

**MINUTES OF BUDGET WORKSHOP MEETING OF THE CITY COUNCIL OF THE  
CITY OF LUFKIN, TEXAS, HELD ON THE  
8TH DAY OF JULY, 1999 AT 10:00 A. M.**

On the 8th day of July, 1999 the City Council of the City of Lufkin, Texas, convened in a Budget Workshop meeting in the Council Chambers of City Hall with the following members thereof, to wit:

Louis A. Bronaugh	Mayor
Bob Bowman	Mayor pro tem
R. L. Kuykendall	Councilmember, Ward No. 1
Don Boyd	Councilmember, Ward No. 2
Betty Jones	Councilmember, Ward No. 3
Jack Gorden, Jr.	Councilmember, Ward No. 5
Dennis Robertson	Councilmember, Ward No. 6
C. G. Maclin	City Manager
James Hager	Asst. City Manager/Finance
Atha Stokes Martin	City Secretary
Keith Wright	City Engineer
Kenneth Williams	Director of Public Works

being present when the following business was transacted.

1. Meeting was opened with prayer by City Manager C. G. Maclin.

**2. PRESENTATIONS BY DEPARTMENT HEADS:**

**POLICE - SHERMAN COLLINS**

Chief Collins stated that last year he had two budgets - the Police Department budget and the Police Building budget, and he no longer has the Police building budget. Chief Collins stated that he would be going through six different sections of the Police operating budget. Chief Collins stated that future plans call for contracting with the County Sheriff to do the jail operations. Chief Collins stated that the first section is Administration.

Chief Collins stated that his first supplemental request in the Administration section is an item to replace their pc's. Chief Collins stated that they are now operating 45 pc's within the Police Department, and as these computers begin to age he would like to set them up on a rotation schedule so they can be replaced every few years. Chief Collins stated that the software is what really ages a computer. Chief Collins stated that he is asking for funds to replace 15 of the Police Department computers. Estimated cost - \$30,000.

Mrs. Jones stated that if all of the computer update requests were combined under one department they would be easier to address than by individual departments. Mr. Maclin stated that every single item relating to computers is directed through Bill Cameron's department. Mr. Maclin stated that the only reason staff has not gone to the lump sum for computers is because of departmental budgets. Mr. Maclin stated that we have individual departmental accountability. Mr. Maclin stated that he would assure Council that there are controls in place to insure that these requests are legitimate reasons and are compatible with our system. Mrs. Jones stated that it would help her if the Technology Information Department would prioritize which ones might be the greatest need at the present.

Chief Collins stated that the next section is the Patrol section. The first supplemental request under this section is for an Explorer Program. Chief Collins stated that this will be the third time in his tenure to attempt to establish an Explorer Program. Chief Collins introduced William (Bill) Nichols, who is the Field Director for the East Texas Area Council of the Boy Scouts of America. Chief

Collins stated that his Department would attempt to have an explorers post with or without the funding, but would prefer to have it funded. Chief Collins stated that he is asking for a total of \$5,600 which would pay for the Awards Banquet and Awards Ceremony, uniforms for participants and advisors, flashlights, batteries, etc., supplies that would be needed for the outings, awards training materials, and he would like to send some people to the National Explorer's Conference in the amount of \$2,000.

In response to question by City Manager Maclin as to any studies that have been conducted on explorer scouts, after receiving this training, actually working for their local Police Department or law enforcement agencies, Mr. Nichols stated that he knew of one who is now a Captain in the Sheriff's Department in Tyler. Mr. Nichols stated that in Scouting they do not have any records that show those scouts that actually go into law enforcement. Mr. Nichols stated that the Sheriff's Department and Police Department in Nacogdoches, and the Sheriff's Department and Police Department in Tyler all have law enforcement explorer posts. Mr. Nichols stated that one of their primary motivators is that they have a real need for Hispanic law enforcement officers. Mr. Nichols stated that 2/3's of the youth in the Tyler explorer post are Hispanics.

Chief Collins stated that two of their former explorers have gone into law enforcement, one was an African-American youth who went on to the DPS in northeast Texas, and Tom Sellman was a product of the Lufkin Explorer's Post and served approximately 10 years in law enforcement basically by virtue of the training he received in Lufkin PD's Explorer's Program. Chief Collins stated that the Department takes great pride in producing those two young men, who, when they served were both outstanding members of law enforcement.

