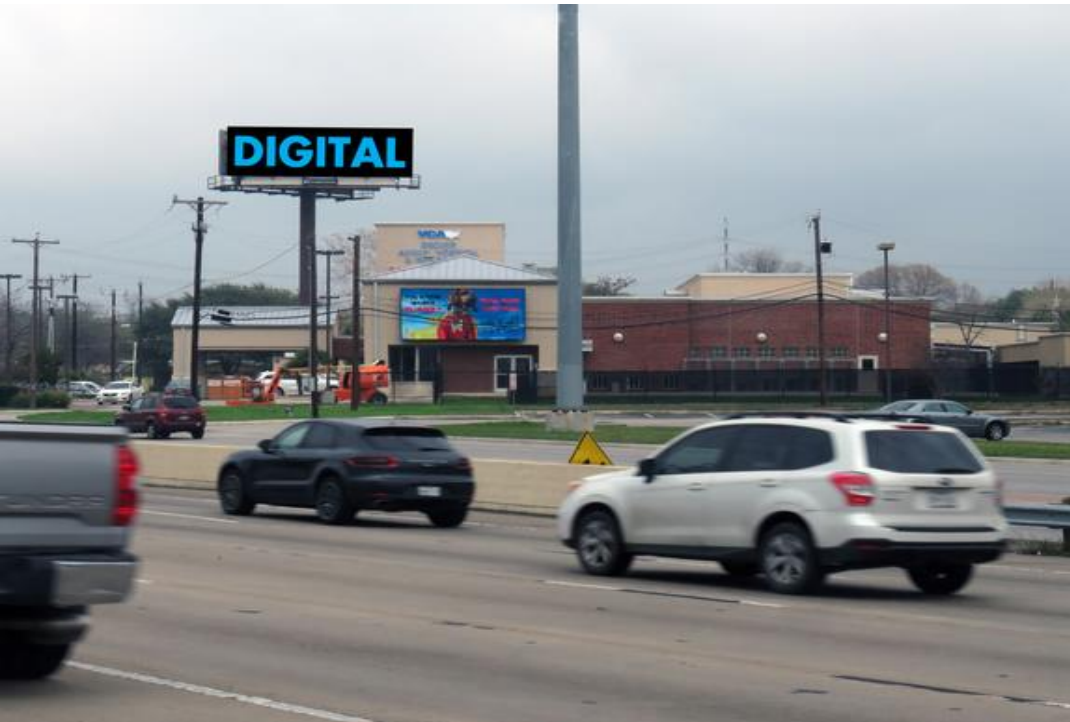
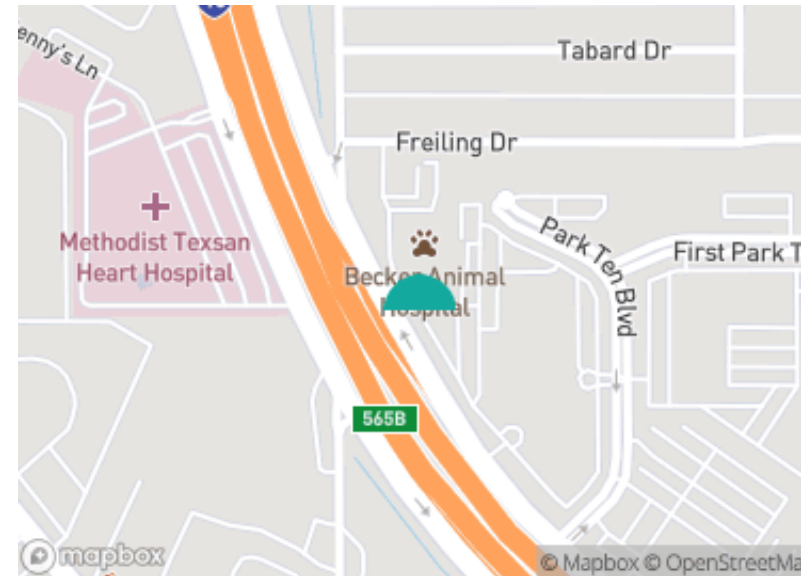
**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. Situated across the expressway from Wonderland of the Americas mall, this bulletin provides excellent exposure to traffic. A number of restaurants, financial institutions, business offices and several hotels occupy this stretch of expressway. The South Texas Regional Medical Complex is located nearby on Fredericksburg Road (345-Spur). This bulletin is just inside Loop 410 in Northwest San Antonio and reads to a constant flow of heavy traffic and near the busy interchange of I-10 and Loop 410.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 005151 – San Antonio



**Description:** I-10 NW ES 0.1mi S/O Crossroads F/S - 2  
**Geopath ID:** 321694      **Media Type:** Digital  
**Facing:** S      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78213  
**Latitude:** 29.489393      **Longitude:** -98.544807  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	226,363	244,809

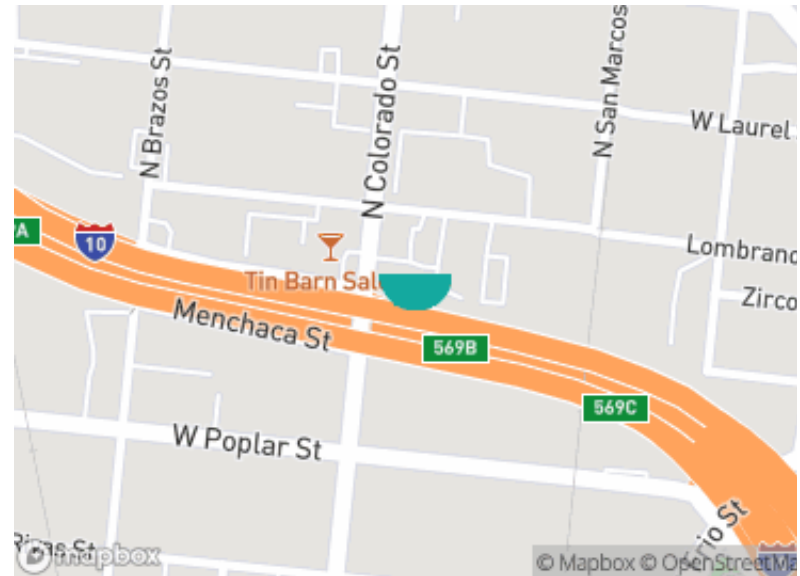
**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. Situated across the expressway from Wonderland of the Americas mall, this bulletin provides excellent exposure to traffic. A number of restaurants, financial institutions, business offices and several hotels occupy this stretch of expressway. The South Texas Regional Medical Complex is located nearby on Fredericksburg Road (345-Spur). This bulletin is just inside Loop 410 in Northwest San Antonio and reads to a constant flow of heavy traffic and near the busy interchange of I-10 and Loop 410.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 005203 – San Antonio



**Description:** I-10 NW ES 50ft S/O Colorado F/N - 1  
**Geopath ID:** 321738      **Media Type:** Digital  
**Facing:** N      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78207  
**Latitude:** 29.440681      **Longitude:** -98.508874  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	191,053	205,408

**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. The area is one of San Antonio's major urban renewal efforts. Light industrial businesses, as well as an old warehouse district, dot the cityscape adjacent to the expressway. This bulletin is situated between downtown and Loop 410 in Northwest San Antonio. This stretch of I-10 is one of the busiest in the Alamo City.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 005204 – San Antonio



**Description:** I-10 NW ES 50ft S/O Colorado F/S - 2  
**Geopath ID:** 321739      **Media Type:** Digital  
**Facing:** S      **Size:** 14' x 48'  
**City:** San Antonio      **Zip:** 78207  
**Latitude:** 29.440663      **Longitude:** -98.508884  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	260,824	288,790

