City of Sugar Land

City Council Agenda

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

Tuesday, June 2, 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://youtube.com/live/wVnG-x21DQ8?feature=share. Sugar Land Comcast/Xfinity Cable Subscribers can also tune-in on Channel 16.

II. Call to Order

III. Invocation

Council Member Jim Vonderhaar

IV. Pledges of Allegiance

Council Member Jim Vonderhaar

V. Recognition

A. DEBRA COFFMAN
OUTSTANDING COMMUNITY SERVICE
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 regarding matters posted for consideration or workshop 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 May 19, 2026, meeting.
Linda Mendenhall, City Clerk

B. **CONTRACT WITH BOWMAN CONSULTANT GROUP, LTD.**
Consideration of and action on the authorization of the execution of a professional services contract with Bowman Consultant Group, Ltd. for the Austin Parkway Reconstruction Phase II Project, CIP CMB2603, in the amount of $536,656.00.
Greg Nichols, Senior Project Manager

C. Consideration and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-27:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS SUSPENDING THE JUNE 8, 2026 EFFECTIVE DATE OF SIENERGY GAS, LLC'S REQUESTED INCREASE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH OTHER CITIES IN THE SIENERGY SERVICE AREA; HIRING LEGAL AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; AUTHORIZING INTERVENTION IN SIENERGY'S STATEMENT OF INTENT TO CHANGE GAS UTILITY RATES WITHIN THE INCORPORATED AREAS SERVED BY SIENERGY AND NOTICE OF CONSOLIDATION AT THE RAILROAD COMMISSION; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES.
Meredith Riede, City Attorney

D. **ACCEPTANCE OF ASSIGNMENT FROM MUD NO. 269 FOR CONSTRUCTION CONTRACT WITH LANDMARK STRUCTURES**
Consideration of and action on the acceptance of the assignment from MUD 269 of one (1) construction contract with Landmark Structures for the construction of the Ryehill Water Plant Elevated Storage Tank (EST), in the amount of $6,533,000.00.
Robert Wilson, Assistant City Engineer

E. **CONTRACT AMENDMENT WITH RIVER NORTH TRANSIT, LLC**
Consideration of and action on the approval of the execution of Amendment No. 2 to the Microtransit Service Contract with River North Transit, LLC, increasing services to cover additional demand during FIFA World Cup 2026 activities (June 7 to July 19) in the amount of $99,976.86.
Melanie Beaman, Transportation & Mobility Manager

F. **SUGAR LAND 4B CORPORATION BOARD OF DIRECTORS APPOINTMENT**
Consideration of and action on appointment of Suzanne Whatley for an unexpired term ending September 30, 2026, to the Sugar Land 4B Corporation Board of Directors.
Carol McCutcheon, Mayor

G. **TAX INCREMENT REINVESTMENT ZONE NUMBER THREE BOARD OF DIRECTORS APPOINTMENT**
Consideration of and action on appointment of Rob Boettcher, Position 2, for an unexpired term ending December 31, 2026, to the Tax Increment Reinvestment Zone Number Three Board of Directors.
Carol McCutcheon, Mayor

H. **COUNCIL COMMITTEE APPOINTMENTS**
Consideration and action on the Council Committee appointments of City Council Members to Mayor Pro Tem, Standing Committees, Task Forces, and Government Agencies:

- **Mayor Pro Tem for a term ending May 31, 2027**
  - Jim Vonderhaar
- **Finance/Audit Committee for a term ending May 31, 2027**
  - Carol McCutcheon
  - Stewart Jacobson
  - Rick Miller
- **Intergovernmental Relations Committee for a term ending May 31, 2027**
  - Carol McCutcheon
  - Rob Boettcher
  - Rick Miller
- **Compensation Committee for a term ending May 31, 2027**
  - Carol McCuthceon
  - Suzanne Whatley
  - Sanjay Singhal
- **Boards and Commissions Appointment Task Force for a term ending May 31, 2027**
  - Carol McCutcheon
  - Sanjay Singhal
  - Rick Miller
- **Houston-Galveston Area Council (H-GAC) General Assembly for a term ending May 31, 2027**
  - Primary: Stewart Jacobson
  - Alternate: Sanjay Singhal
- **Houston-Galveston Area Council (H-GAC) Transportation Policy Council for a term ending May 31, 2027**
  - Primary: Suzanne Whatley
  - Alternate: Jim Vonderhaar

Carol McCutcheon, Mayor

VIII. Appointment

A. **ECONOMIC DEVELOPMENT COMMITTEE APPOINTMENTS**
Consideration of and action on the appointment of Carol McCutcheon, Mayor; and Suzanne Whatley, Sugar Land 4B Corporation Representative, and a Sugar Land Development Corporation Director to the City Council's Economic Development Committee, for a term ending May 31, 2027.
Carol McCutcheon, Mayor

IX. Ordinances and Resolutions

A. **FIRST CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2403:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING PROVISIONS IN CHAPTER 3 RELATED TO TREES AND VEGETATION; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.
Nicole Guevara, Assistant Director of Neighborhood Services

X. Contracts and Agreements

A. **<u>INTERLOCAL AGREEMENT WITH FORT BEND COUNTY</u>**
Consideration of and action on an interlocal agreement with Fort Bend County for $100,000 to support Sugar Land's FIFA World Cup 2026–related tourism and economic development efforts; and authorization of a Budget Amendment in the amount of $100,000 to revenues and expenditures.
Alison Brooks, Assistant Director of Tourism

B. **<u>INTERLOCAL AGREEMENT WITH FORT BEND COUNTY</u>**
Consideration of and action on the authorization of the execution of an Interlocal Agreement (ILA) with Fort Bend County for design and construction of Gannoway Lake Trails and Park.
Jonathan Braun, Assistant City Engineer

XI. Workshop

A. **<u>PROPOSED REVISIONS – BOARDS, COMMISSIONS, AND COMMITTEES</u>**
Review and discuss proposed updates to Resolution No. 21-17, City Council Policy on Boards, Commissions, and Committees (City Code of Ordinances, Part II, Chapter 2, Article III), and provide direction on potential amendments.
Linda Mendenhall, City Clerk

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.

XIII. 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 <u>City Website</u> under meeting agendas.

Posted on this DATE/TIME

City Council Agenda Request
June 2, 2026

Agenda Request No: V.A.

Agenda of: City Council Meeting

Initiated by: Justin Perez, Government Affairs Coordinator

Presented by: Carol McCutcheon, Mayor

Responsible Department: Strategic and Government Affairs

Agenda Caption:
DEBRA COFFMAN
OUTSTANDING COMMUNITY SERVICE

Recommended Action:
Recognize Debra Coffman for her outstanding community service and dedication to the city of Sugar Land.

Executive Summary:
Debra Coffman's longstanding dedication to public service and community leadership has been a tremendous asset to the city of Sugar Land. Over several decades, Ms. Coffman has contributed her time and expertise through service on numerous boards, committees, and neighborhood initiatives, including the Land Use Advisory Committee, First Colony Levee Improvement District, and local homeowner and community beautification efforts. Her sustained commitment to civic engagement, community stewardship, and neighborhood stewardship has made a meaningful and lasting impact on the quality of life in Sugar Land. Most recently, her contributions were recognized with the Outstanding Community Service Award presented by the National Society Daughters of the American Revolution - Alexander Hodge Chapter at its April meeting.

The City of Sugar Land wishes to recognize Debra Coffman for her distinguished record of public service and express its gratitude for her unwavering commitment to the community and the lasting positive impact of her many contributions.

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

June 2, 2026

Agenda Request No: VII.A.

Agenda of: City Council Meeting

Initiated by: Nicole Fontenette, Agenda & Public Meeting Coordinator

Presented by: Linda Mendenhall, City Clerk

Responsible Department: Admin

Agenda Caption:
MINUTES
Consideration of and action on the approval of the minutes of the May 19, 2026, meeting.

Recommended Action:
Consideration of and action on the approval of the minutes of the May 19, 2026, meeting.

Executive Summary:
Consider the minutes of the May 19, 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. 5.19.26 City Council Meeting Minutes

City of Sugar Land

City Council Minutes

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

Tuesday, May 19, 2026
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

Mayor Carol K. McCutcheon

IV. Pledges of Allegiance

Mayor Carol K. McCutcheon

V. Recognition

A. SUGAR LAND REGIONAL AIRPORT
FORT BEND ISD 2025/2026 ART CONTEST WINNERS
Ken Durbin, Assistant Director of Aviation

B. MAYOR'S YOUTH ADVISORY COUNCIL CLASS OF 2026
Carly Thompson, Communications & Community Engagement Manager

C. NATIONAL EMS WEEK 2026
MAY 17-23, 2026
Mark Campise, Fire Chief

D. NATIONAL PUBLIC WORKS WEEK
MAY 17-23, 2026
Katie Clayton, Director of Utilities, Herc Meier, Director of Public Works

VI. Public Comment

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

No members of the public addressed the Council.

VII. Consent Agenda

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A. **MINUTES**
Consideration of and action on the approval of the minutes of the May 5, 2026, 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. **CONTRACT WITH DNB ENTERPRISES, INC.**
Consideration of and action on the authorization of the execution of a construction contract with DNB Enterprises Inc., for the Austin Parkway Fuel Tank Replacement Project, CIP CMU2502, in the amount of $820,090.00.
Gregory Willey, Construction Manager

C. **LICENSE AGREEMENT WITH FORT BEND COUNTY LID NO. 7**
Consideration of and action on the approval of a License Agreement between Fort Bend County LID 7 and the City of Sugar Land for a Private Storage Structure on City-Owned Property.
Bryan Norton, Real Property Manager

D. Consideration and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-24:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE OPENING OF SECURITIES ACCOUNTS WITH PNC CAPITAL MARKETS; THE CONTINUANCE OF SECURITIES ACCOUNTS WITH RAYMOND JAMES & ASSOCIATES, MULTI-BANK SECURITIES, INC., HILLTOP SECURITIES INC., AND MISCHLER FINANCIAL GROUP; AND THE CONTINUANCE OF AN ACCOUNT WITH WELLS FARGO BROKERAGE SERVICES FOR BROKERED CERTIFICATES OF DEPOSIT.
Michelle McCrimmon, Assistant City Manager

E. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-22:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, DESIGNATING INVESTMENT OFFICERS AND AN INVESTMENT PROGRAM MANAGER.
Michelle McCrimmon, Assistant City Manager

F. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-25:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, APPROVING A CHANGE OF THE INDIVIDUALS AUTHORIZED TO ACT ON BEHALF OF THE CITY IN CERTAIN TRANSACTIONS IN THE TEXAS LOCAL GOVERNMENT INVESTMENT POOL.
Michelle McCrimmon, Assistant City Manager

G. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-23:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING THE CITY OF SUGAR LAND INVESTMENT POLICY AND INVESTMENT STRATEGY IN ACCORDANCE WITH THE PUBLIC FUNDS INVESTMENT ACT.
Michelle McCrimmon, Assistant City Manager

H. Consideration of and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-20**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING A POLICY FOR PUBLIC COMMENT AT CITY COUNCIL, BOARDS, AND COMMISSION MEETINGS; AND REPEALING RESOLUTION NO. 24-67.
Shayla Lee, Director of Strategic & Government Affairs

VIII. 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.

IX. Closed Executive Session

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

RECESS: Mayor McCutcheon recessed the meeting into closed executive session at 5:58 p.m.

X. Adjournment

No further action was discussed during this meeting. The meeting was adjourned at 5:58 p.m.

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Linda Mendenhall, City Clerk

City Council Agenda Request
June 2, 2026

Agenda Request No: VII.B.

Agenda of: City Council Meeting

Initiated by: Greg Nichols, Senior Project Manager

Presented by: Greg Nichols, Senior Project Manager

Responsible Department: Engineering

Agenda Caption:
CONTRACT WITH BOWMAN CONSULTANT GROUP, LTD.
Consideration of and action on the authorization of the execution of a professional services contract with Bowman Consultant Group, Ltd. for the Austin Parkway Reconstruction Phase II Project, CIP CMB2603, in the amount of $536,656.00.

Recommended Action:
Authorize the execution of a professional services contract with Bowman Consultant Group, Ltd. for the Austin Parkway Reconstruction Phase II Project, CIP CMB2603, in the amount of $536,656.00.

Executive Summary:
In November 2023, Fort Bend County voters approved the 2023 Mobility Bond Program, which includes multiple mobility projects within the City of Sugar Land's jurisdiction. Building on this regional investment, Sugar Land voters approved Proposition B in November 2024, authorizing the City to issue up to $118 million in bonds dedicated to streets, sidewalks, and mobility improvements.

On November 18, 2025, City Council approved the Interlocal Agreement (ILA) with Fort Bend County for City-Managed Mobility Projects, and the agreement was subsequently approved by the Fort Bend County Commissioners Court on December 4, 2025.

The partnership and associated projects directly support the priorities outlined in Sugar Land's 2023 Mobility Master Plan, which emphasizes enhanced mobility, multimodal connectivity, and safety. Regular reporting, coordination, and oversight measures included in the agreement ensure transparency and accountability throughout project delivery.

The Austin Parkway Reconstruction Phase II Project advances these goals by providing improved pavement quality and drainage improvements and supports safer travel along Austin Parkway between Sweetwater Boulevard and Commonwealth Boulevard. Key improvements include:

- Design panel replacements for the 4- lane boulevard with a 32’ median, within the limits of the project
- Drainage improvements from LID # 2 Ditch C-1 to Mesquite Dr. to follow the recommendations of previously approved engineering studies.

Under the ILA’s Roles and Responsibilities, Fort Bend County selects consultants for design and related services from the City’s pre-qualified list, after which the City contracts with and manages the selected consultant. The City is responsible for project design using City standards, as well as bidding, contracting, and construction management, including oversight of change orders and payment processing. The County retains the ability to review project plans, conduct inspections, and provide comments. For the CIP CMB2603 Austin Parkway Phase II Project, the County selected Bowman Consultant Group, Ltd. as the design consultant.

Bowman Consultant Group, Ltd. will provide full design services for the Austin Parkway Reconstruction Phase II Project, including:

- Project management
- Topographic surveying
- Geotechnical investigations including subsurface utility engineering
- Traffic control plan
- Production of 30%, 60%, 90%, and 100% design submittals, including: roadway plans, drainage improvements, traffic control plans, construction cost estimates
- Bidding support
- Permitting support

Per the ILA’s Payments and Funding provisions, the County will contribute 50% of the total project costs (up to the maximum amount established for each project) and 100% of the design costs up front. A formal request for these funds will be submitted to the County once the contract is approved.

The Engineering Department has negotiated the above scope of work with Bowman Consultant Group, Ltd. for a fee in the amount of $536,656.00 There is currently $925,000.00 available in CIP CMB2603. Design is anticipated to start in June 2026 and be completed in February 2027. Construction is planned to start in summer 2027.

The Engineering and Public Works Departments recommend that the City Council approve a professional services contract with Bowman Consultant Group, Ltd. for the design of Austin Parkway Phase II, CIP CMB2603, in the amount of $536,656.00.

Budget

Expenditure Required: $536,656.00

Current Budget: $1,000,000

Additional Funding: NA

Funding Source: GO Bonds

Account Number (ORG-OBJ-Project): 5013230-621015 -CMB2603

Attachments

1. Bowman Contract

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: Stephen Garza, P.E
Date:	Date: 4/29/2026
Title:	Title: Team Lead Manager
	Company: Bowman Consultant Group Ltd.

MATTER NUMBER: 9081M
APPROVED AS TO FORM:

II. General Information and Terms.

Engineer's Name and Address:	Bowman Consulting Group Ltd. 10344 Sam Houston Park Dr, Suite 100 Houston, Texas 770064
Project Description:	Austin Parkway Reconstruction Project (CMB 2603) – Design Phase
Maximum Contract Amount:	$536,656.00
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

City Council Agenda Request

June 2, 2026

Agenda Request No: VII.C.

Agenda of: City Council Meeting

Initiated by: Meredith Riede, City Attorney

Presented by: Meredith Riede, City Attorney

Responsible Department: Legal

Agenda Caption:

Consideration and action on **CITY OF SUGAR LAND RESOLUTION NO. 26-27:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS SUSPENDING THE JUNE 8, 2026 EFFECTIVE DATE OF SIENERGY GAS, LLC'S REQUESTED INCREASE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH OTHER CITIES IN THE SIENERGY SERVICE AREA; HIRING LEGAL AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; AUTHORIZING INTERVENTION IN SIENERGY'S STATEMENT OF INTENT TO CHANGE GAS UTILITY RATES WITHIN THE INCORPORATED AREAS SERVED BY SIENERGY AND NOTICE OF CONSOLIDATION AT THE RAILROAD COMMISSION; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES.

Recommended Action:

Approval of Resolution 26-27 suspending the effective date of SiEnergy's rate increase to allow the City time to investigate and establish a reasonable rate

Executive Summary:

On May 4, 2026, SiEnergy Gas, LLC ("SiEnergy" or "Company"), pursuant to subchapter C of Chapter 104 of the Gas Utility Regulatory Act, filed its Statement of Intent to change gas rates at the Railroad Commission of Texas ("RRC") within the incorporated areas served by SiEnergy and a notice of its intent to consolidate its operations and assets with the other members of SiEnergy Holding LLC, effective June 8, 2026.

SiEnergy is seeking to increase its revenues by approximately $4.0 million, which is an increase of 16.1% including gas costs, or 24% excluding gas costs. SiEnergy is also seeking to consolidate all service areas into a single statewide jurisdiction. The Company's proposed rates for all of its customers are based on the system-wide cost of providing service to customers throughout the entirety of Texas. SiEnergy is also requesting: (1) approval of new depreciation rates for use following the consolidation; (2) approval to adopt revised Weather Factors by Area for the Weather Normalization Adjustment tariff; 3) the establishment of baseline factors for future Interim Rate Adjustment filings made pursuant to the Gas Utility Regulatory Act section 104.301; (4) approval to continue the recovery of Winter Storm Uri regulatory asset expense with a revised factor per Ccf for the Rate SUR tariff; (5) a finding that the investment made in SiEnergy's natural gas distribution system between April 1, 2023 and December 31, 2025, is used and useful, prudent, reasonable, and necessarily incurred; and (6) approval of a rate case expense recovery tariff to recover the reasonable rate case expenses associated with its filing through a surcharge on rates.

