



City of Sugar Land

City Council Minutes

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

Tuesday, December 16, 2025
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

III. Invocation

Council Member Robert Boettcher

IV. Pledges of Allegiance

Council Member Robert Boettcher

V. Recognition

A. SILVER HEART CARE
5 YEAR ANNIVERSARY
Carol McCutcheon, Mayor

B. SUGAR LAND 101 CLASS OF 2025 RECOGNITION
Jacob Holland, Communications & Community Engagement Specialist

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 December 2, 2025, meeting.

Linda Mendenhall, City Clerk

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

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

B. **CONTRACT WITH GT DISTRIBUTORS**

Consideration of and action on a contract with GT Distributors authorizing the execution of a purchase order in the amount of \$117,720 for the purchase of 50 rifle-resistant vests through a cooperative Agreement with the Buy Board Contract No. 698-23.

Gregory Suter, Police Captain - Staff Services Bureau

C. **CONTRACT WITH HOUSTON-GALVESTON AREA COUNCIL**

Consideration of and action on approval of the remount of two Sugar Land Fire Department ambulances (Unit #171 & #181) onto new Ford F-550 chassis through the H-GAC Cooperative Contract No. AM1023, for a total purchase order of \$417,383.35.

Mark Campise, Fire Chief

D. **CONTRACT WITH RINGCENTRAL, INC**

Consideration of and action on the authorization of a five-year contract with RingCentral, Inc. in the amount of \$449,221.80

Steve Budny, Director of IT, Data, and Security

E. **AGREEMENT WITH FUNCTION 4, LLC**

Consideration of and action on approval of a five-year Lease-Purchase Agreement with Function 4, LLC for Sharp Multi-function Printers in the Amount of \$282,702.

Steve Budny, Director of IT, Data, and Security

F. **TRI-PARTY LICENSE AGREEMENT WITH SUGAR LAND LITTLE LEAGUE AND YOUTH SCOREBOARDS, LLC**

Consideration of and action on the authorization of a Tri-Party License Agreement by and between the City of Sugar Land, Texas, Sugar Land Little League, and Youth Scoreboards, LLC for the installation, operation, and maintenance of three youth baseball/softball scoreboards located on City-owned park property.

William Hajdik, Interim Director of Parks and Recreation

G. **TRI-PARTY LICENSE AGREEMENT WITH FIRST COLONY LITTLE LEAGUE AND YOUTH SCOREBOARDS, LLC**

Consideration of and action on the authorization of a Tri-Party License Agreement by and between the City of Sugar Land, Texas, First Colony Little League, and Youth Scoreboards, LLC for the installation, operation, and maintenance of five youth baseball/softball scoreboards located on City-owned park property.

William Hajdik, Interim Director of Parks and Recreation

H. **MUNICIPAL COURT JUDGE COMPENSATION**

Consideration of and action on authorization of the Municipal Court Judge Year 2026 salary, in the amount of \$137,500, effective January 3, 2026.

Carol McCutcheon, Mayor

I. **TAX INCREMENT REINVESTMENT ZONE NO. 3 APPOINTMENTS**

Consideration of and action on the appointment of Jim Vonderhaar, Sanjay Singhal, and Chris Barnett as members for terms expiring December 31, 2027, to the Tax Increment Reinvestment Zone Number Three.

Carol McCutcheon, Mayor

J. **TAX INCREMENT REINVESTMENT ZONE NO. 4 APPOINTMENTS**

Consideration of and action on the appointment of Rick Miller, Bridget Yeung, and Jennifer Raymond as members for terms expiring December 31, 2027, to the Tax Increment Reinvestment Zone Number Four.

Carol McCutcheon, Mayor

K. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE 2397: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 4 OF THE LAND DEVELOPMENT CODE BY AMENDING SIGN REGULATIONS RELATED TO POLITICAL SIGNS.**

Nicole Guevara, Assistant Director of Neighborhood Services

L. **SECOND CONSIDERATION:** Consideration of an action on **CITY OF SUGAR LAND ORDINANCE NO. 2396: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING PROVISIONS IN CHAPTER 5 RELATED TO STOPPING, STANDING, AND PARKING OF VEHICLES; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.**

Nicole Guevara, Assistant Director of Neighborhood Services

VIII. Public Hearings

- A. **PUBLIC HEARING 5:30 P.M.:** Receive and hear all persons interested in an ordinance amending Chapter 7 (Building Regulations) of the Sugar Land Development Code by adopting the 2024 International Codes and the 2023 National Electrical Code, with local amendments, and repealing all ordinances or parts of ordinances in conflict herewith.

