



City of Sugar Land

Sugar Land Development Corporation Agenda

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

Tuesday, March 3, 2026
Sugar Land Development Corporation Meeting
Meeting of the Sugar Land Development Corporation
and the Governing Body of the City of Sugar Land
Cane Room 161
4:00 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://youtube.com/live/kzJUgOrijs4?feature=share>

II. Call to Order

III. Public Comment

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

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

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

IV. Minutes

A. MINUTES

Consideration of and action on the approval of the minutes of the February 3, 2026, meeting.
Linda Mendenhall, City Clerk

V. Resolutions

- #### A. Consideration of and action on SUGAR LAND DEVELOPMENT CORPORATION RESOLUTION NO. SLDC-R-26-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUGAR LAND DEVELOPMENT CORPORATION ADOPTING A POLICY ON GRANTING AN ECONOMIC DEVELOPMENT INCENTIVE FOR THE SUGAR LAND STARTS INNOVATION FUND PROGRAM.
- Colby Millenbruch, Business Recruitment Manager**

VI. Director's Report

A.

- Marketing, Promotions, and Events
- Strategic and Capital Projects
- Business Recruitment and Retention Efforts

Elizabeth Huff, Director of Economic Development and Tourism

VII. Adjournment

The Sugar Land Development Corporation 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 25th day of February, 2026 at 9:30 A.M.



Sugar Land Development Corporation Agenda Request March 3, 2026

Agenda Request No: IV.A.

Agenda of: Sugar Land Development Corporation Meeting

Initiated by: Ashley Newsome, Deputy City Clerk

Presented by: Linda Mendenhall, City Clerk

Responsible Department: Admin

Agenda Caption:

MINUTES

Consideration of and action on the approval of the minutes of the February 3, 2026, meeting.

Recommended Action:

Consideration of and action on the approval of the minutes of the February 3, 2026, meeting.

Executive Summary:

Consider the minutes of the February 3, 2026, meeting.

Budget

Expenditure Required: n/a

Current Budget: n/a

Additional Funding: n/a

Funding Source: n/a

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

Attachments

1. 2.3.26 SLDC Meeting Minutes



City of Sugar Land

Sugar Land Development Corporation Minutes

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

Tuesday, February 3, 2026
Sugar Land Development Corporation Meeting
Minutes
City Council Chamber
4:00 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://youtube.com/live/dFoJb_8TpqI?feature=share.

II. Call to Order

QUORUM PRESENT

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

III. Public Comment

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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.

No members of the public addressed the Council.

IV. Minutes

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 the minutes of the January 6, 2026 meeting**, was made by Suzanne Whatley and seconded by Rick Miller; the motion **Passed**.

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

V. Resolutions

- A. Consideration of and action on **SUGAR LAND DEVELOPMENT CORPORATION RESOLUTION NO. SLDC-R-26-01**: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUGAR LAND DEVELOPMENT CORPORATION ADOPTING A POLICY ON GRANTING AN ECONOMIC DEVELOPMENT INCENTIVE FOR OFFICE READINESS; AND REPEALING RESOLUTION NO. SLDC-R-22-03.
Jennifer Alexander, Business Development Manager, Alba Penate-Johnson, Assistant Director of Economic Development

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

A motion to **Approve Resolution SLDC-R-26-01**, was made by Jim Vonderhaar and seconded by Suzanne Whatley; the motion **Passed**.

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

Nays: Sanjay Singhal

VI. Workshop

- A. **SUGAR LAND STARTS INNOVATION FUND PROGRAM**
Review of and discussion on the proposed Innovation Fund program.
Colby Millenbruch, Business Recruitment Manager, Jordan Cutler, Senior Marketing Manager

Colby Millenbruch, Business Recruitment Manager, Jordan Cutler, Senior Marketing Manager, and David Steele, Director of Texas, Plug and Play, gave a presentation, made comments, and answered questions from the Board.

VII. Adjournment

A motion to **Adjourn at 4:55 p.m.**, was made by Sanjay Singhal and seconded by Rick Miller, the motion **Passed**.

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

Linda Mendenhall, City Clerk





Sugar Land Development Corporation Agenda Request March 3, 2026

Agenda Request No: V.A.

