

**MINUTES OF THE SPECIAL CALLED MEETING OF THE CITY COUNCIL OF THE CITY
OF LUFKIN, TEXAS HELD ON THE 28TH DAY OF JUNE, 2021**

On the 28TH day of June, 2021 the City Council of the City of Lufkin, Texas convened in a Special Called Meeting (Annual Budget Retreat) at Kurth Lake Lodge, Lufkin, Texas at 8:30 a.m.

Mark Hicks
Guessippina Bonner
Robert Shankle
Lynn Torres
Wes Suiter
Rocky Thigpen
Trent Burfine
Bruce Green
Erika Neill
Gerald Williamson
Jason Arnold
Kara Andrepont
Belinda Melancon
Teresa Casanova
Scott Feaster
Kevin Gee
Jesse Moody

Mayor
Councilmember, Ward No. 1
Councilmember, Ward No. 2
Councilmember, Ward No. 3
Councilmember, Ward No. 4
Councilmember, Ward No. 5
Councilmember, Ward No. 6
City Manager
City Attorney
Assistant City Manager
Assistant City Manager
City Secretary
Finance Director
Senior Accountant
IT Director
Engineering Services Director
Fire Chief

being present when the following business was transacted.

INVOCATION – The meeting was opened with prayer by City Manager Bruce Green.

PUBLIC COMMENT – Mayor Hicks opened the meeting for Public Comment on any posted agenda item at 8:32 a.m. There being no one who wished to speak, Mayor Hicks closed the Public Comment portion of the meeting.

CONSENT AGENDA

1. **MINUTES OF THE REGULAR CALLED CITY COUNCIL MEETING OF JUNE 15, 2021–
APPROVED.**
2. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE
2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 23) APPROPRIATING
THE FUNDING FOR THE CLOSURE OF COMPLETED PROJECTS – APPROVED.**
3. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE
2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 24) APPROPRIATING
THE FUNDING FOR THE PURCHASE OF TRANSFER SWITCHES AND PORTABLE
GENERATORS FOR FUELING STATIONS – APPROVED.**
4. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE
2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 25) APPROPRIATING
THE FUNDING FOR THE CONSTRUCTION OF COVERINGS FOR THE EXISTING
PERMANENT GENERATORS – APPROVED.**
5. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE
2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 26) APPROPRIATING
THE FUNDING FOR THE CITY HALL AND POLICE DEPARTMENT ROOF
REPLACEMENT PROJECT – APPROVED.**
6. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE
2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 27) APPROPRIATING
THE FUNDING FOR THE REHAB OF THE ANIMAL CONTROL LIVESTOCK AREA –
APPROVED.**
7. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE
2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 28) APPROPRIATING**

THE FUNDING FOR THE PURCHASE OF CORE SWITCHES FOR THE INFORMATION TECHNOLOGY DEPARTMENT – APPROVED.

8. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 29) APPROPRIATING THE FUNDING FOR THE REPLACEMENT OF THE SECURITY CAMERA SYSTEM FOR CITY HALL AND THE POLICE DEPARTMENT – APPROVED.**
9. **SECOND READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 30) APPROPRIATING THE FUNDING FOR THE RENOVATION OF POLICE DISPATCH – APPROVED.**

Councilmember Lynn Torres moved to approve all items on the consent agenda as presented. Councilmember Guessippina Bonner seconded the motion and a unanimous vote to approve was recorded.

BUSINESS AGENDA

10. **FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 31) APPROPRIATING THE FUNDING FOR THE REMODEL OF CITY HALL TRAINING AND CONFERENCE ROOM AND LIGHTING UPGRADE IN THE EMPLOYEE BREAKROOM – APPROVED.**

City Manager Bruce Green stated that the City Hall training and conference room (Room 202) had not been updated since 1986. City Manager Green continued that the upgrades and renovations to Room 202 would include new lighting, flooring, audio/visual equipment and the addition of a storage/snack area. City Manager Green furthered that new lighting would be installed in the employee breakroom. City Manager Green stated the project was estimated at \$38,300 and the majority of the work would be completed by City staff.

Councilmember Robert Shankle moved to approve the Ordinance authorizing Budget Amendment No. 31. Councilmember Lynn Torres seconded the motion and a unanimous vote to approve was recorded.

