City of Sugar Land

City Council Agenda

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

Tuesday, October 7, 2025
City Council Meeting
City Council Chamber
5:30 PM

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://www.sugarlandtx.gov/1238/SLTV-16-Live-Video or https://www.youtube.com/user/SugarLandTXgov/live. Sugar Land Comcast/Xfinity Cable Subscribers can also tune-in on Channel 16.

II. Call to Order

III. Invocation

Councilmember Sanjay Singhal

IV. Pledges of Allegiance

Councilmember Sanjay Singhal

V. Recognition

A. FIRE PREVENTION MONTH
OCTOBER 2025
Mark Campise, Chief of Fire-EMS

B. CODE COMPLIANCE MONTH
OCTOBER 2025
Nicole Guevara, Assistant Director of Neighborhood Services

VI. 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.

VII. 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. **<u>MINUTES</u>**
Consideration of and action on the minutes of the September 16, 2025 meeting.
Linda Mendenhall, City Clerk

B. **<u>CONTRACT WITH FIKES WHOLESALE, INC.</u>**
Consideration of and action on authorization of a contract with Fikes Wholesale, Inc. for the purchase and delivery of gasoline and diesel fuel for Fiscal Year 2026, in an amount not to exceed $1,500,000.00 utilizing Cooperative Agreement No. 22-001 through Fort Bend County.
Shahid Ali, Fleet Administrator

C. **<u>PURCHASE OF VEHICLES THROUGH TIPS USA CONTRACT</u>**
Consideration of and action on authorizing the purchase of four (4) Chevrolet Tahoe's for the Fire Department from Lake Country Chevrolet, utilizing the Texas Interlocal Purchasing System (TIPS USA) Contract No. 240901 – Transportation Vehicles, in the amount of $221,809.
Shahid Ali, Fleet Administrator

D. **<u>CONTRACT WITH BOUND TREE MEDICAL, LLC.</u>**
Consideration of and action on authorization of a contract with Bound Tree Medical, LLC, in the amount of $230,000.00 through the BuyBoard Cooperative Purchasing Contract No. 704-23, for the purchase of emergency medical supplies and equipment for Fiscal Year 2026.
Mark Campise, Chief of Fire-EMS

E. **<u>CONTRACT WITH IMPACT PROMOTIONAL SERVICES, LLC.</u>**
Consideration of and action on authorization of a contract with Impact Promotional Services, LLC, dba Got You Covered Work Wear & Uniforms, in the amount of $125,000.00, through BuyBoard Contract No. 773-25, for the purchase of new and replacement uniforms for Fire Department personnel in Fiscal Year 2026
Mark Campise, Chief of Fire-EMS

F. **<u>CONTRACT WITH CEDROS PAVING SERVICES, LLC.</u>**
Consideration of and action on authorization of a construction contract with Cedros Paving Services, LLC, in the amount not to exceed $150,000.00, for Fiscal Year 2026 bridge rehabilitation and maintenance, to address deficiencies identified in TxDOT bridge inspections
Ryon Bell, Streets and Drainage Manager

G. **<u>CONTRACT WITH CEDROS PAVING SERVICES, LLC.</u>**
Consideration of and action on authorization of a construction contract with Cedros Paving Services, LLC, in the amount of $300,000.00, funded through the Public Works Stormwater Operations and Maintenance budget, with the option to renew for four (4) additional one-year terms, for a total contract amount not to exceed $1,500,000.00, for drainage rehabilitation and maintenance.
Ryon Bell, Streets and Drainage Manager

H. **<u>CONTRACT WITH LAKE COUNTRY CHEVROLET THROUGH TIPS USA</u>**
Consideration of and action on authorizing a not-to-exceed contract with Lake Country Chevrolet in the amount of $500,000, utilizing the Texas Interlocal Purchasing System (TIPS USA) Contract No. 240901 – Transportation Vehicles, providing the City with purchasing power and flexibility to support new programs

through grant funding and contract policing vehicle needs.
Shahid Ali, Fleet Administrator

I. **CONTRACT WITH TYLER TECHNOLOGIES, INC.**
Consideration of and action on authorization of an expenditure with Tyler Technologies, Inc., in the amount of $404,138.99 for the renewal of software maintenance and support services for the City's Enterprise Resource Planning system for FY26.
Steve Budny, Director of IT, Data, and Security

J. **ACCEPTANCE OF TRAFFIC SAFETY GRANT FUNDING FROM TXDOT**
Consideration of and action on acceptance of FY26 Traffic Safety Grant funding from TxDOT in the total amount of $90,990, including $74,140 for STEP COMP and $16,850 for STEP CMV, to support traffic enforcement initiatives.
Joe Carter, Police Captain

K. **CONTRACT WITH CIGNA HEALTH AND LIFE INSURANCE COMPANY**
Consideration of and action on authorization of the final renewal of a multi-year contract with CIGNA Health and Life Insurance Company, in the amount of $1,127,689.00, for the period January 1, 2026 through December 31, 2026, for the Self-Funded Group Medical Plans, Fully Insured Group Dental Plans, and Voluntary Vision Insurance.
Paula J. Kutchka, Director of People & Culture

L. **CONTRACT WITH OCHS, INC. AND SYMETRA LIFE INSURANCE COMPANY**
Consideration of and action on authorization of the final renewals of a multi-year contract with OCHS, Inc., in the amount of $62,950.00, for life insurance, supplemental and dependent life, and accidental death and dismemberment coverages; and a multi-year contract with Symetra Life Insurance Company, in the amount of $281,380.00, for short-term and long-term disability coverages, for the period of January 1, 2026 through December 31, 2026.
Paula J. Kutchka, Director of People & Culture

M. **CONTRACT WITH GOWAN/GARRETT, INC.**
Consideration of and action on the authorization of a contract between the City of Sugar Land and Gowan/Garrett, Inc., in the amount of $329,076.00 for FY26 HVAC Preventative Maintenance and on-call repair services.
David E. Brown, Facilities Services Manager

N. **CONTRACT WITH GALLS, LLC.**
Consideration of a Purchase Order with Galls, LLC., in the amount of $140,000 through Buy Board Contract No. 773-25 for the procurement of Police Department uniforms, tools, and accessories, with funding available in the FY26 Police Department operating budget.
Jesse Huang, Police Captain

O. **TEXAS MUNICIPAL LEAGUE NOMINATION**
Consideration of and action on casting a vote for Sally Branson for the Region 14 Director of the Texas Municipal League Board of Directors for a one-year term.
Carol McCutcheon, Mayor

P. **AGREEMENT WITH GMSTEK, LLC**
Consideration of and action on authorization of Amendment No. 1 to Agreement with GMSTEK, LLC, clarifying pricing and term provisions, and authorizing continuation of the Agreement for a total amount of $363,311.17, for GlobalSelect at Sugar Land Regional Airport as the Point of Sale software.
Maria Barroso, Customer Experience Manager

Q. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-44**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE HOUSTON-GALVESTON AREA COUNCIL FOR FY26/27 SOLID WASTE IMPLEMENTATION PROGRAM; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT.
Christian Eubanks, Environmental Manager

R. **FISCAL YEAR 2025 PROJECTIONS AMENDMENT AND ADOPTION OF FISCAL YEAR 2026 BUDGET - TIRZ 3**
Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget for Tax Increment Reinvestment Zone Three.
Justyn Mejorado, Assistant Director of Budget

S. **FISCAL YEAR 2025 PROJECTIONS AMENDMENT AND ADOPTION OF FISCAL YEAR 2026 BUDGET - TIRZ 4**
Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget for Tax Increment Reinvestment Zone Four.
Justyn Mejorado, Assistant Director of Budget

VIII. Adjournment

The Mayor and City Council reserve the right, upon motion, to suspend the rules to consider business out of the posted order. In addition to any Executive Session listed above, the City Council reserves the right to adjourn into Executive Session at any time during this meeting for the purpose of consultation with the Attorney as authorized by Texas Government Code Sections 551.071 to discuss any of the matters listed above.

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 under meeting agendas.

Posted on this 1st day of October 2025 at 3:30 p.m.

City Council Agenda Request
October 7, 2025

Agenda Request No: V.A.

Agenda of: City Council Meeting

Initiated by: Tracey Siu, Fire/EMS Administrator

Presented by: Mark Campise, Chief of Fire-EMS

Responsible Department: Fire

Agenda Caption:
FIRE PREVENTION MONTH
OCTOBER 2025

Recommended Action:
Recognize October 2025 as Fire Prevention Month

Executive Summary:
The Sugar Land Fire Department will observe Fire Prevention Week from October 5–11, 2025. In recognizing the critical importance of fire safety, we're extending our observance throughout the entire month of October.

The theme for 2025 is Charge into Fire Safety: Lithium-Ion Batteries in Your Home. This campaign highlights how important it is to buy, charge, and recycle lithium-ion batteries safely. Most of the electronics we use in our homes every day, smartphones, tablets, power tools, lawn tools, laptops, headphones, and toys, to name just a few, are powered by lithium-ion batteries. If not used correctly or if damaged, lithium-ion batteries can overheat, start a fire, or even explode. This year's Fire Prevention Week campaign helps people understand the importance of using these batteries correctly to prevent fires in the home and to follow the Buy, Charge, and Recycle Safely approach.

To support the citizens of Sugar Land, the Fire Department will provide essential fire safety tips through videos, messaging, and graphics on YouTube, social media, and the department's website. We remain committed to delivering fire safety presentations in schools and throughout the community. By working together, we can ensure that every home is aware of the potential dangers of lithium-ion batteries, how to care for them, reduce the risk of fire-related tragedies, and create a safer city for all.

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

City Council Agenda Request
October 7, 2025

Agenda Request No: V.B.

Agenda of: City Council Meeting

Initiated by: Nicole Solis, Assistant Director of Neighborhood Services

Presented by: Nicole Guevara, Assistant Director of Neighborhood Services

Responsible Department: Public Works

Agenda Caption:
CODE COMPLIANCE MONTH
OCTOBER 2025

Recommended Action:
Recognize October 2025 as Code Compliance Month

Executive Summary:
The City of Sugar Land proudly recognizes October as Code Compliance Month, honoring the essential contributions of our Code Enforcement Officers. These dedicated public servants play a critical role in safeguarding health and safety, preserving property values, and enhancing the overall quality of life for all who live, work, and visit our community. Through the enforcement of local codes and ordinances, combined with a commitment to education and outreach, the Code Enforcement Division upholds the standards that maintain Sugar Land as a safe, clean, and welcoming place.

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

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.A.

Agenda of: City Council Meeting

Initiated by: Justin Perez

Presented by: Linda Mendenhall, City Clerk

Responsible Department: City Clerk's Office

Agenda Caption:
MINUTES
Consideration of and action on the minutes of the September 16, 2025 meeting.

Recommended Action:
Consideration of and action on the minutes of the September 16, 2025 meeting.

Executive Summary:
Consider the minutes of the September 16, 2025 meeting

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. 9.16.25 CC Meeting Minutes

City of Sugar Land

City Council Minutes

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

Tuesday, September 16, 2025
City Council Meeting Minutes
City Council Chamber
5:30 PM

I. Attention

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II. Call to Order

QUORUM PRESENT

Suzanne Whatley, Stewart Jacobson, Rick Miller, Sanjay Singhal, Jim Vonderhaar, and Carol McCutcheon were present. Robert Boettcher attended virtually.

III. Invocation

Councilmember Suzanne Whatley

IV. Pledges of Allegiance

Councilmember Suzanne Whatley

V. Recognition

A. NATIONAL FOOD SAFETY AWARENESS MONTH
SEPTEMBER 2025
Nicole Guevara, Assistant Director of Neighborhood Services

B. GOVERNMENT FINANCE OFFICERS ASSOCIATION
FISCAL YEAR 2025 DISTINGUISHED BUDGET PRESENTATION AWARD
ShaLae Steadman, Director of Budget

C. ROBO SAPIENS- FIRST TECH CHALLENGE
Carol McCutcheon, Mayor

VI. Public Comment

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The following members of the public addressed the Council. Joe Quinn, Ketkic (Kathy) Shah, Ashok Dasgupta, Anna Lykoudis, Barbara Willy, Jessie Matthew, Sumita Ghosh, Manika Sethe, and Anand Pinto spoke on agenda items IX.A and B.

VII. Consent Agenda

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A. **MINUTES**
Consideration of and action on the minutes of the September 2, 2025 meeting.
Linda Mendenhall, City Clerk

A motion to **Approve the consent agenda items A-C and E-G,** was made by Suzanne Whatley and seconded by Jim Vonderhaar; the motion **Passed.**
Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

B. **CONTRACT WITH MCDONALD MUNICIPAL AND INDUSTRIAL**
Consideration of and action on the authorization of a construction contract with McDonald Municipal and Industrial, A Division of C.F. McDonald Electric, Inc., for the Well Rehabilitation project for the rehabilitation of the Motor Control Centers (MCCs) at the Thompson Chapel Ground Water Plant, CIP CWA2405, for $626,469.00.
Jonathan Braun, Assistant City Engineer

C. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2384:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, APPROVING AND ADOPTING THE 2026 SERVICE PLAN; THE 2025 ASSESSMENT ROLL; AND LEVYING ASSESSMENTS FOR THE 2025 CALENDAR YEAR FOR PROPERTY LOCATED IN THE PARK AT ELDRIDGE PUBLIC IMPROVEMENT DISTRICT.
ShaLae Steadman, Director of Budget

D. **APPOINTMENTS TO THE FIRST COLONY DISTRICT BOARD OF DIRECTORS**
Consideration of and action on the appointment of Barkley Peschel, Miranda Cartwright, Don Janssen, Karen Clark, Kolbe Curtice, Anas Maguz and Michael Garcia for terms expiring June 1, 2029, to the First Colony Management District.

