



City of Sugar Land

City Council Agenda

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

Tuesday, February 3, 2026
City Council Meeting
City Council Chambers
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 Rick Miller

IV. Pledges of Allegiance

Council Member Rick Miller

V. Recognition

A. BLOOMBERG PHILANTHROPIES WHAT WORKS CITIES GOLD CERTIFICATION

Shayla Lee, Director of Strategic & Government Affairs

B. BOARDS AND COMMISSION SERVICE RECOGNITION

Carol McCutcheon, Mayor

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 January 20, 2026 meeting.
Linda Mendenhall, City Clerk
- B. **PUBLIC RELATIONS MARKETING PROGRAM CONTRACT**
Consideration of and action on the authorization of a contract with Lou Hammond Group for the Sugar Land Office of Economic Development and Tourism and Department of Redevelopment for Public Relations in the amount of \$190,000 for Public Relations Services, with costs split equally among the Hotel Occupancy Tax (HOT) Fund, Sugar Land 4B Corporation (SL4B), and Sugar Land Development Corporation (SLDC).
Jordan Cutler, Senior Marketing Manager, Emily Pollard, Communications Manager
- C. **CONTRACT WITH ARDURRA GROUP, INC.**
Consideration of and action on the authorization of a professional design services contract with Ardurra Group, Inc. for design phase services for the Surface Water Treatment Rehabilitation Phase 2 Project, CSW2601, in the amount of \$427,526.25.
Timothy Jahn, Senior Engineering Manager
- D. **CONTRACT WITH A&S ENGINEERS, INC.**
Consideration of and action on the authorization of a professional design services contract with A&S Engineers, Inc. for design phase services for the Water Distribution Rehabilitation, CWA2606, in the amount of \$286,000.00.
Timothy Jahn, Senior Engineering Manager
- E. **CONTRACT WITH UKG KRONOS SYSTEMS LLC**
Consideration and action on the authorization of the purchase of 36-month UKG timekeeping and scheduling software subscriptions in the amount of \$108,365 via Omnia Master Agreement No. 24-6833 and the Governmental Rider with UKG Kronos Systems LLC.
Jesse Huang, Police Captain
- F. **SECOND CONSIDERATION: Consideration of and action on CITY OF SUGAR LAND ORDINANCE NO. 2399: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE AIRPORT COMMUNITY HANGAR RENTAL FEE TO \$0.75 PER SQUARE FOOT PER MONTH, WITH A MINIMUM MONTHLY CHARGE OF \$1,237.50.**
ShaLae Steadman, Director of Budget
- G. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-05: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE FISCAL YEAR (FY) 2027 RIFLE-RESISTANT BODY ARMOR GRANT PROGRAM FUNDED THROUGH BG-RIFLE RESISTANT BODY-ARMOR GRANT PROGRAM (GRANT) TO FUND RIFLE RESISTANT BODY ARMOR (GRANT #5406702); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT;**
Gregory Suter, Police Captain - Staff Services Bureau

- H. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-06**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE JUVENILE JUSTICE & YOUTH DIVERSION GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5720001) TO IMPROVE THE JUVENILE JUSTICE SYSTEM; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.
Kendra Beverly, Municipal Court Administrator
- I. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-07**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE PEACE OFFICER MENTAL HEALTH PROGRAM, FY2027 (“GRANT”) (GRANT #5734701) TO FUND MENTAL HEALTH SERVICES FOR PEACE OFFICERS; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.
Gregory Suter, Police Captain - Staff Services Bureau
- J. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-08**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG), CRIMINAL JUSTICE GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5735001); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.
Gregory Suter, Police Captain - Staff Services Bureau
- K. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-09**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG), CRIMINAL JUSTICE GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5736101); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.
Gregory Suter, Police Captain - Staff Services Bureau

- L. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2400:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM AND NOMINATING APPLIED OPTOELECTRONICS, INC. AS AN ENTERPRISE PROJECT.
Jennifer Alexander, Business Development Manager

VIII. Ordinances and Resolutions

- A. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-11:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING THE IMPERIAL HISTORIC DISTRICT VISIONING STATEMENT AND GUIDING PILLARS.
Jessica Huble, Assistant Director of Redevelopment

IX. 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.

X. Closed Executive Session

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

Section 551.071 Consultation with Attorney:

For the purpose of receiving legal advice on pending or contemplated litigation or on Attorney-Client Privileged Information.

Meredith Riede, City Attorney

XI. 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 28th day of January 2026 at 5:00 p.m.



City Council Agenda Request

February 3, 2026

Agenda Request No: V.A.

Agenda of: City Council Meeting

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

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

Responsible Department: Strategic and Government Affairs

Agenda Caption:

BLOOMBERG PHILANTHROPIES WHAT WORKS CITIES GOLD CERTIFICATION

Recommended Action:

Executive Summary:

Overview – What is What Works Cities (WWC):

What Works Cities (WWC) is a national initiative launched by Bloomberg Philanthropies that recognizes and supports cities that use data and evidence to make better decisions, improve services, and engage their residents. The program provides a rigorous certification process that measures a city's performance against a set of data-driven standards.

For the City of Sugar Land, this certification is more than a designation. It affirms our commitment to transparency, accountability, and continuous improvement. Aligning with WWC standards strengthens our ability to deliver on the City's mission of building a safe, beautiful, and engaged community, while also advancing our long-term vision of being a premier city to live, work, and visit. By achieving WWC certification, we demonstrate to our residents, businesses, and peers nationwide that Sugar Land embraces a culture of evidence-based decision-making.

Gold Achievement and Recognition:

The City of Sugar Land has been awarded Gold certification through the Bloomberg Philanthropies What Works Cities program, a prestigious recognition of excellence in using data, evidence, and performance practices to improve government effectiveness and outcomes. A city that meets 68% to 84% of the 43 total criteria earns Gold status, demonstrating an advanced level of data-driven governance compared with years past.

Sugar Land’s achievement places it among a growing group of municipalities that have moved beyond foundational practices to demonstrate robust, sustained use of data and evidence to guide decision-making. Across North, Central, and South America, 104 cities have now achieved What Works Cities Certification, but Gold certification is a higher tier that represents deeper integration of data into governance processes and measurable results for residents.

Among peers who have attained Gold status are cities such as Boston, Charlotte, Boulder, Pittsburgh, Rochester, and Cambridge, as well as international cities like Calgary and Rio de Janeiro, showcasing a range of communities that are setting the pace for data-informed local government practice.

Sugar Land will be the fourth City in Texas to earn the Gold certification alongside Arlington, Austin and Dallas.

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
February 3, 2026

Agenda Request No: V.B.

Agenda of: City Council Meeting

Initiated by: Nicole Fontenette, Public Meeting Coordinator

Presented by: Carol McCutcheon, Mayor

Responsible Department: Admin

Agenda Caption:

BOARDS AND COMMISSION SERVICE RECOGNITION

Recommended Action:

Executive Summary:

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

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

Attachments

None



City Council Agenda Request February 3, 2026

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:

Agenda Caption:

MINUTES

Consideration of and action on the approval of the minutes of the January 20, 2026 meeting.

Recommended Action:

Consider the approval of the minutes of the January 20, 2026 meeting.

Executive Summary:

Budget

Expenditure Required: n/a

Current Budget: n/a

Additional Funding: n/a

Funding Source: n/a

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

Attachments

1. 1.20.26 CC minutes



City of Sugar Land

City Council Minutes

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

Tuesday, January 20, 2026
City Council Meeting Minutes
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

QUORUM PRESENT

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

III. Invocation

Council Member Sanjay Singhal

IV. Pledges of Allegiance

Council Member Sanjay Singhal

V. Recognition

A. ISO BCEGS SCORE ACHIEVEMENT

Joshua Doyle, Chief Building Official, Lisa Kocich-Meyer, Director of Planning & Development Services

VI. Public Comment

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

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

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

Eric T. Johnson addressed the Council and spoke on agenda item XI. C.

VII. 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 Carol McCutcheon administered the oath of office to members of the Animal Advisory Board and the Zoning Board of Adjustment.

VIII. 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 January 6, 2026, meeting.

Linda Mendenhall, City Clerk

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

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

B. CONTRACT WITH CIVITAS ENGINEERING GROUP

Consideration of and action on the authorization of the execution of a professional services contract with Civitas Engineering Group for the Design Phase Services of Groundwater Plant Rehabilitation, CIP CWA2604, in the amount of \$198,219.00.

Jose Londono, Engineer I

C. CONTRACT WITH SANDER ENGINEERING CORPORATION

Consideration of and action on authorizing the execution of a professional engineering design services contract in the amount of \$249,075.00 with Sander Engineering Corporation for design and bid phase services for the Lift Station Rehabilitation Program Project, CIP No. CWW2602.

Idahosa Igbinoba, Senior Project Manager

D. CONTRACT WITH HD OUTDOOR CONSTRUCTION, LLC

Consideration of and action on authorizing the execution of a construction contract with HD Outdoor Construction, LLC for the construction of Sugar Land Memorial Park Splashpad, CIP CPK2403, in the amount of \$579,451.16.

Carla Barrios, Engineer II

- E. **CONTRACT WITH PRECISION CONCRETE CUTTING**
 Consideration of and action on the authorization of a construction contract with Precision Concrete Cutting for the shaving of damaged sidewalks at various locations, in the amount of \$300,000.00 for CIP CST2501- Sidewalk Program Rehabilitation and Replacement Project through BuyBoard Purchasing Cooperative contract #756-24.
Ray Song, Engineering Manager
- F. **LEASE WITH AVFUEL CORPORATION**
 Consideration of and action on authorization of a \$0 multi-year lease with AvFuel Corporation, for (5) Jet-A fuel trucks, and (2) AvGas fuel trucks for an initial 5-year term, with (5) one-year optional renewals.
Mitchell Davies, Director of Aviation
- G. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-02: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE REQUIRED STATE AND FEDERAL PERMITTING DOCUMENTS FOR THE HB-1 FUNDED BRAZOS RIVER EROSION - RIVERSTONE PROJECT.**
Robert Wilson, Assistant City Engineer
- H. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2395: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 7 (BUILDING REGULATIONS) OF THE SUGAR LAND DEVELOPMENT CODE BY ADOPTING THE 2024 INTERNATIONAL CODES AND THE 2023 NATIONAL ELECTRICAL CODE; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.**
Nicole Guevara, Assistant Director of Neighborhood Services, Joshua Doyle, Chief Building Official, James Serrano, Assistant Fire Chief

IX. Workshop

- A. **WORKSHOP - IMPERIAL HISTORIC DISTRICT**
 Discussion and direction regarding the Imperial Historic District community visioning process and proposed guiding pillars for redevelopment.
Jessica Huble, Assistant Director of Redevelopment, Brian Wright, TPUDC

Jessica Huble, Assistant Director of Redevelopment, and Brian Wright, TPUDC, gave a presentation, made comments, and answered questions from the Council.

X. Public Hearings

- A. **PUBLIC HEARING 5:30 P.M.:** Receive and hear all persons interested in an ordinance authorizing participation in the Texas Enterprise Zone Program and nominating Applied Optoelectronics, Inc. as an Enterprise Project.

FIRST CONSIDERATION: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2400:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM AND NOMINATING APPLIED OPTOELECTRONICS, INC. AS AN ENTERPRISE PROJECT.

Jennifer Alexander, Business Development Manager

Jennifer Alexander, Business Development Manager, gave a presentation, made comments, and answered questions from the Council.

Mayor McCutcheon opened the public hearing at 6:51 p.m. No members of the public addressed the Council. The public hearing was closed at 6:51 p.m.

A motion to **Approve Ordinance No. 2400**, 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

XI. Ordinances and Resolutions

- A. **APPROVAL OF TAX-EXEMPT BOND ISSUANCE FOR LOGOS PREPARATORY ACADEMY**

Consideration of and action on Resolution 26-01 approving the issuance of tax-exempt bonds by the Arlington Higher Education Finance Corporation for the benefit of Logos Preparatory Academy, in accordance with Section 147(f) of the Internal Revenue Code.

Meredith Riede, City Attorney

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

A motion to **Approve Resolution 26-01, the tax-exempt bond issuance for Logos Preparatory Academy**, was made by Suzanne Whatley and seconded by Jim Vonderhaar; the motion **Passed**.

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

- B. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-03:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE ISSUANCE OF IMPERIAL REDEVELOPMENT DISTRICT UNLIMITED TAX BONDS, SERIES 2026 IN THE AMOUNT OF \$9,000,000.00.

Razeeda Boochoon, Investment & Debt Manager

Razeeda Boochoon, Investment & Debt Manager, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve Resolution No. 26-03**, 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

- C. **FIRST & FINAL CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2398:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE CITY OF SUGAR LAND, TEXAS TO PROVIDE THAT THE REVISED BUDGET ADDRESS FUNDS RELATING TO CERTAIN CAPITAL AND OPERATING BUDGET MATTERS AND THAT THIS AMENDMENT BE ADOPTED AS THE BUDGETED AMOUNT FOR THOSE FUNDS.

ShaLae Steadman, Director of Budget

ShaLae Steadman, Director of Budget, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve Ordinance No. 2398**, 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

- D. **FIRST CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2399:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE AIRPORT COMMUNITY HANGAR RENTAL FEE TO \$0.75 PER SQUARE FOOT PER MONTH, WITH A MINIMUM MONTHLY CHARGE OF \$1,237.50.

ShaLae Steadman, Director of Budget

ShaLae Steadman, Director of Budget, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve Ordinance No. 2399**, 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

XII. City Council and City Manager Reports

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

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

XIII. Adjournment

Council member Rick Miller left the meeting at 7:15 p.m.

A motion to **Adjourn at 7:18 p.m.**, was made by Sanjay Singhal and seconded by Carol McCutcheon; the motion **Passed**.

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

Absent: Rick Miller

Linda Mendenhall, City Clerk





City Council Agenda Request February 3, 2026

Agenda Request No: VII.B.

Agenda of: City Council Meeting

Initiated by: Alison Brooks, Assistant Director of Tourism

Presented by: Jordan Cutler, Senior Marketing Manager, Emily Pollard, Communications Manager

Responsible Department: Economic Development

Agenda Caption:

PUBLIC RELATIONS MARKETING PROGRAM CONTRACT

Consideration of and action on the authorization of a contract with Lou Hammond Group for the Sugar Land Office of Economic Development and Tourism and Department of Redevelopment for Public Relations in the amount of \$190,000 for Public Relations Services, with costs split equally among the Hotel Occupancy Tax (HOT) Fund, Sugar Land 4B Corporation (SL4B), and Sugar Land Development Corporation (SLDC).

Recommended Action:

Staff recommends the approval of the proposed contract with Lou Hammond Group for the Sugar Land Office of Economic Development and Tourism and Department of Redevelopment for Public Relations in the amount of \$190,000 covering the remainder of FY26 and all of FY27.

Executive Summary:

The City of Sugar Land has engaged the Lou Hammond Group since January 2025 to manage the Public Relations for its Economic Development, Tourism and Redevelopment efforts. This PR contract with Lou Hammond focused on increasing brand awareness efforts by enhancing media relations with a focus on regional and national earned media, hosting mission and FAM tours for media representatives, elevating thought leadership, and increasing awards and accolades in various publications.

Previously, this proposed agreement was discussed and reviewed in a prior joint Sugar Land Development Corporation and Sugar Land 4B Corporation meeting on 12/17/2025, where staff reviewed the past year of work with the Lou Hammond Group and a summary of the FY26 contract's objectives, strategy, and deliverables.

The Sugar Land Office of Economic Development & Tourism Department, along with the Department of Redevelopment would fund this contract with the total amount of \$190,000.00, with the cost split equally among the Hotel Occupancy Tax (HOT) Fund, Sugar Land 4B

Corporation (SL4B), and SLDC. The contract was approved by both boards unanimously on January 21, 2026.

This contract will be in effect from February 2026 through September 2027 to align with our fiscal year.

Budget

Expenditure Required: \$190,000

Current Budget: \$190,000, with costs split equally among the Hotel Occupancy Tax (HOT) Fund, Sugar Land 4B Corporation (SL4B), and Sugar Land Development Corporation (SLDC), each contributing \$63,333.

Additional Funding: None

Funding Source: SLDC 1041185-561005-11905 \$63,333
SL4B 7041190-561005-11905 \$63,333
Hotel Occupancy Tax 2051175-561005-11905 \$63,333

Account Number (ORG-OBJ-Project): SLDC 1041185-561005-11905 \$63,333
SL4B 7041190-561005-11905 \$63,333
Hotel Occupancy Tax 2051175-561005-11905 \$63,333

Attachments

1. 1.3 Lou Hammond Group Contract rev 12-18-25_SIGNED
2. LHG Proposal City of Sugar Land - 3-1-26 to 9-30-31
3. SB-13 (STATE OF TEXAS SENATE BILL 13 VERIFICATION) Form
4. SB-19 (STATE OF TEXAS SENATE BILL 19 VERIFICATION) Form
5. HB-89 - Verification
6. LHG Form 1295
7. Certificate of Insurance for City of Sugar Land
8. COL_Lou Hammond and _City of Sugar Land_163271393

**CITY OF SUGAR LAND
CONTRACT FOR GENERAL SERVICES (MODIFIED)**

\$100K to \$999,999.99
(Rev. 12-9-25)

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

CITY OF SUGAR LAND

CONTRACTOR:

By:

By: 

Date:

Date: 1/9/26 STEPHEN HAMMOND

Title:

Title: CEO

Company: LOU HAMMOND GROUP

MATTER NUMBER: 8095M
APPROVED AS TO FORM:

II. General Information and Terms.

Contractor's Name and Address: Lou Hammond Group
145 King Street, Suite 411
Charleston, SC 29401

Description of Services: Public Relations for Economic Development and
Redevelopment Services

Maximum Contract Amount: \$190,000.00
- \$70,000.00 from March 1, 2026 to September 30, 2026
- \$120,000.00 from October 1, 2026 to September 30,
2027

This Contract may also include out-of-pocket costs, which will be change ordered in to this Contract as needed. Provided, however, change orders may not exceed 25% of the total Contract.

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

Services Start Date: March 1, 2026

Termination Date: September 30, 2026

Renewal: The term of this Contract shall automatically renew without further documentation or agreement for one (1) additional one-year term 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 date.

Contract Parts: This Contract consists of the following parts:

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

III. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the services described in this Contract under the terms and conditions of this Contract.

B. Billing and Payment. Subject to the terms of the Contract, the City will pay the Contractor the sum(s) as shown in Section II above plus any additional sums approved by change order. The Contractor will bill the City for the services provided at intervals of at least thirty (30) calendar days, except for the final billing. The Contractor 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 Contractor for the services provided for in this Contract with current revenues available to the City, but all of the City's payments to the Contractor, 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 Contractor 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 Contractor with an explanation of the deficiency. The City will not pay the Contractor 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 Contractor has been overpaid, the Contractor 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.

C. 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 the Contractor not less than five business days prior to the termination date, but the City will pay the Contractor for all services rendered 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)

A. D. Liability and Indemnity. A provision in the Contractor's Additional Contract Document is void and unenforceable if it: (1) limits or releases the Contractor from liability that would exist by law in the absence of the provision; (2) creates liability for the City that would not exist by law in the absence of the provision; or (3) waives or limits the City's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. The Contractor will be liable for all damages incurred and assume full responsibility for the work performed under the Contract.

E. Assignment. The Contractor may not assign this Contract without the City's prior written consent.

F. 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.

G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor 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.

H. Independent Contractor. The Contractor will 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 Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor.

I. Dispute Resolution Procedures. If a 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.

J. Attorney's Fees. Should a party to this Contract bring suit against the other party for any matter 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.

K. 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.

L. 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)

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

N. Copyright. Any original work (the Work), including any picture, video, music, brochure, writing, trademark, logo or other work created by the Contractor 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 Contractor 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.

O. Standard of Care for Architects and Engineers. Services must be performed with professional skills 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. 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)).

P. 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 <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.

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

R. 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 goods 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 Contractor and submitted to the City at the time of execution of this Contract.

S. 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 goods 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 Contractor and submitted to the City at the time of execution of this Contract.

T. 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 goods 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 Contractor 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 contract is subject to competitive bidding, the City did not receive any bids from a company that is able to provide the written verification required.

U. 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, Contractor 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).

V. 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)

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

IV. Additional Terms or Conditions. The City hereby rejects all terms and conditions included or incorporated by reference in the Contractor's Bid, Proposal or Quote under Exhibit A-1.

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

Exhibit A. Contractor's Additional Contract Documents:

- A-1. Lou Hammond Group's Proposal dated December 10, 2025 (5 pages)
- A-2. Certificate of Interested Persons with Certification of Filing (1 page)
- A-3. House Bill 89 Verification (1 page)

GENERAL SERVICES CONTRACT/Page 7

- A-4. Senate Bill 13 Verification (1 page)
- A-5. Senate Bill 19 Verification (2 pages)

Exhibit B. City's Additional Contract Documents:

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

EXHIBIT A-1

Lou Hammond Group's Proposal dated December 10, 2025

(See Attached)

EXHIBIT A-2

Certificate of Interested Persons with Certification of Filing

(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

REQUIREMENTS FOR GENERAL SERVICES CONTRACT

The Contractor shall comply with each and every condition contained herein. The Contractor 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 Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor 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, Contractor 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. Contractor 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 Contractors 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, Contractor 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 successful contractor'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

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:

	<input checked="" type="checkbox"/> Very High/High Risk	<input type="checkbox"/> Medium Risk	<input type="checkbox"/> 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)

<input checked="" type="checkbox"/> Very High/ High Risk	<input type="checkbox"/> Medium Risk	<input type="checkbox"/> 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 performs 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, reuseable 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.



address: 145 King Street, Suite 411 | Charleston, SC 29401
phone: 843.722.8880 web: louhammond.com

December 10, 2025

The City of Sugar Land
2700 Town Center Blvd. N
Sugar Land, Texas 77479

This letter, when signed by you, will confirm that the City of Sugar Land will continue to retain Lou Hammond Group for public relations as outlined in the attached scope of work for Sugar Land Office of Economic Development and Office of Redevelopment services for an initial term of seven (7) months, beginning March 1, 2026, and ending September 30, 2026.

For these services, you will pay a monthly fee of \$9,500. In addition, the account administration fee will be \$500 a month to cover administrative, operating expenses and media relations tools. Payment is due within 30 days of invoice date.

Upon completion of the initial term, the agreement shall renew for the period of October 1, 2026, through September 30, 2027, and thereafter be renewed annually for up to four (4) additional one-year terms, subject to mutual written agreement and annual appropriations.

Following the conclusion of the initial seven-month term, unless otherwise mutually agreed in writing, the compensation rate for each renewal term shall include an annual increase of three percent (3%).

In addition, you will be billed on a monthly basis for reimbursement at cost of any pre-approved out-of-pocket expenses incurred on your behalf. These expenses include staff and media travel, social media influencer/content creator partnerships, award and event entries, etc. Payment is due within 10 days of invoice date.

Either party may cancel this agreement, with or without cause, by giving written notice ninety (90) days in advance of said cancellation date.

Please indicate your agreement in the space below and return one copy to us for our records. You have our assurance of our best efforts on your behalf.

Sincerely,

LOU HAMMOND GROUP

Stephen Hammond
Chief Executive Officer

AGREED:
City of Sugar Land

By: _____
Name: _____
Title: _____
Date: _____

LHG + Sugar Land Program of Work
March 1, 2026 – Sept. 31, 2026:

Goals:

- **Economic Development:**
 - Secure placement in national business and economic development outlets with messages highlighting Sugar Land as a highly competitive destination for life sciences, technology, business professional services and advanced manufacturing businesses.
 - Position Sugar Land's economic development leadership as thought leaders within the industry and as go-to resources for target industry businesses looking to relocate or grow.
 - Leverage FIFA sponsorship to bring visibility to Sugar Land regional airport and the destination among target industry audiences; showcase Sugar Land leadership's proactive strategy to use this event to successfully engage business attraction candidates.
 - Pitching to include and support awareness of Tract 2, Innovation Fund and Office Infill Strategy.
- **Redevelopment:**
 - Secure placement in national and regional business and real estate development outlets with messages that highlight Sugar Land as an innovative, vibrant city with forward-thinking strategies and innovative funding and incentive programs that make it desirable to real estate developers, target retail and residential markets and target industries as a place to invest, do business or live.
 - Secure coverage of Imperial Historic District and Lakepoint Green redevelopments and the reinvestment and repositioning of Sugar Land Town Square as examples of innovative and strategic redevelopment, establishing Sugar Land as a leader in the industry.
 - Position Sugar Land's redevelopment leadership as thought leaders within the industry and go-to resources for industry media.
- **Tourism:**
 - Introduce Sugar Land as a destination for regional, drive-market travelers and groups/meetings by securing placement in regional publications and national roundups. Specific destination features to promote include the city's diverse culinary and beverage scene through pitching a curated portfolio of locally owned success stories.
 - Elevate regional awareness of tourism growth by promoting benchmark annual tourism economic impact stats.
 - Increase visibility among regional audiences through strategic content creator partnerships.
 - Secure inclusion of Sugar Land in regional and national coverage of FIFA-related travel stories.

Strategic Summary:

To achieve the objectives stated above, we will prioritize activity as follows:

- 60% of activity – proactive media relations activities, including targeted pitching, securing and coordinating hosted visits, reactive media opportunities and agency roundups
- 25% of activity – thought leadership and awards program work based on a strategy developed and approved by the client within the final quarter of 2025
- 15% of activity – message development, drafting materials, account management and reporting

KPIs will be defined in tactical plan.

Scope of Work includes:

- **Message Development** – manage and maintain narrative arcs; craft messaging for individual announcements that align with key message objectives and brand positioning
- **Media Relations**
 - Create one – two press releases per month
 - If more than two releases are needed in a month, workflow will be adjusted and discussed with client.
 - Craft proactive pitch angles for multi-distribution with personalization across all platforms, including segmented story ideas
 - Target Media – Ongoing, develop and refine Top 50 target media list, including but not limited to business, economic development, real estate development and redevelopment, trade and consumer travel and lifestyle media, aligned with regional travel drive markets, regional and national business outlets and national travel outlets, blogs and podcasts; provide visibility to client on status of outreach and success with targets in shared tracking document
 - News Bureau – respond 24/7 to media inquiries, refer coverage opportunities, give advice on trends and developments; execute & maintain fact files, image library, monitor key outlets, provide media coverage upon placement
 - Interview Coordination and Prep – coordinate interviews and create talking points and media briefing papers for Sugar Land representatives
 - Press Trips: Group and Individual – create a curated list of target media for hosting aligned with client marketing goals, secure client approval, invite, support itinerary and logistical planning, as appropriate escort, follow up upon return to ensure maximum results.
 - Hosting Program includes:
 - 1-2 group trips consisting of between 4 - 5 journalists and 1 LHG escort per trip
 - 6 individual media visits
 - 3-6 influencer partnerships
 - Hosting costs and influencer partnership fees will be billed as out of pocket expenses. Recommended total budget of \$40,000.
**estimate explanation provided at the end of this document*

- **Thought Leadership**
 - Develop and pre-approve a strategy and program to position division team as industry leaders through invitations to speak at conferences/trade shows and sourcing as experts for media reporting. Provide talking points and message guidance.
 - Assistance with talking points and message guidance for additional conferences/panels and reactive media sourcing as priorities as time permits.
 - Prepare and handle submissions for pre-approved program of awards and survey opportunities representing all three areas of division (Business Development, Redevelopment and Tourism), monitor results, consult on get-out-the-vote efforts as needed
- **Issues Management** – 24/7 support and consultation, advance planning/strategy, monitoring, creating holding statements/ responses, media liaison, recovery efforts
- **Stakeholder Engagement** – provide and engage real value through LHG’s Hot Tips, seminars, podcasts, awards booklet, media ambassador program, distribution of LHG’s monthly “The Social-lite and Insights” publications
- **Account Management** – provide annual tactical plan including strategic timeline of activities, conduct biweekly calls with agenda and call report following, share monthly reports

A la carte services:

- **Press release writing, distribution, pitching - \$2000/per release**
- **Press release distribution, pitching - \$1000/per release**
- **Press Conference - \$5,000 project fee**
 - *Pre-event*
 - Develop strategy and messaging
 - Dedicated planning calls (max 1 per month)
 - Set coverage and media attendance targets
 - Draft press release, media alert, run of show recommendation, talking points and prepared remarks for relevant division executives
 - Develop target media list
 - Secure media attendance for event; includes invitations, RSVP management, follow-ups and reminders
 - Coordinate exclusives, embargoes and manage media inquiries and responses
 - Prepare name tags for media; may also do so for invited guests using lists provided and approved in advance by client
 - Consult on (but not production or execution of) visuals and multi-media elements
 - *During event*
 - Up to two LHG staff members on site to support media
 - Greet and support media at the event, including coordination of on-site interviews
 - Deliver media release
 - Manage resulting media inquiries, image distribution, follow up questions
 - Monitor day-of coverage
 - *Post Event*
 - Conduct follow-ups to ensure coverage and reporting on placements, including a campaign summary report following the event.

- Services do not include event management; management of a third-party event manager or vendor may be negotiated as part of LHG’s services for an additional fee
 - Cost of staff travel, accommodations, transportation and meals in the destination, as well as any materials or expenses resulting from the project, will be charged as out-of-pocket expenses.
- **Influencer FAM - \$5,000 project fee**
 - 3 – 5 influencers hosted for FIFA watch party event
 - Develop target influencer list to align with regional travel market targets
 - Develop itinerary, track deliverables and produce comprehensive after-hosting report
 - 1 LHG staff member to escort event in destination
 - Cost of influencer fees, influencer and LHG staff travel, accommodations, transportation and meals in the destination, as well as any materials or expenses resulting from the project, will be charged as out-of-pocket expenses.
 - Recommended OOP budget - \$40,000

Hosting Costs Estimate Explanation:

Estimate Reasoning	The goal is to receive partner support through in-kind services. These are estimates, should comps not be available.		
Collaboration Fee	\$	6,000.00	Max collaboration fee
Flight/Rental	\$	350.00	Estimating \$350 flight or rental car
Ground Transportation	\$	250.00	Approx. for Ubers over two days or gas for rental
Lodging per night	\$	200.00	Approx. \$200 per night, plus taxes and fees
Meals + attractions per day	\$	150.00	Approx. \$150 per day to cover non-comp experiences
Journalists - 6 Max (3 day/2 nights)			
	Estimates	Actual	Notes
Collaboration Fee	\$	0	
Flight/Rental	\$	2,100.00	
Rental Car	\$	2,100	
Lodging	\$	2,400	
Meals	\$	2,700	
	\$	9,300.00	\$ -
Influencers - 6 Max (4 days/3 nights)			
	Estimates	Actual	Notes
Collaboration Fee	\$	36,000.00	
Flights	\$	2,100.00	
Rental Car	\$	2,100.00	
Lodging	\$	3,600.00	
Meals	\$	3,600.00	
	\$	47,400.00	\$ -
Media Visit FAMs - 2 x Max 5 media +1 LHG escort each (3 day/2 nights)			
	Estimates	Actual	Notes
Collaboration Fee	\$	-	
Flights	\$	4,200.00	
Rental Car	\$	700.00	
Lodging	\$	4,800.00	
Meals	\$	5,400.00	
	\$	15,100.00	\$ -

STATE OF TEXAS - SENATE BILL 13 VERIFICATION

I, Stephen Hammond, the undersigned representative of
(Person name)

Lou Hammond Group South Carolina, Inc.,
(Company or Business name)

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

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

Pursuant to Section 2274.001, Texas Government Code:

- 1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
(A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
(B) does business with a company described by Paragraph (A).
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations, that exists to make a profit.

