



# City of Sugar Land

## Sugar Land Development Corporation Agenda

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

Tuesday, July 7, 2026

**Sugar Land Development Corporation Meeting  
Meeting of the Sugar Land Development  
Corporation and the Governing Body of the City of  
Sugar Land  
Cane Room 161  
4:00 PM**

### I. Attention

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://www.youtube.com/watch?v=sQnZsdRi33Q>.

### II. Call to Order

### III. Public Comment

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board, and/or Commission in person 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.

### IV. Minutes

#### A. MINUTES

Consideration of and action on the approval of the minutes of the June 2, 2026, meeting.

**Linda Mendenhall, City Clerk**

### V. Contracts and Agreements

#### A. ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT WITH DELIVERIT OUTSOURCING & SOLUTIONS LLC, AND DELIVERIT OUTSOURCING & SOLUTIONS 7, INC.

Consideration of and action on authorizing an Economic Development Performance Agreement with DeliverIt Outsourcing & Solutions LLC and DeliverIt Outsourcing & Solutions 7, Inc. in the amount of \$1,300,000, and reimbursement of permitting fees in an amount not to exceed \$140,085.

**Jennifer Alexander, Business Development Manager**

### VI. Workshop

A. **FY 2027 BUDGET WORKSHOP**

Review of and discussion on the proposed budget for Sugar Land Development Corporation for Fiscal Year 2027.

**Justyn Mejorado, Assistant Director of Budget**

**VII. Director's Report**

A.

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

**Elizabeth Huff, Director of Economic Development and Tourism**

**VIII. Adjournment**

The Sugar Land Development Corporation reserves the right to adjourn into Executive Session at any time during this meeting for the purpose of consultation with the Attorney as authorized by Texas Government Code Sections 551.071 to discuss any of the matters listed above.

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the City Secretary, (281) 275-2730. Requests for special services must be received 48 hours prior to the meeting time. Reasonable accommodations will be made to assist your needs.

The agenda and supporting documentation is located on the [City Website](#) under meeting agendas.

**Posted on this 30th day of June 2026 at 12:00 P.M.**



## **Sugar Land Development Corporation Agenda Request July 7, 2026**

---

**Agenda Request No:** IV.A.

**Agenda of:** Sugar Land Development Corporation Meeting

**Initiated by:** Charlotte Graves, Agenda & Public Meeting Coordinator

**Presented by:** Linda Mendenhall, City Clerk

**Responsible Department:**

---

**Agenda Caption:**

**MINUTES**

Consideration of and action on the approval of the minutes of the June 2, 2026, meeting.

**Recommended Action:**

Consideration of and action on the approval of the minutes of the June 2, 2026 meeting.

**Executive Summary:**

Consider the minutes of the June 2, 2026 meeting.

### **Budget**

---

**Expenditure Required:** NA

**Current Budget:** N/A

**Additional Funding:** N/A

**Funding Source:** N/A

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

### **Attachments**

1. 6.2.26 Sugar Land Development Corporation Meeting Minutes



# City of Sugar Land

---

## Sugar Land Development Corporation Minutes

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

Tuesday, June 2, 2026  
Sugar Land Development Corporation Meeting  
Meeting of the Sugar Land Development Corporation and  
the Governing Body of the City of Sugar Land Minutes  
City Council Chamber  
4:30 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.youtube.com/watch?v=8EBym\\_tDWyk](https://www.youtube.com/watch?v=8EBym_tDWyk).

### II. Call to Order

#### QUORUM PRESENT

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

### III. Public Comment

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration 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.

No members of the public addressed the Council.

### IV. Minutes

#### 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 the minutes of the May 5, 2026 meeting**, was made by Rick Miller and seconded by Suzanne Whatley; the motion **Passed**.

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

## V. Election of Officers

### A. ELECTION OF OFFICERS

Consideration of and action on the election of a Board President and Vice President.  
**Elizabeth Huff, Director of Economic Development and Tourism**

Elizabeth Huff, Director of Economic Development and Tourism, gave a presentation, made comments, and answered questions from the Board.