11. **FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 32) APPROPRIATING THE FUNDING FOR THE PURCHASE OF NEW BODY WORN CAMERAS FOR THE LUFKIN POLICE DEPARTMENT.**

City Manager Green stated that body worn cameras currently utilized by the Lufkin Police Department were in need of replacement with an estimated cost of \$209,084. Councilmember Shankle moved to approve the Ordinance authorizing the funding for the purchase. Councilmember Rocky Thigpen seconded the motion. Mayor Hicks requested any comments or questions regarding the item. Discussion was then initiated by Councilmember Trent Burfine regarding the option of securing grant funds for this purchase instead of using City funding. Discussion continued regarding the purchase and Councilmember Guessippina Bonner moved to indefinitely postpone the item until information regarding grant funding could be obtained. Discussion then ensued regarding the right of motion. Following a lengthy discussion, it was concurred that Staff would obtain information regarding the availability of grant funds for the purchase and present the same during the City Council of July 20th, 2021.

A unanimous vote was recorded to approve the Ordinance authorizing Budget Amendment No. 32.

12. **FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 33) APPROPRIATING THE FUNDING FOR THE PURCHASE OF AN ADDITIONAL SET OF BUNKER GEAR FOR THE LUFKIN FIRE DEPARTMENT – APPROVED.**

City Manager Green stated that the Lufkin Fire Department would greatly benefit from the purchase of an additional set of bunker gear for firefighters. City Manager Green continued this would significantly reduce health related risks to employees as well as extend the life of the gear.

Councilmember Torres moved to approve the Ordinance authorizing Budget Amendment No. 33 allocating \$134,600 for the purchase of this equipment. Councilmember Shankle seconded the motion. A unanimous vote to approve was recorded.

13. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 34) APPROPRIATING THE FUNDING FOR THE PURCHASE OF ADDITIONAL EQUIPMENT NEEDED FOR THE ADDITION OF A RESERVE AMBULANCE TO THE LUFKIN FIRE DEPARTMENT FLEET – APPROVED.

City Manager Green stated that this purchase would allow for the addition of another reserve Med Unit to be placed into service. City Manager Green continued that this equipment would be placed on an existing retired med unit and was estimated to cost \$68,500.

Councilmember Shankle moved to approve the Ordinance authorizing Budget Amendment No. 34. Councilmember Torres seconded the motion and a unanimous vote was recorded.

14. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 35) APPROPRIATING THE FUNDING FOR THE PURCHASE OF AIR PACKS FOR BACKUP ENGINE UNITS AND SPECIAL OPERATION UNITS FOR THE LUFKIN FIRE DEPARTMENT – APPROVED.

City Manager Green stated that the Fire Department also needed to purchase additional air packs for firefighters to ensure that each unit in the Fire Department fleet would be outfitted with air packs for all personnel. City Manager Green continued that this would increase the number of firefighters that could immediately respond to an incident. Councilmember Burfine confirmed as to whether this would provide air packs for all personnel. City Manager Green stated that it would indeed provide air packs for all personnel.

Councilmember Shankle moved to approve the Ordinance authorizing Budget Amendment No. 34 appropriating funding in the amount of \$50,500 for the purchase of air packs for the Lufkin Fire Department.

15. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 36) APPROPRIATING THE FUNDING FOR THE PURCHASE OF AN OFF-ROAD UTILITY VEHICLE, TRAILER AND SKID UNIT FOR THE LUFKIN FIRE DEPARTMENT – APPROVED.

City Manager Green stated that the Fire Department had requested to purchase a off-road utility vehicle, trailer, and skid unit for responding to incidents in rough terrain, brush fires and rescue calls. City Manager Green furthered the equipment would be capable of carrying water, pumps, hoses and transporting patients and was estimated to cost \$24,000.

Councilmember Torres moved to approve the Ordinance as presented. Councilmember Shankle seconded the motion. Councilmember Wes Suiter asked for clarification on the skid unit. Fire Chief Jesse Moody stated it allowed for the moving of equipment/patients through rough terrain. City Manager Green clarified that all of the previous and upcoming expenditure items were being funded by the excess revenues.

A unanimous vote was recorded approving the Ordinance authorizing Budget Amendment No. 36.

16. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 37) APPROPRIATING THE FUNDING FOR THE PURCHASE OF UNINTERRUPTED POWER SERVICE (UPS) BATTERY BACKUP UNITS FOR THE CITY'S COMPUTER SERVERS – APPROVED.

City Manager Green stated that Item No. 17 was the allocation of funding for the purchase of six (6) replacement uninterrupted power service (UPS) units for the City's network servers. City Manager Green stated that this equipment was estimated to cost \$30,000.

Councilmember Bonner moved to approve the Ordinance. Councilmember Suiter seconded the motion. Mayor Hicks confirmed how pricing was being obtained for the previous and upcoming purchases. Staff stated that items were bid according to statute and the lowest cost source was utilized.

A unanimous vote was recorded approving the Ordinance authorizing Budget Amendment No. 37.

17. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 38) APPROPRIATING THE FUNDING FOR THE PURCHASE OF EQUIPMENT NEEDED TO PROVIDE FOR SPIN CLASSES AT THE PARKS & RECREATION CENTER – APPROVED.

