



**CITY COUNCIL REGULAR MEETING
MONDAY, OCTOBER 6, 2025, 5:30 PM
BOARDROOM, FISD ADMINISTRATION ANNEX BUILDING
402 LAUREL DR, FRIENDSWOOD, TEXAS 77546**

AGENDA

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE - United States Pledge and State of Texas Pledge.

4. COUNCIL FOR A DAY

- A. Consider a proclamation declaring October 6, 2025, as Wedgewood Elementary School Day in the City of Friendswood, Texas.

5. COUNCIL COMMENTS AND REPORTS

Notice is hereby given in accordance with Section 551.0415 of the Texas Government Code, the City Council of the City of Friendswood may receive reports about items of community interest from City staff and/or a member of the City Council, but no action or possible action shall be taken or discussed concerning the subject of such report.

6. PUBLIC COMMENT

To comply with the provisions of the Texas Open Meetings Act, the City Council may not deliberate any item not listed on the agenda, as such, the City Council will listen to public comment and may (i) refer the item to City Management for further action or (ii) direct staff to place an item on a future agenda. During public comment, the public shall comply with the Council's rules of decorum.

7. COMMITTEES OR SPECIAL REPORTS

- A. Receive the Senior Citizens Advisory Committee Annual Report.
- B. Receive the Chamber of Commerce Annual Report.
- C. Presentation from the Law Enforcement Alliance for Galveston County of a donation to the City of Friendswood Police Department for the purchase of two (2) R.A.D. Systems Suits for the Rape Aggression Defense Program.

8. WORK SESSION TOPICS

- A. Receive a presentation by Ardurra Group, Inc., regarding the City's Comprehensive Plan Update, including the process and timeline for the update.

9. CITY MANAGER'S REPORT

- A. Present information regarding the City's Board, Committees and Commissions volunteer opportunities and information.
- B. Receive an update regarding the Friendswood Public Library Summer Reading Program.
- C. Highlight the upcoming National Night Out on October 7, 2025.

10. BUSINESS ITEMS

- A. Consider adding additional positions to the 2026 Bond Election Ad Hoc Committee and confirming the appointments to the new positions.

11. PROPOSED ORDINANCES & RESOLUTIONS

- A. Consider on first reading an ordinance amending Chapter 2 "Administration," Article II "Boards, Committees and Commissions," Division 1 "Generally," Section 2-21 "Definitions" and Division 10 "Planning and Zoning Commission," Section 2-73 "Powers and duties" of the Friendswood City Code and amending Chapter 2 "Administration," Article II "Boards, Committees and Commissions" of the Friendswood City Code to add a new division to be numbered and entitled Division 2.5 "Capital Improvements Advisory Committee" to establish a new committee to perform the duties and functions conferred on such a committee by Chapter 395 of the Texas Local Government Code; and amending Chapter 70 "Streets, Sidewalks, and other Public Places," Article III "Construction," Section 70-64 "Sidewalks required" to refine the duties of the Planning and Zoning Commission with respect to sidewalks by removing the sidewalk installation fund.

12. CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- A. Consider a resolution designating Sally Branson as representative and Mike Foreman as alternate to the Houston-Galveston Area Council 2026 General Assembly and Board of Directors.
- B. Consider a resolution casting the City Council's vote for Sally Branson as the Region 14 Director of the Texas Municipal League's Board of Directors.
- C. Consider authorizing an Economic Development Contract with Bay Area Houston Economic Partnership.
- D. Consider authorizing an interlocal agreement with the Harris-Galveston Subsidence District to participate in the Water Conservation School Program, H2O Lab for 2025-2026.
- E. Consider authorizing a contract with Galveston County Health District for Water Pollution and Abatement Services for 2025-2026.
- F. Consider authorizing the Fourth Amendment with Garver, LLC, for the Clear Creek Crossing Project and the New GST and Pump Improvements at SWP 1.
- G. Consider authorizing a Letter Agreement with STV, Inc., for traffic data collection to support a city-wide traffic study update.
- H. Consider accepting the Deepwood Flood Control Project and authorizing the commencement of the contractor's one-year maintenance period.
- I. Consider accepting the FM 518 Illumination Installation Project and authorizing the commencement of the contractor's one-year maintenance period, subject to the approval by the Friendswood Downtown Economic Development Corporation.
- J. Consider authorizing the purchase of Nutanix Turnkey Solutions mobile data terminal hardware and software, including related licenses and subscriptions from Freeit Data Solutions, Inc. for the Friendswood Police Department under DIR Contract No. DIR-CPO-5688.
- K. Consider reappointing (i) Allan Rasmussen and (ii) Robert Bozka to the Investment Committee for a three-year term beginning November 1, 2025, and ending October 31, 2028.

- L. Consider appointing (i) Patricia Steinke, (ii) Jeff Smith, (iii) Vijay Mahal, (iv) Shawn Potter, (v) Ted Clements, (vi) Benette Rowley, and (vii) Melissa Kirk to the Keep Friendswood Beautiful Committee for a three-year term, beginning November 1, 2025, and ending October 31, 2028.
- M. Consider appointing (i) Doris Ann Ochoa, (ii) Martha Cotton, (iii) Christine King, and (iv) Evelyn Farias-Elsner to the Senior Citizens Advisory Committee for a three-year term beginning November 1, 2025, and ending on October 31, 2028.
- N. Consider appointing (i) Thomas McDonald, (ii) Anthony Scarpa, (iii) Michelle Bjacek, (iv) Christine Scarpa, and (v) Stefanie Karacostas to the Fourth of July Steering Committee for a three-year term beginning November 1, 2025, and ending on October 31, 2028.
- O. Consider approving the ad valorem tax report for August 2025.
- P. Consider approving the minutes of the City Council Special Meeting held on August 25, 2025.
- Q. Consider approving the minutes of the City Council Regular Meeting held on September 8, 2025.

13. ADJOURNMENT

PUBLIC NOTICE IS GIVEN THAT IN ADDITION TO ANY EXECUTIVE SESSION LISTED ABOVE, THE CITY COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE SECTIONS 551.071 - 551.090 TO DISCUSS ANY MATTERS LISTED ABOVE.

THE CITY OF FRIENDSWOOD IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST. PLEASE CONTACT THE CITY SECRETARY'S OFFICE BY PHONE AT (281) 996-3270, FAX (281) 482-1634, OR CONTACT (281) 996-3270 VIA RELAY TEXAS AT 711 OR 1-800-735-2988 FOR TTY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).



Posted by: Raquel Martinez, TRMC, City Secretary
Posted in compliance with the Open Meetings Act on this
30th day of September 2025, at 5:30 P.M.



**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 12/02/2024

Prepared by: Leticia Brysch, Assistant City Manager

Subject: Consider a proclamation declaring October 6, 2025, as Wedgewood Elementary School Day in the City of Friendswood, Texas.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The City of Friendswood's Kids' Council for a Day (the "Kids' Council") allows students to step up to the dais to replace the council and staff in order to take part in a mock governance simulation. This item will allow the selected second-grade students from Wedgewood Elementary to participate in the Kid's Council as part of the Mayor's declaration of October 6, 2025, as Wedgewood Elementary School Day in the City of Friendswood, Texas.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. Proclamation - Wedgewood Elementary Day (October 2025)

City of Friendswood
Office of the Mayor



PROCLAMATION

I, Mike Foreman, by virtue of the authority vested in me as Mayor of the City of Friendswood, do hereby proclaim October 6, 2025, as

WEDGEWOOD ELEMENTARY DAY

WHEREAS, Wedgewood Elementary takes pride in its excellent teachers, support staff and parent volunteers who make up its learning community, which celebrates each child's unique gifts; and

WHEREAS, at Wedgewood Elementary, the learning community believes that Music, Art, Physical Education, Library, Technology, and Character Development are integral in developing the whole child; and

WHEREAS, education is the key to a successful life, and the staff at Wedgewood Elementary is dedicated to providing the children of Wedgewood Elementary with a quality education in a safe environment; and

WHEREAS, the children at Wedgewood Elementary are engaged learners and Bucket Fillers;

NOW, THEREFORE, I, Mike Foreman, the Mayor of the City of Friendswood, do hereby proclaim October 6, 2025, as

WEDGEWOOD ELEMENTARY DAY

in the City of Friendswood, Texas.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Friendswood, this 6th day of October, 2025.

Mike Foreman, Mayor

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025
Date submitted: 12/02/2024
Prepared by: Leticia Brysch, Assistant City Manager
Subject: Receive the Senior Citizens Advisory Committee Annual Report.
Originating Department: Parks and Recreation
Degree of importance:

SUMMARY / ORIGINATING CAUSE

This item allows the City Council to receive and discuss the Senior Citizens Advisory Committee's annual report. The report is attached to the item.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Receive the report.

ATTACHMENTS

- 1. 2024 - 2025 FSCP Annual Report (Final)



WORLD SENIOR CITIZEN DAY

FRIENDSWOOD SENIOR CITIZEN PROGRAM

ANNUAL REPORT 2024 - 2025



BOWLING TOURNAMENT

Friendswood Activity Building
416 Morningside Drive
Friendswood, Texas 77546
(281) 482-8441 | seniorprogram@friendswood.com

A Year of Growth and Joy

This past year, our Senior Citizen Program blossomed into something truly special, a vibrant hub of connection, activity, and heartfelt community. What began as a steady rhythm of weekly gatherings has grown into a dynamic, multi-faceted experience that now welcomes over 100 participants a day, five days a week. With 224 resident members and 169 non-resident members, an average age of 74, our reach continues to expand, and so does the joy we bring.

This year, we hosted 2,125 activities inside the Friendswood Activity Building, offering a wide variety of experiences. These included floor exercise, Zumba, yoga, weight training, line and tap dancing, clogging, chair volleyball, ping pong, recorder and ukulele classes, acrylic painting, crochet, Bible study, bingo, movies, educational presentations, tabletop games, picnics, and themed parties. We are fortunate to have dedicated volunteers who generously contributed an average of 90 hours per month of their time and talent to lead activities in exercise, dance, art, music, and Bible study.

As membership and participation continue to grow, our activity space has become busier than ever—a true sign of the vibrant and thriving senior community in Friendswood. With that growth comes excitement and anticipation for the possibility of a new recreation center. Our seniors are eager for expanded space, modern amenities, and the opportunity to enjoy programs and activities in a facility designed with their needs in mind.

Of course, the Friendswood Activity Building holds a special place in our hearts. Its downtown location and neighborhood feel have made it a beloved gathering spot. Many seniors have expressed a sense of nostalgia at the thought of leaving behind such a familiar and convenient space.

Yet, alongside those feelings is a strong understanding that the future is bright. If a new recreation center is approved in the 2026 bond, the facility will provide greater accessibility, more parking, and updated features that will allow us to continue offering programs essential to health, happiness, and connection. Seniors are especially encouraged, knowing they will continue to have a dedicated space within a facility that serves all generations—bringing youth, adults, and older adults together.

Most importantly, programming will continue throughout the building phase, so our senior citizens can remain active and engaged while the new center is underway. While moving farther from downtown may present some challenges, we are committed to finding ways to minimize the impact.

Our seniors are ready to embrace this next chapter—looking forward to a welcoming, inclusive, and well-equipped recreation center on Lundy Lane that both honors the legacy of the

Friendswood Activity Building and celebrates the future of our growing community.

Our Chair Volleyball Team had a standout year, competing not only with seniors from Knapp Activity Center Seniors in Pearland and Harris County Precinct 2, but also with the Love Here Friendswood youth. These matches are more than games, they're moments of laughter, pride, and spirited community bonding.

We offer free bus service to and from the Activity Building, Monday through Friday, for members that live in the city limits of Friendswood. Field trips remain one of our most popular offerings, consistently filling up on the first day of registration. This year's 63 adventures included Lake Charles, Louisiana; Brenham, Texas points of interest; evenings at the theater and opry; exploring museums; breaking out of an escape room; bowling; a behind-the-scenes tour of the Amazon Warehouse; a stroll through Houston's vibrant murals; and our ever-popular "Out to Lunch" excursions. Each trip brought new sights, new stories, and new friendships.

This year marked one of our most successful fundraising efforts to date. Our 2025 BBQ Fundraiser was the standout event of the year, bringing together community spirit, delicious food, and generous support. Thanks to overwhelming participation and enthusiasm, the event raised a record-breaking amount, contributing to a total revenue of \$5,060—a 55.36% increase from 2024's \$3,257. This remarkable growth reflects both the strength of our community and the expanding impact of our program. Thanks to the generosity of our donors and sponsors, we raised approximately \$16,900 in additional support, enabling us to keep our programs accessible and continue expanding our offerings. In addition, we received valuable in-kind donations, including gift cards for prizes, discounted catering services, and other contributions.

We were thrilled to welcome a new Senior Program Manager Shadey A Caraveo-Saldana and Assistant Manager Kim Zrubek, both of whom have brought fresh energy and thoughtful leadership to our expanding calendar. Their presence has helped streamline operations and deepen our commitment to member care. We have recently reimaged our newsletter, not just as a schedule, but as a storytelling tool. The new format offers detailed daily activity listings, helping new members feel instantly at home and longtime participants stay in the loop. This small change made a big difference, especially as our programs grew and diversified. This year, we introduced a suggestion box, and the feedback has been overwhelmingly positive. Members feel heard, valued, and excited about the changes.

Perhaps the most meaningful measure of success is the feedback we receive. Again and again, members tell us how our program has changed their lives, how it brings joy, purpose, and connection. Whether it's a game of volleyball, a shared lunch, or a simple hello, we're building something beautiful together.



THE LONGHORN PROJECT



THE HEALTH MUSEUM - DEBAKEY CELL LAB (TRIP)



NEWMAN'S CASTLE



DOC HOLLIDAY'S ROADHOUSE



BIBLE STUDY



MILLER OUTDOOR THEATRE



CHAIR VOLLEYBALL & WEIGHT TRAINING



HOUSTON MURALS

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 12/02/2024

Prepared by: Leticia Brysch, Assistant City Manager

Subject: Receive the Chamber of Commerce Annual Report.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

As part of the City's contract with the Chamber of Commerce, a yearly report is provided to City Council. Chairman of the Board, Denise Spruiell, will be in attendance to provide a summarized report.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. FINAL 2025AnnualChamber report to the City

**Friendswood
Chamber of Commerce**



September 24, 2025

The Honorable Mayor Mike Foreman and Council Members
City of Friendswood
910 South Friendswood Drive
Friendswood, Texas 77546

Re: 2025 Written Annual Report

It is our pleasure to update you and our City Council Members regarding the services that the Friendswood Chamber of Commerce provides the community. Current, new, and potential residents are provided with information at no charge as a service of the Chamber. The following is information on activities as stipulated in the contract.

Annual Celebration Our year began with the Annual Celebration. The evening was filled with lots of networking, awards, and good times.

State of the City: This luncheon was held in March at First Baptist Church-Friendswood. The Keynote speaker was Mayor Mike Foreman who updated our businesses on upcoming projects within the city as well as presenting Community Leader Awards.

Honor's Luncheon: This luncheon is held to honor the top ten seniors from Clear Brook and Friendswood High School. Our members sponsor a student and introduce them at the luncheon. They speak about their accomplishments and their future endeavors along with their college of choice. We were pleased to have Mayor Mike Foreman give his "Don't Give Up" speech to encourage everyone in attendance.

Friendswood Classic Car and Bike Show: This event was well attended by the community. We had 235 classic cars along with food trucks and lots of foot traffic.

Chief Josh Rodges Annual report and Brain Mansfield Hurricane Season Luncheon: Everyone in our community needs to revisit how to prepare your business and home and know what safety measures will keep everyone safe. We support the Friendswood Emergency Management Department in giving this presentation each year.

Ambassador Team: Each month the Chamber hosts many events hosted by our Ambassador Team. These events are fun and always well attended by our membership. They support our ribbon cuttings, luncheons, network breakfasts, lunch and learns, and many of our major events.

July 4th Events: The Chamber works with the Friendswood Parks and Recreation Department to help to promote this major event for the City of Friendswood. We also hold our annual "Win This Truck" Raffle that has been a part of the July 4th celebration.

State of the District: State of the District Luncheon in partnership also with Friendswood Education Foundation. Thad updated those attending about new and exciting expansions at several schools and recognized educators and students.

Halloween in the Park: Provides a safe environment for trick or treating for our community along with giving local businesses an opportunity to advertise.

Veterans' Day: For this luncheon we anticipate having a Veteran guest speaker. We invite our Veteran members who own a business to attend with a free spotlight and have another Chamber member sponsor their meal. They are also recognized and thanked for their service.

Christmas Lighted Parade and Santa in the Park: This event is in partnership with Keep Friendswood Beautiful Santa in the Park.

Purse BINGO with lots of community citizens attending the event.

Referral Services/Newcomers: The Chamber provides referral services to the public regarding City officials and departments. The Chamber also acts as a liaison to relay all information regarding the city and its services. This increases each year as the city continues to grow.

City Events/Services: The Chamber answers inquiry calls pertaining to events or services the city provides. This includes information regarding community services such as youth sports programs, City Council schedules, Planning & Zoning meetings, voting precincts, registration cards, FISD and CCISD School information, weather events as well as water rationing. The Chamber staff also relay Emergency Information for Harris and Galveston County as well as tax information for those counties. If the information for a specific department is at our disposal, we relay it to the public. Otherwise, we refer callers to the appropriate departments with names and phone numbers.

The Chamber also acts as a source to e-mail important information out quickly to the city businesses. The Chamber partners with the Office of Emergency Management to relay information to local merchants regarding emergency information. The Chamber also works with the Friendswood Police Department to educate local businesses in safety and crime prevention. These departments use our Boardroom to host their events.

Website: The Chamber website has links to the City of Friendswood as well as FISD and CCISD. Our website is used to relay information to citizens in an emergency. The community can post events on the Community Calendar. Chamber Members and non-members can RSVP and pay for all our upcoming events online.

Meeting Room: The Boardroom is currently limited to large gatherings. A spacious meeting room is available to local organizations, the business community, the city, and school districts. On average, our boardroom is used 4 days a week. During the July 4th celebration the city used the boardroom to host dignitaries, on July 4th volunteers, police, EMS, and others.

The Chamber is grateful for the support from the City of Friendswood. The Chamber's budget depends on membership dues and other non-dues income to fund our events associated with our Program of Work.

The Friendswood Chamber of Commerce has the charge of helping to assure a positive and nurturing environment for area businesses. Creating such an environment is a joint effort and we are fortunate to have many partners with the same vision. Chamber President, Carol Marcantel, attends Galveston County events, City Council and Emergency Management meetings. She is a member of the Gulf Coast Chamber Executives, which promotes Friendswood throughout the state and attends July 4th meetings as liaison for the Chamber.

The commitment the Chamber has continued to exhibit should be an incentive to other businesses to see that Friendswood's economic development is thriving and business is great.

As the Chamber and the City grows, our Chamber remains ready and willing to work in partnership with the City of Friendswood, Friendswood ISD and Clear Creek ISD schools and the many organizations that make Friendswood a place where businesses and families can thrive in a safe community.

Sincerely,

Reported by Chairman of the Board Denise Spruiell, HomeTown Bank

Prepared by Carol Marcantel, IOM President/CEO

WHAT IS A CHAMBER OF COMMERCE? A Chamber of Commerce is a voluntary organization of business and professional people dedicated to the economic wellbeing of their community by working for a healthy economic climate of good jobs, capital creation, and honest, efficient government.

- A Chamber's strength lies in the number and diversity of its membership. Both large and small businesses from virtually every profession are represented and influence the direction of the Chamber's programs. These programs are financed by membership investments in the Chamber.

THE MEMBERS ARE THE CHAMBER. The more members the Chamber has, the better it can represent the business community. It accomplishes collectively what no one business can do alone.

- A Chamber of Commerce is **NOT** a department of local government, a social, civic, or charitable institution, nor a private advertising, publicity, or public relation agency.

WHAT DOES A CHAMBER OF COMMERCE DO? A Chamber of Commerce does what its membership wants it to do. Its basic function is that of economic development in a plan or philosophy accepted by its community. Community factors that affect economic development, such as education, transportation, and health care services, local, state, and federal government may come under the scrutiny and programs of the Chamber.

- Additional functions of the Chamber of Commerce include research and information; facts and information about the community and its activities; and market statistics. The Chamber disseminates these to a variety of populace economic prospects, existing businesses, mass media, the membership, newcomers, students, tourists, and others.
- The Chamber of Commerce provides business and professional interests with information on ordinances, legislation, and regulations affecting business and the economic climate.

HOW DOES A CHAMBER OF COMMERCE FUNCTION? Officers and directors are elected to choose policies based on the mandate of the membership. Member volunteers are organized into committees, which identify goals and programs for the year. Once the Board of Directors approves these goals, they become the Chamber's Program of Work. Committees then form and work to accomplish the specific objectives of the Program of Work.

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/24/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Presentation from the Law Enforcement Alliance for Galveston County of a donation to the City of Friendswood Police Department for the purchase of two (2) R.A.D. Systems Suits for the Rape Aggression Defense Program.

Originating Department: Police Department

Degree of importance: Choose an Option

SUMMARY / ORIGINATING CAUSE

The Alliance has committed \$4,400 in funding to purchase two new R.A.D. systems suits for our Rape Aggression Defense Program. These specialized suits are essential training tools that allow instructors to safely and effectively teach participants real-life defense techniques. The Friendswood Police Department's RAD program has empowered countless women in our community, giving them confidence and practical skills to protect themselves. With this donation, our officers and instructors will be even better equipped to continue this important mission of safety and empowerment.

We want to extend our sincere gratitude to the Law Enforcement Alliance for Galveston County for their partnership and commitment to public safety and we look forward to celebrating with the Alliance, their board, and community leaders when the new equipment is delivered and put to use.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/08/2025

Prepared by: Karen Horner, City Attorney

Subject: Receive a presentation by Ardurra Group, Inc., regarding the City's Comprehensive Plan Update, including the process and timeline for the update.

Originating Department: City Attorney

Degree of importance:

SUMMARY / ORIGINATING CAUSE

At its Council meeting held on August 4, 2025, the City Council approved a contract with Ardurra Group, Inc., to perform consulting services associated with the update of the City's comprehensive plan and zoning ordinance and to provide grant administration, management, and contract compliance services under the CDBG-MIT program. At this meeting, Ardurra representatives will present the process and timeline for the comprehensive plan and zoning ordinance updates.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

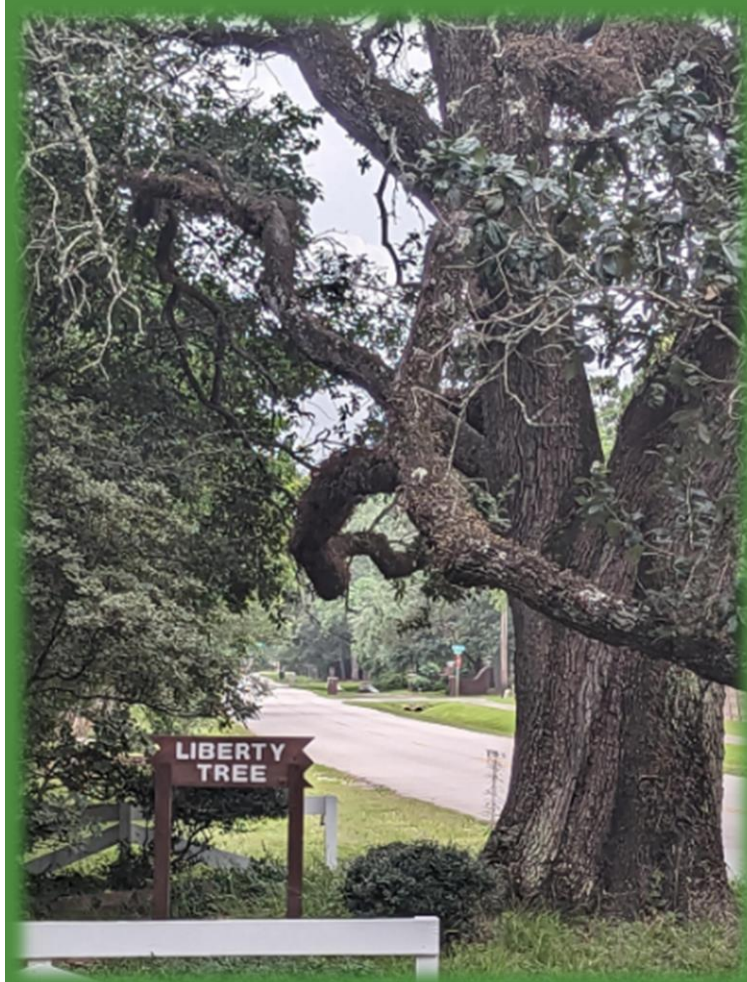
ATTACHMENTS

1. 20250924 Friendswood City Council Meeting 10-06-25 Presentation Updated

City of Friendswood Comprehensive Plan Update

CITY COUNCIL MEETING UPDATE

OCTOBER 6, 2025



Introductions

- ❑ City Staff
- ❑ Consultant Team
 - ❑ Ardurra
 - ❑ Kimley Horn (KH)
 - ❑ Community Development Strategies (CDS)

City of Friendswood Comprehensive Plan Update



Agenda

☐ Introductions

☐ Background

☐ Comprehensive Plan

City Planning

Planning Steps

Planning in the Area

Report Contents

Market Analysis

Purpose

Why Now?

Topics

Urban Design

☐ Process and Schedule

☐ Public Engagement

☐ City Council Input

☐ Discussion

City of Friendswood Comprehensive Plan Update

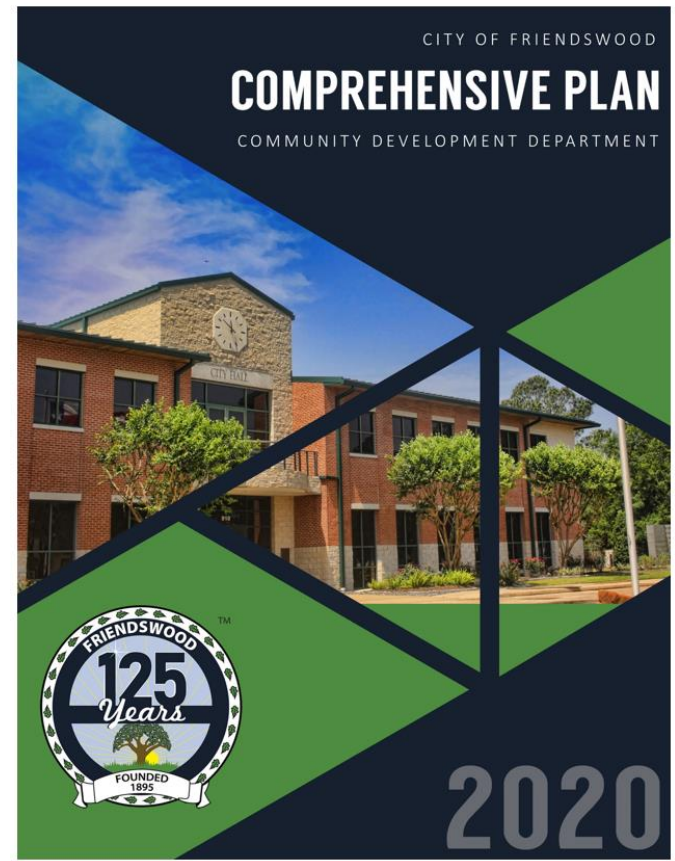


Background - GLO RCP Grant

City of Friendswood Comprehensive Plan Update

❑ Formulate a forward-looking Comprehensive Plan that integrates **hazard mitigation**

❑ Amend the Zoning Ordinance



Background - Planning History

City of Friendswood Comprehensive Plan Update

1998 - First Comprehensive Plan

Planning Effort in the last 20 Years

- ☐ Future Land Use Map
- ☐ Parks Master Plan
- ☐ CEDC Strategic Plan
- ☐ Downtown Improvement Plan
- ☐ Capital Improvement Plan
- ☐ Master Drainage Plan
- ☐ Vision 2020
- ☐ Pavement Management Plan
- ☐ City-Wide Traffic Study
- ☐ Water Systems Improvement Plan
- ☐ Wastewater Master Plan (in progress)
- ☐ Water and Wastewater Impact Fee Update

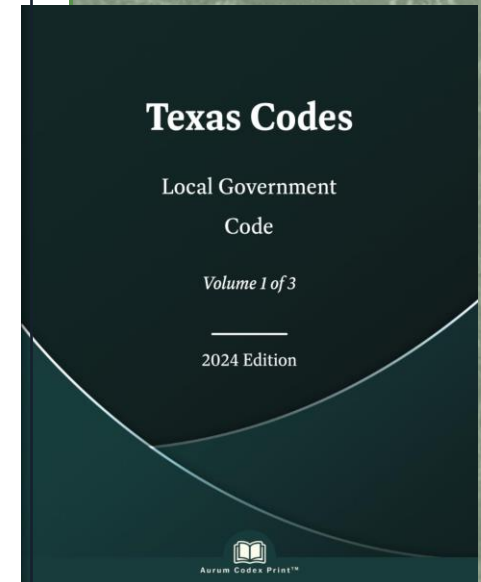
Friendswood also participates in the Harris & Galveston counties' Hazard Mitigation



Purpose

- ❑ Shared community-derived **vision** for City
- ❑ **Resilient** and balanced development
- ❑ Guide **future land use, infrastructure, and mobility decisions**
- ❑ **Financial** planning and **policy** development
- ❑ **Asset management**, service **delivery**, and programming
- ❑ **Align with state/federal** resilience priorities
- ❑ Continuous **assessment/monitoring**
- ❑ Proactive/practical **implementation** strategy
- ❑ Foundation/prerequisite for **grants**

City of Friendswood Comprehensive Plan Update

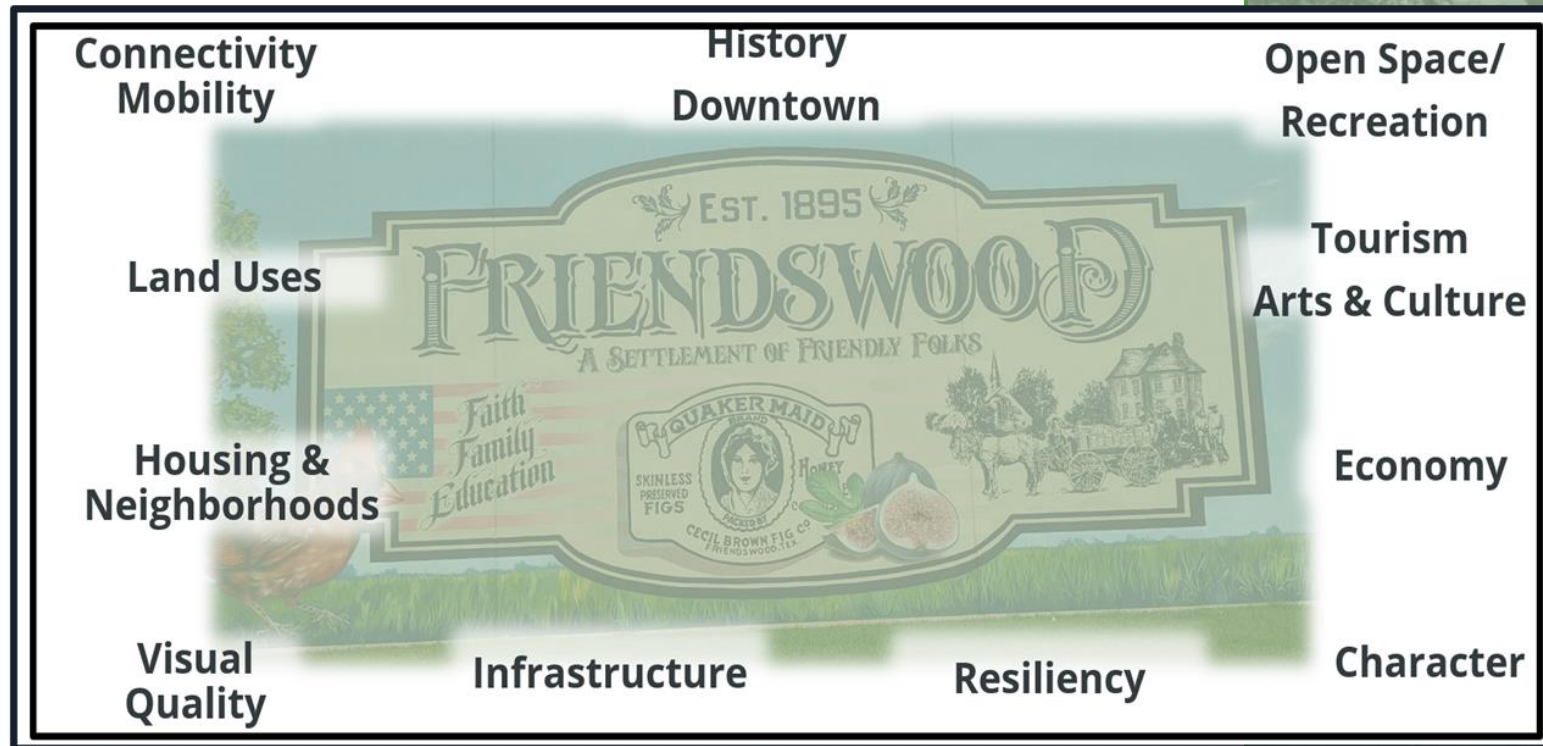


Authority:
Texas Local
Government Code
Sec. 211.004

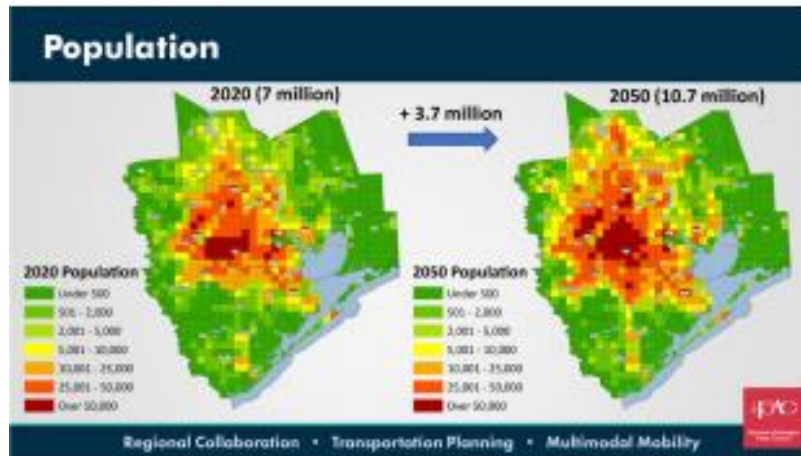


Themes

City of Friendswood Comprehensive Plan Update



Why Now?



- ☐ **Growth** in the region
- ☐ **Community-powered future**
- ☐ Revived **developer interest**
- ☐ Limited **vacant land** & development/redevelopment opportunities
- ☐ Misaligned **regulations** and standards
- ☐ Vulnerability to **hazards**
- ☐ **Funding** for plan preparation

City of Friendswood Comprehensive Plan Update



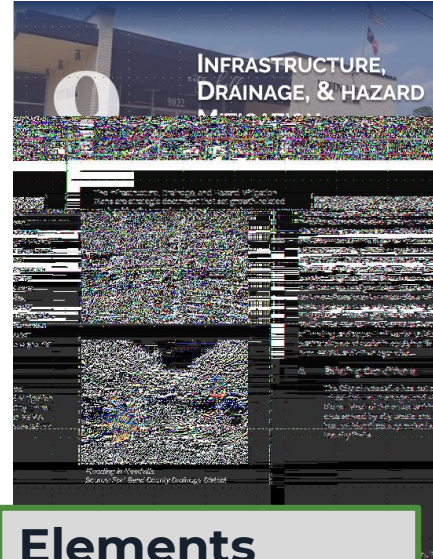
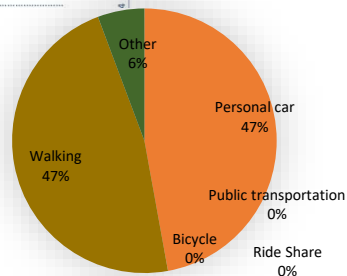
Report Contents

City of Friendswood Comprehensive Plan Update



CHAPTER 6 COMMUNITY CHARACTER & DEVELOPMENT STANDARDS

- 6.1 Existing Conditions
- 6.2 Guiding Principles
- 6.3 Recommendations



Elements

Text
Maps
Graphics
Tables
Illustrations
Appendix



Character & Urban Design

City of Friendswood Comprehensive Plan Update

Major Roadway Corridors

- Establish a unified community character
- Welcome visitors
- Improve pedestrian connectivity
- Enhance visibility and promote awareness of Downtown assets by way finding signs and other elements

Downtown

- Preserve and enhance the unique historic character of the community
- Promote commercial and civic activity — encourage people to use Downtown
- Support business attraction and retention
- Increase awareness of Downtown destinations and promote Downtown



Economic Development and Market Forces

City of Friendswood Comprehensive Plan Update

Why is the market study component important?

- ❑ Understanding Demographics
 - Friendswood in Regional Context
 - Socioeconomic Analysis
 - Population and Employment Trends in the City and the Region
- ❑ Understanding the Real Estate Market
 - Residential Types: For-sale and rental, single family and multifamily
 - Commercial Analysis
 - Supply and Demand Analysis
 - Future Year Absorption Forecasting
- ❑ New Types of Development Require Market-Based Solutions



Economic Development and Market Forces

City of Friendswood Comprehensive Plan Update

The CDS Market Study Process

- ☐ Historic Data Trend Analysis
 - Population and Households
 - Jobs, Industries, and Employees
 - Residential Market
 - Commercial Property Performance
- ☐ Research on Planned Development in the City and the Region
- ☐ Interviews with Local Professionals
- ☐ Primary Research by CDS
- ☐ Neighborhood, Reinvestment, and Redevelopment Analysis



Economic Development and Market Forces

City of Friendswood Comprehensive Plan Update

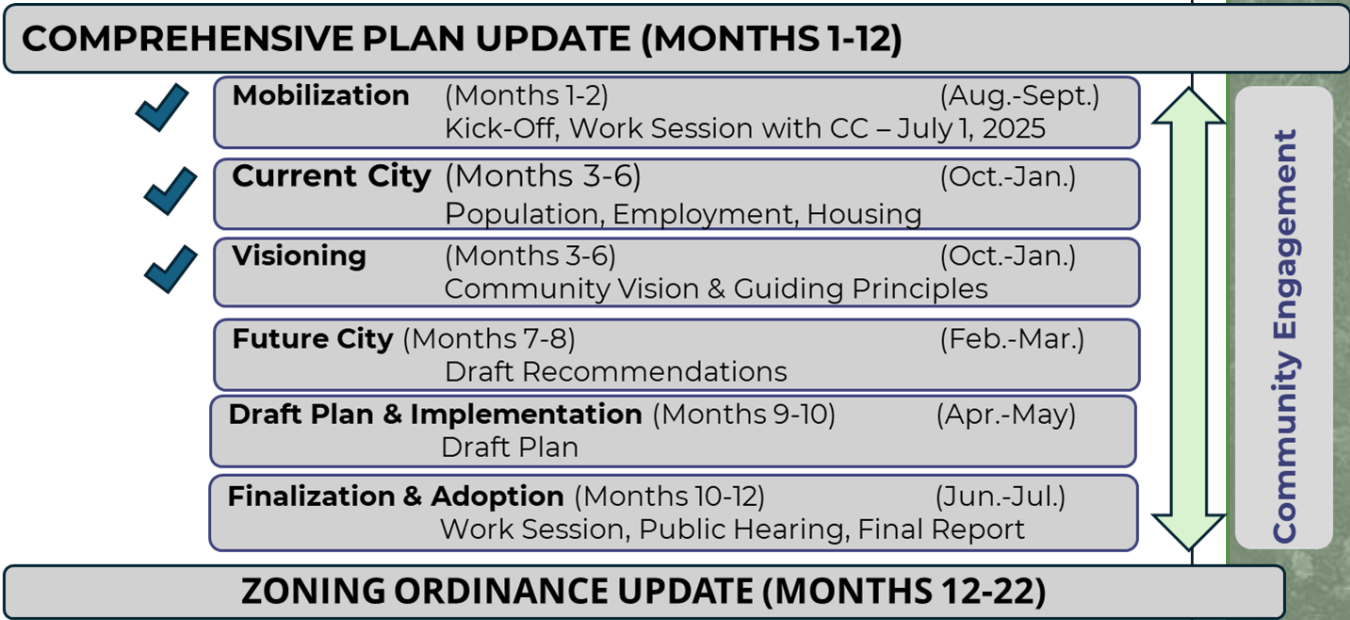
The Market Study as a Part of the Comprehensive Plan

- ☐ Market-Based Guidance for Land Use Planning
- ☐ Review of Policies to Encourage Reinvestment
 - New Development
 - Redevelopment of Existing Property
 - Maintenance and Repair of Existing Property
- ☐ Ongoing Neighborhood Management Recommendations



Process and Schedule

City of Friendswood Comprehensive Plan Update



Public Engagement Plan

City of Friendswood Comprehensive Plan Update

**Meet people where they are,
how they want!**

- City Council
- Comprehensive Plan Advisory Committee

CPAC (4-5 meetings)

- One-on-one interviews
- City events, pop-up meetings
- Printed materials
- Digital methods
- Social media
- Online community engagement platforms



Public Engagement Plan

Online community engagement platforms

(Coming soon!)