The Sugar Land Development Corporation nominated Stewart Jacobson as the Board President and Rob Boettcher as the Board Vice President.

A motion to **Approve the election of a Board President and Vice President**, was made by Carol McCutcheon and seconded by Suzanne Whatley; the motion **Passed**.

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

## VI. Appointment

### A. ECONOMIC DEVELOPMENT COMMITTEE APPOINTMENT

Consideration of and action on the appointment of a Director to the City of Sugar Land Economic Development Committee.

**Elizabeth Huff, Director of Economic Development and Tourism**

Elizabeth Huff, Director of Economic Development and Tourism, gave a presentation, made comments, and answered questions from the Board.

The Sugar Land Development Corporation appointed Jim Vonderhaar as a Director of the Sugar Land Economic Development Committee.

A motion to **Approve the appointment of a Director to the City of Sugar Land Economic Development Committee**, was made by Carol McCutcheon and seconded by Suzanne Whatley; the motion **Passed**.

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

## VII. Resolutions

- A. Consideration of and action on **SUGAR LAND DEVELOPMENT CORPORATION RESOLUTION NO. SLDC-R-26-03: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUGAR LAND DEVELOPMENT CORPORATION APPROVING A REQUEST BY THE CITY OF SUGAR LAND FOR LANDSCAPE AND HARDSCAPE IMPROVEMENTS AND ENHANCEMENTS, FOUNTAIN REHABILITATION, AND DRAINAGE IMPROVEMENTS, ALONG U.S. HWY. 59/I-69, U.S. HWY. 90A, STATE HWY. 6, AND OTHER MAJOR CORRIDORS IN THE CITY OF SUGAR LAND.**  
**Henry Vavrecka, Right of Way Services Manager**

Henry Vavrecka, Right of Way Services Manager, gave a presentation, made comments, and answered questions from the Board.

A motion to **Approve Resolution No. SLDC-R-26-03**, was made by Sanjay Singhal and seconded by Rick Miller; the motion **Passed**.

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

Sanjay Singhal, Jim Vonderhaar

## **VIII. Director's Report**

A.

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

### **Elizabeth Huff, Director of Economic Development and Tourism**

Elizabeth Huff, Director of Economic Development and Tourism, gave a presentation, made comments, and answered questions from the Board.

## **IX. Adjournment**

A motion to **Adjourn at 4:44 p.m.**, was made by Sanjay Singhal and seconded by Stewart Jacobson; the motion **Passed**.

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

---

**Linda Mendenhall, City Clerk**





## **Sugar Land Development Corporation Agenda Request**

### **July 7, 2026**

---

**Agenda Request No:** V.A.

**Agenda of:** Sugar Land Development Corporation Meeting

**Initiated by:** Jennifer Alexander, Business Development Manager

**Presented by:** Jennifer Alexander, Business Development Manager

**Responsible Department:** Economic Development

---

**Agenda Caption:**

**ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT WITH DELIVERIT  
OUTSOURCING & SOLUTIONS LLC, AND DELIVERIT OUTSOURCING &  
SOLUTIONS 7, INC.**

Consideration of and action on authorizing an Economic Development Performance Agreement with DeliverIt Outsourcing & Solutions LLC and DeliverIt Outsourcing & Solutions 7, Inc. in the amount of \$1,300,000, and reimbursement of permitting fees in an amount not to exceed \$140,085.

**Recommended Action:**

Approval of an Economic Development Performance Agreement between The Sugar Land Development Corporation, DeliverIt Outsourcing & Solutions LLC, and DeliverIt Outsourcing & Solutions 7, Inc.

**Executive Summary:**

**Company Overview**

DeliverIt is a specialty pharmacy headquartered in Sugar Land since 2010, with approximately 61 employees based in Sugar Land. The company has expanded beyond traditional retail services to provide complex clinical care, including compounding and advanced infusion therapy. In addition to prescription fulfillment, vaccinations, and medication management, it delivers customized pharmaceutical solutions tailored to individual patient needs, with services extending across the Greater Houston region.

