



**REPORT OF THE
2026 PFLUGERVILLE, TEXAS
CHARTER REVIEW COMMISSION**

**Jim McDonald, Chair
Lacy Wolff, Vice-Chair**

June 4, 2026

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Honorable Mayor and City Councilmembers:

We, the members of the 2026 Charter Review Commission (“CRC”), have held six meetings to date to review the Pflugerville City Charter and consider whether amendments are necessary or desirable. Our review was in strict conformance with City Charter Section 11.11, which requires the CRC to:

- (1) Inquire into the operations of City government and review the City Charter to determine whether it requires revision;
- (2) Propose any recommendations it deems desirable to ensure compliance with charter provisions by City departments;
- (3) Propose any Charter amendments it deems desirable to improve the effective application of the Charter to current conditions; and
- (4) Make a written report of its findings and recommendations to the City Council.

Our work is now concluded, and we present this report to you. As you will see, the report identifies 21 amendments that we believe should be submitted to City voters for consideration. Each change is addressed separately but perhaps at least some may be consolidated for presentation to City voters. In addition, the CRC developed a list of six (6) recommendations for Council review.

Our report begins with a summary of proposed amendments and recommendations. The summary is followed by the actual text of each of the proposed amendments. Within the text of the amendments, blue underlined indicates language proposed to be added and ~~red overstrike~~ indicates language proposed for deletion. The recommendations follow the amendments. Keep in mind that some of our proposed amendments will require both the renumbering of sections and may also require amendments to other sections. For example, based upon the proposed amendment to Section 3.15 of the Charter and ordinance readings, other sections may need to be amended to reflect this change.

We appreciate the opportunity to serve you and the citizens of our community through the Charter review process.

Respectively submitted.

Members of the Pflugerville, Texas 2026 Charter Review Commission:

Jim McDonald, Chair

Lacy Wolff, Vice-Chair

Carol Teitelman

Nancy Ramsey

Josh Ellis

Tracy Negrete

Jamie Coughlin

Phillip Zendejas

Jollie Williams

Gregory Harrington

Sheri Marshall

Jim Routh

Urcha Dunbar Crespo

Terry Newsom

Sam Aly

Craig Reinecke

A. SUMMARY OF PROPOSED AMENDMENTS

- 1) Amend Section 1.02 and remaining provisions of the Charter to ensure consistent capitalization throughout the Charter in accordance with accepted Charter drafting conventions.
- 2) Amend Section 1.02 to clarify meaning of “policies”.
- 3) Amend Section 1.05 to use more common word “disannex” and remove unessential language referencing state law.
- 4) Add a new Section 2.03 to address the City’s use of artificial intelligence.
- 5) Amend Section 3.04 to authorize the payment of monthly compensation for Council Members and the Mayor.
- 6) Amend Section 3.05 to add a deadline for when a Council Member, along with a 2nd Council Member, requests the placement of an item on an agenda.
- 7) Amend Section 3.08(c) to comply with state law.
- 8) Amend Section 3.10 to remove reference to state law, clarify types of boards with which the Council meets, and require the Mayor to comply with the time frame established by the proposed amendment to Section 3.05.
- 9) Amend Section 3.14 to remove unnecessary and potentially confusing language.
- 10) Amend Sections 3.15(b) and (d) to i) remove authority of a Council Member to submit an ordinance for the agenda, as this language is redundant of authority provided in Section 3.05; ii) clarify language; and iii) remove requirement that ordinances must be adopted at two Council meetings unless Council, by majority vote, requires an additional reading.
- 11) Amend Section 4.01(c) to remove unnecessary reference to state law and authorize the Mayor alone to excuse the City Manager from attending a meeting.
- 12) Amend Section 4.02(b) to remove requirement that the Municipal Court Judge must reside within the City.
- 13) Amend Section 4.04(4) to remove unnecessary references to state laws.
- 14) Amend Section 6.02 to remove unnecessary requirement and add reference to state law.
- 15) Amend Sections 7.03(a) and (b) to lower percentage of qualified voters necessary to sign petitions to cause an initiative, referendum, or nonbinding referendum; removing unnecessary requirement; and adding reference to state law.
- 16) Amend Section 7.04(e) to increase the deadline for when a supplementary petition must be filed.
- 17) Amend Section 8.07 by renumbering it as Section 11.15 and clarifying that City Council must comply with the Texas Open Meetings Act.

