

**MINUTES OF SPECIAL MEETING OF THE CITY COMMISSION OF THE CITY  
OF LUFKIN, TEXAS, HELD ON THE 28TH DAY OF AUGUST, 1984, AT 5:00  
P.M.**

On the 28th day of August, 1984, the City Commission of the City of Lufkin, Texas, convened in special meeting in the Council Chambers of City Hall with the following members thereof, to-wit:

Pitser H. Garrison  
Percy Simond, Jr.  
Don Boyd  
Lynn Malone  
Pat Foley  
Jack Gorden, Jr.  
Louis Bronaugh  
Harvey Westerholm  
Lori Nix  
Brian Boudreaux  
Ron Wesch  
Rita Jenkins

Mayor  
Commissioner, Ward No. 1  
Commissioner, Ward No. 2  
Commissioner, Ward No. 3  
Commissioner, Ward No. 4  
Commissioner, Ward No. 5  
Commissioner, Ward No. 6  
City Manager  
Assistant City Secretary  
Assistant City Manager  
Public Works Director  
Director of Finance

being present, and

Ann Griffin  
Robert Flournoy

City Secretary  
City Attorney

being absent when the following business was transacted.

1. Meeting opened with prayer by Commissioner Louis Bronaugh.
2. Mayor Garrison welcomed visitors present.
3. 1984-1985 BUDGET - DEPARTMENTS, DISCUSSED - MAIN STREET COORDINATOR - HIRED, CAROL CAMP MOORE

Mayor Garrison stated that before discussion began on the budget for the 1984-1985 fiscal year City Manager Westerholm had an announcement to make. City Manager Westerholm stated that David Chrisman, former Main Street Coordinator, would be leaving the City of Lufkin, Friday, August 31, 1984, and that Carol Moore had accepted the position as the new Main Street Coordinator to begin work the following Monday, September 3, 1984. City Manager Westerholm stated that Mrs. Moore was recommended by Anice Reed, head of the Main Street Program for the State of Texas.

Mayor Garrison stated that he would now open the floor for budget consideration but would like to inform the Commissioners that he might have to leave early because of his recent surgery and Mrs. Garrison being in the hospital.

Mayor Garrison stated that the budget would be reviewed on a section by section basis and the floor would be open at any time for any questions that the Commissioners might like to have answered.

In response to question by Commissioner Percy Simond, Mayor Garrison stated that the \$20,000 requested for initiation of a comprehensive master plan for the City of Lufkin was not included

in the budget as presented.

Mayor Garrison stated that the balance indicated for September 30, 1985, in the General Fund, is \$19,113.14 and in the Water and Sewer Fund, \$433,303.03, without any provisions for raises to City Staff. Mayor Garrison further stated that all of the revenue sharing budget had been committed except for \$178.00.

In response to question by Commissioner Pat Foley, City Manager Westerholm stated that the park bond issue of 1965 still had an outstanding balance of \$12,080.

City Manager Westerholm stated that certificates of obligation were issued for purchase of the Gibson property across the street from the Civic Center in 1982. City Manager Westerholm stated that the City was paying \$25,000 per year and the property was bought to hold for construction of a Fine Arts Auditorium.

Mayor Garrison stated that originally the property was purchased as a possible site for the Federal Building, but because the Federal authorities thought the price was too high and a proposal was received for the present site of the Federal Building in which the Gibson's also had an interest. Mayor Garrison stated that the property had been offered for sale to the City of Lufkin \$50,000 cheaper and the property was purchased in anticipation of a future performing arts auditorium.

In response to question by Mayor Garrison, City Manager Westerholm stated that a note was signed for the Sam Rayburn Water Supply when Earl Nesbitt was mayor, which helped provide for the extra height to be added to the dam as well as maintenance and operation at Sam Rayburn Lake.

Mayor Garrison stated that he did not remember that a promissory note had been signed and believed that if the City of Lufkin decided it wanted to stop participating in the Sam Rayburn Reservoir the City had the option of not paying. Mayor Garrison stated that the City of Lufkin had been paying since 1968. Mayor Garrison stated that the City of Lufkin was under contract to the Lower Neches River Authority and the Corp of Engineers for a 50 year period but the contract would probably be extended past the 50 year period.

In response to question by Mayor Garrison, City Manager Westerholm stated that last year's budget included \$25,526.24 for the water rights and \$19,748.05 for maintenance at Sam Rayburn Lake. Commissioner Louis Bronaugh stated that the amount paid to Sam Rayburn next year would be \$56,000.

Mayor Garrison stated that sales tax is expected to reach \$3,190,000 next year which is greater than the projected amount of ad valorem taxes.

