

GREGG COUNTY, TEXAS



MARVIN A. SMITH REGIONAL JUVENILE CENTER

**ADOPTED BUDGET
For Fiscal Year
October 1, 2002 – September 30, 2003**



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MARVIN A. SMITH REGIONAL JUVENILE CENTER

The Marvin A. Smith Regional Juvenile Center located on FM 1252 in Kilgore, was dedicated in July of 1999. The 40-bed state of the art facility was made possible through the generosity of the family of the late Marvin A. Smith, whose son Mickey D. Smith served as County Judge and Chairman of the Gregg County Juvenile Board from January 1995 through December 2002. The Smith family donated 35 acres of land for the project which not only spaciouly accommodates the nearly 15,000 square foot facility, but will also allow for expansion in the future. The \$2.5 million facility was created to broaden the range of services for the youth of Gregg County and the northeast Texas region. The Program is designed for juveniles ten through sixteen who have been found by the courts to have engaged in delinquent conduct. As a condition of the juvenile's probation, the juvenile is court ordered (according to Progressive Sanction Level 5) to a highly structured residential placement. Juveniles are committed to this program for a period of six months to one year. Their behavior, attitude, and progress through a level system will determine the actual length of stay. As they progress from Plebe to Graduate Levels, they gain privileges and additional responsibilities. This program encourages the child to take responsibility for his own behavior.

During the past three years, the facility has employed 15 full time and 25 part time people. It has served approximately 75 youth in the Long-term Diversionary Program. The Marvin A. Smith Regional Juvenile Center provides: psychological counseling by a licensed professional counselor (LPC), anger management, drug and substance abuse counseling, family preservation and reunification, victim sensitivity awareness, community service restitution, computer laboratory, gardening skills, recreation and physical training, vocational career counseling, job training, as well as builds self esteem and life skills. The young men attend the Sabine Independent School District through an on-site educational program. The curriculum is designed around the needs of the individual student for success and is taught by certified teachers. Tutoring is available after school hours. All credits earned are transferable when the young man returns to his home school district. Youth wanting to complete their GED are given a pretest, instructed in the areas needing improvement and given the opportunity to take the GED test at Kilgore College. These young men return to their communities to be productive citizens, having had the excellent experience of a therapeutic and rehabilitative environment, the wide-open spaces, wooded areas, highly structured schedule, an excellent educational opportunity, caring and encouraging staff, low ropes elements and an outstanding Boy Scout Troup.

The Marvin A. Smith Juvenile Facility is the only facility of its type and size in the 25 County Northeast Texas region. The facility will add new positions over the next five years. The budget is funded through grants and other funding sources.

TABLE OF CONTENTS

	<u>Page</u>
Transmittal Letter	1-2
GFOA Distinguished Budget Presentation Award	3
<u>Overview</u>	
♦ Texas County Government	5
♦ Local Environment	5-6
♦ History of Gregg County	7-8
<u>Executive Summary</u>	
♦ Commissioners' Court	10
♦ Organizational Chart	11
♦ County Precincts Map.....	12
♦ Budget Process.....	13
♦ Calendar For Annual Budget Preparation	14
♦ Financial Overview & Policies	
▪ General Fund	15
▪ Debt Service	15-16
▪ Operating Budget.....	17
▪ Cash Management: Investment & Reserve Policies	17-18
▪ Personnel Issues.....	19-20
▪ Capital Projects.....	21-22
▪ FY03 Budget Economic Data	23
▪ County Policies & Long Range Goals	24-26
<u>Financial Summaries and Charts</u>	
♦ Recapitulation of FY 2003 Adopted Budget By Fund Type.....	28
♦ Recapitulation of FY 2003 Adopted Budget By Category.....	29
♦ FY 2003 Adopted Budget: Operating And Non-Operating Funds.....	30
♦ Property Tax Rate Certificate	31
♦ Budget Summary For All Funds FY1999 to FY2003	32
♦ Sources of Revenue FY1999 to FY2003	33-37
♦ Budgeted Expenditures - All Funds	38-41
♦ Accounting Funds Overview	42
♦ FY02 Budgeted to Actual Results Comparison	43-45
♦ FY03 Departmental Capital Expenditure Requests	46
<u>Departmental Budgets</u>	
♦ Departmental Budgets Index.....	48-49
♦ Departmental Budgets.....	50-101
<u>Additional Material</u>	
♦ County Directory	103-105
♦ Glossary	106-108



Linda Bailey
Budget Director

MICKEY D. SMITH

Gregg County Judge

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Darlynn Jones
Administrative Assistant



Terri Shepherd
Court Coordinator

Date: September 9, 2002

To: Members of the Gregg County Commissioners' Court, Elected Officials, Appointed Officials, Employees, and Constituents

From: Mickey D. Smith, County Judge
Linda Bailey, Budget Director

Respectfully, we present the Fiscal Year 2003 Adopted Budget as approved by the Commissioners' Court on September 9, 2002. This proposed budget includes the fiscal year period beginning October 1, 2002 and ending September 30, 2003. The following priorities and issues are among the driving factors in the decision making process.

Changes in the Local Economy

Despite recent downturns in the national economy, Gregg County has continued to survive the economic changes due to the sound financial management of the Commissioners' Court for the past 8 years. During FY02 sales tax revenue remained relatively flat, as did overall revenues, with the exception of the loss of interest and jail lease income. The Gregg County elected and appointed officials have been diligent in their efforts to curb spending and seek external sources of funding when available. Economic data related to the county's tax base is shown on page 22. The Commissioners' Court believes the county can comfortably withstand any potential recessionary period due to appropriate management of cash reserves (see pages 17-18). In July 2002, the Texas State Comptroller issued a regional outlook report projecting stable economic growth for the Upper East Texas Region for the upcoming years.

Facilities and Infrastructure

Gregg County has one of the nicest facilities in the state of Texas. It has been a priority to identify and improve any unsightly or inefficient areas in a timely manner so that repair and replacement costs may be minimized. Continued expansion and improvement of the Gregg County Airport is another priority because the airport offers significant opportunities for large commercial economic development. In FY03, the county is expected to assist the state in funding the Hwy 349 project, which will aide in reducing concentrated areas of traffic that surround the airport facility.

Other issues of significance in the budgetary process include:

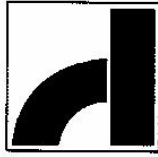
- The adopted tax rate for fiscal year 2003 is 23.50 cents per \$100 valuation, the same as fiscal year 2002. The taxable valuation for General Fund increased from \$4.8 billion in FY02 to \$5.0 billion in FY03. It is anticipated that the \$185 million dollar increase in valuation will help to offset any economic income loss and the additional expense for the highway project.

- The estimated requirement for funding the Highway 349 project is between \$1.6 and \$1.9 million dollars. The cost of this project is expected to greatly reduce Road and Bridge Fund reserves, however, by conserving budgetary expenses and with the assistance from General Fund reserves, the County will be able to fund their portion of the project without further debt obligations.
- In fiscal year 2001, Gregg County reduced their debt obligations through early retirement of all callable bonds. In March 2005, the 1988 capital appreciation bonds will be paid for, which will again reduce the debt obligation by a net amount of \$1.6 million per year. If economic downturns persist, the future will still be bright for Gregg County through its prudent management of debt service.
- In FY02, changes in the Texas inmate housing contracts caused a reduction in the County's revenue income by \$150,000. Until replacement contracts are negotiated, the loss of income for FY03 is estimated between \$410,000 and \$600,000 dollars. The income loss will affect the General and Jail Lease Facility Funds. However, the greatest impact is a reduction in debt service fund reserves, as the county has always placed the lease revenues back into debt service reserves for early debt retirement at year end.
- County departments were requested to make a 2% reduction in operating expenses.
- Capital expenditures are being funded through county reserves. No short-term or long-term financing is warranted.
- With few exceptions, the proposed budget includes an annual 2% merit pay raise to be distributed by departmental supervisors between January and March of 2003 and a 2% cost of living adjustment for the elected officials.
- For economic reasons, it was decided to eliminate the Litter Control department and transfer duties to the health department.

The FY03 Budget represents a balanced budget with the assumption that 100% of the revenues will be received and 100% of the expenditures will be expensed for both FY02 and FY03. For the past several years Gregg County has endeavored to build safeguards for unexpected expenditures by budgeting revenues conservatively and providing adequate expenditure budgets. As a result of this plan, revenues receipts exceed budgetary estimates and actual expenditures are conservatively under the actual appropriation amount thus creating additional reserves at year end. This budgetary approach also allows room for unanticipated expenditures and /or economic downturns, and prevents the necessity for making budget amendments.

The Commissioners' Court has continued their aggressive approach to financial management through the accumulation of fund balance reserves, reducing operating costs and encouraging departmental efficiency. Due to this consistent approach, Gregg County may comfortably withstand any current economic problems, pay cash for needed capital projects, pursue economic development without additional property tax increases or debt, while meeting the state and federal mandates and maintaining an aggressive level of service for the citizens we serve.

Thanks to all elected and appointed officials and their capable staff members for their cooperation and responsive approach during the budget process.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Gregg County
Texas**

For the Fiscal Year Beginning
October 1, 2001

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented the Distinguished Budget Presentation Award to Gregg County, Texas for its annual budget for the fiscal year October 1, 2001 - September 30, 2002. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to GFOA program requirements.



OVERVIEW

Texas County Government

The statutory duties and responsibilities of county officials in Texas are numerous. County governments ordinarily focus on the judicial system, health and social services, law enforcement, and road construction and maintenance. In Texas, counties have no ordinance-making powers other than those explicitly granted by the Texas State Legislature.

Texas has 254 counties with similar organizational features: a governing body (the commissioners' court) consisting of one member elected at large (the county judge), and four commissioners elected by precincts. The county judge is named for his actual judicial responsibility in all but the largest of Texas counties. In urban counties, the county judge is primarily an executive and administrator in addition to his duties as presiding officer of the commissioners' court. Although Gregg County is among the more populous of Texas counties, the county judge continues to handle judicial responsibilities, as well as budgetary and administrative responsibilities. Beginning January 1, 2003, most of the judicial responsibilities will defer to the County Court-at-Law and newly created County Court-at-Law #2.

The commissioners' court serves as both the legislative and the executive branch of county government, and the court has budgetary authority over virtually all county departments, including those headed by other elected officials.

County services in Texas are financed primarily by ad valorem taxes on real property and business inventory, sales tax revenue, and an array of fees, fines, service charges, and state payments. The commissioners' court sets the property tax rate annually. Most of the other revenue sources are established by state law and they may be changed only through legislative action.

Local Environment

Gregg County is located in the northeast region of Texas and it encompasses 272 square miles. Rolling hills, pine forests, and lakes and rivers provide the county's residents with a tranquil life style and many recreational opportunities. According to the Texas State Comptroller's Office, the year 2000 population is estimated at 113,126 (69% white, 20% black, 9% Hispanic, and 2% other). U.S. Interstate 20 connects the county to the Fort Worth-Dallas metropolitan area to the west (120 miles) and to Shreveport, Louisiana to the east (60 miles).

The city of Longview is the county seat and the county's largest city with an estimated population of 73,334 residents, or 65% of the total county population. Gregg County also includes the cities of White Oak, Elderville, Easton, Lakeport, Clarksville, Warren City, and parts of Kilgore and Gladewater. Longview and most of the county are included in the Longview-Marshall Metropolitan Statistical Area, the largest MSA in the eastern part of Texas.

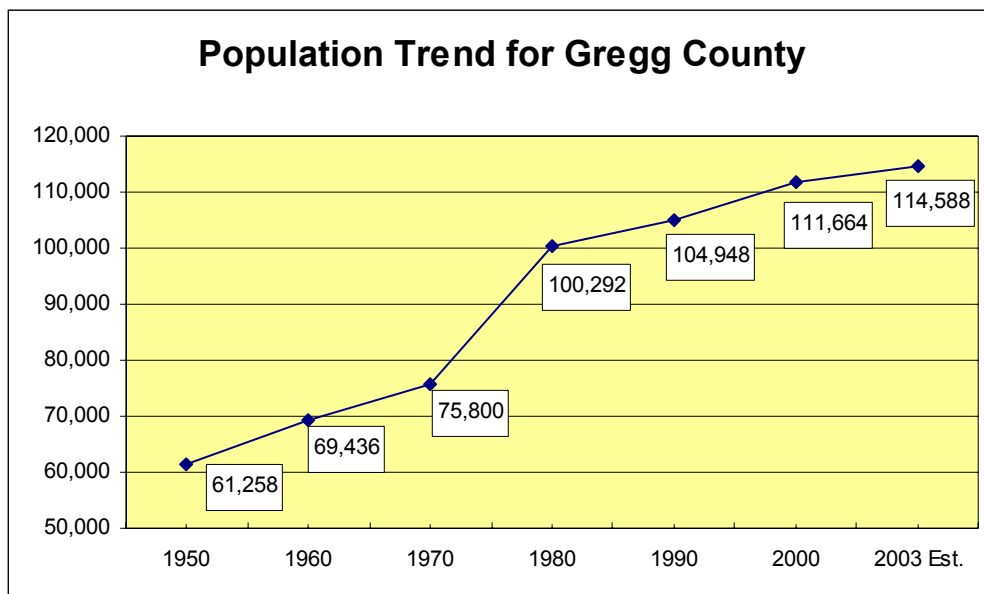
Gregg County offers quality educational opportunities at both public and private schools. The larger public school districts include Longview, Pine Tree, Spring Hill, White Oak, Sabine and Kilgore. Private schools include Longview Christian Academy, Maranatha School, Trinity School of Texas, and St. Mary's School.

County residents may pursue a college education or vocational - technical training at several area educational institutions. LeTourneau University, located in Longview, attracts about 2,000 students annually with its highly rated aviation and engineering programs. For several years, the university has received national recognition as an excellent educational value. Kilgore College, home of the famous Rangerettes precision marching drill team, offers academic courses, vocational training, and technical degree programs. The college recently completed a new \$500,000 cosmetology building at its Longview Center campus. The University of Texas at Tyler now offers college courses at its new facility, the University Center, located in north Longview on Highway 259.

Gregg County offers many cultural activities and family entertainment events during the year:

- | | |
|---------------------------------|----------------------------|
| The Longview Community Theater | Great Texas Balloon Race |
| The Longview Symphony Orchestra | AlleyFest |
| The Longview Ballet Theater | Canterbury Tales Festival |
| Gregg County Historical Museum | Dalton Days |
| East Texas Oil Museum | DerrickFest |
| Longview Museum of Fine Arts | Texas Shakespeare Festival |
| Gladewater Glory Days | White Oak Roughnecks Days |

Gregg County's economy has been dominated by the oil and gas exploration and service industries since 1930. However, since the sustained decline in oil and gas prices, beginning in the mid-1980's when crude oil dropped from \$28 to \$16 per barrel, which caused a near depression in the oil and gas industry throughout Texas, the county's civic leaders and public officials have sought to diversify the area economy by attracting manufacturing and other businesses not associated with the petroleum industry. This effort, while still ongoing, has been successful. The Longview Partnership, in its Community Information Handbook, states that there are now about 40 manufacturing companies in the area with over 10,000 employees. Among the area's larger manufacturing companies are Texas Eastman Company, LeTourneau, Inc., Dana Co., Trinity Industries, Inc., Stemco, Inc., LeBus Manufacturing, Anvil Products, and Southern Plastics. Kilgore College, the City of Longview, and Gregg County are also major employers; each entity employs 400 or more people in the county.



History of Gregg County

In 1873, Bluford W. Brown, a state representative from the Summerfield community, introduced a bill before the Thirteenth Texas Legislature to create a new county from parts of Upshur, Rusk, and Harrison Counties. The proposed name commemorated a popular Confederate Army general named John Gregg who was killed in action on October 7, 1864. Gregg County was officially created by passage of an act by the Thirteenth Legislature on April 12, 1873, and the new county was expanded by passage of another act the following April 30, 1874. However, Gregg County ended up being significantly smaller than all of the adjoining counties because representatives for Harrison County successfully prevented the western end of that county from joining Gregg County, as was planned by the legislative committee.

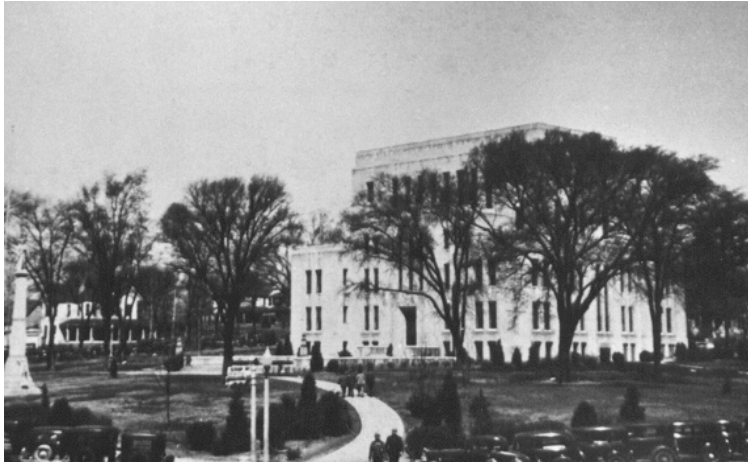


Gregg County Courthouse - 1879

The Southern Pacific Railroad established Longview in 1870 while constructing its transcontinental line and the town was incorporated in 1871. Kilgore was created by the International Railroad near New Danville in 1872. The Texas & Pacific Railroad acquired the Southern Pacific Railroad and then continued construction westward from Longview in early 1873. The railroad established Gladewater near Point Pleasant. Longview, Kilgore, and Gladewater were primarily sawmill towns. Longview also had offices and shops for the three railroads, Kelly Plow Works after 1882, and the Graham Box Factory after 1903. However, cotton farming remained the foundation of the economy, occupying about half of the county's cultivated acreage.

In 1930, Gregg County was rescued from the Great Depression by the discovery of the East Texas Oil Field, the largest pool of petroleum ever discovered in the continental 48 states. "Dad" Joiner brought in the Daisy Bradford No.3 on October 3, 1930, and that well was quickly followed by the Lou Della Crim No.1 and the J.K. Lathrop No.1 wells within 60 days. Nearly half of the field's 200+ square miles lay in the western third of Gregg County. Over the past 70 years, it is estimated that 6 billion barrels of oil have been recovered. An estimated 1 billion barrels remain to be recovered.

Transformed into boom towns almost overnight, Kilgore and Gladewater became incorporated cities in 1931. By the time drilling activity declined in 1935, there were about 15,000 wells and 95 refineries in the field. Among a multitude of civic improvements, the new wealth contributed to the creation of Kilgore College. Oil and gas exploration, production, and the related service industries continued to dominate Gregg County's economy for the next 60 years.



Gregg County Courthouse - 1932

Petroleum and natural gas production allowed Gregg County to prosper during the national economic boom that followed World War II. The federal government built the Harmon General Hospital near Longview during the war and after the war the government donated it for use as LeTourneau Technical Institute (later LeTourneau University). The contribution of the hospital was part of the government's inducement to persuade LeTourneau, Inc. to build and operate a military manufacturing plant in Longview. The Texas Eastman plant, established near Longview in 1950, became the largest petrochemical complex in inland Texas and brought many educated, well-paid residents to Gregg County. Another industrial milestone was the construction of the Schlitz (later Stroh) brewery plant in 1964. Also beginning in 1964, the construction of U.S. Interstate 20 placed Gregg County on a major east-west transportation artery. Although Gregg County's economy suffered from the multi-year decreases in petroleum prices, today's more diversified economy is sound and growing in a slow, but sustained manner. As the third millennium begins, the future looks bright for Gregg County and its citizens.



Gregg County Courthouse – West Wing - 1982



EXECUTIVE SUMMARY

Gregg County Commissioners' Court



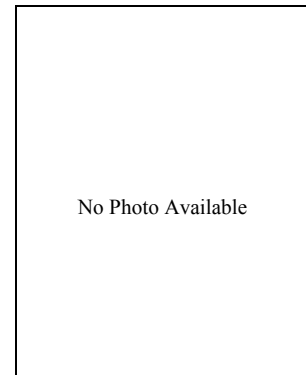
Mickey Smith, County Judge

The county judge is both presiding officer of the commissioners' court and judge of the county court. The county judge is often considered to be the chief executive officer of the county because he is responsible for the preparation and management of the county's annual budget, in addition to his broad judicial responsibilities.



Charles Davis – Pct. #1

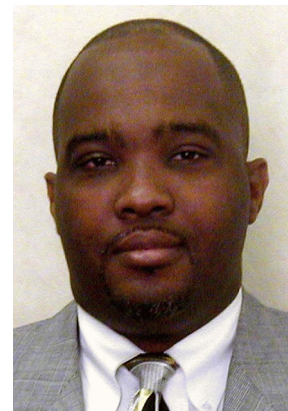
The commissioners' court is the governing body of the county. The Texas State Constitution specifies that the court shall consist of a county judge and four commissioners elected by the qualified voters of individual county precincts. Many state administrative duties rest with the commissioners' court. The construction and maintenance of county roads and bridges are major responsibilities of the commissioners.



