



City Council Agenda
Tuesday, January 9, 2018
501 S. Main Street
Workshop 4:30
Meeting 5:30 PM

1. CALL TO ORDER; WELCOME CITIZENS AND VISITORS

2. INVOCATION; PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS, PRESENTATIONS, & ANNOUNCEMENTS

4. COMMENTS OR CONCERNS FROM CITIZENS

An opportunity for citizens to be heard or address the City Council regarding any topic not on the Agenda. Individual citizen comments are normally limited to three minutes (time limits can be adjusted by the Mayor). The City Council is not allowed to respond to comments or questions asked of them by the speaker, with a few exceptions. In accordance with the "Texas Open Meetings Act, Government Code Chapter 551, any response by a member of the City Council must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council meeting. No action will be taken.

5. CONSENT ITEMS

This section shall provide for items that require action by the Council, but where little or no discussion is anticipated. By a single motion, second and affirmative majority vote, items under this section are approved without further discussion or action.

5.1. [Minutes - Council Meeting 12/12/2017](#)

5.2. [Financial Report - November 2017](#)

5.3. [Approval of Main Street Board Members](#)

5.4. [Eyewitness Identification Policy - Police Department](#)

6. PUBLIC HEARING, ORDINANCES, RESOLUTIONS, OR OTHER ACTION ITEMS:

This section shall provide for all other official discussion and action items provided for consideration by the Council. Public Comments will be called for by the presiding officer before action is taken on these items.

6.1. Consider request for waiving rental fees for Hooves and Halos event.

[Executive Summary and Attachments](#)

6.2. RV Rental Monthly Rate for City Park

[Executive Summary and Attachments](#)

7. STAFF REPORTS & ANNOUNCEMENTS:

7.1. [Written Monthly Department Reports](#)

7.2. [City Administrator and Code Enforcement Officer will provide the Council with a report on the status of code enforcement activities and the status on substandard properties.](#)

7.3. [Announcements: Items of Community Interest](#)

(In accordance with Government Code Title 5, Subtitle A, Chapter 551, Sect. 551.0415). Discussion of items of community interest, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary recognitions of City officials, employees or other citizens; reminders about upcoming events sponsored by the City or other entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of the City. No discussion or formal action may be taken on these items at this meeting

8. EXECUTIVE SESSION

8.1. Executive Session

The Winnsboro City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code;

1. Section 551.072 (deliberations regarding real property)
2. Section 551.073 (deliberations regarding prospective gift)
3. Section 551.074 (personnel matters)
4. Section 551.076 (deliberations about security devices)
5. Section 551.087 (Economic Development)

8.2. Reconvene out of Executive Session - Action from Executive Session to be determined

9. MAYOR, COUNCIL, & MEDIA QUESTIONS, COMMENTS, OR CONCERNS

9.1. Mayor/Council Members Comments or Concerns

9.2. Media Questions

10. ADJOURNMENT:

The next regular City Council meeting will be held February 13th @ 5:30 PM. Any Requests to be placed on that agenda must be completed and submitted to City Hall no later than 3:00 PM Monday, February 5th. Also, reminder that there is a special City Council meeting on February 1st, being held at the City Auditorium at 6:00 PM - topic is Council Council Procedures and Decorum Policy.

Executive Summary

To: City Council

Submitted By:

Date: January 9, 2018

Discuss/Seek Guidance/Action:

Minutes - Council Meeting 12/12/2017

Suggested Action:

2017.12.12 Minutes - Regular City Council Meeting

**MINUTES OF THE REGULAR MEETING
OF THE WINNSBORO CITY COUNCIL
501 S. MAIN ST., WINNSBORO, TEXAS
December 12, 2017 @ 5:30 PM**

Council Present: Mayor Pro-Tem Brenda Shirley, Councilmember Jim Hollowell, Councilmember Joan Morris, Councilmember Katy Perez, Councilmember Michael Jaynes, and Mayor Randy Parrish

Staff Present: City Secretary Jondra Hixon, City Administrator Craig Lindholm, and Police Chief Andy Chester

Other: *The Winnsboro News, KWNS Radio*

- 1 **Call to Order; Welcome Citizens and Visitors:** Meeting called to order at 5:30 pm.
- 2 **Invocation; Pledge of Allegiance:** Invocation led by Councilmember Jim Hollowell; Pledges of allegiance led by Mayor Richard R. Parrish.
- 3 **Proclamations, Presentations, & Announcements:**
 - .1. Announcement: Franklin County Appraisal District voting results:
The new Franklin County Appraisal District Board Members for the 2018-2019 term are: Scott Lee, Roger Gekiere, Jay Scott, Dave Hickerson, Ralph Robertson, and Sue Ann Harper.
- 4 **Comments or Concerns from Citizens:**

Marian Ritchie, 1344 County Road 4490, Winnsboro, TX - Invited the Mayor, Council Members, and the City Administrator and their families to be honored guests at the second annual Adopt a cop, fireman, and EMS event. Also thanked each for the work they have done for the City. She noted that we should always move forward in a positive manner even when we have differences. She referred to the Texas Open Meetings Act, and stated that she would personally would like to see more transparency. She asked if we could please work together to make changes in the Open Meetings Act. She stated that she personally believes in change, and referred to the change that happened when we were able to get the recent school bond passed. She began to go into the subject of social media, and the Mayor informed her that this was actually an agenda item, and she would not be able to comment on it at this time. Mrs. Ritchie thanked him, and then took her seat.

Robert Jordan, 406 S. Beech, Winnsboro, TX - Requested that the RV rental prices be looked at again, and placed on a future agenda to reduce the monthly rate. The mayor mentioned that this was only recently looked at by an event committee. Mr. Jordan stated that there were many unhappy people with the new rate not having a monthly discount, and stated that everyone had "moved out" of the park. The mayor stated that the item would be brought back to be looked at in January.

CITY COUNCIL
December 12, 2017

5 Consent Items:

.1. Financials:

October 2017

Mayor Parrish commented that our tax revenues were much higher than our budget, and noted that this was a revenue for the City of \$79,789.46, and stated that this was a positive thing that reflected how great businesses were doing in Winnsboro.

.2. Minutes:

07/31/2017 Budget Workshop

11/14/2017 Regular Meeting

	For	Against	Abstained
Brenda Shirley (Moved By)	x		
Jim Hollowell	x		
Joan Morris	x		
Katy Perez	x		
Michael Jaynes (Seconded By)	x		

Motion Passed.

6 Public Hearing, Ordinances, Resolutions, or Other Action Items:

This section shall provide for all other official discussion and action items provided for consideration by the Council. Public Comments will be called for by the presiding officer before action is taken on these items.

.1. Consider request from The American Legion for 380 agreement for the use of the Civic Center to waive rental fees for gun show in May 2018:

City Administrator, Craig Lindholm thanked the American Legion for turning in the request early.

	For	Against	Abstained
Brenda Shirley	x		
Jim Hollowell	x		
Joan Morris (Seconded By)	x		
Katy Perez	x		
Michael Jaynes (Moved By)	x		

Motion Passed.

.2. Consider approval of Ordinance No. 973-2017 designating a records retention officer for the City of Winnsboro per Local Government Records Act Title 6,

CITY COUNCIL
December 12, 2017

Subtitle C: The last Records Management Officer reported to the State for the City of Winnsboro was the Assistant City Secretary. This position no longer exists with the City of Winnsboro, and the assignment of Records Management Officer needed to be updated and reported to the State. In many Cities, the Records Management Officer is the City Secretary.

	For	Against	Abstained
Brenda Shirley (Moved By)	x		
Jim Hollowell	x		
Joan Morris	x		
Katy Perez (Seconded By)	x		
Michael Jaynes	x		

Motion Passed.

- .3. Consider request from Johnette Poole to waive rental fees to all city grounds and facilities for Hooves and Halos Playday: Item was postponed to the January Meeting due to wording.
- .4. Consider amending Ordinance No. 972-2017 - Sec. 13.02.039 Garbage Collection Charges: This item is brought back to council in response to the approved rate increase to trash collection at the last City Council, and to update the ordinance pertaining to that rate. The City will be going out for bids in 2018 in an attempt to find the best possible option for the City and the citizens of Winnsboro.

	For	Against	Abstained
Brenda Shirley	x		
Jim Hollowell (Seconded By)	x		
Joan Morris (Moved By)	x		
Katy Perez	x		
Michael Jaynes	x		

Motion Passed.

- .5. City Council Procedures and Decorum Policy: Due to the high level of public interest in this item, the Item is postponed to a special meeting in January 2018 so that the item can be addressed, and the City Attorney can be present to answer questions pertaining to the proposed draft policy.
- .6. Discussion Only- Peddlers Permits: Ordinance 961-2016 adopted 07/12/16. Craig Lindholm, City Administrator addressed the council regarding recent social media discord in relations to peddlers permit, and when the issue was brought to his attention, he placed it on the agenda as a council discussion item. The council will then have the option to bring the item back as an action

CITY COUNCIL
December 12, 2017

item, and take public comments and questions at that time. The question raised specifically was this: Does a person selling product on a private property with the permission of the property owner have to pay the daily peddlers permit fee? The current City ordinance does require that a peddler is required to pay a daily peddlers permit fee to the City in these instances. The ordinances were put in place to protect the brick and mortar business owners. These ordinances do not affect charities. The permit fee is \$50 per day. This ordinance was put in place in 1985, Ordinance No. 515-1985. Also an analysis with the Bureau of Labor Statistics shows that \$50 in 1985, would be equal to approximately \$113 in 2017. Mr. Lindholm stated that if anything, this peddlers permit cost was underpriced based on inflation. He also reminded the council that the City provides multiple reasonable alternatives to selling products including: Farmers Market for \$15-\$20, open from April to November, and Farmers Market now also operates 12 months a year online. Monday Night Live also offers booths 9 months a year for \$15 per booth. Autumn Trails provides craft fairs, swap meets, and also sells booth space. The Chamber of Commerce also offers events throughout the year that provides for booth rentals. The Art and Wine Festival. Winnsboro Online Garage Sale. Allowing peddlers to operate without these fees would undermine all those who have to pay fees for these booths. The City attorney was asked to review the ordinance, and the attorney stated that peddlers selling food should also be required to obtain a health permit in order to prevent people from getting sick. Councilmember Katy Perez asked the City Administrator to clarify that booth spaces inside a store do not apply to which he confirmed that this is a separate issue.

7 Staff Reports & Announcements:

.1. Oral Reports:

1. Todd Perry, Maintenance, and Pam Johnson, Library combined report - reported that the library is getting a "face lift" and would be closed to the public Monday 12/18/2017 - 12/21/2017. The library will be getting a new roof, and front pillars would be replaced. The entire parking lot will be closed off for the protection of the citizens. The Maintenance department will be doing the painting.

2. Craig Lindholm, WEDC Director - reported that the WEDC had a public planning meeting that turned out very well, approximately 30 people attended and engaged in talks of a vision for Winnsboro. The meeting was very positive. Several businesses were present and involved. The plan also involved S.W.O.T. analysis of each business, and at the next meeting, information would be compared, and then the next step would be to take action to move forward to achieve goals for Winnsboro, and to promote our community. Also, he urged those who have not seen the recent video made on Winnsboro, to visit the City website and view it.

Also reported, was the fact that the WEDC had approved funding for Cobblestone Hotels to do a feasibility study of Winnsboro to determine if Winnsboro is in a position to support a hotel. If the determination is that

CITY COUNCIL
December 12, 2017

Winnsboro is not a feasible place for one of their hotels, the second half of the cost would not be required to be paid. The group will be here in January and anyone with questions is free to call Mr. Lindholm.

.2. Written Reports Included:

[Animal Control](#)
[Building Inspector](#)
[Farmers Market](#)
[Library](#)
[Maintenance](#)
[Police](#)
[Main Street](#)
[Utility Meters](#)
[Utility](#)
[Water](#)
[Wastewater](#)
[Police \(2\)](#)
[Utility Billing](#)

8 Executive Session: No executive session.

9 Mayor, Council, & Media Questions, Comments, or Concerns:

.1. Mayor or Council Members Comments or Concerns:

Joan Morris - expressed concern regarding City Hall parking lot lighting. The Maintenance department will be looking into it.

Michael Jaynes - brought forth concerns from citizens using the kiosk during daytime hours with sun glare making it very hard to use.

Mayor Parrish - 2017 was a good year for Winnsboro. On behalf of City Council and staff wished everyone a very Merry Christmas and asked us to remember those in need, or serving in the military and also to remember those who have passed. The mayor also asked everyone to remember absent friends and family.

.2. Media Questions

Chana Willis - asked for clarification as to the City Facebook page and City website address.

.3. Announcements: Items of Community Interest:

Police Chief, Andy Chester has achieved 35 years in law enforcement.

CITY COUNCIL
December 12, 2017

10 **Adjournment:** 6:31 pm.

THESE MINUTES OF THE 12-12-17 CITY COUNCIL MEETING ARE HEREBY:

APPROVED:

By: _____
Richard R. Parrish, Mayor

AND,

ATTESTED:

By: _____
Jondra Hixon, City Secretary

Executive Summary

To:	City Council
Submitted By:	Dana Bundick
Date:	January 9, 2018

Discuss/Seek Guidance/Action:
Financial Report - November 2017



SCHEDULE OF TAX SHARE REVENUES

REPORT MONTH: November

SALES TAX FOR FISCAL YEAR 2017-2018						
MONTH OF SALES	MONTH PAID	SALES TAX SHARE RECEIVE \$0.015	TRANSFERRED TO WEDC \$0.005	CITY BALANCE \$0.010	BUDGET AMOUNT \$673,000.000	OVER / UNDER BUDGET
AUG	Oct-17	\$ 100,149.69	\$ 33,383.23	\$ 66,766.46	\$ 52,625.00	\$ 14,141.46
SEP	Nov-17	\$ 80,385.73	\$ 26,795.24	\$ 53,590.49	\$ 52,625.00	\$ 965.49
OCT	Dec-17		\$ -	\$ -	\$ -	\$ -
NOV	Jan-18		\$ -	\$ -	\$ -	\$ -
DEC	Feb-18		\$ -	\$ -	\$ -	\$ -
JAN	Mar-18		\$ -	\$ -	\$ -	\$ -
FEB	Apr-18		\$ -	\$ -	\$ -	\$ -
MAR	May-18		\$ -	\$ -	\$ -	\$ -
APR	Jun-18		\$ -	\$ -	\$ -	\$ -
MAY	Jul-18		\$ -	\$ -	\$ -	\$ -
JUN	Aug-18		\$ -	\$ -	\$ -	\$ -
JUL	Sep-18		\$ -	\$ -	\$ -	\$ -
YEAR-TO-DATE		\$180,535.42	\$60,178.47	\$120,356.95	\$631,500.00	\$ 15,106.95

SALES TAX FOR FISCAL YEAR 2016-2017						
MONTH OF SALES	MONTH PAID	SALES TAX SHARE RECEIVE \$0.015	TRANSFERRED TO WEDC \$0.005	CITY BALANCE \$0.010	BUDGET AMOUNT \$631,500.000	OVER / UNDER BUDGET
AUG	Oct-16	\$ 86,743.73	\$ 28,914.58	\$ 57,829.15	\$ 52,625.00	\$ 5,204.15
SEP	Nov-16	\$ 102,286.81	\$ 34,095.60	\$ 68,191.21	\$ 52,625.00	\$ 15,566.21
OCT	Dec-16	\$ 89,198.02	\$ 29,732.67	\$ 59,465.35	\$ 52,625.00	\$ 6,840.35
NOV	Jan-17	\$ 89,549.41	\$ 29,849.80	\$ 59,699.61	\$ 52,625.00	\$ 7,074.61
DEC	Feb-17	\$ 98,533.23	\$ 32,844.41	\$ 65,688.82	\$ 52,625.00	\$ 13,063.82
JAN	Mar-17	\$ 74,616.82	\$ 24,872.27	\$ 49,744.55	\$ 52,625.00	\$ (2,880.45)
FEB	Apr-17	\$ 52,780.51	\$ 17,593.50	\$ 35,187.01	\$ 52,625.00	\$ (17,437.99)
MAR	May-17	\$ 103,161.15	\$ 34,387.05	\$ 68,774.10	\$ 52,625.00	\$ 16,149.10
APR	Jun-17	\$ 83,175.60	\$ 27,725.20	\$ 55,450.40	\$ 52,625.00	\$ 2,825.40
MAY	Jul-17	\$ 97,059.70	\$ 32,353.23	\$ 64,706.47	\$ 52,625.00	\$ 12,081.47
JUN	Aug-17	\$ 105,138.06	\$ 35,046.02	\$ 70,092.04	\$ 52,625.00	\$ 17,467.04
JUL	Sep-17	\$ 84,691.15	\$ 28,230.38	\$ 56,460.77	\$ 52,625.00	\$ 3,835.77
YEAR-TO-DATE		\$1,066,934.19	\$355,644.73	\$711,289.46	\$631,500.00	\$ 79,789.46