Place a pin on the map to ask a question or provide feedback on a specific part of the proposed changes.

Name (Optional)

What topic are you commenting on?

☐ PARKS

☐ TRANSPORTATION

☐ DRAINAGE

☐ ZONING

Questionnaire

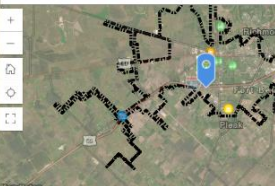
Comment*

1000

Comment Location

Please select a location on the map for your comment.

Find address or place



Earthstar Geographics | City of Houston, Texas Parks & Wildlife, CONANP, Esri, TomTom, ...
Powered by Esri

 Lat: 29.529652
 Lon: -95.820500

Submit

Interactive Map

City of Friendswood Comprehensive Plan Update



Role of CPAC

City of Friendswood Comprehensive Plan Update

Role

- ❑ Temporary advisory committee
- ❑ Valuable insight, advice, and expertise
- ❑ Representation of stakeholders and agencies
- ❑ Diverse perspectives and experiences
- ❑ 4-5 meetings, 18 members

4 Meetings

- ❑ CPAC 1: Overview, preliminary input
- ❑ CPAC 2: Vision, guiding principles, findings
- ❑ CPAC 3&4: Draft recommendations
- ❑ CPAC 4: Draft plan & implementation strategy



City Council Input

- ☐ Discussion
- ☐ Interview/Questionnaire
- ☐ CPAC Representation
- ☐ Regular Communication and Feedback
- ☐ Website Updates
- ☐ Others

City of Friendswood Comprehensive Plan Update



Questions/Other Thoughts



**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/03/2025

Prepared by: Leticia Brysch, Assistant City Manager

Subject: Present information regarding the City's Board, Committees and Commissions volunteer opportunities and information.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The City has updated its Boards, Committees and Commissions with information in order to provide the public with effective and accessible information related to the City's many different types of volunteer opportunities. The City's website contains overall information related to the appointment process for the city's many different boards, as well as having one page dedicated to each one outlining what it does and who can serve.

The City Secretary's Office has also created a quick reference guide to give everyone a cheat sheet of sorts on each board, committee and commission that serves our community. The reference guide is attached to this item and can also be downloaded for free off of the City's boards and commissions web page. In addition to these informational pages, the City has created an online volunteer application process that is accessible on the City's website and via a QR code that is posted throughout different types of media. Staff will work on promoting volunteer opportunities via social media on a quarterly basis.

For more information related to the City's boards, committees and commissions, please contact the City Secretary's Office at 281-996-3270 or at citysecretary@friendswood.com.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

None.

ATTACHMENTS

1. 2025 Friendswood BCC Reference Book

910 S. Friendswood Drive
Friendswood, TX 77546
(281) 996-3270
www.friendswood.com



CITY OF FRIENDSWOOD

BOARDS, COMMITTEES, & COMMISSIONS REFERENCE BOOK

APPLY
HERE



CITY OF FRIENDSWOOD
CITY SECRETARY'S OFFICE

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has"

– Margaret Mead

Boards, Commissions, and Committees Defined. The City of Friendswood City Council depends on the input from residents serving on Boards, Commissions and Committees. These Boards, Commissions and Committees advise the City Council, City Manager and City Staff and play a key role in keeping the city close to the people it serves and providing ideas, feedback and suggestions and may serve as a sounding board for proposed policy. The City of Friendswood has the following Boards, Commissions and Committees:

Non-Advisory	Advisory
Construction Board of Adjustment and Appeals	Animal Shelter Advisory Committee
Planning and Zoning Commission (P&Z)	Community & Economic Development Committee (CEDC)
Zoning Board of Adjustment	Charter Review Committee
	Fourth of July Steering Committee
	Investment Committee
	Keep Friendswood Beautiful (KFB)
	Library Board
	Senior Citizens Advisory Committee

Non-advisory board shall mean and include a board, commission, committee, or task force established by the city, which has rulemaking or quasi-judicial power or whose decisions are typically "rubber stamped" by the city council.

Advisory board shall mean and include a board, commission, committee, or task force established by the city, which is advisory in nature and treated as such.

Board shall mean and include either an advisory board or a non-advisory board.

ANIMAL SHELTER ADVISORY COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022

Division 2 “Animal Shelter Advisory Committee Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS: 5 full members

APPOINTED BY: City Council

COMPOSED OF: The animal shelter advisory committee shall be composed of five members, who are: (i) residents of the city, (ii) business owners that pay ad valorem taxes to the city, or (iii) officers or employees of a business entity that pays ad valorem taxes to the city and are appointed by the city council for staggered three-year terms commencing on July 1. The membership shall include one licensed veterinarian, one municipal official, one person whose duties include the daily operation of an animal shelter, one representative from an animal welfare organization, and one interested citizen.

TERM OF OFFICE: Three-year term

MEETINGS: 3 times annually

DUTIES: (1) To assist the city in complying with the requirements of V.T.C.A., Health and Safety Code, ch. 823; and
(2) To perform other duties as may be delegated to it by the city council.

CHARTER REVIEW COMMITTEE (ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 3 “Charter Review Committee Article II “Board, Committees, and Commissions,”
Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	7 full members
APPOINTED BY:	Mayor by at least four members of the City Council
COMPOSED OF:	The Charter review committee shall be composed of seven citizens of the city appointed by the mayor, subject to confirmation by a vote of at least four members of the city council at its first meeting in July of every fifth year after 2011, and at other times as deemed advisable by the city council. Members shall hold office for a term of six months
TERM OF OFFICE:	6-months
MEETINGS:	As approved by the Committee
DUTIES:	(1) To perform the duties specified in the Charter; and (2) To perform other duties that may be delegated to it by the city council.

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022

**Division 4 “Community and Economic Development Committee Article II “Board,
Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of
Ordinances**

NUMBER OF MEMBERS: 9 full members

APPOINTED BY: City Council

COMPOSED OF: The community and economic development committee shall be composed of nine members, who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the city council for staggered three-year terms commencing on July 1.

TERM OF OFFICE: Three-year term

MEETINGS: 1st Wednesday of every month at 4:00 PM

DUTIES:

- (1) To provide recommendations to the city council to encourage commercial and industrial developments which are compatible with the image of the city;
- (2) To provide recommendations to the city council regarding codes, ordinances, policies, and procedures that assist economic development in the city;
- (3) To conduct surveys of citizens and businesses to gain understanding of various economic development matters, which are compatible with the city's interest, needs, and image; and
- (4) To perform other duties as may be delegated to it by the city council.

CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

(NON-ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 5 “Construction Board of Adjustment and Appeals, Article II “Board,
Committees, and Commissions,” Chapter 2 “Administration,” Friendswood
Code of Ordinances

- NUMBER OF MEMBERS:** 7 full members, and 2 alternative members
- APPOINTED BY:** City Council by at least four members of the City Council
- COMPOSED OF:** Full members of the board should be composed of residents with knowledge and experience in the technical codes, such as design professionals, contractors, building industry representatives, fire protection engineering professionals, industrial safety professionals, and licensed electrical contractors.
- Alternate members, if appointed, should consist of a member at-large from the building industry and one member at-large from the public.
- TERM OF OFFICE:** Two-year term
- MEETINGS:** As needed

**Construction Board of
Adjustment and
Appeals
(Continued)**

DUTIES:

- (1) To hear and decide appeals of decisions and interpretations of the building official pursuant to [chapter 14](#);
- (2) To hear and decide appeals of decisions and interpretations of the fire marshal pursuant to [chapter 30](#);
- (3) To consider variances to the technical codes, including, but not limited to, the following:
 - a. The International Building Code adopted in [section 14-24](#) of this Code,
 - b. The National Electrical Code adopted in [section 14-62](#) of this Code,
 - c. The International Plumbing Code adopted in [section 14-252](#) of this Code,
 - d. The International Mechanical Code adopted in [section 14-274](#) of this Code,
 - e. The International Fuel Gas Code adopted in [section 14-299](#) of this Code, and
 - f. The International Residential Code for One- and Two-Family Dwellings, adopted in [section 14-389](#) of this Code;
- (4) To hear and render judgments on requests for variances from article II, [chapter 34](#) of this Code;
- (5) To hear and decide appeals of decisions of the fire marshal under the life safety code pursuant to [section 30-119](#) of this Code;
- (6) To hear and render judgment on appeals and requests for variances concerning the city's flood damage prevention regulations pursuant to section 34-34 of this Code; and
- (7) To perform other duties as may be delegated to it by the city council.

FOURTH OF JULY STEERING COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 6 “Fourth of July Steering Committee Article II “Board, Committees, and
Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	15 full members
APPOINTED BY:	City Council
COMPOSED OF:	The Fourth of July steering committee shall be composed of 15 members, who are: (i) residents of the city, (ii) business owners that pay ad valorem taxes to the city, or (iii) members of the committee on October 3, 2022, and are appointed by at least four members of the city council for staggered three-year terms commencing on November 1.
TERM OF OFFICE:	Three-year term
MEETINGS:	3 rd Wednesday of every month at 6:00 PM
DUTIES:	(1) To assist staff in organizing, planning, coordinating, and overseeing the annual Fourth of July activities of the city; and (2) To perform other duties as may be delegated to it by the city council.

INVESTMENT COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 7 “Investment Committee Article II “Board, Committees, and Commissions,” Chapter
2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	3 full members
APPOINTED BY:	City Council
COMPOSED OF:	The investment committee shall be composed of three members, who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the city council for staggered three-year terms commencing on November 1.
TERM OF OFFICE:	Three-year term
MEETINGS:	Quarterly at 4:00 PM
DUTIES:	(1) To review the investment practices of staff and ensure that such practices are in accordance with the city's investment policy; and (2) To perform other duties as may be delegated to it by the city council

KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 8 “Keep Friendswood Beautiful Committee Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	15 full members
APPOINTED BY:	City Council
COMPOSED OF:	The Keep Friendswood Beautiful Committee shall be composed of 15 members, who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the city council for staggered three-year terms commencing on November 1.
TERM OF OFFICE:	Three-year term
MEETINGS:	4 th Tuesday of every month at 6:00 PM
DUTIES:	(1) To engage in activities to enhance the aesthetic appearance of the city and to encourage residents to take an active role in maintaining its image; (2) To direct and coordinate management and planning of beautification projects and education of the community; (3) To recommend budget and project priorities to city council; (4)To seek grants for funding opportunities subject to prior approval of the city council or city manager in accordance with section 2-24; (5) To suggest ways to conserve and protect natural resources; (6) To serve as the advisory committee to the city's storm water management plan; (7) To make recommendations to the city council concerning fees in lieu of land dedication in order to obtain compliance with section XIII of appendix B of this Code; (8) To serve as the public art committee to assist in the administration of the city's public art/display policy; and (9) Perform other duties as may be delegated to it by the city council.

LIBRARY BOARD

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 9 “Library Board Article II “Board, Committees, and Commissions,” Chapter 2
“Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	9 full members
APPOINTED BY:	City Council by at least four members of the City Council
COMPOSED OF:	The library board shall be composed of nine members, who are qualified voters and residents of the city and appointed by at least four members of the city council for staggered three-year terms commencing on July 1. Registered Voter and resident.
TERM OF OFFICE:	Three-year term
MEETINGS:	3rd Tuesday of every month (if needed) at 6:00 PM
DUTIES:	(1) To provide recommendations regarding the policies and operations of the public library; (2) To assist staff in establishing general library policy for the orderly use of the library facilities for approval of the city manager; and (3) To perform other duties as may be delegated to it by the city council.

PLANNING AND ZONING COMMISSION

(NON-ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 10 “Planning and Zoning Commission Article II “Board, Committees, and
Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

- NUMBER OF MEMBERS:** 7 full members
- APPOINTED BY:** Mayor, subject to majority vote of the City Council
- COMPOSED OF:** The planning and zoning commission shall be composed of seven members. Such members shall be resident citizens and qualified voters of the city, all of whom shall be appointed by the mayor, subject to confirmation by a majority vote of the city council for staggered two-year terms commencing on July 1.
- Must be a registered voter.
- TERM OF OFFICE:** Two-year term
- MEETINGS:** 2nd and 4th Thursday of each month at 6:00 PM

**Planning and Zoning
Commission
(Continued)**

DUTIES:

- (1) To perform the duties imposed upon the planning and zoning commission by appendix B of this Code as well as V.T.C.A., Local Government Code, ch. 212;
- (2) To perform the duties imposed upon the zoning commission by appendix C of this Code as well as upon the zoning commission by V.T.C.A., Local Government Code, ch. 211;
- (3) To hear and render decisions on appeals concerning: (i) a license revocation or suspension; (ii) any order for utility disconnection; or (iii) any decision, order, or action taken by the building official pursuant to [section 50-163](#) of this Code;
- (4) To hear and render decisions on the need for sidewalks pursuant to [section 70-64](#) of this Code;
- (5) To perform all duties and functions as conferred on a capital improvements advisory committee by V.T.C.A., Local Government Code, ch. 395;
- (6) To review and monitor the implementation of the city's comprehensive plan and all amendments thereto and make recommendations concerning the same to the city council pursuant to V.T.C.A., Local Government Code § 213.003;
- (7) To monitor the implementation of the city's comprehensive plan and to make reports to the city council as to the status of efforts to implement the comprehensive plan; and
- (8) To perform other duties as may be delegated to it by the city council.

SENIOR CITIZENS ADVISORY COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 11 “Senior Citizen Advisory Committee Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

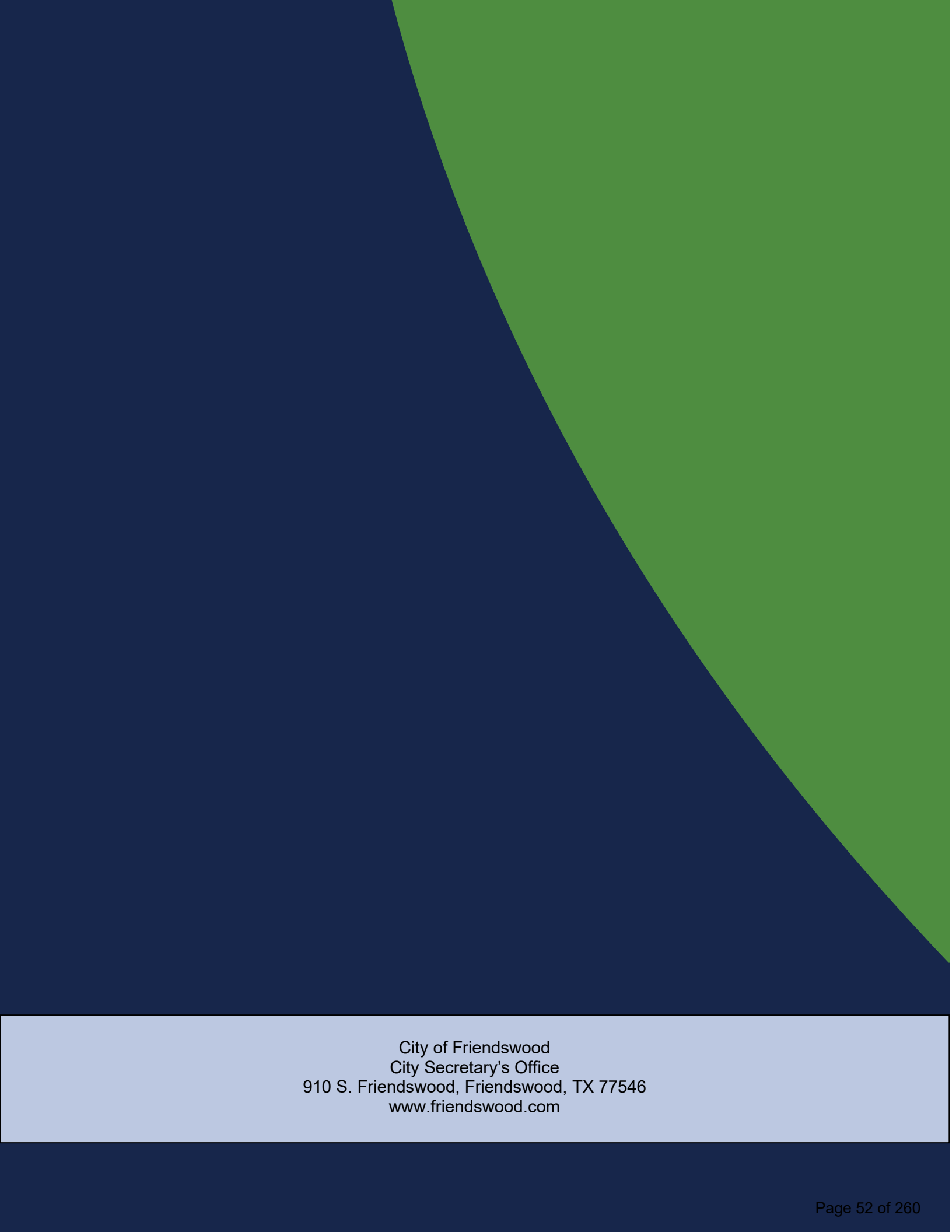
NUMBER OF MEMBERS:	9 full members
APPOINTED BY:	City Council
COMPOSED OF:	The library board shall be composed of nine members, who are qualified voters and residents of the city and appointed by at least four members of the city council for staggered three-year terms commencing on July 1.
TERM OF OFFICE:	Three-year term
MEETINGS:	2 nd Monday of every month at 10:00 AM
DUTIES:	(1) To provide recommendations regarding the policies and operations of the public library; (2) To assist staff in establishing general library policy for the orderly use of the library facilities for approval of the city manager; and (3) To perform other duties as may be delegated to it by the city council.

ZONING BOARD OF ADJUSTMENTS

(NON-ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 12 “Zoning Board of Adjustment Article II “Board, Committees, and Commissions,”
Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	5 full members and 4 alternate members
APPOINTED BY:	City Council
COMPOSED OF:	The zoning board of adjustment shall be composed of five members, who shall be residents of the city. Members will be appointed by at least four members of the city council for two-year terms commencing on July 1. The city council may remove a board member for cause on a written charge after a public hearing. The city council shall appoint four alternate board members to serve in the absence of one or more regular members when requested to do so by the mayor or city manager. Alternate member serves for the same period as a regular member and is subject to removal in the same manner as a regular member.
TERM OF OFFICE:	Two-year term
MEETINGS:	4 th Tuesday of the month (if needed) at 6:00 PM
DUTIES:	(1) To perform the duties imposed upon the board of adjustment specified in appendix C of this Code and required by V.T.C.A., Local Government Code, ch. 211; (2) To serve as the building standards commission pursuant to article VII, chapter 14 of this Code and V.T.C.A., Local Government Code, ch. 54, subch. C; (3) To serve as the fire and life safety code board of adjustment and appeals pursuant to the fire code adopted in section 30-84 of this Code; (4) To hear and render judgment on requests for variances concerning the city's sign code pursuant to section 28 of Appendix A of this Code; and (5) To perform other duties as may be delegated to it by the city council.



City of Friendswood
City Secretary's Office
910 S. Friendswood, Friendswood, TX 77546
www.friendswood.com

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/08/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Receive an update regarding the Friendswood Public Library Summer Reading Program.

Originating Department: Library

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Friendswood Public Library Summer Reading Program for 2025 was incredibly successful. The program had multiple events and challenges for children, young adults and adults. Below are the statistics for both programs.

Program Name	Children/Young Adult	Adult Services
Number of Programs	239	60
Number of Attendees	9,026	393
Reading Challenge Participants	1,249	179
Minutes Read	818,461	N/A
Badges Completed	N/A	1,040
Booked Checked Out	35,492	N/A
Teen Volunteer / Hours Earned	231	N/A

The Library staff appreciates all the participants and encourages everyone to join them next summer for more reading fun and adventures.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

None at this time.

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/29/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Highlight the upcoming National Night Out on October 7, 2025.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The City Manager will highlight the upcoming National Night Out, which will take place on Tuesday, October 7, 2025.

Friendswood neighbors, it's time to come together! Join the City of Friendswood Police, EMS, and Friendswood Volunteer Fire Department in building stronger, safer communities through fun, food, and connection.

This year, we're also collecting Sleep Fit Kits for local teens. Please consider donating new:

-  Adult-sized socks
-  Adult-sized Pajamas
-  Adult-sized Underwear (Briefs for boys, Seamless briefs for girls)

The neighborhood that raises the most will receive the trophy for the year.

Let's make this the biggest and most generous National Night Out yet! Sign up [here](https://www.ci.friendswood.tx.us/formcenter/police-department-4/application-for-national-night-out-party-72):
<https://www.ci.friendswood.tx.us/formcenter/police-department-4/application-for-national-night-out-party-72>.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

None at this time.

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/08/2025

Prepared by: Karen Horner, City Attorney

Subject: Consider adding additional positions to the 2026 Bond Election Ad Hoc Committee and confirming the appointments to the new positions.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

On September 8, 2025, the City Council created a 32-member 2026 Bond Election Ad Hoc Committee (the "Committee") to identify and prioritize bond funding for proposed projects to be recommended to the City Council for potential funding in the November 2026 bond election. This item allows Council to create additional positions on the Committee and to appoint citizens to such positions. The following are the additional appointees for the Council's consideration:

1. David Lorenz
2. Natasha McAdoo, and
3. Cassie McGarvey.

These three applicants have completed the Appointment Policy process and if appointed, their term would begin immediately.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. David Lorenz - Volunteer Application 2026 Bond Committee_Redacted
2. Natasha McAdoo - Volunteer Application 2026 Bond Committee_Redacted
3. Cassandra McGarvey - Volunteer Application 2026 Bond Committee_Redacted

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/08/2025

Prepared by: Karen Horner, City Attorney

Subject: Consider on first reading an ordinance amending Chapter 2 "Administration," Article II "Boards, Committees and Commissions," Division 1 "Generally," Section 2-21 "Definitions" and Division 10 "Planning and Zoning Commission," Section 2-73 "Powers and duties" of the Friendswood City Code and amending Chapter 2 "Administration," Article II "Boards, Committees and Commissions" of the Friendswood City Code to add a new division to be numbered and entitled Division 2.5 "Capital Improvements Advisory Committee" to establish a new committee to perform the duties and functions conferred on such a committee by Chapter 395 of the Texas Local Government Code; and amending Chapter 70 "Streets, Sidewalks, and other Public Places," Article III "Construction," Section 70-64 "Sidewalks required" to refine the duties of the Planning and Zoning Commission with respect to sidewalks by removing the sidewalk installation fund.

Originating Department: City Attorney

Degree of importance:

SUMMARY / ORIGINATING CAUSE

Section 395.058 of the Texas Local Government Code requires that a capital improvements advisory committee be created in order to advise, monitor, review and evaluate the City's land use assumptions, capital improvements plan and impact fees. The City's Planning and Zoning Commission has acted as the capital improvements advisory board since 1990 when the City first adopted impact fees for new construction in the City. In the 2025 Legislative Session, the Texas Legislature passed Senate Bill 1883, which, among other things, amends Section 395.058 of the Texas Local Government Code to prohibit the City's Planning and Zoning Commissions from serving as the City's capital improvements advisory committee. Therefore, this ordinance, in compliance with this new law, creates a new capital improvements advisory committee; prescribes the number and selection of committee members; and establishes the duties and functions of the committee, which shall include all duties and functions as conferred on a capital improvements advisory committee by Chapter 395 of the Texas Local Government Code.

This ordinance also amends Chapter 70 "Streets, Sidewalks, and other Public Places," Article III "Construction," Section 70-64 "Sidewalks required" to refine the duties of the Planning and Zoning Commission by removing the option to pay into a sidewalk installation fund. The concept of the sidewalk fund was removed in 2021 during the rewrite of the Subdivision Ordinance.

If this ordinance is passed on its first reading, the second reading of this ordinance will be on the agenda for Council's consideration at its regular meeting to be held on November 4, 2025.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Ordinance - Capital Improvements Advisory Committee

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AMENDING CHAPTER 2 "ADMINISTRATION," ARTICLE II "BOARDS, COMMITTEES AND COMMISSIONS," DIVISION 1 "GENERALLY," SECTION 2-21 "DEFINITIONS" AND DIVISION 10 "PLANNING AND ZONING COMMISSION," SECTION 2-73 "POWERS AND DUTIES" OF THE FRIENDSWOOD CITY CODE; AMENDING CHAPTER 2 "ADMINISTRATION," ARTICLE II "BOARDS, COMMITTEES AND COMMISSIONS" OF THE FRIENDSWOOD CITY CODE TO ADD A NEW DIVISION TO BE NUMBERED AND ENTITLED DIVISION 2.5 "CAPITAL IMPROVEMENTS ADVISORY COMMITTEE TO ESTABLISH A NEW ADVISORY COMMITTEE TO PERFORM THE DUTIES AND FUNCTIONS AS CONFERRED ON SUCH A COMMITTEE BY CHAPTER 395 OF THE TEXAS GOVERNMENT CODE; AMENDING CHAPTER 70 "STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES," ARTICLE III "CONSTRUCTION," SECTION 70-64 "SIDEWALKS REQUIRED" OF THE FRIENDSWOOD CITY CODE TO REFINE THE DUTIES OF THE PLANNING AND ZONING COMMISSION WITH RESPECT TO SIDEWALKS BY REMOVING THE SIDEWALK INSTALLATION FUND; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 395.058 of the Texas Local Government Code requires that a capital improvements advisory committee be created in order to advise, monitor, review and evaluate the City's land use assumptions, capital improvements plan and impact fees; and

WHEREAS, the City's Planning and Zoning Commission has acted as the capital improvements advisory board since 1990 when the City first adopted impact fees for new construction in the City; and

WHEREAS, the Eighty-Ninth (89th) Texas Legislature passed Senate Bill 1883 in its 2025 Regular Session, which, among other things, amends Section 395.058 of the Texas Local Government Code to prohibit the City's Planning and Zoning Commissions from serving as capital improvements advisory committees; and

WHEREAS, in compliance with this new law, the City Council desires to create a capital improvements advisory committee; to prescribe the number and selection of members of the committee; and to establish the duties and functions of the committee, which shall include all duties and functions as conferred on a capital improvements advisory committee by V.T.C.A., Local Government Code, ch. 395; NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. The facts and matters set forth in the preamble of this ordinance are hereby found to be true and correct.

Section 2. That Chapter 2 "Administration," Article II "Boards, Committees and Commissions," Division 1 "Generally," Section 2-21 "Definitions" of the Friendswood City Code is hereby amended to add the capital improvements advisory committee to the definition of "advisory board," which definition shall read as follows:

CHAPTER 2. ADMINISTRATION

ARTICLE II. BOARDS, COMMITTEES AND COMMISSIONS

DIVISION 1. GENERALLY

Sec. 2-21. Definitions.

The following words, terms and phrases when used in this division shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

Advisory board shall mean and include a board, commission, committee, or task force established by the city, which is advisory in nature and treated as such, including the following:

- (1) Animal shelter advisory committee,
- (2) Capital improvements advisory committee,
- (3) Community and economic development committee,
- (4) Fourth of July steering committee,
- (5) Investment committee,
- (6) Keep Friendswood Beautiful (KFB),
- (7) Library board, and
- (8) Senior citizens advisory committee.

Section 3. That Chapter 2 "Administration," Article II "Boards, Committees and Commissions" of the Friendswood City Code is hereby amended to add a new division to be numbered and entitled Division 2.5 "Capital Improvements Advisory Committee," which division shall read as follows:

CHAPTER 2. ADMINISTRATION

ARTICLE II. BOARDS, COMMITTEES AND COMMISSIONS

DIVISION 2.5. CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

Sec. 2-26. Created; membership.

- (a) *Created.* The capital improvements advisory committee is an advisory committee created by the city council.
- (b) *Membership.* The capital improvements advisory committee shall be composed of seven members appointed by a majority vote of the city council. Such members shall be resident citizens and qualified voters of the city for staggered three-year terms commencing on July 1. Not less than fifty percent (50%) of the members shall be representatives of the real estate, development, or building industries who are not employees or officials of any political subdivision or governmental entity.

Sec. 2-27. Meetings.

Meetings shall be conducted in compliance with the V.T.C.A., Government Code, ch. 551, and minutes shall be treated as public records.

Sec. 2-28. Powers and duties.

- (a) The capital improvements advisory committee shall serve in an advisory capacity and shall have the following powers and duties:
 - (1) To advise and assist the city in adopting land use assumptions;
 - (2) To review the capital improvements plan and file written comments;
 - (3) To monitor and evaluate implementation of the capital improvements plan;
 - (4) To file semiannual reports with respect to the progress of the capital improvements plan and report to the city any perceived inequities in implementing the plan or imposing the impact fee;
 - (5) To advise the city of the need to update or revise the land use assumptions, capital improvements plan, and impact fee; and
 - (6) To perform other duties as may be delegated to it by the city council.
- (b) In carrying out the duties described in subsection (a) of this section, the capital improvements advisory committee shall comply with the procedural rules adopted by the city council.

Section 4. That Chapter 2 "Administration," Article II "Boards, Committees and Commissions," Division 10 "Planning and Zoning Commission," Section 2-73 "Powers and Duties" of the Friendswood City Code is hereby amended to read as follows:

CHAPTER 2. ADMINISTRATION

ARTICLE II. BOARDS, COMMITTEES AND COMMISSIONS

DIVISION 10. PLANNING AND ZONING COMMISSION

Sec. 2-73. Powers and Duties.

The planning and zoning commission shall have the following powers and duties:

- (1) To perform the duties imposed upon the planning and zoning commission by appendix B of this Code as well as V.T.C.A., Local Government Code, ch. 212;
- (2) To perform the duties imposed upon the zoning commission by appendix C of this Code as well as upon the zoning commission by V.T.C.A., Local Government Code, ch. 211;
- (3) To hear and render decisions on appeals concerning: (i) the denial, revocation or suspension of a mobile home park license; (ii) any order for utility disconnection within a mobile home park; or (iii) any decision, order, or action taken by the building official pursuant to section 50-163 of this Code;
- (4) To hear and render decisions on the need for sidewalks pursuant to section 70-64 of this Code;
- (5) To review and monitor the implementation of the city's comprehensive plan and all amendments thereto and make recommendations concerning the same to the city council pursuant to V.T.C.A., Local Government Code § 213.003;
- (6) To monitor the implementation of the city's comprehensive plan and to make reports to the city council as to the status of efforts to implement the comprehensive plan; and
- (7) To perform other duties as may be delegated to it by the city council.

Section 5. That Chapter 70 "Streets, Sidewalks, and Other Public Places," Article III "Construction," Section 70-64 "Sidewalks required" of the Friendswood City Code is hereby amended to read as follows:

CHAPTER 70. STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

ARTICLE III. CONSTRUCTION

Sec. 70-64. Sidewalks required.

- (a) *Required.* Sidewalks are required along all streets.
- (b) *Exceptions.*
 - (1) Sidewalks shall not be required in single-family residential (SFR) and single-family residential estate (SFR-E) districts where open ditch streets are approved.

- (2) Sidewalks may not be required when, in the judgment of the planning and zoning commission, the safety of the pedestrians does not require such sidewalks.
- (c) *Timing of Installation.*
 - (1) If a plat is required, the developer, prior to the city's final acceptance of the infrastructure, must install sidewalks along reserves and rights-of-way prior to the city's final acceptance of the infrastructure.
 - (2) If no platting or infrastructure construction is required, sidewalks must be installed prior to issuance of the final certificate of occupancy of the structure.
- (d) *Compliance with standards.* When sidewalks are required, they shall be built in accordance with the city design criteria manual and standard construction details.

Section 6. That all ordinances or parts of ordinances in conflict or inconsistent with this ordinance are hereby expressly repealed.

Section 7. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Friendswood, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 8. This ordinance shall take effect from and after its passage on second reading by the City Council of the City of Friendswood, Texas.

INTRODUCED, READ, AND PASSED on first reading by the affirmative vote of the City Council of the City of Friendswood this 6th day of October, 2025.

MIKE FOREMAN, Mayor

ATTEST:

RAQUEL MARTINEZ, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

INTRODUCED, READ, AND PASSED on second and final reading by the affirmative vote of the City Council of the City of Friendswood this 3rd day of November, 2025.

JOHN ELLISOR, Mayor Pro Tem

ATTEST:

RAQUEL MARTINEZ, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/09/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider a resolution designating Sally Branson as representative and Mike Foreman as alternate to the Houston-Galveston Area Council 2026 General Assembly and Board of Directors.

Originating Department: City Secretary

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

This proposed resolution designates Sally Branson as representative and Mike Foreman as alternate to the Houston-Galveston Area Council 2025 General Assembly and Board of Directors.

Every year at this time, H-GAC requests that the Council appoint a member of the governing body to be a representative and one member to be an alternate to the H-GAC General Assembly and Board of Directors. This representative will also be the General Assembly delegate and will also be designated to serve on H-GAC's Board of Directors. Currently, Councilmember Sally Branson is serving as representative and Mayor Mike Foreman is serving as the alternate.

This one-year term will begin on January 1, 2025.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

H-GAC is the regional organization through which local governments consider issues and cooperate in solving area-wide problems. Representation in this organization helps bring the needs of Friendswood to the forefront.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Resolution - Designating HGAC Representative & Alternate

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD,
TEXAS, DESIGNATING THE CITY OF FRIENDSWOOD'S REPRESENTATIVE
AND ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-
GALVESTON AREA COUNCIL FOR THE YEAR 2026; AND PROVIDING FOR
THE EFFECTIVE DATE THEREOF.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE
OF TEXAS:

Section 1. That the City Council of the City of Friendswood hereby designates Councilmember Sally Branson as the City of Friendswood's representative to the General Assembly of the Houston-Galveston Area Council for the year 2026 and to the Board of Directors of the Houston-Galveston Area Council for the year 2026.

Section 2. That the City Council of the City of Friendswood hereby designates Mayor Mike Foreman as the City of Friendswood's alternate representative to the General Assembly of the Houston-Galveston Area Council for the year 2026 and to the Board of Directors of the Houston-Galveston Area Council for the year 2026.

Section 3. The terms of these representatives shall be concurrent with their terms as members of the City Council.

Section 4. The City Secretary is hereby directed to notify the Executive Director of the Houston-Galveston Area Council of the City's representatives named hereinabove.

Section 5. This resolution shall take effect immediately from and after its passage by the City Council of the City of Friendswood.

INTRODUCED, READ AND PASSED by the affirmative vote of the City Council of the City of Friendswood on this the 6th day of October, 2025.

MIKE FOREMAN, Mayor

ATTEST:

RAQUEL MARTINEZ, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/22/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider a resolution casting the City Council's vote for Sally Branson as the Region 14 Director of the Texas Municipal League's Board of Directors.

Originating Department: City Secretary

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

This proposed resolution casting the City Council's vote for Sally Branson as Region 14 Director of the Texas Municipal League ("TML"). Members of the TML Board of Directors serve one-year terms.

Every year at this time, the TML requests that the Council appoint a member of the governing body to be a representative to the Board of Directors for the San Jacinto Region - Houston Area. Currently, Councilmember Sally Branson is serving as a representative.

This one-year term will begin on October 31, 2025, upon adjournment of the TML Annual Conference and Exhibition.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Resolution - Casting Vote for CM Branson for Region 14 Director
2. Exhibit A - Ballot - 2025 Region 14
3. Ballot & Info - 2025 Region 14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD,
TEXAS, CASTING THE CITY OF FRIENDSWOOD'S VOTE FOR SALLY
BRANSON AS THE TEXAS MUNICIPAL LEAGUE REGION 14 DIRECTOR;
AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, the City of Friendswood (the "City") received a ballot for the election of the Region 14 Director of the Texas Municipal League ("TML") Board of Directors; and

WHEREAS, for such election, the City and other TML member cities within Region 14 are each entitled to one vote, which must be cast by a majority vote of the governing body; and

WHEREAS, the person elected to the TML Board of Directors will serve a one-year term; and

WHEREAS, the City Council desires to cast its vote for Sally Brason, Councilmember Position 2 of the City; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. The City Council of the City of Friendswood hereby casts its vote for Councilmember Sally Branson as TML Region 14 Director.

Section 2. The City Secretary is hereby authorized and directed to complete the ballot, which is attached hereto as Exhibit "A" and incorporated herein for all intents and purposes, for Councilmember Branson and to mail the same to Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, Texas 78754 or scan and email the same to rpitts@tml.org.

Section 3. This resolution shall take effect immediately from and after its passage by the City Council of the City of Friendswood.

INTRODUCED, READ AND PASSED by the affirmative vote of the City Council of the City of Friendswood on this the 6th day of October, 2025.

MIKE FOREMAN, Mayor

ATTEST:

RAQUEL MARTINEZ, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

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EXHIBIT "A"



OFFICIAL BALLOT

Texas Municipal League (TML) Region 14 Director Election

This is the official ballot for the election of the Region 14 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a one-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 23, 2025. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

Region 14 Director (select one)

☒

Sally Branson, Councilmember, Friendswood (Incumbent)

☐

Robin Collins, Mayor, Kemah

☐

Tom Crews, Councilmember, League City

☐

Emmanuel Guerrero, Councilmember, Pasadena

☐

Josh Pratt, Councilmember, Bunker Hill Village

☐

Frank W. Robinson, Councilmember, Shenandoah

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this 7th day of October, 2025.

Signature of Authorized Official

Raquel Martinez

Printed Name of Authorized Official

City Secretary

Title

City of Friendswood

Printed Name of City



OFFICIAL BALLOT

Texas Municipal League (TML) Region 14 Director Election

This is the official ballot for the election of the Region 14 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a one-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 23, 2025. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

Region 14 Director (select one)

☐

Sally Branson, Councilmember, Friendswood (Incumbent)

☐

Robin Collins, Mayor, Kemah

☐

Tom Crews, Councilmember, League City

☐

Emmanuel Guerrero, Councilmember, Pasadena

☐

Josh Pratt, Councilmember, Bunker Hill Village

☐

Frank W. Robinson, Councilmember, Shenandoah

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this _____ day of _____, 2025.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of City

Region 14 Director Candidate Biographies



Sally Branson, Councilmember, Friendswood (Incumbent)

Sally Branson is a lifelong Friendswoodian. After graduating from Friendswood High School in 1976, she briefly moved away to attend The University of Texas at Austin receiving her BBA. She returned to Friendswood where she met and married her husband of 35 years, Jon. They raised three children, all of whom graduated from Friendswood High School. She is now the proud grandmother of three grandchildren currently making their way through the Friendswood school system as Sally and her children did. She began her career at NASA Johnson Space Center in the Chief Financial Officers Directorate in 1989, prior to joining the financial services industry in 2000. Unsurprisingly, she chose downtown Friendswood as the location for her business that she manages with her oldest son. Councilmember Branson believes in giving back to her community and is currently serving as chair of the

Galveston County Historical Commission and is on the board of the Friendswood Historical Society. She is also an active member of the Friendswood Rotary Club. She also served on the board for the Friendswood Education Foundation for over 18 years and participated in the establishment of the Friends of Downtown Friendswood Association. Branson currently serves as liaison to the Houston-Galveston Area Council and the Community Economic Development Committee. She is also serving as the current president of Texas Municipal League Region 14. Prior to being elected to Friendswood City Council in 2017, she served on the Planning and Zoning Commission for three years.