Darryl Primo – Pct. #2

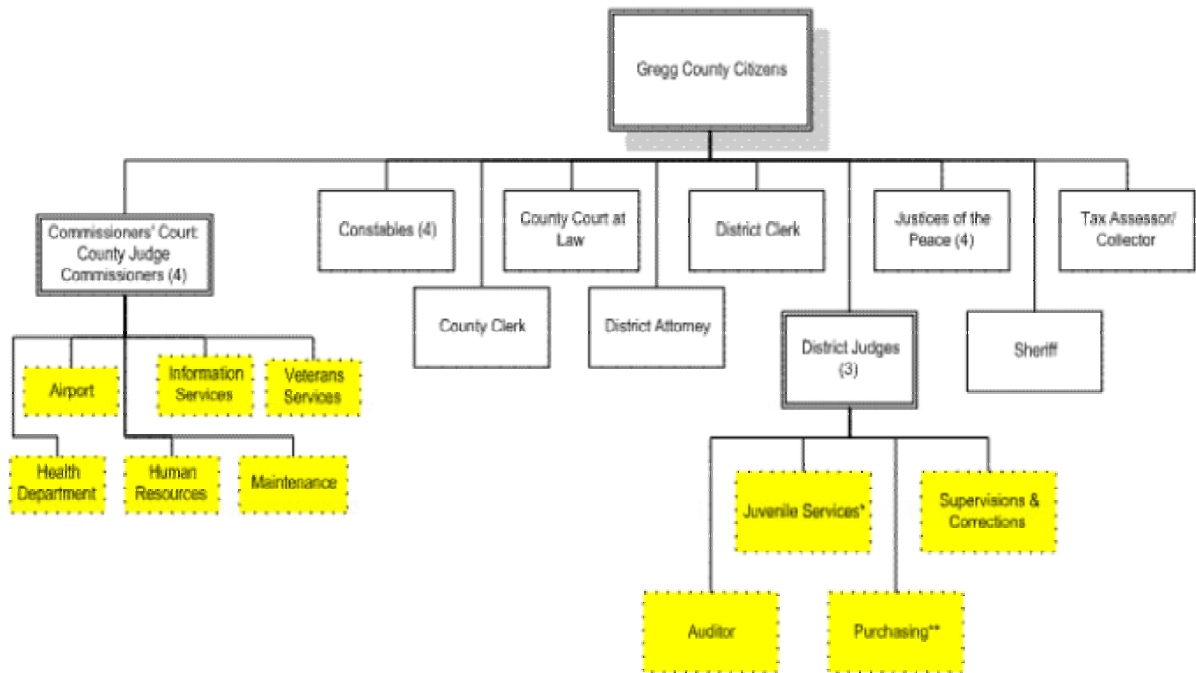


Bob Barbee – Pct. #3



Danny Craig – Pct. #4

Gregg County Organizational Chart

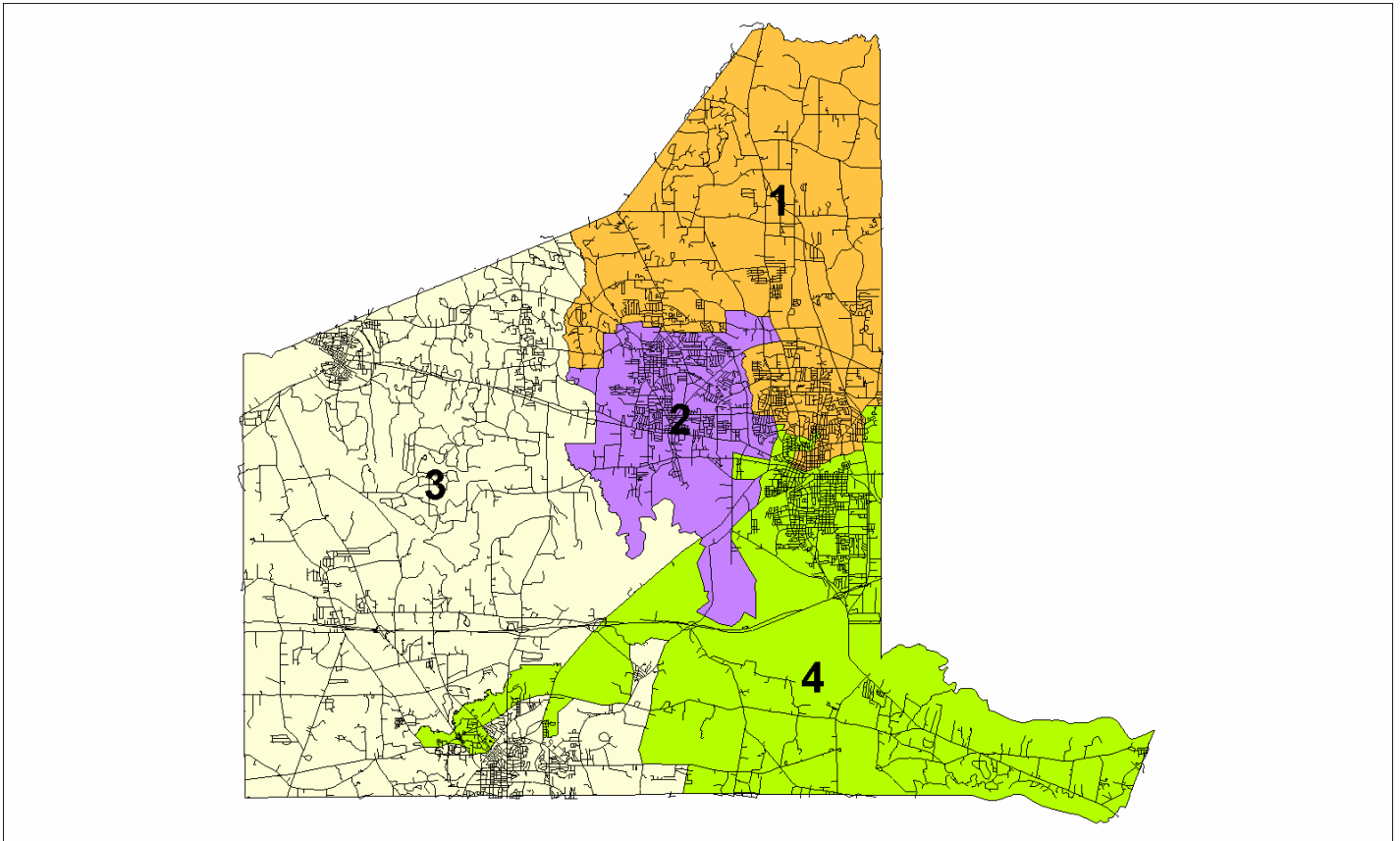


* Juvenile Board also includes County Court at Law Judge and County Judge serves as chairman

** County Judge also serves on this supervisory board



Gregg County Precincts Map



The numbered areas outlined on this Gregg County map represent the four county precincts from which the commissioners, the justices of the peace, and the constables are elected. In 2001, the Commissioners' Court formally approved the above map of precinct lines as proposed by the Gregg County Redistricting Committee, which was formed to ensure the redistricting process followed state and federal guidelines. The precinct lines were determined based on the 2000 U. S. census figures; each precinct had the same number of residents, as required by law. The four precincts vary greatly in land area due to differences in population density in the county. The central and norther sections have many residential neighborhoods, while the rural southern and western sections are relatively less populated.

Budget Process

The formal budget process begins in April with the formulation of the budget instruction manual. The manual includes the budget calendar for the year and serves as a guide to department officials in the budget process. Also included are detailed instructions for request submissions, required forms, and specific budgetary concerns for the year.

Budget requests are completed on-line and due by early May. Budget requests are reviewed by the budget office on an individual basis and analyzed in terms of input, output, outcomes, objectives, and historical trend.

Revenue estimates are received throughout the budget process from the county auditor. The revenue estimates provide the necessary parameters for evaluating budgetary requests. Meetings are conducted between the budget office and the department officials in late May or early June. A preliminary review packet is prepared combining the latest revenue estimates with the budget requests and program statistics for review by the commissioners' court.

Budget workshops with the commissioners' court begin in July to discuss funding levels, requests, and policy issues. By July 31st, a proposed budget is prepared by the budget office and filed with the county clerk based on the instructions of the commissioners' court. Public hearings are held prior to the adoption of the budget by commissioners' court. The adopted budget is filed with the county clerk.

Expenditure budget amendments are considered only in emergency situations as allowed by Texas Vernon's Statutes, Local Government Code 111.010 (c). Budget transfers are processed routinely throughout the fiscal year in accordance with the guidelines established by the commissioners' court. All budget amendment and transfer requests are submitted to the County Judge's office with comments regarding the necessity of the request. The County Judge's office is responsible for placing the request on the Commissioners' Court agenda and the court has the authority to grant or deny the request.

The FY03 budget calendar is presented on the following page.

Basis of Budgeting

The FY03 Gregg County budget is prepared on a modified accrual basis consistent with generally accepted accounting principles and budgetary control takes place at the line-item level. Under the modified accrual basis of accounting, revenues are recognized for budgetary purposes when they are received or become measurable (for example, property tax revenue is measurable when the statements are produced) and expenditures are recognized when the related fund liability is incurred, such as with a purchase order. Estimated purchase amounts are encumbered prior to the release of purchase orders to vendors. Where such encumbrances indicate an overrun of the departmental or project budget, purchase orders are not released until appropriations are available. The county maintains this encumbrance accounting system as a method of budgetary control.

Basis of Accounting

All governmental fund types are accounted for using the modified accrual basis of accounting with the exception of principal and interest on general long-term debt, which is recognized when due, and liabilities for accrued compensated absences, which are recognized when payable from current available financial resources. Gregg County adheres to Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

BUDGET CALENDAR
For Preparing FY03 Budget

Date	Event
May 9-13, 2002	Budget Instruction Manual and worksheets to departments
June 14	Receive first round of revenue estimates from auditor
June 14	Deadline for departments to return budget requests
June 14	Deadline for outside entities to submit funding requests
June 17-21	Budget office conducts preliminary review of requests with department officials
July 2	Preliminary revenue and expenditure budget to commissioners. Property tax revenue will be based on estimated taxable values and current year tax rate.
July 8-12	Commissioners' Court meetings with department officials
July 19	Receive final round of revenue estimates from auditor
July 31	Revised revenue estimates to commissioners - based on certified taxable values
August 12	Post notice of August 19, 2002 workshops
August 19	Commissioners' Court workshops
August 25	Publish notice of public hearing to be held on September 5, 2002 at 6:00 p.m. Presentation of the FY2003 proposed budget
August 25	Publish notice of public hearing to be held on September 9, 2002 at 11:00 a.m. Presentation and adoption of FY2003 proposed budget and adoption of tax rate.
August 26	Post notice of public hearing to be held on September 5, 2002 at 6:00 p.m. Presentation of the FY2003 proposed budget
August 26	Post notice of public hearing to be held on September 9, 2002 at 11:00 a.m. Presentation and adoption of FY2003 proposed budget and adoption of tax rate.
August 26	Post notice of proposed salary increases for elected officials.
Sept. 5	Public hearing at 6:00 p.m. County Judge presents the FY03 proposed budget
Sept. 9, 2002	Public hearing at 11:00 a.m. Meeting to vote to adopt FY03 budget, then vote to adopt tax rate

Revised August 22, 2002.

Financial Overview & Policies

General Fund

The audited cash balance in the general fund was \$9,422,369 on October 1, 2001. The un-audited cash ending balance of the general fund was \$8,877,866 as of September 30, 2002, the end of fiscal year 2002 (FY02).

For FY02, un-audited revenues were \$20,345,057; expenditures were \$18,899,167; and net transfers out of the general fund were \$2,522,647. Accordingly, the fund balance decreased from \$9,809,527 to \$8,732,770 as of September 30, 2002.

For FY03, estimated revenues are \$20,707,070; appropriations are \$21,612,666; and budgeted net transfers out of the general fund are \$2,789,160. The budgeted ending fund balance is projected to be \$5,238,489. The decline in the budgeted fund balance for FY02 is due to the county's policy of paying for capital and right-of-way (R.O.W.) projects from reserves instead of using debt financing.

Debt Service

Funds appropriated in FY03 for payment of debt service are \$2,835,131. In 1996, the commissioners' court committed to transfer all actual net revenue from the lease of the new jail facility to the facility debt service fund (1993 Series) for early retirement of that debt. \$939,087 was transferred in FY99; \$790,448 was transferred in FY00; \$556,608 was transferred in FY01; \$290,696 was transferred in FY02. The county's long range goals include early retirement of all callable debt whenever it is financially advantageous to do so.

Debt Limitations

Except in the case of road bonds and improvement bonds issued pursuant to article III, section 52 of the Texas Constitution, there is no legal limitation on the amount of debt which a county may incur through the issuance of bonds. Gregg County's outstanding debt is substantially below all legal limits. The county has no current plans to issue any new debt for any purpose. In fact, when financially advantageous, the county plans to redeem all of its callable debt.

Description of Debt Obligations

Series 1988 - Capital Appreciation Bonds. These bonds were issued on March 1, 1988 to refinance the county's general obligation debt then outstanding. Principal and accrued interest are due in annual installments to March 1, 2005 at interest rates of 7.20% to 7.80%. These bonds are not callable.

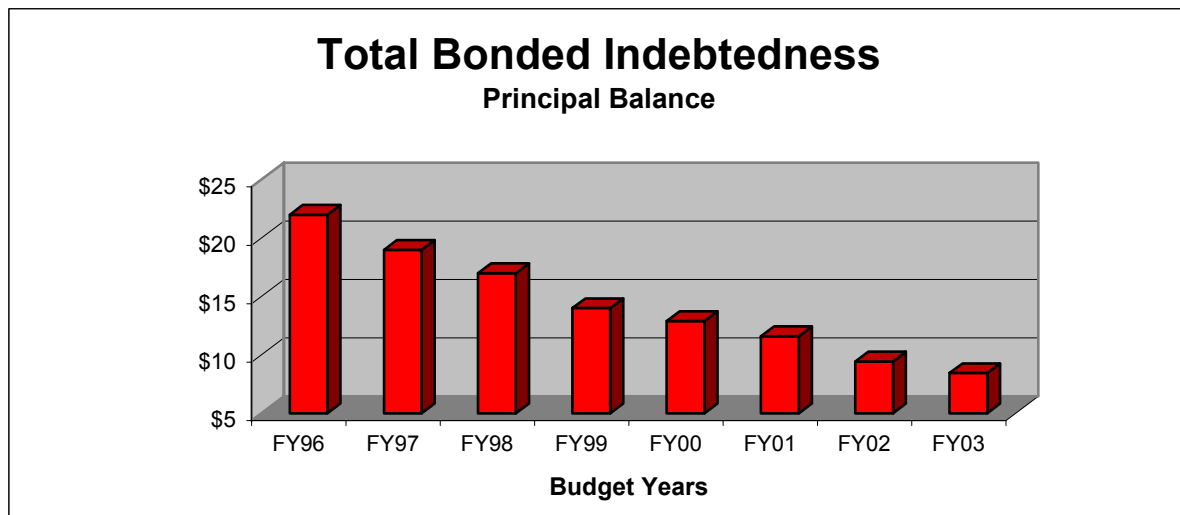
Series 1993 - Certificates of Obligation. These certificates of obligation were issued on November 1, 1993 to pay for jail construction. Principal and accrued interest are due in annual installments to March 1, 2010 at interest rates of 4.50% to 7.50%. These C.O.'s are callable on March 1, 2003 and anytime thereafter.

Management & Training Corporation Note Payable. As of October 1, 2002, the county has a non-interest bearing note payable of \$484,673.85 relating to the renovation of the jail's third floor by MTC. This debt is payable solely from revenues generated from a contract with MTC, a third party administrator, for housing inmates on the jail's third floor. The county has no contractual obligation

to pay the debt from its general or tax revenues, unless the county terminates the contract without cause. In the event that MTC terminates the contract prior to full payment of the county's debt, the unpaid balance of the debt is expressly forgiven. Due to policy changes with Texas inmate housing contracts, the county is not anticipating any revenue from MTC during FY03 at this time.

The following table and graph depict Gregg County's level of indebtedness. The MTC note payable is excluded because it is non-recourse and payable solely from contract revenues.

Indebtedness	Original Issue Amount	Principal Remaining	Interest Remaining	Total Principal & Interest Remaining	Date of Maturity
1988 Series	\$17,635,173	\$2,166,056	\$5,008,944	\$7,175,000	3/1/05 No early payoff
1993 Series	7,200,000	6,275,000	1,490,088	7,765,088	3/1/10 Callable 3/1/03
		\$8,441,056	\$6,499,032	\$14,940,088	



Operating Budget

The FY03 Proposed Budget is adopted in a categorical format. This format allows elected and appointed officials to request budget transfers within the operating expense category without Commissioners' Court approval. Transfers requested within the salary or capital categories, as well as transfers between departments, must be submitted to Commissioners' Court for approval of transfer. This policy empowers the individual offices with the ability to manage their own budgets, consistent with established policies, in a manner they believe results in their organization operating at its most efficient and effective level.

Gregg County is required to implement the new reporting format required by the Governmental Accounting Standards Board during FY03. The Commissioners' Court is anticipating changes to the chart of the accounts, as required by the County Auditor, during the course of the fiscal year and will strive to make this transition as smooth as possible.

Cash Management: Investment & Reserve Policies

The Commissioners' Court established an Investment Committee comprised of the County Judge, one Commissioner, the County Auditor, the County Clerk (who is the designated investment officer) and two citizens involved in the financial market. This committee recommends policy to be adopted by the Commissioners' Court.

Investment Policy

Gregg County's investment policy is to:

- 1) Ensure the security of its principal as the foremost objective;
- 2) Structure the investment portfolio in a manner which will provide the liquidity necessary to pay its obligations as they come due;
- 3) Maximize return on investments subject to the constraints of safety and liquidity;
- 4) Diversify its investments within the categories of those high grade investment instruments which qualify under the law;
- 5) Maintain accountability of investments, subjecting them to internal controls, quarterly reporting and independent audit.
- 6) To pursue an active versus a passive portfolio management philosophy, securities may be sold or exchanged before they mature if market conditions present an opportunity for Gregg County to benefit from the trade of or if necessary to meet the cash needs of Gregg County. Under this investment policy, all investments will be made with the intent of pursuing, at the time of purchase, the best rate of return on securities held until maturity, and not with the intent of speculative trading; and
- 7) To maintain the highest professional and ethical standards, with capable and high quality investment management, as custodians of public funds.

Short Term Investments By Fund –

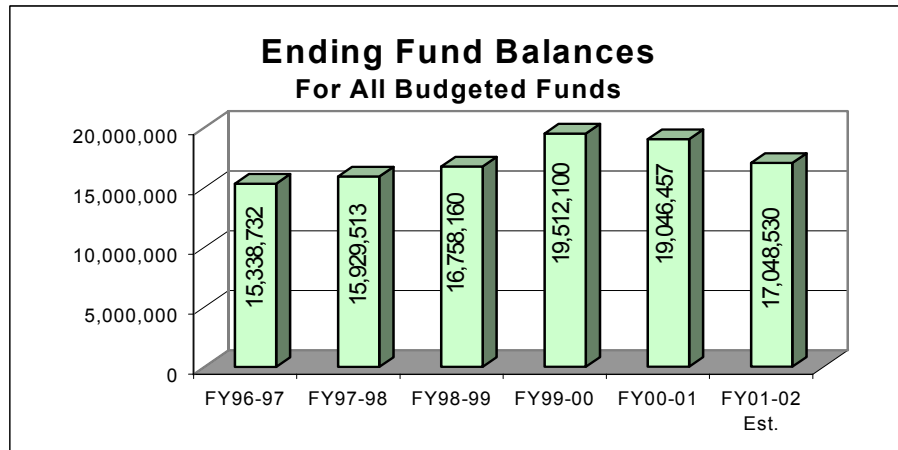
As of 9/30/02

	Amount
General Fund	8,276,645
Records Management Fund	75,000
Road & Bridge Fund	1,000,000
Jury Fund	110,000
Law Library Fund	75,000
Airport Fund	75,000
County Records Mgmt Fund	50,000
Health Care Fund	1,950,000
Debt Service Funds	4,061,073
Juvenile Fund	150,000
Total Investments Held	15,822,718

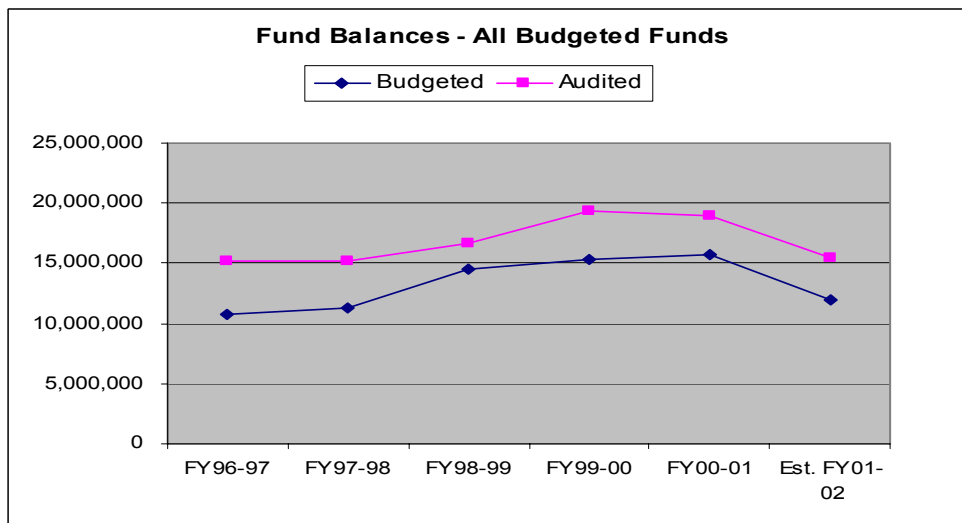
Fund Balance (Reserves) Policies

County policy requires the unrestricted reserve balances in operating funds to remain within a range of 25-40 percent of estimated expenditures. The combined proposed reserve ratio for FY03 is estimated at 28%, with the assumption that 100% of revenues are received and 100% of appropriations are spent for both FY02 and FY03.

In the past several years, Gregg County has intended to maintain cash reserves to a level capable of withstanding any economic declines that may occur while positioning itself for early debt retirement, when possible. These reserves have enabled the county to pay for capital improvement projects without tax increases or additional debt and to establish a self-insurance plan for medical health insurance for the county's employees.



The estimated ending fund balances for FY02 and FY03 are based on conservative revenue estimates and assume that all budgeted expenditures will actually be spent. For the past several years, actual revenues have exceeded budgeted revenues and actual expenditures have been less than budgeted expenditures as depicted in the chart and table shown below. Based on this trend, the Commissioners' Court anticipates that actual fund balances will again exceed those estimated for FY02 and FY03.



Ending Fund Balance	Budgeted	Audited
FY96-97	10,852,909	15,338,732
FY97-98	11,088,046	15,929,513
FY98-99	14,647,401	16,758,160
FY99-00	15,355,911	19,512,100
FY00-01	15,704,609	19,046,457
Est. FY01-02	11,918,031	17,048,530

Personnel Issues

The county requires that requests for new employees must be supported by data indicating that a department's workload has increased significantly or that outside funding sources will pay for the new position. In the past several years, Gregg County has aggressively sought grant funding for various positions which substantially reduced the number of positions funded by the County.

New Positions

In the November 2001 general election, the County voted to create a second County Court-at-Law, thus requiring three new positions: a judge, a court reporter, and a court coordinator. Funds were prorated in the FY03 budget to support these new positions from January 1 through September 30, 2003. One additional internal auditor was added to the County Auditor's office. The Sheriff's department restructured several positions to create 3 new jailer positions during fiscal year 2002 in order to comply with jail management standards.

Deleted Positions

The proposed restructuring of the litter control officer duties eliminated the Litter Control Office and transferred these duties to the health department. Additionally, the airport marketing position was eliminated through attrition during FY02. The following schedule reflects an overall reduction in positions for FY03. This reduction occurred through transferring position funding from county funds to grant funds.

Merit and Cost of Living Adjustments

The FY03 budget includes an annualized 2% merit increase for eligible employees and a 2% cost of living adjustment for elected officials. Longevity pay is also included in the amount of \$120 for employees with 5-10 years of service, \$240 for 10-20 years, and \$360 for employees with 20+ years of service.

Fringe Benefits

Self-Insurance Fund - In December of 2001, the Commissioners' Court accepted a partially self-insured plan for medical insurance to be administered by a third party administrator. The county established an internal service fund called 'Self Insurance Fund' to properly account for the fund's activity. The court contracted with an insurance consultant to evaluate and advise the county regarding the management of these funds. The Self Insurance Fund is not budgeted, as it is an internal service funds. Data concerning this fund's activities will be available to the public as analysis is provided on an ongoing basis. The FY03 budget includes an increase of 15% in health insurance premiums.

Other benefits that may require an increase this year include dental insurance and workman's compensation. The retirement rate is based on a calendar year and will be brought to the Commissioners' Court for adoption prior to the end of December 2002.

Personnel Positions by Department					
Department	Actual FY99	Actual FY00	Actual FY01	Actual FY02	Budgeted FY03
County Clerk	17	18	19	20	20
Purchasing	3	3	3	3	3
Human Resources	2	2	2	3	3
County Judge	4	4	4	4	4
Elections	4	4	4	4	4
County Auditor	8	8	8	8	9
Tax Assessor-Collector	34	34	34	32	32
Information Services	12	9	9	7	6
Extension Office	6	6	6	6	6
County Court-at-Law #1	3	3	3	3	3
County Court-at-Law #2	0	0	0	0	3
124th District Court	2	2	2	2	2
188th District Court	2	2	2	2	2
307th District Court	2	2	2	2	2
District Clerk	21	22	22	21	21
Justice of the Peace Precinct #1	4	4	4	4	4
Justice of the Peace Precinct #2	2	2	2	2	2
Justice of the Peace Precinct #3	3	3	4	4	4
Justice of the Peace Precinct #4	2	2	3	3	3
District Attorney	25	25	25	25	22
Constables #1 - #4	4	4	4	4	4
Sheriff	129	128	128	135	138
Department of Public Safety	1	1	1	1	1
Juvenile Board	3	3	3	3	3
Veterans Service	2	2	2	2	2
Litter Control Office	0	0	1	1	0
9-1-1 Addressing	0	2	2	2	2
Health Department	8	8	8	10	9
Courthouse Building	19	19	19	19	18
Kilgore Community Building	1	1	1	1	1
Records Management	2	2	2	2	2
Road & Bridge Administration	4	4	4	4	4
Road & Bridge Precinct #1	17	16	16	16	16
Road & Bridge Precinct #2	1	1	1	1	1
Road & Bridge Precinct #3	21	20	19	18	18
Road & Bridge Precinct #4	15	15	15	14	14
Airport Administration	19	18	19	20	18
Building Security	2	2	2	2	2
Juvenile Department	43	38	38	30	25
Part Time Positions (F.T.E.)	0	7	4	4	2
Totals	447	446	447	444	435

Capital Projects

As required by Generally Accepted Accounting Practices, Gregg County accounts for its capital projects in separate fund accounts that remain available for use until project completion. Due to unforeseen events that occur in the construction industry, it is the Commissioners' Court policy to appropriate known funding levels during the budget process for specific projects and, when necessary, to roll the budget forward into the next year until the project is completed. Recent projects that were completed prior to FY2003 include construction of the Marvin A. Smith Regional Juvenile Facility, and various construction/renovation projects at the existing jail facilities.