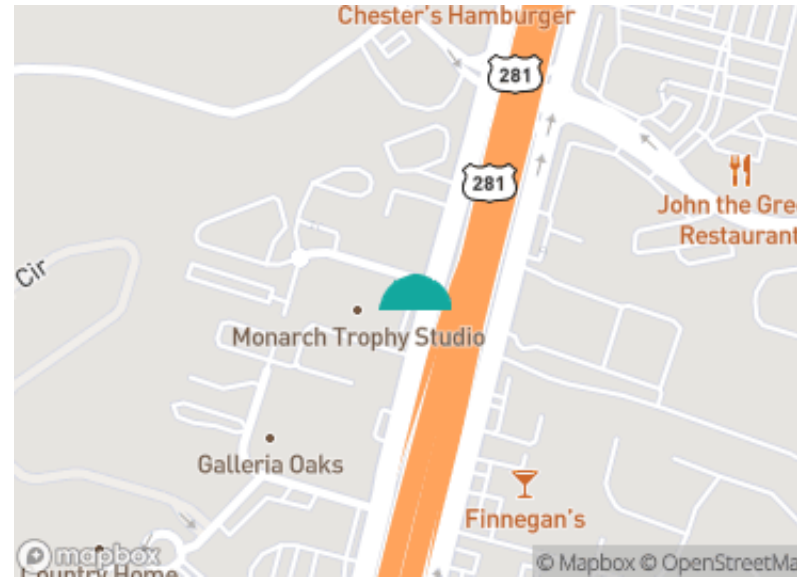
**Highlights:** This bulletin is part of Clear Channel's Digital Outdoor Network. The area is one of San Antonio's major urban renewal efforts. Light industrial businesses, as well as an old warehouse district, dot the cityscape adjacent to the expressway. The downtown business district is located about two miles to the south. This bulletin is situated between downtown and Loop 410 in Northwest San Antonio. This stretch of I-10 is one of the busiest in the Alamo City.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and/or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 010205 – San Antonio



**Description:** US281 N WS 700ft S/O Thousand Oaks F/S  
**Geopath ID:** 30706466      **Media Type:** Digital  
**Facing:** S      **Size:** 14' x 48'  
**City:** Hollywood park      **Zip:** 78232  
**Latitude:** 29.59096      **Longitude:** -98.47427  
**Current Advertiser:**



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	230,562	252,427

**Highlights:** This Bulletin is part of Clear Channel Digital Outdoor Network. This area of San Antonio has seen widespread growth. Numerous retail and automotive stores can be found in this area along with restaurants hotels and car dealers. Corporate office buildings are characteristic along this section of the highway. This digital bulletin displays its message to heavy traffic on US Hwy 281. US Hwy 281 is a major link between the affluent northern suburbs, San Antonio International Airport and the downtown area.

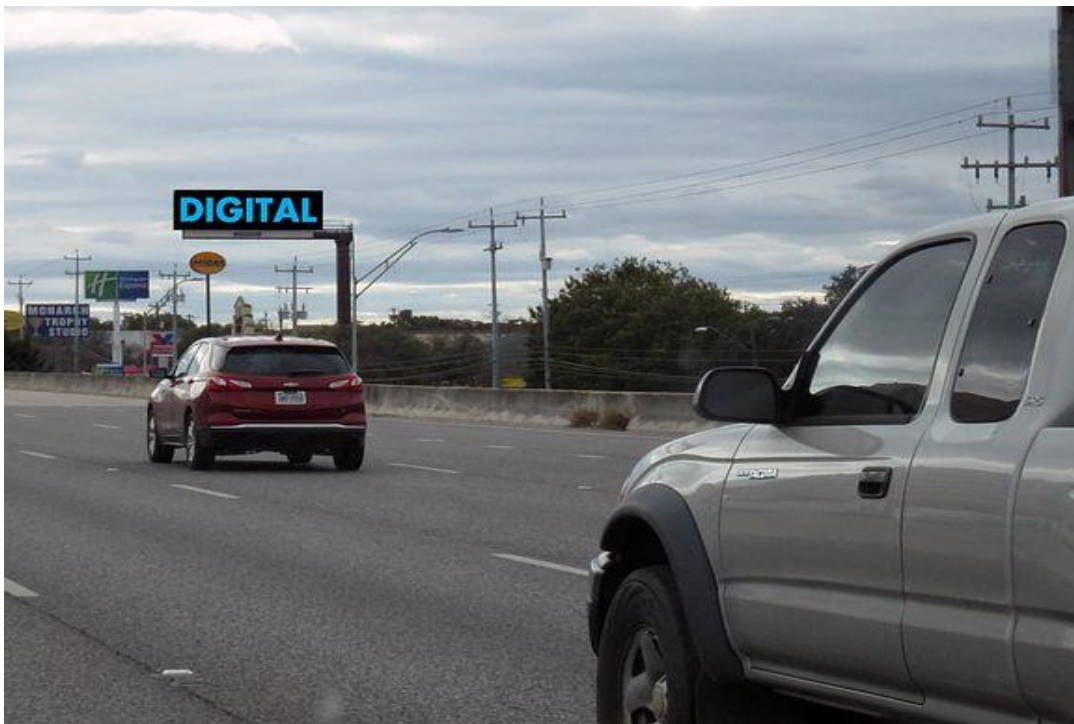
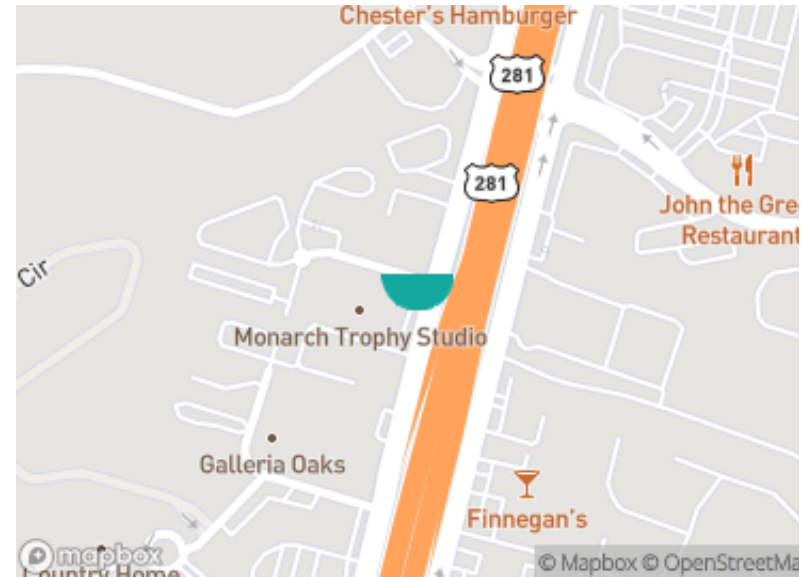
Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# 010206 – San Antonio



**Description:** US281 N WS 700ft S/O Thousand Oaks F/N  
**Geopath ID:** 30706737  
**Facing:** N  
**City:** Hollywood park  
**Latitude:** 29.59096  
**Current Advertiser:**

**Media Type:** Digital  
**Size:** 14' x 48'  
**Zip:** 78232  
**Longitude:** -98.47427



Weekly Impressions San Antonio TX (DMA)		
Demo	In Market	Total
Persons 18+ yrs	179,552	209,467

**Highlights:** This Bulletin is part of Clear Channel Digital Outdoor Network. This area of San Antonio has seen widespread growth. Numerous retail and automotive stores can be found in this area along with restaurants hotels and car dealers. Corporate office buildings are characteristic along this section of the highway. This digital bulletin displays its message to heavy traffic on US Hwy 281. US Hwy 281 is a major link between the affluent northern suburbs, San Antonio International Airport and the downtown area.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by GeoPath, Inc. and is to be used only by the recipient solely and exclusively for its planning and /or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. ©Copyright 2021. All rights reserved.