12/19/2025
DATE

CEO
POSITION / TITLE

Stephen Hammond
SIGNATURE OF COMPANY REPRESENTATIVE

Digitally signed by Stephen Hammond
DN: cn=Stephen Hammond, gn=Stephen Hammond, o=US United States, ou=US United States
Reason: I am the author of this document
Location:
Date: 2025.12.19 16:29:05 -05

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - SENATE BILL 19 VERIFICATION

I, Stephen Hammond, the undersigned representative of
(Person name)

Lou Hammond Group South Carolina, Inc.,
(Company or Business name)

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

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

Pursuant to Section 2274.001, Texas Government Code:

1. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship.
2. "Discriminate against a firearm entity or firearm trade association"
 - (A) means, with respect to the entity or association, to:
 - (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
 - (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - (B) does not include:
 - (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and
 - (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:
 - (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or
 - (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.
3. "Firearm entity" means:

- (A) a firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and
 - (B) a sport shooting range as defined by Section 250.001, Local Government Code.
4. "Firearm trade association" means any person, corporation, unincorporated association, federation, business league, or business organization that:
- (A) is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;
 - (B) has two or more firearm entities as members; and
 - (C) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

12/19/2025

DATE

CEO

POSITION / TITLE

Stephen Hammond

Digitally signed by Stephen Hammond
 DN: cn=Stephen Hammond, gn=Stephen Hammond, c=US, United States
 Reason: I am the author of this document
 Location
 Date: 2025.12.19 16:21:05-00

SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - HOUSE BILL 89 VERIFICATION

I, Stephen Hammond, the undersigned representative of
(Person name)

Lou Hammond Group South Carolina, Inc.

(Company or Business name)

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

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

Pursuant to Section 2270.001, Texas Government Code:

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

12/19/2025

DATE

CEO

POSITION / TITLE

Stephen Hammond

Digitally signed by Stephen Hammond
DN: cn=Stephen Hammond, gn=Stephen Hammond, c=US
United States, l=US, United States
Reason: I am the author of this document
Location:
Date: 2025-12-19 16:19:05-00

SIGNATURE OF COMPANY REPRESENTATIVE

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

Certificate Number:
2025-1255981

Date Filed:
01/10/2025

Date Acknowledged:

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

Lou Hammond Group South Carolina, Inc
Charleston, SC United States

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

Sugar Land Office of Economic Development

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

RFP 2024-23
Public Relations Services

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

5 Check only if there is NO Interested Party.

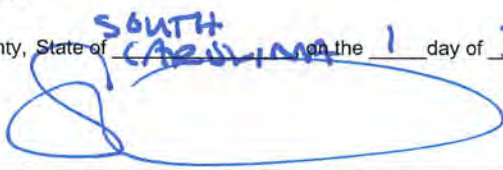
6 UNSWORN DECLARATION

My name is STEPHEN HAMMOND, and my date of birth is [REDACTED].

My address: [REDACTED] (street) [REDACTED] (city) [REDACTED] (state) [REDACTED] (zip code) [REDACTED] (country)

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

Executed in CHARLESTON County, State of SOUTH CAROLINA on the 1 day of JAN, 2025.
(month) (year)



Signature of authorized agent of contracting business entity (Declarant)



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

February 3, 2025

City of Sugar Land
PO Box 110
Sugar Land TX 77487

Account Information:

Policy Holder Details :	LOU HAMMOND & ASSOCIATES INC
--------------------------------	---



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/03/2025

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

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

PRODUCER MARSH & MCLENNAN AGENCY LLC 22272260 2301 SUGAR BUSH ROAD STE 600 RALEIGH NC 27612	CONTACT NAME:	
	PHONE (919) 878-9412 (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Hartford Underwriters Insurance Company	NAIC# 30104
INSURED LOU HAMMOND & ASSOCIATES INC 145 KING ST STE 411 CHARLESTON SC 29401-2231	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability	X	X	22 SBA BH6DFE	07/12/2024	07/12/2025	EACH OCCURRENCE	\$1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$1,000,000	
	MED EXP (Any one person)						\$10,000	
	PERSONAL & ADV INJURY						\$1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	Excluded
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			22 SBA BH6DFE	07/12/2024	07/12/2025	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			22 SBA BH6DFE	07/12/2024	07/12/2025	EACH OCCURRENCE	\$5,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000						AGGREGATE	\$5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> Y/N <input type="checkbox"/> N/A PER STATUTE <input type="checkbox"/> OTH-ER	
A	Employment Practices Liability Insurance			22 SBA BH6DFE	07/12/2024	07/12/2025	Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

City of Sugar Land
 PO Box 110
 Sugar Land TX 77487

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

© 1988-2015 ACORD CORPORATION. All rights reserved.



ADDITIONAL REMARKS SCHEDULE

AGENCY MARSH & MCLENNAN AGENCY LLC		NAMED INSURED LOU HAMMOND & ASSOCIATES INC 145 KING ST STE 411 CHARLESTON SC 29401-2231	
POLICY NUMBER SEE ACORD 25		EFFECTIVE DATE: SEE ACORD 25	
CARRIER SEE ACORD 25	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM

FORM NUMBER: ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Certificate holder is an additional insured per the Business Liability Coverage Form SL3032 attached to this policy. Waiver of Subrogation applies in favor of the Certificate Holder per the Business Liability Coverage Form SL0000, attached to this policy. Coverage is primary and noncontributory per the Business Liability Coverage Form SL0000, attached to this policy.



City Council Agenda Request February 3, 2026

Agenda Request No: VII.C.

Agenda of: City Council Meeting

Initiated by: Timothy Jahn, Senior Engineering Manager

Presented by: Timothy Jahn, Senior Engineering Manager

Responsible Department: Engineering

Agenda Caption:

CONTRACT WITH ARDURRA GROUP, INC.

Consideration of and action on the authorization of a professional design services contract with Ardurra Group, Inc. for design phase services for the Surface Water Treatment Rehabilitation Phase 2 Project, CSW2601, in the amount of \$427,526.25.

Recommended Action:

Authorize a professional design services contract with Ardurra Group, Inc. for design phase services for the Surface Water Treatment Rehabilitation Phase 2 Project, CSW2601, in the amount of \$427,526.25.

Executive Summary:

The City of Sugar Land (COSL) owns and operates a nominal 11 million gallon per day (MGD) Surface Water Treatment Plant (SWTP), which was constructed in 2013. As the facility has aged, staff has identified equipment that needs repair or replacement. These improvements were identified in a Technical Memorandum completed in February 2023, with recommendations to implement the proposed improvements in two phases.

Phase I design was completed in 2025 and the project is advertising for bid in January 2026. Phase 1 includes more critical items related to disinfection, pump metering, piping replacement, and chemical ventilation enhancements. Construction is expected to begin in first quarter of calendar year 2026 with approximately 420 calendar days to completion.

Phase II design is scheduled for FY26 with construction expected in FY27. The improvements for Phase 2 include the following:

- Treatment Module Flocculator Improvements
- Treatment Module Chain and Flight Sludge Collectors Improvements
- Treatment Module Basin Structural Improvements
- Distribution Water Sample Pumps Improvements

- Finished Water Pump Station Valve Improvements
- Membrane Strainer Isolation Improvements
- Residual Solids Handling Polymer Mixing System Improvements
- Sludge Dewatering Building Loading Area Improvements

The scope of work for the Phase 2 design contract will include the following tasks:

- Data Collection and Review, and site visits
- Basis of Design Validation
- Preparation of engineering design deliverables
- Coordination with TCEQ and TDLR
- Permit approvals
- FAA Coordination
- Bidding Phase Support and Conformed Documents

The Engineering Department followed the City’s Policy Number PU-109 concerning the selection of professional services that included the evaluation of qualified firms through review of State of Qualifications (SOQs) submitted through the Request for Qualifications (RFQ) process. City Engineering and Utilities staff reviewed three SOQ submittals and scored them based on the consultant’s work experience with similar projects, design approach to the project, quality assurance program, and references from other agencies.

The Engineering and Utilities staff recommend Ardurra Group, Inc. and staff has negotiated a lump sum scope of work and fee of \$427,526.25 for CIP CSW2601 Surface Water Treatment Plant (SWTP) Phase 2 Rehabilitation. There is currently \$429,000 available funds for design in FY26, to cover the recommended scope of work. The schedule to complete the design after notice to proceed is given is 15 months, including 11 months for design, 2 months for TCEQ plan review and coordination, and two months for bidding phase and construction contract award.

Staff recommends authorizing a professional design services contract with Ardurra Group, Inc. in the amount of \$427.526.25 for the Surface Water Treatment Rehabilitation Phase 2 Project, CSW2601.

Budget

Expenditure Required: \$427,526.25

Current Budget: \$429,000.00

Additional Funding: N/A

Funding Source: Revenue Bonds, CIP Fund Balance

Account Number (ORG-OBJ-Project): 6049215-621015 -CSW2601 Design \$291,250;

6029215-621015 - CSW2601 Design1 \$137,750

Attachments

1. Signed First Page - Ardurra
2. Ardurra Proposal 12-18-25
3. Form 1295
4. HB-89
5. SB-13
6. SB-19
7. SWTP MAP

**CITY OF SUGAR LAND CONTRACT
FOR PROFESSIONAL ENGINEERING DESIGN
SERVICES FOR CITY FACILITIES**

\$100,000 to \$999,999
(Rev. 1-16-25)

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

CITY OF SUGAR LAND

ENGINEER:



By:

By: Yue Sun, PE, BCEE

Date:

Date: 1/5/2026

Title:

Title: Project Principal

Company: Ardurra Group, Inc.

MATTER NUMBER: 8150M

APPROVED AS TO FORM:

II. General Information and Terms.

Engineer's Name and Address: Ardurra Group, Inc.
3115 Allen Parkway, Suite 300
Houston, TX 77019

Project Description: SWTP Rehabilitation Phase 2, CIP No. CSW2601

Maximum Contract Amount: \$427,576.25

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

III. Standard Contractual Provisions.



December 18, 2025

Timothy W. Jahn P.E.
Senior Engineering Manager
Engineering Department
City of Sugar Land
2700 Town Center Blvd. North
Sugar Land, TX 77479

Subject: Proposal to Provide Professional Engineering Services
City of Sugar Land Surface Water Treatment Plant Rehabilitation Phase 2 (CIP
CSW2601)

Dear Mr. Jahn,

Ardurra Group, Inc ("Ardurra") is excited to have the opportunity to submit this proposal to the City of Sugar Land to provide professional engineering services for the surface water treatment plant rehabilitation Phase 2 project.

Please find the attached Detailed Scope of Services which provides a detailed description of engineering and professional services for the proposed improvements.

Based on the scope of services described in Attachment A, we estimate a fee of \$427,576.25 to complete this work. A detailed level of effort fee estimate is shown in Attachment B, and a proposed project schedule is presented in Attachment C. It is anticipated that the project will be completed within 15 months, including 11 months for design, two months for TCEQ plan review and coordination, two months for bidding phase and construction contract awarding, after notice to proceed.

We look forward to beginning work on this important project and appreciate the opportunity to continue serving the City of Sugar Land. Should you have any questions or require additional information, please feel free to contact me at (713) 208-9463.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Yue Sun".

Yue Sun, P.E., BCEE
Principal-In-Charge
TBPE Firm Registration No F-10053

cc: File



**SCOPE OF SERVICES
FOR
CITY OF SUGAR LAND
SURFACE WATER TREATMENT PLANT REHABILITATION PHASE 2 (CIP CSW2601)**

PROJECT BACKGROUND AND INTRODUCTION

The City of Sugar Land (COSL) operates a nominal 11 million gallon per day (MGD) Surface Water Treatment Plant (SWTP) which was constructed in 2013. As the facility has aged, staff has identified equipment which needs repair or replacement. These improvements were identified in the City of Sugar Land Surface Water Treatment Plant Capital Improvements Planning process with recommendations to implement improvements in two phases. Phase II includes treatment module improvements for flocculator and chain and flight sludge collector replacements, structural expansion joint replacements, distribution water sample pump replacements, finished water pump station valve improvements, membrane strainer isolation improvements, residual solids handling improvements for polymer mixing system replacements and Sludge Dewatering Building loading area improvements. Alternative evaluations will include capital, O&M, and life cycle cost analysis to support final recommendations. Evaluation of membrane filtration system will be provided under Additional Services.

■ Treatment Module Flocculator Improvements will include

- Demolish and remove six (6) existing flocculators, motors and drives (gear boxes) at Pretreatment (Treatment Module). Two (2) of the six (6) flocculator drives have recently been ordered by the City. Replaced drives will be evaluated for possible reuse with new flocculators.
- Install new flocculator, motors and drives. Vertical shaft flocculators will be evaluated for replacement in kind or as vertical shaft hyperboloid mixers.
- Associated electrical, instrumentation and control improvements, as necessary

■ Treatment Module Chain and Flight Sludge Collectors Improvements will include

- Demolish and remove the existing deflector angle, return rack assembly and associated supports and hardware for the chain and flight sludge collectors in both Pretreatment sedimentation basins. Field inspection will also be conducted of empty sedimentation basin to further evaluate existing conditions and identify additional chain and flight components in need of replacement.
- Install new deflector angles and return track assembly including associated supports and hardware as well as additional components identified during the field inspection.
- Associated electrical, instrumentation and control improvements, as necessary.



- **Treatment Module Basin Structural Improvements will include**
 - Evaluate and propose solution to address damaged structural expansion joint between the treatment module basins and raw sludge splitter box.
- **Distribution Water Sample Pumps Improvements will include**
 - Demolish and remove two (2) distribution water sample pumps in the hydraulic room at the finished water pump station (FWPS).
 - Install two (2) new distribution water sample pumps to pump distribution water to the water quality lab on the second floor of the Membrane Building.
 - Associated electrical, instrumentation and control improvements, as necessary.
- **Finished Water Pump Station Valve Improvements will include**
 - Demolish and remove three (3) existing 16-inch check valves at the FWPS.
 - Install three (3) new 16-inch globe style check valves at the FWPS.
 - The one (1) existing FWPS pilot operated surge valve will be evaluated for replacement. City desires an alternative that is easier to operate and maintain.
- **Membrane Strainer Isolation Improvements will include**
 - Install new isolation butterfly valve upstream and new wafer-style check valve downstream of two (2) of the existing strainers (LMS-31111 and LMS-31116). The new installation will be similar to the butterfly and check isolation valves on LMS-31121.
- **Residual Solids Handling Polymer Mixing System Improvements will include**
 - Demolish and remove the existing polymer system including two (2) existing polymer mixing skids, piping, fittings and pump control panels.
 - Install new polymer system including two (2) new polymer mixing skids and associated piping and fittings in the Sludge Dewatering Building
 - Associated electrical, instrumentation and control improvements, as necessary
- **Sludge Dewatering Building Loading Area Improvements will include**
 - Install new metal plates along the concrete floor at the Sludge Dewatering Building pull-through tunnel roll-off area to protect the concrete from the roll-off container wheels.



- Install new safety/warning device such as steel angle, steel posts, or steel beam to protect the Sludge Dewatering Building at the top of the pull-through tunnel to prevent trucks from damaging the building when loading/unloading the roll-off container.
- Install six (6) new longer heavy-duty fabric or flexible rubber sludge chutes to mitigate splatter in the Sludge Dewatering Building pull-through tunnel when the sludge cake falls into the roll-off containers.

Upon receipt of notice to proceed, Engineer will execute tasks as outlined to perform the duties and responsibilities for basis of design validation, design and bidding phase activities related to the Rehabilitation Phase 2 for the SWTP.

Construction phase engineering services will be included in future contract amendments and performed upon completion of the final design and bidding phase services.

Stakeholders for this contract include:

- Ardurra and its teaming partners as “Engineer”
- City of Sugar Land as “City”

SCOPE OF WORK

The scope of work presented below describes the base level of services for this project by project task. Unless noted otherwise, all deliverables will be electronic PDF.

Basic Service Tasks

Task 1.0 – PROJECT MANAGEMENT AND COORDINATION

Task 1.1 – Project Management

Engineer shall oversee the delivery for the project. This task includes the Engineer’s coordination with the City staff to manage the delivery of the work outlined in this scope of work. The Engineer will perform the duties of project oversight and reporting to provide updates on the following items: project performance, schedule updates, budget tracking, monthly status reports, and project invoicing. The Engineer will meet with the City’s project management team to provide updates on the project status, schedule, budget, and potential changes to the scope of work at monthly progress meetings.

Engineer will track and update the budget, schedule, progress of work, and potential changes to the scope of work. Engineer will provide a project status report to the City with the monthly invoice. The project status report will include summary of work completed to date, work planned for upcoming month, and schedule update as needed.

Deliverables: Project monthly invoices and project status reports

Task 1.2 – Project Meetings

Engineer will conduct an initial kickoff meeting with the City to introduce project team members, establish protocol and lines of communication, review project goals and objectives, gather all available documents pertinent to the project, and review scope of work and schedule.



Progress meetings will be held during the course of the project with the City staff to discuss aspects of the project tasks presently underway, review progress, project schedule, and upcoming issues. These meetings will generally be about one hour in duration. The appropriate Engineering team members shall attend the meetings to discuss pertinent issues. Up to six (6) progress meetings are planned for this phase of the project. Engineer will prepare draft meeting summary within five (5) business days to submit to the City for review and approval. Final meeting summary will be issued after incorporating review comments.

Deliverables: Meeting agenda and summary

Task 1.3 – Quality Assurance/Quality Control

Engineer will perform quality assurance/quality control procedures during the project phase. These procedures will include a technical review of interim deliverables by senior technical advisors who are not directly involved with the project. The technical review will provide comments and suggestions concerning the various project deliverables for incorporation prior to submitting to the City.

The 30-percent and 60-percent technical review will include process and technical feasibility, constructability, discipline coordination, and plans and specification coordination. A one-day internal review meeting will be conducted at each design milestone to discuss the project and the associated technical review comments. The 90-percent technical review will include a final cross-discipline quality check for coordination and constructability.

Deliverables: Internal documentation of technical reviews and response logs

Task 1.4 – Project Team Coordination

Engineer will conduct regular coordination meetings with design team and subconsultants to coordinate design tasks, review all project elements, to facilitate development of final design. Up to six (6) internal team coordination meetings are planned for this phase of the project.

Task 2.0 – Data Collection, Review and Basis of Design Validation

The Engineer shall perform the following tasks to validate design concept as previously presented in the Ardurra SWTP Expansion Preliminary Engineering Report (PER) and CIP Evaluation Technical Memorandum, conduct additional assessments, further advance design with additional enhancements and solutions to formulate an updated basis of design prior to proceeding with final design.

Task 2.1 - Data Collection and Review, and Site Visits

The Engineer will obtain and review available historical plant operation data, operation reports, and other pertinent records, including but not limited to:

- Plant flows for last 5 years (2021 through 2025)
- Available water quality data throughout treatment processes for last 5 years (2021 through 2025)
- Pretreatment process chemical dosage for last 5 years (2021 through 2025) and MSDS data sheets



- Residual solids handling polymer dosage for last 5 years (2021 through 2025) and MSDS data sheets
- Sludge manifest for last 5 years (2021 through 2025) and MSDS data sheets
- Plant disinfection CT study if there is any update since 2020
- Original O&M manuals for process equipment related to the Phase 2 project such as flocculators, chain and flight sludge collectors, sample pumps, check valves, surge valves, strainers, and polymer system etc.
- Any improvement projects and study reports since the completion of SWTP Expansion PER.

Engineer will prepare a Data Request list and present to the City at the Kick-off meeting. It is assumed data requested will be provided to the Engineer in an electronic format. Upon receiving the data, the Engineer will review, analyze and identify any potential gaps. The City will also provide electronic access to the City's O&M Manual for use in downloading any pertinent As-Built files by the original Contractor as well as any particular equipment O&M Manuals, etc. During the course of the project, Engineer may identify other pertinent documents as the project and will make a request to the City.

Task 2.2 – Basis of Design Validation

Engineer will perform the following to validate basis of design:

- Reviews of the latest plant operation data (flows, chemical dosage etc.) to develop a basis of design for the proposed improvements. This will include confirming design capacity, hydraulic analysis, field condition assessment, evaluation of material of construction, and alternative evaluation.
- Development of final design criteria.
- Development of system sizing and equipment data sheets.

Task 3.0 – FINAL DESIGN

Task 3.1 – 60-Percent Plans and Specifications

The plans, opinion of probable construction cost (OPCC), and specifications will be completed to a 60-percent level and submitted to the City for review and comment. Engineer will use a combination of City's standard specifications (as applicable) and Ardurra's specifications that are developed for this project. Specification format will be Ardurra standard format following the CSI 16-division format. It is assumed that Division 0 Front-End Documents will be provided by the City, and Engineer will modify to include project specifics into the Document.

The 60% design will include the following items. All the drawings will be prepared in 2-D using Autodesk AutoCAD.

- Civil and Site Work, SWPPP, including grading, paving, drainage, stormwater mitigation, SWPPP requirements during construction.
- Structural design for the improvements.
- Electrical Design including electrical load list and one-line diagrams.
- Instrumentation, Control, and SCADA Design including process and instrumentation diagrams and SCADA system architecture and integration new equipment and systems into the existing plant SCADA network.
- Development of a maintenance of plant operation (MOPO) plan, including potential construction constraints and development of a construction sequencing and staging plan in



order to maintain plant operation during the rehabilitation. Engineer will address constructability concerns and determine the overall construction schedule for the project.

- 60% plans, specifications, and Opinion of Probable Construction Cost.

It is understood that the city would like to consider to deliver the project via a competitive sealed proposal (CSP) process which is the delivery method proposed for the Rehabilitation Phase 1 project. Engineer will work with the City to develop CSP criteria and associated weights for use on the project.

Deliverables: Electronic PDF of 60% plans, specifications, and OPCC

Task 3.2 – 90-Percent Plans and Specifications

The plans and specifications will be completed to a 90-percent level and submitted to the City for review and comment.

Deliverables: Electronic PDF of 90% plans, specifications, and OPCC

Task 3.3 – 60-Percent and 90-Percent Review Workshops

Review meetings with city staff will be conducted for the 60- percent and 90-percent complete plans and specifications. These meetings will be held approximately two weeks following submittal of the documents to provide time for review, and comment collection & compiling. Following their review, city staff will provide written comments in a consolidated file that summarizes all comments from reviewers to Engineer. Engineer will provide written responses to these comments. It is anticipated that each review workshop will be approximately 4 hours each.

Deliverables: 60% and 90% Review Comments Response Logs

Task 3.4 - Coordination with TCEQ and Texas Department of Licensing and Regulation (TDLR)

3.4.1. Regulatory Review and Permit Checklist

Engineer will conduct a preliminary assessment to identify project related code and permit requirements, develop a regulatory and permit review checklist to outline deliverable milestones, regulatory and permit review timeline, and proposed schedule for compliance. The project Regulatory and Permit Review Checklist will be used to track regulatory coordination and permit reviews.

3.4.2. TCEQ Plan Review Submission

Engineer will review and submit documents to be in compliance with Texas Commission on Environmental Quality (TCEQ) rules and regulations. Engineer will submit 95-percent complete plans and specifications to TCEQ for review. Upon receipt of plan review comments, Engineer will respond in writing and make necessary changes to the contract documents and finalize a 100- percent set of signed and sealed bid documents.

This task also includes miscellaneous design coordination that will be made with TCEQ over the course of the design phase.

Deliverables: Two hard copies (plans and specifications) to TCEQ for review and response letter to address comments

3.4.3. TDLR Plan Review Submission



Engineer will include necessary provisions within the project to be compliant with accessibility per the TDLR. Engineer will obtain the services of Registered Accessibility Specialist (RAS) and submit 95-percent plans and specifications to the RAS for review to obtain approval through the TDLR ADA compliance review. Upon receipt of comments, Engineer will make appropriate changes in the contract documents to address requested changes.

Deliverables: Two hard copies (plans and specifications) to TDLR for review and response letter to address comments

Task 3.5 - City Permit Review Coordination

Engineer will coordinate with City Building Permit and submit plans for review and approval at the 95% Design Deliverable. Engineer will conduct a pre-application meeting with the city Building Permit to review general scope of work and proposed site plan to facilitate site plan and building review. Engineer will prepare and submit a permit package to City Building Permit. Upon receipt of plan review comments, Engineer will respond in writing and make necessary changes to the contract documents and before issuing a 100- percent set of signed and sealed bid documents.

Deliverables: Electronic copy (plans and specifications) to City Building Permit for review and response letter to address comments through the City online portal.

Task 3.6 - FAA Coordination

Engineer will develop and submit layout and elevation data for proposed new structures to the FAA to review through its online portal. Engineer will submit permanent obstruction data and temporary construction data such as construction cranes used during construction.

Deliverables: FAA Online Portal Submittal

Task 3.7 - Final Bid-Ready Plans and Specifications

The plans and specifications will be finalized based on comments from the City. Engineer will seal and sign the completed documents. Engineer will update plans and specifications with any final comments prior to finalizing for construction. Plans and specifications will be provided as one set of documents and not in separate packages.

Deliverables: Electronic PDF of final bid-ready plans and specifications; 100% OPCC

Task 4.0 - Bidding Phase Support and Conformed Documents

Upon completion of the Contract Documents, Engineer will assist the City in the bidding phase and provide the following services. The city will be responsible for bid advertisement:

- Post bid documents on OpenGov and referenced on Civcast. Monitor bid questions and upload bid addenda and responses.
- Attend a pre-bid meeting and site walkthrough.
- Respond in writing to questions from bidders, prepare and issue addenda, including drawings and specifications and necessary interpretations and clarifications of the Contract Documents, coordinate with City, as necessary.
- Prepare bid tabulation, evaluate bids (based on City



- CSP scoring and pricing process), and submit a letter of recommendation of award.
- Engineer will update Issue for Bid plans and specifications to incorporate addenda from the bidding phase to prepare conformed documents or Issue for Construction set.

It is assumed the bidding phase will be two months.

Deliverables: Addenda as Required to Response to Bidder’s Questions;
Bid Tab;
Engineer Letter of Recommendation of Bid Award based on City CSP scoring process ;
Electronic Conformed Documents including plans and specifications in PDF
Up to three (3) full-size sets of plans and specifications for use by city construction team

Assumptions

1. Additional site topographic survey is not anticipated. The work that was previously conducted during the SWTP Expansion PER phase will be used for the Rehabilitation Phase 2 project.
2. Additional geotechnical investigation is not anticipated. The work that was previously conducted during the SWTP Expansion PER phase will be used for the Rehabilitation Phase 2 project.
3. Building mechanical improvements (HVAC, Plumbing, Fire Alarm and Fire Protection) are not anticipated in the Rehabilitation Phase 2 project.
4. Additional electrical power study is not anticipated.
5. Subsurface utilities engineering is not included.
6. Environmental assessment service is not anticipated.
7. Update of disinfection CT study is not anticipated.
8. Services for funding application support, environmental review and document preparation, and engineering feasibility study, are not included.
9. Texas Department of Insurance design review is not anticipated.

OTHER SERVICE TASKS

Other additional service tasks will be negotiated with the City as needed, including additional studies and investigation as required to support recommended solution and/or as required to address system which may become affected as a result of the proposed work but not originally envisioned or as added by the City.

Attachment B Level of Effort Fee Estimate

Project: City of Sugar Land Surface Water Treatment Plant Rehabilitation Phase 2 (CIP CSW2601)
 Consultant: Ardurra Group, Inc.

			Ardurra Estimated Man-hours														Ardurra - Total Hours (Hrs)	Ardurra Subtotal Labor Cost (\$)	ODCs (\$)	Total Cost (Ardurra + Subs) (\$)	
Task	Subtask	Task Description	Technical Director QA/QC Rate \$ 290.00	Sr. PM \$ 290.00	Sr. Proj. Eng. (Process Mech) \$ 260.00	Proj Eng. 5/6 (Process Mech) \$ 185.00	Proj Eng. 3/4 (Process Mech) \$ 170.00	Sr. Proj. Eng. (Electrical) \$ 260.00	Proj Eng. (Electrical) \$ 170.00	Sr. Proj. Eng. (Instru. & Control) \$ 260.00	Proj Eng. (Instru. & Control) \$ 170.00	Sr. Proj. Eng. (Structural) \$ 260.00	Proj Eng. (Structural) \$ 180.00	CAD Designer \$ 165.00	CAD Technician \$ 105.00	Word Processor /Project Admin \$ 125.00					Contract Administrator \$ 105.00
BASIC SERVICES																					
1.0 - PROJECT MANAGEMENT AND COORDINATION																					
	1.1	Project Management (Schedule, Filing, Invoicing, Progress Report & Contract Administration etc.)		8		15											15	38	\$ 6,670.00	\$ 6,670.00	
	1.2	Project Meetings with City (Max. of 6)		6		12	16									6		40	\$ 7,430.00	\$ 7,430.00	
	1.3	QA/QC (30%, 60%, & 90%)	40					40										80	\$ 22,000.00	\$ 22,000.00	
	1.4	Project Team Coordination and Meetings		6		12	16	8	8	2	8	2	8			6		76	\$ 14,710.00	\$ 14,710.00	
		Project Task Expenses (5% on Subtotal Hrs Cost), See Note 1.																		\$ 2,540.50	\$ 2,540.50
1.0 - PROJECT MANAGEMENT AND COORDINATION			40	20	0	39	32	48	8	2	8	2	8	0	0	12	15	234	\$ 50,810.00	\$ 2,540.50	\$ 53,351.00
2.0 - DATA COLLECTION, REVIEW AND BASIS OF DESIGN VALIDATION																					
	2.1	Data Collection, Review and Site Visits		4		16	24	2	8	2	12		8					76	\$ 14,080.00	\$ 14,080.00	
	2.2	Basis of Design Validation - Design Calculations, Field Inspection and Alternative Evaluation		8	8	20	40	5	16	2	12		8					119	\$ 22,920.00	\$ 22,920.00	
		Project Task Expenses (5% on Subtotal Hrs Cost), See Note 1.																		\$ 1,850.00	\$ 1,850.00
2.0 - DATA COLLECTION, REVIEW AND BASIS OF DESIGN VALIDATION			0	12	8	36	64	7	24	4	24	0	16	0	0	0	0	195	\$ 37,000.00	\$ 1,850.00	\$ 38,850.00
3.0- FINAL DESIGN PHASE																					
3.1, 3.2, & 3.7 Plans (60%, 90% & Bid-Ready)																					
1	C-1	Cover Sheet						1							3			4	\$ 485.00	\$ 485.00	
2	GP-G-1	Drawing Index						1							4			5	\$ 590.00	\$ 590.00	
3	GP-G-2	Drawing Standards						1							1			2	\$ 275.00	\$ 275.00	
4	GP-G-3	Key Plan and General Designations						1							1			2	\$ 275.00	\$ 275.00	
5	GP-M-1	Equipment Abbreviations and Numbering Systems						1							1			2	\$ 275.00	\$ 275.00	
6	GP-M-2	Piping/Valve Legends and Abbreviations I						1							1			2	\$ 275.00	\$ 275.00	
7	GP-M-3	Piping/Valve Legends and Abbreviations II, Process Legend, Notes and Abbreviations						1							1			2	\$ 275.00	\$ 275.00	
8	GS-C-1	Construction General Notes Sheet 1						1							1			2	\$ 275.00	\$ 275.00	
9	GS-C-2	Construction General Notes Sheet 2						1							1			2	\$ 275.00	\$ 275.00	
10	GS-C-3	Treatment Plant Existing Site Plan						1							2			3	\$ 380.00	\$ 380.00	
11	GS-C-4	Proposed Improvements Plan		1				8							8			17	\$ 2,490.00	\$ 2,490.00	
12	GS-C-5	SWPPP Plan		0.5		4									8			12.5	\$ 1,725.00	\$ 1,725.00	
13	TM1-D-1	Flocculation and Sedimentation - Overall Demolition Plan				1	8								8			17	\$ 2,385.00	\$ 2,385.00	
14	TM1-D-2	Flocculation and Sedimentation - Flocculation Basins Demolition Plan				0.5	6								8			14.5	\$ 1,952.50	\$ 1,952.50	
15	TM1-D-3	Flocculation and Sedimentation - Sedimentation Basins Demolition Plan				1	8								8			17	\$ 2,385.00	\$ 2,385.00	
16	TM1-D-4	Flocculation and Sedimentation - Demolition Section and Details I				0.5	8								8			16.5	\$ 2,292.50	\$ 2,292.50	
17	TM1-D-5	Flocculation and Sedimentation - Demolition Section and Details II				0.5	8								8			16.5	\$ 2,292.50	\$ 2,292.50	
18	TM1-D-6	Flocculation and Sedimentation - Demolition Section and Details III				0.5	8								8			16.5	\$ 2,292.50	\$ 2,292.50	
19	TM1-D-7	Membrane Feed Pump Station and Strainers - Demolition Plan				1	8								8			17	\$ 2,385.00	\$ 2,385.00	
20	TM1-D-8	Membrane Feed Pump Station and Strainers - Demolition Section and Details				0.5	8								8			16.5	\$ 2,292.50	\$ 2,292.50	
21	TM1-M-1	Flocculation and Sedimentation - Overall Improvements Plan		0.5		1	10								8			19.5	\$ 2,870.00	\$ 2,870.00	
22	TM1-M-2	Flocculation and Sedimentation - Flocculation Basins Improvements Upper Plan		0.5		0.5	8								12			21	\$ 2,857.50	\$ 2,857.50	
23	TM1-M-3	Flocculation and Sedimentation - Flocculation Basins Improvements Lower Plan		0.5		0.5	8								8			17	\$ 2,437.50	\$ 2,437.50	
24	TM1-M-4	Flocculation and Sedimentation - Sedimentation Basins Improvements Upper Plan		0.5		1	10								12			23.5	\$ 3,290.00	\$ 3,290.00	
25	TM1-M-5	Flocculation and Sedimentation - Sedimentation Basins Improvements Lower Plan		0.5		1	10								8			19.5	\$ 2,870.00	\$ 2,870.00	
26	TM1-M-6	Flocculation and Sedimentation - Improvements Section I		0.5		1	10								10			21.5	\$ 3,080.00	\$ 3,080.00	
27	TM1-M-7	Flocculation and Sedimentation - Improvements Section II		0.5		1	10								10			21.5	\$ 3,080.00	\$ 3,080.00	
28	TM1-M-8	Flocculation and Sedimentation - Improvements Section III		0.5		1	10								10			21.5	\$ 3,080.00	\$ 3,080.00	
29	TM1-M-9	Membrane Feed Pump Station and Strainer Improvements		1		1	10								8			20	\$ 3,015.00	\$ 3,015.00	
30	TM1-M-10	Membrane Feed Pump Station and Strainers Improvements Sections		0.5		1	10								8			19.5	\$ 2,870.00	\$ 2,870.00	

Attachment B Level of Effort Fee Estimate

Project: City of Sugar Land Surface Water Treatment Plant Rehabilitation Phase 2 (CIP CSW2601)
 Consultant: Ardurra Group, Inc.