As in prior years, the capital projects scheduled for FY03 will not impact the county's labor force through either reduction or addition of job positions.

Courthouse Renovation Projects - In a continuing effort to maintain the Gregg County Courthouse as a modern, efficient public facility, the budget includes \$50,000 for upgrades in the 124th district court room. Recent years projects have included renovation of one district courtroom, sound systems for all courtrooms, wallpaper, carpet and upholstery for offices and corridors, and an elevator upgrade. Additional funds were secured from the state to partially fund a separate project to update courthouse restrooms American Disability Act compliance.

Airport Improvement Projects - The FY03 Budget provides for \$3,766,666 in capital expenditures for the East Texas Regional Airport. As shown in the table on the following page, Gregg County has committed to an ongoing airport improvement program. These improvements are primarily funded through federal funds from the Federal Aviation Administration. Gregg County is responsible for budgeting and expending 100% of the federally approved projects and is reimbursed at a rate of 90%.

The pictures shown below were taken at the East Texas Regional Airport, formerly known as Gregg County Airport. The airport terminal building is shown on the left. The picture on the right supports the community significance of the airport and the many functions it serves. This picture, taken in 1992, shows a privately owned plane in the foreground, with a NASA jet carrying the space shuttle on its way to California. The airport also hosts the annual East Texas Balloon Race each summer.



Airport Projects

Project Description	Year(s)	Federal Share	County Share	Total Cost
Apron Reconstruction Phase II	91/92	365,000	40,556	\$405,556
Runway 13/31 Overlay, Guidance Signs, Airport Master Plan	92/93	2,190,215	243,357	\$2,433,572
Apron Reconstruction Phase III	93/94	609,442	67,716	\$677,158
Rehabilitate Runway 17/35 & Taxiway	94/95 95/96	1,039,610	115,512	\$1,155,122
Aircraft Rescue Fire Vehicle	94/95 95/96	261,482	29,054	\$290,536
Apron Reconstruction Phase IV - Windcone Installation - Stormwater Drainage Plan -Aviation Easements	96/97	1,004,045	111,561	\$1,115,606
Rehabilitate AARF Building - Phase I	96/97	225,000	25,000	\$250,000
Rehabilitate AARF Building - Phase II	97/98	229,693	25,522	\$255,215
Apron Reconstruction, Phase V	98/99	650,454	72,606	\$726,060
Runway Safety Area Upgrade	98/99	720,258	80,029	\$800,287
Electrical Improvements	99/00	310,002	34,445	\$344,447
Engineering Work / Taxiway Overlay Study	99/00	12,150	1,350	\$13,500
Paving & Drainage Improvements	99/00	315,000	35,000	\$350,000
Convert runway 422 to taxiway	01/03	3,000,000	333,333	\$3,333,333
Security Fencing	02/03	3,000,000	\$ 142,222	\$ 1,422,222

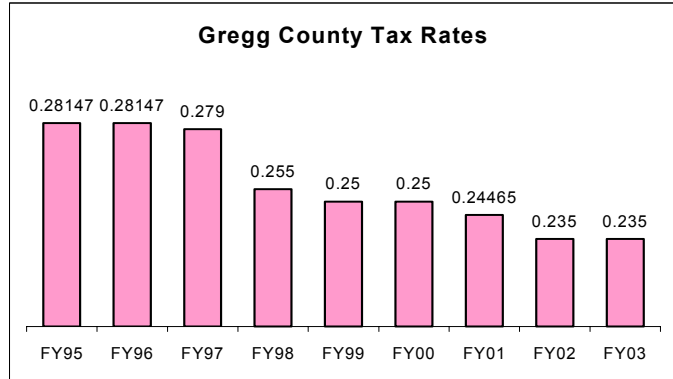
State Highway Projects

Hwy 349 Project - The FY03 budget supports the appropriation of funds for a four lane development of FM 349 from SH322 to SH149 with a continuous left turn lane and curb and gutter. The county's portion of the project will range from \$1,680,000 to \$1,980,000 in construction costs and right of way acquisition costs.

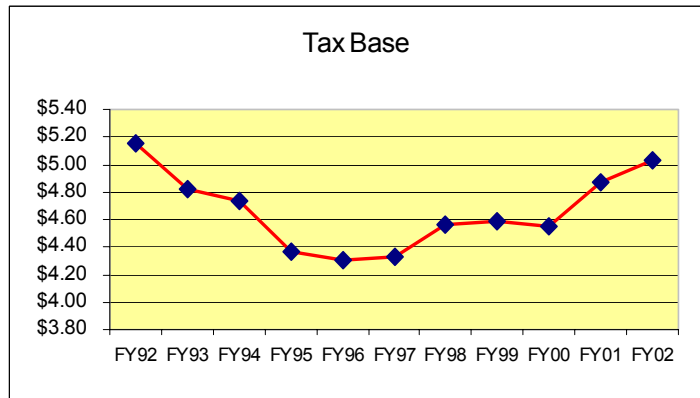
Hwy 135 Liberty City Project - The FY03 budget supports the appropriation of funds for widening highway 135 in the Liberty City area. The county's portion of the project is estimated at \$83,000.

FY03 Budget Economic Data

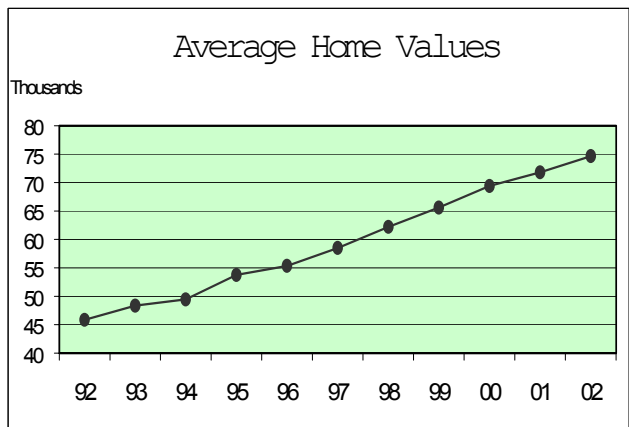
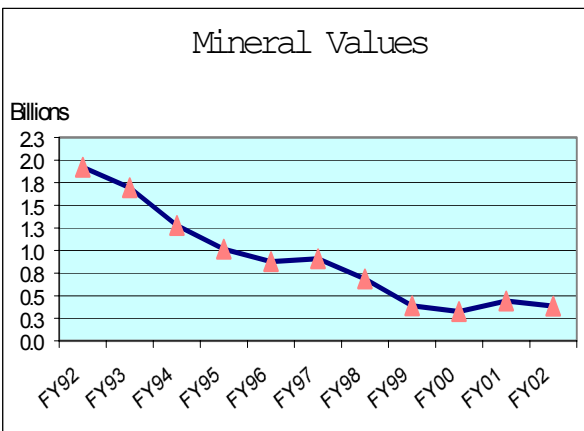
Property Tax Rate – A long-term goal of the Commissioners’ Court is to incrementally reduce and stabilize property tax rates while maintaining the necessary services for the residents of Gregg County. The FY03 proposed tax rate is 23.5 cents, the same amount as FY02. The chart to the right reflects the multi-year decline in the ad valorem tax rate.



Tax Base – The County’s tax base was at \$5.15 billion in 1992, dropped to \$4.30 billion in 1996, and rose to \$5.05 billion in 2002 as shown in the chart located at the right.



Mineral and Home Value Trends – Over the past 11 years (from 1992 to 2002) there has been an 80% decline in mineral values associated with the oil and gas industry. This decrease from \$1.9 billion in 1982 to \$386 million in 2002 has had an adverse affect on the county’s tax base, but the multi-year decline reversed into an uptrend in 2001 when mineral values increased by about 8% over 2000 values.



Since 1996, the sustained increases in home values have helped stabilize the overall tax base by substantially offsetting the mineral value decreases. Economic diversification and growth, population increases, and rising property values are crucial to the recovery and stabilization of Gregg County’s tax base.

County Policies & Long Range Goals

The mission of Gregg County is to maintain overall efficient and effective management of county resources while providing the services mandated by state and federal law and desired by the citizens of Gregg County.

Goals and objectives are incorporated into policy statements by the formation, adherence, and continued re-evaluation of formal policies that provide the necessary structure for achieving these goals and objectives.

Budget Policies

- **A comprehensive budget shall be prepared on an annual basis covering all proposed expenditures for the succeeding fiscal year.**

This policy is in accordance with Texas Local Government Code section 111.003. It further provides the commissioners' court and the general public with the necessary financial information to evaluate the overall financial condition of the county.

- **The budget shall include comparative departmental workload indicators.**

The format of the budget document has substantially changed over the last 6 years. Workload indicators are included for the county's major departments to provide the court and the general public with a measure of the activities being provided. Output indicators provide the foundation for performance measurements to determine departmental efficiencies and/or areas needing improvement. A goal of the budget department is to establish a comprehensive reporting system that will provide the court, departmental officials, and citizens with the ability to evaluate the level, efficiency, and value of the services being provided.

- **The budget shall be prepared in such a manner as to facilitate its understanding by the general public and the commissioners' court.**

The county judge and the budget director have been striving to provide the general public and the court with a more informative and comprehensive budget document that not only provides financial data, but addresses policy statements and issues pertinent to the decisions of the county. This budget document is designed to give a more complete understanding of the facts and circumstances supporting the decisions being made by county officials.

- **The commissioners' court shall hold public hearings and workshops on the budget.**

Texas Local Government Code section 111.007 requires that the county hold a public hearing on the proposed budget. Gregg County plans to hold at least one public hearing after normal working hours to encourage and facilitate public attendance and input. Budget hearings with the commissioners' court are held during the budget process and the hearings are subject to the Texas Open Meetings Act.

- **Gregg County shall maintain a budgetary control system for adherence to the adopted budget.**

The county maintains an encumbrance accounting system as a method of budgetary control. All approved appropriations in the annual budget are expended only through the issuance and approval of purchase orders.

Debt Policies

- The county has set a long-range goal of early retirement of all of its callable bonds. To achieve this goal, all net revenue received from the lease of the new jail facility was transferred to the debt service fund for the early retirement of the bonds associated with the jail facility.
- The county shall strive to take advantage of early payoff dates on debt, when possible.

Capital Acquisition and Capital Improvement Policies

- Items costing \$500 or more are considered capital purchases. All such items are properly identified and tagged for inventory purposes.
- The commissioners' court will attempt to pay all capital improvement project costs on a cash basis.
- Capital improvement projects approved for funding will be evaluated according to community impact and service needs, total costs, and short term and long term financial impact on operating funds.

Economic Development Policies

Economic development is vital to the health, wealth, and stability of Gregg County. The commissioners' court is committed to the development and maintenance of a high quality, modern infrastructure.

- The Gregg County Industrial Airpark is a 300 acre site located at the Gregg County Airport. The commissioners' court developed and funded an airport economic development board to oversee the development of this industrial airpark. This area has been designated as a foreign trade zone and widespread interest is being cultivated. The long range goal of the commissioners' court is to develop a thriving industrial region capable of bringing economic growth and jobs to the community.
- The commissioners' court continues to support area regional economic development corporations with funding to assist in these corporation's efforts to attract and maintain business and industry.
- Gregg County provides property tax abatements, when appropriate, to encourage business and industry to locate new facilities in the county and to encourage the expansion of existing business property, plant, and equipment.

The commissioners' court is committed to building and maintaining a strong infrastructure, which includes building roads and bridges, to provide high quality services for the residents of Gregg County and to provide an incentive to business and industry seeking to relocate or expand.

Community Involvement Policies

- **Gregg County reduces duplication of facilities and personnel through interlocal agreements.**

Section 251.015 allows the use of road equipment, other construction equipment, including trucks, and employees necessary to operate the equipment to assist another governmental entity on any project so long as the cost does not exceed \$15,000, and 1) the use of the equipment or employees does not interfere with the county's work schedule, and 2) the county does not pay any costs related to the use of the equipment or employees that the county would not pay if the assistance were not given to the other governmental entity. Mutual aid agreements help to avoid the unnecessary duplication of services by allowing the county to assist the other governmental entities with road work in turn for their assistance in ambulance and fire protection within the jurisdictional limits of the unincorporated areas of Gregg County.

- **Gregg County will continue to fund qualifying community organizations to assist with the development and maintenance of preventive, informative, and special needs programs for the citizens of the county.**

These programs and organizations, such as literacy programs, drug and alcohol programs, and health organizations, offer many long-term benefits to the community and help to reduce the costs associated with the judicial processes and indigent costs through preventive measures and enhanced earning capacities of individuals being served.

General Long Range Goals

- Promote and preserve the health, safety, and welfare of the citizens of Gregg County.
- Provide a positive work environment that cultivates teamwork, productivity, initiative, and personal growth.
- Promote public confidence in the decisions rendered through a demonstrated commitment to informed leadership skills and managerial actions.



FINANCIAL SUMMARIES

**Recapitulation Of
Fiscal Year 2003 Adopted Budget
By Fund Type**

	General Fund	Road & Bridge	All Special Revenue Funds	Debt Service	Health Care Fund	Capital Imp. Fund	Total All Funds
Est. Balance at 10/1/02	8,732,770	659,889	1,263,465	4,352,002	2,136,170	570,115	17,714,411
<u>Revenues</u>							
Property Taxes - Current	8,213,969	808,739	601,022	1,856,816	0	0	11,480,545
Property Taxes - Delinquent	247,089	19,874	18,588	69,517	0	0	355,068
Sales Tax	8,600,000	1,300,000	0	0	0	0	9,900,000
Other Taxes	174,000	0	0	0	0	0	174,000
Licenses & Permits	47,000	1,081,500	0	0	0	0	1,128,500
Intergovernmental	351,673	22,400	479,101	0	0	3,282,268	4,135,442
Fees of Office	2,213,025	0	641,210	0	25,000	72,000	2,951,235
Fines & Forfeitures	400,000	340,000	0	0	0	0	740,000
Interest	255,000	10,000	12,700	80,000	40,000	1,200	398,900
Rental Income	150,315	0	226,150	0	0	0	376,465
Miscellaneous	55,000	2,000	3,273	0	0	0	60,273
Total Revenues	20,707,070	3,584,513	1,982,044	2,006,333	65,000	3,355,468	31,700,429
Total Funds Available	29,439,840	4,244,402	3,245,509	6,358,335	2,201,170	3,925,583	49,414,840
Interbudget Transfers In	200,475	2,126,422	565,543	0	0	97,195	2,989,635
Total Available Resources	29,640,315	6,370,824	3,811,052	6,358,335	2,201,170	4,022,778	52,404,475
<u>Expenditures by Type</u>							
General Government	5,935,510		1,318,765				7,254,275
Judicial	4,251,397		60,109				4,311,506
Law Enforcement/Corrections	6,784,244		208,026				6,992,270
Juvenile	105,687		1,376,543				1,482,230
Health & Welfare	2,602,697				40,000		2,642,697
Public Buildings	1,933,131						1,933,131
Roads & Transportation		6,370,824					6,370,824
Debt Service				2,835,131			2,835,131
Capital Projects						3,889,948	3,889,948
Total Expenditures	21,612,666	6,370,824	2,963,443	2,835,131	40,000	3,889,948	37,712,012
<u>Other Financing Sources</u>							
Interbudget Transfers Out	2,789,160	0	200,475	0	0	0	2,989,635
Reserves	5,238,489	(0)	647,134	3,523,204	2,161,170	132,830	11,702,828
Total Expenditures, Transfers Out & Reserves	29,640,315	6,370,824	3,811,052	6,358,335	2,201,170	4,022,778	52,404,475

*Reserves represent estimated ending fund balances at 9/30/03.

**Recapitulation of
Fiscal Year 2003 Adopted Budget
By Category**

	General Fund	Road & Bridge	All Special Revenue Funds	Debt Service	Health Care Fund	Capital Imp. Fund	Total All Funds
Estimated Balance 10-01-02	8,732,770	659,889	1,263,465	4,352,002	2,136,170	570,115	17,714,411
Revenues							
Property Taxes - Current	8,213,969	808,739	601,022	1,856,816	0	0	11,480,545
Property Taxes - Delinquent	247,089	19,874	18,588	69,517	0	0	355,068
Sales Tax	8,600,000	1,300,000	0	0	0	0	9,900,000
Other Taxes	174,000	0	0	0	0	0	174,000
Licenses & Permits	47,000	1,081,500	0	0	0	0	1,128,500
Intergovernmental	351,673	22,400	479,101	0	0	3,282,268	4,135,442
Fees of Office	2,213,025	0	641,210	0	25,000	72,000	2,951,235
Fines & Forfeitures	400,000	340,000	0	0	0	0	740,000
Interest	255,000	10,000	12,700	80,000	40,000	1,200	398,900
Rental Income	150,315	0	226,150	0	0	0	376,465
Miscellaneous	55,000	2,000	3,273	0	0	0	60,273
Total Revenues	20,707,070	3,584,513	1,982,044	2,006,333	65,000	3,355,468	31,700,429
Total Funds Available	29,439,840	4,244,402	3,245,509	6,358,335	2,201,170	3,925,583	49,414,840
Interbudget Transfers In	200,475	2,126,422	565,543	0	0	97,195	2,989,635
Total Available Resources	29,640,315	6,370,824	3,811,052	6,358,335	2,201,170	4,022,778	52,404,475
Expenditures by Category							
Salary & Fringe Benefits	13,909,968	2,472,255	2,013,601	0	0	0	18,395,824
Operating Expenses	7,140,904	1,491,431	801,341	0	40,000	0	9,473,676
Debt Service	0	0	0	2,835,131	0	0	2,835,131
Sub-Total Exp. (Excl. Capital)	21,050,872	3,963,686	2,814,942	2,835,131	40,000	0	30,704,631
Capital Acquisitions	561,795	104,970	148,500	0	0	3,889,949	4,705,214
Right-of-Way Purchase	0	2,302,167	0	0	0	0	2,302,167
Total Expenditures	21,612,667	6,370,823	2,963,442	2,835,131	40,000	3,889,949	37,712,012
Interbudget Transfers Out	2,789,160	0	200,475	0	0	0	2,989,635
Reserves	5,238,488	1	647,135	3,523,204	2,161,170	132,829	11,702,828
Total Expenditures, Transfers Out & Reserves	29,640,315	6,370,824	3,811,052	6,358,335	2,201,170	4,022,778	52,404,475

*Reserves represent estimated ending fund balances at 9/30/03.

Fiscal Year 2003 Adopted Budget Operating And Non-Operating Funds

	Estimated Beginning Fund Balance at 10/01/02	Budgeted Revenues FY03	Budgeted Expenditures FY03	Budgeted Transfers In FY03	Budgeted Transfers (Out) FY03	Estimated Ending FundBalance at 9/30/03
Operating Funds						
General Fund	\$8,732,770	\$20,707,070	(21,612,667)	\$199,407	(\$2,789,160)	\$5,237,420
Road & Bridge Fund	659,889	3,584,513	(6,370,824)	2,126,422	0	(0)
Jury Fund	199,407	0	0	0	(199,407)	0
Airport Maintenance Fund	232,297	1,036,686	(1,070,718)	0	0	198,266
Building Security Fund	9,869	72,300	(138,026)	60,753	0	4,896
Print Shop Fund	5,904	33,210	(38,000)	4,790	0	5,904
Total Operating Funds	\$9,840,136	\$25,433,779	(\$29,230,234)	\$2,391,372	(\$2,988,567)	\$5,446,486
Debt Service Funds						
GO 1988 Series	\$624,810	\$1,931,333	(\$2,396,001)			\$160,142
CO 1993 Series	3,727,192	75,000	(439,130)			3,363,062
Total Debt Service Funds	\$4,352,002	\$2,006,333	(\$2,835,131)	\$0	\$0	\$3,523,204
Total Operating and Debt Service	\$14,192,138	\$27,440,113	(\$32,065,365)	\$2,391,372	(\$2,988,567)	\$8,969,690
					RESERVE RATIO =	<u>24.20%</u>
Discretionary Funds						
Elections Services Fund	\$33,128	\$2,200	(\$18,500)			16,828
Co. Clerk Records Management	124,334	146,000	(139,509)			130,825
County Records Management	71,877	35,700	(52,038)			55,539
Law Library Fund	127,661	56,500	(60,108)			124,053
Jail Lease Facility Fund	99,629	0	(70,000)			29,629
Total Discretionary Funds	\$456,629	\$240,400	(\$340,155)	\$0	\$0	\$356,874
Non-Operating Funds						
Airport Improvement Fund	\$411,198	\$3,355,468	(\$3,766,666)			\$0
Jail Improvements Fund	73,110	0	0			73,110
Courthouse Improvement Fund	85,807	0	(123,282)	97,195		59,720
Health Care Fund	2,136,170	65,000	(40,000)			2,161,170
Juvenile Services Fund	359,359	599,448	(1,376,543)	500,000		82,264
Total Non-Operating Funds	\$3,065,644	\$4,019,916	(\$5,306,491)	\$597,195	\$0	\$2,376,264
Total - All Funds	\$17,714,411	\$31,700,429	(\$37,712,012)	\$2,988,567	(\$2,988,567)	\$11,702,828
					RESERVE RATIO =	<u>28.35%</u>

**GREGG COUNTY, TEXAS
TAX LEVY FOR YEAR 2002 TAXES**

It is hereby ordered by the Gregg County Commissioners Court that the following Ad Valorem and Special Taxes be levied on each \$100.00 of valuation or fractional part of all property situated and located in Gregg County, Texas, that is subject to taxation for the year 2002.

County Ad Valorem

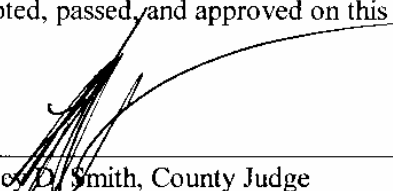
Constitutional Rate	<u>\$.2184</u> cents/\$100 valuation
Total Constitutional Rate	<u>\$.2184</u> cents/\$100 valuation

Road & Bridge Ad Valorem

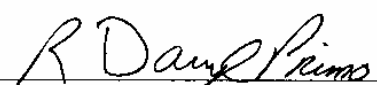
Special Road & Bridge	<u>\$.0113</u> cents/\$100 valuation
FM Lateral Road	<u>\$.0053</u> cents/\$100 valuation
Total Road & Bridge Rate	<u>\$.0166</u> cents/\$100 valuation

TOTAL RATE: \$.235

Adopted, passed, and approved on this the 9th day of September, 2002.

