

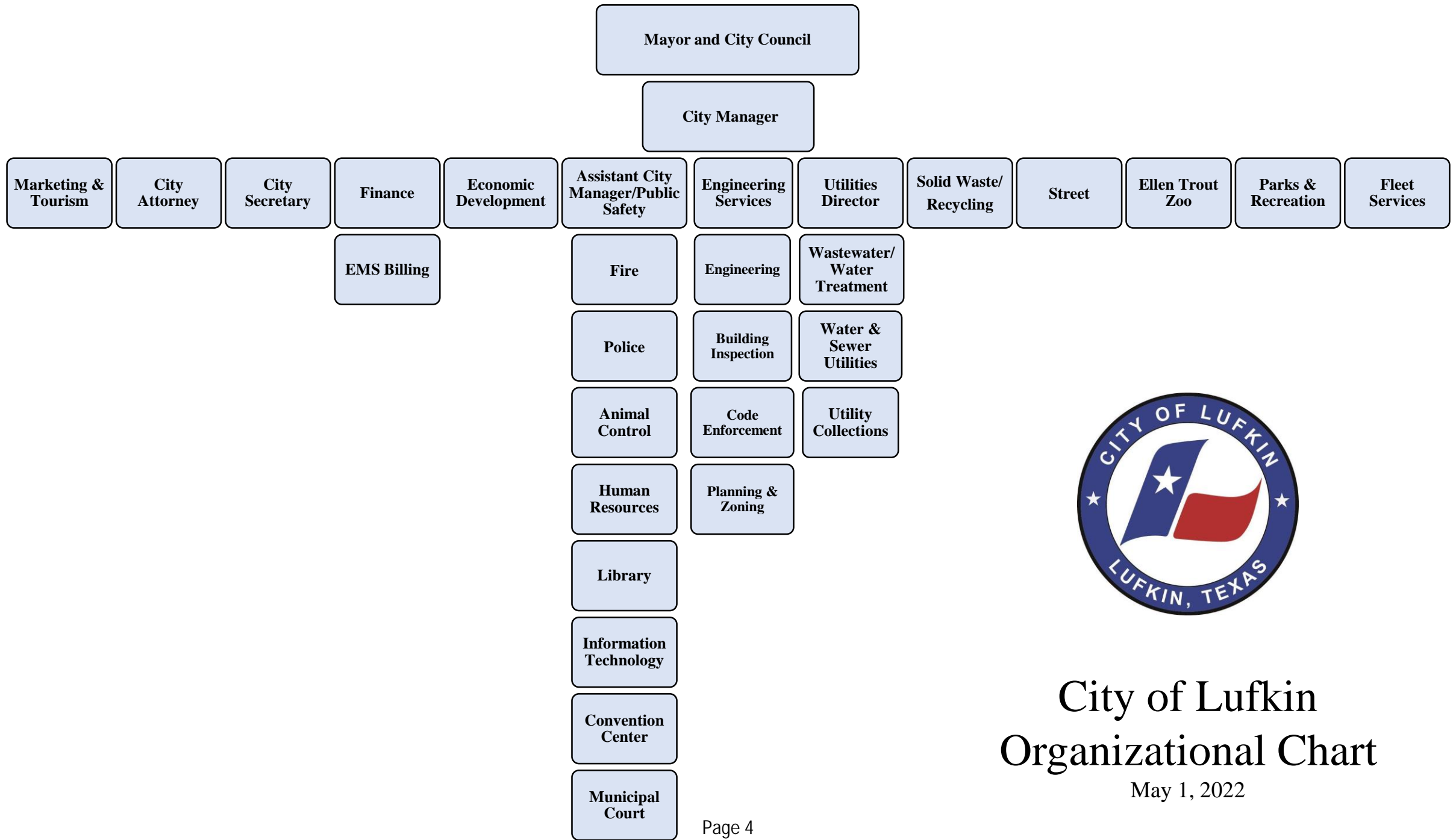
Significant Proposed Changes			
FY 2023			
	Request Description	Amount	Fiscal Year Notes
Tax Rate	The proposed tax rate for Fiscal Year 2023 is \$0.524671, which is greater than the No-New Revenue tax rate of \$0.487766. The breakdown will be \$.424671 for O&M, and \$.1000 for debt service.		
Water & Sewer Rates	A 4% increase in water & sewer rates is proposed for FY 2023.		
Solid Waste Rates	A 10% increase in all solid waste and recycling rates is proposed for FY 2023.		
All Departments	Holiday bonus of \$50 for all employees to replace the holiday certificate from Brookshire Brothers of \$15	\$ 17,500	2023
	Proposed 3% cola for all employees except Police & Fire. Police & Fire will receive a 1% cola. This will be tentatively scheduled for implementation in January 2023 if sales tax revenues remain stable.	\$ 1,016,364	2023
General Fund	Transfer to Employee Health Insurance anticipated increases to employer contributions	\$ 530,000	2023
Human Resources	Employee postcard communication program & text-email texting communication platform. City wide birthday celebration monthly. City wide employee training @ \$60,000	\$ 67,550	2023
Building Maintenance	Addition of Building Maintenance Supervisor + benefits	\$ 68,916	2023
IT	VM Storage Replacement & Vmware ESXI Host Servers	\$ 83,795	2023 Approved for purchase in Fund 642
	Approval of 2 IT Tech Position @ grade 104 + benefits	\$ 110,106	2023
	Microsoft 365 Licensing & Professional services for migration and onboarding	\$ 125,000	2023
Fire	LIFEPACK 1000 AED Replacement 5 units	\$ 16,585	2023
Engineering - Inspections	Addition of 1 Code Enforcement Officer + benefits	\$ 49,588	2023
Animal Control	Corporate Wifi Access Point	\$ 400	2023
Street	Increase to overlay program	\$ 300,000	2023 Covered by transfers from 501 and 548
	Addition of 1 Maint. Worker @101.5 + benefits	\$ 37,159	2023

Significant Proposed Changes - Continued			
FY 2023			
	Request Description	Amount	Fiscal Year Notes
Parks & Recreation	Youth Soccer Program	\$ 120,508	2023 Special Recreation Fund 221
	Temporary fencing and backstop repair at MFP Girls fields	\$ 11,970	2023 Special Recreation Fund 221
	Basketball food for closing ceremonies, gym rentals and security	\$ 4,400	2023 Special Recreation Fund 221
	Recreation supplies: pickle ball, balls, gym tape and bulletin board, sports nets disc golf equipment tables, ball cart, gym trainers, cones, pickle ball and volley ball equipment	\$ 6,960	2023 Special Recreation Fund 221
	Baseball supplies and equipment increase in pay for umpires and Challenger Division special needs baseball program	\$ 17,550	2023 Special Recreation Fund 221
	Athletic Coordinator + benefits	\$ 41,756	2023
	PT League Supervisor	\$ 11,655	2023
	3 Laborer 101 positions + benefits and 1 Laborer 103 position + benefits	\$ 153,664	2023
	IPad & Square Terminals for credit card acceptance at concessions	\$ 2,788	2023 Special Recreation Fund 221
	Reinstatement to NPRA	\$ 450	2023
	Travel to NPRA conference	\$ 1,487	2023
Library	Copier Lease for copy machine	\$ 3,000	2023
Convention Center	1 Laborer position + benefits	\$ 37,163	2023
	Airwall maintenance	\$ 7,000	2023
	A/C Maintenance	\$ 15,000	2023
Marketing & Tourism	Social Media Content Creation Specialist + benefits and computer	\$ 64,164	2023
	Rental of an Ice Skating Rink to coincide with Winterfest. Will be open to the public and available for private rental and will be operational for approximately 6 weeks during the holiday season	\$ 200,000	2023 This project will be budget neutral with revenue to offset the cost of the rental
Water Utilities	5 Samsung tablets & cases	\$ 6,600	2023
Sewer Utilities	Power Pony pipe threader and valve exerciser	\$ 5,000	2023

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 Administration					
Finance					
Legal					
Tax					
Human Resources					
Building Services					
Information Technology					
Police					
Fire					
Municipal Court					
City Marshall					
Inspection Services					
Emergency Management					
Animal Control					
Engineering					
Streets					
Parks and Recreation					
Fleet Maintenance					
Planning & Zoning					
Zoo					
Community Dev/Main St					
Librarv					
Utility Collections					
Wastewater Treatment					
Water Production					
Water/Sewer Utilities					
Solid Waste					
Recycling					
Convention Center					
Special Recreation					
Pines Theater					
Zoo Building					
Court					
Animal Control Kurth					
Animal Attic Gift Shop					
Community Dev/Dwtwn					
Economic Development					
Marketing & Tourism					



City of Lufkin Organizational Chart

May 1, 2022



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Lufkin
Texas**

For the Fiscal Year Beginning

October 01, 2021

Christopher P. Morill

Executive Director

CITY OF LUFKIN
FY2023 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 19, 2022	Budget Kickoff Room 102 @ 11 am	Department Heads, Applicable Staff and Budget Team	Initial budget meeting to establish guidelines for the FY2023 budget process, budget format, requirements, and distribute budget instruction manuals and materials.
May 10, 2022	Send Budget Review Schedule to Department Heads	Finance	Schedule of meetings will be developed and sent to department heads.
May 20, 2022	FY 2022 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, 2022	FY2023 Proposed Revenue and Budget Expenditures	Department Heads and Applicable Staff	Completed Revenue estimates and current year annualized expenditures for FY2023 are due in H.T.E. from responsible departments.
May 23, 2022	Change Security @ 8 AM	All Departments	Change Authority in HTE so that no further changes can be made to the FY2023 Proposed Revenue Estimates and Expenditures by the Departments.

June 6 – June 10, 2022	Departmental FY2022 (CYR) & FY2023 Budget and Supplemental Request Reviews Rm 202	Department Heads, Staff & Budget Team	Staff and Budget Team to meet with each Department Head to review departmental budgets.
June 15-17, 2022	Review Current FY2022 & FY2023 budget line items.	City Administration & Budget Team	Review of department budgets for justification and details. Line items will be reviewed.
June 17, 2022	Completed FY2023 Dept. Budget Pages due to Finance Dept.	Department Heads and Applicable staff.	Completed FY2023 Departmental Budget Pages due to Finance Dept. including UPDATED Mission Statements. Description of Services, Work Program, and Performance Measures.
June 28, 2022	Council Budget Workshop. Mid-Year Budget Amendment to Council	City Council & City Staff	Council review of departmental budget requests Presentation of FY2022 Revised Budget, Mid-Year Budget Amendment to City Council for 1 st Reading.
July 19, 2022	Mid-Year Budget Amendment to Council	Finance Department, City Manager	Presentation of FY2022 Revised Budget, Mid-Year Budget Amendment to City Council for 2 nd Reading and Approval.
July 25, 2022 (by July 31, 2022)	Receive Certified Property Values	Chief Appraiser	Complete Ad Valorem revenue projections for budget.
August 2, 2022	Establish meeting dates for Public hearings, Budget and tax	City Council	Council sets date for public hearings on the proposed budget and on the tax rate.
August 6, 2022	No-new-revenues and voter-approval Tax Rates Published	Tax Assessor/Collector /Finance Director	The effective tax rate for fiscal 2022 is published in the local newspaper and City's website. Tex.Tax Code 26.04 (e).
August 12, 2022	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 28, 2022	Publish notice of budget hearing	Budget team	Publish notice of budget hearing in local newspaper and on the City of Lufkin website.
August 28, 2022	Notice of Proposed Tax Rate	City Secretary/Finance Director	1 st 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. Draft Budget and transmittal letter submitted to City Council.
September 6, 2022	Budget Submission to Council	City Manager	
	Public Hearing *	City Council	A public hearing is held by Council to receive public input regarding the FY 2022/2023 Operating Budget.
	1 st Reading of Budget Ordinance*	City Council	First reading of Budget Ordinance.
	1 st Public Hearing on Tax Rate	City Council	First public hearing on proposed tax rate.
	1 st Reading of Tax Rate Ordinance	City Council	First reading of Tax Rate Ordinance
	1 st Reading of Water and Sewer Rates		First reading of Water & Sewer rate Ordinance
	2 nd Reading of Budget Ordinance*	City Council	Second reading of Budget Ordinance and adoption.
September 20, 2022	2 nd Reading of Tax Rate Ordinance	City Council	Second reading of Tax Rate Ordinance and adoption.
	2 nd Reading of Water & Sewer Rate Ordinance		Second reading of Water & Sewer Rate Ordinance and adoption.
December 2, 2022	Distribution of Final Budget Document	Budget Team	Final Budget Document published and distributed.

* Requires 72 hour Open Meeting Notice

CITY OF LUFKIN
COMBINED FUNDS SUMMARY
Fiscal Year 2023 Operating Budget

	<u>FY2021</u> <u>Actual</u>	<u>FY2022</u> <u>Budget</u>	<u>FY2022</u> <u>Adjusted</u>	<u>FY2023</u> <u>Budget</u>
Beginning Balances				
General Fund	\$ 12,772,492	\$ 12,921,636	\$ 15,665,889	\$ 15,741,885
Water/Wastewater Fund	5,483,785	5,689,710	6,878,581	7,008,529
Solid Waste Disposal Fund	4,701,641	4,946,898	5,373,221	5,527,526
Hotel/Motel Tax Fund	194,261	1,089,177	1,272,598	643,023
Convention Services Fund	-	-	-	387,345
Special Recreation Fund	42,844	85,112	(19,986)	(52,349)
Pines Theater Fund	(71,852)	(93,120)	(59,399)	48,312
Ellen Trout Zoo Fund	1,901,227	1,901,262	2,177,094	2,238,920
Court Security/Technology Fund	66,481	85,056	86,745	96,600
Main St/Comm Dev. Downtown Impr	35,246	35,388	39,590	-
Animal Control-Kurth Grant Fund	87,699	88,799	82,493	82,493
Animals Attic Gift Shop Fund	42,957	63,557	58,604	120,004
General Obligation Debt				
Service Fund	2,299,226	2,169,163	2,385,112	2,361,910
Equipment Acquisition & Repl Fund	8,853,693	10,292,419	9,914,005	8,226,470
Technology Amortization Fund	-	1,250,000	1,250,000	593,648
Sub-Total Operating Funds	<u>\$ 36,409,700</u>	<u>\$ 40,525,057</u>	<u>\$ 45,104,547</u>	<u>\$ 43,024,316</u>
Economic Development Fund	7,947,595	9,933,495	4,920,313	5,500,403
Marketing & Tourism	772,587	-	905,066	1,061,369
Total Beginning Balances	<u>\$ 45,129,882</u>	<u>\$ 50,458,552</u>	<u>\$ 50,929,926</u>	<u>\$ 49,586,088</u>
Revenues and Transfers In				
General Fund	\$ 39,274,077	\$ 34,552,788	\$ 36,812,697	\$ 38,838,662
Water/Wastewater Fund	17,787,683	17,395,987	17,432,678	18,116,817
Solid Waste Disposal Fund	7,538,139	7,072,150	7,323,716	8,067,500
Hotel/Motel Tax Fund	1,149,855	951,070	1,004,680	1,151,070
Convention Services Fund	-	891,766	939,186	689,560
Special Recreation Fund	254,350	360,568	398,486	466,568
Pines Theater Fund	76,098	172,876	179,021	36,756
Ellen Trout Zoo Fund	512,779	397,241	398,140	400,490
Court Security/Technology Fund	22,101	22,400	20,400	20,400
Main St/Comm Dev. Downtown Impr	11,153	300	300	300
Animal Control-Kurth Grant Fund	44,668	50,500	50,500	55,500
Animals Attic Gift Shop Fund	38,103	400	61,400	400
General Obligation Debt				
Service Fund	6,202,637	5,059,053	5,176,095	4,445,573
Equipment Acquisition & Repl Fund	2,506,970	2,282,351	2,282,351	2,442,162
Technology Amortization Fund	1,250,000	186,415	186,415	74,655
Sub-Total Operating Funds	<u>\$ 76,668,613</u>	<u>\$ 69,395,865</u>	<u>\$ 72,266,065</u>	<u>\$ 74,806,413</u>
Economic Development Fund	2,088,858	1,945,232	4,659,890	1,955,031
Marketing & Tourism	350,952	692,381	581,135	603,500
Total Revenues & Transfers In	<u>\$ 79,108,423</u>	<u>\$ 72,033,478</u>	<u>\$ 77,507,090</u>	<u>\$ 77,364,944</u>
Less: Interfund Transfers in	<u>8,729,249</u>	<u>8,039,565</u>	<u>12,122,698</u>	<u>8,022,418</u>
Net Budget Revenue	<u>\$ 70,379,174</u>	<u>\$ 63,993,913</u>	<u>\$ 65,384,392</u>	<u>\$ 69,342,526</u>
Total Funds Available	<u>\$ 115,509,056</u>	<u>\$ 114,452,465</u>	<u>\$ 116,314,318</u>	<u>\$ 118,928,614</u>

CITY OF LUFKIN
COMBINED FUNDS SUMMARY
Fiscal Year 2023 Operating Budget

	<u>FY2021</u> <u>Actual</u>	<u>FY2022</u> <u>Budget</u>	<u>FY2022</u> <u>Adjusted</u>	<u>FY2023</u> <u>Budget</u>
Appropriations and Transfers Out				
General Fund	\$ 36,078,255	\$ 34,278,629	\$ 36,736,701	\$ 38,791,464
Water/Wastewater Fund	16,188,830	16,098,724	17,302,730	17,771,180
Solid Waste Disposal Fund	6,691,965	6,741,500	7,169,411	8,019,994
Hotel/Motel Tax Fund	1,025,720	1,620,992	1,634,255	1,150,000
Convention Services Fund	-	599,366	551,841	689,300
Special Recreation Fund	317,496	327,574	430,849	470,545
Pines Theater Fund	63,367	79,500	71,310	30,485
Ellen Trout Zoo Fund	237,077	362,610	336,314	397,718
Court Security/Technology Fund	1,851	12,220	10,545	47,170
Main St/Comm Dev. Downtown Impr	6,809	-	39,890	-
Animal Control-Kurth Grant Fund	49,882	50,500	50,500	50,500
Animals Attic Gift Shop Fund	22,455	-	-	-
General Obligation Debt				
Service Fund	6,117,085	5,199,297	5,199,297	4,345,965
Equipment Acquisition & Repl Fund	1,680,236	2,156,500	3,969,886	1,575,285
Technology Amortization Fund	-	186,415	842,767	158,450
Sub-Total Operating Funds	<u>\$ 68,481,028</u>	<u>\$ 67,713,827</u>	<u>\$ 74,346,296</u>	<u>\$ 73,498,056</u>
Economic Development Fund	1,141,658	1,665,936	4,079,800	1,710,127
Marketing & Tourism	218,380	261,695	424,832	583,181
Total Appropriations & Transfers Out	<u>69,841,066</u>	<u>69,641,458</u>	<u>78,850,928</u>	<u>75,791,364</u>
Less: Interfund Transfers Out	<u>8,729,249</u>	<u>8,039,565</u>	<u>12,122,698</u>	<u>8,022,418</u>
Net Budget Appropriations	<u>\$ 61,111,817</u>	<u>\$ 61,601,893</u>	<u>\$ 66,728,230</u>	<u>\$ 67,768,946</u>
Ending Balances				
General Fund	15,968,314	13,195,795	15,741,885	15,789,083
Water/Wastewater Fund	7,082,638	6,986,973	7,008,529	7,354,166
Solid Waste Disposal Fund	5,547,815	5,277,548	5,527,526	5,575,032
Hotel/Motel Tax Fund	318,396	419,255	643,023	644,093
Convention Services Fund	-	292,400	387,345	387,605
Special Recreation Fund	(20,302)	118,106	(52,349)	(56,326)
Pines Theater Fund	(59,121)	256	48,312	54,583
Ellen Trout Zoo Fund	2,176,929	1,935,893	2,238,920	2,241,692
Court Security/Technology Fund	86,731	95,236	96,600	69,830
Main Street/Comm Dev Dwntrwn	39,590	35,688	-	300
Animal Control-Kurth Grant Fund	82,485	88,799	82,493	87,493
Animals Attic Gift Shop Fund	58,605	63,957	120,004	120,404
General Obligation Debt				
Service Fund	2,384,778	2,028,919	2,361,910	2,461,518
Equipment Acquisition & Repl Fund	9,680,427	10,418,270	8,226,470	9,093,347
Technology Amortization Fund	1,250,000	1,250,000	593,648	509,853
Sub-Total Operating Funds	<u>\$ 44,597,285</u>	<u>\$ 42,207,095</u>	<u>\$ 43,024,316</u>	<u>\$ 44,332,673</u>
Economic Development Fund	8,894,795	10,212,791	5,500,403	5,745,307
Marketing & Tourism	905,159	430,686	1,061,369	1,081,688
Total Ending Balances	<u>54,397,239</u>	<u>52,850,572</u>	<u>49,586,088</u>	<u>51,159,668</u>
Total Funds Applied	<u>\$ 115,509,056</u>	<u>\$ 114,452,465</u>	<u>\$ 116,314,318</u>	<u>\$ 118,928,614</u>

CITY OF LUFKIN
GENERAL FUND SUMMARY
Fiscal Year 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 12,772,492	\$ 12,921,636	\$ 15,665,889	\$ 15,741,885
Revenues				
Taxes	24,786,680	23,051,964	26,079,388	27,639,083
Franchise taxes	2,221,331	2,298,975	2,284,716	2,302,361
Licenses & permits	421,495	398,220	491,355	461,280
Charges for service	2,983,021	2,682,566	1,743,521	1,534,100
Fines & forfeitures	382,159	401,050	344,610	347,125
Miscellaneous revenue	798,579	537,127	534,484	517,712
Inter-governmental revenue	2,434,545	-	151,737	608,663
Sub-Total	34,027,810	29,369,902	31,629,811	33,410,324
Intra-governmental revenue	5,246,267	5,182,886	5,182,886	5,428,338
Total Revenues & Transfers	39,274,077	34,552,788	36,812,697	38,838,662
Total Funds Available	\$ 52,046,569	\$ 47,474,424	\$ 52,478,586	\$ 54,580,547
Expenditures				
Personnel services	\$ 25,716,780	\$ 25,916,848	\$ 25,697,314	\$ 28,771,103
Supplies	1,459,434	1,576,221	2,044,287	2,150,127
Equipment maintenance	1,740,703	1,849,626	1,938,835	2,208,989
Miscellaneous services	4,010,605	4,506,592	4,564,441	4,805,395
Sundry charges	96,137	130,600	130,700	160,850
Debt service	17,458	17,457	17,457	-
Transfers out	2,820,683	281,285	1,391,285	695,000
Capital outlay	216,455	-	952,382	-
Total Operating Expenditures	36,078,255	34,278,629	36,736,701	38,791,464
Excess(deficiency) of revenues over expenditures	3,195,822	274,159	75,996	47,198
Fund balance ending	15,968,314	13,195,795	15,741,885	15,789,083
Total Funds Applied	\$ 52,046,569	\$ 47,474,424	\$ 52,478,586	\$ 54,580,547
General government	\$ 3,943,440	\$ 3,962,901	\$ 4,272,409	\$ 4,406,502
Public safety	20,164,313	19,674,043	20,029,230	20,641,545
Public works	5,243,940	5,320,122	5,261,606	6,057,078
Culture and recreation	3,549,412	3,792,644	3,888,569	4,511,647
Non departmental	3,177,150	1,528,919	3,284,887	3,174,692
Total Departmental Expenditures	36,078,255	34,278,629	36,736,701	38,791,464
Excess(deficiency) of revenues over expenditures	3,195,822	274,159	75,996	47,198
Fund balance ending	15,968,314	13,195,795	15,741,885	15,789,083
Total Funds Applied	\$ 52,046,569	\$ 47,474,424	\$ 52,478,586	\$ 54,580,547
Fund balance requirements	9,019,564	8,569,657	8,569,657	9,697,866
Amount over Policy	\$ 6,948,750	\$ 4,626,138	\$ 7,172,228	\$ 6,091,217

