



where quality meets life

PFLUGERVILLE

T E X A S



Annual Budget 2008-2009

On the cover . . .

The City of Pflugerville held its first annual Pfirecracker Pfestival on July 4, 2008 at Lake Pflugerville. The afternoon Pfestival contained family activities, live music, and water recreation. The grand finale of the day was a spectacular display of fireworks over the Lake.

Thank you to Pat McCord for the picture!

City of Pflugerville, Texas City Council



Jeff Coleman, Mayor



**Wayne Cooper
Council – Place 1**



**Mike Marsh
Council - Place 2**



**Darelle White
Council - Place 3**



**Starlet Sattler
Council - Place 4**



**Victor Gonzales
Mayor Pro-Tem
Council – Place 5**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Pflugerville
Texas**

For the Fiscal Year Beginning

October 1, 2007

President

Executive Director



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Budget Glossary

Vision Statement

Pflugerville will be a well-planned, well-maintained, clean and safe community comprised of commercial and residential diversity, providing community-friendly streetscapes that create a desirable destination for Central Texas.

Mission Statement

To preserve and enhance the quality of life and character of Pflugerville by:

- *Preserving the neighborhoods, parks and trails which promote family activities;*
- *Promoting well-planned development and desirable economic development opportunities;*
- *Providing cost effective professional management and competent, efficient and courteous services;*
- *Protecting its citizens, its heritage and all other assets.*

July 1, 2008

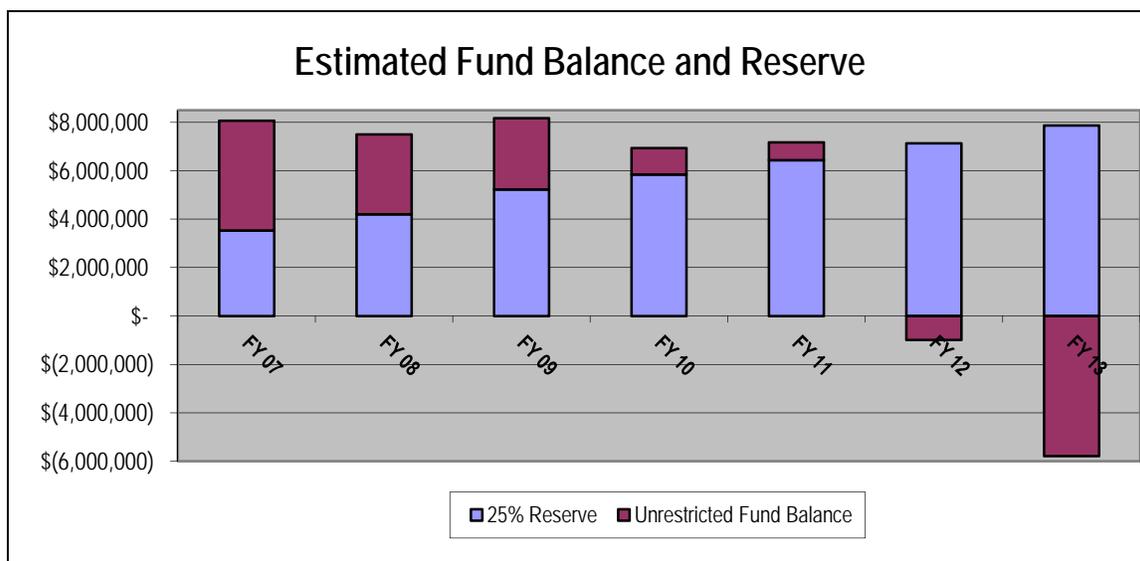
The Honorable Mayor, Mayor Pro-Tem, and City Council
 City of Pflugerville, Texas

Dear Mayor Coleman, Mayor Pro-Tem Gonzales and Members of the Council:

It is our pleasure to submit a complete proposed budget for fiscal year 2009 for the City of Pflugerville. This document contains the revenue estimates and the proposed expenses for the City of Pflugerville for the upcoming fiscal year. It represents the product of many hours of difficult deliberation by City staff to set the course for the next year and successive years as we strive to deliver the best municipal services possible to the citizens of Pflugerville.

The effects of projected future revenues and expenses and the costs of City development were analyzed through the use of pro formas which reflect multi-year forecasting for both the general and utility funds. Property tax projections for the general fund and rate adjustments for the utility fund are integral parts of the pro formas. The general fund emphasis is the charter requirement mandating a minimum fund balance of 25% of the current year operations and maintenance budget for the City departments within the general fund. The utility fund emphasis is providing sufficient coverage as a relationship between revenues and expenses to satisfy requirements for future debt issuance.

The chart below shows the relationship between fund balance and the 25% reserve.



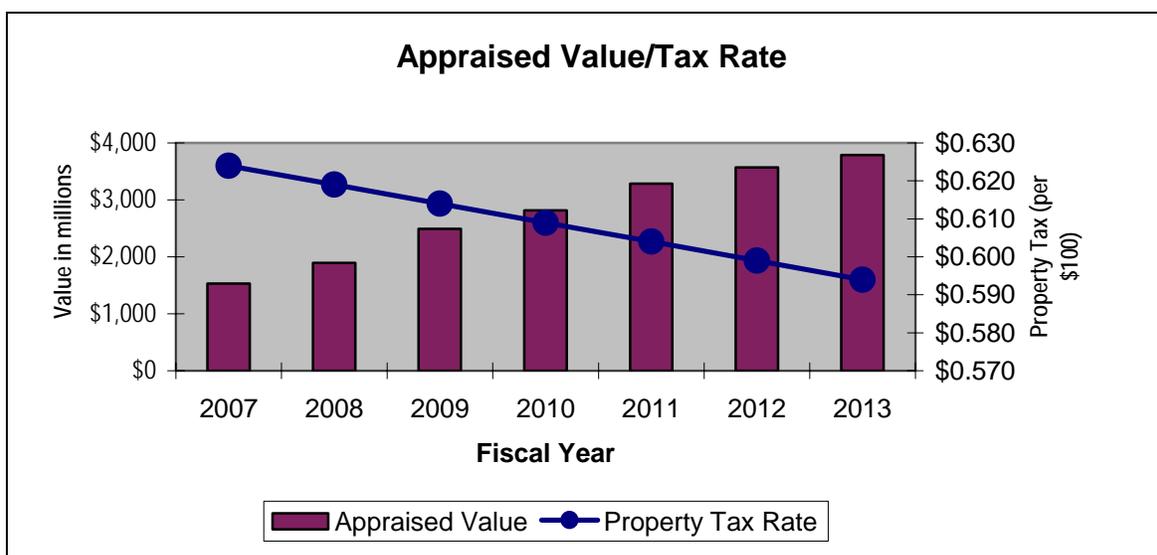
This document represents a conservative but real budget of both expenses and revenues. We believe it represents the Council’s priorities as staff knows them to be and as the restraints on the budget will allow. This budget maintains a reasonable level of service and a status quo until the City has a more well-rounded revenue base.

Growth – Challenges and Rewards

In just two years, the population of the City has grown by over 11,000 citizens. It has become a challenge to continue providing affordable services to this rapidly growing community. In order to maintain the number of police officers per 1,000 population that was promised to newly annexed areas, the fiscal year 2008-2009 budget includes an increase in expenses of \$1.2 million in the Police Department. The 2008 annexation will include additional parkland that will need to be maintained and a swimming pool that will need to be maintained and staffed. The proposed Parks Department budget increases expenses by \$300,000 to cover these needs.

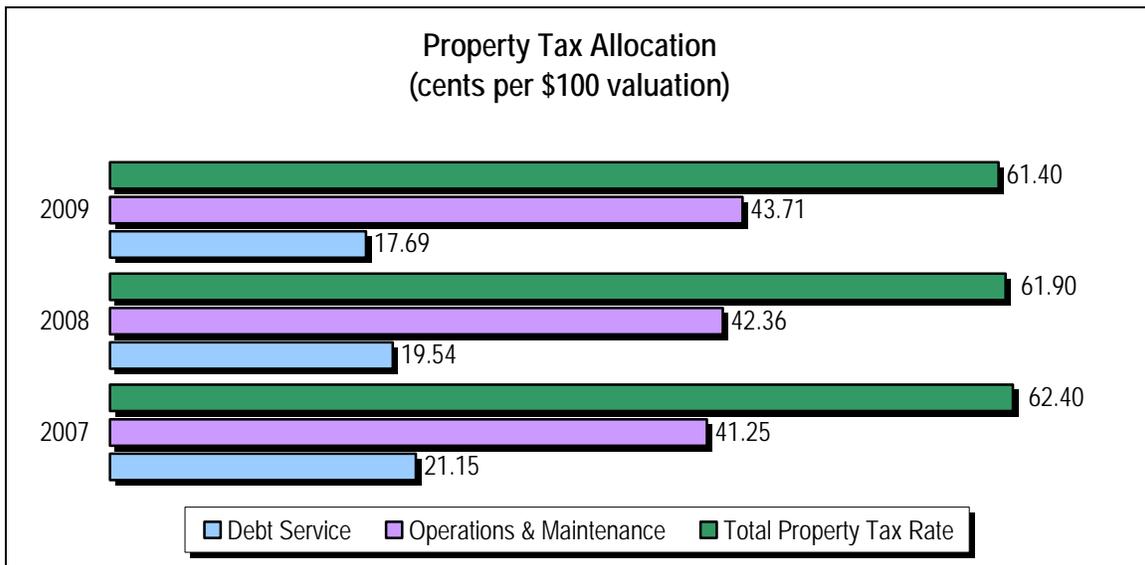
The appraised value of taxable property within the City limits has also grown dramatically. In the same two years that the population increased by 39%, the property value increased by 63% (almost \$950 million). This reflects increases in value, the annexation of over two thousand acres, and the development of commercial properties. Wal-Mart opened a Supercenter in 2007 and Home Depot opened its doors in 2008. The City of Pflugerville also celebrated the opening of its first Starbucks and the beginning of construction on a second. A SuperTarget is scheduled to open in the spring of 2009 and other retail outlets have submitted plans for review.

The property tax rate has been lowered each year in response to this increase in value.



One challenge the City faces as a result of the commercial growth is the payment of economic incentives which were granted to developers. The agreement with Stone Hill Center requires payments totaling \$13.2 million over fiscal years 2010, 2011, and 2012. The increases in property value and sales tax revenues have not been and possibly will not be sufficient to make these payments. It is likely that bonds will have to be issued to pay the obligations. The General Fund pro forma document forecasts the necessity of bonding these payments, and predicts the resulting effects on the fund balance and the required 25% reserve.

This budget acknowledges the Council's commitment to maintaining the level of service that Pflugerville citizens are accustomed to, while remaining sensitive to local economic conditions that affect our taxpayers. Difficult spending and revenue decisions were made during budget deliberations. The proposed tax rate of \$0.614 is a \$0.005 reduction. This is in line with Council's goal to lower the tax rate each fiscal year.



General Fund Revenue

Fiscal year 2009 property tax revenue is projected to increase by \$3.4 million. This significant increase in property tax revenue will allow this budget to be balanced without a fund balance transfer. The percentage of general fund revenue received through property tax increased from 44.4% to 48.0%. The amount of property tax dedicated to general obligation debt service increased from \$3.6 million to \$4.4 million (20.6%). The increase in appraised value allows absorption of the proposed additional debt service without increasing the portion of property tax assigned to debt service.

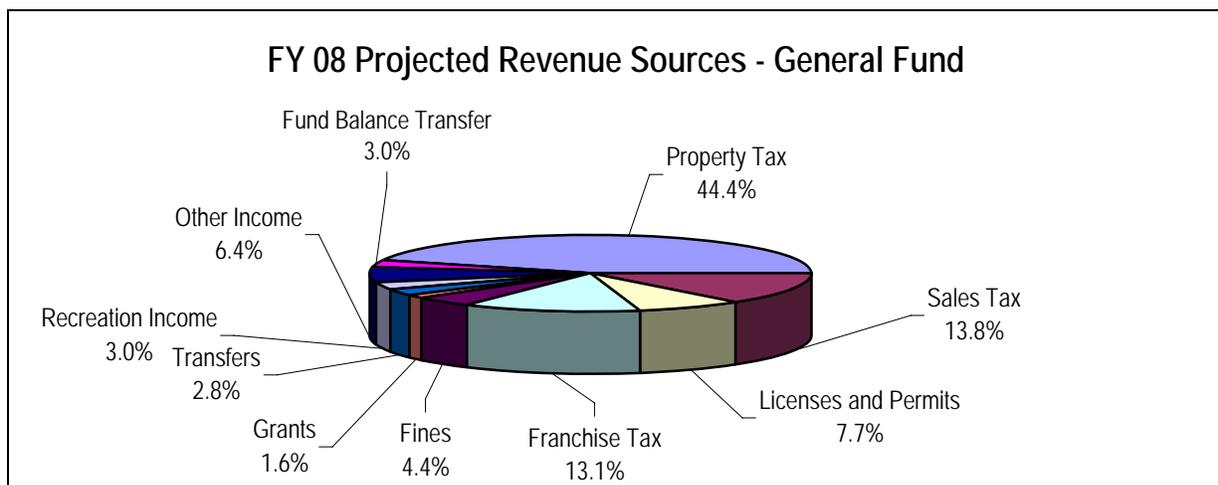
Sales tax revenues are proposed with an increase of 28% over the FY 08 projected levels. This reflects sales tax from Home Depot, which will have a full year of operation during FY 09, and an additional six months of sales tax for the planned SuperTarget. Increased franchise taxes will come from annexations and other residential and commercial growth.

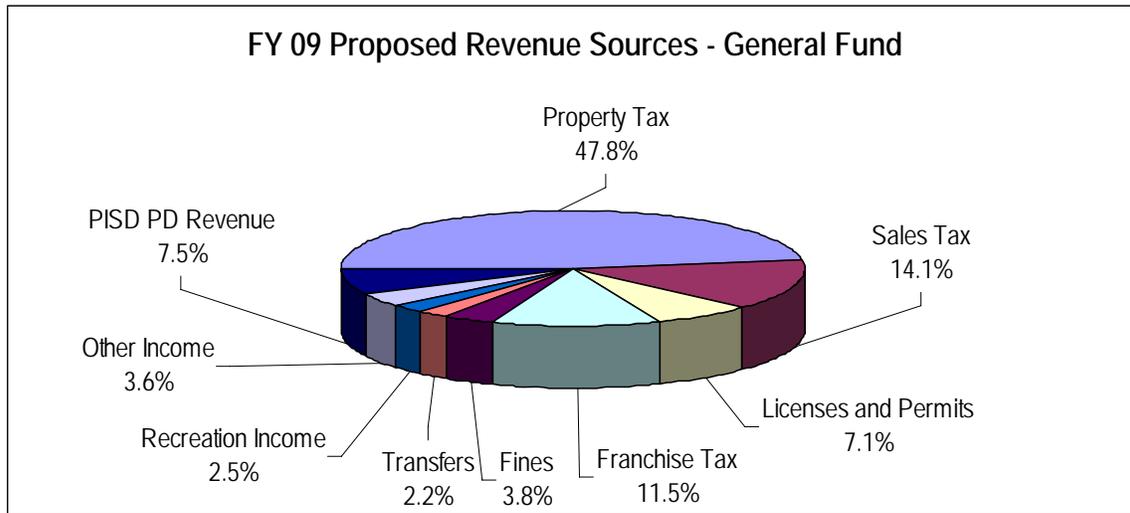
Revenues from property taxes and sales taxes are expected to grow as development proceeds on the Stone Hill Town Center at the intersection of SH 45 and SH 130. The project will potentially have approximately one million square feet of retail space.

Revenue received from the issuance of building permits is projected to be sharply down from fiscal year 2007, bringing in a little over half (48.7%) as much as was budgeted for FY 2008. Plat review revenue is also down, but by a smaller percentage than building permit revenue (18.5%). Site development plan review revenue will exceed the budgeted amount for FY 2008.

Recreation Center and Pfun Camp revenues remain flat as the facilities used for these activities are being utilized fully. The only increase in parks revenue has come from the expanding City swim team. An urban forestry grant was received in FY 07 and funding will continue through FY 09. The City received a Lower Colorado River Authority grant in the amount of \$200,000 for recreational improvements at Lake Pflugerville. The City is required to match this grant amount through labor, services, and cash from parks escrow funds. The lake project to be called North Shore Park will include a pavilion, parking area, and restrooms. The total project cost is estimated at \$761,000.

The following charts illustrate the City of Pflugerville's sources of funds on a percentage basis in the General Fund for fiscal years 2008 and 2009.





Transfers

The transfer from the Utility Fund to the General Fund was increased from \$450,000 to \$500,000 for the 2008 fiscal year. The responsibilities of the City Attorney and the Public Works Director who are budgeted for in the General Fund include functions in the Utility Fund. The amount of the transfer will remain at \$500,000 for FY 09.

The budget for fiscal year 2008 also includes as a revenue source a transfer from the fund balance in the General Fund. Fund balance transfers in the general fund began in fiscal year 2001 and are a part of the projected revenue budget through fiscal year 2008. In fiscal year 2009, it is not necessary to use fund balance to balance the general fund, but unless there are revenue increases in FY 2010, that practice will continue.

General Fund Expenditures

The proposed FY 2009 general fund budget of \$22,098,862 is \$2,762,915, or 14.3%, higher than the prior year's budget. A significant portion of this increase is due to the addition of full-time personnel, primarily in the Police Department.

The Administration Department is proposing the creation of a new position, Public Information Officer. In FY 08 an additional Building Inspector I position was approved. The position was not filled due to the downturn in building permits and therefore will be removed from the Building Department budget. The Engineering Department has requested the addition of a second Engineer.

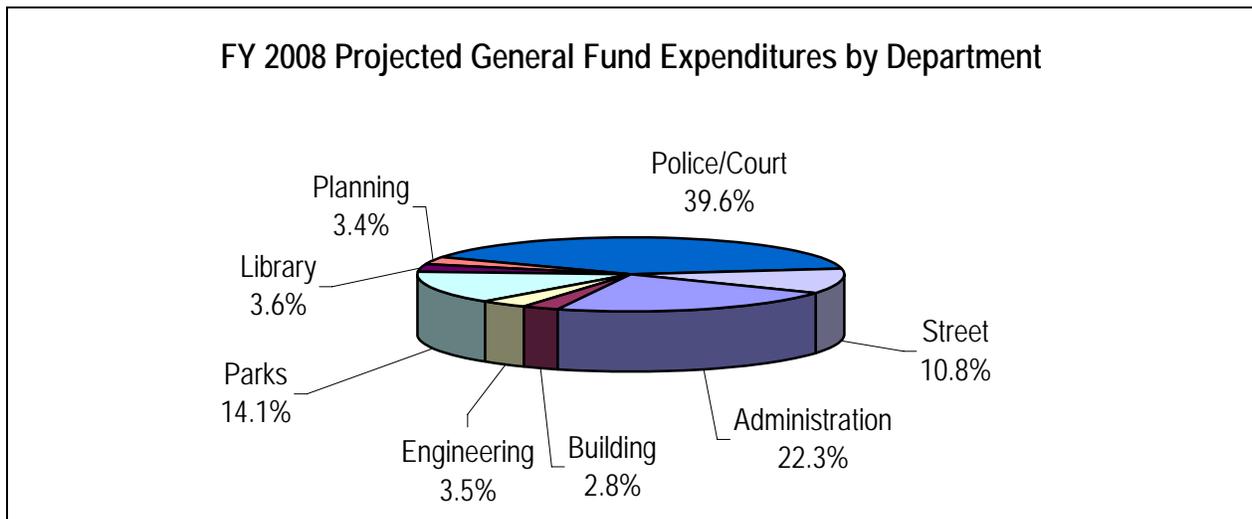
As a result of annexations, one of which included a swimming pool, the Parks Department is requesting three additional full-time parks maintenance personnel. An additional Recreation Center Receptionist has also been proposed so that full-time staff will be available at all times the Recreation Center is open. The Parks Department will begin design and construction on the North Shore recreational area, for which the City has received a \$200,000 grant from the Lower Colorado River Authority.

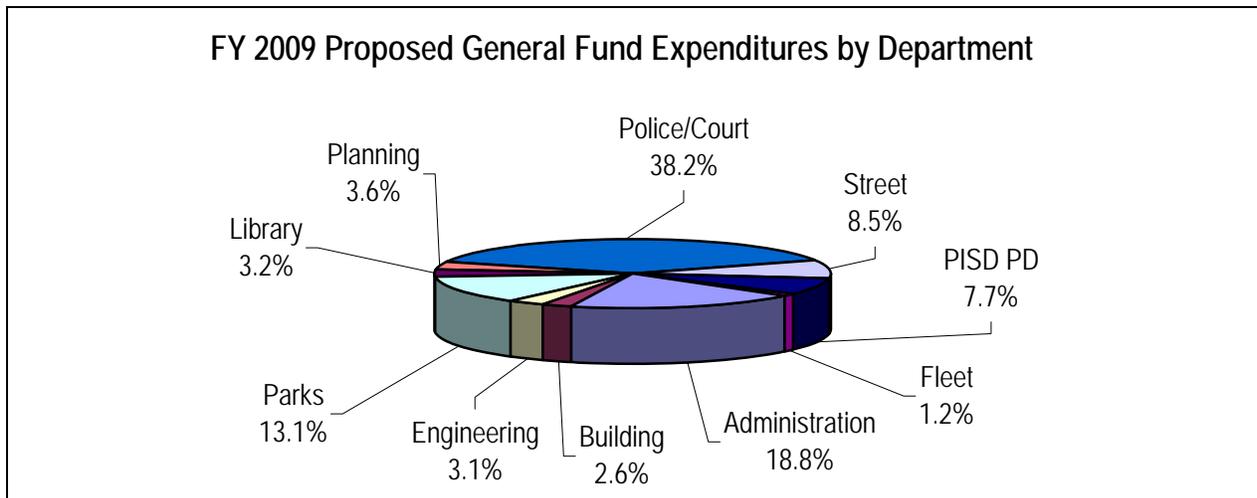
The Police Department is requesting twelve new personnel in FY 09. This includes ten patrol officers: five to be hired in October, five to be hired in April; one Lieutenant; and one Information Technology Specialist. This large increase in the number of officers is necessary to patrol and serve newly annexed areas.

The increase in personnel is a reflection of the growth in City population and the anticipation of additional growth through annexation. These additional employees and accompanying new equipment will provide more timely and thorough services throughout the City. Per City policy, a comparative salary survey was conducted by Human Resources during this budget preparation resulting in market adjustments as needed for City positions.

Two new departments have been added to the general fund for FY 09. The Fleet Department which has been a division in the Street Department is now separate and reports to the Public Works Director. Pflugerville Independent School District has contracted with the City to provide police coverage of all campuses in the district whether or not they are in the City limits. A separate department, PISD PD, was established to track the expense of providing these services. The District will reimburse the City for all expenses incurred.

The following charts illustrate the City of Pflugerville's uses of funds on a percentage basis in the general fund for fiscal year 2008 and proposed for fiscal year 2009.





General Fund Debt Service

The City's outstanding general fund indebtedness will be \$126,505,000, as of September 30, 2008. This number includes the 2002, 2003, 2003A, 2004, and 2005 series combination tax and revenue certificates that were issued for water and wastewater projects. Since these bonds carry a tax pledge, they are considered general fund debt for analysis and rating purposes. Funding for the water and wastewater portion of the debt service is included in the water and wastewater budgets (see pages 93-106 of this document). Outstanding revenue bond debt is \$4,296,000 and is funded in its entirety by the utility system.

This budget document includes a list of current bonds and annual payments as well as the property tax revenue required to pay the principal, interest, and fees. It also includes a summary of the purpose of the bonds, the issue amount, and the principal balance outstanding (see General Fund Debt Service pages 113-115 of this document). The City's general obligation bond rating by Standard and Poor's was upgraded from A to A+. Moody's rating remained at A1 (an upgrade received in 2006).

Utility Fund

The utility fund is comprised of the water, wastewater, and solid waste departments. The solid waste category works on a contractual, privatized basis and consists of revenues billed to customers and expenses paid for sales tax, franchise fees, and for providing the solid waste services (IESI is our current provider). Except for the billing and receipting functions, no City employees or other resources are utilized for the solid waste service.

The utilities of the City are a high priority. They have commanded the efforts of the City. The water and wastewater utilities have undergone massive changes and with continued growth more infrastructure will be required. Phase 1 of the expansion of the central wastewater plant, begun in fiscal year 2006, is complete. Further development of the utility system includes but is not limited to the construction of a lift station, the addition of water transmission lines, construction of an additional wastewater treatment plant, construction of phase 2 of the expansion of the central wastewater treatment plant, and the construction of a wastewater interceptor.

By using projections of customer base, revenues from user fees and other sources, and expenses including additional debt service from new bond issues, City staff and financial consultants have developed a schedule that should meet the City's needs for the next five years, and provides a planning basis through 2037. Many assumptions are built into the pro forma that will be compared with actual figures every six months for needed adjustments.

A rate study update was undertaken during fiscal year 2007. As a result, water rates were lowered and the wastewater rates were restructured and lowered. Major projects that appeared on the FY 2008 pro forma have been delayed due to construction slow downs. Another update of the rates will be completed this summer to account for the reduction of new debt in the short term.

The City's revenue bond covenants require that annual operating revenues exceed operating expenses by a certain factor, generally 1.25. Moreover, rating agencies like Moody's and S&P, factor into their rating evaluations this same coverage ratio. This is a minimum factor – any ratio higher can sometimes reduce net interest costs on future debt. The pro forma developed by the City Council and staff maintains this ratio throughout the entire time period, even after factoring in additional debt.

Capital Improvement Project Funds

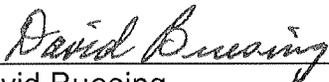
Utility CIP. During FY 08, improvements and land acquisition for water and wastewater projects were funded by using the utility fund balance. In FY 09, fund balance and capital recovery fees will be used to fund utility projects. This significantly reduces the amount of bonded debt in the Utility Fund. No utility debt has been issued since fiscal year 2006.

Street CIP. Street projects that are in various stages of planning and construction will improve mobility throughout the City of Pflugerville. They will increase connectivity within the City and to the new toll way. During fiscal year 2008 combination tax and revenue certificates of obligation were issued for constructing and improving street and drainage projects within the City. This budget proposes issuing \$12.4 million in Combination Tax and Revenue debt to continue the construction of Pflugerville Parkway to the east and west; and to widen sections of Kelly Lane and Heatherwilde Boulevard North.

Library Expansion. In the spring of 2008, the citizens of Pflugerville voted to issue \$7 million in bonds to fund a major expansion of the Pflugerville Community Library. In FY 09, \$3.0 million in General Obligation debt will be issued to begin the project. In FY 10 an additional \$4 million in General Obligation debt will be issued to complete the expansion.

It is our hope that this expanded budget document enables City leaders and the citizens of the City of Pflugerville to actively participate in the ongoing budgeting and planning process.

We wish to thank all of the City department managers and their staffs who contributed so much time and effort to the creation of this budget. The additional information and analysis contained within this document could not have been developed without the many hours spent in gathering the information and developing the format in which to present it. We also wish to express our gratitude to Finance staff, and especially Amy Good, Assistant Finance Director, for their dedication to excellence in developing this budget.



David Buesing
City Manager



Beth C. Davis
Finance Director



Organization Wide Goals

Economic development is the cornerstone of the efforts that are being made by the staff in the following areas.

- Expand the comprehensive plan to include more facets of the City.
- Continue development of the State Highway 45 - State Highway 130 corridor to its highest and best use.
- Develop recreational facilities at Lake Pflugerville north shore park.
- Develop short-term and long-term requirements for City facilities.
- Further develop the wastewater master plan to include a second basin system.
- Maintain a clean, green, and safe City.

The City of Pflugerville continues to grow from both newly constructed homes and planned annexations. This growth forces the City to maintain focus on how to provide a consistent level of service to all residents.

Also with this growth is the need to increase the City's infrastructure. As noted in the Capital Projects section of this document, many of the projects are focused on expanding the City's roadways.

The City Organization

The City of Pflugerville is a home-rule city operating under a council-manager form of government. All powers of the City are vested in an elected council, consisting of a mayor and five council members. The City Council enacts local legislation, determines City policies, and employs the City Manager. The section of the City Charter which outlines the function of the City Council is included in the Reference section of this document.

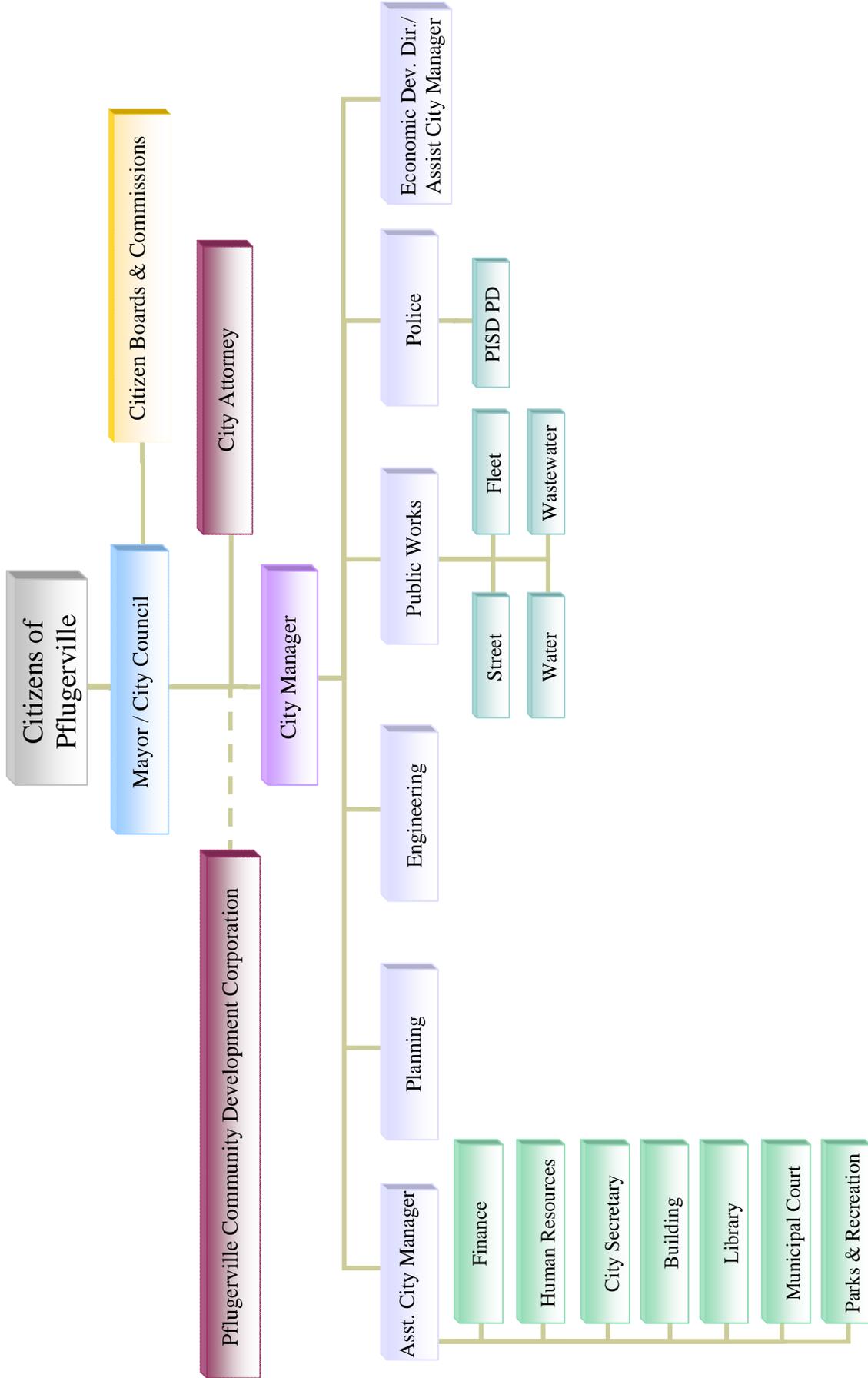
The City Manager is the chief executive officer and the head of the administrative branch of the City government. He is responsible to the Council for the proper administration of all affairs of the City. The City Charter, Section IV, outlines the duties of the City Manager and other specific positions. It can be found in the Reference section of this document.

The City government provides a broad range of goods and services to its citizens. The activities and personnel required to provide these goods and services are organized into broad managerial areas called funds. Funds are separate fiscal and accounting entities with their own resources and budgets necessary to carry on specific activities and attain certain objectives.

Funds are further organized into groups called departments. A department is a group of related activities aimed at accomplishing a major City service or program.

At the head of each department is an officer of the City. Department managers have supervision and control of a department, but are subject to supervision and control of the City Manager.

City Organizational Chart



The Budget Process

The City Charter establishes the fiscal year, which begins October 1 and ends September 30. The section of the City Charter relating to budget and financial administration including the City's Investment Policy is located in the Reference section of this document.

To have an adopted budget in place by October 1 each year, the budget process begins months earlier. In January the City Council holds a retreat to discuss and prioritize goals for the next fiscal year. In April, department managers receive budget packets from the Finance Department. These packets contain information about the department, including historical expenditure amounts, and current expenditure and budget amounts.

While the departments are preparing their budget requests, the Finance Department calculates personnel costs, debt service requirements, and revenue projections for the new year. This data, combined with the department requests, form a preliminary budget. At this stage, the budget is usually unbalanced with expense requirements greater than anticipated revenues.

After receiving the preliminary budget, the City Manager reviews and discusses budget requests with the department managers. The City Manager modifies the budget after this review and the resulting proposed budget is given to the City Council in June. This budget must be balanced; the revenues must equal the expenditures. The City Charter allows the use of a transfer from fund balance in the general fund to balance the budget. The Charter also requires the general fund to have a reserve of 25% of budgeted expenses each year. Though the City Charter does not require a reserve for the utility fund, a fund balance of at least 10% of budgeted expenses is maintained.

A series of City Council budget worksessions is held during the months of June through September. These worksessions are open to the public and are posted per open meetings law. Information about the meetings can be acquired from City Hall and on the City website: www.cityofpflugerville.com.

The worksessions allow the City Council to receive input on the budget from the City Manager and the department managers. It is through these sessions that the Council forms its priorities for the next fiscal year. With guidance from the Council, the City Manager then formulates a proposed budget. The City Charter requires that a public hearing be held before the budget is adopted. This hearing provides an opportunity for citizens to express their ideas and opinions about the budget to their elected officials. After the public hearing the City Council votes on the adoption of the budget.

The ordinance adopting the current fiscal year's budget and the budget calendar is included in the Reference section of this document.

City Funds

For fiscal purposes, a fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, and the changes therein are segregated and recorded. There are three basic types of governmental funds:

Governmental: Includes activities usually associated with a typical local government's operations, such as police protection. Governmental funds also include special revenue funds that account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Proprietary: This fund more closely resembles private business enterprises. The intent is that the costs of providing certain goods and services to the public should be financed or recovered primarily through user charges.

Fiduciary: This fund was created for situations in which the government is acting in a trustee capacity or as an agent for other entities.

The budgeted funds of the City of Pflugerville are:

General Fund (Governmental)

Accounts for all financial resources except those required to be accounted for in another fund. The General Fund of the City of Pflugerville contains the Administration, Building Inspection, Engineering, Library, Parks and Recreation, Planning, Police and Municipal Court, PISD Police, Street and Fleet Departments.

Utility Fund (Proprietary)

Accounts for the operations related to providing water and wastewater services to the customers in the City of Pflugerville service area. The Utility Fund contains the Utility Administration Department, the Water Treatment Department, the Water Distribution Department, the Wastewater Collection Department, Wastewater Treatment Department and the Solid Waste activity.

Special Revenue Fund (Governmental)

Accounts for special revenues that must be expended for specific purposes. The functions maintained in this fund include the Police Department and Municipal Court funds that have a use restricted by State statute.

Debt Service Fund (Governmental)

Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Capital Projects Fund (Governmental)

Accounts for the revenues, most of which are derived from bond proceeds, and expenditures related to the acquisition of major capital facilities.

Basis of Accounting and Budgeting

The City's accounting and budgeting records for all general governmental funds are maintained on the modified accrual basis. This method recognizes revenues when they are measurable and available and expenditures when goods and services are received, except for principal and interest on long term debt, which is recognized when paid. The proprietary fund is accounted for and budgeted for using the accrual basis.

The City implemented Governmental Accounting Standards Board Statement No. 34 (GASB 34) during the 2003 fiscal year. The government-wide financial statements report information about the City as a whole, using accounting methods similar to those used by private-sector companies. Previously, the primary focus of the financial statements was summarized fund type information on a current financial resource basis. GASB 34 modified this approach, adding new statements, government-wide statements, which focus on the City as a whole. The statement of net assets includes all of the government's assets and liabilities, reported using the full accrual basis of accounting. The statement of activities accounts for all of the current year's revenues and expenses, regardless of when cash is received or paid.

Revenue Descriptions

General Fund

Property Tax Rate and Property Tax Revenue Property tax is assessed and collected through intergovernmental agreements with Travis and Williamson Counties, the counties that the City is located within. The total value of all taxable property as rendered by the Travis and Williamson County Appraisal Districts increased 32% this year as compared to 24% in the previous year. This increase reflects the annexation plan the City has been executing and the economic conditions of the City of Pflugerville and the Central Texas area. The tax roll as certified by the appraisal district and the calculation of the tax rate levy is provided in the Tax Information section of this document.

Under state law there are five separate tax rates calculated by the tax assessor.

1. **The Effective Tax Rate.** If adopted, this rate would provide the same amount of revenue collected last year from properties on the tax roll last year. This rate calculation requires the taxing entity to account for changes in the value of existing properties. This rate calculation, however, is not affected by new properties.
2. **The Notice and Hearing Rate.** This rate is any amount above the Effective Tax Rate. Public hearings must be held regarding the tax rate if this or a higher rate is adopted.
3. **The Maintenance and Operations Rate.** This rate is one of two component rates that make up the total tax rate. Revenue generated by this rate is used to fund general operations of the City.
4. **The Debt Service Rate.** This rate is the second of two component rates that make up the total tax rate. This rate is set by law in an amount sufficient to generate enough revenue with which to pay the City's maturing general obligation debt.
5. **The Rollback Rate.** Under the Rollback Rate calculation, the Maintenance and Operations component exceeds the Maintenance and Operation component of the Effective Tax Rate by 8%. An adopted tax increase beyond 8% is subject to being "rolled back" by the electorate.

Sales Tax Collections A general sales tax is levied on all persons and businesses selling merchandise and/or services (defined by state law) in the City limits on a retail basis. This revenue is projected using a growth estimate plus an estimate of sales tax for any significant retailers for the initial 12 months of operation.

The City of Pflugerville's sales tax base increased slightly during the past year. Revenue was up 25% over the previous year which can be attributed to the increase in population. The FY 09 Budget projects a 16% growth in sales tax revenue. This increase anticipates an additional \$250,000 in revenue from a large retail store that will open mid-year 2009. Sales tax revenue represents approximately 14% of General Fund revenues.

Revenue Descriptions (continued)

General Fund (continued)

Franchise Fees These fees are derived from major public utilities operating within the City and are intended to reimburse the City for the use of public streets and rights of way. The fee is generally computed as a percent of gross receipts and the percentages vary among the utility classes. These budgeted revenues are projected using population estimates for the coming year.

Licenses, Permits and Fees These revenues are collected for the applications of site development and subdivision construction as well as the permits for building the approved projects. The decreased revenue for fiscal year 2008 and the slower economy led to only a slight increase in the estimate of this revenue for fiscal year 2009.

Fines. Revenues from this category are intended to off-set some of the operating costs of general government services provided by the Library, Municipal Court, and Animal Control functions. This revenue category increased 13% in fiscal year 2007; however, due to the nature of this category, a decrease is budgeted for fiscal year 2008.

Grants Grant revenue is received from various sources to conduct projects the City would not otherwise be capable of funding. Only grants that have been awarded are included in the City's operating budget.

Transfer Annually a transfer is budgeted from the Utility Fund to the General Fund. This amount is intended to mitigate the burden on the General Fund of some shared administrative costs.

Recreation Income Recreation income is collected from the users of the recreational facilities. As such, it is intended to cover a portion of the costs of services provided by the Parks and Recreation department. This revenue is projected to remain at the same level for 2009, as the recreation facilities are being utilized to their full extent.

Interest Idle funds are prudently invested in various instruments allowed under the adopted City Investment Policy. Interest is projected based on the prior year actual receipts and general economic outlook.

Fund Balance Transfer A transfer from the fund balance to the operating budget of the associated fund, if necessary to balance the budget. A fund balance transfer is not budgeted for fiscal year 2009.

Miscellaneous All revenues not accounted for in another revenue category.

Revenue Descriptions (continued)

Utility Fund

Water, Wastewater, and Solid Waste Revenues These revenues are generated from customer use of utility services and are billed on monthly utility statements. Projections of these revenues are determined by estimated growth rates within the utility system, along with any proposed rate increases as shown on the pro forma. The utility pro forma is prepared by JP Morgan Chase. The various assumptions are reviewed semiannually through the use of the pro forma and estimates are adjusted as needed.

Interest Idle funds are prudently invested in various instruments allowed under the adopted City Investment Policy. Interest is projected based on the prior year actual receipts and general economic outlook.

Fees These revenues are generated from the assessment of tap fees. These fees, assessed for both Water and Wastewater, are intended to recover the cost of installing new water and wastewater taps.

Miscellaneous All revenues not accounted for in another revenue category.

Developer Contributions Revenues received from developers to recover expenditures the City has incurred for specific Utility related infrastructure projects.

Transfers A transfer from impact fees to the budget of the utility fund to cover a portion of the debt service and capital project expenditures for the fiscal year. Impact fees are charged to new development are to be used for the future expansion of water and wastewater facilities.

Bond Proceeds Bond proceeds are used to fund capital projects in the utility fund. No bond issue is budgeted for the Utility Fund in FY 2009.

Fund Balance Transfer A transfer from the fund balance to the operating budget of the associated fund, if necessary to balance the budget. A fund balance transfer of \$ 3,440,000 is budgeted for fiscal year 2009 to cover specific utility capital improvement projects.

Financial Policies

Purpose

The City has established financial policies to achieve and maintain a positive long-term financial condition. In addition, these policies provide guidance to the Finance Department in planning and managing the City's financial affairs and in developing recommendations to the City Manager and City Council.

Budget Policies

1. The City Council shall adopt a balanced operations budget; the revenues must equal the expenditures. The budget may include a fund balance transfer as a revenue source to balance the budget. The City Charter also requires that the general fund maintain a reserve equal to 25% of the operations budget.
2. Departmental budgets are divided into two categories – operating and capital outlay. The operating budget, although estimated by line items, is managed as a total. The department manager may exceed budgeted line item amounts, making sure to spend within the limits of the total Operating budget, net of salary and merit numbers. No additional personnel positions are to be added without City Council approval through the budget amendment process. The Capital Outlay budget is allocated for specific projects with specific amounts. Any alteration to the Capital Outlay portion of the budget requires an approved budget amendment prior to acquisition.
3. The City Council may amend the budget by ordinance, but shall not authorize expenditures in excess of the total of estimated income plus funds available from earlier years (fund balance).
4. Financial control systems shall be in place to monitor compliance with the adopted budget.

Capital Expenditure Policies

1. Any item costing \$500 or more and having an estimated useful life of at least two years will be classified as a capital outlay expenditure. These items are itemized separately in the department line item budget.
2. All capital outlay items shall be inventoried annually and shall have a fixed asset tag when feasible.
3. Construction in progress and capital improvement projects that will be funded during the fiscal year will be shown in the budget.
4. The City Council may issue bonds, certificates of obligation, or other evidences of indebtedness for the purpose of buying or constructing capital assets.
5. All capital projects shall be financially monitored to ensure compliance with the approved funding for the project.

Financial Policies (continued)

Capitalization Policy

1. Capital assets categories and thresholds will be:
 - a. Land – any amount
 - b. Buildings/building improvements - \$25,000
 - c. Improvements other than buildings - \$25,000
 - d. Infrastructure - \$25,000
 - e. Personal property - \$5,000
2. For clarification purposes of this policy the above items are generally defined as, but not expressly limited to the following definitions:
 - a. Land is the purchase price or fair market value, in the case of donation, at the time of acquisition. Right-of-way acquisitions are included in this category.
 - b. A building is a structure that is permanently attached to the land, has a roof, and is partially or completely enclosed by walls. A building improvement must extend the life of the building or increase the value of the building.
 - c. Improvements other than buildings include fences, parking lots, recreation areas, pools, etc.
 - d. Infrastructure is considered stationary and can be utilized for a significantly greater number of years than most capital assets. Examples of infrastructure are streets, curbs, gutters, sidewalks, fire hydrants, bridges, dams, drainage facilities, water and wastewater lines, lighting systems, and signage.
 - e. Personal property is fixed or movable tangible assets that are used for operating or maintaining City services. Examples of personal property are vehicles, other mobile equipment, water meters, books, and furnishings.

Reporting Policies

1. The budget will be prepared in accordance with GASB (Governmental Accounting Standards Board) and GFOA (Governmental Finance Officers Association) guidelines. Copies of the budget will be available for public viewing at City Hall, at the Pflugerville Community Library and on the City's website.
2. Monthly financial statements will be given to the City Council.
3. Budget amendments as required will be presented to the City Council on a quarterly basis. A report indicating the necessary adjustments and the sources of funding will be developed and an ordinance amending the budget will be prepared for City Council approval.

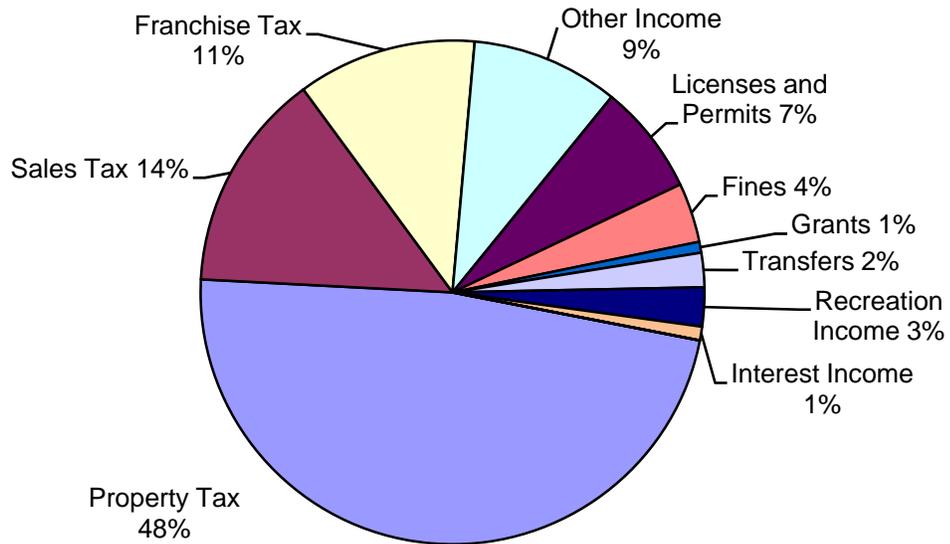
Financial Policies (continued)

Reporting Policies (continued)

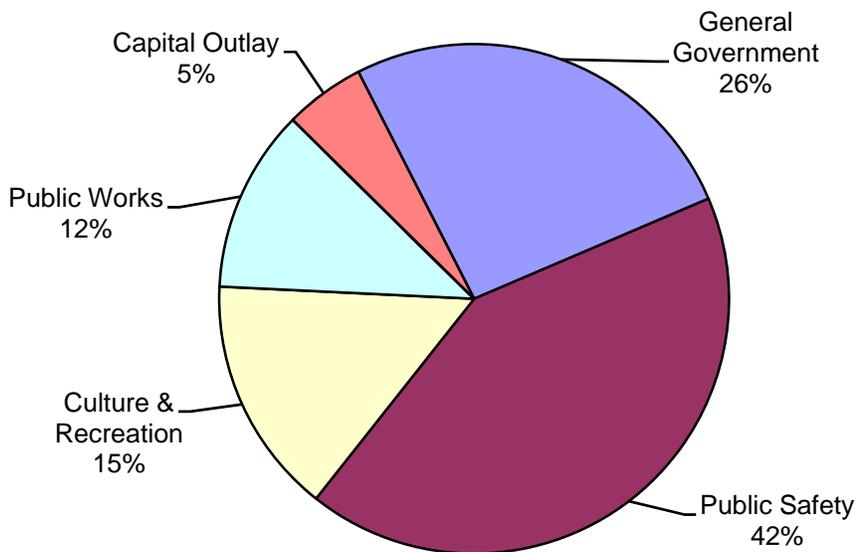
4. Monthly investment reports will be given to the City Council. Quarterly investment reports are approved by City Council resolution.
5. An annual audit will be performed by an independent public accounting firm and the results of the audit will be summarized in a Comprehensive Annual Financial Report. This report will be presented to the City Council upon completion and will be available for public viewing.

**Governmental Funds
FY 2009 Summary of Financial Sources and Uses**

FY 2009 Financial Sources - Governmental Funds



FY 2009 Financial Uses - Governmental Funds



**City of Pflugerville
Governmental Funds
2007-2009 Summary of Revenues, Expenses, and Changes in Retained Earnings**

	General Fund			Special Revenue Funds		
	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved
Financial Sources:						
Property Tax	\$ 6,342,134	\$ 8,067,601	\$ 10,863,677			
Sales Tax	\$ 2,398,919	\$ 2,763,666	\$ 3,203,306			
Licenses and Permits	\$ 1,862,265	\$ 1,323,466	\$ 1,611,000	\$ 20,529	\$ 20,756	
Franchise Tax	\$ 1,781,396	\$ 1,996,135	\$ 2,613,095			
Fines	\$ 857,103	\$ 841,473	\$ 868,728	\$ 26,010	\$ 28,159	
Grants	\$ 382,697	\$ 126,384	\$ 160,219	\$ 21,318	\$ 11,221	
Transfer	\$ 450,000	\$ 500,000	\$ 500,000			
Recreation Income	\$ 551,474	\$ 599,062	\$ 557,000	\$ 91,156	\$ 105,770	
Interest	\$ 542,802	\$ 353,964	\$ -	\$ 3,982	\$ 4,035	
Fund Balance Transfer	\$ -	\$ -	\$ 200,000			
Miscellaneous	\$ 832,125	\$ 1,142,492	\$ 2,152,821	\$ 72,757	\$ 65,913	
Total Financial Sources	\$ 16,000,915	\$ 17,714,243	\$ 22,729,846	\$ 235,751	\$ 235,853	\$ -
Expenditures						
General government	\$ 4,222,162	\$ 5,194,264	\$ 5,776,756			
Public Safety	\$ 5,674,659	\$ 7,448,455	\$ 10,139,299	\$ 65,454	\$ 57,594	
Culture & Recreation	\$ 2,638,468	\$ 3,180,302	\$ 3,610,680	\$ 79,821	\$ 68,700	
Public Works	\$ 2,374,765	\$ 2,782,990	\$ 2,572,127			
Capital Projects						
Debt Service						
Principal Retirements						
Interest						
Paying Agent Fees						
Total Expenditures	\$ 14,910,054	\$ 18,606,012	\$ 22,098,862	\$ 145,275	\$ 126,294	\$ -
Net Change in Fund Balance	\$ 1,090,860	\$ (891,769)	\$ 630,984	\$ 90,476	\$ 109,560	\$ -
Fund Balance at Beginning of Year	\$ 7,010,881	\$ 8,068,090	\$ 7,209,671	\$ 169,314	\$ 259,790	\$ 369,350
Projected year end fund balance	\$ 8,068,090	\$ 7,209,671	\$ 7,840,655	\$ 259,790	\$ 369,350	\$ 369,350

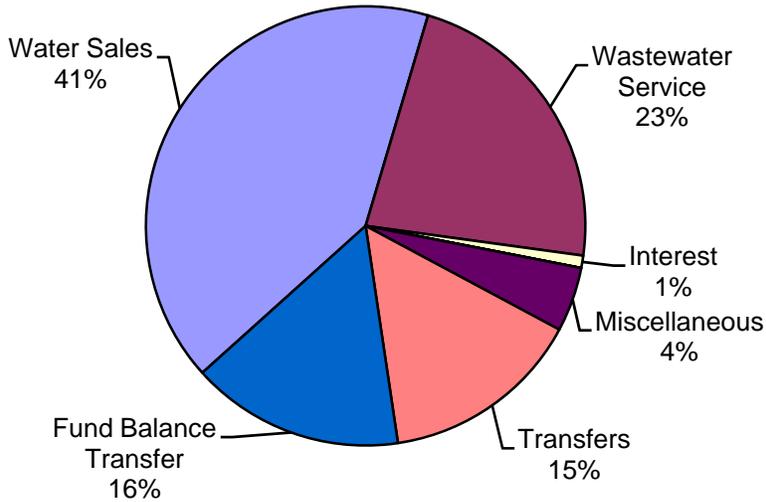


General Debt Service			Capital Funds			Total Governmental Funds		
FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved
3,255,089	3,720,752	4,405,074				\$ 9,597,224	\$ 11,788,353	\$ 15,268,751
						\$ 2,398,919	\$ 2,763,666	\$ 3,203,306
						\$ 1,882,793	\$ 1,344,222	\$ 1,611,000
						\$ 1,781,396	\$ 1,996,135	\$ 2,613,095
						\$ 883,113	\$ 869,632	\$ 868,728
				\$ 102,429		\$ 404,015	\$ 240,034	\$ 160,219
			\$ 4,788,454	\$ 10,426,474		\$ 5,238,454	\$ 10,926,474	\$ 500,000
						\$ 642,630	\$ 704,832	\$ 557,000
\$ 100,853	\$ 64,584	\$ -	\$ 269,614	\$ 258,729	\$ -	\$ 917,250	\$ 681,312	\$ -
						\$ -	\$ -	\$ 200,000
\$ 10,102	\$ 16,465					\$ 16,083,773	\$ 1,224,871	\$ 2,152,821
\$ 3,366,044	\$ 3,801,801	\$ 4,405,074	5,058,067	10,787,632	\$ -	\$ 39,829,566	\$ 32,539,530	\$ 27,134,920
						\$ 4,222,162	\$ 5,194,264	\$ 5,776,756
						\$ 5,740,113	\$ 7,506,049	\$ 10,139,299
						\$ 2,718,290	\$ 3,249,002	\$ 3,610,680
						\$ 2,374,765	\$ 2,782,990	\$ 2,572,127
			\$ 11,229,947	\$ 4,737,163		\$ 11,229,947	\$ 4,737,163	\$ -
						\$ -	\$ -	\$ -
1,122,380	1,218,935	1,484,505				\$ 1,122,380	\$ 1,218,935	\$ 1,484,505
2,096,205	2,427,730	2,894,639				\$ 2,096,205	\$ 2,427,730	\$ 2,894,639
3,174	3,574	4,400				\$ 3,174	\$ 3,574	\$ 4,400
\$ 3,221,759	\$ 3,650,239	\$ 4,383,544	\$ 11,229,947	\$ 4,737,163	\$ -	\$ 29,507,035	\$ 27,119,707	\$ 26,482,406
\$ 144,285	\$ 151,563	\$ 21,530	\$ (6,171,880)	\$ 6,050,470	\$ -	\$ 10,322,531	\$ 5,419,823	\$ 652,514
\$ 1,447,681	\$ 1,592,643	\$ 1,744,882	\$ 7,292,349	\$ 1,121,146	\$ 7,172,292	\$ 15,920,224	\$ 11,041,669	\$ 16,496,195
\$ 1,592,643	\$ 1,744,882	\$ 1,767,089	\$ 1,121,146	\$ 7,172,292	\$ 7,172,969	\$ 26,243,432	\$ 16,462,169	\$ 17,149,386

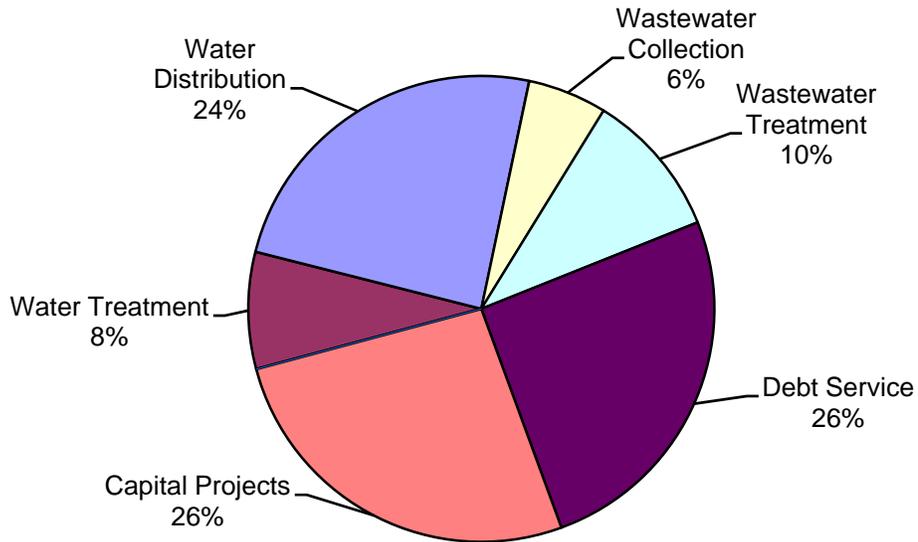


Enterprise Funds
FY 2009 Summary of Financial Sources and Uses

FY 2009 Proposed Financial Sources - Utility Fund



FY 2009 Proposed Financial Uses - Utility Fund



**City of Pflugerville
Enterprise Funds
2007-2009 Summary of Revenues, Expenses, and Changes in Retained Earnings**

	Utility Fund			Impact Fees		
	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved
Revenues						
Water Sales	\$ 4,969,992	\$ 7,639,521	\$ 7,262,842			
Wastewater Service	\$ 3,304,341	\$ 3,806,122	\$ 3,857,203			
Solid Waste Service	\$ 1,692,645	\$ 2,328,409	\$ 2,400,000			
Interest	\$ 403,058	\$ 282,477	\$ 200,000	\$ 573,346	\$ 354,313	\$ -
Fees	\$ 14,991	\$ 9,600	\$ 9,000	\$ 2,868,844	\$ 1,606,351	\$ 3,249,371
Miscellaneous	\$ 331,868	\$ 101,735	\$ 41,000			
Developer Contributions	\$ 1,000,000	\$ -	\$ 1,000,000			
Transfers						
Bond Proceeds						
Fund Balance Transfer						
Total Revenues	\$ 11,716,896	\$ 14,167,864	\$ 14,770,045	\$ 3,442,190	\$ 1,960,664	\$ 3,249,371
Expenses						
Water Treatment	\$ 1,159,715	\$ 1,500,226	\$ 1,720,081			
Water Distribution	\$ 4,316,645	\$ 5,339,686	\$ 5,277,048			
Wastewater Collection	\$ 1,076,828	\$ 1,061,647	\$ 1,257,103			
Wastewater Treatment	\$ 1,519,685	\$ 2,023,047	\$ 2,430,593			
Solid Waste Contract	\$ 1,734,460	\$ 2,328,384	\$ 2,400,000			
Debt Service						
Principal Retirements						
Interest						
Paying Agent Fees						
Capital Projects						
Transfers	\$ 518,614	\$ 3,552,112		\$ 2,474,686	\$ 2,879,289	\$ 5,219,371
Total Expenses	\$ 10,325,947	\$ 15,805,101	\$ 13,084,826	\$ 2,474,686	\$ 2,879,289	\$ 5,219,371
Net Change in Retained Earnings	\$ 1,390,949	\$ (1,637,238)	\$ 1,685,219	\$ 967,504	\$ (918,625)	\$ (1,970,000)
Beginning Retained Earnings	\$ 7,602,486	\$ 8,993,435	\$ 7,356,197	\$ 9,533,984	\$ 10,501,488	\$ 9,582,863
Ending Retained Earnings	\$ 8,993,435	\$ 7,356,197	\$ 9,041,416	\$ 10,501,488	\$ 9,582,863	\$ 7,612,863



Utility Debt Service			Capital Projects			Total Enterprise Funds		
FY 2007	FY 2008	FY 2009	FY 2007	FY 2008	FY 2009	FY 2007	FY 2008	FY 2009
Actual	Actual	Approved	Actual	Actual	Approved	Actual	Actual	Approved
\$ 2,288,615	\$ 1,717,141	\$ 1,778,422				\$ 7,258,607	\$ 9,356,662	\$ 9,041,264
\$ 1,104,106	\$ 1,052,441	\$ 1,090,001				\$ 4,408,447	\$ 4,858,563	\$ 4,947,204
						\$ 1,692,645	\$ 2,328,409	\$ 2,400,000
\$ 86,319	\$ 48,750	\$ -	\$ 274,494	\$ 34,708	\$ -	\$ 1,337,217	\$ 720,248	\$ 200,000
						\$ 2,883,835	\$ 1,615,951	\$ 3,258,371
				\$ 153,298		\$ 331,868	\$ 255,033	\$ 41,000
\$ 213,438	\$ 46,248					\$ 1,213,438	\$ 46,248	\$ 1,000,000
\$ 2,474,686	\$ 2,586,812	\$ 2,629,371		\$ 303,132	\$ 2,590,000	\$ 2,474,686	\$ 2,889,944	\$ 5,219,371
			\$ -		\$ -	\$ -	\$ -	\$ -
			\$ 1,441,453	\$ 3,552,112	\$ 3,440,000	\$ 1,441,453	\$ 3,552,112	\$ 3,440,000
\$ 6,167,164	\$ 5,451,393	\$ 5,497,794	\$ 1,715,947	\$ 4,043,250	\$ 6,030,000	\$ 23,042,197	\$ 25,623,170	\$ 29,547,210
						\$ 19,126,058	\$ 19,181,114	
						\$ 1,159,715	\$ 1,500,226	\$ 1,720,081
						\$ 4,316,645	\$ 5,339,686	\$ 5,277,048
						\$ 1,076,828	\$ 1,061,647	\$ 1,257,103
						\$ 1,519,685	\$ 2,023,047	\$ 2,430,593
						\$ 1,734,460	\$ 2,328,384	\$ 2,400,000
\$ 1,419,620	\$ 1,476,065	\$ 1,531,495				\$ 1,419,620	\$ 1,476,065	\$ 1,531,495
\$ 3,979,130	\$ 3,924,669	\$ 3,865,754				\$ 3,979,130	\$ 3,924,669	\$ 3,865,754
\$ 2,846	\$ 2,915	\$ 2,915				\$ 2,846	\$ 2,915	\$ 2,915
			\$ 5,269,104	\$ 6,328,969	\$ 5,115,000	\$ 5,269,104	\$ 6,328,969	\$ 5,115,000
						\$ 2,993,300	\$ 6,431,401	\$ 5,219,371
\$ 5,401,596	\$ 5,403,649	\$ 5,400,164	\$ 5,269,104	\$ 6,328,969	\$ 5,115,000	\$ 23,471,333	\$ 30,417,008	\$ 28,819,361
\$ 765,568	\$ 47,744	\$ 97,630	\$ (3,553,157)	\$ (2,285,719)	\$ 915,000	\$ (429,136)	\$ (4,793,838)	\$ 727,849
\$ 668,060	\$ 1,433,628	\$ 1,481,371	\$ 6,363,209	\$ 2,810,052	\$ 524,334	\$ 24,167,739	\$ 23,738,603	\$ 18,944,765
\$ 1,433,628	\$ 1,481,371	\$ 1,579,002	\$ 2,810,052	\$ 524,334	\$ 1,439,334	\$ 23,738,603	\$ 18,944,765	\$ 19,672,614

**City of Pflugerville
Annual Budget
Fiscal Years 2007-2009**

General Fund and Utility Fund Revenue Summary

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved	Change in Budgeted FY 08 - FY 09
General Fund					
Property Tax	\$ 6,342,134	\$ 8,008,404	\$ 8,067,601	\$ 10,863,677	\$ 2,855,273
Sales Tax	\$ 2,203,973	\$ 3,000,000	\$ 2,763,666	\$ 3,203,306	\$ 203,306
Licenses and Permits	\$ 1,862,262	\$ 1,838,084	\$ 1,323,469	\$ 1,611,000	\$ (227,084)
Franchise Fees	\$ 1,781,396	\$ 2,375,541	\$ 1,996,135	\$ 2,613,095	\$ 237,554
Fines	\$ 813,121	\$ 691,682	\$ 841,474	\$ 868,728	\$ 177,046
Recreation Income	\$ 551,476	\$ 572,727	\$ 599,060	\$ 557,000	\$ (15,727)
Grants	\$ 235,901	\$ 32,080	\$ 126,384	\$ 160,219	\$ 128,139
Interest	\$ 542,802	\$ 330,000	\$ 353,964	\$ 200,000	\$ (130,000)
Miscellaneous	\$ 832,125	\$ 846,179	\$ 1,142,492	\$ 2,152,821	\$ 1,306,642
Transfers	\$ 450,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Fund Balance Transfer	\$ -	\$ 1,653,711	\$ -	\$ -	\$ (1,653,711)
General Fund Total	\$ 15,615,190	\$ 19,848,408	\$ 17,714,245	\$ 22,729,846	\$ 2,881,438
Utility Fund					
Water Revenue	\$ 7,258,607	\$ 8,818,415	\$ 9,354,839	\$ 9,041,264	\$ 222,849
Wastewater Revenue	\$ 4,408,447	\$ 4,778,756	\$ 4,858,563	\$ 4,947,204	\$ 168,448
Solid Waste Service	\$ 1,692,645	\$ 1,680,000	\$ 2,328,409	\$ 2,400,000	\$ 720,000
Fees	\$ 14,991	\$ 14,000	\$ 11,423	\$ 9,000	\$ (5,000)
Miscellaneous	\$ 331,868	\$ 36,000	\$ 101,735	\$ 1,041,000	\$ 1,005,000
Developer Contributor	\$ 1,213,438	\$ 1,046,248	\$ -	\$ -	\$ (1,046,248)
Grants	\$ -	\$ -	\$ 153,298	\$ -	\$ -
Bond Proceeds	\$ -	\$ 469,125	\$ -	\$ -	\$ (469,125)
Interest	\$ 1,337,217	\$ 100,000	\$ 720,248	\$ 200,000	\$ 100,000
Transfers*	\$ 3,916,139	\$ 2,586,812	\$ 1,606,351	\$ 6,689,371	\$ 4,102,559
Fund Balance Transfer	\$ -	\$ 6,539,747	\$ 3,474,154	\$ 3,249,371	\$ (3,290,376)
Utility Fund Total	\$ 20,173,352	\$ 26,069,103	\$ 22,609,020	\$ 27,577,210	\$ 4,798,483

*FY 08 Fund Balance Transfer includes funds for the Pfennig Lane Booster pump project and for the purchase of a future wastewater treatment plant site.

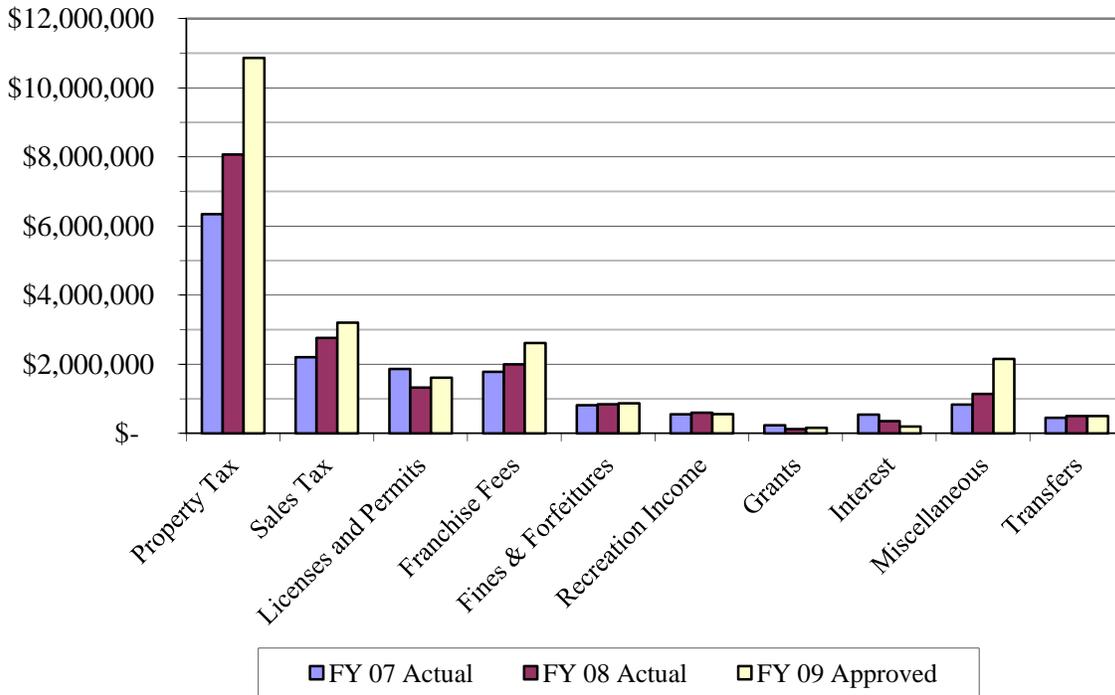
*FY 09 Fund Balance Transfer includes a \$2,000,000 transfer from fund balance for the Pfennig Lane Booster pump project and a transfer of \$1,440,000 for the Wilbarger WWTP and the Rowe Loop wastewater service extension.

**City of Pflugerville
Annual Budget
Fiscal Years 2007-2009**

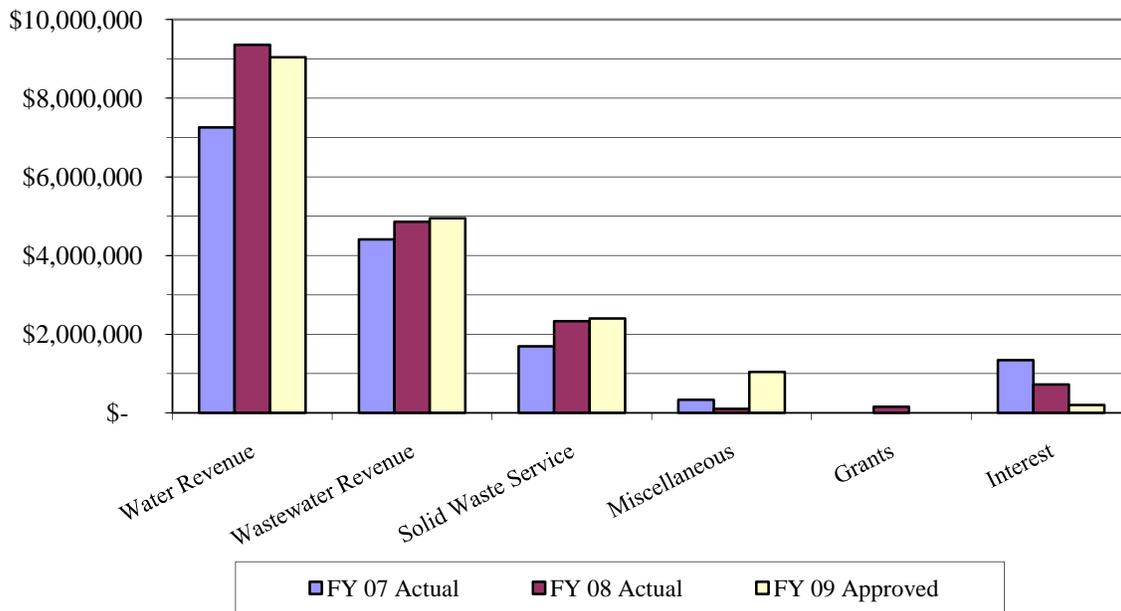
General Fund and Utility Fund Expense Summary

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved	Change in Budgeted FY 08 -FY 09
General Fund Departments					
Administration	\$ 2,927,844	\$ 4,641,827	\$ 4,124,180	\$ 4,144,353	\$ (497,474)
Building	\$ 574,430	\$ 593,642	\$ 482,355	\$ 571,222	\$ (22,420)
Engineering	\$ 660,153	\$ 677,704	\$ 654,276	\$ 685,010	\$ 7,306
Library	\$ 564,093	\$ 677,601	\$ 668,870	\$ 709,366	\$ 31,765
Parks	\$ 2,084,760	\$ 2,523,139	\$ 2,511,948	\$ 2,901,314	\$ 378,175
Planning	\$ 696,125	\$ 644,887	\$ 601,350	\$ 798,282	\$ 153,395
Police/Court	\$ 5,681,543	\$ 7,609,517	\$ 7,109,136	\$ 8,436,980	\$ 827,463
PISD PD	\$ -	\$ -	\$ 339,319	\$ 1,702,319	\$ 1,702,319
Street	\$ 1,635,309	\$ 2,401,768	\$ 2,128,714	\$ 1,887,117	\$ (514,651)
Fleet	\$ -	\$ -	\$ -	\$ 262,899	\$ 262,899
General Fund Total	\$ 14,824,257	\$ 19,770,085	\$ 18,620,148	\$ 22,098,862	\$ 2,328,777
Utility Fund Departments					
Utility Administration	\$ 1,825,413	\$ 1,980,753	\$ 1,970,843	\$ 2,236,665	\$ 255,912
Water Treatment	\$ 2,598,585	\$ 2,224,870	\$ 2,150,235	\$ 2,321,958	\$ 97,088
Water Distribution	\$ 6,109,489	\$ 9,681,633	\$ 7,713,363	\$ 8,901,019	\$ (780,614)
Wastewater Collection	\$ 2,240,228	\$ 2,755,421	\$ 2,126,351	\$ 3,764,291	\$ 1,008,870
Wastewater Treatment	\$ 5,980,565	\$ 7,643,222	\$ 7,609,190	\$ 3,976,057	\$ (3,667,165)
Solid Waste Contract	\$ 1,734,460	\$ 1,680,000	\$ 2,328,384	\$ 2,400,000	\$ 720,000
Utility Fund Total	\$ 20,488,739	\$ 25,965,899	\$ 23,898,366	\$ 23,599,990	\$ (2,365,909)

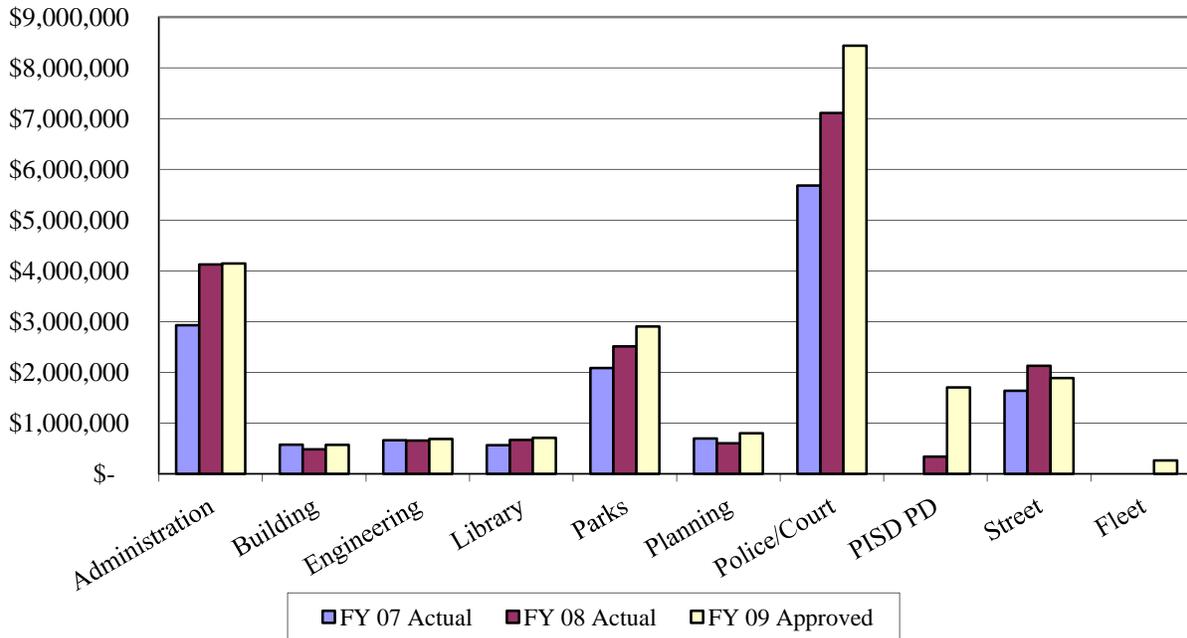
**General Fund
FY 07 – FY 09 Revenue Comparison**



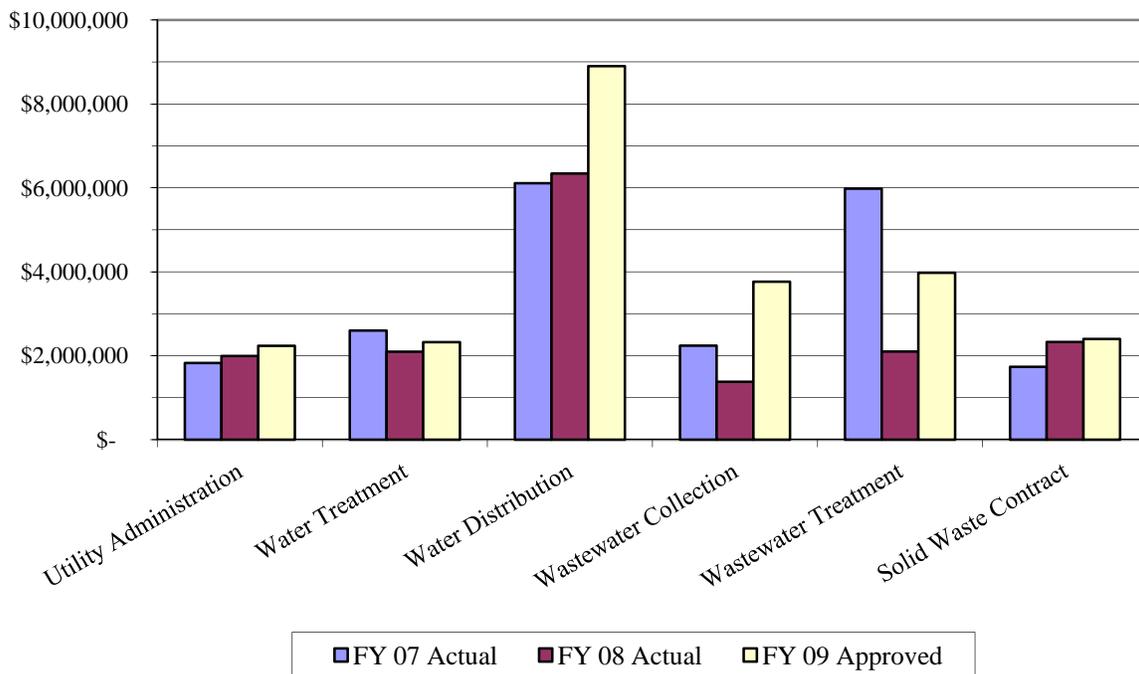
**Utility Fund
FY 07 – FY 09 Revenue Comparison**



General Fund FY 07 – FY 09 Expense Comparison



Utility Fund FY 07 – FY 09 Expense Comparison





Administration

Department Description

The Administration Department is composed of the City Manager office, the Finance Department, and Human Resources. The budgets for these components are not allocated separately. The Pflugerville Community Development Corporation is also a function of the Administration Department though they have a budget separately approved by the City Council and operate on a calendar year basis.

This section will provide information on the budget for the total department and subsequent pages will provide information for each component.

Staffing

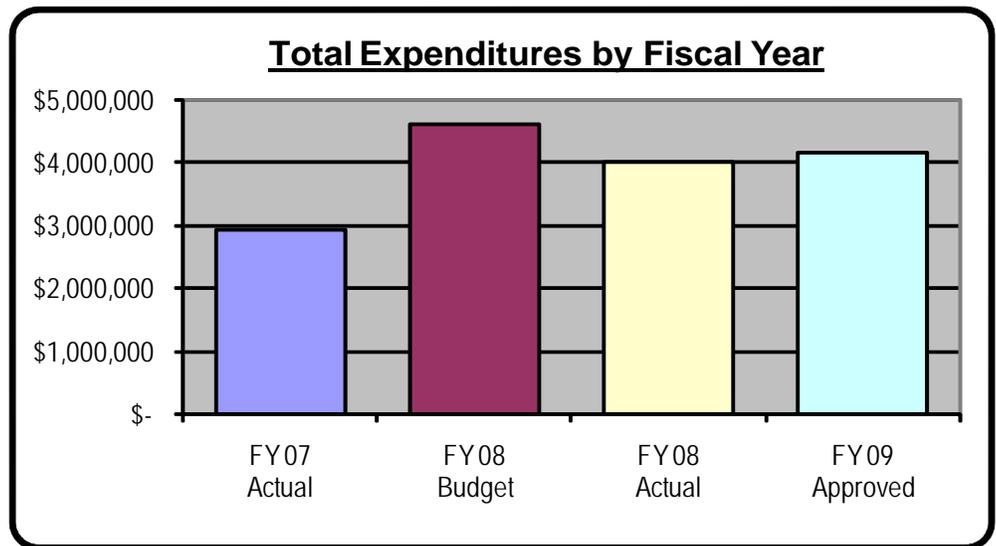
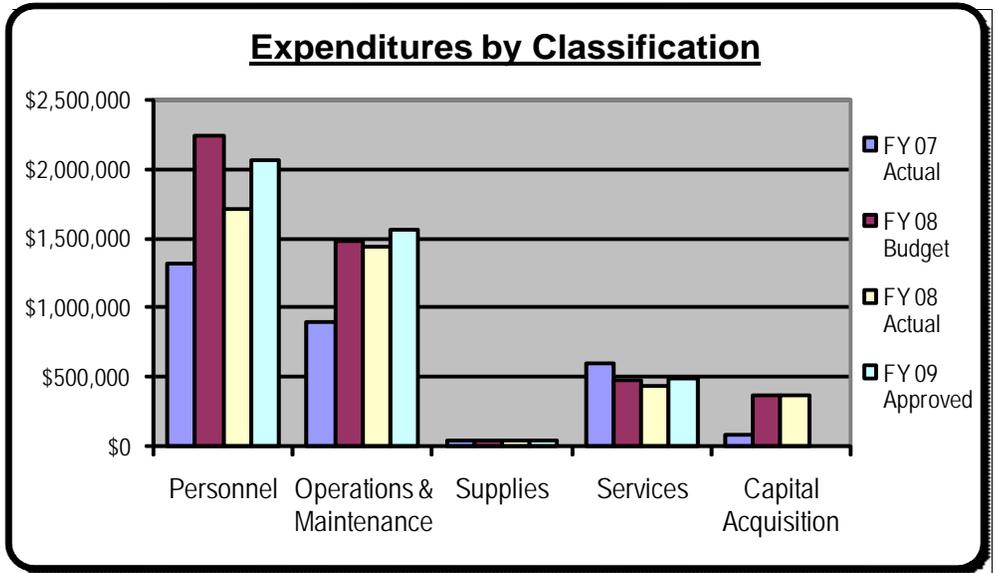
Position	FY 07 Actual	FY 08 Actual	FY 09 Proposed
Accountant	2	2	2
Accounts Payable Clerk	1	1	1
Administrative Tech	4	5	5
Assistant City Manager	1	1	1
Economic Development Director/Assistant			
City Manager	1	1	1
Finance Director	0	1	1
Assistant Finance Director	1	1	1
Assistant to City Manager	1	1	0
Assistant to Economic Development Director	1	0	0
Economic Development Manager	0	1	1
City Attorney	1	1	1
City Manager	1	1	1
City Secretary	1	1	1
Facilities Maintenance Tech	1	1	1
Human Resources Administrator	1	1	1
Human Resources Assistant	2	2	2
Human Resources Generalist	0	1	1
Info & Comm. Development Director	1	1	1
Public Works Director	0	1	1
Public Information Officer	0	0	1
Total	20	24	24

*Note: Finance Director was combined with ACM in FY 07

Administration

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	1,313,291	2,245,317	1,709,065	2,063,771
Operations & Maintenance	902,244	1,476,851	1,446,733	1,559,110
Supplies	36,838	38,000	36,969	39,000
Services	595,936	475,353	441,232	482,472
Capital Acquisition	79,929	373,617	373,617	-
Totals	\$2,928,238	\$4,609,138	\$4,007,616	\$4,144,353



City Manager

Department Mission

The mission of the City Manager's office is to provide administration and leadership to insure that the daily operations and long-term initiatives of the City reflect the policies, goals and objectives expressed by the City Council.