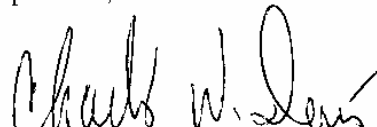


Mickey D. Smith, County Judge

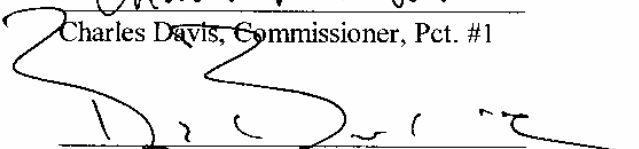


R. Darryl Primo, Commissioner, Pct. #2

Danny E. Craig, Commissioner, Pct. #4



Charles Davis, Commissioner, Pct. #1



Bob Barbee, Commissioner, Pct. #3

**Budget Summary For All Funds
Fiscal Years 1999 - 2003**

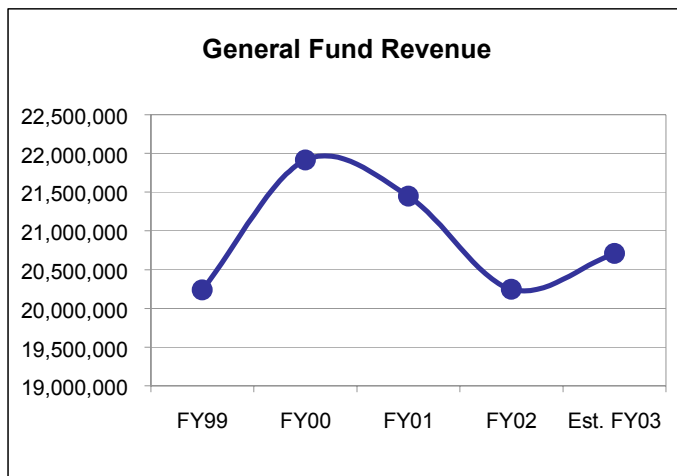
	Actual Results FY 1999	Actual Results FY 2000	Actual Results FY 2001	Unaudited Results FY 2002	Estimated FY 2003
Beginning Fund Balances	15,929,513	16,758,160	19,512,100	19,046,457	17,714,408
Revenues					
Property Taxes - Current	10,869,091	10,673,103	10,617,345	10,923,182	11,480,546
Property Taxes - Delinquent	472,641	572,991	541,418	506,142	355,068
Sales Tax	9,115,982	9,858,927	10,323,621	9,939,231	9,900,000
Other Taxes	183,259	172,654	175,240	175,740	174,000
Licenses & Permits	1,154,902	1,127,711	1,137,217	1,241,365	1,128,500
Intergovernmental	2,749,142	1,984,401	1,551,721	2,519,689	4,160,442
Fees of Office	2,794,630	2,822,518	3,133,042	3,145,479	2,926,235
Fines & Forfeitures	598,614	719,113	721,517	850,328	740,000
Interest	1,065,156	1,467,752	1,355,958	502,116	398,900
Rental Income	536,845	797,152	1,013,623	739,197	376,465
Miscellaneous	856,519	1,069,668	672,957	536,691	60,273
Total Revenues	30,396,781	31,265,990	31,243,659	31,079,160	31,700,429
Total Funds Available	46,326,294	48,024,150	50,755,759	50,125,617	49,414,837
Expenditures by Type					
General Government	7,348,679	5,645,463	5,873,797	6,122,466	7,254,271
Judicial	3,415,748	3,512,258	3,786,420	3,960,142	4,311,506
Law Enforcement/Corrections	5,282,873	5,487,925	6,128,419	6,661,510	6,992,269
Juvenile	1,423,692	1,484,859	1,653,922	1,827,429	1,482,230
Health & Welfare	1,939,751	2,137,066	2,219,849	2,243,312	2,642,697
Public Buildings	3,255,901	3,324,603	3,753,934	4,927,532	5,823,081
Roads & Transportation	3,705,165	3,537,007	3,945,747	4,474,107	6,370,824
Debt Service	3,085,262	3,293,454	4,497,030	3,101,623	2,835,131
Total Expenditures	29,457,071	28,422,635	31,859,118	33,318,121	37,712,009
Net Transfers/Reserves and Other	(111,063)	(89,415)	149,816	906,912	0
Financing Sources					
Ending Fund Balances	16,758,160	19,512,100	19,046,457	17,714,408	11,702,828

NOTE: All accounting funds subject to the annual budgeting process are included in the above schedule.

**Sources Of Revenue
For Fiscal Years 1999 - 2003**

General Fund	Actual Revenue FY99	Actual Revenue FY00	Actual Revenue FY01	Revised Ending Rev. FY02	Estimated Revenue FY03
<u>Taxes</u>					
Property taxes - current	\$7,482,652	\$7,543,110	\$6,881,914	\$7,002,866	\$8,213,969
Property taxes - delinquent	271,626	394,468	380,474	302,649	247,089
Alcoholic beverage tax	131,109	145,869	131,499	146,116	140,000
Bingo tax	52,150	26,785	43,741	29,624	34,000
Sales tax	7,898,152	8,630,885	8,976,660	8,594,588	8,600,000
	<u>15,835,689</u>	<u>16,741,117</u>	<u>16,414,288</u>	<u>16,075,843</u>	<u>17,235,057</u>
<u>Licenses & Permits</u>					
Alcoholic beverage license	29,032	29,365	29,365	29,530	28,000
Sexually oriented businesses	2,850	2,250	4,600	6,300	3,000
Sewage disposal	22,555	18,725	15,681	17,185	16,000
	<u>54,437</u>	<u>50,340</u>	<u>49,646</u>	<u>53,015</u>	<u>47,000</u>
<u>Intergovernmental Revenue</u>					
Federal grant	8,325	6,595	9,022	6,383	9,000
State supplement - county court at law	30,000	38,453	37,065	39,270	55,000
State supplement - county judge	5,000	10,000	18,003	17,976	3,800
State supplement - asst. prosecutors		0	0	37,855	15,000
State - commercial waste management	946	536	293	164	300
City of Longview prisoner care	211,120	219,565	237,130	146,852	148,079
Gregg County Appraisal District		42,516	0	0	0
C.O.D.E. Unit	7,640	8,093	6,026	7,986	8,000
Grant J.A.I.B.G. CCL #1 Judge Supp.	0	0	0	0	55,000
State - Indigent Defense Funding				0	49,494
E.T.C.O.G. (9-1-1 equipment)				17,398	8,000
	<u>263,031</u>	<u>325,758</u>	<u>307,539</u>	<u>273,884</u>	<u>351,673</u>
<u>Charges for Services</u>					
County Judge	1,505	2,047	1,398	652	200
County Sheriff	245,368	257,903	271,432	284,256	260,000
Constables	70,712	62,849	75,856	81,219	70,000
County Clerk	581,331	560,157	605,517	621,907	580,000
County Clerk - administrative fees	11,682	12,758	15,385	14,347	14,000
Tax Assessor / Collector	636,537	677,914	660,877	734,437	645,000
District Attorney	38,321	40,871	40,483	55,246	45,000
District Clerk	273,553	287,188	275,737	330,425	280,000
Justices of the Peace	29,323	25,198	30,571	31,812	30,000
Trial fees	368	370	165	70	200
Jury	0	0	0	0	33,000
Probate judges education	1,409	2,180	2,265	2,180	2,000
Other arrest fees	39,751	57,005	74,402	71,256	70,000
County Court at Law	9,673	698	2,238	2,773	1,300
State fees / County Clerk	48,268	61,585	51,988	48,143	50,000
State fee - TP - judiciary efficiency	0	3,035	3,161	3,006	2,900
Court Reporter Services	0	0	0	0	45,000
Domestic relations	26,120	665	0	0	0
DRO-annual service fee	68,993	6,117	0	0	0
DRO - filing fees		18,984	16,415	15,828	13,000
Health Department fees	20	35	25	5	25
Parking lot fees	17,471	17,126	16,459	5,501	6,000
Computer services	8,760	7,062	6,500	23,472	5,500
Defensive driving fees	28,077	42,541	34,154	43,491	37,000
Child safety fees	1,680	1,640	1,860	3,130	2,800
Traffic fees	16,867	22,898	18,568	18,838	17,000

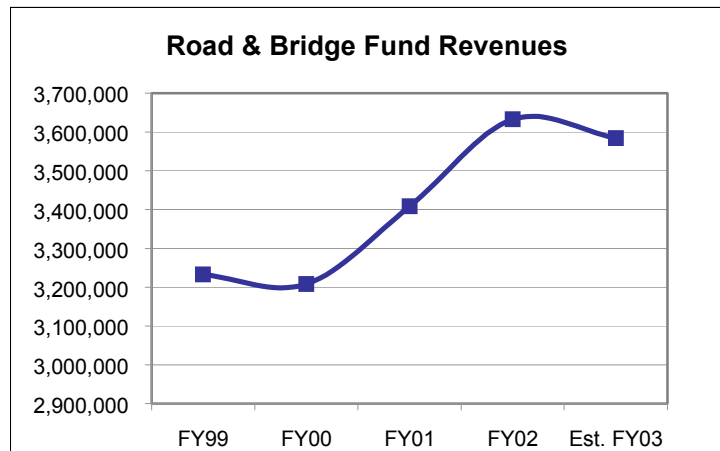
General Fund Continued	Actual Revenue FY99	Actual Revenue FY00	Actual Revenue FY01	Revised Ending Rev. FY02	Estimated Revenue FY03
Gun Control fees	130	0	0	0	0
Video fees	3,932	3,848	3,466	3,783	3,100
	<u>2,159,851</u>	<u>2,172,674</u>	<u>2,208,922</u>	<u>2,395,777</u>	<u>2,213,025</u>
<u>Fines & Forfeitures</u>					
Justice courts	298,937	384,986	370,185	441,169	400,000
Delinquent fine collections	0	0	0	0	0
	<u>298,937</u>	<u>384,986</u>	<u>370,185</u>	<u>441,169</u>	<u>400,000</u>
<u>Interest Income</u>					
Interest Income	566,878	716,513	778,313	346,748	255,000
Unrealized gains on securities held	0	150,890	(27,812)	(86,372)	0
	<u>566,878</u>	<u>867,403</u>	<u>750,501</u>	<u>260,376</u>	<u>255,000</u>
<u>Rents & Commissions</u>					
Borg Warner contract	34,098	34,098	31,257	36,940	34,100
A&M Tower, Inc.	2,400	7,200	6,300	6,615	6,615
Community bldgs	8,900	7,725	7,640	9,470	8,000
Management Training Corp. - 3rd floor contract	0	213,408	489,584	271,544	0
Other rent	0	0	50	25	0
Royalties	6,421	10,183	14,040	5,760	6,000
Telephone coin stations	182,738	208,300	150,151	147,430	95,000
Concession commissions	600	600	600	300	600
	<u>235,157</u>	<u>481,514</u>	<u>699,622</u>	<u>478,084</u>	<u>150,315</u>
<u>Miscellaneous</u>					
Jail lease	785,456	790,448	556,608	290,696	0
Sale of fixed assets	20,719	35,219	23,843	16,636	19,000
Insurance proceeds	1,500	43,368	28,202	0	0
Other	17,013	21,037	39,365	59,555	36,000
	<u>824,688</u>	<u>890,072</u>	<u>648,018</u>	<u>366,887</u>	<u>55,000</u>
Total Revenue - General Fund	\$20,238,668	\$21,913,864	\$21,448,721	\$20,345,035	\$20,707,070



General Fund revenues increased 8.3% in FY00 due to a strong economy and rising property values. FY01 revenues declined 2.1%, primarily due to a property tax rate cut. While property tax revenue may be reliably predicted for budgetary purposes, sales tax revenue is very unpredictable due to many short term economic factors. For FY02, prisoner care income was drastically reduced due to state mandates regarding housing of prisoners and renegotiation of the county's contract for prisoner care with the city of Longview. The county's policy is to budget revenues conservatively so shortfalls are avoided.

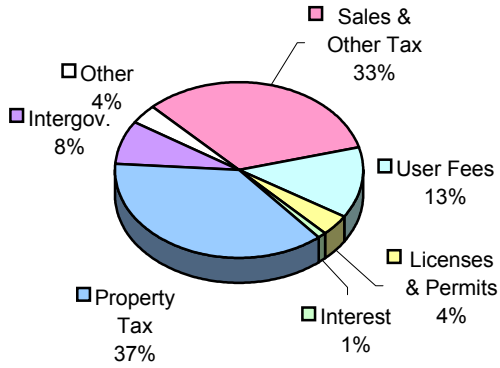
Road & Bridge Fund					
	Actual Revenue FY99	Actual Revenue FY00	Actual Revenue FY01	Revised Ending Rev. FY02	Estimated Revenue FY03
<u>Taxes</u>					
Property taxes - current	\$396,504	\$389,355	\$391,006	\$615,376	\$808,739
Property taxes - delinquent	47,981	20,903	19,686	18,425	19,874
Motor vehicle sales tax	1,217,830	1,228,042	1,346,961	1,344,643	1,300,000
	<u>1,662,315</u>	<u>1,638,300</u>	<u>1,757,653</u>	<u>1,978,444</u>	<u>2,128,613</u>
<u>Licenses & Permits</u>					
Motor vehicle registration	1,093,370	1,073,511	1,076,440	1,180,975	1,075,000
State weight permits	7,095	3,860	11,131	7,375	6,500
	<u>1,100,465</u>	<u>1,077,371</u>	<u>1,087,571</u>	<u>1,188,350</u>	<u>1,081,500</u>
<u>Intergovernmental Revenue</u>					
Federal grant			83,485	0	
State - Lateral Road	22,555	22,424	22,794	22,732	22,400
	<u>22,555</u>	<u>22,424</u>	<u>106,279</u>	<u>22,732</u>	<u>22,400</u>
<u>Fines & Forfeitures</u>					
County & District Courts	299,677	334,127	351,332	409,159	340,000
<u>Interest Income</u>					
Interest income	130,394	119,254	98,437	30,279	10,000
Unrealized gains on securities held	0	16,185	(15,606)	(579)	
	<u>130,394</u>	<u>135,439</u>	<u>82,831</u>	<u>29,700</u>	<u>10,000</u>
<u>Miscellaneous</u>					
Sale of fixed assets	15,449	83	25	5,025	1,000
Miscellaneous	2,091	176	22,739	20	1,000
	<u>17,540</u>	<u>259</u>	<u>22,764</u>	<u>5,045</u>	<u>2,000</u>
Total Revenue - Road & Bridge Fund	\$3,232,946	\$3,207,920	\$3,408,430	\$3,633,430	\$3,584,513

Motor vehicle sales taxes and registration licenses are the major revenue sources, providing about 66% of the total R&B budget. Additional property tax revenue will be allocated to the R&B Fund in future years to pay for any increased recurring operational expenses.

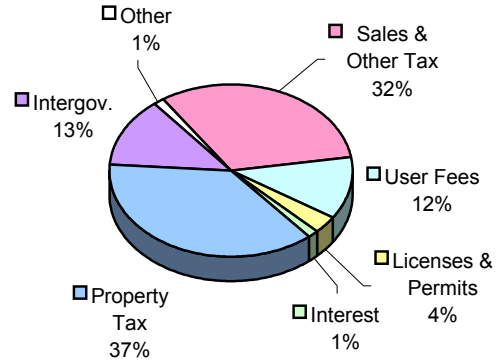


Sources of Revenue – All Funds

FY02 Estimated Revenues

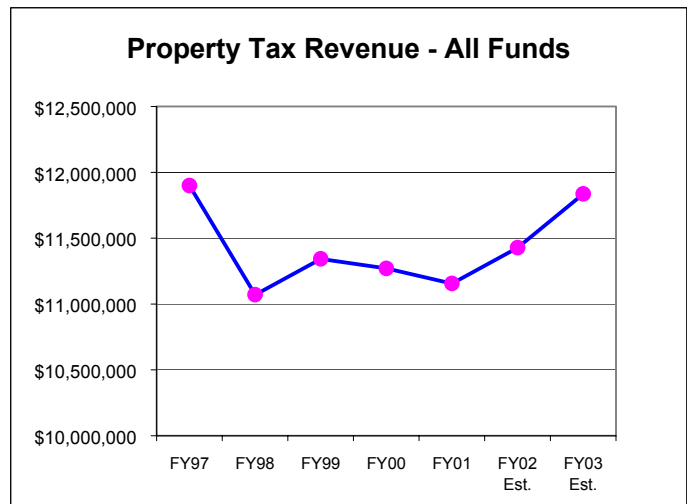


FY03 Adopted Revenues

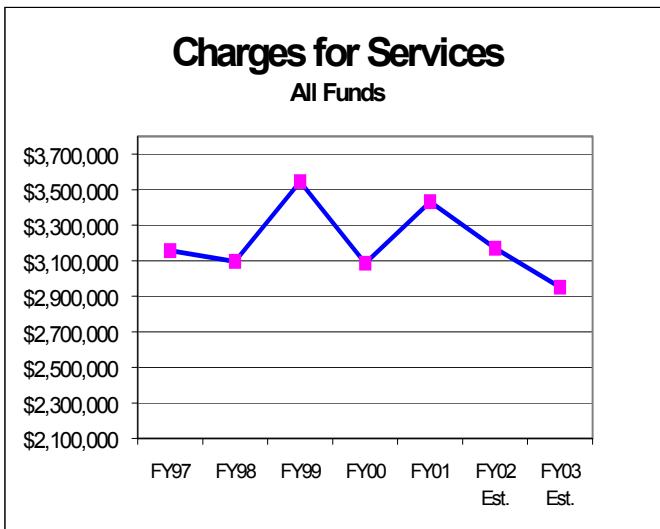
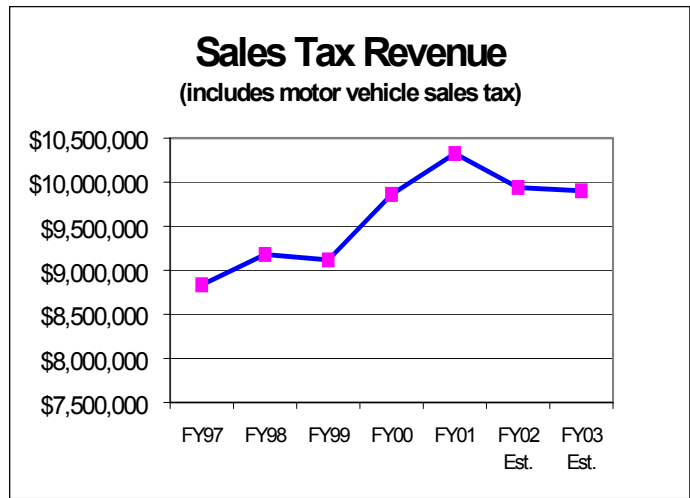


Major Sources of Revenue

Ad Valorem Property Taxes are estimated to generate about \$11,480,546. The county has reduced the property tax rate over the last few years to a point of potential stabilization to offset the increasing property tax values imposed on county taxpayers. This reduction has been accomplished by successfully streamlining expenditures and utilizing other sources of revenue. Tax revenue in 1995 was \$12.1 million, estimated revenue for 2003 is \$11.8 million, still representing a 3% overall decrease.

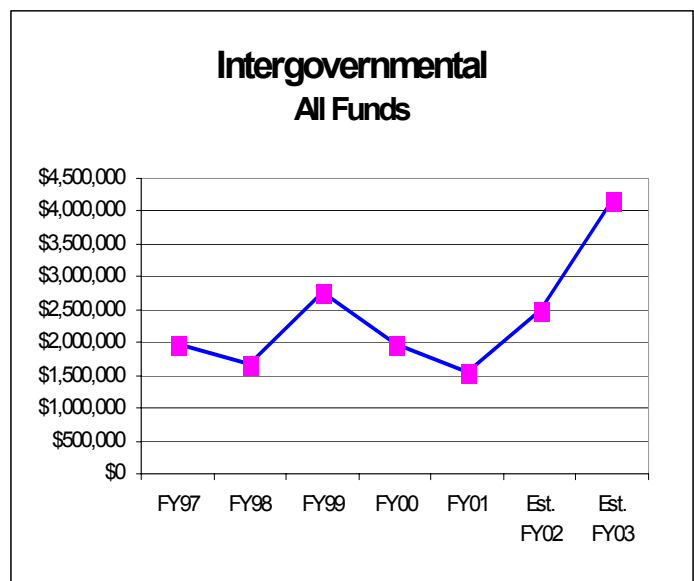


Sales Tax Revenue - A county sales tax is collected at the retail level in the same manner as state and local sales taxes. The sales tax rate is 2 percent in Texas counties with incorporated municipalities, including Gregg County. FY00 sales tax revenue increased by 8.2% and FY01 increased by 4.7%, both due to strong retail sales, including motor vehicles. FY 02 decreased due to the national economy. Since retail sales are very unpredictable, FY03 sales tax revenue is budgeted conservatively.



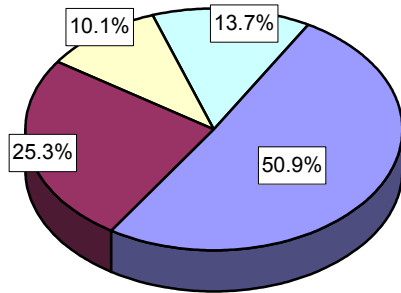
Charges for Services - This revenue source consists of an array of fees collected throughout the organization and includes document filing fees, court fees, and processing fees. Such fees for services, commonly referred to as user fees, assist in offsetting the increasing costs of public services. Due to the uncontrollable nature of user fees, this revenue category for FY03 is also budgeted very conservatively.

Intergovernmental Revenue - This revenue source includes funds received from federal, state, and local governments. The primary sources of intergovernmental revenue were: 1) FY98- federal funding for airport improvements of \$777,921; 2) FY99 included federal funding for airport improvement of \$374,543 and the state tobacco settlement of \$1,658,057; 3) FY00- federal funding for airport improvements of \$1,145,731 and tobacco settlement funds of \$207,116; 4) FY01 included federal funding for airport improvements of \$570,026 and \$689,754 for law enforcement and juvenile services; 5) FY02, included \$1,868,755 for federal airport improvements. For the FY03 budget, the primary source of intergovernmental revenue includes funding for federal airport improvements in the amount of \$3,282,268.

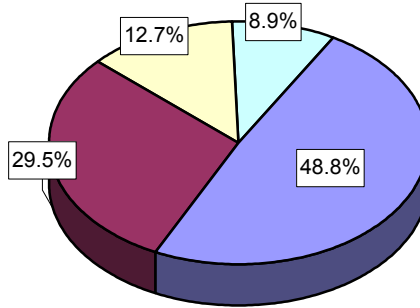


Budgeted Expenditures – All Funds

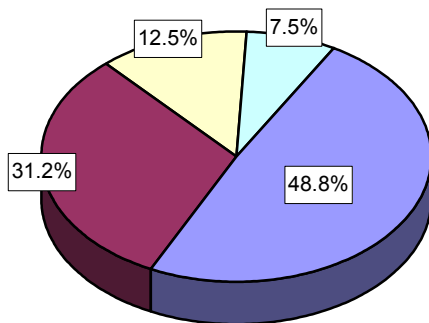
FY01 Actual Expenses



FY02 Actual Expenses



FY03 Budgeted Expenses



- Salaries & Fringes
- Operating Expenses
- Capital Outlay
- Debt Service

As illustrated above, salaries and fringe benefits consistently comprise about 48-50% of the county's total budgeted expenses. Direct employee compensation (i.e., salaries and wages) has been rising at a 2-3% annual rate. Conversely, the costs of fringe benefits, especially health insurance coverage, have been rising at double digit annual rates for two years, and further rate increases appear likely.

Accordingly, while the county is committed to maintaining a comprehensive group health insurance plan, controlling the escalating costs of health care has become a significant budgetary challenge. In FY02, the commissioners' court implemented a self-insured group health insurance plan. This new plan was fully operational December, 2001, and comparative costs analyses are currently underway.