			Ardurra Estimated Man-hours														Ardurra -	Ardurra Subtotal	ODCs	Total Cost (Ardurra	
Task	Subtask	Task Description	Technical Director QA/QC	Sr. PM	Sr. Proj. Eng. (Process Mech)	Proj Eng. 5/6 (Process Mech)	Proj Eng. 3/4 (Process Mech)	Sr. Proj. Eng. (Electrical)	Proj Eng. (Electrical)	Sr. Proj. Eng. (Instru. & Control)	Proj Eng. (Instru. & Control)	Sr. Proj. Eng. (Structural)	Proj Eng. (Structural)	CAD Designer	CAD Technician	Word Processor /Project Admin	Contract Administrator	Total Hours (Hrs)	Labor Cost (\$)	(\$)	+ Subs) (\$)
			\$ 290.00	\$ 290.00	\$ 260.00	\$ 185.00	\$ 170.00	\$ 260.00	\$ 170.00	\$ 260.00	\$ 170.00	\$ 260.00	\$ 180.00	\$ 165.00	\$ 105.00	\$ 125.00	\$ 105.00				
31	GT1-D-1	GAC/Chlorine Disinfection/Finished Water Pump Station - Overall Demolition Plan				0.5	6								8			14.5	\$ 1,952.50		\$ 1,952.50
32	GT1-D-2	GAC/CD/FWPS - Enlarged FWPS Demolition Plan				0.5	6								8			14.5	\$ 1,952.50		\$ 1,952.50
33	GT1-D-3	GAC/CD/FWPS - Enlarged FWPS Demolition Section and Details				0.5	6								8			14.5	\$ 1,952.50		\$ 1,952.50
34	GT1-D-4	GAC/CD/FWPS - Enlarged Hydraulic Room Demolition Plan and Sections				0.5	6								8			14.5	\$ 1,952.50		\$ 1,952.50
35	GT1-M-1	GAC/Chlorine Disinfection/Finished Water Pump Station - Overall Improvements Plan		0.5		1	8								8			17.5	\$ 2,530.00		\$ 2,530.00
36	GT1-M-2	GAC/CD/FWPS - Enlarged FWPS Improvements Plan		0.5		1	8								10			19.5	\$ 2,740.00		\$ 2,740.00
37	GT1-M-3	GAC/CD/FWPS - Enlarged FWPS Improvements Section and Details I		0.5		1	8								8			17.5	\$ 2,530.00		\$ 2,530.00
38	GT1-M-4	GAC/CD/FWPS - Enlarged FWPS Improvements Section and Details II		0.5		1	8								8			17.5	\$ 2,530.00		\$ 2,530.00
39	GT1-M-5	GAC/CD/FWPS - Enlarged Hydraulic Room Improvements Plan and Sections		0.5		1	8								10			19.5	\$ 2,740.00		\$ 2,740.00
40	SP-D-1	Sludge Dewatering Building - First Floor Overall Demolition Plan				0.5	8								8			16.5	\$ 2,292.50		\$ 2,292.50
41	SP-D-2	Sludge Dewatering Building - Demolition Section and Details				0.5	4								8			12.5	\$ 1,612.50		\$ 1,612.50
42	SP-D-3	Sludge Dewatering Building - Polymer System Enlarged Demolition Plan				1	8								10			19	\$ 2,595.00		\$ 2,595.00
43	SP-D-4	Sludge Dewatering Building - Polymer System Demolition Section and Details I				0.5	8								8			16.5	\$ 2,292.50		\$ 2,292.50
44	SP-D-5	Sludge Dewatering Building - Polymer System Demolition Section and Details II				0.5	8								8			16.5	\$ 2,292.50		\$ 2,292.50
45	SP-M-1	Sludge Dewatering Building - First Floor Overall Improvements Plan		0.5	4	1	10								10			25.5	\$ 4,120.00		\$ 4,120.00
46	SP-M-2	Sludge Dewatering Building - Improvements Section		0.5		0.5	6								8			15	\$ 2,097.50		\$ 2,097.50
47	SP-M-3	Sludge Dewatering Building - Polymer System Improvements Enlarged Plan		0.5		1	10								12			23.5	\$ 3,290.00		\$ 3,290.00
48	SP-M-4	Sludge Dewatering Building - Polymer System Improvements Section and Details I		0.5		1	10								10			21.5	\$ 3,080.00		\$ 3,080.00
49	SP-M-5	Sludge Dewatering Building - Polymer System Improvements Section and Details II		0.5		1	10								10			21.5	\$ 3,080.00		\$ 3,080.00
50	STD-M-1	Standard Mechanical Detail I					4								4			8	\$ 1,100.00		\$ 1,100.00
51	STD-M-2	Standard Mechanical Detail II					4								4			8	\$ 1,100.00		\$ 1,100.00
52	STD-M-3	Standard Mechanical Detail III					4								4			8	\$ 1,100.00		\$ 1,100.00
53	STD-M-4	Standard Mechanical Detail IV					4								4			8	\$ 1,100.00		\$ 1,100.00
54	STD-M-5	Standard Mechanical Detail V					4								4			8	\$ 1,100.00		\$ 1,100.00
55	GP-S-1	Structural Notes and Design Criteria								1	2	6						9	\$ 1,610.00		\$ 1,610.00
56	GP-S-2	Structural Abbreviations and Legend								1	2	6						9	\$ 1,610.00		\$ 1,610.00
57	TM1-S-1	Flocculation and Sedimentation Improvements Structural Plan I								1	8	8						17	\$ 3,020.00		\$ 3,020.00
58	TM1-S-2	Flocculation and Sedimentation Improvements Structural Plan II								1	8	8						17	\$ 3,020.00		\$ 3,020.00
	GT1-S-1	GAC/CD/FWPS - Structural Improvements Misc. Details								1	4	8						13	\$ 2,300.00		\$ 2,300.00
59	SP-S-1	Sludge Dewatering Building - Structural Improvements Plan and Details I								1	6	8						15	\$ 2,660.00		\$ 2,660.00
60	SP-S-2	Sludge Dewatering Building - Structural Improvements Plan and Details II								1	6	8						15	\$ 2,660.00		\$ 2,660.00
61	STD-S-1	Misc. Structural Details I								1	2	6						9	\$ 1,610.00		\$ 1,610.00
62	STD-S-2	Misc. Structural Details II								1	2	6						9	\$ 1,610.00		\$ 1,610.00
63	GP-I-1	I&C Legend & Abbreviations I									2				8			10	\$ 1,180.00		\$ 1,180.00
64	GP-I-2	I&C Legend & Abbreviations II									2				8			10	\$ 1,180.00		\$ 1,180.00
65	TM1-I-1	Flocculation Basin P&ID								2	14				8			24	\$ 3,740.00		\$ 3,740.00
66	TM1-I-2	Sedimentation Basin P&ID								2	14				8			24	\$ 3,740.00		\$ 3,740.00
67	MB1-I-1	Membrane Feed Pump Station and Strainers P&ID								2	14				8			24	\$ 3,740.00		\$ 3,740.00
68	GT-I-1	Finished Water Pump Station P&ID								2	14				8			24	\$ 3,740.00		\$ 3,740.00
69	GT-I-2	Distribution Water Sample Pump P&ID								2	14				8			24	\$ 3,740.00		\$ 3,740.00
70	SP-I-1	Polymer Feed P&ID I								2	14				8			24	\$ 3,740.00		\$ 3,740.00
71	SP-I-2	Polymer Feed P&ID II								2	14				8			24	\$ 3,740.00		\$ 3,740.00
72	STD-I-1	Control Panel Details I									2				8			10	\$ 1,180.00		\$ 1,180.00
73	STD-I-2	Control Panel Details II									2				8			10	\$ 1,180.00		\$ 1,180.00
74	STD-I-3	Control Panel Details III									2				8			10	\$ 1,180.00		\$ 1,180.00
75	STD-I-4	Instrument Installation Details									6				8			14	\$ 1,860.00		\$ 1,860.00

Attachment B Level of Effort Fee Estimate

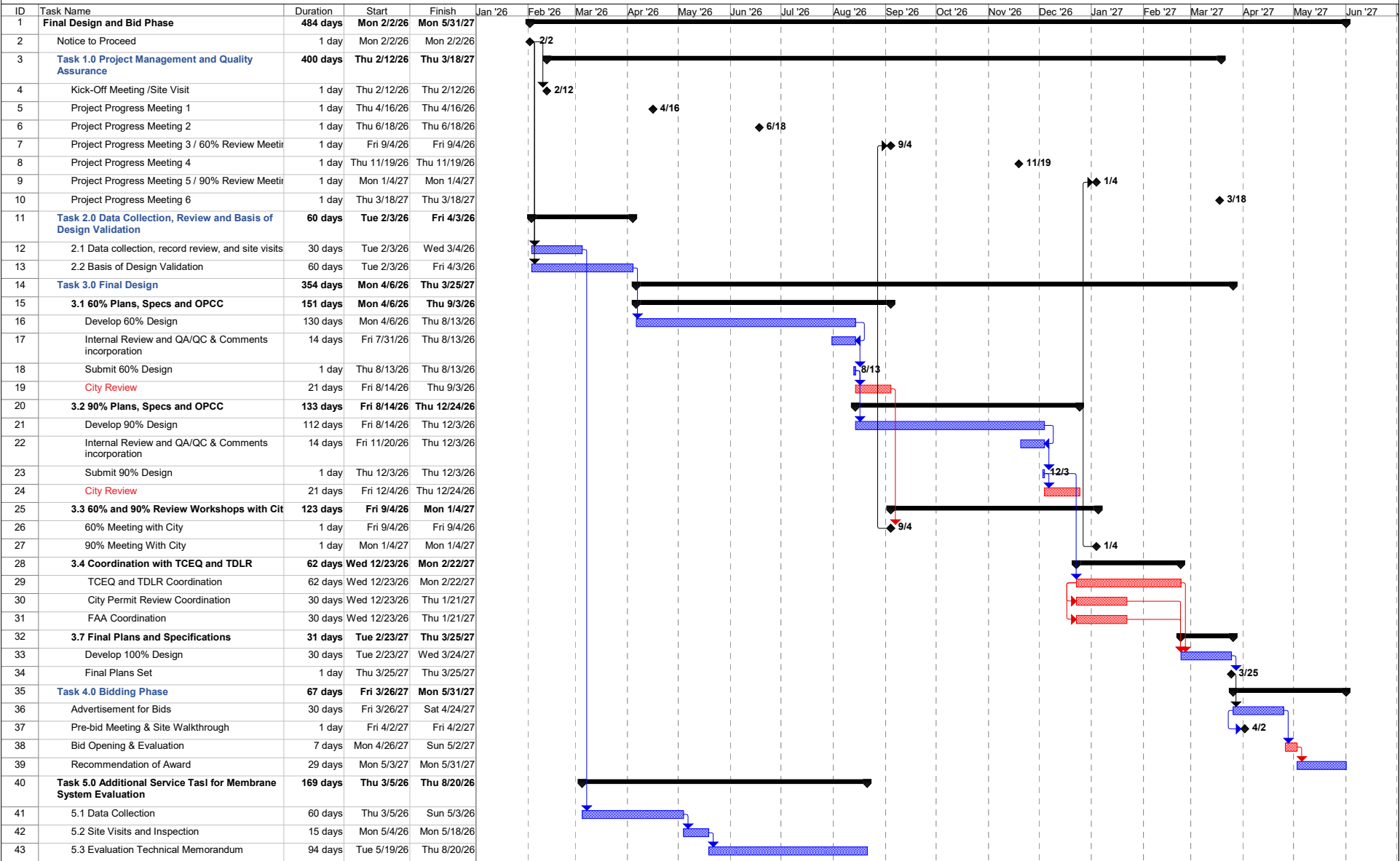
Project: City of Sugar Land Surface Water Treatment Plant Rehabilitation Phase 2 (CIP CSW2601)
 Consultant: Ardurra Group, Inc.

Ardurra Estimated Man-hours																					
Task	Subtask	Task Description	Technical	Sr. PM	Sr. Proj. Eng.	Proj Eng. 5/6	Proj Eng. 3/4	Sr. Proj. Eng.	Proj Eng.	Sr. Proj. Eng.	Proj Eng.	Sr. Proj. Eng.	Proj Eng.	CAD Designer	CAD Technician	Word Processor	Contract	Ardurra - Total Hours (Hrs)	Ardurra Subtotal Labor Cost (\$)	ODCs (\$)	Total Cost (Ardurra + Subs) (\$)
			Director QA/QC		(Process Mech)	(Process Mech)	(Process Mech)	(Electrical)	(Electrical)	(Instru. & Control)	(Instru. & Control)	(Structural)	(Structural)			/Project Admin	Administrator				
Rate			\$ 290.00	\$ 290.00	\$ 260.00	\$ 185.00	\$ 170.00	\$ 260.00	\$ 170.00	\$ 260.00	\$ 170.00	\$ 260.00	\$ 180.00	\$ 165.00	\$ 105.00	\$ 125.00	\$ 105.00				
76	GP-E-1	Legend and Symbols							1					2				3	\$ 500.00		\$ 500.00
77	GP-E-2	General Notes							1					2				3	\$ 500.00		\$ 500.00
78	TM1-E-1	Flocculation and Sedimentation - MCC-FLS One Line Diagram Demolition						1	4					8				13	\$ 2,260.00		\$ 2,260.00
79	TM1-E-2	Flocculation and Sedimentation - MCC-FLS One Line Diagram						1	2					4				7	\$ 1,260.00		\$ 1,260.00
80	TM1-E-3	Flocculation and Sedimentation - Flocculation Basins Plan						1	4					8				13	\$ 2,260.00		\$ 2,260.00
81	TM1-E-4	Flocculation and Sedimentation - Sedimentation Basins Plan						1	4					8				13	\$ 2,260.00		\$ 2,260.00
82	TM1-E-5	Flocculation and Sedimentation - Electrical Room Demolition Plan						1	4					8				13	\$ 2,260.00		\$ 2,260.00
83	TM1-E-6	Flocculation and Sedimentation - Electrical Room Plan						1	2					4				7	\$ 1,260.00		\$ 1,260.00
84	TM1-E-7	Flocculation and Sedimentation - Control Schematics - VFDs						1	4									5	\$ 940.00		\$ 940.00
85	TM1-E-8	Flocculation and Sedimentation - Conduit and Cable Schedules						1	4									5	\$ 940.00		\$ 940.00
86	GT1-E-1	GAC/CD/FWPS - MCC-GAC/FWPS One Line Diagram Demolition						1	4					8				13	\$ 2,260.00		\$ 2,260.00
87	GT1-E-2	GAC/CD/FWPS - MCC-GAC/FWPS One Line Diagram						1	2					4				7	\$ 1,260.00		\$ 1,260.00
88	GT1-E-3	GAC/CD/FWPS - Hydraulic Room Plan						1	4					8				13	\$ 2,260.00		\$ 2,260.00
89	GT1-E-4	GAC/CD/FWPS - Electrical Room and FWPS Plan						1	4					8				13	\$ 2,260.00		\$ 2,260.00
90	GT1-E-5	GAC/CD/FWPS - Control Schematics - Surge Control Valve						1	8									9	\$ 1,620.00		\$ 1,620.00
91	GT1-E-6	GAC/CD/FWPS - Conduit and Cable Schedule						1	4									5	\$ 940.00		\$ 940.00
92	SP-E-1	Sludge Dewatering Building - MCC-SBD One Line Diagram Demolition						1	4					8				13	\$ 2,260.00		\$ 2,260.00
93	SP-E-2	Sludge Dewatering Building - MCC-SBD One Line Diagram						1	2					4				7	\$ 1,260.00		\$ 1,260.00
94	SP-E-3	Sludge Dewatering Building - First Floor Power Plan						1	4					8				13	\$ 2,260.00		\$ 2,260.00
95	SP-E-4	Sludge Dewatering Building - Conduit and Cable Schedule						1	4									5	\$ 940.00		\$ 940.00
		Contract Documents, Bid Form, and Technical Specifications (full specs for 60%, 90%, and Final Bid-ready)		4	8	12	60	3	20	6	24	2	8			40		187	\$ 32,440.00		\$ 32,440.00
		Constructability Review and Staging Plan		8	8	10	8	2	8	2	6							52	\$ 11,030.00		\$ 11,030.00
		Cost Estimate Update (60%, 90%, & Final bid-ready)				4	40	2	4	4	12							66	\$ 11,820.00		\$ 11,820.00
	3.3	60 % and 90% City Review Workshop (Submittal Comments Incorporation, Comments-Response Log Preparation, etc.)		4		8	24	8	20	8	20		6			8		106	\$ 19,760.00		\$ 19,760.00
	3.4	Coordination with TCEQ and TDLR																0	\$ -		\$ -
	3.4.1	Regulatory Review and Permit Checklist					24											24	\$ 4,080.00		\$ 4,080.00
	3.4.2	TCEQ Plan Review Submission/Comments Responses		2		4	24							2	4			36	\$ 6,110.00		\$ 6,110.00
	3.4.3	TDLR Plan Review Submission/Comments Responses				16									4			20	\$ 3,220.00		\$ 3,220.00
	3.5	City Permit Review Coordination		2		4	32							2	4			44	\$ 7,470.00		\$ 7,470.00
	3.6	FAA Coordination				24												24	\$ 4,080.00		\$ 4,080.00
		Project Task Expenses (5% on Subtotal Hrs Cost), See Note 1.																		\$ 14,713.25	\$ 14,713.25
3.0- FINAL DESIGN PHASE			0	32	20	75	594	33	122	34	176	11	54	156	486	60	0	1853	\$ 294,265.00	\$ 14,713.25	\$ 308,978.25
4.0. BIDDING PHASE																					
		Post Bid Documents on Civcast, download bid questions, and Upload Addenda					12									6		18	\$ 2,790.00		\$ 2,790.00
		Attend Pre-bid Meeting and Site Walkthrough		4		4												8	\$ 1,900.00		\$ 1,900.00
		Respond to Bidder Questions, Prepare & Issue Addenda		4		4	16	2	8	2	8	3	6		8	6		67	\$ 11,830.00		\$ 11,830.00
		Bid Evaluation, Bid Tabulation, & Recommendation of Award		4		12										4		20	\$ 3,880.00		\$ 3,880.00
		Prepare Conformed Documents				2	12	0.5	4		4				8			30.5	\$ 4,740.00		\$ 4,740.00
		Project Task Expenses (5% on Subtotal Hrs Cost), See Note 1.																		\$ 1,257.00	\$ 1,257.00
4.0. BIDDING PHASE			0	12	0	22	40	2.5	12	2	12	3	6	0	16	16	0	143.5	\$ 25,140.00	\$ 1,257.00	\$ 26,397.00
TOTAL BASIC SERVICES			40	76	28	172	730	90.5	166	42	220	16	84	156	502	88	15	2425.5	\$ 407,215.00	\$ 20,360.75	\$ 427,576.25

Notes:
 1. Project expenses will be time and materials on a reimbursable basis.

Attachment C

City of Sugar Land
Surface Water Treatment Plant Rehabilitation Phase 2



Date: Fri 12/12/25

Task		External Tasks		Inactive Summary		Start-only		Deadline	
Split		External Milestone		Manual Task		Finish-only			
Milestone		Inactive Task		Duration-only		External Tasks		External Milestone	
Summary		Inactive Milestone		Manual Summary Rollup		Progress			
Project Summary		Inactive Milestone		Manual Summary					

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.

Ardurra Group, Inc.
Houston, TX United States

Certificate Number:
2025-1397779

Date Filed:
12/08/2025

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

City of Sugar Land

Date Acknowledged:

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.

CIP CSW 2601
Surface Water Treatment Plant Rehabilitation Phase 2

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

5 Check only if there is NO Interested Party.


6 UNSWORN DECLARATION

My name is Yue Sun, and my date of birth is [REDACTED].

My address is [REDACTED]
(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 8th day of December, 2025.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)

STATE OF TEXAS - HOUSE BILL 89 VERIFICATION

I, Yue Sun, the undersigned representative of
(Person name)

Ardurra Group, Inc.

(Company or Business name)

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

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

Pursuant to Section 2270.001, Texas Government Code:

- 1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

11/25/2025
DATE

Project Principal
POSITION / TITLE



SIGNATURE OF COMPANY REPRESENTATIVE

STATE OF TEXAS - SENATE BILL 13 VERIFICATION

I, Yue Sun, the undersigned representative of
(Person name)

Ardurra Group, Inc.,
(Company or Business name)

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

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

Pursuant to Section 2274.001, Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
 - (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
 - (B) does business with a company described by Paragraph (A).
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations, that exists to make a profit.

11/25/2025
DATE

Project Principal
POSITION / TITLE



SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL

STATE OF TEXAS - SENATE BILL 19 VERIFICATION

I, Yue Sun, the undersigned representative of
(Person name)

Ardurra Group, Inc.,

(Company or Business name)

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

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

Pursuant to Section 2274.001, Texas Government Code:

1. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship.
2. "Discriminate against a firearm entity or firearm trade association"
 - (A) means, with respect to the entity or association, to:
 - (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
 - (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - (B) does not include:
 - (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and
 - (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:
 - (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or
 - (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.
3. "Firearm entity" means:

- (A) a firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and
 - (B) a sport shooting range as defined by Section 250.001, Local Government Code.
4. "Firearm trade association" means any person, corporation, unincorporated association, federation, business league, or business organization that:
- (A) is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;
 - (B) has two or more firearm entities as members; and
 - (C) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

11/25/2025

DATE

Project Principal

POSITION / TITLE



SIGNATURE OF COMPANY REPRESENTATIVE

FORM MUST BE COMPLETED & SUBMITTED WITH YOUR SUBMITTAL



Voss Rd

Burney Rd

Gannoway Lake Dr

Lining Ln

SURFACE WATER
TREATMENT PLANT

Front gate HSI S

Gannoway Lake

Burney Rd



City Council Agenda Request February 3, 2026

Agenda Request No: VII.D.

Agenda of: City Council Meeting

Initiated by: Timothy Jahn, Senior Engineering Manager

Presented by: Timothy Jahn, Senior Engineering Manager

Responsible Department: Engineering

Agenda Caption:

CONTRACT WITH A&S ENGINEERS, INC.

Consideration of and action on the authorization of a professional design services contract with A&S Engineers, Inc. for design phase services for the Water Distribution Rehabilitation, CWA2606, in the amount of \$286,000.00.

Recommended Action:

Authorize a professional design services contract with A&S Engineers, Inc. for design phase services for the Water Distribution Rehabilitation, CWA2606, in the amount of \$286,000.00.

Executive Summary:

The City's Water Distribution System Rehabilitation Program is a waterline replacement program that prioritizes and replaces aging water main infrastructure that is prone to leakage and areas of high reported break history. With the help of the City's Asset Management Program, the City is able to locate these areas that have compromised the integrity of the City's water distribution system for replacement to help maintain and enhance customer service levels and provide adequate distribution capacity to customers. Currently, the waterline distribution program includes alternating years of design and construction.

The proposed replacement sections identified in CIP CWA2606 were selected by City staff's knowledge of problem areas and the Rehabilitation and Replacement Planning System (RRPS) model, which is a risk-based Water Main Asset Management Model. The model uses a risk-based methodology, which includes water main age, break history and consequences of failure to prioritize the water main rehabilitation.

The scope of work for CIP CWA2606 water distribution rehabilitation design contract will include the following tasks:

- Task 1 – Preliminary Alignment Study
- Task 2 – Preparation of Design Plans
- Task 3 – Preparation of Project Specifications
- Task 4 – Prepare Opinion of Probable Construction Cost (OPCC)

- Task 5 – Review Design and Coordination with City Staff
- Task 6 – Project Advertisement Assistance
- Task 7 – Recommend Contractor to City and Council Members

The Engineering Department followed the City’s Policy Number PU-109 concerning the selection of professional services that included the evaluation of qualified firms through review of State of Qualifications (SOQs) submitted through the Request for Qualifications (RFQ) process. City Engineering and Utilities staff reviewed eighteen SOQ submittals and scored them based on the consultant’s work experience with similar projects, design approach to the project, quality assurance program, and references from other agencies. Of the eighteen SOQs, the City interviewed the top three scoring firms to finalize selection of the most qualified firm.

The Engineering and Utilities staff recommend A&S Engineers, Inc. and staff has negotiated a lump sum scope of work and fee of \$286,000 for CIP CWA2606 Water Distribution Rehabilitation. There is currently \$300,000 available funds for design in FY26, to cover the recommended scope of work. The schedule to complete the design after notice to proceed is given is 6 months, including 5 months for design, and one month for bidding phase and construction contract award.

Staff recommend authorizing a professional design services contract with A&S Engineers, Inc. in the amount of \$286,000.00 for the Water Distribution Rehabilitation Project, CWA2606.

Budget

Expenditure Required: \$286,000.00

Current Budget: \$300,000.00

Additional Funding: N/A

Funding Source: Revenue Bonds

Account Number (ORG-OBJ-Project): 6049205-621015 CWA2606 Design - \$300,000

Attachments

1. First Page Signed Contract - A&S Engineers, Inc.
2. A&S Engineers Proposal 12-17-2025
3. Location Map

**CITY OF SUGAR LAND CONTRACT
FOR PROFESSIONAL ENGINEERING DESIGN
SERVICES FOR CITY FACILITIES**

\$100,000 to \$999,999
(Rev. 1-16-25)

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

CITY OF SUGAR LAND

ENGINEER:

By:

By: 

Date:

Date: 01.05.2026

Title:

Title: Vice President

Company: A&S Engineers, Inc.

MATTER NUMBER: 8181M
APPROVED AS TO FORM:

II. General Information and Terms.

Engineer's Name and Address: A&S Engineers, Inc.
10377 Stella Link Road
Houston, TX 77025

Project Description: Professional Engineering Design Services for CIP
CWA2606 Water Distribution Rehabilitation

Maximum Contract Amount: \$286,000.00

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

**JOB ASSIGNMENT PROPOSAL
FOR
CWA2026 WATER DISTRIBUTION REHABILITATION PROJECT
PROFESSIONAL ENGINEERING SERVICE**

JUSTIFICATION OF JOB ASSIGNMENT

A&S Engineers, Inc. (“the Engineer”) is pleased to present this proposal to City of Sugar Land “City” for professional engineering services related to the design and bid phase services for the **CWA2606 Water Distribution Rehabilitation Project** “Project”.

The City of Sugar Land has completed waterline replacement analysis based on maintenance records to prioritize rehabilitation of aged and high-maintenance waterlines within the City’s distribution system. The City has identified the location for the water rehabilitation project and selected our firm to provide professional engineering services for the design and bid phase services support of the project. The project includes the evaluation, design, and rehabilitation of existing waterlines and associated appurtenances for construction, to be performed and delivered in accordance with applicable City standards, regulatory requirements, and project budget.

Therefore, it becomes necessary to execute this Job Assignment Proposal to describe the scope of services and compensation for the engineering services identified as **A&S Project No: 235001**.

SCOPE OF SERVICES

Our scope of work will include field exploration, review of existing record data and preparing sealed engineering drawing for construction. Specifically, our services will include the following tasks:

1. Preliminary Alignment Study
2. Preparation of Design Plans
3. Preparation of Project Specifications
4. Prepare Opinion of Probable Construction Costs (OPCC)
5. Review Design and Coordination with City Staff
6. Project Advertisement Assistance with City Staff
7. Recommend Contractor to City and Council Member

Task 1: Record Data and Field Investigation

- Completion of field investigation to evaluate the existing alignment and identify conflicts
- Review of existing records drawing, GIS mapping and data provided by City



- Conduct Geotechnical Sampling and Laboratory Testing as necessary.
- Survey Data Collection

Task 2: Preparation of Design Engineering Package

- Prepare Preliminary Alignment Study with OPCC
- Prepare design submittal package for City review at 30%, 60%, 90% and Final 100%
 - a. Final Sealed Plans
 - b. Final Specification
 - c. Final Construction OPCC

Task 3: Bid Phase Services

- Assist and Conduct Pre-Bid Meeting as necessary
- Execution of Addendum as necessary
- Evaluation of the Bidder and Recommend Contractor to City and Council

BASIS OF COMPENSATION

The City shall compensate the Engineer for all work performed by the Engineer based upon a projected construction cost and contingencies, of **\$ 2,388,000**. The amount budgeted for total engineering services including design and bid phase services shall be a lump sum of **\$ 286,000**. This amount shall not be exceeded without the City approval.