Department Description

The City Manager's office is responsible for the administration of City business. The City Manager, appointed by the City Council, is the chief administrative officer of the City. Responsibilities of the City Manager Office include coordinating activities to effectively accomplish the City Council's goals and objectives.

Department Location

The City Manager office is located at City Hall, 100 East Main Street, Suite 300 Phone: 512-990-4363; Fax: 512-990-4364; www.cityofpflugerville.com
Hours are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays.

FY 2007- 2008 Accomplishments

- Expanded the contact list for the *Key to the City* newsletter.
- Improved the welcome packet for new residents of the City.
- Recruited and hired a Public Works director to oversee the Water, Wastewater, Street and Fleet departments.
- Organized the first City-wide open house.
- Coordinated the first annual Pflugerville Pfirecracker Pfestival on July 4th.

FY 2008 – 2009 Goals

- Complete coordination and development of City Internal Procedures Manual.
- Ensure each department has a comprehensive standards-of-operation manual.
- Continue review of organizational structure and institute changes to improve the efficiency and effectiveness of the City.
- Continue evaluating and updating City policies.

City Manager

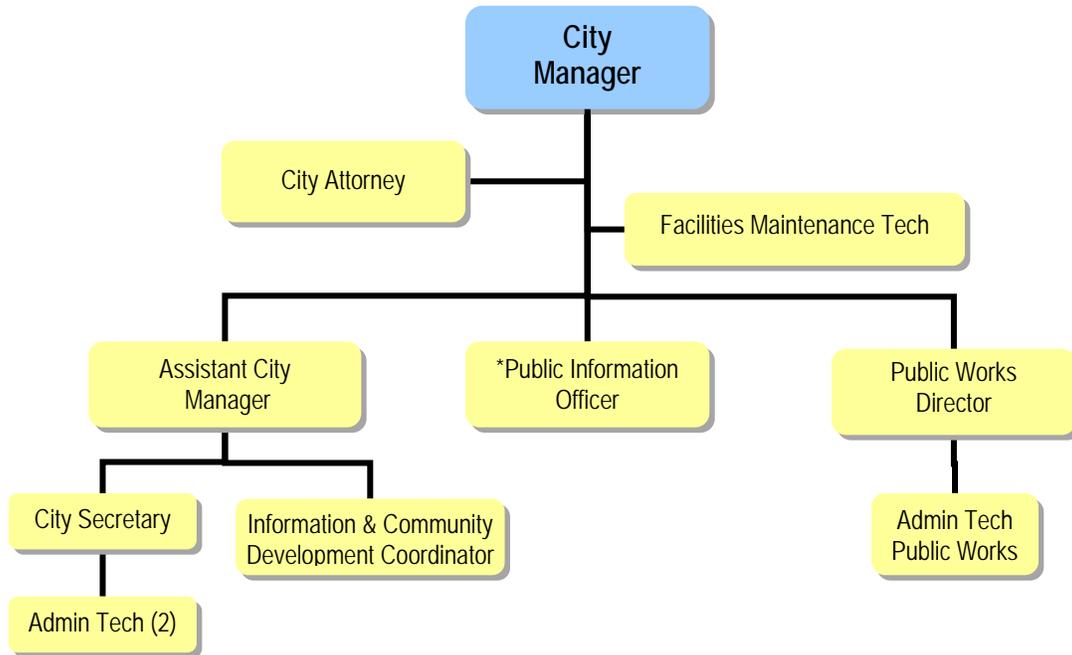
FY 2008 - 2009 Budget Objectives

- Increase communication with citizens through increased media resources.
- Continue to seek solutions to meet increasing customer demands, while maintaining current staff levels.
- Upgrade City Council laptops to reduce the volume of printed materials.
- Purchase an agenda review program.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
City Manager	1	1	1
Assistant City Manager	1	1	1
City Attorney	1	1	1
Public Works Director	0	1	1
City Secretary	1	1	1
Info. & Comm. Develop. Coord.	1	1	1
Public Information Officer	0	0	1
Assistant to City Manager	1	1	0
Administrative Tech	2	2	2
Administrative Tech/Public Works	0	1	1
Facilities Maintenance Tech	1	1	1
Totals	9	10	10

Staffing (continued)



*New positions for current fiscal year

City Manager

Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved	
<u>Demand</u>				
City Population	35,468	41,817	46,433	
<u>Input</u>				
Annual City Budget	\$43,509,938	\$50,789,577	\$74,488,385	(1)
Annual City Operating Budget	\$21,080,444	\$24,845,830	\$31,132,221	
Number of City Personnel (FTE)	211.58	239.58	265.2	(2)
Total Number of Personnel	9	10	10	
<u>Efficiency</u>				
Population per City FTE	168	175	175	
Cost of City Govt per Citizen	\$398	\$402	\$452	(3)
Dept FTE as % of General Fund FTE	4.3%	4.2%	3.8%	
<u>Effectiveness</u>				
Taxable Assessed Valuation	\$1,515,913,575	\$1,895,830,016	\$2,489,169,600	
Debt to Valuation Ratio	7.8%	6.6%	5.3%	(4)
Bond Rating	A1/A	A1/A+	A1/A+	
Tax Rate /\$100 Valuation	\$0.6240	\$0.6190	\$0.6140	
Actual Expense versus Budget	98%	93%	-	

(1) Budget increase due to capital projects being funded.

(2) See page 152 for actual positions added.

(3) Based on General Fund Operating Expenditures.

(4) Includes General Obligation and Combination Tax and Revenue Debt.

Pflugerville Community Development Corporation

Department Mission

The mission of the Pflugerville Community Development Corporation (PCDC) is to encourage and promote economic development, diversifying the local tax base through retail, commercial and industrial development.

Department Description

The PCDC is responsible for cultivating an environment that will encourage growth and economic prosperity. The PCDC Director is the first point of contact for City of Pflugerville economic development activities.

Department Location

Pflugerville Community Development Corporation office is located at 203 West Main Street, Suite E Phone: 512-990-3725; www.pfdevelopment.com
Hours are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays.

FY 2007- 2008 Accomplishments

- Assisted with funding of City Capital Improvement Projects including
 - 685 Median Removal;
 - Wilbarger Wastewater Interceptor; and
 - 685 Commercial Park waterline improvements.
- Hosted the first bus tour to promote available properties for development within the City to interested commercial parties.
- Began the Pflugerville Healthcare Initiative by selecting a consultant and a Steering Committee to explore the feasibility and need for healthcare services in the area.
- Obtained Board approval to move forward with the Downtown Prime Interest Loan Program for businesses in the Central Business District.
- Began Business Retention and Expansion program to obtain information from existing businesses regarding their future plans for expansion and/or relocation.
- Revised the website to provide more dynamic information to potential developers.

**Pflugerville Community
Development Corporation**

FY 2008 – 2009 Goals

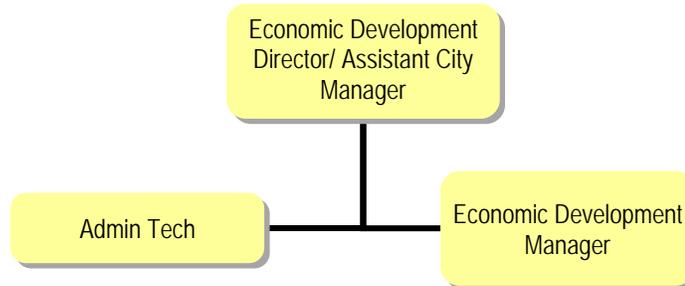
- Work with major commercial property owners on a SH 130 corridor overlay plan that will allow the City and the land owners to achieve the highest and best use of their property for commercial development.
- Publicize and award Community Development Challenge Grants.
- Revise the Beautification Award incentive program for local businesses.
- Realign the PCDC calendar fiscal year to align with the City fiscal year.

FY 2008 - 2009 Budget Objectives

- Assist in funding infrastructure projects, including:
 - Lake Pflugerville Park;
 - Pflugerville Parkway East II (Design); and
 - Heatherwilde North Widening (Design).

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Economic Development			
Director/Assistant City Manager	1	1	1
Economic Development Manager	0	1	1
Assistant to Economic Dev. Director	1	0	0
Administrative Tech/PCDC	1	1	1
Totals	3	3	3



Finance Department

Human Resources

Department Mission

Provide quality financial management and utility billing services in a professional and efficient manner to achieve a high level of internal and external customer satisfaction; and provide quality business support and consulting services to management staff in order to assess needs and create processes that utilize and develop human resources in the most effective manner.

The mission of the Human Resources department is to provide quality business support and consulting services to management staff in order to assess needs and create processes that utilize and develop human resources in the most effective manner.

Department Description

- Responsible for the collection, investment, disbursement and documentation of all City funds.
- Prepares the City's annual budget document and annual comprehensive financial report (audit).
- Processes and prepares payment for City purchases and expenditures and monitors purchase orders.
- Provides responsible leadership and direction in human resource services, including managing and administering recruiting, compensation, benefits, employee relations, training and records programs.
- Conducts and/or coordinates training and seminars for employee orientation, policies and procedures, performance management, safety and other programs that benefit the organization and employees.
- Prepares the City payroll.
- Provides billing, collection and accounting for all water, wastewater and solid waste utility accounts.
- Maintains the fixed assets records for the City.
- Staffs Deutschen Pfest, receiving and depositing all revenues from entry gates, t-shirt sales, and other income. Prepares financial reports throughout the year.
- Provides liaison to the Finance and Budget Committee.
- Prepares reports, analyses, and information as needed by the City Manager, City Council, and other departments.

Department Location

The Finance Department and Human Resources are located in City Hall, 100 East Main Street, Suite 100.

Hours are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays.

Phone: 512-251-3076; and Fax: 512-251-5768; and the City website:

www.cityofpflugerville.com

FY 2007 - 2008 Accomplishments

Finance

- Received Distinguished Budget Presentation Award for the fiscal year 2008 budget from the Government Finance Officers Association.
- Received Certificate of Achievement for Excellence in Financial Reporting Award for the fiscal year 2007 from the Government Finance Officers Association.
- Standard & Poor's bond rating was upgraded from A to A+ and Moody's bond rating of A1 was maintained.
- Received an unqualified audit opinion.
- Completed the service proposal process for selection of a new audit firm to conduct the fiscal year 2008 financial audit.

Human Resources

- Implemented a three-tiered leadership development program designed to enhance the skills of the City's organization leaders including crew leaders, foremen, supervisors, and managers.
- Conducted a comprehensive compensation survey and analysis to ensure that the City remains positioned to recruit the best qualified candidates and retain excellent employees.
- Expanded the employee orientation program as a supplement to the employee retention strategy.
- Developed a City-wide wellness program that will result in a healthy return; both in terms of employee productivity and reduced healthcare costs.

FY 2008 – 2009 Goals

Finance

- Receive Distinguished Budget Presentation Award from the Government Finance Officers Association for the fiscal year 2009 budget.
- Receive the Certificate of Achievement for Excellence in Financial Reporting Award for the fiscal year 2008.

FY 2008 – 2009 Goals (continued)

Finance (continued)

- Continue evaluating and updating City policies.
- Complete coordination and development of City Internal Procedures Manual.
- Continue the process to encompass requirements of GASB 45 in the annual financial report.
- Negotiate a new electricity service contract for the City's electric needs.
- Maintain bond ratings of Moody's - A1 and Standard & Poor's - A+.

Human Resources

- Refine HR internal processes to increase efficiency and service; cross-train HR employees in all HR and Payroll activities.
- Develop an employee development program to enhance the abilities of our employees, supervisors, and managers in order to meet changes in job requirements and customer demand.
- Perform a comprehensive audit of the Human Resources department and processes to ensure it is in compliance with the law, standardize processes, identify risk areas, and tie HR to strategic business goals.

FY 2008 – 2009 Budget Objectives

Finance

- Contract for an actuarial analysis of the City's employee benefits to comply with the new standards set by the Governmental Accounting Standards Board Statement #45.
- Gather information regarding the purchasing function by attending area seminars and researching requirements, in anticipation of creating a Purchasing division for the City of Pflugerville in the future.
- Continue to look for solutions to meet increasing customer demands while maintaining current staff levels.

Human Resources

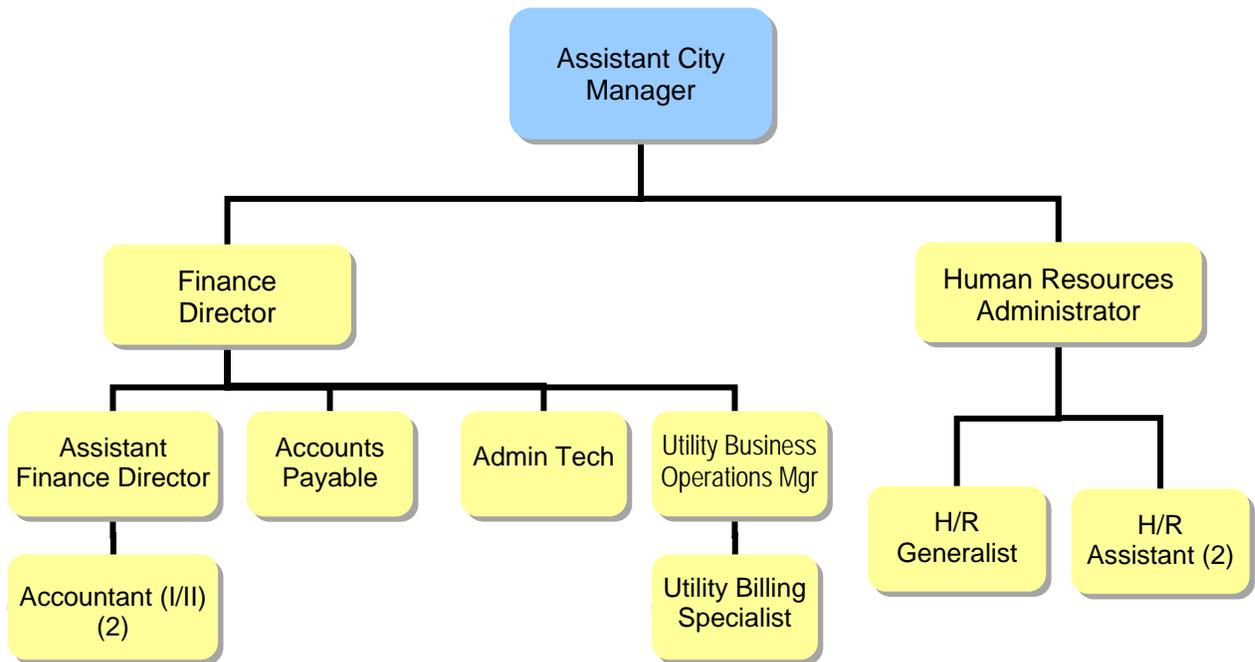
- Implement software that will improve the efficiency and effectiveness of the staffing process by automating the entire hiring process from requisition to hire.
- Purchase and put into operation time entry software that will automate the process, eliminate paper timesheets, and increase the data available.

**Finance Department
Human Resources**

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Accountant (I/II)	2	2	2
Accounts Payable Clerk	1	1	1
Administrative Tech	1	1	1
Assistant Finance Director	1	1	1
Finance Director	0	1	1
Human Resource Administrator	1	1	1
Human Resource Assistant	2	2	2
Human Resource Generalist	0	1	1
Utility Business Operations Mgr	1	1	1
Utility Billing Specialist	1	1	1
Total	10	12	12

*Note: Finance Director was combined with ACM in FY 07.



Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
City Population	35,468	41,817	46,433
Number of Budgeted Positions	225	256	280
Number of Seasonal Employees	111	113	113
Utility Customer Base*	13,612	15,340	15,600
Number of bond issues outstanding	17	18	19
Amount of debt outstanding	\$123,181,000	\$130,716,000	\$145,276,000
Annual Budget	\$46,418,653	\$50,537,298	\$74,488,385
<u>Input</u>			
Personnel Expense**	\$728,329	\$784,987	\$824,236
Total Number of Personnel	10	12	12
<u>Output</u>			
Number of AP checks written	7,122	7,305	7,500
Number of Purchase Orders Processed	498	611	700
Number of Invoices Processed	12,720	14,259	14,750
Number of Utility Bills Processed	147,540	166,720	170,054
Number of Applicants Processed	2,058	1,469	1,750
Number of RFT Applicants Hired	46	70	90
Number of Seasonal Applicants Hired	135	142	165
Number of Terminations Processed	121	129	125
<u>Efficiency</u>			
FTE as % of General Fund FTE	5.6%	5.2%	4.7%
Finance Expenditures as % of GF	4.6%	4.2%	3.8%
<u>Effectiveness</u>			
Bond Ratings (Moody's/S&P)	A1/A	A1/A+	A1/A+
Unqualified Audit Opinion	Yes	Yes	Yes
Number of Cash Receipts	117,438	71,149	75,000
Total Revenue Received	\$24,290,927	\$25,784,288	\$27,000,000
City Employee Turnover Rate	14.7%	16.2%	10.0%

*Number of customers increased due to expansion of City garbage service to areas to be annexed in the next two fiscal years.

**Personnel expense only. Includes two employees who are paid from Utility Fund.



Building Inspection Department

Department Mission

Ensure that Pflugerville's residences and places of business are designed and constructed to the standards for quality, safety, and efficiency in accordance with the adopted building, site development, and zoning regulations.

Department Description

- Process and issue building, plumbing, mechanical and electrical permits.
- Review plans for compliance with building, plumbing, mechanical and electrical codes.
- Inspect work in progress for compliance with building, plumbing, mechanical, and electrical code requirements, through in-house staff and contracted personnel as necessary.
- Inspect for compliance with site development code.
- Flood plain administration.
- Review plans for compliance with sign ordinance.
- Provide general information to the public.
- Abate dangerous buildings.

Department Location

The Building Inspection Department is located at 100 East Main, Suite 200. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Phone: 512-252-8469; Fax: 512-990-4374; City Website: www.cityofpflugerville.com

FY 2007 – 2008 Accomplishments

- Adopted 2008 National Electrical Code to ensure the safety and well being of citizens and business owners in the City.
- Permitted and inspected just under 800,000 square feet of light industrial, commercial, and commercial finishout building projects.
- Distributed information on City of Pflugerville code enforcement to all newly annexed areas.

FY 2008 – 2009 Goals

- Prepare for upcoming annexations through education and assessment of the to-be-annexed areas.
- Prepare for unprecedented commercial growth through low-cost Webinar training and accelerated certifications.

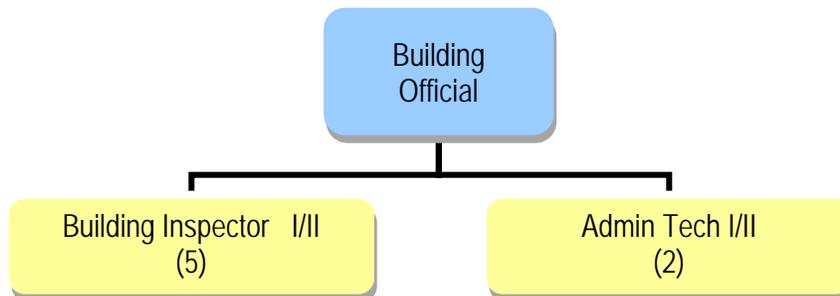
Building Inspection

FY 2008 - 2009 Budget Objectives

- Monitor the level of building inspection personnel within the department to correspond with the quantity of construction projects.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Building Official	1	1	1
Building Inspector	5	6	5
Admin Tech	2	2	2
Totals	8	9	8



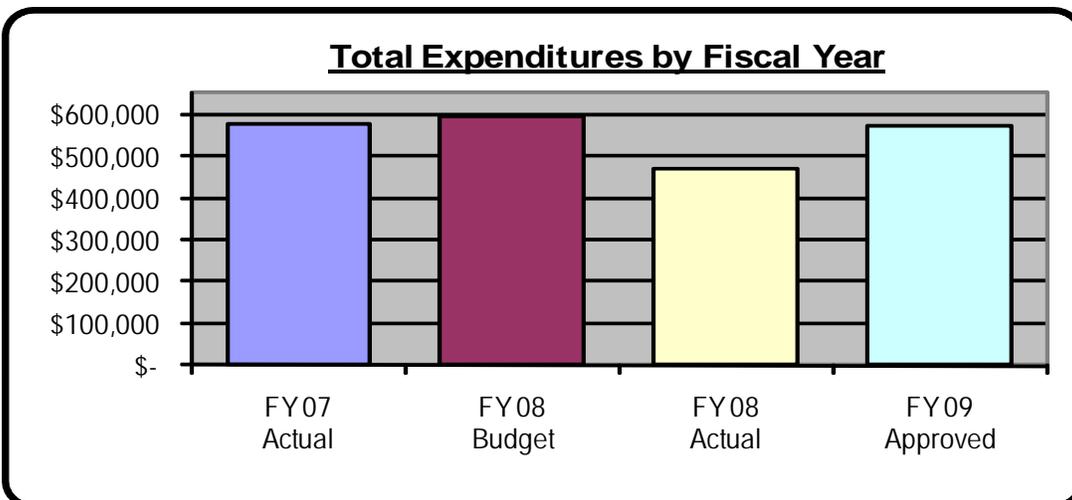
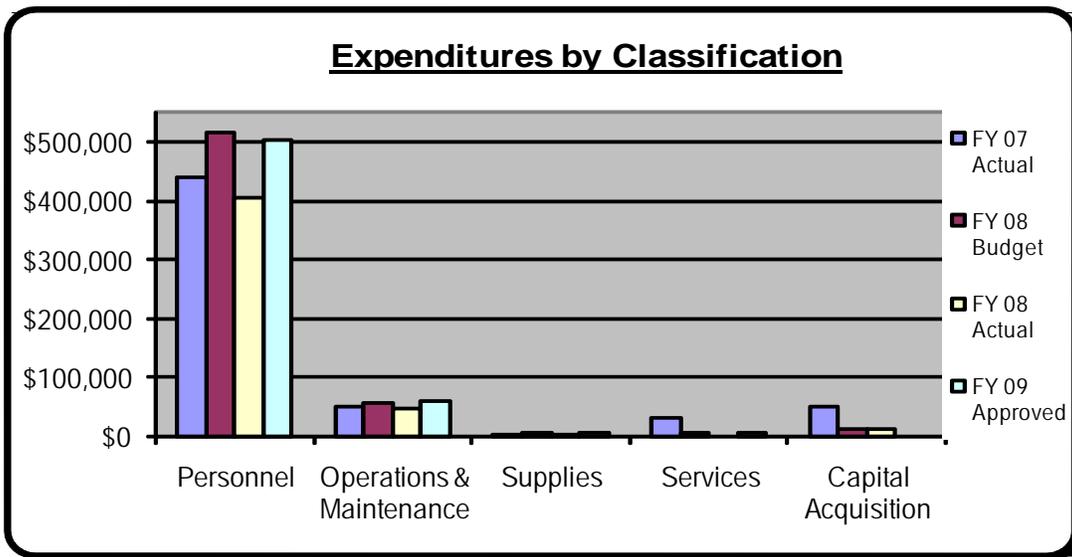
Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
Building Permits:			
Single Family	546	259	300
Duplex	19	1	0
Multi-Family	1	2	1
Commercial buildings and finishouts	45	58	75
Other (pools, additions, patio covers, signs, etc)	1,661	1,430	1,434
Total Building Permits Issued	2,272	1,750	1,810
<u>Input</u>			
Operating Expenditures	\$524,505	\$457,790	\$571,223
Number of Full-Time Equivalents	8	8	8
<u>Output</u>			
Inspections:			
Single-Family	24,187	8,291	9,603
Duplex	619	34	0
Multi-Family	1,062	320	1,020
Commercial	1,280	1,647	2,134
Other (mechanical, sign, electrical, plumbing)	2,455	2,145	2,119
Total Inspections	29,603	12,437	14,876
Square Footage Residential	1,544,907	732,840	848,850
Square Footage Commercial	609,300	785,320	1,015,500
<u>Efficiency</u>			
Cost per Building Inspection	\$14.82	\$32.59	\$33.78
Time per Building Inspection	20 minutes	57 minutes	39 minutes
<u>Effectiveness</u>			
Average Inspections per Day	121	51	61
# of Inspections per Day per Inspector	24	13	15

Building Inspection

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	438,599	515,516	405,379	502,458
Operations & Maintenance	50,218	55,351	48,948	58,765
Supplies	3,868	5,075	3,463	5,000
Services	31,820	5,000	-	5,000
Capital Acquisition	49,926	12,700	13,552	-
Totals	\$574,431	\$593,642	\$471,342	\$571,223



Engineering Department

Department Mission

Ensure that the public facilities which serve Pflugerville's water, wastewater, transportation, and drainage needs are designed and constructed to the standards for quality, safety, and efficiency in accordance with the City's adopted regulations and guidelines while providing for responsible, efficient management of capital improvement projects.

Department Description

- Perform review of land development applications.
- Manage capital improvement projects.
- Perform inspections of land development and capital improvement construction with City staff.
- Offer supportive technical guidance and coordination with all City departments.
- Coordinate engineering related items with other jurisdictions when necessary.
- Coordinate utility service, transportation, and drainage requirements with potential developments.
- Address citizen concerns/questions related to engineering and construction topics.

Department Location

The Engineering Department is located at 102 South Third Street.
Hours are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays.
Staff can be reached by phone at 512-251-2679, by fax at 512-251-2874; or through the City website: www.cityofpflugerville.com

FY 2007-2008 Accomplishments

- Completed overlay of Dessau Road and citywide pavement crack sealing.
- Adopted the City's Wastewater Master Plan.
- Began construction on the following Capital Improvement Projects (more detail regarding these projects can be found in the Capital Improvement Projects section of this budget):
 - East Pecan Street
 - Pfennig Booster Facility
 - Pflugerville Parkway (Greenlawn Boulevard to Great Basin Avenue)
 - 10th Street and Pecan Street (intersection improvements).

Engineering Department

FY 2007-2008 Accomplishments (continued)

- Initiated development of a storm water management plan in accordance with the Phase II MS4 permit.

FY 2008-2009 Goals

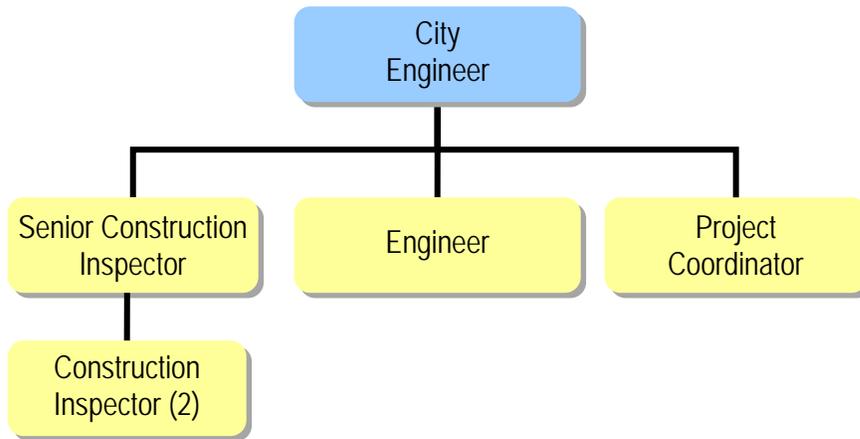
- Continue to resolve traffic congestion.
- Enhance CIP efficiency with the assistance of a new Engineer position.
- Maintain or reduce the average review time for land development applications.
- Strive to achieve compliance with federal and state water quality requirements.
- Identify cost analysis of proposed annexation plans, and incorporate long range plans and department needs.

FY 2008-2009 Budget Objectives

- Hire new Engineer position, while minimizing increase of Department budget from previous fiscal year.
- Acquire capital outlay related to the new position.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
City Engineer	1	1	1
Engineer	0	0	1
Senior Construction Inspector	1	1	1
Construction Inspector	2	2	2
Project Coordinator	1	1	1
Total	5	5	6



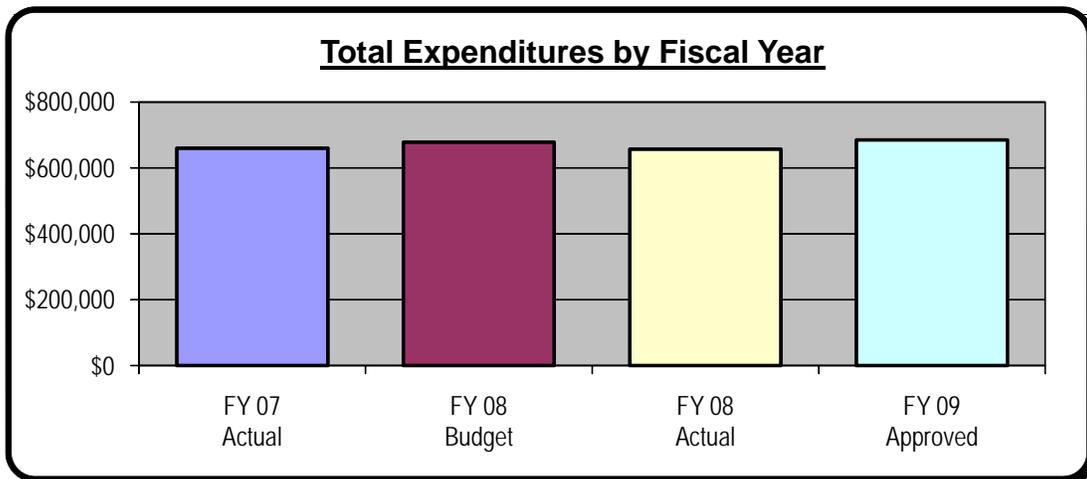
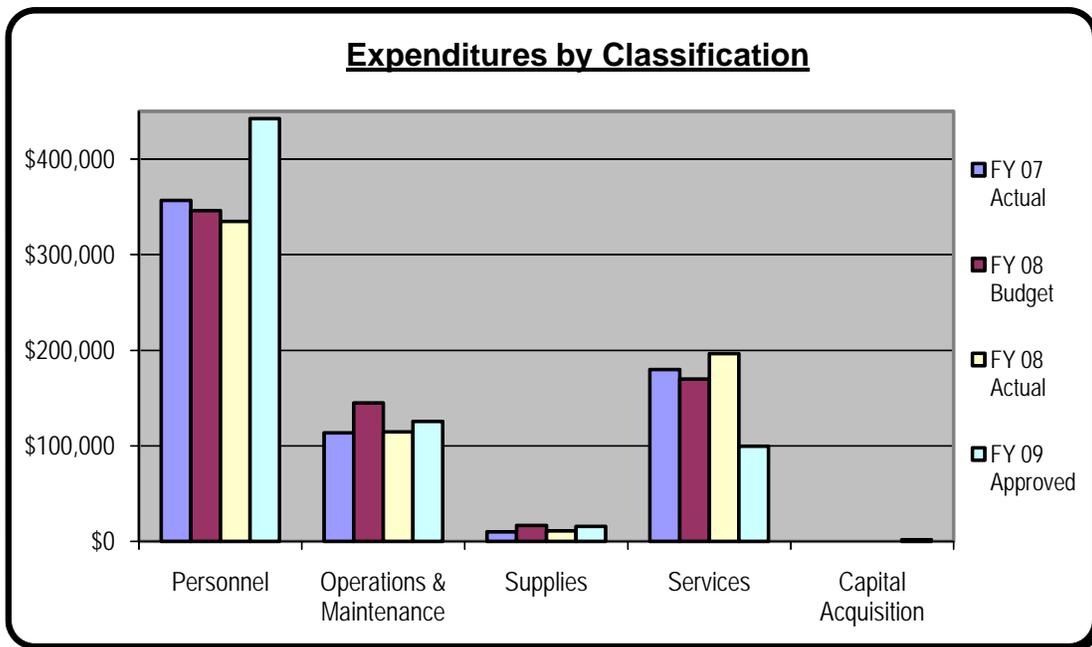
Engineering Department

Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
City Population	35,468	41,817	46,433
Subdivision Construction Value	\$ 8.15 mil	\$ 11.53 mil	\$ 11.50 mil
<u>Input</u>			
Operating Expenditures	\$660,154	\$656,672	\$683,510
Number of Personnel (FTE)	5	5	6
<u>Output</u>			
Number of Construction Plans Reviewed	105	75	100
Number of Subdivision Plats Reviewed	30	20	30
Number of Site Plans Reviewed	40	25	40
Number of Active Capital Improvement Projects	23	26	25
Number of Completed Capital Improvement Projects	6	9	8
Number of Inspections	17,100	16,954	18,000
<u>Efficiency</u>			
Average Number of Days to Review Construction Plans	10	9	11
Average Number of Days to Review Subdivision Plats	5	5	5
Average Number of Days to Review Site Plans	7	7	8
Cost per Inspection	\$38.61	\$38.73	\$37.97

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	356,794	346,232	334,669	442,382
Operations & Maintenance	113,654	144,942	114,507	125,698
Supplies	9,916	16,530	11,116	15,772
Services	179,790	170,000	196,380	99,658
Capital Acquisition	-	-	-	1,500
Totals	\$660,154	\$677,704	\$656,672	\$685,010





Pflugerville Community Library

Department Mission

To provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and professional.

Department Description

- Serves all residents of the community and the surrounding region.
- Supports literacy by developing and maintaining a collection of print and non-print materials for all ages.
- Responds to telephone, email, and on-site information queries.
- Provides a variety of programs, including story times, computer classes and reading programs for children and adults.
- Provides reference assistance, electronic resources and public Internet access to support the needs of formal education, independent learning, and business development.
- Provides meeting room space for community activities and programs.
- Provides community outreach through special programs.

Department Location

The Pflugerville Community Library is located at 102 Tenth Street.

The Library is open from 10 a.m. to 9 p.m., Monday through Thursday; 10 a.m. to 6 p.m. on Friday; 10 a.m. to 4 p.m. on Saturday; and 1 p.m. to 6 p.m. on Sundays. The Library is closed on all City holidays.

Phone: 512-251-9185; Fax: 512-990-8791 and the City of Pflugerville website: www.citypflugerville.com

FY 2007 - 2008 Accomplishments

- Circulated 214,968 items to the public.
- Increased staffing and extended service hours to include later evenings and Sundays.
- Expanded children's program offerings (Infant through Preschool), started after-school programs (School age), initiated youth programs (Teen and 'Tween-age), and offered special adult programs and senior social events.
- Added computer classes, including Spanish-language sessions, and enlisted volunteer instructors.

Pflugerville Community Library

FY 2007 - 2008 Accomplishments (continued)

- Received Loan Star Grant for creation of a TeenSpace area and established a Teen Advisory Group (TAG).
- Completed weeding and shifting of juvenile materials and created a new Young Adult collection.
- Received National Endowment for the Humanities' *We the People* "Created Equal Bookshelf" materials grant.
- Installed print management control system.
- Created cataloging guidelines, incorporating additional content and analytical details, particularly for non-print media.
- Increased staff participation in Texas Library Association professional committee activities.

FY 2008 – 2009 Goals

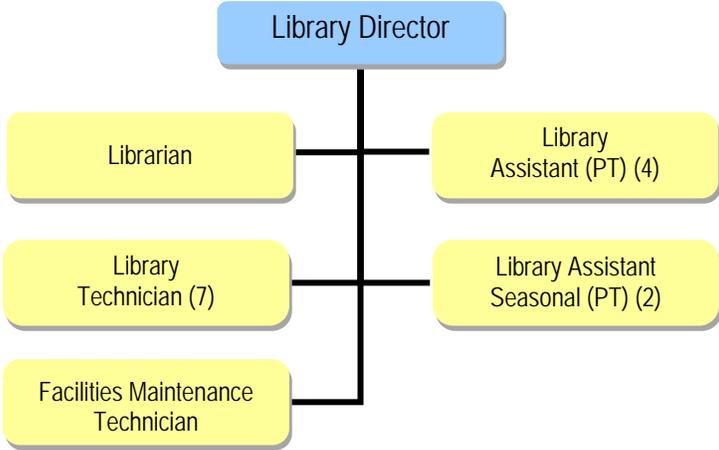
- Expand adult services programming to include outreach to homebound, area nursing homes and assisted living centers.
- Seek grants toward service enhancements for differently-abled customers.
- Collaborate with other City departments to develop and present a variety of community interest programs.
- Partner with community education providers to support adult literacy and new immigrant programs.
- Improve computer lab functionality.

FY 2008 - 2009 Budget Objectives

- Acquire additional shelving and furnishings to maximize space utilization and provide optimal display of materials.
- Purchase audiovisual equipment and accessories to support collections and services, including outreach programs.
- Perform weeding and further development of Large Print, Adult Non-Fiction, Texana and Reference collections.
- Create Local History collection.
- Plan for expanded library facilities.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Library Director	1	1	1
Librarian	1	1	1
Library Technician	5	7	7
Facilities Maintenance Technician	1	1	1
Regular personnel total	8	10	10
Librarian (PT)	1	0	0
Library Assistant (PT)	3	4	4
Seasonal Library Assistant (PT)	2	2	2
Totals	14	16	16



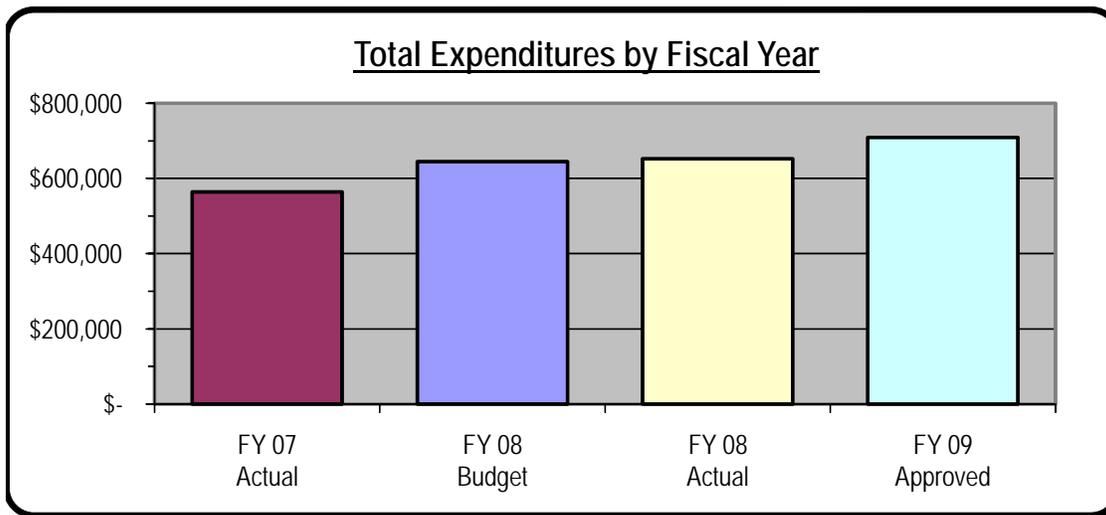
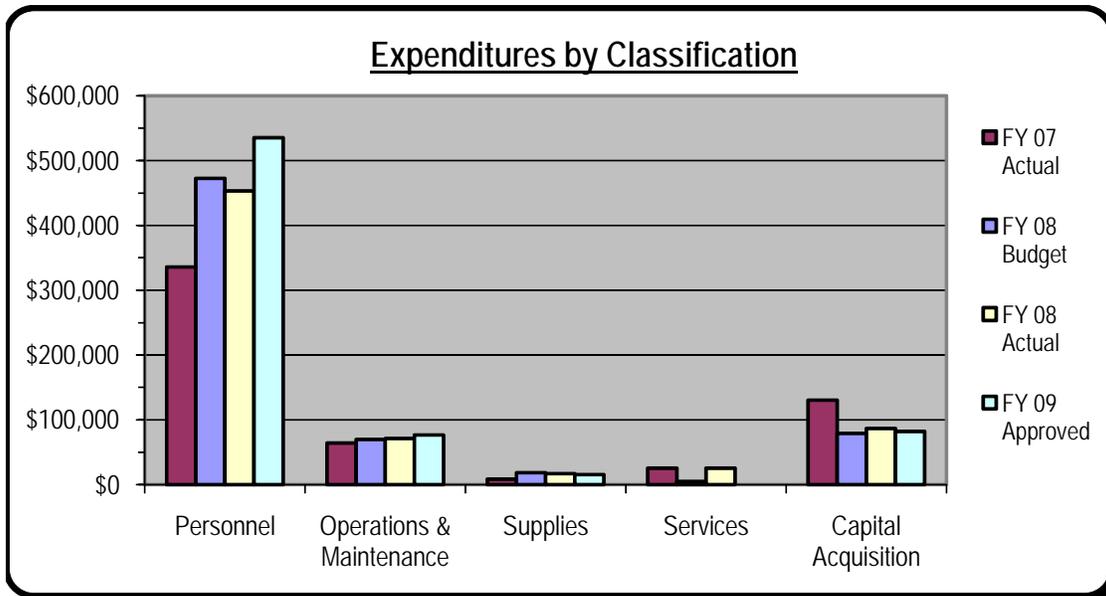
Pflugerville Community Library

Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
Card Holders	23,211	26,006	33,000
Collection	51,089	55,734	61,500
Number of Items Circulated	216,292	214,968	225,000
Number of Reference Requests	4,186	4,268	4,500
Library Programs Attendance	6,204	8,694	10,000
Number of Internet Users	30,809	52,120	60,000
<u>Input</u>			
Operating Expenditures	\$433,592	\$566,319	\$627,366
Number of Full-Time Equivalents	10.2	12.2	12.2
<u>Output</u>			
Number of Library Visits	161,107	158,920	175,000
Volunteer Hours	960	1,043	1,000
Library Revenue	\$29,110	\$32,084	\$30,000
Donations/Grants	\$147,193	\$15,765	\$0
<u>Efficiency</u>			
Library Expenditure as a % of General Fund	3.1%	3.4%	3.0%
FTE as a % of General Fund FTE	5.8%	6.0%	5.3%
<u>Effectiveness</u>			
% Increase in Circulation	2.0%	-0.6%	-2.2%
Circulation per Paid Staff Member	15,449	13,436	14,063
Circulation per Library Visits	1.34	1.35	1.29
Collection Turnover Rate	4.23	3.86	3.66

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	335,856	472,877	453,097	535,203
Operations & Maintenance	64,194	69,630	70,948	76,663
Supplies	8,429	18,500	16,869	15,500
Services	25,414	5,000	25,405	-
Capital Acquisition	130,161	79,109	86,634	82,000
Totals	\$564,053	\$645,116	\$652,953	\$709,366





Parks and Recreation Department

Department Mission

The Pflugerville Parks and Recreation Department is dedicated to providing the citizens of Pflugerville with opportunities for increased health and wellness through recreational activities and safe park facilities that promote physical, emotional, intellectual, cultural, and social well-being for all members of the community.

