
City Council Regular Meeting

DEPARTMENT: Development Services

FROM: Tony D. McIlwain, Development Services Director

MEETING: September 2, 2025

SUBJECT:

Consider and take possible action on an ordinance approving the 2025-2026 annual update to the Service and Assessment Plan (SAP) for the Parks at Panchasarp Farms Public Improvement District. (Final Reading) *(Staff Contact: Tony D. McIlwain, Development Services Director)*

SUMMARY:

A Public Improvement District (PID) is a defined geographical area established to provide specific types of public improvements or maintenance which are financed by assessing property owners within the area. PIDs are regulated by Chapter 372 of the Texas Local Government Code. The City currently has an approved contract with MuniCap, Inc. for PID Administrative Services.

The Parks at Panchasarp Farms is a residential development (and PID) located off of Lakewood Drive that includes 8 total phases. Council approved the creation of The Parks at Panchasarp Farms PID on February 4, 2019, which included all 8 phases of development. PID improvements for phases 1 through 3 of the development have been completed. In total, the development includes 659 single family lots, 250 multi-family units, a commercial site, a school site, and 25 acres of parks and open space.

The attached report prepared by MuniCap details that:

- A service and assessment plan dated February 3, 2020 (the "Service and Assessment Plan") was prepared at the direction of the City identifying the public improvements (the "Authorized Improvements") to be provided by the PID, the costs of the Authorized Improvements, the indebtedness to be incurred for the Authorized Improvements, and the manner of assessing the property in the PID for the costs of the Authorized Improvements.
- The Service and Assessment Plan was updated for the Phase #2 Reimbursement Agreement in the aggregate principal amount of \$482,718 (the "Phase #2 Reimbursement Agreement") on March 21, 2022.
- On August 19, 2024, the Service and Assessment Plan was updated (the "Updated Service and Assessment Plan") for the Phase #3 Reimbursement Agreement in the aggregate principal amount of \$603,317 (the "Phase #3 Reimbursement Agreement").

The City also adopted an assessment roll for Phase #1, Phase #2 and Phase #3 of the PID attached as Appendix F (the "Phase #1 Assessment Roll"), Appendix G (the "Phase #2

Assessment Roll”), and Appendix H (the “Phase #3 Assessment Roll”) respectively, to the Updated Service and Assessment Plan identifying the assessments on each Parcel of Assessed Property, based on the method of assessment identified in the Updated Service and Assessment Plan. This Annual Service Plan Update also updates the Assessment Roll for 2025-26.

RECOMMENDATION:

Staff recommends approval of the 2025-2026 annual service plan update to the Service and Assessment Plan (SAP) for the Parks at Panchasarp Farms Public Improvement District.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

- September 21st, 2020: Council approved the 2020-2021 annual update to the Service and Assessment Plan.
- September 20th, 2021: Council approved the 2021-2022 annual update to the Service and Assessment Plan.
- September 6th, 2022: Council approved the 2022-2023 annual update to the Service and Assessment Plan.
- September 5th, 2023: Council approved the 2023-2024 annual update to the Service and Assessment Plan.
- August 19th, 2024: Council approved the 2024-2025 annual update to the Service and Assessment Plan.
- August 18th, 2025: Council approved the first reading of the 2025-2026 annual update to the Service and Assessment Plan.

REFERENCE:

CSO# 981-02-2019

FISCAL IMPACT:

Proposed Expenditure/Revenue: N/A

Account Number(s): N/A

Fund: N/A

Account Description: N/A

STAFF CONTACT:

Tony D. McIlwain, AICP, CFM
Development Services Director
tmcilwain@burlesontx.com
817-426-9684