In response to question by Commissioner Percy Simond, Commissioner Pat Foley stated that the telephone company has always charged the three (3) percent road usage to the telephone customer but had recently begun to itemize the payment on the telephone bill.

City Manager Westerholm stated that the hotel/motel tax has been

increased by one percent at the suggestion of the Board of City Development. City Manager Westerholm stated that \$73,000 was taken out of the 1983-1984 budget to pay for interim measures at the Water Pollution Control Plant with plans to issue certificates of obligation when the work is finished to repay this amount to the Water and Sewer Fund. This was listed as a source of revenue in the new budget.

In response to question by Mayor Garrison, Finance Director Rita Jenkins stated that the number of employees for the City of Lufkin are listed at 324 1/2 because one employee works 1/2 time in the Credit Union, 1/4 time in the Tax Department, and 1/4 time in the Fire Marshall's office.

Commissioner Percy Simond stated that according to a report provided him by the City Staff, 38 out of 325 city employees take their cars home after hours. Commissioner Simond stated that he felt this number was excessive unless it was listed as a fringe benefit to the employees.

City Manager Westerholm stated that if a City employee is on 24 hour call he cannot be expected to drive his own car to the City lot to pick up the City vehicle before attending to City business. City Manager Westerholm stated that by allowing City employees subject to call to take the City vehicle home, time and fuel is saved and it is a public service to the citizens of the City of Lufkin. City Manager Westerholm stated that weekend duty is often rotated between employees in a certain department.

Building Official Jack Bresie stated that often contractors call to have an inspector review their work before 8:00 a.m., to allow concrete to be poured and because most contractors work on Saturday and Sunday they have need of an inspector before their work can proceed.

City Manager Westerholm stated that City employees are instructed that the cars are not to be used for personal use and that employees from the Zoo and Animal Shelter often have to go to the grocery store in a City vehicle and pick up food for animals.

In response to question by Mayor Garrison, City Manager Westerholm stated that records are not kept to indicate which cars are called on to perform services after working hours and that personal use of City vehicles results in criticism by the public. City Manager Westerholm stated that in the past, several City vehicles had been sold before the City insignia was removed and this caused some embarrassment to the administration.

In response to question by Commissioner Don Boyd, City Manager Westerholm stated that the Police Department does not have enough vehicles for all detectives to take a vehicle home. Commissioner Don Boyd stated that he would like for the City to consider providing a car for every police officer because if the use were limited to one person, the police cars would last from three to four years.

Commissioner Pat Foley stated that he had several questions but had to leave for another engagement and would like to list his questions if there were no objections from the City Commission. Commissioner Pat Foley stated that he would be supportive of including \$20,000 for development of the comprehensive master plan; that \$50,000 should be added as an estimate for the water

study; and \$100,000 should be provided for establishment of a contingency fund.

Mayor Garrison stated that the general government portion of the budget was now open for discussion and insurance which was paid from the revenue sharing fund last year had been reinstated in the general government budget.

In response to question by Commissioner Don Boyd, City Manager Westerholm stated that the signal system indicated in last year's budget was for the purchase and installation of speakers in the City Commission room but this designation could be used for anything electronic, such as traffic lights.

In response to question by Mayor Garrison, City Manager Westerholm stated that the City of Lufkin had explored the possibility of being self-insured for hospitalization insurance and had considered paying a fee for the servicing of the insurance account while the City handled all other aspects but at the present time claims are almost equal to the premiums received.

City Manager Westerholm stated that the Kurth Memorial Library received \$2,000 less than requested from the United Way and the City Commission might want to consider assuming this additional indebtedness for the Library. Mayor Garrison stated that as a member of the State Library Association, Kurth Memorial must receive 50 percent of their budget from tax money and Angelina County does not participate in the Library fund at all.

In response to question by Mayor Garrison, City Manager Westerholm stated that the Library Board felt that the County would provide only a minor contribution but would feel that they had met their obligation in doing so.

Commissioner Louis Bronaugh stated that the \$64,000 budgeted for next year's library budget is an increase of \$16,000 over last year's allocation.

Mayor Garrison stated that the City of Lufkin should not increase their amount by \$2,000 because the United Way, which is made up of taxpayers for the City of Lufkin had elected not to fund the extra \$2,000. Mayor Garrison further stated that if the public is not willing to increase the amount to the Library, the City of Lufkin should not take the added responsibility.

Commissioner Jack Gorden stated that the City of Lufkin provides less support to their Library than most comparable cities in our area. Mayor Garrison stated that the increase of \$16,000 is substantial. Commissioner Jack Gorden stated that the library at the present time needs attention and the hiring of a certified librarian is an attempt to upgrade the services of the library. Commissioner Louis Bronaugh stated that he had been made aware that in some Texas cities the library is a part of the City government with the librarians being city employees and the \$16,000 increase for next budget year should be enough for the City of Lufkin to provide.