Chief Collins stated that his next request is for the replacement of some lap top computers. Chief Collins stated that the Department has 17 lap top computers, and just like the pc's, he would like to put these computers on a rotation basis. Chief Collins stated that he is asking for funds for five computers to start the replacement process. Chief Collins stated that the 17 lap top computers that were purchased previously were ruggedized computers and if this request is funded he would ask Bill Cameron to look at the possibility of buying the non-ruggedized computers. Estimated cost - \$25,000.

Chief Collins stated that his next item is for bicycles for Community Policing. Chief Collins stated that the Department now has three bicycles, and three officers who regularly ride the bicycles. Chief Collins stated that he is asking for money to buy four more bicycles. Chief Collins stated that this has proved to be such a positive program for the Police Department, that they can do so many things on bicycles that they cannot do in patrol cars. The price for the bicycles would be \$800 each for a total of \$3,200.

Chief Collins stated that his next request is for a portable building in order to store the bicycles when they are not being ridden and a place to work on the bikes. Chief Collins stated one of the Police officers has been trained to repair the bikes, and the Department has made a considerable investment in specialized tools. Estimated cost - \$1,900.

Chief Collins stated that the next request was for a communications operator at a cost of \$29,565. Chief Collins stated that they have had 12 communications operators and they have pulled one of those operators, Keith Bickley, and made him the supervisor. Chief Collins stated that he would like to replace this position with a full time operator.

Chief Collins stated that the next request is for a GEO base manager which has already been added to the base budget, but he felt the need to discuss this with Council. Chief Collins stated that last year he requested funding for a GEO base manager, someone who can enter new addresses, update the CAD files, etc., and he

paid for that out of grant money. Chief Collins stated that the position has proven so valuable that he felt it was imperative and it became a balance cash operation, in that the operator generated enough income because she was able to enter the false alarm reports in the GEO base and they started billing people. Chief Collins stated that the operator has generated enough income to balance out the cost for her position.

Chief Collins stated that there are no supplemental requests for jail operations.

#### **ANIMAL CONTROL - CATHY CLARK**

Mr. Hager stated that a revised copy of Ms. Clark's supplemental requests was being handed out. Ms. Clark stated that since the grand opening of the new Animal Control facility at 1901 Hill Street, the past three months it has become apparent that they need additional staff members, which will be two of her supplemental requests. Ms. Clark stated that the first supplement request is for an Office Assistant II. Ms. Clark stated that this person will accept and enter into the computer all incoming animals, complete other computer input on animal dispositions, produce letters to violators for Animal Control Officers, do filing for field operation, relieve current Office Assistant of overflow of telephone calls. Ms. Clark stated that the surrender office is vacant of staff to immediately assist the public and contractual entities employees that are bringing animals to the shelter for surrender.

Ms. Clark stated she was withdrawing her request for a crew leader and would ask for a part time animal care attendant to work in the morning instead.

In response to question by Mrs. Jones as the possibility of having a volunteer for this position, Ms. Clark stated that she and the Winnie Berry Animal Shelter have made public service announcements for volunteers, but have not been too successful. Ms. Clark stated that she has one 16 year old volunteer who works on a part time basis.

Ms. Clark stated that her last supplement was for the replacement of three computers at a cost of \$6,000. Ms. Clark stated that she has a free software program called PETWARE.

In response to question by Mrs. Jones, Ms. Clark stated that the only time she uses veterinarian services is if they pick up an injured animal. Mr. Maclin stated that if the City ever got more directly involved with adoption for spaying and neutering, that would increase the need for veterinarian services.

#### **INSPECTION SERVICES - BEAUFORD CHAPMAN**

Beauford Chapman, Director of Inspection Services, stated that he had passed out three documents that back up the Department's supplement request to Mr. Kenneth Williams. Mr. Chapman stated that the third document is part of Section 290.44 of the TNRCC regulations dealing with backflow prevention. Mr. Chapman stated that this supplement is for a Code Inspector to implement the backflow prevention monitoring program mandated by the State as of January 1, 1996. Mr. Chapman stated that the City passed an Ordinance on January of 1999 which basically implemented that particular program in the City. Mr. Chapman stated that this particular individual would also be responsible for monitoring the grease trap program, which at the present time is being done in Code Enforcement along with the other cases in that Department. Mr. Chapman stated that the City Engineer has requested that the Department consider beginning implementation of inspections of the detention ponds. Mr. Chapman stated that presently there are 18 to 19 detention ponds within the City with several more being developed in the future. Mr. Chapman stated that presently there are 647 active cases in Code Enforcement.