# Digital-14' H x 48' W



## Artwork Requirements

Artwork should be delivered 3 days prior to a scheduled contract date and formatted to the specifications below. Design using Photoshop & Illustrator

### Design using Photoshop & Illustrator

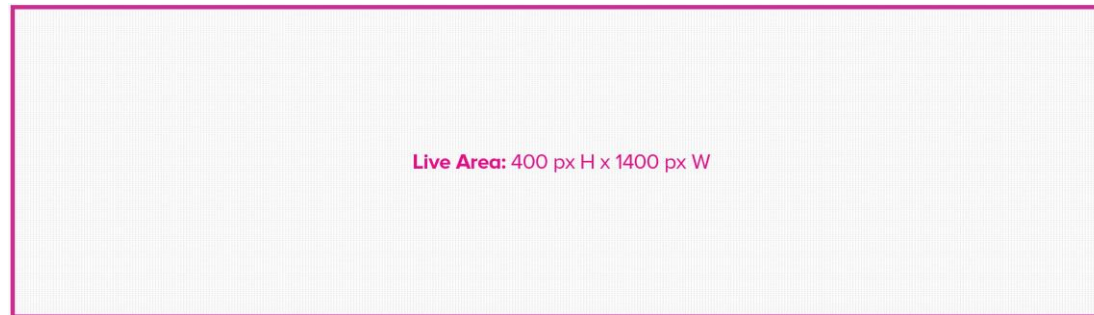
400px H x 1400px W @ 72ppi

### File Specifications

- RGB Color Mode
- No Bleed
- No Paths or Layers
- JPG (Quality 12 Maximum Compression)

### File Delivery

Please contact your CCO representative for more information.



## Design Considerations

- Design with Color & High Contrast  
Stick with fully saturated web-safe hues. Strong contrast in both hue and value are essential.
- Use Simple Backgrounds  
Steer clear of patterns or busy backgrounds, as they may compete with your text. Note: Try to avoid having the majority of the background as white since this might compete with creative elements.
- Use 7 to 10 Words  
Be concise and keep it simple.
- Use Bold, Easy-To-Read Fonts  
Thin fonts at a distance can optically fade or break up. Maximize the size of your headline & contact information to ensure legibility.

**Disclaimer & Warning Guidelines:** For roadside digital formats this copy must be in easily legible type and in a size at least 12 inches tall or as required by applicable law or regulation, whichever is greater.

# 010147 - San Antonio



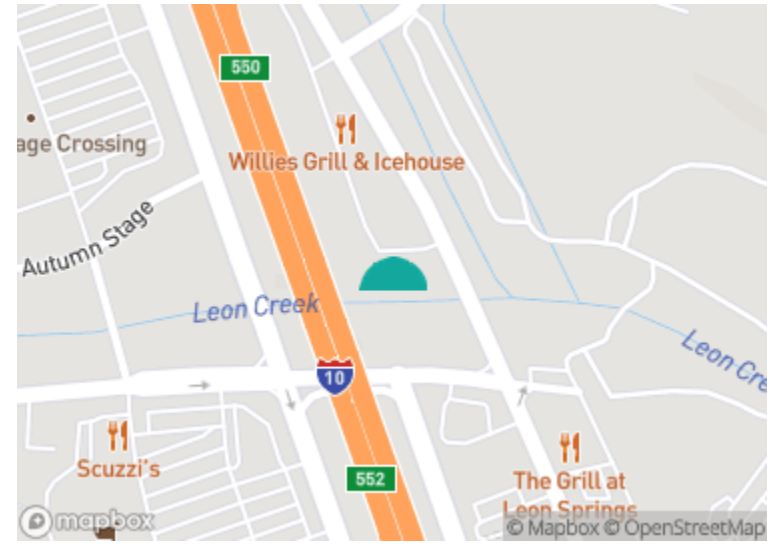
**Description:** I-10 NW ES 330ft N/O Boerne Stage Rd F/S - 2

**Geopath ID:** 14920272      **City:** San Antonio      **Latitude:** 29.667

**Media Type:** Bulletin      **State:** TX      **Longitude:** -98.631

**Display Dimensions:** 14' x 48'      **Zip:** 78257      **Facing:** S

**Physical Dimensions:** 14' x 48'



Weekly Impressions (DMA)		
Demo	In Market	Total
18+ yrs	206,995	241,980

A multi lane expressway, I-10 is a major commuter route to downtown. This stretch of I-10 extends past the northwestern boundary of Bexar County and the Texas Hill Country town of Boerne. The towns of Kerrville and Fredericksburg are located about a half hour further north. Development of upper middle class to upper class housing in this region is part of the overall trend of development north of San Antonio. This bulletin sits on the northwest side of San Antonio outside of Loop 1604. I-10 Expressway provides access from San Antonio to the far West Texas town of El Paso.

Source: 2021r1 Geopath Impressions. Geopath impression information is based on available Geopath data as of the date of this proposal/photosheet. GEOPATH AUDIENCE LOCATION MEASUREMENT™ data is proprietary intellectual property owned by Geopath, Inc. and is to be used only by the recipient solely and exclusively for its planning and/or buying of out-of-home media advertisements. The Total 18+ Imps (Weekly) reported for digital now represent only those impressions for a single spot in rotation. Copyright © 2021. All rights reserved.



## Artwork Requirements

Artwork should be delivered 30 days prior to a scheduled contract date and formatted to the specifications below.

### Design Using Photoshop & Illustrator

- ½ Scale (½ inch = 1 foot) @ 408 ppi
- Full Scale (1 foot = 1 foot) @ 17 ppi

(height x width)	Actual Size (ft)	½ Scale (in)
<b>Bleed/Trim/Finishing</b>	<b>15' H x 49' W</b>	<b>7.5" H x 24.5" W</b>
<b>Live Area</b>	<b>14' H x 48' W</b>	<b>7" H x 24" W</b>
<b>Safe Area</b>	<b>13' H x 47' W</b>	<b>6.5" H x 23.5" W</b>

### Print Specifications

- Include Bleed
- CMYK U.S. Web Coated (SWOP) v2 profile
- Rich Black (50c50m50y100k)

### File Specifications

- No Paths or Layers
- 8-Bit, Square Pixel Aspect Ratio
- **Flattened TIFF** (LZW Compression)
- **Photoshop PDF** (Background Layer)
- **JPG** (Max Compression 12)

### File Delivery

Please contact your CCO representative for more information

**Disclaimer & Warning Guidelines:** For roadside printed formats this copy must be in easily legible type and in a size at least 6 inches tall or as required by applicable law or regulation, whichever is greater.

## Production

We strongly recommend:

- 5% overage for large showing levels
- Verifying final sizes and specs with your CCO representative prior to the production of any artwork

## Substrate

Acceptable materials in order of preference:

1. Polyethylene (i.e. Eco Flexx)
2. PVC - Lightweight (7 oz.)

## Finishing

- Print must include additional 6" bleed per edge for Installation (Approximately 2" Lap & 4" Pocket)
- Must include crop line on vinyls and extensions

## Shipping Requirements

Clients who supply finished materials must ensure they are received 5 days prior to the contract installation date.

We also request:

- Materials be shipped in a box
- A label with a picture of the design is attached to the outside of the box
- A barcode (for internal tracking purposes) be provided by the vendor on all boxes delivered

Bulletin: 14' H x 48' W



**Bleed/Trim/Finishing:** 15'hx49'w

**Live Area:** 14'hx48'w

**Safe Area:** 13'hx47'w

**Bleed/Trim/Finishing:** Overall art size including background color

**Live Area:** Area which is visible. The “face” and actual size of the unit

**Safe Area:** All non-bleed text, graphics and imagery should fall within this area

Extension requirements vary by market – contact your sales representative for more information



**City of Helotes EDC  
AGENDA ITEM REQUEST FORM  
DATE: February 16, 2022**

**AGENDA PLACEMENT:**

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- CLOSED

**CAPTION:**

Discussion of and direction on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation (HEDC) Bylaws by revising Article Three Officers and Corporate Officials, adding a new Section 3.6 Ex Officio Representative of the Board and Section 3.7 Executive Director, removing the City Administrator as Executive Director.