FIRST 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, Mike Kugler, Assistant Fire Marshal

Nicole Guevara, Assistant Director of Neighborhood Services, Joshua Doyle, Chief Building Official, James Serrano, Assistant Fire Chief, and Mike Kugler, Assistant Fire Marshal, gave a presentation, made comments, and answered questions from the Council.

Mayor McCutcheon opened the public hearing at 6:10 p.m. No members of the public addressed the Council during the hearing, and the public hearing was closed at 6:10 p.m.

A motion to **Approve Ordinance No. 2395**, was made by Jim Vonderhaar and seconded by Sanjay Singhal, the motion **Passed**.

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

- B. **PUBLIC HEARING 6:00 P.M.:** Receive and hear all persons interested in the designation of Reinvestment Zone No. 2025-01 for a 33.4709 acre tract of land located in Sugar Land, Texas at 1111 Gillingham Lane, Sugar Land, Texas.

FIRST CONSIDERATION: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2394:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, CREATING REINVESTMENT ZONE NO. 2025-01 FOR A 33.4709 ACRE TRACT OF LAND LOCATED IN SUGAR LAND, TEXAS AT 1111 GILLINGHAM LANE, SUGAR LAND, TEXAS.

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 6:15 p.m. No members of the public addressed the Council during the hearing. The public hearing was closed at 6:15 p.m.

A motion to **Approve Ordinance No. 2394**, was made by Suzanne Whatley and seconded by Rick Miller, the motion **Passed**.

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

IX. Contracts and Agreements

A. ASSIGNMENT OF CONSTELLATION FIELD LEASE TO DIAMOND BASEBALL HOLDINGS

Consideration of and action on the assignment of the October 5, 2010, Constellation Field Lease and amendments to Diamond Baseball Holdings (DBH) and the authorization of the City Manager to execute the required documentation.

Jessica Huble, Assistant Director of Redevelopment

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

A motion to **Approve the assignment of the constellation field lease to Diamond Baseball Holdings**, was made by Sanjay Singhal and seconded by Rick Miller; the motion **Passed**.

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

B. CONTRACT ASSIGNMENT FROM MUD NO. 269

Consideration of and action on acceptance of the assignment of three (3) construction contracts from MUD 269 for the Ryehill Water Plant (\$12,813,148.00), South of the Brazos Wastewater Treatment Plant (\$52,198,815.00), and Mass Grading and Detention Pond (\$1,705,322.00), in the total amount of \$66,717,285.00; and authorization of budget amendments to reallocate funding among CIP projects CWA2506, CSW2501, CWW2503, and CWWCONT.

Robert Wilson, Assistant City Engineer

Robert Wilson, Assistant City Engineer, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve contract acceptance from MUD No. 269**, was made by Jim Vonderhaar and seconded by Sanjay Singhal; the motion **Passed**.

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

X. Ordinances and Resolutions

A. FIRST CONSIDERATION: Consideration of and action on: CITY OF SUGAR LAND ORDINANCE NO. 2379: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS AMENDING CHAPTER 5, ARTICLE XIII (SPECIAL EVENTS ORDINANCE).

Briana Williams, Assistant Director of Parks & Recreation

Briana Williams, Assistant Director of Parks & Recreation, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve Ordinance No. 2379**, 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

XI. City Council and City Manager Reports

In accordance with Texas Government Code section 551.0415, City Council Members and the City Manager

may provide reports on items of community interest. No action, consideration or discussion will occur regarding these reports.

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.

XII. Closed Executive Session

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

Section 551.074 Personnel Matters:

For the purpose of discussion with respect to the City Manager annual performance evaluation.

Carol McCutcheon, Mayor

RECESS: Mayor McCutcheon recessed into closed executive session at 6:40 p.m.

RECONVENE: Mayor McCutcheon reconvened the City Council meeting at 7:00 p.m.

XIII. City Manager FY 26 Compensation Package

- A. **CITY MANAGER FY26 COMPENSATION PACKAGE**

Consideration of and action on the City Manager's Compensation Fiscal Year 2026.

Carol McCutcheon, Mayor

A motion to **Approve City Manager FY26 compensation package**, was made by Carol McCutcheon and seconded by Sanjay Singhal; the motion **Passed**.

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

XIV. Adjournment

A motion to **Adjourn at 7:05 p.m.**, was made by Sanjay Singhal and seconded by Carol McCutcheon; the motion **Passed**.