Robin Collins, Mayor, Kemah

Robin Collins proudly serves the City of Kemah with a deep commitment to preserving the charm, character, and coastal heritage that define her hometown. Elected as mayor in 2023 and now serving her second term, she brings experienced, steady leadership rooted in tradition, accountability, and a strong belief in the power of local government to improve everyday life. Collins has prioritized community engagement, economic development, and public safety. Under her leadership, Kemah continues to thrive as both a welcoming community for residents and a sought-after destination for visitors. Her focus on infrastructure, transparency, and regional partnerships has helped Kemah grow responsibly while preserving its unique identity.

Her service in public office began in 2009 when she was elected to the Kemah City Council. She served through 2023, including time as mayor pro tem and Kemah's representative to the Houston-Galveston Area Council (HGAC). She currently serves as president of the Galveston County Mayor and Councilmember Association, where she continues to build consensus and foster collaboration across city lines. With years of experience in municipal government and regional leadership, Collins understands the challenges of cities in Region 14, particularly smaller and coastal communities. She is committed to making sure those voices are heard at the state level. She is a firm believer in servant leadership and strives to lead with humility, consistency, and a commitment to listening. Collins is passionate about fostering collaboration among municipal leaders and ensuring that every community—regardless of size—has a seat at the table.



Tom Crews, Councilmember, League City

Tom Crews is a Certified Public Accountant and the owner of a family-run CPA firm based in League City. He and his wife, Chrissy, founded the practice in 2015, and it has since become a trusted business in the community. Their children are also involved in the firm, making it a true family operation. Crews currently serves on the League City Council in Position 3. First elected in 2022 and re-elected in 2024, he brings over a decade of financial experience to his role in local government. Before joining the council, he served as chair of both the League City Finance Committee and the Charter Review Committee, gaining a strong foundation in municipal budgeting and policy. To further strengthen his public service skills, Crews is currently enrolled in the Texas Municipal League's Certified Municipal Official (CMO)

program. His dual roles as a business owner and public servant allow him to effectively represent both residents and local entrepreneurs. He is committed to fiscal responsibility, efficient city services, and sustainable growth for League City. In addition to his professional and civic work, Crews and his family are active volunteers in the community. They support several local nonprofits and regularly participate in service projects, reflecting their strong belief in giving back to the city they call home.



Emmanuel Guerrero, Councilmember, Pasadena

Emmanuel Guerrero grew up in a blue-collar family, raised by a single mother. He is the eldest brother of five siblings. He is a first-generation college graduate from the University of Houston's Bauer Business School obtaining a double Bachelor of Business Administration (BBA) in finance and marketing in three years. He worked many sales jobs and services jobs while obtaining his bachelor's degree at the University of Houston from 2015-2018, maintaining two jobs and attending school full time. His professional career and experience have been in two Fortune 100 food companies, a Fortune 100 oil and gas company, and a Fortune 100 food company. Currently, he works for a consulting firm specializing in disaster relief, emergency response, economic development, grant management, and compliance and review. At 24,

he was promoted to be the youngest manager in the firm's history, helping to oversee \$400 million through CARES, ARPA, and ERA federal funds. Guerrero was elected as Pasadena City councilman of District C at age 26, making history as the youngest councilman in the City's history. Since being in office, he has led initiatives resulting in \$5.9 million in waterline improvements, \$9.9 million in sewer rehabilitations, \$7.3 million in reconstruction projects, \$150,000 in water well improvements, and has created various scholarships opportunities for the lowest income school in Pasadena. His commitment to his community is unparalleled.



Josh Pratt, Councilmember, Bunker Hill Village

Councilmember Josh Pratt grew up in Houston and relocated his family to the Memorial Villages in 2014. With a focus on secure families, financials, and small-town community feel, he was elected to the Bunker Hill Village City Council in 2025. Pratt served on the City's Zoning Board of Adjustment as well as various boards and committees in local government, business, and church. He is a certified public accountant working in the private sector. He and his wife have one child.



Frank W. Robinson, Councilmember, Shenandoah

Frank W. Robinson, BA, MPA, ICMA-CM (Retired) is an elected member of the City of Shenandoah City Council and an accomplished public administrator. He holds a bachelor's degree from the University of North Texas and a Master of Public Administration from Sam Houston State University. After 38 years of public service, 29 of those years as a chief administrative officer and city manager in Texas and California, Robinson retired in 2017. He began his public service career as a police officer in Denton, eventually receiving an appointment as chief of police in the City of West University Place before transitioning to city management. He is best known for his role in the development of the downtown of The Woodlands. Robinson served 14 years as president and township manager for The

Woodlands Township (formerly known as the Town Center Improvement District of Montgomery County). He led the organization through visioning and goal setting to define the Township's vision and mission as a local government focused on creating public benefit. In 2020, he came out of retirement to assist the City of Conroe in the position of downtown manager and implemented the newly adopted Downtown Conroe Development Plan and promote the historical preservation and economic development of downtown Conroe. Robinson successfully attracted new entertainment and dining venues to the downtown's Central Business District, brought in an estimated \$54 million in new development investment, and facilitated the recertification of Conroe as a Texas Main Street Community and receiving the coveted Cultural District designation by the Texas Commission on the Arts. In January 2023, Robinson retired once again and was elected to the City of Shenandoah's City Council in May 2024. He remains an active member of the Texas City Management Association.

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/03/2025

Prepared by: Leticia Brysch, Assistant City Manager

Subject: Consider authorizing an Economic Development Contract with Bay Area Houston Economic Partnership.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The purpose of the Bay Area Houston Economic Partnership ("BAHEP") is to stimulate regional economic development and employment in the Bay Area, including the area within the City of Friendswood. Pursuant to the proposed agreement, BAHEP will be required:

- to implement initiatives to promote support for programs and employment associated with NASA JSC;
- to promote the City at trade shows, at events and in the media;
- to assist the City with programs designed to promote economic growth;
- to distribute economic development data and demographics;
- to provide seminars and events promoting economic development and diversification;
- to assist with state and federal legislation/policies enhancing economic development within the City;
- to offer free engineering services through its Space Alliance Technology Outreach program; and
- to collaborate with other regional organizations to protect and grow the Ellington Airport assets and expand the military presence at Ellington Field.

The City will be required to pay in advance \$17,000 per year for these services. The agreement is for a three-year term and may be terminated at any time by either party upon thirty (30) days' prior written notice.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. City of Friendswood - BAHEP Contract_FY2026 - FY2028
2. Certificate of Interested Parties Form 1295 signed 2025
3. Notarized City of Friendswood Texas Government Code Verifications Form 9-22-2025

THE STATE OF TEXAS §
 § KNOWN ALL MEN BY THESE PRESENTS:
COUNTIES OF HARRIS §
AND GALVESTON §

ECONOMIC DEVELOPMENT CONTRACT 2025

THIS ECONOMIC DEVELOPMENT CONTRACT 2025 (the "Contract") is made and entered into by and between the CITY OF FRIENDSWOOD, TEXAS (the "City"), and the BAY AREA HOUSTON ECONOMIC PARTNERSHIP (the "Provider").

WITNESSETH:

WHEREAS, the City desires to promote the development of business and commerce within the City, including the location and development of new business and the retention and expansion of existing business, specifically and foremost the retention of business and jobs associated with the National Aeronautics and Space Administration ("NASA") and its vendors; and

WHEREAS, the City finds and determines that the development of business within the region promotes the economic welfare and well-being of the City and its residents by, among other things, expanding the tax and employment bases of the City and, therefore, enhancing the health, safety, welfare, and quality of life of the residents thereof; and

WHEREAS, the Provider was formed for the purpose of, among others, promoting and encouraging, or causing to be promoted and encouraged, the formation of new businesses, and the general diversification of the economy of and in all or a portion of Harris County and the surrounding area, including all or a portion of Galveston County, which area includes the City; and

WHEREAS, the City desires to contract with the Provider to provide, or cause to be provided, economic development services as herein described for and on behalf of the City; and

WHEREAS, the Provider is willing to provide, or cause to be provided, in exchange for the consideration herein expressed, the economic development services desired by the City; and

WHEREAS, the City and the Provider agree that, in order to foster and promote competition, to assure the integrity of the competitive process, and to protect proprietary or innovative business strategies and concepts, information and data developed, generated, or received by the Provider should remain privileged and confidential, to the extent provided by the Texas Public Information Act provisions that are applicable to information held by the City;

NOW THEREFORE, for and in consideration of the premises and mutual covenants herein contained, it is hereby agreed as follows:

ARTICLE I

QUALIFICATION OF THE PROVIDER

Section 1.01. Representations and Warranties of the Provider.

The Provider hereby represents and warrants as follows:

- A. The Provider will engage in on-going effort to attract new business to the City and to encourage the retention and expansion of existing businesses within the region, with specific emphasis on retaining business and jobs associated with NASA Johnson Space Center (JSC) and its vendors.
- B. The Provider will coordinate its activities with other area economic development organizations within Harris and Galveston counties and seek to enhance cooperation throughout Harris and Galveston Counties in furtherance of the Provider's efforts on the City's behalf hereunder.
- C. The Provider is a 501(c)(6) not-for-profit corporation having as its principal purpose the promotion of economic development within all or a portion of Galveston and Harris Counties, including the City.
- D. The Provider agrees to provide the scope of services as represented in its FY2026 – FY2028 Economic Development Services Proposal, which is attached hereto as Exhibit "A" and incorporated herein for all intents and purposes (the "Proposal"). The Provider agrees to abide by the terms of the Proposal. To the extent the terms of the Proposal are inconsistent with this Contract, this Contract shall control.

ARTICLE II

SCOPE OF SERVICES

Section 2.01. Services to be Provided.

The Provider will provide the following basic services:

- A. Develop and implement initiatives intended to obtain maximum funding and support for programs and employment associated with NASA JSC;
- B. Promote the City as a key player in the Bay Area Houston region through numerous venues including regional, national, and international trade shows and events, website, and media, as well as by disseminating key demographic data to national site consultants;

- C. Assist the City in other projects or initiatives that would benefit the City in the area of economic growth;
- D. Distribute and promote economic development data and demographics as provided by the City or its designee;
- E. Promote economic growth and diversification through seminars, workshops and similar events;
- F. Assist the City in promoting state and federal legislation or policies designed to enhance the economic well-being of the City;
- G. Make available to the Friendswood businesses free engineering services, as provided through the Provider's Space Alliance Technology Outreach Program; and
- H. Collaborate with the City and other regional organizations to protect and grow the Ellington Airport assets and expand the military presence at Ellington Field. The Provider, through its Military Affairs Committee, will work with local businesses and elected officials in a strategic manner focusing on areas which most substantially benefit the military presence at Ellington Field - alert fighter aircraft replacement, predator unmanned aerial vehicles, quality of life for Joint Armed Forces Reserve Base, and Regional Homeland Security Defense Operations Center. The Provider will work with the Houston Airport System to market Ellington Airport, the Houston Spaceport, and perform economic development activities to protect and grow assets related to aerospace.

Section 2.02. Reports to the City.

The Provider shall prepare and submit information and reports demonstrating and describing its activities and services being provided on behalf of the City. This shall include information submitted at semi-annual meetings, at which the City shall be authorized to participate through its designated representative, and in annual written or verbal status reports to the City Council, or its designated representative. In addition, the Provider shall submit to the City, within sixty days (60) following the end of each calendar year, a written report identifying the accomplishments on behalf of the region and the City during the previous year, as well as goals and objectives for the current year.

ARTICLE III

TIME PERFORMANCE

Section 3.01. Time of Performance.

The Provider shall provide the services described in Article II above for a period of thirty-six (36) months commencing on the date of execution of this Contract.

ARTICLE IV

PAYMENT FOR SERVICES

Section 4.01. Fees.

For and in consideration of the services to be performed by the Provider, and subject to compliance with the terms of this Contract; the City shall pay to the Provider the noted amounts described on the noted dates below.

2025 – 2026	\$17,000
2026 – 2027	\$17,000
2027 – 2028	\$17,000

Section 4.02. Invoice.

The Provider shall submit three annual billing statements to the City for the amounts established in Section 4.01 hereinabove.

Section 4.03. Payment.

The City shall process annual billing statements and make payment within thirty (30) days after receiving a proper statement.

Section 4.04. Refund.

The City and Provider understand and agree that any funds not used for the scope of services specified Article 2 of this Contract in any given year shall be refunded to the City within thirty (30) days after the conclusion of each such year.

ARTICLE V

TERMINATION

Section 5.01. Termination.

Either party may terminate this Contract upon default by the other. A default shall be deemed to have occurred if a party fails to perform or observe any of the terms or conditions of this Contract required to be performed or observed by each party. Should such a default occur, the party against whom the default has occurred shall have the right to terminate all or part of its duties hereunder as of the 30th day following the receipt by the defaulting party of a notice describing such default and its intended termination, provided: (i) such termination shall be ineffective if, within said thirty-day period, the defaulting party cures the default or (ii) such termination may be stayed, at the sole option of the party against whom the default has occurred, pending cure of the default.

Section 5.02. Termination at Will.

Any party desiring to terminate this Contract may do so, with or without cause, upon thirty (30) days' notice thereof, in the manner provided in Section 6.05 hereof.

Section 5.03. Final Accounting and Refund.

Should this Contract be terminated pursuant to Section 5.01 or 5.02, within ten days from the termination notification, the Provider shall provide a listing of expenditures that have occurred since the annual period for which funds were last appropriated together with a final accounting of all expenditures and tax funds on the day of termination. Any use of remaining funds by the Provider after notification of termination and prior to termination is conditioned upon such contractual obligations having been incurred and entered into in the good faith performance of those services contemplated in Article II, and further conditioned upon such contractual obligations having a term not exceeding the portion of the term of this Contract for which funds have been appropriated. All unspent and unappropriated funds remaining from the City's annual payment shall be refunded to the City within thirty (30) days of termination in accordance with this section.

ARTICLE VI

MISCELLANEOUS PROVISIONS

Section 6.01. Independent Contractor.

The relationship of the Provider to the City hereunder shall be that of an independent contractor. The City shall have no authority to direct the day-to-day activities of any of the Provider's employees, shall have no authority over the Provider's decisions, and shall have no rights to ownership of internal working papers or other information or data of the Provider, except for those pertaining to the scope of services provided in accordance with this Contract and as otherwise specifically authorized or required herein.

Section 6.02. Confidentiality of Information.

It is specifically acknowledged and agreed that the Provider has bargained for the confidentiality of all internal information and data that it generates other than that required to be submitted to the City pursuant to Article II and Section 6.07 hereof. The City and the Provider agree that such confidentiality is necessary to foster and to promote competition, to assure the integrity of the competitive process, and to protect proprietary or innovative business strategies and concepts. Should the City receive a request for such information, the City agrees that it will notify the Provider of such request and submit the information to the Texas Attorney General. Thereafter, the Provider shall have the obligation to submit its arguments to the AG as to why the requested information should be exempt from disclosure. The City will abide by the decision of

the AG. Furthermore, nothing contained herein shall limit the City from disclosing information that it is required by law to disclosed, whether via a subpoena or any other means.

Section 6.03. Parties in Interest.

This Contract shall be binding on and inure to the benefit of the City and the Provider and shall not bestow any rights upon any third parties.

Section 6.04. Nonwaiver.

Failure of either party hereto to insist on the strict performance of any of the provisions hereof, or to exercise any rights or remedies accruing hereunder upon default or failure of performance, shall not be considered a waiver of the right to insist on and enforce, by an appropriate remedy, strict compliance with any other obligation hereunder, or to exercise any right or remedy occurring as a result of any further default or failure of performance.

Section 6.05. Applicable Laws.

This Contract shall be subject to and construed in accordance with the laws of the State of Texas, the laws of the federal government of the United States of America, and all rules and regulations of any regulatory body or officer having jurisdiction hereover. Venue for all purposes hereunder shall lie in Galveston County, Texas.

Section 6.06. Notices.

All notices required or permitted hereunder shall be given in writing and shall be deemed delivered when actually received or on the third day following deposit into a United States Postal Service post office or receptacle with proper postage affixed thereto, sent Certified Mail, Return Receipt Requested, addressed to the respective other party at the address set forth below, or at such other address the receiving party may have theretofore prescribed by written notice to the sending party:

City: City of Friendswood
910 S. Friendswood Dr.
Friendswood, TX 77546
Attn: City Manager

Provider: Bay Area Houston Economic Partnership
1150 Gemini Street, Ste. 1050
P.O. Box 58724
Houston, TX 77258-8724
Attn: President

Section 6.07. Audits.

The Provider shall present to the City, within (90) days of the close of each of the Provider's fiscal years during the term of this Contract, its audited annual financial statements for the preceding year, prepared by an independent certified public accountant.

Section 6.08. Entire Agreement.

This Contract contains the entire agreement of the parties relating to the subject matter hereof and is the full and final expression of the agreement between the parties. Any changes or amendments to the rights or obligations of the parties hereunder must be made in writing and signed by both parties.

Section 6.09. Ambiguities.

In the event of any ambiguity in any of the terms of this Contract, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.

Section 6.10. Effective Date.

The effective date of this Contract shall be the date of execution of this Contract by the City Manager.

CITY OF FRIENDSWOOD, TEXAS

MORAD KABIRI, City Manager (Date)

ATTEST:

RAQUEL MARTINEZ, City Secretary

**BAY AREA HOUSTON ECONOMIC
PARTNERSHIP**



BRIAN FREEDMAN, President (Date)

ATTEST:



BOB PAYNE, Contracts Director

H:\Contracts\Bay Area Houston Economic Partnership\2025\City of Friendswood - BAHEP FY2026 - FY2028 Contract.docx

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/03/2025

Prepared by: Leticia Brysch, Assistant City Manager

Subject: Consider authorizing an interlocal agreement with the Harris-Galveston Subsidence District to participate in the Water Conservation School Program, H2O Lab for 2025-2026.

Originating Department: Public Works

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

The Water Conservation School Program, H2O Lab, is a specially tailored version of the national WaterWise program in which the City has participated for several years. Council approved the re-adoption of a water conservation plan ordinance in May 2024, as required by TCEQ and TWDB. Title 30, Texas Administrative Code, §288.2 (a)(1)(G) requires participation in a program of continuing education and information regarding water conservation by the water supplier. This program helps the City meet that requirement. The City, through an interlocal agreement with the Harris-Galveston Subsidence District ("HGSD"), sponsors the water conservation program known as "Water Conservation School Program, H2O Lab." This program provides water conservation education to 3rd-6th grade students within the FISD and CCISD school districts within City of Friendswood.

The City of Friendswood's commitment to the program is a sponsorship of up to **510** students. The cost of the program is \$38.00 per student with a total amount not to exceed \$19,380.00. The total cost amount is and will be accounted for within the forthcoming Public Works annual operational budget. Each student is provided with a water conservation kit. The products in the kit are specifically selected to encourage water efficiency at home and engage families with activities that support and reinforce the lessons taught at school. Partnering with HGSD and the Water Conservation School Program, H2O Lab will not only provide students and teachers with the educational materials they need but will also allow the City of Friendswood to directly impact the preservation of freshwater sources in our area.

Through this program, the City earns groundwater ("GW") credits that are good for 20 years and can be used to meet the water demand at times when exceeding the permit allocation is preventable without a penalty. For every student sponsored, HGSD issues a GW Credit Certificate equal to 84,000 gallons per student.

Two types of GW Credits have been issued since the initiation of the program in 1994:

1. "Series A" GW Credits

Issued from 1994 to 2001. These GW Credits are good for 40 years with no usage restrictions. The City has three (3) of these certificates for a total amount of 56,028,000 gallons. Series A is no longer available.

2. "Series B" GW Credits

Issued from 2001 – present. These GW Credits are good for 20 years, and they are restricted to up to 30

percent of the permittee's water demand for the yearly permit. The City has twenty-seven (27) of these certificates for a total amount of 442,428,000 gallons.

To give an example of the importance of these credits, we are permitted to use 400,000,000 gallons of groundwater for the year 2024-2025. Our GW Series B credits will allow us to increase the permitted amount by 30 percent. This will equate to 520,000,000 gallons permitted total. If we face a situation that forces us to exceed the total allowable amount, then we will be subject to a penalty known as the Disincentive Fee. The 2025 fee is \$12.12 per 1,000 gallons and is designed to discourage groundwater usage.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The "Water Conservation School program, H2O Lab" is a water conservation program that assists the City of Friendswood in meeting mandates from our officially adopted Water Conservation Plan, as required by TCEQ and TWDB through the Texas Administrative Code.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. HGSD 2025-26 Cover Letter
2. HGSD 2025-26 Agreement



City of Friendswood
ATTN: Steve Vavrecka
910 S. Friendswood DR,
Friendswood, TX 77546
svavrecka@friendswood.com

May 27, 2025

Dear Steve,

Thank you for supporting the Harris-Galveston Subsidence District's ("District") Water Conservation School Program. 2024-2025 sponsorships provided our award-winning school program to over 25,000 elementary students in Harris and Galveston counties! This program promoted water and subsidence education as well as water conservation through direct water conservation tools and resources. For more information, please visit www.hgsubsidence.org.

Enclosed is the 2025-2026 interlocal agreement. Please sign the interlocal agreement, and return via email by July 31, 2025.

A typical elementary class in this program includes 100 students. To ensure the entire class can participate in the full program, the interlocal agreement requires sponsorship of a minimum of 50 students. If a sponsor requires a specific school or co-sponsors with another entity for a specific school, a minimum commitment of 100 students is required.

If the preferred school does not enroll for the program the sponsor will not be invoiced or issued groundwater conservation credits.

In addition to the School Program, the District maintains the SmarterAboutWater.org website as a water conservation resource for our region. Please share this resource with your community to help our region be smarter about water.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Denise Ma'.

Denise Ma
Water Conservation Program Coordinator
dma@subsidence.org



STATE OF TEXAS §
 §
COUNTY OF HARRIS §

INTERLOCAL AGREEMENT

This Interlocal Agreement ("Agreement") entered into by and between the Harris-Galveston Subsidence District, a body corporate and politic under the laws of the State of Texas ("Subsidence District") and City of Friendswood, also a body corporate and politic under the laws of the State of Texas ("Sponsor").

WITNESSETH:

WHEREAS, the Subsidence District is the regulatory agency responsible for preventing subsidence through reduction of groundwater withdrawals governed by Chapter 8801, Special District Local Laws Code, which specifically provides that the Subsidence District may cooperate with "any local government to establish water conservation goals, guidelines, and plans to be used within the district"; and

WHEREAS, the Subsidence District cannot achieve water conservation goals without the cooperation and assistance of the public water supply systems; and

WHEREAS, the Subsidence District has designed a Water Conservation Education Program to increase water conservation awareness and activity primarily through education of elementary and intermediate students along with other water conservation program objectives and initiatives; and

WHEREAS, education in water conservation methods and technology has been demonstrated as an effective means of reducing water demand in households and businesses; and

WHEREAS, the education of elementary and intermediate students in the District's Water Conservation Education Program has been tested in area schools; and

WHEREAS, the plumbing retrofit devices used as part of the elementary and intermediate school education program have been tested in the Harris County Municipal Utility District No. 55,

jointly sponsored by that district, the Texas Water Development Board, and the Subsidence District, and have demonstrated an average savings of 1,400 gallons of water per month per kit utilized and properly installed; and

WHEREAS, the Sponsor is also dedicated to conserving water supplies and providing outstanding service to their customers and taxpayers; and

WHEREAS, the governing bodies of the Subsidence District and the Sponsor have duly authorized this Agreement; and

WHEREAS, this Agreement is made pursuant to Chapter 791, Tex. Gov. Code, the Interlocal Cooperation Act.

NOW THEREFORE, for and in consideration of the mutual promises and representations herein contained, the parties hereby agree as follows:

I.

PROGRAM ADMINISTRATION

1.01 The Subsidence District will coordinate the Program by establishing and maintaining programs designed to achieve reductions in water demand in municipal, industrial, commercial, educational, agricultural, recreational, and household use. In-school water conservation education programs may include:

- (A) providing school curriculum and home retrofit kits, including the teacher's guide, teaching aids, internet supporting materials, and web-based applications, to area schools.
- (B) providing training to teachers and all support functions such as slide presentations, video presentations, publications, and program outlines;
- (C) conducting an evaluation of the program, collecting and analyzing voluntarily provided evaluation forms from teachers, students, administrators, and parents, and provide the evaluation results to the Sponsor; and
- (D) providing information related to other water conservation program objectives and initiatives.

1.02 The Subsidence District shall provide water conservation credits as follows:

- (A) The Sponsor shall receive a Certificate of Deposit water conservation credit equal to 84,000 gallons of groundwater for each Program sponsorship.
- (B) The Sponsor may hold, transfer, sell, or redeem the Certificates of Deposit at any time, provided, however, that the Certificates of Deposit will be honored by the Subsidence District for no longer than 20 years after the date the Certificate of Deposit is issued.
- (C) Redemption of the Certificate of Deposit requires the Subsidence District to increase the redeemer's permitted groundwater allocation by the amount of the water conservation credit by a maximum of 30% of the permittee's total water demand. This absolute right to increase the groundwater allocation by up to 30% of the permittee's total water demand does not in any way affect the other terms and conditions of the groundwater permit and all groundwater withdrawals will be subject to the permit fees and other rules of the Subsidence District in effect at the time of the permit.

1.03 The Subsidence District shall perform all coordination activities without additional charge to the Sponsor.

II. PAYMENT

2.01 The Sponsor agrees to 510 sponsorships for the Program for one year from the date of the execution of this Agreement.

The Subsidence District agrees to pursue sponsorships at the following school in the Friendswood City or Clear Creek ISD.

Any school in City of Friendswood or Clear Creek ISD

If the Subsidence District is unable to obtain sponsorships in the preferred school(s), the Sponsor will not sponsor any students for that academic year.

2.02 The Sponsor hereby agrees to pay to the Subsidence District, promptly upon receipt of an invoice from the Subsidence District, the total amount due, which is equal to \$38.00 per sponsorship. The above payment shall provide sponsorship for one year.

2.03 Upon renewal of this Agreement, the Sponsor may seek to adjust the number of sponsorships by providing a written request to the Subsidence District.

2.04 The Sponsor warrants that funds to support this program have been budgeted for the current fiscal year and will continue to be budgeted each year this Agreement is renewed.

2.05 This cost represents the sole monetary obligation of the Sponsor in exchange for and in consideration of the Subsidence District's obligations hereunder.

III. TERM AND TERMINATION

3.01 The term of this Agreement shall be from the effective date hereof for the 2025-2026 academic year until termination by non-renewal by the Sponsor or termination of the program by the Subsidence District. This Agreement may be renewed annually with written authorization of the Sponsor and approval of that authorization by the General Manager of the Subsidence District.

3.02 The Certificates of Deposit in the Groundwater Bank shall be transferred to the custody of the Sponsor upon receipt of payment from Sponsor, and shall be honored by the Subsidence District for no longer than 20 years after the date the Certificate of Deposit is issued.

IV. MISCELLANEOUS

4.01 Subsidence District is engaged as an independent contractor, and all of the services provided for herein shall be accomplished by Subsidence District in such capacity. The Sponsor will have no control or supervisory powers as to the detailed manner or method of the Subsidence District's performance of the subject matter of this Agreement. All personnel supplied or used by the Subsidence District shall be deemed employees or subcontractors of the Subsidence District and will not be considered employees, agents or subcontractors of the Sponsor for any purpose whatsoever.

4.02 Each party to the contract is paying for the performance of the contract from current revenues and will pay for each subsequent year this Agreement continues from the revenues budget for that year. The parties agree that each party is paying fair compensation for the services or products rendered.

4.03 This Agreement merges the prior negotiations and understandings of the parties hereto and embodies the entire agreement of the parties, and there are no other agreements, assurances, conditions, covenants (expressed or implied) or other terms with respect to the Project, whether written or verbal, antecedent or contemporaneous with the execution hereof.

4.04 The Subsidence District may not assign or delegate any portion of its performance under this Agreement without the written consent of the Sponsor.

4.05 The Subsidence District shall remain obligated under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including the obligation to honor Certificates of Deposit in the Groundwater Bank as provided in Section 1.02.

IN WITNESS WHEREOF, the parties put their hands to this Agreement on the dates indicated below. This Agreement shall be effective on the date of the last signature hereto.

SPONSOR

By: _____ (Title)

ATTEST:

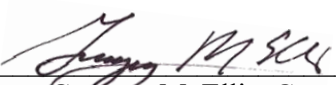
By: _____
(Title)

Date: _____

HARRIS-GALVESTON SUBSIDENCE DISTRICT


By: Michael J. Turco, General Manager

ATTEST:


By: Gregory M. Ellis, General Counsel

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/03/2025

Prepared by: Leticia Brysch, Assistant City Manager

Subject: Consider authorizing a contract with Galveston County Health District for Water Pollution and Abatement Services for 2025-2026.

Originating Department: Public Works

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

It is time for the City to renew the contract with the Galveston County Health District (GCHD) for pollution control and abatement services. Per the contract, the GCHD agrees to investigate and resolve water-quality-related complaints, monitor stormwater quality, and conduct at least one unannounced inspection at 100 percent of the identified grease traps associated with the Galveston County Health District permitted food establishments within the jurisdictional boundaries of the City. The District will also provide assistance to the City in the performance of stormwater-related activities such as, but not limited to, public education/outreach and illicit discharge detection and elimination investigations, including dry weather screenings.

Also as a part of this contract, the GCHD will be monitoring designated stormwater sites within the city. The GCHD reviews the historical stormwater data and analyzes the sampling sites attempting to locate pollution sources. This collected data is critical for the City of Friendswood's Municipal Storm and Sewer Program (MS4). This program is required by permit by the EPA. The GCHD submits an annual summary of all its activities within the City jurisdiction completed during the fiscal year.

The required expenditure for this coming FY year contract is \$37,557.00, which is \$6,778 more than last year's contract due to increases in the following unit costs:

Activity	2023-2024 Cost Per Unit	2024-2025 Cost Per Unit
Complaint Investigations Flat Rate per Capita 2020 Census	\$0.34	\$0.45
Source Inspections – Grease Traps	\$101.00	\$127.00
Surface Water Sampling (Collect and lab testing)	\$1,206.00	\$1,408.00

The costs will be paid out of the Public Works' FY25/26 annual operational budget.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Administration of the contract will satisfy the requirements found under the Texas Water Code, which outlines specific requirements and responsibilities of a water pollution control abatement program.

RECOMMENDATIONS

Staff recommends that City Council approve the contract and authorize the Mayor to execute the contract with the Galveston County Health District for the water pollution control and abatement services.

ATTACHMENTS

1. GCHD FY26 Cover Letter_Friendswood
2. GCHD FY26 Water Agreement_Friendswood

GALVESTON COUNTY HEALTH DISTRICT

Protecting and promoting the One Health of Galveston County.

Tyler Drummond
United Board of Health
Chairman



Philip Keiser, MD
Local Health Authority
Chief Executive Officer

August 5, 2025

City of Friendswood
Steve Vavrecka
Director of Public Works
15355 Blackhawk Blvd.
Friendswood, Texas 77546

Dear Mr. Vavrecka:

Enclosed please find the FY2026 Water Pollution Control and Abatement Contract between the City of Friendswood and the Galveston County Health District. Should you wish to propose revisions to this Contract, please notify me by phone or via email. Please note that the total amount of the Contract has **increased** for the 2026 fiscal year.

Following your review and approval, please have your designated official sign the contract and remit an original copy by mail to: Galveston County Health District, Environmental Services, PO Box 939, La Marque, Texas 77568 or via email to kwilson@gchd.org.

Once we receive the signed original copy, we will fully execute the contract and return a copy for your records. Should you have any additional questions or concerns, please feel free to contact me at 409-938-2310.

Sincerely,

Katie Wilson
Manager – Air & Water Pollution
Galveston County Health District

KW

Enclosures

Contractual Agreement
For the City of Friendswood

THE STATE OF TEXAS §

COUNTY OF GALVESTON §

CITY OF FRIENDSWOOD §

THIS AGREEMENT is made and entered into by and between the City of Friendswood (hereinafter "CITY"), with its principal office at 910 South Friendswood Drive, Friendswood, Galveston County, Texas 77546 and the Galveston County Health District, Office of Environmental Health Programs (hereinafter "PERFORMING PARTY"), with its principal office at 9850-D Emmett F. Lowry Expressway, Texas City, Galveston County, Texas 77591.

WITNESSETH

WHEREAS, the Interlocal Cooperation Act of the State of Texas provides that political subdivisions of the State may contract or agree with another local government to perform governmental functions and services in accordance with the provisions of the Act; and

WHEREAS, the PERFORMING PARTY and the CITY have agreed to contract for water pollution control and abatement services; and

WHEREAS, the PERFORMING PARTY organized the Water Pollution Control and Abatement Program in 1972 and is charged with performing water quality monitoring and pollution abatement activities for Galveston County and its contracted political subdivisions, and is supported through the county general fund and contracted political subdivision contributions; and

WHEREAS, the CITY is a member of the Galveston County Health District and responsible for the quality of the water within its jurisdiction and has elected to contract for water quality services with the PERFORMING PARTY.

NOW, THEREFORE, for and in consideration of the mutual covenants expressed herein, the parties agree as follows:

ARTICLE I

STATEMENT OF SERVICES

The PERFORMING PARTY agrees to perform the following services for the CITY as indicated by a check mark for each activity:

☒ **Investigations - Complaint Response**

- (1) The PERFORMING PARTY will respond to all water quality related complaints within jurisdictional limits of the CITY whether received from a citizen or referred by employees of the CITY, as expeditiously as possible.
- (2) The PERFORMING PARTY will document each and every complaint received. Documentation will include information relative to the nature of the complaint, investigative findings, corrective actions taken, and enforcement actions, if necessary.
- (3) The PERFORMING PARTY will protect from disclosure information regarding the identity of a complainant to the extent allowed by the Texas Public Information Act, Govt. Code Chapter 552. In the event that information, which tends to identify a complainant, is requested pursuant to the Texas Public Information Act, the PERFORMING PARTY will seek to protect that information through a request for opinion from the Legal Services Division of the County of Galveston.
- (4) The PERFORMING PARTY will immediately coordinate with the CITY as necessary, in regard to action to when responding to any complaints deemed reasonably substantial in terms of concentration, duration, or potential health impacts.
- (5) In cases posing or potentially posing imminent and substantial danger to the health and welfare of persons or the environment, the PERFORMING PARTY may utilize its authority to seek enforcement action(s) through the court systems in Galveston County.
- (6) The PERFORMING PARTY will cooperate with both state and federal agencies, as necessary; however, the PERFORMING PARTY will function independently under the scope of this AGREEMENT and will not serve as state or federal agents.

☐ **Source Inspections - Publicly Owned Treatment Works (POTW)**

- (7) The PERFORMING PARTY will conduct a scheduled comprehensive compliance inspection(s) at any or all POTWs within the jurisdictional boundaries of the CITY. The inspection will be consistent with the most current version of the POTW inspection protocol currently used by the Region 12 Texas Commission on Environmental Quality (TCEQ) Water Quality Section. The comprehensive inspection will include the collection of an influent and effluent sample. The collected samples will be split with the appropriate wastewater treatment plant personnel and the contracted NELAC accredited laboratory.
- (8) The PERFORMING PARTY will conduct a scheduled non-comprehensive compliance inspection(s) at any or all POTWs within the jurisdictional boundaries of the CITY. This non-comprehensive inspection will include the collection of an influent and effluent sample. The collected samples can be split amongst the appropriate wastewater treatment plant personnel and the contracted NELAC accredited laboratory for testing.
- (9) The PERFORMING PARTY will immediately coordinate with the CITY, when responsive action through the inspection process yields test results substantial in terms of concentration, duration, and/or potential health impacts.

☒ **Source Inspections - Grease Traps**

- (10) The PERFORMING PARTY will conduct one (1) unannounced inspection at identified grease traps associated with Galveston County Health District permitted food establishments within the jurisdictional boundaries of the CITY.
- (11) The PERFORMING PARTY will immediately coordinate with the CITY, as necessary, on action to respond to any problems identified during the inspection process that are substantial in terms of concentration, duration, or potential health impacts.
- (12) In cases which violate any rule, regulation, law or ordinance or any case which may present an imminent and substantial danger to the health and welfare of persons or the environment, the PERFORMING PARTY may utilize their authority to seek enforcement action(s) through the court system.

☒ **Sample Local Waterways (Surface Water Sampling)**

- (13) The PERFORMING PARTY will assure routine monitoring stations are sampled. Routine sampling typically includes field measurements, routine water chemistry and bacteriological analysis. The objectives of monitoring these parameters are to determine impacts of point and nonpoint sources, and detect and describe spatial and temporal changes. The monitoring of field measurements also provides complementary information necessary for evaluating chemical and biological data.
- (14) The PERFORMING PARTY will provide, upon request, a map to the CITY specifying the locations of all of the surface water sampling sites located within the jurisdictional boundaries of the CITY.
- (15) The PERFORMING PARTY will submit all surface water samples to laboratories performing analysis that are routinely audited by their primary National Environmental Laboratory Accreditation Program (NELAP) accrediting body to evaluate the laboratory's compliance with the current NELAC Institute (TNI) Standard.
- (16) The PERFORMING PARTY will conduct investigations based upon results of surface water sampling results. The PERFORMING PARTY will review all sampling results to identify waterways that may be adversely impacted. The purpose of such investigations is to detect and eliminate sources of water pollution.

ARTICLE II

REPORTING

The PERFORMING PARTY agrees to provide reports to the CITY pertaining to investigations, inspections, surface water testing at known or potential sources of water pollution located within the jurisdictional boundaries of the CITY.

A. Monthly Reports

A summary report of progress specifying the number and type of activities conducted for the month and a list of activities approved for the month to include sources investigated by name and type of investigation. The PERFORMING PARTY will submit the monthly report to the CITY by the seventh (7th) calendar day following the end of the month.

B. Annual Reports

The PERFORMING PARTY shall submit an annual summary of its activities within the CITY's jurisdiction completed during the fiscal year. A final draft of said summary will be due no later than the last day of January. A draft will be submitted to a representative of the CITY for review prior to finalization. The annual report will provide a summary of all activities listed in this contract. Upon request, the PERFORMING PARTY will provide to the CITY a list of all facilities with state permitted discharges within the CITY's jurisdictional boundaries.

ARTICLE III

MEETINGS AND COMMUNICATION

Either party may request an "ad-hoc" meeting throughout the contract term, as necessary. The meeting can be the forum used to distribute and discuss annual summaries, contracts, other pertinent information, and to discuss any concerns identified by the PERFORMING PARTY. Communication can be conducted via email, phone, virtual meeting, etcetera.

ARTICLE IV

EMPLOYEE TRAINING

The PERFORMING PARTY agrees to ensure the proper training of its staff and shall remain responsible for ensuring that staff is sufficiently qualified to perform any and all designated tasks that could foreseeably arise under the scope of this AGREEMENT.

ARTICLE V

COMPENSATION

For and in consideration of the services (Article I) to be rendered by the PERFORMING PARTY, the CITY shall pay, and the PERFORMING PARTY shall receive, compensation as hereinafter negotiated based on the amount of services chosen in Article I, Statement of Services (see Attachment A, Contract Pricing). All remittance by the CITY for such compensation shall either be mailed or delivered to the PERFORMING PARTY's principal office.