Discussion of and direction on a Resolution of the City of Helotes Economic Development Corporation, amending the City of Helotes Economic Development Corporation Article of Incorporation Article Ten Board of Directors Section (d) removing the City Administrator as Executive Director.

**EXECUTIVE SUMMARY:**

On January 19, 2022, the City of Helotes Economic Development Corporation (HEDC) Board of Directors discussed and approved amending the HEDC Bylaws. The amendments removed the City Administrator as being the HEDC Executive Director and established the position as an Ex Officio Member of the HEDC Board of Directors.

The recommended amendments were presented to City Council on January 27, 2022 for discussion and approval. City Council did not approve the amendments as written and provided modification to the Bylaws to be considered by HEDC Board of Directors. With guidance from legal counsel, Staff incorporated the aforementioned changes by amending Article Three *Officers and Corporate Officials* of the Bylaws and Article Ten *Board of Directors* of the Articles of Incorporation.

Under the modified recommendations, the City Council would appoint the EDC Board of Directors and the EDC Board of Directors would appoint and/or terminate the Executive Director with the approval of City Council. The City Council would also have the ability to terminate the Executive Director with cause in accordance to Local Government Code Section 22.077. The Board of Directors, as a whole, would provide policy directives to the Executive Director who, in turn, would provide project / administrative to future EDS Staff



members, and/or City Staff. The City Administrator would assist to oversee the job performance and evaluation of the Executive Director.

This format would shift the Chief Executive Officer role and his/her authority from the City Administrator/EDC Executive Director to a separate EDC Executive Director. All other duties of the EDC Executive Director would stay the same as currently listed in the bylaws.

**ATTACHMENTS:**

Attachment A: Local Government Code Sec. 22.077

Attachment B: Draft EDC Bylaws Amendment 3

Attachment C: Draft HEDC Articles of Incorporation

**PREPARED BY:** Marian Mendoza, Executive Director

LOCAL GOVERNMENT CODE

TITLE 2. ORGANIZATION OF MUNICIPAL GOVERNMENT

SUBTITLE B. MUNICIPAL FORM OF GOVERNMENT

CHAPTER 22. ALDERMANIC FORM OF GOVERNMENT IN TYPE A GENERAL-LAW  
MUNICIPALITY

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 22.077. REMOVAL OF MUNICIPAL OFFICERS. (a) The governing body of the municipality may remove a municipal officer for incompetency, corruption, misconduct, or malfeasance in office after providing the officer with due notice and an opportunity to be heard.

(b) If the governing body lacks confidence in a municipal officer appointed by the governing body, the governing body may remove the officer at any time. The removal is effective only if two-thirds of the elected aldermen vote in favor of a resolution declaring the lack of confidence.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Amended by Acts 2001, 77th Leg., ch. 402, Sec. 4, eff. Sept. 1, 2001.

**AMENDMENT NO. 32**

**BYLAWS OF THE CITY OF HELOTES**  
**ECONOMIC DEVELOPMENT CORPORATION**

**ARTICLE ONE**  
**PURPOSE AND POWERS**

Section 1.1 Purpose. The Corporation is incorporated for the purposes set forth in Article Four of its Articles of Incorporation, as amended, the same to be accomplished on behalf of the City of Helotes, Texas (the *City*) as its duly constituted authority and instrumentality in accordance with the Development Corporation Act of 1979, as amended, Texas Revised Civil Statutes Annotated Article 5190.6 (the *Act*), and other applicable laws.

Section 1.2 Powers. In the fulfillment of its corporate purposes, the Corporation shall be governed by Section 4B of the Act and a special election held in the City on February 1, 2003 (the *Election*), and it shall have all the powers set forth and conferred in its Articles of Incorporation, as amended, in the Act, and in other applicable law, subject to the limitations prescribed therein and herein and to the provisions thereof and hereof.

**ARTICLE TWO**  
**BOARD OF DIRECTORS**

Section 2.1 Powers, Number, and Terms of Office.

(a) The property and affairs of the Corporation shall be managed and controlled by a Board of Directors (the *Board*) which shall exercise all the powers of the Corporation. The Board shall perform its duties and obligations under the guidance and direction of the City Council of the City (the *Council*), acting through the Executive Director, and subject to the restrictions imposed by federal and state law, by the Articles of Incorporation, as amended, and by these Bylaws, as amended.

(b) The Board shall consist of seven (7) Directors designated Place 1 through Place 7, each of whom shall be appointed by the Council.

(c) Vacancies of the Board, term expirations, and replacements shall be filled by nominations of candidates submitted to Council from the Corporation. Any vacancy or replacement filled by Council shall be for the remainder of the term. For the purposes of Corporation's bylaws, the following definitions apply.

1. *Vacancy(ies)*. Vacancy(ies) are created when a Director(s) submit a written resignation or upon death of a Director.
2. *Term Expiration(s)*. Term Expiration(s) are created when a Director's appointment term reaches their respective end date.

3. *Replacement(s)*. Replacement(s) is/are needed when a Director is removed by Council.

(d) The Corporation and the City Secretary shall be responsible for public solicitation of candidates, candidate applications in-take, candidate interviews, and presentation of candidate(s) to Council. The City Secretary is the designated official for accepting the Corporation's board member applications.

(e) The Corporation may provide up to two nominees for each vacancy, term expiration, or replacement. The Corporation may submit a letter(s) of recommendation within sixty (60) calendar days, prior to the Term Expiration of any Director.

(f) Candidate nominations are required to be placed on a Council Agenda within thirty (30) calendar days of the Council's action(s) creating such vacancy, or thirty (30) calendar days prior to the Director's term expiration.

(g) The Directors constituting the first Board shall be those Directors named in the Articles of Incorporation. Successor Directors shall have the qualifications and be appointed to the terms set forth in the Articles of Incorporation, as amended.

(h) Any Director may be removed from office by the Council at will.

Section 2.2 Meetings of Directors.

(a) The Directors shall hold their meetings, as specified in Article Nine *Address* of the Corporation's Articles of Incorporation, as amended. Regular meetings of the Board shall be held the third (3<sup>rd</sup>) Wednesday of each month at 7 p.m. C.S.T. Special meetings of the Board shall be held whenever called by the President, by the Executive Director, by a majority of the Directors, by the Mayor of the City, or by a majority of the Council.

(b) Corporation Staff, on behalf of the Secretary, shall give notice to each Director of each meeting in person or by mail, telephone, or email at least seventy-two (72) hours before the meeting. Unless otherwise indicated in the notice thereof, any and all matters pertaining to the purposes of the Corporation may be considered and acted upon at a meeting. At any meeting at which a quorum of Directors shall be present, any matter pertaining to the purpose of the Corporation may be considered and acted upon consistent with applicable law.

(c) Attendance at Corporation meetings by members of the Board of Directors is critical for the Board to operate effectively and to be sure the requirements for a quorum can be met so that business can be conducted.

If a Director fails, for any reason, to attend more than three (3) regular meetings within any fiscal year period, that Director shall automatically be considered for replacement. The Executive Director shall inform the City Secretary of the situation, and the City Secretary shall place the item on the subsequent City Council agenda for action. A meeting cancelled for lack of a quorum is considered a meeting for purposes of recording attendance. Due to quorum requirements, when

an absence is anticipated, the Director shall notify the Executive Director in advance, and the absence shall be counted against the Director's attendance record.

Section 2.3 Open Meetings Act. All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with the Texas Open Meetings Act, as amended, Chapter 551, Texas Government Code.

Section 2.4 Quorum. A majority of the entire membership of the Board shall constitute a quorum to conduct official business of the Corporation. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute an official act of the Board and of the Corporation, unless the act of a greater number is required by law.

Section 2.5 Conduct of Business.

(a) At the meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with Roberts Rules of Order, latest edition, and rules of procedure, as from time to time prescribed by the Board.

