

## **ORDINANCE NO. 784**

**AN ORDINANCE OF THE CITY OF MANOR MAKING A FINDING OF SPECIAL BENEFIT TO THE PROPERTY IN THE ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT; PROVIDING FOR THE METHOD OF ASSESSMENT OF SPECIAL ASSESSMENTS AGAINST PROPERTY IN THE DISTRICT; APPROVING ASSESSMENT ROLLS FOR IMPROVEMENT AREA #1 OF THE DISTRICT; LEVYING SPECIAL ASSESSMENTS AGAINST PROPERTY WITHIN THE DISTRICT; PROVIDING FOR PAYMENT OF THE SPECIAL ASSESSMENTS; PROVIDING FOR PENALTIES AND INTEREST ON DELINQUENT ASSESSMENTS; ESTABLISHING A LIEN ON PROPERTY WITHIN IMPROVEMENT AREA #1 OF THE DISTRICT; APPROVING A 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.**

**WHEREAS**, Cottonwood Holdings, Ltd., a Texas limited partnership, Shadowglen Development Corporation, a Texas corporation, and Las Entradas Development Corporation, a Texas corporation, in accordance with Chapter 372 of the Texas Local Government Code (the “PID Act”), filed a petition (the “Petition”) with the City Secretary on October 29, 2020, requesting that the City authorize the EntradaGlen Public Improvement District (the “District”) to be created within the City limits; and

**WHEREAS**, the Petition contained the signatures of the owners of taxable property representing more than fifty percent of the appraised value of taxable real property liable for assessment within the District, as determined by the then-current ad valorem tax rolls of the Travis Central Appraisal District and the signatures of property owners who own taxable real property that constitutes more than fifty-percent of the area of all taxable property that is liable for assessment by the District; and

**WHEREAS**, after providing the notices required by the PID Act and by Chapter 551 of the Texas Government Code, (the “Open Meetings Act”), the City Council conducted a public hearing on December 2, 2020, to hear evidence and make findings as to the advisability of the improvements to be constructed for the benefit of the District (the “Authorized Improvements”); the nature of the Authorized Improvements; the estimated cost of the Authorized Improvements, including the administrative costs of establishing and operating the District (the “Costs”); the boundaries of the District; the apportionment of the Costs to be assessed against property in the District, and between the District and the municipality; and the method of assessment; and

**WHEREAS**, on December 2, 2020, after the closing of the public hearing, the City Council adopted Resolution No. 2020-16 which authorizes the District, and which includes the City Council’s findings as to the advisability of the Authorized Improvements; and

**WHEREAS**, on December 11, 2020, the City published notice of its authorization of the District in *The Manor Journal*, a newspaper of general circulation in the City and no written protests of the District were filed by any owners of record of property within the District within 20 days after December 11, 2020; and

**WHEREAS**, the City Council, on April 2, 2025, adopted Resolution 2025-16 directing the filing of the Assessment Rolls, a copy of which are included as appendices to the attached ***Exhibit A*** and are incorporated herein, making the Assessment Rolls available for public inspection, and approving the notice published on April 4, 2025 in *The Manor Journal* of a public hearing to be conducted on April 16, 2025, to consider the proposed assessments to be levied against property located in the District (the “Special Assessments”), and also mailed notice of the same hearing to the landowners; and

**WHEREAS**, the City Council opened said hearing at the City Council meeting on April 16, 2025, and continued the public hearing for reconvening on May 7, 2025, at which all persons who appeared, or requested to appear, in person or by their attorney, were given the opportunity to contend for or to contest the Assessment Rolls, and each proposed assessment, and to offer testimony pertinent to any issue presented on the amount of the Special Assessment, the apportionment of the costs of the Authorized Improvements, the purpose of the Special Assessment, the special benefits accruing to the property within the District due to the Authorized Improvements, and the penalties and interest of annual installments and on delinquent annual installments of the Special Assessment; and