Since SiEnergy is requesting consolidation of all its service areas, the Company will need to withdraw its existing tariffs to reflect the new SiEnergy rates and/or related changes necessary to reflect consolidation. The Company's new proposed rariffs include the following changes: (1) new system-wide rates for Residential Customers, pertaining to the incorporated reads, and for General Service Customers whose annual usage is 30,000 Ccf or less; (2) adoption of updated Weather Factors by Area in the proposed Rate Schedule WNA to reflect the appropriate Ccf per heating degree day based upon the test year in this case; (4) approval of Rider RCE to allow for the recovery of all rate case expenses determined to be reasonably incurred; (5) an updated docket reference for Rate Schedule - Pipeline Safety Inspection Fee; (6) a reduction in the current rate for Rate Schedule - SUR Surcharges; (7) expansion to include all cities with which SiEnergy has franchise agreements for Rate Schedule DEF Definitions; and (8) approval to adopt the following tariffs currently in effect if the proposed consolidation is approved: Rate Schedule CRR -Customer Service Rate Relief; Rates Schedule TFF - Taxes and Franchise Fees; Rate Schedule GCRA - Gas Cost Recovery Adjustment; and Rate Schedule QSR - Quality of Service Rules.

Resolution No. 26-27 suspends the June 8, 2026 effective date of the Company's rate increase for the maximum period permitted by law to allow the City, working in conjunction with other similarly situated cities with original jurisdiction served by SiEnergy, to evaluate the filing, to determine whether the filing complies with the law, and if lawful, to determine what further strategy including settlement to pursue.

Budget

Expenditure Required: None

Current Budget: NA

Additional Funding: NA

Funding Source: NA

Account Number (ORG-OBJ-Project): NA

Attachments

1. 2026 SiEnergy Suspension Resolution 26-27

RESOLUTION NO. 26-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS SUSPENDING THE JUNE 8, 2026 EFFECTIVE DATE OF SIENERGY GAS, LLC'S REQUESTED INCREASE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH OTHER CITIES IN THE SIENERGY SERVICE AREA; HIRING LEGAL AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; AUTHORIZING INTERVENTION IN SIENERGY'S STATEMENT OF INTENT TO CHANGE GAS UTILITY RATES WITHIN THE INCORPORATED AREAS SERVED BY SIENERGY AND NOTICE OF CONSOLIDATION AT THE RAILROAD COMMISSION; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES.

WHEREAS, on or about May 4, 2026, SiEnergy Gas, LLC ("SiEnergy" or "Company"), pursuant to Gas Utility Regulatory Act § 104.102, filed with the City of Sugar Land ("City") a Statement of Intent to change gas rates within the incorporated areas served by SiEnergy and a notice of its intent to consolidate its operations and assets with the other members of SiEnergy Holding LLC, effective June 8, 2026; and

WHEREAS, the City is a gas customer of SiEnergy and a regulatory authority with exclusive original jurisdiction over the rates and charges of SiEnergy within the City; and

WHEREAS, it is reasonable for the City of Sugar Land to cooperate with other similarly situated cities in conducting a review of the Company's application and to hire and direct legal counsel and consultants and to prepare a common response and to negotiate with the Company and direct any necessary litigation; and

WHEREAS, the Gas Utility Regulatory Act § 104.107 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days; and

WHEREAS, SiEnergy has filed an application with the Railroad Commission, that could become the docket into which appeals of city action on the TGS filing are consolidated; and

WHEREAS, the Gas Utility Regulatory Act § 103.022 provides that costs incurred by cities in ratemaking activities are to be reimbursed by the regulated utility; NOW THEREFORE,

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

Section 1. That the June 8, 2026, effective date of the rate request submitted by SiEnergy on or about May 4, 2026, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.

Section 2. That the City is authorized to cooperate with other cities in the SiEnergy service area to hire and direct legal counsel and consultants, negotiate with the Company, make recommendations to the City regarding reasonable rates and to direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or Railroad Commission.

Section 3. That, subject to the right to terminate employment at any time, the City of Sugar Land hereby authorizes the hiring of the law firm of Lloyd Gosselink Rochelle & Townsend, P.C. and consultants to represent the City in all matters associated with the SiEnergy application to increase rates and appeals thereof.

Section 4. That intervention at the Railroad Commission in the docket that the application is filed under is authorized.

Section 5. That the City's reasonable rate case expenses shall be reimbursed by the Company.

Section 6. A copy of this Resolution shall be sent to SiEnergy representatives June M. Dively and Daniel Croll, SiEnergy Gas, LLC, 13215 Bee Cave Pkwy., Suite B-250, Bee Cave, Texas 78738 (junedively@sienery.com and dancroll@sienergy.com), and to Jamie Mauldin at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701 (jmauldin@lglawfirm.com).

APPROVED on June ____, 2026.

____
Carol K. McCutcheon, Mayor

ATTEST:

APPROVED AS TO FORM:

____
Linda Mendenhall, City Clerk

City Council Agenda Request

June 2, 2026

Agenda Request No: VII.D.

Agenda of: City Council Meeting

Initiated by: Robert Wilson, Assistant City Engineer

Presented by: Robert Wilson, Assistant City Engineer

Responsible Department: Engineering

Agenda Caption:

ACCEPTANCE OF ASSIGNMENT FROM MUD NO. 269 FOR CONSTRUCTION CONTRACT WITH LANDMARK STRUCTURES

Consideration of and action on the acceptance of the assignment from MUD 269 of one (1) construction contract with Landmark Structures for the construction of the Ryehill Water Plant Elevated Storage Tank (EST), in the amount of $6,533,000.00.

Recommended Action:

Accept the assignment of one (1) construction contract with Landmark Structures from MUD 269 for the construction of the Ryehill Water Plant Elevated Storage Tank (EST) in the amount of $6,533,000.00.

Executive Summary:

The City entered into a Development Agreement (DA) and Utilities Service Agreement (USA) with MUD 269 in 2023 to provide utility service to South of the Brazos. The DA authorizes the City to be the retail provider of water and wastewater services to the new Ryehill Development area, served by MUD 269. The DA provided the City with the ability to offset the long term cost of regional facilities and accelerate the availability of additional utility capacity South of the Brazos. It also allows the City to mitigate aging wastewater facilities that were inherited from the Greatwood MUD annexation which need significant investment to continue operations, and allow the City to extend and build on the Sugar Land brand and service reputation South of the Brazos.

The DA and USA include provisions for the MUD to bid for the water and wastewater plant facilities, award the contracts, and assign the contracts to the City. MUD 269 bid the Wastewater Treatment Plant and Mass Grading and Detention Pond projects in July 2025, and the Ryehill Water Plant Phase 1A project in September 2025. Per the DA, the MUD must assign the contracts to the City for administration within 30 days of entering the contract. The City accepted three (3) contracts from MUD 269 for the water plant, wastewater plant and site work, and mass grading on December 16, 2025.

MUD 269 published the bid advertisement for the water plant elevated storage tank on CivCastUSA and in the local paper. Four (4) bids were received on March 5, 2026 and the bid tab is shown below:

Bidder Name	Base Bid	Supplemental Items	Grand Total	Alternate #1
Landmark Structures	$6,509,950.00	$23,050.00	$6,533,000.00	-$100,000.00
R&B Group, Inc.	$6,751,300.00	$12,650.00	$6,763,950.00	$100,000.00
Caldwell Tanks, Inc.	$9,042,000.00	$16,305.00	$9,058,305.00	$300,000.00
Pheonix Fabricators and Erectors, Inc.	$9,651,405.00	$65,900.00	$9,717,305.00	$250,000.00

Alternate #1 was to provide an internal ladder for the elevated tank instead of a circular access staircase. This alternate was not selected due to increased access challenges for maintenance and operation access.

The MUD 269 Board has approved the award of the contract to Landmark Structures for the water plant elevated storage tank contract on April 23, 2026 in the amount of $6,533,000.00. This contract includes the base bid and supplemental items for the elevated tank project and was reviewed and concurred with by City staff.

The available funding for the acceptance of the contracts is available in CIP CWA2507 South of the Brazos - Elevated Storage Tank, with an available balance of $7,514,400.00.

In accordance with Policy CO-110, Notification of Construction Impacts and Service Interruptions, this is classified as a Neighborhood project. Staff will coordinate with impacted residents, businesses and homeowner's associations on an as-needed basis through door hangers and one-on-one communication. A project website has been created and will be kept up to date throughout the project, and communication throughout the project will be provided to the adjacent homeowner's associations and adjacent residents through City media platforms. The notice to proceed was issued by MUD 269 in May 2026, with a contract length of 17 months for substantial completion of the elevated storage tank.

The Utilities Department and Engineering Department recommend City Council accept the assignment of the Sugar Land Ryehill Groundwater Plant Elevated Storage Tank contract for CIP CWA2507 South of the Brazos - Elevated Storage Tank project with Landmark Structures in the amount of $6,533,000.00.

Budget

Expenditure Required: $6,533,000.00

Current Budget: $7,514,400.00

Additional Funding: N/A

Funding Source: System Revenues and Revenue Bonds

Account Number (ORG-OBJ-Project): 6049205-621020-CWA2507
6029205-621020-CWA2507

Attachments

1. Recommendation of Award
2. Assignment of Construction Contract

PAPE-DAWSON

March 17, 2026

Pulte Group, Inc.
c/o Fort Bend County Municipal Utility District No. 269
Sanford Kuhl Hagan Kugle Parker Kahn LLP
1330 Post Oak Boulevard, Suite 2650
Houston, Texas 77056

VIA EMAIL: bryan.hahn@pultegroup.com

Re: **RECOMMENDATION TO AWARD**
Project: Sugar Land Ryehill Groundwater Plant – Phase II 1.0 MG Elevated Storage Tank
Pape-Dawson Project Number: 42140-00
Owner: Fort Bend County Municipal Utility District No. 269

Dear Ms. Kugle:

Sealed electronic bids, addressed to Fort Bend County Municipal Utility District No. 269, were received on Thursday, March 5, 2026 for the referenced project. After tabulation and review of the four bids received, it is our recommendation that the project be awarded to the low bidder **Landmark Structures** for a total bid price of $**6,533,000.00** on the basis of being the best and most advantageous to the District. This total bid price consists of the submitted Base Bid of $6,509,950.00 plus $23,050.00 for Supplemental Items.

Sincerely,
Pape-Dawson

John Lacy, P.E.
Vice President

Enclosure

cc: Ms. Julianne Kugle - Sanford Kuhl Hagan Kugle Parker Kahn, LLP

K:\Projects\421\40\00 COSL Ryehill WP with EST\Ryehill EST\03 CPS (402)\Award-Recommendation_SL Ground Water Plant Ph II EST.docx

-- Bid Tabulation --
Summary of Bid Totals

Sugar Land Ryehill Groundwater Plant - Phase II 1.0 MG Elevated Storage Tank					
Pape-Dawson Project Number: 42140					
Bids Opened On: March 5, 2026					
Bidder Name	Base Bid Items Subtotal	Supplemental Items Subtotal	Grand Total	Alternate Items Subtotal	Completion Time (See Note 1 & 2)
Landmark Structures	$6,509,950.00	$23,050.00	$6,533,000.00	-$100,000.00	(1) 520 (2) 550
R & B Group Inc.	$6,751,300.00	$12,650.00	$6,763,950.00	$100,000.00	(1) 520 (2) 550
Caldwell Tanks, Inc.	$9,042,000.00	$16,305.00	$9,058,305.00	$300,000.00	(1) 520 (2) 550
Phoenix Fabricators and Erectors, Inc.	$9,651,405.00	$65,900.00	$9,717,305.00	$250,000.00	(1) 520 (2) 550
If contractor name appears in bold, italicized text, a mathematical error or bid discrepancy was found.					
(1) Number of days bid to achieve Substantial Completion					
(2) Number of days bid to achieve Final Completion					

				Landmark Structures		R & B Group Inc.		Caldwell Tanks, Inc.		Phoenix Fabricators and Erectors, Inc.	
Item Number	Item Description	Unit	Approx. Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
Sugar Land Ryehill Groundwater Plant - Phase II 1.0 MG Elevated Storage Tank											
Base Bid Items											
1	Mobilization - including but not limited to all mobilization, clean-up, and de-mobilization onto and from the site (This price bid for mobilization shall not exceed 1% of the total amount bid). Payment for this item is subject to retainage as specified elsewhere in the project manual.	Lump Sum	1.00	$20,000.00	$ 20,000.00	$50,000.00	$ 50,000.00	$90,420.00	$ 90,420.00	$60,000.00	$ 60,000.00
2	Bonds, insurance, and permits. This item includes all coordination and efforts to secure all required documents.	Lump Sum	1.00	$125,000.00	$ 125,000.00	$100,000.00	$ 100,000.00	$271,260.00	$ 271,260.00	$202,000.00	$ 202,000.00
3	Construction Staking - this item is intended to be a pass-through item for work performed by Pape-Dawson, with no mark-up by the contractor. (This item is a fixed price determined prior to bid. This item cannot be adjusted by the bidder).	Lump Sum	1.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00
4	Site Grading and Drainage as specified in construction plans and technical specifications, complete in place.	Lump Sum	1.00	$35,000.00	$ 35,000.00	$10,000.00	$ 10,000.00	$7,500.00	$ 7,500.00	$95,000.00	$ 95,000.00
5	6-inch-thick crushed rock pavement with 6-Inch-thick cement stabilized subgrade as specified in construction plans and technical specifications, complete in place	SY	246.00	$40.00	$ 9,840.00	$50.00	$ 12,300.00	$115.00	$ 28,290.00	$130.00	$ 31,980.00
6	1MG Composite Elevated Storage Tank, including foundation Complete in place in accordance with the plans and specifications.	LumpSum	1.00	$5,048,000.00	$ 5,048,000.00	$5,500,000.00	$ 5,500,000.00	$7,562,530.00	$ 7,562,530.00	$6,631,925.00	$ 6,631,925.00
7	Piping & Mechanical Fittings for Elevated Storage Tank Including but not limited to excavating, trenching and safety system, and backfilling; Dewatering and Drainage of Excavation; Installation of Pipe Valves (and Valve Boxes), Pipe Supports, Fittings, Jointing, Thrust Blocking, and Bedding/Backfilling Materials; and All Line Testing and Disinfection. Complete in place in accordance with the plans and specifications.	LumpSum	1.00	$350,000.00	$ 350,000.00	$200,000.00	$ 200,000.00	$50,000.00	$ 50,000.00	$660,000.00	$ 660,000.00
8	Lighting & Power for Elevated Storage Tank complete in place in accordance with the plans and specifications.	LumpSum	1.00	$25,000.00	$ 25,000.00	$10,000.00	$ 10,000.00	$80,000.00	$ 80,000.00	$23,000.00	$ 23,000.00
9	Roof Mounted Antenna POD for EST Complete in place.	LumpSum	1.00	$65,000.00	$ 65,000.00	$65,000.00	$ 65,000.00	$20,000.00	$ 20,000.00	$60,000.00	$ 60,000.00
10	Logo for EST Complete in Place in accordance with the plans and specifications.	Each	2.00	$4,000.00	$ 8,000.00	$4,000.00	$ 8,000.00	$6,000.00	$ 12,000.00	$5,000.00	$ 10,000.00
11	Shrouding during Coating Operations for EST in accordance with the Plans and Technical Specifications, Complete in Place.	Lump Sum	1.00	$50,000.00	$ 50,000.00	$50,000.00	$ 50,000.00	$55,000.00	$ 55,000.00	$300,000.00	$ 300,000.00
12	Circular Stair Access for EST complete in place.	Lump Sum	1.00	$150,000.00	$ 150,000.00	$150,000.00	$ 150,000.00	$300,000.00	$ 300,000.00	$300,000.00	$ 300,000.00
13	Painting and Protective Coatings - Including but not Limited to Shrouding, Surface Preparation and Coating Application to Elevated Storage Tank as Specified in Plans and Technical Specifications, Complete in Place	LumpSum	1.00	$300,000.00	$ 300,000.00	$300,000.00	$ 300,000.00	$260,000.00	$ 260,000.00	$565,500.00	$ 565,500.00
14	Painting and Protective Coatings (Non-Tanks) Coating Application to Valves, and all above ground piping, as Specified in Plans and Technical Specifications, complete in Place.	LumpSum	1.00	$10,110.00	$ 10,110.00	$11,000.00	$ 11,000.00	$20,000.00	$ 20,000.00	$2,000.00	$ 2,000.00
15	Provide and install electrical equipment including, but not limited to, autosensory panel modifications, EST equipment, EST lighting, mini power center, conduit, wire, and all ancillary devices as shown on construction drawings, complete in place. (CONTRACTOR shall coordinate and handle all aspects of transferring the power hook-up and billing to the OWNER upon acceptance of the Project. Until project acceptance, the CONTRACTOR is responsible for the electric service bill.)	LumpSum	1.00	$229,000.00	$ 229,000.00	$200,000.00	$ 200,000.00	$200,000.00	$ 200,000.00	$625,000.00	$ 625,000.00
16	Allowance for coordination and Arc Flash Hazard Analysis per Section 16015, completed by Baird Gilroy & Dixon, LLC. (Fixed priced determined prior to bid not to be adjusted by bidder.)	Lump Sum	1.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00

