

MINUTES OF SPECIAL MEETING OF THE CITY COMMISSION OF THE CITY OF LUFKIN, TEXAS, HELD ON THE 22ND DAY OF AUGUST, 1978, AT 7:30 P.M.

On the 22nd day of August, 1978, the City Commission of the City of Lufkin, Texas, convened in special meeting in the Council Room at City Hall with the following members thereof, to-wit:

Pitser H. Garrison	Mayor
R. A. Brookshire	Commissioner, Ward No. 1
Pat Foley	Commissioner, Ward No. 2
Jack McMullen	Commissioner, Ward No. 3
E. C. Wareing	Commissioner, Ward No. 4
W. O. Ricks, Jr.	Commissioner at Large, Place A
Richard Thompson	Commissioner at Large, Place B
Harvey Westerholm	City Manager
Roger G. Johnson	Asst. City Manager
Royal Dunlap	Asst. City Manager

being present, and

Robert L. Flournoy	City Attorney
--------------------	---------------

being absent, constituting a quorum, when the following business was transacted:

1. Morris Frank Park Baseball Complex-Bids Approved for Construction

Mayor Garrison stated that approval of bids for construction of Morris Frank Park Baseball Complex had been deferred from last regular meeting to make necessary adjustments in proposed bids, and asked City Manager Westerholm to report regarding same. City Manager Westerholm stated that members of Commission had been furnished a detailed information sheet which provided for omissions from total cost of this project in the amount of approximately \$187,000 which could be completed by the City Street Department for approximately \$82,000 if members of Commission desired.

Comm. W. O. Ricks, Jr., expressed his opinion that inasmuch as the development in this area involved street construction, he was of the opinion this money could be appropriated from the City's Street Department budget.

Comm. E. C. Wareing inquired as to whether or not Moore Brothers Construction Company was in agreement to these deletions as explained by City Manager Westerholm. Mr. Raymond Moore, who was present, stated that he agreed to these deletions. Mr. Jimmy Griffith of Griffith Engineers stated that this project could be completed as explained and still provide the City a first-class baseball park development.

Comm. E. C. Wareing made motion that Morris Frank Park Baseball Complex development bid be awarded to Moore Brothers Construction Company in the amount of \$436,232.63 which included deletions as explained by City Manager Westerholm, and Mayor Garrison be authorized to sign necessary contracts. Motion was seconded by Comm. Jack McMullen and a unanimous affirmative vote was recorded.

Mayor Garrison stated that individuals who had worked with the baseball association in the past years should be commended for their endeavors and this complex should represent their efforts as well as the City Commission's.

Mr. Bill Windsor, President of the Dixie Youth Baseball Association who was present, expressed the appreciation of the individuals of the association for the consideration by members of the City Commission.

Mr. Raymond Moore who was present as a representative of the baseball association requested that this project be started as soon as possible inasmuch as the area was dry, which would benefit construction. Members of Commission were in unanimous agreement that this project should begin as soon as possible.

2. City Budget Operation 1978/79 Fiscal Year-Tentative Budget Approved for Open Hearing September 5, 1978

Mayor Garrison invited comments on proposed 1978-79 fiscal year City Budget submitted for review.

Comm. W. O. Ricks, Jr., inquired as to the reason for the salary difference in various levels of supervision throughout the various City departments and reference was made to Page 5 of City Commission distribution regarding same. City Manager Westerholm inquired of Comm. Ricks as to what specific area he was concerned and explained that various salaries were established due to the degree of responsibility assigned. City Manager Westerholm explained that the Public Works Coordinator supervised a number of departmental superintendents and his salary had been established accordingly.

Comm. W. O. Ricks, Jr., expressed his concern for uniform salaries and City Manager Westerholm explained that the City Classification Plan as recommended by the City staff was proposed to assist in this particular problem. Asst. Manager Royal Dunlap reported that the proposed classification plan was geared to establish a uniformity of systems.

Comm. E. C. Wareing expressed his support for the same percentage increase for all City employees in order to maintain a salary differential. Comm. Jack McMullen was in support of comments by Comm. Wareing and stated that salary adjustments should be made where necessary and qualified.

Comm. Pat Foley was in agreement with Comm. Ricks that consideration should be made for adjusting lower salaries at a higher percentage than higher salaried employees inasmuch as the greater spread was experienced in these salaries each year. Comm. Jack McMullen stated that under the classification plan, the spread to which Comm. Foley referred would be prevented and create less inequities.

Mayor Garrison expressed his opinion that the City Manager had the responsibility for establishing salaries; and the job classification and evaluation program should be further reviewed by the City Manager.

