



# City of Pflugerville

## Legislation Text

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File #: ORD-0693, Version: 1

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Approving an ordinance on first and final reading with the caption reading: An ordinance of the City of Pflugerville, Texas, adopting the first amendment to the FY23 Budget for the City of Pflugerville; and providing an effective date.

Per City Charter, section 9.04 (a), City Council may approve supplemental appropriations where revenues are available and section 9.04(d), for transfer of appropriations for part or all of any unencumbered appropriation balance.

At the end of each fiscal year operations continue as the year-end financial close process takes place. Most of the items in this first budget amendment represent purchase orders either in-process or delivery of goods and services are delayed, where the cost of these items will take place in FY23. Each of these items were budgeted in FY22, and when the funds are not spent in the fiscal year the funds flow to fund balance. In order for each department to reflect approved budget for these items, the fund balance will be transferred to the respective departments, increasing the department annual budget to appropriate funds for the purchases.

### **General Fund**

The personnel items included in this amendment include an additional position in General Fund within the City Manager's Office for a Special Projects Manager, and an additional part-time position in Facilities Maintenance. Both of the added positions are funded by budget adjustments decreasing personnel budget in Parks, Communications, and Engineering departments to offset the increased personnel budget in CMO and Facilities.

Total General Fund amendment of \$1,720,877.

### **Water/Wastewater Fund**

New position in Utility Administration department for an Administrative Manager and funding to reclass the Logistics Specialist to a Logistics Manager. The personnel expenses are funded by existing operating revenue. All other items in the Water/Wastewater Fund are for purchase order roll-overs funded with Fund Balance. Personnel total \$75,582, amount funded by Fund Balance \$499,381, and total Water/Wastewater Fund amendment \$574,965.

### **Solid Waste Fund**

Converting two part-time positions to one full-time position. The fund has enough operating revenue to support the additional cost. Total amendment \$9,131.

### **PEG Fund**

Rolling over a PO from FY22 for items in process for equipment purchases. Total amendment \$77,211.

**General Capital Fund** has funding approved in the General Fund - Facilities department for Bohls House renovations. This funding is being transferred to the Capital Fund due to the renovations

meeting requirements for capitalization. The amount of General Fund Fund Balance transferred to Capital is \$657,384.

**Other Budget Amendments**

The staffing table has been included to increase General Fund by 2 positions, 1.5 FTE (full time equivalent), Water/Wastewater increased by 1 position and FTE, and Solid Waste reduced by 1 position, but no change to FTE.

The Master Fee Schedule includes pages that required edits. The items modified are Water/Wastewater Pretreatment and Discharge permit applications. The Recycle Center modified the fee to accept refrigerators.

The Authorized Purchases List has been revised to include items that are now allowable under the Amended Purchasing Policy. In October 2022, Council approved amendments to the City's Purchasing Policy removing the maximum amount of items on the Authorized Purchases List. All items on the list are funded in the FY23 Adopted Budget. The purchases must meet all requirements for competitive bids or quotes.

**Prior City Council Action**

Budget Adopted September 13, 2022  
Amended Purchasing Policy October 25, 2022

**Deadline for City Council Action**

Approval of the budget amendment is required January 10th to authorize personnel changes and expenditures.

**Funding Expected:** Revenue  Expenditure  N/A

**Budgeted Item:** Yes  No  N/A

**Amount:**  see total by Fund above

**1295 Form Required?** Yes  No

**Legal Review Required:** N/A  Required  Date Completed:  12/30/2022

**Supporting documents attached:**

Budget Amendment Ordinance  
Exhibit A  
FY23 Budgeted Position  
Changes to Master Fee Schedule  
Authorized Purchases List

**Recommended Action**

Approve an ordinance of the City of Pflugerville, Texas, adopting the first amendment to the FY23 Budget for the City of Pflugerville; and providing an effective date.