SALES TAX FOR FISCAL YEAR 2015-2016						
MONTH OF SALES	MONTH PAID	SALES TAX SHARE RECEIVE \$0.015	TRANSFERRED TO WEDC \$0.005	CITY BALANCE \$0.010	BUDGET AMOUNT	OVER / UNDER BUDGET
Aug	Oct-15	\$ 79,053.52	\$ 26,351.17	\$ 52,702.35	\$ 50,000.00	\$ 2,702.35
Sep/Q3	Nov-15	\$ 92,515.34	\$ 30,838.45	\$ 61,676.89	\$ 50,000.00	\$ 11,676.89
Oct	Dec-15	\$ 74,241.26	\$ 24,747.09	\$ 49,494.17	\$ 50,000.00	\$ (505.83)
Nov	Jan-16	\$ 83,424.62	\$ 27,808.21	\$ 55,616.41	\$ 50,000.00	\$ 5,616.41
Dec/Q4/Ann	Feb-16	\$ 97,981.57	\$ 32,660.52	\$ 65,321.05	\$ 50,000.00	\$ 15,321.05
Jan	Mar-16	\$ 62,228.54	\$ 20,742.85	\$ 41,485.69	\$ 50,000.00	\$ (8,514.31)
Feb	Apr-16	\$ 68,682.37	\$ 22,894.12	\$ 45,788.25	\$ 50,000.00	\$ (4,211.75)
Mar/Q1	May-16	\$ 104,573.90	\$ 34,857.97	\$ 69,715.93	\$ 50,000.00	\$ 19,715.93
Apr	Jun-16	\$ 65,942.67	\$ 21,980.89	\$ 43,961.78	\$ 50,000.00	\$ (6,038.22)
May	Jul-16	\$ 74,905.84	\$ 24,968.61	\$ 49,937.23	\$ 50,000.00	\$ (62.77)
Jun/Q2	Aug-16	\$ 87,429.50	\$ 29,143.17	\$ 58,286.33	\$ 50,000.00	\$ 8,286.33
Jul	Sep-16	\$ 83,740.46	\$ 27,913.49	\$ 55,826.97	\$ 50,000.00	\$ 5,826.97
YEAR-TO-DATE		\$974,719.59	\$324,906.53	\$649,813.06	\$600,000.00	\$ 49,813.06



Hotel/Motel Occupancy Tax Fund
SUMMARY SCHEDULE OF REVENUES AND EXPENDITURES
PERIOD ENDING: NOVEMBER 2017
FOR FISCAL YEAR 2017-2018

Revenues:

Hotel Occupancy Tax

Thee Hubbell House
Trails Country Motel
The Clark House
Investment/Interest Earnings

FY Q1 2017/2018	FY Q2 2017/2018	FY Q3 2017/2018	FY Q4 2017/2018	FISCAL YEAR TO DATE
10/01/17 -12/31/17	1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	
\$ 588.26	\$ -	\$ -	\$ -	\$ 588.26
\$ 832.25	\$ -	\$ -	\$ -	\$ 832.25
\$ 530.26	\$ -	\$ -	\$ -	\$ 530.26
\$ 1.88				\$ 1.88
\$ 1,952.65	\$ -	\$ -	\$ -	\$ 1,952.65

300-4020

Expenditures:

ORGANIZATION / APPROVAL DATE

2018 Budget Year:

Winnsboro Center for the Arts
Main Street/Monday Night Live
Winnsboro Four Corners/Fine Art
Winnsboro Rodeo Assoc

BUDGETED	APPROVED AMOUNT	DISTRIBUTIONS	Y-T-D BALANCE	EVENT DATE / COMPLETED
	\$ 1,500.00		\$ 1,500.00	
	\$ 1,500.00		\$ 1,500.00	
	\$ 1,500.00		\$ 1,500.00	
	\$ 1,500.00		\$ 1,500.00	
\$ 7,500.00	\$ 6,000.00	\$ -	\$ 6,000.00	

Remaining 2018 Budget

\$ 1,500.00

2017 Budget Year:

Winnsboro Center for the Arts
Main Street/Monday Night Live (3/8/2016)
Winnsboro Four Corners/Fine Art
Winnsboro Rodeo Assoc (3/8/2016)

\$ 1,500.00	\$ 1,500.00	\$ -	Completed
\$ 1,500.00	\$ 1,230.73	\$ 269.27	10/2016-09/2017
\$ 1,500.00	\$ 1,500.00	\$ -	Completed
\$ 1,500.00	\$ 1,500.00	\$ -	Completed
\$ 7,500.00	\$ 6,000.00	\$ 5,730.73	\$ 269.27

Remaining 2017 Budget

\$ 1,769.27

300-5-100-3430

300-3000 Prior Year Fund Balance Available

\$ 1,769.27

Current Year Collections

\$ 1,952.65

Less Current Year Distributions

\$ -

Less Approved/Not Distributed Expenditures

\$ (6,000.00)

Total Hotel/Motel Available for Distribution

\$ (2,278.08)

NOTES:

(1) The Leaves of Winnsboro notified the City on 01/19/2017 they will no longer offer overnight accomodation but rather only month to month, 6 or 12 month leases.

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 1

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
NON-DEPARTMENTAL	GENERAL FUND	Miscellaneous V SIMONS, SUSAN	SIMONS, SUSAN:	250.00
		KING, DONNA	REFUND DEPOSIT	500.00
		MASSEY, PRISCILLA	DEPOSIT REFUND	500.00
		GUTIERREZ, ANA	CIVIC CENTER REFUND	500.00
		ROSAS, RACHEL	DEPOSIT REFUND-CIVIC CENTE	500.00
		CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	4,206.31
			PAYROLL TAX DEPOSIT	4,475.81
			PAYROLL TAX DEPOSIT	2,880.96
			PAYROLL TAX DEPOSIT	3,033.46
			PAYROLL TAX DEPOSIT	673.77
			PAYROLL TAX DEPOSIT	709.43
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	762.48
			DEC 2017 EMPLOYEE MED INSU	381.24
			DEC 2017 EMPLOYEE MED INSU	381.24
			WISER REFUND OCT INSURANCE	378.60-
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	2,239.73
			RETIREMENT DEPOSITS	2,279.85
		LEGALSHIELD	EMPLOYEE PD LEGAL	31.90
		TEXAS CHILD SUPPORT DISBURSEMENT UNIT	JG CSE#0013375195	254.64
			JG CSE#0013375195	254.64
		U.S. DEPARTMENT OF TREASURY	FedDebt Case ID:1600192445	108.75
			FedDebt Case ID:1600192445	108.75_
			TOTAL:	24,654.36
ADMINISTRATION	GENERAL FUND	Miscellaneous V TML ADMINISTRATIVE SER	TML ADMINISTRATIVE SERVICE	80.00
		BUNDICK, DANA	ETCOG KILGORE	71.93
		LONE REPUBLIC STEAKHOU	DEPOSIT FOR CATERING	500.00
		BRADSHAW ENERGY CORP	LAMPS CITY HALL	32.99
		CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	513.29
			PAYROLL TAX DEPOSIT	527.29
			PAYROLL TAX DEPOSIT	120.04
			PAYROLL TAX DEPOSIT	123.32
		SUDDENLINK COMMUNICATIONS	INTERNET SERVICES NOV 2017	65.50
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	2,084.32
		KANSAS CITY SOUTHERN RAILWAY	DEPOT PARKING LEASE	60.00
		CENTERPOINT ENERGY	GAS SERVICE	15.90
		WINNSBORO ROTARY CLUB	C LINDHOLM-NOVEMBER DUES	38.00
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	454.41
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	847.66
			RETIREMENT DEPOSITS	856.74
		OFFICE DEPOT, INC.	CALENDARS/LIT FILE/STORAGE	127.49
			BLUE FOLDERS	28.47
			OFFICE SUPPLIES-ADMIN	103.57
			LEGAL FOLDERS NEEDED LETTE	59.99-
			OFFICE SUPPLIES	93.63
			OFFICE SUPPLIES	74.38
		WINNSBORO NEWS	SUBSCRIPTION	35.00
		WOOD COUNTY TREASURER	EMERGENCY MGMT FY 18 WOOD	5,617.50
			Q1 FY 17/18 WOOD CO TX COL	858.00
		FRANKLIN LEGAL PUBLISHING, INC.	11/1/17-10/31/18 HOST/MAIN	375.00
		FRANKLIN COUNTY TREASURER	OCT 17 FRANKLIN TX COLLECT	107.08
		UNT-UNIVERSITY OF NORTH-TEXAS	11/8/17 BUDGET WORKSHOP	200.00
		HADDERTON, WAYNE	OCTOBER 2017 INSPECTIONS	928.94
		BOYLE & LOWRY, L.L.P.	ATTORNEYS FEES	903.82
		KAREN A. JACKS & ASSOCIATES, P.C.	FY 16 AUDIT	10,000.00
		ADVANTAGE COPY SYSTEMS	COPIES/MAINTENACE CITY HAL	237.66

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 2

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
		VERIZON	10/24-11/23/17 CELL PHONE	197.52
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	177.56
		VISA CARD SERVICE CENTER	HYATT REGENCY-MEALS&PARKIN	267.63
			THE ROOSTER-KERRY&ERIN WEL	51.00
			LIEFIE-JOAN AND CRAIG	33.00
			TMC SEMINAR-AUSTIN	324.30
			2 IPAD CHARGERS-APPLE	41.14
			ELECTION LAW SEMINAR-D CAR	270.00
			ELECTION SEMINAR-D CARROLL	125.00
			ELECTION LAW SEMINAR-J HIX	290.00
			ELECTION SEMINAR-J HIXON	145.00
			DELUXE CREDIT	23.27-
		THE ECHO PUBLISHING CO., INC.	BUSINESS CARDS-D BUNDICK	60.00
		KAYBRO TECHNOLOGIES	2 ADDTL EMAIL ACCTS	96.00
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	155.65
			NOVEMBER 2017 TELEMEDICINE	21.28
		LINDHOLM, CRAIG	LINDHOLM, CRAIG	133.12
		DANA BUNDICK	REIMBURSE BUDGET WORKSHOP	145.14
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	17,448.79_
			TOTAL:	45,980.80
MAIN STREET COORD	GENERAL FUND	CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	102.38
			PAYROLL TAX DEPOSIT	102.38
			PAYROLL TAX DEPOSIT	23.94
			PAYROLL TAX DEPOSIT	23.94
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	520.18
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	172.23
			RETIREMENT DEPOSITS	172.23
		WINNSBORO NEWS	6/8/2017 ADV MNL	94.50
			MNL	94.50
			AUTUMN TRAILS	140.00
			MONDAY NIGHT LIVE 10/12/17	94.50
		VERIZON	10/24-11/23/17 CELL PHONE	49.38
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	38.92
			NOVEMBER 2017 TELEMEDICINE	4.26
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	3,302.52_
			TOTAL:	4,935.86
FARMERS MARKET	GENERAL FUND	WINNSBORO NEWS	FARMERS MKT-HALLOWEEN	56.00
			FARMERS MKT-HALLOWEEN	56.00
		AARON, DEBRA J	NOVEMBER 2017 FARMER MKT C	2,250.00_
			TOTAL:	2,362.00
EDC DIRECTOR	GENERAL FUND	Miscellaneous V MAZARAKES, CHARLES	MILEAGE TO & FROM AUSTIN	345.06
		CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	155.27
			PAYROLL TAX DEPOSIT	155.27
			PAYROLL TAX DEPOSIT	36.31
			PAYROLL TAX DEPOSIT	36.31
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	520.18
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	266.54
			RETIREMENT DEPOSITS	266.54
		VERIZON	10/24-11/23/17 CELL PHONE	49.38
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	67.06
		VISA CARD SERVICE CENTER	TML EDC REGISTRATION	255.00
			THE ROOSTER-STEVE UMG	32.46
			IPAD AND CASE	395.98

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 3

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
		THE ECHO PUBLISHING CO., INC.	NAME PLATE-J FENNELL	42.00
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	38.92
			NOVEMBER 2017 TELEMEDICINE	4.26
		LINDHOLM, CRAIG	MILEAGE REIMBURSEMENT BAST	312.12
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	5,110.96_
			TOTAL:	8,089.62
POLICE DEPARTMENT	GENERAL FUND	Miscellaneous V TML ADMINISTRATIVE SER	TML ADMINISTRATIVE SERVICE	40.00
		CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	1,403.99
			PAYROLL TAX DEPOSIT	1,558.83
			PAYROLL TAX DEPOSIT	328.35
			PAYROLL TAX DEPOSIT	364.56
		SUDDENLINK COMMUNICATIONS	INTERNET SERVICES NOV 2017	65.50
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	6,270.96
			WISER REFUND OCT INSURANCE	520.18-
			ANDERSON-OCT INSURANCE	523.78
		WINNSBORO TIRE & LUBE, INC.	UNIT #104 2015 EXPLORER IN	7.00
		CENTERPOINT ENERGY	GAS SERVICE	15.90
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	454.41
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	2,199.07
			RETIREMENT DEPOSITS	2,307.61
		OFFICE DEPOT, INC.	OFFICE SUPPLIES	24.60
		FORD MOTOR CREDIT COMPANY, LLC	FORD MOTOR CREDIT COMPANY,	2,098.04
			REISSUE PMT 1 OF 36-2017 F	2,098.04
		TEXAS COUNTRY FORD	2013 FORD HEADLT REP/LAMP	588.10
			ADDTL KEYS	32.18
		MANSFIELD OIL COMPANY	OCTOBER 2017 FUEL	1,303.34
		EAST TEXAS AUTOMOTIVE, LLC	UNIT #101-TIRES/OIL CHG	732.95
			CHGR 106-2 TIRES	301.06
		S & S PARTS HOUSE	CRDT 10/31/17 \$87.00 NVR A	84.82-
			MIS SLG ADPTR/MIS ARMOR TO	37.14
			REAR MIRROR ADHESIVE	8.38
			MIS MTP65 UNIT 104	147.43
		ADVANTAGE COPY SYSTEMS	COPIES AND MAINTENANCE POL	223.62
		CANON FINANCIAL SERVICES, INC.	COPIER LEASE	70.00
		VERIZON	10/24-11/23/17 CELL PHONE	407.44
		C&G WHOLESALE	UNIFORMS	1,277.32
			RETURN-WRONG SIZE	638.66-
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	156.31
		NARDIS PUBLIC SAFETY	UNIFORMS	174.79
			UNIFORMS	2,135.25
		VISA CARD SERVICE CENTER	LAPG TACTICAL PANTS	56.97
			WALMART JANITORIAL/SD CARD	67.50
			THE JALAPENO TREE-LUNCH	49.71
			WALMART-OFFICE SUPPLIES	10.42
			AMAZON-PRINTER CARTRIDGE	25.99
			2016 FORD VEHICLE REG	9.50
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	467.03
			NOVEMBER 2017 TELEMEDICINE	76.60
		4ALLPROMOS	HALLOWEEN BAGS	217.80
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	48,992.41_
			TOTAL:	76,086.22
MUNICIPAL COURT	GENERAL FUND	CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	131.43
			PAYROLL TAX DEPOSIT	86.22
			PAYROLL TAX DEPOSIT	30.74