Agenda of: Sugar Land Development Corporation Meeting

Initiated by: Colby Millenbruch, Business Recruitment Manager

Presented by: Colby Millenbruch, Business Recruitment Manager

Responsible Department: Economic Development

Agenda Caption:

Consideration of and action on **SUGAR LAND DEVELOPMENT CORPORATION RESOLUTION NO. SLDC-R-26-02**: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUGAR LAND DEVELOPMENT CORPORATION ADOPTING A POLICY ON GRANTING AN ECONOMIC DEVELOPMENT INCENTIVE FOR THE SUGAR LAND STARTS INNOVATION FUND PROGRAM.

Recommended Action:

Approve Resolution No. SLDC-R-26-02, adopting a policy on granting an economic development incentive for the Sugar Land Starts Innovation Fund Program

Executive Summary:

The Sugar Land Starts Innovation Fund Program is a performance-based economic development initiative designed to attract and retain high-growth startups within the City's targeted industries, while advancing the innovation ecosystem outlined in Sugar Land's Strategic Action Plan. Leveraging Type A economic development funding, the program provides non-equity dilutive relocation and expansion grants that are directly tied to verified job creation, wage thresholds, and long-term company commitments to the community.

The program's primary objective is to diversify Sugar Land's economy by attracting scalable, innovation-driven companies that can grow locally and contribute meaningful economic impact. By activating vacant office space, strengthening the City's office inventory, and bringing in new technologies across key sectors, the Innovation Fund helps position Sugar Land as a regional hub where business growth, talent, and quality of life intersect.

The Innovation Fund is structured in two phases. Phase One offers tiered relocation incentives ranging from \$50,000 to \$150,000 for early-stage and scaling startups that establish their headquarters in Sugar Land, meet minimum salary and employment requirements, and demonstrate market readiness and growth potential. These incentives are awarded based on starting headcount, projected job creation, and demonstrated traction, ensuring alignment

between public investment and measurable outcomes.

Phase Two supports companies that have validated their growth and are prepared to scale operations more deeply within Sugar Land. Expansion and recruitment grants are negotiated on a case-by-case basis based on jobs, wages, capital investment, and long-term commitments, with required headquarters retention of at least five additional years. This phase focuses on accelerating companies that deliver sustained economic returns and reinforce Sugar Land's position as a leading destination for innovation.

Strong safeguards ensure fiscal responsibility and accountability throughout the program. Incentives are paid on a reimbursement basis only after performance requirements are met, annual reporting is required to verify compliance, and clawback provisions protect public investment if commitments are not fulfilled. Together, these mechanisms ensure that the Sugar Land Starts Innovation Fund delivers long-term value while supporting smart, balanced, and people-focused economic growth.

Staff workshopped the Innovation Fund with the SLDC on February 3, 2026. Staff recommends approval of Resolution No. SLDC-R-26-02, adopting a policy on granting an economic development incentive for the Sugar Land Starts Innovation Fund Program.

Budget

Expenditure Required: 300,000

Current Budget: 300,000

Additional Funding: N/A

Funding Source: SLDC Incentive Line

Account Number (ORG-OBJ-Project): 1041185-56110

Attachments

1. 1.6 Sugar Land Starts Policy - DSS rev 2-16-26

RESOLUTION NO. SLDC-R-26-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUGAR LAND DEVELOPMENT CORPORATION ADOPTING A POLICY ON GRANTING AN ECONOMIC DEVELOPMENT INCENTIVE FOR THE SUGAR LAND STARTS INNOVATION FUND PROGRAM.

WHEREAS, the City of Sugar Land (“City”) has identified a need to attract and incentivize high-growth startups within the City’s target industries to relocate to Sugar Land, helping to cultivate a vibrant, innovation ecosystem that is envisioned in the City’s Strategic Action Plan; and

WHEREAS, an incentive program that leverages Sugar Land Development Corporation (“SLDC”) funding and directly ties incentives to verified job creation and wages can assist with that goal; and

WHEREAS, the SLDC wishes to adopt a policy for providing a financial incentive to startups, to bring in high-growth companies that can scale locally, supported by the City’s highly educated workforce, robust infrastructure, and strategic proximity to major markets; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUGAR LAND DEVELOPMENT CORPORATION:

Section 1. That the SLDC adopts the following Policy on Granting an Economic Development Incentive for the Sugar Land Starts Innovation Fund Program.

