

City of Lufkin, Texas Annual Operating Budget



Fiscal Year 2015-2016

On the Cover . . .

Kurth Lake Lodge is located on a quiet lake-front location with spacious grounds perfect for company and church picnics, retreats and many other functions.

Kurth Lake Lodge features the following:

- Over 1,100 square feet of meeting space
- Separate men's and woman's restrooms
- Full-time caretaker on site
- Completely air-conditioned and heated
- 14 8" rectangular tables
- 75 cushioned chairs
- Patio Area
- Full inside kitchen w/refrigerator, double-oven, 4-burner electric stove-top, microwave, and sink
- Outdoor cooking grill
- 6 outdoor picnic tables
- Dumpster furnished
- Volleyball poles available
- Ample parking
- Plenty of shade trees and grass covered areas for outdoor activities
- Available for rental



ANNUAL OPERATING BUDGET

FOR FISCAL YEAR
OCTOBER 1, 2015 - SEPTEMBER 30, 2016



Bob Brown
Mayor

City Council

Victor Travis
Ward 1

Robert Shankle
Ward 2

Lynn Torres
Ward 3

Mark Hicks
Ward 4

Rocky Thigpen
Ward 5

Sarah Murray
Ward 6

Keith Wright, City Manager
Belinda Southern, Director of Finance



City of Lufkin, Texas

S.B. 656 Notice

This budget will raise more total property taxes than last year's budget by \$126,218 (1.22%), and of that amount \$81,437 is tax revenue to be raised from new property added to the tax roll this year.

On September 15, 2015, the members of the governing body voted on the Fiscal Year 2015-2016 Budget as follows:

For: Victor Travis	Mark Hicks
Robert Shankle	Rocky Thigpen
Lynn Torres	Sarah Murray

Against:	None
Present and not voting:	None
Absent:	None

Tax Rate Comparison

	<u>FY14-15</u>	<u>FY15-16</u>
Total Property Tax Rate:	\$0.5238	\$0.5238
Effective Tax Rate:	\$0.504758	\$0.514413
Effective M&O Tax Rate:	\$0.340923	\$0.363904
Debt Tax Rate:	\$0.1600	\$0.1500
Rollback Tax Rate:	\$.816141	\$0.818842
Total Debt Obligation (secured by property tax) :	\$66,000,000	\$61,000,000



CITY OF LUFKIN

Vision Statement

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

Our Mission

To meet the needs of the citizens.

Our Values

We will **COMMUNICATE** -

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

We will have **INTEGRITY** -

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

We will be held **ACCOUNTABLE** -

We accept responsibility for our actions and results

We will strive for **TEAMWORK** -

We will work together harmoniously toward common goals

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

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

We will be **INNOVATIVE** -

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



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City Manager
City of Lufkin



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September 16, 2015

Honorable Mayor and City Council Members:

Submitted herewith is the Fiscal 2015/2016 Operating Budget for the City of Lufkin. This budget, being conservative, maintains current service levels.

The major highlights of this budget are:

- Adoption of ad valorem tax rate of 52.38 cents per \$100 valuation, which is above the effective tax rate of 51.4413 cents per \$100 valuation. One cent is being transferred to Operating & Maintenance from the Debt portion. The breakdown will be \$.3738 for Operation & Maintenance and \$.15 for debt service.
- An increase of \$36.697M or 1.68% in the City's assessed property values. New property values, of which primarily are commercial, account for \$13.979M.
- The planned increase of 6% in Water & Sewer rates will be implemented in Fiscal 2016 after being postponed for the previous Fiscal Years.
- An increase in General Fund revenues of 1.11% from the prior year adopted budget.
- An increase in General Fund appropriations of 3.54% from the prior year adopted budget.
- An increase in planned rolling stock equipment purchases of 45.67% from prior year adopted budget.

Issues Affecting the Budget

The challenges faced in this budget cycle were trying to meet department's requests for additional equipment and maintain staff salaries at a positive standpoint. Efforts to increase efficiencies and reduce costs have been ongoing by all departments the past few years and it is becoming increasingly difficult to maintain the same level of service at the current funding levels and still provide adequate compensation and benefits at market rates for employees.

Property tax values saw only minor increases, due to the lack of new construction; however, sales tax revenues are trending upwards to reflect a net increase in tax revenues. To remain adaptable, flexible, and responsive to the citizens of Lufkin, departments were given operating budget targets with little or no increase in funding.

Water and Sewer revenues declined substantially in Fiscal 2015 resulting in the need to increase Water and Sewer rates for Fiscal Year 2016 by 6%. This increase is the fourth of four planned increases that were initiated as a result of the rate study from 2007. This final increase was

postponed in Fiscal Years 2013, 2014 and 2015 due to increased revenues in water and sewer; however, without an increase in Fiscal 2016 our operating capital would have a lower than usual cash balance.

STRATEGIC PLANNING

The City identified capital projects for Fiscal 2016 based on the cost and length of the projects. In order to keep up with environmental regulations, the City has chosen the following projects with a cost over \$100,000: reconditioning and/or maintaining Ground Storage Tank No.5, maintain machinery & equipment for the Wastewater Treatment department, rehabilitation of water well and upgrade of water line at Burk Hauler. Other smaller projects include: recirculation pump, fencing at Well No. 33, and resurfacing of the water plant road.

ACCOMPLISHMENTS

General Government

The Finance Department received the Distinguished Budget Presentation Award from Government Finance Officers Association for fiscal year 2015.

Public Safety

Public Safety is a priority in the City of Lufkin. The Communications Department which answers and dispatches all 911 calls for both the City Police and Fire/EMS units for the surrounding volunteer fire departments within the County. They responded to 54,385 citizen calls thus far during the year. The Police Department received various grants totaling \$51,121 and the Fire Department received \$55,215 in grants and local donations.

Culture and Recreation

The Parks and Recreation Department received grants totaling \$7,500 for fiscal year 2015. These funds improved playing fields in the various parks. Purchases were made for benches, scoreboards, and trash receptacles to accommodate growing use of the City's parks.

Public Works

The City of Lufkin received several grants related to infrastructure projects, which are in progress. They included the U.S. EPA Grant for Water Infrastructure and Treatment Capacity in the amount of \$259,976; the Texas Community Development Block Grant for Lubbock Street Improvements in the amount of \$275,000; and the 2013 Statewide Transportation Enhancement Program for sidewalks in the amount of \$1,313,512.

FISCAL YEAR 2016 BUDGET SUMMARY

Fund Balance and Working Capital Reserves

The projected General Fund balance at the conclusion of Fiscal Year 2014/2015 is \$10,501,665. The projected fund balance at the end of Fiscal Year 2015/2016 is \$10,288,911, which includes \$212,754 of assigned fund balance. This is a projected decrease of \$440,571 from Fiscal 2015. The twenty-five percent (25%) Fund Balance Reserve is \$8,094,157; therefore, the projected Fund Balance at the conclusion of Fiscal Year 2016 is \$2,194,755 above the required policy reserve. This excess provides the City with the capacity to respond to unexpected declines in revenue streams or meet some unexpected increases in expenditures as the economy dictates. The table below reflects projected fund balances, reserves, and amount over or under the reserve.

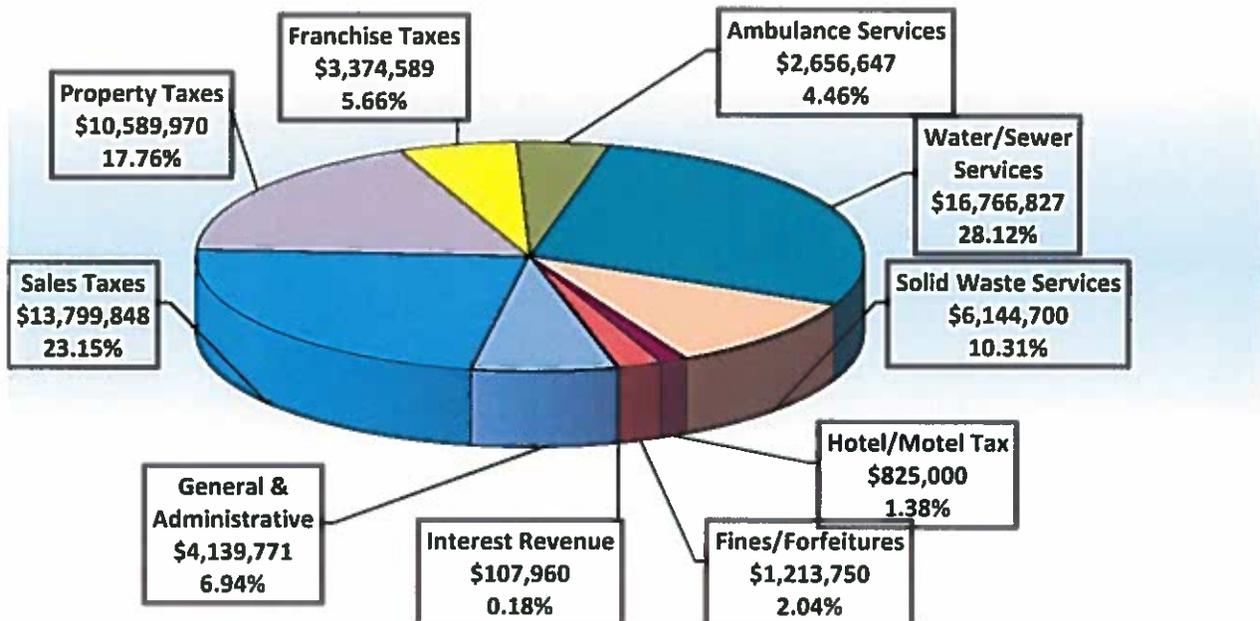
Fund	Projected Balance 9/30/15	Projected Balance 9/30/16	FY 2016 Policy Reserve	Amount over / (under) reserve
General Fund	10,501,665	10,288,911	8,094,157	2,194,755
Water/Wastewater Fund	9,463,076	9,744,539	2,077,521	7,667,018
Solid Waste Fund	5,295,911	5,282,939	771,584	4,511,355
Hotel/ Motel Tax Fund	(143,862)	(179,615)	145,590	(325,205)
Special Recreation Fund	126,889	126,027	61,473	64,554
Pines Theater Special Events	6,654	12,529	-	12,529
Zoo Building Fund	1,123,065	1,191,971	-	1,191,971
Court Security / Technology Fund	(3,436)	3,199	-	3,199
Main Street/Comm Dev Downtwn	18,822	12,432	-	12,432
Animal Control-Kurth Grant Fund	285,691	270,371	-	270,371
Animals Attic Gift Shop Fund	49,770	37,870	-	37,870
General Obligation Debt Service Fund	2,116,173	1,732,205	-	1,732,205
Equipment Acquisition Fund	986,566	979,931	-	979,931
Economic Development Fund	9,127,884	9,302,457	-	9,302,457
Lufkin Convention & Visitor Bureau ¹	113,953	(9,951)	-	(9,951)
Total Budgeted Fund Balances	39,068,821	38,795,815	11,150,325	27,645,491

(1) Lufkin Convention & Visitor Bureau (LCVB) is a component unit of the City created during Fiscal Year 2010 with the primary objective to create maximum hotel occupancy within the City. Of the \$383,690 revenue, 90% derives from Hotel/Motel tax revenue included in the Hotel/Motel Tax Fund.

Revenues

Total budgeted revenues are \$67,899,899 less interfund transfers of \$3,469,336 and LCVB revenue transferred from Hotel/Motel tax of \$346,500 for a net of \$64,084,063. A comparison to prior fiscal year adopted net revenue of \$61,763,664 indicates a decrease of \$283,002, or .45%. The major sources of revenue include sales taxes, property taxes, franchise taxes, ambulance services, water and sewer services, solid waste services, hotel/motel taxes, and fines/forfeitures. These revenue sources comprise 95% of the total revenue and are reflected in the chart below.

Major Revenues (Net of Transfers)



Fiscal 2015 projected sales tax revenue slightly decreased from the prior years' adopted sales tax revenue by \$165,672 or 1.25%. Lufkin is a regional medical, shopping and entertainment hub for nine surrounding counties and has been designated as a certified retirement community. This assists in stabilizing sales tax revenue.

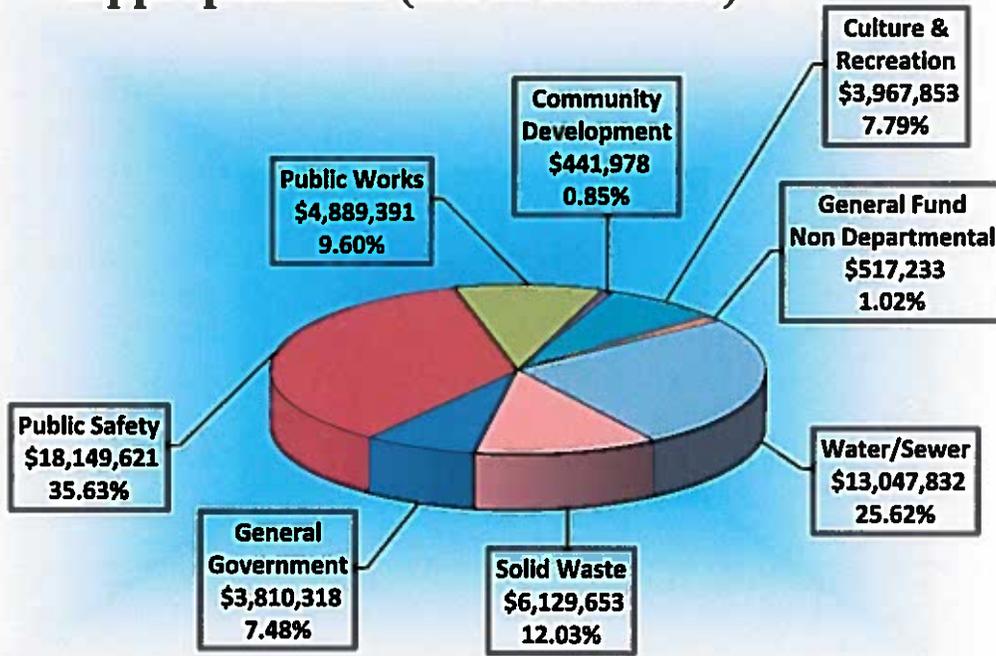
Ad valorem taxes are projected to remain flat primarily due to the decrease in new property tax values. The tax rate of 52.38 cents per \$100 valuation was adopted, which is a slight increase in rate from the previous year. The rate adopted is more than the effective tax rate of 50.47 cents per \$100 valuation.

Scheduled water and sewer rate increases of six percent were adopted for fiscal year 2016 after a delay from Fiscal Years 2013 thru 2015. Water sales fund the debt service costs associated with the purchase of the Abitibi Water Well Field and Kurth Lake holding facility. However, there are long term cost savings of this purchase over piping water from Sam Rayburn Reservoir and this purchase created an advantageous position for the City to supply the water needs of the citizens of the surrounding locales in the coming years as other water sources are depleted.

Appropriations

Total budgeted appropriations for Fiscal Year 2016 are \$66,734,124 less interfund transfers of \$3,817,999 and LCVB expenditures of \$346,500 for a net appropriation balance of \$62,569,625 as compared to net appropriations of \$65,016,058 for the prior year resulting in an decrease of \$2,446,433 or 3.76% across all budgeted funds. The main categories of appropriations are depicted in the chart that follows.

Appropriations (net of transfers)



CAPITAL IMPROVEMENT PROJECTS

In addition to projects funded from bond proceeds and/or grants, several pieces of equipment were identified as needing replaced during the annual review. These replacements totaled \$1,073,911 from Water & Wastewater Renewal and Replacement Fund, and \$1,833,594 from the Equipment Amortization and Replacement Fund.

UNCERTAINTIES

A number of uncertainties surrounding these projections could alter the annual outcome during the period of the forecast.

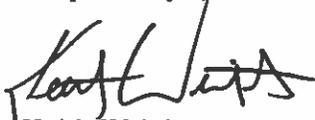
- **Sales Tax-** comprises approximately 24% of the revenues. The City's conservative management in prior years has resulted in a fund balance above the reserve, which is projected to be sufficient to sustain any minimal sales tax decline during fiscal year 2016.

- **Water and Sewer Revenue** – The residential market segment constitutes approximately 58% of the market while the remainder is comprised of industrial sector (14%), commercial sector (25%), and wholesale and services (3%). The revenues generated from the residential segment are impacted by weather conditions such as rainfall and temperature. Above average rainfall and/or lower temperatures in the summer months could result in less revenue than projected.

SUMMARY

The City of Lufkin is poised to maintain its current workforce and continue providing an efficient level of service to its citizens for Fiscal Year 2016. The City is able to do so by modifying current practices and by using the fund balance, which maintains a conservative fiscal management. This process identifies programs that could be eliminated or delayed, while allowing for new and expanded programs that follow the City's fiscally conservative plan. We commend the collective efforts by all in this process.

Respectfully Submitted,

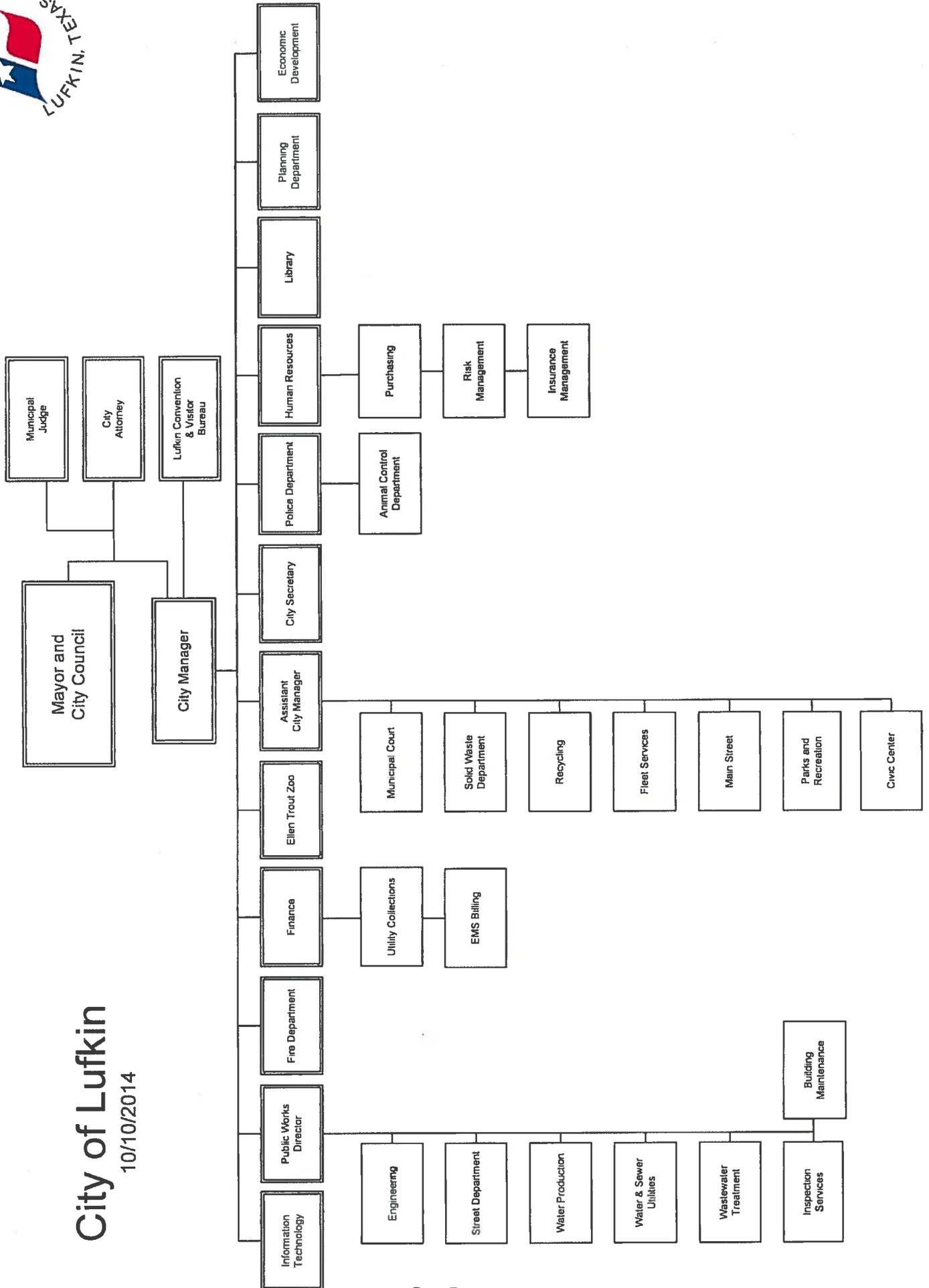


Keith Wright
City Manager



City of Lufkin

10/10/2014



Department Matrix

The table below reflects the correlation between departments and the responsibility centers. Listed across the top are the responsibility centers. Listed along the left side of the matrix are the departments. Appropriate areas have been shaded in distinguishing colors to indicate responsibility center for each department.

Departments	Responsibility Centers				
	General Government	Public Works	Public Safety	Community Development	Culture & Recreation
General Government					
City Administration					
Finance					
Legal					
Municipal Court					
Tax					
Human Resources					
Municipal Services					
Deputy City Manager					
Information Technology					
Police					
Fire					
Inspection Services					
Emergency Management					
Animal Control					
Engineering					
Streets					
Parks and Recreation					
Fleet Maintenance					
Planning and Zoning					
Ellen Trout Zoo					
Community Development					
Kurth Memorial Library					
Utility Collections					
Water / Sewer Utilities					
Wastewater Distribution					
Water Production					
Solid Waste					
Recycling					
Civic Center					
Special Recreation					
Zoo Building					
Court / Security Technology					
Animal Control Kurth Grant					
Animal Attic Gift Shop					
Economic Development					
Lufkin Convention and Visitor Bureau					



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Lufkin
Texas**

For the Fiscal Year Beginning

October 1, 2014

Executive Director



READER'S GUIDE TO THE 2015-2016 CITY OF LUFKIN OPERATING BUDGET

OVERVIEW

The **READER'S GUIDE** is intended to facilitate the readability of the Fiscal 2016 Operating Budget by the citizens of Lufkin. It is designed to enhance the effectiveness of this document as a communications device. The Introduction section includes the City Manager's letter of transmittal to the City Council. Included in this section are the following subjects:

- *Organization of the Budget Document*
- *City of Lufkin Profile*
- *Description of Fund Structure and City Finances*
- *The Operating Budget Calendar*
- *The Budget Process*
- *Long-Range Financial Planning*
- *Strategic Planning*
- *Key Revenue Assumptions and Trends*
- *Guide to the Detail Budget Pages*

ORGANIZATION OF THE BUDGET DOCUMENT

A brief summary of the information contained in the various sections of the budget document is outlined below:

The **MANAGER'S MESSAGE** is a formal transmittal letter designed to summarize key budget decisions and major initiatives of the Fiscal 2016 Budget.

The **READER'S GUIDE** provides information pertaining to the various sections located in this document. This section provides demographic and local economic information about the City of Lufkin, describes the fund structure of the City, explains the budget process and budget calendar, describes the key revenue assumptions, explains the strategic planning process, describes the process of adopting and amending the budget, and explains the detail budget pages.

The **BUDGET OVERVIEW** discusses major revenue and expenditure projections, including primary strategies planned for operations in Fiscal 2016 and the financial plan for achieving them. Also, a summary of the ending working capital for each fund is provided along with a discussion of how the current budget relates to the City's Financial Policies.

The **FUND SUMMARIES** section provides historical and graphical comparisons and budgeted projections for all revenues and expenditures within each fund.

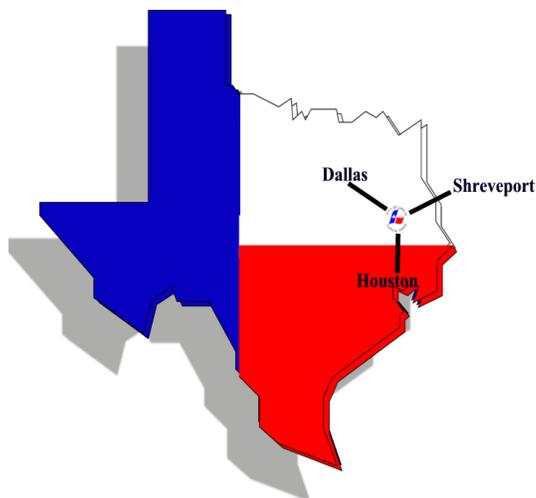
The **DETAIL SECTION** provides the budget detail for each department and departmental division within the appropriate fund category. The budget detail includes financial and personnel data, departmental/divisional mission statements, descriptions of service, objectives and performance measures.

The **DEBT SERVICE** section provides a listing of the City's outstanding general obligation and Water/Wastewater Fund debt.

The **CAPITAL IMPROVEMENTS PROGRAM** section summarizes the Fiscal 2016 Capital Improvements Program (CIP) emphasizing the impact of capital projects on the operating budget.

The **APPENDIX** contains ordinances adopting this budget and establishing the tax rate for the current Fiscal year, provides a copy of the City Financial Policies, a glossary of frequently used terms, chart of accounts, personnel historical comparisons and General and Administrative (G&A) allocation calculations.

CITY OF LUFKIN PROFILE



The City of Lufkin is located on US Highway 59, 120 miles north of Houston, 166 miles southeast of Dallas and 110 miles southwest of Shreveport, Louisiana. As the County Seat of Angelina County, Lufkin enjoys a strong retail, commercial and industrial base. Known as a progressive city, Lufkin offers its citizens an abundance of recreational opportunities. Its natural resources (including pine and hardwood forests, lakes and rivers), provide opportunities for hunting, fishing and water sports. A rich heritage, strong civic pride and a government committed to community development make Lufkin the perfect place for commercial and residential life.

Climate

Average temperature in January - low 38°, high 59°.

Average temperature in July - low 72°, high 94°.

Average precipitation – 38.9 inches per year.

Population

Lufkin is the commercial hub of a ten county rural market region, serving over 300,000 residents. Population in the county during the last thirty years has grown by thirty-five percent, sixteen percent of that growth occurring in the City of Lufkin. The following table reflects population growth for Lufkin and Angelina County over the last four decades.

Population Growth				
	1980	1990	2000	2010
City of Lufkin	28,562	30,206	32,709	35,067
Angelina County	63,987	69,884	80,130	86,771

City Government

The City of Lufkin is a Home Rule city operating as a Council-Manager form of government. The Council consists of a Mayor and six council members. The City provides fire and police protection. The City’s current ISO Public Protection Classification is four based on scale of one to ten with one being the best. Standard and Poor’s and Moody’s Investment Service have rated the City’s General Obligation bonds AA- and Aa2 respectively, and the Revenue bonds are rated AA- and Aa2.

Education

The Lufkin Independent School District operates twelve elementary schools, one junior high school, and one high school. Total LISD enrollment is 10,870 students. One Charter school and two private schools also serve the area.

Angelina College, a two-year college established in 1968, offers exemplary nursing and technical training programs to its students. Fall 2015 enrollment totaled approximately 5,927 of which 53% are from outside the county and 44% are full-time students. In addition, there are 4,841 enrolled in Community Services classes offered by the College in 2014-2015.

Stephen F. Austin State University, located in Nacogdoches, 20 miles north of Lufkin, is a four-year university offering courses in many different fields. Total enrollment is approximately 12,606 students for fall semester 2015.

Community Facilities and Attractions

The Pitser Garrison Convention Center is located on the corner of 2nd and Paul streets offering meeting, banquet and concert facilities currently with a capacity of 2,000 expanded to provide disaster sheltering.

Kurth Memorial Library, located on Raguet Street in Lufkin, houses the Ora McMullen Genealogical Collection.

Ellen Trout Zoo, located on the north side of Loop 287 at Ellen Trout Drive, is an impressive, accredited zoo facility featuring many exotic animals.

The Texas Forestry Museum, located at 1903 Atkinson Drive, and the Museum of East Texas, located across from the Civic Center, provide a pictorial and narrative history of the East Texas area.

Recreation

Lake Sam Rayburn, located southeast of Lufkin, is the largest manmade lake in Texas with 560 miles of shoreline impacting five counties.

Lufkin is nestled between two National forests; Angelina National Forest located southeast of Lufkin impacts four counties and Davy Crockett National Forest located west of Lufkin impacts two counties. The forests provide plenty of fresh air and spaces for hunting, fishing, camping, swimming, hiking and horseback riding.

US Corps of Engineers also has nine facilities for recreational use within an easy 50 mile drive of Lufkin. The activities available at each facility vary but the following activities are available at one or more: camping, swimming, fishing, hunting, canoeing, kayaking, hiking, biking, bird watching, and horseback riding. Many of the facilities provide access to Lake Sam Rayburn.

Neches Davy Crockett Paddling Trail is a 9.2 mile stretch of the Neches River well known for the Neches River Rendezvous, an annual float trip hosted by the Lufkin/Angelina County Chamber of Commerce and the Lufkin Convention and Visitors Bureau.

This river segment is great for a family outing with a float time of 3 to 6 hours (depending on water level, flow rate and wind speed) even though there are occasional logjams and snags to avoid, especially when water is low. A variety of water types including quiet pools and several small riffles are present. There are no man-made obstructions.

Golf facilities include Crown Colony Golf Course rated as the #6 golf course in Texas by Golf Week in 2012.

Utilities

Several retail electric providers provide electric service to the City and surrounding area offering ample electric power supply at competitive rates to residential, commercial and industrial customers.

Oncor Electric Delivery provides electric transmission and distribution services to the area. Deregulation of the electric industry required TU Electric to split its corporate structure into two companies: a regulated company (the wires portion, i.e. Oncor); and a deregulated company (the electric production portion, i.e. TXU Energy).

Centerpoint Energy provides natural gas service to both residential and commercial/industrial customers within the City.

The City of Lufkin provides water, sewer, solid waste and recycling services to all customers within the city.

Consolidated Communications Telephone Company offers a 100% digital switching, fiber optic network with SONET.

Transportation

Private airport service is available at Angelina County Airport, which offers a 100 ft. by 5,400 ft. lighted, grooved asphalt runway. Nine over-the-road carriers serve the area. The Angelina & Neches River and Union Pacific Railroads provide rail service. The District provides local bus transportation to various locations within the city as well as commuter service to Nacogdoches and Diboll.

Taxation

The Angelina County Appraisal District appraises property within Angelina County. Ad valorem taxes are assessed per \$100 of assessed value. Tax rates of the various taxing entities for Fiscal 2015 are reflected in the following table.

Fiscal 2015 Ad Valorem Tax Rates	
Taxing Entity	Tax Rate per \$100 Assessed Value
Angelina County	\$0.46540
City of Lufkin	\$0.52380
Lufkin Independent School District	\$1.21300
Angelina College	\$0.17190
Total	\$2.37410

Major Employers

The ten largest employers within the county employ 26.50% of the workforce in the area. The ten largest employers are reflected in the following table.

Major Employers of Angelina County			
	# of Employees	Rank	Percentage of Total City Employment
Lufkin Industries	1000+	1	10.6%
Lufkin ISD	1000+	2	9.11%
Pilgrim's Pride	1000+	3	8.91%
Brookshire Brothers/Polk Oil	1000+	4	8.48%
Lufkin State School	1000+	5	6.88%
Memorial Health System	1000+	6	6.80%
Temple Inland	500-999	7	3.36%
Walmart	500-999	8	3.19%
Woodland Heights Medical	400-500	9	3.03%
City of Lufkin	400-500	10	2.64%

CITY OF LUFKIN
FY2016 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 28, 2015	Budget Kickoff Room 102 @11am	Department Heads, Applicable Staff and Budget Team	Initial budget meeting to establish guidelines for the FY2016 budget process, budget format, requirements, and distribute budget instruction manuals and materials.
May 20, 2015	Send Budget Review Schedule to Department Heads	Laura Flores	Schedule of meetings will be developed and sent to department heads.
May 22, 2015	Draft FY2016 Departmental updated forms due to Finance Dept.	Department Heads and applicable staff	Draft FY2016 Departmental Budget forms due to Finance Dept. including UPDATED Mission Statements, Description of Services, Work Program, and Performance Measures. Departmental Budget Pages will be generated, reviewed and returned for corrections during Departmental Budget Reviews.
May 22, 2015	FY 2015 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 22, 2015	Completed FY2016 Revenue Estimates and Budget Drafts and Supplemental Requests	Finance Department	Departmental FY2016 budget drafts due to be completed in HTE. Finance will begin to prepare for budget review.
May 26, 2015	Change Security	All Departments	Change Authority in HTE so that no further changes can be made to the FY2015 Revised Revenues and Expenditures and FY2016 Proposed Revenue Estimates and Expenditures by the Departments.
May 26, 2015	Computer Setup	Finance Department	Coordinate Computer Setup for Room 202 for Budget Reviews.

June 1 - 4, 9-12 2015	Departmental FY2016 Budget and Supplemental Request Reviews Rm 202	City Manager, Department Heads, Staff, & Budget Team	Staff and Budget Team to meet with each Department Head to review departmental budgets. Draft Departmental Budget Pages will be returned for corrections at each Departmental Review.
June 19, 2015	Completed FY2016 Departmental Budget Page Due to Finance Dept.	Department Heads and Applicable Staff	Completed FY2016 Departmental Budget Page due to Finance Dept. including <u>UPDATED</u> Mission Statements, Description of Services, Work Program, and Performance Measures.
July 21, 2015	Council Budget Workshop (after council meeting)	City Council & City Staff	Council review of departmental budget requests
July 24, 2015 (by July 31, 2015)	Receive Certified Property Values	Chief Appraiser	Complete Ad Valorem revenue projections for budget.
August 3, 2015	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 4, 2015	Set public hearing on Draft Budget	City Council	Council sets date for public hearing on budget.
August 7, 2015	Effective and Rollback Tax Rates Published	Tax Assessor/Collector /Finance Director	The effective tax rate for fiscal 2015 is published in the local newspaper.
August 7, 2015	Publish notice of budget hearing	Budget team	Publish notice of budget hearing in local newspaper and on the City of Lufkin website.
August 18, 2015	Budget Submission to Council	City Manager	Draft Budget and transmittal letter submitted to City Council.
	Public Hearing*	City Council	A public hearing is held by Council to receive public input regarding the FY 2015/2016 Operating Budget.
	Discussion on Tax Rate*		If proposed tax rate exceeds the effective rate or rollback rate take record vote.

August 24, 2015	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.
September 1, 2015	1 st Reading of Budget Ordinance*	City Council	First reading of Budget Ordinance.
	1 st Reading of Water & Sewer Rate Ordinances*		First reading of proposed ordinance amending Code of Ordinances making changes to the water and sewer rates and providing an effective date.
	1 st Public Hearing on Tax Rate*		First public hearing on proposed tax rate.
September 8, 2015 (requires special called meeting of City Council)	2 nd Public Hearing* on Tax Rate @Noon	City Council	Second public hearing on proposed tax rate. Must announce date of meeting to adopt tax rate.
September 8, 2015	Notice of Vote on Tax Rate Published	City Secretary/Finance Director	2 nd ¼ Page notice in newspaper, Website and TV. Must be published at least 7 days before meeting to adopt tax rate. Must run 60 second notice on public TV at least 5 times per day between 7 am and 9 pm for at least 7 days.
September 15, 2015	2 nd Reading of Budget Ordinance*	City Council	Second reading of Budget Ordinance and adoption.
	2 nd Reading of Water & Sewer Rate Ordinances*		Second reading of proposed ordinance amending Code of Ordinances making changes to the water & sewer rates providing an effective date, and adoption.
	Vote on Proposed Tax Rate*		Vote to adopt proposed tax rate.
December 1, 2015	Distribution of Final Budget Document	Budget Team	Final Budget Document published.

* Requires 72 hour Open Meeting Notice



DESCRIPTION OF FUND STRUCTURE AND CITY FINANCES

Governmental accounting systems are operated on a “fund” basis. A fund is defined as a Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The funds contained in this budget are segregated into two *Fund Types: Governmental Funds and Proprietary Funds*. Governmental funds are used for most government activities while proprietary funds are based on the premise that the city service will be conducted as a business with user fees covering expenditures. Listed below are descriptions of the funds maintained by the City and included in this document.

This budget was developed and will be implemented and monitored on a modified accrual basis with some exceptions as listed below in the section titled “Comparison between Budget and Financial Reporting”. The proprietary funds budget was developed and will be implemented and monitored on an accrual basis of accounting in most cases. Exceptions are listed below in the section titled “Comparison between Budget and Financial Reporting”.

Budgetary control is maintained at the category, or object class, level (personnel services, supplies, maintenance, etc.) for each department. Open encumbrances lapse at September 30th of each year. Those encumbrances carried forward to the next fiscal year are re-appropriated in the subsequent year and the budget is increased to reflect these carried forward encumbrances. Unspent and unencumbered appropriations lapse at the end of the Fiscal year.

GOVERNMENTAL FUNDS

General Fund – accounts for all financial resources except those to be accounted for in another fund. Property and other taxes, franchise fees, fines, licenses and fees for services provide the resources necessary to fund the typical municipal services such as Public Safety, Parks and Leisure, Administration, Public Works and Community Development activities. The General Fund budget is prepared on a modified accrual basis wherein the City’s obligations, due within the current budget year, are budgeted as expenditures, but revenues are budgeted only to the extent they will be available and measurable.

Special Revenue Funds – account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City budgets eight special revenue funds. The Hotel/Motel Tax Fund receives its primary revenues from hotel/motel tax revenues. The Ellen Trout Zoo Building Fund receives admissions fees and donations from Zoo patrons to be used specifically for improvements and exhibits to the Zoo. The Special Recreation Fund receives user fees from athletic associations and leagues for maintenance of the athletic fields and facilities. The Pines Theater Special Events Fund is used to account for the financial transactions associated with a series of cultural events to be held at the recently renovated

historic Pines Theater. The Municipal Court Security/Technology Fund receives a set fee from each fine collected in Municipal Court. These funds are used to purchase security equipment as well as salaries for security employees and to purchase computer equipment and software for the Municipal Court. The Heritage Festival Contribution Fund is supported from an annual multi-cultural festival. The Animal Control Kurth Grant Fund is supported solely by the Kurth Foundation. These funds are to be used for the support of the Kurth Memorial Animal Shelter. The Animal's Attic Gift Shop revenues are strictly donations. These contributions are used to purchase vaccines and medicines for animals in the Shelter. The special revenue funds are governmental fund types and therefore these budgets are prepared on a modified accrual basis as outlined in the General Fund section above.

Debt Service Fund – accounts for the accumulation of monies that are set aside to pay principal, interest and fees on debt incurred through the sale of bonds and other debt instruments. Proceeds from these tax and revenue supported bonds are used to make long-term capital improvements to streets, drainage systems, water, wastewater and solid waste projects. The Debt Service Fund is classified as a governmental fund type and its budget is therefore prepared on a modified accrual basis as stated in the General Fund section above.

Capital Project Funds – account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed directly by proprietary funds. The Capital Project Funds are classified as governmental fund types and their budgets are therefore prepared on a modified accrual basis as previously stated in the General Fund section.

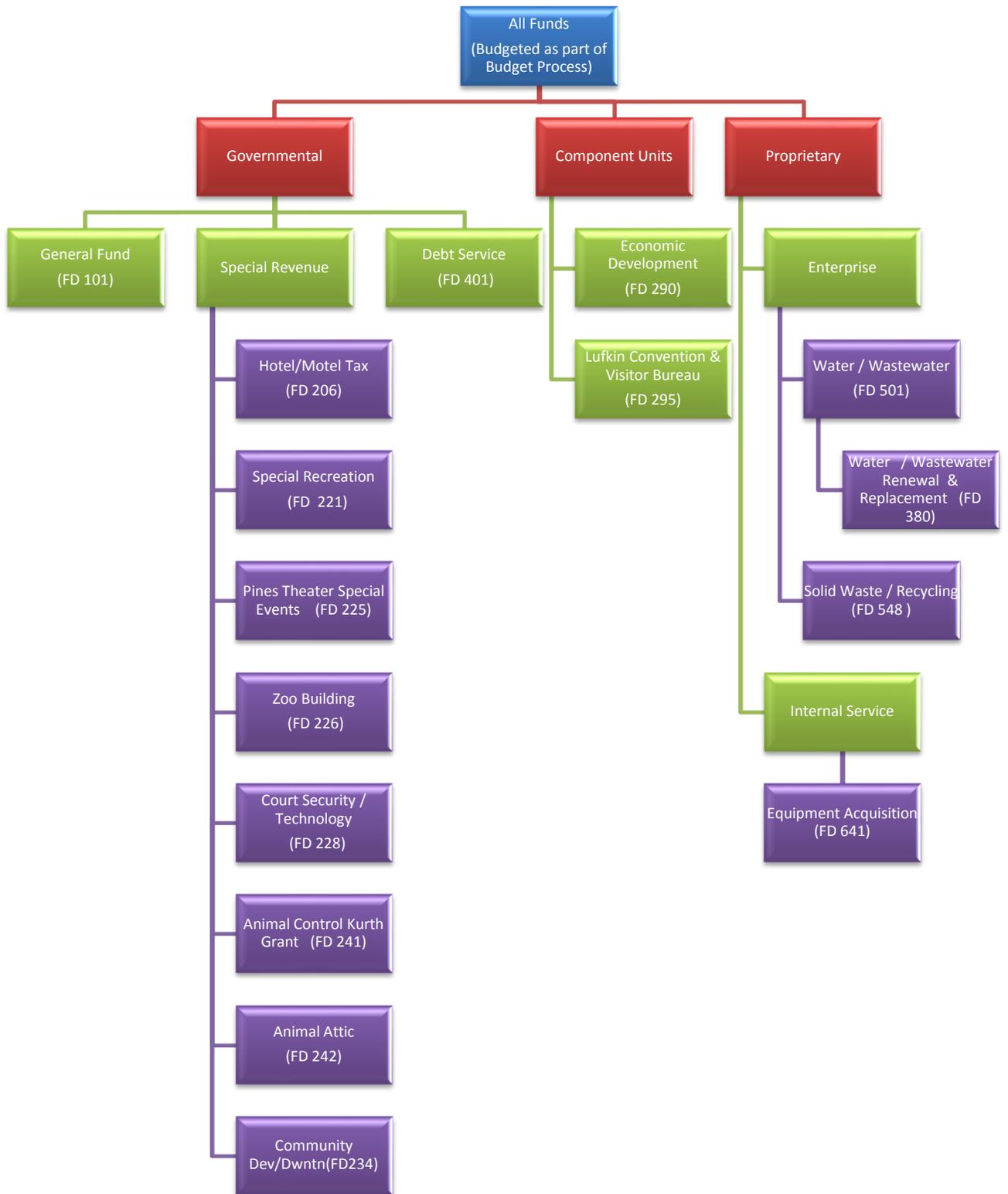
Component Units - The Economic Development Fund receives its revenue from a portion of the sales taxes collections received by the City. These funds are for the economic development and promotion of business within the City. The Lufkin Convention and Visitor Bureau receives the majority of its funding from the Hotel/Motel Tax Fund. These funds are to promote tourism and create maximum hotel occupancy within the City of Lufkin.

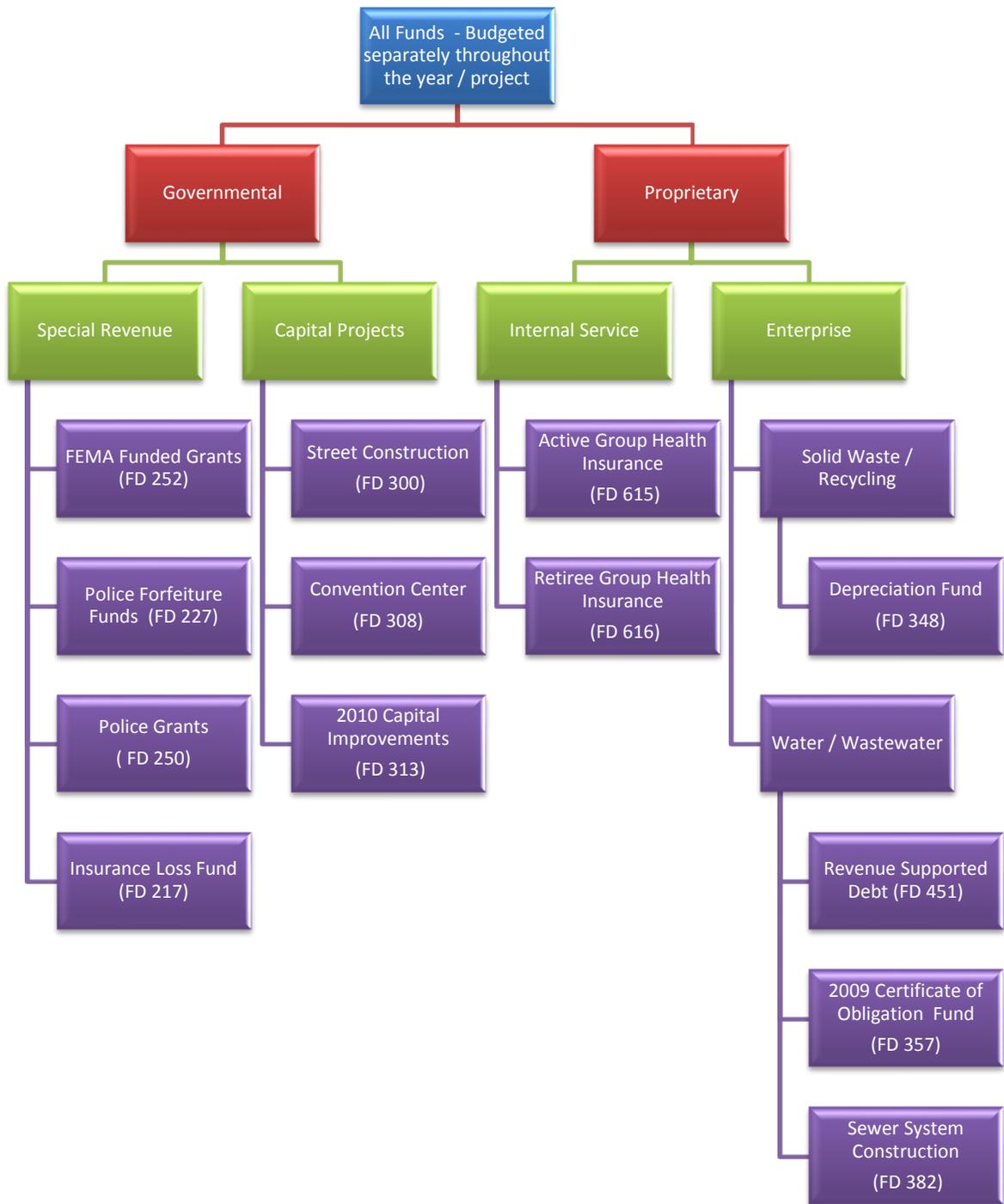
PROPRIETARY FUNDS

Enterprise Funds – account for operations that are financed and operated in a manner similar to private business in that the cost of providing goods and services (expenses, including depreciation) to the general public be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, manage control, accountability or other purposes. The Water/Wastewater Fund and the Solid Waste & Recycling Fund are enterprise funds maintained by the City of Lufkin. The budget basis for enterprise funds is on an accrual basis, with the exceptions noted earlier. Expenses of these funds are recognized as encumbrances when a commitment is made. Revenues are recognized when they are obligated to the City (for example, water user fees are recognized as revenues when service is provided).

Internal Service Fund - The Equipment Acquisition and Replacement Fund revenues are transferred from the departments and are accrued from the depreciation of equipment. Accumulated funds are to be used to replace and purchase new equipment, vehicles and machinery.

Funds Structure





COMPARISON BETWEEN BUDGET AND FINANCIAL REPORTING

The Comprehensive Annual Financial Report (CAFR) of the City shows the status of the City's finances on the basis of GAAP. In most cases this conforms to the way in which the City prepares its budget. Exceptions are as follows:

- A** Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- B** General and Administrative charges (G&A) are recognized as direct expenses of the Enterprise Funds, Water/Wastewater and Solid Waste/Recycling and Component Units, Economic Development Fund and Lufkin Convention & Visitors Bureau on a GAAP basis as opposed to being accounted for and funded by operating transfers into the General Fund from the Water/Wastewater and Solid Waste/Recycling Enterprise Funds and Economic Development component unit on the Budget basis.
- C** Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis.
- D** Capital outlay within the Enterprise Funds are recorded as assets on a GAAP basis and expended on a Budget basis
- E** Depreciation expense is recorded on a GAAP basis only.
- F** The CAFR shows fund expenses and revenues on a GAAP basis.
- G** Interest income within the Enterprise Funds recorded on a GAAP basis in the CAFR but recorded in the budget in the period in which the interest is expected to be received.
- H** Gains and losses on the disposal of fixed assets are recorded on a GAAP basis only.

BUDGET PROCESS

DEFINITION AND AUTHORITY

The budget is an essential element of financial planning, control and evaluation for the City and reflects and supports the policies and direction provided by Council. Budget appropriations are matched with anticipated revenues to fund expenditures necessary to provide citizen services while maintaining unencumbered fund balances consistent with Council Financial Policies. The City Charter establishes the City's Fiscal year as October 1st through September 30th. By Charter, the City Manager is required to submit to Council, at least forty-five days prior to the end of the Fiscal year, a proposed budget reflecting a complete financial plan for the ensuing Fiscal year. The Council is required to adopt the budget no later than the twenty-seventh day of September.