Carol McCutcheon, Mayor

A motion to **Approve the appointments to the First Colony District Board of Directors**, was made by Robert Boettcher and seconded by Rick Miller, the motion **Passed**.
Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

E. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2385:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, GRANTING A CONDITIONAL USE PERMIT FOR THE EXPANSION OF AN EXISTING PRIVATE SCHOOL (FORT BEND CHRISTIAN ACADEMY) LOCATED AT 1201 LAKEVIEW DRIVE AND 1250 SEVENTH STREET, WITHIN A BUSINESS OFFICE (B-O) ZONING DISTRICT; AND REPEALING ORDINANCE NO. 1317.
Jessica Echols, Senior Planner

F. Consideration of and action on **CITY OF SUGARLAND RESOLUTION NO. 25-41:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, DETERMINING THAT THE CONSTRUCTION MANAGER-AT-RISK PROCUREMENT METHOD PROVIDES THE BEST VALUE FOR THE CONSTRUCTION OF PHASE 3 OF THE PUBLIC SERVICE TRAINING FACILITY.
Lane Wolf, Senior Manager Vertical Construction

G. **RATIFICATION OF A JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES**
Consideration of and action on ratification of a Joint Election Agreement and Contract for Election Services with Fort Bend County Elections in the amount of $166,446.53 for expenses incurred for the May 3 and June 7, 2025, General, Special, Charter, and Runoff Elections.
Linda Mendenhall, City Clerk

H. **RATIFICATION OF EXPENDITURES WITH AMERICAN GENERATOR SERVICES NA**
Consideration of and action on ratification of expenditures with American Generator Services NA, in the amount of $132,353.37 for emergency repair to the Police Department generator.
David Brown, Facilities Services Manager

VIII. Ordinances and Resolutions

A. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2382:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING A REVISED FEE SCHEDULE BY AMENDING CHAPTER 2, ARTICLE V, DIVISION 4 (FEES FOR VARIOUS CITY SERVICES), CHAPTER 5, ARTICLE VIII, DIVISION 3 (RATES AND CHARGES), SECTIONS 5-246-5-265 AND CHAPTER 5, ARTICLE

VIII, DIVISION 12 (MUNICIPAL DRAINAGE UTILITY SYSTEM), SECTION 5-413 OF THE CODE OF ORDINANCES, AND OTHER MATTERS RELATED THERETO.
ShaLae Steadman, Director of Budget

ShaeLae Steadman, Director of Budget, gave a presentation, made comments, and answered questions from the Board.
A motion to **Approve the second reading of Ordinance No. 2382**, was made by Sanjay Singhal and seconded by Jim Vonderhaar; the motion **Passed**.
Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

IX. Budget

A. **FIRST AND FINAL CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2388:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; APPROPRIATING THE SUMS AS SET FORTH THEREIN; ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM 2026 – 2030; AND ADOPTING A COMPENSATION PLAN.
ShaLae Steadman, Director of Budget

ShaeLae Steadman, Director of Budget, gave a presentation, made comments, and answered questions from the Board.
A motion to **Approve the first and final reading of Ordinance No. 2388**, was made by Carol McCutcheon and seconded by Suzanne Whatley; the motion **Passed**.
Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

B. **FIRST AND FINAL CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2387:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, LEVYING A PROPERTY TAX RATE FOR THE YEAR 2025; AND DIRECTING THE TAX ASSESSOR-COLLECTOR TO ASSESS, ACCOUNT FOR, AND DISTRIBUTE THE PROPERTY TAXES AS HEREIN LEVIED.
ShaLae Steadman, Director of Budget

ShaeLae Steadman, Director of Budget, gave a presentation, made comments, and answered questions from the Board.
Mayor McCutcheon made an amended motion to approve the property tax rate at 0.358827, which is effectively a 1.4 % decrease in the tax levy. Stewart Jacobson seconded the motion.
A motion to **Approve the first and final reading of Ordinance No. 2387 with an amendment to approve the property tax rate at 0.358827**, was made by Carol McCutcheon and seconded by Stewart Jacobson; the motion **Passed**.
Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

X. City Council and City Manager Reports

In accordance with Texas Government Code section 551.0415, City Council Members and the City Manager may provide reports on items of community interest. No action, consideration or discussion will occur regarding these reports.

Mayor McCutcheon and the City Council gave comments and reported on events and activities attended. Michael Goodrum, City Manager, gave comments and reported on events and activities attended.

XI. Adjournment

A motion to **Adjourn at 6:58 p.m.**, was made by Sanjay Singhal and seconded by Carol McCutcheon; the motion **Passed**.
Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

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Linda Mendenhall, City Clerk

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.B.

Agenda of: City Council Meeting

Initiated by: Shahid Ali, Fleet Administrator

Presented by: Shahid Ali, Fleet Administrator

Responsible Department: Fleet - Division

Agenda Caption:
CONTRACT WITH FIKES WHOLESALE, INC.
Consideration of and action on authorization of a contract with Fikes Wholesale, Inc. for the purchase and delivery of gasoline and diesel fuel for Fiscal Year 2026, in an amount not to exceed $1,500,000.00 utilizing Cooperative Agreement No. 22-001 through Fort Bend County.

Recommended Action:
Authorize the execution of a contract with Fikes Wholesale, Inc., in an amount not to exceed $1,500,000.00 for Fiscal Year 2026, for the purchase and delivery of gasoline and diesel fuel for City operations, utilizing Cooperative Agreement No. 22-001 through Fort Bend County.

Executive Summary:
The Fleet Services Division is responsible for procuring the City's gasoline and diesel fuel to support City operations, including public safety, public works, parks, and other essential services. Fuel is a critical resource for maintaining uninterrupted City services, particularly during emergency operations.

Historically, the City of Sugar Land has procured fuel through cooperative purchasing agreements, allowing the City to secure competitive pricing and ensure continuity of supply. Fikes Wholesale, Inc. has served as the City's fuel vendor for the past five years, demonstrating consistent reliability, competitive pricing, and a satisfactory record of performance.

In Fiscal Year 2025, the City's total fuel expenditure was approximately $900,000.00. Based on anticipated operational needs, potential market fluctuations in fuel pricing, and the possibility of increased consumption during emergency events, staff recommend authorizing a contract amount not to exceed $1,500,000.00 for Fiscal Year 2026. This amount provides budgetary flexibility while ensuring adequate supply availability.

Funding for this contract is allocated within each department as an approved operating budget for fiscal year 2026.

PROCUREMENT PROCESS
The proposed contract will be executed using Cooperative Agreement No.22-001 with Fort Bend County, in compliance with the Texas Local Government Code and City procurement policies. The cooperative purchasing method provides cost savings and efficiency by leveraging the purchasing power of multiple entities.

STAFF RECOMMENDATION
The Fleet Services Division recommends that the City Council authorize the execution of a contract with Fikes Wholesale, Inc., in an amount not to exceed $1,500,000.00 for Fiscal Year 2026, for the purchase and delivery of gasoline and diesel fuel, utilizing Cooperative Agreement No. 22-001 through Fort Bend County.

Budget

Expenditure Required: $1,500,000.00

Current Budget: Not to exceed $1,500,000.00

Additional Funding: N/A

Funding Source: Departmental Fuel Budget Accounts

Account Number (ORG-OBJ-Project): Departmental Fuel Budget

Attachments
1. Fikes HB-89
2. Fikes SB13
3. Fikes SB19
4. Fikes COI
5. Fikes Form 1295
6. Fikes Contract Signed
7. Form 1295

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.D.

Agenda of: City Council Meeting

Initiated by: Tracey Siu, Fire/EMS Administrator

Presented by: Mark Campise, Chief of Fire-EMS

Responsible Department: Fire

Agenda Caption:
CONTRACT WITH BOUND TREE MEDICAL, LLC.
Consideration of and action on authorization of a contract with Bound Tree Medical, LLC, in the amount of $230,000.00 through the BuyBoard Cooperative Purchasing Contract No. 704-23, for the purchase of emergency medical supplies and equipment for Fiscal Year 2026.

Recommended Action:
Sugar Land Fire Department recommends that City Council approve a contract with Bound Tree Medical, LLC, in the amount of $230,000.00 through the BuyBoard Cooperative Purchasing Contract No. 704-23, for the purchase of emergency medical supplies and equipment for Fiscal Year 2026.

Executive Summary:
The Sugar Land Fire Department (SLFD) relies on a steady supply of emergency medical products to support the delivery of high-quality pre-hospital care. To ensure best value and reliable delivery, Fire Department staff routinely evaluate multiple vendors and purchase vehicles. The use of a state cooperative purchase contract provides immediate accessibility and timely delivery of essential medical supplies and equipment, supporting uninterrupted service to the community. While Bound Tree Medical, LLC serves as the primary provider, the department also leverages other vendors when pricing is more efficient for specific items. This blended approach balances fiscal responsibility with operational readiness.

In Fiscal Year 2025, Bound Tree Medical, LLC supplied the Fire Department's medic units with a comprehensive range of critical EMS products, including:
* Medications
* I.V. Products & Syringes
* Airway & Oxygen Delivery Devices/Equipment
* Diagnostics
* Infection Control & PPE
* Splinting, Immobilization, & Wound Care

* Suction
* Trauma Care

The Fire Department anticipates purchasing the same categories of supplies in Fiscal Year 2026. Purchases are made through the BuyBoard Cooperative Purchasing Contract No. 704-23, which ensures the City receives competitive pricing. Funds for these purchases are allocated in the Fire Department's operating budget.

Utilizing BuyBoard's Cooperative Purchasing Contract No. 704-23 ensures streamlined procurement, timely access to inventory, and favorable pricing for critical supplies, while preserving flexibility to source certain products from other vendors when cost savings or availability become available.

Budget

Expenditure Required: $230,000

Current Budget: $230,000

Additional Funding: N/A

Funding Source: Fire Operating Budget

Account Number (ORG-OBJ-Project): 1018110-531000, 1018110-531002, 1018110-531004

Attachments

1. Bound Tree Medical_Renewal Notice Letter
2. Form 1295 Certificate 101423133 (1) (1)-Signed
3. HB-89 - Verification-Signed
4. SB-13 (STATE OF TEXAS SENATE BILL 13 VERIFICATION) Form (1)-Signed
5. SB-19 (STATE OF TEXAS SENATE BILL 19 VERIFICATION) Form (1)-Signed

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.E.

Agenda of: City Council Meeting

Initiated by: Tracey Siu, Fire/EMS Administrator

Presented by: Mark Campise, Chief of Fire-EMS

Responsible Department: Fire

Agenda Caption:
CONTRACT WITH IMPACT PROMOTIONAL SERVICES, LLC.
Consideration of and action on authorization of a contract with Impact Promotional Services, LLC, dba Got You Covered Work Wear & Uniforms, in the amount of $125,000.00, through BuyBoard Contract No. 773-25, for the purchase of new and replacement uniforms for Fire Department personnel in Fiscal Year 2026

Recommended Action:
Sugar Land Fire Department recommends that Mayor and City Council approve the purchase of new and replacement uniforms for department personnel in the amount of $125,000.00 with Impact Promotional Services, LLC (dba Got You Covered Work Wear & Uniforms) through BuyBoard contract No. 773-25.

Executive Summary:
Sugar Land Fire Department is seeking approval for a FY26 contract in the amount of $125,000.00 for on-duty uniforms and accessories for department personnel from Impact Promotional Services, LLC (dba Got You Covered Work Wear & Uniforms) through Buy Board contract No. 773-25.

Annually, department operations personnel are allotted a specific amount of funding to select and acquire the required pieces of uniform. This approval will provide capacity for 142 FTEs to be outfitted with new uniforms and uniforms for newly hired individuals who enter the organization in FY26. The FY26 budget allows for the purchase and replacement of daily duty wear, including but not limited to pants, shirts, belts, boots, and hats. Additionally, for FY26 this purchase approval will include Class A full dress uniforms for a portion of personnel holding the rank of Firefighter.

Sugar Land Fire Department recommends that the City Council approve the purchase of new and replacement uniforms for department personnel in the amount of $125,000.00 with Impact Promotional Services, LLC (dba Got You Covered Work Wear & Uniforms) through BuyBoard contract # 773-25.

Budget

Expenditure Required: 125,000

Current Budget: 125,000

Additional Funding: N/A

Funding Source: Fire Operating Budget

Account Number (ORG-OBJ-Project): 1018110-531010

Attachments

1. Sugarland SB-19 (STATE OF TEXAS SENATE BILL 19 VERIFICATION)
2. Sugarland HB-89 - Verification
3. Sugarland SB-13 (STATE OF TEXAS SENATE BILL 13 VERIFICATION) Form (1)
4. Got You Covered Work Wear and Uniforms - Contract # 773-25 Award Letter
5. Sugar Land Fire Dept Form 1295 Certificate-Impact Promotional Services, LLC

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.F.

Agenda of: City Council Meeting

Initiated by: Ryon Bell, Streets and Drainage Manager

Presented by: Ryon Bell, Streets and Drainage Manager

Responsible Department: Public Works

Agenda Caption:
CONTRACT WITH CEDROS PAVING SERVICES, LLC.
Consideration of and action on authorization of a construction contract with Cedros Paving Services, LLC, in the amount not to exceed $150,000.00, for Fiscal Year 2026 bridge rehabilitation and maintenance, to address deficiencies identified in TxDOT bridge inspections

Recommended Action:
Authorize the execution of a construction contract with Cedros Paving Services, for the Bridge Rehabilitation Contract in the amount of $150,000.00 with four additional renewal periods for a total of $750,000.00.