**WHEREAS**, there were no written objections or evidence submitted to the City Secretary either before or at the hearing in opposition to the Service and Assessment Plan, the apportionment of the costs of the Authorized Improvements, the Assessment Rolls, or the levy of the Special Assessments; and

**WHEREAS**, the apportionment of the Costs to be assessed against the property in the District, as reflected in the Assessment Rolls and in the service and assessment plan, a copy of which is attached hereto as ***Exhibit A*** and is incorporated herein (the attached service and assessment plan, the “Service and Assessment Plan”), is fair and reasonable and is made on the basis of special benefits accruing to each parcel because of the Authorized Improvements, and results in the imposing of equal shares of the Costs on property that is similarly benefitted, and the apportionment of the Costs between the City and the area to be assessed is based on reasonable classifications and formulas; and

**WHEREAS**, the Service and Assessment Plan covers a period of at least five years, defines the District’s annual indebtedness and projected Costs, and states provisions relating to due and delinquency dates for the Special Assessments, interest on Annual Installments, and procedures in connection with the imposition and collection of the Special Assessments; and

**WHEREAS**, the owners of 100% of the privately-owned and taxable property located within the District, and who are persons to be assessed pursuant to this Ordinance, executed Landowner Agreements (the “Landowner Agreements”) in which said owners acknowledge, accept, and approve of, without reservation, the Service and Assessment Plan, Assessment Rolls,

this Ordinance, and the levy of the Special Assessments against their property located within the District, and agree to pay the Special Assessments when due and payable; and

**WHEREAS**, the City Council finds and determines that the Assessment Rolls, and the Service and Assessment Plan in a form substantially similar to the attached ***Exhibit A***, should be approved, and that the Special Assessments should be levied as provided in this Ordinance and the Service and Assessment Plan.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR THAT:**

**Section 1. Findings.** The findings and recitations set out in this Ordinance are found to be true and correct and they are hereby adopted by the City Council and made a part hereof for all purposes.

**Section 2. Public Hearing.** The action of the City Council holding and closing the public hearing in these proceedings is hereby ratified and confirmed.

**Section 3. Terms.** Terms not otherwise defined herein are defined in the Service and Assessment Plan substantially in the form attached hereto as ***Exhibit A*** (Service and Assessment Plan).

**Section 4. Service and Assessment Plan.** The Service and Assessment Plan is hereby approved as the service and assessment plan for the District in substantially the form attached to this Ordinance and the Mayor, the Mayor Pro Tem, the Finance Director, and the City Manager are hereby authorized to make such non-substantive changes to the Service and Assessment Plan as may be required to give full effect to this Ordinance and to the Service and Assessment Plan attached hereto.

**Section 5. Assessment Rolls.** The Assessment Rolls, attached as Exhibits F-1, F-2 and F-3 to the Service and Assessment Plan, are hereby approved as the Assessment Rolls of the District.

**Section 6. Levy and Payment of Special Assessments for Costs of Improvement Project.** (a) The City Council hereby levies an assessment on each tract of property located within the District, except for the Non-Benefitted Property, as shown and described on the Service and Assessment Plan and the Assessment Rolls, in the respective amounts shown on the Assessment Rolls. There is further levied and assessed against each tract of property located within the District, except for the Non-Benefitted Property, additional annual assessments for the Annual Collection Costs and the Additional Interest, as described in the Service and Assessment Plan, which shall be part of the Special Assessment and the Annual Installment. The amount of the Annual Installment shall be reviewed and determined annually by the City Council following the City Council's annual review of the Service and Assessment Plan for the District. Pursuant to Section 372.015(d), the amount of assessment for each property owner may be adjusted following the annual review of the Service and Assessment Plan.

(b) The levy of the Special Assessments related to the District shall be effective on the date of execution of this Ordinance levying assessments and strictly in accordance with the terms of the Service and Assessment Plan.

(c) The collection of the Special Assessments shall be as described in the Service and Assessment Plan.

(d) Each Special Assessment may be paid in Annual Installments pursuant to the terms of the Service and Assessment Plan.