BUDGET PREPARATION

The City's budget process consists of four major phases that are followed in order to obtain the desired results. They include:

1. Planning/Preparation
2. Administrative Review
3. Presentation/Approval
4. Execution/Monitoring

These four phases comprise the budget cycle:

BUDGET PLANNING/PREPARATION

The Planning/Preparation phase of the budget cycle begins in January. At this point the administrative staff begins formulating goals and assessing needs for the coming budget year. Once these goals are agreed upon and needs have been identified, budget instructions are created for departments to follow. These instructions, departmental budget files, budget forms, and other budget information are distributed to department heads in a "Budget Kickoff Meeting" that is held early in the month of April. Strategic planning retreat is held off-site in mid-April for council members, city manager and department heads to address capital improvements and program changes that may impact department operating budgets. Departmental budgets are completed and returned to the Finance Department by a specific date in mid-May.

BUDGET REVIEW

Administrative Review occurs in late May/early June once departmental budgets are returned to the Finance Department. They are reviewed for content and mathematical accuracy by Finance staff. Necessary corrections and changes are made and departmental budgets are forwarded to administrative staff for review. The administrative staff schedules meetings with each individual department head. At this meeting they turn in and justify departmental work plans for the coming year and explain how their plans accomplish Council priorities as well as present justification for their requests. These Departmental budgets are then reviewed by the City Manager, where suggestions for improvement are made; items are eliminated that do not meet

effectiveness tests, and whether supplemental requests are a necessity for the upcoming budget year.

BUDGET PRESENTATION/ADOPTION

The adoption process begins with staff presentation to Council of an overview of the revenues, expenditures and fund balances of each operating fund of the City, a summary of major changes such as rate and fee increases/decreases, and recommendations regarding organization-wide salary adjustments. The Council is provided a detail listing of all departmental requests and significant changes. At this time, Council decisions are made based on previous performance and overall necessity. During the month of August and September, City Council holds public hearings on the budget that allow citizens to voice their opinions and concerns on all aspects of the preliminary budget. After citizen input has been received, staff prepares the final budget and City Council formally adopts the budget prior to the 27th of September. Should the Council not take action on or prior to the twenty-seventh day of September, the budget, as submitted, is deemed adopted by the Council.

BUDGET EXECUTION/MONITORING

The budget process then moves into the Execution/Monitoring phase. This phase requires the administrative staff to review the adopted budget and note any policy or program changes Council may have made that differ from the preliminary budget. These are reviewed and discussed with department heads. The adopted budget becomes effective on October 1st for the new Fiscal year. During the ensuing twelve-month period, the budget is under review to ensure that spending levels are maintained at, or below, the budget allowances.

BUDGET AMENDMENT

The City Charter, Article V, Section 3, Appropriations, provides for a budget amendment process. It states, in part,

“The Council may transfer any unencumbered appropriation balance or portion thereof from one office, department, or agency to another, at any time. The City Manager shall have authority, with council approval, to transfer appropriation balances from one expenditure account to another within a single office, department or agency.”

Thus, if during the year situations arise whereby additional funds are needed by a department; a Budget Amendment Request is prepared and submitted to Council for approval stating the reasons that additional funds are required.

If only line item changes are required within a departmental budget, the department head submits a Budget Adjustment Request to the City Manager for approval. The Request reflects the account(s) from which funds are requesting to be transferred and the account(s) to which funds will be transferred. Reasons for the transfer are stated, and the City Manager approves or disapproves the request. All approved changes are forwarded to the Finance Department for entry into the financial system.

LONG-RANGE FINANCIAL PLANNING

The City's commitment to long-term fiscal stability has been challenged over the past several years due to the economic downturn and loss of sales tax revenue, which currently makes up approximately 40% of the General Fund budget. The City has managed to overcome the budget deficits with contingency plans such as reducing expenditures and by delaying hiring vacant positions by 90 days. Through this contingency the City has maintained a strong fund balance with excess of \$ 2,194,755 over required reserves.

Forecast for fiscal 2017 and 2018 estimate a 2% growth in overall revenues and expenditures. The following chart outlines the City's forecast of General Fund revenues and expenditures for budget Fiscal 2016 and projected for Fiscal 2017 through Fiscal 2018. Trends in sales tax ending in Fiscal year 2015 and beginning Fiscal 2016 show an average increase of 2.37% overall. The projections show the potential for challenging future budget preparation, as growth in expenditures is projected to outpace growth in revenues.

The Lufkin Economic Development Corporation continues to seek new business and industry to help promote growth in Lufkin. A new restaurant chain, Chipotle opened summer of 2015. New business such as Burlington Coat Factory, an off-price retailer and Ulta Beauty, a cosmetics and salon are scheduled to open in the spring of 2016. The addition of these new businesses will bring jobs as well as new dining and shopping to the Lufkin community.

It is important to realize that the projections represent conservative growth, assuming that City services remain at their current service levels with existing staff and operating budget. Projections include cost escalation for expenditures to accurately represent the reality the City will face if no further budget modifications are made.

The City has the possibility of significant growth to the tax base, franchise fees and water sales with the construction of a large power plant that is to begin in Fiscal year 2015. It is estimated that construction will take approximately two years. Additional boost to the economy during construction may be seen but has not been a consideration in long-range planning. Upon completion of the project, the City's goals and long-range planning could change significantly with the potential revenue increase.

CITY OF LUFKIN
GENERAL FUND -THREE YEAR FORECAST
FY2016-2018

	FY2014	FY2015	FY2016	FY2017	FY2018
	<u>Actual</u>	<u>Adopted</u>	<u>Budget</u>	<u>Projected</u>	<u>Projected</u>
Taxes	\$19,092,961	\$19,506,384	\$20,275,604	\$20,681,116	\$21,094,738
Franchise taxes	2,488,846	2,470,000	2,466,089	2,515,411	2,565,719
Licenses & permits	318,565	300,570	298,120	304,082	310,164
Charges for service	2,308,989	2,435,600	2,656,647	2,709,780	2,763,976
Fines & forfeitures	1,192,035	1,300,750	1,170,750	1,194,165	1,218,048
Miscellaneous revenue	873,415	551,310	503,785	513,861	524,138
Inter-governmental revenue	222,915	-	-	-	-
Sub-Total	26,497,726	26,564,614	27,370,995	27,918,415	28,476,783
Intra-governmental revenue	4,975,942	4,542,224	4,792,877	4,542,224	4,542,224
Total Revenues & Transfers	\$31,473,668	\$31,106,838	\$32,163,872	\$32,460,639	\$33,019,007
Personnel services	\$ 22,826,167	\$ 23,604,489	\$ 24,123,945	\$ 24,606,424	\$ 25,098,552
Supplies	1,750,128	1,890,340	1,818,201	1,854,565	1,891,656
Equipment maintenance	1,404,383	1,852,389	1,860,550	1,897,761	1,935,716
Miscellaneous services	4,051,717	4,013,798	4,169,481	4,252,871	4,337,928
Sundry charges	150,513	144,147	147,150	143,944	143,944
Debt service	186,915	30,000	39,799	30,000	30,000
Transfers out	217,500	225,000	217,500	225,000	225,000
Capital outlay	208,920	-	-	-	-
Total Operating Expenditures	\$30,796,243	\$31,760,163	\$32,376,626	\$33,010,565	\$33,662,797
Surplus(Deficit)	677,425	(653,325)	(212,754)	(549,926)	(643,790)
Surplus(Deficit) as Percentage of Operating Budget	2.15%	-2.10%	-0.66%	-1.69%	-1.95%

STRATEGIC PLANNING

The Lufkin City Council is elected to set policy and make decisions regarding City services to its citizens. In so doing, the Council must set priorities they believe are in the best interest and represent the desires of the citizens they represent. A retreat is held, early in the budget process each year, in which Council and staff discuss concerns, short and long term needs, philosophies and policies. Through these planning sessions and discussions, Council is able to develop a prioritized ranking of those needs they believe to be most important to the community and provide staff direction with which to formulate the coming year's budget.

The first Council Retreat was held in May 1999. The focus of the retreat was to identify community needs, establishing priorities, developing goals and identifying objectives for meeting those goals. Primary to this process was adoption of a continuing capital improvements program (CIP) tailored to address specific goals. Subsequently, these goals were reorganized and non-CIP items were added to create a more complete strategic planning model. As certain projects were completed, unforeseen significant needs were moved to the forefront and other less critical projects were delayed. Ultimately, the once five-year CIP has evolved into a continuous plan which is updated each budget year.

The following is a list of the goals and objectives including those originally established by Council in 1999, objectives covered in subsequent conferences, and aspects that staff feels are imperative to the overall fitness of the city. This is the status of these projects as of Fiscal year-end 2015. Completed Objectives are in blue.

Goal: Improve drainage and correct problems within the City of Lufkin

Objectives:

1. Continue to monitor development within the City in order to insure that all drainage requirements are being met.
2. Maintain all regional detention facilities and remove volume as needed to meet the needs of new development.
3. Evaluate possible construction of two regional detention ponds.

Status:

Objective 1 All new developments are required to complete and submit a drainage study if the impervious improvements exceed 14,000 square feet or if under that amount, there has been isolated flooding situations. All drainage studies are maintained by the Engineering Department and may be utilized by other developers as needed.

Objective 2 Developers are allowed to purchase volume from the regional detention facilities if the development is within close enough proximity of the pond. This practice helps to offset the cost of on-site detention and assists the developer in not having to use valuable developable land for detention. The developer submits the standard drainage study and then requests that they be allowed to purchase volume from that pond within

the closest tributary. The City then contracts out the actual removal of volume from the pond as required.

- Objective 3 The Engineering Department will continue to evaluate possible funding sources, whether through CIP monies or grants provided through FEMA.

Goal: Develop and implement street improvements for better mobility within the city.

Objectives:

1. Conduct inventory of all streets and classify by quality standards Street Improvement Plan. This is a perpetual project.
2. Prepare recommendations for street overlay program and submit to Council by March of each year.
3. Implement improvements to the central business district that were approved in the TEA 21-grant award.
4. Continue schedule of activities for street improvements approved by voters in the 2001 May election.
5. Continue schedule of activities for street improvements approved during 2010 & 2012 capital improvements planning sessions.

Status:

- Objective 1 An inventory of all streets has been completed utilizing the US Corp of Engineers computer program, "MicroPaver". A pavement condition index was developed for each street. This activity is now an ongoing part of the street maintenance program and an inventory is completed every two years.
- Objective 2 A prioritized list of street construction is currently being developed using two categories – reconstruction and overlay. This list is presented to Council in March each year.
- Objective 3 The Downtown Sidewalk and Improvement Project – funded by Texas Department of Transportation through the T21 grant was completed in Fiscal 2006
- Objective 4 Voters approved a bond proposal of four streets in May 2001. The streets include Abney Avenue, Angelina Street, Lotus Lane, and Whitehouse Drive. Angelina construction was completed in 2004. Abney Street construction was completed in April 2006. Whitehouse Drive construction was finished in June 2007. Lotus Lane was completed in 2009.
- Objective 5A Street projects identified to be funded by 2010 bond issue proceeds are Columbine Drive storm drain replacement, Carrol Avenue bridge

replacement, Fuller Springs Drive street reconstruction, and Sayers Street reconstruction. Design and survey phase has begun on projects and is funded by proceeds from the reimbursement resolution.

Objective 5B Tentative street projects identified to be funded by 2012 bond issue proceeds are Joyce Lane Reconstruction, North Brentwood Extension, Knight Avenue Reconstruction, Champions Drive Reconstruction, Carriage Drive Reconstruction, Moffett Road Reconstruction, Pershing Avenue Reconstruction, Third Street Reconstruction, Windsor Drive Reconstruction, Jones Street Reconstruction, Hill Street Reconstruction, Spence Street Reconstruction, Tom Temple Street Reconstruction, and Atkinson Drive Street Reconstruction.

Objective 5C Tentative street projects identified to be funded by 2015 bond issue proceeds are Whitehouse Drive West and McHale/Chester streets culver replacement.

Goal: Provide safe, secure environment for citizens of Lufkin.

Objectives:

1. Provide vehicular rotation schedule for public safety vehicles.
2. Replace fire rescue pumpers and provide rotation schedule for ambulance replacements through CIP planning.
3. Expand community and neighborhood policing projects on an ongoing basis.
4. Coordinate with Angelina College in developing a fire academy for training new personnel and recruits.
5. Increase fire staff to accommodate the two man in-two man out rule established by Texas State Legislature.
6. Construct new Fire Station on Old Union Road. Relocate existing Fire Station #4 to a more efficient area.
7. Replacement of Fire vehicles in a timely manner to avoid costly maintenance and downtime from worn out equipment.
8. Acquire grants to assist with the purchase of new Fire equipment for emergency situations.
9. Combine and relocate Fire Station #1 and Fire Station #3 to improve operational efficiency, effectiveness and possibly upgrade the ISO rating from 4 to an ISO rating of 3 or 2.
10. Raze and reconstruct Fire Station #5 at present location to provide for future organizational growth and add functionality for a modern fire department. The current station is strategically located but is in a deteriorating condition which does not allow for expansion and is not suitable to house modern fire apparatus.

Status:

Objective 1 Both the Fire and Police departments have developed rotation schedules for their fleets and, as budget constraints allow, have been able to maintain

the rotation schedules. Rotation of vehicles according to rotation schedules is ongoing.

- Objective 2A A fire pumper was purchased and placed in service during the summer of 2000. An ambulance replacement schedule was developed and placed into the Capital Improvements Program for funding. Five have been purchased. One replacement fire pumper was purchased during Fiscal 2008. Two fire med units and remounts were ordered in Fiscal 2010 to be funded from Equipment Amortization and Replacement Fund.
- Objective 2B Proposal is being developed for apparatus rotation. Example: With five stations, ordering one pumper every four years will provide a 20-year life span for equipment. Some current apparatuses are older than the 20-year replacement goal.
- Objective 3 In 1999, there were three active neighborhood associations in Lufkin. The Community Policing Officers became active in these groups and have assisted in organizing ten total associations. A patrol Lieutenant is assigned to those neighborhood associations in his area of town to address the needs of the citizens. Each patrol officer is also assigned a registered sex offender to monitor their location and activity should they commit any law violations.
- Objective 4 A Fire Academy has been successfully developed at Angelina College. Recruits can receive Fire and EMT Basic certification through the Academy. Paramedic training is also available through the College EMS training program.
- Objective 5 This item is on hold pending future funding. One firefighter position was added in Fiscal 2010 to accommodate scheduling.
- Objective 6 Land was purchased in Fiscal 2002. City staff and a local architect firm are working on a new Fire Station Design on Old Union Road, which will replace existing Station #4 on the Southwest Loop. The new station was complete in Fiscal 2008.
- Objective 7 A ladder truck was purchased and delivered during Fiscal 2006. One fire pumper was purchased during Fiscal 2008. The purchases of one fire engine and one rescue truck were purchased from Fiscal 2012 bond proceeds. One fire engine is tentatively scheduled for replacement in Fiscal 2015 to be paid from bond proceeds.
- Objective 8 Various Homeland Security grants have been awarded. The Fire Department has purchased equipment that will be useful in a number of emergency situations.

- Objective 9 Land was purchased in July 2010 with funding from Certificates of Obligation to be issued in October 2010. Design and plan completed since using same design and plans from Station #4. Construction completed in Fiscal 2012.
- Objective 10 Reconstruction of Station #5 in progress and should be complete FY 2014 with funds from bond issue proceeds.

Goal: Establish reliable, broad based communications for public safety and citizen information purposes.

Objectives:

1. Upgrade and replace the current police communications system. Project to include purchase and installation of a new radio system for data transmission, which allows field reports to be transmitted electronically, as well as “on-line” driver’s license and license plate checks from the field.
2. Complete the update of each City department’s web site. Provide training for one staff member from each department in Microsoft Front Page to maintain the department’s web page.
3. Expand online services for citizen use: including online building permits, inquiry and payment of utility accounts, recreation class schedules, fine payments, and ambulance service fee payments.
4. The Police Department has budgeted to purchase a radio voting system that will allow a greater area of radio reception in the recently annexed regions. The project is estimated to be completed in the early part of Fiscal 2010.

Status:

- Objective 1A Staff negotiated with AT&T to build a CDPD system. The “build out” was completed in March 2001. Hardware and software were purchased for police vehicles. The project was complete in May 2002 and is operational.
- Objective 1B In 2004, AT&T upgraded the Police Departments existing CDPD network to a GPRS network, which greatly exceeded the capabilities of the previous CDPD network by providing many enhanced benefits and services such as a wider coverage area and higher-speed data transfer.
- Objective 1C In 2011, the Police Departments received a DETCOG Homeland Security Grant in the amount of \$132,803 to upgrade to digital radio equipment for officers. Radio upgrade began in FY 2013 and should be complete along with a monopole replacement in FY 2014.

- Objective 2 The City's website was updated in Fiscal 2006 and is maintained by the City's Webmaster. Requests for updates by the departments are forwarded to the Webmaster on a continual basis.
- Objective 2A The City's website was updated providing citizens of Lufkin access to up to date information on crimes and police-involved incidents that occur within the Lufkin city limits via Crime Reports at www.crimereports.com.
- Objective 3 The City implemented an on-line interactive application in Fiscal 2002 that allows utility customers to view and pay their bills via the Internet. The City's Municipal Court system is now a live site and is now capable of paying fines on-line, as well as in person.
- Objective 3A The City purchased Autocite ticket writers to automate the process of ticket writing in the Police Department to ticket collection in Municipal Court Department.
- Objective 4 The City has budgeted to purchase a radio voting system in Fiscal 2008. The project was completed in Fiscal 2008.

Goal: Provide increased beautification and quality of life projects for the citizens and visitors of Lufkin.

Objectives:

1. Implement improvements to the Kit McConnico Park as outlined in the Park Master Plan. Complete Phase 1B project by Spring 2005.
2. Develop entryway beautification program by utilizing the Angelina/Beautiful Clean program and funding from TxDOT grant program. Continue maintenance contracts and projects that will work toward presenting Lufkin as a clean and beautiful city.
3. Seek certification as a National Main Street City through the Texas Main Street Program and the Texas Historic Commission.
4. Develop funding sources for increased color, planting and maintenance of public areas, major travel corridors and entryways.
5. Renovate Morris Frank Park adding softball field lighting, T-ball field expansion and parking lot expansion in Fiscal 2012.
6. Replace current City Pride signs and add three additional signs to welcome visitors to the City.
7. Construct extension to Azalea Trail providing alternative access and mobility to City parks and major commercial retail outlets.
8. Renovate Brandon Park basketball court, install lighting, replace pavilion and install new playground and site furniture.

Status:

- Objective 1 Construction is complete for the Phase 1B portion of the project. Improvements include four lighted baseball fields, four lighted soccer

fields, concession and restroom facilities, parking lots and utility improvements. League play for soccer and adult softball are scheduled to begin in September 2005. Maintenance programs are in place and being modified as needed. The Deep East Texas Recreational Route Coalition has completed a 3.5 mile section of trail in Kit McConnico Park. The grand opening will be October 13, 2007. The trail is used for mountain bikes, jogging, walking and nature studies.

- Objective 2 The City was given responsibility for maintaining state highway rights-of-way for Fiscal 2001 and subsequent years. Maintenance is provided by contract. The Tree Board has suggested increased pruning of street trees for safety. Ornamental trees will be pruned with cooperation of Angelina Beautiful Clean. The City continues to work with beautification groups to provide new projects, maintain existing projects, and plan for future projects.
- Objective 3 The City's Main Street Director submitted an application to the Texas Main Street Program for consideration as a National Main Street City. The City was awarded that recognition and has received that award for the past six years.
- Objective 4 Increased maintenance standards and funding for programs, increased awareness in litter programs and beautification by all groups using City facilities is a result of the continued cooperative efforts with Angelina Beautiful Clean and the Lufkin Landscape Taskforce.
- a. Wildflowers and trees were planted at Ellen Trout Park.
 - b. Kiwanis Park had new azaleas planted along Tulane.
 - c. The main parking lot was improved at Morris Frank Park.
 - d. Kit McConnico Park play equipment was installed in 2005.
 - e. The Landscape Task Force has started constructing various projects of their master plan for Chambers Park in 2005. The projects were completed with new trees, spray play cover, painting of all structures, improved tennis parking area, new fencing along Pershing Street, and a new mural was completed on the Boy Scout House.
 - f. New projects at US 59 South and US 59 North will create new landscape opportunities for entryways into the City of Lufkin when completed. These projects will begin in 2007 and 2008 with completion in 3 to 4 years.
 - g. Gaslight Boulevard was renovated in late 2007. It was a Lufkin Landscape Task Force project that needed additional plant material and maintenance.
- Objective 5 Lighting of the Morris Frank Park girls' softball fields was completed in Fiscal 2010 using proceeds from the bond reimbursement resolution to allow the fields to be more fully utilized and enhance the attraction of tournaments to the area. The T-ball field expansion was completed in

Fiscal 2013 and funded by 2010 bond proceeds. The Morris Frank Parking Lot expansion originally scheduled for Fiscal 2012 was completed in Fiscal 2011 and will provide overflow parking for all activities at Morris Frank Park.

- Objective 6 The City Pride signs welcoming visitors will be replaced in Fiscal 2012 with three additional signs added and will be funded by 2010 bond issue proceeds. Due to annexation of properties over time, the current signs are no longer at edge of the city limits and will be relocated to the properties at the edge of the city limits. This was completed in Fiscal 2012.
- Objective 7 The Azalea Trail extension is planned to be ¾ mile long and connect the current trail with major commercial/retail centers. The extension is tentatively scheduled to be funded from the 2015 bond issue. This project was completed in Fiscal Year 2014.
- Objective 8 The Brandon Park renovations to the basketball court include new poles and backboards, restriping the surface, adding lighting as well as replacing the current pavilion and installing new playground equipment. The renovation is tentatively scheduled to be funded from the 2012 bond issue, and should be complete in FY 2014.

Goal: Maintain the Ellen Trout Zoo to be deemed worthy of its slogan as the “Finest Small City Zoo in the Nation.”

Objectives:

1. Expand current facilities to accommodate upcoming features and increased attendance.
2. Develop funding for new exhibits through private and public donations and new innovations.
3. Develop and create new exhibits to increase attendance and interest in the zoo.
4. Construct Ellen Trout Zoo-Walking Trail around Ellen Trout Lake to provide an additional recreational area.
5. Construct Zoo commissary for storing and preparing animal food to increase efficiency.

Status:

- Objective 1A The parking area was expanded in Fiscal 2002 to alleviate the overcrowded parking situation.
- Objective 1B Restrooms were added in Fiscal 2004 to the new African area to provide patrons with facilities in the back area of the zoo. These were opened to the public in May 2004 and have received very favorable reviews.
- Objective 2 The Zoo increased admission fees in April 2003 to shoulder the burden of increasing costs on both the implementation of new exhibits and recurring

costs on the city's General Fund. These fees were increased again in July 2007.

Objective 3A The zoo will begin expansion with the development of an African area. This area has since completed both a giraffe and White rhino exhibit in Fiscal 2001. The giraffe exhibit has had a new arrival with the birth of a new male giraffe in late 2002.

Objective 3B The hippoquarium and crocodile exhibits were completed during 2003. These exhibits are fully functional and the zoo has already increased the hippopotamus population with the birth of a new hippo in late September 2003.

Objective 3C A new primate and Komodo dragon exhibit was completed during Fiscal 2004. Plans are underway for the outdoor portion of this exhibit to be completed in the future. An African aviary was constructed in 2005 by the Lufkin Rotary Club and took the place of the scheduled primate exhibit.

Objective 3D In late 2004 work began on the botanical exhibit and was completed in April 2005. This exhibit is dedicated to the memory of Nancy Wannamacher. This will also provide the public with additional seating.

Objective 3E Design and fundraising began for the new Education Center and office complex at a new location in the southern part of the zoo near the newly completed parking lot. Fundraising was completed and construction was completed in Fiscal 2010.

Objective 3F A new outdoor exhibit was constructed for the Zoo's five Chinese alligators by the Lufkin Rotary club in 2006.

Objective 4 The Ellen Trout Zoo walking trail was eliminated from the 2012 bond fund planning.

Objective 5 Scheduled for construction in Fiscal 2013 to be funded by fund balance from the Zoo Building Fund and should be complete in FY 2014.

Goal: Refurbish the existing, near thirty-year old Convention Center while keeping the establishment accessible and functional for scheduled events. In Fiscal year 2011, remodel, expand and update the existing Convention Center to house and shelter large groups in times of emergencies to be funded by Hurricane Ike grant funding in coordination with Angelina County.

Objectives:

1. Replace existing equipment and fixtures such as the HVAC unit, moveable walls, telescoping.

2. Update the color scheme by replacing the upholstery on seating, carpeting and drapes in the stage area.
3. Improve the lighting equipment by adding additional, up to date, stage lighting.
4. Replace the sound system with a system that will provide greater sound quality and new technology.
5. Tint windows in the Front Lobby Reception Area to help with cooling costs.
6. Replace Lobby Entrance doors to satisfy safety and building codes.
7. Install WIFI and a Mounted Projector in Main Events Room.
8. Remodel and refurbish Dressing Rooms and back entry halls. Install gate for better security of equipment in Master Control Room and Kitchen.
9. Upgrade Landscaping.
10. Add outdoor Christmas Decorations.
11. Remodel, expand and update the existing Convention Center.

Status:

Objective 1A A new HVAC unit replaced the 25-year-old unit in Fiscal 2001. This new unit is more energy efficient by only heating and cooling areas as needed.

Objective 1B New movable walls replaced non-functioning existing walls in Fiscal 2002. The new walls are reliable and provide, on a consistent basis, areas that are more accommodating to patrons.

Objective 1C Telescoping seating replaced damaged seating in Fiscal 2002. The new seating provided a safer place for patrons to sit and the new design is easier to operate for Civic Center employees.

Objective 1D The sound system was replaced in Fiscal 2006. The new system will provide a better sound and will have new technological advances that the current one lacks.

Objective 2A When the telescoping seating mechanism was changed, the color scheme for the existing seating was also updated to reflect an elegantly modern scheme. This update was completed in Fiscal 2002.

Objective 2B The worn carpet in the Civic Center was replaced in March of 2004.

Objective 2C The stage curtain and back drapes were replaced in Fiscal 2006. This step completed the color scheme change.

Objective 3 Eight new Stage Lights were replaced in FY 2006. Stage Lights were placed intermittently alongside remaining front-track stage lights of the area. These new lights provide a better quality of lighting with greater control of maneuverability for customers.

- Objective 4 The Sound System was replaced in 2006. It consists of new mixers, equalizers, amplifiers, speakers and other sound equipment including relocating the Master Sound Rack. Replacing this System has added a greater quality of service for our customers during their events.
- Objective 5 The glass areas of the Front Lobby Reception area were tinted in Fiscal 2007 from floor to ceiling with a bronze Llumar Window Film with a 10 year warranty. This process allows the Lobby area better insulation in the winter and summer months respectively.
- Objective 6 Eight Front Lobby Entrance Doors were replaced in Fiscal 2007 with bronze tinted anodized aluminum frames, and bronze tempered glass. Each door included new panic bars; continuous hinges with inside dogable exit devices; outside key-locks; thresholds; and weather stripping. There is one handicap door for ADA compliance.
- Objective 7A As an added feature to our customers, WIFI was installed in the Main Events Room for using during events in Fiscal 2007.
- Objective 7B To maximize space and use, a Mounted Projector was installed in 2007 in the Main Events Room. The projector is operated by remote from a specified laptop. This project included wiring cable to strategic areas of the room to allow the customer to be able to conduct their presentation from various angles throughout the room to meet their accommodation needs.
- Objective 8A The Ladies' and Men's restroom was remodeled in FY 2007, which included replacing water damaged sheetrock, existing toilets, sinks, vanity and doors. The existing showers were replaced with ADA approved showers with seating. The Dressing Rooms were painted and appropriately attractive décor was added for ambiance. The remodeling of the dressing rooms has greatly enhanced the customer's enjoyment in using these rooms for their events when needed.
- Objective 8B The back entry areas were painted and wainscoted with vinyl paneling; including replacing the vinyl bases with newer material.
- Objective 8C A gate was installed and is kept locked at all times to secure the master control areas from public access. This area houses the Civic Center's main computer equipment, main electrical boxes, and telephone equipment along with the hot water heater.
- Objective 9A Soil in the flowerbed area has been upgraded with a mixture of sand and compost for future planting and healthy growth. This was completed in FY 2007.

Objective 9B In Fiscal 2008, brick retaining walls were placed on both north and south side areas. New landscaping was completed including new magnolia trees.

Objective 10 In Fiscal 2008 the addition of Christmas decorations in the form of holiday signage and other festive lights on the front Plaza and surrounding outside areas of the building were added. This included installation of adequate electrical outlets and other equipment for proper hanging. This will add a festive and colorful ambiance to the Civic Center as customers celebrate the Holidays.

Objective 11 Expand Convention Center to over twice original size to house and shelter large groups in times of emergencies to be funded by Hurricane Ike grant funding in coordination with Angelina County. This was completed in FY 2013.

Goal: Instill a love for reading in the community, while maintaining the new state of the art Kurth Memorial Library facility.

Objectives:

1. Acquire reading materials that encourage reading and increasing knowledge in an innovative, welcoming environment.
2. Provide educational programs to the community.

Status:

Objective 1 The Library is under the constant process of providing an ethnic diversity to its shelves through obtaining books written in Spanish. Also, books on audio to assist beginning readers provide the community with opportunity. As the need arises, the library is prepared to acquire books of varying ethnic cultures as to inspire a love of reading.

Objective 2 The Library is committed in providing quality educational programs for school children. This allows children opportunities to visit the library with peers, and will hopefully instill an appreciation of books that will continue for years. The Library also instructs the community using the Internet as a learning tool.

Goal: Implement improvements to the Emergency Management System as to provide a safe environment for the citizens of Lufkin.

Objective:

1. Continue to improve the mitigation, response and recovery activities of the Emergency Management office.

Status:

- Objective 1A The National Weather Service designates the City of Lufkin as a Storm Ready community. This means that the city is ready to respond in the event that hazardous weather threatens.
- Objective 1B The city expended the Office of Domestic Preparedness Grant of \$277,000 in improving the equipment capabilities of the Fire, Police, Public Works Administration, and the Emergency Management Departments.
- Objective 1C A Mitigation Action Plan has been developed as required by the State of Texas and FEMA.
- Objective 1D Everbridge Incident Notification service was implemented in Fiscal 2011 to resolve incidents more quickly, increase awareness and safety, reduce communication costs, gain operational efficiencies and improve compliance and reporting.

Goal: Develop operational procedures as to improve the collection of waste throughout the city.

Objectives:

1. Revise the Solid Waste Collection Ordinance for the City of Lufkin.
2. Reconstruct the collection routes
3. To implement the different Solid Waste and Special Collections programs. (Commercial Dumpster Program, Residential Cart upgrade and a Work Order system.)
4. To implement a new rate structure for Special Collections.

Status:

- Objective 1 Information has been collected from other cities. Staff will work as a team on the update. Target date for completion is the end of October 2007.
- Objective 2 Route audits have been performed. GPS equipment has been installed on each collection vehicle to gather statistical information. Further planning of the routes will result in increased efficiency.
- Objective 3 The commercial dumpster program has been implemented. The Residential cart upgrade will allow citizens to upgrade from the previously issued 65 gallon cart to a 96 gallon cart. This program began in early 2008.
- Objective 4 Special Collections will go to a “work order only” system as well a rate structure being developed for collections over 2-yards. This project began mid-year 2008. The “Litter Critter” service was added in Fiscal 2011 to provide residential customers with short-term access to dumpster program at residences.

Goal: Improve the operations of the City of Lufkin Recycling Department.

Objectives:

1. Complete the study of and install automated equipment for upgrading the recycling process.
2. Continue to monitor wastewater disposal with emphasis on the feasibility of bio-solids composting.
3. Implement educational opportunities in the community through the use of the Recycling Coordinator.

Status:

- Objective 1 The City's Recycling process is expected to continue with the installation of a new baler in Fiscal 2007 and with the addition of part-time employees to process recyclables in Fiscal 2008.
- Objective 2 The Composting Operation was terminated in Fiscal 2007. The operation was reviewed and it was determined that composting was not a cost effective operation for the City.
- Objective 3 Educational opportunities are ongoing, and include schools, civic organizations, business groups and neighborhood associations. Expanding regional recycling efforts, along with commercial recycling education and participation, will be a focus. Applications for grants have been and will continue to be submitted with DETCOG to fund local and regional programs.

Goal: Attract new businesses and provide positive growth to the City of Lufkin and surrounding area.

Objectives:

1. Propose an Economic Development (ED) Plan.
2. Develop funding for ED Plan.
3. Implement ED Plan by Summer 2004.
4. Develop Lufkin Business Park

Status:

- Objective 1A Proposed during Council discussions late Fiscal 2003.
- Objective 1B Workshop was scheduled for early Fiscal 2004. The citizens voted to implement the ED plan in February 2004.
- Objective 2 Determination for the funding was determined after workshop. Funding has been determined to be 1/8 of a cent from a portion of the sales tax revenue.
- Objective 3 Implementation of the ED began in the summer of 2004, with the appointment of a Board of Directors for the Economic Development Corporation.

- Objective 4A Land was purchased during Fiscal year 2009 and Fiscal 2010 for the Lufkin Business Park.
- Objective 4B Old Moffett road construction and reconstruction behind the property to the new TxDOT turnaround has been approved to be funded by an EDA grant. Water and sewer lines, drainage and road entrances for the 1st phase of the construction has been approved.
- Objective 4C One business has began operations in the Industrial Business Park with return of loan payments.
- Objective 4D Angelina Tank began operations in FY 2012 in the Shell Building.

KEY REVENUE ASSUMPTIONS AND TRENDS FOR FISCAL 2016

On an ongoing basis throughout the Fiscal year, finance staff monitors and reviews all revenues at a detailed level regarding collection versus budget estimate, and probability of collection. Early in the budget process, a complete set of revenue assumptions are prepared by the department responsible for the revenue. Revenue estimates are based on trends of prior year's revenues and adjusted for various assumptions in the current budget year. These assumptions provide the basis for revenue projections throughout the budget process and include the expectations for local economic and population growth and expected service levels.

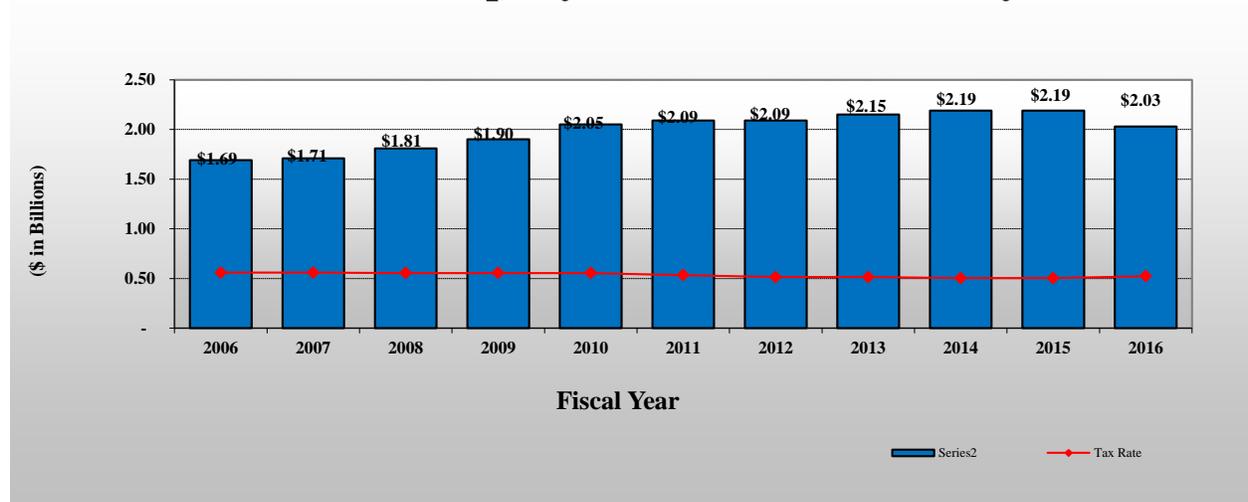
The City of Lufkin receives revenues from a variety of sources. The Budget Overview section of this document provides a detailed explanation of the individual revenues for each fund. This section highlights the major revenues included in this year's budget for the major funds.

GENERAL FUND

AD VALOREM TAXES AND ASSESSED PROPERTY VALUES

The City's property tax is levied each October 1, based on the assessed value of all real and business personal property located within the City. The Angelina County Appraisal District establishes and certifies the appraised values at or near 100% of estimated market value. Homeowners aged 65 and over, disabled persons and veterans are eligible, and may qualify for tax exemptions. The Angelina County Appraisal District can provide additional information on the eligibility requirements for these exemptions.

Assessed Property Values Ten Year History



Ad valorem tax revenue is determined by two major factors: the total assessed value established by the Appraisal District and the tax rate established by the Lufkin City Council. The assessed property values have decreased during the past year however new property was added that allowed the City the capacity to adopt a lowered tax rate as the prior year although it was less than the effective tax rate of \$0.514413 per \$100 valuation.

The City's total certified assessed property value for Fiscal 2016 is \$2,030,313,895 according to the Appraisal District. The City's tax rate for Fiscal 2016 is \$0.5238 per \$100 valuation. The Fiscal 2016 operating and maintenance tax rate of \$0.3738 per \$100 valuation will generate \$7,542,243 of ad valorem tax revenue to the General Fund projecting a 98% collection rate. Ad valorem tax revenue is the second largest revenue source to the General Fund, accounting for 18.46% of total projected revenue for Fiscal 2016. The General Fund allocation of total ad valorem tax revenue equals approximately 71.36% of total ad valorem tax collections; the remaining 28.64% is allocated to the General Obligation Debt Service Fund for the retirement of bond indebtedness.

The table below provides a ten-year history of Lufkin's ad valorem tax rate, levy, and collections, as well as the projected tax collection and distribution of revenues for Fiscal 2016, or tax year 2015.

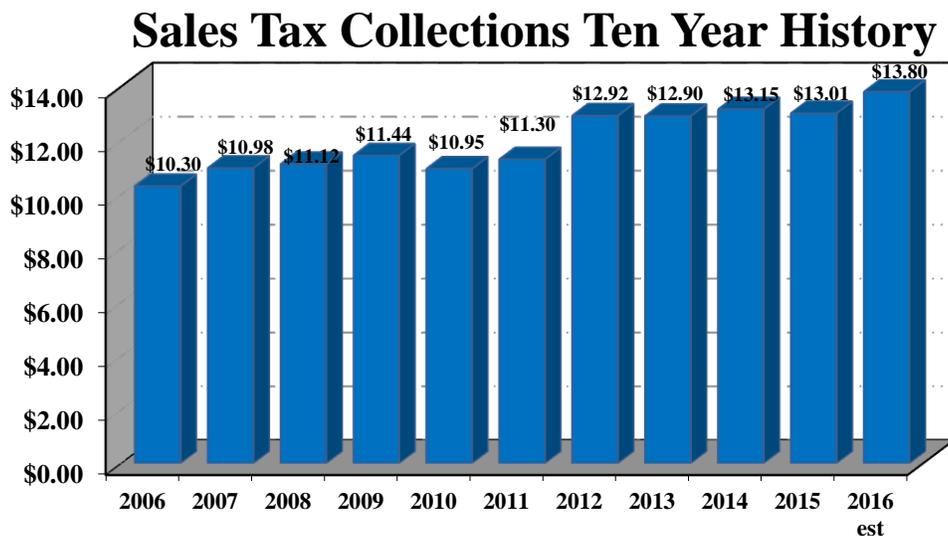
ANALYSIS OF TAX COLLECTIONS							
Tax Roll	Tax Rate per \$100/value	Tax Levy	Current Collections	Current Collections to Tax Levy	Delinquent Collections Including Penalty & Interest	Total Collections	Total Collections/Current Collections
2006	0.555400	8,849,183	8,626,226	97.26%	200,372	8,817,241	99.64%
2007	0.555400	9,292,226	9,118,311	98.13%	233,818	9,342,612	100.54%
2008	0.555400	9,768,773	9,498,223	97.23%	328,374	9,909,330	101.44%
2009	0.533800	9,893,510	9,680,139	97.84%	77,722,541	87,402,680	883.43%
2010	0.513800	9,725,704	9,479,079	97.46%	440,775	9,919,854	102.00%
2011	0.513800	9,880,019	9,498,096	96.13%	210,318	9,708,414	96.76%
2012	0.503800	9,850,889	9,552,443	96.97%	259,729	9,812,172	97.57%
2013	0.503800	9,931,262	9,737,126	98.05%	611,741	10,348,867	106.28%
2014	0.523800	10,311,645	10,102,616	97.97%	224,963	10,327,579	102.20%
2015	0.523800	10,430,882					
Fiscal 2016		Tax Rate		Distribution		Revenues	
General Fund		\$0.3738		71.36%		\$7,443,477	
Debt Service Fund		\$0.1500		28.64%		\$2,987,405	
TOTAL		\$0.5238		100.00%			

SALES TAXES

The City of Lufkin receives 1.5% of the 8.25% sales tax revenue paid to the Texas State Comptroller for the sale of all taxable goods and services within the City limits. Of the 1.5% received from the state, 0.125% was approved by voters in 2004 to be allocated to Lufkin

Economic Development Corporation; a 4B corporation organized under the State’s Economic Development Corporation Act, and 0.375% was approved in 2004 for property tax relief. Sales tax revenue continues to be the largest revenue source for the City’s General Fund, representing 39.96% of total revenues.

Revenues from sales taxes are projected to decrease slightly in Fiscal 2016. The total projected sales tax revenue is \$13,799,848, .75% below the revised estimate for Fiscal 2015. However, the net projected sales tax revenue is estimated to be \$12,649,861. This net amount reflects the allocation of \$1,149,987 to Lufkin Economic Development Corporation. The chart below reflects sales tax collections for the last ten years. The estimated revenue for FY 2016 is net of the Economic Development allocation.



FRANCHISE FEES

The City of Lufkin maintains agreements with various utilities that require them to compensate the City for use of City streets, alleys and easements. The franchise agreements require the utilities to compensate the City between 2% and 4% of their gross receipts for use of the City’s rights-of-way. Total franchise and agreement fees for Fiscal 2016 are anticipated to be \$2,466,089 which is slightly lower than the revised revenue estimate of \$2,480,474 for Fiscal 2015.

WATER/WASTEWATER FUND

The City provides water and sewer services to its citizens for which it collects monthly charges. These charges are based on metered water consumption multiplied by the appropriate water and wastewater rates. Scheduled water and wastewater rates increases of 6% for Fiscal 2015 as recommended in the 2007 Water Rate Study by Freese and Nichols were not implemented due to the financial position of the Fund. However, the Study was re-evaluated for FY 2016 and it was determined that an increase of 6% for water and sewer rates would increase operating capital.

Water/Wastewater revenue includes charges for water and wastewater consumption as well as fees for water and sewer taps, water meters, service connections and wastewater pretreatment testing. Total Fiscal 2015 revised water and wastewater revenues are estimated to be

\$16,163,692, an increase of 2.07% over Fiscal 2014 actual revenues of \$15,835,868. Fiscal 2016 revenue is projected to be \$16,901,630 a 0.47% increase from the Fiscal 2015 revised revenue.

SOLID WASTE AND RECYCLING FUND

The City of Lufkin is the exclusive provider of solid waste and recycling services for residential, commercial and industrial corporate citizens. Charges for service are billed on a monthly basis to all users. Residential garbage is picked up once weekly on Mondays or Tuesdays and recycled materials are picked up once weekly on Thursdays or Fridays. Commercial and industrial customer garbage and recycled materials are picked up on predetermined route schedules based on customer pickup frequency.

No increases in solid waste and recycling rates are included in the Fiscal 2016 budget. Included in the Fiscal 2016 budget is a request for a consultant to perform a Solid Waste/Recycling rate survey. Total revenues for the Fund are estimated to be \$6,159,700, a slight increase above Fiscal 2015 revised estimate of \$6,115,418 due to a slight increase in residential collections.

HOTEL/MOTEL TAX FUND

The City receives hotel/motel tax receipts that are generated from a 7% tax levy added to the cost of occupancy on hotel and motel rooms within the City. State law restricts use of these tax receipts to tourism promotion, capital construction, operation of recreation facilities, and cultural activities. The City has twenty-one hotels, motels, and bed and breakfasts within its taxing jurisdiction. These are expected to generate \$825,000 of hotel/motel tax receipts in Fiscal 2016, same as the Fiscal 2015 estimate of \$825,000. The City actually received for Fiscal 2014 \$851,730 in hotel/motel occupancy tax. Revenue from this Hotel/Motel Occupancy tax is used to promote tourism and the hotel/motel industry as well as the Convention Center.

SPECIAL RECREATION FUND

The Special Recreation Fund was established several years ago as a self-supporting unit wherein recreation activity costs are supported through user fees. This fund provides Parks' management segregated cost data to assist in determining the adequacy of the fees and facilitate tracking costs of the various activities.

Revenues are derived from user fees charged for softball, volleyball, basketball, gymnastics, recreation classes, baseball, concessions, and special events. Total Fiscal 2016 revenues for the Recreation Fund are projected to be \$490,922, a decrease of 1.47% from the revised Fiscal 2015 estimate of \$498,280 and are estimated to be sufficient to cover the costs of operation and provide a fund balance of \$126,027.

PINES THEATER SPECIAL EVENTS FUND

The Pines Theater Special Events Fund was established by a sponsorship from the Lufkin Convention & Visitor Bureau as a mechanism to fund a series of cultural events and promote the historic Pines Theater. The series of events scheduled in Fiscal 2016 are designed to bring culture and arts to our residents along with attracting visitors to the community. The Fiscal 2016 projected revenue is \$184,100 to be generated from contributions, concessions, souvenir sales, playbill ads and admission/ticket sales for the events.

ELLEN TROUT ZOO BUILDING FUND

The Ellen Trout Zoo Building Fund was established as a funding mechanism to make capital improvements and expand the Zoo through additional exhibits. Sources of revenue include admission fees, donations, animal sales and adoptions, and other miscellaneous fees.

Revenue for Fiscal 2016 is projected to be \$313,505, which is a slight increase above the Fiscal 2015 revised estimate of \$272,050. The Ellen Trout Zoo saw an increase in visitors, due to new attractions and exhibits.

A GUIDE TO THE DETAIL BUDGET PAGES

1. **Fund** – The Fiscal entity in which the department operates.
2. **Department** – The department in which the division operates.
3. **Mission Statement** – The departmental commitment to the citizens and organization in meeting the needs of the community.
4. **Description of Services** – A short overview and explanation of the services provided to the organization and/or citizens by the department.
5. **Fiscal 2016 Work Program** – The major planned accomplishments for the coming Fiscal year.
6. **Performance Measures** – Specific quantitative measures of work performed within a department.

The diagram shows a budget page for the City of Lufkin, Texas, for the Fiscal Year 2016. The page is titled "General Government" and includes several key sections:

- 1. Fund:** GENERAL FUND
- 3. Mission Statement:** 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".
- 4. Description of Services:** DESCRIPTION OF SERVICES PROVIDED. The department of General Government includes the City Council and City Secretary. The City Secretary provides the following services:
 - Maintaining minutes of City Council meetings and records of the City
 - Preparing Council Agenda Packets
 - Issuing licenses and permits for alcohol sales and vendors
 The City Council consists of a mayor, elected at-large and six council members, each representing a separate Ward. The Council meets twice a month to address issues brought before it regarding policies and governance. The Council provides policy direction to the City Manager and staff in the delivery of services to the citizens of Lufkin.
- 5. Fiscal 2016 Work Program:** 2016 WORK PROGRAM. The Lufkin City Council has established goals and objectives to provide consistent and high quality services to the citizens and businesses in Lufkin. This includes the implementation of the next phase of the Capital Improvement Program. The City Secretary's office will continue to provide services to both Administration and City Council as well as complete projects to include the electronic storage and preservation of the City's records and recodification of the City's Ordinances.
- 6. Performance Measures:** WORKLOAD INDICATORS & PERFORMANCE MEASURES. A table showing quantitative measures of work performed.

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 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	22	25	30
Number of Vendor licenses with errors	0	0	0
Percentage of correctly issued vendor licenses	100%	100%	100%

A GUIDE TO THE DETAIL BUDGET PAGES

7. **Expenditures** – Summary budget data by expenditure category for personnel services, benefits, supplies, maintenance of structures and equipment, miscellaneous services, sundry charges, debt service and capital outlay.
8. **Authorized Positions** – Full time and part time position listings for current and past budget years.
9. **Significant Changes** – Highlights of proposed major changes, enhancements of service or a new service, method of improving efficiency or effectiveness of an existing service for the coming budget year.

FUND	General	DEPARTMENT General Government			
7	EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
	Personnel Services	84,069	90,096	93,873	93,611
	Benefits	34,307	36,558	37,842	37,511
	Supplies	23,870	21,000	19,634	20,100
	Maintenance of Equipment	-	-	-	-
	Miscellaneous Services	92,101	97,640	91,990	92,915
	Sundry Charges	105,052	112,967	112,967	112,970
	TOTAL	339,399	358,261	356,306	357,107
8	AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
	City Secretary	1	1	1	1
	Executive Secretary (Previously OAIII)	1	1	1	1
	FULL TIME	2	2	2	2
	PART TIME	0	0	0	0
	TOTAL	2	2	2	2
9	SIGNIFICANT CHANGES				

A GUIDE TO THE DETAIL BUDGET PAGES

10. Division – The cost center that provides the activity, function or services.

11. Division Description – The division’s primary service responsibility and mission.

12. Expenditures - Summary division budget data by expenditure category for personnel services, benefits, supplies, maintenance of structures and equipment, miscellaneous services, sundry charges, debt service and capital outlay.