Compensation for all services rendered by the PERFORMING PARTY under the scope of this AGREEMENT shall be made to the PERFORMING PARTY by the CITY in accordance with the following terms:

Partial payments for services rendered by the PERFORMING PARTY shall be submitted quarterly to the PERFORMING PARTY and within thirty (30) days of the CITY's receipt of their quarterly statement. Final payment for services shall be due upon completion of these services.

ARTICLE VI

TERMINATION

In connection with all the services outlined under the scope of this AGREEMENT, the CITY or the PERFORMING PARTY by providing written notice to the other party at least thirty (30) days prior to the date of the desired termination. Upon receipt of the contractual termination to the other party, all work being performed under this AGREEMENT shall immediately cease, unless such work can be completed within the thirty (30) days prior to the official date of termination.

Further, the PERFORMING PARTY shall be compensated in accordance with this AGREEMENT for all work provided to the date of the AGREEMENT's official termination.

All completed or partially completed reports prepared under this AGREEMENT shall be delivered to the CITY, which the CITY may subsequently use without constraint.

All rights, duties, liabilities and obligations accrued prior to such termination shall survive termination.

ARTICLE VII

ASSIGNMENT AND SUBCONTRACTS

This AGREEMENT shall not be assigned or subcontracted in whole or in part without the written consent of the CITY.

ARTICLE VIII

NOTICES

All notices and communications under this AGREEMENT to be delivered to the CITY shall be sent via first class postage, unless otherwise notified:

City of Friendswood
Attention: Steve Vavrecka
Director of Public Works
15355 Blackhawk Blvd.
Friendswood, TX 77546

All notices and communications under this AGREEMENT to be delivered to the PERFORMING PARTY shall be sent first class postage, unless otherwise notified:

Galveston County Health District
Office of Environmental Health Programs
Attention: Katie Wilson
Manager – Air & Water Pollution
PO Box 939
La Marque, Texas 77568

ARTICLE IX

INSURANCE

During the entirety of this AGREEMENT, the PERFORMING PARTY shall maintain, and shall require its subcontractors to maintain:

- (1) Adequate general liability insurance for bodily injury and property damage in amounts satisfactory to the CITY; and,
- (2) Worker's compensation coverage for all of the PERFORMING PARTY'S employees.

ARTICLE X

EMPLOYMENT PRACTICES

The PERFORMING PARTY agrees not to discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, age, disability or national origin. The PERFORMING PARTY agrees to comply with the Immigration Reform and Control Act of 1986 and the Americans with Disabilities Act of 1990. The CITY encourages the PERFORMING PARTY to provide equal opportunity to historically disadvantaged business enterprises if and

when the PERFORMING PARTY is to subcontract services under the scope of this AGREEMENT.

ARTICLE XI

REPRESENTATION

The PERFORMING PARTY represents that no CITY officer, employee, or agent has been compensated in any way with respect to this AGREEMENT and its consideration by the CITY. In no event will the PERFORMING PARTY pay a fee or provide any other form of compensation to any CITY officers, employees, or agents in connection with the approval or performance of this AGREEMENT or terms herein. A breach of this ARTICLE shall result in automatic termination of the AGREEMENT. The CITY may use all reports prepared under this AGREEMENT as provided in ARTICLE VI, TERMINATION.

ARTICLE XII

PRIOR AGREEMENTS SUPERSEDED

This AGREEMENT constitutes the sole terms and conditions and supersedes any prior understanding, oral or written agreements between the parties regarding the subject matter of this AGREEMENT.

ARTICLE XIII

GOVERNING LAW

The validity of this AGREEMENT and any terms or provisions, as well as the rights and duties hereunder, shall be governed by the laws of the State of Texas.

ARTICLE XIV

LAWS AND ORDINANCES

The PERFORMING PARTY shall at all times observe and comply with all federal, state and local laws, ordinances, rules, regulations and orders of any public authority, which in any manner affect this AGREEMENT.

ARTICLE XV

VENUE

In the event that any legal proceeding is brought to enforce this AGREEMENT, or any provision hereof, Galveston County is the venue for said action.

ARTICLE XVI

AMENDMENT

This AGREEMENT shall not be amended without the written consent of the other party. The City Manager has the authority to make amendments to this AGREEMENT without subsequent City Council approval.

ARTICLE XVII

TERM OF AGREEMENT

This AGREEMENT shall be effective October 1, 2025 and shall continue in full force until September 30, 2026, but upon the CITY's determination, may be extended by written agreement. All payments and liabilities accrued prior to termination shall survive the termination.

IN WITNESS WHEREOF, the parties acting under the authority of their respective governing bodies have caused this AGREEMENT to be executed in several counterparts, each of which is deemed to be an original and as of the day and date first written above

**GALVESTON COUNTY HEALTH
DISTRICT**

CITY OF FRIENDSWOOD

Philip Keiser, MD
Chief Executive Officer

Mike Foreman
Mayor

Date

Date

Attachment A: Contract Pricing

City of Friendswood October 1, 2025 – September 30, 2026			
Activity	Number of Units	Cost per Unit	Total Cost
Complaint Investigations Flat Rate-Per Capita 2020 Census	40,698	\$0.45	\$18,314
Wastewater Treatment Plant Inspection (Spot)	0	\$0	\$0
Wastewater Treatment Plant Inspection (CCI)	0	\$0	\$0
Source Inspections – Grease Traps	85	\$127	\$10,795
Surface Water Sampling (collect and lab testing)	6	\$1,408	\$8,448
Total			\$37,557

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/26/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider authorizing the Fourth Amendment with Garver, LLC, for the Clear Creek Crossing Project and the New GST and Pump Improvements at SWP 1.

Originating Department: Engineering

Degree of importance:

SUMMARY / ORIGINATING CAUSE

In 2021, the City entered into an agreement with Garver, LLC ("Garver") to provide professional engineering services for the master plan, design and construction phase services for water system improvements (the "Garver Contract"). The Capital Improvement Plan ("CIP") that was developed identified projects to rehabilitate and improve existing water facilities in order to improve customer water quality. Two projects in the CIP were identified as immediate needs for the City:

Project 1 – Clear Creek Crossing was identified as the first project needed to eliminate the water system's hydraulic bottleneck at Clear Creek and

Project 14 – New GST and Pump Improvements at SWP 1.

This item authorizes the City Manager to execute the Fourth Amendment to the Contract for Professional Services – Engineer with Garver, LLC. The City has an allowance in construction funds under a separate contract with the construction contractor. That allowance was included with the expectation that improvements to the electrical building might be necessary to properly support new pump and electrical equipment.

The Fourth Amendment now formally engages Garver to perform the professional engineering services for the electrical building extension. The scope includes structural design, electrical system modifications, integration of booster pump electrical equipment, and construction support services.

The amendment increases the contract by \$44,488.00, bringing the not-to-exceed total contract amount to \$1,069,530.30.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The electrical building extension is needed to house and integrate new electrical equipment associated with the Surface Water Plant No. 1 pump improvements. These modifications will ensure safe and reliable operation of the City's water system, provide the electrical infrastructure necessary to support increased pumping capacity, and extend the long-term functionality of the plant.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Fourth Amendment - Garver

2. Certificate of Insurance Exp 07-01-2026
3. Government Code Verification - Garver
4. Form 1295 - Garver

FOURTH AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES – ENGINEER

STATE OF TEXAS §
 §
COUNTY OF GALVESTON §

This Fourth Amendment (the "Fourth Amendment") to that certain Contract for Professional Services – Engineer, dated September 13, 2021, (the "Contract") by and between Garver, LLC (the "Engineer") and the City of Friendswood, Texas, a home-rule municipal corporation, located in Harris and Galveston Counties, Texas (the "City") is made and entered into on the date of the City Manager's signature hereinbelow.

WITNESSETH:

WHEREAS, in accordance with the Professional Services Procurement Act, the City issued RFQ 2021-01 in order to select a professional engineer to provide engineering services for water system improvements, including, but not limited to, the following services:

- Assess the current site conditions;
- Consult extensively with Public Works in an effort to become familiar with the needs and wants of the project;
- Identify and Design Structural, Mechanical and Electrical modifications;
- Prepare plans and specifications for construction;
- Process change orders throughout construction;
- Construction and Project Management, providing all technical and administrative services as needed; oversight, supervision, quality assurance and review, maintaining records; and
- Provide all close-out work (as-built documents, certifications, etc.); and

WHEREAS, based upon Engineer's demonstrated competence and qualifications to perform the services, the City chose Engineer and negotiated a contract at a fair and reasonable price; and

WHEREAS, on September 13, 2021, the City and the Engineer entered into the Contract in order for the Engineer to develop the City's Water Master Plan along with a technical memorandum to provide updates for utility planning, rehabilitating water facilities, and improving the distribution and transmission water system, including Surface Water Plant No. 1, Elevated Storage Tank No. 2, Water Plant No. 3 and Water Plant No. 4 at a cost not to exceed NINE HUNDRED SEVEN THOUSAND NINE HUNDRED FIFTY AND NO/100 DOLLARS (\$907,950.00); and

WHEREAS, on March 30, 2022, the City and the Engineer entered into Change Order No. 1 (the "First Amendment") to include the Georgetown and Friendswood Trails Development Study at a cost not to exceed TWENTY-NINE THOUSAND THREE HUNDRED SIXTY-SIX AND NO/100 DOLLARS (\$29,366.00); and

WHEREAS, on January 12, 2023, the City and the Engineer entered into the Second Amendment to the Contract for Professional Services-Engineer (the "Second Amendment") for the Engineer to provide certain engineering and technical services pertaining to the design, bidding and construction phases of the following Project at a cost not to exceed ONE MILLION ONE HUNDRED FIFTY-FIVE THOUSAND EIGHT HUNDRED EIGHT AND 40/100 DOLLARS (\$1,155,808.40) for the following:

Project No.	Project Title	Description
1	Clear Creek Crossing	This project includes approximately 7,000 linear feet of new 24-inch water line to be placed in parallel to the existing transmission line along E. Edgewood Drive (FM 2351) from the intersection with Blackhawk Blvd and ending at the intersection near Friendswood Dr. This alignment crosses two streams, Clear Creek and Mary's Creek.
14	New GST and Pump Improvements at SWP 1	This project includes a new 0.5-million-gallon ground storage tank, yard piping and pump replacements, which replacements are intended to increase the pumping capacity of SWP 1 and balance distribution of water supply from SWP 1 and SWP 2.

; and

WHEREAS, on or about December 5, 2023, the City and the Engineer entered into the Third Amendment to the Contract for Professional Services-Engineer (the "Third Amendment") for the removal of certain services in order for the Engineer to be a subconsultant to HDR Engineering, Inc., for its Blackhawk Boulevard Reconstruction Project and to design of the 24-inch waterline from FM 2351 to Edenvale Street under such contract (the "HDR Agreement"), which reduced the cost of the overall agreement by ONE HUNDRED THIRTY THOUSAND SEVEN HUNDRED SIXTY-SIX AND 10/100 DOLLARS (\$130,766.10); and

WHEREAS, the City desires for the Engineer to provide additional engineering services associated with the design of the electrical building extension at Water Plant No. 1 to house booster pump electrical equipment; and

WHEREAS, the Engineering has agreed to perform such services and to modify the scope of services associated with the Clear Creek Crossing portion of the Project at a cost not to exceed FORTY-FOUR THOUSAND FOUR HUNDRED EIGHTY-EIGHT AND NO/100 DOLLARS (\$44,488.00); and

WHEREAS, the terms of the Contract, the First Amendment, the Second Amendment and the Third Amendment shall remain in full force and effect except as specifically altered by the terms of this Fourth Amendment;

NOW THEREFORE, for and in consideration of the promises and the mutual agreements set forth herein, the Parties hereby agree to amend the Contract as follows:

I. Amendments

1.01 Article I "Employment of Engineer" of the Contract is hereby amended to read as follows:

I. EMPLOYMENT OF ENGINEER

The City hereby agrees to engage the Engineer and the Engineer hereby agrees to perform the "Scope of Services" as specified in the Contract, as amended by the First Amendment, the Second Amendment, the Third Amendment, and this Fourth Amendment.

1.02 Article III "Time of Performance" of the Contract is hereby amended for the Scope of Services authorized herein to the schedules as specified in Exhibit "A-4," which is attached

hereto and incorporated herein for all intents and purposes.

- 1.03 Article V "Compensation and Method of Payment" of the Contract is hereby amended for the Scope of Services authorized herein to the amount specified in Exhibit "B-4", which is attached hereto and incorporated herein for all intents and purposes.
- 1.04 Exhibits/Appendices "A" "Scope of Services" of the Contract, the First Amendment, the Second Amendment, and the Third Amendment are hereby amended by Exhibit "A-4." It is expressly understood and agreed that the Scope of Services specified in Article II of the Contract shall be read together with those services required in Exhibit "A-4" hereof.
- 1.05 Exhibits "B" of the Contract, the First Amendment, the Second Amendment, and the Third Amendment are hereby amended by Exhibit "B-4."

II

Miscellaneous Provisions

- 2.01 Recitals. The recitals set forth above are declared true and correct and are hereby incorporated as part of this Fourth Amendment.
- 2.02 Definitions. Unless a different meaning clearly appears from the context, words and phrases as used in this Fourth Amendment shall have the same meanings as in the Contract, the First Amendment, the Second Amendment, and the Third Amendment.
- 2.03. Entire Agreement. The provisions of this Fourth Amendment, the Third Amendment, the First Amendment, the Second Amendment and the Contract should be read together and construed as one agreement provided that, in the event of any conflict or inconsistency between the provisions of this Fourth Amendment and the provisions of the Contract, the First Amendment, Second Amendment and/or the Third Amendment, the provisions of this Fourth Amendment shall control.
- 2.04 Interpretation. This Fourth Amendment has been jointly negotiated by the parties hereunder and shall not be construed against a party hereunder because that party may have assumed primary responsibility for the drafting of this Fourth Amendment.
- 2.05 Captions. Captions contained in the Contract, First Amendment, the Second Amendment, the Third Amendment, and this Fourth Amendment are for reference only and, therefore, have no effect in construing the documents. The captions are not restrictive of the subject matter of any Section.
- 2.06 No Waiver. By this Fourth Amendment, the City does not consent to litigation or suit, and the City hereby expressly revokes any consent to litigation that it may have granted by the terms of this Fourth Amendment, the Third Amendment, the Second Amendment, or the Contract or any other contract or agreement or addenda, any charter, or applicable state law. Nothing contained in this Fourth Amendment, in the Third Amendment, in the Second Amendment, in the First Amendment, or in the Contract shall be construed in any way to limit or to waive the City's governmental immunity.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment in multiple copies, each of which shall be deemed an original, but all of which shall constitute but one and the same amendment, this 7th day of October 2025, the date of execution by the City Manager.

CITY:
CITY OF FRIENDSWOOD, TEXAS

ENGINEER:
GARVER, LLC

MORAD KABIRI, City Manager

(Signature)

(Printed Name)

(Title)

DATE: _____

DATE: _____

ATTEST:

ATTEST:

RAQUEL MARTINEZ, City Secretary

(Signature)

(Printed Name)

(Title)

EXHIBIT "A-4"

SCOPE OF SERVICES

BACKGROUND

The City of Friendswood Texas ("City") developed in July 2022 a Capital Improvement Plan that identifies projects to rehabilitate and improve existing water facilities and improve customer water quality. In 2021, the City selected Garver ("Engineer") to provide professional engineering services for the master plan, design and construction phase services for water system improvements. As part of the 2022 CIP, two projects were identified as immediate needs for the City: Project 1 – Clear Creek Crossing, was identified as the first project needed to eliminate the water system's hydraulic bottleneck at Clear Creek and Project 14 – New GST and Pump Improvements at SWP 1.

During the Preliminary Engineering Report workshop for Project 1 – Clear Creek Crossing, the City and Engineer identified the opportunity to combine projects with the adjacent project being designed by another consultant for the Blackhawk Boulevard roadway and drainage reconstruction. The City requested Garver to work as a subconsultant under the consultant for professional engineering services related to the 24-inch transmission line on Blackhawk Boulevard. The waterline limits for the project will be on Blackhawk Boulevard from FM 2351 (i.e., East Edgewood Avenue) to Edenvale Street for approximately 1,500 linear feet of 24-inch waterline. The professional engineering services will include final design, bid phase assistance and construction phase services.

Project 1 - Clear Creek Crossing will include approximately 5,500 linear feet of new 24-inch water line to be placed in parallel to the existing transmission line along E. Edgewood Drive (FM 2351) from the intersection with Blackhawk Blvd and ending at the intersection near Friendswood Dr. This alignment crosses two streams, Clear Creek and Mary's Creek. Professional engineering services will include preliminary engineering, final design, and construction phase services.

Project 14 – New GST and Pump Improvements at SWP 1 will include a new 0.5 million gallon ground storage tank, yard piping and pump replacements. The new GST is to replace an existing 0.5 GST that was noted by TCEQ to be leaking. The pump replacements are intended to increase the pumping capacity of SWP 1 and balance distribution of water supply from SWP 1 and SWP 2.

ASSUMPTIONS

The Scope of work and associated level of effort assumes the following:

1. The City has record drawings (paper or electronic) for all waterlines, and other additional requisite information to assist with producing the design deliverables.
2. The City will acquire any required temporary and permanent easements needed for the proposed improvements.
3. Repair or replacement of roadway will be limited to replacing in-kind and not require a drainage assessment.

SCOPE OF WORK – BASIC SERVICES

The following scope of work describes the anticipated services to be provided under this Contract.

A. Project 1 -- Clear Creek Crossing.

Task 1: Project Administration.

The Engineer shall:

1. Attend one kick-off meeting to discuss project objectives, internal and external team, lines of communication, and schedule;
2. Prepare and facilitate monthly progress meetings during the Design Phase with the City in addition to the other outlined meetings and workshops to maintain coordination, timeliness, and budget compliance;
3. Prepare meeting summary (meeting minutes) and distribute to participants;
4. Prepare a Project Management Plan (PMP) and Quality Control/Assurance Plan in compliance with Garver project execution standards. These plans will be available to share with the City; and
5. Prepare and provide monthly progress/status reports with updated schedule sufficient to support monthly billings. Monthly status reports shall be submitted with monthly invoices and project updates.

Task 2: Data Collection and Field Investigation

The Engineer shall:

1. Conduct a site visit of the planned water line alignment;
2. Engage a subconsultant to provide a survey, which survey shall:
 - a. Establish survey controls,
 - b. Delineate properties, easement boundaries, and prepare abstract documents for up to 20 easement acquisitions, and
 - c. Provide topographic route surveys anticipated to be 40 feet wide in easements and entire ROW within pavement limits;
3. Engage a subconsultant to provide a geotechnical investigation for the design of approximately 7,000 linear feet of 24-inch water line and associated roadway repairs, which investigation will include recommendations for trenchless crossing across Clear Creek and Mary's Creek and pavement reconstruction recommendations;
4. Engage a subconsultant to provide environmental investigation services, which will include:
 - a. A Phase I Environmental Site Assessment, and
 - b. A Phase II Environmental Investigation if Phase I indicates the need;
5. Provide or engage a subconsultant to provide Subsurface Utility Engineering (SUE) in accordance with ASCE CI/ASCE 38-02 "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." SUE work includes:
 - a. Quality Level A investigation to identify Water Plant No. 1 existing GST piping to booster pump station and ground water supply well Wells 1, 2, and 3 to existing GST and standpipe. Up to four test holes will be included; and
 - b. Quality Level B investigation for the water line at roadway intersections; and
6. Prepare and review data request document for the waterline improvements project area and submit to the City. This is expected to include but not necessarily be limited to the following:
 - a. E. Edgewood Dr. (FM 2351) utility and roadway record drawings,
 - b. City-preferred specifications and design considerations for waterlines,
 - c. Standard front-end documents for construction contracts, and
 - d. Previous project surveys, geotechnical reports and SUE investigations.

Task 3: Permitting and Regulatory Agencies

The Engineer shall prepare and provide permit coordination for anticipated permits. Any

Exhibit "A-4," Page 1

associated permit fees will be provided by the City. The anticipated permits for this project that are included in this scope are:

- a. Right-of-way Crossing Permit,
- b. Construction Stormwater Permit,
- c. Permit for pipeline crossing, and
- d. Nationwide 408 Permit.

Task 4: Preliminary Engineering and 30% Design

The Engineer shall:

1. Document and submit a Draft Preliminary Engineering Report (PER) and 30% design drawings in electronic format (PDF), which PER shall include the following:
 - a. Alternative route analysis,
 - b. Construction methodology analysis for Clear Creek and Mary's Creek crossings,
 - c. Initiate utility coordination with conflicting utilities,
 - d. Develop a list of technical specifications,
 - e. Prepare Draft 30% Preliminary Design drawings, and
 - f. Prepare an AACE Class 4 construction cost estimate;
2. Facilitate Draft PER workshop with City;
3. Submit draft 30% Design documents to City and facilitate 30% Design Review Workshop with City; and
4. Conduct QA/QC of PER and 30% Design based on the Project Management Plan.

Task 5: 60% Design Deliverable

The Engineer shall:

1. Coordinate with stakeholders and other entities as needed for the proposed water line improvements;
2. Prepare 60% design drawings including the following:
 - a. General sheets including cover, notes, index and site layout,
 - b. 15 Plan and Profile sheets,
 - c. Civil Details (up to 4 sheets), and
 - d. Traffic control phasing and details;
3. Prepare technical specifications;
4. Prepare an AACE Class 3 construction cost opinion;
5. Conduct QA/QC of 60% Design based on the Project Management Plan; and
6. Submit draft 60% Design documents to City and facilitate 60% Design Review Workshop with City.

Task 6: 90% Design Deliverable

The Engineer shall:

1. Coordinate with stakeholders and other entities as needed for the proposed water line improvements;
2. Prepare 90% design drawings;
3. Incorporate or resolve comments from the 60% Design Review Workshop;
4. Prepare a Project Manual with requisite technical specifications, front ends, draft bid item description narrative, and bid item schedule;
5. Utilize the City's Front-End documents in preparation of the construction package;
6. Prepare an AACE Class 3 construction cost opinion;
7. Conduct QA/QC of 90% Design based on the Project Management Plan;
8. Facilitate 90% Design Review Workshop with City; and
9. Submit 90% Design documents to City, HCFCD, TXDOT, GCCDD, and to TCEQ for Plan Review.

Task 7: 100% Design Deliverable

The Engineer shall:

1. Coordinate with stakeholders and other entities as needed for the proposed water line improvements;
2. Prepare 100% design drawings;
3. Incorporate or resolve comments from the 90% Design Review Workshop;
4. Finalize Project Manual and Special Conditions as appropriate;
5. Utilize the City's Front-End documents in preparation of the final construction package;
6. Prepare final construction cost estimate - AACE Class 2;
7. Conduct QA/QC of 100% Design based on the Project Management Plan; and
8. Complete regulatory and permitting requirements needed for construction.

Task 8: Bidding Phase Services

The Engineer shall:

1. Provide bidding assistance, including, but not limited to, the following:
 - a. Prepare and submit advertisement for Bids to newspaper(s) for publication as directed by the City. City will pay advertising costs outside of this Contract;
 - b. Disperse construction contract documents to prospective bidders;
 - c. Support the contract documents by preparing addenda, as appropriate to clarify, correct, or change the bidding documents;
2. Participate in pre-bid meeting(s);
3. Prepare bid tabulation;
4. Evaluate bids and bidders' qualifications and submit recommendation to City;
5. Attend the Council meeting for award of the contract for the Project.
6. Assist in connection with bid protests, rebidding, or re-negotiating contracts for construction, materials, equipment, or services;
7. Assemble contract documents; and
8. Prepare conformed plans and specifications.

Task 9: Construction Phase Services

In performing construction phase services, Engineer will endeavor to protect the City against defects and deficiencies in the work of the Contractor(s); but Engineer cannot guarantee the performance of the Contractor(s), nor be responsible for the actual supervision of construction operations or for the safety measures that the Contractor(s) takes or should take. However, if at any time during construction Engineer observes that the Contractor's work does not comply with the construction contract documents, Engineer will notify the Contractor of such non-compliance and instruct him to correct the deficiency and/or stop work, as appropriate for the situation. Engineer will also record the observance, the discussion, and the actions taken. If the Contractor continues without satisfactory corrective action, Engineer will notify the City immediately, so that appropriate action under the City's contract with the Contractor can be taken.

The Engineer shall:

1. Issue a Notice to Proceed letter to the Contractor;
2. Attend Pre-Construction Meeting(s);
3. Attend a construction kick-off meeting(s) and monthly progress/coordination meetings with the City/ Contractor;
4. Make visits to the Site at intervals appropriate to the various stages of construction, appropriate to verify Contractor's payment requests, and as Engineer and/or City deems necessary, in order to observe as an experienced and qualified design professional the progress and quality of the Work. Such visits and observations by Engineer are not intended to be exhaustive or to extend

to every aspect of Contractor's work in progress or to involve detailed inspections of Contractor's work in progress beyond the responsibilities specifically assigned to Engineer in this Contract and the contract documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the work based on Engineer's exercise of professional judgment. Based on information obtained during such visits and such observations, Engineer will determine if Contractor's work is proceeding in accordance with the contract documents, and Engineer shall keep City informed of the progress of the Work;

- a. The purpose of Engineer's visits to the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for City a greater degree of confidence that the completed Work will substantially conform to the contract documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the contract documents has been implemented and preserved by Contractor.
 - b. Engineer shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, or for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the work. Accordingly, Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the contract documents.
5. Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
- a. Determine the amounts that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to City, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's work has progressed to the point indicated, the quality of such work is substantially in accordance with the contract documents (subject to an evaluation of the work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the contract documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's work (subject to any subsequent adjustments allowed by the contract documents).
 - b. By recommending any payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Contract and the contract documents. Neither Engineer's review of Contractor's work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the work in progress, materials, or equipment has

passed to City free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between City and Contractor that might affect the amount that should be paid;

6. Recommend to City that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, Engineer believes that such work will not produce a completed Project that substantially conforms to the contract documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the contract documents;
7. Evaluate and respond to construction material submittals and shop drawings. Corrections or comments made by Engineer on the shop drawings during this review will not relieve Contractor from compliance with requirements of the drawings and specifications. The check will only be for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The Contractor will be responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other trades, and performing his work in a safe and satisfactory manner. Engineer's review shall not constitute approval of safety precautions or constitute approval of construction means, methods, techniques, sequences, procedures, or assembly of various components. When certification of performance characteristics of materials, systems or equipment is required by the contract documents, either directly or implied for a complete and workable system, Engineer shall be entitled to rely upon such submittal or implied certification to establish that the materials, systems, or equipment will meet the performance criteria required by the contract documents;
8. Issue instructions to the Contractor on behalf of the City and issue necessary clarifications (respond to RFIs) regarding the construction contract documents. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the contract documents;
9. When authorized by the City, prepare change orders for changes in the work from that originally provided for in the construction contract documents;
10. Receive and review maintenance and operating instructions, schedules, and guarantees as prepared by the Contractor in accordance with the contract documents. Engineer will compile this information as provided by Contractor, and deliver copies of the same to City;
11. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the contract documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data approved, and the annotated record documents which are to be assembled by Contractor in accordance with the contract documents to obtain final payment.; and
12. Participate in substantial completion and final completion project inspections, prepare punch list(s), review final project closing documents, and submit final pay request along with a notice of acceptability of work in which Engineer asserts that to the best of Engineer's knowledge, information and belief and upon the exercise of Engineer's due diligence, the Work is acceptable and is in compliance with the contract documents.

B. Project 14 – SWP 1 GST and Pump Improvements at SWP 1

Task 10: Project Administration

The Engineer shall:

1. Attend one kick-off meeting to discuss project objectives, internal and external team, lines of communication, and schedule;
2. Prepare and facilitate monthly progress meetings during the Design phase with the City in addition to the other outlined meetings and workshops to maintain coordination, timeliness, and budget compliance;

3. Prepare meeting summary (meeting minutes) and distribute to participants;
4. Prepare a Project Management Plan (PMP) and Quality Control/Assurance Plan in compliance with Garver project execution standards. These plans will be available to share with the City; and
5. Prepare and provide monthly progress/status reports with updated schedule sufficient to support monthly billings. Monthly status reports shall be submitted with monthly invoices and project updates.

Task 11: Data Collection and Field Investigation

The Engineer shall:

1. Conduct a site visit of the planned water plant improvements;
2. Engage a subconsultant to provide a survey, which survey shall:
 - a. Establish survey controls, and
 - b. Provide topographic site survey at Water Plant No. 1;
3. Engage a subconsultant to provide geotechnical investigation to support construction of GST.

Task 12: Preliminary Engineering

The Engineer shall:

1. Document and submit a Draft Technical Memorandum (TM) in electronic format (PDF). The TM is intended to use data collection from Water System Improvements Report and recommendations. A preliminary site layout for the GST, yard piping and pump replacement improvements will be included as part of the TM. The following items will be included in the TM as applicable:
 - a. Pumping system replacements,
 - b. A list of technical specifications, and
 - c. An AACE Class 4 construction cost estimate;
2. Incorporate comments from City Draft TM to City.
3. Conduct QA/QC of TM based on the Project Management Plan.

Task 13: 60% Design Deliverable

The Engineer shall:

1. Prepare 60% design drawings including the following:
 - a. General sheets including cover, notes, index and site layout,
 - b. GST,
 - c. Yard Piping, and
 - d. Pump replacement and details;
2. Prepare technical specifications;
3. Prepare an AACE Class 3 construction cost opinion;
4. Conduct QA/QC of 60% Design based on the Project Management Plan; and
5. Submit draft 60% Design documents to City and facilitate 60% Design Review Workshop with City.

Task 14: 90% Design Deliverable

The Engineer shall:

1. Prepare 90% design drawings;
2. Incorporate or resolve comments from the 60% Design Review Workshop;
3. Prepare a Project Manual with requisite technical specifications, front ends, draft bid item description narrative, and bid item schedule;
4. Utilize the City's Front-End documents in preparation of the construction package.

5. Prepare an AACE Class 3 construction cost opinion;
6. Conduct QA/QC of 90% Design based on the Project Management Plan;
7. Facilitate 90% Design Review Workshop with City; and
8. Submit 90% Design documents to City and TCEQ for Plan Review.

Task 15: 100% Design Deliverable

The Engineer shall:

1. Prepare 100% design drawings;
2. Incorporate or resolve comments from the 90% Design Review Workshop;
3. Finalize Project Manual and Special Conditions as appropriate;
4. Utilize the City's Front-End documents in preparation of the final construction package;
5. Prepare final construction cost estimate - AACE Class 2;
6. Engineer to conduct QA/QC of 100% Design based on the Project Management Plan; and
7. Complete regulatory and permitting requirements needed for construction.

Task 16: Bidding Phase Services

The Engineer shall:

1. Provide bidding assistance, including, but not limited to, the following:
 - a. Prepare and submit advertisement for Bids to newspaper(s) for publication as directed by the City. City will pay advertising costs outside of this Contract;
 - b. Disperse construction contract documents to prospective bidders; and
 - c. Support the contract documents by preparing addenda, as appropriate to clarify, correct, or change the bidding documents;
2. Participate in pre-bid meeting(s);
3. Prepare bid tabulation;
4. Evaluate bids and bidders' qualifications and submit recommendation to City;
5. Attend the Council meeting for award of the contract for the Project.
6. Assist in connection with bid protests, rebidding, or re-negotiating contracts for construction, materials, equipment, or services;
7. Assemble contract documents; and
8. Prepare conformed plans and specifications.

Task 17: Construction Phase Services

In performing construction phase services, Engineer will endeavor to protect the City against defects and deficiencies in the work of the Contractor(s); but Engineer cannot guarantee the performance of the Contractor(s), nor be responsible for the actual supervision of construction operations or for the safety measures that the Contractor(s) takes or should take. However, if at any time during construction Engineer observes that the Contractor's work does not comply with the construction contract documents, Engineer will notify the Contractor of such non-compliance and instruct him to correct the deficiency and/or stop work, as appropriate for the situation. Engineer will also record the observance, the discussion, and the actions taken. If the Contractor continues without satisfactory corrective action, Engineer will notify the City immediately, so that appropriate action under the City's contract with the Contractor can be taken.

The Engineer shall:

1. Issue a Notice to Proceed letter to the Contractor;
2. Attend Pre-Construction Meeting(s);
3. Attend a construction kick-off meeting(s) and monthly progress/coordination meetings with the City/Contractor;
4. Make visits to the Site at intervals appropriate to the various stages of construction, appropriate to verify Contractor's payment requests, and as Engineer and/or City deems necessary, in order

to observe as an experienced and qualified design professional the progress and quality of the Work. Such visits and observations by Engineer are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress or to involve detailed inspections of Contractor's work in progress beyond the responsibilities specifically assigned to Engineer in this Contract and the contract documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the work based on Engineer's exercise of professional judgment. Based on information obtained during such visits and such observations, Engineer will determine if Contractor's work is proceeding in accordance with the contract documents, and Engineer shall keep City informed of the progress of the Work;

- a. The purpose of Engineer's visits to the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for City a greater degree of confidence that the completed Work will substantially conform to the contract documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the contract documents has been implemented and preserved by Contractor.
 - b. Engineer shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, or for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the work. Accordingly, Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the contract documents.
5. Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
- a. Determine the amounts that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to City, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's work has progressed to the point indicated, the quality of such work is substantially in accordance with the contract documents (subject to an evaluation of the work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the contract documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's work (subject to any subsequent adjustments allowed by the contract documents).
 - b. By recommending any payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Contract and the contract documents. Neither Engineer's review of Contractor's work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what

purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the work in progress, materials, or equipment has passed to City free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between City and Contractor that might affect the amount that should be paid;

6. Recommend to City that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, Engineer believes that such work will not produce a completed Project that substantially conforms to the contract documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the contract documents;
7. Evaluate and respond to construction material submittals and shop drawings. Corrections or comments made by Engineer on the shop drawings during this review will not relieve Contractor from compliance with requirements of the drawings and specifications. The check will only be for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The Contractor will be responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other trades, and performing his work in a safe and satisfactory manner. Engineer's review shall not constitute approval of safety precautions or constitute approval of construction means, methods, techniques, sequences, procedures, or assembly of various components. When certification of performance characteristics of materials, systems or equipment is required by the contract documents, either directly or implied for a complete and workable system, Engineer shall be entitled to rely upon such submittal or implied certification to establish that the materials, systems, or equipment will meet the performance criteria required by the contract documents;
8. Issue instructions to the Contractor on behalf of the City and issue necessary clarifications (respond to RFIs) regarding the construction contract documents. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the contract documents;
9. When authorized by the City, prepare change orders for changes in the work from that originally provided for in the construction contract documents;
10. Receive and review maintenance and operating instructions, schedules, and guarantees as prepared by the Contractor in accordance with the contract documents. Engineer will compile this information as provided by Contractor, and deliver copies of the same to City;
11. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the contract documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data approved, and the annotated record documents which are to be assembled by Contractor in accordance with the contract documents to obtain final payment; and
12. Participate in substantial completion and final completion project inspections, prepare punch list(s), review final project closing documents, and submit final pay request along with a notice of acceptability of work in which Engineer asserts that to the best of Engineer's knowledge, information and belief and upon the exercise of Engineer's due diligence, the Work is acceptable and is in compliance with the contract documents.

Task 18: Electrical Building Extension Design Services

The Engineer will perform full design for an extension the existing electrical building at Water Plant No. 1 to house booster pump electrical equipment, including structural engineering and electrical integration, and issue a single Issued-for-Construction (IFC) package, including the following:

1. Building Siting and Layout Coordination

The Engineer shall:

- a. Identify the optimal location for the extension based on site constraints;
- b. Coordinate the building footprint and interior layout with conduit routing, Variable Frequency Drives (VFDs), motor control center (MCC), control panels, and other supporting electrical components;
- c. Assess and resolve conflicts with existing utilities, structures, and site features; and
- d. Coordinate with the City to confirm operational and maintenance requirements.

2. Structural Design

The Engineer shall:

- a. Design foundations, slab-on-grade (including thickened/embedded pads), primary framing, walls, roof framing, openings/penetrations, and tie-in details to the existing structure;
- b. Provide anchorage/support details for major equipment where loads, locations, and vendor data are provided by the City/Contractor; anchorage design for MCCs, VFDs, and control panels to be based on manufacturer-supplied information;
- c. Design hoist and jib connection points as required;
- d. Establish load criteria per latest adopted IBC, ASCE 7, ACI, AISC, and TMS standards, with essential facility importance factors;
- e. Show pads, trenches, sumps, conduit penetrations, and roof curbs on structural drawings based on information provided by the specifying discipline; provide structural details as applicable; and
- f. Prepare structural drawings and specifications, including special inspection plan. (sealed calculation package not required as deliverable).

3. Electrical System Modifications

The Engineer shall:

- a. Relocate electrical components from the booster pump station into the new building;
- b. Provide conduit routing and connection details for integration into the existing system;
- c. Verify NEC-compliant clearances, working spaces, and required separations for relocated equipment; and
- d. Provide lighting and receptacle layouts for the extension.

4. Design Document Updates

The Engineer shall:

- a. Issue new IFC structural drawings and specifications for the building extension; showing existing conditions only to the extent necessary for tie-ins and coordination;
- b. Issue new specifications applicable to the extension; provided that no updates to existing project specifications will be included; and

- c. Conduct design workshop between Contractor, City, and Engineer prior to release of IFC set.

5. Permitting & Compliance Support

The Engineer shall:

- a. Identify any permits required for the building extension; provide technical documentation to support permit applications (if applicable) and
- b. Facilitate compliance with NEC, City Project Manual, and SWP No. 1 constraints (contractor to obtain permits where required).

6. Construction Support

The Engineer shall:

- a. Provide clarification and response to requests for information (RFIs) related to the building extension;
- b. Review submittals/shop drawings related to the building extension;
- c. Provide site visits for structural observation: foundation, walls, roof (rebar);
- d. Attend two pre-construction meetings: concrete and masonry; and
- e. Provide one punch visit and record-drawing input for the extension.

7. Deliverables

The Engineer shall provide the following deliverables.

- a. Issued-for-Construction (IFC) package including new plans and specifications for the building extension.
- b. Updated cost estimate incorporating building extension scope.
- c. Responses to RFIs and review of shop drawings during construction.

The following assumptions are applicable to this Task 18:

- A new geotechnical investigation will be performed to support the foundation design for the building extension;
- Major equipment loads, locations, and vendor data for anchorage will be provided by the City/Contractor per Project 14 schedule;
- Architectural scope is limited to openings and code compliance; no architectural finishes are included;
- Engineer is Structural Engineer of Record (EOR) for the extension; delegated design is limited to shop-level connection design; and
- HVAC, fire protection, fire alarm, and SCADA remain in other scopes. Responsibility for HVAC serving the extension is to be confirmed with the City.

SUMMARY OF PROJECT DELIVERABLES

The following will be submitted to the City, or others as indicated, by Garver:

Project 1 – Clear Creek Crossing

1. Two copies of 24" x 36" sets and an electronic copy (pdf) of preliminary design plans.
2. Electronic copy (pdf) of the 60% drawings and specifications with OPCC.
3. Electronic copy (pdf) of the 90% drawings and specifications with OPCC.
4. Electronic copy (pdf) of the 100% Design submittal specifications with OPCC.
5. Electronic copy (pdf) and two bound hard copies of the Final Plans (24" x 36") and Specifications to the Contractor.
6. Two hard copies of executed contract documents.
7. Electronic copy (pdf) of approved shop drawings/submittals from the Contractor.
8. Electronic files as requested.

