

## **GENERAL FUND**

The General Fund is the operating fund of the City and accounts for all revenues and expenditures not accounted for in other funds. It accounts for a wide variety of revenues and finances a broad range of governmental services. Primarily ad valorem taxes, general sales taxes, franchise taxes, charges for services, and other miscellaneous revenues support the General Fund. General Fund expenditures support major governmental functions and include General Government and Administrative Services, Public Safety, Public Works, Community Development, and Cultural and Recreational Services. The City of Lufkin strives to maintain the highest levels of service at the least possible cost to its citizens. Service levels are maintained through sound decision-making practices. This provides for the allocation of funds in the best possible manner.

The budget basis of the General Fund and general government type funds are prepared on a modified accrual basis. Briefly this means that obligations of the City are budgeted as expenditures, but revenues are recognized when they become available and measurable.

The following section provides an overview of each department within the General Fund. Here, departmental expenditures, mission statements, descriptions of services, Fiscal 2006 work programs, performance measures, personnel summaries, and division breakdowns, can be found. By reading this information, one should better understand the responsibilities of each department, the department's goals for Fiscal 2006, and the extent to which each department is meeting those goals. A line item breakdown of all departmental expenditures can be obtained by contacting the City of Lufkin Finance Department.



## **General Government Departments include the following:**

- **General Government**
- **Administration**
- **Finance**
- **Legal**
- **Tax**
- **Human Resources**
- **Building Services**
- **Information Technology**

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>General Government</b>		
<b>MISSION STATEMENT</b>			
The mission of the City Council is to provide effective, efficient, and responsive local government through the establishment of policies reflecting community needs and goals.			
<b>DESCRIPTION OF SERVICES</b>			
The City Council consists of one mayor, elected at-large and six Council members, each representing a separate Council District. The Council meets twice per month to address issues brought before it regarding policy and governance. The Council provides policy direction to the City Manager and staff in the delivery of services to the citizens of Lufkin.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The City Council established comprehensive goals and objectives regarding a number of needs within the City in Fiscal 2001 that will continue to be addressed during Fiscal 2006. The continuing debate surrounding ground water rights in Texas and the expansion of Highway 59 through the City of Lufkin are primary focuses of Council efforts in Fiscal 2006. The Council will also issue Certificate of Obligation General Obligation debt to maintain the Continuing Capital Improvements Program schedule and the 2001 voter supported Street Bond Program.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
City Hall Room Reservations	280	550	550
Number of Annual Collections of the City's Taxi Cab Tax	41	41	40
Proclamations Processed	30	35	35
Vendors/Solicitor Licenses	27	30	30
City Council Packets	336	591	552

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>General Government</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 72,836	\$ 65,935	\$ 74,323	\$ 77,107
Benefits	20,293	23,432	25,165	26,255
Supplies	21,863	22,050	14,950	21,980
Maintenance of Equipment	2,843	1,250	600	900
Miscellaneous Services	105,936	112,797	83,415	115,495
Sundry Charges	128,056	110,337	110,337	105,837
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 351,827</b>	<b>\$ 335,801</b>	<b>\$ 308,790</b>	<b>\$ 347,574</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
City Secretary	1	1	1	1
Office Assistant	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>SIGNIFICANT CHANGES</b>				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>General Government</b>	<b>DIVISION</b> <b>City Council</b>		
<b>DIVISION DESCRIPTION</b>				
The City Council, consisting of a Mayor and six Council members, serves as the legislative and policy-making body of the City. The council passes all ordinances, approves major expenditure items and annually adopts the City of Lufkin's Annual Budget, which includes the Capital Improvement Program.				
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	20,263	19,750	12,550	19,020
Maintenance of Equipment	2,843	1,250	600	900
Miscellaneous Services	99,682	107,092	75,550	107,885
Sundry Charges	128,056	110,337	110,337	105,837
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 250,844</b>	<b>\$ 238,429</b>	<b>\$ 199,037</b>	<b>\$ 233,642</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
There are no positions within this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

FUND General	DEPARTMENT General Government	DIVISION City Secretary		
<b>DIVISION DESCRIPTION</b>				
The City Secretary's office is responsible for providing service to the City Council, maintaining the minutes of City Council meetings and records of the City, preparing council agenda packets, and issuing licenses and permits to vendors, as well as, providing supervision to the Building Maintenance department.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 72,836	\$ 65,935	\$ 74,323	\$ 77,107
Benefits	20,293	23,432	25,165	26,255
Supplies	1,600	2,300	2,400	2,960
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	6,254	5,705	7,865	7,610
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 100,983</b>	<b>\$ 97,372</b>	<b>\$ 109,753</b>	<b>\$ 113,932</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
City Secretary	1	1	1	1
Office Assistant	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>City Manager</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the City Manager's Office is to administer the policies and direction established by the City Council, through the efficient, effective management of the organization, and to uphold the organizational values stated in the mission statement.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The City Manager is appointed by the City Council and is the executive officer of the City. The Manager provides overall management of the City organization and is responsible for implementing the policies and goals established by the City Council. The City Manager's Administrative responsibilities include planning, organizing, and overseeing all City operations and advising Council on the City's current and future needs.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The City Manager's office will monitor the Capital Improvements Program and ensure timely completion of those projects scheduled for Fiscal 2006. Focus is on balancing the City's overall budget without reducing service to the public. This task consists of managing the city's expenditures so that they are offset by the city's revenues.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>This Executive Department has no performance measures.</p>			

FUND General	DEPARTMENT City Manager			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 202,189	\$ 172,936	\$ 169,518	\$ 172,933
Benefits	41,964	45,326	45,169	47,487
Supplies	14,323	14,000	13,400	14,000
Maintenance of Equipment	4,988	8,700	8,200	5,700
Miscellaneous Services	31,303	25,000	25,050	25,000
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 294,767	\$ 265,962	\$ 261,337	\$ 265,120
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
City Manager	1	1	1	1
Administrative Assistant	1	1	1	1
<b>FULL TIME</b>	2	2	2	2
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	2	2	2	2
SIGNIFICANT CHANGES				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Finance</b>		
<b>MISSION STATEMENT</b>			
The mission of the Finance Department is to assist our customers in solving their issues and concerns, while providing accurate and timely recording of financial transactions for the City in accordance with Generally Accepted Accounting Principles and to review and improve the efficiency and effectiveness of the City's financial practices.			
<b>DESCRIPTION OF SERVICES</b>			
The Finance Department pays vendors and invoices customers for goods and services. Establishes and maintains banking relationships and manage the City's investment policy. Process bi-weekly payroll, coordinate and produce the City's Comprehensive Annual Financial Report. Prepare and report the City's Annual Operating Budget. Manage the City's Investment Policy. Assist departments with executing their financial duties and provide training on new procedures, systems for new employees as requested. Assist departments receiving grants with financial information. Assist in the development and maintenance of the Capital Improvement Program.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Finance Department will also prepare the CAFR for FY2005 and the Annual Operating Budget for FY 2005-06. Both documents will be submitted for relevant award programs. The Capital Improvements Fund projects will be updated to include all budget estimates.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Accounts Payable checks issued	11,700	10,800	10,800
Payroll checks/advances issued	12,100	11,900	11,900
Accounts receivable reconciliation's completed	12	12	12
Bank account statements reconciled	24	24	24
Utility receivables reconciliation completed	12	12	12
Municipal Court receivables reconciliation completed	12	12	12
Review of Support for Payroll Time entry	3	5	5
Monthly financial statements prepared	N/A	12	12

<b>FUND General</b>	<b>DEPARTMENT Finance</b>			
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 273,086	\$ 277,378	\$ 272,262	\$ 280,000
Benefits	89,962	96,445	95,110	94,053
Supplies	13,970	15,150	13,900	14,600
Maintenance of Equipment	2,525	3,850	3,550	3,550
Miscellaneous Services	62,836	74,492	79,792	88,369
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 442,379</b>	<b>\$ 467,315</b>	<b>\$ 464,614</b>	<b>\$ 480,572</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Director of Finance	1	1	1	1
Assistant Director of Finance	1	1	1	1
Accounts Supervisor	1	1	1	1
Accountant	2	2	2	1
Accountant Senior	1	1	1	1
Accounting Clerk-Senior	1	1	1	1
Accounting Clerk I	1	1	1	1
<b>FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>
<b>SIGNIFICANT CHANGES</b>				
Reduction of one Accountant for FY 2006 as a result of consolidation of certain activities and the use of automation to reduce manual efforts to accomplish tasks.				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Legal</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Legal Department is to recommend specific courses of action to the City Council and Administration, which adheres to the federal, state, and local laws.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The City Attorney is contracted to administer information upon request in order to ensure that all municipal matters adhere to the law. This office is responsible for researching and developing answers to law related questions and advising Council and all City staff in legal matters.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The City contracts the function of the City Attorney to a local legal firm. The work program for Fiscal 2006 will continue to be that of providing sound legal advice and direction to the City Council and City Administration.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
N/A			

FUND General	DEPARTMENT Legal			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	141,723	135,000	130,000	130,000
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 141,723	\$ 135,000	\$ 130,000	\$ 130,000
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions assigned to this department.				
<b>FULL TIME PART TIME</b>				
<b>TOTAL</b>				
SIGNIFICANT CHANGES				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Tax</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Tax Department is the timely collection of all ad valorem taxes payable to the City of Lufkin.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The City contracts with the Angelina County Tax Office to bill and collect its ad valorem taxes. As the County Tax Office collects tax payments, the payments are wire transferred to the City's depository bank.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>This function is contracted to the Angelina County Tax Office.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>N/A</p>			

FUND General	DEPARTMENT Tax			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	123,728	130,000	150,000	150,000
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 123,728	\$ 130,000	\$ 150,000	\$ 150,000
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions assigned to this department.				
<b>FULL TIME PART TIME</b>				
<b>TOTAL</b>				
SIGNIFICANT CHANGES				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Human Resources</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Human Resources department is to provide support to the City departments regarding personnel issues through the efficient and effective administration of the Human Resources function and to provide management functions to the Civil Service Commission for Firefighters and Police Officers of the City of Lufkin. Also, assist the various City departments in acquiring products while complying with laws and policies.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Human Resources department provides centralized personnel services, administers salary and wage studies, reviews and recommends changes to employee benefits, and administers risk management, workers and unemployment compensation. The department manages support to the Civil Service Commission for Firefighters and Police Officers and employee wellness and training programs. This department also provides centralized purchasing services to user departments, while meeting all legal requirements, provides for the sale of surplus City equipment, and administers the liability insurance program for the City.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The Human Resources Department of the City of Lufkin will conduct a salary and wage study. As well as, continue to manage the Civil Service Commission for Firefighters and Police Officers and monitor the pension fund. This department absorbed the Purchasing departmental duties in mid-year 2004 and is continuing to train and learn all encompassing duties.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
% of New Hires based on Applications Received	1.93%	4.80%	4.80%
% of Police Applications Processed based on Received	1.33%	0.20%	0.20%
% of Fire Applications Processed based on Received	1.20%	0.33%	0.33%
<b>Applications Received Annually</b>	<b>3,000</b>	<b>1,500</b>	<b>1,500</b>
Worker Compensation Claims based on # of Employees <b>Number of Employees</b>	10.16% <b>492</b>	2.75% <b>436</b>	2.75% <b>435</b>

FUND General	DEPARTMENT Human Resources			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 133,043	\$ 143,520	\$ 150,117	\$ 156,673
Benefits	42,444	49,541	50,854	53,209
Supplies	6,881	15,600	15,200	14,950
Maintenance of Equipment	258	981	981	1,500
Miscellaneous Services	41,811	45,850	47,000	46,915
Sundry Charges	6,456	12,900	17,400	19,500
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 230,893	\$ 268,392	\$ 281,552	\$ 292,747
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Human Resources Director	1	1	1	1
Office Assistant III	1	1	1	1
Interviewer	1	1	1	1
Administrative Assistant	1	1	1	1
<b>FULL TIME</b>	4	4	4	4
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	4	4	4	4
SIGNIFICANT CHANGES				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Building Services</b>		
<b>MISSION STATEMENT</b>			
The mission of the Building Services Department is to maintain a clean, safe, and comfortable environment for the citizens, visitors, and employees of the City of Lufkin.			
<b>DESCRIPTION OF SERVICES</b>			
The Building Services Department performs cleaning and maintenance tasks within the various City facilities. These tasks include cleaning offices, restrooms and hallways, emptying trash, collecting recyclable materials, and routine maintenance to structures.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Department will maintain the Municipal and Police buildings at a level that ensures a safe and clean environment in which to work and visit.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Employee Annual Cleaning Cost/ft <sup>2</sup>	0.51	0.52	1.03
Office Spaces Cleaned daily per FTE	159	159	159
Contracted Annual Floor Cleaning Costs/ ft <sup>2</sup>	0.88	0.88	0
Ft <sup>2</sup> of Municipal Building	56,940	56,940	56,940

FUND General	DEPARTMENT Building Services			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 19,687	\$ 19,608	\$ 20,128	\$ 39,912
Benefits	9,284	9,677	9,677	18,967
Supplies	10,267	10,325	10,225	14,800
Maintenance of Equipment	19,869	37,500	389,600	36,500
Miscellaneous Services	193,008	212,713	212,250	172,350
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	35,546	0	71,035	0
<b>TOTAL</b>	\$ 287,661	\$ 289,823	\$ 712,915	\$ 282,529
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Custodian	1	1	1	2
<b>FULL TIME</b>	1	1	1	2
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	1	1	1	2
SIGNIFICANT CHANGES				
<p>One additional Custodian position is added for FY 2006. This position is added as a cost saving measure with the elimination of the Janitorial Contract with Goodwill Industries.</p>				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Information Technology</b>		
<b>MISSION STATEMENT</b>			
The City of Lufkin IT Department is committed to facilitating the use of information by employees and citizens through providing a computing environment that supports the decision making process.			
<b>DESCRIPTION OF SERVICES</b>			
The IT Department is responsible for maintaining the City's computer systems, which include a Wide Area Network connecting 16 remote sites by wireless broadband and 2 remote sites by fiber optic cable, with over 300 workstations and more than 320 telephones connected by twisted pair cable. The system is comprised of one AS/400 server, 18 Windows 2000 servers (including 2 Call Manager servers and 1 Unity Messaging server for the telephone system), 12 Windows 2003 servers, 1 Windows XP Professional server, 3 Windows NT servers and 1 UNIX server. The department is responsible for equipment installation, network management, data fault protection, internal and Internet email services, World Wide Web services, and groupware, all of which are running on internal servers. Additionally, the department is responsible for the maintenance and troubleshooting of the citywide telephone system, and advises department heads and administrators regarding cellular phone plans and usage. The department provides advice to users on information systems, maintains a training program to assist users to become self-sufficient, maintains a trouble desk to assist users with problems, and has a hardware repair facility capable of repairing most PC failures. The IT department is committed to assisting the employees of the City of Lufkin with innovative information services designed to improve productivity and efficiency.			
<b>FISCAL 2006 WORK PROGRAM</b>			
For the fiscal year of 2006, the IT Department will concentrate on developing, testing, and implementing the following initiatives: an expansion to our unified messaging system which will allow faxes to be sent and received through the user's email inbox; continued testing of our Disaster Recovery/Business Continuity Plan; expansion of our training resources through additions to the instructor-led curriculum and the introduction of in-house created CBT courses; develop the ability to schedule resources such as training and conference rooms, projection equipment, etc. through the email system; modifications to the current layout of the server room to allow for increased efficiency; addition of new services and features to the City's messaging systems, thereby enhancing the productivity of City employees; maintenance and modifications to our physical plant to enhance the structured cabling and air conditioning systems in the server room; and structured auditing of the security of our network, both physical and electronic.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Percent of AS/400 Availability	N/A	99.92%	99.96%
Percent of LAN Availability	N/A	99.999%	99.999%
Percent of WAN Availability	N/A	99.1%	99.5%
Training Classes offered Annually	N/A	8	18
Annual Hits on City's main website	N/A	319,116	350,000
Spam Filtered	N/A	412,450	450,000
Viruses Eradicated	N/A	124,100	150,000

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Information Technology</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 201,112	\$ 204,850	\$ 205,632	\$ 211,348
Benefits	58,320	62,233	62,233	64,989
Supplies	45,897	66,850	80,081	83,965
Maintenance of Equipment	227,498	317,900	300,669	313,912
Miscellaneous Services	78,607	114,830	111,450	117,685
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	45,535	36,000	36,000	37,811
<b>TOTAL</b>	<b>\$ 656,969</b>	<b>\$ 802,663</b>	<b>\$ 796,065</b>	<b>\$ 829,710</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Information Technology Director	1	1	1	1
AS 400 Administrator	1	1	1	1
Systems Administrator	1	1	1	1
Network Specialist	1	1	1	1
<b>FULL TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>SIGNIFICANT CHANGES</b>				



**Public Safety Departments include the following:**

- **Police**
- **Fire**
- **Municipal Court**
- **Animal Services**

FUND <b>General</b>	DEPARTMENT <b>Police</b>		
<b>MISSION STATEMENT</b>			
The mission of the Lufkin Police Department is to provide law enforcement and public safety services to the citizens of Lufkin, while ensuring the highest degree of safety to its employees by providing the most reliable equipment necessary.			
<b>DESCRIPTION OF SERVICES</b>			
The Police Department provides crime prevention and public awareness through preventive patrol, education programs, and interactions with many citizen groups. The Department maintains records and reports to alert citizens of problem areas and to guide crime/accident prevention patrols and enforcement. The Department investigates crimes and accidents to bring law violators to the attention of the courts and to identify problem areas for vehicular traffic. Dispatching police, fire, provides police emergency communications services to the citizens of Angelina County through the 911 network and ambulance services as needed.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Police Department will complete the renovation/remodel of the communications center in FY 2006.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Number of Offenses Reported Total Number of Arrests Number of Accidents Investigated Miscellaneous Calls for Service <b>Total Number of Calls for Service</b>	30,000	30,000	30,080
<b>Percentages Based on Total Number of Calls</b> Number of Offenses Reported Total Number of Arrests Number of Accidents Investigated Miscellaneous Calls for Service	41.67% 8.33% 4.67% 45.33%	41.67% 8.33% 4.67% 45.33%	48.67% 8.33% 4.67% 45.33%
Average Response Time (Minutes) Crime Prevention Contacts	5:23 10,000	5:05 10,000	5:05 10,000

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Police</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 3,842,007	\$ 3,916,052	\$ 3,924,301	\$ 4,011,106
Benefits	1,303,302	1,378,520	1,391,991	1,397,001
Supplies	274,641	272,189	272,189	311,900
Maintenance of Equipment	74,839	102,037	111,037	102,000
Miscellaneous Services	246,271	285,666	287,813	276,700
Sundry Charges	302	1,000	1,000	1,000
Debt Service	0	0	0	0
Capital Outlay	127,549	251,000	260,117	259,714
<b>TOTAL</b>	<b>\$ 5,868,911</b>	<b>\$ 6,206,464</b>	<b>\$ 6,248,448</b>	<b>\$ 6,359,421</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Chief	1	1	1	1
Assistant Chief	1	1	1	1
Office Assistant (I, II, and III)	4	4	4	4
Secretary CID	1	1	1	1
Lieutenant	7	7	7	7
Sergeant	8	8	8	8
Corporal	6	6	6	6
Communications Operator	12	12	12	12
Police Officers	54	54	54	54
Jailer	1	0	0	0
Fleet Manager	0	1	1	1
Communications Supervisor	1	1	1	1
Data Processing Manager	1	1	1	1
Parking Attendant	1	1	1	1
Special Services Technician	1	1	1	1
GEO Base	1	1	1	1
<b>FULL TIME</b>	<b>100</b>	<b>100</b>	<b>99</b>	<b>99</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>SIGNIFICANT CHANGES</b>				

FUND <b>General</b>	DEPARTMENT <b>Police</b>	DIVISION <b>Administration</b>		
<b>DIVISION DESCRIPTION</b>				
The Administration Division is charged with the organization, direction, and control of all resources of the City of Lufkin Police Department.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 199,127	\$ 209,200	\$ 209,967	\$ 215,610
Benefits	62,372	67,888	69,721	70,693
Supplies	26,817	28,015	28,015	29,200
Maintenance of Equipment	17,498	32,434	32,434	34,700
Miscellaneous Services	111,263	134,340	135,737	135,200
Sundry Charges	302	1,000	1,000	1,000
Debt Service	0	0	0	0
Capital Outlay	0	0	9,117	112,464
<b>TOTAL</b>	<b>\$ 417,379</b>	<b>\$ 472,877</b>	<b>\$ 485,991</b>	<b>\$ 598,867</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Chief	1	1	1	1
Assistant Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Data Processing Manager	1	1	1	1
<b>FULL TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

FUND <b>General</b>	DEPARTMENT <b>Police</b>	DIVISION <b>Patrol</b>		
<b>DIVISION DESCRIPTION</b>				
The primary responsibility of the Patrol Division is the protection of the lives and property of the citizens of Lufkin and the safe, orderly flow of traffic.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 2,419,729	\$ 2,444,462	\$ 2,493,120	\$ 2,563,888
Benefits	815,667	864,537	880,904	902,653
Supplies	197,390	195,574	195,574	225,600
Maintenance of Equipment	44,514	44,658	54,658	43,300
Miscellaneous Services	41,807	47,816	48,466	43,300
Sundry Charges	0	3,000	0	0
Debt Service	1,249	0	0	0
Capital Outlay	6,000	251,000	251,000	147,250
<b>TOTAL</b>	<b>\$ 3,526,356</b>	<b>\$ 3,848,047</b>	<b>\$ 3,923,722</b>	<b>\$ 3,925,991</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Lieutenant	5	5	5	5
Sergeant	6	6	6	6
Corporal	5	5	5	5
Gang Resistance Officers	2	2	2	2
Patrolman	40	40	40	40
DARE Officer	1	1	1	1
Parking Attendant	1	1	1	1
School Resource Officer	1	1	1	1
<b>FULL TIME</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>

FUND <b>General</b>	DEPARTMENT <b>Police</b>	DIVISION <b>Communications</b>		
<b>DIVISION DESCRIPTION</b>				
The Communications Division's primary function is to receive calls for service and relay that information to the proper Police and Fire personnel.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 443,971	\$ 480,078	\$ 476,056	\$ 490,145
Benefits	156,441	169,759	169,982	166,797
Supplies	10,593	10,100	10,100	11,600
Maintenance of Equipment	6,790	15,300	15,300	15,300
Miscellaneous Services	6,881	8,069	8,169	7,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 624,676</b>	<b>\$ 683,306</b>	<b>\$ 679,607</b>	<b>\$ 691,342</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Lieutenant	1	1	1	1
Dispatcher/Supervisor	1	1	1	1
Dispatcher	12	12	12	12
<b>FULL TIME</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

FUND <b>General</b>	DEPARTMENT <b>Police</b>	DIVISION <b>CID &amp; Narcotics</b>		
<b>DIVISION DESCRIPTION</b>				
The CID and Narcotics Division is responsible for the thorough investigation of offenses in regard to illegal narcotics and the identification, apprehension, and successful prosecution of offenders.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 677,516	\$ 674,689	\$ 665,762	\$ 655,203
Benefits	224,903	236,337	235,927	225,645
Supplies	36,970	36,500	36,500	43,500
Maintenance of Equipment	5,334	9,300	8,300	8,300
Miscellaneous Services	72,316	79,796	79,796	74,200
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	120,300	0	0	0
<b>TOTAL</b>	<b>\$ 1,137,339</b>	<b>\$ 1,036,622</b>	<b>\$ 1,026,285</b>	<b>\$ 1,006,848</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Lieutenant	1	1	1	1
Sergeant	2	2	2	2
Corporal	1	1	1	1
Crime Scene Technician	1	1	1	1
Investigators	10	10	10	10
Office Assistant III	1	1	1	1
<b>FULL TIME</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

FUND General	DEPARTMENT Police	DIVISION Support Services		
<b>DIVISION DESCRIPTION</b>				
The Support Services division includes records retention and geo-base services.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 78,762	\$ 107,623	\$ 79,396	\$ 86,260
Benefits	33,883	39,999	35,457	31,213
Supplies	1,599	2,000	2,000	2,000
Maintenance of Equipment	690	345	345	400
Miscellaneous Services	13,504	15,645	15,645	16,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 128,438</b>	<b>\$ 165,612</b>	<b>\$ 132,843</b>	<b>\$ 136,373</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Records Clerk	3	3	3	3
Geo-Base Clerk	1	1	1	1
Fleet Maintenance Clerk	0	0	0	0
<b>FULL TIME</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

FUND <b>General</b>	DEPARTMENT <b>Police</b>	DIVISION <b>Jail</b>		
<b>DIVISION DESCRIPTION</b>				
The Jail provides for the safety and security of all prisoners in the custody of the Lufkin Police Department.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 22,902	\$ 0	\$ 0	\$ 0
Benefits	10,036	0	0	0
Supplies	1,272	0	0	0
Maintenance of Equipment	13	0	0	0
Miscellaneous Services	500	0	0	0
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 34,723	\$ 0	\$ 0	\$ 0
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Jailer	1	0	0	0
<b>FULL TIME</b>	1	0	0	0
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	1	0	0	0

FUND <b>General</b>	DEPARTMENT <b>Fire</b>		
<b>MISSION STATEMENT</b>			
The mission of the Lufkin Fire Department is to protect and serve the citizens of Lufkin and Angelina County through fire suppression and rescue, emergency medical services, fire and accident prevention, hazardous material mitigation, and public information and education.			
<b>DESCRIPTION OF SERVICES</b>			
Lufkin Fire and EMS respond to fires, medical emergencies, hazardous materials incidents in the City of Lufkin, and contractually provides emergency medical service to Angelina County. Emergency work includes extinguishing fires, mitigation of hazardous materials incidents, fire inspections and plan review, arson investigation, Fire and EMS training, planning to reduce the impact of natural disasters, public information and educational safety programs.			
<b>FISCAL 2006 WORK PROGRAM</b>			
Community support work includes educational training for the community and schools in this area. Training and education areas remain a priority, such as: paramedic licensing and certification; hazardous materials seminars and recertification for our Haz-Mat team; pre-hospital trauma classes; updating of our emergency medical protocol with medical directors from both hospitals and various other training, including annual Fire and EMS continuing education requirements. The building maintenance/upgrade programs remain in effect, as do apparatus and equipment improvement. Fire suppression and rescue, inspections, plan review and arson investigations are part of standard work.			
<b>PERFORMANCE MEASURES</b>	2003-2004 ACTUAL	2004-2005 REVISED	2005-2006 BUDGET
<b>Revenue: Ambulance Fees (Net)</b>	\$ 888,846	\$ 1,000,000	\$ 1,071,000
Delinquent Collections % of Ambulance Revenue	1.5%	1%	1%
County Ambulance Contract of Ambulance Revenue	19.75%	19%	19%
County Ambulance Contract	\$ 175,561	\$ 175,561	\$ 175,561
Fire Department Property Rental	\$ 15,600	\$ 15,600	\$ 15,600
Response Times for Fires (Minutes)	4:25	4:25	4:25
Average Cost of Fire Fighter per hour	\$ 19.03	\$ 19.03	\$ 19.03
Annual Number of Residential Responses	350	300	350
<b>Average Annual Personnel Cost per Residential Responses</b>	<b>\$ 609</b>	<b>\$ 609</b>	<b>\$ 609</b>
Annual Number of Industrial Responses	18	19	19
<b>Average Annual Personnel Cost per Industrial Responses</b>	<b>\$ 2,052</b>	<b>\$ 2,052</b>	<b>\$ 2,052</b>

FUND General	DEPARTMENT Fire			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 3,498,024	\$ 3,642,743	\$ 3,623,768	\$ 3,732,558
Benefits	857,158	901,553	836,302	960,023
Supplies	479,762	222,300	237,950	236,050
Maintenance of Equipment	101,542	141,360	115,410	137,560
Miscellaneous Services	145,194	158,365	164,355	179,572
Sundry Charges	57	400	300	400
Debt Service	0	0	0	0
Capital Outlay	51,000	640,000	338,550	454,000
<b>TOTAL</b>	<b>\$ 5,132,737</b>	<b>\$ 5,706,721</b>	<b>\$ 5,316,635</b>	<b>\$ 5,700,163</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Office Manager	1	1	1	1
Account Specialist	1	1	1	1
Hydrant Maintenance	1	1	1	1
Battalion Chief	5	5	5	5
Captain	18	18	18	18
Lieutenant	21	21	21	21
Firefighter	34	35	35	35
Office Assistant III	1	1	1	1
<b>FULL TIME</b>	<b>84</b>	<b>85</b>	<b>85</b>	<b>85</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>84</b>	<b>85</b>	<b>85</b>	<b>85</b>
SIGNIFICANT CHANGES				
<p>The Fire department is purchasing a new aerial ladder truck through a grant from FEMA. Approximately ½ of the cost of the ladder truck was expended during FY 2005. Also, during FY 2006 a new Ambulance Unit will be purchased.</p>				

FUND <b>General</b>	DEPARTMENT <b>Fire</b>	DIVISION <b>Administration</b>		
<b>DIVISION DESCRIPTION</b>				
The Administration division provides overall management and direction for the department, develops policies and procedures for operations, and training awareness for emergency situations.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 398,243	\$ 399,206	\$ 400,132	\$ 405,499
Benefits	105,227	110,983	113,618	119,690
Supplies	26,106	29,400	26,950	29,550
Maintenance of Equipment	7,567	16,260	17,460	16,960
Miscellaneous Services	60,605	85,065	100,936	106,880
Sundry Charges	57	300	200	300
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 597,805</b>	<b>\$ 651,214</b>	<b>\$ 659,296</b>	<b>\$ 678,879</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Office Assistant III	1	1	1	1
Account Specialist	1	1	1	1
Hydrant Maintenance	1	1	1	1
Battalion Chief	1	1	1	1
Captain	2	2	2	2
<b>FULL TIME</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

FUND General	DEPARTMENT Fire	DIVISION Fire Services		
<b>DIVISION DESCRIPTION</b>				
The Fire Services division responds to fires and Emergency Medical Service (EMS) calls from citizens.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 2,988,515	\$ 3,128,128	\$ 3,090,478	\$ 3,205,841
Benefits	727,440	764,969	694,971	811,482
Supplies	450,292	188,600	206,800	202,200
Maintenance of Equipment	93,552	122,000	96,250	118,000
Miscellaneous Services	80,867	58,661	58,455	67,241
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	51,000	640,000	338,550	454,000
<b>TOTAL</b>	<b>\$ 4,391,666</b>	<b>\$ 4,902,358</b>	<b>\$ 4,485,504</b>	<b>\$ 4,858,764</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Battalion Chief	3	3	3	3
Captain	15	15	15	15
Lieutenant	21	21	21	21
Firefighter	34	35	35	35
<b>FULL TIME</b>	<b>73</b>	<b>74</b>	<b>74</b>	<b>74</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>73</b>	<b>74</b>	<b>74</b>	<b>74</b>

FUND General	DEPARTMENT Fire	DIVISION Fire Prevention		
<b>DIVISION DESCRIPTION</b>				
The Fire Prevention Division is responsible for the inspection of commercial structures for fire and life safety issues, plan review of commercial building permit applications, investigation of all fires to determine the cause and origin, presentation of evidence for the prosecution of arson cases, maintaining the state fire reporting system, providing training and materials for fire prevention education, assisting with public relations, and the enforcement of the Smoking Pollution Control Ordinance.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 111,266	\$ 115,409	\$ 133,158	\$ 121,218
Benefits	24,491	25,601	27,713	28,851
Supplies	3,364	4,300	4,200	4,300
Maintenance of Equipment	423	3,100	1,700	2,600
Miscellaneous Services	3,722	4,639	4,964	5,451
Sundry Charges	0	100	100	100
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 143,266</b>	<b>\$ 153,149</b>	<b>\$ 171,835</b>	<b>\$ 162,520</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Battalion Chief-Fire/Marshal	1	1	1	1
Captain-Fire Inspector	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

FUND <b>General</b>	DEPARTMENT <b>Municipal Court</b>		
<b>MISSION STATEMENT</b>			
The mission of the Municipal Court is to apply facts and laws to each complaint in a manner that is both uniform and fair in order to meet the needs of the citizens of Lufkin.			
<b>DESCRIPTION OF SERVICES</b>			
The Municipal Court provides a service to the public that is a part of the criminal justice system of deterring unacceptable conduct, while at the same time ensuring that each individual is treated with courtesy and dignity, and is informed of his/her options and obligations. Municipal Court is responsible for processing all complaints with diligence and efficiency so that all laws are enforced uniformly. The Department is responsible for maintaining accurate records regarding complaints filed and funds received. Records are maintained for criminal justice purposes and monthly reports are prepared to assist City Administration in budgeting and case management.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Court continues turning past due cases over to American Municipal Services who the City of Lufkin has entered into a collection contract with. This should increase the number of cases resolved and revenue received by the Court. The City Marshal will continue warrant sweeps in cooperation with the Lufkin Police Department in an effort to resolve outstanding cases. Court personnel will continue to attend training required by the state in order to be up-to-date on changing laws.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Percentage of Traffic Citations	84.00%	60.00%	75.00%
Percentage of Misdemeanor Cases	11.00%	12.50%	15.00%
Percentage of Parking Fines	7.00%	3.43%	3.50%
<b>Total Items Filed</b>	<b>16,650</b>	<b>17,927</b>	<b>18,000</b>
% of Warrants Issued based on Total Items Filed	36.00%	29.44%	25.00%
Amount Collected from Fines & Forfeitures	\$ 771,329	\$ 710,875	\$ 750,000

FUND General	DEPARTMENT Municipal Court			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 138,115	\$ 136,697	\$ 136,702	\$ 141,470
Benefits	50,517	50,172	50,172	52,130
Supplies	8,589	9,517	9,305	11,320
Maintenance of Equipment	26	400	400	400
Miscellaneous Services	8,427	9,021	9,021	7750
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 205,674	\$ 205,807	\$ 205,600	\$ 213,070
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Municipal Court Judge	1	1	1	1
Municipal Court Administrator	1	1	1	1
Municipal Court Clerk I	2	2	2	2
Municipal Court Clerk II	1	1	1	1
<b>FULL TIME</b>	5	5	5	5
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	5	5	5	5
<b>SIGNIFICANT CHANGES</b>				

FUND <b>General</b>	DEPARTMENT <b>Animal Services</b>		
<b>MISSION STATEMENT</b>			
The mission of the Animal Services department is to respond to animal related situations and manage the animal shelter in a manner that meets the needs of the citizens and pets of the community.			
<b>DESCRIPTION OF SERVICES</b>			
The department has three (3) field officers that respond in the City for a variety of animal related situations. Animal Services Officers contend with domestic animals, livestock, and wildlife. Service personnel manage the Kurth Memorial Animal Shelter that receives approximately 6,500 animals annually. Shelter and field personnel work cooperatively to implement educational programs and animal related events that promote adoptions, safety, responsible pet ownership, and educate the community in the functions of Animal Services.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Animal Services department will continue to strive to provide quality services to the citizens of Lufkin. Field operations will continue to provide timely response to calls and enforcement of city and state laws. Shelter personnel will strive to maintain a clean facility both inside and out. Shelter staff will continue to promote adoptions and work with animal rescues. Animal Services will continue to offer education programs on responsible pet ownership, rabies and bite prevention in local schools and other local organizations.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Animals Reclaimed	3.46%	5.00%	5.08%
Animals Adopted by City of Lufkin Adoption	8.30%	7.30%	7.46%
Transfers to SPCA of Texas	7.61%	0	0
Dogs Transferred to Breed Rescue	2.08%	0.46%	0.54%
Animals Euthanized	88.46%	87.24%	86.92%
<b>Total of Animals Accepted</b>	<b>6214</b>	<b>6300</b>	<b>6500</b>

FUND General	DEPARTMENT Animal Services			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 202,565	\$ 202,925	\$ 204,943	\$ 218,429
Benefits	84,282	86,470	86,903	88,033
Supplies	31,041	32,000	31,960	34,550
Maintenance of Equipment	9,371	7,000	7,300	7,500
Miscellaneous Services	45,211	48,826	47,270	48,000
Sundry Charges	0	0	1,000	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 372,470	\$ 377,221	\$ 379,376	\$ 396,512
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Director	1	1	1	1
Assistant Supervisor	1	1	1	1
Office Assistant II	1	1	1	1
Animal Care Attendant	3	3	3	2
Animal Control Officer	1	1	1	1
Animal Control Officer II	2	2	2	3
<b>FULL TIME</b>	9	9	9	9
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	9	9	9	9
SIGNIFICANT CHANGES				
In order to increase the effectiveness of operations one Animal Care Attendant will be reclassified as an Animal Control Officer.				