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

Linda Mendenhall, City Clerk





City of Sugar Land

City Council Minutes

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

Tuesday, December 2, 2025
City Council Meeting Minutes
City Council Chamber
5:30 PM

I. Attention

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II. Call to Order

QUORUM PRESENT

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

III. Invocation

Council Member Stewart Jacobson

IV. Pledges of Allegiance

Council Member Stewart Jacobson

V. Recognition

A. SCENIC CITY PLATINUM CERTIFICATION AWARD
Henry Vavrecka, Right of Way Services Manager

B. SHAYLA LEE
INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION
EARLY CAREER LEADERSHIP AWARD IN MEMORY OF WILLIAM
H. HANSELL, JR.
Michelle McCrimmon, Assistant City Manager

VI. 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.

The following members of the public addressed the Council:

- Cara Cox, Duncan Cox, Taylor Higgs, Maggie Johnson, and Kevin Edelbrock spoke in favor of agenda item 9B.
- Leon Anhaizer and John Lucey spoke in opposition to agenda item 9B.
- Dean Hrbacek and Aiza Mohammed spoke in favor of agenda item 8A.

VII. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. MINUTES

Consideration of and action on the approval of the minutes of the November 18, 2025, meeting.

Linda Mendenhall, City Clerk

A motion to **Approve consent agenda items A through H.**, was made by Suzanne Whatley and seconded by Rick Miller, the motion **Passed**.

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

B. INTERLOCAL AGREEMENT WITH FORT BEND SUBSIDENCE DISTRICT

Consideration of and action on authorization of a Interlocal Agreement with the Fort Bend Subsidence District, in the amount of \$79,990.00, for the Water Conservation Education Program sponsorship.

Margo Watson, Water Resources Manager

C. CONTRACT WITH TROJAN TECHNOLOGIES CORPORATION

Consideration of and action on authorizing execution of a goods and services contract with Trojan Technologies Corp. in the amount of \$679,953.42 for replacement of all Rack #3 and Rack #4 membrane filter modules and authorization of a Budget Amendment in the amount of \$679,953.42 to expenditures.

David Whittemore, Assistant Director of Utilities

D. Consideration of and action on CITY OF SUGAR LAND RESOLUTION NO. 25-54: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE INCURRED.

Jing Xiao, Director of Finance

- E. Consideration of and action on the **CITY OF SUGAR LAND RESOLUTION NO. 25-50**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, EVIDENCING THE CITY'S CONSENT TO THE ANNEXATION OF 323.9 ACRES OF LAND INTO FORT BEND MUNICIPAL UTILITY DISTRICT NO. 269A, IN ACCORDANCE WITH THE AMENDED AND RESTATED DEVELOPMENT AGREEMENT WITH PULTE HOMES OF TEXAS, L.P. AND THE TEXAS WATER CODE.
Meredith Riede, City Attorney
- F. **SECOND CONSIDERATION**: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2365**: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ABANDONING A PORTION OF THE SARTARTIA ROAD RIGHT-OF-WAY.
Bryan Norton, Real Property Manager
- G. **SECOND CONSIDERATION**: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2389**: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS ADOPTING REVISED FOOD ESTABLISHMENT AND INSPECTIONS FEES BY AMENDING CHAPTER 2, ARTICLE V, DIVISION 4, SECTION 2-136(B) (FOOD ESTABLISHMENTS AND INSPECTIONS) OF THE CODE OF ORDINANCES, AND OTHER MATTERS RELATED THERETO.
Nicole Guevara, Assistant Director of Neighborhood Services
- H. **SECOND CONSIDERATION**: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2393**: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS AMENDING PROVISIONS OF CHAPTER 3, ARTICLE IV (FOOD AND FOOD SERVICES) OF THE CODE OF ORDINANCES BY ADOPTING THE UPDATED FDA FOOD CODE, MAKING RELATED AMENDMENTS THERETO, AND REVISING REGULATIONS RELATING TO FOOD ESTABLISHMENTS.
Nicole Guevara, Assistant Director of Neighborhood Services

VIII. Contracts and Agreements

A. INTERLOCAL AGREEMENT WITH FORT BEND COUNTY FOR DUHACSEK PARK

Consideration of and action on the agreement between the City of Sugar Land and Fort Bend County for Duhacsek Park.

Kimberly Terrell, Interim Director of Communications

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

A motion to **Approve the Interlocal Agreement with Fort Bend County for Duhacsek Park**, was made by Suzanne Whatley and seconded by Sanjay Singhal; the motion **Passed**.

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

B. CONTRACT WITH R & B GROUP INCORPORATED

Consideration of and action on a construction contract with R & B Group Incorporated for the rehabilitation of Lift Station 48 and installation of a 16-inch force main, as part of CIP CWW2301, in the amount of \$6,004,810.95.

Jonathan Braun, Assistant City Engineer

Jonathan Braun, Assistant City Engineer, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve a contract with R & B Group Incorporated**, was made by Sanjay Singhal and seconded by Rick Miller; the motion **Passed**.

