

# DRAFT ANNUAL OPERATING BUDGET

FOR FISCAL YEAR  
OCTOBER 1, 2016 - SEPTEMBER 30, 2017



Bob Brown  
Mayor

City Council

Guessipina Bonner  
Ward 1

Robert Shankle  
Ward 2

Lynn Torres  
Ward 3

Mark Hicks  
Ward 4

Rocky Thigpen  
Ward 5

Sarah Murray  
Ward 6

Keith Wright, City Manager  
Belinda Southern, Director of Finance



This budget will raise more total property taxes than last year's budget by \$103,491 (.99%), and of that amount \$73,497 is tax revenue to be raised from new property added to the tax roll this year.

The members of the governing body voted on the budget as follows:

For:

Against:

Present and not voting:

Absent:

### Property Tax Rate Comparison

	<b>2016-2017</b>	<b>2015-2016</b>
Property Tax Rate:	\$0.523800/100	\$0.523800/100
Effective Tax Rate:	\$0.529942/100	\$0.514413/100
Effective Maintenance & Operation Tax Rate:	\$0.383379/100	\$0.363904/100
Rollback Tax Rate:	\$0.645344/100	\$0.818842/100
Debt Rate:	\$0.150000/100	\$0.150000/100

Total debt obligation for City of Lufkin secured by property taxes: \$56,320,000



# **CITY OF LUFKIN**

## **Vision Statement**

*Guided by City Council Leadership, we will be an organization that offers an excellent quality of life for its citizens.*

### **Our Mission**

*To meet the needs of the citizens.*

### **Our Values**

#### **We will COMMUNICATE -**

Throughout the organization  
To create solutions  
Everyone's input is valued

#### **We will have INTEGRITY -**

We are trustworthy  
We have a willingness to serve  
We have a commitment to fairness

#### **We will be held ACCOUNTABLE -**

We accept responsibility for our actions and results

#### **We will strive for TEAMWORK -**

We will work together harmoniously toward common goals

#### **We will demonstrate a strong WORK ETHIC -**

We display a daily effort in applying required skills to complete assigned tasks

#### **We will be INNOVATIVE –**

We encourage and support change through seeking better ways to do our jobs





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## **Significant Proposed Changes 2016-2017 Annual Budget**

### **Water & Sewer Rates**

1. There are no proposed rate changes for Water/Sewer Rates. The final increase of 6% from the 2007 rate study was implemented in FY 2015.

### **Solid Waste Rates**

2. A Solid Waste rate study was performed during FY 2016. Results of this study indicated a need for an increase in rates. Rates have not increased since FY 1999. A proposed increase of \$1.00 for residential sanitation rates in FY 2017 is included in this budget, and an addition \$1.00 increase for residential sanitation rates is recommended for FY 2018.

### **Tax Rates**

3. The current tax rate is \$0.5238, which is the current tax rate the breakdown is \$.3738 for O&M and \$.1500 for debt service. This rate is \$.006142 below the effective tax rate of \$0.529942. The breakdown will be \$.3738 for O&M and \$.1500 for debt service.

### **Significant Changes in Operating Costs (including staffing)**

4. Finance & EMS Billing Department – New computer leases, increased fees for acceptance of credit cards and the required filing of additional EMS liens require an increase of \$10,590.
5. City Attorney – Fees for outside counsel and additional travel and training costs are \$6,000.
6. Municipal Court – An increase of \$2,500 resulting from docket supplies for new truancy cases.
7. Tax Fees – In increase in the appraisal district budget will require an increase of \$9,150.
8. Human Resources – The addition of 1 position to act as a receptionist for new building security. This position's salary and benefits will be approximately \$26,707.

9. Fire Department - An internal lease purchase to replace ½ of PPE (personal protective equipment – Bunker Gear) is planned for FY 2017. The first payment of \$51,083, repaying the Solid Waste Depreciation Fund is included.
10. The annual effect of a 3% raise given to all employees and an additional 3% increase for Police and Fire ranked positions will result in an increase of \$279,879 to salaries and benefits for the General Fund.
11. A two percent (2%) Salary & Wage adjustment for all City employees beginning October, 2016 is included in this budget.
12. An increase in the TMRS rate of 0.89% is included for Fiscal Year 2017. This will make the 2017 rate 16.82%. An equal increase for the Fire Pension rate will make their new rate 22.81%. This is an increase of \$139,152.
13. A transfer of \$170,203 from Economic Development Fund is included as a reimbursement for the Assistant City Manager's salary and benefits.
14. A supplemental transfer to the Hotel/Motel Tax Fund in the amount of \$100,000 is comprised of a \$50,000 transfer from the General Fund and a \$50,000 transfer from Solid Waste. The General Fund contingency account is being reduced by \$50,000 to offset the transfer.
15. The Street Department overlay program will be increased to \$800,000 for FY 2017. The General Fund portion of the program will be reduced by \$200,000; however transfers of \$200,000 from Solid Waste and \$200,000 from Water/Sewer will increase the program from the current budgeted amount of \$600,000 to \$800,000.

**Fund 380:**

<b>Items to be Purchased</b>	<b>Amount</b>
Meter Replacement, and purchase and installation of 2 fixed read antennas	\$218,000
SunGard mobile work order & service order system	21,615
Replace boiler #1 @ WWTP	158,000
Recoat final clarifier, weirs & hardware	135,000
Polymer injection system for centrifuge	45,000

Jet machine/ vac truck	200,000
Electric lift with boom to be added to lift station maintenance truck	11,000
Ditch witch – walk behind with tracks	16,000
2 Heavy duty trailers	11,000
Turner St. line replacement	9,600
John Kolb Rd line replacement	30,000
Pershing area line replacement (Pierce, Schuller & Calvin Streets)	15,600
Replace 2 soft starts (chlorine pump #1 @ WP#2, booster pump #3 @WP#1)	20,000
Replace cathodic protection system @ Whitehouse elevated tank	14,500
Replace booster pump #3 @ WP#2	12,500
Repair fence erosion issue @ WP#1	36,000
Replace chlorine scale system @ WP#1	32,600
Overlay of Kurth Lake Road	73,000
<b>Total</b>	<b><u><u>\$1,059,415</u></u></b>

**Fund 641:**

<b>Department</b>	<b>Items to be Purchased</b>	<b>Amount</b>
Police	Equipment	25,000
	1 Chevrolet Tahoe	33,000
Fire	Chevrolet Rescue Unit 3	46,250
	Chevrolet Med Unit	143,000
Solid Waste	Front Loader	230,000
Street	John Deere Utility Tractor	18,556
	Entyre Asphalt Distributor	60,180
	2 Dump Trucks	232,000

Street	Haul Truck for Equipment	70,210
	2 Trucks	52,069
Parks	2 Utility Vehicles	26,806
	Truck	15,500
Utility Collections	Truck	15,045
Water/Sewer Utilities	2 Pickups with Utility Bed	45,869
	Dump Truck	80,000
<b>Total</b>		<b><u>\$ 1,093,485</u></b>

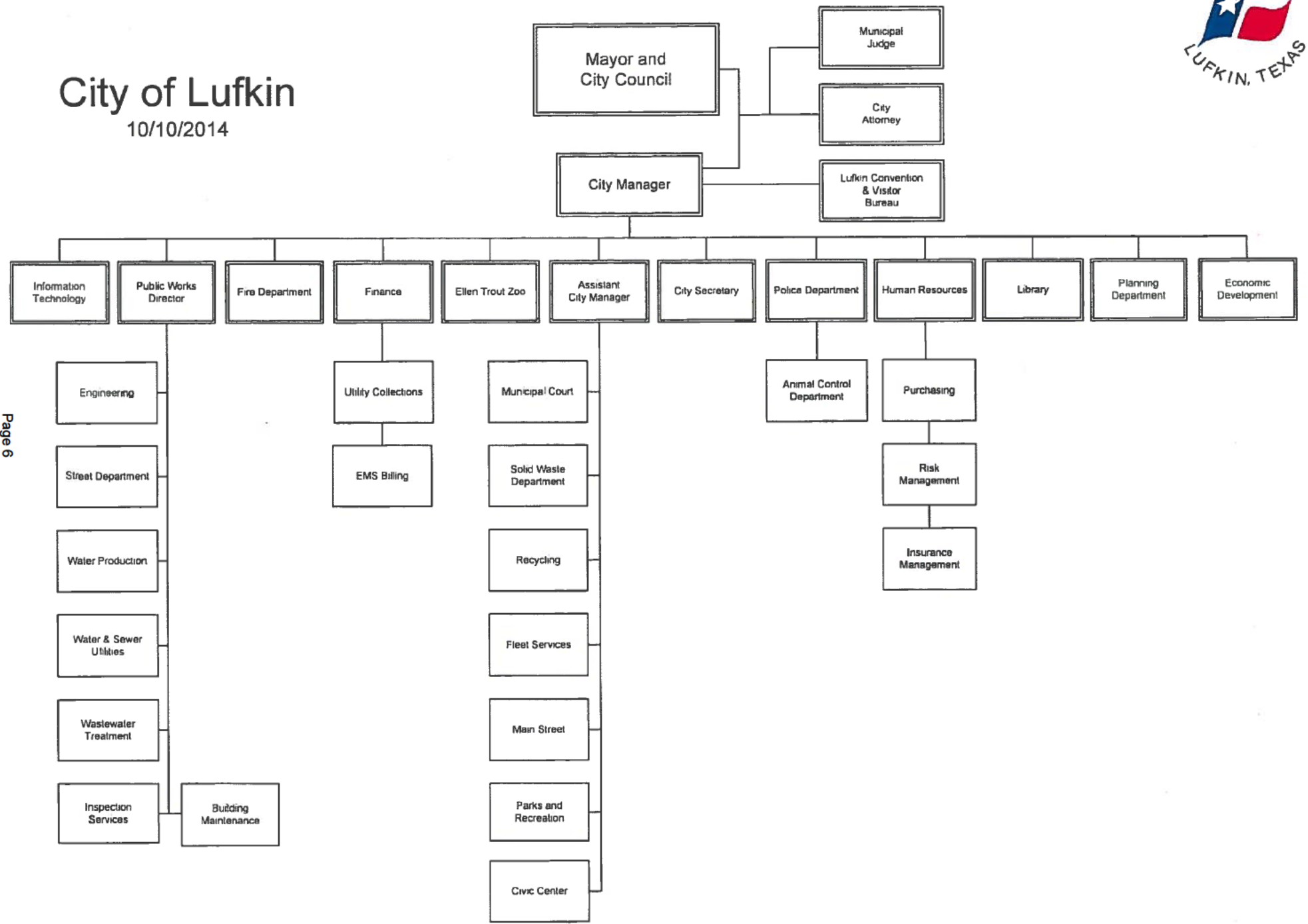






# City of Lufkin

10/10/2014



## Department Matrix

The table below reflects the correlation between departments and the service centers. Listed across the top are the responsibility centers. Listed along the left side of the matrix are the departments, or service centers. Appropriate areas have been shaded in distinguishing colors to indicate which departmental responsibility centers.

Departments	Responsibility Centers				
	General Government	Public Works	Public Safety	Community Development	Culture & Recreation
General Government					
City Manager					
Finance					
Legal					
Municipal Court					
Tax					
Human Resources					
Municipal Building					
Information Technology					
Police					
Fire					
Inspection Services					
Assistant City Manager					
Animal Control					
Engineering					
Streets					
Parks					
Fleet Maintenance					
Planning & Zoning					
Zoo					
Community					
Library					
Utility Collections					
Water Distribution					
Wastewater Treatment					
Water Production					
Sewer Collection					
Solid Waste					
Recycling					
Civic Center					
Special Recreation					
Zoo Building					
Court					
Animal Control Kurth					
Animal Attic Gift Shop					
Economic Development					
LCVB					



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Lufkin**

**Texas**

For the Fiscal Year Beginning

**October 1, 2015**



Executive Director

**CITY OF LUFKIN**

**FY2017 BUDGET PREPARATION**

**CALENDAR OF EVENTS**

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>DESCRIPTION</u>
Scheduled as needed	HTE Training		Training will be held in the department requesting the training.
April 26, 2016	Budget Kickoff Room 102 @11am	Department Heads, Applicable Staff and Budget Team	Initial budget meeting to establish guidelines for the FY2017 budget process, budget format, requirements, and distribute budget instruction manuals and materials.
May 17, 2016	Send Budget Review Schedule to Department Heads	Laura Flores	Schedule of meetings will be developed and sent to department heads.
May 20, 2016	Draft FY2017 Departmental updated forms due to Finance Dept.	Department Heads and applicable staff	Draft FY2017 Departmental Budget forms due to Finance Dept. including UPDATED Mission Statements, Description of Services, Work Program, and Performance Measures. Departmental Budget Pages will be generated, reviewed and returned for corrections during Departmental Budget Reviews.
May 20, 2016	FY 2016 Revised Revenue Estimates and Budget Expenditure Estimates	Department Heads and Applicable Staff	Completed Revenue estimates and current year annualized expenditures are due in HTE from responsible departments.

May 20, 2016	Completed FY2017 Revenue Estimates and Budget Drafts and Supplemental Requests	Finance Department	Departmental FY2017 budget drafts due to be completed in HTE. Finance will begin to prepare for budget review.
May 23, 2016	Change Security	All Departments	Change Authority in HTE so that no further changes can be made to the FY2017 Revised Revenues and Expenditures and FY2017 Proposed Revenue Estimates and Expenditures by the Departments.
May 26, 2016	Computer Setup	Finance Department	Coordinate Computer Setup for Room 202 for Budget Reviews.
May 31 – June 10, 2016	Departmental FY2017 Budget and Supplemental Request Reviews  Rm 202	City Manager, Department Heads, Staff, & Budget Team	Staff and Budget Team to meet with each Department Head to review departmental budgets. Draft Departmental Budget Pages will be returned for corrections at each Departmental Review.
June 17, 2016	Completed FY2017 Departmental Budget Page Due to Finance Dept.	Department Heads and Applicable Staff	Completed FY2017 Departmental Budget Page due to Finance Dept. including <u>UPDATED</u> Mission Statements, Description of Services, Work Program, and Performance Measures.
July 19, 2016	Council Budget Workshop (after council meeting)	City Council & City Staff	Council review of departmental budget requests
July 25, 2016 (by July 31, 2016)	Receive Certified Property Values	Chief Appraiser	Complete Ad Valorem revenue projections for budget.
August 2, 2016	File Draft Budget	Budget Officer	A copy of the Draft Budget Book is filed with the municipal clerk and is available for inspection by the public and published on the City's website.

August 2, 2016	Set public hearing on Draft Budget	City Council	Council sets date for public hearing on budget.
August 5, 2016	Effective and Rollback Tax Rates Published	Tax Assessor/Collector /Finance Director	The effective tax rate for fiscal 2016 is published in the local newspaper.
August 5, 2016	Publish notice of budget hearing	Budget team	Publish notice of budget hearing in local newspaper and on the City of Lufkin website.
August 16, 2016	Budget Submission to Council	City Manager	Draft Budget and transmittal letter submitted to City Council.
	Public Hearing*	City Council	A public hearing is held by Council to receive public input regarding the FY 2016/2016 Operating Budget.
	Discussion on Tax Rate*		If proposed tax rate exceeds the effective rate or rollback rate take record vote.
August 28, 2016	Notice of Proposed Tax Rate	City Secretary/Finance Director	1 <sup>st</sup> ¼ Page notice in newspaper, Website and TV. Must be published at least 7 days before public hearings.  Must run 60 second notice on public TV at least 5 times per day between 7 am and 9 pm for at least 7 days.
September 6, 2016	1 <sup>st</sup> Reading of Budget Ordinance*	City Council	First reading of Budget Ordinance.
	1 <sup>st</sup> Reading of Water & Sewer Rate Ordinances*		First reading of proposed ordinance amending Code of Ordinances making changes to the water and sewer rates

and providing an effective date.

	1 <sup>st</sup> Public Hearing on Tax Rate*		First public hearing on proposed tax rate.
September 13, 2016  (requires special called meeting of City Council)	2 <sup>nd</sup> Public Hearing*  on Tax Rate  @Noon	City Council	Second public hearing on proposed tax rate. Must announce date of meeting to adopt tax rate.
September 14, 2016	Notice of Vote on Tax Rate Published	City Secretary/Finance Director	2 <sup>nd</sup> ¼ Page notice in newspaper, Website and TV. Must be published at least 7 days before meeting to adopt tax rate. Must run 60 second notice on public TV at least 5 times per day between 7 am and 9 pm for at least 7 days.
September 20, 2016	2 <sup>nd</sup> Reading of Budget Ordinance*	City Council	Second reading of Budget Ordinance and adoption.
	2 <sup>nd</sup> Reading of Water & Sewer Rate Ordinances*		Second reading of proposed ordinance amending Code of Ordinances making changes to the water & sewer rates providing an effective date, and adoption.
	Vote on Proposed Tax Rate*		Vote to adopt proposed tax rate.



December 6,  
2016

Distribution of  
Final Budget  
Document

Budget Team

Final Budget Document published.

\* Requires 72 hour Open Meeting Notice





**CITY OF LUFKIN**  
**COMBINED FUNDS SUMMARY**  
**Fiscal Year 2017 Operating Budget**

	<b><u>FY2015</u></b> <b><u>Actual</u></b>	<b><u>FY2016</u></b> <b><u>Budget</u></b>	<b><u>FY2016</u></b> <b><u>Adjusted</u></b>	<b><u>FY2017</u></b> <b><u>Budget</u></b>
<b>Beginning Balances</b>				
General Fund	\$ 9,627,690	\$ 9,761,527	\$ 11,169,358	\$ 9,871,452
Water/Wastewater Fund	9,897,471	9,463,076	4,232,410	4,730,853
Solid Waste Disposal Fund	5,229,406	5,295,911	4,698,180	4,802,387
Hotel/Motel Tax Fund	(64,114)	(79,748)	(225,075)	(187,635)
Special Recreation Fund	94,454	126,889	86,410	74,111
Pines Theater Special Events Fund	-	-	23,168	(7,027)
Ellen Trout Zoo Fund	1,864,350	1,123,065	1,812,718	987,654
Court Security/Technology Fund	(6,216)	3,436	(4,550)	(195)
Heritage Festival Contribution	1,810	18,822	23,212	23,147
Animal Control-Kurth Grant Fund	400,880	285,691	229,918	134,598
Animals Attic Gift Shop Fund	41,908	49,770	40,372	28,522
General Obligation Debt				
Service Fund	2,190,175	2,116,973	1,472,124	928,665
Equipment Acquisition & Repl Fund	819,616	1,072,241	1,072,241	697,353
Sub-Total Operating Funds	<u>\$ 30,097,430</u>	<u>\$ 29,237,653</u>	<u>\$ 24,630,486</u>	<u>\$ 22,083,885</u>
Economic Development Fund	9,213,408	9,127,884	7,534,945	7,874,493
Lufkin Convention & Visitor Bureau	202,962	113,953	92,107	443
Total Beginning Balances	<u>\$ 39,513,800</u>	<u>\$ 38,479,490</u>	<u>\$ 32,257,538</u>	<u>\$ 29,958,821</u>
<b>Revenues and Transfers In</b>				
General Fund	\$ 32,351,320	\$ 32,163,872	\$ 32,698,912	\$ 32,963,604
Water/Wastewater Fund	16,307,456	16,901,630	17,197,552	17,184,142
Solid Waste Disposal Fund	6,414,927	6,159,700	6,304,234	6,472,332
Hotel/Motel Tax Fund	1,132,776	1,128,970	1,188,711	1,187,150
Special Recreation Fund	420,143	490,922	465,370	485,955
Pines Theater Special Events Fund	-	-	168,690	172,863
Ellen Trout Zoo Fund	275,704	313,505	360,206	312,291
Court Security/Technology Fund	33,639	43,000	41,000	40,000
Heritage Festival Contribution	34,694	13,110	19,435	18,945
Animal Control-Kurth Grant Fund	148,309	226,200	146,200	146,200
Animals Attic Gift Shop Fund	10,188	100	10,150	10,150
General Obligation Debt				
Service Fund	12,115,170	6,240,175	16,099,710	6,369,641
Equipment Acquisition & Repl Fund	1,547,641	1,826,959	1,803,159	1,814,776
Sub-Total Operating Funds	<u>\$ 70,791,967</u>	<u>\$ 65,508,143</u>	<u>\$ 76,503,329</u>	<u>\$ 67,178,049</u>
Economic Development Fund	1,540,658	1,477,466	1,507,454	1,490,009
Lufkin Convention & Visitor Bureau	435,530	383,690	404,406	417,150
Total Revenues & Transfers In	<u>\$ 72,768,155</u>	<u>\$ 67,369,299</u>	<u>\$ 78,415,189</u>	<u>\$ 69,085,208</u>
Less: Interfund Transfers in	<u>3,897,929</u>	<u>3,469,336</u>	<u>3,467,253</u>	<u>3,623,660</u>
Net Budget Revenue	<u>\$ 68,870,226</u>	<u>\$ 63,899,963</u>	<u>\$ 74,947,936</u>	<u>\$ 65,461,548</u>
<b>Total Funds Available</b>	<u>\$108,384,026</u>	<u>\$102,379,453</u>	<u>\$107,205,474</u>	<u>\$ 95,420,369</u>

**CITY OF LUFKIN**  
**COMBINED FUNDS SUMMARY**  
**Fiscal Year 2017 Operating Budget**

	<b><u>FY2015</u></b> <b><u>Actual</u></b>	<b><u>FY2016</u></b> <b><u>Budget</u></b>	<b><u>FY2016</u></b> <b><u>Adjusted</u></b>	<b><u>FY2017</u></b> <b><u>Budget</u></b>
<b>Appropriations and Transfers Out</b>				
General Fund	\$ 31,369,978	\$ 32,376,626	\$ 33,996,818	\$ 33,423,785
Water/Wastewater Fund	15,724,687	16,627,014	16,699,109	17,429,667
Solid Waste Disposal Fund	5,953,412	6,172,672	6,200,027	6,629,747
Hotel/Motel Tax Fund	1,294,174	1,164,723	1,151,271	1,177,598
Special Recreation Fund	428,332	491,784	477,669	465,694
Pines Theater Special Events Fund	-	-	198,885	172,835
Ellen Trout Zoo Fund	327,367	1,177,798	1,185,270	282,099
Court Security/Technology Fund	38,188	36,365	36,645	37,871
Heritage Festival Contribution	13,293	19,500	19,500	17,700
Animal Control-Kurth Grant Fund	319,270	241,520	241,520	145,000
Animals Attic Gift Shop Fund	11,724	12,000	22,000	20,590
General Obligation Debt				
Service Fund	12,633,913	6,624,143	16,643,169	6,526,559
Equipment Acquisition & Repl Fund	1,407,405	1,833,594	2,178,047	1,093,485
Sub-Total Operating Funds	<u>\$ 69,521,743</u>	<u>\$ 66,777,739</u>	<u>\$ 79,049,930</u>	<u>\$ 67,422,630</u>
Economic Development Fund	627,036	1,302,893	1,167,906	1,204,935
Lufkin Convention & Visitor Bureau	364,428	507,594	496,070	476,662
Total Appropriations & Transfers Out	<u>70,513,207</u>	<u>68,588,226</u>	<u>80,713,906</u>	<u>69,104,227</u>
Less: Interfund Transfers Out	<u>3,897,929</u>	<u>3,469,336</u>	<u>3,467,253</u>	<u>3,623,660</u>
Net Budget Appropriations	<u>\$ 66,615,278</u>	<u>\$ 65,118,890</u>	<u>\$ 77,246,653</u>	<u>\$ 65,480,567</u>
<b>Ending Balances</b>				
General Fund	10,609,032	9,548,773	9,871,452	9,411,271
Water/Wastewater Fund	10,480,240	9,737,692	4,730,853	4,485,328
Solid Waste Disposal Fund	5,690,921	5,282,939	4,802,387	4,644,972
Hotel/Motel Tax Fund	(225,512)	(115,501)	(187,635)	(178,083)
Special Recreation Fund	86,265	126,027	74,111	94,372
Pines Theater Special Events Fund	-	-	(7,027)	(6,999)
Ellen Trout Zoo Fund	1,812,687	258,772	987,654	1,017,846
Court Security/Technology Fund	(10,765)	10,071	(195)	1,934
Heritage Festival Contribution	23,211	12,432	23,147	24,392
Animal Control-Kurth Grant Fund	229,919	270,371	134,598	135,798
Animals Attic Gift Shop Fund	40,372	37,870	28,522	18,082
General Obligation Debt				
Service Fund	1,671,432	1,733,005	928,665	771,747
Equipment Acquisition & Repl Fund	959,852	1,065,606	697,353	1,418,644
Sub-Total Operating Funds	<u>\$ 31,367,654</u>	<u>\$ 27,968,057</u>	<u>\$ 22,083,885</u>	<u>\$ 21,839,304</u>
Economic Development Fund	10,127,030	9,302,457	7,874,493	8,159,567
Lufkin Convention & Visitor Bureau	274,064	(9,951)	443	(59,069)
Total Ending Balances	<u>41,768,748</u>	<u>37,260,563</u>	<u>29,958,821</u>	<u>29,939,802</u>
<b>Total Funds Applied</b>	<u>\$108,384,026</u>	<u>\$102,379,453</u>	<u>\$107,205,474</u>	<u>\$ 95,420,369</u>

**CITY OF LUFKIN**  
**GENERAL FUND SUMMARY**  
**Fiscal Year 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 9,627,690	\$ 9,761,527	\$ 11,169,358	\$ 9,871,452
<b>Revenues</b>				
Taxes	20,230,692	20,275,604	20,855,221	20,668,446
Franchise taxes	2,479,533	2,466,089	2,351,090	2,397,000
Licenses & permits	297,646	298,120	314,441	308,970
Charges for service	2,787,197	2,656,647	2,738,999	2,686,765
Fines & forfeitures	1,054,694	1,170,750	1,109,240	1,095,675
Miscellaneous revenue	707,952	503,785	418,032	388,810
Inter-governmental revenue	263,172	-	121,095	19,000
Sub-Total	27,820,886	27,370,995	27,908,118	27,564,666
Intra-governmental revenue	4,530,434	4,792,877	4,790,794	5,398,938
Total Revenues & Transfers	32,351,320	32,163,872	32,698,912	32,963,604
<b>Total Funds Available</b>	<b>\$ 41,979,010</b>	<b>\$ 41,925,399</b>	<b>\$ 43,868,270</b>	<b>\$ 42,835,056</b>
<b>Expenditures</b>				
Personnel services	\$ 24,002,420	\$ 24,123,945	\$ 24,308,063	\$ 24,986,755
Supplies	1,660,547	1,818,201	1,946,186	1,702,386
Equipment maintenance	1,536,293	1,860,550	2,344,412	2,091,037
Miscellaneous services	3,650,099	4,169,481	4,179,133	4,192,476
Sundry charges	145,449	147,150	147,325	145,250
Debt service	30,073	39,799	39,799	90,881
Transfers out	311,003	217,500	1,012,500	215,000
Capital outlay	34,094	-	19,400	0
Total Operating Expenditures	31,369,978	32,376,626	33,996,818	33,423,785
Excess(deficiency) of revenues over expenditures	981,342	(212,754)	(1,297,906)	(460,181)
Fund balance ending	10,609,032	9,548,773	9,871,452	9,411,271
<b>Total Funds Applied</b>	<b>\$ 41,979,010</b>	<b>\$ 41,925,399</b>	<b>\$ 43,868,270</b>	<b>\$ 42,835,056</b>
General government	\$ 3,750,059	\$ 3,891,148	\$ 4,000,082	\$ 4,072,150
Public safety	18,660,524	18,210,917	18,874,444	18,708,383
Public works	4,350,187	4,925,916	5,233,512	5,184,946
Culture and recreation	3,672,518	3,973,216	3,962,455	4,095,236
Community development	390,891	425,986	424,649	432,883
Non departmental	234,796	731,943	489,176	715,187
Transfers	311,003	217,500	1,012,500	215,000
<b>Total Departmental Expenditures</b>	<b>31,369,978</b>	<b>32,376,626</b>	<b>33,996,818</b>	<b>33,423,785</b>
Excess(deficiency) of revenues over expenditures	981,342	(212,754)	(1,297,906)	(460,181)
Fund balance ending	10,609,032	9,548,773	9,871,452	9,411,271
<b>Total Funds Applied</b>	<b>\$ 41,979,010</b>	<b>\$ 41,925,399</b>	<b>\$ 43,868,270</b>	<b>\$ 42,835,056</b>
Fund balance requirements	7,842,495	8,094,157	8,094,157	8,355,946
Amount over Policy	\$ 2,766,538	\$ 1,454,617	\$ 1,777,296	\$ 1,055,325

**CITY OF LUFKIN**  
**GENERAL FUND**  
**REVENUE BY SOURCE**  
**Fiscal Year 2017 Operating Budget**

<b>SOURCE OF REVENUE</b>	<b>FY2015 <u>Actual</u></b>	<b>FY2016 <u>Budget</u></b>	<b>FY2016 <u>Adjusted</u></b>	<b>FY2017 <u>Budget</u></b>
<b>Taxes</b>				
Ad Valorem - current year	\$ 7,040,635	\$ 7,307,243	\$ 7,400,000	\$ 7,379,617
Ad Valorem - prior year	96,581	130,000	130,000	95,000
Penalty & interest	91,689	105,000	95,000	95,000
Sales taxes	14,082,091	13,799,848	14,333,696	14,190,359
Economic development trf	(1,173,508)	(1,149,987)	(1,194,475)	(1,182,530)
Mixed beverage taxes	91,811	82,000	90,000	90,000
Taxicab tax	1,393	1,500	1,000	1,000
Total Taxes	20,230,692	20,275,604	20,855,221	20,668,446
<b>Franchise Taxes</b>				
Electric franchise taxes	1,547,385	\$ 1,548,000	1,519,456	\$ 1,520,000
Gas franchise taxes	287,965	270,000	235,000	270,000
Communications franchise taxes	290,613	255,000	260,000	260,000
Cable franchise taxes	288,044	350,000	270,000	280,000
Other	65,526	43,089	66,634	67,000
Total Franchise Taxes	2,479,533	2,466,089	2,351,090	2,397,000
<b>Licenses &amp; Permits</b>				
Building permits & inspect. fees	177,518	\$ 180,000	180,000	\$ 180,000
Plumbing permits & inspect. fees	10,109	14,000	22,621	15,575
Heat/Vent permits & inspect. fees	14,134	16,000	19,630	16,585
Electrical permits & inspect. fees	17,901	20,000	21,164	19,880
Other permits	74,674	63,700	67,127	73,110
Other licenses	3,310	4,420	3,899	3,820
Total Licenses & Permits	297,646	298,120	314,441	308,970
<b>Charges for Service</b>				
EMS ambulance fees	2,502,139	2,350,000	2,450,000	2,400,000
County EMS/ambulance fees	236,265	236,147	236,265	236,265
Miscellaneous charges-EMS	10,359	28,000	16,500	16,500
Miscellaneous charges-Other	38,434	42,500	36,234	34,000
Total Charges for Services	2,787,197	2,656,647	2,738,999	2,686,765
<b>Fines &amp; Forfeitures</b>				
Court fines	795,417	888,500	821,210	822,500
Parking meter fines	70	250	30	175
Red light fines	259,207	282,000	288,000	273,000
Total Fines & Forfeitures	1,054,694	1,170,750	1,109,240	1,095,675
<b>Miscellaneous Revenues</b>				
Parks	26,296	26,000	27,057	26,000
Library	26,580	27,000	23,175	27,000
Zoo	103,707	103,675	103,675	103,000
Animal shelter fees	94,003	86,550	69,318	81,050
Sale of Property	177,858	-	31,530	-
Salvage & auction	872	-	-	-

**CITY OF LUFKIN  
GENERAL FUND  
REVENUE BY SOURCE  
Fiscal Year 2017 Operating Budget**

<b>SOURCE OF REVENUE</b>	<b>FY2015 <u>Actual</u></b>	<b>FY2016 <u>Budget</u></b>	<b>FY2016 <u>Adjusted</u></b>	<b>FY2017 <u>Budget</u></b>
<b>Miscellaneous Revenues-continued</b>				
Zone changes	3,500	2,300	2,000	2,300
Rent on city property	25,260	25,260	25,260	25,260
Salary reimbursement	14,847	10,000	10,000	10,000
Miscellaneous	61,581	73,000	66,017	63,200
Prior Year Refunds	120,894	100,000	10,000	1,000
Interest income	52,554	50,000	50,000	50,000
Total Miscellaneous Revenues	707,952	503,785	418,032	388,810
<b>Inter-Governmental Grant Revenue</b>				
Federal/State Grant Rev.	-	-	-	-
TCLEOSE Grant-Police	-	-	5,260	-
TSAH Reg Advise Council	4,896	-	10,387	-
Bulletproof Vest Partnership Grant	-	-	15,813	-
TCLEOSE Grant-Fire	6,305	-	910	-
Justice Assist Grants	0	-	13,483	-
ICAC Atty General Grant	27,242	-	-	-
TIFMAS Grant Asst Program	-	-	28,252	-
Cannabis Removal Grant	19,000	-	-	19,000
Cinco De Mayo Contrib	1,000	-	1,000	-
Georgia Pacific Contrib	8,000	-	16,000	-
DETRAC	9,573	-	18,075	-
TLL Temple Foundation	181,156	-	-	-
Other Contributions	6,000	-	11,915	-
Total Inter-Governmental Revenue	263,172	-	121,095	19,000
<b>Intra-Governmental Revenues</b>				
Transfers	515,868	653,106	651,023	1,169,089
General & administrative	4,014,566	4,139,771	4,139,771	4,229,849
Total Intra-Governmental Revenues	4,530,434	4,792,877	4,790,794	5,398,938
<b>TOTAL REVENUE SOURCES</b>	<b>\$ 32,351,320</b>	<b>\$ 32,163,872</b>	<b>\$ 32,698,912</b>	<b>\$ 32,963,604</b>

**CITY OF LUFKIN  
GENERAL FUND  
EXPENDITURES BY DEPARTMENT  
Fiscal Year 2017 Operating Budget**

<b>Department</b>	<b>FY2015 <u>Actual</u></b>	<b>FY2016 <u>Budget</u></b>	<b>FY2016 <u>Adjusted</u></b>	<b>FY2017 <u>Budget</u></b>
General government	\$ 344,657	\$ 357,107	\$ 359,965	\$ 374,699
City Administration	497,797	501,978	506,636	522,449
Finance	745,146	759,938	764,190	790,634
Legal	272,687	290,942	293,169	303,467
Tax	189,589	189,650	189,650	198,800
Human resources	377,789	403,672	423,831	444,700
Building Services	288,548	311,177	307,798	316,094
Information technology	1,033,846	1,076,684	1,154,843	1,121,307
Police	8,943,721	8,849,887	9,279,959	9,183,547
Municipal court	480,056	495,493	493,245	508,498
Fire	7,990,704	7,563,753	7,798,018	7,682,927
Inspection services	541,901	543,460	544,567	554,242
Emergency Management	43,322	49,550	49,890	50,620
Animal control	660,820	708,774	708,765	728,549
Parks	1,567,386	1,730,902	1,701,683	1,804,498
Zoo	1,477,843	1,602,130	1,621,996	1,642,723
Library	627,289	640,184	638,776	648,015
Fleet services	359,687	358,289	361,443	366,765
Engineering	700,242	743,132	739,373	767,575
Streets	3,290,258	3,824,495	4,132,696	4,050,606
Planning	214,178	246,922	244,458	252,111
Main street	176,713	179,064	180,191	180,772
Non-departmental	234,796	731,943	489,176	715,187
Transfers out	311,003	217,500	1,012,500	215,000
<b>Total Departmental Expenditures</b>	<b>\$ 31,369,978</b>	<b>\$ 32,376,626</b>	<b>\$ 33,996,818</b>	<b>\$ 33,423,785</b>
Excess(deficiency) of revenues over expenditures	981,342	(212,754)	(1,297,906)	(460,181)
Fund balance ending	10,609,032	9,548,773	9,871,452	9,411,271
<b>Total Funds Applied</b>	<b>\$ 41,979,010</b>	<b>\$ 41,925,399</b>	<b>\$ 43,868,270</b>	<b>\$ 42,835,056</b>
Fund balance requirements	7,842,495	8,094,157	8,094,157	8,355,946
Amount over policy	\$ 2,766,538	\$ 1,454,617	\$ 1,777,296	\$ 1,055,325