CITY OF LUFKIN
GENERAL FUND
REVENUE BY SOURCE
Fiscal Year 2023 Operating Budget

SOURCE OF REVENUE	FY2021 <u>Actual</u>	FY2022 <u>Budget</u>	FY2022 <u>Adjusted</u>	FY2023 <u>Budget</u>
Taxes				
Ad Valorem - current year	\$ 8,394,891	\$ 8,333,272	\$ 8,815,500	\$ 10,425,155
Ad Valorem - prior year	167,004	115,000	125,000	115,000
Penalty & interest	140,901	90,000	135,000	95,000
Sales taxes	17,421,441	15,729,725	18,417,303	18,417,303
Economic development trf	(1,451,787)	(1,313,333)	(1,534,775)	(1,534,775)
Mixed beverage taxes	112,552	95,800	120,000	120,000
Taxicab tax	1,678	1,500	1,360	1,400
Total Taxes	24,786,680	23,051,964	26,079,388	27,639,083
Franchise Taxes				
Electric franchise taxes	1,353,343	\$ 1,366,880	\$ 1,371,671	\$ 1,371,671
Gas franchise taxes	310,697	307,920	313,800	308,000
Cable franchise taxes	270,026	273,445	250,000	273,445
Communications franchise taxes	287,265	287,850	287,850	287,850
Other	-	62,880	61,395	61,395
Total Franchise Taxes	2,221,331	2,298,975	2,284,716	2,302,361
Licenses & Permits				
Building permits & inspect. fees	290,215	\$ 285,000	\$ 375,000	\$ 350,000
Plumbing permits & inspect. fees	6,135	9,000	7,500	7,500
Electrical permits & inspect. fees	9,295	9,000	7,500	7,500
Heat/Vent permits & inspect. fees	9,295	6,000	6,000	6,000
Other permits	103,435	86,500	92,135	87,060
Other licenses	3,120	2,720	3,220	3,220
Total Licenses & Permits	421,495	398,220	491,355	461,280
Charges for Service				
EMS ambulance fees	2,675,056	2,400,000	1,670,000	1,380,000
County EMS/ambulance fees	250,016	250,016	-	-
Miscellaneous charges-EMS	6,618	3,000	4,000	3,500
Miscellaneous charges-Other	51,331	29,550	69,521	150,600
Total Charges for Services	2,983,021	2,682,566	1,743,521	1,534,100
Fines & Forfeitures				
Court fines & forfeitures	382,104	401,000	344,560	347,075
Parking meter fines	55	50	50	50
Total Fines & Forfeitures	382,159	401,050	344,610	347,125
Miscellaneous Revenues				
Parks	25,631	25,000	26,138	26,000
Library	5,698	8,000	5,500	8,500
Zoo	103,284	103,000	103,000	103,000
Animal shelter fees	67,665	53,750	62,750	57,300
Salvage & Auction	30,889	-	-	-
Sale of Property	13,460	-	1,880	-

CITY OF LUFKIN
GENERAL FUND
REVENUE BY SOURCE
Fiscal Year 2023 Operating Budget

SOURCE OF REVENUE	FY2021 <u>Actual</u>	FY2022 <u>Budget</u>	FY2022 <u>Adjusted</u>	FY2023 <u>Budget</u>
Miscellaneous Revenues-continued				
Zone changes	3,150	-	3,000	3,000
Rent on city property	36,036	35,420	36,420	30,660
Annual/Day Fishing Permits	42,970	45,500	40,795	42,795
Salary reimbursement	9,344	6,000	8,000	6,000
Miscellaneous	161,005	160,457	146,441	140,457
Prior Year Refunds	32,758	-	560	-
Interest income	266,689	100,000	100,000	100,000
Total Miscellaneous Revenues	798,579	537,127	534,484	517,712
Inter-Governmental Grant Revenue				
TCLEOSE Grant- Police	4,387	-	3,807	-
TCLEOSE Grant- Fire	-	-	640	-
TSAH Reg Advise Council	3,300	-	-	-
Bulletproof Vest Partnshp	7,245	-	15,989	-
Coronavirus Relief Fund	2,162,653	-	130,301	-
TIFMAS Grant Asst Program	113,504	-	-	-
DETCOG Homeland Sec Gnt09	68,900	-	-	-
Georgia Pacific Contrib	8,000	-	-	-
DETRAC	26,556	-	-	-
Contributions	40,000	-	1,000	-
Total Inter-Governmental Revenue	2,434,545	-	151,737	-
Intra-Governmental Revenues				
Transfers	347,835	308,663	308,663	608,663
General & administrative	4,898,432	4,874,223	4,874,223	5,428,338
Total Intra-Governmental Revenues	5,246,267	5,182,886	5,182,886	6,037,001
TOTAL REVENUE SOURCES	\$ 39,274,077	\$ 34,552,788	\$ 36,812,697	\$ 38,838,662

CITY OF LUFKIN
GENERAL FUND
EXPENDITURES BY DEPARTMENT
Fiscal Year 2023 Operating Budget

Department	FY2021 <u>Actual</u>	FY2022 <u>Budget</u>	FY2022 <u>Adjusted</u>	FY2023 <u>Budget</u>
General government	\$ 362,551	\$ 327,928	\$ 343,396	\$ 272,977
City Administration	906,236	956,272	945,574	978,805
Finance	751,480	788,644	767,604	769,976
Legal	101,624	111,075	137,564	227,068
Tax	220,518	230,000	230,000	230,000
Human resources	426,097	383,726	379,868	489,436
Building Services	367,822	335,534	511,159	416,752
City Marshall	25,509	-	-	-
Information technology	807,112	829,722	957,244	1,021,488
Police	9,947,288	9,504,591	9,892,287	10,399,417
Municipal court	281,653	257,957	229,316	296,917
Fire	9,108,768	9,071,346	9,071,531	9,066,374
Engineering	1,160,529	1,209,380	1,172,039	1,385,987
Emergency Management	47,579	58,290	58,290	46,432
Animal Services	753,516	781,859	777,806	832,405
Parks	1,403,512	1,442,905	1,571,603	1,991,928
Zoo	1,577,835	1,790,209	1,718,608	1,939,070
Library	568,065	559,530	598,358	580,649
Fleet services	443,313	458,650	423,206	469,866
Streets	3,640,098	3,652,092	3,666,361	4,201,225
Non-departmental	356,467	1,247,634	1,893,602	2,479,692
Interfund Transfers	2,820,683	281,285	1,391,285	695,000
Total Departmental Expenditures	\$ 36,078,255	\$ 34,278,629	\$ 36,736,701	\$ 38,791,464
Excess(deficiency) of revenues over expenditures	3,195,822	274,159	75,996	47,198
Fund balance ending	15,968,314	13,195,795	15,741,885	15,789,083
Total Funds Applied	\$ 52,046,569	\$ 47,474,424	\$ 52,478,586	\$ 54,580,547
Fund balance requirements	9,019,564	8,569,657	8,569,657	9,697,866
Amount over policy	\$ 6,948,750	\$ 4,626,138	\$ 7,172,228	\$ 6,091,217

CITY OF LUFKIN
WATER/ WASTEWATER OPERATING ENTERPRISE FUND
Fiscal Year 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Working Capital Balance	\$ 5,483,785	\$ 5,689,710	\$ 6,878,581	\$ 7,008,529
Revenues				
Water service revenue	9,139,671	9,051,709	9,091,709	9,782,770
Sewer service charges	8,122,701	7,823,499	7,823,499	7,823,525
Sub-Total	17,262,372	16,875,208	16,915,208	17,606,295
Water connections	85,417	76,500	76,500	76,500
Sewer connections	41,495	35,700	40,000	40,000
Service charges	185,500	261,600	241,800	241,600
Miscellaneous revenues	28,345	7,700	19,891	7,700
Interest income	43,734	30,000	30,000	30,000
Sub-Total	384,491	411,500	408,191	395,800
Inter/Intra-governmental revenues	140,820	109,279	109,279	114,722
Total Revenues	17,787,683	17,395,987	17,432,678	18,116,817
Total Funds Available	<u>\$ 23,271,468</u>	<u>\$ 23,085,697</u>	<u>\$ 24,311,259</u>	<u>\$ 25,125,346</u>
Expenditures				
Personnel services	\$ 3,100,008	\$ 3,675,930	\$ 3,600,664	\$ 4,030,222
Supplies	907,785	985,674	1,255,796	1,735,228
Equipment maintenance	1,191,738	1,331,832	1,334,332	1,437,032
Miscellaneous services	2,763,544	3,038,389	3,045,039	3,116,346
Sundry charges	-	-	-	-
General and administrative	2,787,023	2,767,571	2,767,571	3,088,424
Funded depreciation	2,199,109	2,093,233	2,093,233	2,093,233
Provision for bad debts	103,169	150,000	150,000	150,000
Capital outlay	-	-	-	-
Intra-governmental transfers	107,234	100,000	1,100,000	250,000
Loss on Disposal Fixed Assets				
Transfers to debt retirement	3,029,220	1,956,095	1,956,095	1,870,695
Total	16,188,830	16,098,724	17,302,730	17,771,180
Change in Net Position	1,598,853	1,297,263	129,948	345,637
Working capital balance ending	7,082,638	6,986,973	7,008,529	7,354,166
Total Funds Applied	<u>\$ 23,271,468</u>	<u>\$ 23,085,697</u>	<u>\$ 24,311,259</u>	<u>\$ 25,125,346</u>

CITY OF LUFKIN
WATER/ WASTEWATER OPERATING ENTERPRISE FUND
Fiscal Year 2023 Operating Budget

Expenditures by Department	FY2021 <u>Actual</u>	FY2022 <u>Budget</u>	FY2022 <u>Adjusted</u>	FY2023 <u>Budget</u>
Utility collections	\$ 625,804	\$ 728,528	\$ 738,684	\$ 764,816
Wastewater treatment	2,175,241	2,368,425	2,432,304	2,754,011
Water production	1,757,721	1,974,385	2,154,847	2,361,509
Water / Sewer Utilities	3,084,720	3,484,739	3,442,575	3,585,994
Provision for bad debts	103,169	150,000	150,000	150,000
Non-departmental	319,589	475,748	1,467,421	852,498
Total Departmental Expenditures	8,066,244	9,181,825	10,385,831	10,468,828
Funded depreciation	2,199,109	2,093,233	2,093,233	2,093,233
General and administrative	2,787,023	2,767,571	2,767,571	3,088,424
Intra-governmental transfers	107,234	100,000	100,000	250,000
Transfers to debt retirement	3,029,220	1,956,095	1,956,095	1,870,695
Total Intra-Governmental Transfers	8,122,586	6,916,899	6,916,899	7,302,352
Total Expenditures	16,188,830	16,098,724	17,302,730	17,771,180
Excess(deficiency) of revenues over expenditures	1,598,853	1,297,263	129,948	345,637
Working capital balance ending	7,082,638	6,986,973	7,008,529	7,354,166
Total Funds Applied	\$ 23,271,468	\$ 23,085,697	\$ 24,311,259	\$ 25,125,346
Working capital balance requirement	2,023,604	2,012,341	2,012,341	2,221,398
Amount over policy	\$ 5,059,034	\$ 4,974,633	\$ 4,996,189	\$ 5,132,769

Water & Wastewater Renewal & Replacement Fund

Approved Projects		
Fiscal Year	Dept.	Project
		Amount
2023		School Crossing Flashers 40,000
		WWTP Equalization 250,000
		Lagoon#2 South/west wall repair
		Replace 2 Primary Pumps 55,200
		Replace 2 Implant Pumps 106,000
		Replace Inoperable Belt Press with new Centrifuge 660,000
		Mower for Office/Warehouse/Liftstn 12,000
		Gate & Door Security Overhaul 18,000
		Security Cameras 9,000
		Well #12 400 HP Motor 49,915
		Well #13 300 HP Motor 28,908
		Well #15 350 HP Motor 35,599
		Well #13 Allen Bradley Soft Start 11,508
		Well #14 Allen Bradley Soft Start 11,508
		Annual PM Service CL2 Equipment-3 Plants 19,073
		12" Silent Globe Chk Valve 25,088
		Digital Strap on Well Totalizer 61,344
		Water #2 -3 Soft Starts 22,538
		TBLL Redevelopment 85,000
		WWTP Process Evaluation 80,000
Fund Total		1,580,681

CITY OF LUFKIN
SOLID WASTE & RECYCLING OPERATING ENTERPRISE FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Working Capital Balance	\$ 4,701,641	\$ 4,946,898	\$ 5,373,221	\$ 5,527,526
Revenues				
Residential collections	2,333,446	2,275,000	2,300,000	3,000,000
Dumpster collections	2,550,739	2,500,000	2,525,000	2,550,000
Cart collections	259,054	250,000	255,000	255,000
Rolloff non-compacted	1,089,453	930,000	1,000,000	1,000,000
Rolloff compacted	647,737	625,000	635,000	635,000
Special pickups	47,924	40,000	40,000	40,000
Rent recycling dumpsters	118,060	125,000	120,000	120,000
Sale of recycled materials	210,922	150,000	250,000	250,000
Dumpster rental	128,762	120,000	125,000	125,000
Miscellaneous income	46,357	27,150	40,850	32,500
Interest income	105,685	30,000	32,866	60,000
Sale of property	-	-	-	-
Salvage & Auction	0	-	-	-
Total revenues	7,538,139	7,072,150	7,323,716	8,067,500
Total Funds Available	\$ 12,239,780	\$ 12,019,048	\$ 12,696,937	\$ 13,595,026
Expenditures				
Personnel services	\$ 1,463,120	\$ 1,574,118	\$ 1,675,498	\$ 1,815,839
Supplies	373,354	405,970	572,970	862,504
Equipment maintenance	264,817	309,136	347,636	328,136
Miscellaneous services	2,112,852	2,050,495	2,171,526	2,245,059
Sundry charges	50,000	50,000	50,000	50,000
Total operating expenditures	4,264,143	4,389,719	4,817,630	5,301,538
General and administrative	2,240,919	2,204,781	2,204,781	2,433,456
Provision for bad debts	67,670	35,000	35,000	35,000
Transfers to other funds	119,233	112,000	112,000	250,000
Total expenditures	6,691,965	6,741,500	7,169,411	8,019,994
Excess(deficiency) of revenues over expenditures	846,174	330,650	154,305	47,506
Ending working capital	5,547,815	5,277,548	5,527,526	5,575,032
Total Funds Applied	\$ 12,239,780	\$ 12,019,048	\$ 12,696,937	\$ 13,595,026

CITY OF LUFKIN
SOLID WASTE & RECYCLING OPERATING ENTERPRISE FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
Departmental Expenditures	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Solid waste disposal department	\$ 3,933,430	\$ 3,978,493	\$ 4,391,459	\$ 4,562,062
Recycling department	263,470	245,187	261,493	249,899
Non-departmental	67,243	166,039	164,678	489,577
Total departmental expenditures	4,264,143	4,389,719	4,817,630	5,301,538
Transfers to other funds	119,233	112,000	112,000	250,000
General and administrative	2,240,919	2,204,781	2,204,781	2,433,456
Provision for bad debts	67,640	35,000	35,000	35,000
Sub-Total	2,427,792	2,351,781	2,351,781	2,718,456
Transfers to debt retirement	-	-	-	-
Total expenditures	6,691,935	6,741,500	7,169,411	8,019,994
Excess(deficiency) of revenues over expenditures	846,204	330,650	154,305	47,506
Ending working capital	5,547,845	5,277,548	5,527,526	5,575,032
Total Funds Applied	\$ 12,239,780	\$ 12,019,048	\$ 12,696,937	\$ 13,595,026
Working capital balance requirement	825,033	842,688	842,688	1,002,499
Amount over policy	\$ 4,722,812	\$ 4,434,861	\$ 4,684,839	\$ 4,572,533

CITY OF LUFKIN
HOTEL/MOTEL TAX FUND
Fiscal 2023 Operating Budget

	<u>FY2021</u>	<u>FY2022</u>	<u>FY2022</u>	<u>FY2023</u>
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 194,261	\$ 1,089,177	\$ 1,272,598	\$ 643,023
Revenues				
Hotel/Motel occupancy tax	1,071,673	950,000	1,000,000	1,150,000
Interest Income	13,930	1,070	1,070	1,070
Other revenues & fees	-	-	3,610	-
Use Fees	50,008	-	-	-
Miscellaneous revenues	622	-	-	-
Equipment replacement charges	2,330	-	-	-
Security fees	5,150	-	-	-
Alcoholic Beverage sales	6,142	-	-	-
Total Revenues	1,149,855	951,070	1,004,680	1,151,070
Total Funds Available	\$ 1,344,116	\$ 2,040,247	\$ 2,277,278	\$ 1,794,093
Expenditures				
Personnel services	\$ 377,647	\$ -	\$ -	\$ -
Supplies	12,313	-	-	-
Equipment maintenance	21,017	-	-	-
Miscellaneous services	122,515	-	-	-
Sundry charges	191,286	841,687	841,687	1,150,000
Transfers to other funds	300,942	779,305	792,568	-
Total Departmental Expenditures	1,025,720	1,620,992	1,634,255	1,150,000
Excess(deficiency) of revenues over expenditures	124,135	(669,922)	(629,575)	1,070
Fund balance ending	318,396	419,255	643,023	644,093
Total Funds Applied	\$ 1,344,116	\$ 2,040,247	\$ 2,277,278	\$ 1,794,093

CITY OF LUFKIN
CONVENTION SERVICES FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	-	-	-	387,345
Revenues				
Hotel/Motel occupancy tax	\$ -	\$ 724,236	\$ 724,236	\$ 507,000
Interest Income	-	1,530	1,530	1,530
Other revenues & fees	-	1,000	42,920	3,030
Use Fees	-	110,000	115,000	125,000
Equipment replacement charges	-	7,000	7,500	8,000
Security fees	-	17,000	17,000	14,000
Alcoholic Beverage sales	-	31,000	31,000	31,000
Total Revenues	-	891,766	939,186	689,560
Total Funds Available	\$ -	\$ 891,766	\$ 939,186	\$ 1,076,905
Expenditures				
Personnel services	\$ -	\$ 403,888	\$ 343,772	\$ 473,477
Supplies	-	21,075	24,866	20,975
Equipment maintenance	-	24,900	28,100	46,900
Miscellaneous services	-	149,503	155,103	147,948
Total Departmental Expenditures	-	599,366	551,841	689,300
Excess(deficiency) of revenues over expenditures	-	292,400	387,345	260
Fund balance ending	-	292,400	387,345	387,605
Total Funds Applied	\$ -	\$ 891,766	\$ 939,186	\$ 1,076,905

**CITY OF LUFKIN
RECREATION FUND
Fiscal 2023 Operating Budget**

	FY2021 Actual	FY2022 Budget	FY2022 Adjusted	FY2023 Budget
Beginning Balance	\$ 42,844	\$ 85,112	\$ (19,986)	\$ (52,349)
Revenues				
Recreation Classes	48,845	55,068	55,068	55,068
Softball	47,934	103,500	100,500	108,000
Volleyball	0	1,600	1,600	1,600
Basketball	12,338	14,000	14,300	16,500
Gymnastics	10,242	11,400	11,400	11,400
Football	450	-	-	-
Youth Soccer	-	-	50,000	102,000
Special events	9,351	6,000	6,000	6,000
Miscellaneous income	(688)	(2,000)	918	-
Baseball	42,208	60,000	48,000	70,000
Concessions	81,236	110,000	95,000	95,000
Contributions	1,700	-	14,700	-
Interest income	734	1,000	1,000	1,000
Total Revenues	254,350	360,568	398,486	466,568
Total Funds Available	\$ 297,194	\$ 445,680	\$ 378,500	\$ 414,219

Expenditures				
Personnel services	\$ 22,993	\$ 36,248	\$ 36,231	\$ 36,215
Supplies	89,154	99,825	157,516	170,565
Equipment maintenance	8,869	15,000	21,400	32,900
Miscellaneous services	136,711	146,937	171,938	201,301
Capital	-	-	14,200	-
Transfers	59,769	29,564	29,564	29,564
Total Expenditures	317,496	327,574	430,849	470,545
Excess(deficiency) of revenues over expenditures	(63,146)	32,994	(32,363)	(3,977)
Fund balance ending	(20,302)	118,106	(52,349)	(56,326)
Total Funds Applied	\$ 297,194	\$ 445,680	\$ 378,500	\$ 414,219

	FY2021 Actual	FY2022 Budget	FY2022 Adjusted	FY2023 Budget
Expenditures by Activity				
Softball	\$ 68,202	\$ 88,400	\$ 94,000	\$ 108,820
Volleyball	-	525	525	525
Basketball	11,103	10,857	10,306	17,600
Football	-	-	-	-
Gymnastics	8,338	12,750	12,750	11,050
Special events	6,279	2,930	3,830	3,355
Recreation classes	38,276	41,890	41,890	48,750
Baseball	47,124	47,810	81,780	82,780
Concessions	78,405	92,848	95,950	96,103
Youth Soccer	-	-	60,254	71,998
Transfers	59,769	29,564	29,564	29,564
Total Departmental Expenditures	317,496	327,574	430,849	470,545
Excess(deficiency) of revenues over expenditures	(63,146)	32,994	(32,363)	(3,977)
Fund balance ending	(20,302)	118,106	(52,349)	(56,326)
Total Funds Applied	\$ 297,194	\$ 445,680	\$ 378,500	\$ 414,219
Policy reserve	39,687	40,947	40,947	58,818
Amount over policy	\$ (59,989)	\$ 77,159	\$ (93,296)	\$ (115,144)

CITY OF LUFKIN
PINES THEATER FUND
Fiscal 2023 Operating Budget

	<u>FY2021</u> <u>Actual</u>	<u>FY2022</u> <u>Budget</u>	<u>FY2022</u> <u>Adjusted</u>	<u>FY2023</u> <u>Budget</u>
Beginning Balance	\$ (71,852)	\$ (93,120)	\$ (59,399)	\$ 48,312
Revenues				
Contributions	267	-	-	-
Concessions	6,070	-	-	-
Use Fees	13,421	7,000	7,000	-
Playbill Ads	-	-	-	-
Alcoholic Beverage Sales	5,778	-	6,000	6,000
Miscellaneous	(65)	-	20	-
Hotel/Motel Tax Fund	30,000	165,620	165,620	30,500
Admissions/ Ticket Sales	20,627	-	125	-
Interest income	-	256	256	256
Total Revenues	76,098	172,876	179,021	36,756
Total Funds Available	\$ 4,246	\$ 79,756	\$ 119,622	\$ 85,068
Expenditures				
Supplies	\$ 4,853	\$ 3,750	\$ 3,160	\$ 4,435
Equipment maintenance	2,692	2,700	4,100	8,000
Miscellaneous services	55,822	73,050	64,050	18,050
Total Expenditures	63,367	79,500	71,310	30,485
Excess(deficiency) of revenues over expenditures	12,731	93,376	107,711	6,271
Fund balance ending	(59,121)	256	48,312	54,583
Total Funds Applied	\$ 4,246	\$ 79,756	\$ 119,622	\$ 85,068

