



**CITY OF FRIENDSWOOD
FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION
THURSDAY, APRIL 22, 2021 - 4:00 PM**

AGENDA

NOTICE IS HEREBY GIVEN OF A FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPEMT CORPORATION SPECIAL MEETING TO BE HELD AT 910 S. FRIENDSWOOD DRIVE, CITY COUNCIL CHAMBERS, , REGARDING THE ITEMS OF BUSINESS ACCORDING TO THE AGENDA LISTED BELOW:

- 1. Call to Order**
- 2. Communications from the Public**
- 3. Approval of Minutes**
 - A. Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on March 9, 2021.
- 4. Discussion and Possible Actions**
 - A. Discuss and take possible action regarding the Downtown Lighting Plan and TxDOT Curbs, Ramos, Sidewalks, traffic Signals Grant Project.
 - B. Discuss and take possible action regarding Downtown District Signage and Branding.
- 5. Reports**
 - A. Receive and discuss the Downtown District projects schedule.
 - B. Receive and discuss the Friendswood Downtown Economic Development Corporation Financial Report for March 2021.
- 6. Comments**
 - A. Receive comments from staff members.
 - B. Receive comments from board directors.
- 7. Adjournment**



Steven Rhea
Assistant City Manager

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made **two (2)** business days or more prior to this meeting. Please contact the City Secretary's Office at (281) 996-3270 for further information.

I, LETICIA BRYSCH, CITY SECRETARY OF THE CITY OF FRIENDSWOOD DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT WAS POSTED IN A PLACE CONVENIENT TO THE GENERAL PUBLIC AND IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, ON

04/15/2021

DATE

5:00 P.M.

AT TIME



LETICIA BRYSCH
CITY SECRETARY

ALL MEETINGS OF THE FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION ARE OPEN TO THE PUBLIC, EXCEPT WHEN THERE IS A NECESSITY TO MEET IN AN EXECUTIVE SESSION (CLOSED TO THE PUBLIC) UNDER THE PROVISIONS OF SECTION 551, TEXAS GOVERNMENT CODE. THE FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION RESERVES THE RIGHT TO CONVENE INTO EXECUTIVE SESSION TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFIES FOR AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT.



**Friendswood Downtown Economic Development Corporation (FEDDC)
Meeting Minutes of March 9, 2021
City Hall Council Chambers
910 S. Friendswood Drive, Friendswood, Texas 77546**

1. Call to order

The meeting was called to order at 4 p.m. with a quorum present.

Present: Dr. Patrick McGinnis, President; Arden "Trey" Hill, Vice President; Paul Marx, Secretary/Treasurer; Elmer "Bubba" Johnson Member; Alton Todd, Member; and Rebecca Hillenburg, Member

Ron Cox, Member, arrived at 4:17pm.

Staff members present: Steven Rhea, Aubrey Harbin

2. Citizen comments

None

3. Consider and take action on approval of minutes

Rebecca Hillenburg made a motion to approve the February 9, 2021, meeting minutes, seconded by Bubba Johnson. All in favor, motion carried unanimously.

4. Discussion and possible action

A. Downtown lighting plan and TxDOT Curbs, Ramps, Sidewalks, Traffic Signals Grant Project

Steven Rhea explained that Tyzac Concrete Inc will be the contractor for the project. The Engineering Department is working to obtain required easements for sidewalks where needed. Friends Church has been non-responsive to this point regarding easements needed around the oak trees on their property located at 502 S. Friendswood Drive. TxDOT has an arborist on the project to discuss the protection of the trees with the church representatives. Staff is hopeful that a meeting will be scheduled for next week. TxDOT is also proposing metal grates within sections of the sidewalk around the trees in order to protect the trees and not disturb the tree roots. These protection details are included in the plans. The contractor has 180 days to complete the project.

B. Downtown District Signage and Branding

Steven Rhea explained that the Engineering Department is preparing RFP for signage package to include all of the types of signs outlined in the Downtown District Improvement Plan. Staff hopes to have some packages for review at the May meeting.

