



City of Sugar Land

Tax Increment Reinvestment Zone 4 Agenda

Sugar Land City Hall
2700 Town Center
Boulevard North
Sugar Land, TX 77479

Monday, September 15, 2025

Tax Increment Reinvestment Zone 4 Meeting
Cane Room 161

4:00 PM

AMENDED

I. Attention

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://youtube.com/live/svqSeqMuLG4?feature=share>

II. Call to Order

III. Public Comment

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

IV. Orientation

A. BOARD ORIENTATION

Review of and discussion on purpose, roles, responsibilities, and functions of the Tax Increment Reinvestment Zone No. Four Board of Directors.

Colby Millenbruch, Business Recruitment Manager, Jessica Huble, Assistant Director of Redevelopment

V. Election of Officers

A. ELECTION OF OFFICERS

Consideration of and action on election of Vice-Chairman, Secretary, and other officers as deemed necessary.

Colby Millenbruch, Business Recruitment Manager

VI. Annual Ethics Training

A. ANNUAL ETHICS TRAINING

Receive training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of city officials.

Meredith Riede, City Attorney

VII. Budget

A. FISCAL YEAR BUDGET AMENDMENT AND ADOPTION

Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget.

ShaLae Steadman, Director of Budget

VIII. Adjournment

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the city secretary, (281) 275-2730. Requests for special services must be received 48 hours prior to the meeting time. Reasonable accommodations will be made to assist your needs.

The agenda and supporting documentation is located on the [City Website](#)

Posted on this 12th day of September 2025 at 9:30 a.m.



Tax Increment Reinvestment Zone 4 Agenda Request

September 15, 2025

Agenda Request No: IV.A.

Agenda of: Tax Increment Reinvestment Zone 4 Meeting

Initiated by: Colby Millenbruch, Business Recruitment Manager

Presented by: Colby Millenbruch, Business Recruitment Manager, Jessica Huble, Assistant Director of Redevelopment

Responsible Department: Economic Development

Agenda Caption:

BOARD ORIENTATION

Review of and discussion on purpose, roles, responsibilities, and functions of the Tax Increment Reinvestment Zone No. Four Board of Directors.

Recommended Action:

Receive and discuss Tax Increment Reinvestment Zone No. Four annual orientation for 2025.

Executive Summary:

The purpose of Tax Increment Reinvestment Zone No. Four (TIRZ 4) annual orientation is to familiarize the Board Members with the purposes, roles, and functions of the Zone as well as their duties and responsibilities as Board Members. Annual orientation is required for all Board Members by City Council Resolution No. 15-24, which established procedures for all City Boards.

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

None



Tax Increment Reinvestment Zone 4 Agenda Request September 15, 2025

Agenda Request No: V.A.

Agenda of: Tax Increment Reinvestment Zone 4 Meeting

Initiated by: Colby Millenbruch, Business Recruitment Manager

Presented by: Colby Millenbruch, Business Recruitment Manager

Responsible Department: Economic Development

Agenda Caption:

ELECTION OF OFFICERS

Consideration of and action on election of Vice-Chairman, Secretary, and other officers as deemed necessary.

Recommended Action:

Elect officers for Tax Increment Reinvestment Zone No. Four for 2025 - including Vice-Chairman, Secretary, and other officers as the Board sees fit.

Executive Summary:

Per Ordinance No. 1807, which amends language in Ordinance No. 1768 that created the Zone, the City Council has authorized the Board to elect a Vice-Chairman, Secretary, and any other officers the Board sees fit from its members. City Council reserves the right to annually appoint a member to serve as Chairman. Mr. Greg Stirman was appointed to serve as such for a term ending December 31, 2026.

The Vice-Chairman and Secretary positions were last elected in September 2024, with the Board selecting Ms. Jennifer Raymond as Vice-Chairman and Ms. Pamela Gubbels as Secretary.

In accordance with the rules and procedures approved by the Board in July 2011, the role of the Chairman is to preside over meetings of the Board and sign all documents requiring execution on the Board's behalf. The Vice-Chairman performs these duties in the Chairman's absence. Finally, the Secretary provides attestation or signature to any necessary documents.

Staff recommends the Board elect a Vice-Chairman, Secretary, and any other officers they see fit.

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

None



Tax Increment Reinvestment Zone 4 Agenda Request

September 15, 2025

Agenda Request No: VI.A.

Agenda of: Tax Increment Reinvestment Zone 4 Meeting

Initiated by: Ashley Newsome, Deputy City Clerk

Presented by: Meredith Riede , City Attorney

Responsible Department: Legal

Agenda Caption:

ANNUAL ETHICS TRAINING

Receive training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of city officials.