In response to question by Mrs. Jones, Mr. Chapman stated that the City has two Code Enforcement Officers at this time and three Building Inspectors, and they all

operate out of the same office. Mr. Chapman stated that on the average there are 91 new cases that come into Code Enforcement a month during the summer time. Mr. Chapman stated that there are 145 grease traps that have to be monitored every 60 days. Mr. Chapman stated that he is estimating that there are 1,200 back flow preventors within the City limits.

In response to question by Mr. Robertson, Mr. Chapman stated that there are two classifications of facilities that require back flow preventors and they are high health hazard and the other is low health hazard. Sprinkler systems are considered low health hazards. Mr. Chapman stated that the implementation of TNRCC requires that any backflow preventor that is a high health hazard, which is hospital, physician's offices, Pilgrim's Pride, etc. require not only putting the backflow preventor in and having it certified and tested at the time of implementation but also that they have to have it tested once a year. Mr. Chapman stated that the City does not do the initial testing or the annual testing.

Mr. Chapman stated that before the City provides water service to a customer, we must do a customer inspection on that facility and certify that that particular service is free of lead, and any backflow preventor that is required, or that the absence of cross connections on that facility. Mr. Chapman stated that the City is not doing that right now. Mr. Chapman stated that this is a TNRCC requirement as of January 1, 1996.

Mr. Wright stated that the Water Utilities Department would be asking for another employee to do part of this work. Mr. Maclin stated that these are two State-mandated unfunded positions that the City needs to be in compliance with TNRCC. Mr. Maclin stated that if the City does not comply, then TNRCC fines us.

Mr. Wright stated that the City was inspected by TNRCC last week and one of the questions they asked was where was the documentation for the backflow prevention program, and he had to tell them that we did not have any documentation on the backflow prevention program, but that we had passed an Ordinance.

Mrs. Jones stated that she did not normally suggest that we add positions right off the bat, but it seems that this position is needed.

Mr. Chapman stated that the Inspections Services Department budget for the 1998-99 year was \$487,000. With the addition of this individual the proposed budget with this position is \$508,000. This is an addition of \$21,000.

It was a consensus of opinion that the additional Code Enforcement position for the Inspection Services Department be included in the General Fund budget.

#### **FLEET MAINTENANCE - BILLY RATCLIFF**

Billy Ratcliff stated that his one supplemental request was for a one ton super duty cab and chassis at a cost of \$26,500. Mr. Ratcliff stated that this vehicle will replace the current wrecker they are using in the department. Mr. Ratcliff stated that in the past 13 years he has been with the City, his department has had two hand-me-down vehicles, both from the Fire Department. Mr. Ratcliff stated that in 1988 the Fire Department transferred a 1977 F250 club cab they converted into a wrecker which they used for several years. In 1992, they donated a 1985 F350 (an old box ambulance), which he converted into a wrecker. Mr. Ratcliff stated that the unit they are using now has been in use for 6 1/2 or 7 years and has 246,668 miles on the speedometer. Mr. Ratcliff stated that the engine is weak and they are having problems with the transmission.

Mr. Ratcliff stated that this piece of equipment is very valuable to the department in their daily operations and is used for a variety of chores, such as road calls, towing, picking up confiscated vehicles for the Police Department, etc. Mr. Ratcliff stated that he uses this vehicle every day, and sometimes has calls to make a trip out of

town to tow in one of the City's ambulances that has broken down. Mr. Ratcliff stated that he has not been able to provide the out of town service this past year because the current vehicle is not dependable. Mr. Ratcliff stated that now the Fire Department has to call a rotation wrecker which runs about \$1.00 per mile, a trip to Houston will run from \$240-\$250 per call. Mr. Ratcliff stated that an average wrecker call within the City limits is anywhere from \$85 to \$150 per call, depending on the size of the vehicle and the distance they have to be towed.

Mr. Ratcliff stated that the cost of a new wrecker would be from \$55,000 to \$58,000. Mr. Ratcliff stated that if he just replaces the truck and the cab, and uses their existing wrecker bed which is still good, he can save approximately \$30,000 by doing that. Mr. Ratcliff stated that the City's fleet is growing and he needs a dependable vehicle to put the wrecker bed on to continue the service provided to the other departments. Mr. Ratcliff stated that on average his department makes 250 calls per year.

In response to question by Mr. Kuykendall, Mr. Ratcliff stated that if he were to revamp the present wrecker it would probably last about five to six years.

#### **WATER PRODUCTION - DENNIS WANKAN**

Dennis Wankan stated that he was requesting one supplement which will be under Operations, and that is water well 15 at a cost of \$600,000. Mr. Wankan stated that the location for this well has already been secured in Allentown, one mile from the Angelina River.