CITY OF LUFKIN
ELLEN TROUT ZOO BUILDING FUND
Fiscal 2023 Operating Budget

	<u>FY2021</u> <u>Actual</u>	<u>FY2022</u> <u>Budget</u>	<u>FY2022</u> <u>Adjusted</u>	<u>FY2023</u> <u>Budget</u>
Beginning Balance	\$ 1,901,227	\$ 1,901,262	\$ 2,177,094	\$ 2,238,920
Revenues				
Admission fees	422,898	300,000	300,000	300,000
Safari classes	29,431	48,500	48,500	51,250
Miscellaneous revenues	248	100	50	100
Donations	395	700	200	500
Sale of animals	-	500	3,750	3,000
Louisiana Pine Snake Grant	20,676	30,441	30,440	30,440
Animal adoption donations	3,760	3,000	1,200	1,200
Interest income	35,371	14,000	14,000	14,000
Total Revenues	512,779	397,241	398,140	400,490
Total Funds Available	\$ 2,414,006	\$ 2,298,503	\$ 2,575,234	\$ 2,639,410
Expenditures				
Personnel Services	\$ 31,685	\$ 30,441	\$ 42,598	\$ 48,884
Supplies	39,367	100,500	61,000	87,900
Equipment maintenance	78,184	158,420	142,780	159,685
Miscellaneous services	29,771	44,650	34,000	44,650
Capital Outlay	29,471	-	27,337	28,000
Transfers out	28,599	28,599	28,599	28,599
Total Expenditures	237,077	362,610	336,314	397,718
Excess(deficiency) of revenues over expenditures	275,702	34,631	61,826	2,772
Fund balance ending	2,176,929	1,935,893	2,238,920	2,241,692
Total Funds Applied	\$ 2,414,006	\$ 2,298,503	\$ 2,575,234	\$ 2,639,410

CITY OF LUFKIN
COURT SECURITY/TECHNOLOGY FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 66,481	\$ 85,056	\$ 86,745	\$ 96,600
Revenues				
Other	\$ 20,516	\$ 22,000	\$ 20,000	\$ 20,000
General Fund Transfer	-			
Interest income	1,585	400	400	400
Total Revenues	22,101	22,400	20,400	20,400
Total Funds Available	\$ 88,582	\$ 107,456	\$ 107,145	\$ 117,000

Expenditures				
Supplies	\$ -	\$ 500	\$ 500	\$ 35,875
Equipment maintenance	1,496	1,900	1,475	1,900
Miscellaneous services	355	9,820	8,570	9,395
Total Expenditures	1,851	12,220	10,545	47,170
Excess(deficiency) of revenues over expenditures	20,250	10,180	9,855	(26,770)
Fund balance ending	86,731	95,236	96,600	69,830
Total Funds Applied	\$ 88,582	\$ 107,456	\$ 107,145	\$ 117,000

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Technology Fund				
Beginning Balance	\$ 23,898	\$ 32,905	\$ 32,905	\$ 33,075
Revenues	10,653	10,700	9,700	9,700
Expenditures	1,646	11,205	9,530	13,655
Excess(deficiency) of revenues over expenditures	9,007	(505)	170	(3,955)
Fund balance ending	32,905	32,400	33,075	29,120

Security Fund				
Beginning Balance	\$ 23,894	\$ 37,213	\$ 35,137	\$ 44,822
Revenues	11,448	11,700	10,700	10,700
Expenditures	205	1,015	1,015	33,515
Excess(deficiency) of revenues over expenditures	11,243	10,685	9,685	(22,815)
Fund balance ending	35,137	47,898	44,822	22,007
Total Funds Applied	\$ 69,893	\$ 92,518	\$ 88,442	\$ 98,297

CITY OF LUFKIN
Main Street/Comm Dev. Downtown Impr
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 35,246	\$ 35,388	\$ 39,590	\$ -
Revenues				
Spring Fest Booth Rental	6,317	-	-	-
Mainstreet Memberships	2,375	-	-	-
Market Days	2,000	-	-	-
Main St. Christmas Extravaganza	-	-	-	-
Interest income	461	300	300	300
Total Revenues	11,153	300	300	300
Total Funds Available	\$ 46,399	\$ 35,688	\$ 39,890	\$ 300
Expenditures				
Supplies	\$ 981	\$ -	\$ -	\$ -
Miscellaneous services	5,828	-	-	-
Transfers	-	-	39,890	-
Total Expenditures and transfers	6,809	-	39,890	-
Excess(deficiency) of revenues over expenditures	4,344	300	(39,590)	300
Fund balance ending	39,590	35,688	0	300
Total Funds Applied	\$ 46,399	\$ 35,688	\$ 39,890	\$ 300

CITY OF LUFKIN
ANIMAL CONTROL-KURTH GRANT FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 87,699	\$ 88,799	\$ 82,493	\$ 82,493
Revenues				
Other	43,226	50,000	50,000	55,000
Interest income	1,442	500	500	500
Total Revenues	44,668	50,500	50,500	55,500
Total Funds Available	<u>\$ 132,367</u>	<u>\$ 139,299</u>	<u>\$ 132,993</u>	<u>\$ 137,993</u>
Expenditures				
Miscellaneous services		\$ -	\$ -	\$ -
Equipment maintenance	4,882	-	-	-
Transfer to general fund	45,000	50,500	50,500	50,500
Total Expenditures and transfers	49,882	50,500	50,500	50,500
Excess(deficiency) of revenues over expenditures	<u>(5,214)</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
Fund balance ending	<u>82,485</u>	<u>88,799</u>	<u>82,493</u>	<u>87,493</u>
Total Funds Applied	<u>\$ 132,367</u>	<u>\$ 139,299</u>	<u>\$ 132,993</u>	<u>\$ 137,993</u>

CITY OF LUFKIN
ANIMALS ATTIC GIFT SHOP
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 42,957	\$ 63,557	\$ 58,604	\$ 120,004
Revenues				
Donations	37,170	-	46,000	-
Spay / Neuter Contributions	60	-	15,000	-
Interest income	873	400	400	400
Total Revenues	38,103	400	61,400	400
Total Funds Available	<u>\$ 81,060</u>	<u>\$ 63,957</u>	<u>\$ 120,004</u>	<u>\$ 120,404</u>
Expenditures				
Miscellaneous services	\$ 22,455	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 22,455</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess(deficiency) of revenues over expenditures	<u>15,648</u>	<u>400</u>	<u>61,400</u>	<u>400</u>
Fund balance ending	<u>58,605</u>	<u>63,957</u>	<u>120,004</u>	<u>120,404</u>
Total Funds Applied	<u>\$ 81,060</u>	<u>\$ 63,957</u>	<u>\$ 120,004</u>	<u>\$ 120,404</u>

CITY OF LUFKIN
ECONOMIC DEVELOPMENT FUND
COMPONENT UNIT
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 7,947,595	\$ 9,933,495	\$ 4,920,313	\$ 5,500,403
Revenues				
Sales tax	1,451,787	1,313,333	1,534,775	1,534,775
Rental revenue	498,200	417,756	417,756	417,756
Loan Repayments	-	214,143	2,453,856	-
Reimbursements/Refunds	127,271	-	250,503	-
Miscellaneous	4,486	-	-	-
Interest income	7,114	-	3,000	2,500
Total Revenues	2,088,858	1,945,232	4,659,890	1,955,031
Total Funds Available	\$ 10,036,453	\$ 11,878,727	\$ 9,580,203	\$ 7,455,434
Expenditures				
Personnel services	\$ 207,382	\$ 230,080	\$ 247,579	\$ 265,247
Supplies	14,730	9,485	19,485	10,415
Miscellaneous services	201,289	231,315	221,680	231,130
Sundry charges	14,075	8,500	8,500	8,500
Specialized activity	-	800,000	800,000	800,000
Debt Service	190,602	375,846	371,846	375,845
General & Administrative	10,890	10,710	10,710	18,990
Transfers	502,690	-	2,400,000	-
Total Expenditures	1,141,658	1,665,936	4,079,800	1,710,127
Excess(deficiency) of revenues over expenditures	947,200	279,296	580,090	244,904
Fund balance ending	8,894,795	10,212,791	5,500,403	5,745,307
Total Funds Applied	\$ 10,036,453	\$ 11,878,727	\$ 9,580,203	\$ 7,455,434

CITY OF LUFKIN
MARKETING & TOURISM
Fiscal 2023 Operating Budget

	<u>FY2021</u> <u>Actual</u>	<u>FY2022</u> <u>Budget</u>	<u>FY2022</u> <u>Adjusted</u>	<u>FY2023</u> <u>Budget</u>
Beginning Balance	\$ 772,587	\$ -	\$ 905,066	\$ 1,061,369
Revenues				
Contribution from Hotel/Motel T	270,942	521,137	521,137	352,500
Souvenir Sales	240	-	-	-
Lufkin Glow Show	-	37,500	-	-
Lufkin's Bistro	900	35,000	45,225	35,000
Lufkin Glow Show	23,365	-	-	-
Live From Lufkin Concert	62,302	-	-	-
Fiesta Lufkin	-	26,250	-	-
Christmas in the Pines	-	-	-	204,500
New Year's Celebration	-	30,000	-	-
Softball Tournament	-	17,000	-	-
Miscellaneous Events	-	23,250	12,529	9,250
Interest income	(6,797)	2,244	2,244	2,250
Total Revenues	350,952	692,381	581,135	603,500
Total Funds Available	\$ 1,123,539	\$ 692,381	\$ 1,486,201	\$ 1,664,869
Expenditures				
Personnel services	\$ 94,480	\$ 94,275	114,444	\$ 215,990
Supplies	1,340	3,550	5,608	5,800
Maintenance	-	-	820	820
Miscellaneous services	122,140	163,430	303,520	358,381
Sundry charges	420	440	440	2,190
Total Expenditures	218,380	261,695	424,832	583,181
Excess(deficiency) of revenues over expenditures	132,572	430,686	156,303	20,319
Fund balance ending	\$ 905,159	\$ 430,686	\$ 1,061,369	\$ 1,081,688
Total Funds Applied	\$ 1,123,539	\$ 692,381	\$ 1,486,201	\$ 1,664,869

CITY OF LUFKIN
DEBT SERVICE FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 2,299,226	\$ 2,169,163	\$ 2,385,112	\$ 2,361,910
Revenues				
Current year collections	3,102,931	3,077,958	3,195,000	2,549,878
Interest income	70,486	25,000	25,000	25,000
Bond Premium/Requirements	-	-	-	-
Other- Transfer from Water/Wastewater Fund	3,029,220	1,956,095	1,956,095	1,870,695
Other- Transfer from Solid Waste/Recycling Fund	-	-	-	-
Total Revenues	6,202,637	5,059,053	5,176,095	4,445,573
Total Funds Available	<u>\$ 8,501,863</u>	<u>\$ 7,228,216</u>	<u>\$ 7,561,207</u>	<u>\$ 6,807,483</u>
Expenditures				
Principal payments	\$ 4,830,000	\$ 4,110,950	\$ 4,110,950	\$ 3,365,000
Interest payments	1,281,335	1,081,997	1,081,997	974,215
Debt service fees	5,750	6,350	6,350	6,750
Total Expenditures	6,117,085	5,199,297	5,199,297	4,345,965
Excess(deficiency) of revenues over expenditures	85,552	(140,244)	(23,202)	99,608
Fund balance ending	2,384,778	2,028,919	2,361,910	2,461,518
Total Funds Applied	<u>\$ 8,501,863</u>	<u>\$ 7,228,216</u>	<u>\$ 7,561,207</u>	<u>\$ 6,807,483</u>

CITY OF LUFKIN
EQUIPMENT ACQUISITION AND REPLACEMENT FUND
Fiscal 2023 Operating Budget

	<u>FY2021</u>	<u>FY2022</u>	<u>FY2022</u>	<u>FY2023</u>
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Working Capital	\$ 8,853,693	\$ 10,292,419	\$ 9,914,005	\$ 8,226,470
Revenues				
Interest income	27,399	20,000	20,000	20,000
Miscellaneous income	186,908	-	-	-
Equipment replacement charge-General Fund	1,072,661	1,120,994	1,120,994	1,205,030
Equipment replacement charge- Water/Wastewater	423,922	411,630	411,630	423,695
Equipment replacement charge-Solid Waste	796,080	729,727	729,727	793,437
Total Revenues	2,506,970	2,282,351	2,282,351	2,442,162
Total Funds Available	\$ 11,360,663	\$ 12,574,770	\$ 12,196,356	\$ 10,668,632
Expenditures				
Police	\$ 254,631	\$ 272,000	\$ 310,882	\$ 487,000
Fire	319,153	209,000	460,952	208,124
Engineering	-	-	-	116,000
Animal Control	-	40,300	40,300	-
Streets	69,539	283,900	424,912	29,600
Parks	38,426	123,900	126,183	77,147
Zoo	-	-	-	134,414
Utility collections	-	25,000	51,255	-
Water distribution	136,968	118,000	87,214	57,400
Wastewater treatment	-	29,400	28,602	38,000
Sewer Collection	59,057	206,200	225,211	29,600
Solid Waste	288,006	823,800	2,179,932	398,000
Recycling	-	25,000	25,865	-
Non Departmental	514,456	-	8,578	-
Total Expenditures	1,680,236	2,156,500	3,969,886	1,575,285
Excess(deficiency) of revenues over expenditures	826,734	125,851	(1,687,535)	866,877
Ending Working Capital	9,680,427	10,418,270	8,226,470	9,093,347
Total Funds Applied	\$ 11,360,663	\$ 12,574,770	\$ 12,196,356	\$ 10,668,632
Expenditures				
Supplies	\$ 10,207	\$ -	\$ -	\$ 140,000
Miscellaneous services	14,456	-	8,578	-
Transfers	500,000	-	-	-
Capital Outlay	1,155,573	2,156,500	3,961,308	1,435,285
Total expenditures	1,680,236	2,156,500	3,969,886	1,575,285
Total Fund Applied	\$ 11,360,663	\$ 12,574,770	\$ 12,196,356	\$ 10,668,632

CITY OF LUFKIN
TECHNOLOGY AMORTIZATION FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Working Capital	-	1,250,000	1,250,000	\$ 593,648
Revenues				
Equipment replacement charge-General Fund	-	159,745	159,745	61,925
Equipment replacement charge-Water/Wastewater	-	17,895	17,895	6,455
Equipment replacement charge-Solid Waste	-	2,255	2,255	140
Equipment replacement charge-Convention Services	-	975	975	3,725
Equipment replacement charge-Economic Development	-	1,290	1,290	1,080
Equipment replacement charge-Ct. Security & Tech	-	4,255	4,255	1,330
Transfers	1,250,000	-	-	-
Total Revenues	1,250,000	186,415	186,415	74,655
Total Funds Available	\$ 1,250,000	\$ 1,436,415	\$ 1,436,415	\$ 668,303
Expenditures				
General Government	\$ -	\$ 910	\$ 1,282	\$ 1,410
City Administration	-	2,470	2,470	355
Finance	-	4,425	4,425	1,420
City Attorney	-	645	645	30
Municipal Ct.	-	2,965	2,965	1,330
Human Resources	-	4,160	4,160	1,420
Information Technology	-	23,870	23,870	83,795
City Marshall	-	1,290	1,290	0
Police	-	70,875	70,875	24,170
Fire	-	14,335	14,335	10,430
Emergency Management	-	7,775	7,775	-
Engineering	-	8,475	34,475	5,360
Animal Control	-	5,590	5,590	2,305
Streets	-	1,010	1,010	1,625
Parks	-	2,195	2,195	2,195
Fleet	-	2,700	2,700	3,720
Zoo	-	10,310	10,310	7,485
Utility collections	-	5,790	5,790	1,475
Wastewater treatment	-	5,340	5,340	1,445
Water Production	-	1,480	1,480	1,480
Water/Sewer Utilities	-	5,285	5,285	2,055
Solid Waste	-	965	965	85
Recycling	-	1,290	1,290	55
Convention Services	-	975	975	3,725
Economic Development	-	1,290	1,290	1,080
Transfers	-	-	629,980	-
Total Expenditures	-	186,415	842,767	158,450
Excess(deficiency) of revenues over expenditures	1,250,000	-	(656,352)	(83,795)
Ending Working Capital	1,250,000	1,250,000	593,648	509,853
Total Funds Applied	1,250,000	1,436,415	1,436,415	668,303
Expenditures				
Supplies	-	\$ 7,525	\$ 7,525	\$ 24,170
Miscellaneous services	-	178,890	179,262	50,485
Transfers	-	-	629,980	-
Capital Outlay	-	-	26,000	83,795
Total expenditures	-	186,415	842,767	158,450
Total Funds Applied	\$ 1,250,000	\$ 1,436,415	\$ 1,436,415	\$ 668,303





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 2023 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 2023, 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
- Maintain all City vehicle records and registrations
- Conduct Annual Municipal Elections
- 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.

2023 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. The City Secretary’s office will continue to provide services to Administration and City Council as well as complete projects to include the electronic storage and preservation of the City’s records.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of City Council Agenda Packets Prepared	648	650	650
Number of City Council Packets prepared & distributed by Friday deadline	648	650	650
% of City Council Packets prepared & distributed on Friday before meeting	100%	100%	100%
Number of Vendor Permits issued	25	28	30
Number of Vendor licenses with errors	0	0	0
Percentage of correctly issued vendor licenses	100%	100%	100%

FUND	General	DEPARTMENT	General Government		
EXPENDITURES		2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services		111,909	107,461	110,414	110,171
Benefits		42,310	41,142	41,887	41,906
Supplies		16,418	13,700	19,700	22,700
Miscellaneous Services		109,821	79,405	85,175	91,200
Sundry Charges		82,093	86,220	86,220	7,000
TOTAL		362,551	327,928	343,396	292,977

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
City Secretary	1	1	1	1
Executive Secretary	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
2023**



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	15,650	12,500	18,500	21,200
Miscellaneous Services	104,167	70,765	76,115	81,870
Sundry Charges	82,093	86,220	86,220	7,000
TOTAL	201,930	169,485	180,835	110,070

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions within this division				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	111,909	107,461	110,414	110,171
Benefits	42,310	41,142	41,887	41,906
Supplies	748	1,200	1,200	1,500
Miscellaneous Services	5,654	8,640	9,060	9,330
TOTAL	160,621	158,443	162,561	162,907
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
City Secretary	1	1	1	1
Executive Secretary	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
TOTAL	2	2	2	2

**Fiscal Year
2023**



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.
- 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 2023, 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	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of citizen complaints	300	255	155
Number of citizen complaints responded to within two business days	342	185	125
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	22	22	22
Number of council meetings held	22	22	22
Prepare agenda for Council meetings within required time-line 100% of time	100%	100%	100%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	658,774	651,049	658,867	670,155
Benefits	200,344	196,582	192,464	204,831
Supplies	21,662	18,927	16,347	16,070
Maintenance	1,249	3,070	3,146	2,949
Miscellaneous Services	23,913	57,244	45,350	55,400
Sundry Charges	294	29,400	29,400	29,400
TOTAL	906,236	956,272	945,574	978,805

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
City Manager	1	1	1	1
Asst. City Manager PS/Admin	1	1	1	1
Assistant City Manager (formerly Assistant to the City Manager)	1	1	1	1
Executive Secretary	1	1	1	1
Communications Director	1	1	1	1
Comm Dept. Digital Content Mgr	1	1	1	1
FULL TIME	6	6	6	6
PART TIME	0	0	0	0
TOTAL	6	6	6	6

SIGNIFICANT CHANGES

FY2021: Deputy City Manager position was changed to Asst. City Manager PS/ADMIN
FY2021 Revised: Division for Communication and Public Information was added to this department.

**Fiscal Year
2023**



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 2023.
- Complete the fiscal year 2022 audit and prepare the Comprehensive Annual Financial Report within the required time frame.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of Vendor Payments processed annually	7,927	8,625	8,500
Number of vendor invoices processed within 2 days of receipt	16,850	17,273	17,010
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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	405,346	411,998	398,099	397,703
Benefits	174,844	177,401	166,776	166,484
Supplies	23,101	22,684	25,924	26,819
Maintenance of Equipment	22,788	24,950	24,950	22,000
Miscellaneous Services	125,295	151,611	151,755	156,870
Sundry Charges	106	-	100	100
TOTAL	751,480	788,644	767,604	769,976

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Finance	1	1	1	1
Accountant-Senior	1	1	1	1
Accounting Technician-Adv	3	3	4	4
Accounting Journeyman 1	1	1	-	-
Accounting Entry	1	1	1	1
Accounting Tech Adv-EMS	2	2	2	2
FULL TIME	9	9	9	9
PART TIME	-	-	-	-
TOTAL	9	9	9	9

SIGNIFICANT CHANGES

FY2022 Revised: Closed Accounting Journeyman. Created another Accounting Technician –Advance.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	324,444	317,593	327,937	327,601
Benefits	132,637	131,337	133,877	133,637
Supplies	14,718	13,619	16,109	16,334
Maintenance of Equipment	-	2,950	2,950	-
Miscellaneous Services	115,148	138,866	139,134	146,610
Sundry Charges	106	-	100	100
TOTAL	587,053	604,365	620,107	624,282
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Finance	1	1	1	1
Accountant-Senior	1	1	1	1
Accounting Technician-Entry	1	1	1	1
Accounting Technician-Adv	3	3	4	4
Accounting Journeyman 1	1	1	-	-
FULL TIME	7	7	7	7
PART TIME	-	-	-	-
TOTAL	7	7	7	7

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	80,902	94,405	70,162	70,102
Benefits	42,207	46,064	32,899	32,847
Supplies	8,383	9,065	9,815	10,485
Maintenance of Equipment	22,788	22,000	22,000	22,000
Miscellaneous Services	10,147	12,745	12,621	10,260
TOTAL	164,427	184,279	147,497	145,694
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Accounting Tech Adv-EMS	2	2	2	2
Accounting Tech Entry EMS	-	-	-	-
FULL TIME	2	2	2	2
PART TIME	-	-	-	-
TOTAL	2	2	2	2

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

Legal Department

GENERAL FUND

LEGAL DEPARTMENT

MISSION

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

WORK PROGRAM

The Legal department will continue to represent the city in all litigation and controversies and prosecute all cases brought before the Lufkin Municipal Court. The Legal department 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 Legal department 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 Legal department will continue in its role as legal advisor and counselor to the Lufkin Police Department and Fire Department.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 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%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	-	-	23,077	150,000
Benefits	7,500	-	6,742	43,833
Supplies	725	2,100	2,100	3,900
Miscellaneous Services	93,399	108,975	105,645	29,335
TOTAL	101,624	111,075	137,564	227,068

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Attorney	-	-	1	1
FULL TIME	-	-	1	1
PART TIME	-	-	-	-
TOTAL	-	-	1	1

SIGNIFICANT CHANGES
FY2022– City attorney position budgeted.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Miscellaneous Services	220,518	230,000	230,000	230,000
TOTAL	220,518	230,000	230,000	230,000
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 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 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 Department provides training services and information for department heads and staff.
- The HR Director is the Civil Service Director who supplies support for the Lufkin Civil Service Commission and the Civil Service employees (police and fire) in conducting meetings per Civil Service guidelines, administering Fire and Police entrance exams as well as Fire and Police promotional exams.

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 and liability and property claims will be reported promptly to the City's risk pool administrators in order to quickly meet the medical needs of the employee while containing worker's compensation costs and mitigating the resolutions of liability and property claims.
- Human Resources will continue to update and provide forms on the intranet site as well as provided in the lobby area for convenience of the employees.
- Human Resources will continue to review the Employee Handbook to update and better inform employees and supervisors.
- Human Resource will administer and maintain quality employee benefits and assist those employees in the utilization of these benefits.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of workers compensation claims submitted to insurance carrier annually	76	75	75
Number of workers compensation claims submitted to insurance carrier annually within 2 working days of receipt	76	75	75
Workers compensation claims reported to insurance carrier within 2 working days of receipt.	100%	100%	100%
Number of applications received annually	317	900	950
Number of applications screened annually within 5 working days of receipt	317	900	950
Applications screened within 5 working days of receipt.	100%	100%	100%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	269,181	237,425	231,924	231,527
Benefits	104,077	96,456	91,309	95,124
Supplies	5,808	6,410	8,640	26,560
Maintenance	-	-	180	180
Miscellaneous Services	19,552	29,335	33,715	103,920
Sundry Charges	27,479	14,100	14,100	32,125
TOTAL	426,097	383,726	379,868	489,436
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 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
City Hall Receptionist	-	-	-	-
FULL TIME	5	5	5	5
PART TIME	-	-	-	-
TOTAL	5	5	5	5
SIGNIFICANT CHANGES				
FY 2021: City Hall Receptionist position discontinued.				