Recommended Action:

Executive Summary:

Budget

Expenditure Required: n/a

Current Budget: n/a

Additional Funding: n/a

Funding Source: n/a

Account Number (ORG-OBJ-Project): n/a

Attachments

None



Tax Increment Reinvestment Zone 4 Agenda Request **September 15, 2025**

Agenda Request No: VII.A.

Agenda of: Tax Increment Reinvestment Zone 4 Meeting

Initiated by: Mike Martinez, Budget Manager

Presented by: ShaLae Steadman, Director of Budget

Responsible Department: Budget

Agenda Caption:

FISCAL YEAR BUDGET AMENDMENT AND ADOPTION

Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget.

Recommended Action:

Staff recommends the Board amend the Fiscal Year 2025 budget to projections and approve the Fiscal Year 2026 Budget as proposed.

Executive Summary:

Each year the TIRZ No. 4 Board will adopt a budget for the upcoming fiscal year, which runs from October 1 to September 30. The budget is presented to the Board for consideration upon receipt of the certified incremental values and proposed tax rates for each participating entity.

Fiscal Year 2025

The Zone is anticipated to bring in revenues of \$1,899,613 for FY25, which is \$24,956 lower than budgeted. This includes \$1,549,613 in incremental taxes with an estimated \$350,000 in interest income. Expenditures are projected at \$16,433, which is \$50,000 less than budgeted, capturing a reduction to financial and legal services and aligning administrative support transfers with General Fund estimates. There have been no incurred financial or legal service expenses fiscal year to date. This leaves an ending fund balance of \$11,332,591, which is \$25,044 higher than budgeted.

Fiscal Year 2026

Revenues for FY26 are estimated based on the proposed tax rates for each participating entity and the tax rolls from the Fort Bend Central Appraisal District, including any abatements and exemptions. Total revenues are estimated at \$2,233,422, including interest income. The FY26 property tax revenues are based on the following incremental values and tax rates:

Taxing Entity	Total Approved Net Assessed Value	Base Value	Incremental Value	Proposed Tax Rate	Participation Rate	Tax Increment at 99.5%
City of Sugar Land	\$407,288,093	\$21,523,297	\$385,764,796	0.36321	50%	\$697,065
Fort Bend County	\$407,288,093	\$72,152,791	\$335,135,302	0.42200	50%	\$703,600
MUD 138	\$213,035,590	\$10,527,513	\$202,508,077	0.36321*	50%	\$365,926
MUD 139	\$75,626,339	\$10,970,488	\$64,655,851	0.36321*	50%	\$116,831
Total Increment						\$1,883,422

**MUD 138 and MUD 139 contributions to the Zone are equal to the amount collected on one half of the City's tax rate.*

Proposed expenditures for FY26 total \$51,367, of which \$50,000 is allocated towards legal and financial support services and \$1,367 allocated towards administrative support services. The FY26 proposed budget estimates an ending fund balance of \$13,514,646.

Staff recommends the approval of amending the FY25 budget to projections and the recommendation of the Fiscal Year 2026 budget to City Council as proposed. Following approval by the Board, in accordance with the TIRZ No. 4 creation ordinance, the budget must be approved by City Council before it becomes effective.

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

1. 703 - FY26 TIRZ4 Income Statement

**CITY OF SUGAR LAND
TAX INCREMENT REINVESTMENT ZONE No. 4
INCOME STATEMENT**

	FY24 Actuals	FY25 Current Budget	FY25 Projections	FY26 Base Budget	FY26 Changes	FY26 Budget
REVENUES						
Incremental Property Taxes- City	\$ 552,335	\$ 605,427	\$ 563,928	\$ 697,065	\$ -	\$ 697,065
Incremental Property Taxes- FB County	579,267	606,182	556,600	703,600	-	703,600
Incremental Property Taxes- FB MUD 138	327,442	354,659	320,784	365,926	-	365,926
Incremental Property Taxes- FB MUD 139	71,662	108,301	108,301	116,831	-	116,831
Interest Income	435,798	250,000	350,000	350,000	-	350,000
Total Revenues	1,966,503	1,924,569	1,899,613	2,233,422	-	2,233,422
EXPENDITURES						
Support Services	-	50,000	-	50,000	-	50,000
Support Services- Admin Support	39,307	16,433	16,433	1,367	-	1,367
Total Expenditures	39,307	66,433	16,433	51,367	-	51,367
Revenues Over/(Under) Expenditures	1,927,196	1,858,136	1,883,180	2,182,055	-	2,182,055
Fund Balance - Beginning	7,522,215	9,449,411	9,449,411	11,332,591	-	11,332,591
Fund Balance - Ending	\$ 9,449,411	\$ 11,307,547	\$ 11,332,591	\$ 13,514,646	\$ -	\$ 13,514,646