Commissioner Percy Simond stated that the car registration fees would be increased in the near future providing Angelina County additional revenue, but they do not pay anything that is not required as evidenced by their refusal to participate in the

**"911" System.**

Mayor Garrison stated that a large amount of money would be needed to get the library in first class condition. Commissioner Jack Gorden stated that the library had operated on a minimum amount of money for the last two (2) years. Mayor Garrison stated that the City of Lufkin has to be selective about where their money is spent because every agency in this City is in need of money and if money were left at the end of the year, the City Commission could consider at that time providing more help to the library.

Motion was made by Commissioner Jack Gorden that allocation to the library be increased from \$64,000 to \$66,000. No second was received and Mayor Garrison declared motion died for lack of a second.

Mayor Garrison stated that if the money became available in the future, he would be in favor of increasing the library's allocation.

Mayor Garrison stated that the City Commission would now consider the Administrative Department which would show an increase from \$408,000 to \$459,000. Mayor Garrison stated that the budget was overspent during the 1983-1984 fiscal year. City Manager Westerholm stated that he had given one salary adjustment during the year and that under the Charter he had the right to do this without going over the budgeted amount.

Mayor Garrison stated that the general total was exceeded by \$19,000 which is significant and would like for City Manager Westerholm to explain after he had time to review this area of the Administrative budget.

City Manager Westerholm stated that he had been authorizing salary adjustments when people assume more responsibility or become more proficient in their jobs. City Manager Westerholm stated further that the classification plan is for increases when capabilities have been increased and additional responsibilities assumed. City Manager Westerholm stated that it was not a merit raise when it is based on additional responsibility but rather a promotion.

Mayor Garrison stated that the City Commission does not give the City Manager authority to increase salaries because employees believe they should make more money.

City Manager Westerholm stated that when the personnel plan was adopted, it provided for employees to move up to a permanent position after six (6) months probation which was discretionary on the part of the City Manager. City Manager Westerholm stated that he had only given raises based on job performance. Mayor Garrison stated that the City Commission would prefer that raises only be given with prior approval by the City Commission.

City Manager Westerholm stated that the Mayor was stating that all City employees would have to come before the City Commission and ask for a raise. City Manager Westerholm stated that from a management position, this could not be done. City Manager Westerholm stated that if employees were not allowed to move up and have no chance for additional pay without waiting for the

once a year raise of 3 or 4 percent, there is no incentive to do a better job. City Manager Westerholm stated that classifications for the different jobs are based on job descriptions, education of the employee, the type of skills possessed by the employee, and each position contains six (6) grades of which some employees have reached the level of top salary.

Mayor Garrison stated that the City Commission has never agreed for the City Manager to provide raises and even though City Manager Westerholm applied a different name to the raises, they were still considered merit raises. Mayor Garrison stated that if a person were promoted from one grade to another, they would receive more money because of their higher standing.

Commissioner Lynn Malone stated that if there were City employees not attending to their job duties, they should be demoted.

In answer to question by Commissioner Don Boyd, City Manager Westerholm stated that each classification contains six steps and the entire personnel policy plan was adopted by the City Commission approximately three years previously.

Mayor Garrison stated that it is permissible to promote an employee from one grade to a higher grade but to give a raise to one of six employees in a certain category is not permissible. City Manager Westerholm stated that it would be difficult to be in a management position and not be able to reward good employees for work well done.

Mayor Garrison stated that when there are several steps in a classification, the City Manager should report any movement of employees within that classification. Mayor Garrison further stated that the City Commission should adopt a policy for future use which could be considered on the next agenda.

City Manager Westerholm stated that input should be received from City Attorney Flournoy regarding policy established as a part of the personnel manual to allow for procedures that could be understood by everyone.

Mayor Garrison stated that he was not criticizing City Manager Westerholm, who did what he thought was right but it was not in accordance with interpretation of the City Commission.

In response to question by Commissioner Don Boyd, Public Works Director Ron Wesch stated that \$27,697.62 had been included in the Administrative budget to obtain a second radio frequency because at the present time there were 65 City radios on one frequency and all radios would have to be changed to allow installation of the new frequency. Mr. Wesch further stated that the money might not be sufficient to obtain a repeater this year but the second channel would be an improvement.

In response to question by Commissioner Louis Brunaugh, Mayor Garrison stated that salary increases for the City of Lufkin employees are discussed when the entire budget has been considered because the amount of funds available might change.