Mr. Wright stated that based on the City's regional water plan that Goodwin-Lasiter put together, we were to drill three more wells in the next five years before we implemented surface water. Mr. Wright stated that the City drilled one well this year and there are two more to drill within that time period.

#### **WATER UTILITIES - BOBBY NAPIER**

Bobby Napier stated that he had three supplemental requests and the first one was for land for dirt and disposal, and will be a joint venture with three departments. Mr. Wright stated that we are looking for dirt every day and between these three departments (Street, Wastewater rehab and Water Utilities), the City spends approximately \$50,000 a year. Mr. Wright stated that the City can save money by purchasing our own property and obtaining our own dirt to use for our fill projects.

Mr. Hager stated that one of the things on this supplement that is not reflected is the savings in the other department budgets.

Mr. Napier stated that the next supplemental request was a GPS system to be used for locating water valves, manhole lids, water and wastewater lines. It will also help in surveying and in locating lines for other utility companies. The cost of this system is \$12,000.

Mr. Wright stated that last year Council funded a survey quality GPS system and this will be a mapping quality GPS system.

Mr. Napier stated that his third supplement was for the addition of one employee to assist in the Customer Service Inspection Program, Back Flow Prevention, flushing program, fire hydrant repair, bad order meter change out program, and meter leaks. Mr. Napier stated that having this additional employee will enable him to keep from splitting a three man crew to help in these fields.

Mr. Maclin stated that the City has an on-going program that has been in existence since 1995, where the City replaces 1200 of our 13,000 meters each year. Mr. Maclin stated that as a meter gets older it gets slower and the customer gets more water for

less dollars. Mr. Maclin stated that this means that a customer has a bad order meter. Mr. Maclin stated that, by the new law, when the City changes out a meter that's when we have to have a Customer Representative to test and check and make sure that the meter is not getting any contamination. Mr. Mott stated that the City inherited 1100 additional meters from the Burke Water System.

It was the consensus of opinion that the Customer Service Representative position be funded through the Utility Fund budget.

#### **WASTEWATER TREATMENT - DEBRA CASSIDY**

Debra Cassidy stated that she had one supplemental request and that was a PLC technician to assist Keith Thomason on PLC installations and repairs in the amount of \$30,815. Mr. Maclin stated that one of the motivations behind this request is that when Mr. Thomason came aboard he had electrical skills in terms of an electrician and the City has been able to utilize these skills in a lot of different departments throughout the Utility Fund and the General Fund. Mr. Maclin stated that having Mr. Thomason in this capacity saves a lot of dollars not having to hire a local electrician. Mr. Maclin stated that when the position was created it was to do with our remote control devices for our water production facility. Mr. Maclin stated that we have since that time added PLC units at the Water Pollution Control Plant and we are adding more to lift stations for monitoring. Mr. Maclin stated that staff feels that by getting an assistant we will be able to expand to greater efficiencies and savings to the City.

Mr. Gorden asked what had driven this budget from \$1.375 million to \$2 million since 1998. Mr. Maclin stated that there has not really been an increase, but divisions that are being dovetailed in. Mr. Gorden stated that it looked as if the largest single increase is benefits. Mr. Mott stated that included in this budget is carry over on the final clarifier and the chlorine contact basin. Mr. Hager stated that he would research this and get back to Mr. Gorden.

#### **SEWER UTILITIES - RAY WELLS**

Ray Wells stated that he has two supplemental requests and the first one is for a skilled laborer to assist in manhole repair and pipe bursting when needed in the amount of \$24,685.

Mr. Wright stated that one of the problems that the City has is I & I, and the EPA will eventually make us come into compliance, and this is one of the reasons we moved forward with the pipe bursting equipment. Mr. Wright stated that staff is trying to come up with a systematic plan for addressing our I & I throughout the City. Mr. Wright stated that next year he will probably ask Council for some engineering funds in order to hire some engineers to put together a plan. Mr. Wright stated that he would like to do most of the work himself (the smoke testing, the rehab on the manholes, the rehab on the piping, etc.) to address this system. Mr. Wright stated that the City is making a good faith effort to try to do what needs to be done.

Mr. Wells stated that his second request is for two 100 HP submergible pumps for Kit McConnico lift station at a cost of \$83,000. Mr. Wells stated that any time there is an I & I overflow it has to be reported to TNRCC. Mr. Wright stated that staff met with TNRCC a year ago in regard to a complaint against the City.