Fiscal Year
2023



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 is responsible for the care and maintenance of the Lufkin City Hall, Police Department and Municipal Court buildings. 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, Inspection Services, and Police Department.

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 2023 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 Lufkin City Hall / Police Department Building and the Municipal Court Building.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total Square Feet of Municipal Buildings	68,940	68,940	68,940
Number of Full Time Employees (FTE)	2	2	2
Office Space Footage Cleaned daily per <i>FTE</i>	28,470	28,470	28,470
Office Space Footage Cleaned daily perm <i>PTE</i>	3,000	3,000	3,000
Supply Cost per Total Square Feet of Municipal Buildings	.35	.47	.47
Total number of preventable accidents/ health issues due to unkempt conditions	0	0	0

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	50,852	53,685	55,163	105,247
Benefits	28,661	29,239	29,309	47,975
Supplies	29,613	28,100	61,550	22,550
Maintenance of Equipment	33,984	73,740	73,740	75,940
Miscellaneous Services	115,108	150,770	164,070	165,040
Capital	109,604	-	127,327	-
TOTAL	367,822	335,534	511,159	416,752
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Building Maintenance Supervisor	-	-	-	1
Custodian	3	3	2	2
FULL TIME	2	2	2	3
PART TIME	1	1	-	-
TOTAL	3	3	2	3
SIGNIFICANT CHANGES				
FY2022 Revised: Discontinue PT Custodian position. FY2023: New position for Building Maintenance Supervisor				

Fiscal Year
2023



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, Assistant City Managers, Human Resources, Public Works, Planning, City Engineer, Finance, Information Technology, Utility Collections, Main Street, Inspection Services, Police Department, and the Municipal Court building.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	50,852	53,685	55,163	105,247
Benefits	28,661	29,239	29,309	47,975
Supplies	28,203	22,400	54,600	15,550
Maintenance of Equipment	31,839	62,000	62,000	62,200
Miscellaneous Services	115,108	106,570	122,570	122,520
Capital	109,604	-	127,327	-
TOTAL	364,267	273,894	450,969	353,492
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Building Maintenance Supervisor	-	-	-	1
Custodians	3	3	2	2
FULL TIME	2	2	2	3
PART TIME	1	1	-	-
TOTAL	3	3	2	3

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	1,410	2,000	2,000	2,000
Maintenance of Equipment	2,145	7,000	7,000	7,000
TOTAL	3,555	9,000	9,000	9,000

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions authorized for this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Building Services / Kurth Lake Lodge

FUND:

DEPARTMENT: Building Services

DIVISION: Kurth Lake Lodge

DIVISION DESCRIPTION

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	3,700	4,950	5,000
Maintenance of Equipment	-	4,740	4,740	6,740
Miscellaneous	-	44,200	41,500	42,520
TOTAL	-	52,640	51,190	54,260
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions authorized for this division.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year
2023**



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 (12) remote sites by wireless backhaul and (5) remote sites by fiber optic cable, with over (350) workstations and more than (500) telephones connected by twisted pair cable. The system is comprised of (1) IBM iSeries server and (45+) Servers of various Windows and Linux Operating systems.
- 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.

- In addition, the IT Department is responsible 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 2023, the IT Department will concentrate on developing, testing and implementing the following initiatives: continued enhancements to the redundancy and failover capabilities of the wireless network; continually upgrading to the latest version of Central Square (HTE) software; make modifications to the current layout of the server room to allow for increased efficiency; and continual structured auditing of the security of our network, both physical and electronic.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 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%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	353,926	333,574	343,576	419,895
Benefits	134,523	130,793	132,515	165,658
Supplies	60,267	93,495	209,238	139,415
Maintenance of Equipment	133,857	138,850	138,850	134,450
Miscellaneous Services	124,539	133,010	133,010	161,870
Sundry Charges	-	-	55	200
TOTAL	807,112	829,722	957,244	1,021,488
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director	1	1	1	1
Systems Analyst	2	2	2	2
System Technician	-	-	-	-
System Specialist	-	-	-	-
IT Technician	2	2	2	4
Clerk Journeyman	1	1	1	1
FULL TIME	6	6	6	8
PART TIME	0	0	0	0
TOTAL	6	6	6	8
SIGNIFICANT CHANGES				
FY2021: System Technician discontinued. System Specialist discontinued. System Analyst discontinued. FY2021 Revised: Added IT technician. FY2023: Added 2 IT Technicians.				



Public Safety Departments include the following:

- **Police Department**
- **Fire Department**
- **Municipal Court**
- **City Marshall**
- **Emergency Management**
- **Animal Control**

Fiscal Year
2023



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.

- Promote and preserve civil order; and to provide other services on an emergency basis

WORK PROGRAM

The Lufkin Police Department plans to take the following steps to meet our citizen's needs and evolving expectations:

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

1. Training – To maintain a professional agency officers must continue to learn new things and train on what we have learned. Our department will work to maintain our professional reputation and maintain the public trust and support of our citizens.
2. Personnel – We plan on making the officers' jobs as safe and fulfilling as possible by maintaining staffing levels by actively recruiting and smart deployment of resources.
3. Equipment - We will provide officers with state of the art equipment to make their jobs safer and their workload as streamlined as possible

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total calls for service	47,200	48,000	48,600
Comply with all applicable Texas Police Chiefs Association best practices standards to achieve recognized status	88%	87%	88%
Emergency responses under 2 minutes	71%	67%	70%
Non-emergency responses under 6 minutes	84%	84%	84%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	6,451,026	6,176,750	6,358,292	6,715,591
Benefits	2,342,046	2,198,876	2,260,228	2,401,376
Supplies	358,208	292,600	425,402	430,750
Maintenance of Equipment	155,306	174,000	186,000	187,930
Miscellaneous Services	621,247	661,865	661,865	662,270
Sundry Charges	715	500	500	500
Capital	18,740	-	-	-
TOTAL	9,947,288	9,504,591	9,892,287	10,399,417
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Public Safety	-	-	-	-
Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Fleet Manager/IT Tech	1	1	1	1
Police Relations Specialist	-	-	-	-
Police Lieutenant	4	4	4	4
Police Sergeant	7	7	7	7
Police Corporal	7	7	7	7
Police Officer	58	58	58	58
Police Communications Supervisor	1	1	1	1
Police Communications Operator	13	13	15	15
Police Crime Scene Technician	3	3	3	3
Clerk Apprentice	2	2	2	2
Terminal Agency Coordinator	1	1	1	1
FULL TIME	99	99	102	102
PART TIME	1	1	-	-
TOTAL	100	100	102	102

SIGNIFICANT CHANGES

FY 2021: Clerk Journey position in the Support Services division discontinued.
FY 21 Revised: Public Relations Specialist & Prosecutor positions discontinued.
FY2022: Corporal position added to CID. Police officer discontinued.
FY2022 Revised: Added 3 communications operators. Discontinued 1 part-time communications operator.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	309,069	301,719	323,821	324,579
Benefits	107,888	104,757	108,406	108,345
Supplies	29,297	29,300	29,300	34,800
Maintenance of Equipment	63,962	82,500	82,500	85,130
Miscellaneous Services	109,888	102,522	102,522	106,405
Sundry Charges	715	500	500	500
Capital	18,740	-	-	-
TOTAL	639,559	621,298	647,049	659,759
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Public Safety	-	-	-	-
Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Fleet Manager/IT Tech	1	1	1	1
FULL TIME	4	4	4	4
PART TIME	0	0	0	0
TOTAL	4	4	4	4

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	3,945,476	3,791,027	4,044,002	4,128,025
Benefits	1,416,829	1,341,667	1,422,218	1,447,968
Supplies	227,371	220,000	354,802	335,000
Maintenance of Equipment	84,021	77,500	89,500	80,100
Miscellaneous Services	400,425	423,830	423,830	398,962
TOTAL	6,074,119	5,854,024	6,334,352	6,390,055

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Police Lieutenant	3	3	3	3
Police Sergeant	5	5	5	5
Police Corporal	5	5	5	5
Police Officer—Patrol	48	48	48	48
FULL TIME	61	61	61	61
PART TIME	0	0	0	0
TOTAL	61	61	61	61

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	614,385	632,952	669,795	762,307
Benefits	247,758	252,325	239,073	306,277
Supplies	5,422	7,200	5,200	7,200
Maintenance of Equipment	-	7,500	7,500	16,200
Miscellaneous Services	117	2,500	2,500	7,500
TOTAL	867,682	902,477	924,068	1,099,484

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Police Communications Supervisor	1	1	1	1
Police Communications Operator	13	13	15	15
FULL TIME	13	13	16	16
PART TIME	1	1	-	-
TOTAL	14	14	16	16

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	1,482,299	1,353,430	1,219,875	1,399,134
Benefits	523,302	453,429	443,795	491,915
Supplies	95,840	35,600	35,600	53,250
Maintenance of Equipment	7,323	6,500	6,500	6,500
Miscellaneous Services	106,942	127,513	127,513	144,903
TOTAL	2,215,706	1,976,472	1,833,283	2,095,702

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Police Lieutenant	1	1	1	1
Police Sergeant	2	2	2	2
Police Corporal	1	2	2	2
Police Officer—Investigators	14	13	10	10
Police Crime Scene Investigator	3	3	3	3
Clerk-Journeyman	-	-	-	-
FULL TIME	21	21	18	18
PART TIME	0	0	0	0
TOTAL	21	21	18	18

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	99,800	97,622	100,799	101,546
Benefits	46,269	46,698	46,736	46,871
Supplies	278	500	500	500
Miscellaneous Services	3,875	5,500	5,500	5,500
TOTAL	150,222	150,320	153,535	154,417

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Clerk Apprentice	2	2	2	2
Terminal Agency Coordinator	1	1	1	1
FULL TIME	3	3	3	3
PART TIME	0	0	0	0
TOTAL	3	3	3	3

Fiscal Year
2023



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 2022-23 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. Embrace the newly formed Public Safety concept to enhance emergency response.



Aerial Platform Truck purchased with Grant Funds

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total Number of EMS Responses	9,464	9,308	9,171
Total Number of Fire Responses	3,468	4,123	3,785
Respond to emergency incidents within the City of Lufkin within 5 minutes 90% of the time.	85%	85%	85%
Total Number of Structure Fires	27	60	30
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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	5,928,812	5,781,511	5,875,376	5,763,456
Benefits	2,116,513	2,056,974	1,945,414	2,025,160
Supplies	408,601	490,100	491,300	480,025
Maintenance of Equipment	145,339	182,330	192,600	190,775
Miscellaneous Services	509,503	560,431	566,841	606,958
TOTAL	9,108,768	9,071,346	9,071,531	9,066,374

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Clerk –Senior Level	1	1	1	1
Battalion Chief	5	5	5	5
Captain	17	17	17	17
Lieutenant	15	15	15	15
Firefighters	45	45	36	36
Emergency Vehicle-Tech-Fleet	1	1	1	1
FULL TIME	86	86	77	77
PART TIME	0	0	0	0
TOTAL	86	86	77	77

SIGNIFICANT CHANGES

FY 2020 Revised: 4 Firefighters positions created and 1 Battalion Chief position created. Captain-Inspector discontinued.. Captain –Fire Inspector discontinued and created one fire fighter position. Emergency Vehicle-Tech position will be in Fire department.

FY 2021: Battalion chief was discontinued and 2 firefighter positions were opened,
FY 2022: 9 Firefighter positions discontinued.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	514,536	484,434	537,459	527,311
Benefits	174,357	156,580	189,093	191,728
Supplies	16,077	15,275	22,265	28,605
Maintenance of Equipment	11,186	13,255	13,900	15,005
Miscellaneous Services	110,565	127,549	129,919	140,908
TOTAL	826,721	797,093	892,636	903,557

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Clerk-Senior Level	1	1	1	1
Battalion Chief-Training Officer	1	1	1	1
Fire Captain-EMS Coordinator	1	1	1	1
Fire Captain-Logistics Officer	1	1	1	1
Emergency Vehicle-Tech	1	1	1	1
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	5,321,712	5,204,995	5,233,505	5,129,695
Benefits	1,911,356	1,870,191	1,722,136	1,799,591
Supplies	389,555	468,380	462,240	443,015
Maintenance of Equipment	132,857	167,325	176,950	174,270
Miscellaneous Services	393,459	424,157	428,122	457,430
TOTAL	8,148,939	8,135,048	8,022,953	8,004,001
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Battalion Chief	3	3	3	3
Captain	15	15	15	15
Lieutenant	15	15	15	15
Firefighter	45	45	36	36
FULL TIME	78	78	69	69
PART TIME	0	0	0	0
TOTAL	78	78	69	69

Fiscal Year
2023



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; 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 in Public Places Ordinance of 2013.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	92,564	92,082	104,412	106,450
Benefits	30,800	30,203	34,185	33,841
Supplies	2,969	6,445	6,795	8,405
Maintenance of Equipment	1,296	1,750	1,750	1,500
Miscellaneous Services	5,479	8,725	8,800	8,620
TOTAL	133,108	139,205	155,942	158,816
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Battalion Chief—Fire Marshall	1	1	1	1
FULL TIME	1	1	1	1
PART TIME	0	0	0	0
TOTAL	1	1	1	1

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

Municipal Court

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.

WORK PROGRAM

The Municipal Court will continue to work with Linebarger Goggan Blair & Sampson, LLP Attorney's at Law on collection cases. Municipal Court will also continue participating in the Omni program and will conduct annual warrant amnesty programs.

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.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of Citations Filed	3,593	3,700	4,000
Number of Citations Deferred	322	400	400
% of Citations Deferred	9%	10%	10%
Number of Warrant Sweeps per year	1	1	1
Number of Warrants resolved during warrant Sweep periods	589	600	600

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	145,813	98,673	101,900	101,849
Benefits	65,906	47,644	48,086	48,008
Supplies	6,715	10,660	10,350	8,205
Miscellaneous Services	63,219	100,980	68,980	138,855
TOTAL	281,653	257,957	229,316	296,917

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Municipal Court Judge	-	-	-	-
Court Administrator	1	1	1	1
Court Clerk Deputy	2	2	2	2
FULL TIME	3	3	3	3
PART TIME	0	0	0	0
TOTAL	3	3	3	3

SIGNIFICANT CHANGES

FY2021: 1 Court clerk positions discontinued. Municipal Ct Judge and court clerk position budgeted partial year.
FY2021 Revised-Discontinued Court Judge and a Court clerk.

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

City Marshall

GENERAL FUND

MISSION

The mission of the Lufkin City Marshall's Office is to conduct a professional law enforcement agency that is fair and equal to all people. To maintain security for the Lufkin Municipal Court and to serve and protect the citizens of Lufkin and Angelina County.
To have a positive atmosphere for the citizens we come in contact with on a daily basis.

WORK PROGRAM

The Lufkin City Marshall's office was discontinued at the end of FY21. Duties will be handled by the Municipal Court department.

DESCRIPTION OF SERVICES PROVIDED

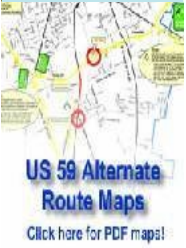
- The Marshall's office is to provide a safe and secure court.
- To continuously serve the cities class C warrants..

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of Warrants Issued	8,418	9,000	-
Number of Warrant Sweeps per year	1	1	-
Number of Warrants Resolved during warrant sweep periods	829	858	-

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	16,387	-	-	-
Benefits	6,095	-	-	-
Supplies	99	-	-	-
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	2,928	-	-	-
TOTAL	25,509	-	-	-
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
City Marshall	-	-	-	-
Warrant Officer (Part time)	-	-	-	-
FULL TIME	-	-	-	-
PART TIME	-	-	-	-
TOTAL	-	-	-	-
SIGNIFICANT CHANGES				
FY21: Warrant Officer (Part time) discontinued. FY22: City Marshal department discontinued.				

**Fiscal Year
2023**



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	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Complete statewide Hurricane preparedness exercise	1	1	1
Develop pandemic virus response	1	1	1
Complete WEB EOC Training	1	1	1
Attend Management Training Regional Meetings	2	2	2

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	370	2,050	5,350	1,500
Miscellaneous Services	47,209	56,240	52,940	44,932
TOTAL	47,579	58,290	58,290	46,432
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no authorized positions for this department				
FULL TIME				
PART TIME				
TOTAL				
SIGNIFICANT CHANGES				

**Fiscal Year
2023**



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 4,800 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 and Humane Society to operate adoption events and other special events to promote our animals and re-home as many as possible. Promoting volunteers to work hand in hand with shelter staff to insure the animals in our care are given daily walks and time away from the shelter environment.



Animal Control Facility in Lufkin, Texas

WORKLOAD INDICATORS &

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of animals received at shelter	4,022	4,845	4,800
Number of animals adopted	711	672	700
Number of animals reclaimed	305	350	350
Number of animals sent to rescue	1,259	1,959	2,000
Number of animals euthanized	1,682	1,511	1,500
Euthanasia rate	42%	31%	30%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	394,181	410,377	382,806	398,110
Benefits	165,635	180,612	163,820	182,806
Supplies	71,219	73,500	81,000	113,841
Maintenance of Equipment	33,498	15,720	33,400	21,220
Miscellaneous Services	88,983	101,650	116,780	116,428
Capital Outlay	-	-	-	-
TOTAL	753,516	781,859	777,806	832,405
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Animal Control Director	1	1	1	1
Animal Control Supervisor Assistant	1	1	1	1
Clerk Journeyman	1	1	1	1
Animal Control Field SPR	1	1	-	-
Animal Control Rescue Coordinator	1	1	-	-
Animal Control Officer-Lead	-	-	-	-
Animal Control Officer	2	2	3	3
Laborer	4	4	5	5
FULL TIME	11	11	11	11
PART TIME	-	-	-	-
TOTAL	11	11	11	11

SIGNIFICANT CHANGES

FY 21 Revised: Discontinued Animal Ctl officer and Animal Control –Lead. Opened new positions for Field Supervisor and Rescue Coordinator.

FY22 Revised-Discontinued Field Supervisor and Rescue Coordinator. Added animal control officer and labor positions.

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

PUBLIC WORKS

Public Works Departments include the following:

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

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Engineering

GENERAL FUND

MISSION

The Engineering Services Department strives to partner with the community in providing development related services in an efficient and effective manner, maintaining the health and safety of existing land use and infrastructure, and providing long-range planning.

Description of Services

The Engineering Services Department is comprised of three divisions: Engineering, Inspections, and Planning. These divisions work together to provide development related services to the public, ensure compliance with applicable codes, and meet the needs of various other city directives.

WORK PROGRAM

The Engineering Services Department will strive to ensure building permits for construction are processed in a timely manner, provide quality and professional service, minimize bureaucratic barriers to development, and maintain a high level of compliance.

City projects will be completed in a timely manner.

Inspections will continue to ensure compliance with minimum code standards, while evaluating needs and requirements of new codes.

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.

Planning Division will focus on continued evaluation and adoption of appropriate development ordinances and amendments; assist professional developers, the general public, and the governing body related to land use; implement Green Initiatives in Lufkin in support of community sustainability; and continue staff development to stay informed of current trends in Planning. In addition, it will support the vision to Create Ideal Livability in Lufkin by implementing the goals of the Comprehensive Plan for Land Use, Transportation, Placemaking, Natural Resources, Historic and Cultural Resources, Local Economy, Housing, and Community Facilities.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of Plats reviewed	67	35	40
Plat reviews are Completed within 7 days 90% of the time.	95%	95%	95%
Number of Permits Reviewed	279	175	175
Approve Permits for Construction within 2 days 90% of the time.	90%	90%	90%
Total Number of Construction plans reviewed	580	320	450
Total Number of Construction Plans Reveiwed in 3 business days or less	551	304	428
Review Construction Plans within 3 business days 95% of time	95%	95%	95%
Total number of Code Enforcement complaints	636	804	720
Total number of Code Enforcement complaints investigated within 8 hours of call	617	780	699
Investigate complaints within 8 hours of call 95%	97%	97%	97%
Number of plat reviews completed within 2 business days	64	33	38
Number of zoning cases	27	20	20
Number of zoning cases meeting legal documentation	27	20	20
Complete zoning case deadlines, 100% of the time	100%	100%	100%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	749,699	756,208	721,559	857,484
Benefits	296,270	299,128	289,856	337,195
Supplies	18,186	24,615	29,335	35,082
Maintenance of Equipment	21,002	22,625	22,825	24,425
Miscellaneous Services	75,372	106,504	108,164	131,301
Sundry	-	300	300	500
TOTAL	1,160,529	1,209,380	1,172,039	1,385,987
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
City Engineer / Director of Engineering Services	1	1	1	1
Clerk - Sr. Level	1	1	1	1
Engineering Tech II	1	1	1	1
Eng-Serv/Bldg Insp/Asst. Dir	1	1	1	1
Survey Crew Chief	1	1	1	1
GIS Coordinator	1	1	1	1
Engineering Tech I	-	-	-	-
GPS Technician	1	1	1	1
Clerk Journeyman-Inspections	1	1	1	1
Plan Review Env. Compliance-Inspection	1	1	1	1
Building Inspector	2	2	2	2
Code Enforcement Officer-Inspections	2	2	2	3
Construction Inspector –WP	1	1	1	1
City Planner	1	1	1	1
Sr. Clerk Pl Asst	1	1	1	1
FULL TIME	16	16	16	17
PART TIME	-	-	-	-
TOTAL	16	16	16	17
SIGNIFICANT CHANGES				
FY2021: Engineering Tech position discontinued. FY2023: Added 1 Code Enforcement Officer position.				

Fiscal Year
2023

CITY OF LUFKIN, TEXAS

Engineering Svcs/Engineering

GENERAL FUND

DIVISION: Engineering

DIVISION DESCRIPTION

The Engineering Division provides surveying, mapping, and engineering design services for various city projects including utilities, streets, capital improvements, zoo, and park projects. It also reviews building permits to ensure development is in accordance with city ordinances and other government agencies; issues water and sewer taps for new utility services, and provides floodplain and floodway management.

The Engineering Division also provides subdivision plat administration, issuance of utility permits, and roadway access permits.

The GIS (Geographical Information System) Mapping is in this division. It supplies and maintains information for the city's water and sewer utilities, zoning, property boundaries, streets, addressing, easements, rights-of-way, floodplain and floodway, and drainage. The survey crew provides information for GIS mapping.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	367,661	360,434	329,576	405,768
Benefits	135,258	135,193	126,988	152,683
Supplies	4,861	9,045	10,465	11,970
Maintenance of Equipment	19,584	20,140	20,340	22,025
Miscellaneous Services	34,474	55,970	56,570	67,024
Sundry Charges	-	200	200	200
TOTAL	561,838	580,982	544,139	659,670
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
City Engineer / Director of Engineering Services	1	1	1	1
Clerk - Sr. Level	1	1	1	1
Engineering Tech II	1	1	1	1
Survey Crew Chief	1	1	1	1
GIS Coordinator	1	1	1	1
Construction Inspector	1	1	1	1
Engineering Tech I	-	-	-	-
GPS Technician	1	1	1	1
FULL TIME	7	7	7	7
PART TIME	-	-	-	-
TOTAL	7	7	7	7

Fiscal Year
2023

CITY OF LUFKIN, TEXAS

Engineering Svcs/Inspections

GENERAL FUND

DIVISION: Inspections

DIVISION DESCRIPTION

The Inspections Division's services to our community include reviewing, permitting, and inspecting building construction projects for compliance with adopted national, state, and local building, plumbing, fire, mechanical, gas, and electric codes. In addition, Inspections provides interpretive support to the construction industry regarding methods of construction and their compliance with the building codes.