Total Professional Engineering Services (Lump Sum)

Task 1 – Record Data and Field Investigation	\$ 50,000
Task 2 – Preparation of Design Engineering Package	\$ 221,000
<u>Task 3 – Bid Phase Services</u>	<u>\$ 15,000</u>
Total Professional Engineering Services	\$ 286,000

Total Professional Engineering Services: \$ 286,000*

*Excluded

1. Constriction Phase Services
2. Environmental Services and Investigation
3. Water Modeling Study
4. Advertising and Execution of Contract Documents



DELIVERABLES

The Engineer will provide the following deliverables for City for the project.

- **30% Design Submittal:** Preliminary plans and design concepts and OPCC
- **60% Design Submittal:** Design Drawings and Preliminary Specifications Form, and OPCC
- **90% Design Submittal:** Design Drawings and Draft Specification Manual, and OPCC
- **100% Design Submittal:** Design Drawings and Final Specifications Manual, and OPCC
- **Final Signed and Sealed Bid Documents with Specification**

COMPLETION SCHEDULE

The Engineer will earnestly endeavor to complete the design promptly within the constraints of the City and good engineering practice.

PROJECT MANAGER

The Project Manager for this Specific Job Assignment will be Ronald Anderson II, P.E., a licensed professional engineer in the State of Texas, Registration No. 112656.

The signatures below confirm the acceptance by both parties of the stipulations and conditions described in this Job Assignment Proposal and constitute an agreement.

Very truly yours,

Accepted:

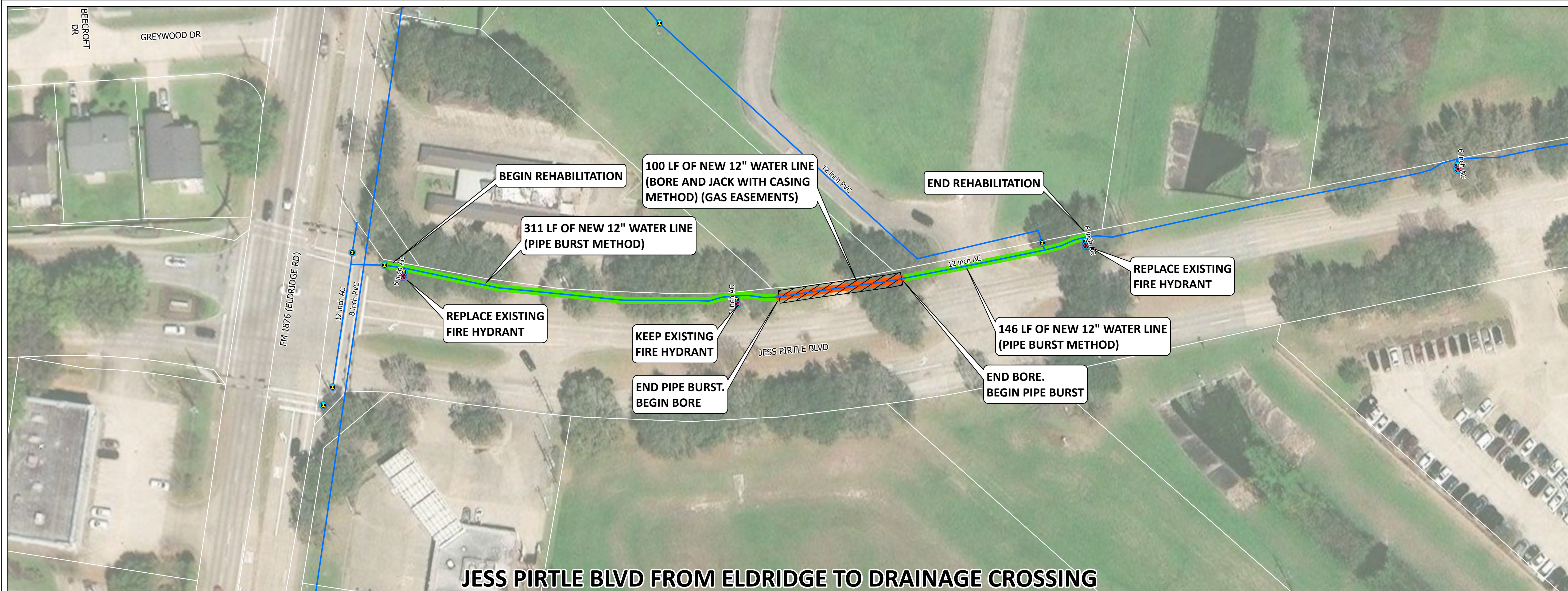
City of Sugar Land

Ronald Anderson II, P.E.
Vice President

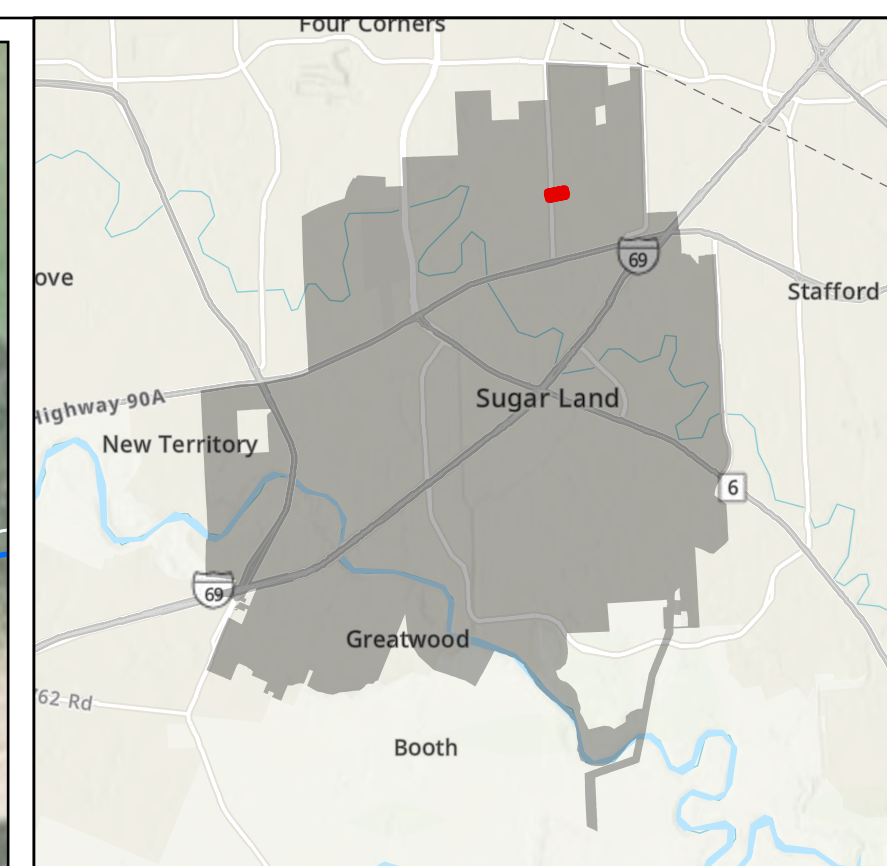
Timothy W. Jahn
Senior Engineering Manager

Date: December 17, 2025

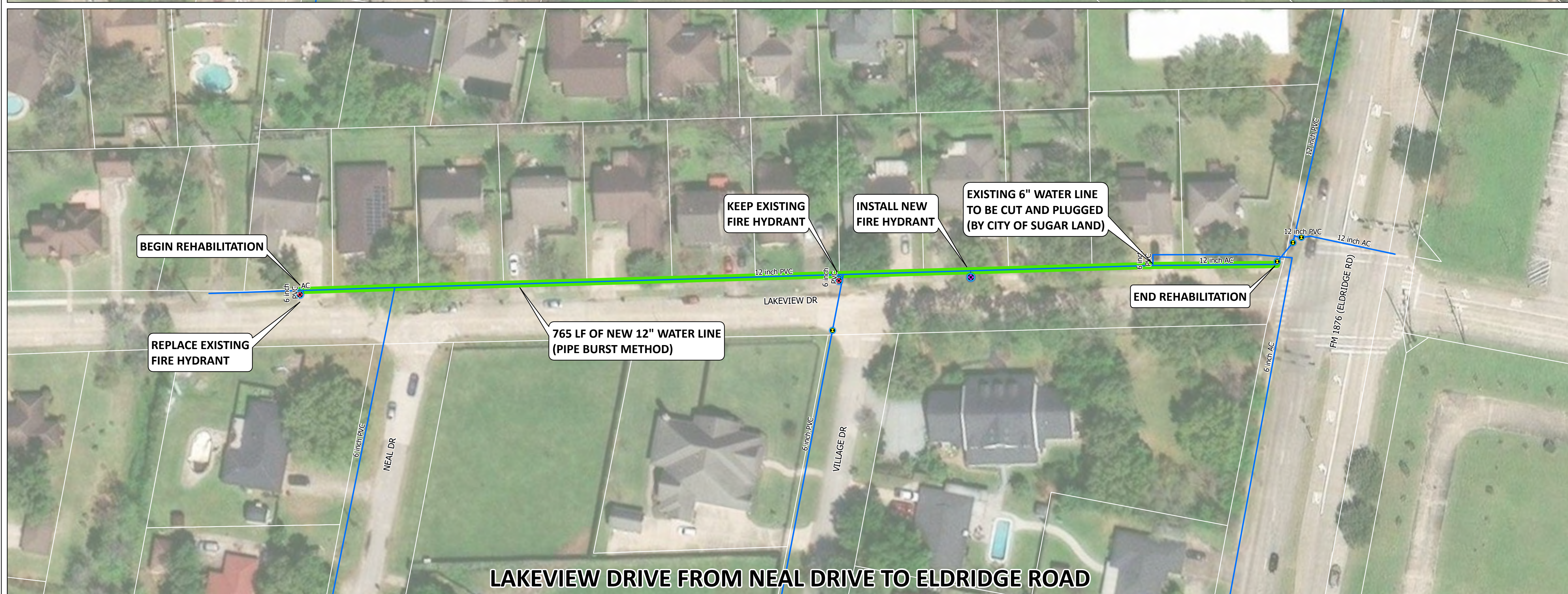
Date: _____



JESS PIRTLE BLVD FROM ELDRIDGE TO DRAINAGE CROSSING

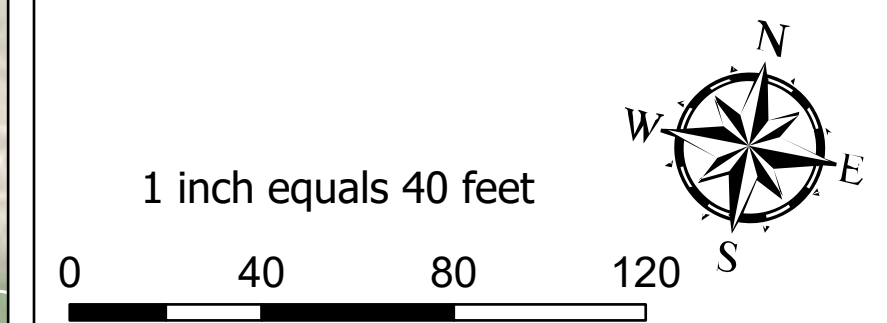


- Hydrants
- Valves
- Existing Water Main
- Proposed Fire Hydrant
- Proposed Water Main (Pipe Burst)
- Proposed Water Main (Bore and Jack w/Casing)



LAKEVIEW DRIVE FROM NEAL DRIVE TO ELDRIDGE ROAD

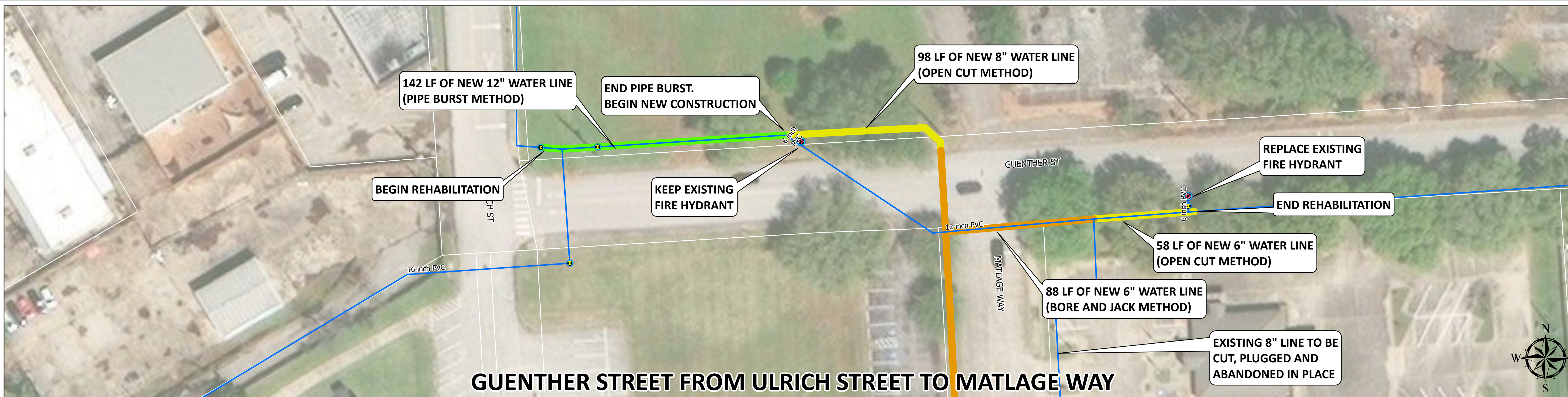
- NOTES:**
1. ALL EXISTING VALVES ON THE PROPOSED WATER LINE REHABILITATION WILL BE REPLACED WITH NEW GATE VALVES UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 2. ALL CONNECTIONS TO EXISTING WATER LINE WILL BE MADE VIA TAPPING SLEEVE OR TEE UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 3. IT WAS ASSUMED THAT ALL EXISTING LINES UNDER THE ROADS ARE ENCASED. NO EXISTING LINES UNDER THE ROADS WILL BE PIPE BURST UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.



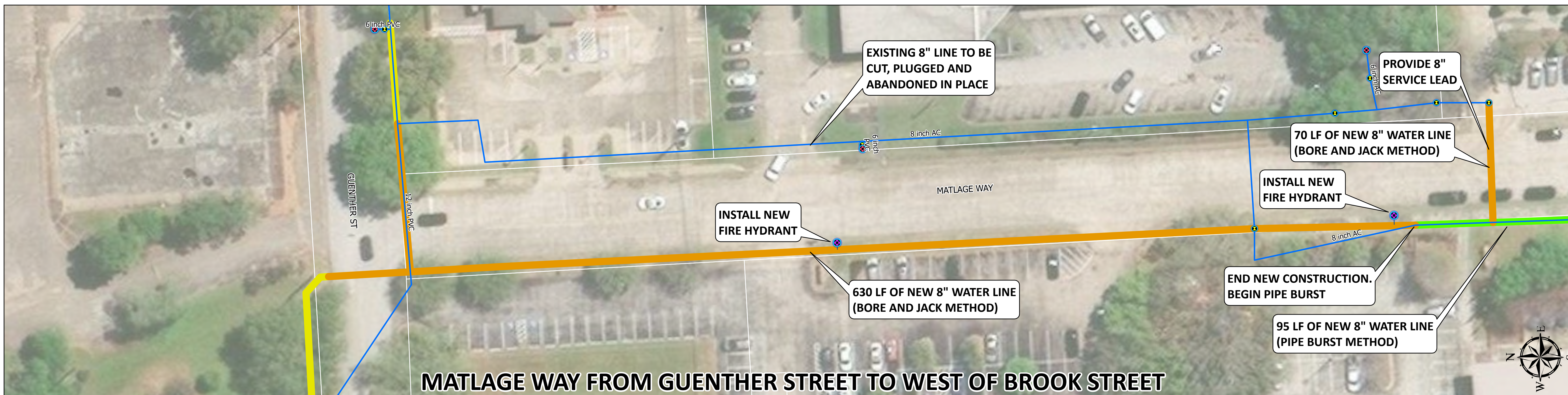
CITY OF SUGAR LAND

PRIORITY No. 1
(SHEET 1 OF 1)





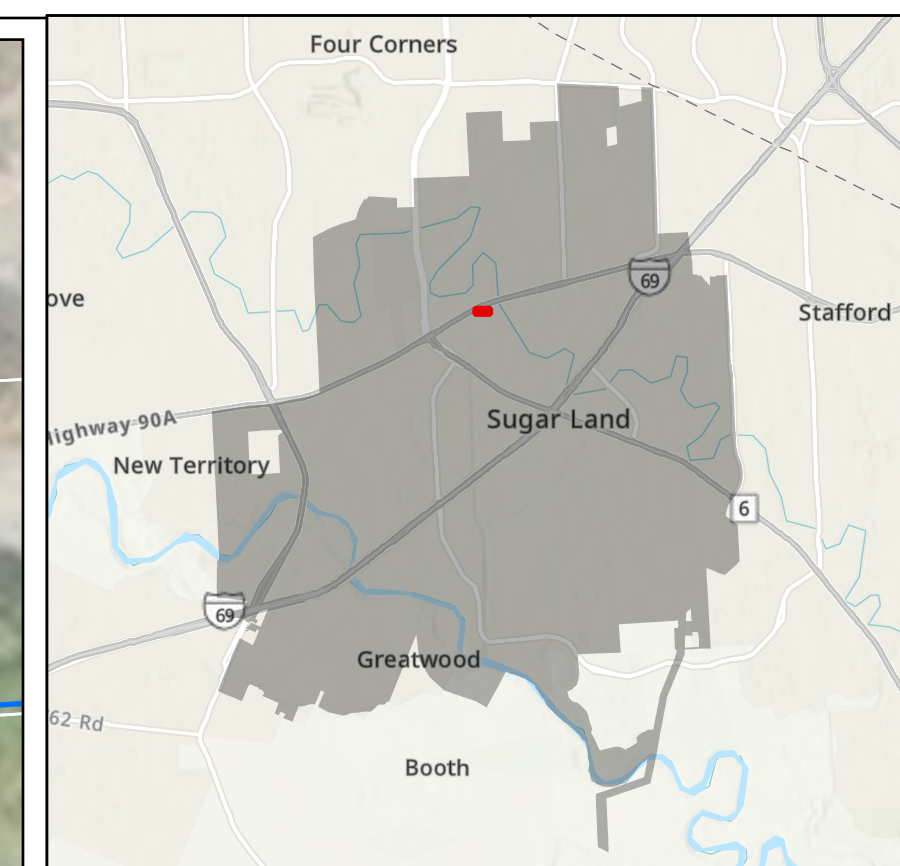
GUENTHER STREET FROM ULRICH STREET TO MATLAGE WAY



MATLAGE WAY FROM GUENTHER STREET TO WEST OF BROOK STREET

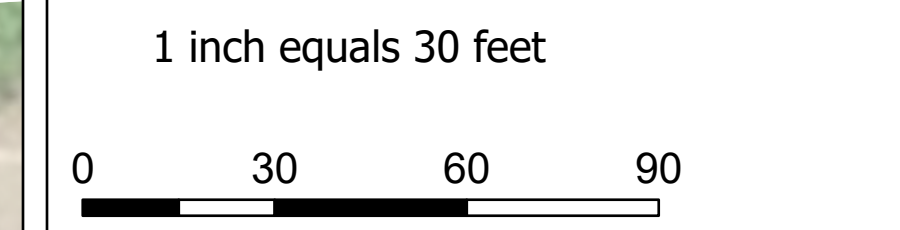


MATLAGE WAY FROM GUENTHER STREET TO WEST OF BROOK STREET



- Hydrants
- Valves
- Existing Water Main
- Proposed Water Line (Open Cut)
- Proposed Water Line (Pipe Burst)
- Proposed Water Line (Bore and Jack)
- Proposed Water Line (Bore and Jack w/Casing)
- Proposed Coated Steel Pipe

- NOTES:**
1. ALL EXISTING VALVES ON THE PROPOSED WATER LINE REHABILITATION WILL BE REPLACED WITH NEW GATE VALVES UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 2. ALL CONNECTIONS TO EXISTING WATER LINE WILL BE MADE VIA TAPPING SLEEVE OR TEE UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 3. IT WAS ASSUMED THAT ALL EXISTING LINES UNDER THE ROADS ARE ENCASED. NO EXISTING LINES UNDER THE ROADS WILL BE PIPE BURST UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.



CITY OF SUGAR LAND

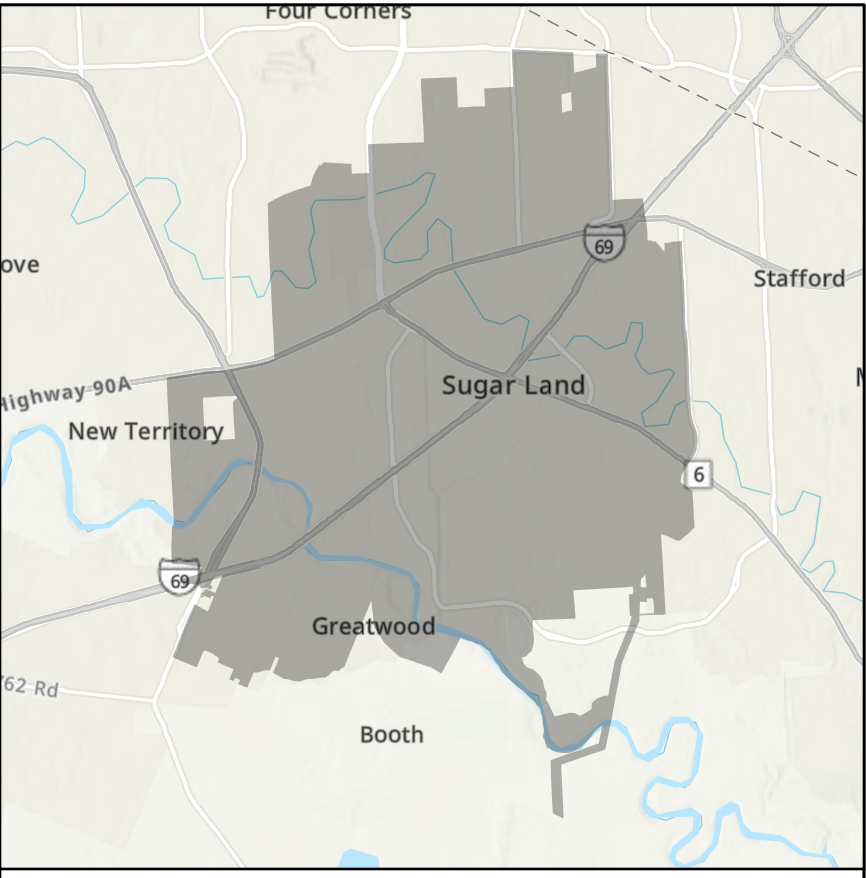
PRIORITY No. 2
(SHEET 1 OF 2)



MATLAGE WAY TO WEST OF BROOKS STREET

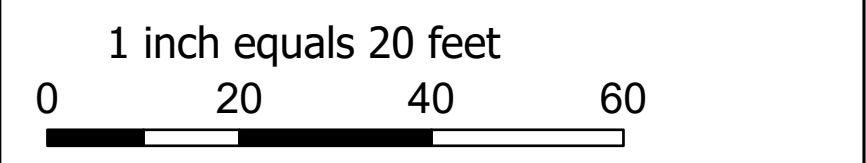


JESS PIRTLE BLVD BRIDGE CROSSING



- Hydrants
- Valves
- Existing Water Main
- Proposed Fire Hydrant
- Proposed Water Line (Open Cut)
- Proposed Water Line (Pipe Burst)
- Proposed Water Line (Bore and Jack)
- Proposed Water Line (Bore and Jack w/Casing)
- Proposed Coated Steel Pipe

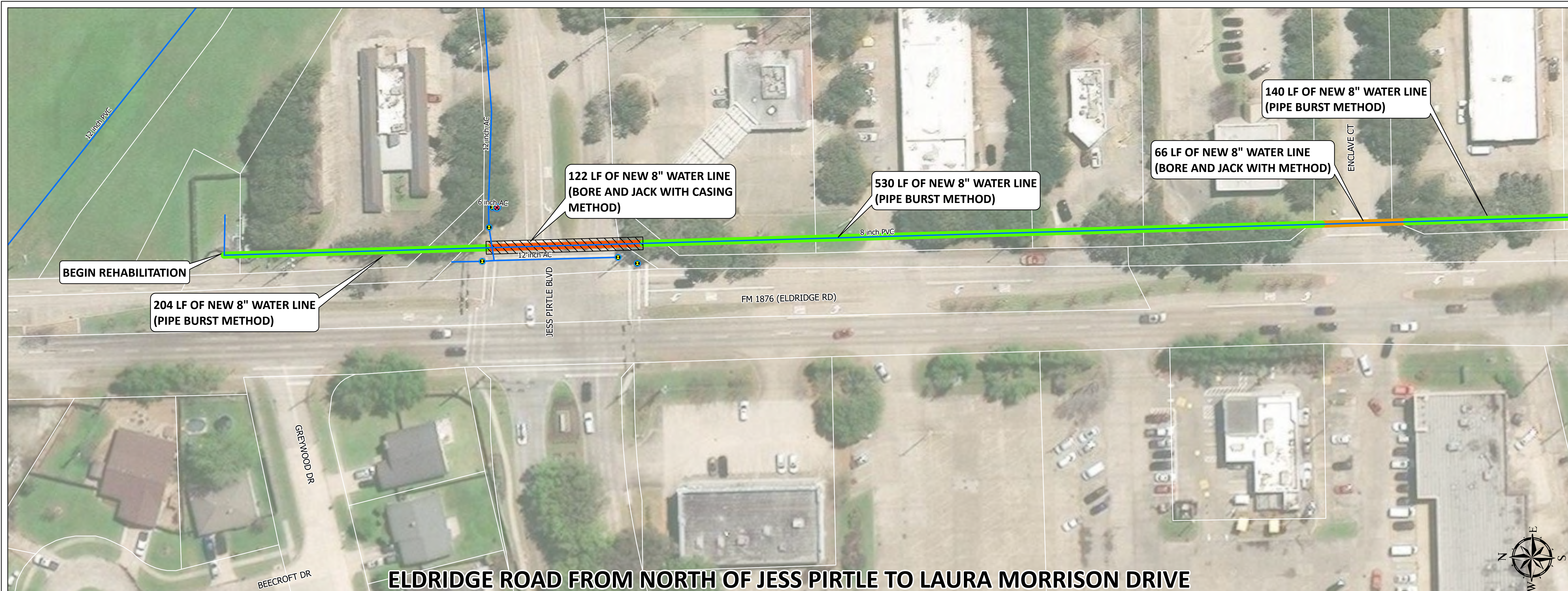
- NOTES:**
1. ALL EXISTING VALVES ON THE PROPOSED WATER LINE REHABILITATION WILL BE REPLACED WITH NEW GATE VALVES UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 2. ALL CONNECTIONS TO EXISTING WATER LINE WILL BE MADE VIA TAPPING SLEEVE OR TEE UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 3. IT WAS ASSUMED THAT ALL EXISTING LINES UNDER THE ROADS ARE ENCASED. NO EXISTING LINES UNDER THE ROADS WILL BE PIPE BURST UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.