**Budgeted Expenditures by Department
Fiscal Years 1999-2003**

Department	Actual Expenses FY99	Actual Expenses FY00	Actual Expenses FY01	Unaudited Expenses FY02	Budgeted Expenses FY03
<u>General Fund</u>					
County Clerk	566,651	613,722	649,614	728,904	758,614
Telecommunications	41,086	25,966	28,083	29,261	36,647
Purchasing	100,208	128,093	130,572	139,223	145,800
Human Resources	106,097	103,728	108,217	141,033	157,539
Non -Departmental	1,688,270	1,634,873	1,787,160	1,730,347	2,146,166
County Judge	195,340	210,305	202,754	222,790	251,293
Elections	172,304	187,230	189,690	227,077	237,901
Auditor	320,765	326,552	331,701	366,904	463,808
Tax Assessor-Collector	1,058,891	1,084,643	1,122,528	1,139,966	1,267,533
Information Services	883,830	699,888	763,476	788,195	985,113
Extension Service	118,098	130,124	137,568	151,572	160,096
Court of Appeals	11,642	11,641	11,641	11,486	11,679
County Court-at-Law #1	214,399	229,177	243,367	234,573	258,545
County Court-at-Law #2	0	0	0	0	192,994
Attorney General Master	0	0	0	0	7,600
124th District Court	0	0	0	0	172,342
188th District Court	0	0	0	0	154,341
307th District Court	0	0	0	0	140,869
Juror Expenses	0	0	0	0	72,370
District Clerk	670,486	701,318	736,385	753,652	800,885
Justice of the Peace #1	162,614	170,608	183,753	190,602	202,950
Justice of the Peace #2	76,773	81,051	91,870	96,321	105,493
Justice of the Peace #3	128,668	123,883	150,653	172,907	174,781
Justice of the Peace #4	89,376	105,226	128,535	132,424	142,937
District Attorney	987,611	1,009,964	1,029,997	1,090,840	1,133,661
Domestic Relations	92,670	0	0	0	0
Bail Bond Board	0	0	0	0	4,950
Constable #1	50,507	52,291	53,944	57,088	60,696
Constable #2	42,718	43,866	46,028	49,464	54,031
Constable #3	49,452	48,549	50,159	51,934	55,358
Constable #4	43,690	44,584	46,908	48,896	54,381
Sheriff - Corrections	4,838,659	5,139,728	5,753,916	6,089,976	6,505,146
CODE Unit	5,326	7,706	6,026	7,986	8,021
Department of Public Safety	36,165	29,738	43,676	62,306	45,560
Texas Parks & Wildlife	338	359	2,065	500	800
Texas Alcohol-Beverage Com.	200	150	0	0	250
Juvenile Board	76,325	78,088	80,391	90,055	105,687
Gregg Industrial Park	67,561	97,522	61,997	79,961	103,700
Veterans Service	70,464	79,647	83,784	80,456	93,556
Civil Defense	314	897	446	812	1,200
Litter Control Office	0	0	42,837	36,809	0
Environmental Protection	6,889	7,752	2,544	23,799	20,771

Budgeted Expenditures by Department
Fiscal Years 1999-2003
(continued)

Department	Actual Expenses FY99	Actual Expenses FY00	Actual Expenses FY01	Unaudited Expenses FY02	Budgeted Expenses FY03
911 Addressing	0	111,143	142,533	113,314	141,526
Health Department	1,403,227	1,356,315	1,281,883	1,278,056	1,318,027
Historical Commission	20,046	4,474	4,386	6,884	7,867
Contributions	371,250	419,317	499,439	564,950	909,450
Courthouse Building	1,068,296	1,103,346	1,154,503	1,194,003	1,341,333
Jail Building	97,715	164,744	113,727	133,167	136,000
Service Center Building	37,677	23,654	30,223	30,891	87,740
Community Buildings Maint.	36,360	32,653	22,167	42,990	46,455
Comm. Bldg. - Whaley St.	34,578	40,978	26,703	30,161	61,155
Comm. Bldg. - Judson	1,902	6,182	2,527	2,109	6,500
Comm. Bldg. - Greggton	16,021	17,266	19,039	17,249	24,852
Comm. Bldg. - Garfield Hill	0	2,305	2,152	5,711	7,620
Comm. Bldg. - Gladewater Sr.	16,602	657	1,024	1,894	2,700
Comm. Bldg. - Gladewater Comm.	9,212	7,804	10,256	6,634	9,700
Comm. Bldg. - Liberty City	20,797	11,254	27,932	12,248	15,100
Comm. Bldg. - Hugh Camp Park	8,788	13,715	25,517	15,441	17,500
Comm. Bldg. - Olivia Hilburn	8,309	7,208	22,651	19,029	11,500
Comm. Bldg. - Kilgore	62,462	53,856	48,260	51,546	55,778
Comm. Bldg. - Kilgore South	6,170	2,081	5,319	7,937	9,350
Comm. Bldg. - Eldersville	2,505	4,233	4,350	3,578	14,260
West Harrison VFD Building	0	0	0	0	6,600
Comm. Bldg. - Easton	3,192	5,011	8,046	7,636	15,300
Marvin A Smith Regional Juvenile Facility	0	18,382	22,401	22,465	25,000
Youth Detention Building	44,881	32,954	43,866	31,620	45,290
Debt Service - MTC contract	0	213,408	489,584	271,544	0
Total General Fund	16,244,377	16,861,809	18,310,773	18,899,176	21,612,667
Computer Equipment Fund	1,597,442	0	0	41,354	0
Elections Services Fund	1,969	11,946	4,891	6,992	18,500
Records Management - County Clerk	164,875	162,590	136,527	76,747	139,509
Jail Lease Facility	8,153	0	0	163,821	70,000
<u>Road & Bridge Fund</u>					
Administration	280,722	285,043	321,575	334,892	367,728
General	53	250,001	110	300,244	4,500
Precinct #1	1,193,167	1,071,883	1,179,966	1,398,526	1,254,905
Precinct #2	32,811	31,718	35,866	37,777	40,160
Precinct #3	1,406,452	1,252,189	1,602,282	1,435,384	1,552,036
Precinct #4	791,960	646,173	805,948	956,452	849,328
Right of Way	0	0	0	10,832	2,302,167
Total Road & Bridge Fund	3,705,165	3,537,007	3,945,747	4,474,107	6,370,824

Budgeted Expenditures by Department
Fiscal Years 1999-2003
(continued)

Department	Actual Expenses FY99	Actual Expenses FY00	Actual Expenses FY01	Unaudited Expenses FY02	Budgeted Expenses FY03
<u>Jury Fund (1)</u>					
Attorney General Master	7,580	7,560	7,950	8,440	0
124th District Court	144,629	144,243	163,263	158,101	0
188th District Court	114,263	116,912	123,967	137,248	0
307th District Court	133,463	110,463	113,890	116,792	0
Juror Expenses	65,397	56,119	52,816	46,712	0
Total Jury Fund	465,332	435,297	461,886	467,293	0
Law Library Fund	49,720	61,226	50,425	62,970	60,109
Airport Maintenance Fund	865,007	881,354	947,080	1,004,883	1,070,717
County Records Management	26,973	27,316	31,844	29,486	52,038
Building Security	102,972	108,058	125,697	129,539	138,026
LEOSE Fund	12,023	12,896	0	0	0
Health Care Fund	0	60,000	100,000	58,271	40,000
Debt Service Funds	3,085,262	3,080,046	4,007,446	2,830,079	2,835,131
Airport Improvements	536,483	1,068,448	802,927	2,577,710	3,766,666
Regional Juvenile Facility	1,243,951	207,871	0	0	0
Jail Improvements	0	500,000	746,000	0	0
Courthouse Improvement	0	0	579,716	660,248	123,283
Courthouse A.D.A. Compliance Project	0	0	34,628	53,265	0
Print Shop	0	0	0	44,806	38,000
Juvenile Services	1,347,367	1,406,771	1,573,531	1,737,374	1,376,543
Total All Funds	29,457,071	28,422,635	31,859,118	33,318,121	37,712,013

Footnotes

- 1) Jury Fund was merged into General Fund for the FY03 budget.
- 2) The commissioners' court opted to pay the acquisition and implementation costs for capital projects directly from reserve funds which results in an overall increase in budgeted expenditures.
- 3) Expenditures must be budgeted at 100% for the airport improvement projects; however, the county is reimbursed 90% of such costs by the federal government through FAA grant funding.
- 4) Construction costs for the Regional Juvenile Facility were funded primarily from state grants. The budget reflects 100% of the projected construction costs.

Accounting Funds Overview

General Fund - The general operating fund that accounts for all revenues and expenditures not required to be accounted for in other funds. This fund provides for the general governmental or daily operations of the county. The primary sources of revenue to the general fund are ad valorem and sales taxes and charges for services.

Special Revenue Funds - Funds specifically required to account for revenues and expenditures restricted for specific purposes.

- **Road & Bridge** - A fund restricted for the purpose of building and maintaining county roads, bridges, signs, and right-of-ways. Property taxes and motor vehicle registration fees are major sources of revenue.
- **Law Library** - A fund designated for the provision and upkeep of the county's law library. The funds are restricted for law library transactions only. The principal source of revenue is library user fees.
- **Records Management** - A fund restricted to the preservation of official county documents. Revenue is generated through state authorized fees.
- **Airport Maintenance** - A fund designated for the maintenance of the Gregg County Airport. Property taxes and user fees are major sources of revenue.
- **Health Care** - A fund restricted to providing health care services for county residents, especially indigent care. Revenue comes from the state's settlement with tobacco companies.
- **Jail Lease Facility** - A fund limited to the collection of contractual rental payments pursuant to a contract with a private company that rents part of the space in the county's new jail.
- **Jury Services** - A fund restricted to the operation of the county's courts system. Revenues come primarily from court fees and filing fees.
- **Juvenile Services** - A fund to provide court-ordered detention and probation supervision for juvenile offenders. State grants are a major source of revenue.

Debt Service Funds - Specific funds to account for the accumulation and disbursement of resources associated with the county's debt obligations. Property taxes, interest income, and transfers from the general fund provide the resources necessary to pay the annual principal and interest payments.

Capital Project Funds - Funds specifically designed to account for the financial resources designated for major capital acquisitions or construction.

- **Airport Improvements** - A fund limited to upgrading and expanding the Gregg County Airport. Federal government grants are the major funding source.
- **Courthouse Improvements** - A fund designated to remodel the county courthouse.

FY02 Budgeted to Actual Results Comparison*

As a budgeting policy, Gregg County is very conservative and cautious when estimating future revenues, while expenses are budgeted at the maximum amount considered to be needed or required. The benefit of this budgeting policy is that the county rarely, if ever, has any accounting fund shortfalls (i.e., where expenses exceed revenues for a specific major activity or program). If a shortfall occurs, the county must spend some of its cash reserves or borrow money. If revenues exceed expenses, the county may choose to increase its cash reserves, to pay cash for capital projects, or to pay off debt. And most importantly, the tax rate can be reduced in later years.

Fiscal year 2002 was one such rare occasion, where revenues received did not significantly exceed the estimated revenue amount. This shortfall occurred as a result of two factors. A downturn in the national economy slightly hindered collections in property taxes, fines and forfeitures, and miscellaneous income, while it significantly impacted interest income earnings. Due to changes in the state's prisoner housing system, the county lost anticipated income in the lease and miscellaneous income categories associated with the jail lease and inmate telephone revenue.

The following comparative schedules illustrate the expected financial results of the county's budgeting policy for the fiscal year ending September 30, 2002. The actual figures are un-audited.

Gregg County General Fund

	FY02 Budgeted	FY02 Actual* Results	Variance Favorable (Unfavorable)	% of Budget
<u>Revenues</u>				
Property Taxes	7,332,000	7,305,515	(26,485)	
Sales & Other Taxes	8,465,000	8,770,328	305,328	
Licenses & Permits	47,000	53,015	6,015	
Intergovernmental	213,300	265,898	52,598	
Fees of Office	2,076,900	2,403,762	326,862	
Fines & Forfeitures	455,000	441,169	(13,831)	
Interest Income	400,000	260,375	(139,625)	
Rent & Commissions	587,000	478,083	(108,917)	
Miscellaneous	474,661	366,887	(107,774)	
Total Revenues	20,050,861	20,345,032	294,171	101.47%
<u>Expenditures</u>				
Salary & Fringes	13,035,824	12,430,550	605,274	
Operating Expenses	6,295,649	5,950,565	345,084	
Capital Acquisitions	283,971	250,387	33,584	
Debt Service	408,000	271,544	136,456	
Total Expenditures	20,023,444	18,903,046	1,120,398	94.40%
 Interbudget Transfers Out	 3,340,920	 2,522,647	 818,273	

*All actual amounts are currently being audited by an external audit firm.

FY02 Budgeted to Actual Results Comparison*
(Continued)

Gregg County Road & Bridge Fund

	FY02 Budgeted	FY02 Actual* Results	Variance Favorable (Unfavorable)	% of Budget
<u>Revenues</u>				
Property Taxes	640,000	633,801	(6,199)	
Sales & Other Taxes	1,220,000	1,344,643	124,643	
Licenses & Permits	1,082,000	1,188,350	106,350	
Intergovernmental	22,400	22,732	332	
Fines & Forfeitures	320,000	409,159	89,159	
Interest Income	50,000	30,306	(19,694)	
Miscellaneous	2,000	5,045	3,045	
Total Revenues	3,336,400	3,634,036	297,636	108.92%
 Interbudget Transfers In	 1,054,774	 254,774	 800,000	
<u>Expenditures</u>				
Salary & Fringes	2,333,525	2,231,366	102,159	
Operating Expenses	2,105,506	1,720,823	384,683	
Capital Acquisitions	521,920	521,918	2	
Total Expenditures	4,960,951	4,474,107	486,844	90.19%

Gregg County Debt Service Funds

	FY02 Budgeted	FY02 Actual* Results	Variance Favorable (Unfavorable)	% of Budget
<u>Revenues</u>				
Property Taxes	2,586,400	2,600,816	14,416	
Interest Income	134,000	151,317	17,317	
Total Revenues	2,720,400	2,752,133	31,733	101.17%
<u>Expenditures</u>				
Principal Reduction	1,000,090	1,000,090	0	
Interest	1,828,916	1,828,916	0	
Administrative Fees	2,000	1,074	926	
Total Expenditures	2,831,006	2,830,080	926	99.97%

*All actual amounts are currently being audited by an external audit firm.

FY02 Budgeted to Actual Results Comparison*
(Continued)

Gregg County Special Revenue Funds

<u>Revenues</u>	FY02 Budgeted	FY02 Actual* Results	Variance	% of Budget
			Favorable (Unfavorable)	
Elections Services	4,000	3,906	(94)	
Computer Replacement Fund	0	0	0	
Co. Clerk Records Mgmt.	148,000	156,377	8,377	
Jury Services	391,000	382,038	(8,962)	
Law Library	57,400	62,423	5,023	
Airport Maintenance	965,574	932,396	(33,178)	
County Records Mgmt.	35,000	40,636	5,636	
Building Security	127,314	130,900	3,586	
Health Care Fund	180,000	38,563	(141,437)	
Jail Lease Facility	70,000	49,750	(20,250)	
Juvenile Services	1,463,715	1,551,743	88,028	
Total Revenues	3,442,003	3,348,732	(93,271)	97.29%
<u>Expenditures</u>				
Elections Services	14,400	6,992	7,408	
Computer Replacement Fund	41,600	41,354	246	
Co. Clerk Records Mgmt.	165,824	76,748	89,076	
Jury Services	314,466	235,245	79,221	
Law Library	71,128	62,971	8,157	
Airport Maintenance	1,097,861	1,004,883	92,978	
County Records Mgmt.	32,954	29,486	3,468	
Building Security	130,549	129,539	1,010	
Health Care Fund	80,000	58,271	21,729	
Jail Lease Facility	179,577	163,821	15,756	
Juvenile Services	1,737,374	1,737,374	0	
Total Expenditures	3,865,733	3,546,684	319,049	91.75%

Gregg County Capital Projects Funds

<u>Revenues</u>	FY02 Budgeted	FY02 Actual* Results	Variance	% of Budget
			Favorable (Unfavorable)	
Property Taxes	4,000	5,472	1,472	
Intergovernmental	**3,000,000	1,868,755	(1,131,245)	
Interest Income	20,000	14,529	(5,471)	
Fees	99,000	45,919	(53,081)	
Total Revenues	3,123,000	1,934,675	(1,188,325)	61.95%
<u>Expenditures</u>				
Capital Outlay	4,520,706	3,291,224	1,229,482	
Total Expenditures	4,520,706	3,291,224	1,229,482	72.80%

*All actual amounts are currently being audited by an external audit firm.

**According to generally accepted accounting principles (GAAP), the airport improvement grant is budgeted at 100% during FY2002 although the project is expected to span a three year period. This grant is reimbursable at 90% after the various phases are completed.

FY03 Departmental Capital Expenditure Requests

Department	Description	Amount Approved
County Clerk	Workstations (2)	\$ 9,500
County Judge	Printer & furnishings	5,500
County Auditor	Furnishings	2,500
Information Services	Printers & other equipment	51,100
Extension Service	Computer & other equipment	2,150
County Court-at-Law #2	Furnishings	2,211
307 th District Court	Carpet, wallpaper, etc.	2,184
Justice of the Peace #3	Desk	1,135
Justice of the Peace #4	Furnishings & equipment	500
Constable #2	Radio	700
Sheriff	Mobile video units, 8 patrol cars	179,000
911 Addressing	Digital logging recorder	18,000
Courthouse Building	Cooling tower improvements, Chiller major repair, augur	50,900
Service Center Building	Air conditioning system	50,000
Longview Whaley Building	Air conditioner	30,000
Greggton Community Building		2,980
Liberty City Community Building	Re-panel interior walls	4,000
Hugh Camp Memorial Park		2,000
Olivia R. Hilburn Community Bldg		1,500
Kilgore South Street Bldg	Floor burnisher	1,200
Elderville Community Bldg	Roof replacement, playground eqpt.	6,600
West Harrison VFD Bldg	Space heater, renovations	4,000
Easton Community Bldg	Roof replacement, playground eqpt.	8,000
Elections Services Fund	Equipment	7,000
Records Management- County Clerk	Plat Cabinet, system upgrades	30,800
Road & Bridge Precinct #1	Fencing, front end loader payment	29,600
Road & Bridge Precinct #3	Motor grader payment, asphalt roller	75,370
Law Library	Workstation, library upgrades	10,000
Airport – Administration	Computer	1,500
Airport – Terminal Bldg	Floor extractor	3,000
Airport – Maintenance Shop	Utility truck (used), avionics radios, lawnmower, cable locator	18,700
Airport – Public Safety	Firefighter clothing & vehicle	25,000
Records Management	Building addition	20,000
Non-Departmental	Landscaping and Marquis at CH	125,000
Juvenile	Server, software & security cameras	40,000
TOTAL APPROVED		\$946,630

All large capital expenditures, such as courthouse and jail improvements, are budgeted in separate capital projects funds. The above schedule lists all departmental capital expenditures which are considered part of departmental operations and are included in each department's budget.



DEPARTMENTAL BUDGETS

Departmental Budgets Index

General Government & Support Services

Agriculture Extension Service	59
Airport Departments	96-97
Computer Project Fund	87
County Auditor	56
County Clerk – Records Management	87
County Clerk	50
County Judge	54
County Records Management	95
Elections Office	55
Elections Services Fund	87
Human Resources Department	53
Information Services	58
Non-Departmental Expenses	51
Print Shop	99
Purchasing Department	52
Tax Assessor – Collector	57
Telecommunications	51

Judicial Services

124 th District Court	62
188 th District Court	63
307 th District Court	64
Attorney General Master	61
County Court-at-Law #1	60
County Court-at-Law #2	61
Court of Appeals	59
District Attorney	70
District Clerk	65
Domestic Relations	69
General Juror Expenses	64
Justices of the Peace	66-69
Law Library	95

Law Enforcement & Corrections

Building Security	98
Code Unit	76
Constables	71-74
Department of Public Safety	76
Jail Lease Fund	87
Law Enforcement Officers Supplemental Education	98
Parks & Wildlife	76
Sheriff's Office	75
Texas Alcoholic Beverage Commission	76

Juvenile Services

Juvenile Board	77
Juvenile Services	100-101

Departmental Budgets Index (continued)

Health & Welfare

911 Addressing	79
Civil Defense	78
Contributions	81
Environmental Protection	78
Health Care Fund	98
Health Department	80
Historical Commission	79
Industrial Airpark	77
Litter Control Office	78
Veterans Services	77

Public Buildings / Facilities

Community Building Maintenance	83
Courthouse Building & Maintenance Department	82
Easton Community Building	86
Elderville Community Building	85
Garfield Hill Community Building	84
Gladewater Commerce Street Building	84
Gladewater Senior Citizens Building	84
Greggton Community Building	83
Hugh Camp Memorial Park	84
Jail Building	82
Judson Community Building	83
Kilgore Community Building	85
Kilgore South Street Building	85
Liberty City Community Building	84
Longview Whaley Street Building	83
Marvin A. Smith Regional Juvenile Facility	86
Olivia R. Hilburn Community Building	85
Service Center Building	82
West Harrison VFD Building	86
Youth Detention Center	86

Roads & Transportation

Road & Bridge – Administration	88
Road & Bridge – General	88
Road & Bridge – Right of Way	88
Road & Bridge – Precinct #1	89-90
Road & Bridge – Precinct #2	91
Road & Bridge – Precinct #3	92-93
Road & Bridge – Precinct #4	94-95

Debt Service Funds

Debt Service Funds	99
--------------------------	----

Capital Projects Funds

Capital Projects Funds	99
------------------------------	----

County Clerk

The county clerk is the official record keeper for the county courts, including the probate courts and the commissioners' court. The county clerk is also the official recorder for the county; all instruments filed of record are filed in the clerk's office. Other duties involve issuing marriage licenses and maintaining vital statistics. The county clerk has various financial responsibilities including collecting fees as specified by statute, filing monthly reports with the auditor on trust funds, and implementing procedures set out by the auditor for accounting and depositing money in the county's depository bank. The county clerk also has investment management and reporting duties normally assigned to a county treasurer. Gregg County does not have a county treasurer.

Mission Statement:

To maintain a well-trained staff which will provide the public with efficient and friendly administrative services; and

To receive, record, and maintain files of all documents received through this office in a cost efficient and reliable manner.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$566,740	\$602,537	\$602,537	\$659,744	\$687,714
Operating Expenses	46,982	46,327	46,327	58,668	61,400
Capital Outlay	0	750	750	10,492	9,500
Total Expenses	\$613,722	\$649,614	\$649,614	\$728,904	\$758,614
Full-Time Positions	18	19	19	20	20

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Criminal Cases Filed	5,393	5,631	6,459	6,127	6,500
Civil Cases Filed	611	714	741	835	600
Probate Cases Filed	412	443	444	416	445
Public Records Filed	29,067	27,304	28,314	29,898	29,000
Marriage Licenses	1,657	1,480	1,538	1,491	1,500
Birth/Death Records	19,437	20,299	21,881	20,268	21,000
Financing Statements	730	700	710	We no longer file these	

Telecommunications

This department, supervised by the County Judge, consists of four part-time personnel who answer and direct incoming telephone calls and provide general assistance to callers.

	FY00 Actual	FY01 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$41,001	\$25,763	\$28,083	\$29,229	\$36,297
Operating Expenses	87	203	0	32	350
Capital Outlay	0	0	0	0	0
Total Expenses	\$41,088	\$25,966	\$28,083	\$29,261	\$36,647
Full-Time Positions	1	0	0	0	0

Non-Departmental Expenses

Non-Departmental is utilized for county-wide expenses which cannot be identified with a specific department. Examples of these expenses include, but are not limited to, professional services, property and liability insurance, postage machine expense and court appointed attorney's expenses.

	FY00 Actual	FY01 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$0	\$19,643	\$7,341	\$29,149	\$40,000
Operating Expenses	1,688,273	1,620,231	1,789,818	1,705,063	1,981,166
Capital Outlay	0	0	0	0	125,000
Total Expenses	\$1,688,273	\$1,639,874	\$1,797,159	\$1,734,212	\$2,146,166

Purchasing Department

A board of judges composed of the district judges and the county judge in Gregg County appoints a purchasing agent to operate and maintain the purchasing department. The Board orders and approves the budget for the purchasing department, which is funded by the Commissioners' Court.

