



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** April 17, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### 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 Manor Heights Public Improvement District; Approving a preliminary amended and restated service and assessment plan, including the proposed Assessment Roll; Calling for notice of a public hearing for May 1, 2024, to consider an ordinance levying assessments on property located within Improvement Area #4 of the Manor Heights Public Improvement District; Directing the filing of the proposed Assessment Roll with the City Secretary to make said proposed Assessment Roll 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 Improvement Area #4 of the Manor Heights PID (the "District"). Specifically, the Council, by this action will: 1) approve the estimated costs of the public improvements; 2) approve the preliminary amended and restated 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 May 1, 2024 to levy assessments within Improvement Area #4 of 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 May 1st hearing.

It is expected that at the May 1, 2024 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 Improvement Area #4 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, Gregory Miller, Bond Counsel  
**FISCAL IMPACT:**  
**PRESENTATION:**  
**ATTACHMENTS:** Yes

- Resolution No. 2024-09 Cost Determination with Exhibits
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**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution No. 2024-09 of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the Manor Heights Public Improvement District; approving a preliminary amended and restated service and assessment plan, including the proposed Assessment Roll; calling for notice of a public hearing for May 1, 2024 to consider an ordinance levying assessments on property located within Improvement Area #4 of the Manor Heights Public Improvement District; directing the filing of the proposed Assessment Roll with the City Secretary to make said proposed Assessment Roll available for public inspection; directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**

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