(b) At all meetings of the Board, the President shall preside. In the absence of the President, the Vice President shall preside. In the absence of the Vice President, the Secretary shall preside.

(c) The Presiding Officer shall not be a voting member of the Board, unless his/her vote is required to break a tie. The Presiding Officer shall not make a motion or second a motion made by another Director for any agenda item.

(d) The Secretary of the Corporation, acting through Corporation Staff, shall act as the secretary of all meetings of the Board. In the absence of the Secretary, the Presiding Officer may appoint any person to act as the secretary of the meeting.

Section 2.6 Committees of the Board.

The Board may designate three (3) or more Directors to constitute an ad hoc committee of the Board to exercise such authority, as approved by resolution of the Board. It is provided, however, that all final, official actions of the Corporation may be exercised only by a majority vote of the Board. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the Corporation, and any such meetings must be conducted in accordance with the provisions of the Texas Open Meetings Act, as amended, Chapter 551, Texas Government Code, if applicable.

Section 2.7 Compensation of Directors. Directors shall not receive any salary or compensation for their services as Directors. However, Directors shall be reimbursed for their actual expenses incurred in the performance of their official duties as Directors.



**ARTICLE THREE  
OFFICERS AND CORPORATE OFFICIALS**

Section 3.1 Titles and Terms of Office.

(a) The officers of the Corporation shall be a President, Vice President, and Secretary. The President, Vice President, and Secretary shall be named from among the members of the Board. No person may hold more than one office. Initial officers shall serve the terms disclosed in the Articles of Incorporation. Thereafter, terms of office shall be for one (1) year with the terms of office expiring on September 30 of each year. Upon the expiration of the terms, each officer shall have the right to be reappointed or reelected by a majority vote of the Board of Directors.

(b) All officers shall be subject to removal from office at any time by a vote of a majority of the Council or Board of Directors.

(c) A vacancy in the office of any officer shall be filled by a majority vote of the Board of Directors.

Section 3.2 Powers and Duties of the President. The President shall have such powers and duties as may be prescribed by the Board and shall be the Presiding Officer over the meetings of the Corporation.

Section 3.3 Vice President. The Vice President shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the President during that officer's absence or inability to act. Any action taken by the Vice President in the performance of the duties of the President shall be conclusive evidence of the absence or inability to act of the President at the time such action was taken.

Section 3.4 Treasurer. The City Treasurer shall be a Corporate Official and shall be responsible for coordinating all of the financial matters of the Corporation, including arranging for and oversight of the annual audit. The Treasurer may be an employee or independent contractor of the City. To the extent that the Treasurer is an employee or independent contractor of the City, he/she shall not be a member of the Board.

Section 3.5 Secretary. The Secretary, acting through Corporation Staff, may keep the minutes of all meetings of the Board and books provided for that purpose; may give and serve all notices; shall sign with the Executive Director in the name of the Corporation and/or attest the signature thereto all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes, and other instruments of the Corporation; may have charge of the corporate books, records, documents, and instruments, except the books of account and financial records and securities, and such other books and papers as the Board may direct, all of which shall at all reasonable times be open to public inspection upon application at the principal office of the Corporation during business hours; and may, in general, perform all duties incident to the office of the Secretary and subject to the control of the Board, all as required by law.

Section 3.6 Ex Officio Representative of the Board. The City Administrator shall

serve as an ex officio representative of the Board and shall have the right to take part in any discussion of the Board, or committees thereof, including attendance of executive sessions, but shall not have the power to vote in any meetings.

Section 3.66.1- Executive Director. The City Administrator, or his/her designee, The Board of Directors may employ an Executive Director, who shall be a Corporate Official and shall serve as the Executive Director of the Corporation and receive policy direction, as established by a majority vote of the Board of Directors. The Executive Director of the Corporation shall be appointed and/or terminated by the Board of Directors with approval by the City Council, but shall not be a member of the Board of Directors. The City Council shall be able to terminate the Executive Director in accordance with Local Government Code Section 22.077.—The President shall be the point of contact between the Executive Director and the Board of Directors regarding official Corporate business. —The Executive Director is the Chief Executive Officer of the Corporation and, subject to the authority of the Board of Directors and Council, the Executive Director is in general charge of the affairs of the Corporation, including the execution of contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes, and other instruments in the name of the Corporation. —The Executive Director, subject to the Corporation’s annual budget approved by the Board of Directors and Council, shall exercise direct supervision, including hiring and firing authority, over subordinate Corporation staff. The Executive Director shall compile and submit to the Board of Directors and City Council regular reports and recommendations regarding the programs, policies, and business affairs of the Corporation. The City Administrator will assist to oversee the job performance and evaluation of the Executive Director. The Executive Director shall retain legal counsel and financial advisors for the Corporation, subject to the approval of the majority of the Board. —The Executive Director shall not be a member of the Board, and, unless excused by the President, the Executive Director shall attend all meetings of the Board of Directors. —A majority vote of the Board of Directors may appeal an action taken by the Executive Director to the City Council, who shall have the authority to sustain, modify, or reverse said action by the Executive Director.

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Section 3.7 Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for the actual expenses incurred in the performance of their duties as officers.

Section 3.8 Conflict of Interest. In the event that a Director is aware that he or she has a conflict of interest or potential conflict of interest, as defined by State Law and/or Chapter Two *Administration*, Article IV. *Ethics* of the City Code of Ordinances, with regard to any particular matter or vote before the Board, the Director shall bring the same to the attention of the Board and shall abstain from discussion and voting thereof. If any Director believes that any other Director may have a conflict of interest on a matter before the Board, he/she is obligated to inform the Director of that opinion. It is then the responsibility of the Director with the possible conflict to resolve the situation. Any questions of possible ethics violations shall be referred to the Corporation’s legal counsel.

#### ARTICLE FOUR FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

Section 4.1 City of Helotes Economic Development Corporation Plan.

(a) It shall be the duty and obligation of the Board to finance and implement the City of Helotes Economic Development Corporation Plan, subject to approval or disapproval by Council.

(b) In carrying out its obligations under subsection (a), the Corporation shall be authorized to exercise all rights and powers granted under the Act, including, but not limited to Section 4B.

(c) The Board shall submit reports to the Council as to the status of its activities in carrying out its obligations under this Section. Reports shall be submitted, at a minimum, on a quarterly fiscal year basis.

(d) Any and all agreements with a cumulative value at or above Ten Thousand Dollars (\$10,000.00) made between the Corporation and other parties shall be individually approved by the City Council, and any and all agreements made between the Corporation and other parties shall be authorized, executed, approved, and delivered in accordance with applicable law.

(e) An administrative services contract may be executed annually as a part of the budget process between the Corporation and the City for the services provided by the Executive Director, Treasurer, City Attorney, and other City services / functions. Subject to the authority of the City Administrator, the Corporation may have the right to utilize City services, employees, and, if applicable, independent contractors provided (i) that the City Administrator approves the utilization of such services; (ii) that the Corporation may pay, as stipulated within the administrative services contract and approved by the City Administrator, reasonable compensation to the City for such services; and (iii) the performance of such services does not materially interfere or conflict with the other duties of such personnel of the City. Utilization of the aforesaid City services, employees, and independent contractors may be solely by an administrative services contract approved by the City Council.

Section 4.2 Annual Corporate Budget. Prior to the commencement of each fiscal year of the Corporation, the Board shall adopt a proposed budget of expected revenues from sources set out in Section 4.5 of this Article and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the Council. The budget shall not be effective until the same has been approved by the Council.

Section 4.3 Books, Records, Audits.

(a) The Corporation shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.

(b) At the direction of Council, the books, records, accounts, and financial statements of the Corporation may be maintained for the Corporation by the City Treasurer.

(c) The Corporation shall cause its books, records, accounts, and financial statements to be audited at least once each fiscal year by the same outside, independent auditing and accounting firm selected by the Council for the City. Such audit shall be at the expense of the Corporation.