13. Authorized Positions - Full time and part time position listings for current and past budget years for the division.

CITY OF LUFKIN, TEXAS
 General Government / City Council

10

11

12

13

GENERAL FUND

Fiscal Year 2016

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	2013-2014 Actual	2014-2015 Approved	2015-2015 Revised	2015-2016 Budget
Supplies	22,710	18,800	17,434	17,800
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	83,424	89,740	84,490	83,640
Sundry Charges	105,052	112,967	112,267	112,970
TOTAL	211,186	221,507	214,891	214,410
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions within this division				
FULL TIME				
PART TIME				
TOTAL				

CITY OF LUFKIN Fiscal Year 2015-2016

The total Fiscal 2015-2016 budget appropriations are \$64,357,069, excluding capital projects in the Water/Wastewater Depreciation Fund and Solid Waste Depreciation Fund. This is an increase of \$1,787,444 above the Fiscal 2014-2015 approved budget of \$62,569,625. Details of the major components of the increases and decreases of the revised budget to proposed budget are summarized below and explained in the individual Fund narratives following this summary.

Summary of Major Changes, Fiscal 2015 Budget to Fiscal 2016 Budget	
Salaries and Benefits	603,889
Supplies	-122,974
Structure and Equipment Maintenance	-8,694
Miscellaneous Services	302,170
Sundry Charges	-33,852
Economic Development Incentives	-0-
Debt Service	-192,396
Transfers Out	339,529
Capital Outlay	899,772
TOTAL	1,787,444

Position changes after adoption of the Fiscal 2014-2015 budget and for the Fiscal 2016 budget include the following:

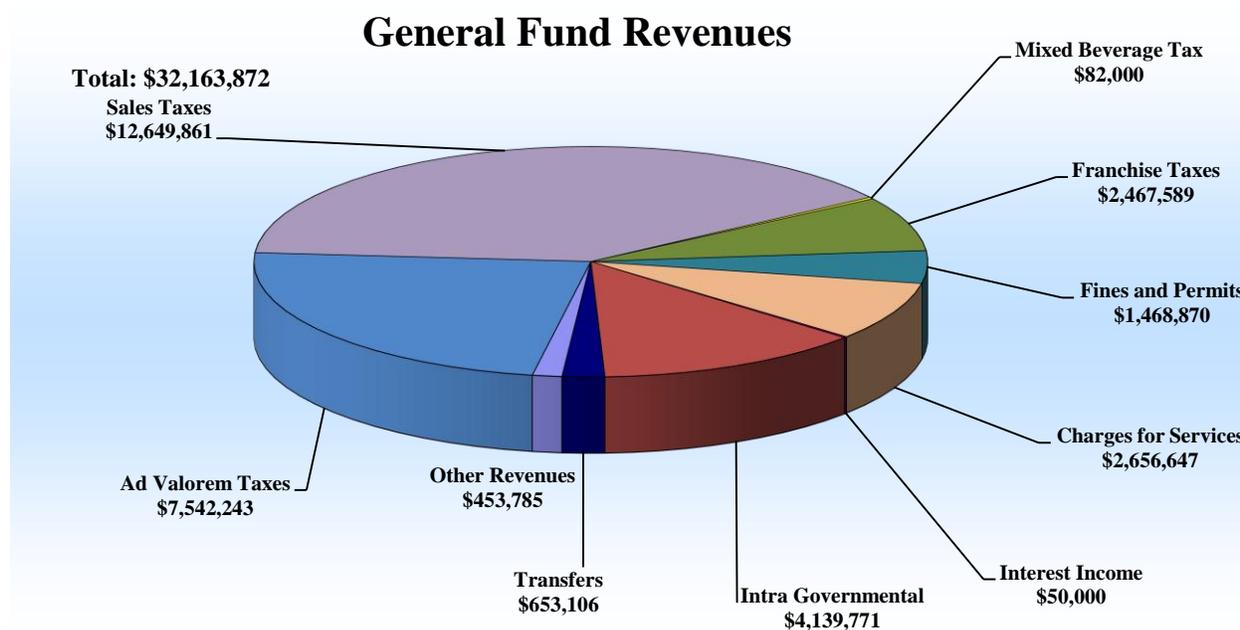
Position	Department	Status
IT Technician	Information Technology	New FT Position added FY2015
Firefighter	Fire	Replace Lieutenant positions.
Relief Driver	Solid Waste	FT position replaced clerk position.
Laborer	Animal Control	New FT Position

GENERAL FUND

REVENUES

The General Fund consists of nine major revenue classifications: **Taxes** – include Ad Valorem, Sales, and Mixed Beverage Taxes; **Franchise Taxes** – paid to the City by utility companies for the right to use rights-of-way; **Fines and Permits** – consist of fines assessed for misdemeanor traffic, parking, animal control, code enforcement violations, business licenses, permit and inspection fees; **Charges for Service** – include Emergency Medical Service (EMS) and false alarm fees; **Other Revenues** – include animal shelter fees, park fees, and inter-governmental revenue such as grants received from other governmental agencies; **Interest income** – consists of interest income from investment of idle cash; and, **Transfers** of Intra-Governmental Revenue – revenues received from other funds within the City for services provided.

Revenues for Fiscal 2016 are estimated to be \$32,163,872. This represents a .19% increase above revised estimates for Fiscal 2015 of \$32,101,566 and a 2.19% increase over Fiscal 2014 actual revenues of \$31,473,668. The following graph represents total revenues by major category.

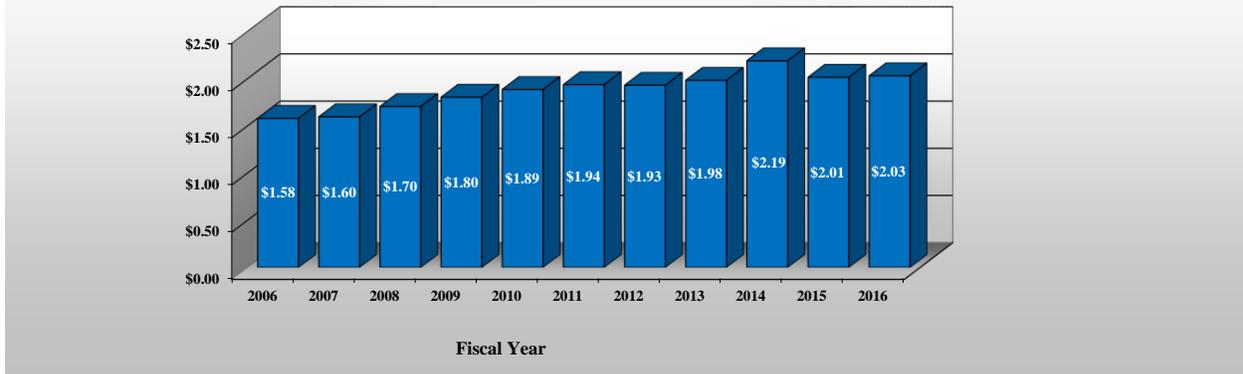


AD VALOREM TAXES

Ad valorem taxes are the City’s second largest General Fund revenue source and are based on assessed property values. The City’s taxable assessed property value (before freeze) for Fiscal 2016 is \$2,030,313,895, an increase of .77% over the previous year’s tax roll. Stable construction values of approximately \$24.2 million, and \$34.5 million of property reappraisals,

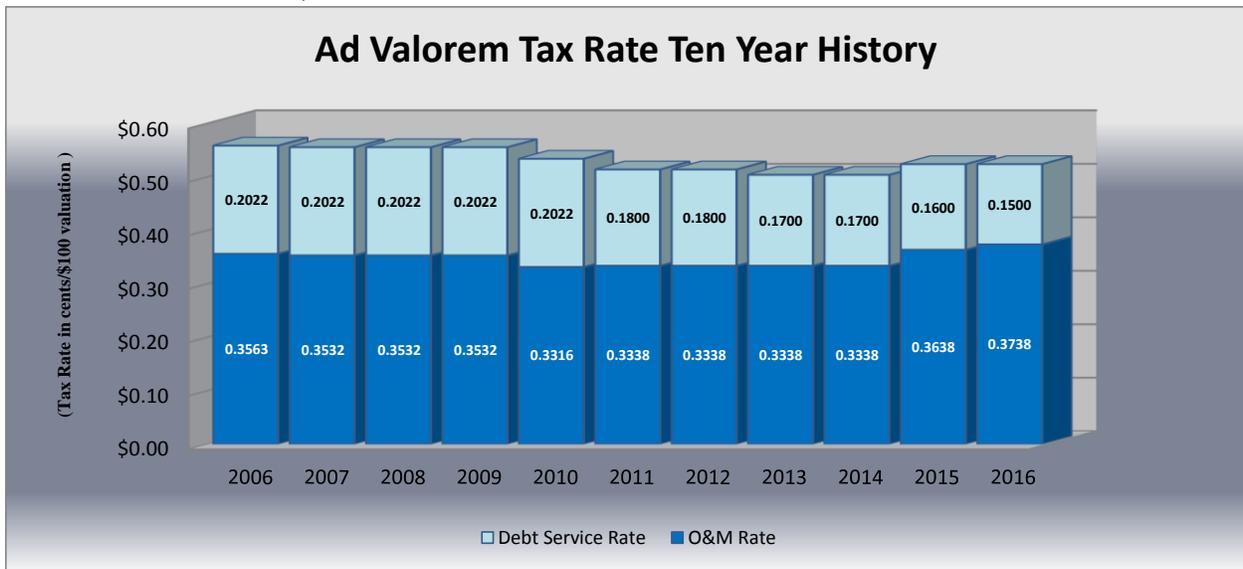
by the Angelina County Appraisal District, are the reason for the increase. The following graph represents a ten-year history of property values for the City of Lufkin.

Taxable Assessed Property Values Ten Year History



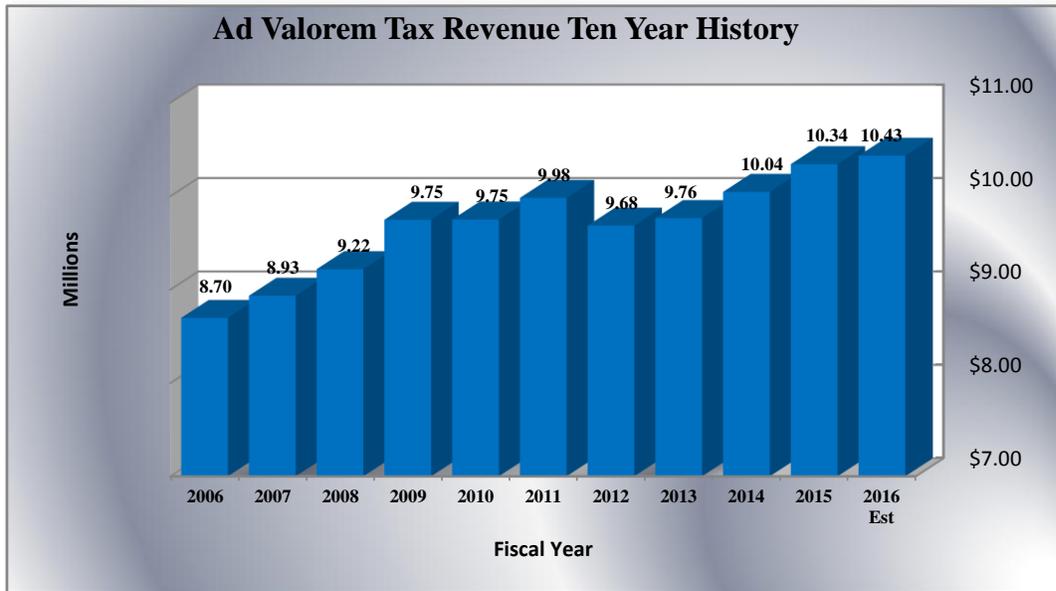
Ad Valorem taxes are divided between general operating and maintenance requirements and general obligation debt service. The City’s tax rate for Fiscal 2016 is \$0.5238 per \$100 of assessed property values. The tax rate for general operations for Fiscal 2016 is \$0.3738; the tax rate for debt service is \$0.1500.

Ad Valorem Tax Rate Ten Year History



Ad Valorem tax revenue for operating and maintenance purposes (excluding delinquent taxes, penalty and interest) is projected to be \$7,443,4777, an increase of 3.52% over Fiscal 2015 original budget of \$7,181,757. Ad Valorem tax revenue for debt service purposes is projected to be \$2,987,405. Total revenue from ad valorem taxes, including penalty and interest, is estimated to be \$10,430,882 as compared to \$10,340,902 for Fiscal 2015. This increase is primarily due to

new taxable and revaluation. Ad Valorem taxes represent approximately 22.71% of all General Fund revenues. The following graph reflects the City’s ad valorem tax revenue history for the most recent 10-year period.



SALES TAXES

Sales Tax is the largest revenue source of the General Fund and makes up 42.90% of all General Fund revenues. Sales tax is estimated to be \$12,649,861 in Fiscal 2016, a slight decrease from the revised estimate for Fiscal 2015 of \$12,745,539 and a 4.94% increase from Fiscal 2014 actual collections of \$12,054,414. The City receives one and one-half cents for each dollar used to purchase goods and services within the City. Several years ago, Texas passed legislation to allow cities the option of increasing the local sales tax from 0.1% to 1.5%. This adoption, in 1987 was approved by voters, and required cities to reduce the property tax rate by an amount equal to the additional sales tax revenue. In 2004, the rate for reduction of property tax relief was modified from 0.005% to 0.00375% and the difference of 0.00125% was allocated for economic development.

City of Lufkin voters approved a portion of this half-cent increase, beginning in December 2004, to be set-aside. One-eighth of every penny collected in sales tax is allocated to an Economic Development program, which is designed to attract new businesses to the area to stimulate local economy. In Fiscal 2016, \$1,149,987 is budgeted for this program.

FRANCHISE FEES

Franchise fees are paid to the City of Lufkin by local utilities (Oncor Electric Delivery, Centerpoint Energy, Consolidated Communications, Sudden-Link Cable, and all taxi cab services) for the right to use city streets, alleys, and rights-of-way. The franchise agreements require the utilities to compensate the City between 2% and 4% of their gross receipts. The City

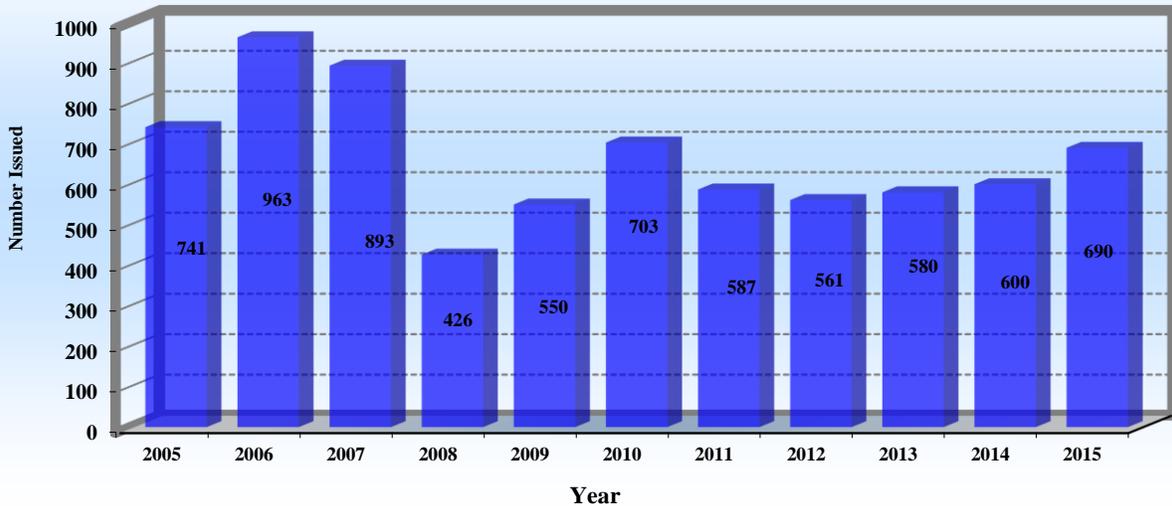
had maintained an Industrial District Agreement which provided an annual payment per year with a paper manufacturer that sold operations during 2010 and did not remit payments to the City through 2012. The City reinstated proceedings to annex the property and surrounding property which border the Industrial Rail Park in Fiscal 2013. Total franchise and agreement fees for Fiscal 2016 are anticipated to be \$2,423,000, which is .59% below the Fiscal 2015 revised estimate. The table below reflects a five-year history of Franchise Fee collections for the City of Lufkin.

Source	Actual Fiscal 2012	Actual Fiscal 2013	Actual Fiscal 2014	Revised Fiscal 2015	Estimated Fiscal 2016
TXU Energy Delivery	\$1,648,836	\$1,560,201	\$1,538,361	\$1,547,385	\$1,548,000
Centerpoint Energy	133,398	144,109	290,366	270,000	270,000
Consolidated Communications	307,539	254,366	277,071	255,000	255,000
Sudden-Link Cable	298,045	362,944	347,673	365,000	350,000
Electric Delivery Case	0	0	16,959	0	0
Total	\$2,387,818	\$2,321,620	\$2,453,471	\$2,437,385	\$2,423,000

FINES AND PERMITS

The City operates a Municipal Court that collects fines for class “C” misdemeanors, traffic violations, parking tickets, warrant fees, and code enforcement violations. The Municipal Court Judge, appointed by Council, assesses the fines. Estimated revenues, including red light fines, for Fiscal 2016 are \$1,170,750, a 2.77% increase from the revised estimate of \$1,139,236 for Fiscal 2015. The increase in revenue over the past four years is attributed the utilization of the Omni System and the Red Light Camera System. The Omni system connects the city to several state databases, which enables the City to collect a higher percentage of fines. The City implemented a Red Light Camera System which began operation in Fiscal 2008. Licenses and Permits include fees charged for business licenses, general construction permits, inspection of electrical, plumbing and mechanical installations, as well as code enforcement and other miscellaneous fees. This revenue makes up approximately .93% of the total General Fund revenues and is estimated to be \$298,120 for Fiscal 2016, an 19% increase over the revised estimate of \$249,810 for Fiscal 2015. Building permits and inspection fees are anticipated to level out, for the next Fiscal year, based on several planned projects and developments. The following graph reflects the number of building permits issued during the past ten years.

**Building Permits Issued
Ten Year History**



CHARGES FOR SERVICE

The City of Lufkin provides emergency medical service (EMS) to Lufkin citizens and parts of Angelina County. A fee is collected from citizens who use this service and the County is charged a contract fee of \$236,147 for EMS services provided in the County. Beginning April 2014 the City of Lufkin began in house billing for EMS ambulance services. The City’s EMS service fees are projected to total \$2,350,000 for Fiscal 2016 same as previous year.

INTEREST INCOME

Interest income consists of interest income from investment of idle cash primarily in pooled funds, money market funds and Certificates of Deposit with a maximum maturity of two years. The interest projection for Fiscal 2016 is projected to be \$50,000. The investment rate for Fiscal 2016 is projected to be 0.65%.

OTHER REVENUES

Miscellaneous revenues include Animal Shelter fees, Park revenues and income from charges for accident reports, records checks, zone changes, city housing rental, salary reimbursement, and grants from federal, state and local agencies for various public safety, recreational and community-oriented programs. These revenues are expected to generate \$453,785 for Fiscal 2016, a decrease of \$149,810 from the Fiscal 2015 revised estimate of \$653,595.

TRANSFERS - INTRA-GOVERNMENTAL REVENUES

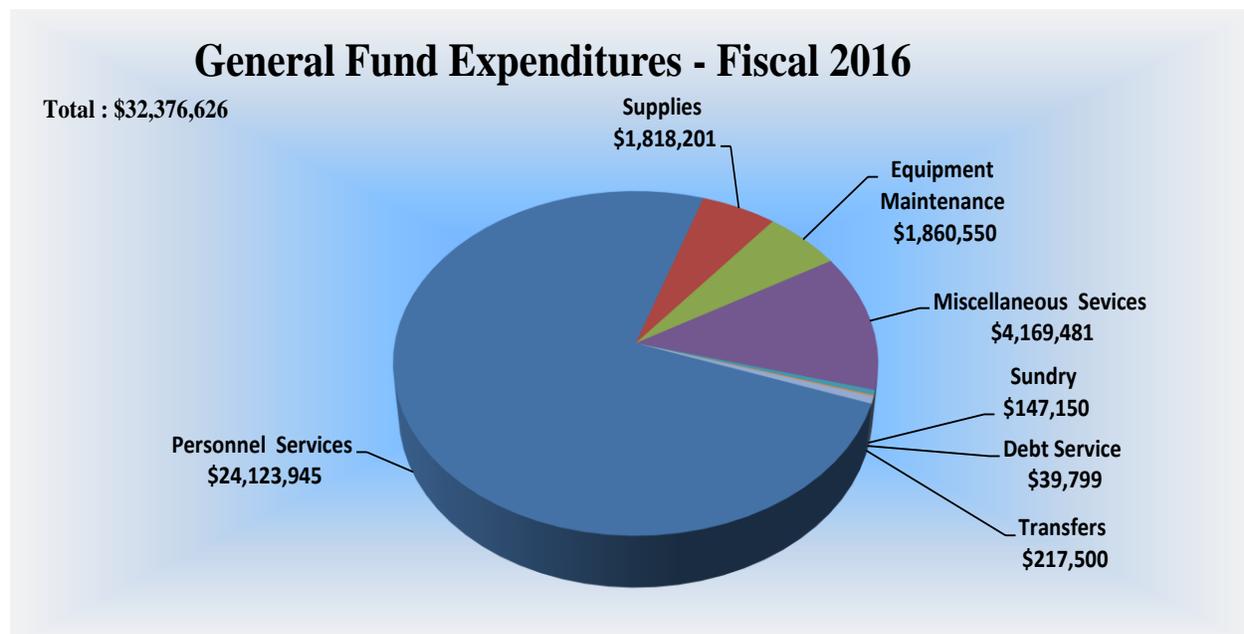
Intra-governmental revenues represent transfers among Funds and General and Administrative charges assessed by the General Fund to other funds in recognition of services rendered such as administration, personnel, accounting, data processing, etc. These revenues are projected to total \$4,139,771 in General and Administrative and \$653,106 in transfers from other funds in Fiscal 2016, totaling \$4,792,877 a increase of 5.13% above the Fiscal 2015 revised estimate of \$4,556,281.

EXPENDITURES

General Fund expenditures for Fiscal 2016 are estimated to be \$32,376,626, which is \$471,610 or 1.48% more than revised totals for Fiscal 2015 of \$31,905,016. The following table provides a comparison of departmental expenditures by organizational classification. Detailed departmental expenditures, excluding transfers, are provided in the detail budget pages.

GENERAL FUND EXPENDITURE COMPARISON BY CATEGORY				
Category	FY 2014 Actual	FY 2015 Revised	FY 2016 Budget	% Change Budget/ Revised
General Government	\$3,477,071	\$3,735,709	\$3,891,148	4.16%
Public Safety	18,163,261	18,199,917	18,210,917	.06%
Public Works	4,465,156	4,701,430	4,925,916	4.77%
Culture and Recreation	3,707,181	3,821,485	3,973,216	3.97%
Community Development	430,904	421,505	425,986	1.06%
Non-Departmental	335,170	706,467	731,943	3.60%
Total	\$30,578,743	\$31,586,513	\$32,159,126	1.81%

Expenditures are separated into major categories for analysis and control. These categories include Personnel Services, Benefits, Materials and Supplies, Equipment and Structure Maintenance, Miscellaneous Services, Sundry Charges, Debt Service, and Capital Outlay. The following chart depicts the General Fund Expenditures by major category for Fiscal 2016.



PERSONNEL SERVICES

This category of expenditures includes salaries and benefits for all employees within the General Fund. Included in Personnel Services are salaries, overtime pay, certificate pay, car allowance, and longevity pay. Benefits include social security payments, retirement, and employee health insurance. Personnel Services remains the General Fund's largest expenditure and accounts for 74.51% of total General Fund expenditures for Fiscal 2016. Total personnel services expenditures are estimated to be \$24,123,945, a 2.75% increase over the revised Fiscal 2015 estimate of \$23,476,767. Fiscal year 2016 includes budgeted salaries and benefits for whole year while Fiscal 2015 revised budget is reduced for the impact of vacancies that occur throughout the year. The addition of one laborer position for Animal Services, a summer part-time position for Main Street was included in the Fiscal 2016 budget. No increases in salaries were implemented at the time of this print; however, a percent salary increase for city employees is contingent on continued stability of the City's sales tax revenue.

SUPPLIES

Supplies are defined as articles or commodities that are consumed or materially altered when used and include office supplies, publications (blueprints, catalogs, magazines, newspapers, etc.), postage, printing, stationary, food supplies, vehicle fuels, minor tools (hand tools, axes, etc.), minor utensils (brooms, cones, glassware, etc.), cleaning supplies, medical supplies and all new equipment, not meeting the City's capitalization policy. Supplies represent 5.61% of all General Fund expenditures and are projected to be \$1,818,201 in Fiscal 2016. This is a 4.21% decrease below the revised estimate for Fiscal 2015 of \$1,898,142.

EQUIPMENT & STRUCTURE MAINTENANCE

All expenditures for the maintenance and repair of equipment and structures fall into this category. Equipment includes furniture, machinery, equipment (backhoes, tub grinders, fuel trailers, playground equipment, lawn mowers, etc.), small instruments (survey equipment, calculators, etc.), motor vehicles, books, meters, computer and copy machines, and telephone equipment. Structure expenditures include materials and commodities purchased in their existing state to be used in the course of maintaining buildings and structures owned by the City, as well as, contracts for maintenance and repairs of these items. Structures include items such as bridges, sanitary sewers, storm sewers, streets, swimming pools, and parking lots. These expenditures are estimated to be \$1,860,550 for Fiscal 2016, a decrease of 6.55% below the Fiscal 2015 revised estimate of \$1,990,901. This category of expenditures is 5.75% of total appropriations in the General Fund.

MISCELLANEOUS SERVICES

Miscellaneous Services include activities performed by persons or entities other than municipal employees or departments. They are typically performed under contract to the City and include items such as communications (messaging, telephones, etc.), insurance, advertising, freight service, electricity, heating fuel, and custodial services. This category of expenditures represents 12.63% of General Fund expenditures and is estimated to be \$4,169,481 for Fiscal 2016. This is a 4.23% increase from the Fiscal 2015 revised estimate of \$4,000,102.

SUNDRY CHARGES

Sundry Charges are those expenditures for which the City of Lufkin has a legal or moral obligation and include items such as contributions, gratuities, damages, witness fees, and other such charges. The City contributes funding to several local non-profit organizations. Several of the larger contributions go to City/County Health Unit, and the Transit System. Total sundry expenditures are estimated to be \$147,150 for Fiscal 2016, an increase of .30% from the revised estimate of \$146,708 for Fiscal 2015.

DEBT SERVICE AND TRANSFERS

Debt Service represents lease purchase payments for capital assets and transfers to other funds supported by General Fund monies. This category costs of \$39,799 remained the same for Fiscal 2016 from revised estimate for Fiscal 2015.

CAPITAL OUTLAY

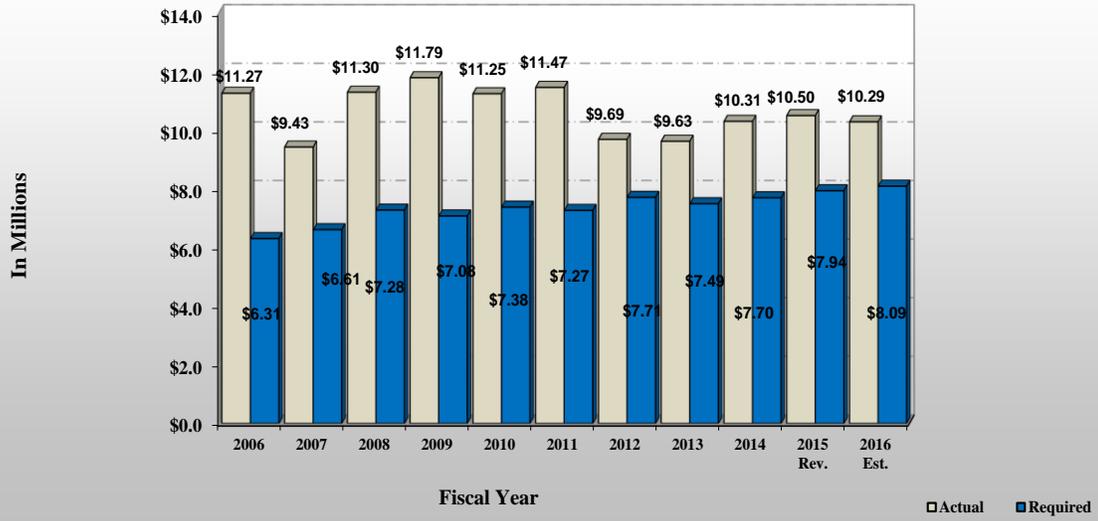
Capital Outlay expenditures include items of a permanent nature, having a life of more than one year and costing in excess of \$5,000. This includes items such as land, equipment, buildings, and structures. This category of costs varies from year to year depending upon departmental needs for new or replacement capital. No capital outlay was budgeted for Fiscal 2016.

FUND BALANCE

The City's Financial Policies require that the General Fund maintain a fund balance that is equivalent of 90 days or 25% of the original annual adopted General Fund Expenditure Budget. However, during the development of the Fiscal 2004-2005 Budget, Council modified the policy to enable the City to reduce the fund balance requirement up to 5% as considered necessary. This balance is reserved for use in emergency situations such as natural disasters, for additional budget appropriations, unanticipated expenditure needs or for other uses so identified by Council as appropriate. More importantly, the fund balance is maintained to reflect the City's Fiscal strength and financial commitment to its citizens, financial institutions and bondholders. The fund balance of the General Fund for Fiscal 2016 is estimated to be \$10,288,911, of which \$8,094,157 is the required reserve and \$212,754 is assigned fund balance. The projected fund balance represents approximately 101 days of expenses or 31.78% of General Fund expenditures. The City has consistently met its fund balance policy for the last ten years and is committed to continuing that trend.

The following graph provides a ten-year history of fund balance for the City's General Fund compared to the fund balance required by Council Financial Policies. The actual fund balances in each Fiscal year exceeded the required fund balances because actual departmental expenditures were less than the amounts budgeted. In each year there were unspent budgeted funds resulting from employee vacancies and uncompleted projects in the various departments. These projects were completed in the subsequent years. Revenues are budgeted conservatively resulting in actual revenues exceeding estimates; contributing to the increase in the difference.

General Fund Balance Actual vs. Required Ten Year History



WATER/WASTEWATER FUND

REVENUES

The City provides water and sewer service to residents within the city limits and provides wholesale water to several adjacent communities. In January 1999, the City assumed ownership and operating responsibility for the Burke Water Supply Corporation, which provides water needs to the Burke community and surrounding area. The City currently pumps water from 24 (twenty-four) ground water wells that have thus far met the needs of the City's water customers.

Additionally, the City owns water rights on Lake Sam Rayburn for up to 28,000 acre-feet of water per day. The City entered into a water storage contract with the United States for 43,000 acre-feet on Sam Rayburn in 1970 and 1976. The 1970 contract grants the City 18,000 acre-feet of storage for present water supply and the 1976 contract grants an additional 25,000 acre-feet of storage for future water demands. In 2003 the City completed a comprehensive water needs assessment and an evaluation of future water demands. During Fiscal 2010, the City acquired Kurth Lake and the Abitibi Water Well Field which tripled its daily production capacity. Therefore, it does not anticipate the need to begin withdrawing water from Lake Rayburn until sometime after 2041.

Water/Wastewater Revenue Comparisons					
Revenue	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Revised	Fiscal 2016 Budget	% Change Revised to Budget
Water Revenues	\$ 8,330,821	\$ 8,968,120	\$ 8,548,120	\$ 8,967,907	4.91%
Wastewater Revenues	6,997,752	7,063,000	7,176,000	7,538,720	5.05%
Water Connections	72,091	60,000	60,000	60,000	0.00%
Sewer Connections	27,406	21,000	21,000	25,000	19.05%
Service Charges	183,448	175,000	161,989	162,000	0.00%
Misc. Revenue	88,098	13,200	48,757	13,200	(72.94%)
Interest Income	6,492	18,000	28,066	15,000	(46.55%)
Intra-Governmental	119,760	119,760	119,760	119,803	0.04%
Total Revenues	\$15,835,868	\$16,438,080	\$16,163,692	\$16,901,630	4.56%

The table above reflects a comparison of Water/Wastewater Fund revenues for Fiscal 2014 actual, Fiscal 2015 (budget and revised), and Fiscal 2016 budget estimate. Fiscal 2016 total revenues are estimated to be \$16,901,930, an increase of 4.56% over Fiscal 2015 revised estimates of \$16,163,692.

Water revenues for Fiscal 2016 are estimated to be \$8,967,907, a slight increase from the Fiscal 2015 revised estimate. Wastewater revenues of \$7,538,720 are estimated to increase from the Fiscal 2015. The City Council approved a 6% increase in both water and sewer rates as proposed in the earlier rate study for Fiscal 2016 to boost the health of fund balances. The rate study provided information for future increases over a period of several years according to anticipated

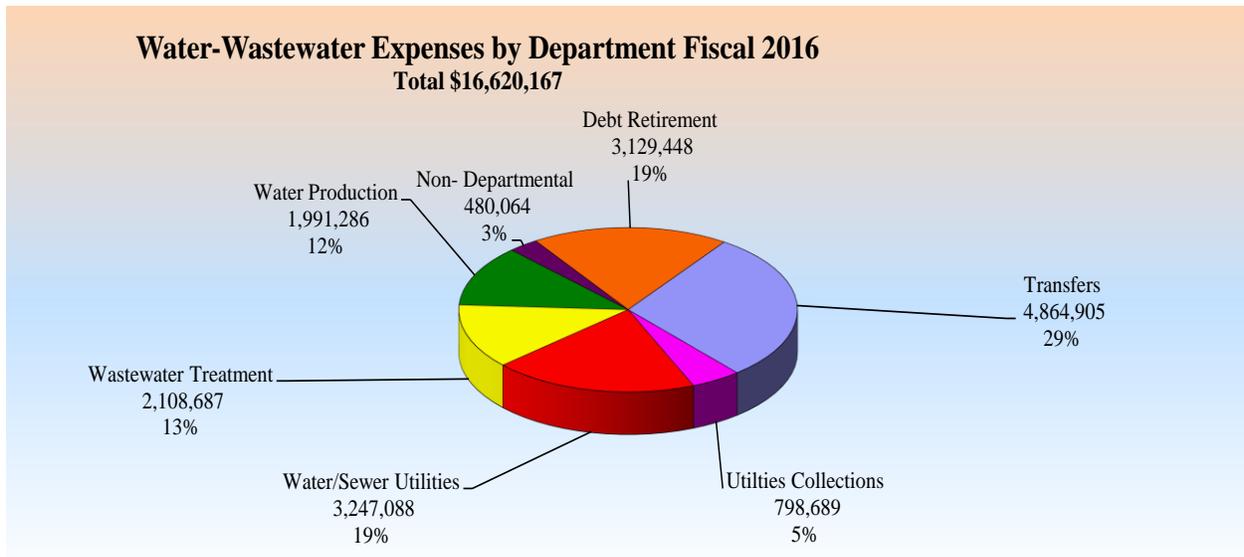
growth and expansion in the City and to cover the cost of the Abitibi Water Well field and Kurth Lake acquisition.

Other revenues include new water and sewer connections, service charges, sewer pre-treatment testing charges, interest income and miscellaneous revenues. These revenue estimates combined equal \$275,200 or 13.95% less than the Fiscal 2015 revised estimates of \$319,812.

An Intra-governmental transfer of \$119,803 is from the Solid Waste Fund. This transfer represents an administrative charge recognizing the collection of sanitation fees for the Solid Waste/Recycling Fund. These revenues are collected through the Utility Collections department.

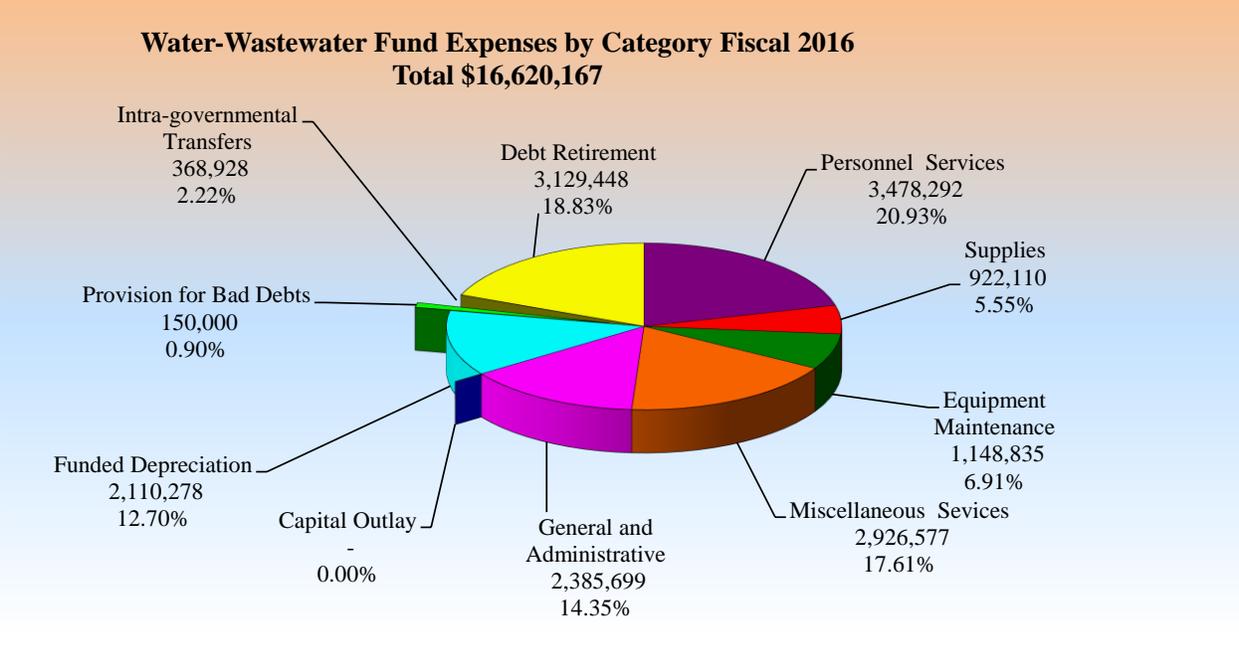
EXPENSES

The Water/Wastewater Fund expenses for Fiscal 2016 are estimated to increase .15% from revised estimates for Fiscal 2015. Total projected expenses are estimated to be \$16,620,167 compared to the revised estimate for Fiscal 2015 of \$16,595,087. The Water/Wastewater Fund consists of five departments: Utility Collections, Water Production, Wastewater Treatment, Water/Sewer Utilities and Non-Departmental. Other expenses include Intra-governmental and Debt Retirement Transfers.



Departmental expenses are divided into major categories to assist managers in analyzing and controlling their departmental costs. As discussed in the General Fund Expenditure section, these categories include Personnel Services, Benefits, Supplies, Equipment and Structure Maintenance, Miscellaneous Services, Sundry Charges, Debt Service, and Capital Outlay.

The following chart provides a breakdown of expenses by category. Total expenses are \$16,620,167.



PERSONNEL SERVICES

Personnel Services include salary and benefit costs for all employees within the Water/Wastewater Fund. Expenses for Fiscal 2016 are estimated to be \$3,478,292 and represent an increase of 9.59% above Fiscal 2015 revised estimates of \$3,173,919. Some vacant positions were filled by contracted services through temporary agencies for 90 days prior to hiring of the individuals. The funds are budgeted for 100% filled positions and then amounts are transferred from salary budgets to contracted services budgets during the year as vacancies occur and invoices are paid to the temp contractors.

SUPPLIES

Supplies are defined as articles or commodities that are consumed or materially altered when used and include office supplies, publications (blueprints, catalogs, magazines, newspapers, etc.), postage, printing, stationary, food supplies, vehicle fuels, minor tools (hand tools, axes, etc.), minor utensils (brooms, cones, glassware, etc.), cleaning supplies, medical supplies and all new equipment, not meeting the city’s capitalization policy. Materials and supplies are estimated to be \$922,110 in Fiscal 2016 compared to \$893,780 for the Fiscal 2015 revised estimate. This is a 3.17% increase.

EQUIPMENT & STRUCTURE MAINTENANCE

Expenses for the maintenance of equipment and structures fall into this category. Total expenses for Fiscal 2016 are estimated to be \$1,148,835, which represents a 6.65 decrease from the revised estimate of \$1,230,755 for Fiscal 2015.

MISCELLANEOUS SERVICES

Miscellaneous Services includes a variety of expenses such as electricity, temporary employees, credit card merchant fees, telephone communications, water / wastewater testing services, custodial services, advertising, and other expenses. Expenses in this category are estimated to be \$2,926,577. The original budget for Fiscal 2015 budget of \$3,022,598 was then revised to \$2,908,028 due to a decrease in non-recurring expenses of \$114,325. The Pineywoods Groundwater Conservation District, which encompasses Angelina and Nacogdoches Counties and includes representatives of both counties, the cities of Lufkin and Nacogdoches and the business community, formed July 2001, to monitor ground water use and conduct usage and recharge studies of the Carrizo-Wilcox Aquifer, from which Lufkin gets all of its water requirements. Fees for these services are derived come from this category.

SUNDRY CHARGES

Sundry Charges include legal and moral obligations of the City and include contributions, gratuities, judgments, bad debts, etc., incurred by the City. No expenses are expected for this category for Fiscal 2016. This is based on several years of past experience of collection of total water and sewer revenues. The City continues to maintain an excellent utility billing collection rate.

CAPITAL OUTLAY

Capital Outlay includes physical assets having a life of more than one year and a value greater than \$5,000. There are no Capital Outlay for this Fund.

INTRA-GOVERNMENTAL CHARGES

Intra-Governmental Charges include Intra-governmental transfers, General and Administrative (G&A) Charges and Funded Depreciation transfers to the Water/Wastewater Renewal/Replacement Fund.

Intra-governmental transfers for Fiscal 2016 are expected to be \$368,928 an increase of \$68,928 from revised Fiscal 2015.

G&A charges represent amounts charged for services provided by certain General Fund departments to departments in the Water/Wastewater Fund and are made to cover the cost of accounting, purchasing, information technology, fleet maintenance, engineering, and human resources assistance. The amount budgeted for Fiscal 2016 is \$2,385,699 and is derived by formula. This amount is based on the budgeted costs of service departments within the General Fund. An allocation table of G&A calculations can be found in the Appendix, on page 336 of this document.

Depreciation transfers to the Water/Wastewater Renewal & Replacement Fund represent cash transfers in an amount equal to actual depreciation expense incurred in the operating fund in the second preceding year. These cash transfers are restricted in use. Approximately three-fourths the amount transferred each year may be used for replacement of capital items. The other one-fourth is retained to provide future funding for major plant replacements. The transfer for Fiscal 2016 is budgeted at \$2,110,278. This is a \$54,193 increase from the \$2,056,085 transfer in Fiscal 2015 revised estimate.

TRANSFERS TO DEBT SERVICE

This category of expenses includes transfers to the Revenue Bond Retirement and Reserve Fund for payment of long term debt issued by the City's Utility System. Transfers of \$3,129,448 will be made in Fiscal 2016. This is a decrease of \$642,347 from the revised estimate of \$3,771,795 and is attributable to continued borrowings relating to the asbestos cement water line replacement project. Standard and Poor's and Moody's Investment Service have rated the City's Revenue Supported bonds AA- and Aa2, respectively. A comprehensive discussion of Utility System debt can be found in the Debt Service Fund section of this document.

WORKING CAPITAL BALANCE

Council Financial Policies require that the City's Enterprise Funds maintain a working capital balance of 45 days of budgeted expenses or \$2,077,521. The working capital balance in the Water/Wastewater Fund is projected to be \$9,744,539 in Fiscal 2016, which is \$281,463 more than the working capital of \$9,463,076 for the Fiscal 2015 revised amount.

SOLID WASTE AND RECYCLING FUND

REVENUES

The City's Solid Waste and Recycling departments provide both residential and commercial solid waste service to the entire city. The Solid Waste and Recycling Fund includes revenues from residential collection service, commercial and roll-off container collection services, garbage bag sales, sale of recycled materials, miscellaneous and interest revenues. Total revenues for Fiscal 2016 are estimated to be \$6,159,700, a 0.72% decrease from Fiscal 2015 revised estimates of \$6,115,418. Collection revenues comprise approximately 72.48% of total revenues in the Solid Waste and Recycling Fund. An explanation of each revenue source and comparison with the Fiscal 2015 revised estimate follows.

SOLID WASTE AND RECYCLING FUND Comparison of Collection Revenues			
Collection Classification	Fiscal 2015 Revised	Fiscal 2016 Budget	% Change Budget To Revised
Residential Collections	\$ 1,940,000	\$ 1,940,000	0.06%
Commercial Collections	2,300,000	2,300,000	0.00%
Commercial Cart Pickups	225,000	225,000	0.00%
Commercial Non-Compacted Pick ups	640,000	640,000	0.00%
Commercial Compacted Roll-Offs	475,000	475,000	0.00%
Commercial Special Pickups	15,000	14,000	(6.67%)
Sanitation Container Revenues	110,000	115,000	4.55%
Sale of Recycled Materials	240,000	305,000	27.08%
Miscellaneous Income	138,359	130,700	5.54%
Interest Income	32,059	15,000	(53.21%)
Total Revenues	\$6,115,418	\$ 6,159,700	0.72%

SANITATION COLLECTION REVENUES

Sanitation collection includes one solid waste and one recycling pickup per week to residential customers in the City. Commercial collection service includes two-, three-, four-, six- and eight-yard containers that are picked up on a predefined commercial route schedule that allows the customer to choose the frequency, size and number of containers he/she requires. In Fiscal 1999, the City purchased new utility billing software that provides greater flexibility in accounting for revenues. As a result of this flexibility, more clearly defined customer and rate classes have been established and revenues for each rate class have been budgeted. The preceding table provides a comparison of Fiscal 2015 revised revenues to Fiscal 2016 projected revenues.

A rate increase of 6 percent is included in solid waste and recycling rates for Fiscal 2016 as approved by Council. The new residential rate is \$14.48 per month plus sales tax of \$1.19. Commercial rates vary with the size, number and frequency of container service selected by the

customer. Collection revenues for Fiscal 2016 are estimated to be \$4,465,000, which is the same as the revised estimate for Fiscal 2015.

RESIDENTIAL COLLECTION REVENUES

Residential revenues of \$1,940,000 are estimated to remain constant for Fiscal 2016 as that of Fiscal 2015 revised.

COMMERCIAL COLLECTION REVENUES

Commercial Collection includes commercial front load containers, 90 gallon can pickups, roll off containers (both compacted and non-compacted), special pickups that include customer requests outside their regular route pickup, requested pickups outside the city limits and recycling pickups. Total commercial collection revenues for Fiscal 2016 are anticipated to be \$2,300,000, no change from Fiscal 2015 revised estimate.

SANITATION CONTAINER REVENUES

The Solid Waste Department previously purchased two-, three-, four-, six- and eight-yard commercial containers in bulk quantities for resale to its commercial customers at slightly above the City's cost. The dumpsters are City of Lufkin property and are rented to commercial customers for a monthly fee. Revenue from the rental of these containers is recorded in this account. Sanitation container program revenue estimates for Fiscal 2016 are projected to be \$225,000 with no change from the 2015 revised revenue.

SALE OF RECYCLED MATERIALS

Recycled materials include paper products, aluminum and metal cans, plastics and compost. Sales of these materials fluctuate with market demand and thus can fluctuate widely from year to year. The revised revenues for 2015 were estimated at \$240,000. Revenue estimates for Fiscal 2016 are projected at \$305,000 due primarily to stable demand and market price for paper products.

INTEREST INCOME

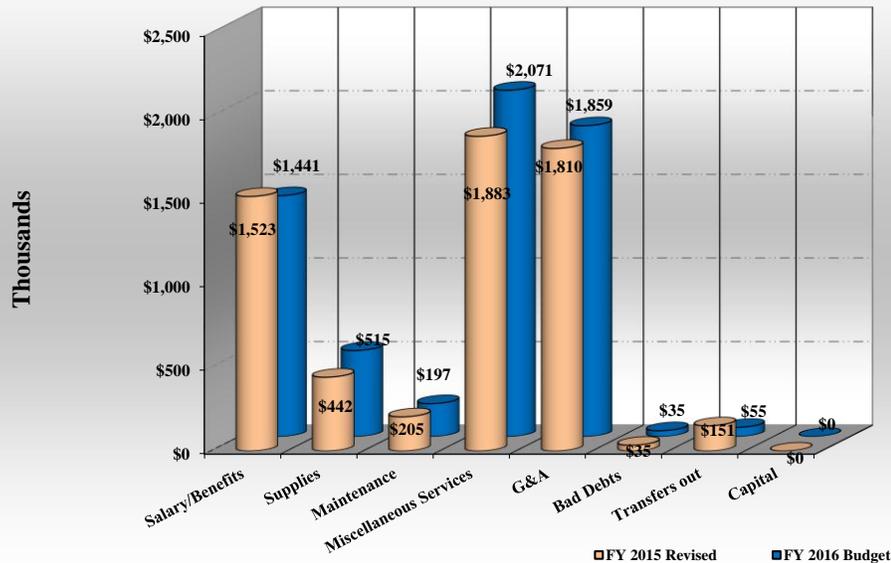
Interest Income is earned from the investment of idle funds. Interest income for Fiscal 2016 is estimated to be \$15,000 no change from Fiscal 2015. The total *amount* budgeted is estimated to remain constant because interest income is calculated on a budget or cash basis. Lower rates of return in the marketplace necessitated a change in investment instruments moving from those with quarterly interest payments to Certificates of Deposit which pay interest at maturity; in some instances this may be two years later.

