



City of Pflugerville

Minutes - Final

Charter Review Commission

Thursday, April 2, 2026

6:00 PM

1611 Pfennig Lane

Regular Meeting

1. Call to Order

Ms. Evans called the meeting to order at 6:03pm.

Charter Commission Members in attendance: Urcha Dunbar Crespo, Sam Aly, Jamie Coughlin, Josh Ellis, Nancy Ramsey, Tracy Negrete, Gregory Harrington, Sheri Marshall, Phillip Zendejas, Terry Newsom, Craig Reinecke.

Charter Commission Members not in attendance: Jim McDonald, Lacy Wolff, Carol Teitelman, Jollie Williams, Jim Routh.

City staff in attendance: Trista Evans, City Secretary; Mike Hayes, City Attorney; Tracy Waldron, Finance Director.

2. Public Comment

There was no one present wishing to make public comment.

3. Regular Agenda

- 3A. [2026-0244](#) Discuss and consider action to approve the minutes of the March 5, 2026 Charter Review Commission meeting.

Ms. Evans opened the item. Mr. Aly moved to approve the minutes. Ms. Dunbar Crespo seconded the motion. All voted in favor. The motion carried.

- 3B. [2026-0287](#) Discuss and consider action regarding recommendations for possible amendments to the City Charter, Article IX, Budget and Financial Administration.

Ms. Evans opened the item. Ms. Negrete reviewed the question of what was being done today that was not meeting the needs based on Councilmember Ryan's proposals. Ms. Waldron discussed the current process and transparency provided. Discussion followed regarding budget content. Councilmember Ryan stated her proposal is codifying what is presented and the need for context. Mr. Aly moved to add in the budget for current year budget and actuals for the previous year. Mr. Newsom seconded the motion. All voted in favor. The motion carried.

The commission discussed Councilmember Ryan's proposal regarding itemization within the budget. Ms. Waldron discussed changes in budget books. Discussion followed regarding the appropriate level of detail.

Councilmember Ryan provided information about the proposal. Mr. Aly moved to add that it be categorized by significant type as defined by council policy. Mr. Newsom seconded the motion. Ms. Coughlin voted no. All others voted in favor. The motion carried.

Mr. Newsom moved to include itemized revenue from all significant sources, including property taxes, sales taxes, franchise fees, service charges, intergovernmental revenues, grants, impact fees, and other material revenue categories, with sufficient detail to clearly identify the nature of each source. Mr. Aly seconded the motion. Ms. Coughlin and Mr. Ellis voted no. All others voted in favor. The motion carried.

The commission discussed Councilmember Ryan's proposal regarding fund balance information. Ms. Negrete asked about reporting requirements. Ms. Waldron provided information about the Government Finance Officers Association Certificate of Distinguished Budget requirements. Mr. Hayes provided language used by another city: 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. Mr. Harrington moved to add that language to 9.03. Ms. Coughlin seconded the motion. All voted in favor. The motion carried.

The commission discussed what is currently done for a five year forecast related to Councilmember Ryan's proposal. Mr. Newsom moved to add the following language: The City Manager shall annually prepare include in the budget a five-year financial forecast. The forecast shall include projected revenues, expenditures, debt service obligations, capital spending, and anticipated impacts on the property tax rate and utility rates. Ms. Coughlin seconded the motion. All voted in favor. The motion carried.

The commission discussed Councilmember Ryan's proposal for 9.07 and what specificity to include in the charter. Councilmember Ryan reviewed the proposal. Ms. Waldron provided information about the documents available online. Ms. Negrete moved to recommend a policy to provide a summary with more tracking on the bond summary, establish semi-annual reporting on bond fund spending, and utilization of bond funding. Ms. Marshall seconded the motion. Mr. Harrington voted no. All others voted in favor. The motion carried.

Ms. Evans called a recess at 7:44pm. Ms. Evans reconvened the meeting at 7:54pm.

Mr. Aly reviewed the audit proposal from Councilmember Ryan. Discussion followed regarding the audit process. Ms. Coughlin stated she does not think it needs to be in the charter. Ms. Coughlin moved to keep the original language in the charter. Mr. Harrington seconded the motion. All voted in favor. The motion carried.

