

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.



FUND Water/Wastewater	DEPARTMENT Utility Collections		
MISSION STATEMENT			
<p>The mission of the Utility Collection Department is to provide accurate and timely utility billings, collections and record keeping while insuring prompt deposit of revenues for the benefit of the City in its efforts to provide services to the citizens of Lufkin.</p>			
DESCRIPTION OF SERVICES			
<p>The Utility Collection 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 and disconnect services for nonpayment of bills, perform customer requested inspections and check for leaks as required. Office personnel maintain customer accounts, perform customer billing functions, collect customer deposits, maintain billing records, prepare work orders and coordinate new customer services. They also assist customers with billing inquiries and receive customer payments.</p>			
FISCAL 2009 WORK PROGRAM			
<p>Acquisition, installation and application of check remittance and lock box product to enhance check processing time and allow for redistribution of work efforts. Accept responsibilities of bad order meter change-out program and functions from Water / Sewer Distribution. Complete the installation of Radio Frequency meters.</p>			
PERFORMANCE MEASURES	2006-2007 ACTUAL	2007-2008 REVISED	2008-2009 BUDGET
Read and process tri-cycle meter readings within 99% accuracy on a monthly basis.	99%	99%	99%
Bill all active utility customers on a monthly basis within 99% accuracy level within 2 working days of cycle billing date.	99%	99%	99%
Process customer payments within 12 hours of receipt and/or address customer concerns, complaints and/or questions regarding bills with a 99% achievement level.	99%	99%	99%
Perform customer requested connect/disconnect service within one working day.	95%	95%	98%
Accomplish varied customer requests and needs as generated by work orders to include inspections and information to customer within three business days 99% of time. Respond to after-hours requests within three hours.	90%	95%	95%

FUND	DEPARTMENT			
Water/Wastewater	Utility Collections			
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 374,777	\$ 392,113	\$ 384,391	\$ 386,474
Benefits	145,505	153,380	153,315	154,115
Supplies	83,077	82,640	86,450	94,550
Maintenance of Equipment	17,057	18,010	15,510	15,084
Miscellaneous Services	44,148	49,554	52,554	49,196
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 664,564	\$ 695,697	\$ 692,220	\$ 699,419
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Clerk - OAI	1	1	1	1
Office Assistant III	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	2
FULL TIME	13	13	13	12
PART TIME	0	0	0	0
TOTAL	13	13	13	12
SIGNIFICANT CHANGES				

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Utility Collections	Billing and Collection		
DIVISION DESCRIPTION				
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.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 213,848	\$ 226,983	\$ 232,465	\$ 237,469
Benefits	78,857	83,722	85,195	87,312
Supplies	62,425	58,050	58,050	58,050
Maintenance of Equipment	3,841	4,484	4,484	4,484
Miscellaneous Services	20,440	26,516	29,516	30,279
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 379,411	\$ 399,755	\$ 409,710	\$ 417,594
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Clerk - OAIII	1	1	1	1
Office Assistant III	4	4	4	4
FULL TIME	7	7	7	7
PART TIME	0	0	0	0
TOTAL	7	7	7	7

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Utility Collections	Meter Reading		
DIVISION DESCRIPTION				
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.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 160,929	\$ 165,130	\$ 151,926	\$ 149,005
Benefits	66,648	69,658	68,120	66,803
Supplies	20,652	24,590	28,400	36,500
Maintenance of Equipment	13,216	13,526	11,026	10,600
Miscellaneous Services	23,708	23,038	23,038	18,917
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 285,153	\$ 295,942	\$ 282,510	\$ 281,825
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 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	2
FULL TIME	6	6	6	5
PART TIME	0	0	0	0
TOTAL	6	6	6	5

FUND Water/Wastewater	DEPARTMENT Water Distribution		
MISSION STATEMENT			
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.			
DESCRIPTION OF SERVICES			
The Water Distribution Department is responsible for all water utilities functions. This responsibility encompasses services such as maintenance of the water distribution system, meter services, water and wastewater taps, fire hydrant repair, repair or replacement of broken water lines, locating water and wastewater lines for other utilities and contractors, carrying out the radio read meter change out program. The Water Distribution Department continuously strives to meet the needs of the citizens on a daily basis by performing these functions in as timely and accurate a manner as possible.			
FISCAL 2009 WORK PROGRAM			
We will continue to work on maintenance issues with the system, such as repair and/or replacement of older lines, replacing malfunctioning meters and installing new lines and making taps in areas of new development. We will be upgrading waterlines in at least four neighborhoods where the lines are old and deteriorating, as well as being undersized.			
PERFORMANCE MEASURES	2006-2007 ACTUAL	2007-2008 REVISED	2008-2009 BUDGET
Change out bad order meters within 2 hours 85% of time	500	200	250
Make water and sewer taps within 10 days of request 90% of time	650	400	250
Repair leaks within 36 hours of request 95% of time	900	900	800

