



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 3, 2025
PREPARED BY: Michael Burrell, Development Services Director
DEPARTMENT: Development Services Department

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a Resolution of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the Newhaven Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Rolls; calling for notice of a public hearing for September 17, 2025 to consider an ordinance levying assessments on property located within the Newhaven Public Improvement District; directing the filing of the proposed Assessment Rolls with the City Secretary to make said proposed Assessment Rolls available for public inspection; directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.

BACKGROUND/SUMMARY:

This single item is for Council to take four distinct steps towards the implementation of a plan of finance for the public improvements to be made in the Manor Newhaven PID (the "District"). Specifically, the Council, by this action will: 1) approve the estimated costs of the public improvements; 2) approve the preliminary service and assessment plan, which describes the improvements to be constructed and the method of paying for those improvements; 3) setting a hearing to be held on September 17, 2025 to levy assessments within the District to pay for the improvements, most likely by financing the issuance of bonds; and 4) directing the City Secretary to publish, mail, and otherwise make publicly available the proposed assessment rolls that will be discussed at the September 17th hearing.

It is expected that at the September 17, 2025, City Council meeting, the Council will hold the hearing to levy assessments, approve the levy of assessments, hold a hearing to authorize Bonds, and approve the issuance of Public Improvement District Bonds. The costs of the improvements and the method of levying will be as described in the service and assessment plan and the proposed assessment roll, which the City Secretary shall make public.

LEGAL REVIEW: Yes
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Cost Determination Resolution No. 2025-30
- Preliminary Service and Assessment Plan

STAFF RECOMMENDATION:

The City Staff recommends that the City Council approve Resolution No. 2025-30 of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the Newhaven Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Rolls; calling for notice of a public hearing for September 17, 2025 to consider an ordinance levying assessments on property located within the Newhaven Public Improvement District; directing the filing of the proposed Assessment Rolls with the City Secretary to make said proposed Assessment Rolls available for public inspection; directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.