The duties of the purchasing agent and staff include purchasing of all goods, services, materials and equipment, contracting for all repairs, supervision of purchases made by competitive bid or proposal, inventory of all county property and the transfer of any surplus property for use elsewhere in the county.

Mission Statement:

The purchasing department seeks to minimize acquisition costs while meeting all budgetary and statutory requirements.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$87,106	\$110,922	\$115,852	\$122,106	\$130,000
Operating Expenses	13,103	17,172	14,720	17,117	15,800
Capital Outlay	0	0	0	0	0
Total Expenses	\$100,209	\$128,094	\$130,572	\$139,223	\$145,800
Full-Time Positions	3	3	3	3	3

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Purchase Orders Processed	7,989	9,000	9,000	11,500	11,500
Quotations	120	250	250	300	300
Bids, Proposal Requests	29	40	40	50	50

Human Resources Department

The director of human resources acts as the administrator of the county's personnel policies and procedures and also monitors the county's compliance with state and federal employment laws and regulations. This department's activities include hiring and termination procedures, supervising the county's compensation and benefit programs, filing and monitoring workers' compensation claims and other liability claims, and assisting with A.D.A., safety, and loss control issues. The director is appointed by the commissioners' court.

Mission Statement:

The Gregg County Human Resources Department offers leadership and counsel to county department heads, elected officials, and employees to assure that the funds and efforts of the county which are intended for personnel management are utilized in the most effective manner possible. Our goal is to attract, retain, develop, and motivate high quality, talented people for service to this community.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$92,833	\$94,793	\$97,574	\$129,429	\$143,389
Operating Expenses	13,266	8,934	10,643	10,866	14,150
Capital Outlay	0	0	0	738	0
Total Expenses	\$106,099	\$103,727	\$108,217	\$141,033	\$157,539
Full-Time Positions	2	2	2	3	3

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Job Postings	143	130	187	104	140
New Hires	122	110	187	131	131
Applicants	1,061	1,100	1,386	1,877	1,500
Reportable Accidents	32	25	43	20	20
Workers Comp. Paid	\$68,464	\$75,000	\$191,427	\$39,995	\$75,000

County Judge

The county judge serves as the chief executive officer for the county, budget officer, and head of the Commissioners' Court. Judicial functions include hearing criminal misdemeanor cases, civil cases with \$5,000 or less at issue, probating wills and mental/chemical commitments. Administrative functions include serving as the county's principle source of information and assistance; preparing the county's budget; managing maintenance operations; serving as chairman of the juvenile board; and serving on the purchasing agent's board. The county judge is elected to a four year term of office and is generally the individual that represents the county both ceremonially and contractually.

Mission Statement:

To provide leadership and assistance to the citizens of Gregg County and to the county offices; and to facilitate the efficient use of county resources in a manner beneficial to the health and well-being of the community while implementing countywide policies for planning, spending, and budget preparation.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$178,104	\$190,803	\$194,507	\$207,489	\$227,593
Operating Expenses	17,236	16,684	8,247	14,106	18,200
Capital Outlay	0	2,818	0	1,195	5,500
Total Expenses	\$195,340	\$210,305	\$202,754	\$222,790	\$251,293
Full-Time Positions	4	4	4	4	4

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
New Criminal Cases	2,696	3,103	3,196	3,065	Moved to CCL
New Probate Cases	256	253	284	208	
Mental Health Cases	32	42	41	63	65
TABC Applications	49	68	62	52	60
Occupational Licenses	27	80	45	25	30
Juvenile Detention Hearings	53	150	77	62	80
Budget Transfers	638	435	559	661	550
Commissioners' Court Meetings	58	56	54	47	43

Elections Office

The elections administrator is the county's chief election officer and voter registrar. Specific duties include: conducting all county, state, and federal elections; contracting with area cities and schools to conduct their elections in the county; and maintaining voter registration records. The elections administrator is appointed by the Gregg County Elections Commission.

Mission Statement:

To ensure that all elections held in the county are conducted according to state law as set forth in the Texas Election Code;

To keep voter registration records updated on a daily basis; and

To encourage voter registration and participation by speaking at schools and organizations on the importance of participating in democracy by voting.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$152,107	\$161,873	\$164,775	\$176,346	\$188,121
Operating Expenses	20,199	25,357	24,819	50,731	49,780
Capital Outlay	0	0	0	0	0
Total Expenses	\$172,306	\$187,230	\$189,691	\$227,077	\$237,901
Full-Time Positions	4	4	4	4	4

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Registered Voters	74,316	84,200	88,410	69,563	79,841
Applications Processed	9,364	12,760	13,383	10,278	12,621
Voter Changes	4,791	6,723	7,046	13,634	8,452
Voter Election Rolls	15	17	15	18	15
Elections Held	4	5	4	5	4
Elections Supervised	16	18	16	18	16

County Auditor

The county auditor serves as Gregg County’s chief financial officer. Specific duties include financial accounting and reporting, accounts payable, internal auditing, and payroll services. The auditor is appointed to a two-year term by a board of judges from the 124th, 188th, and 307th District Courts.

Mission Statement:

The mission of the auditor’s office is to ensure that all financial operations of the county conform to Texas Statutes, principles of the Governmental Accounting Standards Board, and Gregg County policies. Our goals are to maintain efficient and professional conduct; to provide timely and accurate financial information to county officials and others; and to seek continued improvement of our internal audit program.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$307,628	\$313,309	\$317,800	\$348,612	\$437,608
Operating Expenses	13,137	13,242	13,901	18,293	23,700
Capital Outlay	0	0	0	0	2,500
Total Expenses	\$320,765	\$326,551	\$331,701	\$366,905	\$463,808
Full-Time Positions	8	8	8	8	9

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Accts Payable Transactions	14,933	14,376	14,793	15,807	16,200
Payroll Checks Processed	12,952	13,320	13,529	17,264	18,000
Internal Audits	503	475	468	494	500
Grants Administered	19	22	23	27	30
Grant Reports Issued	117	119	118	144	164

Tax Assessor - Collector

The tax assessor-collector is a public official elected on a countywide basis to a four year term of office. This official's principal responsibility is to collect taxes on county property for Gregg County and for other taxing authorities pursuant to interlocal agreements. The tax assessor-collector calculates taxes on property, including taxes on agricultural land, timberland, and railroad rolling stock, and then billing statements are mailed to taxpayers. The tax assessor-collector is also responsible for motor vehicle registrations and the collection of related fees and taxes.

Mission Statement:

To provide the citizens of Gregg County with efficient, courteous, and friendly service while maximizing tax revenue collections utilizing all legal means at our disposal.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$986,223	\$1,004,877	\$1,032,229	\$1,022,414	\$1,130,833
Operating Expenses	72,667	77,505	89,001	114,934	136,700
Capital Outlay	0	2,261	1,298	2,618	0
Total Expenses	\$1,058,890	\$1,084,643	\$1,122,528	\$1,139,966	\$1,267,533
Full-Time Positions	34	34	34	32	31

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Motor Vehicle Registrations	116,958	114,520	116,000	119,500	119,000
Property Taxes Collected	97%	96.9%	97.3%	97%	97%

Information Services

The information services department provides planning, testing, implementation, and ongoing support services related to hardware and software for all county departments. The director is appointed by the commissioners' court.

Mission Statement:

To provide county employees with state-of-the-art hardware and software - and skilled support for the hardware and software - in order to increase the efficiency of county services.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$535,176	\$345,251	\$333,186	\$343,247	\$381,929
Operating Expenses	339,757	350,485	395,834	444,948	552,084
Capital Outlay	8,898	4,152	34,456	0	51,100
Total Expenses	\$883,831	\$699,888	\$763,476	\$788,195	\$985,113
Full-Time Positions	12	9	9	7	6

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Software Assistance Calls (1)	1,000	1,114	959	1,047	1,200
Hardware Assistance Calls (2)	400	589	463	482	500
Other Assistance Calls (3)	300	444	504	642	650

- (1) Comprised of Banner, financial reports, CaseWorker, DAISI, FireHouse, Hart Information Services projects, Elections, Microsoft Office Products, Judicial, CAD, RPIS, imaging, law library, Cartograph, court reporting, 911, virus protection, operating systems, databases, TLETS, indigent health care, etc.
- (2) Comprised of printing problems and all other hardware problems.
- (3) Comprised of employee account maintenance, email, internet access, LAN / WAN user errors, general questions, telephone system, thank you calls, etc.

Agriculture Extension Service

This department is a part of the Texas Agricultural Extension Service which is a cooperative educational agency which seeks to disseminate information about agriculture, horticulture, home economics, 4-H club activities, and related activities.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$105,947	\$188,584	\$123,160	\$136,668	\$143,146
Operating Expenses	10,991	11,040	13,608	13,905	14,800
Capital Outlay	1,159	500	800	1,000	2,150
Total Expenses	\$118,097	\$130,124	\$137,568	\$151,573	\$160,096
Full-Time Positions	6	6	6	6	6

Court of Appeals

Gregg County provides a portion of the salaries of the judges who serve on this region's court of appeals as required by state law.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$11,642	\$11,641	\$11,641	\$11,486	\$11,679
Operating Expenses	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Expenses	\$11,642	\$11,641	\$11,641	\$11,486	\$11,679

County Court at Law #1

The judge of the county court at law is a public official elected on a countywide basis to a four year term of office. The judge is authorized by law to decide the following types of cases: criminal misdemeanors and felony (except capital murder), juvenile, civil suits, condemnation suits, and probate and guardianship matters. The judge may conduct jury trials when necessary. The judge also serves on the board of judges presiding over the Community Supervision Corrections and Juvenile departments.

Mission Statement:

To serve the public interest by administering justice fairly and impartially;
 To faithfully apply the laws of the state of Texas and the United States; and
 To observe and follow the highest standards of judicial ethical conduct, both in appearance and fact.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$205,028	\$217,666	\$221,733	\$226,940	\$244,010
Operating Expenses	8,299	10,666	6,946	7,633	14,535
Capital Outlay	1,074	844	14,688	0	0
Total Expenses	\$214,400	\$229,176	\$243,367	\$234,573	\$258,545
Full-Time Positions	3	3	3	3	3

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
New Criminal Cases	2,697	3,259	3,475	3,691	7,400
Probate & Other Cases	512	221	222	224	250
Juvenile Cases	209	183	138	188	200
Civil Cases	1,181	840	788	915	0

County Court at Law #2

The judge of the County Court at Law Number 2 is a public official elected on a countywide basis to a four year term of office. The judge is authorized by law to decide the following types of cases: criminal misdemeanors and felonies (with the exception of capital murder cases), juvenile cases, civil suits, condemnation suits, and probate and guardianship matters. The judge may conduct jury trials when necessary.

Mission Statement:

To serve the public interest by administering justice fairly and impartially;

To faithfully apply the laws of the state of Texas and the United States; and

To observe and follow the highest standards of judicial ethical conduct, both in appearance and fact.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	0	0	0	0	\$174,208
Operating Expenses	0	0	0	0	\$16,575
Capital Outlay	0	0	0	0	\$2,211
Total Expenses	0	0	0	0	\$192,994
Full-Time Positions	0	0	0	0	3

Attorney General Master

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$7,580	\$7,560	\$7,950	\$8,440	\$7,600
Capital Outlay	0	0	0	0	0
Total Expenses	\$7,580	\$7,560	\$7,950	\$8,440	\$7,600

Note: For FY03 this department moved from the Jury Fund into the General Fund.

124th District Court

The judge of this state district court is a public official elected on a countywide basis to a four year term of office. This court has general jurisdiction. The judge is authorized to conduct trials, with or without a jury, related to civil lawsuits and felony criminal prosecutions, although the judge may decide a wide array of legal matters.

Mission Statement:

To provide fair trials in all cases to all parties involved in as efficient and cost effective manner as possible.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$93,675	\$100,376	\$100,972	\$106,126	\$114,637
Operating Expenses	47,783	43,297	60,927	51,975	57,705
Capital Outlay	3,170	570	1,365	0	0
Total Expenses	\$144,629	\$144,243	\$163,264	\$158,101	\$172,342
Full-Time Positions	2	2	2	2	2

Note: For FY03 this department moved from the Jury Fund into the General Fund.

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
New Cases Filed	1,174	1,427	1,198	1,138	1,400
Case Dispositions	1,436	1,304	1,196	1,152	1,300

188th District Court

The judge of this state district court is a public official elected on a countywide basis to a four year term of office. This court has general jurisdiction. The judge is authorized by law to conduct trials, with or without a jury, related to civil lawsuits and felony criminal prosecutions, although the judge may decide a wide array of legal matters.

Mission Statement:

To provide citizens accused of criminal conduct and the state of Texas a fair trial; and
To provide all parties to civil litigation a fair and efficient legal forum to resolve their differences.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$86,576	\$88,461	\$79,093	\$96,101	\$103,656
Operating Expenses	27,687	28,451	42,181	41,147	50,685
Capital Outlay	0	0	3,600	0	0
Total Expenses	\$114,263	\$116,912	\$124,874	\$137,248	\$154,341
Full-Time Positions	2	2	2	2	2

Note: For FY03 this department moved from the Jury Fund into the General Fund.

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
New Criminal Cases	753	792	664	786	702
New Civil Cases	535	667	619	571	600
Criminal Dispositions	763	760	688	752	668
Civil Dispositions	580	555	590	573	601

307th District Court

The judge of this state district court is a public official elected on a countywide basis to a four year term of office. This court has general jurisdiction. The judge is authorized to decide cases, and conduct jury trials if necessary, dealing with such family law matters as divorce, adoption, child support and child custody issues, and child abuse and neglect cases. The judge also serves as a member of the Board of Judges overseeing the Purchasing Department, Auditing Department, Community Supervision and Community Service Department, and the Juvenile Board.

Mission Statement:

To determine, render a decision, and dispose of any and all cases arising under Titles I, II, III, and IV of the Texas Family Code.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$114,201	\$94,133	\$100,684	\$103,620	\$111,250
Operating Expenses	11,466	16,330	13,206	13,172	27,435
Capital Outlay	7,796	0	0	0	2,184
Total Expenses	\$133,463	\$110,463	\$113,890	\$116,792	\$140,869
Full-Time Positions	2	2	2	2	2

Note: For FY03 this department moved from the Jury Fund into the General Fund.

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
New Cases	2,281	2,623	2,661	2,634	2,650
Dispositions	1,912	2,421	2,411	2,714	2,515
Juvenile Hearings	13	10	11	5	5

Juror Expenses

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$65,395	\$56,120	\$52,816	\$46,712	\$72,370
Total Expenses	\$65,395	\$56,120	\$52,816	\$46,712	\$72,370

Note: For FY03 this department moved from the Jury Fund into the General Fund.

District Clerk

The district clerk's office maintains the records of the three district courts and two county courts-at-law and supervises the central jury system which serves all of the courts. The district clerk also manages the child support system (\$9,000,000 in child support payments processed annually) and collects probation fees and child support service fees. Moreover, the district clerk handles the records related to all criminal cases, including indictments, judgments, and transfers to the Texas Department of Corrections. The district clerk is a public official elected on a countywide basis to a four year term.

Mission Statement:

The Gregg County District Clerk's Office strives to provide the citizens of Gregg County with the best integrated document recording and records management system in the state of Texas. In the future, our office will plan for and implement a 'paperless' courtroom, offer electronic filing of legal documents, and provide the public with access to computerized records.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$615,958	\$637,146	\$680,096	\$683,372	\$729,185
Operating Expenses	40,570	48,428	45,152	70,280	71,700
Capital Outlay	13,960	15,744	11,137	0	0
Total Expenses	\$670,488	\$701,318	\$736,385	\$753,652	\$800,885
Full-Time Positions	21	22	21	21	21

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Civil Cases Filed	4,279	5,100	4,200	4,655	5,000
Criminal Cases Filed	1,416	1,468	1,275	1,350	1,450
Jury Notices	23,333	21,000	21,566	24,529	26,000
Child Support Transactions	107,176	122,317	91,513	63,447	50,000

Justice of the Peace

The primary responsibility of the Justice of the Peace is to preside over the justice court and the small claims court. This court has original jurisdiction in criminal cases of offenses where the fine does not exceed \$500 and civil claims where the amount in controversy does not exceed \$5,000. Other responsibilities include collection of fines, issuance of peace bonds, arrest and search warrants, conduct hearings and inquests, and performing marriage ceremonies. Justices of the Peace are elected to four year terms of office by the citizens of their respective precincts.

Justice of the Peace - Precinct #1

Justice of the Peace, Precinct #1, is a public official who administers justice in criminal Class C misdemeanor cases and civil cases not exceeding \$5,000, handles the magistrate's "jail call," issues felony warrants, issues emergency protective orders, appoints attorneys for felony defendants, and acts as county coroner. The J.P. informs and educates citizens about legal processes by maintaining a well-trained staff and developing and distributing informational materials.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$130,567	\$135,014	\$140,019	\$147,697	\$165,546
Operating Expenses	32,048	35,594	43,734	42,905	37,404
Capital Outlay	0	0	0	0	0
Total Expenses	\$162,615	\$170,608	\$183,753	\$190,602	\$202,950
Full-Time Positions	4	4	4	4	4

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Civil & Small Claims Cases Filed	510	459	772	847	974
Civil Trials by Judge	372	350	583	698	837
Traffic Misdemeanors Filed	2,235	2,528	2,101	2,371	2,631
Non-traffic Misdemeanors Filed	1,185	1,015	1,163	1,249	1,336
Traffic Trials By Judge	n/a	37	33	27	33
Non-Traffic Trials By Judge	n/a	17	6	21	24
Inquests	124	118	123	148	165
Magistrate's Warnings Admin.	4,760	4,946	5,184	5,336	5,500
Felony Warrants	432	427	499	535	572
Safety Responsibility Hearings	n/a	194	26	49	53

Justice of the Peace - Precinct #2

Mission Statement:

To serve the citizens of Gregg County by providing courteous, efficient administrative services;
 To perform the legal duties of this office in a professional manner; and
 To maintain high standards of integrity when performing public services.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$72,734	\$74,203	\$77,974	\$84,837	\$92,493
Operating Expenses	4,040	6,848	13,896	11,464	13,000
Capital Outlay	0	0	0	0	0
Total Expenses	\$76,774	\$81,051	\$91,870	\$96,321	\$105,493
Full-Time Positions	2	2	2	2	2

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Estimated	2003 Estimated
Truancy Cases	310	350	300	300	150
Juvenile Hearings	392	425	400	400	200
Traffic Citations Filed	454	1,171	787	690	740
Non-traffic Citations Filed	330	328	218	90	155
Civil Cases Filed	380	377	375	385	380
Civil Cases Heard	253	267	286	280	285
Inquests Held	29	34	27	50	40

Justice of the Peace - Precinct #3

The Justice of the Peace, Precinct #3, conducts civil cases with \$5,000 or less in dispute; decides criminal Class C misdemeanor cases; issues felony warrants, emergency protective orders, death certificates, and magistrate’s warnings; performs inquests; and presides over driver’s license suspension hearings. Since Precinct #3 contains the largest land area among the precincts, the J.P. maintains an office in Gladewater and Kilgore. The J. P. also conducts truancy hearing for 4 school districts and holds juvenile detention hearings for the Gregg County Juvenile Services Department.

Mission Statement:

To administer justice fairly and impartially with regard to all legal matters within the J.P.’s jurisdiction, and to serve the citizens of Gregg County honestly and efficiently.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$107,205	\$101,626	\$124,689	\$141,910	\$147,546
Operating Expenses	19,863	22,257	25,694	30,997	26,100
Capital Outlay	0	0	0	0	1,135
Total Expenses	\$128,668	\$123,883	\$150,653	\$172,907	\$174,781
Full-Time Positions	3	3	4	4	4

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Truancy Cases	182	186	261	302	320
Traffic Citations Filed	3,658	3,997	2,553	3,808	4,000
Non-Traffic Citations Filed	397	366	446	626	650
Civil Cases Filed	431	440	507	526	530
Civil Cases Heard	312	348	415	330	356
Inquests Held	56	59	78	77	74

Justice of the Peace - Precinct #4

Mission Statement:

To carry out the legal and administrative duties of my public office fairly, honestly, competently, and efficiently.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$72,133	\$76,363	\$98,663	\$107,031	\$112,287
Operating Expenses	17,242	24,4420	29,872	24,777	30,150
Capital Outlay	0	4,443	0	616	500
Total Expenses	\$89,376	\$105,226	\$128,535	\$132,424	\$142,937

Full-Time Positions	2	2	3	3	3
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Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Civil Cases Filed	36	235	309	290	300
Civil Trials	161	198	237	250	245
Traffic Citations Filed	2,936	4,782	3,045	3,630	3,350
Non-Traffic Citations Filed	134	54	113	230	170
Inquests Held	40	36	39	30	35
Juvenile Hearings	166	250	250	250	250
Small Claims Trials	47	40	36	30	35

Domestic Relations

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$73,425	0	0	0	0
Operating Expenses	19,245	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Expenses	\$92,670	0	0	0	0

Full-Time Positions	2	0	0	0	0
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District Attorney

The district attorney is a public official elected on a countywide basis to a four year term who acts as an attorney for the state of Texas, although not exclusively. The district attorney may represent various state agencies when the attorney general does not do so. In addition, the district attorney may assist the Texas Attorney General's Office in enforcing the rules and official regulations of state agencies. In some counties, the D.A.'s activities are focused on the prosecution of felony criminal offenses; in others, the D.A. may be responsible for litigating civil suits concerning the state, as well as misdemeanor criminal offenses. The district attorney may also provide county and state officials with legal advice upon request.

Mission Statement:

To prosecute persons who violate the laws of the state of Texas and the U.S. Government;
 To provide legal advice and representation to county officials when requested; and
 To train and maintain a legal staff exhibiting high standards of ethical conduct.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$967,325	\$991,216	\$1,009,992	\$1,054,360	\$1,090,136
Operating Expenses	20,285	18,748	20,005	36,480	43,525
Capital Outlay	0	0	0	0	0
Total Expenses	\$987,610	\$1,009,964	\$1,029,997	\$1,090,840	\$1,133,661
Full-Time Positions	25	25	25	24	22

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Felony Criminal Cases Prosecuted	2,754	1,959	2,055	2,104	2,200
Misdemeanor Criminal Cases Prosecuted	4,976	6,099	7,159	6,986	7,150

Constable

The constable is a public official to four year terms of office by their respective precincts. By law, the constable shall execute and return as provided by law, each civil process, warrant, and precept directed to a constable and delivered by a lawful officer. Also, the constable is expressly authorized by statute to perform an act or service, including the service of civil or criminal process, citation, notice warrant, subpoena, or writ, and may perform the act or service anywhere in the county in which the constable's precinct is located. In addition, the constable is a peace officer of the state of Texas.