FUND	DEPARTMENT			
Water/Wastewater	Water Distribution			
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 529,862	\$ 564,039	\$ 536,438	\$ 594,045
Benefits	215,732	215,560	219,095	242,755
Supplies	108,271	107,435	118,455	138,629
Maintenance of Equipment	403,949	442,055	453,865	474,630
Miscellaneous Services	148,776	150,197	131,422	130,190
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	6,752	-	-	-
TOTAL	\$ 1,413,342	\$ 1,479,286	\$ 1,459,275	\$ 1,580,249
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Water Distribution & Maintenance Supervisor	1	0	0	0
Water Distribution Superintendent	1	1	1	1
Foreman	3	3	3	3
Heavy Equipment Operator	4	4	4	4
Laborer	4	4	4	4
Office Assistant III	1	1	1	1
CDL Truck Driver	1	1	1	1
Customer Service Inspector	2	2	2	2
Warehouse Manager	1	1	1	1
Engineering Survey Tech				
Rodman	1	1	1	1
Code Enforcement Officer	0	1	1	1
Maintenance Technician	0	1	1	1
FULL TIME	19	20	20	20
PART TIME	0	0	0	0
TOTAL	19	20	20	20
SIGNIFICANT CHANGES				

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Water Distribution	Transmission Mains		
DIVISION DESCRIPTION				
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.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 158,125	\$ 166,203	\$ 179,496	\$ 198,486
Benefits	56,726	61,385	64,162	75,150
Supplies	33,269	35,580	37,000	40,875
Maintenance of Equipment	31,200	26,145	25,620	25,900
Miscellaneous Services	23,189	40,239	40,739	44,602
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 302,509	\$ 329,552	\$ 347,017	\$ 385,013
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Water Distribution & Maintenance Supervisor	1	1	1	0
Water Distribution Superintendent	1	1	1	1
Office Assistant III	1	1	1	1
Warehouse Manager	1	1	1	1
Engineering Survey Tech Rodman	1	1	1	1
Code Enforcement Officer	0	0	0	1
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Water Distribution	Distribution Lines		
DIVISION DESCRIPTION				
This division is responsible for repairing water and wastewater lines and hydrants.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 233,293	\$ 249,210	\$ 217,957	\$ 241,600
Benefits	101,984	99,970	98,138	105,214
Supplies	55,392	53,655	56,755	65,854
Maintenance of Equipment	189,999	189,115	190,150	206,135
Miscellaneous Services	100,424	94,098	77,448	72,226
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	6,752	-	-	-
TOTAL	\$ 687,844	\$ 686,048	\$ 640,448	\$ 691,029
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Foreman II	2	2	2	2
Heavy Equipment Operator	3	3	3	3
Laborer	3	3	3	3
CDL Truck Driver	1	1	1	1
FULL TIME	9	9	9	9
PART TIME	0	0	0	0
TOTAL	9	9	9	9

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Water Distribution	Meters & Sets		
DIVISION DESCRIPTION				
This division is responsible for water and wastewater taps/services to residential and commercial properties.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 138,444	\$ 148,626	\$ 138,985	\$ 153,959
Benefits	57,022	54,205	56,795	62,391
Supplies	19,610	18,200	24,700	31,900
Maintenance of Equipment	182,750	226,795	238,095	242,595
Miscellaneous Services	25,163	15,860	13,235	13,362
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 422,989	\$ 463,686	\$ 471,810	\$ 504,207
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Foreman II	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Laborer	1	1	1	1
Customer Service Inspector	2	2	2	2
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