In response to question by Commissioner Lynn Malone, City Manager Westerholm stated that the hire of equipment is for car allow-

ances for Finance Director Rita Jenkins, City Secretary Ann Griffin, Assistant City Secretary Lori Nix, Personnel Director Kosie Jones, and Assistant City Manager Brian Boudreaux for a total of \$4,683 and the increase was due to the \$2,000 car allowance provided for Assistant City Manager Boudreaux.

**Municipal Budget** - In response to question by Commissioner Percy Simond, Assistant City Manager Boudreaux stated that the increase in Municipal Building additional custodian, but the amount of \$7,592.99 for extra help was deleted from the new budget.

In response to question by Commissioner Percy Simond, City Manager Westerholm stated that previously one (1) custodian was in each building but due to the increased amount of traffic in City Hall and City Hall Annex, staff was increased to three (3) who serve both buildings.

**Data Processing** - City Manager Westerholm stated that this budget was decreased by \$23,000 because of a declining need for a consultant due to the fact that the Data Processing Supervisor was sent to school to become a programmer.

**Ambulance** - City Manager Westerholm stated that this budget was increased due to purchase of a new ambulance and training for the emergency medical technicians.

**Police Department** - City Manager Westerholm stated that this increase was due to one new patrolman and the replacement of ten police units. In answer to question by Commissioner Don Boyd, Chief Leonard Latham stated that at present there are three vacancies in the police department. In response to question by Commissioner Louis Brunaugh, Chief Latham stated that his department was under budget because of the positions that have been vacant during the year.

**Fire Department** - In response to question by Commissioner Don Boyd, Chief Billy Stephens stated that the Fire Station #4 and #5 will be reroofed and the work will be contracted out.

In response to question by Commissioner Lynn Malone, Chief Stephens stated that the increase in the fuel allocation is due to the sales tax that will now be charged on gasoline.

Chief Stephens stated that his department had requested a new telephone system to allow faster communication between Fire Stations instead of relying on the intercom system.

City Manager Westerholm stated that State law requires that a breathing apparatus be provided for each man in the Fire Department and with the purchase of five allotted in this budget, the department would have 35 units.

At this point in the special meeting, Mayor Garrison stated that he would have to leave and asked that Commissioner Don Boyd conduct the remaining meeting. Mayor Garrison stated that the budget as a whole was acceptable to him.

In response to question by Commissioner Louis Brunaugh, Mayor Garrison stated that due to the absence of the City Attorney,

it would not be necessary to have the Executive Session.

Inspection Department - City Manager Westerholm stated that he would like to recommend that a Code Enforcement Officer be added to the budget to handle abandoned cars, dilapidated houses, weeded lots, and responsible for enforcing all City Ordinances. City Manager Westerholm stated that the officer would be responsible for issuing notices to offenders and following up within the prescribed time limit. City Manager Westerholm stated that he estimated that the salary would be from \$13,000-\$16,000 per year.

Motion was made by Commissioner Percy Simond and seconded by Commissioner Louis Bronaugh that Code Enforcement Officer be hired for inclusion in the budget under the Inspection Department. A unanimous affirmative vote was recorded.

City Manager Westerholm stated that a description of the duties would be written and a salary would be established based on the guidelines for the position.

Animal Control Department - In response to question by Commissioner Lynn Malone, Public Works Director Ron Wesch stated that the increase in landfill fees indicated that this charge was removed from the Sanitation Department and placed in the Animal Control Department to cover transport of any dead animals to the landfill.

Sanitation Department - City Manager Westerholm stated that a full time clerk would be hired in this department to attend to all the paper work.

In response to question by Commissioner Percy Simond, Public Works Director Ron Wesch stated that the landfill charges are less because of the acquisition of better equipment and there had been a decrease in the sanitation budget in the amount of approximately \$100,000.

Street Department - In response to question by Commissioner Don Boyd, Public Works Director Ron Wesch stated that a signal had been warranted about three (3) years ago on Janeway and South First and would be installed in the next budget year.

Parks Department - In response to question by Commissioner Lynn Malone, City Manager Westerholm stated that in the past the City of Lufkin and the Jaycees have both sponsored the Fourth of July celebration and the City Staff was recommending that admission charge be removed from next year's celebration and the cost of the fireworks be paid out of the City budget.

Commissioner Louis Bronaugh stated that the Jaycees should not have 100 percent of the money from concession that are sold at the Fourth of July Celebration.

City Manager Westerholm stated that it is difficult to find a Civic club willing to sponsor contests for an entire day at Ellen Trout Park.