				Landmark Structures		R & B Group Inc.		Caldwell Tanks, Inc.		Phoenix Fabricators and Erectors, Inc.	
Item Number	Item Description	Unit	Approx. Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
Sugar Land Ryehill Groundwater Plant - Phase II 1.0 MG Elevated Storage Tank											
17	Allowance for SCADA Installation and programing by Prime Controls. (Fixed priced determined prior to bid not to be adjusted by bidder.)	Lump Sum	1.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00	$5,000.00	$ 5,000.00
18	Allowance for Additional Work as Directed by Engineer or City (Fixed Price determined prior to bid; not to be adjusted by bidder.)	Lump Sum	1.00	$70,000.00	$ 70,000.00	$70,000.00	$ 70,000.00	$70,000.00	$ 70,000.00	$70,000.00	$ 70,000.00
Base Bid Items Subtotal					***$ 6,509,950.00***		***$ 6,751,300.00***		***$ 9,042,000.00***		***$ 9,651,405.00***
Supplemental Items											
19	Additional Excavation and Backfill for Structures.	CY	100.00	$40.00	$ 4,000.00	$10.00	$ 1,000.00	$15.00	$ 1,500.00	$225.00	$ 22,500.00
20	Additional Excavating, Trenching, and Backfilling for Utilities.	CY	100.00	$35.00	$ 3,500.00	$15.00	$ 1,500.00	$22.00	$ 2,200.00	$225.00	$ 22,500.00
21	Additional Cement Stabilized Sand.	CY	10.00	$70.00	$ 700.00	$25.00	$ 250.00	$36.00	$ 360.00	$180.00	$ 1,800.00
22	Additional Bank Sand.	CY	10.00	$35.00	$ 350.00	$10.00	$ 100.00	$15.00	$ 150.00	$60.00	$ 600.00
23	Additional Reinforcing Steel.	Ton	2.00	$1,500.00	$ 3,000.00	$600.00	$ 1,200.00	$860.00	$ 1,720.00	$2,500.00	$ 5,000.00
24	Additional Concrete.	CY	10.00	$350.00	$ 3,500.00	$300.00	$ 3,000.00	$430.00	$ 4,300.00	$300.00	$ 3,000.00
25	Additional Water Main Fittings.	Ton	0.50	$7,000.00	$ 3,500.00	$2,200.00	$ 1,100.00	$3,150.00	$ 1,575.00	$12,000.00	$ 6,000.00
26	General Surveying Services. this item is intended to be a pass-through item for work performed by Pape-Dawson, with no mark-up by the contractor. (This item is a fixed price determined prior to bid. This item cannot be adjusted by the bidder).	LS	1.00	$4,500.00	$ 4,500.00	$4,500.00	$ 4,500.00	$4,500.00	$ 4,500.00	$4,500.00	$ 4,500.00
Supplemental Items Subtotal					***$ 23,050.00***		***$ 12,650.00***		***$ 16,305.00***		***$ 65,900.00***
Sugar Land Ryehill Groundwater Plant - Phase II 1.0 MG Elevated Storage Tank Grand Total					***$ 6,533,000.00***		***$ 6,763,950.00***		***$ 9,058,305.00***		***$ 9,717,305.00***
Alternate Items											
A-1	Deduct to change from Circular Stair Access to Ladder w/Safety Climb and Offset Platforms on EST.	Lump Sum	1.00	$ (100,000.00)	$ (100,000.00)	$100,000.00	$ 100,000.00	$ 300,000.00	$ 300,000.00	$ 250,000.00	$ 250,000.00
Alternate Items Subtotal					***$ (100,000.00)***		***$ 100,000.00***		***$ 300,000.00***		***$ 250,000.00***

ASSIGNMENT OF AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT

THIS ASSIGNMENT OF AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (this "Assignment") is made and entered into as of the ___ day of __________ 2026, by and among FORT BEND MUNICIPAL UTILITY DISTRICT NO. 269 (the "Assignor") and The City of Sugar Land, Texas (the "Assignee").

RECITALS:

WHEREAS, on April 23, 2026, the Assignor and Landmark Structures ("Contractor"), entered into that certain Agreement Between Owner and Contractor For Construction Contract for the Sugar Land Ryehill Groundwater Plant – Phase II 1.0 MG Elevated Storage Tank (the "Construction Contract"); and

WHEREAS, the Water Supply, Wastewater Treatment, and Reclaimed Water Supply Services Contract by and between the Pulte Homes of Texas, L.P. and Assignee dated May 8, 2024 (the "Utility Service Agreement"), provides that Assignor shall assign the Construction Contract to Assignee within thirty (30) days of execution; and

WHEREAS, pursuant to the Utility Service Agreement, Assignor now desires to assign all of the rights, duties and obligations of Owner under the Construction Contract to Assignee; and

WHEREAS, for good and valuable consideration and to properly reflect the parties to the Agreement and their respective rights and obligations, the Assignor and the Assignee now enter into this Assignment.

AGREEMENT:

FOR AND IN CONSIDERATION of the mutual promises, covenants, benefits, and obligations hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Section 1. The foregoing recitals of this Assignment are hereby found and declared to be true and correct and are hereby incorporated into the body of this Assignment as if copied in their entirety, and shall be considered part of the mutual covenants, consideration and promises that bind the Assignor and the Assignee.

Section 2. Capitalized terms used in this Assignment shall have the meanings assigned to them in the Agreement, unless otherwise defined or the context clearly requires otherwise.

Section 3. Assignor hereby executes this Assignment to assign all of the rights, duties and obligations of the Assignor under the Construction Contract to Assignee.

Section 4. The Assignee hereby accepts this Assignment, assumes and agrees to perform all of the obligations of the Assignor under the Construction Contract.

Section 5. Assignor hereby represents and warrants that it has not assigned or attempted to assign any of its rights, benefits, and obligations under the Construction Contract and which is assigned by this Assignment to any other person or entity other than the Assignee.

Section 6. This Assignment may be executed in multiple counterparts, each of which will be regarded as an original and all of which will constitute one and the same document.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the undersigned parties have executed this Assignment and Amendment as of the ____ day of __________________, 2026.

ASSIGNOR:

FORT BEND MUNICIPAL UTILITY DISTRICT NO. 269

By: ______________________________
President, Board of Directors

ATTEST:

By: ______________________________
Secretary, Board of Directors

(DISTRICT SEAL)

ASSIGNEE:

THE CITY OF SUGAR LAND, TEXAS

By: ___________________________
Name: ___________________________
Title: ___________________________

THE STATE OF TEXAS §
§
COUNTY OF ____________________ §

This instrument was acknowledged before me on ______________________, 2026, by ___________________, as ______________________ of The City of Sugar Land, Texas.

____
NOTARY PUBLIC, STATE OF TEXAS

(SEAL)

City Council Agenda Request

June 2, 2026

Agenda Request No: VII.E.

Agenda of: City Council Meeting

Initiated by: Melanie Beaman, Transportation & Mobility Manager

Presented by: Melanie Beaman, Transportation & Mobility Manager

Responsible Department: Engineering

Agenda Caption:

CONTRACT AMENDMENT WITH RIVER NORTH TRANSIT, LLC

Consideration of and action on the approval of the execution of Amendment No. 2 to the Microtransit Service Contract with River North Transit, LLC, increasing services to cover additional demand during FIFA World Cup 2026 activities (June 7 to July 19) in the amount of $99,976.86.

Recommended Action:

Approve the execution of Amendment No. 2 to the Microtransit Service Contract with River North Transit, LLC, increasing services to cover additional demand during FIFA World Cup 2026 activities (June 7 to July 19) in the amount of $99,976.86

Executive Summary:

The City was awarded federal Congestion Mitigation and Air Quality (CMAQ) grant funding to conduct a 3-year Microtransit Pilot. The grant covers 80% of the cost and requires a 20% local match. The county provided a total of $1.5M from the 2023 Mobility Bond, which has been used for the required local match portion. Due to the increased costs related to the 2026 FIFA World Cup activities, the Federal Transit Administration (FTA) made additional funding through Transit Formula Funds available to the region through Houston METRO. The city was allocated $42,764.90 to support increased demand for services to include extended service hours, 4 to 5 temporary vehicles, and 4 to 5 temporary drivers. The required 20% will come from Fort Bend County's contribution.

The Engineering Department requests the approval of the execution of Amendment No. 2 to the Microtransit Service Contract with River North Transit, LLC, increasing services to cover additional demand during FIFA World Cup 2026 activities (June 7 to July 19) in the amount of $99,976.86

Budget

Expenditure Required: $99,976.86

Current Budget: $6,582,528.00

Additional Funding: N/A

Funding Source: H-GAC CMAQ Grant, FTA FIFA Transit Formula Funds, Fort Bend County 2023 Mobility Bond.

Account Number (ORG-OBJ-Project): 5033199-541000-GMB2501

Attachments
None

City Council Agenda Request
June 2, 2026

Agenda Request No: VII.F.

Agenda of: City Council Meeting

Initiated by: Natalie Serrano, City Council Liaison

Presented by: Carol McCutcheon, Mayor

Responsible Department: Strategic and Government Affairs

Agenda Caption:
SUGAR LAND 4B CORPORATION BOARD OF DIRECTORS APPOINTMENT
Consideration of and action on appointment of Suzanne Whatley for an unexpired term ending September 30, 2026, to the Sugar Land 4B Corporation Board of Directors.

Recommended Action:
Appointment of Suzanne Whatley for an unexpired term ending September 30, 2026, to the Sugar Land 4B Corporation Board of Directors.

Executive Summary:
The Development Corporation Act of 1979, as amended in 1993, added a new Section 4B, authorizing cities to levy, upon voter approval, an economic development sales tax for uses that include:

- municipal facilities,
- parks,
- museums,
- stadiums,
- parking facilities,
- private and public infrastructure improvements, and
- other facilities.

Pursuant to the Act and voter approval, the City established Sugar Land 4B Corporation to administer economic development sales taxes collected.

The purpose of the Corporation is to promote, assist, and enhance economic development activities, and quality of life opportunities within the City that promote economic development. The Corporation is managed by a seven-member Board of Directors authorized to exercise the powers set forth by the Act and the Corporation Bylaws. The Board serves at the pleasure of the

City Council.

The bylaws prescribe that a director be a resident of the City; no director may serve more than three consecutive two-year terms (6 years). By state law, three members of the Board must not be city officials or employees. The City Council and City Manager serve as ex-officio members of the Board.

The Board annually elects from the membership the president and vice-president to serve one-year terms.

The recommended action is for the City Council to appoint Suzanne Whatley for an unexpired term ending September 30, 2026, to the Sugar Land 4B Corporation Board of Directors. Stewart Jacobson and Rob Boettcher will also continue to serve for the remaining time of their current term ending September 30, 2025.

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

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

Attachments
None

City Council Agenda Request
June 2, 2026

Agenda Request No: VII.G.

Agenda of: City Council Meeting

Initiated by: Natalie Serrano, City Council Liaison

Presented by: Carol McCutcheon, Mayor

Responsible Department: Strategic and Government Affairs

Agenda Caption:
TAX INCREMENT REINVESTMENT ZONE NUMBER THREE BOARD OF DIRECTORS APPOINTMENT
Consideration of and action on appointment of Rob Boettcher, Position 2, for an unexpired term ending December 31, 2026, to the Tax Increment Reinvestment Zone Number Three Board of Directors.

Recommended Action:
Appointment of Rob Boettcher, Position 2, for an unexpired term ending December 31, 2026, to the Tax Increment Reinvestment Zone Number Three Board of Directors.

Executive Summary:
Tax Increment Reinvestment Zone No. Three was created in 2009 in an effort to assist with the redevelopment efforts of the former Imperial Sugar Refinery site and surrounding property.

The Board consists of five members who serve two-year terms. Additionally, pursuant to provisions of the creation ordinance, City Council annually appoints, from any position, a member to serve as chair for a term of one year beginning on January 1st of each year.

Mayor McCutcheon recommends the City Council appoint Rob Boettcher, Position 2, for an unexpired term ending December 31, 2026, to the Tax Increment Reinvestment Zone Number Three Board of Directors. Sanjay Singhal, Position 4, and Jim Vonderhaar, Position 1, will continue to serve for the remaining time of their current term ending December 31, 2026.

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
June 2, 2026

Agenda Request No: VII.H.

Agenda of: City Council Meeting

Initiated by: Natalie Serrano, City Council Liaison

Presented by: Carol McCutcheon, Mayor

Responsible Department: Strategic and Government Affairs

Agenda Caption:

COUNCIL COMMITTEE APPOINTMENTS

Consideration and action on the Council Committee appointments of City Council Members to Mayor Pro Tem, Standing Committees, Task Forces, and Government Agencies:

- **Mayor Pro Tem for a term ending May 31, 2027**
  - Jim Vonderhaar
- **Finance/Audit Committee for a term ending May 31, 2027**
  - Carol McCutcheon
  - Stewart Jacobson
  - Rick Miller
- **Intergovernmental Relations Committee for a term ending May 31, 2027**
  - Carol McCutcheon
  - Rob Boettcher
  - Rick Miller
- **Compensation Committee for a term ending May 31, 2027**
  - Carol McCuthceon
  - Suzanne Whatley
  - Sanjay Singhal
- **Boards and Commissions Appointment Task Force for a term ending May 31, 2027**
  - Carol McCutcheon
  - Sanjay Singhal
  - Rick Miller
- **Houston-Galveston Area Council (H-GAC) General Assembly for a term ending May 31, 2027**
  - Primary: Stewart Jacobson
  - Alternate: Sanjay Singhal
- **Houston-Galveston Area Council (H-GAC) Transportation Policy Council for a term ending May 31, 2027**
  - Primary: Suzanne Whatley
  - Alternate: Jim Vonderhaar

Recommended Action:

Appointments to Standing City Council Committees and Task Forces for one-year terms, expiring May 31, 2027 as per Resolution No-24.

Executive Summary:

Resolution No. 09-24 provides policy for the creation and operation of City Council Committees and Task Forces.

Standing City Council Committees consist of three council member appointed by the Mayor and confirmed by a majority vote of the City Council. Terms shall be for one year. The purpose of the Council Committees is to review detailed information, analyze issues, and serve as a sounding board to staff. Standing City Council Committees, furthermore, develop options for full Council discussion and decisions.

Committees include -

Finance/Audit Committee:
The role of the Finance/Audit Committee is to review and guide financial policy and strategic financial issues as needed and determined by the City Manager or City Council and serve as a City audit committee.

Intergovernmental Relations Committee:
The role of the Intergovernmental Relations Committee is to assist the City Manager in developing, recommending, and implementing intergovernmental strategies to accomplish the City's objectives.

Compensation Committee:
The Compensation Committee's role is to review and recommend the compensation and benefits of the City Manager and Municipal Court Judge. The Committee also reviews and provides input on human resource issues as needed and determined by the City Manager.

Economic Development Committee:
The Economic Development Committee is responsible for making recommendations to City Council on all major economic development projects that have the potential to be funded through the City, Sugar Land Development Corporation, Sugar Land 4B Corporation, and/or a Tax Increment Reinvestment Zone. The Economic Development Committee consist of three members: Mayor, a Council Member currently serving on Sugar Land 4B Corporation to be selected and appointed by the Mayor, and a
member of Sugar Land Development Corporation to be selected and appointed by the Sugar Land Development Corporation members.

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
June 2, 2026

Agenda Request No: IX.A.

Agenda of: City Council Meeting

Initiated by: Nicole Guevara, Assistant Director of Neighborhood Services

Presented by: Nicole Guevara, Assistant Director of Neighborhood Services

Responsible Department: Public Works

Agenda Caption:
FIRST CONSIDERATION: Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 2403:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING PROVISIONS IN CHAPTER 3 RELATED TO TREES AND VEGETATION; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

Recommended Action:
Consider and approve the first reading of Ordinance No. 2403 amending Chapter 3, Article IX, Division 5 of the Code of Ordinances

Executive Summary:
Public Works presented several proposed ordinance amendments during a Council workshop in November 2025. Of the proposed ordinance amendments, additional follow-up was needed for the landscaping ordinance changes. The proposed changes were:

- Tree trimming around streetlights
- Tree trimming and vegetation affecting Visibility triangles
- Tree trimming around License Plate Recognition (LPR) cameras

Ordinance No. 2403 has been drafted with the following recommendations as a result from City Council feedback from the initial workshop.

Sugar Land Police Department has confirmed that every effort is being made to avoid placing new LPR cameras in locations that would require landscape/tree modifications.

CenterPoint Energy has confirmed a minimum clearance requirement of three feet around light fixtures, along with unobstructed access beneath the pole/fixture for maintenance. Ordinance No.

2403 proposes the minimum three-foot clearance, based on CenterPoint's recommendation. (Attachment 1) In February Workshop staff presented the data and findings from the Lumitracker project. The findings clearly identified a correlation between tree trimming and streetlight performance. (Attachment 2) The data also identified trees that had been properly trimmed allowed for better streetlight performance and had larger, lusher canopies than trees in which were not trimmed and blocking streetlights. (Attachment 3)

For the remainder of the 2026 calendar year, staff will issue courtesy notices to notify residents of a trimming violation. The courtesy notice will outline the ordinance requirements, why the ordinance is beneficial and a reminder that enforcement activities will begin in January 2027. This gives property owners time to anticipate and prepare for mandatory trimming. Staff will work with affected property owners and HOAs to establish reasonable compliance timeframes.

Staff will present Ordinance No. 2403 for First Reading on June 2, 2026.