A key differentiator is its infusion and specialty pharmacy platform, which administers therapies for patients with chronic and complex conditions such as autoimmune disorders, neurological diseases, and infectious illnesses. These services are delivered through dedicated outpatient infusion suites as well as home infusion services, supported by pharmacists, infusion nurses, and

coordinated care teams under physician oversight. This integrated care model demonstrates the company's role in the broader healthcare and life sciences ecosystem by delivering specialized therapies outside the traditional hospital setting and supporting the growing demand for advanced pharmaceutical care.

## **Life Sciences Strategic Priority**

In 2021, the Sugar Land Office of Economic Development (SLOED) commissioned a targeted-industry study to identify sectors with strong potential for employment growth and capital investment. Life sciences emerged as a priority industry, supported by Sugar Land's proximity to the Texas Medical Center and the broader Houston healthcare ecosystem. Since that time, Sugar Land has experienced organic growth in life science and innovation-related activity, reinforcing the importance of supporting companies operating in this sector.

To further advance this initiative, SLOED engaged Newmark to develop a Life Science Strategy outlining actionable steps to grow the industry locally. The strategy recommended updates to incentive policies, activation of underutilized real estate, and stronger leverage of existing assets to attract and retain life science companies. A key constraint identified was the limited availability of real estate suitable for specialized life science operations.

In response, Sugar Land updated its economic development incentive policy in 2024 to align with industry standards and remain competitive. Changes included reducing the job creation threshold for life science companies to 10 primary jobs over one year and refining the return-on-investment (ROI) target to 7–10 percent, consistent with life science market norms.

## **Project Overview**

DeliverIt Outsourcing & Solutions LLC and DeliverIt Outsourcing & Solutions 7, Inc., are establishing an FDA-registered, cGMP-compliant 503B outsourcing facility in the Sugar Land Business Park. The 60,000 square-foot facility will produce ready-to-use sterile medications in commercial-scale batch quantities for distribution across Texas, with plans to expand distribution nationally.

As authorized under Section 503B of the Federal Food, Drug, and Cosmetic Act (enacted through the Drug Quality and Security Act of 2013), the facility will be permitted to manufacture sterile medications in bulk without patient-specific prescriptions and distribute those products across state lines. This designation is highly specialized, with only a limited number of registered facilities nationwide and a small concentration within Texas. The project includes advanced clean room environments (ISO 5/ISO 7), on-site quality control laboratories for sterility and endotoxin testing, controlled storage for active pharmaceutical ingredients, secure controlled-substance handling, and integrated packaging and administrative functions. The facility is designed to include approximately 6–8 production lines, each supported by dedicated clean room space to ensure quality and efficiency in the manufacturing process.

**Project Metrics**

- Capital Investment: \$11,850,000
- Construction of an industrial building of approximately 60,000 sq. ft.
- Job Creation: 55 new jobs over ten years at a minimum average annual salary of \$61,240

<b>Agreement Year</b>	<b>New Jobs Required During Year</b>	<b>Cumulative Jobs Required</b>
Year 1	16	16
Year 2	8	24
Year 3	8	32
Year 4	4	36
Year 5	4	40
Year 6	3	43
Year 7	3	46
Year 8	3	49
Year 9	3	52
Year 10	3	55

New positions include, but are not limited to:

- Pharmacist in Charge
- Quality Assurance Director

- Regulatory Affairs Manager
- Vice President Sales

## **Recommendation**

Economic Development staff recommend a \$1,300,000 performance-based incentive, distributed over a 10-year agreement, to support DeliverIt's expansion in Sugar Land. Staff recommend an initial payment of \$300,000 in Year 1, with the remaining incentive distributed through annual performance-based payments over the balance of the 10-year term.

Incentive payments will be tied to verified performance metrics, including job creation and capital investment, ensuring accountability and alignment with the City's economic development objectives. The agreement also contains clawback provisions if they do not meet the agreed-upon performance metrics.

Staff also recommends the reimbursement of permitting fees not to exceed \$140,085, funded through Sugar Land Development Corporation (SLDC). Reimbursement would be made upon the company's receipt of a certificate of occupancy.