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 4

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
			PAYROLL TAX DEPOSIT	20.16
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	523.78
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	216.74
			RETIREMENT DEPOSITS	140.68
		OFFICE DEPOT, INC.	TONER CARTRIDGE	44.09-
			OFFICE SUPPLIES	56.55
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	118.37
		VISA CARD SERVICE CENTER	MUNICIPALS CLERKS TRAINING	250.00
		THE ECHO PUBLISHING CO., INC.	COURTESY LETTERS	225.00
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	38.92
			NOVEMBER 2017 TELEMEDICINE	12.77
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	4,026.80_
			TOTAL:	5,834.07
ANIMAL SHELTER	GENERAL FUND	CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	109.41
			PAYROLL TAX DEPOSIT	121.71
			PAYROLL TAX DEPOSIT	25.59
			PAYROLL TAX DEPOSIT	28.46
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	1,043.96
		PATRICK WELDING SHOP	4-4" CASTER/LABOR WELD KEN	508.00
		WINNSBORO HARDWARE	WIRE BRUSH/DOOR SWEEP/ELEC	31.51
		CENTERPOINT ENERGY	GAS SERVICE	37.06
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	245.19
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	211.18
			RETIREMENT DEPOSITS	229.61
		VALLEY FEED MILL, INC	GREEN DOG	23.00
		WINNSBORO VETERINARY MEDICAL CENTER	K PALMER-EVA K9 #2436	81.00
			C BULL K9 #2458	81.00
			HEARTWORM LAB #2418	28.00
		MANSFIELD OIL COMPANY	OCTOBER 2017 FUEL	64.66
		VERIZON	10/24-11/23/17 CELL PHONE	85.28
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	77.84
			NOVEMBER 2017 TELEMEDICINE	8.51
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	4,226.32_
			TOTAL:	7,267.29
FIRE DEPARTMENT	GENERAL FUND	CENTERPOINT ENERGY	GAS SERVICE	15.89
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	454.41
		MANSFIELD OIL COMPANY	OCTOBER 2017 FUEL	314.56
		PNC EQUIPMENT FINANCE, LLC	PAYMENT #5 ON DEBT/PUMPER-	30,415.80
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	59.19_
			TOTAL:	31,259.85
FIRE MARSHAL	GENERAL FUND	TML MULTISTATE INTERGOVERNMENTAL	CARDEN REFUND OCT INSURANC	523.78-
		OFFICE DEPOT, INC.	OFFICE SUPPLIES	19.39
			OFFICE SUPPLIES	30.98
			JANITORIAL/CODE ENF OFF SU	44.40
		VISA CARD SERVICE CENTER	IPAD CHARGER-APPLE	20.57
			AMAZON-PROP MAINT CODE BOO	37.09
			AMAZON-LIFE SAFETY CODE BO	104.99
		THE ECHO PUBLISHING CO., INC.	FIRE SAFETY INSP NOTICE	82.50_
			TOTAL:	183.86-
MAINTENANCE DEPT	GENERAL FUND	BRADSHAW ENERGY CORP	CHK REP XMAS POWER	573.13
			LAMPS FOR EXIT SIGNS	33.00
		CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	302.23

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 5

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
			PAYROLL TAX DEPOSIT	316.27
			PAYROLL TAX DEPOSIT	70.68
			PAYROLL TAX DEPOSIT	73.97
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	2,084.32
		MCCRARY, R. H.	MASONRY BIT/AXE	109.98
			KEY	5.55
			TAPE/MISC HARDWARE	28.40
			SMALL ENGINE LBR/SUPP/CAN	35.00
			SMALL ENGINE LBR/SUPP/CAN	11.49
			KEY/MISC HARDWARE	2.20
			KEY	3.98
			STIHL TRIMMER	259.99
			STIHL TRIMMER	13.99
			SPOOL INSERT/BASE/KM 25-2	101.64
			SPOOL INSERT/BASE/KM 25-2	99.99
			KEY/FILE MILL	9.58
			DOOR KNOB/DEAD BOLT/DRILL	61.97
			KEY	1.85
			LED BULB	43.96
			MISC HARDWARE	23.92
			MISC HARDWARE	11.96
			MISC HARDWARE	0.48
			STIHL PWR HD AND SHAFTER E	549.98
			CAUTION TAPE	21.98
			MISC HARDWARE	10.20
			2 CYCLE OIL	43.00
		WINNSBORO TIRE & LUBE, INC.	99 FORD F150 INSPECTION	7.00
			08 DODGE 1500 OIL CHANGE	34.99
		WINNSBORO HARDWARE	GREASE GUN KIT	249.99
			POST HOLE AUGER-LEASE	30.00
		SOUTHWESTERN ELECTRIC POWER	9/15-10/16/17 STREET LIGHT	3,463.35
			OCT 17 ELECTRICAL SERVICE	71.76
			OCT 17 ELECTRICAL SERVICE	22.47
			STREET LIGHTS ELECTRIC SER	3,467.47
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	513.27
			RETIREMENT DEPOSITS	536.88
		OFFICE DEPOT, INC.	DISINFECTANT WIPES	49.98
			JANITORIAL SUPPLIES	64.35
			OFFICE SUPPLIES	22.04
			OFFICE SUPPLIES-MAINTENANC	58.57
			JANITORIAL/CODE ENF OFF SU	53.04
		FOXWORTH GALBRAITH LUMBER	PANT SUPPLIES	45.05
			LEATHER GLOVES	23.78
			PAINT ROLLERS	2.19
		POGUE, PAUL A	ASPHALT REPAIR TAYLOR &COK	4,775.00
		WINKLE OIL CO., INC.	OCTOBER FUEL	72.00
			OCTOBER FUEL	80.00
			OCTOBER FUEL	65.40
		ABC AUTO PARTS, LTD.	JUMP STARTER	115.99
		MANSFIELD OIL COMPANY	OCTOBER 2017 FUEL	214.16
		EAST TEXAS AUTOMOTIVE, LLC	99 GMC POWER STEERING	185.71
			96 E350 STARTER MOTOR	189.16
		S & S PARTS HOUSE	CWP XC22	15.98
		MARTIN MARIETTA MATERIALS	1 3/4 FLEX BASE	631.72
		VERIZON	10/24-11/23/17 CELL PHONE	206.75
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	42.51

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 6

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
		VISA CARD SERVICE CENTER	1999 FORD VEH REG	9.50
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	155.68
			NOVEMBER 2017 TELEMEDICINE	17.02
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	10,068.42_
			TOTAL:	30,465.87
AIRPORT	GENERAL FUND	SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	114.69
		QT POD	THERMAL PAPER FOR FUEL KIO	83.15
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	82.76_
			TOTAL:	280.60
LIBRARY	GENERAL FUND	CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	162.96
			PAYROLL TAX DEPOSIT	165.49
			PAYROLL TAX DEPOSIT	38.12
			PAYROLL TAX DEPOSIT	38.71
		SUDDENLINK COMMUNICATIONS	INTERNET SERVICES NOV 2017	135.47
		DEMCO, INC.	SUPPLIES	86.88
			SUPPLIES	302.55
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	1,047.56
		INGRAM LIBRARY SERVICES	BOOKS	130.29
			BOOKS	30.11
			BOOKS	139.82
			BOOKS	70.24
			BOOK RETURNED	13.25-
			BOOKS	127.54
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	625.04
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	245.48
			RETIREMENT DEPOSITS	245.48
		ADVANTAGE COPY SYSTEMS	COPIES/MAINTENANCE LIBRARY	56.83
		CANON FINANCIAL SERVICES, INC.	COPIER LEASE	61.00
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	80.52
		MIDWEST TAPE	HOOPLA DIGITAL ACCTS	158.37
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	77.84
			NOVEMBER 2017 TELEMEDICINE	12.77
		MIDWEST TAPE	MOVIES	144.93
			VIDEO	14.99
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	5,297.64_
			TOTAL:	9,483.38
PARKS & RECREATION	GENERAL FUND	BRADSHAW ENERGY CORP	WIRING PAVILION	2,152.00
		SUDDENLINK COMMUNICATIONS	INTERNET SERVICES NOV 2017	35.49
		CENTERPOINT ENERGY	GAS SERVICE	77.43
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	1,588.28
		FOXWORTH GALBRAITH LUMBER	PAINT SUPPLIES	70.00
		R-SQUARED SECURITY SERVICES LLC	RV PAD SITES-LOCKS	2,970.00_
			TOTAL:	6,893.20
POOL	GENERAL FUND	CENTERPOINT ENERGY	GAS SERVICE	37.71
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	473.39
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	33.94_
			TOTAL:	545.04
SANITATION	GENERAL FUND	SANITATION SOLUTIONS, INC.	OCT 17 RESIDENTIAL TRASH	15,100.98_
			TOTAL:	15,100.98
NON-DEPARTMENTAL	WATER & SEWER FUND	CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	944.62

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 7

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
			PAYROLL TAX DEPOSIT	1,326.84
			PAYROLL TAX DEPOSIT	855.10
			PAYROLL TAX DEPOSIT	985.27
			PAYROLL TAX DEPOSIT	199.99
			PAYROLL TAX DEPOSIT	230.43
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	539.50
			DEC 2017 EMPLOYEE MED INSU	378.60
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	724.43
			RETIREMENT DEPOSITS	829.40
		LEADERS LIFE INSURANCE CO	EMPLOYEE PAID INSURANCE	30.33
		ADCOMP SYSTEMS, INC.	CC FEES FOR KIOSK OCTOBER	212.50_
			TOTAL:	7,257.01
WATER DEPT	WATER & SEWER FUND	Miscellaneous V ESSL, STEPHEN	REIMBURSEMENT	100.00
		ANA-LAB CORP	WATER TESTING	100.00
			WATER TESTING	65.00
			WATER TESTING	96.00
			WATER TESTING	35.00
		CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	210.10
			PAYROLL TAX DEPOSIT	234.95
			PAYROLL TAX DEPOSIT	49.14
			PAYROLL TAX DEPOSIT	54.95
		DPC INDUSTRIES, INC	CHLORINE	691.25
		EAGLE LABS, INC	CHEMFLOC	7,561.00
			CAUSTIC SODA	2,303.30
			CHEMFLOC/AMMONIUM SULFATE	8,343.40
		FRANKLIN COUNTY WATER DISTRICT	WATER PURCHASE CONTRACT-	12,366.67
		HACH CHEMICAL CO, INC	CHEMICALS	62.45
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	1,040.36
		WINNSBORO TIRE & LUBE, INC.	TRUCK #27-98 FORD F150 OIL	48.49
		PEOPLES	NOV 17 LANDLINE/INTERNET	37.29
		WINNSBORO HARDWARE	PARTS	11.06
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	4,230.64
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	380.95
			RETIREMENT DEPOSITS	422.74
		TEXAS COMMISSION ON ENVIRONMENTAL QUAL	WATER SYSTEM FEE FY 18	4,326.70
		MANSFIELD OIL COMPANY	OCTOBER 2017 FUEL	149.55
		VERIZON	10/24-11/23/17 CELL PHONE	71.80
			SCADA DATA OCTOBER	150.01
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	29.25
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	77.84
			NOVEMBER 2017 TELEMEDICINE	8.51
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	7,705.51_
			TOTAL:	50,963.91
WASTEWATER PLANT	WATER & SEWER FUND	CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	240.46
			PAYROLL TAX DEPOSIT	239.50
			PAYROLL TAX DEPOSIT	56.24
			PAYROLL TAX DEPOSIT	56.01
		TIRES PRO. & ALIGNMENT	TIRE REPAIR TRACTOR	15.00
		EAGLE LABS, INC	CAUSTIC SODA	1,202.30
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	1,571.34
		HUTHER AND ASSOCIATES, INC	BIOMONITORING	2,050.00
		WINNSBORO TIRE & LUBE, INC.	2916 FORD F350 OIL&FILTER	38.99
		PEOPLES	NOV 17 LANDLINE/INTERNET	78.28
		SHARON WATER SUPPLY	9/10-10/10/17 WATER	67.23

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 8

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
		SOUTHWESTERN ELECTRIC POWER	OCT 17 ELECTRICAL SERVICE	3,494.14
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	432.95
			RETIREMENT DEPOSITS	431.34
		TEXAS COMMISSION ON ENVIRONMENTAL QUAL	PERMIT FY 18	10,361.10
		VALLEY FEED MILL, INC	HYDRATED LIME	120.00
			HYDRATED LIME	120.00
			HYDRADTED LIME	90.00
		USA BLUEBOOK	SPECTROPHOTOMETER	3,369.00
			CHEMICALS	1,570.28
		MUSIC MOUNTAIN WATER CO	WATER FOR LAB TESTING	17.00
		ALDINGER COMPANY	WWTP CALIBRATION 2017	499.75
		MANSFIELD OIL COMPANY	OCTOBER 2017 FUEL	175.24
		VERIZON	10/24-11/23/17 CELL PHONE	83.80
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	116.76
			NOVEMBER 2017 TELEMEDICINE	12.77
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	8,286.51_
			TOTAL:	34,795.99
UTILITY DEPT	WATER & SEWER FUND	A&E MILL AND WELDING SUPP	LEASE RENEWAL	225.00
		CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	344.44
			PAYROLL TAX DEPOSIT	450.72
			PAYROLL TAX DEPOSIT	80.55
			PAYROLL TAX DEPOSIT	105.41
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	2,084.32
		KANSAS CITY SOUTHERN RAILWAY	ANNUAL 13" SEWER LINE	250.00
		MCCRARY, R. H.	TAPE/MALLET/MISC HARDWARE	30.70
			SHOVEL/ELEC TAPE/SPLICE	31.17
		PEOPLES	NOV 17 LANDLINE/INTERNET	37.29
		CENTERPOINT ENERGY	GAS SERVICE	37.71
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	590.83
			RETIREMENT DEPOSITS	769.61
		MANSFIELD OIL COMPANY	OCTOBER 2017 FUEL	359.33
		S & S PARTS HOUSE	IMPACT DRIVER	34.99
		CIRCLE E WESTERN STORE, INC	2 PAIRS WORKBOOTS-JOEY'S C	349.90
		VERIZON	10/24-11/23/17 CELL PHONE	123.94
		FRONTIER COMMUNICATIONS	TELEPHONE SERVICE	87.76
		ACME UTILITY INSPECTION SERVICES, INC.	BREAK IN SEWER LINE	4,253.12
		FERGUSON WATERWORKS #788	PARTS	370.76
			PARTS	458.13
			PARTS	151.74
			PARTS	789.32
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	155.68
			NOVEMBER 2017 TELEMEDICINE	17.02
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	13,043.47_
			TOTAL:	25,232.91
ADMINISTRATION	WATER & SEWER FUND	CITY OF WINNSBORO	PAYROLL TAX DEPOSIT	60.10
			PAYROLL TAX DEPOSIT	60.10
			PAYROLL TAX DEPOSIT	14.06
			PAYROLL TAX DEPOSIT	14.06
		TML MULTISTATE INTERGOVERNMENTAL	DEC 2017 EMPLOYEE MED INSU	520.18
		TEXAS MUNICIPAL RETIREMEN	RETIREMENT DEPOSITS	106.47
			RETIREMENT DEPOSITS	106.47
		OFFICE DEPOT, INC.	OFFICE SUPPLIES	38.99
		THE ECHO PUBLISHING CO., INC.	COOR HANGERS WATER DEPT	78.04
		BRINSON BENEFITS, INC.	DECEMBER 2017 CONSULTING	38.92

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 9

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
			NOVEMBER 2017 TELEMEDICINE	4.23
		**PAYROLL EXPENSES	11/01/2017 - 11/30/2017	2,041.60_
			TOTAL:	3,083.22
MAIN STREET PROGRAM	MAIN STREET PROJEC	Miscellaneous V HARPER, HEATHER	HARPER, HEATHER:	300.00_
			TOTAL:	300.00
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPME	WOOD COUNTY TREASURER	ANNUAL FY 18	5,391.38
		KAREN A. JACKS & ASSOCIATES, P.C.	2016 FINAL AUDIT	1,900.00
		CORE DISTINCTION GROUP LLC	FEASIBILITY STUDY; 1/2 PAY	4,000.00
		SKY CINEMA STUDIOS	VIDEO PROMO & WEBSITE REST	1,800.00_
			TOTAL:	13,091.38

```

===== FUND TOTALS =====
100  GENERAL FUND                269,055.28
200  WATER & SEWER FUND          121,333.04
500  MAIN STREET PROJECT         300.00
950  ECONOMIC DEVELOPMENT        13,091.38
-----
                                GRAND TOTAL:    403,779.70
-----
  
```

TOTAL PAGES: 9

01-02-2018 12:09 AM

CITY COUNCIL NOVEMBER 2017

PAGE: 10

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-VENDOR PAYABLES
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 11/01/2017 THRU 11/30/2017
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: YES
CHECK DATE: 11/01/2017 THRU 11/30/2017

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: CITY COUNCIL NOVEMBER 2017
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 1