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

IX. Ordinances and Resolutions

- A. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-38: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING A CITY COUNCIL POLICY FOR A GREAT HOMES UPDATE ECONOMIC DEVELOPMENT PROGRAM; AND REPEALING RESOLUTION NO. 24-44.**

Ana Rodriguez, Community Development Coordinator

Ana Rodriguez, Community Development Coordinator, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve Resolution No. 25-38**, was made by Suzanne Whatley and seconded by Stewart Jacobson; the motion **Passed**.

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

- B. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2380: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, GRANTING A CONDITIONAL USE PERMIT FOR A PRIVATE SCHOOL (LOGOS PREPARATORY ACADEMY) LOCATED AT 800 BROOKS STREET AND 802 BROOKS STREET WITHIN A BUSINESS OFFICE (B-O) ZONING DISTRICT.**

Jessica Echols, Senior Planner

Jessica Echols, Senior Planner, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve the second reading of Ordinance No. 2380**, 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

- C. **FIRST CONSIDERATION:** Consideration of an action on **CITY OF SUGAR LAND ORDINANCE NO. 2396:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING PROVISIONS IN CHAPTER 5 RELATED TO STOPPING, STANDING, AND PARKING OF VEHICLES; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.
Nicole Guevara, Assistant Director of Neighborhood Services

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

A motion to **Approve the first reading of Ordinance No. 2396**, was made by Rick Miller and seconded by Sanjay Singhal; the motion **Passed**.

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

- D. **FIRST CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE 2397:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 4 OF THE LAND DEVELOPMENT CODE BY AMENDING SIGN REGULATIONS RELATED TO POLITICAL SIGNS.

Nicole Guevara, Assistant Director of Neighborhood Services

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

A motion to **Approve the first reading of Ordinance No. 2397**, was made by Jim Vonderhaar and seconded by Sanjay Singhal; the motion **Passed**.

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

- E. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 25-51:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, CASTING VOTES FOR THE FORT BEND CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS FOR THE 2026 TO 2029 TERM OF OFFICE.

Jing Xiao, Director of Finance

Jing Xiao, Director of Finance, gave a presentation, made comments, and answered questions from the Council.

A motion to **Approve Resolution No. 25-51**, was made by Carol McCutcheon and seconded by Rick Miller; the motion **Passed**.

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

X. City Council and City Manager Reports

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

Mayor McCutcheon and the City Council gave comments and reported on events and activities

attended. Michael Goodrum, City Manager, gave comments and reported on events and activities attended.

XI. Closed Executive Session

RECESS: Mayor McCutcheon recessed the meeting into closed executive session at 7:13 p.m.

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

Section 551.087 Deliberation Regarding Economic Development Negotiations:

For the purpose of deliberation regarding the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the City.

Jennifer Alexander, Business Development Manager, Alba Penate-Johnson, Assistant Director of Economic Development

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

Section 551.074 Personnel Matters:

For the purpose of discussion with respect to the Municipal Court Judge annual performance evaluation.

Carol McCutcheon, Mayor

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

Section 551.074 Personnel Matters:

For the purpose of discussion with respect to the City Manager annual performance evaluation.

Carol McCutcheon, Mayor

XII. Adjournment

No further business was discussed. Mayor McCutcheon adjourned the meeting at 7:13 p.m.

Linda Mendenhall, City Clerk



ORDINANCE NO. 2379

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS AMENDING CHAPTER 5, ARTICLE XIII OF THE CODE OF ORDINANCES BY REMOVING THE DEFINITION OF STREET FESTIVAL, AMENDING THE DEFINITION OF STREET EVENT, ADDING A DEFINITION OF EVENT REVIEW COMMITTEE, AMENDING THE EXCEPTIONS, AMENDING THE PERMIT APPLICATION PROCESS, AMENDING PROVISIONS REGARDING PAYMENT FOR CITY SERVICES, ADDING NEW PROVISIONS FOR DEPOSITS, AND REFUNDS, AMENDING PROVISIONS REGARDING THE DENIAL OF A SPECIAL EVENT PERMIT AND APPEALS FROM DENIAL, AND AMENDING THE PROVISIONS FOR TERMINATION OF A SPECIAL EVENT.

WHEREAS, in 2016 the City adopted Ordinance No. 2065, governing special events in the City (the “Special Events Ordinance”); and

WHEREAS, the Council desires to amend the Special Events Ordinance to reflect changes in procedure and process relating to the application and issuance of special event permits; NOW, THEREFORE,

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

Section 1. That Chapter 5, Article XIII, Section 5-501 of the Code of Ordinances is amended to remove the definition of street festival.