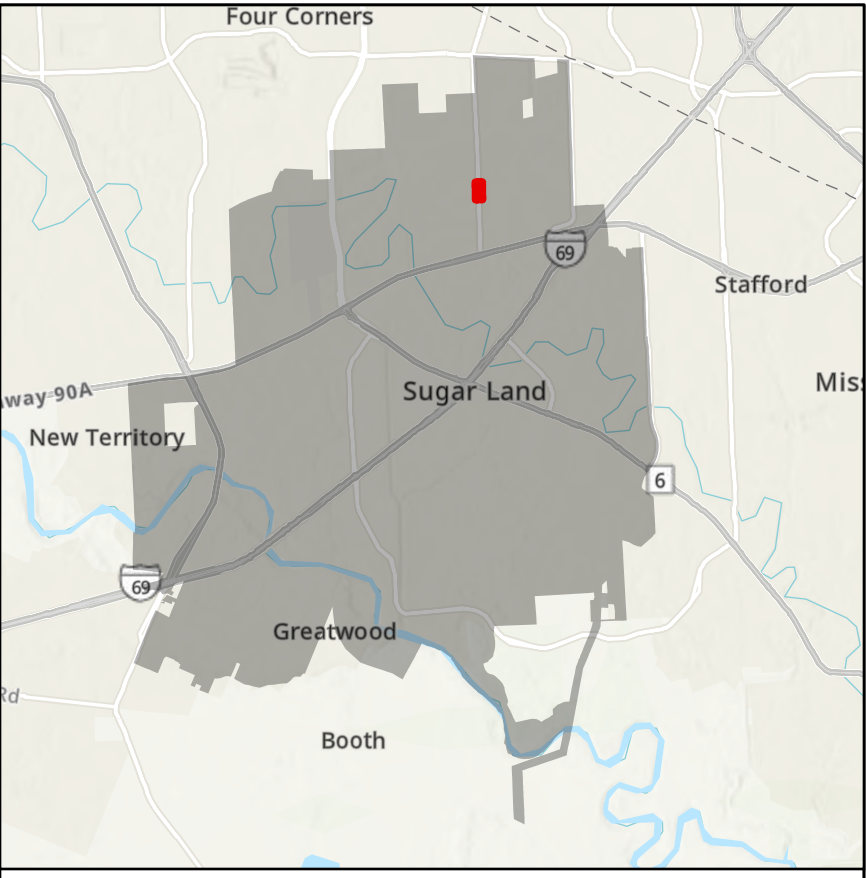
CITY OF SUGAR LAND

PRIORITY No. 2
(SHEET 2 OF 2)

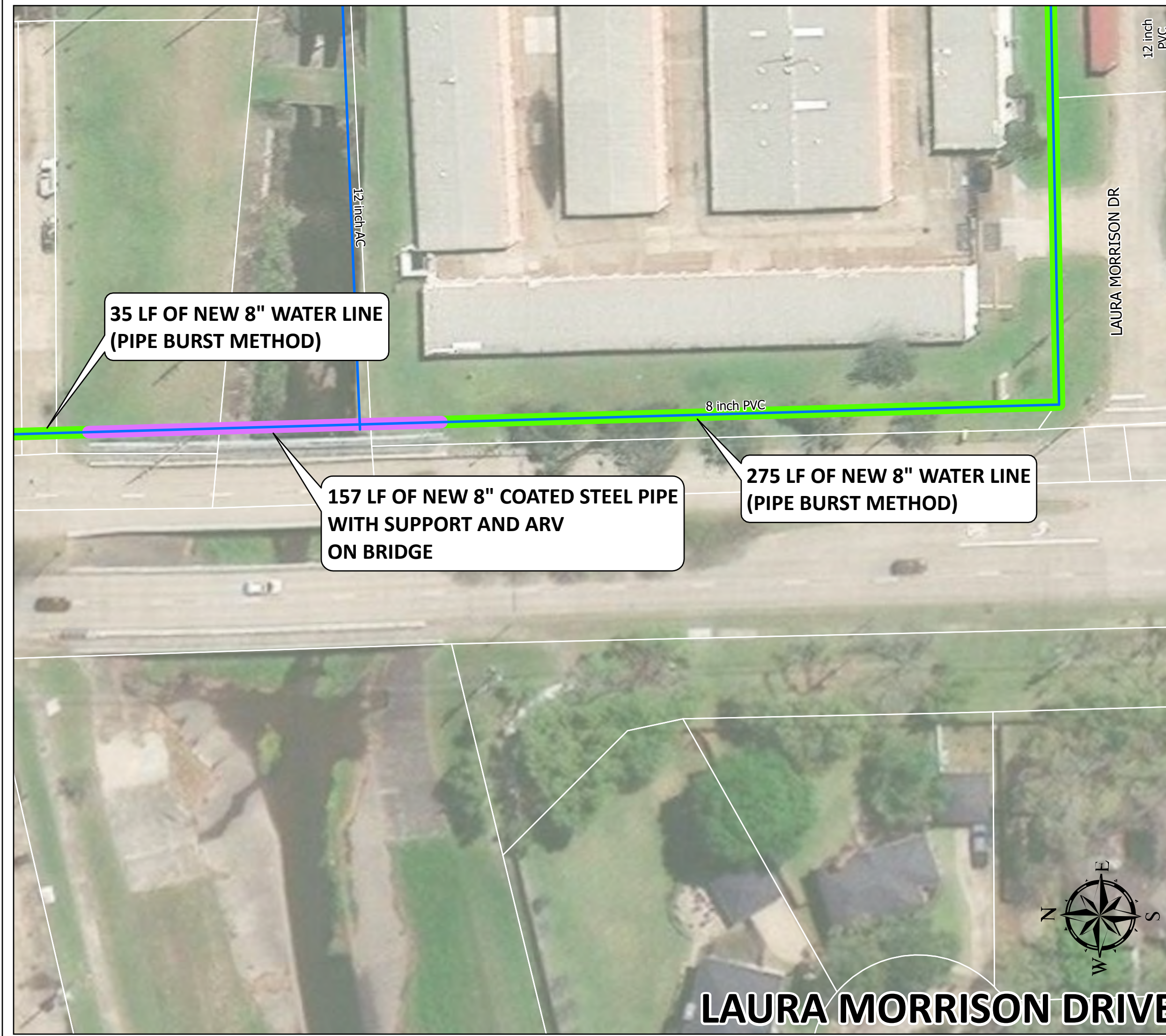




ELDRIDGE ROAD FROM NORTH OF JESS PIRTLE TO LAURA MORRISON DRIVE



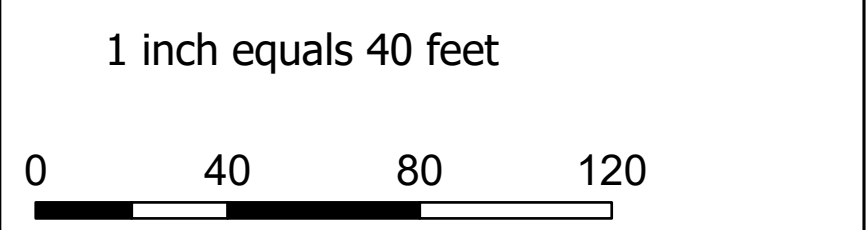
- Hydrants
- Valves
- Existing Water Main
- Main Valve
- Proposed Water Line (Bore and Jack)
- Proposed Water Line (Bore and Jack with Casing)
- Proposed Water Line (Open Cut)
- Proposed Water Line (Pipe Burst)
- Proposed Steel Pipe



LAURA MORRISON DRIVE FROM ELDRIDGE ROAD TO FBCA PRIVATE ROAD



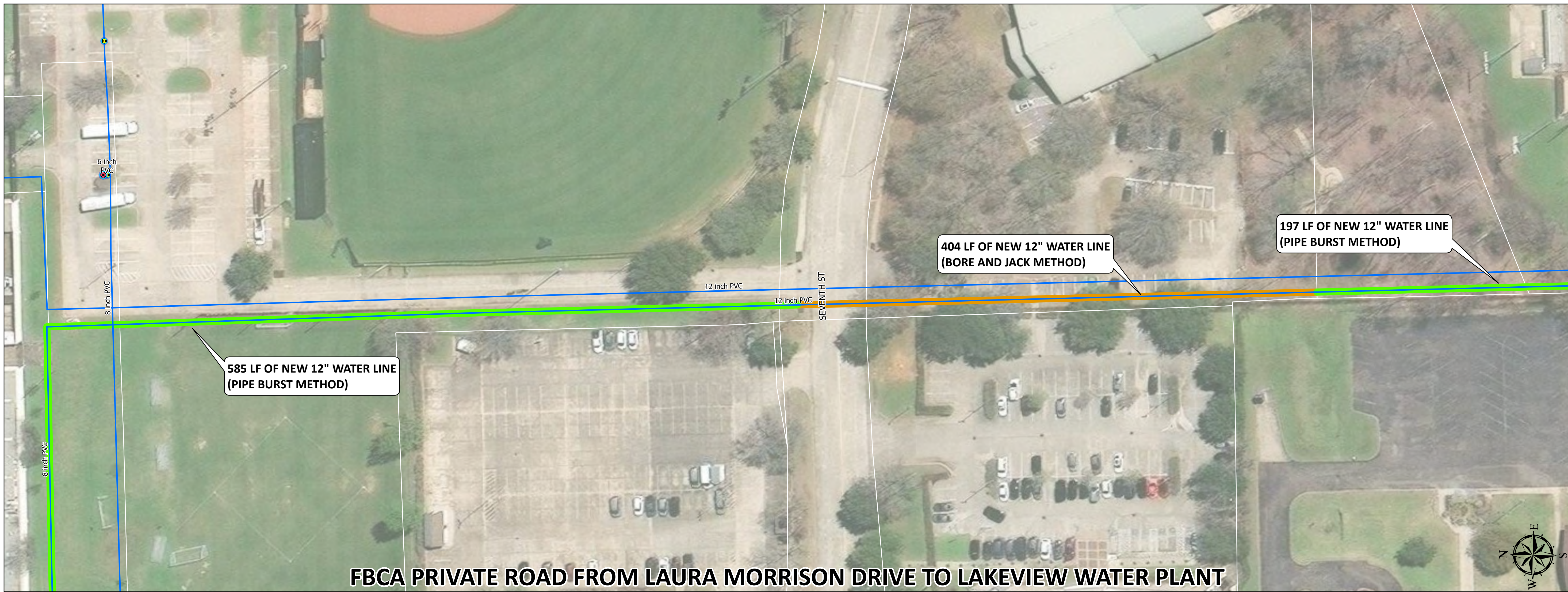
- NOTES:**
1. ALL EXISTING VALVES ON THE PROPOSED WATER LINE REHABILITATION WILL BE REPLACED WITH NEW GATE VALVES UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 2. ALL CONNECTIONS TO EXISTING WATER LINE WILL BE MADE VIA TAPPING SLEEVE OR TEE UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 3. IT WAS ASSUMED THAT ALL EXISTING LINES UNDER THE ROADS ARE ENCASED. NO EXISTING LINES UNDER THE ROADS WILL BE PIPE BURST UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.



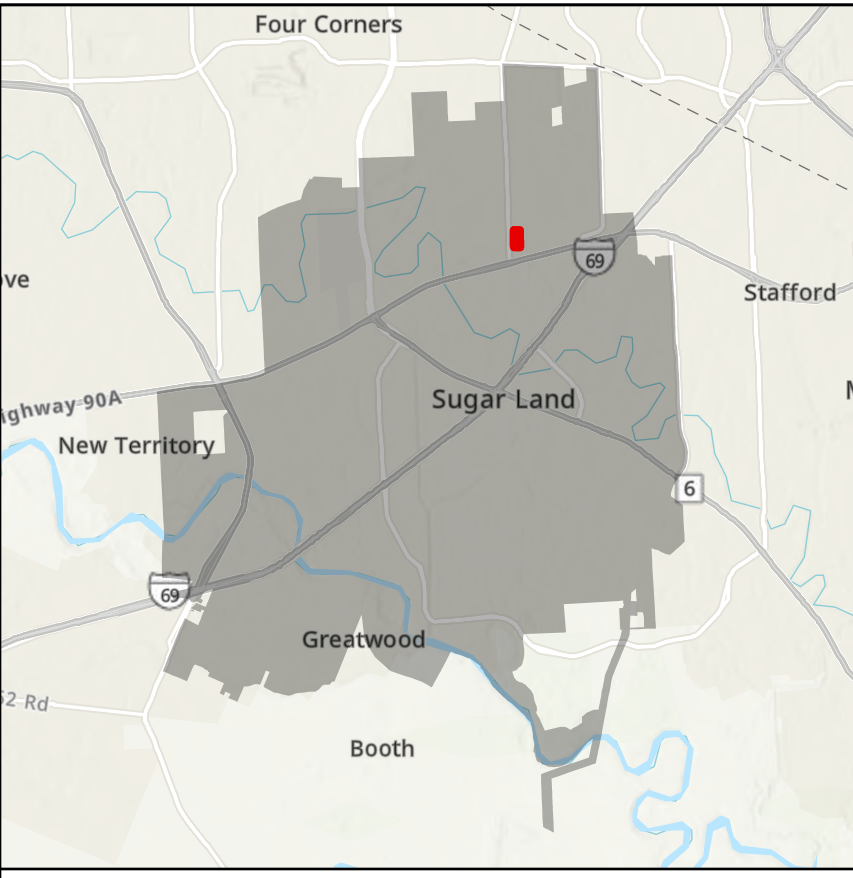
CITY OF SUGAR LAND

PRIORITY No. 3
(SHEET 1 OF 2)

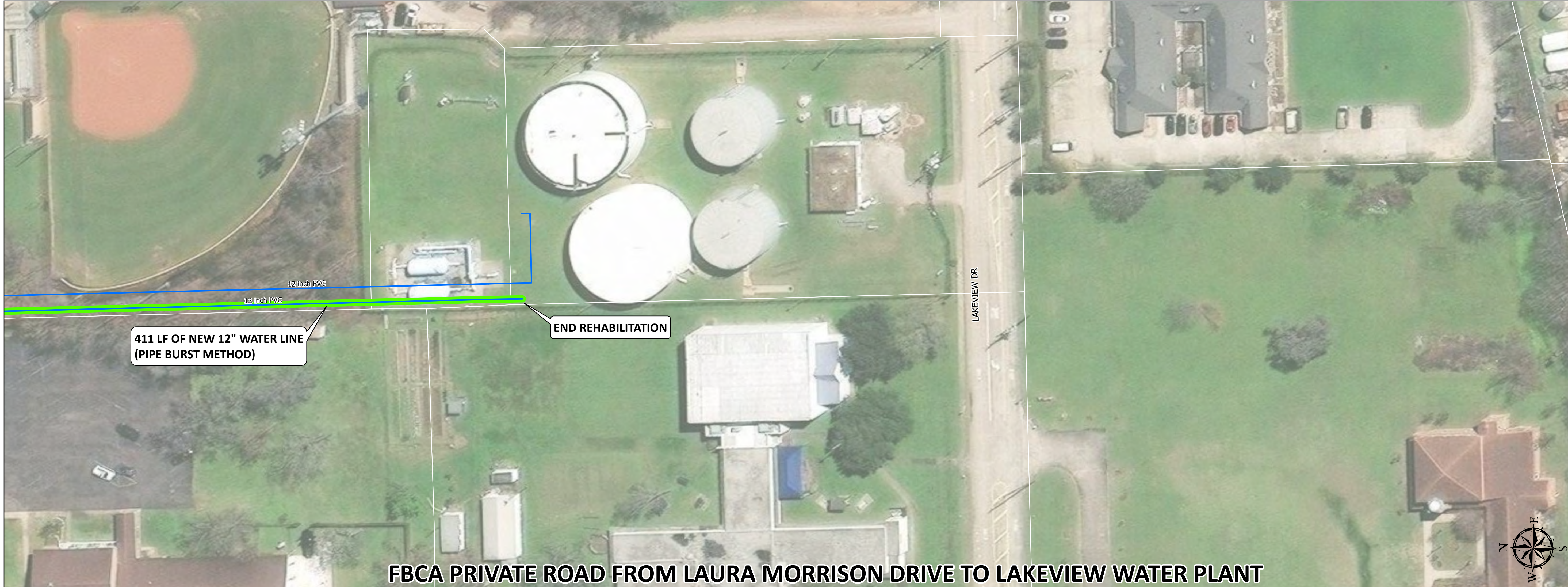




FBCA PRIVATE ROAD FROM LAURA MORRISON DRIVE TO LAKEVIEW WATER PLANT

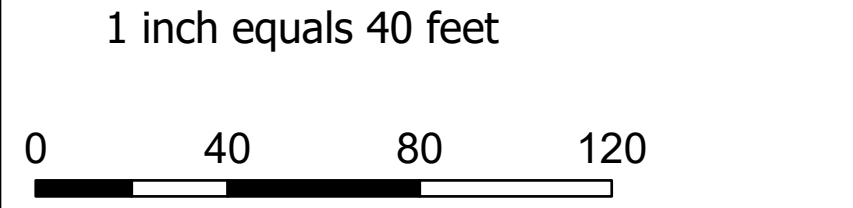


- Hydrants
- Valves
- Existing Water Main
- Proposed Water Line (Bore and Jack)
- Proposed Water Line (Bore and Jack with Casing)
- Proposed Water Line (Open Cut)
- Proposed Water Line (Pipe Burst)



FBCA PRIVATE ROAD FROM LAURA MORRISON DRIVE TO LAKEVIEW WATER PLANT

- NOTES:**
1. ALL EXISTING VALVES ON THE PROPOSED WATER LINE REHABILITATION WILL BE REPLACED WITH NEW GATE VALVES UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 2. ALL CONNECTIONS TO EXISTING WATER LINE WILL BE MADE VIA TAPPING SLEEVE OR TEE UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.
 3. IT WAS ASSUMED THAT ALL EXISTING LINES UNDER THE ROADS ARE ENCASED. NO EXISTING LINES UNDER THE ROADS WILL BE PIPE BURST UNLESS DIRECTED OTHERWISE BY CITY OF SUGAR LAND.



CITY OF SUGAR LAND

PRIORITY No. 3
(SHEET 2 OF 2)





City Council Agenda Request February 3, 2026

Agenda Request No: VII.E.

Agenda of: City Council Meeting

Initiated by: Larysa Chiski, Senior Police Finance Manager

Presented by: Jesse Huang, Police Captain

Responsible Department: Police

Agenda Caption:

CONTRACT WITH UKG KRONOS SYSTEMS LLC

Consideration and action on the authorization of the purchase of 36-month UKG timekeeping and scheduling software subscriptions in the amount of \$108,365 via Omnia Master Agreement No. 24-6833 and the Governmental Rider with UKG Kronos Systems LLC.

Recommended Action:

The Police Department recommends that the City Council authorize the purchase of 36-month UKG timekeeping and scheduling software subscriptions in the amount of \$108,365 via Omnia Master Agreement No. 24-6833 and the Governmental Rider with UKG Kronos Systems LLC.

Executive Summary:

UKG Pro Timekeeping is a comprehensive workforce management solution for accurately tracking employee hours, and UKG TeleStaff Cloud is a specialized, cloud-based workforce management solution for public safety that provides automated scheduling to help manage complex schedules, minimize compliance risk, and control overtime costs. The Sugar Land Police Department has conducted research for the best suitable timekeeping and scheduling software solution to meet department needs, and has selected UKG products. The purchase includes UKG Pro timekeeping and UKG TeleStaff Cloud 36 month subscription and initial software launch.

This purchase is funded by Law Enforcement State Seizure Funds, and FY26 payments are included in FY26 budget. Cooperative purchasing has been selected as a procurement method via Omnia Master Agreement No. 24-6833.

The Police Department recommends that the City Council authorize the purchase of 36-month UKG timekeeping and scheduling software subscriptions in the amount of \$108,365 via Omnia Master Agreement No. 24-6833 and the Governmental Rider with UKG Kronos Systems LLC.

Budget

Expenditure Required: FY26- \$50,285

Current Budget: \$50,285

Additional Funding: n/a

Funding Source: Law Enforcement State Seizure Funds

Account Number (ORG-OBJ-Project): 2127199-541055

Attachments

1. Contract

**GOVERNMENTAL RIDER
FOR PREPRINTED CONTRACTS
WITH THE CITY OF SUGAR LAND, TEXAS
(Rev. 8-13-24)**

By signing below, the parties agree to the terms of the Contract, which includes this Governmental Rider:

CITY OF SUGAR LAND

By:

Date:

Title:

Matter Number: 7889M

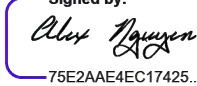
Approved as to Form:

VENDOR:

By:

Date:

Title:

Signed by:

75E2AAE4EC17425...
Alex Nguyen
12/8/2025 | 4:05 PM EST
Order Processing Analyst

1. Application. This Governmental Rider applies to, is part of, and takes precedence over any conflicting provision in or attachment to the Contract (Contract) of UKG Kronos Systems LLC (Vendor), which is attached and described as follows:

Master Agreement No 24-6833 entered into between Cobb County Board of Commissioner ("Lead Agency") and UKG Kronos Systems, LLC ("UKG") effective as of July 14th, 2025 (the "Omnia Master Agreement") and used by the City as an Omnia Participating Public Agency; and

UKG Kronos Systems LLC's Quote # Q-354235

2. Payment Provisions. Omitted.

3. Multiyear Contracts. The City may terminate this Contract for non-appropriation of funds as allowed in the Omnia Master agreement (defined below). If the City provides the required written notice of termination for non-appropriation of funds, the notice shall serve as prima facie evidence of the non-appropriation.

4. Liability and Indemnity. Omitted.

5. Confidentiality. The City will provide Vendor with notice of any public information requests it receives with regards to this Contract, to the extent such requests implicate Vendor's trade secrets or confidential information, or if such notice is otherwise required by law.

6. Tax Exemption. The City is not liable to Vendor for any federal, state, or local taxes for 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). Accordingly, those taxes may not be added to any item.

7. Records Retention. The City is subject to records retention requirements under Texas law. To the extent there is a conflict with law, any provision of the Vendor's attachment(s) that requires the City to destroy documents or give documents back to the Vendor or that otherwise conflicts with Texas law regarding retention of records is void.

Contract Rider



City Council Agenda Request February 3, 2026

Agenda Request No: VII.F.

Agenda of: City Council Meeting

Initiated by: ShaLae Steadman, Director of Budget

Presented by: ShaLae Steadman, Director of Budget

Responsible Department: Budget

Agenda Caption:

SECOND CONSIDERATION: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2399**: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE AIRPORT COMMUNITY HANGAR RENTAL FEE TO \$0.75 PER SQUARE FOOT PER MONTH, WITH A MINIMUM MONTHLY CHARGE OF \$1,237.50.

Recommended Action:

Approve Ordinance No. 2399 approving the fee increase for the Airport Community Hangar to \$0.75 per square foot per month with a minimum of \$1,237.50 per month.

Executive Summary:

Background Information

The Airport community hangar fee is currently \$0.50 per square foot per month with a minimum of \$825.00 per month. The last time this fee was updated was approximately 15 years ago.

Proposed Change

Updating the Airport community hangar fee to \$0.75 per square foot per month, with a minimum of \$1,237.50 per month. This rate is consistent with the market range identified in the Airport's Master Plan and aligns the hangar space with market value. The adjustment remains fiscally responsible within the aviation industry and complies with the requirement for the Airport to be as self-sustaining as possible under the FAA's Airport Improvement Program Grant Assurance #24.

Revenue Increase

Revenues are expected to increase by 50%, or \$11,728.

Recommended Action

Approve Ordinance No. 2399 approving the fee increase for the Airport Community Hangar to \$0.75 per square foot per month with a minimum of \$1,237.50 per month.

This item was reviewed with Finance and Audit on January 8, 2026 and the first reading of the ordinance was on January 20, 2026.

Budget

Expenditure Required: NA

Current Budget: NA

Additional Funding: NA

Funding Source: NA

Account Number (ORG-OBJ-Project): NA

Attachments

- 1. FY26 Fee Ordinance 2399

ORDINANCE NO. 2399

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS AMENDING THE FEE SCHEDULE BY AMENDING THE FEE FOR THE AIRPORT COMMUNITY HANGAR IN SECTION 2-139(B)(5) CHAPTER 2, ARTICLE V, DIVISION 4 (FEES FOR VARIOUS CITY SERVICES).

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

Section 1. That section 2-139(b)(5) is amended to read as follows:

DIVISION 4. - FEES FOR VARIOUS CITY SERVICES

Sec. 2-139. Public property use fees.

(b) *Sugar Land Regional Airport fees and charges:*

(5) Leases:

Type	Price
T-Hangars	\$0.50/square foot/month
Banks A and B	\$483.00/month plus one month's rent deposit
Banks C and D	\$587.00/month plus one month's rent deposit
Bank E	\$640.00/month plus one month's rent deposit
Bank F	\$774.00/month plus one month's rent deposit
Hangar 104	\$2,950.00/month
Hangar 105	\$2,750.00/month
Hangars 106 and 107	\$750.00/month
Airport community hangars	\$0.75/square foot/month (\$1,237.50/month minimum)

Tie downs	\$120.00/month
Long-term hangar leases	Negotiable (approved by city council)
Short-term land lease	\$250.00/month
Long-term land leases	Negotiable (approved by city council)
Pipeline easement	Negotiable (approved by city council)

Section 2. 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.

Section 3. That this ordinance is effective on February 1, 2026.

APPROVED on first consideration on _____, 2026.

ADOPTED on second consideration on _____, 2026.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:

Linda Mendenhall, City Clerk



City Council Agenda Request February 3, 2026

Agenda Request No: VII.G.

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. 26-05**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE FISCAL YEAR (FY) 2027 RIFLE-RESISTANT BODY ARMOR GRANT PROGRAM FUNDED THROUGH BG-RIFLE RESISTANT BODY-ARMOR GRANT PROGRAM (GRANT) TO FUND RIFLE RESISTANT BODY ARMOR (GRANT #5406702); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT;

Recommended Action:

Approve Resolution No. 26-05 to submit an application to the Office of the Governor Criminal Justice Division for the Rifle-Resistant Body Armor Grant Program to fund rifle-resistant body armor.

Executive Summary:

The State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, has announced the open application period for the FY2027 Criminal Justice Grant Program for projects that promote public safety, reduce crime, and improve the criminal justice system. This program includes State and Federal funds for projects that are authorized by a Budget Execution Order proposed by the Legislative Budget Board and ratified by Governor Abbott on June 28, 2022, pursuant to Texas Government Code, Section 317.002 and Section 317.005(b).

In FY26, the Sugar Land Police Department (SLPD) received a grant in the amount of \$117,720 to purchase 50 sets of Rifle Resistant Body Armor. SLPD will be applying for \$60,000 in grant funding to purchase 30 additional sets to outfit more officers.

Rifle Resistant Body Armor gives officers a higher level of ballistic protection required to

stop threats from a rifle. Currently, officers must share armor, and since body should be individually sized and fitted to protect vital organs, protection is limited.

Staff recommend that the City Council approve Resolution No. 26-05 to submit an application to the Office of the Governor through the Criminal Justice Program, for life-saving equipment for our officers.

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. Resolution 26-05_Rifle Resistant Body Armor

RESOLUTION NO. 26-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE RIFLE-RESISTANT BODY ARMOR GRANT PROGRAM, FY2027 FUNDED THROUGH BG-RIFLE RESISTANT BODY-ARMOR GRANT PROGRAM (“GRANT”) (GRANT #5406702) TO FUND RIFLE RESISTANT BODY ARMOR; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

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 submit a grant application to the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Rifle-Resistant Body Armor Grant Program, FY2027 funded through BG-Rifle-Resistant Body Armor Grant Program (“Grant”) (Grant #5406702) to equip peace officers with rifle-resistant body armor; 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 authorizes the submission of a grant application to the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Rifle-Resistant Body Armor Grant Program, FY2027 funded through BG-Rifle-Resistant Body Armor Grant Program (“Grant”) (Grant #5406702), to equip peace officers with rifle resistant body armor.

Section 3. That the City designates Michael W. Goodrum, City Manager, as the authorized grant official to apply for, accept, reject, alter or terminate the Grant on behalf of the City of Sugar Land.

Section 4. That the City designates Elvia Garza, Controller, as the City’s financial officer to submit financial and/or programmatic reports or alter a grant on behalf of the City of Sugar Land.

Section 5. That the City agrees to provide the applicable matching funds as required by the Grant.

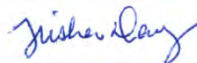
Section 6. That in the event of loss or misuse of any Grant funds awarded to the City, the City assures that the awarded Grant funds will be returned to the State of Texas Office of the Governor in full.

APPROVED on _____.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:



Linda Mendenhall, City Clerk



City Council Agenda Request February 3, 2026

Agenda Request No: VII.H.

Agenda of: City Council Meeting

Initiated by: Sharon Shapiro, Grants Officer

Presented by: Kendra Beverly, Municipal Court Administrator

Responsible Department: Municipal Court

Agenda Caption:

Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-06**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE JUVENILE JUSTICE & YOUTH DIVERSION GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5720001) TO IMPROVE THE JUVENILE JUSTICE SYSTEM; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

Recommended Action:

Approve Resolution No. 26-06 to submit an application for the FY27 Juvenile Justice and Youth Diversion Grant Program

Executive Summary:

In 2019 The Texas Judicial Council for a Texas Judicial Council’s Youth Diversion Workgroup recommended changes to help identify at-risk youth and those living with mental illness and to keep them out of the criminal justice system while also holding them accountable for their actions. In January 2024 H.B. 3186, Texas Youth Diversion and Early Intervention Act was passed and mandated that municipal courts establish a program.

On December 15, 2025, the Office of the governor released the FY27 Juvenile Justice & Youth Diversion Grant Program to solicit applications for projects that prevent violence in and around school; and to improve the juvenile justice system by providing mental health services, truancy prevention, diversion services and intervention through community-based and school programs.

In 2025, The Sugar Land Municipal Court developed the Youth Diversion Plan to give a child the opportunity to complete a Youth Diversion Plan with realistic and reasonable terms set

by the Municipal Court Judge or the Youth Diversion Coordinator. With the statutory option to designate a Youth Diversion Coordinator, the Sugar Land Municipal Court elected to hire a Juvenile Case Coordinator with prior experience and specialized training in working with youth and their families. This strategic decision strengthened the court's diversion capacity by adding subject-matter expertise and established community connections that did not previously exist within current court staff.

As this program is still in its infancy, The Sugar Land Municipal Court is looking to expand the success with grant funding in the amount of \$70,090. If awarded, the funds will allow the program to expand counseling services and add courses, such as anger management, alcohol education, life skills. In addition, the funding will help with gaining a Juvenile Diversion Specialist Certification and will cover the cost to attend the Juvenile Case Management Conference.

The Sugar Land Municipal Court recommends that city council approve Resolution No. 26-06 to submit an application for the FY27 Juvenile Justice & Youth Diversion Grant Program, in the amount of \$70,090.

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. Resolution 26-06_Juvenile Justice & Youth Diversion

RESOLUTION NO. 26-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE JUVENILE JUSTICE & YOUTH DIVERSION GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5720001) TO IMPROVE THE JUVENILE JUSTICE SYSTEM; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

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 submit a grant application to the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Juvenile Justice & Youth Diversion Grant Program, FY2027 (“Grant”) (Grant #5720001) to improve the juvenile justice system by providing mental health services, truancy prevention, diversion services and intervention through community-based and school programs; 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 authorizes the submission of a grant application to the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Juvenile Justice & Youth Diversion Grant Program, FY2027 (“Grant”) (Grant #5720001), to improve the juvenile justice system.

Section 3. That the City designates Michael W. Goodrum, City Manager, as the authorized grant official to apply for, accept, reject, alter or terminate the Grant on behalf of the City of Sugar Land.

Section 4. That the City designates Elvia Garza, Controller, as the City’s financial officer to submit financial and/or programmatic reports or alter a grant on behalf of the City of Sugar Land.

Section 5. That the City agrees to provide the applicable matching funds as required by the Grant.


Section 6. 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 State of Texas Office of the Governor in full.

APPROVED on _____.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:



Linda Mendenhall, City Clerk



City Council Agenda Request February 3, 2026

Agenda Request No: VII.I.

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. 26-07**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE PEACE OFFICER MENTAL HEALTH PROGRAM, FY2027 (“GRANT”) (GRANT #5734701) TO FUND MENTAL HEALTH SERVICES FOR PEACE OFFICERS; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

Recommended Action:

Approve Resolution No. 26-07 to submit an application for the FY27 Peace Officer Mental Health Program

Executive Summary:

The State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, has announced the open application period for the FY2027 Criminal Justice Grant Program for projects that promote public safety, reduce crime, and improve the criminal justice system. This program includes State and Federal funds for projects that are authorized by a Budget Execution Order proposed by the Legislative Budget Board and ratified by Governor Abbott on June 28, 2022, pursuant to Texas Government Code, Section 317.002 and Section 317.005(b).

The Sugar Land Police Department is seeking grant funding for the Peace Officer Mental Health Program, in the amount of \$55,000. The purpose of this program is to provide services and assistance directly to peace officers to address direct and indirect trauma that occurs in the course of their normal duties either as the result of the commission of crimes by other persons or in response to an emergency.

The Police Department is seeking funding to continue a newly established, annual, mental health wellness checkup with Licensed Clinical Social Workers and/or Licensed Professional Counselors with a specific focus on serving first responders. Funding for the inaugural year of this program in FY2026 was made available due to another unrelated grant the Police Department was awarded.

Grant funding from this project will allow all sworn staff to attend at least one annual session. The purpose of providing mandatory annual wellness checkups is to normalize mental health care by implementing proactive and early intervention. Wellness checks will include learning practical coping skills, encouraging self-awareness, and ensuring confidentiality while building trust with mental health professionals within the first responder community.

Staff recommend that the City Council approve Resolution No. 26-07 to submit an application to the Office of the Governor to support the Mental Health Program for our officers.

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. Resolution 26-07_Peace Officer Mental Health Program

RESOLUTION NO. 26-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE PEACE OFFICER MENTAL HEALTH PROGRAM, FY2027 (“GRANT”) (GRANT #5734701) TO FUND MENTAL HEALTH SERVICES FOR PEACE OFFICERS; DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

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 submit a grant application to the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Peace Officer Mental Health Program, FY2027 (“Grant”) (Grant #5734701) to fund mental health services for peace officers; 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 authorizes the submission of a grant application to the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Peace Officer Mental Health Program, FY2027 (“Grant”) (Grant #5734701), to fund mental health services for peace officers.

Section 3. That the City designates Michael W. Goodrum, City Manager, as the authorized grant official to apply for, accept, reject, alter or terminate the Grant on behalf of the City of Sugar Land.

Section 4. That the City designates Elvia Garza, Controller, as the City’s financial officer to submit financial and/or programmatic reports or alter a grant on behalf of the City of Sugar Land.

Section 5. That the City agrees to provide the applicable matching funds as required by the Grant.

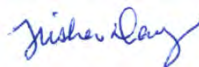
Section 6. That in the event of loss or misuse of any Grant funds awarded to the City, the City assures that the awarded Grant funds will be returned to the State of Texas Office of the Governor in full.

APPROVED on _____.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:



Linda Mendenhall, City Clerk



City Council Agenda Request February 3, 2026

Agenda Request No: VII.J.

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. 26-08: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG), CRIMINAL JUSTICE GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5735001); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.**

Recommended Action:

Approve Resolution No. 26-08 to submit an application to the Office of the Governor, Criminal Justice Grant program to purchase Crowd Control Unit Personal Protective Equipment.

Executive Summary:

The State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, has announced the open application period for the FY2027 Criminal Justice Grant Program for projects that promote public safety, reduce crime, and improve the criminal justice system. This program includes State and Federal funds for projects that are authorized by a Budget Execution Order proposed by the Legislative Budget Board and ratified by Governor Abbott on June 28, 2022, pursuant to Texas Government Code, Section 317.002 and Section 317.005(b).