**The Public Works Departments include the following:**

- **Engineering**
- **Public Works Administration**
- **Inspection Services**
- **Streets**
- **Fleet Maintenance**

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Engineering</b>		
<b>MISSION STATEMENT</b>			
The mission of the Engineering Department is to provide quality professional engineering services to the various departments of the City of Lufkin for the construction of Public Utility projects in the most effective and economical manner.			
<b>DESCRIPTION OF SERVICES</b>			
The department provides complete engineering design services for Public Works and Public Utilities projects, which include water and sewer main extensions and repairs, water and sewer plant improvements, drainage improvements, and street maintenance improvements. The department also reviews building permits and ensures that all construction is in accordance with City Ordinances and other government agencies.			
<b>FISCAL 2006 WORK PROGRAM</b>			
Continue the completion of the Asbestos Cement Waterline Replacement projects. Complete construction of Downtown Improvements project. Begin construction of Abney, Lotus Lane and Whitehouse street bond projects. Proceed with engineering for the Whitehouse Extension Project. Complete procurement of right of way and or easements for the Sam Rayburn Surface Water Treatment Plant. Continue the inflow/infiltration studies for the sewer collection system.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Average permit review turn around time	1 day	1 day	1 day
Total Permits reviewed	350	400	400
Percentage meeting turn around time of 1 day	92.00%	90.00%	93.00%
Average time to update CAD&GIS Property (Plats)	1 week	1 week	1 week
Plats of property submitted	55	75	75
Percentage of plats meeting updating time 1 week	97.00%	96.00%	97.00%
Average time for Quarterly update of GIS Ownership database	2 weeks	2 weeks	2 weeks
Quarterly updates	4	4	4
Percentage of updates meeting average time of 4 days	91.00%	92.00%	92.00%

FUND <b>General</b>	DEPARTMENT <b>Engineering</b>			
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 281,888	\$ 279,691	\$ 277,598	\$ 307,913
Benefits	92,995	97,848	97,398	99,393
Supplies	8,682	11,605	10,686	11,800
Maintenance of Equipment	10,766	13,843	18,643	25,650
Miscellaneous Services	82,326	67,308	72,593	66,050
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	19,000
<b>TOTAL</b>	<b>\$ 476,657</b>	<b>\$ 470,295</b>	<b>\$ 476,918</b>	<b>\$ 529,806</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
City Engineer/Public Utilities Director	1	1	1	1
EIT	1	0	0	0
GIS Technician III	2	2	1	1
Administrative Assistant	1	1	1	1
Survey Party Chief	1	1	1	1
GPS Technician	1	1	0	0
GIS Manager	1	1	1	1
Inspector	1	1	1	1
Technician IV	0	0	1	1
<b>FULL TIME</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>SIGNIFICANT CHANGES</b>				

FUND <b>General</b>	DEPARTMENT <b>Engineering</b>	DIVISION <b>Administration</b>		
<b>DIVISION DESCRIPTION</b>				
The Administration Division provides overall supervision, planning, and direction to the GIS Division of Engineering, as well as, the Water Distribution, Sewer Collections, Water Production, Wastewater Treatment, Planning & Zoning, and Utility Collections departments.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 223,228	\$ 216,662	\$ 241,856	\$ 271,151
Benefits	72,895	74,987	80,155	86,487
Supplies	8,404	11,205	10,686	11,200
Maintenance of Equipment	4,567	6,843	6,343	14,150
Miscellaneous Services	61,210	39,808	51,593	56,250
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	19,000
<b>TOTAL</b>	<b>\$ 370,304</b>	<b>\$ 349,505</b>	<b>\$ 390,633</b>	<b>\$ 458,238</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
City Engineer/Public Utilities Director	1	1	1	1
EIT	1	0	0	0
Technician III	2	2	1	1
Administrative Assistant	1	1	1	1
Survey Party Chief	1	1	1	1
Inspector	1	1	1	1
Technician IV	0	0	1	1
<b>FULL TIME</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>

FUND General	DEPARTMENT Engineering	DIVISION GIS		
<b>DIVISION DESCRIPTION</b>				
This division maintains the complete GIS for the city and is responsible for the land management module in the citywide HTE system, as well as, water and sewer projects updated through GPS (Global Positioning System) or other conventional survey equipment.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 58,660	\$ 63,029	\$ 35,742	\$ 36,762
Benefits	20,100	22,861	17,243	12,906
Supplies	278	400	0	600
Maintenance of Equipment	6,199	7,000	12,300	11,500
Miscellaneous Services	21,116	27,500	21,000	9,800
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 106,353</b>	<b>\$ 120,790</b>	<b>\$ 86,285</b>	<b>\$ 71,568</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
GPS Technician	1	1	0	0
GIS Manager	1	1	1	1
<b>FULL TIME</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Public Works Administration</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Public Works Administration department is to meet the needs of the citizens in managing the Emergency Management, Street, Inspections, Solid Waste/Recycling, Main Street and Fleet Maintenance departments. The mission statement of “Working for the Public” is personified in using best practices in providing a quality infrastructure system.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>Public Works Administration under the direction of the Director of Public Works provides division management responsibilities for the Inspection, Street, Solid Waste/Recycling, Fleet Maintenance, Main Street and Emergency Management departments. An Office Assistant III is responsible for clerical, recordkeeping, receptionist and other departmental duties while providing excellent customer service. Services include garbage collection, recycling of goods and materials, construction and maintenance of streets including drainage, maintenance of city vehicles, building inspection, code enforcement, mitigation, response and recovery in major emergency situations and rekindling the economic vitality in the downtown area. Public Works provides a diverse group of services to the citizens of Lufkin.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The work plan for Fiscal year 2006 provides for some interesting challenges. With the economy on a mild upswing, the budget should be more stable than in recent years. The Solid Waste/Recycling department has just received information on an analysis of landfill options and the Recycling Center. The department will implement the recommendations of the study. Downtown construction continues for Main Street, while reformation of boards and an emphasis on bringing activities to the downtown area. The Street Department will continue construction on CIP streets, the maintenance of existing ones, and easing the impacts of high water through more drainage projects. Fleet Maintenance’s goal is to implement written vehicle policies including replacement and acquisition policies. Inspection Services hopes for continued commercial development while enveloping residential. The task of Homeland Security dominates emergency management activities.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Inspections of Buildings	3,000	3,200	3,500
Citizen’s Recycling Participation percentage	57%	55%	60%

FUND General	DEPARTMENT Public Works Administration			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 98,373	\$ 100,554	\$ 102,989	\$ 0
Benefits	29,064	30,781	31,250	0
Supplies	2,270	2,995	2,795	0
Maintenance of Equipment	146	900	800	0
Miscellaneous Services	18635	18,537	18,892	0
Sundry Charges	4	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 148,492	\$ 153,767	\$ 156,726	\$ 0
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Public Works Director	1	1	1	0
Office Assistant III	1	1	1	0
<b>FULL TIME</b>	2	2	2	0
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	2	2	2	0
SIGNIFICANT CHANGES				
The Public Works Administration Department has been transferred to the Solid Waste/Recycling Fund as a cost saving measure for the General Fund.				

FUND <b>General</b>	DEPARTMENT <b>Inspection Services</b>		
<b>MISSION STATEMENT</b>			
The mission of the Inspection Services Department is to protect public health, safety, and welfare through the review, inspection, and enforcement of City and State codes related to public improvements, building, fire, and code enforcement.			
<b>DESCRIPTION OF SERVICES</b>			
The Inspection Services Department consists of three areas of responsibility. These areas are building, fire, and administrative codes. The duties of building codes review the proposals for new construction for compliance with State and local building, plumbing, mechanical, gas, and electrical codes. Fire code inspections for the compliance of locally adopted ordinances, inspection of buildings, housing and code enforcement complaints, and inspection of detention ponds. Administrative codes implement and monitor the City's backflow prevention ordinance, accept and process all building permit requests, issue electrical licenses, respond to customer inquiries regarding building codes, communicate local ordinance requirements to customers, and provide interpretive support to the construction industry regarding methods of construction and their compliance to the building codes.			
<b>FISCAL 2006 WORK PROGRAM</b>			
Inspection Services Department will respond to daily building inspection requests within 24 hours of notice each working day; investigate code violation complaints within 3 days of filing; continue cross-training of inspectors and code officers; establish thorough grease trap, back-flow prevention, and detention pond monitoring programs and continue to pursue improvement in customer service through our "Commitment to Excellence" program by consistent interpretation and enforcement of all codes.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Process residential and commercial plan reviews	990	1,100	1,100
Code Enforcement Case Investigations	3,200	3,500	3,500
Building Inspections	2,700	2,800	2,800
House Demolitions*	24	23	24
Grease Trap Inspections	275	280	280
Back Flow Prevention Assemblies	221	230	230
*This quantity is based on the HOME grant demos			

FUND General	DEPARTMENT Inspection Services			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 278,656	\$ 288,178	\$ 283,813	\$ 295,257
Benefits	94,458	99,787	98,955	103,505
Supplies	16,447	21,545	19,105	19,855
Maintenance of Equipment	645	2,550	2,160	2,400
Miscellaneous Services	36,165	53,169	45,451	46,854
Sundry Charges	45	0	0	100
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 426,416</b>	<b>\$ 465,229</b>	<b>\$ 449,484</b>	<b>\$ 467,971</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Director of Inspection Services	1	1	1	1
Office Assistant	1	1	1	1
Code Enforcement Officer	3	3	3	3
Building Inspector	3	3	3	3
<b>FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
SIGNIFICANT CHANGES				

FUND <b>General</b>	DEPARTMENT <b>Inspection Services</b>	DIVISION <b>Administration</b>		
<b>DESCRIPTION</b>				
The Administration Division provides overall supervision, planning, and direction for the Inspection Services department.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 87,932	\$ 90,460	\$ 90,428	\$ 92,973
Benefits	26,960	28,505	28,505	29,715
Supplies	5,490	7,350	7,100	7,700
Maintenance of Equipment	26	450	450	450
Miscellaneous Services	15,639	20,103	17,385	18,568
Sundry Charges	45	0	0	100
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
	0			
<b>TOTAL</b>	\$ 136,092	\$ 146,868	\$ 143,868	\$ 149,506
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Inspection Services Director	1	1	1	1
Office Assistant	1	1	1	1
<b>FULL TIME</b>	2	2	2	2
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	2	2	2	2

FUND General	DEPARTMENT Inspection Services	DIVISION Inspections		
<b>DIVISION DESCRIPTION</b>				
The Inspections Division is responsible for construction plan review and on-site building inspections to ensure building code compliance.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 105,138	\$ 108,999	\$ 108,614	\$ 111,300
Benefits	35,899	37,717	37,717	39,131
Supplies	5,761	6,890	6,490	6,740
Maintenance of Equipment	445	960	960	1,200
Miscellaneous Services	2,040	4,408	4,408	4,408
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 149,283</b>	<b>\$ 158,974</b>	<b>\$ 158,189</b>	<b>\$ 162,779</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Inspectors	3	3	3	3
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

FUND <b>General</b>	DEPARTMENT <b>Inspection Services</b>	DIVISION <b>Code Enforcement</b>		
<b>DIVISION DESCRIPTION</b>				
The Code Enforcement division is responsible for the investigation and resolution of complaints of City code violations such as vector control, high weeds and grass, and similar code violations.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 85,586	\$ 88,719	\$ 84,771	\$ 90,984
Benefits	31,599	33,565	32,733	34,659
Supplies	5,196	7,305	5,515	5,415
Maintenance of Equipment	174	1,140	750	750
Miscellaneous Services	18,486	28,658	23,658	23,878
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 141,041	\$ 159,387	\$ 147,427	\$ 155,686
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Code Inspector	3	3	3	3
<b>FULL TIME</b>	3	3	3	3
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	3	3	3	3

FUND <b>General</b>	DEPARTMENT <b>Streets</b>		
<b>MISSION STATEMENT</b>			
The mission of the Street Department is to provide quality streets, traffic control devices, and drainage to ensure the safe flow of traffic and adequate drainage for the citizens of Lufkin.			
<b>DESCRIPTION OF SERVICES</b>			
The Street Department is responsible for maintaining 258 miles of paved streets throughout the City with various ways of repair such as overlay, patching, crack sealing, and chip sealing. The Department is responsible for maintaining a drainage system consisting of open creeks and channels, drainage pipes, inlets, curbs, and gutters. Driveway culverts furnished by homeowners, are installed at no extra cost. The Department maintains all City owned traffic control devices and street rights-of-way to ensure roadway safety.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Street Department will continue to maintain streets, right-of-ways, detention ponds, open channel and creek crossing drainage systems, and traffic control devices. FY 2006 work program includes the reconstruction of streets in the downtown area, along with Abney Street, Lotus Lane, and Whitehouse Drive.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Street Overlay Maintenance (Tons) Average personnel Cost per mile	9,778 \$ 4.79	10,000 \$ 4.79	10,000 \$ 4.79
Open-Channel Maintenance (Feet) Number of Traffic Control Signs replaced Number of Utility Cuts repaired	51,960 565 417	54,558 593 438	57,285 622 460
Miles of Streets Swept and ROW Mowed Personnel cost per mile	1,225 \$ 63	1,250 \$ 64	1,312 \$ 64

FUND <b>General</b>	DEPARTMENT <b>Streets</b>			
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 785,279	\$ 841,707	\$ 807,429	\$ 862,407
Benefits	345,355	378,859	370,642	386,863
Supplies	129,780	140,197	144,095	146,520
Maintenance of Equipment	559,543	836,170	876,745	876,745
Miscellaneous Services	580,559	637,135	608,285	585,180
Sundry Charges	0	0	0	0
Debt Service	105,000	77,250	90,200	90,200
Capital Outlay	16,590	82,500	102,012	60,000
<b>TOTAL</b>	<b>\$ 2,522,106</b>	<b>\$ 2,993,818</b>	<b>\$ 2,871,907</b>	<b>\$ 3,007,915</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Street Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Foreman	3	3	3	3
Heavy Equipment Operator (HEO)	4	4	4	4
Traffic Signal Tech./HEO	2	2	2	2
General Craftsman	1	1	1	1
Light Equipment Operator	2	2	2	2
CDL Truck Driver	10	10	10	10
Skilled Laborer	3	3	3	3
Laborer	4	4	4	4
Street Sweeper Operator	1	1	1	1
Office Assistant III	1	1	1	1
<b>FULL TIME</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>SIGNIFICANT CHANGES</b>				

FUND General	DEPARTMENT Streets	DIVISION Administration		
<b>DIVISION DESCRIPTION</b>				
The Administration Division is responsible for the direction and supervision of all Street Department projects and personnel.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 115,303	\$ 118,796	\$ 119,323	\$ 122,739
Benefits	37,553	39,453	39,453	41,031
Supplies	6,007	7,010	6,760	6,925
Maintenance of Equipment	1,748	2,400	2,650	2,400
Miscellaneous Services	12,878	10,545	10,545	12,010
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 173,489	\$ 178,204	\$ 178,731	\$ 185,105
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Street Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Office Assistant III	1	1	1	1
<b>FULL TIME</b>	3	3	3	3
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	3	3	3	3

FUND General	DEPARTMENT Streets	DIVISION Drainage Repair		
<b>DIVISION DESCRIPTION</b>				
The Repair Division is responsible for all street and drainage repairs, such as patching potholes, making utility cuts, and storm drain repair. The Division also designs, administers, and contracts street and drainage reconstruction and new construction.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 246,416	\$ 268,745	\$ 266,722	\$ 279,121
Benefits	115,037	128,385	127,035	131,521
Supplies	37,380	47,265	49,613	49,068
Maintenance of Equipment	142,580	234,800	298,800	279,600
Miscellaneous Services	1,362	1,400	1,750	1,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	19,000
<b>TOTAL</b>	<b>\$ 975,113</b>	<b>\$ 680,595</b>	<b>\$ 743,970</b>	<b>\$ 759,810</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Foreman	2	2	2	2
Heavy Equipment Operator	2	2	2	2
CDL Truck Driver	2	2	2	2
Skilled Labor	1	1	1	1
Laborer	3	3	3	3
Traffic Signal Tech/HEO	1	1	1	1
<b>FULL TIME</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

FUND General	DEPARTMENT Streets	DIVISION Drainage Maintenance		
<b>DIVISION DESCRIPTION</b>				
The Maintenance Division maintains all streets and drainage, including street overlays, crack sealing, and maintenance for ditches and creeks.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 354,667	\$ 382,897	\$ 349,797	\$ 386,902
Benefits	159,959	176,472	169,605	179,376
Supplies	70,667	68,747	70,547	70,871
Maintenance of Equipment	379,158	563,600	630,491	559,725
Miscellaneous Services	530,578	584,990	555,790	554,470
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	16,590	82,500	86,412	19,000
<b>TOTAL</b>	<b>\$ 1,511,619</b>	<b>1,859,206</b>	<b>\$ 1,862,642</b>	<b>\$ 1,770,344</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Foreman	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator	2	2	2	2
General Craftsman	1	1	1	1
Skilled Laborer	1	1	1	1
CDL Truck Driver	7	7	7	7
Laborer	1	1	1	1
Traffic Signal Tech/HEO	1	1	1	1
<b>FULL TIME</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

FUND General	DEPARTMENT Streets	DIVISION Sweeping/ ROW Maintenance		
<b>DIVISION DESCRIPTION</b>				
This Division is responsible for the street sweeping and right-of-way mowing throughout the City.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 68,893	\$ 71,269	\$ 71,537	\$ 73,645
Benefits	32,806	34,549	34,549	34,935
Supplies	15,726	17,175	17,175	19,656
Maintenance of Equipment	24,450	23,370	23,370	23,020
Miscellaneous Services	15,741	18,200	18,200	17,200
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 157,616</b>	<b>\$ 164,563</b>	<b>\$ 164,831</b>	<b>\$ 168,456</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Street Sweeper Operator	1	1	1	1
CDL Truck Driver	1	1	1	1
Skilled Laborer	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Streets</b>		<b>DIVISION</b> <b>New Construction</b>	
<b>DIVISION DESCRIPTION</b>				
The New Construction division is responsible for curb and gutter installation, new street, and drainage.				
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	11,607	12,000	12,000	12,000
Miscellaneous Services	20,000	22,000	22,000	0
Sundry Charges	0	0	0	0
Debt Service	105,000	77,250	90,200	90,200
Capital Outlay	0	0	15,600	22,000
<b>TOTAL</b>	<b>\$ 136,607</b>	<b>\$ 111,250</b>	<b>\$ 139,800</b>	<b>\$ 124,200</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
There are no positions for this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Fleet Maintenance</b>		
<b>MISSION STATEMENT</b>			
The mission of the Fleet Maintenance Department is to provide user departments with mechanical repair and maintenance to their vehicles and equipment in the most efficient and timely manner possible.			
<b>DESCRIPTION OF SERVICES</b>			
The Fleet Maintenance department services and maintains the City's vehicles and equipment. Equipment records are kept on all repairs in order to maintain quality control standards. A fast moving parts inventory is also kept to allow proper turnaround time to departments. All city vehicles undergo routine preventive maintenance in order to ensure fleet reliability.			
<b>FISCAL 2006 WORK PROGRAM</b>			
Fleet Maintenance will continue to educate personnel by encouraging mechanics, to train and test for A.S.E. certification, and office personnel, to learn more about the City's H.T.E. fleet and inventory programs. In order to become more efficient in the work performed on city vehicles, the department will make necessary equipment upgrades, purchase and utilize new software for the engine analyzer, and continue to review and improve the department's safety program monthly.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Work orders written and completed	2,224	1,794	1,830
Road Service/Wrecker calls	420	276	260
Service performed on City Vehicles	1,300	1,500	1,600
Motors overhauled	0	2	4
Transmissions rebuilt	2	3	5
ASE Certified Mechanics	1	3	3