Department Description

- Performs daily inspections and maintenance of park facilities.
- Coordinates and schedules the use of park facilities.
- Plans, organizes, and conducts a wide variety of recreation activities for the community.

Department Location

The Parks and Recreation Department is located at 400 Immanuel Road. Office hours are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. Phone: 512-251-5082; Fax: 512-990-0932; City website: www.cityofpflugerville.com

FY 2007 - 2008 Accomplishments

- Achieved Tree City USA designation.
- Received Gold Medal Award from Texas Recreation and Parks Society for Excellence in parks and recreation.
- Developed plan for western extension for trail system from Swenson Farms Boulevard to Heatherwilde Boulevard.
- Applied for grant from Capital Area Metropolitan Planning Organization for the western trail extension.
- Completed Cambridge Estates Trail and Park.
- Completed Cambridge Heights (Zola) Park.
- Added two outdoor fitness zones with a grant from Austin/Travis County Health and Human Services.
- Added trash can/pet waste systems every ¼ mile along Heritage Loop Trail.
- Added new class offerings to the Recreation Center, including: Jazzercise, Mommy and Me, and senior strength and stretching.

Parks and Recreation Department

FY 2007 – 2008 Accomplishments (continued)

- Expanded swim lessons in the evening hours to accommodate more working parents.
- Continued irrigation system and tree planting on north shore of Lake Pflugerville.
- Secured consultant for Lake Pflugerville Park project.
- Achieved National Recreation Trail designation for Heritage Loop Trail.

FY 2008 - 2009 Goals

- Complete construction of Lake Pflugerville Park.
- Develop long term strategic plan for new park tract.
- Uphold Tree City USA designation.
- Expand Easter Pfest to meet increased demand.
- Begin accreditation process for department. The CAPRA (Commission for Accreditation of Park and Recreation Agencies) accreditation process can take over a year. This is the gold standard for cities across the nation.
- Construct Mountain Creek Trail with National Recreation Trail Grant money.
- Re-allocate staff at Recreation Center with the goal of full coverage by a full time employee.
- Take over maintenance and operations of Windermere Park.

FY 2008 - 2009 Budget Objectives

- Extend trash can/pet disposal systems every ¼ mile along Settlers Valley Trail.
- Add Windermere pool and park to 2009 operations.
- Hire two Maintenance Techs and one Maintenance Specialist and equipment to support crew.
- Separate pool operations into three new subcategories for the Gilleland Creek, Mentzer, and Windermere pools.

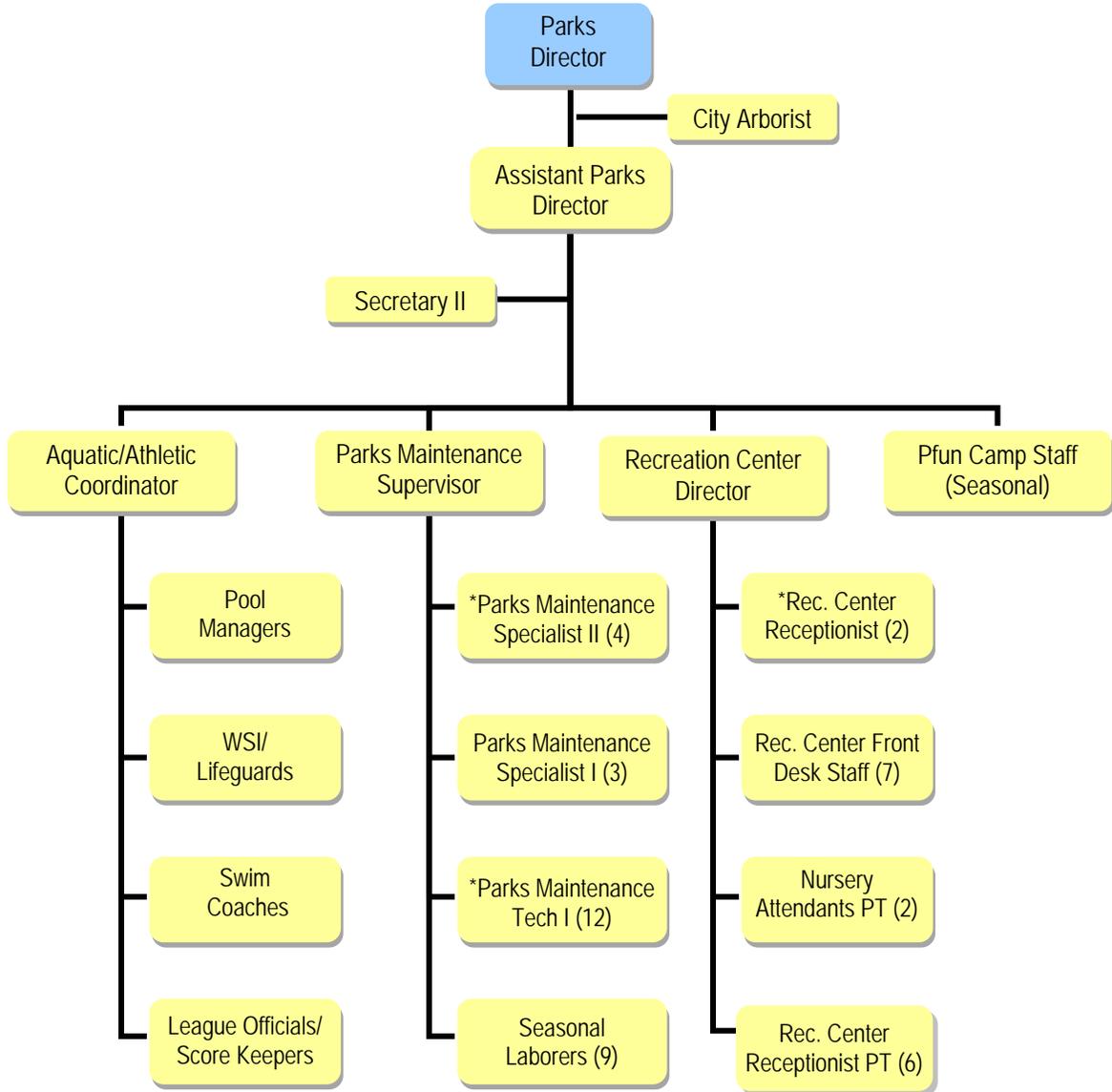
Parks and Recreation Department

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Parks & Recreation Director	1	1	1
Assistant Parks & Recreation Director	1	1	1
Aquatic/Athletic Coordinator	1	1	1
Recreation Center Director	1	1	1
Arborist	1	1	1
Parks Maintenance Supervisor	1	1	1
Secretary	1	1	1
Maintenance Specialist I/II	6	8	7
Maintenance Technician	7	8	12
Recreation Center Receptionist	1	1	2
Subtotal for Full-Time Personnel	21	24	28
Laborer (PT)	1	1	1
Laborer (Seasonal)	7	9	9
Pfun Camp Staff (Seasonal)	20	20	20
Pool Staff (Seasonal)	68	68	80
Instructors (Seasonal/PT)	7	7	9
Rec Center Receptionists (PT)	6	6	6
Nursery Attendants (PT)	2	2	2
Totals	132	137	155

Parks and Recreation Department

Staffing (continued)



*New positions for current fiscal year

Performance Measures

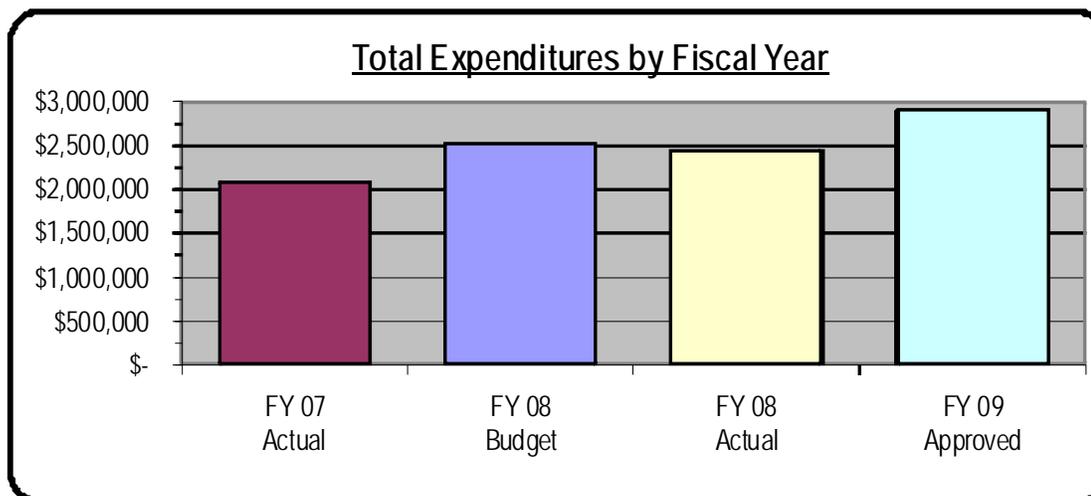
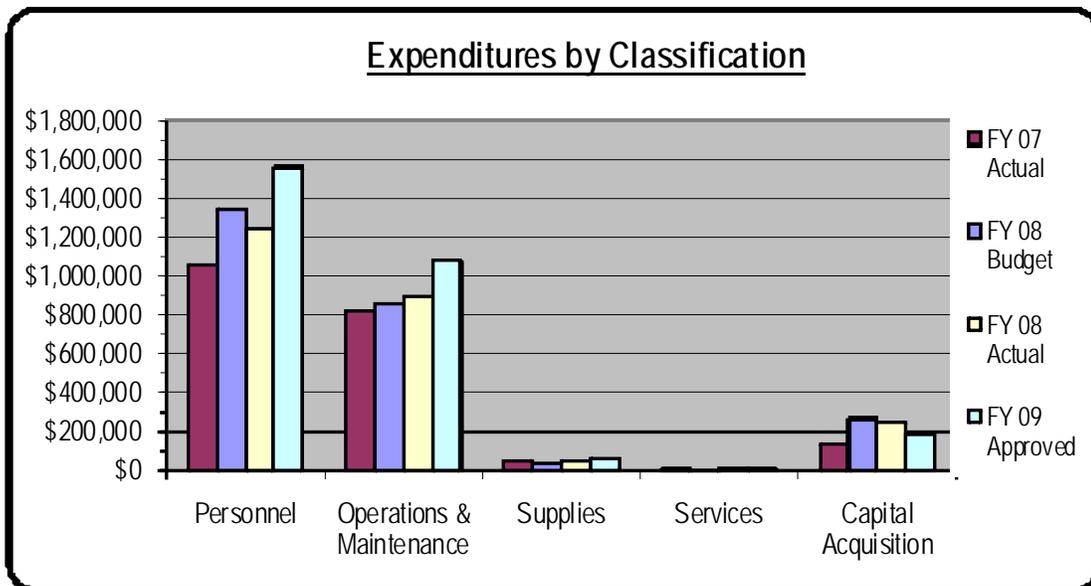
Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
Population	35,468	41,817	46,433
Miles of Trails	19	20	25
Number of Parks	24	24	25
Number of Buildings	23	24	27
Number of Playscapes	16	17	18
Number of Acres Maintained	485	495	510
Number of Swimming Pools	2	2	3
Number of Special Events	11	12	13
Number of Soccer Fields	2	2	2
Number of Volleyball Courts	7	7	8
Number of Basketball Courts	8	8	9
Number of Baseball Fields	2	2	2
Number of Bocce Courts	1	1	1
<u>Input</u>			
Parks Operating Expenditures	\$1,944,695	\$2,199,695	\$2,714,616
Parks Staff (FTE)	23.5	27.5	31.5
Seasonal Staff	110	112	126
Volunteer Hours*	2,192	2,858	3,158
<u>Output</u>			
Recreation Program Participants	1,663	2,714	3,465
Facilities Reservations	339	486	511
Recreation Center Members	6,682	3,969	4,245
Sports League Participants	2,400	2,617	2,700
Aquatics Participants (Classes)	2,925	2,910	3,210
Special Event Participation	23,100	33,100	35,000
<u>Efficiency</u>			
Parks Expenditures as % of General Fund	13.77%	13.10%	12.94%
Parks Expenditures per Capita	\$54.83	\$52.60	\$58.46
Population per FTE	1,509	1,521	1,474
<u>Effectiveness</u>			
% Budget Recovered through Parks Programs and Fees	29.5%	27.3%	20.5%
Total Gross Revenues	\$573,094	\$600,040	\$557,000

*Majority of these hours are Deutschen Pfest.

Parks and Recreation Department

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	1,061,598	1,347,099	1,246,587	1,561,685
Operations & Maintenance	822,465	855,258	890,298	1,077,331
Supplies	53,771	43,650	52,964	67,100
Services	6,861	2,000	9,847	8,500
Capital Acquisition	140,065	268,405	250,536	186,698
Totals	\$2,084,760	\$2,516,412	\$2,450,231	\$2,901,314



Planning Department

Department Mission

Provide the resources and support necessary for the creation and implementation of the long range vision of the community for Pflugerville's growth and development, while ensuring that the land development process proceeds in accordance with the adopted comprehensive plan, and subdivision and zoning regulations.

Department Description

The department is oriented toward activities associated with current planning, long range planning, and the integration of Geographic Information Systems (GIS) across the city.

Current Planning:

- Administer the zoning and subdivision processes.
- Review site development plans for compliance with zoning and site development requirements.
- Coordinate the Development Review Committee (DRC).
- Provide direct staff support for the Planning and Zoning Commission, the Board of Adjustment and the Architectural Review Board.

Long Range Planning:

- Prepare ordinances and code amendments consistent with the City's Vision and Mission.
- Work within the Capital Area Metropolitan Planning Organization (CAMPO) framework to ensure future funding of the local transportation network.
- Prepare and maintain the comprehensive plan.
- Prepare Capital Improvement Program (CIP) plan in conjunction with Engineering and other departments.
- Analyze and prepare annexations and coordination of the service plan implementation.
- Maintain and update statistics related to growth and development.
- Provide staff support to the Downtown Planning Committee (DPC).

GIS:

- Prepare and maintain the geographic information system (GIS) database and other computer mapping resources for the department's needs and for use by other City departments and the public.

Planning Department

Department Location

The Planning Department is located at 100 East Main Street, Suite 400. Hours are 8 a.m. to 5 p.m., Monday through Friday, excluding City holidays. Phone: 512-990-4370; Fax: 512-251-8525; email planning@cityofpflugerville.com; City website: www.cityofpflugerville.com.

FY 2007 - 2008 Accomplishments

- Developed opportunities to increase citizen involvement in planning issues with greater web content and improved communications.
- Conducted public hearings and resident committee negotiations for the 2009 three-year annexation plan area.
- Amended the annexation plan to include the Greenridge Subdivision in 2010.
- Hired GIS Coordinator to begin promotion of GIS capabilities for use by all City departments and set up certain GIS applications to benefit other departments.
- Extended City's ETJ to encompass land to the east of FM 973, consistent with the jurisdiction boundary of Pflugerville ISD.
- Conducted two downtown summits to engage stakeholders to obtain consensus on key issues in the Central Business District area.
- Implemented recommendations from the SH 130 and SH 45 Corridor Development Strategy project through zoning code revisions and proactive zoning.
- The SH 130 & SH 45 Corridor Development Strategy project was named a finalist in the Public Policy and Plans award category by Envision Central Texas (ECT).
- Recognized by APA Texas for 2008 Planning Achievement Award for the third year in a row.

FY 2008 – 2009 Goals

- Continue implementation of the expansion of GIS data and capabilities to complement operations and the public's access to spatial data.
- Focus on long range planning issues including but not limited to land use, transportation, infrastructure, utilities, and park land through the initiation of a comprehensive plan update.
- Continue to seek improvements to customer service and maintain an efficient and responsive staff to policy issues and development pressures.

FY 2008 – 2009 Goals (continued)

- Examine all aspects of the development process in conjunction with other departments to enhance quality and customer service.
- Continue to implement recommendations from the SH 130 and SH 45 Corridor Development Strategy project and evaluate progress.
- Complete Multi-family design guidelines and standards project.
- Complete Old Town Pflugerville – Vision for Tomorrow project and implement recommendations.
- Complete 685 Commercial Land Use remedies project.

FY 2008 - 2009 Budget Objectives

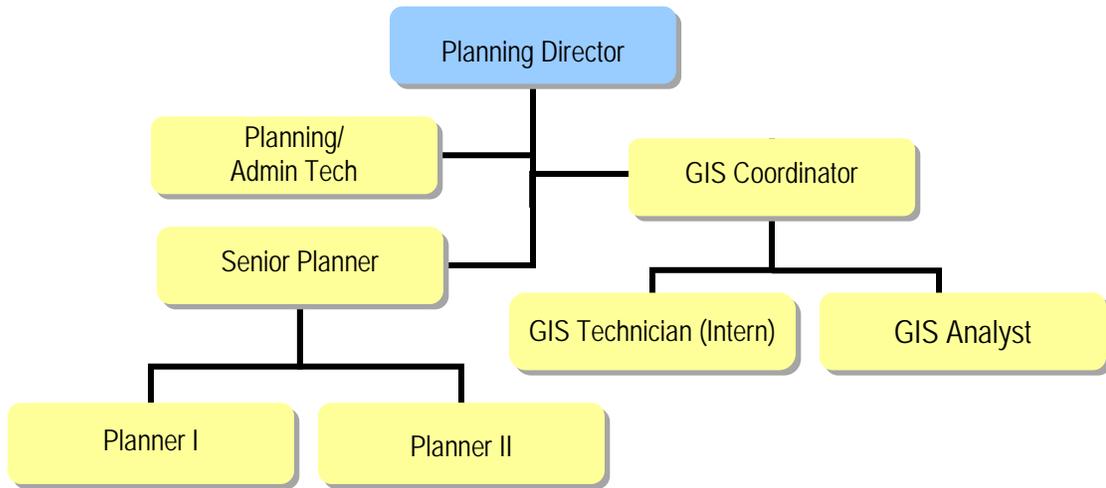
- Structure department staffing to better address community needs and internal coordination among other functions within Development Services, including Building Inspections and Engineering.
- In this period of slower growth, update the comprehensive plan and land usage codes.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Planning Director	1	1	1
Senior Planner	1	1	1
Planner II	1	1	1
Planner I	1	1	1
GIS Coordinator	0	1	1
GIS Analyst	1	1	1
Planning/Admin Technician	1	1	1
GIS Intern	1	1	1
Total	7	8	8

Planning Department

Staffing



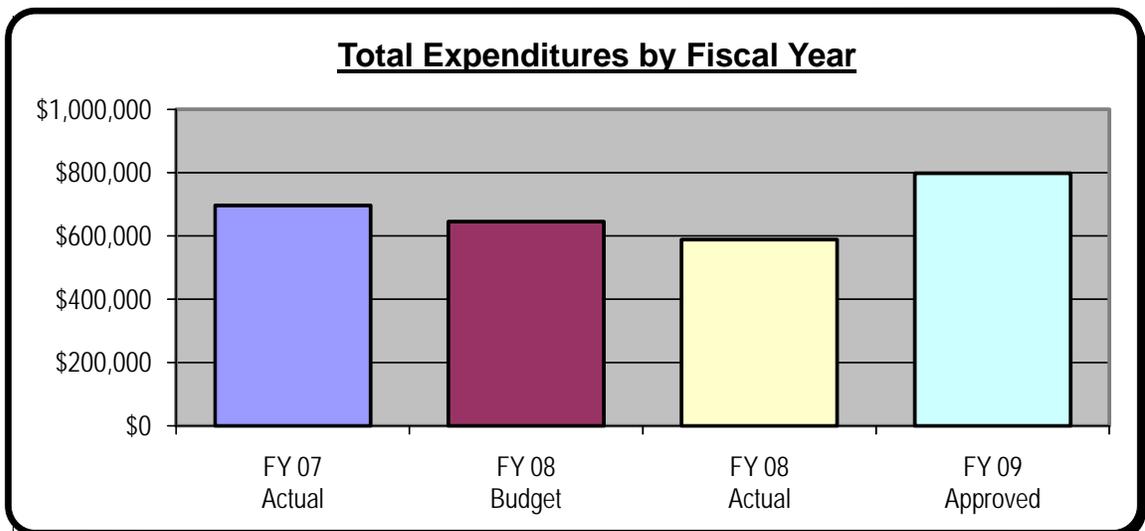
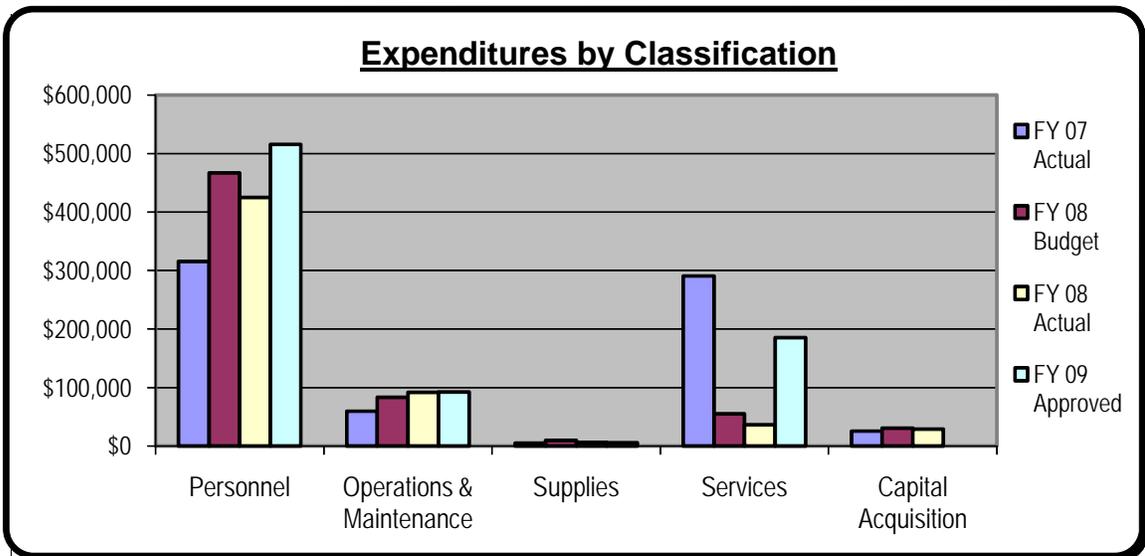
Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
City Population	35,468	41,817	46,433
Annual Growth Rate	22.6%	17.9%	11.0%
Land Area Within City limit (sq. mi.)	19.66	21.4	21.54
Land Area Within ETJ only (sq. mi.)	26.8	36.2	36.43
Number of Annexations / Acres	8 / 2,000	4 / 947.6	2 / 513
Number of Households in Annexation	1,087	2,553	3,424
Number of Persons in Annexation	3,362	5,014	2,695
<u>Input</u>			
Operating Expenditures	\$670,684	\$559,460	\$798,282
Number of Personnel (FTE)	6.38	7.38	7.4
<u>Output</u>			
Subdivision Plat Applications	50	38	58
Site Development Applications	15	36	28
Single Family Lots Reviewed	2,628	2335	900
Zoning Applications	20	30	22
Architectural Review Board Cases	9	10	12
Board of Adjustment Cases	11	15	20
<u>Efficiency</u>			
Planning Expenditures as % of General Fund	4.75%	3.33%	3.81%
FTE as % of General Fund FTE	3.60%	3.63%	3.23%
Population per FTE	5,559	5,666	6,275
Planning Expenditures per Capita	\$18.91	\$13.38	\$17.19

Planning Department

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	315,617	466,585	424,987	515,508
Operations & Maintenance	59,631	83,092	92,028	92,274
Supplies	5,047	9,850	6,108	5,500
Services	290,389	55,000	36,337	185,000
Capital Acquisition	25,441	30,360	28,741	0
Totals	\$696,125	\$644,887	\$588,201	\$798,282



Police Department

Municipal Court

Department Mission

Police Department

Dedicated to providing an environment where the citizens of Pflugerville are safe, protected from crime, harm and disorder, while showing respect, fairness and compassion, and upholding the constitutional rights of all who come in contact with members of the department.

Municipal Court

Our mission is to provide quality service in a professional manner and to ensure trust and confidence in the Pflugerville Municipal Court. It is our goal to treat each person efficiently with dignity and respect. The Court is dedicated to provide a fair and just resolution of the legal issues within its jurisdiction and in accordance with the laws of the State of Texas.

Department Description

Police Department

- Enforces City ordinances, State of Texas laws, and applicable Federal laws in a fair and impartial manner, while working within the statutory and judicial limitations of the police authority and court process.
- Reduces the opportunity for crime by providing a highly visible uniformed patrol.
- Ensures response to emergency calls in a timely manner.
- Suppresses criminal activity by identifying crime and criminals, arresting offenders, and providing protection to the community.
- Provides immediate response to, and investigation of, all complaints of a criminal nature through a trained and experienced Investigations Division.
- Meets the needs of the community through communication and the development and implementation of new and effective programs to benefit safety.
- Enforces animal control ordinances and provides for safe humane treatment of animals.

Municipal Court

- Municipal Court provides a forum for the disposition of Class C Misdemeanor cases through impartiality, fairness, integrity, separation of powers, and judicial independence.

**Police Department
Municipal Court**

Department Location

The Police Department is located in the Pflugerville Justice Center, 1611 East Pfennig Lane.

Hours for the Police Department are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. Non-emergency phone: 512-251-4004.

For emergencies, dial 911.

The Municipal Court is located in the Pflugerville Justice Center, 1611 East Pfennig Lane.

Hours for Municipal Court are 8 a.m. to 6 p.m., Monday through Friday, excluding holidays. Phone: 512-251-4191.

City website: www.cityofpflugerville.com

FY 2007 – 2008 Accomplishments

Police Department

- Completed FY 2007 annual report on the department's fiscal status and pertinent crime statistics for public distribution.
- Improved care service, response, volunteer participation, and website for our animal shelter.
- Implemented a new program to reduce speeding through use of cut outs.
- Created the Pflugerville Independent School District Police Department Comprehensive Plan.
- Graduated C.A.P.C.O. Class 45 with a 100% pass rate on the state exam.
- Created public safety videos for Channel 10.
- Created the "Drop it and Lock it" loss prevention campaign.
- Added the Code Enforcement Division to the department.

Municipal Court

- Improved court scheduling process, calendars and notifications.
- Performed an audit of all outstanding warrants held by the Police Department to ensure 100% validity of active statuses and clearances.
- Provided educational and training opportunities to all court staff.
- Improved court security with the installation of upgraded equipment.

FY 2008 – 2009 Goals

Police Department

- Enhance methods of providing a safe environment for all citizens and aggressively address criminal activity in the City by developing partnerships throughout the community.
 - Maintain a low crime rate.
 - Integrate proactively with other City departments and law enforcement agencies.
 - Respond to the City's rapid growth.
- Implement the Pflugerville Independent School District Police Department.
- Create a Crisis Intervention Team.
- Increase numbers of volunteers in CERT, COPs and Animal Control.
- Revamp our current Field Training Program to reflect new training practices.
- Host the CAPCOG Night Academy for new police officers at the Justice Center.
- Improve traffic enforcement with the addition of a stealth traffic unit.

Municipal Court

- Continue to provide cost effective, efficient, and courteous service.
- Continue review of all Court files to ensure 100% accuracy of case data and statuses.
- Complete implementation of Failure to Appear Program (Omnibase).
- Continue evaluating and updating court policies and procedures.

FY 2008 - 2009 Budget Objectives

Police Department

- Hire additional officers to maintain a ratio of officers-to-citizens that will ensure sufficient response times, and provide patrol, call coverage, and investigative services.
- Procure additional vehicles to maintain a reasonable number of fleet vehicles.
 - Insure available fleet to cover all duties of the department.
 - Maintain service to all fleet vehicles to reduce repairs.
 - Replace high mileage units as a priority.
- Replace outdated computers throughout the Police Department.
- Add additional radios to supplement inventory due to increase in personnel and equipment.

**Police Department
Municipal Court**

FY 2008 - 2009 Budget Objectives (continued)

Police Department (continued)

- Hire an Information Technology Specialist to handle the needs of the department.
- Improve facility security with the addition of security cameras and upgrade current proximity card systems by replacement of obsolete hardware and software.

Municipal Court

- Utilize funds collected through CCP §102.0172, to purchase additional computer software and equipment needed to expand electronic citation issuance and court collections programs.
- Utilize funds collected through CCP §102.017, to upgrade court security equipment and environment, install alert alarm in courtroom, and provide continuing education on security issues for court personnel.
- Utilize funds collected through LGC §133.103 and §133.105 to provide continuing education of court personnel and improve efficiency and administration of daily court operations.

Staffing

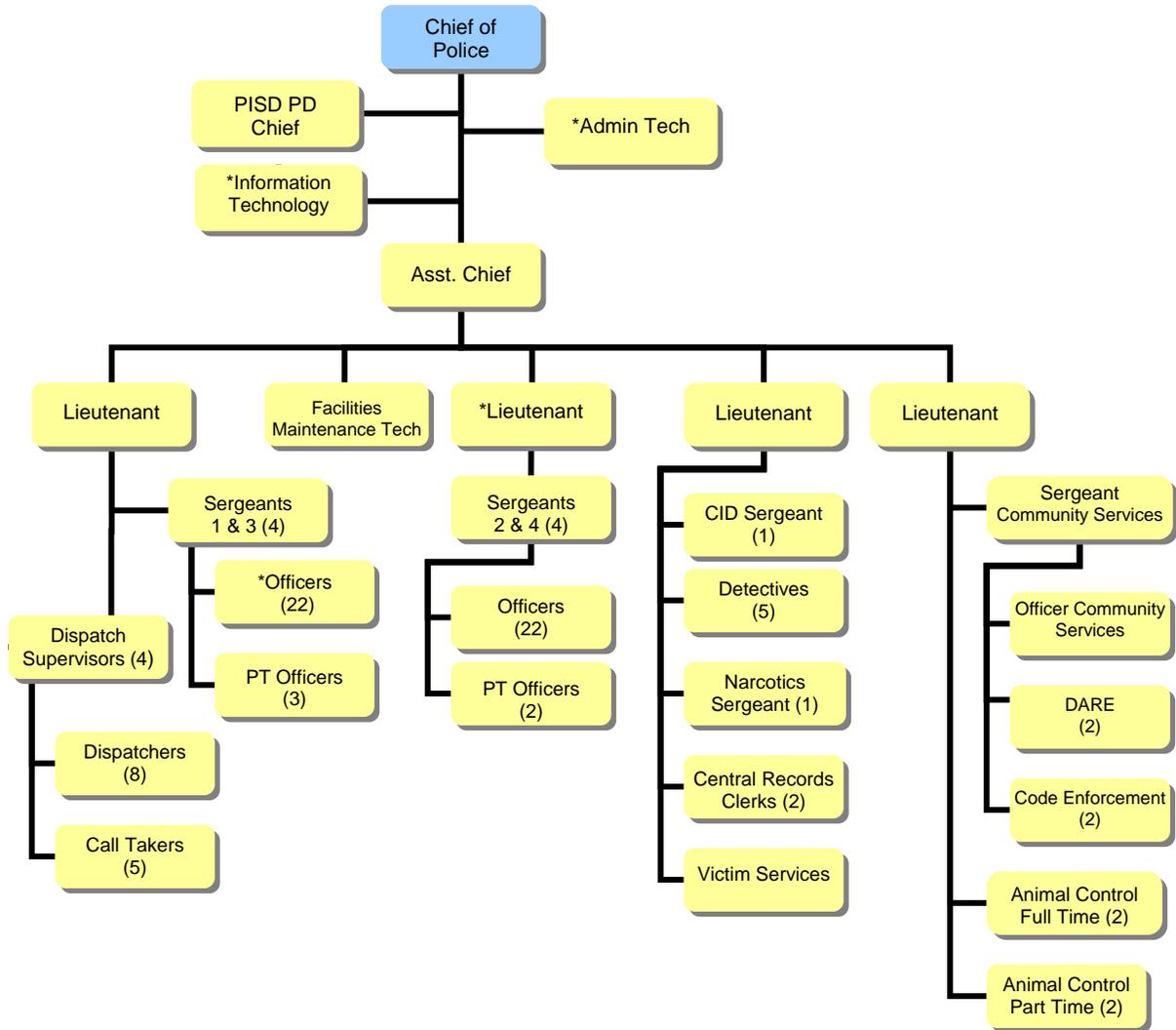
Police Department

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Police Chief	1	1	1
Assistant Chief	1	1	1
Lieutenant	3	3	4
Sergeant	7	11	10
Corporal	7	8	8
School Resource Officer	5	6	0
Officer	31	34	44
Information Technology	0	0	1
Dispatch Supervisor	3	4	4
Dispatcher	8	8	8
Victim Services Director	1	1	1
Victim Services Assistant	0	0	0
Central Records Clerk	2	2	2
Animal Control Officer	2	2	2
Code Enforcement	1	2	2
Facilities Maintenance Tech	1	1	1
Admin Tech	0	1	1
Subtotal for full-time personnel	73	85	90
Part Time Animal Control	1	1	2
Part Time Dispatch	0	0	1
Part time Officers	7	7	5
Totals	81	93	98

**Police Department
Municipal Court**

Staffing (continued)

Police Department

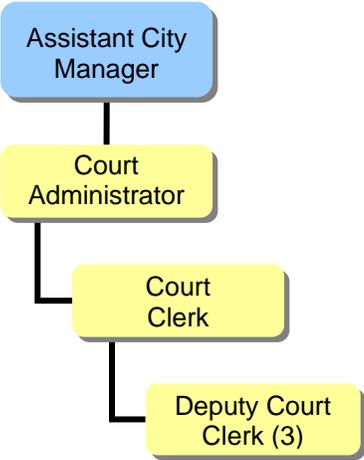


*New positions for current fiscal year

Staffing (continued)

Municipal Court

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Court Administrator	1	1	1
Court Clerk	1	1	1
Deputy Court Clerk	3	3	3
Totals	5	5	5



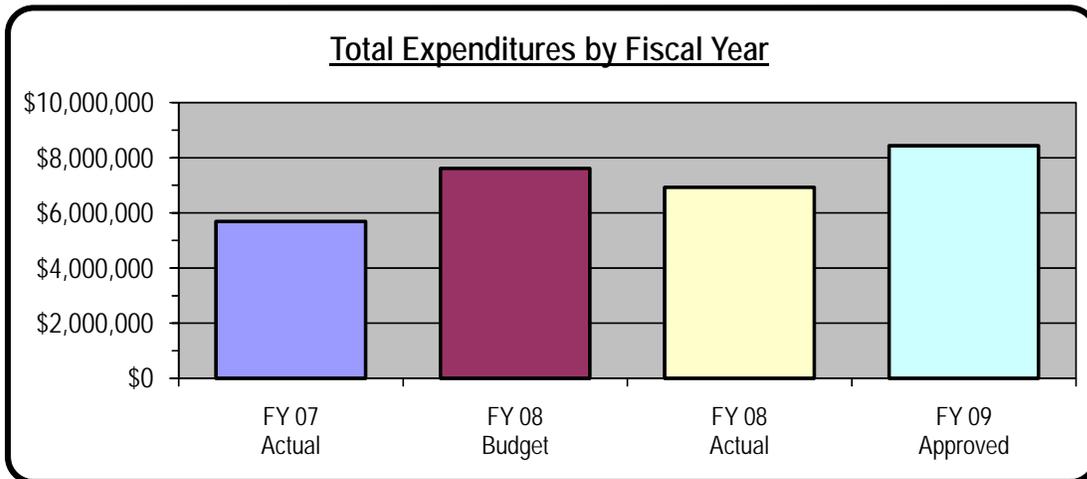
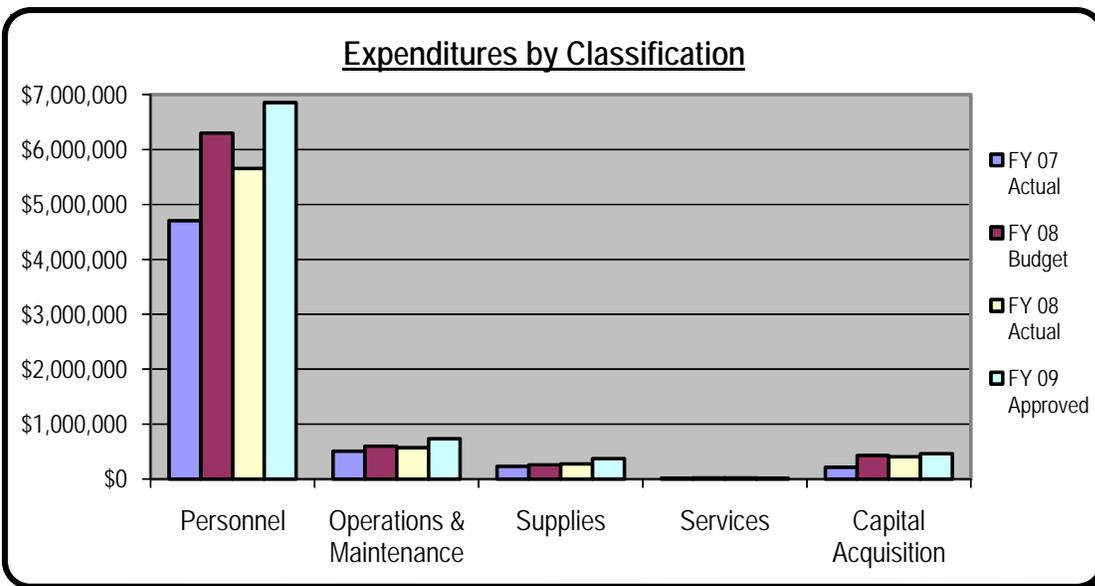
**Police Department
Municipal Court**

Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
Population	35,468	41,817	46,433
Calls for Service	37,776	44,423	50,000
Index Crimes Reported	839	944	1,000
<u>Input</u>			
Operating Expenditures	\$5,410,293	\$6,519,566	\$7,975,278
Officers per Thousand Population (Does not include SROs)	1.41	1.36	1.49
<u>Output</u>			
Number of Collisions	446	526	576
Number of Citations Issued	8,727	11,352	11,850
Number of Felony Arrests	278	252	280
Number of Misdemeanor Arrests	1,988	2,613	2,650
Number of Cases Filed (Municipal Court)	9,949	13,064	14,370
Revenue Collected (Municipal Court)	\$1,274,556	\$1,332,467	\$1,420,500
<u>Efficiency</u>			
Crime Rate per UCR	2.609	2.609	2.700
Police Expenditure per Capita	\$153	\$156	\$172
Average Response Time - All Calls	6 minutes	6 minutes	7 minutes
% Clearance Rate - Part 1 Offenses (UCR)	43%	54%	45%
Stolen Property (UCR)	\$864,457	\$1,099,438	\$1,200,000
Recovered	\$153,727	\$292,389	\$200,000
% Recovery Rate	18%	27%	24%
Total # of Training Hours per Officers	5,682	7,637	7,700
# of Training hours per Officer	75	80	80
Total # of Training Hours per Civilians	745	1,574	1,500
# of Training Hours per Civilian	40	40	40

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	4,706,888	6,299,830	5,652,614	6,852,319
Operations & Maintenance	508,296	601,303	568,918	734,511
Supplies	229,881	259,195	275,202	373,498
Services	19,229	19,850	22,832	14,950
Capital Acquisition	217,250	429,339	407,079	461,704
Totals	\$ 5,681,543	\$ 7,609,516	\$ 6,926,645	\$ 8,436,982





PISD Police Department

Department Mission

Provide a safe learning environment for the students and faculty of the Pflugerville Independent School District (PISD), and enhance the overall safety and security of the entire district by providing school based law enforcement officers to the district.

Department Description

- Enforces City ordinances, State of Texas laws, applicable Federal laws, and District policies and rules.
- Reduces the opportunity for crime by providing highly visible, uniformed, school based law enforcement officers.

Department Location

The PISD Police Department is located in the Pflugerville Justice Center, 1611 East Pfennig Lane.

Hours for the Police Department are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. Non-emergency phone: 512-251-4004.

For emergencies, dial 911.

FY 2007 – 2008 Accomplishments

- Entered into an inter-local agreement between the City of Pflugerville and PISD for police protection of the PISD facilities.
- Obtained new law enforcement agency number from the Texas Commission on Law Enforcement Standards and Education (T.C.L.E.O.S.E.).
- Obtained F.B.I./N.C.I.C. agency identifier number to identify the new agency when using state and national criminal justice information systems managed by the F.B.I. and D.P.S.
- Hired and trained new school resource officers who were in place, on campuses, for the start of the 2008/2009 school year.
- Completed School Based Law Enforcement (S.B.L.E.) Training for every member of the new P.I.S.D. Police Department. The training was held in conjunction with the Travis County Sheriff's Office which had previously provided police services to campuses outside the incorporated city limits of Pflugerville.
- Developed and implemented a Field Training Program (F.T.O.) for school resource officers.