Section 4.4 Deposit and Investment of Corporation Funds.

(a) All proceeds from loans or from the issuance of bonds, notes, or other debt instruments (the *Obligations*) issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.

(b) Subject to the requirements of contracts, loan agreements, indentures or other agreements securing *Obligations*, all other money of the Corporation, if any, shall be deposited, secured, and/or invested in the manner provided by the Corporation's Investment Policy for the deposit, security, and/or investment of the public funds. The Board, with Council approval, shall designate the accounts and depositories to be created and designated for such purposes, and it shall designate the methods of withdrawal of funds therefrom for use by and for the purposes of the Corporation upon the signature of its Investment Officer(s) and such other persons as the Board designates, all in accordance with the Corporation's Investment Policy. The accounts, reconciliation, and investment of such funds and accounts shall be performed by the Corporation's Investment Officer(s).

Section 4.5 Expenditure of Corporate Money. The sales and use taxes collected pursuant to Section 4B of the Act, the proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, revenues generated by any Projects, as defined in Section 4B of the Act, proceeds derived from the sale of *Obligations*, or any other source of revenues that are payable to the Corporation may be expended by the Corporation for any purposes authorized by the Act and the Election, subject to the following limitations:

(a) Expenditures that may be made from a fund created with the proceeds of *Obligations* and expenditures of money derived from sources other than the proceeds of *Obligations* may be used for the purpose of financing or otherwise providing for one or more Projects, as defined in Section 4B of the Act, and in accordance with the Election;

(b) All other proposed expenditures shall be made in accordance with and shall be set forth in the annual budget required by Section 4.2 or in contracts meeting the requirements of Section 4.1 (d) and (e) of this Article.

Section 4.6 Issuance of Obligations. No *Obligations*, including refunding obligations, shall be authorized, sold, and/or delivered by the Corporation unless the Council approves such *Obligations* by action taken prior to the date of the initial delivery of the *Obligations* to the initial purchasers thereof.

**ARTICLE FIVE  
MISCELLANEOUS PROVISIONS**

Section 5.1 Principle Office.

(a) The principal office and the registered agent of the Corporation shall be the principal

office and registered agent specified in the Articles of Incorporation, as amended.

(b) The Corporation shall have and shall continually designate a registered agent at its office, as required by the Act.

Section 5.2 Fiscal Year. The fiscal year of the Corporation shall be the same as the fiscal year of the City.

Section 5.3 Seal. The seal of the Corporation shall be as follows:



Section 5.4 Resignations. Any Director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the President or Secretary. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 5.5 Approval or Advice and Consent of the Council. To the extent that these Bylaws refer to any approval by the City or refer to advice and consent by the Council, such advice and consent shall be evidenced by a certified copy of a resolution, ordinance, or motion duly adopted by the Council.

Section 5.6 Services of City Staff and Officers. The Corporation may utilize the services and staff employees of the City in accordance with an administrative services contract and Section 4.1 hereof. All requests for staff time or inquiries of staff will be requested through the City Administrator's Office and approved by the Mayor.

Section 5.7 Indemnification of Directors, Officers, and Employees.

(a) As provided in the Act, the Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and its actions are governmental functions.

(b) The Corporation shall indemnify each and every member of the Board, its officers, its employees, each member of the Council, and each employee of the City, to the fullest extent permitted by law, against any and all liability or expense, including attorney's fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the sanctions and activities of the Corporation. The legal counsel for the Corporation is authorized to provide a defense for each and every member of the Board, its officers, its employees, each member of the

Council, and each employee of the City.

**ARTICLE SIX  
EFFECTIVE DATE, AMENDMENTS**

Section 6.1 Effective Date. These Bylaws shall become effective upon the approval of these Bylaws by the Council.

Section 6.2 Amendments to Articles of Incorporation and Bylaws. The Articles of Incorporation, as amended, of the Corporation and these Bylaws may be amended only in the manner provided in the Articles of Incorporation, as amended, and the Act.

\*\*\*\*\*

DRAFT

**RESOLUTION NO. 22-\_\_\_**

**A RESOLUTION OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION APPROVING AMENDMENT NO. 3 TO THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION BYLAWS BY REVISING ARTICLE THREE OFFICERS AND CORPORATE OFFICIALS, ADDING A NEW SECTION 3.6 EX OFFICIO REPRESENTATIVE OF THE BOARD AND SECTION 3.7 EXECUTIVE DIRECTOR, REMOVING THE CITY ADMINISTRATOR AS EXECUTIVE DIRECTOR; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.**

**WHEREAS**, on October 24, 2002, City Council ordered a special election to be held on February 1, 2003, for the purpose of creating the City of Helotes Economic Development Corporation (the “HEDC”), a Type B Economic Development Corporation; and

**WHEREAS**, on February 6, 2003, City Council canvassed the election returns and the votes were in favor of creating the HEDC; and

**WHEREAS**, on February 13, 2003, City Council approved Articles of Incorporation and Bylaws, which together govern the affairs of the HEDC; and

**WHEREAS**, on June 25, 2015, City Council approved Resolution No. 326, establishing Amended Bylaws for the HEDC; and

**WHEREAS**, on November 9, 2021, City Council approved Resolution No. 21-032, establishing Amended Bylaws for the HEDC; and

**WHEREAS**, the HEDC has determined that it is in the best interest of the Corporation and the City to implement these changes and desires to amend the HEDC Bylaws.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION THAT:**

**Section One. Approval.** The HEDC hereby approves Amendment No. 3 to the City of Helotes Economic Development Corporation Bylaws, Article Three Officers and Corporate Officials, adding a new Section 3.6 Ex Officio Representative of the Board and Section 3.7 Executive Director, removing the City Administrator as Executive Director. The amended bylaws are attached hereto as Exhibit “A”.

**Section Two. Repealer.** Resolution No. 21-032 is hereby repealed in its entirety and replaced with this Resolution.

**Section Three. Authorization.** The HEDC is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

**Section Four. Recitals.** The HEDC finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

**Section Five. Severability.** If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The HEDC hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

**Section Six. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**PASSED, ADOPTED, AND APPROVED** by the HEDC Board of Directors this the 16<sup>th</sup> day of February, 2022.

**CITY OF HELOTES ECONOMIC  
DEVELOPMENT CORPORATION:**

\_\_\_\_\_  
Marian Mendoza, City Administrator

**ATTEST:**

\_\_\_\_\_  
Glenn Goolsby, Assistant Director



**RESTATED AND AMENDED**  
**ARTICLES OF INCORPORATION**

**OF THE**

**CITY OF HELOTES**  
**ECONOMIC DEVELOPMENT CORPORATION**

<b>THE STATE OF TEXAS</b>	<b>§</b>
	<b>§</b>
<b>COUNTY OF BEXAR</b>	<b>§</b>
	<b>§</b>
<b>CITY OF HELOTES ECONOMIC</b>	<b>§</b>
<b>DEVELOPMENT CORPORATION</b>	<b>§</b>

WE, THE UNDERSIGNED natural persons, not less than three in number, each of whom is at least 18 years of age and a qualified elector of the City of Helotes, Texas, a duly established Type A General Law Municipality under the Texas Constitution and the laws of the State of Texas, acting as incorporators of a public instrumentality and Non-profit Development Corporation (the *Corporation*) under the Development Corporation Act of 1979, as amended, with the approval of the City Council (the *Council*) of the City of Helotes, Texas (the *City*), as evidenced by the Resolution attached as Attachment A and made a part of these Articles for all purposes, do hereby adopt the following Restated and Amended Articles of Incorporation for the Corporation:

**ARTICLE ONE**  
**NAME**

The name of the Corporation is the City of Helotes Economic Development Corporation.