**CITY OF LUFKIN**  
**WATER/ WASTEWATER OPERATING ENTERPRISE FUND**  
**Fiscal Year 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Working Capital Balance</b>	\$ 9,897,471	\$ 9,463,076	\$ 4,232,410	\$ 4,730,853
<b>Revenues</b>				
Water service revenue	8,705,263	8,967,907	9,190,848	9,190,810
Sewer service charges	7,140,115	7,538,720	7,575,460	7,575,460
Sub-Total	15,845,378	16,506,627	16,766,308	16,766,270
Water connections	66,539	60,000	75,000	75,000
Sewer connections	22,028	25,000	25,000	26,000
Service charges	189,641	162,000	172,575	170,000
Miscellaneous revenues	52,145	13,200	26,866	11,300
Interest income	11,965	15,000	12,000	12,000
Sub-Total	342,318	275,200	311,441	294,300
Inter/Intra-governmental revenues	119,760	119,803	119,803	123,572
Total Revenues	16,307,456	16,901,630	17,197,552	17,184,142
<b>Total Funds Available</b>	\$ 26,204,927	\$ 26,364,706	\$ 21,429,962	\$ 21,914,995
<b>Expenditures</b>				
Personnel services	\$ 3,118,389	\$ 3,478,292	\$ 3,503,112	\$ 3,729,343
Supplies	861,138	919,110	885,110	932,895
Equipment maintenance	1,223,818	1,158,682	1,230,307	1,238,045
Miscellaneous services	2,622,551	2,926,577	2,936,227	2,930,705
Sundry charges				
General and administrative	2,310,725	2,385,699	2,385,699	2,440,991
Funded depreciation	2,056,085	2,110,278	2,110,278	2,110,278
Provision for bad debts	-	150,000	150,000	150,000
Capital outlay	-	-	-	-
Intra-governmental transfers	100,000	368,928	368,928	565,518
Transfers to debt retirement	3,431,981	3,129,448	3,129,448	3,331,892
Total	15,724,687	16,627,014	16,699,109	17,429,667
Change in Net Position	582,769	274,616	498,443	(245,525)
Working capital balance ending	10,480,240	9,737,692	4,730,853	4,485,328
<b>Total Funds Applied</b>	\$ 26,204,927	\$ 26,364,706	\$ 21,429,962	\$ 21,914,995

**CITY OF LUFKIN**  
**WATER/ WASTEWATER OPERATING ENTERPRISE FUND**  
**Fiscal Year 2017 Operating Budget**

<b>Expenditures by Department</b>	<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY2016 Adjusted</b>	<b>FY2017 Budget</b>
Utility collections	\$ 779,853	\$ 798,689	\$ 815,247	\$ 823,814
Wastewater treatment	1,987,899	2,108,687	2,132,691	2,174,030
Water production	1,887,837	1,991,286	1,987,603	2,018,956
Water / Sewer Utilities	3,035,807	3,247,088	3,317,503	3,479,037
Provision for bad debts	-	150,000	150,000	150,000
Non-departmental	134,500	330,064	301,712	335,151
<b>Total Departmental Expenditures</b>	<b>7,825,896</b>	<b>8,625,814</b>	<b>8,704,756</b>	<b>8,980,988</b>
Funded depreciation	2,056,085	2,110,278	2,110,278	2,110,278
General and administrative	2,310,725	2,385,699	2,385,699	2,440,991
Intra-governmental transfers	100,000	368,928	368,928	565,518
Transfers to debt retirement	3,431,981	3,129,448	3,129,448	3,331,892
<b>Total Intra-Governmental Transfers</b>	<b>7,898,791</b>	<b>7,994,353</b>	<b>7,994,353</b>	<b>8,448,679</b>
<b>Total Expenditures</b>	<b>15,724,687</b>	<b>16,620,167</b>	<b>16,699,109</b>	<b>17,429,667</b>
Excess(deficiency) of revenues over expenditures	582,769	281,463	498,443	(245,525)
Working capital balance ending	10,480,240	9,744,539	4,730,853	4,485,328
<b>Total Funds Applied</b>	<b>\$ 26,204,927</b>	<b>\$ 26,364,706</b>	<b>\$ 21,429,962</b>	<b>\$ 21,914,995</b>
Working capital balance requirement	1,965,586	2,077,521	2,077,521	2,178,708
Amount over policy	\$ 8,514,654	\$ 7,667,018	\$ 2,653,332	\$ 2,306,620

**CITY OF LUFKIN**  
**WATER/ WASTEWATER DEPRECIATION FUND**  
**Fiscal Year 2017 Operating Budget**

**Depreciation Fund Requests**

<b>Department</b>	<b>Description</b>	<b>Amount</b>
Utility Collections	Meter replacement & Installation of 2 Fixed Read Ant.	218,000
Utility Collections	Sungard mobile work order & service order system	21,615
Wastewater Treatment	Replace Boiler #1 @ WWTP	158,000
Wastewater Treatment	Recoat Final Clarifier, Wiers & Hardware	135,000
Wastewater Treatment	Polymer Injection System for Centrifuge	45,000
Sewer Utilities	Jet Machine/Vac Truck	200,000
Sewer Utilities	Electric Lift with Boom to be added to Lift St. Maint Truck	11,000
Water Utilities	Ditch Witch - Walk behind type with tracks	16,000
Water Utilities	2 Heavy Duty Trailers	11,000
Water Utilities	Turner St. Line Replacement	9,600
Water Utilities	John Kolb Road Line Replacement	30,000
Water Utilities	Pershing Area Line Replacement (Pierce, Schuller & Calvin)	15,600
Water Production	Replace 2 Soft Starts (Chlorine Pump #1 @ WP#2 & Booster Pump #3 @ WP#1	20,000
Water Production	Replace Cathodic Protection System @ Whitehouse elevated tank	14,500
Water Production	Replace Booster Pump #3 @ WP#2	12,500
Water Production	Repair Fence Erosion @ WP#1	36,000
Water Production	Replace Chlorine Scale System @ WP#1	32,600
Water Production	Overlay of Kurth Lake Road	73,000
<b>Total</b>		<b>\$ 1,059,415</b>

**CITY OF LUFKIN**  
**SOLID WASTE & RECYCLING OPERATING ENTERPRISE FUND**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Working Capital Balance</b>	\$ 5,229,406	\$ 5,295,911	\$ 4,698,180	\$ 4,802,387
<b>Revenues</b>				
Residential collections	1,972,442	1,940,000	1,975,000	2,130,632
Dumpster collections	2,392,205	2,300,000	2,360,000	2,360,000
Cart collections	244,367	225,000	240,000	240,000
Rolloff non-compacted	730,872	640,000	700,000	700,000
Rolloff compacted	425,016	475,000	420,000	450,000
Special pickups	29,723	14,000	35,000	30,000
Rent recycling dumpsters	105,926	115,000	110,000	110,000
Sale of recycled materials	309,857	305,000	305,000	305,000
Dumpster rental	120,092	115,000	115,000	115,000
Miscellaneous income	65,370	15,700	27,234	16,700
Interest income	19,057	15,000	17,000	15,000
Sale of property		-	-	-
Salvage & Auction		-	-	-
Total revenues	6,414,927	6,159,700	6,304,234	6,472,332
<b>Total Funds Available</b>	<b>\$ 11,644,333</b>	<b>\$ 11,455,611</b>	<b>\$ 11,002,414</b>	<b>\$ 11,274,719</b>
<b>Expenditures</b>				
Personnel services	\$ 1,579,649	\$ 1,440,643	\$ 1,508,314	\$ 1,546,685
Supplies	437,188	514,840	447,940	494,950
Equipment maintenance	222,207	197,000	241,784	250,750
Miscellaneous services	1,753,227	2,071,314	2,053,114	2,094,822
Sundry charges	-	-	-	-
Total operating expenditures	3,992,271	4,223,797	4,251,152	4,387,207
General and administrative	1,809,941	1,858,875	1,858,875	1,899,140
Provision for bad debts	0	35,000	35,000	35,000
Transfers to other funds	100,000	-	-	250,000
Transfers to debt retirement	51,200	55,000	55,000	58,400
Total expenditures	5,953,412	6,172,672	6,200,027	6,629,747
Excess(deficiency) of revenues over expenditures	461,515	(12,972)	104,207	(157,415)
Ending working capital	5,690,921	5,282,939	4,802,387	4,644,972
<b>Total Funds Applied</b>	<b>\$ 11,644,333</b>	<b>\$ 11,455,611</b>	<b>\$ 11,002,414</b>	<b>\$ 11,274,719</b>

**CITY OF LUFKIN**  
**SOLID WASTE & RECYCLING OPERATING ENTERPRISE FUND**  
**Fiscal 2017 Operating Budget**

<b>Departmental Expenditures</b>	<b>FY2015</b> <b><u>Actual</u></b>	<b>FY2016</b> <b><u>Budget</u></b>	<b>FY2016</b> <b><u>Adjusted</u></b>	<b>FY2017</b> <b><u>Budget</u></b>
Solid waste disposal department	\$ 3,603,434	\$ 3,649,543	\$ 3,724,667	\$ 3,798,532
Recycling department	379,025	544,179	508,335	555,760
Non-departmental	9,812	30,075	18,150	32,915
Total departmental expenditures	3,992,271	4,223,797	4,251,152	4,387,207
Transfers to other funds	100,000	-	-	250,000
General and administrative	1,809,941	1,858,875	1,858,875	1,899,140
Provision for bad debts	0	35,000	35,000	35,000
Sub-Total	1,909,941	1,893,875	1,893,875	2,184,140
Transfers to debt retirement	51,200	55,000	55,000	58,400
Total expenditures	5,953,412	6,172,672	6,200,027	6,629,747
Excess(deficiency) of revenues over expenditures	461,515	(12,972)	104,207	(157,415)
Ending working capital	5,690,921	5,282,939	4,802,387	4,644,972
<b>Total Funds Applied</b>	<b>\$ 11,644,333</b>	<b>\$ 11,455,611</b>	<b>\$ 11,002,414</b>	<b>\$ 11,274,719</b>
Working capital balance requirement	733,982	771,584	771,584	828,718
Amount over policy	\$ 4,956,939	\$ 4,511,355	\$ 4,030,803	\$ 3,816,254

**CITY OF LUFKIN**  
**HOTEL/MOTEL TAX FUND**  
**Fiscal 2017 Operating Budget**

	<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY2016 Adjusted</b>	<b>FY2017 Budget</b>
<b>Beginning Balance</b>	\$ (64,114)	\$ (79,748)	\$ (225,075)	\$ (187,635)
<b>Revenues</b>				
Hotel/Motel occupancy tax	907,646	825,000	905,434	875,000
Other revenues & fees	18,071	0	467	75
Use Fees	142,438	150,000	150,000	150,000
Concessions	1,014	3,500	2,000	2,000
Miscellaneous revenues	136	90,270	71,410	100,875
Equipment replacement charges	7,800	9,000	9,000	9,000
Security fees	15,625	15,000	15,000	15,000
Alcoholic Beverage sales	39,181	35,000	35,000	35,000
Pines Theater Concessions	-	-	-	-
Pines Theater Admissions/Ticket Sales	-	-	-	-
Interest income	865	1,200	400	200
Total Revenues	1,132,776	1,128,970	1,188,711	1,187,150
<b>Total Funds Available</b>	<b>\$ 1,068,662</b>	<b>\$ 1,049,222</b>	<b>\$ 963,636</b>	<b>\$ 999,515</b>
<b>Expenditures</b>				
Personnel services	\$ 299,311	\$ 336,056	\$ 343,557	\$ 343,266
Supplies	36,482	52,870	47,400	35,900
Equipment maintenance	21,016	24,000	23,600	25,000
Miscellaneous services	216,861	192,322	179,322	190,807
Sundry charges	616,624	554,475	554,475	582,625
Capital outlay	-	-	-	-
Transfers to other funds	103,880	5,000	2,917	-
Total Departmental Expenditures	1,294,174	1,164,723	1,151,271	1,177,598
Excess(deficiency) of revenues over expenditures	(161,398)	(35,753)	37,440	9,552
Fund balance ending	(225,512)	(115,501)	(187,635)	(178,083)
<b>Total Funds Applied</b>	<b>\$ 1,068,662</b>	<b>\$ 1,049,222</b>	<b>\$ 963,636</b>	<b>\$ 999,515</b>
<b>Expenditures by Department</b>	<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY2016 Adjusted</b>	<b>FY2017 Budget</b>
Civic Center	\$ 562,499	\$ 590,334	\$ 576,737	\$ 578,390
Museum of East Texas	52,508	52,500	52,500	52,500
Exposition Center	133,757	117,975	117,975	125,125
Texas Forestry Museum	37,506	37,500	37,500	37,500
Lufkin Convention & Tourism Bureau	392,853	346,500	346,500	367,500
Non-departmental	115,051	19,914	20,059	16,583
Total Departmental Expenditures	1,294,174	1,164,723	1,151,271	1,177,598
Excess(deficiency) of revenues over expenditures	(161,398)	(35,753)	37,440	9,552
Fund balance ending	(225,512)	(115,501)	(187,635)	(178,083)
<b>Total Funds Applied</b>	<b>\$ 1,068,662</b>	<b>\$ 1,049,222</b>	<b>\$ 963,636</b>	<b>\$ 999,515</b>
Fund balance requirement	161,772	145,590	145,590	147,200
Amount over policy	\$ (387,284)	\$ (261,091)	\$ (333,225)	\$ (325,283)

**CITY OF LUFKIN  
RECREATION FUND  
Fiscal 2017 Operating Budget**

	<b>FY2015 <u>Actual</u></b>	<b>FY2016 <u>Budget</u></b>	<b>FY2016 <u>Adjusted</u></b>	<b>FY2017 <u>Budget</u></b>
<b>Beginning Balance</b>	\$ 94,454	\$ 126,889	\$ 86,410	\$ 74,111
<b>Revenues</b>				
Recreation Classes	17,589	23,600	20,000	18,900
Softball	145,900	145,800	145,800	149,850
Volleyball	3,069	4,205	3,100	4,995
Basketball	20,837	23,025	25,613	29,925
Gymnastics	35,014	29,082	29,082	34,175
Special events	2,879	2,900	5,342	5,800
Miscellaneous income	41	4,000	4,033	2,000
Baseball	64,869	98,010	75,000	82,910
Concessions	122,021	160,000	150,000	150,000
Contributions	7,468	-	7,000	7,000
Interest income	456	300	400	400
<b>Total Revenues</b>	<b>420,143</b>	<b>490,922</b>	<b>465,370</b>	<b>485,955</b>
<b>Total Funds Available</b>	<b>\$ 514,597</b>	<b>\$ 617,811</b>	<b>\$ 551,780</b>	<b>\$ 560,066</b>
<b>Expenditures</b>				
Personnel services	\$ 45,226	\$ 47,975	\$ 47,975	\$ 47,975
Supplies	114,821	132,040	132,425	123,860
Equipment maintenance	13,220	19,200	19,200	19,900
Miscellaneous services	195,296	232,800	218,300	214,190
Capital outlay	-	-	-	-
Transfers	59,769	59,769	59,769	59,769
<b>Total Expenditures</b>	<b>428,332</b>	<b>491,784</b>	<b>477,669</b>	<b>465,694</b>
Excess(deficiency) of revenues over expenditures	(8,189)	(862)	(12,299)	20,261
Fund balance ending	86,265	126,027	74,111	94,372
<b>Total Funds Applied</b>	<b>\$ 514,597</b>	<b>\$ 617,811</b>	<b>\$ 551,780</b>	<b>\$ 560,066</b>
	<b>FY2015 <u>Actual</u></b>	<b>FY2016 <u>Budget</u></b>	<b>FY2016 <u>Adjusted</u></b>	<b>FY2017 <u>Budget</u></b>
<b>Expenditures by Activity</b>				
Softball	\$ 130,910	\$ 142,300	\$ 149,300	\$ 139,050
Volleyball	-	3,375	3,375	3,545
Basketball	15,752	19,700	19,700	23,070
Gymnastics	27,164	26,175	26,175	28,845
Special events	2,505	4,825	4,825	5,125
Recreation classes	17,741	21,900	21,900	17,575
Baseball	68,653	96,965	75,850	77,440
Concessions	105,838	116,775	116,775	111,275
Transfers	59,769	59,769	59,769	59,769
<b>Total Departmental Expenditures</b>	<b>428,332</b>	<b>491,784</b>	<b>477,669</b>	<b>465,694</b>
Excess(deficiency) of revenues over expenditures	(8,189)	(862)	(12,299)	20,261
Fund balance ending	86,265	126,027	74,111	94,372
<b>Total Funds Applied</b>	<b>\$ 514,597</b>	<b>\$ 617,811</b>	<b>\$ 551,780</b>	<b>\$ 560,066</b>
Policy reserve	53,542	61,473	61,473	58,212
Amount over policy	\$ 32,724	\$ 64,554	\$ 12,638	\$ 36,160

**CITY OF LUFKIN**  
**PINES THEATER SPECIAL EVENTS FUND**  
**Fiscal 2017 Operating Budget**

	<b><u>FY2015</u></b> <b><u>Actual</u></b>	<b><u>FY2016</u></b> <b><u>Budget</u></b>	<b><u>FY2016</u></b> <b><u>Adjusted</u></b>	<b><u>FY2017</u></b> <b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 27,014	\$ 27,014	\$ 23,168	\$ (7,027)
<b>Revenues</b>				
Contributions	4,120	4,000	3,447	2,800
Concessions	18,585	21,500	21,500	21,500
Use Fees	29,267	29,000	29,000	29,000
Souvenir Sales	-	150	150	150
Playbill Ads	14,025	20,000	12,425	20,000
Miscellaneous	2,527	4,000	4,005	4,000
Admissions/ Ticket Sales	99,136	105,300	98,013	95,313
Interest income	190	150	150	100
Total Revenues	167,850	184,100	168,690	172,863
<b>Total Funds Available</b>	<b>\$ 194,864</b>	<b>\$ 211,114</b>	<b>\$ 191,858</b>	<b>\$ 165,836</b>

<b>Expenditures</b>				
Supplies	\$ 9,970	\$ 22,115	\$ 16,902	\$ 21,125
Equipment maintenance	4,743	3,570	3,570	3,570
Miscellaneous services	156,983	151,140	178,413	148,140
Total Expenditures	171,696	176,825	198,885	172,835
Excess(deficiency) of revenues over expenditures	(3,846)	7,275	(30,195)	28
Fund balance ending	23,168	34,289	(7,027)	(6,999)
<b>Total Funds Applied</b>	<b>\$ 194,864</b>	<b>\$ 211,114</b>	<b>\$ 191,858</b>	<b>\$ 165,836</b>

	<b><u>FY2015</u></b> <b><u>Actual</u></b>	<b><u>FY2016</u></b> <b><u>Budget</u></b>	<b><u>FY2016</u></b> <b><u>Adjusted</u></b>	<b><u>FY2017</u></b> <b><u>Budget</u></b>
<b>Expenditures by Activity</b>				
Special Events	\$ 171,696	\$ 176,825	\$ 198,885	\$ 172,835
Total Departmental Expenditures	171,696	176,825	198,885	172,835
Excess(deficiency) of revenues over expenditures	(3,846)	7,275	(30,195)	28
Fund balance ending	23,168	34,289	(7,027)	(6,999)
<b>Total Funds Applied</b>	<b>\$ 194,864</b>	<b>\$ 211,114</b>	<b>\$ 191,858</b>	<b>\$ 165,836</b>



**CITY OF LUFKIN**  
**ELLEN TROUT ZOO BUILDING FUND**  
**Fiscal 2017 Operating Budget**

	<b><u>FY2015</u></b> <b><u>Actual</u></b>	<b><u>FY2016</u></b> <b><u>Budget</u></b>	<b><u>FY2016</u></b> <b><u>Adjusted</u></b>	<b><u>FY2017</u></b> <b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 1,864,350	\$ 1,123,065	\$ 1,812,718	\$ 987,654
<b>Revenues</b>				
Admission fees	216,639	277,550	270,000	270,000
Safari classes	39,595	23,200	23,528	28,111
Miscellaneous revenues	3,007	2,930	350	2,225
Donations	1,751	825	56,113	1,350
Sale of animals	3,320	2,000	300	1,335
Animal adoption donations	2,405	2,000	2,915	2,270
Interest income	8,987	5,000	7,000	7,000
Total Revenues	275,704	313,505	360,206	312,291
<b>Total Funds Available</b>	<b>\$ 2,140,054</b>	<b>\$ 1,436,570</b>	<b>\$ 2,172,924</b>	<b>\$ 1,299,945</b>
<b>Expenditures</b>				
Supplies	\$ 30,780	\$ 118,900	\$ 118,900	\$ 84,400
Equipment maintenance	55,501	229,200	229,200	139,200
Miscellaneous services	18,033	65,400	64,400	29,900
Capital Outlay	194,454	735,699	744,171	-
Transfers out	28,599	28,599	28,599	28,599
Total Expenditures	327,367	1,177,798	1,185,270	282,099
Excess(deficiency) of revenues over expenditures	(51,663)	(864,293)	(825,064)	30,192
Fund balance ending	1,812,687	258,772	987,654	1,017,846
<b>Total Funds Applied</b>	<b>\$ 2,140,054</b>	<b>\$ 1,436,570</b>	<b>\$ 2,172,924</b>	<b>\$ 1,299,945</b>

**CITY OF LUFKIN**  
**COURT SECURITY/TECHNOLOGY FUND**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ (6,216)	\$ 3,436	\$ (4,550)	\$ (195)
<b>Revenues</b>				
Other	33,636	43,000	41,000	40,000
General Fund Transfer	-	-	-	-
Interest income	3	-	-	-
Total Revenues	33,639	43,000	41,000	40,000
<b>Total Funds Available</b>	<u>\$ 27,423</u>	<u>\$ 46,436</u>	<u>\$ 36,450</u>	<u>\$ 39,805</u>

<b>Expenditures</b>				
Supplies	\$ 2,473	\$ 4,550	\$ 5,035	\$ 4,321
Equipment maintenance	31,951	29,845	29,640	30,840
Miscellaneous services	1,264	1,970	1,970	2,710
Transfer to general fund	2,500	-	-	-
Total Expenditures	38,188	36,365	36,645	37,871
Excess(deficiency) of revenues over expenditures	(4,549)	6,635	4,355	2,129
Fund balance ending	(10,765)	10,071	(195)	1,934
<b>Total Funds Applied</b>	<u>\$ 27,423</u>	<u>\$ 46,436</u>	<u>\$ 36,450</u>	<u>\$ 39,805</u>

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Technology Fund</b>				
<b>Beginning Balance</b>	\$ (19,942)	\$ (28,990)	\$ (33,474)	\$ (40,764)
Revenues	19,237	25,000	23,000	23,000
Expenditures	32,769	30,290	30,290	31,440
Excess(deficiency) of revenues over expenditures	(13,532)	(5,290)	(7,290)	(8,440)
Fund balance ending	(33,474)	(34,280)	(40,764)	(49,204)

<b>Security Fund</b>				
<b>Beginning Balance</b>	\$ 13,726	\$ 25,553	\$ 28,924	\$ 40,569
Revenues	14,399	18,000	18,000	17,000
Expenditures	2,919	6,075	6,355	6,431
Excess(deficiency) of revenues over expenditures	11,480	11,925	11,645	10,569
Fund balance ending	25,206	37,478	40,569	51,138
<b>Total Funds Applied</b>	<u>\$ 27,420</u>	<u>\$ 39,563</u>	<u>\$ 36,450</u>	<u>\$ 39,805</u>

**CITY OF LUFKIN**  
**Main Street/Comm Dev. Downtown Impr**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 1,810	\$ 18,822	\$ 23,212	\$ 23,147
<b>Revenues</b>				
Other	17,828	-	-	-
Contributions	1,330	-	220	-
Hoedown Booth Rental	9,177	7,500	11,415	11,220
Mainstreet Memberships	6,325	5,600	7,725	7,675
Interest income	34	10	75	50
Total Revenues	34,694	13,110	19,435	18,945
<b>Total Funds Available</b>	<b>\$ 36,504</b>	<b>\$ 31,932</b>	<b>\$ 42,647</b>	<b>\$ 42,092</b>
<b>Expenditures</b>				
Supplies	\$ 3,272	\$ 6,200	\$ 6,200	\$ 6,200
Miscellaneous services	10,021	13,300	13,300	11,500
Total Expenditures and transfers	13,293	19,500	19,500	17,700
Excess(deficiency) of revenues over expenditures	21,401	(6,390)	(65)	1,245
Fund balance ending	23,211	12,432	23,147	24,392
<b>Total Funds Applied</b>	<b>\$ 36,504</b>	<b>\$ 31,932</b>	<b>\$ 42,647</b>	<b>\$ 42,092</b>

**CITY OF LUFKIN**  
**ANIMAL CONTROL-KURTH GRANT FUND**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 400,880	\$ 285,691	\$ 229,918	\$ 134,598
<b>Revenues</b>				
Other	146,588	225,000	145,000	145,000
Interest income	1,721	1,200	1,200	1,200
Total Revenues	148,309	226,200	146,200	146,200
<b>Total Funds Available</b>	<u>\$ 549,189</u>	<u>\$ 511,891</u>	<u>\$ 376,118</u>	<u>\$ 280,798</u>
<b>Expenditures</b>				
Supplies	\$ 2,881	\$ -	\$ -	\$ -
Equipment maintenance	96,389	50,000	50,000	-
Transfer to general fund	220,000	191,520	191,520	145,000
Total Expenditures and transfers	319,270	241,520	241,520	145,000
Excess(deficiency) of revenues over expenditures	(170,961)	(15,320)	(95,320)	1,200
Fund balance ending	229,919	270,371	134,598	135,798
<b>Total Funds Applied</b>	<u>\$ 549,189</u>	<u>\$ 511,891</u>	<u>\$ 376,118</u>	<u>\$ 280,798</u>

**CITY OF LUFKIN**  
**ANIMALS ATTIC GIFT SHOP**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 41,908	\$ 49,770	\$ 40,372	\$ 28,522
<b>Revenues</b>				
Donations	9,994	-	10,000	10,000
Spay / Neuter Contributions	-	-	-	-
Interest income	194	100	150	150
Total Revenues	10,188	100	10,150	10,150
<b>Total Funds Available</b>	<u>\$ 52,096</u>	<u>\$ 49,870</u>	<u>\$ 50,522</u>	<u>\$ 38,672</u>
<b>Expenditures</b>				
Equipment Maintenance	\$ -	\$ 12,000	\$ 12,000	\$ -
Transfers to General Fund	-	-	-	-
Miscellaneous services	11,724	-	10,000	20,590
Total Expenditures	<u>\$ 11,724</u>	<u>\$ 12,000</u>	<u>\$ 22,000</u>	<u>\$ 20,590</u>
Excess(deficiency) of revenues over expenditures	<u>(1,536)</u>	<u>(11,900)</u>	<u>(11,850)</u>	<u>(10,440)</u>
Fund balance ending	<u>40,372</u>	<u>37,870</u>	<u>28,522</u>	<u>18,082</u>
<b>Total Funds Applied</b>	<u><u>\$ 52,096</u></u>	<u><u>\$ 49,870</u></u>	<u><u>\$ 50,522</u></u>	<u><u>\$ 38,672</u></u>

**CITY OF LUFKIN**  
**ECONOMIC DEVELOPMENT FUND**  
**COMPONENT UNIT**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 9,213,408	\$ 9,127,884	\$ 7,534,945	\$ 7,874,493
<b>Revenues</b>				
Sales tax	1,173,508	1,149,987	1,194,475	1,182,530
Rental revenue	337,479	298,479	298,479	298,479
Salary Reimbursements	15,000	20,000	5,000	-
Other revenue	5,000	-	-	-
Interest income	9,671	9,000	9,500	9,000
Total Revenues	1,540,658	1,477,466	1,507,454	1,490,009
<b>Total Funds Available</b>	<b>\$ 10,754,066</b>	<b>\$ 10,605,350</b>	<b>\$ 9,042,399</b>	<b>\$ 9,364,502</b>
<b>Expenditures</b>				
Personnel services	\$ 171,266	\$ 178,880	\$ 110,319	\$ 55,649
Supplies	5,626	10,825	9,745	14,750
Maintenance	2,984	-	-	-
Miscellaneous services	192,675	195,010	204,076	184,345
Sundry charges	30,830	32,700	32,700	30,510
Specialized activity	36,000	700,000	632,000	564,000
Debt Service	187,655	185,478	179,066	185,478
Transfers	-	-	-	170,203
Total Expenditures	627,036	1,302,893	1,167,906	1,204,935
Excess(deficiency) of revenues over expenditures	913,622	174,573	339,548	285,074
Fund balance ending	10,127,030	9,302,457	7,874,493	8,159,567
<b>Total Funds Applied</b>	<b>\$ 10,754,066</b>	<b>\$ 10,605,350</b>	<b>\$ 9,042,399</b>	<b>\$ 9,364,502</b>

**CITY OF LUFKIN**  
**LUFKIN CONVENTION & VISITOR BUREAU**  
**COMPONENT UNIT**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 202,962	\$ 113,953	\$ 92,107	\$ 443
<b>Revenues</b>				
Contribution from Hotel/Motel Tax	392,853	346,500	346,500	367,500
Souvenir Sales	240	300	200	150
Corks & Forks Event	6,390	6,390	5,684	6,000
Lufkin's Bistro	30,227	15,000	13,820	15,000
Yule Love Lufkin Christmas	4,000	10,000	21,872	25,000
Alcoholic Beverage Sales	-	4,000	4,000	-
Other revenue	1,070	1,000	11,730	3,000
Interest income	750	500	600	500
Total Revenues	435,530	383,690	404,406	417,150
<b>Total Funds Available</b>	<b>\$ 638,492</b>	<b>\$ 497,643</b>	<b>\$ 496,513</b>	<b>\$ 417,593</b>
<b>Expenditures</b>				
Personnel services	\$ 145,099	\$ 148,519	\$ 148,428	\$ 153,532
Supplies	10,198	8,910	8,081	8,250
Miscellaneous services	207,301	348,835	338,231	313,100
Sundry charges	1,830	1,330	1,330	1,780
Total Expenditures	364,428	507,594	496,070	476,662
Excess(deficiency) of revenues over expenditures	71,102	(123,904)	(91,664)	(59,512)
Fund balance ending	\$ 274,064	\$ (9,951)	\$ 443	\$ (59,069)
<b>Total Funds Applied</b>	<b>\$ 638,492</b>	<b>\$ 497,643</b>	<b>\$ 496,513</b>	<b>\$ 417,593</b>

**CITY OF LUFKIN**  
**DEBT SERVICE FUND**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b> <b><u>Actual</u></b>	<b>FY2016</b> <b><u>Budget</u></b>	<b>FY2016</b> <b><u>Adjusted</u></b>	<b>FY2017</b> <b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 2,190,175	\$ 2,116,973	\$ 1,472,124	\$ 928,665
<b>Revenues</b>				
Current year collections	3,185,699	3,047,727	3,035,227	3,056,774
Interest income	15,291	8,000	9,000	8,000
Other-Transfer from Water/Wastewater Fund	3,431,981	3,129,448	3,129,448	3,246,467
Other-Transfer from Solid Waste/Recycling Fund	51,200	55,000	55,000	58,400
Other financing sources-proceeds	5,430,999	-	9,871,035	-
Total Revenues	12,115,170	6,240,175	16,099,710	6,369,641
<b>Total Funds Available</b>	<b>\$ 14,305,345</b>	<b>\$ 8,357,148</b>	<b>\$ 17,571,834</b>	<b>\$ 7,298,306</b>
<b>Expenditures</b>				
Principal payments	\$ 5,018,260	\$ 4,496,072	\$ 4,496,072	\$ 4,695,000
Interest payments	2,191,860	2,119,321	2,119,321	1,822,559
Debt service fees	101,822	8,750	135,150	9,000
Transfers	5,321,971	-	9,892,626	-
Total Expenditures	12,633,913	6,624,143	16,643,169	6,526,559
Excess(deficiency) of revenues over expenditures	(518,743)	(383,968)	(543,459)	(156,918)
Fund balance ending	1,671,432	1,733,005	928,665	771,747
<b>Total Funds Applied</b>	<b>\$ 14,305,345</b>	<b>\$ 8,357,148</b>	<b>\$ 17,571,834</b>	<b>\$ 7,298,306</b>



**CITY OF LUFKIN**  
**EQUIPMENT ACQUISITION AND REPLACEMENT FUND**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Working Capital</b>	\$ 819,616	\$ 1,072,241	\$ 1,072,241	\$ 697,353
<b>Revenues</b>				
Interest income	3,513	2,500	3,700	3,500
Miscellaneous income	116,559	125,000	100,000	-
Equipment replacement charge-General Fund	575,499	661,152	661,152	773,278
Equipment replacement charge-Water/Wastewater	250,696	248,744	248,744	246,967
Equipment replacement charge-Solid Waste	601,374	789,563	789,563	791,031
Total Revenues	1,547,641	1,826,959	1,803,159	1,814,776
<b>Total Funds Available</b>	<b>\$ 2,367,257</b>	<b>\$ 2,899,200</b>	<b>\$ 2,875,400</b>	<b>\$ 2,512,129</b>
<b>Expenditures</b>				
Police	\$ 243,684	\$ 327,875	\$ 518,884	\$ 58,000
Fire	116,246	211,689	195,102	189,250
Animal Control	-	17,000	22,841	-
Engineering	-	14,591	20,290	-
Parks	19,146	81,055	111,842	42,306
Zoo	-	7,875	5,712	-
Streets	422,678	376,563	400,526	433,015
Solid waste disposal	429,281	-	-	230,000
Recycling	-	85,000	94,654	-
Utility collections	18,966	14,500	20,290	15,045
Water distribution	-	-	-	102,800
Wastewater treatment	-	26,197	27,897	-
Water production	-	-	-	-
Sewer collection	-	-	-	-
Water/Sewer Utilities	146,532	671,249	752,198	23,069
Non Departmental	10,872	-	7,811	-
Total Expenditures	1,407,405	1,833,594	2,178,047	1,093,485
Excess(deficiency) of revenues over expenditures	140,236	(6,635)	(374,888)	721,291
Ending Working Capital	959,852	1,065,606	697,353	1,418,644
<b>Total Funds Applied</b>	<b>\$ 2,367,257</b>	<b>\$ 2,899,200</b>	<b>\$ 2,875,400</b>	<b>\$ 2,512,129</b>
<b>Expenditures</b>				
Miscellaneous services	\$ 10,872	\$ -	\$ 7,811	\$ -
Capital Outlay	1,396,533	1,833,594	2,170,236	1,093,485
Total expenditures	1,407,405	1,833,594	2,178,047	1,093,485
<b>Total Fund Applied</b>	<b>\$ 2,367,257</b>	<b>\$ 2,899,200</b>	<b>\$ 2,875,400</b>	<b>\$ 2,512,129</b>



<b>Fiscal Year</b>
<b>2017</b>



## GENERAL FUND

The General Fund is the operating fund of the City and accounts for all revenues and expenditures not accounted for in other funds. It accounts for a wide variety of revenues and finances a broad range of governmental services. Primarily ad valorem taxes, general sales taxes, franchise taxes, charges for services, and other miscellaneous revenues support the General Fund. General Fund expenditures support major governmental functions and include General Government and Administrative Services, Public Safety, Public Works, Community Development, and Cultural and Recreational Services. The City of Lufkin strives to maintain the highest levels of service at the least possible cost to its citizens. Service levels are maintained through sound decision-making practices. This provides for the allocation of funds in the best possible manner.

The budget basis of the General Fund and general government type funds is prepared on a modified accrual basis. Briefly this means that obligations of the City are budgeted as expenditures, but revenues are recognized when they become available and measurable.

The following section provides an overview of each department within the General Fund. Here, departmental expenditures, mission statements, descriptions of services, Fiscal 2017 work programs, performance measures, personnel summaries, and division breakdowns, can be found. By reading this information, one should better understand the responsibilities of each department, the department's goals for Fiscal 2017, and the extent to which each department is meeting those goals. A line item breakdown of all departmental expenditures can be obtained by contacting the City of Lufkin Finance Department.

### **General Government Departments include the following:**

- **General Government**
- **City Administration**
- **Finance**
- **Legal**
- **Tax**
- **Human Resources**
- **Building Services**
- **Information Technology**



## GENERAL FUND

### MISSION

The mission of the City Council is to provide effective, efficient and responsive local government through the establishment of policies reflecting community needs and goals. Simply put "to meet the needs of the citizens".

### DESCRIPTION OF SERVICES PROVIDED

The department of General Government includes the City Council and City Secretary. The City Secretary provides the following services:

- Maintaining minutes of City Council meetings and records of the City
- Preparing Council Agenda Packets
- Issuing licenses and permits for alcohol sales and vendors

The City Council consists of a mayor, elected at-large and six council members, each representing a separate Ward. The Council meets twice a month to address issues brought before it regarding policies and governance. The Council provides policy direction to the City Manager and staff in the delivery of services to the citizens of Lufkin.