## **Budget**

---

**Expenditure Required:** \$1,440,085

**Current Budget:** \$4,100,000

**Additional Funding:** N/A

**Funding Source:** SLDC Incentive Line

**Account Number (ORG-OBJ-Project):** 1041185-561010

## **Attachments**

None



## **Sugar Land Development Corporation Agenda Request**

### **July 7, 2026**

---

**Agenda Request No:** VI.A.

**Agenda of:** Sugar Land Development Corporation Meeting

**Initiated by:** Justyn Mejorado, Assistant Director of Budget

**Presented by:** Justyn Mejorado, Assistant Director of Budget

**Responsible Department:** Budget

---

**Agenda Caption:**

**FY 2027 BUDGET WORKSHOP**

Review of and discussion on the proposed budget for Sugar Land Development Corporation for Fiscal Year 2027.

**Recommended Action:**

Review and Discuss the proposed budget for Sugar Land Development Corporation for Fiscal Year 2027.

**Executive Summary:**

The Sugar Land Development Corporation's current fiscal year ends on September 30, 2026. Pursuant to the Corporation's bylaws, prior to the end of the current fiscal year, the Corporation shall approve a budget of expected revenues and proposed expenditures for the next fiscal year.

**FY26 Projections**

**Revenues**

FY26 year-end revenues are projected at \$10.9 million, approximately \$0.4 million above budget. Sales tax revenues are expected to finish 6% higher than budget based on actual collections through May and projected collections for the remainder of the fiscal year.

**Expenditures**

Expenditures are projected to be at budget, including maintaining \$1.0 million in the Reserve for Opportunities.

**Financial Position**

The FY26 ending fund balance is projected at \$22.3 million, approximately \$0.4 million above budget and well above the minimum reserve requirement established by the City's Financial Management Policy Statements. The policy requires a minimum fund balance equal to 15% of

annual budgeted sales tax revenues.

### **FY27 Proposed Budget**

The proposed FY27 budget includes total revenues of \$11.1 million, consisting of \$10.4 million in sales tax revenue and \$0.7 million in interest earnings.

Proposed expenditures total \$17.7 million and include the following:

- **Economic Development Program (\$2.1 million)** – Includes \$0.6 million for ongoing operations such as marketing, business relations activities, and other economic development initiatives. Sponsorship funding of \$0.3 million includes the final year of the three-year FIFA sponsorship agreement and one-time funding of \$0.9 million for LED lighting replacements along major roadways to improve public safety and reduce maintenance and energy costs.
- **Debt Service (\$2.9 million)** – Provides funding for annual payments on the Corporation's two outstanding debt obligations.
- **Reserve for Opportunities (\$1.0 million)** – Maintains funding capacity for future economic development opportunities that may arise during the fiscal year.
- **Incentives (\$5.6 million)** – Includes various business attraction, retention, and expansion incentives, including \$1.4 million for the Plug and Play startup incubator program and \$1.5 million toward the multi-year \$12.5 million investment in improvements to Sugar Land Town Square.
- **Transfer to Capital Projects (\$1.5 million)** – Supports \$1.5M for major street rehabilitation projects.
- **Transfer to General Fund (\$1.5 million)** – Includes \$1.1 million for personnel costs associated with General Fund employees who support Corporation activities and \$0.4 million for allocated internal service costs.
- **Transfer to Debt Service Fund (\$2.9 million)** – Provides funding for debt service payments on two self-supported debt issues.
- **Transfer to Airport Fund (\$50,000)** – Supports international marketing efforts at the Sugar Land Regional Airport.

### **Financial Position**

The FY27 budget is projected to end with an available fund balance of \$15.7 million, exceeding the policy requirement by approximately \$11.2 million. The projected bond coverage ratio remains strong at 3.84x, well above the minimum requirement of 1.25x.

### **Next Steps**

Staff will review the proposed FY27 budget with the Corporation's Board of Directors at this meeting. Following Board review, the budget will be presented again in September for approval

and recommendation to City Council. Final adoption by City Council is required before the budget becomes effective.

