



**AGENDA ITEM SUMMARY FORM**

**MEETING DATE:** April 15, 2026  
**PREPARED BY:** Michael Burrell, Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action regarding an Ordinance of the City of Manor, Texas Making a Finding of Special Benefit to the Property in Improvement Area #5 of the Manor Heights Public Improvement District; Providing for the Method of Assessment of Special Assessments Against Property in Improvement Area #5 of the District; Approving an Assessment Roll for Improvement Area #5 of the District; Levying Assessments against Property within Improvement Area #5 of the District; Providing for Payment of the Assessments; Providing for Penalties and Interest on Delinquent Assessments; Establishing a Lien on Property within Improvement Area #5 of the District; Approving an Amended and Restated Service and Assessment Plan; Providing for Related Matters in Accordance with Chapter 372, Texas Local Government Code; Providing an Effective Date; and Providing for Severability.

**BACKGROUND/SUMMARY:**

This item relates to Agenda Item No. 4, regarding a public hearing on the levy of assessments for Improvement Area #5 (“IA #5”)of the Manor Heights Public Improvement District (the “District”).

This item is to levy special assessments against property in IA #5 of the District to finance, certain public improvements that will benefit IA #5 of the District (the “Improvements”). The assessments levied against the property will be used to reimburse the developer directly for certain of its costs in completing the improvements. The assessments, which are allocated to the properties in IA #5 of the District according to the proportional benefit they receive from the financed improvements, are set forth in the assessment rolls that are part of the Amended and Restated Service and Assessment Plan that will be adopted by the ordinance considered in this item. The Amended and Restated Service and Assessment Plan describes the improvements that will be financed by the assessments and their costs, is the annual updated service and assessment plan for the District and updates the assessment rolls for the District.

With the adoption of this Ordinance, the Council will establish the method of payment for the assessments and levy an assessment on the property of the development district which will fund reimbursements to the developer for its costs in completing the Improvements directly. The Assessment Ordinance will need to be recorded in the real property records of Travis County, Texas within 7 days of approval.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**FORM 1295 FILED:** No

**PRESENTATION:** Yes

**ATTACHMENTS:** Yes

- Ordinance No. 817 Levying Assessment
- 2026 Amended and Restated Service and Assessment Plan

**STAFF RECOMMENDATION:**

The city staff recommends that the City Council approve Ordinance No. 817 regarding the levy of assessments in Improvement Area #5 of the Manor Heights Public Improvement District and approve the 2026 Amended and Restated Service and Assessment Plan.

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