Executive Summary:
The City's Public Works Department maintains 90 bridges throughout the City of Sugar Land. Maintenance needs are identified by inspections conducted by the Texas Department of Transportation (TxDOT). TxDOT is required to perform an inspection of all bridges throughout the State every two (2) years, and the City receives a condition rating for each bridge. The condition rating is a comprehensive rating of the bridge and includes a rating for various bridge structures.

The most recent report identified 45 bridge structures needing some form of improvement. These improvements can be as minor as needing new signage, guardrail or delineation, to major repairs such as bridge deck joint repairs. All improvements identified must be completed to meet TxDOT's specifications and standards. Timely response to inspection findings is essential to avoid costly emergency repairs, prevent load restrictions, and reduce long-term maintenance costs. This annual bridge rehabilitation and maintenance contract allows the City to respond quickly and efficiently to inspection recommendations, without the need for separate procurement processes for each repair project. By having established unit prices for typical repair items, the City can streamline work authorization, control costs, and ensure quality through consistent contractor performance.

An Invitation to Bid was published on August 27, 2025, with proposals due on September 11, 2025, for a construction contract. Two (2) bids were received, and the following chart depicts the pricing. Cedros Paving Services is the apparent low bidder.

Bidding Agency	Date/Time Received	Bid Bond	Addendum (1)	Total Base Bid
Cedros Paving Services LLC	9/10/25 @ 9AM	Yes	Yes	$247,613.00
MC2 Civil LLC	9/11/25 @ 9:30AM	Yes	Yes	$856,250.00

This bid was for unit-priced items which allows the city to develop an annual scope of work based on the available budget each fiscal year. Funding of $150,000.00 is available in the Public Work's Operations and Maintenance budget. This allows the department to maximize the budgeted funds to address the highest priority needs to maintain the city's bridge structures at an acceptable level and avoid additional deterioration.

In accordance with Policy CO-110 Notification of Construction Impacts and Services Interruptions, the bridge rehabilitation and maintenance project is classified as Area-Wide Project. The bridge repairs will maintain at least one lane(s) open at all times for motorists and/or detours will be provided for traffic control. Notifications will be done by message boards and sent to HOA's directly impacted by the project, through the Communications Department. There will be no service interruptions.

The Public Works Department recommends that the City Council approve the bridge rehabilitation services contract with Cedros Paving Services in the amount of $150,000.00. The proposed agreement is structured as a one-year agreement with the option to automatically renew for four (4) additional one-year terms, with a total contract amount of $750,000.00.

Budget

Expenditure Required: $150,000.00

Current Budget: $150,000.00

Additional Funding: N/A

Funding Source: Public Works Street and Drainage Division Operations and Maintenance Budget

Account Number (ORG-OBJ-Project): 1013110 - 571045

Attachments

1. Annual Bridge Repair Contract - Signed
2. FORM 1295 - Signed
3. HB89 - Signed

4. SB13 - Signed
5. SB19 - Signed

CITY OF SUGAR LAND
STANDARD CONTRACT FOR CIVIL ENGINEERING CONSTRUCTION PROJECTS
(Not For Building Construction Projects)
(Rev. 8-13-24)

This City of Sugar Land Standard Contract for Civil Engineering Construction Projects (Contract) is made between the City of Sugar Land, Texas (City), and the Contractor. The City and the Contractor agree to the terms and conditions of this Contract, which consists of the following

I. Signatures
II. Summary of Contract Terms
III. Standard Contractual Provisions
IV. Contract Documents

I. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF SUGAR LAND	CONTRACTOR:
By:	By:
Name:	Name: Santos Reyes
Title:	Title: OWNER
Date:	Date: 09-17-2025

II. Summary of Contract Terms.

Project: Annual Bridge Repair and Maintenance, 2025-ITB-0056

Contractor: Cedros Paving Service, LLC

Name of Engineering Firm, if any: ______________________________

Name of Owner's Project Manager: ____________________________

Base Bid: $247,613.00 (reference only; payment limited to authorized work not to exceed Contract Price)

Alternate Bid Item Nos.: _________________

Total Alternate Bid Items Amount: $____________

Contract Price (Base Bid + Alternates): $750,000.00 ($150,000.00/year x 5 years), as may be adjusted by Change Orders

Effective Date of Contract: On the latest date of the dates executed by both parties

Termination Date: September 30, 2026

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.G.

Agenda of: City Council Meeting

Initiated by: Ryon Bell, Streets and Drainage Manager

Presented by: Ryon Bell, Streets and Drainage Manager

Responsible Department: Public Works

Agenda Caption:
CONTRACT WITH CEDROS PAVING SERVICES, LLC.
Consideration of and action on authorization of a construction contract with Cedros Paving Services, LLC, in the amount of $300,000.00, funded through the Public Works Stormwater Operations and Maintenance budget, with the option to renew for four (4) additional one-year terms, for a total contract amount not to exceed $1,500,000.00, for drainage rehabilitation and maintenance.

Recommended Action:
The Public Works Department recommends that the City Council authorize a contract between the City of Sugar Land and Cedros Paving Services in the amount of $300,000.00 for Annual Drainage Repair Services.

Executive Summary:
The Public Works Department is responsible for the maintenance of over 300 miles of storm sewer pipe, and over 20,000 storm sewer inlets and manholes. Sugar Land's storm sewer system is a critical component of the City's flood mitigation and public safety strategy. The network of inlets, pipes, culverts, and outfalls requires regular inspection, cleaning, and repair to maintain its ability to convey stormwater efficiently and prevent localized flooding. Over time, infrastructure is subject to deterioration from age, soil movement, heavy rainfall events, and traffic loads.

The annual drainage contract serves as a flexible tool to supplement in-house crews, enabling Public Works to address system deficiencies quickly and efficiently without going through a separate procurement process for each repair. The contract includes unit bid pricing for a wide range of common repair and replacement items, allowing staff to authorize work as needed within budget constraints, and provides an on-call resource for maintaining and improving the City's storm sewer infrastructure. Work includes tasks such as storm sewer removal and replacement, installation of reinforced concrete pipe (RCP) of various sizes, outfall repair, inlet adjustments, and other associated drainage improvements. This approach ensures continuity of service, reduces response time to drainage issues, and supports the City's commitment to protecting residents, property, and infrastructure from stormwater impacts.

An Invitation to Bid was published on August 27, 2025, with bids due on September 11, 2025, for a construction contract. Two (2) bids were received and the chart below depicts the bid pricing. Cedros Paving Services being the apparent low bidder.

Bidding Agency	Date/Time Received	Bid Bond	Addendum (1)	Total Base Bid
Cedros Paving Services LLC	9/10/2025 @ 9AM	Yes	Yes	$421,575.00
Total Contracting Limited	9/11/2025 @ 9:03AM	Yes	Yes	$666,400.00

This bid was for unit-priced items which allows the city to develop an annual scope of work based on the available budget each fiscal year. Funding of $300,000.00 is available in the Public Work's Stormwater Operations and Maintenance budget. This allows the department to maximize the budgeted funds to address the highest priority needs to maintain the city's drainage infrastructure at an acceptable level and avoid additional deterioration.

In accordance with Policy CO-110 Notification of Construction Impacts and Services Interruptions, the drainage rehabilitation services project is classified as Area-Wide Project. The repairs will maintain at least one lane(s) open at all times for motorists and/or detours will be provided for traffic control, as warranted. Notifications will be done by message boards and sent to HOA's directly impacted by the project, through the Communications Department. There will be no service interruptions.

The Public Works Department recommends that the City Council approve the drainage rehabilitation services contract with Cedros Paving Services in the amount of $300,000.00. The proposed agreement is structured as a one-year agreement with the option to automatically renew for four (4) additional one-year terms, with a total contract amount of $1,500,000.00.

Budget

Expenditure Required: $300,000.00

Current Budget: $300,000.00

Additional Funding: N/A

Funding Source: Public Works Stormwater Operations and Maintenance Budget

Account Number (ORG-OBJ-Project): 6259160 - 571065

Attachments

1. Annual Drainage Contract - Signed

2. FORM 1295 - Signed
3. HB89 - Signed
4. SB13 - Signed
5. SB19 - Signed

CITY OF SUGAR LAND
STANDARD CONTRACT FOR CIVIL ENGINEERING CONSTRUCTION PROJECTS
(Not For Building Construction Projects)
(Rev. 8-13-24)

This City of Sugar Land Standard Contract for Civil Engineering Construction Projects (Contract) is made between the City of Sugar Land, Texas (City), and the Contractor. The City and the Contractor agree to the terms and conditions of this Contract, which consists of the following

I. Signatures
II. Summary of Contract Terms
III. Standard Contractual Provisions
IV. Contract Documents

I. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF SUGAR LAND	**CONTRACTOR:**
By:	**By:**
Name:	**Name:** Santos Reyes
Title:	**Title:** OWNER
Date:	**Date:** 09-17-2025

II. Summary of Contract Terms.

Project: Drainage Repair and Maintenance, 2025-ITB-0055

Contractor: Cedros Paving Service, LLC

Name of Engineering Firm, if any: ______________________

Name of Owner's Project Manager: ______________________

Base Bid: $421,575.00 (reference only; payment limited to authorized work not to exceed Contract Price)

Alternate Bid Item Nos.: ______________

Total Alternate Bid Items Amount: $__________

Contract Price (Base Bid + Alternates): $1,500,000.00 ($300,000.00/year x 5 years, as may be adjusted by Change Orders)

Effective Date of Contract: On the latest date of the dates executed by both parties

Termination Date: September 30, 2026

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1358301

Date Filed:
09/03/2025

Date Acknowledged:

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Cedros Paving Service, LLC
Houston, TX United States

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Sugar Land

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

2025-ITB-055
City of Sugar Land Annual Drainage Repair and Maintenance

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable) Controlling	Intermediary

5 **Check only if there is NO Interested Party.** [X]

6 **UNSWORN DECLARATION**

My name is Santos A. Reyes, and my date of birth is Feb. 27, 1967.

My address is 1811 N. Garden St., Houston, TX, 77071, Harris
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Harris County, State of Texas, on the 3rd day of Sept., 2025.
(month) (year)

DANIA BONILLA
Notary ID #132880872
My Commission Expires
February 25, 2029

Signature of authorized agent of contracting business entity
(Declarant)

STATE OF TEXAS - HOUSE BILL 89 VERIFICATION

I, Dania Segovia, the undersigned representative of

(Person name)

CEDROS PAVING SERVICE, LLC

(Company or Business name)

hereafter referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2271:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not boycott Israel currently; and
4. Will not boycott Israel during the term of the contract for goods or services with the above-named Company, business or individual with City of Sugar Land.

Pursuant to Section 2271.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit, but does not include a sole-proprietorship.

September 3, 2025

DATE

OFFICE ADMINISTRATOR

POSITION / TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - SENATE BILL 13 VERIFICATION

I, DANIA SEGOVIA________________________________, the undersigned representative of
(Person name)

CEDROS PAVING SERVICE, LLC________________,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2267:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not boycott energy companies currently; and
4. Will not boycott energy companies during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2267.001, Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
   (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
   (B) does business with a company described by Paragraph (A).

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations, that exists to make a profit.

September 3, 2025
DATE

OFFICE ADMINISTRATOR
POSITION / TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - SENATE BILL 19 VERIFICATION

I, DANIA SEGOVIA ______________________________, the undersigned representative of
(Person name)

CEDROS PAVING SERVICE, LLC ____________________________,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not currently have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
4. Will not discriminate against a firearm entity or firearm trade association during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2274.001, Texas Government Code:

1. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship.

2. "Discriminate against a firearm entity or firearm trade association"
   (A) means, with respect to the entity or association, to:
      (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
      (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
      (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
   (B) does not include:
      (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and
      (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:
         (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or
         (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

3. "Firearm entity" means:

(A) a firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and
(B) a sport shooting range as defined by Section 250.001, Local Government Code.

4. "Firearm trade association" means any person, corporation, unincorporated association, federation, business league, or business organization that:
   (A) is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;
   (B) has two or more firearm entities as members; and
   (C) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

September 3, 2025 | OFFICE ADMINISTRATOR

DATE | POSITION / TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.H.

Agenda of: City Council Meeting

Initiated by: Shahid Ali, Fleet Administrator

Presented by: Shahid Ali, Fleet Administrator

Responsible Department: Fleet - Division

Agenda Caption:
CONTRACT WITH LAKE COUNTRY CHEVROLET THROUGH TIPS USA
Consideration of and action on authorizing a not-to-exceed contract with Lake Country Chevrolet in the amount of $500,000, utilizing the Texas Interlocal Purchasing System (TIPS USA) Contract No. 240901 – Transportation Vehicles, providing the City with purchasing power and flexibility to support new programs through grant funding and contract policing vehicle needs.

Recommended Action:
Consideration of and action on authorizing a not-to-exceed contract with Lake Country Chevrolet in the amount of $500,000, utilizing the Texas Interlocal Purchasing System (TIPS USA) Contract No. 240901 – Transportation Vehicles, providing the City with purchasing power and flexibility to support new program through grant funding and contract policing vehicle needs.

Executive Summary:
PURPOSE:
The Fleet Services Division is responsible for managing the City's Fleet Replacement Program along with facilitating new vehicle purchases and grant-awarded vehicles, which ensures that all City vehicles meet operational, safety, and service standards. In addition to replacement needs, Fleet Services supports the acquisition of vehicles for new programs, including contract policing, to ensure operational readiness, safety, and efficiency to meet contractual agreements.