100-GENERAL FUND
FINANCIAL SUMMARY

16.67% OF FISCAL YEAR

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY						
ALL REVENUE		2,811,132.00	257,733.55	434,993.05	15.47	2,376,138.95
TOTAL REVENUE		2,811,132.00	257,733.55	434,993.05	15.47	2,376,138.95
		=====	=====	=====	=====	=====
EXPENDITURE SUMMARY						
ADMINISTRATION		493,507.00	47,361.63	124,914.21	25.31	368,592.79
MAIN STREET COORD		81,467.00	6,282.80	13,134.88	16.12	68,332.12
FARMERS MARKET		30,300.00	2,362.00	5,216.56	17.22	25,083.44
EDC DIRECTOR		85,654.00	9,177.73	18,176.35	21.22	67,477.65
POLICE DEPARTMENT		921,784.00	80,161.42	169,213.76	18.36	752,570.24
MUNICIPAL COURT		65,607.00	5,990.40	13,607.32	20.74	51,999.68
ANIMAL SHELTER		111,640.00	7,848.15	17,792.00	15.94	93,848.00
FIRE DEPARTMENT		104,170.00	31,259.85	38,724.33	37.17	65,445.67
FIRE MARSHALL		76,199.00	(48.23)	7,226.67	9.48	68,972.33
MAINTENANCE DEPT		339,979.00	35,007.57	68,056.87	20.02	271,922.13
AIRPORT		37,560.00	380.11	706.19	1.88	36,853.81
LIBRARY		175,896.00	9,829.49	22,685.52	12.90	153,210.48
PARKS & RECREATION		47,879.00	7,234.83	19,861.93	41.48	28,017.07
POOL		50,651.00	545.04	4,717.38	9.31	45,933.62
SANITATION		188,500.00	15,100.98	15,100.98	8.01	173,399.02
TOTAL EXPENDITURES		2,810,793.00	258,493.77	539,134.95	19.18	2,271,658.05
		=====	=====	=====	=====	=====
EXCESS REVENUES/EXPENDITURES		339.00	(760.22)	(104,141.90)	720.32-	104,480.90
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 2

100-GENERAL FUND

16.67% OF FISCAL YEAR

REVENUES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
100-4002	WOOD-CURRENT AD VALOREM TAXES	716,009.00	45,473.76	57,248.22	8.00	658,760.78
100-4010	WOOD-DELINQUENT TAXES	10,000.00	7,048.29	8,475.75	84.76	1,524.25
100-4012	WOOD-P & I COLLECTED	8,000.00	2,135.75	2,503.37	31.29	5,496.63
100-4013	FRANKLIN-CURRENT AD VAL TAXES	104,806.00	16,860.47	18,909.33	18.04	85,896.67
100-4014	FRANKLIN-DELINQUENT TAXES	3,000.00	722.09	713.86	23.80	2,286.14
100-4015	FRANKLIN-P & I COLLECTED	3,000.00	157.26	178.60	5.95	2,821.40
100-4016	SALES TAX SHARE	673,000.00	66,766.46	119,322.51	17.73	553,677.49
100-4021	MIXED BEVERAGE TAX	1,000.00	0.00	654.30	65.43	345.70
100-4022	CITY SECRETARY SALES	500.00	0.00	105.00	21.00	395.00
100-4023	EDC COORD REVENUE	120,418.00	33,480.32	33,480.32	27.80	86,937.68
100-4024	MAIN STREET COOR REV	81,467.00	16,426.96	16,426.96	20.16	65,040.04
100-4025	FARM MARKET CONTRACTOR REV	30,300.00	7,790.10	7,790.10	25.71	22,509.90
100-4026	ELECTRIC FRANCHISE FEES	129,000.00	51.00	36,107.70	27.99	92,892.30
100-4028	TELEPHONE FRANCHISE FEES	9,000.00	1,897.46	1,909.32	21.21	7,090.68
100-4030	GAS FRANCHISE FEES	11,500.00	0.00	0.00	0.00	11,500.00
100-4032	CABLE TV FRANCHISE FEES	19,000.00	0.00	0.00	0.00	19,000.00
100-4033	W&W UTILITY FRANCHISE FEES	50,800.00	4,336.69	8,714.16	17.15	42,085.84
100-4036	TRADES LICENSES	500.00	0.00	0.00	0.00	500.00
100-4038	BUILDING PERMITS & FEES	16,000.00	2,028.70	4,178.70	26.12	11,821.30
100-4039	FIRE INSPECTIONS	400.00	0.00	0.00	0.00	400.00
100-4040	ZONING FEES	500.00	0.00	0.00	0.00	500.00
100-4044	RESIDENTIAL TRASH COLL	270,000.00	22,430.57	44,708.59	16.56	225,291.41
100-4045	COMMERCIAL SERVICE FEES	55,000.00	0.00	4,678.97	8.51	50,321.03
100-4046	COMMERCIAL FRANCHISE FEES	33,600.00	0.00	2,807.38	8.36	30,792.62
100-4047	ROLLOFF SERVICE FEES	19,000.00	0.00	1,611.51	8.48	17,388.49
100-4048	ROLLOFF FRANCHISE FEES	12,000.00	0.00	966.91	8.06	11,033.09
100-4050	TRASH BAG SALES	2,500.00	184.80	265.65	10.63	2,234.35
100-4054	HANGER/TIE DOWN/ACCESS FEES	9,000.00	772.95	1,545.90	17.18	7,454.10
100-4056	AVIATION FUEL SALES	15,000.00	1,637.61	3,270.61	21.80	11,729.39
100-4057	MoGAS FUEL SALES	1,500.00	0.00	89.91	5.99	1,410.09
100-4058	RAMP GRANT	500.00	150.00	150.00	30.00	350.00
100-4064	MUNICIPAL COURT FINES	115,000.00	9,325.82	19,522.94	16.98	95,477.06
100-4066	ARREST FEES	5,500.00	477.01	1,009.28	18.35	4,490.72
100-4068	DISMISSAL FEE	5,000.00	309.99	680.00	13.60	4,320.00
100-4072	WARRANT FEES	2,000.00	50.00	194.00	9.70	1,806.00
100-4084	ANIMAL SHELTER - FEES/FINES	1,000.00	250.00	360.00	36.00	640.00
100-4085	ANIMAL SHELTER - ADOPTIONS	1,000.00	155.00	440.00	44.00	560.00
100-4086	CHILD SAFETY FUND	400.00	0.00	0.00	0.00	400.00
100-4088	PD FEES/ACCIDENT RPTS	400.00	12.30	60.50	15.13	339.50
100-4097	WOOD COUNTY INDUSTRIAL COMM	5,400.00	0.00	0.00	0.00	5,400.00
100-4098	ANIMAL SHELTER DONATIONS	400.00	0.00	0.00	0.00	400.00
100-4101	MUN COURT SVC FEE RETAINED	14,000.00	1,164.03	4,475.89	31.97	9,524.11
100-4104	LIBRARY COPIES, FINES, FEES	4,700.00	402.63	665.06	14.15	4,034.94
100-4106	LIBRARY CONTRIBUTIONS	13,000.00	192.55	874.61	6.73	12,125.39
100-4146	SURPLUS PROPERTY SALES	13,000.00	0.00	0.00	0.00	13,000.00
100-4149	WOOD CO CONTRIB/DONATION-FD	42,020.00	0.00	0.00	0.00	42,020.00
100-4164	REIMB EDC/ADMIN EXPENSE	12,066.00	3,016.50	3,016.50	25.00	9,049.50
100-4178	PEACE OFFICER EDUC REVENUE	1,300.00	0.00	0.00	0.00	1,300.00
100-4180	OFFICE SPACE RENTAL	3,000.00	750.00	750.00	25.00	2,250.00

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 3

100-GENERAL FUND

16.67% OF FISCAL YEAR

REVENUES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
100-4181 DEPOT REVENUE-OFFICE RENT	4,800.00	0.00	0.00	0.00	4,800.00
100-4182 PARKING SPACE RENTAL	3,000.00	14.62	29.24	0.97	2,970.76
100-4183 DEPOT RENT-EAST END	1,200.00	40.00	40.00	3.33	1,160.00
100-4184 SENIOR CENTER INCOME	1,200.00	100.00	200.00	16.67	1,000.00
100-4185 DEPOT UTILITIES-WEST END	1,200.00	0.00	0.00	0.00	1,200.00
100-4188 CIVIC CENTER USE FEES	9,000.00	900.00	1,700.00	18.89	7,300.00
100-4194 SWIMMING POOL FEES	16,000.00	0.00	0.00	0.00	16,000.00
100-4198 RV RENTAL FEES	5,000.00	532.00	4,272.00	85.44	728.00
100-4203 ALLEY LEASES	200.00	0.00	0.00	0.00	200.00
100-4204 AMERICAN LEGION TRUST INCOME	40.00	0.00	0.00	0.00	40.00
100-4209 TOWER LEASES	20,000.00	1,830.00	4,060.00	20.30	15,940.00
100-4220 ADMIN COST FROM FUND 200	93,765.00	7,813.75	15,627.50	16.67	78,137.50
100-4228 INTEREST ON INVESTMENTS	0.00	46.11	99.96	0.00	(99.96)
100-4232 OTHER MISC REVENUE	2,741.00	0.00	101.94	3.72	2,639.06
100-4234 TRANSFERS IN - LIBRARY	7,500.00	0.00	0.00	0.00	7,500.00
TOTAL REVENUE	2,811,132.00	257,733.55	434,993.05	15.47	2,376,138.95
	=====	=====	=====	=====	=====
OTHER SOURCES					
*** TOTAL REVENUES ***	2,811,132.00	257,733.55	434,993.05	15.47	2,376,138.95
	=====	=====	=====	=====	=====

1-02-2018 12:15 PM

CITY OF WINNSBORO
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 4

100-GENERAL FUND

ADMINISTRATION

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL						
100-5-100-2150	REGULAR SALARIES	232,754.00	16,723.49	29,041.39	12.48	203,712.61
100-5-100-2310	OVERTIME PAY	0.00	56.04	206.25	0.00 (206.25)
100-5-100-2510	SOCIAL SECURITY (FICA)	17,806.00	1,283.94	2,551.10	14.33	15,254.90
100-5-100-2520	RETIREMENT MATCH (TMRS)	24,276.00	1,704.40	3,410.13	14.05	20,865.87
100-5-100-2610	UNEMPLOYMENT INSURANCE	72.00	0.00	0.00	0.00	72.00
100-5-100-2630	WORKERS COMP	515.00	0.00	633.80	123.07 (118.80)
100-5-100-2650	GROUP MEDICAL INSURANCE	22,260.00	2,084.32	5,775.74	25.95	16,484.26
100-5-100-2655	HSA EMPLOYER CONTRIBUTION	0.00	386.54	386.54	0.00 (386.54)
100-5-100-2660	DENTAL/VISION/LIFE INS	4,500.00	555.93	505.34	11.23	3,994.66
100-5-100-2910	VEHICLE ALLOWANCE	7,200.00	669.26	1,119.27	15.55	6,080.73
	TOTAL PERSONNEL	309,383.00	23,463.92	43,629.56	0.00	265,753.44
CONTRACTUAL						
100-5-100-3100	COUNCIL EXPENSES	0.00	33.00	33.00	0.00 (33.00)
100-5-100-3110	ELECTRICAL SERVICE	7,000.00	454.41	931.15	13.30	6,068.85
100-5-100-3140	TELEPHONE SERVICE	4,000.00	440.58	880.80	22.02	3,119.20
100-5-100-3170	NATURAL GAS SERVICE	750.00	15.90	35.34	4.71	714.66
100-5-100-3210	CITY ATTORNEY	12,000.00	903.82	903.82	7.53	11,096.18
100-5-100-3220	LEGAL SERVICES	0.00	0.00	2,707.50	0.00 (2,707.50)
100-5-100-3250	AUDIT SERVICES	9,000.00	10,000.00	10,000.00	111.11 (1,000.00)
100-5-100-3260	CODIFICATION EXPENSE	2,375.00	375.00	375.00	15.79	2,000.00
100-5-100-3270	ELECTION EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00
100-5-100-3310	TAX APPRAISAL DISTRICT	26,500.00	965.08	978.04	3.69	25,521.96
100-5-100-3330	COUNTY EMERGENCY MGT COORD	5,618.00	5,617.50	5,617.50	99.99	0.50
100-5-100-3410	POSTAGE & FREIGHT	6,000.00	0.00	1,007.92	16.80	4,992.08
100-5-100-3430	ADVERTISEMENTS & NOTICES	1,600.00	0.00	311.18	19.45	1,288.82
100-5-100-3510	LAND LEASE/RENTAL	600.00	60.00	60.00	10.00	540.00
100-5-100-3570	EQUIPMENT LEASE/RENTAL	2,650.00	0.00	0.00	0.00	2,650.00
100-5-100-3575	EQUIPMENT LEASE/PURCHASE	7,000.00	237.66	876.41	12.52	6,123.59
100-5-100-3610	TRAVEL & TRAINING	15,000.00	2,052.12	3,562.32	23.75	11,437.68
100-5-100-3630	DUES & MEMBERSHIPS	2,800.00	38.00	76.00	2.71	2,724.00
100-5-100-3680	PUBLICATIONS	100.00	35.00	35.00	35.00	65.00
100-5-100-3730	LIABILITY /PROPERTY/GEN INSUR	3,788.00	0.00	3,402.68	89.83	385.32
100-5-100-3740	NOTARY BOND	200.00	0.00	0.00	0.00	200.00
100-5-100-3750	FIDELITY BONDS	525.00	0.00	0.00	0.00	525.00
100-5-100-3830	BUILDING REPAIRS	3,500.00	0.00	0.00	0.00	3,500.00
100-5-100-3850	SOFTWARE/COMPUTER SERVICES	2,000.00	41.14	1,822.30	91.12	177.70
100-5-100-3870	KAYBRO MAINT AGREEMENT	32,418.00	96.00	30,651.00	94.55	1,767.00
100-5-100-3880	INCODE MAINT CONTRACT	10,000.00	0.00	9,857.59	98.58	142.41
100-5-100-3910	JANITORIAL SERVICES	0.00	15.88	15.88	0.00 (15.88)
100-5-100-3990	MISC CONTRACT SERVICES	10,000.00	1,741.97	5,337.15	53.37	4,662.85
	TOTAL CONTRACTUAL	168,924.00	23,123.06	79,477.58	0.00	89,446.42
SUPPLIES						
100-5-100-4110	OFFICE SUPPLIES	5,000.00	513.34	1,526.81	30.54	3,473.19
100-5-100-4150	PRINTING & FORMS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-100-4230	JANITORIAL SUPPLIES	1,000.00	25.54	25.54	2.55	974.46

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 5

100-GENERAL FUND

ADMINISTRATION

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
100-5-100-4270	TAPES & CASSETTES	100.00	0.00	0.00	0.00	100.00
100-5-100-4410	BUILDING MATERIALS	500.00	0.00	0.00	0.00	500.00
100-5-100-4940	SAFETY SUPPLIES	600.00	0.00	0.00	0.00	600.00
100-5-100-4990	MISC SUPPLIES	5,000.00	235.77	254.72	5.09	4,745.28
	TOTAL SUPPLIES	13,200.00	774.65	1,807.07	0.00	11,392.93
CAPITAL						
100-5-100-5750	DATA PROCESSING EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00
	TOTAL CAPITAL	2,000.00	0.00	0.00	0.00	2,000.00
DEBT SERVICE						
RESERVES						
TRANSFERS						
TOTAL ADMINISTRATION						
		493,507.00	47,361.63	124,914.21	25.31	368,592.79
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 6