Section 2. That Chapter 5, Article XIII, Section 5-501 of the Code of Ordinances is amended to amend the definition of street event to read as follows:

Street event means a planned gathering of persons and property occupying or using one or more streets for a party, celebration, neighborhood gathering, or similar happening that is likely to substantially interfere with the normal use of one or more streets.

Section 3. That Chapter 5, Article XIII, Section 5-501 of the Code of Ordinances is amended to add the following definition:

Event Review Committee means the designated, internal, multi-departmental team responsible for evaluating and coordinating special events that take place within the city. The Event Review Committee ensures that proposed events comply with city ordinances, public safety standards, and logistical requirements. The Event Review Committee reviews event applications, assesses potential community and operational impacts, and provides recommendations or conditions for event approval.

Section 4. That Chapter 5, Article XIII, Section 5-503, subsection (2) is amended to read as follows:

- (2) A special event sponsored and supervised by an Independent School District (ISD) and located at an ISD facility or on ISD property designed and constructed for that use.

Section 5. That Chapter 5, Article XIII, Section 5-503, subsection (4) is amended to read as follows:

- (4) A street event that will have less than 100 participants, whose participants primarily reside or have a business adjacent to the location of the street event, and which is operated in a manner to allow one lane of the street to be open at all times to allow emergency access to lots abutting the closed street.

Section 65. That Chapter 5, Article XIII, Section 5-505, is amended to read as follows:

An applicant seeking a special events permit must file an application with the administrator on the city issued form provided for that purpose and accompanied with the appropriate permit fee. A complete application must be filed not less than 60 calendar days before the first date of the proposed date of the special event. The application must be completed online and submitted by the applicant for the special event and must include at a minimum the following information:

- (1) The name, mailing address, email and telephone number, including cellular, of the applicant seeking to conduct the special event. If it is an entity, local, regional or national headquarters, information shall be provided as well as the name of the individual making application on behalf of such entity, identifying in what capacity and under what authority such person is representing the entity;
- (2) The name, address, email and telephone number, including cellular, of the applicant's employees or agents(s) who will be present and in charge during the entire special event including setup and breakdown, and including the specific day and times such employee(s) or agent(s) will be present;
- (3) A description of activities planned during the special event;
- (4) The number of attendees (including peak attendance and peak time for attendance) expected to attend the special event, including participants and spectators;
- (5) The location, requested date(s) and time of the special event;
- (6) If food or beverages will be served or sold, copies of any licenses or permits issued by the appropriate agencies for such vendors, or if pending agency approval, applications for such licenses or permits;

- (7) A proposed event operating plan in accordance to the location, type, and size of the event. The event operating plan must include a detailed site plan, traffic plan, parking plan, and safety and security plan, if applicable; and
- (8) The applicant must submit the required application processing fee in full at the time of application submission. Applications will not be considered for review until the payment has been received..

Section 76. That Chapter 5, Article XIII, Section 5-508 is retitled and amended to read as follows:

Sec. 5-508. Expedited processing fee, city services fee, cost recovery, deposits, and refunds.

- (a) Expedited processing fee. Applications submitted less than 60 days before the event may be subject to an expedited application processing fee. This fee is in addition to the standard application processing fee and reflects the additional staff time and resources necessary to review and process the application on an accelerated timeline. Submission within this shortened timeframe does not guarantee approval and is subject to the discretion of the Event Review Committee and staff capacity to complete a timely review.
- (b) City services fee. When a special event is foreseen to involve the city's direct costs for providing city services, a city services fee is required. The amount of the fee will be based upon the estimated costs the city will incur arising out of its services attributable to the special event in accordance with this article and with the city's policies. Such costs will be based upon needs directly associated with the special event, and not on the basis of possible disruption, reaction or activities of others. City services fees must be paid to the city within 30 days after the date of the event.
- (b) Cost recovery. When a city services fee was not originally required, or when an unpermitted event resulted in the utilization of city services, the city will bill the permit holder or violator for all city services that were required to be provided as a result of the event. Such payment will be due and payable to the city within 30 days of the date the city services were rendered.
- (c) Refundable Deposit. A refundable deposit is required for all permitted special events held at non-city-owned locations. This deposit is intended to cover non-compliance with the terms of the event permit. City-owned event locations are subject to a separate fee structure and are not covered by this deposit. This deposit may be refunded within 30 days following the event, pending completion of a post-event review by the Event Review Committee. The refund is contingent upon the Event Review Committee's determination that the event was conducted in accordance with all permit requirements and applicable city

ordinances. Partial or full forfeiture of the deposit may occur if the event results in damages, violations, or failure to comply with approved permit conditions.

- (d) Refund. Any violation(s) of an issued special event permit and its conditions will result in fees associated with the violation(s) to be deducted from the deposit on file. If the deposit is expended, the remaining balance will be invoiced to the permit holder and payment must be remitted no less than 30 days after the invoice date.