BACKGROUND:
During the Fiscal Year 2026 (FY26) budget process, vehicles were approved for purchase to support contract policing services. These vehicles are critical to supporting new and expanding programs, enhancing public safety, and meeting the City's service expectations.

The vehicles will be purchased through a Cooperative Agreement with the Texas Interlocal Purchasing System (TIPS USA) Contract No. 240901. Cooperative purchasing agreements allow the City to leverage the buying power of governmental entities, securing competitive pricing while ensuring compliance with state procurement laws and regulations. The "not-to-exceed" contract structure provides purchasing power and flexibility, ensuring the City can respond to departmental needs while maintaining fiscal accountability.

RECOMMENDATION:
The Fleet Services Division recommends that the City Council authorize a not-to-exceed contract in the amount of $500,000 with Lake Country Chevrolet to support the purchase of vehicles for contract policing services and vehicles awarded through grant funding from Lake Country Chevrolet utilizing TIPS USA Contract No. 240901 – Transportation Vehicles.

Budget

Expenditure Required: $500,000

Current Budget: Contract Policing/Grant Funding

Additional Funding: N/A

Funding Source: Contract Policing/Grant Funding

Account Number (ORG-OBJ-Project): Contract Policing Fund/Grant Funding

Attachments
1. Lake Country Chevrolet Form 1295
2. Lake Country Chevrolet HB-89
3. Lake Country Chevrolet SB13
4. Lake Country Chevrolet SB19
5. 240901_CONTRACT_Trans_Vehicle_Lake Country

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.I.

Agenda of: City Council Meeting

Initiated by: Yomara Frias, Administrative Coordinator

Presented by: Steve Budny, Director of IT, Data, and Security

Responsible Department: Information Technology

Agenda Caption:
CONTRACT WITH TYLER TECHNOLOGIES, INC.
Consideration of and action on authorization of an expenditure with Tyler Technologies, Inc., in the amount of $404,138.99 for the renewal of software maintenance and support services for the City's Enterprise Resource Planning system for FY26.

Recommended Action:
Authorization for the annual renewal of the Tyler Technologies, Inc. software maintenance agreement, in the total amount of $404,138.99 to support the City's Enterprise Resource Planning System.

Executive Summary:
Tyler Technologies, Inc. (Tyler) is the software vendor for the City's Enterprise Resource Planning (ERP) system. It is the backbone of the City's internal financial operations.

This is a request to renew our software maintenance agreement with Tyler for FY26. This renewal entitles the City to:

- Receive regular software enhancements,
- Current user and system documentation,
- Reporting, and
- Support

Renewal of Tyler's maintenance is budgeted within the Information Technology Department's FY26 operating budget.

The Information Technology Department recommends that the City Council authorize the expenditure with Tyler Technologies, Inc., to support the Enterprise Resource Planning System in the total amount of $404,138.99.

Budget

Expenditure Required: $404,138.99

Current Budget: $404,138.99

Additional Funding: $0

Funding Source: IT Operating Budget

Account Number (ORG-OBJ-Project): 1011154-541060

Attachments

1. Quote
2. House Bill 89
3. Senate Bill 13
4. Senate Bill 19

Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-534361	09/01/2025	1 of 4

Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com

Bill To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Ship To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
49446 - MAIN - MAIN	232557		USD	NET30	10/01/2025

Contract Date	Description	Units	Rate	Extended Price
Contract No.: SUGAR LAND, TX (Munis)				
10/Jun/2025	Community Development Suite - Per User - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	630.00	630.00
01/Oct/2019	EnerGov Citizen Self Service - Community Development - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,057.20	4,057.20
01/Oct/2019	Accounting/GL - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	19,029.15	19,029.15
01/Oct/2019	Budgeting - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,865.30	5,865.30
01/Oct/2019	Accounts Payable - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,865.30	5,865.30
01/Oct/2019	SUPPORT & UPDATE LICENSING - PURCHASING Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,556.60	5,556.60
01/Oct/2019	SUPPORT & UPDATE LICENSING - REQUISITIONS Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	3,935.93	3,935.93
01/Oct/2019	SUPPORT & UPDATE LICENSING - PROJECT & GRANT ACCOUNTING Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,211.55	4,211.55
01/Oct/2019	SUPPORT & UPDATE LICENSING - CASH MANAGEMENT Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	3,935.93	3,935.93
01/Oct/2019	SUPPORT & UPDATE LICENSING - CONTRACT MANAGEMENT Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	2,546.78	2,546.78
01/Oct/2019	SUPPORT & UPDATE LICENSING - CAPITAL ASSETS Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,600.70	5,600.70
01/Oct/2019	SUPPORT & UPDATE LICENSING - INVENTORY Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,600.70	5,600.70
01/Oct/2019	SUPPORT & UPDATE LICENSING - FUEL INTERFACE Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	882.00	882.00
01/Oct/2019	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,851.00	4,851.00
01/Oct/2019	SUPPORT & UPDATE LICENSING - GENERAL BILLING Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	2,756.25	2,756.25
01/Oct/2019	SUPPORT & UPDATE LICENSING - MUNIS ANALYTICS & REPORTING Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	6,041.70	6,041.70
01/Oct/2019	SUPPORT & UPDATE LICENSING - TYLER CASHIERING Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	7,056.00	7,056.00
01/Oct/2019	TCM ENTERPRISE SUPPORT Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	11,466.00	11,466.00

Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-534361	09/01/2025	2 of 4

Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com

Bill To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Ship To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
49446 - MAIN - MAIN	232557		USD	NET30	10/01/2025

Contract Date	Description	Units	Rate	Extended Price
01/Oct/2019	TCM AUTO INDEXING AND REDACTION MAINTENANCE Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	1,102.50	1,102.50
01/Oct/2019	Tyler ReadyForms Processing (including Common Form Set) - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	3,307.50	3,307.50
01/Oct/2019	SUPPORT & UPDATE LICENSING - CITIZEN SELF SERVICE Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,851.00	4,851.00
01/Oct/2019	SUPPORT & UPDATE LICENSING - UTILITY BILLING CIS Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	14,773.50	14,773.50
01/Oct/2019	SUPPORT & UPDATE LICENSING - UTILITY BILLING INTERFACE Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	3,638.25	3,638.25
01/Oct/2019	SUPPORT & UPDATE LICENSING - CENTRAL PROPERTY FILE Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	926.10	926.10
01/Oct/2019	SUPPORT & UPDATE LICENSING - IVR GATEWAY Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	1,984.50	1,984.50
01/Oct/2019	Tyler Asset Maintenance - Maintenance - 50 Named Users Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	2,480.63	2,480.63
01/Oct/2019	Support & Update Licensing-Requestor Access License Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	926.10	926.10
01/Oct/2019	SUPPORT & UPDATE LICENSING - TYLER INCIDENT MANAGEMENT/TYLER 311 Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	3,638.25	3,638.25
01/Oct/2019	SUPPORT & UPDATE LICENSING - EMPLOYEE EXPENSE REIMBURSEMENT Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	2,083.73	2,083.73
01/Oct/2019	SUPPORT & UPDATE LICENSING - PAYROLL W/ESS Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	11,803.37	11,803.37
01/Oct/2019	SUPPORT & UPDATE LICENSING - HUMAN RESOURCES & TALENT MANAGEMENT Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	8,511.30	8,511.30
01/Oct/2019	EnerGovAdv Server Extensions Bundle - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,057.20	4,057.20
01/Oct/2019	EnerGov e-Reviews - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	7,606.15	7,606.15
01/Oct/2019	EnerGov Business Management Suite - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	10	760.73	7,607.30
01/Oct/2019	EnerGov Community Development SDK - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,057.20	4,057.20
01/Oct/2019	EnerGov Community Development Suite - Maintenance	65	700.09	45,505.85

Invoice

Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice No	Date	Page
045-534361	09/01/2025	3 of 4

Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com

Bill To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Ship To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
49446 - MAIN - MAIN	232557		USD	NET30	10/01/2025

Contract Date	Description	Units	Rate	Extended Price
	Cycle: Start: 01/Oct/2025, End: 30/Sep/2026			
01/Oct/2019	EnerGov Citizen Self Service - LRM - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,057.20	4,057.20
01/Oct/2019	EnerGov Citizen Self Service - Tyler 311 & Click2report - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,057.20	4,057.20
01/Oct/2019	EnerGov iG Workforce Apps - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	20	253.58	5,071.60
01/Oct/2019	EnerGov Support - VirtualPay Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	0.00	0.00
01/Oct/2019	EnerGov Support - My GovPay Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	0.00	0.00
01/Oct/2019	GIS - Site License - Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,402.25	5,402.25
21/Nov/2019	EnerGov Business Management Feeds- Site License - Subscription Fees Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,126.63	5,126.63
21/Nov/2019	EnerGov Community Development Feeds - Site License - Subscription Fees Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	5,126.63	5,126.63
09/Jan/2020	Support & Update Licensing - Time & Attendance Mobile Access Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	1,231.49	1,231.49
09/Jan/2020	Support & Update Licensing - Time & Attendance Maintenance (805) Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	8,195.99	8,195.99
09/Jan/2020	Inventory API Toolkit Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	2,646.00	2,646.00
19/Nov/2020	SUPPORT & UPDATE LICENSING - ANNUAL COMPREHENSIVE FINANCIAL REPORT Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	3,445.31	3,445.31
13/May/2021	Support & Update Licensing - Advanced Scheduling Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	4,625.24	4,625.24
13/May/2021	Support & Update Licensing - Advanced Scheduling Mobile Access Module Maintenance Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	1,014.65	1,014.65
18/Apr/2022	MyCivic Bundle - Subscription Fee Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	1	19,077.66	19,077.66
10/Jun/2022	Workforce Mobile Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	5	231.53	1,157.65
10/Jun/2022	Community Development Suite - Per User Cycle: Start: 01/Oct/2025, End: 30/Sep/2026	35	639.01	22,365.35

Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-534361	09/01/2025	4 of 4

Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Email: ar@tylertech.com

Bill To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Ship To: CITY OF SUGAR LAND
ATTN: ACCOUNTS PAYABLE
P.O. BOX 110
SUGAR LAND, TX 77487-0110

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
49446 - MAIN - MAIN	232557		USD	NET30	10/01/2025

Contract Date	Description	Units	Rate	Extended Price
19/Sep/2022	Enterprise Service Requests API Toolkit	1	2,335.76	2,335.76
	Cycle: Start: 01/Oct/2025, End: 30/Sep/2026			
17/Nov/2022	System Management Services Contract	1	76,650.21	76,650.21
	Cycle: Start: 01/Oct/2025, End: 30/Sep/2026			
27/Dec/2022	Workforce Mobile - Maintenance	5	231.53	1,157.65
	Cycle: Start: 01/Oct/2025, End: 30/Sep/2026			
09/Aug/2023	Enterprise Permitting & Licensing Mobile	7	220.50	1,543.50
	Cycle: Start: 01/Oct/2025, End: 30/Sep/2026			
01/Jan/2024	Annual Payroll Tax Table Updates	1	1,102.50	1,102.50
	Cycle: Start: 01/Oct/2025, End: 30/Sep/2026			

****ATTENTION****
Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylerbusinessforms.com to guarantee 100% compliance with your software.

Subtotal	404,138.99
Sales Tax	$0.00
Invoice Total	404,138.99

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.J.

Agenda of: City Council Meeting

Initiated by: Larysa Chiski, Senior Police Finance Manager

Presented by: Joe Carter, Police Captain

Responsible Department: Police

Agenda Caption:
ACCEPTANCE OF TRAFFIC SAFETY GRANT FUNDING FROM TXDOT
Consideration of and action on acceptance of FY26 Traffic Safety Grant funding from TxDOT in the total amount of $90,990, including $74,140 for STEP COMP and $16,850 for STEP CMV, to support traffic enforcement initiatives.

Recommended Action:
To approve Resolution No. 25-42 of the City Council of the City of Sugar Land, Texas, accepting the State of Texas, Fiscal Year 2026 Selective Traffic Enforcement Program (STEP) Comprehensive (STEP-COMP) and Commercial Motor Vehicle (STEP-CMV) Grants and designating the City Manager, or his designee, as authorized Grant Official to sign documents to administer and implement the grants.

Executive Summary:
The National Highway Transportation Safety Administration distributes federal funding to the State of Texas through the Texas Department of Transportation ("TxDOT"). The Texas Department of Transportation (TxDOT) has approved Sugar Land PD Traffic Safety Grant applications for the Fiscal Year 2026 funding in the amount of $90,990 ($74,140 for STEP COMP and $16,850 for STEP CMV).

STEP (Selective Traffic Enforcement Program) Grants reimburse overtime costs for traffic enforcement initiatives aimed at reducing motor vehicle crashes, injuries, and fatalities in Texas. STEP grants require an 80/20 match and prioritize enforcement in areas such as impaired driving, occupant protection, speeding, traffic control at intersections, and distracted driving. STEP COMP Grant focuses on general traffic enforcement, and STEP CMV grant targets commercial motor vehicle safety, particularly semi-trailers and truck tractors.

The City of Sugar Land Police Department has successfully administered these grants for many years.

