



City of Sugar Land

City Council Agenda

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

Tuesday, November 18, 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

Council Member Jim Vonderhaar

IV. Pledges of Allegiance

Council Member Jim Vonderhaar

V. Recognition

A. SUGAR LAND SUGARNAUTS RECOGNITION

Briana Williams, Assistant Director of Parks & Recreation

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. MINUTES

Consideration of and action on the approval of the minutes of the November 4, 2025 meeting.

Linda Mendenhall, City Clerk

- B. **CONTRACT WITH CIGNA HEALTH AND LIFE INSURANCE COMPANY**
Consideration of and action on authorization of a contract with CIGNA Health and Life Insurance Company, in the amount of \$1,883,288.00, for the period January 1, 2026 through December 31, 2026, for stop loss coverage for the City's self-funded group medical plans.
Paula J. Kutchka, Director of People & Culture
- C. **CONTRACT WITH STRIPES AND STOP COMPANY INC.**
Consideration of and action on the authorization of a contract with Stripes and Stops Company, Inc. for Pavement Marking Services in the amount of \$300,000 for the first year, with up to four (4) automatic one-year renewals, for a total contract amount not to exceed \$1,500,000.
James Turner, City Traffic Engineer
- D. **CONTRACT WITH FORT BEND COUNTY**
Consideration of and action on authorization of an Interlocal Project Agreement with Fort Bend County for the milling and overlay rehabilitation of Cabrera Drive, with the City funding materials in an amount not to exceed \$50,000.
Ryon Bell, Streets and Drainage Manager
- E. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2392: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 2 OF THE LAND DEVELOPMENT CODE BY AMENDING SECTION 2-92 TO SIMPLIFY THE MAXIMUM HEIGHT REQUIREMENT FOR THE NEIGHBORHOOD BUSINESS (B-1) ZONING DISTRICT.**
Emily Ercius, Planner I
- F. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-52: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ACCEPTING THE CI-BYRNE STATE CRISIS INTERVENTION GRANT PROGRAM FROM THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE TEXAS OFFICE OF THE GOVERNOR – CRIMINAL JUSTICE DIVISION (CJD); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO EXECUTE GRANT RELATED DOCUMENTS TO ACCEPT, REJECT OR TERMINATE THE GRANT; AND APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF THE GRANT AWARD TO EXPENDITURES AND REVENUES FROM THE GRANT.**
Gregory Suter, Police Captain - Staff Services Bureau

VIII. Contracts and Agreements

- A. **CONTRACT WITH LONGHORN EXCAVATORS, INC.**
Consideration of and action on authorization of a construction contract with Longhorn Excavators, Inc. in the amount of \$19,967,739.00 for CIP CDR2301 Oyster Creek Diversion Channel and Detention Facilities, including regional floodplain mitigation and detention improvements in the Tract 2 area.
Robert Wilson, Assistant City Engineer

B. INTERLOCAL AGREEMENT WITH FORT BEND COUNTY

Consideration of and action on approval of an Interlocal Agreement with Fort Bend County to accept \$56,012,500 in County Mobility Bond funds for eligible projects within Sugar Land's 2023 Mobility Bond Program and authorize the City Manager to oversee project delivery and administration.

Jonathan Braun, Assistant City Engineer

C. CONTRACT WITH URBANO ARCHITECTS

Consideration of and action on authorization of a professional services contract with Urbano Architects in the amount of \$496,000.00 for the design of exterior preservation improvements to the Imperial Char House, CMU2509.

Robert Wilson, Assistant City Engineer

IX. Ordinances and Resolutions

- A. Consideration of and action on: **CITY OF SUGAR LAND RESOLUTION NO. 25-27: 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 MOTHBALLING PRESERVATION WORK FOR THE IMPERIAL CHAR HOUSE.**

Robert Wilson, Assistant City Engineer

- B. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-53: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING THE CITY OF SUGAR LAND 2025-2027 STRATEGIC ACTION PLAN UPDATE; AND REPEALING RESOLUTION NO. 25-14.**

Shayla Lee, Director of Strategic & Government Affairs

X. Workshop

A. SPACE COWBOYS 2025 ANNUAL REPORT

Review of and discussion on the 2025 Space Cowboys season and Constellation Field Annual Report.

Garrett Greene, Manager, Broadcasting and Media Relations - Constellation Field, Ana Rodriguez, Community Development Coordinator

B. SIDEWALK MOBILITY MANAGEMENT PROGRAM

Review of and discussion on the proposed Sidewalk Mobility Management Program.

Ray Song, Engineering Manager, Keisha Seals, Assistant Director of Public Works

C. REVIEW OF PROPOSED COMMUNITY EXPO PLAN OF ACTION

Review of and discussion on the proposed Community Expo Plan supporting the City's 2025-2027 Strategic Action Plan.

Briana Williams, Assistant Director of Parks & Recreation, Sabrina Abdulla, Director of Customer Experience

XI. 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.

XII. 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 12th day of November, 2025 at 4:30 P.M.



City Council Agenda Request

November 18, 2025

Agenda Request No: V.A.

Agenda of: City Council Meeting

Initiated by: Briana Williams, Assistant Director of Parks & Recreation

Presented by: Briana Williams, Assistant Director of Parks & Recreation

Responsible Department: Parks

Agenda Caption:

SUGAR LAND SUGARNAUTS RECOGNITION

Recommended Action:

Recognize the Sugar Land Sugarnauts team for their achievement in winning the People's Choice Award at the Red Bull Flugtag event in Irving, Texas.

Executive Summary:

The purpose of this item is to recognize the Sugar Land Sugarnauts team for their outstanding achievement at the Red Bull Flugtag event held in Irving, Texas, where they proudly earned the People's Choice Award.

Composed of City of Sugar Land employees from multiple departments, the team designed and built their aircraft, named Center of Gravity, as a creative representation of teamwork, innovation, and community spirit. Their participation showcased the City's culture of collaboration and enthusiasm beyond daily operations.

Through humor, creativity, and a fearless approach to friendly competition, the Sugar Land Sugarnauts embodied the city's trailblazing spirit and brought positive regional attention to Sugar Land. This recognition celebrates their dedication, creativity, and the pride they brought to the community.

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 November 18, 2025

Agenda Request No: VII.A.

Agenda of: City Council Meeting

Initiated by: Ashley Newsome, Deputy City Clerk

Presented by: Linda Mendenhall, City Clerk

Responsible Department: City Clerk's Office

Agenda Caption:

MINUTES

Consideration of and action on the approval of the minutes of the November 4, 2025 meeting.

Recommended Action:

Consideration of and action on the approval of the minutes of the November 4, 2025 meeting

Executive Summary:

Consider the minutes of the November 4, 2024 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. 11.4.25 City Council Meeting Minutes (2)



City of Sugar Land

City Council Minutes

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

Tuesday, November 4, 2025
City Council Meeting Minutes
City Council Chamber
5:00 PM

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II. Call to Order

QUORUM PRESENT

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

III. Closed Executive Session

- A. Closed Executive Session as authorized by Chapter 551, Texas Government Code in accordance with:

Section 551.072 Deliberation Regarding Real Property:

For the purpose of deliberation regarding the purchase, exchange, lease or value of real property.

Bryan Norton, Real Property Manager

RECESS: Mayor McCutcheon recessed into closed executive session at 5:06 p.m.

- B. Closed Executive Session as authorized by Chapter 551, Texas Government Code, in accordance with:

Section 551.074 - Public Officers:

For the purpose of deliberations regarding appointments to, and duties of, the Planning and Zoning Commission.

Stewart Jacobson, District 3, Suzanne Whatley, District 1

RECONVENE: Mayor McCutcheon reconvened the meeting at 6:00 p.m.

IV. Invocation

Carol McCutcheon, Mayor

V. Pledges of Allegiance

Carol McCutcheon, Mayor

VI. Recognition

A. MAYOR'S MONARCH PLEDGE DAY

William Hajdik, Interim Director of Parks and Recreation

B. MUNICIPAL COURT WEEK

NOVEMBER 3-7, 2025

Kendra Beverly, Municipal Court Administrator

VII. Public Comment

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No members of the public addressed the Council.

VIII. Consent Agenda

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A. MINUTES

Consideration of and action on approval of the minutes of the October 21, 2025, meeting.

Linda Mendenhall, City Clerk

A motion to **Approve the consent agenda items A through L**, was made by Suzanne Whatley and seconded by Sanjay Singhal; the motion **Passed**.

Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

- B. Consideration of and action on CITY OF SUGAR LAND RESOLUTION NO. 25-48: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ACCEPTING THE FISCAL YEAR (FY) 2026 RIFLE-RESISTANT BODY ARMOR GRANT FUNDED THROUGH BG-RIFLE RESISTANT BODY-ARMOR GRANT PROGRAM ("GRANT") FROM THE TEXAS OFFICE OF THE GOVERNOR – CRIMINAL JUSTICE DIVISION (CJD); DESIGNATING THE CITY MANAGER, OR HIS DESIGNEE, AS AUTHORIZED OFFICIAL TO SIGN DOCUMENTS TO ACCEPT, RECEIPT, AND PROCESS**

GRANT FUNDS; AND APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF THE GRANT AWARD TO EXPENDITURES AND REVENUES FROM THE GRANT.

Gregory Suter, Police Captain - Staff Services Bureau

- C. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION 25-47: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ACCEPTING THE FIRST RESPONDER MENTAL HEALTH – CISM PROGRAM GRANT FROM THE TEXAS OFFICE OF THE GOVERNOR – CRIMINAL JUSTICE DIVISION (CJD); DESIGNATING THE CITY MANAGER, OR HIS DESIGNEE, AS AUTHORIZED OFFICIAL TO SIGN DOCUMENTS TO ACCEPT, RECEIPT, AND PROCESS GRANT FUNDS; AND APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF THE GRANT AWARD TO EXPENDITURES AND REVENUES FROM THE GRANT.**

Caroline Egan, Emergency Management Coordinator

- D. **AGREEMENT WITH ESRI INC.**

Consideration of and action on the authorization of the Esri Small Municipal and County Government Enterprise Agreement (EA) in the amount of \$90,300.00 for year one of a three-year agreement, for a total of \$270,900.00.

Erik Schenck, IT Manager

- E. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2381: AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, AMENDING SECTIONS 5-351 AND 5-376 OF CHAPTER 5, ARTICLE VIII, DIVISION 11 OF THE SUGAR LAND CODE OF ORDINANCES REGARDING PRETREATMENT STANDARDS FOR USERS OF THE CITY'S WASTEWATER TREATMENT PLANTS.**

David Whittemore, Assistant Director of Utilities

- F. **CONTRACT WITH HAHN EQUIPMENT COMPANY INC.**

Consideration of and action on the authorization of a contract between the City of Sugar Land and Hahn Equipment Company Inc. for On-Call Pump and Motor Repairs and Replacement in the amount of \$200,000.00 per year, with the option to renew for four additional years, with an overall total of \$1,000,000.00.

David Whittemore, Assistant Director of Utilities

- G. **CONTRACT WITH SHI GOVERNMENT SOLUTIONS, INC.**

Consideration of and action on the authorization of a contract with SHI Government Solutions, Inc. in the amount of \$202,971.97, for the purchase of the hardware and professional services.

Steve Budny, Director of IT, Data, and Security

- H. **CONTRACT WITH SWEEPING CORPORATION OF AMERICA**

Consideration of and action on authorization of a contract with Sweeping Corporation of America, in the amount of \$162,120.00 for street sweeping services, with a renewal for four additional one-year terms for a total contract amount of \$810,600.00.

Ryon Bell, Streets and Drainage Manager

I. SUGAR LAND 4B CORPORATION APPOINTMENTS

Consideration of and action on the appointment of Alan Goodrich, Sanjay Singhal, and Robert Boettcher as directors for terms expiring September 30, 2027, to the Sugar Land 4B Corporation.

Carol McCutcheon, Mayor

J. Consideration of and action on CITY OF SUGARLAND RESOLUTION NO. 25-49: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING RESPONSIBILITIES, GUIDELINES, CODE OF CONDUCT, AND PROTOCOLS FOR THE MAYOR, CITY COUNCIL, AND CITY MANAGER; ADOPTING RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS, AND REPEALING RESOLUTION 24-66.

Shayla Lee, Director of Strategic & Government Affairs

K. SECOND CONSIDERATION: Consideration of and action on CITY OF SUGAR LAND ORDINANCE NO. 2390: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, PROVIDING A RECOMMENDATION ON THE PROPOSED CHANGES TO THE LAKE POINTE REDEVELOPMENT DISTRICT, CHAPTER 2, PART 5 OF THE DEVELOPMENT CODE.

Ruth M. Lohmer, Redevelopment Planning Manager

L. APPOINTMENT TO THE HOUSTON-GALVESTON AREA COUNCIL

Consideration of and action on the appointment of Stewart Jacobson as member and Rick Miller as alternate to the Houston-Galveston Area Council (H-GAC) General Assembly and Board of Directors for a one-year term for calendar year 2026.

Carol McCutcheon, Mayor

IX. Annual Ethics Training

A. ANNUAL ETHICS TRAINING

Receive annual training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of City Officials.

Meredith Riede, City Attorney

Meredith Riede, City Attorney, gave a presentation and made comments, and answered questions from the Council.

X. Oath of Office

A. BOARDS AND COMMISSIONS OATH OF OFFICE

Administer the Oath of Office to members appointed to the City of Sugar Land's Boards and Commissions.

Carol McCutcheon, Mayor

Mayor McCutcheon administered the oath of office to the appointed members of the City of Sugar Land's Boards and Commissions.

XI. Appointments

A. PLANNING AND ZONING APPOINTMENTS

Clarification of and action on appointment of commissioners to the Planning and Zoning Commission.

Stewart Jacobson, District 3, Suzanne Whatley, District 1

The Mayor and City Council appointed Bradley Tilton as a member of the Planning and Zoning Commission to fill the unexpired term of Taylor Landin and will serve a partial term through September 30, 2026.

A motion to **Approve the appointment of a commissioner to the P&Z Commission**, was made by Sanjay Singhal and seconded by Rick Miller; the motion **Passed**.

Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

XII. Public Hearings

- A. **PUBLIC HEARING 5:30 P.M.:** Receive and hear all persons desiring to be heard on the proposed amendment to Section 2-92, Zoning Regulations of Chapter 2 of the Sugar Land Development Code.

FIRST CONSIDERATION: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2392:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 2 OF THE LAND DEVELOPMENT CODE BY AMENDING SECTION 2-92 TO SIMPLIFY THE MAXIMUM HEIGHT REQUIREMENT FOR THE NEIGHBORHOOD BUSINESS (B-1) ZONING DISTRICT.

Emily Ercius, Planner I

Emily Ercius, Planner I, gave a presentation, made comments, and answered questions from the Council.

Mayor McCutcheon opened the public hearing at 6:41 p.m. No members of the public addressed the Council during the public hearing. The public hearing was closed at 6:41 p.m.

A motion to **Approve the proposed amendment to Chapter 2 of the Sugar Land Development Code**, was made by Robert Boettcher and seconded by Jim Vonderhaar; the motion **Passed**.

Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

XIII. Contracts and Agreements

A. PUBLIC ART CONTRACT - MIG, INC.

Consideration of and action on authorization of a consultant services contract with Moore Iacofano Goltsman, Inc. (MIG) to develop a new Public Art Plan to guide the selection, placement, and management of public art in the City of Sugar Land.

Sharee Davis, Civic Arts Manager

Sharee Davis, Civic Arts Manager, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve a contract with MIG, Inc**, was made by Stewart Jacobson and seconded by Suzanne Whatley; the motion **Passed**.

Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Jim Vonderhaar, Carol McCutcheon

Nays: Sanjay Singhal

B. CONTRACT WITH QUIDDITY ENGINEERING, LLC.

Consideration of and action on the authorization of a professional services contract with Quiddity Engineering, LLC to complete design improvements of the existing West Wastewater Treatment Plant (WWTP) in the amount of \$2,960,000 for CIP CWW2309 – Tract 2 Wastewater Improvements.

Timothy Jahn, Senior Engineering Manager

Timothy Jahn, Senior Engineering Manager, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve a contract with Quiddity Engineering LLC**, was made by Rick Miller and seconded by Sanjay Singhal; the motion **Passed**.

Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

XIV. Ordinances and Resolutions

- A. FIRST CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2389:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS ADOPTING REVISED FOOD ESTABLISHMENT AND INSPECTIONS FEES BY AMENDING CHAPTER 2, ARTICLE V, DIVISION 4, SECTION 2-136(B) (FOOD ESTABLISHMENTS AND INSPECTIONS) OF THE CODE OF ORDINANCES, AND OTHER MATTERS RELATED THERETO.

Nicole Guevara, Assistant Director of Neighborhood Services

Nicole Guevara, Assistant Director of Neighborhood Services, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve the first reading of Ordinance No. 2389**, was made by Stewart Jacobson and seconded by Jim Vonderhaar; the motion **Passed**.

Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

- B. **FIRST CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2393:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS AMENDING PROVISIONS OF CHAPTER 3, ARTICLE IV (FOOD AND FOOD SERVICES) OF THE CODE OF ORDINANCES BY ADOPTING THE UPDATED FDA FOOD CODE, MAKING RELATED AMENDMENTS THERETO, AND REVISING REGULATIONS RELATING TO FOOD ESTABLISHMENTS.

Nicole Guevara, Assistant Director of Neighborhood Services

Nicole Guevara, Assistant Director of Neighborhood Services, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve the first reading of Ordinance No. 2393**, was made by Sanjay Singhal and seconded by Suzanne Whatley; the motion **Passed**.

Ayes: Suzanne Whatley, Stewart Jacobson, Robert Boettcher, Rick Miller, Sanjay Singhal, Jim Vonderhaar, Carol McCutcheon

XV. Workshop

- A. **CODE ENFORCEMENT ORDINANCE AMENDMENTS**

Review of and discussion on modifications to regulations pertaining to political signs, tree trimming and overnight commercial parking.

Nicole Guevara, Assistant Director of Neighborhood Services

RECESS: Mayor McCutcheon recessed the meeting at 7:21 p.m.

RECONVENE: Mayor McCutcheon reconvened the meeting at 7:30 p.m.

Nicole Guevara, Assistant Director of Neighborhood Services, gave a presentation, made comments, and answered questions from the Council.

- B. **DUHACSEK PARK INTERLOCAL AGREEMENT**

Review of and discussion on the Interlocal Agreement between the City of Sugar Land and Fort Bend County for the operation and improvement of Duhacsek Park.

Kimberly Terrell, Interim Director of Communications

Kimberly Terrell, Interim Director of Communications, gave a presentation, made comments, and answered questions from the Council.

XVI. 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, did not have a report for this meeting.

XVII. Adjournment

A motion to **Adjourn at 8:15 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

Linda Mendenhall, City Clerk





City Council Agenda Request November 18, 2025

Agenda Request No: VII.B.

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 a contract with CIGNA Health and Life Insurance Company, in the amount of \$1,883,288.00, for the period January 1, 2026 through December 31, 2026, for stop loss coverage for the City's self-funded group medical plans.

Recommended Action:

Authorize the execution of all necessary documents related to stop loss insurance coverage for the City's self-funded group medical plans with CIGNA Health and Life Insurance Company, in the amount of \$1,883,288.00, for the period January 1, 2026 through December 31, 2026.

Executive Summary:

As part of the City's self-funded medical plan, stop loss insurance serves as a critical financial safeguard to protect against large or unexpected healthcare claims. This coverage ensures the City can continue providing comprehensive benefits to employees while maintaining fiscal responsibility and stability within the plan.

Stop loss insurance includes two components:

- Individual (Specific) Stop Loss: Limits the City's exposure to high-cost claims from any one participant. Once an individual's claims exceed the set deductible amount, the stop loss carrier reimburses the City for additional costs.
- Aggregate Stop Loss: Protects the City when the total claims for all participants combined exceed a predetermined threshold.

Together, these coverages balance the flexibility of our self-funded model with prudent financial protection.

In partnership with the City's benefits consultant, HUB International Texas, an RFP was

conducted in September. More than 20 providers expressed interest during the RFP, with 13 providing a completed response packet. After the initial analysis, three providers were invited to submit a best and final offer (BAFO). HUB has recommended renewal with Cigna for the City's stop loss insurance coverage for the 2026 plan year. Cigna initially proposed an 18.6% increase to the total premium. Through the BAFO process, the renewal has been reduced to a 1.4% increase, which is significantly below the budgeted 15% increase for FY26. In comparison, the next most competitive proposal provided for an 8.0% premium increase.

The aggregate deductible under Cigna has also been successfully renegotiated from an 8.9% renewal increase to a 6.7% increase. Overall, the City's maximum liability (including all administrative fees, stop loss premiums, and the aggregate deductible) has been reduced to a 5.9% total increase for 2026, aligning with HUB's financial projections.

HUB further recommends maintaining the current individual stop loss deductible level of \$175,000. The premium differential for increasing this deductible is not significant at this time, and such an adjustment would be more advantageous in future renewal years when premium increases are higher.

Through strategic negotiation and careful plan stewardship, the City has secured a renewal that balances cost containment with strong financial protection for our self-funded medical plan. This outcome reflects our continued commitment to responsible fiscal management, employee well-being, and long-term plan sustainability. The Department of People & Culture recommends that the City Council authorize the execution of all necessary documents related to CIGNA for stop loss coverage for the 2026 Plan Year, January 1, 2026 through December 31, 2026.

Budgetary projections are based on employee and dependent count assumptions. The actual cost will fluctuate with the number of full-time employees, supplemental plan elections chosen by employees, and the number of dependents on the plan at any given time.

This item was presented to the Compensation Committee on November 13, 2025.

Budget

Expenditure Required: \$1,883,288

Current Budget: \$2,133,165

Additional Funding: n/a

Funding Source: Employee Benefits Fund

Account Number (ORG-OBJ-Project): 301-00-00-9990-0000-591025

Attachments

None



City Council Agenda Request November 18, 2025

Agenda Request No: VII.C.

Agenda of: City Council Meeting

Initiated by: James Turner, City Traffic Engineer

Presented by: James Turner, City Traffic Engineer

Responsible Department: Public Works

Agenda Caption:

CONTRACT WITH STRIPES AND STOP COMPANY INC.

Consideration of and action on the authorization of a contract with Stripes and Stops Company, Inc. for Pavement Marking Services in the amount of \$300,000 for the first year, with up to four (4) automatic one-year renewals, for a total contract amount not to exceed \$1,500,000.

Recommended Action:

Authorize a renewable contract in a maximum amount of \$300,000 to Stripes and Stops Company, Inc. for Pavement Marking Services.

Executive Summary:

As part of the City's Pavement Marking Maintenance program, the Public Works Department's Traffic Division is responsible for the maintenance of all pavement markings within public street rights-of-way. Pavement markings keep motorists safe by providing guidance on roadways. Well-maintained pavement markings help prevent collisions with oncoming vehicles on undivided roadways and keep vehicles in the appropriate lanes when traveling in the same direction. Pavement markings provide guidance to help prevent run-off-the-road crashes and improve roadway visibility when driving at night and during bad weather.

On October 1, 2025, the City published an invitation to bid (ITB) specifying the terms and work for the proposed Pavement Markings Services contract in local paper and to OpenGov Procurement portal. The contract terms specify a five-year renewable contract, the original term plus the option to automatically renew for an additional four one-year terms. The contract, which includes paint and thermoplastic pavement marking bid items, is structured as a unit price contract which enables Public Works to utilize as few or as many of the bid services as the budget allows.

On October 16, 2025, the City received and opened sealed bid proposals from Stripe Lines, Inc and Stripes & Stops Company, Inc. The Stripe Lines, Inc proposal was ruled incomplete, and City staff reviewed the Stripes & Stops proposal. The unit bid prices from Stripes & Stops'

proposal were comparable to previous contract prices.

Public Works updates approximately 150,000 feet of pavement markings per year, which includes but are not limited to lane markings, stop and yield lines, crosswalks, school zone markings, and bicycle path symbols. The traffic division continuously evaluates all roadways for necessary maintenance. Thermoplastic markings are used primarily on arterials and major collectors as they provide more durable markings for higher volume roadways. Paint pavement markings are used along collector and local road corridors, which have low traffic volumes and provide the best benefit /cost ratio.

Funding for this contract is available through the Public Works Traffic Division's Operations & Maintenance budget for FY26.

The Public Works Department recommends that the City Council approve the execution of a contract for Pavement Marking Services with Stripes and Stops Company, Inc. in the amount of \$300,000. The first year of the contract will expire on September 30, 2026, and the contract shall have up to four auto renewable years for a total amount of \$1,500,000.

Budget

Expenditure Required: \$300,000

Current Budget: Funding From Various Sources

Additional Funding: N/A

Funding Source: Public Works Traffic Division (3120) and other

Account Number (ORG-OBJ-Project): 1013120-571015

Attachments

1. Form 1295 Certificate 101449986_Redacted
2. Signed_Stripes Stops Front Page Contract 10-30-25

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

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

Stripes & Stops Company Inc.
Houston, TX United States

Certificate Number:
2025-1383659

Date Filed:
10/31/2025

Date Acknowledged:

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

City of Sugarland

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.

2026-ITB-001
Pavement Marking Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	McKinley, Steven	Houston, TX United States	X	

5 Check only if there is NO Interested Party.

☐

6 UNSWORN DECLARATION

My name is Steven P. McKinley, and my date of birth is [REDACTED].

My address is [REDACTED], US.
(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 31 day of October, 2025.
(month) (year)

Steven P. McKinley

Signature of authorized agent of contracting business entity
(Declarant)

CITY OF SUGAR LAND
CONTRACT FOR GENERAL SERVICES (MODIFIED)
\$1M and Greater
(Rev. 10-30-25)

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

CITY OF SUGAR LAND

CONTRACTOR:

By:

By: *Steven P. McKinley*

Date:

Date: 10/30/2025

Title:

Title: President

Company: Stripes & Stops Company Inc.

MATTER NUMBER: 7863M

APPROVED AS TO FORM:

II. General Information and Terms.

Contractor's Name and Address: Stripes & Stops Company, Inc.
2323 Greens Road
Houston, TX 77032

Description of Services: Pavement Marking Services

Maximum Contract Amount: \$1,500,000 (\$300,000/year x 5 years)

Effective Date: On the latest of the dates signed by both parties.

Termination Date: September 30, 2026

Renewal: The term of this Contract shall automatically renew without further documentation or agreement annually for four additional one-year terms under the terms and conditions provided herein, unless written notice of a party's intent not to renew is received by the other party on or before thirty (30) days before the expiration of the then current term.

Contract Parts: This Contract consists of the following parts:

I. Signatures



City Council Agenda Request

November 18, 2025

Agenda Request No: VII.D.

Agenda of: City Council Meeting

Initiated by: Herc Meier, Director of Public Works

Presented by: Ryon Bell, Streets and Drainage Manager

Responsible Department: Public Works

Agenda Caption:

CONTRACT WITH FORT BEND COUNTY

Consideration of and action on authorization of an Interlocal Project Agreement with Fort Bend County for the milling and overlay rehabilitation of Cabrera Drive, with the City funding materials in an amount not to exceed \$50,000.

Recommended Action:

The Public Works Department recommends an action to approve an Interlocal Project Agreement with Fort Bend County to reconstruct the asphalt roadway on Cabrera Drive.

Executive Summary:

The Public Works Department is collaborating with Fort Bend County Road and Bridge to rehabilitate the asphalt on Cabrera Drive.

Based on the most recent pavement assessment and visual evaluations, city staff determined that Cabrera Drive has exceeded its useful life and qualifies for rehabilitation. Under the agreement, Fort Bend County will provide the equipment and labor to mill the existing roadway and apply a new asphalt surface within the project limits. Additionally, the County has agreed to haul away all debris generated during the milling and overlay process. The Public Works Department will be responsible for contracting the purchase of asphalt materials.

The project scope includes milling the existing asphalt, addressing any subgrade issues, and applying new asphalt. The City of Sugar Land will fund all material costs, estimated at approximately \$50,000.00, including a 10% contingency. Fort Bend County will contribute equipment and labor to complete the work. The project is expected to be completed within 15 working days. While a definitive start date is still being coordinated, construction is scheduled to begin in the summer of 2026. Ensuring clear and timely communication with residents will be a top priority. Public Works will work with the Communications team to determine the most effective notification methods, beginning two weeks before construction starts, with in-person follow-ups as needed.

The Public Works Department recommends approval of an Interlocal Project Agreement with Fort Bend County for the milling and overlay of Cabrera Drive.

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. Cabrera Drive Interlocal Agreement
2. Cabrera Drive Project Limits

INTERLOCAL PROJECT AGREEMENT

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

This Interlocal Agreement ("Agreement") is made and entered into by and between FORT BEND COUNTY, TEXAS (the "County"), a political subdivision of the state of Texas, and the CITY OF SUGARLAND (the "Local Government"), a local government or local government corporation established under the laws of the state of Texas. County and Local Government may be collectively referred to as the "Parties" and each individually a "Party."

WHEREAS, this Agreement is entered into pursuant to Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act (the "Act"), which authorizes local governments to contract with one another to provide governmental functions, mutual aid, and services under the terms of the Act; and

WHEREAS, on or about October 6, 2009, County and Local Government entered into that certain Primary Interlocal Agreement wherein the Parties each agreed to assist the other with certain governmental functions and services on a "project by project" basis; and

WHEREAS, the purpose of this Agreement is to establish the rights and responsibilities of the Parties hereto for certain projects coordinated between County, acting by and through the Fort Bend County Road and Bridge Department, and the Local Government; and

WHEREAS, the project described in this Agreement is a governmental function and service of County and Local Government under the Act; and

WHEREAS, the Parties have determined that said project would be in the best interest of County and Local Government, and to the inhabitants thereof, and would serve a public purpose and benefit; and

NOW, THEREFORE, in consideration of the mutual promises, covenants, obligations, and mutual benefits, the Parties hereto agree as follows:

1. **Purpose and Project Description.** The purpose of this Agreement is to mill and overlay approx. 1700 ft of Cabrera Drive (the "Project").
2. **Project Location.** The location(s) of the Project is approx. 1700 ft of Cabrera Drive in Sugar Land, Texas (the "Project Site").

3. Term.

- (A) Unless sooner terminated as provided herein, the Term of this Agreement shall begin on the date of execution by the last Party hereto and shall expire the sooner of 11:59 p.m. of September 30, 2026 or upon completion of the Project.
- (B) This Agreement may be terminated by either Party, with or without cause, upon ten (10) calendar days written notice to the other Party.

4. Rights and Responsibilities of County.

- (A) County, at its sole cost and expense, shall provide the following:
 - (1) Up to 160 equipment hours at a rate of \$35.00 per hour
 - (2) Up to 200 man hours of labor at a rate of \$15.00 per hour
 - (3) Up to \$0.00 in materials
 - (4) Up to \$0.00 in compensation, whether for reimbursement or advanced funding, to Local Government
- (B) Except as otherwise determined and agreed to in writing by the Parties under Section 5(B) of this Agreement, County, at its sole cost and expense, shall further provide the following:
 - (1) All labor, equipment, and materials necessary to complete the Project except as provided by Section 5(A) of this Agreement.
 - (2) Appropriate supervisory personnel to coordinate the efforts of County and/or Local Government personnel as necessary.
 - (3) All labor and personnel necessary to load and haul away any debris or excavated materials from the Project Site.
 - (4) All surveys and construction and design plans necessary for the Project.
 - (5) All necessary flagmen, barricades, traffic devices, and traffic control for the Project.
- (C) County's total expenditure for the Project under this Agreement shall not exceed the amount of: Eight Thousand Six Hundred and 00/100 dollars (\$8,600.00).

- (D) County, upon reasonable notice to the Local Government, shall have the right to do all things that, in County's opinion, are reasonably necessary to accomplish and complete the Project, including the parking of trucks, equipment, and/or machinery on Local Government streets or roadways.
- (E) County shall not be liable for any delay of the Project.
- (F) County shall clear away from the Project site any debris generated from the Project and/or any tools, machinery, and equipment used for the Project.
- (G) County shall complete all work for the Project in a good and workman like manner as measured by County's usual and customary practices.

5. Rights and Responsibilities of Local Government.

- (A) Local Government, at its sole cost and expense, shall provide the following:
 - (1) All asphalt and related materials issued through a Local Government Purchasing Order and as required by County for the Project.
- (B) The Parties may determine that Local Government should provide one or more of the items or tasks provided in Section 5(B)(1) – 5(B)(8) as necessary for the Project. If such a determination is made, then Local Government shall provide such item(s) or task(s) at its sole cost and expense as follows:
 - (1) Any labor, equipment, and materials necessary to perform its responsibilities under the Agreement.
 - (2) All appropriate supervisory personnel to coordinate the efforts of County and Local Government personnel.
 - (3) All materials necessary for the Project. Such materials shall be in an amount sufficient to allow County personnel to work in a continuous and uninterrupted manner.
 - (4) All labor and equipment, including any trucks, necessary to load and haul away any debris or excavated materials. Such labor, equipment, and trucks shall be in an amount sufficient to allow County personnel to work in a continuous and uninterrupted manner.
 - (5) All design and construction plans for the Project prior to the commencement of the Project. Such plans shall be provided to County prior to the commencement of the Project and shall include the establishment of any grades, the size of any channels, and any associated

structures the County is responsible for constructing. Such plans shall also include an initial on-ground survey alignment, ditch cross sections, and one (1) or more elevation benchmarks on the Project Site. Such work shall be provided prior to the commencement of the Project.