EXPENSES

The Solid Waste and Recycling Fund include two operating departments: Solid Waste and Recycling. These departments are responsible for the pickup and disposal of disposable and recyclable materials within the City of Lufkin. These departments are located at the Southpark Business Park on FM 819 between Loop 287 and US 59 South.

Expenses for the Fund are projected to increase 2.05% from Fiscal 2015 revised estimates of \$6,048,913 to the Fiscal 2016 budget estimate, \$6,172,672. The following graph reflects a comparison of Fiscal 2015 revised and Fiscal 2016 budget estimates by expenditure category.

**Solid Waste-Recycling Fund
Comparison by Expense Category**



The following narrative provides an explanation of expenses.

PERSONNEL SERVICES

Personnel Services include salary and benefit costs for all employees within the Solid Waste/Recycling Fund. Expenses for Fiscal 2016 are estimated to be \$1,440,643 and represent an decrease of 5.41% from Fiscal 2015 revised estimates of \$1,522,968.

SUPPLIES

In Fiscal 2016, expenses for materials and supplies are estimated to be \$514,840 an increase of 16.47% above the revised estimate of \$422,025 for Fiscal 2015. This increase reflects increases for motor vehicle fuel, general supplies, uniform expense, books and equipment purchases.

EQUIPMENT & STRUCTURE MAINTENANCE

The Solid Waste and Recycling Fund runs a fleet of automated garbage trucks equipped with sophisticated hydraulics and mobile data terminals that require both routine and non-routine maintenance of a technical nature. A decrease of 3.90% is anticipated in this expense category. The Fiscal 2016 estimate is \$197,000 compared to the revised estimate for Fiscal 2015 of \$204,999.

MISCELLANEOUS SERVICES

The major expenditure in miscellaneous services is county landfill charges the City pays for use of the Angelina County Landfill. Prior to Fiscal year 2013, these charges were based on cubic yards of refuse dumped at the landfill site. In Fiscal 2012 a five year inter-local agreement was instituted between the City and the County with the rate set at \$22.00 per ton to be adjusted annually based on 75% of the Consumer Price Index at Houston, Texas on June 1st of each succeeding year. Miscellaneous Services expenses for Fiscal 2016 are estimated to be

\$2,071,314, representing an increase of 10.01% above the Fiscal 2015 revised estimate of \$1,882,780.

CAPITAL OUTLAY

No capital outlay was estimated for Fiscal 2016.

INTRA-GOVERNMENTAL CHARGES

Intra-Governmental Charges include General and Administrative (G&A) charges, and transfers to the General Obligation Debt Service Fund. Total charges for Fiscal 2016 are projected to be, \$1,948,875, a slight decrease below the revised estimate of \$1,996,141 from Fiscal 2015.

General and Administrative charges represent charges for service by certain General Fund departments to departments in the Solid Waste & Recycling Fund and are made to cover the cost of accounting, purchasing, data processing, engineering, and human resources assistance. This expenditure is derived by formula and is \$1,858,875 for Fiscal 2016, an increase of 2.70% above the revised 2015 amount. An allocation table of G&A calculations can be found in the Appendix on page 337.

WORKING CAPITAL BALANCE

City Financial Policies require that the City's Enterprise Funds maintain a working capital balance of 45 days of budgeted expenses. The working capital balance in the Solid Waste & Recycling Fund is projected to be \$5,282,939 in Fiscal 2016, which exceeds the required working capital balance of \$771,584 by \$4,511,355.

OTHER FUNDS

There are eight other funds for which the City Council appropriates Fiscal expenditures. They are the Hotel/Motel Tax Fund, the Special Recreation Fund, the Pines Theater Special Events Fund, the Ellen Trout Zoo Building Fund, the Court Security/Technology Fund, Main Street/Community Development Improvement Fund, The Animal Control Kurth Grant and the Animal Attic Gift Funds.

The Hotel/Motel Tax Fund is used to provide funding for the operation and maintenance of the Pitsner Garrison Convention Center. Space in the Convention Center is leased to various organizations for business conferences, concerts, organizational meetings and school graduations. Operation of the Museum of East Texas, Texas Forestry Museum, Lufkin Visitor and Convention Bureau, and the Angelina County Exposition Center are partially funded by revenues from the Hotel/Motel Tax Fund, i.e. hotel/motel taxes.

The Special Recreation Fund was established to account for the revenues and operating and maintenance expenses of the baseball, softball, basketball, gymnastics and other athletic leagues. Approximately 5,000 adults and children participate in the various programs offered by the recreation staff. Revenues generated by these recreation and sports programs are retained by the fund to pay operating and maintenance expenses and to upgrade facilities.

The Pines Theater Special Events Fund is used to account for a series of events hosted by the Lufkin Convention and Visitor Bureau and scheduled to be held at the newly renovated historic Pines Theater downtown. The events are designed to increase cultural awareness and promote tourism in the area.

The Ellen Trout Zoo Building Fund is used to account for donations to the Zoo and for revenues generated from admissions receipts. These funds are used to make physical improvements to the Zoo and to acquire animals for display.

The Court Security/Technology Fund was developed as a Municipal Court fund. The Security revenues generated are used to finance items for the purpose of providing security services for the building housing the Municipal Court. The Technology revenues are to be used exclusively for the purchase and maintenance of computer systems including network, hard, software, imaging systems, electronic kiosks, electronic ticket writers and document management systems for the Municipal Court.

Main Street/Community Development Fund was created to promote downtown Lufkin. Main Street Lufkin produces several annual events throughout the year which attract thousands, among these are the Annual Downtown Hoedown Festival, Downtown Halloween Trick or Treat and the festive Main Street Lufkin Lighted Christmas Parade.

The Animal Control Kurth Grant Fund is used to account for contributions received from the Kurth Foundation for the financing and benefit of the Kurth Memorial Animal Shelter and Animal Services.

The Animal Control Animal Attic Gift Shop Fund was developed to account for donations to the Kurth Memorial Animal Shelter and the use of such donations in support of the animals in the shelter.

HOTEL/MOTEL TAX FUND

REVENUES

The Hotel/Motel Tax Fund collects revenues from several sources such as hotel/motel occupancy tax, fees from use of the Convention Center, and services offered to patrons by the Convention Center such as equipment usage, security and concessions. Total estimated revenue for Fiscal 2016 is projected to be \$1,128,970, a 7.60% increase from the Fiscal 2015 revised estimate of \$1,049,251. This increase is due to an approved rental rate increase and new fees for additional service. The last rental rate increase was implemented in 2009 and in 2012 a minor rate adjustment was made with the addition to the newly renovated Convention Center. Rental revenue is expected to increase by \$37,825 and additional service fees by \$52,445.

HOTEL/MOTEL OCCUPANCY TAX

The City charges a 7% room rental occupancy tax to hotels and motels within the City of Lufkin and its extraterritorial jurisdiction. The City divides this revenue among four different organizations as depicted in chart on page 76. The hotel/motel occupancy tax revenue is projected to be \$825,000 in Fiscal 2016, no change from Fiscal 2015.

RENTAL AND USE FEES

Fees received from rental of the Convention Center facilities are projected to be \$150,000 for Fiscal 2016. This represents a slight increase above the revised estimates of \$149,500 for Fiscal 2015. For Fiscal 2016 an increase is foreseen due to a stable rental and use fee activities.

ALCOHOLIC BEVERAGE SALES

In FY 2011 the Convention Center obtained a liquor permit and began serving alcoholic beverages at events in efforts to better control consumption on the premises. Sales are projected to be \$35,000 for Fiscal 2016, an increase above the revised Fiscal 2015 sales projection of \$32,000. The increase use of the Convention Center for events has created an increase in alcohol sales as well.

OTHER REVENUES AND FEES

Other revenues and fees include security fees, concessions, equipment replacement charges, and miscellaneous revenue. For a fee, the Convention Center offers security services and provides refreshment concessions to those renters requesting the service. In the event Convention Center equipment is broken or destroyed during use by renters, they are required to pay an equipment replacement fee. These revenues and fees, taken together, are estimated to total \$117,770 as compared to the revised budget \$41,551 in Fiscal 2015. This increase is mainly attributable to new fees for additional services such as audio video, equipment usage, crew set-up/breakdown, and beverage service.

INTEREST INCOME

Interest income is earned from investment of idle cash invested in pools and CD's. The investment rate for Fiscal 2016 is estimated to be 0.50%, providing revenues of \$1,200.

EXPENDITURES

PERSONNEL SERVICES

Personnel Services which includes salaries and benefits for Fiscal 2016 are projected to be \$336,056. This is an increase 11.25% from revised Fiscal 2015 due to a laborer position changed to a crew leader.

SUPPLIES

Materials and supplies expenditures are anticipated to be \$41,870 in Fiscal 2016, a decrease of 2.05% below the Fiscal 2015 revised estimate of \$42,745. Completion of the expansion project of the Convention Center and the renovation of the Pines Theater in Fiscal 2015 has deterred expenditures in this category.

EQUIPMENT & STRUCTURE MAINTENANCE

The Convention Center maintains sound equipment, heating and air conditioning equipment, and stage equipment. Fiscal 2016 expenditures are projected to be \$22,000 compared to the revised Fiscal 2015 estimate of \$22,700. Expenditures in this category are expected to remain constant.

MISCELLANEOUS SERVICES

Miscellaneous services include items such as electricity, heating fuel, building insurance, custodial services and other contract services. The Fiscal 2016 estimate of \$205,322 is a minimal decrease from the Fiscal 2015 revised estimate of \$205,575 largely due nominal changes in electricity costs, temp employees and other miscellaneous expenses associated with the expanded facilities.

SUNDRY CHARGES

Council allocates a portion of the hotel/motel tax to several local agencies in support of economic development, tourism and community enhancement. These agencies include the Angelina County Exposition Center – 14.3% of actual hotel/motel tax receipts, the Museum of East Texas – 7% of hotel/motel tax receipts capped at budget amount, the Texas Forestry Museum - 5% hotel/motel taxes capped at budget amount, and the newly formed Lufkin Visitor and Convention Bureau – 42% of actual hotel/motel tax receipts. The chart on the subsequent page reflects the Fiscal 2014 actual; Fiscal 2015 original and revised; and Fiscal 2016 budget amounts for these activities.

CAPITAL OUTLAY

There are no capital expenditures scheduled for Fiscal 2016.

TRANSFERS

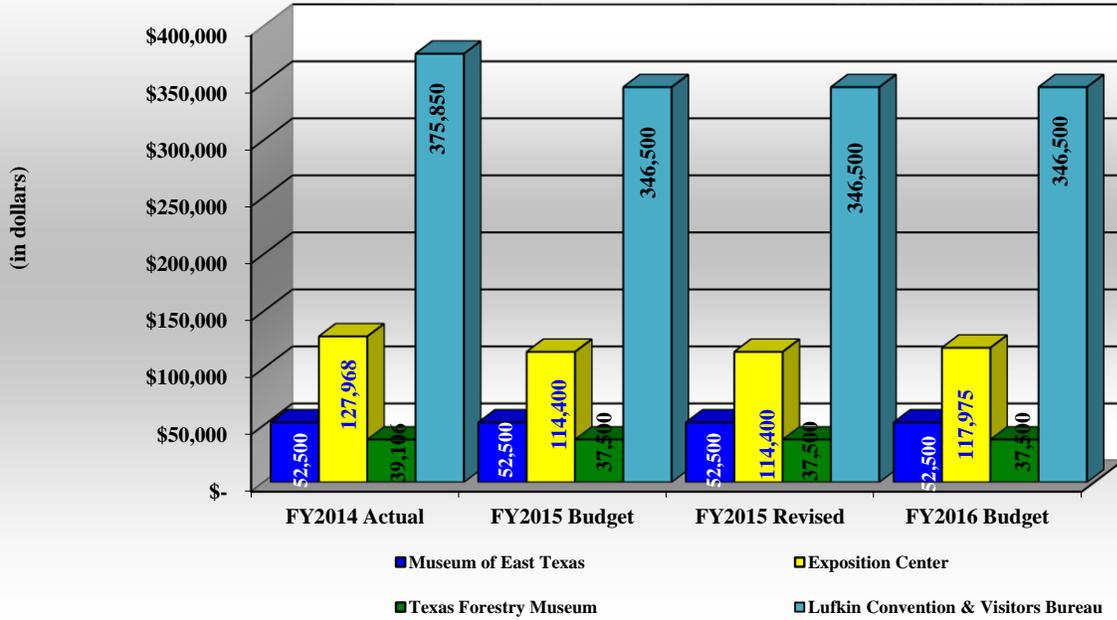
A transfer of \$5,000 to the General Fund for the Arts Alliance contribution is budgeted for Fiscal 2016 which is the same as Fiscal 2014 and Fiscal 2015.

FUND BALANCE

The fund balance for the Convention Center Fund is estimated to be a negative \$179,615 for Fiscal 2016. City Financial Policies require a fund balance equal to 12.5% of expenditures, or \$145,590. Due to the cost related to the expansion project of the Convention Center and the

addition of the Pines Theater, an exception was made for the projected fund balance below the reserve.

Convention Center Agency Contributions



SPECIAL RECREATION FUND

REVENUES

The Special Recreation Fund generates revenues from user charges and fees charged to participants in City sponsored league play such as baseball, softball, volleyball, basketball, gymnastics leagues and concession revenues. Total revenue is projected to be \$409,922 in Fiscal 2016, which is a 1.48% decrease from Fiscal 2015 revised estimate of \$498,280.

BASEBALL

The Parks and Recreation Department manages various baseball teams with scheduled games throughout the year. Also, baseball tournaments are held in the City's parks enhancing the baseball programs. The revenues for Fiscal 2016 are projected to be \$98,010, a slight decrease of \$8,010 from the revised estimate of \$90,000 for Fiscal 2015.

SOFTBALL

Softball leagues have grown in popularity during the past decade. This growth has resulted in increased revenues. In Fiscal 2015, the revised revenue estimate is \$148,500. The Fiscal 2016 revenue estimate is projected at \$145,800. The Fiscal 2016 estimated revenue is 1.82% less than the Fiscal 2015 revised revenue.

VOLLEYBALL

Volleyball has decreased in popularity and generates very little or no revenue. For Fiscal 2016, revenue is projected at \$4,205, an increase from the Fiscal 2015 revised estimate of \$3,340.

BASKETBALL

Basketball remains a steady income generator for the Special Recreation Fund. Estimated revenue for Fiscal 2016 of \$23,025 is a decrease of 2.75% from the Fiscal 2015 revised revenue estimate of \$23,625.

GYMNASTICS

Gymnastics, taught at the Recreation Center, is projected to generate revenues of \$29,082 for Fiscal 2016. This estimate is a slight decrease from the Fiscal 2015 revised estimate of \$33,265.

SPECIAL EVENTS

Revenues from special events are anticipated to be \$2,900 for Fiscal 2016. Special events are expected to decrease from the Fiscal 2015 revised estimate of \$4,000 due to reduced programs and/or events in this category.

CONCESSION REVENUES

Concession operations were also assumed with the baseball program to help defray costs associated with the operation of the program. The Fiscal 2016 revenues are projected to be \$160,000 which is the same from the revised Fiscal 2015 estimate of \$160,000.

OTHER REVENUES

The Special Recreation Fund also generates revenues from recreation classes, other miscellaneous sources, as well as investment of idle funds. These revenues are projected to be \$27,600 for Fiscal 2016 down by \$7,500 from the Fiscal year 2015 revised estimate of \$35,100.

INTEREST INCOME

Interest income for Fiscal 2016 is estimated to be \$300, a decrease from the Fiscal 2015 revised estimate of \$400.

EXPENDITURES

PERSONNEL SERVICES

Personnel Services include salary and benefit costs for all employees within the Recreation Fund. Employees in this category are mainly part-time concession workers. Expenses for Fiscal 2016 are estimated to be \$47,975. This category of expenditures is expected to remain the same as Fiscal 2015 revised estimate.

SUPPLIES

All equipment, used in sports and recreation leagues, is purchased from this expenditure category, and is projected to be \$132,540 in Fiscal 2016. This is a decrease of 4.26% from the Fiscal 2015 revised estimate of \$138,435.

EQUIPMENT & STRUCTURE MAINTENANCE

Expenditures in this category are projected to increase from \$15,700 in Fiscal 2015 to \$19,200 in Fiscal 2016. This represents an increase of 22.29%, which is primarily due to increase in expenditures for ball park field repairs and maintenance.

MISCELLANEOUS SERVICES

Miscellaneous Services expenditures are estimated to decrease by 13.89% in Fiscal 2016 to \$232,300, compared with the revised estimate of \$203,966 for Fiscal 2015. These expenditures fluctuate from year to year depending on program participation, which is projected to increase.

SUNDRY CHARGES

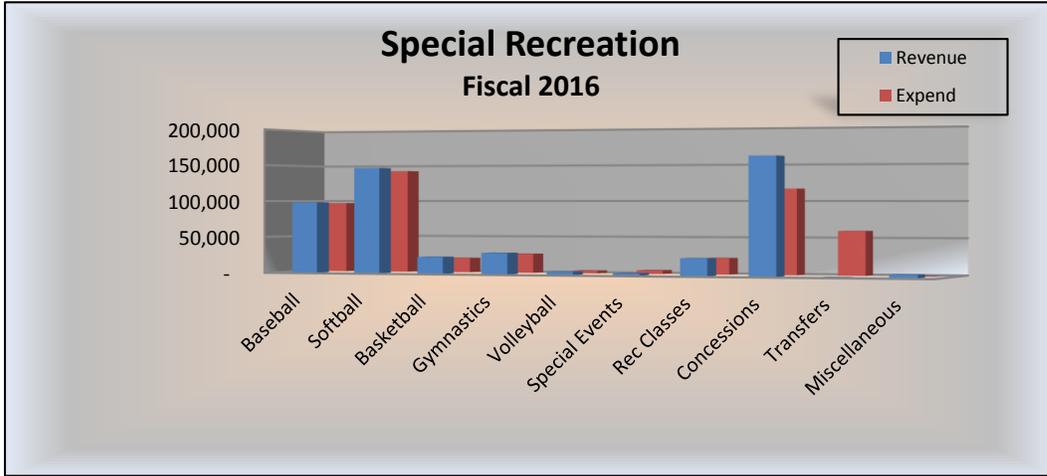
There are no expenditures anticipated in this category.

CAPITAL OUTLAY

There are no Capital Outlay budgeted in 2016.

INTRA-GOVERNMENTAL TRANSFERS

Transfers to the General Fund totaling \$59,769 are budgeted to reimburse General Fund for projected salary costs of part-time softball league supervisor, athletic coordinator and grounds maintenance positions.



FUND BALANCE

City Financial Policies require a fund balance in the Recreation Fund of 12.5% of expenditures, which for Fiscal 2016 is \$61,473. The fund balance estimate for Fiscal 2016 is \$126,027, which is \$64,554 above the required balance.

PINES THEATER SPECIAL EVENTS FUND

REVENUES

The Pines Theater Special Events Fund collects revenues from several sources. Total estimated revenue for Fiscal 2016 is projected to be \$184,100. Several events intending to entice tourists to the beautiful East Texas area are scheduled throughout the coming fiscal year.

ADMISSION/TICKET SALES

Admissions and ticket sales for the special events are projected to generate \$105,300, 57.00% of the total budgeted revenue for Fiscal 2015.

CONCESSIONS

Concession sales for the special events held at the Pines Theater are projected to yield \$21,500.

USE FEES

Use fees for the special events held at the Pines Theater are projected to yield \$29,000.

OTHER REVENUES

Other revenues generated from private contributions, souvenir sales, and playbill ads are projected to yield the remaining \$28,300 or 15% of the total projected revenue.

EXPENDITURES

PERSONNEL SERVICES

No personnel salaries or benefits are charged to this fund.

SUPPLIES

Supplies for Fiscal 2016 are projected to be \$23,515 of which food supplies accounts for 19.09% and concession supplies accounts for 49.43%.

MISCELLANEOUS SERVICES

Miscellaneous Services expenditures are estimated to be \$151,140 for Fiscal 2016 of which \$100,000 is budgeted for entertainers and \$40,000 is for advertising, tickets, temps for events and \$11,140 for various miscellaneous expenses.

SUNDRY CHARGES

There are no expenditures anticipated in this category.

CAPITAL OUTLAY

There are no expenditures anticipated in this category.

FUND BALANCE

This fund is intended to operate primarily on a breakeven basis. The fund balance is projected to be \$12,529 at the end of Fiscal 2016.

ELLEN TROUT ZOO BUILDING FUND

REVENUES

The Ellen Trout Zoo Building Fund is used to record transactions associated with new construction, renovation, upgrades and expansion to the Ellen Trout Zoo facilities. Revenues are generated from admission fees, sales of animals, safari classes, animal adoptions, concessions, miscellaneous revenue, interest income and donations. Revenues for Fiscal 2016 total \$313,505 of which approximately 88.53% is generated from admission fees. Donations vary from year to year, but are usually less than \$1,000 per year.

ADMISSION FEES

Admission fees were increased beginning October 1, 2015 for Fiscal 2016. New fees are \$7 for adults and \$3.50 for children between the ages of 4 and 11. (Children under 4 are admitted free.) Revenues from admission fees are expected to increase for Fiscal 2016. Revenues budgeted for Fiscal 2016 are \$277,550 as compared to \$215,200 for revised Fiscal 2015.

DONATIONS

Individuals and organizations such as "Friends of the Zoo" make donations. Donors are given free passes to the Ellen Trout Zoo and to other zoos around the country. Projected revenue for Fiscal 2015 of \$890 was revised to \$850. Fiscal 2016 expected revenue was increased to \$825.00 which reflects a decrease in donations seen in FY 2015.

SAFARI CLASSES

The Zoo holds educational safari classes that provide the student an inside look at the care and handling of the animals and operation of the Zoo. The fees charged for these classes are applied to the cost of providing them. Fees were projected to be \$23,200 in Fiscal 2015 as well as Fiscal 2016.

ANIMAL ADOPTION DONATIONS

Zoo patrons make animal adoption donations to help support their favorite animal at the Zoo. The funds are used to purchase food and supplies for the animal, and a plaque is erected with the donor's name. These donations vary year to year ranging from \$645 to \$5,455 and are conservatively estimated for Fiscal 2016 to be \$2,000.

MISCELLANEOUS REVENUES

These revenues include sale of animals, concessions and other miscellaneous items that the Zoo Building Fund receives. Total combined miscellaneous revenues for Fiscal 2016 are estimated to be \$4,930.

INTEREST INCOME

Interest income is anticipated to be \$5,000 for Fiscal 2016 which is \$3,100 less than the Fiscal year 2015 revised estimate of \$8,100. This is based on an investment rate of 0.50%.

EXPENDITURES

PERSONNEL SERVICES

No personnel salaries or benefits are charged to this fund.

SUPPLIES

Supplies include plant and landscape materials and educational supplies used in various Zoo educational programs. Expenditures are expected to be \$50,900 in Fiscal 2016, reflecting a decrease of \$42,100 from the revised Fiscal 2015 budget of \$93,000.

EQUIPMENT & STRUCTURE MAINTENANCE

Expenditures in this category are projected at \$136,200 for Fiscal 2016 of which \$41,000 is budgeted for general repairs and \$95,200 to repair various structures and exhibits .

MISCELLANEOUS SERVICES

Miscellaneous services are projected to be \$28,900 for Fiscal 2016. This is a 29.60% increase above the Fiscal 2015 revision of \$22,300. The increase is due to a tree removal and increased special events expenditures expected for Fiscal 2016.

SUNDRY CHARGES

There are no expenditures budgeted in this category.

INTRA-GOVERNMENTAL TRANSFERS

A transfer to the General Fund of \$28,599 is budgeted for projected payroll costs of part-time cashier position.

CAPITAL OUTLAY

There are no expenditures budgeted in this category.

FUND BALANCE

City Financial Policies require the Zoo Building Fund to maintain a fund balance of zero or greater because this fund serves as a construction fund for zoo expansion projects and depends heavily on contributions for its income. However, excess funds are retained from year to year and applied to various projects or used as grant matches. The Fund has maintained fund balances in previous years and is anticipated to have a fund balance of \$1,191,971 at Fiscal 2016 year-end. This is an increase of \$68,906 above the estimated Fiscal 2015 ending fund balance of \$1,123,065.

COURT SECURITY/TECHNOLOGY FUND

REVENUES

The Court Security/Technology Fund revenues are generated through the Municipal Court. By Ordinance an assessment of \$7.00 is included in the cost of each fine. \$3.00 of each assessment is to be used for security and \$4.00 is to be used for technology purposes in the Municipal Court. Fiscal year 2016 revenues are estimated at \$43,000 which is a slight increase from the Fiscal year 2016 revised revenue estimate of \$42,525.

EXPENDITURES

PERSONNEL SERVICES

No personnel salaries or benefits are charged to this fund.

SUPPLIES

Court Security supplies are anticipated to be \$4,405 in Fiscal 2016, an increase of \$390 from Fiscal year 2015 revised estimate of \$4,795.

EQUIPMENT & STRUCTURE MAINTENANCE

Expenditures in this category are expected to be \$29,990 in Fiscal 2016, a decrease \$950 above the Fiscal 2015 revised estimate of \$30,940.

MISCELLANEOUS SERVICES

Anticipated costs of miscellaneous services are \$1,970 for Fiscal 2016 which is an increase of 30.46% below the Fiscal 2015 revised estimate of \$1,510.

SUNDRY CHARGES

There are no expenditures budgeted in this category.

CAPITAL OUTLAY

There are no expenditures budgeted in this category in Fiscal 2016.

INTRA-GOVERNMENTAL TRANSFERS

There are no expenditures budgeted in this category in Fiscal 2016. The revised Fiscal 2015 is \$2,500.

FUND BALANCE

City Financial Policies requires the Court Security/Technology Fund to maintain a fund balance of zero or greater. However, excess funds are retained from year to year and applied to various security, and technology equipment purchases. The Fiscal 2015 ending fund balance was estimated at a negative \$28,990 with an anticipated negative fund balance of \$34,280 for Fiscal 2016.

MAIN STREET/COMM DEV DWNTN FUND

REVENUES

The revenues for this fund are strictly contributions received from the City's Hoedown Booth rentals and memberships. Current Year revenues are estimated to be \$13,110.

EXPENDITURES

SUPPLIES

Expenditures in this category are expected to be \$6,200 in Fiscal 2016.

MISCELLANEOUS SERVICES

Expenditures in the fund are for event costs. Fiscal year 2016 expenditures are expected to be \$13,300.

ANIMAL CONTROL KURTH GRANT FUND

REVENUES

The revenues for this fund are strictly contributions received as a grant through the Kurth Foundation in support of the Kurth Memorial Animal Shelter and interest earnings on those funds. Current Year revenues are estimated to be \$226,200.

EXPENDITURES

EQUIPMENT & STRUCTURE MAINTENANCE

Expenditures in this category are expected to be \$50,000 in Fiscal 2016 to replace facility cabinetry in laundry room.

INTRA-GOVERNMENTAL TRANSFERS

Expenditures in the fund are for the non-salaried operations of the Kurth Memorial Animal Shelter. Fiscal year 2016 expenditures include a transfer to the General Fund to subsidize the costs of supplies needed for shelter operations and the spay/neuter program. The transfer to the General Fund is budgeted at \$191,520 for Fiscal 2016.

ANIMAL ATTIC GIFT FUND

REVENUES

Animal Attic Gift Fund revenues are donations received from individuals for the support of animals at the shelter. Current year revenues are expected to be approximately \$100, which is comprised of interest income.

EXPENDITURES

There are no estimated expenditures for Fiscal 2016.

COMPONENT UNITS

There are two component units for which the City appropriates Fiscal expenditures. *These governmental fund types are budgeted on a modified accrual basis wherein obligations of the Component units are budgeted as expenditures but revenues are recognized and recorded when they are available and become measurable.*

The Economic Development Fund is a Component Unit and was established to account for the sales tax portion allocated to economic development within the City. Revenues to the fund are derived from 1/8th of each cent of sales tax collections in the City.

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

ECONOMIC DEVELOPMENT FUND – COMPONENT UNIT (Discretely Presented)

REVENUES

Revenues for the Economic Development Fund are derived from the City's Sales Tax Revenues and interest income. 1/8 of each cent of the City's Sales Tax Revenues is dedicated to the Economic Development Fund. Revenues for Fiscal 2016 are anticipated to be \$1,477,987. This is a decrease below the Fiscal 2015 revised estimate of \$1,158,685 due to a slight decrease in expected sales tax revenue.

EXPENDITURES

PERSONNEL SERVICES

Salaries and benefits for the Economic Development Fund are anticipated to be \$178,880 in Fiscal 2016, increase by 1.2% from the Fiscal 2015 revised estimate of \$176,642.

SUPPLIES

Expenditures for supplies are anticipated to be \$10,825 in Fiscal 2016 slightly increasing from the \$9,845 revised estimate for Fiscal 2015.

EQUIPMENT & STRUCTURE MAINTENANCE

There are no expenditures budgeted in this category.

MISCELLANEOUS SERVICES

Anticipated costs of miscellaneous services are \$195,010 for Fiscal 2016, above the Fiscal 2015 revised estimate of \$176,426 by 10.53%.

SUNDRY CHARGES

Sundry charges include incentives paid by the Economic Development Fund. The Fiscal 2016 estimate is \$732,700 as compared to \$108,830 for Fiscal 2015.

CAPITAL OUTLAY

There are no expenditures budgeted in this category.

DEBT SERVICE

Note interest payments to Banc Corp South for IMC and Angelina Manufacturing projects in Fiscal 2106 are \$185,478.

NON-DEPARTMENTAL

General and administrative expenses are transferred to the General Fund to reimburse for services provided by other departments such as accounting, purchasing, data processing and human resources assistance within the City. General and administrative fees for Fiscal year 2016

are \$13,700. An allocation table of G&A calculations can be found in the Appendix on page 338.

FUND BALANCE

Council Financial Policies requires the Economic Development Fund to maintain a fund balance of zero or greater. However, excess funds are retained from year to year and are applied to the fund balance for future expansion projects to boost the economy and development of business within the City of Lufkin. The anticipated fund balance at Fiscal 2016 year-end is \$9,302,457.

LUFKIN CONVENTION AND VISITOR BUREAU – COMPONENT UNIT (Discretely Presented)

REVENUES

Revenues for the Lufkin Convention and Visitor Bureau (LCVB) are derived from the City's Hotel/Motel Tax. Forty-two percent (\$346,500) of the hotel/motel occupancy tax collected and recorded in the Hotel/Motel Tax Fund is allocated to the Lufkin Convention and Visitor Bureau. Total revenues for Fiscal 2016 are anticipated to be \$383,690, which includes estimated interest earnings of \$500 and revenues from various events of \$36,690.

EXPENDITURES

PERSONNEL SERVICES

Salaries and benefits for the LCVB are anticipated to be \$148,519 in Fiscal 2016, increasing by 1.42% over the Fiscal 2015 revised estimate of \$146,443.

SUPPLIES

Expenditures for supplies are anticipated to increase to \$8,910 in Fiscal 2016 from the revised estimate of \$10,451 for Fiscal 2015.

EQUIPMENT & STRUCTURE MAINTENANCE

There are no expenditures budgeted in this category.

MISCELLANEOUS SERVICES

Anticipated costs of miscellaneous services are \$348,835 for Fiscal 2016, above the Fiscal 2015 revised estimate of \$299,102 by 16.63%.

SUNDRY CHARGES

Anticipated costs for sundry charges for Fiscal year 2013 are \$1,330, which is \$500 more than the revised estimate for Fiscal 2015 of \$1,830.

CAPITAL OUTLAY

There are no expenditures budgeted in this category.

NON-DEPARTMENTAL

A contingency of \$100,000 was set aside for necessities as approved by the Lufkin Convention and Visitor Bureau Board. General and administrative expenses are transferred to the General Fund to reimburse for services provided by other departments such as accounting, purchasing, data processing and human resources assistance within the City. General and administrative fees for Fiscal year 2016 are \$1,330. An allocation table of G&A calculations can be found in the Appendix on page 339.

FUND BALANCE

The Council has not adopted any fund balance policies for the LCVB. Expenditures are budgeted based on revenue projections. The fund balance for LCVB is projected to be a minus \$9,951 at the end of Fiscal year 2016.

BUDGET OVERVIEW

The total operating budget for Fiscal Year 2016 is \$64,084,063 for the following annual adopted funds:

General Fund	\$32,163,872
Water WasteWater	\$13,772,182
Solid Waste	\$6,104,700
Other Funds	\$10,182,153
Component Units	\$1,861,156

Supplemental Projects for Fiscal Year 2016:

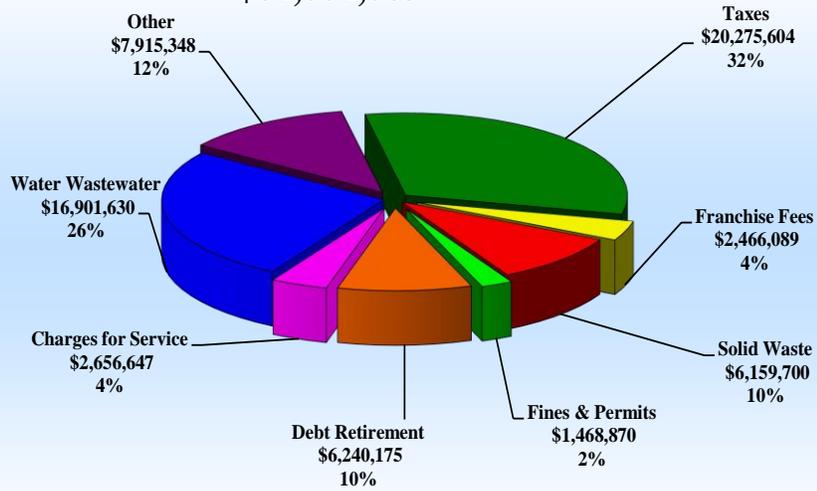
General Fund	\$364,000
Convention Center	\$75,500
Pines Theatre	\$10,000
Solid Waste	\$44,000

Water/Wastewater Depreciation Fund Projects for Fiscal Year 2016: \$1,073,911

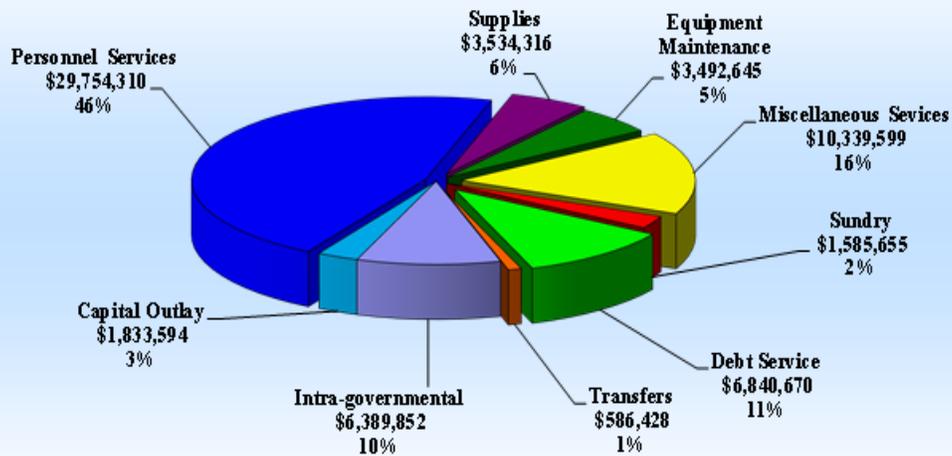
**CITY OF LUFKIN, TEXAS
TOTAL OPERATING BUDGET RESOURCES
FISCAL 2016**

	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
GENERAL FUND					
Full Time	341	341	344	346	347
Part Time	22	22	20	18	20
Total	363	363	364	364	367
WATER-WASTEWATER FUND					
Full Time	71	71	71	71	71
Part Time	2	2	2	2	2
Total	73	73	73	73	73
SOLID WASTE-RECYCLING FUND					
Full Time	33	33	34	34	34
Part Time	0	0	0	0	0
Total	33	33	34	34	34
CONVENTION CENTER FUND					
Full Time	7	7	8	8	8
Part Time	0	0	0	0	0
Total	7	7	8	8	8
COURT SECURITY-TECHNOLOGY FUND					
Full Time	0	0	0	0	0
Part Time	0	0	0	0	0
Total	0	0	0	0	0
SPECIAL RECREATION FUND					
Full Time	0	0	0	0	0
Part Time	25	25	25	25	25
Total	0	0	0	0	0
ECONOMIC DEVELOPMENT FUND					
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2
LUFKIN CONVENTION & VISITOR BUREAU					
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2
CITY WIDE TOTAL					
Full Time	456	456	461	463	464
Part Time	49	49	47	45	47
Total	505	505	508	508	511

Combined Budget Resources \$64,084,063



Combined Budget Expenditures \$64,357,069



CITY OF LUFKIN
COMBINED FUNDS SUMMARY
Fiscal Year 2016 Operating Budget

	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Beginning Balances				
General Fund	\$ 9,627,690	\$ 9,761,527	\$ 10,305,115	\$ 10,501,665
Water/Wastewater Fund	10,851,117	6,207,365	9,894,471	9,463,076
Solid Waste Disposal Fund	5,846,418	4,931,662	5,229,406	5,295,911
Hotel/Motel Tax Fund	(15,813)	(19,251)	(64,114)	(143,862)
Special Recreation Fund	67,917	87,245	94,454	126,889
Pines Theater Special Events Fund	-	-	27,014	6,654
Ellen Trout Zoo Fund	1,792,859	1,810,859	1,864,413	1,123,065
Court Security/Technology Fund	859	2,489	(6,216)	(3,436)
Main Street/Dwntwn Improvement	3,852	2,490	1,810	18,822
Animal Control-Kurth Grant Fund	282,679	344,777	400,880	285,691
Animals Attic Gift Shop Fund	31,791	31,876	41,908	49,770
General Obligation Debt				
Service Fund	2,279,503	2,190,175	1,990,866	2,116,173
Equipment Acquisition & Repl Fund	1,871,745	793,318	819,616	986,566
Sub-Total Operating Funds	<u>\$ 32,640,617</u>	<u>\$ 26,144,532</u>	<u>\$ 30,599,623</u>	<u>\$ 29,826,984</u>
Economic Development Fund	9,627,408	9,065,718	9,213,408	9,127,884
Lufkin Convention & Visitor Bureau	212,365	110,867	202,962	113,953
Total Beginning Balances	<u>\$ 42,480,390</u>	<u>\$ 35,321,117</u>	<u>\$ 40,015,993</u>	<u>\$ 39,068,821</u>
Revenues and Transfers In				
General Fund	\$ 31,473,668	\$ 31,106,838	\$ 32,101,566	\$ 32,163,872
Water/Wastewater Fund	15,835,868	16,438,080	16,163,692	16,901,630
Solid Waste Disposal Fund	6,298,906	6,069,950	6,115,418	6,159,700
Hotel/Motel Tax Fund	1,145,960	1,036,700	1,049,251	1,128,970
Special Recreation Fund	464,434	501,110	498,280	490,922
Pines Theater Special Events Fund	-	-	155,965	184,100
Ellen Trout Zoo Fund	277,577	250,240	272,050	313,505
Court Security/Technology Fund	44,009	54,525	42,525	43,000
Main Street/Dwntwn Improvement	1,315	1,300	34,660	13,110
Animal Control-Kurth Grant Fund	313,327	226,200	201,200	226,200
Animals Attic Gift Shop Fund	11,554	75	7,862	100
General Obligation Debt				
Service Fund	12,254,186	6,718,323	7,058,128	6,240,175
Equipment Acquisition & Repl Fund	1,534,134	1,425,649	1,425,649	1,826,959
Sub-Total Operating Funds	<u>\$ 69,654,938</u>	<u>\$ 63,828,990</u>	<u>\$ 65,126,246</u>	<u>\$ 65,692,243</u>
Economic Development Fund	1,276,605	1,549,453	1,524,805	1,477,466
Lufkin Convention & Visitor Bureau	404,086	373,800	368,817	383,690
Total Revenues & Transfers In	<u>\$ 71,335,629</u>	<u>\$ 65,752,243</u>	<u>\$ 67,019,868</u>	<u>\$ 67,553,399</u>
Less: Interfund Transfers in	<u>3,170,373</u>	<u>3,988,579</u>	<u>4,138,863</u>	<u>3,469,336</u>
Net Budget Revenue	<u>\$ 68,165,256</u>	<u>\$ 61,763,664</u>	<u>\$ 62,881,005</u>	<u>\$ 64,084,063</u>
Total Funds Available	<u>\$110,645,646</u>	<u>\$ 97,084,781</u>	<u>\$102,896,998</u>	<u>\$103,152,884</u>

CITY OF LUFKIN
COMBINED FUNDS SUMMARY
Fiscal Year 2016 Operating Budget

	<u>FY2014</u> <u>Actual</u>	<u>FY2015</u> <u>Budget</u>	<u>FY2015</u> <u>Adjusted</u>	<u>FY2016</u> <u>Budget</u>
Appropriations and Transfers Out				
General Fund	\$ 30,796,243	\$ 31,760,163	\$ 31,905,016	\$ 32,376,626
Water/Wastewater Fund	16,792,514	16,486,263	16,595,087	16,620,167
Solid Waste Disposal Fund	6,915,918	6,180,853	6,048,913	6,172,672
Hotel/Motel Tax Fund	1,194,261	1,128,412	1,128,999	1,164,723
Special Recreation Fund	437,897	481,406	465,845	491,784
Pines Theater Special Events Fund	139,139	173,125	176,325	178,225
Ellen Trout Zoo Fund	206,086	233,044	1,013,398	244,599
Court Security/Technology Fund	51,084	56,460	39,745	36,365
Main Street/Dwntwn Improvement	3,357	3,000	17,648	19,500
Animal Control-Kurth Grant Fund	195,126	320,000	316,389	241,520
Animals Attic Gift Shop Fund	1,437	-	-	12,000
General Obligation Debt				
Service Fund	12,542,823	6,932,821	6,932,821	6,624,143
Equipment Acquisition & Repl Fund	2,586,263	953,699	1,258,699	1,833,594
Sub-Total Operating Funds	<u>\$ 71,862,148</u>	<u>\$ 64,709,246</u>	<u>\$ 65,898,885</u>	<u>\$ 66,015,918</u>
Economic Development Fund	1,690,605	1,455,803	1,610,329	1,302,893
Lufkin Convention & Visitor Bureau	413,489	473,800	457,826	507,594
Total Appropriations & Transfers Out	73,966,242	66,638,849	67,967,040	67,826,405
Less: Interfund Transfers Out	<u>3,170,373</u>	<u>3,988,579</u>	<u>4,138,863</u>	<u>3,469,336</u>
Net Budget Appropriations	<u>\$ 70,795,869</u>	<u>\$ 62,650,270</u>	<u>\$ 63,828,177</u>	<u>\$ 64,357,069</u>
Ending Balances				
General Fund	10,305,115	9,108,202	10,501,665	10,288,911
Water/Wastewater Fund	9,894,471	6,159,182	9,463,076	9,744,539
Solid Waste Disposal Fund	5,229,406	4,820,759	5,295,911	5,282,939
Hotel/Motel Tax Fund	(64,114)	(110,963)	(143,862)	(179,615)
Special Recreation Fund	94,454	106,949	126,889	126,027
Pines Theater Special Events Fund	(139,139)	(173,125)	6,654	12,529
Ellen Trout Zoo Fund	1,864,350	1,828,055	1,123,065	1,191,971
Court Security/Technology Fund	(6,216)	554	(3,436)	3,199
Main Street/Dwntwn Improvement	1,810	790	18,822	12,432
Animal Control-Kurth Grant Fund	400,880	250,977	285,691	270,371
Animals Attic Gift Shop Fund	41,908	31,951	49,770	37,870
General Obligation Debt				
Service Fund	1,990,866	1,975,677	2,116,173	1,732,205
Equipment Acquisition & Repl Fund	819,616	1,265,268	986,566	979,931
Sub-Total Operating Funds	<u>\$ 30,433,407</u>	<u>\$ 25,264,276</u>	<u>\$ 29,826,984</u>	<u>\$ 29,503,309</u>
Economic Development Fund	9,213,408	9,159,368	9,127,884	9,302,457
Lufkin Convention & Visitor Bureau	202,962	10,867	113,953	(9,951)
Total Ending Balances	<u>39,849,777</u>	<u>34,434,511</u>	<u>39,068,821</u>	<u>38,795,815</u>
Total Funds Applied	<u>\$110,645,646</u>	<u>\$ 97,084,781</u>	<u>\$102,896,998</u>	<u>\$103,152,884</u>

CITY OF LUFKIN
SUMMARY OF MAJOR REVENUES AND EXPENDITURES
Fiscal Year 2016 Operating Budget

	General Fund	Water/ Wastewater Fund	Solid Waste Disposal Fund	Hotel / Motel Fund	Special Recreation Fund	Pines Theater Special Events Fund	Ellen Trout Zoo Fund	Court Security Technology Fund
Estimated Revenues								
Sales taxes	\$ 12,649,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ad valorem taxes	7,542,243	-	-	-	-	-	-	-
Other Taxes	83,500	-	-	825,000	-	-	-	-
Franchise taxes	2,466,089	-	-	-	-	-	-	-
Water/ Wastewater revenue	-	16,766,827	-	-	-	-	-	-
Solid Waste revenue	-	-	6,144,700	-	-	-	-	-
Licenses & permits	298,120	-	-	-	-	-	-	-
Charges for service	2,656,647	-	-	93,770	486,622	146,950	300,750	-
Use Fees	-	-	-	150,000	-	29,000	-	-
Fines & forfeitures	1,170,750	-	-	-	-	-	-	43,000
Miscellaneous revenue	453,785	-	-	59,000	4,000	8,000	7,755	-
Interest Revenue	50,000	15,000	15,000	1,200	300	150	5,000	-
Inter-governmental revenue	-	-	-	-	-	-	-	-
Sub-Total	<u>\$ 27,370,995</u>	<u>\$ 16,781,827</u>	<u>\$ 6,159,700</u>	<u>\$ 1,128,970</u>	<u>\$ 490,922</u>	<u>\$ 184,100</u>	<u>\$ 313,505</u>	<u>\$ 43,000</u>
Other Financing Source								
Transfers	653,106	-	-	-	-	-	-	-
General & Administrative	4,139,771	119,803	-	-	-	-	-	-
Total Financing Sources	<u>4,792,877</u>	<u>119,803</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Estimated Available Resources	<u>32,163,872</u>	<u>16,901,630</u>	<u>6,159,700</u>	<u>1,128,970</u>	<u>490,922</u>	<u>184,100</u>	<u>313,505</u>	<u>43,000</u>
Estimated Expenditures								
Personnel services	24,123,945	3,478,292	1,440,643	336,056	47,975	-	-	-
Supplies	1,818,201	922,110	514,840	41,870	132,540	23,515	50,900	4,405
Equipment maintenance	1,860,550	1,148,835	197,000	22,000	19,200	3,570	136,200	29,990
Miscellaneous services	4,169,481	2,926,577	2,071,314	205,322	232,300	151,140	28,900	1,970
Sundry charges	147,150	150,000	-	554,475	-	-	-	-
Debt service	39,799	3,129,448	55,000	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Operating Expenditures	<u>32,159,126</u>	<u>11,755,262</u>	<u>4,278,797</u>	<u>1,159,723</u>	<u>432,015</u>	<u>178,225</u>	<u>216,000</u>	<u>36,365</u>
Other Financing Use								
Transfers	217,500	368,928	-	5,000	59,769	-	28,599	-
Intra-governmental	-	4,495,977	1,893,875	-	-	-	-	-
Total Other Financing Uses	<u>217,500</u>	<u>4,864,905</u>	<u>1,893,875</u>	<u>5,000</u>	<u>59,769</u>	<u>-</u>	<u>28,599</u>	<u>-</u>
Estimated Change in Fund Balance	<u>(212,754)</u>	<u>281,463</u>	<u>(12,972)</u>	<u>(35,753)</u>	<u>(862)</u>	<u>5,875</u>	<u>68,906</u>	<u>6,635</u>
Estimated Fund Balance - Beginning	10,501,665	9,463,076	5,295,911	(143,862)	126,889	6,654	1,123,065	(3,436)
Estimated Fund Balance - Ending	<u>10,288,911</u>	<u>9,744,539</u>	<u>5,282,939</u>	<u>(179,615)</u>	<u>126,027</u>	<u>12,529</u>	<u>1,191,971</u>	<u>3,199</u>

MainStreet Comm Dev.Dwntwn Fund	Animal Control Fund	Animal's Attic Gift Shop Fund	Debt Service Fund	Equipment Acq & Repl Fund	Economic Development Fund	Lufkin CVB Fund	Total Budgeted Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,149,987	\$ -	\$ 13,799,848
-	-	-	3,047,727	-	-	-	10,589,970
-	-	-	-	-	-	-	908,500
-	-	-	-	-	-	-	2,466,089
-	-	-	-	-	-	-	16,766,827
-	-	-	-	-	-	-	6,144,700
-	-	-	-	-	-	-	298,120
-	-	-	-	-	-	-	3,684,739
7,500	-	-	-	-	-	-	186,500
-	-	-	-	-	-	-	1,213,750
5,600	225,000	-	-	125,000	318,479	36,690	1,243,309
10	1,200	100	8,000	2,500	9,000	500	107,960
-	-	-	-	-	-	-	-
<u>\$ 13,110</u>	<u>\$ 226,200</u>	<u>\$ 100</u>	<u>\$ 3,055,727</u>	<u>\$ 127,500</u>	<u>\$ 1,477,466</u>	<u>\$ 37,190</u>	<u>\$ 57,410,312</u>
-	-	-	3,184,448	-	-	-	3,837,554
-	-	-	-	1,699,459	-	346,500	6,305,533
-	-	-	3,184,448	1,699,459	-	346,500	10,143,087
13,110	226,200	100	6,240,175	1,826,959	1,477,466	383,690	67,553,399
-	-	-	-	-	178,880	148,519	29,754,310
6,200	-	-	-	-	10,825	8,910	3,534,316
13,300	50,000	12,000	-	-	-	-	3,492,645
-	-	-	8,750	-	195,010	348,835	10,339,599
-	-	-	-	-	732,700	1,330	1,585,655
-	-	-	6,615,393	-	185,478	-	10,025,118
-	-	-	-	1,833,594	-	-	1,833,594
19,500	50,000	12,000	6,624,143	1,833,594	1,302,893	507,594	60,565,237
-	191,520	-	-	-	-	-	871,316
-	-	-	-	-	-	-	6,389,852
-	191,520	-	-	-	-	-	7,261,168
(6,390)	(15,320)	(11,900)	(383,968)	(6,635)	174,573	(123,904)	(273,006)
18,822	285,691	49,770	2,116,173	986,566	9,127,884	113,953	39,068,821
12,432	270,371	37,870	1,732,205	979,931	9,302,457	(9,951)	38,795,815