In the past ten years, protest and riot activity have increased across the nation, necessitating police response to stop active criminal action. The Sugar Land Police Department has responded to this threat by creating a crowd control unit. However, this unit does not have protective equipment adequate for their specialized role in the Texas Gulf Coast climate, nor does this unit have purpose-built ballistic-rated body armor. Our

current non-ballistic equipment promotes heat injury, restricts movement, and causes reduced time in-service for Crowd Control Officers.

The Sugar Land Police Department is applying for funding to purchase thirty-five (35) ballistic-rated body armor sets and thirty-five (35) ballistic helmets that are specifically designed for Crowd Control Officers at a total cost of \$150,000. The acquisition of these armor sets will allow Crowd Control Officers to operate with a significantly reduced risk of injury from Assaultive action, and less fatigue due to a decrease in equipment weight and heat retained due to our outdated technology.

Staff recommend that the City Council approve Resolution No. 26-08 to submit an application to the Office of the Governor through the Criminal Justice Program, for life-saving equipment for our officers.

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. Resolution 26-08_Criminal Justice

RESOLUTION NO. 26-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG), CRIMINAL JUSTICE GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5735001); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

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 submit a grant application to the U.S. Department of Justice, Bureau of Justice Assistance, through the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Edward Byrne Memorial Justice Assistance Grant Program (JAG), Criminal Justice Grant Program, FY2027 (“Grant”) (Grant #5735001) to purchase crowd control equipment; 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 authorizes the submission of a grant application to the U.S. Department of Justice, Bureau of Justice Assistance, through the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Criminal Justice Grant Program, FY2027 (“Grant”) (Grant #5735001), to purchase crowd control equipment.

Section 3. That the City designates Michael W. Goodrum, City Manager, as the authorized grant official to apply for, accept, reject, alter or terminate the Grant on behalf of the City of Sugar Land.

Section 4. That the City designates Elvia Garza, Controller, as the City’s financial officer to submit financial and/or programmatic reports or alter a grant on behalf of the City of Sugar Land.

Section 5. That the City agrees to provide the applicable matching funds as required by the Grant.

Section 6. 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 State of Texas Office of the Governor in full.

APPROVED on _____.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:



Linda Mendenhall, City Clerk



City Council Agenda Request February 3, 2026

Agenda Request No: VII.K.

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. 26-09:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG), CRIMINAL JUSTICE GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5736101); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

Recommended Action:

Approve Resolution No. 26-09 to submit an application to the Office of the Governor, Criminal Justice Division for the K-9 Unit Expansion.

Executive Summary:

The State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, has announced the open application period for the FY2027 Criminal Justice Grant Program for projects that promote public safety, reduce crime, and improve the criminal justice system. This program includes State and Federal funds for projects that are authorized by a Budget Execution Order proposed by the Legislative Budget Board and ratified by Governor Abbott on June 28, 2022, pursuant to Texas Government Code, Section 317.002 and Section 317.005(b).

The Sugar Land Police Department currently has two K-9’s in the field and are looking to expand this successful program with another dog. We are seeking grant funding, in the amount of \$150,000, to acquire a trained dual-purpose K-9 capable of both patrol work and bomb detection. Funding will also support all required handler training and a specialized patrol vehicle purposefully equipped with temperature control equipment to

ensure health and longevity of the K-9.

Police canines have been used in law enforcement for hundreds of years with responsibilities that include: scent detection, tracking, building searches, Officer protection, and suspect apprehension. The police canine also serves as a psychological deterrent to criminal behavior. Dogs can search large areas and buildings much more efficiently than their human counterpart.

Adding another K-9 team would allow the Sugar Land Police Department to reduce response times and handle multiple operations simultaneously, such as clearing venues for potential bombs, tracking fugitives, locating missing individuals, and patrolling high-crime areas. Additionally, during large-scale emergencies, active attacks, or high-profile events, the additional K-9 could provide the manpower necessary to secure venues without having to rely on mutual aid resources from Harris County that may not be available.

The Sugar Land Police Department recommends that city council approve Resolution No. 26-09 to submit an application to the Office of the Governor to expand the department's K-9 Unit.

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. Resolution 26-09_K-9 Unit

RESOLUTION NO. 26-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, THROUGH THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION, FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG), CRIMINAL JUSTICE GRANT PROGRAM, FY2027 (“GRANT”) (GRANT #5736101); DESIGNATING THE CITY MANAGER AS AUTHORIZED GRANT OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE GRANT AND THE CONTROLLER AS THE FINANCIAL OFFICER.

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 submit a grant application to the U.S. Department of Justice, Bureau of Justice Assistance, through the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Edward Byrne Memorial Justice Assistance Grant Program (JAG), Criminal Justice Grant Program, FY2027 (“Grant”) (Grant #5736101) to fund expansion of the K-9 Unit; 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 authorizes the submission of a grant application to the U.S. Department of Justice, Bureau of Justice Assistance, through the State of Texas, Office of the Governor, Public Safety Office, Criminal Justice Division, for the Edward Byrne Memorial Justice Assistance Grant Program (JAG), Criminal Justice Grant Program, FY2027 (“Grant”) (Grant #5736101).

Section 3. That the City designates Michael W. Goodrum, City Manager, as the authorized grant official to apply for, accept, reject, alter or terminate the Grant on behalf of the City of Sugar Land.

Section 4. That the City designates Elvia Garza, Controller, as the City’s financial officer to submit financial and/or programmatic reports or alter a grant on behalf of the City of Sugar Land.

Section 5. That the City agrees to provide the applicable matching funds as required by the Grant.

Section 6. 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 State of Texas Office of the Governor in full.

APPROVED on _____.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:



Linda Mendenhall, City Clerk



City Council Agenda Request February 3, 2026

Agenda Request No: VII.L.

Agenda of: City Council Meeting

Initiated by: Jennifer Alexander, Business Development Manager

Presented by: Jennifer Alexander, Business Development Manager

Responsible Department: Economic Development

Agenda Caption:

SECOND CONSIDERATION: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2400**: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM AND NOMINATING APPLIED OPTOELECTRONICS, INC. AS AN ENTERPRISE PROJECT.

Recommended Action:

Approval of Ordinance No. 2400, authorizing the City's participation in the Texas Enterprise Zone Program pursuant to the Enterprise Zone Act, Chapter 2303, Texas Government Code (ACT), providing tax incentives, designating a liaison for communication with interested parties, and nominating Applied Optoelectronics, Inc. to the Office of the Governor Economic Development & Tourism (EDT) through the Economic Development Bank (BANK) as an Enterprise Project (PROJECT).

Executive Summary:

Applied Optoelectronics, Inc. (AOI) is a long-standing Sugar Land employer and global leader in the design and manufacturing of fiber-optic network products used in broadband, data center, and telecommunications applications. Founded in 1997 out of the University of Houston, AOI established its corporate headquarters in Sugar Land in 2000 and completed a major headquarters expansion in 2016. The company continues to innovate in advanced manufacturing and photonics, serving many of the world's largest internet and cable service providers. Through a strategic partnership with Microsoft to produce custom data center chips, AOI is positioning both the company and Sugar Land at the forefront of next-generation AI and semiconductor manufacturing.

AOI is making a total capital investment of approximately \$150 million to expand its operations at 1111 Gillingham Lane, representing a significant onshoring of advanced manufacturing capacity. The project includes a 200,000-square-foot facility and will create 500 new primary jobs with an average annual salary of \$61,240. Upon completion, the facility is expected to

represent the largest U.S.-based manufacturing capacity for AI-focused data center transceivers, further strengthening Sugar Land’s role in the advanced manufacturing and semiconductor supply chain.

To support AOI’s expansion and its pursuit of state-level economic development incentives, staff is recommending the City’s participation in the Texas Enterprise Zone Program, and the nomination of AOI as an Enterprise Project. Enterprise Zone nomination is a critical eligibility requirement for the company to apply for state sales and use tax refunds administered through the Office of the Governor. These incentives are performance-based and awarded by the State of Texas to projects that demonstrate substantial capital investment and job creation.

AOI qualifies as a Double Jumbo Enterprise Project, with a \$150 million capital investment and 500 new jobs. By nominating AOI, the City is formally supporting the company’s application for this competitive state incentive, reinforcing Sugar Land’s commitment to retaining and expanding high-value employers.

The proposed action will support significant new capital investment, promote high-wage job creation, and advance the City’s long-term economic development goals. Participation in the Enterprise Zone Program positions Sugar Land as a proactive partner in facilitating state resources for transformative projects while strengthening the City’s tax base and long-term economic vitality.

The Economic Development Department recommends that City Council approve the second reading of Ordinance No. 2400, authorizing the City’s participation in the Texas Enterprise Zone Program pursuant to Chapter 2303, Texas Government Code; designating a liaison for program coordination; and nominating Applied Optoelectronics, Inc. to the Office of the Governor Economic Development & Tourism as an Enterprise Project.

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. 1.1 Enterprise Zone Ordinance (AOI) rev 12-23-25
- 2. Notice of Public Hearing - Enterprise Zone

ORDINANCE NO. 2400

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM PURSUANT TO THE TEXAS ENTERPRISE ZONE ACT, CHAPTER 2303, TEXAS GOVERNMENT CODE (ACT), PROVIDING TAX INCENTIVES, DESIGNATING A LIAISON FOR COMMUNICATION WITH INTERESTED PARTIES, AND NOMINATING APPLIED OPTOELECTRONICS, INC. TO THE OFFICE OF THE GOVERNOR ECONOMIC DEVELOPMENT & TOURISM (EDT) THROUGH THE ECONOMIC DEVELOPMENT BANK (BANK) AS AN ENTERPRISE PROJECT (PROJECT).

WHEREAS, the City Council of the City of Sugar Land, Texas (City) desires to create the proper economic and social environment to induce the investment of private resources in productive business enterprises and to provide employment to residents from an enterprise zone; and

WHEREAS, the project or activity is not located in an area designated as an enterprise zone; and

WHEREAS, pursuant to Chapter 2303, Subchapter F of the Act, Applied Optoelectronics, Inc. has applied to the City for designation as an enterprise project; and

WHEREAS, at the election of City Council, certain local incentives are available to Applied Optoelectronics, Inc. as a qualified business that will create a higher level of employment, economic activity and stability; and

WHEREAS, a public hearing to consider this ordinance was held by the City Council on January 20, 2026; NOW, THEREFORE;

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

Section 1. That it nominates Applied Optoelectronics, Inc. for double jumbo enterprise project status.

Section 2. That the following local incentives, at the election of the City Council, are or will be made available to the nominated project or activity of the qualified business:

1. The City may establish a reinvestment zone and abate taxes on the increase in value of real property improvements and eligible personal property for up to ten (10) years for qualifying projects under the requirements of the City of Sugar Land Guidelines and Criteria for Granting Tax Abatement Agreements (Tax Abatement Guidelines). The level of abatement shall be based upon capital investment, and the extent to which the business receiving the abatement creates jobs for qualified employees, in accordance

with the Tax Abatement Guidelines and with qualified employee being defined by the Act.

2. The City may provide business and industrial development services, including:
 - a. Grants to eligible companies through the City's 4A sales tax corporation;
 - b. Chapter 380 tax rebates for qualifying projects that significantly enhance the City's tax base as provided in the City's policies;
 - c. Establishment of a Tax Increment Reinvestment Zone;
 - d. Creation of stream-lined permitting and problem resolution centers or ombudsmen;
or
 - e. Promotion and marketing services.
3. The City may provide regulatory relief to businesses, including:
 - a. Zoning changes or variances; or
 - b. Streamlined permitting.
4. The City may provide enhanced municipal services to businesses, including:
 - a. Improved police and fire protection; or
 - b. Institution of community crime prevention programs.
5. The City may provide improvements in community facilities, including:
 - a. Capital improvements in water and sewer facilities;
 - b. Road repair;
 - c. Creation or improvement of parks; or
 - d. Creation of other venues, such as museums, conference centers, etc.
6. The City, in partnership with other regional entities, may provide job training and employment services to businesses, including:
 - a. Retraining programs;
 - b. Literacy and employment skills programs;
 - c. Vocational education; or
 - d. Customized job training.

Section 3. That any enterprise zone areas created within the City are reinvestment zones in accordance with the Texas Tax Code, Chapter 312.

Section 4. That it directs and designates the City's Director of Economic Development as the City's liaison to communicate and negotiate with the Office of the Governor of Economic Development and Tourism (EDT) through the Economic Development Bank (Bank) and enterprise project(s) and to oversee zone activities and communications with qualified businesses and other entities in an enterprise zone or affected by an enterprise project.

Section 5. That it finds that Applied Optoelectronics, Inc. meets the criteria for designation as an enterprise project under Chapter 2303, Subchapter F of the Act on the following grounds:

1. Applied Optoelectronics, Inc. is a “qualified business” under Section 2303.402 of the Act since it will be engaged in the active conduct of a trade or business at a qualified business site within the governing body’s jurisdiction, located outside of an enterprise zone and at least thirty-five percent (35%) of the business’ new employees will be residents of an enterprise zone, economically disadvantaged individuals, or veterans; and
2. There has been and will continue to be a high level of cooperation between public, private, and neighborhood entities in the area; and
3. The designation of Applied Optoelectronics, Inc. as an enterprise project will contribute significantly to the achievement of the plans of the City for development and revitalization of the area.

Section 6. The enterprise project shall take effect on the date of designation of the enterprise project by EDT and terminate on February 2, 2031.

Section 7. 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 first consideration on _____, 2026.

ADOPTED on second consideration on _____, 2026.

Carol K. McCutcheon, Mayor

ATTEST:

Linda Mendenhall, City Clerk

APPROVED AS TO FORM:

DAnn Shea Smith



NOTICE OF PUBLIC HEARING ORDINANCE NO. 2400

City Council Public Hearing 5:30 p.m., January 20th, 2026, City Hall City Council Chamber, 2700 Town Center Boulevard North, Sugar Land, Texas, 77479 to hear all persons interested in an Ordinance of the City Council of the City of Sugar land, Texas, AUTHORIZING the City's participation in the Texas Enterprise Zone Program pursuant to the Texas Enterprise Zone Act, Chapter 2303, Texas Government Code (ACT), providing tax incentives, designating a liaison for communication with interested parties, and nominating applied optoelectronics, inc. to the Office of the Governor Economic Development & Tourism (EDT) through the Economic Development Bank (BANK) as an Enterprise Project (PROJECT).

Details of and feedback on proposed Ordinance No. 2400 may be obtained/provided by contacting the City of Sugar Land Economic Development Department located at 2700 Town Center Boulevard North, Sugar Land, Texas, 77479 by telephone at 281-275-2229 or online at www.sugarlandtx.gov/PublicHearingComment.



City Council Agenda Request February 3, 2026

Agenda Request No: VIII.A.

Agenda of: City Council Meeting

Initiated by: Jessica Huble, Assistant Director of Redevelopment

Presented by: Jessica Huble, Assistant Director of Redevelopment

Responsible Department: Redevelopment

Agenda Caption:

Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-11: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING THE IMPERIAL HISTORIC DISTRICT VISIONING STATEMENT AND GUIDING PILLARS.**

Recommended Action:

Approval of Resolution NO. 26-11 adopting the Imperial Historic District Redevelopment Vision Statement and Guiding Pillars.

Executive Summary:

The City has taken significant steps throughout 2025 to advance redevelopment of the Imperial Historic District. Most importantly, the City acquired the 40-acre site in June 2025, taking a bold step to lead the charge in preserving and revitalizing the City's namesake.

Redevelopment of the Imperial Historic District is a key objective in one of the top five priorities of the 2025-2027 Strategic Action plan under Fostering Sensitive Redevelopment. Specifically, stating to "*position Imperial Historical District for transformative redevelopment by establishing a clear vision, securing partnerships and leverage strategic incentives.*"

After acquisition, the next step was initiating a visioning exercise with the community to understand the community's priorities for the site and its historic buildings. From Nov. 3 – Nov. 6, 2025, the City, in partnership with Town Planning & Urban Design Collaborative (TPUDC), hosted a series of community engagement sessions featuring interactive workshops, presentations, and open studio hours where residents, businesses, and stakeholders shared ideas directly with the TPUDC planning team. TPUDC then took the feedback gathered from the sessions and delivered a proposed vision for the redevelopment and guiding principles that reflect the community priorities that align with market realities, establishing a cohesive vision for the site. The guiding pillars should be considered as foundational themes or focus areas that guide actions and align efforts towards achieving those goals and realizing the final, established

vision. The deliverable, the Imperial Historic District Strategic Vision Report, will aide in the procurement process and help inform interested master development partners of the City’s expectations and will also guide the City’s selection of a private development partner in 2026.

On January 20, 2026, staff and TPUDC held a workshop providing an overview of the findings from the Imperial Historic District Strategic Vision Report in which City Council provided feedback. Edits to the deliverable are shown below:

- Page 26:
 - Updated verbiage to the introduction of the vision statement and guiding pillars that enforces the expectation of a bold development, unlike anything else in Sugar Land.

- Page 27:
 - Condensed vision statement to improve clarity and ensure the core intent is communicated quickly and consistently.
 - Improved text under the “Create a Living District” pillar to promote flexibility to market shifts that allow for strategic adaptation without compromising core intent.

The attached resolution for consideration and action outlines the adopted Vision Statement and Guiding Principles as shown below:

Vision Statement:

- An authentically Sugar Land district designed for our future.

Guiding Pillars:

- Tell the Story
- Create a Living District
- Design for Gathering
- Connect & Enhance Mobility

Staff recommends approval of Resolution NO. 26-11 adopting the Imperial Historic District Redevelopment Vision Statement and Guiding Pillars that will guide the City and Master Development Partner through a thoughtful redevelopment process, rooted in shared values.

Budget

Expenditure Required: NA

Current Budget: NA

Additional Funding: NA

Funding Source: NA

Account Number (ORG-OBJ-Project): NA

Attachments

1. Resolution NO. 26-11
2. SLTX Imperial Vision Report FINAL FINAL

RESOLUTION NO. 26-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING THE IMPERIAL HISTORIC DISTRICT VISIONING STATEMENT AND GUIDING PILLARS.

WHEREAS, the City took significant steps in 2025 to advance redevelopment of the Imperial Historic District (“IHD”), including acquisition of the 40-acre site; and

WHEREAS, redevelopment of the IHD is a key objective in one of the top five priorities of the 2025-2027 Strategic Action plan under Fostering Sensitive Redevelopment; and

WHEREAS, since acquisition of the property located in the IHD, the City has initiated a visioning exercise with the community to understand the community’s priorities for the site and its historic buildings; and

WHEREAS, feedback from the visioning exercise delivered a proposed vision for the redevelopment of the IHD and guiding principles that reflect the community priorities that align with market realities, establishing a cohesive vision for the site, in the form of an IHD Strategic Vision Report; and

WHEREAS, on January 20, 2026, Council provided feedback on the IHD Strategic Vision Report; and

WHEREAS, the City’s City Council would now like to adopt the attached IHD Visioning Statement and Guiding Pillars; NOW, THEREFORE,

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

Section 1. That the facts and recitations set forth in this resolution are declared true and correct.

Section 2. That it adopts the attached Imperial Historic District Visioning Statement and Guiding Pillars.

APPROVED on _____, 2026.

Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:

DAnn Shea Smith

Linda Mendenhall, City Clerk

Attachment: Imperial Historic District Visioning Statement and Guiding Pillars



IMPERIAL HISTORIC DISTRICT

Strategic Vision Report | Sugar Land, Texas

20
26

Acknowledgments

MAYOR & CITY COUNCIL

Carol McCutcheon, Mayor
Jim Vonderhaar, At Large Position 1
Robert Boettcher, At Large Position 2
Suzanne Whatley, District 1
Sanjay Singhal, District 2
Stewart Jacobson, District 3
Rick Miller, Mayor Pro Tem and District 4

CITY MANAGER

Mike Goodrum

PLANNING & ZONING COMMISSION

Matthew Caligur, Chair
Taylor Landin, Vice Chair
Fareena Dawood
Apurva Parikh
Sapana Patel
Mary Smith
Chuck Brown
Randall Hallbrook

CONSULTANT

Town Planning and Urban Design Collaborative (TPUDC)

A SPECIAL THANK YOU

The City of Sugar Land would like to express our gratitude to all the community members, organizations, business owners, friends, and families who participated in the Imperial Historic District Redevelopment Visioning Workshop. Whether you came to a meeting, stopped by open studio, completed a survey, or visited the Project website, your participation helped to inform the creation of this Strategic Vision Plan. Thank you for playing an important role in shaping the vision for the Imperial Historic District.

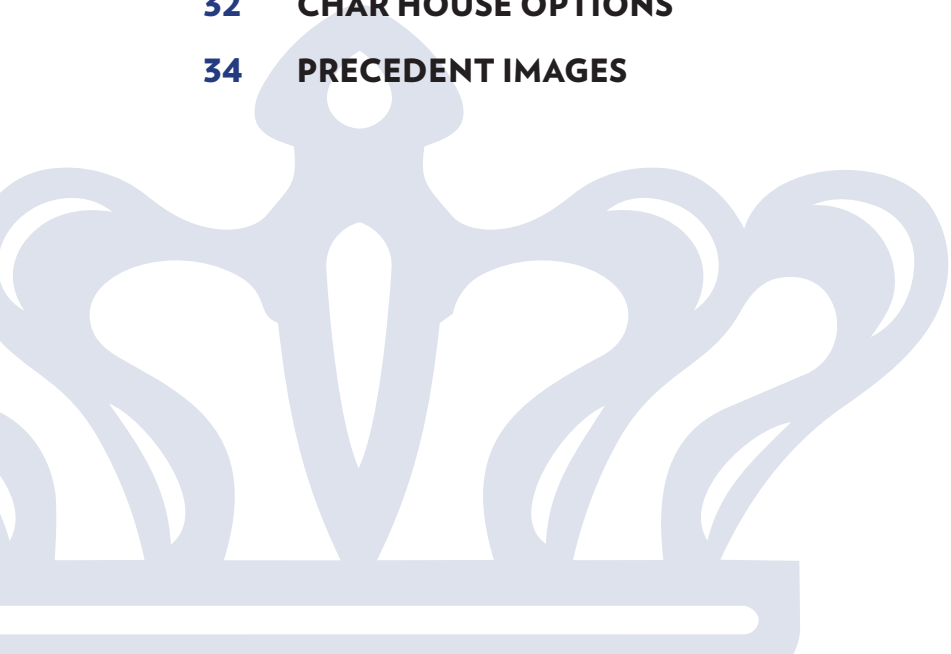
We would also like to thank the T.E. Harman Center and the Sugar Land Heritage Foundation and Museum for hosting the event over the course of several days.





Table of Contents

- 4 AREA PROFILE & HISTORY**
- 8 SITE ANALYSIS/CURRENT CONDITIONS**
- 16 BACKGROUND INFORMATION SUMMARY**
- 18 VISIONING WORKSHOP SUMMARY**
- 26 VISION STATEMENT & GUIDING PILLARS**
- 32 CHAR HOUSE OPTIONS**
- 34 PRECEDENT IMAGES**



WHAT IS THE IMPERIAL HISTORIC DISTRICT STRATEGIC VISION REPORT?

The Imperial Historic District Strategic Vision Report is a high-level summary document that outlines the history of the site, describes public engagement efforts related to the property, and establishes goals for the redevelopment of the District for years to come. It was created for the City to use as a guide when selecting a Master Development Partner, who will also use this Strategic Vision Report to bring the community’s vision to life.

WHY NOW?

The City of Sugar Land purchased the Imperial Historic District and surrounding property in June 2025 and involved TPUDC to engage with the community in November 2025 to help the City establish a vision and guiding pillars for the site.



SUGAR LAND

AREA PROFILE & HISTORY

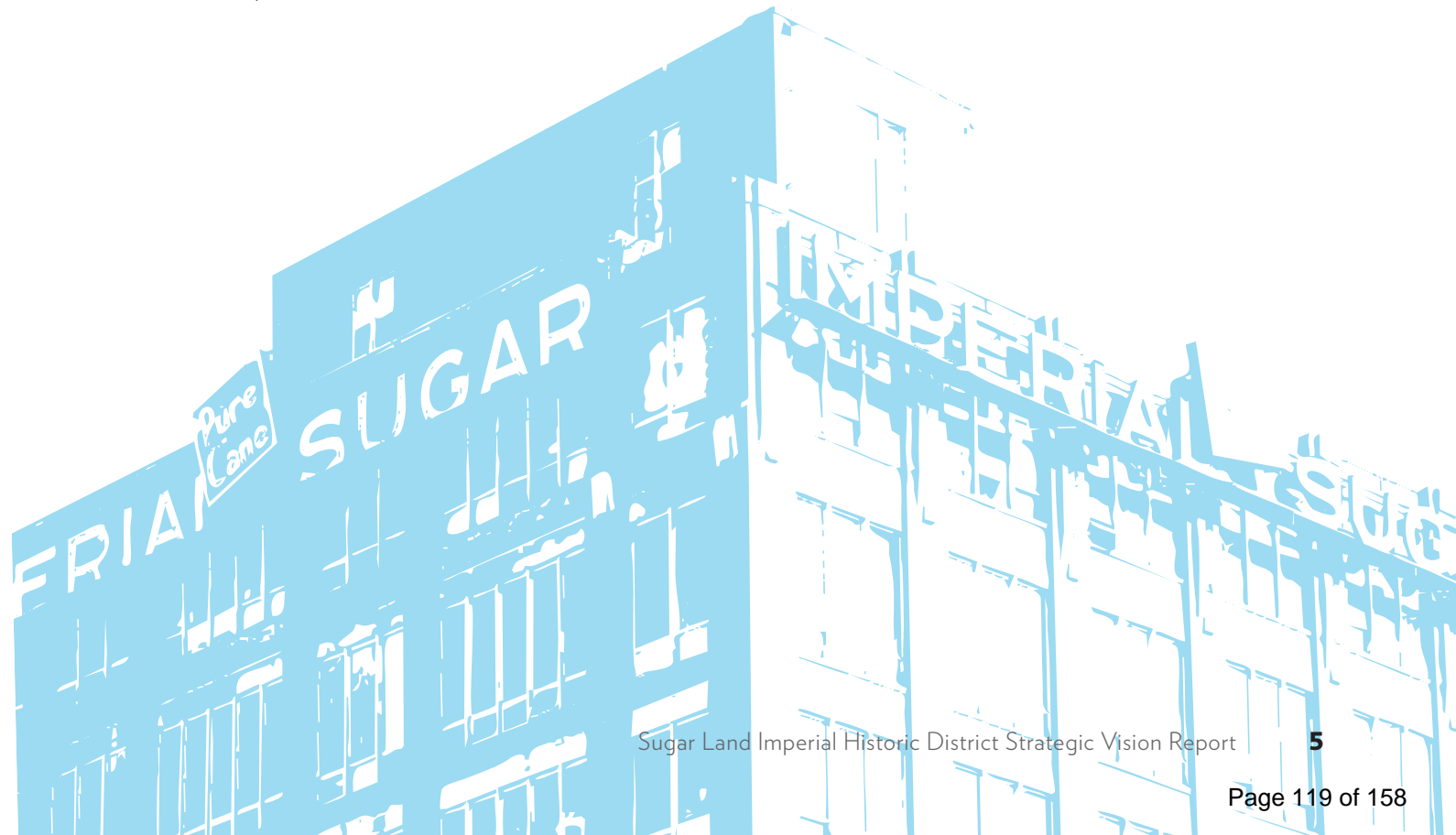
AREA PROFILE

Long before there was the City of Sugar Land, Texas, there was a small company town centered on the Imperial Sugar Refinery. First known as Oakland Plantation in the mid-1800s, the property changed hands multiple times before Isaac H. Kempner and William T. Eldridge purchased it in 1906. Under their leadership, the operation grew from a modest agricultural outpost into a fully developed company town, complete with its very own post office, hospital, general store, school, and fire station. The refinery became the economic engine of the region, shaping early settlement patterns and influencing daily rhythms of life in the community.

As Imperial Sugar expanded, so did the support infrastructure around it. Worker housing, ranging from simple cottages to more substantial residences for managers, lined the streets near the refinery, creating a neighborhood structured around employment hierarchy and proximity to the plant. Civic and social institutions grew organically from the needs of the workforce. Churches, fraternal organizations, a movie theater, mercantile, and recreation facilities emerged alongside essential services, reinforcing the sense of a self-contained community.

The District also reflects the complex history of labor in the Southern United States. Prior to the modern company town era, the site was tied to plantation agriculture and, later, convict-leasing operations, both of which left lasting social and architectural imprints on the area. The evolution into a corporately-run community marked a shift toward a more regulated and stable workforce.

Over time, the built environment of the Imperial Sugar Historic District developed a distinctive character rooted in industrial architecture and early twentieth-century civic design. Brick warehouses, steel-frame structures, and preserved equipment pieces speak to the industrial heritage of this site, while the surrounding civic buildings and workforce residences reveal the company town's social fabric. Today, these elements combine to form a cohesive historic landscape that illustrates the intertwined industrial and community development which preceded modern Sugar Land that over 100,000 people call home.



1828-1838

Stephen F. Austin's secretary, Samuel May Williams, starts growing sugar cane in Northeastern Fort Bend County, Texas on land granted to him by Austin.

Williams' brother, Nathaniel, buys this land and establishes Oakland Plantation with their third brother, Matthew.



1858-1892

The area's first post office is built and later closes in 1886. A second post office opens in 1890.

Convict labor is introduced on the Sugar Land plantations in the 1870s, following the State of Texas' convict leasing system in 1867.

E. H. Cunningham acquires thousands of acres of the site in the 1890s and invests over \$1 million into new industrial facilities and rail infrastructure.

The town's population reaches 500.

1917-1925

Drainage improvements are made on the property.

An elementary school, hospital, and fire station are built.

The Char House is built.

The town's population grows to 2,500.

1843-1853

Matthew Williams forms a sugar mill along Oyster Creek.

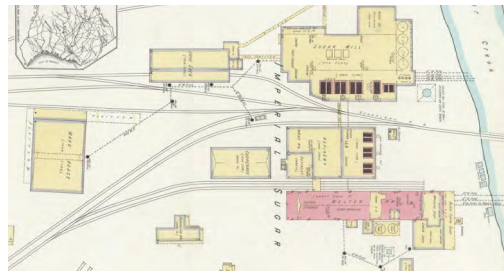
Oakland Plantation is purchased by Benjamin Franklin Terry and William Jefferson Kyle who successfully bring a rail line extension to the property.

1906-1914

Isaac H. Kempner and William T. Eldridge purchase Cunningham's sugar company and plantation land, expanding it into a true company town and naming it "Imperial".

Convict labor is outlawed in the State of Texas.

Industrial growth occurs, but the town's population decreases to 200.



1928

Due to high taxes and plant disease, sugar cane farming permanently comes to a halt in Fort Bend County.

Sources:
City of Sugar Land Historical Timeline
Sugar Land Heritage Foundation

1936-1956

Sugar Land's population decreases due to the Great Depression.

The Kempner Family becomes the sole owners of the company town.

Segregation becomes a common practice, with minority populations being forced to have separated neighborhoods, community facilities, and space for leisure activities.

1964-1989

Sugar Land's population expands from 3,100 in 1964 to almost 20,000 by 1989. Rapid development of master planned communities occurs, including Sugar Creek and First Colony.



2001-2003

Imperial Sugar ceases operations of its Sugar Land refinery in 2003 after filing for bankruptcy two years earlier.

1959

Sugar Land becomes an incorporated city with T.E. Harman as its first mayor.



1990-1999

The Imperial Sugar site continues to operate in Sugar Land while the company expands into other states.

The silos are constructed in 1997.