**SUGAR LAND DEVELOPMENT CORPORATION POLICY
ON GRANTING AN ECONOMIC DEVELOPMENT INCENTIVE
FOR THE SUGAR LAND STARTS INNOVATION FUND PROGRAM**

A. Purpose.

To provide a funding incentive that:

1. Activates vacant office space by filling available suites with innovative, growing companies that contribute to the City’s economy and vibrancy;
2. Positions Sugar Land as a regional innovation hub that blends business opportunity with quality of life; and
3. Supports the growth of local industries by bringing in new technology/innovation.

B. Definitions.

Act means the Development Corporation Act of 1979, codified in Chapters 501 through 505

of the Texas Local Government Code, as amended.

City means the City of Sugar Land, Texas.

Incentive Applicant means the party applying for an Innovation Incentive under this Policy.

Innovation Incentive means the SLDC funds provided to the Incentive Applicant under a Performance Agreement.

Performance Agreement means the agreement entered into between the SLDC and an Incentive Applicant under which the SLDC provides an Innovation Incentive to the Incentive Applicant in consideration of the Incentive Applicant's complying with the terms of the performance agreement.

Policy means this Policy on Granting an Economic Development Incentive for the Sugar Land Starts Innovation Program, adopted by the SLDC by Resolution No. SLDC-R-26-02.

Project means the qualifying capital investment and job creation or retention by an Incentive Applicant under this Policy.

SLDC means the Sugar Land Development Corporation.

Target Industries means life sciences, advanced manufacturing, information technology, and business & professional services.

C. Eligibility Requirements.

1. **Statutory Requirements in Granting Economic Development Incentive.** In addition to any requirements imposed under this Policy, the Innovation Incentive provided to an Incentive Applicant under this Policy and a Performance Agreement must meet the following requirements of the Act:
 - (a) That the Innovation Incentive made is required or suitable for the development, retention, or expansion of regional or national corporate headquarters facilities;
 - (b) That the Project may include expenditures required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises, limited to: (1) streets and roads, rail spurs, water and sewer utilities, electric utilities, or gas utilities, drainage, site improvements, and related improvements; and (2) telecommunications and Internet improvements; and
 - (c) That the Innovation Incentive is provided under a Performance Agreement that includes:
 - (1) A schedule of the additional payroll or jobs to be created or retained;
 - (2) A statement of the minimum capital investment to be made; and

- (3) A default provision that provides that upon default the SLDC will be repaid the incentive provided, with interest.
2. **Qualifications for Receiving Innovation Incentive.** To receive an Innovation Incentive under this Policy, the Incentive Applicant must meet the qualifications of this section. The SLDC may waive a qualification, other than compliance with the Act, if the Incentive Applicant will clearly provide other benefits to the City that offset the qualification waived.
- (a) The Project must meet the Act's requirements for receiving an Innovation Incentive, as stated in preceding paragraph C(1);
 - (b) The Incentive Applicant must:
 - (1) have revenue generation of at least \$250,000; or
 - (2) have institutional support of at least \$500,000;
 - (c) The Incentive Applicant must be revenue-generating (i.e. have a positive cash flow);
 - (d) The Project must be within the City's Target Industries;
 - (e) The Incentive Applicant must agree to relocate its existing US headquarters, or internationally expand to establish its US headquarters physically in Sugar Land, Texas;
 - (f) The Incentive Applicant must agree to be physically headquartered within Sugar Land for a minimum of 3 years for phase 1 or 5 years for phase 2.
 - (g) The Incentive Applicant must be willing to relocate a minimum of three (3) full time employees to Sugar Land for at least 3 years;
 - (h) The Incentive Applicant is required to maintain a minimum annual average salary of \$61,240.00, which may be verified via Texas Workforce Commission reporting and/or through internal payroll data;
 - (i) The Incentive Applicant's company location will reflect Sugar Land headquarters wherever applicable (i.e. on the company website, mailing address, etc.); and
 - (j) The Incentive Applicant will commit to demonstrating a social responsibility, such as sustainable practices or community engagement.
3. **Specific Requirements for Phase 1 Tiered Incentive Options.** In addition to the general eligibility requirements listed in Sections (C)(1) and (2) above, Phase 1 Incentive Applicants are also subject to the following:
- (a) Criteria for \$50,000 Total Grant Incentive. The Incentive Applicant must meet the following criteria:

- (1) Must have a minimum of at least three (3) starting local full-time employees;
- (2) Product must be market-ready;
- (3) Demonstrated market demand with early customer or revenue traction;
- (4) Will headquarter in Sugar Land for at least three (3) years;
- (5) Must fall within the City's Target Industries; and
- (6) Be projected to create fifteen (15) or more new jobs in Sugar Land over the duration of the Performance Agreement.