CITY OF LUFKIN
GENERAL FUND SUMMARY
Fiscal Year 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 9,627,690	\$ 9,761,527	\$ 10,305,115	\$ 10,501,665
Revenues				
Taxes	19,092,961	19,506,384	20,126,256	20,275,604
Franchise taxes	2,488,846	2,470,000	2,480,474	2,466,089
Licenses & permits	318,565	300,570	249,810	298,120
Charges for service	2,308,989	2,435,600	2,641,865	2,656,647
Fines & forfeitures	1,192,035	1,300,750	1,139,236	1,170,750
Miscellaneous revenue	873,415	551,310	653,595	503,785
Inter-governmental revenue	222,915	-	254,049	-
Sub-Total	26,497,726	26,564,614	27,545,285	27,370,995
Intra-governmental revenue	4,975,942	4,542,224	4,556,281	4,792,877
Total Revenues & Transfers	31,473,668	31,106,838	32,101,566	32,163,872
Total Funds Available	\$ 41,101,358	\$ 40,868,365	\$ 42,406,681	\$ 42,665,537
Expenditures				
Personnel services	\$ 22,826,167	\$ 23,604,489	\$ 23,476,767	\$ 24,123,945
Supplies	1,750,128	1,890,340	1,898,142	1,818,201
Equipment maintenance	1,404,383	1,852,389	1,990,901	1,860,550
Miscellaneous services	4,051,717	4,013,798	4,000,102	4,169,481
Sundry charges	150,513	144,147	146,708	147,150
Debt service	186,915	30,000	39,799	39,799
Transfers out	217,500	225,000	318,503	217,500
Capital outlay	208,920	-	34,094	0
Total Operating Expenditures	30,796,243	31,760,163	31,905,016	32,376,626
Excess(deficiency) of revenues over expenditures	677,425	(653,325)	196,550	(212,754)
Fund balance ending	10,305,115	9,108,202	10,501,665	10,288,911
Total Funds Applied	\$ 41,101,358	\$ 40,868,365	\$ 42,406,681	\$ 42,665,537
General government	\$ 3,477,071	\$ 3,810,318	\$ 3,735,709	\$ 3,891,148
Public safety	18,163,261	18,149,621	18,199,917	18,210,917
Public works	4,465,156	4,889,391	4,701,430	4,925,916
Culture and recreation	3,707,181	3,967,853	3,821,485	3,973,216
Community development	430,904	425,747	421,505	425,986
Non departmental	335,170	292,233	706,467	731,943
Transfers	217,500	225,000	318,503	217,500
Total Departmental Expenditures	30,796,243	31,760,163	31,905,016	32,376,626
Excess(deficiency) of revenues over expenditures	677,425	(653,325)	196,550	(212,754)
Fund balance ending	10,305,115	9,108,202	10,501,665	10,288,911
Total Funds Applied	\$ 41,101,358	\$ 40,868,365	\$ 42,406,681	\$ 42,665,537
Fund balance requirements	7,699,061	7,940,041	7,940,041	8,094,157
Amount over Policy	\$ 2,606,054	\$ 1,168,161	\$ 2,561,624	\$ 2,194,755

**CITY OF LUFKIN
GENERAL FUND
REVENUE BY SOURCE
Fiscal Year 2016 Operating Budget**

SOURCE OF REVENUE	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Taxes				
Ad Valorem - current year	\$ 6,506,774	\$ 7,064,217	\$ 7,064,217	\$ 7,307,243
Ad Valorem - prior year	294,251	130,000	130,000	130,000
Penalty & interest	142,809	105,000	105,000	105,000
Sales taxes	13,150,266	13,228,000	13,904,224	13,799,848
Economic development trf	(1,095,852)	(1,102,333)	(1,158,685)	(1,149,987)
Mixed beverage taxes	93,521	80,000	80,000	82,000
Taxicab tax	1,192	1,500	1,500	1,500
Total Taxes	19,092,961	19,506,384	20,126,256	20,275,604
Franchise Taxes				
Electric franchise taxes	1,538,361	\$ 1,540,000	1,547,385	\$ 1,548,000
Gas franchise taxes	290,366	270,000	270,000	270,000
Communications franchise taxes	277,071	255,000	255,000	255,000
Cable franchise taxes	347,673	365,000	365,000	350,000
Other	35,375	40,000	43,089	43,089
Total Franchise Taxes	2,488,846	2,470,000	2,480,474	2,466,089
Licenses & Permits				
Building permits & inspect. fees	200,755	\$ 190,000	134,108	\$ 180,000
Plumbing permits & inspect. fees	15,504	13,000	11,400	14,000
Heat/Vent permits & inspect. fees	14,996	16,000	12,370	16,000
Electrical permits & inspect. fees	20,741	19,000	16,757	20,000
Other permits	62,916	59,050	71,255	63,700
Other licenses	3,653	3,520	3,920	4,420
Total Licenses & Permits	318,565	300,570	249,810	298,120
Charges for Service				
EMS ambulance fees	2,005,528	2,130,000	2,350,000	2,350,000
County EMS/ambulance fees	236,147	230,400	236,147	236,147
Miscellaneous charges-EMS	22,653	30,500	13,018	28,000
Miscellaneous charges-Other	44,661	44,700	42,700	42,500
Total Charges for Services	2,308,989	2,435,600	2,641,865	2,656,647
Fines & Forfeitures				
Court fines	954,320	1,015,000	857,086	888,500
Parking meter fines	551	250	150	250
Red light fines	237,164	285,500	282,000	282,000
Total Fines & Forfeitures	1,192,035	1,300,750	1,139,236	1,170,750
Miscellaneous Revenues				
Parks	23,018	26,000	26,000	26,000
Library	25,968	32,000	26,500	27,000
Zoo	104,481	103,400	103,400	103,675
Animal shelter fees	103,499	94,150	88,373	86,550
Sale of Property	54,139	40,000	141,000	-
Salvage & auction	14,377	-	-	-

**CITY OF LUFKIN
GENERAL FUND
REVENUE BY SOURCE
Fiscal Year 2016 Operating Budget**

SOURCE OF REVENUE	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Miscellaneous Revenues-continued				
Zone changes	2,100	2,000	2,000	2,300
Rent on city property	26,818	25,260	25,260	25,260
Salary reimbursement	8,923	10,000	10,951	10,000
Miscellaneous	136,567	73,500	75,111	73,000
Prior Year Refunds	317,701	100,000	105,000	100,000
Interest income	55,824	45,000	50,000	50,000
Total Miscellaneous Revenues	873,415	551,310	653,595	503,785
Inter-Governmental Grant Revenue				
Federal/State Grant Rev.	1,099	-	-	-
TLL Temple Foundation	-	-	181,156	-
DETRAC	14,332	-	14,689	-
Georgia Pacific Contrib	-	-	8,000	-
Justice Assistance Grant	13,751	-	-	-
Local donations	23,778	-	7,000	-
Cannabis Removal Grant	10,000	-	19,000	-
Kurth Foundation	133,683	-	-	-
TCLEOSE Grant - Police	5,347	-	6,305	-
Bulletproof Vest Partnership Grant	8,250	-	-	-
TCLEOSE Grant - Fire	908	-	-	-
ICAC Atty General Grant	11,767	-	17,899	-
Total Inter-Governmental Revenue	222,915	-	254,049	-
Intra-Governmental Revenues				
Transfers	1,121,658	527,658	541,715	653,106
General & administrative	3,854,284	4,014,566	4,014,566	4,139,771
Total Intra-Governmental Revenues	4,975,942	4,542,224	4,556,281	4,792,877
TOTAL REVENUE SOURCES	\$ 31,473,668	\$ 31,106,838	\$ 32,101,566	\$ 32,163,872

**CITY OF LUFKIN
GENERAL FUND
EXPENDITURES BY DEPARTMENT
Fiscal Year 2016 Operating Budget**

Department	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
General government	\$ 339,399	\$ 358,261	\$ 356,306	\$ 357,107
City Administration	477,074	557,595	397,189	501,978
Finance	673,922	744,356	746,075	759,938
Legal	255,782	286,528	291,613	290,942
Tax	177,620	177,683	189,649	189,650
Human resources	369,874	394,291	396,200	403,672
Building Services	258,996	297,371	317,478	311,177
Information technology	924,404	994,233	1,041,199	1,076,684
Police	8,703,718	8,719,297	8,764,495	8,849,887
Municipal court	466,786	518,773	485,916	495,493
Fire	7,748,304	7,615,301	7,675,979	7,563,753
Inspection services	530,526	548,636	546,795	543,460
Emergency Management	41,112	47,100	47,100	49,550
Animal control	672,815	700,514	679,632	708,774
Parks	1,601,884	1,751,857	1,665,635	1,730,902
Zoo	1,510,619	1,571,411	1,525,219	1,602,130
Library	594,678	644,585	630,631	640,184
Fleet services	348,957	363,046	357,588	358,289
Engineering	701,984	696,485	693,764	743,132
Streets	3,414,215	3,829,860	3,650,078	3,824,495
Planning	243,092	251,712	247,853	246,922
Main street	187,812	174,035	173,652	179,064
Non-departmental	335,170	292,233	706,467	731,943
Transfers out	217,500	225,000	318,503	217,500
Total Departmental Expenditures	\$ 30,796,243	\$ 31,760,163	\$ 31,905,016	\$ 32,376,626
Excess(deficiency) of revenues over expenditures	677,425	(653,325)	196,550	(212,754)
Fund balance ending	10,305,115	9,108,202	10,501,665	10,288,911
Total Funds Applied	\$ 41,101,358	\$ 40,868,365	\$ 42,406,681	\$ 42,665,537
Fund balance requirements	7,699,061	7,940,041	7,940,041	8,094,157
Amount over policy	\$ 2,606,054	\$ 1,168,161	\$ 2,561,624	\$ 2,194,755

CITY OF LUFKIN
WATER/ WASTEWATER OPERATING ENTERPRISE FUND
Fiscal Year 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Working Capital Balance	\$ 10,851,117	\$ 6,207,365	\$ 9,894,471	\$ 9,463,076
Revenues				
Water service revenue	8,330,821	8,968,120	8,548,120	8,967,907
Sewer service charges	6,997,752	7,063,000	7,176,000	7,538,720
Sub-Total	<u>15,328,573</u>	<u>16,031,120</u>	<u>15,724,120</u>	<u>16,506,627</u>
Water connections	72,091	60,000	60,000	60,000
Sewer connections	27,406	21,000	21,000	25,000
Service charges	183,448	175,000	161,989	162,000
Miscellaneous revenues	88,098	13,200	48,757	13,200
Interest income	16,492	18,000	28,066	15,000
Sub-Total	<u>387,535</u>	<u>287,200</u>	<u>319,812</u>	<u>275,200</u>
Inter/Intra-governmental revenues	119,760	119,760	119,760	119,803
Total Revenues	<u>15,835,868</u>	<u>16,438,080</u>	<u>16,163,692</u>	<u>16,901,630</u>
Total Funds Available	<u>\$ 26,686,985</u>	<u>\$ 22,645,445</u>	<u>\$ 26,058,163</u>	<u>\$ 26,364,706</u>
Expenditures				
Personnel services	\$ 3,112,453	\$ 3,350,474	\$ 3,173,919	\$ 3,478,292
Supplies	905,618	941,520	893,780	922,110
Equipment maintenance	1,165,880	1,116,430	1,230,755	1,148,835
Miscellaneous services	2,771,626	3,022,598	2,908,028	2,926,577
Sundry charges	-	-	-	-
General and administrative	2,224,072	2,310,725	2,310,725	2,385,699
Funded depreciation	2,007,130	2,056,085	2,056,085	2,110,278
Provision for bad debts	238,084	150,000	150,000	150,000
Capital outlay	6,922	-	-	-
Intra-governmental transfers	909,000	100,000	100,000	368,928
Transfers to debt retirement	3,451,729	3,438,431	3,771,795	3,129,448
Total	<u>16,792,514</u>	<u>16,486,263</u>	<u>16,595,087</u>	<u>16,620,167</u>
Change in Net Position	<u>(956,646)</u>	<u>(48,183)</u>	<u>(431,395)</u>	<u>281,463</u>
Working capital balance ending	9,894,471	6,159,182	9,463,076	9,744,539
Total Funds Applied	<u>\$ 26,686,985</u>	<u>\$ 22,645,445</u>	<u>\$ 26,058,163</u>	<u>\$ 26,364,706</u>

CITY OF LUFKIN
WATER/ WASTEWATER OPERATING ENTERPRISE FUND
Fiscal Year 2016 Operating Budget

Expenditures by Department	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Utility collections	\$ 776,205	\$ 815,769	\$ 802,091	\$ 798,689
Wastewater treatment	1,986,153	2,061,179	2,049,601	2,108,687
Water production	1,838,108	2,068,750	1,972,703	1,991,286
Water / Sewer Utilities	3,232,101	3,208,847	3,062,954	3,247,088
Provision for bad debts	238,084	150,000	150,000	150,000
Non-departmental	129,932	276,477	319,133	330,064
Total Departmental Expenditures	8,200,583	8,581,022	8,356,482	8,625,814
Funded depreciation	2,007,130	2,056,085	2,056,085	2,110,278
General and administrative	2,224,072	2,310,725	2,310,725	2,385,699
Intra-governmental transfers	909,000	100,000	100,000	368,928
Transfers to debt retirement	3,451,729	3,438,431	3,771,795	3,129,448
Total Intra-Governmental Transfers	8,591,931	7,905,241	8,238,605	7,994,353
Total Expenditures	16,792,514	16,486,263	16,595,087	16,620,167
Excess(deficiency) of revenues over expenditures	(956,646)	(48,183)	(431,395)	281,463
Working capital balance ending	9,894,471	6,159,182	9,463,076	9,744,539
Total Funds Applied	\$ 26,686,985	\$ 22,645,445	\$ 26,058,163	\$ 26,364,706
Working capital balance requirement	2,099,064	2,060,783	2,060,783	2,077,521
Amount over policy	\$ 7,795,407	\$ 4,098,399	\$ 7,402,293	\$ 7,667,018

CITY OF LUFKIN
WATER/ WASTEWATER DEPRECIATION FUND
Fiscal Year 2016 Operating Budget

Depreciation Fund Requests

Department	Description	Amount
Wastewater Treatment	Digester, Press, Preair, Drives Daft Maintenance	139,213
Wastewater Treatment	WWTP Pumps-Chopper, Inplant & 2 Return Pumps	59,528
Wastewater Treatment	Flow Meters for WWTP	38,170
Water Utilities	Water Line Upgrade@ Bk Hltr	143,000
Water Utilities	2 20' Utility Trailers	11,000
Water Utilities	Jet Cam	14,000
Water Production	Painting ground Storage Tank#5 Water Plant #2	450,000
Water Production	PLC Software Upgrade@WP Server and Abitibi Well	35,000
Water Production	Rehab of One Well at Abitibi	100,000
Water Production	Water Plant Security Fene and Fencing@Well 33	15,000
Water Production	Flush Valves and Flow Meters -Abitibi	27,000
Water Production	Road Resurfacing at Water Plant	33,000
Water Production	Recirculation Pump @Water Plant #2	9,000
Total		\$ 1,073,911

CITY OF LUFKIN
SOLID WASTE & RECYCLING OPERATING ENTERPRISE FUND
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Working Capital Balance	\$ 5,846,418	\$ 4,931,662	\$ 5,229,406	\$ 5,295,911
Revenues				
Residential collections	1,954,812	1,940,000	1,940,000	1,940,000
Dumpster collections	2,341,711	2,225,000	2,300,000	2,300,000
Cart collections	239,707	225,000	225,000	225,000
Rolloff non-compacted	680,816	610,000	640,000	640,000
Rolloff compacted	444,185	475,000	475,000	475,000
Special pickups	22,061	12,000	15,000	14,000
Rent recycling dumpsters	109,903	115,000	110,000	115,000
Sale of recycled materials	314,889	325,000	240,000	305,000
Dumpster rental	117,259	115,000	115,000	115,000
Miscellaneous income	49,540	12,950	23,359	15,700
Interest income	24,023	15,000	32,059	15,000
Sale of property		-	-	-
Salvage & Auction		-	-	-
Total revenues	<u>6,298,906</u>	<u>6,069,950</u>	<u>6,115,418</u>	<u>6,159,700</u>
Total Funds Available	<u>\$ 12,145,324</u>	<u>\$ 11,001,612</u>	<u>\$ 11,344,824</u>	<u>\$ 11,455,611</u>
Expenditures				
Personnel services	\$ 1,487,465	\$ 1,527,787	\$ 1,522,968	\$ 1,440,643
Supplies	509,196	573,845	442,025	514,840
Equipment maintenance	230,744	200,450	204,999	197,000
Miscellaneous services	1,766,231	1,882,630	1,882,780	2,071,314
Sundry charges	145,634	-	-	-
Total operating expenditures	<u>4,139,270</u>	<u>4,184,712</u>	<u>4,052,772</u>	<u>4,223,797</u>
General and administrative	1,743,012	1,809,941	1,809,941	1,858,875
Provision for bad debts	22,236	35,000	35,000	35,000
Transfers to other funds	959,000	100,000	100,000	-
Transfers to debt retirement	52,400	51,200	51,200	55,000
Total expenditures	<u>6,915,918</u>	<u>6,180,853</u>	<u>6,048,913</u>	<u>6,172,672</u>
Excess(deficiency) of revenues over expenditures	<u>(617,012)</u>	<u>(110,903)</u>	<u>66,505</u>	<u>(12,972)</u>
Ending working capital	<u>5,229,406</u>	<u>4,820,759</u>	<u>5,295,911</u>	<u>5,282,939</u>
Total Funds Applied	<u>\$ 12,145,324</u>	<u>\$ 11,001,612</u>	<u>\$ 11,344,824</u>	<u>\$ 11,455,611</u>

CITY OF LUFKIN
SOLID WASTE & RECYCLING OPERATING ENTERPRISE FUND
Fiscal 2016 Operating Budget

Departmental Expenditures	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Solid waste disposal department	\$ 3,501,736	\$ 3,627,068	\$ 3,553,177	\$ 3,649,543
Recycling department	483,581	550,353	474,553	544,179
Non-departmental	101,553	7,291	25,042	30,075
Total departmental expenditures	<u>4,086,870</u>	<u>4,184,712</u>	<u>4,052,772</u>	<u>4,223,797</u>
Transfers to other funds	1,011,400	100,000	100,000	-
General and administrative	1,743,012	1,809,941	1,809,941	1,858,875
Provision for bad debts	22,236	35,000	35,000	35,000
Sub-Total	<u>2,776,648</u>	<u>1,944,941</u>	<u>1,944,941</u>	<u>1,893,875</u>
Transfers to debt retirement	52,400	51,200	51,200	55,000
Total expenditures	<u>6,915,918</u>	<u>6,180,853</u>	<u>6,048,913</u>	<u>6,172,672</u>
Excess(deficiency) of revenues over expenditures	<u>(617,012)</u>	<u>(110,903)</u>	<u>66,505</u>	<u>(12,972)</u>
Ending working capital	<u>5,229,406</u>	<u>4,820,759</u>	<u>5,295,911</u>	<u>5,282,939</u>
Total Funds Applied	<u><u>\$ 12,145,324</u></u>	<u><u>\$ 11,001,612</u></u>	<u><u>\$ 11,344,824</u></u>	<u><u>\$ 11,455,611</u></u>
Working capital balance requirement	852,647	772,607	772,607	771,584
Amount over policy	<u>\$ 4,376,759</u>	<u>\$ 4,048,152</u>	<u>\$ 4,523,304</u>	<u>\$ 4,511,355</u>

**CITY OF LUFKIN
HOTEL/MOTEL TAX FUND
Fiscal 2016 Operating Budget**

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ (15,813)	\$ (19,251)	\$ (64,114)	\$ (143,862)
Revenues				
Hotel/Motel occupancy tax	851,730	825,000	825,000	825,000
Other revenues & fees	25,498	0	16,551	90,270
Use Fees	163,541	150,000	149,500	150,000
Concessions	4,946	7,500	1,500	3,500
Catering service fees	(200)	-	-	-
Miscellaneous revenues	2,631	500	-	-
Equipment replacement charges	8,600	7,500	8,500	9,000
Security fees	13,848	20,000	15,000	15,000
Alcoholic Beverage sales	38,734	25,000	32,000	35,000
Pines Theater Concessions	17,878	-	-	-
Pines Theater Admissions/Ticket Sales	17,211	-	-	-
Interest income	1,543	1,200	1,200	1,200
Total Revenues	1,145,960	1,036,700	1,049,251	1,128,970
Total Funds Available	\$ 1,130,147	\$ 1,017,449	\$ 985,137	\$ 985,108
Expenditures				
Personnel services	\$ 259,726	\$ 317,600	\$ 302,079	\$ 336,056
Supplies	65,375	47,845	42,745	41,870
Equipment maintenance	23,859	18,700	22,700	22,000
Miscellaneous services	246,483	188,367	205,575	205,322
Sundry charges	593,818	550,900	550,900	554,475
Capital outlay	-	-	-	-
Transfers to other funds	5,000	5,000	5,000	5,000
Total Departmental Expenditures	1,194,261	1,128,412	1,128,999	1,164,723
Excess(deficiency) of revenues over expenditures	(48,301)	(91,712)	(79,748)	(35,753)
Fund balance ending	(64,114)	(110,963)	(143,862)	(179,615)
Total Funds Applied	\$ 1,130,147	\$ 1,017,449	\$ 985,137	\$ 985,108
Expenditures by Department				
	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Civic Center	\$ 584,223	\$ 568,755	\$ 562,125	\$ 590,334
Museum of East Texas	52,500	52,500	52,500	52,500
Exposition Center	127,968	114,400	114,400	117,975
Texas Forestry Museum	37,500	37,500	37,500	37,500
Lufkin Convention & Tourism Bureau	375,850	346,500	346,500	346,500
Non-departmental	16,224	8,757	15,974	19,914
Total Departmental Expenditures	1,194,265	1,128,412	1,128,999	1,164,723
Excess(deficiency) of revenues over expenditures	(48,305)	(91,712)	(79,748)	(35,753)
Fund balance ending	(64,118)	(110,963)	(143,862)	(179,615)
Total Funds Applied	\$ 1,130,147	\$ 1,017,449	\$ 985,137	\$ 985,108
Fund balance requirement	149,283	141,052	141,052	145,590
Amount over policy	\$ (213,401)	\$ (252,015)	\$ (284,914)	\$ (325,205)

**CITY OF LUFKIN
RECREATION FUND
Fiscal 2016 Operating Budget**

	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Beginning Balance	\$ 67,917	\$ 87,245	\$ 94,454	\$ 126,889
Revenues				
Recreation Classes	17,756	23,100	23,100	23,600
Softball	145,936	148,500	148,500	145,800
Volleyball	2,619	40	3,340	4,205
Basketball	25,087	23,675	23,675	23,025
Gymnastics	18,594	15,970	33,265	29,082
Special events	4,205	4,000	4,000	2,900
Miscellaneous income	1,299	4,000	4,000	4,000
Baseball	84,253	103,725	90,000	98,010
Concessions	155,509	170,000	160,000	160,000
Contributions	8,701	8,000	8,000	-
Interest income	475	100	400	300
Total Revenues	464,434	501,110	498,280	490,922
Total Funds Available	\$ 532,351	\$ 588,355	\$ 592,734	\$ 617,811

Expenditures				
Personnel services	\$ 51,934	\$ 48,287	\$ 47,975	\$ 47,975
Supplies	121,970	133,010	138,435	132,540
Equipment maintenance	12,900	18,200	15,700	19,200
Miscellaneous services	192,034	222,140	203,966	232,300
Capital outlay	-	-	-	-
Transfers	59,059	59,769	59,769	59,769
Total Expenditures	437,897	481,406	465,845	491,784
Excess(deficiency) of revenues over expenditures	26,537	19,704	32,435	(862)
Fund balance ending	94,454	106,949	126,889	126,027
Total Funds Applied	\$ 532,351	\$ 588,355	\$ 592,734	\$ 617,811

	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Expenditures by Activity				
Softball	\$ 134,292	\$ 142,100	\$ 129,350	\$ 142,300
Volleyball	-	-	3,375	3,375
Basketball	18,060	21,820	15,752	19,700
Gymnastics	15,564	15,100	24,800	26,175
Special events	4,781	4,200	5,000	4,625
Recreation classes	20,173	22,615	22,615	22,100
Baseball	67,665	98,715	88,400	96,965
Concessions	118,303	117,087	116,784	116,775
Transfers	59,059	59,769	59,769	59,769
Total Departmental Expenditures	437,897	481,406	465,845	491,784
Excess(deficiency) of revenues over expenditures	26,537	19,704	32,435	(862)
Fund balance ending	94,454	106,949	126,889	126,027
Total Funds Applied	\$ 532,351	\$ 588,355	\$ 592,734	\$ 617,811
Policy reserve	54,737	60,176	60,176	61,473
Amount over policy	\$ 39,717	\$ 46,773	\$ 66,713	\$ 64,554

CITY OF LUFKIN
PINES THEATER SPECIAL EVENTS FUND
Fiscal 2016 Operating Budget

	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Beginning Balance	\$ 66,149	\$ 56,769	\$ 27,014	\$ 6,654
Revenues				
Contributions	500	30,000	3,770	4,000
Concessions		36,500	17,000	21,500
Use Fees	-	-	27,375	29,000
Souvenir Sales	27	150	-	150
Playbill Ads	13,000	30,000	15,000	20,000
Miscellaneous		3,500	2,650	4,000
Admissions/ Ticket Sales	86,145	105,000	90,000	105,300
Interest income	332	100	170	150
Total Revenues	100,004	205,250	155,965	184,100
Total Funds Available	\$ 166,153	\$ 262,019	\$ 182,979	\$ 190,754
Expenditures				
Supplies	\$ 835	\$ 22,495	\$ 17,815	\$ 23,515
Equipment maintenance	-	3,570	3,570	3,570
Miscellaneous services	138,304	147,060	154,940	151,140
Total Expenditures	139,139	173,125	176,325	178,225
Excess(deficiency) of revenues over expenditures	(39,135)	32,125	(20,360)	5,875
Fund balance ending	27,014	88,894	6,654	12,529
Total Funds Applied	\$ 166,153	\$ 262,019	\$ 182,979	\$ 190,754

CITY OF LUFKIN
ELLEN TROUT ZOO BUILDING FUND
Fiscal 2016 Operating Budget

	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Beginning Balance	\$ 1,792,859	\$ 1,810,859	\$ 1,864,413	\$ 1,123,065
Revenues				
Admission fees	218,998	215,200	215,200	277,550
Safari classes	24,973	23,200	39,368	23,200
Miscellaneous revenues	(61)	3,000	3,007	2,930
Donations	20,086	890	850	825
Sale of animals		500	3,125	2,000
Animal adoption donations	3,155	2,450	2,400	2,000
Interest income	10,426	5,000	8,100	5,000
Total Revenues	<u>277,577</u>	<u>250,240</u>	<u>272,050</u>	<u>313,505</u>
Total Funds Available	<u>\$ 2,070,436</u>	<u>\$ 2,061,099</u>	<u>\$ 2,136,463</u>	<u>\$ 1,436,570</u>
Expenditures				
Supplies	\$ 43,957	\$ 43,045	\$ 93,000	\$ 50,900
Equipment maintenance	117,088	133,800	133,800	136,200
Miscellaneous services	13,301	27,600	22,300	28,900
Capital Outlay	3,141	-	735,699	-
Transfers out	28,599	28,599	28,599	28,599
Total Expenditures	<u>206,086</u>	<u>233,044</u>	<u>1,013,398</u>	<u>244,599</u>
Excess(deficiency) of revenues over expenditures	<u>71,491</u>	<u>17,196</u>	<u>(741,348)</u>	<u>68,906</u>
Fund balance ending	<u>1,864,350</u>	<u>1,828,055</u>	<u>1,123,065</u>	<u>1,191,971</u>
Total Funds Applied	<u>\$ 2,070,436</u>	<u>\$ 2,061,099</u>	<u>\$ 2,136,463</u>	<u>\$ 1,436,570</u>

CITY OF LUFKIN
COURT SECURITY/TECHNOLOGY FUND
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 859	\$ 2,489	\$ (6,216)	\$ (3,436)
Revenues				
Other	43,979	47,000	35,000	43,000
General Fund Transfer	-	7,500	7,500	-
Interest income	30	25	25	-
Total Revenues	<u>44,009</u>	<u>54,525</u>	<u>42,525</u>	<u>43,000</u>
Total Funds Available	<u>\$ 44,868</u>	<u>\$ 57,014</u>	<u>\$ 36,309</u>	<u>\$ 39,564</u>

Expenditures				
Supplies	\$ 134	\$ 5,590	\$ 4,795	\$ 4,405
Equipment maintenance	28,767	34,520	30,940	29,990
Miscellaneous services	1,183	1,350	1,510	1,970
Transfer to general fund	21,000	15,000	2,500	-
Total Expenditures	<u>51,084</u>	<u>56,460</u>	<u>39,745</u>	<u>36,365</u>
Excess(deficiency) of revenues over expenditures	<u>(7,075)</u>	<u>(1,935)</u>	<u>2,780</u>	<u>6,635</u>
Fund balance ending	<u>(6,216)</u>	<u>554</u>	<u>(3,436)</u>	<u>3,199</u>
Total Funds Applied	<u>\$ 44,868</u>	<u>\$ 57,014</u>	<u>\$ 36,309</u>	<u>\$ 39,564</u>

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Technology Fund				
Beginning Balance	\$ (5,298)	\$ (8,055)	\$ (19,942)	\$ (28,990)
Revenues	25,105	30,762	23,762	25,000
Expenditures	<u>39,749</u>	<u>42,640</u>	<u>32,810</u>	<u>30,290</u>
Excess(deficiency) of revenues over expenditures	<u>(14,644)</u>	<u>(11,878)</u>	<u>(9,048)</u>	<u>(5,290)</u>
Fund balance ending	<u>(19,942)</u>	<u>(19,933)</u>	<u>(28,990)</u>	<u>(34,280)</u>

Security Fund				
Beginning Balance	\$ 6,157	\$ 10,544	\$ 13,725	\$ 25,553
Revenues	18,903	23,763	18,763	18,000
Expenditures	<u>11,335</u>	<u>13,820</u>	<u>6,935</u>	<u>6,075</u>
Excess(deficiency) of revenues over expenditures	<u>7,568</u>	<u>9,943</u>	<u>11,828</u>	<u>11,925</u>
Fund balance ending	<u>13,725</u>	<u>20,487</u>	<u>25,553</u>	<u>37,478</u>
Total Funds Applied	<u>\$ 44,867</u>	<u>\$ 57,014</u>	<u>\$ 36,308</u>	<u>\$ 39,563</u>

CITY OF LUFKIN
Main Street/Comm Dev. Downtown Impr
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 3,852	\$ 2,490	\$ 1,810	\$ 18,822
Revenues				
Other	-	-	17,828	-
Contributions	1,295	1,300	1,330	-
Hoedown Booth Rental	-	-	9,177	7,500
Mainstreet Memberships	-	-	6,325	5,600
Interest income	20	-	-	10
Total Revenues	<u>1,315</u>	<u>1,300</u>	<u>34,660</u>	<u>13,110</u>
Total Funds Available	<u>\$ 5,167</u>	<u>\$ 3,790</u>	<u>\$ 36,470</u>	<u>\$ 31,932</u>
Expenditures				
Supplies	\$ 1,057	\$ 1,500	\$ 5,648	\$ 6,200
Miscellaneous services	2,300	1,500	12,000	13,300
Total Expenditures and transfers	<u>3,357</u>	<u>3,000</u>	<u>17,648</u>	<u>19,500</u>
Excess(deficiency) of revenues over expenditures	<u>(2,042)</u>	<u>(1,700)</u>	<u>17,012</u>	<u>(6,390)</u>
Fund balance ending	<u>1,810</u>	<u>790</u>	<u>18,822</u>	<u>12,432</u>
Total Funds Applied	<u>\$ 5,167</u>	<u>\$ 3,790</u>	<u>\$ 36,470</u>	<u>\$ 31,932</u>

CITY OF LUFKIN
ANIMAL CONTROL-KURTH GRANT FUND
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 282,679	\$ 344,777	\$ 400,880	\$ 285,691
Revenues				
Other	311,615	225,000	200,000	225,000
Interest income	1,712	1,200	1,200	1,200
Total Revenues	<u>313,327</u>	<u>226,200</u>	<u>201,200</u>	<u>226,200</u>
Total Funds Available	<u>\$ 596,006</u>	<u>\$ 570,977</u>	<u>\$ 602,080</u>	<u>\$ 511,891</u>
Expenditures				
Equipment maintenance	\$ 5,126	\$ 100,000	\$ 96,389	\$ 50,000
Transfer to general fund	190,000	220,000	220,000	191,520
Total Expenditures and transfers	<u>195,126</u>	<u>320,000</u>	<u>316,389</u>	<u>241,520</u>
Excess(deficiency) of revenues over expenditures	<u>118,201</u>	<u>(93,800)</u>	<u>(115,189)</u>	<u>(15,320)</u>
Fund balance ending	<u>400,880</u>	<u>250,977</u>	<u>285,691</u>	<u>270,371</u>
Total Funds Applied	<u>\$ 596,006</u>	<u>\$ 570,977</u>	<u>\$ 602,080</u>	<u>\$ 511,891</u>

CITY OF LUFKIN
ANIMALS ATTIC GIFT SHOP
Fiscal 2016 Operating Budget

	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Beginning Balance	\$ 31,791	\$ 31,876	\$ 41,908	\$ 49,770
Revenues				
Donations	11,356	-	7,662	-
Spay / Neuter Contributions	5	-	-	-
Interest income	193	75	200	100
Total Revenues	<u>11,554</u>	<u>75</u>	<u>7,862</u>	<u>100</u>
Total Funds Available	<u>\$ 43,345</u>	<u>\$ 31,951</u>	<u>\$ 49,770</u>	<u>\$ 49,870</u>
Expenditures				
Equipment Maintenance	\$ -	\$ -	\$ -	\$ 12,000
Transfers to General Fund	-	-	-	-
Miscellaneous services	1,437	-	-	-
Total Expenditures	<u>\$ 1,437</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,000</u>
Excess(deficiency) of revenues over expenditures	<u>10,117</u>	<u>75</u>	<u>7,862</u>	<u>(11,900)</u>
Fund balance ending	<u>41,908</u>	<u>31,951</u>	<u>49,770</u>	<u>37,870</u>
Total Funds Applied	<u>\$ 43,345</u>	<u>\$ 31,951</u>	<u>\$ 49,770</u>	<u>\$ 49,870</u>

CITY OF LUFKIN
ECONOMIC DEVELOPMENT FUND
COMPONENT UNIT
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 9,627,408	\$ 9,065,718	\$ 9,213,408	\$ 9,127,884
Revenues				
Sales tax	1,095,852	1,102,333	1,158,685	1,149,987
Rental revenue	-	418,120	337,120	298,479
Salary Reimbursements	20,000	20,000	20,000	20,000
Other revenue	-	-	-	-
Interest income	160,753	9,000	9,000	9,000
Total Revenues	<u>1,276,605</u>	<u>1,549,453</u>	<u>1,524,805</u>	<u>1,477,466</u>
Total Funds Available	<u>\$ 10,904,013</u>	<u>\$ 10,615,171</u>	<u>\$ 10,738,213</u>	<u>\$ 10,605,350</u>
Expenditures				
Personnel services	\$ 179,695	\$ 163,482	\$ 176,642	\$ 178,880
Supplies	8,375	9,845	9,845	10,825
Maintenance	-	0	3,000	-
Miscellaneous services	146,176	179,426	176,426	195,010
Sundry charges	404,649	772,830	108,830	732,700
Capital outlay	867,471	-	864,586	-
Debt Service	84,239	330,220	271,000	185,478
Transfers	-	-	-	-
Total Expenditures	<u>1,690,605</u>	<u>1,455,803</u>	<u>1,610,329</u>	<u>1,302,893</u>
Excess(deficiency) of revenues over expenditures	<u>(414,000)</u>	<u>93,650</u>	<u>(85,524)</u>	<u>174,573</u>
Fund balance ending	<u>9,213,408</u>	<u>9,159,368</u>	<u>9,127,884</u>	<u>9,302,457</u>
Total Funds Applied	<u>\$ 10,904,013</u>	<u>\$ 10,615,171</u>	<u>\$ 10,738,213</u>	<u>\$ 10,605,350</u>

CITY OF LUFKIN
LUFKIN CONVENTION & VISITOR BUREAU
COMPONENT UNIT
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 212,365	\$ 110,867	\$ 202,962	\$ 113,953
Revenues				
Contribution from Hotel/Motel 7	375,850	346,500	346,500	346,500
Souvenir Sales	1,475	500	210	300
Corks & Forks Event	6,690	7,000	6,390	6,390
Lufkin's Bistro	19,195	15,000	13,797	15,000
Yule Love Lufkin Christmas	-	-	-	10,000
Alcoholic Beverage Sales	-	4,000	-	4,000
Other revenue	300	300	1,270	1,000
Interest income	576	500	650	500
Total Revenues	<u>404,086</u>	<u>373,800</u>	<u>368,817</u>	<u>383,690</u>
Total Funds Available	<u>\$ 616,451</u>	<u>\$ 484,667</u>	<u>\$ 571,779</u>	<u>\$ 497,643</u>
Expenditures				
Personnel services	\$ 142,223	\$ 140,702	\$ 146,443	\$ 148,519
Supplies	7,740	12,850	10,451	8,910
Miscellaneous services	262,482	318,418	299,102	348,835
Sundry charges	1,044	1,830	1,830	1,330
Total Expenditures	<u>413,489</u>	<u>473,800</u>	<u>457,826</u>	<u>507,594</u>
Excess(deficiency) of revenues over expenditures	<u>(9,403)</u>	<u>(100,000)</u>	<u>(89,009)</u>	<u>(123,904)</u>
Fund balance ending	<u>\$ 202,962</u>	<u>\$ 10,867</u>	<u>\$ 113,953</u>	<u>\$ (9,951)</u>
Total Funds Applied	<u>\$ 616,451</u>	<u>\$ 484,667</u>	<u>\$ 571,779</u>	<u>\$ 497,643</u>

**CITY OF LUFKIN
DEBT SERVICE FUND
Fiscal 2016 Operating Budget**

	FY2014 <u>Actual</u>	FY2015 <u>Budget</u>	FY2015 <u>Adjusted</u>	FY2016 <u>Budget</u>
Beginning Balance	\$ 2,279,503	\$ 2,190,175	\$ 1,990,866	\$ 2,116,173
Revenues				
Current year collections	3,477,960	3,222,442	3,222,442	3,047,727
Interest income	32,509	6,250	6,250	8,000
Other-Transfer from Water/Wastewater Fund	3,431,981	3,438,431	3,771,795	3,129,448
Other-Transfer from Solid Waste/Recycling Fund	52,400	51,200	51,200	55,000
Other financing sources-proceeds	5,259,336	-	6,441	-
Total Revenues	<u>12,254,186</u>	<u>6,718,323</u>	<u>7,058,128</u>	<u>6,240,175</u>
Total Funds Available	<u>\$ 14,533,689</u>	<u>\$ 8,908,498</u>	<u>\$ 9,048,994</u>	<u>\$ 8,356,348</u>
Expenditures				
Principal payments	\$ 4,830,000	\$ 4,725,000	\$ 4,725,000	\$ 4,496,072
Interest payments	2,449,298	2,199,071	2,199,071	2,119,321
Debt service fees	103,525	8,750	8,750	8,750
Transfers	5,160,000	-	-	-
Total Expenditures	<u>12,542,823</u>	<u>6,932,821</u>	<u>6,932,821</u>	<u>6,624,143</u>
Excess(deficiency) of revenues over expenditures	<u>(288,637)</u>	<u>(214,498)</u>	<u>125,307</u>	<u>(383,968)</u>
Fund balance ending	<u>1,990,866</u>	<u>1,975,677</u>	<u>2,116,173</u>	<u>1,732,205</u>
Total Funds Applied	<u>\$ 14,533,689</u>	<u>\$ 8,908,498</u>	<u>\$ 9,048,994</u>	<u>\$ 8,356,348</u>

CITY OF LUFKIN
EQUIPMENT ACQUISITION AND REPLACEMENT FUND
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Working Capital	\$ 1,871,745	\$ 793,318	\$ 819,616	\$ 986,566
Revenues				
Interest income	10,167	8,000	8,000	2,500
Miscellaneous income	75,502	-	-	125,000
Equipment replacement charge-General Fund	622,659	575,499	575,499	661,152
Equipment replacement charge-Water/Wastewater	242,469	240,776	240,776	248,744
Equipment replacement charge-Solid Waste	583,337	601,374	601,374	789,563
Total Revenues	<u>1,534,134</u>	<u>1,425,649</u>	<u>1,425,649</u>	<u>1,826,959</u>
Total Funds Available	\$ 3,405,879	\$ 2,218,967	\$ 2,245,265	\$ 2,813,525
Expenditures				
Police	\$ 197,579	\$ 186,759	\$ 186,759	\$ 327,875
Fire	192,699	125,000	125,000	211,689
Animal Control	18,543	-	-	17,000
Engineering	-	-	-	14,591
Parks	36,722	19,456	19,456	81,055
Zoo	-	-	-	7,875
Streets	153,001	111,783	416,783	376,563
Solid waste disposal	1,649,602	360,000	360,000	0
Recycling	-	-	-	85,000
Utility collections	16,912	14,280	14,280	14,500
Water distribution	74,327	-	-	-
Wastewater treatment	130,492	-	-	26,197
Water production	36,883	-	-	-
Sewer collection	68,911	-	-	-
Water/Sewer Utilities	-	116,544	116,544	671,249
Non Departmental	10,592	19,877	19,877	-
Total Expenditures	<u>2,586,263</u>	<u>953,699</u>	<u>1,258,699</u>	<u>1,833,594</u>
Excess(deficiency) of revenues over expenditures	<u>(1,052,129)</u>	<u>471,950</u>	<u>166,950</u>	<u>(6,635)</u>
Ending Working Capital	<u>819,616</u>	<u>1,265,268</u>	<u>986,566</u>	<u>979,931</u>
Total Funds Applied	\$ 3,405,879	\$ 2,218,967	\$ 2,245,265	\$ 2,813,525
Expenditures				
Supplies	\$ -	\$ 40,875	\$ 40,875	\$ 134,000
Miscellaneous services	10,592	19,877	19,877	-
Capital Outlay	2,575,671	1,197,947	1,197,947	1,699,594
Total expenditures	<u>2,586,263</u>	<u>1,258,699</u>	<u>1,258,699</u>	<u>1,833,594</u>
Total Fund Applied	\$ 3,405,879	\$ 2,523,967	\$ 2,245,265	\$ 2,813,525



GENERAL FUND

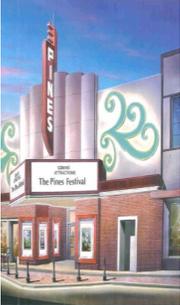
The General Fund is the operating fund of the City and accounts for all revenues and expenditures not accounted for in other funds. It accounts for a wide variety of revenues and finances a broad range of governmental services. Primarily ad valorem taxes, general sales taxes, franchise taxes, charges 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 2016 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 2016, and the extent to which each department is meeting those goals. A line item breakdown of all departmental expenditures can be obtained by contacting the City of Lufkin Finance Department.

General Government Departments include the following:

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



GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

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

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

2016 WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 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	22	25	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		2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services		84,069	90,096	93,873	93,611
Benefits		34,307	36,558	37,842	37,511
Supplies		23,870	21,000	19,634	20,100
Maintenance of Equipment		-	-	-	-
Miscellaneous Services		92,101	97,640	91,990	92,915
Sundry Charges		105,052	112,967	112,967	112,970
TOTAL		339,399	358,261	356,306	357,107
AUTHORIZED POSITIONS		2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 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					



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	2013-2014 Actual	2014-2015 Approved	2015-2015 Revised	2015-2016 Budget
Supplies	22,710	18,800	17,434	17,800
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	83,424	89,740	84,490	83,640
Sundry Charges	105,052	112,967	112,267	112,970
TOTAL	211,186	221,507	214,891	214,410
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions within this division				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



General Government / City Secretary

CITY OF LUFKIN, TEXAS

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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	84,069	90,096	93,873	93,611
Benefits	34,307	36,558	37,842	37,511
Supplies	1,160	2,200	2,200	2,300
Miscellaneous Services	8,677	7,900	7,500	9,275
TOTAL	128,213	136,754	141,415	142,697
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 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



GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

- In Fiscal 2016, 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	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of citizen complaints	370	380	375
Number of citizen complaints responded to within two business days	333	342	342
Respond to citizen complaints and requests within two business days 90% of time	90%	90%	90%
Number of semi-monthly project status reports and council updates completed	24	24	24
Number of council meetings held	24	24	24
Prepare agenda for Council meetings within required time-line 100% of time	100%	100%	100%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	336,041	392,164	264,615	349,811
Benefits	90,674	112,681	80,824	101,332
Supplies	15,600	18,000	17,000	16,060
Miscellaneous Services	34,554	34,250	34,250	34,275
Sundry Charges	205	500	500	500
TOTAL	477,074	557,595	397,189	501,978
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Executive Secretary	1	1	1	1
FULL TIME	3	3	3	3
PART TIME	0	0	0	0
TOTAL	3	3	3	3
SIGNIFICANT CHANGES				



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 2016.
- Complete the fiscal year 2015 audit and prepare the Comprehensive Annual Financial Report within the required time frame.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of Vendor Payments processed annually	7,940	7,800	7,825
Number of vendor invoices processed within 2 days of receipt	16,660	16,843	17,026
Process approved vendor payments within two business days of receipt 90% of time.	100%	100%	100%
Number of monthly operating and capital project financial statements completed	24	24	24
Number of monthly financial reports completed by the 6th work day of the month	24	24	24
Prepare monthly financial statements by 8th working day of month 90% of the time	100%	100%	100%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	321,258	381,247	375,846	378,836
Benefits	140,441	166,744	167,464	166,922
Supplies	36,611	32,600	32,600	34,850
Maintenance of Equipment	14,496	27,455	27,455	27,455
Miscellaneous Services	131,083	136,150	142,550	151,875
Capital Outlay	29,974	-	-	-
Sundry Charges	59	160	160	-
TOTAL	673,922	744,356	746,075	759,938
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director of Finance	1	1	1	1
Accountant-Senior	1	1	1	1
Accountant-Journeyman	1	0	0	0
Accounts Supervisor	1	1	1	1
Accounting Technician-Entry	1	2	2	2
Accounting Technician-Adv	1	2	2	2
Accounting Tech Adv-EMS	0	2	2	2
Accounting Tech Journeyman (Clerk)	1	1	1	1
FULL TIME	7	10	10	10
PART TIME	0	0	0	0
TOTAL	7	10	10	10
SIGNIFICANT CHANGES				

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	288,631	294,155	290,883	293,297
Benefits	117,466	123,321	124,689	124,285
Supplies	20,200	19,750	19,590	20,150
Maintenance of Equipment	5,546	5,975	5,975	5,975
Miscellaneous Services	120,129	127,500	128,400	138,335
Sundry Charges	59	-	160	-
TOTAL	552,031	570,701	569,697	582,042
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director of Finance	1	1	1	1
Accountant-Senior	1	1	1	1
Accounts Supervisor	1	1	1	1
Accounting Technician-Entry	1	1	1	1
Accounting Technician-Adv	2	2	2	2
Accounting Tech Journeyman (Clerk)	1	1	1	1
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7

**Fiscal Year
2016**



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	32,627	87,092	84,963	85,539
Benefits	22,975	43,423	42,775	42,637
Supplies	16,411	13,010	13,010	14,700
Maintenance of Equipment	8,950	21,480	21,480	21,480
Miscellaneous Services	10,954	8,650	14,150	13,540
Capital Outlay	29,974	-	-	-
TOTAL	121,891	173,655	176,378	177,896
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Accounting Tech Adv-EMS	2	2	2	2
Accounting Tech Entry EMS	0	1	1	1
FULL TIME	2	3	3	3
PART TIME	0	0	0	0
TOTAL	2	3	3	3



GENERAL FUND

LEGAL DEPARTMENT

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

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

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of cases litigated in Municipal Court	598	400	500
Number of city ordinances, amendments to ordinances, and resolutions prepared and / or approved	30	35	40
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.	27	35	40
Number of legal opinions and memorandums written	40	40	35
Review and approve Economic Development agreements and contracts in a timely manner 100% of the time	100%	100%	100%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	173,705	173,800	177,192	177,156
Benefits	54,375	57,303	58,996	58,361
Supplies	4,829	4,820	4,820	4,820
Miscellaneous Services	22,873	50,605	50,605	50,605
TOTAL	255,782	286,528	291,613	290,942
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Attorney	1	1	1	1
Legal Assistant	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
TOTAL	2	2	2	2
SIGNIFICANT CHANGES				



GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of workers compensation claims submitted to insurance carrier annually	72	80	80
Number of workers compensation claims submitted to insurance carrier annually within 2 working days of receipt	70	77	77
Workers compensation claims reported to insurance carrier within 2 working days of receipt.	97%	96%	96%
Number of applications received annually	982	1000	1000
Number of applications screened annually within 5 working days of receipt	970	990	990
Applications screened within 5 working days of receipt.	99%	99%	99%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	211,593	217,973	221,060	221,229
Benefits	86,331	89,963	92,110	91,378
Supplies	9,047	10,140	10,440	9,950
Miscellaneous Services	40,531	47,215	42,590	49,115
Sundry Charges	22,372	29,000	30,000	32,000
TOTAL	369,874	394,291	396,200	403,672
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 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
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5
SIGNIFICANT CHANGES				



GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

These tasks include:

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

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

WORK PROGRAM

The fiscal year 2016 goal for the Building Services department is to continue to provide a clean, safe and healthy work environment for city employees and guests to the City of Lufkin, Texas City Hall building and the new Municipal Court building.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total Square Feet of Municipal Buildings	56,940	68,940	68,940
Office Space Footage Cleaned daily per <i>FTE</i>	28,470	28,470	28,470
Office Space Footage Cleaned daily perm <i>PTE</i>	0	3,000	3,000
Supply Cost per Total Square Feet of Municipal Buildings	1.44	1.54	1.54
Total number of preventable accidents/ health issues due to unkempt conditions	0	0	0

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	49,179	55,321	58,852	55,240
Benefits	26,888	27,675	28,251	28,037
Supplies	21,680	24,800	23,600	24,100
Maintenance of Equipment	37,323	74,063	76,800	72,500
Miscellaneous Services	123,926	130,575	129,975	131,300
TOTAL	258,996	312,434	317,478	311,177
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Custodian	3	3	3	3
FULL TIME	2	2	2	2
PART TIME	1	1	1	1
TOTAL	3	3	3	3
SIGNIFICANT CHANGES				

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Building Services / Building Maintenance

GENERAL FUND

DIVISION: Building Maintenance

DIVISION DESCRIPTION

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	49,179	55,321	58,852	55,240
Benefits	26,888	27,675	28,251	28,037
Supplies	19,641	22,300	21,100	21,600
Maintenance of Equipment	31,916	51,000	67,000	64,500
Miscellaneous Services	123,926	130,575	129,975	131,300
TOTAL	251,550	286,871	305,178	300,677
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Custodians	3	3	3	3
FULL TIME	2	2	2	2
PART TIME	1	1	1	1
TOTAL	3	3	3	3

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	2,039	2,500	2,500	2,500
Maintenance of Equipment	5,407	8,000	9,800	8,000
Miscellaneous Services	-	-	-	-
TOTAL	7,446	10,500	12,300	10,500
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions authorized for this division.				
FULL TIME				
PART TIME				
TOTAL				



GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

- The IT Department is responsible for maintaining the City's computer systems, which include a Wide Area Network connecting 18 remote sites by wireless broadband and 2 remote sites by fiber optic cable, with over 450 workstations and more than 380 telephones connected by twisted pair cable. The system is comprised of one iSeries server, one Naviline server, 22 Windows 2003 servers, 20 Windows 2008 servers, and 7 Windows 2012 servers.
- The department is responsible for equipment installation, network management, data fault protection, internal and Internet email services, World Wide Web services and groupware, all of which are running on internal servers. Additionally, the department is responsible for the maintenance and troubleshooting of the citywide telephone system, 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 programming on the City's Public Access Channel (Suddenlink Channel 15), and for coordinating the installation and maintenance of the City wide public Wi-Fi network.
- The IT Department is committed to assisting the employees of the City of Lufkin with innovative information services designed to improve productivity and efficiency.