100-GENERAL FUND
MAIN STREET COORD

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
100-5-101-2150	REGULAR SALARIES	42,000.00	3,265.60	5,714.80	13.61	36,285.20
100-5-101-2310	OVERTIME PAY	0.00	0.00	91.84	0.00 (91.84)
100-5-101-2510	SOCIAL SECURITY	3,213.00	252.64	519.34	16.16	2,693.66
100-5-101-2520	RETIREMENT MATCH	4,381.00	344.46	708.08	16.16	3,672.92
100-5-101-2610	UNEMPLOYMENT INSURANCE	9.00	0.00	0.00	0.00	9.00
100-5-101-2630	WORKERS COMP	109.00	0.00	134.15	123.07 (25.15)
100-5-101-2650	GROUP MEDICAL INSURANCE	6,360.00	520.18	1,560.54	24.54	4,799.46
100-5-101-2655	HSA CONTRIBUTION	0.00	100.00	100.00	0.00 (100.00)
100-5-101-2660	DENTAL/LIFE/VISION INS	564.00	17.67	17.67	3.13	546.33
100-5-101-2910	VEHICLE ALLOWANCE	0.00	36.92	64.61	0.00 (64.61)
TOTAL PERSONNEL		56,636.00	4,537.47	8,911.03	0.00	47,724.97
CONTRACTUAL						
100-5-101-3140	TELEPHONE SERV	250.00	49.38	98.67	39.47	151.33
100-5-101-3220	LEGAL SERVICES	600.00	0.00	0.00	0.00	600.00
100-5-101-3410	POSTAGE & FREIGHT	100.00	0.00	0.00	0.00	100.00
100-5-101-3430	ADVERTISEMENTS/NOTICES	11,500.00	40.00	40.00	0.35	11,460.00
100-5-101-3431	MAIN ST ADVERTISING	0.00	423.50	473.50	0.00 (473.50)
100-5-101-3610	TRAVEL & TRAINING	3,366.00	1,189.27	1,248.27	37.08	2,117.73
100-5-101-3615	CLIENT EXPENSES	150.00	0.00	0.00	0.00	150.00
100-5-101-3630	DUES & MEMBERSHIPS	1,065.00	0.00	0.00	0.00	1,065.00
100-5-101-3680	PUBLICATIONS	0.00	0.00	43.45	0.00 (43.45)
100-5-101-3850	SOFTWARE/COMPUTER SERVICES	150.00	0.00	0.00	0.00	150.00
100-5-101-3990	MISC CONTRACT SERVICES	3,000.00	43.18	2,321.96	77.40	678.04
TOTAL CONTRACTUAL		20,181.00	1,745.33	4,225.85	0.00	15,955.15
SUPPLIES						
100-5-101-4110	OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00
100-5-101-4150	PRINTING & FORMS	200.00	0.00	0.00	0.00	200.00
100-5-101-4160	BOOKS & PHAMPLETS	50.00	0.00	0.00	0.00	50.00
100-5-101-4165	PROMOTIONAL MATERIALS	4,000.00	0.00	0.00	0.00	4,000.00
100-5-101-4990	MISC SUPPLIES	300.00	0.00 (2.00)	0.67-	302.00
TOTAL SUPPLIES		4,650.00	0.00 (2.00)	0.00	4,652.00
CAPITAL						
<hr/>						
TOTAL MAIN STREET COORD		81,467.00	6,282.80	13,134.88	16.12	68,332.12
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 7

100-GENERAL FUND

FARMERS MARKET

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
100-5-102-2100	FARM MARKET CONTRACTOR	27,000.00	2,250.00	4,500.00	16.67	22,500.00
	TOTAL PERSONNEL	27,000.00	2,250.00	4,500.00	0.00	22,500.00
CONTRACTUAL						
100-5-102-3430	ADVERTISING	1,180.00	112.00	153.75	13.03	1,026.25
100-5-102-3610	TRAVEL & TRAINING	500.00	0.00	0.00	0.00	500.00
100-5-102-3990	MISC CONTRACT SERVICES	120.00	0.00	0.00	0.00	120.00
	TOTAL CONTRACTUAL	1,800.00	112.00	153.75	0.00	1,646.25
SUPPLIES						
100-5-102-4165	PROMOTIONAL MATERIALS	600.00	0.00	375.00	62.50	225.00
100-5-102-4990	MISC EXPENSES	900.00	0.00	187.81	20.87	712.19
	TOTAL SUPPLIES	1,500.00	0.00	562.81	0.00	937.19
<hr/>						
TOTAL FARMERS MARKET		30,300.00	2,362.00	5,216.56	17.22	25,083.44
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 8

100-GENERAL FUND

EDC DIRECTOR

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL						
100-5-105-2150	REGULAR SALARIES	66,000.00	4,834.96	8,461.18	12.82	57,538.82
100-5-105-2510	SOCIAL SECURITY (FICA)	5,049.00	383.16	766.32	15.18	4,282.68
100-5-105-2520	RETIREMENT MATCH (TMRS)	6,884.00	533.08	1,066.16	15.49	5,817.84
100-5-105-2610	UNEMPLOYMENT INSURANCE	9.00	0.00	0.00	0.00	9.00
100-5-105-2630	WORKERS COMP	128.00	0.00	157.53	123.07 (29.53)
100-5-105-2650	GROUP MEDICAL INSURANCE	6,360.00	520.18	1,560.54	24.54	4,799.46
100-5-105-2655	HSA CONTRIBUTION	0.00	100.00	100.00	0.00 (100.00)
100-5-105-2660	DENTAL/LIFE/VISION INS.	564.00	135.63	135.63	24.05	428.37
100-5-105-2910	VEHICLE ALLOWANCE	0.00	276.00	483.00	0.00 (483.00)
TOTAL PERSONNEL		84,994.00	6,783.01	12,730.36	0.00	72,263.64
CONTRACTUAL						
100-5-105-3140	TELEPHONE SERVICE	0.00	116.44	232.28	0.00 (232.28)
100-5-105-3730	GEN LIAB/E&O	660.00	0.00	592.86	89.83	67.14
100-5-105-3980	MISC CONTRACT SERVICES	0.00	43.18	245.16	0.00 (245.16)
TOTAL CONTRACTUAL		660.00	159.62	1,070.30	0.00 (410.30)
SUPPLIES						
100-5-105-4990	MISC EXPENSES	0.00	2,235.10	4,375.69	0.00 (4,375.69)
TOTAL SUPPLIES		0.00	2,235.10	4,375.69	0.00 (4,375.69)
CAPITAL						
TOTAL EDC DIRECTOR		85,654.00	9,177.73	18,176.35	21.22	67,477.65
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 9

100-GENERAL FUND
POLICE DEPARTMENT

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
100-5-200-2150 REGULAR SALARIES	563,068.00	46,048.06	79,523.77	14.12	483,544.23
100-5-200-2310 OVERTIME PAY	19,000.00	2,505.87	4,442.60	23.38	14,557.40
100-5-200-2330 CERT/ASSIGNMENT PAY	5,200.00	438.48	767.34	14.76	4,432.66
100-5-200-2510 SOCIAL SECURITY	43,075.00	3,655.73	7,089.03	16.46	35,985.97
100-5-200-2520 RETIREMENT MATCH	58,728.00	4,506.68	8,855.99	15.08	49,872.01
100-5-200-2610 UNEMPLOYMENT INSURANCE	171.00	0.00	0.00	0.00	171.00
100-5-200-2630 WORKERS COMP	10,357.00	0.00	12,746.77	123.07 (2,389.77)
100-5-200-2650 GROUP MEDICAL INSURANCE	76,320.00	6,274.56	18,283.07	23.96	58,036.93
100-5-200-2655 HSA CONTRIBUTION	0.00	519.24	519.24	0.00 (519.24)
100-5-200-2660 DENTAL/LIFE/VISION INS.	7,200.00	1,670.56	1,670.56	23.20	5,529.44
TOTAL PERSONNEL	783,119.00	65,619.18	133,898.37	0.00	649,220.63
CONTRACTUAL					
100-5-200-3110 ELECTRIC SERVICE	5,000.00	454.41	931.15	18.62	4,068.85
100-5-200-3140 TELEPHONE SERVICE	6,250.00	629.25	1,258.25	20.13	4,991.75
100-5-200-3170 NATURAL GAS SERVICE	1,200.00	15.90	35.34	2.95	1,164.66
100-5-200-3220 LEGAL SERVICES	0.00	0.00	475.00	0.00 (475.00)
100-5-200-3285 FORENSICS	1,500.00	0.00	0.00	0.00	1,500.00
100-5-200-3430 ADVERTISEMENTS/NOTICES	0.00	0.00	19.18	0.00 (19.18)
100-5-200-3570 EQUIPMENT LEASE/RENTAL	2,604.00	0.00	0.00	0.00	2,604.00
100-5-200-3575 EQUIPMENT LEASE/PURCHASE	22,720.00	2,158.60	4,185.08	18.42	18,534.92
100-5-200-3610 TRAVEL & TRAINING	6,000.00	89.71	218.48	3.64	5,781.52
100-5-200-3630 DUES & MEMBERSHIPS	650.00	0.00	0.00	0.00	650.00
100-5-200-3640 PERMITS & FEES	0.00	9.50	16.50	0.00 (16.50)
100-5-200-3680 PUBLICATIONS	250.00	0.00	0.00	0.00	250.00
100-5-200-3730 LIABILITY & PROPERTY INS	13,719.00	0.00	12,323.35	89.83	1,395.65
100-5-200-3740 NOTARY BOND	300.00	0.00	0.00	0.00	300.00
100-5-200-3770 DATA PROCESSING EQUIP	1,000.00	0.00	0.00	0.00	1,000.00
100-5-200-3820 VEHICLE REPAIRS	5,000.00	1,817.10	2,382.69	47.65	2,617.31
100-5-200-3830 BUILDING REPAIRS	1,500.00	0.00	0.00	0.00	1,500.00
100-5-200-3838 PEACE OFFICER EDUCATION	1,500.00	0.00	0.00	0.00	1,500.00
100-5-200-3840 EQUIPMENT REPAIRS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-200-3850 COMMUNICATION EQUIP. REPAIR	500.00	25.99	1,396.49	279.30 (896.49)
100-5-200-3860 OFFICE EQUIP. REPAIRS	600.00	0.00	0.00	0.00	600.00
100-5-200-3990 MISC CONTRACT SERVICES	10,000.00	543.63	1,797.90	17.98	8,202.10
TOTAL CONTRACTUAL	81,293.00	5,744.09	25,039.41	0.00	56,253.59
SUPPLIES					
100-5-200-4110 OFFICE SUPPLIES	2,600.00	102.52	147.43	5.67	2,452.57
100-5-200-4150 PRINTING & FORMS	250.00	217.80	217.80	87.12	32.20
100-5-200-4230 JANITORIAL SUPPLIES	0.00	0.00	12.25	0.00 (12.25)
100-5-200-4250 PRISONERS SUPPLIES	100.00	0.00	0.00	0.00	100.00
100-5-200-4350 CLOTHING & UNIFORMS	6,000.00	2,948.70	2,957.20	49.29	3,042.80
100-5-200-4355 RESERVE OFFICER EXPENSES	1,000.00	56.97	571.33	57.13	428.67
100-5-200-4470 TESTING & ID MATERIALS	500.00	20.42	20.42	4.08	479.58
100-5-200-4510 FUEL & LUBRICANTS	14,500.00	1,303.34	2,194.22	15.13	12,305.78
100-5-200-4520 VEHICLE REPAIR PARTS	700.00	0.00	0.00	0.00	700.00

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 10

100-GENERAL FUND
POLICE DEPARTMENT

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
100-5-200-4530	EQUIPMENT REPAIR PARTS	1,000.00	(47.68)	(47.68)	4.77-	1,047.68
100-5-200-4660	PHOTOGRAPHIC SUPPLIES	500.00	0.00	0.00	0.00	500.00
100-5-200-4930	FIRST AID SUPPLIES	300.00	0.00	0.00	0.00	300.00
100-5-200-4940	SAFETY SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00
100-5-200-4990	MISC SUPPLIES	500.00	0.00	6.93	1.39	493.07
	TOTAL SUPPLIES	29,950.00	4,602.07	6,079.90	0.00	23,870.10
CAPITAL						
100-5-200-5540	AUTOMOBILES	24,722.00	4,196.08	4,196.08	16.97	20,525.92
100-5-200-5950	SPECIAL PURPOSE EQUIPMENT	2,700.00	0.00	0.00	0.00	2,700.00
	TOTAL CAPITAL	27,422.00	4,196.08	4,196.08	0.00	23,225.92
DEBT SERVICE						
TOTAL POLICE DEPARTMENT						
		921,784.00	80,161.42	169,213.76	18.36	752,570.24
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 11

100-GENERAL FUND

MUNICIPAL COURT

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
100-5-201-2150	REGULAR SALARIES	43,289.00	3,457.77	5,930.97	13.70	37,358.03
100-5-201-2310	OVERTIME PAY	500.00	569.03	746.06	149.21 (246.06)
100-5-201-2510	SOCIAL SECURITY	3,312.00	268.55	496.78	15.00	2,815.22
100-5-201-2520	RETIREMENT MATCH	4,515.00	357.42	659.89	14.62	3,855.11
100-5-201-2610	UNEMPLOYMENT INSURANCE	27.00	0.00	0.00	0.00	27.00
100-5-201-2630	WORKERS COMP	159.00	0.00	195.69	123.08 (36.69)
100-5-201-2650	GROUP MEDICAL INSURANCE	6,360.00	523.78	616.90	9.70	5,743.10
100-5-201-2660	DENTAL/LIFE/VISION INS.	600.00	140.10	38.92	6.49	561.08
TOTAL PERSONNEL		58,762.00	5,316.65	8,685.21	0.00	50,076.79
CONTRACTUAL						
100-5-201-3140	TELEPHONE SERVICE	1,200.00	118.37	236.74	19.73	963.26
100-5-201-3230	LEGAL SRVC PROSECUTOR	1,000.00	0.00	0.00	0.00	1,000.00
100-5-201-3270	JURY SERVICES	220.00	0.00	0.00	0.00	220.00
100-5-201-3275	INTPRETOR SERVICE	125.00	0.00	0.00	0.00	125.00
100-5-201-3610	TRAVEL & TRAINING	0.00	250.00	375.00	0.00 (375.00)
100-5-201-3630	DUES & MEMBERSHIPS	100.00	0.00	0.00	0.00	100.00
100-5-201-3730	LIABILITY, PROP, GEN INS	300.00	0.00	89.83	29.94	210.17
100-5-201-3880	SOFTWARE MAINT CONTRACT	2,250.00	0.00	3,600.00	160.00 (1,350.00)
100-5-201-3990	MISC CONTRACT SVCS	500.00	67.92	158.08	31.62	341.92
TOTAL CONTRACTUAL		5,695.00	436.29	4,459.65	0.00	1,235.35
SUPPLIES						
100-5-201-4110	OFFICE SUPPLIES	350.00	237.46	237.46	67.85	112.54
100-5-201-4140	COPYING SUPPLIES	450.00	0.00	0.00	0.00	450.00
100-5-201-4150	PRINTING & FORMS	200.00	0.00	225.00	112.50 (25.00)
100-5-201-4160	BOOKS & PAMPHLETS	50.00	0.00	0.00	0.00	50.00
100-5-201-4990	MISC SUPPLIES	100.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES		1,150.00	237.46	462.46	0.00	687.54
CAPITAL						
<hr/>						
TOTAL MUNICIPAL COURT		65,607.00	5,990.40	13,607.32	20.74	51,999.68
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