FY 2008 – 2009 Goals

- Enhance methods of providing a safe environment for all students and faculty and aggressively address criminal activity on campuses by developing partnerships throughout the district.
 - Maintain a low crime rate.
 - Integrate proactively with P.I.S.D. departments and other law enforcement agencies.
 - Respond to the District’s rapid growth as coordinated between the Pflugerville Independent School District and the City of Pflugerville.
 - Fill mid-year positions to become fully staffed to better address service demand.
 - Complete advanced training in active shooter response.
 - Implement taser training and issuance of equipment to all school based law enforcement officers in the department.
 - Coordinate and work with support services and private consultant to upgrade campus security surveillance systems.
 - Obtain approved juvenile processing officers in all middle school and high school campuses in the District.
 - Complete training in the implementation and use of the visitor check-in system being installed in the District.
 - Effectively manage networking between the District and the City of Pflugerville networks.
 - Establish effective means of district-wide communication for school based law enforcement officers throughout the District while maintaining interoperability with other law enforcement agencies.

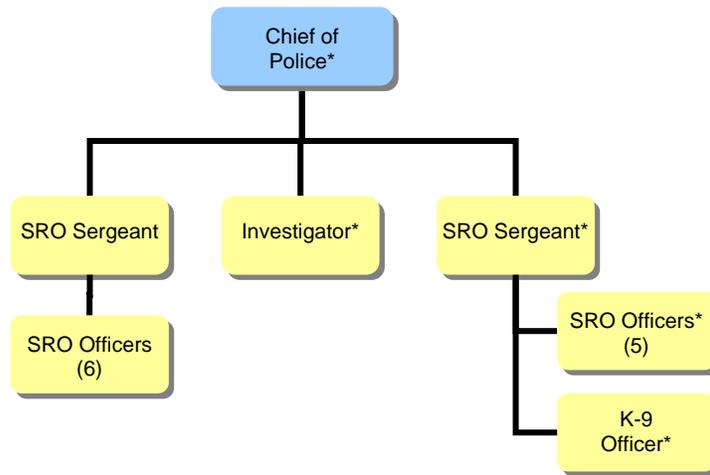
FY 2008 - 2009 Budget Objectives

- Hire additional officers to fully staff the department.
- Procure additional equipment necessary for added staff and campuses including vehicles, computers, radios, etc.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Police Chief*	0	0	1
Sergeant*	1	1	2
Investigator*	0	0	1
School Resource Officer*	5	6	11
K-9 Officer*	0	0	1
Dispatcher*	0	0	1
Totals	6	7	17

Dispatcher is budgeted in this department, but position reports to PPD.



* New positions for current fiscal year

PISD Police Department

Performance Measures

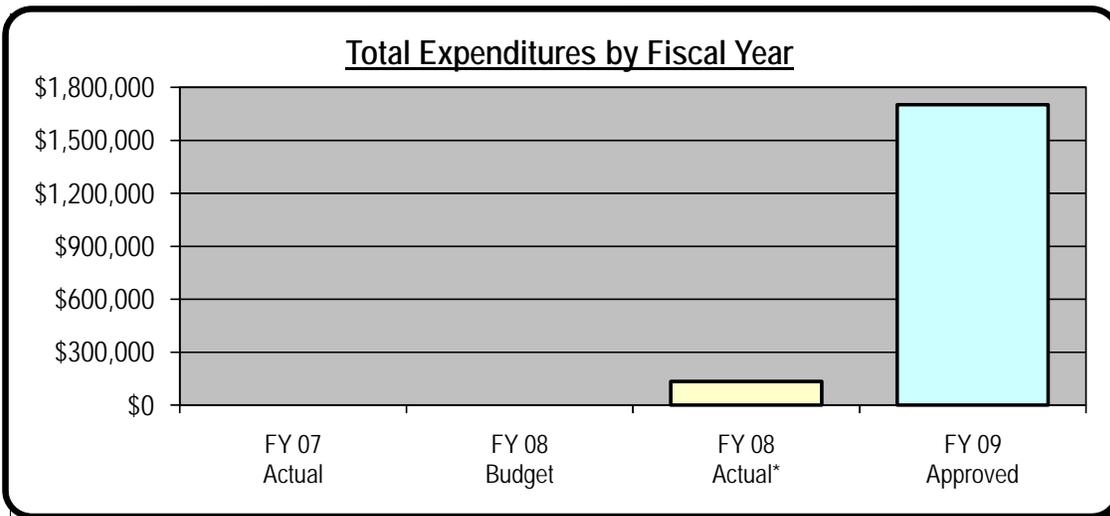
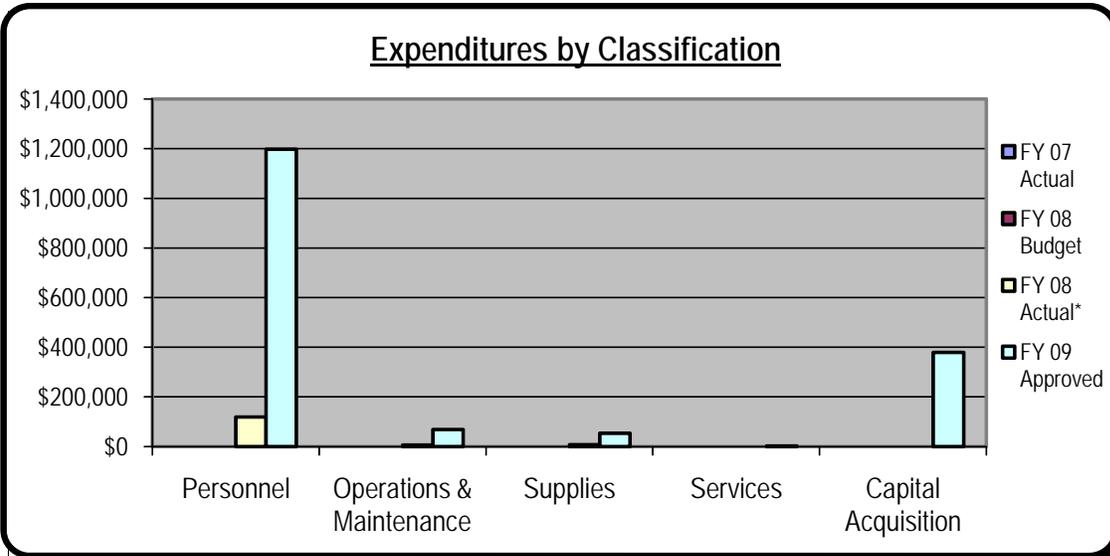
Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
Number of Campuses	--	26	26
Number of Students	--	21,000	21,000
Number of Faculty	--	2,000	2,000
<u>Input</u>			
Operating Expenditures	--	\$132,890	\$1,322,665
Capital Expenditures	--	--	\$379,663
Number of Officers	--	7	17
<u>Efficiency</u>			
Officers per Thousand Population	--	0.30	0.74

This is a new department, beginning in June 2008, therefore, 2008 expenditures are not reflective of a full year. Performance measures are being further developed for this function.

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual*	FY 09 Approved
Personnel	-	-	119,452	1,197,916
Operations & Maintenance	-	-	6,285	68,519
Supplies	-	-	7,152	53,720
Services	-	-	-	2,500
Capital Acquisition	-	-	-	379,663
Totals	\$ -	\$ -	\$ 132,890	\$ 1,702,318

*Department began in June 2008





Street Department

Department Mission

Maintain streets, drainage, and rights-of-way in a professional, efficient and cost effective manner.

Department Description

The Street Department is comprised of four main crews: Streets, Rights-of-way, Ditch and Drainage, and Signs.

- Streets Maintenance
 - Crack sealing, pothole repairs, patching utility cuts.
 - Responding to emergency and special events road closures.
- Rights-of-way Maintenance
 - Mowing, edging, tree trimming and trash removal.
 - Repairing sidewalks.
- Drainage Maintenance
 - Maintaining drainage culverts, detention ponds, channels and creeks.
- Sign Maintenance
 - Maintaining traffic signs, street signs, and barricades.
 - Complying with Federal and State regulations for street sign placement and maintenance.

Department Location

The Street Department is located at 2609 East Pecan Street.

Department hours are 7:30 a.m. to 4 p.m., Monday through Friday, excluding holidays.

Staff can be reached by phone: 512-990-4388; Fax: 512-989-1052; and through the City website: www.cityofpflugerville.com. After hours: 512-251-4004

Street Department

FY 2007 - 2008 Accomplishments

- Initiated systematic evaluation of street conditions and development of pavement management system.
- Continued installation of new sign blades on street signs not yet in compliance with state guidelines.
- Completed City-wide crack sealing project to prolong life of City streets, utilizing in-house crews and contracted labor/equipment.
- Replaced and/or repaired street banners throughout the City.
- Relocated crews and equipment to the central wastewater treatment plant.
- Restructured crews to maximize efficiency and equipment.
- Supported City Departments and City-wide events including installation of Christmas tree, Deutschen Pfest, and Friends of Library Book Sale.

FY 2008 - 2009 Goals

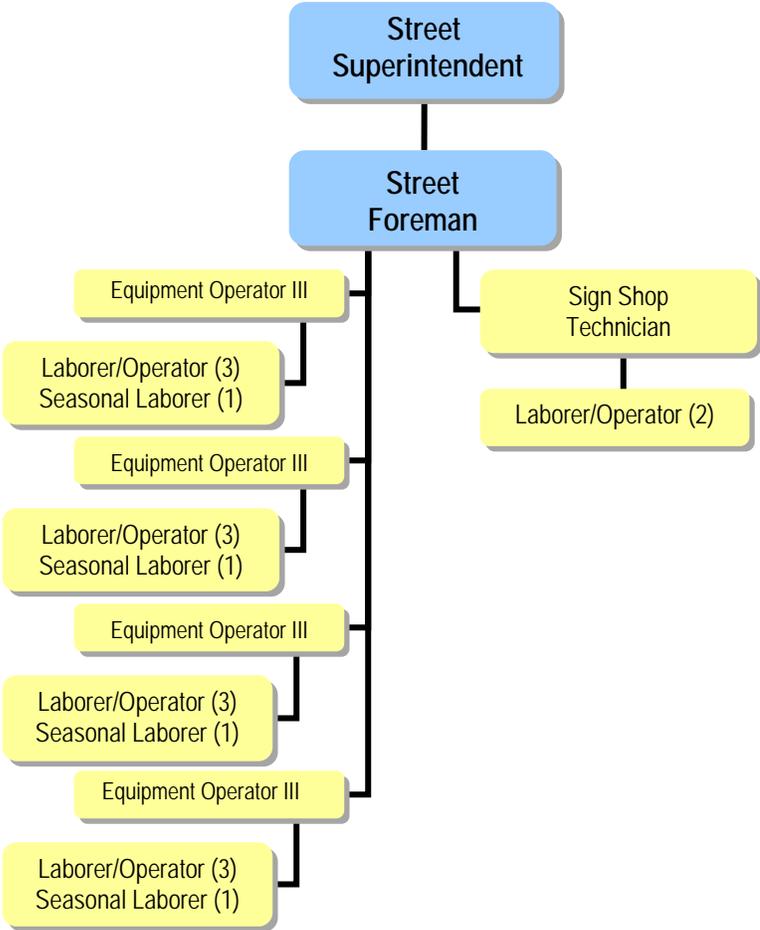
- Develop orderly and cost effective work plans for street, mowing, and drainage maintenance.
- Implement procedures to maintain compliance with Federal and State reflectivity requirements for traffic signs.
- Evaluate feasibility of developing in-house drainage construction crew.
- Evaluate feasibility of developing in-house traffic signal installation/maintenance function in preparation for population growth that will shift responsibility from State to City (50,000).
- Acquire State pesticide and herbicide application certification.
- Evaluate equipment condition and practicality. Develop orderly replacement schedule to accommodate current and future growth.

FY 2008 - 2009 Budget Objectives

- Evaluate purchasing practices through purchasing larger quantities and checking current vendors pricing.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Street Superintendent	1	1	1
Street Foreman	0	1	1
Equipment Operator III	4	5	4
Sign Shop Technician	1	1	1
Operators/Laborers	12	13	14
Regular personnel total	18	21	21
Seasonal Laborers	4	4	4
Totals	22	25	25



Street Department

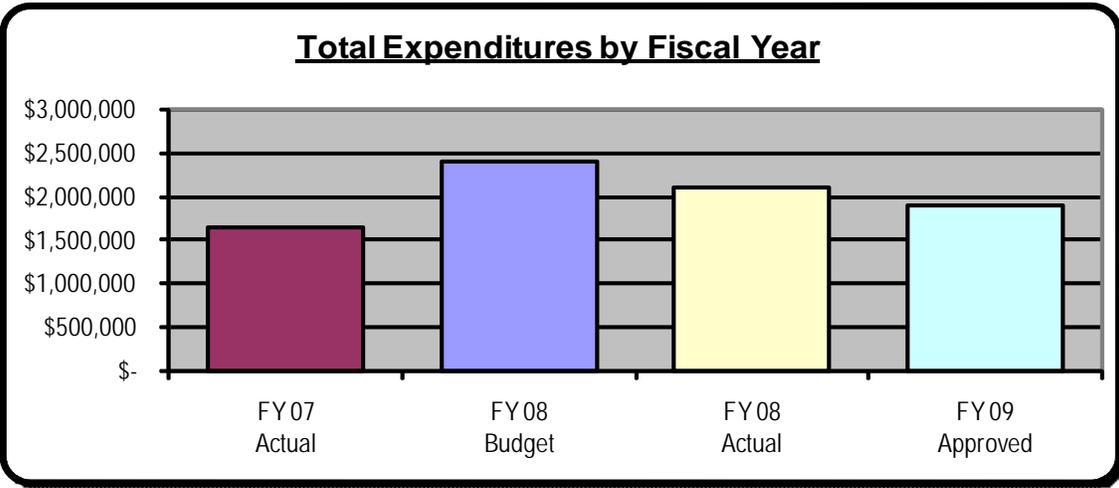
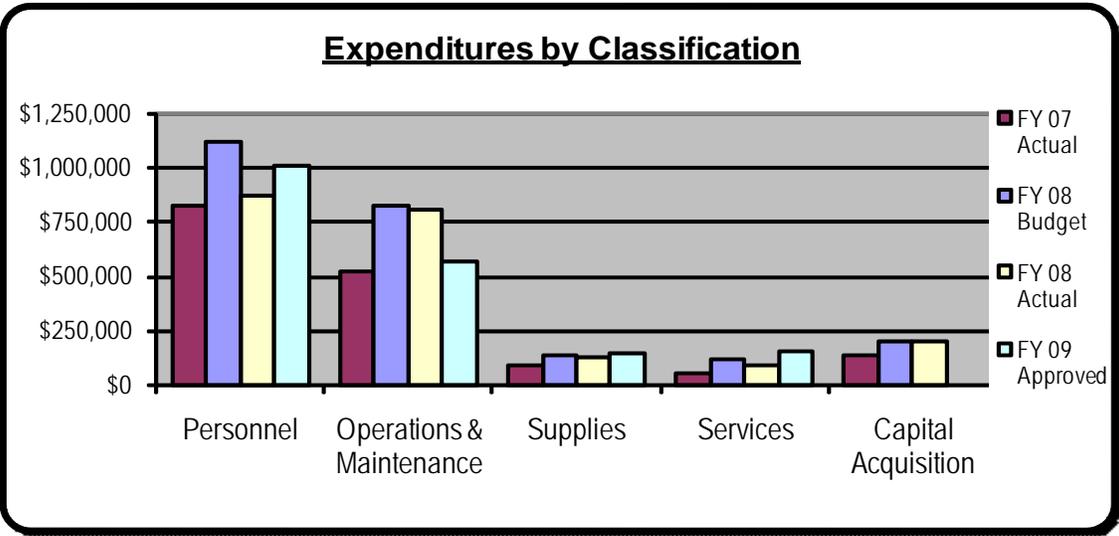
Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
Miles of Paved Street	178	178	185
<u>Input</u>			
Operating Expenditures	\$1,494,957	\$1,897,819	\$1,887,117
Number of Full-Time Personnel	18	21	21
Number of Seasonal Personnel	4	4	4
Street Overlay Expenditure	\$406,516	\$548,256	\$375,000
<u>Output</u>			
Roadway Repairs (hours)	4,245	3,716	4,000
Street Signs-create, install, maintain (hours)	2,477	2,896	3,000
Crack Sealing (hours)	79	1,227	1,300
Right of Way Maintenance (hours)	7,986	6,838	7,500
Chipping in cubic yards	2,022	*	*
Total Work Orders	622	681	700
<u>Efficiency</u>			
Street Expenditures as a % of General Fund Expenditures	10.6%	11.3%	9.0%
Street Maintenance Cost per Mile	\$7,527	\$9,504	\$10,201

*For FY 08 the brush chipping function has been moved to the Wastewater Treatment department to be combined with the composting program.

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	829,919	1,122,351	872,640	1,013,547
Operations & Maintenance	519,416	824,087	805,348	569,770
Supplies	92,077	137,200	129,618	150,800
Services	53,545	117,660	90,213	153,000
Capital Acquisition	140,351	200,470	200,314	-
Totals	\$1,635,308	\$2,401,768	\$2,098,133	\$1,887,117





Fleet Department

Department Mission

Ensure that all the City vehicles and equipment are in the best running condition possible, through routine maintenance and repair.

Department Description

- Perform repairs, state inspections, and preventive maintenance on all City vehicles and equipment.
- Review City purchases of vehicles and heavy equipment.

Department Location

The Fleet Department is located at 1600 Waterbrook Drive.

Department hours are 7:30 a.m. to 4 p.m., Monday through Friday, excluding holidays.

Staff can be reached by phone: 512-252-6281; Fax: 512-990-8383; and through the City website: www.cityofpflugerville.com

FY 2007 - 2008 Accomplishments

- Assisted the Police Department in setting up the mobile command trailer.
- Equipped 10 new police units for patrol; the most this department has done at once.
- Completed installation of the four new pedestrian flashing crosswalk signs (two at 10th and two at Oxford).
- Utilized department equipment and staff skills to weld equipment for City facilities, including handrails for the Justice Center and a gate for Heritage Park.
- Continued to build dumpster pads for Parks at the Little League.

FY 2008 - 2009 Goals

- Develop a way to schedule vehicle repair and maintenance to improve department efficiency.
- Enhance time management through implementation of an improved work order system for all the services we provide.
- Complete installation of window protectors in Police patrol cars for safety.

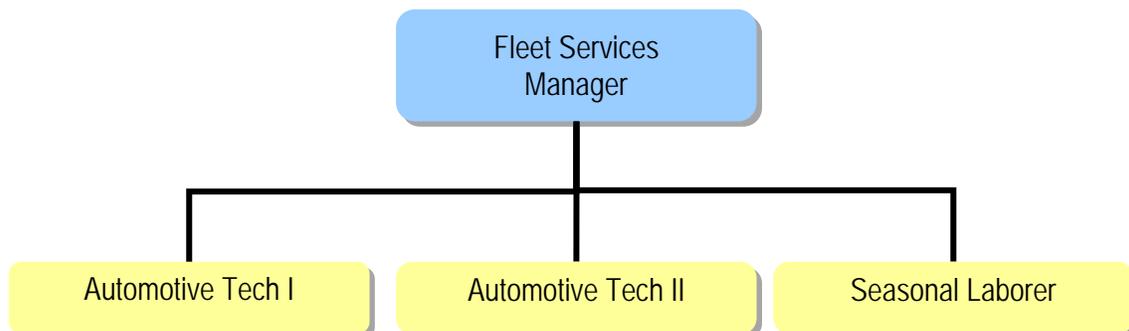
Fleet Department

FY 2008 - 2009 Budget Objectives

- Obtain an additional vehicle lift to be able to work more effectively.
- Purchase a welding machine to be able to repair vehicles while they are on the lift.
- Procure a newer office building to replace the old, deteriorating building.

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Fleet Services Manager	1	1	1
Automotive Mechanic	2	2	2
Regular Personnel Total	3	3	3
Seasonal Laborers	1	1	1
Totals	4	4	4



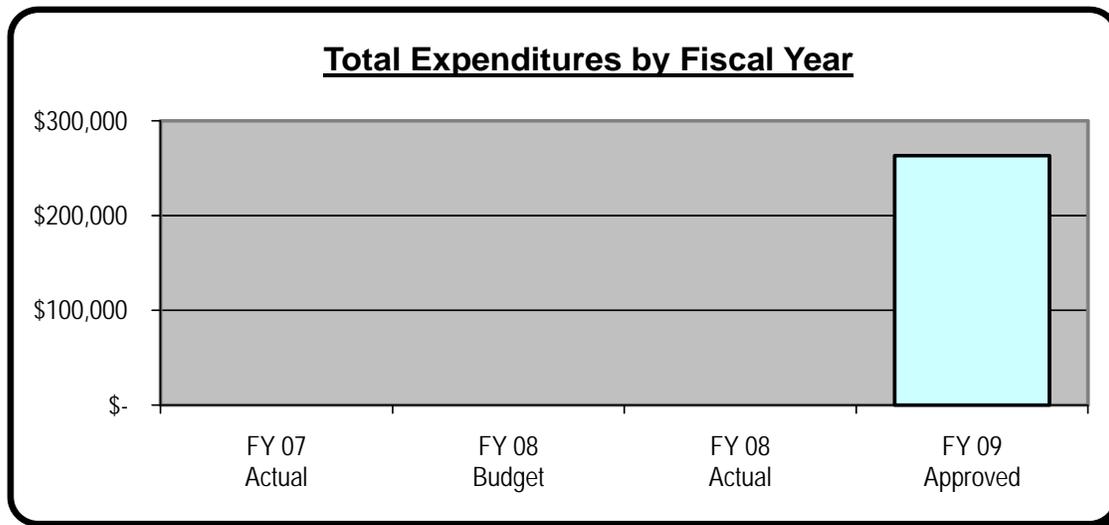
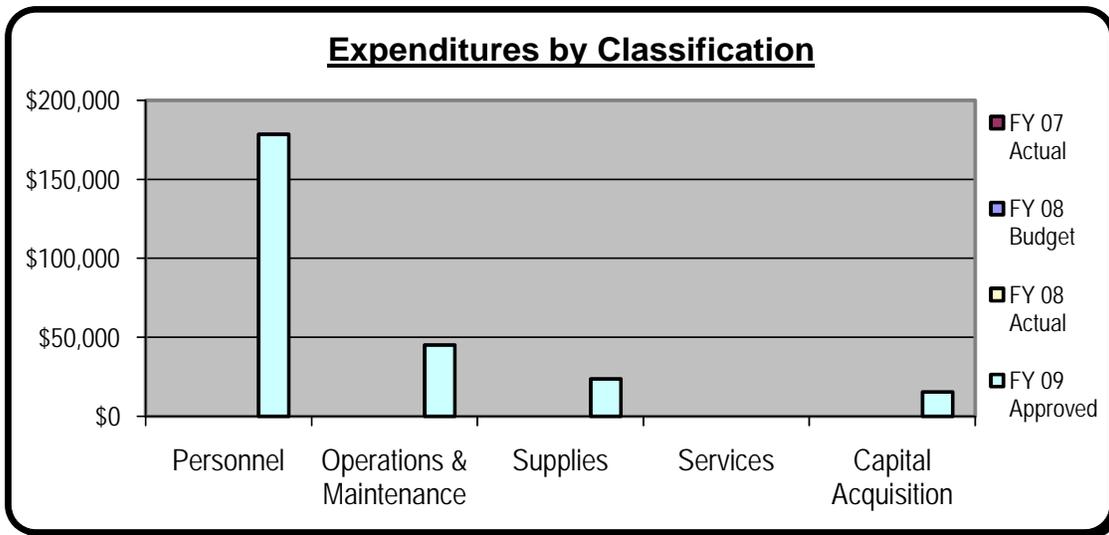
Performance Measures

Measurement Indicators	FY 07 Actual	FY 08 Approved	FY 09 Approved
<u>Demand</u>			
Number of Fleet Vehicles	130	143	160
<u>Input</u>			
Operating Expenditures	\$ -	\$ -	\$ 247,500
Number of Full-Time Personnel	3	3	3
<u>Output</u>			
Number of Vehicles Inspected	115	113	120
Number of Vehicles Maintained	130	142	155
<u>Efficiency</u>			
Average Fleet Maintenance Cost per Vehicle	n/a	n/a	\$ 1,547
Fleet Expenditure as a % of General Fund	n/a	n/a	1.2%

Fleet Department

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	-	-	-	178,478
Operations & Maintenance	-	-	-	45,247
Supplies	-	-	-	23,775
Services	-	-	-	-
Capital Acquisition	-	-	-	15,400
Totals	\$0	\$0	\$0	\$ 262,900



Water Department

Department Mission

To ensure the health and well-being of its customers by providing a safe supply of water and maintaining the distribution system to the highest degree; while maintaining good internal and external communication and fiscal accountability.

Department Description

The Water Department is made up of two divisions: Water Distribution and Water Treatment. Each division manages different facets of the water system. Distribution takes care of the water lines and Treatment takes care of the wells and the water treatment plant.

The water system must be maintained to meet the rules and regulations of the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA). The water system is inspected annually for compliance to the rules and reports are filled out monthly for these agencies.

Distribution

- Makes service taps and installs new services.
- Performs construction/replacement of water mains and service lines.
- Provides 24-hour on-call emergency repair service.
- Checks for leaks in mains and services.
- Reads all water meters monthly for billing.
- Installs, replaces, tests, and repairs water meters.
- Replaces meter boxes.
- Performs routine fire hydrant testing and maintenance.
- Operates and maintains valves in the distribution system.
- Plants grass at leak sites and repairs sidewalks and curbs.
- Works with state and county officials to maintain area water supplies.
- Collects required monthly bacteriologic samples for testing.
- Assists other City departments when needed.

Treatment

- Tests the quality of treated water daily.
- Takes daily readings of water usage, wells, and booster pumps.
- Manipulates distribution system to keep standpipe full during heavy water usage.

Water Department

Department Description (continued)

Treatment (continued)

- Keeps records of operation and maintenance of the treatment system.
- Maintains grounds at the well sites and storage sites.
- Conducts tours of the water treatment facilities.
- Continues to train all employees on new water system.

Department Location

The Water Department is located at 2609 East Pecan Street.
Phone: 512-251-9935 ext, 260 or ext. 210; City website:
www.cityofpflugerville.com.

FY 2007 - 2008 Accomplishments

- Completed phase two of the automated meter reading system installation by retrofitting 3,800 meters.
- Continued training on new surface water membrane plant.
- Began program to educate our customers about TDS (total dissolved solids) in our water and how it affects the cost of the water treatment process.
- Began program to educate citizens of the differences in ground water and surface water.
- Upgraded air supply lines at the surface water plant.
- Assisted in construction of small fishing docks at Lake Pflugerville.
- Continued leak survey of the distribution system to minimize water loss.
- Evaluated and procured work order/inventory management system.

FY 2008-2009 Goals

- Continue to enhance work order/inventory system.
- Complete a booster pump station to distribute surface water to all City water customers.
- Complete the third, and final, phase of the meter replacement program.
- Expand the meter testing program.
- Continue to educate our utility customers on total dissolved solids and the hardness of water.

FY 2008-2009 Goals (continued)

- Expand the leak detection program to further decrease the percentage of water loss.
- Educate our customers on the automatic meter reading system.
- Design and implement federal MS4 (Municipal Separate Storm Sewer System) program to avoid contaminate loading in watershed.
- Repair waterlines street by street in the Willow Creek Subdivision.

FY 2008-2009 Budget Objectives

- Purchase updated leak detection equipment to improve efficiency.
- Purchase aluminum repair tank to improve safety and efficiency during membrane fiber repair.
- Purchase a new truck to improve driving safety and increase fuel economy.
- Purchase heavy duty equipment to insure safety and reduce maintenance and repair cost to old undersized equipment.
- Retrofit existing meters to comply with requirements for automated meter reading.
- Purchase new meters that will comply with requirements for automated meter reading.

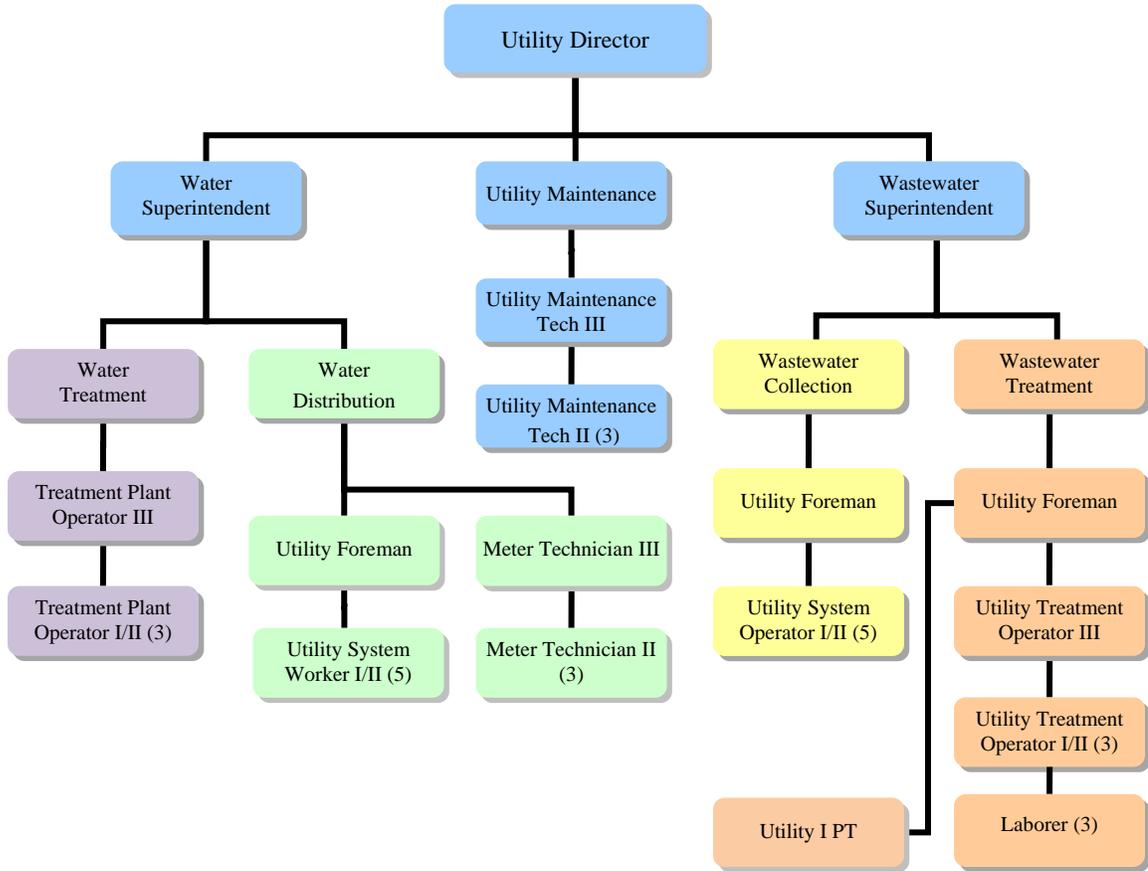
Water Department

Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Utility Business Operations Mgr*	0.5	0.5	0.5
Utility Billing Specialist*	0.5	0.5	0.5
Utility Foreman*	0.5	0.5	0
Utility Maintenance Tech III*	0	0	0.5
Crew Leader*	0.5	0.5	0
Utility I/II*	1	1	0
Utility Maintenance Tech II*	0	0	1.5
Water Superintendent	1	1	1
Utility Foreman	3	3	1
Meter Tech III	0	0	1
Meter Tech II	0	0	3
Utility Systems Worker II	0	0	2
Utility Systems Worker I	0	0	3
Treatment Plant Operator III	0	0	1
Treatment Plant Operator II	0	0	2
Treatment Plant Operator I	0	0	1
Utility Crew Leader	2	2	0
Utility I/II	9	9	0
Totals	18	18	18

*The expense for these positions is budgeted under Utility Administration.

Staffing (continued)



Water Department

Performance Measures

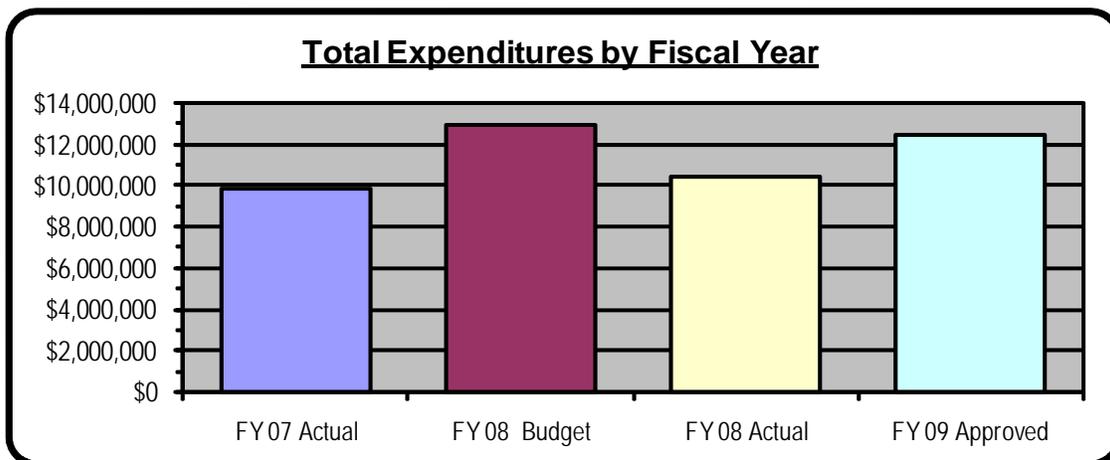
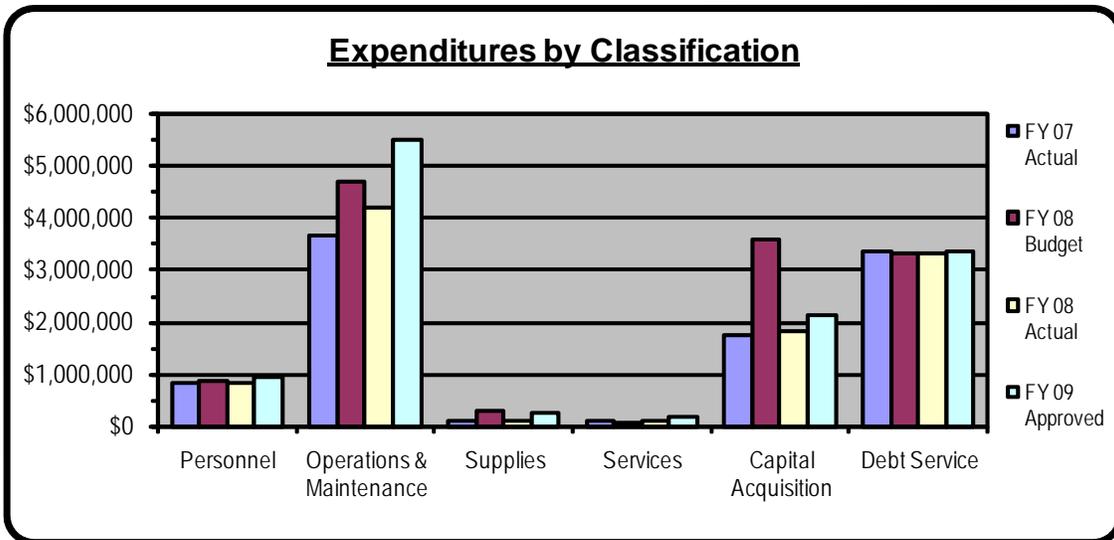
Measurement Indicators	FY 07 Actual	FY 08 Actual	FY 09 Approved
<u>Demand</u>			
Number of miles of waterline	159	163	165
Number of connections	10,644	11,288	12,200
Number of wells in operation	3	3	3
Surface Water Plant	1	1	1
<u>Input</u>			
Operating Expenditures	\$4,741,902	\$5,266,886	\$6,941,038
Number of FTE's	18.5	18	18
<u>Output</u>			
New connections	814	644	500
Meters replaced or rebuilt	3,527	3,613	3,800
Service line leaks	56	47	50
Main Breaks	8	7	4
Water Usage:			
Average Flow (MGD)	3.846	4.969	4.000
Peak Flow (MGD)	6.586	9.896	9.750
Total Flow (MG)	1,263,280	1,843,044	1,600,000
<u>Efficiency</u>			
Cost per mile of water main	\$29,823	\$32,312	\$42,067
Cost per connection	\$446	\$467	\$569

Estimated number of gallons lost per year: 103,500,000 211,650,000

Percentage of water lost per year: 8% 12%

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	841,076	889,116	831,527	961,111
Operations & Maintenance	3,672,948	4,703,935	4,198,612	5,489,795
Supplies	127,462	306,770	124,138	286,460
Services	100,416	78,633	112,610	203,673
Capital Acquisition	1,764,663	3,598,420	1,841,745	2,133,474
Debt Service	3,347,847	3,338,279	3,338,330	3,344,180
Totals	\$9,854,412	\$12,915,152	\$10,446,961	\$12,418,692





Wastewater Department

Department Mission

Provide for the effective, safe and reliable treatment of wastewater for City customers by operating and maintaining the supply, treatment, and collection systems according to recognized and adopted standards.

Department Description

The Wastewater Department is comprised of two divisions: Wastewater Collection and Wastewater Treatment.

Collection

- Performs construction/replacement of wastewater mains and service lines.
- Locates, films, and cleans wastewater service lines.
- Provides 24-hour on-call emergency repair service.
- Restores sidewalks damaged due to repair work.
- Maintains buildings, grounds, and equipment.

Treatment

- Operates and maintains the wastewater treatment plants.
- Performs daily process testing.
- Completes mandatory state and federal testing and recordkeeping.
- Coordinates the collection and processing of resident tree limbs for chipping and composting.
- Operates compost site.
- Works with Travis County to supply water to Northeast Metropolitan Park.
- Maintains buildings, grounds, and equipment.

Department Location

The Wastewater Department is located at 2609 East Pecan Street.
Staff may be reached by phone: 512-251-9935 ext. 270; and the City website:
www.cityofpflugerville.com

Wastewater Department

FY 2007-2008 Accomplishments

- Evaluated and modified work order/inventory management system.
- Composting program now runs on a larger scale to enable a beneficial re-use of the City's bio-solids.
- Manhole rehabilitation program was successfully administered.
- Completed Wastewater Master Plan.
- Purchased a loader to enable the compost project to expand.
- Purchased lab equipment (spectrophotometer) to ensure reliable test results.
- Modified chipping/composting program, making it more efficient.
- Initiated the Water Softener Replacement Program.

FY 2008-2009 Goals

- Continue to enhance work order/inventory management system.
- Continue training of all personnel and seek out specialized training to enable employees to grow.
- Continue to reduce the levels of total dissolved solids (TDS) through utility customer education and the water softener replacement program.
- Clear stockpiled sludge from beds to a workable level.
- Continue improving chipping services.
- Design and implement MS4 program to avoid contaminate loading in watershed.
- Produce and provide compost and wood chips of highest quality at an easily accessible location in town.

FY 2008-2009 Budget Objectives

- Improve safety, efficiency and quality of work by purchasing additional equipment for the inspection and repair of wastewater lines.
- Provide accurate maps displaying line and manhole locations of the collection system.
- Initiate a capital improvement program within the collection system to meet requirements of the Sanitary Sewer Overflow Initiative (SSQI) regulated by the Texas Commission on Environmental Quality (TCEQ).
- Reduce the levels of total dissolved solids (TDS) through utility customer education and the water softener replacement program.

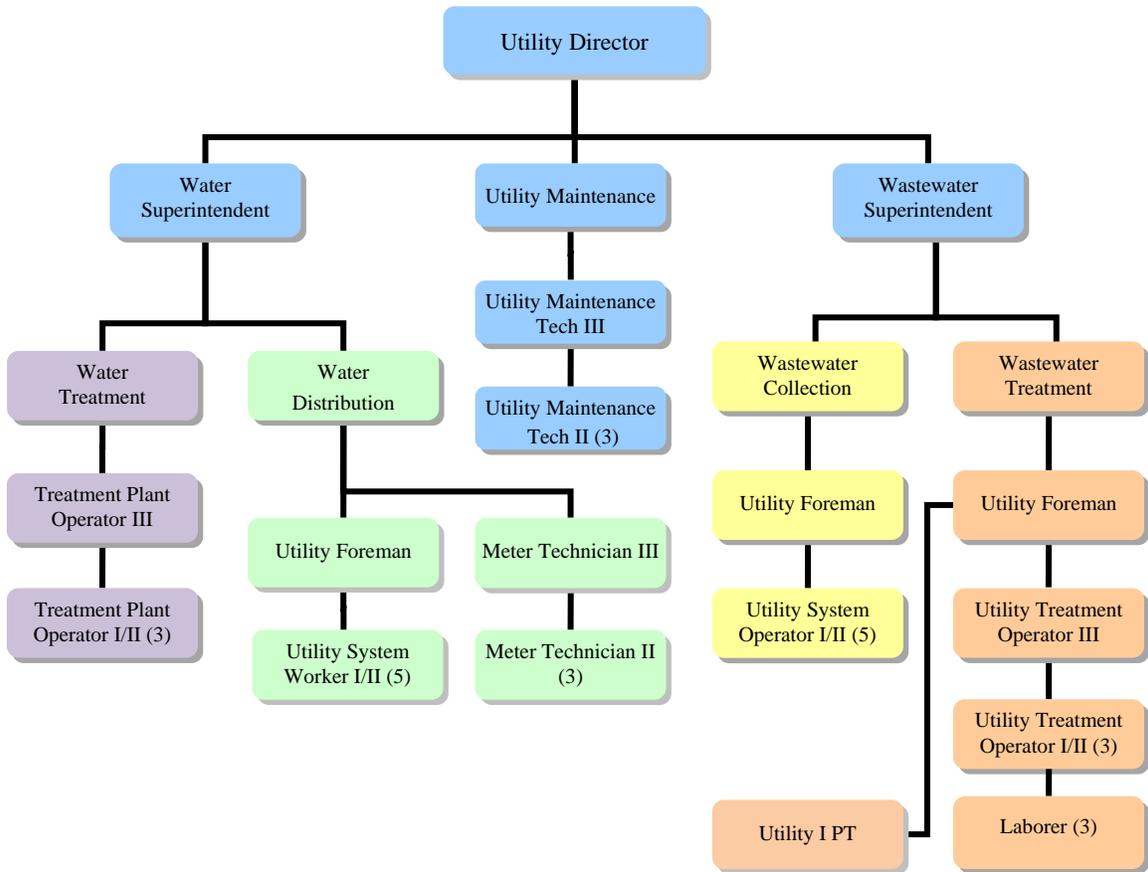
Staffing

Position	FY 07 Actual	FY 08 Actual	FY 09 Approved
Utility Business Operations Mgr*	0.5	0.5	0.5
Utility Billing Specialist*	0.5	0.5	0.5
Utility Foreman*	0.5	0.5	0
Utility Maintenance Tech III*	0	0	0.5
Crew Leader*	0.5	0.5	0
Utility Maintenance Tech II*	1	1	1.5
Wastewater Superintendent	1	1	1
Utility Foreman	2	2	2
Utility Systems Worker III	3	3	0
Utility Systems Worker II	0	0	3
Utility Systems Worker I	0	0	2
Treatment Plant Operator III	0	0	1
Treatment Plant Operator II	0	0	1
Treatment Plant Operator I	0	0	2
Utility I/II	6	6	0
Utility Laborer	0	3	3
Utility I (part time)	1	1	1
Totals	16	19	19

*The expense for these positions is budgeted under Utility Administration.

