



AGENDA ITEM SUMMARY FORM

MEETING DATE: April 1, 2026
PREPARED BY: Michael Burrell, 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 Improvement Area #5 of the Manor Heights Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Roll; calling for notice of a public hearing for April 15, 2026 to consider an ordinance levying assessments on property located within Improvement Area #5 of the Manor Heights 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 City Council to take four distinct steps towards the implementation of a plan of finance for the public improvements to be made in Improvement Area #5 of the Manor Heights PID (the “District”). Specifically, the City 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 April 15, 2026 to levy assessments within the District to pay for the improvements; and 4) directing the City Secretary to publish, mail, and otherwise make publicly available the proposed assessment roll that will be discussed at the April 15th hearing.

It is expected that at the April 15, 2026 City Council meeting, the City Council will hold the hearing to levy assessments and approve the levy of assessments. 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, Veronica Rivera – Assistant City Attorney.
FISCAL IMPACT: No
FORM 1295 FILED: No
PRESENTATION: No
ATTACHMENTS: Yes

- Cost Determination Resolution No. 2026-07
- Preliminary Service and Assessment Plan

STAFF RECOMMENDATION:

The City Staff recommends that the City Council approve Resolution No. 2026-07 of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by Improvement Area #5 of the Manor Heights Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Rolls; calling for notice of a public hearing for April 15, 2026 to consider an ordinance levying assessments on property located within Improvement Area #5 of the Manor Heights 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.