Section 87. That Chapter 5, Article XIII, Section 5-510, subsection (b) is amended to read as follows:

- (a) Permit denial. The administrator reserves the right to deny the issuance of a permit if one or more of the following exists:
 - (1) The application submitted is not sufficient or complete, is not submitted within the established time frame of 60 calendar days prior to the first date of the proposed event, provides false information, does not comply with this article or a rule adopted hereunder, or was not submitted with the required documents, fees or deposits.
 - (2) The special event will substantially interfere with an event at a city owned venue that was previously planned and scheduled, or substantially interfere with another special event, park event, or other event for which a permit has already been granted, or substantially interfere with the provision of public safety or other city services in support of such other previously-scheduled event or events.
 - (3) The applicant has failed to arrange or provide for adequate parking, trash cleanup, security, medical care or other arrangements to ensure that the special event will be safe, secure and healthful for the participants thereof.
 - (4) The special event will not comply with this article, rules adopted hereunder, rules contained elsewhere in the city's codes, state or federal laws or regulations, or a reasonable condition imposed by the administrator for issuance of a permit.
 - (5) The applicant has held a prior special event for which the applicant failed to comply with a requirement of this article, failed to pay any required fees, charges or deposits, failed to comply with all the conditions of the permit, failed to pay for or remedy damage incurred to public property, created a dangerous condition or situation, failed to comply with reasonable requests of the administrator, or otherwise violated the intent of this article.

- (6) The proposed use would present an unreasonable danger to the health or safety of the applicant or special event attendees.
- (7) The Special Event will have an unmitigatable adverse impact upon residential or business access and traffic circulation in the area in which it is to be conducted; or will have an unmitigatable adverse impact upon the remaining portions of the city and community including unsafe conditions for the general public as to the provision of proper fire, EMS and police services in and around the special event and the city as a whole.
- (8) The proposed use or activity is incompatible with the location requested.
- (9) The applicant fails to receive approval of the required event operating plan.
- (10) The city does not have adequate resources to support the special event.
- (11) The permit was issued in error or in conflict with law.
- (12) Failure of a background check. The city reserves the right to conduct background checks and request references for any event producer, organizer, or applicant seeking a special event permit. In determining whether or not to grant a permit, the city may consider the following factors: (1) a history of non-compliance with city ordinances; (2) previous violations of permit conditions; (3) financial irresponsibility, including but not limited to failure to pay related fees for prior events both inside and outside of the city; (4) public safety concerns; or (5) any other factors deemed detrimental to the public interest, the city may deny the permit application at its discretion.

Section 98. That Chapter 5, Article XIII, Section 5-510, subsection (e) is amended to read as follows:

- (e) Appeals from denial. An applicant may appeal a permit denial by filing a written appeal with the city. The Event Review Committee will conduct an initial review of the appeal and make a recommendation to the city manager. The city manager or designee will review the appeal and provide a final review within five business days after its filing to determine whether the denial meets the standards imposed by this article. The appeal provisions in this section govern over any other conflicting provisions in this Code.

Section 109. That Chapter 5, Article XIII, Section 5-512 is amended to read as follows:

The administrator and/or representatives of the city's fire department, police department, and office of emergency management may require a special event to be immediately shut down if conditions at the special event exist that are perceived to pose a significant threat of harm or damage to the facilities, event staff, volunteers or attendees or if the applicant is not in compliance with all conditions of the special events permit.

Section 119. That any person found guilty of violating this ordinance will be fined not less than \$200.00 and no more than \$500.00 for each offense. Notice of the enactment of this ordinance will be given by publishing the ordinance or its descriptive caption and penalty in the City's official newspaper one time within thirty days of passage.

Section 124. 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 _____, 2025.

ADOPTED on second consideration on _____, 2025.

Carol K. McCutcheon, Mayor

ATTEST:

Linda Mendenhall, City Secretary

APPROVED AS TO FORM:

DAnn Shea Smith

ORDINANCE NO. 2379

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS AMENDING CHAPTER 5, ARTICLE XIII OF THE CODE OF ORDINANCES BY REMOVING THE DEFINITION OF STREET FESTIVAL, AMENDING THE DEFINITION OF STREET EVENT, ADDING A DEFINITION OF EVENT REVIEW COMMITTEE, AMENDING THE EXCEPTIONS, AMENDING THE PERMIT APPLICATION PROCESS, AMENDING PROVISIONS REGARDING PAYMENT FOR CITY SERVICES, ADDING NEW PROVISIONS FOR DEPOSITS, AND REFUNDS, AMENDING PROVISIONS REGARDING THE DENIAL OF A SPECIAL EVENT PERMIT AND APPEALS FROM DENIAL, AND AMENDING THE PROVISIONS FOR TERMINATION OF A SPECIAL EVENT.