Wastewater Department

Staffing



Performance Measures

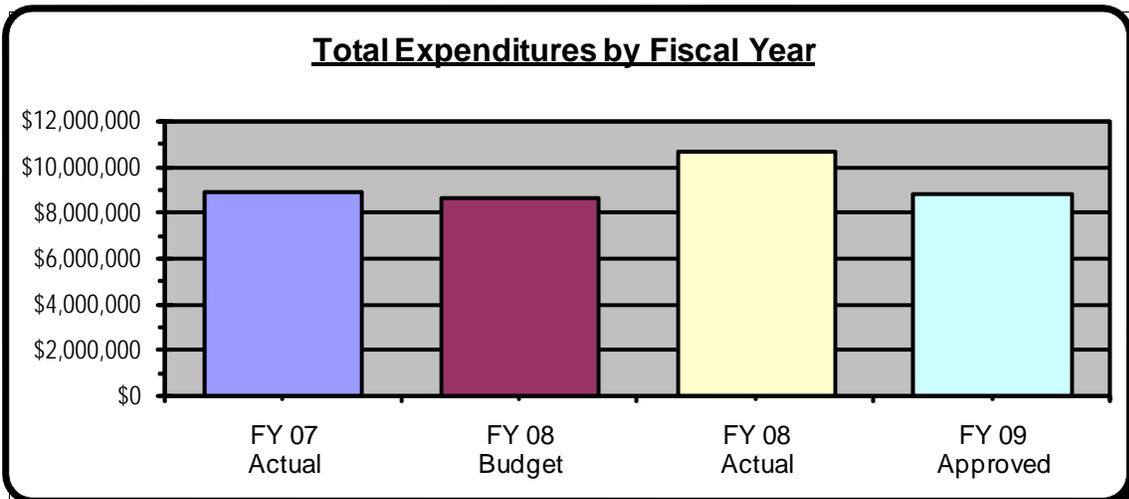
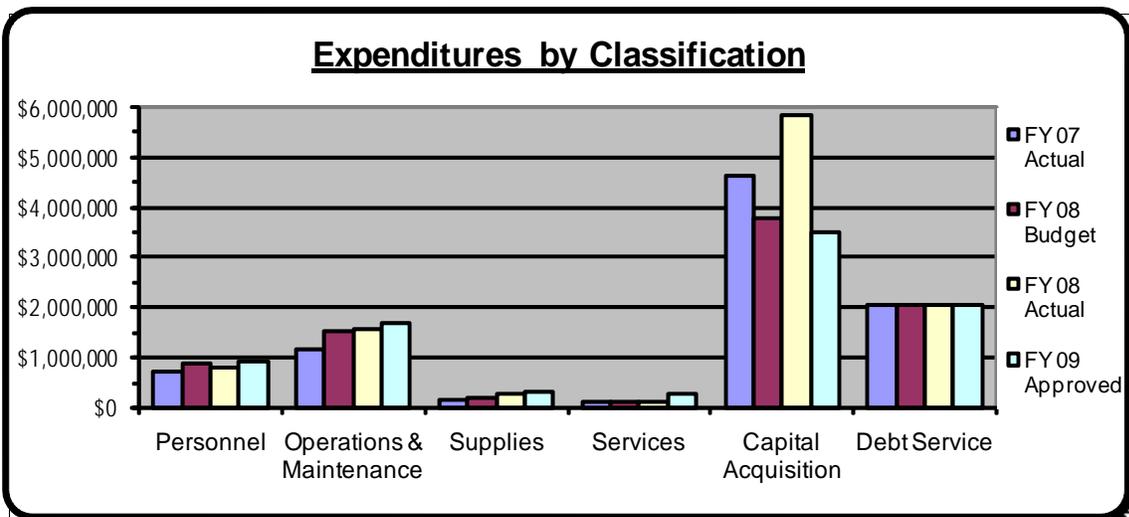
Measurement Indicators	FY 07 Actual	FY08 Actual	FY 09 Approved
<u>Demand</u>			
Number of connections	11,139	12,226	12,785
Number of miles of wastewater lines	138	140	152
<u>Input</u>			
Operating Expenditures	\$2,210,852	\$2,787,039	\$3,219,286
Number of FTE's	16	18.5	18.5
<u>Output</u>			
Number of new taps	2	6	12
Number of blockages cleared	76	73	78
Number of line locations completed	91	60	80
Wastewater lines filmed (ft)	103,092	117,562	108,300
Number of manholes repaired	6	37	24
Number of gallons treated (MG)	1,120,000	1,100,552	1,425,000
Average Flow (MGD)	3.068	3.015	3.900
Peak Flow (MGD)	6.287	4.252	8.500
Amount of compost generated (cu yds)*	-	1,338	2,000
<u>Efficiency</u>			
Cost per mile of Wastewater Main	\$59,515	\$69,220	\$50,923
Cost per connection	\$737	\$792	\$605

*Composting was a new function of the Wastewater Department in FY 08.

Wastewater Department

Expenditure Summary

Classification	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Approved
Personnel	728,380	880,171	805,976	933,011
Operations & Maintenance	1,171,426	1,525,166	1,578,065	1,704,730
Supplies	172,349	209,120	284,555	314,850
Services	138,698	138,765	118,444	266,696
Capital Acquisition	4,643,810	3,798,744	5,820,228	3,506,031
Debt Service	2,053,750	2,065,370	2,065,250	2,055,984
Total	\$ 8,908,412	\$ 8,617,335	\$ 10,672,517	\$ 8,781,301



Deutschen Pfest Fund

Mission

The purpose of this fund is to accumulate and account for funds received from the annual Deutschen Pfest, a community festival held the third weekend of May. Profits from the Pfests are earmarked for improvements to Pflugerville parks. By ordinance, the use of Deutschen Pfest funds is determined by the members of the Pflugerville Parks and Recreation Commission.

2007 - 2008 Accomplishments

In fiscal year 2008, no available Deutschen Pfest proceeds were used.

2008 - 2009 Objectives

The balance of the fund at September 30, 2008 is approximately \$80,000. These funds are anticipated to be used to purchase a mobile stage. This stage would be used for entertainment at various park events including Deutschen Pfest, Music in the Park and the Pflugerville Pfirecracker Pfestival.

Law Enforcement Fund

Mission

The purpose of this fund is to accumulate and account for funds received from various sources that are utilized by the Pflugerville Police Department. These include funds received from the U.S. Department of Justice and the Justice Department of the State of Texas for the City's equitable share of proceeds resulting from seized and forfeited property; funds received from vehicle registration fees; and donations.

2007 - 2008 Accomplishments

School zone traffic equipment was purchased with Child Safety funds. The Training funds were used to enhance officer skills in a variety of areas. State Drug Seizure funds were used to purchase tasers and taser accessories. Donations were used to off-set the funding of both the Bike Rodeo and the Blue Santa program.

A Secure Our Schools (SOS) grant was awarded to the Police Department and administered through the Special Revenue Child Safety funds. The grant was used to purchase equipment for officers in the Pflugerville Independent School District schools.

Financial Summary	FY 06 Actual	FY 07 Actual	FY 08 Actual
Revenues			
Drug Seizure	\$ 4,392.00	\$ 14,677.64	\$ 25,104.34
Child Safety	\$ 19,608.51	\$ 27,876.29	\$ 29,517.00
Training	\$ 4,016.71	\$ 3,952.39	\$ 4,271.13
Blue Santa	\$ 1,690.00	\$ 3,270.00	\$ 4,860.00
Bike Rodeo	\$ 300.00	\$ 300.00	\$ 300.00
SOS Grant	\$ --	\$ 21,317.56	\$ 11,221.00
Expenses			
Drug Seizure	\$ 43,378.40	\$ 6,319.17	\$ 21,793.09
Child Safety	\$ 46,082.00	\$ 29,517.36	\$ 28,966.50
Training	\$ 4,365.91	\$ 3,360.00	\$ 5,221.80
Blue Santa	\$ 2,441.50	\$ 3,986.00	\$ 5,312.73
Bike Rodeo	\$ 200.63	\$ 183.53	\$ 220.15

2008 - 2009 Objectives

Special Revenue funds will be used to purchase equipment that is necessary for police department operations, but not budgeted. The balance of funds that will be carried over to the 2009 fiscal year is:

Drug Seizure Funds -	\$ 35,057.73
Child Safety Funds -	\$ 49,896.63
Training Funds -	\$ 15,092.31
Blue Santa -	\$ 2,570.61
Bike Rodeo -	\$ 1,488.16

Municipal Court Fund

Mission

The purpose of this fund is to accumulate and account for funds received from the Municipal Court ticket revenue that are designated for specific types of expenditures. These include funds received for the upgrade and maintenance of the Court's technology; enhancement of the Court's efficiency; and Municipal Court building security.

2007 - 2008 Accomplishments

The Security and Efficiency funds were used to enhance the Court operations through staff training. Technology funds were used to purchase mobile citation writing hardware, purchase a new computer and upgrade software and offset annual software fees.

Financial Summary	FY 06 Actual	FY 07 Actual	FY 08 Actual
Revenues			
Technology	\$ 24,707.29	\$ 26,010.41	\$ 28,158.68
Security	\$ 3,339.94	\$ 16,962.88	\$ 19,897.06
Efficiency	\$ 1,528.50	\$ 3,534.41	\$ 6,754.25
Expenses			
Technology	\$ 426.60	\$ 5,960.56	\$ 20,925.81
Security	\$ --	\$ 5,069.20	\$ 887.64
Efficiency	\$ --	\$ 11,057.89	\$ 2,585.45

2008 - 2009 Objectives

The Court Special Revenue Technology funds will be used to maintain the Court's hardware and software needs. The Efficiency funds will be used to enhance the Court working environment.

The balance of funds that will be carried over to the 2009 fiscal year is:

Technology Funds	- \$ 30,679.51
Security	- \$ 34,243.04
Efficiency	- \$ 5,998.95

Capital Outlay

General Fund

Department	Description	Amount	Total
Engineering			
Equipment	Laptop Computer	1,500	\$ 1,500
Library			
Books	Books & Materials	82,000	\$ 82,000
Parks			
Equipment	EnviroGuard mower w/ ROPS (2)	30,400	
	Ford Escape Hybrid	25,594	
	John Deere 5303 Tractor	25,200	
	Magnum Big 12 Tex Trailer w/ brakes	3,697	
	Frontier Sickle Bar Mower	3,900	
	Shaver Stump Buster	5,500	
	Solar picnic tables with trail lighting	55,000	
	Weight Equipment	6,490	\$ 155,781
Improvements	Automatic door for Recreation Center	2,400	
	New flooring for walking track	28,517	\$ 30,917
Police			
Equipment	Desktop Computer Station (2)	2,554	
	Motorola Handheld Radio (6)	24,615	
	Police Unit (6)	199,650	
	Police Unit (4)	175,148	
	Taser (6)	7,200	
	LTI Ultralyte Laser Radar	5,390	
	Dispatch Station Chairs (4)	4,596	
	Light Industrial Duty Rated Shredder	5,556	
	Nikon Total Station Software	1,995	\$ 426,704
Improvements	Proximity Card/Camera Surveillance System	35,000	\$ 35,000
PISDPD			
Equipment	Used Patrol Cars w/ added equipment	12,500	
	New Patrol Car w/ added equipment	34,493	
	Laptop with desktop dock	1,200	
	Computer Station w/ Printer	1,250	
	Ruggedized laptop (7)	50,190	
	Hand Held Radio (10)	51,050	
	Mobile Radio for Patrol Unit	4,000	
	15 Cameras	2,250	
	Police Dog	4,000	
	Police K-9 Insert & Equipment	3,800	
	Tasers (13)	16,930	
	Centricom Gold Elite Radio	198,000	\$ 379,663
Fleet			
Equipment	Miller Mig Welder	2,490	
	Vehicle Lift	6,180	\$ 8,670
Buildings	Used Office Building	6,730	\$ 6,730
Total General Fund Capital Outlay			\$ 1,126,965

Capital Outlay

Utility Fund

Department	Description	Amount	Total
Utility Administration			
Equipment	IBM Printer	3,500	
Building	Pole Barn	35,000	\$ 38,500
Water Distribution			
Equipment	SCBA	3,210	
	Freightliner Dump Truck	81,776	
	Transmitters for Aqua Trac	1,394	
	Hydrant Flow/Pressure Test Kit	3,806	
	Mueller Tapping Drilling Machine	1,642	
	Stihl Cut-Off Saw	895	
	Ford F-150 Pick-Up	17,000	
	Acoustic Leak Detection Device	4,500	
		114,223	
Improvements	Pfennig Lane Booster Pump	2,000,000	\$2,114,223
Wastewater Collection			
Equipment	GPS System	8,500	
	Tandem Axle Dump Truck	81,776	
	SCBA w/ aluminum tanks (2)	3,210	
		93,486	
Improvements	Rowe Lane Service Extension	700,000	
	Highland Park lift station	1,000,000	
	Wilbarger Interceptor (engineering)	375,000	
		2,075,000	\$2,168,486
Wastewater Treatment			
Equipment	Freightliner Chipper Truck	80,000	
	Ford F-1510	17,000	
	Wildcat Cougar Trommel Screen	170,000	
	Forklift Forks for Backhoe	795	
	Bucket for John Deere Loader	10,500	
		278,295	
Improvements	Wilbarger site improvements	150,000	
	Wilbarger WWTP Engineering	740,000	
	Wilbarger WWTP discharge permit	150,000	
		1,040,000	\$1,318,295
Total Utility Fund Capital Outlay			\$5,639,504

General Debt Service Fund

Mission

To provide a mechanism for accumulating government resources and payment of principal and interest from general obligation bonds and certificates of obligation.

Goals

- Maintain funding levels adequate to meet the needs of the debt schedule.
- Pay debt service from current and delinquent ad valorem tax collections designated for debt service.
- Restrict interest earnings on reserves to payment of general obligation debt service.

Debt Policy:

The objective of the City of Pflugerville debt management policy is to maintain the City's ability to incur present and future debt at the most beneficial interest rates in amounts needed for financing the adopted Capital Improvements Program without adversely affecting the City's ability to finance essential City services.

Policy Statements: A five-year capital improvements program will be developed and updated annually along with corresponding anticipated funding sources; and efforts will be made to maintain or improve the City's bond rating. Effective communication will continue with bond rating agencies concerning Pflugerville's overall financial condition.

Legal Debt Margin:

The State of Texas limits the maximum debt service to \$2.50 for \$100 assessed valuation and administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 maximum ad valorem tax rate for general obligation debt service.

Fiscal Year	Assessed Valuation	Legal Annual Maximum	Actual Debt Service
2005	\$ 1,310,450,828	\$ 19,656,762	\$ 3,023,135
2006	1,408,716,503	21,130,748	3,239,878
2007	1,515,913,575	22,738,704	3,411,099
2008	1,892,441,147	28,386,617	3,650,239
2009	2,489,169,600	37,337,544	4,405,074

Schedule of General Fund Debt Fiscal Year 2008-2009

Issue	Interest Rate	Date of Issue	Date of Maturity	Amount of Issue	10/1/08 Amount Outstanding	Principal 2008-2009	Interest 2008-2009	Total Principal & Interest
2008 Combination Tax/Rev C.O. Bonds								
2008 General Obligation Bonds								
2007 Combination Tax/Rev C.O. Bonds	4.0-5.0%	11/13/2007	8/1/2037	\$10,315,000	\$10,315,000	\$210,000	\$493,963	\$703,963
2006 Combination Tax/Rev C.O. Bonds	4.00%	12/20/2006	8/1/2036	4,785,000	4,760,000	25,000	190,400	215,400
2005 Combination Tax/Rev C.O. Bonds (21.2%)	4.0-5.25%	12/1/2006	8/1/2035	3,350,000	3,257,380	59,360	157,373	216,733
2004 Combination Tax/Rev. C.O. Bonds (18.9%)	2.5 -5.25%	12/1/2004	8/1/2034	3,000,000	2,821,770	48,195	137,399	185,594
2003 Combination Tax/Rev. C.O. Bonds (4%)	3.00-5.50%	1/1/2003	8/1/2033	713,200	684,000	15,200	33,259	48,459
2002 Combination Tax/Rev C.O. Bonds (54.7%)	4.50-5.25%	2/15/2002	8/1/2032	9,994,200	9,113,500	211,750	456,899	668,649
2001 Combination Tax/Rev C.O. Bonds	4.50-6.00%	7/1/2001	8/1/2021	4,750,000	3,740,000	175,000	179,895	354,895
1999 General Obligation Bonds	4.75-6.75%	2/1/1999	8/1/2024	13,450,000	13,100,000	75,000	679,656	754,656
1998 Combination Tax/Rev C.O. Bonds	4.50-7.50%	8/1/1998	8/1/2009	555,000	155,000	155,000	6,975	161,975
1997 Combination Tax/Rev C.O. Bonds	5.00-8.00%	5/1/1997	8/1/2012	1,800,000	900,000	200,000	45,000	245,000
1996 General Obligation Bonds	4.75-7.75%	1/1/1996	8/1/2016	2,075,000	1,165,000	115,000	58,250	173,250
1996A General Obligation Bonds	4.75-7.75%	11/15/1996	8/1/2016	3,000,000	1,800,000	175,000	85,500	260,500
1991 Combination Tax/Rev C.O. Bonds	8.00-10.0%	8/1/1991	8/1/2011	250,000	70,000	20,000	7,000	27,000
Total				\$58,037,400	\$51,881,650	\$1,484,505	\$2,531,569	\$4,016,074

These issues have not been sold due to the volatility of the municipal bond market.

Purpose of Bonds Issued - General Fiscal Year 2008 – 2009

Issue	Amount Issued	Public Works	Parks	Other
2007 Combination Tax & Revenue Certificates of Obligation	\$ 10,315,000	Street Projects		
2006 Combination Tax & Revenue Certificates of Obligation	\$ 4,785,000	Street Projects		
2005 Combination Tax & Revenue Certificates of Obligation (21.2%)	\$ 3,350,000	Pecan Street Improvements		
2004 Combination Tax & Revenue Certificates of Obligation (18.9%)	\$ 3,000,000	Drainage Projects Street Projects	Hike & Bike Trail	
2003 Combination Tax & Revenue Certificates of Obligation (4%)	\$ 713,200			Radio Equipment
2002 Combination Tax & Revenue Certificates of Obligation (54.7%)	\$ 9,994,200	Street Projects	Northeast Metro Park	
2001 Combination Tax & Revenue Certificates of Obligation	\$ 4,750,000	Street Improvements	Park Improvement	Justice Center Completion
1999 General Obligation Bonds	\$ 13,450,000	Street & Road Improvements	Park Improvement	Justice Center
1998 Combination Tax & Revenue Certificates of Obligation	\$ 555,000		Recreation Center	Library
1997 Combination Tax & Revenue Certificates of Obligation	\$ 1,800,000	Dessau Road and Street Projects		Other
1996 General Obligation Bonds	\$ 2,075,000	Street Improvements		City Hall Renovations
1996A General Obligation Bonds	\$ 3,000,000		Recreation Center	Library
1991 Combination Tax & Revenue Certificates of Obligation	\$ 250,000			Purchase Municipal Complex



Utility Debt Service Fund

Mission

To provide a mechanism for accumulating funds for payment of water and wastewater debt.

Description

Utility debt is issued as revenue bonds and Certificates of Obligation. These bonds are paid from the revenues of the Utility Fund. Pro formas are used to calculate the current and future debt service requirements in order to maintain a revenue-to-debt ratio of at least 1.25.

The bonds currently outstanding were issued to improve and extend the existing municipal water and wastewater system and include the construction of a water reservoir and treatment plant; to construct or improve water transmission lines and water storage facilities; and to construct improvements to the wastewater treatment facilities of the City. These improvements are necessary due to the growth in population and the growth in utility customers. Please refer to Population and Utility Customer charts in the Statistical section of this document.

Goals

- Maintain funding levels adequate to meet the needs of the debt schedule.
- Debt service is paid from operating revenues.
- Debt service requirements are maintained within the legal limits and the related obligations meet the financial needs of the City for both the present and future needs of the City.

Utility Debt Service Coverage

Fiscal Year	Net Available for Debt Service	Annual Debt Service	Coverage
2005	\$ 6,747,983	\$ 3,842,633	1.76
2006	7,022,666	4,721,299	1.49
2007	7,519,932	5,398,925	1.39
2008	8,545,752	5,403,579	1.58
2009	7,128,013	5,397,248	1.32

**Schedule of Utility Revenue Debt
Fiscal Year 2008-2009**

Issue	Interest Rate	Date of Issue	Date of Maturity	Amount of Issue	10/1/08 Amount Outstanding	Principal 2008-2009	Interest 2008-2009	Total Principal & Interest
2005 Combination Tax/Rev C.O. Bonds (78.8%)	4.0-5.25%	12/1/2005	8/1/2016	\$ 12,529,200	\$ 12,107,620	\$ 220,640	\$ 584,952	\$ 805,592
2004 Combination Tax/Rev. C.O. Bonds (81.1%)	2.5-5.25%	12/1/2004	8/1/2034	12,800,000	12,108,230	206,805	589,582	796,387
2003-A Combination Tax/Rev. C.O. Bonds	3.00-5.00%	12/1/2003	2/1/2003	26,645,000	26,535,000	70,000	1,311,748	1,381,748
2003 Combination Tax/Rev. C.O. Bonds (96%)	3.00-5.50%	1/1/2003	8/1/2033	17,116,800	16,416,000	364,800	798,224	1,163,024
2002 Combination Tax/Rev C.O. Bonds (45.3%)	4.50-5.25%	2/15/2002	8/1/2032	8,255,800	7,456,500	173,250	373,826	547,076
2000 W/S Revenue and Refunding Bonds	4.50-5.35%	12/1/2000	1/1/2016	2,400,000	1,825,000	125,000	91,875	216,875
1999 W/S Revenue and Refunding Bonds	4.25-6.63%	6/1/1999	1/1/2014	3,400,000	1,875,000	275,000	86,269	361,269
1993 W/S Revenue Bonds	4.30-7.30%	12/1/1993	1/1/2014	1,400,000	500,000	85,000	29,003	114,003
1981A W/S Revenue and Refunding Bonds	5.00%	7/1/1981	1/1/2009	178,000	11,000	11,000	275	11,275
Total				\$ 84,724,800	\$ 78,834,350	\$ 1,531,495	\$3,865,753	\$ 5,397,248

**Purpose of Bonds Issued – Utility
Fiscal Year 2008-2009**

Issue	Amount Issued	Water/Wastewater
2005 Combination Tax/Rev. C.O. Bonds (78.8%)	\$12,529,200	Purchase of Wastewater Companies (Kelly Lane and Wilke Lane)
2004 Combination Tax/Rev. C.O. Bonds	\$12,800,000	Wastewater Treatment Facility Colorado River Project (Lake Pflugerville)
2003-A Combination Tax/Rev. C.O. Bonds	\$26,645,000	Colorado River Project Wastewater System Interconnect
2003 Combination Tax/Rev. C.O. Bonds (96%)	\$17,116,800	Colorado River Surface Water Supply Project Kennemer Lane Wastewater Plant Wastewater System Interconnect
2002 Combination Tax/Rev C.O. Bonds (45.3%)	\$8,255,800	Colorado River Supply Project Other Water Supply Projects
2000 W/S Revenue and Refunding Bonds	\$2,400,000	Northeast Water Line
1999 W/S Revenue and Refunding Bonds	\$3,400,000	Austin Interconnect
1993 W/S Revenue Bonds	\$1,400,000	Southside Wastewater Interceptor
1981A W/S Revenue and Refunding Bonds	\$178,000	Water lines for well sites 2 and 3
1978 Combination Tax/Rev. C.O. Bonds	\$105,000	Water Well #3 and Ground Storage Tank



Capital Projects Summary

Capital Projects or Capital Improvement Projects are large projects that enhance or expand the infrastructure of the government. These projects typically take more than one fiscal year to complete and are frequently paid for with bond proceeds.

This table summarizes the capital projects in progress and those recently completed. Additional detail for each project can be found in the remainder of this section.

<u>Project</u>	<u>Project Start</u>	<u>Estimated Completion</u>	<u>Estimated Cost</u>
<u>Projects Completed in FY 2008</u>			
Purchase a site for future Wilbarger WWTP	Spring 2007	June 2008	\$ 3,031,000
<u>Projects In Progress</u>			
East Pecan Street Widening	Summer 2001	Summer 2009	\$ 7,000,000
6th & Walter Road and Drainage Improvements	September 2007	October 2008	\$ 200,000
685 Commercial Park Drainage	March 2006	November 2008	\$ 100,600
Schultz Lane Re-Route	May 2007	November 2010	\$ 1,000,000
Pfennig Lane Booster Pump	November 2007	June 2009	\$ 3,500,000
West Pflugerville Parkway Widening	October 2002	December 2010	\$ 14,530,000
Wilbarger Creek Regional Detention	September 2007	May 2011	\$ 2,600,000
10th St and Pecan St Intersection Improvements	September 2007	November 2008	\$ 271,000
Pflugerville Parkway East 2	July 2007	On Hold	\$ 2,700,000
Heatherwilde North Widening	May 2008	Summer 2011	\$ 6,100,000
Kelly Lane Widening Phase 1	December 2007	Spring 2011	\$ 5,400,000
Picadilly/Grand Ave Traffic Signal	January 2008	November 2008	\$ 170,000
Immanuel Road & Oxford Dr. Intersection Imprvmts	January 2008	Unknown	\$ 400,000
Wilbarger Interceptor Phase 2	February 2008	November 2008	\$ 454,000
Kelly Lane Re-route	December 2007	Fall 2011	\$ 1,200,000
Railroad Avenue Drainage Improvements	June 2008	Summer 2009	\$ 200,000
Lake Pflugerville Park	June 2008	Summer 2009	\$ 800,000
Highland Park Lift Station	November 2008	Spring 2011	\$ 2,000,000

Future Projects

Capital Improvement Project 5-Year Summary



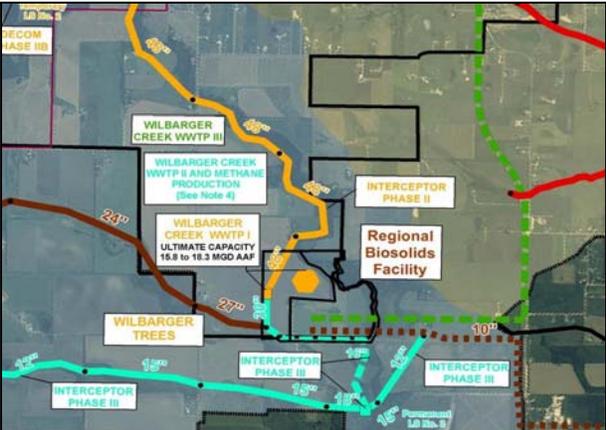
Purchase a site for future Wilbarger WWTP

Description Purchase a site for a future Wastewater Treatment Plant near Wilbarger Creek.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 44	2,984	3				\$ 3,031

Funding Sources Utility Fund Balance

<p>Estimated Project Costs: (in thousands)</p> <table border="0"> <tr> <td>Construction Cont</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Surveying</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Construction Test</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Property Acq.</td> <td style="text-align: right;">2,987</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">29</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 3,031</td> </tr> </table>	Construction Cont	\$ -	Design	-	Surveying	15	Construction Test	-	Property Acq.	2,987	Other	29	Total	\$ 3,031							
Construction Cont	\$ -																				
Design	-																				
Surveying	15																				
Construction Test	-																				
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Total	\$ 3,031																				
<p>Estimated Operating Costs: (in thousands)</p> <table border="0"> <tr> <td>FY 08</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>FY 09</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>FY 10</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>FY 11</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>FY 12</td> <td style="text-align: right;">\$0</td> </tr> </table>	FY 08	\$0	FY 09	\$0	FY 10	\$0	FY 11	\$0	FY 12	\$0	<p>Project Schedule</p> <table border="0"> <tr> <td>Select Consultant</td> <td style="text-align: right;">n/a</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">n/a</td> </tr> <tr> <td>Bid</td> <td style="text-align: right;">n/a</td> </tr> <tr> <td>Award Bid</td> <td style="text-align: right;">n/a</td> </tr> <tr> <td>Construction</td> <td style="text-align: right;">n/a</td> </tr> </table>	Select Consultant	n/a	Design	n/a	Bid	n/a	Award Bid	n/a	Construction	n/a
FY 08	\$0																				
FY 09	\$0																				
FY 10	\$0																				
FY 11	\$0																				
FY 12	\$0																				
Select Consultant	n/a																				
Design	n/a																				
Bid	n/a																				
Award Bid	n/a																				
Construction	n/a																				

Impact on Operating Budget

No impact on the operating budget until site is developed in the future.

Notes from Review Process

This project was completed in June 2008.

East Pecan Street Widening

Description Widen Pecan Street East from FM 685/Dessau Road to Immanuel Road.
City and Travis County will complete the section from Immanuel to SH 130.

Financial Plan
(in thousands)

	Prior						Project
	Years	2008	2009	2010	2011	2012	Total
Schedule	\$ 4,744	2,226	30				\$ 7,000

Funding Sources This project is to be funded with the 2007 Combination Tax & Revenue
Certificates of Obligation.
The City's Share of these costs are \$4,604,503

Estimated Project Costs:
(in thousands)

Construction Cont	\$ 5,076
Design	27
Surveying	22
Construction Test	-
Property Acq.	1,810
Other	65
Total	\$ 7,000



Estimated Operating Costs:

	(in thousands)
FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	Summer 2001
Design	December 2001 to April 2004
Bid	Summer 2007
Award Bid	Summer 2007
Construction	Summer 2009

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

This project is a joint effort between the City and Travis County to widen and extend East Pecan Street from FM 685 to the new State Highway 130. The City is only responsible for the construction on the portion within the City limits (as mentioned above).

6th Street & Walter Avenue Road and Drainage Improvements

Description Widen Walter Avenue to urban section with curb/gutter from 3rd Street to 6th Street. Replace roadside ditch with underground storm drain system. Repair trench failures on Plumbago Dr.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 14	45	141				\$ 200

Funding Sources This project is funded from the 2004 Combination Tax & Revenue Certificates of Obligation.

Estimated Project Costs:

(in thousands)

Construction Cont	\$ 170
Design	23
Surveying	-
Construction Test	-
Property Acq.	-
Other	7
Total	\$ 200



Estimated Operating Costs:

(in thousands)

FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	September 2007
Design	October 2007 to April 2008
Bid	July 2008
Award Bid	July 2008
Construction	September 2008 to October 2008

Impact on Operating Budget

Repair and maintenance on roadways and curbs are included in the annual Street Department operating budget.

Notes from Review Process

Construction on this project was completed in October 2008.

685 Commercial Park Drainage

Description The proposed drainage improvements include repairing concrete slabs in the channel, dredging the channel, providing accessibility to facilitate maintenance operations, and additional excavation so that the 100-year storm will be contained within the channel.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 7.2	48.4	45				\$ 100.6

Funding Sources This project is funded from the 2004 Combination Tax & Revenue Certificates of Obligation.

Estimated Project Costs:

(in thousands)

Construction Cont	\$ 93.4
Design	-
Surveying	-
Construction Test	-
Property Acq.	-
Other	7.2
Total	\$ 100.6



Estimated Operating Costs:

(in thousands)

FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	September 2007
Design	October 2007 to February 2008
Bid	March 2008
Award Bid	April 2008
Construction	March 2008 to November 2008

Impact on Operating Budget

The operating costs of the drainage improvements are minimal, mostly consisting of mowing and similar maintenance, and will be absorbed into the Street Department annual operating budget.

Notes from Review Process

Construction was completed in November 2008.

Schultz Lane Re-Route

Description Re-route the existing Schultz Lane section that ties into Pflugerville Parkway to A.W. Grimes Blvd.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 32	400	400	168			\$ 1,000

Funding Sources This project is funded from the 2007 Combination Tax & Revenue Certificates of Obligation.

<p>Estimated Project Costs: (in thousands)</p> <table border="0"> <tr> <td>Construction Cont</td> <td style="text-align: right;">\$ 490</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">110</td> </tr> <tr> <td>Surveying</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Construction Test</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Property Acq.</td> <td style="text-align: right;">385</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 1,000</td> </tr> </table>	Construction Cont	\$ 490	Design	110	Surveying	5	Construction Test	-	Property Acq.	385	Other	10	Total	\$ 1,000							
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FY 08	\$0																				
FY 09	\$0																				
FY 10	\$0																				
FY 11	\$0																				
FY 12	\$0																				
Select Consultant	May 2007																				
Design	July 2007 to January 2008																				
Bid	August 2008																				
Award Bid	October 2008																				
Construction	November 2008 to December 2010																				

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

Pfennig Lane Booster Pump

Description Install a pump station at Pfennig Lane and Black Locust Drive to bring Lake Pflugerville treated water to the higher west pressure plane.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 48	755	2,697				\$ 3,500

Funding Sources Utility Fund Balance

<p>Estimated Project Costs: (in thousands)</p> <table border="0"> <tr> <td>Construction Cont</td> <td style="text-align: right;">\$ 3,035</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">200</td> </tr> <tr> <td>Surveying</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Construction Test</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Property Acq.</td> <td style="text-align: right;">210</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">50</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 3,500</td> </tr> </table>	Construction Cont	\$ 3,035	Design	200	Surveying	-	Construction Test	5	Property Acq.	210	Other	50	Total	\$ 3,500							
Construction Cont	\$ 3,035																				
Design	200																				
Surveying	-																				
Construction Test	5																				
Property Acq.	210																				
Other	50																				
Total	\$ 3,500																				
<p>Estimated Operating Costs: (in thousands)</p> <table border="0"> <tr> <td>FY 08</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>FY 09</td> <td style="text-align: right;">\$7.5</td> </tr> <tr> <td>FY 10</td> <td style="text-align: right;">\$15</td> </tr> <tr> <td>FY 11</td> <td style="text-align: right;">\$20</td> </tr> <tr> <td>FY 12</td> <td style="text-align: right;">\$25</td> </tr> </table>	FY 08	\$0	FY 09	\$7.5	FY 10	\$15	FY 11	\$20	FY 12	\$25	<p>Project Schedule</p> <table border="0"> <tr> <td>Select Consultant</td> <td>n/a</td> </tr> <tr> <td>Design</td> <td>November 2007 to May 2008</td> </tr> <tr> <td>Bid</td> <td>June 2008</td> </tr> <tr> <td>Award Bid</td> <td>June 2008</td> </tr> <tr> <td>Construction</td> <td>Completion June 2009</td> </tr> </table>	Select Consultant	n/a	Design	November 2007 to May 2008	Bid	June 2008	Award Bid	June 2008	Construction	Completion June 2009
FY 08	\$0																				
FY 09	\$7.5																				
FY 10	\$15																				
FY 11	\$20																				
FY 12	\$25																				
Select Consultant	n/a																				
Design	November 2007 to May 2008																				
Bid	June 2008																				
Award Bid	June 2008																				
Construction	Completion June 2009																				

Impact on Operating Budget

The large pumps required to move the water to the west pressure plane will require a significant amount of electricity and a minimal amount of personnel oversight. The Water Distribution Department will be responsible for these expenditures.

Notes from Review Process

West Pflugerville Parkway Widening

Description Street and drainage improvements along the existing Pflugerville Pkwy and a section of Victoria Station Blvd. Connect the existing Pflugerville Pkwy at Great Basin Ave to Greenlawn Blvd in Round Rock. The new roadway will be a 4-lane roadway, with a sidewalk on the south side and a hike and bike trail on the north side. This project also includes a traffic signal at Grand Ave and Pflugerville Pkwy. The Heatherwilde/Pflugerville Pkwy intersection will also be realigned and have new traffic signal improvements constructed.

Financial Plan (in thousands)	Prior						Project Total
	Years	2008	2009	2010	2011	2012	
Schedule	\$ 1,175	1,025	7,500	4,830			\$ 14,530

Funding Sources This project is funded from the 2006 and 2007 Combination Tax & Revenue Certificates of Obligation as well as 4.7 million in federal funding.

Estimated Project Costs:
(in thousands)

Construction Cont	\$ 12,500
Design	1,202
Surveying	3
Construction Test	15
Property Acq.	780
Other	30
Total	\$ 14,530



Estimated Operating Costs:

	(in thousands)
FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	October 2002
Design	July 2003 to Fall 2006
Bid	August 2008
Award Bid	October 2008
Construction	November 2008 to December 2010

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

Groundbreaking set to take place in December 2008.

Wilbarger Creek Regional Detention

Description Create a regional detention pond north of Pflugerville Parkway and west of FM 685.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 3	463	2,000	134			\$ 2,600

Funding Sources This project is funded from the regional detention escrow and the 2004 and 2007 Combination Tax & Revenue Certificates of Obligation.

<p>Estimated Project Costs: (in thousands)</p> <table border="0"> <tr> <td>Construction Cont</td> <td style="text-align: right;">\$ 2,175</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">390</td> </tr> <tr> <td>Surveying</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Construction Test</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Property Acq.</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">35</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 2,600</td> </tr> </table>	Construction Cont	\$ 2,175	Design	390	Surveying	-	Construction Test	-	Property Acq.	-	Other	35	Total	\$ 2,600							
Construction Cont	\$ 2,175																				
Design	390																				
Surveying	-																				
Construction Test	-																				
Property Acq.	-																				
Other	35																				
Total	\$ 2,600																				
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FY 08	\$0																				
FY 09	\$0																				
FY 10	\$0																				
FY 11	\$0																				
FY 12	\$0																				
Select Consultant	September 2007																				
Design	October 2007 to May 2009																				
Bid	June 2009																				
Award Bid	August 2009																				
Construction	Completion May 2011																				

Impact on Operating Budget

Maintenance on detention ponds is minimal and included in the annual Street Department operating budget.

Notes from Review Process

This project is currently being designed.

10th Street and Pecan Street Intersection Improvements

Description Widen 10th Street to accommodate 2 lanes for northbound traffic and improve drainage.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 11	75	185				\$ 271

Funding Sources This project is funded from the 2007 Combination Tax & Revenue Certificates of Obligation.

Estimated Project Costs:
(in thousands)

Construction Cont	\$ 229
Design	36
Surveying	-
Construction Test	1
Property Acq.	-
Other	5
Total	\$ 271



Estimated Operating Costs:

	(in thousands)
FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	September 2007
Design	September 2007 to March 2008
Bid	June 2008
Award Bid	July 2008
Construction	August 2008 to November 2008

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

Construction began in August 2008 and will be completed sometime in November 2008.

Pflugerville Parkway East 2

Description Widen Pflugerville Parkway from FM 685, including the low water crossing, to the eastern edge of the SH 130 right-of-way.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 12	171	2,517				\$ 2,700

Funding Sources This project's design is funded by PCDC. Construction funding will be a future bond issue.

Estimated Project Costs:
(in thousands)

Construction Cont	\$ 2,450
Design	180
Surveying	20
Construction Test	-
Property Acq.	-
Other	50
Total	<u>\$ 2,700</u>



Estimated Operating Costs:
(in thousands)

FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	March 2006
Design	May 2006 to January 2008
Bid	Unknown
Award Bid	Unknown
Construction	On Hold

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

The construction phase of this project will begin upon receipt of bond funds.

Heatherwilde North Widening

Description Widen Heatherwilde Blvd. to 4-lanes divided from Wilke Ridge Lane to SH 45.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	9	2,591	2,750	750		\$ 6,100

Funding Sources The design portion of this project is funded by PCDC. The remainder is funded from the 2007 Combination Tax & Revenue Certificates of Obligation and future bond issues.

<p>Estimated Project Costs: (in thousands)</p> <table border="0"> <tr> <td>Construction Cont</td> <td style="text-align: right;">\$ 4,635</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">825</td> </tr> <tr> <td>Surveying</td> <td style="text-align: right;">25</td> </tr> <tr> <td>Construction Test</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Property Acq.</td> <td style="text-align: right;">600</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 6,100</td> </tr> </table>	Construction Cont	\$ 4,635	Design	825	Surveying	25	Construction Test	-	Property Acq.	600	Other	15	Total	\$ 6,100							
Construction Cont	\$ 4,635																				
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FY 08	\$0																				
FY 09	\$0																				
FY 10	\$0																				
FY 11	\$0																				
FY 12	\$0																				
Select Consultant	June 2008																				
Design	September 2008 to September 2009																				
Bid	Unknown																				
Award Bid	Unknown																				
Construction	Unknown																				

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

Kelly Lane Widening Phase 1

Description Widen Kelly Lane to a 4-lane urban section from Murchison Ridge Trail to Vilamoura Street.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	80	3,000	1,750	570		\$ 5,400

Funding Sources This project is funded from the 2007 Combination Tax & Revenue Certificates of Obligation.

<p>Estimated Project Costs: (in thousands)</p> <table border="0"> <tr> <td>Construction Cont</td> <td style="text-align: right;">\$ 4,385</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">810</td> </tr> <tr> <td>Surveying</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Construction Test</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Property Acq.</td> <td style="text-align: right;">150</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">25</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 5,400</td> </tr> </table>	Construction Cont	\$ 4,385	Design	810	Surveying	30	Construction Test	-	Property Acq.	150	Other	25	Total	\$ 5,400							
Construction Cont	\$ 4,385																				
Design	810																				
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Property Acq.	150																				
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FY 08	\$0																				
FY 09	\$0																				
FY 10	\$0																				
FY 11	\$0																				
FY 12	\$0																				
Select Consultant	February 2008																				
Design	February 2008 to May 2009																				
Bid	October 2009																				
Award Bid	November 2009																				
Construction	January 2010 to March 2011																				

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

Picadilly/Grand Avenue Traffic Signal

Description Design and construct traffic signal improvements at the intersection of Picadilly Drive and Grand Avenue Parkway. An Interlocal Agreement has been completed between the City and Travis County for this project since the intersection is currently within Travis County's jurisdiction.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	42	128				\$ 170

Funding Sources Travis County \$100,000 per an Interlocal Agreement; General Fund Balance.

<p>Estimated Project Costs: (in thousands)</p> <table> <tr><td>Construction Cont</td><td>\$ 146</td></tr> <tr><td>Design</td><td>24</td></tr> <tr><td>Surveying</td><td>-</td></tr> <tr><td>Construction Test</td><td>-</td></tr> <tr><td>Property Acq.</td><td>-</td></tr> <tr><td>Other</td><td>-</td></tr> <tr><td>Total</td><td>\$ 170</td></tr> </table>	Construction Cont	\$ 146	Design	24	Surveying	-	Construction Test	-	Property Acq.	-	Other	-	Total	\$ 170							
Construction Cont	\$ 146																				
Design	24																				
Surveying	-																				
Construction Test	-																				
Property Acq.	-																				
Other	-																				
Total	\$ 170																				
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FY 08	\$0																				
FY 09	\$0																				
FY 10	\$0																				
FY 11	\$0																				
FY 12	\$0																				
Select Consultant	January 2008																				
Design	March 2008 to June 2008																				
Bid	July 2008																				
Award Bid	July 2008																				
Construction	August 2008 to November 2008																				

Impact on Operating Budget

Repair and maintenance on traffic signals is included in the annual Street Department operating budget.

Notes from Review Process

Immanuel Road & Oxford Drive Intersection Improvements

Description Reconstruct intersection to urban standards with curb and gutter. Re-grade intersection to alleviate standing water. Install sidewalks and accessibility ramps to accommodate school pedestrians.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	12	18	370			\$ 400

Funding Sources Project design is being funded by the general fund balance. The construction portion is currently not funded.

<p>Estimated Project Costs: (in thousands)</p> <table> <tr><td>Construction Cont</td><td>\$ 253</td></tr> <tr><td>Design</td><td>30</td></tr> <tr><td>Surveying</td><td>7</td></tr> <tr><td>Construction Test</td><td>-</td></tr> <tr><td>Property Acq.</td><td>100</td></tr> <tr><td>Other</td><td>10</td></tr> <tr><td>Total</td><td>\$ 400</td></tr> </table>	Construction Cont	\$ 253	Design	30	Surveying	7	Construction Test	-	Property Acq.	100	Other	10	Total	\$ 400							
Construction Cont	\$ 253																				
Design	30																				
Surveying	7																				
Construction Test	-																				
Property Acq.	100																				
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FY 08	\$0																				
FY 09	\$0																				
FY 10	\$0																				
FY 11	\$0																				
FY 12	\$0																				
Select Consultant	February 2008																				
Design	March 2008 to July 2008																				
Bid	Unknown																				
Award Bid	Unknown																				
Construction	Unknown																				

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

Wilbarger Interceptor Phase 2 (Weiss Lane Utility Improvements)

Description Waterline and sewer line improvements along Weiss Lane, which consists of installing waterline and sewer line with manholes.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	242	212				\$ 454

Funding Sources This project is funded by PCDC and Wastewater Impact Fees.

Estimated Project Costs:

(in thousands)

Construction Cont	\$ 439
Design	-
Surveying	-
Construction Test	-
Property Acq.	-
Other	15
Total	\$ 454



Estimated Operating Costs:

(in thousands)

FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	Spring 2008
Design	February 2008 to May 2008
Bid	May 2008
Award Bid	May 2008
Construction	Completion August 2008

Impact on Operating Budget

The operating costs of this improvement will be minimal and will be absorbed in the Utility annual operating budget.

Notes from Review Process

This project will be complete once the contractor completes the grass replacement process.

Kelly Lane Re-route

Description Realignment of Kelly Lane at the southeast corner of the Avalon Subdivision.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	36	50	100	1,014		\$ 1,200

Funding Sources This project is funded from the 2009 Engineering Department Budget and future bond issues.

<p>Estimated Project Costs: (in thousands)</p> <table> <tr> <td>Construction Cont</td> <td style="text-align: right;">\$ 880</td> </tr> <tr> <td>Design</td> <td style="text-align: right;">180</td> </tr> <tr> <td>Surveying</td> <td style="text-align: right;">25</td> </tr> <tr> <td>Construction Test</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Property Acq.</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 1,200</td> </tr> </table>	Construction Cont	\$ 880	Design	180	Surveying	25	Construction Test	-	Property Acq.	100	Other	15	Total	\$ 1,200							
Construction Cont	\$ 880																				
Design	180																				
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FY 08	\$0																				
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Select Consultant	February 2008																				
Design	June 2008 to May 2009																				
Bid	October 2010																				
Award Bid	November 2010																				
Construction	January 2011 to August 2011																				

Impact on Operating Budget

Repair and maintenance on roadways is included in the annual Street Department operating budget.

Notes from Review Process

Railroad Avenue Drainage Improvements

Description Construct drainage improvements along Railroad Avenue by Gilleland Creek.

Financial Plan

(in thousands)	Prior						Project
	Years	2008	2009	2010	2011	2012	Total
Schedule	\$ 0	17	183				\$ 200

Funding Sources This project is funded from the 2007 Combination Tax & Revenue Certificates of Obligation.

Estimated Project Costs:
(in thousands)

Construction Cont	\$ 172
Design	10
Surveying	10
Construction Test	-
Property Acq.	-
Other	8
Total	\$ 200



Estimated Operating Costs:
(in thousands)

FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	May 2008
Design	June 2008 to September 2008
Bid	February 2009
Award Bid	March 2009
Construction	Completion Summer 2009

Impact on Operating Budget

The operating costs of the drainage improvements are minimal, mostly consisting of mowing and similar maintenance, and will be absorbed into the Street Department annual operating budget.

Notes from Review Process

Coordination is underway with the Parks Department and City Arborist to remove trees along Railroad Avenue to facilitate these improvements.

Lake Pflugerville Park

Description Construct a park at Lake Pflugerville consisting of a swimming beach, group shelter, boat launch and rental, two small picnic shelters, and parking area.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	22	778				\$ 800

Funding Sources This project is funded by an LCRA grant (\$200,000), PCDC (\$100,000) and parkland escrow.

Estimated Project Costs:

(in thousands)

Construction Cont	\$ 639
Design	120
Surveying	16
Construction Test	-
Property Acq.	-
Other	25
Total	\$ 800



Estimated Operating Costs:

(in thousands)

FY 08	\$0
FY 09	\$0
FY 10	\$0
FY 11	\$0
FY 12	\$0

Project Schedule

Select Consultant	June 2008
Design	June 2008 to January 2009
Bid	February 2009
Award Bid	February 2009
Construction	Completion Summer 2009

Impact on Operating Budget

The operating costs of the park will be minimal, mostly consisting of mowing and similar maintenance, and will be absorbed into the Parks annual operating budget.

Notes from Review Process

The design is almost complete.

Highland Park Lift Station

Description Upgrade the existing operating lift station with the installation of an additional pump and related improvements to increase capacity.

Financial Plan

(in thousands)	Prior Years	2008	2009	2010	2011	2012	Project Total
Schedule	\$ 0	0	1,000	750	250		\$ 2,000

Funding Sources Utility Fund Budget

Estimated Project Costs:

(in thousands)

Construction Cont	\$ 1,665
Design	300
Surveying	-
Construction Test	10
Property Acq.	-
Other	25
Total	\$ 2,000



Estimated Operating Costs:

(in thousands)

FY 08	\$7
FY 09	\$8
FY 10	\$9
FY 11	\$12
FY 12	\$16

Project Schedule

Select Consultant	May 2009
Design	July 2009 to December 2009
Bid	January 2010
Award Bid	February 2010
Construction	April 2010 to March 2011

Impact on Operating Budget

The upgrade to the existing lift station will require a significant amount of electricity and a minimal amount of personnel oversight. These costs will be absorbed into the Wastewater Collection Department budget.

Notes from Review Process



History of the City of Pflugerville

The Town of Pflugerville was originally settled by members of the Henry Pfluger, Sr., family. They emigrated from Germany in 1849. Original homes were built of logs, clay and stone. These settlers were farmers and cattlemen. Cattle were driven to market on the Chisholm Trail to Kansas City.

In 1904 the Missouri-Kansas and Texas Railroad (MKT) built a line from Granger through the Pflugerville community to Austin and San Antonio. On February 19, 1904, the town site of Pflugerville was platted by George Pfluger and his son, Albert, dedicating streets and alleys for the town from the Alexander Walter and C. S. Parrish Surveys in Travis County. The plat consisted of sixteen blocks, rights-of-way, and the depot grounds to the MKT.

Businesses and citizens obtained their water from Gilleland Creek. In 1911 the creek went dry and a well was drilled. The flat rate for water was \$1.50 per month. About 1915, Mr. H. H. Pfluger purchased an electric plant to meet the needs of the town. The local economy was growing; there was a drug store, a hardware store, a lumberyard, funeral home, dentists, doctors, a newspaper, a telephone company, a bank, a gin, an oil mill, an ice factory and a soda water bottling works.

An election was held in the town of Pflugerville on July 24, 1965, on the proposition to incorporate. There were sixty votes in favor of incorporation and forty-two votes against. As a result, the town was incorporated under the commission form of government. At an election held in 1970, with a unanimous vote, the form of government changed from the commission form to the aldermanic form. Another result of this election was the adoption of a one percent sales tax for the town of Pflugerville.

Today the City of Pflugerville encompasses 13,696 acres with an extraterritorial jurisdiction area of 23,168 acres. The population currently exceeds 40,000 and there is a projection of almost 100,000 in population by 2020. The Utility Department serves more than 12,000 customers. The City's Parks and Recreation Department maintains 24 parks and about 20 miles of hike-and-bike trails.

Lake Pflugerville was dedicated to the citizens on April 20, 2006. Lake Pflugerville is located at the intersection of Weiss Lane and Pfluger Lane. It is a 180-acre reservoir built to provide the citizens of Pflugerville with water by utilizing surface water from the Lower Colorado River Authority. Lake Pflugerville also has a hike-and-bike trail, approximately 3 miles in length, and fishing piers to access the stocked waters.

City Officials

Elected Officials

City Council Three-Year Terms

<u>Name</u>	<u>Term Expires</u>
Jeff Coleman, Mayor	May 2010
Wayne Cooper, Place 1	May 2010
Mike Marsh, Place 2	May 2011
Darelle White, Place 3	May 2009
Starlet Sattler, Place 4	May 2011
Victor Gonzales, Place 5	May 2009

City Staff

<u>Position</u>	<u>Name</u>
City Manager	David Buesing
Assistant City Manager	Lauri Gillam
Finance Director	Beth C. Davis
Police Chief	Chuck Hooker
City Secretary	Karen Thompson
Planning Director	Trey Fletcher
City Engineer	Joe Carpenter
Parks and Recreation Director	Glenn Holzer
Building Official	Blake Overmyer
Library Director	Kathy Freiheit
Economic Development Director	Charles Simon

City Officials (continued)

Appointed Officials

Planning and Zoning Commission

<u>Name</u>	<u>Term Expires</u>
Naji Norder, Chairman	December 2009
Thomas Anker, Vice Chairman	December 2009
Rodney Blackburn	December 2009
Dennis Sedlachek	December 2009
Nancy Ramsey	December 2008
Sam Storms	December 2008
Carl Wasmuth	December 2008

Board of Adjustment

<u>Name</u>	<u>Term Expires</u>
Louis DeCuir	December 2009
Kevin Kluge	December 2009
Russel Shirley	December 2009
Richard Corcoran	December 2008
Warren Jones	December 2008
Robert Wilson (Alternate)	December 2008

City Officials (continued)

Parks and Recreation Commission

<u>Name</u>	<u>Term Expires</u>
Marion Shofner, President	December 2008
Pat McCord, Vice-President	December 2009
Shelia Aboii, Secretary	December 2008
Mary Esther Garza	December 2009
Tracey Redus	December 2009
Roderick Wesley	December 2008
Deanna Hagle (Alternate)	December 2008
Jay Wiles, Student Member	May 2009

Library Board

<u>Name</u>	<u>Term Expires</u>
Tamya Isenberg, President	December 2008
Barry Ryan, Vice-President	December 2008
A.K. Brewer, Secretary	December 2008
Scott Reed	December 2009
Barbara Shable	December 2009
Kathleen Thun	December 2009
Javed Helali	December 2008
Audrey Dearing, Friends Rep.	Lifetime

Architectural Review Board

<u>Name</u>	<u>Term Expires</u>
David Taylor, Chairman	December 2009
Oscar Rodriguez, Vice-Chairman	December 2008
Willie Jackson	December 2009
Carey Colley	December 2009
Keith Hickman	December 2008

City Officials (continued)

Pflugerville Community Development Corporation Board

<u>Name</u>	<u>Term Expires</u>
Fred Velarde, President	December 2009
Darelle White, Vice-President	December 2008
Mark Reagan, Treasurer	December 2009
Janice Heath, Secretary	December 2009
Jim Wilkinson	December 2008
David Rogers	December 2008
Julia Ruiz	December 2009

Tree Care Advisory Board

<u>Name</u>	<u>Term Expires</u>
David Taylor, President	December 2009
Kathryn Young	December 2009
Anthony Martin	December 2009
Mary Garza	December 2008
Sheila Aboii	December 2008

City and Area Demographics

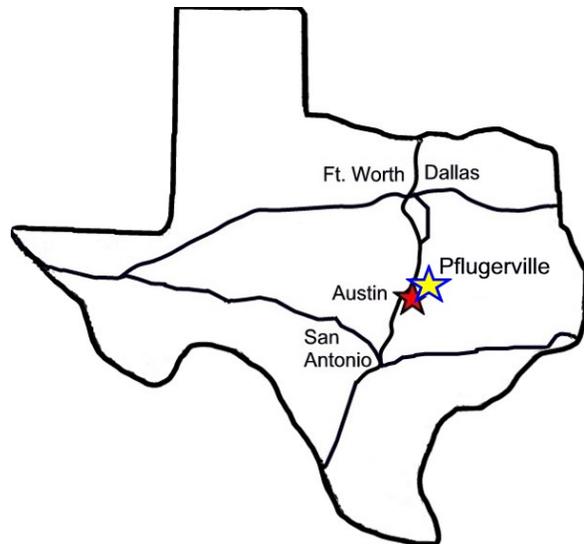
Pflugerville is located 15.6 miles northeast of downtown Austin on FM 1825. This location places our city within three hours driving time of ninety percent of the population of the State of Texas.

Our location provides ready access to the State Capitol, the University of Texas, and a number of high-tech industries.

Our residents have ready access to college sports, various minor league sports, performing and visual arts centers, institutions of higher learning and many major employers.

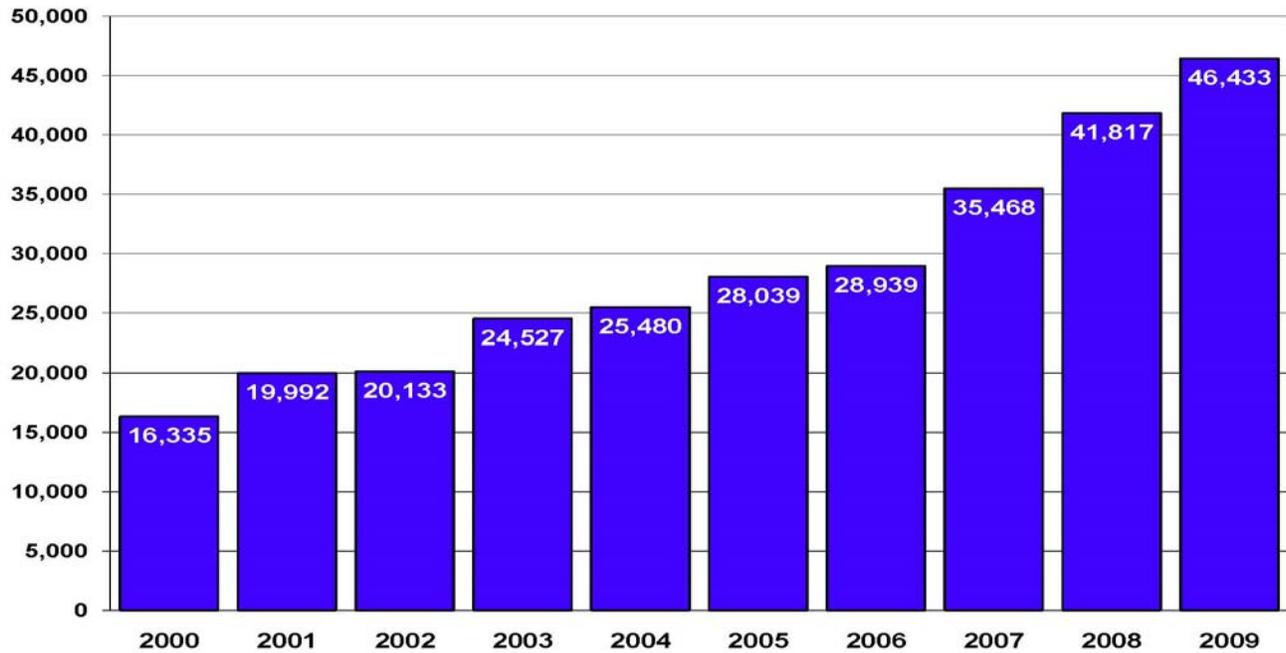
Our location provides residents easy access to some of the best outdoor recreation in Texas.

The construction of the Central Texas Turnpike System (CTTS), a multi-year, multi-phased endeavor which began in 2002, is having a major impact on the City of Pflugerville. The purpose of the CTTS is to improve overall traffic mobility, facilitate access to regional services, and increase travel safety for Central Texas residents, workers, and visitors. During 2006, two segments of the system that directly impact the City of Pflugerville were opened: SH 130 and SH 45. State Highway 130 was built to improve mobility and relieve congestion on Interstate 35 and other major transportation facilities within the Austin-San Antonio corridor. State Highway 45 was built to improve mobility by providing an efficient cross-city route between Austin, Pflugerville, Round Rock and neighboring communities. The City of Pflugerville is located at the junction of these two major roadways. During fiscal year 2008 commercial development continued to increase, partially as a result of the new tollways bringing more traffic into our City limits and enabling that traffic to move efficiently.



City and Area Demographics

Population



Population Analysis

Year	Pflugerville ¹		Travis County ²		Texas ³		United States ³	
	Population	Percent Change %	Population	Percent Change %	Population	Percent Change %	Population	Percent Change %
2000	16,335	19.07	819,712	15.59	20,949,136	6.02	282,192,162	4.42
2001	19,992	22.39	842,638	2.80	21,334,855	1.84	285,102,075	1.03
2002	20,133	0.71	845,642	0.36	21,723,220	1.82	287,941,220	1.00
2003	24,527	21.82	854,407	1.04	22,103,374	1.75	290,788,976	0.99
2004	25,480	3.89	869,868	1.81	22,490,022	1.75	293,655,404	0.99
2005	28,039	10.04	893,295	2.69	22,775,004	1.27	295,507,134	0.63
2006	28,939	3.21	920,544	3.05	23,507,783	3.22	299,398,484	1.32
2007	35,468	22.56	948,160	3.00	23,904,380	1.69	301,621,157	0.74
2008	41,817	17.90	978,976	3.25	**	**	304,228,000	0.86
2009	46,433	11.04	1,008,345	3.00	**	**	**	**

** Numbers not yet available.

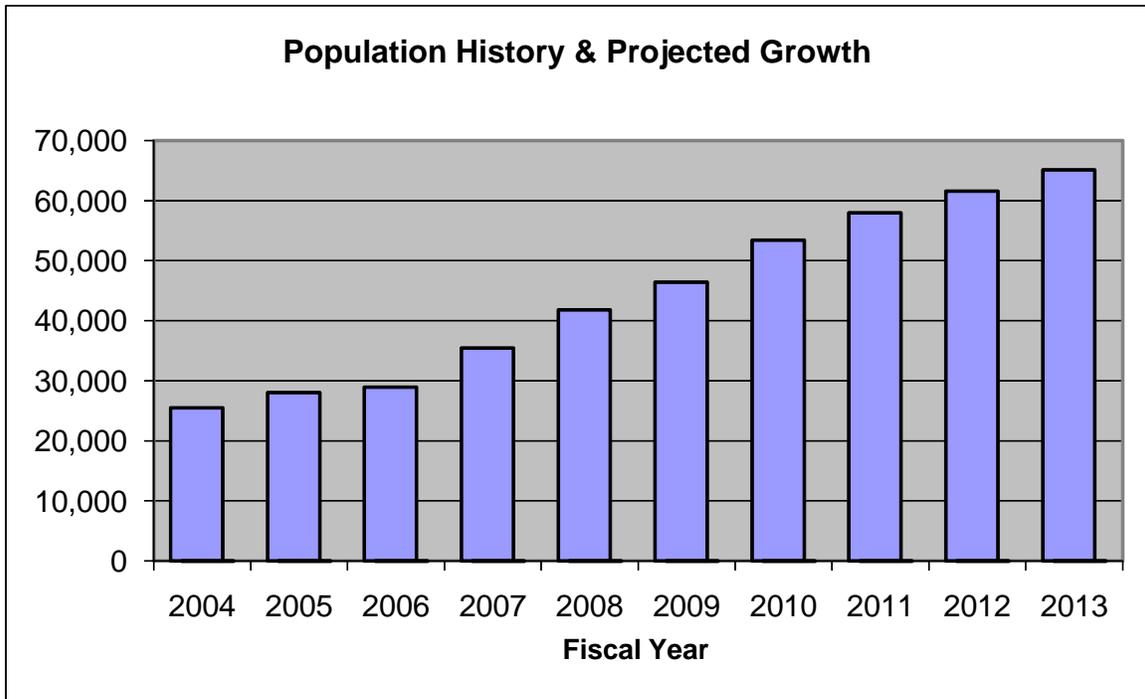
¹ Population estimates from the City of Pflugerville Planning Department

² Population estimates from the City of Austin Planning Department.

³ Population estimates from the U.S. Census Bureau.

Population History & Projected Growth

<u>Fiscal Year</u>	<u>Population</u>	<u>% increase</u>
2004	25,480	12.7%
2005	28,039	10.0%
2006	28,939	3.2%
2007	35,468	22.6%
2008	41,817	17.9%
2009	46,433	11.0%
2010	53,424	15.1%
2011	57,994	8.6%
2012	61,550	15.2%
2013	65,143	12.3%



Budgeted Positions

Department	Positions			Full Time Equivalent		
	Actual FY 07	Actual FY 08	Approved FY 09	Actual FY 07	Actual FY 08	Approved FY 09
<u>General Fund</u>						
Administration	20	24	24	20	24	24
Building Inspection	8	9	8	8	9	8
Engineering	5	5	6	5	5	6
Fleet	0	0	3	0	0	3
Library	14	16	16	10.2	12.2	12.2
Parks*	28	31	35	23.5	27.5	31.5
Planning	7	8	8	6.38	7.38	7.4
Police/Court	86	98	103	82	94	99
PISD PD	0	0	17	0	0	17
Streets*	22	24	21	22	24	21
Total General Fund	190	215	241	177.08	203.08	229.1
<u>Utility Fund</u>						
Utility Administration*	8	8	8	8	8	8
Water Treatment	4	4	4	4	4	4
Water Distribution	10	10	10	10	10	10
Wastewater Collection	6	6	6	6	6	6
Wastewater Treatment	6	9	9	5.5	8.5	8.5
Total Utility Fund	34	37	37	33.5	36.5	36.5
Total	224	252	278	210.58	239.58	265.6

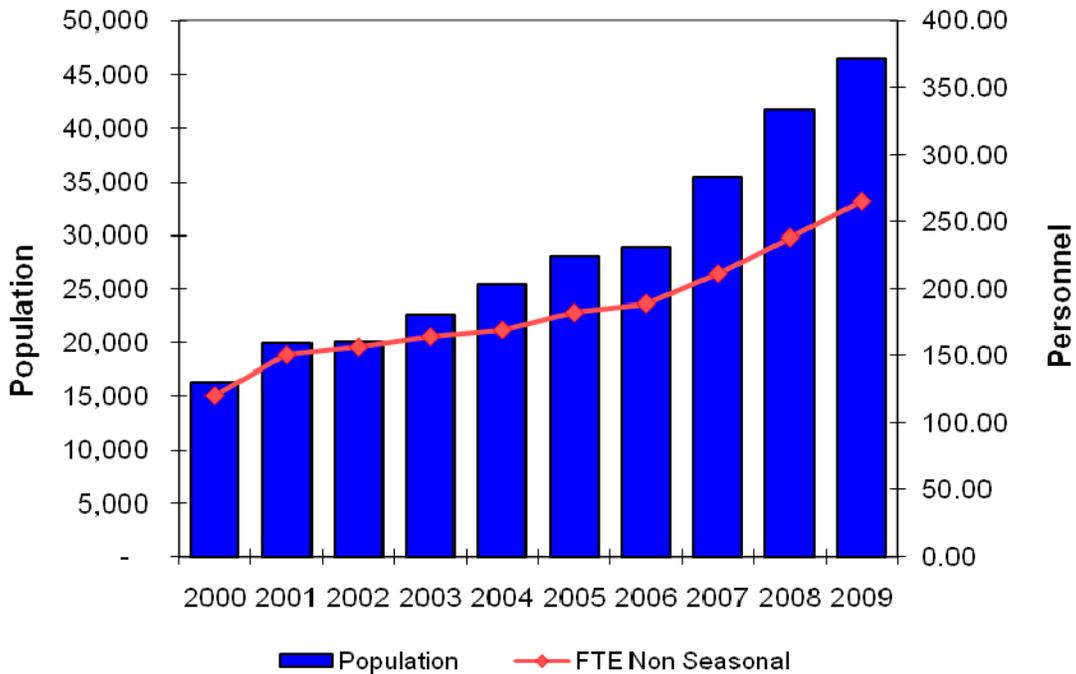
* Does not include seasonal personnel.

Budgeted Positions

Change in Personnel

As indicated in the graph below, the City of Pflugerville continues to grow. This increase in population requires additional personnel to maintain the level of services provided to our citizens. For the 2009 fiscal year the following new full-time positions were budgeted: Public Information Officer, Engineer, Parks Maintenance Specialist, two Parks Maintenance Techs, Recreation Center Receptionist, ten Police Officers, Information Technology for the Police Department, one Police Lieutenant, and for PISD PD one Dispatcher, six SRO Officers, one SRO Sergeant, and one Corporal. There are no part-time positions added in the 2009 budget.

Population Growth Versus Personnel Growth



Property Tax Analysis

Average Residential Property Value (2007-2008) \$170,743

Last Year's Effective Tax Rate \$0.5949
 Last Year's Rollback Tax Rate \$0.6197
 Last Year's Adopted Tax Rate \$0.6190

This Year's Effective Tax Rate \$0.5659
 This Year's Rollback Tax Rate \$0.5950
 This Year's Adopted Tax Rate \$0.6140

	Tax Levy:	Maintenance & Operations	Interest & Sinking	Total Rate & Levy
Taxable Value		\$2,489,169,600	\$2,489,169,600	\$2,489,169,600
Maint & Operation Rate/100		0.4371		
Debt Rate/100			0.1769	
Total Rate				0.6140
Total Levy		\$10,863,677	\$4,405,074	\$15,268,751
Collection Rate		100%	100%	100%
Estimated Tax Revenue		<u><u>\$10,863,677</u></u>	<u><u>\$4,405,074</u></u>	<u><u>\$15,268,751</u></u>

Source: TCAD Report

City of Pflugerville
Tax Levies, Rates, and Values for Twenty Years

Year	M & O	I & S	Total Rate	Taxable Value	Tax Levy
1989-1990	0.2757	0.2590	0.5347	123,884,562	662,411
1990-1991	0.3309	0.2291	0.5600	123,514,312	691,680
1991-1992	0.3627	0.2873	0.6500	119,130,278	774,347
1992-1993	0.3681	0.2639	0.6320	135,130,254	854,023
1993-1994	0.3588	0.1912	0.5500	177,830,729	978,069
1994-1995	0.3848	0.1402	0.5250	234,004,828	1,228,525
1995-1996	0.3709	0.1085	0.4794	290,434,657	1,392,344
1996-1997	0.3936	0.1445	0.5381	339,707,299	1,827,965
1997-1998	0.4095	0.2111	0.6206	436,322,251	2,707,816
1998-1999	0.4669	0.1631	0.6300	556,037,314	3,503,035
1999-2000	0.4609	0.2389	0.6998	627,028,378	4,387,945
2000-2001	0.4291	0.2133	0.6424	758,849,420	4,874,849
2001-2002	0.4218	0.2081	0.6299	950,667,129	5,988,252
2002-2003	0.3986	0.2313	0.6299	1,171,638,331	7,380,150
2003-2004	0.4175	0.2242	0.6417	1,199,210,222	7,695,332
2004-2005	0.4372	0.2028	0.6400	1,310,450,828	8,386,885
2005-2006	0.4199	0.2151	0.6350	1,408,716,503	8,937,150
2006-2007	0.4125	0.2115	0.6240	1,515,913,575	9,451,101
2007-2008	0.4236	0.1954	0.6190	1,892,441,147	11,702,010
2008-2009	0.4371	0.1769	0.6140	2,489,169,600	15,268,751 *

* Based on certified valuation and proposed tax rate.

Assessed and Estimated Actual Value of Taxable Property Last Ten Fiscal Years

Fiscal Year	Real Property			Less:			Total Direct Tax Rate	Percent of Growth in Assessed Value	Estimated Actual Taxable Value	Assessed Value as a Percentage of Actual Value
	Residential Property	Commercial Property	Personal Property	Tax Exempt Real Property	Total Taxable Assessed Value	Total Taxable Assessed Value				
2000	550,754,322	51,529,423	55,555,375	28,042,623	629,796,497	629,796,497	0.6998	11.61%	629,796,497	100.0%
2001	679,913,204	59,277,666	64,117,665	41,984,864	761,323,671	761,323,671	0.6424	20.88%	761,323,671	100.0%
2002	873,205,133	72,077,850	75,094,841	55,797,833	964,579,991	964,579,991	0.6299	26.70%	964,579,991	100.0%
2003	1,062,466,204	84,508,236	82,176,423	54,091,193	1,175,059,670	1,175,059,670	0.6299	21.82%	1,175,059,670	100.0%
2004	1,068,663,126	92,124,535	82,207,828	41,650,008	1,201,345,481	1,201,345,481	0.6417	2.24%	1,201,345,481	100.0%
2005	1,166,280,570	96,456,406	88,640,105	40,926,253	1,310,450,828	1,310,450,828	0.6400	9.08%	1,310,450,828	100.0%
2006	1,168,015,150	187,317,196	94,638,373	41,254,216	1,408,716,503	1,408,716,503	0.6350	7.50%	1,408,716,503	100.0%
2007	1,278,169,940	230,674,602	81,940,510	74,871,477	1,515,913,575	1,515,913,575	0.6240	7.61%	1,515,913,575	100.0%
2008	1,601,403,371	302,185,148	79,775,407	90,922,779	1,892,441,147	1,892,441,147	0.6190	24.84%	1,892,441,147	100.0%

Source: Travis Central Appraisal District

**Principal Property Taxpayers
September 30, 2008**

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
Pflugerville Covington	\$ 23,650,000	1	0.95%
SCA 115 Swenson LLC	22,911,415	2	0.93%
Wal-Mart Real Estate Business Trust	19,362,805	3	0.78%
Oncor Electric Delivery Co LLC	17,931,640	4	0.72%
Flextronics	17,711,960	5	0.72%
Rodman Excavation Inc	16,394,148	6	0.66%
H.E. Butt Grocery Company	12,350,000	7	0.50%
Verde Meister Lane LP	11,281,613	8	0.46%
Terrabrook Falcon Pointe LP	11,246,494	9	0.45%
Timmermann Terrell	<u>9,602,568</u>	10	<u>0.39%</u>
	<u><u>\$ 162,442,643</u></u>		<u><u>6.56%</u></u>

**Principal Employers
September 30, 2008**

<u>Employers</u>	<u>Employees</u>
Pflugerville ISD	988
Wal-Mart	325
City of Pflugerville	252
Austin Foam Plastics	250
HEB	200
Home Depot	125
Integrated Flow Systems	85
Pflugerville Care Center	75
EVS Metal	72
CoCom	70

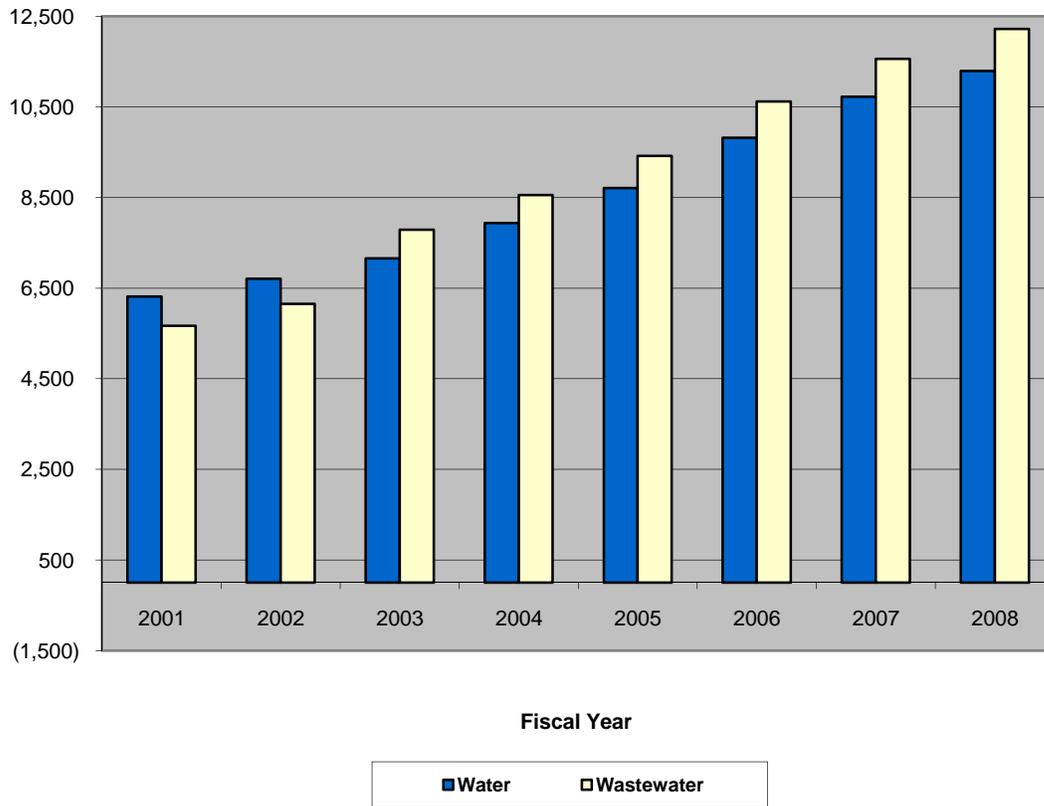
Source:
Pflugerville Community Development Corporation

Utility Customer Growth

City of Pflugerville Utility Customer Growth

Fiscal Year	Water	Wastewater
2001	6,314	5,665
2002	6,711	6,150
2003	7,159	7,792
2004	7,934	8,557
2005	8,707	9,417
2006	9,821	10,618
2007	10,721	11,560
2008	11,293	12,220

Water and Wastewater Customers*



*Customers can have only water, only wastewater, or both water and wastewater.

**City of Pflugerville
General Governmental Tax Revenues by Source
Last Ten Fiscal Years**

<u>Fiscal Year</u>	<u>Property Tax</u>	<u>Sales Tax</u>	<u>Franchise Tax</u>	<u>Total</u>
2000	\$ 3,783,668	\$ 807,676	\$ 662,956	\$ 5,254,300
2001	4,854,881	1,054,421	844,805	6,761,676
2002	6,072,271	1,123,446	868,966	8,075,892
2003	7,442,919	1,175,598	1,075,817	9,705,206
2004	7,796,228	1,298,172	1,273,744	10,379,264
2005	8,387,958	1,554,752	1,332,645	11,286,517
2006	9,033,537	1,745,341	1,636,724	12,428,539
2007	9,570,751	2,203,973	1,781,396	13,556,120
2008*	11,702,011	3,000,000	2,375,541	17,077,552
2009**	15,268,751	3,203,306	2,613,095	21,085,152

* Unaudited

**Budgeted

**AN ORDINANCE OF THE CITY OF PFLUGERVILLE, TEXAS
ADOPTING THE FISCAL YEAR 2009 BUDGET
FOR THE CITY OF PFLUGERVILLE, TEXAS**

WHEREAS, the proposed budget for the City of Pflugerville, Texas (the "City") has been filed with the City Secretary in accordance with Section 102.005 of the Texas Local Government Code; and

WHEREAS, following notice and public hearings on the proposed budget, the City Council of the City has made changes in the budget which it considers to be in the best interest of the municipal taxpayers; and

WHEREAS, the City Council of the City now desires to finally approve the budget and to provide for the filing of the approved budget with the City Secretary and with the County Clerk of Travis County, Texas; NOW THEREFORE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PFLUGERVILLE, TEXAS:

Section 1. The budget attached hereto as Exhibit "A" and incorporated herein by reference, shall be and is hereby finally approved.

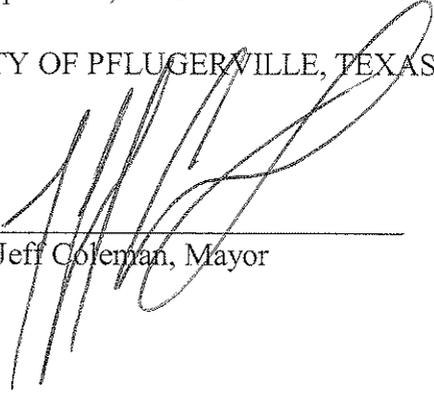
Section 2. The City Secretary shall be and hereby is directed to file the approved final budget in her offices and in the office of the County Clerk of Travis County, Texas.

Section 3. Taxes shall be levied and municipal funds expended in accordance with the approved final budget attached to this ordinance, and any amendment of the approved budget shall be evidenced by ordinance, attached to the budget, which ordinance shall also be filed with the City Secretary and the County Clerk of Travis County, Texas.

Section 4. This ordinance shall be effective upon adoption.

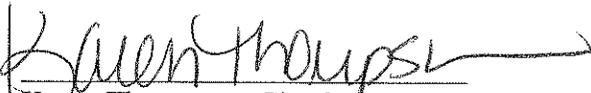
PASSED AND APPROVED this 23rd day of September, 2008.

CITY OF PFLUGERVILLE, TEXAS



Jeff Coleman, Mayor

ATTEST:



Karen Thompson, City Secretary

Fiscal Year 2009 Budget Schedule

Monday, April 21	Budget worksheets distributed to department managers.
Friday, May 2	Completed budget worksheets and narratives returned by department managers.
Thursday, May 8	5-year projected budget worksheets to department managers.
May 9 - May 16	Staff review. Meetings with City Manager and department managers.
Thursday, May 22	5-year projected budget worksheets returned from department managers.
May	Appraiser sends notices of appraised values to taxpayers.
May 23 - June 4	Preparation of budget for final review by department managers.
June 4	Budget given to department managers for final review.
June 9	Department managers give final approval of their budgets.
June 9 - 13	Preparation of budget for presentation to City Council.
July 1	Proposed Budget submitted to the City Council.
Tuesday, July 8 City Council meeting	Work session to discuss the budgets of the Administration, Engineering, and Planning departments.
Tuesday, July 15	Work session to discuss the budget.
Tuesday, July 22 City Council meeting	Work session to discuss the budgets of the Building, the Library, and the Street departments.
Friday, July 25	Deadline for Chief Appraiser to certify appraisal rolls.
July 26 - August 15	Tax Office calculates effective and rollback tax rates and submits to jurisdictions for approval prior to publication on August 16.
Tuesday, July 29 City Council meeting 6:30 p.m.	Discuss the tax rate. If the proposed tax rate exceeds the lower of the rollback rate or the effective rate, take record vote on the proposed rate and schedule two public hearings. Otherwise, anytime after August 16 publication, the tax rate can be adopted with one public hearing required by the City Charter. Notice must be published at least 10 days before the public hearing.
Friday, August 8	Notice of Public Hearings submitted to Pflugerville Pflag.
Saturday, August 16	Publication of effective tax rates, fund balances, and debt schedules, submitted by Travis County appears in Austin American Statesman.