Comm. W. O. Ricks, Jr., expressed his opinion that the superintendents should be closer together in salary. Mayor Garrison stated that due to the complexities of each job classification, establishment of a particular salary was a very difficult assignment.

Mayor Garrison stated, in his opinion, salaries and other considerations of the budget did not have to be finally considered at this meeting, and suggested that members of Commission establish a tentative recommendation for advertisement for public hearing. Mayor Garrison also suggested that members of Commission consider further analysis of salary comparisons at the superintendant level as discussed and recommended that City Manager Westerholm prepare in more detail justifications for established salaries in these areas. Mayor Garrison also requested that Comm. W. O. Ricks, Jr., and other members of Commission who desired more information in these areas visit with City Manager Westerholm prior to budget hearing set for September 5, 1978.

City Manager Westerholm stated that shortages existed on all scales and not simply in the lower paid levels of the classification program. Comm. Jack McMullen inquired of City Manager Westerholm as to the amount of money budgeted in proposed budget for merit increases under the classification program. City Manager Westerholm stated that \$60,000 had been budgeted for this use. Comm. Jack McMullen expressed his support of this system as a method by which salaries should be adjusted and inequities alleviated. Members of Commission inquired of City Manager Westerholm as to whether or not money had previously been budgeted for merit increases. City Manager Westerholm stated that prior to consideration of this proposal, no money had been budgeted for merit increases other than money available in the budget for various positions. Mayor Garrison expressed his reluctance to budget \$60,000 for this consideration. City Manager Westerholm explained that approximately 190 employees, which did not include fire and police, would be affected by this amount of money and considered under the classification program if qualified and recommended by their immediate superiors. Comm. Pat Foley suggested that this \$60,000 be reduced by one-half to provide that \$30,000 be budgeted for merit consideration throughout the fiscal year. Mayor Garrison suggested in addition to this consideration, that names of individuals receiving merit increases be reported to Commission if program was finally implemented. Mayor Garrison stated that he was not totally adverse to the classification system, but expressed his concern that this program be implemented with extreme caution.

Comm. E. C. Wareing suggested that members of Commission consider a total percentage increase to include considerations for merit adjustments in the fire and police departments, and balance of City employees. It was unanimously agreed by members of Commission that the tentative budget consider approval of a seven (7%) percent cost of living increase which would total \$218,000 and provide for \$69,120 to implement the fire and police department Scheduled I and II with all other departments Schedule III providing for \$30,000 for merit classification increases.

Mayor Garrison requested that members of Commission visit with City Manager Westerholm regarding this discussion prior to next regular meeting and City Manager Westerholm prepare a supervision comparison report as discussed.

Comm. W. O. Ricks, Jr., stated that information had been received by members of Commission from the Kurth Memorial Library requesting an increase in their budget to \$30,000. Members of Commission made reference to letter from Mr. A. G. Cromwell, Chairman of Kurth Memorial Library, requesting the \$8,000 increase to cover the cost of utility increases and a new employee.

Members of Commission reviewed various costs for library support throughout the area and it was concluded that Lufkin rated lower than most cities in this regard. Comm. Jack McMullen expressed his opinion that considerable public support had been given in this area which had reduced the amount of consideration by the City Commission. It was reported by Mayor Garrison that information he had received through estimates revealed that approximately 3500 people used the Kurth Memorial Library during a one-month period.

Comm. W. O. Ricks, Jr., made motion to increase the proposed budget of Kurth Memorial Library to be recommended in the tentative budget to \$30,000 and the \$8,000 increase be obtained from the contingency fund of the proposed budget. Motion was seconded by Comm. E. C. Wareing and a unanimous affirmative vote was recorded.

Comm. Richard Thompson inquired of City Manager Westerholm as to the \$5,000 contributed by the Chamber of Commerce. City Manager Westerholm explained that this \$5,000 was matched by the Chamber of Commerce and same was used exclusively for the advertisement and promotion of the City of Lufkin.

Comm. Pat Foley inquired as to the opinion of the City Commission regarding proposal by the Lufkin Tennis Association for six additional tennis courts and whether or not members of Commission would be desirous of financing a proposed parks and wildlife grant for construction of these facilities. Mayor Garrison stated that it had been reported at this meeting by Asst. Manager Royal Dunlap that the City of Lufkin would receive an additional \$47,000 in Revenue Sharing money which had not been previously considered and members of Commission may desire to use this money for tennis court development.