Budget

Expenditure Required: NA

Current Budget: NA

Additional Funding: NA

Funding Source: NA

Account Number (ORG-OBJ-Project): NA

Attachments

1. Ordinance 2403_Trees and Vegetation Amendment
2. Redline_Sec. 3-164 Redline_Visibility triangle or right of way
3. Attachment 1
4. Attachment 2
5. Attachment 3

ORDINANCE NO. 2403

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING PROVISIONS IN CHAPTER 3 RELATED TO TREES AND VEGETATION; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

WHEREAS, Chapter 756, Subchapter G of the Texas Health and Safety Code authorizes a municipality, upon making certain findings, to address conditions on private property to protect public health, safety, and welfare; and

WHEREAS, trees, shrubs, and other vegetation located within visibility triangles, street rights-of-way, and areas used for vehicular and pedestrian circulation may obstruct visibility, interfere with street lighting, and reduce clearance over streets, sidewalks, and parking areas, thereby creating hazardous conditions for motorists and pedestrians within the City; and

WHEREAS, the City Council finds that the amendments set forth in this ordinance are necessary to address these conditions and are in the best interest of the public health, safety, and welfare; NOW, THEREFORE;

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

Section 1. That Section 3-164 of Chapter 3, Article IX is amended to read as follows:

Sec. 3-164. Trees and objects in the visibility triangle or right-of-way.

(a) *Findings.* Before the city may provide landscaping services, including tree-trimming, tree disposal, remediation, cleanup and recycling services on private property to protect the public health, safety, or welfare, the city council must make certain findings pursuant to Chapter 756 Subchapter G of the Health and Safety Code. Therefore, the city council makes the following findings:

(1) That trees and other vegetation on private property, including parking-lot drive aisles, and within street rights-of-way, if not properly trimmed, may obstruct the view of traffic-control devices, approaching traffic, pedestrians' use of sidewalks, the light from streetlights, or license plate recognition cameras used by the Police Department;

(2) That the obstructions constitute a safety concern;

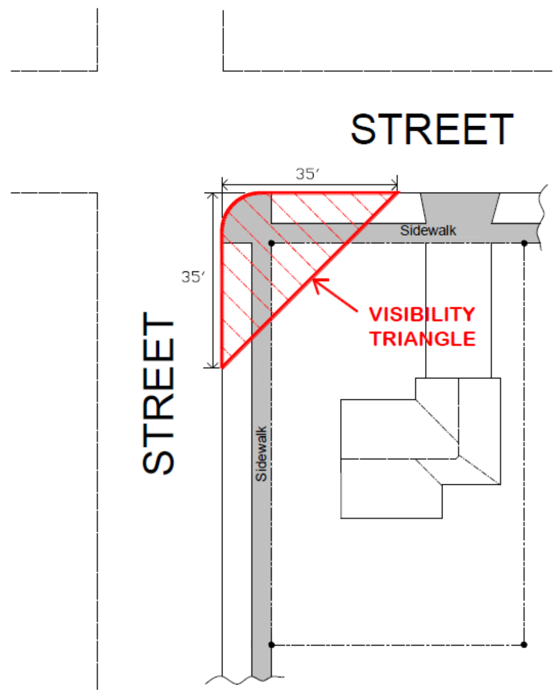
(3) That the city has taken reasonable action to address this safety concern by adopting ordinances requiring property owners to trim trees and other vegetation; and

(4) That property owners are required to correct the obstruction within 30 days of the date the city notifies the owner of the obstruction.

(b) *Definitions.* In this section:

Visibility triangle is a triangular sight area, at all intersections, which includes that portion of the public right-of-way and any corner lot within the adjacent curb lines and a diagonal line intersecting such curb lines at points thirty-five (35) feet back from their intersection, such curb lines being extended if necessary to determine the intersection point. If there is no curb, the measurements are made along the edge of the street pavement.

Figure 3-164



Luminaire is the light-emitting fixture affixed to and supported by a streetlight pole.

Non-residential street is any street shown as a freeway, highway, arterial or major collector on the city's thoroughfare plan.

Residential street is any street not classified as a non-residential street.

(c) *Objects in the visibility triangle or right-of-way.*

(1) It is unlawful for a person to place, maintain, or cause to be placed or maintained, in a visibility triangle or right-of-way, any object permanently affixed to the ground and having a height greater than three feet above the pavement surface of the nearest abutting street.

(2) The restriction in subsection (c)(1) does not apply to traffic control signs and signals, street signs, public utility poles, or other public infrastructure placed within such area by or with the approval of the city.

(3) It is an affirmative defense to prosecution under this subsection that the object permanently affixed to the ground:

a. Was lawfully installed and in existence on the effective date of this section; and

b. Has not been repaired, replaced, expanded, altered, relocated, or structurally modified after that date.

(d) *Trees, foliage, branches, and other vegetation in the visibility triangle, right-of-way, or parking-lot drive aisles.* It is unlawful for a person to place or allow any tree, foliage, branches, or other vegetation to extend into a visibility triangle, or right-of-way, or parking-lot drive aisle, unless the tree, foliage, branches, or other vegetation are pruned so that:

(1) They do not occupy the space between three feet and eight feet above the adjacent street surface, sidewalk surface, or parking lot driving surface, as applicable;

(2) Along any residential street, there is a clear vertical space from the street surface to 12 feet above the street surface;

(3) Along any nonresidential street, there is a clear vertical space from the street surface to 14 feet above the street surface;

(4) Over any public sidewalk surface or parking lot surface, there is a clear vertical space of eight feet above that surface;

(5) They do not obstruct license plate recognition cameras utilized by the Police Department; and

(6) They do not obstruct streetlights by:

a. being located within three feet of the luminaire;

b. interfering with or diminishing the illumination of the streetlight; or

c. impeding access to the streetlight for maintenance.

(e) *Trees and objects near fire hydrants.* It is unlawful for a person to plant or maintain any tree or maintain any object permanently affixed to the ground within three feet of a fire hydrant.

(f) *Dangerous or substantially dead trees.*

(1) It is unlawful for a person to maintain any tree that is dead, substantially dead, or in a condition that poses an imminent threat to life or property.

(2) It is an affirmative defense to prosecution under this subsection that the tree is not dead, substantially dead, or does not pose an imminent threat to life or property as determined by a certified arborist.

Section 3. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. 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 upon second consideration on __________________________, 2026.

____

Carol K. McCutcheon, Mayor

ATTEST:

____

Linda Mendenhall, City Clerk

APPROVED AS TO FORM:

Sec. 3-164. Trees and objects in the visibility triangle or right-of-way.

(a) *Findings.* Before the city may provide landscaping services, including tree-trimming, tree disposal, remediation, cleanup and recycling services on private property to protect the public health, safety, or welfare, the city council must make certain findings pursuant to Chapter 756 Subchapter G of the Health and Safety Code. Therefore, the city council makes the following findings:

(1) That trees and other vegetation on private property, including ~~drive aisles within~~ parking~~-~~lot drive aisles~~s~~, and within street rights-of-way, if not properly trimmed, may obstruct the view of traffic-control devices, ~~and~~ ~~the view of~~ approaching traffic, ~~and~~ pedestrians' use of sidewalks, ~~and~~ the light from streetlights, or license plate recognition cameras used by the Police Department;

(2) That the obstructions constitute a safety concern;

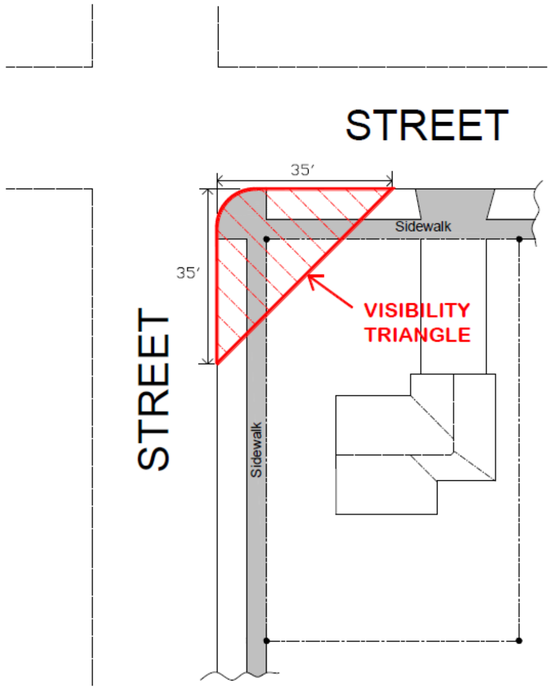
(3) That the city has taken reasonable action to address this safety concern by adopting ~~'s~~ ordinances requiring property owners to trim ~~requires that~~ trees and other vegetation ~~be kept trimmed to address these safety concerns~~; and

(4) That property owners are required to correct the obstruction within 30 days of the date the city notifies the owner of the obstruction.

(b) *Definitions.* In this section:

Visibility triangle is ~~an imaginary triangle located on property located at the corner of intersecting streets. The first two sides of a visibility triangle are drawn by measuring a distance of 25 feet from the street corner intersection of the curb line parallel to the curb line. The third side is established by drawing a diagonal line intersecting the two curb points.~~a triangular sight area, at all intersections, which includes that portion of the public right-of-way and any corner lot within the adjacent curb lines and a diagonal line intersecting such curb lines at points thirty-five (35) feet back from their intersection, such curb lines being extended if necessary to determine the intersection point. If there is no curb, the measurements are made along the edge of the street pavement.

Figure 3-164



Luminaire is the light-emitting fixture affixed to and supported by a streetlight pole.

Non-residential street is any street shown as a freeway, highway, arterial or major collector on the city's thoroughfare plan.

Residential street is any street not classified as a non-residential street.

(c) *Objects in the visibility triangle or right-of-way.*

(1) It is unlawful for a person to ~~knowingly~~ place, ~~or~~ maintain, or cause to be placed or maintained, in a visibility triangle or right-of-way, any object permanently affixed to the ground and having a height greater than three feet above the pavement surface of the nearest abutting street.

~~(1)~~ The restriction in subsection (c)(1) does not apply to traffic control signs and signals, street signs, public utility poles, or other public infrastructure placed within such area by or with the approval of the city.

(2)

(3) It is an affirmative defense to prosecution under this subsection that the object permanently affixed to the ground:

a. Was lawfully installed and in existence on the effective date of this section; and

Has not been repaired, replaced, expanded, altered, relocated, or structurally modified after that date.

~~a.~~b.

(d) *Trees, ~~and~~ foliage, branches, and other vegetation in the visibility triangle, right-of-way, or parking-lot drive aisles ~~within parking lots~~.* It is unlawful for a person to ~~knowingly~~ place or ~~maintain~~ allow any tree, ~~or allow branches of a tree~~foliage, branches, or other vegetation to extend into a visibility triangle, or right-of-way, or parking-lot drive aisle~~s within parking lots~~, unless the tree, foliage, branches, or other vegetation are pruned so that:

(1) They do not occupy the space between three feet and eight feet above the adjacent street surface, sidewalk surface, or parking lot driving surface, as applicable~~They do not substantially obstruct a motorist's view of traffic control devices or approaching traffic~~;

(2) Along any residential street, t~~T~~here is a clear vertical space from the street surface to 12 feet above the street surface ~~on a residential street, (a residential street means any street not shown as a freeway, highway, arterial or major collector on the city's thoroughfare plan)~~;

(3) Along any nonresidential street, ~~There~~ there is a clear vertical space from the street surface to 14 feet above the street surface ~~on a non-residential street (a non-residential street means any street shown as a freeway, highway, arterial or major collector on the city's thoroughfare plan)~~; ~~and~~

(4) Over any public sidewalk surface or parking lot surface, t~~T~~here is a clear vertical space ~~from the sidewalk surface to~~ of eight feet above ~~the sidewalk~~ that surface;~~.~~

(5) They do not obstruct license plate recognition cameras utilized by the Police Department; and

(6) They do not obstruct streetlights by:

a. being located within three feet of the luminaire;

b. interfering with or diminishing the illumination of the streetlight; or

c. impeding access to the streetlight for maintenance.

(e) *Trees and objects near fire hydrants.* It is unlawful for a person to ~~knowingly~~ plant or maintain any tree or maintain any object permanently affixed to the ground within three feet of a fire hydrant.

(f) *Dangerous or substantially dead trees.*

It is unlawful for a person to maintain ~~A~~any tree that is dead, substantially dead, or in a condition that poses an imminent threat to life or ~~danger of falling onto public~~ property~~, public rights-of-way, or adjacent private property must be removed~~.

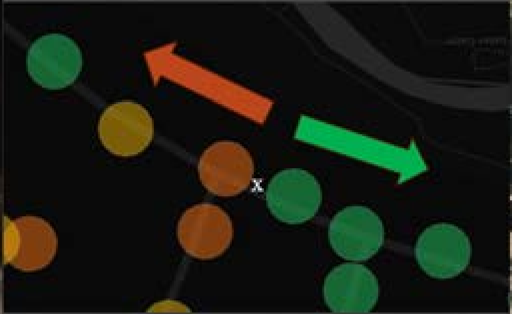
(1)

~~(1)~~ ~~(1)~~ It is an affirmative defense to prosecution under this subsection that the tree is not dead, substantially dead, or does not pose an imminent threat to life or property ~~in a condition that poses a danger of falling~~ as determined by a certified arborist.

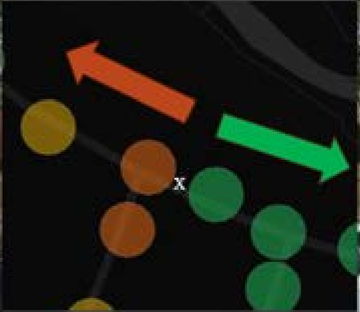
(2)


3ft from
Luminaire
(6ft Circle)
No limbs below Luminaire
that interfere with
roadway illumination

One Street, Two Different Views



One Street, Two Different Views



City Council Agenda Request

June 2, 2026

Agenda Request No: X.A.

Agenda of: City Council Meeting

Initiated by: Alison Brooks, Assistant Director of Tourism

Presented by: Alison Brooks, Assistant Director of Tourism

Responsible Department: Economic Development

Agenda Caption:

INTERLOCAL AGREEMENT WITH FORT BEND COUNTY

Consideration of and action on an interlocal agreement with Fort Bend County for $100,000 to support Sugar Land's FIFA World Cup 2026–related tourism and economic development efforts; and authorization of a Budget Amendment in the amount of $100,000 to revenues and expenditures.

Recommended Action:

Approval of receiving a $100,000 Interlocal Agreement with Fort Bend County and a corresponding budget amendment to revenues and expenditures.

Executive Summary:

Beginning in 2025, Fort Bend County started collecting Hotel Occupancy Tax (HOT). Since that time, our teams have been working collaboratively to identify opportunities for the County to support regional tourism initiatives and reinvest those HOT funds back into Sugar Land. With the FIFA World Cup 2026 approaching, this presents an ideal opportunity to align regional tourism efforts.

Through the proposed interlocal agreement, Fort Bend County would provide an additional $100,000 to support Sugar Land's World Cup–related economic development and tourism efforts. These efforts are designed to increase awareness of Sugar Land as a destination, capitalize on increased visitation and economic activity within the city and the broader region and help offset costs associated with City-sponsored events and activations tied to the FIFA World Cup.

We are excited about the opportunity to partner with Fort Bend County on our second HOT agreement and see this as a positive step toward strengthening regional collaboration, maximizing the impact of World Cup-related investments, and reinvesting tourism funds back into Sugar Land.

The agreement was approved by the Fort Bend County Commissioners Court on May 14th. Staff recommends approval of the Fort Bend County interlocal agreement and a budget amendment in the amount of $100,000 to revenues and expenditures in the Special Events Fund.

Budget

Expenditure Required: $0

Current Budget: $1,250,000

Additional Funding: $100,000

Funding Source: Fort Bend County HOT Funds

Account Number (ORG-OBJ-Project): 102-1177- 611000-FIFA

Attachments

1. Signed interlocal agreement FBC only

STATE OF TEXAS §

§ **KNOW ALL MEN BY THESE PRESENTS:**

COUNTY OF FORT BEND §

INTERLOCAL AGREEMENT FOR
2026 FIFA WORLD CUP ECONOMIC DEVELOPMENT AND TOURISM PROMOTION

This Interlocal Agreement ("Agreement") is made and entered into by and between Fort Bend County ("County"), a political subdivision of the State of Texas, acting by and through the Commissioners Court of Fort Bend County, and the City of Sugar Land ("City"), a home-rule municipality situated in Fort Bend County.

RECITALS

WHEREAS Texas Government Code Ch. 791 and Section 381.004 of the Texas Local Government Code authorize the County to contract with governmental entities to stimulate business and commercial activity; and

WHEREAS, pursuant to Section 381.004 of the Texas Local Government Code, the County is authorized to administer a program for state or local economic development to stimulate business and commercial activity in the County; and

WHEREAS, the City is a premier destination within the County and is officially designated as a Host City Supporter for the 2026 FIFA World Cup (the "Event"); and

WHEREAS, on January 22, 2026, the Fort Bend County Commissioners Court took action to approve an initial Sponsorship Agreement for Economic Development and Tourism in the amount of $250,000.00 to support the City's obligations under its Host City Supporter Agreement with the Sports Authority Foundation; and

WHEREAS, the County and City now desire to enter into this standalone Interlocal Agreement to provide an additional $100,000.00 funding for the Event, which the County has determined will serve a valid public purpose by directly expanding marketing and promotional initiatives designed to stimulate local commerce, increase business activity, and drive economic growth for the County; and

WHEREAS, the Event is expected to attract a significant volume of international and domestic travelers who typically engage in extended stays rather than single-day attendance, thereby directly increasing hotel occupancy and expanding the Hotel Occupancy Tax (HOT) base through sustained overnight stays within both the City and the County; and

WHEREAS, these extended-stay visitors are projected to generate substantial sales tax revenue through increased expenditures at local restaurants, retail establishments, grocery stores, and area attractions, while also increasing commercial activity at regional airport and transportation hubs; and

WHEREAS, the County finds that this increased visitation and the resulting extended hotel stays provide a direct benefit to the tourism industry by expanding the Hotel Occupancy Tax (HOT) base, thereby enhancing the long-term fiscal health and sustainability of both the City's and the County's HOT funds to support future tourism and convention initiatives;

WHEREAS, the expansion of the HOT fund through tourism promotion relieves the burden on ad valorem taxpayers by providing a dedicated revenue source for tourism-related economic development and promotional activities that might otherwise require funding from general property tax revenues; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the County and the City agree as follows:

I. SCOPE

A. The City shall utilize the funds provided under this Agreement as set forth in Exhibit A, which is attached hereto and incorporated herein by reference.