Steven Rhea also explained that Engineering has processed RFPs for lighting and staff hopes to have packages to review in May or June.

Steven also received clarification from the Board that they would like to review all proposals.

5. Reports

A. Financial Report for FY 2019-2020

Steven Rhea reported that February's sales tax revenue was \$72,205 and interest earnings were \$671. Expenditures were \$1,333. The ending fund balance as of February 31, 2021 was \$1,870,664.

6. Comments

A. Board Members

Bubba stated that he looks forward to the next 6 months and the exciting changes coming.

Trey revenues look better than to City staff. He also expressed an appreciation for flat surfaces and stated that ADA requirements have merit. He broke his ankle and is having to use crutches and a scooter to get around.

Alton appreciates the name plates and is excited about the future.

Rebecca appreciates the efficiency with which things are moving forward.

Pat feels that the Board is on the road to success.

B. Staff – None

7. Adjournment

With no further business to discuss, the meeting was adjourned at 4:26 p.m.

	FEB 2021	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
TXDOT SIDEWALKS	PROJECT LET - AWARDED	PROJECT START		PROJECT UNDER CONSTRUCTION - 180 WORKING DAYS							
SIGNAGE & BRANDING		RFP CREATED BY COF	RFP ADVERTISED	RFP REVIEWED & CONSIDERED BY FDEDC	RFP REVIEWED & CONSIDERED BY CITY COUNCIL	POTENTIAL PROJECT START					
LIGHTING					RFP CREATED BY COF	RFP ADVERTISED	RFP REVIEWED & CONSIDERED BY FDEDC	RFP REVIEWED & CONSIDERED BY CITY COUNCIL	POTENTIAL PROJECT START		

FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION (FEDDC)
FUND 175
FY 2020-2021 PROPOSED BUDGET
(APPROVED BY FEDDC ON 7/14/2020)

Account Name	FY21 ADOPTED BUDGET	FY21 AMENDED BUDGET	MONTH OF MARCH 2021	FY21 YEAR TO DATE ACTUAL
REVENUE				
SALES TAX	\$ 605,081	\$ 605,081	\$ 45,885	\$ 317,095 *
INTEREST	11,400	11,400	637	2,688
TOTAL REVENUE	616,481	616,481	46,522	319,783
EXPENDITURES				
SERVICES				
ADMINISTRATIVE EXPENSES	2,000	2,000	-	-
CONTRACT SERVICES (and Planning Services)	-	100,796	-	16,718 **
TOTAL SERVICES	2,000	102,796	-	16,718
OTHER				
TRANSFER TO GENERAL FUND (City Staff Services)	16,000	16,000	1,333	8,000
TOTAL OTHER	16,000	16,000	1,333	8,000
TOTAL EXPENDITURES	18,000	118,796	1,333	24,718
INCREASE (DECREASE) IN FUND BALANCE	598,481	497,685	45,189	295,065
BEGINNING FUND BALANCE (unaudited)	1,620,787	1,620,787	1,870,664	1,620,787
ENDING FUND BALANCE (unaudited)	\$ 2,219,268	\$ 2,118,472	\$ 1,915,852	\$ 1,915,852

* SALES TAX is paid sixty days after it is earned. At the end of the fiscal year, amounts received in October (August collections) and November (September collections) are recorded in prior year. These amounts are reflected in the beginning fund balance of this report. Monthly sales tax revenue is estimated based on the total budget for the fiscal year and will be adjusted when received.

**PROJECT EXPENDITURES ARE SUBJECT TO PUBLIC HEARING AND FRIENDSWOOD CITY COUNCIL APPROVAL. The remaining budget includes the final lighting design plan with Gandy2 (\$7,600), professional lighting services with HDR Engineering (\$16,608), relocation of utilities (\$10,870) and capital project contingencies (\$49,000). Only amounts appropriated by City Council are included in the budgeted amount.