Constable - Precinct #1

Mission Statement:

To serve the civil process from Gregg County courts in a timely and professional manner.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$50,038	\$51,384	\$51,894	\$55,554	\$59,300
Operating Expenses	469	907	900	1,534	1,396
Capital Outlay	0	0	0	1,150	0
Total Expenses	\$50,507	\$52,291	\$53,944	\$57,088	\$60,696
Full-Time Positions	1	1	1	1	1

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Civil Process Received	300	300	300	282	300
Civil Process Executed	300	300	300	257	300
Stray Cattle	25	25	25	22	25

Constable - Precinct #2

Mission Statement:

To serve the civil process for the county's courts and to perform other official duties as prescribed by law.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$42,415	\$43,410	\$44,246	\$46,861	\$50,231
Operating Expenses	304	456	1,782	638	3,100
Capital Outlay	0	0	0	1,965	700
Total Expenses	\$42,719	\$43,866	\$46,028	\$49,464	\$54,031
Full-Time Positions	1	1	1	1	1

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Civil Process Received	144	137	140	140	140
Civil Process Executed	150	130	130	130	130

Constable - Precinct #3

Mission Statement:

The mission of the constable of precinct three is to meet the requirements of the laws of the state of Texas and the needs of the community that he serves.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$42,203	\$43,158	\$45,068	\$46,873	\$50,231
Operating Expenses	5,181	5,391	5,091	5,061	5,127
Capital Outlay	2,068	0	0	0	0
Total Expenses	\$49,452	\$48,549	\$50,159	\$51,934	\$55,358

Full-Time Positions	1	1	1	1	1
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Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Civil Process Received	415	400	425	528	550
Civil Process Executed	303	380	382	469	480
Civil Process Returned	50	20	30	58	30
Warrants Received	63	45	45	45	45
Warrants Executed	15	31	30	25	25
Warning Citations	186	300	200	350	400
Traffic Citations	132	216	200	300	425
Writs of Execution	32	19	20	38	50
Writs of Possession	30	17	20	40	60
Criminal Cases	3	8	10	10	10
Property Seizures	2	3	5	3	3
Writ of Sequestration	n/a	1	5	5	10
Summons	n/a	5	10	10	10
Subpoena	n/a	54	25	25	25
Writ of Garnishment	n/a	1	5	5	5
Calls for Service	n/a	78	100	100	150
Assisting Other Agents	n/a	150	200	200	200
Immediate Poss. Bond	n/a	n/a	n/a	n/a	10

Constable - Precinct #4

Mission Statement:

To serve the voters of Precinct #4 to the best of my ability and improve the professionalism and standards of this office.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$41,922	\$43,098	\$44,043	\$46,611	\$50,231
Operating Expenses	1,767	1,486	2,295	2,286	4,150
Capital Outlay	0	0	570	0	0
Total Expenses	\$43,689	\$44,584	\$46,908	\$48,897	\$54,381
Full-Time Positions	1	1	1	1	1

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Civil Process Received	320	350	400	400	400
Civil Process Executed	315	340	400	400	400

Sheriff's Office

The sheriff is the county's chief law enforcement officer and he has countywide legal jurisdiction. The voters of Gregg County elect the sheriff to a four year term of office. The principal responsibilities are providing security for the courthouse and all convening courts, operating the county's jail facilities, hiring, training, and supervising a quality staff, preventing crime and investigating criminal offenses, and coordinating communications and activities with other law enforcement entities.

Mission Statement:

The mission of the Gregg County Sheriff's Office is to be ever vigilant in the protection of the citizens and their property, while upholding the U.S. Constitution and fairly enforcing all local, state, and federal laws. Entrusted with the responsibility to serve and promote safety for our citizens, this office will work cooperatively with the community to provide quality service through efficient, professional, ethical law enforcement.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$4,151,113	\$4,489,166	\$4,880,477	\$5,234,250	\$5,603,146
Operating Expenses	515,115	590,198	688,556	687,059	723,000
Capital Outlay	172,430	60,364	184,883	168,667	179,000
Total Expenses	\$4,838,658	\$5,139,728	\$5,753,916	\$6,089,976	\$6,505,146
Full-Time Positions	129	128	128	135	138

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Jail Book-ins	9,496	9,620	10,219	10,276	10,800
Warrants Executed	5,853	5,700	4,277	4,592	5,000
Emergency Detention Warrants	118	210	172	241	260
Civil Process Served	5,520	5,520	6,452	6,243	7,000
Report Requiring C.I.D. Follow-up	1,473	1,475	1,699	1,709	1,870
Mental Transports	N/A	N/A	N/A	241	260

Code Unit

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$5,327	\$7,706	\$6,026	\$7,986	\$8,021
Operating Expenses	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Expenses	\$5,327	\$7,706	\$6,026	\$7,986	\$8,021

Department of Public Safety

Gregg County pays the salary and fringe benefits for one D.P.S. administrative assistant, one part-time clerk and various operating expenses as part of its commitment to law enforcement and public safety.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$26,085	\$27,075	\$36,736	\$39,592	\$41,010
Operating Expenses	3,906	2,663	4,375	4,866	4,550
Capital Outlay	6,175	0	2,565	17,848	0
Total Expenses	\$36,166	\$29,738	\$43,676	\$62,306	\$45,560
Full-Time Positions	1	1	1	1	1

Parks & Wildlife

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$338	\$360	\$140	\$500	\$800
Capital Outlay	0	0	1,925	0	0
Total Expenses	\$338	\$360	\$2,065	\$500	\$800

Texas Alcoholic Beverage Commission

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$200	\$150	\$0	\$0	\$250
Capital Outlay	0	0	0	0	0
Total Expenses	\$200	\$150	\$0	\$0	\$250

Juvenile Board

The juvenile board serves as the governing board supervising the juvenile department with budgetary control and responsibility. Members include the 124th district judge, 188th district judge, 307th district judge, both county court-at-law judges and the county judge serves as the presiding officer. The board members are determined by state law and they are not subject to the authority of the commissioners' court.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$76,326	\$78,088	\$80,391	\$90,055	\$104,687
Operating Expenses	0	0	0	0	1,000
Capital Outlay	0	0	0	0	0
Total Expenses	\$76,326	\$78,088	\$80,391	\$90,055	\$105,687

Industrial Airpark

To stimulate economic development, the county seeks to attract new businesses to its building sites at the Gregg County Airport. This department provides administrative and marketing support services.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$67,561	\$97,522	\$61,997	\$79,961	\$103,700
Capital Outlay	0	0	0	0	0
Total Expenses	\$67,561	\$97,522	\$61,997	\$79,961	\$103,700

Veterans Services

The veterans' service officer provides information and assistance to the county's military veterans regarding their health care claims, service-connected compensation and pension benefits claims, and non-service related problems. The officer may assist veterans with filing claims forms and obtaining transportation to a veterans' hospital or other health care facilities.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$67,249	\$69,793	\$72,386	\$61,120	\$79,472
Operating Expenses	3,215	9,854	11,398	19,336	14,084
Capital Outlay	0	0	0	0	0
Total Expenses	\$70,464	\$79,647	\$83,784	\$80,456	\$93,556
Full-Time Positions	2	2	2	2	2

Civil Defense

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$314	\$897	\$446	\$812	\$1,200
Total Expenses	\$314	\$897	\$446	\$812	\$1,200

Litter Control Office

The litter control officer investigates public complaints concerning illegal dumping and sites where trash may pose a health or safety risk. He then seeks to have the responsible person clean up the site, and he will initiate an administrative action to force clean up if necessary. *Effective October 1, 2003, the litter control officer duties were combined with the health department and this department was eliminated.*

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$0	\$0	\$37,457	\$34,578	\$0
Operating Expenses	0	0	5,380	2,231	0
Capital Outlay	0	0	0	0	0
Total Expenses	\$0	\$0	\$42,837	\$36,809	\$0
Full-Time Positions	1	1	1	1	1

Environmental Protection

In case of an environmental emergency such as a spill of toxic chemicals, the county has funds available to assist the clean up effort.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$6,889	\$7,752	\$2,544	\$23,799	\$20,771
Capital Outlay	0	0	0	0	0
Total Expenses	\$6,889	\$7,752	\$2,544	\$23,799	\$20,771

911 Addressing

This department's employees convert rural route and box numbered addresses to standardized physical addresses using a countywide structured address assignment system. The department also maintains county maps which show all addresses on public and private roads. These maps are being constantly updated as new buildings are built and old buildings are abandoned or demolished.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$0	\$66,571	\$68,058	\$72,546	\$75,576
Operating Expenses	0	44,572	71,939	26,268	47,950
Capital Outlay	0	0	2,536	14,500	18,000
Total Expenses	\$0	\$111,143	\$142,533	\$113,314	\$141,526
Full-Time Positions	0	2	2	2	2

Historical Commission

The county provides operating expenses for the Gregg County Historical Commission.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$5,046	\$4,474	\$4,386	\$6,884	\$7,867
Capital Outlay	15,000	0	0	0	0
Total Expenses	\$20,046	\$4,474	\$4,386	\$6,884	\$7,867

Health Department

The mission of the health department is to offer the citizens of Gregg County better health services and preventative medical intervention by providing: (1) a central immunization program for preventable disease treatment; (2) coordination of venereal disease treatment in cooperation with the HIV programs; (3) improvement of health for the impoverished of the community, coordinating the out and inpatient management of required medical services; (4) a resource for the health community and general population by coordination of health issues with the Texas Department of Health; (5) medical services to the county jail; and (6) protection and reduction of adverse effects due to environmental contamination.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$253,137	\$276,220	\$307,979	\$349,266	\$396,877
Operating Expenses	1,148,766	1,053,462	972,001	928,201	921,150
Capital Outlay	1,325	26,633	0	588	0
Total Expenses	\$1,403,228	\$1,356,315	\$1,279,980	\$1,278,056	\$1,318,027
Full-Time Positions	8	8	9	10	9

Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Patients Seen by Physician	1,619	1,456	1,567	1,591	1,560
Patients Seen by Nurse	1,663	1,369	1,469	1,766	1,570
Prescriptions Filled	11,885	11,290	10,600	13,800	11,895
Immunizations	11,632	11,850	12,060	10,132	11,420
Welfare Applicants	4,206	3,831	3,873	2,897	3,705
STD/HIV Patients	1,941	1,613	1,755	860	1,545
On-site Sewage Facility Insp.	226	237	228	160	175
Complaints Investigated	88	111	100	92	100
Violations Issued	28	55	46	22	40
Court Cases Filed	48	33	34	95	100
Fire Investigations	47	30	30	59	60

Contributions

Gregg County assists a wide variety of organizations which offer services and programs to the public. These organizations enter into written agreements which specify how the county's contributions will be spent. Expense reports are required to provide adequate documentation.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$371,250	\$409,317	\$489,439	\$564,950	\$909,450
Total Expenses	\$371,250	\$409,317	\$489,439	\$564,950	\$909,450

Organizations Approved for County Contributions in FY03:

- Longview Library
- Kilgore Library
- Gladewater Library
- Elderville/Lakeport VFD
- Clarksville City VFD
- Sabine VFD
- Easton VFD
- Kilgore Rescue Unit
- Civil Air Patrol
- East Mountain VFD
- West Harrison VFD
- LEPC First Call
- Gladewater Chamber of Commerce
- Kilgore Chamber of Commerce
- White Oak Chamber of Commerce
- Liberty City Chamber of Commerce
- Historical Foundation
- Humane Society
- Upshur/Gregg Soil & Water Conservation
- Longview Partnership
- Sabine Valley MHMR
- East Texas Council on Alcoholism & Drugs
- Association for Retarded Citizens
- Paula Martin Jones Charities
- Child Welfare Board
- Women's Center of East Texas
- Longview Depot Project
- East Texas Literacy Council
- Early Childhood Development Center
- East Texas CASA
- Special Health Resources of Texas
- Boys & Girls Club of Gregg County
- Greater Longview United Way
- Parenting Resource Center of East Texas
- Kilgore Crisis Center
- Longview Teen Court
- Longview Museum of Fine Arts
- White Oak Public Library

Courthouse Building & Maintenance Department

The county superintendent works with the commissioners on road and bridge projects; he serves as the flood plain administrator; and he has supervisory authority over all county maintenance operations. The maintenance superintendent directly supervises all maintenance personnel. The maintenance staff cleans the various county buildings, makes plumbing and electrical repairs, maintains the heating and air conditioning systems, and performs other tasks as needed.

Mission Statement:

To keep all county buildings and their component systems clean and in good repair in order to maximize their useful lives and minimize repair and replacement costs.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$525,046	\$531,643	\$532,918	\$,593,714	\$637,033
Operating Expenses	518,775	510,992	589,889	594,904	653,400
Capital Outlay	24,473	60,711	29,563	5,385	50,900
Total Expenses	\$1,068,295	\$1,103,346	\$1,152,370	\$1,194,003	\$1,341,333
Full-Time Positions	19	19	19	19	18

Jail Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$97,714	\$92,799	\$113,727	\$129,475	\$136,000
Capital Outlay	0	71,945	0	3,692	0
Total Expenses	\$97,714	\$164,744	\$113,727	\$133,167	\$136,000

Service Center Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$26,309	\$23,654	\$30,223	\$30,891	\$37,740
Capital Outlay	11,368	0	0	0	\$50,000
Total Expenses	\$37,677	\$23,654	\$30,223	\$30,891	\$87,740

Community Building Maintenance

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$32,605	\$28,281	\$17,978	\$37,577	\$39,859
Operating Expenses	3,755	3,773	4,189	5,413	6,596
Capital Outlay	0	600	0	0	0
Total Expenses	\$36,360	\$32,654	\$22,167	\$42,990	\$46,455
Full-Time Positions	1	1	1	1	1

Longview Whaley Street Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$17,396	\$17,000	\$18,929	\$20,316	\$21,655
Operating Expenses	6,201	8,218	7,774	9,845	9,500
Capital Outlay	10,981	15,760	0	0	30,000
Total Expenses	\$34,578	\$40,978	\$26,703	\$30,161	\$61,155

Judson Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$1,902	\$2,198	\$2,527	\$2,109	\$6,500
Capital Outlay	0	3,983	0	0	0
Total Expenses	\$1,902	\$6,181	\$2,527	\$2,109	\$6,500

Greggton Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$3,471	\$3,409	\$3,684	\$2,183	\$6,572
Operating Expenses	12,549	13,857	14,807	15,066	15,300
Capital Outlay	0	0	548	0	2,980
Total Expenses	\$16,020	\$17,266	\$19,039	\$17,249	\$24,852

Garfield Hill Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$1,704	\$2,305	\$2,152	\$4,411	\$7,620
Capital Outlay	0	0	0	1,300	0
Total Expenses	\$1,704	\$2,305	\$2,152	\$5,711	\$7,620

Gladewater Senior Citizens Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$1,319	\$657	\$1,024	\$1,894	\$2,700
Capital Outlay	13,579	0	0	0	0
Total Expenses	\$14,898	\$657	\$1,024	\$1,894	\$2,700

Gladewater Commerce Street Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$7,802	\$7,804	\$7,068	\$6,634	\$9,700
Capital Outlay	1,410	0	3,188	0	0
Total Expenses	\$9,212	\$7,804	\$10,256	\$6,634	\$9,700

Liberty City Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$5,441	\$7,614	\$9,900	\$7,676	\$11,100
Capital Outlay	15,355	3,640	16,500	4,572	4,000
Total Expenses	\$20,796	\$11,254	\$26,400	\$12,248	\$15,100

Hugh Camp Memorial Park

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$8,788	\$5,175	\$22,569	\$15,441	\$15,500
Capital Outlay	0	8,540	2,948	0	2,000
Total Expenses	\$8,788	\$13,715	\$25,517	\$15,441	\$17,500

Olivia R. Hilburn Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$5,334	\$5,183	\$5,332	\$7,744	\$10,000
Capital Outlay	2,975	2,025	17,319	11,285	1,500
Total Expenses	\$8,309	\$7,208	\$22,651	\$19,029	\$11,500

Kilgore Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$24,049	\$24,614	\$25,790	\$29,381	\$31,704
Operating Expenses	17,041	27,154	19,494	22,165	24,074
Capital Outlay	21,372	2,088	2,976	0	0
Total Expenses	\$62,462	\$53,856	\$48,260	\$51,546	\$55,778

Full-Time Positions	1	1	1	1	1
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Kilgore South Street Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$2,204	\$2,081	\$4,319	\$4,561	\$8,150
Capital Outlay	3,966	0	1,000	3,376	1,200
Total Expenses	\$6,170	\$2,081	\$5,319	\$7,937	\$9,350

Elderville Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$2,504	\$2,793	\$3,055	\$3,578	\$7,660
Capital Outlay	0	1,440	1,295	0	6,600
Total Expenses	\$2,504	\$4,233	\$4,350	\$3,578	\$14,260

Easton Community Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$3,191	\$3,227	\$4,676	\$7,087	\$7,300
Capital Outlay	0	1,784	3,370	549	8,000
Total Expenses	\$3,191	\$5,011	\$8,046	\$7,636	\$15,300

West Harrison Volunteer Fire Department Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$0	\$0	\$0	\$0	\$2,600
Capital Outlay	0	0	0	0	4,000
Total Expenses	\$0	\$0	\$0	\$0	\$6,600

Marvin A. Smith Regional Juvenile Facility

The county pays a portion of this facility's annual utilities.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$0	\$18,382	\$22,401	\$22,465	\$25,000
Total Expenses	\$0	\$18,382	\$22,401	\$22,465	\$25,000

Youth Detention Center

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$43,782	\$32,954	\$43,866	\$31,620	\$45,290
Capital Outlay	1,098	0	0	0	0
Total Expenses	\$44,881	\$32,954	\$43,866	\$31,620	\$45,290

Computer Equipment Project Fund

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$0	\$0	\$0	\$0	\$0
Capital Outlay	1,597,442	0	0	41,354	0
Total Expenses	\$1,587,442	\$0	\$0	\$41,354	\$0

Election Services Contract Fund

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$0	\$0	\$0	\$0	\$,3000
Operating Expenses	1,969	2,148	4,892	4,537	8,500
Capital Outlay	0	9,798	0	2,455	7,000
Total Expenses	\$1,969	\$11,946	\$4,892	\$6,992	\$18,500

Record Management - County Clerk

The county clerk supervises the organization and development of specific records management and preservation projects. This department acquired a new computerized automated imaging system so that decades of old paper records may be converted to an electronic medium for easier and faster access.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$28,729	\$29,437	\$51,384	\$41,756	\$64,3430
Operating Expenses	36,441	36,564	36,029	34,991	44,369
Capital Outlay	99,704	96,589	49,114	0	30,800
Total Expenses	\$164,874	\$162,590	\$136,527	\$76,747	\$139,509

Full-Time Positions	2	2	2	2	2
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Jail Lease Fund

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$0	\$0	\$0	\$86,501	\$70,000
Capital Outlay	0	0	0	77,320	0
Total Expenses	\$0	\$0	\$0	\$163,821	70,000

Road & Bridge - Administration

The four county commissioners are public officials each of whom is elected from one of the county's precincts for a four year term. The commissioners' terms of office are staggered in order to provide a certain level of continuity and experience to the commissioners' court. The commissioners provide the administrative leadership and overall supervision for all road and bridge construction and maintenance projects. Each commissioner supervises the road and bridge projects in his precinct; however, they may share equipment and materials when necessary and they may work together on larger projects.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$246,080	\$249,483	\$279,176	\$289,001	\$300,727
Operating Expenses	34,642	35,559	42,399	45,891	67,000
Capital Outlay	0	0	0	0	0
Total Expenses	\$280,722	\$285,042	\$321,575	\$334,892	\$367,727
Full-Time Positions	4	4	4	4	4

Road & Bridge – General

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$53	\$250,001	\$110	\$300,244	\$4,500
Capital Outlay	0	0	0	0	0
Total Expenses	\$53	\$250,001	\$110	\$300,244	\$4,500

Road & Bridge - Right of Way

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$0	\$0	\$0	\$10,832	\$2,302,167
Capital Outlay	0	0	0	0	0
Total Expenses	\$0	\$0	\$0	\$10,832	\$2,302,167

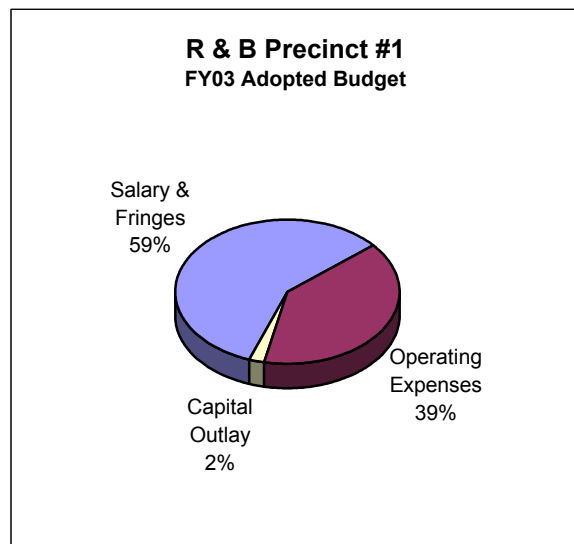
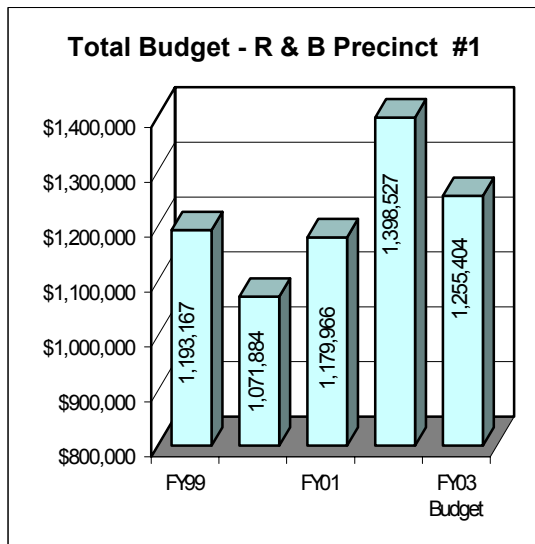
Road & Bridge - Precinct #1

Mission Statement: To provide services and safe thoroughfares for the county's taxpayers by properly utilizing the funds allocated in the annual budget.

Current activities include:

- Maintaining safe road surfaces and rights of way;
- Installing, repairing, and monitoring street identification, warning, and regulatory signs;
- Servicing vehicles and machinery to maximize the useful lives of the equipment;
- Responding to taxpayer requests for assistance in a timely manner;
- Supervising the maintenance and use of the Judson Community Building and the Longview Whaley Community Building; and
- Assisting other county entities upon request, including Longview ISD, Spring Hill ISD, City of Longview, Texas Department of Transportation, the county airport, and other county precincts.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$593,107	\$599,836	\$616,770	\$659,661	\$734,270
Operating Expenses	377,491	413,115	450,408	474,246	491,035
Capital Outlay	222,569	58,932	112,788	264,619	29,600
Total Expenses	\$1,193,167	\$1,071,884	\$1,179,966	\$1,398,526	\$1,254,905
Full-Time Positions	17	16	16	16	16



County Road Miles: 76

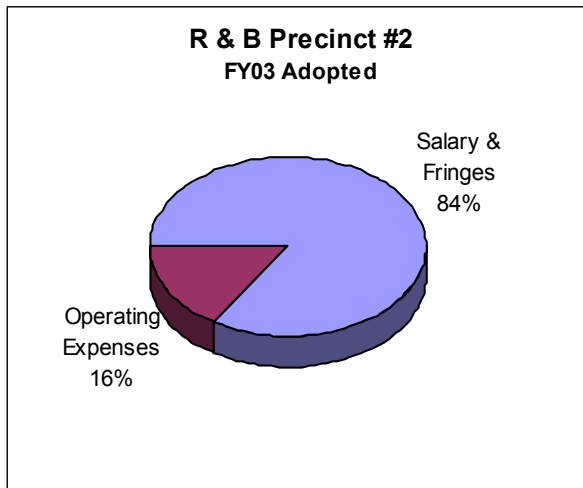
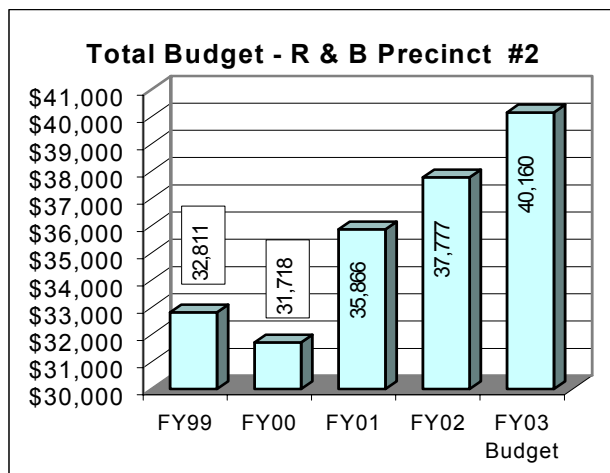
Road & Bridge - Precinct #2

Mission Statement: The mission and activities of the Commissioner-Precinct #2 include the following:

- Provide community services to constituents by conducting honest, legal, and efficient business in order to make our community and precinct a better place;
- Provide good leadership and management of overall county operations;
- Coordinate assistance for street maintenance and repairs when requested by the city of Longview;
- Operate and manage the Greggton Community Building which houses the offices of the commissioner, justice of the peace, constable, Longview emergency management, tax assessor-collector’s branch office, and the county’s organized drug enforcement unit.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$29,470	\$27,930	\$30,656	\$32,592	\$33,710
Operating Expenses	3,341	3,788	5,210	4,190	6,450
Capital Outlay	0	0	0	995	0
Total Expenses	\$32,811	\$31,718	\$35,866	\$37,777	\$40,160
Full-Time Positions	1	1	1	1	1

County Road Miles: 2*



*NOTE: Precinct #2 does not operate a road and bridge shop. For FY03, Precinct #4 has agreed to perform the maintenance required on the roads located in Precinct #2.

