



# CITY OF SUGAR LAND

## CITY COUNCIL MINUTES

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

**CITY OF SUGAR LAND**

**TUESDAY, MAY 25, 2021**

### **CITY COUNCIL MEETING MINUTES**

**2:00 PM**

#### **Surface Water Treatment Plant**

#### **PURPOSE:**

*City of Sugar Land requires that in-person participants pass a wellness screening showing their temperature is below 100.0 degrees before being admitted into public meetings in order to limit the spread of COVID-19.*

*Members of the public desiring to submit written comments to be read during the Public Comment and/or Public Hearing portions of the meeting, will be allowed to submit their comments to the Office of City Secretary ([citysec@sugarlandtx.gov](mailto:citysec@sugarlandtx.gov)). Written/e-mailed comments must be received by 12:00 p.m., Tuesday, May 25, 2021. The City of Sugar Land reserves the right to remove any written/e-mailed comments deemed inappropriate and/or not adhering to the public comment rules outlined in this notice. The City reserves the right to not read any comments containing -*

- *Links to for-profit sites*
- *Advertising*
- *Promotion of illegal activities*
- *Sexual oriented/explicit comments and sites*
- *Information promoting discrimination/harassment*
- *Political/religious rhetoric, advocacy, or commentary*

*Members of the public desiring to participate during the set/posted time of the Public Comment and/or Public Hearing must e-mail ([citysec@sugarlandtx.gov](mailto:citysec@sugarlandtx.gov)) or call ((281) 275-2730) the Office of the City Secretary by 12:00 p.m., Tuesday, May 25, 2021. Once properly registered, the Office of the City Secretary will provide instructions for direct participation during the Public Comment and/or Public Hearing.*

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

## **QUORUM PRESENT**

All members were present.

### **I. PUBLIC COMMENT**

- A. Citizens who desire to address the City Council, Board and/or Commission in-person with regard to matters on the agenda will be read and/or received at this time.

A "Request to Speak" form is to be given to the City Secretary, or designee, prior to the beginning of the meeting. Each speaker is limited to three (3) minutes, and speakers requiring a translator will have six minutes, regardless of the number of agenda items to be addressed.

Members of the public desiring to make comments during this portion of the meeting will be allowed to submit their comments (as outlined above) to the Office of the City Secretary ([citysec@sugarlandtx.gov](mailto:citysec@sugarlandtx.gov)). Written/e-mailed comments and/or requests to participate during this portion of the meeting must be received by 12:00 p.m. on, Tuesday, May 25, 2021. The City of Sugar Land reserves the right to remove any written/e-mailed comments deemed inappropriate (as outlined above) and/or not related to matters posted on the agenda.

Comments or discussion by the City Council, Board, and/or Commission Members, will only be made at the time the subject is scheduled for consideration.

No one appeared before the Council.

### **II. PLANNING SESSIONS**

- A. The City Council will hold a planning session on the above date to review and discuss:
- Current and Future Budget and Long-Range Financial Planning, inclusive of all funds and forecasts
  - Strategic Planning, Long-Range Vision & Action Planning
  - Capital Improvement Program Planning, inclusive of all funds and forecasts

Jennifer May, Deputy City Manager; Jennifer Brown, Director of Finance; and Rob Valenzuela, Executive Director of Public and Neighborhood Services, gave a presentation, comments, and answered questions from the Council.

Brian Butscher, Director of Public Works, gave comments and answered questions from the Council.

## **Budget Strategy:**

### Introduction

- Leader in Financial Stewardship
- Demonstrated Commitment
- An Aging & Changing City

### 1. FY2021 Update

- Balancing Resiliency & Responsibility
  - Shift of Property Tax Rate to Maintenance & Operation to Support Sugar Land Way Initiatives
  - Continuance of Budgeting Only for Recurring Sales Tax Revenue
  - Increase in Homestead Exemption
  - November 2019 General Obligation Bond Election
- Prepared but Not Immune to COVID-19
  - Hiring Freeze
  - Reduced Budgets Based on Historical Savings
  - Hold on New Initiatives / Programs
  - Capture Savings in Fixed Costs
  - Freeze Travel / Training
- FY21 Budget Resiliency & Strategies
  - Updated but Conservative Revenue Estimates
  - Focus on Critical Infrastructure Projects - Drainage & Integrated Water Resource Plan
  - Identification of Strategies to Offset Revenue Loss Across All Funds
    - Delaying Major Expenditures to Mid-Year
    - Use of Coronavirus Aid, Relief, and Economic Security (CARES) Funding & Reservation of COVID Emergency Funding
    - Managing Vacancies & Continuation of Hiring Freeze
    - Reduction of Recurring Merit Pool & Phased Public Safety Compensation
    - Reduction in Fleet & High-Tech Replacement Spending & Inter-Fund Loan
    - Directing Voter-Approval Tax Rate in Accordance with Disaster Provisions
- FY21 Revenue Trends & COVID-19 Impact
  - Sales Tax - Significantly higher than anticipated
  - Fines & Forfeitures - Lower than anticipated

- Licenses & Permits - On track as anticipated
- Charges for Services - Lower than anticipated
- Interest - Lower than anticipated
- Other-Electric Franchise Fees - Lower than anticipated
- Utility Fund - On track as anticipated; Impact of Winter Storm Uri
- Airport Fund - On track as anticipated
- Tourism Fund - Lower than anticipated
- Success of FY21 Budget Strategies
  - FY20 Surplus Funded Early Rehab Allocation
  - Stronger Performance vs. Budget Avoids Use of Inter-Fund Loan
  - On-track to Achieve Budgeted Salary Savings
  - Increased but One-Time Merit Avoids Long-Term Position Elimination
  - Funding Availability for One-Time Allocations
- Other FY21 Impacts
  - Fort Bend County Business Support
  - Winter Storm Uri

## 2. Planning for FY22 Budget

- FY22 Budget Planning
- Five-Year Forecast
- Five-Year Forecast Assumptions

## 3. FY2022 Revenue Assumptions

- General Fund
- Debt Service Fund
- Utility Fund
- Other Funds

## 4. FY2022 Expenditure Assumptions

- General Fund
- Capital Improvement Program

## 5. Preview of Future Discussions

- Five-Year Forecast - Future Discussion
- American Rescue Plan

## 6. Key Dates & Next Steps

### **Solid Waste Service:**

1. Background
2. Planning for the Future
3. Residential Services
4. Solid Waste Task Force
5. Task Force Membership
6. Task Force - Timeline

7. Commercial Services

**III. ADJOURNMENT**

There being no further business to come before the Council, the Mayor adjourned the meeting at 5:15 p.m.

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**Thomas Harris III, City Secretary**