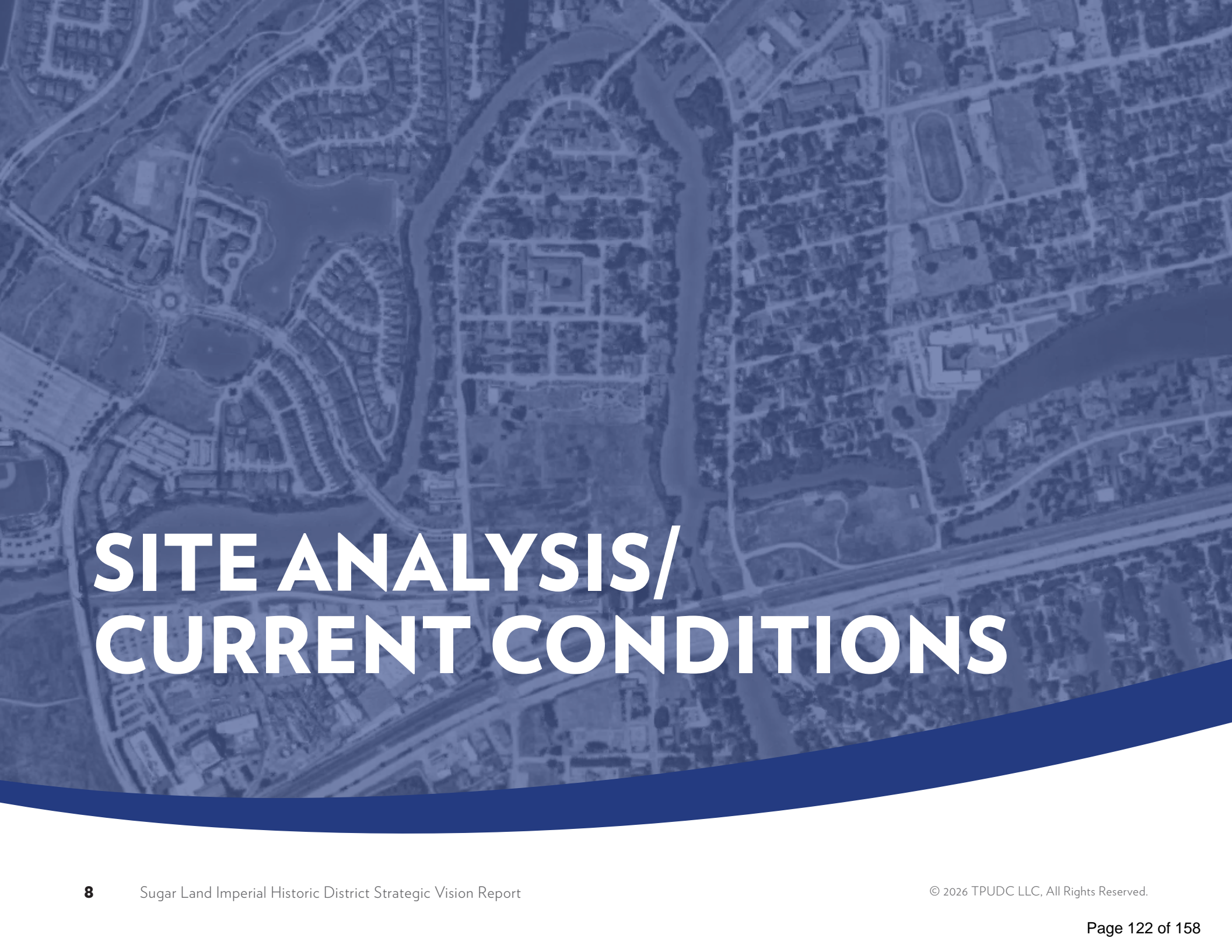
2000

Sugar Land becomes the second-fastest growing city in the State of Texas.



2025

The City of Sugar Land purchases the Imperial Historic District and surrounding property.



SITE ANALYSIS/ CURRENT CONDITIONS

SITE ANALYSIS

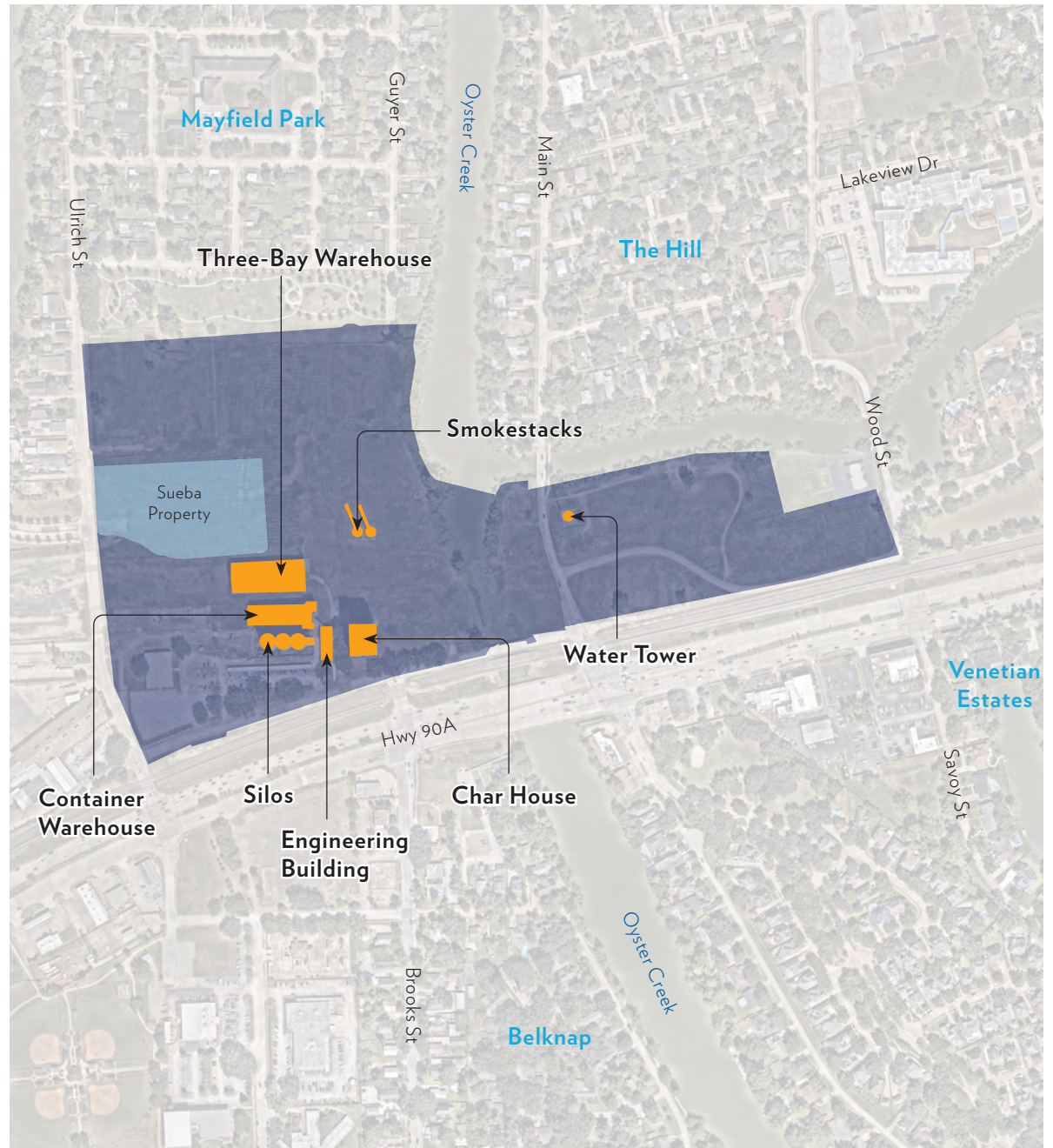
The Imperial Historic District is located in north-central Sugar Land, positioned just north of Highway 90A and east of Highway 6, with Oyster Creek running through the middle of the property and serving as a natural dividing feature. The District sits within an established urban context. To the north lies historic Mayfield Park, one of Sugar Land's earliest residential areas. The Hill neighborhood is immediately to the northeast, characterized by its older single-family housing stock and gridded street pattern. To the west, the Imperial neighborhood consists of a mix of newer residential development, commercial amenities, and Constellation Field. Directly south of Highway 90A are the Belknap and Venetian Estates neighborhoods, both well-established communities with strong local identities. The SLB chemical processing facility (formerly known as ChampionX) also occupies land to the west and forms part of the District's broader industrial surroundings.

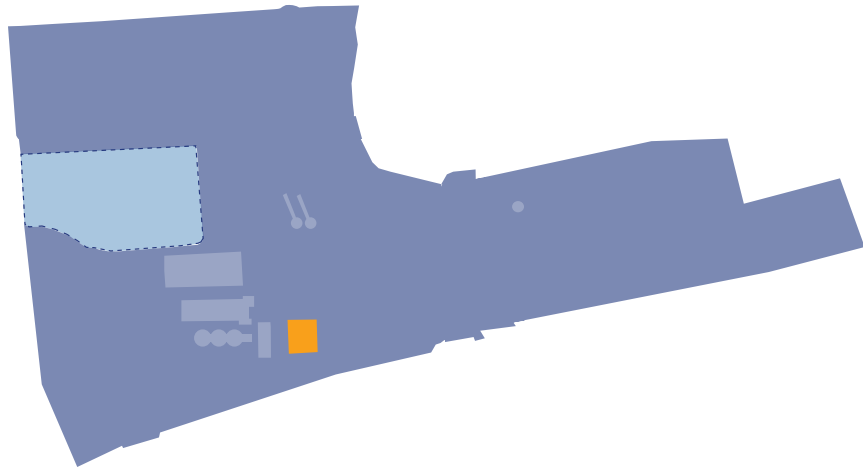
The site encompasses just over 40 acres, with the majority of the land area located to the west side of Oyster Creek. This distribution has shaped circulation patterns and land use within the historic district, concentrating most of the significant buildings, structures, and open spaces on the western portion while the eastern side remains more limited in development.

There are 8 significant resources within the District: 4 buildings and 4 structures that remain from the former Imperial Sugar refinery operations. The contributing historic buildings include the iconic Char House, Engineering Building, Three-Bay Warehouse, and Container Warehouse. The 4 key structures consist of the Silos, two Smokestacks, and a Water Tower. These collectively represent the industrial core of the former refinery and are visually prominent landmarks both within the site and from surrounding communities.

The remainder of the site is composed of a combination of paved parking areas, covered walkways, a pavilion, and grassy areas where additional refinery buildings once stood.

The mixture of standing structures, foundations, and open land forms the site's historic character and offers flexibility for future redevelopment.



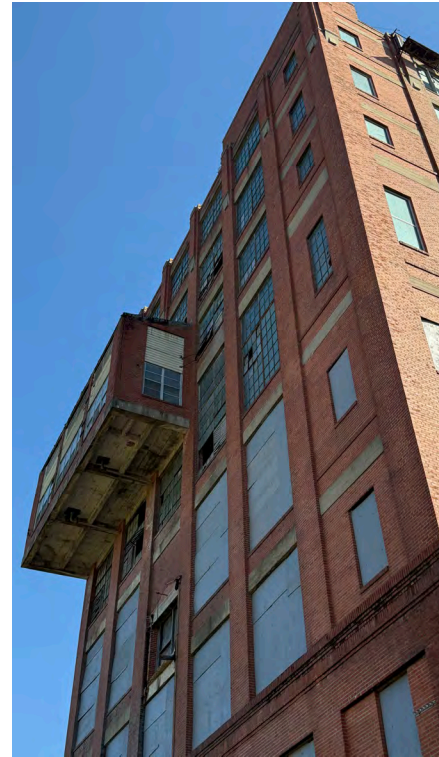


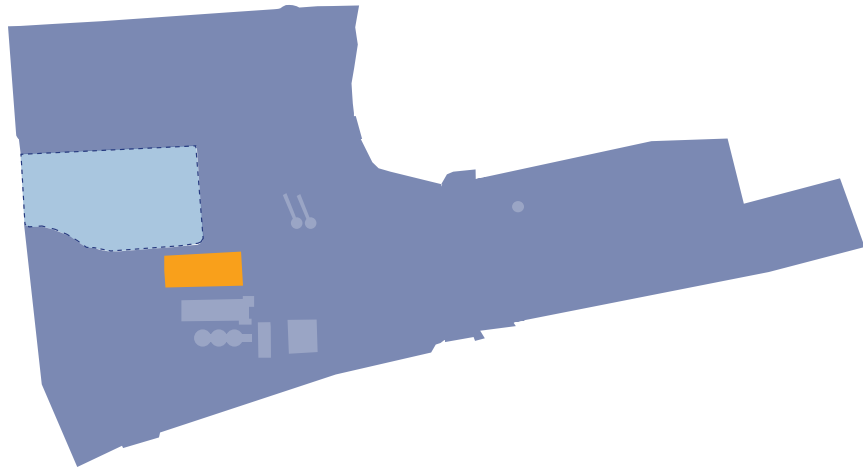
CHAR HOUSE

Undoubtedly the most iconic building in Sugar Land, the Char House has stood as a dominant visual landmark since its construction in 1925. Built with a concrete frame, brick cladding, and aluminum-framed windows, the building reflects the utilitarian character of the early 20th century industrial design. Its eight stories of varying heights create a distinctive silhouette, reinforced by the large Imperial Sugar signs on the south and west cornices. A projection on the sixth floor of the north elevation, known as the “saddlebag,” contributes to the building’s unique profile.

Despite its scale, the Char House operated with a very small workforce. Even at peak production, only about four workers were stationed inside at any time, overseeing the equipment that handled most of the operation. The building served as the center of the sugar refinement process, where raw cane moved through affination, carbonation, decolorization, boiling, crystallization, and recovery. Since the refinery relied on a gravity-fed filtration system, the Char House was constructed around the machinery itself, leaving large holes in the floor once that machinery was removed.

For much of Sugar Land’s early history, the Char House’s towering mass, smokestacks, and illuminated signage functioned as a citywide visual reference point. Today, it remains the most recognizable symbol of the former Imperial Sugar refinery and a defining feature of the District, embodying its industrial heritage.

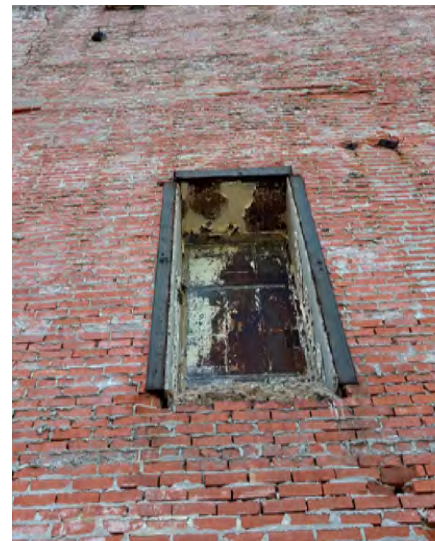
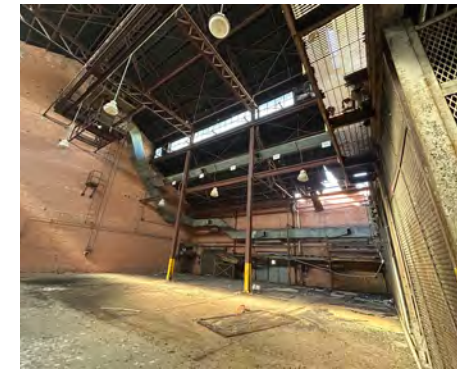
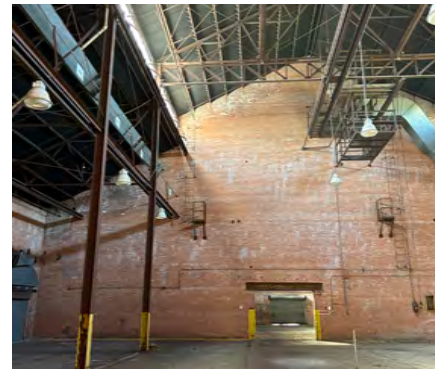


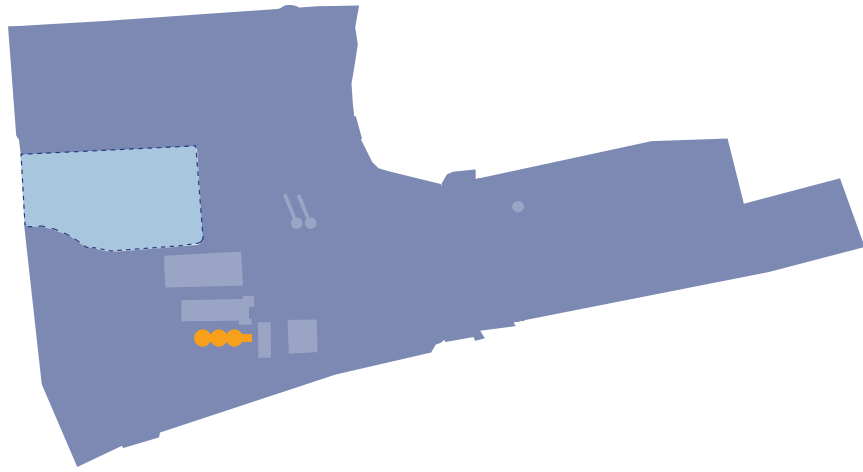


THREE-BAY WAREHOUSE

The Three-Bay Warehouse takes up the largest building footprint on the Imperial Historic District site at 26,000 square feet. It is a rectangular, gabled masonry building that served as the primary storage facility for packaged sugar awaiting distribution. Its design consists of three symmetrical gabled bays, a feature clearly expressed in the roofline and reinforced by structural divisions inside. The warehouse incorporates adequate natural light through large upper windows. Both of the north and south elevations contain twelve truck door openings for loading and distribution.

Although not as visually commanding as the Char House, the Three-Bay Warehouse played an essential role in the refinery's operations, serving as the final stage in the production chain. Its scale, simplicity, and clear industrial function make it a key contributing building within the Imperial Historic District and an important reminder of the logistical backbone that supported the refinery's output.

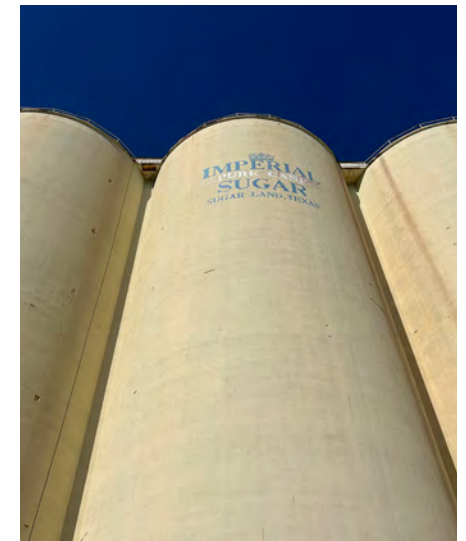
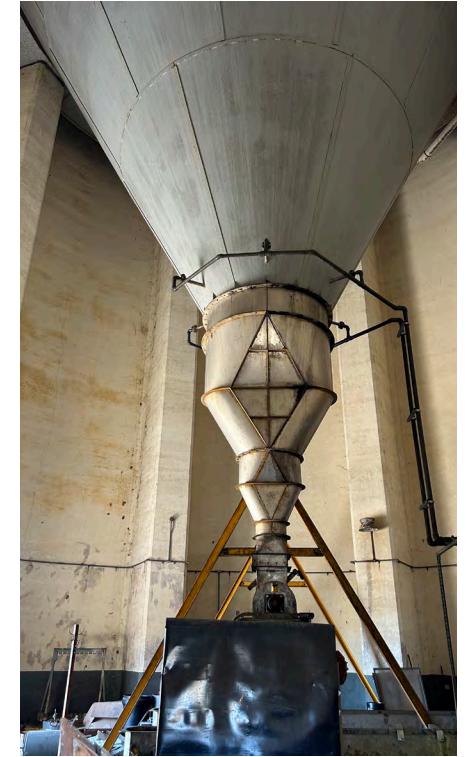


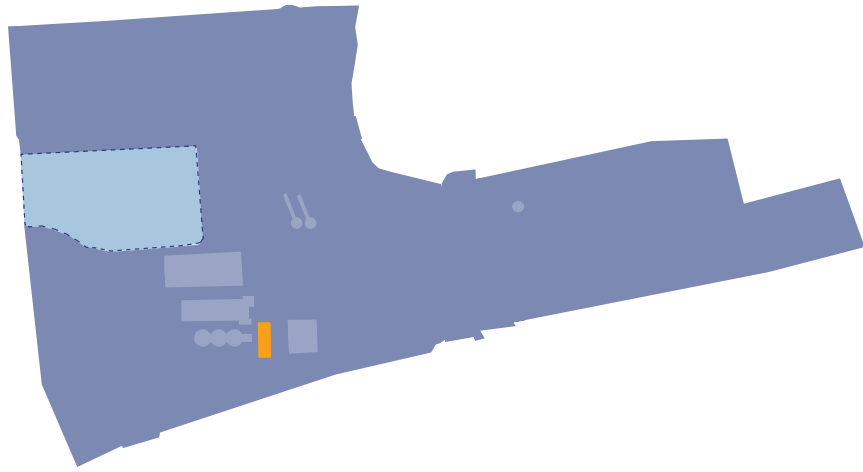


SILOS

Prominently positioned within the Imperial Historic District are three connected cylindrical concrete silos that rise to a height of approximately 150 feet. The central silo features the large Imperial Sugar logo, making the trio one of the most recognizable visual elements on the site. Constructed in 1997, the silos fall outside the District’s period of historical significance and are therefore considered non-contributing structures. However, they played an important role in the final few years of the refinery operations and remain a defining part of the industrial skyline. Collectively, the silos stored nearly 12,000 tons of granulated sugar, functioning as critical large-capacity holding units.

In active use, the silos served as the major buffer point between the refinery’s processing stages and its packaging and distribution systems. Once raw sugar was clarified, filtered, and crystallized in the Char House, it was conveyed into the silos for bulk storage. This step allowed the facility to maintain consistent output levels even when upstream or downstream processes varied. Their enclosed construction also protected the sugar from moisture, dust, and contamination, ensuring uniform quality and compliance with food safety standards. From the base of the silos, sugar could be routed directly into bagging machinery, loaded into railcars or trucks, or moved to other parts of the refinery to meet production needs. Though relatively modern, the silos reflect the scale and efficiency of late-twentieth-century sugar refining and continue to shape the visual and functional character of the site.



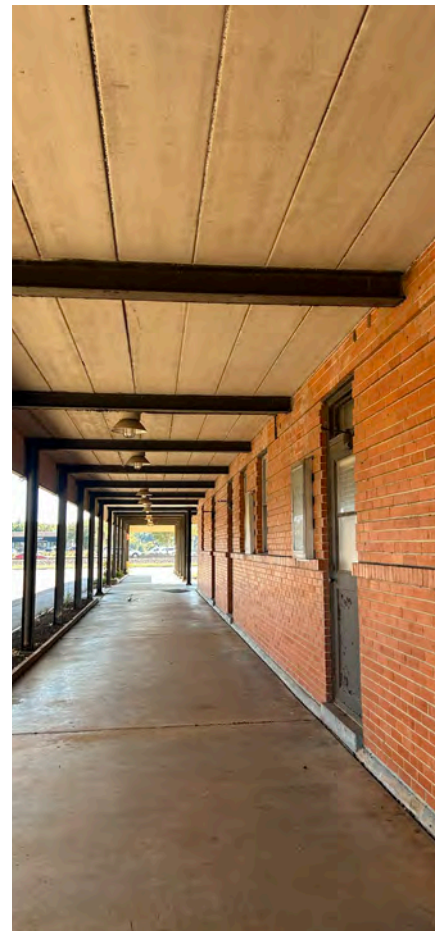


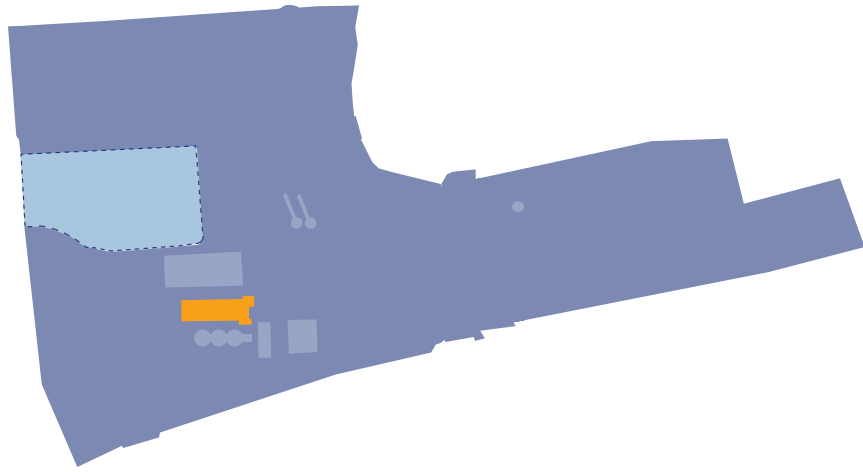
ENGINEERING BUILDING

The Engineering Building is a modest two-story brick building situated between the Char House and the later-built silos, occupying a central location within the refinery complex. Its straightforward industrial design includes a flat metal roof and simple rectangular footprint, with the front elevation lined by a covered walkway. Although unassuming in appearance, the building played an important administrative and technical role in the day-to-day operations of Imperial Sugar.

Historically, the payroll department was housed in this building, and employees would line up at a designated window on the ground floor to collect their paychecks. Research and development was also in the Engineering Building, along with other administrative offices.

While not as architecturally prominent as the Char House or three-bay warehouse, it contributed significantly to the organizational infrastructure that allowed Imperial Sugar to function as a large, coordinated operation. Its continued presence offers insight into the behind-the-scenes administrative and technical work that sustained the refinery for decades.





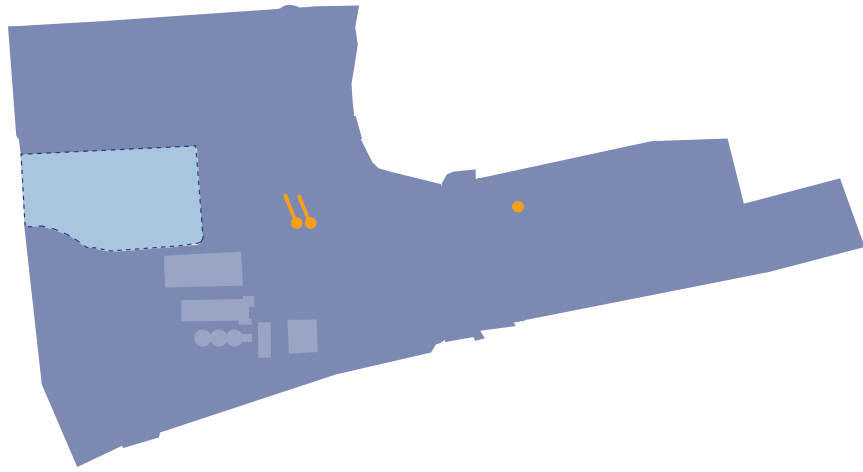
CONTAINER WAREHOUSE

The Container Warehouse strategically sits between the Three-Bay Warehouse and the silos. Built prior to 1950, the building reflects the practical, durable design typical of mid-1900s industrial facilities. Its uncomplicated form and masonry construction were well suited for the heavy, long-term use associated with equipment storage.

The Container Warehouse served as the primary storage space for packaging equipment used throughout the refinery. This included machinery, replacement parts, and specialized tools associated with the bagging, boxing, and handling of finished sugar products. Its proximity to both the Three-Bay Warehouse and the silos allowed for efficient movement of equipment and materials between storage, processing, and distribution areas. Although not the largest of the site's industrial buildings, the Container Warehouse played a vital role in maintaining operations and ensuring packaging liens could be kept in continuous service.

In 2016, the Sugar Land Heritage Foundation & Museum and the Fort Bend Children's Discovery Center moved into the Container Warehouse after it underwent significant renovations and expansion. This transformation introduced new public-facing uses to the former industrial building, preserving its exterior character while converting the interior into an educational and cultural space.

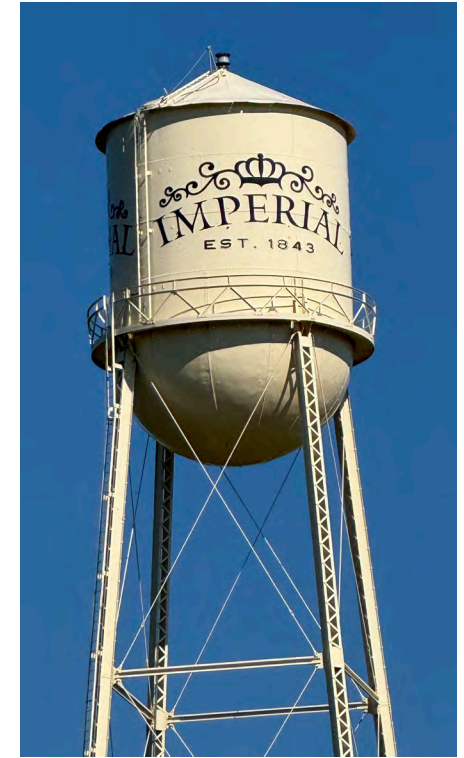




WATER TOWER & SMOKESTACKS

The Water Tower stands just east of the Char House across Oyster Creek and has long been one of the most significant vertical elements of the Imperial Sugar site. Constructed in 1925 to support expanding operations of the company, the tower provided essential water pressure for both daily industrial use and fire protection. Its elevated tank and lattice-style support frame exemplify early 1900s industrial infrastructure designed for durability and efficiency.

The two towering Smokestacks adjacent to the Char House and former power plant building are among the most dramatic remnants of the refinery's past. Built as part of the facility's steam and power generation system, the stacks once vented emissions from the boilers that supplied energy for sugar processing equipment throughout the complex. Their tall, cylindrical forms were engineered for maximum draft efficiency, allowing heat and exhaust to rise quickly and disperse high above the site. For much of the 20th century, the smokestacks were visible markers of the refinery's activity, signaling to residents that production was underway. Although no longer operational, the stacks remain powerful visual symbols of the heavy industrial processes that shaped Sugar Land's economy and continue to define the skyline of the District.





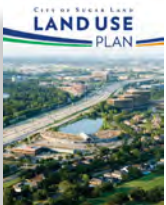
BACKGROUND INFORMATION SUMMARY



VISION 2025: SUGAR LAND COMPREHENSIVE PLAN (2012)

In 2012, the City of Sugar Land adopted “Vision 2025: Sugar Land Comprehensive Plan” (Chapters 1-5), a strategic long-range policy document, to guide the City’s growth and development for the next 10+ years. This Plan establishes a vision statement for the City and outlines 11 goals to become a more inclusive, environmentally-responsible, economically attractive, balanced, and connected community. A top priority in the 2012 Comprehensive Plan is to create “destination activity centers,” with an emphasis on redevelopment of the Imperial Sugar site as a mixed-use community. The document emphasizes preservation of the Char House, Three-Bay Warehouse, and water tower and continuance of historical themes throughout the development (see the Imperial Sugar / Tract 3 General Plan on page 40).

CITY OF SUGAR LAND LAND USE PLAN (2018)



The Land Use Plan for the City of Sugar Land is one of several components of the 2012 Comprehensive Plan described above. It is also sometimes referred to as “Chapter 6” of the Comprehensive Plan, as it gives further direction on development and redevelopment in the City. There are 10 goals in the Land Use Plan that reinforce those of the Comprehensive Plan: Preserving Single-Family Neighborhoods, Creating Mixed-Use Activity Centers, Encouraging Residential Options, A Great Place for Businesses, Amenities for All, Inviting Outdoor Spaces, Connected Land Uses, Balanced Growth, Fostering Redevelopment, Celebrate Sugar Land.