Budget

Expenditure Required: $90,990

Current Budget: $90,990

Additional Funding: n/a

Funding Source: Grant

Account Number (ORG-OBJ-Project): 1017125-511015

Attachments

1. FY26 STEP Grant Acceptance Resolution 25-42
2. Exhibit A : 2026 STEP COMP and CMV

RESOLUTION NO. 25-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ACCEPTING THE STATE OF TEXAS, FISCAL YEAR 2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) COMPREHENSIVE (STEP-COMP) AND COMMERCIAL MOTOR VEHICLE (STEP-CMV) GRANTS AND DESIGNATING THE CITY MANAGER, OR HIS DESIGNEE, AS AUTHORIZED GRANT OFFICIAL TO SIGN DOCUMENTS TO ADMINISTER AND IMPLEMENT THE GRANTS.

WHEREAS, the City Council of the City of Sugar Land ("City") finds it in the best interest of the citizens of the City to accept the State of Texas, Fiscal Year (FY) 2026 Selective Traffic Enforcement Program (STEP) Comprehensive (STEP-COMP) and Commercial Motor Vehicle (STEP-CMV) Grants ("Grants") to reimburse overtime activities of the Sugar Land Police Department for enhanced enforcement of multiple offenses including speeding, driving while intoxicated (DWI), distracted driving, safety belt violations, and to reduce commercial vehicle crashes, injuries, and fatalities; and

WHEREAS, the City Council agrees to provide all applicable matching funds as required by the Grants; and

WHEREAS, the Grants to be effective from October 1, 2025 through September 30, 2026; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF SUGAR LAND, TEXAS:**

Section 1. That the City accepts the FY2026 Selective Traffic Enforcement Program (STEP) Comprehensive (STEP-COMP) and Commercial Motor Vehicle (STEP-CMV) Grants from the State of Texas, attached hereto and incorporated herein by reference Exhibit A, and authorizes the City Manager, or his designee, as grant official to sign documents to administer or implement the Grants.

APPROVED on ____________________________, 2025.

____
Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:
D'Ann Shea Smith

____
Linda Mendenhall, City Clerk

Attachment - Exhibit A: 2026-Sugarland-S-1YG-00023 and 2026-Sugarland-S-CMV-00007

STEPgrantres
9/12/25

Larysa Chiski

From:	trf_egrantshelp@txdot.gov
Sent:	Thursday, September 4, 2025 10:54 AM
To:	Larysa Chiski; Sharon L. Shapiro; Tara Thompson; Jennifer M. Umali; Edgar A. Itzep
Cc:	trf_egrantshelp@txdot.gov; theresa.parma@txdot.gov
Subject:	2026-Sugarland-S-1YG-00023 conditionally approved for Traffic Safety Funding

This message is to inform you that your proposal, 2026-Sugarland-S-1YG-00023 has been conditionally approved for Traffic Safety Funding.

Please note that this approval is contingent upon
1) Annual Grant Application (AGA) approval by the National Highway Traffic Safety Administration (NHTSA),
2) Availability of federal funds awarded to the State of Texas under the provisions of the 3HSP, and
3) Internal Compliance Program review clearance of your agency by TxDOT Compliance Division.

TxDOT Traffic Safety grant agreements must be electronically/digitally signed by both parties. You must read and follow the "Grant Electronic Signature Agreement" instructions on the eGrantsHelp page for detailed steps on how to electronically sign your grant agreements in eGrants.
If your agency or organization is no longer interested in receiving grant funding, and you would like to have your proposal withdrawn, contact your TxDOT Project Manager.

Please be mindful that the grant becomes effective on Oct 01, 2025, or on the date of final signature by both parties, whichever is later. No costs can be incurred prior to the effective date of the grant.

For questions regarding this notice, contact your TxDOT Project Manager. If you have technical questions, contact your TxDOT Project Manager, or eGrantsHelp at: eGrantsHelp@txdot.gov

Thank you,

David Palmer
BTS Section Director
Traffic Safety Division

Larysa Chiski

From: trf_egrantshelp@txdot.gov
Sent: Thursday, September 4, 2025 10:54 AM
To: Larysa Chiski; Sharon L. Shapiro; Tara Thompson; Jennifer M. Umali; Edgar A. Itzep
Cc: trf_egrantshelp@txdot.gov; theresa.parma@txdot.gov
Subject: 2026-Sugarland-S-CMV-00007 conditionally approved for Traffic Safety Funding

This message is to inform you that your proposal, 2026-Sugarland-S-CMV-00007 has been conditionally approved for Traffic Safety Funding.

Please note that this approval is contingent upon
1) Annual Grant Application (AGA) approval by the National Highway Traffic Safety Administration (NHTSA),
2) Availability of federal funds awarded to the State of Texas under the provisions of the 3HSP, and
3) Internal Compliance Program review clearance of your agency by TxDOT Compliance Division.

TxDOT Traffic Safety grant agreements must be electronically/digitally signed by both parties. You must read and follow the "Grant Electronic Signature Agreement" instructions on the eGrantsHelp page for detailed steps on how to electronically sign your grant agreements in eGrants.
If your agency or organization is no longer interested in receiving grant funding, and you would like to have your proposal withdrawn, contact your TxDOT Project Manager.

Please be mindful that the grant becomes effective on Oct 01, 2025, or on the date of final signature by both parties, whichever is later. No costs can be incurred prior to the effective date of the grant.

For questions regarding this notice, contact your TxDOT Project Manager. If you have technical questions, contact your TxDOT Project Manager, or eGrantsHelp at: eGrantsHelp@txdot.gov

Thank you,

David Palmer
BTS Section Director
Traffic Safety Division

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.K.

Agenda of: City Council Meeting

Initiated by: Paula J. Kutchka, Director of People & Culture

Presented by: Paula J. Kutchka, Director of People & Culture

Responsible Department: People and Culture

Agenda Caption:
CONTRACT WITH CIGNA HEALTH AND LIFE INSURANCE COMPANY
Consideration of and action on authorization of the final renewal of a multi-year contract with CIGNA Health and Life Insurance Company, in the amount of $1,127,689.00, for the period January 1, 2026 through December 31, 2026, for the Self-Funded Group Medical Plans, Fully Insured Group Dental Plans, and Voluntary Vision Insurance.

Recommended Action:
The Department of People & Culture recommends that City Council authorize the execution of all necessary documents with Cigna Healthcare for the 2026 Plan Year, the final year of the multi-year rate guarantee contracts for Medical TPA, Dental and Voluntary Vision plans, in the amount of $1,127,689 covering the period of January 1, 2026 through December 31, 2026. This renewal continues to provide high-quality, competitive benefits while maintaining fiscal responsibility.

Executive Summary:
The Department of People & Culture recommends City Council authorize the execution of all necessary documentation and exercise the City's final one-year renewal option with Cigna Healthcare for the period of January 1, 2026 through December 31, 2026. This renewal includes fixed administrative costs for our self-funded medical plans including claims administration, and pharmacy benefit manager services, as well as fully insured group dental and voluntary vision insurance. These benefits are provided to employees, council members, retirees, and their eligible dependents.

Background
Since 2012, the City has self-funded its medical plans with Cigna Healthcare serving as the Administrative Services Only (ASO) provider and Pharmacy Benefits Manager (PBM). The City offers three self-funded medical plan options: 2 KelseyCare HMO powered by Cigna Plans, and a High Deductible Health Plan with Health Savings Account (HSA). In addition, the City offers two fully insured dental plans (DHMO and DPPO) and a fully insured, voluntary vision plan.

Employees contribute to the cost of their elected plan(s) through payroll deductions based on coverage selected.

Medical Plans Performance

Through July FY25, the City has experienced an approximate 5.0% increase in per-employee claims costs compared to the prior year. Medical claims rose 5.9% and pharmacy claims rose 1.4%. Large claims continue to be a significant driver, with 17 claimants exceeding $50,000, accounting for $2.2 million in spend this plan year, compared to 15 claimants and $1.7 million through the same period last year.

2026 Renewal Highlights

- Administrative fees: No increase for 2026
- Wellness & program credits of $193,000, including $100k wellness; $30k communications; $30k medical claims audit allowance; $25k pharmacy claims audit allowance; and $8k clinical pharmacy allowance.

Plan design changes

- Emergency Room copays (KelseyCare) increase from $250 to $350 per visit
- IRS-required HSA deductible increase: from $3,300 to $3,400 (individual coverage)

Employee contributions

- 4.4% increase for KelseyCare Plans
- 0% increase for the HSA Plan
- City contribution rises slightly to 85.9% of total Healthcare Program cost (vs. 85.8% in 2025)

Dental & Vision Plans

The City will continue to offer two dental plans, the DHMO and the DPPO through 2026, the final year of a two-year rate guarantee. City contribution will remain at 58%.

The City will continue to offer a voluntary vision plan with enhanced benefits in 2026 which includes a frame and contact lens allowance increase to $150 (from $130) to align with benchmarks. Plan premiums will increase 3.1% and are guaranteed for one year. This plan remains 100% employee-paid.

Fiscal Impact

The FY26 budget reflects a benefits burden of 30.2% – well below the national averages of 34.6% for private companies with 500+ employees and 38.4% for state and local governments. This recommendation aligns with budgeted funding and continues the City's long-standing compliance with the Council's benefits burden policy, first implemented in the mid-1990s. Actual costs will vary based on employee and dependent enrollment choices.

Budget

Expenditure Required: $352,996 for Medical TPA
$774,693 for Dental

Current Budget: $352,996 for Medical TPA
$774,693 for Dental

Additional Funding: Voluntary vision plan premiums are paid 100% by employee contributions only.

Funding Source: Benefits Fund

Account Number (ORG-OBJ-Project): 301-00-00-9990-00000-591015 (Medical TPA)
301-00-00-9990-0000-591020 (Dental)

Attachments

1. CIGNA-City of Sugar Land_Form 1295 Certificate 101425034
2. CIGNA-City of Sugar Land_HB-89 - Verification
3. CIGNA-City of Sugar Land_SB-13 (STATE OF TEXAS - SENATE BILL 13 VERIFICATION) Form
4. CIGNA-City of Sugar Land_SB-19 (STATE OF TEXAS - SENATE BILL 19 VERIFICATION) Form

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1361075

Date Filed:
09/09/2025

Date Acknowledged:

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**
Cigna Health and Life Insurance Company (CHLIC) – Bloomfield, CT United States

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**
City of Sugar Land

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**
5462126
ASO, Stop Loss, Dental and Vision Insurance Renewal

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.** X

6 **UNSWORN DECLARATION**

My name is Michael Cole, and my date of birth is August 29, 1979.

My address is 1640 Dallas Parkway, Plano (city), TX (state), 75093 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Collin County, State of Texas, on the 9th day of September (month), 2025 (year).

Signature of authorized agent of contracting business entity
(Declarant)

STATE OF TEXAS - HOUSE BILL 89 VERIFICATION

I, Michael Cole, the undersigned representative of

(Person name)

Cigna Health and Life Insurance Company

(Company or Business name)

hereafter referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract for goods or services with the above-named Company, business or individual with City of Sugar Land.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*

2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

09/09/2025	Market Growth Leader & Authorized Signatory
DATE	POSITION / TITLE

Michael Cole Digitally signed by Michael Cole
Date: 2025.09.09 15:02:01
-07'00'

SIGNATURE OF COMPANY REPRESENTATIVE

STATE OF TEXAS - SENATE BILL 13 VERIFICATION

I, _________Michael Cole_________________________________, the undersigned representative of
(Person name)

Connecticut Health and Life Insurance Company (CHLIC)
____,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not boycott energy companies currently; and
4. Will not boycott energy companies during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2274.001, Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
   (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
   (B) does business with a company described by Paragraph (A).

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations, that exists to make a profit.

9/9/2025
DATE

Market Growth Leader & Authorized Signatory
POSITION / TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - SENATE BILL 19 VERIFICATION

I, ___Michael Cole____, the undersigned representative of

(Person name)

Connecticut Health and Life Insurance Company (CHLIC)
____,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not currently have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
4. Will not discriminate against a firearm entity or firearm trade association during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2274.001, Texas Government Code:

1. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship.

2. "Discriminate against a firearm entity or firearm trade association"
   (A) means, with respect to the entity or association, to:
      (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
      (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
      (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
   (B) does not include:
      (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and
      (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:
         (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or
         (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

3. “Firearm entity” means:
   (A) a firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and
   (B) a sport shooting range as defined by Section 250.001, Local Government Code.

4. “Firearm trade association” means any person, corporation, unincorporated association, federation, business league, or business organization that:
   (A) is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;
   (B) has two or more firearm entities as members; and
   (C) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

9/9/2025

DATE

Market Growth Leader & Authorized Signatory

POSITION / TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

City Council Agenda Request

October 7, 2025

Agenda Request No: VII.L.

Agenda of: City Council Meeting

Initiated by: Paula J. Kutchka, Director of People & Culture

Presented by: Paula J. Kutchka, Director of People & Culture

Responsible Department: People and Culture

Agenda Caption:

CONTRACT WITH OCHS, INC. AND SYMETRA LIFE INSURANCE COMPANY

Consideration of and action on authorization of the final renewals of a multi-year contract with OCHS, Inc., in the amount of $62,950.00, for life insurance, supplemental and dependent life, and accidental death and dismemberment coverages; and a multi-year contract with Symetra Life Insurance Company, in the amount of $281,380.00, for short-term and long-term disability coverages, for the period of January 1, 2026 through December 31, 2026.

Recommended Action:

The Department of People & Culture recommends that the City Council authorize the execution of all necessary documents related to the renewal of the of contracts with OCHS for life insurance, supplemental and dependent life, and accidental death & dismemberment coverages in the amount of $62,950.00 and with Symetra for short-term and long-term disability coverages in the amount of $281,380.00 for the 2026 Plan Year of January 1, 2026 through December 31, 2026.

Executive Summary:

The Department of People & Culture recommends City Council authorize the execution of all necessary documentation to exercise the City's final one-year renewal option with OCHS for life insurance, supplemental and dependent life, and accidental death & dismemberment (AD&D) coverages, and with Symetra Life Insurance Company for short-term and long-term disability coverages for the period of January 1, 2026 through December 31, 2026. This renewal ensures the continued provision of these core benefits for employees and their eligible dependents.

The City currently provides all full-time employees with basic life/AD&D equal to one times their base annual salary (minimum $50,000) and long-term disability at 60% or 66.67% of salary, up to $12,000 per month. In turn, full-time employees have the option to elect supplemental life/AD&D in $25,000 increments, up to $750,000, spouse life/AD&D up to $250,000, and child life/AD&D at $10,000 or $15,000 per child, as well as short-term disability at 70%, up to $1,500 per week.

Both the OCHS and Symetra contracts include a two-year rate guarantee through 2026, with no plan design changes. Actual costs will vary based on employee headcount, dependent enrollments, and supplemental elections. Any future contract periods will be returned to City Council for approval.

The FY26 budget reflects a benefits burden of 30.2%—well below the national averages of 34.6% for private companies with 500+ employees and 38.4% for state and local governments. This recommendation aligns with budgeted funding and continues the City's long-standing compliance with the Council's benefits burden policy, first implemented in the mid-1990s.

Budget

Expenditure Required: $62,950.00 with OCHS and $281,380.00 with Symetra

Current Budget: $62,950.00 for a contract with OCHS and $281,380.00 for a contract with Symetra

Additional Funding: n/a

Funding Source: Benefits Fund

Account Number (ORG-OBJ-Project): 301-00-00-9990-00000-591015

Attachments

1. OCHS-SB-13 (STATE OF TEXAS - SENATE BILL 13 VERIFICATION) Form
2. OCHS-SB-19 (STATE OF TEXAS - SENATE BILL 19 VERIFICATION) Form
3. OCHS-HB-89 - Verification
4. OCHS-2024 - 2025 Certificate of Liability Insurance (ML) - City of Sugar Land
5. OCHS-Form 1295 Certificate 101424148
6. Symetra Financial Corporation_City of Sugar Land
7. Symetra_Form 1295 Certificate 101424952_City of Sugar Land
8. Symetra_SB-13 (STATE OF TEXAS SENATE BILL 13 VERIFICATION) Form_City of Sugar Land
9. Symetra_SB-19 (STATE OF TEXAS SENATE BILL 19 VERIFICATION) Form_City of Sugar Land
10. Symetra-HB-89 - Verification

STATE OF TEXAS - SENATE BILL 13 VERIFICATION

I, **Kyle Strese** , the undersigned representative of
(Person name)

Minnesota Life Insurance Company ,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not boycott energy companies currently; and
4. Will not boycott energy companies during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2274.001, Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
   (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
   (B) does business with a company described by Paragraph (A).

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations, that exists to make a profit.

9/9/2025
DATE

2nd Vice President and Actuary
POSITION / TITLE

Kyle Strese
SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - SENATE BILL 19 VERIFICATION

I, ____**Kyle Strese** ______________________________________, the undersigned representative of
(Person name)

Minnesota Life Insurance Company__________________,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not currently have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
4. Will not discriminate against a firearm entity or firearm trade association during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2274.001, Texas Government Code:

1. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship.

2. "Discriminate against a firearm entity or firearm trade association"
   (A) means, with respect to the entity or association, to:
      (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
      (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
      (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
   (B) does not include:
      (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and
      (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:
         (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or
         (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

3. "Firearm entity" means:

(A) a firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and
(B) a sport shooting range as defined by Section 250.001, Local Government Code.

4. "Firearm trade association" means any person, corporation, unincorporated association, federation, business league, or business organization that:
(A) is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;
(B) has two or more firearm entities as members; and
(C) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

9/9/2025	**2nd Vice President and Actuary**
DATE	POSITION / TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - HOUSE BILL 89 VERIFICATION

I, Kyle Strese, the undersigned representative of

(Person name)

Minnesota Life Insurance Company

(Company or Business name)

hereafter referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract for goods or services with the above-named Company, business or individual with City of Sugar Land.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*

2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

09/09/2025

DATE

2nd Vice President and Actuary

POSITION / TITLE

Kyle Strese

SIGNATURE OF COMPANY REPRESENTATIVE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 612-333-3323	CONTACT NAME: Dawn Heinemann or Melody Kronbach	
Brown & Brown Insurance Services, Inc. 901 Marquette Avenue Suite 1800 Minneapolis, MN 55402 USA	PHONE (A/C, No, Ext): 612-333-3323	FAX (A/C, No): 612-373-7270
	E-MAIL ADDRESS: dawn.heinemann@bbrown.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : SENTRY INS CO	24988
INSURED	INSURER B : SENTRY CAS CO	28460
Ochs, Inc. 400 Robert Street North Suite 1880 St. Paul, MN 55101 USA	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES — **CERTIFICATE NUMBER:** 751480970 — **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			9017760003	11/01/24	11/01/25	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 10,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			9017760004	11/01/24	11/01/25	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		9017760001 (AOS)	11/01/24	11/01/25	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
City of Sugar Land 2700 Town Center Blvd N Sugar Land, TX 77479 USA	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** AUTHORIZED REPRESENTATIVE

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SUPPLEMENT TO CERTIFICATE OF INSURANCE

DATE
10/30/2024

NAME OF INSURED: Ochs, Inc.

Named Insured Includes:

Minnesota Mutual Companies, Inc.
Securian Holding Company
Robert Street Property Management, Inc.
Securian Financial Group, Inc.
Securian Financial Services, Inc.
Minnesota Life Insurance Company
Securian Ventures, Inc.
Securian Casualty Company
Securian Specialty Lines, Inc
Securian Asset Management, Inc.
1800 Reinsurance Company
Ochs, Inc.
Lowertown Capital, LLC
Allied Solutions, LLC
Securian Life Insurance Company
Oakleaf Service Corporation
Securian AAM Holdings, LLC Management, Inc.
Asset Allocation & Management Company, LLC
Empyrean Holding Company, Inc.
Empyrean Benefit Solutions, Inc.
Empyrean Insurance Services, Inc.
Clauson Dealer Services, LLC
Marketview Properties, LLC
Marketview Properties II, LLC
Marketview Properties III, LLC
Marketview Properties IV, LLC
Vero, LLC

SUPP (10/00)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1360275

Date Filed:
09/08/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Minnesota Life Insurance Company
St. Paul, MN United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Sugar Land

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFP 2021-19 Policy # 34756
HEALTH AND WELFARE EMPLOYEE BENEFITS- Basic and Supplemental Life Insurance

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Montz, Renee	St Paul, MN United States	X	
Hilger, Chris	St. Paul, MN United States	X	
Gandhi, Sid	St. Paul, M United States	X	
Fox, Kristi	St. Paul, MN United States	X	
Securian Financial Group, Inc.	St. Paul , MN United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Kyle Strese, 2nd Vice President and Actuary, and my date of birth is 12/17/1989.

My address is 400 Robert Street North, St. Paul (city), MN (state), 55101 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Ramsey County, State of Minnesota, on the 9th day of Sept (month), 20 25 (year).

Kyle Strese

Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF LIABILITY INSURANCE

ACORD®

DATE (MM/DD/YYYY): 2/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Parker Smith & Feek Insurance LLC
2233 112th Ave NE
Bellevue WA 98004
License#: PC-1719201

CONTACT NAME:
PHONE (A/C, No, Ext): 425-709-3600 **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURED SYMEFIN-01
Symetra Financial Corporation
Attn: Corporate Insurance - 15th Flr, 777 108th Av
Bellevue WA 98004-5135

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Trumbull Insurance Company	27120
INSURER B : Hartford Casualty Insurance Company	29424
INSURER C : Hartford Fire Insurance Company	19682
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1586314174 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	X COMMERCIAL GENERAL LIABILITY	Y		52UUNCE1902	3/1/2025	3/1/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						WA Stop Gap	$ 1,000,000
A	AUTOMOBILE LIABILITY			52UENCF8519	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	UMBRELLA LIAB X OCCUR			52RHUCE2354	3/1/2025	3/1/2026	EACH OCCURRENCE	$ 2,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 2,000,000
	DED X RETENTION $ None							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			52WEAJ3U7H	3/1/2025	3/1/2026	X PER STATUTE X OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Sugar Land is additional insured on the general liability policy per the attached blanket endorsement/form.

CERTIFICATE HOLDER
City of Sugar Land
2700 Town Center Blvd N
Sugar Land TX 77479

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Britt Messner

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3/1/2025 to 3/1/2026: WC – SCHEDULE OF WRITING COMPANIES – ON EVERY WC CERT

- Twin City Fire Insurance Company
  - Alaska
  - Florida
  - Idaho
  - Ohio
  - Oklahoma
  - Wisconsin
- Property & Casualty Insurance Co. of Hartford
  - Alabama
  - Delaware
  - Maryland
  - Tennessee
- Sentinel Insurance Co.
  - Arkansas
  - California
  - Colorado
  - Michigan
  - Wyoming
- Hartford Insurance Company of the Southeast
  - Arizona
  - District of Columbia
  - Indiana
  - Kansas
  - North Carolina
  - New Mexico
  - Nevada
  - Utah
- Hartford Insurance Company of the Midwest
  - South Carolina
  - Georgia
- Nutmeg Insurance Co.
  - Illinois
  - Missouri
- Hartford Underwriters Insurance Co.
  - Hawaii
  - Massachusetts
  - Montana
  - New Jersey
  - South Dakota
  - Virginia

3/1/2025 to 3/1/2026: WC – SCHEDULE OF WRITING COMPANIES – ON EVERY WC CERT

- Hartford Fire Insurance Co.
  - Maine
- Hartford Casualty Insurance Co.
  - Minnesota
  - Rhode Island
- Hartford Insurance Co. of Illinois
  - Mississippi
  - Pennsylvania
- Trumbull Insurance Co.
  - Louisiana
  - Nebraska
  - New York
  - Vermont
- Hartford Accident and Indemnity Insurance Co.
  - Oregon
  - Iowa
  - Kentucky
  - New Hampshire
- Hartford Lloyds Insurance Co.
  - Texas
- Pacific Insurance Company
  - Connecticut

with respect to duties as such. That representative will have all your rights and duties under this Coverage Part.

e. Unnamed Subsidiary

Any subsidiary, and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of the Coverage Part.

The insurance afforded herein for any subsidiary not named in this Coverage Part as a named insured does not apply to injury or damage with respect to which such insured is also a named insured under another policy or would be a named insured under such policy but for its termination or the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;

b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and

c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

4. Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or

b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The following person(s) or organization(s) are an additional insured when you have agreed**,** in a written contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement.

A person or organization is an additional insured under this provision only for that period of time required by the contract or agreement.

However, no such person or organization is an insured under this provision if such person or organization is included as an insured by an endorsement issued by us and made a part of this Coverage Part.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded the vendor is subject to the following additional exclusions:

This insurance does not apply to:

(a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Sub-paragraphs (**d)** or (**f)**; or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

(1) Any person(s) or organization(s) from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

(2) With respect to the insurance afforded to these additional insureds this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

c. Lessors Of Land Or Premises

Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.

With respect to the insurance afforded these additional insureds the following additional exclusions apply:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to lease that land; or

2. Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(1) In connection with your premises; or

(2) In the performance of your ongoing operations performed by you or on your behalf.

With respect to the insurance afforded these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

1. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

2. Supervisory, inspection, architectural or engineering activities**.**

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional services by or for you.

e. Permits Issued By State Or Political Subdivisions

Any state or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

With respect to the insurance afforded these additional insureds, this insurance does not apply to:

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or

(2) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

Any other person or organization who is not an additional insured under Paragraphs **a.** through **e**. above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(1) In the performance of your ongoing operations;

(2) In connection with your premises owned by or rented to you; or

(3) In connection with "your work" and included within the "products-completed operations hazard", but only if

(a) The written contract or agreement requires you to provide such coverage to such additional insured; and

(b) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

However:

(1) The insurance afforded to such additional insured only applies to the extent permitted by law; and

(2) If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

(1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

(2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional services by or for you.

The limits of insurance that apply to additional insureds is described in Section **III** – Limits Of Insurance.

How this insurance applies when other insurance is available to the additional insured is described in the Other Insurance Condition in Section **IV** – Commercial General Liability Conditions.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

SECTION III – LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

a. Insureds;

b. Claims made or "suits" brought; or

c. Persons or organizations making claims or bringing "suits".

2. General Aggregate Limit

The General Aggregate Limit is the most we will pay for the sum of:

a. Medical expenses under Coverage **C;**

b. Damages under Coverage **A,** except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard"; and

c. Damages under Coverage **B.**

3. Products-Completed Operations Aggregate Limit

The Products-Completed Operations Aggregate Limit is the most we will pay under Coverage **A** for damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard".

4. Personal And Advertising Injury Limit

Subject to **2.** above, the Personal and Advertising Injury Limit is the most we will pay under Coverage **B** for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization.

5. Each Occurrence Limit

Subject to **2.** or **3.** above, whichever applies, the Each Occurrence Limit is the most we will pay for the sum of:

a. Damages under Coverage **A;** and

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1360991

Date Filed:
09/09/2025

Date Acknowledged:

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Symetra Life Insurance Company
Bellevue, WA United States

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Sugar Land

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

01-020346-0
Long-Term Disability, Short-Term Disability

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.** [X]

6 **UNSWORN DECLARATION**

My name is Keith Daigle, and my date of birth is 12/5/1984.