WORK PROGRAM

For the fiscal year 2016, the IT Department will concentrate on developing, testing and implementing the following initiatives: an expansion to our City Hall/Police Station building access system which will bring all code secured doors into one system; enhancements to the redundancy and failover capabilities of the wireless network; expansion of our Channel 15 broadcast capabilities, both on-air and across the Web; investigate new Web 2.0 Social Networking applications to enhance client productivity; upgrade to the latest version of SunGard Public Sector (HTE) software; make modifications to the current layout of the server room to allow for increased efficiency; add new services and features to the City's messaging systems, thereby enhancing productivity of City employees; maintenance and modifications to our physical plant to enhance the structured cabling and air conditioning system in the server room; investigate new backup software to enhance our current backup strategy and overcome some shortcomings in our existing backup software; and structured auditing of the security of our network, both physical and electronic. In addition, we will upgrade NetMotion and Crimes softwares to implement enhanced authentication for the Police Department in order to meet CJIS requirements.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total Square Feet of Municipal Buildings	56,940	68,940	68,940
Office Space Footage Cleaned daily per <i>FTE</i>	28,470	28,470	28,470
Office Space Footage Cleaned daily perm <i>PTE</i>	0	3,000	3,000
Supply Cost per Total Square Feet of Municipal Buildings	1.44	1.54	1.54
Total number of preventable accidents/ health issues due to unkempt conditions	0	0	0

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	376,879	386,185	415,111	431,544
Benefits	132,506	138,338	156,378	158,650
Supplies	87,484	90,070	90,070	100,630
Maintenance of Equipment	206,254	224,780	224,780	234,850
Miscellaneous Services	121,281	154,860	154,860	151,010
TOTAL	924,404	994,233	1,041,199	1,076,684
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director	1	1	1	1
Systems Analyst	3	3	3	3
System Technician	1	1	1	1
System Specialist	1	1	1	1
IT Technician	0	0	1	1
FULL TIME	6	6	7	7
PART TIME	0	0	0	0
TOTAL	6	6	7	7
SIGNIFICANT CHANGES				
IT Technician position was added at midyear FY2015.				

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

PUBLIC SAFETY

Public Safety Departments include the following:

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

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Police Department

GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

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

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total calls for service	42,000	37,200	39,500
Comply with all applicable Texas Police Chiefs Association best practices standards to achieve recognized status	85%	85%	88%
Emergency responses under 2 minutes	50%	50%	52%
Non-emergency responses under 6 minutes	74%	75%	77%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	5,476,820	5,541,704	5,540,657	5,690,369
Benefits	2,078,598	2,097,350	1,991,324	1,990,235
Supplies	432,784	464,990	591,587	479,730
Maintenance of Equipment	130,508	140,169	154,592	150,085
Miscellaneous Services	527,996	474,084	485,335	538,468
Sundry Charges	7,812	1,000	1,000	1,000
Capital Outlay	49,200	-	-	-
TOTAL	8,703,718	8,719,297	8,764,495	8,849,887
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Police Special Services Manager	1	1	1	1
Police Lieutenant	7	7	7	7
Police Sergeant	8	8	8	7
Police Corporal	6	6	6	6
Police Officer	53	53	53	53
Public Relations Specialist (PRS)	0	0	0	1
Police Communications Supervisor	1	1	1	1
Police Communications Operator	12	12	12	12
Police Crime Scene Technician	2	3	3	3
Property Room Clerk	1	0	0	0
Clerk-Journeyman	2	2	2	2
Clerk Apprentice	1	1	0	0
Terminal Agency Coordinator	0	0	1	1
Police GEO Base Manager	1	1	1	1
FULL TIME	98	98	98	98
PART TIME	0	0	0	1
TOTAL	98	98	98	99

SIGNIFICANT CHANGES

For FY16 eliminate the Public Information Officer position currently held by a Police Sergeant. A new Public Relations Specialist position will be created and staffed by a non-sworn employee.

Fiscal Year

2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	349,726	283,961	287,335	287,102
Benefits	108,520	97,740	99,641	98,617
Supplies	36,421	37,330	218,767	35,980
Maintenance of Equipment	70,774	82,769	89,756	82,585
Miscellaneous Services	171,432	174,953	190,553	167,615
Sundry Charges	937	1,000	1,000	1,000
Capital Outlay	49,200	-	-	-
TOTAL	787,010	677,753	887,052	672,899
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Police Special Services Manager	1	1	1	1
FULL TIME	4	4	4	4
PART TIME	0	0	0	0
TOTAL	4	4	4	4

Fiscal Year

2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	3,386,193	3,304,371	3,268,131	3,375,103
Benefits	1,264,633	1,252,779	1,165,189	1,159,439
Supplies	325,243	347,860	287,860	344,320
Maintenance of Equipment	46,488	42,000	49,230	42,000
Miscellaneous Services	234,169	181,460	181,460	253,182
Sundry	6,875	-	-	-
TOTAL	5,263,601	5,128,470	4,951,870	5,174,044
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Police Lieutenant	5	5	5	5
Police Sergeant	6	6	6	5
Police Corporal	5	5	5	4
Police Officer—Patrol	40	40	40	40
Public Relations Specialist	0	0	0	1
FULL TIME	56	56	56	55
PART TIME	0	0	0	0
TOTAL	56	56	56	55

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	618,904	632,508	651,873	661,412
Benefits	266,261	257,040	242,789	246,069
Supplies	10,626	12,600	12,600	29,140
Maintenance of Equipment	6,225	7,400	7,400	17,500
Miscellaneous Services	3,793	5,500	5,500	5,500
Capital Outlay	-	-	-	-
TOTAL	905,809	915,048	920,162	959,621

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Police Lieutenant	1	1	1	1
Police Communications Supervisor	1	1	1	1
Police Communications Operator	12	12	12	13
FULL TIME	14	14	14	14
PART TIME	0	0	0	1
TOTAL	14	14	14	15

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	1,033,752	1,210,869	1,228,662	1,259,682
Benefits	398,578	441,540	436,109	438,824
Supplies	60,016	66,700	71,830	69,790
Maintenance of Equipment	7,021	8,000	8,206	8,000
Miscellaneous Services	109,429	102,471	98,122	102,471
TOTAL	1,608,796	1,829,580	1,842,929	1,878,767

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Police Lieutenant	1	1	1	1
Police Sergeant	2	2	2	2
Police Corporal	1	1	1	2
Police Officer—Investigators	11	13	13	13
Police Crime Scene Investigator	2	2	3	3
Clerk-Journeyman	1	1	1	1
Property Room Clerk	0	1	0	0
FULL TIME	18	21	21	22
PART TIME	0	0	0	0
TOTAL	18	21	21	22

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	88,245	109,995	104,656	107,070
Benefits	40,606	48,251	47,596	47,286
Supplies	478	500	530	500
Miscellaneous Services	9,173	9,700	9,700	9,700
TOTAL	138,502	168,446	162,482	164,556

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Clerk Journeyman	1	1	1	1
Clerk Technician	2	1	1	0
Terminal Agency Coordinator	0	0	0	1
Police GEO Base Manager	1	1	1	1
FULL TIME	4	3	3	3
PART TIME	0	0	0	0
TOTAL	4	3	3	3

Fiscal Year
2016



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 2015-16 budget year:

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



Aerial Platform Truck purchased with Grant Funds

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total Number of EMS Responses	8,233	8,500	8,438
Total Number of Fire Responses	2384	3855	3923
Respond to emergency incidents within the City of Lufkin within 5 minutes 90% of the time.	70%	75%	80%
Total Number of Structure Fires	65	68	62
Total Number of Structure Fire related Deaths	2	1	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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	4,867,523	4,902,872	5,014,771	5,002,221
Benefits	1,747,159	1,769,564	1,629,858	1,623,622
Supplies	419,901	426,714	411,668	397,775
Maintenance of Equipment	119,575	125,360	196,160	128,360
Miscellaneous Services	491,359	390,691	389,328	411,675
Sundry Charges	-	100	100	100
Capital Outlay	102,787	-	34,094	-
TOTAL	7,748,304	7,615,301	7,675,979	7,563,753
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Clerk –Senior Level (Previously AA)	1	1	1	1
Hydrant Maintenance	1	1	1	1
Battalion Chief	5	5	5	5
Captain	18	18	18	18
Lieutenant	21	21	18	17
Firefighters	33	33	36	37
FULL TIME	81	81	81	81
PART TIME	0	0	0	0
TOTAL	81	81	81	81
SIGNIFICANT CHANGES				
Continue to replace Lieutenant positions with firefighter positions through attrition. This will be complete when department has 15 authorized Lieutenants.				

Fiscal Year

2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	439,040	458,414	453,615	458,486
Benefits	157,425	154,941	155,181	154,997
Supplies	21,970	20,879	17,679	19,280
Maintenance of Equipment	3,195	5,600	14,600	6,050
Miscellaneous Services	261,301	115,481	113,671	131,168
Capital Outlay	-	-	34,094	-
TOTAL	882,931	755,315	788,840	769,981

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Clerk Senior Level	1	1	1	1
Maintenance Worker	1	1	1	1
Battalion Chief	1	1	1	1
Captains	2	2	2	2
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	4,286,113	4,298,643	4,416,336	4,393,744
Benefits	1,540,561	1,563,742	1,430,497	1,424,476
Supplies	382,810	388,950	366,860	364,685
Maintenance of Equipment	114,860	117,810	179,610	119,860
Miscellaneous Services	221,093	265,574	263,114	271,181
Capital Outlay	102,787	-	-	-
TOTAL	6,648,224	6,634,719	6,656,417	6,573,946
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Battalion Chief	3	3	3	3
Fire Captain	15	15	15	15
Fire Lieutenant	21	21	18	17
Firefighter	33	33	36	37
FULL TIME	72	72	72	72
PART TIME	0	0	0	0
TOTAL	72	72	72	72

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Fire Department / Fire Prevention

GENERAL FUND

DIVISION: Fire Prevention

DIVISION DESCRIPTION

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

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	142,370	145,815	144,820	149,991
Benefits	49,173	50,881	44,180	44,149
Supplies	15,121	16,885	27,129	13,810
Maintenance of Equipment	1,520	1,950	1,950	2,450
Miscellaneous Services	8,965	9,636	12,543	9,326
Sundry Charges	-	100	100	100
TOTAL	217,149	225,267	230,722	219,826
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Battalion Chief—Fire Marshall	1	1	1	1
Captain—Fire Inspector	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
TOTAL	2	2	2	2



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 American Municipal Services on collection cases. Municipal Court will also continue participating in the Omni program and will conduct annual warrant sweeps to hold defendants accountable for their actions.

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	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of Citations Filed	10834	11000	11,500
Number of Citations Deferred	670	700	770
% of Citations Deferred	6%	6%	7%
Number of Warrants Issued	7622	8000	8500
Number of Warrant Sweeps per year	1	1	1
Number of Warrants Resolved during warrant sweep periods	944	905	1,000

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	264,362	282,405	269,953	281,082
Benefits	112,896	118,283	118,573	118,506
Supplies	23,479	16,215	16,265	22,095
Maintenance of Equipment	10	300	895	300
Miscellaneous Services	66,039	101,570	80,230	73,510
TOTAL	466,786	518,773	485,916	495,493
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Municipal Court Judge	1	1	1	1
Court Administrator	1	1	1	1
Court Clerk Deputy	4	4	4	4
City Marshall	1	1	1	1
Warrant Officer (Part time)	1	1	1	1
FULL TIME	7	7	7	7
PART TIME	1	1	1	1
TOTAL	8	8	8	8
SIGNIFICANT CHANGES				



GENERAL FUND

MISSION

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

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

DESCRIPTION OF SERVICES PROVIDED

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

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

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

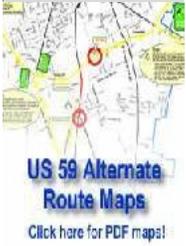
Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total Number Construction Plans Reviewed	395	428	412
Total Number of Construction Plans Reviewed in 3 Business Days or Less	328	384	391
Review Construction Plans Within 3 Business Days 95% of Time	83%	89%	95%
Total Number of Code Enforcement Complaints	2201	1833	2017
Total Number of Code Enforcement Complaints Investigated Within 8 Hours of Call	2135	1778	1916
Investigate Complaints Within 8 Hours of Call 95% of the Time	97%	97%	95%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	327,661	328,693	328,938	329,558
Benefits	136,247	138,086	139,535	138,375
Supplies	20,295	28,300	23,200	21,700
Maintenance of Equipment	1,079	2,000	4,900	2,000
Miscellaneous Services	45,244	51,557	50,222	51,827
TOTAL	530,526	548,636	546,795	543,460

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Inspection Services Director	1	1	1	1
Clerk-Journeyman	1	1	1	1
Plan Reviewer	1	1	1	1
Building Inspector	2	2	2	2
Code Enforcement Officer	3	3	3	3
FULL TIME	8	8	8	8
PART TIME	0	0	0	0
TOTAL	8	8	8	8

SIGNIFICANT CHANGES				

Fiscal Year
2016



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	2012-2013 Actual	2013-2014 Revised	2014-2015 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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	-	250	250	250
Miscellaneous Services	41,112	46,850	46,850	49,300
TOTAL	41,112	47,100	47,100	49,550
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no authorized positions for this department				
FULL TIME				
PART TIME				
TOTAL				
SIGNIFICANT CHANGES				



GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

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



Animal Control Facility in Lufkin, Texas

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of animals received at shelter	6,396	6,700	7,800
Number of animals adopted and transferred to rescue or reclaimed	2,016	2,100	2,500
Number of requests for service in the field, including follow-ups	4,484	4,572	4,700

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	316,128	325,021	326,630	344,666
Benefits	149,457	154,599	145,108	156,348
Supplies	66,337	65,720	62,720	65,300
Maintenance of Equipment	12,440	19,500	19,500	17,700
Miscellaneous Services	128,453	135,674	125,674	124,760
TOTAL	672,815	700,514	679,632	708,774
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Animal Control Director	1	1	1	1
Animal Control Supervisor Assistant	1	1	1	1
Clerk Journeyman	1	1	1	1
Animal Control Officer-Lead	1	1	1	1
Animal Control Officer	3	3	3	3
Laborer	3	3	3	4
FULL TIME	10	10	10	11
PART TIME	0	0	0	0
TOTAL	10	10	10	11
SIGNIFICANT CHANGES				
For FY2016 an additional laborer position has been budgeted.				

**Fiscal Year
2016**



CITY OF LUFKIN, TEXAS

PUBLIC WORKS

Public Works Departments include the following:

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



GENERAL FUND

MISSION

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

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of Plats reviewed	30	47	47
Plat reviews are Completed within 7 days 90% of the time.	95%	98%	95%
Number of Permits Reviewed	320	292	320
Approve Permits for Construction within 2 days 90% of the time.	94%	93%	93%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	433,932	415,823	419,078	455,268
Benefits	166,958	170,159	170,933	175,767
Supplies	12,967	17,335	14,835	15,905
Maintenance of Equipment	19,916	22,655	19,405	19,950
Miscellaneous Services	68,211	70,513	69,513	76,242
TOTAL	701,984	696,485	693,764	743,132
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Public Works Director	1	1	1	1
Clerk - Sr. Level	1	1	1	1
Engineering Tech II	1	1	1	1
Construction Inspector	2	2	2	2
Survey Crew Chief	1	1	1	1
GIS Coordinator	1	1	1	1
Engineering Tech I	1	1	1	1
GPS Technician	1	1	1	1
FULL TIME	9	9	9	9
PART TIME	0	0	0	0
TOTAL	9	9	9	9

SIGNIFICANT CHANGES



GENERAL FUND

MISSION

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

WORK PROGRAM

The Street Department will continue to maintain streets, right-of-ways, detention ponds, drainage systems, and traffic control devices. The department will strive to complete the 2016 Reconstruction list.

DESCRIPTION OF SERVICES PROVIDED

- The Street Department consists of 34 full time employees that maintain and repair 208.8 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	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of street overlay projects completed annually	20	19	20
Number of street overlay projects completed within 1 week of due date	16	17	18
Street overlay projects completed within 1 week of due date 70% of time	90%	90%	80%
Feet of open channels cleaned	18,580	18,000	18,000
Feet of open channels cleaned within 3 weeks of inspection	16,230	15,780	16,200
Open channels cleaned within 3 weeks of inspection 80% of time	85%	88%	85%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	900,438	1,049,504	955,773	1,046,648
Benefits	488,596	522,491	493,072	511,244
Supplies	237,793	261,300	205,360	221,330
Maintenance of Equipment	718,281	1,052,900	1,073,654	1,049,500
Miscellaneous Services	1,062,185	943,665	922,219	995,773
Capital Outlay	6,922	-	-	-
TOTAL	3,414,215	3,829,860	3,650,078	3,824,495
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Street Director	1	1	1	1
Assistant Superintendent	1	1	1	1
Administrative Assistant	1	1	1	1
Crew Leader III	3	4	3	3
Crew Leader II	1	1	2	2
Light Equipment Operator	2	2	2	2
Heavy Equipment Operator	4	4	3	3
General Craftsman	1	1	1	1
Concrete Technician	1	1	1	1
Driver II	10	10	10	10
Street Mowing Technician	2	2	2	2
Utility Technician	2	2	2	2
Maintenance Worker	5	3	5	5
Laborer I (part-time)	1	1	1	1
FULL TIME	34	34	34	34
PART TIME	1	1	1	1
TOTAL	35	35	35	35

SIGNIFICANT CHANGES



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	159,261	161,530	161,651	161,763
Benefits	60,001	59,665	60,308	59,763
Supplies	4,882	4,960	5,320	4,990
Maintenance of Equipment	550	750	750	750
Miscellaneous Services	13,976	13,875	14,115	14,250
TOTAL	238,670	240,780	242,144	241,516
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Street Director	1	1	1	1
Assistant Street Superintendent	1	1	1	1
Administrative Assistant	1	1	1	1
FULL TIME	3	3	3	3
PART TIME	0	0	0	0
TOTAL	3	3	3	3

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	201,333	278,176	224,978	277,443
Benefits	120,723	139,350	131,043	142,588
Supplies	41,948	50,345	37,045	38,345
Maintenance of Equipment	233,887	325,650	303,850	322,500
Miscellaneous Services	115,707	47,842	47,946	46,008
TOTAL	713,598	841,003	744,862	826,884
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader III	1	1	1	1
Crew Leader II	1	1	1	1
Heavy Equipment Operator	2	2	1	1
Concrete Technician	1	1	1	1
Driver II	2	2	2	2
Utilities Technician	2	2	2	2
Maintenance Worker	2	2	2	2
FULL TIME	11	11	10	10
PART TIME	0	0	0	0
TOTAL	11	11	10	10



GENERAL FUND

DIVISION: Street Maintenance

DIVISION DESCRIPTION

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	278,339	328,522	290,809	325,798
Benefits	162,882	175,717	159,717	166,947
Supplies	73,015	84,195	57,195	67,195
Maintenance of Equipment	449,422	677,400	710,354	677,250
Miscellaneous Services	840,845	815,845	815,845	856,350
TOTAL	1,785,935	2,106,679	2,033,920	2,093,540
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader III	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Crew Leader II	0	0	1	1
Light Equipment Operator	2	2	1	1
Driver II	5	5	6	6
FULL TIME	10	10	11	11
PART TIME	0	0	0	0
TOTAL	10	10	11	11

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	261,505	281,276	278,335	281,644
Benefits	144,990	147,759	142,004	141,946
Supplies	117,948	121,800	105,800	110,800
Maintenance of Equipment	34,422	49,100	58,700	49,000
Miscellaneous Services	110,225	41,463	44,313	79,165
Capital Outlay	6,922	-	-	-
TOTAL	676,012	641,398	629,152	662,555
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader III	1	1	1	1
General Craftsman	1	1	1	1
Light Equipment Operator	0	0	1	1
Driver II	3	3	2	2
Street Mowing Technician	2	2	2	2
Maintenance Worker	3	3	3	3
Labor-Part Time Seasonal	1	1	1	1
FULL TIME	10	10	10	10
PART TIME	1	1	1	1
TOTAL	11	11	11	11



GENERAL FUND

MISSION

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

WORK PROGRAM

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

DESCRIPTION OF SERVICES PROVIDED

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



Fleet Maintenance Facility for City of Lufkin

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total number of new work orders	1,793	1,817	1,840
Total number of preventive maintenance work orders	372	385	400
Completed Preventative Maintenance within schedule 90% of the time.	90%	95%	95%
Total number of fuel charges processed monthly.	1,960	2,000	2,077
% of fuel charges processed in 30 days.	100%	100%	100%
% of fuel charges processed monthly 90% of the time.	90%	95%	95%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	205,521	209,886	211,382	210,469
Benefits	95,270	96,282	96,221	95,132
Supplies	25,132	31,250	26,757	22,900
Maintenance of Equipment	7,399	8,650	7,650	7,350
Miscellaneous Services	13,263	16,978	15,578	22,438
Sundry Charges	2,372	-	-	-
TOTAL	348,957	363,046	357,588	358,289

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Fleet Garage Supervisor	1	1	1	1
Warehouse Clerk	1	1	1	1
Equipment Mechanic	4	4	4	4
FULL TIME	6	6	6	6
PART TIME	0	0	0	0
TOTAL	6	6	6	6

SIGNIFICANT CHANGES

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

COMMUNITY DEVELOPMENT

The Community Development Departments include the following:

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



GENERAL FUND

MISSION

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

- Programs of the Department include long-range planning, zoning cases and ordinance updates, subdivision and building permit review, annexations, and other various requests.

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

In fiscal year 2016, Planning and Zoning department will focus on continued evaluation and adoption, where appropriate, of development ordinances; serve as an assistant to professional developers; the general public and the governing body related to land use; implement Green Initiatives in Lufkin in support of community sustainability; while continuing staff development and education to stay informed of current trends in Planning on the local, state, and national level. Develop a long range Trails program with an emphasis on planning for a healthy, active city.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of Plat reviews completed	45	40	48
Number of plat reviews completed within 2 business days	34	34	48
Complete all plat reviews within 2 business days, 95% of time	97%	98%	100%
Number of Zoning Cases	24	25	14
Number of zoning cases meeting legal documentation deadlines	23	23	14
Complete zoning case deadlines, 90% of the time	95%	95%	100%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	160,182	158,562	154,959	154,755
Benefits	59,359	59,950	59,844	59,327
Supplies	7,604	7,160	7,110	7,050
Maintenance of Equipment	1,300	4,740	4,940	4,900
Miscellaneous Services	14,647	20,800	20,500	20,390
Sundry Charges	-	500	500	500
TOTAL	243,092	251,712	247,853	246,922
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Planning & Zoning Director	1	1	1	1
Assistant City Planner	1	1	1	1
Clerk - Journeyman	1	1	1	1
FULL TIME	3	3	3	3
PART TIME	0	0	0	0
TOTAL	3	3	3	3
SIGNIFICANT CHANGES				



GENERAL FUND

MISSION

The mission of the Community Development Department (Main Street Lufkin) is to work in conjunction with downtown property owners, tenants, employees, City staff, elected officials, and visitors to facilitate a safe, clean, and economically viable downtown while fostering historic preservation, a positive overall image, and a wholesome environment.

and upkeep in downtown.

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

The Department will continue to bring more business to downtown while maintaining it as a safe place to live, shop, work, and play. Main Street will continue to work with the public to have their events in downtown via street parties, downtown venues, etc., while supporting the merchants sales. Fiscal year 2016 goal for Main Street Department is to continue to develop the Central Business District by encouraging businesses to establish, expand or relocate to the revitalizing downtown.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of community events	18	18	21
Number of community events with sponsorships	18	18	17
% of community events sponsored with a minimum 50% sponsorship rate	100%	100%	100%
Total number of downtown properties available for lease and/or sale logged and posted to website.	8	8	8
Number of new businesses referred for tax abatement, etc.	0	0	2
Log 90% of downtown properties available for lease and sale and refer new businesses for tax abatement.	100%	100%	100%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	113,897	112,239	113,816	114,922
Benefits	49,112	48,556	48,771	48,297
Supplies	2,715	3,680	4,005	3,995
Miscellaneous Services	9,679	9,560	7,060	11,850
Incentives	12,409	-	-	-
TOTAL	187,812	174,035	173,652	179,064
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Main Street Director	1	1	1	1
Clerk-Journeyman	1	1	1	1
Maintenance Worker	1	1	1	1
FULL TIME	3	3	3	3
PART TIME	0	0	0	0
TOTAL	3	3	3	3
SIGNIFICANT CHANGES				

**Fiscal Year
2016**



CITY OF LUFKIN, TEXAS

CULTURE AND RECREATION

The Cultural and Recreational Departments include the following:

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



GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

The Parks and Recreation Department will be making improvements at Chambers Community Center by improving the kitchen area. New cabinets and Formica counter tops will be added. New restroom fixtures will be installed at Kit McConnico Park. The Department will continue to make improvements on all the softball/baseball fields. The Parks Department will be working on adding new soccer fields and a new entrance into Morris Frank Park from Raguet Street. The Parks Department will continue to work with the Lufkin Landscape Taskforce on Gaslight Blvd. The City will be replacing the old tennis courts at Chambers Park with tournament quality lighted courts with C.I.P. money. The Parks Department will be working with the Angelina Rotary Club on purchasing benches and trash receptacles for the new TX Dot trail around Ellen Trout Zoo. The Parks Department will help maintain the new dog park at Grace Dunne Richardson Park. The Parks Department will continue to cut down dead trees in all the parks, grind stumps and add new mulch to all the playgrounds .

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of Participants in Recreation Programs	1,350	1,500	1,970
Number of Athletic Tournaments Sponsored	7	7	7
Fully utilize 50% of Recreational Facilities, 75% of time	75%	75%	75%
Number of Park and Playground Inspections Performed	36	36	36
Number of Pesticide Applications 95% of time	95%	95%	95%
Parks will meet Inspection Guidelines, 95% of time	95%	95%	95%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	608,157	707,920	653,198	727,880
Benefits	338,434	358,823	342,083	353,678
Supplies	101,855	142,221	124,821	123,761
Maintenance of Equipment	100,303	121,130	125,130	104,300
Miscellaneous Services	433,045	421,683	420,323	421,203
Sundry Charges	53	80	80	80
Capital Outlay	20,037	-	-	-
TOTAL	1,601,884	1,751,857	1,665,635	1,730,902

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director—Parks & Leisure	1	1	1	1
Assistant Director Parks	1	1	1	1
Parks Superintendent	1	1	1	1
Clerk Senior Level	1	1	1	1
Crew Leader I	2	2	2	2
Crew Leader II	1	1	1	1
Laborer	15	15	15	15
Custodian/Building Maintenance	2	2	2	2
Downtown Center Supervisor (P/T)	1	1	1	1
Recreation Specialist	2	2	2	2
League Supervisor (P/T)	1	1	1	1
FULL TIME	26	26	26	26
PART TIME	2	2	2	2
TOTAL	28	28	28	28

SIGNIFICANT CHANGES

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	197,959	239,436	215,893	232,498
Benefits	87,074	89,319	86,951	86,472
Supplies	5,435	5,480	5,200	5,600
Miscellaneous Services	25,117	23,671	22,311	23,591
Sundry Charges	53	80	80	80
TOTAL	315,638	357,986	330,435	348,241

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director—Parks & Leisure	1	1	1	1
Assistant Director—Parks	1	1	1	1
Clerk-Senior Level	1	1	1	1
Downtown Center Supervisor (P/T)	1	1	1	1
Recreation Specialist	2	2	2	2
League Supervisor (P/T)	1	1	1	1
FULL TIME	5	5	5	5
PART TIME	2	2	2	2
TOTAL	7	7	7	7



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	410,198	468,484	437,305	495,382
Benefits	251,360	269,504	255,132	267,206
Supplies	96,420	136,741	119,621	118,161
Maintenance of Equipment	100,303	121,130	125,130	104,300
Miscellaneous Services	407,923	398,012	398,012	397,612
Capital Outlay	20,037	-	-	-
TOTAL	1,286,246	1,393,871	1,335,200	1,382,661
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Parks Superintendent	1	1	1	1
Crew Leader I	2	2	2	2
Crew Leader II	1	1	1	1
Laborer	15	15	15	15
Custodian / Building Maintenance	2	2	2	2
FULL TIME	21	21	21	21
PART TIME	0	0	0	0
TOTAL	21	21	21	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, representa-

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



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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total number of visitors to Zoo annually	121,404	122,000	122,000
Total number of visitors to Zoo annually from outside Angelina County	58,274	58,560	58,560
% of visitors from other counties	48%	48%	48%
Total number of people in Zoo programs	8,000	8,000	8,000
Total number of Zoo programs sponsored by organizations other than the City	4	4	4
% of Zoo Exhibitions & Facilities majority funded by outside organizations	95%	95%	95%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	763,039	807,339	783,773	821,920
Benefits	367,805	380,705	368,784	375,653
Supplies	184,456	204,215	190,400	202,400
Maintenance of Equipment	3,679	3,850	3,840	4,200
Miscellaneous Services	191,640	175,302	178,422	197,957
TOTAL	1,510,619	1,571,411	1,525,219	1,602,130
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 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
Crew Leader II	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	6	6	6	6
Maintenance Worker	2	2	2	2
Cashier	2	2	2	2
Office Assistant (P/T)	1	1	1	1
Educator / Interpreter	1	1	1	1
Seasonal Zoo Attendants	2	2	2	2
FULL TIME	23	22	23	24
PART TIME	3	3	3	3
TOTAL	26	26	26	27
SIGNIFICANT CHANGES				



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.

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

WORK PROGRAM

The primary goals of the Kurth Memorial Library for the fiscal year 2016 are to increase the library's visibility and scope by increasing outreach services and continuing to provide programming and resources for the community. Emphasis this year is on implementing new adult and senior programming and increasing existing juvenile outreach services. Ongoing goals include continuing to update and increase the library's collections and formats.

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.



WORKLOAD INDICATORS & PERFORMANCE MEASURES

	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of Help Desk Requests	76,527	84,257	85,000
Total Circulation and In-House Use	262,599	274,268	275,000
Number of Patron Visits	135,852	152,953	155,000
Number of Materials Processed (New, reprocessed, Withdrawn)	21,787	12,855	10,000
Number of Programs for Public	303	297	300
Patron attendance at Program	18,177	29,339	30,000

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	327,232	354,242	332,805	361,046
Benefits	143,526	152,383	149,776	152,428
Supplies	15,689	21,000	21,000	23,500
Maintenance of Equipment	31,799	39,900	51,200	37,100
Miscellaneous Services	76,432	77,060	75,850	76,110
TOTAL	594,678	644,585	630,631	650,184
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Library Director	1	1	1	1
Assistant Library Director	1	1	1	1
Clerk-Entry Level	3	3	4	4
Library Assistant	2	2	2	2
Library Assistant IT-Tech	1	1	1	1
Library Aide (Part time)	7	7	5	5
Library Assistant (Summer)	1	1	1	1
Custodian	1	1	1	1
FULL TIME	9	9	10	10
PART TIME	8	8	6	6
TOTAL	17	17	16	16
SIGNIFICANT CHANGES				

**Fiscal Year
2016**



CITY OF LUFKIN, TEXAS

Non-Departmental

GENERAL FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

Items included as expenditures are bad debt expens-

es, software payments, insurance payments and contingency accounts.

WORK PROGRAM

Budgeted in the department for Fiscal year 2016 are the following items:

Unemployment Insurance Claims	\$ 15,000
Liability Insurance Premium	\$ 147,233
Contingency Amount	\$ 100,000
Lease Payments: Principal and Interest	\$ 39,799
Retiree Insurance Premium Transfer	\$ 217,500

EXPENDITURES	2012-2013 Actual	2013-2014 Approved	2013-2014 Revised	2014-2015 Budget
Personnel Services	-	-	378,738	423,911
Benefits	9,612	15,000	10,000	15,000
Miscellaneous Services	138,464	273,790	276,529	247,233
Sundry Charges	179	-	1,401	-
Debt Service	186,915	39,799	39,799	39,799
Transfer	217,500	318,503	318,503	293,000
TOTAL	552,670	647,092	1,024,970	1,018,943
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				
SIGNIFICANT CHANGES				
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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.



WATER / WASTEWATER FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

- The Utility Collection Department performs meter reading, billing and collection functions. Approximately 15,300 meters are read per month.
- Meter readers also disconnect services on non-deposit accounts and provide this information to service personnel.
- Service personnel develop routes, connect and disconnect services for nonpayment of bills, perform customer requested inspections and check for leaks as required.
- Office personnel maintain customer accounts, perform customer billing functions, collect customer deposits, maintain billing records,

prepare work orders and coordinate new customer services.

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

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total number of bills generated monthly.	15,260	15,300	15,350
Total accurate number of bills generated monthly within 2 working days of cycle billing date.	15,260	15,300	15,350
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.	425	462	476
Number of connects/disconnects completed within one working day of request	420	457	476
Performed connects/disconnects within one working day of request 98% of time.	98%	98%	100%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	398,752	398,253	400,098	400,808
Benefits	182,730	185,171	185,828	184,413
Supplies	97,183	105,400	99,400	100,450
Maintenance of Equipment	12,955	16,940	18,040	16,395
Miscellaneous Services	84,585	110,005	98,725	96,623
Capital Outlay	-	-	-	-
TOTAL	776,205	815,769	802,091	798,689
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Accounting Tech Entry	0	0	2	2
Utility Billing Clerk	5	5	3	3
Crew Leader III	1	1	1	1
Meter Maintenance Worker	2	2	2	2
Meter Reader	2	2	2	2
FULL TIME	12	12	12	12
PART TIME	0	0	0	0
TOTAL	12	12	12	12
SIGNIFICANT CHANGES				

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	245,958	250,044	251,293	251,620
Benefits	108,681	111,767	114,254	113,341
Supplies	75,994	78,100	78,100	79,150
Maintenance of Equipment	2,687	7,095	7,095	7,995
Miscellaneous Services	72,953	93,900	84,320	81,895
TOTAL	506,273	540,906	535,062	534,001
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Technician Entry	0	0	2	2
Utility Billing Clerk	5	5	3	3
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	152,794	148,209	148,805	149,188
Benefits	74,049	73,404	71,574	71,072
Supplies	21,189	27,300	21,300	21,300
Maintenance of Equipment	10,268	9,845	10,945	8,400
Miscellaneous Services	11,632	16,105	14,405	14,728
TOTAL	269,932	274,863	267,029	264,688
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 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	0	0	0	0
TOTAL	5	5	5	5

**Fiscal Year
2016**



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.

WORK PROGRAM

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

DESCRIPTION OF SERVICES PROVIDED

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



Wastewater Treatment Plant Aeration Basin

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of gallons sewage treated annually	1,912,588,000	1,856,097,200	2,118,996,000
Total number of Lab test performed	20,933	24,412	23,290
TCEQ Monthly BOD Permit Value, Max 10mg/L	6	5	3
Number of tons of dry solids removed	947	844	950
Average treatment cost per ton of dry solids removed	\$51.89	\$49.87	\$44.86
TCEQ Monthly TSS Permit, Max Value 15 mg/ L	7	6	6

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	613,347	686,395	645,662	699,044
Benefits	294,579	320,209	300,504	311,483
Supplies	227,508	250,750	259,010	253,700
Maintenance of Equipment	181,518	177,550	220,550	186,500
Miscellaneous Services	669,201	626,275	623,875	657,960
TOTAL	1,986,153	2,061,179	2,049,601	2,108,687

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director Utility Plant Operations	1	1	1	1
Asst. Director Utility Plant Operations	1	1	1	1
Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Environmental Compliance Technician	1	1	1	1
Lab Manager	1	1	1	1
Microbiologist-Journeyman	1	1	1	1
Operator II	1	1	1	1
Operator III	4	4	4	4
Driver II	1	1	1	1
Crew Leader II	1	1	1	1
Maintenance Worker	5	5	5	5
Electrical Util-Journeyman	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	20	20	20	20
PART TIME	1	1	1	1
TOTAL	21	21	21	21

SIGNIFICANT CHANGES

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	227,102	236,005	237,665	238,336
Benefits	92,261	94,443	95,384	94,586
Supplies	10,735	10,600	10,400	10,600
Maintenance of Equipment	159	1,000	1,000	1,000
Miscellaneous Services	503,315	481,500	481,500	496,340
TOTAL	833,572	823,548	825,951	840,862
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director Utility Plant Operations	1	1	1	1
Asst. Director Utility Plant Operations	1	1	1	1
Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Environmental Compliance Technician	1	1	1	1
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

Fiscal Year

2016



Wastewater Treatment / Operations

CITY OF LUFKIN, TEXAS

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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	167,756	172,478	171,906	171,998
Benefits	76,648	80,197	76,029	75,462
Supplies	153,479	150,600	164,210	167,200
Miscellaneous Services	4,958	5,400	3,000	3,675
TOTAL	402,841	408,675	415,145	418,335
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Operator II	1	1	1	1
Operator III	4	4	4	4
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

Fiscal Year
2016



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.

Wastewater Treatment / Maintenance

CITY OF LUFKIN, TEXAS

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	177,786	218,048	180,708	221,391
Benefits	100,930	115,539	100,287	109,731
Supplies	46,146	48,700	49,550	47,900
Maintenance of Equipment	181,359	176,550	219,550	185,500
Miscellaneous Services	43,186	43,365	43,545	43,545
TOTAL	549,407	602,202	593,460	608,067
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader II	1	1	1	1
Electrical Utility-Journeyman	1	1	1	1
Maintenance Worker	5	5	5	5
Driver	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	8	8	8	8
PART TIME	1	1	1	1
TOTAL	9	9	9	9

Fiscal Year

2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	40,703	59,864	55,381	67,319
Benefits	24,740	30,030	28,804	31,704
Supplies	17,148	19,850	34,850	28,000
Miscellaneous Services	117,742	117,010	96,010	114,400
TOTAL	200,333	226,754	215,045	241,423
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Laboratory Manager	1	1	1	1
Microbiologist-Journeyman	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
TOTAL	2	2	2	2

CITY OF LUFKIN, TEXAS

Wastewater Treatment / Laboratory



WATER / WASTEWATER FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

The Fiscal 2016 goals for the Water Plant are to continue the rehabilitation of the Abitibi wells and

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



Water Storage Tank on Whitehouse Drive

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total gallons water pumped into distribution	2,718,858,000	2,646,794,000	2,682,826,000
Total Amount of Chlorine Used to Treat Water (in tons)	180	177	179
Monthly bacterial test are negative 100% of the time	100%	100%	100%
Operation & Maintenance Cost per million gallons of Water delivered to Distribution	\$769	\$993	\$881

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	40,201	41,195	44,196	44,291
Benefits	16,928	17,074	24,426	24,324
Supplies	249,178	252,240	247,940	262,000
Maintenance of Equipment	129,889	124,500	124,500	124,500
Miscellaneous Services	1,401,912	1,633,741	1,531,641	1,536,171
TOTAL	1,838,108	2,068,750	1,972,703	1,991,286
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Operator II	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	1	1	1	1
PART TIME	1	1	1	1
TOTAL	2	2	2	2
SIGNIFICANT CHANGES				

Fiscal Year

2016



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.

CITY OF LUFKIN, TEXAS

Water Production / Operations

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	40,201	43,595	44,196	44,291
Benefits	16,928	17,074	24,426	24,324
Supplies	239,901	240,490	240,490	246,500
Miscellaneous Services	1,398,982	1,630,300	1,528,200	1,532,730
TOTAL	1,696,012	1,929,059	1,837,312	1,847,845
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Operator II	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	1	1	1	1
PART TIME	1	1	1	1
TOTAL	2	2	2	2

Fiscal Year

2016



WATER / WASTEWATER FUND

DIVISION: Maintenance

DIVISION DESCRIPTION

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	9,277	11,750	7,450	15,500
Maintenance of Equipment	129,889	124,500	124,500	124,500
Miscellaneous Services	2,930	3,441	3,441	3,441
TOTAL	142,096	139,691	135,391	143,441
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

CITY OF LUFKIN, TEXAS

Water Production / Maintenance

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Water/Sewer Utilities

WATER / WASTEWATER FUND

MISSION

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

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

WORK PROGRAM

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

DESCRIPTION OF SERVICES PROVIDED

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2012-2013 Actual	2013-2014 Revised	2014-2015 Budget
Number of new water taps annually	175	136	162
Number of water leaks repaired annually	422	456	475
Water taps completed within 10 days of request 95% of the time	93%	95%	95%
Number of sewage stoppages annually	413	434	480
Feet of sewer main televised annually	32,557	35,316	37,000
Repair water leaks within 3 days of request 80% of the time	87%	86%	90%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	995,343	1,131,932	1,004,908	1,196,409
Benefits	570,274	565,845	523,641	561,933
Supplies	331,749	331,930	287,430	305,960
Maintenance of Equipment	841,518	797,440	867,665	821,440
Miscellaneous Services	486,295	381,700	379,310	361,346
Capital Outlay	6,922	-	-	-
TOTAL	3,232,101	3,208,847	3,062,954	3,247,088
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Water / Sewer Director	1	1	1	1
Water / Sewer Superintendent	1	1	1	1
Warehouse Clerk	1	1	1	1
Code Enforcement Officer	1	1	1	1
Clerk	2	2	2	2
Crew Leader III	4	4	4	4
Crew Leader II	2	2	2	2
Heavy Equipment Operator	4	4	4	4
Light Equipment Operator	5	5	5	5
Electric Utility Journeyman	1	1	1	1
Lift Station Operator	1	1	1	1
PLC Advance Technician	1	1	1	1
Maintenance Worker	1	1	1	1
Water Utility Customer Service Inspector	1	1	1	1
Laborer	12	12	12	12
FULL TIME	38	38	38	38
PART TIME	0	0	0	0
TOTAL	38	38	38	38
SIGNIFICANT CHANGES				

Fiscal Year

2016



CITY OF LUFKIN, TEXAS

Water/Sewer Utilities/Administration

WATER / WASTEWATER FUND

DIVISION: Water/Sewer Administration

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

DIVISION DESCRIPTION

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	238,960	232,367	214,547	230,707
Benefits	106,527	100,259	97,153	101,147
Supplies	25,443	27,470	24,970	25,970
Maintenance of Equipment	13,340	14,230	18,405	15,230
Miscellaneous Services	83,270	88,490	95,600	91,810
TOTAL	467,540	462,816	450,675	464,864
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Water / Sewer Utilities Director	1	1	1	1
Water / Sewer Superintendent	1	1	1	1
Warehouse Clerk	1	1	1	1
Code Enforcement Officer	1	1	1	1
Clerk	2	2	2	2
FULL TIME	6	6	6	6
PART TIME	0	0	0	0
TOTAL	6	6	6	6

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Water/Sewer Utilities/Water Utilities

WATER / WASTEWATER FUND

DIVISION: Water Utilities

DIVISION DESCRIPTION

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

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	286,796	377,997	373,197	432,746
Benefits	195,352	203,748	187,286	201,502
Supplies	92,378	86,980	74,980	82,510
Maintenance of Equipment	446,232	461,505	449,505	464,505
Miscellaneous Services	125,474	66,462	66,462	54,391
TOTAL	1,146,232	1,196,692	1,151,430	1,235,654
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader III	1	1	1	1
Crew Leader II	2	2	2	2
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator	3	3	3	3
Water Utility Customer Service Inspector	1	1	1	1
Laborer	6	6	6	6
FULL TIME	15	15	15	15
PART TIME	0	0	0	0
TOTAL	15	15	15	15

Fiscal Year

2016



CITY OF LUFKIN, TEXAS

Water/Sewer Utilities/Sewer Utilities

WATER / WASTEWATER FUND

DIVISION: Sewer Utilities

DIVISION DESCRIPTION

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

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	469,587	521,568	417,164	532,956
Benefits	268,395	261,838	239,202	259,284
Supplies	213,928	217,480	187,480	197,480
Maintenance of Equipment	381,946	343,205	399,755	341,705
Miscellaneous Services	277,551	205,248	217,248	215,145
Capital Outlay	6,922	-	-	-
TOTAL	1,618,329	1,549,339	1,460,849	1,546,570
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader III	3	3	3	3
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator	2	2	2	2
Electric Utility Journeyman	1	1	1	1
Lift Station Operator	1	1	1	1
PLC Advance Technician	1	1	1	1
Maintenance Worker	1	1	1	1
Laborer	6	6	6	6
FULL TIME	17	17	17	17
PART TIME	0	0	0	0
TOTAL	17	17	17	17

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Non-Departmental

WATER / WASTEWATER FUND

MISSION

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

WORK PROGRAM

Budgeted in the department for fiscal year 2016 are the following items:

Unemployment Insurance Claims	\$ 2,000
Liability Insurance Premium	\$ 124,477
Contingency Amount	\$ 150,000
Allowance for Uncollectible Accounts	\$ 150,000
General and Administrative Charges	\$2,310,725
Funded Depreciation Transfers	\$2,056,085
Debt Service Transfers	\$3,438,431
Transfer to General Fund	\$ 100,000

DESCRIPTION OF SERVICES PROVIDED

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	-	-	42,656	55,587
Benefits	299	2,000	2,000	-
Miscellaneous Services	129,633	274,477	274,477	274,477
Sundry Charges	6,828,308	4,516,810	4,516,810	4,645,977
Transfers	4,360,729	3,538,431	3,871,795	3,498,376
TOTAL	11,318,969	8,331,718	8,707,738	8,474,417
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



Fiscal Year

2016



CITY OF LUFKIN, TEXAS

Solid Waste / Recycling Fund

SOLID WASTE AND RECYCLING FUND

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

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



SOLID WASTE / RECYCLING FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

garage cleanouts.