B. The Parties agree that all activities and expenditures under this Agreement serve a legitimate public purpose for stimulating business and commerce within the County, as authorized by Texas Local Government Code § 381.004 and Article III, Section 52 of the Texas Constitution.

II. TERM AND TERMINATION

A. Term: This Agreement is effective on the date fully executed and terminates upon the fulfillment of all obligations or earlier termination by either party.

B. Termination Events:

1. Convenience: Either party may terminate at any time with fifteen (15) days' prior written notice.
2. Breach: Either party may terminate for a material breach by the other party.
3. Force Majeure: Either party may terminate if performance becomes impossible due to acts of God, war, pandemic, or government action.

C. Notice and Cure Period: Prior to termination for breach or default, the alleging party must provide written notice specifying the failure. The receiving party shall have ten (10) business days from receipt of notice to cure the default.

D. Refund of Sponsorship Payment:

1. City Refund: If the Agreement is terminated—unless due to a material breach by the County—the City shall refund the unexpended portion of the Sponsorship Payment for any benefits not yet received.
2. No Refund: No refund is required if the County is the breaching party or if all benefits have been fully delivered to the County prior to termination

III. COMPENSATION

A. In addition to the funds authorized on January 22, 2026, the County shall provide a one-time additional payment of $100,000.00 to the City.
B. Pursuant to Tex. Gov't Code § 791.011(d)(3), the County shall pay this amount from current HOT revenues legally available to the County.
C. Disbursement shall be made to the City within ten (10) days of Execution of this Agreement.

IV. RELATIONSHIP OF PARTIES

A. The Parties agree that each is an independent contractor. Neither Party, its agents, nor its employees shall be considered an agent or employee of the other.
B. Insurance Responsibility: Each party shall be responsible for maintaining its own liability and property insurance against losses or liability related to this Agreement.

V. NOTICES

All notices will be in writing and may be delivered by mail, in person, or by email. Notice sent by email must be followed up with a copy sent by regular mail, unless confirmation of the email's receipt by the intended recipient is received by the sender. Mailed notice is deemed received three days after the date of deposit in the United States mail. Unless otherwise provided in this Agreement, all notices will be delivered to the following addresses:

To County:

Fort Bend County
Attn: County Judge
401 Jackson Street
Richmond, Texas 77469

With Copy to: Director of Economic Development
Fort Bend County
Economic Opportunity & Development
245 Commerce Green Blvd, Suite 165
Sugar Land, Texas 77478

City: City Manager
City of Sugar Land
P. O. Box 110
Sugar Land, Texas 77487

With a copy to: Director of Economic Development
City of Sugar Land
P. O. Box 110
Sugar Land, Texas 77487

VI. INSURANCE & INDEMNIFICATION

A. Each party shall be responsible for obtaining and maintaining its own liability and property insurance against losses or liability related to this Agreement.
B. The Parties acknowledge that each party is a political subdivision of the State of Texas. Pursuant to the Interlocal Cooperation Act, each party shall be responsible for its own actions and the acts or omissions of its employees, officers, and agents. Neither party shall be responsible for the acts or omissions of the other party, and nothing in this Agreement shall be construed as a waiver of any governmental immunity available to either party under Texas law.

VII. GOVERNMENTAL IMMUNITY

The Parties do not intend to waive, nor shall be deemed to have waived, any immunity or defense available to them against claims arising in the exercise of governmental powers and functions.

VIII. MISCELLANEOUS PROVISIONS

A. This Agreement contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect except in a subsequent modification in writing signed by both parties.
B. This Agreement shall be governed by and constructed in accordance with the laws of the State of Texas.
C. No assignment of this Agreement or of any right accrued hereunder shall be made, in whole or in part, by either party without the prior written consent of the other party. Venue shall be in Fort Bend County, Texas.
D. The undersigned officer and/or agents of the parties hereto are the properly authorized officials of the party presented and have the necessary authority to execute this Agreement on behalf of the parties hereto and each party hereby certifies to the other that any necessary approvals have been duly passed and approved and are now in full force and effect.
E. The parties to this Agreement do not intend by this Agreement that any specific third party may obtain a right by virtue of the execution of performance of this Agreement.
F. In the event that any one or more of the terms, provisions or conditions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other terms, provisions or conditions; and the Agreement shall be construed as if such invalid, illegal, or unenforceable term, provision or condition had never been contained in it.
G. The parties to this Agreement represent that funds are available from their respective budgets for the current fiscal year for payment of their respective obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the 14 day of May, 2026.

FORT BEND COUNTY:	**CITY OF SUGAR LAND**
______________________________	______________________________
Daniel Wong, Fort Bend County Judge	Mike Goodrum, Sugar Land City Manager
Date: May 14, 2026	Date: ______________________________
Attest:	Attest:
______________________________ Laura Richard Fort Bend County Clerk	______________________________

COMMISSIONERS COURT ★ FORT BEND COUNTY, TEXAS ★ T E X A S

AUDITOR'S CERTIFICATE

I hereby certify that funds are available from current revenues legally available in the amount of **$** 100,000.00 to accomplish and pay the obligation of Fort Bend County under this Interlocal Agreement.

____
Ed Sturdivant, Fort Bend County Auditor

Reviewed:

____
Carlos Guzman
Director
Economic Opportunity & Development

Exhibit A: Hotel Occupancy Tax Funded Project Application Submitted by City

i:\agreements\2026 agreements\econ develop\interlocal agreement for 2026 fifa world cup economic development and tourism promotion mlt 4.30.docx

Exhibit A:

Hotel Occupancy Tax Funded Project

Application Submitted by City

HOTEL OCCUPANCY TAX USE GUIDELINES
UNDER TEXAS STATE LAW
FUNDING APPLICATION FORM

State Law: By law of the State of Texas, Fort Bend County collects a Hotel Occupancy Tax (HOT) from hotels, bed & breakfasts, and other lodging facilities. Under state law, the revenue from the HOT may be used only to directly promote tourism and the hotel and convention industry. **Chapter 351 and Chapter 352 of the Tax Code states that the use of HOT funds is limited to:**

a) **Convention Centers and Visitor Information Centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both;

b) **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;

c) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry**: advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;

d) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

e) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.

f) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** Expenses including promotional expenses, directly related to a sporting event in which most participants are tourists. The event must substantially increase economic activity at hotels within the county or its vicinity.

g) **Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.**

County Policy: Fort Bend County accepts applications from groups, cities, and businesses whose program fits into one or more of the above categories. All requests for funds should be submitted in writing accompanied by the official application.

Based on the application, the Office of Economic Opportunity & Development will make a recommendation to the Fort Bend County Commissioners Court. The FBC Commissioners Court will make the final decision on any request.

Important Notice: Submission of a completed application does not constitute funding approval. The Fort Bend County Office of Economic Opportunity and Development will evaluate each application based on the details provided, the event's historical performance (if applicable), its potential for growth within Fort Bend County, and the availability of funds.

For instance, while an applicant may request $20,000 in grant support, the submission alone does not guarantee that any portion of that amount—full or partial—will be awarded.

In addition, all projects proposed for Hotel Occupancy Tax (HOT) funds require a supermajority vote for approval. This is defined as more than just a simply majority of members present. Please see below:

Number Members Attending Meeting	Super Majority Votes Needed	
5	4	
4	3	
3	3	
(less than 3)	N/A	No quorum

Eligibility and Priority for Hotel Tax Funds: Priority will be given to those events and entities based on their ability to generate overnight visitors to the area. If an event will not generate any meaningful hotel night activity, it is not eligible for receipt of hotel occupancy tax funds. Events can prove this potential to generate overnight visitors by:

a) **historic information on the number of room nights used during previous years of the same events**;

b) **current information on the size of a room block that has been reserved at area hotels** to accommodate anticipated overnight guests attending the funded event;

c) **historical information on the number of guests at hotel or other lodging facilities that attended the funded event (through surveys, guest directories, or other sources**; and/or

d) **examples of the planned marketing of the programs and activities that will likely generate overnight visitors** to local lodging properties from this event.

All applicants must generate a minimum of twenty (20) nights. Organizations are encouraged to work with the County and/or FBC municipalities to secure room blocks and tracking links. Only hotels located within Fort Bend County will be included towards the Room Nights count.

Evaluation Considerations

The following information will be considered during evaluation:

- Submission of a complete application;
- Eligibility under Texas Tax Code Sec 351 & 352;
- Financial stability of the Organization;
- Event or Organization history within Fort Bend County or prior host cities;
    - Fort Bend County reserves the right to require a background check on the Event producer(s) and /or Organization. If required, an authorization to release information and associated fees will apply.
- Alignment with Fort Bend County's mission, values and priorities;
- Potential of applicant to achieve project/event goals;
- Projected economic impact to the County with the inclusion or the production of hotel Room Nights; and
- Potential for significant return on investment.

Fort Bend County Application

ORGANIZATION

Name Visit Sugar Land (City of Sugar Land
Incorporation Date 2011
Mailing Address 2700 Town Center Blvd N
City Sugar Land State TX Zip 77479
Phone 281-910-0223 Email abrooks@sugarlandtx.gov
Website visitsugarlandtx.com

CHECK ONE

- ☐ Nonprofit – 501(c) Attach a copy of IRS Determination Letter
- ☑ **Government Entity**
- ☐ School/Educational Organization
- ☐ For Profit Organization
- ☐ Other (Please specify) ____

Purpose/Mission of your Organization:
Visit Sugar Land is the Destination Management Organization for the City of Sugar Land. Visit Sugar Land's mission is to promote Sugar Land as a premier destination for leisure travel, meetings, sports, and events in order to increase visitation, hotel occupancy, and economic impact. Through strategic marketing, partnerships, and destination development efforts, Visit Sugar Land supports the local convention and hotel industry and strengthens the visitor economy for the benefit of Sugar Land and the greater Fort Bend County region.

Disclose/Summarize any significant, planned organizational changes and describe their potential impact on the Event for which funds are requested:
N/A

REPRESENTATIVE COMPLETING THE APPLICATION

Name Alison Brooks
Title Assistant Director of Tourism
Mailing Address 2700 Town Center Blvd N
City Sugar Land State TX Zip 77479
Phone 281-910-0223 Email abrooks@sugarlandtx.gov

PRIMARY POINT OF CONTACT

Name Alison Brooks
Title Assistant Director of Tourism
Mailing Address 2700 Town Center Blvd N
City Sugar Land State TX Zip 77479
Phone 281-910-0223 Email abrooks@sugarlandtx.gov

EVENT INFORMATION

Name See Attached

Start Date 7/11/2026 End Date 7/19/2026
Event Location Sugar Land, TX various locations
Website URL visitsugarlandtx.com
Facebook URL facebook.com/visitsugarland
Twitter (X) URL x.com/visitsugarland
Instagram URL @visitsugarland
Other social media accounts where Event will be promoted:
____
____

Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:

☐ **a) Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: $_____________

☐ **b) Registration of Convention Delegates**: furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: $_____________

☑ **c) Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the county or its vicinity. Amount requested under this category: $ 100,000

☐ **d) Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms : $_____________

☐ **e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums**. Amount requested under this category: $_____________

☐ **f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the county or its vicinity.** Amount requested under this category: $_____________

WRITTEN NARRATIVE OF EVENT

- **Event Overview**: Provide a comprehensive description of the event for which funding is being requested, including its scope, primary goals, specific objectives, intended audience, and historical background—such as previous host cities.
- **Tourism and Industry Impact**: Explain how the event will actively contribute to the growth of tourism and support the hotel and convention sectors within Fort Bend County.
- **Alignment with Organizational Mission**: Describe how the event supports and advances your organization's strategic priorities and long-term objectives.
- **Event Schedule and Activities**: Present a detailed itinerary of planned activities, including any applicable admission fees and the proposed timeline, if available at the time of submission.
- **Attendance and Visitor Metrics**: Include projected attendance figures, estimated number of contracted hotel room nights, and anticipated percentages of both out-of-town and overnight visitors.
- **Future Growth and Expansion Plans**: Outline your vision for expanding the event in Fort Bend County in the coming years, if applicable. If the event has been held previously, provide historical attendance data and other relevant metrics that demonstrate its impact and reach.
- **Promotional Strategy for Local Engagement**: Detail the strategies and outreach efforts intended to attract both residents and visitors, thereby enhancing tourism and community participation in Fort Bend County.

REQUIRED DOCUMENTATION FOR EVENT

- **Marketing Plan**: The plan must outline key elements such as visual content, central messaging, intended audience, scheduled release dates for advertising, public relations, and event-related materials. The plan should also detail the selected marketing channels (e.g., digital platforms, print publications, television, radio) and include a breakdown of the budget allocated for media placements.
- **Proposed Event Operating Budget:** A detailed budget illustrating financial planning and long-term viability of the event for which funding is being sought
- **Confirmed and Pending Sponsorships**: A current list of event sponsors, including all participating organizations—municipal, governmental, or otherwise. Each entry should specify the sponsor's name, the amount of funding requested, and the status of the sponsorship (confirmed or pending).

METRICS TO EVALUATE SUCCESS

- **Success Evaluation Criteria:** Provide metrics that will be used to assess the effectiveness and impact of the event. If funding is awarded, the organization will be expected to submit a final report detailing the extent to which the event's objectives were met.

ACKNOWLEDGEMENT

Please initial the following to confirm acknowledgement:

__AB____ The Event "directly enhances and promotes tourism AND the convention and hotel industry." (Tax Code, Section 351 and 352).

__AB____ Fort Bend County will be recognized as an official sponsor in all marketing materials to indicate award of the grant.

__AB____ Organization will comply with Fort Bend County's Grant policy in executing the Event for which funds were received.

__AB____ A final report detailing the success of the Event as measured against identified metrics will be provided to Fort Bend County no later than sixty (60) days post-event or the last day of the breakdown date.

__AB____ Organization understands Advertising and Promotional grants are awarded on a reimbursement basis after the Event takes place and receipts of proof of advertisement and promotion are provided in the final report/summary.

__AB____ Willing to sign an authorization to release information form for the purposes of conducting a background check on Event producers and/or Organization.

I hereby confirm that all information contained in and additional documents supplied for this application are true and complete as of the date of this application. I acknowledge that I am authorized on behalf of the application Organization to complete and submit this application and the additional documentation requested herein. I acknowledge that all funding granted through this program will be used exclusively for the purposes described in this application and in compliance with **Texas Tax Code, Section 351 and 352**. I have read and understand the Fort Bend County's policy and acknowledge that the County may, at its sole discretion, amend the criteria and policy it utilizes to evaluate HOT Funds grant requests.

Alison Brooks	5/1/26
Print Name	Date
Assistant Director of Tourism	ABrooks
Title	Signature

Please Submit to:

____

(Office of Economic Opportunity and Development, 245 Commerce Green Blvd, Suite 165, Sugar Land, TX 77478

FIFA World Cup 2026 Initiatives

The Houston region is expected to experience a significant economic boost from the 2026 FIFA World Cup, with projections estimating more than $1.5 billion in regional economic activity, the arrival of over 500,000 visitors, support for thousands of jobs, and substantial spending across hotels, dining, retail, and local businesses. Houston will host 7 official matches, along with daily fan festivals and international media presence, positioning the greater Houston area as a global destination for several weeks.

As a result, tourism impacts will extend well beyond the City of Houston and into surrounding communities. Sugar Land is expected to play a critical role in absorbing visitor demand, particularly for overnight stays, dining, entertainment, and off-match-day experiences.

Visit Sugar Land is the exclusive Official Host City Supporter for the region, uniquely positioning the City of Sugar Land—and Fort Bend County—as a primary hub for World Cup–related visitor experiences outside of Houston. Through a coordinated series of high-level events, activations, and initiatives, Visit Sugar Land seeks to leverage this designation to capture regional visitation, drive hotel room nights within Fort Bend County, and reinvest Hotel Occupancy Tax funds into programs that directly promote tourism and economic development.

Event & Initiative Summary

The following summary outlines the primary categories of World Cup–related events and initiatives planned by Visit Sugar Land. Activities are strategically framed around tourism promotion, visitor engagement, and economic impact.

Planned initiatives include:

- **World Cup Watch Parties & Fan Experiences**
  Large-scale, family-friendly watch parties and fan experiences hosted at major tourism hubs. These events are designed to attract regional and out-of-town visitors seeking an alternative to Houston match venues, encourage overnight stays, and drive spending at nearby hotels, restaurants, and retail businesses.

- **Youth Soccer Clinics & Sports Programming**
  Youth-focused soccer clinics and related sports programming hosted in partnership with local facilities and organizations. These activities are intended to attract visiting families, support sports-related travel, and extend length of stay in Fort Bend County during the tournament period.

- **Visitor Engagement & Destination Activations**
  Supplemental activations across major tourism venues and attractions that enhance the visitor experience, promote Sugar Land as a welcoming Host City Supporter destination, and encourage repeat visitation throughout the World Cup window.

Collectively, these event categories are designed to complement Houston-hosted matches and fan festivals while positioning Sugar Land and Fort Bend County as a key regional destination for lodging, dining, entertainment, and community engagement during the 2026 FIFA World Cup.

Marketing & Promotion Strategy

All marketing and promotional efforts associated with these World Cup–related events and initiatives will be led by Visit Sugar Land in its capacity as an Official Host City Supporter. Marketing will be executed in close alignment with FIFA brand guidelines and Host City Committee requirements.

