



**Friendswood Downtown Economic Development Corporation (FDEDC)
Meeting of the Board of Directors
Meeting Minutes of June 19, 2018
Friendswood Public Library, Meeting Room
416 S. Friendswood Drive, Friendswood, Texas 77546**

1. Call to order and roll call of Board Members

The meeting was called to order at 4:05 p.m. with a quorum present.

Present: President - Ron Cox, Vice President – Alton Todd, Arden “Trey” Hill, Dr. Patrick McGinnis, and Paul Marx.

Absent: Dr. Rebecca Hillenburg and Elmer “Bubba” Johnson

Staff members present: Karen Capps and City Attorney - Mary Kay Fischer

Also present: Lauren Griffith – Lauren Griffith Associates; Fiona McGettigan, Alan Krathaus, and Sicily Dickenson – Core Design Studio; and resident - Philip Ratisseau.

2. Citizen comments

Phil Ratisseau stated that numerous people that he spoke with were surprised with the survey results regarding the number of residents who live outside the city that responded. Lauren Griffith clarified that during the first public meeting, the information was misstated, and that the accurate count was only three percent of survey respondents who live outside of the city of Friendswood.

3. Closed Executive Session

The Board convened into Executive Session at 4:09 p.m. with the City Attorney to seek advice on matters subject to the attorney-client privilege.

4. Reconvene into Open Session

The Board reconvened into open session at 4:24 p.m.

5. Consider and take action on approval of minutes

Alton Todd made a motion to approve the May 8 and June 7, 2018 meeting minutes, second by Dr. Pat McGinnis. All in favor, motion carried unanimously.

6. Discussion and possible action regarding the Downtown Improvement Plan

Lauren Griffith gave an overview of the first public meeting that was held on June 7. Her team gave a presentation in the Council Chambers that included a summary of the Downtown Survey results and comments that were received during stakeholders’ meetings along with preliminary ideas for future improvement projects. After the presentation, the consultant team met in the lobby of City Hall to speak with participants. Ms. Griffith said that each public meeting will build upon the previous meeting by incorporating citizen comments and further defining concepts. The next meeting will be on July 26 and the final public meeting will be held on August 23, both at Friendswood City Hall. She also spoke about possible grant funding through TIP funding and said the team’s engineers could help with grant writing. The TIP grant is funded at 80 percent, with 20 percent local match.

Sicily Dickenson and Alan Krathaus of Core Design Studio gave a branding design report with three different branding concepts based on their review of the existing environment and understanding the community’s history and progress, getting to know the people and the legacy of the community through

various stakeholder group meetings, and understanding the desired future state of Downtown Friendswood. After review and discussion, the Board expressed their preference of Concept One, but would like to incorporate the tag line of Concept 2, as well as some of the quotes of Concept 3.

7. Discussion and possible action regarding the 2018-19 Annual Budget

The Board discussed the proposed 2018-19 Annual Budget. The beginning fund balance's estimate is \$442,507. Estimated sales tax revenue is \$485,000 with interest of \$2,000. Proposed expenses are \$2,000 for administrative expenses, \$811,507 in capital improvements, \$100,000 for contract services, and \$16,000 for City staffing services. Arden "Trey" Hill made a motion to approve the budget, second by Dr. Pat McGinnis. All in favor, motion carried.

8. Financial report

Karen Capps reported that May sales tax revenue was \$54,340 and interest earnings of \$323. Expenditures were \$1,458 for the monthly staff services agreement. The ending fund balance as of May 31, 2018 was \$296,140.

9. Staff updates

Karen Capps provided a status report on the Project Poles and Wires Phase II project stating that AT&T stated that the poles and wires will be removed by the end of the month. She also mentioned that Tannos Construction broke ground two weeks ago on the four-story building downtown located at 505 S. Friendswood Drive. Derek Maetzold, CEO and Founder of Castle Biosciences, Incorporated is a downtown business that is featured as the City's Live Here Work Here business for the second quarter of this year.

10. Member Comments

President Ron Cox stated that next month's meeting will be the Board's annual meeting with election of officers.

11. Future meeting dates

Tuesday – July 10

12. Adjournment

With no further business to discuss, the meeting was adjourned at 6:05 p.m.

Patrick McGinnis, FDEDC Secretary/Treasurer