Project 14 – New GST and Pump Improvements at SWP 1

1. Two copies of 24" x 36" sets and an electronic copy (pdf) of preliminary design plans.
2. Electronic copy (pdf) of the 60% drawings and specifications with OPCC.
3. Electronic copy (pdf) of the 90% drawings and specifications with OPCC.
4. Electronic copy (pdf) of the 100% Design submittal specifications with OPCC.
5. Electronic copy (pdf) and two bound hard copies of the Final Plans (24" x 36") and Specifications to the Contractor.
6. Two hard copies of executed contract documents.
7. Electronic copy (pdf) of approved shop drawings/submittals from the Contractor.
8. Electronic files as requested.

ADDITIONAL SERVICES

The City shall not be responsible or liable for any additional services performed by the Engineer unless such additional services have been approved in writing prior to the performance of the same. The Engineer will perform additional services at a price agreed upon by the Parties in writing prior to the performance of such services.

SCHEDULES

Project 1 – Clear Creek Crossing

Engineer shall begin work under this Contract within ten (10) calendar days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

<u>Phase Description</u>	<u>Calendar Days</u>
Kickoff Meeting	14 calendar days from Notice to Proceed
Deliver DRAFT PER	60 calendar days from receipt of final data from City
DRAFT PER Workshop	14 calendar days after delivery of DRAFT PER
Deliver FINAL PER	30 calendar days after receipt of City comments from DRAFT PER Workshop
Deliver 60% Design Documents	60 calendar days from receipt of Topographic Survey, Environmental Site Assessment, and Draft Geotechnical Report
60% Design Workshop	14 days after delivery of 60% Design Documents
Deliver 90% Design Documents	60 calendar days from 60% Design Workshop
90% Design Workshop	14 calendar days after delivery of 90% Design Construction Documents
Submit Bid-Ready Design Documents and Permitting	45 calendar days from 90% Design Workshop

*Note: for planning purposes, 14 calendar days are assumed for City review from receipt of a DRAFT submittal until comments are expected to be received.

Project 14 – New GST and Pump Improvements at SWP 1

Engineer shall begin work under this Contract within ten (10) calendar days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

<u>Phase Description</u>	<u>Calendar Days</u>
Kickoff Meeting	14 calendar days from Notice to Proceed
Deliver DRAFT TM	60 calendar days from receipt of final data from Kickoff Meeting
Deliver FINAL TM	30 calendar days after receipt of City comments from DRAFT TM
Deliver 60% Design Documents	60 calendar days from receipt of Topographic Survey and Draft Geotechnical Report
60% Design Workshop	14 calendar days after delivery of 60% Design Documents
Deliver 90% Design Documents	45 calendar days from 60% Design Workshop
90% Design Workshop Documents	14 calendar days after delivery of 90% Design Construction Documents
Submit Bid-Ready Design Documents and Permitting	30 calendar days from 90% Design Workshop

*Note: for planning purposes, 14 calendar days are assumed for City review from receipt of a DRAFT submittal until comments are expected to be received.

Exhibit "B-4"
FEE SUMMARY

BASIC SERVICES SECTION		FEES
PROJECT 1 – Clear Creek Crossing		
TASK 1: Project Administration	\$	16,716.00
TASK 2: Data Collection and Field Investigation	\$	233,948.30
TASK 3: Permitting	\$	18,128.00
TASK 4: Preliminary Engineering and 30% Design	\$	133,888.00
TASK 5: 60% Design Deliverable	\$	111,066.00
TASK 6: 90% Design Deliverable	\$	60,034.00
TASK 7: 100% Design Deliverable	\$	44,822.00
TASK 8: Bid Phase Services	\$	20,410.00
TASK 9: Construction Phase Services	\$	70,181.00
PROJECT 14 - New GST and Pump Improvements at SWP 1		
TASK 10: Project Administration	\$	10,392.00
TASK 11: Data Collection and Field Investigation	\$	39,118.00
TASK 12: Preliminary Engineering	\$	39,330.00
TASK 13: 60% Design Deliverable	\$	66,462.00
TASK 14: 90% Design Deliverable	\$	54,100.00
TASK 15: 100% Design Deliverable	\$	34,632.00
TASK 16: Bid Phase Services	\$	15,624.00
TASK 17: Construction Phase Services	\$	56,191.00
TASK 18: Electrical Building Extension Design Services		\$44,488.00
TOTAL FOR BASIC SERVICES		\$ 1,069,530.30

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/26/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider authorizing a Letter Agreement with STV, Inc., for traffic data collection to support a city-wide traffic study update.

Originating Department: Engineering

Degree of importance:

SUMMARY / ORIGINATING CAUSE

This item authorizes the City Manager to execute a Letter Agreement with STV, Inc., to perform traffic data collection services that will support the update of the City's traffic study. The work includes turning movement counts, average daily traffic counts, travel time runs, and spot speed studies at key intersections, corridors, and school areas throughout Friendswood. The data collected will form the foundation for evaluating current and future traffic operations, travel patterns, roadway connectivity, and safety conditions, and will aid in identifying transportation needs and prioritizing improvements.

The agreement amount is not to exceed \$66,743.00.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Collecting new city-wide traffic data is critical for updating Friendswood's traffic study and developing an accurate picture of mobility needs. The updated data will allow the City to evaluate congestion points, safety issues, and the impacts of new development. This effort will directly inform infrastructure planning, funding strategies, and long-term investment decisions to improve traffic safety and efficiency for residents and visitors.

RECOMMENDATIONS

Staff recommends approval

ATTACHMENTS

1. Letter Agreement - STV Traffic Counts
2. Government Code Verification - STV
3. Certificate of Insurance Exp 04-01-26
4. Form 1295 - STV



CITY OF FRIENDSWOOD
OFFICE OF THE DIRECTOR OF ENGINEERING

September 18, 2025

Sent via email to brian.jones@stvinc.com

Mr. Shadi Hakimi, PE
Texas Mountain Region
STV Incorporated
11757 Katy Fwy, Ste 1540
Houston, TX 77079

Re: Traffic Data Collection Plan

Dear Mr. Hakimi:

This Letter Agreement ("Agreement") will evidence the terms and conditions by which STV Incorporated ("STV") will provide professional traffic engineering consulting services to collect data to serve as a foundation for evaluating existing and future traffic operations, travel patterns, roadway connectivity, and safety conditions; identifying transportation needs; and developing and prioritizing improvement recommendations to support the City's infrastructure planning, funding strategies, and long-term investment decisions (the "Project") for and on behalf of the City of Friendswood (the "City").

1. City's Obligations

- 1.01 City shall use its best efforts to provide access to City's property and easements for the Project and to provide City records, including available record drawings and available crash data and traffic records, for STV's usage on the Project. However, City does not guarantee the accuracy or correctness of the documents so provided.
- 1.02 City shall pay STV an amount not to exceed SIXTY-SIX THOUSAND SEVEN HUNDRED FORTY-THREE AND NO/100 DOLLARS (\$66,743.00) for the Project based upon the following schedule:

No.	Task	Qty	Unit Price	Extended Price
1	Turning Movement Count (Weekday) - 13 Hours	65	\$695.50	\$45,207.50
2	Additional Setups Required	2	\$107.00	\$214.00
3	24-Hour Bi-Directional Volume Tube Count	24	\$321.00	\$7,704.00
4	Travel Time Runs - per hour/vehicle - Before Runs Only	12	\$267.50	\$3,210.00
5	24 Hour Bi-Directional Speed Tube Count	5	\$481.50	\$2,407.50
6	Owner's Contingency (Additional Data Collection as Requested in Writing by the City's Representative)			\$8,000.00
Total Amount Not to Exceed				\$66,743.00

- 1.03 The City shall pay for the services performed within thirty (30) days of receipt of either the services or an invoice therefor, whichever is later. In the event of a disputed or contested invoice, the parties understand and agree that the City may withhold the portion so contested, but the undisputed portion will be paid.

2. STV's Obligations

- 2.01 STV will perform or cause to be performed traffic engineering services necessary to complete the Project. In furtherance thereof, STV shall perform the following tasks:

a. Data Collection

STV shall engage CJ Hensch to collect the following in order to accomplish the purposes stated below:

Data Type	Description	Purpose
Turning Movement Counts (TMC)	13-hour video counts	Analyze intersection operations and performance
ADT (Average Daily Traffic)	24-hour volume data using automatic traffic recorders (ATRs) (bi-directional)	Understand roadway demand and traffic patterns
Travel Speed Studies	Live driving travel speeds on roadway using GPS	Identify bottlenecks and evaluate level of service
Spot Speed Studies	24-Hour volume/speed data using ATRs (bi-directional)	Measure the speed of vehicles at a specific point on a roadway

(1) *Turning Movement Counts (TMC):*

STV shall obtain turning movement counts at high-volume intersections, key school crossings, and major commercial intersections along corridors such as FM 518 (Friendswood Dr.), FM 528, Sunset Drive, Bay Area Boulevard, Edgewood Drive, and Friendswood Link Road/El Dorado Boulevard, as more particularly described in Exhibit "A," which is attached hereto and incorporated herein for all intents and purposes.

(2) *Average Daily Traffic (ADT):*

STV shall collect 24-hour traffic counts at the twelve (12) select locations shown in Exhibit "B," which is attached hereto and incorporated herein for all intents and purposes, based on the following criteria:

- Major arterials (e.g., FM 518, FM 528)
- Access points into the city
- Residential collector roads

(3) *Travel Time Runs*

STV shall obtain travel time runs to assist in assessing traffic operation needs, adjust signal timings, and gauge impacts of new developments on traffic conditions. Live driving routes will be recorded on GPS for

tracking for the following routes during morning and afternoon peak travel hours in accordance with Exhibit "B," which is attached hereto and incorporated herein for all intents and purposes.

- FM 518 – 5.30 miles; Winding Road to Maple Leaf Drive
- FM 528 – 6.75 miles; Mandale Road to Plymouth Colony Drive
- FM 2351 – 3.80 miles; FM 125 to Beamer Road

(4) *Spot Speed Data*

STV shall collect 24-hour traffic speed data at five (5) select locations shown in Exhibit "A" based on the following criteria:

- Schools (Wedgewood Elementary, Westwood Elementary, Friendswood Junior High, and Friendswood High)

b. Data Collection Schedule

STV shall use the following schedule for the collection of data referenced in Subsection a hereinabove:

Activity	Duration	Timeframe	Cycle
Turning Movement Counts	13 hours	6:00 a.m. – 7:00 p.m. any Tuesday, Wednesday, or Thursday	1 day
ADT Counts	48 hours	12:00 a.m. – 11:59 p.m. any Tuesday, Wednesday, or Thursday	2 days
Travel Time Runs	4 hours/day/ route	Conducted after the TMC & ADT. 2 hours in morning & 2 hours in afternoon.	1 day
Spot Speed Data	24 Hours	12:00 a.m. – 11:59 p.m. any Tuesday, Wednesday, or Thursday	1 day

c. Deliverables

STV shall provide the following deliverables in PDF and Excel formats:

- raw and summarized TMC and ADT datasets,
- travel time runs, and
- spot speed data.

2.02 STV shall conduct the services specified in accordance with the TxMUTCD and City of Friendswood guidelines. STV shall perform all services under this Agreement with the care and skill ordinarily used by members of STV's profession practicing under the same or similar circumstances, time and locality. STV shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the City shall not be responsible for discovering deficiencies therein. STV shall correct such deficiencies without additional compensation.

2.03 Upon execution of this Agreement, STV grants to the City an ownership interest in its instruments of service pertaining to the Project.

2.04

STV AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS AND DEFEND CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES (HEREAFTER REFERRED TO AS THE

"CITY") FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR DAMAGES TO ANY PERSON(S) OR PROPERTY TO THE EXTENT ARISING OUT OF OR IN CONNECTION WITH AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY STV OR STV'S AGENT(S), CONSULTANT(S) UNDER CONTRACT, OR OTHER ENTITIES OVER WHICH STV EXERCISES CONTROL (COLLECTIVELY "STV'S PARTIES"). IT IS THE EXPRESS INTENTION OF THE PARTIES HERETO, BOTH STV AND CITY, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY STV TO INDEMNIFY AND PROTECT CITY FROM THE CONSEQUENCES OF STV'S PARTIES' OWN WILLFUL MISCONDUCT, JOINT OR SOLE NEGLIGENCE, AS WELL AS STV'S PARTIES' INTENTIONAL TORTS, INTELLECTUAL PROPERTY INFRINGEMENTS, AND FAILURE TO MAKE PAYMENTS ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT. SUCH INDEMNITY SHALL NOT APPLY, HOWEVER, TO LIABILITY ARISING FROM THE PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE THAT IS CAUSED BY OR RESULTS FROM THE NEGLIGENCE OF ANY PERSON OTHER THAN STV'S PARTIES. IN THE EVENT THAT ANY ACTION OR PROCEEDING IS BROUGHT AGAINST THE CITY FROM WHICH THE CITY IS INDEMNIFIED, STV FURTHER AGREES AND COVENANTS TO DEFEND THE ACTION OR PROCEEDING BY LEGAL COUNSEL ACCEPTABLE TO THE CITY. THE INDEMNITY PROVIDED HEREINABOVE SHALL SURVIVE THE TERMINATION AND/OR EXPIRATION OF THIS AGREEMENT.

- 2.05 By this Agreement, the City does not consent to litigation or suit, and the City hereby expressly revokes any consent to litigation that it may have granted by the terms of this Agreement or any other contract or agreement, any charter, or applicable state law. Nothing herein shall be construed so as to limit or waive the City's sovereign immunity. STV assumes full responsibility for its services performed hereunder and hereby releases, relinquishes and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person (whether they be either of the parties hereto, their employees, or other third parties) and any loss of or damage to property (whether the property be that of either of the parties hereto, their employees, or other third

parties) that is caused by or alleged to be caused by, arising out of, or in connection with STV's services to be performed hereunder. This release shall apply with respect to STV's services regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance.

- 2.06 Throughout the term of this Agreement, STV, at its own expense, shall purchase, maintain and keep in force and effect insurance against claims for injuries to or death of persons or damages to property which may arise out of or result from STV's performance of the services under this Agreement. STV's insurance coverage shall be primary insurance with respect to the City and its officers and agents. Any insurance or self-insurance maintained by the City, its officials, or agents shall be considered in excess of STV's insurance and shall not contribute to it. STV shall maintain the following insurance with at least the minimum coverage amounts listed below:
- (a) Workers' Compensation Policy
 - Statutory amounts required by Texas law
 - Employer's Liability: \$1,000,000
 - (b) Commercial General Liability Policy
 - General aggregate of \$2,000,000
 - Owners' and Contractors' Protective Liability of \$1,000,000
 - Products and Completed Operations of \$1,000,000
 - Personal and Advertising Injury of \$1,000,000
 - Minimum of \$1,000,000 per occurrence
 - Coverage shall be broad form CGL
 - No coverage exclusions shall be deleted from standard policy without notification of individual exclusions being attached for review and acceptance.
 - (c) Automobile Liability Policy
 - Combined single limits of \$1,000,000
 - Coverage for "Any Auto"
 - (d) Errors and Omissions
 - Limit: \$1,000,000 for this Project
 - For all engineers and/or design companies
 - Claims-made form is acceptable
 - Coverage will be in force for one (1) year after completion of the Project.

All coverages afforded under the policies will not be canceled, suspended, voided, or reduced until at least thirty (30) days' prior written notice has been given to City via certified mail, return receipt requested. Prior to the end of each coverage period during the term of this Agreement, new certificates of insurance and all appropriate endorsements must be filed with City evidencing continuation of coverage. Additionally, the following general requirements shall apply to all coverages, except if expressly stated otherwise:

- (a) General Liability and Automobile Liability insurance shall be written by a carrier with an A.M. Best Rating of A-:VII or higher in accordance with the current Best Key Rating Guide;
- (b) Only insurance carriers licensed and admitted to do business in the State of Texas will be accepted;
- (c) Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a per occurrence basis. Claims-made policies will not be accepted;
- (d) City, its officials, agents, and employees are to be added as "Additional Insureds" to all liability policies, excluding Workers' Compensation and Professional

Liability policies. The coverage shall contain no special limitation on the scope of protection afforded to City, its officials, agents, or employees;

- (e) A waiver of subrogation in favor of City with respect to Workers' Compensation, Automobile Liability, and Commercial General Liability insurance must be included;
- (f) Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain the following provisions and warranties: All endorsements and insurance coverages according to requirements and instructions contained herein;
- (g) The form of the notice of cancellation, termination or change in coverage provisions shall be sent to the City's Director of Engineering;
- (h) Upon request, certified copies of all insurance policies and/or certificates of insurance shall be furnished to City at no cost to City; and
- (i) Upon request of and without cost to City, loss runs (claims listing) of any and/or all insurance coverages shall be furnished to City.

2.07 Time is of the essence in this Agreement. STV shall complete the Project within ninety (90) calendar days.

2.08 STV will submit one invoice to the City after the Project is complete and accepted by the City. Such invoice shall be due and payable by the City thirty (30) days after its receipt.

3. Term

The term of this Agreement shall begin on the date signed by the City Manager and shall continue in full force and effect until the Project is completed and accepted by the City's Director of Engineering.

4. General Conditions

4.01 City, besides all other rights or remedies it may have, shall have the right to terminate this Agreement with or without cause upon ten (10) calendar days' written notice from City Manager to STV of City's election to do so. Upon delivery of any notice of termination required herein, STV shall discontinue all services in connection with the performance of the Agreement. Within ten (10) calendar days after receipt of the notice of termination, STV shall submit a final statement showing in detail the services satisfactorily performed and accepted and all other appropriate documentation required herein for payment of services. No final payment will be made until all services are completed, approved and accepted by the City's Director of Engineering. If this Agreement is terminated for cause, STV shall be liable for any damage to City resulting therefrom. This liability includes any increased costs incurred by City in completing STV's services. The rights and remedies of City in this section are in addition to any other rights and remedies provided by law or under this Agreement.

4.02 In all activities or services performed hereunder, STV is and at all times shall remain an independent contractor, not an agent or employee of City. STV, as an independent contractor, shall be solely responsible for the final product contemplated under this Agreement. STV shall have ultimate control over the execution of the services under this Agreement.

4.03 Neither City nor STV shall sell, assign, or transfer any of its rights or obligations under this Agreement in whole or in part during the term hereof.

- 4.04 Notwithstanding anything to the contrary contained in this Agreement, City and STV hereby agree that no claim or dispute between City and STV arising out of or relating to this Agreement shall be decided by any arbitration proceeding, including, without limitation, any proceeding under the Federal Arbitration Act (9 U.S.C. Sections 1-14), or any applicable state arbitration statute, including, but not limited to, the Texas General Arbitration Act, provided that in the event that City is subjected to an arbitration proceeding notwithstanding this provision, STV consents to be joined in the arbitration proceeding if STV's presence is required or requested by City for complete relief to be recorded in the arbitration proceeding.
- 4.05 Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing thereunder upon default or failure of performance shall not be considered a waiver of the right to insist on and to enforce by an appropriate remedy, strict compliance with any other obligation hereunder to exercise any right or remedy occurring as a result of any future default or failure of performance.
- 4.06 This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Texas, regardless of the place of its execution or performance. The place of making and the place of performance for all purposes shall be Friendswood, Galveston County, Texas.
- 4.07 All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.
- 4.08 In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
- 4.09 This Agreement contains all the agreements of the parties relating to the subject matter hereof and is the full and final expression of the agreement between the parties. This Agreement shall not be amended or modified without the express written consent of both parties hereto.

Should the above-referenced terms and conditions be acceptable to you, please execute this letter agreement and return the same to my attention at the above-referenced address. Thereafter, I will present it to the City Manager for approval. Should you have any questions or if I may be of any assistance, please do not hesitate to contact me. Thank you for your assistance in this matter.

Sincerely,



Jildardo Arias, MBA, PE, CFM, ENV SP
Director of Engineering

AGREED:
STV Incorporated



September 23, 2025

BRIAN A. JONES, P.E., Vice President (Date)

AGREED:
City of Friendswood

MORAD KABIRI, City Manager (Date)

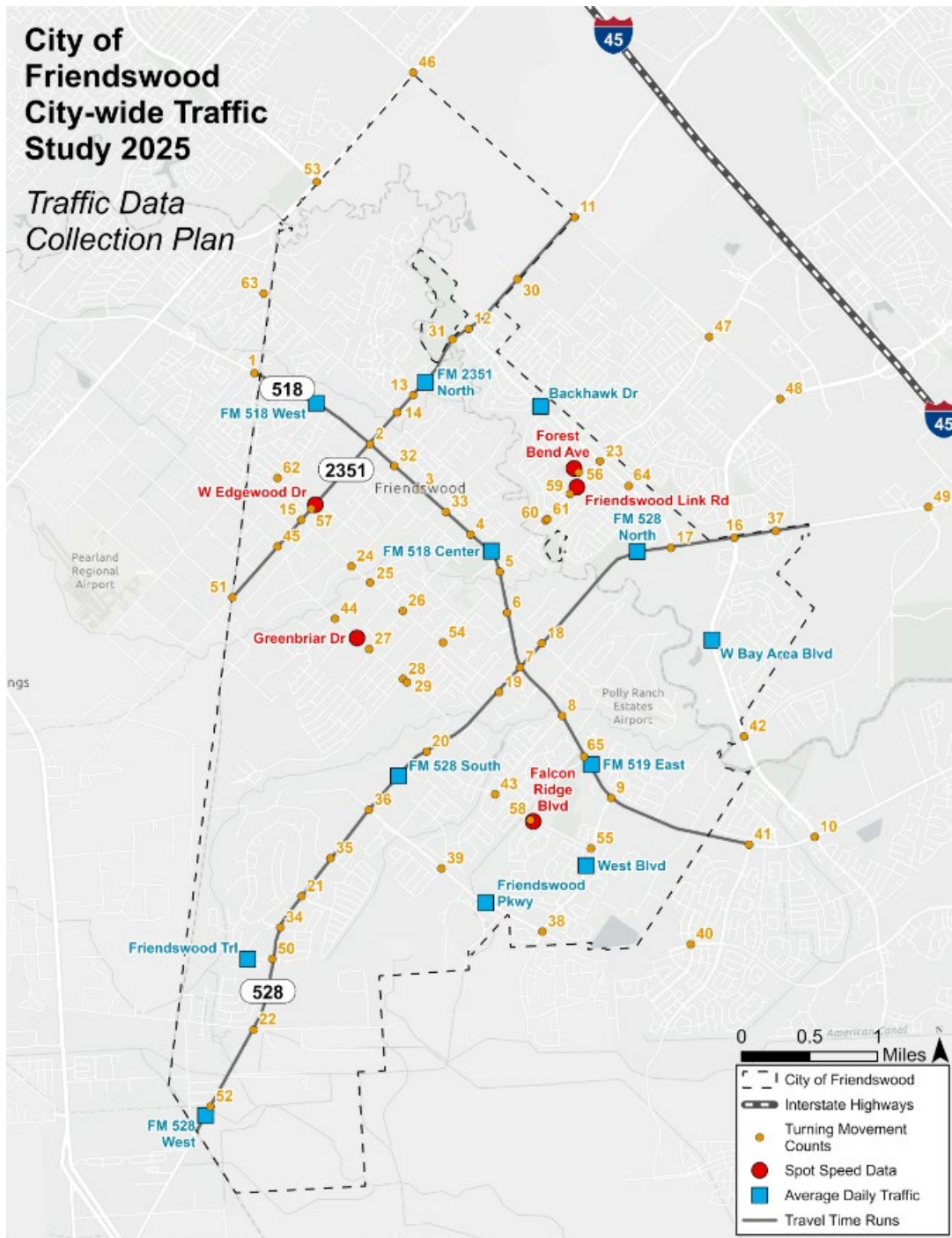
EXHIBIT "A"

Data Collection Intersection List City of Friendswood			
Intersection Number	Location Label (KMZ)	On Street	At Street
1	1	FM 518	Winding Rd
2	2	FM 518	FM 2351
3	3	FM 518	Spreading Oaks Ave
4	4	FM 518	Castlewood Ave
5	5	FM 518	Whispering Pines Ave
6	6	FM 518	Winding Way Dr
7	7	FM 518	FM 528
8	8	FM 518	Eagle Lake Dr
9	9	FM 518	Stone Creek Terrace
10	10	FM 518	Bay Area Blvd
11	11	FM 2351	Beamer Rd
12	12	FM 2351	Blackhawk Blvd
13	13	FM 2351	Woodland Trail Dr
14	14	FM 2351	Melody Ln
15	15	FM 2351	Sunset Dr
16	16	FM 528	Bay Area Blvd
17	17	FM 528	Blackhawk Blvd
18	18	FM 528	Winding Way Dr
19	19	FM 528	Sunset Dr
20	20	FM 528	Falcon Ridge Blvd
21	21	FM 528	San Joaquin Pkwy
22	22	FM 528	Lundy Ln
23	23	Blackhawk Blvd	Friendswood Link Rd
24	24	Sunset Dr	Cowards Creek Dr
25	25	Sunset Dr	Falling Leaf Dr
26	26	Sunset Dr	Castlewood Ave
27	27	Greenbriar Dr	Castlewood Ave
28	28	Greenbriar Dr	Wilderness Trail
29	29	Greenbriar Dr	Briar Meadow Ave

2020 Studied Intersections

Data Collection Intersection List City of Friendswood				
	Intersection Number	Location Label (KMZ)	On Street	At Street
Additional 2025 Intersections	30	S1	FM 2351	Hope Village Rd
	31	S2	FM 2351	Randolph Park Dr
	32	S3	FM 518	Shadowbend Ave
	33	S4	FM 518	Clearview Ave
	34	S5	FM 528	Sun Meadow Blvd
	35	S6	FM 528	Desota St
	36	S7	FM 528	Friendswood Pkwy
	37	S8	FM 528	Plymouth Colony Dr
	38	S9	West Blvd	Friendswood Pkwy
	39	S10	Sandy Lake Dr	Friendswood Pkwy
	40	S11	Westwood Dr	League City Pkwy
	41	S12	FM 518	Maple Leaf Dr
	42	S13	Bay Area Blvd	Grissom Rd
	43	S14	Eagle Lake Dr	Falcon Ridge Blvd
	44	S15	Greenbriar Dr	Falling Leaf Dr
	45	S16	FM 2351	Rustic Ln
	46	S17	Dixie Farm Rd	Beamer Rd
	47	S18	El Dorado Blvd	Beamer Rd
	48	S19	Bay Area Blvd	Beamer Rd
	49	S20	FM 528	Nasa Blvd
	50	S21	FM 528	Country Club Dr
	51	S22	FM 2351	Meadow Ln
	52	S23	FM 528	Estate Dr
	53	S24	Dixie Farm Rd	Blackhawk Blvd
	54	S25	Sunset Dr	Briar Meadow Ave
	55	S26	West Blvd	Falcon Ridge Blvd
	56	S27	Forest Bend Ave	Timpani Dr
	57	S28	FM 2351	Stadium Ln
	58	S29	Manison Pkwy	Falcon Ridge Blvd
	59	S30	Hibiscus Ln	Friendswood Link Rd
	60	S31	Apple Blossom Ln	Friendswood Link Rd
	61	S32	Oxnard Ln	Friendswood Link Rd
	62	S33	Marry Ann Dr	Stadium Ln
	63	S34	John St	Paul Dr
	64	S35	Crofter Glen Dr	Blackhawk Blvd
	65	S36	FM 518	Manison Pkwy

Exhibit "B"



FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/22/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider accepting the Deepwood Flood Control Project and authorizing the commencement of the contractor's one-year maintenance period.

Originating Department: Engineering

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

This item accepts the Deepwood Flood Control Project (the "Project") and authorizes the commencement of Westbrook Contractors LLC's (the "Contractor") one-year maintenance period.

The Deepwood Flood Control Project, located along Deepwood Drive and Clear Creek, is designed to mitigate flood risks by improving conveyance within the floodway. This project involves clearing trees and other obstructions to enhance stormwater flow and reduce flooding impacts. It is a key component of the City's broader flood mitigation efforts and is funded through the Community Development Block Grant - Disaster Recovery (CDBG-DR) Program.

City staff inspected the Project and found it to be built in compliance with the contract specifications and City requirements. As such, the City accepts the project and allows for the commencement of the Contractor's maintenance period. During this time, the City will hold the Contractor's one-year maintenance bond until such time as any and all project deficiencies are remedied per staff directions. Upon the completion of this period, the City will take full ownership of the project and the remaining bond will be released to the Contractor.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. One-Year Maintenance Bond - Deepwood Flood Control
2. Substantial Completion Letter - Deepwood Flood Control



11200 Westheimer Rd #353, Houston, TX 77042 | 832-800-3483 | Substantial Completion Letter_Deepwood

August 19, 2025

Michael Medwedeff, CFM
Assistant Director of Engineering - Projects
City of Friendswood
15355 Blackhawk Blvd.
Friendswood, TX 77546

**REF: Engineer's Certification of Substantial Completion
Deepwood Flood Control Project
Project No. 2024-16
5engineering Job No. 0101-002**

Dear Mr. Medwedeff:

I hereby certify to the best of my knowledge that the work covered by the above referenced contract has been substantially completed in accordance with the plans, contract documents and specifications as of August 18, 2025.

Contractor's One-Year Maintenance period will be effective on the date of the City of Friendswood City Council Acceptance of Final Completion in accordance with Paragraph 39 of the General Conditions of the Agreement.

Should you have any questions or comments, please feel free to call me at 832-800-3483 (Ext. 102) or email me at liz@5engineering.com.

Sincerely,

A handwritten signature in blue ink that reads 'Elizabeth Parent'.

**Elizabeth O. Parent, P.E.
Principal**

Cc: Heather Van Dine, City of Friendswood
Kyle Oliver/Amberlyn Oliver, Westbrook Contractors

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 09/22/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider accepting the FM 518 Illumination Installation Project and authorizing the commencement of the contractor's one-year maintenance period, subject to the approval by the Friendswood Downtown Economic Development Corporation.

Originating Department: Engineering

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

This item accepts the Deepwood Flood Control Project (the "Project") and authorizes the commencement of Pfeiffer & Son, Ltd.'s (the "Contractor") one-year maintenance period.

As you may recall, on July 12, 2022, the Board of Directors (the "Board") of the FDEDC authorized a contract with Pfeiffer & Son, Ltd., (the "Contractor") for the FM 518 Illumination Project (the "Project"). The Project entails pedestrian and roadway illumination for the length of FM 518 between FM 2351 and Castlewood Dr., omitting the area in front of Friends Church (Spreading Oaks to Stonestrow Ave.), and is part of the Downtown Improvements Plan, which was adopted by the Board of the FDEDC and approved by the City Council.

City staff inspected the Project and found it to be built in compliance with the contract specifications and City requirements. As such, once the Friendswood Downtown Economic Development Corporation approves the City's acceptance of the project, the Contractor's maintenance period will commence. During the maintenance period, the City will hold the Contractor's one-year maintenance bond until such time as any and all project deficiencies are remedied per staff directions. Upon the completion of this period, the City will take full ownership of the project and the remaining bond will be released to the Contractor.

The Board of Directors of the Friendswood Downtown Economic Development Corporation will consider this item at its meeting scheduled to be held on October 14, 2025.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. One-Year Maintenance Bond - Fm 518 Illumination
2. Notice of Final Completion - FM 518 Illumination

NOTICE OF FINAL COMPLETION

PROJECT NAME: FM 518 ILLUMINATION INSTALLATION Project (the "Project")

1.1 DATE OF FINAL COMPLETION

On September 4, 2025, the Engineering Department received notification that the Contractor, Pfeiffer & Son, LTD, wished to declare the Work on the above-referenced project being complete and all the Work being acceptable to the City and the Friendswood Downtown Economic Development Corporation ("FDEDC").

A site visit was carried out on September 9, 2025, by the City on behalf of the City and the FDEDC to ascertain the compliance of the Work with the Contract for Substantial Completion. During that site visit, a punch list of incomplete or non-conforming work was identified and agreed to by the Contractor.

1.2 PUNCH LIST

Contractor certified in Contractor's Certification of Final Completion that all Punch List items were completed or corrected.

The Project Manager scheduled a review of punch list items on September 25, 2025, and the Project is now considered to be complete since those items on the punch list have been corrected or otherwise brought into compliance with the Contract and that such correction has been demonstrated to the City.

Failure by the City to identify incomplete work items or requirements of the Contract prior to issuance of this Certificate shall not relieve the Contractor of the responsibility to comply with all provisions of the Contract.

1.3 ONE-YEAR MAINTENANCE PERIOD

With the issuance of this Notice, the City will notify the City and the FDEDC that the project is complete. The Contractor's warranty period of one (1) year will begin on October 14, 2025, the date by which both the City and the FDEDC are expected to have accept the Project, and shall remain in effect until October 14, 2026. The Contractor shall provide the City with a One-Year Maintenance Bond in the amount of \$2,560,598.90 to secure this warranty. All corrective activities conducted by the Contractor, his forces, subcontractors, and suppliers under the One-Year Maintenance period shall comply with the City's operational schedule and shall in no way interfere with, impinge, or prevent the use of the Project or benefit from its service. Any corrective actions that may require temporary shutdown of any part or component of the Project shall be reported in writing, scheduled, and approved by the City's operational staff at least twenty-four (24) hours prior to conducting that work.

At the end of the One-Year Maintenance Period, it is incumbent on the Contractor to contact the City to schedule a One-Year Maintenance walk-through. At that time, a list of deficient items shall be given to the Contractor who shall remedy the items in an expeditious manner. The One-Year Maintenance Bond shall be written so as to remain in effect until completion of all items and a Certificate of One-Year Maintenance Acceptance is issued to the Contractor and to the bonding company.

Contractor shall contact the City's Engineering Projects staff at 281-993-3411 for scheduling any corrective or warranty work on the Project. The Engineering Department retains administrative

control of the Project, and all questions regarding approval of corrective work or payment for that work shall be directed to 281-993-3411.

1.4 ACCEPTANCE OF THE WORK

Based on inspection and to the best of our knowledge, information and belief, the Work has been completed in accordance with the terms and conditions of the Contract, and we recommend acceptance of the Work by City Council and the FDEDC's Board of Directors.

Notwithstanding the acceptance of the Work, nothing herein shall serve to waive or otherwise extinguish any outstanding claims for recovery of Liquidated Damages pursuant to Article IV of the Contract, all such claims being hereby reserved.

1.5 RECOMMENDATION BY STAFF



Heather Van Dine
Assistant Director of Engineering Operations
City of Friendswood

09/25/2025

Date



Michael Medwedeff
Assistant Director of Engineering Projects

09/25/2025

Date

1.6 ACCEPTANCE OF PROJECT

Notice was given to the City Council and the FDEDC Board of Directors of the recommendation by City Staff to accept FM 518 Illumination Installation Project as final and complete. On October 6, 2025, the City Council voted to accept the Work. On October 14, 2025, the FDEDC's Board of Directors voted to accept the Work. Therefore, the Project is hereby deemed final and complete; and the President of the FDEDC is authorized to sign this Notice of Final Completion as acceptance of the above-listed project.

Rebecca Hillenburg
President
Friendswood Downtown Economic Development Corporation

DATE

ATTEST:

Paul Marx
Secretary
Friendswood Downtown Economic Development Corporation

DATE

END OF DOCUMENT

00615-2

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/25/2025

Prepared by: Leticia Brysch, Assistant City Manager

Subject: Consider authorizing the purchase of Nutanix Turnkey Solutions mobile data terminal hardware and software, including related licenses and subscriptions from Freeit Data Solutions, Inc. for the Friendswood Police Department under DIR Contract No. DIR-CPO-5688.

Originating Department: Finance

Degree of importance: Critical

SUMMARY / ORIGINATING CAUSE

This item authorizes the purchase of Nutanix Turnkey Solutions mobile data terminal hardware and software, including related licenses and subscriptions from Freeit Data Solutions, Inc. for the Friendswood Police Department under DIR Contract No. DIR-CPO-5688, in the amount of \$354,520.15. The funding source will be proceeds from the financing contract with Government Capital.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Provides computer functionality to ensure operations continue and City emergency services and police expectations are met.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. 1543122 Friendswood - Nutanix 5yr Pro Qty 120 - 20250820[57]
2. Government Code Verification Form
3. Form 1295 Certificate 101425448

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/12/2025

Prepared by: Linda Newsted, Deputy City Secretary

Subject: Consider reappointing (i) Allan Rasmussen and (ii) Robert Bozka to the Investment Committee for a three-year term beginning November 1, 2025, and ending October 31, 2028.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Investment Committee (the "Committee") is composed of three members who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the City Council for staggered three-year terms commencing on November 1st. The Committee's powers and duties include:

1. To review the investment practices of staff and ensure that such practices are in accordance with the city's investment policy; and
2. To perform other duties as may be delegated to it by the city council.

This item allows the Council to reappoint the following individuals to the Investment Committee for a three-year term, beginning November 1, 2025, and ending October 31, 2028:

- (i) Allan Rasmussen, and
- (ii) Robert Bozka

The appointees have complied with the requirements of the City Council's appointment policy and are eligible for appointment/reappointment. This is the second of the four three-year terms allowed.

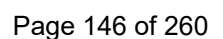
IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Bozka, Robert Volunteer Application_Redacted
2. Rasmussen, Allan Volunteer Application_Redacted



Please indicate your primary and secondary interests.

☐ ELECTION WORKER

☐	PLANNING & ZONING COMMISSION
☐	ZONING BOARD OF ADJUSTMENT & APPEALS
☐	KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
☒	COMMUNITY & ECONOMIC DEVELOPMENT
☐	CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
☐	INVESTMENT COMMITTEE
☐	FRIENDSWOOD DOWNTOWN ECONOMIC
☐	DEVELOPMENT CORPORATION

☐ LONG-TERM PROJECTS
☐ SHORT-TERM PROJECTS
☐ DAYTIME
☐ EVENING
☐ SUMMER

☐	4 TH OF JULY STEERING COMMITTEE
☐	4 TH OF JULY VOLUNTEER
☐	SENIOR CITIZENS ADVISORY COMMITTEE

LIBRARY BOARD
LIBRARY VOLUNTEER

☐	WEST RANCH MANAGEMENT DISTRICT
☐	ANIMAL SHELTER ADVISORY COMMITTEE
☐	VOLUNTEER FIRE DEPT/EMS
☐	CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Page 148 of 260

CITY OF FRIENDSWOOD BOARDS AND COMMISSIONS INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

Investment Committee

Since inception of Committee

PERSONAL REFERENCES:

Please list at least two references.

NAME: Linda Thornton

ADDRESS:

PHONE:

NAME: Lucy Woltz

ADDRESS:

PHONE:



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Allan Rasmussen

HOME PHONE: [REDACTED]

HOME ADDRESS: [REDACTED]

WORK PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

OCCUPATION: Banker

SPECIAL INTERESTS AND TALENTS: finances and investments

Are you currently serving as a member of any Friendswood governmental body? Yes

If so, please name the body: Investment Committee

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

- ELECTION WORKER

PLANNING & PRESERVATION

- | | |
|-------------------------------------|--|
| ☐ | PLANNING & ZONING COMMISSION |
| ☐ | ZONING BOARD OF ADJUSTMENT & APPEALS |
| ☐ | KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE |
| ☐ | COMMUNITY & ECONOMIC DEVELOPMENT |
| ☐ | CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS |
| ☒ | INVESTMENT COMMITTEE |
| ☐ | FRIENDSWOOD DOWNTOWN ECONOMIC |
| ☐ | DEVELOPMENT CORPORATION |

I AM AVAILABLE FOR

-
-  LONG-TERM PROJECTS
 SHORT-TERM PROJECTS
 DAYTIME
 EVENING
 SUMMER

RECREATION

- | | |
|--------------------------|--|
| ☐ | 4 TH OF JULY STEERING COMMITTEE |
| ☐ | 4 TH OF JULY VOLUNTEER |
| ☐ | SENIOR CITIZENS ADVISORY COMMITTEE |

EDUCATION

- LIBRARY BOARD
LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

- | | |
|--------------------------|-----------------------------------|
| ☐ | WEST RANCH MANAGEMENT DISTRICT |
| ☐ | ANIMAL SHELTER ADVISORY COMMITTEE |
| ☐ | VOLUNTEER FIRE DEPT/EMS |
| ☐ | CHARTER REVIEW (AS NEEDED) |

Please use the space below for additional comments.