Inspections Division also enforces property regulations through code enforcement.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	279,162	290,916	283,746	343,599
Benefits	121,140	124,032	122,142	143,962
Supplies	12,348	13,550	16,850	20,575
Maintenance of Equipment	676	1,500	1,500	1,500
Miscellaneous Services	31,650	39,789	39,789	51,182
Sundry Charges	-	-	-	200
TOTAL	444,886	469,787	464,027	561,018
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Eng-Serv/Bldg Insp/Asst. Dir.	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	2	2	2	3
FULL TIME	7	7	7	8
PART TIME	-	-	-	-
TOTAL	7	7	7	8

Fiscal Year
2023

CITY OF LUFKIN, TEXAS

Engineer Svcs/Planning & Zoning

GENERAL FUND

DIVISION: Planning & Zoning

pertaining to the development of the City.

The Planning Division is the city's liaison to local entities endeavoring to retain, expand, and attract business to Lufkin and provide affordable housing opportunities.

DIVISION DESCRIPTION

- The Planning Division provides technical assistance relating to adopted land use regulations, performs subdivision, zoning, permit review, and annexations. It also is responsible for making recommendations to the Planning & Zoning Commission and City Council on matters

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	102,876	104,858	108,237	108,117
Benefits	39,872	39,903	40,726	40,550
Supplies	977	2,020	2,020	2,537
Maintenance of Equipment	742	985	985	900
Miscellaneous Services	9,338	10,745	11,805	13,095
Sundry Charges	-	100	100	100
TOTAL	153,805	158,611	163,873	165,299

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
City Planner	1	1	1	1
Sr, Clerk Pl Asst.	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	-	-	-	-
TOTAL	2	2	2	2

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Street Department

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 FY 2022-2023 Street Overlay List.

DESCRIPTION OF SERVICES PROVIDED

- The Street Department consists of 30 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	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of street overlay projects completed annually	26	23	19
Number of street overlay projects completed within 1 week of due date	22	20	17
Street overlay projects completed within 1 week of due date 70% of time	84%	86%	87%
Feet of open channels cleaned	16,465	18,100	18,920
Feet of open channels cleaned within 3 weeks of inspection	14,475	16,250	17,175
Open channels cleaned within 3 weeks of inspection 80% of time	87%	89%	90%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	1,008,352	1,015,832	930,040	1,104,295
Benefits	455,201	479,234	464,015	523,756
Supplies	141,092	156,060	261,690	279,135
Maintenance of Equipment	1,020,128	1,017,650	1,037,650	1,317,650
Miscellaneous Services	960,275	983,316	972,966	976,389
Capital	55,050	-	-	-
TOTAL	3,640,098	3,652,092	3,666,361	4,201,225

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Street	1	1	1	1
Assistant Superintendent	1	1	1	1
Clerk Journeyman	-	-	1	1
Crew Leader III	2	2	3	3
Crew Leader II	3	3	3	3
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 Mowing Technician	2	2	2	2
Construction Inspector	1	1	1	1
Utility Technician	2	2	2	2
Maintenance Worker	3	3	3	4
Laborer I (part-time)	1	1	1	1
FULL TIME	30	30	32	33
PART TIME	1	1	1	1
TOTAL	31	31	33	34

SIGNIFICANT CHANGES

FY 2021: 1 Driver II, 1 Maint. Worker, and 1 Administrator assistant discontinued.
FY2022 Revised: Clerk Journeyman created. Crewleader III created.
FY2023: Maintenance worker position added.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	147,051	113,764	136,687	150,058
Benefits	51,697	42,897	55,551	58,713
Supplies	3,022	5,795	6,425	6,415
Maintenance of Equipment	550	-	-	-
Miscellaneous Services	16,138	11,775	10,825	12,315
Bldg Structures	55,050	-	-	-
TOTAL	273,508	173,631	209,488	227,501

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Street Superintendent	1	1	1	1
Assistant Street Superintendent	1	1	1	1
Clerk Journeyman	-	-	1	1
Construction Inspector	1	1	1	1
FULL TIME	3	3	4	4
PART TIME	-	-	-	-
TOTAL	3	3	4	4

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	261,854	282,263	268,167	258,433
Benefits	127,724	138,045	128,776	127,031
Supplies	27,534	30,915	55,915	54,295
Maintenance of Equipment	281,280	314,150	315,650	314,150
Miscellaneous Services	73,886	74,381	74,381	76,314
TOTAL	772,278	839,754	842,889	830,223
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 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	1	1	1	1
Utilities Technician	2	2	2	2
Maintenance Worker	1	1	1	1
FULL TIME	8	8	8	8
PART TIME	-	-	-	-
TOTAL	8	8	8	8

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	291,657	326,549	262,190	377,888
Benefits	144,610	162,123	149,171	184,950
Supplies	49,644	44,900	89,900	100,535
Maintenance of Equipment	686,551	655,000	655,000	955,000
Miscellaneous Services	813,973	830,471	830,471	830,471
TOTAL	1,986,4356	2,019,043	1,986,732	2,448,844
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Heavy Equipment Operator	2	2	2	2
Crew Leader II	2	2	2	2
Crew Leader III	-	-	1	1
Light Equipment Operator	1	1	1	1
Driver II	6	6	5	5
FULL TIME	11	11	11	11
PART TIME	-	-	-	-
TOTAL	11	11	11	11

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	307,790	293,256	262,996	317,916
Benefits	131,170	136,169	130,517	153,062
Supplies	60,892	74,450	109,450	117,890
Maintenance of Equipment	51,747	48,500	67,000	48,500
Miscellaneous Services	56,278	67,289	57,289	57,289
TOTAL	607,877	619,664	627,252	694,657

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Crew Leader III	1	1	1	1
General Craftsman	1	1	1	1
Equipment Operator	1	1	1	1
Driver II	2	2	2	2
Mowing Technician	2	2	2	2
Maintenance Worker	1	1	2	3
Labor-Part Time Seasonal	1	1	1	1
FULL TIME	8	8	9	10
PART TIME	1	1	1	1
TOTAL	9	9	10	11

**Fiscal Year
2023**



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.

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.
- To monitor and perform maintenance of City generators. And provide files on repairs.

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.



Fleet Maintenance Facility for City of Lufkin

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total number of new work orders	2,025	2,035	2,030
Total number of preventive maintenance work orders	400	425	415
Completed Preventative Maintenance within schedule 90% of the time.	90%	95%	95%
Total number of fuel charges processed monthly.	1,725	1,715	1,700
% of fuel charges processed in 30 days.	100%	100%	100%
% of fuel charges processed monthly 90% of the time.	90%	95%	95%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	294,272	289,360	265,591	287,503
Benefits	125,475	122,776	109,501	121,824
Supplies	21,489	23,450	24,300	27,880
Maintenance of Equipment	5,391	7,500	9,500	11,800
Miscellaneous Services	11,276	15,564	14,314	20,859
Sundry Charges	-14,590	-	-	-
TOTAL	443,313	458,650	423,206	469,866
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Fleet Director	1	1	1	1
Lead Equipment Mechanic	1	1	1	1
Warehouse Clerk	1	1	1	1
Equipment Mechanic	3	3	3	3
Fleet Service Tech– SW	1	1	1	1
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7

SIGNIFICANT CHANGES

FY2021: 1 (one) equipment mechanic position discontinued.

**Fiscal Year
2023**



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**

**Fiscal Year
2023**



Parks and Recreation Department

CITY OF LUFKIN, TEXAS

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 looking to continually improve the condition of all parks in the Lufkin Parks System. The department will be working to improve our service to our residents by continuing to improve our leagues, programs, special events and day to day service that our residents receive. The Parks and Recreation department will continue to look at ways to partner with local businesses, organizations and individuals to offer more events, activities and programs to provide an excellent value to our residents. Turf Management and preventive maintenance plans will become a high priority within the parks as we look to improve the maintenance and appearance of all parks.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of Participants in Recreation Programs	3,817	6,000	6,000
Number of Athletic Tournaments Sponsored	7	10	2
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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	626,070	636,501	692,481	955,722
Benefits	288,001	301,267	302,685	424,085
Supplies	69,202	90,900	109,946	119,150
Maintenance of Equipment	56,486	65,550	67,550	92,550
Miscellaneous Services	330,652	348,607	401,861	400,341
Sundry Charges	40	80	80	80
Capital	33,061	-	-	-
TOTAL	1,403,512	1,442,905	1,571,603	1,991,928

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director—Parks & Leisure	1	1	1	1
Superintendent	1	1	1	1
Office Manager (formerly Clerk Senior Level)	1	1	1	1
Crew Leader I	2	2	2	2
Crew Leader II	1	1	1	1
Laborer	11	11	11	15
Custodian/Building Maintenance	1	1	1	1
Electric Utility	1	1	1	1
Athletic Super	1	1	1	1
Athletice Coordinator	-	-	-	1
League Supervisor	-	-	-	1
Downtown Center Supervisor (formerly PT position)	1	1	1	1
Pool Supervisor (PT)	1	1	1	1
Lifeguard (P/T)	3	3	8	8
League Supervisor (P/T)	1	1	1	1
FULL TIME	21	21	21	27
PART TIME	5	5	10	10
TOTAL	26	26	31	37

SIGNIFICANT CHANGES

FY2021: 1 Rec. Specialist, and 2 laborer positions discontinued.

FY2022 Revised: Added 5 Lifeguard positions.

FY2023: Created an athletic coordinator and league supervisor positions. Added 4 laborer positions.

**Fiscal Year
2023**



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	165,288	202,122	257,369	349,411
Benefits	70,801	80,674	82,606	117,935
Supplies	9,225	12,000	12,900	4,850
Miscellaneous Services	12,494	16,007	19,021	21,258
Sundry Charges	40	80	80	80
TOTAL	257,848	310,883	371,976	493,534

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director—Parks & Leisure	1	1	1	1
Office Manager	1	1	1	1
Downtown Center Supervisor	1	1	1	1
Athletic Coordinator	-	-	-	1
League Supervisor	-	-	-	1
Athletic Supervisor	1	1	1	1
League Supervisor (P/T)	1	1	1	1
Pool Supervisor (P/T)	1	1	1	1
Lifeguard (P/T)	3	3	8	8
FULL TIME	4	4	4	6
PART TIME	5	5	10	10
TOTAL	9	9	14	16

**Fiscal Year
2023**



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	460,782	434,379	435,112	606,311
Benefits	217,200	220,593	220,079	306,150
Supplies	59,977	78,900	94,046	114,300
Maintenance of Equipment	56,486	65,550	67,550	92,550
Miscellaneous Services	318,158	332,600	382,840	379,083
Capital	33,061	-	-	-
TOTAL	1,145,664	1,132,022	1,199,627	1,498,394
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Superintendent	1	1	1	1
Crew Leader I	2	2	2	2
Crew Leader II	1	1	1	1
Laborer	11	11	11	15
Electric Utility	1	1	1	1
Custodian / Building Maintenance	1	1	1	1
FULL TIME	17	17	17	21
PART TIME	-	-	-	-
TOTAL	17	17	17	21



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, representative collection of animals; maintaining high quality animal welfare 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 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. Fund raising for the "Gorilla Forest Reserve" habitat will proceed as well as looking for ways to implement zoo's new Master Plan.



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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total number of visitors to Zoo annually	127,516	90,365	110,000
Total number of visitors to Zoo annually from outside Angelina County	75,234	62,352	64,900
% of visitors from other counties	59%	69%	59%
Total number of people in Zoo programs	10,000	5,000	7,500
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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-0223 Budget
Personnel Services	821,548	948,970	848,798	986,744
Benefits	393,152	438,716	408,787	448,276
Supplies	193,004	208,770	246,315	276,945
Maintenance of Equipment	3,399	2,950	3,980	5,785
Miscellaneous Services	166,732	190,803	210,728	221,320
TOTAL	1,577,835	1,790,209	1,718,608	1,939,070
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 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	7	8	8	8
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)	2	1	1	1
FULL TIME	26	27	27	27
PART TIME	2	2	2	2
TOTAL	28	29	29	29
SIGNIFICANT CHANGES				
FY22– New position for Zoo Keeper.				

Fiscal Year
2023



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, cultural and enrichment programs to encourage literacy and lifelong learning in a variety of non-traditional locations.

WORK PROGRAM

The primary goal of the Kurth Memorial Library for the fiscal year 2022-2023 is to fully reestablish the library as a well-used community resource by: Continuing to redevelop our internal and outreach services to the community. Continuing to re-establish our relationship with other community stakeholders post-pandemic. Continuing to seek out new and innovative service models to increase the library's visibility and scope within the community. Continuing to develop the most streamlined service models utilizing limited resources as fully as possible.



WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total Circulation and In-House Use	124,719	160,000	175,000
Number of Help Desk Requests	70,379	100,000	100,000
Number of Programs for Public (In-house & Outreach)	237	450	450
Number of Patron Visits	43,485	55,000	55,000
Number of Materials Processed (New, reprocessed, Withdrawn)	17,065	20,000	20,000
Patron attendance at Literacy Programs	11,368	25,000	25,000
FY New & Renewed Cards	7,740	8,500	8,500
Study Room Use	2,312	6,000	6,000
Computer Use (Does not capture laptop use)	4,640	5,200	5,200

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	330,048	307,474	319,129	318,519
Benefits	143,877	136,686	139,386	139,035
Supplies	9,655	14,100	14,800	15,600
Maintenance of Equipment	28,488	32,935	56,708	33,335
Miscellaneous Services	55,997	68,335	68,335	74,160
TOTAL	568,065	559,530	598,358	580,649
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Library Director	1	1	1	1
Assistant Library Director	1	1	1	1
Clerk-Entry Level	2	2	2	2
Library Assistant	1	1	1	1
Clerk Apprentice	1	1	1	1
Library Assistant IT-Tech	1	1	1	1
Library Aide (Part time)	3	3	3	3
Library Assistant (Summer-PT)	-	-	1	1
Custodian	1	1	1	1
FULL TIME	8	8	8	8
PART TIME	3	3	4	4
TOTAL	11	11	12	12

SIGNIFICANT CHANGES

.FY 2021: Two (2) library Aide positions discontinued. Two (2) Library assistant Summer positions discontinued. One (1) Clerk Entry level discontinued.
FY2021 Revised- Library assistant discontinued.
FY2022 Revised-Library summer reading assistant opened.

**Fiscal Year
2023**



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 expenses, software payments, insurance payments and contingency accounts.

WORK PROGRAM

Budgeted in the department for Fiscal year 2023 are the following items:

Unemployment Insurance Claims	\$ 10,000
Liability Insurance Premium	\$ 196,747
Contingency Amount	\$ 175,200
Retiree Insurance Premium Transfer	\$ 165,000

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	-	756,474	577,442	1,769,800
Benefits	10,154	10,000	10,000	10,000
Supplies	4,000	4,000	4,000	104,000
Maintenance	79,788	87,756	87,756	88,000
Miscellaneous Services	245,067	371,947	371,947	416,947
Sundry Charges	-	-	-	90,945
Debt Service	17,458	17,457	17,457	-
Transfer	2,820,683	281,285	1,391,285	695,000
Capital	-	-	825,000	-
TOTAL	3,177,150	1,528,919	3,284,887	3,174,692

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				
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
2023



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. Approximately 16,000 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 in person, over the phone, via the internet and through the mail.

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	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total number of bills generated monthly.	15,350	15,500	16,010
Total accurate number of bills generated monthly within 2 working days of cycle billing date.	15,350	15,500	16,010
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.	662	676	700
Number of connects/disconnects completed within one working day of request	648	662	686
Performed connects/disconnects within one working day of request 98% of time.	98%	98%	98%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	317,632	345,667	350,681	362,967
Benefits	101,671	168,840	166,422	170,623
Supplies	97,287	98,510	107,610	118,010
Maintenance of Equipment	30,582	55,620	55,620	55,320
Miscellaneous Services	78,632	59,891	58,351	56,896
TOTAL	625,804	728,528	738,684	764,816

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Utility Collection Supervisor	1	1	1	1
Office Manager	-	-	-	-
Accounting Tech Entry	2	2	2	2
Utility Billing Clerk	3	3	3	3
Crew Leader III	1	1	1	1
Meter Maintenance Worker	2	2	2	2
Meter Reader	2	2	2	2
FULL TIME	11	11	11	11
PART TIME	-	-	-	-
TOTAL	11	11	11	11

SIGNIFICANT CHANGES

FY2021: Office manager position discontinued.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	198,740	195,639	200,282	203,950
Benefits	49,469	93,326	93,467	95,947
Supplies	76,680	81,810	81,910	81,310
Maintenance of Equipment	5,650	9,780	9,780	10,480
Miscellaneous Services	43,761	16,630	15,980	12,965
TOTAL	374,300	397,285	401,419	404,652

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Utility Collections Supervisor	1	1	1	1
Office Manager	-	-	-	-
Account Technician Entry	2	2	2	2
Utility Billing Clerk	3	3	3	3
FULL TIME	6	6	6	6
PART TIME	-	-	-	-
TOTAL	6	6	6	6

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	118,892	150,028	150,399	159,017
Benefits	52,202	75,514	72,955	74,676
Supplies	20,607	16,700	25,700	36,700
Maintenance of Equipment	24,932	45,840	45,840	45,840
Miscellaneous Services	34,871	43,161	42,371	43,931
TOTAL	251,504	331,243	337,265	360,164

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Crew Leader	1	1	1	1
Meter Maintenance Worker	2	2	2	2
Meter Reader	2	2	2	2
FULL TIME	5	5	5	5
PART TIME	-	-	-	-
TOTAL	5	5	5	5

**Fiscal Year
2023**



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 Centrifuge or Belt Press then trucked to a permitted beneficial land use site.
- The plant effluent is discharged into Hurricane Creek when it meets the permitted standards allowed by State & Federal Agencies.
- The Wastewater Plant serves as an RV dumping site for the Public free of charge.
- The Wastewater Treatment Plant accepts septic waste from Septic Haulers that provides revenue for the City.

- The Wastewater Treatment Plant has a Pretreatment Program that serves the local Industry with analytical results of their discharge so that they may keep in compliance with TCEQ.

WORK PROGRAM

- Continue to operate and maintain the Plant so that all standards set by TCEQ are met.
- Replace Boiler Stacks for Dig 1 & 2
- Relocation & replacement project of process water pump/motors
- Take down Digester #1 for cleaning
- Replace C12 scale drum holders



Wastewater Treatment Plant Aeration Basin

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of gallons sewage treated annually	1,945,501,860	2,185,332,620	2,065,417,240
Total number of Lab test performed	21,910	22,700	22,305
TCEQ Monthly BOD Permit Value, Max 10mg/L	4	3	3
Number of tons of dry solids removed	1,113	800	956
Average treatment cost per ton of dry solids removed	\$93	\$160	\$131
TCEQ Monthly TSS Permit, Max Value 15 mg/ L	6	6	6

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	742,416	759,672	755,132	717,598
Benefits	244,868	331,431	313,960	315,777
Supplies	344,554	352,296	435,486	646,030
Maintenance of Equipment	185,656	192,800	193,300	285,800
Miscellaneous Services	657,747	732,226	734,426	788,806
TOTAL	2,175,241	2,368,425	2,432,304	2,754,011

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
WWTP Superintendent	-	-	1	1
Director Utility Plant Operations	1	1	-	-
WWTP Assistant Director	1	1	-	-
Administrative Assistant	1	1	1	1
Environmental Manager	1	1	1	1
Environmental Compliance Tech	1	1	1	1
Lab Manager	1	1	1	1
Microbiologist Journeyman	1	1	1	1
Operator II&III	5	5	5	5
Driver II	1	1	1	1
Maintenance Worker	3	3	3	3
Crew Leader III	1	1	1	1
Maintenance Mechanic	2	2	2	2
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	19	19	18	18
PART TIME	1	1	1	1
TOTAL	20	20	19	19

SIGNIFICANT CHANGES

FY2022 Revised: Discontinued Director Utility Plant Operations and WWTP Assistant Director.
Created WWTP Superintendent.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	266,990	257,590	269,094	196,274
Benefits	59,988	100,821	85,582	80,487
Supplies	8,779	10,000	10,600	13,740
Maintenance of Equipment	3,315	3,800	3,800	24,800
Miscellaneous Services	503,522	558,810	561,010	534,765
TOTAL	842,594	931,021	930,086	850,066
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director Utility Plant Operations	1	1	-	-
WWTP Superintendent	-	-	1	1
WWTP Asst. Director	1	1	-	-
Administrative Assistant	1	1	1	1
Environmental Manager	1	1	1	1
Environmental Compliance Tech	1	1	1	1
FULL TIME	5	5	4	4
PART TIME	-	-	-	-
TOTAL	5	5	4	4

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	189,065	194,147	202,341	200,020
Benefits	71,346	86,664	88,605	88,066
Supplies	273,624	279,010	344,600	546,940
Miscellaneous Services	1,780	2,000	2,000	27,000
TOTAL	535,815	561,821	637,546	862,026
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Operator II&III	5	5	5	5
FULL TIME	5	5	5	5
PART TIME	-	-	-	-
TOTAL	5	5	5	5

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	208,377	231,581	204,226	241,854
Benefits	84,724	109,981	104,730	112,475
Supplies	46,716	42,300	59,300	57,900
Maintenance of Equipment	182,341	189,000	189,500	261,00
Miscellaneous Services	61,120	67,916	97,916	76,041
TOTAL	583,278	640,778	625,672	749,270
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Driver II	1	1	1	1
Maintenance Worker	3	3	3	3
Crew Leader III	1	1	1	1
Maintenance Mechanic	2	2	2	2
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	7	7	7	7
PART TIME	1	1	1	1
TOTAL	8	8	8	8

Fiscal Year
2023



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.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	77,984	76,354	79,471	79,450
Benefits	28,810	33,965	35,043	34,749
Supplies	15,435	20,986	20,986	27,450
Miscellaneous Services	91,325	103,500	103,500	151,000
TOTAL	213,554	234,805	239,000	292,649
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Laboratory Manager	1	1	1	1
Microbiologist Journeyman	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	-	-	-	-
TOTAL	2	2	2	2

**Fiscal Year
2023**



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 affordable 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 Plants #1, #2 & #3, twenty-three water wells, four one-million gallon capacity ground storage tanks, three two-million gallon capacity ground storage tanks, and four elevated storage tanks with a combined capacity of four-million gallons. The total water storage capacity for the City of Lufkin is fourteen million gallons.
- The operation of these units will consistently meet or exceed State mandated regulations.