Parks and Recreation Director Don Hannabas stated that the

Jaycees are providing all the equipment and supplying all the labor for the events inside the park with the City being responsible for parking cars and the fireworks display. Mr. Hannabas stated that the City was responsible for the clean-up of the park.

City Manager Westerholm stated that the request not to charge admission had been brought about because of a complaint that a fee should not be charged to the citizens to watch the fireworks display. Zoo Director Henley stated that the zoo had experienced a small steady growth with the emphasis being on better facilities and exhibits for the animals that are presently housed at the zoo.

Fire Marshall - In response to question by Commissioner Louis Bronaugh, Fire Marshall Roy Carrell stated that it was impossible for one person to handle the inspections of all buildings within the City of Lufkin due to its recent growth, but he was able from time to time to obtain help from personnel within the Fire Department. Fire Marshall Carrell further stated that a representative of the State Board of Insurance had recently inspected City facilities to determine key rates for the citizens of Lufkin, and if inspections were not increased, then the insurance rates would be increased.

Commissioner Percy Simond stated that if additional personnel were needed in the Fire Marshall's office, they should be hired.

City Manager Westerholm stated that if the key rate is increased the City Commission could decide at that time if it would be cheaper to pay the key rate or to hire an additional person in this department.

Commissioner Don Boyd stated that it is more important for the City of Lufkin to protect its citizens than to be concerned about the key rates of insurance.

Fire Marshall Roy Carrell stated that since the code enforcement officer was provided in the budget, this would free him to make more inspections and his job would be easier to handle.

Contingency Fund - City Manager Westerholm stated that nothing has been allocated for the contingency fund but that Commissioner Pat Foley had stated that he would like to have \$100,000 in this fund to provide for unforeseen expenses in the next budget year.

Finance Director Rita Jenkins stated that this was the first year that the contingency fund had been set up as a separate fund.

Water Collection Department - In response to question by Commissioner Percy Simond, City Manager Westerholm stated that two (2) vehicles would be replaced in the Water Collection Department with economy type pick-ups.

Water Pollution Plant - City Manager Westerholm stated that the City Staff would like to purchase an additional roll-off container to haul dewatered sludge away from the plant. City Manager Westerholm stated that it was anticipated that discontinuance of the Zimpro process would provide a great savings in this department.

Sewer Distribution - City Manager Westerholm stated that in an effort to reduce the amount of overtime in this department, an additional person had been hired.

In response to question by Commissioner Don Boyd, Public Works Director Ron Wesch stated that an extra amount of chlorine had been purchased in last year's budget which accounted for the increase in chemical supplies and he did not plan to use this amount of chlorine in next year's budget.

Civic Center - City Manager Westerholm stated that plans were to add a floor in the Civic Center to provide for storage of items that should be out-of-sight.

In response to question by Commissioner Don Boyd, Public Works Director Ron Wesch stated that the reason for the large amount of overtime was that one employee was off work with a heart attack and had since returned to work which would reduce this item.

Commissioner Jack Gorden stated that in the future he would like to see a report that indicated the revenue and the expenditures on the same sheet to make it easier to compare the two figures.

In response to question by Commissioner Gorden, City Manager Westerholm stated that the Board of City Development recommends the fees for the Civic Center, which at the present time are \$325 for rental of the total Center. City Manager Westerholm stated that this fee has not been increased since the Civic Center opened and it is kept low to encourage use of the building.

Commissioner Louis Bronaugh stated that maintenance of the building and equipment is extremely high.

Garage - City Manager Westerholm stated that a new garage was planned for construction and the City hoped to begin in the month of September.

City Manager Westerholm stated that he had planned for a seven (7) percent increase for City employees but he was concerned about whether the money would be available after the changes that were made at tonight's special meeting and establishment of a contingency fund would greatly affect the amount of increase.

Commissioner Louis Bronaugh stated that the three (3) dispatchers for the Fire Department were not added to the budget and that it was projected that the approximate cost would be \$36,000.

Motion was made by Commissioner Percy Simond and seconded by Commissioner Louis Bronaugh that three (3) dispatchers be provided in the budget for the Fire Department. A unanimous affirmative vote was recorded.

Motion was made by Commissioner Louis Bronaugh that \$20,000 be budgeted for development of a comprehensive master plan for the City of Lufkin.

Commissioner Jack Gorden stated that he would like to have more information before adding this to the budget for the next year.

Commissioner Louis Bronaugh stated that he would withdraw his motion and ask that the item be placed on the next agenda.

4. There being no further business for consideration, meeting adjourned at 9:30 p.m.



*Pitser H. Garrison*  
Pitser H. Garrison, Mayor

*Ann Griffin*  
Ann Griffin, City Secretary