### 2017 WORK PROGRAM

The Lufkin City Council has established goals and objectives to provide consistent and high quality services to the citizens and businesses in Lufkin. This includes the implementation of the next phase of the Capital Improvement Program. The City Secretary's office will continue to provide services to both Administration and City Council as well as complete projects to include the electronic storage and preservation of the City's records and recodification of the City's Ordinances.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of City Council Agenda Packets Prepared	650	650	650
Number of City Council Packets prepared & distributed by Friday deadline	650	650	650
% of City Council Packets prepared & distributed on Friday before meeting	100%	100%	100%
Number of Vendor Permits issued	25	30	35
Number of Vendor licenses with errors	0	0	0
Percentage of correctly issued vendor licenses	100%	100%	100%

FUND	General	DEPARTMENT			General Government
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Personnel Services	94,299	93,611	95,878	96,276	
Benefits	37,284	37,511	37,980	38,603	
Supplies	18,275	20,100	20,222	27,535	
Miscellaneous Services	83,861	92,915	92,915	99,315	
Sundry Charges	110,938	112,970	112,970	112,970	
TOTAL	344,657	357,107	359,965	374,699	

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
City Secretary	1	1	1	1	
Executive Secretary (Previously OAIH)	1	1	1	1	
FULL TIME	2	2	2	2	
PART TIME	0	0	0	0	
TOTAL	2	2	2	2	
SIGNIFICANT CHANGES					

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# General Government / City Council

## GENERAL FUND

**DIVISION: City Council**

### DIVISION DESCRIPTION

- The City Council, consisting of a Mayor and six Council members, serves as the legislative and policy-making body of the City.
- The City Council meets twice per month in regular session to address issues brought before it.
- The Council passes all ordinances, approves major expenditure items and adopts the City of Lufkin's Annual Budget, which includes the Capital Improvement Program.



Council Chambers at City Hall

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	16,852	17,800	17,922	25,235
Miscellaneous Services	76,117	83,640	83,640	90,040
Sundry Charges	110,938	112,970	112,970	112,970
<b>TOTAL</b>	<b>203,907</b>	<b>214,410</b>	<b>214,532</b>	<b>228,245</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions within this division				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# General Government / City Secretary

## GENERAL FUND

### DIVISION: City Secretary

#### DIVISION DESCRIPTION

- The City Secretary's office is responsible for providing service to the City Council, maintaining the minutes of City Council meetings and records of the City, preparing council agenda packets, and issuing licenses and permits to vendors.
- The City Secretary is the Records Retention Officer for the City of Lufkin.
- The City Secretary is the Election Administrator for the City of Lufkin and is responsible for supervising and conducting all City elections.
- The City Secretary is responsible for issuing licenses to all taxicab operations occurring within the City of Lufkin. The City receives two percent (2%) of all gross receipts from the operation of all limousines or taxicabs in the City of Lufkin.
- The City Secretary receives monies for the license, application and processing of alcohol sales in the City of Lufkin.
- The City Secretary issues and maintains titles for all vehicles in the City of Lufkin fleet.
- The City Secretary maintains all contract and agreements for the City of Lufkin, including franchise agreements.
- The City Secretary accepts all payments of franchise fees to the City of Lufkin.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	94,299	93,611	95,878	96,276
Benefits	37,284	37,511	37,980	38,603
Supplies	1,423	2,300	2,300	2,300
Miscellaneous Services	7,744	9,275	9,275	9,275
<b>TOTAL</b>	<b>140,750</b>	<b>142,697</b>	<b>145,433</b>	<b>146,454</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
City Secretary	1	1	1	1
Executive Secretary	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

**City Administration**

## GENERAL FUND

### MISSION

The mission of the City Administration's Office is to administer the policies and directives established by the City Council, through efficient, effective management of the organization, and to uphold the organizational values stated in the mission statement.

### DESCRIPTION OF SERVICES PROVIDED

- City Administration includes the City Manager who is appointed by the City Council and is the executive officer of the City as well as the Assistant City Manager.
- The Manager provides overall management of the City organization and is responsible for implementing the policies and goals established by the City Council.
- The City Administration's responsibilities include planning, organizing and overseeing all city operations and advising Council on the city's current and future needs.

### WORK PROGRAM

- In Fiscal 2017, the City Manager will work in conjunction with the City Council to continue a Capital Improvement Plan for the City of Lufkin and master plan for Ellen Trout Zoo.
- In addition, the City Manager will provide continuous oversight of the City operations to maintain financial stability during the current economic climate.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of citizen complaints	380	375	377
Number of citizen complaints responded to within two business days	342	350	347
Respond to citizen complaints and requests within two business days 90% of time	90%	90%	90%
Number of semi-monthly project status reports and council updates completed	24	24	24
Number of council meetings held	24	24	24
Prepare agenda for Council meetings within required time-line 100% of time	100%	100%	100%



<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	359,794	349,811	357,944	367,125
Benefits	91,000	101,332	101,857	106,089
Supplies	17,761	16,060	15,060	14,560
Miscellaneous Services	28,827	34,275	31,275	34,175
Sundry Charges	415	500	500	500
<b>TOTAL</b>	<b>497,797</b>	<b>501,978</b>	<b>506,636</b>	<b>522,449</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Executive Secretary	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Finance Department

## GENERAL FUND

### MISSION

The mission of the Finance Department is to assist our customers in solving their issues and concerns, while providing accurate and timely recording of financial transactions for the City in accordance with Generally Accepted Accounting Principles and to review and improve the efficiency and effectiveness of the City's financial practices.

### DESCRIPTION OF SERVICES PROVIDED

- Pay vendors for goods and services provided to the City
- Invoice customers for goods or services provided by the City (excluding Utility)
- Establish and maintain banking relationships
- Process Bi-weekly payroll
- Coordinate the City's annual audit and produce the City's Comprehensive Annual Financial Report
- Manage the City's Investment Policy.
- Assist departments with executing their

financial duties as needed

- Provide training on new procedures, new systems and to new employees as requested
- Assist departments receiving grants with financial reporting requirements
- Coordinate preparation of the Annual Operating Budget and provide support to the Capital Improvement Program development and maintenance

### WORK PROGRAM

- Make further revisions to the City's Budget Document format in fiscal year 2017.
- Complete the fiscal year 2016 audit and prepare the Comprehensive Annual Financial Report within the required time frame.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of Vendor Payments processed annually	7,940	7,800	7,825
Number of vendor invoices processed within 2 days of receipt	16,660	16,843	17,026
Process approved vendor payments within two business days of receipt 90% of time.	100%	100%	100%
Number of monthly operating and capital project financial statements completed	24	24	24
Number of monthly financial reports completed by the 6th work day of the month	24	24	24
Prepare monthly financial statements by 8th working day of month 90% of the time	100%	100%	100%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	392,140	378,836	380,039	392,330
Benefits	161,226	166,922	167,643	172,564
Supplies	36,654	34,850	35,200	35,100
Maintenance of Equipment	28,338	27,455	27,455	27,455
Miscellaneous Services	126,506	151,875	153,678	163,185
Capital Outlay	-	-	-	-
Sundry Charges	282	-	175	-
<b>TOTAL</b>	<b>745,146</b>	<b>759,938</b>	<b>764,190</b>	<b>790,634</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director of Finance	1	1	1	1
Accountant-Senior	1	1	1	1
Accounts Supervisor	1	1	1	1
Accounting Technician-Entry	1	1	1	1
Accounting Technician-Adv	2	2	2	2
Accounting Journeyman 1	1	1	1	1
Accounting Tech Adv-EMS	2	2	2	2
Accounting Tech Entry-EMS	1	1	1	1
<b>FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Finance Department

## GENERAL FUND

**DIVISION: Finance**

### DIVISION DESCRIPTION

- Conducts the financial business of the City including Accounts Payable, Accounts Receivable, Grant management, and maintain Fixed Assets.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	307,625	293,297	293,482	304,125
Benefits	120,693	124,285	124,285	127,982
Supplies	22,222	20,150	20,500	20,400
Maintenance of Equipment	6,858	5,975	5,975	5,975
Miscellaneous Services	110,553	138,335	133,028	140,080
Sundry Charges	282	-	175	-
<b>TOTAL</b>	<b>568,233</b>	<b>582,042</b>	<b>577,445</b>	<b>598,562</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director of Finance	1	1	1	1
Accountant-Senior	1	1	1	1
Accounts Supervisor	1	1	1	1
Accounting Technician-Entry	1	1	1	1
Accounting Technician-Adv	2	2	2	2
Accounting Tech Journeyman	1	1	1	1
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Finance Department

## GENERAL FUND

**DIVISION: EMS Billing**

### DIVISION DESCRIPTION

- Responsible for billing for the utilization of the City's EMS service within the City and the county. Filing patient insurance and collection of payments.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	84,515	85,539	86,557	88,205
Benefits	40,533	42,637	43,358	44,582
Supplies	14,432	14,700	14,700	14,700
Maintenance of Equipment	21,480	21,480	21,480	21,480
Miscellaneous Services	15,953	13,540	20,650	23,105
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>176,913</b>	<b>177,896</b>	<b>186,745</b>	<b>192,072</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Accounting Tech Adv-EMS	2	2	2	2
Accounting Tech Entry EMS	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



## GENERAL FUND

### LEGAL DEPARTMENT

#### MISSION

The mission of the City Attorney is to be the legal adviser to the City Manager, the City Council, or any committee thereof, all official boards and commissions and all city officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City of Lufkin.

#### DESCRIPTION OF SERVICES PROVIDED

- The City Attorney oversees all legal matters of the City, ensures the efficient operation of the City's Municipal Court Prosecution Services.
- The City Attorney serves as the Police and Fire Department Legal Advisor.

- The City Attorney as the Police Legal Advisor provides legal advice and counsel to the Lufkin Police Department, and instructs its officers on every-changing laws and court rulings.

#### WORK PROGRAM

The City Attorney will continue to represent the city in all litigation and controversies and prosecute all cases brought before the Lufkin Municipal Court. The City Attorney will approve as to form in writing all proposed ordinances before they shall be adopted, or file with the city council, in writing, his objection thereto. The City Attorney will advise the city council, the city manager and all the departments of the City concerning new or proposed state or federal legislation, and to represent the City before all legislative bodies in matters affecting the City. The City Attorney will continue in his role as legal advisor and counselor to the Lufkin Police Department and Fire Department.

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of cases litigated in Municipal Court	362	384	550
Number of city ordinances, amendments to ordinances, and resolutions prepared and / or approved	66	46	70
Respond to City departmental requests for legal advice within 2 working days after receiving the request 90% of time	100%	100%	100%
Number of civil service matters and general litigation handled.	35	40	45
Number of legal opinions and memorandums written	40	35	45
Review and approve Economic Development agreements and contracts in a timely manner 100% of the time	100%	100%	100%

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	178,270	177,156	179,115	181,942
Benefits	58,443	58,361	58,629	60,100
Supplies	3,466	4,820	4,820	4,820
Miscellaneous Services	32,508	50,605	50,605	56,605
<b>TOTAL</b>	<b>272,687</b>	<b>290,942</b>	<b>293,169</b>	<b>303,467</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Attorney	1	1	1	1
Legal Assistant	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Tax Department

## GENERAL FUND

### TAX DEPARTMENT

### WORK PROGRAM

This department is used solely for the purpose of accumulating costs associated with contractual services for Tax appraisal, assessment and collection.

#### MISSION

The mission of the Tax Department is assess and collect all ad valorem taxes payable to the City of Lufkin.

#### DESCRIPTION OF SERVICES PROVIDED

- The City contracts with the Angelina County Appraisal District and the County Tax Office to assess, bill and collect its ad valorem taxes.
- As the County Tax Office collects tax payments, the payments are wire transferred to the City's depository bank.

FUND      **General**      DEPARTMENT      **Tax**

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Miscellaneous Services	189,589	189,650	189,650	198,800
TOTAL	189,589	189,650	189,650	198,800
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this department.				
FULL TIME				
PART TIME				
TOTAL				





## GENERAL FUND

### MISSION

The City of Lufkin Human Resources Department administers employee benefits and provides personnel support to the various city departments in order to hire and maintain a quality workforce to serve the citizens of Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

- The Human Resources Department provides centralized personnel services for all City of Lufkin departments.
- The department provides guidance and direction to support the Purchasing Policy to ensure that all departments operate within the guidelines set forth by the City Council.
- The HR department administers salary and wage studies, reviews and recommends changes to employee benefits and administers risk management, workers compensation, retirement, and unemployment functions.
- The HR Director is the Civil Service Director for the Civil Service employees of the City of Lufkin.

### WORK PROGRAM

- The Human Resources Department will continue to screen new applications systematically in order to provide quality candidates in a timely manner in support of the City departments' work force needs.
- Employee injury claims will be reported promptly to the City's insurance carrier in order to quickly meet the medical needs of the employees and contain workers compensation costs.
- Human Resources will continue to update and provide forms on the intranet site as well as provided in the HR lobby area for convenience of the employees.
- Human Resources will continue to review the Employee Handbook to update and better inform employees and supervisors.
- Risk Management will continue to handle and track liability claims not handled by TML-IRP.
- The Fire Pension administrator will be working with PensionEZ to maintain one administrative system for Lufkin Fire Pension.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of workers compensation claims submitted to insurance carrier annually	64	65	65
Number of workers compensation claims submitted to insurance carrier annually within 2 working days of receipt	62	63	63
Workers compensation claims reported to insurance carrier within 2 working days of receipt.	97%	97%	97%
Number of applications received annually	954	950	950
Number of applications screened annually within 5 working days of receipt	954	950	950
Applications screened within 5 working days of receipt.	100%	100%	100%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	223,115	221,229	242,281	248,154
Benefits	85,020	91,378	92,705	106,806
Supplies	9,027	9,950	9,950	17,750
Miscellaneous Services	34,988	49,115	46,895	41,390
Sundry Charges	25,639	32,000	32,000	30,600
<b>TOTAL</b>	<b>377,789</b>	<b>403,672</b>	<b>423,831</b>	<b>444,700</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Human Resources Director	1	1	1	1
Human Resources Assistant	1	1	1	1
Risk Management Assistant	1	1	1	1
Clerk Journeyman	2	2	2	2
Clerk Entry	0	0	0	1
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>
<b>SIGNIFICANT CHANGES</b>				
For Fiscal Year 2017 Clerk Entry (receptionist) position was added.				

**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Building Services

## GENERAL FUND

### MISSION

The mission of the Building Services Department is to maintain a clean, safe and comfortable environment for the citizens, visitors and employees of the City of Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

The Building Services Department performs cleaning and maintenance tasks within the various City facilities.

These tasks include:

- Cleaning offices, meeting areas, public areas, stairways, restrooms and hallways
- Emptying trash, replacing trash bags, collecting recyclable material
- Sweep, mop, buff, vacuum or clean all floors located within city hall and municipal court buildings
- Dust all furniture and fixtures as required
- Wash and disinfect all washroom floors, toilets, toilet seats, urinals and hand wash sinks
- Replenish toilet tissue, hand towels and soap as needed
- Clean all entrances and exits including glass, doors and hardware

- Keep outside areas near exits and entrance free of debris
- Clean, wash and disinfect drinking fountains
- Wash all finger marks from walls, doors, light fixtures, hardware and glass
- Perform and/or report any maintenance repairs or issues
- Take mail to mailbox each afternoon
- Other items deemed necessary by department head

### WORK PROGRAM

The fiscal year 2017 goal for the Building Services department is to continue to provide a clean, safe and healthy work environment for city employees and guests to the City of Lufkin, Texas City Hall building and the new Municipal Court building.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total Square Feet of Municipal Buildings	68940	68,940	68,940
Office Space Footage Cleaned daily per <u>FTE</u>	28,470	28,470	28,470
Office Space Footage Cleaned daily perm <u>PTE</u>	3000	3,000	3,000
Supply Cost per Total Square Feet of Municipal Buildings	1.54	1.59	1.59
Total number of preventable accidents/ health issues due to unkempt conditions	0	0	0

FUND

**General**

DEPARTMENT

**Building Services**

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	55,729	55,240	56,117	57,050
Benefits	28,808	28,037	28,161	28,644
Supplies	19,955	24,100	23,100	24,100
Maintenance of Equipment	66,939	72,500	66,500	72,500
Miscellaneous Services	117,117	131,300	133,920	133,800
<b>TOTAL</b>	<b>288,548</b>	<b>311,177</b>	<b>307,798</b>	<b>316,094</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Custodian	3	3	3	3
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Building Services / Building Maintenance

## GENERAL FUND

**DIVISION: Building Maintenance**

### DIVISION DESCRIPTION

The Building Maintenance department is responsible for the care and maintenance of the Lufkin City Hall building. The City Hall building includes the offices of the Mayor, City Manager, Deputy City Manager, Human Resources, Public Works, Planning, City Engineer, Finance, Information Technology, Utility Collections, Main Street, Inspection Services, Police Department, and the Municipal Court building.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	55,729	55,240	56,117	57,050
Benefits	28,808	28,037	28,161	28,644
Supplies	18,655	21,600	20,600	21,600
Maintenance of Equipment	62,289	64,500	59,000	64,500
Miscellaneous Services	117,117	131,300	133,920	133,800
<b>TOTAL</b>	<b>282,598</b>	<b>300,677</b>	<b>297,798</b>	<b>305,594</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Custodians	3	3	3	3
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Building Services / Police Building**

**FUND:**

**DEPARTMENT: Building Services**

**DIVISION: Police Building**

**DIVISION DESCRIPTION**

The Police Building Division is the cost center for the care and maintenance of the Lufkin Police Southbase building.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	1,300	2,500	2,500	2,500
Maintenance of Equipment	4,650	8,000	7,500	8,000
Miscellaneous Services	-	-	-	-
<b>TOTAL</b>	<b>5,950</b>	<b>10,500</b>	<b>10,000</b>	<b>10,500</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions authorized for this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				



**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Information Technology

## GENERAL FUND

### MISSION

The City of Lufkin IT Department is committed to facilitating the use of information by employees and citizens through providing a computing environment that supports the decision making process.

### DESCRIPTION OF SERVICES PROVIDED

- The IT Department is responsible for maintaining the City's computer systems, which include a Wide Area Network connecting 18 remote sites by wireless broadband and 3 remote sites by fiber optic cable, with over 450 workstations and more than 500 telephones connected by twisted pair cable. The system is comprised of one iSeries server, one NaviLine server, 19 Windows 2003 servers, 10 Windows 2008 servers, 18 Windows 2012 servers and 11 Linux servers.
- The department is responsible for equipment installation, network management, data fault protection, internal and Internet email services, World Wide Web services and groupware, all of which are running on internal servers. Additionally, the department is responsible for the maintenance and troubleshooting of the citywide telephone system (both desk phones and cellular phones), and advises department heads and administrators regarding cellular phone plans, equipment and usage.
- The department provides advice to users on information systems, maintains a training program to assist users to become self-sufficient, maintains a trouble desk to assist users with problems, and has a hardware repair facility capable of repairing most PC failures.

- The IT Department is responsible for maintaining the City's computer systems, which include a Wide Area Network connecting 18 remote sites by wireless broadband and 3 remote sites by fiber optic cable, with over 450 workstations and more than 500 telephones connected by twisted pair cable. The system is comprised of one iSeries server, one NaviLine server, 19 Windows 2003 servers, 10 Windows 2008 servers, 18 Windows 2012 servers and 11 Linux servers.
- In addition, the IT Department is responsible for programming on the City's Public Access Channel (Suddenlink Channel 15), and for coordinating the installation and maintenance of the City wide public Wi-Fi network.
- The IT Department is committed to assisting the employees of the City of Lufkin with innovative information services designed to improve productivity and efficiency.

### WORK PROGRAM

For the fiscal year 2017, the IT Department will concentrate on developing, testing and implementing the following initiatives: an expansion to our City Hall/Police Station building access system which will bring all code secured doors into one system; enhancements to the redundancy and failover capabilities of the wireless network; expansion of our Channel 15 broadcast capabilities, both on-air and across the Web; investigate new Web 2.0 Social Networking applications to enhance client productivity; upgrade to the latest version of SunGard Public Sector (HTE) software; make modifications to the current layout of the server room to allow for increased efficiency; add new services and features to the City's messaging systems, thereby enhancing productivity of City employees; maintenance and modifications to our physical plant to enhance the structured cabling and air conditioning system in the server room; investigate new backup software to enhance our current

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
iSeries/NaviLine logon and resources available for 90% of customer base for greater than 90% of the day	98%	99%	99%
Local Area Network traffic exchanged within City Hall and fiber-connected remote facilities for greater than 90% of the day	98%	99%	99%
Wide Area Network traffic exchanged between City Hall and 90% of Remote Facilities for greater than 90% of each day for 100% of days	96%	98%	99%
Number of websites hosted	72	74	74
Hosted websites available for 95%+ of the day for 360+ days per year	100%	100%	100%
90% of Help Desk Tickets closed within one week of submission	85%	85%	90%

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	423,101	431,544	436,266	443,289
Benefits	154,393	158,650	159,298	163,715
Supplies	88,208	100,630	172,727	89,980
Maintenance of Equipment	220,335	234,850	235,542	255,993
Miscellaneous Services	147,809	151,010	151,010	168,330
<b>TOTAL</b>	<b>1,033,846</b>	<b>1,076,684</b>	<b>1,154,843</b>	<b>1,121,307</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Director	1	1	1	1
Systems Analyst	3	3	3	3
System Technician	1	1	1	1
System Specialist	1	1	1	1
IT Technician	0	1	1	1
<b>FULL TIME</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>SIGNIFICANT CHANGES</b>				
IT Technician position was added at midyear FY2015.				





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**Public Safety Departments include the following:**

- **Police Department**
- **Fire Department**
- **Municipal Court**
- **Inspection Services**
- **Emergency Management**
- **Animal Control**

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

**Police Department**

## GENERAL FUND

### MISSION

The Lufkin Police Department is committed to the reduction of crime and the fear of crime by working with the community to preserve life and protect property, maintain human rights and promote individual responsibility. We are dedicated to safeguarding public confidence and providing a safe place for all to live, work and raise families.

### DESCRIPTION OF SERVICES PROVIDED

- Protect constitutional guarantees
- Identify criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings
- Reduce the opportunity for the commission of some crime through preventive patrol and other measures
- Aid individuals who are in danger of physical harm
- Facilitate the movement of people and vehicles
- Assist those who cannot care for themselves
- Resolve conflict
- Identify problems that are potentially serious law enforcement or governmental problems

- Create and maintain a feeling of security in the community
- Promote and preserve civil order; and to provide other services on an emergency basis

### WORK PROGRAM

The Police Department will continue to work toward achieving "Recognized" status through the Texas Police Chiefs Association. Being recognized means that the agency meets or exceeds all of the best practices for Texas Law Enforcement Agencies. The Recognition Program ensures an agency has addressed the most critical of law enforcement issues in both policy as well as actual operation. As part of the Texas Police Chiefs Association Recognition Program the Police Department will be required to meet or exceed 161 different standards. These standards ensure that the agency has taken a careful internal review of all of its policies and procedures, equipment, facilities, and operations and has then requested an outside review to prove their compliance with the standards. Once recognized status has been obtained the Police Department will have to submit an annual report and review of selected standards. Thereafter, every four years the Police Department will have to undergo a complete outside review and audit to maintain recognized status.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total calls for service	42,000	44,700	46,900
Comply with all applicable Texas Police Chiefs Association best practices standards to achieve recognized status	85%	85%	88%
Emergency responses under 2 minutes	50%	61%	65%
Non-emergency responses under 6 minutes	76%	80%	84%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	5,826,397	5,690,369	5,932,484	6,002,734
Benefits	2,105,696	1,990,235	2,015,082	2,085,562
Supplies	419,837	479,730	583,115	359,465
Maintenance of Equipment	147,260	150,085	152,870	161,685
Miscellaneous Services	444,531	538,468	595,408	573,101
Sundry Charges	-	1,000	1,000	1,000
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>8,943,721</b>	<b>8,849,887</b>	<b>9,279,959</b>	<b>9,183,547</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Police Special Services Manager	1	1	1	1
Police Lieutenant	7	7	6	6
Police Sergeant	8	8	6	6
Police Corporal	6	6	6	6
Police Officer	53	53	57	57
Public Relations Specialist (PRS)	0	0	1	1
Police Communications Supervisor	1	1	1	1
Police Communications Operator	12	12	13	13
Police Crime Scene Technician	3	3	3	3
Clerk-Journeyman	2	2	2	2
Clerk Apprentice	1	0	0	0
Terminal Agency Coordinator	0	1	1	1
Police GEO Base Manager	1	1	1	1
<b>FULL TIME</b>	<b>98</b>	<b>98</b>	<b>100</b>	<b>100</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>98</b>	<b>98</b>	<b>101</b>	<b>101</b>
<b>SIGNIFICANT CHANGES</b>				
FY2016: Police Lieutenant position hired as a Patrol Officer. Two Police Sergeant positions hired as a Patrol officer. Added four Police officer positions. Added a Public relations Specialist. Added one Part-Time Communication Operator.				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Police Department / Administration

## GENERAL FUND

**DIVISION: Administration**

### DIVISION DESCRIPTION

The Administration Division is charged with the organization, direction, and control of all resources of the City of Lufkin Police Department.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	308,628	287,102	337,145	346,998
Benefits	107,974	98,617	117,615	121,318
Supplies	67,609	35,980	154,080	39,315
Maintenance of Equipment	77,715	82,585	85,370	94,185
Miscellaneous Services	163,180	167,615	208,755	167,075
Sundry Charges	-	1,000	1,000	1,000
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>725,106</b>	<b>672,899</b>	<b>903,965</b>	<b>769,891</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Public Relations Specialist	1	1	1	1
Police Special Services Manager	0	0	1	1
<b>FULL TIME</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Police Department / Patrol

## GENERAL FUND

**DIVISION: Patrol**

### DIVISION DESCRIPTION

The primary responsibility of the Patrol Division is the protection of the lives and property of the citizens of Lufkin and the safe, orderly flow of traffic.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	3,481,687	3,375,103	3,444,211	3,415,817
Benefits	1,237,339	1,159,439	1,144,336	1,192,882
Supplies	275,692	344,320	339,605	269,700
Maintenance of Equipment	51,552	42,000	42,000	42,000
Miscellaneous Services	180,914	253,182	280,182	288,355
Sundry	-	-	-	-
<b>TOTAL</b>	<b>5,227,184</b>	<b>5,174,044</b>	<b>5,250,334</b>	<b>5,208,754</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Police Lieutenant	5	5	4	4
Police Sergeant	6	6	4	4
Police Corporal	5	5	5	5
Police Officer—Patrol	40	40	43	43
<b>FULL TIME</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Police Department / Communication

## GENERAL FUND

**DIVISION: Communication**

### DIVISION DESCRIPTION

The Communications Division's primary function is to receive calls for service and relay that information to the proper Police and Fire personnel.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	683,484	661,412	652,356	682,165
Benefits	256,849	246,069	246,915	255,738
Supplies	10,105	29,140	29,140	8,750
Maintenance of Equipment	7,400	17,500	17,500	17,500
Miscellaneous Services	3,487	5,500	3,500	5,500
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>961,325</b>	<b>959,621</b>	<b>949,411</b>	<b>969,653</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Police Lieutenant	1	1	1	1
Police Communications Supervisor	1	1	1	1
Police Communications Operator	12	12	13	13
<b>FULL TIME</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Police Department / CID & Narcotics

## GENERAL FUND

**DIVISION: CID & Narcotics**

### DIVISION DESCRIPTION

The CID and Narcotics Division is responsible for the follow up investigation of criminal offenses and the investigation into illegal narcotic transactions.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	1,245,423	1,259,682	1,390,583	1,447,868
Benefits	456,508	438,824	458,778	467,139
Supplies	65,902	69,790	59,790	41,200
Maintenance of Equipment	10,593	8,000	8,000	8,000
Miscellaneous Services	88,206	102,471	93,271	102,471
<b>TOTAL</b>	<b>1,866,632</b>	<b>1,878,767</b>	<b>2,010,422</b>	<b>2,066,678</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Police Lieutenant	1	1	1	1
Police Sergeant	2	2	2	2
Police Corporal	1	1	1	2
Police Officer—Investigators	13	13	14	14
Police Crime Scene Investigator	2	3	3	3
Clerk-Journeyman	1	1	1	1
Property Room Clerk	1	0	0	0
<b>FULL TIME</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>22</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>22</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Police Department / Support Services

## GENERAL FUND

**DIVISION: Support Services**

### DIVISION DESCRIPTION

The Support Services division includes records retention and geo-base services.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	107,175	107,070	108,189	109,886
Benefits	47,026	47,286	47,438	48,485
Supplies	529	500	500	500
Miscellaneous Services	8,744	9,700	9,700	9,700
<b>TOTAL</b>	<b>163,474</b>	<b>164,556</b>	<b>165,827</b>	<b>168,571</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Clerk Journeyman	1	1	1	0
Clerk Technician	1	1	0	0
Terminal Agency Coordinator	0	0	1	1
Police GEO Base Manager	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Fire Department

## GENERAL FUND

### MISSION

The mission of the Lufkin Fire Department is to protect lives and property through a variety of public safety services under the direction of the City of Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

The Lufkin Fire Department provides all hazards response and mitigation services to the community through:

- Risk reduction analysis and planning
- Public awareness and education campaigns
- Fire suppression
- Emergency medical response
- Technical rescue
- Hazardous materials response
- Plans review
- Fire and life safety code enforcement
- Fire investigation activities

### WORK PROGRAM

The Lufkin Fire Department will strive to meet the following goals during the 2016-17 budget year:

Develop fire and injury prevention strategies to reduce morbidity and mortality in the community based on statistical review and analysis of root cause. Increase inspections, and training to comply with our ISO 2 rating. Enhance disaster readiness through network development and training. Continue succession planning and education.



Aerial Platform Truck purchased with Grant Funds

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total Number of EMS Responses	8,500	8,438	9,402
Total Number of Fire Responses	3855	3923	3874
Respond to emergency incidents within the City of Lufkin within 5 minutes 90% of the time.	75%	80%	85%
Total Number of Structure Fires	68	62	45
Total Number of Structure Fire related Deaths	1	0	0
Strive to ensure that there are 0 civilian deaths due to structure fires within the City of Lufkin 100% of the time.	100%	100%	100%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	5,144,540	5,002,221	5,124,826	5,115,352
Benefits	1,864,043	1,623,622	1,630,165	1,663,068
Supplies	411,994	397,775	410,453	394,175
Maintenance of Equipment	142,944	128,360	213,160	128,165
Miscellaneous Services	393,038	411,675	404,314	382,067
Sundry Charges	51	100	100	100
Capital Outlay	34,094	-	15,000	-
<b>TOTAL</b>	<b>7,990,704</b>	<b>7,563,753</b>	<b>7,798,018</b>	<b>7,682,927</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Clerk –Senior Level (Previously AA)	1	1	1	1
Hydrant Maintenance	1	1	1	1
Battalion Chief	5	5	5	5
Captain	18	18	18	18
Lieutenant	18	17	15	15
Firefighters	36	37	39	39
<b>FULL TIME</b>	<b>81</b>	<b>81</b>	<b>81</b>	<b>81</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>81</b>	<b>81</b>	<b>81</b>	<b>81</b>
SIGNIFICANT CHANGES				
Continue to replace Lieutenant positions with firefighter positions through attrition. This will be complete when department has 15 authorized Lieutenants.				

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Fire Department / Fire Administration

## GENERAL FUND

### DIVISION: Fire Administration

#### DIVISION DESCRIPTION

The Fire Administration Division provides overall management and direction for the department, develops policies and procedures for operations, and coordinates training. Fire Administration also provides quality assurance review for all EMS calls, and procures all medical supplies, bunker gear, fire and rescue equipment, and hazardous material mitigation supplies and special operations equipment.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	497,543	458,486	459,863	449,842
Benefits	173,029	154,997	154,430	146,598
Supplies	17,717	19,280	18,780	19,600
Maintenance of Equipment	5,623	6,050	27,850	5,100
Miscellaneous Services	123,732	131,168	125,105	122,335
Capital Outlay	34,094	-	15,000	-
<b>TOTAL</b>	<b>851,738</b>	<b>769,981</b>	<b>801,028</b>	<b>743,475</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Hydrant Maintenance	1	1	1	1
Battalion Chief	1	1	1	1
Captains	2	2	2	2
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Fire Department / Fire Services

## GENERAL FUND

### DIVISION: Fire Services

#### DIVISION DESCRIPTION

The Fire Services Division responds to emergency incidents within the City of Lufkin including fires, hazardous material incidents, and technical rescues, assists the Fire Prevention Division in pre-fire planning of commercial buildings, and provides Advance Life Support EMS support to the City of Lufkin as well as ALS EMS/technical rescue to Angelina County. In addition, the Fire Services Division also offers public education through station tours, school demonstrations, and civic group presentations. The Fire Services Division also performs EMS standby for certain events upon request.



EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	4,495,559	4,393,744	4,508,124	4,489,883
Benefits	1,638,615	1,424,476	1,429,549	1,466,990
Supplies	380,723	364,685	377,075	365,335
Maintenance of Equipment	135,859	119,860	182,860	119,240
Miscellaneous Services	259,110	271,181	270,196	252,001
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>6,909,866</b>	<b>6,573,946</b>	<b>6,767,804</b>	<b>6,693,449</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Battalion Chief	3	3	3	3
Captain	15	15	15	15
Lieutenant	21	18	18	15
Firefighter	33	33	36	39
<b>FULL TIME</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Fire Department / Fire Prevention

## GENERAL FUND

### DIVISION: Fire Prevention

#### DIVISION DESCRIPTION

The Fire Prevention Division is responsible for the inspection of commercial structures for fire and life safety matters; plan review for commercial building, fire sprinkler, and fire alarm permit applications; investigation of fires to determine the cause and origin; collection and presentation of evidence for the prosecution of arson cases; maintain the state fire reporting system; provide training

and materials for fire prevention education; assist with public relations; and enforce the Smoking Pollution Control Ordinance.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	151,438	149,991	156,839	175,627
Benefits	52,399	44,149	46,186	49,480
Supplies	13,554	13,810	14,598	9,240
Maintenance of Equipment	1,462	2,450	2,450	3,825
Miscellaneous Services	10,196	9,326	9,013	7,731
Sundry Charges	51	100	100	100
<b>TOTAL</b>	<b>229,100</b>	<b>219,826</b>	<b>229,186</b>	<b>246,003</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Battalion Chief—Fire Marshall	1	1	1	1
Captain—Fire Inspector	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



## GENERAL FUND

### MISSION

The mission of the Municipal Court is to apply facts and laws to each complaint in the manner that is both uniform and fair, in order to meet the needs of the citizens of Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

- The Municipal Court provides a service to the public that is part of the criminal justice system, which deters unacceptable and illegal conduct, while ensuring that each individual is treated with courtesy and dignity, and is informed of his/her obligations and options under the law.
- Municipal Court is responsible for processing all complaints with diligence and efficiency so that all laws are enforced uniformly.
- The Court is responsible for maintaining accurate records regarding complaints filed and funds received.
- Municipal Court is responsible for maintaining records for criminal justice purposes and preparing monthly reports for the State of Texas and the City of Lufkin.

### WORK PROGRAM

The Municipal Court will continue to work with Linebarger Goggan Blair & Sampson LLP Services on collection cases. Municipal Court will also continue participating in the Omni program and will conduct annual warrant sweeps to hold defendants accountable for their actions.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of Citations Filed	8,095	7,500	8,000
Number of Citations Deferred	609	675	700
% of Citations Deferred	7%	9%	8%
Number of Warrants Issued	7,923	8,000	8,500
Number of Warrant Sweeps per year	1	1	1
Number of Warrants Resolved during warrant sweep periods	905	829	900

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	266,051	281,082	279,577	287,036
Benefits	117,901	118,506	120,288	123,172
Supplies	15,197	22,095	19,430	22,885
Maintenance of Equipment	546	300	300	300
Miscellaneous Services	80,361	73,510	73,650	75,105
<b>TOTAL</b>	<b>480,056</b>	<b>495,493</b>	<b>493,245</b>	<b>508,498</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Municipal Court Judge	1	1	1	1
Municipal Court Administrator	1	1	1	1
Court Clerk Deputy	4	4	4	4
Warrant Officer	1	1	1	1
Warrant Officer (Part time)	1	1	1	1
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>SIGNIFICANT CHANGES</b>				





## GENERAL FUND

### MISSION

The mission of Inspection Services Department is to enhance and protect the public health, safety, and welfare through the review, inspection, and enforcement of City and State Codes as they relate to public improvements with, building, fire and code enforcement.

### DESCRIPTION OF SERVICES PROVIDED

The Inspection Services Department consists of three areas of responsibility. The major areas of consideration are building, fire, and administration of related codes.

- The Building Code Division's duties include reviewing new and renovated projects for compliance with State and local building, plumbing, mechanical, gas and electrical codes.
- Fire Code responsibilities include inspecting for compliance of national as well as local adopted ordinances, inspecting buildings and housings, and enforcing fire code complaints.
- Building Code enforcement responsibilities include administering departmental policies, ordinances and codes, accepting and

processing all building permit requests, responding to customer inquiries regarding building codes, communicating local ordinance requirements to customers, educating and training the public as well as contractors. Inspection Services also provides interpretive support to the construction industry regarding methods and materials of construction and their compliance with the building codes.