- 18) Amend Section 9.03(a) to add requirements governing how the City's annual budget is developed and to specify the information it must include.
- 19) Add a new Section 9.08 to require reporting of capital projects.
- 20) Amend Section 11.01 to correct the name of the Texas Public Information Act and remove unnecessary reference to state law.
- 21) Add a new Section 11.05 to specify how the public may participate in Council meetings.

B. PROPOSED RECOMMENDATIONS

- 1) Notice to owners within ETJ of infrastructure impact.
- 2) Economic development guidance.
- 3) Timeliness of document review.
- 4) Board for technology and surveillance oversight.
- 5) Calculation of fees and revenue.
- 6) Bond tracking and reporting.

A. PROPOSED AMENDMENTS

1) Amend Section 1.02 and remaining provisions of the Charter to ensure consistent capitalization throughout the Charter in accordance with accepted Charter drafting conventions.

§ 1.02. Form of Government.

The municipal government provided by this charter shall be the city council-manager form of government, consisting of a mayor and council members, elected by the people and responsible to the people, and a ~~e~~City ~~m~~Manager, appointed by and responsible to the council for proper administration of the ~~e~~City....

2) Amend Section 1.02 to clarify meaning of “policies”.

§ 1.02. Form of Government.

...Subject only to the limitations imposed by the state constitution, applicable state statutes, and this charter, all powers of the city shall be vested in the elected mayor and council members, who shall enact local legislation, adopt budgets, and ~~determine policies~~ set the strategic direction and general policy framework of the City. All powers of the city shall be exercised in the manner prescribed by this charter or, if not prescribed, as set out by ordinance, adopted in accordance with this charter.

3) Amend Section 1.05 to use the more common word “disannex” and remove unnecessary reference to state law.

§ 1.05. ~~Detachment or Contraction of Boundaries~~Disannexation.

The city council by ordinance may ~~detach~~ disannex any territory not suitable or necessary for city purposes with or without the consent of the inhabitants or owners of the area to be ~~detached~~ disannexed. In ~~detaching~~ disannexing any area, the city council shall hold a public hearing on the ~~proposed detachment proposal~~. ~~Notice of the meeting where the public hearing is to be held shall comply with the notice provision of the Texas Open Meetings Act, Texas Government Code Chapter 551, as amended or revised as prescribed by Local Government Code § 43.052.~~ The ordinance ~~detaching~~ disannexing an area shall specify accurately, by metes and bounds, the affected area.

4) Add a new Section 2.03 to address the City's use of artificial intelligence.

§ 2.03. Artificial Intelligence Protections.

City Council shall adopt protections governing the collection, use, retention, and oversight of data, facial recognition, and surveillance technologies; establish transparent approval processes for such technologies; require a responsible AI (artificial intelligence) framework; ensuring this information is used locally for a legitimate basis established by law.

5) Amend Section 3.04 to authorize the payment of monthly compensation for Council Members and the Mayor.

§ 3.04. Compensation.

Members of the city council shall serve with~~out~~ compensation~~;~~. The Mayor is authorized to receive seven hundred fifty dollars (\$750.00) per month. Each remaining Council Member is authorized to receive five hundred dollars (\$500.00) per month. The Mayor and each Council Member~~but~~ shall be entitled to payment of or reimbursement for all necessary expenses incurred in the performance of official duties, upon approval by the city council.

6) Amend Section 3.05 to add a deadline for when a Council Member, along with a 2nd Council Member, requests the placement of an item on an agenda.

§ 3.05. General Powers and Duties.

All powers of the city shall be vested in the city council, except as otherwise provided by law or this charter. The city council shall provide for the performance of all duties and obligations imposed on the city by law through the establishment of general policies and ordinances, which will be implemented by the City Manager. Any member of city council may place an item on the agenda for a subsequent regular council meeting with the consent of a second member of the city council, such item to be placed on an agenda within 60 days of its submission.

7) Amend Section 3.08(c) to comply with state law.

§ 3.08. Removal from Office.

(c) Hearing and decision:

~~9. No public comment shall be allowed unless agreed to by a majority vote of the voting members of City Council present. Rules for public comment shall be set by City Council;~~

8) Amend Section 3.10 to remove reference to state law, clarify types of boards with which the Council meets, and require the Mayor to comply with the time frame established by the proposed amendment to Section 3.05.