**ARTICLE TWO**  
**AUTHORIZATION**

The Corporation is a Non-profit Corporation and is an Industrial Development Corporation under the Development Corporation Act of 1979, Texas Revised Civil Statutes Annotated Article 5190.6, as amended (the *Act*), and it shall be governed by Section 4B of said Act, as now existing or as may be amended, and as approved at a special election held in the City on February 1, 2003.

**ARTICLE THREE**  
**DURATION**

Subject to the provisions of Article Fourteen hereof, the period of duration of the Corporation is perpetual.

## **ARTICLE FOUR PURPOSE AND LIMITATIONS**

(a) The Corporation is organized exclusively for the purpose of benefitting and accomplishing the public purposes of, and to act on behalf of, the City, and the specific purposes for which the Corporation is organized. The Corporation may issue bonds, notes, and other forms of debt instruments, and it may acquire, maintain, lease, and sell property, and interests therein, on behalf of the City, as authorized by Section 4B of the Act, to promote economic development within the City and the State of Texas in order to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare of, for, and on behalf of the City. The Corporation may finance and undertake any such project, subject to the regulations and limitations set forth in Section 4B of the Act and a special election held in the City on February 1, 2003. The Corporation is authorized to issue bonds, as permitted by the Act; provided, however, no bonds may be issued by the Corporation and no project may be financed with bond proceeds or other revenues of the Corporation unless such bonds or projects are first approved by the Council. The Corporation is a constituted authority and a public instrumentality within the meaning of the Act, the regulations of the United States Treasury Department, and the rulings of the Internal Revenue Service, prescribed and promulgated pursuant to Sections 103 and 141 of the Internal Revenue Code of 1986, as amended, and the Corporation is authorized to act on behalf of the City, as provided in the Act and these Articles of Incorporation.

(b) In the fulfillment of its corporate purpose, the Corporation shall have and may exercise the powers described in paragraph (a) of this Article, together with all of the other powers granted to the corporations that are incorporated under the Act and that are governed by Section 4B thereof, and, to the extent not in conflict with the Act, the Corporation shall additionally have and may exercise all of the rights, powers, privileges, authorities, and functions given by the general laws of the State of Texas to non-profit corporations under the Texas Non-Profit Corporation Act, as amended, Texas Revised Civil Statutes Annotated Article 1396-101, et seq.

(c) The Corporation shall have the purposes and powers permitted by the Act, pursuant to the authority granted in Article III, Section 52-a of the Texas Constitution, but the Corporation does not have and shall not exercise the powers of sovereignty of the City, including the power to tax, except for the power to receive and use the sales and use taxes specified in Section 4B of the Act, and the police power, except that the Corporation shall have and may exercise the power of eminent domain when the exercise thereof is approved by the Council and to the extent allowed by the City Charter, if applicable, and State Law. For the purposes of the Texas Tort Claims Act, as amended under Subchapter A, Chapter 101, Texas Civil Practice and Remedies Code, the Corporation is a governmental unit and its actions are governmental functions.

(d) No bonds, notes, other debt instruments, other obligations, contracts, or agreements of the Corporation are or shall ever be deemed to be or constitute the contracts, agreements, bonds, notes, other debt instruments, other obligations, the lending of credit, or a grant of the public money or things of value, of, belonging to, or by the State of Texas, the City, or any other political corporation, subdivision, or agency of the State of Texas, or a pledge of the faith and credit of any of them. Any and all of such contracts, agreements, bonds, notes, other debt instruments, other obligations, contracts, and agreements shall be payable solely and exclusively from the revenues and funds received by the Corporation from the sources authorized by Section 4B of the Act and

from such other sources as may be otherwise lawfully available and belonging to the Corporation from time to time.

## **ARTICLE FIVE FINANCING**

(a) Before the consummation of the initial delivery of any bonds, notes, or other forms of debt instruments, the Corporation shall obtain approval by the Council.

(b) In the exercise of the powers of the Corporation, the Corporation may enter into loan, lease, trust, or other agreements, as authorized by the Act, that are necessary and appropriate to the fulfillment of the public purpose of the Corporation, all of which agreements, the specific uses, and the methods of withdrawal and expenditure of the proceeds of the bonds, notes, or other debt instruments must be included as a part of the approval process of the Council required by paragraph (a) above.

(c) In the exercise of the powers of the Corporation, the Corporation may not enter into any loan, lease, trust, or other agreement the effect of which would grant, convey, transfer, mortgage, encumber, pledge, or assign a security interest or any other interest in any property owned by the City. Any agreement entered into by the Corporation shall contain language substantially to the effect that any grant, conveyance, transfer, mortgage, encumbrance, pledge, or assignment of property owned by the City is prohibited.

## **ARTICLE SIX MEMBERS**

The Corporation has no members and is a non-stock corporation.

## **ARTICLE SEVEN SALES TAX**

Upon receipt from the City of the proceeds of the sales and use tax imposed under Section 4B of the Act, the Corporation may use the proceeds as permitted by the Act, as now existing or as may be amended, and these Articles of Incorporation.

## **ARTICLE EIGHT AMENDMENT**

The Articles of Incorporation and Bylaws may be amended at any time, as provided in the Act, to make any changes and add any provisions which might have been included or not included in the documents in the first instance or as may be permitted by subsequent changes in the law. Any amendment may be accomplished in either of the following manners:

(a) The members of the Board of Directors of the Corporation shall file with the Council a written application requesting approval of the amendments to the Articles of Incorporation and/or Bylaws, specifying in such application the amendments proposed to be made. The Council shall consider such application and, if it shall by resolution, duly find and determine that it is advisable

that the proposed amendments be made, it shall approve the form of the proposed amendments. The Board of Directors of the Corporation may then amend the Articles of Incorporation and/or Bylaws by adopting such amendments at a meeting of the Board of Directors and delivering such amendments to the Secretary of State; or

(b) The Council may, at its sole discretion and at any time, amend the Articles of Incorporation and/or Bylaws and alter or change the structure, organization, programs, activities of the Corporation, or terminate or dissolve the Corporation, subject to the provisions of the Act and subject to any limitation provided by applicable constitutions and laws of the impairment of contracts entered into by the Corporation, by resolution adopting the amendment to the Articles of Incorporation, Bylaws, and/or Articles of Dissolution at a meeting of the Council and delivering such amendments to the Secretary of State, as provided in the Act. Restated Articles of Incorporation and/or Bylaws may be filed with the Secretary of State, as provided in the Act, without the consent of the Council.

## **ARTICLE NINE ADDRESS**

The street address of the registered office of the Corporation is 12951 Bandera Road, Helotes, Texas 78023, and the registered agent at that address is Rick Schroder, City Administrator. The mailing address for the Corporation is Post Office Box 507, Helotes, Texas 78023.

From time to time and with Council approval, the Board of Directors and/or City Council may elect to move the Corporation's principal office to other commercially-available office space within the corporate City limits or change its mailing address.

Regular and special meetings of the Corporation's Board of Directors shall take place at City Hall, 12951 Bandera Road, Helotes, Texas 78023. Workshops requiring site visits may take place at other locations, as directed by the Corporation's President or the Executive Director.

## **ARTICLE TEN BOARD OF DIRECTORS**

(a) The affairs of the Corporation shall be managed by a Board of Directors, which shall be composed of seven persons appointed by the Council. The terms of the initial Board of Directors shall be as follows:

Three (3) of the Directors shall be appointed to terms expiring September 30, 2003 and four (4) of the Directors shall be appointed to terms expiring September 30, 2004. Thereafter, the terms of Directors shall be two (2) years, expiring on September 30 of odd numbered and even numbered years, respectively.

Each Director must be a registered voter in and a resident of Bexar County, Texas, with preference given to residents of the City of Helotes, its Extraterritorial Jurisdiction, and/or Northwest Bexar County; however, at least five (5) Directors must be residents of the City of Helotes or current business owners within the City of Helotes. A Director shall not be a City Official, City Staff Member, and/or a City Council Member. A majority of the entire membership

of the Board, including any vacancies, is a quorum. The Board shall conduct all meetings in accordance with Articles Nine, Ten, and Eleven of these Articles.