I have been serving on the City Investment Committee for many years. It has been an enjoyable experience and a tremendous education. I would be honored to continue to serve.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: Male

FRIENDSWOOD RESIDENT FOR 15 years YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

20 years in the banking industry; Degrees include BBA from Texas A&M University and MBA (Finance) from University of Houston-Clear Lake

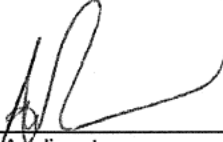
Please list any civic or community endeavors in which you have been involved: Chairman of the Friendswood

Chamber of Commerce, President of Friendswood Rotary, and President of the Friendswood ISD Education Foundation, among others, including

Friendswood Little League Board of Directors, Friendswood Farm and Vine event, and the Friends of Friendswood Downtown Association

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.



Signature of Applicant

8/20/19

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

Investment Committee

2004-Present

PERSONAL REFERENCES:

Please list at least two references.

NAME: Sally Branson

ADDRESS:

PHONE:

NAME: Kim Brizendine

ADDRESS:

PHONE:

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/19/2025

Prepared by: Linda Newsted, Deputy City Secretary

Subject: Consider appointing (i) Patricia Steinke, (ii) Jeff Smith, (iii) Vijay Mahal, (iv) Shawn Potter, (v) Ted Clements, (vi) Benette Rowley, and (vii) Melissa Kirk to the Keep Friendswood Beautiful Committee for a three-year term, beginning November 1, 2025, and ending October 31, 2028.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Keep Friendswood Beautiful Committee (the "Committee") is composed of fifteen members, who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the City Council for staggered three-year terms commencing on November 1st. The Committee has the following powers and duties:

1. To engage in activities to enhance the aesthetic appearance of the city and to encourage residents to take an active role in maintaining its image;
2. To direct and coordinate management and planning of beautification projects and education of the community;
3. To recommend budget and project priorities to City Council;
4. To seek grants for funding opportunities subject to prior approval of the city council or city manager in accordance with section 2-24 of the Friendswood City Code;
5. To suggest ways to conserve and protect natural resources;
6. To serve as the advisory committee to the city's storm water management plan;
7. To make recommendations to the City Council concerning fees in lieu of land dedication in order to obtain compliance with section XIII of appendix B of the Friendswood City Code;
8. To serve as the public art committee to assist in the administration of the city's public art/display policy; and
9. To perform other duties as may be delegated to it by the City Council.

This item allows the Council to appoint and reappoint the following individuals to serve a three-year term, beginning November 1, 2025, and expiring October 31, 2028:

- (i) Patricia Steinke,
- (ii) Jeff Smith,
- (iii) Vijay Mahal,
- (iv) Shawn Potter,
- (v) Ted Clements,
- (vi) Benette Rowley, and
- (vii) Melissa Kirk.

The appointees have complied with the requirements of the City Council's appointment policy and are eligible for appointment and/or reappointment.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Clements, Ted Volunteer Application _Redacted
2. Kirk, Melissa volunteer application_Redacted
3. Mahal, Vijay Volunteer Application_Redacted
4. Potter, Shawn Volunteer Application_Redacted
5. Rowley, Benette Volunteer Application _Redacted
6. Smith, Jeff Volunteer Application_Redacted
7. Steinke, Patricia Volunteer Application_Redacted

From: noreply@civicplus.com
To: [Leticia Brysch](#); [Raquel Martinez](#); [Linda Newsted](#)
Subject: [EXTERNAL]Online Form Submittal: Volunteer Application for Committees, Boards & Commissions
Date: Monday, June 3, 2024 11:21:08 AM

Volunteer Application for Committees, Boards & Commissions

City of Friendswood

910 S. Friendswood Drive, Friendswood, Texas 77546

www.friendswood.com

BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City committee, board or commission and for the City Council to oversee appointments.

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act. If you have questions or need more information about this application, please email the Office of the City Secretary at citysecretary@friendswood.com or call (281) 996-3270.

VOLUNTEER APPLICATION FOR COMMITTEES, BOARDS & COMMISSIONS

Volunteer First Name	Ted
Volunteer Last Name	Clements
Home Address	██████████
City	Friendswood
State	TEXAS
Zip Code	77546
Home Phone	██████████
Work Phone	██████████
Cell Phone	██████████
Email Address	████████████████████
Occupation	Woodworker
Special Interests and Talents	Fairy trail , woodworking,
Are you currently serving as a member of any Friendswood governmental body?	No

AREAS OF INTEREST

PLANNING & PRESERVATION

Please indicate your primary and secondary interests. You can select more than one.

Planning & Zoning Commission	<i>Field not completed.</i>
Zoning Board of Adjustments & Appeals	<i>Field not completed.</i>
Keep Friendswood Beautiful Committee	Primary
Community & Economic Development Committee	<i>Field not completed.</i>
Construction Board of Adjustments & Appeals	<i>Field not completed.</i>
Investment Committee	<i>Field not completed.</i>
Friendswood Downtown Economic Development Corporation	Secondary
(Section Break)	

RECREATION

Please indicate your primary and secondary interests. You can select more than one.

4th of July Steering Committee	Primary
4th of July Volunteer	<i>Field not completed.</i>
Senior Citizens Advisory Committee	Secondary
(Section Break)	

EDUCATION

Please indicate your primary and secondary interests. You can select more than one.

Library Advisory Board	<i>Field not completed.</i>
Library Volunteer	<i>Field not completed.</i>
SPECIAL COMMITTEES AS CALLED	<i>Field not completed.</i>
(Section Break)	

OTHER

Please indicate your primary and secondary interests. You can select more than one.

West Ranch Management District	<i>Field not completed.</i>
Volunteer Fire Dept/EMS	<i>Field not completed.</i>
Animal Shelter Advisory Committee	<i>Field not completed.</i>
Charter Review (As Needed)	<i>Field not completed.</i>
(Section Break)	
I Am Available For	Long-Term Projects
Please use the space below for additional comments.	<i>Field not completed.</i>
(Section Break)	

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

Date of Birth	██████████
Sex	Male
How long have you been a Friendswood resident?	26
Have you been convicted of a crime, other than minor traffic violations in the past 10 years?	No
What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?	Worked with the city on projects for the parks
Please list any civic or community endeavors in which you have been involved	Building projects for city parks
Additional Information	Field not completed.
BACKGROUND CHECK	Consent

(Section Break)

Acknowledgement	I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.
Electronic Signature Agreement	I Understand and Agree
Electronic Signature	Ted Clements
Date	6/3/2024

Thank you for taking the time to complete this application.

(Section Break)

**CITY OF FRIENDSWOOD
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION**

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission	Field not completed.
Dates of Service	Field not completed.

(Section Break)

Personal Reference #1: First Name and Last Name	Kay Corey
Address	██████████
City	Friendswood
State	TEXAS
Zip Code	77546

Phone	[REDACTED]
Email Address	[REDACTED]
(Section Break)	
Personal Reference #2: First Name and Last Name	James Tony
Address	[REDACTED]
City	Friendswood
State	TEXAS
Zip Code	77546
Phone	[REDACTED]
Email Address	[REDACTED]

Email not displaying correctly? [View it in your browser.](#)



BE A FRIENDSWOOD VOLUNTEER

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THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Melissa Kirk HOME PHONE: _____
HOME ADDRESS: [REDACTED] WORK PHONE: _____
CITY, STATE, ZIP: Friendswood, TX 77546
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: Special Education ARD Facilitator Friendswood ISD

SPECIAL INTERESTS AND TALENTS: volunteering, community involvement, empowering and advocating for those with
special needs, problem-solving, learning and sharing knowledge, working to make the earth a better place.

Are you currently serving as a member of any Friendswood governmental body? No

If so, please name the body: _____

AREAS OF INTEREST

Please indicate your primary and secondary interests.

PLANNING & PRESERVATION

_____ PLANNING & ZONING COMMISSION
 _____ ZONING BOARD OF ADJUSTMENT & APPEALS
 X KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
 _____ COMMUNITY & ECONOMIC DEVELOPMENT
 _____ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
 _____ INVESTMENT COMMITTEE
 _____ FRIENDSWOOD DOWNTOWN ECONOMIC
 _____ DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

_____ LONG-TERM PROJECTS
 _____ SHORT-TERM PROJECTS
 _____ DAYTIME
 _____ EVENING
 _____ SUMMER

I AM AVAILABLE FOR

_____ LONG-TERM PROJECTS
 _____ SHORT-TERM PROJECTS
 _____ DAYTIME
 _____ EVENING
 _____ SUMMER

RECREATION

_____ 4TH OF JULY STEERING COMMITTEE
_____ 4TH OF JULY VOLUNTEER
_____ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

____ LIBRARY BOARD
____ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

_____ WEST RANCH MANAGEMENT DISTRICT
 _____ ANIMAL SHELTER ADVISORY COMMITTEE
 _____ VOLUNTEER FIRE DEPT/EMS
 _____ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

[illegible]

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: F

FRIENDSWOOD RESIDENT FOR 35 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

I have years of experience connecting people and resources with my background as a social worker. I was an elementary special education teacher for sixteen years. The last three years I have worked as an ARD Facilitator for Friendswood ISD. I am proud to be a citizen of Friendswood and would love the opportunity to help the city through Keep Friendswood Beautiful.

Please list any civic or community endeavors in which you have been involved: _____

I currently volunteer at the Sheperds Nook in Friendswood and with the FUSD Special Olympics bowling team. I have assisted at the last 3 KFB Garage Sales and have attended the last KFB board meetings.

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check will be required prior to appointment.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.


Signature of Applicant

9/5/25

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

LETICIA BRYSCH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

PERSONAL REFERENCES:

Please list at least two references.

NAME: Candace Leighton

ADDRESS: [REDACTED] Friendswood 77546

PHONE: [REDACTED]

NAME: Amy Tallman

ADDRESS: [REDACTED] Friendswood 77546

PHONE: [REDACTED]

cc: Aubrey Harbin, CDD
James Toney, P&R
Steven Rhea, CMO

CC: M & CC



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: VIJAY MAHAL HOME PHONE: [REDACTED]
HOME ADDRESS: [REDACTED] WORK PHONE: [REDACTED]
CITY, STATE, ZIP: [REDACTED]
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: Retired Transportation Engineer/Planner
SPECIAL INTERESTS AND TALENTS: Cares about environment, sustainability,
Traffic Safety, and Strategic planning.
Are you currently serving as a member of any Friendswood governmental body? No
If so, please name the body: Not applicable

AREAS OF INTEREST

Please indicate your primary and secondary interests.

PLANNING & PRESERVATION

- ☒ PLANNING & ZONING COMMISSION
- ☐ ZONING BOARD OF ADJUSTMENT & APPEALS
- ☒ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
- ☐ COMMUNITY & ECONOMIC DEVELOPMENT
- ☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
- ☐ INVESTMENT COMMITTEE
- ☒ FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

- ☒ LONG-TERM PROJECTS
- ☒ SHORT-TERM PROJECTS
- ☒ DAYTIME
- ☐ EVENING
- ☐ SUMMER

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☐ SHORT-TERM PROJECTS
- ☐ DAYTIME
- ☐ EVENING
- ☐ SUMMER

RECREATION

- ☐ 4TH OF JULY STEERING COMMITTEE
- ☐ 4TH OF JULY VOLUNTEER
- ☐ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

- ☐ LIBRARY BOARD
- ☐ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

- ☐ WEST RANCH MANAGEMENT DISTRICT
- ☐ ANIMAL SHELTER ADVISORY COMMITTEE
- ☐ VOLUNTEER FIRE DEPT/EMS
- ☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

I have 35 years of experience in transportation planning. I have reviewed ^{many} traffic impact studies and conducted hundreds of long-term travel demand forecasting for small, medium and large cities. I also have tremendous interest in short and long range planning. I am happy to volunteer some of my time to our city's master plan development.

I am also interested in discussing/resolving issues related to senior citizen's quality of life.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: M

FRIENDSWOOD RESIDENT FOR 16 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? Never

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

- Bachelor's degree in Civil Engg
- Masters & doctorate in Transportation Engineering
- EIT certification
- Lot of experience in long-term Transportation Planning

Please list any civic or community endeavors in which you have been involved:

I served on the board for BayTran (Transportation Management Advocacy organization) for 7 years.

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check will be required prior to appointment.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

M-S. Wyl
Signature of Applicant

Jan 1, 2021
Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

Not
applicable

Not
applicable

PERSONAL REFERENCES:

Please list at least two references.

NAME: Mike Foreman

ADDRESS: Mayor of Friendswood

PHONE: _____

NAME: Laura Grams

ADDRESS: _____

PHONE: _____



BE A FRIENDSWOOD VOLUNTEER

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THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Shawn Potter HOME PHONE: [REDACTED]
HOME ADDRESS: [REDACTED] WORK PHONE: [REDACTED]
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: Flight Attendant

SPECIAL INTERESTS AND TALENTS: working with people, environment and education

Are you currently serving as a member of any Friendswood governmental body? Yes

If so, please name the body: Keep Friendswood Beautiful

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

 ELECTION WORKER

PLANNING & PRESERVATION

☐	PLANNING & ZONING COMMISSION
☐	ZONING BOARD OF ADJUSTMENT & APPEALS
☒	KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
☐	COMMUNITY & ECONOMIC DEVELOPMENT
☐	CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
☐	INVESTMENT COMMITTEE
☐	FRIENDSWOOD DOWNTOWN ECONOMIC
☐	DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

LONG-TERM PROJECTS
SHORT-TERM PROJECTS
DAYTIME
EVENING
SUMMER

RECREATION

☐	4 TH OF JULY STEERING COMMITTEE
☐	4 TH OF JULY VOLUNTEER
☐	SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

	LIBRARY BOARD
	LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

☐	WEST RANCH MANAGEMENT DISTRICT
☐	ANIMAL SHELTER ADVISORY COMMITTEE
☐	VOLUNTEER FIRE DEPT/EMS
☐	CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: female

FRIENDSWOOD RESIDENT FOR 22 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

Currently serving on the Keep Friendswood Beautiful Board as a member in good standing.

Please list any civic or community endeavors in which you have been involved: FISD Education Foundation
Chamber of Commerce - Mary Queen parish

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Shawn Potter

9/25/2019

Signature of Applicant

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

PERSONAL REFERENCES:

Please list at least two references.

NAME: _____

ADDRESS: _____

PHONE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

From: noreply@civicplus.com
To: [Leticia Brysch](#); [Raquel Martinez](#); [Linda Newsted](#)
Subject: [EXTERNAL]Online Form Submittal: Volunteer Application for Committees, Boards & Commissions
Date: Monday, November 20, 2023 10:17:25 PM

Volunteer Application for Committees, Boards & Commissions

City of Friendswood
910 S. Friendswood Drive, Friendswood, Texas 77546
www.friendswood.com

BE A FRIENDSWOOD VOLUNTEER

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VOLUNTEER APPLICATION FOR COMMITTEES, BOARDS & COMMISSIONS

Volunteer First Name	Benette
Volunteer Last Name	Rowley
Home Address	
City	Friendswood
State	TX
Zip Code	77546
Home Phone	
Work Phone	
Cell Phone	
Email Address	
Occupation	Self Employed, Manager of the Friendswood Farmers Market,
Special Interests and Talents	Master Gardener
Are you currently serving as a member of any Friendswood governmental body?	Yes
Please Name the Government Body	Friendswood Library

AREAS OF INTEREST

PLANNING & PRESERVATION

Please indicate your primary and secondary interests. You can select more than one.

Planning & Zoning Commission	<i>Field not completed.</i>
Zoning Board of Adjustments & Appeals	<i>Field not completed.</i>
Keep Friendswood Beautiful Committee	Primary
Community & Economic Development Committee	<i>Field not completed.</i>
Construction Board of Adjustments & Appeals	<i>Field not completed.</i>
Investment Committee	<i>Field not completed.</i>
Friendswood Downtown Economic Development Corporation	<i>Field not completed.</i>

(Section Break)

RECREATION

Please indicate your primary and secondary interests. You can select more than one.

4th of July Steering Committee	<i>Field not completed.</i>
4th of July Volunteer	<i>Field not completed.</i>
Senior Citizens Advisory Committee	<i>Field not completed.</i>

(Section Break)

EDUCATION

Please indicate your primary and secondary interests. You can select more than one.

Library Advisory Board	Primary
Library Volunteer	Secondary
SPECIAL COMMITTEES AS CALLED	<i>Field not completed.</i>

(Section Break)

OTHER

Please indicate your primary and secondary interests. You can select more than one.

West Ranch Management District	<i>Field not completed.</i>
Volunteer Fire Dept/EMS	<i>Field not completed.</i>
Animal Shelter Advisory Committee	<i>Field not completed.</i>
Charter Review (As Needed)	<i>Field not completed.</i>

(Section Break)

I Am Available For	Long-Term Projects, Short-Term Projects, Daytime, Evening,
--------------------	--

Summer

Please use the space below for additional comments.

Interested in a Board of Director position for Keep Friendswood Beautiful after being approached by 2 current board members

(Section Break)

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

Date of Birth

[REDACTED]

Sex

Female

How long have you been a Friendswood resident?

24

Have you been convicted of a crime, other than minor traffic violations in the past 10 years?

No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

Master Gardener

Please list any civic or community endeavors in which you have been involved

FDFA, Friendswood Farmers Market

Additional Information

Field not completed.

BACKGROUND CHECK

Consent

(Section Break)

Acknowledgement

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Electronic Signature Agreement

I Understand and Agree

Electronic Signature

Benette L. Rowley

Date

11/20/2023

Thank you for taking the time to complete this application.

(Section Break)

**CITY OF FRIENDSWOOD
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION**

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission

Friendswood Library

Dates of Service

Currently on Board

(Section Break)

Personal Reference #1: First Name and Last Name

Shawn Potter

Address	[REDACTED]
City	Friendswood
State	Texas
Zip Code	77546
Phone	[REDACTED]
Email Address	[REDACTED]

(Section Break)

Personal Reference #2: First Name and Last Name	Kaye Corey
Address	[REDACTED]
City	Friendswood
State	Texas
Zip Code	77546
Phone	[REDACTED]
Email Address	[REDACTED]

Email not displaying correctly? [View it in your browser.](#)



BE A FRIENDSWOOD VOLUNTEER

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VOLUNTEER APPLICATION

NAME: Jeff Smith HOME PHONE: _____
HOME ADDRESS: [REDACTED] WORK PHONE: _____
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: Retired Fire chief
SPECIAL INTERESTS AND TALENTS: Working knowledge of all aspects of city Government and operations. 2 time C.A.T.
Are you currently serving as a member of any Friendswood governmental body? yes
If so, please name the body: KFB, FVFD

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

☐ ELECTION WORKER

PLANNING & PRESERVATION

- ☐ PLANNING & ZONING COMMISSION
- ☐ ZONING BOARD OF ADJUSTMENT & APPEALS
- ☒ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
- ☐ COMMUNITY & ECONOMIC DEVELOPMENT
- ☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
- ☐ INVESTMENT COMMITTEE
- ☐ FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

- ☒ LONG-TERM PROJECTS
- ☒ SHORT-TERM PROJECTS
- ☒ DAYTIME
- ☒ EVENING
- ☒ SUMMER

RECREATION

- ☐ 4TH OF JULY STEERING COMMITTEE
- ☐ 4TH OF JULY VOLUNTEER
- ☐ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

- ☐ LIBRARY BOARD
- ☐ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

CAT

OTHER

- ☐ WEST RANCH MANAGEMENT DISTRICT
- ☐ ANIMAL SHELTER ADVISORY COMMITTEE
- ☒ VOLUNTEER FIRE DEPT/EMS
- ☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

FFFD member since 1982, Holding Fire chief for 8 years
past. Fire chief 7 years, currently V.P. and Battalion
chief.

Worked city of Galveston, Fire Dept 30 years. Retired
as Fire Chief, working on special events committees,
and Fleet. Secret service point of contact for city,
for dignitary actions. Resume' available.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH:

SEX: M

FRIENDSWOOD RESIDENT FOR 37 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? NO

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

assisted parks department of Galveston throughout years
as command sergeant of FFD in current KFB.

Please list any civic or community endeavors in which you have been involved:

FVFD since 1982, youth sports coach, Lighthouse Charity
Team, youth group leader at The Harbor Church, ect.

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.


Signature of Applicant

Oct 23, 2019
Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

KFB

Current

PERSONAL REFERENCES:

Please list at least two references.

NAME: Ron Cox

ADDRESS: _____

PHONE: on File

NAME: Roger Roecker

ADDRESS: _____

PHONE: on File



BE A FRIENDSWOOD VOLUNTEER

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THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Patkeicia Steinke

HOME PHONE: [REDACTED]

HOME ADDRESS: [REDACTED]

WORK PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

OCCUPATION: Biology professor

SPECIAL INTERESTS AND TALENTS: gardening with native plants, scuba diving, snow skiing

Are you currently serving as a member of any Friendswood governmental body? no

If so, please name the body: _____

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

 ☐ ELECTION WORKER

PLANNING & PRESERVATION

☐	PLANNING & ZONING COMMISSION
☐	ZONING BOARD OF ADJUSTMENT & APPEALS
☒	KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
☐	COMMUNITY & ECONOMIC DEVELOPMENT
☐	CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
☐	INVESTMENT COMMITTEE
☐	FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

LONG-TERM PROJECTS
SHORT-TERM PROJECTS
DAYTIME
EVENING
SUMMER

RECREATION

☐	4 TH OF JULY STEERING COMMITTEE
☐	4 TH OF JULY VOLUNTEER
☐	SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

☐	LIBRARY BOARD
☐	LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

☐	WEST RANCH MANAGEMENT DISTRICT
☐	ANIMAL SHELTER ADVISORY COMMITTEE
☐	VOLUNTEER FIRE DEPT/EMS
☐	CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: female

FRIENDSWOOD RESIDENT FOR 20 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? no

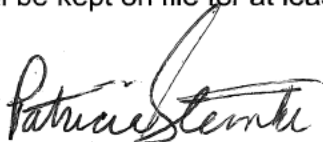
What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

My interest in gardening and biology make me a good candidate for the KFB committee.

Please list any civic or community endeavors in which you have been involved: I have been on KFB for 15 years.

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.



Signature of Applicant

08/09/2019

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

**MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634**

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

Keep Friendswood Beautiful

2004-2019

PERSONAL REFERENCES:

Please list at least two references.

NAME: William Genoa

ADDRESS:

PHONE:

NAME: Kathy Evans

ADDRESS:

PHONE:

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/28/2025

Prepared by: Linda Newsted, Deputy City Secretary

Subject: Consider appointing (i) Doris Ann Ochoa, (ii) Martha Cotton, (iii) Christine King, and (iv) Evelyn Farias-Elsner to the Senior Citizens Advisory Committee for a three-year term beginning November 1, 2025, and ending on October 31, 2028.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Senior Citizens Advisory Committee (the "Committee") is composed of nine members who are (i) residents of the City or (ii) business owners that pay ad valorem taxes to the City, and are appointed by at least four members of the City Council for staggered three-year terms commencing on November 1st. The Committee is responsible for recommending programming for the senior citizen program and performing other duties as may be delegated to it by the City Council.

This item allows the Council to reappoint the following individuals to serve another three-year term, beginning November 1, 2025, and ending on October 31, 2028:

- (i) Doris Ann Ochoa,
- (ii) Martha Cotton,
- (iii) Christine King, and
- (iv) Evelyn Farias-Elsner.

The appointees have complied with the requirements of the City Council's appointment policy and are eligible for appointment/reappointment. This is the first of the four three-year terms allowed.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approvals.

ATTACHMENTS

1. Cotton, Martha Volunteer Application_Redacted
2. Farias-Elsner, Evelyn Volunteer Application_Redacted
3. King, Christine Volunteer Application_Redacted
4. Ochoa, Doris Volunteer Application_Redacted



'24 JUL- 2 2:24PM

BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Martha Cotton HOME PHONE: _____
HOME ADDRESS: _____ WORK PHONE: _____
CITY, STATE, ZIP: _____
EMAIL ADDRESS: _____ CELL PHONE: _____
OCCUPATION: Retired realtor

SPECIAL INTERESTS AND TALENTS: Animals & plants

Are you currently serving as a member of any Friendswood governmental body? No

If so, please name the body: _____

AREAS OF INTEREST

Please indicate your primary and secondary interests.

PLANNING & PRESERVATION

- ☐ PLANNING & ZONING COMMISSION
- ☐ ZONING BOARD OF ADJUSTMENT & APPEALS
- ☐ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
- ☐ COMMUNITY & ECONOMIC DEVELOPMENT
- ☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
- ☐ INVESTMENT COMMITTEE
- ☐ FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☒ SHORT-TERM PROJECTS
- ☒ DAYTIME
- ☐ EVENING
- ☐ SUMMER

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☐ SHORT-TERM PROJECTS
- ☐ DAYTIME
- ☐ EVENING
- ☐ SUMMER

RECREATION

- ☐ 4TH OF JULY STEERING COMMITTEE
- ☒ 4TH OF JULY VOLUNTEER
- ☐ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

- ☐ LIBRARY BOARD
- ☐ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

- ☐ WEST RANCH MANAGEMENT DISTRICT
- ☒ ANIMAL SHELTER ADVISORY COMMITTEE
- ☐ VOLUNTEER FIRE DEPT/EMS
- ☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

Served on Keep Friendswood Beautiful
for approx. 20 yrs.
Served on Economic Development for
approx. 2+ yrs.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: _____

FRIENDSWOOD RESIDENT FOR 24 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

Realtor 27 yrs.

Please list any civic or community endeavors in which you have been involved: _____

Keep Friendswood Beautiful
Santa in the Park.

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check will be required prior to appointment.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Martha Cotton

Signature of Applicant

6/29/2024

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

LETICIA BRYSCH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

Keep Friendswood
Beautiful
Downtown Econ. Dev.
Committee

?

PERSONAL REFERENCES:

Please list at least two references.

NAME: Kitten Brizendine
ADDRESS: [REDACTED]
PHONE: [REDACTED]

NAME: Regina Toney
ADDRESS: [REDACTED]
PHONE: [REDACTED]



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Dr. Evelyn L. Farias-Elsner HOME PHONE: [REDACTED]
HOME ADDRESS: [REDACTED] WORK PHONE:
CITY, STATE, ZIP: [REDACTED]
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: Retired Elementary Assistant Principal

SPECIAL INTERESTS AND TALENTS: Building relationships, Presenter, Action Research
and womens ministry at Mary Queen Catholic Church

Are you currently serving as a member of any Friendswood governmental body? No

If so, please name the body: N/A

AREAS OF INTEREST

Please indicate your primary and secondary interests.

PLANNING & PRESERVATION

- ☐ PLANNING & ZONING COMMISSION
- ☐ ZONING BOARD OF ADJUSTMENT & APPEALS
- ☐ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
- ☐ COMMUNITY & ECONOMIC DEVELOPMENT
- ☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
- ☐ INVESTMENT COMMITTEE
- ☐ FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☐ SHORT-TERM PROJECTS
- ☐ DAYTIME
- ☐ EVENING
- ☐ SUMMER

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☐ SHORT-TERM PROJECTS
- ☐ DAYTIME
- ☐ EVENING
- ☐ SUMMER

RECREATION

- ☐ 4TH OF JULY STEERING COMMITTEE
- ☐ 4TH OF JULY VOLUNTEER
- ☒ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

- ☐ LIBRARY BOARD
- ☐ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

- ☐ WEST RANCH MANAGEMENT DISTRICT
- ☐ ANIMAL SHELTER ADVISORY COMMITTEE
- ☐ VOLUNTEER FIRE DEPT/EMS
- ☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

I am a retired elementary assistant principal with a doctorate in educational leadership. I moved to Friendswood in June of 2023 due to marriage of Steve Elsner a Friendswood citizen for 28 years.

As a retired educator, I enjoy giving back to the community and volunteer in areas where my time and talent can make a difference.

I am a regular participant at the Friendswood Senior Citizen Program and look forward to serving this program as a member of the advisory committee.

God has blessed me with health and the opportunity financially to serve my community.

Blessing.

M. Dwight Larios-Elsner

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: Female

FRIENDSWOOD RESIDENT FOR 1 YEARS and 6 months

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

K-12 Educational Counselor

K-12 Special Education

ESL and Bilingual certified

Please list any civic or community endeavors in which you have been involved: _____

Junior League, Catechism instructor, Homework Helper

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check will be required prior to appointment.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

M. K. [Signature]

Signature of Applicant

August 2, 2024

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

LETICIA BRYSCH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

N/A

N/A

PERSONAL REFERENCES:

Please list at least two references.

NAME: Stephen Elsher
ADDRESS: [REDACTED]
PHONE: [REDACTED]

NAME: Fr. Thomas Vellappallil
ADDRESS: 606 Cedarwood Dr Friendswood TX 77546
PHONE: 281-482-1391 ext. 312



'25MAY-15 8:12AM

BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Christine A King HOME PHONE: [REDACTED]
HOME ADDRESS: [REDACTED] WORK PHONE: [REDACTED]
CITY, STATE, ZIP: Friendswood, Tx 77546
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: Retired

SPECIAL INTERESTS AND TALENTS: Senior trips, line dance, Special Senior activities, clerical work, crafts

Are you currently serving as a member of any Friendswood governmental body? No

If so, please name the body: _____

AREAS OF INTEREST

Please indicate your primary and secondary interests.

PLANNING & PRESERVATION

- ☐ PLANNING & ZONING COMMISSION
- ☐ ZONING BOARD OF ADJUSTMENT & APPEALS
- ☐ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
- ☐ COMMUNITY & ECONOMIC DEVELOPMENT
- ☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
- ☐ INVESTMENT COMMITTEE
- ☐ FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☐ SHORT-TERM PROJECTS
- ☐ DAYTIME
- ☐ EVENING
- ☐ SUMMER

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☐ SHORT-TERM PROJECTS
- ☐ DAYTIME
- ☐ EVENING
- ☐ SUMMER

RECREATION

- ☐ 4TH OF JULY STEERING COMMITTEE
- ☐ 4TH OF JULY VOLUNTEER
- ☒ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

- ☐ LIBRARY BOARD
- ☐ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

- ☐ WEST RANCH MANAGEMENT DISTRICT
- ☐ ANIMAL SHELTER ADVISORY COMMITTEE
- ☐ VOLUNTEER FIRE DEPT/EMS
- ☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

I love all of the activities at the Friendswood Senior center and would like to help in the planning of future activities.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: F

FRIENDSWOOD RESIDENT FOR 35 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

I was an executive assistant for 13 years and an HR Generalist for 16 years and a DOD Facility Security Officer for 29 years for NASA Contractor. At church I am on the Women's Ministry Council and help coordinate activities for the ladies, i.e. Spring brunch, fundraisers. I also volunteer in the church office.

Please list any civic or community endeavors in which you have been involved: I worked the election polls

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check will be required prior to appointment.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Christine A. Kong
Signature of Applicant

5-14-25
Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

LETICIA BRYSCH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

PERSONAL REFERENCES:

Please list at least two references.

NAME: _____

ADDRESS: _____

PHONE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Fax 281-482-1634



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Doris Ann Ochoa

HOME ADDRESS: [REDACTED]

EMAIL ADDRESS: [REDACTED]

OCCUPATION: Retired Educator

HOME PHONE: [REDACTED]

WORK PHONE: [REDACTED]

CELL PHONE: [REDACTED]

SPECIAL INTERESTS AND TALENTS: ReadingAre you currently serving as a member of any Friendswood governmental body? yesIf so, please name the body: Friendswood Sr. Center Board

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: F

FRIENDSWOOD RESIDENT FOR 5 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? NO

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

Teaching certificate

Please list any civic or community endeavors in which you have been involved: PTO, Booster Club, Catholic Daughters of America

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Walis A. Ochoa

Signature of Applicant

8-19-19

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD BOARDS AND COMMISSIONS INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

Sr. Center Advisory

2017 - 2019

PERSONAL REFERENCES:

Please list at least two references.

NAME: Jamie Eubanks

ADDRESS: [REDACTED]

PHONE: [REDACTED]

NAME: Susan Duke

ADDRESS: [REDACTED]

PHONE: [REDACTED]

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

☐ ELECTION WORKER

PLANNING & PRESERVATION

☐ PLANNING & ZONING COMMISSION
☐ ZONING BOARD OF ADJUSTMENT & APPEALS
☐ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
☐ COMMUNITY & ECONOMIC DEVELOPMENT
☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
☐ INVESTMENT COMMITTEE
☐ FRIENDSWOOD DOWNTOWN ECONOMIC
DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

☐ LONG-TERM PROJECTS
☐ SHORT-TERM PROJECTS
☐ DAYTIME
☐ EVENING
☐ SUMMER

RECREATION

☐ 4TH OF JULY STEERING COMMITTEE
☐ 4TH OF JULY VOLUNTEER
☒ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

☐ LIBRARY BOARD
☒ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED**OTHER**

☐ WEST RANCH MANAGEMENT DISTRICT
☐ ANIMAL SHELTER ADVISORY COMMITTEE
☐ VOLUNTEER FIRE DEPT/EMS
☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/28/2025

Prepared by: Linda Newsted, Deputy City Secretary

Subject: Consider appointing (i) Thomas McDonald, (ii) Anthony Scarpa, (iii) Michelle Bjacek, (iv) Christine Scarpa, and (v) Stefanie Karacostas to the Fourth of July Steering Committee for a three-year term beginning November 1, 2025, and ending on October 31, 2028.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Fourth of July Steering Committee (the "Committee") shall be composed of 15 members appointed by at least four members of the city council, staggered three-year terms commencing November 1st. At least 8 of the members shall be either residents of the city or business owners who pay taxes to the city. The Committee is responsible for assisting staff with organizing, planning, coordinating, and overseeing the annual Fourth of July activities of the city, and performing other duties as may be delegated to it by the city council.

This item allows the Council to reappoint the following members for another three-year term, beginning November 1, 2025, and ending on October 31, 2028:

- (i) Thomas McDonald,
- (ii) Anthony Scarpa,
- (iii) Michelle Bjacek,
- (iv) Christine Scarpa, and
- (v) Stefanie Karacostas

The appointees have complied with the requirements of the City Council's appointment policy and are eligible for appointment/reappointment. This term is the second of the four three-year terms allowed.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Bjacek, Michelle Volunteer Application_Redacted
2. Karacostas, Stefanie Volunteer Application_Redacted
3. McDonald, Thomas Volunteer Application_Redacted
4. Scarpa, Anthony Volunteer Application_Redacted
5. Scarpa, Christine Volunteer Application_Redacted



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Michelle Byrcek HOME PHONE: [REDACTED]
HOME ADDRESS: [REDACTED] WORK PHONE: [REDACTED]
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: teacher aide - Alvin ISD

SPECIAL INTERESTS AND TALENTS: _____

Are you currently serving as a member of any Friendswood governmental body? No

If so, please name the body: _____

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

 ELECTION WORKER

PLANNING & PRESERVATION

_____ PLANNING & ZONING COMMISSION
 _____ ZONING BOARD OF ADJUSTMENT & APPEALS
 _____ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
 _____ COMMUNITY & ECONOMIC DEVELOPMENT
 _____ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
 _____ INVESTMENT COMMITTEE
 _____ FRIENDSWOOD DOWNTOWN ECONOMIC
 _____ DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

_____ LONG-TERM PROJECTS
 _____ SHORT-TERM PROJECTS
 _____ DAYTIME
 _____ EVENING
 _____ SUMMER

RECREATION

☒ 4TH OF JULY STEERING COMMITTEE
☐ 4TH OF JULY VOLUNTEER
☐ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

LIBRARY BOARD
LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

WEST RANCH MANAGEMENT DISTRICT
ANIMAL SHELTER ADVISORY COMMITTEE
VOLUNTEER FIRE DEPT/EMS
CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: F

FRIENDSWOOD RESIDENT FOR 25 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

Please list any civic or community endeavors in which you have been involved:

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Michelly Braeck

Signature of Applicant

Oct 23, 2019

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

4th of July Steering Committee

Aug 2006 - present

PERSONAL REFERENCES:

Please list at least two references.

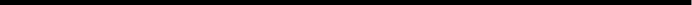
NAME: Renee Rives

ADDRESS: 

PHONE: 

NAME: Tommy McDonald

ADDRESS: 

PHONE: 



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Stefanie Karacostas

HOME PHONE: [REDACTED]

HOME ADDRESS: [REDACTED]

WORK PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

OCCUPATION: Branch Manager

SPECIAL INTERESTS AND TALENTS: _____

Are you currently serving as a member of any Friendswood governmental body? yes

If so, please name the body: 4th of July Steering Committee

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: F

FRIENDSWOOD RESIDENT FOR 25 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? no

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

Please list any civic or community endeavors in which you have been involved: 4th of July
volunteer, steering committee

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Stephanie Karacostas

Signature of Applicant

9-24-2019

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

**CITY OF FRIENDSWOOD
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION**

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

4th of July Steering Committee

2007-2014, 2017-present

PERSONAL REFERENCES:

Please list at least two references.

NAME: Tony Scampa

ADDRESS: _____

PHONE: _____

NAME: Chris Scampa

ADDRESS: _____

PHONE: _____



BE A FRIENDSWOOD VOLUNTEER

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THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Thomas J McDonald

HOME PHONE: [REDACTED]

HOME ADDRESS: [REDACTED]

WORK PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

OCCUPATION: Engineering Technician / Fire Fighter Safety officer

SPECIAL INTERESTS AND TALENTS: Photographer

Are you currently serving as a member of any Friendswood governmental body? _____

If so, please name the body: _____

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

 ELECTION WORKER

PLANNING & PRESERVATION

☐	PLANNING & ZONING COMMISSION
☐	ZONING BOARD OF ADJUSTMENT & APPEALS
☐	KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
☐	COMMUNITY & ECONOMIC DEVELOPMENT
☐	CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
☐	INVESTMENT COMMITTEE
☐	FRIENDSWOOD DOWNTOWN ECONOMIC
☐	DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

☒ LONG-TERM PROJECTS
☐ SHORT-TERM PROJECTS
☒ DAYTIME
☒ EVENING
☒ SUMMER

RECREATION

☒	4 TH OF JULY STEERING COMMITTEE
☐	4 TH OF JULY VOLUNTEER
☐	SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

☐	LIBRARY BOARD
☐	LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

☐	WEST RANCH MANAGEMENT DISTRICT
☐	ANIMAL SHELTER ADVISORY COMMITTEE
☒	VOLUNTEER FIRE DEPT/EMS
☐	CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

[illegible]

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: M

FRIENDSWOOD RESIDENT FOR 49 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? NO

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

Please list any civic or community endeavors in which you have been involved: _____

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Signature of Applicant

09-24-019

Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

PERSONAL REFERENCES:

Please list at least two references.

NAME: _____

ADDRESS: _____

PHONE: _____

NAME: _____

ADDRESS: _____

PHONE: _____



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Anthony ((Tony) Scarpa

HOME PHONE: [REDACTED]

HOME ADDRESS: [REDACTED]

WORK PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

OCCUPATION: Voice Engineer

SPECIAL INTERESTS AND TALENTS: 4th of July Committee

Are you currently serving as a member of any Friendswood governmental body? no

If so, please name the body: _____

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

☐ ELECTION WORKER

PLANNING & PRESERVATION

- ☐ PLANNING & ZONING COMMISSION
☐ ZONING BOARD OF ADJUSTMENT & APPEALS
☐ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
☐ COMMUNITY & ECONOMIC DEVELOPMENT
☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
☐ INVESTMENT COMMITTEE
☐ FRIENDSWOOD DOWNTOWN ECONOMIC
DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
☐ SHORT-TERM PROJECTS
☐ DAYTIME
☐ EVENING
☐ SUMMER

RECREATION

- ☒ 4TH OF JULY STEERING COMMITTEE
☐ 4TH OF JULY VOLUNTEER
☐ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

- ☐ LIBRARY BOARD
☐ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

- ☐ WEST RANCH MANAGEMENT DISTRICT
☐ ANIMAL SHELTER ADVISORY COMMITTEE
☐ VOLUNTEER FIRE DEPT/EMS
☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: M

FRIENDSWOOD RESIDENT FOR 25 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? no

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

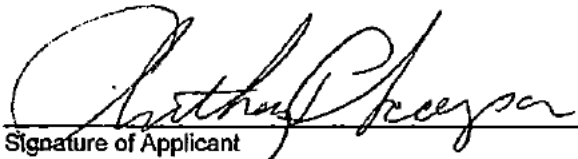
I have ben a member of this committee and have serve as the Chairman in the past

Please list any civic or community endeavors in which you have been involved:

4th of July Steering Committee, the Gathering, Friendswood Texas Music Festival, Chamber of Commerce Car Show

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.