### WORK PROGRAM

The Department's primary goals are to seek and understand the concerns of the citizens of Lufkin, to establish reasonable timelines, and to provide the quality and professionalism that is essential to ensuring a safe built environment. In addition to simultaneously minimizing bureaucratic barriers to residents and businesses. The Department will continue striving to meet citizens expectations of excellence by reducing plan review times while maintaining a high level of compliance. Code Enforcement will continue taking an aggressive stance in requiring sub-standard structures be removed or repaired throughout the City according to local laws and ordinances.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total Number Construction Plans Reviewed	411	511	401
Total Number of Construction Plans Reviewed in 3 Business Days or Less	360	418	380
Review Construction Plans Within 3 Business Days 95% of Time	88%	82%	95%
Total Number of Code Enforcement Complaints	2045	1865	1955
Total Number of Code Enforcement Complaints Investigated Within 8 Hours of Call	2028	1772	1857
Investigate Complaints Within 8 Hours of Call 95% of the Time	97%	97%	97%

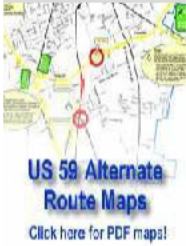


<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	333,250	329,558	334,529	338,759
Benefits	142,536	138,375	139,186	142,201
Supplies	16,298	21,700	19,200	20,950
Maintenance of Equipment	3,760	2,000	1,500	1,500
Miscellaneous Services	46,057	51,827	50,152	50,832
<b>TOTAL</b>	<b>541,901</b>	<b>543,460</b>	<b>544,567</b>	<b>554,242</b>

<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Inspection Services Director	1	1	1	1
Clerk-Journeyman	1	1	1	1
Plan Reviewer	1	1	1	1
Building Inspector	2	2	2	2
Code Enforcement Officer	3	3	3	3
<b>FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

### **SIGNIFICANT CHANGES**

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Emergency Management

## GENERAL FUND

### MISSION

To protect the citizens of the City of Lufkin and provide continuity of government in time of disaster.

### DESCRIPTION OF SERVICES PROVIDED

- Overall operation and control of city departments in responding to natural or man made disasters.
- Oversight of operation of Emergency Operations Center for City of Lufkin. Coordinate emergency operations with Angelina County.

### WORK PROGRAM

The Emergency Management Department is readily available to plan and operate public shelter facilities for evacuees as needed. The department is also continuing to improve public awareness of potential disasters that may affect citizens of Lufkin in a timely manner.

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Complete statewide Hurricane preparedness exercise	1	1	1
Develop pandemic virus response	1	1	1
Complete WEB EOC Training	0	1	1
Attend Management Training Regional Meetings	2	2	2

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Supplies	-	250	250	1,320
Miscellaneous Services	43,322	49,300	49,640	49,300
<b>TOTAL</b>	<b>43,322</b>	<b>49,550</b>	<b>49,890</b>	<b>50,620</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
There are no authorized positions for this department				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Animal Control

## GENERAL FUND

### MISSION

The mission of the Lufkin Animal Control Department is to protect the health and safety of our residents through the prevention of rabies, enforcement of state and local animal related laws, and promotion of responsible pet ownership. The objective of every Animal Control employee is to provide outstanding service to the public and to protect animals and promote their humane treatment.

### DESCRIPTION OF SERVICES PROVIDED

- Enforce local animal related ordinances through education, warnings, and citations.
- Promote responsible pet ownership through educational programs with local schools and community groups.
- Provide the community with adoption services for unclaimed and unwanted animals utilizing all forms of media to promote our animals.
- Co-operation with the Animal Rescue and Animal Welfare organizations to re-home unwanted pets.
- Manage the Kurth Memorial Animal Shelter meeting state standards and providing care for approximately 8,000 animals a year.
- Release domesticated animals and pets to owners whenever possible and appropriate.
- Relieve pain and suffering of animals.
- Animal Control officers respond to a variety of animal related situations from livestock to domestic animals.

### WORK PROGRAM

Animal Control will provide quick and efficient response to all requests for service by citizens. Provide education programs to community groups and schools on bite prevention, rabies awareness and responsible pet ownership. Shelter staff will focus on delivering the best and most humane care possible for all animals that enter the shelter while providing excellent customer services to the public. Work with volunteers to operate adoption events and other special events to promote our animals an re-home as many as possible.



Animal Control Facility in Lufkin, Texas

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of animals received at shelter	5,572	6,000	7,000
Number of animals adopted and transferred to rescue or reclaimed	1,918	2,000	2,500
Number of requests for service in the field, including follow-ups	4,459	4,500	4,700

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	341,644	344,666	354,122	360,874
Benefits	144,895	156,348	158,763	161,860
Supplies	58,420	65,300	59,420	67,290
Maintenance of Equipment	14,406	17,700	16,700	17,500
Miscellaneous Services	101,455	124,760	119,760	121,025
<b>TOTAL</b>	<b>660,820</b>	<b>708,774</b>	<b>708,765</b>	<b>728,549</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Animal Control Director	1	1	1	1
Animal Control Supervisor Assistant	1	1	1	1
Clerk Journeyman	1	1	1	1
Animal Control Officer-Lead	1	1	1	1
Animal Control Officer	3	3	3	3
Laborer	3	4	4	4
<b>FULL TIME</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **PUBLIC WORKS**

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**Public Works Departments include the following:**

- **Engineering**
- **Streets**
- **Fleet Maintenance**



## GENERAL FUND

### MISSION

The mission of the Engineering Department is to provide quality professional engineering services to the various departments of the City of Lufkin for the construction of Public Works and Public Utilities projects at the most efficient cost possible.

### DESCRIPTION OF SERVICES PROVIDED

- The Engineering Department provides complete engineering design services for Public Works, Public Utilities, Ellen Trout Zoo and Parks projects, which include water and sewer main extensions and repairs, water and sewer plant improvements, drainage improvements, and street maintenance improvements.
- The department also reviews building permits and ensures that all construction is in accordance with City Ordinances and other government agencies; issues water and sewer taps for new utility service for the public and handles floodplain and floodway management.
- The Engineering Department completes surveys for designs for the Engineering department and also for private engineering and architect firms.

- The Engineering Department provides other services such as plat administration and review, issuance of utility permits, and state road permits.
- The GIS (Geographical Information System) is in the Engineering Department. It supplies and maintains information for the City's water and sewer utilities, planning, property boundaries, streets, addressing, easements, right-of-ways, floodplain and floodway, and drainage. It also does map production.
- The survey crew provides information for GIS mapping.

### WORK PROGRAM

The Engineering Department will strive to ensure plats are reviewed within seven days of receipt and permits for construction are approved in a timely manner. Complete surveys and designs for Capital Improvement Projects and others as the need arises.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of Plats reviewed	47	33	35
Plat reviews are Completed within 7 days 90% of the time.	98%	97%	95%
Number of Permits Reviewed	292	309	310
Approve Permits for Construction within 2 days 90% of the time.	93%	93%	93%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	452,514	455,268	453,427	475,472
Benefits	154,046	175,767	174,849	182,940
Supplies	10,001	15,905	14,905	15,405
Maintenance of Equipment	18,543	19,950	19,950	19,950
Miscellaneous Services	65,138	76,242	76,242	73,808
<b>TOTAL</b>	<b>700,242</b>	<b>743,132</b>	<b>739,373</b>	<b>767,575</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
City Engineer / Director of Public Utilities	1	1	1	1
Clerk - Sr. Level	1	1	1	1
Engineering Tech II	1	1	1	1
Construction Inspector	2	2	2	2
Survey Crew Chief	1	1	1	1
GIS Coordinator	1	1	1	1
Engineering Tech I	1	1	1	1
GPS Technician	1	1	1	1
<b>FULL TIME</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

## SIGNIFICANT CHANGES





## GENERAL FUND

### MISSION

The mission of the Street Department is to provide quality streets, drainage, and traffic control devices, for the citizens of Lufkin.

### WORK PROGRAM

The Street Department will continue to maintain streets, right-of-ways, detention ponds, drainage systems, and traffic control devices. The department will strive to complete the 2017 Street Overlay List.

### DESCRIPTION OF SERVICES PROVIDED

- The Street Department consists of 34 full time employees that maintain and repair 211.4 miles of streets. This includes street overlays, pothole patching and utility cuts, crack sealing, and base repair.
- The department constructs new full-depth asphalt streets on lime-stabilized sub-grade along with some street reconstruction.
- The department also constructs and maintains the drainage systems consisting of detention ponds, open ditches, creeks, channels, storm drains, drainage culverts, inlets, curbs, and gutters.
- The department sweeps streets, maintains right-of-ways by mowing, edging, application of herbicide and maintains traffic control devices including signs, signal lights, school flashers and pavement markings.

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of street overlay projects completed annually	19	18	19
Number of street overlay projects completed within 1 week of due date	13	15	16
Street overlay projects completed within 1 week of due date 70% of time	68%	83%	84%
Feet of open channels cleaned	26,835	24,566	25,700
Feet of open channels cleaned within 3 weeks of inspection	23,078	21,372	22,102
Open channels cleaned within 3 weeks of inspection 80% of time	85%	86%	86%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	1,058,986	1,046,648	1,070,231	1,053,619
Benefits	433,439	511,244	487,837	518,920
Supplies	185,295	221,330	195,140	218,650
Maintenance of Equipment	711,474	1,049,500	1,372,655	1,243,650
Miscellaneous Services	901,064	995,773	1,002,433	1,015,767
Capital Outlay	-	-	4,400	-
<b>TOTAL</b>	<b>3,290,258</b>	<b>3,824,495</b>	<b>4,132,696</b>	<b>4,050,606</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Street Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Administrative Assistant	1	1	1	1
Crew Leader III	3	3	3	3
Crew Leader II	2	2	2	2
Light Equipment Operator	2	2	2	2
Heavy Equipment Operator	3	3	3	3
General Craftsman	1	1	1	1
Concrete Technician	1	1	1	1
Driver II	8	8	8	8
Street Sweeper Operator	2	2	2	2
Street Mowing Technician	2	2	2	2
Utility Technician	2	2	2	2
Maintenance Worker	5	5	5	5
Laborer I (part-time)	1	1	1	1
<b>FULL TIME</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Street / Administration

## GENERAL FUND

**DIVISION: Administration**

### DIVISION DESCRIPTION

The Administration Division is responsible for the direction and supervision of all Street Department projects and personnel. This division also maintains departmental records of projects and prepares the budget.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	166,064	161,763	163,518	165,952
Benefits	63,896	59,763	60,009	61,604
Supplies	5,220	4,990	6,750	5,660
Maintenance of Equipment	571	750	750	750
Miscellaneous Services	14,821	14,250	14,510	14,790
Capital Outlay	-	-	4,400	-
<b>TOTAL</b>	<b>250,572</b>	<b>241,516</b>	<b>249,937</b>	<b>248,756</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Street Superintendent	1	1	1	1
Assistant Street Superintendent	1	1	1	1
Administrative Assistant	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Street / Street & Drainage Repair

## GENERAL FUND

### DIVISION: Street & Drainage Repair

#### DIVISION DESCRIPTION

The Repair Division is responsible for all street and drainage repairs, such as patching potholes and repairing utility cuts and storm drains. The division also maintains and constructs new drainage systems.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	270,279	277,443	293,566	289,423
Benefits	93,941	142,588	137,149	146,571
Supplies	36,803	38,345	34,095	39,195
Maintenance of Equipment	270,578	322,500	322,725	321,650
Miscellaneous Services	47,234	46,008	46,008	59,086
<b>TOTAL</b>	<b>718,835</b>	<b>826,884</b>	<b>833,543</b>	<b>855,925</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Crew Leader III	1	1	1	1
Crew Leader II	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Concrete Technician	1	1	1	1
Driver II	2	2	2	2
Utilities Technician	2	2	2	2
Maintenance Worker	2	2	2	2
<b>FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Street / Street Maintenance

## GENERAL FUND

**DIVISION: Street Maintenance**

### DIVISION DESCRIPTION

The Maintenance Division maintains all streets which includes street reconstruction, street overlays, and crack sealing.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	336,439	325,798	336,678	317,570
Benefits	141,032	166,947	153,619	167,737
Supplies	52,808	67,195	57,195	67,195
Maintenance of Equipment	374,810	677,250	998,680	872,250
Miscellaneous Services	793,957	856,350	856,350	857,296
<b>TOTAL</b>	<b>1,699,046</b>	<b>2,093,540</b>	<b>2,402,522</b>	<b>2,282,048</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Crew Leader III	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Crew Leader II	1	1	1	1
Light Equipment Operator	1	1	1	1
Driver II	6	6	6	6
<b>FULL TIME</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Street / ROW & Traffic Control

## GENERAL FUND

### DIVISION: ROW & Traffic Control

#### DIVISION DESCRIPTION

This division is responsible for street sweeping and right-of-way maintenance including mowing, edging, and herbicide application throughout the City. The division also maintains all traffic control devices and pavement markings.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	286,204	281,644	276,469	280,674
Benefits	134,570	141,946	137,060	143,008
Supplies	90,464	110,800	97,100	106,600
Maintenance of Equipment	65,515	49,000	50,500	49,000
Miscellaneous Services	45,052	79,165	85,565	84,595
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>621,805</b>	<b>662,555</b>	<b>646,694</b>	<b>663,877</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Crew Leader III	1	1	1	1
General Craftsman	1	1	1	1
Light Equipment Operator	1	1	1	1
Sweeper Operator/Driver II	2	2	2	2
Mowing Technician	2	2	2	2
Maintenance Worker	3	3	3	3
Labor-Part Time Seasonal	1	1	1	1
<b>FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Fleet Services

## GENERAL FUND

### MISSION

The mission of the Fleet Services Department is to provide the best possible service to the City departments through high quality maintenance and mechanical repair of City vehicles and equipment in the most efficient, timely, and cost effective manner possible.

### WORK PROGRAM

Fleet Services personnel will continue to strive to complete preventative maintenance within scheduled timeframe. Also fleet personnel will strive to process all fuel and maintenance charges within thirty days or less.

### DESCRIPTION OF SERVICES PROVIDED

- The Fleet Services Department services and maintains the City's vehicles and equipment as well as maintains quality control standards through repair records.
- All city vehicles and equipment undergo routine preventive maintenance in order to ensure fleet reliability and safety.
- A parts inventory is kept on site to provide a faster turnaround time to the City departments.
- Pool vehicles are kept for departments to use in the event an extra is needed.



Fleet Maintenance Facility for City of Lufkin

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2016-2017 Budget
Total number of new work orders	1,817	1,840	1,855
Total number of preventive maintenance work orders	385	400	425
Completed Preventative Maintenance within schedule 90% of the time.	90%	95%	95%
Total number of fuel charges processed monthly.	1,700	1,725	1,715
% of fuel charges processed in 30 days.	100%	100%	100%
% of fuel charges processed monthly 90% of the time.	90%	95%	95%



<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	212,596	210,469	207,690	216,294
Benefits	98,544	95,132	94,255	97,333
Supplies	24,497	22,900	20,760	20,850
Maintenance of Equipment	3,726	7,350	20,350	14,850
Miscellaneous Services	14,684	22,438	18,388	17,438
Sundry Charges	5,640	-	-	-
<b>TOTAL</b>	<b>359,687</b>	<b>358,289</b>	<b>361,443</b>	<b>366,765</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Fleet Garage Supervisor	1	1	1	1
Warehouse Clerk	1	1	1	1
Equipment Mechanic	4	4	4	4
Foreman	1	1	1	1
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>SIGNIFICANT CHANGES</b>



**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

**COMMUNITY DEVELOPMENT**

**The Community Development Departments include the following:**

- **Planning and Zoning**
- **Community Development / Mainstreet**

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Planning & Zoning

## GENERAL FUND

### MISSION

The mission of the Planning and Zoning Department is to promote quality growth and development that will serve the current and future needs of Lufkin in a proactive manner.

### DESCRIPTION OF SERVICES PROVIDED

- The Planning and Zoning (P&Z) Department serves the public by providing technical assistance relating to adopted land use regulations and serving in an advisory role to developers along with performing subdivision, zoning, permit review and annexations.
- The Department is responsible for making recommendations to the P&Z Commission and City Council on matters pertaining to the development of the City.
- The P&Z Department is the City's liaison to local entities endeavoring to retain, expand, and attract business to Lufkin and provide affordable housing opportunities.

### WORK PROGRAM

In fiscal year 2017, Planning and Zoning department will focus on continued evaluation and adoption, where appropriate, of development ordinances; serve as an assistant to professional developers; the general public and the governing body related to land use; implement Green Initiatives in Lufkin in support of community sustainability; while continuing staff development and education to stay informed of current trends in Planning on the local, state, and national level. Respond to citizen interest in developing a long range Trails program with an emphasis on walkability of the downtown area while planning for a healthy, active city.

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of Plat reviews completed	45	40	401
Number of plat reviews completed within 2 business days	40	35	35
Complete all plat reviews within 2 business days, 95% of time	98%	95%	95%
Number of Zoning Cases	25	20	20
Number of zoning cases meeting legal documentation deadlines	25	20	20
Complete zoning case deadlines, 90% of the time	95%	95%	95%

FUND

**General**

DEPARTMENT

**Planning and Zoning**

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	146,498	154,755	156,207	159,130
Benefits	48,286	59,327	56,516	61,141
Supplies	5,330	7,050	6,850	7,550
Maintenance of Equipment	-	4,900	6,010	4,900
Miscellaneous Services	13,564	20,390	18,375	19,390
Sundry Charges	500	500	500	-
<b>TOTAL</b>	<b>214,178</b>	<b>246,922</b>	<b>244,458</b>	<b>252,111</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Planning & Zoning Director	1	1	1	1
Assistant City Planner	1	1	1	1
Clerk - Journeyman	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Community Development

## GENERAL FUND

### MISSION

The mission of Community Development/Main Street Lufkin is to work in conjunction with downtown property owners, tenants, employees, city staff, and visitors to facilitate a safe, clean, attractive, an economically viable downtown. While fostering historic preservation, a good overall image, and a wholesome environment, these goals will be accomplished by utilizing the Texas Main Street Four-Point approach system. Organization, Promotion, Economic

- The department oversees the beautification and upkeep in downtown.
- The Main Street Department promotes a viable downtown through media, special events and tours.
- The Main Street Department coordinates business training/education to merchants and board training provided by the Texas Historical Commission
- The Main Street Department maintains a current vacancy list for potential businesses and keeps the community abreast of downtown happenings.

### DESCRIPTION OF SERVICES PROVIDED

- The Main Street Program is designed to assist the revitalization of historic downtown through the use of preservation and economic development strategies.
- The department accomplishes these goals by the four major components utilized in developing a successful downtown: quality design, promotion, economical restructuring and organization.
- The Main Street department is a liaison between downtown businesses and City departments.

### WORK PROGRAM

The Department will continue to work to bring more businesses downtown while acting as a catalyst to create an environment that generates a positive downtown image. Main Street will continue to work with the public to have their events in downtown via street parties, downtown venues, etc., while supporting the merchants' sales. Fiscal year 2017 goal for Main Street Department is to continue to develop the Central Business District thorough events, beautification projects and by encouraging businesses to establish, expand or relocate to the revitalizing downtown.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of community events	12	15	17
Number of community events with sponsorships	12	15	17
% of community events sponsored with a minimum 50% sponsorship rate	100%	100%	100%
Total number of downtown properties available for lease and/or sale logged and posted to website.	12	7	7
Number of new businesses referred for tax abatement, etc.	1	0	2
Log 90% of downtown properties available for lease and sale and refer new businesses for tax abatement.	100%	100%	100%

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	115,851	114,922	115,758	115,850
Benefits	50,942	48,297	48,380	49,574
Supplies	3,250	3,995	4,703	4,367
Miscellaneous Services	6,670	11,850	11,350	10,981
Incentives	-	-	-	-
<b>TOTAL</b>	<b>176,713</b>	<b>179,064</b>	<b>180,191</b>	<b>180,772</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Main Street Director	1	1	1	1
Clerk-Journeyman	1	1	1	1
Maintenance Worker	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# **CULTURE AND RECREATION**

**The Cultural and Recreational Departments include the following:**

- **Parks and Recreation Department**
- **Ellen Trout Zoo**
- **Kurth Memorial Library**



## GENERAL FUND

### MISSION

The mission of the Parks & Recreation Department is to ensure safe, clean, and enjoyable parks and recreation facilities through programs that will accommodate the leisure needs of the citizens of Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

- The Parks and Recreation Department maintains park grounds, equipment, and support facilities in all city parks.
- The department coordinates seasonal projects, sports leagues, special events, and leisure activities with independent organizations to meet the increasing demand for leisure activities in the local parks.
- Additional duties of the department include landscape maintenance of several public buildings and right-of-ways, delivering bleachers and tables for numerous city events, fogging for mosquitoes, and assisting with tournament scheduling and maintenance.

### WORK PROGRAM

The Parks Department will be replacing the roof on the restroom facility at boy's baseball at Morris Frank Park. The Department will continue to make improvements to the restrooms at Grace Dunne Richardson Park. New plumbing fixtures will be installed at the restrooms at Kit McConnico Park. The Department will continue to make improvements to the baseball/softball fields. The Parks Department will be working with Lufkin Landscape Task Force at beautifying Gaslight Blvd. The City will be trying to build an outdoor skate park at Kiwanis Park. The Parks Department will be working with the Angelina Rotary Club at installing three new water fountains at Kiwanis Park. The Parks Department will be making improvements to the Azalea Trail with better lighting and adding asphalt where needed. The Department will continue to cut dead trees in all parks, grind stumps and add saw dust to all playgrounds

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of Participants in Recreation Programs	1,450	1,500	1,750
Number of Athletic Tournaments Sponsored	7	7	7
Fully utilize 50% of Recreational Facilities, 75% of time	75%	75%	75%
Number of Park and Playground Inspections Performed	36	36	36
Number of Pesticide Applications 95% of time	95%	95%	95%
Parks will meet Inspection Guidelines, 95% of time	95%	95%	95%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	698,400	727,880	663,098	762,950
Benefits	293,780	353,678	334,961	361,408
Supplies	103,564	123,761	106,171	132,484
Maintenance of Equipment	127,425	104,300	170,990	103,344
Miscellaneous Services	344,157	421,203	426,383	444,232
Sundry Charges	60	80	80	80
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>1,567,386</b>	<b>1,730,902</b>	<b>1,701,683</b>	<b>1,804,498</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director—Parks & Leisure	1	1	1	1
Assistant Director Parks	1	1	1	1
Parks Superintendent	1	1	1	1
Clerk Senior Level	1	1	1	1
Crew Leader I	2	2	2	2
Crew Leader II	1	1	1	1
Laborer	16	16	16	16
Custodian/Building Maintenance	2	2	2	2
Downtown Center Supervisor (P/T)	1	1	1	1
Recreation Specialist	2	2	2	2
Lifeguard (P/T)	3	3	3	3
League Supervisor (P/T)	1	1	1	1
<b>FULL TIME</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
<b>PART TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>TOTAL</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>

### SIGNIFICANT CHANGES



**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Parks and Recreation / Administration

## GENERAL FUND

**DIVISION: Administration**

### DIVISION DESCRIPTION

The Administration division includes office and recreation staff and is responsible for the direction of the Parks and Recreation Department. This also includes a recreational staff that is supported by the General Fund and the Parks Advisory Board appointed by City Council.



Bronaugh Park

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	210,376	232,498	217,147	239,199
Benefits	74,246	86,472	87,127	91,748
Supplies	4,393	5,600	5,600	5,470
Miscellaneous Services	20,446	23,591	22,771	22,936
Sundry Charges	60	80	80	80
<b>TOTAL</b>	<b>309,521</b>	<b>348,241</b>	<b>332,725</b>	<b>359,433</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director—Parks & Leisure	1	1	1	1
Assistant Director—Parks	1	1	1	1
Clerk Senior Level	1	1	1	1
Downtown Center Supervisor (P/T)	1	1	1	1
Recreation Specialist	2	2	2	2
League Supervisor (P/T)	1	1	1	1
Lifeguard (P/T)	3	3	3	3
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Parks and Recreation / Park Maintenance

## GENERAL FUND

### DIVISION: Park Maintenance

#### DIVISION DESCRIPTION

The Park Maintenance division includes employees and expenses for the maintenance of parks, recreation facilities, community centers, beautification projects, fogging, maintaining ball fields and special events hosted by the City or special interest groups within the City.



Big Climber at Kiwanis Park

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	488,024	495,382	445,951	523,751
Benefits	219,534	267,206	247,834	269,660
Supplies	99,171	118,161	100,571	127,014
Maintenance of Equipment	127,425	104,300	170,990	103,344
Miscellaneous Services	323,711	397,612	403,612	421,296
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>1,257,865</b>	<b>1,382,661</b>	<b>1,368,958</b>	<b>1,445,065</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Parks Superintendent	1	1	1	1
Crew Leader I	2	2	2	2
Crew Leader II	1	1	1	1
Laborer	16	16	16	16
Custodian / Building Maintenance	2	2	2	2
<b>FULL TIME</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>



## GENERAL FUND

### MISSION

The mission of the Ellen Trout Zoo is to cultivate an appreciation of the natural world, to provide environmental education, to promote wildlife conservation and to offer nature oriented recreation for everyone.

### DESCRIPTION OF SERVICES PROVIDED

- The Ellen Trout Zoo houses and exhibits a representative collection of living organisms and attracts visitors mainly from throughout East Texas and western Louisiana.
- The Zoo receives visitors from throughout the US and many foreign countries.
- The Zoo also has an active, multifaceted educational program focusing on wildlife, environmental, conservation, and science education issues.
- The Zoo is involved in breeding programs for significant species and partnering with government and private entities to support conservation initiatives on locally impacted species.
- Researchers are encouraged to utilize the collection for the advancement of biological knowledge.

### WORK PROGRAM

The Ellen Trout Zoo's top priorities will continue to be: housing and exhibiting a diverse, representa-

tive collection of animals; maintaining high quality animal care and management standards; and serving the needs of guests and visitors. We will continue the Zip Code Survey to track visitors and to understand these demographics and the economic benefit of the Zoo to the community. The new Education Center will continue the educational programming that we offer for area schools as well as for out of town schools that utilize the zoo. We will also continue to offer opportunities for environmental training for area teachers. This facility will also provide a venue for conservation, science and natural resource management meetings. Planning for the great ape exhibit will proceed as well as initiating the process for a new Master Plan for the zoo.



New Education Center / Admin Complex at Ellen Trout Zoo in Lufkin, Texas

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total number of visitors to Zoo annually	131,610	132,000	132,000
Total number of visitors to Zoo annually from outside Angelina County	75,018	75,204	58,560
% of visitors from other counties	52%	52%	52%
Total number of people in Zoo programs	10,000	10,000	10,000
Total number of Zoo programs sponsored by organizations other than the City	4	4	4
% of Zoo Exhibitions & Facilities majority funded by outside organizations	95%	95%	95%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	781,693	821,920	844,484	857,764
Benefits	327,271	375,653	380,950	388,237
Supplies	195,640	202,400	202,210	202,200
Maintenance of Equipment	3,404	4,200	4,830	4,200
Miscellaneous Services	169,835	197,957	189,522	190,322
<b>TOTAL</b>	<b>1,477,843</b>	<b>1,602,130</b>	<b>1,621,996</b>	<b>1,642,723</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Zoo Director	1	1	1	1
Education Services Director	1	1	1	1
General Curator	1	1	1	1
Zoo Veterinarian	1	1	1	1
Clerk Journeyman	1	1	1	1
Collection Manager	4	4	4	4
Assistant Collection Manager	3	3	3	3
Zoo Keepers	4	5	5	5
Crewleader II	1	1	1	1
Maintenance Worker	3	3	3	3
Cashier	2	2	2	2
Office Assistant (P/T)	1	1	1	1
Educator / Interpreter	1	1	1	1
Seasonal Zoo Attendants(P/T)	1	1	1	1
<b>FULL TIME</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>24</b>
<b>PART TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>25</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>SIGNIFICANT CHANGES</b>				
FY2016: Zoo Keeper was added.				



**Fiscal Year  
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CITY OF LUFKIN, TEXAS

# Kurth Memorial Library

## GENERAL FUND

### MISSION

The library exists to provide excellent information services, improve literacy and promote lifelong learning for all citizens of Angelina County by providing up-to-date information on all subjects, in a variety of formats, representing varying viewpoints, and by providing a well-trained, service-oriented staff.

### DESCRIPTION OF SERVICES PROVIDED

- The Library selects, purchases, organizes, catalogs, stores, preserves and maintains information.
- The Library organizes, stores and retrieves information in a variety of formats.
- The Library disseminates information, for education, self-improvement, business, medical, hobby, research, study and pleasure.

- The Library provides educational and enrichment programs to encourage literacy among all citizens and encourages lifelong learning.

### WORK PROGRAM

The primary goals of the Kurth Memorial Library for the fiscal year 2017 are to develop and implement a new strategic plan to provide the community with services over the next 5 years and to develop a new collection development plan with the input from a collection assessment consultant.

Ongoing goals include increasing the library's visibility and scope within the community through advertising and collaboration and continuing to improve existing outreach and programming services.



## WORKLOAD INDICATORS & PERFORMANCE MEASURES

	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of Help Desk Requests	84,257	84,920	90,000
Total Circulation and In-House Use	274,268	274,545	290,000
Number of Patron Visits	152,953	130,620	125,000
Number of Materials Processed (New, reprocessed, Withdrawn)	12,855	13,228	26,000
Number of Programs for Public	297	485	450
Patron attendance at Program	29,339	15,718	26,000

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	343,925	351,046	347,202	353,321
Benefits	149,128	152,428	157,864	162,424
Supplies	17,878	23,500	22,500	20,950
Maintenance of Equipment	47,193	37,100	35,600	35,045
Miscellaneous Services	69,165	76,110	75,610	76,275
<b>TOTAL</b>	<b>627,289</b>	<b>640,184</b>	<b>638,776</b>	<b>648,015</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Library Director	1	1	1	1
Assistant Library Director	1	1	1	1
Clerk-Entry Level	4	4	4	4
Library Assistant	2	2	2	2
Library Assistant IT-Tech	1	1	1	1
Library Aide (Part time)	5	5	5	5
Library Assistant (Summer)	1	1	1	1
Custodian	1	1	1	1
<b>FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PART TIME</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Non—Departmental

## GENERAL FUND

### MISSION

Non-departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

### DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments.

Items included as expenditures are bad debt expens-

es, software payments, insurance payments and contingency accounts.

### WORK PROGRAM

Budgeted in the department for Fiscal year 2017 are the following items:

Unemployment Insurance Claims	\$ 10,000
Liability Insurance Premium	\$ 147,233
Contingency Amount	\$ 50,000
Lease Payments: Principal and Interest	\$ 90,881
Retiree Insurance Premium Transfer	\$ 165,000

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	-	429,911	226,419	417,073
Benefits	6,946	15,000	5,000	10,000
Miscellaneous Services	195,853	247,233	217,958	197,233
Sundry Charges	1,924	-	-	-
Debt Service	30,073	39,799	39,799	90,881
Transfer	311,003	217,500	1,012,500	215,000
<b>TOTAL</b>	<b>545,799</b>	<b>949,443</b>	<b>1,501,676</b>	<b>930,187</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				
SIGNIFICANT CHANGES				







## **WATER/WASTEWATER FUND**

The Water/Wastewater Fund is used to account for the provision of water and wastewater services to residents of the City. All activities necessary to provide water/wastewater services are included in this fund. Accounting activities are similar to commercial accounting in that revenues and expenses are accounted for on a full accrual basis, depreciation expense is recognized on the income statement, and all costs are recovered through user charges.

The Water/Wastewater Fund contains four departments: Utility Collections, Wastewater Treatment, Water Production and Water/Sewer Utilities.

Utility Collections is responsible for billing and collecting water, wastewater, and solid waste revenues, and collects in excess of \$21 million each year.

The Wastewater Treatment department is responsible for treating all wastewater from the wastewater collection system. The treatment plant is a waste activated sludge plant with a treatment capacity of 11.3 million gallons per day. The plant experiences an average daily flow of over 6 million gallons and maintains a laboratory and staff to test industrial waste discharge to ensure compliance with effluent discharge limits and pre-treatment standards.

The Water Production department is responsible for maintaining adequate water supplies for the City of Lufkin. There are currently twenty-four water wells that provide water for the City, with four ground and five elevated storage tanks as reserves.

The Water/Sewer Utilities department maintains the wastewater collection system. Its primary function is repair and replacement of existing water and sewer lines, but is also responsible for new water and sewer taps, installing extension lines, and infiltration/inflow correction.

**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Utility Collections

## WATER / WASTEWATER FUND

### MISSION

The mission of the Utility Collection Department is to provide accurate and timely utility billings, collections and record keeping while insuring prompt deposit of revenues for the benefit of the City in its efforts to provide services to the citizens of Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

- The Utility Collection Department performs meter reading, billing and collection functions. Approximately 15,450 meters are read per month.
- Meter readers also disconnect services on non-deposit accounts and provide this information to service personnel.
- Service personnel develop routes, connect and disconnect services for nonpayment of bills, perform customer requested inspections and check for leaks as required.
- Office personnel maintain customer accounts, perform customer billing functions, collect customer deposits, maintain billing records,

prepare work orders and coordinate new customer services.

- They also assist customers with billing inquiries and receive customer payments.

### WORK PROGRAM

The Utility Collections department will continue to develop employees customer service expertise with available resources and applicable training materials. The department will provide and maintain information regarding meter change-out procedures and scheduling to ensure optimal application of meter reliability and accuracy of billing information. The department will also interface with appropriate departments to maintain current radio frequency reading effectiveness.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total number of bills generated monthly.	15,300	15,350	15,450
Total accurate number of bills generated monthly within 2 working days of cycle billing date.	15,250	15,350	15,450
Bill all active utility customers on a monthly basis within 99% accuracy level within 2 working days of cycle date.	100%	100%	100%
Total number of customer requested connects/disconnects on Monthly basis.	462	476	500
Number of connects/disconnects completed within one working day of request	457	476	500
Performed connects/disconnects within one working day of request 98% of time.	98%	98%	100%

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	406,325	400,808	405,406	411,610
Benefits	182,701	184,413	184,373	188,917
Supplies	92,412	100,450	102,450	101,060
Maintenance of Equipment	9,232	16,395	16,395	18,980
Miscellaneous Services	89,183	96,623	106,623	103,247
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>779,853</b>	<b>798,689</b>	<b>815,247</b>	<b>823,814</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Accounting Tech Entry	0	2	2	2
Utility Billing Clerk	5	3	3	3
Crew Leader III	1	1	1	1
Maintenance Worker	2	2	2	2
Meter Reader	2	2	2	2
<b>FULL TIME</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
SIGNIFICANT CHANGES				
FY2015: Two Utility Billing clerks positions were changed to Accounting Tech Entry positions.				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Utility Collections / Billing and Collection

## WATER / WASTEWATER FUND

### DIVISION: Billing and Collection

#### DIVISION DESCRIPTION

The Billing and Collection division includes departmental administration, utility billing, and collection activities. The administrative function is responsible for the day-to-day management, policy formulation, and planning activities of the department. Billing and collection activities include utility bill processing and mailing, collection of utility payments, and cash reconciliation of billing and collection.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	256,363	251,620	254,502	258,448
Benefits	108,251	113,341	113,752	116,244
Supplies	73,757	79,150	84,150	79,760
Maintenance of Equipment	2,586	7,995	7,995	8,170
Miscellaneous Services	77,407	81,895	91,895	88,885
<b>TOTAL</b>	<b>518,364</b>	<b>534,001</b>	<b>552,294</b>	<b>551,507</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Technician Entry	0	2	2	2
Utility Billing Clerk	5	3	3	3
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Utility Collections / Meter Reading

## WATER / WASTEWATER FUND

### DIVISION: Meter Reading

#### DIVISION DESCRIPTION

The Meter Reading division is responsible for reading residential and commercial water meters throughout the city, disconnecting service for non-payment of utility bill, performing customer requested inspections, responding to customer questions and/or concerns, connection/disconnection of services as requested by customer and reviewing questionable readings prior to billing.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	149,962	149,188	150,904	153,162
Benefits	74,450	71,072	70,621	72,673
Supplies	18,655	21,300	18,300	21,300
Maintenance of Equipment	6,646	8,400	8,400	10,810
Miscellaneous Services	11,776	14,728	14,728	14,362
<b>TOTAL</b>	<b>261,489</b>	<b>264,688</b>	<b>262,953</b>	<b>272,307</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Crew Leader	1	1	1	1
Maintenance Worker	2	2	2	2
Meter Reader	2	2	2	2
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Wastewater Treatment

## WATER / WASTEWATER FUND

### MISSION

The mission of the Wastewater Treatment Plant is to evaluate and treat sewage in order to meet the standards set forth by the TCEQ and the EPA to allow for safe streams and rivers.

### DESCRIPTION OF SERVICES PROVIDED

- Wastewater Treatment is responsible for the operation and maintenance of the treatment plant.
- The plant is a conventional waste activated sludge plant with a treatment capacity of 11.3 million gallons per day with an average flow of 6.3 million gallons per day.
- Activated sludge is transferred to three 700,000 gallon anaerobic digesters, held for 15 days at 100 to 105 degrees F. The anaerobic sludge is de-watered by a belt press then trucked to a permitted beneficial land use site.
- The plant effluent is discharged into Hurricane Creek.

### WORK PROGRAM

The staff of the WWTP will continue to operate and maintain the plant so that all standards set by TCEQ are met. The maintenance division will repair and maintain the structures, equipment and grounds of the Wastewater Treatment Plant. The plant employees will continue to maintain the Plant grounds to provide a positive appearance to the Public.



Wastewater Treatment Plant Aeration Basin

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of gallons sewage treated annually	2,021,432,900	1,960,165,700	2,120,159,700
Total number of Lab test performed	23,240	22,848	23,508
TCEQ Monthly BOD Permit Value, Max 10mg/L	4	4	4
Number of tons of dry solids removed	745	855	865
Average treatment cost per ton of dry solids removed	\$81.22	\$80.51	\$82.65
TCEQ Monthly TSS Permit, Max Value 15 mg/ L	5	8	7



<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	668,972	699,044	710,973	739,808
Benefits	258,139	311,483	322,711	339,777
Supplies	262,404	253,700	248,700	266,365
Maintenance of Equipment	211,973	186,500	192,347	178,500
Miscellaneous Services	586,411	657,960	657,960	649,580
<b>TOTAL</b>	<b>1,987,899</b>	<b>2,108,687</b>	<b>2,132,691</b>	<b>2,174,030</b>

<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Director Utility Plant Operations	1	1	1	1
Asst. Director Utility Plant Operations	1	1	1	1
Office Manager	1	1	1	1
Environmental Manager	1	1	1	1
Environmental Technician	1	1	1	1
Lab Supervisor	1	1	1	1
Lab Technician	1	1	1	1
Operator II	1	1	1	1
Operator III	4	4	4	4
Truck Driver	1	1	1	1
Utility Worker	3	3	3	3
Maintenance Mechanic I	1	1	1	1
Maintenance Mechanic II	1	1	1	1
Maintenance Mechanic III	1	1	1	1
Electrical Maintenance Tech	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
<b>FULL TIME</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>

<b>SIGNIFICANT CHANGES</b>

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Wastewater Treatment / Administration

## WATER / WASTEWATER FUND

**DIVISION: Administration**

### DIVISION DESCRIPTION

The Administration Division supports all inter-departmental goals, receives additional training on environmental compliance regulations, implements all environmental regulation upgrades, collaborates with Plant Lab personnel on daily analysis, instructs and guides the operators and mechanics, implements and enforces the City's Pretreatment Program.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	246,709	238,336	239,865	244,405
Benefits	100,396	94,586	94,703	97,262
Supplies	8,534	10,600	9,850	10,265
Maintenance of Equipment	176	1,000	1,000	1,000
Miscellaneous Services	441,510	496,340	496,340	493,635
<b>TOTAL</b>	<b>797,325</b>	<b>840,862</b>	<b>841,758</b>	<b>846,567</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director Utility Plant Operations	1	1	1	1
Asst. Director Utility Plant Operations	1	1	1	1
Office Manager	1	1	1	1
Environmental Manager	1	1	1	1
Environmental Technician	1	1	1	1
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>



**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Wastewater Treatment / Operations

## WATER / WASTEWATER FUND

**DIVISION: Operations**

### DIVISION DESCRIPTION

The Operations Division is responsible for the efficient operation of the Wastewater Control Plant. The Division strives to meet goals established by the Administrative Division and the Administration of the City of Lufkin. Each operator is responsible for the plant effluent and biosolids disposal ensuring there is no state or federal violation

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	168,335	171,998	178,643	179,042
Benefits	75,362	75,462	76,129	77,583
Supplies	178,520	167,200	167,700	192,750
Miscellaneous Services	1,504	3,675	3,675	3,000
<b>TOTAL</b>	<b>423,721</b>	<b>418,335</b>	<b>426,147</b>	<b>452,375</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Operator II	1	1	1	1
Operator III	4	4	4	4
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Wastewater Treatment / Maintenance

## WATER / WASTEWATER FUND

**DIVISION: Maintenance**

### DIVISION DESCRIPTION

The Maintenance Division is responsible for maintaining and repairing equipment and tools associated with the Wastewater Treatment Plant and Water Plant.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	199,201	221,391	224,084	246,287
Benefits	58,036	109,731	104,903	117,122
Supplies	47,396	47,900	43,000	42,300
Maintenance of Equipment	211,797	185,500	191,347	177,500
Miscellaneous Services	43,367	43,545	43,545	43,545
<b>TOTAL</b>	<b>559,797</b>	<b>608,067</b>	<b>606,879</b>	<b>626,754</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Maintenance Mechanic I	1	1	1	1
Maintenance Mechanic II	1	1	1	1
Maintenance Mechanic III	1	1	1	1
Electrical Maintenance Tech	1	1	1	1
Utility Worker	3	3	3	3
Truck Driver	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
<b>FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Wastewater Treatment / Laboratory**

## **WATER / WASTEWATER FUND**

**DIVISION: Laboratory**

### **DIVISION DESCRIPTION**

The Laboratory Division is responsible for testing samples to ensure that the effluent and industrial pretreatment samples is consistent with standards set by Local, State and Federal statutes.

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	54,727	67,319	68,381	70,074
Benefits	24,345	31,704	46,976	47,810
Supplies	27,954	28,000	28,150	21,050
Miscellaneous Services	100,030	114,400	114,400	109,400
<b>TOTAL</b>	<b>207,056</b>	<b>241,423</b>	<b>257,907</b>	<b>248,334</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Laboratory Supervisor	1	1	1	1
Laboratory Technician	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Water Production

## WATER / WASTEWATER FUND

### MISSION

The mission of the Water Production Department is to provide the citizens and the industries of the City of Lufkin with safe, dependable, and inexpensive water for public consumption and adequate fire protection.

### DESCRIPTION OF SERVICES PROVIDED

- The Water Production staff is responsible for the maintenance and operation of the City of Lufkin Water Treatment Plant, twenty-three water wells, four one-million gallon capacity ground storage tanks, one two-million gallon capacity ground storage tank, four elevated storage tanks with a combined capacity of four -million gallons.
- The operation of these units will consistently meet or exceed State mandated regulations.

### WORK PROGRAM

The Fiscal 2017 goals for the Water Plant are to continue the rehabilitation of the Abitibi wells and

pump stations including the electrical upgrade estimated to cost \$400,000. The City is also working on a new water plant facility located at the Abitibi Plant site which is expected to be completed in 2016. The City's existing wells, pumps and storage tanks shall also be maintained to ensure a consistent quality and quantity of drinking water that meets or surpasses the requirements set by the State of Texas.



Water Storage Tank on Whitehouse Drive

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2017 Actual	2015-2016 Revised	2016-2017 Budget
Total gallons water pumped into distribution	2,683,667,000	2,719,309,000	2,787,490,000
Total Amount of Chlorine Used to Treat Water (in tons)	180	190	185
Monthly bacterial test are negative 100% of the time	100%	100%	100%
Operation & Maintenance Cost per million gallons of Water delivered to Distribution	\$684	\$638	\$677

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	42,838	44,291	44,573	45,124
Benefits	27,711	24,324	24,359	24,661
Supplies	236,149	262,000	258,000	273,800
Maintenance of Equipment	138,929	124,500	124,500	137,000
Miscellaneous Services	1,442,210	1,536,171	1,536,171	1,538,371
<b>TOTAL</b>	<b>1,887,837</b>	<b>1,991,286</b>	<b>1,987,603</b>	<b>2,018,956</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Operator II	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
<b>FULL TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year**  
**2017**



## WATER / WASTEWATER FUND

**DIVISION: Operations**

### DIVISION DESCRIPTION

The Operations Division is responsible for the operation of the water system ensuring a high quality drinking water is provided to the citizens and industry of Lufkin at the lowest possible cost.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	42,838	44,291	44,573	45,124
Benefits	27,711	24,324	24,359	24,661
Supplies	228,120	246,500	246,500	256,800
Miscellaneous Services	1,438,769	1,532,730	1,532,730	1,534,930
<b>TOTAL</b>	<b>1,737,438</b>	<b>1,847,845</b>	<b>1,848,162</b>	<b>1,861,515</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Operator II	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
<b>FULL TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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# Water Production / Maintenance

## WATER / WASTEWATER FUND

**DIVISION: Maintenance****DIVISION DESCRIPTION**

The Maintenance Division is responsible for maintaining all of the equipment, including water wells.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	8,029	15,500	11,500	17,000
Maintenance of Equipment	138,929	124,500	124,500	137,000
Miscellaneous Services	3,441	3,441	3,441	3,441
<b>TOTAL</b>	<b>150,399</b>	<b>143,441</b>	<b>139,441</b>	<b>157,441</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Water/Sewer Utilities

## WATER / WASTEWATER FUND

### MISSION

The mission of the Water and Sewer Utility Department is to provide the citizens of Lufkin with the highest quality and reliable service. Our goal is to operate in a cost effective manner by maintaining the water distribution system and sewer collection system with minimum interruptions of service.

the citizens on a daily basis by performing these functions in as timely and accurate manner as possible.

### WORK PROGRAM

The Water and Wastewater Utility Department goals are to operate in a cost effective manner by maintaining the water distribution system and sewer collection system with minimum interruptions of service to the citizens of Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

- The Water and Sewer Utility Department is responsible for all water distribution and sewer collection functions.
- The service responsibilities include maintenance of water and sewer mains, water and sewer taps, fire hydrant repair, pipe bursting, repair or replace broken mains, unstop sewer mains, dead end flushing of water mains, code enforcement of backflow preventers, and grease trap pumping.
- The department strives to meet the needs of

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of new water taps annually	175	136	112
Number of water leaks repaired annually	422	456	376
Water taps completed within 10 days of request 95% of the time	93%	95%	82%
Number of sewage stoppages annually	413	434	396
Feet of sewer main televised annually	32,557	35,316	36,417
Repair water leaks within 3 days of request 80% of the time	87%	86%	74%



EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	1,126,190	1,196,409	1,251,917	1,334,446
Benefits	403,257	561,933	531,565	584,326
Supplies	270,173	305,960	275,960	291,670
Maintenance of Equipment	863,684	821,440	897,065	903,565
Miscellaneous Services	372,503	361,346	360,996	365,030
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>3,035,807</b>	<b>3,247,088</b>	<b>3,317,503</b>	<b>3,479,037</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Water / Sewer Director	1	1	1	1
Assistant Director	1	1	1	1
Warehouse Clerk	1	1	1	1
Code Enforcement Officer	1	1	1	1
Clerk Journeyman	1	1	1	1
Clerk Apprentice	1	1	1	1
Maintenance Supervisor	0	1	1	1
CrewLeader II	2	2	2	2
CrewLeader III	4	3	3	3
Light Equipment Operator	8	7	7	7
Heavy Equipment Operator	2	1	1	1
Laborer	6	6	6	6
Electrician	1	1	1	1
Lift Station Operator	1	1	1	1
PLC Technician	1	1	1	1
Construction Supervisor	0	1	1	1
Water Utility Customer Service Inspector	1	1	1	1
Laborer	6	6	6	6
<b>FULL TIME</b>	<b>38</b>	<b>37</b>	<b>37</b>	<b>37</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>38</b>	<b>37</b>	<b>37</b>	<b>37</b>

### SIGNIFICANT CHANGES

FY2016 Revised: Closed HE Operator, Light Equip Operator, and Crewleader III. Added Maintenance Supervisor and Construction Supervisor.

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Water/Sewer Utilities/Administration

## WATER / WASTEWATER FUND

**DIVISION: Water/Sewer Administration**

cost effective manner with minimum interruptions of service to the water distribution and sewer collections systems.

### DIVISION DESCRIPTION

The Water / Sewer Utilities Department strive to provide the citizens of Lufkin with thigh quality and reliable service. Prepares, submits and over- sees an annual budget. Ensures compliance with policies and procedures. Strives to operate in a

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	212,111	230,707	258,410	305,914
Benefits	87,197	101,147	114,131	134,766
Supplies	25,078	25,970	25,970	26,680
Maintenance of Equipment	16,836	15,230	15,230	15,230
Miscellaneous Services	89,657	91,810	86,460	88,140
<b>TOTAL</b>	<b>430,879</b>	<b>464,864</b>	<b>500,201</b>	<b>570,730</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Water / Sewer Utilities Director	1	1	1	1
Assistant Director	1	1	1	1
Warehouse Clerk	1	1	1	1
Code Enforcement Officer	1	1	1	1
Maintenance Supervisor	0	1	1	1
Clerk Journeyman	1	1	1	1
Clerk Apprentice	1	1	1	1
<b>FULL TIME</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Water/Sewer Utilities/Water Utilities

## WATER / WASTEWATER FUND

### DIVISION: Water Utilities

### DIVISION DESCRIPTION

The Water Utilities department is responsible for all water utility functions. This responsibility encompasses services such as maintenance of the water distribution system, meter services, water taps, fire hydrant repair, repairs or replacement of

broken water lines, locating water lines for utilities and contractors, carrying out the radio read meter change out program. The Water Distribution department is responsible for extending water lines to accommodate the growth of the City. The Water Distribution Department continuously strives to meet the needs of the citizens on a daily basis by performing these functions in as timely and accurate manner as possible.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	426,976	432,746	432,825	439,447
Benefits	144,997	201,502	197,725	211,074
Supplies	69,303	82,510	72,510	77,510
Maintenance of Equipment	447,649	464,505	533,130	533,130
Miscellaneous Services	66,470	54,391	54,391	53,928
<b>TOTAL</b>	<b>1,155,395</b>	<b>1,235,654</b>	<b>1,290,581</b>	<b>1,315,089</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Crew Leader III	1	1	1	1
Crew Leader II	2	2	2	2
Light Equipment Operator	3	3	3	3
Maintenance Worker	2	2	2	2
Water Utility Customer Service Inspector	1	1	1	1
Laborer	6	6	6	6
<b>FULL TIME</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Water/Sewer Utilities/Sewer Utilities

## WATER / WASTEWATER FUND

### DIVISION: Sewer Utilities

#### DIVISION DESCRIPTION

The Sewer Collections Department is responsible for all sewer utilities functions. The responsibility encompasses services such as maintenance of the sewer collections system, cleaning sewer lines, sewer taps, manhole repair, repair or replacement

of broken sewer lines, locating sewer lines for other utilities and contractors. Televising of sewer lines, daily inspections of sewer lift stations. The sewer collections department is responsible for extending sewer lines to accommodate the growth of the City. The sewer collections Department continuously strives to meet the needs of the citizens on a daily basis by performing these functions in a timely and accurate manner as possible.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	487,103	532,956	560,682	589,085
Benefits	171,063	259,284	219,709	238,486
Supplies	175,792	197,480	177,480	187,480
Maintenance of Equipment	399,199	341,705	348,705	355,205
Miscellaneous Services	216,376	215,145	220,145	222,962
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>1,449,533</b>	<b>1,546,570</b>	<b>1,526,721</b>	<b>1,593,218</b>
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader III	3	2	2	2
Light Equipment Operator	5	4	4	4
Heavy Equipment Operator	2	1	1	1
Electrician	1	1	1	1
Lift Station Operator	1	1	1	1
PLC Technician	1	1	1	1
Construction Supervisor	0	1	1	1
Maintenance Worker	4	4	4	4
<b>FULL TIME</b>	<b>17</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>17</b>	<b>15</b>	<b>15</b>	<b>15</b>

**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Non—Departmental

## WATER / WASTEWATER FUND

### MISSION

Non-departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

### WORK PROGRAM

Budgeted in the department for fiscal year 2017 are the following items:

Liability Insurance Premium	\$ 124,477
Contingency Amount	\$ 150,000
Allowance for Uncollectible Accounts	\$ 150,000
General and Administrative Charges	\$2,440,991
Funded Depreciation Transfers	\$2,110,278
Debt Service Transfers	\$3,331,892
Transfer to General Fund	\$ 565,518

### DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, insurance payments and contingency accounts.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	-	55,587	27,235	60,674
Benefits	2,256	-	-	-
Miscellaneous Services	132,244	274,477	274,477	274,477
Sundry Charges	4,366,810	4,645,977	4,645,977	4,701,269
Transfers	3,531,981	3,498,376	3,498,376	3,897,410
<b>TOTAL</b>	<b>8,033,291</b>	<b>8,474,417</b>	<b>8,446,065</b>	<b>8,933,830</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				



**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Solid Waste / Recycling Fund**

## **SOLID WASTE AND RECYCLING FUND**

The Solid Waste and Recycling Fund is an enterprise fund that is used to account for the activities of the Solid Waste and Recycling services. All activities required to provide these services are included in this fund. Accounting activities of the Solid Waste and Recycling Fund are recorded similar to commercial accounting in that full accrual accounting is utilized.

The Solid Waste department provides twice weekly pickup of residential garbage and recycled materials. One pickup includes household garbage only; the other pickup includes only recycled materials. The department also provides pickup of yard trimmings, brush and white goods to residential customers at no charge. Commercial customers are provided two-, three-, four-, six-, or eight-cubic yard container service, picked up one to five times weekly, based on customer selection.





## SOLID WASTE / RECYCLING FUND

### MISSION

The mission of the Solid Waste Department is to provide waste and debris pickup for both residences and businesses within the City of Lufkin as efficient and safe as possible.

### DESCRIPTION OF SERVICES PROVIDED

- The Solid Waste Department provides solid waste collection for residential customers utilizing a fully automated collection system. This service is provided through a once a week household garbage collection and a once a week single stream recyclables collection.
- Commercial and Industrial customers located within the City of Lufkin are offered front-load type and roll-off type (compacted and non-compacted) service with an available service frequency from once a week to up to six times weekly.
- Yard trimmings, brush, and junk collections are available to homeowners at no extra cost by submitting a work order request.
- The Litter Critter is a small dumpster that is rented by residential customers for small household cleanups, household remodels, and

garage cleanouts.

- Litter Abatement crew collects trash from City of Lufkin right of ways and some special events hosted by the City of Lufkin.

### WORK PROGRAM

To continue to monitor the Special Collections division and evaluate possible changes. This collection is very costly and the Residential Collections revenue is struggling to subsidize this program.



The Litter Critter

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Number of residential customers served	10,987	11,100	11,100
Number of commercial customers served	891	880	890
Complete scheduled routes within specified timeframes, 95% of time	96%	96%	96%
Complete work orders within one week, 95% of time.	68%	65%	65%



<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	992,685	786,061	866,639	859,964
Benefits	417,994	378,977	395,639	401,507
Supplies	387,570	450,840	391,940	437,950
Maintenance of Equipment	204,627	160,000	204,784	202,750
Miscellaneous Services	1,600,558	1,873,665	1,865,665	1,896,361
Sundry	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	<b>3,603,434</b>	<b>3,649,543</b>	<b>3,724,667</b>	<b>3,798,532</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Solid Waste Director	1	1	1	1
Solid Waste Assistant Director	1	1	1	1
Clerk –Journeyman	1	2	2	2
Clerk—Entry	0	0	0	0
Office Assistant III	1	0	0	0
Driver II	14	14	14	14
Driver III	3	3	3	3
Maintenance Mechanic/Welder	1	1	1	1
Fleet Service Writer	1	1	1	1
Laborer	2	2	2	2
Maintenance Worker	1	1	1	1
<b>FULL TIME</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>SIGNIFICANT CHANGES</b>				
Fiscal year 2015: The clerk entry position was eliminated and replaced with a relief driver. Office assistant III hired as a Clerk-Journeyman.				

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Solid Waste / Administration

## SOLID WASTE / RECYCLING FUND

**DIVISION: Administration**

### DIVISION DESCRIPTION

The Administration division is responsible for providing overall management, planning and direction of the daily activities of the Solid Waste and Recycling Departments.

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	281,630	162,082	163,288	165,559
Benefits	104,221	68,998	69,645	71,170
Supplies	23,083	25,340	25,240	24,700
Maintenance of Equipment	16,227	3,500	2,929	2,500
Miscellaneous Services	53,906	56,60	49,200	55,615
<b>TOTAL</b>	<b>479,067</b>	<b>316,520</b>	<b>310,302</b>	<b>319,544</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Solid Waste Director	1	1	1	1
Solid Waste Assistant Director	1	1	1	1
Clerk –Entry	0	0	0	0
Clerk –Journeyman	1	2	2	2
Office Assistant III	1	0	0	0
<b>FULL TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Solid Waste / Residential Collections

## SOLID WASTE / RECYCLING FUND

**DIVISION: Residential Collections**

### DIVISION DESCRIPTION

The residential collections division provides once a week pickup of solid waste and recyclable materials. This collection is performed by fully automated trucks using 96 gallon capacity carts.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	180,523	184,032	182,837	185,668
Benefits	88,465	89,453	89,106	90,839
Supplies	127,733	133,300	120,300	133,300
Maintenance of Equipment	48,328	40,500	65,250	75,250
Miscellaneous Services	467,639	561,037	561,037	561,037
<b>TOTAL</b>	<b>912,688</b>	<b>1,010,322</b>	<b>1,018,530</b>	<b>1,046,094</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Driver II	4	4	4	4
Driver III	2	2	2	2
<b>FULL TIME</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Solid Waste / Commercial Collection

## SOLID WASTE / RECYCLING FUND

**DIVISION: Commercial Collection**

### DIVISION DESCRIPTION

The Commercial Collection Division is responsible for providing garbage and recycling collection for the commercial establishments in the City on a regularly scheduled basis as selected by the customer.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	215,534	216,224	258,381	253,822
Benefits	105,364	105,871	115,357	115,700
Supplies	130,834	165,800	137,700	155,800
Maintenance of Equipment	86,845	81,000	91,605	80,000
Miscellaneous Services	597,927	668,059	667,459	667,225
<b>TOTAL</b>	<b>1,136,504</b>	<b>1,236,954</b>	<b>1,270,502</b>	<b>1,272,547</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Driver II	3	3	3	3
Driver III	2	2	2	2
SW Fleet Service	1	1	1	1
Maintenance Mechanic/Welder	1	1	1	1
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Solid Waste / Special Collections**

## **SOLID WASTE / RECYCLING FUND**

**DIVISION: Special Collections**

### **DIVISION DESCRIPTION**

The Special Collections division is responsible for collecting yard waste and junk. These items are to be collected according to a work order system schedule. Items with work orders will be given priority over items placed curbside with no work order.

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	247,790	159,115	189,768	192,912
Benefits	86,014	82,910	90,209	91,874
Supplies	27,923	34,300	28,900	34,050
Maintenance of Equipment	20,445	15,000	20,000	20,000
Miscellaneous Services	117,865	192,295	192,295	216,810
<b>TOTAL</b>	<b>500,037</b>	<b>483,620</b>	<b>521,172</b>	<b>555,646</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Driver II	4	4	4	4
Laborer	2	2	2	2
Maintenance Worker	1	1	1	1
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Solid Waste / Roll-off Collections**

## **SOLID WASTE /RECYCLING FUND**

### **DIVISION: Roll-off Collections**

#### **DIVISION DESCRIPTION**

The Roll-Off Division provides commercial, industrial and construction waste collection services within the City of Lufkin. This service is performed by utilizing 20, 30 or 40 cubic yard roll-off type collection boxes.

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	67,208	64,608	72,365	62,003
Benefits	33,930	31,745	31,322	31,924
Supplies	77,997	90,100	79,800	90,100
Maintenance of Equipment	32,782	20,000	25,000	25,000
Miscellaneous Services	363,221	395,674	395,674	395,674
<b>TOTAL</b>	<b>575,138</b>	<b>602,127</b>	<b>604,161</b>	<b>604,701</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Driver II	2	2	2	2
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Solid Waste / Recycling

## SOLID WASTE / RECYCLING FUND

### MISSION

The mission of the Recycling Department is to establish and perform a Recycling Program that works with the City and Regional Solid Waste Plans.

the recyclable materials collected from neighboring counties and other purchasing decisions that promote efficiencies within the department.

### DESCRIPTION OF SERVICES PROVIDED

- The Regional Recycling Center works in conjunction with the Solid Waste collection divisions within the Solid Waste department.
- This department receives and process all recyclable material that is delivered to the Recycling Center.
- This material is sorted by the different types and then run through a baler. The baled material is then sold to various recyclers.



Sorting recyclables at the Lufkin Recycling Center

### WORK PROGRAM

The Recycling Department will continue to promote the Recycling program through education and public awareness. The department will evaluate proposals to reduce costs such as reducing

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Average number of tons of recyclables collected per day	11	12	12
Average number of cubic yards of solid waste collected monthly	12,229	15,300	15,325
Tons of material sold and shipped from the Recycling Center.	2,650	2,700	2,760
Number of residents that participate in annual tire day	400	385	390

FUND

**Solid Waste / Recycling**

DEPARTMENT

**Recycling**

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	105,825	160,500	146,121	165,179
Benefits	61,872	92,321	89,056	94,411
Supplies	49,618	64,000	56,000	57,000
Maintenance of Equipment	17,580	37,000	37,000	48,000
Miscellaneous Services	144,130	190,358	180,158	191,170
<b>TOTAL</b>	<b>379,025</b>	<b>544,179</b>	<b>508,335</b>	<b>555,760</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Crew Leader II	1	1	1	1
Laborer	5	5	5	5
Maintenance Worker	1	1	1	1
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>SIGNIFICANT CHANGES</b>				



**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Non—Departmental

## SOLID WASTE / RECYCLING FUND

### MISSION

Non-departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

### DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, insurance payments and contingency accounts.

### WORK PROGRAM

Budgeted in the department for fiscal year 2017 are the following items:

Liability Insurance Premium	\$ 7,291
Allowance for Uncollectible Accounts	\$ 35,000
General and Administrative Charges	\$1,899,140
Debt Service Fund	\$ 58,400
Transfer-General Fund	\$ 200,000
Transfer-Convention Center	\$ 50,000

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	-	22,784	9,859	24,624
Benefits	1,273	-	1,000	1,000
Miscellaneous Services	8,539	7,291	7,291	7,291
Sundry Charges	1,809,941	1,893,875	1,893,875	1,934,140
Transfers	151,200	55,000	55,000	308,400
<b>TOTAL</b>	<b>1,970,953</b>	<b>1,978,950</b>	<b>1,967,025</b>	<b>2,275,455</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				





## OTHER FUNDS

### HOTEL/MOTEL TAX FUND

The Hotel/Motel Tax Fund is a special revenue fund that accounts for the activities of the Pitser Garrison Convention Center, and contributes to the Museum of East Texas, Lufkin Convention and Tourism Bureau, Angelina County Exposition Center, and Texas Forestry Museum. Primary funding is generated from the Hotel/Motel Occupancy Tax; user fees are also set to cover cost of use.

### SPECIAL RECREATION FUND

The Special Recreation Fund is a special revenue fund that accounts for recreational activities sponsored by the City's Park Department, which include softball, volleyball, and basketball leagues, as well as, gymnastics. Funds are used for operation and maintenance of the ball fields and recreation center.

### PINES THEATER SPECIAL EVENTS

The Pines Theater Special Event Fund is a special revenue fund that accounts for a series of cultural events planned for the newly renovated Pines Theater downtown.

### ZOO BUILDING FUND

The Zoo Building Fund is a special revenue fund that accounts for donations, gate receipts, other miscellaneous revenues and operating expenses for the purchase of animals, facilities repair, and capital expansion.

### COURT SECURITY/TECHNOLOGY FUND

The Court Security/Technology Fund is a special revenue fund that accounts for the Security/Technology fee collected on all Municipal Court Fines. The revenues collected support the salary for the Part-time City Marshall as well as the purchase of computer equipment for the Municipal Court.

### COMMUNITY DEV/DOWNTOWN FESTIVAL

The Community Dev/Dwntn Festival Fund is a special revenue fund that accounts for funds raised at the City supported multi-cultural annual festival.

### ANIMAL CONTROL KURTH GRANT FUND

The Animal Control Kurth Grant Fund is a special revenue fund that accounts for the contributions made to the Kurth Memorial Animal Shelter from the Kurth Foundation.

### ANIMAL ATTIC GIFT FUND

The Animal Attic Gift Fund is a special revenue fund that accounts for donations and other miscellaneous revenues. These funds are used for the purchase of veterinary equipment and animal care supplies.

### EQUIPMENT ACQUISITION AND REPLACEMENT FUND

The Equipment Acquisition and Replacement Fund is an internal service fund that accounts for the depreciation cost on all rolling stock type vehicles, machinery and equipment. The accumulated depreciation is transferred to this fund annual to accumulate for the purpose of replacing and acquiring new equipment.

*The governmental fund types are budgeted on a modified accrual basis wherein obligations of the City are budgeted as expenditures but revenues are recognized and recorded when they are available and become measurable.*

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Hotel/Motel Tax Fund - Pitser Garrison Convention Center

## HOTEL / MOTEL TAX FUND

### MISSION

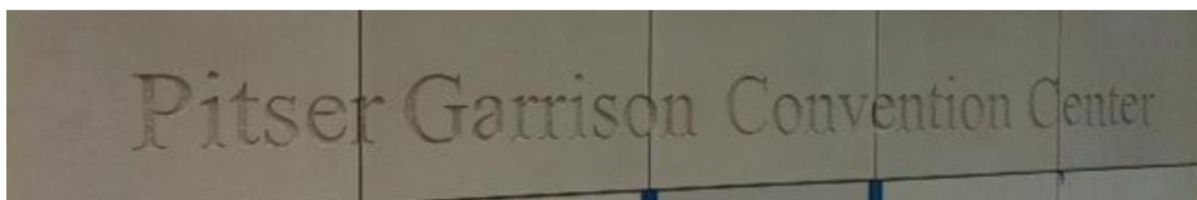
The mission of the Pitser Garrison Civic Center is to provide a safe, beneficial, and enjoyable facility for special events and concerts for citizens, tourists and visitors to Lufkin.

### DESCRIPTION OF SERVICES PROVIDED

- The Pitser Garrison Civic Center provides a meeting place for events such as seminars, receptions, banquets, concerts, and many other gatherings.
- The Center provides a full catering kitchen, stage, sound system, concession area, dressing areas, and auxiliary equipment such as a piano, microphones, tape and CD players, podiums, spotlights, and screens.
- The staff is available to serve the customer in complete set-up, including tables and chairs, custodial, security, and maintenance services.

### WORK PROGRAM

The work program for the 2016 Fiscal year is to continually train the staff to acquire the utmost efficiency in all aspects of the Convention Center and train all staff to operate all equipment without assistance, when circumstances arise. We are striving to keep all Saturdays filled, with the goal of additional rentals on Friday or Sunday. Our rental goal is to add two multi-day, mid-week conferences and have at least one become an annual event. We will continue to search for out-of-town renters to bring more revenue to the City as a whole as-well-as the Convention Center.



### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2012-2013 Actual	2013-2014 Revised	2014-2015 Budget
Total Number of Days Rented	175	186	200
Total Number of Events	127	198	250
Percentage of Multi-day Rentals	36%	38%	40%
Total of Annual Rentals	55	58	65
Total Number of Kitchen Rentals	63	99	110
Percentage of Multi-day Annual Rentals with Hotel Stays	26%	35%	40%

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Personnel Services	203,645	217,091	229,776	219,127
Benefits	94,330	113,808	106,396	117,313
Supplies	36,482	41,870	47,400	35,900
Maintenance of Equipment	21,016	22,000	23,600	25,000
Miscellaneous Services	207,026	195,565	169,565	181,050
<b>TOTAL</b>	<b>562,499</b>	<b>590,334</b>	<b>576,737</b>	<b>578,390</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Convention Center Director	1	1	1	1
Assistant Director	1	1	1	1
Crew Leader	1	1	1	1
Laborer	5	5	5	5
<b>FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

<b>SIGNIFICANT CHANGES</b>

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Hotel/Motel Tax Fund - Tax Appropriations

## HOTEL / MOTEL TAX FUND

### MISSION

The mission of the Hotel/Motel Tax Fund is to help provide funding to entities within the City of Lufkin which help promote tourism, provide educational experiences as well as entertainment for the citizens, and visitors of the City.

### DESCRIPTION OF SERVICES PROVIDED

- The Hotel/Motel Tax Fund helps to provide funding for the Museum of East Texas, George H. Henderson Exposition Center, Texas Forestry Museum and Lufkin Convention and Tourism Bureau.
- The funding from the Hotel/Motel Tax Fund is used for operational support of the facilities of these entities.

### WORK PROGRAM

The Fiscal year 2017 appropriations budget for the entities is as follows:

The Museum of East Texas	\$ 52,500
George H. Henderson Exposition Center	\$125,125
Texas Forestry Museum	\$ 37,500
Lufkin Convention and Visitor Bureau	\$367,500

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Sundry Charges	616,624	554,475	554,475	582,625
<b>TOTAL</b>	616,624	554,475	554,475	582,625
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Hotel / Motel Tax Fund—Non departmental

## HOTEL / MOTEL TAX FUND

### MISSION

Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

### WORK PROGRAM

Continue providing accurate estimates for items budgeted in this department.

Non-departmental budgets include the following items:

Liability Insurance Premium                      \$ 3,757

### DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, liability and unemployment insurance.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	1,336	5,157	7,385	6,826
Miscellaneous Services	9,835	9,757	9,757	9,757
Transfers	103,880	5,000	2,917	-
<b>TOTAL</b>	<b>115,051</b>	<b>19,914</b>	<b>20,059</b>	<b>16,583</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				





## SPECIAL RECREATION FUND

### MISSION

The mission of the Recreation Department is to add to the quality of life by accommodating the leisure needs of all ages through sporting and recreational activities, and special events that are safe and enjoyable.

securing gym space, swimming pool, and working with the Texas ASA and TAAF.

- The Recreation Department is also in charge of the annual Easter Egg Hunt; Punt, Pass & Kick Competition, and Kid Catch.

### DESCRIPTION OF SERVICES PROVIDED

- The Recreation Department offers a wide variety of sporting events, recreation classes, and special events for all ages.
- Instructors are evaluated through observation and parent evaluation, which assist in ensuring customer satisfaction.
- All leagues are monitored for safety.
- The Department is responsible for registration of participants, receiving fees, park reservations,

### WORK PROGRAM

The Department will continue to offer a wide variety of recreation programs this year. Softball will continue to increase teams using the Kit McConnico fields. The 4th of July Extravaganza hosted by Love and Associates Law Firm will be a planning priority this year. The Department looks forward to working with K-Fox Radio to increase participation in the annual Easter Egg Hunt.

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
This is a non-operational department			

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	41,446	44,000	44,000	44,000
Benefits	3,780	3,975	3,975	3,975
Supplies	114,821	132,540	132,425	123,860
Maintenance of Equipment	13,220	19,200	19,200	19,900
Miscellaneous Services	195,296	232,300	218,300	214,190
Transfers	59,769	59,769	59,769	59,769
<b>TOTAL</b>	<b>428,332</b>	<b>491,784</b>	<b>477,669</b>	<b>465,694</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Concession Stand Workers	25	25	25	25
<b>FULL TIME</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PART TIME</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>TOTAL</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>



**Fiscal Year**  
**2017**



# Recreation / Softball

## SPECIAL RECREATION FUND

**DIVISION: Softball**

### DIVISION DESCRIPTION

This division is for the adult softball leagues. The teams participating in the program pay league fees and direct costs for field use. Maintenance of the fields is provided through the park maintenance budget.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	25,085	22,150	29,150	23,200
Maintenance of Equipment	8,648	12,600	12,600	14,000
Miscellaneous Services	97,177	107,550	107,550	101,850
<b>TOTAL</b>	<b>130,910</b>	<b>142,300</b>	<b>149,300</b>	<b>139,050</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Recreation / Volleyball

## SPECIAL RECREATION FUND

**DIVISION: Volleyball**

### DIVISION DESCRIPTION

This division is for the volleyball leagues. The teams participating in the program pay league fees and direct costs for field use. Maintenance of the fields is provided through the park maintenance budget.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	-	1,875	1,875	1,875
Miscellaneous Services	-	1,500	1,500	1,670
<b>TOTAL</b>	-	3,375	3,375	3,545
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Recreation / Basketball**

## **SPECIAL RECREATION FUND**

**DIVISION: Basketball**

### **DIVISION DESCRIPTION**

This division is provided for youth and adult basketball programs.

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Supplies	4,026	5,000	4,500	7,070
Miscellaneous Services	11,726	14,700	15,200	16,000
<b>TOTAL</b>	<b>15,752</b>	<b>19,700</b>	<b>19,700</b>	<b>23,070</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



## SPECIAL RECREATION FUND

**DIVISION: Gymnastics**

### DIVISION DESCRIPTION

Gymnastics is one of the largest classes in the recreation program. Revenues assist with instructor's pay and new equipment as needed.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	123	2,550	2,550	2,100
Miscellaneous Services	27,041	23,625	23,625	26,745
<b>TOTAL</b>	<b>27,164</b>	<b>26,175</b>	<b>26,175</b>	<b>28,845</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

Fiscal Year  
2017



CITY OF LUFKIN, TEXAS  
**Recreation / Special Events**

## SPECIAL RECREATION FUND

### DIVISION: Special Events

#### DIVISION DESCRIPTION

This division is for activities planned and sponsored by the Parks and Recreation department. Currently, our special events include the Annual Easter Egg Hunt, Punt, Pass and Kick, kickball tournament, and the July 4th Extravaganza. Donations, sponsors, vendors, and user fees provide funding for this division.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	998	1,750	1,250	1,750
Miscellaneous Services	1,507	2,875	3,575	3,375
TOTAL	2,505	4,625	4,825	5,125
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Recreation / Recreation Classes

## SPECIAL RECREATION FUND

**DIVISION: Recreation Classes**

### DIVISION DESCRIPTION

This division is for payment of instructors and expenses related to the recreation activities offered through the Recreation Program.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	55	500	300	475
Miscellaneous Services	17,686	21,600	21,600	17,100
<b>TOTAL</b>	<b>17,741</b>	<b>22,100</b>	<b>21,900</b>	<b>17,575</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Recreation / Baseball

## SPECIAL RECREATION FUND

### DIVISION: Baseball

#### DIVISION DESCRIPTION

This division accounts for youth baseball which is our largest youth sport. Registration fees pay for umpires, equipment, uniforms, sanction fees, and insurance are paid from this division.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Supplies	23,922	29,915	24,000	24,090
Maintenance of Equipment	4,572	6,600	6,600	5,900
Miscellaneous Services	40,159	60,450	45,250	47,450
<b>TOTAL</b>	<b>68,653</b>	<b>96,965</b>	<b>75,850</b>	<b>77,440</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Recreation / Concessions

## SPECIAL RECREATION FUND

### DIVISION: Concessions

#### DIVISION DESCRIPTION

This division is responsible for the concession stand at Kit McConnico Park and the boys and girls complex at Morris Frank Park. All workers are City employees and are scheduled by the Parks Department. Revenue brought in pays for supplies, merchandise, and employees.

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	41,446	44,000	44,000	44,000
Benefits	3,780	3,975	3,975	3,975
Supplies	60,612	68,800	68,800	63,300
<b>TOTAL</b>	<b>105,838</b>	<b>116,775</b>	<b>116,775</b>	<b>111,275</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Concession Stand Worker	25	25	25	25
<b>FULL TIME</b>	-	-	-	-
<b>PART TIME</b>	25	25	25	25
<b>TOTAL</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>



**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Recreation—Non departmental

## SPECIAL RECREATION FUND

### MISSION

Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

### WORK PROGRAM

Continue providing accurate estimates for items budgeted in this department.

Non-departmental budgets include the following items:

Transfer to General Fund \$ 59,769

### DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, liability and unemployment insurance.

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
This is a non operational department and does not have performance measures.				
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Transfers	59,759	59,769	59,769	59,769
TOTAL	59,769	59,769	59,769	59,769

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# Pines Theater Special Events

## Pines Theater Special Events

### MISSION

The mission of the Pines Theater Special Events fund is to host a series of cultural events and to promote the use of the historical Pines Theater.

- 17 movies were shown between October 2013 and September 2014.
- 9 Pines Presents performing arts series occurred.

### DESCRIPTION OF SERVICES PROVIDED

- The Pines Theater Special Events Fund was created in fiscal year 2012 from a sponsorship by Lufkin Convention & Visitor Bureau to promote a series of special events at The Pines and help bring culture and arts to our residents along with attracting visitors to our community.
- The Pines Theatre host movies every month throughout the year.
- The Pines Theatre Venue is rented for various social events including weddings, recitals, banquets, award ceremonies and school programs.

### WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget	
This is a non-operational department					
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Supplies	9,970	22,115	16,902	21,125	
Maintenance of Equipment	4,743	3,570	3,570	3,570	
Miscellaneous Services	156,983	151,140	178,413	148,140	
TOTAL	171,696	176,825	198,885	172,835	
AUTHORIZED POSITIONS		2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Ellen Trout Zoo

## ZOO BUILDING FUND

### MISSION

The mission of the Zoo Building Fund is to provide financial assistance to the Ellen Trout Zoo in order to help make the zoo a diverse, enjoyable and safe facility for all of the animals, visitors and staff.

### DESCRIPTION OF SERVICES PROVIDED

- The Zoo Building Fund is supported by donations, admission fees, Adopt-An-Animal and other revenue generated by the zoo.
- These revenues are used for facility improvements and animal purchases.
- Since 1976, all exhibits, animal purchases, much of the landscaping and many other improvements have been made possible by public support of the zoo and by the utilization of this fund.

### WORK PROGRAM

Zoo improvements including major exhibit renovations, landscaping projects, animal acquisitions, plant acquisitions, and other physical plant projects are functions of the Zoo Building Fund work program. Funding capital projects and the implementation of the Zoo's Master Plan are other important aspects of the Zoo Building Fund work program. The Zoo Building Fund aids the development of naturalistic, emersion exhibits to create an exciting experience for zoo guests and for the welfare of the animals. Civic club projects and the ever-popular Summer Zoo Safari and Jr. Zookeeper programs are also accomplished by the use of this fund.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget	
This is a non-operational department					
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Supplies	30,780	50,900	100,900	84,400	
Maintenance of Equipment	55,501	136,200	229,200	139,200	
Miscellaneous Services	18,033	28,900	82,400	29,900	
Capital Outlay	194,424	0	744,171	-	
Transfers	28,599	28,599	28,599	28,599	
TOTAL	327,337	244,599	1,185,270	282,099	
AUTHORIZED POSITIONS		2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Municipal Court

## COURT SECURITY / TECHNOLOGY FUND

### MISSION

This is a designated fund within the Department of Municipal Court.

### DESCRIPTION OF SERVICES PROVIDED

- These funds are used to purchase security and technology improvements to the Court.
- A seven dollar fee is collected on every traffic citation and on every state law and city ordinance violation filed in the court for this fund.

### WORK PROGRAM

The technology portion of the fund is to be used exclusively to purchase or maintain computer systems, computer networks, computer hardware, computer software, imaging systems, electronic kiosks, electronic ticket takers, and document management systems for Municipal Court.

The Security portion of the fund is to be used to finance items when used for the purpose of providing security services for the building housing the Municipal Court.

## WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget	
This is a non-operational department					
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Supplies	2,473	4,405	5,035	4,321	
Maintenance of Equipment	31,951	29,990	29,640	30,840	
Miscellaneous Services	1,264	1,970	1,970	2,710	
Transfers	2,500	-	-	-	
TOTAL	38,188	36,365	36,645	37,871	
AUTHORIZED POSITIONS		2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Municipal Court / Technology**

## **COURT SECURITY / TECHNOLOGY FUND**

**DIVISION: Technology**

### **DIVISION DESCRIPTION**

This portion of the Court Security/Technology Fund allows for the purchase of equipment, hardware and software for use within the Municipal Court.

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Supplies	818	950	950	950
Maintenance of Equipment	31,951	29,340	29,340	30,490
<b>TOTAL</b>	<b>32,769</b>	<b>30,290</b>	<b>30,290</b>	<b>31,440</b>

<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **Municipal Court / Security**

## **COURT SECURITY / TECHNOLOGY FUND**

**DIVISION: Security**

### **DIVISION DESCRIPTION**

This division of the Court Security/Technology Fund allows for the expenditures related to the security of the Municipal Court including salaries, uniforms and benefits for a bailiff as well as security equipment and installation.

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Supplies	1,655	3,455	4,085	3,371
Maintenance of Equipment	-	650	300	350
Miscellaneous Services	1,264	1,970	1,970	2,710
<b>TOTAL</b>	<b>2,919</b>	<b>6,075</b>	<b>6,355</b>	<b>6,431</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Non—Departmental

## COURT SECURITY / TECHNOLOGY FUND

### MISSION

Non-departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, and insurance.

### DESCRIPTION OF SERVICES

This is a non-operational department established for the purpose of handling items that apply to the

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Transfers	2,500	-	-	-
<b>TOTAL</b>	2,500	-	-	-
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# **Community Dev/Dwntwn Festival**

## **Community Development/Downtown**

### **DESCRIPTION OF SERVICES**

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments.

<b>EXPENDITURES</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
Supplies	3,272	6,200	6,200	6,200
Miscellaneous Services	10,021	13,300	13,300	11,500
<b>TOTAL</b>	<b>13,293</b>	<b>19,500</b>	<b>19,500</b>	<b>17,700</b>
<b>AUTHORIZED POSITIONS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Revised</b>	<b>2016-2017 Budget</b>
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				



**Fiscal Year  
2017**



CITY OF LUFKIN, TEXAS

# Animal Control

## ANIMAL CONTROL—KURTH GRANT FUND

### MISSION

This is a designated fund used exclusively for Animal Control.

### WORK PROGRAM

There is no work program associated with this fund.

The following items are budgeted in this department:

### DESCRIPTION OF SERVICES PROVIDED

The Kurth Grant Fund benefits the Animal Shelter in the purchase of supplies and equipment necessary for shelter operations. This benefits not only the citizens of Lufkin, but also all Angelina County citizens.

Transfer to General Fund      \$145,000

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget	
This is a non-operational department.					
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Supplies	2,881	-	-	-	
Maintenance of Equipment	96,389	50,000	50,000	-	
Transfers	220,000	191,520	191,520	145,000	
TOTAL	319,270	241,520	241,520	145,000	
AUTHORIZED POSITIONS		2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Animal Control

## ANIMAL'S ATTIC GIFT SHOP FUND

### MISSION

This is a designated fund used exclusively for Animal Control.

### WORK PROGRAM

There is no work program associated with this fund.

### DESCRIPTION OF SERVICES PROVIDED

Donations to the Shelter are used to purchase vaccinations, medications and other supplies necessary for operation of the Shelter and treatment of animals within the Shelter.

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget	
This is a non-operational department.					
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Maintenance of Equipment	-	12,000	12,000	-	
Miscellaneous Services	11,724	-	10,000	20,590	
TOTAL	11,724	12,000	22,000	20,590	
AUTHORIZED POSITIONS		2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

**Fiscal Year**  
**2017**



CITY OF LUFKIN, TEXAS

# Equipment Amortization

## EQUIPMENT ACQUISITION AND REPLACEMENT FUND

### MISSION

This fund allows for the accumulation of the depreciation on equipment to allow for acquisition and / or replacement of equipment, vehicles and machinery except for those items with long life expectancy.

equipment is coordinated with the City's purchasing department under the management of the Human Resources Department..

### WORK PROGRAM

In fiscal year 2017, the City will continue analyzing the condition of equipment for replacement within the established guidelines. Adjustments will be made as necessary to provide the most efficient use of resources.

### DESCRIPTION OF SERVICES PROVIDED

The Public Works Director coordinates with the participating departments to determine the equipment replacement schedules and estimated useful lives and estimated cost of equipment purchased. The disposal of

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget	
This is a non-operational department.					
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Supplies	-	134,000	134,000	25,000	
Miscellaneous Services	10,872	-	7,811	-	
Capital Outlay	1,385,661	1,699,594	2,036,236	1,068,485	
TOTAL	1,396,533	1,833,594	2,178,047	1,093,485	
AUTHORIZED POSITIONS		2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					



**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# **COMPONENT UNITS**

## **COMPONENT UNITS**

### **ECONOMIC DEVELOPMENT FUND– COMPONENT UNIT**

The Economic Development Fund is a discretely presented component unit that accounts for a portion of sales revenues designated for economic development projects.

### **LUFKIN CONVENTION AND VISITORS BUREAU – COMPONENT UNIT**

The Lufkin Convention and Visitor Bureau was formed in 2010 with the primary objective to create maximum hotel occupancy within the city through a marketing program aimed at attracting and securing overnight visitors who will spend money in the Lufkin area.

*The governmental fund types are budgeted on a modified accrual basis wherein obligations of the City are budgeted as expenditures but revenues are recognized and recorded when they are available and become measurable.*

**Fiscal Year  
2017**



**CITY OF LUFKIN, TEXAS**

# **Economic Development Corp.**

## **ECONOMIC DEVELOPMENT FUND – COMPONENT UNIT**

The Economic Development Fund accounts for a portion of revenues designated for economic development projects. This fund receives its revenue from a portion of the sales taxes collections received by the City and the funds are designated for the economic development and promotion of business within the City.



## ECONOMIC DEVELOPMENT FUND

### MISSION

The mission of the Economic Development Department is to promote growth and diversification of the local economy by fostering an environment that encourages business retention as well as new business development. This department focuses primarily on the industrial, corporate headquarters, call center, and health care sectors for creating quality jobs (at or above the current prevailing wage), and secondarily engages in retail and entertainment recruitment to improve residents overall quality of life.

### DESCRIPTION OF SERVICES PROVIDED

- Provide Economic Development services to the City of Lufkin and surrounding service area. Economic Development by definition is the creation of jobs and expansion and diversification of the tax base of the community.
- To this end the Economic Development Department will provide services in the following areas: Development of Economic Development program that is competitive and flexible, retention and expansion of local primary job sector companies, recruitment of new primary job sector companies, land acquisition and development, developer relations, strategic and comprehensive planning assistance,

marketing of the City of Lufkin and Lufkin area.

- The Economic Development Department will also assist with other types of development within the service area as applicable in all designated development focus areas.
- The Economic Development Department will work closely with other City departments to ensure Lufkin is proactive and development friendly for the community's long term economic health.

### WORK PROGRAM

The Economic Development Department will embark on the following Program of Work in Fiscal 2017: focus on the areas of Business Retention and Expansion (BRE), market the City of Lufkin for prospective business recruitment, reply to economic development leads from all sources as appropriate; continue with the pre-development of land owned by the EDC, manage legislative council for the community, assist with grant opportunities as needed for the community, represent the City with local and statewide committees, boards, commissions and liaison with other community stakeholders on behalf of the City of Lufkin.

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total number of business retention and expansion visits with local industry annually	12	12	12
Total number of recruiting activities attended annually (trade shows, trade missions, prospect visits, special events)	5	5	5
Total number of prospect projects worked on annually (leads responded to, RFP's responded to etc.)	20	20	20
Total number of stakeholder communications annually including newsletters, speaking engagements, articles	24	24	24
Follow – up with all qualified contacts from each event within 24 hours after the event 90% of the time	95%	95%	100%

FUND **Economic Development Fund**DEPARTMENT **Economic Development**

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	122,257	127,839	70,917	33,018
Benefits	49,009	51,041	39,402	22,631
Economic Development Incentives	36,000	700,000	632,000	564,000
Supplies	5,626	10,825	9,745	14,750
Equipment Maintenance	2,984	-	-	-
Miscellaneous Services	192,675	195,010	204,076	184,345
Capital Outlay	-	-	-	-
Transfers	-	-	-	170,203
Debt Service	187,655	185,478	179,066	185,478
Sundry Charges	30,830	32,700	32,700	30,510
<b>TOTAL</b>	<b>627,036</b>	<b>1,302,893</b>	<b>1,167,906</b>	<b>1,204,935</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Director of Economic Development	1	1	1	1
Clerk Senior Level	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

SIGNIFICANT CHANGES



**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

# Economic Development / Non-departmental

## ECONOMIC DEVELOPMENT FUND

### MISSION

Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

### DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, liability and unemployment insurance.

### WORK PROGRAM

Continue providing accurate estimates for items budgeted in this department.

Non-departmental budget includes the following item:

Personnel Services	\$ 790
Insurance	\$ 2,600
General and Administrative Charges	\$ 11,510
Debt Service	\$185,478

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	-	2,941	44	790
Miscellaneous Services	2,667	2,600	6,666	2,600
Sundry Charges	11,830	13,700	13,700	11,510
Transfers	-	-	-	170,203
Debt Service	187,655	185,478	179,066	185,478
<b>TOTAL</b>	<b>202,152</b>	<b>204,719</b>	<b>199,476</b>	<b>370,581</b>

AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

**Fiscal Year  
2017**



# Lufkin Convention & Visitors Bureau

CITY OF LUFKIN, TEXAS

## LUFKIN CONVENTION & VISITORS BUREAU FUND

### MISSION

The primary objective of the Lufkin Convention and Visitors Bureau (LCVB) is to create maximum hotel occupancy within the city through a marketing program aimed at attracting and securing overnight visitors who will spend money in the Lufkin area.

### DESCRIPTION OF SERVICES PROVIDED

- The LCVB will promote the city, attract meetings, bring convention and tourism business to the community.
- The LCVB will enhance the growth and development of Lufkin and Angelina County by increasing visitor and convention business.
- The LCVB will contribute to the identity and economic well being of Lufkin.
- The LCVB will take a leadership role with the community and business partners to provide an outstanding visitor experience. We will create and maintain up to date brochures and other materials relative to the hospitality industry.
- The LCVB will participate in trade shows and travel industry activities designed to reach consumers and meeting planners.

- The LCVB will coordinate services for groups which may include any or all of the following: registration assistance, name badges, promotional items, welcome bags, city tours and other activities.

### WORK PROGRAM

Lufkin Convention and Visitor Bureau (LCVB) will continue the tabletop advertising campaign in addition to utilizing social media and national magazines such as Texas Parks and Wildlife, Texas Highways and Texas Monthly to get the word out that Lufkin, Texas is a great place to visit in efforts to increase tourism business to the community.

LCVB will also continue to sponsor events that enhance the tourism industry such as the angling CAST tournament; and recreational activities such as the Pineywoods Purgatory and Neches River Rendezvous that have participation rates from outside the county of 50% or more.

LCVB will also be actively soliciting convention business and supplying local hotels/motels with visitor's guides and maps of the area attractions.

LCVB will continue to build on annual events such as Lufkin's Bistro, Corks and Forks, Angelina County AirFest, Yule Love Lufkin, among others and reach out to outlying areas to bring visitors to the community for these events..

Description	2014-2015 Actual	2015-2016 Revised	2016-2017 Budget
Total number of events promoted	70	70	70
Total number of events promoted with greater than 50% participation from outside the county.	20	20	20
Promote events that have a participation rate from outside the county 75% of the time	19	19	19
Total number of advertising campaigns completed within the fiscal year	10	10	12
Total number of advertising campaigns with a 20% response rate	7	7	8
Complete advertising campaigns with a 20% response rate 75% of the time	7	7	7

EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
Personnel Services	103,160	107,062	106,731	110,696
Benefits	41,939	41,457	41,697	42,836
Supplies	10,198	8,910	8,081	8,250
Sundry	1,830	1,330	1,330	1,780
Miscellaneous Services	207,301	348,835	338,231	313,100
<b>TOTAL</b>	<b>364,428</b>	<b>507,594</b>	<b>496,070</b>	<b>476,662</b>
AUTHORIZED POSITIONS	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
LCVB Director	1	1	1	1
Clerk Senior Level	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SIGNIFICANT CHANGES</b>				

**Fiscal Year**  
**2017**



**CITY OF LUFKIN, TEXAS**

**Lufkin Convention & Visitor Bureau / Non-departmental**

## LUFKIN CONVENTION & VISITORS BUREAU FUND

### MISSION

Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

### WORK PROGRAM

Continue providing accurate estimates for items budgeted in this department.

Non-departmental budget includes the following item:

General and Administrative Charges	\$ 1,780
Contingency requiring Board Approval	\$100,000

### DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures general and administrative expenses and contingency.

Description		2014-2015 Actual	2015-2016 Revised	2016-2017 Budget	
This is a non operational department and does not have performance measures.					
EXPENDITURES	2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget	
Personnel Services	-	2,551	734	2,637	
Miscellaneous Services	-	100,000	89,500	100,000	
Sundry Charges	1,830	1,330	1,330	1,780	
TOTAL	1,830	103,881	91,564	104,417	
AUTHORIZED POSITIONS		2014-2015 Actual	2015-2016 Approved	2015-2016 Revised	2016-2017 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

## DEBT SERVICE FUND

The City of Lufkin finances long term capital projects by issuing bonds. Projects such as street construction and improvements; park construction; building; and drainage projects are financed with general obligation bonds and certificates of obligation. Both of these debt instruments are repaid through ad valorem taxes collected by the City. General obligation bonds are voter-approved bonds for specific purposes. Certificates of obligation are authorized by the City Council and do not require a vote of the citizens.

Projects for water, wastewater and solid waste purposes such as water and sewer line construction; water and wastewater treatment plant construction; and major equipment purchases are financed with certificates of obligation or revenue bonds. These bonds are repaid through the revenues collected from user fees charged for services provided. From time to time, combination tax and revenue certificates of obligation are issued for purposes of general government (tax supported) and utilities (revenue supported). This debt is repaid through both ad valorem tax collections and utility revenues in the same proportion as the debt is issued.

The City of Lufkin issues general obligation bonds and certificates of obligation for a term of generally twenty years. The Debt Service Fund accounts for the accumulation of resources for, and the payment of general long-term debt principal and interest. The resources of this fund are generated by a tax levy based on property values and transfers from utility funds for their share of outstanding debt.

The State of Texas limits the ad valorem tax rate to \$2.50 per \$100 valuation. Lufkin's maximum rate, as set by City Charter, is \$1.75. The current ad valorem tax rate is \$0.5038 and the proposed rate for FY 2017 is \$0.5238. Although there is no other legal debt limit, the City's policy is to maintain a general obligation debt limit wherein the total outstanding tax-supported debt shall not exceed 5% of the total annual taxable assessed valuation of taxable property. The City's net taxable assessed valuation for Fiscal 2017 is \$2,049,096,171, which, when calculated, provides a policy debt limit of \$102,454,809. The City's total estimated outstanding debt for Fiscal 2017 is \$56,600,000.

Additional tests of indebtedness include Net Debt per Capita (\$) and Ratio of Net Debt to Assessed Value (%). According to the 2010 census, the City's population is 36,830. Based on this figure, the ratios are as follows:

$$\text{Net Debt Per Capita} = \frac{\$56,600,000 \text{ (Net Direct Debt)}}{36,830 \text{ (Population)}} = \$1,537$$

$$\text{Ratio of Net Debt to Taxable Assessed Value} = \frac{\$56,600,000 \text{ (Net Direct Debt)}}{\$2,049,096,171 \text{ (Assessed Value)}} = 2.76 \%$$

The subsequent table reflects the allocation of the property tax levy between Debt Service and General Fund Operations for Fiscal 2017 and the previous four years.

	<b><u>Fiscal 2013</u></b>	<b><u>Fiscal 2014</u></b>	<b><u>Fiscal 2015</u></b>	<b><u>Fiscal 2016</u></b>	<b><u>Fiscal 2017</u></b>
Debt Service Fund	\$0.170000	\$0.170000	\$0.160000	\$0.150000	\$0.150000
General Fund	<u>\$0.338000</u>	<u>\$0.333800</u>	<u>\$0.363800</u>	<u>\$0.373800</u>	<u>\$0.373800</u>
Total Tax Rate	<u>\$0.503800</u>	<u>\$0.503800</u>	<u>\$0.523800</u>	<u>\$0.523800</u>	<u>\$0.523800</u>

The steady increase in taxable value related to both property reappraisals and new construction value additions has allowed the City to maintain a stable tax rate with minimal increases. A tax increase of  $\frac{3}{4}$  cent as well as a shift of one cent from the operating and maintenance portion of the tax rate to debt service was included in the Fiscal 2000 budget to fund the 1999 Capital Improvements Program. In May 2001, citizens approved a \$7,686,322 Street Bond Program (2001 Street Bond Program) that required a 6.4-cent tax increase to fund. As a result, tax increases of 2.2 cents per year in Fiscal 2002 and 2003 have been approved in the debt service portion of the tax rate. The third, and final, increase was included in Fiscal 2004 and amounted to a 2-cent increase. In Fiscal 2010 the effective tax rate was adopted reducing the tax rate by 2.16 cents. For Fiscal 2011 an additional 2.0 cent reduction was implemented, and in Fiscal 2013 a 1-cent reduction further offsets the increases imposed by the Street Bond Program. In Fiscal 2015 a 2-cent increase and a shift of 1-cent from I&S to M&O was implemented to make changes in the pay scales of the Police and Fire Departments. In Fiscal 2016 an additional 1-cent shift from I&S to M&O has allowed the City to prepare for possible downturns in the local economy, associated with the downsizing and potential closing of a local industry. No adjustments are planned for Fiscal 2017.

Council adopted a Continuing Capital Improvements Program (CIP) in the fall of 1999 to be financed with Certificates of Obligation (CO). Four bond issues have been sold; one in Fiscal 2000 for \$4,400,000, a second in Fiscal 2002 for \$9,450,000, and a third in September 2003 for \$1,700,000, and a fourth in Fiscal 2004 for \$8,200,000 and a final issue of \$7,610,000 in June 2007. A new Capital Improvements Program (CIP) was developed and implementation began during FY2010. The second phase began in FY 2013 with a bond issue of \$7,100,000.

Debt Service Fund is used to account for the accumulation of revenues, i.e. ad valorem taxes and interest income, for the payment of principal and interest on general long-term debt. The first schedule, on page 172 reflects the City's Debt Service Fund. The fund balance in the Debt Service Fund is maintained so that funds can be accumulated to pay the City's general long-term debt obligations with a minimum impact on the tax rate. Consequently, the amount remaining in the fund balance will vary from year to year with the bond financing activity of the City. The minimum fund balance goal to be maintained by the City is 10% of debt service for that year.

The tables, on pages 262-275, detail the Debt Service Fund and each current outstanding bond issue that is owed by the City. The tables show the date of issue, the years remaining on the payment schedule, and the amount of principal and interest due in each year. The first debt service table is a summary of all outstanding issues.

## **REVENUE BOND DEBT SERVICE**

Revenue bond debt service is paid from the revenues of the Utility System. Standard and Poor's and Moody's Investment Service have rated the City's Certificate of Obligation bonds AA- and A1, respectively. Total outstanding debt at October 1, 2016 is \$56,320,000.

The City entered into agreements with the Army Corps of Engineers in 1970 and 1976 to purchase surface water for present and future water supply rights from Lake Sam Rayburn. The 1970 agreement included the purchase of 18,000 acre-feet of water from the Corps at a cost of \$220,000. The purchase price, financed by a note payable, spans a period of over 50 years at 2.591% interest. As of January 1, 2014 the City had repaid \$184,327. The balance of \$14,820 is scheduled for payment, in full, on January 1, 2019. The second agreement entered into with the Corps was for the

purchase of 25,000 acre-feet of water. The total cost of this purchase was \$305,600 to be repaid over a 40-year period at an interest rate of 2.591%. This note has been paid in full.

The Texas Commission on Environmental Quality (TCEQ) has sanctioned the City to replace approximately 54 miles of asbestos cement water pipe. This project was expected to take six years to complete at a cost of approximately \$16.0 million. The City has received approval from the Texas Water Development Board (TWDB) for a \$16.0 million loan with which to replace these lines. The loan takes the form of a bond issue, which the TWDB sells. The City draws on these funds at regular intervals, at which time interest begins to accrue on the drawn funds. The first draw was dated November 1, 2000 in the amount of \$715,000. Draw #2, dated July 2002, amounted to \$1,960,000; draw #3, filed with the TWDB in September 2002 amounted to \$1,600,000; draw #4, dated May 2003 for \$1,835,000; draw #5, dated December 2003 for \$1,210,000; draw #6, dated December 2004 for \$845,000; draw #7, dated April 2006 for \$1,065,000; draw #8, dated December 2006 for \$2,660,000; draw #9, dated March 2007 for \$1,065,000, draw #10, dated April 2008 for \$1,075,000 and draw #11 dated August 2009 for \$1,215,000. Draw #11 completed funding for the water line replacement project. In Fiscal 2011 these bonds were refunded as part of the 2010 General Obligation Refunding Bonds.

The CIP includes approximately \$6.8 million of water and sewer projects. These projects are financed with combination tax and revenue certificates of obligation. This debt is reflected in the General Obligation Debt Service Fund as part of the tax supported debt; however, funds from the Water/Wastewater Utility are transferred to the Debt Service Fund each year to cover the debt service associated with any revenue-supported projects. Consequently, of the \$9.75 million issued in Fiscal 2002, \$1.9 million was for water and wastewater projects. In Fiscal 2004, \$8.2 million was issued with \$2.2 million for water and wastewater projects and in Fiscal 2007, \$5.87 million was issued with \$1.21 million for water and wastewater projects. This was the final issue for the CIP. The amount to be transferred to the Debt Service Fund in Fiscal 2014 is \$3,786,264. During Fiscal 2009, the City issued \$17.4 million Certificates of Obligation in addition to using \$3 million of accumulated Water/Wastewater reserve funds to purchase Kurth Lake, Abitibi water well field and fund various sewer projects totaling approximately \$5 million as required by TCEQ. In Fiscal 2014 an issue of \$5,100,000 was made in certificates of obligation to complete the I&I projects.

The tables relating to Revenue Bond debt on page 276 include information on the two outstanding notes payable owed by the City. The tables reflect the date of issue, the years remaining on the payment schedule, and the amount of principal and interest due in each year.



**CITY OF LUFKIN**  
**DEBT SERVICE FUND**  
**Fiscal 2017 Operating Budget**

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Adjusted</u></b>	<b><u>Budget</u></b>
<b>Beginning Balance</b>	\$ 2,190,175	\$ 2,116,973	\$ 1,472,124	\$ 928,665
<b>Revenues</b>				
Current year collections	3,185,699	3,047,727	3,035,227	3,056,774
Interest income	15,291	8,000	9,000	8,000
Other-Transfer from Water/Wastewater Fund	3,431,981	3,129,448	3,129,448	3,246,467
Other-Transfer from Solid Waste/Recycling Fund	51,200	55,000	55,000	58,400
Other financing sources-proceeds	5,430,999	-	9,871,035	-
Total Revenues	12,115,170	6,240,175	16,099,710	6,369,641
<b>Total Funds Available</b>	<b>\$ 14,305,345</b>	<b>\$ 8,357,148</b>	<b>\$ 17,571,834</b>	<b>\$ 7,298,306</b>
<b>Expenditures</b>				
Principal payments	\$ 5,018,260	\$ 4,496,072	\$ 4,496,072	\$ 4,695,000
Interest payments	2,191,860	2,119,321	2,119,321	1,822,559
Debt service fees	101,822	8,750	135,150	9,000
Transfers	5,321,971	-	9,892,626	-
Total Expenditures	12,633,913	6,624,143	16,643,169	6,526,559
Excess(deficiency) of revenues over expenditures	(518,743)	(383,968)	(543,459)	(156,918)
Fund balance ending	1,671,432	1,733,005	928,665	771,747
<b>Total Funds Applied</b>	<b>\$ 14,305,345</b>	<b>\$ 8,357,148</b>	<b>\$ 17,571,834</b>	<b>\$ 7,298,306</b>



**GENERAL OBLIGATION BONDS  
DEBT REQUIREMENTS  
SUMMARY  
Fiscal 2017 Operating Budget**

Issue	Purpose	Principal Outstanding 10/1/2016	Requirements for Fiscal 2017			
			Principal	Interest	Paying Agent Fees	Total
2007	G.O. Improvements	85,000	1,868	1,868	750	89,486
2007	G.O./Utility Improvements	190,000	4,481	4,481	750	199,712
2009	C.O./Utility Improvements	7,695,000	978,436	820,763	7,500	9,501,698
2010	C.O. Improvements	7,495,000	1,306,800	1,306,800	11,250	10,119,850
2010	G.O. Refunding Bond	5,975,000	355,900	355,900	3,750	6,690,550
2011	G.O. Refunding Bond	5,995,000	223,709	223,709	6,000	6,448,418
2012	C.O. Improvements	6,200,000	611,316	611,316	9,350	7,431,982
2013	C.O. Improvements	4,460,000	711,752	711,752	9,350	5,892,854
2014	G.O. Refunding Bond	4,525,000	332,725	332,725	6,750	5,197,200
2015	G.O. Refunding Bond	4,900,000	510,200	510,230	8,250	5,928,680
2016	G.O. Refunding Bond	9,080,000	1,693,025	1,537,675	13,500	12,324,200
	<b>Total</b>	<u>\$56,600,000</u>	<u>\$6,730,212</u>	<u>\$6,417,219</u>	<u>\$77,200</u>	<u>\$69,824,630</u>

**GENERAL OBLIGATION BONDS**  
**ANNUAL DEBT SERVICE REQUIREMENTS**  
All Series

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest 15-Feb</b>	<b>Interest 15-Aug</b>	<b>Paying Agent Fees</b>	<b>Total</b>
2017	4,685,000	909,923	893,488	7,850	6,496,260
2018	5,020,000	837,134	819,946	6,350	6,683,430
2019	5,210,000	763,863	745,763	6,350	6,725,976
2020	5,345,000	686,475	666,225	6,350	6,704,050
2021	4,850,000	605,176	578,426	6,350	6,039,952
2022	3,965,000	521,226	493,231	5,600	4,985,057
2023	3,205,000	454,885	436,060	5,600	4,101,545
2024	3,290,000	402,051	382,176	5,600	4,079,827
2025	3,080,000	346,723	325,723	4,850	3,757,296
2026	2,585,000	290,224	268,199	4,100	3,147,523
2027	2,710,000	240,478	224,803	3,350	3,178,631
2028	2,305,000	199,009	182,884	2,600	2,689,493
2029	2,395,000	159,818	143,243	2,600	2,700,661
2030	2,030,000	122,240	111,590	2,600	2,266,430
2031	2,105,000	89,515	78,715	2,600	2,275,830
2032	1,500,000	55,587	44,262	1,850	1,601,699
2033	1,525,000	33,960	22,485	1,850	1,583,295
2034	795,000	11,925	0	750	807,675
<b>Total</b>	<u><u>\$56,600,000</u></u>	<u><u>\$6,730,212</u></u>	<u><u>\$6,417,219</u></u>	<u><u>\$77,200</u></u>	<u><u>\$69,824,630</u></u>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
GENERAL OBLIGATION BONDS  
Series 2007**

Original Issue: \$ 1,740,000

Dated: July 19, 2007

Interest Rate: 5.00%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b><u>Agent</u></b>	<b><u>Total</u></b>
2017	85,000	1,868	1,868	750	89,486
<b>Totals</b>	<b><u>\$85,000</u></b>	<b><u>\$1,868</u></b>	<b><u>\$1,868</u></b>	<b><u>\$750</u></b>	<b><u>\$89,486</u></b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
CERTIFICATES OF OBLIGATION BONDS  
Series 2007**

Original Issue: \$ 5,870,000

Dated: July 19, 2007

Interest Rate: 5.00%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b><u>Agent</u></b>	<b><u>Total</u></b>
2017	190,000	4,481	4,481	750	199,712
<b>Totals</b>	<b><u>\$190,000</u></b>	<b><u>\$4,481</u></b>	<b><u>\$4,481</u></b>	<b><u>\$750</u></b>	<b><u>\$199,712</u></b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
CERTIFICATES OF OBLIGATION BONDS  
Series 2009**

Original Issue: \$ 17,400,000

Dated: March 12, 2009

Interest Rate: 4.62%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b><u>Agent</u></b>	<b><u>Total</u></b>
2017	520,000	157,673	149,613	750	828,035
2018	675,000	149,613	137,800	750	963,163
2019	700,000	137,800	125,200	750	963,750
2020	725,000	125,200	110,700	750	961,650
2021	775,000	110,700	95,200	750	981,650
2022	800,000	95,200	78,800	750	974,750
2023	825,000	78,800	60,650	750	965,200
2024	850,000	60,650	41,525	750	952,925
2025	900,000	41,525	21,275	750	963,550
2026	925,000	21,275	-	750	947,025
<b>Totals</b>	<b><u>\$7,695,000</u></b>	<b><u>\$978,436</u></b>	<b><u>\$820,763</u></b>	<b><u>\$7,500</u></b>	<b><u>\$9,501,698</u></b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
CERTIFICATES OF OBLIGATION BONDS  
Series 2010**

Original Issue: \$ 9,145,000

Dated: November 15, 2010

Interest Rate: 2.0 - 4.0%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b><u>Agent</u></b>	<b><u>Total</u></b>
2017	380,000	149,900	149,900	750	680,550
2018	390,000	142,300	142,300	750	675,350
2019	405,000	134,500	134,500	750	674,750
2020	425,000	126,400	126,400	750	678,550
2021	435,000	117,900	117,900	750	671,550
2022	455,000	109,200	109,200	750	674,150
2023	470,000	100,100	100,100	750	670,950
2024	495,000	90,700	90,700	750	677,150
2025	515,000	80,800	80,800	750	677,350
2026	530,000	70,500	70,500	750	671,750
2027	555,000	59,900	59,900	750	675,550
2028	570,000	48,800	48,800	750	668,350
2029	600,000	37,400	37,400	750	675,550
2030	620,000	25,400	25,400	750	671,550
2031	650,000	13,000	13,000	750	676,750
<b>Totals</b>	<b><u>\$7,495,000</u></b>	<b><u>\$1,306,800</u></b>	<b><u>\$1,306,800</u></b>	<b><u>\$11,250</u></b>	<b><u>\$10,119,850</u></b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
GENERAL OBLIGATION REFUNDING BONDS  
Series 2010**