In the Land Use Plan, 2.6% of the City’s land is designated as Redevelopment Area, with one of those being the former Imperial Sugar complex. Additionally, the site’ classified Future Land Use is Regional Activity Center (RAC), which is described as a walkable place offering a mix of uses that attract not only regional visitors but also employers. The Imperial RAC is comprised of the Imperial Historic District, Constellation Field, the now-built Imperial at Sugar Land community, Overture, and Talyard Brewing Co. The area is envisioned to preserve and reuse the Char House and surrounding historic Imperial buildings to complement new future retail, office, and entertainment uses. It calls for new buildings to match the character of existing industrial buildings, and requires that view corridors of the Char House are protected. For details, please see pages 82-83 of the Land Use Plan.

URBAN3 STUDY (2023)



In 2023, the City of Sugar Land consulted with Urban3 for site-specific scenario planning and analysis of the City on a value per acre basis, showing where redevelopment makes the most sense. As part of the study projections were calculated for the 40-acre Imperial Redevelopment site. The scenario assumed retail/office, multi-family, and office uses in the potential redevelopment, generating a total projected taxable value of \$444 million, compared to its current total taxable value of \$3 million. This study reinforces the importance of establishing an economically viable district with a mix of uses that generates revenue for the City.

IMPERIAL CHAR HOUSE HISTORIC DISTRICT MARKET & FEASIBILITY ANALYSIS (2025)



The City contracted a land economics firm to conduct a market study for the Imperial Historic District in May 2025. Existing socioeconomic conditions were examined for the City and area immediately surrounding the District. This analysis found that the most feasible near-term uses for the site are neighborhood retail, townhomes, and low- and mid-density apartments. It was determined that hotel, office, and high-density residential uses would be the least feasible in the near term due to post-COVID workplace shifts, hotels currently in the City’s pipeline, and the potential need for structured parking that would increase construction costs.



VISIONING WORKSHOP SUMMARY

SUMMARY

From Monday, November 3 to Thursday, November 6, 2025, the City of Sugar Land and Town Planning and Urban Design Collaborative (TPUDC) hosted the Imperial Historic District Redevelopment Visioning Workshop, which was a multi-day public workshop and participatory process where all members of the community got to work directly with a planning team to shape the future vision of the Imperial Historic District. Presentations, topical meetings, a hands-on mapping workshop, and pop-up design studio were all open to the public.

All events were promoted weeks in advance by the City, using print materials, press releases, local news stories, mailers, and social media. Every element of this public process was held either on the District at the Sugar Land Heritage Foundation and Museum, or within walking distance to the District at the T.E. Harman Center.

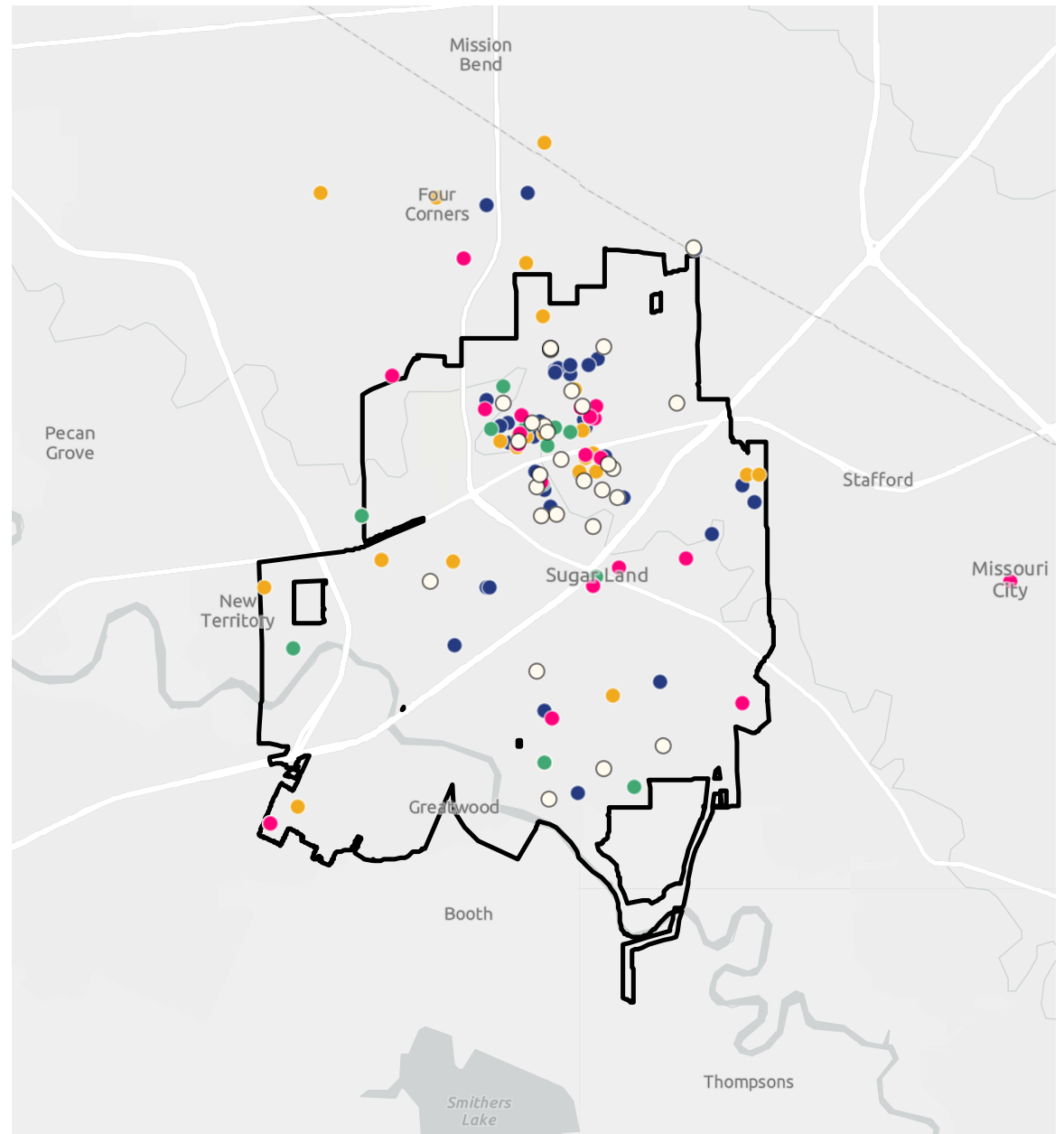
360

Attendees across all four days

- Opening Presentation Attendees 11/3/25
- Topical Meeting 1 Attendees 11/4/25
- Topical Meeting 2 Attendees 11/5/25
- Topical Meeting 3 Attendees 11/5/25
- Closing Presentation Attendees 11/6/25
- Sugar Land City Limits

Each dot indicates an attendee's home address.

Visioning Workshop Attendees



MARKETING

The City's Department of Redevelopment launched a robust public relations and community engagement strategy ahead of the visioning sessions to increase awareness and promote the opportunity to generate as much participation as possible. Outreach was inclusive of strategic press releases and media relations, paid advertising, and grassroots marketing.

Paid Ads

136,649
Impressions

Earned Media

2.4m
Reach

Social Media

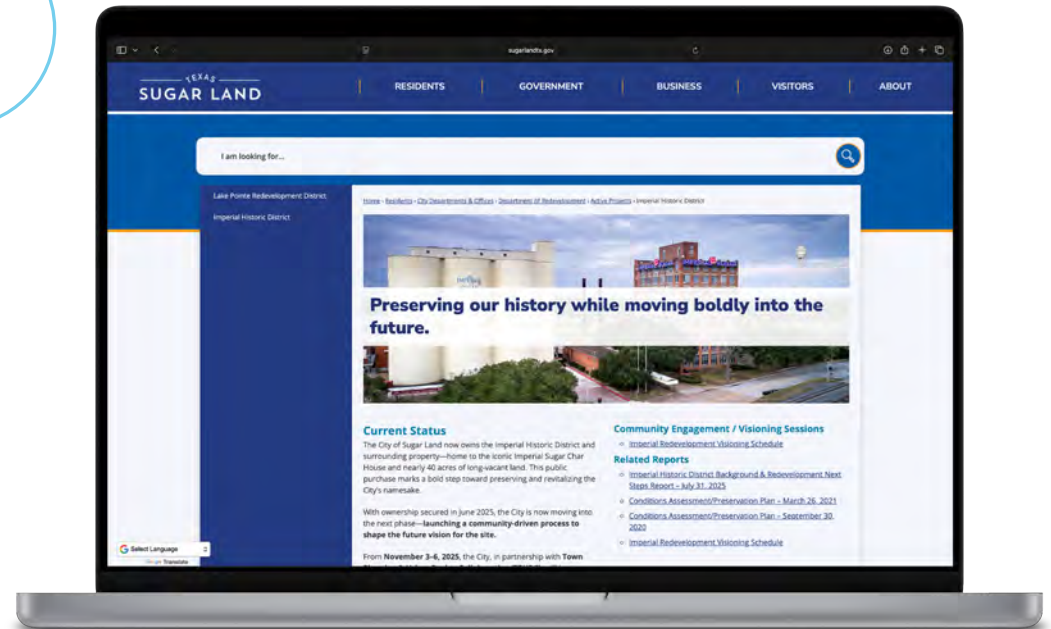
170k
Views

Yard Signs

25

Banners

3

OPENING PRESENTATION

On the first night of the Workshop, TPUDC hosted an Opening Presentation at T.E. Harman Center, which involved a general overview of the Imperial Historic District, changing preferences for development and redevelopment around the country, and a glimpse into how the rest of the Workshop would work. TPUDC Principal, Brian Wright, presented to around 100 people.



HANDS-ON WORKSHOP

Following the Opening Presentation, participants were invited to contribute their ideas in a Hands-On Workshop, working over maps of the District to identify how they might like to see the Site develop in the future, what features of the site they want to preserve, and what challenges should be addressed. This interactive process provided a preliminary inventory and assessment of issues and opportunities based on the concerns of the public who participated in the workshop. Each of the sixteen tables presented their “big ideas,” followed by a Question & Answer session led by Brian Wright. Examples of the workshop maps are included in page 24.



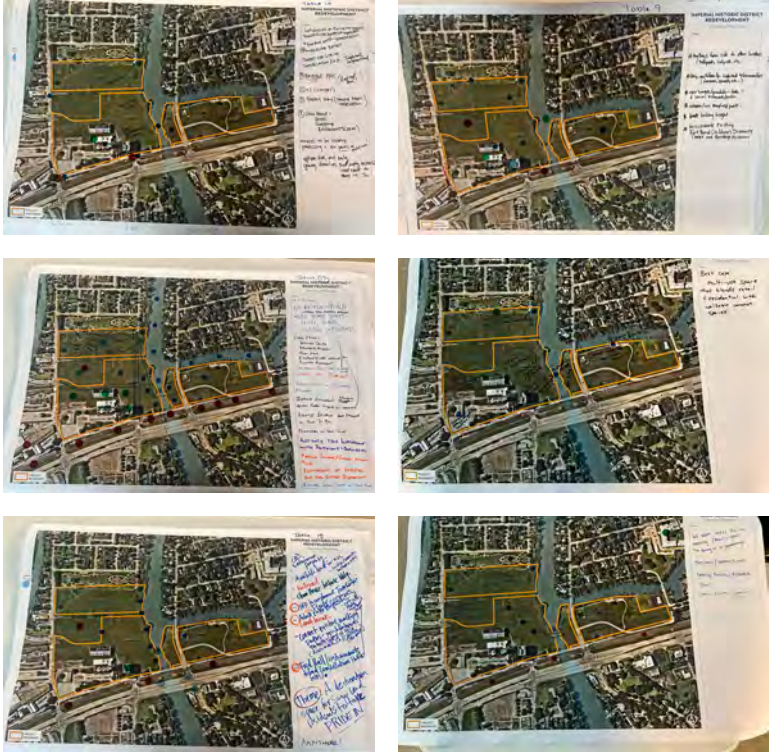
TOPICAL MEETINGS

Over the next two days of the Workshop, three topical meetings were held. The first meeting was on the evening of Tuesday, November 4th to talk about History, Culture, and Arts. The following Wednesday afternoon meeting was about Walking, Biking, and Driving, and the final topical meeting Wednesday night covered Housing, Mixed-Use, and Public Space. Each meeting was well-attended and involved respectful and meaningful conversations.



OPEN STUDIO

Over the course of the Visioning Workshop, the TPUDC Team set up a temporary planning studio at the Sugar Land Heritage Museum in the Imperial Historic District. Any resident, business owner, or public official who wished to participate was welcome to drop in at their convenience during Open Studio hours and provide comments, suggestions, or simply hear what other participants have said. All maps from the Hands-On Mapping Workshop were hung up for people to look at, along with blank maps for anyone who missed the mapping exercise to mark up as desired. The studio was open from Tuesday morning to Thursday afternoon, and ran concurrently with the three Topical Meetings.



WORK-IN-PROGRESS CLOSING PRESENTATION

On the final night of the Visioning Workshop, TPUDC's Brian Wright conducted a Work-In-Progress Presentation, synthesizing feedback that was received throughout the week, along with precedent images from exemplary projects mentioned by Workshop participants throughout the week. The reception was positive overall and participants were eager to hear about next steps for the Imperial Historic District redevelopment process. The evening concluded with a Q&A session.





VISION STATEMENT & GUIDING PILLARS

The City of Sugar Land now owns the Imperial Historic District and surrounding property, which is home to the iconic Imperial Sugar Char House and nearly 40 acres of long-vacant land. This public purchase marks a bold step in preserving and revitalizing the City's namesake, while creating a bold new development unlike anything else in Sugar Land. The draft Vision Statement and proposed Guiding Pillars presented here reflect community feedback and will guide the City and a Master Development Partner through a thoughtful redevelopment process rooted in shared values.

IMPERIAL HISTORIC DISTRICT

VISION STATEMENT

An authentically Sugar Land district designed for our future.

GUIDING PILLARS



TELL THE STORY

A place that adapts the District's historic buildings in ways that preserve its industrial character and cultural heritage while positioning the site for a bold and vibrant future.



CREATE A LIVING DISTRICT

A place that is lively throughout the day and evening--energized by food, events, and local experiences--and designed to be flexible and adaptable to long-term market changes.



DESIGN FOR GATHERING

A place that is welcoming, where all ages and backgrounds gather and feel at home.



CONNECT & ENHANCE MOBILITY

A place that is walkable, well-connected, integrates Oyster Creek and surrounding neighborhoods, and is easy to get to and move through.



TELL THE STORY

Sugar Land residents desire for the Imperial Historic District to present an accurate and balanced account of the site's history that respectfully addresses both the difficult chapters and achievements.

WHAT COULD THIS LOOK LIKE?

Ensuring the District's story reflects and respects well-established communities surrounding the site, including Mayfield Park.

Including oral histories, refinery artifacts, and archives from local families and past company employees throughout the District in public spaces, art, self-guided tours, interpretative signage, and other means.





CREATE A LIVING DISTRICT

The community wants the District to provide a mix of both daytime and nighttime activities and experiences, which aligns with the City's desires of a profitable and revenue-generating development.

WHAT COULD THIS LOOK LIKE?

Encouraging neighborhood-scale uses to create a balanced District that supports residents and visitors alike.

Bringing in a mix of income-generating and experiential businesses, along with office spaces and a mix of housing to increase foot traffic.





DESIGN FOR GATHERING

Sugar Land is longing for a place that embraces the City's diversity and reinforces the bonds of its residents.

WHAT COULD THIS LOOK LIKE?

Providing spaces and activities to engage all ages, from children to senior citizens and everything in between.

Accommodating various lifestyles and preferences by incorporating a variety of housing options throughout the District such as live/work buildings, townhomes, and multi-family apartments.





CONNECT & ENHANCE MOBILITY

The community wants to ensure that any redevelopment in this area will connect to existing developments and improve traffic circulation.

WHAT COULD THIS LOOK LIKE?

Linking the District to the Imperial neighborhood, Mayfield Park, The Hill, Constellation Field, and development across Highway 90A, and creating continuous shaded sidewalks with street trees, awnings, and colonnades, safe crossings, and multi-modal access.

Exploring non-vehicular options to safely access and move throughout the Imperial Historic District, such as shuttle buses, pedestrian bridges, bicycle infrastructure, and waterway activation.

Improving way-finding signage to ensure optimal distribution of traffic in and out of the District through the multitude of access points to the property.



A photograph of a multi-story brick building with a grid of windows. The words 'IMPERIAL SUGAR' are visible on the top edge of the building. A large, white, sans-serif text overlay reads 'CHAR HOUSE OPTIONS'. The entire image has a blue tint, and a thick blue curved bar is at the bottom.

CHAR HOUSE OPTIONS

CHAR HOUSE OPTIONS

The most common question throughout the Visioning Workshop was, “What would happen to the Char House?,” considering its history and eye-catching presence on the site. The prevailing sentiment was that the building should be preserved and activated.

On November 18, 2025, City Council approved a contract with Urbano Architects to begin preservation design work for the 100-year-old Char House. The initial phase focuses on critical roof, window, and structural repairs needed to stop deterioration and prepare the building for future reuse. On-site preservation work is anticipated to begin in April 2026 and continue for 18–24 months.

In addition to strong support for preservation, participants shared ideas about potential future uses that would be nice to see. The ideas listed in this section reflect the most commonly expressed suggestions. However, many unknowns remain, and additional studies will be required to evaluate building conditions, market demand, and financial feasibility of these ideas. Should any of these ideas prove unfeasible for the Char House itself, they may still be realized in other ways across the site.

MUSEUM

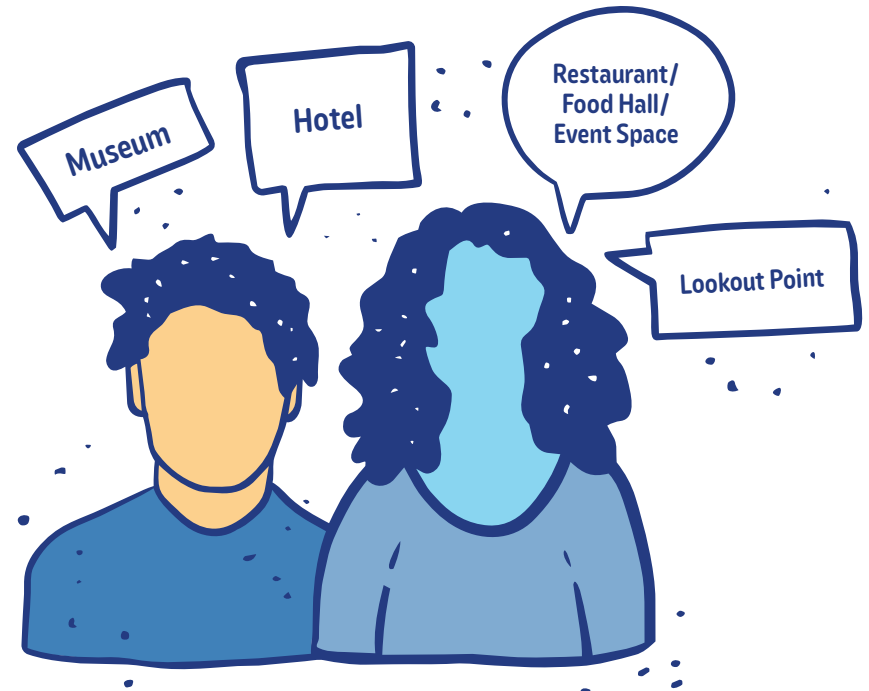


The most frequent suggestion by participants was a history-focused use inside the Char House. Participants suggested creating a museum on the ground floor with rotating exhibits to keep it from being a one-time-only attraction. They mentioned incorporating artifacts and stories that have been collected by the Sugar Land Heritage Foundation Museum and Fort Bend ISD/Sugar Land 95 Memorial Project. When asked why participants envisioned a museum, most said it was because they could not think of any other potential uses. It should also be noted that there is already a museum in the District.

HOTEL



The May 2025 Market & Feasibility Analysis found that a hotel use within the Imperial Historic District should not be recommended in the near term. However, during the workshop, participants repeatedly brought up converting the Char House into a boutique hotel. While not currently feasible due to the market, this could be a potential longer-term use. Participants noted that a hotel use could be combined with the other uses mentioned in this section to attract visitors and integrate well into a mixed-use activity center.



RESTAURANT/FOOD HALL/ EVENT SPACE



There was a strong desire to bring more local restaurants into the Imperial Historic District, and the idea of a rooftop restaurant was commonly mentioned, with the option to convert into a private event space. Similarly, adapting the Char House into a multi-level food hall for independent/local concept restaurants was introduced as a potential use. However, the Three-Bay Warehouse’s layout better lends itself to a food hall and event space.



LOOKOUT POINT

Some workshop participants had no opinion on the Char House’s future, other than opening the rooftop to the public for providing exceptional views of the City of Sugar Land.

As preservation of the Char House begins and additional necessary studies are conducted, the City will partner with a private developer to identify the best and most feasible future for this iconic building.



PRECEDENT IMAGES

PRECEDENT IMAGES

Throughout the 4-day visioning workshop, participants identified other projects and cities that could be used as precedent for the redevelopment of the Imperial Historic District. The images highlight the community’s goals to celebrate the history of Imperial Sugar and foster a lively district filled with public gathering spaces, entertainment, retail, flexible and creative workspaces, and living spaces.



PRECEDENT IMAGES



PRECEDENT IMAGES



PRECEDENT IMAGES



PRECEDENT IMAGES



IMAGE SOURCES

Front Cover: City of Sugar Land. Image of Imperial Historic District. (n.d.).

Pg. 2-3:

- Sugar Land Heritage Foundation. Historic images of Sugar Land. (n.d.).
- Library of Congress. Sanborn Map of Sugar Land, Texas. (n.d.). https://www.loc.gov/item/sanborn08772_001/
- Houstonia Magazine. Imperial Sugar Char house: \$1B Makeover. (2023). <https://www.houstoniamag.com/news-and-city-life/2023/04/sugar-land-imperial-char-house-one-billion-makeover>
- TPUDC. Project images. (2025).
- Texas Economic Development. Ranking economic growth / population graphic. (n.d.). <https://businessintexas.com/wp-content/uploads/2020/06/ranking-economic-3-1-growing-population.jpg>

Pg. 4: Sugar Scoop. Is Sugar Land One Word or Two? (2021). <https://sugar-scoop.com/2021/12/14/is-sugar-land-one-word-or-two-we-have-your-answer/>

Pg. 6-7:

- Texas State Historical Association (TSHA). Samuel May Williams Entry. (n.d.). <https://www.tshaonline.org/handbook/entries/williams-samuel-may>
- Library of Congress. Sanborn Map of Sugar Land, Texas. (n.d.). https://www.loc.gov/item/sanborn08772_001/
- Facebook (public group post). Historic Sugar Land Photo. (n.d.). <https://www.facebook.com/groups/395644778725885/posts/1086124369677919/>
- City of Sugar Land. Historical Timeline. (n.d.). <https://www.sugarlandtx.gov/1773/Sugar-Land-Historical-Timeline>
- Sugar Land Heritage Foundation. Sugar Land History Overview. (n.d.). <https://slheritage.org/about/sugar-land-history/>
- Wikipedia. Imperial Sugar. (n.d.). https://en.wikipedia.org/wiki/Imperial_Sugar

Pg. 8-9: Nearmap. Aerial imagery. (2025).

Pg. 10:

- TPUDC. Project images. (2025).
- Houston Chronicle. Sugar Land Char House redevelopment. (2024). <https://www.houstonchronicle.com/neighborhood/fort-bend/article/sugar-land-char-house-imperial-20173185.php>
- Houstonia Magazine. Imperial Char House Makeover. (2023). <https://www.houstoniamag.com/news-and-city-life/2023/04/sugar-land-imperial-char-house-one-billion-makeover>

Pg. 11: TPUDC. Project images. (2025).

Pg. 12:

- TPUDC. Project images. (2025).
- Instagram. Historic Sugar Land Photo. (2020). https://www.instagram.com/p/CA_qgLepaj9/

Pg. 13: TPUDC. Project images. (2025).

IMAGE SOURCES (CONTINUED)

Pg. 14: TPUDC. Project images. (2025).

Pg. 15: TPUDC. Project images. (2025).

Pg. 16: <https://sugarlanddecodev.com/project/imperial-historic-district>

Pg. 17: City of Sugar Land. Project photo. (n.d.).

Pg. 18-25:

- City of Sugar Land. Project photo. (n.d.).
- TPUDC. Project images. (2025).

Pg. 26: TPUDC. Project images. (2025).

Pg. 28:

- Facebook (public group post). Historic Aerial Photo. (n.d.). <https://www.facebook.com/groups/395644778725885/posts/1086124369677919/>
- Sugar Land Heritage Foundation Store. Digital Photograph 23: Aerial View 1923-1924. (n.d.). <https://slheritage.org/shop/digital-photograph-23-aerial-view-1923-1924/>

Pg. 29:

- McEwen Northside Apartments. (n.d.). <https://livemcewennorthside.com/residents/>
- PATS Charlotte. Light Rail Weekender Blog. (n.d.) <https://pats.charlotte.edu/light-rail-weekender-may-30-june-1/>

Pg. 30:

- Facebook (Visit Sugar Land). (2025). <https://www.facebook.com/photo.php?fbid=690197550197029&set=pb.100076203690417.-2207520000&type=3>
- Adobe Stock. Stock image. (licensed).

Pg. 31:

- REA. Indianapolis Cultural Trail project image. (n.d.). <https://www.reasite.com/projects/indianapolis-cultural-trail>
- City of Sugar Land. Project imagery. (n.d.).

Pg. 32: Community Impact. Sugar Land Historic District Feedback Overview. (2025). <https://communityimpact.com/houston/sugar-land-missouri-city/government/2025/11/10/sugar-land-residents-desire-preserving-elements-in-imperial-historic-district-feedback-shows/>

Pg. 34: Facebook. Historic Sugar Land Photo. (n.d.). <https://www.facebook.com/photo.php?fbid=851100093721071&set=pb.100064632646133.-2207520000&type=3>

Pg. 35:

- DB Architect. Bandsaw Building. (n.d.). <https://www.dbarchitect.com/projects/bandsaw-building>
- Texas Economic Development. Population growth graphic. (n.d.). <https://businessintexas.com/wp-content/uploads/2020/06/ranking-economic-3-1-growing-population.jpg>
- Sloss Real Estate. Pepper Place. (n.d.). <https://slossrealestate.com/portfolio-items/pepper-place/>

IMAGE SOURCES (CONTINUED)

- At Home Upstate. Ponce City Market Experience. (n.d.). <https://athomeupstate.com/experience-ponce-city-market/>
- Visit Houston LGBTQ. Lynn Wyatt Square photo. (n.d.). <https://lgbtq.visithoustontexas.com/listings/lynn-wyatt-square-for-the-performing-arts/31878/>
- The Barlow. Project Photo. (n.d.). <https://thebarlow.net/>

Pg. 36:

- Cultural Creatives. Things to Do in Phoenix. (n.d.). <https://culturalcreatives.org/united-states/things-to-do-in-phoenix-arizona/>
- The Works ATL. Redevelopment Photo (Flickr). (2023). https://theworksatl.com/wp-content/uploads/2023/09/47726538701_cd937c193f_b.jpg
- Facebook. Community photo. (n.d.). <https://www.facebook.com/photo.php?fbid=10163020520410788&id=121694765787&set=a.190867045787>
- The Infatuation Seattle. Terra Plata Review Photo. (n.d.). <https://www.theinfatuation.com/seattle/reviews/terra-plata>
- Facebook. Community garden/gathering photo. (n.d.). <https://www.facebook.com/photo.php?fbid=4065649566813228&id=1510994688945408&set=a.1663959090315633>
- See What Grows. Community Gardens Article. (n.d.). <https://seewhatgrows.org/community-gardens-important-community/>
- Bellaire TX. City document image. (n.d.). <https://www.bellairetx.gov/ImageRepository/Document?documentID=28122>

Pg. 37:

- The Factory at Franklin. Event image. (n.d.). <https://factoryatfranklin.com/event/birthday-bash-celebratory-walking-tour/>
- YouTube - Rip City Drone. Aerial video still. (n.d.). <https://www.youtube.com/watch?v=UHMeJheC85c> (Rip City Drone YouTube channel)
- Olio in Iowa. Mill City Museum Blog. (n.d.). <https://olioiniowa.com/blog/mill-city-museum/>
- Instagram. Photo post. (2024). <https://www.instagram.com/p/DOYqZOmDvv6/>
- Squarespace CDN. Industrial museum photo. (n.d.). <https://images.squarespace-cdn.com/content/v1/5e143243e8e81546da5cd885/1597290048009-WoTXGKLLVDNXXWJVPQ4D/marathon-museum-poundry-department.jpg>
- Pinterest. Historic industrial site reference. (n.d.). <https://www.pinterest.com/pin/223209725254093420/>
- Texas Highways. Houston First Ward Arts Article. (n.d.). <https://texashighways.com/culture/arts-entertainment/how-houston-s-first-ward-industrial-yard-transformed-into-an-artistic-epicenter/>

Pg. 38:

- HAR.com. High-rise interior. (n.d.). https://content.harstatic.com/high_rise/hr/1055_8.jpg
- Yelp. Landy Gardner Interiors. (n.d.). https://www.yelp.com/biz_photos/landy-gardner-interiors-nashville?select=jQxIBjlrGNeDKL2Ombq8Q
- Issuu. Dwell Magazine excerpt. (2015). https://issuu.com/lawrenceambrocio5018/docs/dwell_april_2015/s/14768564
- Medium. Herd Mentality: Dining Choices. (n.d.). <https://medium.com/@joeyandersonbcc/herd-mentality-when-deciding-where-to-eat-3186f45b3a0b>
- Square Feet Studio. Optimist Food Hall. (n.d.). <https://squarefeetstudio.com/projects/optimist-food-hall/>

IMAGE SOURCES (CONTINUED)

- The Works ATL. Redevelopment Photo. (n.d.). https://theworksatl.com/wp-content/uploads/2020/06/IMG_1671-1.jpeg

Pg. 39:

- Pinterest. Art studio interior. (n.d.). <https://i.pinimg.com/736x/bd/98/fd/bd98fd6c3516b50cf2bbb43cb394ff43.jpg>
- ArchDaily. Artist Studios and Creative Workspaces. (2024). <https://www.archdaily.com/1026607/artist-studios-and-creative-workspaces-8-latin-american-projects-that-blend-work-living-and-exhibition-spaces>
- Boston Magazine. Artisans in Boston. (2025). <https://www.bostonmagazine.com/life-style/2025/07/31/artisans-boston/>
- Deskmag. Coworking Tools & Tips. (n.d.). <https://www.deskmag.com/en/coworking-tools-tips/designer-accessories-furniture-diy-for-coworking-spaces-795>
- Site Solutions LA. Creative workspace. (n.d.). <https://sitesolutionsla.com/wp-content/uploads/2020/11/Works-1-1.jpg.webp>
- Camels and Chocolate. Franklin, TN photo. (2025). <https://www.camelsandchocolate.com/wp-content/uploads/2025/08/Solo-Trip-FranklinTN-31.jpg>
- The Monopolitan. Otis James Atelier. (2016). <https://themonopolitan.com/wp-content/uploads/2016/08/otis-james1.png>
- Triad. GIF workspace. (2022). <https://wearetriad.com/wp-content/uploads/2022/04/IF-032.gif>

Back Cover: iStock. Imperial Sugar Building, Sugar Land, Texas. (n.d.). <https://media.istockphoto.com/id/1445771114/photo/imperial-sugar-building-in-sugar-land-texas-usa.jpg?s=612x612&w=0&k=20&c=UdAOtJuwgw5uG8hvHyr740jjS9bR5dvWCrPCW6IEH5M=>