(b) Criteria for \$100,000 Total Grant Incentive. The Incentive Applicant must meet the following criteria:

- (1) Must have a minimum of at least five (5) starting local full-time employees;
- (2) Considerable market demand demonstrated through customer and revenue traction;
- (3) Product is live in market;
- (4) Will headquarter in Sugar Land for at least three (3) years;
- (5) Must fall within the City's Target Industries; and
- (6) Be projected to create 25 or more new jobs in Sugar Land over the duration of the Performance Agreement.

(c) Criteria for \$150,000 Total Grant Incentive. The Incentive Applicant must meet the following criteria:

- (1) Must have a minimum of at least seven (7) starting local full-time employees;
- (2) Demonstrated quarter over quarter revenue growth over the last twelve (12) months preceding the Incentive Application;
- (3) Demonstrated the ability to drive rapid growth;
- (4) Have a clear roadmap for scaling with detailed milestones;
- (5) Will headquarter in Sugar Land for at least three (3) years;
- (6) Must fall within the City's Target Industries; and
- (7) Be projected to create thirty (30) or more new local jobs over the duration of the Performance Agreement

4. **Specific Requirements for Phase 2 Incentive.** In addition to the general eligibility requirements listed in Sections (C)(1) and (2) above, Phase 2 Incentive Applicants are also subject to the following:

(a) Incentive Applicant must have demonstrated validated growth and be ready to scale operations, expand their workforce, and invest deeper into Sugar Land. Phase 2 focuses on accelerating high-growth companies that create long-term economic impact and reinforce Sugar Land's position as a leading innovation hub.

(b) Criteria for Innovation Incentive - Expansion Grant. Funding for this Innovation Incentive will be negotiated based on available funding (up to \$300,000.00), jobs, wages, capital investment, and fulfillment of the following minimum requirements:

- (1) Must have a minimum of at least thirty (30) starting local full-time employees;

- (2) Must agree to maintain headquarters in Sugar Land for at least five (5) years;
- (3) Have a clear roadmap for scaling with detailed milestones, including hiring plan and number of projected jobs created;
- (4) Demonstrated quarter over quarter revenue growth over the last 12 months preceding the Incentive Application; and
- (5) Must agree to have at least 75 employees by the end of the Performance Agreement.

D. Innovation Incentive. The SLDC will reimburse successful Incentive Applicants through performance based grants, negotiated on a case-by-case basis, and as outlined in a Performance Agreement.

E. Performance Agreements. Performance Agreements will be structured to include the following:

1. Payment of an Innovation Incentive, tied to the Incentive Applicant entering into a lease in the City (if needed), making the required capital investment, completing any required improvements, and creating or retaining the required number of jobs;
2. Partial payment of an Innovation Incentive to assist in moving expenses, provided that sufficient documentation is provided. Documentation may consist of a copy of a fully executed lease and proof of utilities. The time frame for this type of payment will be thirty (30) days from receipt of any required documentation;
3. Payment of the Innovation Incentive, in the form of a reimbursement after meeting any required lease, capital investment, improvements, and/or job requirements;
4. Performance Agreements will have a minimum term of three (3) years and may have a term of up to ten (10) years;
5. Successful Incentive Applicants will be required to submit payroll and/or job data during each year of the agreement;
6. Successful Incentive Applicants will be required to share data with the City when requested, and provide the following information within thirty (30) days of receiving a request from the City:
 - (a) Current headcount;
 - (b) Current average salary;
 - (c) Compliance documents;
 - (d) Financial status indicators, such as revenue, cash in bank, and burn rate; and
 - (e) Supporting verification documents.
7. Successful Incentive Applicants may also be required to provide ongoing monitoring of items funding raised and civic engagement,

8. The agreements will include provisions for repayment if the terms of the agreement are breached; and
9. Incentive amounts will be negotiated based on return on investment and Project impact, as determined by the City and as stated elsewhere herein.