WHEREAS, in 2016 the City adopted Ordinance No. 2065, governing special events in the City (the “Special Events Ordinance”); and

WHEREAS, the Council desires to amend the Special Events Ordinance to reflect changes in procedure and process relating to the application and issuance of special event permits; NOW, THEREFORE,

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

Section 1. That Chapter 5, Article XIII, Section 5-501 of the Code of Ordinances is amended to remove the definition of street festival.

Section 2. That Chapter 5, Article XIII, Section 5-501 of the Code of Ordinances is amended to amend the definition of street event to read as follows:

Street event means a planned gathering of persons and property occupying or using one or more streets for a party, celebration, neighborhood gathering, or similar happening that is likely to substantially interfere with the normal use of one or more streets.

Section 3. That Chapter 5, Article XIII, Section 5-501 of the Code of Ordinances is amended to add the following definition:

Event Review Committee means the designated, internal, multi-departmental team responsible for evaluating and coordinating special events that take place within the city. The Event Review Committee ensures that proposed events comply with city ordinances, public safety standards, and logistical requirements. The Event Review Committee reviews event applications, assesses potential community and operational impacts, and provides recommendations or conditions for event approval.

Section 4. That Chapter 5, Article XIII, Section 5-503, subsection (2) is amended to read as follows:

- (2) A special event sponsored and supervised by an Independent School District (ISD) and located at an ISD facility or on ISD property designed and constructed for that use.

Section 5. That Chapter 5, Article XIII, Section 5-503, subsection (4) is amended to read as follows:

- (4) A street event that will have less than 100 participants, whose participants primarily reside or have a business adjacent to the location of the street event, and which is operated in a manner to allow one lane of the street to be open at all times to allow emergency access to lots abutting the closed street.

Section 6. That Chapter 5, Article XIII, Section 5-505, is amended to read as follows:

An applicant seeking a special events permit must file an application with the administrator on the city issued form provided for that purpose and accompanied with the appropriate permit fee. A complete application must be filed not less than 60 calendar days before the first date of the proposed date of the special event. The application must be completed online and submitted by the applicant for the special event and must include at a minimum the following information:

- (1) The name, mailing address, email and telephone number, including cellular, of the applicant seeking to conduct the special event. If it is an entity, local, regional or national headquarters, information shall be provided as well as the name of the individual making application on behalf of such entity, identifying in what capacity and under what authority such person is representing the entity;
- (2) The name, address, email and telephone number, including cellular, of the applicant's employees or agents(s) who will be present and in charge during the entire special event including setup and breakdown, and including the specific day and times such employee(s) or agent(s) will be present;
- (3) A description of activities planned during the special event;
- (4) The number of attendees (including peak attendance and peak time for attendance) expected to attend the special event, including participants and spectators;
- (5) The location, requested date(s) and time of the special event;
- (6) If food or beverages will be served or sold, copies of any licenses or permits issued by the appropriate agencies for such vendors, or if pending agency approval, applications for such licenses or permits;

- (7) A proposed event operating plan in accordance to the location, type, and size of the event. The event operating plan must include a detailed site plan, traffic plan, parking plan, and safety and security plan, if applicable; and
- (8) The applicant must submit the required application processing fee in full at the time of application submission. Applications will not be considered for review until the payment has been received..

Section 7. That Chapter 5, Article XIII, Section 5-508 is retitled and amended to read as follows:

Sec. 5-508. Expedited processing fee, city services fee, cost recovery, deposits, and refunds.

- (a) Expedited processing fee. Applications submitted less than 60 days before the event may be subject to an expedited application processing fee. This fee is in addition to the standard application processing fee and reflects the additional staff time and resources necessary to review and process the application on an accelerated timeline. Submission within this shortened timeframe does not guarantee approval and is subject to the discretion of the Event Review Committee and staff capacity to complete a timely review.
- (b) City services fee. When a special event is foreseen to involve the city's direct costs for providing city services, a city services fee is required. The amount of the fee will be based upon the estimated costs the city will incur arising out of its services attributable to the special event in accordance with this article and with the city's policies. Such costs will be based upon needs directly associated with the special event, and not on the basis of possible disruption, reaction or activities of others. City services fees must be paid to the city within 30 days after the date of the event.
- (b) Cost recovery. When a city services fee was not originally required, or when an unpermitted event resulted in the utilization of city services, the city will bill the permit holder or violator for all city services that were required to be provided as a result of the event. Such payment will be due and payable to the city within 30 days of the date the city services were rendered.
- (c) Refundable Deposit. A refundable deposit is required for all permitted special events held at non-city-owned locations. This deposit is intended to cover non-compliance with the terms of the event permit. City-owned event locations are subject to a separate fee structure and are not covered by this deposit. This deposit may be refunded within 30 days following the event, pending completion of a post-event review by the Event Review Committee. The refund is contingent upon the Event Review Committee's determination that the event was conducted in accordance with all permit requirements and applicable city

ordinances. Partial or full forfeiture of the deposit may occur if the event results in damages, violations, or failure to comply with approved permit conditions.