Original Issue: \$12,130,000

Dated: November 15, 2010

Interest Rate: 2.0 - 4.0%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b><u>Agent</u></b>	<b><u>Total</u></b>
2017	1,165,000	119,500	119,500	750	1,404,750
2018	1,195,000	96,200	96,200	750	1,388,150
2019	1,260,000	72,300	72,300	750	1,405,350
2020	1,315,000	47,100	47,100	750	1,409,950
2021	1,040,000	20,800	20,800	750	1,082,350
<b>Totals</b>	<b><u>\$5,975,000</u></b>	<b><u>\$355,900</u></b>	<b><u>\$355,900</u></b>	<b><u>\$3,750</u></b>	<b><u>\$6,690,550</u></b>

**DEBT SERVICE**  
**SCHEDULE OF REQUIREMENTS**  
**GENERAL OBLIGATION REFUNDING BONDS**  
**Series 2011**

Original Issue: \$9,680,000

Dated: December 15, 2011

Interest Rate: 2.0 - 2.5%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b><u>Agent</u></b>	<b><u>Total</u></b>
2017	1,060,000	61,628	61,628	750	1,184,006
2018	1,110,000	51,028	51,028	750	1,212,806
2019	1,105,000	39,928	39,928	750	1,185,606
2020	1,125,000	28,878	28,878	750	1,183,506
2021	470,000	17,628	17,628	750	506,006
2022	485,000	12,928	12,928	750	511,606
2023	325,000	7,775	7,775	750	341,300
2024	315,000	3,916	3,916	750	323,582
<b>Totals</b>	<b><u>\$5,995,000</u></b>	<b><u>\$223,709</u></b>	<b><u>\$223,709</u></b>	<b><u>\$6,000</u></b>	<b><u>\$6,448,418</u></b>



**DEBT SERVICE**  
**SCHEDULE OF REQUIREMENTS**  
**CERTIFICATES OF OBLIGATION BONDS**  
**Series 2012**

Original Issue: \$7,100,000

Dated: December 15, 2012

Interest Rate: 2.0 - 4.0%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b>Year</b>	<b>Principal</b>	<b>15-Feb</b>	<b>15-Aug</b>	<b>Agent</b>	<b>Total</b>
				<b>Fees</b>	
2017	300,000	59,344	59,344	550	419,238
2018	325,000	57,844	57,844	550	441,238
2019	325,000	56,219	56,219	550	437,988
2020	325,000	53,781	53,781	550	433,112
2021	325,000	51,344	51,344	550	428,238
2022	350,000	48,094	48,094	550	446,738
2023	350,000	44,594	44,594	550	439,738
2024	350,000	41,094	41,094	550	432,738
2025	350,000	37,594	37,594	550	425,738
2026	375,000	34,094	34,094	550	443,738
2027	375,000	30,344	30,344	550	436,238
2028	375,000	26,594	26,594	550	428,738
2029	400,000	22,844	22,844	550	446,238
2030	400,000	18,844	18,844	550	438,238
2031	425,000	14,344	14,344	550	454,238
2032	425,000	9,563	9,563	550	444,676
2033	425,000	4,781	4,781	550	435,112
<b>Totals</b>	<b>\$6,200,000</b>	<b>\$611,316</b>	<b>\$611,316</b>	<b>\$9,350</b>	<b>\$7,431,982</b>

**DEBT SERVICE**  
**SCHEDULE OF REQUIREMENTS**  
**CERTIFICATES OF OBLIGATION BONDS**  
**Series 2013**

Original Issue: \$5,100,000

Dated: December 31, 2013

Interest Rate: 2.5 - 3.45%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b>Agent</b>	<b><u>Total</u></b>
2017	210,000	68,579	68,579	550	347,708
2018	215,000	65,974	65,974	550	347,498
2019	220,000	63,266	63,266	550	347,082
2020	225,000	60,516	60,516	550	346,582
2021	230,000	57,704	57,704	550	345,958
2022	235,000	54,829	54,829	550	345,208
2023	240,000	51,891	51,891	550	344,332
2024	250,000	48,891	48,891	550	348,332
2025	255,000	45,454	45,454	550	346,458
2026	265,000	41,055	41,055	550	347,660
2027	275,000	36,484	36,484	550	348,518
2028	285,000	34,740	34,740	550	355,030
2029	290,000	26,824	26,824	550	344,198
2030	300,000	21,821	21,821	550	344,192
2031	310,000	16,646	16,646	550	343,842
2032	320,000	11,299	11,299	550	343,148
2033	335,000	5,779	5,779	550	347,108
<b>Totals</b>	<b><u>\$4,460,000</u></b>	<b><u>\$711,752</u></b>	<b><u>\$711,752</u></b>	<b><u>\$9,350</u></b>	<b><u>\$5,892,854</u></b>

**DEBT SERVICE**  
**SCHEDULE OF REQUIREMENTS**  
**GENERAL OBLIGATION REFUNDING BONDS**  
**Series 2014**

Original Issue: \$5,350,000

Dated: July, 2014

Interest Rate: 2.0-3.0%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b><u>Year</u></b>	<b><u>Principal</u></b>	<b><u>15-Feb</u></b>	<b><u>15-Aug</u></b>	<b>Agent</b>	<b><u>Total</u></b>
2017	440,000	58,725	58,725	750	558,200
2018	455,000	54,325	54,325	750	564,400
2019	475,000	49,775	49,775	750	575,300
2020	460,000	45,025	45,025	750	550,800
2021	480,000	40,425	40,425	750	561,600
2022	525,000	33,225	33,225	750	592,200
2023	545,000	25,350	25,350	750	596,450
2024	565,000	17,175	17,175	750	600,100
2025	580,000	8,700	8,700	750	598,150
<b>Totals</b>	<b><u>\$4,525,000</u></b>	<b><u>\$332,725</u></b>	<b><u>\$332,725</u></b>	<b><u>\$6,750</u></b>	<b><u>\$5,197,200</u></b>

**DEBT SERVICE**  
**SCHEDULE OF REQUIREMENTS**  
**GENERAL OBLIGATION REFUNDING BONDS**  
**Series 2015**

Original Issue: \$4,970,000

Dated: May 19, 2015

Interest Rate: 2.0 - 3.0%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b>Year</b>	<b>Principal</b>	<b>15-Feb</b>	<b>15-Aug</b>	<b>Agent</b>	<b>Total</b>
				<b>Fees</b>	
2017	-	72,875	72,875	750	146,500
2018	440,000	72,875	72,875	750	586,500
2019	500,000	68,475	68,475	750	637,700
2020	515,000	63,475	63,475	750	642,700
2021	645,000	58,325	58,325	750	762,400
2022	650,000	48,650	48,680	750	748,080
2023	405,000	38,900	38,900	750	483,550
2024	415,000	32,825	32,825	750	481,400
2025	430,000	26,600	26,600	750	483,950
2026	440,000	18,000	18,000	750	476,750
2027	460,000	9,200	9,200	750	479,150
<b>Totals</b>	<b>\$4,900,000</b>	<b>\$510,200</b>	<b>\$510,230</b>	<b>\$8,250</b>	<b>\$5,928,680</b>

**DEBT SERVICE**  
**SCHEDULE OF REQUIREMENTS**  
**GENERAL OBLIGATION REFUNDING BONDS**  
**Series 2016**

Original Issue: \$9,080,000

Dated: May 1, 2016

Interest Rate: 3.0 - 5.0%

<b>Fiscal</b>		<b>Interest</b>	<b>Interest</b>	<b>Paying</b>	
<b>Year</b>	<b>Principal</b>	<b>15-Feb</b>	<b>15-Aug</b>	<b>Agent</b>	<b>Total</b>
				<b>Fees</b>	
2017	335,000	155,350	146,975	750	638,075
2018	215,000	146,975	141,600	750	504,325
2019	220,000	141,600	136,100	750	498,450
2020	230,000	136,100	130,350	750	497,200
2021	450,000	130,350	119,100	750	700,200
2022	465,000	119,100	107,475	750	692,325
2023	45,000	107,475	106,800	750	260,025
2024	50,000	106,800	106,050	750	263,600
2025	50,000	106,050	105,300	750	262,100
2026	50,000	105,300	104,550	750	260,600
2027	1,045,000	104,550	88,875	750	1,239,175
2028	1,075,000	88,875	72,750	750	1,237,375
2029	1,105,000	72,750	56,175	750	1,234,675
2030	710,000	56,175	45,525	750	812,450
2031	720,000	45,525	34,725	750	801,000
2032	755,000	34,725	23,400	750	813,875
2033	765,000	23,400	11,925	750	801,075
2034	795,000	11,925	-	750	807,675
<b>Totals</b>	<u><u>\$9,080,000</u></u>	<u><u>\$1,693,025</u></u>	<u><u>\$1,537,675</u></u>	<u><u>\$13,500</u></u>	<u><u>\$12,324,200</u></u>

**WATER/WASTEWATER  
DEBT REQUIREMENTS  
SUMMARY  
Fiscal 2017**

**Notes Payable to Army Corp of Engineers**

	<b><u>Remaining Balance</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total Annual Payment</u></b>
1/1/1970 Present Water Supply	\$14,820	\$6,604	\$1,095	\$7,699

**NOTE PAYABLE  
SCHEDULE OF REQUIREMENTS  
U.S. Army Corp of Engineers  
1.25% Storage-Present Water Supply 18,000 Acre-Feet**

Original Note: \$220,000  
Date: January 1, 1970

Interest Rate: 2.591%

<b><u>Payment Date</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>	<b><u>Outstanding</u></b>
<b>Paid to-date</b>	\$198,052	\$144,958	\$343,010	\$14,820
1/1/2017	7,130	569	7,699	14,820
1/1/2018	7,315	384	7,699	7,505
1/1/2019	7,505	194	7,699	-

**ORDINANCE NO. \_\_\_\_\_**

**AN APPROPRIATIONS ORDINANCE ADOPTING A BUDGET FOR THE  
FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING  
SEPTEMBER 30, 2017.**

**WHEREAS**, The City Charter of the city of Lufkin requires an Appropriations Ordinance be passed by the City Council each year showing revenue of the City from all sources and the expenditures to the various purposes for the fiscal year;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUFKIN, TEXAS;**

**SECTION I**

That the City manager's proposed budget be adopted in compliance with provisions of Article 5, Section 2 of the City Charter.

**SECTION II**

That there is hereby appropriated the sum of \$33,423,785 to the General Fund for the payment of operating expenditures and necessary capital outlay for the City Government including assigned fund balance of \$460,181 and contingency account of \$100,000 for use by the City Manager.

**SECTION III**

That there is hereby appropriated the sum of \$6,526,559 to the Debt Service Fund for the payment of principal and interest on General Obligation Bonds of the City and for redeeming such bonds as they mature.

**SECTION IV**

That there is hereby appropriated the sum of \$17,429,667 to the Water/Wastewater Fund for operating expenses and necessary capital outlay for the Water and Wastewater Departments including a contingency account of \$150,000 for use by the City Manager.

**SECTION V**

That there is hereby appropriated the sum of \$2,110,278 from the Water/Wastewater operating fund to the Water/Wastewater Renewal and Replacement Fund, to be exclusively utilized for long term capital improvements and maintenance, including equipment, distribution system, production and treatment facilities, repair, rehabilitation and renovation.

**SECTION VI**

That there is hereby appropriated the sum of \$3,331,892 from the Water/Wastewater Fund shall be transferred to the General Obligation Debt Service Fund for the purpose of paying interest and principal on that portion of General Obligation Bonds and fees utilized for Water/Wastewater Fund purposes.

## **SECTION VII**

That there is hereby appropriated the sum of \$6,629,747 to the Solid Waste & Recycling Enterprise Fund for operating expenses and necessary capital outlay for the Solid Waste and Recycling Departments.

## **SECTION VIII**

That there is hereby appropriated the sum of \$58,400 from the Solid Waste & Recycling operating fund to the General Obligation Debt Service Fund for retirement of that portion of General Obligation Bonds and fees utilized for Solid Waste & Recycling Fund purposes.

## **SECTION IX**

That there is hereby appropriated the sum of \$1,177,598 to the Hotel/Motel Tax Fund for operating expenditures and necessary capital outlay utilized for Hotel/Motel Tax Fund purposes including assigned fund balance of \$35,753.

## **SECTION X**

That there is hereby appropriated the sum of \$172,835 to the Pines Theater Special Events Fund for operating expenditures and necessary capital outlay.

## **SECTION XI**

That there is hereby appropriated the sum of \$282,099 to the Ellen Trout Zoo Building Fund for operating expenditures and necessary capital outlay.

## **SECTION XII**

That there is hereby appropriated the sum of \$465,694 to the Special Recreation Fund for operating expenses and necessary capital outlay.

## **SECTION XIII**

That there is hereby appropriated the sum of \$37,871 to the Court Security/Technology Fund for operating expenses and necessary capital outlay.

## **SECTION XIV**

That there is hereby appropriated the sum of \$145,000 to the Animal Control-Kurth Grant Fund for operating expenses and necessary capital outlay including assigned fund balance of \$1,200.

## **SECTION XV**

That there be appropriated the sum of \$17,700 to the Main Street/Community Dev Impr for operating expenses and necessary capital outlay including assigned fund balance of \$1,245.



## **SECTION XVI**

That there be appropriated the sum of \$1,204,935 to the Economic Development Fund for operating expenses and necessary capital outlay.

## **SECTION XVI**

That there be appropriated the sum of \$476,662 to the Lufkin Convention & Visitor Bureau Fund (LCVB) for operating expenses and necessary capital outlay and including assigned fund balance of \$59,512 and contingency account of \$100,000 for use with approval of LCVB board.

## **SECTION XVII**

That there is hereby appropriated the sum of \$986,415 to be expended for certain capital and maintenance items from the Water/Wastewater Renewal and Replacement Fund.

## **SECTION XVIII**

That there is hereby appropriated the sum of \$1,093,485 to be expended for certain capital items from the Equipment Acquisition and Replacement Fund.

## **SECTION XIX**

That this ordinance shall be and become effective on October 1, 2016.

**PASSED AND APPROVED** on First Reading by the City Council of the City of Lufkin, Texas on this the 6<sup>th</sup> day of September, 2016

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Bob F. Brown, Mayor

ATTEST:

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Kara Atwood, City Secretary

PASSED AND APPROVED on Second Reading by the City Council of the City of Lufkin, Texas on this the 20<sup>th</sup> day of September, 2016.

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Bob F. Brown, Mayor

ATTEST:

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Kara Atwood, City Secretary

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE LEVYING TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF LUFKIN AND PROVIDING FOR THE DEBT SERVICE FUND FOR THE FISCAL YEAR 2017 AND APPORTIONING EACH LEVY FOR THE SPECIFIC PURPOSE.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUFKIN, TEXAS;**

**SECTION I**

1. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Lufkin, Texas and to provide Debt Service Funds for the year Two-Thousand-Seventeen (2017) upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a tax of fifty two and thirty-eight ten-thousandths cents (\$0.5238), on each One Hundred Dollars (\$100.00) valuation of property. Said tax so levied and apportioned to the specific purpose herein set forth:
2. For the maintenance and support of the general government, (General Fund), \$0.3738 on each One Hundred Dollars (\$100.00) valuation of property;
3. For the Debt Service Fund \$0.1500 on each One Hundred Dollars (\$100.00) valuation of property to be apportioned as follows:

General Obligation Bonds	Series 2007
Combination Tax & Revenue	
Certificates of Obligation	Series 2007
Combination Tax & Revenue	
Certificates of Obligation	Series 2009
Combination Tax & Revenue	
Certificates of Obligation	Series 2010
General Obligation Refunding Bonds	Series 2010
General Obligation Refunding Bonds	Series 2011
Certificates of Obligation	Series 2012
Certificates of Obligation	Series 2013
General Obligation Refunding Bonds	Series 2014
General Obligation Refunding Bonds	Series 2015
General Obligation Refunding Bonds	Series 2016
Total	\$0.1500

## **SECTION II**

All monies collected under this Ordinance for the specific items herein named, be and the same are hereby appropriated and set apart for the specific purpose indicated in each item and the Assessor and Collector of Taxes and the Director of Finance shall so keep these accounts as to readily and distinctly show the amount on hand at any time belonging to such funds. It is hereby made the duty of the Assessor and Collector of Taxes and every person collecting money for the City of Lufkin to deliver to the Director of Finance at the time of depositing of any monies, a statement showing to what fund such deposit should be made, and from what source received. All receipts for the City not specifically apportioned by this Ordinance are hereby made payable to the General Fund of the City.

## **SECTION III**

That this Ordinance shall take effect and be in force on October 1, 2016.

PASSED AND APPROVED on First Reading by the City Council of the City of Lufkin, Texas on this the 6th day of September, 2016.

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Bob Brown, Mayor

ATTEST:

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Kara Atwood, City Secretary

PASSED AND APPROVED on Second Reading by the City Council of the City of Lufkin, Texas on this the 20<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Bob Brown, Mayor

ATTEST:

\_\_\_\_\_  
Kara Atwood, City Secretary

# **APPENDIX**

## **FINANCIAL POLICY GUIDELINES**

Financial policies are followed in the day-to-day financial management of the City. These policies provide critical guidelines to be followed in the budget preparation process in an effort to ensure the City's continued financial stability. These policies are reviewed annually with the City Council Finance Sub-Committee and updated as economic and financial conditions change. These policies follow.

## **CITY OF LUFKIN COUNCIL FINANCIAL POLICIES**

### **PURPOSE AND NEED FOR POLICY**

The City Council desires to establish a statement of written policy for the City of Lufkin that shall provide a framework for prudent management of the City's financial resources.

The written policy shall demonstrate to the citizens of Lufkin, the financial community, and the bond rating agencies that the City of Lufkin is committed to a strong fiscal operation. The policy shall also provide precedents for future policy makers and financial managers on common financial goals and strategies.

### **POLICY**

1. The City of Lufkin shall maintain an operating position in all governmental funds such that annual expenditures shall not exceed annual resources, including fund balances.
2. The City of Lufkin shall maintain an operating position in all proprietary funds such that annual expenses shall not exceed annual resources, including working cash balances.
3. The City shall protect the physical assets of the City to ensure the value, integrity and utility of these major investments of the City's resources.
4. This policy shall be reviewed and updated periodically and will be presented to the City Council for approval of any significant changes.
5. The following sections outline the procedures and guidelines for accomplishing this policy.

### **OPERATING CONDITION**

1. A multi-year financial forecast shall be prepared annually projecting revenues and expenditures for all operating funds. This forecast shall be used as a planning tool in developing the following year's operating budget.
2. Rates, fees and charges for service shall be reviewed annually and adjusted as necessary to respond to cost increases or other changing circumstances.

3. Activities within enterprise funds shall be budgeted so that revenues support cost of service, satisfy bond covenants, and provide adequate levels of working capital.
4. Insurance coverage shall be examined annually to ensure that policy limits are adequate and in compliance with bonds covenants.
5. Estimated costs and funding sources shall be identified prior to any project being submitted for Council approval.

## **DEBT MANAGEMENT**

1. Debt shall not be used for funding operating expenses.
2. Bonds shall be sold only to finance long-term capital projects.
3. An asset or project shall not be financed over a period longer than the estimated useful life of that asset or project.
4. An analysis will be provided to Council disclosing estimated annual operating expenses associated with any capital project or asset financed by debt.
5. City staff shall prepare a multi-year Capital Improvement Program (CIP), updated annually, which will meet the anticipated growth requirements of the City. The Council as a guide for staff shall adopt the CIP in planning the subsequent year's capital and financing needs.
6. Total outstanding tax-supported debt shall not exceed five percent (5%) of the total annual assessed valuation of taxable property.
7. Budgeted employer costs for retirement (Texas Municipal Retirement System-TMRS) shall be reviewed and any excess amounts shall be reserved and applied toward future cost adjustments. (Effective October 1,

## **DEPRECIATION FUND**

The City shall maintain a Water & Sewer Depreciation Fund. This Fund shall be financed by systematic budgeted transfers approved by Council each year and will be equal to the actual annual depreciation expense recorded for the second preceding fiscal year of the fiscal year in which the fund will be budgeted. The following guidelines will be followed in administration of this Fund. (Effective October, 1, 2009)

1. Approximately twenty-five percent (25%) of the actual annual transfer of cash to this Fund shall be retained and reserved for future system expansion.
2. Approximately seventy-five percent (75%) of the actual annual transfer of cash to this Fund shall be available and may be used for the renewal or replacement of maintenance or capital items.

## **FINANCIAL CONDITION**

The City's goal shall be to maintain balances of immediately accessible cash and investments in each operating fund for cash flow purposes. These balances shall be established during each annual budget process according to the guidelines outlined below.

1. Governmental Fund Types

- General Fund - An amount equal to approximately twenty-five percent (25%) of original adopted budgeted expenditures shall be reserved as Fund Balance. The City Council has authorized up to five percent (5%) reduction to (20%) in the reserve to support the implementation of the Economic Development Sales Tax initiative approved by election in February of 2004. The Fund Balance continues above the 25% goal. Should some portion of the 5% reduction be required in future years, a repayment policy will be established.
- Civic Center Fund - An amount equal to approximately twelve and one-half percent (12.5%) of original adopted budgeted expenditures shall be reserved as Fund Balance. Should the Civic Center Fund develop cash balances insufficient to meet operating needs, the City Manager or Finance Director are authorized to advance such working capital as needed from the General Fund not to exceed a cumulative amount of \$75,000.
- Special Recreation Fund - An amount equal to approximately twelve and one-half percent (12.5%) of original adopted budgeted expenditures shall be reserved as Fund Balance.

2. Proprietary Fund Types:

- Water & Sewer Fund - An amount equal to at least twelve and one-half percent (12.5%) of original adopted budgeted expenditures shall be reserved as Working Capital Balance.
- Solid Waste Fund - An amount equal to at least twelve and one-half percent (12.5%) of original adopted budgeted expenditures shall be reserved as Working Capital Balance.

3. Other Funds and Fund Types:

Other Governmental and Proprietary Funds not specifically referred to above shall be fully self-supporting to the extent that the fund balance, working capital or retained earnings of each fund shall be zero or greater. The City Manager and Finance Director are authorized to advance up to \$50,000 to the various grants received by the City in anticipation of reimbursement of such amounts. The City Manager or Finance Director is authorized to advance up to \$50,000 to the Medical Savings Fund to cover cash flow needs.

4. The Insurance Loss Fund shall be actuarially determined and periodically reviewed to evaluate experience and degree of risk assumptions.

**ASSET MANAGEMENT**

1. In addition to anticipated growth requirements of the City, the multi-year Capital Improvement Program will be developed and presented in March of each year that identifies major infrastructure repair and rehabilitation needs.



2. The City will prepare and maintain a facilities master plan. This document will serve as a management tool to project space needs including construction and/or modification of facilities.
3. Repair, renovation and maintenance shall be regularly performed to protect the life of the assets and to ensure their safety and utility. A systematic program of routine and preventive maintenance shall be developed based on need identification and prioritization.
4. The Annual Operating Budget will provide sufficient funding levels for ongoing maintenance of the infrastructure.

#### **ACCOUNTING, AUDITING AND FINANCIAL MANAGEMENT**

1. Accounting systems shall produce information that is consistent with generally accepted accounting principles for governmental entities.
2. An independent public accounting firm shall conduct an annual comprehensive audit of all funds.
3. Net revenues of the Water & Sewer Fund shall be maintained at a level sufficient to cover average annual debt service requirements by 1.25 times.

#### **RESPONSIBILITY AND AUTHORITY**

The City Manager shall have accountability to the City Council concerning the financial strategies outlined in this policy.

# Glossary of Terms

**ACCRUAL ACCOUNTING** - a basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

**AD VALOREM TAX** - a tax levied on the assessed value of real property (also known as “property taxes”).

**AMORTIZATION** - building up of a fund over a period of time to replace productive assets at the end of their useful lives through a series of equal periodic payments.

**APPRAISED VALUE** - a valuation set upon real estate or other property by County Property Appraiser as a basis for levying taxes.

**APPROPRIATION** - a specific amount of money authorized by the City Council to make expenditures or incur obligations for specific purposes, frequently used as an interchangeable term with “expenditures”.

**APPROPRIATION ORDINANCE** - the official enactment, by City Council, to legally authorize City staff to obligate and expend resources.

**BALANCED BUDGET** - a budget in which estimated revenues equal estimated expenditures.

**BOND** - a written promise to pay a specific sum of money, called “face value” or “principal,” at a specified date in the future, called “maturity date,” together with periodic interest at a specific rate.

**BONDED DEBT** - the portion of the indebtedness representing outstanding bonds

**BUDGET** - a financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services provided to the residents of the City.

**BUDGET CALENDAR** - the schedule of key dates that the City follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT** - the instrument used by the budget-making authority to present a comprehensive financial plan of operations for the City Council.

**BUDGET MESSAGE** - the opening section of the budget from the City Manager, which provides the City Council with a general summary of the most important aspects of the budget.

**BUDGETARY CONTROL** - the control of the management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CALCULATED EFFECTIVE TAX RATE** - State Law prescribes a formula for calculating the effective tax rate for cities. The net effect is to produce a tax rate that goes down when property values rise. It is intended to generate approximately the same amount of revenues as the previous year.

**CAPITAL IMPROVEMENTS PROGRAM (CIP)** - a multiyear plan that forecasts spending for all capital projects including buildings, equipment, and future accommodations.

**CAPITAL PROJECTS FUND** - A fund created to account for all financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

**CAPITAL OUTLAYS** - expenditures which result in the acquisition of or the addition of fixed assets.

**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.

**CITY COUNCIL** - The Mayor and six (6) Council members acting as the legislative and policymaking body of the City.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** - A financial report that encompasses all funds and component units of the government. The CAFR should contain (a) the basic financial statements and required supplementary information, (b) combining statements to support columns in the basic financial statements that aggregate information from more than one fund or component unit, and (c) individual fund statements as needed. The CAFR is the governmental unit's official annual report and also should contain introductory information, schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, and statistical data. The CAFR of a public employee retirement system or an investment pool also should provide information on investments. Likewise, the CAFR of a public employee retirement system should provide actuarial information.

**CONTRACTUAL SERVICES** - services performed for the City by individuals, businesses, or utilities.

**CURRENT TAXES** - taxes levied and due within the fiscal year.

**DEBT SERVICE FUND** - a fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

**DELINQUENT TAXES** - taxes that remain unpaid after the due date has passed.

**DEPARTMENT** - a major organizational unit of the City that holds responsibility for one or more divisions.

**DEPRECIATION** – the allocation of the cost of an asset over its estimated useful life.

**DIVISION** - a major organizational unit of the City that holds responsibility for one or more activities.

**ENCUMBRANCE** - the commitment of appropriated funds to purchase an item or service. To set aside funds for disbursement.

**ENTERPRISE FUND** - a fund established to account for operations of the water and sewer systems. It is operated in a manner similar to a private business enterprise.

**ESTIMATED REVENUE** - the amount of revenues projected to be collected in the fiscal year.

**EXPENDITURES** - a decrease in the net financial resources of the City due to the acquisition of goods and services.

**EFFECTIVE TAX RATE**- consists of last year's adjusted taxes after the taxes on lost property are removed. This is then divided by the current year's adjusted tax base.

**FISCAL YEAR** - a 12-month period to which the Annual Budget applies. The City of Lufkin Fiscal Year begins on October 1 and ends on September 30.

**FINANCIAL ACCOUNTING STANDARDS BOARD (FASB) – The authoritative accounting and financial reporting standard-setting body for business enterprises and not-for-profit organizations. The FASB is the direct successor of the Committee on Accounting Procedure and the Accounting Principles Board. The GASB and its predecessors have elected to apply a number of the FASB's standards, as well as those of its predecessors, to state and local governments.**

**FRANCHISE FEE** - a fee paid by public service utilities for use of public property in providing their services.

**FUND** - an accounting entity with a self-balancing set of accounts that record the financial transactions for specific activities or government functions.

**FUND ACCOUNTING** - a governmental accounting system that is organized and operated under funds.

**FUND BALANCE**- the difference between assets and liabilities reported in a governmental fund.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Generally Accepted Accounting Principles determines through common practice or as set forth by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standards setting bodies.

**GENERAL FUND** - the fund used to account for all financial resources except those required to be accounted for by other funds.

**GENERAL OBLIGATIONS BOND (GOB)** - bonds that finance a variety of public projects with the full faith and credit of the City.

**GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)** - An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. The GFOA has played a major role in the development and promotion of GAPP for state and local government since its inception and has sponsored the Certificate of Achievement for Excellence in Financial Reporting Program since 1946.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** - The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The GASB was established in June 1984 to replace the National Council on Governmental Accounting.

**GOVERNMENTAL FUNDS** – funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt services funds, capital projects funds, and permanent funds.

**GRANT** - a contribution by a government or other organization to support a particular function.

**INFRASTRUCTURE** - the underlying permanent foundation or basic framework.

**INTEREST EARNINGS** - the earnings from available funds invested during the year.

**INTERGOVERNMENTAL REVENUES** - revenues transferred from other governments, such as grants, entitlements, etc.

**LIABILITIES** - debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date.

**LONG-TERM DEBT** - unmatured debt of a government expected to be repaid from government funds.

**MAINTENANCE** - all materials or contract expenditures covering repairs and upkeep of City buildings, machinery, equipment, systems, and land.

**MATERIALS AND SUPPLIES** - materials necessary to conduct departmental activities.

**MODIFIED ACCRUAL ACCOUNTING** - a basis of accounting in which revenues are recognized in the period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

**OPERATING BUDGET** - plans of current expenditures and the proposed means of financing them. Law requires the establishment and use of an annual operating budget.

**PART-TIME** - employees who work less than 30 hours per week and are not entitled to full-time employee benefits.

**PERFORMANCE MEASURES** - Specific quantitative and/or qualitative measures of work performed within an activity or program.

**PERSONNEL SERVICES** - the costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

**PROPERTY TAXES** - used to describe all revenues received from current taxes, delinquent taxes, penalties, and interest on delinquent taxes. Levied according to property valuation and tax rate.

**RESERVE** - an account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**REVENUE** - funds that a government receives as income.

**RETAINED EARNINGS** - earned surplus or accumulated earnings or unappropriated profit.

**RISK MANAGEMENT** - an organized attempt to protect a government's assets against accidental loss.

**SPECIAL REVENUE FUND** - a fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**SUNDRY CHARGES** - includes items that are not in the supply or maintenance category. May be for services provided by private businesses, public utilities, contract labor, outside consultants, or damages against the City.

**TAX BASE** - the total value of all real and personal property in the City as of January 1<sup>st</sup> each year, as certified by the Appraisal Review Board. This represents net value after exemptions.

**TAX LEVY** - the product when the tax base multiplies the tax rate per one hundred dollars.

**TAX RATE** - set by council and made up of two (2) components: debt service and operations rates.

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)** - Water and wastewater placed emitted or extracted from the state's water ways, such as but not limited to, lakes and streams is governed by this state legislative body.

**TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS)** - This system is an agency created by the State of Texas and administered in accordance with the Texas Municipal Retirement System Act, Subtitle G of Title 8, government code as a retirement and disability pension system for municipal employees in the State of Texas. As much, TMRS is a public trust fund, which has the responsibility of administering the System in accordance with the TMRS Act and bears a fiduciary obligation to the State of Texas, the TMRS member cities and the public employees who are its beneficiaries.

**WORKING CAPITAL** - is the amount of current assets less current liabilities.

# CITY OF LUFKIN

## Chart of Accounts

Revised 07/23/15

### 10. Personnel Services

- 10-01: Supervisor salaries** – Supervisors, whether salaried or hourly, include full-time managers, assistant managers, administrative managers, department heads, foremen and supervisors. Salaries, including vacation pay, of individuals filling these types of positions are budgeted and charged to this account.
- 10-02: Clerical salaries** - Clerical positions include full-time secretarial, administrative assistant, clerical (all types), office assistants and office aides. Salaries, including vacation pay, of individuals filling these types of positions are budgeted and charged to this account.
- 10-03: Operational salaries** – Operational positions are non-supervisory professional positions and positions that perform operational aspects for the department and include accountants, animal officers and attendants, fire fighters, police officers, IT technicians, inspections personnel, librarians, skilled labor, semi-skilled labor, laborers, operators, meter readers, electricians, and other like titles. Salaries, including vacation pay, of individuals filling these types of positions are budgeted and charged to this account.
- 10-04: Maintenance salaries** – Maintenance positions are defined as positions that perform various types of maintenance as opposed to performing operational functions. These include grounds maintenance, maintenance mechanic, equipment operator, skilled labor, semi-skilled labor, laborers and any other positions that provide maintenance functions. Salaries, including vacation pay, of individuals filling these types of positions are budgeted and charged to this account.
- 10-05: Part-time/temporary salaries** – Part-time/temporary employees are employees of the City and work less than 40 hours per week on a regular basis. Salary costs of all employees classified as part-time/temporary are charged and budgeted to this account. (Does not include contract labor.)
- 10-06: Relief/step-up pay** – Relief/step-up pay occurs when an employee of a lower payroll rank fills the job a higher payroll rank for a temporary time frame. This frequently occurs within the fire department. Salary costs for relief/step-up pay are charged and budgeted to this account.
- 10-07: Accrued sick leave** – Accrued sick leave is sick leave that has been earned but not yet taken. It is a liability to the City and is recorded at the end of the fiscal year for each department. This is **not**, however, a budgeted account.
- 10-08: Overtime** – Overtime is typically defined as hours worked in excess of 40 hours per week; for fire employees, overtime are hours worked in excess of 212 hours in a 28-

day cycle; and, overtime for police officers is hours worked in excess of 160 hours in a 28-day cycle. Overtime pay is budgeted and charged to this account.

- 10-09: Certification pay** – Certification pay is additional pay awarded certain positions that require advanced training. (Please check with Human Resources for a list of positions requiring certification.) All certification pay is budgeted and charged to this account.
- 10-10: Longevity** – Longevity pay represents pay incentive for years of service. An employee receives \$8 per month per year of service after his/her first year of employment. Longevity pay is budgeted and recorded in this account.
- 10-11: Sick leave** – Sick leave is provided for full-time employees absent due to illness. Sick leave is **not** budgeted since it cannot be estimated. When sick leave is taken, however, it is charged to this account as opposed to the employee's home salary account.
- 10-12: Vacation pay** – Vacation pay represents pay received for vacation. Vacation leave is **not** budgeted. When vacation leave is taken, however, it is charged to this account as opposed to the employee's home salary account. Vacation leave is earned as written in the Employee Handbook.
- 10-15: Car allowance** – Certain positions receive car allowances either because the employee uses his/her personal vehicle in conducting City business or as a condition of employment. Car allowance is budgeted and recorded in this account.
- 10-99: Temporary Employees** – Individuals who are considered temporary employees but are working in budgeted positions are budgeted and charged to this account.

## **11. Benefits**

- 11-01: FICA** – FICA is the City's contribution/match toward the employees Social Security contribution. All employees, except certain fire civil service employees are required to participate in Social Security. The rate of contribution is computed by multiplying total salary (including overtime, step-up and other pay), certificate pay, longevity pay and car allowance by the appropriate rate as dictated by the Federal Government. All FICA costs are budgeted and charged to this account.
- 11-02: Retirement** – Retirement is the City's contribution/match toward employees' retirement, which includes Texas Municipal Retirement System (TMRS). The City matches the TMRS employee retirement contribution on a 2 to 1 basis. The City contribution rate fluctuates from year to year. All City TMRS contributions are budgeted and charged to this account.
- 11-03: Workers compensation** – Workers compensation is the premium cost to the City for carrying workers compensation coverage on employees. This premium cost is budgeted and charged to this account.

- 11-04: Health/life insurance** – Health/life insurance includes the contribution to the Group Health Insurance Fund from the various departments of the City for full-time employee health and life insurance coverage. This is a benefit paid by the City on behalf of the employee. Health/life insurance premiums are budgeted and charged to this account.
- 11-05: Unemployment insurance** – Unemployment insurance represents premium cost to pay the unemployment insurance coverage for employees. This account is used to budget and charge unemployment insurance premiums.
- 11-07: Sick leave incentive** – Sick leave incentive is a monetary reward given to employees for excellent attendance. Amounts paid for sick leave incentive are budgeted and charged to this account.
- 11-12: Firemen's Retirement** – Retirement is City's contribution toward employees' retirement in the Firemen's Pension Fund. All City Firemen's Pension Fund contributions are budgeted and charged to this account.