CITY OF WINNSBORO
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 12

100-GENERAL FUND

ANIMAL SHELTER

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
100-5-202-2150	REGULAR SALARIES	54,907.00	4,201.12	7,276.14	13.25	47,630.86
100-5-202-2310	OVERTIME PAY	1,500.00	25.20	103.11	6.87	1,396.89
100-5-202-2510	SOCIAL SECURITY	4,200.00	285.17	575.99	13.71	3,624.01
100-5-202-2520	RETIREMENT MATCH	5,727.00	440.79	883.07	15.42	4,843.93
100-5-202-2610	UNEMPLOYMENT INSURANCE	27.00	0.00	0.00	0.00	27.00
100-5-202-2630	WORKERS COMP	626.00	0.00	770.44	123.07 (144.44)
100-5-202-2650	GROUP MEDICAL INSURANCE	12,720.00	1,043.96	3,131.88	24.62	9,588.12
100-5-202-2655	HSA CONTRIBUTION	0.00	123.08	123.08	0.00 (123.08)
100-5-202-2660	DENTAL/LIFE/VISION INS.	1,200.00	275.73	275.73	22.98	924.27
TOTAL PERSONNEL		80,907.00	6,395.05	13,139.44	0.00	67,767.56
 CONTRACTUAL						
100-5-202-3110	ELECTRICAL SERVICE	4,500.00	245.19	590.13	13.11	3,909.87
100-5-202-3140	TELEPHONE SERVICE	600.00	85.28	220.41	36.74	379.59
100-5-202-3170	NATURAL GAS SERVICE	575.00	37.06	74.12	12.89	500.88
100-5-202-3280	MEDICAL SERVICES	250.00	28.00	28.00	11.20	222.00
100-5-202-3290	VET SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
100-5-202-3295	VET FEES - ADOPTIONS	2,100.00	162.00	162.00	7.71	1,938.00
100-5-202-3390	CONTRACT LABOR	200.00	0.00	0.00	0.00	200.00
100-5-202-3410	POSTAGE & FREIGHT	50.00	0.00	0.00	0.00	50.00
100-5-202-3430	ADVERTISEMENTS/NOTICES	200.00	0.00	19.18	9.59	180.82
100-5-202-3610	TRAVEL & TRAINING	2,000.00	0.00	294.68	14.73	1,705.32
100-5-202-3730	LIAB, PROP, GEN INS	1,558.00	0.00	1,399.50	89.83	158.50
100-5-202-3820	VEHICLE REPAIRS	2,500.00	0.00	0.00	0.00	2,500.00
100-5-202-3830	BUILDING REPAIRS	3,000.00	84.12	322.41	10.75	2,677.59
100-5-202-3840	EQUIPMENT REPAIRS	500.00	0.00	0.00	0.00	500.00
100-5-202-3860	OFFICE EQUIP. REPAIRS	500.00	0.00	0.00	0.00	500.00
100-5-202-3990	MISC CONTRACT SERVICES	1,200.00	594.35	830.82	69.24	369.18
TOTAL CONTRACTUAL		22,733.00	1,236.00	3,941.25	0.00	18,791.75
 SUPPLIES						
100-5-202-4110	OFFICE SUPPLIES	500.00	0.00	61.87	12.37	438.13
100-5-202-4230	JANITORIAL SUPPLIES	800.00	0.00	48.68	6.09	751.32
100-5-202-4260	ANIMAL MAINTENANCE	2,000.00	120.93	326.02	16.30	1,673.98
100-5-202-4350	CLOTHING & UNIFORMS	1,000.00	0.00	112.02	11.20	887.98
100-5-202-4410	BUILDING MATERIALS	800.00	31.51	31.51	3.94	768.49
100-5-202-4510	FUEL & LUBRICANTS	1,300.00	64.66	64.66	4.97	1,235.34
100-5-202-4930	FIRST AID SUPPLIES	100.00	0.00	0.00	0.00	100.00
100-5-202-4940	SAFETY SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
100-5-202-4990	MISC SUPPLIES	500.00	0.00	66.55	13.31	433.45
TOTAL SUPPLIES		8,000.00	217.10	711.31	0.00	7,288.69
 CAPITAL						
<hr/>						
 DEBT SERVICE						
<hr/>						
<hr/>						
TOTAL ANIMAL SHELTER		111,640.00	7,848.15	17,792.00	15.94	93,848.00
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: NOVEMBER 30TH, 2017

PAGE: 13

100-GENERAL FUND

FIRE DEPARTMENT

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
100-5-300-2630 WORKERS COMP	556.00	0.00	0.00	0.00	556.00
TOTAL PERSONNEL	556.00	0.00	0.00	0.00	556.00
CONTRACTUAL					
100-5-300-3110 ELECTRIC SERVICE	5,000.00	454.41	931.15	18.62	4,068.85
100-5-300-3140 TELEPHONE SERVICE	900.00	59.19	118.38	13.15	781.62
100-5-300-3170 NATURAL GAS SERVICE	1,000.00	15.89	35.32	3.53	964.68
100-5-300-3226 WOOD CO CONT TO VFD	42,020.00	0.00	0.00	0.00	42,020.00
100-5-300-3610 TRAVEL & TRAINING	1,000.00	0.00	0.00	0.00	1,000.00
100-5-300-3730 LIABILITY/PROPERTY/GEN INS	7,478.00	0.00	6,717.25	89.83	760.75
100-5-300-3820 VEHICLE REPAIRS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-300-3840 EQUIPMENT REPAIRS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-300-3850 COMMUNICATION EQUIP. REPAIR	500.00	0.00	0.00	0.00	500.00
100-5-300-3990 MISC CONTRACT SERVICES	500.00	0.00	0.00	0.00	500.00
TOTAL CONTRACTUAL	60,398.00	529.49	7,802.10	0.00	52,595.90
SUPPLIES					
100-5-300-4110 OFFICE SUPPLIES	200.00	0.00	0.00	0.00	200.00
100-5-300-4510 FUEL & LUBRICANTS	2,500.00	314.56	506.43	20.26	1,993.57
100-5-300-4990 MISC SUPPLIES	100.00	0.00	0.00	0.00	100.00
TOTAL SUPPLIES	2,800.00	314.56	506.43	0.00	2,293.57
CAPITAL					
100-5-300-5950 SPECIAL PURPOSE EQUIPMENT	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL CAPITAL	10,000.00	0.00	0.00	0.00	10,000.00
DEBT SERVICE					
100-5-300-6500 PRIN PYMTS ON DEBT	25,160.00	30,415.80	30,415.80	120.89 (5,255.80)
100-5-300-6600 INT PYMTS ON DEBT	5,256.00	0.00	0.00	0.00	5,256.00
TOTAL DEBT SERVICE	30,416.00	30,415.80	30,415.80	0.00	0.20
TOTAL FIRE DEPARTMENT	104,170.00	31,259.85	38,724.33	37.17	65,445.67
	=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 14

100-GENERAL FUND

FIRE MARSHALL

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
100-5-301-2150	REGULAR SALARIES	45,321.00	0.00	3,899.12	8.60	41,421.88
100-5-301-2510	SOCIAL SECURITY	3,468.00	0.00	298.29	8.60	3,169.71
100-5-301-2520	RETIREMENT MATCH (TMRS)	4,727.00	0.00	508.36	10.75	4,218.64
100-5-301-2610	UNEMPLOYMENT INSURANCE	9.00	0.00	0.00	0.00	9.00
100-5-301-2630	WORKERS COMP	764.00	0.00	940.28	123.07 (176.28)
100-5-301-2650	GROUP MEDICAL INSURANCE	6,360.00	(523.78)	523.78	8.24	5,836.22
100-5-301-2660	DENTAL/VISION/LIFE INS	600.00	135.63	135.63	22.61	464.37
100-5-301-2910	VEHICLE ALLOWANCE	900.00	0.00	0.00	0.00	900.00
TOTAL PERSONNEL		62,149.00	(388.15)	6,305.46	0.00	55,843.54
CONTRACTUAL						
100-5-301-3640	PERMITS & FEES	500.00	0.00	0.00	0.00	500.00
100-5-301-3990	MISC CONTRACT SERVICES	10,000.00	94.77	661.73	6.62	9,338.27
TOTAL CONTRACTUAL		10,500.00	94.77	661.73	0.00	9,838.27
SUPPLIES						
100-5-301-4165	PROMOTIONAL MATERIALS	0.00	82.50	82.50	0.00 (82.50)
100-5-301-4990	MISC SUPPLIES	3,550.00	162.65	176.98	4.99	3,373.02
TOTAL SUPPLIES		3,550.00	245.15	259.48	0.00	3,290.52
<hr/>						
TOTAL FIRE MARSHALL		76,199.00	(48.23)	7,226.67	9.48	68,972.33
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 15

100-GENERAL FUND
MAINTENANCE DEPT

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL						
100-5-400-2150	REGULAR SALARIES	132,843.00	10,068.42	17,408.00	13.10	115,435.00
100-5-400-2310	OVERTIME PAY	2,500.00	0.00	138.75	5.55	2,361.25
100-5-400-2510	SOCIAL SECURITY	10,162.00	763.15	1,511.14	14.87	8,650.86
100-5-400-2520	RETIREMENT MATCH	13,856.00	1,050.15	2,079.64	15.01	11,776.36
100-5-400-2610	UNEMPLOYMENT INSURANCE	36.00	0.00	0.00	0.00	36.00
100-5-400-2630	WORKERS COMP	6,411.00	0.00	7,890.27	123.07 (1,479.27)
100-5-400-2650	GROUP MEDICAL INSURANCE	25,440.00	2,084.32	6,252.96	24.58	19,187.04
100-5-400-2655	HSA CONTRIBUTION	0.00	311.54	311.54	0.00 (311.54)
100-5-400-2660	DENTAL/LIFE/VISION INS	2,400.00	551.46	551.46	22.98	1,848.54
TOTAL PERSONNEL		193,648.00	14,829.04	36,143.76	0.00	157,504.24
CONTRACTUAL						
100-5-400-3110	ELECTRICAL SERVICE	1,150.00	71.76	118.60	10.31	1,031.40
100-5-400-3120	ELECT SVC-STREET LIGHTS	44,000.00	6,953.29	7,003.23	15.92	36,996.77
100-5-400-3130	STREET LIGHT REPAIRS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-400-3140	TELEPHONE SERVICE	1,300.00	249.26	498.20	38.32	801.80
100-5-400-3410	POSTAGE & FREIGHT	10.00	0.00	0.00	0.00	10.00
100-5-400-3430	ADVERTISEMENTS/NOTICES	100.00	0.00	19.18	19.18	80.82
100-5-400-3570	EQUIPMENT LEASE/RENTAL	800.00	30.00	30.00	3.75	770.00
100-5-400-3575	EQUIPMENT LEASE/PURCHASE	8,871.00	739.26	1,478.52	16.67	7,392.48
100-5-400-3610	TRAVEL & TRAINING	800.00	0.00	41.69	5.21	758.31
100-5-400-3640	PERMITS & FEES	0.00	9.50	9.50	0.00 (9.50)
100-5-400-3730	LIABILITY/PROPERTY/GEN INS	5,500.00	0.00	6,467.54	117.59 (967.54)
100-5-400-3820	VEHICLE REPAIRS	6,500.00	416.86	416.86	6.41	6,083.14
100-5-400-3840	EQUIPMENT REPAIRS	6,500.00	35.00	35.00	0.54	6,465.00
100-5-400-3860	OFFICE EQUIP. REPAIRS	100.00	0.00	0.00	0.00	100.00
100-5-400-3990	MISC CONTRACT SERVICES	10,000.00	6,580.49	7,125.91	71.26	2,874.09
TOTAL CONTRACTUAL		86,631.00	15,085.42	23,244.23	0.00	63,386.77
SUPPLIES						
100-5-400-4110	OFFICE SUPPLIES	300.00	58.57	331.57	110.52 (31.57)
100-5-400-4230	JANITORIAL SUPPLIES	800.00	935.41	1,120.00	140.00 (320.00)
100-5-400-4250	FOOD FOR CLIENTS	4,700.00	298.84	660.09	14.04	4,039.91
100-5-400-4330	HERBICIDES/PESTICIDES	1,600.00	0.00	0.00	0.00	1,600.00
100-5-400-4350	CLOTHING & UNIFORMS	500.00	0.00	0.00	0.00	500.00
100-5-400-4410	BUILDING MATERIALS	3,000.00	0.00	7.88	0.26	2,992.12
100-5-400-4510	FUEL & LUBRICANTS	12,000.00	474.56	709.20	5.91	11,290.80
100-5-400-4520	VEHICLE REPAIR PARTS	1,200.00	131.97	136.97	11.41	1,063.03
100-5-400-4530	EQUIPMENT REPAIR PARTS	4,000.00	101.64	101.64	2.54	3,898.36
100-5-400-4545	SMALL MOTORIZED EQUIP	2,000.00	1,159.95	1,159.95	58.00	840.05
100-5-400-4550	MINOR HAND TOOLS	1,500.00	119.56	150.54	10.04	1,349.46
100-5-400-4810	STREET REPAIR MATERIALS	15,000.00	631.72	631.72	4.21	14,368.28
100-5-400-4812	STREET LIGHT BULBS	3,000.00	0.00	0.00	0.00	3,000.00
100-5-400-4850	SIGN & SIGN MATERIAL	2,000.00	0.00	0.00	0.00	2,000.00
100-5-400-4860	PIPE & CULVERT MATERIAL	2,000.00	0.00	0.00	0.00	2,000.00
100-5-400-4870	LANDSCAPING	500.00	211.80	211.80	42.36	288.20
100-5-400-4930	FIRST AID SUPPLIES	100.00	0.00	0.00	0.00	100.00

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 16

100-GENERAL FUND

MAINTENANCE DEPT

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
100-5-400-4940	SAFETY SUPPLIES	2,000.00	358.45	2,342.61	117.13 (342.61)
100-5-400-4990	MISC SUPPLIES	3,500.00	610.64	1,104.91	31.57	2,395.09
	TOTAL SUPPLIES	59,700.00	5,093.11	8,668.88	0.00	51,031.12
CAPITAL		_____	_____	_____	_____	_____
DEBT SERVICE		_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____
TOTAL MAINTENANCE DEPT		339,979.00	35,007.57	68,056.87	20.02	271,922.13
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 17

100-GENERAL FUND

AIRPORT

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
<hr/>						
CONTRACTUAL						
100-5-500-3110	ELECTRICAL SERVICE	2,350.00	114.69	243.43	10.36	2,106.57
100-5-500-3140	TELEPHONE SERVICE	1,560.00	82.76	165.52	10.61	1,394.48
100-5-500-3640	PERMITS & FEES	200.00	0.00	0.00	0.00	200.00
100-5-500-3730	LIABILITY/PROPERTY/GEN INSUR	1,700.00	0.00	0.00	0.00	1,700.00
100-5-500-3820	VEHICLE REPAIRS	500.00	0.00	0.00	0.00	500.00
100-5-500-3830	BUILDING REPAIRS	500.00	0.00	0.00	0.00	500.00
100-5-500-3840	EQUIPMENT REPAIRS	500.00	0.00	0.00	0.00	500.00
100-5-500-3990	MISC CONTRACT SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL CONTRACTUAL		10,310.00	197.45	408.95	0.00	9,901.05
SUPPLIES						
100-5-500-4410	BUILDING MATERIALS	500.00	0.00	0.00	0.00	500.00
100-5-500-4510	FUEL & LUBRICANTS-COURTESY CAR	50.00	0.00	0.00	0.00	50.00
100-5-500-4511	AVIATION FUEL	20,000.00	0.00	0.00	0.00	20,000.00
100-5-500-4512	MOGAS FUEL	2,500.00	0.00	0.00	0.00	2,500.00
100-5-500-4514	CREDIT CARD SALES-FEES	1,200.00	99.51	214.09	17.84	985.91
100-5-500-4530	EQUIPMENT REPAIR PARTS	250.00	0.00	0.00	0.00	250.00
100-5-500-4940	SAFETY SUPPLIES	100.00	0.00	0.00	0.00	100.00
100-5-500-4990	MISC SUPPLIES	150.00	83.15	83.15	55.43	66.85
TOTAL SUPPLIES		24,750.00	182.66	297.24	0.00	24,452.76
CAPITAL						
100-5-500-5210	BUILDING IMPROVEMENTS	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL CAPITAL		2,500.00	0.00	0.00	0.00	2,500.00
<hr/>						
TOTAL AIRPORT		37,560.00	380.11	706.19	1.88	36,853.81
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 18

100-GENERAL FUND

LIBRARY

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
100-5-600-2150	REGULAR SALARIES	86,183.00	5,297.64	8,828.04	10.24	77,354.96
100-5-600-2510	SOCIAL SECURITY	6,593.00	405.28	765.38	11.61	5,827.62
100-5-600-2520	RETIREMENT MATCH	8,989.00	490.96	981.92	10.92	8,007.08
100-5-600-2610	UNEMPLOYMENT INSURANCE	72.00	0.00	0.00	0.00	72.00
100-5-600-2630	WORKERS COMP	174.00	0.00	214.15	123.07 (40.15)
100-5-600-2650	GROUP MEDICAL INSURANCE	19,080.00	1,047.56	3,142.68	16.47	15,937.32
100-5-600-2660	DENTAL/LIFE/VISION INS.	1,800.00	275.73	275.73	15.32	1,524.27
TOTAL PERSONNEL		122,891.00	7,517.17	14,207.90	0.00	108,683.10
CONTRACTUAL						
100-5-600-3110	ELECTRICAL SERVICE	8,200.00	625.04	1,333.08	16.26	6,866.92
100-5-600-3140	TELEPHONE SERVICE	3,000.00	215.99	431.98	14.40	2,568.02
100-5-600-3430	ADVERTISEMENTS/NOTICES	100.00	0.00	19.18	19.18	80.82
100-5-600-3570	EQUIPMENT LEASE/RENTAL	1,500.00	0.00	0.00	0.00	1,500.00
100-5-600-3575	EQUIPMENT LEASE/PURCHASE	0.00	117.83	262.44	0.00 (262.44)
100-5-600-3610	TRAVEL & TRAINING	2,500.00	0.00	0.00	0.00	2,500.00
100-5-600-3630	DUES & MEMBERSHIPS	900.00	0.00	0.00	0.00	900.00
100-5-600-3680	PUBLICATIONS	15,870.00	798.06	3,184.46	20.07	12,685.54
100-5-600-3682	EBOOK SUBSCRIPTIONS	2,000.00	0.00	0.00	0.00	2,000.00
100-5-600-3685	INTERLIBRARY COURIER SVC	2,300.00	0.00	0.00	0.00	2,300.00
100-5-600-3690	MOVIE LICENSE	355.00	0.00	0.00	0.00	355.00
100-5-600-3730	LIABILITY/PROPERTY/GEN INS	2,800.00	0.00	2,515.15	89.83	284.85
100-5-600-3830	BUILDING REPAIRS	3,000.00	0.00	0.00	0.00	3,000.00
100-5-600-3840	EQUIPMENT REPAIRS	500.00	0.00	0.00	0.00	500.00
100-5-600-3850	SOFTWARE/COMPUTER SERVICES	1,200.00	0.00	0.00	0.00	1,200.00
100-5-600-3860	OFFICE EQUIP. REPAIRS	100.00	0.00	0.00	0.00	100.00
100-5-600-3880	MAINTENANCE CONTRACT	90.00	0.00	0.00	0.00	90.00
100-5-600-3990	MISC CONTRACT SERVICES	1,000.00	90.61	254.56	25.46	745.44
TOTAL CONTRACTUAL		45,415.00	1,847.53	8,000.85	0.00	37,414.15
SUPPLIES						
100-5-600-4110	OFFICE SUPPLIES	2,870.00	414.78	414.78	14.45	2,455.22
100-5-600-4160	BOOKS & PAMPHLETS	250.00	0.00	0.00	0.00	250.00
100-5-600-4230	JANITORIAL SUPPLIES	200.00	0.00	0.00	0.00	200.00
100-5-600-4410	BUILDING MATERIALS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-600-4870	LANDSCAPE MATERIAL	500.00	0.00	0.00	0.00	500.00
100-5-600-4930	FIRST AID SUPPLIES	100.00	0.00	0.00	0.00	100.00
100-5-600-4940	SAFETY SUPPLIES	100.00	0.00	0.00	0.00	100.00
100-5-600-4990	MISC SUPPLIES	1,270.00	50.01	61.99	4.88	1,208.01
TOTAL SUPPLIES		6,290.00	464.79	476.77	0.00	5,813.23
CAPITAL						
100-5-600-5750	DATA PROCESSING EQUIPMENT	900.00	0.00	0.00	0.00	900.00
100-5-600-5810	OFFICE EQUIPMENT	400.00	0.00	0.00	0.00	400.00
TOTAL CAPITAL		1,300.00	0.00	0.00	0.00	1,300.00

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 19

100-GENERAL FUND

LIBRARY

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
DEBT SERVICE					
TOTAL LIBRARY	175,896.00	9,829.49	22,685.52	12.90	153,210.48

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 20

100-GENERAL FUND
PARKS & RECREATION

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
<hr/>						
CONTRACTUAL						
100-5-700-3110	ELECTRICAL SERVICE	15,000.00	1,588.28	3,394.87	22.63	11,605.13
100-5-700-3140	TELEPHONE SERVICE	450.00	35.49	70.98	15.77	379.02
100-5-700-3170	NATURAL GAS SERVICE	2,350.00	77.43	154.86	6.59	2,195.14
100-5-700-3430	ADVERTISEMENTS/NOTICES	250.00	0.00	0.00	0.00	250.00
100-5-700-3570	EQUIPMENT LEASE/RENTAL	500.00	0.00	0.00	0.00	500.00
100-5-700-3610	TRAVEL & TRAINING	750.00	0.00	0.00	0.00	750.00
100-5-700-3730	LIABILITY/PROPERTY/GEN INS	4,254.00	0.00	3,821.24	89.83	432.76
100-5-700-3830	BUILDING REPAIRS	4,000.00	0.00	0.00	0.00	4,000.00
100-5-700-3840	EQUIPMENT REPAIRS	5,000.00	0.00	0.00	0.00	5,000.00
100-5-700-3990	MISC CONTRACT SERVICES	4,125.00	5,122.00	11,092.00	268.90 (6,967.00)
TOTAL CONTRACTUAL		36,679.00	6,823.20	18,533.95	0.00	18,145.05
SUPPLIES						
100-5-700-4230	JANITORIAL SUPPLIES	3,000.00	12.50	407.58	13.59	2,592.42
100-5-700-4330	HERBICIDES/PESTICIDES	50.00	0.00	0.00	0.00	50.00
100-5-700-4410	BUILDING MATERIALS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-700-4870	LANDSCAPING	750.00	0.00	0.00	0.00	750.00
100-5-700-4990	MISC SUPPLIES	1,400.00	399.13	920.40	65.74	479.60
TOTAL SUPPLIES		6,200.00	411.63	1,327.98	0.00	4,872.02
CAPITAL						
100-5-700-5100	CAPITAL IMPROVEMENTS	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL CAPITAL		5,000.00	0.00	0.00	0.00	5,000.00
<hr/>						
TOTAL PARKS & RECREATION		47,879.00	7,234.83	19,861.93	41.48	28,017.07
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 21

100-GENERAL FUND

POOL

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
100-5-750-2251	TEMP/SEASONAL REG SALARIES	16,000.00	0.00	0.00	0.00	16,000.00
100-5-750-2510	SOCIAL SECURITY	1,224.00	0.00	0.00	0.00	1,224.00
100-5-750-2610	UNEMPLOYMENT INSURANCE	63.00	0.00	0.00	0.00	63.00
100-5-750-2630	WORKERS COMP	389.00	0.00	478.76	123.07 (89.76)
TOTAL PERSONNEL		17,676.00	0.00	478.76	0.00	17,197.24
CONTRACTUAL						
100-5-750-3110	ELECTRICAL SERVICE	2,700.00	473.39	979.00	36.26	1,721.00
100-5-750-3140	TELEPHONE SERVICE	350.00	33.94	67.88	19.39	282.12
100-5-750-3170	NATURAL GAS SERVICE	425.00	37.71	76.75	18.06	348.25
100-5-750-3280	MEDICAL SERVICES	500.00	0.00	28.00	5.60	472.00
100-5-750-3430	ADVERTISEMENTS/NOTICES	100.00	0.00	0.00	0.00	100.00
100-5-750-3610	TRAVEL & TRAINING	1,500.00	0.00	0.00	0.00	1,500.00
100-5-750-3830	BUILDING REPAIRS	7,500.00	0.00	0.00	0.00	7,500.00
100-5-750-3835	SWIMMING POOL REPAIRS	2,500.00	0.00	0.00	0.00	2,500.00
100-5-750-3840	EQUIPMENT REPAIRS	9,500.00	0.00	0.00	0.00	9,500.00
100-5-750-3990	MISC CONTRACT SERVICES	1,000.00	0.00	3,000.00	300.00 (2,000.00)
TOTAL CONTRACTUAL		26,075.00	545.04	4,151.63	0.00	21,923.37
SUPPLIES						
100-5-750-4230	JANITORIAL SUPPLIES	400.00	0.00	0.00	0.00	400.00
100-5-750-4310	CHEMICALS	4,500.00	0.00	0.00	0.00	4,500.00
100-5-750-4410	BUILDING MATERIALS	750.00	0.00	0.00	0.00	750.00
100-5-750-4430	RECREATIONAL SUPPLIES	600.00	0.00	0.00	0.00	600.00
100-5-750-4930	FIRST AID SUPPLIES	50.00	0.00	0.00	0.00	50.00
100-5-750-4940	SAFETY SUPPLIES	200.00	0.00	0.00	0.00	200.00
100-5-750-4990	MISC SUPPLIES	400.00	0.00	86.99	21.75	313.01
TOTAL SUPPLIES		6,900.00	0.00	86.99	0.00	6,813.01
CAPITAL						
<hr/>						
TOTAL POOL		50,651.00	545.04	4,717.38	9.31	45,933.62
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 22

100-GENERAL FUND

SANITATION

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
CONTRACTUAL						
100-5-800-3883	RESIDENTIAL TRASH COLLECTION	186,000.00	15,100.98	15,100.98	8.12	170,899.02
	TOTAL CONTRACTUAL	186,000.00	15,100.98	15,100.98	0.00	170,899.02
SUPPLIES						
100-5-800-4190	TRASH BAGS FOR RESALE	2,500.00	0.00	0.00	0.00	2,500.00
	TOTAL SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00
<hr/>						
TOTAL SANITATION		188,500.00	15,100.98	15,100.98	8.01	173,399.02
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 23

100-GENERAL FUND

OTHER USES OF FUNDS

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
DEBT SERVICE					
TRANSFERS					
*** TOTAL EXPENDITURES ***	2,810,793.00	258,493.77	539,134.95	19.18	2,271,658.05
EXCESS REVENUES/EXPENDITURES	339.00	(760.22)	(104,141.90)	720.32-	104,480.90

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 1

200-WATER & SEWER FUND

FINANCIAL SUMMARY

16.67% OF FISCAL YEAR

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY						
ALL REVENUE		2,111,183.00	182,014.59	362,315.03	17.16	1,748,867.97
TOTAL REVENUE		2,111,183.00	182,014.59	362,315.03	17.16	1,748,867.97
		=====	=====	=====	=====	=====
EXPENDITURE SUMMARY						
WATER DEPT		512,920.00	51,468.15	101,686.25	19.82	411,233.75
WASTEWATER DEPT		312,995.00	36,906.11	60,649.16	19.38	252,345.84
UTILITY DEPT		319,374.00	26,536.96	55,436.42	17.36	263,937.58
UTILITY ADMINISTRATION		309,778.00	17,089.18	38,067.31	12.29	271,710.69
UTILITY DEBT SERVICE		626,627.00	14,545.45	19,801.96	3.16	606,825.04
TOTAL EXPENDITURES		2,081,694.00	146,545.85	275,641.10	13.24	1,806,052.90
		=====	=====	=====	=====	=====
EXCESS REVENUES/EXPENDITURES		29,489.00	35,468.74	86,673.93	293.92 (57,184.93)
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 2

200-WATER & SEWER FUND

16.67% OF FISCAL YEAR

REVENUES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
200-4112 WATER SALES RETAIL	1,387,000.00	120,286.44	240,081.56	17.31	1,146,918.44
200-4114 WATER SALES BULK	4,000.00	0.00	9.00	0.23	3,991.00
200-4118 WATER TAP FEES-METERS	2,500.00	2,932.50	2,932.50	117.30 (432.50)
200-4120 UTILITY ADMINISTRATION FEE	2,200.00	280.00	470.00	21.36	1,730.00
200-4122 UTILITY PENALTIES	30,000.00	2,636.63	5,325.01	17.75	24,674.99
200-4124 RECONNECT/SVC CHG	12,500.00	1,200.00	2,305.00	18.44	10,195.00
200-4125 TRANSFER FEE	1,000.00	100.00	75.75	7.58	924.25
200-4127 TEMPORARY SERVICE FEE	500.00	50.00	125.00	25.00	375.00
200-4128 SEWER SERVICE RETAIL	655,933.00	53,181.25	108,484.78	16.54	547,448.22
200-4130 SEWER SERVICE BULK	0.00	180.00	180.00	0.00 (180.00)
200-4134 SEWER TAP FEES	2,000.00	0.00	0.00	0.00	2,000.00
200-4140 TCEQ PERMIT FEE ASSESSMENT	13,000.00	1,104.86	2,207.32	16.98	10,792.68
200-4228 INTEREST ON INVESTMENTS	550.00	62.65	128.65	23.39	421.35
200-4236 CASH OVER & SHORT	0.00	0.26	(9.54)	0.00	9.54
TOTAL REVENUE	2,111,183.00	182,014.59	362,315.03	17.16	1,748,867.97
	=====	=====	=====	=====	=====
OTHER SOURCES	_____	_____	_____	_____	_____
*** TOTAL REVENUES ***	2,111,183.00	182,014.59	362,315.03	17.16	1,748,867.97
	=====	=====	=====	=====	=====

[illegible]

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 4

200-WATER & SEWER FUND

WATER DEPT

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
200-5-900-2150 REGULAR SALARIES	84,188.00	6,701.55	11,735.39	13.94	72,452.61
200-5-900-2310 OVERTIME PAY	8,000.00	911.66	1,374.94	17.19	6,625.06
200-5-900-2330 CERT/MERIT INCREASE	900.00	92.30	161.52	17.95	738.48
200-5-900-2510 SOCIAL SECURITY (FICA)	6,440.00	549.14	1,071.57	16.64	5,368.43
200-5-900-2520 RETIREMENT MATCH (TMRS)	8,781.00	803.69	1,570.95	17.89	7,210.05
200-5-900-2610 UNEMPLOYMENT INSURANCE	18.00	0.00	0.00	0.00	18.00
200-5-900-2630 WORKERS COMP	2,143.00	0.00	2,637.47	123.07 (494.47)
200-5-900-2650 GROUP MEDICAL INS	12,720.00	1,040.36	3,121.08	24.54	9,598.92
200-5-900-2655 HSA CONTRIBUTION	0.00	224.04	224.04	0.00 (224.04)
200-5-900-2660 DENTAL/LIFE/VISION INS	1,200.00	280.20	280.20	23.35	919.80
TOTAL PERSONNEL	124,390.00	10,602.94	22,177.16	0.00	102,212.84
CONTRACTUAL					
200-5-900-3110 ELECTRIC SERVICE	50,000.00	4,230.64	8,675.75	17.35	41,324.25
200-5-900-3140 TELEPHONE SERVICE	3,960.00	288.35	576.26	14.55	3,383.74
200-5-900-3280 MEDICAL SERVICES	100.00	0.00	0.00	0.00	100.00
200-5-900-3410 POSTAGE & FREIGHT	50.00	0.00	0.00	0.00	50.00
200-5-900-3430 ADVERTISEMENTS & NOTICES	250.00	0.00	19.18	7.67	230.82
200-5-900-3570 EQUIPMENT LEASE/RENTAL	2,000.00	0.00	0.00	0.00	2,000.00
200-5-900-3610 TRAVEL & TRAINING	1,200.00	0.00	0.00	0.00	1,200.00
200-5-900-3630 DUES & MEMBERSHIPS	150.00	0.00	0.00	0.00	150.00
200-5-900-3640 PERMITS & FEES	4,500.00	4,326.70	4,326.70	96.15	173.30
200-5-900-3730 LIABILITY INS, GEN	8,500.00	0.00	7,635.29	89.83	864.71
200-5-900-3820 VEHICLE REPAIRS	1,500.00	0.00	0.00	0.00	1,500.00
200-5-900-3830 BUILDING REPAIRS	600.00	0.00	0.00	0.00	600.00
200-5-900-3840 EQUIPMENT REPAIRS	7,000.00	0.00	0.00	0.00	7,000.00
200-5-900-3845 SMALL ENGINE REPAIRS	100.00	0.00	0.00	0.00	100.00
200-5-900-3930 LAB ANALYSIS	6,000.00	296.00	776.00	12.93	5,224.00
200-5-900-3990 MISC CONTRACT SERVICES	23,000.00	186.35	1,175.50	5.11	21,824.50
TOTAL CONTRACTUAL	108,910.00	9,328.04	23,184.68	0.00	85,725.32
SUPPLIES					
200-5-900-4110 OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	1,500.00
200-5-900-4230 JANITORIAL SUPPLIES	100.00	0.00	28.00	28.00	72.00
200-5-900-4310 CHEMICALS	117,000.00	18,961.40	30,725.89	26.26	86,274.11
200-5-900-4350 CLOTHING & UNIFORMS	420.00	0.00	0.00	0.00	420.00
200-5-900-4410 BUILDING MATERIALS	1,200.00	0.00	0.00	0.00	1,200.00
200-5-900-4510 FUEL & LUBRICANTS	2,000.00	198.04	514.50	25.73	1,485.50
200-5-900-4530 EQUIPMENT REPAIR PARTS	7,000.00	11.06	51.00	0.73	6,949.00
200-5-900-4550 MINOR HAND TOOLS	200.00	0.00	0.00	0.00	200.00
200-5-900-4700 RAW WATER PURCHASE/FCWD	148,400.00	12,366.67	24,733.34	16.67	123,666.66
200-5-900-4930 FIRST AID SUPPLIES	50.00	0.00	0.00	0.00	50.00
200-5-900-4940 SAFETY SUPPLIES	250.00	0.00	0.00	0.00	250.00
200-5-900-4990 MISC SUPPLIES	1,500.00	0.00	271.68	18.11	1,228.32
TOTAL SUPPLIES	279,620.00	31,537.17	56,324.41	0.00	223,295.59