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

WORK PROGRAM

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



The Litter Critter

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Number of residential customers served	10,922	10,987	11,100
Number of commercial customers served	865	891	880
Complete scheduled routes within specified timeframes, 95% of time	95%	96%	96%
Complete work orders within one week, 95% of time.	70%	68%	65%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	982,438	1,007,579	1,033,108	969,345
Benefits	505,027	520,208	489,860	471,298
Supplies	509,196	573,845	442,025	514,840
Maintenance of Equipment	230,744	200,450	204,804	197,000
Miscellaneous Services	1,766,231	1,882,630	1,882,780	2,071,314
Sundry	1,910,882	1,844,941	1,844,941	1,893,875
Transfers	1,011,400	151,200	151,200	55,000
TOTAL	6,915,918	6,180,853	6,048,913	6,172,672
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Solid Waste Director	1	1	1	1
Solid Waste Assistant Director	1	1	1	1
Clerk –Journeyman	2	2	2	2
Clerk—Entry	1	0	0	0
Driver II	14	14	14	14
Driver III	2	3	3	3
Maintenance Mechanic/Welder	1	1	1	1
Fleet Service Writer	1	1	1	1
Laborer	2	2	2	2
Maintenance Worker	1	1	1	1
FULL TIME	26	26	26	26
PART TIME	0	0	0	0
TOTAL	26	26	26	26
SIGNIFICANT CHANGES				
In fiscal year 2015, the clerk entry position was eliminated and replaced with a relief driver.				

Fiscal Year
2016



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.

CITY OF LUFKIN, TEXAS

Solid Waste / Administration

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	191,654	195,259	282,092	162,082
Benefits	81,096	77,735	97,598	68,998
Supplies	24,532	23,645	23,690	25,340
Maintenance of Equipment	879	17,150	16,304	3,500
Miscellaneous Services	49,095	58,400	58,800	56,600
TOTAL	347,256	372,189	478,484	316,520
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Solid Waste Director	1	1	1	1
Solid Waste Assistant Director	1	1	1	1
Clerk –Entry	1	0	0	0
Clerk –Journeyman	2	2	2	2
FULL TIME	5	4	4	4
PART TIME	0	0	0	0
TOTAL	5	4	4	4

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	202,337	184,643	169,734	184,032
Benefits	95,138	96,053	86,516	89,453
Supplies	167,145	167,800	124,500	135,300
Maintenance of Equipment	77,358	30,800	35,500	40,500
Miscellaneous Services	450,965	466,747	466,747	561,037
TOTAL	992,943	946,043	882,997	1,010,322
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Driver II	5	5	5	5
Driver III-Relief	1	1	1	1
FULL TIME	6	6	6	6
PART TIME	0	0	0	0
TOTAL	6	6	6	6

Fiscal Year

2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	213,669	240,052	214,198	216,224
Benefits	107,649	124,314	105,570	105,871
Supplies	162,650	183,500	131,500	165,800
Maintenance of Equipment	76,811	80,500	80,000	81,000
Miscellaneous Services	586,145	601,613	601,613	668,059
TOTAL	1,146,924	1,229,979	1,132,881	1,236,954
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Driver II	4	4	4	4
Driver III-Relief	1	2	2	2
Fleet Service Writer	1	1	1	1
Maintenance Mechanic/Welder	1	1	1	1
FULL TIME	7	8	8	8
PART TIME	0	0	0	0
TOTAL	7	8	8	8

CITY OF LUFKIN, TEXAS

Solid Waste / Commercial Collection

Fiscal Year

2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	147,222	158,154	158,848	159,115
Benefits	84,128	89,778	83,399	82,910
Supplies	35,831	36,300	29,235	34,300
Maintenance of Equipment	14,154	15,000	20,000	15,000
Miscellaneous Services	179,313	180,976	191,296	192,295
TOTAL	460,648	4810,208	482,778	483,620
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 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	0	0	0	0
TOTAL	6	6	6	6

CITY OF LUFKIN, TEXAS

Solid Waste / Special Collections

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	66,570	64,424	64,742	64,608
Benefits	32,694	33,215	31,785	31,745
Supplies	80,343	100,000	78,600	90,100
Maintenance of Equipment	22,867	20,000	20,000	20,000
Miscellaneous Services	351,491	380,910	380,910	395,674
TOTAL	553,965	598,649	576,037	602,127
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Driver II	2	2	2	2
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
TOTAL	2	2	2	2

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Solid Waste / Recycling

SOLID WASTE / RECYCLING FUND

MISSION

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

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

DESCRIPTION OF SERVICES PROVIDED

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



Sorting recyclables at the Lufkin Recycling Center

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Average number of tons of recyclables collected per day	11	12	12
Average number of cubic yards of solid waste collected monthly	12,229	15,300	15,325
Tons of material sold and shipped from the Recycling Center.	2,650	2,700	2,760
Number of residents that participate in annual tire day	400	385	390

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	160,986	165,047	125,743	160,500
Benefits	104,322	99,113	84,992	92,321
Supplies	38,695	62,500	54,500	64,000
Maintenance of Equipment	38,675	37,000	33,000	37,000
Miscellaneous Services	140,903	186,693	176,318	190,358
TOTAL	483,581	550,353	474,553	544,179
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Crew Leader II	1	1	1	1
Laborer	5	5	5	5
Maintenance Worker	1	1	1	1
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7
SIGNIFICANT CHANGES				

Fiscal Year
2016



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.

WORK PROGRAM

Budgeted in the department for fiscal year 2016 are the following items:

Liability Insurance Premium	\$ 7,291
Allowance for Uncollectible Accounts	\$ 35,000
General and Administrative Charges	\$1,858,875
Debt Service Fund	\$ 55,000

DESCRIPTION OF SERVICES PROVIDED

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	-	-	17,751	22,784
Miscellaneous Services	8,319	7,291	7,291	7,291
Sundry Charges	1,910,882	1,844,941	1,844,941	1,893,875
Transfers	1,011,400	151,200	151,200	55,000
TOTAL	2,930,601	2,003,432	2,021,183	1,978,950
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Non-Departmental

CITY OF LUFKIN, TEXAS





OTHER FUNDS

HOTEL/MOTEL TAX FUND

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

SPECIAL RECREATION FUND

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

PINES THEATER SPECIAL EVENTS

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

ZOO BUILDING FUND

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

COURT SECURITY/TECHNOLOGY FUND

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

COMMUNITY DEV/DOWNTOWN FESTIVAL

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

ANIMAL CONTROL KURTH GRANT FUND

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

ANIMAL ATTIC GIFT FUND

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

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

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

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

**Fiscal Year
2016**



CITY OF LUFKIN, TEXAS

**Hotel/Motel Tax Fund - Pitser Garrison
Convention Center**

HOTEL / MOTEL TAX FUND

MISSION

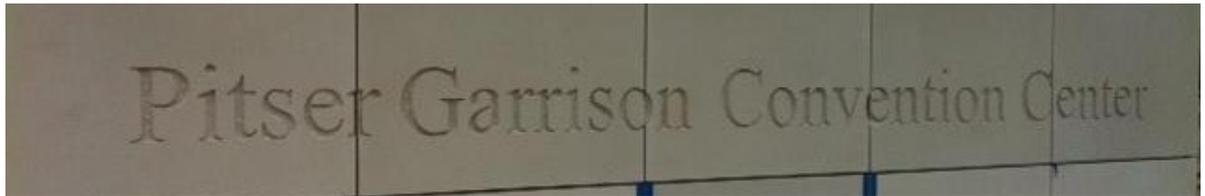
The mission of the Pitser Garrison Civic Center is to provide a safe, beneficial, and enjoyable facility for special events and concerts for citizens, tourists and visitors to Lufkin.

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

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



WORKLOAD INDICATORS & PERFORMANCE MEASURES			
Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total Number of Days Rented	175	186	200
Total Number of Events	127	198	250
Percentage of Multi-day Rentals	36%	38%	40%
Total of Annual Rentals	55	58	65
Total Number of Kitchen Rentals	63	99	110
Percentage of Multi-day Annual Rentals with Hotel Stays	26%	35%	40%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	159,472	207,136	190,841	217,091
Benefits	100,254	110,464	109,929	113,808
Supplies	65,375	47,845	42,745	41,870
Maintenance of Equipment	23,859	18,700	22,700	22,000
Miscellaneous Services	235,263	184,610	195,910	195,565
TOTAL	584,223	568,755	562,125	590,334
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Convention Center Director	1	1	1	1
Assistant Director	0	1	1	1
Office Assistant	1	0	0	0
Crew Foreman	1	0	0	0
Laborer	5	6	6	6
FULL TIME	8	8	8	8
PART TIME	0	0	0	0
TOTAL	8	8	8	8
SIGNIFICANT CHANGES				

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Hotel/Motel Tax Fund - Tax Appropriations

HOTEL / MOTEL TAX FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

The Fiscal year 2016 appropriations budget for the entities is as follows:

The Museum of East Texas	\$ 52,500
George H. Henderson Exposition Center	\$117,975
Texas Forestry Museum	\$ 37,500
Lufkin Convention and Visitor Bureau	\$346,500

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Sundry Charges	593,818	550,900	550,900	554,475
TOTAL	593,818	550,900	550,900	554,475
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this department.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Hotel / Motel Tax Fund—Non departmental

HOTEL / MOTEL TAX FUND

MISSION

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

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 budgets include the following items:

Liability Insurance Premium	\$ 3,757
Transfer to General Fund	\$ 5,000

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	-	-	1,309	5,157
Miscellaneous Services	11,224	3,757	9,665	9,757
Transfers	5,000	5,000	5,000	5,000
TOTAL	16,224	8,757	15,974	19,914
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this department.				
FULL TIME				
PART TIME				
TOTAL				



SPECIAL RECREATION FUND

MISSION

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

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

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non-operational department				
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	46,053	44,000	44,000	44,000
Benefits	5,881	4,287	3,975	3,975
Supplies	121,970	133,010	138,435	132,540
Maintenance of Equipment	12,900	18,200	15,700	19,200
Miscellaneous Services	192,034	222,140	203,966	232,300
Transfers	59,059	59,769	59,769	59,769
TOTAL	437,897	481,406	465,845	491,784
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Concession Stand Workers	25	25	25	25
FULL TIME	-	-	-	-
PART TIME	25	25	25	25
TOTAL	25	25	25	25

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Recreation / Softball

SPECIAL RECREATION FUND

DIVISION: Softball

DIVISION DESCRIPTION

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	25,239	22,450	30,550	22,150
Maintenance of Equipment	11,901	12,100	11,100	12,600
Miscellaneous Services	97,152	107,550	87,700	107,550
TOTAL	134,292	142,100	129,350	142,300
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	-	-	1,875	1,875
Miscellaneous Services	-	-	1,500	1,500
TOTAL	-	-	3,375	3,375
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Recreation / Basketball

SPECIAL RECREATION FUND

DIVISION: Basketball

DIVISION DESCRIPTION

This division is provided for youth and adult basketball programs.

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	4,319	5,420	4,026	5,000
Miscellaneous Services	13,741	16,400	11,726	14,700
TOTAL	18,060	21,820	15,752	19,700
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	868	1,500	1,500	2,550
Miscellaneous Services	14,696	13,600	23,300	23,625
TOTAL	15,564	15,100	24,800	26,175
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	1,953	2,200	2,200	1,750
Miscellaneous Services	2,828	2,000	2,800	2,875
TOTAL	4,781	4,200	5,000	4,625
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	400	475	475	500
Miscellaneous Services	19,773	22,140	22,140	21,600
TOTAL	20,173	22,615	22,615	22,100
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	22,822	32,165	29,000	29,915
Maintenance of Equipment	999	6,100	4,600	6,600
Miscellaneous Services	43,844	60,450	54,800	60,450
TOTAL	67,665	98,715	88,400	96,965
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	46,053	44,000	44,000	44,000
Benefits	5,881	4,287	3,975	3,975
Supplies	66,369	68,800	68,809	68,800
TOTAL	118,303	117,087	116,784	116,775
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Concession Stand Worker	25	25	25	25
FULL TIME	-	-	-	-
PART TIME	25	25	25	25
TOTAL	25	25	25	25

Fiscal Year
2016



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.

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 budgets include the following items:

Transfer to General Fund \$ 59,769

Description		2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non operational department and does not have performance measures.					
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget	
Transfers	59,059	59,769	59,769	59,769	
TOTAL	59,059	59,769	59,769	59,769	
AUTHORIZED POSITIONS		2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					



Pines Theater Special Events

MISSION

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

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

DESCRIPTION OF SERVICES PROVIDED

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

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non-operational department				
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	833	22,495	17,815	23,515
Maintenance of Equipment	-	3,570	3,570	3,570
Miscellaneous Services	138,304	147,060	154,940	151,140
TOTAL	139,137	173,125	176,325	178,225
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
This is a non-operational department			
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2015-2016 Budget
Supplies	43,957	93,045	93,000
Maintenance of Equipment	117,088	137,085	133,800
Miscellaneous Services	13,301	27,600	22,300
Capital Outlay	3,141	724,799	-
Transfers	28,599	28,599	28,599
TOTAL	206,086	1,011,128	1,013,398
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2015-2016 Budget
There are no positions assigned to this division.			
FULL TIME			
PART TIME			
TOTAL			

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non-operational department				
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	134	5,590	4,795	4,405
Maintenance of Equipment	28,767	34,520	30,940	29,990
Miscellaneous Services	1,183	1,350	1,510	1,970
Transfers	21,000	15,000	2,500	-
TOTAL	51,084	56,460	39,745	36,365
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	82	820	820	950
Maintenance of Equipment	28,767	34,320	30,740	29,340
Miscellaneous Services	400	-	-	-
TOTAL	29,249	35,140	31,560	30,290
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Municipal Court / Security

COURT SECURITY / TECHNOLOGY FUND

DIVISION: Security

DIVISION DESCRIPTION

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	52	4,770	3,975	3,455
Maintenance of Equipment	-	200	200	650
Miscellaneous Services	783	1,350	1,510	1,970
TOTAL	835	6,320	5,685	6,075
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



COURT SECURITY / TECHNOLOGY FUND

MISSION

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

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

DESCRIPTION OF SERVICES

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

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Transfers	21,000	15,000	2,500	-
TOTAL	21,000	15,000	2,500	-
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2016



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	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Supplies	1,057	3,500	5,648	6,200
Miscellaneous Services	2,300	14,600	12,000	13,300
TOTAL	3,357	18,100	17,648	19,500
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

CITY OF LUFKIN, TEXAS

Community Dev/Dwntwn

Festival

Fiscal Year
2016



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 \$191,520

Description		2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non-operational department.					
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget	
Maintenance of Equipment	5,126	100,000	96,389	50,000	
Transfers	190,000	220,000	220,000	191,520	
TOTAL	195,126	320,000	316,389	241,520	
AUTHORIZED POSITIONS		2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

Fiscal Year
2016



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		2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non-operational department.					
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget	
Maintenance of Equipment	-	-	-	12,000	
Miscellaneous Services	1,437	-	-	-	
TOTAL	1,437	-	-	12,000	
AUTHORIZED POSITIONS		2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Equipment Amortization

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

MISSION

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

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

WORK PROGRAM

In fiscal year 2016, the City will continue analyzing the condition of equipment for replacement within the established guidelines. Adjustments will be made as necessary to provide the most efficient use of resources.

DESCRIPTION OF SERVICES PROVIDED

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

Description		2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non-operational department.					
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget	
Supplies	-	40,875	40,875	50,000	
Miscellaneous Services	10,592	19,877	19,877	-	
Capital Outlay	2,575,671	1,197,947	1,197,947	1,833,594	
TOTAL	2,586,263	1,258,699	1,258,699	1,833,594	
AUTHORIZED POSITIONS		2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					



Fiscal Year

2016



CITY OF LUFKIN, TEXAS

COMPONENT UNITS

COMPONENT UNITS

ECONOMIC DEVELOPMENT FUND– COMPONENT UNIT

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

LUFKIN CONVENTION AND VISITORS BUREAU – COMPONENT UNIT

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

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

**Fiscal Year
2016**



CITY OF LUFKIN, TEXAS

Economic Development Corp.

ECONOMIC DEVELOPMENT FUND – COMPONENT UNIT

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



ECONOMIC DEVELOPMENT FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

marketing of the City of Lufkin and Lufkin area.

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

WORK PROGRAM

The Economic Development Department will embark on the following Program of Work in Fiscal 2016: 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	2013-2014 Actual	2014-2015 Revised	2015-2016 Budget
Total number of business retention and expansion visits with local industry annually	5	12	12
Total number of recruiting activities attended annually (trade shows, trade missions, prospect visits, special events)	1	5	5
Total number of prospect projects worked on annually (leads responded to, RFP's responded to etc.)	5	20	20
Total number of stakeholder communications annually including newsletters, speaking engagements, articles	24	24	24
Follow – up with all qualified contacts from each event within 24 hours after the event 90% of the time	95%	95%	95%

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	138,047	120,220	125,000	127,839
Benefits	41,648	43,262	51,642	51,041
Economic Development Incentives	234,399	742,000	78,000	700,000
Supplies	8,375	9,845	9,845	10,825
Equipment Maintenance	-	-	3,000	-
Miscellaneous Services	146,176	179,426	176,426	195,010
Capital Outlay	867,471	-	864,586	-
Debt Service	84,239	330,220	271,000	185,478
Sundry Charges	170,250	30,830	30,830	32,700
TOTAL	1,690,605	1,455,803	1,610,329	1,302,893
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Director of Economic Development	1	1	1	1
Clerk Senior Level	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
2016



Economic Development / Non-departmental

CITY OF LUFKIN, TEXAS

ECONOMIC DEVELOPMENT FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

Continue providing accurate estimates for items budgeted in this department.

Non-departmental budget includes the following item:

Personnel Services	\$ 2,941
Insurance	\$ 2,600
General and Administrative Charges	\$ 13,700
Debt Service	\$185,478

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	-	-	285	2,941
Miscellaneous Services	2,598	2,551	2,551	2,600
Sundry Charges	6,000	11,830	11,830	13,700
Debt Service	84,239	330,220	271,000	185,478
TOTAL	92,837	344,601	285,666	204,719

AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



LUFKIN CONVENTION & VISITORS BUREAU FUND

MISSION

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

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

WORK PROGRAM

Lufkin Convention and Visitor Bureau (LCVB) will continue the tabletop advertising campaign in addition to utilizing billboards and magazines to get the word out that Lufkin, Texas is a great place to visit in efforts to increase tourism business to the community.

LCVB will also continue to sponsor events that enhance the tourism industry such as the angling tournaments of the FLW, Oakley Bass Tournament and Texas Bass Federation Nation; and recreational activities such as the Pineywoods Purgatory and Neches River Rendezvous that have participation rates from outside the county of 50% or more.

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

LCVB will continue to build on annual events such as Lufkin's Bistro, Summer Fest Texas and Corks and Forks among others and reach out to outlying areas to bring visitors to the community for these events.

DESCRIPTION OF SERVICES PROVIDED

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

Description	2012-2013 Actual	2013-2014 Revised	2014-2015 Budget
Total number of events promoted	11	63	70
Total number of events promoted with greater than 50% participation from outside the county.	8	16	18
Promote events that have a participation rate from outside the county 75% of the time	7	10	11
Total number of advertising campaigns completed within the fiscal year	12	14	14
Total number of advertising campaigns with a 20% response rate	10	12	12
Complete advertising campaigns with a 20% response rate 75% of the time	10	11	12

EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
Personnel Services	103,482	101,328	104,503	107,062
Benefits	38,741	39,374	41,940	41,457
Supplies	7,740	12,850	10,451	8,910
Sundry	1,044	1,830	1,830	1,330
Miscellaneous Services	260,984	318,418	299,102	348,835
TOTAL	411,991	473,800	457,826	507,594
AUTHORIZED POSITIONS	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
LCVB Director	1	1	1	1
Clerk Senior Level	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
SIGNIFICANT CHANGES				

Fiscal Year
2016



CITY OF LUFKIN, TEXAS

Lufkin Convention & Visitor Bureau / Non-departmental

LUFKIN CONVENTION & VISITORS BUREAU FUND

MISSION

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

DESCRIPTION OF SERVICES PROVIDED

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

WORK PROGRAM

Continue providing accurate estimates for items budgeted in this department.

Non-departmental budget includes the following item:

General and Administrative Charges	\$ 1,330
Contingency requiring Board Approval	\$100,000

Description		2013-2014 Actual	2014-2015 Revised	2015-2016 Budget	
This is a non operational department and does not have performance measures.					
EXPENDITURES	2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget	
Personnel Services	-	-	933	2,551	
Miscellaneous Services	40,000	65,900	65,900	100,000	
Sundry Charges	960	1,830	1,830	1,330	
TOTAL	40,960	67,730	68,663	103,881	
AUTHORIZED POSITIONS		2013-2014 Actual	2014-2015 Approved	2014-2015 Revised	2015-2016 Budget
There are no positions assigned to this division.					
FULL TIME					
PART TIME					
TOTAL					

DEBT SERVICE FUND

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

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

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

The State of Texas limits the ad valorem tax rate to \$2.50 per \$100 valuation. Lufkin’s maximum rate, as set by City Charter, is \$1.75. The current ad valorem tax rate is \$0.5038 and the proposed rate for FY 2016 is \$0.5238. Although there is no other legal debt limit, the City’s policy is to maintain a general obligation debt limit wherein the total outstanding tax-supported debt shall not exceed 5% of the total annual taxable assessed valuation of taxable property. The City’s net taxable assessed valuation for Fiscal 2016 is \$2,030,313,895, which, when calculated, provides a policy debt limit of \$100,564,619. The City’s total estimated outstanding debt for Fiscal 2015 is \$61,055,000.

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

$$\text{Net Debt Per Capita} = \frac{\$61,055,000 \text{ (Net Direct Debt)}}{36,830 \text{ (Population)}} = \$1,658$$

$$\text{Ratio of Net Debt to Taxable Assessed Value} = \frac{\$61,055,000 \text{ (Net Direct Debt)}}{\$2,030,313,895 \text{ (Assessed Value)}} = 3.01\%$$

The subsequent table reflects the allocation of the property tax levy between Debt Service and General Fund Operations for Fiscal 2015 and the previous four years.

	<u>Fiscal</u> <u>2012</u>	<u>Fiscal</u> <u>2013</u>	<u>Fiscal</u> <u>2014</u>	<u>Fiscal</u> <u>2015</u>	<u>Fiscal</u> <u>2016</u>
Debt Service Fund	\$0.180000	\$0.170000	\$0.170000	\$0.160000	\$0.150000
General Fund	<u>\$0.338000</u>	<u>\$0.333800</u>	<u>\$0.333800</u>	<u>\$0.363800</u>	<u>\$0.373800</u>
Total Tax Rate	<u>\$0.513800</u>	<u>\$0.503800</u>	<u>\$0.503800</u>	<u>\$0.523800</u>	<u>\$0.523800</u>

The steady increase in taxable value related to both property reappraisals and new construction value additions has allowed the City to reduce the tax rate in Fiscal 2013. A tax increase of $\frac{3}{4}$ cent as well as a shift of one cent from the operating and maintenance portion of the tax rate to debt service was included in the Fiscal 2000 budget to fund the 1999 Capital Improvements Program. In May 2001, citizens approved a \$7,686,322 Street Bond Program (2001 Street Bond Program) that required a 6.4-cent tax increase to fund. As a result, tax increases of 2.2 cents per year in Fiscal 2002 and 2003 have been approved in the debt service portion of the tax rate. The third, and final, increase was included in Fiscal 2004 and amounted to a 2-cent increase. In Fiscal 2010 the effective tax rate was adopted reducing the tax rate by 2.16 cents. For Fiscal 2011 an additional 2.0 cent reduction was implemented, and in Fiscal 2013 a 1-cent reduction further offsets the increases imposed by the Street Bond Program. In Fiscal 2015 a 2-cent increase and a shift of 1-cent from I&S to M&O was implemented to make changes in the pay scales of the Police and Fire Departments. For Fiscal 2016 an additional 1-cent shift from I&S to M&O has allowed the City to prepare for possible downturns in the local economy, associated with the downsizing and potential closing of a local industry.

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

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

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

REVENUE BOND DEBT SERVICE

Revenue bond debt service is paid from the revenues of the Utility System. Standard and Poor's and Moody's Investment Service have rated the City's Certificate of Obligation bonds AA- and A1, respectively. Total outstanding debt at October 1, 2015 is \$61,055,000.

The City entered into agreements with the Army Corps of Engineers in 1970 and 1976 to purchase surface water for present and future water supply rights from Lake Sam Rayburn. The 1970 agreement included the purchase of 18,000 acre-feet of water from the Corps at a cost of \$220,000. The purchase price, financed by a note payable, spans a period of over 50 years at 2.591% interest. As of January 1, 2014 the City had repaid \$184,327. The balance of \$21,950 is scheduled for payment, in full, on January 1, 2019. The second agreement entered into with the Corps was for the

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

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

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

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

CITY OF LUFKIN
DEBT SERVICE FUND
Fiscal 2016 Operating Budget

	FY2014	FY2015	FY2015	FY2016
	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Budget</u>
Beginning Balance	\$ 2,279,503	\$ 2,190,175	\$ 1,990,866	\$ 2,116,173
Revenues				
Current year collections	3,477,960	3,222,442	3,222,442	3,047,727
Interest income	32,509	6,250	6,250	8,000
Other-Transfer from Water/Wastewater Fund	3,431,981	3,438,431	3,771,795	3,129,448
Other-Transfer from Solid Waste/Recycling Fund	52,400	51,200	51,200	55,000
Other financing sources-proceeds	5,259,336	-	6,441	-
Total Revenues	<u>12,254,186</u>	<u>6,718,323</u>	<u>7,058,128</u>	<u>6,240,175</u>
Total Funds Available	<u>\$ 14,533,689</u>	<u>\$ 8,908,498</u>	<u>\$ 9,048,994</u>	<u>\$ 8,356,348</u>
Expenditures				
Principal payments	\$ 4,830,000	\$ 4,725,000	\$ 4,725,000	\$ 4,496,072
Interest payments	2,449,298	2,199,071	2,199,071	2,119,321
Debt service fees	103,525	8,750	8,750	8,750
Transfers	5,160,000	-	-	-
Total Expenditures	<u>12,542,823</u>	<u>6,932,821</u>	<u>6,932,821</u>	<u>6,624,143</u>
Excess(deficiency) of revenues over expenditures	<u>(288,637)</u>	<u>(214,498)</u>	<u>125,307</u>	<u>(383,968)</u>
Fund balance ending	<u>1,990,866</u>	<u>1,975,677</u>	<u>2,116,173</u>	<u>1,732,205</u>
Total Funds Applied	<u>\$ 14,533,689</u>	<u>\$ 8,908,498</u>	<u>\$ 9,048,994</u>	<u>\$ 8,356,348</u>

**GENERAL OBLIGATION BONDS
DEBT REQUIREMENTS
SUMMARY
Fiscal 2016 Operating Budget**

Issue	Purpose	Principal Outstanding 10/1/2015	Requirements for Fiscal 2016			
			Principal	Interest	Paying Agent Fees	Total
2006	G.O. Refunding Bond	2,335,000	182,575	167,463	4,550	2,689,588
2007	G.O. Improvements	170,000	5,500	5,500	2,250	183,249
2007	G.O./Utility Improvements	380,000	13,218	13,218	2,250	408,686
2009	C.O./Utility Improvements	15,175,000	3,780,199	3,443,261	14,250	22,412,710
2010	C.O. Improvements	7,850,000	1,463,800	1,463,800	12,000	10,789,600
2010	G.O. Refunding Bond	7,085,000	497,600	497,600	4,500	8,084,700
2011	G.O. Refunding Bond	7,050,000	295,887	295,887	6,750	7,648,524
2012	C.O. Improvements	6,500,000	672,160	672,160	9,900	7,854,220
2013	C.O. Improvements	4,665,000	782,893	782,893	9,900	6,240,686
2014	G.O. Refunding Bond	4,945,000	395,650	395,650	7,500	5,743,800
2015	G.O. Refunding Bond	4,900,000	583,075	583,105	9,000	6,075,180
	Total	<u>\$61,055,000</u>	<u>\$8,672,557</u>	<u>\$8,320,536</u>	<u>\$82,850</u>	<u>\$78,130,943</u>

GENERAL OBLIGATION BONDS
ANNUAL DEBT SERVICE REQUIREMENTS
All Series

Fiscal Year	Principal	Interest 15-Feb	Interest 15-Aug	Paying Agent Fees	Total
2016	4,850,000	1,038,297	1,024,347	7,750	6,920,394
2017	5,005,000	964,826	948,838	7,750	6,926,414
2018	5,020,000	884,269	872,456	7,750	6,784,475
2019	5,110,000	812,063	800,183	6,250	6,728,496
2020	5,245,000	737,695	724,095	6,250	6,713,040
2021	4,740,000	659,546	642,446	6,250	6,048,242
2022	3,850,000	580,046	562,099	5,500	4,997,645
2023	3,115,000	518,353	501,193	4,850	4,139,396
2024	3,190,000	467,184	449,184	4,850	4,111,218
2025	2,980,000	413,731	394,606	4,100	3,792,437
2026	2,485,000	359,107	338,982	3,350	3,186,439
2027	2,610,000	311,261	289,053	3,350	3,213,664
2028	2,280,000	263,259	237,009	2,600	2,782,868
2029	2,390,000	213,943	186,443	2,600	2,792,986
2030	2,045,000	165,440	147,315	2,600	2,360,355
2031	2,135,000	125,240	106,490	2,600	2,369,330
2032	1,545,000	83,362	63,362	1,850	1,693,574
2033	1,585,000	53,060	32,435	1,850	1,672,345
2034	875,000	21,875	-	750	897,625
Total	\$61,055,000	\$8,672,557	\$8,320,536	\$82,850	\$78,130,943

DEBT SERVICE
SCHEDULE OF REQUIREMENTS
GENERAL OBLIGATION REFUNDING BONDS
Series 2006

Original Issue: \$ 9,475,000

Dated: December 1, 2006

Interest Rate: 4.00%-5.50%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2016	495,000	50,638	46,438	650	592,725
2017	525,000	40,738	34,825	650	601,213
2018	200,000	26,300	26,300	650	253,250
2019	160,000	22,300	22,300	650	205,250
2020	175,000	19,100	19,100	650	213,850
2021	385,000	15,600	13,100	650	414,350
2022	395,000	7,900	5,400	650	408,950
Totals	\$2,335,000	\$182,575	\$167,463	\$4,550	\$2,689,588

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

Original Issue: \$ 1,740,000

Dated: July 19, 2007

Interest Rate: 5.00%

Fiscal Year	Principal	Interest 15-Feb	Interest 15-Aug	Paying Agent Fees	Total
2016	80,000	3,528	3,528	750	87,805
2017	85,000	1,868	1,868	750	89,486
2018	5,000	104	104	750	5,958
Totals	<u>\$170,000</u>	<u>\$5,500</u>	<u>\$5,500</u>	<u>\$2,250</u>	<u>\$183,249</u>

DEBT SERVICE
SCHEDULE OF REQUIREMENTS
CERTIFICATES OF OBLIGATION BONDS
Series 2007

Original Issue: \$ 5,870,000

Dated: July 19, 2007

Interest Rate: 5.00%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2016	180,000	8,531	8,531	750	197,812
2017	190,000	4,481	4,481	750	199,712
2018	10,000	206	206	750	11,162
Totals	\$380,000	\$13,218	\$13,218	\$2,250	\$408,686

DEBT SERVICE
SCHEDULE OF REQUIREMENTS
CERTIFICATES OF OBLIGATION BONDS
Series 2009

Original Issue: \$ 17,400,000

Dated: March 12, 2009

Interest Rate: 4.62%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2016	650,000	336,938	327,188	750	1,314,876
2017	650,000	327,188	317,113	750	1,295,051
2018	675,000	317,113	305,300	750	1,298,163
2019	660,000	305,300	293,420	750	1,259,470
2020	680,000	293,420	279,820	750	1,253,990
2021	730,000	279,820	265,220	750	1,275,790
2022	755,000	265,220	249,743	750	1,270,713
2023	780,000	249,743	232,583	750	1,263,076
2024	800,000	232,583	214,583	750	1,247,916
2025	850,000	214,583	195,458	750	1,260,791
2026	875,000	195,458	175,333	750	1,246,541
2027	945,000	175,333	153,125	750	1,274,208
2028	1,050,000	153,125	126,875	750	1,330,750
2029	1,100,000	126,875	99,375	750	1,327,000
2030	725,000	99,375	81,250	750	906,375
2031	750,000	81,250	62,500	750	894,500
2032	800,000	62,500	42,500	750	905,750
2033	825,000	42,500	21,875	750	890,125
2034	875,000	21,875	-	750	897,625
Totals	\$15,175,000	\$3,780,199	\$3,443,261	\$14,250	\$22,412,710

DEBT SERVICE
SCHEDULE OF REQUIREMENTS
CERTIFICATES OF OBLIGATION BONDS
Series 2010

Original Issue: \$ 9,145,000

Dated: November 15, 2010

Interest Rate: 2.0 - 4.0%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2016	355,000	157,000	157,000	750	669,750
2017	380,000	149,900	149,900	750	680,550
2018	390,000	142,300	142,300	750	675,350
2019	405,000	134,500	134,500	750	674,750
2020	425,000	126,400	126,400	750	678,550
2021	435,000	117,900	117,900	750	671,550
2022	455,000	109,200	109,200	750	674,150
2023	470,000	100,100	100,100	750	670,950
2024	495,000	90,700	90,700	750	677,150
2025	515,000	80,800	80,800	750	677,350
2026	530,000	70,500	70,500	750	671,750
2027	555,000	59,900	59,900	750	675,550
2028	570,000	48,800	48,800	750	668,350
2029	600,000	37,400	37,400	750	675,550
2030	620,000	25,400	25,400	750	671,550
2031	650,000	13,000	13,000	750	676,750
Totals	\$7,850,000	\$1,463,800	\$1,463,800	\$12,000	\$10,789,600

DEBT SERVICE
SCHEDULE OF REQUIREMENTS
GENERAL OBLIGATION REFUNDING BONDS
Series 2010

Original Issue: \$12,130,000

Dated: November 15, 2010

Interest Rate: 2.0 - 4.0%

Fiscal		Interest	Interest	Paying	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2016	1,110,000	141,700	141,700	750	1,394,150
2017	1,165,000	119,500	119,500	750	1,404,750
2018	1,195,000	96,200	96,200	750	1,388,150
2019	1,260,000	72,300	72,300	750	1,405,350
2020	1,315,000	47,100	47,100	750	1,409,950
2021	1,040,000	20,800	20,800	750	1,082,350
Totals	\$7,085,000	\$497,600	\$497,600	\$4,500	\$8,084,700

**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>
				<u>Fees</u>	
2016	1,055,000	72,178	72,178	750	1,200,106
2017	1,060,000	61,628	61,628	750	1,184,006
2018	1,110,000	51,028	51,028	750	1,212,806
2019	1,105,000	39,928	39,928	750	1,185,606
2020	1,125,000	28,878	28,878	750	1,183,506
2021	470,000	17,628	17,628	750	506,006
2022	485,000	12,928	12,928	750	511,606
2023	325,000	7,775	7,775	750	341,300
2024	315,000	3,916	3,916	750	323,582
Totals	<u><u>\$7,050,000</u></u>	<u><u>\$295,887</u></u>	<u><u>\$295,887</u></u>	<u><u>\$6,750</u></u>	<u><u>\$7,648,524</u></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	
<u>Year</u>	<u>Principal</u>	<u>15-Feb</u>	<u>15-Aug</u>	<u>Agent</u>	<u>Total</u>
				<u>Fees</u>	
2016	300,000	60,844	60,844	550	422,238
2017	300,000	59,344	59,344	550	419,238
2018	325,000	57,844	57,844	550	441,238
2019	325,000	56,219	56,219	550	437,988
2020	325,000	53,781	53,781	550	433,112
2021	325,000	51,344	51,344	550	428,238
2022	350,000	48,094	48,094	550	446,738
2023	350,000	44,594	44,594	550	439,738
2024	350,000	41,094	41,094	550	432,738
2025	350,000	37,594	37,594	550	425,738
2026	375,000	34,094	34,094	550	443,738
2027	375,000	30,344	30,344	550	436,238
2028	375,000	26,594	26,594	550	428,738
2029	400,000	22,844	22,844	550	446,238
2030	400,000	18,844	18,844	550	438,238
2031	425,000	14,344	14,344	550	454,238
2032	425,000	9,563	9,563	550	444,676
2033	425,000	4,781	4,781	550	435,112
Totals	<u>\$6,500,000</u>	<u>\$672,160</u>	<u>\$672,160</u>	<u>\$9,900</u>	<u>\$7,854,220</u>

**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	
2016	205,000	71,141	71,141	550	347,832
2017	210,000	68,579	68,579	550	347,708
2018	215,000	65,974	65,974	550	347,498
2019	220,000	63,266	63,266	550	347,082
2020	225,000	60,516	60,516	550	346,582
2021	230,000	57,704	57,704	550	345,958
2022	235,000	54,829	54,829	550	345,208
2023	240,000	51,891	51,891	550	344,332
2024	250,000	48,891	48,891	550	348,332
2025	255,000	45,454	45,454	550	346,458
2026	265,000	41,055	41,055	550	347,660
2027	275,000	36,484	36,484	550	348,518
2028	285,000	34,740	34,740	550	355,030
2029	290,000	26,824	26,824	550	344,198
2030	300,000	21,821	21,821	550	344,192
2031	310,000	16,646	16,646	550	343,842
2032	320,000	11,299	11,299	550	343,148
2033	335,000	5,779	5,779	550	347,108
Totals	\$4,665,000	\$782,893	\$782,893	\$9,900	\$6,240,686

**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	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2016	420,000	62,925	62,925	750	546,600
2017	440,000	58,725	58,725	750	558,200
2018	455,000	54,325	54,325	750	564,400
2019	475,000	49,775	49,775	750	575,300
2020	460,000	45,025	45,025	750	550,800
2021	480,000	40,425	40,425	750	561,600
2022	525,000	33,225	33,225	750	592,200
2023	545,000	25,350	25,350	750	596,450
2024	565,000	17,175	17,175	750	600,100
2025	580,000	8,700	8,700	750	598,150
Totals	\$4,945,000	\$395,650	\$395,650	\$7,500	\$5,743,800

**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	
Year	Principal	15-Feb	15-Aug	Agent	Total
				Fees	
2016	-	72,875	72,875	750	146,500
2017	-	72,875	72,875	750	146,500
2018	440,000	72,875	72,875	750	586,500
2019	500,000	68,475	68,475	750	637,700
2020	515,000	63,475	63,475	750	642,700
2021	645,000	58,325	58,325	750	762,400
2022	650,000	48,650	48,680	750	748,080
2023	405,000	38,900	38,900	750	483,550
2024	415,000	32,825	32,825	750	481,400
2025	430,000	26,600	26,600	750	483,950
2026	440,000	18,000	18,000	750	476,750
2027	460,000	9,200	9,200	750	479,150
Totals	<u>\$4,900,000</u>	<u>\$583,075</u>	<u>\$583,105</u>	<u>\$9,000</u>	<u>\$6,075,180</u>

**WATER/WASTEWATER
DEBT REQUIREMENTS
SUMMARY
Fiscal 2016**

Notes Payable to Army Corp of Engineers

	<u>Remaining Balance</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Annual Payment</u>
1/1/1970 Present Water Supply	\$21,950	\$6,604	\$1,095	\$7,699

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

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

Interest Rate: 2.591%

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Outstanding</u>
Paid to-date	\$191,102	\$144,209	\$335,311	\$21,950
1/1/2016	6,950	749	7,699	21,950
1/1/2017	7,130	569	7,699	14,820
1/1/2018	7,315	384	7,699	7,505
1/1/2019	7,505	194	7,699	-

CAPITAL FUNDS

CAPITAL IMPROVEMENTS PROGRAM

➤ TAX SUPPORTED FUNDS

Tax supported funds are governmental fund types that are budgeted on a project basis which may span more than one year. Any funds not spent in current year will automatically be carried forward to the next year until the project is completed. The project is generally discussed as part of the capital improvements program during strategic planning and adopted during the budget process. Funding sources include transfers from operating funds, general obligation bond issues, certificates of obligation issues, grants and donations. Some projects may be approved or modified during the course of the year through budget amendments as necessitated by changing events.

➤ REVENUE SUPPORTED FUNDS

Revenue supported funds are enterprise fund types that are budgeted on a project basis which may span more than one year. Any funds not spent in current year will automatically be carried forward to the next year until the project is completed. The project is generally discussed as part of the capital improvements program during strategic planning and adopted during the budget process. Funding sources include revenue bonds, transfers from enterprise funds, certificates of obligation issues, state revolving fund bonds, grants and donations. Some projects may be approved or modified during the course of the year through budget amendments as necessitated by changing events.

RENEWAL AND REPLACEMENT FUNDS

The City maintains two renewal and replacement funds: the Water/Wastewater Renewal & Replacement Fund and the Solid Waste/Recycling Renewal & Replacement Fund. These funds were established in fiscal 1996 to provide long-term funding to replace exhausted equipment and to provide funds for replacement and/or expansion of plant facilities. Cash transfers from the Water/Wastewater Fund in an amount equal to the second preceding year's depreciation charges less the amount required for the Equipment Acquisition and Replacement Fund, fund this Fund. The City Council modified the policy effective October 1, 2009 to reserve 25% of the actual cash transfer for system expansion. The City Council modified the policy for the Solid Waste/Recycling Renewal & Replacement Fund to eliminate any funding requirements in fiscal 2007 and thereafter with the implementation of the Equipment Acquisition and Replacement Fund which is used to replace rolling stock for the City. Projects will continue to be funded from the Solid Waste/Recycling Renewal & Replacement Fund until all reserves are depleted.

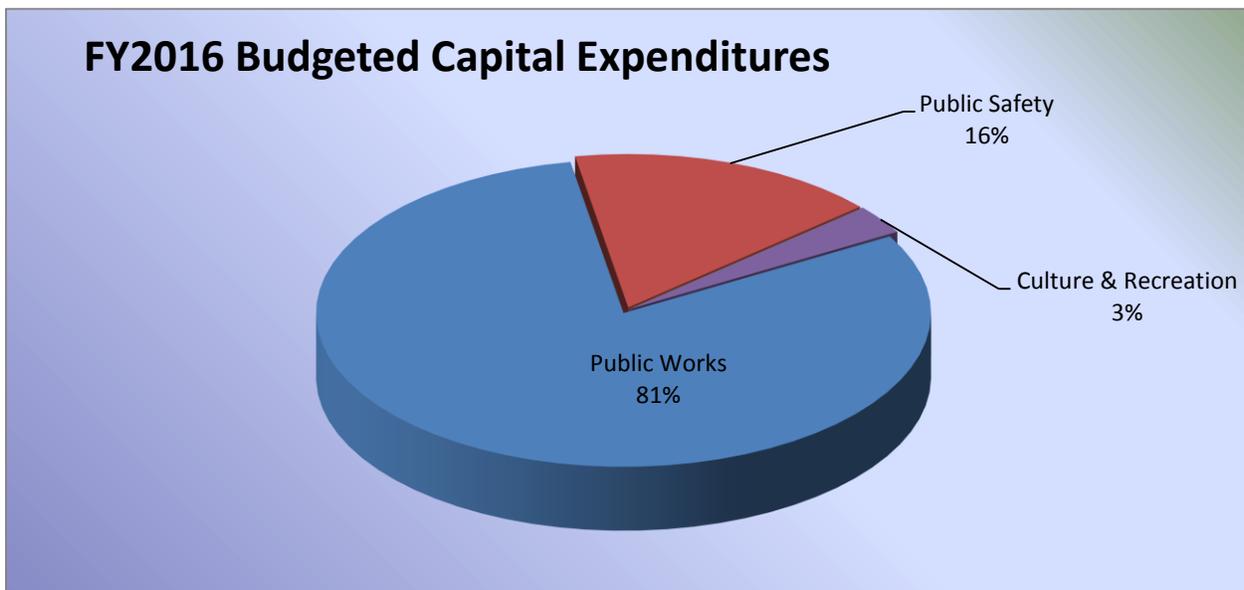
EQUIPMENT ACQUISITION AND REPLACEMENT FUND

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. An amount equivalent to the annual straight line depreciation expense is prorated and transferred to this fund on a monthly basis for the purpose of accumulating funds necessary to replace and acquire new equipment. These expenditures are completed within the budget year and are adopted as part of the annual operating budget process.

2016 Budgeted Capital Expenditures (New Projects)

Responsibility Center	Included in Operating Budget	Included in CIP - Tax Supported	Included in CIP - Revenue Supported	Included in Solid Waste Depreciati on Fund	Included in Water/ Wastewater Renewal & Replacement Fund	Included in Equipment Acquisition & Replacemen t Fund	Total
General Government	-	-	-	-	-	-	-
Public Works	-	-	-	-	1,073,911	1,268,510	2,342,421
Public Safety	-	-	-	-	-	476,154	476,154
Community Development	-	-	-	-	-	-	-
Culture & Recreation	-	-	-	-	-	88,930	88,930
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,073,911	\$ 1,833,594	\$ 2,907,505

The summary does not include projects funded by grants, contributions from outside sources, or capital budgets for component units.



CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvements Program (CIP) is a long-range capital budget typically covering a three to ten year time frame and including major capital purchases and/or construction projects that are funded through bonds, operating revenues, grants or other funding mechanisms.

The City of Lufkin established a Continuing Capital Improvements Program in 1999. This tentative ten-year program was approved by Council and updated in November 2008 with a five year program. Non routine equipment purchases and/or projects included in the CIP are required to have a life of more than 15 years and a minimum cost of \$50,000. Bonds and Certificates of Obligation (CO's) typically fund expenditures meeting this definition, although occasionally grants and donations will also fund expenditures meeting this definition.

Certificates of Obligation are issued periodically to provide adequate cash for planned projects and equipment purchases. In addition, transfers may be made from other funds to provide sources to pay for planned capital expenditures.

The CIP contains the following categories:

- **Tax Supported Projects** – funded by the debt portion of the ad valorem taxes collected annually or governmental fund balance. Tax supported projects fall into the following sub-categories:
 - **General Government** – includes projects related to Administration, Finance and/or projects common to multiple governmental fund departments.
 - **Public Safety** – includes Police, Fire, Municipal Court, Animal Control and Inspection Services projects.
 - **Culture and Recreation** – includes Parks, Zoo, Library, and Civic Center projects.
 - **Public Works** – includes streets and drainage, curb and gutter, sidewalk construction.

- **Revenue supported projects** are funded by revenues of the enterprise funds, i.e. Water/Wastewater and Solid Waste/Recycling and fall into the following sub-categories:
 - **Water** – includes water and water production projects such as transmission and distribution water lines, water line relocation, and water wells.
 - **Wastewater** – includes wastewater treatment plant construction projects, installation of transmission and collection sewer lines, and sewer line relocations.
 - **Solid Waste** – includes capital projects relating specifically to solid waste collection activities.
 - **Recycling** – includes capital projects relating specifically to recycling activities such as building construction and equipment purchases.

Tax Supported Projects

The table below reflects details of the City's non-routine FY2010 thru FY2015 capital expenditures and FY2015 budgeted capital expenditures arranged by responsibility center. Non-routine significant capital projects may or may not have an impact on the operating budget. The impact on the annual maintenance and operation (M&O) costs is listed in the table and defined as follows:

Positive (P)	The project is expected to reduce operating costs or generate income to offset additional costs.
Negligible (N)	The impact on the operating budget will be minimal and additional operating costs are expected to be less than \$5,000.
Moderate (M)	There will be an impact on the operating budget of the affected department and the additional operating costs are expected to increase between \$5,001 and \$25,000.
High (H)	The operating costs are expected to exceed \$25,001.

An asterisk (*) in the M & O Impact column indicates the project is described in more detail in the pages that follow the table below.