City Manager Green stated that the Parks and Recreation Department had requested to purchase equipment to facilitate providing spin classes for citizens. City Manager Green stated that the equipment would cost approximately \$6,900 and include stationary bicycles and supporting equipment. Councilmember Bonner expressed concerns regarding the second floor of the facility not being handicap accessible and the previous request for the purchase of a stove and refrigerator for the Brandon Community Center. Assistant City Manager Jason Arnold stated that events were moved downstairs should someone be unable to traverse to the second floor and that pricing was being obtained for the equipment for the Brandon Community Center. Councilmember Bonner abstained from voting on the item.

Councilmember Torres moved to approve an Ordinance authorizing Budget Amendment No. 38 providing funding for spin class equipment. Councilmember Shankle seconded the motion. The motion carried with six (6) affirmative votes.

18. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 39) APPROPRIATING THE FUNDING FOR THE PURCHASE OF REPLACEMENT PRINTERS AND SCANNERS FOR THE CITY OF LUFKIN FINANCE DEPARTMENT – APPROVED.

City Manager Green stated that the Finance Department heavily utilized printers and scanners in their daily activities and some of the current equipment was in need of replacement. City Manager Green furthered that the cost of replacing the equipment was estimated at \$2,500.

Councilmember Suiter moved to approve the Ordinance authorizing Budget Amendment No. 39 for the purchase of equipment for the Finance Department. Councilmember Shankle seconded the motion. A unanimous vote to approve was recorded.

19. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 40) APPROPRIATING THE FUNDING FOR RENOVATIONS TO THE KURTH LAKE LODGE – APPROVED.

City Manager Green stated that the Kurth Lodge needed renovations in order to market the Lodge as a premier event venue. City Manager Green furthered that a significant interior / exterior remodel would be completed, and the cost was estimated to be \$75,000.

Councilmember Burfine moved to approve the Ordinance authorizing Budget Amendment No. 40 appropriating the funding for the Kurth Lake Lodge Renovations. Councilmember Bonner seconded the motion and a unanimous vote to approve was recorded.

20. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 41) APPROPRIATING THE FUNDING FOR THE CREATION OF AN AMORTIZATION FUND FOR THE INFORMATION TECHNOLOGY DEPARTMENT – APPROVED.

City Manager Green stated this fund transfer would establish an amortization fund for the purchase of all technology equipment. City Manager Green furthered the fund would be modeled after the vehicle amortization fund which had proven to be very economical.

Councilmember Burfine moved to approve the Ordinance authorizing Budget Amendment No. 41 providing for funding to establish a technology amortization fund. Councilmember Suiter seconded the motion and a unanimous vote to approve was recorded.

21. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 42) APPROPRIATING A TRANSFER OF FUNDING TO THE GENERAL FUND CONSTRUCTION FUND – APPROVED.

City Manager Green stated this Budget Amendment would allocate funding to cover existing projects and the City Hall remodel projects.

Councilmember Lynn Torres moved to approve the Ordinance as presented. Councilmember Shankle seconded the motion and a unanimous vote to approve was recorded. Councilmember Burfine questioned whether this would be taken from Fund Balance. City Manager Green continued this funding comes from excess revenue and would not be taken from Fund Balance.

22. FIRST READING OF AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2020-2021 OPERATING BUDGET (BUDGET AMENDMENT NO. 43) ADOPTING THE CITY OF LUFKIN 2020-2021 REVISED BUDGET – APPROVED.

City Manager Green stated this Budget Amendment simply adopted the 2020-2021 revised budget as previously discussed with City Council.

Councilmember Thigpen moved to approve the Ordinance adopting the 2020-0021 revised budget. Councilmember Suiter seconded the motion and a unanimous vote to approve was recorded.

23. PRESENTATION AND DISCUSSION OF THE DRAFT OF THE 2021-2022 CITY OF LUFKIN ANNUAL BUDGET AND SIGNIFICANT CHANGES.

City Manager Green presented the current philosophy that the proposed 2021-2022 budget was developed by. City Manager Green continued that this budget was created using a priority-based approach. City Manager Green stated that Administration would continue to curb deficit spending and detailed ways this would be achieved. Discussions regarding the provision of Emergency Medical Service (EMS), growth at the Ellen Trout Zoo and the establishment of a Community Development Program were also conducted. City Manager Green also reviewed the significant changes to the upcoming budget.

24. EXECUTIVE SESSION: There was no need for an Executive Session.

~~There being~~ no further business, Mayor Mark Hicks adjourned the meeting at 1:34 p.m.



ATTEST:


Mark Hicks, Mayor


Kara Andrepont, City Secretary