§ 3.10. City Council Meetings.

The city council shall meet at least once each month and may hold as many additional meetings as it deems necessary to transact the business of the city. Days and times of regular meetings shall be set by resolution. ~~All meetings shall be posted and conducted in accordance with the requirements of the Texas Open Meetings Act, Chapter 551, Government Code.~~ The city council shall meet with each Council-created board or commission on an as needed basis. The Mayor shall, with the assistance and input of the City Manager, set and approve the agendas for City Council meetings, which shall include any item submitted pursuant to section 3.05.

9) Amend Section 3.14 to remove unnecessary and potentially confusing language.

§ 3.14. Action Requiring an Ordinance.

In addition to other acts required by law or by specific provision of this charter to be done by ordinance, the city council shall adopt ordinances in order to:

1. Authorize the borrowing of money.
2. Convey or lease or authorize the conveyance or lease of any city land.

~~Acts other than those specifically enumerated above may be done either by ordinance or resolution.~~

10) Amend Sections 3.15(b) and (d) to i) remove authority of a Council Member to submit an ordinance for the agenda, as this language is redundant of authority provided in Section 3.05; ii) clarify other language; iii) remove requirement that ordinances must be adopted at two Council meetings unless Council, by majority vote, requires an additional reading.

§ 3.15. Ordinances, In General.

- (b) Procedure: ~~Any member of the council may offer an ordinance in writing after it has been approved as to form by the city attorney and placed on the agenda of a regular council meeting.~~ At least one week before first reading, copies of ~~the~~ any

proposed ordinance in the form required for adoption shall be furnished to members of the council and the caption of the proposed ordinance shall be posted at the city hall and on the City's website. ~~On request of any citizen, the~~ The city secretary shall furnish a copy of any proposed ordinance to anyone upon request, ~~the caption of which is posted for public review.~~ Amendments to any proposed ordinance shall be subject to the same notice, posting, and copy requirements so long as the proposed ordinance is before the council.

The city attorney shall review all proposed ordinances before first reading and provide any suggestions or objections to the council in writing.

~~Except as specified below, a proposed ordinance shall be read at two council meetings with at least seventy-two hours elapsing between readings. A proposed ordinance may be amended on first reading; however, if an amendment is made at second reading, final adoption shall be postponed until a subsequent meeting. An ordinance amended prior to adoption need not be read again unless the City Council determines, in its discretion, that an amendment substantively changes the subject matter or scope of the ordinance and votes to require an additional reading.~~ An emergency ordinance shall be adopted in accordance with section 3.16 of this charter; a budget ordinance shall be adopted in accordance with section 9.03 of this charter; an appropriations ordinance shall be adopted in accordance with section 9.04 of this charter; an ordinance pertaining to borrowing shall be adopted in accordance with section 9.05 of this charter; and a tax ordinance shall be adopted in accordance with section 9.08 of this charter.

- (d) Effective date: Every ordinance shall be effective upon adoption, or at any later time specified in the ordinance; however, no ordinance imposing a penalty, fine, or forfeiture shall become effective until the caption of the ordinance, which shall summarize the purpose of the ordinance and the penalty for violating the ordinance has been published one time on the city's official website or other electronic media that is readily accessible to the public. ~~An ordinance passed on first reading by at least three affirmative votes may become effective after first reading provided the motion so specifies, but the ordinance shall be posted and adopted at a subsequent meeting as required by section 3.15(b).~~

<i>11) Amend Section 4.01(c) to remove unnecessary reference to state law and authorize the Mayor alone to excuse the City Manager from attending a meeting.</i>
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§ 4.01. City manager.

(c) ...

4. Attend all city council meetings unless excused by the ~~council~~ Mayor.

9. Serve as officer for public records in accordance with ~~the Texas Open Records Act, Chapter 552, Government Code~~ state law, and the custodian of records under the Local Government Records Act, ~~Subtitle C, Title 6, Local Government Code~~.

12) Amend Section 4.02(b) to remove requirement that the Municipal Court Judge must reside within the City.

§ 4.02. Municipal Court.

(b) Municipal judge and associate judges: The city council shall appoint a municipal judge, who shall be an attorney licensed to practice law in Texas ~~and a resident of the City~~, and shall fix the compensation for that office. The city council, in its discretion, may appoint additional associate municipal judges, who shall not be required to be attorneys. All municipal judges shall serve at the will of the council and shall receive compensation fixed by the city council.

13) Amend Section 4.04(4) to remove unnecessary references to state laws.

§ 4.04. City Secretary.

4. Serve as an agent of the officer of public records in accordance with the requirements of ~~the Texas Open Records Act, Chapter 552, Government Code~~ state law, and the records management officer under the Local Government Records Act, ~~Subtitle C, Title 6, Local Government Code~~.

14) Amend Section 6.02 to remove unnecessary requirement and add reference state law.

§ 6.02. Recall Petition Required.

Before submitting the question of recalling an official to the voters, a petition, signed by at least ten percent of the qualified voters of the city registered to vote at the last regular city election and demanding the question be submitted, shall be filed with the city secretary. Each person signing the petition shall personally sign their own name in ink ~~or indelible pencil~~ in accordance with state law, and the petition shall include each signer's voter's registration number or date of birth, name, residence address and the date of signing. The petition shall contain a general statement of the grounds for which removal is sought.

15) Amend Sections 7.03(a) and (b) to lower percentage of qualified voters necessary to sign petitions to cause an initiative, referendum, or nonbinding referendum; removing unnecessary requirement; and adding reference to state law.

§ 7.03. Petitions.

- (a) Number of signatures: Initiative, referendum and nonbinding referendum petitions must be signed by least ~~fifteen~~ ten percent of the number of qualified voters registered to vote at the last regular city election.
- (b) Form and content: All papers of a petition shall be of uniform size and style and shall be assembled as one instrument for filing. Each person signing the petition shall personally sign their own name in ink ~~or indelible pencil~~ in accordance with state law, and the petition shall also include each signer's name, voter's registration number or date of birth, residence address and the date of signing. Petitions shall contain or have attached to them throughout their circulation the full text of the ordinance proposed or sought to be reconsidered, or the question proposed to be submitted at a nonbinding referendum election.

16) Amend Section 7.04(e) to increase the deadline for when a supplementary petition must be filed.

§ 7.04. Determining Sufficiency of Petition.

- (e) Insufficient petition, amendment: If the petition is certified insufficient because it lacks the required number of valid signatures, it may be amended one time only. The petitioners' committee shall file notice that it intends to amend the petition with the city secretary within two working days after receipt of the certificate. A supplementary petition with additional signatures and in a form that complies with sections 7.03(b) and (c) must be filed within ~~two~~ four weeks after receipt of the certificate.

17) Amend Section 8.07 by renumbering it as Section 11.15 clarifying that City Council must comply with the Texas Open Meetings Act.

§ ~~8.07~~11.15. Texas Open Meetings Act.

The City ~~of Pflugerville~~ Council and its Boards and Commissions shall conduct all its meetings in accordance with the Texas Open Meetings Act, Chapter 552, Government Code.

18) Amend Section 9.03(a) to add requirements governing how the City's annual budget is developed and to specify the information it must include.

§ 9.03. Annual Budget.

- (a) ~~Content~~ Development: The budget shall provide a complete financial plan of all city funds and activities and, except as required by law or this charter, shall be in a form that the manager deems desirable or that the council may require. The City Manager shall prepare and present the budget according to budget award guidelines currently established by the Government Finance Officers Association, or its successor organization. A budget message explaining the budget both in fiscal terms and in terms of city programs shall be submitted with the budget. The budget message shall (1) outline the proposed financial policies of the city for the coming fiscal year, (2) describe the important features of the budget, (3) indicate any major changes from the current year in financial policies, expenditures, and revenues, with reasons for such changes, (4) summarize the city's debt position, and (5) include other material as the manager deems necessary or desirable.
- (b) Content: The budget shall begin with a clear general summary of its contents and shall show in detail all estimated income, based on the proposed property tax levy and all proposed expenditures, including debt service, for the coming fiscal year. The proposed budget expenditures shall not exceed the total of estimated income and any fund balances available from prior years. For every budget adopted after the 1997-1998 fiscal year budget, except in the event of an emergency under Section 9.04(b), the adopted budget must include an unencumbered general fund balance that is at least sufficient to cover three months of the city's budgeted general fund operation and maintenance expenses. This fund balance may be used for emergency appropriations in accordance with Section 9.04(b). The budget shall provide a complete financial plan of all City funds and activities and shall be arranged to show comparative figures for the current fiscal year's adopted budget, year-to-date actual ~~and estimated~~ income and expenditures and estimated year-end results, the preceding fiscal year's adopted budget and actual income and expenditures, and the estimate of income and expenditures for the upcoming budgeted year. The budget shall be presented in a format that allows a meaningful comparison of trends in revenues, expenditures, staffing levels, and long-term obligations. ~~It shall include in separate sections:~~
- ~~1. An itemized, estimate of the expense of conducting each department, division, and office.~~
 - ~~2. Reasons for proposed increases or decreases in specific expenditures, compared with the current fiscal year.~~
 - ~~3. A separate schedule for each department, indicating tasks to be accomplished by the department during the year, and additional desirable tasks to be accomplished if possible.~~

