



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 \$21 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



WATER / WASTEWATER FUND

MISSION

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.

DESCRIPTION OF SERVICES PROVIDED

- The Utility Collection Department performs meter reading, billing and collection functions. Approximately 15,000 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.

WORK PROGRAM

The Utility Collections department will continue to develop employees customer service expertise with available resources and applicable training materials. The department will provide and maintain information regarding meter change-out procedures and scheduling to ensure optimal application of meter reliability and accuracy of billing information. The department will also interface with appropriate departments to maintain current radio frequency reading effectiveness.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
Total number of bills generated monthly.	15,040	15,080	15,120
Total accurate number of bills generated monthly within 2 working days of cycle billing date.	15,040	15,080	15,120
Bill all active utility customers on a monthly basis within 99% accuracy level within 2 working days of cycle date.	100%	100%	100%
Total number of customer requested connects/disconnects on Monthly basis.	483	497	512
Number of connects/disconnects completed within one working day of request	459	472	502
Performed connects/disconnects within one working day of request 98% of time.	95%	95%	98%

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	386,345	394,066	392,309	392,787
Benefits	166,124	161,018	154,388	161,701
Supplies	77,101	95,575	88,780	91,250
Maintenance of Equipment	16,006	16,235	16,615	18,205
Miscellaneous Services	48,058	52,206	48,211	53,506
TOTAL	693,634	719,100	700,303	717,449
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Clerk / Office Assistant III	1	1	1	1
Office Assistant III	4	4	4	4
Foreman	1	1	1	1
Head Meter Reader	1	1	1	0
Meter Reader / Servicer	1	1	1	2
Meter Reader	2	2	2	2
FULL TIME	12	12	12	12
PART TIME	0	0	0	0
TOTAL	12	12	12	12
SIGNIFICANT CHANGES				
The head meter reader position is reclassified as a meter reader/servicer position for fiscal year 2011.				

**Fiscal Year
2011**



CITY OF LUFKIN, TEXAS

Utility Collections / Billing and Collection

WATER / WASTEWATER FUND

DIVISION: 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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	240,471	243,594	242,542	242,549
Benefits	96,227	95,816	91,567	95,731
Supplies	60,662	68,700	67,880	67,700
Maintenance of Equipment	5,107	4,735	5,565	6,380
Miscellaneous Services	30,763	33,530	31,335	34,665
TOTAL	433,230	446,375	438,889	447,025
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Director of Utility Collections	1	1	1	1
Office Manager	1	1	1	1
Account Clerk—Office Assistant III	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

**Fiscal Year
2011**



CITY OF LUFKIN, TEXAS

Utility Collections / Meter Reading

WATER / WASTEWATER FUND

DIVISION: 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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	145,874	150,472	149,767	150,238
Benefits	69,897	65,202	62,821	65,970
Supplies	16,439	26,875	20,900	23,550
Maintenance of Equipment	10,899	11,500	11,050	11,825
Miscellaneous Services	17,295	18,676	16,876	18,841
TOTAL	260,404	272,725	261,414	270,424
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Foreman	1	1	1	1
Head Meter Reader	1	1	1	0
Meter Reader / Servicer	1	1	1	2
Meter Reader	3	2	2	2
FULL TIME	6	5	5	5
PART TIME	0	0	0	0
TOTAL	6	5	5	5



WATER / WASTEWATER FUND

MISSION

The mission of the Water Distribution Department is to provide treated water as required by the Texas Commission on Environmental Quality (TCEQ), by maintaining the distribution system with minimum interruptions of service, to the citizens of Lufkin.

DESCRIPTION OF SERVICES PROVIDED

- 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, and 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.

WORK PROGRAM

The Water Distribution Department will continue to maintain the existing system and extend service to newly developed areas or annexed property. The department will continue to strive to ensure all requests for new water taps are completed within ten days of request. The Water Distribution staff will continue to ensure that the water is treated and meets the standards as required by TCEQ 100% of the time. The department will continue to strive to ensure all water leaks are repaired as quickly as possible to reduce excess water loss.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
Total number of gallons water flushed	25,228,500	25,228,500	26,000,000
Total number gallons water pumped	2,791,431,000	2,791,431,000	2,800,000,000
% of Total Gallons water Flushed	.9%	.9%	1.0%
Number of New water taps	125	129	133
Number of New water taps completed within 10 days	50	75	80
Complete new water taps within 10 days 50% of the time	40%	58%	60%

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	522,611	549,925	485,168	531,810
Benefits	239,781	237,302	216,310	230,987
Supplies	73,970	102,615	90,665	88,360
Maintenance of Equipment	467,879	352,185	374,155	454,095
Miscellaneous Services	112,668	127,836	113,136	110,901
Sundry Charges	50	-	-	-
Capital Outlay	5,406	-	-	-
TOTAL	1,422,365	1,369,863	1,279,434	1,416,153
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Water Distribution Superintendent	1	1	1	1
Foreman	3	3	3	3
Equipment Operator III	4	4	4	4
CDL Truck Driver	1	1	1	1
Warehouse Manager	1	1	1	1
Customer Service Inspector	2	1	1	1
Code Enforcement Officer	1	1	1	1
Laborer	4	5	5	5
Engineering Survey Tech Rodman	1	0	0	0
Office Assistant III	1	1	1	1
FULL TIME	18	18	18	18
PART TIME	0	0	0	0
TOTAL	19	18	18	18
SIGNIFICANT CHANGES				
In fiscal year 2010, the Engineering Survey Tech Rodman position was transferred to the General Fund Engineering Department. All shared costs are funded through the general and administrative charges.				

**Fiscal Year
2011**



CITY OF LUFKIN, TEXAS

Water Distribution / Transmission Mains

WATER / WASTEWATER FUND

DIVISION: Transmission Mains

DIVISION DESCRIPTION

This division is responsible for general maintenance of water well field lines coming from the pumps to the plant, and for maintenance and emergency repairs of the water lines within the city's jurisdiction.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	177,590	153,617	154,400	154,686
Benefits	73,957	58,432	56,049	58,731
Supplies	31,114	33,410	33,960	27,770
Maintenance of Equipment	25,280	28,250	34,520	30,865
Miscellaneous Services	38,219	45,866	41,366	41,181
TOTAL	346,160	319,575	320,295	313,233
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Water Distribution Superintendent	1	1	1	1
Warehouse Manager	1	1	1	1
Code Enforcement Officer	1	1	1	1
Engineering Survey Tech Rodman	1	0	0	0
Office Assistant III	1	1	1	1
FULL TIME	5	4	4	4
PART TIME	0	0	0	0
TOTAL	5	4	4	4

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Water Distribution / Distribution Lines

WATER / WASTEWATER FUND

DIVISION: Distribution Lines

DIVISION DESCRIPTION

This division is responsible for repairing water mains, fire hydrants and wastewater lines as needed.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	221,274	243,113	228,113	241,342
Benefits	106,637	112,956	106,198	110,849
Supplies	30,931	47,225	39,725	43,260
Maintenance of Equipment	202,970	155,135	165,635	164,735
Miscellaneous Services	61,559	69,345	59,355	57,661
Capital Outlay	5,406	-	-	-
TOTAL	628,777	627,774	599,026	617,847
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Foreman II	2	2	2	2
Heavy Equipment Operator	3	3	3	3
CDL Truck Driver	1	1	1	1
Laborer	3	3	3	3
FULL TIME	9	9	9	9
PART TIME	0	0	0	0
TOTAL	9	9	9	9

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Water Distribution / Meters & Sets

WATER / WASTEWATER FUND

DIVISION: Meters & Sets

DIVISION DESCRIPTION

This division is responsible for water and wastewater taps/services, repair of water leaks and fire hydrant repairs.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	123,747	153,195	102,655	135,782
Benefits	59,187	65,914	54,063	61,407
Supplies	11,925	21,980	16,980	17,330
Maintenance of Equipment	239,629	168,800	174,000	258,495
Miscellaneous Services	12,890	12,625	12,415	12,059
Sundry Charges	50	-	-	-
TOTAL	447,428	422,514	360,113	485,073
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Foreman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Laborer	1	2	2	2
Customer Service Inspector	2	1	1	1
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

**Fiscal Year
2011**



CITY OF LUFKIN, TEXAS

Wastewater Treatment

WATER / WASTEWATER FUND

MISSION

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 PROVIDED

- 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.

WORK PROGRAM

The staff of the WWTP will continue to operate and maintain the plant so that all standards set by TCEQ are met. The maintenance division will repair and maintain the structures, equipment and grounds of the Wastewater Treatment Plant. The plant employees will continue to maintain the Plant grounds to provide a positive appearance to the Public.



Wastewater Treatment Plant Aeration Basin

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
Number of gallons sewage treated	2,193,644,200	2,034,038,000	2,113,841,100
Operating Costs per Gallon of wastewater treated	\$0.01131	\$0.01371	\$0.01251
Total number of Lab test performed	25,492	24,996	25,244
Average Treatment Cost per ton of dry solids removed	\$49	\$46	\$47

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	708,759	674,813	630,775	664,750
Benefits	275,205	272,168	251,966	270,980
Supplies	198,282	198,160	189,060	186,615
Maintenance of Equipment	144,583	154,750	152,500	152,000
Miscellaneous Services	742,999	780,084	735,384	740,195
Capital Outlay	8,449	-	-	-
TOTAL	2,078,277	2,079,975	1,959,685	2,014,540
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 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	5	5	5	5
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 Maintenance (Summer)	1	1	1	1
FULL TIME	20	20	20	20
PART TIME	1	1	1	1
TOTAL	21	21	21	21
SIGNIFICANT CHANGES				

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Wastewater Treatment / Administration

WATER / WASTEWATER FUND

DIVISION: 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, instructs and guides the operators and mechanics, implements and enforces the City's Pretreatment Program.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	227,894	213,556	214,412	214,512
Benefits	78,814	78,699	75,369	79,094
Supplies	10,968	11,050	10,600	10,715
Maintenance of Equipment	933	1,000	1,500	1,000
Miscellaneous Services	595,352	595,990	577,690	588,490
TOTAL	913,961	900,295	879,571	893,811
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 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

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Wastewater Treatment / Operations

WATER / WASTEWATER FUND

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. Each operator is responsible for the plant effluent and biosolids disposal ensuring there is no state or federal violation

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	206,500	165,625	146,475	172,293
Benefits	73,754	67,837	60,777	70,050
Supplies	117,938	118,120	118,120	115,300
Miscellaneous Services	3,097	2,700	2,700	3,000
TOTAL	401,289	354,282	328,072	360,643
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Operators	5	5	5	5
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

Fiscal Year

2011



CITY OF LUFKIN, TEXAS

Wastewater Treatment / Maintenance

WATER / WASTEWATER FUND

DIVISION: 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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	213,646	232,639	206,554	214,840
Benefits	96,987	99,936	91,091	95,966
Supplies	46,453	49,250	40,600	40,520
Maintenance of Equipment	143,650	153,750	151,000	151,000
Miscellaneous Services	49,739	49,994	49,994	43,705
Capital Outlay	8,449	-	-	-
TOTAL	558,924	585,569	539,239	546,031
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 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 Maintenance (Summer)	1	1	1	1
FULL TIME	8	8	8	8
PART TIME	1	1	1	1
TOTAL	9	9	9	9

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Wastewater Treatment / Laboratory

WATER / WASTEWATER FUND

DIVISION: Laboratory

DIVISION DESCRIPTION

The Laboratory Division is responsible for testing samples to ensure that the effluent and industrial pretreatment samples is consistent with standards set by Local, State and Federal statutes.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	60,719	62,993	63,334	63,105
Benefits	25,650	25,696	24,729	25,870
Supplies	22,923	19,740	19,740	20,080
Miscellaneous Services	94,811	131,400	105,000	105,000
TOTAL	204,103	239,829	212,803	214,055
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Laboratory Supervisor	1	1	1	1
Laboratory Technician	1	1	1	1
FULL TIME	2	2	2	2
PART TIME	0	0	0	0
TOTAL	2	2	2	2



WATER / WASTEWATER FUND

MISSION

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 PROVIDED

- The Water Production staff is responsible for the maintenance and operation of the City of Lufkin Water Treatment Plant, twenty-three 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.

WORK PROGRAM

The fiscal 2011 goals for the Water Plant are to continue the rehabilitation of the Abitibi wells and

pump stations including the electrical upgrade estimated to cost \$400,000 and the two ground storage tanks located at the Abitibi Plant site for use by the City of Lufkin. The City’s existing wells, pumps and storage tanks shall also be maintained to ensure a consistent quality and quantity of drinking water that meets or surpasses the requirements set by the State of Texas.



Water Storage Tank on Whitehouse Drive

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
Total gallons water pumped into distribution	2,849,222,900	2,888,083,000	2,886,656,000
Total Amount of Chlorine Used to Treat Water (in tons)	220	250	200
Monthly bacterial test are negative 100% of the time	100%	100%	100%
Operation & Maintenance Cost per million gallons of Water delivered to Distribution	\$827	\$583	\$704

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	32,834	44,126	45,652	45,113
Benefits	15,538	15,135	15,295	16,521
Supplies	262,382	322,975	312,725	313,740
Maintenance of Equipment	152,311	159,700	199,871	112,200
Miscellaneous Services	1,541,795	1,563,928	1,564,068	1,562,458
Capital Outlay	50,359	18,000	18,000	-
TOTAL	2,055,219	2,123,864	2,155,611	2,050,032
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Operator	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	1	1	1	1
PART TIME	1	1	1	1
TOTAL	2	2	2	2
SIGNIFICANT CHANGES				
In fiscal year 2010 Water Production Operations miscellaneous services was projected to increase \$19,105 for costs associated with Kurth Lake.				

Fiscal Year

2011



CITY OF LUFKIN, TEXAS

Water Production / Operations

WATER / WASTEWATER FUND

DIVISION: Operations

DIVISION DESCRIPTION

The Operations Division is responsible for the operation of the water system ensuring a high quality drinking water is provided to the citizens and industry of Lufkin at the lowest possible cost.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	32,834	44,126	45,652	45,113
Benefits	15,538	15,135	15,295	16,521
Supplies	247,183	300,125	300,125	301,740
Miscellaneous Services	1,520,886	1,559,905	1,560,045	1,558,435
TOTAL	1,816,441	1,919,291	1,921,117	1,921,809
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Operator	1	1	1	1
Grounds Maintenance (Summer)	1	1	1	1
FULL TIME	1	1	1	1
PART TIME	1	1	1	1
TOTAL	2	2	2	2

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Water Production / Maintenance

WATER / WASTEWATER FUND

DIVISION: Maintenance

DIVISION DESCRIPTION

The Maintenance Division is responsible for maintaining all of the equipment, including water wells.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Supplies	15,199	22,850	12,600	12,000
Maintenance of Equipment	152,311	159,700	199,871	112,200
Miscellaneous Services	20,909	4,023	4,023	4,023
Capital Outlay	50,359	18,000	18,000	-
TOTAL	238,778	204,573	234,494	128,223
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				



WATER / WASTEWATER FUND

annexed areas. In addition, the department will oversee the utility portion of the Sayers St. and Fuller Springs Drive reconstruction projects .

MISSION

The mission of the Sewer Collections Department is to provide the citizens of Lufkin with the best sanitary sewer collection system possible by maintaining, installing and upgrading our sewer mains. Our goal is to do this by operating in a cost effective manner by pipe bursting, making point repairs, and replacing old lines as necessary.

DESCRIPTION OF SERVICES PROVIDED

- 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.

WORK PROGRAM

The Sewer Collections department will continue to maintain the existing system and upgrade lines in areas of growth and installing new lines in newly

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget
Total number of manholes repaired annually	50	50	60
Total number of repairs completed within three days of request	25	35	45
Complete repairs to sewer lines and manholes within three days of request 50% of the time	100%	70%	75%
Total linear feet of sewer lines within the city	1,401,840	1,404,480	1,422,960
Total linear footage of sewer lines televised per quarter	5,000	5,000	5,000
Complete televising 0.35% of sewer lines per quarter	35%	25%	25%

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	673,582	629,931	630,402	628,649
Benefits	286,221	274,927	264,691	267,879
Supplies	151,536	204,150	183,700	179,900
Maintenance of Equipment	373,567	285,875	304,835	282,125
Miscellaneous Services	337,841	315,348	334,623	312,487
Capital Outlay	123,618	-	-	-
TOTAL	1,946,365	1,710,231	1,718,251	1,671,040
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Superintendent	1	1	1	1
Construction Inspector	1	1	1	1
Foreman	3	3	3	3
Heavy Equipment Operator	4	4	4	4
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 III	1	1	1	1
FULL TIME	20	20	20	20
PART TIME	0	0	0	0
TOTAL	20	20	20	20
SIGNIFICANT CHANGES				
In fiscal year 2010, line item budgets were decreased and a contingency account of \$150,000 created for increased budgetary control of emergency projects.				

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Sewer Collection / Lift Stations

WATER / WASTEWATER FUND

DIVISION: Lift Stations

DIVISION DESCRIPTION

This operation is responsible for checking, monitoring and maintaining the 25 lift stations daily ensuring compliance with TCEQ regulations.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	140,887	140,230	140,357	140,977
Benefits	57,035	56,706	54,430	56,160
Supplies	30,367	47,420	44,170	40,670
Maintenance of Equipment	76,131	73,590	79,000	55,090
Miscellaneous Services	105,948	104,681	99,181	99,031
TOTAL	410,368	422,627	417,138	391,928
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 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

Fiscal Year
2011



CITY OF LUFKIN, TEXAS

Sewer Collections / Transmission Mains

WATER / WASTEWATER FUND

DIVISION: Transmission Mains

DIVISION DESCRIPTION

This division consists of sewer rehabilitation, pipe bursting, repairs to all sewer lines and force mains, sewer maintenance, TV and smoke testing, and pipe replacement.

EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	357,557	346,212	346,556	346,209
Benefits	145,983	151,877	146,231	147,899
Supplies	98,350	119,150	113,550	113,250
Maintenance of Equipment	186,757	133,275	132,575	132,975
Miscellaneous Services	141,416	107,275	113,675	110,153
Capital Outlay	24,689	-	-	-
TOTAL	954,752	857,789	852,587	850,486
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Superintendent	1	1	1	1
Foreman	2	2	2	2
Heavy Equipment Operator	3	3	3	3
Laborer	4	4	4	4
Office Assistant II	1	1	1	1
FULL TIME	11	11	11	11
PART TIME	0	0	0	0
TOTAL	11	11	11	11

Fiscal Year

2011



CITY OF LUFKIN, TEXAS

Sewer Collections / New Construction

WATER / WASTEWATER FUND

DIVISION: 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	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Personnel Services	175,138	143,489	143,489	141,463
Benefits	83,203	66,344	64,030	63,820
Supplies	22,819	37,580	25,980	25,980
Maintenance of Equipment	110,679	79,010	93,260	94,060
Miscellaneous Services	90,477	103,392	121,767	103,303
Capital Outlay	98,929	-	-	-
TOTAL	581,245	429,815	448,526	428,626
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Construction Inspector	1	1	1	1
Foreman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Laborer	2	2	2	2
FULL TIME	5	5	5	5
PART TIME	0	0	0	0
TOTAL	5	5	5	5

**Fiscal Year
2011**



CITY OF LUFKIN, TEXAS

Non-Departmental

WATER / WASTEWATER FUND

MISSION

Non-departmental expenditures represent expenditures that are unique in nature, apply to the fund in total, or represent expenditures that apply to all departments.

WORK PROGRAM

Budgeted in the department for fiscal year 2011 are the following items:

Unemployment Insurance Claims	\$ 12,000
Liability Insurance Premium	\$ 102,404
Contingency Amount	\$ 150,000
Allowance for Uncollectible Accounts	\$ 173,000
General and Administrative Charges	\$2,057,322
Funded Depreciation Transfers	\$1,531,450
Debt Service Transfers	\$3,521,638

DESCRIPTION OF SERVICES PROVIDED

This is a non-operational department established for the purpose of handling items that apply to the fund as a whole, not to specific individual departments. Items included as expenditures are bad debt expenses, software payments, insurance payments and contingency accounts.

WORKLOAD INDICATORS & PERFORMANCE MEASURES

Description	2008-2009 Actual	2009-2010 Revised	2010-2011 Budget	
This is a non-operational department				
EXPENDITURES	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
Benefits	13,281	8,000	11,004	12,000
Miscellaneous Services	352,392	257,780	416,231	252,404
Sundry Charges	5,319,131	3,427,915	3,544,215	3,761,772
Transfers	2,975,019	3,560,196	3,560,196	3,521,638
TOTAL	8,659,823	7,253,891	7,531,646	7,547,814
AUTHORIZED POSITIONS	2008-2009 Actual	2009-2010 Approved	2009-2010 Revised	2010-2011 Budget
There are no positions assigned to this division.				
FULL TIME				
PART TIME				
TOTAL				