Comm. E. C. Wareing expressed his reluctance to construct six new courts at the present time due to the new tennis court construction being considered in the area. City Manager Westerholm stated that he had reviewed a possible grant with the Texas Parks & Wildlife Department and it appeared that an application may possibly be considered within a one-year period. City Manager Westerholm stated that information he had received from the Texas Parks & Wildlife Department appeared that the City of Lufkin would only have a chance for the consideration of four courts at the present time. Comm. Pat Foley then made motion that \$47,000 of Revenue Sharing money be used to finance a 50% matching fund grant through the Texas Parks & Wildlife Department for the construction of six new tennis courts. Motion was seconded by Comm. Jack McMullen.

Prior to vote on motion, members of Commission agreed that it may not be in the best interest of Lufkin to construct more tennis courts at Chambers Park due to the widening of Angelina Street in this area, and Comm. R. A. Brookshire inquired as to whether or not members of Commission desired to reconstruct courts at Winston Park.

Comm. E. C. Wareing expressed his opinion that members of Commission should apply for four new tennis courts at Kiwanis-City Park for a 50% matching grant with the Texas Parks & Wildlife Department and reconstruct the existing facilities at Winston Park with the balance of this money.

Comm. Foley was in agreement with this proposal by Comm. Wareing and amended his previous motion that application be made for a 50% matching fund grant to the Texas Parks & Wildlife Department for four new tennis courts and the balance of the \$47,000 in Revenue Sharing money be used to improve the existing two courts at Winston Park. Motion was seconded by Comm. Jack McMullen and a unanimous affirmative vote was recorded.

Comm. R. A. Brookshire made reference to the fact that the Civic Center budget was being used for the retirement bonds, which in his opinion, was not a part of the Civic Center expenditures. Comm. Brookshire stated that the using of the Hotel/Motel Occupancy Tax to retire this bonded indebtedness prevented establishment of a reserve which would be necessary in the future to repair and maintain a first-class Civic Center facility. Comm. Brookshire recommended that this bonded indebtedness be applied to the general budget and a reserve be allowed in the Civic Center fund for maintenance use.

Mayor Garrison suggested that members of Commission make a final decision in this regard in order that same may be proposed in the tentative budget. Comm. R. A. Brookshire made motion that the bonded indebtedness no longer be applied to the Hotel/Motel Occupancy Tax and same be applied to the general budget to provide for a Civic Center reserve. Motion was seconded by Comm. Jack McMullen and a unanimous affirmative vote was recorded.

Mayor Garrison stated that members of Commission had reviewed the budget for the Lufkin Visitors & Convention Bureau and it appeared that same would experience a 25 percent increase for the ensuing year. Mayor Garrison recognized Mr. Celso Harper who was present in this regard. Mayor Garrison requested of Mr. Harper that this budget be tightly controlled inasmuch as the possibility may occur in the future that the City may more efficiently operate this aspect of the Civic Center than could be afforded under separate budget. There were no additional comments by members of Commission in this regard.

Comm. E. C. Wareing inquired of City Manager Westerholm as to whether or not additional information had been received from the Disabled Veterans Association regarding request for funds. The answer was negative. Comm. E. C. Wareing stated that, in his opinion, funds should not be allocated from the City budget for personal contribution to the Disabled Veterans Association, but members of Commission may desire to consider allowance of the Disabled Veterans Association to use the Civic Center facilities for public auction in the future. It was the unanimous agreement of the members of Commission that the Civic Center be made available for this purpose in the future if the Disabled Veterans desired for auction purposes.

City Manager Westerholm inquired of members of Commission if they desired to discuss various special projects as proposed in the improvements of City water facilities. Mayor Garrison inquired of City Manager Westerholm as to various engineering analyses which should be available for members of Commission to review. City Manager Westerholm stated that the only information that he could make available was from the report submitted by the HDR representatives in 1970 from their water study.

Comm. E. C. Wareing suggested that members of Commission review the previous engineering study and compare same with the current production report for the City of Lufkin. Members of Commission were in unanimous agreement with suggestion by Comm. Wareing that this item be considered at next regular meeting which would provide City Manager Westerholm an opportunity to compile necessary reports.

Mayor Garrison suggested that members of Commission consider adoption of the previously discussed items to set a tentative budget for hearing on September 5, 1978. Comm. Pat Foley made motion that the tentative budget as proposed be recommended for consideration at public hearing with changes as previously stated. Motion was seconded by Comm. E. C. Wareing and a unanimous affirmative vote was recorded.

3. Adjournment

There being no further business for consideration, meeting adjourned at 9:00 p.m.

ATTEST:

Asst. City Manager

Peter H. Garrison
MAYOR - City of Lufkin, Texas