F. Factors Considered in Granting an Innovation Incentive. To determine whether to grant a Innovation Incentive for a Project that meets the minimum qualifications under this Policy, the SLDC may consider any of the following:

- (a) The value and productive life of the Project;
- (b) The amount of local payroll the Project will create or retain;
- (c) The amount of local sales taxes the Project will generate or retain;
- (d) The Incentive Applicant's use of local higher education resources;
- (e) The Incentive Applicant's corporate citizenship;
- (f) Whether the Incentive Applicant is in a growth industry or targeted business or industry;
- (g) The risk of the Project's success or failure;
- (h) The City's costs in providing services to the Project; or
- (i) Whether the Incentive Applicant has a credit rating of "A" or equivalent.

G. Excluded Projects. The SLDC will not grant any Innovation Incentive to any Project in which City or SLDC participation would expose the City or SLDC to undue risks including financial, legal, and political.

H. Program Funding. Each fiscal year the SLDC will adopt a budget that includes funds for the Innovation Incentive, in an amount to be determined. Any Innovation Incentive funds not spent or committed from the previous fiscal year will be carried over to the following fiscal year to reduce the amount of Innovation Incentive funds that will need to be budgeted. Funding is subject to the availability of funds within the SLDC's budget and will be used in accordance with applicable State law. If all funds in a given year are spent or committed to Projects, the SLDC may appropriate additional funds should a Project of substantial and compelling interest be identified.

I. Terms and Conditions. The City Council Economic Development Committee charged with economic development oversight may recommend and the SLDC may impose any other conditions in a Performance Agreement that the SLDC deems necessary to promote the purposes of this Policy.

J. Request for Innovation Incentive and Approval.

- (a) Incentive Applicants may submit their applications on the form provided by the City. The application will include, among other things, a questionnaire, a Project scope of work, investment details, and projected job creation and/or retention. A pitch deck and short video may also be required.
- (b) After a request is received, Economic Development staff will set up a meeting with the Incentive Applicant to discuss the proposed Project.
- (c) After receiving an application, Economic Development staff will then review the application to verify eligibility and will run a return-on-investment calculation. Economic Development staff may also consult with outside stakeholders on a project-by-project basis to receive advisory input.
- (d) If staff determines that a Project is eligible, staff will then make a recommendation to the City Council subcommittee charged with economic development oversight. In special cases concerning Project timing, the SLDC Board may meet in executive session to discuss the Project. The City Council subcommittee charged with economic development oversight is responsible for reviewing the requests and making recommendations to the SLDC. The City Council subcommittee charged with economic development oversight may develop policies and procedures for processing requests that are not inconsistent with this Policy or State law.
- (e) The City Council subcommittee charged with economic development oversight will review all requests it receives. If the City Council subcommittee charged with economic development oversight believes the SLDC should grant an Innovation Incentive to the Incentive Applicant, it will submit the request to the SLDC along with its recommendation of the terms and conditions under which the Innovation Incentive should be granted. If the City Council subcommittee charged with economic development oversight believes that the Innovation Incentive should not be granted to the Incentive Applicant, no further action will be taken on the request unless the Incentive Applicant requests in writing that the City Council subcommittee charged with economic development oversight submit the request and its negative recommendation to the SLDC.
- (f) A Performance Agreement must be approved by the affirmative vote of four or more SLDC members at a regularly scheduled meeting.

PASSED AND APPROVED on _____, 2026.

Stewart Jacobson, President

ATTEST:

Linda Mendenhall, City Clerk

APPROVED AS TO FORM:

DAnn Shea Smith



Sugar Land Development Corporation Agenda Request

March 3, 2026

Agenda Request No: VI.A.

Agenda of: Sugar Land Development Corporation Meeting

Initiated by: Nicole Fontenette, Public Meeting Coordinator

Presented by: Elizabeth Huff, Director of Economic Development and Tourism

Responsible Department: Admin

Agenda Caption:

- Marketing, Promotions, and Events
- Strategic and Capital Projects
- Business Recruitment and Retention Efforts

Recommended Action:

Executive Summary:

Elizabeth Huff, Director of Economic Development, will discuss with the Board previous or upcoming marketing, promotion and events, strategic and capital projects, as well as business recruitment and retention efforts.

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