Signature of Applicant

Sept 26, 2019 OCT 14, 2019
Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
FAX (281) 482-1634

CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

If you have ever been a member of a Friendswood Board, Committee or Commission before, please indicate the Board, Committee or Commission and appropriate dates of service.

Name of Board, Committee or Commission:

Dates of Service:

4th of July Steering Committee

1996

PERSONAL REFERENCES:

Please list at least two references.

NAME: Terry Vitek

ADDRESS:

PHONE:

NAME: David Schilling

ADDRESS:

PHONE:



BE A FRIENDSWOOD VOLUNTEER

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission, or committee is a valued, important opportunity for participation in an advisory capacity. To these ends, a policy has been adopted that sets out an orderly process for citizens interested in serving as members of a City board, commission, or committee and for the City Council to oversee appointments.

THIS INFORMATION WILL BECOME PUBLIC RECORD

VOLUNTEER APPLICATION

NAME: Christine Scarpa HOME PHONE: [REDACTED]
HOME ADDRESS: [REDACTED] WORK PHONE: [REDACTED]
EMAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]
OCCUPATION: Retired

SPECIAL INTERESTS AND TALENTS: _____

Are you currently serving as a member of any Friendswood governmental body? No

If so, please name the body: Currently member of 4th of July Steering Committee

AREAS OF INTEREST

Please indicate your primary and secondary interests.

GENERAL ADMINISTRATION

☐ ELECTION WORKER

PLANNING & PRESERVATION

- ☐ PLANNING & ZONING COMMISSION
- ☐ ZONING BOARD OF ADJUSTMENT & APPEALS
- ☐ KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE
- ☐ COMMUNITY & ECONOMIC DEVELOPMENT
- ☐ CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS
- ☐ INVESTMENT COMMITTEE
- ☐ FRIENDSWOOD DOWNTOWN ECONOMIC
- ☐ DEVELOPMENT CORPORATION

I AM AVAILABLE FOR

- ☐ LONG-TERM PROJECTS
- ☐ SHORT-TERM PROJECTS
- ☐ DAYTIME
- ☐ EVENING
- ☐ SUMMER

RECREATION

- ☒ 4TH OF JULY STEERING COMMITTEE
- ☐ 4TH OF JULY VOLUNTEER
- ☐ SENIOR CITIZENS ADVISORY COMMITTEE

EDUCATION

- ☐ LIBRARY BOARD
- ☐ LIBRARY VOLUNTEER

SPECIAL COMMITTEES AS CALLED

OTHER

- ☐ WEST RANCH MANAGEMENT DISTRICT
- ☐ ANIMAL SHELTER ADVISORY COMMITTEE
- ☒ VOLUNTEER FIRE DEPT/EMS
- ☐ CHARTER REVIEW (AS NEEDED)

Please use the space below for additional comments.

Have been involved in 4th of July Steering Committee for many years. Was a Health Science teacher at FHS for 6 years, RN at John Sealy Hospital in Galveston for 4 years.

Help at Fire Dept when I get a chance.

These questions are asked because the City Council wants to maintain balance to insure proper representation on boards and commissions.

DATE OF BIRTH: [REDACTED]

SEX: F

FRIENDSWOOD RESIDENT FOR 25 YEARS

Have you been convicted of a crime, other than minor traffic violations in the past 10 years? No

What experience do you have that may qualify you for service on a particular board or commission (i.e. license, degrees, and certificates)?

BS, MS, RN, BSN Teacher Certification - Secondary Health Science
(Biology) from UTMB Galveston

Please list any civic or community endeavors in which you have been involved:

4th of July Steering Committee volunteer, Then 4th of July Steering
Committee Member (13 years)

I hereby affirm the information provided herein is true and correct, to the best of my knowledge. I am aware a background check may be required.

I understand that the information provided on this application may be available to the public upon request and will be kept on file for at least three years.

Christine Scarpa
Signature of Applicant

Sept. 20, 2019
Date

Thank you for taking the time to complete this application.

Please return the original application to the address below:

MELINDA WELSH
CITY SECRETARY
CITY OF FRIENDSWOOD
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TX 77546-4856
(281) 996-3270
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CITY OF FRIENDSWOOD

BOARDS AND COMMISSIONS

INFORMATION STATEMENT AND APPLICATION

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Name of Board, Committee or Commission:

Dates of Service:

4th of July Steering Committee

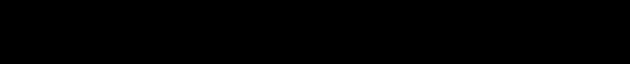
2006 - Current

PERSONAL REFERENCES:

Please list at least two references.

NAME: Terry Vitek

ADDRESS: 

PHONE: 

NAME: Debbie Woodson

ADDRESS: 

PHONE: 

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025
Date submitted: 08/26/2025
Prepared by: Raquel Martinez, City Secretary
Subject: Consider approving the ad valorem tax report for August 2025.
Originating Department: Finance
Degree of importance:

SUMMARY / ORIGINATING CAUSE

This item allows the Council to receive the ad valorem tax report for August 2025.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

- 1. Gal Co Tax August 2025



Cheryl E. Johnson, PCC, CTOP
Assessor and Collector of Taxes
County of Galveston

722 21st Street, Galveston, Texas 77550
Toll Free (877) 766-2284 Fax: (409) 766-2479
Email: galcotax@galvestoncountytx.gov



September 8, 2025

The Governmental Entities of the Galveston County Tax Assessor/Collector's Office:

I, Cheryl E. Johnson, Tax Assessor and Collector of the County of Galveston do solemnly swear that this statement of collections made by me and the disposition thereof during the month of August, 2025 is true and correct.

Under my hand and seal this 8th day of September, 2025.



Cheryl E. Johnson, PCC
Galveston County Tax Assessor/Collector

cc: Sergio Cruz, County Auditor
Linebarger, Goggan, Blair, & Simpson
Perdue, Brandon, Fielder, Collins, & Mott
Assessment & Collection Partners:

City of Bayou Vista
City of Clear Lake Shores (delinquent)
City of Dickinson
City of Friendswood
City of Galveston
City of Hitchcock
City of Jamaica Beach
City of Kemah
City La Marque
City of League City
City of Santa Fe
City of Texas City
City of Tiki Island
Dickinson Independent School District
Galveston Independent School District
High Island Independent School District
Hitchcock Independent School District
College of the Mainland
Bay Colony West MUD

Galveston Community College
GC Drainage District No. 1
GC Drainage District No. 2
GC Emergency Services Dist. No. 1
GC Emergency Services Dist. No. 2
GC Fresh Water Supply Dist. No. 6
Bacliff MUD
Bayview MUD
Galveston County MUD No. 12
Galveston County MUD No. 13
Galveston County MUD No. 44
San Leon MUD
Tara Glen MUD
GC Navigation District No. 1
WCID No. 1
WCID No. 12
WCID No. 19
Westwood Management District

Galveston County MUD No. 2
Galveston County MUD No. 3
South Shore Harbour MUD No. 2
South Shore Harbour MUD No. 3
South Shore Harbour MUD No. 6
South Shore Harbour MUD No. 7

Galveston County MUD No. 35
Galveston County MUD No. 82

Non Entity Partners (as appropriate):

Clear Creek Independent School District
Friendswood Independent School District
Santa Fe Independent School District
Texas City Independent School District
GC Consolidated Drainage District
Flamingo Isles MUD
Galveston Co Management Dist #1
Galveston County MUD No. 1
Galveston County MUD No. 6
Galveston County MUD No. 14
Galveston County MUD No. 15
Galveston County MUD No. 29
Galveston County MUD No. 30

Galveston County MUD No. 31
Galveston County MUD No. 32
Galveston County MUD No. 39
Galveston County MUD No. 43
Galveston County MUD No. 45
Galveston County MUD No. 46
Galveston County MUD No. 52
Galveston County MUD No. 54
Galveston County MUD No. 56
Galveston County MUD No. 66
Galveston County MUD No. 68
WCID No. 8
West Ranch Management Dist. #1

09/03/2025 16:53:39 4918871
TC298-D DEPOSIT
RECEIPT DATE: ALL
LOCATION: ALL

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
FROM: 08/01/2025 THRU 08/31/2025
JURISDICTION: 0337 FRIENDWD CITY

PAGE: 30
INCLUDES AG ROLLEBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2024	M & O	.404140	45,282.45	.00	6,787.49	.00	52,069.94	9,467.77	.00	.00	61,537.71
	I & S	.110032	12,328.70	.00	1,847.95	.00	14,176.65	.00	.00	.00	14,176.65
	TOTAL	.514172	57,611.15	.00	8,635.44	.00	66,246.59	9,467.77	.00	.00	75,714.36
2023	M & O	.379450	869.38	.00	791.97	.00	1,661.35	906.73	.00	.00	2,568.08
	I & S	.121278	277.87	.00	253.12	.00	530.99	.00	.00	.00	530.99
	TOTAL	.500728	1,147.25	.00	1,045.09	.00	2,192.34	906.73	.00	.00	3,099.07
2022	M & O	.388560	799.04	.00	321.27	.00	1,120.31	274.60	.00	.00	1,394.91
	I & S	.098754	203.08	.00	81.66	.00	284.74	.00	.00	.00	284.74
	TOTAL	.487314	1,002.12	.00	402.93	.00	1,405.05	274.60	.00	.00	1,679.65
2021	M & O	.385147	302.40	.00	301.74	.00	604.14	214.22	.00	.00	818.36
	I & S	.102167	80.21	.00	80.05	.00	160.26	.00	.00	.00	160.26
	TOTAL	.487314	382.61	.00	381.79	.00	764.40	214.22	.00	.00	978.62
2020	M & O	.392153	22.81	.00	7.41	.00	30.22	3.46	.00	.00	33.68
	I & S	.095161	5.54	.00	1.79	.00	7.33	.00	.00	.00	7.33
	TOTAL	.487314	28.35	.00	9.20	.00	37.55	3.46	.00	.00	41.01
2018	M & O	.437173	5.16	.00	4.69	.00	9.85	2.40	.00	.00	12.25
	I & S	.095218	1.12	.00	1.02	.00	2.14	.00	.00	.00	2.14
	TOTAL	.532391	6.28	.00	5.71	.00	11.99	2.40	.00	.00	14.39
2017	M & O	.432349	42.85	.00	44.14	.00	86.99	21.22	.00	.00	108.21
	I & S	.095000	9.42	.00	9.70	.00	19.12	.00	.00	.00	19.12
	TOTAL	.527349	52.27	.00	53.84	.00	106.11	21.22	.00	.00	127.33
ALL	M & O	47,324.09	.00	8,258.71	.00	55,582.80	10,890.40	.00	.00	.00	66,473.20
	I & S	12,905.94	.00	2,275.29	.00	15,181.23	.00	.00	.00	.00	15,181.23
	TOTAL	60,230.03	.00	10,534.00	.00	70,764.03	10,890.40	.00	.00	.00	81,654.43
DLQ	M & O	47,324.09	.00	8,258.71	.00	55,582.80	10,890.40	.00	.00	.00	66,473.20
	I & S	12,905.94	.00	2,275.29	.00	15,181.23	.00	.00	.00	.00	15,181.23
	TOTAL	60,230.03	.00	10,534.00	.00	70,764.03	10,890.40	.00	.00	.00	81,654.43
CURR	M & O	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	I & S	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

09/03/2025 16:53:07
TC298-M SELECTION: DEPOSIT

4918871

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSAIS DETAIL SCHEDULE
FROM: 08/01/2025 THRU 08/31/2025
JURISDICTION: 337 FRIENDWD CITY

PAGE: 51
INCLUDES AG ROLLBACK

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2021	RF250815	1043970000021	202201	326.99-	0.00	0.00	0.00 HK47	326.99	0.00 RF
2021	RF250815	1043970000021	202201	0.00	0.00	0.00	0.00 HK47	326.99-	326.99-RF
2021 TOTAL				326.99-	0.00	0.00	0.00	0.00	326.99-

2023	RF250826	1012770000015	202403	365.50-	0.00	32.90-	0.00 HK24	398.40	0.00 RF
2023	RF250826	1012770000015	202403	0.00	0.00	0.00	0.00 HK24	398.40-	398.40-RF
2023	RF250815	1022330000038	202401	126.33-	0.00	0.00	0.00 HK23	126.33	0.00 RF
2023	RF250815	1022330000038	202401	0.00	0.00	0.00	0.00 HK23	126.33-	126.33-RF
2023	RF250815	1022360000012	202401	145.33-	0.00	0.00	0.00 HK23	145.33	0.00 RF
2023	RF250815	1022360000012	202401	0.00	0.00	0.00	0.00 HK23	145.33-	145.33-RF
2023	RF250815	1034980000013	202401	0.00	0.00	0.00	0.00 HK23	129.34-	129.34-RF
2023	RF250815	1034980000013	202401	129.34-	0.00	0.00	0.00 HK23	129.34	0.00 RF
2023	RF250815	1035010000012	202401	85.44-	0.00	0.00	0.00 HK23	85.44	0.00 RF
2023	RF250815	1035010000012	202401	0.00	0.00	0.00	0.00 HK23	85.44-	85.44-RF
2023	RF250815	1035020000009	202401	84.53-	0.00	0.00	0.00 HK23	84.53	0.00 RF
2023	RF250815	1035020000009	202401	0.00	0.00	0.00	0.00 HK23	84.53-	84.53-RF
2023	RF250815	1035020000012	202401	87.23-	0.00	0.00	0.00 HK23	87.23	0.00 RF
2023	RF250815	1035020000012	202401	0.00	0.00	0.00	0.00 HK23	87.23-	87.23-RF
2023	RF250815	1035030000015	202401	227.27-	0.00	0.00	0.00 HK23	227.27	0.00 RF
2023	RF250815	1035030000015	202401	0.00	0.00	0.00	0.00 HK23	227.27-	227.27-RF
2023	RF250815	1035030000015	202401	0.00	0.00	0.00	0.00 HK23	133.74	0.00 RF
2023	RF250815	1043390000015	202312	133.74-	0.00	0.00	0.00 HK23	133.74	0.00 RF
2023	RF250815	1043390000015	202312	0.00	0.00	0.00	0.00 HK23	133.74-	133.74-RF
2023	RF250815	1050080000034	202401	62.24-	0.00	0.00	0.00 HK23	62.24	0.00 RF
2023	RF250815	1050080000034	202401	0.00	0.00	0.00	0.00 HK23	62.24-	62.24-RF
2023	RF250815	1050110000003	202401	0.00	0.00	0.00	0.00 HK23	116.71	0.00 RF
2023	RF250815	1050110000003	202401	116.71-	0.00	0.00	0.00 HK23	116.71	0.00 RF
2023	RF250826	1084770000006	202401	381.12-	0.00	0.00	0.00 HK24	381.12	0.00 RF
2023	RF250826	1084770000006	202401	0.00	0.00	0.00	0.00 HK24	381.12-	381.12-RF
2023	RF250826	1227720030003	202401	0.00	0.00	0.00	0.00 HK24	455.71-	455.71-RF
2023	RF250826	1227720030003	202401	455.71-	0.00	0.00	0.00 HK24	455.71	0.00 RF
2023 TOTAL				2,400.49-	0.00	32.90-	0.00	0.00	2,433.39-

2024	RF250826	1012770000015	202502	424.40-	0.00	29.71-	0.00 HK12	454.11	0.00 RF
2024	RF250826	1012770000015	202502	0.00	0.00	0.00	0.00 HK12	454.11-	454.11-RF
2024	RF250826	1022370000007	202412	292.69-	0.00	0.00	0.00 HK12	292.69	0.00 RF
2024	RF250826	1022370000007	202412	0.00	0.00	0.00	0.00 HK12	292.69-	292.69-RF
2024	RF250815	1035030000015	202412	228.25-	0.00	0.00	0.00 HK11	228.25	0.00 RF
2024	RF250815	1035030000015	202412	0.00	0.00	0.00	0.00 HK11	228.25-	228.25-RF
2024	RF250815	1043390000015	202502	15.90-	0.00	1.11-	0.00 HK11	17.01	0.00 RF
2024	RF250815	1043390000015	202502	0.00	0.00	0.00	0.00 HK11	17.01-	17.01-RF
2024	951082125T	10433990010081	202508	4.01-	0.00	0.36-	0.00 24HC	0.00	4.37-TR

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TC298-M SELECTION: DEPOSIT

491871

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 08/01/2025 THRU 08/31/2025
JURISDICTION: 337 FRIENDMD CITY

PAGE: 52
INCLUDES AG ROLLBACK

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2024	951082125T	1043990010081	202506	57.34-	0.00	4.01-	0.00 24HC	0.00	61.35-TR
2024	RE250826	1057820000017	202505	0.00	0.00	0.00	0.00 HK12	34.94-	34.94-RE
2024	RE250826	1057820000017	202505	34.94-	0.00	0.00	0.00 HK12	0.00	0.00 RE
2024	RE250815	1063120000019	202412	0.00	0.00	0.00	0.00 HK11	128.54-	128.54-RE
2024	RE250815	1063120000019	202412	128.54-	0.00	0.00	0.00 HK11	128.54	0.00 RE
2024	RE250826	1084770000006	202412	0.00	0.00	0.00	0.00 HK12	357.55-	357.55-RE
2024	RE250826	1084770000006	202412	357.55-	0.00	0.00	0.00 HK12	357.55	0.00 RE
2024	RE250826	11843320010004	202501	0.00	0.00	0.00	0.00 HK12	1,943.30-	1,943.30-RE
2024	RE250826	11843320010004	202501	1,943.30-	0.00	0.00	0.00 HK12	1,943.30	0.00 RE
2024	RE250826	1198830010001	202501	288.80-	0.00	0.00	0.00 HK12	288.80	0.00 RE
2024	RE250826	1198830010001	202501	0.00	0.00	0.00	0.00 HK12	288.80-	288.80-RE
2024	RE250826	1198830020001	202501	0.00	0.00	0.00	0.00 HK12	6,749.01-	6,749.01-RE
2024	RE250826	1198830020001	202501	6,749.01-	0.00	0.00	0.00 HK12	6,749.01	0.00 RE
2024	RE250826	1200270020024	202412	0.00	0.00	0.00	0.00 HK12	441.68-	441.68-RE
2024	RE250826	1200270020024	202412	441.68-	0.00	0.00	0.00 HK12	441.68	0.00 RE
2024	RE250826	1227720030003	202412	481.32-	0.00	0.00	0.00 HK12	481.32	0.00 RE
2024	RE250826	1227720030003	202412	0.00	0.00	0.00	0.00 HK12	481.32-	481.32-RE
2024	RE250826	1227720030003	202412	0.00	0.00	0.00	0.00 HK12	754.53-	754.53-RE
2024	RE250826	1254280030010	202412	754.53-	0.00	0.00	0.00 HK12	754.53	0.00 RE
2024	QR250826	168926	202503	0.00	0.00	0.00	0.00 CERT	0.00	0.00 TR
2024	QR250826	168926	202503	109.41-	0.00	0.00	0.00 CERT	109.41	0.00 RE
2024	QR250826	168926	202505	109.41-	0.00	0.00	0.00 CERT	109.41-RE	109.41-RE
2024	QR250826	168926	202507	109.40-	0.00	0.00	0.00 CERT	109.41	0.00 RE
2024	RE250826	168926	202501	109.41-	0.00	0.00	0.00 CERT	109.41-	109.41-RE
2024	RE250826	168926	202503	0.00	0.00	0.00	0.00 CERT	109.41	0.00 RE
2024	RE250826	168926	202505	109.41-	0.00	0.00	0.00 CERT	109.41-	109.41-RE
2024	RE250826	168926	202507	0.00	0.00	0.00	0.00 CERT	109.41	0.00 RE
2024	RE250826	168926	202505	109.40-	0.00	0.00	0.00 CERT	109.40	0.00 RE
2024	RE250826	168926	202507	109.40-	0.00	0.00	0.00 CERT	109.40-	109.40-RE
2024	RE250826	168926	202507	0.00	0.00	0.00	0.00 CERT	109.40	0.00 RE
2024	RE250826	218781	202506	104.09-	0.00	7.28-	0.00 CERT	0.00	111.37-TR
2024	908082725TR	742347	202412	3,324.31-	0.00	0.00	0.00 CERT	0.00	3,324.31-TR
2024	103165081425	H2399058	202507	26.06-	0.00	0.00	0.00 HS10	0.00	26.06-TR
2024 TOTAL				16,422.57-	0.00	42.47-	0.00	0.00	16,465.04-

YEAR 2021	326.99-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	326.99-
REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETURNED ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS/REVERSALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	326.99-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	326.99-

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TC298-M SELECTION: DEPOSIT

4918871

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 08/01/2025 THRU 08/31/2025
JURISDICTION: 337 FRIENDWD CITY

PAGE: 53
INCLUDES AG ROLLBACK

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
YEAR 2023								
REFUNDS			2,400.49-	0.00	32.90-	0.00	0.00	2,433.39-
RETURNED ITEMS			0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS/REVERSALS			0.00	0.00	0.00	0.00	0.00	0.00
TOTAL			2,400.49-	0.00	32.90-	0.00	0.00	2,433.39-
YEAR 2024								
REFUNDS			12,578.54-	0.00	30.82-	0.00	0.00	12,609.36-
RETURNED ITEMS			0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS/REVERSALS			3,844.03-	0.00	11.65-	0.00	0.00	3,855.68-
TOTAL			16,422.57-	0.00	42.47-	0.00	0.00	16,465.04-
ALL YEARS								
REFUNDS			15,306.02-	0.00	63.72-	0.00	0.00	15,369.74-
RETURNED ITEMS			0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS/REVERSALS			3,844.03-	0.00	11.65-	0.00	0.00	3,855.68-
TOTAL			19,150.05-	0.00	75.37-	0.00	0.00	19,225.42-

DEPOSIT DISTRIBUTION
SUMMARY OF PAYMENTS AND REVERSALS
FROM: 08/01/2025 THRU 08/31/2025
JURISDICTION: 337 FRIENDWD CITY

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
2017 TOTAL			52.27	0.00	53.84	21.22	0.00	127.33
2018 TOTAL			6.28	0.00	5.71	2.40	0.00	14.39
2020 TOTAL			28.35	0.00	9.20	3.46	0.00	41.01
2021 TOTAL			709.60	0.00	381.79	214.22	0.00	1,305.61
2022 TOTAL			1,002.12	0.00	402.93	274.60	0.00	1,679.65
2023 TOTAL			3,547.74	0.00	1,077.99	906.73	0.00	5,532.46
2024 TOTAL			74,033.72	0.00	8,677.91	9,467.77	0.00	92,179.40
TOTAL PAYMENTS			79,380.08	0.00	10,609.37	10,890.40	0.00	100,879.85
2021 TOTAL			326.99-	0.00	0.00	0.00	0.00	326.99-
2023 TOTAL			2,400.49-	0.00	32.90-	0.00	0.00	2,433.39-
2024 TOTAL			16,422.57-	0.00	42.47-	0.00	0.00	16,465.04-
TOTAL REVERSALS			19,150.05-	0.00	75.37-	0.00	0.00	19,225.42-
TOTAL FOR UNIT			60,230.03	0.00	10,534.00	10,890.40	0.00	81,654.43

FISCAL START: 08/01/2025 END: 07/31/2026 JURISDICTION: 0337 FRIENDWD CITY

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	5,617,453,464	2,411,190-	5,615,042,274 0	00.514172	281,709.40	18,427
	-----	-----	-----	-----	-----	-----

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
	-----	-----	-----	-----	-----	-----	-----	-----
2024	292,504.02	10,794.62-	10,794.62-	57,611.15	57,611.15	224,098.25	20.45	0.00
2023	90,269.76	2,002.68-	2,002.68-	1,147.25	1,147.25	87,119.83	1.30	0.00
2022	46,639.80	271.46	271.46	1,002.12	1,002.12	45,909.14	2.14	0.00
2021	27,567.15	326.99-	326.99-	382.61	382.61	26,857.55	1.40	0.00
2020	19,946.57	.00	0.00	28.35	28.35	19,918.22	.14	0.00
2019	15,213.80	.00	0.00	0.00	0.00	15,213.80	.05	0.00
2018	12,293.33	.00	0.00	6.28	6.28	12,287.05	.47	0.00
2017	11,156.64	.00	0.00	52.27	52.27	11,104.37		0.00
2016	9,727.29	.00	0.00	0.00	0.00	9,727.29		0.00
2015	9,600.44	.00	0.00	0.00	0.00	9,600.44		0.00
2014	6,417.74	.00	0.00	0.00	0.00	6,417.74		0.00
2013	6,272.78	.00	0.00	0.00	0.00	6,272.78		0.00
2012	5,458.39	.00	0.00	0.00	0.00	5,458.39		0.00
2011	5,550.88	.00	0.00	0.00	0.00	5,550.88		0.00
2010	3,596.44	.00	0.00	0.00	0.00	3,596.44		0.00
2009	5,154.38	.00	0.00	0.00	0.00	5,154.38		0.00
2008	4,278.43	.00	0.00	0.00	0.00	4,278.43		0.00
2007	1,318.21	.00	0.00	0.00	0.00	1,318.21		0.00
2006	2,437.90	.00	0.00	0.00	0.00	2,437.90		0.00
2005	1,170.61	.00	0.00	0.00	0.00	1,170.61		0.00
2004	502.56	.00	0.00	0.00	0.00	502.56		0.00
2003	1,034.56	.00	0.00	0.00	0.00	1,034.56		0.00
***	578,111.68	12,852.83-	12,852.83-	60,230.03	60,230.03	505,028.82		0.00
CURR	292,504.02	10,794.62-	10,794.62-	57,611.15	57,611.15	224,098.25		0.00
DELTQ	285,607.66	2,058.21-	2,058.21-	2,618.88	2,618.88	280,930.57		0.00

ALL PROPERTY

	CERTIFIED ROLL	ROLL AS OF 08/01/2025	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 08/31/2025
LAND VALUE	7,686,327,908	7,686,327,908	0	0	0	7,686,327,908
AG EXCLUSION	36,196,207	36,196,207	0	0	0	36,196,207
IMPROVEMENTS	1,020,792,976	1,020,792,976	0	1,746,712-	1,746,712-	1,019,046,264
APPRAISED VALUE	7,686,327,908	7,686,327,908	0	1,746,712-	1,746,712-	7,684,581,196
EXEMPTIONS	2,032,678,237	2,032,678,237	0	664,478	664,478	2,033,342,715
TAXABLE VALUE	5,617,453,464	5,617,453,464	0	2,411,190-	2,411,190-	5,615,042,274
LEVY	292,504.02	292,504.02	.00	10,794.62-	10,794.62-	281,709.40
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE						
EXEMPTION COUNTS:						
HOMESTEADS	10,666	10,666	0	5	5	10,671
OVER 65	3,772	3,772	0	1	1	3,773
DISABLED	190	190	0	0	0	190
VETERAN	268	268	0	0	0	268
TOTAL EXEMPT	86	86	0	0	0	86

ALL PROPERTY

JURISDICTION: 0337 FRIENDWD CITY

	CERTIFIED ROLL	ROLL AS OF 08/01/2025	SUPPLEMENTS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 08/31/2025
LAND VALUE	7,378,007,830	7,378,007,830	0	0	0	7,378,007,830
AG EXCLUSION	32,425,077	32,425,077	0	0	0	32,425,077
IMPROVEMENTS	942,980,218	942,980,218	0	218,465-	218,465-	942,761,753
APPRAISED VALUE	7,378,007,830	7,378,007,830	0	218,465-	218,465-	7,377,789,365
EXEMPTIONS	2,071,397,163	2,071,397,163	0	244,084	244,084	2,071,641,247
TAXABLE VALUE	5,274,185,590	5,274,185,590	0	462,549-	462,549-	5,273,723,041
LEVY	90,269.76	90,269.76	*.00	2,002.68-	2,002.68-	88,267.08
UNCOLLECTIBLE	.00	.00	.00	.00	.00	*.00
RECEIVABLE					.00	
EXEMPTION COUNTS:						
HOMESTEADS	10,427	10,427	0	2	2	10,429
OVER 65	3,603	3,603	0	0	0	3,603
DISABLED	178	178	0	0	0	178
VETERAN	259	259	0	0	0	259
TOTAL EXEMPT	88	88	0	0	0	88

ALL PROPERTY

TAX COLLECTION SYSTEM
SUPPLEMENTAL / ADJUSTMENT CONTROL TOTALS
FOR TAX YEAR: 2022
JURISDICTION: 0337 FRIENDWD CITY

	CERTIFIED ROLL	ROLL AS OF 08/01/2025	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 08/31/2025
LAND VALUE	6,593,325,295	6,593,325,295	0	0	0	6,593,325,295
AG EXCLUSION	32,486,183	32,486,183	0	0	0	32,486,183
IMPROVEMENTS	873,775,097	873,775,097	0	0	0	873,775,097
APPRAISED VALUE	6,593,325,295	6,593,325,295	0	0	0	6,593,325,295
EXEMPTIONS	1,782,152,718	1,782,152,718	0	55,706-	55,706-	1,782,097,012
TAXABLE VALUE	4,778,686,394	4,778,686,394	0	55,706	55,706	4,778,742,100
LEVY	46,639.80	46,639.80	*.00	271.46	271.46	46,911.26
UNCOLLECTIBLE	.00	.00	.00	*.00	*.00	*.00
RECEIVABLE					*.00	
EXEMPTION COUNTS:						
HOMESTEADS	10,595	10,595	0	1-	1-	10,594
OVER 65	3,475	3,475	0	0	0	3,475
DISABLED	180	180	0	0	0	180
VETERAN	253	253	0	0	0	253
TOTAL EXEMPT	84	84	0	0	0	84

ALL PROPERTY

	CERTIFIED ROLL	ROLL AS OF 08/01/2025	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 08/31/2025
LAND VALUE	5,827,810,207	5,827,810,207	0	0	0	5,827,810,207
AG EXCLUSION	33,691,313	33,691,313	0	0	0	33,691,313
IMPROVEMENTS	775,157,465	775,157,465	0	67,101-	67,101-	775,090,364
APPRAISED VALUE	5,827,810,207	5,827,810,207	0	67,101-	67,101-	5,827,743,106
EXEMPTIONS	1,579,451,702	1,579,451,702	0	0	0	1,579,451,702
TAXABLE VALUE	4,214,667,192	4,214,667,192	0	67,101-	67,101-	4,214,600,091
LEVY	27,567.15	27,567.15	.00	326.99-	326.99-	27,240.16
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE					.00	
EXEMPTION COUNTS:						
HOMESTEADS	10,298	10,298	0	0	0	10,298
OVER 65	3,255	3,255	0	0	0	3,255
DISABLED	181	181	0	0	0	181
VETERAN	240	240	0	0	0	240
TOTAL EXEMPT	84	84	0	0	0	84

Summary of Jurisdiction Remittances Processed Property Tax File

For Remitted Deposit Dates 08/01/2025 thru 08/31/2025 as of 09/05/2025

Batch Seq
4920523

Report run on: September 5, 2025 12:29 PM

Tax Unit		M & O Total	I & S Total	TIF Levy	TIF Interest	Fee Total	Total
337 FRIENDWD CITY							
ACH 93296	Print Date:09/04/2025						
	Delq	12,990.08	3,536.71	0.00	0.00	0.00	16,526.79
Last Deposit Date	08/11/2025	\$12,990.08	\$3,536.71	\$0.00	\$0.00	\$0.00	\$16,526.79
ACH 93341	Print Date:09/04/2025						
	Delq	40,906.03	11,222.46	0.00	0.00	0.00	52,128.49
Last Deposit Date	08/18/2025	\$40,906.03	\$11,222.46	\$0.00	\$0.00	\$0.00	\$52,128.49
ACH 93431	Print Date:09/04/2025						
	Delq	1,686.69	422.06	0.00	0.00	0.00	2,108.75
Last Deposit Date	08/31/2025	\$1,686.69	\$422.06	\$0.00	\$0.00	\$0.00	\$2,108.75
Total:		\$55,582.80	\$15,181.23	\$0.00	\$0.00	\$0.00	\$70,764.03

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/14/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider approving the minutes of the City Council Special Meeting held on August 25, 2025.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

This item allows for the review and approval of the minutes of the City Council Special Meeting held on August 25, 2025. The draft minutes are attached to the item.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. 2025 08 25 CC Meeting Minutes, Special (DRAFT)

**MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF FRIENDSWOOD
August 25, 2025**

THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD MET IN A SPECIAL MEETING ON MONDAY, AUGUST 25, 2025, AT 5:30 P.M. IN THE COUNCIL CHAMBERS, FRIENDSWOOD CITY HALL, LOCATED AT 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT CONSTITUTING A QUORUM:

John Ellisor	Mayor Pro Tem
Sally Branson	Councilmember
Trish Hanks	Councilmember
Robert J. Griffon	Councilmember
Joe Matranga	Councilmember
Michael P. Ross	Councilmember
Mike Foreman	Mayor
Morad Kabiri	City Manager
Karen Horner	City Attorney
Raquel Martinez	City Secretary

1. CALL TO ORDER

Mayor Foreman called the meeting to order with a quorum present at 5:30 P.M. All members were present.

2. INVOCATION

The invocation was led by Pastor Mike Cervantes of New Hope Church Friendswood.

3. PLEDGE OF ALLEGIANCE – United States and State of Texas

Mayor Foreman led the Pledge of Allegiance of the United States and the Pledge to the State of Texas.

4. COUNCIL COMMENTS AND REPORTS

Mayor Foreman opened the comments sharing over his tour with Councilmember Matanga, of the Galveston County Central Elections Facility in Texas City, praising their meticulous ballot-counting process. Mayor Pro Tem Ellisor shared that a former Friendswood Volunteer Fire Department member approached him over the locked onsite defibrillators at city facilities. He passed the information to the City Manager and praised staff for quickly ensuring the onsite defibrillators are now easily accessible. Councilmember Branson thanked the Mayor and Councilmember Hanks for attending the Region 14 summer meeting at the Space Cowboys game. She additionally invited everyone to the Labor Day Ice Cream Social at the Historic Perry House from 5:00 p.m. to 7:00 p.m.

Councilmember Matranga recognized Parks Employee Mitchell Blanchard for rescuing a fledgling bird out in the sun on a sidewalk at Lake Friendswood. He relayed Mr. Blanchard jumped in without knowing a council member was watching and commended his response. Councilmember Ross noted the most common concern he hears from residents is speeding in neighborhoods. He reminded citizens that 20 mph limits are designed to protect children, pets, and even fledgling birds. He urged everyone to slow down.

5. PUBLIC COMMENT

Mayor Foreman announced one citizen had signed up to provide a public comment before Council.

Mr. Don Johnson introduced himself as a Myrtlewood resident living across from the new detention basin project. He shared of his involvement to get the project moving to reduce flooding risk. He noted there were concerns about delays, but confirmed partners reached agreement and the project will continue.

6. WORK SESSION TOPICS

A. Receive an update concerning the 2025 State Legislative Session.

City Attorney Karen Horner opened the item with a presentation summarizing the outcomes of the 89th Regular Legislative Session and Special Sessions. Highlights were presented as follows:

Council's Legislative Priorities

Ms. Horner reminded Council of Resolution R2024-24, which set out Friendswood's legislative stance.

Support

- Support legislation that preserves local control, promotes the general interests of the City's residents, and enhances the City of Friendswood's ability to solve problems and improve the quality of life for its residents;
- Support legislation that allows the City of Friendswood to set its budget and levy its taxes in accordance with the needs of Friendswood's residents;
- Support state-funded and local-option funding choices for economic development purposes;
- Support legislation that increases street maintenance sales tax flexibility;
- Support legislation that allows alternate methods of publications of legal notices;
- Support legislation that protects the City and its citizens in emergency situations; and
- Support legislation that increases the competitive bidding threshold to account for increased costs to cities.

Oppose

- Oppose legislation that decreases the authority of home-rule cities;
- Oppose unfunded state mandates;
- Oppose legislation that preempts or erodes the authority of city government and its citizens or is detrimental to the City's ability to pursue citizen priorities or respond to local citizen concerns;
- Oppose legislation that changes the current property or sales tax systems as well as other income-producing structures in a manner that would cause the City of Friendswood to lose revenue or the ability to raise revenue;
- Oppose legislation that would further lower or expand the appraisal cap;
- Oppose legislation that would preempt or erode municipal franchise fee authority;
- Oppose preemptive legislation that either limits the scope of existing authority or that would weaken the City of Friendswood's ability to sustain the land use character of the City;
- Oppose legislation that would restrict the use of economic development tools available to local governments such as tax abatement, tax increment reinvestment zones and Chapter 380 agreements; and
- Oppose legislation that erodes municipal governmental/official immunity.

TML Legislative Program Successes

Ms. Horner noted that the Texas Municipal League (TML) considered and supported the following six resolutions submitted by the City, which resolutions became part of the TML legislative program:

1. **(PASSED) Emergency generators (facilities constructed after September 1, 2026)**
2. (DID NOT PASS) Street maintenance sales tax
3. (DID NOT PASS) Speed limits in residential districts
4. (DID NOT PASS) Advisory committee's personal information
5. **(PASSED) Notice for zoning map amendments**
6. (DID NOT PASS) Relocation assistance Ms. Horner framed this as a legislative win for Friendswood, showing the city's influence reaching beyond local government.

Council Resolutions Against Specific Bills

Ms. Horner recalled Council passing Resolutions R2025-15 and R2025-19 and how they measured against specific bills:

- **Opposing S.B. 2722 / H.B. 5177:** Regarding the allocation of toll road revenue to the City of Houston.
- **Opposition to H.B. 3818:** Regarding deferring compliance with requirement to reduce the amount of groundwater being pumped for a period of 5 years.
- **Opposition to H.B. 1643:** Regarding the removal of a large portion of Harris County from groundwater/subsidence regulations.