(The following was in response to the question asked earlier by Mr. Gorden in regard to the increase of expenses at the Wastewater Treatment Plant.)

Mr. Wright stated that he is seeing a long term age on all of the facilities. This facility was built in the early '70s and expanded two or three levels and a lot of the equipment is aging and having to be replaced.

Mr. Hager stated that in looking at the history, in 1998 the department budget was \$1,700,000, it was revised to \$1,750,000 and the 1998-'99 proposed is \$1,905,000, and then the revised is \$1,941,000. Mr. Hager stated that one of the aspects of the 1998-'99 budget is the COLA and merit adjustments made in 98-99 that went into effect in January of this year would be reflected there, and that would increase the revised sum. Mr. Hager stated that another individual moved into this Department who had been budgeted elsewhere. Mr. Hager stated that turnover would account for any other difference.

Mr. Gorden stated that he realized that some things that been done at the facility for cost savings, and maintenance of equipment has doubled since 1998.

A discussion of sludge and composting followed this item, which is recorded on tape.

#### **SOLID WASTE - DENNIS WEBSTER**

Dennis Webster stated that there has been a slight increase for the proposed budget for 1999-2000 due to the increases in salary rates and benefit package.

Mr. Webster stated that his supplemental request is for a rolloff driver. Mr. Webster stated that his present rolloff driver is working 10-12 hours a day because of the construction boom. Mr. Webster stated that the department has increased from an average of seven pulls per day to 18 per day. The addition of an operator will cut the overtime costs by \$3,953 per year. Mr. Webster stated that at this time the department has three rolloff trucks. Mr. Webster stated that he is not asking for new equipment.

In response to question by Mr. Bowman, Mr. Webster stated that the recycling program is paying for the budget and maybe making a little money. Mr. Webster stated that the department made the most money on corrugated paper.

#### **RECYCLING - DENNIS WEBSTER**

Mr. Webster stated that the reason he was asking for a new tub grinder this year is that when he bought the DuraTec 12 it was adequate to meet the needs at that time with the money they had to spend. Mr. Webster stated that at this time with what they are processing generated by the tree trimmers, the size of the materials has increased tremendously. Mr. Webster stated that the present grinder is 12' in diameter and runs a 550 horse engine, hammers weight approximately 12 pounds a piece. Mr. Webster stated that the new grinder he is looking at has a 1500 horse engine, the hammers are 260 pounds a piece. Mr. Webster stated that the grinder he now has is adequate to grind 6" to 8" diameter material and the grinder he is proposing is designed for a consistent steady diet of material as large as the podium or larger. Mr. Webster stated that the present grinder is adequate if the City wants to limit its intake into the compost site, which would be a great injustice to the citizens.

Mr. Webster stated that he has a rate schedule made up for developers and tree trimmers bringing large stumps and tree trunks into the compost area that he will charge if Council approves it.

Mr. Webster stated that tentatively he is planning a ribbon cutting ceremony for Wednesday, August 11 at 10:00 a.m. for the new Solid Waste facility.

#### **WRAP-UP - C. G. MACLIN**

Mr. Maclin stated that two sheets had just been handed out to Councilmembers and the first one was the ranking sheet form that in order for Council to get maximum utilization of their ranking vote in the General Fund they would have 4 - 10s, 4-9s, 4-8s, 4-7s, 4-6s, 4-5s, 4-4s, 4-3s, 4-2s, and 4-1s. Mr. Maclin stated that in the Water and

Sewer Fund Council could number them from 10 to 3 in order of preference, the same thing in Solid Waste, and the Civic Center 3-2-1, with three being the highest priority. Mr. Maclin stated that in the Zoo Fund, which was talked about yesterday, Council is authorizing staff to put the hippo project in the base budget utilizing the grant funds and gate receipts. Mr. Maclin stated that on the ranking sheets, the first two pages are the General Fund, the third page is the Utility Fund, the fourth page is the Solid Waste Fund, and the fifth page is the Civic Center Fund. Mr. Maclin asked that Councilmembers return the ranking sheets to him by Monday.

Mr. Maclin stated that one thing he did this year that he had never done before was to include the Administrative staff's ranking, including the Director of Accounting's ranking, which had been requested by the Council at a previous meeting.

Mr. Hager stated that initially there was \$220,000 available for supplemental requests and it should be approximately \$171,000 at this point because of the addition of the inspector for Building Inspections Department into the base budget.

3. There being no further business for consideration, meeting adjourned at 1:57 p.m.



Louis A. Bronaugh  
Mayor

ATTEST:



Atha Stokes Martin - City Secretary