FUND Water/Wastewater	DEPARTMENT Wastewater Treatment		
MISSION STATEMENT			
The mission of the Wastewater Treatment Plant is to evaluate and treat sewage in order to meet the standards set forth by the TCEQ and the EPA to allow for safe streams and rivers.			
DESCRIPTION OF SERVICES			
Wastewater Treatment is responsible for the operation and maintenance of the treatment plant. The plant is a conventional 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 100 to 105 degrees F. 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.			
FISCAL 2009 WORK PROGRAM			
The staff of the WWTP will operate and maintain the plant so that all standards set by the TCEQ are met or surpassed. The maintenance division will perform preventative maintenance and repairs on all of the equipment throughout the treatment process. There will be approximately 700 tons of dry Biosolids land applied at the City's beneficial land site. New mixers and draft tubes for Anaerobic Digesters #1 and #2 may be installed this year. The City will be pursuing avenues for the production of Class A Biosolids. The plant employees will continue to maintain the Plant grounds to provide a positive appearance for the Public.			
PERFORMANCE MEASURES	2007-2008 ACTUAL	2008-2009 REVISED	2008-2009 BUDGET
Average Flow 6.5 MGD 95 % of the Time	NA	92 %	90%
BOD Removal to State Standards 100 % of the Time	NA	100%	100%
TSS Removal per State Standards 100% of the Time	NA	100%	100%

FUND	DEPARTMENT			
Water/Wastewater	Wastewater Treatment Plant			
EXPENDITURES	2007-2008 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 641,598	\$ 649,576	\$ 636,002	\$ 664,923
Benefits	228,940	243,583	244,530	252,962
Supplies	195,611	200,985	210,270	223,089
Maintenance of Equipment	176,989	182,070	186,296	167,000
Miscellaneous Services	747,025	802,729	752,573	740,309
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	42,357	46,000	45,892	13,000
TOTAL	\$ 2,032,520	\$ 2,124,943	\$ 2,075,563	\$ 2,061,283
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 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	1	1	1	1
Lab Supervisor	1	1	1	1
Lab Technician	1	1	1	1
Operator	6	6	6	6
Truck Driver	1	1	1	1
Utility Worker	3	3	3	3
Maintenance Mechanic	3	3	3	3
Electrical Maintenance Tech	1	1	1	1
Grounds Maint. Summer	1	1	1	1
FULL TIME	21	21	21	21
PART TIME	1	1	1	1
TOTAL	22	22	22	22
SIGNIFICANT CHANGES				

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Wastewater Treatment	Administration		
DIVISION DESCRIPTION				
The Administration Division supports all inter-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.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 208,314	\$ 201,254	\$ 205,308	\$ 209,088
Benefits	66,569	74,091	74,710	72,136
Supplies	13,392	10,315	11,215	10,950
Maintenance of Equipment	108	2,000	1,000	1,000
Miscellaneous Services	567,533	618,384	568,703	553,585
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 855,916	\$ 906,044	\$ 860,936	\$ 846,759
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 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	1	1	1	1
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

FUND Water/Wastewater	DEPARTMENT Wastewater Treatment	DIVISION Operations		
DIVISION DESCRIPTION				
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.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 163,412	\$ 137,772	\$ 159,925	\$ 169,899
Benefits	54,331	47,497	55,419	64,275
Supplies	117,580	125,490	126,025	119,060
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	10,889	12,000	5,820	5,000
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 346,212	\$ 322,759	\$ 347,189	\$ 358,234
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Operators	6	6	6	6
FULL TIME	6	6	6	6
PART TIME	0	0	0	0
TOTAL	6	6	6	6

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 and Water Plant.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 211,477	\$ 249,367	\$ 210,029	\$ 223,832
Benefits	85,902	99,221	91,515	92,812
Supplies	45,082	44,000	52,000	68,429
Maintenance of Equipment	176,881	180,070	185,296	166,000
Miscellaneous Services	53,317	55,645	61,350	54,194
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	42,357	46,000	45,892	13,000
TOTAL	\$ 615,016	\$ 674,303	\$ 646,082	\$ 618,267
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Maintenance Mechanic	3	3	3	3
Electrical Maintenance Tech	1	1	1	1
Utility Worker	3	3	3	3
Truck Driver	1	1	1	1
Grounds Maint Summer	1	1	1	1
FULL TIME	8	8	8	8
PART TIME	1	1	1	1
TOTAL	9	9	9	9

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Wastewater Treatment	Laboratory		
DIVISION DESCRIPTION				
The Laboratory Division is responsible for testing samples to ensure that the effluent is consistent with standards set by Local, State and Federal statutes.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 58,395	\$ 61,183	\$ 60,740	\$ 62,104
Benefits	22,138	22,774	22,886	23,739
Supplies	19,557	21,180	21,030	24,650
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	115,286	116,700	116,700	127,530
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 215,376	\$ 221,837	\$ 221,356	\$ 238,023
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Lab Supervisor	1	1	1	1
Lab Technician	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
TOTAL	2	2	2	2