(e) Each Special Assessment may be paid in advance in any amount as provided in subsection 372.018(f) of the PID Act and Section VI.E of the Service and Assessment Plan.

(f) Each Special Assessment shall bear interest at the rate or rates specified in the Service and Assessment Plan.

(g) Each Annual Installment shall be collected each year in the manner set forth in the Service and Assessment Plan.

(h) The Annual Installments for Assessed Properties shall be calculated pursuant to the terms of the Service and Assessment Plan.

**Section 7. Method of Assessment.** The method of apportioning the Costs is set forth in the Service and Assessment Plan.

**Section 8. Penalties and Interest on Delinquent Special Assessments.** Delinquent Special Assessments shall be subject to the penalties, interest, procedures, and foreclosure sales set forth in the Service and Assessment Plan. The Special Assessments shall have lien priority as specified in the PID Act and the Service and Assessment Plan.

**Section 9. Lien Property.** (a) As provided in those certain Landowner Agreements between the City and the Landowners, the City Council and the Landowners intend for the obligations, covenants and burdens on the Landowners of the Assessed Property, including without limitation such Landowners' obligations related to payment of the Special Assessments and the Annual Installments, to constitute a covenant running with the land. The Special Assessments and the Annual Installments levied hereby shall be binding upon the Owners, and their respective transferees, legal representatives, heirs, devisees, successors and assigns in the same manner and for the same period as such parties would be personally liable for the payment of ad valorem taxes under applicable law. Special Assessments shall have lien priority as specified in the PID Act and the Service and Assessment Plan.

(b) The Special Assessments and Annual Installments levied and assessed against the property within the District as provided in this Ordinance and the Service and Assessment Plan, together with reasonable attorney's fees and costs of collection, if incurred, are hereby declared to be and are made a lien upon each tract of property within the District against which the same are levied and assessed, and a personal liability and charge against the real and true owners of

each such tract, including the successors and assigns, whether such owners be named herein or not, and said liens shall be and constitute the first enforceable lien and claim against the lot on which such assessments are levied, and shall be a first and paramount lien thereon, superior to all other liens and claims except state, county, school district and City ad valorem taxes.

**Section 10. Appointment of Administrator and Collector of Assessments.** (a) P3Works, LLC is hereby appointed and designated as the initial Administrator of the Service and Assessment Plan and of Special Assessments levied by this Ordinance. The Administrator shall perform the duties of the Administrator described in the Service and Assessment Plan and in this Ordinance. The Administrator's fees, charges and expenses for providing such service shall constitute an Administrative Expense.

(b) The Finance Director of the City or her designee is hereby appointed as the temporary collector of the Special Assessments. The Finance Director or her designee shall serve in such capacity until such time as the City shall arrange for the collection duties to be performed by the Travis County Tax Office or any other qualified collection agent selected by the City.

**Section 11. Applicability of Tax Code.** To the extent not inconsistent with this Ordinance, and not inconsistent with the PID Act or the other laws governing public improvement districts, the provisions of the Texas Tax Code governing enforcement of ad valorem tax liens shall be applicable to the imposition and collection of Special Assessments by the City, and the Texas Tax Code shall otherwise be applicable to the extent provided by the PID Act.

**Section 12. Severability.** If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**Section 13. Filing in Land Records.** The City Secretary is directed to cause a copy of this Ordinance, including the Service and Assessment Plan and the Assessment Rolls, to be recorded in the real property records of Travis County by no later than the seventh day after the City Council passes and approves this Ordinance. The City Secretary is further directed to similarly file each Annual Service Plan Update approved by the City Council by no later than the seventh day after the City Council adopts each Annual Service Plan Update.

**Section 14. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the PID Act, and it is accordingly so ordained.

**Section 14. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

**PASSED AND APPROVED** on this 7th day of May 2025.

**ATTEST:**

**THE CITY OF MANOR, TEXAS**

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Lluvia T. Almaraz, City Secretary

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Dr. Christopher Harvey, Mayor

**EXHIBIT A**

**SERVICE AND ASSESSMENT PLAN FOR THE  
ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT**