



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 Civic 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. The Civic Center accommodates events such as graduations, concerts, wedding receptions, community events, and business conferences.

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. Over 2,800 children and adults participate in these sports programs, and over 1,300 people participate in programs held at the Recreation Center.

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.

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. These funds are for non-salaried support of the animal shelter operations.

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
2011**



**CITY OF LUFKIN, TEXAS
Hotel/Motel Tax Fund - Pitser Garrison Civic
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 2011 Fiscal year is to continually train the staff to acquire the utmost efficiency in all aspects of the Civic 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 concession stand sales goal is to continually rise to \$5000.00 in total sales for the 2011 Fiscal Year. 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 Civic Center.



WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
Total Number of Days Rented	212	234	324
Total Number of Events	158	164	170
Percentage of Multi-day Rentals	34%	35%	36%
Total of Annual Rentals	53	54	56
Total Number of Kitchen Rentals	91	94	102
Percentage of Multi-day Annual Rentals with Hotel Stays	26%	26%	27%

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	179,555	182,930	179,315	178,111
Benefits	75,214	81,683	78,807	82,239
Supplies	34,926	26,230	16,838	36,260
Maintenance of Equipment	22,189	15,600	10,100	9,450
Miscellaneous Services	115,407	120,635	108,535	131,535
Capital Outlay	10,780	-	9,512	-
TOTAL	438,071	427,078	403,107	437,595
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Civic Center Director	1	1	1	1
Office Assistant	1	1	1	1
Crew Foreman	1	1	1	1
Laborer	4	4	4	4
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7
SIGNIFICANT CHANGES				
Sundry charges increased in fiscal year 2010 due to contribution increases to organizations that indirectly contribute to hotel/motel usage and thus impact the revenues generated from the hotel/motel tax. In fiscal year 2010, maximum limits were placed on budgets of two organizations receiving contributions from the hotel/motel tax funds.				

Fiscal Year
2011



Hotel/Motel Tax Fund - Tax Appropriations

CITY OF LUFKIN, TEXAS

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.

WORK PROGRAM

The Fiscal Year 2011 appropriations budget for the entities is as follows:

The Museum of East Texas	\$ 52,500
George H. Henderson Exposition Center	\$ 107,250
Texas Forestry Museum	\$ 37,500
Lufkin Convention and Visitor Bureau	\$ 315,000

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.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
Not Applicable			

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Sundry Charges	438,210	546,400	550,400	512,250
TOTAL	438,210	546,400	550,400	512,250
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this department.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2011



Hotel / Motel Tax Fund—Non departmental

CITY OF LUFKIN, TEXAS

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.

WORK PROGRAM

Continue providing accurate estimates for items budgeted in this department.

Non-departmental budgets include the following items:

Unemployment Insurance Claims	\$ 500
Liability Insurance Premium	\$ 3,165
H.O.T. Committee Reserve 5% of receipts	\$ 20,000
Transfer to General Fund	\$ 5,000

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, liability and unemployment insurance.

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget	
This is a non operational department and does not have performance measures.				
EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Benefits	624	1,000	1,000	500
Miscellaneous Services	8,543	22,343	37,018	23,165
Sundry Charges	15,000	-	-	-
Transfers	3,477	-	3,475	5,000
TOTAL	27,644	23,343	41,493	28,665
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 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.

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, securing gym space, swimming pool, and working

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		2008-2009 Actual	2009-2010 Re-vised	2010-2011 Budget
This is a non-operational department				
EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Re-vised	2010-2011 Budget
Supplies	26,412	32,950	28,565	33,350
Maintenance of Equipment	8,690	12,000	9,500	12,000
Miscellaneous Services	151,989	145,735	146,495	151,800
Transfers	-	6,000	6,000	-
TOTAL	187,091	196,685	190,560	197,150
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	19,574	23,000	20,300	24,000
Maintenance of Equipment	8,690	12,000	9,500	12,000
Miscellaneous Services	96,489	90,000	88,000	93,500
TOTAL	124,753	125,000	117,800	129,500
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2011



SPECIAL RECREATION FUND

DIVISION: Basketball

DIVISION DESCRIPTION

This division is provided for youth and adult basketball programs.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	5,250	6,000	4,900	5,200
Miscellaneous Services	20,128	22,300	22,395	23,750
TOTAL	25,378	28,300	27,295	28,950
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2011



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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	-	1,700	1,500	1,600
Miscellaneous Services	12,782	11,450	11,900	12,450
TOTAL	12,782	13,150	13,400	14,050
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 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, Kid Catch and the July 4th Extravaganza. Donations, sponsors, vendors, and user fees provide funding for this division.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	849	975	975	975
Miscellaneous Services	3,788	4,160	4,175	4,175
TOTAL	4,637	5,135	5,150	5,150
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Recreation / Recreation Classes

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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	739	1,275	890	1,575
Miscellaneous Services	18,802	17,825	20,025	17,925
TOTAL	19,541	19,100	20,915	19,500
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 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.

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.

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.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget	
This is a non-operational department				
EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	83,155	32,750	53,590	37,450
Maintenance of Equipment	55,829	114,250	116,560	114,250
Miscellaneous Services	21,862	15,700	18,340	17,450
Transfers	10,000	-	-	-
TOTAL	170,846	162,700	188,490	169,150
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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.

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.

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.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
This is a non-operational department			
EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised
Supplies	5,854	2,000	2,025
Maintenance of Equipment	11,625	16,300	17,485
Miscellaneous Services	7,365	8,850	8,850
Transfers	19,669	20,000	20,000
TOTAL	44,513	47,150	48,360
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised
There are no positions assigned to this division.			
FULL TIME			
PART TIME			
TOTAL			

Fiscal Year

2011



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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	5,854	300	325	500
Maintenance of Equipment	11,535	15,800	16,985	33,650
Miscellaneous Services	6,435	6,850	6,850	15,540
TOTAL	23,824	22,950	24,160	49,690
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

CITY OF LUFKIN, TEXAS

Municipal Court / Technology

Fiscal Year
2011



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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	-	1,700	1,700	1,100
Maintenance of Equipment	90	500	500	500
Miscellaneous Services	930	2,000	2,000	2,500
TOTAL	1,020	4,200	4,200	4,100
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

Fiscal Year
2011



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.

WORK PROGRAM

The following items are budgeted in this department:

Transfer to General Fund \$ -0-

DESCRIPTION OF SERVICES

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

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	-	-	-	-
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	-	-	-	-
Transfers	19,669	20,000	20,000	-
TOTAL	19,669	20,000	20,000	-
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



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 \$200,000

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
This is a non-operational department.			
EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised
Personnel Services	-	-	-
Benefits	-	-	-
Supplies	-	-	-
Transfers	366,652	200,000	200,000
Capital Outlay	-	-	11,220
TOTAL	366,652	200,000	211,220
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised
There are no positions assigned to this department.			
FULL TIME			
PART TIME			
TOTAL			

**Fiscal Year
2011**



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		2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
This is a non-operational department.				
EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	1,449	4,500	4,520	3,100
Miscellaneous Services	15	-	-	-
TOTAL	1,464	4,500	4,520	3,100
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this department.				
FULL TIME				
PART TIME				
TOTAL				