Marketing initiatives will focus on driving overnight visitation, increasing length of stay, and positioning Fort Bend County as a key regional destination during the World Cup period. Efforts may include digital marketing, regional and national media outreach, visitor-facing content, destination storytelling, and coordinated promotions with hotels, venues, attractions, and tourism partners.

All promotional activities funded through Hotel Occupancy Tax resources will be designed to directly promote tourism and the hotel and convention industry within Fort Bend County and will comply with Texas Tax Code Chapters 351 and 352, as well as Fort Bend County HOT funding policies.

Regional Tourism & Economic Impact

Collectively, these initiatives are designed to not only complement the large influx of visitors to the region driven by the World Cup, but increase length of stay, and ancillary spending across lodging, dining, retail, and entertainment before, during, and after Houston match dates, and strengthen tourism infrastructure and destination awareness.

Visit Sugar Land will track attendance, hotel room night production, marketing reach, and partner engagement and will provide a post-event report in accordance with Fort Bend County HOT funding requirements.

City Council Agenda Request
June 2, 2026

Agenda Request No: X.B.

Agenda of: City Council Meeting

Initiated by: Jonathan Braun, Assistant City Engineer

Presented by: Jonathan Braun, Assistant City Engineer

Responsible Department: Engineering

Agenda Caption:
INTERLOCAL AGREEMENT WITH FORT BEND COUNTY
Consideration of and action on the authorization of the execution of an Interlocal Agreement (ILA) with Fort Bend County for design and construction of Gannoway Lake Trails and Park.

Recommended Action:
Authorize the execution of an Interlocal Agreement (ILA) with Fort Bend County for design and construction of Gannoway Lake Trails and Park.

Executive Summary:

The City of Sugar Land ("City") is formalizing a funding partnership with Fort Bend County ("County") to ensure the coordinated delivery of key City park initiatives. This Interlocal Agreement (ILA) will combine funding for the trail and the establishment of amenities for a park along Burney Road, located east of the lake.

In November 2020, County voters approved the 2020 Parks Bond, which included $800,000 toward the design and construction of Gannoway Lake Trails. Following this, the City was successful in applying for grant funding in 2023. A resolution in May 2024 authorized the funding agreement with TxDOT to utilize those grant funds. Finally, in December 2025, an ILA with Fort Bend County for Duhascek Park allocated $1.1 million in funding to be used for a park at Gannoway Lake.

Gannoway Lake is identified as a key improvement area in the City's 2018 Parks, Recreation, & Open Space Master Plan and remains a top priority for residents. The proposed trail aligns with the 2023 Sugar Land Mobility Master Plan by enhancing connectivity between Gannoway Lake and Cullinan Park. This project also supports the City's broader goals of improving bicycle and pedestrian infrastructure and recreational opportunities.

The trail will feature a 10-foot-wide shared-use path along Burney Road, extending from Voss

Road to Oyster Creek, and then west along Oyster Creek to Cullinan Park.

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

Roles and Responsibilities

- **Project Administration:** The City is responsible for facilitating, managing, and administering the projects, ensuring all work is performed in a good and workmanlike manner with reasonable diligence.
- **Consultant Selection:** The City selects consultants for design and related services from the City's pre-qualified list or via a request for qualifications, per PU-109.
- **Design & Construction:** The City oversees project design (using City standards), bidding, contracting, and construction, including change orders and payment processing. The County may review and inspect project plans and work, and provide comments.
- **Maintenance:** Upon completion, the City assumes sole responsibility for perpetual maintenance and repair of all project improvements.

Payments and Funding

- **Final Accounting:** After project completion, the City provides a full accounting of funds. The County pays any remaining eligible costs within 30 days; the City must refund any County overpayments within 30 days. The County's contribution will never exceed the maximum commitment for each project.
- **Non-Eligible Costs:** The City is solely responsible for costs above the County's maximum, including items identified as "Non-Eligible Project Costs".

Timeline and Communication

- **Project Initiation:** Design must begin within 180 days of agreement execution; construction must start within 120 days of bid opening.
- **Communication:** The City will maintain regular collaboration with the County, including monthly meetings with the County's program manager and quarterly meetings with Precinct 3 representatives, to ensure transparency and effective project delivery.

The proposed partnership and projects align with Sugar Land's 2023 Mobility and Parks, Recreation and Open Space Master Master Plans, focusing on recreation, mobility and connectivity improvements. The Parks and Engineering Departments recommend that the City Council authorize the City Manager to execute the ILA to accept $1.9 million in County Park Bond funds for Gannoway Lake Trail ($800,000) and the Park at Gannoway Lake ($1.1 million) and initiate project delivery.

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

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

Attachments

1. Gannoway Lake Trails & Park ILA v3

THE STATE OF TEXAS §
§
COUNTY OF FORT BEND §

INTERLOCAL AGREEMENT FOR GANNOWAY LAKE TRAILS AND PARK FUNDING

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

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

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

WHEREAS, the Fort Bend County Parks Bond ("Bond") passed on November 3, 2020, authorized funding for a variety of projects, including Eight Hundred Thousand Dollars ($800,000.00) for the Gannoway Lake Park Trail, also known as the Gannoway Lake Trails; and

WHEREAS, the Fort Bend County Parks Bond ("Bond") passed on November 7, 2023, authorized funding for a variety of projects, including Ten Million Four Hundred and Thirty-One Thousand Two Hundred and Fifty Dollars ($10,431,250.00) for Duhacsek Park; and

WHEREAS, the Interlocal and Lease Agreement Regarding Duhacsek Park approved on Commissioners Court on December 4, 2025, and Sugar Land City Council on December 2, 2025, authorized One Million One Hundred thousand Dollars ($1,100,000.00) for the Gannoway Lake Park for study, design and construction of park facilities; and

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

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

1. **Purpose.** The purpose of this Agreement is to outline the funding and project management obligations for the Project.

2. **Recitals.** The recitals set forth above are incorporated herein by reference and made a part of this Agreement.

3. **Definitions**.

(a) "Effective Date" means the date this Agreement is executed by the last signing Party hereto.

(b) "Days" means calendar days, unless otherwise specified in this Agreement.

(c) "Eligible Project Costs" means the costs, as determined by County in its sole discretion, for design and construction of the Projects including: engineering study, design, and services related to the completion of any studies, reports, or Plans, Specifications, and Estimates ("PS&E") for the Projects; Additional details for eligible costs are stated in Section 4. Project/Scope of Work. Eligible Project Costs shall further include resolution of utility conflicts created by construction of Project elements and similar facilities proposed to be part of the Projects.

(d) "Non-Eligible Project Costs" shall mean any design and construction costs related to Project enhancements, all upgrades to the Project requested by City, and all other items that do not fall within the definition of Eligible Project Costs (as determined by County) including, but not limited to: reconstruction of utilities (except utility conflicts created by the construction of Project elements); and upsizing of water, sewer, and drainage facilities (except as needed for execution of the Projects).

(e) "Project" or "Projects" means the study, design, and construction of the trail or park improvements that are the subject of this Agreement. The term "Projects" shall refer collectively to all listed projects, and the term "Project" shall refer individually to any single listed project.

(f) "Maximum Amount" means the total amount of funding the County has agreed to contribute toward a specific Project, as incorporated by reference herein. The Maximum Amount includes the County's share of both the design phase and construction phase of the Eligible Project Costs and represents the "maximum" cumulative financial obligation of the County for that Project. The amount for each project is:

(1) Gannoway Lake Trails: Eight Hundred Thousand Dollars ($800,000.00)
(2) Gannoway Lake Park: One Million One Hundred thousand Dollars ($1,100,000.00)

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

(a) The Parties acknowledge and agree that this Scope of Work represents the general requirements for the Projects to facilitate the completion of the design and construction of certain improvements to Gannoway Lake Park Trail and Gannoway Lake Park.

(1) Gannoway Lake Trails: The Project shall include design and construction of a 8' sidewalk along Burney Road from Voss Rd to Oyster Creek, then west along Oyster Creek to Cullinan Park. The Project also includes a boardwalk along south edge of Gannoway Lake, connection to Imperial Trails, trailhead, parking lot, pedestrian intersection safety improvements at SH6, and pedestrian bridge over Oyster Creek as shown on "Exhibit A", attached hereto and incorporated herein by reference.

(2) Gannoway Lake Park: The Project shall include planning, feasibility study, environmental assessment, preliminary and final engineering design, and construction of various park amenities and recreational features. These may include, but are not limited to, active and passive recreational facilities, trail systems, specialized play equipment, signage, site furnishings, landscaping, irrigation, and necessary supporting infrastructure (such as utilities, drainage, and parking).

(b) The Project shall be facilitated, managed, and administered by City. City shall take all reasonable actions to ensure that the Project is constructed in a good and workmanlike manner with all reasonable diligence.

5. **Allocation of Project Costs**.

(a) County Project Costs: County shall contribute funds for the Eligible Project Study, Design and Construction Costs. The Parties understand and agree that the Eligible Project Costs may be higher or lower than the Cost Estimate, depending on the needs of the Project. All payments made by County under Section 5(a) shall be applied toward the total Maximum Amount identified herein.

(1) Initial Payment: Upon City entering into a Design Contract with a qualified vendor as provided in Section 7 of this Agreement, City shall forward to County a request for payment that includes sufficient detail for County to review and approve. Within thirty (30) days of County's receipt of City's request for payment, County shall remit payment to City up to the Maximum Amount for that Project.

(2) Final Payment: Within thirty (30) days of Completion of the Project, City shall furnish County with an invoice showing a full accounting of the funds expended on the Project. Within thirty (30) days of County's approval and acceptance of the invoice and full accounting provided by City, County shall remit payment to City for any unpaid Eligible Project Costs due for the work performed and completed on the Project.

(3) Excess Funds: If, after the course of full accounting of the Project referenced above, it is discovered that excess funds were received by City from County for the Project, City shall remit such excess funds that have not been used for County's portion of the Project to County within thirty (30) days of City's full accounting of the Project. County shall place or shift

such excess funds as provided in Section 5(b).

(b) City understands and agrees County's total financial contribution to each Project, including the study, design and construction phases, shall not exceed the Maximum Amount specified above. In the event the County's total contribution to a Project is less than the Maximum Amount, County shall place the remainder of such proceeds into a reserve to fund another Park Project or shift the excess proceeds from a Project to another City project as mutually agreed upon by the County and City.

(c) City further understands and agrees that it shall be responsible for the funding of any and all Non-Eligible Project Costs, County shall notify City in writing as to which enhancements and improvements for the Project constitute Non-Eligible Project Costs. Upon receipt of County's notification, City shall provide written confirmation to County as to the scope of enhancements and improvements determined to be Non-Eligible Project Costs and shall be responsible for the funding of the same.

6. **Design and Specifications.** City shall select the design engineer through a request for qualifications process or through the City's Qualifications Library and design all aspects of the Project in accordance with City standards and regulations. County, upon reasonable notice to City, shall have the right and opportunity to inspect and review all plans and documents pertaining to the design and construction of the Project, including any maps, plats, records, photographs, reports, and drawings affecting the construction of the Project. County shall provide any comments or feedback regarding the design of the Project to the City no later than thirty (30) days after its review.

7. **Competitive Bid and Award.** Upon completion of final plans and specifications, City will advertise for competitive bids for construction of the Project (together or in separate contracts) in accordance with requirements applicable to City. Upon receipt of bids for the Project, City will notify the County of the amount of the recommended bid ("Notice of Bid"). If the County desires to object to the award of the contract, it must provide written notice to City within fifteen (15) days of County's receipt of the Notice of Bid. Otherwise, the County will be deemed to have approved the award of the contract to the lowest responsible bidder, in City's judgment, who would be most advantageous to the Parties and would result in the best and most economical completion of the Project. City will enter into a contract with the qualified bidder ("Construction Contract"), which may be subject to change orders that increase, decrease, or otherwise alter the Eligible Project Costs under such contract. If City constructs the Project in multiple contracts, the provisions of this Agreement shall apply to each Construction Contract.

8. **Construction of the Project.** After awarding the Construction Contract, City shall administer the Construction Contract for the benefit of the Parties. City shall provide on-site inspection of the construction of the Project in accordance with the terms of the Construction Contract(s). City shall approve or deny all applications for payment and requests for extensions of time and shall pay all valid pay applications issued under the Construction Contract(s). City shall approve or deny all change orders submitted under

the Construction Contract(s). City shall have the right to terminate the Construction Contract(s) and to enforce its remedies thereunder, as determined by City to be necessary. In the event of any such termination, City shall have the right to complete and/or cause the completion of the Project itself and/or through such other contractor(s) as City determines to be appropriate, provided that all work done in connection with such completion shall be in compliance with City standards. The costs of any necessary and approved completion work shall be considered part of the Project.

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

(a) Workers Compensation in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.

(b) Commercial general liability insurance with a limit of not less than $1,000,000 each occurrence and $2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.

(c) Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than $1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.

(d) City may require insurance in excess of the amount of coverage set out above, as it deems necessary. In such cases, County shall remain an additional insured.

(e) City shall provide County with proof of insurance required under this section within thirty (30) days of City's award of the Construction Contract(s) for the Project.

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

(a) The County's sole financial obligation under this Agreement is to provide the funding for the Eligible Project Costs as specified in Section 5 above. The funds provided by the County are from Parks Bond initiatives and no other funds will be available, regardless and irrespective of any cost overruns or unanticipated expenditures.

(b) City has been advised by County, and by execution of this Agreement, City understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available for the Eligible Project Costs only for the Maximum Amount of the Projects. City does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum funding that County shall contribute to the Project and the maximum amount that County will reimburse City hereunder, will not under any condition, circumstance, or interpretation hereof exceed the Maximum Amount of the Eligible Project Costs.

11. **Appropriation of Funds.** Each Party represents and warrants to the other that, as of the Effective Date of this Agreement, the governing body of each Party hereto has identified, appropriated, and set aside sufficient monies to fund the costs of the Project pursuant to the terms of this Agreement.

12. **Completion of the Project and Ownership/Maintenance of Project Improvements.** Completion of the Project shall occur upon the Parties' final inspection of the Project and certified as complete by, as applicable, City's Engineers. Upon completion of the Project, City, at its sole cost and expense, will be responsible for the perpetual maintenance and repairs relating to all improvements constructed for the Projects under this Agreement.

13. **Inspection and Deficiencies.** County shall have the right to enter the Project Site at any time and inspect the work performed by City for the Project, including any work in progress or during the final inspection. Within ten (10) business days of inspection, County shall notify City in writing of any complaints regarding any deficiencies and the quality of workmanship by City for the Project. City shall address and correct such deficiencies within a reasonable time, if City determines that such deficiencies are actionable under the terms of City's Construction Contract(s). County understands and agrees that City is the contracted Party and County shall not provide any direction to City's consultants or contractors, except upon City's written consent. All final decisions regarding the correction of any deficiencies shall be at City's sole discretion.

14. **Inspection of Books and Records**. City shall permit County, or any duly authorized agent of County, to inspect and examine the books and records of City for the purpose of verifying the work performed for the Project. County's right to inspect such books and records shall survive the termination of this Agreement for a period of four years. Notwithstanding the foregoing, City shall bear no liability or responsibility for deliverables that have been modified post-delivery or used for a purpose other than that for which they were prepared under this Agreement.

15. **Time for Performance and Termination**.

    (a) Time for performance of the obligations of City hereunder shall commence as follows:

        (1) City shall initiate the design of the Project no later than one hundred eighty (180) days after the Effective Date of this Agreement, or within such time as may be extended by written amendment of the Parties.

        (2) City shall initiate the construction of the Project no later than one hundred twenty (120) days after bid opening, or within such time as may be extended by written amendment of the Parties.

    (b) In the event City determines the Project lacks feasibility or for any other reason elects to forego the construction of the Project, then City shall provide written notice to County of such determination or decision and the Agreement shall automatically terminate as to that individual Project.

(c) In the event City fails to initiate the design or construction of the Project within the timeframes provided above, then City shall provide written notice to County of such failure. County, in its sole discretion, may elect to either proceed with its obligations under this Agreement, notwithstanding such delay, or terminate this Agreement and re-allocate its contributions to other County projects.

(d) Upon termination of this Agreement for any reason, City shall refund all amounts provided by County, if any, within thirty (30) days of said termination.

16. **Force Majeure.** In the event either Party is rendered unable, wholly or in part, by Force Majeure to carry out any of its obligations under this Agreement, then, within a reasonable time after the occurrence of such event, but no later than ten (10) days after, the Party whose obligations are so affected (the "Affected Party") thereby shall notify the other in writing stating the nature of the event and the anticipated duration. The Affected Party's obligations under this Agreement shall be suspended during the continuance of any delay or inability caused by the event, but for no longer period. The Affected Party shall further endeavor to remove or overcome such delay or inability as soon as is reasonably possible.

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

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

If to County:	Fort Bend County Parks and Recreation Attn: Director 301 Jackson St. Richmond, Texas 77469
And	Fort Bend County, Texas Attn: County Judge

401 Jackson St, 1st Floor
Richmond, Texas 77469

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

18. **Entire Agreement and Modification.** This Agreement constitutes the entire Agreement between the Parties and supersedes any and all previous agreements, written or oral, pertaining to the subject matter of this Agreement. This Agreement may only be amended or modified by written agreement executed by both Parties.

19. **No Waiver of Immunity.** Neither the execution of this Agreement nor any other conduct of either Party to this Agreement shall be considered a waiver or surrender of its governmental powers or immunity under the Texas Constitution or the laws of the State of Texas.

20. **Benefit.** This Agreement shall be for the sole and exclusive benefit of County and City and shall not be construed to confer any benefit or right upon any other party.

21. **Applicable Law and Venue.** This Agreement shall be construed according to the laws of the state of Texas. Venue for any claim arising out of or relating to the subject matter of this Agreement shall lie in a court of competent jurisdiction of Fort Bend County, Texas.