My address is 1699 King St, Ste. 300, Enfield, CT, 06082, U.S.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hartford County, State of CT, on the _____day of ___________, 20_____.
(month) (year)

____
Signature of authorized agent of contracting business entity
(Declarant)

STATE OF TEXAS - SENATE BILL 13 VERIFICATION

I, Keith Daigle, the undersigned representative of
(Person name)

Symetra Life Insurance Company,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not boycott energy companies currently; and
4. Will not boycott energy companies during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2274.001, Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
   (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
   (B) does business with a company described by Paragraph (A).

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations, that exists to make a profit.

9/10/2025	VP, Worforce Benefits Underwriting
DATE	POSITION / TITLE

Keith Daigl

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - SENATE BILL 19 VERIFICATION

I, Keith Daigle, the undersigned representative of
(Person name)

Symetra Life Insurance Company,
(Company or Business name)

hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

1. Has ten (10) or more full-time employees;
2. Will be paid an amount equal to or greater than $100,000.00 from City of Sugar Land funds, under the contract to which this verification applies;
3. Does not currently have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
4. Will not discriminate against a firearm entity or firearm trade association during the term of the contract for goods or services with the above-named Company, business, or individual with City of Sugar Land.

Pursuant to Section 2274.001, Texas Government Code:

1. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship.

2. "Discriminate against a firearm entity or firearm trade association"
   (A) means, with respect to the entity or association, to:
      (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
      (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
      (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
   (B) does not include:
      (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and
      (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:
         (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or
         (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

3. "Firearm entity" means:

(A) a firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and
(B) a sport shooting range as defined by Section 250.001, Local Government Code.

4. "Firearm trade association" means any person, corporation, unincorporated association, federation, business league, or business organization that:
(A) is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;
(B) has two or more firearm entities as members; and
(C) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

9/10/2025	VP, Worforce Benefits Underwriting
DATE	POSITION / TITLE
	Keith Doyle
	SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - HOUSE BILL 89 VERIFICATION

I, Keith Daigle, the undersigned representative of

(Person name)

Symetra Life Insurace Company

(Company or Business name)

hereafter referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract for goods or services with the above-named Company, business or individual with City of Sugar Land.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*

2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

09/10/2025	VP, Worforce Benefits Underwriting
DATE	POSITION / TITLE

Keith Daigle

SIGNATURE OF COMPANY REPRESENTATIVE

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.M.

Agenda of: City Council Meeting

Initiated by: David E. Brown, Facilities Services Manager

Presented by: David E. Brown, Facilities Services Manager

Responsible Department: Public Works

Agenda Caption:
CONTRACT WITH GOWAN/GARRETT, INC.
Consideration of and action on the authorization of a contract between the City of Sugar Land and Gowan/Garrett, Inc., in the amount of $329,076.00 for FY26 HVAC Preventative Maintenance and on-call repair services.

Recommended Action:
The Public Works Department recommends that the City Council authorize a contract between the City of Sugar Land and Gowan/Garrett, Inc., in the amount of $329,076.00 for HVAC Preventative Maintenance and on-call repair services.

Executive Summary:
The Facilities Division of the Environmental & Neighborhood Services Department is charged with the operation and maintenance of heating, ventilation, and air conditioning systems at all City of Sugar Land facilities. The HVAC systems are maintained by facilities staff as well as through scheduled preventative maintenance and on-call contracted services. HVAC preventative maintenance services include replacing filters, cleaning coils, visual inspections, recording amp draws, acid and moisture tests, and replacing belts. In addition, this process also provides maintenance on air-cooled chillers, rooftop and split unit systems, air handlers, axial fans, pumps, air compressors and pressure stations, fire dampers, exhaust fans, and VAV boxes.

Gowan Garrett, Inc. participates in the Choice Partners National Purchasing Cooperative (Contract #22/049MF-10). Cooperative Agreements are with governmental purchasing organizations of which the City is a member. These agreements leverage the purchasing potential of governmental entities. All contracts are competitively bid, and contracts are awarded in compliance with state procurement laws and regulations.

The initial contract term with Gowan/Garrett, Inc. will be the latest of the dates the contract is signed by both parties, through September 30, 2026.

Funding for this contract is available through the General, Enterprise, and Utility Funds within the operations budget. In comparison, the total contract cost is equal to our previous HVAC preventative maintenance and on-call services contract with the exception of equipment additions.

Fund		**Annual Cost**
General Fund		$158,528.00
Enterprise Fund		
	Airport	$41,808.00
	Surface Water	$11,912.00
	Visitor Center	$7,032.00
	Utilities	$9,796.00
Blanket PO (On-Call services as needed)		$100,000.00
Total Contract Sum		$329,076.00

Budget

Expenditure Required: $329,076.00

Current Budget: $329,076.00

Additional Funding: $0

Funding Source: 0

Account Number (ORG-OBJ-Project):

Account	Amount
1016115-571073	$250,528.00
1017805-571073	$8,000.00
2151176-571073	$7,032.00
6019115-571042	$9,796.00
6019150-571073	$11,912.00
6119325-571073-GAG51	$41,808.00

Attachments

1. Signed Contract
2. HB89
3. 1295
4. SB13
5. SB19
6. 22-049 R3 25
7. SER-00653 2026 PM Contract

CITY OF SUGAR LAND
STANDARD CONTRACT FOR GENERAL SERVICES
$100K to $999,999.99
(Rev. 1-16-25)

I. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF SUGAR LAND	**CONTRACTOR**:
By:	**By:**
Date:	**Date:** 9/17-2025
Title:	**Title:** John Anthony, Service Operations Manager
	Company: Gowan/Garrett, Inc.

MATTER NUMBER: 7614M
APPROVED AS TO FORM:

II. General Information and Terms.

Contractor's Name and Address:	Gowan / Garrett, Inc. 5550 Airline Dr. Houston, TX 77076
Description of Services:	Preventative Maintenance and On-Call HVAC Repairs
Maximum Contract Amount:	$329,076.00 ($229,076.00 for HVAC preventative maintenance + $100,000.00 for on-call repairs)
Effective Date:	On the latest of the dates signed by both parties.
Termination Date:	Twelve months from the Effective Date.
Renewal:	This Contract does not renew.

Contract Parts: This Contract consists of the following parts:

I. Signatures
II. General Information and Terms
III. Standard Contractual Provisions
IV. Additional Terms or Conditions
V. Additional Contract Documents

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.N.

Agenda of: City Council Meeting

Initiated by: Larysa Chiski, Senior Police Finance Manager

Presented by: Jesse Huang, Police Captain

Responsible Department: Police

Agenda Caption:
CONTRACT WITH GALLS, LLC.
Consideration of a Purchase Order with Galls, LLC., in the amount of $140,000 through Buy Board Contract No. 773-25 for the procurement of Police Department uniforms, tools, and accessories, with funding available in the FY26 Police Department operating budget.

Recommended Action:
Authorize the execution of a Purchase Order with Galls, LLC, in the amount of $140,000, through Buy Board Contract No. 773-25, for the purchase of the police uniforms and accessories

Executive Summary:
Galls LLC, is the leading distributor of uniforms and equipment to the public safety market. The amount of Police Department uniforms, tools, and accessories purchased from this vendor is projected to be at $140,000 in FY26. Per Ordinance 2349, purchases over $100,000 must be approved by the City Council.

All purchases are listed under Buy Board contract No.773-25. Cooperative Agreements are with governmental purchasing organizations. These agreements leverage the purchasing potential of governmental entities. All contracts are competitively bid, and contracts are awarded in compliance with state procurement laws and regulations.

Funds for the purchase are available within the Police Department's FY26 operating budget.

The Police Department recommends that the City Council authorizes the execution of a Purchase Order with Galls, LLC, in the amount of $140,000, through Buy Board Contract No. 773-25, for the purchase of the police uniforms and accessories.

Budget

Expenditure Required: $140,000

Current Budget: $140,000

Additional Funding: n-a

Funding Source: FY26 SLPD Operational Funds

Account Number (ORG-OBJ-Project): 1017115-531010

Attachments

1. Galls Buy Board Contract
2. 1295 Form
3. Galls HB 89
4. SB 13
5. SB 19

Menu

BuyBoard Vendor Contract Information Summary

Vendor	Galls, LLC
Contact	Justin Penman
Phone	859-963-7943
Email	cooperative@galls.com
Vendor Website	www.galls.com
TIN	20-3545989
Address Line 1	1340 Russell Cave Road
Vendor City	Lexington
Vendor Zip	40505
Vendor State	KY
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Net 30
Shipping Terms	Freight prepaid by vendor and added to invoice
Ship Via	Common Carrier
Designated Dealer	No
EDGAR Received	Yes
Service-disabled Veteran Owned	No
Minority Owned	No
Women Owned	No
National	No
No Foreign Terrorist Orgs	Yes
No Israel Boycott	Yes
MWBE	No
ESCs	All Texas Regions
States	All States
Contract Name	Uniforms and Accessories
Contract No.	773-25
Effective	07/01/2025
Expiration	06/30/2028
Accepts RFQs	Yes

9/16/2025 9:52 AM

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.O.

Agenda of: City Council Meeting

Initiated by: Natalie Serrano, City Council Liaison

Presented by: Carol McCutcheon, Mayor

Responsible Department: Strategic and Government Affairs

Agenda Caption:
TEXAS MUNICIPAL LEAGUE NOMINATION
Consideration of and action on casting a vote for Sally Branson for the Region 14 Director of the Texas Municipal League Board of Directors for a one-year term.

Recommended Action:
Cast a vote for Sally Branson for the Region 14 Director of the Texas Municipal League Board of Directors for a one-year term.

Executive Summary:
The City of Sugar Land is a Texas Municipal League (TML) member city. This is to cast a vote for the election of the Region 14 director of the TML Board of Directors. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body.

The officials listed on this ballot have been nominated to serve a one-year term on the TML Board of Directors.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 23, 2025.

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. Ballot 2025 Region 14

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

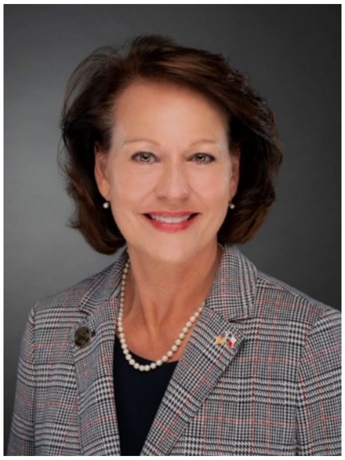
I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

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 Develop 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 Fortunate 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.

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.P.

Agenda of: City Council Meeting

Initiated by: Maria Barroso, Customer Experience Manager

Presented by: Maria Barroso, Customer Experience Manager

Responsible Department: Airport

Agenda Caption:
AGREEMENT WITH GMSTEK, LLC
Consideration of and action on authorization of Amendment No. 1 to Agreement with GMSTEK, LLC, clarifying pricing and term provisions, and authorizing continuation of the Agreement for a total amount of $363,311.17, for GlobalSelect at Sugar Land Regional Airport as the Point of Sale software.

Recommended Action:
Approve Amendment No. 1 to Agreement with GMSTEK, LLC, clarifying pricing and term provisions, and authorizing continuation of the Agreement for a total amount of $363,311.17, to serve the FBO, GlobalSelect at the Sugar Land Regional Airport.

Executive Summary:
The last time the Airport evaluated and changed the point-of-sale software for GlobalSelect, Sugar Land Regional Airport's fixed base operator (FBO) was in 2014. Since then, GlobalSelect's ramp activity and customer service demand have significantly increased, highlighting the need for a modern system that can both keep pace with operational growth and simplify daily processes. For context, in FY15 the Airport sold 2.8 million gallons of fuel, averaging about 122,000 gallons per FBO employee. By FY25, we are projecting sales of 4.5–4.6 million gallons, or roughly 160,000–164,000 gallons per employee, a 21–24% increase. This growth has also driven higher demand for supporting aviation services such as towing, catering requests, coffee/ice/newspapers, rental vehicles, valet, potable water, and lavatory service.

As operations expanded, airport management began to notice a decline in service quality, driven by the increasing complexity of managing multiple aircraft with overlapping service requests. These challenges led to occasional oversights that negatively impacted the customer experience, ultimately resulting in GlobalSelect not placing in the 2024 *Pro Pilot* survey—a respected benchmark in the aviation industry.

A turning point came during the National Business Aviation Association (NBAA) exhibition, where GlobalSelect participated as a vendor to showcase the Airport to the aviation industry. While attending the event, staff discovered the X-1FBO booth and took part in a live demonstration of the platform. Its capabilities—including streamlined service request management, integrated invoicing, and robust reporting tools—immediately stood out as a strong match for the FBO's operational needs. Following the demonstration, the team engaged further with X-1FBO, researched other aviation-specific point of sale software, and determined it was the only solution offering the right combination of efficiency, data insight, and customer service support necessary to position GlobalSelect for long-term success.

This agreement with X-1FBO was initiated in FY25; accordingly, staff is now seeking approval for the remaining 2 to 10 years.