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Fleet Maintenance</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 141,975	\$ 145,544	\$ 146,123	\$ 150,349
Benefits	54,264	57,265	56,512	58,667
Supplies	15,099	11,590	12,340	16,090
Maintenance of Equipment	2,845	3,500	8,100	5,400
Miscellaneous Services	20,073	28,801	24,860	24,860
Sundry Charges	26,787	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 261,043</b>	<b>\$ 246,700</b>	<b>\$ 247,935</b>	<b>\$ 255,366</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Superintendent	1	1	1	1
Office Assistant	1	1	1	1
Mechanic III	1	3	3	3
Mechanic I	2	0	0	0
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>SIGNIFICANT CHANGES</b>				



**The Community Development departments include:**

- **Planning and Zoning**
- **Community Development/Main Street**

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Planning &amp; Zoning</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Planning and Zoning Department is to promote quality growth and development that will serve the current and future needs of Lufkin in a proactive manner.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Planning and Zoning (P&amp;Z) Department serves the public by providing technical assistance relating to adopted land use regulations. The Department is responsible for making recommendations to the P&amp;Z Commission and City Council on matters pertaining to the development of the City. The P&amp;Z Department is the City's liaison to local entities endeavoring to retain, expand, and attract business to Lufkin and provide affordable housing opportunities. Programs of the Department include long-range planning, zoning cases and ordinance updates, subdivision and building permit review, tax abatements and Enterprise Zone incentives, annexations, and other various requests.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The Planning and Zoning Department schedule the adoption of a new zoning ordinance along with a new district map. Upon completion of the new zoning ordinance, create a handbook to provide a concise description for the development process to benefit developers and others. Improve private investment assistance. Continue the development of a key census database that can be easily accessed and disseminated. Develop and implement an Annexation Program, focusing on areas of potential residential and commercial uses. Review and modify city long range planning system. Develop City Grants program.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Plat Review	48	48	50
Building Permit Review	325	350	400
Zoning Cases	16	12	40

<b>FUND General</b>	<b>DEPARTMENT Planning &amp; Zoning</b>			
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 118,837	\$ 137,093	\$ 131,492	\$ 145,322
Benefits	39,049	43,145	41,956	45,764
Supplies	2,920	6,160	4,200	10,240
Maintenance of Equipment	97	600	400	600
Miscellaneous Services	16,988	31,824	24,758	30,568
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 177,891</b>	<b>\$ 218,822</b>	<b>\$ 202,806</b>	<b>\$ 232,494</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Planning and Zoning Director	1	1	1	1
City Planner	1	1	1	1
Office Assistant II	1	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>SIGNIFICANT CHANGES</b>				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Community Development/Main Street</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Community Development Department (Main Street Lufkin) is to work in conjunction with downtown property owners, tenants, employees, City staff, elected officials, and visitors to facilitate a safe, clean, and economically viable downtown while fostering historic preservation, a positive overall image, and a wholesome environment.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Main Street Program is designed to assist in the revitalization of historic downtown through the use of preservation and economic development strategies. In accomplishing these goals there are four major components utilized in developing a successful program: Quality Design, Promotion, Economical Restructuring and Organization. While maintaining current vacancy lists for potential businesses, the Department also coordinates renovations and architectural designs through Engineers and Contractors. Services provided by the Main Street Staff include curbside garbage/recycling collection, maintenance of planters and flowerbeds, and event planning and implementation. Several activities and promotional events are held throughout the year in an effort to allow citizens the opportunity to experience the nostalgia of the area that was once considered the center of activity.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>Main Street staff will work in conjunction with the Main Street Advisory Board, downtown merchants, engineers, and contractors to ensure that the ongoing construction improvements to the downtown area project operate efficiently. The Downtown Coordinator will work closely with the Solid/Waste Recycling Department to develop and implement a new collection concept for downtown businesses. This new concept would not allow bagged garbage to be placed at curbside during working hours. Instead, collection would be prior to 6:00 a.m. or after 8:00 p.m. Also, staff will coordinate and implement new fundraising events that will result in additional revenue for special improvement projects.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Events coordinated and sponsored	12	12	12
Average number of calls received daily concerning downtown vacancies, events, etc.	50	50	52
Number of planters maintained	40	40	40
Number of flower beds maintained	10	10	10
Number of litter containers serviced (3 times weekly)	80	80	85
Number of containers to which garbage/recycling services are provided daily	190	190	191

FUND General	DEPARTMENT Community Development/Main Street			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 74,195	\$ 59,744	\$ 61,833	\$ 63,676
Benefits	24,794	22,398	22,560	23,385
Supplies	3,305	4,900	5,800	5,455
Maintenance of Equipment	11	2,500	500	500
Miscellaneous Services	6,708	6,590	10,590	11,559
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 109,013	\$ 96,132	\$ 101,283	\$ 104,575
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Main Street Director	1	1	1	1
Office Assistant III	1	1	1	1
<b>FULL TIME</b>	2	2	2	2
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	2	2	2	2
SIGNIFICANT CHANGES				



**The Cultural and Recreational Departments include:**

- **Parks Department**
- **Ellen Trout Zoo**
- **Kurth Memorial Library**

FUND <b>General</b>	DEPARTMENT <b>Parks</b>		
<b>MISSION STATEMENT</b>			
The mission of the Parks Department is to ensure safe, clean, and enjoyable parks and recreational facilities with programming to accommodate the leisure needs of the citizens of Lufkin.			
<b>DESCRIPTION OF SERVICES</b>			
The Parks Department maintains park grounds, equipment, and support facilities in all City parks. The Department coordinates seasonal projects, sports leagues, special events, and leisure activities with independent organizations to meet the increasing demand for leisure activities in the local parks. Additional duties of the Department include landscape maintenance of several public buildings and rights-of-way, setting up bleachers and tables for numerous events in the City, fogging for mosquitoes, and assisting with tournament scheduling and maintenance.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Department will begin maintaining Kit McConnico Park. Four new soccer and four softball fields will be added to the park. A new maintenance area for Kit McConnico will be built this year. Chambers Park will continue to progress as the Landscape Task Force coordinates the redevelopment of this park. The Jones Pool House will be demolished at the end of FY05. Plans for the future of the pool are not complete. A new playground will be added to one of the parks.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Total Parks	16	16	16
Total Park Acres	653	653	653
Total Playgrounds	13	13	13
Beautification projects	27	27	27
Buildings, restrooms, and pavilions	46	47	50
Basketball, volleyball, tennis courts, spray play, & pools	27	27	27
Trails	3	4	1

FUND <b>General</b>	DEPARTMENT <b>Parks</b>			
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 494,220	\$ 550,866	\$ 553,925	\$ 592,363
Benefits	194,699	229,136	228,073	231,740
Supplies	70,011	93,444	99,554	115,870
Maintenance of Equipment	48,059	49,900	58,100	109,365
Miscellaneous Services	318,454	400,651	350,870	340,380
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	109,888	46,000	137,625	81,000
<b>TOTAL</b>	<b>\$ 1,235,331</b>	<b>\$ 1,369,997</b>	<b>\$ 1,428,147</b>	<b>\$ 1,470,718</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Director	1	1	1	1
Parks Superintendent	1	1	1	1
Recreation Superintendent	1	1	1	1
Arborist	1	1	1	1
Office Assistant II	1	1	1	1
Parks Foreman	1	1	1	1
Brandon Park Supervisor	1	1	1	1
Grounds Maintenance II	9	10	10	10
Grounds Maintenance I	2	2	2	2
Custodian/Building Maintenance	1	1	1	1
Downtown Center Supervisor (PT)	1	1	1	1
Recreation Specialist (PT)	1	1	2	2
League Supervisor (PT)	1	1	2	2
Pool Manager (PT)	2	1	2	2
Lifeguard (PT)	6	2	6	6
Summer Maintenance II, I (PT)	0	11	0	0
<b>FULL TIME</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>PART TIME</b>	<b>11</b>	<b>17</b>	<b>13</b>	<b>13</b>
<b>TOTAL</b>	<b>30</b>	<b>37</b>	<b>33</b>	<b>33</b>
<b>SIGNIFICANT CHANGES</b>				

FUND <b>General</b>	DEPARTMENT <b>Parks</b>	DIVISION <b>Administration</b>		
<b>DIVISION DESCRIPTION</b>				
The Administration division includes office and recreation staff and is responsible for the direction of the Parks and Leisure Services Department, Civic Center, Library and the Ellen Trout Zoo. This also includes a Recreational staff that is supported by the General Fund and the Parks Advisory Board appointed by City Council.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 168,703	\$ 168,903	\$ 193,037	\$ 199,773
Benefits	51,399	56,359	55,776	53,119
Supplies	2,519	3,604	3,714	4,030
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	9,856	50,870	28,276	16,045
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	26,582	0	0	0
<b>TOTAL</b>	<b>\$ 259,059</b>	<b>\$ 279,736</b>	<b>\$ 280,803</b>	<b>\$ 272,967</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Director	1	1	1	1
Recreation Superintendent	1	1	1	1
Office Assistant II	1	1	1	1
Downtown Center Supr. (PT)	1	1	1	1
Recreation Specialist (PT)	1	1	2	2
League Supervisor (PT)	1	1	2	2
Pool Manager (PT)	2	1	2	2
Lifeguard (PT)	6	2	6	6
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME</b>	<b>11</b>	<b>7</b>	<b>13</b>	<b>13</b>
<b>TOTAL</b>	<b>14</b>	<b>10</b>	<b>16</b>	<b>16</b>

FUND <b>General</b>	DEPARTMENT <b>Parks</b>	DIVISION <b>Park Maintenance</b>		
<b>DIVISION DESCRIPTION</b>				
The Park Maintenance division includes employees and expenses for the maintenance of parks, recreation facilities, beautification projects, fogging, and special events hosted by the City or special interest groups within the City.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 307,859	\$ 363,473	\$ 342,398	\$ 373,197
Benefits	134,613	163,677	163,197	169,218
Supplies	63,422	85,740	91,740	107,590
Maintenance of Equipment	37,200	42,500	50,700	71,665
Miscellaneous Services	307,774	348,581	321,394	322,785
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	83,306	46,000	137,625	81,000
<b>TOTAL</b>	<b>\$ 934,174</b>	<b>\$ 1,049,971</b>	<b>\$ 1,107,054</b>	<b>\$ 1,125,455</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Parks Superintendent	1	1	1	1
City Arborist	1	1	1	1
Foreman	2	1	1	1
Grounds Maintenance I	2	2	2	2
Grounds Maintenance II	9	9	9	10
Building Maintenance	1	1	1	1
Summer Maintenance I (PT)	0	2	0	0
Summer Maintenance II (PT)	0	9	0	0
<b>FULL TIME</b>	16	15	15	16
<b>PART TIME</b>	0	11	0	0
<b>TOTAL</b>	16	26	15	16

FUND <b>General</b>	DEPARTMENT <b>Parks</b>	DIVISION <b>Community Centers</b>		
<b>DIVISION DESCRIPTION</b>				
The Community Centers division includes the operation of the Brandon and Chambers Community Centers. The centers are provided as a community service for recreation classes, meetings, reunions, weddings, birthdays, church functions, and many special events. Rental fees support the cost of operating the centers.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 17,658	\$ 18,490	\$ 18,490	\$ 19,393
Benefits	8,687	9,100	9,100	9,403
Supplies	4,070	4,100	4,100	4,250
Maintenance of Equipment	10,859	7,400	7,400	37,700
Miscellaneous Services	824	1,200	1,200	1,550
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 42,098	\$ 40,290	\$ 40,290	\$ 72,296
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Brandon Center Supervisor	1	1	1	1
<b>FULL TIME</b>	1	1	1	1
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	1	1	1	1

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Ellen Trout Zoo</b>		
<b>MISSION STATEMENT</b>			
The mission of the Ellen Trout Zoo is to cultivate an appreciation for the natural world and to provide environmental education and wildlife conservation for the benefit and enjoyment of the citizens of Lufkin.			
<b>DESCRIPTION OF SERVICES</b>			
The Ellen Trout Zoo houses and exhibits a representative collection of living organisms and attracts visitors from throughout East Texas and Western Louisiana. The Zoo also has an active, multifaceted educational program focusing on wildlife, environmental, conservation, and science education issues. The Zoo is involved in breeding programs for significant species and researchers are encouraged to utilize the collection for the advancement of biological knowledge.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Zoo's top priorities will include: housing and exhibiting a diverse, representative animal collection; insuring high quality animal care and management practices; and paying attention to the needs of guests to insure an enjoyable and educational visit. Annual Zip Code Surveys will again be conducted to track the audience of the zoo and to serve as an indicator of the economic benefit of the zoo to the community. While educational offerings will continue to serve the zoo's Lufkin visitors, they will also bring out of town schools and students to Lufkin and offer environmental training opportunities to area teachers. Upgrading, renovating, and modernizing exhibits, landscape features and graphics is a continual part of the work program to provide interesting exhibits and surroundings for the Zoo's animals and patrons.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Annual Attendance	129,000	131,000	130,000
% In Annual Change	1.57%	1.55%	-0.76%
Annual Education Participants	6,000	6,000	6,000
% In Annual Change	20.00%	0.00%	0.00%
Animal Specimens	770	770	850
% In Annual Change	10.00%	0.00%	10.00%
New Exhibits	4	4	3
% In Annual Change	0.00%	0.00%	-25.00%
Number of Employee Hours Utilized	39,520	40,000	43,680
% In Annual Change	-13.66%	1.21%	9.20%

FUND General	DEPARTMENT Ellen Trout Zoo			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 512,338	\$ 578,595	\$ 547,389	\$ 590,663
Benefits	203,174	225,902	214,794	232,158
Supplies	112,885	115,828	116,309	124,735
Maintenance of Equipment	2,095	5,425	5,425	6,420
Miscellaneous Services	104,652	88,248	90,647	88,381
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	6,300
<b>TOTAL</b>	<b>\$ 935,144</b>	<b>\$1,013,998</b>	<b>\$ 974,564</b>	<b>\$1,048,657</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Zoo Director	1	1	1	1
Educational Services Director	1	1	1	1
General Curator	1	1	1	1
Office Assistant	1	1	1	1
Facilities Manager	1	1	1	1
Collection Manager	4	4	4	4
Zoo Keeper	8	8	8	8
Cashier	2	2	2	2
Grounds Keeper	1	1	1	1
Veterinarian	1	1	1	1
Seasonal/Part time Position	0	2	2	2
<b>FULL TIME</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b>PART TIME</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>21</b>	<b>23</b>	<b>23</b>	<b>23</b>
SIGNIFICANT CHANGES				

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Kurth Memorial Library</b>		
<b>MISSION STATEMENT</b>			
The mission of the Library is to provide excellent information services to all citizens of Angelina County by providing up-to-date information on all subjects, in a variety of formats, representing varying viewpoints, and by providing a well-trained, service-oriented staff.			
<b>DESCRIPTION OF SERVICES</b>			
The Library's objective is the dissemination of information, for business, medical, hobby, research, study, and pleasure. The library selects, purchases, organizes, catalogs, stores, preserves, and maintains information. The library organizes storage and retrieval of information in a variety of formats and trains users in information storage and retrieval. The library endeavors to provide educational and enriching programs to encourage literacy among all citizens and encourages life-long readers and library users.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Library is aggressively weeding outdated, worn and damaged materials in the collection. Replace outdated titles in a timely manner. Long range goals for the Library include the updating of the collection's age, and polling of patrons for suggestions to the expansion to adhere to Library policies. Programming continues as a primary goal for children. This promotes lifelong readers and future supporters of the public library system. Semi-annual presentations are provided through the Library Board of trustees for school children.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Visitors to the library	95,000	100,000	125,000
Children's programs	125	125	125
Registration for summer reading	625	625	650
Books circulated outside the library	100,000	125,000	125,000
Items acquired	4,500	4,000	3000
Items weeded (removed)	1,200	2,000	1,500
Interlibrary loans completed	275	275	250
Children attending programs	7,000	7,125	7,125

FUND General	DEPARTMENT Kurth Memorial Library			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 256,898	\$ 273,221	\$ 276,641	\$ 282,620
Benefits	75,718	77,883	78,054	85,296
Supplies	13,068	17,912	17,312	17,912
Maintenance of Equipment	9,957	20,770	26,257	36,545
Miscellaneous Services	59,651	72,480	70781	78,718
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 415-,292	\$ 462,266	\$ 469,045	\$ 501,091
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Library Director	1	1	1	1
Business Office Manager	1	1	1	1
Library Assistant II	5	5	5	5
Library Assistant I - (PT)	1	1	1	1
Library Aide - (PT)	4	4	4	4
Shelver - (PT)	3	3	3	3
Library Assistant Summer - (PT)	1	1	1	1
Custodian (PT)	1	1	1	1
<b>FULL TIME</b>	7	7	7	7
<b>PART TIME</b>	10	10	10	10
<b>TOTAL</b>	17	17	17	17
SIGNIFICANT CHANGES				
The Children/Young Adult Services, Genealogy, and Reference Divisions are combined for FY 2005-2006 to create one division called Patron Services. This will be an efficient move for the library.				