22. **Assignment.** Neither Party may assign its rights, duties, or obligations hereunder, without the prior written consent of the other, which consent shall not be unreasonably withheld.

23. **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

24. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of the Agreement.

25. **Electronic and Digital Signatures.** The Parties to this Agreement agree that any electronic and/or digital signatures of the Parties included in this Agreement are intended to authenticate this writing and shall have the same force and effect as the use of manual signatures.

26. **Multiple Counterparts.** This Agreement may be executed in multiple counterparts, each having equal force and effect of an original.

27. **Human Trafficking. BY ACCEPTANCE OF THIS AGREEMENT, CITY ACKNOWLEDGES THAT FORT BEND COUNTY, TEXAS IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.**

28. **Authorization.** This Agreement shall become binding and effective only after it has been authorized and approved by the governing bodies of each Party, as evidenced by the signature of the appropriate authority. Each Party further represents that, by execution of this Agreement, it has been duly authorized by its governing body or other appropriate authority from whom such Party is legally bound to obtain authorization.

{Execution Page Follows}

FORT BEND COUNTY, TEXAS	**CITY OF SUGAR LAND, TEXAS**
______________________________	______________________________
Daniel Wong, County Judge	Michael W. Goodrum, City Manager
______________________________	______________________________
Date	Date
ATTEST:	**ATTEST:**
______________________________	______________________________
Laura Richard, County Clerk	Linda Mendenhall, City Clerk

APPROVED:

____

Darren McCarthy, CPRP,
Parks and Recreation Director

AUDITOR'S CERTIFICATE

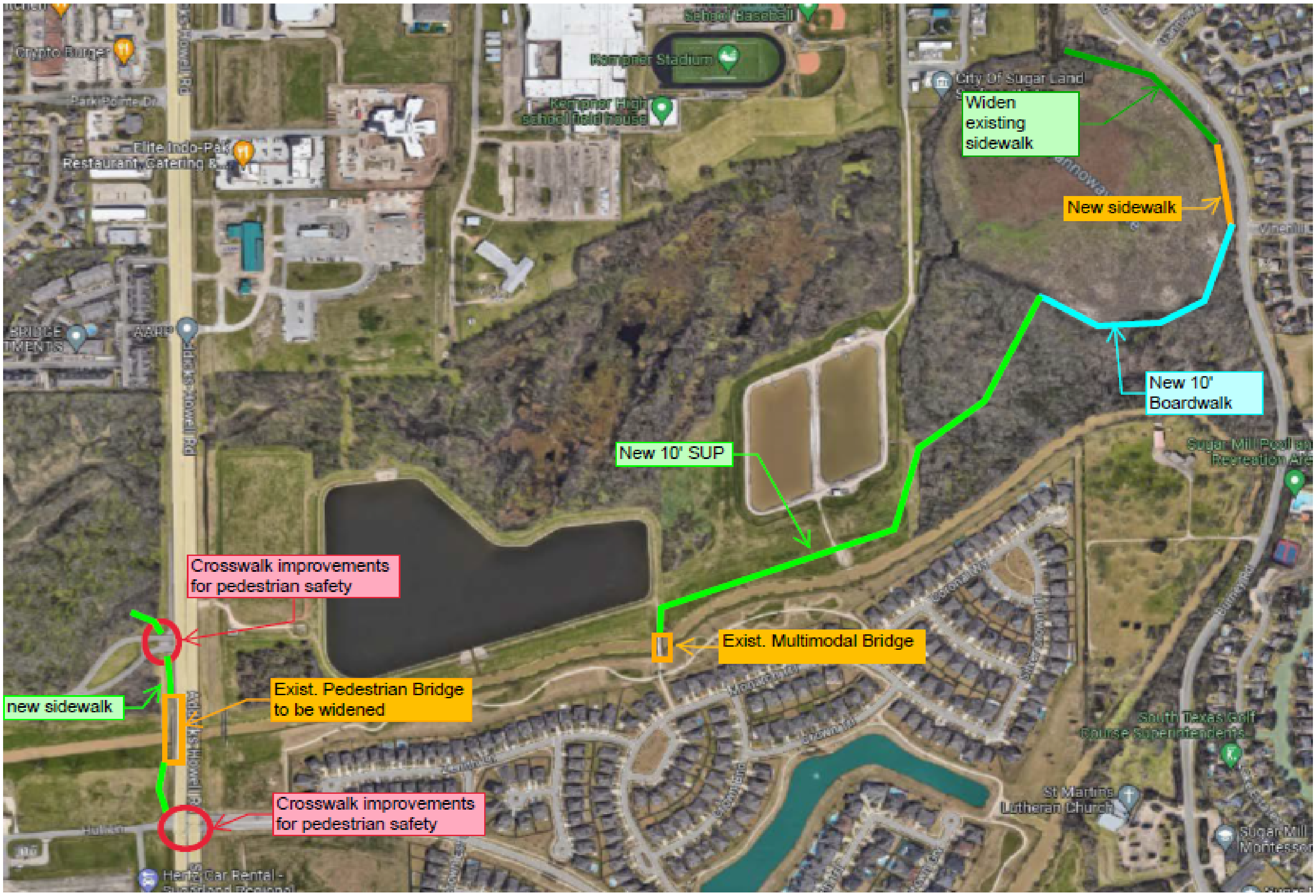
I hereby certify that funds are available in the amount of $__________________to accomplish and pay the obligation of Fort Bend County, Texas under this Agreement.

____

Robert E. Sturdivant,
County Auditor

EXHIBIT A

(Follows Behind)


Widen existing sidewalk
New sidewalk
New 10' Boardwalk
New 10' SUP
Crosswalk improvements for pedestrian safety
Exist. Multimodal Bridge
new sidewalk
Exist. Pedestrian Bridge to be widened
Crosswalk improvements for pedestrian safety
Kempner Stadium
City Of Sugar Land
Crypto Burger
Elite Indo-Pak Restaurant, Catering &...
South Texas Golf Course Superintendents
St Martins Lutheran Church

City Council Agenda Request
June 2, 2026

Agenda Request No: XI.A.

Agenda of: City Council Meeting

Initiated by: Nicole Fontenette, Agenda & Public Meeting Coordinator

Presented by: Linda Mendenhall, City Clerk

Responsible Department: City Clerk's Office

Agenda Caption:
PROPOSED REVISIONS – BOARDS, COMMISSIONS, AND COMMITTEES
Review and discuss proposed updates to Resolution No. 21-17, City Council Policy on Boards, Commissions, and Committees (City Code of Ordinances, Part II, Chapter 2, Article III), and provide direction on potential amendments.

Recommended Action:
Review, discuss, and provide direction regarding proposed changes to Resolution No. 21-17, City Council Policy on Boards, Commissions, and Committees, and potential revisions to the City Code of Ordinances (City Code of Ordinances, Part II, Chapter 2, Article III).

Executive Summary:
Following the completion of the recent recruitment cycle for the City's Boards, Commissions, and Committees, the Office of the City Clerk conducted a review of the current policies and procedures governing the recruitment and appointment process. During this review, several opportunities were identified to improve clarity, consistency, transparency, and alignment between the City's governing documents.At the March 24, 2026 City Council Workshop, City Council discussed proposed revisions related to Boards, Commissions, and Committees and provided initial feedback regarding term limits, appointment timelines, and recruitment procedures. Based on that discussion, staff has continued refining the proposed updates and evaluating how the changes would be incorporated into the Council Policy and Procedure Manual and applicable governing documents.

Key areas under review include:

- Establishing consistent term limits across Boards, Commissions, and Committees.
- Aligning member terms with the calendar year rather than the fiscal year to improve clarity for residents and applicants.
- Enhancing transparency in the recruitment and appointment process, including clearer communication regarding vacancies and the selection process.

- Clarifying procedures within the Council Policy and City Code to ensure consistency between governing documents.
- Streamlining recruitment, reappointment, and vacancy procedures to improve administrative efficiency and applicant experience.

The purpose of this agenda item is to present the proposed revisions to City Council for review and discussion and to receive additional direction regarding term limits and related policy considerations prior to bringing forward formal amendments for City Council consideration at a future 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. Proposed Revisions to Boards and Commissions Policy 2026 Watermark

CITY COUNCIL POLICY AND PROCEDURE
BOARDS, COMMISSIONS, COMMITTEES

BACKGROUND:

It is the policy of City Council to annually appoint residents to serve on various boards, commissions and committees. Each board and commission exercises a number of advisory and quasi-judicial powers and functions essential or useful to the operation of city government.

Boards and commissions are a vital part of city government, providing an opportunity for resident involvement in the governing processes of the City and providing City Council with input, ideas, feedback and suggestions on public policy.

Boards and commissions are created and enabled in different ways. Some are creations of governing statutes and laws, while others are creations of City Council. Terms of office and qualifications for office vary; terms begin and expire either with the beginning of the fiscal year (October) or the beginning of the calendar year (January), unless otherwise noted by prevailing statute, ordinance, and/or City policy.

PURPOSE:

The policy and procedure establishes guidelines for appointment of residents to boards, commissions and committees; the recognition of their many contributions; and provides reference for orientation and training for members. The policy and procedure applies to all resident volunteer boards, commissions and committees and the appropriate staff who support them (staff liaisons). The policy and procedure does not apply to City Council member committees and task forces.
All new boards, commissions, committees, and task forces formed subsequent to the adoption of this policy, are automatically subject to its rules and procedures. Boards, commissions, committees, and task forces dissolved after the adoption of this policy, will automatically be removed and no longer subject to its rules and procedures.

RESPONSIBILITY:

The Office of the City ~~Secretary~~ Clerk is responsible for implementation of this policy and procedure.

OBJECTIVE:

The intent of City Council is to manage the appointment process by:

- Keeping boards and commissions strong and viable through appointment of qualified members who have a basic understanding of the role and responsibility of the board or commission sought; understanding of time commitment; and what is expected of members.
- Using applications with general and supplementary questionnaires with a defined description and criteria for each board or commission and resume for each applicant.

- Active involvement in direct recruitment by discussing the application process with constituents, and open vacancy recruitment on city website, media publications, press releases, and social media platforms.
- Maintaining low turnover of quasi-judicial boards and commissions and advisory boards with specific criteria set by City Council.
- Reviewing member performance, attendance, expertise, experience, and decision-making ability; and consider member participation in appropriate training and continuing education when considering reappointments.
- Obtaining input from chairs of selected boards and commissions and their respective staff liaisons.
- Creating a City Council Boards and Commissions Appointments Task Force responsible for interviewing selected applicants for selected positions annually.
- Giving strong consideration to both the reappointment of incumbents and new appointees.
- Making appointments prior to the beginning of term.

City Council to discuss each appointment in workshop and where allowed by law in closed executive session, prior to appointing and voting in open session.

APPOINTMENT PERIOD:

~~The City Council shall make appointments to boards, commissions, and committees in September of each year before the beginning of terms starting in October of each year; and in December for terms beginning in January. Other appointments shall be made in accordance with the relevant prevailing statute, ordinance, and/or City policy.~~ The City Council shall initiate the annual appointment process for boards, commissions, and committees in September of each year by accepting applications for vacancies and expiring terms. Appointments shall be made in November, with appointed terms commencing on January 1 and ending on December 31 of the applicable term year, unless otherwise specified by statute, ordinance, or City policy. Other appointments shall be made in accordance with the relevant prevailing statute, ordinance, and/or City policy.

BOARD DEFINITIONS:

BOARD TYPES: Boards, commissions, and committees serve many different roles within the City. It is important that staff and the board members understand the role of each board and the authority and responsibility for the board and its members. To help define these roles, each board, commission and committee will be designated by type as defined below:

- **Administrative Boards**: A board having final decision-making authority, by law, on matters within its jurisdiction.

- **Advisory Boards**: An advisory board serves as an ongoing forum for providing public input to the City Council and appropriate departments on specific issues. Advisory boards are not authorized to make decisions on behalf of the City. The City Council will consider input from the advisory boards, as well as from other sources, in making decisions on issues. The City Council may or may not take action that is in agreement with the advice of an advisory board.

Advisory boards may not speak for the City or take independent positions on issues with the public or the press. The purpose of the boards is only to advise the City Council or the appropriate department.

- **Quasi-Judicial Boards**: These boards and commissions are defined in state statute or ordinance, and have certain legal responsibilities and authorities, as designated. These boards and commissions have the authority to hold formal hearings and issue decisions. Members of these boards must be cognizant of protecting the unbiased quasi-judicial nature of the board and its formal hearings.

TERMS:

~~Unless otherwise mandated by state statute, governance document, or approved by City Council, no member of a board or commission shall serve on any one board or commission for more than four consecutive terms or nine years. In the event an individual fills the unexpired term of a board member, that unexpired term shall not be counted as a complete term.~~

~~Unless otherwise noted by prevailing statute, ordinance, and/or City policy, terms shall begin October 1 and end September 30 of the following year. Tax Increment Reinvestment Zone Boards terms shall end on December 31 and begin on January 1 of each year. Telfair Tract 5 four year staggered terms shall end on May 31 and begin on June 1.~~

~~Mid-term appointments to positions that become vacant may be made at any time or may be postponed, at the discretion of City Council, to the regular term period.~~

Unless otherwise mandated by state statute, governance document, or approved by City Council, no member of a board, commission, committee, or task force shall serve more than four (4) consecutive two-year terms. In the event an individual is appointed to fill an unexpired term, that partial term shall not be counted as a full term for purposes of term limits.

Unless otherwise provided by statute, ordinance, or City policy, all terms shall begin on January 1 and end on December 31 of the applicable term year.

Telfair Tract 5 Commercial Management District board members shall serve staggered terms as established by the governing document for that board.

Mid-term appointments to fill vacancies shall be coordinated by the Office of the City Clerk in collaboration with the applicable staff liaison can be made at any time or may be postponed, at their discretion, to the regular term period.

RECRUITMENT:

City Council will seek the most qualified individuals representing a cross-section of gender, cultural/ethnic diversity, geographical representation and representation of the public at large, including viewpoints and special interests and expertise.

~~The Office of the City Secretary will market and advertise board, commission, and committee vacancies in an official newspaper, on the city website and social media platforms prior to term expiration date or on an as needed basis throughout the year; and extend invitations periodically in the city e-newsletter, print media, and other produced materials that might engage interested residents.~~

~~The recruitment deadline for returning the application will be stated in the public notice.~~

The Office of the City Clerk, in coordination with the Community Engagement Department, shall market and advertise board, commission, and committee vacancies through the City website, social media platforms, and other appropriate communication methods prior to term expiration dates and on an as-needed basis throughout the year. Additional outreach materials may be utilized to encourage resident engagement and participation.

APPLICATIONS:

Applications shall be available online through the city website. Applications may be submitted during the annual application period and will be retained for one year for use during the appointment process and when vacancies occur. Residents may apply for more than one board and may prioritize their requests on the application form.

All residents interested in serving on a board, commission, committee, or task force shall complete an official application. Completed applications along with resume, shall be submitted online through the city volunteer website.

~~Electronic versions of all application materials used during the appointment process will be compiled and made available to City Council for appointment considerations.~~

ELIGIBILITY AND QUALIFICATIONS:

Eligibility for board, commission, committee or task force appointments is defined by city charter, ordinance, resolution, or state statute that established and governs the board, commission, committee or task force.

Because of the time commitment involved, and to allow more residents the opportunity to participate on a board, commission, committee or task force, serving on more than one board or commission is discouraged.

The City Council reserves the right to appoint individuals to multiple boards, commissions, committees, or task forces when, in the opinion of the City Council, it is in the best interest of the City.

Appointments to boards and commissions that have specific eligibility requirements must be made in accordance with the governing requirement; appointed members must continue to meet the eligibility requirements during the term of appointment. If a member does not continue to maintain the necessary requirements, the member shall resign the appointed position.

RESIDENCY:

Except by special circumstance as approved by City Council, or prevailing statute, all members of boards, commissions, committees or task forces must be residents of the City.

DUTIES/ROLES:

All boards, commissions, committees, and task forces are required to meet on a regular basis as deemed required/appropriate or as outlined by a prevailing statute, ordinance, and/or City policy.

ATTENDANCE:

Members are expected to be available to attend all regularly scheduled board meetings, ~~more than 50 percent of all regularly scheduled board meetings, except for members of Building Standards Commission who are required to attend all meetings.~~ If a member becomes unable to attend most board meetings, the member should submit their resignation so that a replacement may be appointed. The City Council may dismiss any member for poor attendance. A member who misses three successive meetings is deemed to have automatically resigned from their position, except for special circumstances including business conflict, illness, or family emergency, which are subject to approval from the board/commission chair.

APPOINTMENT PROCESS:

~~The City Council will make appointments to boards, commissions, committees and task forces. Staff may assist with recruitment of new members but should not make recommendations for appointments, unless specifically requested to do so by City Council.~~ The City Council shall make appointments to boards, commissions, committees, and task forces. Board Liaisons and staff will assist with recruitment efforts and provide feedback or recommendations concerning applicants for appointment. Such input shall be advisory in nature, and final appointment authority shall remain solely with the City Council.

Selection of members to the boards and commissions will be carried out as follows:

- ~~The Office of the City Secretary, via staff liaison, will contact incumbent boards and commissions members, requesting to confirm if they desire to be considered for reappointment. Members who desire reappointment will be considered along with all applicants~~. The Office of the City Clerk, through the applicable staff liaison, shall contact incumbent board, commission, and committee members regarding their interest in reappointment. Staff liaisons shall notify the Office of the City Clerk of members wishing to seek reappointment, and such members shall complete a Request for Reappointment form. Reappointment requests shall be considered along with all other applications received.

- City Council Boards and Commissions Appointments Task Force will review all application materials, to find the most qualified individuals representing a cross-section of gender, cultural/ethnic diversity, geographical representation and representation of the public at large including viewpoints, special interest and expertise.