- ~~4. A statement of the total probable income of the city from taxes for the period covered by the estimate.~~
- ~~5. Tax levies, rates, and collections for the preceding five years.~~
- ~~6. All anticipated revenue from itemized sources other than the tax levy~~
- ~~7. The amount required for interest on the city's debts, for the sinking fund, and for maturing serial bonds.~~
- ~~8. The total principal amount of outstanding city debts, with a consolidated schedule of debt service requirements.~~
- ~~9. Anticipated net surplus or deficit for the coming fiscal year of each utility owned or operated by the city and the proposed method of its disposition. Subsidiary budgets for each utility, with detailed income and expenditure information shall be attached as appendices to the budget.~~
- ~~10. A capital program, which may be revised and extended each year to indicate capital improvements pending or in process of construction or acquisition, that includes the following items:~~
 - ~~a. a summary of proposed programs;~~
 - ~~b. a list of all capital improvements proposed to be undertaken during the next five fiscal years, with appropriate supporting information regarding the necessity for the improvements, including the five-year plan related to that particular type of capital improvement;~~
 - ~~c. cost estimates, methods of financing, and recommended time schedules for each improvement; and~~
 - ~~d. the estimated annual cost of operating and maintaining the facilities to be constructed or acquired.~~
- ~~11. Other information required by the council.~~

(c) Financial Forecast: The budget shall include a five-year financial forecast, to include project revenues, expenditures, debt service obligations, capital expenditures, and anticipated impacts on the property tax rate and utility rates.

19) Add a new Section 9.08 to require reporting of capital projects.

§ 9.08. Capital Project Public Reporting System.

The City shall maintain a publicly accessible online reporting system for major capital projects. Upon the completion of a capital project, the City shall maintain a final close-out report. The City shall retain such reports for not less than five (5) years after project completion.

20) Amend Section 11.01 to correct the name of the Texas Public Information Act and to remove unnecessary reference to state law.

§ 11.01. Public Records.

All records of every office, department, or agency of the city shall be open to inspection by the public, except as may be withheld from public disclosure under the Texas ~~Open Records Act, Chapter 552, Government Code~~ Public Information Act, Chapter 552, Government Code. During regular office hours, any person shall have the right to examine and make copies of any public records of the city in accordance with reasonable rules and regulations prescribed by the city council.

21) Add a new Section 11.05 to specify how the public participates in Council meetings.

§ 11.05. Public Participation in City Council Meetings.

- (a) Written Comments: The City shall permit members of the public to submit written comments on any posted agenda item. Written comments timely received in accordance with procedures established by the City shall be made available to City Council and included as part of the minutes for the relevant meeting.
- (b) Remote Participation by the Public: To the extent permitted by state law, the City shall allow members of the public to participate in meetings by remote communication. The Council may adopt reasonable procedures to govern such participation, including registration requirements, time limits, and measures to ensure that all participants can be heard by the Council and the public.

B. PROPOSED RECOMMENDATIONS

- 1) That Council adopt an official policy with procedures for contacting impacted landowners within the City's extraterritorial jurisdiction (ETJ) when City-funded infrastructure projects would impact those properties.
- 2) That Council adopt economic development proposals. See attached.
- 3) That Council develop a policy specifying how early Council receives specific, "major" documents for review prior to meetings.
- 4) That Council create a technology and surveillance citizen advisory oversight board.
- 5) That Council make a policy on reporting to the public how fees are calculated and what their revenue covers.
- 6) That Council adopt a policy to provide a summary with more tracking on the bond summary, establish semi-annual reporting on bond fund spending and the utilization of bond funding.