FISCAL 2023 WORK PROGRAM:

- Continue to Operate & Maintain the Water Plants & Wells to meet the TCEQ Standards
- Purchase & install new motors for Wells #12,13,15
- Purchase & install new Soft Starts for Wells #13 & 14
- Purchase & install new Soft Starts & Water Plants #1 & 2
- Purchase & install Well Totalizers & Check Valves



Water Storage Tank on Whitehouse Drive

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total gallons water pumped into distribution	2,714,593,000	2,852,593,000	2,783,704,000
Total Amount of Chlorine Used to Treat Water (in tons)	174	166	170
Monthly bacterial test are negative 100% of the time	100%	100%	100%
Operation & Maintenance Cost per million gallons of Water delivered to Distribution	\$634	\$624	\$629

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	55,102	57,154	95,098	109,523
Benefits	24,501	29,800	48,286	51,847
Supplies	273,590	304,468	423,300	584,188
Maintenance of Equipment	140,658	141,800	143,800	153,300
Miscellaneous Services	1,263,870	1,441,163	1,444,363	1,462,651
TOTAL	1,757,721	1,974,385	2,154,847	2,361,509
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Water Plant Chief Operator	1	1	1	1
Operator II&III	-	-	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	1	1	2	2
PART TIME	1	1	1	1
TOTAL	2	2	3	3
SIGNIFICANT CHANGES				
FY2019 Revised: Operator II position became Water Plant Chief Operator . FY2022 Revised: Created Operator II&III position.				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Water Production / Operations

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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	55,102	57,154	95,098	109,523
Benefits	24,501	29,800	48,286	51,847
Supplies	252,320	287,468	403,300	560,188
Miscellaneous Services	1,236,223	1,436,242	1,439,442	1,457,730
TOTAL	1,568,146	1,810,664	1,986,126	2,179,288
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Water Plant Chief Operator	1	1	1	1
Operator II&III	-	-	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	1	1	2	2
PART TIME	1	1	1	1
TOTAL	2	2	3	3

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	21,270	17,000	20,000	24,000
Maintenance of Equipment	140,658	141,800	143,800	153,300
Miscellaneous Services	27,647	4,921	4,921	4,921
TOTAL	189,575	163,721	168,721	182,221
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

Water/Sewer Utilities

WATER / WASTEWATER FUND

these functions in as timely and accurate manner as possible.

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.

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 the citizens on a daily basis by performing

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	1,192,008	1,290,452	1,220,946	1,341,606
Benefits	421,810	582,251	547,803	522,868
Supplies	191,364	229,400	288,400	336,000
Maintenance of Equipment	806,380	913,150	913,150	913,150
Miscellaneous Services	473,158	469,486	472,276	473,370
TOTAL	3,084,720	3,484,739	3,442,575	3,585,994
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Utilities (formerly Water / Sewer Director)	1	1	1	1
Water/Sewer Superintendent (Formerly Assistant Director)	1	1	1	1
Warehouse Clerk	1	1	1	1
Code Enforcement Officer	1	1	1	1
Administrative Assistant	1	1	1	1
Clerk Journeyman	-	-	-	-
Project Planner	-	-	-	-
Hydrant Maintenance	-	-	-	-
Water Utility Customer Service Inspector	1	1	1	1
Crew Leader II	2	2	2	2
Crew Leader III	2	2	2	2
Laborer	5	5	5	5
Maintenance Worker	5	5	6	6
Light Equipment Operator	5	5	5	5
PLC Advance Tech	1	1	1	1
Construction Supervisor	1	1	1	1
Elect Utility Journeyman	1	1	1	1
Heavy Equipment Operator	3	3	3	3
Lift Station Operator	1	1	1	1
Maintenance Supervisor	1	1	1	1
FULL TIME	33	33	34	34
PART TIME	-	-	-	-
TOTAL	33	33	34	34

SIGNIFICANT CHANGES

FY 2021: Hydrant maintenance position discontinued. Clerk Journey discontinued. Project Planner position discontinued. Two (2) Light equipment operators discontinued in the Sewer Utilities division. FY2022 Revised: Water/Sewer Director changed to Director of Utilities. Assistant Director changed to Water/Sewer Superintendent. Maintenance worker position added.

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Water/Sewer Utilities/Administration

WATER / WASTEWATER FUND

of service to the water distribution and sewer collections systems.

DIVISION: Water/Sewer Administration

DIVISION DESCRIPTION

The Water / Sewer Utilities Department strive to provide the citizens of Lufkin with thigh quality and reliable service. Prepares, submits and oversees an annual budget. Ensures compliance with policies and procedures. Strives to operate in a cost effective manner with minimum interruptions

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	255,190	259,033	270,765	269,411
Benefits	87,620	108,206	110,989	102,965
Supplies	18,134	19,000	22,500	24,000
Maintenance of Equipment	5,506	12,500	12,500	12,500
Miscellaneous Services	62,489	65,568	68,358	63,638
TOTAL	428,939	464,307	485,112	472,514
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Utilities (formerly Water / Sewer Director)	1	1	1	1
Water/Sewer Superintendent (Formerly Assistant Director)	1	1	1	1
Warehouse Clerk	1	1	1	1
Code Enforcement Officer	1	1	1	1
Administrative Assistant	1	1	1	1
Clerk Journeyman	-	-	-	-
Project Planner	-	-	-	-
Maintenance Worker-Hydrant	-	-	-	-
FULL TIME	5	5	5	5
PART TIME	-	-	-	-
TOTAL	5	5	5	5

Fiscal Year
2023



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.

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Crew Leader II	2	2	2	2
Crew Leader III	1	1	1	1
Maintenance Worker	2	2	2	2
Light Equipment Operator	2	2	2	2
Water Utility Customer Service Inspector	1	1	1	1
Laborer	5	5	5	5
FULL TIME	13	13	13	13
PART TIME	-	-	-	-
TOTAL	13	13	13	13

Fiscal Year
2023



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 oth-

er 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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	452,096	576,703	497,986	602,595
Benefits	151,159	252,904	236,880	246,511
Supplies	128,419	148,500	181,500	218,500
Maintenance of Equipment	361,225	369,250	369,250	369,250
Miscellaneous Services	319,669	310,792	310,792	311,711
TOTAL	1,412,568	1,658,149	1,596,408	1,748,567

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Crew Leader III	1	1	1	1
Light Equipment Operator	3	3	3	3
Heavy Equipment Operator	3	3	3	3
Electric Utility Journeyman	1	1	1	1
Lift Station Operator	1	1	1	1
PLC Technician	1	1	1	1
Maintenance Supervisor	1	1	1	1
Construction Supervisor	1	1	1	1
Maintenance Worker	3	3	4	4
FULL TIME	15	15	16	16
PART TIME	-	-	-	-
TOTAL	15	15	16	16

Fiscal Year
2023



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.

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 2023 are the following items:

Liability Insurance Premium	\$ 185,623
Contingency Amount	\$ 150,000
Allowance for Uncollectible Accounts	\$ 150,000
General and Administrative Charges	\$3,088,424
Funded Depreciation Transfers	\$2,093,233
Debt Service Transfers	\$1,870,695
Transfer to General Fund	\$ 250,000

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Salaries & Wages	-	110,663	97,397	437,413
Benefits	-	-	4,939	-
Supplies	990	1,000	1,000	51,000
Equipment Maintenance	28,462	28,462	28,462	28,462
Miscellaneous Services	290,137	335,623	335,623	335,623
Sundry Charges	5,089,301	5,010,804	5,010,804	5,331,657
Debt Service	-	-	-	-
Transfers	3,136,454	2,056,095	3,056,095	2,120,695
TOTAL	8,545,344	7,542,647	8,534,320	8,304,850
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



Fiscal Year

2023



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.

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

Solid Waste Department

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	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of residential customers served	11,900	11,900	11,900
Number of commercial customers served	885	889	889
Complete scheduled routes within specified timeframes, 95% of time	96%	96%	96%
Complete work orders within one week, 95% of time.	68%	65%	65%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	981,816	966,608	1,031,690	976,913
Benefits	372,585	450,936	477,789	448,367
Supplies	324,567	381,900	545,400	732,934
Maintenance of Equipment	249,642	257,500	290,000	282,500
Miscellaneous Services	2,004,820	1,921,549	2,046,580	2,121,348
TOTAL	3,933,430	3,978,493	4,391,459	4,562,062

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Solid Waste Director	1	1	1	1
Solid Waste Assistant Director	1	1	1	1
Clerk –Journeyman	2	2	2	2
Driver II	14	14	15	15
Driver III	3	3	3	3
Maintenance Mechanic/Welder	1	1	1	1
Laborer	2	2	2	2
Maintenance Worker	1	1	1	1
FULL TIME	25	25	26	26
PART TIME	-	-	-	-
TOTAL	25	25	26	26

SIGNIFICANT CHANGES

FY20 Revised– Maintenance Worker budgeted in Solid Waste which was previously in Main Street transferred to Parks Dept.
FY22 Revised– Driver II position added.

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	212,309	208,739	216,186	186,704
Benefits	66,398	88,831	90,725	75,874
Supplies	18,952	30,700	29,400	26,934
Maintenance of Equipment	309	2,000	2,000	37,500
Miscellaneous Services	31,568	36,260	36,291	37,965
TOTAL	329,536	366,530	374,602	364,977

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Solid Waste Director	1	1	1	1
Solid Waste Assistant Director	1	1	1	1
Clerk –Journeyman	2	2	2	2
FULL TIME	4	4	4	4
PART TIME	-	-	-	-
TOTAL	4	4	4	4

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	175,342	180,650	182,365	183,596
Benefits	65,517	85,932	86,764	86,872
Supplies	69,283	92,000	122,000	147,000
Maintenance of Equipment	44,122	85,000	100,000	75,000
Miscellaneous Services	580,912	580,421	590,421	590,421
TOTAL	935,176	1,024,003	1,081,550	1,082,889
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Driver II	5	5	4	4
Driver III	1	1	1	1
FULL TIME	6	6	5	5
PART TIME	-	-	-	-
TOTAL	6	6	5	5

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	287,954	297,961	344,321	315,340
Benefits	118,541	138,332	157,633	142,662
Supplies	124,520	136,000	196,000	261,000
Maintenance of Equipment	91,482	95,500	113,000	100,000
Miscellaneous Services	757,696	731,125	731,125	767,778
TOTAL	1,380,193	1,398,918	1,542,079	1,586,780
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Driver II	4	4	5	5
Driver III	2	2	2	2
Maintenance Mechanic/Welder	1	1	1	1
FULL TIME	7	7	8	8
PART TIME	-	-	-	-
TOTAL	7	7	8	8

Fiscal Year
2023



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.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	220,254	174,927	180,700	181,136
Benefits	77,888	88,352	90,657	90,542
Supplies	28,540	30,200	50,000	55,000
Maintenance of Equipment	53,351	35,000	35,000	35,000
Miscellaneous Services	208,285	201,895	256,895	293,336
TOTAL	588,318	530,374	613,252	655,014
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Driver II	3	3	3	3
Laborer	2	2	2	2
Maintenance Worker	1	1	1	1
FULL TIME	6	6	6	6
PART TIME	-	-	-	-
TOTAL	6	6	6	6

Fiscal Year
2023



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.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	85,957	104,331	108,118	110,137
Benefits	44,241	49,489	52,010	52,417
Supplies	83,272	93,000	148,000	243,000
Maintenance of Equipment	60,378	40,000	40,000	35,000
Miscellaneous Services	426,359	371,848	431,848	431,848
TOTAL	700,207	658,668	779,976	872,402
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Driver II	2	2	3	3
FULL TIME	2	2	3	3
PART TIME	-	-	-	-
TOTAL	2	2	3	3

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Solid Waste / Recycling

SOLID WASTE / RECYCLING FUND

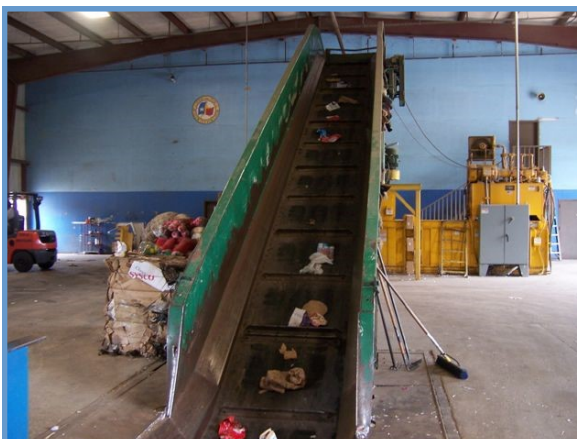
MISSION

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

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 the recyclable materials collected from

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Average number of tons of recyclables collected per day	12	12	12
Average number of cubic yards of solid waste collected monthly	15,325	15,335	15,335
Tons of material sold and shipped from the Recycling Center.	2,760	2,800	3,000
Number of residents that participate in annual tire day	390	375	400

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	74,494	73,178	76,045	76,068
Benefits	34,225	34,235	42,174	41,792
Supplies	48,427	23,700	27,200	29,200
Maintenance of Equipment	9,539	46,000	52,000	40,000
Miscellaneous Services	96,785	68,074	64,074	62,839
TOTAL	263,470	245,187	261,493	249,899
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Laborer	2	2	2	2
Maintenance Worker	1	1	1	1
FULL TIME	3	3	3	3
PART TIME	-	-	-	-
TOTAL	3	3	3	3
SIGNIFICANT CHANGES				
FY2021: Two (2) laborer positions discontinued.				

Fiscal Year
2023



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 2023 are the following items:

Liability Insurance Premium	\$ 10,872
Allowance for Uncollectible Accounts	\$ 35,000
General and Administrative Charges	\$2,433,456
Transfer-General Fund	\$ 250,000

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	-	49,161	47,800	272,699
Benefits	-	-	-	-
Supplies	360	370	370	100,370
Equipment Maintenance	5,636	5,636	5,636	5,636
Miscellaneous Services	11,247	60,872	60,872	60,872
Sundry Charges	2,358,559	2,289,781	2,289,781	2,518,456
Transfers	119,233	112,000	112,000	250,000
TOTAL	2,495,035	2,517,820	2,516,459	3,208,033

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

OTHER FUNDS

OTHER FUNDS

HOTEL/MOTEL TAX FUND

The Hotel/Motel Tax Fund is a special revenue fund that accounts for the revenue received from the Hotel/Motel occupancy tax.

CONVENTION SERVICES FUND

The Convention Services Fund is a special revenue fund that accounts for operation activity for all convention services.

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 FUND

The Pines Theater Fund is a special revenue fund that accounts for operation/maintenance activity for the Pines Theater.

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 purchase of computer equipment for the Municipal Court.

COMMUNITY DEV/DOWNTOWN FESTIVAL

The Community Dev/Dwntrn 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.

MARKETING & TOURISM FUND

The Marketing & Tourism Fund is a special revenue fund created to maximize hotel occupancy within the city through a marketing program.

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.

TECHNOLOGY AMORTIZATION FUND

The Technology Amortization Fund is an internal service fund that accounts for the leases/prurchases on all technological type 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
2023



CITY OF LUFKIN, TEXAS

Hotel/Motel Tax Fund

HOTEL / MOTEL TAX FUND

MISSION

The mission of the Hotel/Motel Tax Fund is to account for the revenue received for the State of Texas Hotel Occupancy tax.

The Hotel Occupancy tax is received quarterly. The tax rate is 7% of total receipts.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Number of Hotels/Motels within city limits	16	16	16
Receipt of tax collected on time	99%	99%	99%

FUND **Hotel / Motel Tax Fund**

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	263,016	-	-	-
Benefits	114,631	-	-	-
Supplies	12,313	-	-	-
Maintenance of Equipment	21,017	-	-	-
Miscellaneous Services	122,515	-	-	-
Sundry	191,286	841,687	841,687	1,150,000
Transfers	300,942	779,305	792,568	-
TOTAL	1,025,720	1,620,992	1,634,255	1,150,000
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Convention Center Director	1	-	-	-
Marketing & Tourism Director	1	-	-	-
Assistant Director	1	-	-	-
Administrative Assistant	1	-	-	-
Crew Leader	1	-	-	-
Laborer	4	-	-	-
FULL TIME	9	-	-	-
PART TIME	-	-	-	-
TOTAL	9	-	-	-
SIGNIFICANT CHANGES				
FY 2022-All positions in this Fund were transferred to Convention Services Fund and/or Marketing & Tourism Fund.				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Hotel/Motel Tax Fund - Tax Appropriations

HOTEL / MOTEL TAX FUND

WORK PROGRAM

The Fiscal year 2023 appropriations budget will be handled by the H.O.T. board for the entities as well as contributions to other funds.

Contributions:

HOT Board Estimated: \$260,000
Convention Services: \$507,000
Marketing & Tourism: \$352,500
Pines Theater: \$ 30,500

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Sundry Charges	191,286	841,687	841,687	1,150,000
TOTAL	191,286	841,687	841,687	1,150,000
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this department.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

Convention Services

CONVENTION SERVICES FUND

MISSION

The Convention Service Fund was created to aide in the facilitation of the Pitser Garrison Convention Center

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.

ally 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.

WORK PROGRAM

The work program for the 2023 Fiscal year is to continu-



WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total Number of Days Rented	192	205	198
Total Number of Events	212	220	218
Percentage of Multi-day Rentals	40%	40%	40%
Total of Annual Rentals	83	88	82
Total Number of Kitchen Rentals	91	82	76

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	-	277,821	235,392	346,792
Benefits	-	126,067	108,380	126,685
Supplies	-	21,075	24,866	20,975
Maintenance of Equipment	-	24,900	28,100	46,900
Miscellaneous Services	-	149,503	155,103	147,948
TOTAL	-	599,366	551,841	689,300

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Convention Services	-	1	1	1
Assistant Director	-	1	1	1
Administrative Assistant	-	1	-	-
Crew Leader	-	1	1	1
Laborer	-	4	4	5
FULL TIME	-	8	7	8
PART TIME	-	-	-	-
TOTAL	-	8	7	8

SIGNIFICANT CHANGES

FY2022—All authorized position previously in Hotel/Motel Tax Fund are now in Convention Services Fund.
FY2022 Revised- Administrative assistant moved to Marketing & Tourism division.



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.

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, securing gym space, swimming pool, and working

with the Texas USA, TAAF and FASA.

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 Department is working hard at trying to bring baseball tournaments to Lufkin. The Department will continue to search for new classes and instructors to teach these classes. The Daddy/Daughter Dance and the Galantines Painting Party will be a big attraction in 2023 as has been in the past few years. New for this year will be an Youth Soccer Program.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2019-2020 Actual	2020-2021 Revised	2022-2023 Budget
This is a non-operational department			

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	20,917	33,000	33,016	33,000
Benefits	2,076	3,248	3,215	3,215
Supplies	89,154	99,825	157,516	170,565
Maintenance of Equipment	8,869	15,000	21,400	32,900
Miscellaneous Services	136,711	146,937	171,938	201,301
Transfers	59,769	29,564	29,564	29,564
TOTAL	317,496	327,574	430,849	470,545

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Concession Stand Workers	25	25	25	25
FULL TIME	-	-	-	-
PART TIME	25	25	25	25
TOTAL	25	25	25	25

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Recreation / Softball

SPECIAL RECREATION FUND

DIVISION: Softball

DIVISION DESCRIPTION

This division is for youth and 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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	9,878	12,800	13,400	19,920
Maintenance of Equipment	8,869	13,500	13,500	21,700
Miscellaneous Services	49,455	62,100	67,100	67,200
TOTAL	68,202	88,400	94,000	108,820
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	525	525	525
TOTAL	-	525	525	525
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Recreation / Basketball

SPECIAL RECREATION FUND

DIVISION: Basketball

DIVISION DESCRIPTION

This division is provided for youth and adult basketball programs.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	4,540	4,300	4,321	6,400
Miscellaneous Services	6,563	6,557	5,985	11,200
TOTAL	11,103	10,857	10,306	17,600
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



Recreation / Football

SPECIAL RECREATION FUND

DIVISION: Football

DIVISION DESCRIPTION

This division is provided for youth football programs.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	-	-	-
Miscellaneous Services	-	-	-	-
TOTAL	-	-	-	-
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Recreation / Gymnastics

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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	583	4,750	4,750	3,050
Miscellaneous Services	7,755	8,000	8,000	8,000
TOTAL	8,338	12,750	12,750	11,050
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	2,231	1,550	1,950	1,950
Miscellaneous Services	4,048	1,380	1,880	1,405
TOTAL	6,279	2,930	3,830	3,355
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year
2023**



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	1,000	1,000	7,860
Miscellaneous Services	38,276	40,890	40,890	40,890
TOTAL	38,276	41,890	41,890	48,750
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year
2023**



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	16,510	18,300	28,300	32,200
Maintenance of Equipment	-	1,500	2,050	1,550
Miscellaneous Services	30,614	28,010	37,230	49,030
TOTAL	47,124	47,810	81,780	82,780

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	20,917	33,000	33,016	33,000
Benefits	2,076	3,248	3,215	3,215
Miscellaneous	-	-	119	1,388
Supplies	55,412	56,600	59,600	58,500
TOTAL	78,405	92,848	95,950	96,103
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Concession Stand Worker	25	25	25	25
FULL TIME	-	-	-	-
PART TIME	25	25	25	25
TOTAL	25	25	25	25

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Recreation / Youth Soccer

SPECIAL RECREATION FUND

DIVISION: Youth Soccer

DIVISION DESCRIPTION

This division is provided for youth soccer programs.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	-	43,670	40,160
Maintenance	-	-	5,850	9,650
Miscellaneous	-	-	10,734	22,188
TOTAL	-	-	60,254	71,998
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
No authorized position	-	-	-	-
FULL TIME	-	-	-	-
PART TIME	-	-	-	-
TOTAL	-	-	-	-

Fiscal Year
2023



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 \$ 29,564

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		2020-2021 Actual	2020--2021 Revised	2022-2023 Budget
This is a non operational department and does not have performance measures.				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Transfers	59,769	29,564	29,564	29,564
TOTAL	59,769	29,564	29,564	29,564
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

Pines Theater Fund

Pines Theater Fund

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

- The Pines Theatre Venue is rented for various social events including weddings, recitals, banquets, award ceremonies and school programs.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description		2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
This is a non-operational department				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	4,853	3,750	3,160	4,435
Maintenance of Equipment	2,692	2,700	4,100	8,000
Miscellaneous Services	55,822	73,050	64,050	18,050
TOTAL	63,367	79,500	71,310	30,485
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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.

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.

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.
-

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description		2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
This is a non-operational department. Includes Louisiana Pine Snake project.				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	25,397	24,482	29,139	34,117
Benefits	6,288	5,959	13,459	14,767
Supplies	39,367	100,500	61,000	87,900
Maintenance of Equipment	78,184	158,420	142,780	159,685
Miscellaneous Services	29,771	44,650	34,000	44,650
Capital Outlay	29,471	-	27,337	28,000
Transfers	28,599	28,599	28,599	28,599
TOTAL	237,077	362,610	336,314	397,718
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Louisiana Pine Snake Specialist	1	1	1	1
FULL TIME	1	1	1	1
PART TIME	-	-	-	-
TOTAL	1	1	1	1

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Municipal Court

COURT SECURITY / TECHNOLOGY FUND

MISSION

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

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.

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.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description		2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
This is a non-operational department				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	500	500	35,875
Maintenance of Equipment	1,496	1,900	1,475	1,900
Miscellaneous Services	355	9,820	8,570	9,395
TOTAL	1,851	12,220	10,545	47,170

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	-	-	5,375
Maintenance of Equipment	1,291	1,550	1,125	1,550
Miscellaneous Services	355	9,655	8,405	6,730
TOTAL	1,646	11,205	9,530	13,655
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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 equipment and installation.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2022-2022 Revised	2022-2023 Budget
Supplies	-	500	500	30,500
Maintenance of Equipment	205	350	350	350
Miscellaneous Services	-	165	165	2,665
TOTAL	205	1,015	1,015	33,515
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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.

ments. 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 fund as a whole, not to specific individual depart-

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Transfers	-	-	-	-
TOTAL	-	-	-	-
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Community Dev/Dwntwn

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.

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	981	-	-	-
Miscellaneous Services	5,828	-	-	-
Transfers	-	-	39,890	-
TOTAL	6,809	-	39,890	-
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				
SIGNIFICANT CHANGES				
FY2023— This fund will no longer exist.				