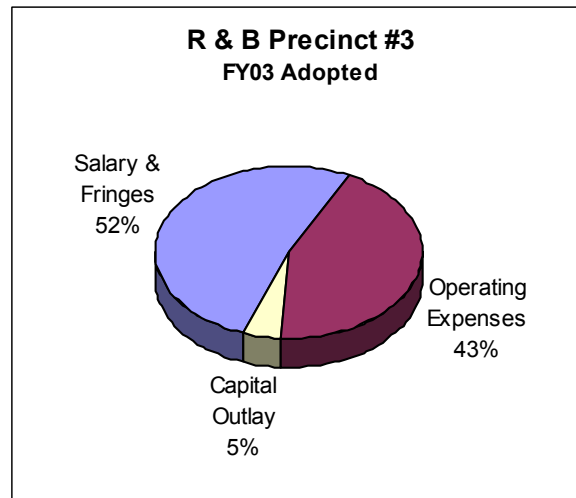
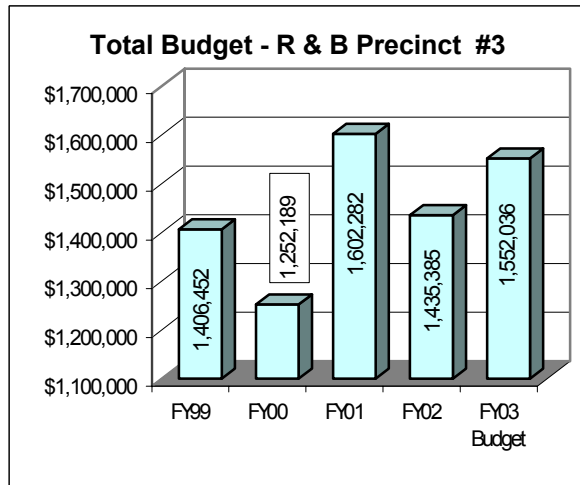
Road & Bridge - Precinct #3

Mission Statement: The mission of the Commissioner-Precinct #3 and his staff is to represent all of the citizens in the precinct, maintain the county’s roads and bridges, and conduct county business in a legal, honest, and efficient manner.

Activities include: (1) Maintaining the roads and bridges in the county’s largest precinct with 148 miles of roads (52% of the total county); (2) Managing the following county property: Liberty City Comm. Bldg., Kilgore Comm. Bldg., Olivia Hilburn Center, Gladewater Senior Citizens Center, Commerce St. Bldg., and Hugh Camp Memorial Park; and (3) Providing assistance to other county entities when requested, including: Kilgore, Gladewater, Warren City, Clarksville City, White Oak, Liberty City, and the Kilgore, Sabine, Gladewater, and White Oak independent school districts.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$729,495	\$688,538	\$647,787	\$736,320	\$804,516
Operating Expenses	519,632	539,175	496,669	609,906	672,150
Capital Outlay	157,325	24,476	457,826	89,158	75,370
Total Expenses	\$1,406,452	\$1,252,189	\$1,602,282	\$1,435,384	\$1,552,036

Full-Time Positions	21	20	19	18	18
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County Road Miles: 143

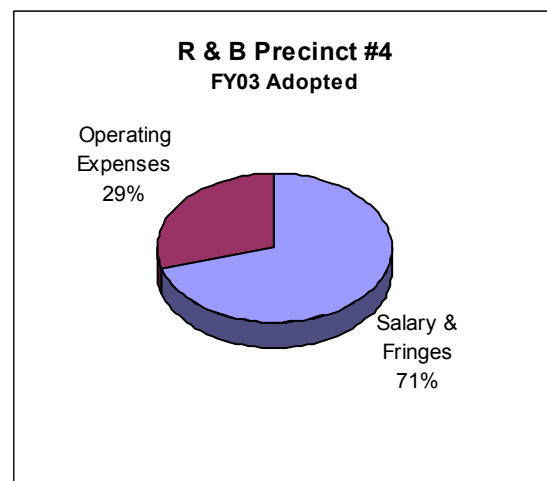
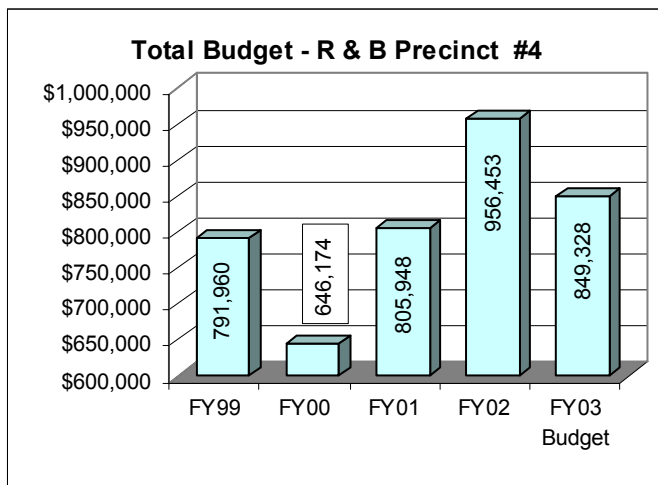
Road & Bridge - Precinct #4

Mission Statement: The mission of the Commissioner-Precinct #4 is to provide good leadership for overall precinct operations and to assure that the precinct's jobs are completed in a cost efficient and timely manner. Further, the commissioner will conduct all county business honestly, legally, and efficiently in order to make this community a better place.

Current activities include:

- Maintaining the roads, bridges, and rights of way in the second largest county precinct with 59.4 miles of road;
- Providing assistance to the citizens in Precinct #4 when needed;
- Providing assistance to Precincts #1, #2, and #3 when needed;
- Assisting the cities of Kilgore, Longview, Lakeport, and Easton when assistance is requested and when approved by the commissioners' court; and
- Providing labor and equipment to assist local public school districts with various jobs such as repairing or building parking lots and driveways.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$496,625	\$492,334	\$505,645	\$513,792	\$599,032
Operating Expenses	199,694	152,202	300,303	275,514	250,297
Capital Outlay	95,641	1,637	0	167,146	0
Total Expenses	\$791,960	\$646,174	\$805,948	\$956,452	\$849,329
Full-Time Positions	15	15	15	14	14



County Road Miles: 55

Airport - Administration

The airport manager and his supervisory team oversee the daily operations of the county's airport, develop and manage FAA projects, provide security and fire protection, and maintain the airport's 1200 acres of land, 58 miles of pavement, many miles of high voltage wiring, 4 buildings, and various vehicles.

Mission Statement:

To operate a safe, efficient airport which will serve the air travel needs of this region; and
To assist in stimulating economic development by marketing the airport's free trade zone and offering incentives to attract new businesses to the airport's development sites.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$621,254	\$635,534	\$651,505	\$674,856	\$738,595
Operating Expenses	104,872	116,283	156,575	132,807	131,500
Capital Outlay	0	0	0	2,825	1,500
Total Expenses	\$726,126	\$751,817	\$808,080	\$810,488	\$871,595
Full-Time Positions	19	19	19	20	18

Airport - Terminal Building

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$21,682	\$23,235	\$39,588	\$45,913	\$57,550
Capital Outlay	2,630	12,258	18,256	3,053	3,000
Total Expenses	\$24,312	\$35,493	\$57,844	\$48,967	\$60,550

Airport - Airfield

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$43,815	\$38,942	\$26,069	\$39,523	\$34,500
Capital Outlay	600	0	0	0	0
Total Expenses	\$44,415	\$38,942	\$26,069	\$39,523	\$34,500

Airport - Maintenance Shop

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$28,188	\$39,527	\$36,145	\$36,701	\$36,872
Capital Outlay	32,585	4,677	9,700	21,450	18,700
Total Expenses	\$60,773	\$44,204	\$45,845	\$58,151	\$55,572

Airport – Public Safety

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$8,424	\$10,898	\$7,792	\$13,974	\$15,500
Capital Outlay	957	0	0	4,045	25,000
Total Expenses	\$9,381	\$10,899	\$7,792	\$18,019	\$40,500

Airport – Marketing

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$0	\$0	\$0	\$29,735	\$8,000
Capital Outlay	0	0	0	0	0
Total Expenses	\$0	\$0	\$0		\$8,000

Airport Operational Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Total Operations (Take Offs & Landings)	96,702	88,223	87,381	92,239	93,000
Airline Enplanements (Passenger Boardings)	30,092	33,452	29,350	25,306	28,000

Building Security

The sheriff's office supervises the security personnel who are stationed at the security checkpoints at each of the entrances to the courthouse. All persons entering the courthouse are subject to a security search.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$62,684	\$67,494	\$74,126	\$79,005	\$82,426
Operating Expenses	40,288	40,564	47,571	50,534	55,600
Capital Outlay	0	0	0	0	0
Total Expenses	\$102,972	\$108,058	\$120,397	\$129,539	\$138,026
Full-Time Positions	2	2	2	2	2

Law Enforcement Officers Supplemental Education

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$12,023	\$12,896	\$0	\$0	\$0
Capital Outlay	0	0	0	0	0
Total Expenses	\$12,023	\$12,896	\$0	\$0	\$0

Health Care Fund

Gregg County created this special permanent fund with its share of the state tobacco settlement money for the purpose of assisting local charitable agencies which offer health care and provide public health information. With the assistance of an advisory committee, the commissioners' court allocates the annual interest income to a number of qualified agencies providing free or discounted health care services, especially for children, and public health information such as anti-smoking literature.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Health Care Contributions	\$0	\$60,000	\$100,000	\$58,271	\$40,000

Debt Service Funds

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
General Obligation Bonds Series 1988 Courthouse	\$2,390,795	\$2,390,875	\$2,390,875	\$2,390,874	\$2,396,001
Certificates of Obligation Series 1990 Airport	180,388	181,946	794,702	0	0
Certificates of Obligation Series 1992 Jail	66,000	63,334	382,540	0	0
Certificates of Obligation Series 1993 Jail	448,080	443,893	439,330	439,205	439,130
Total Expenses	\$3,085,262	\$3,080,047	\$4,007,446	\$2,830,079	\$2,835,131

Print Shop

The print shop is a cost effective service center providing various county departments with printing and copying services and paper products. The print shop offers convenience and rates generally lower than private printing facilities. Print shop services and paper products are charged to the using departments on a monthly basis.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Operating Expenses	\$0	\$0	\$0	\$44,806	\$38,000
Capital Outlay	0	0	0	0	0
Total Expenses	\$0	\$0	\$0	\$44,806	\$38,000

Capital Improvements Funds

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Airport Capital Improvement Fund	\$536,483	\$1,068,448	\$802,927	\$2,577,710	\$3,766,666
Regional Juvenile Facility Capital Improvement Fund	\$1,243,951	\$207,871	\$0	\$0	\$0
Jail Construction Capital Improvement Fund	\$0	\$500,000	\$746,000	\$0	\$0
Courthouse Capital Improvement Fund	\$0	\$0	\$579,716	\$660,248	\$123,283
Courthouse A.D.A. Compliance Capital Improvement Fund	\$0	\$0	\$34,628	\$53,265	\$0
Total Capital Projects Expenses	\$1,780,434	\$1,776,316	\$2,163,271	\$3,291,223	\$3,889,949

Juvenile Services

The chief juvenile probation officer supervises the juvenile services department's 80 person staff and all its functions. He is appointed by the county juvenile board which sets the annual budget and acts as the governing body of the department. This department was divided into 3 operational divisions (youth detention, youth development, and juvenile probation) until FY01, when youth development merged with youth detention.

Mission Statement:

To serve the courts by providing supervision to juveniles who come under the courts' jurisdiction; to facilitate the rehabilitation of juvenile probationers and to provide community protection; and to maintain temporary custody of those juveniles requiring a secure environment while awaiting a legal disposition of their cases.

Youth Detention

Detention officers supervise juveniles who are detained in the county facility pending the disposition of their court proceedings.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$491,409	\$576,857	\$599,694	\$746,595	\$514,249
Operating Expenses	84,207	91,103	120,307	125,861	142,000
Capital Outlay	7,122	0	0	0	7,500
Total Expenses	\$582,738	\$667,960	\$720,001	\$872,456	\$663,749
Full-Time Positions	18	14	18	14	13

Youth Development

Corrections officers supervise juveniles who have been found guilty of an offense by the court and ordered to reside in a secure facility for 6 to 12 months.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$44,409	\$0	\$0	\$0	\$0
Operating Expenses	7,399	17,956	0	0	0
Capital Outlay	0	0	0	0	0
Total Expenses	\$51,808	\$17,956	\$0	\$0	\$0
Full-Time Positions	4	4	0	0	0

Juvenile Probation

Probation officers supervise caseloads of up to 60 juveniles who are either on deferred or adjudicated probation for committing offenses classified as a class B misdemeanor or above.

	FY99 Actual	FY00 Actual	FY01 Actual	Unaudited FY02	FY03 Budgeted
Salary & Fringes	\$621,509	\$642,702	\$715,520	\$752,313	\$1,097,743
Operating Expenses	69,082	78,153	114,399	105,408	246,300
Capital Outlay	22,230	0	23,611	7,197	32,500
Total Expenses	\$712,821	\$720,855	\$853,530	\$864,918	\$1,376,543
Full-Time Positions	21	20	20	16	12

Juvenile Services Total Departmental Output Indicators:

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Estimated
Juveniles Referred	914	924	994	1,050	1,050
Case Dispositions	968	958	1,006	1,075	1,075
Juveniles Detained	658	736	730	775	775
Hearings	686	718	794	825	825
Cert. Probation Officers	12	13	14	14	14
Avg. Daily Population	21	24	26	26	26
Avg. Probation Caseload	43	50	50	50	50
Avg. ISP Caseload	20	20	20	20	20
Community Service Hours	9,172	12,880	11,506	12,000	12,000
Supervision Contracts	20,486	20,132	21,214	23,000	23,000
Juveniles Placed Outside of County	5	9	18	20	20
Juveniles Placed in County Programs	21	28	30	36	36



ADDITIONAL MATERIAL

County Directory

Gregg County Courthouse
101 E. Methvin
Longview, Texas 75601
(903) 758-6181

Commissioners' Court

Mickey D. Smith, County Judge
101 E. Methvin, Suite 300
Longview, Texas 75601
(903) 236-8420 fax 237-2699

Charles Davis, Commissioner Pct. 1
1109 FM 449
Longview, Texas 75605
(903) 663-0400 fax 663-2475

Darryl Primo, Commissioner Pct. 2
3211-C W. Marshall
Longview, Texas 75604
(903) 759-3611 fax 759-6707

Bob Barbee, Commissioner Pct. 3
Rt. 4, Box 648
Longview, Texas 75604
(903) 759-8962 fax 297-9140

Danny E. Craig, Sr., Commissioner Pct. 4
710 South Street
Kilgore, Texas 74662
(903) 984-2417 or 981-1117 fax 981-1119

Airport

James Loomis, Manager
Route 3, Hwy. 322
Longview, Texas 75603
(903) 643-3031 fax 643-7371

Auditor

Valerie Palmer, Interim Auditor
101 E. Methvin, Suite 306
Longview, Texas 75601
(903) 237-2690 fax 237-2695

Community Supervision

Quin Tillery, Director
P. O. Box 3226
Longview, Texas 75606
(903) 236-8422 fax 757-7151

County Clerk

Laurie Woloszyn
101 E. Methvin, Suite 200
Longview, Texas 75601
(903) 236-8430 fax 237-2574

Constables

Jim Montgomery, Constable Pct. 1
101 E. Methvin, Suite 510
Longview, Texas 75601
(903) 236-8427 fax 236-8456

Bill Echart, Constable Pct. 3
1098 E. Commerce St.
Gladewater, Texas 75647
(903) 845-4896 fax 845-6467

District Attorney

William Jennings
101 E. Methvin, Suite 333
Longview, Texas 75601
(903) 236-8440 fax 236-8490

Maintenance

Mike Bills, Superintendent
101 E. Methvin, Suite 110
Longview, Texas 75601
(903) 237-2657 fax 236-8456

Human Resources

Rita Fyffe, Director
101 E. Methvin, Suite 109
Longview, Texas 75601
(903) 237-2567 fax 236-7495

Historical Commission

Dr. Norman Black, Chairman
417 S. Mobberly Ave.
Longview, Texas 75602
(903) 757-2261 fax 753-5337

Judge - 124th District Court

Alvin Khoury, Judge
101 E. Methvin, Suite 447
Longview, Texas 75601
(903) 236-0265 fax 236-0747

Billy Fort, Constable Pct. 2
3211 W. Marshall
Longview, Texas 75604
(903) 237-2600 fax 297-3412

Robby Cox, Constable Pct. 4
2131 S. Eastman Rd.
Longview, Texas 75602
(903) 758-4058 fax 758-2684

District Clerk

Ruby Cooper
101 E. Methvin, Suite 334
Longview, Texas 75601
(903) 237-2663 fax 236-8484

Extension Agent

Dennis Smith
405 E. Marshall Ave., Suite 101
Longview, Texas 75601
(903) 236-8428 fax 758-3345

Information Services

Cindy Romines, Director
101 E. Methvin, Suite 101
Longview, Texas 75601
(903) 236-8435 fax 758-1148

Judge - County Court at Law

Rebecca Simpson, Judge
101 E. Methvin, Suite 416
Longview, Texas 75601
(903) 236-8445 fax 237-2517

Judge - 188th District Court

David Brabham, Judge
101 E. Methvin, Suite 408
Longview, Texas 75601
(903) 237-2588 fax 236-8603

Judge - 307th District Court

Robin Sage, Judge
101 E. Methvin, Suite 463
Longview, Texas 75601
(903) 237-2534 fax 234-3150

Justices of the Peace

B. H. Jameson, Judge Pct. 1
101 E. Methvin, Suite 512
Longview, Texas 75601
(903) 236-8470 fax 237-2598

Arthur Fort, Judge Pct. 2
3211 W. Marshall Ave.
Longview, Texas 75604
(903) 237-2635 fax 297-3412

Mike Player, Judge Pct. 3
1098 E. Commerce Street
Gladewater, Texas 75647
(903) 845-2672 fax 845-6467

Sam Lawson, Judge Pct. 4
2131 S. Eastman Rd.
Longview, Texas 75602
(903) 758-6342 fax 758-2684

Juvenile Probation

Bing Canion, Director
310 Turk Street
Longview, Texas 75601
(903) 758-0121 fax 758-0715

Purchasing

Sheila Embrey, Purchasing Agent
101 E. Methvin, Suite 205
Longview, Texas 75601
(903) 237-2684 fax 237-2682

Sheriff

Maxey Cerliano
101 E. Methvin, Suite 559
Longview, Texas 75601
(903) 236-8400 fax 753-3560

Social Services / Health-Welfare

Dr. Lewis Browne, Administrator
405 E. Marshall Ave., Suite 104
Longview, Texas 75601
(903) 237-2620 fax 237-2608

Tax Assessor-Collector

Kirk Shields, Assessor-Collector
101 E. Methvin, Suite 215
Longview, Texas 75601
(903) 237-2616 fax 237-2607

Veterans Services

Randy Smith
1203-A East Marshall Ave.
Longview, Texas 75601
(903) 237-2674 fax 238-8095

Voter Registration / Elections

Hattie Owen, Elections Administrator
101 E. Methvin, Suite 112
Longview, Texas 75601
(903) 236-8458 fax 234-3126

Glossary

Accrual Basis - A method of accounting in which economic transactions are recognized at the time they occur, as opposed to when cash is actually received or spent.

Appropriation - A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation - The valuation established by the county appraisal district for real estate and certain personal property as a basis for levying property taxes.

Attrition - A method of achieving a reduction in total personnel by not replacing employee positions vacated through resignation, reassignment, transfer, retirement, or any means other than by layoff.

Budget - A plan of financial activity for a specified period of time indicating all planned revenues and expenses for the budget period.

Budgetary Basis - The basis of accounting used to estimate financing sources and uses in the budget. Generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar - The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Outlay - A fixed asset with a value of \$500 or more and with a useful life of more than one year.

Capital Project - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase the assets' useful lives.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is received or disbursed.

Certificates of Obligation - Debt instruments, similar to bonds, sold to the public to finance the county's capital projects. This type of debt is usually repaid in annual installments over a period of 5-15 years.

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Department - The organizational unit which is functioning separately in its delivery of service.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Expenditure - The payment of cash related to the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Expense - A charge incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides a common set of principles for the planning and programming of government budgets and their funding.

Fiscal Year - A twelve-month period designated as the operating year for accounting, budgeting, and financial reporting purposes.

Full-time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time clerk working 20 hours per week would be equivalent to .50 of a full-time position.

Fund - A fiscal entity with revenues and expenses which is segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance - The excess of the assets of a fund over its liabilities, reserves, and carryover.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Obligation Bond - A bond backed by the full faith, credit and taxing power of the government.

Goal - A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Grants - A contribution by a government agency or other organization to support a particular function. Grants may be classified as either operational or capital and they are restricted for specific purposes.

Interfund Transfers - The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state, and local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

LEOSE - An acronym for Law Enforcement Officers Supplemental Education.

Line-item Budget - A budget prepared along departmental lines that focuses on what is to be spent.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Obligations - Amounts which a government may be legally required to pay from its resources. They include not only actual liabilities, but also encumbered amounts.

Operating Revenue - Funds that the county receives as income to pay for ongoing operations. Includes property and sales taxes, user fees, and interest income. Operating revenues are used to pay for daily services.

Operating Expenses - The cost of materials and equipment required for a department to function.

Output Indicators - A unit of work accomplished, without reference to the resources required to do the work. Output indicators do not reflect the effectiveness or efficiency of the work performed.

Pay-as-you-go Basis - A term used to describe a financial policy by which capital outlays are purchased from current resources rather than through borrowing.

Performance Indicators - Specific quantitative and/or qualitative measures of work performed as an objective of specific departments or programs.

Performance Measure - Data collected to determine how effective or efficient a program is in achieving its objectives.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue - Sources of income financing the operations of government.

Salaries & Fringes – The cost of all labor related expenses required for a department to function, including but not limited to salaries, group insurance, social security, retirement and other employment benefits.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Fee - The payment of a fee for direct receipt of a public service by the recipient of the service.

Special Recognition



Special appreciation is extended to Judge Mickey Smith for his dedicated service as Gregg County Judge from January 1, 1995 to December 31, 2002. Judge Smith's strong sense of community benefitted the County as he sought to pull people and entities together in order to improve the local road systems, enhance the County facilities, construct a new juvenile center, and support the County Court at Law #2. During his tenure Judge Smith served the public by leading the County towards financial soundness and economical stability, while lowering taxes, increasing reserves and reducing the County's debt obligations.

Mickey Smith envisioned a better place for families to raise their children and spent his years in office as Gregg County Judge striving to make that vision a reality. Throughout his term, he stood steadfast in his leadership of this County. His dedication and devotion to the citizens of Gregg County is unsurpassable. It is with great admiration and appreciation that we say Thank You Judge Smith for a job well done.