FUND General	DEPARTMENT Kurth Memorial Library	DIVISION Administration		
<b>DIVISION DESCRIPTION</b>				
Library administration oversees all aspects of library operation including personnel, budget, fund-raising, collection management, acquisitions, cataloging, facility, and library policy.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 100,148	\$ 103,181	\$ 103,417	\$ 106,371
Benefits	34,054	36,257	36,257	37,525
Supplies	8,290	7,980	7,980	7,980
Maintenance of Equipment	934	1,600	11,417	20,000
Miscellaneous Services	5,203	6,243	6,568	6,968
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 148,629	\$ 155,261	\$ 165,639	\$ 178,844
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Library Director	1	1	1	1
Business Office Manager	1	1	1	1
Library Assistant II	1	1	1	1
<b>FULL TIME</b>	3	3	3	3
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	3	3	3	3

FUND General	DEPARTMENT Kurth Memorial Library	DIVISION Children/Young Adult Svc		
<b>DIVISION DESCRIPTION</b>				
Children's department selects youth materials and designs programs for toddlers though young adults.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	33,032	\$ 40,342	\$ 38,965	\$ 0
Benefits	10,277	11,304	11,173	0
Supplies	1,418	1,500	1,500	0
Maintenance of Equipment	2,191	2,625	2,625	0
Miscellaneous Services	0	0	0	0
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 46,918	\$ 55,771	\$ 54,263	\$ 0
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Library Asst. II-Children's	1	1	1	0
Library Aide-Children's (PT)	1	1	1	0
Temp/Seasonal Help (PT)	1	1	1	0
<b>FULL TIME</b>	1	1	1	0
<b>PART TIME</b>	2	2	2	0
<b>TOTAL</b>	3	3	3	0

FUND <b>General</b>	DEPARTMENT <b>Kurth Memorial Library</b>	DIVISION <b>Reference</b>		
<b>DIVISION DESCRIPTION</b>				
Reference performs adult collection development, selects and maintains periodicals, gives reference, inter-library loan, and Internet assistance, and all circulation services.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 80,107	\$ 80,282	\$ 85,283	\$ 0
Benefits	21,145	22,510	22,812	0
Supplies	185	2,200	2,200	0
Maintenance of Equipment	0	4,080	0	0
Miscellaneous Services	30	150	150	0
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 101,467	\$ 109,222	\$ 110,445	\$ 0
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Library Asst II-Reference	2	2	2	0
Library Asst I-Reference (PT)	3	3	3	0
Library Asst I-Shelver (PT)	3	3	3	0
<b>FULL TIME</b>	2	2	2	0
<b>PART TIME</b>	6	6	6	0
<b>TOTAL</b>	8	8	8	0

FUND	DEPARTMENT	DIVISION		
<b>General</b>	<b>Kurth Memorial Library</b>	<b>Genealogy</b>		
DIVISION DESCRIPTION				
The Genealogy department manages genealogical materials, assists in general reference, and maintains security and gives service to genealogy customers.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 31,921	\$ 34,825	\$ 353,655	\$ 0
Benefits	5,654	6,125	6,125	0
Supplies	381	600	0	0
Maintenance of Equipment	2,495	3,050	2,800	0
Miscellaneous Services	0	100	100	0
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 40,451</b>	<b>\$ 44,700</b>	<b>\$ 42,680</b>	<b>\$ 0</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Library Asst II-Genealogy	1	1	1	0
Library Asst-I Genealogy	1	1	1	0
<b>FULL TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

FUND	DEPARTMENT	DIVISION		
<b>General</b>	<b>Kurth Memorial Library</b>	<b>Patron Services</b>		
<b>DIVISION DESCRIPTION</b>				
The Patron Services Division selects materials and designs programs for all areas of the library, from toddler to adult. This division performs collection development, selects and maintains periodicals, gives reference, inter-library loan, and Internet assistance, and all circulation services. They also manage genealogical materials, assists in general reference, and maintains security and gives service to genealogy customers.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 160,468
Benefits	0	0	0	45,952
Supplies	0	0	0	4,300
Maintenance of Equipment	0`	0	0	7,130
Miscellaneous Services	0	0	0	2,900
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 220,750
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Library Asst II	0	0	0	4
Library Asst I (PT)	0	0	0	1
Library Aide (PT)	0	0	0	4
Shelver (PT)	0	0	0	3
Library Asst Summer (PT)	0	0	0	1
<b>FULL TIME</b>	0	0	0	4
<b>PART TIME</b>	0	0	0	9
<b>TOTAL</b>	0	0	0	13

FUND <b>General</b>	DEPARTMENT <b>Kurth Memorial Library</b>	DIVISION <b>Facility Maintenance</b>		
<b>DIVISION DESCRIPTION</b>				
The Library Facility is supervised by library administration division, which contracts and schedules custodial, grounds maintenance, and building maintenance.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 11,690	\$ 14,591	\$ 15,321	\$ 15,781
Benefits	4,588	1,687	1,687	1,819
Supplies	2,794	5,632	5,632	5,62
Maintenance of Equipment	4,337	9,415	9,415	9,415
Miscellaneous Services	54,418	65,987	63,963	68,850
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 77,827</b>	<b>\$ 97,312</b>	<b>\$ 96,018</b>	<b>\$ 101,497</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Custodian (Part-time)	1	1	1	1
<b>FULL TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>FUND</b> <b>General</b>	<b>DEPARTMENT</b> <b>Non-Departmental</b>																				
<b>MISSION STATEMENT</b>																					
<p>Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.</p>																					
<b>DESCRIPTION OF SERVICES</b>																					
<p>This is a non-operational department established for the purpose of budgeting items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, and insurance.</p>																					
<b>FISCAL 2006 WORK PROGRAM</b>																					
<p>Budgeted in this department are the following items:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">Unemployment Insurance Claims</td> <td style="text-align: right; padding-right: 20px;">\$</td> <td style="text-align: right;">16,000</td> </tr> <tr> <td style="padding-left: 40px;">Postage for City Newsletter</td> <td></td> <td style="text-align: right;">1,000</td> </tr> <tr> <td style="padding-left: 40px;">Liability Insurance Premium and other charges</td> <td></td> <td style="text-align: right;">112,601</td> </tr> <tr> <td style="padding-left: 40px;">Insurance Loss Fund and Transfers to Home Grant</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td style="padding-left: 40px;">Transfer to Civic Center Fund</td> <td></td> <td style="text-align: right;">55,061</td> </tr> <tr> <td style="padding-left: 40px;">Lease Payments: Principle and interest</td> <td></td> <td style="text-align: right;">246,599</td> </tr> </table>				Unemployment Insurance Claims	\$	16,000	Postage for City Newsletter		1,000	Liability Insurance Premium and other charges		112,601	Insurance Loss Fund and Transfers to Home Grant		0	Transfer to Civic Center Fund		55,061	Lease Payments: Principle and interest		246,599
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Lease Payments: Principle and interest		246,599																			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>																		
<p>This is a non-operational department.</p>																					

FUND General	DEPARTMENT Non-Departmental			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	15,856	40,000	16,000	16,000
Supplies	748	3,000	1,000	1,000
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	81,223	106,455	102,455	112,601
Sundry Charges	407	0	0	0
Debt Service	533,425	401,497	301,457	301,660
Capital Outlay	0	0	11,308	0
<b>TOTAL</b>	\$ 631,659	\$ 550,952	\$ 432,220	\$ 431,261
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions for this department.				
<b>FULL TIME PART TIME</b>				
<b>TOTAL</b>				
SIGNIFICANT CHANGES				

## **WATER/WASTEWATER FUND**

The Water/Wastewater Fund is used to account for the provision of water and wastewater services to residents of the City. All activities necessary to provide water/wastewater services are included in this fund. Accounting activities are similar to commercial accounting in that revenues and expenses are accounted for on a full accrual basis, depreciation expense is recognized on the income statement, and all costs are recovered through user charges.

The Water/Wastewater Fund contains five departments: Utility Collections, Water Distribution, Water Production, Wastewater Treatment, and Sewer Collections.

Utility Collections is responsible for billing and collecting water, wastewater, and solid waste revenues, and collects in excess of \$17.57 million each year.

The Water Distribution department is responsible for installation and maintenance of the City's transmission and distribution water system.

The Water Production department is responsible for maintaining adequate water supplies for the City of Lufkin. There are currently twelve water wells that provide water for the City, with four ground and five elevated storage tanks as reserves.

The Wastewater Treatment department is responsible for treating all wastewater from the wastewater collection system. The treatment plant is a waste activated sludge plant with a treatment capacity of 11.3 million gallons per day. The plant experiences an average daily flow of over 6 million gallons and maintains a laboratory and staff to test industrial waste discharge to ensure compliance with effluent discharge limits and pre-treatment standards.

The Sewer Collections department maintains the wastewater collection system. Its primary function is repair and replacement of existing sewer lines, but is also responsible for new sewer taps, installing extension lines, and infiltration/inflow correction.

<b>FUND</b> <b>Water/Wastewater</b>	<b>DEPARTMENT</b> <b>Utility Collections</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Utility Collections Department is to provide accurate and timely utility billings, collections and record keeping, ensuring prompt deposit of revenues for the benefit of the City in its efforts to provide quality services to the citizens of Lufkin.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Utility Collections Department performs meter reading, billing, and collection functions. Approximately 14,500 meters are read per month. Meter readers also disconnect services on non-deposit accounts and provide this information to service personnel. Service personnel develop routes, connect new services, disconnect services for nonpayment of bills, perform customer requested inspections, and check for leaks as required.</p> <p>Office personnel maintain customer accounts, perform customer-billing functions, collect and maintain customer deposits and records, prepare work orders, and coordinate new connection services. They also assist customers with billing inquires and receive customer payments.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The Utility Collection Department continues to maintain effective billing services for water, sewer and solid waste utilities, to provide timely and accurate billing procedures and maintain honest, equitable and courteous services to its customers. The department focus for Fiscal 2006 includes the continuation and extension of radio frequency meter reading installations as part of the longer range objective of having the entire meter reading process registered by a drive-by application.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
New Utility taps installed	157	147	160
Bills processed	174,230	175,000	177,000
Disconnects	3,161	3,350	3,500
Billing inquires	7,900	7,900	8,100
Customer requested inspections	713	713	850
Number of meters read	186,500	187,000	190,000
Number of accurate readings	99%	99%	99%

<b>FUND</b> <b>Water/Wastewater</b>	<b>DEPARTMENT</b> <b>Utility Collections</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 337,411	\$ 354,923	\$ 345,438	\$ 370,260
Benefits	127,835	140,867	138,915	144,388
Supplies	63,868	67,100	68,650	82,440
Maintenance of Equipment	13,033	26,750	24,750	22,750
Miscellaneous Services	14,688	24,951	25,151	27,006
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 556,835</b>	<b>\$ 614,591</b>	<b>\$ 602,904</b>	<b>\$ 646,844</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Clerk	1	1	1	1
Cashier	4	4	4	4
Foreman	1	1	1	1
Head Meter Reader	1	1	1	1
Meter Reader/Service	1	1	1	1
Meter Reader	3	3	3	3
<b>FULL TIME</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>SIGNIFICANT CHANGES</b>				

FUND	DEPARTMENT	DIVISION		
<b>Water/Wastewater</b>	<b>Utility Collections</b>	<b>Billing and Collection</b>		
<b>DIVISION DESCRIPTION</b>				
The Billing and Collection division includes departmental administration, utility billing, and collection activities. The administrative function is responsible for the day-to-day management, policy formulation, and planning activities of the department. Billing and collection activities include utility bill processing and mailing, collection of utility payments, and cash reconciliation of billing and collection.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 200,709	\$ 208,712	\$ 206,873	\$ 212,186
Benefits	68,527	77,177	76,833	79,361
Supplies	50,388	55,200	53,650	64,300
Maintenance of Equipment	3,953	6,250	6,250	6,250
Miscellaneous Services	13,222	20,765	20,965	22,820
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 336,799</b>	<b>\$ 368,104</b>	<b>\$ 364,571</b>	<b>\$ 384,917</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Clerk	1	1	1	1
Cashiers	4	4	4	4
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

FUND <b>Water/Wastewater</b>	DEPARTMENT <b>Utility Collections</b>	DIVISION <b>Meter Reading</b>		
<b>DIVISION DESCRIPTION</b>				
The Meter Reading division is responsible for reading residential and commercial water meters throughout the city, cutting utilities off for non-payment of utility bills, and for meter re-readings when readings are in dispute.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 136,702	\$ 146,211	\$ 138,535	\$ 158,074
Benefits	59,308	63,690	62,082	65,27
Supplies	13,480	11,900	15,000	18,140
Maintenance of Equipment	9,080	20,500	18,500	16,500
Miscellaneous Services	1,466	4,186	4,186	4,186
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 220,036</b>	<b>\$ 246,487</b>	<b>\$ 238,333</b>	<b>\$ 261,927</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Foreman	1	1	1	1
Head Meter Reader	1	1	1	1
Meter Reader/Service	1	1	1	1
Meter Reader	3	3	3	3
<b>FULL TIME</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>FUND</b> <b>Water/Wastewater</b>	<b>DEPARTMENT</b> <b>Water Distribution</b>		
<b>MISSION STATEMENT</b>			
The mission of the Water Distribution Department is to provide quality maintenance of the water distribution system with minimum interruptions of service to the citizens of Lufkin.			
<b>DESCRIPTION OF SERVICES</b>			
The Water Distribution Department is responsible for all Water Distribution functions. This responsibility encompasses maintenance of the water distribution system, meter services, water and wastewater line taps, fire hydrant repair, repair or replacement of broken water lines, and water and wastewater line locations for other utilities and contractors. The Water Distribution Department works toward meeting the water needs of the citizens on a daily basis by performing these functions in a timely and accurate manner.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Water Collections department will continue to upgrade the current water system by replacing the AC pipe in the water system to maintain standards set forth by the T.C.E.Q. The department will provide courteous, timely responses to customer complaints and questions. The department will continue to cross-train personnel functions of the department, in order to reduce the amount of time in making repairs and corrections. The department plans to respond to all calls for water main breaks within thirty minutes. The ability to be available to accept calls after hours will enable the department to provide service to all emergency situations regardless of the time of occurrence. By developing new and current water system devices, the department will be able to provide the citizens with an effective and economical water system. The Radio Read Meter Program will continue throughout the city.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Water Leak Repairs	1,100	1,000	1,000
Meters Replaced	3,200	3,200	3,200
Water and Sewer Taps	500	525	600
Meter Leak Repair	625	625	500
After Hours Calls	1,000	950	900
Utility Lines Located	1,500	1,500	1,800

FUND Water/Wastewater	DEPARTMENT Water Distribution			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 534,584	\$ 551,290	\$ 546,110	\$ 568,919
Benefits	205,587	216,327	215,594	211,713
Supplies	56,565	75,340	89,715,	96,800
Maintenance of Equipment	309,786	328,475	337,800	361,200
Miscellaneous Services	40,635	46,275	46,025	119,955
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	4,812	3,500	3,500	0
<b>TOTAL</b>	<b>\$ 1,151,969</b>	<b>\$ 1,221,207</b>	<b>\$ 1,238,744</b>	<b>\$ 1,358,587</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Assistant Public Utilities Director	1	1	1	1
Water Distribution Superintendent	1	1	1	1
Office Assistant III	1	1	1	1
Inventory/Warehouse Manager	1	1	1	1
Foreman	4	4	4	4
Heavy Equipment Operator	4	4	4	4
Skilled Labor	1	1	1	1
Semi-Skilled Labor	4	4	4	4
Meter Repairman	1	1	1	1
GPS Technician	1	1	1	1
<b>FULL TIME</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
SIGNIFICANT CHANGES				

FUND	DEPARTMENT	DIVISION		
<b>Water/Wastewater</b>	<b>Water Distribution</b>	<b>Transmission Mains</b>		
<b>DIVISION DESCRIPTION</b>				
This Division is responsible for all water well field lines coming from the pumps to the plant, and for maintenance and emergency repairs of the water lines.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 181,308	\$ 165,784	\$ 169,738	\$ 174,638
Benefits	57,713	59,460	60,267	62,053
Supplies	12,066	27,090	26,815	27,900
Maintenance of Equipment	18,171	27,400	27,300	29,700
Miscellaneous Services	16,733	18,732	18,732	75,730
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	650	0	0	0
<b>TOTAL</b>	<b>\$ 286,641</b>	<b>\$ 298,466</b>	<b>\$ 302,852</b>	<b>\$ 370,021</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Assistant Public Utilities Director	1	1	1	1
Water Distribution Superintendent	1	1	1	1
Office Assistant II	1	1	1	1
Inventory/Warehouse Manager	1	1	1	1
GPS Technician	1	1	1	1
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

FUND <b>Water/Wastewater</b>	DEPARTMENT <b>Water Distribution</b>	DIVISION <b>Distribution Lines</b>		
<b>DIVISION DESCRIPTION</b>				
The Distribution Lines division is responsible for repairing water, wastewater lines, and hydrants.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 251,745	\$ 281,202	\$ 273,304	\$ 287,083
Benefits	105,875	113,527	112,115	107,740
Supplies	32,221	36,550	49,200	53,700
Maintenance of Equipment	196,563	199,500	211,500	211,500
Miscellaneous Services	22,309	24,793	24,543	39,475
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	4,162	3,500	3,500	0
<b>TOTAL</b>	<b>\$ 612,875</b>	<b>\$ 659,072</b>	<b>\$ 674,162</b>	<b>\$ 699,498</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Foreman	3	3	3	3
Light Equipment Operator	3	3	3	3
Semi-skilled Labor	3	3	3	3
BO/Fire hydrant repair	1	1	1	1
<b>FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

FUND Water/Wastewater	DEPARTMENT Water Distribution	DIVISION Meters & Sets		
<b>DIVISION DESCRIPTION</b>				
This Division is responsible for water and wastewater taps/services to residential and commercial properties.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 101,531	\$ 104,304	\$ 103,068	\$ 107,198
Benefits	41,999	43,340	43,212	41,920
Supplies	12,278	11,700	13,700	15,200
Maintenance of Equipment	95,052	101,575	99,000	120,000
Miscellaneous Services	1,593	2,750	2,750	4,750
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 252,453</b>	<b>\$ 263,669</b>	<b>\$ 261,730</b>	<b>\$ 289,068</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Crew Leader	1	1	1	1
Light Equipment Operator	1	1	1	1
Skilled Labor	1	1	1	1
Semi-skilled Labor	1	1	1	1
<b>FULL TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

<b>FUND</b> <b>Water/Wastewater</b>	<b>DEPARTMENT</b> <b>Water Production</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Water Production department is to provide the citizens and industry of Lufkin with safe, dependable, and inexpensive water for public consumption and adequate fire protection.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Water Production department is responsible for the maintenance and operation of the City of Lufkin Water Treatment Plant, which includes eleven water wells, four one million gallon capacity ground storage tanks, one two million gallon capacity ground storage tank, and four elevated storage tanks with a combined capacity of four million gallons. The department must always follow and meet the standards and regulations set forth by all State and Federal agencies. The department strives to meet the water needs of the citizens by providing a safe water supply under adequate pressure to each customer.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The Water Production Department will continue to meet the water needs of the citizens of Lufkin and the Burke area. The staff will maintain and operate the plants, wells and elevated storage facilities to ensure optimum efficiency of the water system.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Peak day water usage (in millions of gallons)	13.00	14.00	13.5
Gallons pumped per year (in millions of gallons)	3,064	3,123	3,033

<b>FUND</b> <b>Water/Wastewater</b>	<b>DEPARTMENT</b> <b>Water Production</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 84,894	\$ 69,342	\$ 72,362	\$ 74,264
Benefits	23,708	23,056	23,735	24,476
Supplies	185,983	190,000	238,800	238,145
Maintenance of Equipment	65,723	315,400	347,020	260,600
Miscellaneous Services	1,046,275	1,176,378	1,177,408	1,223,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	17,117	0	15,456	27,000
<b>TOTAL</b>	<b>\$ 1,423,200</b>	<b>\$ 1,774,176</b>	<b>\$ 1,874,781</b>	<b>\$ 1,847,985</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Water Plant Seasonal Part-time	1	1	1	1
<b>FULL TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PART TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>SIGNIFICANT CHANGES</b>				
<p>Three positions are partially allocated to this department to maintain the facility. These employees, who are manned in the Wastewater department, share responsibilities within the two departments creating an effective and efficient operation.</p>				

FUND Water/Wastewater	DEPARTMENT Water Production	DIVISION Operations		
<b>DIVISION DESCRIPTION</b>				
The Operations Division is responsible for maintaining adequate water supply from the water plant to the citizens and industry of Lufkin.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 84,894	\$ 69,342	\$ 72,362	\$ 74,264
Benefits	23,208	23,056	23,735	24,476
Supplies	179,483	185,000	230,000	230,000
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	1,046,025	1,176,378	1,177,408	1,223,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 1,333,610	\$ 1,453,776	\$ 1,503,505	\$ 1,552,240
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Water Plant Seasonal Part-time	1	1	1	1
Three Operator positions are partially allocated to this division but are authorized and based in the Wastewater department.				
<b>FULL TIME</b>	0	0	0	0
<b>PART TIME</b>	1	1	1	1
<b>TOTAL</b>	1	1	1	1

