



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 20, 2025
PREPARED BY: Belen Peña, Finance Director
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on adopting an Ordinance of the City of Manor, Texas, Approving the 2025 Annual Update to the Service and Assessment Plan and Assessment Roll for the Manor Heights Public Improvement District Including the Collection of the 2025 Annual Installments.

BACKGROUND/SUMMARY:

The City Council previously approved the creation of the Manor Heights Public Improvement District. Pursuant to state statute, a service and assessment plan (SAP) must be reviewed and updated annually. P3Works, the City's PID Administrator and Consultant, prepared the 2025 updated SAP. The attached document serves as the required annual SAP update, which also includes the assessment roll for 2025. In accordance with state statute, the Ordinance and SAP must be recorded at the county within seven (7) days after approval.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT:
PRESENTATION: No
ATTACHMENTS: Yes

- Ordinance No. 795
- Manor Heights PID 2025 Annual Service Plan Update

STAFF RECOMMENDATION:

Staff recommends that the City Council approve and adopt Ordinance No. 795 of the City of Manor, Texas, Approving the 2025 Annual Update to the Service and Assessment Plan and Assessment Roll for the Manor Heights Public Improvement District Including the Collection of the 2025 Annual Installments.