FUND Water/Wastewater	DEPARTMENT Water Production		
MISSION STATEMENT			
The mission of the Water Production Department is to provide the citizens and the industries of the City of Lufkin with safe, dependable, and inexpensive water for public consumption and adequate fire protection.			
DESCRIPTION OF SERVICES			
The Water Production staff are responsible for the maintenance and operation of the City of Lufkin Water Treatment Plant, eleven water wells, four one-million gallon capacity ground storage tanks, one two-million gallon capacity ground storage tank, four elevated storage tanks with a combined capacity of four-million gallons. The operation of these units will consistently meet or exceed State mandated regulations.			
FISCAL 2009 WORK PROGRAM			
The Work Program for the Water Production Plant will include the painting of Whitehouse Elevated Storage Tank. The Plant staff will ensure the highest quality of drinking water by performing preventative maintenance on all of the wells, pumps, and associated equipment used in the production of potable water. The water presented to the citizens of Lufkin will meet or surpass the requirements set by the state of Texas. The Plant grounds as well as the wells and elevated storage tanks will be maintained throughout the year to keep well manicured areas for the public to see.			
PERFORMANCE MEASURES	2006-2007 ACTUAL	2007-2008 REVISED	2008-2009 BUDGET
3.1 Billion Gal. Pumped 95% Of the Time	NA	95 %	95 %
Eleven Wells in Production 95 % Of the Time	NA	90 %	90%
Nine Booster Pumps in Service 95% of Time	NA	95 %	95 %

FUND Water/Wastewater	DEPARTMENT Water Production			
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 57,669	\$ 49,717	\$ 59,839	\$ 47,186
Benefits	21,203	14,618	16,519	16,502
Supplies	252,493	286,440	286,440	324,595
Maintenance of Equipment	230,190	126,400	188,350	139,900
Miscellaneous Services	1,477,410	1,798,270	1,609,427	1,544,697
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	32,539	58,675	361,165	-
TOTAL	\$ 2,071,504	\$ 2,334,120	\$ 2,521,740	\$ 2,072,880
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Operator	2	1	1	1
Grounds Maint. Summer	1	1	1	1
FULL TIME	2	1	1	1
PART TIME	1	1	1	1
TOTAL	3	2	2	2
SIGNIFICANT CHANGES				

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Water Production	Operations		
DIVISION DESCRIPTION				
The Operations Division is responsible for the operation of the water system ensuring an adequate quantity water gets to the citizens and industry of Lufkin.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 57,669	\$ 49,717	\$ 59,839	\$ 47,186
Benefits	21,203	14,618	16,519	16,502
Supplies	239,488	274,890	274,890	300,175
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	1,473,301	1,791,662	1,602,819	1,540,444
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	\$ 1,791,661	\$ 2,130,887	\$ 1,954,067	\$ 1,904,307
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Operator	2	1	1	1
Grounds Maint. Summer	1	1	1	1
FULL TIME	2	1	1	1
PART TIME	1	1	1	1
TOTAL	3	2	2	2

FUND Water/Wastewater	DEPARTMENT Water Production	DIVISION Maintenance		
DIVISION DESCRIPTION				
The Maintenance Division is responsible for maintaining all of the equipment, including water wells.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Supplies	13,005	11,550	11,550	24,420
Maintenance of Equipment	230,190	126,400	188,350	139,900
Miscellaneous Services	4,109	6,608	6,608	4,253
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	32,539	58,675	361,165	-
TOTAL	\$ 279,843	\$ 203,233	\$ 567,673	\$ 168,573
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				