First Special Session (began July 21) and Second Special Session (began August 15)

Ms. Horner highlighted key issues debated in the special sessions as follows:

LAND USE	• H.B. 24 – Zoning Process Changes • H.B. 2025 – Plats & Tax Receipts • H.B. 2464 – Home-Based Businesses • H.B. 2559 – Development Moratoria • H.B. 2844 – Mobile Food Vendor Regulation • H.B. 4163 – Agricultural Operations Mowing ROW • H.B. 4506 – Electronic Zoning Change Notice • S.B. 15 – Single-Family Residential • S.B. 783 – Building Material Exceptions • S.B. 785 – Manufactured Homes • S.B. 1035 – Protection of Agricultural Operations • S.B. 1106 – Posting SAP and PID Information • S.B. 1252 & S.B. 1202 – Residential Energy Backup Systems • S.B. 1883 – Impact Fees • S.B. 1948 – Agricultural Facility Preemption • S.B. 2835 – Single Stairway Regulations • H.B. 4753 – Certificate of Occupancy Substitute • S.B. 541 – Cottage Food Production • S.B. 599 – Regulation of Child-Care Facilities
PUBLIC SAFETY/EMERGENCY MANAGEMENT	• H.B. 33 – Uvalde Strong • H.B. 1261 – Disposition of Abandoned Property • H.B. 3595 – Assisted Living Facilities • H.B. 5238 – Disrupting a Meeting • S.B. 1261 – Passing Animal Control Vehicle

	• H.B. 3425 – Disclosure of Public Servant Info
PROPERTY TAX	• H.B. 9 & H.J.R. 1 – Personal Property Tax • H.B. 30 – Property Taxes After a Disaster • S.B. 1453 – Debt Service Tax Rate Calculation
OPEN GOVERNMENT	• H.B. 1522 – Open Meetings Notice • H.B. 3112 – Exception for Cyber Security for Critical Infrastructure • H.B. 4214 – Annual Notification to AG for PIA • H.B. 1893 – License Plate Numbers • H.B. 4219 – Failure to Respond to a PIR • S.B. 765 – Fraud Detection Information • H.B. 4310 – Special Right of Access • S.B. 1062 – Digital Newspapers • S.B. 2145 – TIRZ Telecommunication Meeting
WATER/SEWER	• H.B. 685 – Municipal Rate Discrimination • H.B. 5057 – Exclusive Contracts for Solid Waste
ELECTIONS	• H.B. 506 – Ballot Propositions and Petitions • S.B. 1025 – Tax Elections • H.B. 640 – City Secretary's Office Hours • H.B. 2253 – Cancellation of Bond Election
PERSONNEL	• H.B. 331 – Disease Presumption • H.B. 762 & S.B. 2237 – Severance Pay • H.B. 3161 – TMRS Retirement • H.B. 4144 – Supplemental Income Benefits
PURCHASING/FINANCE	• H.B. 223 – Lobbying Procurement • S.B. 1173 – Competitive Bidding Threshold • H.B. 103 – Bonds and Tax Database • H.B. 3526 – Bond Obligations Database • H.B. 1950 – Municipal Court Fees • H.B. 149 & S.B. 1964 – Artificial Intelligence • H.B. 3512 – Artificial Intelligence Training • H.B. 3005 – City Construction Contracts • H.B. 1922 – Construction Liability Claims • S.B. 687 – Land Surveyor Indemnity • H.B. 3611 – Civil Penalty for Unauthorized Signs
MUNICIPAL COURT	• S.B. 296 – Motorcycle Safety Course Dismissals • S.B. 304 – Code Enforcement • S.B. 1537 – Municipal Court Interpreters
EXPENDITURE LIMITS/TAX RATE	• H.B. 73 – Expenditure Limit (Left Pending in Committee) • H.B. 46 – Expenditure Limit (Left Pending in Committee) • H.B. 17 – Truth-in-Taxation (Placed on Major State Calendar) • S.B. 10 – Voter Approval Rate (Placed on Major State Calendar)

Ms. Horner relayed the Senate passed nearly everything, but the House did not. She explained a new session started the same day with about 22 items. Most items do not affect the city, but she will keep Council updated on any changes.

7. MUNICIPAL BUDGET FOR FISCAL YEAR 2025-26

A. Conduct a public hearing regarding the Proposed Fiscal Year 2025-2026 Municipal Budget for the City of Friendswood.

At 5:58 P.M., Mayor Foreman opened the public hearing and asked staff to summarize the subject matter.

Finance Director Rhonda Boskas presented a high-level overview of the proposed FY 2025–26 budget and highlighted changes since the August 4, 2025, presentation, focusing first on the General Fund. The proposed tax rate was reduced from \$0.526746 to \$0.514172, which is about 1.3¢ above the no-new-revenue rate. General Fund revenues were projected at \$45.9 million. Property tax revenue decreased by \$718,000 due to the lower rate, while sales tax revenue increased by \$248,000 after reviewing June’s allocation. The City would also use \$500,000 of unassigned fund balance for deferred maintenance.

Expenditures in the General Fund increased by \$30,000 for a social media post boost. Total proposed revenues across all funds were \$116.8 million. Ms. Boskas compared the proposed tax rate to the no-new-revenue and voter-approval rates and provided an example: a \$460,000 home would see about \$48 more annually, or \$3.99 monthly. She also listed funded “forces at work” totaling \$490,000 and reviewed funded decision packages of \$2.8 million. Total expenditures across all funds were also \$116.8 million.

Ms. Boskas then moved to the Water and Sewer Fund with projected revenues of \$23.5 million, primarily from utility fees. Proposed expenses in this fund were also \$23.5 million. She listed \$2.4 million in funded “forces at work” and noted funded decision packages totaling \$398,000.

Councilmember Matranga remarked that although the presentation moved quickly, Council had thoroughly reviewed the budget through workshops and individual meetings. Councilmember Ross asked about the \$30,000 for social media post boost. Staff explained it was a decision package to improve public communication, especially during emergencies. Not all funds might be spent to avoid oversaturation. Ms. Boskas ended the presentation on the note that Council could adopt the budget that evening or wait until the September 8, 2025, meeting when the tax rate hearing and adoption would also be held.

Mayor Foreman announced no citizen had signed up to speak on the item.

At 6:08 P.M., Mayor Foreman closed the public hearing.

B. Discuss and take action concerning the City of Friendswood's Proposed FY2025-26 Municipal Budget.

City Manager Morad Kabiri introduced the item noting that Council could vote on the budget that evening. However, he explained the tax rate could not be adopted until September 8, after the public hearing. Mr. Kabiri relayed he was comfortable moving forward since little feedback from Council had been received but emphasized that both votes were important.

A motion was made by Mayor Pro Tem Ellisor and seconded by Councilmember Branson to adopt the proposed budget for FY2025-2026, as revised and presented including revenue projections of \$116,810,629 and expenditure appropriations totaling \$116,810,629. However, discussion ensued prior to the vote.

Councilmember Griffon thanked Finance Director Rhonda Boskas and staff for working with Council on the budget. He had suggested recognizing more sales tax revenue and reducing ad valorem taxes for residents. He praised staff for looking into it and lowering the rate. He acknowledged it is harder to rely on projected sales taxes than property taxes, but thanked staff for taking that step. Councilmember Matranga explained for the audience that the original budget was higher, as noted. He said staff and Council worked together, sharpening pencils and finding opportunities like sales tax adjustments. He praised the result of keeping the tax rate the same as the current cycle. He thanked everyone involved, saying the effort is well appreciated by Friendswood residents.

The vote for the motion on the table was as follows:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Robert J. Griffon, and Councilmember Joe Matranga

Nays: Councilmember Michael P. Ross

The item passed.

C. Consider ratifying the property tax increase reflected in the City of Friendswood's Budget for Fiscal Year 2025-2026.

City Manager Morad Kabiri briefly relayed that the no new revenue rate is 50.112 cents. As this tax rate is above the no new revenue rate, that is why this action item is required for Council.

A motion was made by Councilmember Griffon and seconded by Councilmember Branson ratifying the property tax increase reflected in the City of Friendswood's Budget for Fiscal Year 2025-2026. However, discussion ensued prior to the vote.

As Councilmember Ross ran on a no net revenue platform, he stated he could not in good conscience vote for a tax increase or revenue increase based on taxes. He said staff did a wonderful job reviewing possible cuts and addressing difficult “forces at work.” He noted rising costs, like fire trucks, were his pet peeve. He looked forward to working with legislators and others to find ways to reduce costs next year. Mr. Kabiri noted such items cannot be funded in a single year’s operating budget, and the city cannot refuse needed equipment. Furthermore, procurement is limited by the market. Mr. Kabiri relayed that while understood the concern, funding options are constrained.

The vote for the motion on the table was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Robert J. Griffon, and Councilmember Joe Matranga

Nays: Councilmember Michael P. Ross

The item passed.

8. CONSENT AGENDA

A motion was made by Councilmember Branson and seconded by Councilmember Matranga to approve Consent Agenda Items 8.A. through 8.L. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Robert J. Griffon, Councilmember Joe Matranga, and Councilmember Michael P. Ross

Nays: None

The Consent Agenda passed unanimously.

- A. Consider a resolution approving an Agreement for Temporary Road Closure of state right-of-way with the State of Texas, through the Texas Department of Transportation, for the Friendswood High School Homecoming Parade on FM 518.**
- B. Consider approving Change Order No. 2 for the Utility Relocates at the Clear Creek Utility Bridge Project.**
- C. Consider authorizing the First Amendment to the Professional Services Agreement with HDR Engineering, Inc., for the Blackhawk Boulevard Reconstruction Phase II Repackage C Project.**
- D. Consider authorizing an Interlocal Agreement with Tarrant County for cooperative purchasing.**
- E. Consider authorizing an Interlocal Agreement with Galveston County Consolidated Drainage District for general emergency preparedness.**
- F. Consider ratifying and approving the purchase of a stock aerial ladder truck from Siddons Martin Emergency Group, LLC, through the Houston-Galveston Area Council, for the Friendswood Volunteer Fire Department, Inc., in lieu of the custom-order ladder fire truck previously approved by the City Council if the build of the stock aerial ladder truck commences first.**
- G. Consider authorizing an Urban Planning Services Agreement with Ardurra Group, Inc. (RFP No. 2025-07) to update the City of Friendswood Comprehensive Plan and Zoning Ordinance, and Grant Administration.**
- H. Consider approving the purchase of one (1) service vehicle for the Parks and Recreation Department from Grapevine Dodge Chrysler Jeep through the Texas Local Government Purchasing Cooperative (Buyboard).**
- I. Consider approving a Construction Contract with Construction Masters of Houston, Inc., for the Council Chamber Renovation Project through the Harris County Department of Education Choice Partners Cooperative Contract No. 24/018MR-03.**

J. Consider approving a contract between the Friendswood Downtown Economic Development Corporation and Bay Area Signs and Electrical, LLC, for wayfinding and gateway signage related to the Downtown Improvement Plan.

K. Consider approving the minutes of the City Council Special Meeting held on July 12, 2025.

L. Consider approving the minutes of the City Council Special Meeting held on August 13, 2025.

9. ADJOURNMENT

With there being no further business to discuss, Mayor Foreman adjourned the August 25, 2025, City Council Special Meeting at 6:18 P.M.

Mike Foreman, Mayor

Attest:

Raquel Martinez, City Secretary

**FRIENDSWOOD CITY COUNCIL
AGENDA ITEM FORM**

Date requested for City Council consideration: October 6, 2025

Date submitted: 08/26/2025

Prepared by: Raquel Martinez, City Secretary

Subject: Consider approving the minutes of the City Council Regular Meeting held on September 8, 2025.

Originating Department: City Secretary

Degree of importance:

SUMMARY / ORIGINATING CAUSE

This item allows the City Council to review and approve the minutes of the City Council Regular Meeting held on September 8, 2025. The draft minutes are attached to the item.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. 2025 09 08 CC Meeting Minutes (DRAFT)

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF FRIENDSWOOD
September 8, 2025**

THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD MET IN A REGULAR MEETING ON MONDAY, SEPTEMBER 8, 2025, AT 5:30 P.M. IN THE COUNCIL CHAMBERS OF THE FRIENDSWOOD CITY HALL, LOCATED AT 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT CONSTITUTING A QUORUM:

John Ellisor	Mayor Pro Tem
Sally Branson	Councilmember
Trish Hanks	Councilmember
Robert J. Griffon	Councilmember
Joe Matranga	Councilmember
Mike Foreman	Mayor
Morad Kabiri	City Manager
Karen Horner	City Attorney
Raquel Martinez	City Secretary

1. CALL TO ORDER

Mayor Foreman called the meeting to order with a quorum present at 5:30 P.M. All members were present with the exception of the absence of Councilmember Michael P. Ross.

2. INVOCATION

The invocation was led by Pastor David Lorenz of First Baptist Friendswood.

3. PLEDGE OF ALLEGIANCE - United States and State of Texas

Mayor Foreman led the Pledge of Allegiance of the United States and the Pledge to the State of Texas.

4. COUNCIL COMMENTS AND REPORTS

Mayor Foreman invited the councilmembers to provide their comments and reports. Councilmember Branson described how the Historical Society, Keep Friendswood Beautiful (KFB), Rotary, Friends of Downtown Friendswood, and the Friendswood High School Honor Society put on a Labor Day Ice Cream Social that got rained out but was later hosted at the Farmers Market with the City's help. She thanked Bluebell, Parks, Communications, and volunteers for the event's success.

Councilmember Griffon announced the Activity Center is having Christmas in September on September 12th and 13th, Friday and Saturday. Councilmember Matranga relayed that on Saturday, they had the second annual Paws to Protect event in Stevenson Park. He explained the group provided free vaccines and free micro-chipping for pets, heavily supported by Friendswood Animal Control. He gave a shout out to the Friendswood Animal Needs and Solutions (FANS) for the great event.

5. PUBLIC COMMENT

Mayor Foreman announced the following citizens had signed up to provide a public comment.

Ms. Paige Bailey introduced herself as the Executive Director of the Galveston County Consolidated Drainage District (GCCDD). She spoke to provide updates on the District's activities and to comment her opposition to the dismantling of the GCCDD.

6. COMMITTEES OR SPECIAL REPORTS

A. Receive the Friendswood Downtown Economic Development Corporation Annual Report.

As the report was attached to Council's agenda packet, Mayor Forman considered the report received.

B. Receive the Friendswood Property Tax and Court Collection Report.

As the report was attached to Council's agenda packet, Mayor Forman considered the report received.

7. WORK SESSION TOPICS

A. Receive and discuss the Engineering Department's Quarterly Drainage Update.

Graduate Engineer Marua Blackburn presented the Engineering Department's Quarterly Drainage Update to Council with the following highlights:

Utility Relocate at Clear Creek

- *Location:* Polly Ranch Subdivision [Dave Brown Memorial Park]/ Terra Bella Subdivision (Across Clear Creek South of Blackhawk Wastewater Treatment Plant)
- *Activities:*
 - Clear and grubbing on Harris County side is ongoing;
 - Clear and Grubbing on Galveston County side complete; and
 - Pipe fusion to commence pilot bore and boring operations.
- *Funding Sources:* (\$1,693,260) CDBG-DR Grant Funds

Deepwood Flood Control Project

- *Location:* Deepwood Drive along Clear Creek (Galveston County)
- *Activities:*
 - Hydro-seeding is still underway. Waiting on grass to grow.
 - Project nearing completion.
- *Funding Sources:* (\$473,295) CDBG-DR Grant Funds.

Friendswood Regional Stormwater Detention Basin

- *Location:* FM 1959 and Blackhawk Boulevard
- *Activities:*
 - Moving forward with dry-bottom detention basin option. This option avoids wetlands and archeological areas. It would provide a little over 700 acre-feet of detention.
 - Rough Grading project has been completed.
 - Final design anticipated late 2025 to early 2026.
- *Funding Partnership:* City of Friendswood, Galveston County, Galveston County Consolidated Drainage District (GCCDD), and Harris County Flood Control District (HCFCD).

- *Funding Sources:* (Est Cost \$32,453,298.11) Flood Control Bond Funds; GCCDD Funds; HCFCD Funds; Galveston County Funds.

Friendswood City Center Detention Ponds

- *Description:* Two detention ponds to provide mitigation for the Whitcomb Property Flood Control Project.
- *Location:* FM 528 & Blackhawk Boulevard within TIRZ 1.
- *Activities:*
 - Excavation for both detention ponds are substantially complete.
 - Rough grading complete.
 - Upcoming hydro-seeding.
 - Waiting on Harris County Flood Control District to approve outfall plans along with bridge plans.
 - Survey for as-builts to be used by the Whitcomb Flood Control Project.

Councilmember Griffon asked if any additional mitigation was needed in Pond 2. City Manager Morad Kabiri confirmed it was complete with credits to be applied after as-built drawings. No additional work is required. Mayor Foreman asked if the bridge plans were for Blackhawk Boulevard to cross the outfall at the back of the property. Mr. Kabiri explained it would go over a Harris County Flood Control District right-of-way about 200 feet long.

Whitcomb Terracing and Stormwater Detention Basin

- *Location:* Adjacent to Friendswood City Center Detention Basins
- *Current Activities*
 - Topographical survey underway.
 - Modeling underway.
- *Completed Activities*
 - HCFCD approved work on impact/H&H analysis.
 - Harris County Commissioners Court approved engineering contract.
 - Second monthly meeting with Engineer has been held.
- *Upcoming Activities*
 - Archeological survey
 - Wetland Determination
 - Geotechnical borings will be taking place soon, after a bird survey is approved.
- *Funding Sources:* Flood Control Bond Funds; \$10 Million Allocation from TWDB to HCFCD

Councilmember Matranga addressed that completing the detention basins was necessary before moving forward with the terracing work. Mr. Kabiri added that the project was funded by 2019 drainage bonds plus \$10 million from the state, with another \$10 million expected to support both this and the Blackhawk project. Councilmember Griffon asked about ensuring sufficient mitigation through H and H modeling. Mr. Kabiri said the ponds would be incorporated to ensure no net impact with adjustments possible by scaling terracing or adding mitigation at the Blackhawk property. Pond parameters are largely fixed by their elevation and location in the floodway.

Comprehensive Master Drainage Plan

- *Location:* Citywide
- *Current Activities:* Analysis of existing and future conditions. Data collection.
- *Completed Activities:* Public Engagement meeting was held on August 19th, 2025.
- *Upcoming Activities:* Begin modeling phase based on data collection.

The floor was then opened for questions or comments. Councilmember Hanks asked how many projects were being updated. Mr. Kabiri replied six. It was additionally discussed that the \$42 million bond had

been exhausted along with two \$10 million state contributions, plus additional funds from Harris County, Galveston County, and the Drainage District. This brought the total to around \$90 million with private investment included. Councilmember Hanks noted that Friendswood contributed nearly half of the funding, more than any other entity, and expressed pride in the city's commitment and accomplishments.

B. Discuss the results of the City's trash and recycling collection services survey and options moving forward.

City Manager Morad Kabiri explained Friendswood had been dealing with garbage and collection service issues for several months. Complaints from residents on the Wednesday-Saturday pickup schedule, in particular, mentioned missed and delayed pickups. To address this, and at the request of City Council, staff conducted a citywide survey of all property owners. A total of 14,309 postcards were mailed out with QR codes to capture responses and office assistance offered for those unable to complete it online.

The survey was tied to the city's GIS to ensure one unique response per property. Mr. Kabiri reported there were nearly 1,800 responses—a 13% return rate he called statistically fantastic for a community their size. Responses were well distributed across the city, including the Wednesday-Saturday area where several council members reside. In addition, 801 unique comments were submitted, providing feedback beyond what multiple-choice answers could capture. The results presented were as follows:

Satisfaction Levels

- *Trash Services:* Nearly 82% satisfied. Including “somewhat satisfied,” total satisfaction reached 92%.
- *Recycling Services:* Availability – Two-thirds satisfied. Materials Collected – Two-thirds satisfied.
- *Heavy Trash Pickup:* 92% satisfied or somewhat satisfied.
- *Hauler Responsiveness to Complaints:* 48.19% satisfied.
- *Cost of Services:* 50% satisfied. 10.5% unsatisfied. Remaining respondents fell into “somewhat satisfied.”

Service Priorities Identified

1. Twice-a-week trash pickup.
2. Curbside recycling (weekly or monthly, not centralized drop-off).
3. Heavy trash pickup (residents want items such as sectionals or oversized furniture collected curbside).

Recycling Findings

- *Importance:* 834 of 1,300 responses said recycling household items was “very important.”
- *Cost Sensitivity:* 70% said they would not like to spend more for recycling.
- *Location Preference:* Nearly two-thirds preferred curbside collection over centralized drop-off.

Heavy Trash Findings

- Viewed as extremely favorable, with strong preference to continue.
- Friendswood is among the few communities offering weekly heavy trash pickup (other cities: monthly, quarterly, or not at all).
- Willingness to Pay More: Respondents overwhelmingly said no.

Open Comments

- *Total Submitted:* 801 unique comments.
- *Positive Comments:* 43% (~341).
- *Negative Comments:* 20.85% (~167).
- Remaining comments included neutral or mixed feedback.

Mr. Kabiri explained the next steps required Council's feedback. He reminded them this discussion began with Wednesday recycling issues that arose while negotiating a contract extension with Waste Connections. Last December, the city considered a three-year extension with automated trucks. However, tariffs and procurement concerns led Waste Connections to propose continuing the contract as-is for three years, maintaining current service levels with a \$2 monthly increase. After recent improvements to Wednesday service, he asked whether Council wanted to pursue a new RFP—risking higher costs—or move forward with the extension now that survey results showed residents value the current service.

Mayor Foreman expressed he was happy with the results and has been impressed by Waste Connections. As there may be rising costs, his vote was to stick with them and extend the contract. Councilmember Matranga questioned whether competitors could match the city's current level of service. Mr. Kabiri noted Friendswood's pricing and service were better than their neighbors'. As a Tuesday-Friday customer, Councilmember Griffon shared he has had no problems and is pleased with the service—even with a \$2 increase. Councilmember Branson reflected that people did not want the service to change and asked what mechanism would correct the Wednesday problem if it came back. Mr. Kabiri confirmed that this could be resolved during the negotiation process with Waste Connections.

As a Wednesday customer, Councilmember Hanks shared that trash often sat out all night until Thursday without notice, which was not sanitary and had been an issue for at least a year. She agreed with the kudos for Waste Connections but emphasized the Wednesday pickup problem seemed ignored and must be addressed in contract negotiations. Mayor Pro Tem Ellisor lastly expressed he did not have a problem with the services and was happy with it.

8. TAX RATE FOR FISCAL YEAR 2025-26

A. Conduct a public hearing regarding the City of Friendswood proposed tax rate for Fiscal Year 2025-2026.

At 6:07 P.M., Mayor Foreman opened the public hearing and asked staff to summarize the subject matter.

Finance Director Rhonda Boskas recalled at the August 4th Council meeting, Council proposed a tax rate of 52.6746¢. Subsequent to that time, staff went back to lower that rate. The budget was adopted on August 25th using a tax rate of 51.4172¢. That tax rate gave the General Fund about \$22.8 million and the tax debt service about \$6.5 million for fiscal year ending September 30, 2026.

With that, Mayor Foreman announced no citizen had signed up to speak on the item.

At 6:08 P.M., Mayor Foreman closed the public hearing.

B. Consider an ordinance for first and final reading adopting and levying the ad valorem tax rate for maintenance and operation expenditures for the City of Friendswood's fiscal year commencing October 1, 2025, and ending September 30, 2026, and adopting and levying the ad valorem tax rate for debt service for the City of Friendswood's fiscal year commencing October 1, 2025, and ending September 30, 2026.

A motion was made by Mayor Pro Tem Ellisor and seconded by Councilmember Griffon that the property tax rate be increased by the adoption of a tax rate of 0.514172, which is effectively a 2.6 percent increase in the tax rate and the proposed ordinance adopting such tax rate be approved, which rate consists of

0.399749 for maintenance and operations and 0.114423 for debt service for the City of Friendswood's fiscal year commencing October 1, 2025, and ending September 30, 2026, as submitted and related to Item 8.B. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Joe Matranga, and Councilmember Robert J. Griffon

Nays: None

Absent: Councilmember Michael P. Ross

The item passed unanimously.

ORDINANCE NO. 2025-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, ADOPTING AND LEVYING THE AD VALOREM TAX RATES FOR THE GENERAL FUND MAINTENANCE AND OPERATIONS AND FOR DEBT SERVICE FOR THE CITY OF FRIENDSWOOD FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

9. CITY MANAGER'S REPORT

A. Recognize Deputy City Manager Steven Rhea and Community Development Director Aubrey Harbin for their participation as keynote speakers at the Bay Area Commercial Real Estate Network (BACREN) Monthly Marketing Luncheon on August 21, 2025.

City Manager Morad Kabiri recognized Deputy City Manager Steven Rhea and Community Development Director Aubrey Harbin for speaking at the Bay Area Commercial Real Estate Network Luncheon on August 21st. Their topics included: Friendswood Downtown Economic Development Corporation, City Center Economic Development Corporation, TIRZ Nos. 1 and 2, economic development incentives, and upcoming and ongoing developments in the city.

B. Recognize Engineering Director Jil Arias for being invited to present the City's Master Drainage Plan at the Texas Floodplain Management Association's 2025 Technical Summit on August 28, 2025.

City Manager Morad Kabiri relayed that on August 28th, Engineering Director Jil Arias presented the City's Master Drainage Plan at the Texas Floodplain Management Association's 2025 Technical Summit. He shared the project alongside Halff Associates and represented the city well at this technical conference.

C. Recognize GIS Manager Diana Lopez for being invited to present her Garbage and Recycling Services Survey dashboard at the ESRI Micro Region Event on September 24, 2025.

City Manager Morad Kabiri recognized GIS Manager Diana Lopez will be part of a panel discussion on September 24th, with the City of Houston and the City of Pearland. She will be showcasing the use of their citywide Garbage and Recycling Services Survey and Dashboard.

D. Recognize Deputy Director of Human Resources Chani Honeycutt for being awarded the 2025 Professional Society for Human Resources Management (SHRM) Certification Grant.

City Manager Morad Kabiri recognized Deputy Human Resources Director Chani Honeycutt for receiving a grant to pursue her Senior Certified Professional Credentials (SHRM-SCP).

E. Highlight the upcoming National Night Out on October 7, 2025.

City Manager Morad Kabiri announced National Night Out is scheduled for October 7th. Sign-ups are open on the city's website for neighborhoods to register. Police, EMS, and FVFD will be out meeting residents. This year, donations are being collected for Sleep Fit Kits for local teens.

F. Reminder of the temporary location of City Council meetings during the renovation of the City Council Chambers.

City Manager Morad Kabiri reminded Council that the renovations to the City Council Chambers will begin later this month and last through December. As a result, the October, November, and December City Council meetings will be held in the Friendswood ISD Board Room. All other boards and committee meetings will be held in various locations at City Hall and other city facilities.

On a final note, Mr. Kabiri thanked the HTX Soccer Club for donating \$60,000 towards a new teens' playground equipment at Centennial Park.

10. BUSINESS ITEMS

A. Consider naming a memorial bench to be placed at Friendswood Veterans Memorial in honor of Former Police Chief Robert "Bob" Wieners and authorizing the purchase and installation of such memorial.

City Manager Morad Kabiri opened the item Chief Wieners was an instrumental part of the community and the police department for 25 to 26 years, following 23 years of service in the U.S. Marine Corps. He passed away a little over a year ago and staff felt recognition at the Veterans Memorial would be appropriate. Staff is working with the builders to create something tasteful that honors both Chief Wieners' service to the community and country while respecting those who donated the memorial.

Councilmember Griffon suggested doing more; for example, naming the emergency operations center after Chief Wieners. He commented that it would not be what it is today without him. Mr. Kabiri added that a badge is also being donated to the Public Safety Building in his honor by former mayors. Mayor Foreman said they could consider naming something else. Considering the city's rules, the Mayor suggested adding it to the next retreat agenda for discussion.

A motion was made by Councilmember Griffon and seconded by Councilmember Hanks to authorize the purchase and installation of a memorial bench to be placed at the Friendswood Veterans Memorial in honor of Former Police Chief Robert "Bob" Wieners. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Joe Matranga, and Councilmember Robert J. Griffon

Nays: None

Absent: Councilmember Michael P. Ross

The item passed unanimously.

B. Consider authorizing the formation of a 32-member 2026 Bond Election Ad Hoc Committee and confirming the appointments thereto.

City Manager Morad Kabiri relayed staff recommends the formation of a 32-member Ad Hoc Committee to help guide the upcoming 2026 Bond Election. The committee would include five subcommittees: Parks, Drainage, Streets, and Finance. They would meet from October 2025 through March 2026 and present their finalized report to Council in April 2026. The appointment criteria includes Friendswood residents with volunteer or board service experience, completion of the Friendswood Academy program, and balanced representation across all city areas. Diversity of education, age, gender, profession, and extracurricular activities were also considered. Mr. Kabiri requested Council's authorization of the proposed list of appointees presented and provided to the Councilmembers but noted a couple additional members will be added at the next Council meeting pending their background checks.

Mayor Forman relayed he appointed Councilmember Hanks as the liaison to this committee due to her past bond committee experience. He additionally expressed he was heartened to see many young people on the list, including some of his kids' age.

A motion was made by Councilmember Hanks and seconded by Councilmember Matranga to authorize the formation of a 32-member 2026 Bond Election Ad Hoc Committee and confirming the appointments thereto, related to Item 10.B. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Joe Matranga, and Councilmember Robert J. Griffon

Nays: None

Absent: Councilmember Michael P. Ross

The item passed unanimously.

11. PROPOSED ORDINANCES & RESOLUTIONS

A. Consider on second and final reading an ordinance approving the 2025 Annual Update to the Service and Assessment Plan and Assessment Roll for the Friendswood City Center Public Improvement District, including the collection of annual installments.

A motion was made by Councilmember Branson and seconded by Councilmember Griffon to approve Ordinance No. 2025-25, as submitted and related to Item 11.A. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Joe Matranga, and Councilmember Robert J. Griffon

Nays: None

Absent: Councilmember Michael P. Ross

The item passed unanimously.

ORDINANCE NO. 2025-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, APPROVING THE 2025 ANNUAL UPDATE TO THE SERVICE AND ASSESSMENT PLAN AND ASSESSMENT ROLL FOR THE FRIENDSWOOD CITY CENTER PUBLIC IMPROVEMENT DISTRICT, INCLUDING THE COLLECTION OF THE 2025 ANNUAL INSTALLMENTS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE THEREOF.

B. Consider on second and final reading an ordinance annexing property owned by the City of Friendswood in accordance with that boundary agreement with the City of League City executed on May 6, 2025; said property being approximately 1.3347 acres out of Lots 159, 160, and 170, Slone Subdivision according to the plat thereof as filed in Volume 254, Page 53-54 Galveston County Map Records.

A motion was made by Councilmember Branson and seconded by Councilmember Matranga to approve Ordinance No. 2025-26, as submitted and related to Item 11.B. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Joe Matranga, and Councilmember Robert J. Griffon

Nays: None

Absent: Councilmember Michael P. Ross

The item passed unanimously.

ORDINANCE NO. 2025-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, MAKING CERTAIN FINDINGS; PROVIDING FOR THE EXTENSION OF CERTAIN BOUNDARY LIMITS OF THE CITY OF FRIENDSWOOD, TEXAS, AND THE ANNEXATION OF APPROXIMATELY 1.3347 ACRES OUT OF LOTS 159, 160, AND 170, SLONE SUBDIVISION ACCORDING TO THE PLAT THEREOF AS FILED IN VOLUME 254, PAGES 53-54 GALVESTON COUNTY MAP RECORDS, AND LOCATED GENERALLY

SOUTHWEST OF FRIENDSWOOD LAKE PARK, WHICH SAID TERRITORY LIES ADJACENT TO AND ADJOINS THE PRESENT BOUNDARY LIMITS FOR THE CITY OF FRIENDSWOOD, TEXAS; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

- C. Consider on second and final reading an ordinance amending Chapter 2 "Administration," Article I "Generally," Section 2-23 "Procedure and administration," Subsection (a) Rules of procedure"; and Article II "Boards, Committees and Commissions," Division 6 "Fourth of July Steering Committee," Section 2-51 "Created; membership," Subsection (b) "Membership" and Division 8 "Keep Friendswood Beautiful Committee," Section 2-61 "Created, membership," Subchapter (b) "Membership" of the Friendswood City Code to remove residency and business ownership as qualifications for membership.**

Councilmember Matranga commented he voted no to the ordinance change at the first reading and would vote no again. While he supports opening boards and committees to non-residents, he believed there was a better solution and option to fill those vacancies.

A motion was made by Councilmember Griffon and seconded by Councilmember Branson to approve Ordinance No. 2025-27, as submitted and related to Item 11.C. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, and Councilmember Robert J. Griffon

Nays: Councilmember Joe Matranga

Absent: Councilmember Michael P. Ross

The item passed unanimously.

ORDINANCE NO. 2025-27

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AMENDING CHAPTER 2 "ADMINISTRATION," ARTICLE II "BOARDS, COMMITTEES AND COMMISSIONS," DIVISION 1 "GENERALLY," SECTION 2-23 "PROCEDURE AND ADMINISTRATION," SUBSECTION (A) "RULES OF PROCEDURE" AND DIVISION 6 "FOURTH OF JULY STEERING COMMITTEE," SECTION 2-51 "CREATED; MEMBERSHIP," SUBSECTION (B) "MEMBERSHIP"; AND DIVISION 8 "KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE," SECTION 2-61 "CREATED, MEMBERSHIP," SUBCHAPTER (B) "MEMBERSHIP" OF THE FRIENDSWOOD CITY CODE TO REMOVE RESIDENCY AND BUSINESS OWNERSHIP AS QUALIFICATIONS FOR MEMBERSHIP; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

- D. Consider an ordinance amending the City's General Budget for Fiscal Year 2024-2025 by approving "Budget Amendment XII" and providing for supplemental appropriation and/or transfer of certain funds.**

Finance Director Rhonda Blokas explained the amendment includes adjustments for several capital projects, reallocation of departmental funds, and supplemental appropriations to cover unanticipated expenses. Staff reviewed the amendment and recommended approval.

A motion was made by Councilmember Hanks and seconded by Councilmember Branson to approve Ordinance No. 2025-28, as submitted and related to Item 11.D. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Joe Matranga, and Councilmember Robert J. Griffon

Nays: None

Absent: Councilmember Michael P. Ross

The item passed unanimously.

ORDINANCE NO. 2025-28

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AMENDING ORDINANCE NO. 2024-25, PASSED AND APPROVED AUGUST 26, 2024, THE SAME BEING AN ORDINANCE APPROVING AND ADOPTING THE CITY'S GENERAL BUDGET FOR FISCAL YEAR 2024-25, BY APPROVING "BUDGET AMENDMENT XII" THERETO; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; PROVIDING FOR OTHER MATTERS RELATED TO THE SUBJECT; AND PROVIDING FOR THE EFFECTIVE DATE.

E. Consider a resolution authorizing the City Manager to execute a finance contract with Government Capital Corporation for the financing of technology and various equipment, including, but not limited to, generators and associated equipment, emergency equipment, and ambulance chassis and refit.

City Manager Morad Kabiri relayed last month Council approved a capital financing agreement for a fire engine already built and awaiting outfitting for delivery next year. He explained this item covered the remainder of budgeted purchases, including: a new generator for public safety buildings, technology, and an ambulance chassis refit. The costs would be spread out over five years rather than incurred in a single fiscal year.

Councilmember Griffon asked about the cost of the ambulance chassis. Mr. Kabiri replied it was around \$250,000 while a new ambulance is about \$500,000. Councilmember Griffon supported the need for full cardiovascular ER-type ambulances but suggested considering smaller ambulatory vans. He relayed they cost about \$180,000 and require only two full-time employees instead of three. Although it would handle less critical calls, it covers more area and saves taxpayers money. Mr. Kabiri responded that the idea could be discussed at a future workshop or retreat. On that note, Councilmember Hanks appreciated Councilmember Griffon's comments and wanted to hear data from Chief Lisa Camp on response needs.

A motion was made by Councilmember Matranga and seconded by Councilmember Hanks to approve Resolution No R2025-29, as submitted and related to Item 11.E. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Robert J. Griffon, and Councilmember Joe Matranga

Nays: None

Absent: Councilmember Michael P. Ross

The item passed unanimously.

RESOLUTION NO. R2025-29

A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A FINANCE CONTRACT WITH GOVERNMENT CAPITAL CORPORATION FOR THE FINANCING OF TECHNOLOGY AND VARIOUS EQUIPMENT, INCLUDING, BUT NOT LIMITED TO, GENERATORS AND ASSOCIATED EQUIPMENT, EMERGENCY EQUIPMENT, AND AMBULANCE CHASSIS AND REFIT IN AN AMOUNT NOT TO EXCEED ONE MILLION THREE HUNDRED SEVENTY-EIGHT THOUSAND NINE HUNDRED SIXTY-ONE AND NO/100 DOLLARS (\$1,378,961.00); AUTHORIZING ADVANCE FUNDING AND EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE INCURRED; AND PROVIDING FOR THE EFFECTIVE DATE.

12. CONSENT AGENDA

A motion was made by Councilmember Hanks and seconded by Councilmember Branson to approve Consent Agenda Items 12.A. through 12.N. The vote was the following:

Ayes: Mayor Mike Foreman, Mayor Pro Tem John Ellisor, Councilmember Sally Branson, Councilmember Trish Hanks, Councilmember Robert J. Griffon, and Councilmember Joe Matranga

Nays: None

Absent: Councilmember Michael P. Ross

The Consent Agenda passed.

- A. Consider a resolution authorizing the City Manager to execute an Advance Funding Agreement with the Texas Department of Transportation for a Surface Transportation Block Grant Project related to the Sunset Drive Signal Improvements Project.**

RESOLUTION NO. R2025-30

A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AUTHORIZING AN ADVANCE FUNDING AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR A SURFACE TRANSPORTATION BLOCK GRANT PROJECT RELATED TO THE SUNSET DRIVE SIGNAL IMPROVEMENTS PROJECT; AND PROVIDING FOR THE EFFECTIVE DATE.

- B. Consider a resolution authorizing the City Manager to execute an Advance Funding Agreement with the Texas Department of Transportation for a Surface Transportation Block Grant Project related to the Intersection Improvements at FM 518 & FM 528 Project.**

RESOLUTION NO. R2025-31

A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AUTHORIZING AN ADVANCE FUNDING AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR A SURFACE TRANSPORTATION BLOCK GRANT PROJECT RELATED TO THE INTERSECTION IMPROVEMENTS AT FM 518 & FM 528 PROJECT; AND PROVIDING FOR THE EFFECTIVE DATE.

- C. Consider a resolution amending Resolution No. R2025-01 to authorize additional local funds for the Community Development Block Grant (CDBG) Annalea Neighborhood Improvements Project.**

RESOLUTION NO. R2025-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AMENDING RESOLUTION NO. R2025-01 IN ORDER TO COMMIT ADDITIONAL LOCAL FUNDS IN THE AMOUNT NOT TO EXCEED ELEVEN THOUSAND NINE HUNDRED EIGHTY AND NO/100 DOLLARS (\$11,980.00) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT ANNALEA NEIGHBORHOOD IMPROVEMENTS PROJECT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

- D. Consider approving the purchase of emergency medical supplies from Life Assist Inc., and Bound Tree Medical, LLC, through the Texas Local Government Purchasing Cooperative (BuyBoard) Contract Nos. 698-23 and 704-23.**
- E. Consider authorizing a Memorandum of Renewal of the Fire and Rescue Services Agreement with the Friendswood Volunteer Fire Department for the second one-year extension term.**
- F. Consider authorizing a Memorandum of Understanding with Collaborative Operations for Regional Emergencies (C.O.R. E. Institute) for communication, coordination and resource sharing.**
- G. Consider authorizing the purchase of twenty (20) mobile terminal units with all related appurtenances from CDW Government for the Friendswood Police Department using DIR Contract No. DIR-CPO-4547.**
- H. Consider approving the purchase of a new Teens' Playground at Centennial Park from fun abounds, inc., through the Texas Local Government Purchasing Cooperative (BuyBoard).**
- I. Consider approving the disposal of four (4) Public Works vehicles through Public Surplus Auction.**
- J. Consider approving the disposal of two (2) Police Department vehicles through EBlock Houston.**
- K. Consider accepting the First Baptist Church Infrastructure Improvements Project and authorizing the commencement of the contractor's one-year maintenance period.**
- L. Consider accepting the 2023 Tank Rehabilitation Project to CFG Industries, LLC, and authorizing the commencement of the contractor's one-year maintenance period.**

M. Consider approving the ad valorem tax report for July 2025.

N. Consider approving the minutes of the City Council and Friendswood Benefit Trust Joint Meeting held on August 4, 2025.

4. ADJOURNMENT

With there being no further business, Mayor Foreman adjourned the September 8, 2025, City Council Regular Meeting at 6:31 P.M.

Mike Foreman, Mayor

Attest:

Raquel Martinez, TRMC, City Secretary