Capital Projects - New, In Progress & Future Planned								
Project	Project Budget	Actual 2013 & Prior	Actual FY2014	Actual FY2015	Budget FY2016	Under/(Over) Budget	Planned Projects after FY2016	M&O Impact
General Government:								
Convention Center (3)	\$ 1,723,967	\$ 367,150	\$ 1,350,646	\$ 6,171	\$ -	\$ -	-	P
Radio Upgrade (6)	398,000	398,000	-	-	-	-	-	N
City Hall Elevator Renovation	93,503	-	-	-	93,503	-	-	
Monopole Replacement ⁽⁶⁾	85,000	-	3,000	277	81,723	-	-	N
Subtotal	2,300,470	765,150	1,353,646	6,448	175,226	0	0	
Public Safety:								
Municipal Court Building ⁽⁵⁾	1,291,604	-	1,291,604	-	-	-	-	M
Fire Station #1 Upgrade ⁽⁶⁾	110,009	107,716	2,293	-	-	-	-	*
Relocate/Combine Stations #1/#3 ⁽¹⁾⁽²⁾	1,626,975	1,610,880	16,095	-	-	-	-	M
Fire Engine #3 Replacement ⁽⁵⁾	500,000	-	500,000	-	-	-	-	N
Reconstruction Fire Station #5 ⁽⁵⁾	1,276,920	367,061	909,859	-	-	-	-	N
Chambers Park Tennis Court Renovation	121,220	-	-	69,021	52,199	-	-	
Fire Department Storage Bldg	120,000	-	-	857	119,143	-	-	
Subtotal	5,046,728	2,085,657	2,719,851	69,878	171,342	0	0	

Capital Projects - New, In Progress & Future Planned								
Project	Project Budget	Actual 2013 & Prior	Actual FY2014	Actual FY2015	Budget FY2016	Under/(Over) Budget	Planned Projects after FY2016	M&O Impact
Public Works:								
Tymco Street Sweeper ⁽⁶⁾	190,000	18,760	18,760	-	-	-		N
Joyce Lane Street Reconstruction ⁽⁵⁾	865,000	701,221	163,779	-	-	-		N
North Brentwood Extension ⁽⁵⁾	736,148	359,336	376,812	-	-	-		*
Knight Avenue Reconstruction ⁽⁵⁾	120,000	-	12,489	-	107,511	-		N
Champions Drive Reconstruction ⁽⁵⁾	210,000	188,072	-	-	-	-		N
Carriage Drive Reconstruction ⁽⁵⁾	450,000	-	1,403	-	450,000	(1,403)		N
Moffett Road Reconstruction ⁽⁵⁾	345,000	-	-	276,817	68,183	-		N
Pershing Avenue Reconstruction ⁽⁵⁾	142,603	-	142,603	-	-	-		N
Third Street Reconstruction ⁽⁵⁾	185,000	-	44,931	140,069	-	-		N
Windsor Drive Reconstruction ⁽⁵⁾	110,000	-	143,487	-	-	(33,487)		N
Jones Street Reconstruction ⁽⁵⁾	323,000	-	120,651	-	-	202,349		N
Hill Street Reconstruction ⁽⁵⁾	180,000	-	20,285	58,015	101,700	-		N
Spence Street Reconstruction ⁽⁵⁾	330,000	-	391,177	-	-	(61,177)		*
Tom Temple Street Reconstruction ⁽⁵⁾	220,000	-	66,308	-	-	153,692		N
Angelina St Reconstruction	160,780	-	-	167,500	-	(6,720)		
Augusta Street Reconstruction	156,400	-	-	-	156,400	-		
MLK Drive Drainage Repairs	207,172	-	-	694	206,478	-		
McHale/Chester Street Culvert Replacement	264,000	-	-	-	264,000	-		P
Atkinson Drive Street Reconstruction ⁽⁵⁾	105,000	-	-	-	105,000	-		*
Subtotal	5,300,103	1,267,389	1,502,685	643,095	1,459,272	253,254	0	
Culture & Recreation:								
Morris Frank Park T-ball Field Expansion ⁽²⁾	150,000	151,283	-	-	-	(1,283)		M
Convention Center ⁽³⁾	765,025	696,532	-	-	-	68,493		M
Civic Center Expansion for Disaster Shelter ⁽³⁾	6,765,320	6,765,320	-	-	-	-		M
Airwall Renovation -Convention Center	55,000	-	-	-	55,000	-		
Ellen Trout Zoo Commissary	373,930	-	-	-	373,930	-	373,930	P
Brandon Park Renovations ⁽⁵⁾	180,000	-	180,000	-	-	-		N
Subtotal	8,289,275	7,613,135	180,000	0	428,930	67,210	373,930	
Community Development:								
Aspen Power Access Road ^{(3) (4)}	768,000	620,581	-	-	-	147,419		N
CDBG Pinewood Park Apts ⁽³⁾	794,100	619,423	-	-	-	174,677		N
CDBG Lubbock Street ⁽³⁾	275,000	31,168	232,837	-	-	-		N
Sidewalk Construction ⁽³⁾	1,594,800	-	54,112	7,149	-	1,533,539		N
Subtotal	\$ 3,431,900	\$ 1,271,172	\$ 286,949	\$ 7,149	\$ -	\$ 1,855,635	\$ -	
Total	24,368,476	13,002,503	6,043,131	726,570	2,234,770	2,176,099	373,930	

Projects highlighted in blue are completed.

(1) These projects were advance funded as part of the reimbursement resolution for the 2010 bond issue.

(2) These projects are included in the new project summary

(3) These projects are funded from grants or contributions

(4) These projects are component unit projects

(5) These projects are funded by 2012 Certificate of Obligation Bonds issued December 2012.

(6) These projects are funded by transfer from General Fund

The City Council had several planning sessions to review capital projects. Some projects that were included in CIP for future years were removed from future plans by the current administration and others added in their place.

REVENUE SUPPORTED PROJECTS

Revenue Supported Capital Projects - New, In Progress & Future Planned								
Project	Project Budget	Actual 2013 & Prior	Actual FY2014	Actual FY2015	Budget FY2016	Under/(Over) Budget	Planned Projects after FY2016	M&O Impact
Water Plant #3	2,100,000	-	-	-	2,100,000	-	-	P
24" Water Line Hwy 103E to Hwy 59S	600,000	-	240,598	359,574	(172)	-	-	*
Kit McConnico I/I Project J	174,440	-	-	-	174,440	-	-	P
Raw Sewage Pump	76,000	-	-	74,752	-	1,248	-	N
Newly Annexed Areas	2,374,160	-	-	-	-	-	2,374,160	M
Central I & I - Project F	250,000	-	-	-	250,000	-	250,000	M
Central I & I - Project I	1,758,860	-	1,704,680	-	-	-	54,180	N
Kit McConnico I/I Project G	240,000	0	0	0	240,000	-	-	-
Total	7,573,460	0	1,945,278	434,326	2,764,268	1,248	2,678,340	

Projects highlighted in blue are completed.

Water and wastewater rates have increased by 6% in fiscal years 2010, 2011 and 2012 and none for 2013, 2014, and 2015; however, in order for the Water/Wastewater Fund to meet obligations, the fourth increase of 6% was implemented in Fiscal 2016 budget. The fund maintains a 45 day working cash balance as required by Council Financial Policies. The rate increases were based on study conducted by Freese & Nichols, Inc. and adopted by City Council for fiscal years 2010 through 2012 and 2016.

WATER/WASTEWATER RENEWAL & REPLACEMENT FUND

Each year as part of the budget process, utility fund departments prepare replacement equipment requests for *routine* capital projects to be funded from the Renewal & Replacement Funds. The City Manager, along with applicable staff, reviews these requests, rank as to importance, and present results to Council for approval. A list of items approved is reflected in the following tables for the Water/Wastewater Renewal and Replacement Fund. Completed items for previous year are shown in blue.

Department	Description	Budget	Expended
WWTP/Water Prod	Fiscal 2009-2010 Completed Projects	3,215,159	3,215,159
	Fiscal 2011 Completed Projects	2,526,788	2,526,788
	Fiscal 2012 Completed Projects	916,130	783,608
	Fiscal 2013 Completed Projects	2,858,665	2,223,033
	Fiscal 2014 Completed Projects	2,902,750	2,602,748
	Water Plant #3 @ Abitibi	341,490	77,696
	Lift 5 of 10 wells at the Abitibi Well	515,063	516,777
	Pineywoods Academy Sewer Line	20,000	-0-
	Belt Press	300,000	312,896
	24" Water Line 103E-59S	765,000	-0-
	Car Wash Facility	67,500	67,500
	Ginn Way Water Line Replacement	45,000	44,325
	Shady Pine Line Replacement	46,000	45,791
	Oletta Water Line Replacement	35,000	-0-
	<i>Subtotal</i>		<i>14,554,545</i>
Added Fiscal 2015:	RF Meter R eplacement	75,000	74,951
	SCADA Equipment	10,000	2,708
	Pump Station Wet Well Rehabilitation	45,000	22,824
	Digester Building Roof Repair	20,000	-
	Replace #1 & #2 Boilers	162,500	353
	Grit Pit Rehabilitation	20,000	16,836
	BOD & TSS Study	25,000	9,364
	Sewer Rehabilitation Equipment	34,000	21,004
	Cured in Place Line Equipment	120,000	382
	Walden Ct. Lift Station Rp	128,000	130,997
	Pipe Laser	7,000	4,900
	Spur Plaza Sewer Extension	142,000	141,607
	Insert-A-Valve System	82,000	76,673
<i>Subtotal</i>		<i>870,500</i>	<i>502,599</i>
Added Fiscal 2016	Digester, Press, & Preair Maintenance	139,213	-0-
	WWTP Pumps	59,528	-0-
	Flow Meters for WWTP	38,170	-0-
	Waterline Upgrade @ Bk Hltr	143,000	-0-
	2 20" Utility Trailers	11,000	-0-
	Jet Cam	14,000	-0-
	Painting ground Storage Tank #5	450,000	-0-
	PLC Software Upgrade@WP	35,000	-0-
	Well Rehabilitation @ Abitibi Well Fld	100,000	-0-
Water Plant Security Fence	15,000	-0-	

Flush Valves and Flow Meters-Abitibi	27,000	-0-
Road Resurfacing at Water Plant	33,000	-0-
Recirculation Pump @Water Plant#2	9,000	-0-
<i>Subtotal</i>	<i>1,073,911</i>	<i>-0-</i>
Total	\$14,562,255	\$10,521,291

SOLID WASTE DEPRECIATION FUND

The Solid Waste/Recycling Depreciation Funds are being depleted and will no longer be funded.

EQUIPMENT ACQUISITION & REPLACEMENT FUND

REVENUES

Revenues for the Equipment Acquisition and Replacement Fund are charged to the Departmental budgets to cover the cost of annual depreciation on the City's rolling stock or other machinery and equipment. After a one time initial transfer in from the General, Water/Wastewater and Solid Waste funds in fiscal 2006, annual replacement cost on each piece of equipment will be recorded in this fund until such time as the equipment is ready for replacement. All machinery and equipment is placed on a schedule for replacement based upon anticipated life of the equipment. Revenues for fiscal 2016 are anticipated to be \$1,826,959.

EXPENDITURES

SUPPLIES

Expenditures for fiscal year 2016 are projected to be \$134,000 of patrol supplies.

EQUIPMENT & STRUCTURE MAINTENANCE

There are no equipment and structure maintenance projected for either Fiscal 2016.

MISCELLANEOUS SERVICES

There are no miscellaneous services expenditures charged to this account for Fiscal 2016.

CAPITAL OUTLAY

All expenditures in the fund are *routine* capital in nature with the exception of the fleet vehicles that the City maintains for employees occasional use while conducting City business. The fiscal 2016 estimated expenditures are \$1,833,594.

Department	Item to be purchased	Amount
Police Dept	7- Chevy Tahoe	175,875
Police Dept	Equipment	134,000
Police Dept	Chevy Impala	18,000
Fire Dept	1 – Ford F-150 Truck	26,000
Fire Dept	Chevrolet Med Unit	141,937
Fire Dept	1 – Stryker Stretcher for Ambulance	15,000
Fire Dept	Ford Expedition	28,752
Animal Control	Vehicle	17,000
Recycling	Wheel Loader	85,000
Engineering	F-150 Truck	14,591
Street Dept	Propatch Truck	131,563
Street Dept	2 Dump Trucks	150,000
Street Dept	Tractor and Truck	95,000
Parks	Vehicle	81,055

Zoo	Mower	7,875
Utility Collections	Vehicle	14,500
Wastewater Treatment	Vehicle	26,197
Water & Sewer	Machine & Equipment	486,249
Water & Sewer	Vehicle	185,000
Total		<u>\$1,833,594</u>

WORKING CAPITAL BALANCE

City Financial Policies require the Equipment Acquisition & Replacement Fund to maintain a working capital balance of zero or greater. However, excess funds are retained from year to year to be applied toward future purchases. The anticipated working capital balance at fiscal 2016 year-end is \$979,931.

CAPITAL IMPROVEMENTS PROGRAM

SUMMARY OF COMPLETED PROJECTS

FISCAL 2005-2015

General Government Projects

- \$948,000 – Wireless Wide area Network and Ethernet phone system include installation of wireless connections from the City Hall complex to 16 nodes, or outlying City offices. The telephony portion of the project is installed “on top of” the wireless portion of the project. The project was completed in May 2002 and saves the City approximately \$120,000 annually with a payback of about 6 years.
- \$5,103,500 – Main Street Downtown Project includes both City and TEA 21 State Grant funds. The grant was approved in fiscal 2001 and includes construction of period lighting, sidewalk renovation and park benches. The City’s portion will be used for street reconstruction throughout the downtown district.
- \$1,717,796 – Pines Theatre Renovation includes renovations to the old downtown area Pines Theatre. A new marquee, roofing and interior remodel complete plans for a downtown attraction that may feature plays, dinner theatre and much more. Renovations completed in November 2012 and grand opening was held December 1, 2012.
- \$398,000- Fair Housing Plan Study completed in Fiscal 2014.
- \$619,423-CDBG Pinewood Parks Apt completed in Fiscal 2014.
- \$264,005-Lubbock Street completed in Fiscal 2014.
- \$398,000-Radio Upgrade completed in Fiscal 2015.

Public Safety Projects

- \$313,300 – Pumper Unit an additional unit was purchased in fiscal 2007.
- \$1,185,475 – Fire Station #4 A newly constructed fire station to replace the existing Fire Station #4 was completed during fiscal 2008.
- \$464,718 – Pumper Engine #7 was replaced in fiscal 2011 funded by Certificates of Obligation funds issued in October 2010.
- \$480,600 – Rescue #1 replacement was purchased in fiscal 2012 funded by Certificates of Obligation issued in 2010.
- \$107,716- Fire Station #1 Renovations completed in fiscal 2013 to fire station funded by grant monies.
- \$1,739,130-2010 TXDOT Sidewalk Construction completed in Fiscal 2014.
- \$1,291,604-Municipal Court Building completed in Fiscal 2014.

- \$1,278,081-Reconstruction of Fire Station #5 completed in Fiscal 2014.

Culture & Recreation Projects

- \$3,569,000 – Kit McConnico Park Improvements includes engineering, design, and construction of the Kit McConnico Park improvements as part of the Parks Master Plan. This project was completed in FY 2005.
- \$1,368,829 – Zoo Education Center was completed in fiscal 2009.
- \$142,457 – Kit McConnico Parking Lot expansion was completed in fiscal 2010.
- \$91,893 – Ellen Trout Zoo Train Renovation was completed in fiscal 2010.
- \$137,842 – Ellen Trout Zoo Maintenance Facility was completed in fiscal 2010.
- \$70,191- Ellen Trout Zoo Hay Barn was completed in fiscal 2010.
- \$128,635 – Girls Softball Restroom Renovation was completed in fiscal 2010.
- \$129,965 – Morris Frank Park Girls Softball Field Lighting was completed in fiscal 2010 as part of the October 2010 debt issue.
- \$436,157 - Ellen Trout Zoo Circle Drive was completed in fiscal 2011.
- \$38,612 – Kit McConnico Bleacher Cover was completed in fiscal 2011.
- \$147,582 – Morris Frank Parking Lot was completed in fiscal 2011 funded by Certificates of Obligation funds issued in October 2010.
- \$158,380-Façade on Parks and Recreation Building was completed in Fiscal 2012.
- \$130,979-Brandon Bark Renovations was completed in Fiscal 2014.
- \$5,366-Morris Frank Park Sidewalk-Girls. Project completed Fiscal 2014.
- \$2,409-Bronaugh Park Amphitheatre Seating. Project completed Fiscal 2014.
- \$82,662-Convention Center Restroom Renovation was completed in Fiscal 2015.
- \$3,000-Azalea Trail Asphalt at Grace Dunne. Project completed Fiscal 2015.
- \$35,000-Dog Park Grace Dunne Richardson Park. Project completed Fiscal 2015.

Public Works

- \$6,972,743 – Various Street Improvement Projects:
 - \$235,300 – Church St Drainage P&D was completed in 2009.
 - \$90,200 – Bob & Mize Street P&D was completed in FY 2007

- \$338,900 – Humason Street P&D was added to CIP in FY 2006; work began in FY 2007 and was completed in FY 2008.
 - \$120,000 – Ellis Street P&D was completed in fiscal 2008.
 - \$4,554,382 – Whitehouse Drive Extension was added to CIP in FY 2003. Construction completed in FY 2009.
 - \$3,199,723 – US59 ROW Acquisition was completed in FY 2009.
- \$1,530,600 – Abney Street P&D Construction was completed in FY 2006.
- \$3,114,039 – Lotus Lane P&D was completed in 2009.
- \$1,353,275 – Whitehouse Street P&D construction began in FY 2006 with completion in early FY 2007.
- \$170,783 – White Oak Drive Bridge Replacement was completed in FY 2010.
- \$112,952 – Groesbeck Avenue Bridge Reconstruction was completed in FY 2010.
- \$49,410 - Allendale Storm Sewer project was completed in FY 2011 funded by Certificates of Obligation issued in October 2010.
- \$43,044 – Denman Avenue Reconstruction was completed in FY 2011 funded by transfer from General Fund.
- \$418,370 – Milling Machine was purchased in FY 2012 funded by transfer from General Fund.
- \$320,464- Asphalt Paving Machine was purchased in FY 2012 funded by transfer from General Fund.
- \$92,999 - Columbine Drive Storm Sewer was completed in FY 2012 funded by Certificate of Obligations issued in 2010.
- \$168,528- Carrol Ave Bridge Replacement was completed in FY 2012 funded by Certificates of Obligations issued in 2010.
- \$1,801,273- Sayers Street Reconstruction was completed in FY 2012 funded by Certificates of Obligations issued in 2010.
- \$2,584,850- Fuller Springs Drive Reconstruction was completed in FY 2012 funded by Certificates of Obligations issued in 2010.
- \$615,000 – Highway 59 Landscape was completed in FY 2012 funded by grant from Temple Foundation.
- \$187,760 – Tymco Street Sweeper purchased in FY 2013.
- \$188,072 – Champions Drive Reconstruction was completed in FY 2013.
- \$142,603 – Pershing Ave Reconstruction was completed in FY 2013.
- \$143,487 – Windsor Drive Reconstruction was completed in FY 2013.

- \$736,148- North Brentwood Drive Extension was completed in Fiscal 2014.
- \$275,000-Lubbock Street Reconstruction was completed in Fiscal 2014.
- \$701,221-Joyce Lane Reconstruction was completed in Fiscal 2014.
- \$237,572-Carriage Drive Reconditioning was completed in Fiscal 2014.
- \$167,500-Angelina Street Reconstruction was completed in Fiscal 2015.

Water Projects

- \$17,147,905 – Asbestos Cement Line Replacement is a five-year project that includes approximately 57 miles of asbestos cement water lines and is approximately 100% complete. Construction began in fiscal 2001 and completed in fiscal 2009. Also included is the Ellen Street Ground Storage Tank rehabilitation project completed in fiscal 2009 at \$541,350 and Crown Colony water line replacement costing \$2,202,336 completed in FY 2009 of the \$17 million total. This project was completed in 2009.
- \$67,500 – Water Plant Control System was completed in early FY 2007.
- \$965,000 – Water Well #15 consists of drilling and construction. The project was completed in FY 2005.
- \$846,000 – Main Street Downtown Project replacement of water and sewer lines in the central business district and is being done simultaneously with the street, sidewalk, and period lighting project. The project was completed in FY 2005.
- \$154,420 – Mantooth Water Line Replacement has been engineered and the construction phase has not yet been set.
- \$297,000 – Abney Utility Relocation portion of the Abney Street reconstruction was completed in FY 2005.
- \$72,500 – Whitehouse Utility Relocation was completed in FY 2006.
- \$375,000 – Lotus Lane Utility Relocation is projected was completed in FY 2008.
- \$15,133,211 – Kurth Lake and Abitibi Water Wells purchased in FY 2009.
- \$1,316,000 – Waterline to Diboll was completed in FY 2012 for a total cost of \$964,530 and funded by Wastewater Depreciation Fund.
- \$1,490,000-Rehabilitation of Two 2 Million Ground Storage Tanks completed in Fiscal 2014.
- \$515,063-Lift Water Wells was completed in Fiscal 2014.
- \$31,954-Lift Water Well No.29. Project completed Fiscal 2015.

Wastewater Projects

- \$978,000 – Kit McConnico Force Main consists of constructing sewer force main from the Kit McConnico complex to the appropriate lift station. Construction was complete in FY 2005.
- \$102,300 – Kit McConnico Utility Relocation was completed in FY 2005.
- \$737,050 – Equalization Basin & Head Works includes construction of an additional storm water lagoon at the treatment facility and adjustments and over sizing to piping and pumping facilities to accommodate the additional lagoon. Project began construction during FY 2003 and completed in FY 2010.
- \$760,000 – Chlorine Contact Basin includes construction of a unit identical to the existing unit which will increase treatment capacity and allow for repairs to the old unit. This project was implemented in FY 2005 and is continuing.
- \$117,012- Copeland Street Sewer Lift Station was completed in FY 2010.
- \$66,228 – Kit McConnico Lift Station Pump was completed in FY 2010.
- \$655,000-Digester Rebuild was completed in FY 2011 for a total cost of \$654,770.
- \$156,450 – SSCS U.S. Highway 69 Annexed Area was completed in FY 2011 for total cost of \$140,273.
- \$1,232,470- US Highway 59 Lift Station and Line Extension was completed in FY 2012 for a total cost of \$939,574.
- \$1,028,730- Kit McConnico I/I Project K was completed in FY 2012 for a total cost of \$789,652.

Water/Wastewater Renewal & Replacement Projects

- \$1,770,592 – Radio Frequency (RF) Meter Reading Project benefits the Utility Collections department and encompasses purchase and installation of hardware (RF meters, computers) and software for remote meter reading via vehicle. The third phase of this project was completed in FY 2008.
- \$45,200 – Kiln St. Water Line Replacement to replace existing water line will be constructed in FY 2007 and was completed in FY 2008.
- \$210,000 – Sybil Street Utility Replacement began in fiscal 2007 with completion in FY 2008.
- \$425,000 – Chestnut/Denman Water Line Replacement the process of replacing existing lines began in FY 2007 and was completed during fiscal 2008.
- \$23,045 – Infrared Camera was purchased in FY 2006 to replace existing equipment.

- \$230,000 – Belt Press was replaced to upgrade and maintain the life of the wastewater treatment facility.
- \$35,000 – Weir Baffles will be replaced in order to create a fully functional operation at the wastewater treatment facility this project began in FY 2006 and marked completion in FY 2008.
- \$60,000 – Replace Kit McConnico Parking Lot to replace damaged portion of new parking lot – damaged by utility construction. This was completed in FY 2006.
- \$45,000 – 1½ Ton Truck was purchased to replace existing equipment in FY 2006.
- \$165,000 – Motor Grader to replace existing motor grader was purchased in FY 2006.
- \$2,993,775 – Highway 59 South Utility Line Replacement was completed in FY 2009.
- \$58,855 – Solids Handling Building Roof Repair – was completed in FY 2009.
- \$24,689 – Implant Water Pump Replacement was completed in FY 2009.
- \$24,300 – Primary Sludge Pump was purchased in FY 2009.
- \$76,650 – Winch 12-ton Pipebursting Machine was purchased in FY 2009.
- \$24,400 – PW Building Security System was purchased in FY 2009.
- \$128,014- Rehabilitation of One Million Gallon Tank WTP was completed in FY 2010.
- \$1,131,821 – Sam Rayburn Waterline Project to provide water from Sam Rayburn Dam to City of Lufkin was abandoned in FY 2011 due to the capacity provided by the Abitibi Water Well Field purchase.
- \$300,089 – ML King/Raguet Sewer Line project was completed in FY 2011.
- \$49,733 – Raw Sewage Pump purchased in FY 2013.
- \$39,895 – Secondary Return Pump purchased in FY 2013.
- \$1,378,267 –Highway 59 North Utility Relocation completed FY 2013.
- \$76,000-Raw Sewage Pump completed in Fiscal 2014.
- \$53,395-Return Activated Sludge Pump completed in Fiscal 2014.
- \$67,500-Car Wash at Public works completed in Fiscal 2015.
- \$130,997-Walden Ct. Lift Station replacement completed in Fiscal 2015.

- \$141,607-Spur Plaza Sewer Extension completed in Fiscal 2015.

Solid Waste & Recycling Renewal & Replacement Projects

- \$2,730,243 – Public Works Facility will house the Street, Water Distribution and Sewer Collection departments, as well as, serve as Emergency Management Operations center. A warehousing area was included in the facility. This project began the engineering and design phase in FY 2006; construction was completed in FY 2009.
- \$1,769,467 – Storage Facility for recycling was constructed in FY 2009 to add storage for recyclables as well as remodeling and expansion of the Solid Waste Facility.
- \$332,160 – Two Fuel Station complexes were completed in FY 2010 to provide fueling stations for City vehicles, eliminating the need for the City to contract for fuel purchases other than bulk fuel.



ORDINANCE NO. 4651

AN APPROPRIATIONS ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016.

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 \$32,376,626 to the General Fund for the payment of operating expenditures and necessary capital outlay for the City Government including assigned fund balance of \$212,754 and contingency account of \$100,000 for use by the City Manager.

SECTION III

That there is hereby appropriated the sum of \$6,624,143 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 \$16,620,167 to the Water/Wastewater Fund for operating expenses and necessary capital outlay for the Water and Wastewater Departments including a contingency account of \$150,000 for use by the City Manager.

SECTION V

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

SECTION VI

That there is hereby appropriated the sum of \$3,129,448 from the Water/Wastewater Fund shall be transferred to the General Obligation Debt Service Fund for the purpose of paying interest and principal on that portion of General Obligation Bonds and fees utilized for Water/Wastewater Fund purposes.

SECTION VII

That there is hereby appropriated the sum of \$6,172,672 to the Solid Waste & Recycling Enterprise Fund for operating expenses and necessary capital outlay for the Solid Waste and Recycling Departments.

SECTION VIII

That there is hereby appropriated the sum of \$55,000 from the Solid Waste & Recycling operating fund to the General Obligation Debt Service Fund for retirement of that portion of General Obligation Bonds and fees utilized for Solid Waste & Recycling Fund purposes.

SECTION IX

That there is hereby appropriated the sum of \$1,164,7230 to the Hotel/Motel Tax Fund for operating expenditures and necessary capital outlay utilized for Hotel/Motel Tax Fund purposes including assigned fund balance of \$35,753.

SECTION X

That there is hereby appropriated the sum of \$244,599 to the Ellen Trout Zoo Building Fund for operating expenditures and necessary capital outlay.

SECTION XI

That there is hereby appropriated the sum of \$491,784 to the Special Recreation Fund for operating expenses and necessary capital outlay.

SECTION XII

That there is hereby appropriated the sum of \$36,365 to the Court Security/Technology Fund for operating expenses and necessary capital outlay.

SECTION XIII

That there is hereby appropriated the sum of \$241,520 to the Animal Control-Kurth Grant Fund for operating expenses and necessary capital outlay including assigned fund balance of \$15,3200.

SECTION XIV

That there be appropriated the sum of \$19,500 to the Main Street/Community Dev Impr for operating expenses and necessary capital outlay including assigned fund balance of \$6,390.

SECTION XV

That there be appropriated the sum of \$1,302,893 to the Economic Development Fund for operating expenses and necessary capital outlay.

SECTION XVI

That there be appropriated the sum of \$507,594 to the Lufkin Convention & Visitor Bureau Fund (LCVB) for operating expenses and necessary capital outlay and including assigned fund balance of \$123,904 and contingency account of \$100,000 for use with approval of LCVB board.

SECTION XVII

That there is hereby appropriated the sum of \$1,093,911 to be expended for certain capital and maintenance items from the Water/Wastewater Renewal and Replacement Fund.

SECTION XVIII

That there is hereby appropriated the sum of \$1,833,594 to be expended for certain capital items from the Equipment Acquisition and Replacement Fund.

SECTION XIX

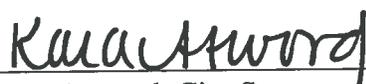
That this ordinance shall be and become effective on October 1, 2015.

PASSED AND APPROVED on First Reading by the City Council of the City of Lufkin, Texas on this the 1st day of September, 2015



Bob F. Brown, Mayor

ATTEST:



Kara Atwood, City Secretary

PASSED AND APPROVED on Second Reading by the City Council of the City of Lufkin, Texas on this the 15th day of September, 2015.



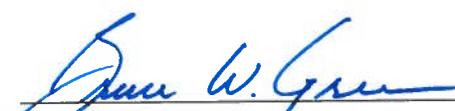
Bob F. Brown, Mayor

ATTEST:



Kara Atwood, City Secretary

APPROVED:



Bruce W. Green, City Attorney



ORDINANCE NO. 4654

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 2016 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-Sixteen (2016) upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a tax of fifty two and thirty-eight ten-thousandths cents (\$0.5238), on each One Hundred Dollars (\$100.00) valuation of property. Said tax so levied and apportioned to the specific purpose herein set forth:

2. For the maintenance and support of the general government, (General Fund), \$0.3639 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 \$0.1500 on each One Hundred Dollars (\$100.00) valuation of property to be apportioned as follows:

General Obligation Refunding Bonds	Series 2006
General Obligation Bonds	Series 2007
Combination Tax & Revenue Certificates of Obligation	Series 2007
Combination Tax & Revenue Certificates of Obligation	Series 2009
Combination Tax & Revenue Certificates of Obligation	Series 2010
General Obligation Refunding Bonds	Series 2010
General Obligation Refunding Bonds	Series 2011
Certificates of Obligation	Series 2012
Certificates of Obligation	Series 2013
General Obligation Refunding Bonds	Series 2014
General Obligation Refunding Bonds	Series 2015
Total	\$0.1500

SECTION II

All monies collected under this Ordinance for the specific items herein named, be and the same are hereby appropriated and set apart for the specific purpose indicated in each item and the Assessor and Collector of Taxes and the Director of Finance shall so keep these accounts as to readily and distinctly show the amount on hand at any time belonging to such funds. It is hereby made the duty of the Assessor and Collector of Taxes and every person collecting money for the City of Lufkin to deliver to the Director of Finance at the time of depositing of any monies, a statement showing to what fund such deposit should be made, and from what source received.

All receipts for the City not specifically apportioned by this Ordinance are hereby made payable to the General Fund of the City.

SECTION III

That this Ordinance shall take effect and be in force on October 1, 2015.

PASSED AND APPROVED on First Reading by the City Council of the City of Lufkin, Texas on this the 8th day of September, 2015.



Bob F. Brown, Mayor

ATTEST:



Kara Atwood, City Secretary

PASSED AND APPROVED on Second Reading by the City Council of the City of Lufkin, Texas on this the 15th day of September, 2015.



Bob F. Brown, Mayor

ATTEST:



Kara Atwood, City Secretary



ORDINANCE NO. 4652

AN ORDINANCE AMENDING CHAPTER 52.15, (A), (1), (2), (3), (B), (1), (2), (3), (C), (1), (2), (3), (D), (1), (2) and (E) OF 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 Chapter 52 of 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, 2015:

First 2,000 gallons (minimum)	\$13.26
Next 8,000 gallons, per thousand.....	\$3.40
Above 10,000 gallons, per thousand.....	\$3.93

(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, 2015:

First 2,000 gallons (minimum)	\$19.89
Next 8,000 gallons, per thousand.....	\$5.10
Above 10,000 gallons, per thousand.....	\$5.90

(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, 2015:

First 2,000 gallons (minimum)	\$22.54
Next 8,000 gallons, per thousand.....	\$5.80
Above 10,000 gallons, per thousand.....	\$6.68

(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, 2015:

First 2,000 gallons (minimum)	\$13.26
Next 48,000 gallons, per thousand.....	\$3.40
Above 50,000 gallons, per thousand.....	\$3.93

(2) Commercial water rates per thousand gallons outside city limits. All water service billed is based on the number of units serviced by a single same water meter. These rates shall be and become effective with all bills rendered on and after October 1, 2015.

First 2,000 gallons (minimum)	\$19.89
Next 48,000 gallons, per thousand.....	\$5.10
Above 50,000 gallons, per thousand.....	\$5.90

(3) Commercial water rates for the Burke Water Service Area. 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, 2015.

First 2,000 gallons (minimum)	\$22.54
Next 48,000 gallons, per thousand.....	\$5.80
Above 50,000 gallons, per thousand.....	\$6.68

(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, 2015.

First 2,000 gallons (minimum)	\$13.26
Next 8,000 gallons, per thousand.....	\$3.40
Above 10,000 gallons, per thousand.....	\$3.93

(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, 2015.

First 2,000 gallons (minimum)	\$19.89
Next 8,000 gallons (minimum).....	\$5.10
Above 10,000 gallons, per thousand.....	\$5.90

(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, 2015.

First 2,000 gallons (minimum)	\$22.54
Next 8,000 gallons, per thousand.....	\$5.80
Above 10,000 gallons, per thousand.....	\$6.68

(D) Industrial Water Rates:

(1) Industrial 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. These rates shall be and become effective with all bills rendered on and after October 1, 2015. (For purposes of this ordinance, industrial customers are defined as those customers using 50 million gallons or more annually.)

First 2,000 gallons (minimum)	\$313.76
Above 2,000 gallons, per thousand.....	\$2.22

(2) Industrial water rates per thousand gallons outside city limits. All water service billed is based on the number of units serviced by a single same water meter. These rates shall be and become effective with all bills rendered on and after October 1, 2015. (For purposes of this ordinance, industrial customers are defined as those customers using 50 million gallons or more annually.)

First 2,000 gallons (minimum)	\$470.64
Above 2,000 gallons, per thousand.....	\$3.33

(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, 2015. Subsequent wholesale water rates shall be set by contract with each bulk purchase customer.

First 2,000 gallons (minimum)	\$11.24
Above 2,000 gallons, per thousand.....	\$2.21

(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, 2015. Subsequent wholesale water rates shall be set by contract with each bulk purchase customer.

First 2,000 gallons (minimum)	\$11.24
Above 2,000 gallons, per thousand.....	\$1.19

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

SECTION II.

Tampering Fee or replacement of water meter, lock or removal of stolen meter

- (A) The utility collections department shall charge a water customer a \$50.00 tampering fee plus any charges for the meter and/or necessary components for the first occurrence of any of the following incidents:
- (1) Broken meter lock
 - (2) Damaged meter (any means other than natural uncontrollable incidents)
 - (3) Unauthorized connection inserted (jumper)
 - (4) Stolen meter placed for connection
 - (5.) Use of city cutoff causing damage which has is repaired by the city.
 - (6) Use of city cutoff to reconnect water service after city disconnects service.
- (B) In the event of repeated violation regarding theft of service, the city will take the necessary steps to prevent water service from being accessed at that location. The city will plug the main line to prevent further customer usage and charge the customer a \$250.00 fee. All expenses related to the prevention of accessing water because of tampering will be charged to the person who is receiving the economic benefit of service.
- (C) Stolen meter/jumper is placed for connection- If the customer is not an account holder with the city, at the location in question, then the account will be charged a flat consumption of 10,000 gallons for each month the meter was suspected to have been in the ground. Confirmation will be attained by contacting the other utility companies and verifying the date of service.
- (D) The utility collections department shall charge a water customer \$10.00 per occurrence for removing a water meter due to discontinuance of water service for nonpayment of the bill in addition to current service charge of \$30.00.
- (E) Criminal charges related to theft of water utility service may also be filed dependent upon circumstances and severity of the offense.
Texas Penal Code, 28.03, section A-F

SECTION III.

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

SECTION IV.

This Ordinance shall be effective with all bills rendered on and after the 1st day of October, 2015.

PASSED AND APPROVED on the First Reading by the City Council of the City of Lufkin, Texas on this the 1st day of September, 2015.



Bob Brown, Mayor

ATTEST:



Kara Atwood, City Secretary

PASSED AND APPROVED on the Second and Final Reading by the City Council of the City of Lufkin, Texas, on this the 15th day of September, 2015.



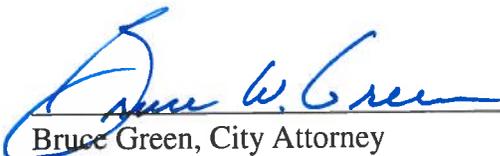
Bob Brown, Mayor

ATTEST:



Kara Atwood, City Secretary

APPROVED:



Bruce Green, City Attorney



ORDINANCE NO 4653

AN ORDINANCE AMENDING CHAPTER 51.111 OF 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, Chapter 51.111 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	\$11.99
Consumption per 1,000 gallons in excess of 2,000.....	\$3.88
Maximum monthly billing (20,000 gallon consumption).....	\$81.83

(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).....	\$11.99
Consumption per 1,000 gallons in excess of 2,000	\$4.29

(2) Restaurant/Café commercial sewer customers shall be charged the following rate:

Minimum monthly charge (includes 2,000 gallons).....	\$11.99
Consumption per 1,000 gallons in excess of 2,000	\$8.46

(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 51.00. 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:

$$\text{User Charge} = C_c + V(C_v + (C_b \times \text{BOD}) + (C_s \times \text{TSS}))$$

Where: C_c = Customer charge, \$11.99 per month

V = Metered water use or measured wastewater discharge, per 1,000 gallons.

C_v = User charge for volume, \$2.36 per 1,000 gallons

C_b = User charge for BOD, \$0.004069 x BOD in mg/l per 1,000 gallons

C_s = User charge for TSS, \$0.002226 x TSS in mg/l 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 and become effective with all bills rendered on and after the 1st day of October 2015.

PASSED AND APPROVED on First Reading by the City Council of the City of Lufkin, Texas, on this the 1st day of September, 2015.



Bob Brown, Mayor

ATTEST:



Kara Atwood, City Secretary

PASSED AND APPROVED on the Second and Final Reading by the City Council of the City of Lufkin, Texas, on this the 15th day of September, 2015.



Bob Brown, Mayor

ATTEST:



Kara Atwood, City Secretary

APPROVED:



Bruce Green, 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

ACCUAL 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.

CITY OF LUFKIN

Chart of Accounts

Revised 07/23/15

10. Personnel Services

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

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

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

11. Benefits

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

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

20. Supplies

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

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

- 20-21: Equipment** – Equipment includes office, communications, technical, operational and maintenance equipment **not meeting capitalization criteria**. It includes items such as printers, calculators, hand tools, small motors, shop equipment, tool boxes for vehicles, telephone equipment, engineering tools and equipment, desks, chairs, file cabinets, credenzas, equipment, park maintenance equipment, Zoo animals, Recycle cans, air conditioners, etc. Equipment items are budgeted and charged to this account.
- 20-30: Bar Supplies – Only for Convention Center use.** Bar supplies includes all the miscellaneous supplies need to stock the alcoholic beverage bar at the Convention Center excluding all beverages.
- 20-31: Alcoholic Beverages – Only for Convention Center use.**
- 20-32: Non-Alcoholic Beverages – Only for Convention Center use.**
- 20-33: Concessions Food & Supply** - Food and supplies purchased for use in the resale of food items from concession stands. This includes food, drinks and containers used to in their respective sale such as cups, paper plates, wax paper wraps, Styrofoam containers, etc. This does not include cleaning products such as soap, paper towels, Clorax, Lysol, etc.

40. Machinery/Equipment Maintenance

- 40-01: Buildings maintenance** – Buildings maintenance includes the repair and maintenance of City buildings as opposed to capital improvements. If the work is contracted, this includes materials and labor. Items include painting, plumbing, lighting fixtures, lumber and hardware for repair, window glass, electrical repair, roof repair, etc. Buildings maintenance items are budgeted and charged to this account.
- 40-02: Machinery/equipment maintenance** – Machinery and equipment include the maintenance and/or repair of office, construction and field machinery and equipment such as backhoes, graders, and other off-road machinery and equipment; bush hogs and mowers, calculators, defibrillators, guns, air packs, power hand tools; fixed machinery and equipment such as tub grinders, chlorinators, generators, time clocks, satellite screens, kitchen equipment, air conditioners. This account also includes parts and maintenance agreements. If the work is contracted, this includes materials

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

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

50. Services

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

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

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

60. Other Charges

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

70. Debt Service (Finance Use Only)

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

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

72. Transfer Accounts (Finance Use Only)

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

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

80. Land & Improvements

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

81. Buildings and Structures

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

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

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

82. Machinery and Equipment

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

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

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

FIXED ASSET POLICY (Abridged Version)

NEED FOR POLICY:

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

PURPOSE OF POLICY:

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

POLICY:

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

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

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

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

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

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

MAJOR FIXED ASSET CATEGORIES:

Summary of Major Fixed Asset Categories:

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

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

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

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

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

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

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

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

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

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

ASSET ACQUISITION AND COST BASIS DETERMINATION:

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

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

Cost Basis by Asset Category:

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

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

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

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

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

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

CONTROLLABLE ASSETS:

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

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

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

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

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

City of Lufkin

Five-Year Personnel History

Department	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
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	4	3	3	3	3
Part Time	0	0	0	0	0
Total	4	3	3	3	3
Finance					
Full Time	8	7	7	10	10
Part Time	0	0	0	0	0
Total	8	7	7	10	10
Legal					
Full Time	1	1	2	2	2
Part Time	0	0	0	0	0
Total	1	1	2	2	2
Municipal Court					
Full Time	7	7	7	7	7
Part Time	1	1	1	1	1
Total	8	8	8	8	8
Human Resources					
Full Time	4	4	5	5	5
Part Time	1	1	0	0	0
Total	5	5	5	5	5
Building Services					
Full Time	2	2	2	2	2
Part Time	0	0	0	1	1
Total	2	2	2	3	3

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
Information Technology					
Full Time	6	6	6	7	7
Part Time	0	0	0	0	0
Total	6	6	6	7	7
Police					
Full Time	99	99	99	98	98
Part Time	0	0	0	0	0
Total	99	99	99	98	98
Fire					
Full Time	83	81	81	81	81
Part Time	0	0	0	0	0
Total	83	81	81	81	81
Inspection Services					
Full Time	8	8	8	8	8
Part Time	0	0	0	0	0
Total	8	8	8	8	8
Animal Control					
Full Time	10	10	10	10	11
Part Time	0	0	0	0	0
Total	10	10	10	10	11
Engineering					
Full Time	9	9	9	9	9
Part Time	0	0	0	0	0
Total	9	9	9	9	9

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
Streets					
Full Time	34	34	34	34	34
Part Time	1	1	1	1	1
Total	35	35	35	35	35
Parks & Recreation					
Full Time	22	22	22	22	22
Part Time	7	8	8	8	8
Total	29	30	30	30	30
Fleet Maintenance					
Full Time	6	6	6	6	6
Part Time	0	0	0	0	0
Total	6	6	6	6	6
Planning & Zoning					
Full Time	3	3	4	3	3
Part Time	0	0	0	0	0
Total	3	3	4	3	3
Community Development (Main Street)					
Full Time	3	3	3	3	3
Part Time	0	0	0	0	0
Total	3	3	3	3	3
Ellen Trout Zoo					
Full Time	23	23	24	24	24
Part Time	2	3	3	3	3
Total	25	26	27	27	27
Kurth Memorial Library					
Full Time	9	9	9	10	10
Part Time	8	8	8	6	6
Total	17	17	17	16	16

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
Utility Collections					
Full Time	12	12	12	12	12
Part Time	0	0	0	0	0
Total	12	12	12	12	12
Wastewater Treatment					
Full Time	20	20	20	20	20
Part Time	1	1	1	1	1
Total	21	21	21	21	21
Water Production					
Full Time	1	1	1	1	1
Part Time	1	1	1	1	1
Total	2	2	2	2	2
Water/Sewer Utilities					
Full Time	0	38	38	38	38
Part Time	0	0	0	0	0
Total	0	38	38	38	38
Solid Waste					
Full Time	25	25	26	26	26
Part Time	0	0	0	0	0
Total	25	25	26	26	26

City of Lufkin
Five-Year Personnel History
(Continued)

Department	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
Recycling					
Full Time	8	8	8	8	8
Part Time	0	0	0	0	0
Total	8	8	8	8	8
Convention Center					
Full Time	7	8	8	8	8
Part Time	0	0	0	0	0
Total	7	8	8	8	8
Special Recreation Fund					
Full Time	0	0	0	0	0
Part Time	0	25	25	25	25
Total	0	25	25	25	25
Economic Development					
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2
Lufkin Convention & Visitor Bureau					
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0
Total	2	2	2	2	2

Total Full Time	420	455	460	463	464
Total Part Time	22	49	48	47	47
Total Employees	442	504	508	510	511

CITY OF LUFKIN
WATER/WASTEWATER FUND
Fiscal 2014, 2015 and Fiscal 2016 General & Administrative Charges Comparison

Cost Center	Costs Allocated			EST.		
	Percent to General	FY 2014 Budget	Percent to General	FY 2015 Budget	Percent to General	FY 2016 Budget
City Council/City Secretary	23%	\$ 81,206.56	23%	\$ 82,400.03	23%	\$ 81,864.36
City Administration	35%	\$ 192,385.20	35%	\$ 195,158.25	35%	\$ 176,243.55
Finance	36%	\$ 208,641.60	36%	\$ 267,968.16	36%	\$ 273,577.68
Legal	26%	\$ 72,848.36	26%	\$ 74,497.28	26%	\$ 75,644.92
Human Resources/Purchasing	43%	\$ 167,789.44	43%	\$ 169,545.13	43%	\$ 173,578.96
Municipal Building	16%	\$ 48,086.72	16%	\$ 47,579.36	16%	\$ 49,788.32
Information Technology	33%	\$ 315,808.68	33%	\$ 328,096.89	33%	\$ 379,097.73
Fire Department ⁽¹⁾						7,607,471
Inspection Services	42%	\$ 226,223.34	42%	\$ 230,427.12	42%	\$ 228,253.20
Emergency Management	25%	\$ 11,637.50	25%	\$ 11,775.00	25%	\$ 12,387.50
Engineering	63%	\$ 423,906.21	63%	\$ 438,785.55	63%	\$ 468,173.16
Street	9%	\$ 354,295.35	9%	\$ 344,687.40	9%	\$ 344,204.55
Fleet Maintenance	33%	\$ 121,242.99	33%	\$ 119,805.18	33%	\$ 122,855.37
Total to General		\$ 2,224,071.95		\$ 2,310,725.35		\$ 2,385,669.30

¹ Hydrant Maintenance

CITY OF LUFKIN
SOLID WASTE & RECYCLING FUND
 Fiscal 2014, 2015 and Fiscal 2016 General & Administrative Charges Comparison

Cost Center	Costs Allocated			EST.	
	Percent to General	FY 2014 Budget	Percent to General	FY 2016 Budget	FY2016 Budget
City Council/City Secretary	17%	\$ 60,022.24	17%	\$ 60,904.37	355,932
City Administration	42%	\$ 230,862.24	42%	\$ 234,189.90	503,553
Finance	33%	\$ 191,254.80	33%	\$ 245,637.48	759,938
Legal	30%	\$ 84,055.80	30%	\$ 85,958.40	290,942
Human Resources/Purchasing	40%	\$ 156,083.20	40%	\$ 157,716.40	403,672
Municipal Building	6%	\$ 18,032.52	6%	\$ 17,842.26	311,177
Information Technology	33%	\$ 315,808.68	33%	\$ 328,096.89	1,148,781
Emergency Management	25%	\$ 11,637.50	25%	\$ 11,775.00	49,550
Engineering	12%	\$ 80,744.04	12%	\$ 83,578.20	743,132
Street	8%	\$ 314,929.20	8%	\$ 306,388.80	3,824,495
Fleet Maintenance	33%	\$ 121,242.99	33%	\$ 119,805.18	372,289
Main Street	22%	\$ 38,578.54	22%	\$ 38,287.70	179,064
Total to General		\$ 1,623,251.75		\$ 1,690,180.58	\$ 1,739,072.38
Transfer to Water and Sewer Fund	15%	\$ 119,760.45	15%	\$ 119,760.45	\$ 119,803.35
		\$ 1,743,012.20		\$ 1,809,941.03	\$ 1,858,875.73

CITY OF LUFKIN
ECONOMIC DEVELOPMENT
Fiscal 2016 General & Administrative Charges Comparison

Cost Center	FY2016 Dept Budget	Dept Budget as Percent of Total General Fund Appropriation (\$32,101,707)	Economic Development to Total General Fund Appropriation	Estimated FY2016 Budget
City Council/City Secretary	\$ 355,932	1.11%	\$ 52,730	\$ 580
City Administration	\$ 503,553	1.57%	\$ 52,730	\$ 830
Finance	\$ 759,938	2.37%	\$ 52,730	\$ 1,250
Legal	\$ 290,942	0.91%	\$ 52,730	\$ 480
Human Resources/Purchasing	\$ 403,672	1.26%	\$ 52,730	\$ 660
Municipal Building	\$ 311,177	0.97%	\$ 52,730	\$ 510
Information Technology	\$ 1,148,781	3.58%	\$ 52,730	\$ 1,890
Engineering	\$ 743,132	2.31%	\$ 52,730	\$ 1,220
Street	\$ 3,824,495	11.91%	\$ 52,730	\$ 6,280
Total to General	<u>\$ 8,341,622</u>			<u>\$ 13,700</u>

Economic Development Budget FY2016 1,301,023
General Fund Budget FY2016 32,101,707
Relationship between Economic Development/General Fund Appropriation : 4.05%

Relationship between Economic Development/General Fund Appropriation : 52,730

CITY OF LUFKIN
LUFKIN CONVENTION & VISITOR BUREAU
Fiscal 2016 General & Administrative Charges Comparison

Cost Center	FY2016 Dept Budget	Dept Budget as Percent of Total General Fund Appropriation	LCVB Total to Total General Fund Appropriation	Estimated FY2016 Budget
City Council/City Secretary	\$ 355,932	1.11%	\$ 5,080	\$ 60
City Administration	\$ 503,553	1.57%	\$ 5,080	\$ 80
Finance	\$ 759,938	2.37%	\$ 5,080	\$ 120
Legal	\$ 290,942	0.91%	\$ 5,080	\$ 50
Human Resources/Purchasing	\$ 403,672	1.26%	\$ 5,080	\$ 60
Municipal Building	\$ 311,177	0.97%	\$ 5,080	\$ 50
Information Technology	\$ 1,148,781	3.58%	\$ 5,080	\$ 180
Engineering	\$ 743,132	2.31%	\$ 5,080	\$ 120
Street	\$ 3,824,495	11.91%	\$ 5,080	\$ 610
Total to General	<u>\$ 8,341,622</u>			<u>\$ 1,330</u>

Lufkin Convention & Visitor Bureau Budget FY2016	403,713
General Fund Budget FY2016	32,101,707
Relationship between LCVB / General Fund Appropriation in %	1.26%
Relationship between LCVB / General Fund Appropriation in \$	<u>5,080</u>