FUND Water/Wastewater	DEPARTMENT Sewer Collections		
MISSION STATEMENT			
The mission of the Sewer Collections Department is to provide the citizens of Lufkin with the best service and maintenance for wastewater by operating in a cost effective manner through the construction of new water and wastewater lines to meet the growth of the City.			
DESCRIPTION OF SERVICES			
The Sewer Collections Department is responsible for extending water and sewer lines to accommodate the growth of the City. The department provides maintenance to the existing sewer lines and manholes.			
FISCAL 2009 WORK PROGRAM			
We will continue to work on maintenance issues with the system, such as manhole inspection, TV lines, smoke testing, spot repairs and monitoring manhole overflows. We will also rehabilitate two existing lift stations, Birdsong Dr. and Lufkin High School to upgrade pumps and electrical wiring.			
PERFORMANCE MEASURES	2006-2007 ACTUAL	2007-2008 REVISED	2008-2009 BUDGET
Install new waterlines within one month of receiving engineers drawings (avg. 500 per day) 90% of time	15,000	15,000	20,000
Install new manholes within eight hours of arriving on project 95% of time	30	50	60
Manholes reworked (two within an eight hour period 95% of time	100	250	200
TV sewer lines (500 ft per day) within 8 hours 90% of time	75,000	75,000	80,000
Install new sewer lines by pipe bursting (500 ft per day) 90% of time	5,500	5,500	6,000
Respond to sewer calls within thirty minutes of receiving call 95% of time	N/A	2,000	2000

FUND Water/Wastewater	DEPARTMENT Sewer Collections		
MISSION STATEMENT			
The mission of the Sewer Collections Department is to provide the citizens of Lufkin with the best service and maintenance for wastewater by operating in a cost effective manner through the construction of new water and wastewater lines to meet the growth of the City.			
DESCRIPTION OF SERVICES			
The Sewer Collections Department is responsible for extending water and sewer lines to accommodate the growth of the City. The department provides maintenance to the existing sewer lines and manholes.			
FISCAL 2009 WORK PROGRAM			
We will continue to work on maintenance issues with the system, such as manhole inspection, TV lines, smoke testing, spot repairs and monitoring manhole overflows. We will also rehabilitate two existing lift stations, Birdsong Dr. and Lufkin High School to upgrade pumps and electrical wiring.			
PERFORMANCE MEASURES	2006-2007 ACTUAL	2007-2008 REVISED	2008-2009 BUDGET
Install new waterlines within one month of receiving engineers drawings (avg. 500 per day) 90% of time	15,000	15,000	20,000
Install new manholes within eight hours of arriving on project 95% of time	30	50	60
Manholes reworked (two within an eight hour period 95% of time	100	250	200
TV sewer lines (500 ft per day) within 8 hours 90% of time	75,000	75,000	80,000
Install new sewer lines by pipe bursting (500 ft per day) 90% of time	5,500	5,500	6,000
Respond to sewer calls within thirty minutes of receiving call 95% of time	N/A	2,000	2000

FUND Water/Wastewater	DEPARTMENT Sewer Collections			
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 593,503	\$ 631,425	\$ 615,341	\$ 654,055
Benefits	250,687	256,870	264,317	272,066
Supplies	188,409	201,452	219,542	214,154
Maintenance of Equipment	390,420	255,535	360,449	283,146
Miscellaneous Services	528,118	579,334	470,746	429,512
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	72,923	50,000	80,116	50,000
TOTAL	\$ 2,024,060	\$ 1,974,616	\$ 2,010,511	\$ 1,902,933
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Superintendent	1	1	1	1
Construction Inspector	1	1	1	1
Foreman	3	3	3	3
Heavy Equipment Operator	5	5	5	5
Laborer	6	6	6	6
Lift Station Operator	1	1	1	1
Jet Machine Operator	1	1	1	1
PLC Technician	1	1	1	1
Electrician	1	1	1	1
Office Assistant II	1	1	1	1
FULL TIME	21	21	21	21
PART TIME	0	0	0	0
TOTAL	21	21	21	21
SIGNIFICANT CHANGES				

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Sewer Collections	Lift Stations		
DIVISION DESCRIPTION				
This operation is responsible for checking, monitoring and maintaining the 25 lift stations daily ensuring compliance with TCEQ regulations.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 116,648	\$ 133,499	\$ 125,971	\$ 137,338
Benefits	46,358	49,040	49,049	51,584
Supplies	65,709	64,485	72,485	55,760
Maintenance of Equipment	46,312	45,025	58,000	54,911
Miscellaneous Services	100,260	117,849	107,541	106,336
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	38,953	-	39,116	-
TOTAL	\$ 414,240	\$ 409,898	\$ 452,162	\$ 405,929
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Lift Station Operator	1	1	1	1
Jet Machine Operator	1	1	1	1
PLC Technician	1	1	1	1
Electrician	1	1	1	1
FULL TIME	4	4	4	4
PART TIME	0	0	0	0
TOTAL	4	4	4	4