**Fiscal Year
2023**



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 \$50,500

Description		2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
This is a non-operational department.				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Miscellaneous Services	-	-	-	-
Maintenance of Equipment	4,882	-	-	-
Transfers	45,000	50,500	50,500	50,500
TOTAL	49,882	50,500	50,500	50,500

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



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		2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
This is a non-operational department.				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	22,455	-	-	-
TOTAL	22,455	-	-	-

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Marketing & Tourism

MARKETING & TOURISM FUND

MISSION

The primary objective of the Marketing & Tourism Fund 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 Marketing & Tourism will promote the city, attract meetings, bring convention and tourism business to the community.
- The Marketing & Tourism will enhance the growth and development of Lufkin and Angelina County by increasing visitor and convention business.
- The Marketing & Tourism will contribute to the identity and economic well being of Lufkin.
- The Marketing & Tourism 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 Marketing & Tourism will participate in trade shows and travel industry activities designed to reach consumers and meeting planners.

- The Marketing & Tourism 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

Marketing & Tourism will continue the tabletop advertising campaign in addition to utilizing social media to get the word out that Lufkin, Texas is a great place to visit in efforts to increase tourism business to the community.

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

Description	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total number of events promoted	38	80	90
Total number of events promoted with greater than 50% participation from outside the county.	2	15	16
Promote events that have a participation rate from outside the county 75% of the time	2	15	16
Total number of advertising campaigns completed within the fiscal year	16	12	14
Total number of advertising campaigns with a 20% response rate	5	8	9
Complete advertising campaigns with a 20% response rate 75% of the time	4	8	8

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	63,207	70,215	79,632	157,337
Benefits	31,273	24,060	34,812	58,653
Supplies	1,340	3,550	5,608	5,800
Maintenance	-	-	820	820
Miscellaneous Services	122,140	163,430	303,520	358,381
Sundry charges	420	440	440	2,190
TOTAL	218,380	261,695	424,832	583,181

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Tourism & Marketing	-	1	1	1
Administrative Assistant	-	-	1	1
Social Media/Content Specialist	-	-	-	1
FULL TIME	-	1	2	3
PART TIME	-	-	-	-
TOTAL	-	1	2	3

SIGNIFICANT CHANGES

FY 21 Revised– Marketing & Tourism Fund/departments were included in the Hotel/Motel Tax Fund.
FY2022– Marketing & Tourism positions were reinstated for this fund.

Fiscal Year
2023



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.

department under the management of the Human Resources Department..

WORK PROGRAM

In fiscal year 2023, 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 equipment is coordinated with the City's purchasing

Description		2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
This is a non-operational department.				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	10,207	-	-	140,000
Miscellaneous Services	14,456	-	8,578	-
Transfers	500,000	-	-	-
Capital Outlay	1,155,573	2,156,500	3,961,308	1,435,285
TOTAL	1,680,236	2,156,500	3,969,886	1,575,285
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2023



CITY OF LUFKIN, TEXAS

Technology Amortization

TECHNOLOGY AMORTIZATION FUND

MISSION

This fund allows for the accumulation of the computer related lease equipment and various other technological components.

WORK PROGRAM

In fiscal year 2023, the City will continue analyzing the amortization time line and adjustments will be made as necessary to provide the most efficient use of resources.

DESCRIPTION OF SERVICES PROVIDED

The Information Technology department coordinates with the participating departments to determine the computer lease schedules .

Description		2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
This is a non-operational department.				
EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Supplies	-	7,525	7,525	24,170
Miscellaneous Services	-	178,890	179,262	50,485
Transfers	-	-	629,980	-
Capital Outlay	-	-	26,000	83,795
TOTAL	-	186,415	842,767	158,450

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



Fiscal Year
2023



CITY OF LUFKIN, TEXAS

COMPONENT UNIT

COMPONENT UNIT

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.

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
2023**



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.

**Fiscal Year
2023**



CITY OF LUFKIN, TEXAS

Economic Development Corp.

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.
- The Economic Development Department will work closely with other local and regional agencies to address regional opportunities and to address workforce development needs.

WORK PROGRAM

The Economic Development Department will embark on the following Program of Work in Fiscal 2023: 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	2020-2021 Actual	2021-2022 Revised	2022-2023 Budget
Total number of business retention and expansion visits with local industry annually	10	10	10
Total number of recruiting activities attended annually (trade shows, trade missions, prospect visits, special events)	4	4	4
Total number of prospect projects worked on annually (leads responded to, RFP's responded to etc.)	12	12	12
Total number of stakeholder communications annually including newsletters, speaking engagements, articles	12	12	12
Follow – up with all qualified contacts from each event within 24 hours after the event 90% of the time	95%	95%	95%

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	163,832	168,115	183,411	200,748
Benefits	43,550	61,965	64,168	64,499
Economic Development Incentives	-	800,000	800,000	800,000
Supplies	14,730	9,485	19,485	10,415
Miscellaneous Services	201,289	231,315	221,680	231,130
Transfers	502,690	-	2,400,000	-
Debt Service	190,602	375,846	371,846	375,845
Sundry Charges	24,965	19,210	19,210	27,490
TOTAL	1,141,658	1,665,936	4,079,800	1,710,127

AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Director of Economic Development	1	1	1	1
Econ Development Specialist	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	-	-	-	-
TOTAL	2	2	2	2

SIGNIFICANT CHANGES

Fiscal Year
2023



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:

Insurance	\$ 3,805
General and Administrative Charges	\$ 18,990
Debt Service	\$375,845

EXPENDITURES	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 Budget
Personnel Services	-	5,795	3,583	19,769
Supplies	-	35	35	35
Miscellaneous Services	3,546	3,805	3,805	3,805
Sundry Charges	10,890	10,710	10,710	18,990
Transfers	502,690	-	2,400,000	-
Debt Service	190,602	375,846	371,846	375,845
TOTAL	707,728	396,191	2,789,979	418,444
AUTHORIZED POSITIONS	2020-2021 Actual	2021-2022 Approved	2021-2022 Revised	2022-2023 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 \$0.531135 and the proposed rate for FY 2023 is \$0.524671. 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 2023 is \$2,613,296,951, which, when calculated, provides a policy debt limit of \$127,034,499. The City's total estimated outstanding debt for Fiscal 2023 is \$31,825,000.

Additional tests of indebtedness include Net Debt per Capita (\$) and Ratio of Net Debt to Assessed Value (%). According to the 2020 census, the City's population is 36,830. Based on this figure, the ratios are as follows:

$$\text{Net Debt Per Capita} = \frac{\$31,825,000 \text{ (Net Direct Debt)}}{34,143 \text{ (Population)}} = \$932$$

$$\text{Ratio of Net Debt to Taxable Assessed Value} = \frac{\$31,825,000 \text{ (Net Direct Debt)}}{\$2,613,296,951 \text{ (Assessed Value)}} = 1.22 \%$$

The subsequent table reflects the allocation of the property tax levy between Debt Service and General Fund Operations for Fiscal 2023 and the previous four years.

	<u>Fiscal 2019</u>	<u>Fiscal 2020</u>	<u>Fiscal 2021</u>	<u>Fiscal 2022</u>	<u>Fiscal 2023</u>
Debt Service Fund	\$0.150000	\$0.140000	\$0.140000	\$0.140000	\$0.100000
General Fund	<u>\$0.381135</u>	<u>\$0.391135</u>	<u>\$0.391135</u>	<u>\$0.391135</u>	<u>\$0.424671</u>
Total Tax Rate	<u>\$0.531135</u>	<u>\$0.531135</u>	<u>\$0.531135</u>	<u>\$0.531135</u>	<u>\$0.524671</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. For Fiscal 2023 a 4-cent shift from I&S to M&O allowed the City to make additional appropriations plans in the General Fund.

Council adopted a Continuing Capital Improvements Program (CIP) in the fall of 2019 and bonds were issued in the spring of 2020 for \$4.630,000 for phase one. Two additional issues are planned in Fiscal 2023 and 2025.

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 ____ 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____, 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. The City currently has no Revenue bond debt. Current water and sewer 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.

CITY OF LUFKIN
DEBT SERVICE FUND
Fiscal 2023 Operating Budget

	FY2021	FY2022	FY2022	FY2023
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 2,299,226	\$ 2,169,163	\$ 2,385,112	\$ 2,361,910
Revenues				
Current year collections	3,102,931	3,077,958	3,195,000	2,549,878
Interest income	70,486	25,000	25,000	25,000
Bond Premium/Requirements	-	-	-	-
Other-Transfer	3,029,220	1,956,095	1,956,095	1,870,695
from Water/Wastewater Fund				
Other-Transfer from Solid	-	-	-	-
Waste/Recycling Fund				
Total Revenues	6,202,637	5,059,053	5,176,095	4,445,573
Total Funds Available	\$ 8,501,863	\$ 7,228,216	\$ 7,561,207	\$ 6,807,483
Expenditures				
Principal payments	\$ 4,830,000	\$ 4,110,950	\$ 4,110,950	\$ 3,365,000
Interest payments	1,281,335	1,081,997	1,081,997	974,215
Debt service fees	5,750	6,350	6,350	6,750
Total Expenditures	6,117,085	5,199,297	5,199,297	4,345,965
Excess(deficiency) of revenues				
over expenditures	85,552	(140,244)	(23,202)	99,608
Fund balance ending	2,384,778	2,028,919	2,361,910	2,461,518
Total Funds Applied	\$ 8,501,863	\$ 7,228,216	\$ 7,561,207	\$ 6,807,483

**GENERAL OBLIGATION BONDS
DEBT REQUIREMENTS
SUMMARY
Fiscal 2023 Operating Budget**

Issue	Purpose	Principal Outstanding 10/1/2022	Requirements for Fiscal 2023			
			Principal	Interest	Paying Agent Fees	Total
2011	G.O. Refunding Bond	640,000	325,000	15,594	750	341,344
2012	C.O. Improvements	4,250,000	350,000	89,188	750	439,938
2013	C.O. Improvements	3,125,000	240,000	103,782	750	344,532
2014	G.O. Refunding Bond	1,690,000	545,000	50,700	750	596,450
2015	G.O. Refunding Bond	2,150,000	405,000	77,800	750	483,550
2016	G.O. Refunding Bond	7,165,000	45,000	214,275	750	260,025
2017	G.O. Refunding Bond	6,730,000	825,000	181,076	750	1,006,826
2020	G.O. Refunding Bond	1,445,000	430,000	70,850	750	501,600
2020	C.O. Improvements	4,630,000	200,000	170,950	750	371,700
Total		<u>\$31,825,000</u>	<u>\$3,365,000</u>	<u>\$974,215</u>	<u>\$6,750</u>	<u>\$4,345,965</u>

GENERAL OBLIGATION BONDS
ANNUAL DEBT SERVICE REQUIREMENTS
All Series

<u>Fiscal</u> <u>Year</u>	<u>Principal</u>	<u>Interest</u> <u>15-Feb</u>	<u>Interest</u> <u>15-Aug</u>	<u>Paying</u> <u>Agent</u> <u>Fees</u>	<u>Total</u>
2023	3,365,000	487,445	486,770	6,750	4,345,965
2024	3,435,000	440,161	439,411	6,750	4,321,322
2025	3,150,000	391,036	390,286	6,000	3,937,322
2026	2,700,000	340,099	339,349	5,250	3,384,698
2027	2,925,000	298,678	283,003	4,500	3,511,181
2028	2,525,000	256,759	240,634	3,750	3,026,143
2029	2,610,000	217,118	200,543	3,750	3,031,411
2030	2,250,000	179,315	168,665	3,750	2,601,730
2031	2,325,000	145,190	134,390	3,750	2,608,330
2032	1,755,000	109,987	98,662	3,000	1,966,649
2033	1,790,000	83,260	71,785	3,000	1,948,045
2034	1,075,000	55,925	44,000	1,500	1,176,425
2035	290,000	38,400	38,400	750	367,550
2036	300,000	32,600	32,600	750	365,950
2037	315,000	26,600	26,600	750	368,950
2038	325,000	20,300	20,300	750	366,350
2039	340,000	13,800	13,800	750	368,350
2040	350,000	7,000	7,000	750	364,750
Total	<u>\$31,825,000</u>	<u>\$3,043,373</u>	<u>\$2,935,898</u>	<u>\$52,500</u>	<u>\$36,226,771</u>

**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%

Fiscal		Interest	Interest	Paying	
<u>Year</u>	<u>Principal</u>	<u>15-Feb</u>	<u>15-Aug</u>	<u>Agent</u>	<u>Total</u>
2023	325,000	7,797	7,797	750	341,344
2024	315,000	3,938	3,938	750	323,626
Totals	<u>\$640,000</u>	<u>\$11,735</u>	<u>\$11,735</u>	<u>\$1,500</u>	<u>\$664,970</u>

**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%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2023	350,000	44,594	44,594	750	439,938
2024	350,000	41,094	41,094	750	432,938
2025	350,000	37,594	37,594	750	425,938
2026	375,000	34,094	34,094	750	443,938
2027	375,000	30,344	30,344	750	436,438
2028	375,000	26,594	26,594	750	428,938
2029	400,000	22,844	22,844	750	446,438
2030	400,000	18,844	18,844	750	438,438
2031	425,000	14,344	14,344	750	454,438
2032	425,000	9,563	9,563	750	444,876
2033	425,000	4,781	4,781	750	435,312
Totals	\$4,250,000	\$284,690	\$284,690	\$8,250	\$4,827,630

**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%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2023	240,000	51,891	51,891	750	344,532
2024	250,000	48,891	48,891	750	348,532
2025	255,000	45,454	45,454	750	346,658
2026	265,000	41,055	41,055	750	347,860
2027	275,000	36,484	36,484	750	348,718
2028	285,000	34,740	34,740	750	355,230
2029	290,000	26,824	26,824	750	344,398
2030	300,000	21,821	21,821	750	344,392
2031	310,000	16,646	16,646	750	344,042
2032	320,000	11,299	11,299	750	343,348
2033	335,000	5,779	5,779	750	347,308
Totals	\$3,125,000	\$340,884	\$340,884	\$8,250	\$3,815,018

**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%

Fiscal		Interest	Interest	Paying	
<u>Year</u>	<u>Principal</u>	<u>15-Feb</u>	<u>15-Aug</u>	Agent	<u>Total</u>
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
Totals	<u>\$1,690,000</u>	<u>\$51,225</u>	<u>\$51,225</u>	<u>\$2,250</u>	<u>\$1,794,700</u>

**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%

Fiscal		Interest	Interest	Paying	
<u>Year</u>	<u>Principal</u>	<u>15-Feb</u>	<u>15-Aug</u>	Agent	<u>Total</u>
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
Totals	<u>\$2,150,000</u>	<u>\$125,525</u>	<u>\$125,525</u>	<u>\$3,750</u>	<u>\$2,404,800</u>

**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%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
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
Totals	\$7,165,000	\$863,550	\$756,075	\$9,000	\$8,793,625

**DEBT SERVICE
SCHEDULE OF REQUIREMENTS
GENERAL OBLIGATION REFUNDING BONDS
Series 2017**

Original Issue: \$9,080,000

Dated: October 5, 2017

Interest Rate: 2.0 - 3.0%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2023	825,000	90,538	90,538	750	1,006,826
2024	830,000	82,288	82,288	750	995,326
2025	855,000	73,988	73,988	750	1,003,726
2026	1,290,000	63,300	63,300	750	1,417,350
2027	555,000	43,950	43,950	750	643,650
2028	565,000	35,625	35,625	750	637,000
2029	585,000	27,150	27,150	750	640,050
2030	600,000	18,375	18,375	750	637,500
2031	625,000	9,375	9,375	750	644,500
Totals	<u>\$6,730,000</u>	<u>\$444,589</u>	<u>\$444,589</u>	<u>\$6,750</u>	<u>\$7,625,928</u>

**DEBT SERVICE
SCHEDULE OF REQUIREMENTS
GENERAL OBLIGATION REFUNDING BONDS
Series 2020**

Original Issue: \$5,085,000

Dated: June 4, 2020

Interest Rate: 2.0 - 3.0%

Fiscal		Interest	Interest	Paying	
<u>Year</u>	<u>Principal</u>	<u>15-Feb</u>	<u>15-Aug</u>	<u>Agent</u>	<u>Total</u>
2023	430,000	35,425	35,425	750	501,600
2024	460,000	24,675	24,675	750	510,100
2025	485,000	13,175	13,175	750	512,100
2026	70,000	1,050	1,050	750	72,850
Totals	<u>\$1,445,000</u>	<u>\$74,325</u>	<u>\$74,325</u>	<u>\$3,000</u>	<u>\$1,596,650</u>

**DEBT SERVICE
SCHEDULE OF REQUIREMENTS
CERTIFICATES OF OBLIGATION
Series 2020**

Original Issue: \$4,630,000

Dated: June 4, 2020

Interest Rate: 3.0 - 4.0%

Fiscal				Paying	
Year	Principal	Interest	Interest	Agent	Total
		15-Feb	15-Aug	Fees	
2023	200,000	85,475	85,475	750	371,700
2024	200,000	82,475	82,475	750	365,700
2025	145,000	79,475	79,475	750	304,700
2026	210,000	77,300	77,300	750	365,350
2027	215,000	74,150	74,150	750	364,050
2028	225,000	70,925	70,925	750	367,600
2029	230,000	67,550	67,550	750	365,850
2030	240,000	64,100	64,100	750	368,950
2031	245,000	59,300	59,300	750	364,350
2032	255,000	54,400	54,400	750	364,550
2033	265,000	49,300	49,300	750	364,350
2034	280,000	44,000	44,000	750	368,750
2035	290,000	38,400	38,400	750	367,550
2036	300,000	32,600	32,600	750	365,950
2037	315,000	26,600	26,600	750	368,950
2038	325,000	20,300	20,300	750	366,350
2039	340,000	13,800	13,800	750	368,350
2040	350,000	7,000	7,000	750	364,750
Totals	<u>\$4,630,000</u>	<u>\$660,750</u>	<u>\$660,750</u>	<u>\$6,750</u>	<u>\$6,537,800</u>

ORDINANCE NO. _____

**AN APPROPRIATIONS ORDINANCE ADOPTING A BUDGET FOR THE
FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING
SEPTEMBER 30, 2023.**

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 \$38,791,464 to the General Fund for the payment of operating expenditures and necessary capital outlay for the City Government and contingency account of \$175,200 for use by the City Manager.

SECTION III

That there is hereby appropriated the sum of \$4,435,965 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 \$17,771,180 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 \$2,093,233 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 \$1,870,695 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 \$8,019,994 to the Solid Waste & Recycling Enterprise Fund for operating expenses and necessary capital outlay for the Solid Waste and Recycling Departments including a contingency account of \$50,000 for use by the City Manager.

SECTION VIII

That there is hereby appropriated the sum of \$50,000 from the Solid Waste & Recycling Enterprise operating fund to the Solid Waste 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 IX

That there is hereby appropriated the sum of \$1,150,000 to the Hotel/Motel Tax Fund for operating expenditures and necessary capital outlay utilized for Hotel/Motel Tax Fund purposes.

SECTION X

That there is hereby appropriated the sum of \$689,300 to the Convention Services Fund for operating expenditures and necessary capital outlay.

SECTION XI

That there is hereby appropriated the sum of \$30,485 to the Pines Theater Fund for operating expenditures and necessary capital outlay.

SECTION XII

That there is hereby appropriated the sum of \$397,718 to the Ellen Trout Zoo Building Fund for operating expenditures and necessary capital outlay.

SECTION XIII

That there is hereby appropriated the sum of \$470,545 to the Special Recreation Fund for operating expenses and necessary capital outlay.

SECTION XIV

That there is hereby appropriated the sum of \$47,170 to the Court Security/Technology Fund for operating expenses and necessary capital outlay.

SECTION XV

That there is hereby appropriated the sum of \$50,500 to the Animal Control-Kurth Grant Fund for operating expenses and necessary capital outlay.

SECTION XVI

That there be appropriated the sum of \$1,710,127 to the Economic Development Fund for operating expenses and necessary capital outlay.

SECTION XVII

That there be appropriated the sum of \$583,181 to the Marketing & Tourism Fund for operating expenses and necessary capital outlay.

SECTION XVIII

That there is hereby appropriated the sum of \$1,580,681 to be expended for certain capital and maintenance items from the Water/Wastewater Renewal and Replacement Fund.

SECTION XIX

That there is hereby appropriated the sum of \$1,575,285 to be expended for certain capital items from the Equipment Acquisition and Replacement Fund.

SECTION XX

That there is hereby appropriated the sum of \$158,450 to be expended for certain capital items from the Technology Amortization Fund.

SECTION XXI

That this ordinance shall be and become effective on October 1, 2022.

PASSED AND APPROVED on First Reading by the City Council of the City of Lufkin, Texas on this the 6th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

PASSED AND APPROVED on Second Reading by the City Council of the City of Lufkin, Texas
on this the 20th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

APPROVED AS TO FORM:

Kristi C. Skillern, City Attorney

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 2023 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-Twenty-three (2023) upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a tax of .524671 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), \$0.424671 on each One Hundred Dollars (\$100.00) valuation of property;

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

3. For the Debt Service Fund \$0.1000 on each One Hundred Dollars (\$100.00) valuation of property to be apportioned as follows:

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
General Obligation Refunding Bonds	Series 2017
General Obligation Refunding Bonds	Series 2020
Certificates of Obligation	Series 2020
Total	\$0.1000

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, 2022.

PASSED AND APPROVED on First Reading by the City Council of the City of Lufkin, Texas on this the 6th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

PASSED AND APPROVED on Second Reading by the City Council of the City of Lufkin, Texas on this the 20th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

APPROVED AS TO FORM:

Kristi C. Skillern, City Attorney

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LUFKIN, TEXAS; MAKING A CHANGE IN THE RESIDENTIAL, COMMERCIAL, IRRIGATION; INDUSTRIAL AND WHOLESALE WATER RATES; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

That the Code of Ordinances of the City of Lufkin, Texas, be and the same is hereby amended so that water rates shall be as reflected in Section I as follows:

SECTION I.

Chapter 52.15: Water Rates Established.

(A) Residential Water Rates:

(1) Residential water rates per thousand gallons inside city limits. All water service billed is based on the number of units serviced by a single same water meter. The rates listed below shall be and become effective with all bills rendered on and after October 1, 2022:

First 2,000 gallons (minimum)	\$14.64
Next 8,000 gallons, per thousand.....	\$3.75
Above 10,000 gallons, per thousand.....	\$4.34

(2) Residential water rates per thousand gallons outside city limits. All water service billed is based on the number if units serviced by a single same water meter. These rates shall be and become effective with all bills rendered on and after October 1, 2022:

First 2,000 gallons (minimum)	\$21.95
Next 8,000 gallons, per thousand.....	\$5.63
Above 10,000 gallons, per thousand.....	\$6.51

(3) Residential water rates per thousand gallons for the Burke Water Service Area. All water service billed is based on the number if units serviced by a single same water meter. The rates listed below shall be and become effective with all bills rendered on and after October 1, 2022:

First 2,000 gallons (minimum)	\$24.88
Next 8,000 gallons, per thousand.....	\$6.41
Above 10,000 gallons, per thousand.....	\$7.37

(B) Commercial Water Rates:

(1) Commercial water rates per thousand gallons inside city limits. All water service billed is based on the number if units serviced by a single same water meter. The rates listed below shall be and become effective with all bills rendered on and after October 1, 2022:

First 2,000 gallons (minimum)	\$14.64
-------------------------------------	---------

Next 48,000 gallons, per thousand.....	\$3.75
Above 50,000 gallons, per thousand.....	\$4.34

(2) Commercial water rates per thousand gallons outside city limits. All water service billed is based on the number if units serviced by a single same water meter. These rates shall be and become effective with all bills rendered on and after October 1, 2022.

First 2,000 gallons (minimum)	\$21.95
Next 48,000 gallons, per thousand.....	\$5.63
Above 50,000 gallons, per thousand.....	\$6.51

(3) Commercial water rates for the Burke Water Service Area. All water service billed is based on the number if units serviced by a single same water meter.The rates listed below shall be and become effective with all bills rendered on and after October 1, 2022.

