



**Friendswood Downtown Economic Development Corporation (FEDDC)  
Meeting Minutes of June 10, 2025 – 4:00 P.M.  
City Hall Council Chambers  
910 S. Friendswood Drive, Friendswood, Texas 77546**

**1. Call to order**

The meeting was called to order at 4:00 p.m. with a quorum present.

Present: Dr. Rebecca Hillenburg, President; Ron Cox, Member; Scott Mackenzie, Member; Chris Richardson, Member

Staff members present: Steven Rhea, Assistant City Manager; Karen Horner, City Attorney; Aubrey Harbin, Director of Community Development

Councilmembers: Sally Branson, Michael Ross

Absent: Elmer "Bubba" Johnson, Vice President; Paul Marx, Secretary/Treasurer; Arden Trey Hill, Member; Kristina Cuellar, Secretary

**2. Citizen comments**

N/A

**3. Approval of Minutes**

- A. Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on April 8, 2025.

Motion to Approve: Mackenzie

Second: Richardson

Vote: 4/0 Approved

- B. Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Special Meeting held on April 22, 2025.

Motion to Approve: Mackenzie

Second: Cox

Vote: 4/0 Approved

**4. Discussion and Possible Action**

- A. Consider authorizing payment to Road Safe Traffic Systems for street sign fabrication related to the Downtown Improvement Plan.

Approval will complete the street sign inventory for all side streets within the downtown district, totaling \$3,779.70.

Motion to Approve: Cox

Second: Richardson

Vote: 4/0 Approved

- B. Consider authorizing payment to Bay Area Signs and Electrical LLC for wayfinding and gateway signage related to the Downtown Improvement Plan.

Concern was raised about the signs being one-sided, limiting visibility depending on the direction of travel. The board discussed the possibility of double-sided signs and the potential need to remove landscaping to accommodate them. The item was suggested to be workshopped further to explore options for double-sided signs, additional locations, and potential landscaping impacts. Rhea will work with the vendor and the parks department to develop options for consideration at a future workshop. The item was tabled for further discussion and a workshop.

## 5. Work Session Topics

- A. Discussion regarding future Friendswood Downtown Economic Development Corporation projects.

Rhea provided an update on various projects, including:

**Downtown Sidewalk Extensions** - The Engineering Department is surveying areas for potential sidewalk extensions off FM 518.

**Additional Lighting** - There is a consideration for adding lighting on side streets and in areas not covered by the downtown illumination project, particularly near Friends Church. Friends Church has expressed interest in discussing the requirements to install lighting and a sidewalk on their property.

**Overhead Wire Relocation** - Ongoing discussions are taking place with AT&T and Comcast regarding the relocation of communication lines underground. Comcast prefers to be part of a comprehensive project. The Engineering Department is researching companies that can provide a plan for burying the lines as part of a larger project.

**Public Safety** - Chief Rogers suggested a flock camera (license plate readers) and intersection monitoring cameras. Flock cameras cost about \$2,500 per year per camera. Intersection improvements cost between \$8,000 and \$12,000 per intersection (one-time cost).

**Downtown Improvement Plan Updates** - Mr. Richardson and Mr. Cox collaborated on proposed updates to the downtown improvement plan, focusing on setting measurable goals and objectives. The goal is to create a document that the board can use for accountability and to report to the public.

**Straightening Poles** - There is no new information regarding the straightening of poles. This issue will be addressed in upcoming meetings with Texas New Mexico Power.

## 6. Reports

- A. Receive and discuss the Keep Friendswood Beautiful Electrical Box Artwork Project report.

Rhea reported that three boxes have been completed, others are in various stages of preparation painting to continue weather permitting. KFB gave recognition and thanked the board for funding the project on their social media.

- B. Receive and discuss the FM 518 Illumination Project report.

Rhea reported that Pfeiffer is working on the remaining foundations and light poles. The engineering department is working on the last of the easement agreements. Waiting on Texas New Mexico Power to install infrastructure and once done we anticipate of 95% of the installed lighting to be energized by July 4th. A future phase will address removal of existing light poles owned by TNMP or property owners to create a uniform look.

- C. Receive and discuss the Downtown business update.

Rhea reported the new business to the Downtown District:

## New Businesses in Downtown District

Rosebranch Dermatology      308 S Friendswood Dr-Alteration

- D. Receive the Friendswood Downtown Economic Development Corporation Financial Report for May 2025.

Rhea presented the financial report with a Beginning Fund Balance of \$2,820,237, added revenue of \$73,933 and expenditures of \$205,925 including staff services. Ending Fund Balance of \$2,688,245 with an Unencumbered Fund Balance for May 2025 of \$2,593,426.

## **7. Adjournment**

The next meeting is scheduled for July 8<sup>th</sup>, Rhea will communicate a date for a potential workshop. With no further business to discuss the meeting was adjourned at 4:59 pm.