## **20. Supplies**

- 20-01: Supplies** – Supplies are expendable materials used in routine operations. Included are calculator tape, pens, pencils, copy paper, envelopes, forms, batteries (with the exception of rolling stock and items with unit numbers), computer supplies and software, chemicals, cleaning, light bulbs, A/C filters, medical, animal, shop, testing, education, Christmas lights and decorations, recreation and like items, such as gloves, volleyball nets, belt clips. Hardware and lumber used to board up houses. This does not include lumber and hardware such as nails, screws, etc. used in maintenance and repair of City property and equipment. All supplies are budgeted and charged to this account.
- 20-03: Food supplies** - Food supplies represent foodstuffs to be consumed in the course of business. They include: coffee, water, soft drinks, and foods purchased for consumption at City meetings or functions. Food supplies purchased and consumed under these guidelines are budgeted and charged to this account. *Meals consumed while traveling on city business are charged to account 50-06, Travel and Training. Food items purchased for resale in concessions stands are charged to 20-33.*
- 20-04: Uniforms** – Uniforms include City provided work, fire and police uniforms as well as uniform allowances for employees required to wear uniforms. Uniform costs, such as Sam Brown Keepers, and hard hats are budgeted and charged to this account. Rain coats, rubber boots and other personal protection equipment are charged to this account.
- 20-06: Motor vehicle fuel** - Motor vehicle fuels include gasoline and diesel fuels consumed by the City's fleet in the execution of City duties. Motor vehicle fuel is budgeted and charged to this account.
- 20-17: Books and Other publications**– This account represents books, publications, periodicals, newspaper and other printed materials used in the normal course of



business. Included in this account are legal and professional volumes, and library patron books – the value and purpose of which extends over many years. Books meeting these criteria are budgeted and charged to this account. **Subscriptions to the Lufkin Daily News are charged to this account. Advertising and promotions paid to Lufkin Daily News are charged to account 50-04.**

**20-21: Equipment** – Equipment includes office, communications, technical, operational and maintenance equipment **not meeting capitalization criteria**. It includes items such as printers, calculators, hand tools, small motors, shop equipment, tool boxes for vehicles, telephone equipment, engineering tools and equipment, desks, chairs, file cabinets, credenzas, equipment, park maintenance equipment, Zoo animals, Recycle cans, air conditioners, etc. Equipment items are budgeted and charged to this account.

**20-30: Bar Supplies – Only for Convention Center use.** Bar supplies includes all the miscellaneous supplies need to stock the alcoholic beverage bar at the Convention Center excluding all beverages.

**20-31: Alcoholic Beverages – Only for Convention Center use.**

**20-32: Non-Alcoholic Beverages – Only for Convention Center use.**

**20-33: Concessions Food & Supply** - Food and supplies purchased for use in the resale of food items from concession stands. This includes food, drinks and containers used to in their respective sale such as cups, paper plates, wax paper wraps, Styrofoam containers, etc. This does not include cleaning products such as soap, paper towels, Clorax, Lysol, etc.

#### **40. Machinery/Equipment Maintenance**

**40-01: Buildings maintenance** – Buildings maintenance includes the repair and maintenance of City buildings as opposed to capital improvements. **If the work is contracted, this includes materials and labor.** Items include painting, **plumbing, lighting fixtures,** lumber and hardware for repair, window glass, electrical repair, roof repair, etc. Buildings maintenance items are budgeted and charged to this account.

**40-02: Machinery/equipment maintenance** – Machinery and equipment include the maintenance and/or repair of office, construction and field machinery and equipment such as backhoes, graders, and other off-road machinery and equipment; bush hogs and mowers, calculators, defibrillators, guns, air packs, power hand tools; fixed machinery and equipment such as tub grinders, chlorinators, generators, time clocks, satellite screens, kitchen equipment, air conditioners. This account also includes parts and maintenance agreements. **If the work is contracted, this includes materials**

**and labor.** Machinery/equipment repair and maintenance is budgeted and charged to this account.

- 40-03: Structures maintenance** – Structures maintenance includes repair and maintenance to structures (as opposed to capital improvements) such as water & sewer lines, streets, bridges, sidewalks, parking lots, drainage, pools, ball fields, tennis courts and other similar structures (Does not include buildings). **If the work is contracted, this includes materials and labor.** Structure maintenance items are budgeted and charged to this account.
- 40-04: Motor vehicles** – Motor vehicles includes the maintenance and/or repair costs to licensed, on-road vehicles such as scheduled and unscheduled maintenance and repair, parts and supplies as well as commercial repairs. Motor vehicles maintenance/repair is budgeted and charged to this account. **Includes deductibles paid for insurance related repairs.**
- 40-05: Furniture/fixtures maintenance** – **This account has been deleted and combined with either 40-01 or 40-02.**
- 40-18: Telephone/communications equipment maintenance** - Telephone/communications equipment includes maintenance and repair of phone systems, cellular phones, pagers, faxes, modems, mobile radios, TVs, cameras, VCRs, tape recorders, other similar equipment as well as maintenance agreements on such equipment. **If the work is contracted, this includes materials and labor.** Telephone/communications equipment maintenance is budgeted and charged to this account.
- 40-20: Computer equipment maintenance**– This account includes maintenance and/or repair of desktop, laptop, mainframe, and network computers; servers, routers, wireless antennas, lines, switches, (personal computer) printers, scanners, and other equipment associated with computer equipment. **If the work is contracted, this includes materials and labor.** It also includes maintenance agreements for both hardware and software **and annual software license renewals.** Computer equipment maintenance is budgeted and charged to this account.
- 40-21: Reproduction equipment maintenance** - Reproduction equipment includes copiers and combination copier/printer/scanner/fax equipment that are usually stand-alone pieces of equipment. **If the work is contracted, this includes materials and labor.** Costs associated with the maintenance, repair of reproduction equipment, as well as maintenance agreements are budgeted and charged to this account.

## **50. Services**

- 50-01: Communication services** – Communication services include monthly charges for telephone service (including long-distance), pagers, cellular phones, telegraph, Internet and messenger service. Costs of communication services are budgeted and charged to this account.

- 50-02: Office and Equipment rental** – Equipment rental includes the cost of renting any equipment or office space on a recurring basis for a fee. It also includes tool allowance provided by the City to mechanics. Office, construction and field equipment such as copier usage, copier leases, printers, cable, notary bonds and renewals, backhoes, tractors, portable toilet rentals, etc. are budgeted and charged to this account.
- 50-03: Insurance-** Insurance expense allocated from prepaid insurance account.
- 50-04: Special services** – Special services include accounting, legal, engineering, insurance, advertising, medical exams, background checks, license checks, permit renewals, recording deeds, sports officials' contract services, special investigations, jury duty, court costs, temporary personnel services, janitorial services and rug cleaning services, landscape services, and other similar services. The cost of special services is budgeted and charged to this account.
- 50-05: Economic Development Corporation Only: Marketing Incentives**
- 50-06: Travel and training** – Travel and training includes transportation, registration, meals, lodging and incidentals associated with required job training, professional conferences and similar job related events. The cost associated with travel/training, as well as local mileage reimbursement for business use of personal vehicle is budgeted and charged to this account.
- 50-12: Freight and delivery service** – Freight/delivery service includes transportation costs associated with product delivery to the City FOB shipping point, FedEx, UPS and other similar services. The cost of freight and delivery service is budgeted and charged to this account.
- 50-13: Dues and memberships** – Professional membership dues, including notary and other required license, in work related organizations, directly related membership subscriptions to professional periodicals, and other expenses are budgeted and charged to this account
- 50-14: Landfill charges** – Charges incurred to dispose of solid waste at the County landfill are budgeted and charged to this account.
- 50-20: Water service** – Water service includes water utility service provided by the City or other potable water provider, the cost of which is budgeted and charged to this account.
- 50-21: Sewer service** – Sewer service includes the sewer treatment service provided by City sewer treatment facilities. Costs incurred for sewer treatment service is budgeted and charged to this account.

- 50-22: Sanitation service** – Sanitation service consists of solid waste and recycling pickup services. Costs incurred for sanitation services are budgeted and charged to this account.
- 50-23: Electric service** – Electric service includes electric power, meter sets and related services provided by electric power companies. Costs incurred for these services are budgeted and charged to this account.
- 50-24: Heating fuel service** – Costs incurred for natural gas, propane, butane and other heating fuel service are budgeted and charged to this account.
- 50-40: Special Events** – Costs incurred in the production of Special Events such as Bistro, Corks and Forks, Tire Day, Electronic Recycling Day, The Pines special events, etc. to capture the total costs of the event. This includes all supplies, rentals, food, and drinks specifically for the event. This does not include consumable supplies which may be used for multiple events.
- 50-41: Equipment Amortization** – Costs incurred for the replacement of equipment. Budgeted amounts will be transferred to the Equipment Acquisition and Replacement Fund annually.

## **60. Other Charges**

- 60-01: Contributions, gratuities and rewards** – Items such as donations, contributions, prizes, and floral arrangements are budgeted and charged to this account.
- 60-04: Judgments and damages** - Judgments and damages include payment of legal judgments awarded against the City and damages to property by the City either negotiated or awarded by the courts. Costs incurred for judgments and damages are budgeted and charged to this account.
- 60-08: Other charges** - This account includes miscellaneous charges not otherwise classified. Costs of this nature are budgeted and charged to this account.
- 60-50: Bad debts** - Bad debts are debts, notes and/or accounts receivables that are judged to be uncollectable. Bad debts should be budgeted and charged to this account.
- 60-55: General & administrative charges** – General and administrative (G&A) charges represent services provided by departments of one Fund to departments of another Fund. G&A charges are budgeted and charged to this account.

## **70. Debt Service (Finance Use Only)**

- 70-01: Lease payment - principal** - This account is used to record the principal portion of a lease purchase payment.

- 70-02: Lease payment - interest** - This account is used to record the interest portion of a lease purchase payment.
- 70-03: Debt service - principal** - This account is used to record the principal portion of a debt service payment.
- 70-04: Debt service - interest** - This account is used to record the interest portion of a debt service payment.

## **72. Transfer Accounts (Finance Use Only)**

- 72-01: General Fund** - This account is used to record transfers to the General Fund.
- 72-02: Special Recreation Fund** - This account is used to record transfers to the Special Recreation Fund.
- 72-03: 1998 Tax & Rev CO's** - This account is used to record transfers to the 1998 Tax & Revenue Certificates of Obligation Fund.
- 72-09: Park Improvement Fund** - This account is used to record transfers to the Park Improvement Fund.
- 72-17: Insurance Loss Fund** - This account is used to record transfers to the Insurance Loss Fund.
- 72-20: Civic Center Fund** - This account is used to record transfers to the Civic Center Fund.
- 72-21: Group Hospital Insurance Fund** - This account is used to record transfers to the Group Hospital Insurance Fund.
- 72-23: Home Grant Fund** - This account is used to record transfers to the Home Grant Fund.
- 72-24: Animal Control-Kurth Grant** - This account is used to record transfers to the Animal Control Kurth Grant Fund.
- 72-30: Street Construction Fund** - This account is used to record transfers to the Street Construction Fund. (Street Const Fund)
- 72-45: Revenue Bond Debt Service Fund** - This account is used to record transfers to the Revenue Bond Debt Service Fund (Rev Bad Debt Svc Fund).
- 72-53: Asbestos Pipe Replacement Fund** - This account is used to record transfers to the Asbestos Pipe Replacement Fund (Asbestos Pipe Replacement Fund).

- 72-54: 1997 Water & Sewer Improvements Fund** - This account is used to record transfers to the 1997 Water & Sewer Improvements Fund. (1997 Water & Sewer Improvement Fund).
- 72-80: Water/Wastewater Renewal & Replacement Fund** - This account is used to record transfers to the Water/Wastewater Renewal and Replacement Fund (Water/Wastewater R&R Fund).
- 72-81: Water Construction Fund** - This account is used to record transfers to the Water Construction Fund (Water Const Fund).
- 72-82: Sewer Construction Fund** - This account is used to record transfers to the Sewer Construction Fund (Sewer Const Fund).
- 72-84: Solid Waste Renewal & Replacement Fund** - This account is used to record transfers to the Solid Waste & Recycling Renewal and Replacement Fund (Solid Waste R&R Fund).

## **80. Land & Improvements**

- 80-01: Land** – This account is used to budget and record the purchase of land and associated costs such as appraisals, negotiations, surveys, abstracts, deed recordings, etc.
- 80-02: Improvements other than building** – Improvements other than buildings include grading, leveling, inspections, first sodding, plantings, terracing, etc. Expenditures associated with these items are budgeted and charged to this account.
- 80-03: Engineering & design** – Engineering and design includes architectural, engineering and design services associated with construction and purchase of capital assets. Expenditures for these services are budgeted and charged to this account.

## **81. Buildings and Structures**

- 81-01: Buildings** – Buildings includes major repair and/or construction of new buildings that meet the City's capitalization policy. Buildings also include structures enclosing pumps, wells or electrical equipment, but not the equipment. Expenditures for buildings are budgeted and charged to this account.
- 81-02: Streets, structures** – Streets, structures include streets, roadways, bridges, culverts, sidewalks and associated items. Expenditures of this nature are budgeted and charged to this account.
- 81-06: Drainage improvements** – Drainage improvements include storm sewers, drains, detention ponds and other items associated with the transfer and control of rainwater. Costs associated with drainage improvements are budgeted and charged to this account.

- 81-08: Utility relocation** – Utility relocation includes relocation of water, sewer, electric and other utility lines. Expenditures of this nature are budgeted and charged to this account.
- 81-10: Water storage facilities** – Water storage facilities include ground and elevated water storage tanks, supports, foundations, buildings, outbuildings. This account does not include piping, pumping and other equipment required for storage construction. Costs associated with water storage facilities are budgeted and charged to this account.
- 81-11: Water treatment facilities** – Water treatment facilities include buildings, holding structures, piping, retaining structures, purification structures; does not include equipment. Costs associated with water treatment facilities, i.e. buildings and structures, are budgeted and charged to this account.
- 81-13: Water transmission, distribution lines** – This account includes transmission and distribution lines used to transport potable water from water wells to treatment facilities and from treatment facilities to end-users. The cost includes the ditch digging, preparation, laying of the line, pressure testing, covering and other costs necessary to deliver potable water from the source to the end user, whether performed by force labor or contractor. All costs associated with water transmission and distribution line construction are budgeted and charged to this account.
- 81-14: Water wells** – Costs of water wells includes platform construction, drilling rigging, outbuildings and other items associated with the building and structure of water wells, but do not include the equipment and machinery necessary for operation. Costs meeting this definition are budgeted and charged to this account.
- 81-16: Wastewater treatment facilities** – Wastewater treatment facilities include the buildings, holding ponds and structures, treatment structures. Not included in this account is machinery and equipment attached to the structures and buildings necessary for operation. Costs meeting this definition are budgeted and charged to this account.
- 81-17: Sewer collection lines** – Sewer collection lines includes the cost of ditch digging, preparation, laying of the line, pressure testing, covering and other costs necessary to transport wastewater from the source to the treatment facility, whether performed by force labor or contractor. Costs meeting this definition are budgeted and charged to this account.
- 81-30: Sewer lift stations** – Sewer lift stations include the station structure and all costs associated with its construction. It does not include machinery and equipment necessary for operation of the lift station. All costs meeting this definition are budgeted and charged to this account.
- 81-40: Other** – This account is used to record all buildings and structures that do not meet the definitions of other Buildings and Structures accounts, and includes structures

such as swimming pools, tennis courts, parking lots, play equipment, etc. Costs meeting this definition are budgeted and charged to this account

## **82. Machinery and Equipment**

- 82-01: Furniture and fixtures** - Furniture and fixtures used in this context are defined as equipment, and include desks, chairs, credenzas, tables and similar items meeting the City's capitalization policy. Costs meeting this definition are budgeted and charged to this account.
- 82-02: Machinery & equipment** - Machinery and equipment include off-road machinery and equipment, i.e. backhoes, graders, bush hogs, tractor mowers; fixed machinery, i.e. tub grinders, generators, pumps; office equipment, i.e. paper shredders, calculators, copiers and playground equipment. This account does not include water and wastewater treatment machinery and equipment or computer equipment (meeting capitalization policy), which are covered in other accounts. Costs meeting this definition are budgeted and charged to this account.
- 82-04: Motor vehicles** - Motor vehicles include licensed on-road vehicles, such as automobiles, dump trucks, pickups, tractor-trailer rigs, etc. Costs meeting this definition are budgeted and charged to this account.
- 82-06: Water system equipment** – Water treatment equipment include all machinery and equipment necessary to produce, treat and convey water to meet potable water standards and includes pumps, chlorinators, clarifiers, gauges, etc. Costs meeting this definition are budgeted and charged to this account.
- 82-08: Wastewater treatment equipment** - Wastewater system equipment includes all machinery and equipment necessary to convey and treat wastewater to meet TNRCC standards and includes pumps, chlorinators, clarifiers, digesters, gauges, etc. Costs meeting this definition are budgeted and charged to this account.
- 82-12: Meters & sets** – Meters and sets include the cost of setting the meters and boxes, including material and labor. Costs of meters and sets are budgeted and charged to this account.
- 82-13: Communications equipment** – Communications equipment includes purchase and installation costs of communication systems (telephone, computer, radio frequency) and individual equipment exceeding capitalization criteria. Costs meeting this definition are budgeted and charged to this account.
- 82-14: Software** – Software meeting the City's capitalization criteria are to be budgeted and charged to this account.
- 82-28: Books** – Books include legal volumes, patron library book collections, rare book



collections and other volumes and collections that meet the city's capitalization policy. Items meeting this definition are budgeted and charged to this account.

**85-99: Reclassification to PP&E** - This account is used to reclassify fixed assets from various funds to fixed assets in the fixed asset system, and is used only by the Finance department.

## **FIXED ASSET POLICY**

### **(Abridged Version)**

#### **NEED FOR POLICY:**

The City does not have established procedures to account for the purchase, transfer and disposal of its property and equipment (fixed assets). These fixed assets represent a significant resource to the City for accomplishing its services to the citizens.

#### **PURPOSE OF POLICY:**

This policy establishes comprehensive guidelines to account for the acquisition, transfer and disposal of fixed assets for all City departments and ensure that the current physical characteristics of property are accurately reflected in City records.

#### **POLICY:**

Fixed Assets are long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings, and land. For purposes of this policy, capitalization of an asset must meet the following criteria:

1. \$5,000 on tangible personal property (furniture, fixtures, vehicles, computers, off road equipment, etc)
2. \$50,000 on **new** infrastructure including water, sewer, streets, bridges, storm water lines etc.,
3. For **improvements** to buildings, machinery & equipment, and vehicles the capital outlay must be greater than \$10,000 and either extend the useful life for 10 years or be greater than 10% of the original cost of the asset

**Example:** Replace engine in backhoe for \$13,500 and original cost was \$121,700—over \$10,000 and greater than 10% of the original cost = capital. If cost of the engine was less than \$12,170 and was not expected to extend the life for 10 years, the replacement would be maintenance.

**Example:** Replace roof on Main Fire Station for \$27,000, original cost was \$18,000—over \$10,000 and greater than 10% of the original cost and will more than likely extend the useful life for 10 years = capital.

Fixed asset acquisitions shall be reviewed and only items meeting the City's capitalization criteria (fixed asset definition) shall be charged to capital accounts.

Generally Accepted Accounting Principles (GAAP) will be followed in recording fixed asset purchases (direct and capital lease), construction work-in-progress, asset retirement, accumulated depreciation and depreciation expense.

## **MAJOR FIXED ASSET CATEGORIES:**

### **Summary of Major Fixed Asset Categories:**

**Land 80-01:** Is real property for which the City holds the title. The land cost includes appraisals, survey costs, recording fees and other charges necessary to acquire the land.

**Buildings 81-01:** Is a structure with a foundation and a roof that may or may not have full enclosure.

**Improvements other than buildings 81-02 through 81-40:** Are those that are not specifically identifiable as the costs to build a building. Assets that are normally included in this category are grading, paving, fencing, playground and picnic equipment, landscaping, irrigation systems, concrete work, miscellaneous structures, plumbing and electrical. Also included are utility improvements such as water and sewer transmission, distribution and collection lines, lift stations, pumping stations, etc.

**Machinery and equipment 82-02:** Is property that is complete within itself and is not a component (HVAC, plumbing, electrical, etc) of a building. Machinery and equipment such as backhoes, graders, caterpillars, bulldozers, portable generators, copiers, PCs, PC systems, table saws, welding machines, are examples of items included here.

**Computer Software 82-14:** *(A component of Machinery and equipment)*

Computer software, fixed assets, are purchased programmed computer instructions (application software) having a cost of at least \$10,000 and a useful life of greater than one year. Software developed by City staff is not recorded as a fixed asset unless it meets certain criteria to be determined.

**Vehicles 82-04:** Is road worthy equipment required to be licensed such as a car, bus, pickup truck, dump truck, motorcycle, or van used for transportation of City employees in the performance of their job duties.

**\*\*FIXED ASSETS PURCHASED UNDER CAPITAL LEASE:** (Not in Use in FY 2015)

A leased item must meet one (1) or more of the following criteria to be considered a fixed asset:

- ❖ **Transfer of ownership:** Ownership transfers to the City by the end of the lease term.
- ❖ **Lease purchase option:** Lease has a bargain purchase option (i.e. substantially less than fair market value).
- ❖ **Lease term:** The lease term is 75% or more of the leased property's estimated economic life.
- ❖ **Present value:** The present value of the minimum lease payment at the inception of the lease, excluding executory cost, is 90% or more of the fair market value of the leased property.

## **ASSET ACQUISITION AND COST BASIS DETERMINATION:**

**Definition of Acquisition:** Obtaining title to a fixed asset by direct purchase, capital lease agreement, construction, donation, transfer, improvement, or condemnation.

- ❖ **Direct purchase:** the purchase price plus the costs necessary to place the asset in use.
- ❖ **Capital Lease:** the lesser of the present value of lease payments or the fair value of the leased property. If no interest rate is stated in the lease, the discount rate should be the incremental borrowing rate for the City as determined by the Finance Department.
- ❖ **Construction:** the costs incurred during construction of an asset including those costs necessary to place the asset in service.
- ❖ **Developer Contributions:** the developer's cost basis for the construction of the asset.
- ❖ **Donation:** the fair market value of the asset on the date of the donation; the assessed value shall be used for land donations.
- ❖ **Transfer:** transfers between departments or locations are recorded at a cost no greater than net book value (cost less accumulated depreciation), the basis in the City's records at the time of transfer.
- ❖ **Improvements:** costs for asset improvements are added to the cost basis if they result in one of the following changes:
  - Additional or more valuable asset services
  - Extension of economic life of the asset
- ❖ **Condemnation:** fixed assets acquired through condemnation or the right of eminent domain is recorded at the cost deemed to be fair compensation for the property.

## **Cost Basis by Asset Category:**

- ❖ **Land:** includes the acquisition price, legal and title fees, survey, appraisal and recording fees, any unpaid taxes assumed, negotiation costs, etc.
- ❖ **Buildings:** include acquisition cost, costs of all fixtures permanently attached and made part of the building, and any other costs required to prepare the asset for its intended use. The recorded cost for a constructed building includes contractor payments, in-house labor cost, professional fees for architects, attorneys, appraisers, and financial advisors, damage claims, insurance, and other costs incurred during the period of construction required to prepare the asset for its intended use.

- ❖ **Improvements other than buildings:** include construction costs, including materials and labor and other charges incurred to prepare the asset for its intended use.
- ❖ **Machinery and Equipment:** include acquisition cost plus trade-in allowance, freight, taxes, installation costs, and other charges incurred to place the asset in use.

PCs/PC Systems: include equipment, software, and other costs incurred to prepare the asset for its intended use with some distinct rules and exceptions:

- All hardware costs for a new PC system (even if purchased from different vendors) is included in the cost of the fixed asset if the total value is \$1,000 or more.
- Printers are recorded as a separate fixed asset if the cost is \$1,000 or more; otherwise, printers may be recorded as a controllable (see Appendix B) asset or not recorded at all.
- The cost of individual PC components such as monitors and upgrades not purchased as part of the new system will be recorded as a separate fixed asset if the cost is \$1,000 or more.
- If PC systems include software that is not separately priced by the vendor, the software is considered to have no cost value and is recorded as part of the fixed asset.

Computer Software: include contract price, payments for modifications, training, etc. required to prepare the software for use.

- ❖ **Vehicles:** include the purchase price of the vehicle, delivery charges and any of the ancillary costs required to put the vehicle in service.

## **CONTROLLABLE ASSETS:**

**Definition:** A controllable asset is an asset that does not meet the City's criteria for a fixed asset, but due to the nature of the item, such as high likelihood of theft or compliance with state or federal guidelines, greater accountability is required. A controllable asset is tangible property with a value of less than \$1,000 and an expected useful life of one year or more. A minimum value of \$500 is recommended for recording controllable assets.

**Responsibility:** The department director will work with Finance to determine what additional types of assets should be included on the system as controllable assets. Basic criteria for determining that an asset is a controllable asset are:

- ❖ Will the loss of the asset be obvious or will you need a fixed asset inventory to determine that it is missing?
- ❖ Do state or federal guidelines require it to be tracked?
- ❖ Is the nature of the asset such that it needs to be tracked?
- ❖ Is the asset likely to be missing in this department's environment?

Departments may have other criteria that need to be considered due to their specific operations.

Controllable assets are subject to the same requirements as fixed assets regarding security, maintenance, and utilization. The owner department assumes responsibility for tracking and recording controllable assets. Controllable assets will not be reported in the City's audited financial statements.

# City of Lufkin

## Five-Year Personnel History

Department	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
General Government					
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2
Administration					
Full Time	3	3	3	3	3
Part Time	0	0	0	0	0
Total	3	3	3	3	3
Finance					
Full Time	7	7	10	10	10
Part Time	0	0	0	0	0
Total	7	7	10	10	10
Legal					
Full Time	1	2	2	2	2
Part Time	0	0	0	0	0
Total	1	2	2	2	2
Municipal Court					
Full Time	7	7	7	7	7
Part Time	1	1	1	1	1
Total	8	8	8	8	8
Human Resources					
Full Time	4	5	5	5	6
Part Time	1	0	0	0	0
Total	5	5	5	5	6
Building Services					
Full Time	2	2	2	2	2
Part Time	0	0	1	1	1
Total	2	2	3	3	3

**City of Lufkin**  
**Five-Year Personnel History**  
(Continued)

Department	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
<b>Information Technology</b>					
Full Time	6	6	7	7	7
Part Time	0	0	0	0	0
Total	6	6	7	7	7
<b>Police</b>					
Full Time	99	99	98	100	100
Part Time	0	0	0	0	0
Total	99	99	98	100	100
<b>Fire</b>					
Full Time	81	81	81	81	81
Part Time	0	0	0	0	0
Total	81	81	81	81	81
<b>Inspection Services</b>					
Full Time	8	8	8	8	8
Part Time	0	0	0	0	0
Total	8	8	8	8	8
<b>Animal Control</b>					
Full Time	10	10	10	11	11
Part Time	0	0	0	0	0
Total	10	10	10	11	11
<b>Engineering</b>					
Full Time	9	9	9	9	9
Part Time	0	0	0	0	0
Total	9	9	9	9	9



**City of Lufkin**  
**Five-Year Personnel History**  
(Continued)

Department	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
<b>Streets</b>					
Full Time	34	34	34	34	34
Part Time	1	1	1	1	1
Total	35	35	35	35	35
<b>Parks &amp; Recreation</b>					
Full Time	26	27	27	27	27
Part Time	5	5	5	5	5
Total	31	32	32	32	32
<b>Fleet Maintenance</b>					
Full Time	7	7	7	7	7
Part Time	0	0	0	0	0
Total	7	7	7	7	7
<b>Planning &amp; Zoning</b>					
Full Time	3	3	3	3	3
Part Time	0	0	0	0	0
Total	3	3	3	3	3
<b>Community Development (Main Street)</b>					
Full Time	3	3	3	3	3
Part Time	0	0	0	0	0
Total	3	3	3	3	3
<b>Ellen Trout Zoo</b>					
Full Time	23	24	24	24	24
Part Time	2	2	2	2	2
Total	25	26	26	26	26
<b>Kurth Memorial Library</b>					
Full Time	9	9	10	10	10
Part Time	8	8	6	6	6
Total	17	17	16	16	16

**City of Lufkin**  
**Five-Year Personnel History**  
(Continued)

Department	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
Utility Collections					
Full Time	12	12	12	12	12
Part Time	0	0	0	0	0
Total	12	12	12	12	12
Wastewater Treatment					
Full Time	20	20	20	20	20
Part Time	1	1	1	1	1
Total	21	21	21	21	21
Water Production					
Full Time	1	1	1	1	1
Part Time	1	1	1	1	1
Total	2	2	2	2	2
Water/Sewer Utilities					
Full Time	38	38	38	37	37
Part Time	0	0	0	0	0
Total	38	38	38	37	37
Solid Waste					
Full Time	25	26	26	26	26
Part Time	0	0	0	0	0
Total	25	26	26	26	26

**City of Lufkin**  
**Five-Year Personnel History**  
(Continued)

Department	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
Recycling					
Full Time	7	7	7	7	7
Part Time	0	0	0	0	0
Total	7	7	7	7	7
Convention Center					
Full Time	8	8	8	8	8
Part Time	0	0	0	0	0
Total	8	8	8	8	8
Special Recreation Fund					
Full Time	0	0	0	0	0
Part Time	25	25	25	25	25
Total	25	25	25	25	25
Economic Development					
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2
Lufkin Convention & Visitor Bureau					
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2

Total Full Time	459	464	468	470	470
Total Part Time	45	44	43	43	43
Total Employees	504	508	511	513	513

CITY OF LUFKIN  
WATER/WASTEWATER FUND

Cost Center	Costs Allocated			EST.			FY2017 Budget
	Percent to General	FY 2015 Budget	Percent to General	FY 2016 Budget	Percent to General	FY 2017 Budget	
City Council/City Secretary	23%	\$ 82,400.03	23%	\$ 81,864.36	23%	\$ 86,180.77	374,699
City Administration	35%	\$ 195,158.25	35%	\$ 176,243.55	35%	\$ 182,857.15	522,449
Finance	36%	\$ 267,968.16	36%	\$ 273,577.68	36%	\$ 284,628.24	790,634
Legal	26%	\$ 74,497.28	26%	\$ 75,644.92	26%	\$ 78,901.42	303,467
Human Resources/Purchasing	43%	\$ 169,545.13	43%	\$ 173,578.96	43%	\$ 191,221.00	444,700
Municipal Building	16%	\$ 47,579.36	16%	\$ 49,788.32	16%	\$ 50,575.04	316,094
Information Technology	33%	\$ 328,096.89	33%	\$ 379,097.73	33%	\$ 370,031.31	1,121,307
Fire Department <sup>(1)</sup>							7,705,688
Inspection Services	42%	\$ 230,427.12	42%	\$ 228,253.20	42%	\$ 232,781.64	554,242
Emergency Management	25%	\$ 11,775.00	25%	\$ 12,387.50	25%	\$ 12,655.00	50,620
Engineering	63%	\$ 438,785.55	63%	\$ 468,173.16	63%	\$ 483,572.25	767,575
Street	9%	\$ 344,687.40	9%	\$ 344,204.55	9%	\$ 346,554.54	3,850,606
Fleet Maintenance	33%	<u>\$ 119,805.18</u>	33%	<u>\$ 122,855.37</u>	33%	<u>\$ 121,032.45</u>	<u>366,765</u>
Total to General		<u>\$2,310,725.35</u>		<u>\$2,385,669.30</u>		<u>\$ 2,440,990.81</u>	17,168,846

<sup>1</sup> Hydrant Maintenance

CITY OF LUFKIN  
SOLID WASTE & RECYCLING FUND  
Fiscal 2015, 2016 and Fiscal 2017 General & Administrative Charges Comparison

Cost Center	Costs Allocated			EST.			FY2017 Budget
	Percent to General	FY 2015 Budget	Percent to General	FY 2016 Budget	Percent to General	FY 2017 Budget	
City Council/City Secretary	17%	\$ 60,904.37	17%	\$ 60,508.44	17%	\$ 63,698.83	374,699
City Administration	42%	\$ 234,189.90	42%	\$ 211,492.26	42%	\$ 219,428.58	522,449
Finance	33%	\$ 245,637.48	33%	\$ 250,779.54	33%	\$ 260,909.22	790,634
Legal	30%	\$ 85,958.40	30%	\$ 87,282.60	30%	\$ 91,040.10	303,467
Human Resources/Purchasing	40%	\$ 157,716.40	40%	\$ 161,468.80	40%	\$ 177,880.00	444,700
Municipal Building	6%	\$ 17,842.26	6%	\$ 18,670.62	6%	\$ 18,965.64	316,094
Information Technology	33%	\$ 328,096.89	33%	\$ 379,097.73	33%	\$ 370,031.31	1,121,307
Emergency Management	25%	\$ 11,775.00	25%	\$ 12,387.50	25%	\$ 12,655.00	50,620
Engineering	12%	\$ 83,578.20	12%	\$ 89,175.84	12%	\$ 92,109.00	767,575
Street	8%	\$ 306,388.80	8%	\$ 305,959.60	8%	\$ 308,048.48	3,850,606
Fleet Maintenance	33%	\$ 119,805.18	33%	\$ 122,855.37	33%	\$ 121,032.45	366,765
Main Street	22%	<u>\$ 38,287.70</u>	22%	<u>\$ 39,394.08</u>	22%	<u>\$ 39,769.84</u>	<u>180,772</u>
Total to General		\$ 1,690,180.58		\$ 1,739,072.38		\$ 1,775,568.45	
Transfer to Water and Sewer Fund	15%	<u>\$ 119,760.45</u>	15%	<u>\$ 119,803.35</u>	15%	<u>\$ 123,572.10</u>	
		<u>\$ 1,809,941.03</u>		<u>\$ 1,858,875.73</u>		<u>\$ 1,899,140.55</u>	

CITY OF LUFKIN  
ECONOMIC DEVELOPMENT  
Fiscal 2017 General & Administrative Charges Comparison

Cost Center	FY2017 Dept Budget	Dept Budget as Percent of Total General Fund Appropriation (\$32,755,629)	Economic Development to Total General Fund Appropriation	Estimated FY2017 Budget
City Council/City Secretary	\$ 374,699	1.14%	\$ 44,430	\$ 510
City Administration	\$ 522,449	1.59%	\$ 44,430	\$ 710
Finance	\$ 790,634	2.41%	\$ 44,430	\$ 1,070
Legal	\$ 303,467	0.93%	\$ 44,430	\$ 410
Human Resources/Purchasing	\$ 444,700	1.36%	\$ 44,430	\$ 600
Municipal Building	\$ 316,094	0.97%	\$ 44,430	\$ 430
Information Technology	\$ 1,121,307	3.42%	\$ 44,430	\$ 1,520
Engineering	\$ 767,575	2.34%	\$ 44,430	\$ 1,040
Street	\$ 3,850,606	11.76%	\$ 44,430	\$ 5,220
Total to General	<u>\$ 8,491,531</u>			<u>\$ 11,510</u>

Economic Development Budget FY2017	1,206,335
General Fund Budget FY2017	32,755,629
Relationship between Economic Development/General Fund Appropriation :	3.68%
Relationship between Economic Development/General Fund Appropriation :	<u>44,430</u>

CITY OF LUFKIN  
LUFKIN CONVENTION & VISITOR BUREAU  
Fiscal 2017 General & Administrative Charges Comparison

Cost Center	FY2017 Dept Budget	Dept Budget as Percent of Total General Fund Appropriation	LCVB Total to Total General Fund Appropriation	Estimated FY2017 Budget
City Council/City Secretary	\$ 374,699	1.14%	\$ 6,850	\$ 80
City Administration	\$ 522,449	1.59%	\$ 6,850	\$ 110
Finance	\$ 790,634	2.41%	\$ 6,850	\$ 170
Legal	\$ 303,467	0.93%	\$ 6,850	\$ 60
Human Resources/Purchasing	\$ 444,700	1.36%	\$ 6,850	\$ 90
Municipal Building	\$ 316,094	0.97%	\$ 6,850	\$ 70
Information Technology	\$ 1,121,307	3.42%	\$ 6,850	\$ 230
Engineering	\$ 767,575	2.34%	\$ 6,850	\$ 160
Street	\$ 3,850,606	11.76%	\$ 6,850	\$ 810
Total to General	<u>\$ 8,491,531</u>			<u>\$ 1,780</u>

Lufkin Convention & Visitor Bureau Budget FY2017	473,575
General Fund Budget FY2017	32,755,629
Relationship between LCVB / General Fund Appropriation in %	1.45%
Relationship between LCVB / General Fund Appropriation in \$	<u>6,850</u>