Councilmember Ryan provided information about her proposal for 9.08 for a capital project public reporting system. Discussion followed regarding what is currently online. Ms. Negrete moved to add a new section "The City shall maintain a publicly accessible online reporting system for major capital projects. Upon completion of a capital project, the City shall maintain a final close-out report. Such reports shall remain publicly accessible for not less than five (5) years after project completion." Mr. Newsom seconded the motion. Mr.

Harrington voted no. All others voted in favor. The motion carried.

Mr. Reinecke moved to recommend to council that they make a policy to include the details of the 9.08 recommendation from Councilmember Ryan. Ms. Dunbar Crespo seconded the motion. All voted in favor. The motion carried.

3C. [2026-0242](#)

Discuss and consider action regarding recommendations for possible amendment to the City Charter, Article X, Franchises and Public Utilities.

Ms. Evans opened the item. Mr. Aly asked about the laws of moving funds from utility to general fund. Mr. Hayes provided information. Mr. Hayes provided information about franchises. Discussion followed regarding the number of ordinance readings for a franchise. No action was taken.

3D. [2026-0243](#)

Discuss and consider action regarding recommendations for possible amendment to the City Charter, Article XI, General Provisions.

Ms. Evans opened the item. Mr. Newsom stated there should be specificity related to nepotism and voting on items such as contracts. Discussion followed regarding conflicts of interest. Mr. Newsom moved to add to 11.06 that a member shall abstain from voting or discussion on an matter where a relative of first degree of consanguinity makes 75% or more of income from the private or public entity. Mr. Aly seconded the motion. Mr. Aly and Mr. Newsom voted in favor. All others opposed. The motion failed.

Mr. Harrington stated he would like to add virtual attendance to meetings. Discussion followed regarding the Open Meetings Act. Mr. Hayes provided information about the allowance of virtual attendance and some of the requirements. Mr. Harrington moved to add a section 11.16 to state virtual attendance shall be allowed in commission, committee, and city council and technical accommodations shall be made. Ms. Coughlin seconded the motion. Mr. Harrington and Ms. Marshall voted in favor. All others opposed. The motion failed.

Mr. Newsom discussed allowing public comments to be submitted in writing. Discussion followed regarding public comment at meetings. Mr. Aly moved to allow public written comment to be read into the record as well as pre-recorded videos to be provided three hours prior to the meeting. Mr. Newsom seconded the motion. The vote was as follows: Ms. Coughlin - no, Mr. Ellis - no, Ms. Negrete - no, Ms. Marshall - no. Ms. Dunbar Crespo - yes, Mr. Aly - yes, Ms. Ramsey - yes, Mr. Harrington - yes, Mr. Zendejas - yes, Mr. Newsom - yes, Mr. Reinecke - yes. The motion carried.

Mr. Aly moved to allow for virtual calls in to the meetings. Mr. Reinecke seconded the motion. The vote was as follows: Ms. Coughlin - no, Mr. Ellis - no, Ms. Ramsey - no, Mr. Zendejas - no, Mr. Newsom - no; Ms. Dunbar Crespo - yes, Mr. Aly - yes, Ms. Negrete - yes, Mr. Harrington - yes, Ms. Marshall - yes, Mr. Reinecke - yes. The motion carried.

3E. [2026-0286](#)

Discuss and consider action on City Attorney's comments and proposed amendments regarding the City Charter.

There was no discussion or action on the item.

- 3F.** [2026-0288](#) Discuss and consider action regarding recommendations for possible amendments to the City Charter, Article VIII, Boards and Commissions.

 There was no discussion or action on the item.

- 3G.** [2026-0370](#) Discussion and consider action on previously reviewed Charter sections.

 There was no discussion or action on the item.

- 3H.** [2026-0369](#) Discuss and consider action on dates of upcoming meetings, to include joint meeting with and report to City Council.

 Ms. Evans reviewed the dates for the remaining meetings of the commission.

- 4. Adjourn**

Ms. Evans adjourned the meeting at 10:00pm.

Respectfully submitted,

Trista Evans, City Secretary

Approved as submitted on May 7, 2026.