**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. FY27 SLDC Income Statement - Proposed Budget

**CITY OF SUGAR LAND  
SUGAR LAND DEVELOPMENT CORPORATION  
FUND STATEMENT**

	FY25	FY26	FY26	FY27	FY27	FY27
	Actuals	Current Budget	Projections	Base Budget	Changes	Budget
<b>REVENUES</b>						
Sales Tax	\$ 9,913,384	\$ 9,514,394	\$ 10,083,198	\$ 10,480,240	\$ -	\$ 10,480,240
Interest Income	1,218,128	1,000,000	820,000	700,000	-	700,000
Miscellaneous	18,289	-	20,901	-	-	-
TIRZ#1	427,928	-	-	-	-	-
<b>Total Revenues</b>	<b>11,577,729</b>	<b>10,514,394</b>	<b>10,924,099</b>	<b>11,180,240</b>	<b>-</b>	<b>11,180,240</b>
<b>EXPENDITURES</b>						
Economic Development Program	491,705	634,097	634,097	635,047	1,210,000	1,845,047
Sponsorships	550,000	550,000	550,000	300,000	-	300,000
<b>Total Operating Expenditures</b>	<b>1,041,705</b>	<b>1,184,097</b>	<b>1,184,097</b>	<b>935,047</b>	<b>1,210,000</b>	<b>2,145,047</b>
Debt Service	3,887,528	2,968,169	2,968,169	2,936,779	-	2,936,779
Reserve for Opportunities	-	1,000,000	1,000,000	1,000,000	-	1,000,000
Incentives	2,191,715	4,100,000	4,100,000	5,645,000	-	5,645,000
Transfers to Capital Projects	3,300,000	2,300,000	2,300,000	1,500,000	-	1,500,000
Transfer to General Fund	1,141,705	1,620,463	1,620,463	1,567,488	-	1,567,488
Transfer to Debt Service Fund	659,106	3,292,707	3,292,707	2,934,489	-	2,934,489
Transfer to Airport Fund	50,000	50,000	50,000	50,000	-	50,000
<b>Non-Operating Expenditures</b>	<b>11,230,054</b>	<b>15,331,339</b>	<b>15,331,339</b>	<b>15,633,756</b>	<b>-</b>	<b>15,633,756</b>
<b>Total Expenditures</b>	<b>12,271,759</b>	<b>16,515,436</b>	<b>16,515,436</b>	<b>16,568,803</b>	<b>1,210,000</b>	<b>17,778,803</b>
Fund Balance - Beginning	28,607,298	27,913,269	27,913,269	22,321,932		22,321,932
Revenues Over/(Under) Expenditures	(694,030)	(6,001,042)	(5,591,337)	(5,388,563)	(1,210,000)	(6,598,563)
Fund Balance - Ending	27,913,269	21,912,227	22,321,932	16,933,369	(1,210,000)	15,723,369
Debt Service Reserve	(3,826,742)	(3,997,049)	(3,997,049)	(2,936,778)		(2,936,778)
<b>Fund Balance - Available</b>	<b>\$ 24,086,527</b>	<b>\$ 17,915,177</b>	<b>\$ 18,324,882</b>	<b>\$ 13,996,591</b>	<b>\$ (1,210,000)</b>	<b>\$ 12,786,591</b>
Minimum Fund Balance (15% of Sales Tax)		1,427,159	1,427,159			1,572,036
Over/Under Policy		16,488,018	16,897,723			11,214,555
Bond Coverage Ratio (Min. 1.25x)		3.58	3.71			3.84



## Sugar Land Development Corporation Agenda Request July 7, 2026

---

**Agenda Request No:** VII.A.

**Agenda of:** Sugar Land Development Corporation Meeting

**Initiated by:** Nicole Fontenette, Agenda & Public Meeting Coordinator

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

**Responsible Department:** Admin

---

### **Agenda Caption:**

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

### **Recommended Action:**

#### **Executive Summary:**

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

### **Budget**

---

**Expenditure Required:** n/a

**Current Budget:** n/a

**Additional Funding:** n/a

**Funding Source:** n/a

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

#### **Attachments**

None