- (6) Any permits and/or permissions required for the Project, including NPDES or TPDES permits.
 - (7) All personnel necessary to implement the provisions of such permits as required by Section 5(B)6 above.
 - (8) All necessary flagmen, barricades, traffic devices, and traffic control for the Project.
 - (C) Local Government, at any time during the term of this Agreement, shall have the right to enter the Project Site and inspect the work performed by County for the Project.
 - (D) Within ten (10) calendar days of completion of the Project, Local Government shall notify County in writing of any complaints regarding the quality of workmanship by County for the Project.
 - (E) Upon the expiration or termination of this Agreement as provided in Section 3 above, Local Government, at its sole cost and expense, shall be responsible for the maintenance and upkeep of the Project.
6. **Availability of Funds.** The Parties to this Agreement represent that funds are available from their respective budgets for the current fiscal year for payment of their respective obligations under this Agreement.
7. **Notice.** Any and all notices required or permitted under this Agreement shall be in writing and shall be properly addressed and sent via personal delivery, US first class postage prepaid, registered or certified mail, return receipt requested, Federal Express, Express Mail, or other overnight delivery service as follows:

If to County: Fort Bend County Road and Bridge Department
Attn: Road Commissioner
201 Payne Lane
Richmond, Texas 77469

And

Fort Bend County, Texas
Attn: County Judge
401 Jackson St, 1st Floor
Richmond, Texas 77469

If to Local Government: City of Sugarland
Attn: City Manager
P.O. Box 110
Sugarland, TX 77487

Within five (5) business days of the Effective Date of this Agreement, each Party to this Agreement shall designate in writing to the other Party one person and one alternate person to be that Party's designated spokesperson for communications between the Parties.

8. **Interpretation Dispute.** The Parties agree to cooperate in good faith to fulfill their obligations under this Agreement. The Parties further agree that they will attempt, in good faith, to resolve any disputes concerning the interpretation of this Agreement and unforeseen questions and/or difficulties which may arise. If such dispute is not resolved within ten (10) business days, or within such time as agreed to by the Parties, the dispute shall be referred to the Fort Bend County Road Commissioner for final determination and resolution of the dispute.
9. **Entire Agreement and Modification.** This Agreement constitutes the entire Agreement between the Parties and supersedes any and all previous agreements, written or oral, pertaining to the subject matter of this Agreement. This Agreement may only be amended or modified by written agreement executed by both Parties.
10. **Understanding of the Agreement.** This Agreement constitutes a legal document and has been prepared and approved as to legal form by the Fort Bend County Attorney's Office on behalf of its client, Fort Bend County, Texas. Local Government should not rely on this approval by the County Attorney's Office and should consult with their own legal counsel should they have any questions pertaining to this Agreement. Further, by execution of this Agreement, the Parties acknowledge that they have read and understood each provision, term, and obligation contained herein.
11. **No Waiver of Immunity.** Neither the execution of this Agreement nor any other conduct of either Party to this Agreement shall be considered a waiver or surrender of its governmental powers or immunity under the Texas Constitution or the laws of the State of Texas. **TO THE EXTENT ALLOWED BY LAW, LOCAL GOVERNMENT AGREES TO INDEMNIFY AND HOLD COUNTY HARMLESS FOR ALL CLAIMS, DAMAGES, AND LIABILITIES WHICH MAY BE IMPOSED BY LAW UPON LOCAL GOVERNMENT FOR ACTS OF OMISSION OR COMMISSION BY LOCAL GOVERNMENT DURING THE TERM OF THIS AGREEMENT.**
12. **Benefit.** This Agreement shall be for the sole and exclusive benefit of County and Local Government and shall not be construed to confer any benefit or right upon any other party.

13. **Applicable Law and Venue.** This Agreement shall be construed according to the laws of the state of Texas. Venue for any claim arising out of or relating to the subject matter of this Agreement shall lie in a court of competent jurisdiction of Fort Bend County, Texas.
14. **Assignment.** Neither Party may assign its rights, duties, or obligations hereunder, without the prior written consent of the other, which consent shall not be unreasonably withheld.
15. **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
16. **Effective Date.** The Effective Date of this Agreement shall be the date this Agreement is signed by the last Party hereto.
17. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of the Agreement.
18. **Electronic and Digital Signatures.** The Parties to this Agreement agree that any electronic and/or digital signatures of the Parties included in this Agreement are intended to authenticate this writing and shall have the same force and effect as the use of manual signatures.
19. **Multiple Counterparts.** This Agreement may be executed in multiple counterparts, each having equal force and effect of an original.
20. **Authorization.** This Agreement shall become binding and effective only after it has been authorized and approved by the governing bodies of each Party, as evidenced by the signature of the appropriate authority. Each Party further represents that, by execution of this Agreement, it has been duly authorized by its governing body or other appropriate authority from whom such Party is legally bound to obtain authorization.
21. **Human Trafficking.** BY ACCEPTANCE OF THIS AGREEMENT, LOCAL GOVERNMENT ACKNOWLEDGES THAT FORT BEND COUNTY, TEXAS IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.

{Execution Pages Follow}

SIGNED AND ENTERED this _____ day of _____, 2025.

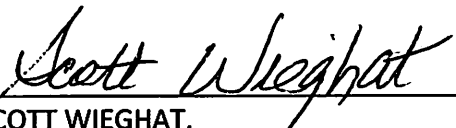
FORT BEND COUNTY, TEXAS

KP GEORGE,
COUNTY JUDGE

ATTEST:

LAURA RICHARD,
COUNTY CLERK

APPROVED AS TO FORM:



SCOTT WIEGHAT,
FORT BEND COUNTY ROAD COMMISSIONER

APPROVED AS TO LEGAL FORM:

/s/ R. Brown

RODNEY BROWN,
ASSISTANT COUNTY ATTORNEY

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$8,600.00 to accomplish and pay the obligation of Fort Bend County, Texas under this Agreement.

Robert E. Sturdivant,
County Auditor

SIGNED AND ENTERED this _____ day of _____, 2025 by Local Government.

CITY OF SUGARLAND:

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

Cabrera Drive Project Limits



10/31/2025



City Council Agenda Request November 18, 2025

Agenda Request No: VII.E.

Agenda of: City Council Meeting

Initiated by: Emily Ercius, Planner I

Presented by: Emily Ercius, Planner I

Responsible Department: Planning and Development Services

Agenda Caption:

SECOND CONSIDERATION: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2392:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 2 OF THE LAND DEVELOPMENT CODE BY AMENDING SECTION 2-92 TO SIMPLIFY THE MAXIMUM HEIGHT REQUIREMENT FOR THE NEIGHBORHOOD BUSINESS (B-1) ZONING DISTRICT.

Recommended Action:

Approval for the second reading of Ordinance No. 2392 for a proposed update to Chapter 2 of the Sugar Land Development Code.

Executive Summary:

The proposed amendment is to the Zoning Regulations in Chapter 2 of the Sugar Land Development Code, specifically Section 2-92 of the Development Code. The purpose of this Amendment is to simplify the Maximum Height requirement for the Neighborhood Business (or B-1) Zoning District as this would increase the overall clarity and consistency of the Code.

This Development Code Amendment supports the City's 2025-2027 All-In Initiatives of Fostering Sensitive Redevelopment and Stimulating Economic Growth and is part of staff's continuing effort to modernize and streamline the Development Code.

On Tuesday, September 9th, the Planning and Zoning Commission held a workshop to discuss the proposed amendment to Table 2-92.1 of the Development Code. The proposed change to Table 2-92.1 involved removing the half-story restriction for the Neighborhood Business (B-1) Zoning District while leaving the 35-foot numeric Maximum Height allowance for the district intact. After the workshop presentation, there was brief discussion and clarification questions among the Commissioners. A Public Hearing and Consideration and Action was held at the October 14th Planning and Zoning Commission meeting. There were no speakers at the Public Hearing and the Commission voted unanimously to recommend the proposed amendment to the City Council. A public hearing and first reading of the Ordinance was held at the November 4th

City Council meeting. There were no members of the public that spoke during the public hearing, and after a brief discussion, the Council voted unanimously to approve Ordinance No. 2392 on first reading.

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. Section 2-92 Dev Code Change BRIEF SUMMARY
2. Section 2-92 Dev Code Change REDLINE
3. Section 2-92 Dev Code Change CLEAN
4. Development Code Amendment Ordinance No. 2392 - Section 2-92
5. Section 2-92 Dev Code Change PH Notice CC

Summary of Changes:

Chapter 2: Zoning Regulations

- Section 2-92 – Nonresidential District Regulations
 - Clarified the Maximum Height allowance for Structures within the Neighborhood Business (or B-1) Zoning District.

Sec. 2-92. - Nonresidential District Regulations.

The following bulk regulations apply:

Table 2-92.1: Bulk Regulations for Nonresidential Zoning Districts						
REGULATION		ZONING DISTRICT				
		B-O	B-1	B-2	M-1	M-2
Minimum Front Yard (Setback)		25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Side and Rear Yard (Setback)	Abutting Nonresidential District or R-4	10 ft. (a) (b)	10 ft. (a) (b)	10 ft. (a) (b)	10 ft. (a)	10 ft. (a)
	Abutting Residential District other than R-4	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Street Side Yard (Setback)		25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Open Space (% of Lot Area)		15%	20%	15%	20%	15%
Maximum Height of Structures		(c) (d)	2½ stories, but not more than 35 ft. from finished grade; (c) (d)	100 ft.; CUP required if over 100 ft.; (c) (d)	(c) (e)	(c)
Outside Use		(f)	(f)	See Section 2-74. Additional Nonresidential District Regulations		
Additional Regulations		See Section 2-93. Additional Nonresidential District Regulations. Note: Parking setback requirements are detailed in Chapter 2, Article V.				
REFERENCES						

a. For Yards abutting an Arterial Street or highway, the minimum Yard is 40 feet.
b. A Yard is not required where a common wall of a building is located at the Lot line.
c. Airport Height Hazard Regulations may apply.
d. 2/1 Bulk Plane: If any portion of a proposed building is within 500 linear feet of a Residential District, other than R-4, setback of 2 feet for each 1 foot in height over 24 feet.
e. 1/1 Bulk Plane: If any portion of a proposed building is within 500 linear feet of a Residential District, other than R-4, setback of 1 foot for every 1 foot in height over 24 feet.
f. All merchandise and materials related to the business must be displayed and stored inside a permanent Building. All business activities must be conducted within a fully-enclosed Building.

Sec. 2-92. - Nonresidential District Regulations.

The following bulk regulations apply:

Table 2-92.1: Bulk Regulations for Nonresidential Zoning Districts						
REGULATION		ZONING DISTRICT				
		B-O	B-1	B-2	M-1	M-2
Minimum Front Yard (Setback)		25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Side and Rear Yard (Setback)	Abutting Nonresidential District or R-4	10 ft. (a) (b)	10 ft. (a) (b)	10 ft. (a) (b)	10 ft. (a)	10 ft. (a)
	Abutting Residential District other than R-4	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Street Side Yard (Setback)		25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Open Space (% of Lot Area)		15%	20%	15%	20%	15%
Maximum Height of Structures		(c) (d)	35 ft.; (c) (d)	100 ft.; CUP required if over 100 ft.; (c) (d)	(c) (e)	(c)
Outside Use		(f)	(f)	See Section 2-74. Additional Nonresidential District Regulations		
Additional Regulations		See Section 2-93. Additional Nonresidential District Regulations. Note: Parking setback requirements are detailed in Chapter 2, Article V.				
REFERENCES						
a. For Yards abutting an Arterial Street or highway, the minimum Yard is 40 feet.						
b. A Yard is not required where a common wall of a building is located at the Lot line.						

c. Airport Height Hazard Regulations may apply.
d. 2/1 Bulk Plane: If any portion of a proposed building is within 500 linear feet of a Residential District, other than R-4, setback of 2 feet for each 1 foot in height over 24 feet.
e. 1/1 Bulk Plane: If any portion of a proposed building is within 500 linear feet of a Residential District, other than R-4, setback of 1 foot for every 1 foot in height over 24 feet.
f. All merchandise and materials related to the business must be displayed and stored inside a permanent Building. All business activities must be conducted within a fully-enclosed Building.

ORDINANCE NO. 2392

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 2 OF THE LAND DEVELOPMENT CODE BY AMENDING SECTION 2-92 TO SIMPLIFY THE REGULATIONS PERTAINING TO THE MAXIMUM HEIGHT OF STRUCTURES FOR THE NEIGHBORHOOD BUSINESS (B-1) ZONING DISTRICT.

WHEREAS, the Planning and Zoning Commission has recommended that the City's Land Development Code be amended to simplify the regulations pertaining to the Maximum Height of Structures for the Neighborhood Business (B-1) Zoning District to increase the overall clarity and consistency of the Code; and

WHEREAS, the Planning and Zoning Commission and the City Council have each conducted in the time and manner and after notice required by law and applicable ordinances, a public hearing on such changes; and

WHEREAS, the City Council finds that the proposed amendment complies with the City's comprehensive plan and now deem it appropriate to make such changes; **NOW, THEREFORE**;

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

Section 1. That the facts and recitations set forth in the preamble of the ordinance are hereby declared true and correct.

Section 2. That Chapter 2, Article II of the Land Development Code is revised by amending Section 2-92 to read as follows:

Sec. 2-92. - Nonresidential District Regulations.

The following bulk regulations apply:

Table 2-92.1: Bulk Regulations for Nonresidential Zoning Districts					
REGULATION	ZONING DISTRICT				
	B-O	B-1	B-2	M-1	M-2
Minimum Front Yard (Setback)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)

Minimum Side and Rear Yard (Setback)	Abutting Nonresidential District or R-4	10 ft. (a) (b)	10 ft. (a) (b)	10 ft. (a) (b)	10 ft. (a)	10 ft. (a)
	Abutting Residential District other than R-4	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Street Side Yard (Setback)		25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)	25 ft. (a)
Minimum Open Space (% of Lot Area)		15%	20%	15%	20%	15%
Maximum Height of Structures		(c) (d)	35 ft.; (c) (d)	100 ft.; CUP required if over 100 ft.; (c) (d)	(c) (e)	(c)
Outside Use		(f)	(f)	See Section 2-74. Additional Nonresidential District Regulations		
Additional Regulations		See Section 2-93. Additional Nonresidential District Regulations. Note: Parking setback requirements are detailed in Chapter 2, Article V.				

REFERENCES

- a. For Yards abutting an Arterial Street or highway, the minimum Yard is 40 feet.
- b. A Yard is not required where a common wall of a building is located at the Lot line.
- c. Airport Height Hazard Regulations may apply.
- d. 2/1 Bulk Plane: If any portion of a proposed building is within 500 linear feet of a Residential District, other than R-4, setback of 2 feet for each 1 foot in height over 24 feet.
- e. 1/1 Bulk Plane: If any portion of a proposed building is within 500 linear feet of a Residential District, other than R-4, setback of 1 foot for every 1 foot in height over 24 feet.

Section 4. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 5. That the provisions of this ordinance are severable and the invalidity of any part of this ordinance will not affect the validity of the remainder of the ordinance.

APPROVED on _____.

ADOPTED on _____.

Carol K. McCutcheon, Mayor

ATTEST:

Linda Mendenhall, City Clerk

APPROVED AS TO FORM:



NOTICE OF PUBLIC HEARING



PROPOSED AMENDMENT TO CHAPTER 2, ARTICLE II, TABLE 2-92.1 OF THE LAND DEVELOPMENT CODE

City Council Public Hearing 5:30 p.m., November 4, 2025, City of Sugar Land City Council Chamber, 2700 Town Center Boulevard North, hosted via live

stream at <http://www.sugarlandtx.gov/1238/SLTV-16-Live-Video> or <https://www.youtube.com/sugarlandtxgov/live> and Sugar Land Comcast Subscribers can also tune-in on Channel 16, to hear all persons interested in the proposed amendment to Chapter 2, Article II, Table 2-92.1 of the Land Development Code.

The proposed change to Chapter 2, Article II, Table 2-92.1 would simplify the Maximum Height requirement for the Neighborhood Business (or B-1) Zoning District and would enhance clarity and consistency.

The agenda item for this meeting will be placed on the City of Sugar Land website at www.sugarlandtx.gov under “Meeting Agendas” City Council no later than Tuesday, October 28, 2025. Request details or provide feedback on the proposed code amendment online at www.sugarlandtx.gov/PublicHearingComment or contact City of Sugar Land Planning & Development Services Department at (281) 275-2218.



City Council Agenda Request

November 18, 2025

Agenda Request No: VII.F.

Agenda of: City Council Meeting

Initiated by: Sharon Shapiro, Grants Officer

Presented by: Gregory Suter, Police Captain - Staff Services Bureau

Responsible Department: Police

Agenda Caption:

Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-52**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ACCEPTING THE CI-BYRNE STATE CRISIS INTERVENTION GRANT PROGRAM FROM THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE TEXAS OFFICE OF THE GOVERNOR – CRIMINAL JUSTICE DIVISION (CJD); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO EXECUTE GRANT RELATED DOCUMENTS TO ACCEPT, REJECT OR TERMINATE THE GRANT; AND APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF THE GRANT AWARD TO EXPENDITURES AND REVENUES FROM THE GRANT.

Recommended Action:

Approve Resolution No. 25-52 to accept the grant award for the FY 26 State Crisis Intervention Grant Program in the amount of \$109,633 and approve a budget amendment in the amount of \$109,633 to revenues and expenditures.

Executive Summary:

On May 6, 2025, city council approved Resolution No. 25-24 to submit a grant application to The State of Texas , Office of the Governor, for the FY 26 State Crisis Intervention Grant Program to The Office of the Governor, Public Safety Office, to fund projects that promote the prevention, intervention, and reduction of crime and violence and provide essential crisis services to at-risk populations.

The Sugar Land Police Department continues to expand our Crisis Intervention Team's capabilities both through the addition of new members (both full-time and collateral duty) and relationships with local entities. We are pursuing housing a Texana screener at the Sugar Land Police Department. This screener provides immediate services and assistance when emergency mental health calls arise, ensuring quicker and more effective responses to community needs. Additionally, training for dispatch and Crisis Intervention Team members is also provided. One of the courses is a train-the-trainer course. This will enable certified staff to offer training

opportunities for officers as part of their ongoing professional development.

The Crisis Intervention Team has been awarded \$109,633 in grant funding. There is no city match for this award. The grant will be used for the following initiatives:

- Texana Screener - \$78,385
- Mental Health Training, Conference, and Certification Costs: \$31,248

Our data shows that there is a great need for Mental Health officers in our community. With continuous training, the Crisis Intervention Team will be comprised of trained mental health law enforcement officers who will respond to crisis calls, ensuring a more balanced and supportive response to mental health consumers in the community.

Staff recommends that the City Council approve Resolution No. 25-52 to accept the award in the amount of \$109,633 for the FY26 State Crisis Intervention Grant Program and approve a budget amendment in the amount of \$109,633 to revenues and expenditures.

Budget

Expenditure Required: \$109,633

Current Budget: 0.00

Additional Funding: \$109,633

Funding Source: Ci-Byrne State Crisis Intervention Program

Account Number (ORG-OBJ-Project): 1017110 541000; 1017110 581015

Attachments

1. FY 26 Mental Health Collaborative Award
2. Resolution 25-52

Statement of Grant Award (SOGA)

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments, divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Grant Number:	5407501	Award Amount:	\$109,633.00
Date Awarded:	11/7/2025	Grantee Cash Match:	\$0.00
Grant Period:	10/01/2025 - 06/30/2026	Grantee In Kind Match:	\$0.00
Liquidation Date:	09/28/2026	Grantee GPI:	\$0.00
Program Fund:	CI-Byrne State Crisis Intervention Program	Total Project Cost:	\$109,633.00
Grantee Name:	Sugar Land, City of		
Project Title:	Law Enforcement Mental Health Collaborative		
Grant Manager:	Madeline De Amaral		
Unique Entity Identifier (UEI):	XZ2PYBMQKJ91		
CFDA:	16.738 - Byrne State Crisis Intervention Program		
Federal Awarding Agency:	U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance		
Federal Award Date:	2/13/2023		
Federal/State Award ID Number:	15PBJA-23-GG-00035-BSCI		
Total Federal Award/State Funds Appropriated:	\$21,246,509.00		
Pass Thru Entity Name:	Texas Office of the Governor – Criminal Justice Division (CJD)		
Is the Award R&D:	No		

**Federal/State Award
Description:**

Grant funds may be used to provide additional personnel; crisis intervention programs; reentry and violence prevention programs; software, or other forms of technology needed for threat assessment programs; case management and information-sharing solutions; and specialized training for court, behavioral health, and law enforcement personnel.

RESOLUTION NO. 25-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ACCEPTING THE CI-BYRNE STATE CRISIS INTERVENTION GRANT PROGRAM FROM THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE TEXAS OFFICE OF THE GOVERNOR – CRIMINAL JUSTICE DIVISION (CJD); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO EXECUTE GRANT RELATED DOCUMENTS TO ACCEPT, REJECT OR TERMINATE THE GRANT; AND APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF THE GRANT AWARD TO EXPENDITURES AND REVENUES FROM THE GRANT.

WHEREAS, the City Council of the City of Sugar Land (“City”) finds it is in the best interest of the citizens of the City to accept the CI-Byrne State Crisis Intervention Grant Program (“Grant”) from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, through the Texas Office of the Governor – Criminal Justice Division (CJD), to fund law enforcement projects including Law Enforcement Mental Health Collaborative Program, that promote the prevention, intervention, and reduction of crime and violence and provide essential crisis services to at-risk populations within the communities; 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 the City accept the CI-Byrne State Crisis Intervention Grant Program, (“Grant”), to fund law enforcement projects including Law Enforcement Mental Health Collaborative Program (Grant #5407501).

Section 3. That the City Manager, or his designee, is designated as authorized grant official or representative to execute any grant related documents that are necessary to accept, reject, receipt, or terminate the Grant on behalf of the City of Sugar Land.

Section 4. That in the event of loss or misuse of any Grant funds awarded to the City, the City assures that the awarded Grant funds will be returned to the Texas Office of the Governor in full.

APPROVED on _____, 2025.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:



Linda Mendenhall, City Secretary

Attachment: Texas Office of the Governor – Criminal Justice Division, Statement of Grant Award



City Council Agenda Request November 18, 2025

Agenda Request No: VIII.A.

Agenda of: City Council Meeting

Initiated by: Robert Wilson, Assistant City Engineer

Presented by: Robert Wilson, Assistant City Engineer

Responsible Department: Engineering

Agenda Caption:

CONTRACT WITH LONGHORN EXCAVATORS, INC.

Consideration of and action on authorization of a construction contract with Longhorn Excavators, Inc. in the amount of \$19,967,739.00 for CIP CDR2301 Oyster Creek Diversion Channel and Detention Facilities, including regional floodplain mitigation and detention improvements in the Tract 2 area.

Recommended Action:

Authorize the execution of a construction contract for CIP CDR2301 Oyster Creek Diversion Channel and Detention Facilities with Longhorn Excavators, Inc. in the amount of \$19,967,739.00.

Executive Summary:

The Tract 2 area is located along US 90A, consisting of land previously owned by the State of Texas that housed the Central Unit Prison. A private developer purchased approximately 311 acres from the state in 2007 and the City purchased the remaining land consisting of approximately 230 acres in 2016. The National Oceanic and Atmospheric Administration (NOAA) provided the Atlas 14 rainfall updates in 208, which changed the 100-year floodplain in the Tract 2 area. Any new development in the area must meet the new Atlas 14 100-year floodplain requirements. In addition, the Brazos River Authority's (BRA) latest updates to the Brazos River model from the Lower Brazos Floodplain Protection Planning (LBFPP) Study (2019) and the 2021 Fort Bend County Drainage District Drainage study also show increased flows coming to both Oyster Creek and Bullhead Bayou during a Brazos River storm event.

The increased flows result in increased flooding risks for Tract 2, Central Unit Prison, Public Safety Training Facility site, proposed Owens Road, and the City of Sugar Land Regional Airport runways during Brazos River flooding events. These properties are currently located in an overflow area of Oyster Creek and are almost completely inundated during a 100- year (Atlas 14) event or greater.

The proposed project will provide drainage improvements in the area so that these facilities will be above the new 100-year (Atlas 14) floodplain water elevations, while minimizing any adverse impacts upstream and downstream. The proposed project will also provide a higher level of protection from Oyster Creek overflows.

In March of 2022, the City entered a development agreement (DA) with MUD 234 to serve the area. The DA outlines the development of the property, including the regional floodplain mitigation and detention facility and financial responsibilities.

The City successfully obtained a financial assistance of \$27.5M in the form of a 0% interest 30-year loan from the Texas Water Development Board (TWDB) for the drainage improvements in the area in September 2022. The City started the design of flood protection measures in November 2022 and the design was completed in August 2025. The City received a Conditional Letter of Map Revision from the Federal Emergency Management Agency (FEMA) in July 2025 and will submit for a Letter of Map Revision with FEMA following the completion of construction.

The project scope of work will include the following drainage improvements:

Base Bid:

Construction of a 1,100 acre-foot floodplain mitigation and detention basin and installation of associated weirs and channels to direct the Oyster Creek floodplain into the basin and provide regional detention, including a 6' depth wet pilot channel in the basin. The excavated soils will be used to elevate the land and to construct a berm to protect the Sugar Land Airport, Sugar Land Police and Fire Training Facility and the Central Prison Unit from flooding associated with Oyster Creek. A new outfall using 72" pipe and 9' x5' reinforced concrete box culverts will be constructed under Union Pacific Railroad and US 90A to Bullhead Bayou, just north of Easton Avenue to drain the basin.

Alternate 1:

Over-excavation of the detention basins to 2' additional depth to construct a 2' thick clay liner for the wet pilot channel and erosion protection areas.

Alternate 2:

Haul off and disposal offsite of the excavated material.

The project was advertised for bid on August 27, 2025 and September 3, 2025. Three (3) bids were received on September 25, 2025. The bid tabulation is shown below:

Bidder	Base Bid	Alternate #1	Alternate #2	Base Bid + Alternate #1
Hurtado Construction Company	\$15,199,094.88*	\$298,962.00	\$30,477,432.00	\$15,498,056.88
Longhorn Excavators, Inc.	\$19,469,469.00	\$498,270.00	\$41,623,200.00	\$19,967,739.00

C.E. Barker, Ltd. \$24,489,851.82 \$531,488.00 \$53,956,000.00 \$25,021,339.82

*A mathematical error was corrected in the base bid price

After review of the bids, Hurtado Construction Company submitted a price for tunneling under the railroad that was significantly below the Engineer's Estimate. The project specifications required the contractor to provide their tunneling qualifications, and Hurtado Construction Company did not meet the required tunneling qualifications listed with the bid and was disqualified. Longhorn Excavators, Inc. met all the project qualifications and is deemed the lowest responsive bidder.

Alternate #1 was recommended for award by the engineer to account for additional dirt required due to compaction losses of excavated and hauled material during the property elevation work to remove it from the floodplain.

The project budget has \$23,944,055.26 available in CIP CDR2301, which the additional will be utilized for material testing and construction contingency.

In accordance with Policy CO-110, Notification of Construction Impacts and Service Interruptions, this is classified as a Neighborhood project. Staff will coordinate with any impacted businesses on an as-needed basis through door hangers and one-on-one communication. There are no anticipated impacts to utility services for residents and businesses and limited traffic control measures.

Staff anticipates the notice to proceed to be issued in December 2025, with a contract length of 420 days for substantial completion.

The Engineering Department recommends the City Council authorize the execution of a construction contract with Longhorn Excavators, Inc. for CIP CDR2301 Oyster Creek Diversion Channel and Detention Facilities in the amount of \$19,967,739.00.

Budget

Expenditure Required: \$19,967,739.00

Current Budget: \$23,944,055.26

Additional Funding: N/A

Funding Source: CO's/Texas Water Development Board Flood Infrastructure Fund (FIF) 0% Loan

Account Number (ORG-OBJ-Project): 5023215-621020

Attachments

1. Signed Contract
2. Project Map

CITY OF SUGAR LAND
STANDARD CONTRACT FOR CIVIL ENGINEERING CONSTRUCTION PROJECTS
(Not For Building Construction Projects)
(Rev. 8-19-22)

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: Joshua Holden

Title:

Title: CEO

Date:

Date: October 22, 2025

II. Summary of Contract Terms.

Project: Oyster Creek Diversion Channel and Detention Facilities CDR2301

Contractor: Longhorn Excavators, Inc.

Name of Engineering Firm, if any: Quiddity Engineering, LLC

Name of Owner's Project Manager: Robert Wilson, City of Sugar Land

Base Bid: \$ 19,469,469.00

Alternate Bid Item Nos.: 1

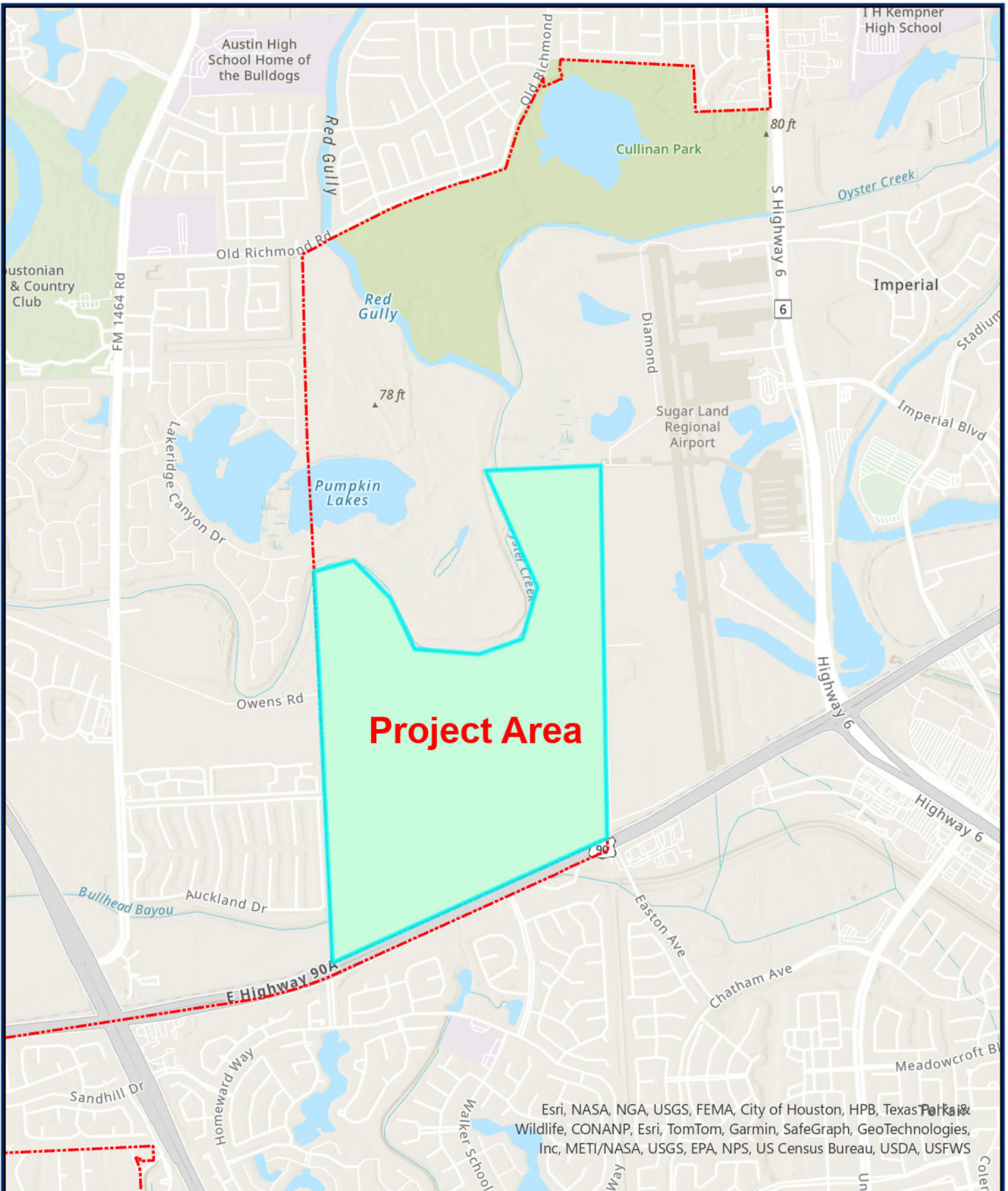
Total Alternate Bid Items Amount: \$ 498,270.00

Contract Price (Base Bid + Alternates): \$ 19,967,739.00 as may be adjusted by Change Orders

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

Date to Begin Work: Date specified in Notice to Proceed

Substantial Completion: Contractor must achieve Substantial Completion within **420** Calendar Days from date specified in Notice to Proceed, as the time may be adjusted by Change Order



Esri, NASA, NGA, USGS, FEMA, City of Houston, HPB, Texas Parks & Wildlife, CONANP, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



CDR2301 OYSTER CREEK DIVERSION CHANNEL AND DETENTION FACILITIES



This map has been produced from various sources. Every effort has been made to ensure the accuracy of this map. However, the City of Sugar Land assumes no liability or damages due to errors, or omissions. This product is for informational purposes and may not have been prepared for or is suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. If any errors are detected, please contact the GIS Division of Information Technology at 281.275-2379.