Fiscal Year 2009 Budget Schedule

Monday, August 11 through Tuesday, September 9	Post Notice of Hearing on a Tax Rate Increase on the City Web site at least 7 days before the first public hearing through the conclusion of the second public hearing.
Tuesday, August 12 City Council meeting	Work session to discuss the budgets of the Parks and Recreation, and Police departments.
Thursday, August 14	Notice of Public Hearings on Tax Increase (1st quarter page notice) published at least seven days before first public hearing.
Monday, August 18 through Tuesday, August 26	On Channel 10 air a 60-second notice of public hearings at least five times a day between 7 a.m. and 9 p.m. This should run for at least seven days immediately before the first public hearing.
Tuesday, August 19 City Council work session	Work session to discuss the Utility Fund budget and set utility rates.
Tuesday, August 26 City Council meeting	First Public Hearing on tax increase. At the hearing, schedule and announce meeting to adopt a tax rate 3-14 days following the second public hearing.
Friday, September 5	Notice of Vote on Tax Rate submitted to Pflugerville Pflag, posted on City website, and aired on Channel 10.
Friday, September 5	Take notice of public hearing on budget required by charter to Pflag. Must be published at least 10 days before the public hearing.
Tuesday, September 9 City Council meeting	Public hearing on budget required by charter and by tax code. Second Public Hearing on tax increase. At end of hearing, announce date, time, and place of meeting to vote on tax rate.
Thursday, September 11	Notice of Vote on Tax Rate published in the Pflag. Notice of Public Hearing required by Charter published in the Pflag.
Tuesday, September 23 City Council meeting	Public hearing on budget required by Charter. Adoption of budget by the City Council. Adoption of tax rate by the City Council.
Wednesday, September 24	Notice of Adoption posted on City website and aired on Channel 10.

Bolded actions are required if the proposed tax rate is higher than the effective or rollback rates.



City of Pflugerville, Texas Home Rule Charter*

Budget and Financial Administration

Section 9.01. Fiscal Year.

The fiscal year of the city shall begin on the first day of October and end on the last day of September.

Section 9.02. Public Record.

The budget shall be a public record and copies shall be made available to the public upon request.

Section 9.03. Annual Budget.

(a) Content: 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. 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.

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, 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 be arranged to show comparative figures for the current fiscal year's actual and estimated income and expenditures, the preceding fiscal year's actual income and expenditures, and the estimate of income and expenditures for the budgeted year. 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. summary of proposed programs; and
 - 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.

(b) Submission: On or before the first day of July of each year, the manager shall submit to the council a proposed budget and an accompanying message. The

council shall review the proposed budget and revise it as the council deems appropriate prior to general circulation for public hearing.

(c) Public notice and hearing: The council shall post in the city hall and publish in the official newspaper a general summary of the proposed budget and a notice stating the times and places where copies of the message and budget are available for inspection by the public and the time and place for a public hearing on the budget. The public hearing must be held not fewer than ten or more than thirty days after publication of the notice.

(d) Amendment before adoption: After the public hearing, the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit; however, no budget amendment shall increase the authorized expenditures to an amount greater than the total of estimated income, plus funds available from prior years.

(e) Adoption: The council shall adopt its annual budget by ordinance, on one reading, by the fifteenth day of September, or as soon thereafter as practical. Adoption of the budget shall require an affirmative vote of at least a majority of all members of the council. Adoption of the budget shall constitute appropriations of the amounts specified as expenditures from the funds indicated.

Section 9.04. Amendments After Adoption.

(a) Supplemental appropriations: If, during the fiscal year, the manager certifies that there are revenues available for appropriation in excess of those estimated in the budget, the council by ordinance may make supplemental appropriations for the year up to the amount of the excess.

(b) Emergency appropriations: To meet a public emergency created by a natural disaster or man-made calamity affecting life, health, property, or the public peace, the council may make emergency appropriations by emergency ordinance in accordance with the provisions of this charter. If there are no available unappropriated revenues or general fund balances to meet such appropriations, the council may by emergency ordinance authorize the issuance of renewable emergency notes sufficient to fund the appropriation.

(c) Reduction of appropriations: If at any time during the fiscal year it appears probable to the manager that the revenues available will be insufficient to meet the amount appropriated, he shall report to the council without delay, indicating the estimated amount of the deficit, any remedial action taken by him, and his recommendations for any other steps to be taken. The council shall take further action as it deems necessary to prevent or minimize any deficit and, for that purpose, it may by ordinance reduce one or more appropriations.

(d) Transfer of appropriations: At any time during the fiscal year the manager may transfer part or all of any unencumbered appropriation balance among programs

within a department, division, or office. Upon written request by the manager, the council by ordinance may transfer part or all of any unencumbered appropriation balance from one department, office, or agency to another.

(e) Limitations: No appropriation for debt service may be reduced or transferred. No appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance.

(f) Effective date: Supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption of the enacting ordinance.

Section 9.05. Borrowing.

(a) Borrowing: The city shall have the power, except as prohibited by law, to borrow money by whatever method the council deems to be in the public interest.

(b) General obligation bonds: The city shall have the power to borrow money on the credit of the city and to issue general obligation bonds for permanent public improvements or for any other public purpose not prohibited by the constitution and laws of the State of Texas, and to issue refunding bonds to refund outstanding bonds of the city previously issued. All bonds shall be issued in conformity with the laws of the State of Texas.

(c) Revenue bonds: The city shall have the power to borrow money for the purpose of constructing, purchasing, improving, extending, or repairing public utilities, recreational facilities, or any other self-liquidating municipal function not prohibited by the constitution and laws of the State of Texas, and to issue revenue bonds to evidence the obligation. Revenue bonds shall be a charge upon and payable from the properties, or interest pledged in the bonds, or the income from the bonds, or both. Holders of the revenue bonds shall never have the right to demand payment out of monies raised or to be raised by taxation. All revenue bonds shall be issued in conformity with the laws of the State of Texas.

(d) Bonds incontestable: All bonds of the city, after they have been issued, sold, and delivered to the purchaser, shall be incontestable. All bonds issued to refund in exchange for outstanding bonds previously issued shall, after the exchange, be incontestable.

(e) Election to authorize bonds: Bonds payable from ad valorem taxes, other than refunding bonds, shall not be issued unless the bonds have been authorized by majority vote at an election held for that purpose.

(f) Ordinance authorizing borrowing: A copy of the proposed ordinance shall be furnished to each member of the city council, to the city attorney, and to any citizen, upon request to the city secretary, at least seven days before the date of the meeting at which the ordinance is to be considered. Any ordinance pertaining to borrowing may be adopted and finally passed at the meeting at which it is introduced.

(g) Public hearing before ordinance authorizing borrowing is adopted:

The city council must hold a public hearing before adopting an ordinance authorizing borrowing money. The city must publish notice of the public hearing at least one week before the public hearing unless a public emergency exists that requires immediate action by the city council.

Section 9.06. Lapse of Appropriations.

Every unexpended or unencumbered appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

Section 9.07. Administration of Budget.

(a) Payments and obligations prohibited: No payment shall be made or obligation incurred against any allotment or appropriation unless the manager or his designee certifies there is a sufficient unencumbered balance in the allotment or appropriation and that sufficient funds are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any payment authorized or obligation incurred in violation of this provision shall be void; any payment made in violation of this provision shall be illegal. Making unauthorized payments or obligations shall be cause for removal of any officer who knowingly authorized or made such a payment or incurred such an obligation. Furthermore, the person making the payment shall also be liable to the city for any amount illegally paid. However, this prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness, or certificates of obligation, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that the action is made or approved by ordinance.

(b) Financial reports: The city manager shall submit a report each month that describes the financial condition of the city by budget item, and shows budgeted and actual income and expenditures for the preceding month and the fiscal year to date. The financial records of the city will be maintained on a basis consistent with generally accepted accounting procedures.

(c) Independent audit: At the close of each fiscal year, and at any other times deemed necessary, the council shall call for an independent audit of all city accounts to be conducted by a certified public accountant. The certified public accountant selected shall have no personal interest, direct or indirect, in the city's financial affairs, or in any of its officers and, in any event, the same certified public accountant shall not perform the city's audit for more than five consecutive years. The audit shall contain all information required by any covenants contained in any bond ordinance of the city. Upon completion of the audit, and presentation of the auditor's report to the city council,

the summary of the audit results shall be made available in the city secretary's office as a public record, and a copy of the audit shall also be forwarded to each of the two primary bond rating agencies, as determined by the city's financial advisor, at their principal offices.

Section 9.08. Taxation.

The city council shall annually establish the annual rate of taxation of the city, and city taxes shall be levied and collected on all property taxable by the city which is not exempt from taxation under the State constitution or State law. The council shall adopt a tax levy ordinance, on one reading, by the 15th day of September of each year, or as soon after the certification of the appraisal rolls of the city as practical. Failure of the council to enact a tax levy ordinance for a particular year shall not invalidate the collection of taxes for that year and, in such event, the tax levy ordinance last enacted shall remain in effect until the next tax levy ordinance is adopted by the council.

Section 9.09. Sales and Purchasing.

All sales of city property, purchases made and contracts executed by the city shall be made in accordance with the requirements of the constitution and laws of the State of Texas.

* Originally Adopted November 1993;
Amended January 18, 1997.
Amended November 6, 2001.
And Amended November 7, 2006

CITY OF PFLUGERVILLE, TEXAS INVESTMENT POLICY

I. POLICY STATEMENT

It is the policy of the City of Pflugerville (“City”) that the administration of its funds and the investment of those funds shall be handled in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state and City statutes and ordinances governing the investment of public funds. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act.

II. SCOPE

This investment policy applies to all the financial assets and funds held by the City. These funds are defined in the City’s Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Fund
- Utility Fund
- Debt Service Fund
- Capital Project Fund
- Trust and Agency Fund
- Any new fund created by the City unless specifically exempted by the City Council and this policy.

III. OBJECTIVES AND STRATEGY

A. General Fund

It is the policy of the City that all funds shall be managed and invested with three primary objectives, listed in order of their priority: safety, liquidity, and yield. These objectives encompass:

Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio’s composition. The suitability of each investment decision will be made on the basis of these objectives.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

B. Special Revenue Fund

It is the policy of the City that all funds shall be managed and invested with three primary objectives, listed in order of their priority: safety, liquidity, and yield. These objectives encompass:

Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio's composition. The suitability of each investment decision will be made on the basis of these objectives.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

C. Utility Fund

It is the policy of the City that all funds shall be managed and invested with three primary objectives, listed in order of their priority: safety, liquidity, and yield. These objectives encompass:

Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio's composition. The suitability of each investment decision will be made on the basis of these objectives.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

D. Debt Service Fund

It is the policy of the City that all funds shall be managed and invested with three primary objectives, listed in order of their priority: safety, liquidity, and yield. These objectives encompass:

Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio's composition. The suitability of each investment decision will be made on the basis of these objectives.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

E. Capital Projects Fund

It is the policy of the City that all funds shall be managed and invested with three primary objectives, listed in order of their priority: safety, liquidity, and yield. These objectives encompass:

Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio's composition. The suitability of each investment decision will be made on the basis of these objectives.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

F. Trust and Agency Fund

It is the policy of the City that all funds shall be managed and invested with three primary objectives, listed in order of their priority: safety, liquidity, and yield. These objectives encompass:

Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio's composition. The suitability of each investment decision will be made on the basis of these objectives.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act"). The Act is attached as Exhibit A. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. The Collateral Act is attached as Exhibit B.

The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in an investment pool established thereunder. That statute and reference to authorized investment in investment pools in the Act is primary authority for use of investment pools by political subdivisions of the State of Texas.

V. DELEGATION OF INVESTMENT AUTHORITY

The Finance Director, acting on behalf of the City Council, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Council is also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy. Procedures will include reference to safekeeping, require and include PSA Master Repurchase Agreements, wire transfer agreements, banking services contracts, and other investment related activities.

The Investment Officer shall be responsible for all transactions and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer and approved by the City Manager.

VI. PRUDENCE

The standard of prudence to be used in the investment function shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. This standard states: “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this policy, when acting in accordance with the written procedures and this policy and in accord with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security’s credit risk or market price change or portfolio shifts are reported in a timely manner and then appropriate action is taken to control adverse market effects.

INTERNAL CONTROLS

The Investment Officer shall establish a system of written internal controls which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes. Cash flow will include the historical researching and monitoring of specific cash flow items, payables and receivables as well as overall cash positions and patterns.

VII. AUTHORIZED INVESTMENTS

Acceptable investments under this policy shall be limited to the instruments listed below. The investments are to be chosen in a manner which promotes diversity or market sector and maturity.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed two years to the stated maturity;
- B. Certificates of deposit issued by an FDIC insured financial institution, not to exceed the FDIC limit of \$100,000 per institution and with a maximum maturity length of one year.
- C. Direct obligations of the State of Texas or its agencies.
- D. Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent.
- E. Repurchase agreements and reverse repurchase agreements as defined by the Public Funds Investment Act, not to exceed 90 days to stated the maturity, provided an executed PSA Master Repurchase Agreement is on file with the City and the counterparty bank or primary dealer;
- F. Texas Local Government Investment Pools as defined by the Public Funds Investment Act. The maximum dollar-weighted maturity for the pool may not exceed ninety (90) days.

IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments made by the City will be made through either the City's banking services bank or a primary dealer. The City shall maintain a list of financial institutions which are authorized to provide investment services. Banks shall continuously provide their most recent "Consolidated Report of Condition" (call report). Securities broker/dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve as primary dealers. The following criteria must be met by those firms on the list: provision of an audited financial statement for the most recent period, proof of certification by the National Association of Securities Dealers (NASD), and proof of current registration with the State Securities Commission.

Every dealer with whom the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. The broker/dealer will be required to return a signed copy of the Certification Form certifying that the policy has been received and reviewed (Exhibit C).

X. DIVERSIFICATION AND MATURITY LIMITATIONS

It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. With the exception of U.S. Treasury securities and authorized investment pools, no more than 50% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to specific requirements such as semiannual or annual bond payments, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year. The Investment Officer may not invest any portion of the portfolio for a period greater than two (2) years.

XI. SAFEKEEPING AND COLLATERALIZATION

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Investment Officer and evidenced by safekeeping receipts.

XII. PERFORMANCE EVALUATION AND REPORTING

The Investment Officer shall submit quarterly reports to the City Manager and City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. This report shall contain:

- Beginning and ending market value of the portfolio by market sector and total portfolio;
- Beginning and ending carrying (Book) value of the portfolio by market sector and total portfolio;
- Transactions which change market and book value;
- Detail reporting on each asset (Book, market, and maturity dates);
- Overall current yield of the portfolio;
- Overall weighted average maturity of the portfolio;
- Maximum maturities in the portfolio; and,
- The signature of the investment officer.

XIII. INVESTMENT POLICY ADOPTION BY THE CITY COUNCIL

The City's investment policy shall be adopted by the City Council. The policy shall be reviewed on an annual basis by the City Manager and City Council.

City of Pflugerville, Texas Home Rule Charter*

THE CITY COUNCIL

Section 3.01. Number, Selection, and Term.

The city council shall be composed of the mayor and five council members, who shall be elected from the city at large. Each council member shall occupy a position on the council, numbered one through five consecutively. The mayor and council members shall be elected in the manner provided in Article V of this charter to serve for three-year terms.

Unless the context clearly requires otherwise, the terms “city council” or “council”, when used in this charter, shall mean the mayor and the council members.

Section 3.02. Term Limits.

Council members and the mayor shall be limited to three consecutive full terms in office. A person who has served three consecutive full terms as a council member, regardless of place number, or as mayor may not again hold the same office until at least one term out of office has passed. A person who has served three consecutive terms as a council member shall be eligible to be elected to the office of mayor for three consecutive terms, and a person who has served three consecutive terms as mayor shall be eligible to be elected as a council member for three consecutive terms.

Section 3.03. Qualifications.

In addition to any qualifications for holding office prescribed by law, the members of the council shall reside within the city and shall meet the conditions of section 5.02 of this charter while in office.

Section 3.04. Compensation.

Members of the city council shall serve without compensation, 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.

Section 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 city council member may place an item on the agenda for a subsequent regular council meeting with the consent of a second council member.

Section 3.06. Mayor and Mayor Pro-tem.

The mayor shall have the following rights and responsibilities:

1. With the advice of the city manager and assistance from the city secretary and other city staff members, as appropriate, prepare agendas for city council meetings.

2. Preside at all meetings of the city council and vote only if there is a tie.
3. Sign any ordinance, order, resolution, plat, bond, conveyance, contract, or other document that is authorized or enacted by the city council.
4. Serve as head of the city government for all ceremonial purposes.
5. Serve as the official representative of the city.
6. Perform other duties, consistent with this charter, as may be imposed by the city council.

The mayor shall not have the power to veto or modify any ordinance adopted by the city council and shall not, in any way, neutralize or negate any action of the city council. The mayor may not bind or obligate the city in any way without prior authorization from the city council. Anything herein to the contrary notwithstanding, the mayor shall not vote on any motion considered by the council, except as required in order to break a tie.

The mayor pro-tem shall be a council member elected by the council at the first meeting following the canvassing of each regular election. The mayor pro-tem shall act as mayor during the disability or absence of the mayor. When acting in the capacity of mayor, the mayor pro-tem shall have the rights and responsibilities and be subject to the limitations, including those on voting, conferred on the mayor by this Section. In the event a vacancy in the office of mayor occurs, the council shall within 30 days determine how to fill the vacancy for the office of mayor in accordance with state law.

Section 3.07. Vacancies.

A vacancy is created when any member of the council dies, resigns, or is removed from office under section 3.08. Within 30 days following the creation of a vacancy, the council shall take action to fill the vacancy in accordance with state law.

Section 3.08. Removal from Office.

(a) Reasons: Any member of the council may be removed from office for any of the following reasons:

1. Failure to maintain the qualifications for office required by sections 3.03 and 5.02 of this charter.
2. Violation of any express prohibition of this charter or the Code of Ethics adopted under Section 11.05.
3. Conviction of a crime involving moral turpitude.
4. Failure to attend three consecutive regular city council meetings without being excused by the council.

(b) Initiation: Removal proceedings shall be initiated when a sworn written complaint charging a member of the council with an act or omission that is a reason for removal is presented to the mayor or, if the complaint is against the mayor, to the mayor pro tem. The person receiving the complaint shall file it with the city secretary, who shall provide a copy to the member complained against and all other council members. The mayor or the mayor pro-tem shall set a time and date for a hearing on the complaint.

(c) *Hearing and decision:* The remaining members of the city council shall conduct a hearing to take evidence on the complaint. The member complained against shall have a right to representation at the hearing and to question and cross-examine all witnesses, but may not vote on the question of removal. Based on the evidence presented at the hearing, the city council shall make a decision whether the member should be removed from office and shall issue an order setting out its decision. If it determines by at least three affirmative votes that removal is warranted, it shall declare a vacancy to be filled no sooner than the next regular meeting and in accordance with section 3.07. The decision of the city council shall be final and binding so long as it is made in good faith.

Section 3.09. Prohibitions.

(a) *Holding other office:* No member of the council shall hold other city office or employment during his term of office and no former member of the council shall hold any compensated appointive city office or employment until at least one year after the expiration of his term of office.

(b) *Appointments and removals:* Neither the city council nor any of its individual members shall require the appointment or removal of any city officer or employee that the city manager or his subordinate is authorized to appoint. This provision shall not limit the right of the city council to express and to freely and fully discuss with the city manager its views pertaining to the appointment and removal of city officers and employees.

(c) *Interference with administration:* Unless making inquiries or conducting an investigation under section 3.19, the city council and its individual members shall work through the city manager in dealing with city officers and employees who are under the direction and supervision of the city manager. No member of the council shall exert any direct control over city officers and employees or shall give orders to or direct the actions of city officers and employees, publicly or privately, except as may be permitted by this charter.

Section 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 must annually meet with each board or commission.

Section 3.11. Quorum.

Three city council members, excluding the mayor (but not excluding the mayor pro-tem when acting as mayor), shall constitute a quorum for the purpose of transacting business. Except as otherwise provided by this charter or state law, the affirmative vote of a majority of those members present and voting shall constitute valid action by the city council.

* Originally Adopted November 1993;
Amended January 18, 1997.
Amended November 6, 2001.
And Amended November 7, 2006



City of Pflugerville, Texas Home Rule Charter*

BOARDS AND COMMISSIONS

Section 8.01. Boards and Commissions in General.

In addition to the boards and commissions established by this charter, the city council by ordinance may establish any boards and commissions it deems necessary for the conduct of city business and the management of municipal affairs. The functions, authority, and responsibilities of such boards and commissions shall be set out in the ordinances establishing them. All boards and commissions in existence at the time this charter is adopted shall continue according to the ordinances or other acts under which they were created, except as otherwise provided in this charter, until the city council abolishes, modifies, or alters the ordinances or acts under which they exist. Notwithstanding any other provision of this charter, the city council retains full authority over the budget, appropriation of funds, expenditures, purchase and sale of property, and accounting procedures for all boards and commission, consistent with this charter and the State constitution and laws.

Section 8.02. Membership Qualifications.

Except as otherwise provided in this charter, each candidate for appointment as a member of a board or commission shall be a registered voter of the city who has resided within the corporate city limits, or within territory annexed prior to the appointment, for at least twelve months preceding the appointment. Board or commission members shall serve without compensation and shall not be employed by or hold any other position in city government. In addition to any other requirements prescribed by the council, members shall maintain the qualifications established by this section while in office.

Section 8.03. Membership Disqualification.

No member of a board or commission shall remain in his position after being elected or appointed to city office.

Section 8.04. Term Limits.

Members of a board or commission shall be limited to three consecutive full terms in office. A person who has served three consecutive full terms as a board or commission member may not again hold the same office until at least one term out of office has passed.

Section 8.05. Vacancies.

Board or commission members shall actively participate in the commission's activities, and any member who is absent for three consecutive meetings without valid excuse, as determined by the board or commission, shall automatically be dismissed from membership. The membership shall at once notify the council that a vacancy exists. Any vacancy on the board or commission, for any reason, shall be filled for the unexpired term by council appointment within thirty days of the vacancy.

Section 8.06. Officers.

Each board or commission must annually elect a chairman and a vice-chairman and may elect a secretary.

Section 8.07. Open Meetings.

All city boards and commissions and any of their subcommittees containing one or more board or commission members shall give notice of and conduct their meetings in accordance with the Texas Open Meetings Act, Chapter 551, Government Code.

Section 8.08. Planning Commission.

(a) Composition and term: The city council shall appoint a planning and zoning commission of seven members who shall be appointed to two-year terms and shall serve until their successors are appointed and qualified.

(b) Rules of procedure: The commission shall establish its own rules of procedure, which shall require that a quorum consists of at least four members of the commission and that an affirmative vote of a majority of those present shall be necessary to act on pending questions. The chairman shall be permitted to vote on any question.

(c) Powers and duties: The commission shall exercise the following powers:

1. Make, amend, extend, and add to the comprehensive plan for the physical development of the city and recommend the comprehensive plan to the city council for approval.
2. Approve or disapprove plats of proposed subdivisions submitted to the city. In considering plats, the commission shall require the proposed subdivision to meet, so far as is practicable, all the standards of layout and street and sidewalk construction applicable to comparable property within the city's corporate limits. Further, it shall require restriction on the use of the property consistent with the restrictions on comparable property within the city's corporate limits.
3. Draft rules and regulations governing platting and subdividing of land that are consistent with the state constitution and laws and recommend them to the city council for adoption.
4. Annually recommend an annexation plan to the city council.
5. Annually submit a five-year capital improvements plan to the city council and city manager, at least one hundred twenty days before the beginning of the budget year. The plan must list projects in order of preference with a recommendation for the year of construction for each project.
6. Meet at least once each month.
7. Perform other duties and be vested with other powers as the city council shall from time to time prescribe.

(d) Liaison with city council: The city manager or his representative shall attend planning commission meetings and shall serve as liaison between the commission and the city council.

Section 8.09. Board of Adjustment.

(a) Composition and term: . The city council shall appoint a board of adjustment consisting of five regular members and four alternate members to serve two-year terms. Alternate members may participate in meetings and vote on matters in the absence of regular members when requested to do so by the city manager or city manager's designee. The city council may remove a member for cause set out in a written charge and as determined by the council after a public hearing on the charges.

(b) Rules of procedure: The presiding officer shall call meetings at least quarterly and may administer oaths to witnesses and compel attendance of witnesses. Cases shall be heard in open meeting by at least four members and not more than five members. The minutes of meetings shall be public records of the board's examinations, official actions, and other proceedings and shall reflect each member's vote, absence, or failure to vote on each question.

(c) Powers: The board of adjustment shall exercise the following authority:

1. Hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in enforcing zoning laws or ordinances.
2. Hear and decide special exceptions to terms of zoning ordinances when the ordinance so requires, provided that exceptions granted shall be consistent with the general purpose and intent of the ordinance and in accordance with any applicable rules contained in the ordinance.
3. In specific cases, authorize a variance from the terms of a zoning ordinance, provided that the variance is not contrary to the public interest and that, due to special conditions, literal enforcement of the ordinance would result in unnecessary hardship. In authorizing variances, the board shall ensure that the spirit of the ordinance is observed and substantial justice is done.
4. Hear and decide other matters authorized by city zoning ordinances.

(d) Appeals procedure: Appeals to the board of adjustment shall be conducted in accordance with the requirements of § 211.010, Local Government Code.

(e) Board determination: The board may reverse or affirm, wholly or in part, or may modify the order or decision that is the subject of an appeal under subsection (c)(1). The concurring vote of at least four members is necessary to: reverse an order, requirement, decision, or determination of an administrative official; decide in favor of an applicant on a matter which the board is required to pass under the zoning ordinance; or authorize a variation from the term of the zoning ordinance.

(f) Judicial review: Any person dissatisfied with the board of adjustment's decision on an appeal may petition a court of record for further action in accordance with the requirements of § 211.011, Local Government Code.

Section 8.10. Parks and Recreation Commission.

(a) Composition and term: The city council shall appoint a parks and recreation commission consisting of six members to serve two-year terms and one high school student member to serve a one-year term. The student member shall not be required to be a registered voter. The city council shall also appoint an alternate member who may vote if a regular member is absent.

(b) Rules of procedure: The commission shall establish rules of procedure consistent with city ordinances, resolutions, and regulations. The commission shall meet at least monthly, and absence from three consecutive meetings without valid excuse, as determined by the commission, shall result in automatic removal from office.

(c) Powers and duties: The commission shall exercise the following powers:

1. Annually submit a five-year comprehensive park plan to the city council and city manager, at least one hundred twenty days before the beginning of the budget year. The plan must list projects in order of preference with a recommendation for the year of construction for each project.

2. Make recommendations to the city council and city manager concerning the management, maintenance, use or improvement of all parks and public recreational facilities owned or controlled by the city.
3. Make recommendations to the city council and city manager concerning taking and holding any real property that may be needed for carrying out the commission's purposes by purchase, devise, bequest, or otherwise and instituting condemnation proceedings for parks and recreation purposes whenever it determines that private property should be taken in the name of the city.
4. Make recommendations to the city council and city manager concerning receipt of donations, legacies, or bequests for the improvement or maintenance of public parks or for the acquisition of new parks.
5. Any other matters designated by city ordinance.

Section 8.11. Library Board.

(a) Composition and term: The city council shall appoint a library board consisting of seven regular members, to serve two-year terms, and one alternate member, to serve a one-year term. The alternate member may vote if a regular member is absent. Liaisons to the board will include the President of the Friends of the Pflugerville Community Library, the Director of the Library and a student from a high school in the Pflugerville Independent School District. Liaisons may advise the board but may not vote on any matter.

(b) Rules of procedure: The commission shall establish rules of procedure consistent with city ordinances, resolutions, and regulations. The commission shall meet at least monthly, and absence from three consecutive meetings without valid excuse, as determined by the commission, shall result in automatic removal from office.

(c) Powers and duties: The commission shall exercise the following powers:

1. By January 31st of each year, review, update and submit a five-year comprehensive library plan to the city council and city manager. The plan must list projects in order of preference with a recommendation for the year of construction for each project.
2. Make recommendations periodically to the city council and city manager concerning matters of library procedure and policy.
3. Make recommendations to the city council and city manager concerning promotion of the library's programs and services in the greater Pflugerville community.
4. Make recommendations to the city council and city manager concerning grants and fund-raising activities.
5. Any other matters designated by city ordinance.
- 6.

* Originally Adopted November 1993;
 Amended January 18, 1997.
 Amended November 6, 2001.
 And Amended November 7, 2006

City of Pflugerville, Texas Home Rule Charter*

ADMINISTRATIVE SERVICES

Section 4.01. City Manager.

(a) Appointment and qualifications: The city council shall appoint a city manager by affirmative vote of at least four members. The council shall determine a method of selection that ensures orderly, nonpartisan action in securing a competent and qualified person to fill the position. The city manager shall be chosen based on executive and administrative training, experience, and ability. Within a reasonable time after appointment, which time shall be set by the council, the city manager shall become a resident of the city.

(b) Term and compensation: The city manager shall be employed for a term and compensation and upon conditions determined by the city council.

(c) Powers and duties: The city manager shall be the chief administrative officer of the city and shall be responsible to the city council for the proper administration of all city matters. In fulfilling that administrative responsibility, the city manager shall:

1. Implement the general policies established by the City Council
2. See that all state laws and city ordinances are effectively enforced.
3. Appoint, suspend, or remove department heads in accordance with the city's established policies and procedures, except as otherwise provided in this charter.
4. Attend all city council meetings unless excused by the council.
5. Prepare the annual budget and submit it to the city council in accordance with section 9.03 of this charter and be responsible for administration of the budget after its adoption.
6. Prepare and submit to the city council at the end of each fiscal year a complete report on the finances and administrative activity of the city for the preceding year.
7. Submit to the city council a monthly budget report; keep the council informed regarding the city's financial condition and future needs; and make financial recommendations.
8. Provide reports concerning the operation of city departments, offices, commissions, boards and agencies, as required by the city council.
9. Serve as officer for public records in accordance with the Texas Open Records Act, Chapter 552, Government Code, and the custodian of records under the Local Government Records Act, Subtitle C, Title 6, Local Government Code.
10. If authorized by the city council, sign any contract, conveyance or other document.

11. Assist each board or commission that must make recommendations to the city council regarding the expenditure of funds or capital improvements in the preparation or amendment of a five-year plan to submit to the council.
12. Perform the duties prescribed by this charter and other duties as may be required by the city council, consistent with this charter.

(d) Acting city manager: Within sixty days after the city manager takes office, the city council, on recommendation of the city manager, shall appoint a qualified administrative officer of the city to serve as acting city manager in the manager's absence or disability. No member of the city council may serve as acting city manager.

Section 4.02. Municipal Court.

(a) Establishment: A municipal court for the City of Pflugerville is established and shall be maintained for the trial of misdemeanor offenses. The municipal court shall have all the powers and duties of municipal courts prescribed by State law.

(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 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.

(c) Municipal court clerk: The city manager shall appoint a clerk of the municipal court and deputies, as needed, who shall have power to administer oaths and affidavits, make certificates, affix the seal of the court, and perform any of the usual and necessary acts performed by clerks of courts in issuing process and conducting the business of the court.

(d) Finances: All costs, fees, special expenses, and fines imposed by the municipal court shall be deposited to the city treasury for the use and benefit of the city, except as otherwise required by state law.

Section 4.03. City Attorney.

The city council shall appoint a city attorney, who shall be a competent attorney, duly licensed to practice law in Texas. The city attorney shall serve at the will of the council and shall receive compensation as fixed by the council. The city attorney shall be the legal advisor and attorney for the city and all its departments and officers in the conduct of city business and shall represent the city in all litigation; however, the city council may retain special counsel at any time it deems necessary or advisable.

Section 4.04. City Secretary.

The city manager shall appoint the city secretary and may appoint assistant city secretaries, as needed. The city secretary shall serve at the will of the city manager and shall perform the following duties:

1. Post or cause to be posted notice of city council and city board or commission meetings, as required by the Texas Open Meetings Act, Chapter 551, Government Code.
2. Keep or cause to be kept minutes of city council meetings and ensure that minutes of city board or commission meetings are kept.

3. Authenticate by personal signature and record or cause to be recorded in full, in a book indexed for this purpose, all ordinances and resolutions.
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, and the records management officer under the Local Government Records Act, Subtitle C, Title 6, Local Government Code.
5. Perform all duties prescribed by this charter.
6. Perform other duties as required by the city council or assigned by the city manager.

*** Originally Adopted November 1993;
Amended January 18, 1997.
Amended November 6, 2001.
And Amended November 7, 2006**



Budget Glossary

Accounts Payable. A short-term (one year or less) liability reflecting amounts owed for goods and services received by the City.

Accounts Receivable. An asset reflecting amounts due from other persons or organizations for goods and services furnished by the City.

Accrual Basis. A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of cash flows.

Accrued Expenses. Expenses incurred but not due until a later date.

Ad Valorem Taxes (Current). Commonly referred to as property taxes. All property, real personal, mixed tangible, intangible, annexations, additions, and improvements to property located within the City limits that are subject to taxation on January 1 of the current fiscal year. Following the final passage of the appropriations ordinance, the City Council sets the tax rate and levy for the current fiscal year beginning October 1 and continuing through the following September 30.

Ad Valorem Taxes (Delinquent). All taxes are due on receipt of bill and are delinquent if not paid before February 1 of the fiscal year in which it is imposed.

Ad Valorem Taxes (Penalty and Interest). A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.

Aldermanic. A municipal legislative body, esp. of a municipal council.

Appropriation. The maximum level of spending for each fund and for each department as authorized annually by the City Council.

Assessed Valuation. The value established for real or personal property for use as a basis for levying property taxes. Property values are established by the Travis County Tax Assessor-Collector or the Williamson County Tax Assessor based on the location of the property.

Asset. The resources and property of the City that can be used or applied to cover liabilities.

Budget Glossary (continued)

Audit. A comprehensive review of the manner in which the government's resources were actually utilized. A certified public accountant issues an opinion over the presentation of financial statements, tests the controls over the safekeeping of assets, and makes recommendations for improvements where necessary. The City is required to have an annual audit conducted by qualified certified public accountants selected by the City Council.

Bond. A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types are general obligation bonds and revenue bonds.

Budget. A financial plan for a specified period of time (fiscal year) that matches all projected revenues and proposed expenditures for various municipal services.

Budget Category. A group of expenses related by function. The City uses five budget categories including: Personnel; Operations and Maintenance; Supplies; Services; and Capital Outlay.

Budget Message. A general discussion of the submitted budget presented in writing by the City Manager as a part of the budget document.

Budget Schedule. The schedule of key dates or milestones that the City follows in the preparation and adoption of a budget.

Capital Improvements Plan. A five-year planning document that outlines the capital projects within the next five years and includes information regarding funding, project description and scheduling, and status. The City Council annually adopts a CIP as part of the budget process.

Capital Outlay. An expenditure which results in the acquisition of or addition to fixed assets, and meets these criteria: has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belongs to one the following categories: Equipment; Buildings; Improvements Other Than Buildings; Land; constitutes a tangible, permanent addition to the value of City assets; does not constitute repair or maintenance; and is not readily susceptible to loss.

Capital Outlays. A specific and identifiable improvement or purchase over \$500 for which expenditures are proposed within the capital budget or capital improvement program.

Budget Glossary (continued)

Cash Basis. A basis of accounting under which transactions are recognized only when cash changes “hands.”

Certificates of Obligation (CO’s). Tax-supported bonds that are similar to general obligation bonds and can be issued after meeting strict publication requirements and with final approval of the City Council. See definition of bond.

Charrette. A facilitated planning retreat process that brings together multiple parties to create initial ideas and designs for projects.**CIP.** Capital Improvement Projects.

City Council. The Mayor and five Council members collectively acting as the legislative and policymaking body of the City.

Contractual Services. Services purchased by the City such as maintenance contracts.

CTTS. Central Texas Turnpike System.

Debt Services. The City’s obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Deficit. The excess of the liabilities of a fund over its assets. The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

Department. A major administrative division of the City which indicates overall responsibility for an operation or a group of related operations within a functional area.

Depreciation. The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fiscal asset’s lost usefulness is the depreciation, or the reserve cost, in order to replace the item at the end of its useful life.

Division. A separately budgeted segment of a department.

Effective Tax Rate. The effective tax rate is the tax rate required to produce the same amount of tax revenue for the current year as the previous year. The rate is calculated by subtracting taxes on property lost this year from the prior year’s taxes total. This number is divided by the current value of property taxed in the prior year. Multiplying this number by 100 will produce the effective tax rate.

Budget Glossary (continued)

Encumbrance. The commitment of appropriated funds to purchase an item or service. An encumbrance differs from an account payable in that a commitment is referred to as an encumbrance before goods or services are received. After receipt, the commitment is referred to as an account payable.

Enterprise Fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Exempt/Exemption. Amounts under state law that are deducted from the appraised value of property for tax purposes. Tax rates are applied to the non-exempt portion of the appraised value to calculate the annual tax levy.

Expenditure. This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

Expenses. Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges.

Extra Territorial Jurisdiction (ETJ). The unincorporated area that is contiguous to the corporate boundaries of a city. Cities have certain powers in their ETJ to promote and protect the general health, safety, and welfare of persons residing in and adjacent to the city.

Fiscal Year. The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Pflugerville has specified October 1 to September 30 as its fiscal year.

Fixed Assets. Assets of a long-term character which are intended to continue to be held or used such as land, building and improvements other than buildings, machinery and equipment.

Franchise Fee. A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

Budget Glossary (continued)

Full-Time Equivalent (FTE). The numeric breakdown of city positions. A regular full-time employee (40 hours per week) equals one (1.0) full-time equivalent. Part-time positions are calculated as 0.5 full-time equivalents, and seasonal staff positions are considered 0.25 full-time equivalents.

Function. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund. An accounting entity with a separate set of self-balancing accounts that records all financial transactions for specific activities or government functions. Commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, and internal service funds.

Fund Balance. The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an unreserved fund balance.

General Fund. The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as police protection, parks and recreation, public works, and general administration.

General Obligation Bonds. Bonds that finance public projects such as streets, municipal facilities, and park improvements. These bonds are backed by the full faith and credit of the issuing government.

Generally Accepted Accounting Principles (GAAP). Uniform minimum standards of and guidelines to financial accounting and reporting. These principles govern the form and content of the basic financial statements of an entity; encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time; include not only broad guidelines of general application, but also detailed practices and procedures; and, provide a standard by which to measure financial presentations.

GASB. Governmental Accounting Standards Board.

Governmental Funds. Funds, within a governmental accounting system, that support general tax-supported governmental activities such as public safety, public library, etc.

Budget Glossary (continued)

Grants. Contributions or gifts of cash or other assets from another government or organization to be used or expended for a specific purpose, activity, or facility.

Home Rule City. A Texas city with population over 5,000 in which citizens adopt a home rule charter to define the structure, power, duties, and authority of their local government. Rather than looking to state statutes to determine what they may do, Home - Rule cities look to their local Charters to determine what they may do. Thus, a Home – Rule city may take any action that is not prohibited by the Texas Constitution or statutes as long as the authority is granted in the Charter of the city. Home – Rule cities have the inherent authority to do just about anything that qualifies as a “public purpose” which is not contrary to the Texas Constitution or laws of the state.

Impact Fees. Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relation to capital projects. Also called Capital Recovery Fees.

Intergovernmental Revenues. Revenues from other governments in the form of grants or shared revenues.

Levy. To impose taxes, special assessments, or special charges for the support of governmental activities. Also, the total amount of taxes, special assessments, or special charges imposed by a government.

Long-Term Debt. Debt with a maturity of more than one year after the date of issuance.

Maintenance. The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement, and so forth, needed to maintain the asset so that it continues to provide normal service.

Mixed Beverage Tax. A tax imposed on the gross receipts of a licensee from the sale, preparation, or serving of mixed beverages.

Modified Accrual Basis. Basis of accounting according to which revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability occurs, if measurable.

Non-departmental. Includes debt service and operating transfers between funds.

Budget Glossary (continued)

Open Meetings. The Open Meetings Act was adopted to help make governmental decision making accessible to the public. It requires meeting of governmental bodies to be open to the public, except for expressly authorized executive sessions, and to be preceded by public notice of the time, place, and subject matter of the meeting.

Operations and Maintenance (O&M). Represents the portion of taxes assessed for the operations and maintenance of General Fund services.

Operating Budget. A financial plan outlining estimated revenues and expenditures and other information for a specified period (usually a fiscal year). The proposed budget is the financial plan presented by the City Manager for consideration by the City Council, and the adopted budget is the financial plan ultimately approved and authorized by the City Council.

Ordinance. A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as a state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

Per Capita Debt. Total tax supported debt outstanding divided by population.

Performance Measures. Performance measures are specific quantitative and qualitative indicators that report on the progress of activities and goals. Measures include inputs (the resources required to complete objectives), outputs (the number of units produced), efficiency measures (the number of units produced per input), and outcome measures (the end result of the objective).

Personnel Services. Expenditures made for salaries and related benefit costs.

Policy. A definite course of action adopted after a review of information and directed at the realization of goals.

Principal. The face value of a bond, payable on stated dates of maturity.

Pro forma. Hypothetical financial figures based on previous business operations for estimate purposes. *a pro forma balance sheet.*

Program Description. A description of the nature of service delivery provided at a particular level of funding.

Budget Glossary (continued)

Program Goals. Goals identify the end result the department/division desires to achieve with its activities, but goals are often ongoing and may not be achieved in one year.

Property Tax. Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

Proposed Budget. The budget that has been prepared by the City Manager and submitted to the City Council for approval.

Proprietary Fund. Funds within a governmental accounting system, that operate like business entities. These funds are characterized as either enterprise or internal service funds.

Reserve. An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

Retained Earnings. An equity account reflecting the accumulated earnings of a proprietary fund.

Revenue Bonds. Long term debt (bonds) the repayment of which is based upon pledged revenues for a revenue generating facility.

Revenues. All amounts of money earned or received by the City from external sources.

Sales Tax. A general sales tax is levied on persons and businesses selling merchandise and/or services in the City limits on a retail basis. State law defines the categories for taxation.

Special Revenue Fund. Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Tax Base. The total property valuations on which each taxing entity levies its tax rates.

Tax Levy. The total revenues to be raised by ad valorem taxes for expenditure as authorized by the City Council.

Tax Rate. A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Budget Glossary (continued)

Taxable Value. Estimated value of property on which ad valorem taxes are levied.

Taxes. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Texas Commission on Environmental Quality (TCEQ). The Texas Commission on Environmental Quality monitors the City's utility system for safety and compliance with state law.

Transfers In/Out. Transfers made from one City fund to another City fund for the purpose of reimbursement of expenditures, general and administrative services, or debt services.