If a Director fails, for any reason, to attend more than three (3) regular meetings within any fiscal year period, that member shall automatically be considered for replacement. The Executive Director shall inform the City Secretary of the situation, and the City Secretary shall place the item on the subsequent City Council agenda for action. A meeting cancelled for lack of a quorum is considered a meeting for purposes of recording attendance. Due to quorum requirements, when an absence is anticipated, the Director shall notify the Executive Director in advance, and the absence shall be counted against the Director's attendance record.

(b) The names and street addresses of the persons who served as the initial Directors and the dates of expiration of their initial terms as Directors, are as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>EXPIRATION OF TERM</u>
James McKinney, Place 1	12951 Bandera Road Helotes, Texas 78023	September 30, 2005
Lad Herold, Place 2	12951 Bandera Road Helotes, Texas 78023	September 30, 2004
Bill Wheeler, Place 3	12951 Bandera Road Helotes, Texas 78023	September 30, 2005
Fred Burns, Place 4	12951 Bandera Road Helotes, Texas 78023	September 30, 2004
Ardith Garner, Place 5	12951 Bandera Road Helotes, Texas 78023	September 30, 2005
Gene Skillrud, Place 6	12951 Bandera Road Helotes, Texas 78023	September 30, 2004
Kenneth E. Willmann, Place 7	12951 Bandera Road Helotes, Texas 78023	September 30, 2005

Each Director, including the initial Directors, shall be eligible for reappointment. Each Director shall serve until a successor is appointed. Directors are removable by the Council at any time with or without cause.

(c) The Directors shall serve without compensation, but they shall be reimbursed for their actual expenses incurred in the performance of their duties as Directors. Any vacancy occurring on the Board of Directors, by reason of death, resignation, or otherwise, shall be filled by appointment by the Council of a person who shall hold office until the expiration of the term.

(d) The Board of Directors shall elect a President, Vice president, Secretary and any other officers that the Corporation considers necessary to serve as executive officers of the Corporation, as more specifically provided in the Corporation's Bylaws. The term of each officer's office shall expire on September 30 of each year. ~~The City Administrator, or his/her designee Executive Director of the Corporation who shall be appointed reviewed by the Board of Directors and approved by the City Council, shall serve as the Executive Director of the Corporation, but the Executive Director but shall not be a member of the Board of Directors.~~

(e) Meetings of the Board of Directors are subject to the Texas Open Meetings Act, as

amended, Texas Government Code, Chapter 551, and the Corporation is subject to the Texas Open Records Act, as amended, Texas Government Code, Chapter 552.

## **ARTICLE ELEVEN BYLAWS**

The initial Bylaws of the Corporation have been approved by the Council and shall be adopted by the Corporation's Board of Directors and shall, together with these Articles of Incorporation, govern the initial affairs of the Corporation until and unless amended in accordance with the provisions of the Act and these Articles of Incorporation.

## **ARTICLE TWELVE INCORPORATORS**

The name and street address of each incorporator are:

1. Fritz Bohne 12951 Bandera Road, Helotes, Texas 78023
2. Eva Juarez 12951 Bandera Road, Helotes, Texas 78023
3. Morton Ault 12951 Bandera Road, Helotes, Texas 78023

Each incorporator was a qualified elector of the City at the time of original incorporation.

## **ARTICLE THIRTEEN COUNCIL APPROVAL**

The City has specifically authorized the Corporation by Ordinance to act on its behalf to further the public purposes stated in said Ordinance and these Articles of Incorporation, and the City has by said Resolution, dated June 25, 2015, approved these Restated and Amended Articles of Incorporation. A copy of such Resolution is on file among the permanent public records of the City and the Corporation.

## **ARTICLE FOURTEEN DISSOLUTION**

(a) The Corporation shall not be dissolved, and its business shall not be terminated, by act of the Council or otherwise so long as the Corporation shall be obligated to pay any bonds, notes, or other obligations and unless the collection of the sales and use tax authorized by Section 4B of the Act is eligible for termination in accordance with the provisions of Section 4B(i) of the Act.

(b) No action shall be taken, pursuant to paragraph (a) of this Article or pursuant to paragraph (b) of Article Sixteen of these Articles, in any manner or at any time that would impair any contract, lease, right, or other obligation theretofore executed, granted, or incurred by the Corporation.

**ARTICLE FIFTEEN  
NOT A PRIVATE FOUNDATION**

If the Corporation is ever determined to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code of 1986, as amended (the *Code*), the Corporation:

- (a) Shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code;
- (b) Shall not engage in any act of self-dealing, as defined in Section 4941(d) of the Code;
- (c) Shall not retain any excess business holdings, as defined in Section 4943 (c) of the Code;
- (d) Shall not make any investments in such manner as to subject it to tax under Section 4944 of the Code; and
- (e) Shall not make any taxable expenditures, as defined in Section 4945(d) of the Code.

**ARTICLE SIXTEEN  
MISCELLANEOUS**

(a) No dividends shall ever be paid by the Corporation and no part of its net earnings remaining after payment of its expenses and other obligations shall be distributed to or inure to be benefit of its Directors or Officers, or any individual, private firm, or private corporation or association, except in reasonable amounts for services rendered.

(b) If, after the close of any fiscal year, the Board of Directors shall determine that sufficient provision has been made for the full payment of all current expenses, together with all amounts payable on the contracts, agreements, bonds, notes, and other obligations of the Corporation, and that all of the terms, provisions, and covenants therein have been met, then any net earnings derived from sources other than the sales and use taxes collected for the account of the Corporation, pursuant to Section 4B of the Act, thereafter accruing in connection with projects financed, pursuant to Section 4B of the Act, and lease payments received in connection with projects financed, pursuant to Section 4B of the Act, shall be used solely for the purposes permitted by Section 4B of the Act and Article 4(a) of these Articles.

(c) If the Corporation ever should be dissolved when it has, or is entitled to, any interest in any funds or property of any kind, real, personal, or mixed, such funds or property or rights thereto shall not be transferred to private ownership, but shall be transferred and delivered to the City after satisfaction of debts and claims.

(d) No part of the Corporation's activities shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in any political campaign for or in opposition to any candidate for public office.

RESOLUTION NO.22-\_\_\_\_\_

**A RESOLUTION OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION TO AMEND ITS ARTICLES OF INCORPORATION; AUTHORIZING THE PRESIDENT AND SECRETARY TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Helotes, Texas (hereinafter referred to as the "City") authorized the creation of the City of Helotes Economic Development Corporation (the "EDC"), pursuant to the provisions of Texas Revised Civil Statutes Annotated Article 5190.6, as amended (the "Act"); and

**WHEREAS**, the EDC has determined it is necessary and proper to make certain amendments to its Articles of Incorporation and to update them to conform to the Texas Business Organizations Code and that it is in the best interests of the EDC to do so; and

**WHEREAS**, the EDC has determined that it is in the best interests of the EDC and the City to amend the EDC's Articles of Incorporation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION THAT:**

**Section One. Approval.** The Restated Certificate of Formation (With New Amendments) for the City of Helotes Economic Development Corporation and the Restated Certificate of Formation of the City of Helotes Economic Development Corporation attached hereto as Exhibit "A" and Exhibit "B" are hereby approved.

**Section Two. Authorization.** The President and Secretary of the EDC are hereby authorized to take all necessary steps to implement the provisions of this Resolution.

**Section Three. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**Section Four. Recitals.** The EDC finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

**Section Five. Severability.** If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The EDC hereby declares that it would have passed this Resolution, and each section, subsection,



clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

**PASSED, ADOPTED, AND APPROVED** by the HEDC Board of Directors this the 16<sup>th</sup> day of February, 2022.

**CITY OF HELOTES ECONOMIC  
DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Blaine Lopez, President

ATTEST:

\_\_\_\_\_  
Melody Cooper, Secretary