First 2,000 gallons (minimum)	\$24.88
Next 48,000 gallons, per thousand.....	\$6.41
Above 50,000 gallons, per thousand.....	\$7.37

(C) Irrigation rates:

(1) Irrigation rates for all water customers inside the city limits per thousand gallons. The rates listed below shall be and become effective with all bills rendered on and after October 1, 2022.

First 2,000 gallons (minimum)	\$14.64
Next 8,000 gallons, per thousand.....	\$3.75
Above 10,000 gallons, per thousand.....	\$4.34

(2) Irrigation rates per thousand gallons outside city limits. These rates shall be and become effective with all bills rendered on and after October 1, 2022.

First 2,000 gallons (minimum)	\$21.95
Next 8,000 gallons (minimum).....	\$5.63
Above 10,000 gallons, per thousand.....	\$6.51

(3) Irrigation rates per thousand gallons for the Burke Water Service Area. The rates listed below shall be and become effective with all bills rendered on and after October 1, 2022.

First 2,000 gallons (minimum)	\$24.88
Next 8,000 gallons, per thousand.....	\$6.41
Above 10,000 gallons, per thousand.....	\$7.37

(D) Industrial Water Rates:

(1) Industrial water rates per thousand gallons inside city limits. All water service billed is based on the number if units serviced by a single same water meter. These rates shall be and become effective with all bills rendered on and after October 1, 2022. (For purposes of this ordinance, industrial customers are defined as those customers using 50 million gallons or more annually.)

First 2,000 gallons (minimum)	\$346.29
Above 2,000 gallons, per thousand.....	\$2.45

(2) Industrial water rates per thousand gallons outside city limits. All water service billed is based on the number if units serviced by a single same water meter. These rates shall be and become effective with all bills rendered on and after October 1, 2022. (For purposes of this ordinance, industrial customers are defined as those customers using 50 million gallons or more annually.)

First 2,000 gallons (minimum)	\$519.42
Above 2,000 gallons, per thousand.....	\$3.75

(E) Wholesale water rates:

(1) Wholesale water rates per thousand gallons. These rates shall be and become effective with all bills rendered on and after October 1, 2022. Subsequent wholesale water rates shall be set by contract with each bulk purchase customer.

First 2,000 gallons (minimum)	\$12.40
Above 2,000 gallons, per thousand.....	\$2.15

(F) Untreated wholesale water rates:

(1) Untreated wholesale water rates per thousand gallons. This rate shall be and become effective with all bills rendered on and after October 1, 2022. Subsequent wholesale water rates shall be set by contract with each bulk purchase customer.

First 2,000 gallons (minimum)	\$12.40
Above 2,000 gallons, per thousand.....	\$1.30

(G) Outside the City’s extraterritorial limits, the rate shall be equivalent to two (2) times that rate inside the City limit.

SECTION II.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION III.

This Ordinance shall be effective with all bills rendered on and after the 1st day of October, 2022.

PASSED AND APPROVED on the First Reading by the City Council of the City of Lufkin, Texas on this the 6th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

PASSED AND APPROVED on the Second and Final Reading by the City Council of the City of Lufkin, Texas, on this the 20th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

APPROVED AS TO FORM:

Kristi C. Skillern, City Attorney

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LUFKIN, TEXAS; MAKING CERTAIN CHANGES IN THE SEWER RATES; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

That the Code of Ordinances, of the City of Lufkin, Texas, be and the same is hereby amended so that the sewer rates shall be as follows:

SECTION I.

Chapter 51.111 General Sewer Rates

(A) Residential and multi-unit sewer rates:

Residential sewer customers shall be charged for sewer service based on their winter billing months' average water consumption. For purposes of computing sewer rates, winter billing months are defined as December, January and February. Sewer customers who have not established their winter billing months' average will be billed based on actual water consumption or 20,000 gallons, whichever is less, until their winter billing months' average water consumption is established. The maximum sewer billing for residential sewer service shall not exceed 20,000 gallons of water consumption per month.

Multi-unit dwelling shall be charged on a per unit basis by dividing the total water use on the master meter by the number of units in the dwelling. This average consumption per unit will be used to calculate the wastewater user charge for each unit. Then the average charge per unit, times the number of units, equals the total user charge for that meter.

Monthly residential and multi-unit sewer rates are as follows:

Minimum monthly charge (includes 2,000) gallons	\$13.23
Consumption per 1,000 gallons in excess of 2,000.....	\$4.28
Maximum monthly billing (20,000 gallon consumption).....	\$90.27

(B) Commercial sewer rates:

(1) General commercial sewer customers shall be charged for sewer service based on their actual monthly water consumption and number of units serviced. There is no maximum billing.

Monthly general commercial sewer rates are as follows:

Minimum monthly charge (includes 2,000 gallons)	\$13.23
Consumption per 1,000 gallons in excess of 2,000	\$4.74
(2) Restaurant/Café commercial sewer customers shall be charged the following rate:	
Minimum monthly charge (includes 2,000 gallons)	\$13.23
Consumption per 1,000 gallons in excess of 2,000	\$9.34

(C) Industrial sewer rates:

Industrial sewer customers are those sewer customers meeting the requirements of the United States Environmental Protection Agency Pretreatment Program and City Ordinance. These customers shall be charged for actual monthly effluent loadings (BOD & TSS) based on specific, predetermined effluent sampling programs administered by the City's Wastewater Treatment Department. Industrial rates shall be determined by the following formula:

User Charge = $C_c + V(C_v + (C_b \times \text{BOD}) + (C_s \times \text{TSS}))$
Where: C_c = Customer charge, \$13.23 per month
 V = Metered water use or measured wastewater discharge, per 1,000 gallons.
 C_v = User charge for volume, \$2.61 per 1,000 gallons
 C_b = User charge for BOD, \$0.004402 x BOD in mg/1 per 1,000 gallons
 C_s = User charge for TSS, \$0.002409 x TSS in mg/1 per 1,000 gallons

(D) Outside the City limits:

Outside the City limits, the rate shall be equivalent to two (2) times that rate inside the City limit.

Outside the City's extraterritorial limits, the rate shall be equivalent to two and one half (2 ½) times that rate inside the City limit.

SECTION II.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION III.

This Ordinance shall be effective with all bills rendered on and after the 1st day of October, 2021.

PASSED AND APPROVED on the First Reading by the City Council of the City of Lufkin, Texas on this the 6th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

PASSED AND APPROVED on the Second and Final Reading by the City Council of the City of Lufkin, Texas, on this the 20th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

APPROVED AS TO FORM:

Kristi C. Skillern, City Attorney

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LUFKIN, TEXAS; MAKING CERTAIN CHANGES IN THE SOLID WASTE RATES; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

That the Code of Ordinances, of the City of Lufkin, Texas, be and the same is hereby amended so that the solid waste rates shall be as follows:

SECTION I.

Service Rates

- (A) Residential service rates:**
For each private residence or dwelling house, a rate of \$18.13 plus tax per month shall be charged.
Each additional garbage container: \$5.50 per month, plus applicable sales taxes.

(B) Commercial service rates:

- (1) Single trash dumpster customers. The monthly rate charged to a single commercial customer for a single dumpster at one location shall be based on the container size and frequency of pickup. The rate to be charged is as stated in the table below.

Container Size	Number of Pickups per Week					
	1x	2x	3x	4x	5x	6x
4 cu. yd.	\$104.50	\$210.10	\$314.60	\$420.20	\$524.70	\$630.30
6 cu. yd.	\$157.30	\$314.60	\$473.00	\$630.30	\$787.60	\$946.00
8 cu. yd.	\$210.10	\$420.20	\$630.30	\$840.40	\$1,050.50	\$1,260.60

- (2) Multiple trash dumpster customers. The monthly rate to be charged to a single commercial customer utilizing multiple trash dumpsters at one location shall be based on the number of containers, container size and frequency of pickup. The rate to be charged for each container is as stated in the table below.

Container Size	Number of Pickups per Week					
	1x	2x	3x	4x	5x	6x
4 cu. yd.	\$102.30	\$207.90	\$312.40	\$418.00	\$522.50	\$628.10
6 cu. yd.	\$155.10	\$312.40	\$470.80	\$628.10	\$785.40	\$943.80
8 cu. yd.	\$207.90	\$418.00	\$628.10	\$838.20	\$1,048.30	\$1,258.40

- (3) Monthly rental fee. A commercial customer will be charged a monthly rental fee according to the size of the dumpster. 4-yd - \$11.00, 6-yd - \$13.20, and 8-yd - \$15.40.
- (4) Delivery Fee- New customers will be charged \$110.00 (non-refundable) for the delivery of a new trash dumpster.
- (4) Call-in pickup fee. A commercial customer requiring garbage pickup other than his/her regularly scheduled route pickup may call the solid waste department for an unscheduled pickup.

The charge for this service shall be a \$55.00 transportation charge plus \$6.53 per cubic yard plus tax.

(5) Fee for collection of junk not placed in dumpster. All shall be charged \$55.00 plus tax per work order for special collection of junk items that are not placed inside dumpsters.

(C) Roll-off container service.

(1) Commercial non-compacted roll-off container service. The monthly rate to be charged to a single commercial customer utilizing non-compacted roll-off container service shall be \$14.67 per cubic yard for disposal of solid waste from owner-furnished roll-off containers.

(2) Commercial compacted roll-off container service. The monthly rate to be charged to a single commercial customer utilizing compacted roll-off container service shall be \$14.67 per cubic yard for disposal of solid waste from owner-furnished roll-off containers.

(3) Lease of container from city. Any commercial customer desiring to lease a roll-off container from the city may do so by contacting the solid waste department of the city. An initial nonrefundable set fee of \$110.00 shall be charged, payable upon delivery, for placement of the container on the customer’s premises. The monthly rental fee, per container, shall be \$3.30 plus tax per day. The dump fee shall be based on the type service (compacted or non-compacted) and size of roll-off service provided as outlined in subsections (c)(1) and (2) above.

(4) Overloaded containers. All roll-off containers called in for service but not serviceable due to overloading will be charged \$121.00 for lost time unless the customer can make the unit serviceable in a timely manner (not more than 20 minutes).

(5) Commercial can service. The monthly rate charged to a single commercial customer utilizing commercial can (90-gallon can) service at one location shall be based on the number of commercial cans utilized by the customer. Rates to be charged for each commercial can are as stated in the table below.

Number of Containers	Monthly Charge
1	\$22.00
2	\$27.50
3	\$41.80

(D) Roll-off service outside city limits

(1) Non-compacted: \$17.05 per cubic yard.

(2) Compacted: \$17.33 per cubic yard.

(3) Mileage charge. A mileage charge of \$1.21 per mile round-trip shall be added to the charges stated in subsections (b)(1) and (2) above. Mileage shall be calculated from business to landfill to business.

(4) Overloaded containers. All roll-off containers called in for service but not serviceable due to overloading will be charged \$121.00 for lost time unless the customer can make the unit serviceable in a timely manner (not more than 20 minutes).

(E) Litter Critter service

A 6-yd dumpster rental period is from Friday-Monday, or from Monday – Friday. Rental fee for each period will be \$55.00 plus tax. Must have an active water account.

(F) Tire fees

- (a) Small tire: \$5.50 per tire.
- (b) Large tire: \$8.80 per tire.

(G) Rental properties and apartment complexes

Work order service charge: \$55.00.

(H) Downtown District

- (a) Cart and bag service: \$23.82 per month (includes tax).
- (b) Businesses with multiple tenants: \$23.82 per month (includes tax).

(I) Recycling

Commercial service: Rates for regular, routine weekly pickups are as stated in the table below:

Container Size	1x Per Week	2x Per Week	3x Per Week	4x Per Week	5x Per Week
4 cubic yards	\$38.50				
8 cubic yards	\$38.50	\$77.00	\$115.50	\$154.00	\$192.50

SECTION II.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION III.

This Ordinance shall be effective with all bills rendered on and after the 1st day of October, 2022.

PASSED AND APPROVED on the First Reading by the City Council of the City of Lufkin, Texas on this the 6th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

PASSED AND APPROVED on the Second and Final Reading by the City Council of the City of Lufkin, Texas, on this the 20th day of September, 2022.

Mark Hicks, Mayor

ATTEST:

Kara Andrepont, City Secretary

APPROVED AS TO FORM:

Kristi C. Skillern, City Attorney

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 1st 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.

Chart of Accounts

Revised 06/06/18

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 160hours 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.

10-16: Cleaning/Clothing allowance – Certain Police Department positions receive cleaning and/or allowances for the maintenance of their uniforms and for clothing required for specific investigative positions.

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, exam forms/booklets, 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, and metal or descriptive signage. Christmas lights and decorations, recreation and like items, such as gloves, volleyball nets, belt clips. Halloween candy for downtown trick or treat, breakroom and kitchen supplies should be budgeted in this line item. 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. Food for City sponsored programs and public events should be budgeted in 50-40.

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, the Pines and Marketing & Tourism 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, the Pines and Marketing & Tourism use.

20-32: Non-Alcoholic Beverages – Only for Convention Center, the Pines and Marketing & Tourism 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, fences 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, cable and/or satellite TV, 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, 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 rental/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, notary bonds and renewals, 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.

50-21: 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.

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50-24: Heating fuel service – Costs incurred for water service (Kurth Lake) are budgeted and charged to this account.

50-25: Water 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, Downtown Hoedown, Library Programs, Zoo Programs, The Pines special events, etc. to capture the total costs of the event. This also includes City sponsored programs and public events like July 4th. 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 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023
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	4	6	6	6
Part Time	0	0	0	0	0
Total	3	4	6	6	6
Finance					
Full Time	10	10	9	9	9
Part Time	0	0	0	0	0
Total	10	10	9	9	9
Legal					
Full Time	0	0	0	1	1
Part Time	0	0	0	0	0
Total	0	0	0	1	1
Municipal Court					
Full Time	6	6	3	3	3
Part Time	0	0	0	0	0
Total	6	6	3	3	3
Human Resources					
Full Time	6	6	5	5	5
Part Time	0	0	0	0	0
Total	6	6	5	5	5

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023
Building Services					
Full Time	2	2	2	2	3
Part Time	1	1	1	0	0
Total	3	3	3	2	3
Information Technology					
Full Time	7	8	6	6	8
Part Time	0	0	0	0	0
Total	7	8	6	6	8
Police					
Full Time	101	102	99	102	102
Part Time	1	1	1	0	0
Total	102	103	100	102	102
Fire					
Full Time	80	85	86	77	77
Part Time	0	0	0	0	0
Total	80	85	86	77	77
Inspection Services					
Full Time	8	0	0	0	0
Part Time	0	0	0	0	0
Total	8	0	0	0	0
Animal Control					
Full Time	11	11	11	11	11
Part Time	0	0	0	0	0
Total	11	11	11	11	11
Engineering					
Full Time	17	17	16	16	17
Part Time	0	0	0	0	0
Total	17	17	16	16	17

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023
Streets					
Full Time	33	34	31	32	33
Part Time	1	0	0	1	1
Total	34	34	31	33	34
Parks & Recreation					
Full Time	26	24	21	23	29
Part Time	5	5	5	8	8
Total	31	29	26	31	37
Fleet Maintenance					
Full Time	9	8	7	7	7
Part Time	0	0	0	0	0
Total	9	8	7	7	7
Ellen Trout Zoo					
Full Time	26	26	26	27	27
Part Time	2	2	2	2	2
Total	28	28	28	29	29
Kurth Memorial Library					
Full Time	11	11	8	8	8
Part Time	7	7	3	4	4
Total	18	18	11	12	12

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023
Utility Collections					
Full Time	12	12	11	11	11
Part Time	0	0	0	0	0
Total	12	12	11	11	11
Wastewater Treatment					
Full Time	19	19	19	18	18
Part Time	1	1	1	1	1
Total	20	20	20	19	19
Water Production					
Full Time	1	1	1	2	2
Part Time	1	1	1	1	1
Total	2	2	2	3	3
Water/Sewer Utilities					
Full Time	38	37	33	34	34
Part Time	0	0	0	0	0
Total	38	37	33	34	34
Solid Waste					
Full Time	26	25	25	26	26
Part Time	0	0	0	0	0
Total	26	25	25	26	26
Recycling					
Full Time	6	5	3	3	3
Part Time	0	0	0	0	0
Total	6	5	3	3	3

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023
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Convention Center

Full Time	8	8	8	7	8
Part Time	0	0	0	0	0
Total	8	8	8	7	8

Special Recreation Fund

Full Time	0	0	0	0	0
Part Time	25	25	25	25	25
Total	25	25	25	25	25

Louisiana Pine Snake

Full Time	1	1	1	1	1
Part Time	0	0	0	0	0
Total	1	1	1	1	1

Economic Development

Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2

Marketing & Tourism

Full Time	2	2	0	2	3
Part Time	0	0	0	0	0
Total	2	2	0	2	3

Total Full Time	473	468	441	443	456
Total Part Time	44	43	39	42	42
Total Employees	517	511	480	485	498

CITY OF LUFKIN
WATER/WASTEWATER FUND
Fiscal 2021, 2022 and Fiscal 2023 General & Administrative Charges Comparison
7/26/2022

Cost Center	Costs Allocated						EST.
	Percent to General	FY 2021 Budget	Percent to General	FY 2022 Budget	Percent to General	FY 2023 Budget	
City Council/City Secretary	25%	\$ 77,333.50	25%	\$ 81,982.00	25%	\$ 68,244.25	
City Administration	45%	\$ 301,197.15	45%	\$ 430,322.40	45%	\$ 440,462.25	
Finance	40%	\$ 314,219.60	40%	\$ 315,457.60	40%	\$ 307,990.40	
Legal	33%	\$ 6,866.31	33%	\$ 36,654.75	33%	\$ 74,932.44	
Human Resources/Purchasing	44%	\$ 184,771.40	44%	\$ 168,839.44	44%	\$ 215,351.84	
Municipal Building	20%	\$ 62,357.40	20%	\$ 67,106.80	20%	\$ 83,350.40	
Information Technology	35%	\$ 370,537.30	35%	\$ 290,402.70	35%	\$ 357,520.80	
Fire Department ⁽¹⁾							
Emergency Management	25%	\$ 13,781.75	25%	\$ 14,572.50	25%	\$ 11,608.00	
Engineering	65%	\$ 839,036.25	65%	\$ 786,097.00	65%	\$ 900,891.55	
Street	11%	\$ 440,754.46	11%	\$ 415,608.07	11%	\$ 478,099.41	
Fleet Maintenance	35%	<u>\$ 176,167.95</u>	35%	<u>\$ 160,527.50</u>	35%	<u>\$ 149,972.20</u>	
Total to General		<u><u>\$ 2,895,061.65</u></u>		<u><u>\$ 2,787,023.07</u></u>		<u><u>\$ 3,088,423.54</u></u>	

¹ Hydrant Maintenance

CITY OF LUFKIN
SOLID WASTE & RECYCLING FUND
Fiscal 2021, 2022 and Fiscal 2023 General & Administrative Charges Comparison

Cost Center	Costs Allocated						EST.
	Percent to General	FY 2021 Budget	Percent to General	FY 2022 Budget	Percent to General	FY 2023 Budget	
City Council/City Secretary	20%	\$ 61,866.80	20%	\$ 65,585.60	20%	\$ 54,595.40	
City Administration	35%	\$ 234,264.45	35%	\$ 334,695.20	35%	\$ 342,581.75	
Finance	35%	\$ 274,942.15	35%	\$ 276,025.40	35%	\$ 269,491.60	
Legal	30%	\$ 6,242.10	30%	\$ 33,322.50	30%	\$ 68,120.40	
Human Resources/Purchasing	35%	\$ 146,977.25	35%	\$ 134,304.10	35%	\$ 171,302.60	
Municipal Building	5%	\$ 15,589.35	5%	\$ 16,776.70	5%	\$ 20,837.60	
Information Technology	25%	\$ 259,376.11	25%	\$ 203,281.89	25%	\$ 250,264.56	
Emergency Management	25%	\$ 13,781.75	25%	\$ 14,572.50	25%	\$ 11,608.00	
Engineering	24%	\$ 309,798.00	24%	\$ 290,251.20	24%	\$ 332,636.88	
Street	15%	\$ 580,959.30	15%	\$ 547,813.80	15%	\$ 630,183.75	
Fleet Maintenance	39%	<u>\$ 196,301.43</u>	39%	<u>\$ 178,873.50</u>	39%	<u>\$ 167,111.88</u>	
Total to General		\$ 2,100,098.69		\$ 2,095,502.39		\$ 2,318,734.42	
Transfer to Water and Sewer Fund	15%	<u>\$ 140,820.45</u>	15%	<u>\$ 109,279.20</u>	15%	<u>\$ 114,722.40</u>	
		<u>\$ 2,240,919.14</u>		<u>\$ 2,204,781.59</u>		<u>\$ 2,433,456.82</u>	

CITY OF LUFKIN
ECONOMIC DEVELOPMENT
Fiscal 2023 General & Administrative Charges Comparison

Cost Center	FY2023 Dept Budget	Dept Budget as Percent of Total General Fund Appropriation	Economic Development to Total General Fund Appropriation	Estimated FY2023 Budget
City Council/City Secretary	\$ 272,977	0.70%	\$ 75,440	\$ 530
City Administration	\$ 978,805	2.52%	\$ 75,440	\$ 1,900
Finance	\$ 769,976	1.98%	\$ 75,440	\$ 1,500
Legal	\$ 227,068	0.59%	\$ 75,440	\$ 440
Human Resources/Purchasing	\$ 489,436	1.26%	\$ 75,440	\$ 950
Municipal Building	\$ 416,752	1.07%	\$ 75,440	\$ 810
Information Technology	\$ 1,021,488	2.63%	\$ 75,440	\$ 1,990
Engineering	\$ 1,385,987	3.57%	\$ 75,440	\$ 2,700
Street	\$ 4,201,225	10.83%	\$ 75,440	\$ 8,170
Total to General	<u>\$ 9,763,714</u>			<u>\$ 18,990</u>

Economic Development Budget FY2023	1,710,687
General Fund Budget FY2023	38,791,464
Relationship between Economic Development/General Fund Appropriation in %	4.41%
Relationship between Economic Development/General Fund Appropriation in \$	<u>75,440</u>

CITY OF LUFKIN
MARKETING & TOURISM
Fiscal 2023 General & Administrative Charges Comparison

Cost Center	FY2023 Dept Budget	Dept Budget as Percent of Total General Fund Appropriation	M&T Total to Total General Fund Appropriation	Estimated FY2023 Budget
City Council/City Secretary	\$ 272,977	0.70%	\$ 8,760	\$ 60
City Administration	\$ 978,805	2.52%	\$ 8,760	\$ 220
Finance	\$ 769,976	1.98%	\$ 8,760	\$ 170
Legal	\$ 227,068	0.59%	\$ 8,760	\$ 50
Human Resources/Purchasing	\$ 489,436	1.26%	\$ 8,760	\$ 110
Municipal Building	\$ 416,752	1.07%	\$ 8,760	\$ 90
Information Technology	\$ 1,021,488	2.63%	\$ 8,760	\$ 230
Engineering	\$ 1,385,987	3.57%	\$ 8,760	\$ 310
Street	\$ 4,201,225	10.83%	\$ 8,760	\$ 950
Total to General	<u>\$ 9,763,714</u>			<u>\$ 2,190</u>

Marketing & Tourism Budget FY2023	582,961
General Fund Budget FY2023	38,791,464
Relationship between Marketing & Tourism / General Fund Appropriation in %	1.50%
Relationship between Marketing & Tourism / General Fund Appropriation in \$	<u>8,760</u>