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Water Production	Maintenance		
DIVISION DESCRIPTION				
The Maintenance Division is responsible for the function of all equipment, including water wells.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	6,500	5,000	8,800	8,145
Maintenance of Equipment	65,723	315,400	347,020	260,600
Miscellaneous Services	250	0	0	0
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	17,117	0	15,456	27,000
<b>TOTAL</b>	<b>\$ 89,590</b>	<b>\$ 320,400</b>	<b>\$ 371,276</b>	<b>\$ 295,745</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions for this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> Water/Wastewater	<b>DEPARTMENT</b> Wastewater Treatment		
<b>MISSION STATEMENT</b>			
The mission of the Wastewater Treatment Plant is to evaluate and treat sewage in order to meet standards set forth by T.C.E.Q. and the United States Environmental Protection Agency (U.S.E.P.A.) to allow for safe streams and rivers.			
<b>DESCRIPTION OF SERVICES</b>			
Wastewater Treatment is responsible for the operation and maintenance of the treatment plant. The plant is a waste activated sludge plant with a treatment capacity of 11.3 million gallons per day with an average flow of 6.3 million gallons per day. Activated sludge is transferred to three 700,000-gallon anaerobic digesters, held for 15 days at 105° Fahrenheit. The anaerobic sludge is de-watered by a belt press then trucked to a permitted beneficial land use site. The plant effluent is discharged into Hurricane Creek.			
<b>FISCAL 2006 WORK PROGRAM</b>			
Work to be performed in the fiscal year of 2005-06 will include daily maintenance and operation of the plant, repair storm water lagoon #1, clean both basins of the pre-aeration unit, clean lagoon #2, and renovate the headworks of the wastewater plant. It is the sole intention of the personnel to ensure the daily plant discharge is treated at a level that will be consistently lower than the TCEQ permitted parameters of the plant's discharge permit.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Average Flow (Gallons)	6,280,517	6,202,725	6,241,621
Peak Flow (Gallons)	12,870,000	12,285,000	12,577,500
Percent BOD removed	97%	97%	97%
Percent TSS removed	95%	95%	95%
Total Pounds of dry solids removed	2,015,556	2,062,734	2,039,145
Total number of Lab Tests	29,194	29,136	29,165
Total pounds of polymer used	227,366	241,699	234,532

FUND Water/Wastewater	DEPARTMENT Wastewater Treatment			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 525,384	\$ 542,275	\$ 555,137	\$ 589,845
Benefits	200,467	207,887	213,164	227,580
Supplies	140,447	170,295	171,369	180,989
Maintenance of Equipment	74,924	138,730	145,230	148,850
Miscellaneous Services	533,628	586,363	606,363	561,932
Sundry Charges	54	100	100	0
Debt Service	0	0	0	0
Capital Outlay	0	0	3,500	101,200
<b>TOTAL</b>	<b>\$1,474,904</b>	<b>\$1,645,650</b>	<b>\$1,694,863</b>	<b>\$1,810,396</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
WWTP Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Office Manager	1	1	1	1
Environmental Manager	1	1	1	1
Environmental Technician	0	0	1	1
Lab Supervisor	1	1	1	1
Lab Technician	2	2	1	1
Operator	6	6	6	6
Truck Driver	1	1	1	1
Utility Worker	2	2	3	3
Mechanic II, III	3	3	2	2
Part-time/Temporary	2	2	2	2
Maintenance Mechanic I	0	0	0	1
<b>FULL TIME</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>21</b>
<b>PART TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>23</b>
SIGNIFICANT CHANGES				
A Maintenance Mechanic I position was added to assist with preventive maintenance of the Wastewater Treatment Plant.				

FUND	DEPARTMENT	DIVISION		
<b>Wastewater</b>	<b>Wastewater Treatment</b>	<b>Administration</b>		
<b>DIVISION DESCRIPTION</b>				
The Administration Division supports all intra-departmental goals, receives additional training on environmental compliance regulations, implements all environmental regulation upgrades, collaborates with Plant Lab personnel on daily analysis, establishes trace metal methodologies, and receives training on the plant's application software.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 152,681	\$ 163,677	\$ 181,516	\$ 183,441
Benefits	51,823	53,201	62,532	64,140
Supplies	10,202	9,900	10,200	12,005
Maintenance of Equipment	1,617	1,850	1,850	1,850
Miscellaneous Services	403,319	398,663	418,163	415,132
Sundry Charges	54	100	100	100
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 619,696</b>	<b>\$ 627,391</b>	<b>\$ 674,361</b>	<b>\$ 676,568</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
WWTP Superintendent	1	1	1	1
Office Manager	1	1	1	1
Assistant Superintendent	1	1	1	1
Environmental Manager	1	1	1	1
Environmental Technician	0	0	1	1
<b>FULL TIME</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>

FUND	DEPARTMENT	DIVISION		
<b>Water/Wastewater</b>	<b>Wastewater Treatment</b>	<b>Operations</b>		
<b>DIVISION DESCRIPTION</b>				
The Operations Division is responsible for the efficient operation of the Wastewater Control Plant. The Division strives to meet goals established by the Administrative Division and the Administration of the City of Lufkin.				
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 116,841	\$ 117,410	\$ 128,963	\$ 140,460
Benefits	47,032	49,308	48,678	56,995
Supplies	78,392	103,204	102,969	112,464
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	5,699	7,300	7,300	7,300
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 247,964</b>	<b>\$ 277,222</b>	<b>\$ 287,910</b>	<b>\$ 317,219</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Operator	6	6	6	6
<b>FULL TIME</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Wastewater Treatment	Maintenance		
DIVISION DESCRIPTION				
The Maintenance Division is responsible for maintaining and repairing equipment and tools associated with the Wastewater Treatment Plant.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 186,305	\$ 184,925	\$ 185,828	\$ 205,335
Benefits	72,819	73,877	74,083	83,223
Supplies	30,243	34,754	36,200	34,370
Maintenance of Equipment	73,307	136,880	143,380	147,000
Miscellaneous Services	2,889	42,000	42,500	3,000
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	3,500	101,200
<b>TOTAL</b>	<b>\$ 365,563</b>	<b>\$ 472,436</b>	<b>\$ 485,491</b>	<b>\$ 574,128</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Maintenance Mechanic I, II, III	3	3	2	2
Plant Electrician	1	1	1	1
Utility Worker	2	2	3	3
Truck Driver	1	1	1	1
Part-Time/Summer	2	2	2	2
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

FUND Water/Wastewater	DEPARTMENT Wastewater Treatment	DIVISION Laboratory		
<b>DIVISION DESCRIPTION</b>				
The Laboratory Division is responsible for testing samples to ensure that the effluent is consistent with standards set by Local, State, and Federal statutes.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 69,557	\$ 76,263	\$ 58,830	\$ 60,609
Benefits	28,793	31,501	27,871	23,222
Supplies	21,610	22,437	22,000	22,150
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	121,721	138,400	138,400	136,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 241,681</b>	<b>\$ 268,601</b>	<b>\$ 247,101</b>	<b>\$ 242,481</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Lab Supervisor	1	1	1	1
Lab Analysis Technician	2	2	1	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>

<b>FUND</b> Water/Wastewater	<b>DEPARTMENT</b> Sewer Collections		
<b>MISSION STATEMENT</b>			
The mission of the Sewer Collections Department is to provide the citizens of Lufkin with the best service and maintenance for waste water by operating in a cost effective manner through the construction of new water and wastewater lines to meet the growth of the City.			
<b>DESCRIPTION OF SERVICES</b>			
The Sewer Collections Department is responsible for laying extensions of sewer lines to accommodate the growth of the city. The department provides maintenance of existing lines insuring continued service to all parts of the city. By videotaping sewer lines, department staff can determine problem areas that need to be repaired/replaced. The department also inspects manholes to determine problem areas that need immediate attention.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The upcoming year 2006 will extend the I&I study, currently in progress, while complying with TCEQ regulations.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
New Sewer Lines Installed (feet)	18,000	20,000	15,000
New Manholes Installed	23	30	30
Manholes Reworked	204	300	150
T.V. Sewer Lines (feet)	155,000	155,000	100,000
Pipe Bursting (feet)	5,000	5,000	5,000

FUND Water/Wastewater	DEPARTMENT Sewer Collections			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 495,293	\$ 545,519	\$ 527,348	\$ 576,396
Benefits	217,066	240,907	237,058	245,391
Supplies	106,983	98,895	103,640	125,072
Maintenance of Equipment	184,904	221,618	332,850	268,800
Miscellaneous Services	235,469	568,836	569,972	569,956
Sundry Charges	7,824	20,000	0	0
Debt Service	0	0	0	0
Capital Outlay	88,531	32,650	52,459	100,000
<b>TOTAL</b>	<b>\$ 1,336,070</b>	<b>\$ 1,728,425</b>	<b>\$ 1,823,327</b>	<b>\$ 1,885,615</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Sewer Collections Superintendent	1	1	1	1
Office Assistant II	1	1	1	1
Foreman	3	3	3	3
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator	3	3	3	3
Skilled Labor	4	4	4	4
Semi-skilled Labor	3	3	3	3
Lift Station Operator	1	1	1	1
Jet Machine Operator	1	1	1	1
PLC Electrical Technician	1	1	1	1
Electrician	0	0	0	1
<b>FULL TIME</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>21</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>21</b>
SIGNIFICANT CHANGES				
An Electrician position was added for FY 2005-06 as a helper to the PLC Technician				

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Sewer Collections	Lift Stations		
DIVISION DESCRIPTION				
This operation is responsible for checking, monitoring and maintaining the 22 lift stations daily insuring compliance with TCEQ regulations.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 90,725	\$ 94,013	\$ 98,012	\$ 125,837
Benefits	37,187	34,922	35,706	45,677
Supplies	27,536	27,275	28,020	48,440
Maintenance of Equipment	50,480	47,898	55,500	41,000
Miscellaneous Services	64,385	66,064	70,200	69,960
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 270,313</b>	<b>\$ 270,172</b>	<b>\$ 287,438</b>	<b>\$ 330,904</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Lift Station Operator	1	1	1	1
Jet Machine Operator	1	1	1	1
PLC Electrical Technician	1	1	1	1
Electrician	0	0	0	1
<b>FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Sewer Collections	Transmission Lines		
DIVISION DESCRIPTION				
This Division consists of Sewer Rehab, pipe bursting, repairs to all sewer mains and force mains, sewer maintenance, TV and smoke testing, and pipe replacement.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 282,299	\$ 312,714	\$ 266,677	\$ 283,462
Benefits	131,652	144,680	135,112	128,328
Supplies	43,291	48,670	52,670	52,700
Maintenance of Equipment	111,908	145,220	194,850	194,300
Miscellaneous Services	124,632	240,272	238,272	237,496
Sundry Charges	7,824	20,000	0	0
Debt Service	0	0	0	0
Capital Outlay	7,215	6,650	26,459	22,000
<b>TOTAL</b>	<b>\$ 708,821</b>	<b>\$ 918,206</b>	<b>\$ 914,040</b>	<b>\$ 918,286</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Sewer Collections	1	1	1	1
Superintendent	1	1	1	1
Office Assistant II	3	3	3	3
Heavy Equipment Operator	3	3	3	3
Skilled Labor	2	2	2	2
Foreman	2	2	2	2
<b>FULL TIME</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Sewer Collections	New Construction		
DIVISION DESCRIPTION				
This division is responsible for new water and sewer line construction, line extensions and emergency repair projects that may occur.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 122,269	\$ 138,792	\$ 162,659	\$ 167,097
Benefits	48,227	61,305	66,240	71,396
Supplies	36,156	22,950	22,950	23,932
Maintenance of Equipment	22,516	28,500	82,500	33,500
Miscellaneous Services	46,452	262,500	261,500	262,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	81,316	26,000	26,000	78,000
<b>TOTAL</b>	<b>\$ 356,936</b>	<b>\$ 540,047</b>	<b>\$ 621,849</b>	<b>\$ 636,425</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Foreman	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Skilled Labor	1	1	1	1
Semi-skilled Labor	1	1	1	1
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

<b>FUND</b> <b>Water/Wastewater</b>	<b>DEPARTMENT</b> <b>Non-Departmental</b>																
<b>MISSION STATEMENT</b>																	
Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.																	
<b>DESCRIPTION OF SERVICES</b>																	
This is a non-operational department established for the purpose of budgeting items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, and insurance.																	
<b>FISCAL 2006 WORK PROGRAM</b>																	
Budgeted in this department are the following items: <table style="width: 100%; margin-left: 200px;"> <tr> <td style="width: 80%;">Unemployment Insurance Claims</td> <td style="text-align: right;">\$ 12,500</td> </tr> <tr> <td>Postage for City Newsletter</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Liability Insurance Premium and other charges</td> <td style="text-align: right;">104,768</td> </tr> <tr> <td>Allowance for Uncollectable accounts</td> <td style="text-align: right;">80,000</td> </tr> <tr> <td>General and Administrative Charges</td> <td style="text-align: right;">1,795,972</td> </tr> <tr> <td>Funded Depreciation Transfers</td> <td style="text-align: right;">1,848,595</td> </tr> <tr> <td>Debt Service Transfers</td> <td style="text-align: right;">2,725,018</td> </tr> </table>				Unemployment Insurance Claims	\$ 12,500	Postage for City Newsletter	500	Liability Insurance Premium and other charges	104,768	Allowance for Uncollectable accounts	80,000	General and Administrative Charges	1,795,972	Funded Depreciation Transfers	1,848,595	Debt Service Transfers	2,725,018
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Funded Depreciation Transfers	1,848,595																
Debt Service Transfers	2,725,018																
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>														
This is a non-operational department.																	

FUND Water/Wastewater	DEPARTMENT Non-Departmental			
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	21,263	15,000	5,000	12,500
Supplies	748	2,100	500	500
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	76,250	95,244	95,244	104,768
Sundry Charges	3,746,390	3,262,290	3,262,290	3,724,567
Debt Service	2,470,027	2,532,800	2,532,800	2,725,018
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 6,314,678	\$ 5,907,434	\$ 5,895,834	\$ 6,567,353
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions for this department.				
<b>FULL TIME PART TIME</b>				
<b>TOTAL</b>				
<b>SIGNIFICANT CHANGES</b>				



## **SOLID WASTE AND RECYCLING FUND**

The Solid Waste and Recycling Fund is an enterprise fund that is used to account for the activities of the Solid Waste and Recycling services. All activities required to provide these services are included in this fund. Accounting activities of the Solid Waste and Recycling Fund are recorded similar to commercial accounting in that full accrual accounting is utilized.

The Solid Waste department provides twice weekly pickup of residential garbage and recycled materials. One pickup includes household garbage only, the other pickup includes only recycled materials. The department also provides pickup of yard trimmings, brush and white goods to residential customers at no charge. Commercial customers are provided two-, three-, four-, six-, or eight-cubic yard container service, picked up once to five times weekly, based on customer selection.

<b>FUND</b> <b>Solid Waste/Recycling</b>	<b>DEPARTMENT</b> <b>Administrative Services</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Administrative Services department is to meet the needs of the citizens in managing the Emergency Management, Inspections, Solid Waste/Recycling, Main Street and Fleet Maintenance departments. The mission statement of “Working for the Public” is personified in using best practices in providing a quality infrastructure system.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>Administrative Services under the direction of the Director of Administrative Services provides division management responsibilities for the Inspection, Solid Waste/Recycling, Fleet Maintenance, and Main Street and Emergency Management departments. An Office Assistant III is responsible for clerical, recordkeeping, receptionist and other departmental duties while providing excellent customer service. Services include garbage collection, recycling of goods and materials, maintenance of city vehicles, building inspection, code enforcement, mitigation, response and recovery in major emergency situations and rekindling the economic vitality in the downtown area. Administrative Services provides a diverse group of services to the citizens of Lufkin.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The work plan for Fiscal year 2006 provides for some interesting challenges. With the economy on a mild upswing, the budget should be more stable than in recent years. The Solid Waste/Recycling department has just received information on an analysis of landfill options and the Recycling Center. The department will implement the recommendations of the study. Downtown construction continues for Main Street, while reformation of boards and an emphasis on bringing activities to the downtown area. Fleet Maintenance’s goal is to implement written vehicle policies including replacement and acquisition policies. Inspection Services hopes for continued commercial development while enveloping residential. The task of Homeland Security dominates emergency management activities.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Inspections of Buildings	3,000	3,200	3,500
Citizen’s Recycling Participation percentage	57%	55%	60%

<b>FUND</b> <b>Solid Waste/Recycling</b>	<b>DEPARTMENT</b> <b>Administrative Services</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 110,335
Benefits	0	0	0	33,487
Supplies	0	0	0	3,500
Maintenance of Equipment	0	0	0	800
Miscellaneous Services	0	0	0	18,403
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 166,525
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Director of Administrative Services	0	0	0	1
Office Assistant III	0	0	0	1
<b>FULL TIME</b>	0	0	0	2
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	2
<b>SIGNIFICANT CHANGES</b>				
The Administrative Services Department has been transferred to the Solid Waste/Recycling Fund as a cost saving measure for the General Fund.				

<b>FUND</b> <b>Solid Waste/Recycling</b>	<b>DEPARTMENT</b> <b>Solid Waste</b>		
<b>MISSION STATEMENT</b>			
The mission of the Solid Waste department is to develop and maintain a comprehensive Solid Waste Management Program for the citizens of Lufkin in compliance with all City, County, State and Federal requirements.			
<b>DESCRIPTION OF SERVICES</b>			
The Solid Waste department provides solid waste collection for both commercial and residential customers to ensure the health and safety of the citizens of Lufkin. Yard trimmings, brush, and junk collection are provided for every homeowner at no extra cost. The department monitors hazardous waste hauling within the City Limits by a permitting process that ensures compliance with City, County, State and Federal regulations in order to protect the health and safety of the community.			
<b>FISCAL 2006 WORK PROGRAM</b>			
Solid Waste Services will continue to evaluate routes, containers, service levels and personnel. This will continue to measure our effectiveness and efficiency while providing the city information to enhance decision-making processes, which will enable the city to provide the highest service level to customers.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Number of Homes Served	10,588	10,600	10,660
Number of Businesses Served	800	810	820
Number of Complaints Received	410	400	385
Percent of Complaints Resolved Within Five Days	99%	99%	99%
Reduce contamination rate of recycled material	20%	30%	35%

<b>FUND</b> <b>Solid Waste/Recycling</b>	<b>DEPARTMENT</b> <b>Solid Waste</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 584,190	\$ 655,559	\$ 621,086	\$ 678,085
Benefits	246,671	270,782	270,311	286,362
Supplies	336,679	294,650	361,500	427,900
Maintenance of Equipment	125,999	155,425	176,250	151,200
Miscellaneous Services	1,318,093	1,549,240	1,438,980	1,442,000
Sundry Charges	101	0	600	0
Debt Service	0	0	0	0
Capital Outlay	23,305	18,000	10,000	0
<b>TOTAL</b>	<b>\$ 2,634,638</b>	<b>\$ 2,943,656</b>	<b>\$ 2,878,727</b>	<b>\$ 2,985,547</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Office Assistant III	1	1	1	1
Foreman	1	1	1	1
Operator Residential	6	6	6	6
Operator Commercial	4	4	4	4
Operator Roll-off	2	2	2	2
Operator Special Collections	3	3	3	3
Mechanic	2	2	2	2
Semi-skilled Laborer	2	2	2	2
Laborer	1	1	1	1
Downtown Coordinator	0	1	1	1
Computer Technician	0	1	1	1
<b>FULL TIME</b>	<b>24</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>24</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>SIGNIFICANT CHANGES</b>				
A Computer Technician position was added to the Administration division of Solid Waste to assist with computer issues.				