City Council Agenda Request November 18, 2025

Agenda Request No: VIII.B.

Agenda of: City Council Meeting

Initiated by: Jonathan Braun, Assistant City Engineer

Presented by: Jonathan Braun, Assistant City Engineer

Responsible Department: Engineering

Agenda Caption:

INTERLOCAL AGREEMENT WITH FORT BEND COUNTY

Consideration of and action on approval of an Interlocal Agreement with Fort Bend County to accept \$56,012,500 in County Mobility Bond funds for eligible projects within Sugar Land's 2023 Mobility Bond Program and authorize the City Manager to oversee project delivery and administration.

Recommended Action:

Authorize the execution of an Interlocal Agreement (ILA) with Fort Bend County for design and construction of City Managed Mobility Projects.

Executive Summary:

The City of Sugar Land ("City") is formalizing a funding partnership with Fort Bend County ("County") to ensure the coordinated delivery of mobility projects authorized by local voters.

In November 2023, County voters approved the 2023 Mobility Bond Program, which included several projects within the City's jurisdiction. Following this, in November 2024, Sugar Land voters approved Proposition B, authorizing the City to issue up to \$118 million in bonds for streets, sidewalks, and mobility improvements.

This Interlocal Agreement (ILA), authorized pursuant to the Texas Interlocal Cooperation Act, is necessary to formally transfer \$56,012,500 in County Mobility Bond funds to the City for projects included within the scope of Sugar Land's Proposition B. The County will contribute approximately 50% of the estimated construction costs for these projects, up to its allocated bond amount. The ILA defines specific financial commitments and administrative roles as listed below.

Roles and Responsibilities

- **Project Administration:** The City is responsible for facilitating, managing, and

administering the projects listed in Exhibit A, ensuring all work is performed in a good and workmanlike manner with reasonable diligence.

- **Consultant Selection:** The County selects consultants for design and related services from the City's pre-qualified list; the City then contracts with and manages these consultants.
- **Design & Construction:** The City oversees project design (using City standards), bidding, contracting, and construction, including change orders and payment processing. The County may review and inspect project plans and work, and provide comments.
- **Maintenance:** Upon completion, the City assumes sole responsibility for perpetual maintenance and repair of all project improvements.

Payments and Funding

- **Design Phase:** The County pays 100% of eligible design costs, up to the "Maximum Amount" per project, with payments split: 50% at contract execution, the remainder after at least 40% of costs are expended and documented.
- **Construction Phase:** The County pays the lesser of 50% of eligible construction costs, or the remaining balance of its maximum commitment after design-phase contributions. Payments are processed following execution of the construction contract and invoicing by the City.
- **Final Accounting:** After project completion, the City provides a full accounting of funds. The County pays any remaining eligible costs within 30 days; the City must refund any County overpayments within 30 days. The County's contribution will never exceed the maximum commitment for each project.
- **Non-Eligible Costs:** The City is solely responsible for costs above the County's maximum, including enhancements and certain utilities or landscaping improvements identified as "Non-Eligible Project Costs" (as communicated by the County in writing).

Timeline and Communication

- **Project Initiation:** Design must begin within 180 days of agreement execution; construction must start within 90 days of bid opening.
- **Termination and Reallocation:** The City may terminate projects deemed unfeasible, with required notice. If the City delays, the County may terminate the agreement for that project and reallocate funds as appropriate.
- **Communication:** The City will maintain regular collaboration with the County, including monthly meetings with the County's program manager and quarterly meetings with Precinct 3 representatives, to ensure transparency and effective project delivery.

The proposed partnership and projects align with Sugar Land's 2023 Mobility Master Plan, focusing on mobility and connectivity improvements. County funds are strictly limited to designated, eligible projects. By formalizing this agreement, the City leverages significant external investment while retaining administrative control and responsibility for long-term

maintenance. Regular reporting and oversight mechanisms ensure accountability throughout project delivery. The Engineering Department recommends that the City Council authorize the City Manager to execute the Interlocal Agreement to accept County funds and initiate project delivery.

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. 20251104_ Interlocal Agmt for City Managed Project - City of Sugar Land

INTERLOCAL AGREEMENT FOR CITY MANAGED MOBILITY PROJECTS

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

This Interlocal Agreement (“Agreement”) is made and entered into by and between FORT BEND COUNTY, TEXAS (the “County”), a political subdivision of the state of Texas, and the CITY OF SUGAR LAND, TEXAS (the “City”), a home-rule municipality. County and City may be collectively referred to as the “Parties” and each individually a “Party.”

WHEREAS, this Agreement is entered into pursuant to Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act (the “Act”), which authorizes local governments to contract with one another to provide governmental functions, mutual aid, and services under the terms of the Act; and

WHEREAS, the Parties are each a local governmental entity and are authorized under the Act to provide certain governmental functions, including, but not limited to the provision of road and drainage improvements; and

WHEREAS, in order to improve mobility, County and City desire to improve portion(s) of certain roadway(s) utilizing funds from Fort Bend County Mobility Bonds, which funds may only be expended on city streets that are an integral part of or connecting link with county roads or state highways pursuant to Article III, Section 52 (b) and (c) of the Texas Constitution and Section 251.012 of the Texas Transportation Code; and

WHEREAS, the Parties assert that the portion of the roadway(s) to be improved under this Agreement are a part of city streets that are an integral part of or a connecting link with a County road or state highway; and

WHEREAS, County and City have determined it would be in the best interest of County and City, and to the inhabitants thereof, that provisions be made for the Projects in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, covenants, obligations, and mutual benefits, the Parties hereto agree as follows:

1. **Purpose.** The purpose of this Agreement is to outline the general funding and project management obligations for the Projects between the Parties.
2. **Recitals.** The recitals set forth are incorporated herein by reference and made a part of this Agreement.

3. Definitions.

- (a) "Construction Contract" means the contract or contracts entered into by the City with the lowest responsible and qualified bidder(s) for the construction phase of the Project as provided in Section 7 of this Agreement.
- (b) "Design Contract" means the contract or contracts entered into by the City with consultants selected by the County from the City's list of pre-qualified consultants for the design phase of the Project as provided in Section 6 of this Agreement.
- (c) "Effective Date" means the date this Agreement is executed by the last signing Party hereto.
- (d) "Eligible Project Costs" means the costs, as determined by County in its sole discretion, for the design and construction of the Project including: engineering design and services related to the completion of any Plans, Specifications, and Estimates ("PS&E") of the Project; Project related drainage facilities; utility and pipeline conflicts; approved traffic control devices; and sidewalks, consistent with current City Infrastructure Standards; ; and construction related services for such roadway improvements. Eligible Project Costs shall further include resolution of utility conflicts created by construction of Project elements and similar facilities proposed to be part of the Project. Hike and bike trails shall only be included as "Eligible Project Costs" for the following projects: 23331 "Sugar Land Trail Phase 2".
- (e) "Maximum Amount" means the total amount of funding the County has agreed to contribute toward a specific Project, as identified in Exhibit A attached hereto and incorporated by reference herein. The Maximum Amount includes the County's share of both the design phase and construction phase of the Eligible Project Costs, and represents the "maximum" cumulative financial obligation of the County for that Project.
- (f) "Non-Eligible Project Costs" shall mean any design and construction costs related to Project enhancements, all upgrades to the Project requested by City, and all other items that do not fall within the definition of Eligible Project Costs (as determined by County) including, but not limited to: landscaping; irrigation; lighting; hike and bike trails not specifically included hereinabove; reconstruction of utilities (except utility conflicts created by the construction of Project elements); and upsizing of water, sewer, and drainage facilities.
- (g) "Project" or "Projects" means the study, design and construction of the roadway improvements that are the subject of this Agreement and listed in Exhibit A attached hereto. The term "Projects" shall refer collectively to all listed projects and the term "Project" shall refer individually to any single listed project.

4. **Project/ Scope of Work.**

- (a) The Parties acknowledge and agree that this Scope of Work represents the general requirements for the Projects referenced in Exhibit A attached hereto.
- (b) The Projects shall be facilitated, managed, and administered by City. City shall take all reasonable actions to ensure that the Projects are administered in a good and workmanlike manner with all reasonable diligence.

5. **Allocation of Project Costs.**

- (a) Design Phase Costs: For the design phase of the Project, the County shall pay one hundred percent (100%) of the Eligible Project Costs, subject to the following payment structure:
 - (1) Initial Design Payment: Upon City entering into a Design Contract with County's selected consultant as provided in this Agreement, City shall submit to County a request for payment that includes the total design cost and sufficient detail for County to review and approve. Within thirty (30) calendar days of County's receipt of City's request for payment, County shall remit payment to City in an amount equal to fifty percent (50%) of the total design cost.
 - (2) Subsequent Design Payment: Once City has expended at least forty (40%) of the total design cost, City shall submit to County a request for payment for the remaining balance of the design phase funding. Such request for payment shall include supporting documentation showing the amount expended to date. Within thirty (30) calendar days of County's receipt and approval of the request for payment, County shall remit payment of the remaining balance of the design phase funding to City.
 - (3) All payments made by County under Section 5(a) shall be applied toward the total Maximum Amount allocated to the Project under Exhibit A.
- (b) Construction Phase Costs: For the construction phase of the Project, County shall pay the lesser of fifty percent (50%) of the Eligible Project Costs, or the remaining portion of the Maximum Amount allocated to the Project under Exhibit A after accounting for County payments made toward the design phase of the Project.
 - (1) Initial Construction Payment: Upon City entering into a Construction Contract, City shall submit to County a request for payment that includes sufficient detail for County to review and approve. Within thirty (30) calendar days of the County's receipt and approval of such request, County shall remit payment to City.

- (2) All payments made by County under Section 5(b) shall be applied toward the total Maximum Amount allocated to the Project under Exhibit A.
- (c) Final Payment: Within thirty (30) calendar days of Completion of the Project, City shall furnish County with an invoice showing a full accounting of the funds expended on the Project. Within thirty (30) calendar days of County's approval and acceptance of the invoice and full accounting provided by City, County shall remit payment to City for any unpaid Eligible Project Costs due for the work performed and completed on the Project, subject to the payment limitations provided in this Agreement.
- (d) Excess Funds: If, after the course of full accounting of the Project referenced above, it is discovered that excess funds were received by the City from County for the Project, City shall remit such excess funds that have not been used for County's portion of the Project to County within thirty (30) calendar days of City's full accounting of the Project. County shall place or reallocate such excess funds as provided in Agreement.
- (e) Limitations on County Funding: City understands and agrees County's total financial contribution to each Project, including both the design and construction phases, shall not exceed the Maximum Amount specified in Exhibit A. In the event the County's portion of the Eligible Project Costs for a Project are less than the Maximum Amount, County shall place the remainder of such proceeds into a reserve to fund another Project or Projects listed in Exhibit A or shift the excess proceeds from a Project to another City project as mutually agreed upon by the County and City.
- (f) City Project Costs: The City shall be responsible for paying any and all construction phase costs that exceed the County's payment obligations provided in Section 5(b). City also understands and agrees that it shall be solely responsible for the funding of any and all Non-Eligible Project Costs. Such Non-Eligible Project Costs, if any, shall be determined by an alternate bid. County shall notify City in writing as to which enhancements and improvements for the Project constitute Non-Eligible Project Costs. Upon receipt of County's notification, City shall provide written confirmation to County as to the scope of enhancements and improvements determined to be Non-Eligible Project Costs and shall be responsible for the funding of the same

6. **Design Phase.** County will select consultants for the design, survey, geotechnical and material testing services from the City's list of pre-qualified consultants pursuant to Chapter 2254 of the Texas Government Code. County's selected consultants will also provide construction administration services, unless a Project requires an RFQ process based on the use of grant funding. City shall notify County in writing of any requests for modifications to the selected consultant list. Upon County's selection of the consultants, City shall enter into a Design Contract (together or in separate contracts) with said consultants. The City shall design all aspects of the Project in accordance with City standards and regulations. County, upon reasonable notice to City, shall have the right and opportunity to inspect and review all plans and documents pertaining to the design and construction of the Project, including any maps, plats, records, photographs, reports, and drawing affecting the construction of the Project. County shall provide any comments or feedback regarding the design of the Project to the City no later than thirty (30) days after its review.
7. **Construction Phase.**
 - (a) Upon completion of final plans and specifications, City will advertise for competitive bids for construction of the Project (together or in separate contracts) in accordance with requirements applicable to City. Upon receipt of bids for the Project, City will notify the County of the amount of the recommended bid ("Notice of Bid"). If the County desires to object to the award of the contract, it must provide written notice to City within fifteen (15) calendar days of County's receipt of the Notice of Bid. Otherwise, the County will be deemed to have approved the award of the contract to the lowest responsible bidder, in City's judgment, who would be most advantageous to the Parties and would result in the best and most economical completion of the Project. City will enter into a Construction Contract with the qualified bidder, which may be subject to change orders that increase, decrease, or otherwise alter the Eligible Project Costs under such contract. If City constructs the Project in multiple contracts, the provisions of this Agreement shall apply to each Construction Contract.
 - (b) After awarding the Construction Contract, City shall administer the Construction Contract for the benefit of the Parties. City shall provide, as applicable, on-site inspection of the construction of the Project in accordance with the terms of the Construction Contract(s). City shall approve or deny all applications for payment and requests for extensions of time and shall pay all valid pay applications issued under the Contract(s). City shall approve or deny all change orders submitted under the Contract(s). City shall have the right to terminate the Contract(s) and to enforce its remedies thereunder, as determined by City to be necessary. In the event of any such termination, City shall have the right to complete and/or cause the completion of the Project itself and/or through such other contractor(s) as City determines to be appropriate; provided that all work done in connection with such

completion shall be in compliance with City standards for road work. The costs of any necessary and approved completion work shall be considered part of the Project.

8. **Insurance Requirements.** City will require its Contractors' insurance policies to name County, in addition to City, as additional insured on all policies except for Worker's Compensation and Professional Liability. Any such insurance policies shall include at least the following minimum coverage:

- (a) Workers Compensation in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.
- (b) Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
- (c) Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
- (d) City may require insurance in excess of the amount of coverage set out above, as it deems necessary. In such cases, County shall remain an additional insured.
- (e) City shall provide County with proof of insurance required under this section within thirty (30) calendar days of City's award of the Contract(s) for the Project.

9. **Administration of County Funds and Limit of Appropriation.**

- (a) The County's sole financial obligation under this Agreement is to provide the funding for the Eligible Project Costs as specified in Section 5 above. The funds provided by the County are from a Mobility Bond initiative and no other funds will be available, regardless and irrespective of any cost overruns or unanticipated expenditures.
- (b) City has been advised by County, and by execution of this Agreement, City understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available for the Projects the total maximum sum specified in Section 5 above for Eligible Project Costs only. City does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum funding that County shall contribute to the Projects hereunder, will not under any condition, circumstance, or interpretation hereof exceed the amounts specified in Section 5 above for the Eligible Project Costs.

10. **Appropriation of Funds.** Each Party represents and warrants to the other that, as of the Effective Date of this Agreement, the governing body of each Party hereto has identified, appropriated, and set aside sufficient monies to fund the costs of the Project pursuant to the terms of this Agreement. Further, the County shall fund the Project from its current revenues, defined as funds available for current expenditures including taxes, fines, and fees, charges for services, grants and contributions, investment earnings, and bond proceeds.
11. **Completion of the Project and Ownership/Maintenance of Project Improvements.** Completion of the Project shall occur upon the Parties' final inspection of each Project and certified as complete by, as applicable, City's Engineers. Upon completion of each Project, City, at its sole cost and expense, shall be responsible for the perpetual maintenance and repairs relating to all improvements constructed for the Project under this Agreement.
12. **Inspection and Deficiencies.** County shall have the right to enter the Project Site at any time and inspect the work performed by City for the Project, including any work in progress or during the final inspection. Within ten (10) business days of inspection, County shall notify City in writing of any complaints regarding any deficiencies and the quality of workmanship by City for the Project. City shall address and correct such deficiencies within a reasonable time, if City determines that such deficiencies are actionable under the terms of City's Contract(s). County understands and agrees that City is the contracted Party and County shall not provide any direction to City's consultants or contractors, except upon City's written consent. All final decisions regarding the correction of any deficiencies shall be at City's sole discretion.
13. **Inspection of Books and Records.** City shall permit County, or any duly authorized agent of County, to inspect and examine the books and records of City for the purpose of verifying the work performed for the Project. County's right to inspect such books and records shall survive the termination of this Agreement for a period of four years. Notwithstanding the foregoing, City shall bear no liability or responsibility for deliverables that have been modified post-delivery or used for a purpose other than that for which they were prepared under this Agreement.
14. **Time for Performance and Termination.**
 - (a) Time for performance of the obligations of City hereunder shall commence as follows:
 - (1) City shall initiate the design of the Project no later than one hundred eighty (180) calendar days after the Effective Date of this Agreement, or within such time as may be extended by written amendment of the Parties.

- (2) City shall initiate, if applicable, the construction of the Project no later than ninety (90) calendar days after bid opening, or within such time as may be extended by written amendment of the Parties.
 - (b) In the event City determines any Project lacks feasibility or for any other reason elects to forego the construction of a Project, then City shall provide written notice to County of such determination or decision and the Agreement shall automatically terminate as to that individual Project.
 - (c) In the event City fails to initiate the design, implementation, or construction of a Project within the timeframes provided above, then City shall provide written notice to County of such failure. County, in its sole discretion, may elect to either proceed with its obligations under this Agreement, notwithstanding such delay, or terminate this Agreement and re-allocate its contributions to other County projects.
 - (d) Upon termination of the Agreement for any reason, City shall refund all amounts provided by County, if any, within thirty (30) calendar days of said termination.
15. **Force Majeure.** In the event either Party is rendered unable, wholly or in part, by Force Majeure to carry out any of its obligations under this Agreement, then, within a reasonable time after the occurrence of such event, but no later than ten (10) business days after, the Party whose obligations are so affected (the “Affected Party”) thereby shall notify the other in writing stating the nature of the event and the anticipated duration. The Affected Party’s obligations under this Agreement shall be suspended during the continuance of any delay or inability caused by the event, but for no longer period. The Affected Party shall further endeavor to remove or overcome such delay or inability as soon as is reasonably possible.

For purposes of this Agreement, Force Majeure includes, but is not limited to: acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind of the government of the United States of America or the State of Texas or any civil or military authority other than a Party to this Agreement, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, severe storms, floods, washouts, drought, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, and any other incapacities of any Party, similar to those enumerated, which are not within the control of the Party claiming such inability, which such Party could not have avoided by the reasonable exercise of due diligence and care.

16. **Notice.** Any and all notices required or permitted under this Agreement shall be in writing and shall be properly addressed and sent via personal delivery, US first class postage prepaid, registered or certified mail, return receipt requested, Federal Express, Express Mail, or other overnight delivery service as follows:

If to County: Fort Bend County Engineering Department
Attn: County Engineer
301 Jackson St., 4th Floor
Richmond, Texas 77469

And

Fort Bend County, Texas
Attn: County Judge
401 Jackson St, 1st Floor
Richmond, Texas 77469

If to City: City of Sugar Land
Attn: City Manager
2700 Town Center Blvd. N.
Sugar Land, Texas 77479

17. **Entire Agreement and Modification.** This Agreement constitutes the entire Agreement between the Parties and supersedes any and all previous agreements, written or oral, pertaining to the subject matter of this Agreement. This Agreement may only be amended or modified by written agreement executed by both Parties.
18. **No Waiver of Immunity.** Neither the execution of this Agreement nor any other conduct of either Party to this Agreement shall be considered a waiver or surrender of its governmental powers or immunity under the Texas Constitution or the laws of the State of Texas.
19. **Benefit.** This Agreement shall be for the sole and exclusive benefit of County and City and shall not be construed to confer any benefit or right upon any other party.
20. **Applicable Law and Venue.** This Agreement shall be construed according to the laws of the state of Texas. Venue for any claim arising out of or relating to the subject matter of this Agreement shall lie in a court of competent jurisdiction of Fort Bend County, Texas.
21. **Assignment.** Neither Party may assign its rights, duties, or obligations hereunder, without the prior written consent of the other, which consent shall not be unreasonably withheld.

22. **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
23. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of the Agreement.
24. **Electronic and Digital Signatures.** The Parties to this Agreement agree that any electronic and/or digital signatures of the Parties included in this Agreement are intended to authenticate this writing and shall have the same force and effect as the use of manual signatures.
25. **Multiple Counterparts.** This Agreement may be executed in multiple counterparts, each having equal force and effect of an original.
26. **Human Trafficking.** **BY ACCEPTANCE OF THIS AGREEMENT, CITY ACKNOWLEDGES THAT FORT BEND COUNTY, TEXAS IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.**
27. **Authorization.** This Agreement shall become binding and effective only after it has been authorized and approved by the governing bodies of each Party, as evidenced by the signature of the appropriate authority. Each Party further represents that, by execution of this Agreement, it has been duly authorized by its governing body or other appropriate authority from whom such Party is legally bound to obtain authorization.

{Execution Page Follows}

FORT BEND COUNTY, TEXAS

CITY OF SUGAR LAND, TEXAS

KP George, County Judge

Michael W. Goodrum, City Manager

Date

Date

ATTEST:

ATTEST:

Laura Richard, County Clerk

Linda Mendenhall, City Secretary

APPROVED:

J. Stacy Slawinski, P.E., County Engineer

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$ _____ to
accomplish and pay the obligation of Fort Bend County, Texas under this Agreement.

Robert E. Sturdivant, County Auditor

Exhibit A

PROJECT NO.	PROJECT NAME	COST	(Maximum)
23316	Austin Pkwy & Commonwealth	\$ 2,000,000	\$ 1,000,000
23317	Williams Trace Boulevard Phase 3 Reconstruction	\$ 22,400,000	\$ 11,200,000
23318	Williams Trace Boulevard Turbo Tee Intersection	\$ 800,000	\$ 400,000
23319	David Searles	\$ 650,000	\$ 325,000
23320	Sweetwater Boulevard Phase 2	\$ 11,000,000	\$ 5,500,000
23321	Sweetwater Boulevard Phase 1	\$ 9,000,000	\$ 4,500,000
23322	Austin Parkway Phase 1	\$ 8,000,000	\$ 4,000,000
23323	Austin Parkway Phase 2	\$ 14,000,000	\$ 7,000,000
23324	Dulles Avenue Pedestrian Improvements	\$ 5,500,000	\$ 2,750,000
23325	Lexington Boulevard Phase 2	\$ 10,800,000	\$ 5,400,000
23326	New Territory at Heatherton	\$ 375,000	\$ 187,500
23327	Lexington Boulevard Phase 1	\$ 8,000,000	\$ 4,000,000
23328	Quiet Zones	\$ 1,000,000	\$ 500,000
23329	Burney Road	\$ 2,000,000	\$ 1,000,000
23330	Settlers Way Boulevard	\$ 8,800,000	\$ 4,400,000
23331	Sugar Land Trail Phase 2	\$ 7,700,000	\$ 3,850,000



City Council Agenda Request November 18, 2025

Agenda Request No: VIII.C.

Agenda of: City Council Meeting

Initiated by: Robert Wilson, Assistant City Engineer

Presented by: Robert Wilson, Assistant City Engineer

Responsible Department: Engineering

Agenda Caption:

CONTRACT WITH URBANO ARCHITECTS

Consideration of and action on authorization of a professional services contract with Urbano Architects in the amount of \$496,000.00 for the design of exterior preservation improvements to the Imperial Char House, CMU2509.

Recommended Action:

Authorize a Professional Services Contract with Urbano Architects for the preservation work for the Imperial Char House, CMU2509, in the amount of \$496,000.00.

Executive Summary:

The Imperial Char House was constructed in 1925 by the Imperial Sugar Company. The building operated as part of the sugar refining process until Imperial closed operations in 2003, when the building was vacated. The City purchased the property and building in June 2025.

As the building sat vacant, the building deteriorated due to water infiltration and vandalism. With the purchase of the property, the City intends to "mothball", or preserve, the exterior of the building in order to stop the deterioration of the structure.

As part of the preservation work, the City engaged Urbano Architects, who completed previous preservation study work on the Char House, to provide a scope of service for the design of exterior improvements to the Char House. Urbano Architects was selected due to their previous involvement with the preservation study of the Char House and their extensive background preserving historic structures in the Houston region. The proposed improvements for design include the following:

- Roof replacement;
- Window restoration and replacement;
- Ventilation;
- Electrical repairs to support ventilation and existing building signage; and

- Structural repairs to the liquor gallery, which is the cantilevered structure on the North side of the building.

The proposed design work is anticipated to be completed four (4) months after the award of contract, with construction of the repairs following the completion of the design.

The current project budget has \$19,346,549.00 in available funds, and the remainder will be used for the construction of the preservation work, site repairs, and contingencies.

The Engineering and Redevelopment Departments recommend the authorization of a professional services contract with Urbano Architects for the preservation work for the Imperial Char House, CMU2509, in the amount of \$496,000.00.

Budget

Expenditure Required: \$496,000.00

Current Budget: \$19,346,549.00

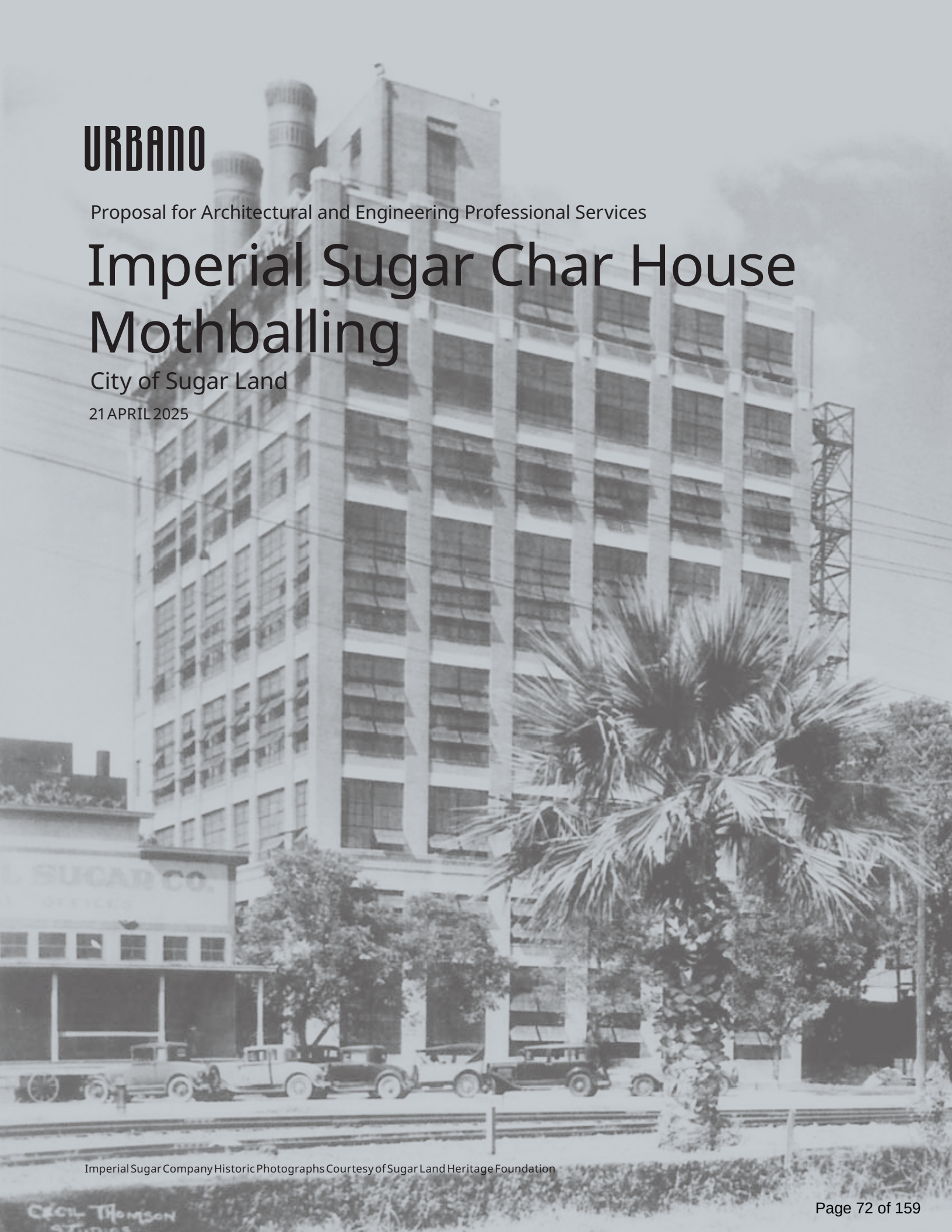
Additional Funding: None

Funding Source: CO's

Account Number (ORG-OBJ-Project): CMU2509 Land 1

Attachments

1. 2504120_Char House Mothballing Proposal_v3
2. Urbano Signed Contract
3. Project Map
4. 1.1 Urbano Contract rev 7-3-25



URBANO

Proposal for Architectural and Engineering Professional Services

Imperial Sugar Char House Mothballing

City of Sugar Land

21 APRIL 2025

21 April 2025

Robert Wilson, PE, CFM
Assistant City Engineer
Engineering Department
City of Sugar Land
rwilson@sugarlandtx.gov

RE: Proposal for Architectural and Engineering Services
Char House Mothballing Project

Dear Mr. Wilson,

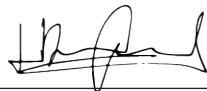
Urbano Architects is pleased to submit our proposal for the City of Sugar Land Char House Mothballing project. This proposal showcases our firm's relevant experience in providing architectural and preservation frameworks. We are proud of our abilities to uncover the potential for underutilized assets and rehabilitate deteriorated structures into functioning and vibrant spaces for our community. In particular, we are excited by the opportunity to continue working with the City of Sugar Land on this exciting project.

Urbano Architects, a HUB-certified women-owned minority business, brings a proven track record in historic preservation, specializing in the development of rehabilitation and assessments for a variety of landmark properties across Texas. Since our founding, our commitment to fostering strong client relationships is reflected in our track record of repeat business, with several clients, including universities and historic institutions entrusting us with multiple projects. Our approach prioritizes collaboration and active engagement with stakeholders, leveraging the strengths of our diverse team. Our established relationship with the Texas Historical Commission further underscores our dedication to preserving architectural heritage, positioning us as a valuable contributor to this significant project. We offer highly specific and technical skills that will result in well-organized, thorough documentation through construction completion.

Our partnerships extends beyond a typical collaboration. Urbano previously completed a comprehensive Mothballing Condition Assessment for the City of Sugar Land and later designed and developed contract documents for the rehabilitation and addition of the Char House in 2023 for PUMA Development. For this future undertaking, we have partnered with Terracon and T&D Engineers, nationally recognized experts in structural, mechanical, electrical and plumbing engineering, with whom Urbano has collaborated on multiple projects including the Char House.

We look forward to the opportunity to collaborate with you and greatly appreciate your consideration of our proposal.

Sincerely,



Laura Carrera, AIA
Partner
Urbano Architects

CONTENTS

1	PROPOSAL: CHAR HOUSE MOTHBALLING	04
2	PROPOSED TEAM	08
3	PROPOSED SCHEDULE	15

PROPOSAL: MOTHBALLING



Photo Credit: Courtesy of Sugar Land Heritage Foundation

SCOPE OF WORK

The Architect will provide you with Architectural and Engineering Professional services from Design through Construction Administration for Mothballing of the Imperial Sugar Char House located at 198 Kempner Street, Sugar Land, TX 77498. The building was originally constructed in 1925 and is approximately 75,000 SF.

The term “mothballing” refers to measures taken to stabilize an unoccupied building until it can be returned to a usable, productive condition. Urbano and its sub-consultants, Terracon and T&D Engineers, previously prepared a comprehensive report that included an evaluation of the existing condition of all building elements; detailed treatment recommendations based on identified deficiencies; prioritization of those recommendations; a maintenance plan; and a cost estimate for mothballing purposes. This project entails the preparation of design and construction drawings for the Priority 1 items identified in the above-mentioned report as “immediate” deficiencies—conditions that compromise occupant safety and expose the building to further deterioration through moisture infiltration. The estimated construction budget for the proposed scope of services included in this proposal is estimated at \$13,000,000.

The Scope of Work will consist of the following:

1. DESIGN PHASE

This phase represents the kick-off and mobilization for the design of the project. The Architect will develop Design Documents in concert with preliminary engineering systems for the mothballing scope of work.

The goals and deliverables of the Design Phase include as follows:

- Design and develop drawings of Priority 1 Items, including:
 - Design of permanent replacement roof deck
 - Temporary repairs for the exterior walls and liquor gallery. This may require temporary removal of existing wall materials for salvage and the installation of temporary exterior panels for the liquor gallery. Other wall repairs will likely be prescriptive in nature
 - Window Repairs / Replacement to replicate the original steel windows and sill strengthening to resist lateral wind pressures, and coordination with anticipated window connection points
 - Selective Steel Repairs
 - Selective Brick Repairs
 - Selective Mechanical, Electrical and Plumbing Upgrades
 - Imperial Sugar Signage (both sides)
- Lead all design meetings
- Contract and coordination with project consultants
- Tabulations of floor areas
- Building Code and Accessibility study establishing applicable code requirements
- Incorporation of Client review comments
- Incorporation of cost cutting suggestions for conformance to Client's construction budget
- Prepare and deliver presentations to the Client, project stakeholders, and the general public as needed

2. CONTRACT DOCUMENTS PHASE

Based on Client approved Design Phase, the Architect will develop Construction Documents in concert with engineering systems. The Architect will coordinate with the project consultants and selected contractor to solidify design direction and engineering systems. The goals and deliverables of the Construction Documents Phase include as follows:

- Development and coordination of design details and specifications
- Lead coordination of the design with engineering disciplines involved, and assisting with compliance by commenting on all progress sets by Consultants
- Building Code analysis establishing compliance of the Instruments of Services with applicable codes and standards
- Project Management of the design team including leading Client and Design Team meetings
- Conduct site visits as required
- Provide notices to the Client of decisions that are detrimental to the Project
- Periodically report progress to the Client
- Incorporation of Client review comments, consistent with the design established in the Design Phase
- Development and completion of construction drawings for issuance to the Permit officials
- Stamp, sign and seal all Instruments of Services as required by applicable law and so as to allow the Instruments of Service to be instruments of professional service as required by applicable codes, laws and regulations
- Assist the client during Bidding and Negotiation
- Coordination with CMAR as required
- Issue Permit drawings to City of Sugar Land and respond to comments as required for construction permit
- Prepare and deliver presentations to the Client, project stakeholders, and the general public as needed

3. CONSTRUCTION ADMINISTRATION

The goals and tasks of the Construction Administration Phase include as follows:

- Participation at all pre-construction meetings, including those for specific trades
- Lead periodic Owner/Architect/Contractor (OAC) meetings
- Review all submittal and shop drawings as appropriate
- Review all mock ups as required by the contract documents
- Provide periodic observation visits to observe the progress of construction and verify conformance with project documents
- Review monthly applications for payment
- Provide a final punch list at substantial completion
- Prepare and deliver presentations to the Client, project stakeholders, and the general public as needed

EXCLUSIONS

The following services are excluded and not limited to: Civil, Third party T.A.S. Services, Design of new additions, Hazardous Material Services, Master Planning, Landscape, Permit Expediting, Technology engineering, Interior Design, and Furniture Design.

PROPOSED TEAM

The proposed team entails Urbano Architects, Terracon (for Structural Engineering specialized in historic structures) and T&D Engineering (Mechanical, Electrical, and Plumbing). The team previously worked together on earlier studies and on-site exploratory work of the Char House, including a comprehensive Mothballing Condition Assessment. Refer to Pages 8-13 for details.

PROPOSED SCHEDULE

The Architect proposes 4 months for Design and Contract Documents. Construction Administration timeline to be determined in partnership with selected contractor. Refer to Page 14. Note: Proposed schedule is subject to fluctuate due to contract execution, building access, client availability and decision making.

FEE & PAYMENTS

Compensation for Services (outlined under Scope of Work, above) shall be a fixed fee of \$496,000 plus Reimbursable Expenses outlined under "Reimbursable Expenses".

Design	40%	
Architecture + Historic Preservation	\$117,056	
Structural	\$59,520	
Mechanical, Electrical, Plumbing	\$21,824	
<i>Subtotal</i>	\$198,400	
Contract Documents	40%	
Architecture + Historic Preservation	\$117,056	
Structural	\$59,520	
Mechanical, Electrical, Plumbing	\$21,824	
<i>Subtotal</i>	\$198,400	
Construction Administration	20%	
Architecture + Historic Preservation	\$58,528	
Structural	\$29,760	
Mechanical, Electrical, Plumbing	\$10,912	
<i>Subtotal</i>	\$99,200	

Note: Our proposed fee delivers substantial cost savings to the City by leveraging our extensive prior work on this iconic building, including previous studies and prior design services carried through 50% CDs.

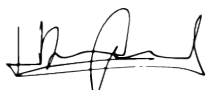
Form of payment: Check or bank transfer to "Urbano Architects, PLLC". Terms of payment of the Architect's invoices are 30 days from the receipt of the invoice. The Architect's fees are not contingent upon project funding/financing. Any unpaid invoices or portion thereof shall accrue interest up to 15% per annum after the above mentioned payment terms.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to compensation for basic services outlined under Scope of Work. An estimated allowance of up to \$2,000 is included for reimbursable expenses related to marketing and public engagement, including but not limited to large-format printing, display materials, 3D models, and other presentation-related costs. All reimbursable project expenses will be billed on an individual basis at a rate of cost plus 10%. These expenses will be billed with prior approval from the Client.

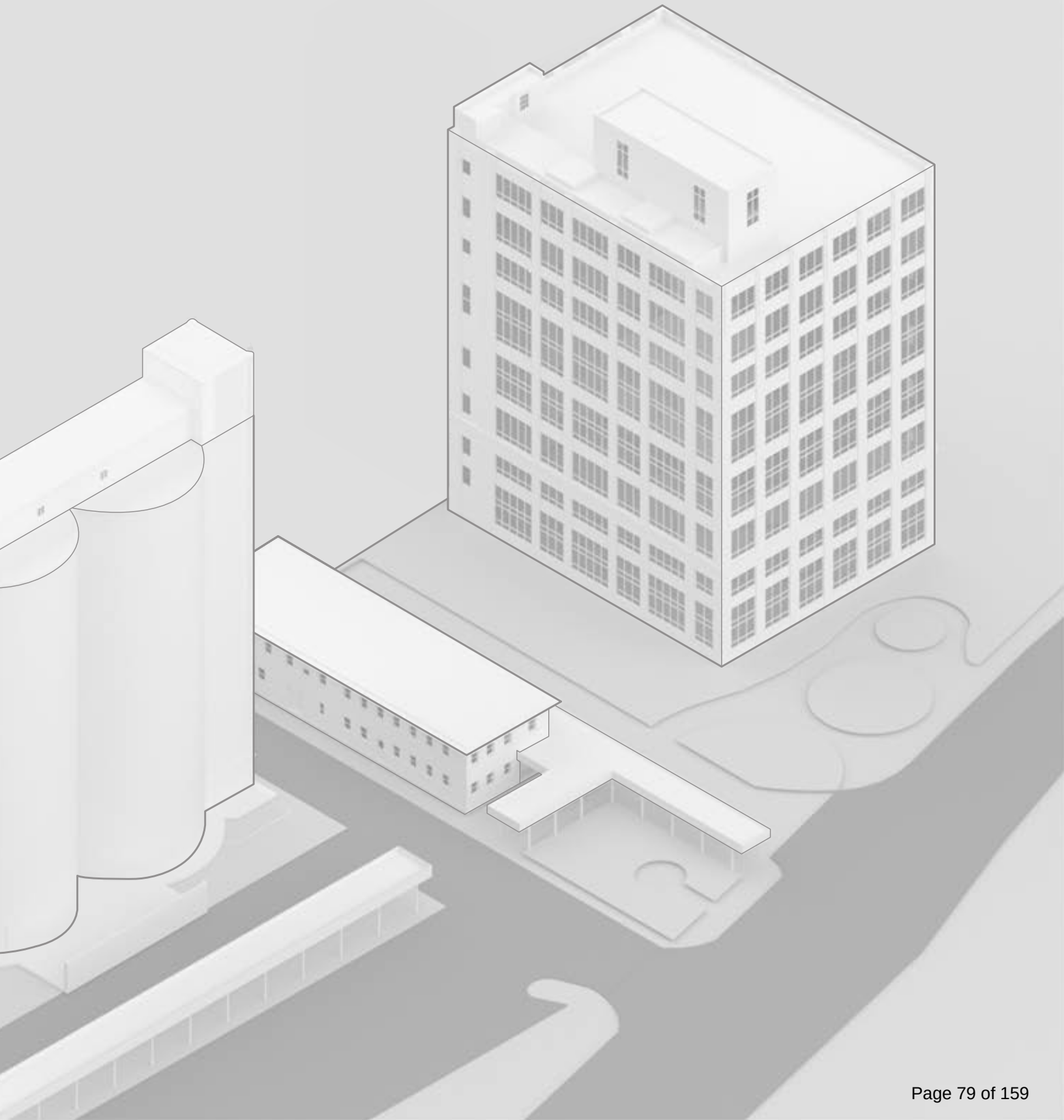
This proposal is valid for 60 days from receipt. If accepted, a formal AIA contract approved by both parties shall follow. We look forward to the opportunity and please don't hesitate to contact us if you require any additional information at this time.

Sincerely,



Laura Carrera, AIA
Partner
UrbanoArchitects

PROPOSED TEAM



URBANO

We are visionaries dedicated to transforming ideas into exceptional spaces that resonate with their surroundings. Our passion lies in designing environments that inspire and engage, while our commitment to our clients ensures that every project is executed with precision, creativity, and a deep understanding of budgetary needs.

Our services include:

ARCHITECTURAL DESIGN AND CONSTRUCTION ADMINISTRATION:

From concept to completion, we guide each project with meticulous attention to detail. We believe in fostering strong partnerships with our engineering consultants, construction team and clients, ensuring seamless project management and exceptional outcomes at every phase of development.

EXPERTISE IN HISTORIC PRESERVATION:

With a strong foundation in the preservation of existing structures, we understand that every project begins with a thorough condition assessment and contextual research. This critical initial step informs our approach, allowing us to develop sensitive and thoughtful interventions that balance historical integrity with modern requirements. Our leadership team brings extensive experience from various landmark renovations and new construction projects across the United States, ensuring that every endeavor is executed with expertise and care. Our team is composed of Secretary of the Interior (SOI) Qualified Preservation Professionals dedicated to honoring and revitalizing our architectural heritage.

MASTER PLANNING AND URBAN DESIGN:

We approach urban spaces with a holistic vision, creating thoughtful and sustainable plans that enhance community life.

INTERIOR DESIGN, SPACE PROGRAMMING, AND FURNISHINGS:

We curate beautiful, functional interiors that reflect the unique identity of each project.

SUSTAINABLE DESIGN:

Our commitment to the environment drives us to implement innovative solutions that promote sustainability.

COMMUNITY, COLLABORATION & RESPONSIBLE DESIGN

Our ethos is rooted in giving back to the community. We actively engage in volunteer work and educational initiatives, nurturing the next generation of designers. At Urbano Architects, we prioritize responsible design that places community needs at the forefront. Our approach emphasizes creating buildings that enhance the quality of life for users and their surroundings, employing sustainable methods that respect both context and environment.

AWARDS

Urbano Architects is proud to be an award-winning firm. We have received the prestigious Good Brick Awards from Preservation Houston, recognizing our outstanding contributions to the preservation and enhancement of Houston's architectural heritage. Additionally, our team has been honored with a PaperCity Design Award and a "Honorable Mention," further solidifying our commitment to excellence in design.

Urbano Architects is certified as a Texas Historically Underutilized Business (HUB), Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE).



Laura Carrera

AIA, PARTNER

Laura is passionate about transforming underutilized historic buildings for modern use with a blend of ingenuity, practicality, and unwavering positivity. She is a licensed architect in Texas and New York with over 16 years of experience working on historic preservation projects of all scales and complexities. Her past work includes various landmark renovations, master plans, additions and preservation plans throughout the United States. She is a Secretary of the Interior (SOI) Qualified Preservation Professional. Before co-founding Urbano, Laura worked at Beyer Blinder Belle Architects and Planners on various landmark renovations and planning efforts. Laura is known as a dedicated community advocate for preservation and architectural education. She currently serves as Secretary for AIA Houston Board of Directors and most recently served as ACE Houston President.

In 2024, Laura was named "Architect of the Year" by the Houston Hispanic Architects and Engineers. In 2025, the Texas Historical Commission appointed Laura to the Texas Preservation Trust Fund Advisory Board.

Education

MArch, University of Texas San Antonio, 2011;
BS, Architecture, University of Texas San Antonio, 2009;

Years of Service With Firm: 6

Total Years of Experience: 16

Imperial Sugar Company Historic Preservation Master Plan

Char House Condition Assessment

Char House Renovation and Addition

Sugar Land, TX

Architect for a comprehensive Historic Preservation Plans of the Imperial Sugar Company Refinery Historic District listed on the National Register and a Mothballing Condition Assessment of the Char House. In 2023, Architect for the Renovation and Addition of the Char House for PUMA Development. Past studies have entailed in-depth investigations focused on historical analysis, database of relevant prior documentation, architectural and structural building assessments, analysis of changes over time, integrity analysis, character-defining features, and development of existing drawings.

1919 Luckie's Pocket Renovation and Addition

Sugar Land, TX

Architect leading the rehabilitation of the historic Luckie School, a significant early 20th-century educational structure in Houston. This project preserves the school's character-defining features while ensuring it meets modern building codes and functions as a dynamic art gallery space. The restoration will include exterior and interior repairs, structural stabilization, and updates to mechanical, electrical, and plumbing systems, all while celebrating the building's layered history.

1940 Knapp Chevrolet Showroom Renovation

Houston, TX

Architect for the Rehabilitation of the 1940 Knapp Chevrolet Showroom into an Art Gallery for Mont Art House. Urbano prepared the National Register, Recorded Texas Historic Landmark, and City of Houston Protected Landmark, including two urban research studies that were instrumental for support by Harris County Historical Commission, Texas Historical Commission and the National Park Service. The project was completed in 12 months from purchase acquisition to tenant occupancy, and successfully received historic state and federal tax credits, also led by Urbano.

1912 Link-Lee Mansion University of St. Thomas

Houston, TX

Architect for Interiors, Roof, Enclosure upgrades at the 1912 Link-Lee Mansion. The work entailed a condition assessment, recommendations, drawings and specifications reviewed and approved by FEMA, City of Houston Preservation Office and the Texas Historical Commission. The building is listed on the National Register Historic Places and is a City of Houston Protected landmark.

1939 Prairie View A&M University Hilliard Hall Renovation

Prairie View, TX

Architect for the renovation of 1939 Hilliard Hall, designed by F.E. Giesecke with unique architectural stone and tile patterns on its exterior. The TV Studio now boasts of state-of-the-art broadcast equipment and provides students with lab experience in producing television and film content.

1958 Boynton Chapel Methodist Church

Houston, TX

Architect for the Preservation Plan of the 1958 Boynton Chapel Methodist Church designed by John Saunders Chase. The team conducted archival research and review of historical documentation to understand the building's original construction, changes over time and integrity analysis. The evaluation tables categorized the site observations and deficiencies, and recommendations were prioritized to address them in three phases, based on their degree of condition, impact on the building's overall condition, and available funding. The team is currently serving as architect for Phase 1 of the rehabilitation work, which focuses on the building's exterior restoration, and HVAC and drainage upgrades.



Andres Utting

AIA, PARTNER

Andres is a licensed architect passionate about the development of urban buildings that are both beautiful and functional. He has over 17 years of experience working on complex projects with clients and large teams. He is a licensed architect in Texas and Florida, and his past work includes large-scale and mixed-use projects such as Washington DC's Midtown Center. Andres has also taught design studios at the University of Houston Gerald D. Hines College of Architecture and Design and Prairie View A&M University School of Architecture. He is a Secretary of the Interior (SOI) Qualified Preservation Professional. Prior to founding Urbano Architects, Andres worked as Senior Associate at SHoP Architects in New York City and as Managing Partner for ToolBox, an architecture firm in Managua, Nicaragua.

Education

MArch, University of Oregon, 2013;
BS, Architecture, Universidad Americana, 2008;

Years of Service With Firm: 6
Total Years of Experience: 17

Imperial Sugar Company Historic Preservation Master Plan Char House Condition Assessment

Char House Renovation and Addition Sugar Land, TX
Architect for a comprehensive Historic Preservation Plans of the Imperial Sugar Company Refinery Historic District listed on the National Register and a Mothballing Condition Assessment of the Char House. In 2023, Architect for the Renovation and Addition of the Char House for PUMA Development. Past studies have entailed in-depth investigations focused on historical analysis, database of relevant prior documentation, architectural and structural building assessments, analysis of changes over time, integrity analysis, character-defining features, and development of existing drawings.

1930 Central State Farm Main Building Sugar Land, TX
Architect for the Preservation Plan of the Central State Farm Main Building, known as the first modernized structure in the Texas prison system constructed in 1930. The effort aimed to provide a concise and valuable framework for the future rehabilitation of the building. Urbano first conducted archival research, including the review of hundreds of historical documents to understand the building's original construction, changes over time and various adjacent buildings no longer present on site. The original building was designed by Giesecke & Harris Architects in 1930, with various additions and modifications that took place by the Texas Prison System. Our team, along with our engineering consultants, performed a comprehensive evaluation of the existing condition of the building, including development of existing drawings, detailed treatment recommendations based on identified deficiencies, and prioritization of recommendations. High-definition laser scanning, a 3D virtual tour and initial redevelopment considerations based on preliminary structural load capacities were prepared by the team led by Urbano.

1940 Knapp Chevrolet Showroom Renovation Houston, TX
Architect for the Rehabilitation of the 1940 Knapp Chevrolet Showroom into an Art Gallery for Mont Art House. Urbano prepared the National Register, Recorded Texas Historic Landmark, and City of Houston Protected Landmark, including two urban research studies that were instrumental for support by Harris County Historical Commission, Texas Historical Commission and the National Park Service. The project was completed in 12 months from purchase acquisition to tenant occupancy, and successfully received historic state and federal tax credits, also led by Urbano. bano.

1965 Community Music Center Houston Houston, TX
Architect for a premier Community Music Center entailing the renovation and addition of a 1965 former Health Clinic. The project proposes an orchestra rehearsal and performance space for the Scott Joplin Chamber Orchestra – the nation's second oldest active Black chamber orchestra. A proposed new rear addition provides a state-of-the-art Orchestra Chamber, designed to foster creativity and collaboration within the community. This dedicated space will serve as a vital hub for music education, performance, and cultural engagement, reflecting the mission of the Community Music Center of Houston (CMCH).

1919 Luckie's Pocket Renovation and Addition Sugar Land, TX
Architect leading the rehabilitation of the historic Luckie School, a significant early 20th-century educational structure in Houston. This project preserves the school's character-defining features while ensuring it meets modern building codes and functions as a dynamic art gallery space. The restoration will include exterior and interior repairs, structural stabilization, and updates to mechanical, electrical, and plumbing systems, all while celebrating the building's layered history.



Brian Hagstrom

SENIOR PROJECT MANAGER

Brian is a technical specialist in the world of Design and Construction, with more than 17 years of experience in the management and execution of residential and commercial projects. He has a lifelong passion for understanding how designs are built to stand the test of time. He began his career working at C&S Design & Engineering, Inc in Ashland, WI. Some of his past work includes the restoration of the Stamm House, a building from 1847 which is one year older than the State of Wisconsin; Award winning Blue Wave on the Bay Resort & Hotel; Restorations and expansions of 9 Homes in the Heights Historic District, Norhill Historic District, and the Menil Museum Campus. Outside of the office and construction sites, Brian is a product inventor and a talented portrait artist, associated with the Sawyer Yards; a creative community thriving in the heart of Houston's Historic First Ward and Arts District. Brian is recipient of 2016 Structural Insulated Panel Association, First Place in National Competition for design and construction of a 10,000sqft Hotel & Resort, Ashland Wisconsin.

Education

MArch, University of Oregon, 2013;
BS, Architecture, University of Wisconsin-Milwaukee, 2011;

Years of Service With Firm: 6
Total Years of Experience: 17

Menil Foundation Offices Master plan

Houston, TX

Architect for a comprehensive Five-Year Master Plan for the staff offices, which comprised of various historic buildings within the Menil Campus. The first step involved developing existing measured drawings and a Condition Assessment with prioritized repair recommendations. Urbano Architects then led a detailed space utilization analysis, all-staff surveys and questionnaires, and provided recommendations to improve building utilization meeting desired staff arrangements and adjacencies. Based on findings from condition assessments, utilization analysis, and Menil campus goals, Urbano Architects completed a conceptual five-year Master Plan, consolidating offices into adjacent properties with a strategically developed phased plan that minimized relocation, improved utilization, encouraged staff to interact more, while also integrating upgrades to address privacy, technology, and acoustics.

1930's 1506 Sul Ross Menil Foundation Renovation

Houston, TX

Project Manager for the restoration and rehabilitation of a 1940 early form of concrete structure, located within the Menil Campus. Situated directly across Sul Ross Street from the Main Museum entrance and immediately adjacent to the Menil Bistro, this project is currently under construction and has required innovation and graciousness.

1930's 1421 Branard street

Houston, TX

Project Manager for the restoration of a wood-framed bungalow within the Menil Campus. With a large front porch facing the Rothko Chapel and park green space, the 1930's brick structure was a renovation dream come true. In addition to the work on the original structure, the Urbano team designed and built a new rear Accessory Dwelling Unit (ADU) directly adjacent to the Menil Drawing Institute. The new contemporary ADU was thoughtfully designed with context in mind, paying tribute to the surrounding scale and materiality of the Menil Campus.

1912 Link-Lee Mansion University of St. Thomas

Houston, TX

Architect for Interiors, Roof, Enclosure upgrades at the 1912 Link-Lee Mansion. The work entailed a condition assessment, recommendations, drawings and specifications reviewed and approved by FEMA, City of Houston Preservation Office and the Texas Historical Commission. The building is listed on the National Register Historic Places and is a City of Houston Protected landmark.

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Architect for the renovation of 1939 Hilliard Hall, designed by F.E. Giesecke with unique architectural stone and tile patterns on its exterior. The TV Studio now boasts of state-of-the-art broadcast equipment and provides students with lab experience in producing television and film content.

Terracon (Structural) provides innovative investigation, evaluation, and construction solutions for exterior building systems. Their background resolving existing building enclosure problems and developing new integrated building enclosure designs reinforces Terracon's facilities capabilities and strengthens the firm's ability to service clients across the country. Terracon's Structural Team worked as sub-consultant for Urbano for the design of Core & Shell and Addition of the Char House, which included on-site field explorations.

11555 Clay Rd #100
Houston, TX 77043
(713) 690-8989

Rick Miles, P.E., BECxP, CXA+BE



Mr. Miles provides over 21 years of experience in the field of evaluation, strengthening, and repair design of new and existing structures. A broad understand of geotechnical and site performance characteristics, a firm grasp of building science, material performance and compatibility, and a comprehensive knowledge of typical building enclosure systems and their transitions have resulted in his development of a skill set and approach that complement all areas of his practice, from the investigation and rehabilitation of historic structures to the design and construction of modern facilities.

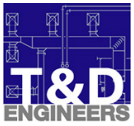
Mr. Miles specializes in the evaluation of existing structures and the building envelope, with a passion for historic building materials. His effective application of nondestructive evaluation methods results in minimally invasive diagnostics and efficient repair designs and specifications. Mr. Miles has significant experience with natural stone, terra cotta, and cast stone façade assemblies, with several of his projects being found on the National Register of Historic Places and/or bearing designations such as National Historic Landmark or similar. Mr. Miles has provided consulting services on over two dozen historic Texas Courthouses.

Joanna D. Barber, P.E.



Senior Project Engineer

Ms. Barber's has established 10 plus years of professional structural engineering experience in the design and assessment of structural steel, cast-in-place concrete, pre-cast concrete, masonry, and wood structures. Her current responsibilities at Terracon include project management of structural assessments field investigations, data collection, analysis, evaluations, and recommendations for repairs and restoration for a wide variety of structures. Past project experiences have included commercial, industrial, religious, education, and government buildings.



T&D Engineers is a mechanical, electrical and plumbing (MEP) consulting engineering firm that began in March of 2008 in Houston, Texas. T&D Engineers provides environmentally responsible designs that meet project needs, while considering ramifications in terms of both ecology and economy. Note: T&D Engineers prepared the MEP scope of work of Mothballing Condition Assessment of the Char House for the City of Sugar Land in 2020.

738 S. Highway 6, Suite 260
Houston, TX 77079
(713) 933-1001

Brian Dunne, P.E.



EDUCATION

Rice University, BS Mechanical Engineering

Brian Dunne is a registered Professional Engineer in the state of Texas, Alabama, Louisiana and Oklahoma. He graduated from Rice University with a Bachelor of Science in Mechanical Engineering. Brian is responsible for Project Management, design and analysis of HVAC and mechanical systems with projects located throughout the United States. He has 21 years of experience in MEP systems design in a variety of building types.

Mr. Dunne is currently responsible for all LEED-EBOM projects and construction documentation for T&D Engineers. He has been involved in the certification of more than 90 existing buildings throughout the US, accounting for more than 85 million square feet of Commissioning, Retrocommissioning and ASHRAE Audit projects.

As a Principal at T&D Engineers Brian Dunne is committed to the pursuit of environmentally responsible MEP design. Brian earned his LEED AP Accreditation in 2004 and is a member of the US Green Building Council.

Justin Cothorn, P.E.



EDUCATION

Kansas State University, BS Architectural Engineering

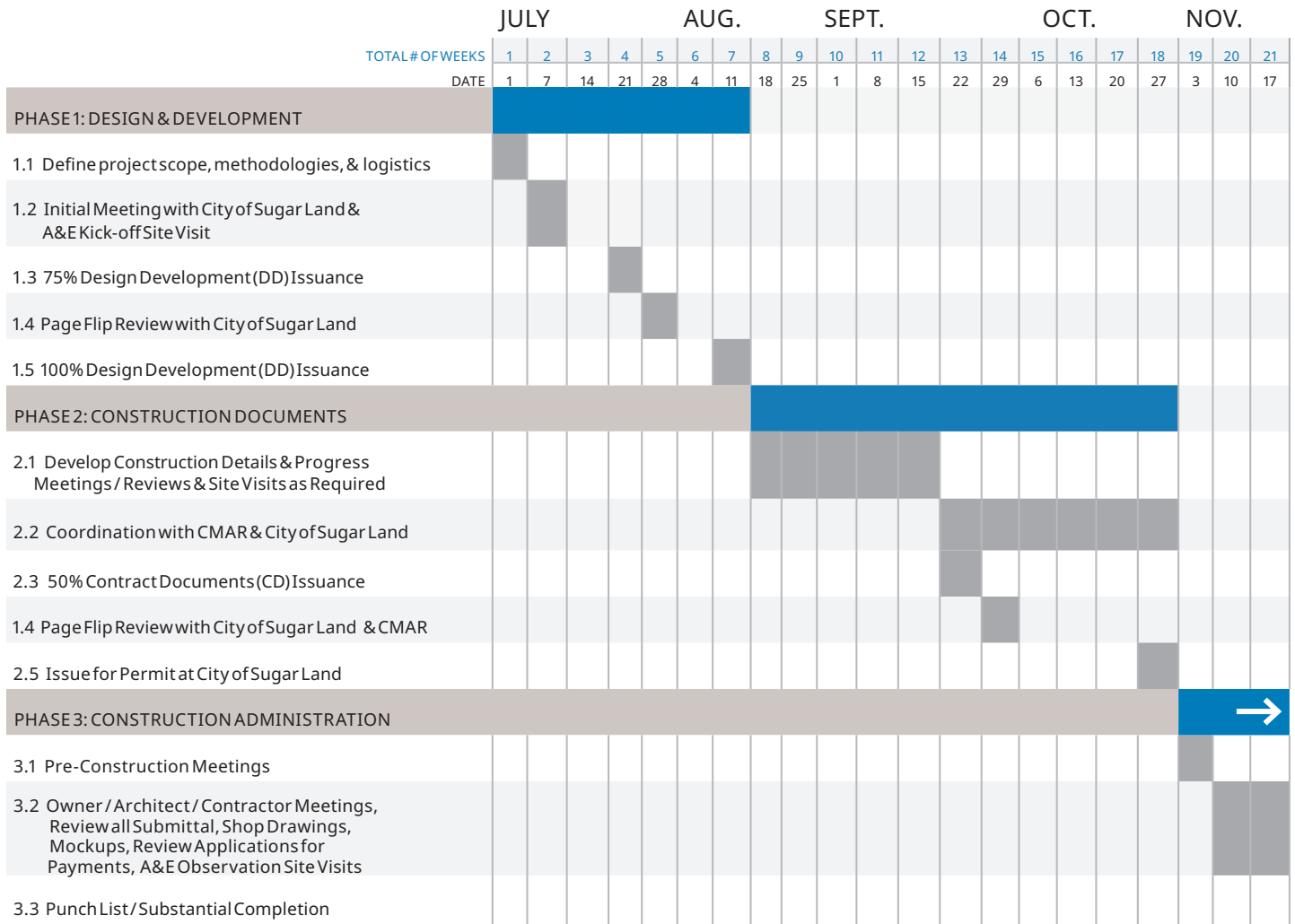
Justin Cothorn started his career as a Summer Intern with T & D Engineers in 2010. After graduating in 2011, with a Bachelor of Science in Architectural Engineering from Kansas State University, he returned to work for T & D Engineers, making Houston his home. At the end of 2019, he became a Principal of T & D Engineers. As Project Manager, Justin quickly gained experience in MEP systems design in a variety of building types throughout several states. Currently he is licensed in Texas, Colorado and New Mexico.

Justin has brought a level of leadership, integrity and management that has made him a dedicated Project Manager and Principal of T & D Engineers.

PROPOSED SCHEDULE



PROPOSED SCHEDULE: MOTHBALLING



**CITY OF SUGAR LAND CONTRACT
FOR PROFESSIONAL ARCHITECTURAL DESIGN
SERVICES FOR CITY FACILITIES (MODIFIED)**

\$100K - \$999,999
(Rev. 7-1-25)

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

CITY OF SUGAR LAND

ARCHITECT:



By:

By: Laura Carrera, AIA

Date:

Date: 7July 2025

Title:

Title: Partner

Company: Urbano Architects

MATTER NUMBER: 7057M
APPROVED AS TO FORM:

II. General Information and Terms.

Architect's Name and Address: Urbano Architects
1224 Houston Ave., Suite #102
Houston, TX 770107

Project Description: Architectural and Engineering Services – Char House
Mothballing Project

Maximum Contract Amount: \$496,000.00 + Reimbursable Expenses

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

Termination Date: See III.F.

Contract Parts: This Contract consists of the following parts:

- I. Signatures
- II. General Information and Terms
- III. Standard Contractual Provisions

PROJECT LOCATION

UL RICH ST

MAIN ST

US

90A

BROOKS ST

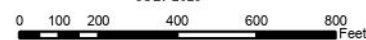
Maxar, Microsoft



CMU2509 IMPERIAL CHAR HOUSE PRESERVATION



JULY 2025



This map has been produced from various sources. Every effort has been made to ensure the accuracy of this map. However, the City of Sugar Land assumes no liability or damages due to errors, or omissions. This product is provided "as is" and is not to be used for legal, engineering, or other professional purposes. It is not a substitute for a professional survey. The map is based on an on-the-ground survey and represents only the approximate relative location of property boundaries. If any errors are detected, please contact the GIS Division of Information Technology at (281) 275-2279.

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- I. Signatures
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- III. Standard Contractual Provisions

- IV. Additional Terms or Conditions
- V. Additional Contract Documents

III. Standard Contractual Provisions.

A. Definitions. In this Contract:

Architect means the person or entity specified in Part II of this Contract.

Construction Documents means the Architect's drawings, plans, specifications, and related design documents that Architect uses to perform the Project work.

Contractor means the entity the City contracts with to construct the Project.

Contract means this Standard Contract for Professional Architectural Design Services.

Project means the construction, repair, remodeling of a building or structure as described in Part I of this Contract and in the Architect's Additional Contract Documents.

B. Architect's Services. The Architect will provide to the City the design services and any other related services for the Project as described in this Contract under the terms and conditions of this Contract.

C. Construction Documents. Architect's Construction Documents will be sufficiently accurate, detailed, and complete so that the Architect may, if the Contractor faithfully follows the Construction Documents, construct and complete the Project without a substantial defect and within the projected schedule and budget. In this paragraph, a "substantial defect" includes, but is not limited to, any condition of the Project that, upon completion, prevents or interferes with the Project's proper or intended operation, use, function, or maintenance. The Architect will promptly correct any error found in the Construction Documents, including any error discovered after the City makes final payment to the Architect, without payment of additional compensation.

D. Project Visits. If the Architect's Additional Contract Documents provide for the Architect to visit the Project site, the Architect will visit the Project site at intervals appropriate to the stage of the Project construction, but not less than the minimum number of visits specified in the Architect's Additional Contract Documents, if any. The Architect's visits shall include visits at times when the significant elements of the Project Construction, or representative samples thereof, are being performed so that the Architect may determine if the Project Construction is being performed in substantial compliance with the Construction Documents. The Architect will keep the City informed of the progress and quality of the work as it is completed and promptly notify the City in writing of any Project construction that does not substantially comply with the Construction Documents.

E. Billing and Payment. Subject to the terms of the Contract, the City will pay the Architect the sum(s) as shown in Section II above plus any additional sums approved by change order. The

Architect will bill the City for the services provided at intervals of at least thirty (30) calendar days, except for the final billing. The Architect must bill or invoice the City within thirty (30) calendar days from the date of service and submit the final invoice no later than thirty (30) calendar days from the Contract termination or expiration date. The City is not responsible or liable for payment of any invoice submitted to the City more than sixty (60) calendar days after the date in which the services were rendered or for any work which is unsatisfactory to the City. The City will pay the Architect for the services provided for in this Contract with current revenues available to the City, but all of the City's payments to the Architect, including the time of payment and the payment of interest on overdue amounts, are subject to other requirements of this Contract and Chapter 2251 of the Texas Government Code. The City is not liable to the Architect for any taxes which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). The City will return all invoices containing errors to the Architect with an explanation of the deficiency. The City will not pay the Architect for any costs or expenditures that are not included in the scope of work or a change order under the Contract. If the City determines that the Architect has been overpaid, the Architect must refund the overpayment to the City within thirty (30) calendar days of the receipt of the notice from the City unless an alternate payment plan is specified by the City.

F. Termination Provisions.

(1) Unless terminated earlier as allowed by this Contract, this Contract terminates:

(a) On the termination date, if any, specified in the General Information in Part II, but the obligation of a party to complete a contract requirement pending on the date of termination survives termination; or

(b) If there is no termination date specified in the General Information in Part II, the Contract terminates when both parties have completed all their respective obligations under the Contract.

(2) The City's city manager may terminate this Contract during its term at any time for any reason by giving written notice to Architect not less than five business days prior to the termination date, but the City will pay the Architect for all services provided in compliance with this Contract to the date of termination.

(3) If the City's city council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the Contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution)

G. Liability and Indemnity. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or

(3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.

H. Assignment. The Architect shall not assign this Contract without the City's prior written consent.

I. Law Governing and Venue. This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Fort Bend County, Texas.

J. Entire Contract. This Contract represents the entire Contract between the City and the Architect and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.

K. Independent Contractor. The Architect shall perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Architect or Architect's officers or employees in the means, methods, or details of the work to be performed by Architect under this Contract.

L. Dispute Resolution Procedures. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.

M. Attorney's Fees. Should either party to this Contract bring suit against the other party for breach of contract or for any other cause relating to this Contract, neither party will seek or be entitled to an award of attorney's fees or other costs relating to the suit.

N. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.

O. Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

P. Conflicting Provisions. If there is a conflict between a provision in the Architect's Additional Contract Documents and a provision in the remainder of this Contract, the latter controls.

Q. Copyright. Any original work (the Work), including any picture, video, music, brochure, writing, trademark, logo or other work created by the Architect for the use of the City under this Contract is a "work made for hire," as defined by federal copyright law. If the Work is not by law a "work made for hire," the Architect by execution of this Contract assigns to the City all of its rights to the Work, including the copyright. The City, as the author and owner of the copyright to the Work, may alter, reproduce, distribute, or make any other use of the Work as it deems

appropriate. The Architect's work product under this Contract (the "Instruments of Service") are considered works made for hire. In the event the City uses the Instruments of Service without the involvement of the Architect, such use shall be at the City's sole risk, and the Architect shall have no responsibility or liability for any claims, damages, or losses arising from or related to such use. This provision does not limit the City's rights to use the Instruments of Service as provided under this Contract.

R. Standard of Care for Architects and Engineers. Services must be performed (1) with the professional skill and care ordinarily provided by competent licensed engineers or registered architects practicing in the same or similar locality and under the same or similar circumstances and professional license, and (2) as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect.

Provided, however, if this is a construction contract for architectural or engineering services or a contract related to the construction or repair of an improvement to real property that contains architectural or engineering services as a component part, the architectural or engineering services must be performed with the professional skill and care ordinarily provided by competent architects or engineers practicing under the same or similar circumstances and professional license. (Tex. Civ. Prac. & Remedies Code § 130.0021 (a)).

S. Compliance with Laws. The Architect must comply with the federal, state, and local laws, rules and regulations applicable to the Project and its services under this Contract.

T. Disclosure of Interested Persons for Council-Approved Contracts. Contracts that require City Council approval, such as contracts that exceed \$50,000, are subject to the requirements of Section 2252.908, Tex. Gov't Code. Under the provisions of this statute:

(1) The City may not enter into a contract with a business entity that requires Council approval unless the business entity submits a disclosure of interested persons at the time the business entity submits a signed contract to the City;

(2) A disclosure of interested parties must be submitted on a form prescribed by the Texas Ethics Commission (Commission) that includes:

(a) A list of each interested party for the contract of which the contractor business entity is aware, an interested party being a person who has a controlling interest in the business entity or who actively participates in facilitating or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity; and

(b) The signature of the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury.

The Commission has approved a Certificate of Interested Persons form, which must be filled out, signed and notarized by the Contractor and submitted to the City at the time of execution of this Contract, along with the certification of filing generated from the Commission's website at

ARCHITECT CONTRACT/Page 5

<https://www.ethics.state.tx.us/filinginfo/1295/>. The Certificate of Interested Persons form is available on the Commission's website and the Contractor must follow the Commission's filing process adopted pursuant to the statute.

U. Prohibition on Contracts with Companies Boycotting Israel. Certain contracts for goods and services are subject to the requirements of Section 2271.002, Tex Gov't Code (H.B. 89, as amended by H.B. 793). Specifically, contracts for good and services that:

- (1) are between the City and a company with ten (10) or more full time employees; and
- (2) have a value of \$100,000.00 or more that is to be paid wholly or partly from public funds of the City.

Under the provisions of this statute, if the above conditions apply the City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

If this is a contract to which the verification requirement applies, the City has approved a verification form which must be filled out and signed by the Architect and submitted to the City at the time of execution of this Contract.

V. Prohibition on Contracts with Companies Boycotting Certain Energy Companies. Certain contracts for goods and services are subject to the requirements of Section 2276.002, Tex. Gov't Code (S.B. 13). Specifically, contracts for good and services that:

- (1) are between the City and a company with ten (10) or more full time employees; and
- (2) have a value of \$100,000.00 or more that is to be paid wholly or partly from public funds of the City.

Under the provisions of this statute, if the above conditions apply the City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it:

- (1) does not boycott energy companies; and
- (2) will not boycott energy companies during the term of the contract.

If this is a contract to which the verification requirement applies, the City has approved a verification form which must be filled out and signed by the Architect and submitted to the City at the time of execution of this Contract.

W. Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries. Certain contracts for goods and services are subject to the requirements of Section 2274.002, Tex. Gov't Code (S.B. 19). Specifically, contracts for good and services that:

- (1) are between the City and a company with ten (10) or more full time employees; and
- (2) have a value of \$100,000.00 or more that is to be paid wholly or partly from public funds of the City.

Under the provisions of this statute, if the above conditions apply the City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it:

- (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
- (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

If this is a contract to which the verification requirement applies, the City has approved a verification form which must be filled out and signed by the Architect and submitted to the City at the time of execution of this Contract.

This verification requirement does not apply if this contract is with a sole-source provider or, if this a contract subject to competitive bidding, the City did not receive any bids from a company that is able to provide the written verification required.

X. Prohibition on Contracts with Certain Foreign-owned Companies in Connection With Critical Infrastructure. Certain contracts for critical infrastructure are prohibited by Section 2275.0102, Tex. Gov't Code (S.B. 2116). Specifically, relating to a contract for critical infrastructure that:

- (1) would grant a company direct or remote access to or control of critical infrastructure in this state, excluding access specifically allowed by the governmental entity for product warranty and support purposes; and
- (2) where the City knows that the company is:
 - (A) owned by or the majority of stock or other ownership interest of the company is held or controlled by:
 - (i) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or

- (ii) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or

(B) headquartered in China, Iran, North Korea, Russia, or a designated country.

In signing this Contract, Architect represents and acknowledges that it is not a foreign-owned company under Section 2275.0102 and that this is not a contract prohibited by Section 2275.0102, Tex. Gov't Code (S.B. 2116).

Y. Confidentiality. Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law or regulation, or court or administrative decision or ruling, is invalid. (Chapter 552, Texas Government Code)

Z. Records Retention. The City is subject to records retention requirements under Texas law. Any provision of the Architect's attachment(s) that requires the City to destroy documents or give documents back to the Architect or that otherwise conflicts with Texas law regarding retention of records is void.

IV. Additional Terms or Conditions.

A. This Contract represents the entire agreement between the City and the Architect. No separate AIA contract will entered into for the Services by the parties.

V. Additional Contract Documents. The following documents attached to this Contract are part of this Contract:

A. Architect's Additional Contract Documents:

- A-1. Certificate of Interested Persons with Certification of Filing (1 page)
- A-2. Urbano Architects' Proposal dated April 21, 2025 (16 pages)
- A-3. House Bill 89 Verification (1 page)
- A-4. Senate Bill 13 Verification (1 page)
- A-5. Senate Bill 19 Verification (1 page)

B. City's Additional Contract Documents:

- B-1. Requirements for all Insurance Documents (2 pages)
- B-2. Data Ownership, Sharing, and AI (2 pages)

EXHIBIT A-1

Certificate of Interested Persons with Certification of Filing

(See Attached)

EXHIBIT A-2

Urbano Architects' Proposal dated April 21, 2025

(See Attached)

EXHIBIT A-3

House Bill 89 Verification

(See Attached)

EXHIBIT A-4

Senate Bill 13 Verification

(See Attached)

EXHIBIT A-5

Senate Bill 19 Verification

(See Attached)

EXHIBIT B-1

INSURANCE REQUIREMENTS

The Architect shall comply with each and every condition contained herein. The Architect shall provide and maintain the minimum insurance coverage set forth below during the term of its agreement with the City. Any Subcontractor(s) hired by the Architect shall maintain insurance coverage equal to that required of the Architect. It is the responsibility of the Architect to assure compliance with this provision. The City of Sugar Land accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

With reference to the foregoing insurance requirements, Architect shall specifically endorse applicable insurance policies as follows:

- A.** The City of Sugar Land shall be named as an additional insured with respect to General Liability and Automobile Liability on a separate endorsement
- B.** A waiver of subrogation in favor of The City of Sugar Land shall be contained in the Workers Compensation and all liability policies and must be provided on a separate endorsement.
- C.** All insurance policies shall be endorsed to the effect that The City of Sugar Land will receive at least thirty (30) days' written notice prior to cancellation or non-renewal of the insurance.
- D.** All insurance policies, which name The City of Sugar Land as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
- E.** **Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.**
- F.** All insurance policies shall be endorsed to require the insurer to immediately notify The City of Sugar Land of any material change in the insurance coverage.
- G.** All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
- H.** Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- I.** Architect may maintain reasonable and customary deductibles, subject to approval by The City of Sugar Land.
- J.** Insurance must be purchased from insurers having a minimum AmBest rating of B+.
- K.** All insurance must be written on forms filed with and approved by the Texas Department of Insurance. (ACORD 25 2016/03) Coverage must be written on an occurrence form.
- L.** Contractual Liability must be maintained covering the Architect's obligations contained in the contract. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting all endorsements and insurance coverages according to requirements and instructions contained herein.
- M.** Upon request, Architect shall furnish The City of Sugar Land with certified copies of all insurance policies.
- N.** A valid certificate of insurance verifying each of the coverages required above shall be issued directly to the City of Sugar Land within ten (10) business days after contract award and prior to starting any work by the Architect's insurance agent of record or insurance company. Also, prior to the start of any work and at the same time that the Certificate of Insurance is issued and sent to the City of Sugar Land, all required endorsements identified in sections A, B, C and D, above shall be sent to the City of Sugar Land. The certificate of insurance and endorsements shall be sent to:

**City of Sugar Land
Purchasing Office
P. O. Box 110
Sugar Land, TX 77487-0110**

**emailed to: purchasing@sugarlandtx.gov
Faxed to: 281 275-2741**

INSURANCE REQUIREMENTS

Items marked "X" are required to be provided if award is made to your firm.

Coverages Required & Limits (Figures Denote Minimums)

☒ Workers' Compensation Statutory limits, State of TX.

☒ Employers' Liability \$500,000 per employee per disease / \$500,000 per employee per accident / \$500,000 by disease aggregate

☒ Commercial General Liability:

	☒ Very High/High Risk	☐ Medium Risk	☐ Low Risk
Each Occurrence	\$1,000,000	\$500,000	\$300,000
Fire Damage	\$300,000	\$100,000	\$100,000
Personal & ADV Injury	\$1,000,000	\$1,000,000	\$600,000
General Aggregate	\$2,000,000	\$1,000,000	\$600,000
Products/Compl Op	\$2,000,000	\$500,000	\$300,000
XCU	\$2,000,000	\$500,000	\$300,000

☒ Automobile Liability: (Owned, Non-Owned, Hired and Injury & Property coverage for all)

☐ Very High/ High Risk	☒ Medium Risk	☐ Low Risk
Combined Single Limits	Combined Single Limits	Combined Single Limits
\$1,000,000 Bodily	\$500,000 Bodily	\$300,000 Bodily

☐ Garage Liability for BI & PD

\$1,000,000 each accident for Auto, \$1,000,000 each accident Non-Auto

\$2,000,000 General Aggregate

☐ Garage Keepers Coverage (for Auto Body & Repair Shops)

\$500,000 any one unit/any loss and \$200,000 for contents

☐ Umbrella each-occurrence with respect to primary Commercial General Liability, Automobile Liability, and Employers Liability policies at minimum limits as follows:

Contract value less than \$1,000,000: **not required**

Contract value between \$1,000,000 and \$5,000,000: **\$4,000,000 is required**

Contract value between \$5,000,000 and \$10,000,000: **\$9,000,000 is required**

Contract value between \$10,000,000 and \$15,000,000: **\$15,000,000 is required**

Contract value above \$15,000,000: **\$20,000,000 is required**

Excess coverage over \$10,000,000 can be provided on "following form" type to the underlying coverages to the extent of liability coverage as determined by the City.

☒ Professional Liability, including, but not limited to services for Accountant, Appraiser, Architecture, Consultant, Engineering, Insurance Broker, Legal, Medical, Surveying, construction/renovation contracts for engineers, architects, constructions managers, including design/build Contractors.

Minimum limits of \$1,000,000 per claim/aggregate.

This coverage must be maintained for at least two

(2) years after the project is completed.

☐ Builder's Risk (if project entails vertical construction, including but not limited to bridges and tunnels or as determined by the City of Sugar Land) Limit is 100% of insurable value, replacement cost basis

☐ Pollution Liability for property damage, bodily injury and clean up (if project entails possible contamination of air, soil or ground or as determined by the City of Sugar Land)

\$1,000,000 each occurrence

\$2,000,000 aggregate

☐ Other Insurance Required: _____

NOTE: The nature/size of a contract/agreement may necessitate higher limits than shown above. These requirements are only meant as a guide, but in any event, should cover most situations. Check with Purchasing & Risk Management if you need assistance or need additional information.

EXHIBIT B-2

Data Ownership, Sharing, and AI

A. Definitions.

Government Data means any information, document, media, or machine-readable material regardless of physical form or characteristics, that is created or obtained by the City in the course of official City business.

Government-Related Data means any information, document, media, or machine-readable material regardless of physical form or characteristics that is created or obtained by a contractor through the storage, processing, or communication of Government Data. This does not include a contractor's business records (e.g., financial records, legal records, etc.) or data such as operating procedures, software coding, or algorithms that are not uniquely applied to the Government Data.

- B. City Owns the Data. Contractor hereby assigns without any requirement of further consideration all right, title, or interest the Contractor may have to Government Data and Government-Related Data, including any copyrights or other intellectual property rights to the same.
- C. Guarantee of Disencumbrance. Contractor warrants that any data provided to City under the terms of this Contract is in the public domain or otherwise unencumbered by intellectual property restrictions on its use by the City. Contractor warrants that the City's creation, maintenance, and modification of data provided to the City under the terms of this Contract shall not be restricted by Contractor's copyright, patent, or intellectual property considerations.
- D. No Prior Restrictions. Contractor represents and warrants that it has the full right and power to assign its rights, titles, and interests in any data it provides under this Contract and otherwise perform its obligations hereunder, and that there are no outstanding agreements, assignments, or encumbrances inconsistent with the provision of said data or with any other provisions of this Contract. Contractor represents and warrants that it is not aware of any claims of infringement of intellectual property that have been brought against it by third parties for infringement of such third party's intellectual property.
- E. Machine Readable Exports. Output created by Contractor under this Contract, if any, must be in a digital, reusable format, in whole and in parts, as a platform independent and machine-readable file. Such file formats include, but are not limited to, plain text files such as comma-delimited tables, extensible markup language, and javascript object notation. Government Data and Government-Related Data which is stored in binary formats, including but not limited to portable document format, JPEG, and portable network graphics files, shall instead be reproducible in the same format in which it was provided. This reusable copy must be made available in a publicly documented and non-proprietary format, with a clearly-defined data structure and a data dictionary for all terms of art contained in the data. For purposes of this

section, non-proprietary formats include formats for which royalty-free codecs are available to end-users.

- F. Waiving Right of Action. Contractor hereby agrees to waive any and all future rights of action against the City which may arise from the City's authorized use of Government Data and/or Government-Related Data, including but not limited to copyright, patent, and other intellectual property considerations.
- G. Indemnification. If a third party claims that the Government Data and/or Government-Related Data that is the subject of this Contract, due to the use of Contractor's products or services, infringes that party's copyright, patents, or trade secrets, Contractor will defend the City against that claim at Contractor's expense and pay all costs, damages, and attorney's fees that a court finally awards, provided that the City notifies Contractor in writing of any such claim within ten (10) business days of City's receipt of such claim.
- H. Copyright Retention. Contractor may keep its copyright interest in non-Government Data and non Government-Related Data (i.e. its proprietary data) it may have, except when the City combines Government Data and/or Government-Related Data with the Contractor's data.
- I. Data Sharing. Contractor will not share, transfer, or disclose Government Data and/or Government-Related Data to any third party without the prior written consent of the City except as expressly authorized in this Contract and solely to the extent necessary to perform the services under this Contract. In the event Contractor is authorized to share Government Data and/or Government-Related Data with a subcontractor, Contractor will ensure its subcontractor complies with all terms and conditions of this Contract.
- J. No Commercial Use. Contractor shall not make use of the Government Data or Government-Related Data for any commercial purpose, whether to the benefit of Contractor or a third party, unless explicitly authorized in writing by the City. For the purposes of this provision, "commercial purpose" does not include the performance of services by Contractor under this Contract that are specifically authorized and intended for the benefit of the City.
- K. Artificial Intelligence Training. Government Data and Government-Related Data shall not be used by Contractor to train any artificial intelligence, machine learning, or large language models, without the City's express written consent.



City Council Agenda Request November 18, 2025

Agenda Request No: IX.A.

Agenda of: City Council Meeting

Initiated by: Robert Wilson, Assistant City Engineer

Presented by: Robert Wilson, Assistant City Engineer

Responsible Department: Engineering

Agenda Caption:

Consideration of and action on: **CITY OF SUGAR LAND RESOLUTION NO. 25-27: 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 MOTHBALLING PRESERVATION WORK FOR THE IMPERIAL CHAR HOUSE.**

Recommended Action:

Approve Resolution No. 25-27 to authorize the Construction Manager-At-Risk (CMAR) procurement methods for the preservation work for Imperial Char House.

Executive Summary:

The Imperial Char House (Char House) was constructed in 1925 and serves as a foundational piece of Sugar Land history. The Char House has experienced condition degradation since the Imperial Sugar Factory closed in 2003. The City announced in February 2025 that it intended to acquire the Char House, and acquisition has since been completed.

As part of the acquisition, the City intends to preserve the building's exterior to prevent further interior deterioration. The scope of the proposed preservation work involves replacing the roof, windows, and ventilation systems, along with associated electrical repairs. These improvements will help protect the building from weather-related damage that could compromise its structure over time.

The City primarily utilizes three types of construction delivery methods. These include: design-bid-build (qualified low bid), competitive sealed proposal, and construction manager-at-risk (CMAR). The key benefits of utilizing CMAR for this project include the following:

- Early involvement of the contractor with the design team to provide preconstruction services, such as constructability and value engineering, resulting in the best product;
- Early knowledge of cost control options;
- CMAR assumes some of the risks and responsibilities, providing the City a partner who shares the goal of completing the project within the agreed budget and schedule;
- Streamlined project delivery;

- Flexibility to change design early in the design process;
- Reduce number of claims; and
- Opportunity for collaboration among the design team, contractor and stake-holders.

Due to the historic nature and value proposed for the scope of work and to procure services at the best value to the City, Resolution 25-27 is proposed to authorize the use of a construction manager-at-risk procurement method for the project.

The Redevelopment and Engineering Department recommend the approval of Resolution 25-27 to authorize the Construction Manager-At-Risk procurement method for the preservation work for the Imperial Char House.

Budget

Expenditure Required: None

Current Budget: None

Additional Funding: None

Funding Source: Certificates of Obligation

Account Number (ORG-OBJ-Project): None

Attachments

1. 1.1 CMAR Best Value Resolution - Char House rev 10-21-25

RESOLUTION NO. 25-27

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 MOTHBALLING PRESERVATION WORK FOR THE IMPERIAL CHAR HOUSE.

WHEREAS, the City is in the process of acquiring property in the Imperial area of Sugar Land, which includes the property on which the Imperial Char House is located; and

WHEREAS, the City Council has determined that upon acquisition of the Imperial Char House that it should undergo mothballing preservation work; and

WHEREAS, due to the historic nature of the structure and the work associated to make repairs to the building without impacting its historic value, the City will need to partner with a specialized contractor for the work; and

WHEREAS, Sections 2269.002 and 2269.251 of the Texas Government Code allow municipalities to construct facilities by use of the construction manager-at-risk method; and

WHEREAS, Section 2269.056 of the Texas Government Code requires that the governing body of a governmental entity considering a construction contract using a method other than competitive bidding must, before advertising, determine which construction method provides the best value for the governmental entity; NOW THEREFORE,

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

Section 1. That it determines that the construction manager-at-risk method provides the best value to the City in providing for mothballing preservation work for the Imperial Char House.

APPROVED on _____, 2025.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:

DAnn Shea Smith

Linda Mendenhall, City Clerk



City Council Agenda Request November 18, 2025

Agenda Request No: IX.B.

Agenda of: City Council Meeting

Initiated by: Brittney Sinclair, Assistant Director of Strategic & Government Affairs

Presented by: Shayla Lee, Director of Strategic & Government Affairs

Responsible Department: Strategic and Government Affairs

Agenda Caption:

Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-53:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING THE CITY OF SUGAR LAND 2025-2027 STRATEGIC ACTION PLAN UPDATE; AND REPEALING RESOLUTION NO. 25-14.

Recommended Action:

Approve Resolution No. 25-53, adopting the updated 2025-2027 Strategic Action Plan for the City of Sugar Land.

Executive Summary:

The 2025-2027 Strategic Action Plan (SAP) reflects the City of Sugar Land's commitment to defining its future vision, direction, and priorities. Developed through a bottom-up approach, the plan incorporates robust community and staff engagement, resulting in a high-level roadmap for the next three years. The revised plan highlights the following:

- Refined commitment to fiscal responsibility, reflected in the objectives of the Strategic Action Plan.
- Added a message from the City Manager to replace the acknowledgment section.
- Introduced a "Focus Areas in Action" section highlighting current projects and initiatives.

The Department of Strategic and Government Affairs recommend the City Council adopt Resolution No. 25-23 for the 2025-2027 Strategic Action Plan Update.

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. 1.0 Strategic Action Plan Update Resolution 11-10-25
2. City of Sugar Land's 2025-2027 Strategic Action Plan

RESOLUTION NO. 25-53

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS,
ADOPTING THE CITY OF SUGAR LAND 2025-2027 STRATEGIC ACTION PLAN
UPDATE; AND REPEALING RESOLUTION NO. 25-14.**

WHEREAS, on February 4, 2025, by Resolution No. 25-14, the City Council of the City of Sugar Land adopted the City of Sugar Land 2025-2027 Strategic Action Plan (the “Strategic Action Plan”); and

WHEREAS, the City Council has since requested that the Strategic Action Plan be updated to include more focus on fiscal responsibility and better align the vision and strategic outcome areas; NOW THEREFORE,

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

Section 1. That it adopts the attached 2025-2027 Strategic Action Plan Update to provide direction to the City Manager and Staff on a common understanding of priorities for the new budget year.

Section 2. That Resolution 25-14 is repealed.

APPROVED on _____, 2025

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:

DAnn Shea Smith

Linda Mendenhall, City Clerk

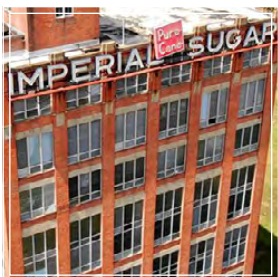
Attachment: 2025-2027 Strategic Action Plan Update



CITY OF SUGAR LAND **STRATEGIC ACTION PLAN**

TEXAS, USA

UPDATED OCTOBER 2025





CITY OF SUGAR LAND

STRATEGIC ACTION PLAN

TEXAS, USA

UPDATED OCTOBER 2025

The City of Sugar Land Strategic Action Plan was updated following the Council Retreat held in early October 2025. The changes included more focus on fiscal responsibility and better aligning the vision and strategic outcome areas.

This report summarizes the outcomes from the City of Sugar Land Strategic Action Planning process. This planning process ran from July through December 2024. The process included a review of existing plans and surveys, Stakeholder interviews, a Stakeholder Survey, Two-day Think-Tank, Think-Tank report, Focus Groups, Community updates and Staff Sessions.

This process was designed to provide an open, inclusive, and transparent platform for community and City staff members to help create a shared vision and plan for the future of Sugar Land. The Strategic Action Plans focuses on action areas and objectives that can be tackled in the next three years.

These reports and the associated data analysis are available on the project portal:

lab2.future-iq.com/sugar-land-strategic-action-plan/

REPORT PREPARED BY:

future→iQ
Create Future Intelligence®





»»»» STRATEGIC ACTION PLAN UPDATE 2025- 2027

WELCOME TO THE STRATEGIC ACTION PLAN UPDATE 2025- 2027

The City of Sugar Land Strategic Action Plan was updated following the Council Retreat held in early October 2025. The changes included more focus on fiscal responsibility and better aligning the vision and strategic outcome areas.

This Strategic Action Plan was developed during 2024 and early 2025, with considerable input from the community, staff and Council. The plan presents a framework for the future direction of the City of Sugar Land and includes a set of focus areas and objectives. Overall, the plan aims to strengthen the community value proposition and ensure it remains a highly successful community.

Updates made to the plan include:

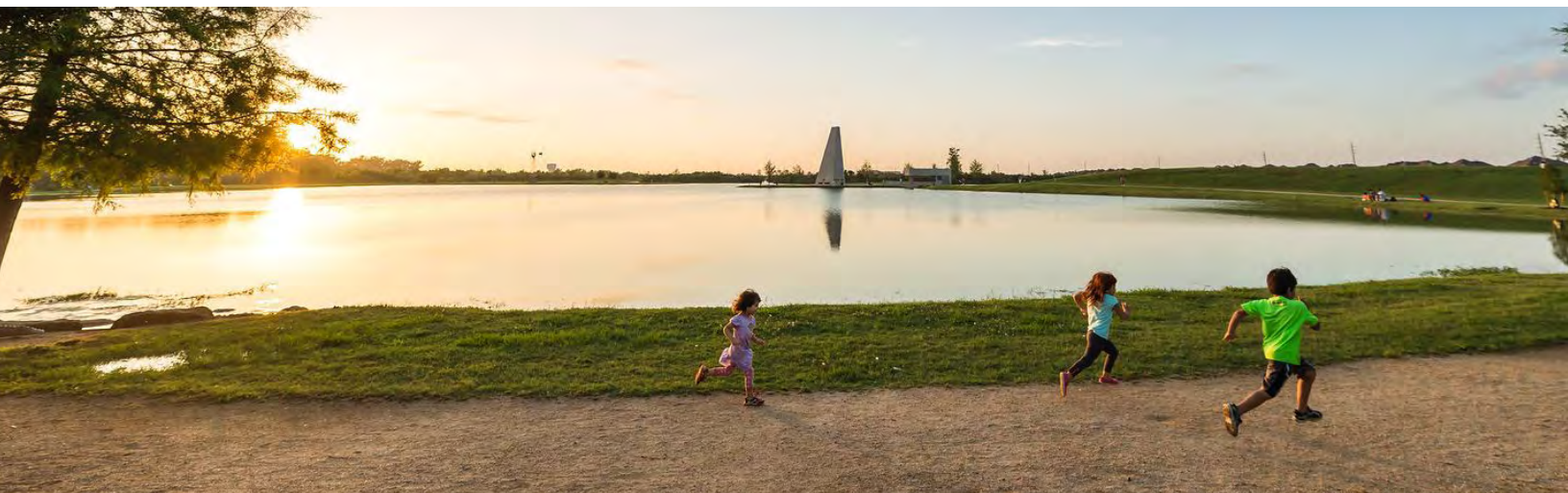
- Highlighting the importance of **fiscal responsibility** and the **efficient delivery** of services.
- Better aligning the vision and strategic outcome areas with the **aspiration to be an outstanding community**.
- Reinforcing the importance of neighborhood character and ensuring new housing initiatives **enhance the local character**.
- Including examples of **new project actions underway**, to reflect the key focus areas and objectives identified by the community.

The City Council and staff have already begun implementing several key areas identified in the Strategic Action Plan. This includes highlights such as the purchase of the Imperial Sugar site.



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This Strategic Action Plan was developed with considerable input from the community and stakeholders. It presents a framework for future direction, and a set of strong focus areas and objectives. The plan aims to strengthen the community value proposition. It includes a strong focus on building strong community engagement and enhancing core values and attributes.

"... Trailblazing to me means being the first, setting the pace and introducing new ideas..."

- Stakeholder Survey Respondent



APPETITE FOR THOUGHTFUL CHANGE

The stakeholder engagement has highlighted an appetite in the community for thoughtful change. There is a recognition of a need to adapt and evolve and invest in the future. However, change is a sensitive topic and needs to be approached in an open and thoughtful manner.



STRONG FUTURE STRATEGIC POSITIONING

Sugar Land has a long history of being a successful and respected community. It has demonstrated the capacity to make innovative investments and build a strong regional economic hub. The community can now build on this past success and take the next big step. The focus on 'Shaping the Next Generation' gives this plan and the community a long-range vision and set of priority objectives and initiatives.



DESIRE TO CREATE A FUTURE-READY COMMUNITY

During the planning process, it was evident that many people share a desire to build a future-ready community that is anticipating and responding to emerging trends and issues. This included an understanding of the importance of building the community fabric, and a recognition of the importance of culture.



IMPORTANCE OF A TRAILBLAZING APPROACH

The trailblazing approach that has been embraced by the city and staff has gathered good support. The ideas for how and where the community could bring a trailblazing approach were inspiring and demonstrated a strong desire to think about future advantage and success.



COMMITMENT TO FISCAL RESPONSIBILITY

The City and staff have a strong focus and commitment to fiscal responsibility and delivering exceptional services in an efficient manner.



1.0 | INTRODUCTION

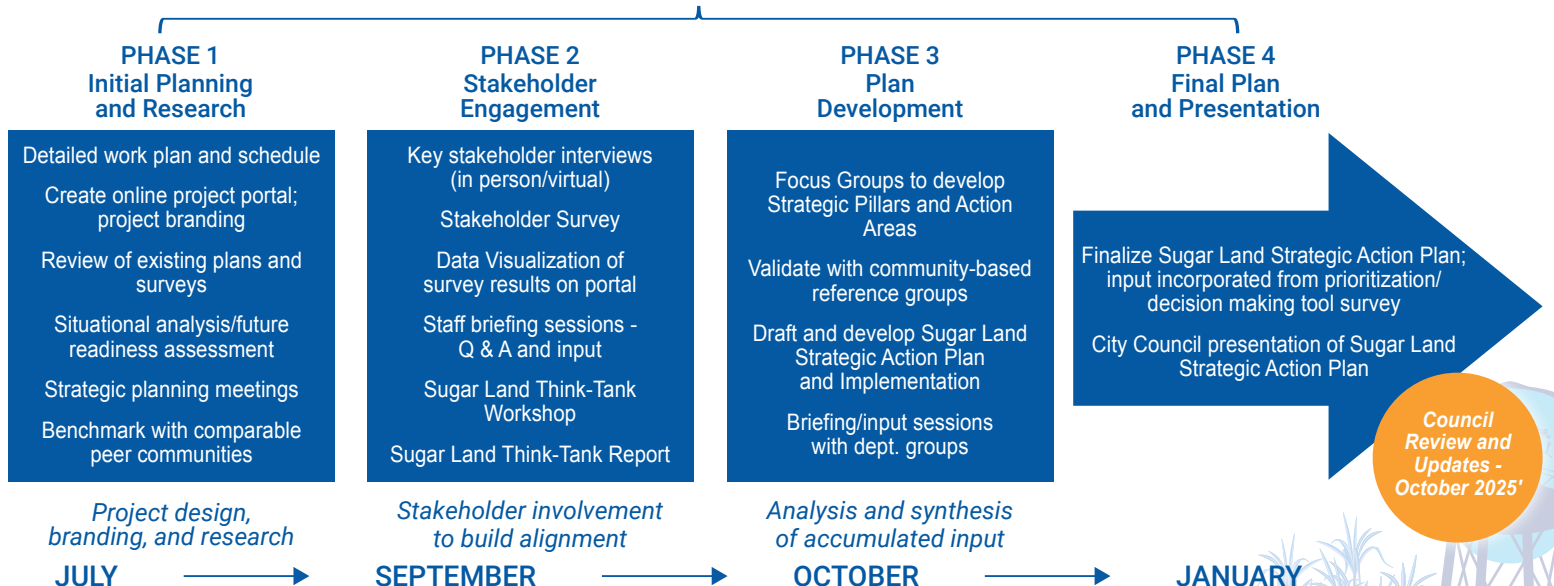
In July 2024, the City of Sugar Land embarked on the City of Sugar Land Strategic Action Planning process to deliver a three-year Strategic Action Plan. The purpose was to help position Sugar Land as a diverse, resilient, and trailblazing city.

Key to this process was that the City of Sugar Land expressed an intention for extensive community and stakeholder engagement and input. This engagement was very successful with over 1,500 individuals participating in the City of Sugar Land Strategic Action Plan over the six month process. This engagement ascertained where Sugar Land is and where it could evolve by 2035. The planning process explored the future from an economic, governmental, societal and community level.

A key focus of the Strategic Action Plan process has been a collaborative approach to build an inclusive and resilient Sugar Land. The strategic planning process began in July 2024 and ended in December 2024, with the production of this final City of Sugar Land Strategic Action Plan in January 2025. This report represents the analysis of the research and engagement outcomes and outlines how the extensive accumulated data has informed the identification of a preferred future and key strategic action areas for the future development of Sugar Land in 2035. All information pertaining to the City of Sugar Land Strategic Action Plan project can be viewed on the unique project portal at <https://lab2.future-iq.com/sugar-land-strategic-action-plan/>.

For a complete account of the City of Sugar Land Strategic Action Planning process and reports, please see the project portal at <https://lab2.future-iq.com/sugar-land-strategic-action-plan/>.

SUGAR LAND STRATEGIC ACTION PLAN





The planning process has taken a wide approach to stakeholder engagement, with new efforts to engage with residents, staff and businesses in a more collaborative manner.

1.1 | OBJECTIVES OF THE 2024 STRATEGIC ACTION PLANNING PROCESS

The objective of the City of Sugar Land Strategic Action Planning process was to create a comprehensive and sustainable Strategic Action Plan for the City of Sugar Land looking out from 2025-2027. This plan is intended to identify a range of important focus areas that are important to the city trajectory over the next three years.

A key new approach in this planning effort was taking a ‘bottom-up’ approach and investing in engagement with the community and staff to help build a shared understanding and ownership of the strategic plan.

- **Alignment** with the City’s vision and advancement of the City’s strategic outcomes
- **Identification** of future priority initiatives for the City organization that fosters sustainable growth and progression for the community
- Designing of a **dynamic and adaptable** strategic plan that includes organizational and community buy-in
- **A shift from a top-down approach** to fostering stakeholder involvement for implementation of the Strategic Action Plan looking out to 2035

This process aims to guide the City’s operations and decision making from *January 1, 2025 through December 31, 2027*. The result of this planning process will be the City of Sugar Land Strategic Action Plan.

Future Insights

- Many communities are recognizing the importance of stronger stakeholder engagement, with residents, staff and other partner organizations. The Strategic Planning work undertaken in Sugar Land helps lay a foundation for future engagement and offers a model for the ‘bottom-up’ approach.
- A key feature of this strategic planning is the focus on an adaptable approach and acknowledging that cities need to be ready for change, and able to absorb changing priorities of the residents and economy.





1.2 | EXISTING VISION & STRATEGIC OUTCOME AREAS

The City of Sugar Land has an existing vision and set of eight major Strategic Outcome areas. These areas have been identified and prioritized by Council and staff. Together, they offer a strong framework for the operations of the City and services it provides to the community and residents.

OUR VISION

WE ARE TRAILBLAZERS: Relentless in Our Pursuit of Greatness so that Our Employees, Residents, and Businesses Can Enjoy a Life Better than They Can Even Imagine.

OUR STRATEGIC OUTCOME AREAS

 **OUTCOME #1 | FINANCE: STRONG & VIABLE** Sugar Land is recognized as a leader in financial management, providing our taxpayers with exceptional value, fiscal management and responsibility, providing confidence, and transparency.

 **OUTCOME #2 | COMMUNITY: SAFE & SECURE** Sugar Land is a safe community that enhances the quality of life for residents and visitors by being ranked as the safest city in the nation by providing world-class emergency services.

 **OUTCOME #3 | ECONOMY: THRIVING & VIBRANT** Sugar Land is focused on re-invigorating this entrepreneurial spirit to keep us moving forward. We recognize that the future starts now and are committed to engaging the community to re-imagine our city.

 **OUTCOME #4 | CULTURE: DYNAMIC & FUN** Sugar Land delivers a broad range of iconic destination venues, facilities, and businesses that offer entertainment and activities for residents and visitors, including performance venues, sports and recreation, and unique events and outdoor celebration.

 **OUTCOME #5 | GOVERNMENT: RESPECTED & INFLUENTIAL** Sugar Land is respected for having strong relationships with our community and at all levels of government because we have a bold vision and transparent governance and deliver on our commitment to the public.

 **OUTCOME #6 | TRANSPORTATION: CONNECTED & CONVENIENT** Sugar Land takes a multifaceted approach by innovating mobility to connect people and places. We embrace emerging trends and transportation technology to deliver outstanding levels of connectivity for our residents.

 **OUTCOME #7 | INFRASTRUCTURE: SUSTAINABLE & RESILIENT** Sugar Land continues to maintain and develop comprehensive, sustainable, and resilient infrastructure that adapts to a dynamic environment.

 **OUTCOME #8 | PEOPLE: WELCOMING & ENGAGED** Sugar Land excels at building relationships within our community through big, bold visions and will achieve an engaged community that helps us understand how we can better care for our neighbors.



1.3 | ROLE AND PURPOSE OF THE STRATEGIC PLAN

The Strategic Action Plan is one of the key planning documents for the City. It helps define the medium term (3-5 years) focus areas, priorities and key initiatives.

This plan was developed to help fulfill the trailblazing ethos, by identifying future-shaping focus areas, that will help the city accelerate work on important innovations and actions. The Strategic Action Plan has a relationship with other planning tools and will help shape the immediate budget and departmental plans.

Strategic Action Plan 3 - 5 YEARS

Purpose: Sets the medium-term priorities and focus areas, plus helps determine the speed and scale of actions.

Focus: Identifies medium-term FOCUS AREAS, PRIORITIES and KEY INITIATIVES for the City, that will help fulfill the vision and long-term direction. Includes STRATEGIC OUTCOMES and CORE METRICS for implementation.

This Strategic Action Plan is a potent document, that identifies high priority objectives over the coming three years, and lays out a framework for areas of innovation in the City operations and programs.





2.0 | SETTING THE CONTEXT – SUGAR LAND'S CURRENT STRATEGIC POSITION

Sugar Land is at an important crossroads in its history and trajectory. The city has developed and grown based on large-scale high-quality developments, particularly of single-family homes. The city is now approaching a fully built out phase, where there is little developable land remaining.

Some key features of current strategic position of Sugar Land include:

THE COMMUNITY OF SUGAR LAND ENJOYS A STRONG REPUTATION AND A PRESTIGIOUS STATUS. This has been well earned through quality developments and investments over time. However, surrounding cities are now competing strongly, and striving to build their own reputation and amenities, which creates competitive pressure on Sugar Land.

THE POPULATION DEMOGRAPHIC AND MAKE-UP OF THE COMMUNITY IS CHANGING RAPIDLY. The population has recently declined and is aging with a significant increase in people over 60 years of age, together with a proportionate drop in younger people. At the same time, the population is becoming much more diverse.

THE COMMUNITY IS POISED FOR SOME BOLD STEPS. Investment in entrepreneurial programs (example: Plug and Play) is a great step. There are also several iconic sites (example: Imperial) that are primed for redevelopment and offer the chance to boost the community reputation and offer new options for housing and amenities.



Sugar Land has established a strong vision of being a trailblazing city. This is a very strong concept and offers great scope for future innovation and performance.

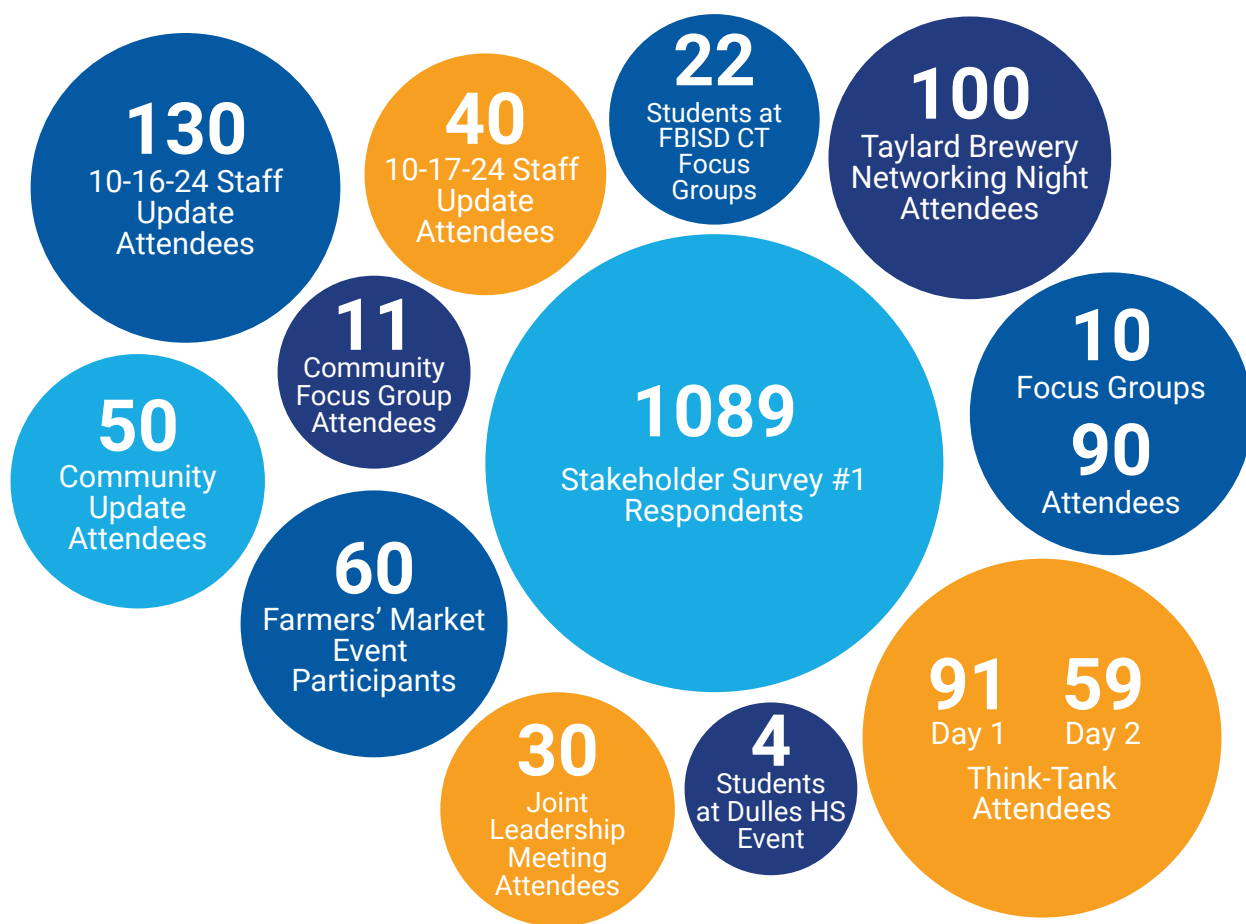


3.0 | STAKEHOLDER ENGAGEMENT METHODOLOGY AND OVERVIEW

The City of Sugar Land Strategic Action Plan involved a wide, deep, and transparent engagement process with the Sugar Land Community and City Staff and Leadership.

The City of Sugar Land Strategic Action Plan has been built on extensive community and stakeholder input, which was the intention at the project inception.

This engagement was an integral and central design feature of the planning process. The engagement and data-driven methodology progressively focused the discussion on emerging key themes and stakeholder aspirations for the future. The purpose of the process was to arrive at a 'point of consensus' that represented the shared vision for the future, and a comprehensive strategic plan – with actions - that propels the region towards that preferred future. A key feature of the planning process was the stakeholder engagement sessions.



Data Insights

- In total, over 1,500 people had some input into this planning process. This included a significant portion of resident input, and strategy development with staff and other key stakeholders. Overall, people appeared to appreciate the opportunity and generously provided insight and perspectives.
- People were able to offer input in a variety of ways, including online surveys, workshops, think-tank sessions and focus groups. This was complemented by more informal sessions with residents, school students and business stakeholders.



3.1 | CITY OF SUGAR LAND FUTURE THINK-TANK

A key part of the engagement methodology was the Think-Tank held in early September. This was the first significant stakeholder engagement event and kicked off the discussion about the future direction of the community.

To identify the preferred future of Sugar Land, looking out to 2035, stakeholders and community members participated in the scenario-planning future Think-Tank. The six-hour City of Sugar Land scenario-based Think-Tank event was conducted over two days on September 5 and 7, 2024. In total, approximately 100 people attended including key business, education, government, non-profit stakeholders, and community members.

The Think-Tank was intended to build a vision for future planning for Sugar Land that will guide the city looking out to 2035 through scenario planning methodology. Participants worked through the scenario planning process to produce four plausible futures for Sugar Land, looking out to 2035. These scenarios became a 'testing group' for future stakeholder input in the survey and focus groups.

More information on the content and outcomes from the Future Think-Tank can be found in Section 5 of this Strategic Action Plan, and also in the City of Sugar Land Future Think-Tank report that was released in September 2024 and can be viewed at <https://lab2.future-iq.com/wp-content/uploads/2024/10/Sugar-Land-Think-Tank-Report.pdf>.

In total, approximately 100 people attended the Future Think-Tank workshops, held at the T.E Harman Center. These sessions created four plausible futures for Sugar Land, looking out to 2035.



Key Insights from the Think-Tank

- The future direction of the community is a key future issue for consideration. There is a recognition by many that the community needs to adapt and evolve, but also people are very committed to retaining the safe, family orientated suburban feel that has been part of Sugar Land's value proposition.
- The future of infrastructure and investment is a key 'future-shaping' issue. For many people, it was recognized that investing in the future, with better use of technology, is a priority.
- Overall, the Think Tank participants expressed a desire to continue to improve and invest in the City, and to intentionally focus on the evolution of the community. There were a wide range of views, but the consensus was the need for ambitious change that can help prepare Sugar Land for the next generations of residents and families.

3.2 | STAKEHOLDER AND COMMUNITY MEETINGS

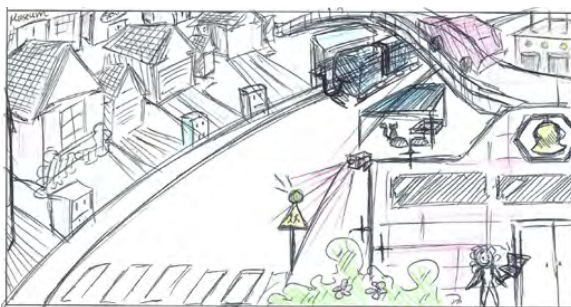
Following on from the City of Sugar Land Future Think-Tank, there were numerous focus groups, community sessions, staff sessions and stakeholder engagements across the community. These were designed to seek reactions to the future scenarios and identify the preferred future.

The engagement sessions were conducted in a series of different formats, from dedicated sessions with students, to open house events at local business establishments. The discussions explored the scenarios, their implications, and also dived into a range of specific topics. These topics were identified from the broader Think Tank discussions. Some of the topics included:

- Expanding housing options for all ages
- Reimagining city amenities to create community nodes
- Expanding recreation and healthy living options
- Building greater community engagement and connection
- Technology helping manage city infrastructure
- Adapting the suburban landscape for a hotter world
- Moving to a sustainable city model
- Moving from a Rapid Growth to a Redevelopment Model
- Enhancing safety and the sense of community
- Fostering the economy of the future

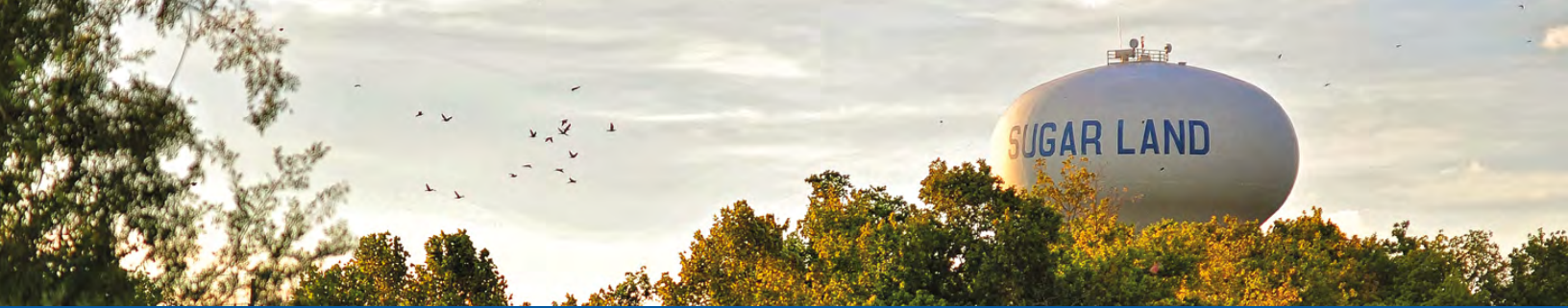
The Stakeholder and Community meeting helped inform and develop the strategic focus areas, and the priority of topics. These sessions were a hands-on opportunity for stakeholder to shape the plan.

The sessions with youth explored their ideas about the future, and the general business stakeholder sessions explored their desire and interest in change. In addition, drafts of the strategic plan framework were shared at the community update and some staff sessions, and input on structure and wording was encouraged.



Key Insights from Stakeholder & Community Meetings

- The sessions highlighted the importance of safety and suburban feel, especially to many existing community residents. There was also a significant interest in the community investing in upgrading facilities and amenities.
- One of the tension points in the discussions was around residential growth and housing options. Most people wanted to see some more housing options, especially for younger families and young professionals, but also for retirees and people downsizing their homes. However, there was some vocal support for no change in housing density anywhere in the city, although there was a universal recognition the city needed to fund infrastructure upgrades and renew areas that were 'faded' and outdated.
- Overall, people saw potential in applying technology to help improve services and functions across the city, and some people were very enthusiastic about the potential positive impacts of technology.



3.3 | STRATEGIC ACTION PLAN STAKEHOLDER SURVEY

The City of Sugar Land Strategic Action Plan Stakeholder Survey ran from September through November 2024. It was designed to seek broad community input and build on the work of the Think Tank and the stakeholder engagement sessions. The survey received 1089 responses.

With a mix of close-ended, ranking questions and open-ended questions, this survey intended to ascertain the community and stakeholders' views on the following topics, including:

- **Future direction and strategic positioning of Sugar Land in relation to community focus and fabric and infrastructure and amenities**
- **The importance of Sugar Land being a 'Trailblazing City'**
- **The future reputation of the community**
- **The Vision for Sugar Land in 2035**

The Stakeholder Survey gathered excellent information about the communities appetite for change, and the importance of various topics. The sample size was large enough to gather meaningful insights.

The survey questions, answers and interpretations can be found on the data visualization portion of the project portal at: lab2.future-iq.com/sugar-land-strategic-action-plan/city-of-sugar-land-stakeholder-survey/data-visualization/. This will give you the ability to interactively view the data.

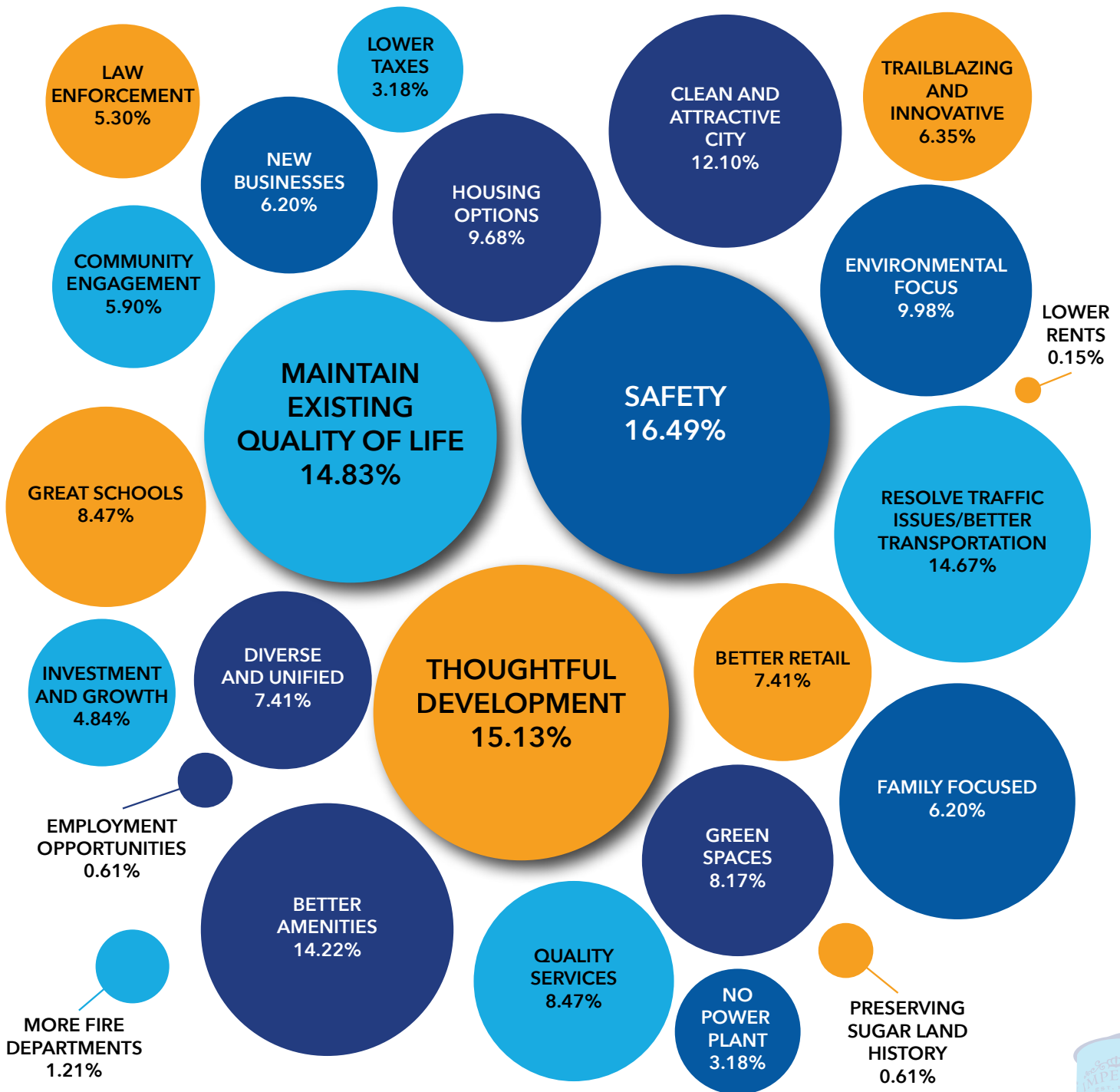
Key Insights from the Stakeholder Survey

- There is a clear desire and priority from the community to protect and enhance the sense of a safe, friendly, family orientated suburban community.
- There was a significant proportion of respondents, who also saw the important need to adapt and evolve, and to invest in the future. This was particularly the case on topics like:
 - Investing in the quality of life of residents.
 - Fostering strong, connected and engaged communities.
 - Adapting the community to a hotter world, and applying new technologies.
 - Providing new community connection and recreation points.
- The concept of being a trailblazing community was well supported by stakeholders, however around 20% of respondents did not see it as important, or didn't know. In the open-ended responses, people were enthusiastic about the types of things the city could be a 'trailblazer' for, including staying ahead of trends, leading the way, and technology / innovation.
- The future reputation of the community was considered very important, and this is an area where there is potential to redefine the value proposition of the community.



Answers to the Strategic Action Plan Stakeholder Survey Question:

WHAT IS YOUR VISION FOR SUGAR LAND IN 2035?



4.0 | FUTURE STRATEGIC DIRECTION

4.1 | SCENARIOS OF THE FUTURE FOR SUGAR LAND – FRAMEWORK FOR EXPLORATION

The scenarios developed during the scenario planning process at the Think Tank were used as a framework to discuss future possible outcomes and implications for strategies for the City of Sugar Land.

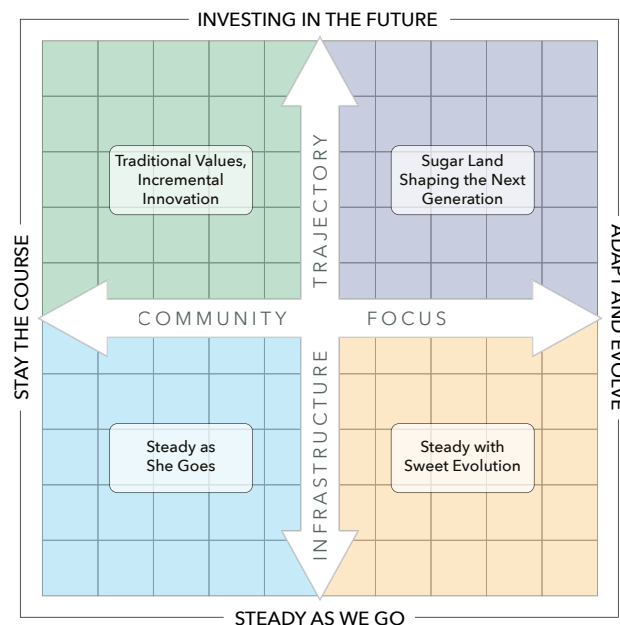
The scenario framework created four different future scenarios, with varying degrees of change and trajectory. The scenarios were created using the scenario matrix framework, which was built around the two macro themes of Infrastructure Trajectory and Community Focus. This framework was used through the community engagement work and survey to identify a preferred future, and help inform the strategic plan.

The scenario development process at the Think-Tank allowed stakeholders to examine the implications and consequences of different and plausible future directions for Sugar Land, looking out to 2035.

There is a focus on embracing new technology to create a 'Smart City' to tackle emerging infrastructure challenges, resource management and climate adaptation. Infrastructure helps provide new community connection points and recreation options. Innovative models help create more housing diversity across age ranges, with more intimate neighborhoods and some areas of subtle density.



The community relies on its well-earned strengths, including good school district, existing green spaces and safe and peaceful neighborhoods. The focus is primarily on the existing residents, who have earned their place. The priority is on preserving the traditional family-oriented suburban community, that is safely outside the urban Houston hustle.



The community embraces emerging demographic and social changes, to build a diverse intergenerational community fabric. The community builds on the existing strengths, by focusing on creating exceptional quality of life for current and new residents. There is an intentional fostering of strong, connected and engaged neighborhood communities.



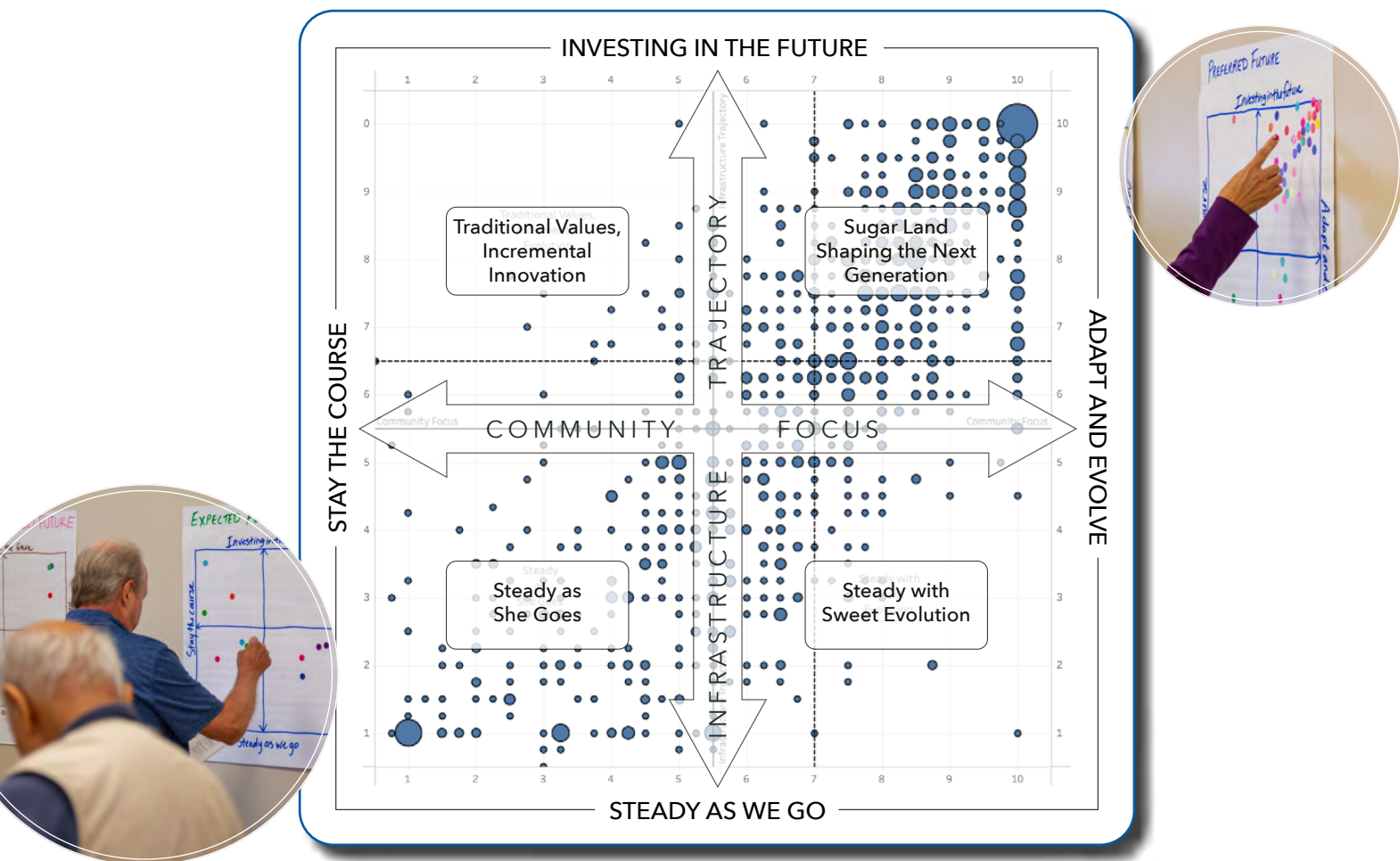
The focus is on cost-efficient and budget conscious investment in key infrastructure. The focus is on only replacing existing infrastructure as needed, and the community is reliant on the broader regional transportation network and power systems. Housing stock and availability is limited and dominated by existing single-family homes in the suburban setting.



4.2 | IDENTIFYING AND VALIDATING THE PREFERRED FUTURE

The scenario framework was used in multiple ways to explore the concept of the least desirable, expected and preferred futures. Think Tank participants and workshop attendees were asked to plot their least desirable, expected and preferred future for Sugar Land in 2035 via the scenario matrix.

This was also explored in the Stakeholder Survey, where the scenario framework was used to assess preferred future and appetite for change. Throughout the process, the majority of participants identified the upper right quadrant as the preferred future as Scenario B – Sugar Land Shaping the Next Generation. This is a future where the community is investing in the future for infrastructure and is intentionally adapting and evolving at a community level. It should be noted that the data also has a strong element of maintaining the safe, family friendly, suburban neighborhood experience.



Future Insights

- When presented with choice, stakeholders opted for continuing to invest in moving the community forward. This is reflected in the passing of the recent infrastructure bonds, where all the measures were passed.
- There is some considerable debate about housing and density, but a significant percentage of people (43%) saw it was important to very important to invest in creating new housing options, while 40% thought it was not important.
- There is also strong support for building the community fabric and adapting and evolving the community.



4.3 | THE PREFERRED FUTURE FOR SUGAR LAND IN 2035 – “SUGAR LAND SHAPING THE NEXT GENERATION”

The preferred future generated is called **“Sugar Land Shaping the Next Generation”**. The preferred future ‘Sugar Land Shaping the Next Generation’ outlines a shared vision, where the city is intentionally investing and evolving to stay relevant, successful and appealing.

The preferred future was used to help define the strategic plan framework, which is designed to focus on the building blocks to make that future a reality.

From the work in the Think Tank, this scenario description includes community members embracing emerging demographic and social changes to build a diverse intergenerational community fabric that allows for aging in place. Housing options may be expanded to include ADUs, multi-family, some higher density, and mixed-use development. The population grows to include a diverse, highly skilled workforce that is supported with a broad array of life-long learning opportunities. Investment in innovative technologies and cutting-edge infrastructure reduces the impact of climate events on residents and businesses. Green space and shade are prioritized, and solar panels, EV charging stations, and smart technologies are employed throughout the city. New buildings are required to be LEED certified. More bike lanes, trails, and walkable areas are created to increase connectivity and accessibility for all ages.

SCENARIO SNAPSHOT | FUTURE IMPLICATIONS

- Smart technology is embraced
- Population increases with a diverse, highly skilled workforce
- Innovative housing models provide more options for all age groups
- Building codes are oriented towards extreme weather
- Transportation options expand promoting accessibility and connection
- A strong school system provides a broader array of educational options for youth and adults

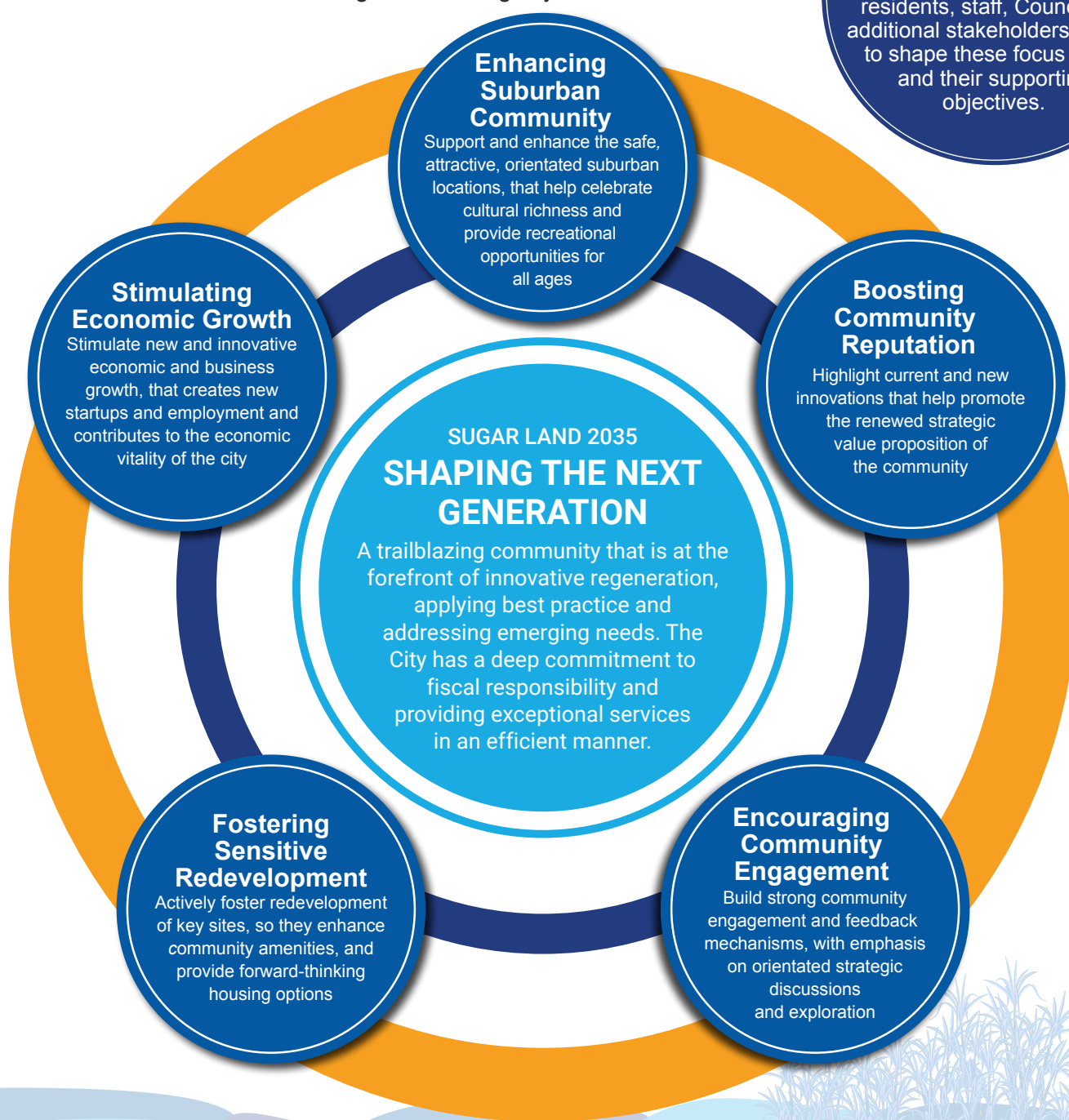


5.0 | STRATEGIC PLAN FRAMEWORK - 'ALL-IN INITIATIVES'

The preferred future was used to help define the strategic plan framework, which is designed to focus on the key strategic focus areas that will make that future a reality. These key strategic focus areas are called the 'All-In Initiatives.'

Each of the 'All-In Initiatives' is supported by a series of key objectives, that can be achieved in the short to medium term and will produce long-term results. They are intended to produce systemic and catalytic shifts that will drive the future economic growth, community reputation and character of Sugar Land. These objectives have been designed to build the future pathway to the preferred future, and to reflect the ethos of being a trailblazing city.

The 'All-In Initiatives' are the big strategic focus areas identified through the stakeholder engagement work. Community residents, staff, Council and additional stakeholders helped to shape these focus areas and their supporting objectives.



5.1 | ENHANCING SUBURBAN COMMUNITY

High Level Objective: Support and enhance the safe, attractive, oriented suburban locations, that help celebrate cultural richness and provide recreational opportunities for all ages

Enhancing
Suburban
Community

5.1.1 | IMPORTANCE OF ENHANCING SUBURBAN COMMUNITY

Throughout the planning process, the community has highlighted the desire to retain the attractive family-oriented suburban neighborhoods. People appreciate the experience of living in an attractive, safe and well-regarded city with an exceptional quality of life. Sugar Land residents regularly express very high levels of satisfaction about the city and the quality of services. However, residents did identify areas where the suburban experience could be further enhanced. This included changes in areas such as community and neighborhood connections, recreational amenities and the ability to be able to embrace demographic, social and cultural change. There also appears to be a strong willingness in the community to invest resources in making investments to enhance the suburban community feel.

The unique suburban feel and family-oriented experience has been identified by residents and stakeholders as a key part of the Sugar Land value proposition and appeal.



Future Insights

- The cultural diversity in Sugar Land is well understood and could be an important part of the future appeal and character of the community. The ability to be able to absorb shifts in demographic makeup is an asset and reflects resilience in the community. This aspect is something that could be further developed by investing in cultural celebration.
- Trends in suburban living, such as aging population and increasing work-from-home options, is changing the way people live and relate to neighborhood spaces. There is an increasing social appetite for more connection, to avoid loneliness and isolation, and to enrich people's social lives. Sugar Land can reimagine some of the suburban amenities and spaces to create more gathering and connection 'third places'.
- The community survey data also shows that a significant portion of the community considers that it is important to adapt and evolve and continue to innovate in terms of what defines suburban living. There is desire for more amenities, potential for intergenerational living and intentional celebration of diversity and inclusivity.

Objective 1: Fostering cultural celebration

By leaning into our diversity, we aim to bring people together, celebrate unique traditions, and strengthen our sense of identity and belonging. Our City takes pride in its diverse community and is committed to fostering cultural celebration by providing spaces and infrastructure that highlight and honor our shared heritage. From dedicated art installations and multicultural signage to community buildings that host performances, exhibits, and cultural events, we are creating an environment where the arts and cultural expression can thrive.



Objective 2: Expand destination opportunities for all

The future of Sugar Land needs to include places that people want to visit to have fun, connect, and build lasting memories with one another. These destinations will be designed to cater to all generations and reflect our community's diverse cultures, ensuring inclusive and engaging experiences for everyone. By creating vibrant spaces and exploring opportunities to partner with local government, education, businesses and non-profits, we aim to foster collaboration, enhance cultural enrichment, and establish Sugar Land as a hub for connection and recreation.



Objective 3: Build strong community connections

Building strong community connections requires collaboration between neighborhoods, community partners, and non-profits to achieve shared success. We recognize that a thriving community is built on meaningful relationships and social capital—trust, networks, and shared values—that strengthen the bonds between residents and organizations. The City aims to serve as a facilitator and partner, encouraging collaboration and empowering grassroots efforts. By investing in these connections, we can create a more resilient, inclusive, and united community that enhances the quality of life for all.



Objective 4: Providing quality family infrastructure

Providing quality family infrastructure means creating a safe, welcoming, and inclusive community where families of all sizes and backgrounds can thrive. This includes housing availability and affordability, walkable neighborhoods, and well-maintained infrastructure, with parks serving as vital spaces for recreation, connection, and enjoyment. By investing in accessible parks and public spaces, and prioritizing public safety, we aim to build a community where residents feel secure, connected, and proud to call home.

Focus Area in Action - Example of Implementation

Enhancing Suburban Community | Project: Build Better Blocks

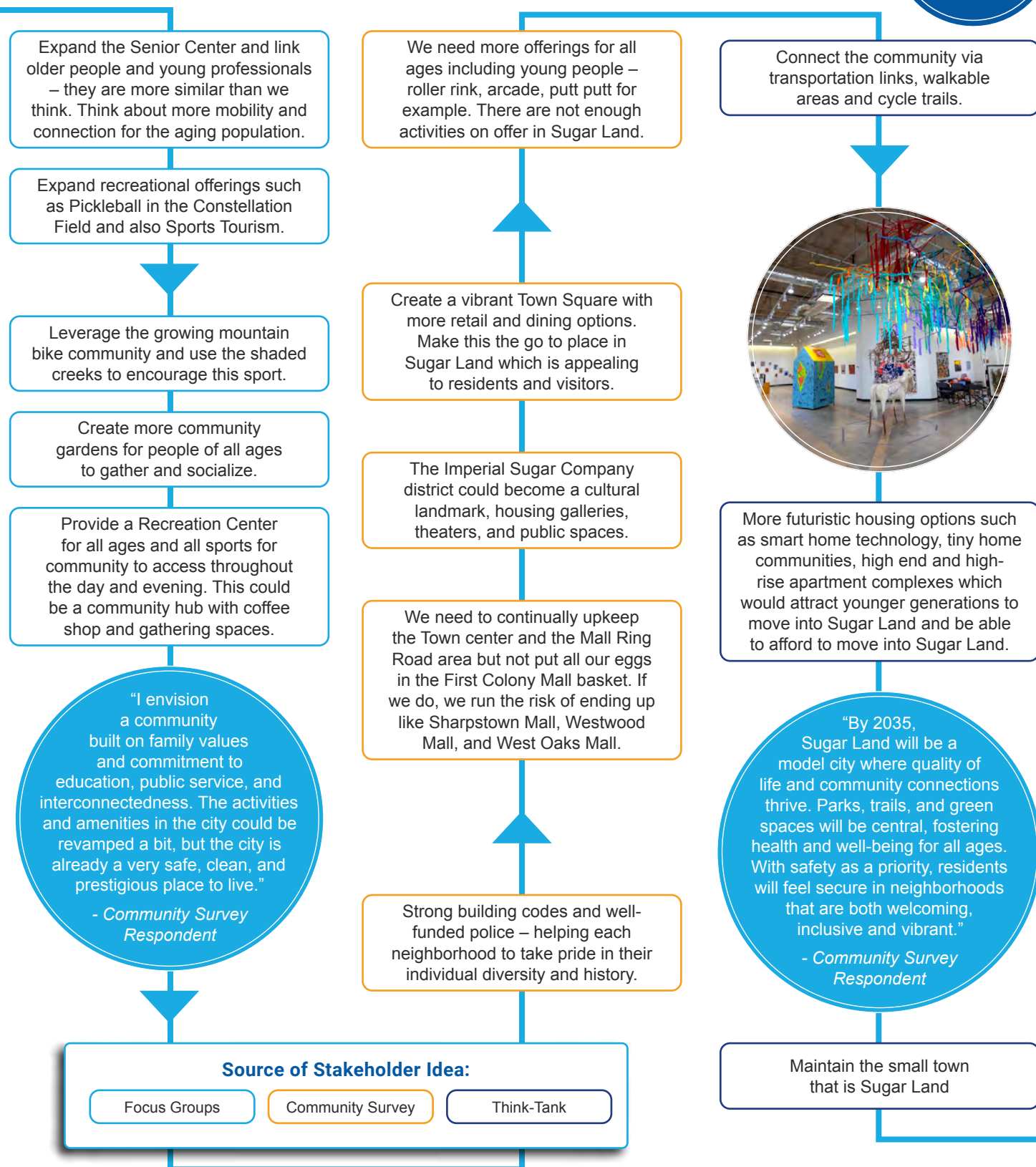
Through creative placemaking, The Sugar Land Better Block project, launched the weekend of September 26, 2025, demonstrated how art, shade, seating, music, and local businesses can turn a simple intersection into a vibrant, people-centered destination. By engaging residents in shaping this transformation, the project not only activates underutilized property but also builds momentum toward our vision of safe, attractive, and family-oriented suburban spaces that celebrate culture and create lasting connections.



5.1.3 | IDEAS FROM STAKEHOLDERS

The following bullet points are ideas and actions that emerged during the engagement process. Focus group participants and survey respondents were asked for specific ideas on actions that could be taken to achieve the preferred future, 'Sugar Land Shaping the Next Generation'.

Enhancing Suburban Community



5.2 | BOOSTING COMMUNITY REPUTATION

High Level Objective: Highlight current and new innovations that help promote the renewed strategic value proposition of the community

Boosting
Community
Reputation

5.2.1 | IMPORTANCE OF BOOSTING COMMUNITY REPUTATION

People in Sugar Land are understandably proud of their community and its reputation. The quality of services, housing developments and community amenities is well regarded and appreciated. There is an underlaying value of excellence and innovation that is part of the Sugar Land 'cultural DNA'. However, stakeholders have also identified a concern that the reputation of the community could be in danger of 'fading'. Infrastructure is due for replacement, some housing is aging, and new developments are occurring in adjoining cities and areas. The planning work has identified the desire and opportunity to refresh the value proposition, and strategically position Sugar Land as a premier successful and innovative community. This recognizes that the task is to appeal to the future potential residents of Sugar Land, hence 'Shaping the Next Generation'. This will require understanding the needs and amenities they desire, and how Sugar Land meets their aspirations.

Sugar Land can invest to intentionally build and frame its reputation, in a way that reflects its traditional and emerging values. Having a good reputation is seen as a very important issue for the future.



Future Insights

- Communities like Sugar Land have reputations that are built around issues such as school performance, housing types and prices, businesses and community amenities, and quality of governance. Sugar Land needs to address each of these items as it refreshes its reputation.
- The importance of reputation to the survey stakeholders reflects the underlying pride people have in the community. It also can have a direct impact on issues such as demand and price of housing.
- The survey responses on the question of reputation reinforced the core values around being a great place to live, attractive, clean, and safe. This is complemented with the aspiration to be the best place to live and work, be innovative and offer great amenities.

Objective 1: Develop an updated ‘Value Proposition’ statement

Building reputation can be done by leveraging the power of words and stories. This can also bring communities together under a common vision and foster a sense of belonging - especially important in diverse communities where members might have varied backgrounds or perspectives. An updated value proposition statement for the City of Sugar Land will help reinforce the relevance and alignment of the City’s daily operations and the community’s current and future needs, expectations, and challenges.



Objective 2: Baseline and benchmarking reputation

To establish a clear starting point and allow for robust, regular tracking of our progress over time, we will implement the use of a formal tracking mechanism regarding reputational sentiment within the community and across all relevant stakeholder audiences – from residents to businesses and visitors to employees, with feedback also sought from past and potential new community members. Such tracking will allow for an objective assessment and competitive analysis to gain insights into where we stand relative to our vision and mission and our competitors or peers.

Objective 3: External visibility and recognition

To help further build credibility and enhance community pride, it is proposed to establish an external visibility and recognition program that boosts the Sugar Land brand and profile. This program would be developed in conjunction with the community, to create a shared sense of ownership in the future – also helping build positive rapport and trust. Additionally, this effort will include initiatives to increase the economic value of the Sugar Land brand.



Objective 4: Establish broad partnerships that help spur innovation

This effort aims to foster innovation and collaboration between our key institutional partners and businesses. We recognize the key role that private and public sector partners such as academic institutions, research centers, and businesses – both major primary employers, small businesses and entrepreneurial start-ups – play in the vitality of our city. Stronger partnerships can create a shared sense of ownership in the future of the city, and build new collaborative approaches to help solve the increasingly complex problems facing communities today – all the while driving positive, tangible economic progress for businesses and residents.

Objective 5: Leverage social proof and testimonials

It is important to be transparent and accountable to the public – with an emphasis on sharing success stories, testimonials, and case studies from stakeholders who have partnered on these efforts. This can be done through a variety of methods, to help demonstrate social proof of the real-world positive impact on our community and build critical momentum for attracting new residents and building trust with current residents.

Focus Area in Action - Example of Implementation

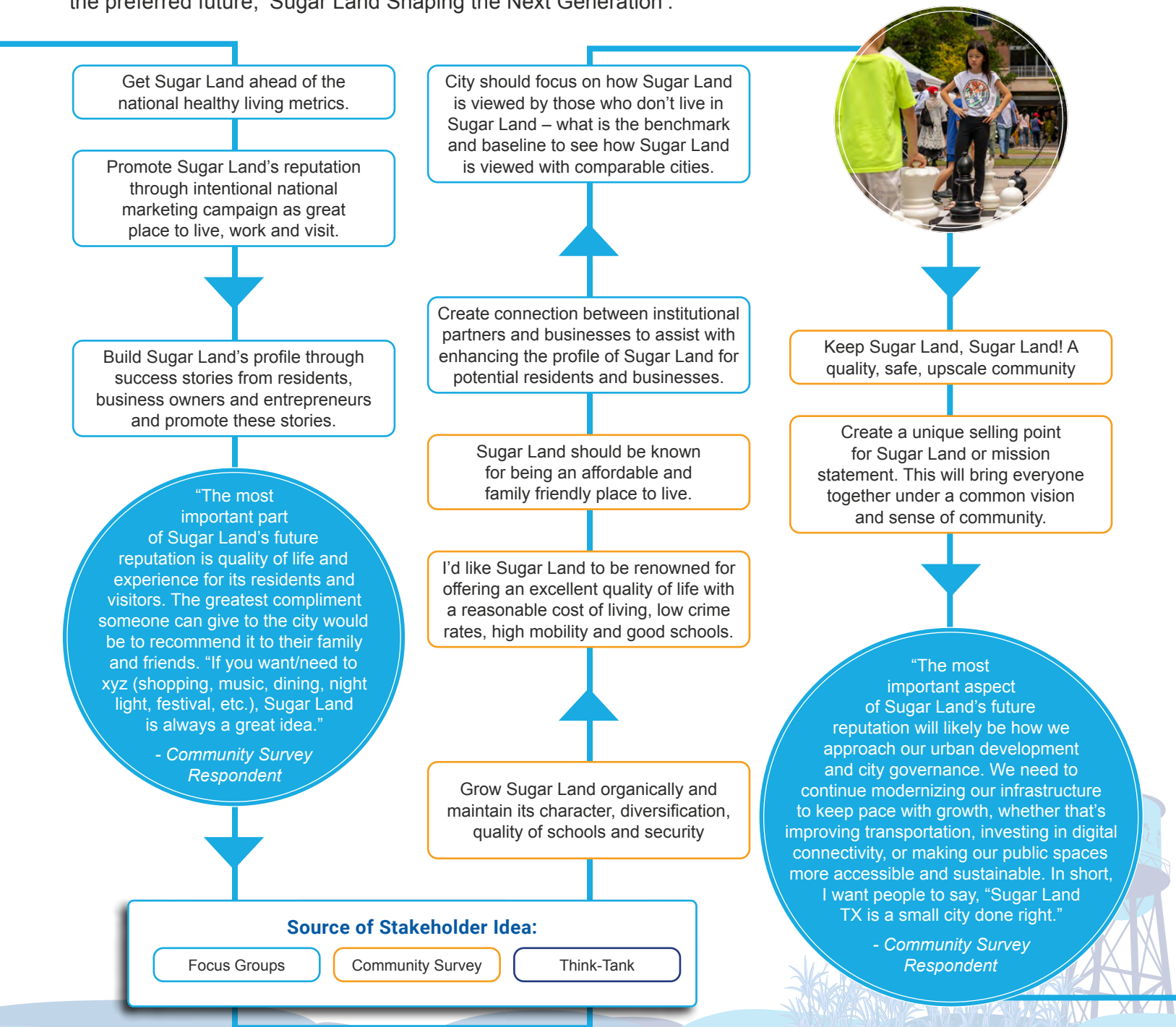
Boosting Community Reputation | Project: STAR Model

The STAR Model—Sugar Land’s Service, Trust, and Reputation Model—is a new framework the City uses to understand and strengthen its reputation with residents, businesses, and stakeholders. It measures public perception across key dimensions, including safety, service quality, trust in leadership, innovation, and economic vitality. This model turns community trust, satisfaction, and perception into measurable insights that help guide leadership decisions and ensure alignment with what matters most to our residents. The STAR Model was introduced to the community during the City’s annual Earth Day event. Using real-time artificial intelligence (AI) and sentiment analysis, participants shared their thoughts about Sugar Land and saw their feedback analyzed for tone—positive, neutral, or negative—demonstrating how community input directly shapes our reputation and priorities.



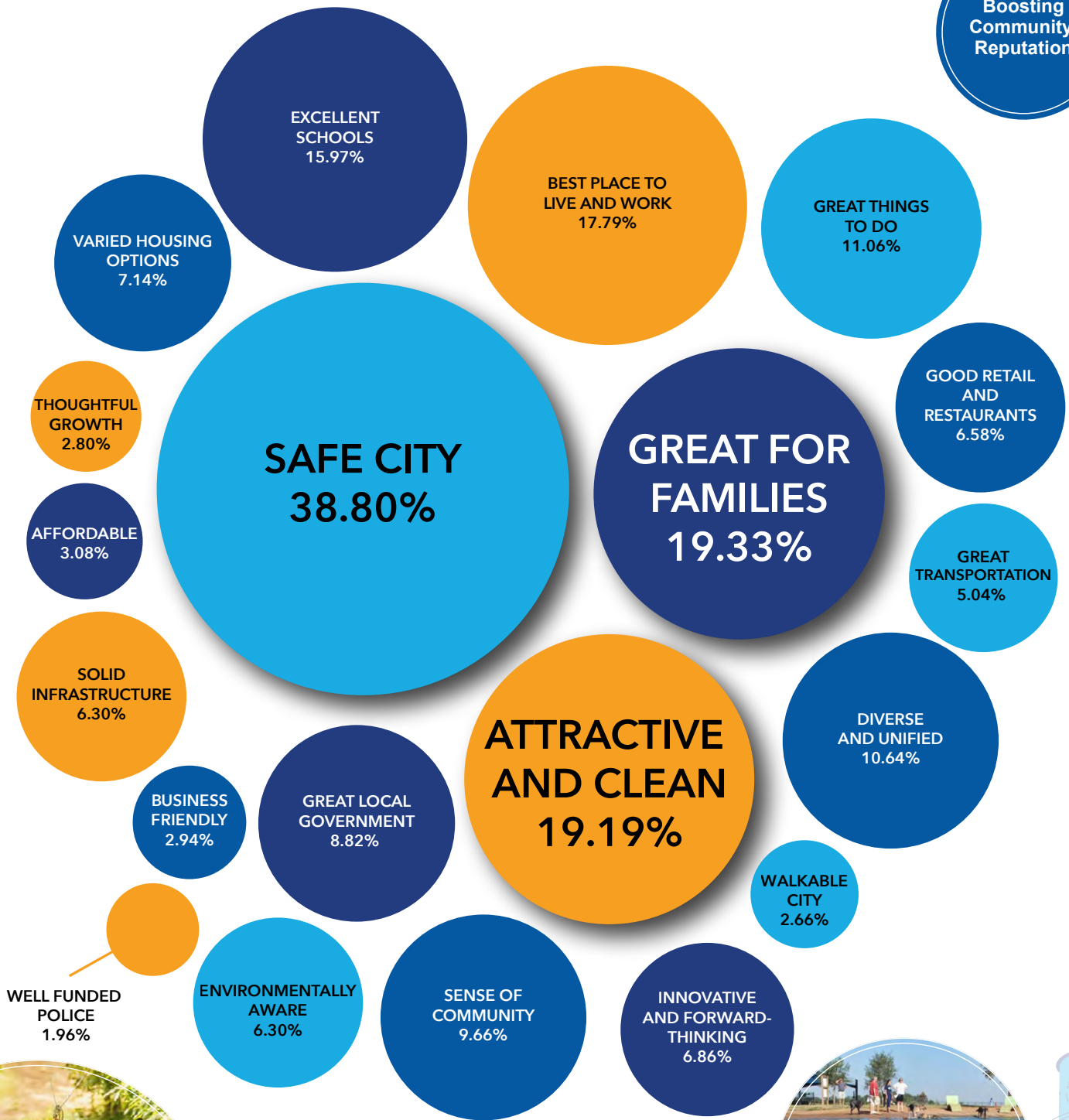
5.2.3 | IDEAS FROM STAKEHOLDERS

The following bullet points are ideas and actions that emerged during the engagement process. Focus group participants and survey respondents were asked for specific ideas on actions that could be taken to achieve the preferred future, 'Sugar Land Shaping the Next Generation'.



Answers to the Strategic Action Plan Stakeholder Survey Question:
**WHAT DO YOU THINK WILL BE THE MOST IMPORTANT PART OF
 SUGAR LAND'S FUTURE REPUTATION IN 2035?**

Boosting
Community
Reputation



5.3 | ENCOURAGING COMMUNITY ENGAGEMENT

High Level Objective: Build strong community engagement and feedback mechanisms, with emphasis on orientated strategic discussions and exploration

Encouraging
Community
Engagement

5.3.1 | IMPORTANCE OF ENCOURAGING COMMUNITY ENGAGEMENT

The survey results and workshops consistently highlighted the desire to have a more connected and engaged community. This includes a close connection between the City and the community residents and stakeholders. There is a desire to 'close the gap' and have the City be seen as an intimate part of the community. This topic area also includes the idea of creating closer connections within the community and building a tight social fabric that connects residents as part of the Sugar Land community. This is increasingly important in today's world, where people are being pulled into 'insular bubbles' in virtual space and are less connected to the people immediately around them.

Communities like Sugar Land are increasingly finding they need to intentionally invest in community building work, to help create connections, decrease isolation, and build community spirit.



Future Insights

- Community connections help build social capital and trust, which are critical to good governance and community building. In many cases, people are becoming devoid of the traditional mechanisms to create connections, which often occur around schools and family, service groups and volunteerism. The trend to virtual and online platforms further exacerbates this issue.
- Sugar Land has a very well educated and diverse population. This represents a huge pool of talents, that could be engaged in thoughtful and quality discussions. These discussions could focus on problem solving and helping the community carefully navigate complex issues.

Objective 1: Create transparency through civic education and empowerment

Sugar Land seeks to find new and innovative ways to build ways for active participation by residents. Our goal is to create smarter avenues to reach our residents and provide meaningful opportunities to contribute ideas and solutions. As a City, we want to strategically tackle important topics and build a better understanding of how these topics might impact residents' day-to-day quality of life. We want to encourage a collaborative process where residents and the City can work together to build collective knowledge, skills, and confidence in decision making.

Encouraging
Community
Engagement

Objective 2: Delivering enhanced services to demonstrate accountability

City staff are interacting with residents across many issues. There is an organic opportunity to make these day-to-day service interactions more impactful and meaningful. Seeing staff who are fully committed to delivering baseline services is the beginning of trust-building interactions. These interactions also offer the chance to create a dynamic feedback loop from our customers along the way. These interactions also present opportunities to highlight the fiscally responsible approach being taken by the City as it delivers efficient services.

Objective 3: Foster relationships to build trust

Through understanding and celebrating the unique identity and shared values of our community, we can help build a culture of community engagement. The City has a role to help foster meaningful relationships across the community, and to create inclusive opportunities for all residents to connect, collaborate, and contribute to a shared unified future. With examples like promoting volunteerism as a cornerstone of civic involvement, or telling stories of local champions, we can help the community learn about each other, and the shared desires for the future.

Objective 4: Develop opportunities for quality discussions

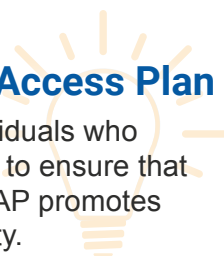
Like many maturing cities, Sugar Land faces emerging challenges and critical decisions. By tapping into the collective knowledge of the community, there is the potential to make higher quality future-oriented decisions. This will require developing the mechanism and approaches to explore perspectives, and create discussions focused on collaborative problem-solving and consensus-building around important issues that will affect the community.



Focus Area in Action - Example of Implementation

Encouraging Community Engagement | Project: Language Access Plan

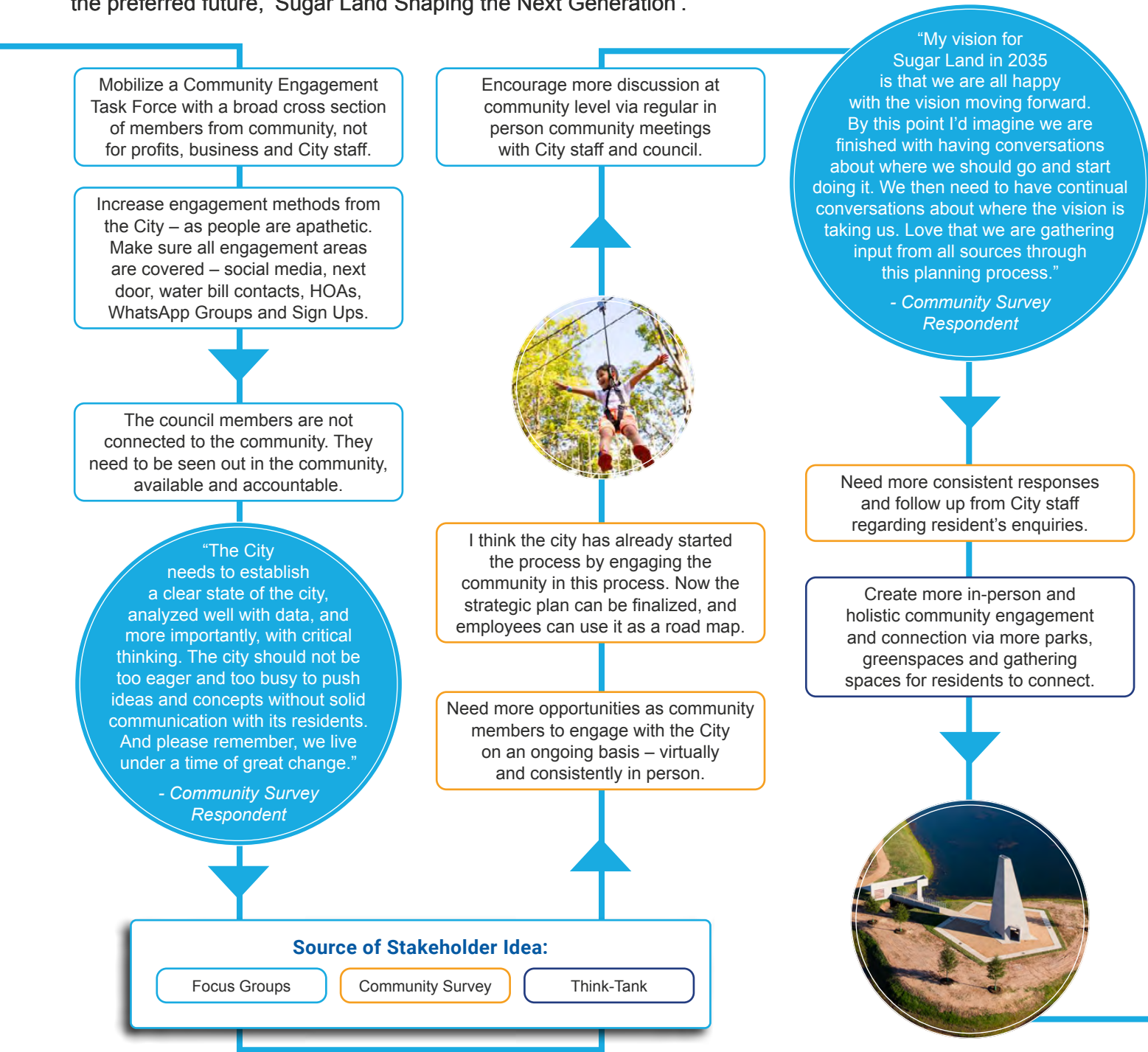
A Language Access Plan (LAP) outlines how the City will provide services to individuals who are non-English speaking or have limited English proficiency (LEP). Its purpose is to ensure that language is never a barrier to accessing vital city services and information. The LAP promotes meaningful access and equitable communication for all members of our community.





5.3.3 | IDEAS FROM STAKEHOLDERS

The following bullet points are ideas and actions that emerged during the engagement process. Focus group participants and survey respondents were asked for specific ideas on actions that could be taken to achieve the preferred future, ‘Sugar Land Shaping the Next Generation’.



5.4 | FOSTERING SENSITIVE REDEVELOPMENT

High Level Objective: Actively foster redevelopment of key sites, so they enhance community amenities, and provide forward-thinking housing options

Fostering
Sensitive
Redevelopment

5.4.1 | IMPORTANCE OF FOSTERING SENSITIVE REDEVELOPMENT

Sugar Land is moving from a rapid development phase to a redevelopment phase. This requires new thinking about how to update and modernize infrastructure, and how to adapt existing buildings to new needs and purposes. This issue of redevelopment and regeneration is complex and sensitive. Many cities like Sugar Land are facing the issue of what to do when they become fully built out. The tendency is for redevelopment to create larger homes, and bigger buildings. It requires thoughtful planning, consideration of the character of areas, and impacts that may come with additional density. However, redevelopment also offers a unique generational opportunity to redesign spaces and enhance the value and benefit to the community. Many redevelopments incorporate important concepts such as public space, environmental buffers, art and culture, and recreational amenities.

As Sugar Land faces more regeneration, it will require thoughtful public dialogue and planning, to capture the value and benefit.



Future Insights

- Creating a redevelopment and regeneration approach offers the opportunity to bring some important renewal to areas that are transitioning between uses. It is an opportunity to design new spaces in the community, that are future oriented and enhance the community amenities.
- A key issue identified by participants in the planning process is the availability and suitability of housing stock. Sugar Land has been designed with a focus on single-family homes. However, people are increasingly seeking more variety in housing, as highlighted in the survey results. A significant percentage of people (43%) saw it was important to very important to invest in creating new housing options, while 40% saw it was not important.

Objective 1: Foster a commercial and residential redevelopment environment

The City has a vast toolbox to develop an environment that will encourage or prevent development. City regulations such as codes and policies should be changed to encourage suitable redevelopment to happen organically within market realities. For projects that are not financially feasible in the private market, the city may want to implement incentives to further drive the types of development and change it wants to see. The City should also evaluate opportunities for strategic infrastructure investment to incentivize and encourage redevelopment, and do so in a fiscally responsible and efficient manner.



Objective 2: Create a forward-looking and sensitive housing strategy

This housing strategy should aim to respect and enhance the individual neighborhood character and aspirations. The City of Sugar Land is at a crossroads. Less than 4% of land is available for new development and our population has begun to steadily decline with many children growing up and leaving home. There is an opportunity to diversify our housing to meet the housing needs of our changing community, such as smaller homes for empty nesters that want to downsize or first-time homebuyers trying to get into Sugar Land's market.

Objective 3: Prepare key sites (Imperial & Lake Pointe) for redevelopment

There are two significant redevelopment sites in Sugar Land – Imperial and Lake Pointe - that provide significant opportunities to reimagine growth. These sites make up less than 2% of the city's overall land but can have a significant impact on changing the city's trajectory, from creating real estate opportunities for new businesses and housing and positive revenue for the city to continue delivering high quality services. Preparing these sites for development takes a multi-prong approach such as establishing a clear vision, identifying willing partners, securing financing, and providing the proper regulatory environment and incentives to make these financially infeasible projects happen.

Objective 4: Build partnerships between innovative developers and community

Redevelopment of existing land is more complicated and riskier than greenfield (vacant land) development. It requires a robust group of problem solvers willing to work in a collaborative manner and explore best practice and innovative ideas. To be successful in fostering sensitive redevelopment, the city must identify innovative developers and build a collaborative engagement process with the surrounding community.

Objective 5: Communicate value proposition of redevelopment

For any of our redevelopment objectives to be successful, the community needs to understand why we need to redevelop and the benefits and tradeoffs of the choices we must make. Developing and executing on a communication and engagement plan that informs, consults and involves the community will be essential. We know we cannot keep operating the same way we have been and expect life-better-than-you-can-imagine-level results.

Focus Area in Action - Example of Implementation

Fostering Redevelopment | Project: Imperial Char House

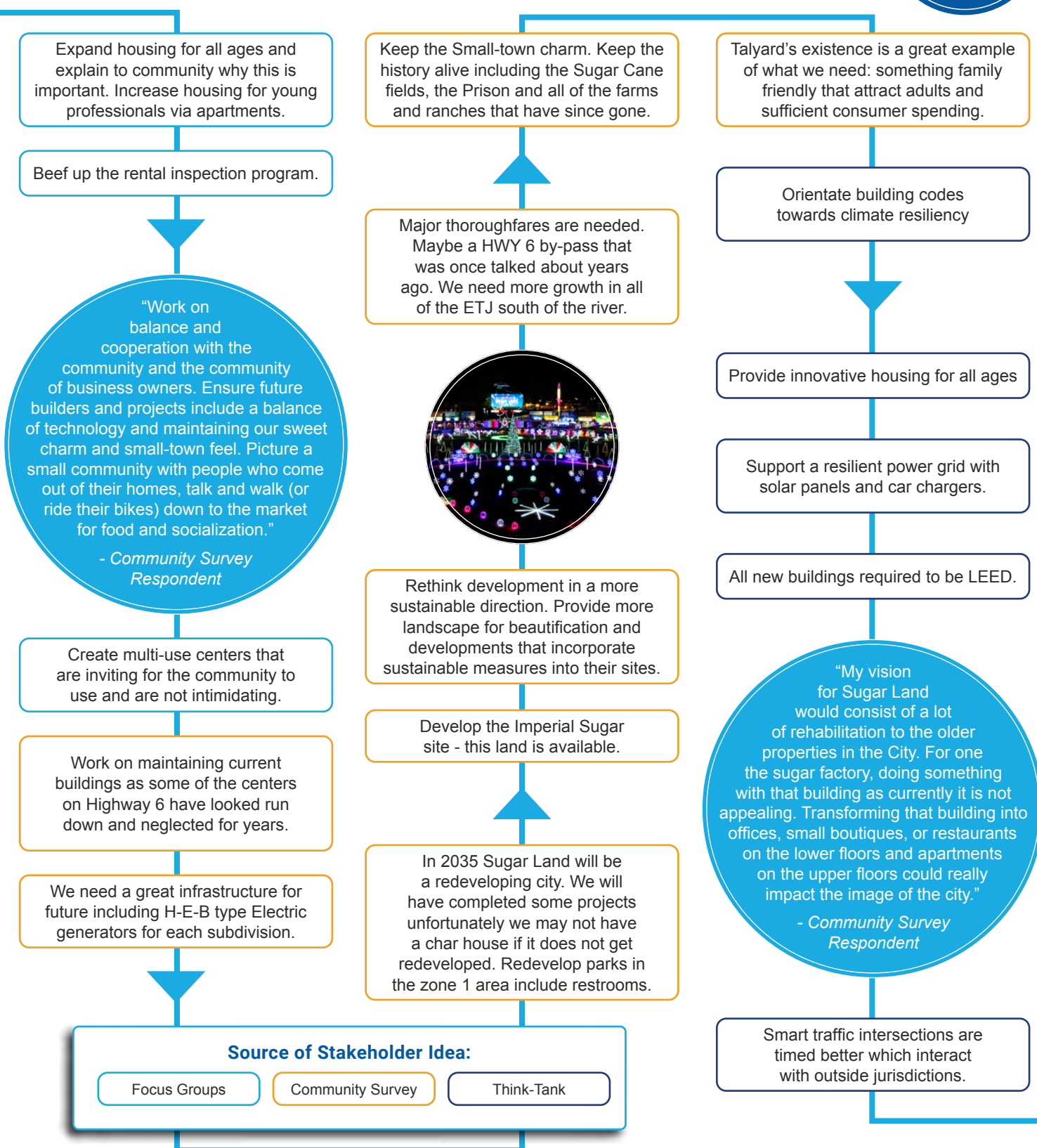
As part of our ongoing commitment to community-driven redevelopment, the City of Sugar Land is making significant progress in revitalizing the Imperial Historic District, a cornerstone of our city's heritage. The City finalized the acquisition of approximately 40 acres—including the iconic Imperial Sugar Char House. Public ownership removes long-standing barriers to redevelopment and follows City Council's authorization of up to \$50 million to support the effort. This funding will enable the restoration of historic structures, targeted infrastructure improvements, and professional planning services to ensure long-term community benefit.



5.4.3 | IDEAS FROM STAKEHOLDERS

The following bullet points are ideas and actions that emerged during the engagement process. Focus group participants and survey respondents were asked for specific ideas on actions that could be taken to achieve the preferred future, 'Sugar Land Shaping the Next Generation'.

Fostering Sensitive Redevelopment





5.5 | STIMULATING ECONOMIC GROWTH

High Level Objective: Stimulate new and innovative economic and business growth, that creates new start-ups and employment and contributes to the economic vitality of the city

Stimulating
Economic
Growth

5.5.1 | IMPORTANCE OF STIMULATING ECONOMIC GROWTH

Building the economic base of the community will help drive additional revenue streams to the city and community. It can also help boost the reputation and sense of vibrancy in the community. There is strong support for technology focused economic development, and Sugar Land could work to position itself as a key emerging hub for such business growth.

Sugar Land is a significant economic and employment hub. This should be leveraged to help ensure the city remains an important and well-regarded hub for business and commerce.



Future Insights

- During the planning process, the topic of having a live-work scenario in Sugar Land was appealing to many residents. This requires the type of jobs and salary that suit the population in Sugar Land. There was a lot of support for the concept of technology and innovation jobs – which was seen as a good match to the community.
- Sugar Land already has significant destinations, including retail and sporting facilities, and important medical and business locations. This can be leveraged further, including tourism potential and the leveraging the airport.

Objective 1: Foster a thriving innovative and life science ecosystem

Sugar Land has a well-educated and diverse population of residents, and high-quality City staff with deep expertise. There is the opportunity to tap into this talent, and foster an innovation ecosystem that attracts creative thinkers, entrepreneurs, and forward-thinking businesses. By investing in infrastructure, collaborative spaces, and technology-driven initiatives, the City could help create new ideas and transformative solutions. This approach is part of the pathway to ensuring Sugar Land remains competitive and resilient in the ever-evolving global economy.

Stimulating
Economic
Growth

Objective 2: Cultivating and maintaining our business partnerships

Strong partnerships are the cornerstone of Sugar Land's future economic vitality. Having a strong business ecosystem requires the City prioritize cultivating and maintaining meaningful relationships with its business community. By collaborating with local industries and regional stakeholders such as small businesses, technical schools, school districts, and non-profits, Sugar Land can create the conditions to help ensure continued growth and shared success.

Objective 3: Job creation, attracting businesses, visitors and residents

Sugar Land has a unique opportunity to actively drive new local job creation by enhancing the existing business-friendly climate that aligns with our trailblazing values. The importance of local job creation was highlighted through the community engagement process. Making Sugar Land the 'place to be' will help ensure a balanced growth of the workforce, a robust economy, and an unmatched quality of life.

Objective 4: Establishing a bold tourism strategy

Sugar Land is shaping a tourism strategy to showcase its unique culture, attractions, and world-class amenities. By leveraging key assets like events, entertainment and sports venues, and natural beauty, the city can captivate visitors and strengthen its reputation as a premier destination. This will elevate Sugar Land's economic impact and enhances community pride while creating unforgettable experiences for residents and visitors alike.



Focus Area in Action - Example of Implementation

Stimulating Economic Growth | Project: Business Walk

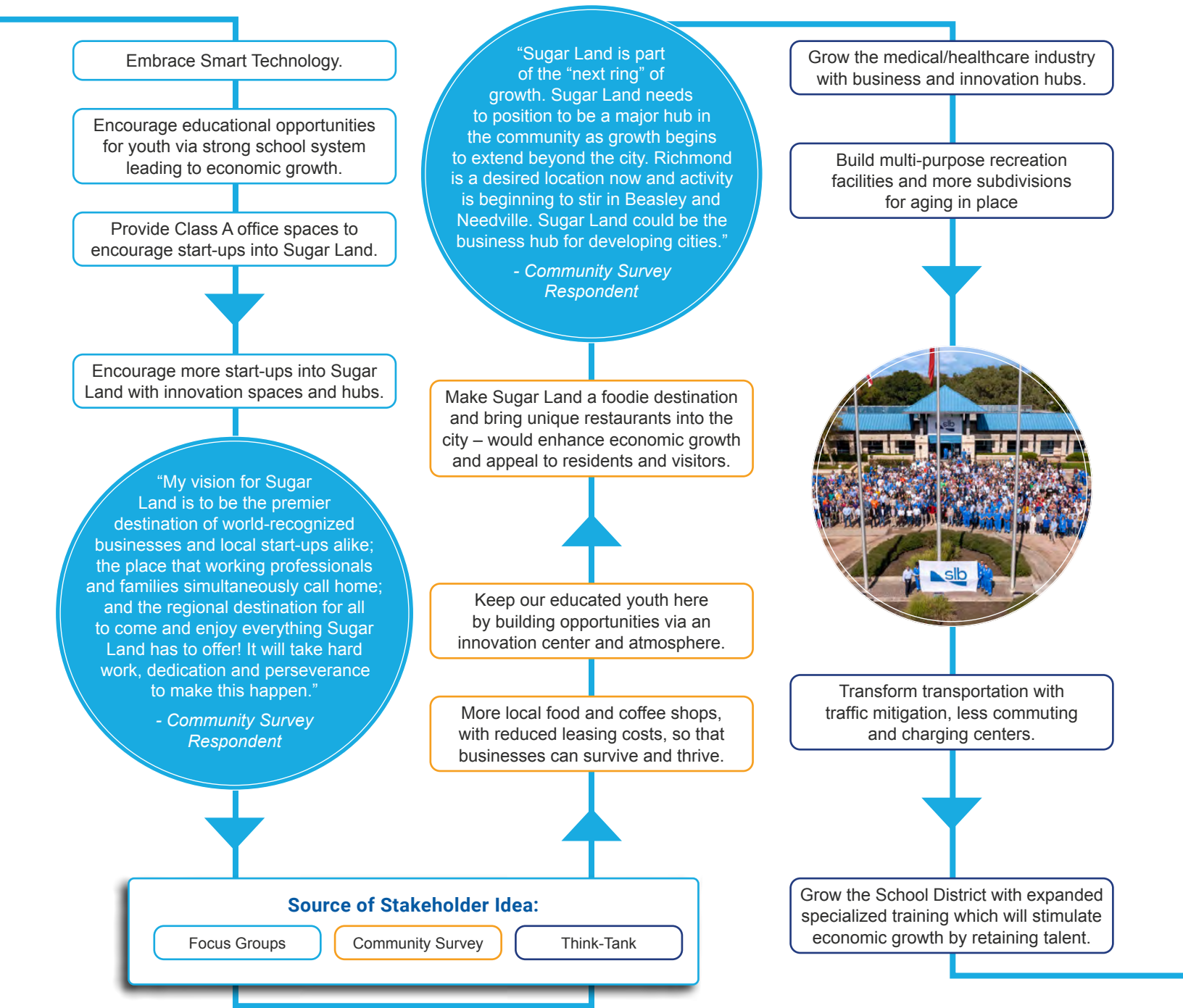
City staff piloted Sugar Land's first Business Walk, an innovative outreach effort to learn directly from local businesses about their experiences, challenges, and future goals. The feedback was overwhelmingly positive—businesses rated the City's reputation highly and expressed appreciation for the City's direct engagement and willingness to listen. Insights gathered from the Business Walk will help shape strategies to better support and empower local businesses, from addressing operational needs to identifying new growth opportunities. The success of this pilot program has set the stage for expanding Business Walks in future years, reinforcing the City's commitment to Stimulating Economic Growth through open dialogue, strong partnerships, and responsive action.





5.5.3 | IDEAS FROM STAKEHOLDERS

The following bullet points are ideas and actions that emerged during the engagement process. Focus group participants and survey respondents were asked for specific ideas on actions that could be taken to achieve the preferred future, ‘Sugar Land Shaping the Next Generation’.



6.0 | DYNAMIC SYSTEMS-THINKING APPROACH

The framework for 'All-In Initiatives' that was developed through the strategic planning process has identified a set of key objectives that will help the City of Sugar Land pivot its trajectory towards the 'Sugar Land Shaping the Next Generation' scenario. This framework is the culmination of engagement and input via survey, in person events, and deliberation by the focus groups. The resulting overall framework creates the basis of the roadmap to the future and the guiding vision that will inform future planning efforts by the City of Sugar Land.

The 'All In Initiative' areas and their objectives are mutually supportive and interdependent. The framework should be looked at in its entirety, as the elements support each other, and are intended to create synergy. For example, community reputation will be boosted by successful sensitive redevelopment of key sites. Also, enhancing the suburban community helps drive the community engagement approaches.



Future Insights

- The implementation of the strategic framework will include a focus on metrics, trailblazing ideas and fulfillment of key objectives. The framework offers great scope for innovation and bringing best practice ideas to a range of key areas. This fits well with the trailblazing ethos that has been developed by the City and Council.
- Sugar Land is poised to regenerate its value proposition and reputation, that is a fresh new take on the traditional underlying values and success. This will help the community retain its cutting edge and high quality service, amenities and strategic foresight.



7.0 | NEXT STEPS – ROADMAP TO THE FUTURE

The City of Sugar Land has undertaken an extensive strategic planning process that has produced the following outcomes:

- Documented a detailed understanding of the community's views across a range of important topics and future shaping factors.
- Allowed detailed examination of plausible future scenarios, explored expected, least desired, and preferred futures, and built an understanding of the implications of these future options.
- Identified a preferred vision for the future that represents a point of consensus (while acknowledging that there are a variety of viewpoints).
- Identified key 'All-In Initiatives,' objectives, action areas, and community ideas.

The community of Sugar Land has shown a healthy appetite for change going forward. This is the first step toward the preferred future 'Sugar Land Shaping the Next Generation,' that will guide the City's future planning efforts.

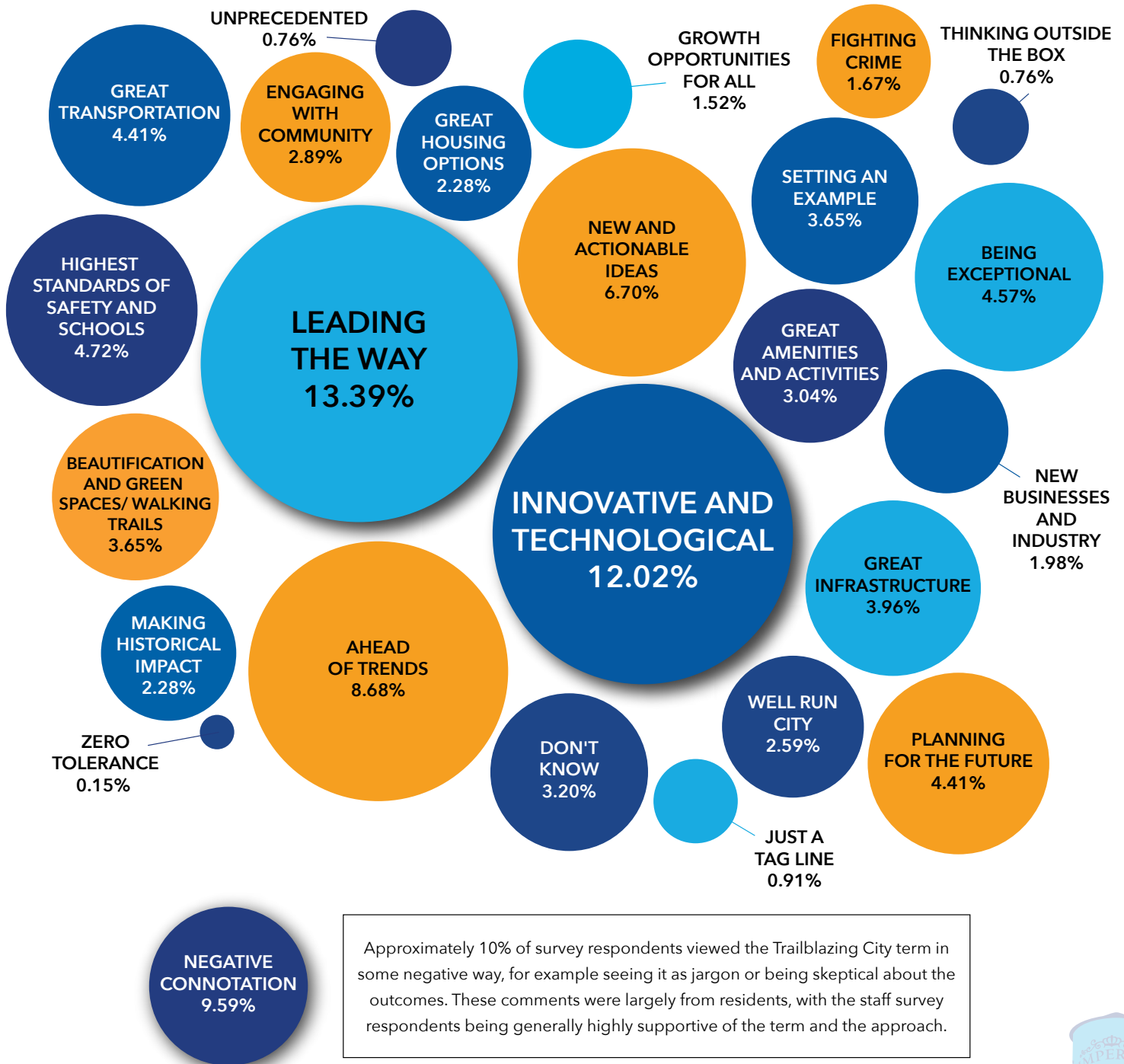
This work has been built on public participation and open and transparent dialogue. The next steps will include:

- Development of detailed metrics, by City staff, to be able to identify and track success.
- Empowerment of Chief Trailblazers allocated to each 'All-In Initiative' area, to begin the process of ideas and actions under each of the objectives.



Answers to the Strategic Action Plan Stakeholder Survey Question:

WHAT DOES A 'TRAILBLAZING CITY' MEAN TO YOU AND WHAT TOPICS SHOULD WE BE 'TRAILBLAZING'?





»»»» 8.0 | A MESSAGE FROM THE CITY MANAGER

I want to extend my sincere gratitude to everyone who played a role in shaping the City's 2025–2027 Strategic Action Plan. This plan reflects the collective effort, creativity, and dedication of our community. It represents the ideas shared by residents, businesses, and the hard work and commitment of City Staff who continue to bring those ideas to life.

The voices of our community have been at the heart of this process, ensuring that our priorities align with what matters most to those who live, work, and visit Sugar Land.

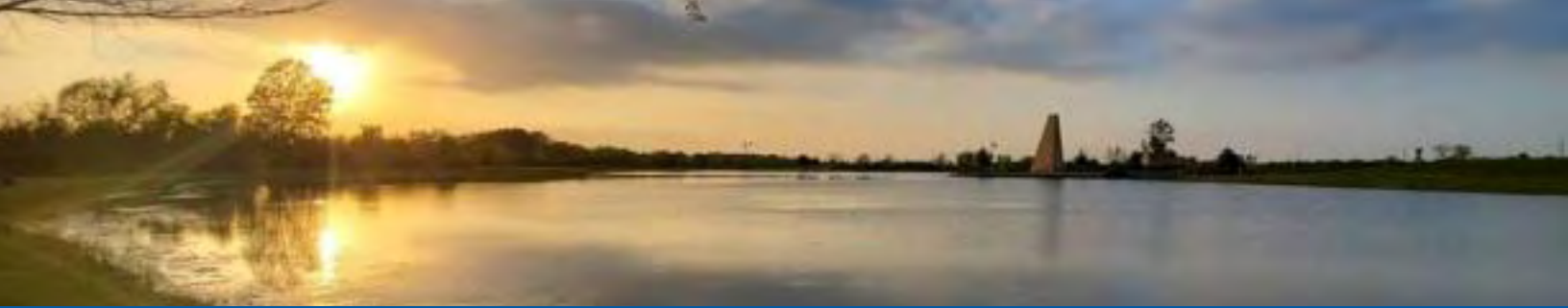
As we move forward, this plan will serve as our roadmap – guiding how we deliver exceptional service, strengthen community connections, and continue to build a thriving, forward-thinking Sugar Land. Together, we're not just planning for the future – we're creating it.



Mike Goodrum

City Manager, City of Sugar Land, TX





9.0 | FOR MORE INFORMATION

For more information on the City of Sugar Land Strategic Action Plan project please contact:

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CITY OF SUGAR LAND

STRATEGIC ACTION PLAN

TEXAS, USA

UPDATED OCTOBER 2025



City Council Agenda Request November 18, 2025

Agenda Request No: X.A.

Agenda of: City Council Meeting

Initiated by: Ana Rodriguez, Community Development Coordinator

Presented by: Garrett Greene, Manager, Broadcasting and Media Relations - Constellation Field, Ana Rodriguez, Community Development Coordinator

Responsible Department: Redevelopment

Agenda Caption:

SPACE COWBOYS 2025 ANNUAL REPORT

Review of and discussion on the 2025 Space Cowboys season and Constellation Field Annual Report.

Recommended Action:

Review and discuss 2025 Space Cowboys and Constellation Field annual report.

Executive Summary:

Located in the Imperial redevelopment area, the stadium is the result of many years of effort by citizens and by public and private partners to strengthen Sugar Land's entertainment and family-oriented opportunities, which in turn strengthen Sugar Land's overall economic sustainability. The initial vision for making Sugar Land a home for minor league baseball was developed by citizens appointed to the City's Visioning Task Force in 2007, which was tasked to consider and recommend a set of entertainment and destination amenities with the goal of driving economic growth. Following completion of the Task Force's work, the City Council authorized an election in November 2008 to allow voters to consider funding tools for venues, including a minor league ballpark, and voters overwhelmingly approved all three ballot propositions.

The City first pursued the ballpark in 2009 by identifying a preferred site and developing alternate site options, performing a market assessment and feasibility study, determining specific goals for a suitable venue and identifying the best private sector partner.

At the time of construction, the SL4B was identified as the primary source of funding for the stadium project. Accordingly, the construction of the stadium, which has a seating capacity of 7,500 and is expandable to 10,000 for concerts, was made possible with a \$30 million contribution by the Sugar Land 4B Corporation, which receives a one-quarter cent sales tax that can be used only for economic development purposes, and a \$6 million equity contribution from the City's private sector partner.

In the over 10 years of the stadium's creation and operation, the City has had three different private partners, including Opening Day Partners and SL Baseball, LLC. In April 2021, the city's dream became a reality after the Sugar Land Skeeters were officially acquired by the Houston Astros and named the Triple-A affiliate of the Major League franchise – Sugar Land Space Cowboys. The City of Sugar Land committed an additional \$10 million of SL4B funds to renovate the stadium over a three-year period with the Astros planning to invest several million more in the coming years. Improvements in the first year included new full field stadium netting, new batting cages, and a complete redesign of weight rooms and clubhouses. Other upgrades included the addition of a new bullpen fan area, new, creative seating areas around the ballpark and a completely new playing surface.

The partnership between the Sugar Land Space Cowboys and the Astros is a major victory for the city of Sugar Land. The Sugar Land Space Cowboys and Astros' new partnership, and all the benefits that come with it, will further establish Sugar Land as a city invested in its residents with a quality of life unmatched by any other suburb in the Houston metro area.

The purpose of this workshop will be to provide an update on the status of Constellation Field and a review of the 2025 season of the Space Cowboys.

Budget

Expenditure Required: 0

Current Budget: 0

Additional Funding: 0

Funding Source: N/A

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

Attachments

None



City Council Agenda Request November 18, 2025

Agenda Request No: X.B.

Agenda of: City Council Meeting

Initiated by: Ray Song, Engineering Manager

Presented by: Ray Song, Engineering Manager, Keisha Seals, Assistant Director of Public Works

Responsible Department: Public Works

Agenda Caption:

SIDEWALK MOBILITY MANAGEMENT PROGRAM

Review of and discussion on the proposed Sidewalk Mobility Management Program.

Recommended Action:

Hold a workshop on the proposed Sidewalk Mobility Management Program

Executive Summary:

In 2025, Public Works developed a Sidewalk Mobility Management Program to ensure safe, accessible, and well-maintained pedestrian infrastructure throughout the City's rights-of-way. The program aligns with the City's comprehensive plan goal of creating a connected and walkable community by prioritizing sidewalk repairs by severity and developing the process of mitigating trees from damaging the infrastructure.

Over time, increased pedestrian activity, aging infrastructure, and impacts from maturing street trees have created challenges for sidewalk connectivity and ADA compliance. In response, Public Works conducts a citywide sidewalk condition assessment to identify areas with the highest mobility concerns, including trip hazards, ponding, and ADA-compliant ramps. In addition, staff is also taking into consideration locations with increased pedestrian mobility needs, such as schools, and churches.

During the workshop, staff will provide an overview of the Sidewalk Mobility Management Program, including background on the program's development, findings from the citywide condition assessment, project updates, and considerations for prioritizing repairs in future years.

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 November 18, 2025

Agenda Request No: X.C.

Agenda of: City Council Meeting

Initiated by: Michelle Carroll, Administrative Manager

Presented by: Briana Williams, Assistant Director of Parks & Recreation, Sabrina Abdulla, Director of Customer Experience

Responsible Department: Strategic and Government Affairs

Agenda Caption:

REVIEW OF PROPOSED COMMUNITY EXPO PLAN OF ACTION

Review of and discussion on the proposed Community Expo Plan supporting the City's 2025-2027 Strategic Action Plan.

Recommended Action:

Host a workshop to gather input and feedback on the proposed Community Expo Plan.

Executive Summary:

The purpose of this workshop item is for City Council to review and discuss the proposed Community Expo Plan, with an opportunity to provide input and direction.

Background:

As part of the City of Sugar Land's 2025–2027 Strategic Action Plan, five strategic goals were identified as priorities to advance our Trailblazing journey and enhance the quality of life for residents, businesses, and visitors. One of these goals—encouraging community engagement—was consistently emphasized throughout the strategic planning process, reflecting a strong desire for deeper connections between the City and community stakeholders.

In response, staff has worked to re-imagine traditional engagement methods and introduce innovative approaches to connect with the community. A key initiative emerging from this effort is the creation of a Community Expo—an event designed to strengthen engagement, showcase City programs and services, and connect residents with local organizations, businesses, and volunteer opportunities.

The proposed Community Expo Plan of Action provides a coordinated framework outlining the event's vision and objectives, logistics and venue planning, partnership development, outreach and marketing strategies, and success metrics. Collaboration across City departments, community partners, and civic organizations will ensure the Expo reflects Sugar Land's diverse population, shared values, and community pride.

Through the Community Expo, the City aims to:

- Foster stronger relationships between residents and local government
- Provide a one-stop resource for information, services, and engagement opportunities
- Highlight City initiatives, programs, and upcoming projects
- Encourage volunteerism and community-driven problem-solving
- Celebrate the people, culture, and achievements that define Sugar Land

Next steps include refining the proposed plan using City Council input, identifying key partners and sponsorship opportunities, and developing a timeline for implementation.

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