Year 2	FY26	$ 32,873.80
Year 3	FY27	$ 34,604.00
Year 4	FY28	$ 36,334.20
Year 5	FY29	$ 38,150.91
Year 6	FY30	$ 40,058.46
Year 7	FY31	$ 42,061.38
Year 8	FY32	$ 44,164.45
Year 9	FY33	$ 46,372.67
Year 10	FY34	$ 48,691.30
		$ 363,311.16

The transition from the legacy system to X-1FBO has streamlined operations by automating or greatly enhancing key functions, including nightly settlements, daily financial reconciliation, and seamless integration into Munis. Additionally, in 2025, GlobalSelect climbed to #3 in the Pro Pilot survey and earned the "Most Improved FBO" award, reflecting significant progress and enhanced customer satisfaction.

These improvements have resulted in measurable efficiency gains:

- **93% reduction** in labor hours and costs related to processing daily transactions.
- **One full-time equivalent (FTE)** in collective time savings, allowing staff to focus on higher-priority initiatives.
- **$55,000 in annual labor savings** tied directly to daily transaction processing.
- **Significant reduction in errors** caused by manual entry and missed services, improving accuracy and accountability.

This software empowers staff to efficiently log customer requests, monitor fulfillment in real time, and streamline invoicing, all while generating actionable insights that support the Airport's growth and aligns with the City's broader performance and accountability objectives.

The Aviation Department recommends that City Council authorize the expenditure with X-1FBO (GMSTEK, LLC), for the continuation of the Agreement in the amount of $363,311.16.

Budget

Expenditure Required: 32,873.80

Current Budget: 32,873.80

Additional Funding: N/A

Funding Source: Software License & Subscription

Account Number (ORG-OBJ-Project): 611-9315-541055

Attachments

1. Cover Page - Executed
2. A-3_HB-89_Final
3. Exhibit A-5_SB 19_Final
4. A-4_SB 13_Final
5. Certificate of Interested
6. Amendment

contemporaneous agreements or understandings, whether written or oral, relating to such subject matter.

11. All other terms and conditions of the Agreement not specifically modified herein will remain in full force and effect.

CITY OF SUGAR LAND:	**GMSTEK, LLC:**
By: ____________________	By: Steve Tubbs
Title: ____________________	Title: SVP of Operations
Date: ____________________	Date: 8/25/25

ATTEST:

____
Linda Mendenhall, City Clerk

APPROVED AS TO FORM:

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.Q.

Agenda of: City Council Meeting

Initiated by: Sharon Shapiro, Grants Officer

Presented by: Christian Eubanks, Environmental Manager

Responsible Department: Utilities

Agenda Caption:
Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-44**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE HOUSTON-GALVESTON AREA COUNCIL FOR FY26/27 SOLID WASTE IMPLEMENTATION PROGRAM; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT.

Recommended Action:
Approve Resolution No. 25-44 to submit an application to H-GAC for the FY26/27 Solid Waste Implementation Grant Program

Executive Summary:
Every two years, the Texas Legislature meets and sets the budget for the upcoming biennium. The budget includes money collected as a tipping fee at landfills throughout the state and designated to fund solid waste management programs in Texas. Houston-Galveston Area Council (H-GAC) receives a portion of this money, as pass-through funding from the Texas Commission on Environmental Quality (TCEQ), to fund Solid Waste Implementation grant projects throughout the 13-county region on an annual basis.

The City of Sugar Land has participated in the H-GAC Solid Waste Grant Program for many years with projects varying in scope from Recycling education to Household hazardous Waste, holding city-wide events. Staff is planning to apply to the FY26/27 Solid Waste Grant Program.

This year, the City is looking to apply for a grant to support our commitment to sustainable methods of managing green waste. Sustainable green waste can be contained in compostable bags or placed loose in reusable containers. To encourage residents to adopt these best management practices, we plan to provide reusable bags and containers, as well as a supply of compostable bags.

The grant funding request would allow us to purchase approximately $10,000 worth of reusable collection containers and an additional $5,000 worth of compostable bags. This grant would support a responsible path toward reducing plastic waste, supporting composting efforts, and improving the long-term sustainability of our community's green waste program. This grant does not require a city match.

Staff recommend that city council approve Resolution No. 25-44 to submit an application to H-GAC for the FY26/27 Solid Waste Grant Program for the purchase of reusable and compostable yard waste bags in the amount of $15,000.

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. HGAC Grant Application Resolution 9-19-25

RESOLUTION NO. 25-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE HOUSTON-GALVESTON AREA COUNCIL (H-GAC) FOR THE FY26/27 SOLID WASTE MANAGEMENT GRANT, AND DESIGNATING THE CITY MANAGER, OR HIS DESIGNEE, AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER, OR TERMINATE THE GRANT AND TO EXECUTE ALL GRANT DOCUMENTS.

WHEREAS, the City Council of the City of Sugar Land ("City") finds it in the best interest of the citizens of the City to submit an application to the Houston-Galveston Area Council (H-GAC) for the FY26/27 Solid Waste Management Grant, to fund solid waste disposal event; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF SUGAR LAND, TEXAS:**

Section 1. That it adopts the findings and recitals set forth in the preamble to this Resolution.

Section 2. That it authorizes the submission of a grant application to the Houston-Galveston Area Council (H-GAC) for the FY26/27 Solid Waste Management Grant.

Section 3. That the City Manager, or his designee, is designated as authorized grant official to apply for, accept, reject, alter, or terminate the grant and to execute all grant documents on behalf of the City of Sugar Land.

APPROVED on________________________________, 2025.

____
Carol K. McCutcheon, Mayor

ATTEST:

____
Linda Mendenhall, City Clerk

APPROVED AS TO FORM:

D'Ann Shea Smith

hgacgrantres
9/19/25

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.R.

Agenda of: City Council Meeting

Initiated by: Li Su, Senior Budget & Strategy Analyst

Presented by: Justyn Mejorado, Assistant Director of Budget

Responsible Department: Budget

Agenda Caption:
FISCAL YEAR 2025 PROJECTIONS AMENDMENT AND ADOPTION OF FISCAL YEAR 2026 BUDGET - TIRZ 3
Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget for Tax Increment Reinvestment Zone Three.

Recommended Action:
Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget for Tax Increment Reinvestment Zone #3.

Executive Summary:

Tax Increment Reinvestment Zone No. 3 (TIRZ 3) was created by the City of Sugar Land in 2007 to support redevelopment and reinvestment within the Imperial Market / Imperial Historic District area, which includes the historic Imperial Sugar refinery site and surrounding properties.

The purpose of the zone is to finance public infrastructure and improvements that encourage private development and revitalization in this historically significant area of Sugar Land. Eligible projects typically include streets, drainage, utilities, public facilities, parks, and other infrastructure that enhances redevelopment potential.

TIRZ 3 captures a portion of the incremental property tax revenue generated by participating taxing entities above the base-year value. Those revenues are then reinvested into projects within the zone boundaries.

Each year, the Board adopts a budget for the upcoming fiscal year, which runs from October 1 through September 30. The budget is prepared once certified incremental values are received and proposed tax rates from the participating entities are available. Following approval by the Board, and in accordance with the TIRZ No. 3 creation ordinance, the budget is submitted to City Council for approval before it becomes effective.

After the TIRZ Board approved the FY26 budget on September 10,2025, the City's adopted property tax rate assumptions were updated. As a result, the TIRZ budget has been amended to reflect the revised property tax revenues attributable to the zone.The amendment does not change the overall scope or intent of the budget presented to the TIRZ Board but updates the financial allocations to align with the adopted City tax rate. This ensures the TIRZ budget remains consistent with Council's final action on the City's tax rate and maintains compliance with Truth-in-Taxation requirements.

<u>Fiscal Year 2025</u>
FY25 total revenues are projected at $1,943,370 which is $3,273 less than anticipated. Expenditures are projected at $1,933,503, which is $13,140 lower than budgeted based on the revised budget for the IRD assignment and lower anticipated legal services. The Tri-Party agreement assigns 98% of TIRZ revenues to the Imperial Redevelopment District in support of contract revenue bonds. Based on the latest tax roll supplements in FY25, the IRD is anticipated to be assigned $1,904,503. The remaining 2% is designated for administrative costs of the TIRZ. The ending fund balance is anticipated to be $11,155.

<u>Fiscal Year 2026</u>
Revenues for FY26 are projected at $2,104,990 including interest income. This estimate is based on fifty percent of the property tax collections generated from the incremental real property value within TIRZ No. 3. The calculation assumes the proposed tax rates for each participating entity. The FY26 property tax revenues are derived from incremental values—adjusted to reflect properties still under review at 91%, along with applicable abatements and exemptions—using the City and County tax rates.

Taxing Entity	Total Net Assessed Value*	Base Value	Incremental Value	Proposed Tax Rate	Participation Rate	Tax Increment at 99.5%
City of Sugar Land	$570,773,880	$5,602,490	$565,171,390	.358827	50%	$1,008,923
Fort Bend County	$545,775,821	$11,757,620	$534,018,201	$0.4120	50%	$1,094,577

**difference in Net Assessed Values due to differences between City and County exemptions; also impacted by differing City and County approach to ChampionX abatement.*

In accordance with the 2016 Tri-Party Agreement between the City, Zone, and District, 2% of all TIRZ No. 3 revenues will be allocated to administrative services for the TIRZ and the remaining 98% will be assigned to the Imperial Redevelopment District to support debt payments for infrastructure reimbursements. Total expenditures for FY26 are $2,104,990, of which $2,062,890 will be assigned to the District and $42,100 is budgeted for the City to utilize for administrative services under the City's Support Services Agreement with the Zone.

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

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. FY26 TIRZ3 Income Statement

CITY OF SUGAR LAND
TAX INCREMENT REINVESTMENT ZONE No. 3
INCOME STATEMENT

	FY24 Actuals	FY25 Current Budget	FY25 Projections	FY26 Base Budget	FY26 Changes	FY26 Budget
REVENUES						
Incremental Property Taxes - County	$ 924,163	$ 1,020,066	$ 1,015,014	$ 1,094,566	$ -	$ 1,094,566
Incremental Property Taxes - City	807,290	925,827	922,356	1,008,924	-	1,008,924
Interest Income	1,964	750	6,000	1,500	-	1,500
Total Revenues	1,733,417	1,946,643	1,943,370	2,104,990	-	2,104,990
EXPENDITURES						
Legal Services	17,704	29,472	15,000	41,294	-	41,294
Admin Services	13,988	9,461	14,000	806	-	806
Assignment to IRD- TIRZ Revenue Fund	1,699,154	1,907,710	1,904,503	2,062,890	-	2,062,890
Total Expenditures	1,730,846	1,946,643	1,933,503	2,104,990	-	2,104,990
Revenues Over/(Under) Expenditures	2,571	-	9,867	-	-	-
Fund Balance - Beginning	(1,283)	1,288	1,288	11,155	-	11,155
Fund Balance - Ending	$ 1,288	$ 1,288	$ 11,155	$ 11,155	$ -	$ 11,155

City Council Agenda Request
October 7, 2025

Agenda Request No: VII.S.

Agenda of: City Council Meeting

Initiated by: Li Su, Senior Budget & Strategy Analyst

Presented by: Justyn Mejorado, Assistant Director of Budget

Responsible Department: Budget

Agenda Caption:
FISCAL YEAR 2025 PROJECTIONS AMENDMENT AND ADOPTION OF FISCAL YEAR 2026 BUDGET - TIRZ 4
Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget for Tax Increment Reinvestment Zone Four.

Recommended Action:
Consideration of and action on the Fiscal Year 2025 budget to projections amendment; and adoption of the proposed Fiscal Year 2026 Budget for Tax Increment Reinvestment Zone #4

Executive Summary:
TIRZ 4 was created in 2009 through Ordinance 1768 which established a 698 acre zone located at the US Highway 59 – University Boulevard interchange that is set to expire 2039, Participating entities in the zone include City of Sugar Land contributing 50% of the tax increment generated by property taxes above the base value of $21,523,29. Fort Bend County Municipal Utility District 138 and 139 all contributing 50% of the tax increment generated by property taxes above the base value of $10,527,513. Fort Bend County and the Fort Bend County Drainage District agreed to participate in the Zone at the following schedule: 2014- 2029 at 50%, 2030-2034 at 30%, 2035-2039 at 20% of the tax increment generated by property taxes above the base value $72,152,791.

The purpose of TIRZ 4 is to finance public improvements and facilities necessary to support the development of employment, commercial, cultural arts, and entertainment districts within a mixed-use center. Each year the TIRZ No. 4 Board will adopt a budget for the upcoming fiscal year, which runs from October 1 to September 30.

After the TIRZ Board approved the FY26 budget on September 15, 2025, the City's adopted property tax rate assumptions were updated. As a result, the TIRZ budget has been amended to reflect the revised property tax revenues attributable to the zone.

The amendment does not change the overall scope or intent of the budget presented to the TIRZ Board but updates the financial allocations to align with the adopted City tax rate. This ensures the TIRZ budget remains consistent with Council's final action on the City's tax rate and maintains compliance with Truth-in-Taxation requirements.

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 $2,219,185, 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	0.358827	50%	$688,654
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	0.358827*	50%	$361,510
MUD 139	$75,626,339	$10,970,488	$64,655,851	0.358827*	50%	$115,421
Total Increment						**$1,869,185**

**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 $13,498,159.

Staff recommends the approval of amending the FY25 budget to projections and the adoption of the Fiscal Year 2026 budget.

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	$ 688,654	$ -	$ 688,654
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	361,510	-	361,510
Incremental Property Taxes- FB MUD 139	71,662	108,301	108,301	115,421	-	115,421
Interest Income	435,798	250,000	350,000	350,000	-	350,000
Total Revenues	1,966,503	1,924,569	1,899,613	2,219,185	-	2,219,185
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	2,167,818	-	2,167,818
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	$ 13,500,409	$ -	$ 13,500,409