FUND	DEPARTMENT	DIVISION		
<b>Solid Waste/Recycling</b>	<b>Solid Waste</b>	<b>Administration</b>		
<b>DIVISION DESCRIPTION</b>				
The Administration division is responsible for providing overall management, planning and direction of the daily activities of the Solid Waste and Recycling departments.				
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 72,616	\$ 94,238	\$ 89,118	\$ 118,137
Benefits	23,443	31,970	33,006	44,777
Supplies	132,748	115,600	119,400	116,500
Maintenance of Equipment	1,837	4,800	17,950	3,000
Miscellaneous Services	41,670	35,530	30,730	34,900
Sundry Charges	75	0	600	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 272,389</b>	<b>\$ 282,138</b>	<b>\$ 290,804</b>	<b>\$ 317,314</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Office Assistant III	1	1	1	1
Computer Technician	0	1	1	1
<b>FULL TIME</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

FUND	DEPARTMENT	DIVISION		
<b>Solid Waste/Recycling</b>	<b>Solid Waste</b>	<b>Residential Collection</b>		
DIVISION DESCRIPTION				
The Residential Collection division is responsible for providing once per week residential garbage and once per week recycling curbside collection to residents of the city.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 153,575	\$ 152,236	\$ 168,259	\$ 205,816
Benefits	59,097	60,499	68,692	85,399
Supplies	66,234	62,800	67,500	121,000
Maintenance of Equipment	56,991	62,000	70,700	66,000
Miscellaneous Services	168,845	229,750	204,500	203,000
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 504,742</b>	<b>\$ 567,285</b>	<b>\$ 580,651</b>	<b>\$ 681,215</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Residential Operator	6	6	6	6
<b>FULL TIME</b>	6	6	6	6
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	6	6	6	6

FUND	DEPARTMENT	DIVISION		
<b>Solid Waste/Recycling</b>	<b>Solid Waste</b>	<b>Commercial Collection</b>		
DIVISION DESCRIPTION				
The Commercial Collection Division is responsible for providing garbage and recycling collection for the commercial establishments in the city on a regularly scheduled basis as selected by the customer.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 145,097	\$ 157,480	\$ 123,000	\$ 114,619
Benefits	67,837	67,531	60,406	47,879
Supplies	85,752	72,750	109,200	108,200
Maintenance of Equipment	40,732	60,800	55,400	55,500
Miscellaneous Services	378,729	486,410	430,600	430,200
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 718,147</b>	<b>\$ 844,971</b>	<b>\$ 778,606</b>	<b>\$ 756,398</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Commercial Operators	4	4	4	4
Foreman	1	1	1	1
<b>FULL TIME</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

FUND <b>Solid Waste/Recycling</b>	DEPARTMENT <b>Solid Waste</b>	DIVISION <b>Special Collections</b>		
<b>DIVISION DESCRIPTION</b>				
The Special Collections Division is responsible for providing four different services to the citizens of Lufkin. These services include pick up of yard trimmings, heavy brush, white goods, and heavy junk collection once per week per household.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 112,982	\$ 152,760	\$ 135,727	\$ 133,553
Benefits	55,344	66,811	63,285	63,300
Supplies	9,464	9,800	14,000	14,400
Maintenance of Equipment	8,223	6,500	17,550	10,300
Miscellaneous Services	62,559	67,450	91,050	91,300
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 248,572</b>	<b>\$ 303,321</b>	<b>\$ 321,612</b>	<b>\$ 312,853</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Semi-Skilled Laborers	1	1	1	1
Laborers	2	2	2	2
Operator Special Collections	3	3	3	3
Downtown Coordinator	0	1	1	1
<b>FULL TIME</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>

FUND Solid Waste/Recycling	DEPARTMENT Solid Waste	DIVISION Equipment Maintenance		
<b>DIVISION DESCRIPTION</b>				
The Equipment Maintenance Division is responsible for maintaining and repairing all Solid Waste equipment.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 52,592	\$ 49,977	\$ 54,034	\$ 53,661
Benefits	19,378	21,407	22,226	21,973
Supplies	24,376	20,000	21,100	22,000
Maintenance of Equipment	9,057	7,600	4,300	6,100
Miscellaneous Services	7,179	7,200	5,100	6,200
Sundry Charges	26	0	0	0
Debt Service	0	0	0	0
Capital Outlay	4,650	0	3,000	0
<b>TOTAL</b>	<b>\$ 117,258</b>	<b>\$ 106,184</b>	<b>\$ 109,760</b>	<b>\$ 109,934</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Mechanic	2	2	2	2
<b>FULL TIME</b>	2	2	2	2
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	2	2	2	2

FUND	DEPARTMENT	DIVISION		
<b>Solid Waste/Recycling</b>	<b>Solid Waste</b>	<b>Roll Off Collection</b>		
<b>DIVISION DESCRIPTION</b>				
The Roll-Off division will provide specialized service to the commercial, industrial and construction sectors within the City of Lufkin.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 47,328	\$ 48,868	\$ 49,948	\$ 52,299
Benefits	21,572	22,564	22,696	23,034
Supplies	18,105	13,700	30,300	45,800
Maintenance of Equipment	8,759	13,725	10,350	10,300
Miscellaneous Services	659,111	722,900	677,000	676,400
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	18,655	18,000	7,000	0
<b>TOTAL</b>	<b>\$ 773,530</b>	<b>\$ 839,757</b>	<b>\$ 797,294</b>	<b>\$ 807,833</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Operators Commercial Roll-Off	2	2	2	2
<b>FULL TIME</b>	2	2	2	2
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	2	2	2	2

<b>FUND</b> <b>Solid Waste/Recycling</b>	<b>DEPARTMENT</b> <b>Recycling</b>		
<b>MISSION STATEMENT</b>			
The mission of the Recycling Department is to establish and perform a Recycling Program that works with City and Regional Solid Waste plans.			
<b>DESCRIPTION OF SERVICES</b>			
The Recycling department is responsible for receiving and processing recyclable materials from city customers. The materials are unloaded, cleaned and sorted by type, to purchaser specifications, then bailed, sold, and shipped to that purchaser. The department operates a centralized composting site where wood waste is collected from the general public for processing. The wood waste is ground to reduce the size, wind rowed, watered, turned, composted, cured, screened, and either sold to the public or it is further ground and sold as wood chip fuel.			
<b>FISCAL 2006 WORK PROGRAM</b>			
For FY 2005-2006 the Recycling Department plans to increase community education programs. We will continue to explore different markets for the processed materials. The construction of a storage facility is proposed in order to store processed material for sale in truckload quantities as an increased benefit to the City.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Percent of weekly participation in Recycling	55%	60%	65%
Percent of commercial participation	40%	50%	55%
Number of Recycling Tours given	5	10	10
Number of Recycling events	6	6	6
Reduced Contamination	20%	30%	40%

<b>FUND</b> <b>Solid Waste/Recycling</b>	<b>DEPARTMENT</b> <b>Recycling</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 213,436	\$ 223,066	\$ 198,181	\$ 257,969
Benefits	97,470	106,414	99,748	119,654
Supplies	104,081	114,950	92,300	88,300
Maintenance of Equipment	125,398	96,800	108,900	102,350
Miscellaneous Services	51,567	44,000	97,300	46,100
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	46,230	0	0	60,000
<b>TOTAL</b>	<b>\$ 638,182</b>	<b>\$ 585,230</b>	<b>\$ 596,429</b>	<b>\$ 674,373</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Foreman	1	1	1	1
Recycling Coordinator	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Crew Leader	1	1	1	1
Semi-skilled Labor	3	3	3	3
Seasonal Part-time	0	0	0	0
Laborer	3	3	3	3
<b>FULL TIME</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>SIGNIFICANT CHANGES</b>				

FUND	DEPARTMENT	DIVISION		
<b>Solid Waste/Recycling</b>	<b>Recycling</b>	<b>Processing</b>		
<b>DIVISION DESCRIPTION</b>				
The Processing Division is responsible for receiving, sorting, and preparing for the shipment and sale of all recyclable materials brought to the Regional Recycling Center.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 187,243	\$ 196,669	\$ 170,784	\$ 230,482
Benefits	85,812	94,817	87,238	106,943
Supplies	94,795	103,450	78,600	83,600
Maintenance of Equipment	60,966	52,800	29,900	38,350
Miscellaneous Services	50,127	43,100	87,000	42,500
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	46,230	0	0	60,000
<b>TOTAL</b>	<b>\$ 525,173</b>	<b>\$ 490,836</b>	<b>\$ 453,522</b>	<b>\$ 561,875</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Foreman	1	1	1	1
Crew Leader	1	1	1	1
Semi-skilled Labor	3	3	3	3
Recycling Coordinator	1	1	1	1
Seasonal Part-time	4	0	0	0
Laborer	0	3	3	3
<b>FULL TIME</b>	<b>6</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>PART TIME</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>

FUND	DEPARTMENT	DIVISION		
<b>Solid Waste/Recycling</b>	<b>Recycling</b>	<b>Composting</b>		
<b>DIVISION DESCRIPTION</b>				
The Composting division is responsible for receiving, grinding, and preparing yard trimmings, brush and other clean wood waste for sale.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 26,193	\$ 26,397	\$ 27,397	\$ 27,487
Benefits	11,658	11,597	12,510	12,711
Supplies	9,286	11,500	13,700	4,700
Maintenance of Equipment	64,432	44,000	79,000	64,000
Miscellaneous Services	1,440	900	10,300	3,600
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 113,009</b>	<b>\$ 94,394</b>	<b>\$ 142,907</b>	<b>\$ 112,498</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Heavy Equipment Operator	1	1	1	1
<b>FULL TIME</b>	1	1	1	1
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	1	1	1	1

FUND <b>Solid Waste/Recycling</b>	DEPARTMENT <b>Non-Departmental</b>																
<b>MISSION STATEMENT</b>																	
Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments																	
<b>DESCRIPTION OF SERVICES</b>																	
This is a non-operational department established for the purpose of budgeting items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, and insurance.																	
<b>FISCAL 2006 WORK PROGRAM</b>																	
<p>Budgeted in this department are the following items:</p> <table data-bbox="477 953 1435 1318" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">Unemployment Insurance Claims</td> <td style="text-align: right;">\$ 4,000</td> </tr> <tr> <td style="padding-left: 40px;">Postage for City Newsletter</td> <td style="text-align: right;">500</td> </tr> <tr> <td style="padding-left: 40px;">Liability Insurance Premium and other charges</td> <td style="text-align: right;">9,110</td> </tr> <tr> <td style="padding-left: 40px;">Allowance for Uncollectable accounts</td> <td style="text-align: right;">42,500</td> </tr> <tr> <td style="padding-left: 40px;">General and Administrative Charges</td> <td style="text-align: right;">1,055,174</td> </tr> <tr> <td style="padding-left: 40px;">Funded Depreciation Transfers</td> <td style="text-align: right;">2,677,993</td> </tr> <tr> <td style="padding-left: 40px;">Debt Service Transfers</td> <td style="text-align: right;">61,789</td> </tr> </table>				Unemployment Insurance Claims	\$ 4,000	Postage for City Newsletter	500	Liability Insurance Premium and other charges	9,110	Allowance for Uncollectable accounts	42,500	General and Administrative Charges	1,055,174	Funded Depreciation Transfers	2,677,993	Debt Service Transfers	61,789
Unemployment Insurance Claims	\$ 4,000																
Postage for City Newsletter	500																
Liability Insurance Premium and other charges	9,110																
Allowance for Uncollectable accounts	42,500																
General and Administrative Charges	1,055,174																
Funded Depreciation Transfers	2,677,993																
Debt Service Transfers	61,789																
<b>PERFORMANCE MEASURES</b>	2003-2004 ACTUAL	2004-2005 REVISED	2005-2006 BUDGET														
This is a non-operational department.																	

FUND <b>Solid Waste/Recycling</b>	DEPARTMENT <b>Non-Departmental</b>			
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2001-2003 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	7,442	10,000	2,000	4,000
Supplies	748	2,100	500	500
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	6,630	8,282	8,282	9,110
Sundry Charges	2,073,038	1,531,435	1,531,435	3,775,667
Debt Service	94,686	96,537	96,537	61,789
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$2,182,544</b>	<b>\$1,648,354</b>	<b>\$1,638,754</b>	<b>\$3,851,066</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions for this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				
<b>SIGNIFICANT CHANGES</b>				
The Solid Waste/Recycling Fund is providing \$2,000,000 toward the construction of a new Service Center as is reflected in the Sundry Charges information. Also reflected is \$600,000 for the construction of a new warehouse for the Recycling Operation.				



## **OTHER FUNDS**

### **HOTEL/MOTEL TAX FUND**

The Civic Center Fund accounts for the activities of the Pitser Garrison Civic Center, Museum of East Texas, Lufkin Convention and Visitors Bureau, Angelina County Exposition Center, Texas Forestry Museum, and Angelina Arts Alliance. 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 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 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 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 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 accounts for donations and other miscellaneous revenues. These funds are used for the purchase of veterinary equipment and animal care supplies.

## **ECONOMIC DEVELOPMENT FUND**

The Economic Development Fund accounts for a portion of revenues designated for economic development projects.

These Funds are governmental fund types and 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.

<b>FUND</b> <b>Hotel/Motel Tax Fund</b>	<b>DEPARTMENT</b> <b>Pitser Garrison Civic Center</b>		
<b>MISSION STATEMENT</b>			
The mission of the Pitser Garrison Civic Center is to provide a safe, beneficial, and enjoyable facility for special events and concerts for the citizens, tourists, and visitors of Lufkin.			
<b>DESCRIPTION OF SERVICES</b>			
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 piano, microphones, tape players, podiums, spotlights, and screens. The staff is available to serve the customer in complete set up, including tables and chairs, custodial, and maintenance services.			
<b>FISCAL 2006 WORK PROGRAM</b>			
The Lufkin Pitser Garrison Civic Center will continue to provide a high standard of customer service to the visitors, tourists, and citizens of Lufkin. We will provide an excellent, well maintained Facility set-up according to customer requests. Several improvements to the Civic Center are planned for FY 2005-2006 to better accommodate special events as well as for customer use and enjoyment.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Total number of events held at the Civic Center	113	152	158
Number of days for which reservation are made	156	195	199
Number of events utilizing catering kitchen	24	37	40
Number of events with security provided	35	47	47

FUND Hotel/Motel Tax Fund	DEPARTMENT Pitser Garrison Civic Center			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 159,619	\$ 170,392	\$ 165,327	\$ 173,791
Benefits	73,368	76,413	73,834	73,717
Supplies	12,983	19,023	17,223	18,350
Maintenance of Equipment	20,056	9,960	86,537	10,200
Miscellaneous Services	103,744	112,142	101,808	107,957
Sundry Charges	309,414	326,846	326,846	326,846
Debt Service	0	0	0	0
Capital Outlay	0	0	50,880	10,750
<b>TOTAL</b>	\$ 679,184	\$ 714,776	\$ 822,455	\$ 721,611
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Civic Center Director	1	1	1	1
Office Assistant	1	1	1	1
Crew Leader	1	1	1	1
Semi-skilled Labor	4	4	4	4
<b>FULL TIME</b>	7	7	7	7
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	7	7	7	7
<b>SIGNIFICANT CHANGES</b>				
Angelina Arts Alliance Funding has been removed for FY 2005-06.				