FUND	DEPARTMENT	DIVISION		
Water/Wastewater	Sewer Collections	Transmission Mains		
DIVISION DESCRIPTION				
This division consists of Sewer Rehab, pipe bursting, repairs to all sewer lines and force mains, sewer maintenance, TV and smoke testing, and pipe replacement.				
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 316,985	\$ 328,211	\$ 296,480	\$ 317,650
Benefits	135,086	140,175	135,667	138,896
Supplies	94,973	109,293	110,578	116,344
Maintenance of Equipment	132,921	131,135	221,374	134,275
Miscellaneous Services	257,148	170,861	177,581	132,131
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	33,970	-	5,000	-
TOTAL	\$ 971,083	\$ 879,675	\$ 946,680	\$ 839,296
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Superintendent	1	1	1	1
Office Assistant II	1	1	1	1
Heavy Equipment Operator	3	3	3	3
Laborer	4	4	4	4
Foreman	2	2	2	2
FULL TIME	11	11	11	11
PART TIME	0	0	0	0
TOTAL	11	11	11	11

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	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ 159,870	\$ 169,715	\$ 192,890	\$ 199,067
Benefits	69,243	67,655	79,601	81,586
Supplies	27,727	27,674	36,479	42,050
Maintenance of Equipment	211,187	79,375	81,075	93,960
Miscellaneous Services	170,710	290,624	185,624	191,045
Sundry Charges	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	50,000	36,000	50,000
TOTAL	\$ 638,737	\$ 685,043	\$ 611,669	\$ 657,708
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Construction Inspector	1	1	1	1
Foreman	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Laborer	2	2	2	2
FULL TIME	6	6	6	6
PART TIME	0	0	0	0
TOTAL	6	6	6	6

FUND Water/Wastewater	DEPARTMENT Non-Departmental														
MISSION STATEMENT															
Non-Departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.															
DESCRIPTION OF SERVICES															
This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, and insurance.															
FISCAL 2009 WORK PROGRAM															
<p>Budget 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;">\$ 20,400</td> </tr> <tr> <td style="padding-left: 40px;">Liability Insurance Premium</td> <td style="text-align: right;">135,904</td> </tr> <tr> <td style="padding-left: 40px;">Allowance for Uncollectable accounts</td> <td style="text-align: right;">65,000</td> </tr> <tr> <td style="padding-left: 40px;">General & Administrative Charges</td> <td style="text-align: right;">1,920,929</td> </tr> <tr> <td style="padding-left: 40px;">Funded Depreciation Transfers</td> <td style="text-align: right;">1,247,644</td> </tr> <tr> <td style="padding-left: 40px;">Debt Service Transfers</td> <td style="text-align: right;">2,975,017</td> </tr> </table>				Unemployment Insurance Claims	\$ 20,400	Liability Insurance Premium	135,904	Allowance for Uncollectable accounts	65,000	General & Administrative Charges	1,920,929	Funded Depreciation Transfers	1,247,644	Debt Service Transfers	2,975,017
Unemployment Insurance Claims	\$ 20,400														
Liability Insurance Premium	135,904														
Allowance for Uncollectable accounts	65,000														
General & Administrative Charges	1,920,929														
Funded Depreciation Transfers	1,247,644														
Debt Service Transfers	2,975,017														
PERFORMANCE MEASURES	2006-2007 ACTUAL	2007-2008 REVISED	2008-2009 BUDGET												
This is a non operational department															

FUND	DEPARTMENT			
Water/Wastewater	Non-Departmental			
EXPENDITURES	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Benefits	8,029	20,400	20,400	20,400
Supplies	-	-	-	-
Maintenance of Equipment	-	-	-	-
Miscellaneous Services	160,177	99,260	701,189	135,904
Sundry Charges	4,076,377	3,175,733	3,175,733	3,233,573
Debt Service	2,489,211	2,839,675	2,839,675	2,975,017
Transfers	121,177	-	10,862	-
Capital Outlay	15,093	-	-	-
TOTAL	\$ 6,870,064	\$ 6,135,068	\$ 6,747,859	\$ 6,364,894
AUTHORIZED POSITIONS	2006-2007 ACTUAL	2007-2008 APPROVED	2007-2008 REVISED	2008-2009 BUDGET
There are no positions assigned to this department				
FULL TIME				
PART TIME				
TOTAL				
SIGNIFICANT CHANGES				