- The Office of the City Clerk shall coordinate a "Meet and Greet" opportunity for prospective applicants and the City Council Boards, Commissions, and Committees Task Force as part of the appointment process. The Meet and Greet is intended to provide an informal setting for applicants and Task Force members to become acquainted, discuss board, commission, and committee service, and assist the City Council in evaluating applicants for appointment. A Meet and Greet for mid-term appointments may be conducted at the discretion of the Office of the City Clerk in coordination with the applicable staff liaison.

- Members shall be appointed to designated positions in accordance with the qualifications identified within the applicable board, commission, or committee description below.

NOTIFICATION:

~~The Office of the City Secretary, through liaisons, will notify appointees of their appointment. Applicants not selected for appointment shall also receive a notification regarding the status of their application from the Office of the City Secretary.~~ The Office of the City Clerk, in coordination with the Community Engagement Department, shall provide notification to all applicants regarding their appointment status. Applicants not selected for appointment shall be informed that their application will remain on file for a period of one (1) year for consideration in future appointment cycles.

VACANCIES:

By agreeing to serve on a board, commission, committee, or task force the member agrees to abide by the policies and procedures of the City. Any board, commission, committee, or task force member who violates the terms of the ordinances, policies, and procedures or the bylaws of the board may be asked to resign or be removed from the board, commission, committee, or task force by the City Council.

If a vacancy occurs during the year, the position may be filled from the list of applicants from the last recruitment period using the appointment process delineated in this policy or through open recruitment for interested volunteers. The Office of the City ~~Secretary~~ Clerk will maintain applications on file for one year.

~~Resignations from any board, commission, committee or task force shall be in writing addressed to the Mayor; the staff liaison shall notify City Council and the Office of the City Secretary by memorandum within five business days of receipt of resignation A vacancy occurs on the effective date shown in the resignation, when a member is removed, or has been deemed to have automatically resigned from the position.~~ Resignations from any board, commission, committee, or task force shall be submitted in writing to the applicable staff liaison. The staff liaison shall notify the Office of the City Clerk and City Council within five (5) business days of receipt of the resignation. A vacancy shall occur on the effective date identified in the resignation, upon removal of a member, or upon determination that a member has automatically resigned in accordance with applicable law or policy.

ALTERNATES:

Alternate members shall be appointed in accordance with the relevant state statute or ordinance. Alternate members vote only when needed to make a quorum.

OATH:

~~The Office of the City Secretary will schedule appointees' oaths of office at a City Council meeting prior to their first meeting.~~ The Office of the City Clerk shall administer the official oath of office to appointees prior to their first meeting. A ceremonial oath will be conducted at the first City Council meeting in December.

ANNUAL APPRECIATION RECOGNITION:

City Council recognizes the invaluable input and contributions of boards, commissions, committees, and task force members and hosts an annual recognition event to acknowledge all members and their contributions to the governance process.

The Office of the City ~~Secretary~~ Clerk is responsible for coordinating the annual event. Additional events and/or opportunities for recognition and appreciation may become available on a case by case basis, subject to approval from city management. Department directors and staff liaisons will receive advance notification of the appreciation event details in order to remain informed and answer questions from members, should they arise.

STAFF SUPPORT:

Staff support is available to the board, commission, committee and task force through the staff liaison assigned to support each board, commission, committee or task force.

Staff liaisons are also responsible for tracking time donated by members including attendance to meetings and other work performed in their official capacity.

Staff liaisons and staff support will not be members of the board, commission, committee or task force to which they are assigned, unless otherwise authorized by statute, ordinance, and/or City policy.

ORIENTATION:

Upon member appointment, staff liaisons will notify the appointee regarding orientation for new members.

New members are encouraged to attend meetings before their term begins, and existing members are encouraged to share their experience and knowledge with new members.

Staff liaisons will hold an annual orientation workshop as part of a meeting of the full board. The workshop will address:

- Introduction and orientation of new appointees;
- Authority, limitations and responsibilities under state statutes, city charter and city codes;
- Policies and rules of order;
- ~~Open meetings, ethics, conflicts of interest, and disclosures;~~ Annual Ethics Training, including conflicts of interest and disclosure requirements, as required by the City Code of Ordinances.
- Completion of Texas Open Meetings and Public Information Act training approved by the Attorney General of the State of Texas; including filing of completion certificates with the Office of the City ~~Secretary~~ Clerk within 90 days of being sworn in;

CONTINUING EDUCATION:

It is the City Council policy that the City allocates, when possible, funding for relevant training, continuing education and reference materials for members of city boards and commissions.

Planning and Zoning Commission:

The staff liaison responsible for commission support will provide an annual training and education program for the commission to include:

- Attending the annual Texas Chapter American Planning Association Conference and Planning Commissioner's Short Course; or,
- Annually attending a conference and training program of comparable length, and sponsored by the Urban Land Institute; or,
- Attending a comparable program of city planning, land development or related study presented by an accredited college or university, extension service, agency or professional association.

The staff liaison and support staff will prepare and present a formal annual program for commission orientation to include:

- Commission roles in preparing, amending and implementing the comprehensive plan;
- Commission roles in various development review processes;
- Role and function of the Airport Commission; and
- Other topics as necessary for or relevant to the work of the commission.

Zoning Board of Adjustment and Building Standards Commission:

Staff liaison responsible for board or commission support will provide an annual program for training and education to include:

(a) An annual orientation workshop as part of a meeting of the full board or commission. Workshop topics will include:
  - Standards of review for consideration of agenda items;
  - Appeals of decisions;
  - Staff role and review procedures in bringing matters before the board or commission;
  - Sample prior cases and decisions.

(b) To ensure the board or commission is prepared and can serve effectively when called to meet, a second annual workshop/training will be held as part of a meeting of the full board or commission to review:
  - Summary of key concepts covered in orientation;
  - Recent/pending code amendments;
  - New legislative or judicial impacts on the business of the board or commission; and,
  - Reference materials relevant to board or commission education and effectiveness.

Sugar Land 4B Corporation:

Each year, all SL4B Corporation board members will attend training provided by the City economic development staff based on a required training program established by the Texas Economic Development Council and related city programs and plans.

The purpose of the training is to ensure that corporation board members are thoroughly familiar with city goals and objectives as they relate to the SL4B Corporation and are properly informed on legal requirements to operate the corporation and administer the sales tax imposed for the benefit of the corporation.

BOARD/COMMISSION DESCRIPTIONS:

Animal Advisory Board (Advisory):

The Animal Advisory Board is comprised of 11 members and created by state law with appointments being made pursuant to membership requirements and qualifications as provided by state law and City ordinance. The membership must include a licensed veterinarian; a municipal official; a person whose duties include the daily operation of an animal shelter; a representative from an animal rescue group; and a resident of the city that actively volunteers with the animal services division.

The purpose of the board is to review and recommend procedures for the care and maintenance of animal shelter facilities and impounded animals to ensure compliance with state law; to periodically review the city's animal control ordinances and make recommendations for revisions; review the city's animal control policies, programs, and practices of the current animal shelter; review animal capacity calculations and animal population trends; review and recommend policies, programs and practices for implementation in a new animal shelter; determine the city's animal shelter program needs versus wants and identify budget needs of each; recommend funding options for the programming of space; and recommend a capital campaign. State law requires that the board meet at least three times a year.

Building Standards Commission (Quasi-Judicial):

The commission is comprised of seven members and three alternates who have knowledge of the property maintenance codes, and are qualified by experience and training to decide matters related to building construction and property maintenance. The commission must be cognizant of protecting the unbiased quasi-judicial nature of the commission and the formal hearings. Activities of the commission are limited to those authorities granted by state statute and city ordinance. Decisions of the commission are the final city step for an applicant; further action, by an applicant is to a court of law.

The commission may, in addition to the duties provided by law:

(1) Hear and decide appeals that allege an error in an order, requirement, decision or determination made by an administrative officer or employee in the application or enforcement of any building code adopted by the city.
(2) Hear and decide appeals that allege an error in a decision or determination made by an administrative officer or employee related to the denial or revocation of a residential rental property license.
(3) Authorize a variance from the terms of any building code adopted by the city.

~~As a result of the infrequency of meetings,~~ All members and alternates shall attend all scheduled meetings. This ensures alternates are familiar with relevant issues and prepared to vote when needed.

Imperial Redevelopment District (Administrative):

The district has the powers provided for in Chapters 49 and 54 of the Water Code.

The district is governed by a five-member board of directors, appointed by the City Council to serve four year terms.

Board members govern the district and have the authority to act on issues of:

- Implementing or contracting with other entities to implement the tax increment financing district project plan on behalf of Tax Increment Reinvestment Zone Three.
- Developer requests for infrastructure reimbursement pursuant to the statutes, and the Imperial Redevelopment Agreement.
- Issuing bonds to finance eligible project costs.
- Establishing district ad valorem tax rates.

Independent Ethics Review Board (Administrative):

The Independent Ethics Review Board is created by City Ordinance. The board consists of seven members and two alternates appointed by City Council to serve staggered, ~~three-year~~ two-year terms. The board meets quarterly for training and as needed to review and hear alleged violations to the City's Rules of Ethical Conduct.

Music Advisory Board (Advisory)

The Music Advisory Board provides input and recommendations regarding initiatives, programs, and opportunities that support and promote the growth and development of the local music industry and music community within the city.

PARCS Board (Advisory):

The City Council vision for the PARCS Board is to create a board to provide input, feedback and advice on projects and programs to enrich the visual and aesthetic environment of the City and to advise on other matters relating to long term goals and objectives for parks, recreation and cultural activities, streetscape and urban forestry programs, to enrich the visual and aesthetic environment of the City.

The nine-member board focus is on providing collaborative leadership in the cultural arts sector, building cultural arts programs and related parks and facilities, and understanding user needs to enhance the overall quality of life by providing leisure and cultural services while preserving and promoting natural resources.

Members should possess skills and qualifications useful to parks, art, recreation, culture, and streetscapes; represent various community sectors; and have professional expertise in one or more of the following backgrounds**:**

- Parks, arts or recreation user/advocate;
- Landscape architect, architect, interior designer, or urban planner;
- Fine arts professional or educator;
- Arts or architecture historian, administrator, or curator;

- Business or education leader/philanthropist

Planning and Zoning Commission (Administrative):

This commission is authorized by ~~Ordinance No. 1178, § 1, 6-15-99,~~ city charter, and state law to perform the following duties and responsibilities:

- Approve or disapprove subdivision plats as provided by state law and city ordinance;
- Recommend to the council approval or disapproval of proposed changes in the zoning regulations and zoning map as provided by state law and city ordinance;
- Make recommendations to the council on the city's master plans;
- Make recommendations to the city manager and the City Council on the city's five-year capital improvements plan; and,
- Perform any other duties as directed by the council or by ordinance.

The commission shall be comprised of no less than seven members. ~~The Commission traditionally have nine serving members.~~

Sugar Land 4B Corporation ~~(Non-Profit):~~

The corporation is managed by a seven-member board of directors authorized to exercise the powers set forth by the Development Corporation Act and the bylaws of the corporation. The board is appointed by and serves at the pleasure of City Council. The purpose of the corporation is to promote, assist, and enhance economic development activities; and quality of life opportunities within the City that promote economic development.

The bylaws prescribe that a director be a resident of the city and that no director serve more than three consecutive two-year terms (6 years). By state law, three members of the board must not be city officials or employees. The City Council and City Manager serve as ex-officio members of the board. The board annually elects from the membership the president and vice-president to serve a one-year term.

Sugar Land Development Corporation ~~(Non-Profit):~~

The Development Corporation is a ~~Section 4~~ Type A corporation authorized to levy an economic development sales tax to promote industrial and manufacturing enterprises. In 1993 the electorate approved establishing Sugar Land Development Corporation as a ~~non-profit~~ development corporation to administer economic sales taxes collected.

The purpose of the corporation is to promote, assist, and enhance economic development activities in the City. The corporation is managed by a board of directors, which is authorized to exercise the powers authorized by law or by statute and pursuant to corporation bylaws.

The statute governing the corporation provides that the board of directors be appointed by the governing body of the municipality. Pursuant to the bylaws, City of Sugar Land City Council serves as the board of directors; terms run concurrent with the City Council member term of office. Membership consists of seven directors.

Sugar Land Heritage Foundation (Non-Profit):

The Sugar Land Heritage Foundation is a 501c3 organization for the purpose of preserving the history of Sugar Land and the historical structures, records and artifacts.

The number of directors constituting the Board of Directors may be increased or decreased (but not to a number fewer than five (5) or more than twenty-five (25) from time to time by resolution of the Board of Directors, but no decrease shall have the effect of shortening the term of any incumbent director. Directors shall serve a three-year term and until said director's successor shall have been elected, appointed, or designated and qualified, or until they resign or until they are removed in accordance with ~~Section II 3~~ Board Bylaws. A director may not serve more than three terms of three years beginning with the approval of the Amended and Restated Bylaws.

A City Council member fills one of the city positions; and a member of city staff is appointed to fill one position; directors serve three year terms.

Sugar Land Legacy Foundation (Non-Profit):

The Sugar Land Legacy Foundation is a 501c3 organization working exclusively for charitable purposes as allowed by law, including supporting the City in the acquisition, ownership, construction, development, improvement, operation, or maintenance of land and facilities owned or controlled by the City including land, facilities, and activities for recreation, entertainment, sports, the arts, and similar activities that benefit the residents of the City of Sugar Land.

The foundation focuses its efforts on encouraging persons, businesses, and corporations, to make contributions of funds or donations of real estate or other property of value, to the foundation.

Foundation bylaws provide for a board of directors between five and 15 members appointed by the City Council to serve staggered two year terms that begin October 1 and end on September 30. To qualify to serve as a director, a person must be committed to achieving the purpose of the foundation and have the financial skills, knowledge, experience or resources necessary to achieve those purposes.

City Council appoints a director to serve as president, who serves at the pleasure of the City Council and may be removed at any time. The board elects directors from the membership to serve as vice-president, secretary, and treasurer. Officers serve one-year terms.

~~**Tax Increment Reinvestment Zone One (Administrative):**~~

~~Tax Increment Reinvestment Zone One is the board for Sugar Land Town Square comprised of nine members. The board is a recommending body to City Council for administration and implementation of the zone project plan and the reinvestment zone financing plan for public improvements in Town Square. Annually, the board adopts a budget for the current fiscal year, and has the authority to enter into contracts and agreements within such budget allocation. The board meets quarterly or as needed to further the development of Town Square.~~

~~Members serve two-year terms; pursuant to provisions of state law. Position Three serves as board chairman.~~

Tax Increment Reinvestment Zone Three (Administrative):

Tax Increment Reinvestment Zone Three is a special district for redevelopment of the Imperial Project. The board is comprised of five members; City Council annually appoints members who serve staggered two-year terms which begin on January 1 of each year. Position Two and Four terms expire in December 31 of even number years; Position One, Three and Five terms expire December 31 of odd number years.

Annually, City Council appoints from any position on the board a member to serve as chair for a term of one year beginning on January 1 of each year. The board of directors elect from the members a vice chairman, secretary, and such other officers as the directors see fit.

Tax Increment Reinvestment Zone Four (Administrative):

Tax Increment Reinvestment Zone Four is a geographic area identified as the Entertainment District to facilitate a program of public improvements for various types of entertainment venues, theaters, plazas, stadiums, parks and associated projects within the district.

The board of directors consists of eight members appointed to two year terms. The City Council appoints four directors to fill positions One through Four, Position Five is appointed by Fort Bend County Commissioners Court and Position Six represents the Drainage District; positions Eight and Nine are appointed by Fort Bend County Municipal Utility Districts No. 138 and 139 respectively; Position Seven is reserved for Municipal Utility District No. 137 in the event they approve the participation agreement.

City Council annually appoints members who serve staggered two-year terms which begin on January 1 of each year.

City Council annually appoints, from any position, a member to serve as chair for a term of one year beginning January 1. The board of directors elect from the members a vice chairman, secretary, and such other officers as the board of directors sees fit.

Telfair Tract 5 Commercial Management District (Administrative):

The Telfair Tract 5 Commercial Management District is a special district created by state statute to promote, develop, encourage, and maintain employment, commerce, transportation, housing, tourism, recreation, the arts, entertainment, economic development, safety, and the public welfare in the Telfair district. The district has nine members serving four-year staggered terms expiring on June 1 of each odd-numbered year.

Zoning Board of Adjustment (Quasi-Judicial):

The board is a quasi-judicial body authorized under state law and city regulations. The board hears three types of cases: zoning variances, special exceptions, and appeals. An appeal may occur when a staff member has made a decision regarding a regulation and the applicant believes the interpretation or application of the standard was made incorrectly. Decisions of the board are the final city step for an applicant. If an applicant chooses to further appeal a decision, it is to a court of law; decisions are not subject to review by City Council. The board is comprised of five members and three alternates.

Committees and Task Forces:

~~These are special ad-hoc panels created by the City Council for a specific project or task and are limited in duration and are not ongoing. The responsibilities of the committee or task force shall be designated by resolution by the City Council at the time the committee or task force is authorized. The City Council will consider the input of the committee or task force in making decisions on issues. The City Council may or may not take action that is in agreement with the advice of the committee or task force. A committee or task force may not speak for the City, and are to only advise the City Council or the appropriate department, and are not to take independent positions on issues with the public or press.~~

~~The following aforementioned provisions apply to committees and task forces as applicable by the creating resolution:~~

- ~~Application~~
- ~~Eligibility~~
- ~~Residency (unless otherwise stated in the creating resolution)~~
- ~~Attendance~~
- ~~Orientation (expect for completion of the Open Meetings Act and Public Information Act training)~~
- ~~Staff Support~~

Please refer to Policy No. 3000-8 for information regarding Committees and Task Forces.

APPROVED on _________________________, 2026.

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Carol K. McCutcheon, Mayor

ATTEST:

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Linda Mendenhall, City Clerk

APPROVED AS TO FORM: