



**Friendswood Downtown Economic Development Corporation (FEDDC)
Meeting Minutes of August 12, 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; Elmer “Bubba” Johnson, Vice President; Paul Marx, Secretary/Treasurer; Scott Mackenzie, Member; Chris Richardson, Member

Staff members present: Steven Rhea, Assistant City Manager; Aubrey Harbin, Director of Community Development; Kristina Cuellar, Secretary

Councilmembers: Sally Branson

Absent: Arden Trey Hill, Member; Ron Cox, Member; Karen Horner, City Attorney

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 June 10, 2025.

Motion to Approve: Johnson

Second: Marx

Vote: 5/0 Approved

- B. Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Special Meeting held on July 16, 2025.

Motion to Approve: Richardson

Second: Mackenzie

Vote: 5/0 Approved

4. Discussion and Possible Action

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

Approval involves the installation of new low-profile entry and wayfinding signage in six locations throughout Downtown, totaling \$36,253.30.

Motion to Approve: Mackenzie

Second: Johnson

Vote: 4/1 Approved

- B. Consider approving updated to the Downtown Improvement Plan to incorporate Vision, Mission and Objectives statements.

Motion to Approve: Richardson

Second: Marx

Vote: 5/0 Approved

5. Work Session Topics

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

Rhea provided an update on various projects, including:

Street Signage - Project Completed

Downtown Welcome Signage and Downtown Improvement Plan Updates - voted on today

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.

Overhead Wire Relocation - The Engineering Department is in discussion with two consulting companies.

Straightening Poles - There is no new information regarding the straightening of poles.

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). FDEDC would like more information on this.

Members expressed a desire to remove any existing lighting that does not match the uniform style of the downtown illumination poles. Marx will investigate the locations of the extra poles and lights that need to be removed. Rhea updated the group regarding the Christmas tree, stating that it has been secured, and Parks and Rec has found funding for the decorations for the tree.

6. Reports

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

Rhea reported that all boxes have been completed, and a final walk-through is scheduled for this week to close out the project. Other committees have discussed painting additional electrical boxes throughout the city.

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

Rhea reported that six locations still lack easements: two at Comerica Bank, three at Lary's Design/Parkside Yarn, and one at Virgata. A substantial completion walk-through is scheduled for Thursday, August 14, and all lights are operational.

- C. Receive and discuss the Downtown business update.

Rhea reported the new business to the Downtown District:

CNY Fertility	907 S. Friendswood Dr. Suite 101
Bear Creek Behavioral Health	315 S. Friendswood Suite 200
The Lemon Drop	111 S. Friendswood Dr.
Cooper's Landing	804 S. Friendswood Dr. Suite 100
Protech Automotive	710 S. Friendswood Dr.

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

Rhea presented the financial report with a Beginning Fund Balance of \$2,734,360, added revenue of \$74,113 and expenditures of \$1,332 including staff services. Ending Fund Balance of \$2,807,141 with an Unencumbered Fund Balance for July 2025 of \$2,751,947.

7. Adjournment

The next meeting is scheduled for September 9th, with no further business to discuss the meeting was adjourned at 4:50 pm.