FUND <b>Hotel/Motel Tax Fund</b>	DEPARTMENT <b>Pitser Garrison Civic Center</b>		DIVISION <b>Administration</b>	
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 159,619	\$ 170,392	\$ 165,327	\$ 173,791
Benefits	69,773	76,213	73,734	73,717
Supplies	12,983	19,023	17,223	18,350
Maintenance of Equipment	20,056	9,960	86,537	10,200
Miscellaneous Services	102,225	110,072	99,738	105,680
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	50,880	10,750
<b>TOTAL</b>	<b>\$ 364,656</b>	<b>\$ 385,660</b>	<b>\$ 493,439</b>	<b>\$ 392,488</b>
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Civic Center Director	1	1	1	1
Office Assistant	1	1	1	1
Crew Leader	1	1	1	1
Semi-skilled Labor	4	4	4	4
<b>FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>FUND</b> <b>Hotel/Motel Tax Fund</b>	<b>DEPARTMENT</b> <b>Pitser Garrison Civic Center</b>	<b>DEPARTMENT</b> <b>Museum of East Texas</b>	
<b>MISSION STATEMENT</b>			
<p>The mission of the Museum of East Texas is to provide an educational and enjoyable experience for all visitors.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Museum of East Texas provides a history of East Texas through pictures and memorabilia from East Texas and the surrounding areas. The museum is funded, in part, through contribution from the City of Lufkin.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The City is a major contributor to the Museum.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>Not Applicable</p>			

FUND Hotel/Motel Tax Fund	DEPARTMENT Pitser Garrison Civic Center		DEPARTMENT Museum of East Texas	
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	0	0	0	0
Sundry Charges	44,187	44,187	44,187	44,187
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 44,187	\$ 44,187	\$ 44,187	\$ 44,187
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this department.				
<b>FULL TIME</b> <b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> <b>Hotel/Motel Tax Fund</b>	<b>DEPARTMENT</b> <b>Pitser Garrison Civic Center</b>	<b>DIVISION</b> <b>Lufkin Convention &amp; Visitors Bureau</b>	
<b>MISSION STATEMENT</b>			
<p>The mission of the Lufkin Convention and Visitors Bureau is to promote the City of Lufkin and Angelina County to visitors to the community.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Lufkin Convention and Visitors Bureau representative travels throughout the State of Texas presenting information about the City of Lufkin and Angelina County to travelers. The staff operates information booths at travel shows, as well as advertises in many publications. The Convention and Visitors Bureau is partially funded by the City of Lufkin through contributions.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The City is a major contributor to the Convention and Visitors Bureau.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>Not Applicable</p>			

FUND <b>Hotel/Motel Tax Fund</b>	DEPARTMENT <b>Pitser Garrison Civic Center</b>		DIVISION <b>Lufkin Convention &amp; Visitors Bureau</b>	
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	0	0	0	0
Sundry Charges	163,810	173,810	173,810	173,810
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 163,810	\$ 173,810	\$ 173,810	\$ 173,810
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions assigned to this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> <b>Hotel/Motel Tax Fund</b>	<b>DEPARTMENT</b> <b>Pitser Garrison Civic Center</b>	<b>DIVISION</b> <b>Angelina County Exposition Center</b>	
<b>MISSION STATEMENT</b>			
<p>The mission of Angelina County Exposition Center is to provide a facility for recreational and educational activities in the City of Lufkin.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Angelina County Exposition Center provides a facility for rodeos and many other recreational activities in the City of Lufkin. The Exposition Center is a major facility for conferences that are held by organizations from around the county and continues to be a facility, which accommodates all types of shows and expositions. The Exposition Center receives funding from many sources, including contributions from the City of Lufkin.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The City is a major contributor to the Exposition Center.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>Not Applicable</p>			

FUND Hotel/Motel Tax Fund	DEPARTMENT Pitser Garrison Civic Center		DIVISION Angelina County Exposition Center	
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services		0	0	0
Sundry Charges	75,855	78,285	78,285	78,285
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 75,855	\$ 78,285	\$ 78,285	\$ 78,285
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> <b>Hotel/Motel Tax Fund</b>	<b>DEPARTMENT</b> <b>Pitser Garrison Civic Center</b>	<b>DIVISION</b> <b>Texas Forestry Museum</b>	
<b>MISSION STATEMENT</b>			
<p>The mission of the Texas Forestry Museum is to provide an educational and entertaining facility, which preserves the history of the forestry industry.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Texas Forestry Museum displays a history of forestry in the State of Texas and provides an educational and research facility for visitors to East Texas. Through the collection of historical memorabilia and artifacts, the Texas Forestry Museum is able to preserve the heritage and historical value that the forestry industry has provided for East Texas. The museum is funded through contributions by many organizations, including the City of Lufkin.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The City is a major contributor to the Texas Forestry Museum.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>Not Applicable</p>			

FUND Hotel/Motel Tax Fund	DEPARTMENT Pitser Garrison Civic Center		DIVISION Texas Forestry Museum	
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	0	0	0	0
Sundry Charges	25,562	25,564	25,564	30,564
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 25,562	\$ 25,564	\$ 25,564	\$ 30,564
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> <b>Hotel/Motel Tax Fund</b>	<b>DEPARTMENT</b> <b>Pitser Garrison Civic Center</b>	<b>DIVISION</b> <b>Angelina Arts Alliance</b>	
<b>MISSION STATEMENT</b>			
<p>The Angelina Arts Alliance is a relatively new agency in the area. Its mission, to develop an organization that brings cultural events to the area to promote local art and theatre.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Alliance's goal is to organize and develop bylaws, board policies and operating procedures. The focus is expansion of program and venue, interaction with performing artists in and around the area, and creation of contacts for season performances.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The City is a supporter of the Art Alliance.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>Not Applicable</p>			

FUND Hotel/Motel Tax Fund	DEPARTMENT Pitser Garrison Civic Center		DIVISION Angelina Arts Alliance	
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	0	0	0	0
Sundry Charges	0	5,000	5,000	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 0	\$ 5,000	\$ 5,000	\$ 0
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> <b>Hotel/Motel Tax Fund</b>	<b>DEPARTMENT</b> <b>Non-Departmental</b>					
<b>MISSION STATEMENT</b>						
<p>Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.</p>						
<b>DESCRIPTION OF SERVICES</b>						
<p>This is a non-operational department established for the purpose of budgeting items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, and insurance.</p>						
<b>FISCAL 2006 WORK PROGRAM</b>						
<p>Budgeted in this department are the following items:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; padding-left: 100px;">Liability Insurance Premium and other charges</td> <td style="text-align: right; padding-right: 50px;">\$</td> <td style="text-align: right;">2,277</td> </tr> </table>				Liability Insurance Premium and other charges	\$	2,277
Liability Insurance Premium and other charges	\$	2,277				
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>			
<p>This is a non-operational department.</p>						

FUND Hotel/Motel Tax Fund	DEPARTMENT Non-Departmental			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	3,595	200	100	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	0	0	0	0
Sundry Charges	1,519	2,070	2,070	2,277
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
	0	0	0	0
<b>TOTAL</b>	\$ 5,114	\$ 2,270	\$ 2,170	\$ 2,277
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2001-2003 REVISED	2005-2006 BUDGET
There are no positions for this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				
SIGNIFICANT CHANGES				

<b>FUND</b> <b>Special Recreation Fund</b>	<b>DEPARTMENT</b> <b>Recreation</b>		
<b>MISSION STATEMENT</b>			
<p>The mission of the Recreation Department is to add to the quality of life by accommodating the leisure needs of all ages through sporting activities, recreational activities, and special events that are safe and enjoyable.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Recreation Department offers a wide variety of recreation classes and special events for all ages. Instructors are evaluated through observation and parent evaluation, which assist in ensuring customer satisfaction. The Department offers a wide variety of sporting events for adults and basketball for the youth. All leagues are monitored for safety. The Department is responsible for registration of participants, receiving fees, accepting park reservations, assisting athletic associations, assisting with schedules, securing gym space for basketball and volleyball leagues, and working with the Texas Amateur Softball Association and the Texas Amateur Athletic Federation. The Recreation Department is also in charge of planning the annual Easter Egg Hunt, Punt- Pass and Kick Competition, and Kid Catch.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The Recreation Department looks forward to playing at the new softball complex at Kit McConnico. The Department will be offering three quality softball tournaments this year. The Department will continue to improve the quality of the existing softball fields at Kit McConnico. The Recreation Department will work hard at trying to organize a 35 and older basketball league. The Department will also strive to make sure lifeguard workouts are monitored. We will continue to work with K-Fox Radio to improve the Annual East Egg Hunt as well as obtaining sponsorship for the Kid Catch program.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Youth Sports participation*	4.37%	4.51%	4.62%
Adult sports participation*	61.12%	61.91%	62.25%
Recreation Center participation*	34.52%	33.58%	33.13%
<b>Total Participation</b>	<b>4,925</b>	<b>4,765</b>	<b>4,980</b>
Special Events offered	13	11	11
*Based on total participation			

FUND Special Recreation Fund	DEPARTMENT Recreation			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	15,664	20,950	20,725	20,950
Maintenance of Equipment	2,196	1,400	1,400	1,400
Miscellaneous Services	89,584	104,675	101,225	104,675
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	41,000	90,000	41,000
<b>TOTAL</b>	\$ 107,444	\$ 168,025	\$ 213,350	\$ 168,025
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this department.				
<b>FULL TIME</b> <b>PART TIME</b>				
<b>TOTAL</b>				
SIGNIFICANT CHANGES				
The Special Recreation Fund will purchase three pieces of capital equipment. These items consist of a tractor, a tiller and a mower to maintain the softball and soccer fields throughout the City.				

<b>FUND</b> Special Recreation Fund	<b>DEPARTMENT</b> Recreation		<b>DIVISION</b> Softball	
<b>DIVISION DESCRIPTION</b>				
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.				
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	11,426	13,680	13,680	14,610
Maintenance of Equipment	2,196	1,400	1,400	7,400
Miscellaneous Services	45,154	54,950	54,950	56,450
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	41,000	90,000	0
<b>TOTAL</b>	<b>\$ 58,776</b>	<b>\$ 111,030</b>	<b>\$ 160,030</b>	<b>\$ 78,460</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
There are no positions within this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

FUND Special Recreation Fund	DEPARTMENT Recreation	DIVISION Volleyball		
<b>DIVISION DESCRIPTION</b>				
This division is for volleyball leagues sponsored by the department as well as any associated tournaments.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	50	50	500
Maintenance of Equipment	0	0	0	400
Miscellaneous Services	0	0	0	0
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 0	\$ 50	\$ 50	\$ 900
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

FUND Special Recreation Fund	DEPARTMENT Recreation	DIVISION Basketball		
<b>DIVISION DESCRIPTION</b>				
This division is provided for youth basketball programs and league play.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	1,105	1,450	1,450	1,650
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	8,236	9,750	9,750	9,975
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 9,341	\$ 11,200	\$ 11,200	\$ 11,625
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

FUND Special Recreation Fund	DEPARTMENT Recreation	DIVISION Gymnastics		
<b>DIVISION DESCRIPTION</b>				
Gymnastics is one of the largest classes in the recreation program. Revenues assist with instructor's pay and new equipment as needed.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	1,810	3,485	3,360	3,830
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	16,217	17,550	16,150	18,263
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 18,027</b>	<b>\$ 21,035</b>	<b>\$ 19,510</b>	<b>\$ 22,093</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

FUND	DEPARTMENT	DIVISION		
<b>Special Recreation Fund</b>	<b>Recreation</b>	<b>Special Events</b>		
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 and Kid Catch. Donations, sponsors, vendors, and user fees provide funding for this division.				
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	387	925	825	925
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	1,430	3,850	1,800	2,135
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 1,817	\$ 4,775	\$ 2,625	\$ 3,060
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

FUND Special Recreation Fund	DEPARTMENT Recreation	DIVISION Recreation Classes		
<b>DIVISION DESCRIPTION</b>				
This division is for payment of instructors and expenses related to the recreation activities offered through the Recreation Program.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	936	1,360	1,360	1,460
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	18,547	18,575	18,575	18,525
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 19,483	\$ 19,935	\$ 19,935	\$ 19,985
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

<b>FUND</b> <b>Zoo Building Fund</b>	<b>DEPARTMENT</b> <b>Ellen Trout Zoo</b>		
<b>MISSION STATEMENT</b>			
<p>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, educational, and safe facility for all of the animals and visitors.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>The Zoo Building Fund is supported by donations, gate receipts, and other revenue generated by the Zoo. These donations and 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 utilization of this fund.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>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 for the implementation of the zoo's master plan is another important component of the Zoo Building Fund. The Zoo Building Fund aids with the development of naturalistic, emersion exhibits to create an exciting experience for zoo visitors and for the welfare of the animals. Civic Club projects and the ever-popular Zoo Safari summer programs are also accomplished by the use of this fund.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>This is a non-operational department.</p>			

FUND <b>Zoo Building Fund</b>	DEPARTMENT <b>Ellen Trout Zoo</b>			
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	13,690	16,600	15,300	15,300
Maintenance of Equipment	39,999	64,950	64,950	69,100
Miscellaneous Services	7,916	9,100	9,100	8,800
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	104,281	10,500	44,000	10,500
<b>TOTAL</b>	\$ 165,886	\$ 101,150	\$ 133,350	\$ 103,700
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions assigned to this department.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				
<b>SIGNIFICANT CHANGES</b>				
The reduction is the overall budget decreases due to the reduction of capital projects.				

<b>FUND</b> <b>Court Security/Technology Fund</b>	<b>DEPARTMENT</b> <b>Municipal Court</b>		
<b>MISSION STATEMENT</b>			
<p>This is a designated fund within Municipal Court.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The Technology portion of this fund is to be used exclusively to purchase or maintain computer systems, computer networks, computer hardware, computer software, imaging systems, electronic kiosks, electronic ticket writers, and document management systems for Municipal Court. The Security portion of this fund is to be used to finance items when used for the purpose of providing security services for the building housing the Municipal Court.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>This is a non-operational department.</p>			

FUND Court Security/Technology Fund	DEPARTMENT Municipal Court			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 13,366	\$ 12,355	\$ 19,459	\$ 20,043
Benefits	1,023	1,339	1,882	1,955
Supplies	3,191	1,000	0	5,400
Maintenance of Equipment	17,786	0	0	15,000
Miscellaneous Services	9,306	0	0	7,100
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 44,672	\$ 14,694	\$ 21,341	\$ 49,498
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
City Marshall (PT)	1	1	1	1
<b>FULL TIME</b>	0	0	0	0
<b>PART TIME</b>	1	1	1	1
<b>TOTAL</b>	1	1	1	1
SIGNIFICANT CHANGES				

FUND Court Security/Technology Fund	DEPARTMENT Municipal Court	DIVISION Technology		
<b>DIVISION DESCRIPTION</b>				
This portion of the Court Security/Technology fund allows for the purchase of equipment, hardware and software for use within the Municipal Court.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	850	0	0	3,900
Maintenance of Equipment	17,786	0	0	14,500
Miscellaneous Services	7,038	0	0	5,000
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 25,674	\$ 0	\$ 0	\$ 23,400
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions within this division.				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				

FUND Court Security/Technology Fund	DEPARTMENT Municipal Court	DIVISION Security		
<b>DIVISION DESCRIPTION</b>				
This division of the Court Security/Technology Fund allows for expenditures related to the security of the Municipal Court including salaries, uniforms and benefits for a bailiff as well as security equipment and installation.				
<b>EXPENDITURES</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 13,366	\$ 12,355	\$ 19,459	\$ 20,043
Benefits	1,023	1,339	1,882	1,955
Supplies	2,341	1,000	0	1,500
Maintenance of Equipment	0	0	0	500
Miscellaneous Services	2,268	0	0	2,100
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 18,998	\$ 14,694	\$ 21,341	\$ 26,098
<b>AUTHORIZED POSITIONS</b>	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
City Marshall (PT)	1	1	1	1
<b>FULL TIME</b>	0	0	0	0
<b>PART TIME</b>	1	1	1	1
<b>TOTAL</b>	1	1	1	1

<b>FUND</b> <b>Animal Control Kurth Grant Fund</b>	<b>DEPARTMENT</b> <b>Animal Control</b>		
<b>MISSION STATEMENT</b>			
This is a designated fund used exclusively for Animal Control.			
<b>DESCRIPTION OF SERVICES</b>			
<b>FISCAL 2006 WORK PROGRAM</b>			
This fund is used to finance the Kurth Memorial Animal Shelter and Animal Services. The Kurth Foundation Grant benefits the citizens of Lufkin and Angelina County.			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
This is a non-operational department.			

FUND <b>Animal Control Kurth Grant Fund</b>	DEPARTMENT <b>Animal Control</b>			
<b>EXPENDITURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 20,043
Benefits	0	0	0	1,955
Supplies	0	0	0	5,400
Maintenance of Equipment	0	0	0	15,000
Miscellaneous Services	0	0	0	7,100
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 49,498
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 APPROVED</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
There are no positions assigned to this department				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				
<b>SIGNIFICANT CHANGES</b>				

<b>FUND</b> <b>Animal Attic Gift Shop Fund</b>	<b>DEPARTMENT</b> <b>Animal Control</b>		
<b>MISSION STATEMENT</b>			
<p>This is a designated fund used exclusively for Animal Control.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>The money in this fund comes from donations made by citizens to Animal Services. These funds are used to purchase vaccinations and medications, and purchase surgery supplies for animals adopted from the Kurth Memorial Animal Shelter.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
<p>This is a non-operational department.</p>			

FUND Animal Attic Gift Shop Fund	DEPARTMENT Animal Control			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	9,491	0	0	15,000
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	2,492	0	0	1,900
Sundry Charges	0	0	0	0
Debt Service	0	0	0	0
Capital Outlay	28,934	0	0	7,000
<b>TOTAL</b>	<b>\$ 40,917</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 23,900</b>
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
There are no positions assigned to this department				
<b>FULL TIME</b>				
<b>PART TIME</b>				
<b>TOTAL</b>				
SIGNIFICANT CHANGES				

<b>FUND</b> <b>Economic Development Fund</b>	<b>DEPARTMENT</b> <b>Economic Development</b>		
<b>MISSION STATEMENT</b>			
<p>The Mission of the Economic Development Department is to create new wealth in it's service area by creating quality new jobs, at or above the current prevailing wage, through industrial expansion and recruitment while expanding and diversifying the tax base of the community with high quality community partners.</p>			
<b>DESCRIPTION OF SERVICES</b>			
<p>Provide Economic Development services to the City of Lufkin and surrounding service area. Economic Development by definition is the creation of jobs and expansion and diversification of the tax base of the community. To this end the Economic Development Dept. will provide services in the following areas: Development of Economic Development program that is competitive and flexible, retention and expansion of local primary job sector companies, recruitment of new primary job sector companies, land acquisition and development, developer relations, strategic and comprehensive planning assistance, marketing of the City of Lufkin and Lufkin area. The Economic Development Department will also assist with other types of development within the service area as applicable in all designated development focus areas. The Economic Development Department will work closely with other City departments to ensure Lufkin is proactive and development friendly for the community's long term economic health.</p>			
<b>FISCAL 2006 WORK PROGRAM</b>			
<p>Create a competitive and flexible Economic Development Program. Work with local industries to create an atmosphere of growth and expansion. Work with Abitibi Consolidated on the re-launching of the Lufkin mill. Work to create a development strategic plan. Brand the Economic Development program of Lufkin. Research and work towards the acquisition of land for the development of one or more industrial parks within the service area. Continue to create an atmosphere of proactive cooperation between all entities involved in Economic Development.</p>			
<b>PERFORMANCE MEASURES</b>	<b>2003-2004 ACTUAL</b>	<b>2004-2005 REVISED</b>	<b>2005-2006 BUDGET</b>
N/A			

<b>FUND</b> <b>Economic Development Fund</b>	<b>DEPARTMENT</b> <b>Economic Development</b>			
<b>EXPENDITURES</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Personnel Services	\$ 0	\$ 0	\$ 58,372	\$ 86,911
Benefits	0	0	16,110	23,360
Supplies	0	0	5,500	7,000
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	0	0	47,100	97,700
Sundry Charges	100,000	0	0	0
Debt Service	0	0	0	0
Capital Outlay	0	0	3,695	0
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 130,777</b>	<b>\$ 214,971</b>
<b>AUTHORIZED POSITIONS</b>	<b>2003-2004</b> <b>ACTUAL</b>	<b>2004-2005</b> <b>APPROVED</b>	<b>2004-2005</b> <b>REVISED</b>	<b>2005-2006</b> <b>BUDGET</b>
Director of Economic Development	0	0	1	1
<b>FULL TIME</b>	0	0	1	1
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	0	0	1	1
<b>SIGNIFICANT CHANGES</b>				
This department was authorized by the City Council effective October 1, 2004. The budget was developed by the Economic Development Corporation and approved by City Council during FY 2005.				

FUND General Obligation Debt Service	DEPARTMENT Non-Departmental			
EXPENDITURES	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	0	0	0	0
Supplies	0	0	0	0
Maintenance of Equipment	0	0	0	0
Miscellaneous Services	7,000	0	3,500	7,000
Sundry Charges	0	0	0	0
Debt Service	3,771,487	4,385,957	4,385,957	4,646,451
Capital Outlay	0	0	0	0
<b>TOTAL</b>	\$ 3,778,487	\$ 4,385,957	\$ 4,389,457	\$ 4,653,451
AUTHORIZED POSITIONS	2003-2004 ACTUAL	2004-2005 APPROVED	2004-2005 REVISED	2005-2006 BUDGET
<b>FULL TIME</b>	0	0	0	0
<b>PART TIME</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	0
SIGNIFICANT CHANGES				