- (d) Refund. Any violation(s) of an issued special event permit and its conditions will result in fees associated with the violation(s) to be deducted from the deposit on file. If the deposit is expended, the remaining balance will be invoiced to the permit holder and payment must be remitted no less than 30 days after the invoice date.

Section 8. That Chapter 5, Article XIII, Section 5-510, subsection (b) is amended to read as follows:

- (a) Permit denial. The administrator reserves the right to deny the issuance of a permit if one or more of the following exists:
 - (1) The application submitted is not sufficient or complete, is not submitted within the established time frame of 60 calendar days prior to the first date of the proposed event, provides false information, does not comply with this article or a rule adopted hereunder, or was not submitted with the required documents, fees or deposits.
 - (2) The special event will substantially interfere with an event at a city owned venue that was previously planned and scheduled, or substantially interfere with another special event, park event, or other event for which a permit has already been granted, or substantially interfere with the provision of public safety or other city services in support of such other previously-scheduled event or events.
 - (3) The applicant has failed to arrange or provide for adequate parking, trash cleanup, security, medical care or other arrangements to ensure that the special event will be safe, secure and healthful for the participants thereof.
 - (4) The special event will not comply with this article, rules adopted hereunder, rules contained elsewhere in the city's codes, state or federal laws or regulations, or a reasonable condition imposed by the administrator for issuance of a permit.
 - (5) The applicant has held a prior special event for which the applicant failed to comply with a requirement of this article, failed to pay any required fees, charges or deposits, failed to comply with all the conditions of the permit, failed to pay for or remedy damage incurred to public property, created a dangerous condition or situation, failed to comply with reasonable requests of the administrator, or otherwise violated the intent of this article.

- (6) The proposed use would present an unreasonable danger to the health or safety of the applicant or special event attendees.
- (7) The Special Event will have an unmitigatable adverse impact upon residential or business access and traffic circulation in the area in which it is to be conducted; or will have an unmitigatable adverse impact upon the remaining portions of the city and community including unsafe conditions for the general public as to the provision of proper fire, EMS and police services in and around the special event and the city as a whole.
- (8) The proposed use or activity is incompatible with the location requested.
- (9) The applicant fails to receive approval of the required event operating plan.
- (10) The city does not have adequate resources to support the special event.
- (11) The permit was issued in error or in conflict with law.
- (12) Failure of a background check. The city reserves the right to conduct background checks and request references for any event producer, organizer, or applicant seeking a special event permit. In determining whether or not to grant a permit, the city may consider the following factors: (1) a history of non-compliance with city ordinances; (2) previous violations of permit conditions; (3) financial irresponsibility, including but not limited to failure to pay related fees for prior events both inside and outside of the city; (4) public safety concerns; or (5) any other factors deemed detrimental to the public interest, the city may deny the permit application at its discretion.

Section 9. That Chapter 5, Article XIII, Section 5-510, subsection (e) is amended to read as follows:

- (e) Appeals from denial. An applicant may appeal a permit denial by filing a written appeal with the city. The Event Review Committee will conduct an initial review of the appeal and make a recommendation to the city manager. The city manager or designee will review the appeal and provide a final review within five business days after its filing to determine whether the denial meets the standards imposed by this article. The appeal provisions in this section govern over any other conflicting provisions in this Code.

Section 10. That Chapter 5, Article XIII, Section 5-512 is amended to read as follows:

The administrator and/or representatives of the city's fire department, police department, and office of emergency management may require a special event to be immediately shut down if conditions at the special event exist that are perceived to pose a significant threat of harm or damage to the facilities, event staff, volunteers or attendees or if the applicant is not in compliance with all conditions of the special events permit.

Section 11. That any person found guilty of violating this ordinance will be fined not less than \$200.00 and no more than \$500.00 for each offense. Notice of the enactment of this ordinance will be given by publishing the ordinance or its descriptive caption and penalty in the City's official newspaper one time within thirty days of passage.

Section 12. 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 _____, 2025.

ADOPTED on second consideration on _____, 2025.

Carol K. McCutcheon, Mayor

ATTEST:

Linda Mendenhall, City Secretary

APPROVED AS TO FORM:

DAnn Shea Smith