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 5

200-WATER & SEWER FUND

WATER DEPT

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL					
DEBT SERVICE					
RESERVES					
TRANSFERS					
TOTAL WATER DEPT	512,920.00	51,468.15	101,686.25	19.82	411,233.75
	=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 6

200-WATER & SEWER FUND

WASTEWATER DEPT

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
200-5-901-2150 REGULAR SALARIES	106,181.00	8,194.06	14,280.06	13.45	91,900.94
200-5-901-2310 OVERTIME PAY	1,000.00	46.29	46.29	4.63	953.71
200-5-901-2330 CERT/MERIT INCREASE	900.00	46.16	80.78	8.98	819.22
200-5-901-2510 SOCIAL SECURITY (FICA)	8,123.00	592.21	1,172.96	14.44	6,950.04
200-5-901-2520 RETIREMENT MATCH (TMRS)	11,075.00	864.29	1,712.94	15.47	9,362.06
200-5-901-2610 UNEMPLOYMENT INSURANCE	27.00	0.00	0.00	0.00	27.00
200-5-901-2630 WORKERS COMP	2,028.00	0.00	2,495.94	123.07 (467.94)
200-5-901-2650 GROUP MEDICAL INSURANCE	19,080.00	1,571.34	4,714.02	24.71	14,365.98
200-5-901-2660 DENTAL/VISION/LIFE INS.	1,800.00	420.30	420.30	23.35	1,379.70
TOTAL PERSONNEL	150,214.00	11,734.65	24,923.29	0.00	125,290.71
CONTRACTUAL					
200-5-901-3110 ELECTRICAL SERVICE	45,000.00	3,494.14	7,244.08	16.10	37,755.92
200-5-901-3140 TELEPHONE SERVICE	2,148.00	162.08	341.14	15.88	1,806.86
200-5-901-3160 WATER & SEWER SERVICE	820.00	67.23	134.46	16.40	685.54
200-5-901-3430 ADVERTISEMENTS & NOTICES	0.00	0.00	19.18	0.00 (19.18)
200-5-901-3575 EQUIPMENT LEASE PURCHASE	18,597.00	1,589.83	3,179.66	17.10	15,417.34
200-5-901-3610 TRAVEL & TRAINING	1,800.00	0.00	0.00	0.00	1,800.00
200-5-901-3640 PERMITS & FEES	11,000.00	10,361.10	10,361.10	94.19	638.90
200-5-901-3730 LIABILITY INSURANCE, GEN	3,800.00	0.00	3,413.42	89.83	386.58
200-5-901-3820 VEHICLE REPAIRS	1,500.00	38.99	38.99	2.60	1,461.01
200-5-901-3830 BUILDING REPAIRS	500.00	0.00	10.84	2.17	489.16
200-5-901-3840 EQUIPMENT REPAIRS	5,000.00	514.75	514.75	10.30	4,485.25
200-5-901-3930 LAB ANALYSIS	9,000.00	2,050.00	2,050.00	22.78	6,950.00
200-5-901-3950 SLUDGE PUMPING & DUMPSTERS	17,500.00	0.00	780.00	4.46	16,720.00
200-5-901-3985 INSTRUMENTATION	1,000.00	0.00	300.20	30.02	699.80
200-5-901-3990 MISC CONTRACT SERVICES	500.00	129.53	375.46	75.09	124.54
TOTAL CONTRACTUAL	118,165.00	18,407.65	28,763.28	0.00	89,401.72
SUPPLIES					
200-5-901-4110 OFFICE SUPPLIES	280.00	0.00	0.00	0.00	280.00
200-5-901-4230 JANITORIAL SUPPLIES	200.00	0.00	0.00	0.00	200.00
200-5-901-4310 CHEMICALS	14,000.00	3,119.58	3,145.08	22.46	10,854.92
200-5-901-4330 HERBICIDES/PESTICIDES	150.00	0.00	0.00	0.00	150.00
200-5-901-4350 CLOTHING & UNIFORMS	500.00	0.00	31.90	6.38	468.10
200-5-901-4410 BUILDING MATERIALS	300.00	0.00	0.00	0.00	300.00
200-5-901-4470 TESTING & ID MATERIALS	2,800.00	0.00	0.00	0.00	2,800.00
200-5-901-4510 FUEL & LUBRICANTS	3,500.00	175.24	257.68	7.36	3,242.32
200-5-901-4520 VEHICLE REPAIR PARTS	600.00	0.00	0.00	0.00	600.00
200-5-901-4530 EQUIPMENT REPAIR PARTS	18,400.00	3,468.99	3,468.99	18.85	14,931.01
200-5-901-4545 SMALL MOTORIZED EQUIPMENT	211.00	0.00	0.00	0.00	211.00
200-5-901-4550 MINOR HAND TOOLS	450.00	0.00	0.00	0.00	450.00
200-5-901-4760 SMALL ENGINE REPAIR & PARTS	200.00	0.00	0.00	0.00	200.00
200-5-901-4780 WATER & SEWER SUPPLY MISC	1,500.00	0.00	0.00	0.00	1,500.00
200-5-901-4835 SAND	750.00	0.00	0.00	0.00	750.00
200-5-901-4940 SAFETY SUPPLIES	375.00	0.00	54.95	14.65	320.05
200-5-901-4990 MISC SUPPLIES	400.00	0.00	3.99	1.00	396.01
TOTAL SUPPLIES	44,616.00	6,763.81	6,962.59	0.00	37,653.41

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 7

200-WATER & SEWER FUND

WASTEWATER DEPT

16.67% OF FISCAL YEAR

EXPENDITURES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL					
DEBT SERVICE					
TRANSFERS					
TOTAL WASTEWATER DEPT	312,995.00	36,906.11	60,649.16	19.38	252,345.84
	=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 8

200-WATER & SEWER FUND

UTILITY DEPT

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
200-5-902-2150	REGULAR SALARIES	145,933.00	11,205.48	19,577.01	13.42	126,355.99
200-5-902-2310	OVERTIME PAY	7,500.00	1,791.83	2,308.06	30.77	5,191.94
200-5-902-2330	CERT/MERIT INCREASE	1,000.00	46.16	80.78	8.08	919.22
200-5-902-2510	SOCIAL SECURITY (FICA)	11,164.00	981.12	1,860.69	16.67	9,303.31
200-5-902-2520	RETIREMENT MATCH (TMRS)	15,221.00	1,360.44	2,582.40	16.97	12,638.60
200-5-902-2610	UNEMPLOYMENT INSURANCE	36.00	0.00	0.00	0.00	36.00
200-5-902-2630	WORKERS COMP	4,428.00	0.00	5,449.71	123.07 (1,021.71)
200-5-902-2650	GROUP MEDICAL INS.	25,440.00	2,084.32	6,252.96	24.58	19,187.04
200-5-902-2655	HSA CONTRIBUTION	0.00	360.58	360.58	0.00 (360.58)
200-5-902-2660	DENTAL/LIFE/VISON INS.	2,400.00	560.40	560.40	23.35	1,839.60
TOTAL PERSONNEL		213,122.00	18,390.33	39,032.59	0.00	174,089.41
CONTRACTUAL						
200-5-902-3140	TELEPHONE SERVICE	3,792.00	248.99	514.41	13.57	3,277.59
200-5-902-3170	NATURAL GAS SERVICE	700.00	37.71	75.42	10.77	624.58
200-5-902-3430	ADVERTISEMENTS & NOTICES	0.00	0.00	19.14	0.00 (19.14)
200-5-902-3510	LAND LEASE/RENTAL	750.00	250.00	250.00	33.33	500.00
200-5-902-3540	HVY EQUIP LEASE/RENTAL	2,000.00	0.00	215.00	10.75	1,785.00
200-5-902-3570	EQUIPMENT LEASE/RENTAL	300.00	0.00	0.00	0.00	300.00
200-5-902-3575	EQUIPMENT LEASE/PURCHASE	12,667.00	1,055.56	2,111.12	16.67	10,555.88
200-5-902-3610	TRAVEL & TRAINING	4,000.00	0.00	0.00	0.00	4,000.00
200-5-902-3640	PERMITS & FEES	0.00	0.00	28.00	0.00 (28.00)
200-5-902-3730	LIABILITY INS, GEN	4,393.00	0.00	3,946.10	89.83	446.90
200-5-902-3820	VEHICLE REPAIRS	2,000.00	0.00	664.80	33.24	1,335.20
200-5-902-3830	BUILDING REPAIRS	300.00	0.00	0.00	0.00	300.00
200-5-902-3840	EQUIPMENT REPAIRS	3,000.00	0.00	10.00	0.33	2,990.00
200-5-902-3845	SMALL ENGINE REPAIRS	300.00	0.00	0.00	0.00	300.00
200-5-902-3990	MISC CONTRACT SERVICES	3,000.00	3,366.16	3,911.58	130.39 (911.58)
TOTAL CONTRACTUAL		37,202.00	4,958.42	11,745.57	0.00	25,456.43
SUPPLIES						
200-5-902-4110	OFFICE SUPPLIES	300.00	0.00	0.00	0.00	300.00
200-5-902-4230	JANITORIAL SUPPLIES	300.00	0.00	0.00	0.00	300.00
200-5-902-4330	HERBICIDES/PESTICIDES	600.00	0.00	0.00	0.00	600.00
200-5-902-4350	CLOTHING & UNIFORMS	1,200.00	349.90	906.14	75.51	293.86
200-5-902-4410	BUILDING MATERIALS	200.00	0.00	0.00	0.00	200.00
200-5-902-4420	WELDING SUPPLIES	600.00	225.00	225.00	37.50	375.00
200-5-902-4510	FUEL & LUBRICANTS	5,000.00	359.33	533.17	10.66	4,466.83
200-5-902-4520	VEHICLE REPAIR PARTS	1,500.00	0.00	0.00	0.00	1,500.00
200-5-902-4530	EQUIPMENT REPAIR PARTS	1,000.00	0.00	0.00	0.00	1,000.00
200-5-902-4545	SMALL MOTORIZED EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00
200-5-902-4550	MINOR HAND TOOLS	500.00	34.99	34.99	7.00	465.01
200-5-902-4720	PIPE	2,000.00	0.00	0.00	0.00	2,000.00
200-5-902-4740	VALVES	800.00	789.32	1,137.84	142.23 (337.84)
200-5-902-4750	CLAMPS	6,000.00	0.00	139.88	2.33	5,860.12
200-5-902-4760	SMALL ENGINE REPAIR & PARTS	600.00	0.00	37.98	6.33	562.02
200-5-902-4780	WATER & SEWER SUPPLY MISC	4,000.00	522.50	522.50	13.06	3,477.50

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 9

200-WATER & SEWER FUND

UTILITY DEPT

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
200-5-902-4790	METER SUPPLIES MISC	3,000.00	458.13	458.13	15.27	2,541.87
200-5-902-4835	SAND	3,000.00	0.00	0.00	0.00	3,000.00
200-5-902-4930	FIRST AID SUPPLIES	50.00	0.00	0.00	0.00	50.00
200-5-902-4940	SAFETY SUPPLIES	500.00	0.00	0.00	0.00	500.00
200-5-902-4990	MISC SUPPLIES	2,000.00	449.04	662.63	33.13	1,337.37
TOTAL SUPPLIES		34,350.00	3,188.21	4,658.26	0.00	29,691.74
CAPITAL						
200-5-902-5220	WATER SYSTEM IMPROVEMENTS	25,000.00	0.00	0.00	0.00	25,000.00
200-5-902-5230	SEWER SYSTEM IMPROVEMENTS	8,500.00	0.00	0.00	0.00	8,500.00
200-5-902-5510	SMALL MOTORIZED EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL CAPITAL		34,700.00	0.00	0.00	0.00	34,700.00
DEBT SERVICE						
TRANSFERS						
TOTAL UTILITY DEPT						
		319,374.00	26,536.96	55,436.42	17.36	263,937.58
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 10

200-WATER & SEWER FUND

UTILITY ADMINISTRATION

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
PERSONNEL						
200-5-903-2150	REGULAR SALARIES	27,000.00	2,041.60	3,572.80	13.23	23,427.20
200-5-903-2510	SOCIAL SECURITY (FICA)	2,066.00	148.32	296.64	14.36	1,769.36
200-5-903-2520	RETIREMENT MATCH (TMRS)	2,816.00	212.94	425.88	15.12	2,390.12
200-5-903-2610	UNEMPLOYMENT INSURANCE	9.00	0.00	0.00	0.00	9.00
200-5-903-2630	WORKERS COMP	113.00	0.00	139.07	123.07 (26.07)
200-5-903-2650	GROUP MEDICAL INS	9,540.00	520.18	1,560.54	16.36	7,979.46
200-5-903-2655	HSA CONTRIBUTION	0.00	123.08	123.08	0.00 (123.08)
200-5-903-2660	DENTAL/LIFE/VISION INS.	900.00	140.10	140.10	15.57	759.90
TOTAL PERSONNEL		42,444.00	3,186.22	6,258.11	0.00	36,185.89
CONTRACTUAL						
200-5-903-3250	AUDIT SERVICES	7,360.00	0.00	0.00	0.00	7,360.00
200-5-903-3410	POSTAGE & FREIGHT	9,000.00	0.00	3,000.00	33.33	6,000.00
200-5-903-3575	EQUIPMENT LEASE/PURCHASE	9,684.00	807.03	1,614.06	16.67	8,069.94
200-5-903-3850	SOFTWARE/COMPUTER SERVICES	4,500.00	0.00	0.00	0.00	4,500.00
200-5-903-3880	INCODE MAINT CONTRACT	8,525.00	0.00	0.00	0.00	8,525.00
200-5-903-3886	FR ANCHISE FEE TO FUND 100	50,800.00	4,336.69	8,714.16	17.15	42,085.84
200-5-903-3990	MISC CONTRACT SERVICES	3,000.00	828.46	1,781.50	59.38	1,218.50
TOTAL CONTRACTUAL		92,869.00	5,972.18	15,109.72	0.00	77,759.28
SUPPLIES						
200-5-903-4110	OFFICE SUPPLIES	1,000.00	38.99	208.94	20.89	791.06
200-5-903-4150	PRINTING & FORMS	1,500.00	78.04	863.04	57.54	636.96
TOTAL SUPPLIES		2,500.00	117.03	1,071.98	0.00	1,428.02
CAPITAL						
200-5-903-5750	DATA PROCESSING EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL CAPITAL		1,200.00	0.00	0.00	0.00	1,200.00
TRANSFERS						
200-5-903-8200	ADMIN COST/TO GF	93,765.00	7,813.75	15,627.50	16.67	78,137.50
200-5-903-9100	TRANSFERS OUT	77,000.00	0.00	0.00	0.00	77,000.00
TOTAL TRANSFERS		170,765.00	7,813.75	15,627.50	0.00	155,137.50
<hr/>						
TOTAL UTILITY ADMINISTRATION		309,778.00	17,089.18	38,067.31	12.29	271,710.69
		=====	=====	=====	=====	=====

1-02-2018 12:15 PM

C I T Y O F W I N N S B O R O
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 30TH, 2017

PAGE: 11

200-WATER & SEWER FUND

UTILITY DEBT SERVICE

16.67% OF FISCAL YEAR

EXPENDITURES		ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
DEBT SERVICE						
200-5-904-6496	2011 W&S REFNDING PRINCIPAL	310,000.00	0.00	0.00	0.00	310,000.00
200-5-904-6508	2011 REFNDING INTEREST	210,724.00	0.00	(7,180.99)	3.41-	217,904.99
200-5-904-6510	INT PYMT SERIES 2015 W&S CO'S	12,403.00	0.00	(2,107.95)	17.00-	14,510.95
200-5-904-6900	PAYING AGENT FEES	3,500.00	0.00	0.00	0.00	3,500.00
TOTAL DEBT SERVICE		536,627.00	0.00	(9,288.94)	0.00	545,915.94
TRANSFERS						
200-5-904-9100	TRANSFER OUT	90,000.00	14,545.45	29,090.90	32.32	60,909.10
TOTAL TRANSFERS		90,000.00	14,545.45	29,090.90	0.00	60,909.10
<hr/>						
TOTAL UTILITY DEBT SERVICE		626,627.00	14,545.45	19,801.96	3.16	606,825.04
=====						
*** TOTAL EXPENDITURES ***		2,081,694.00	146,545.85	275,641.10	13.24	1,806,052.90
=====						
EXCESS REVENUES/EXPENDITURES		29,489.00	35,468.74	86,673.93	293.92 (57,184.93)
=====						

**City of Winnsboro**

501 South Main Street
 Winnsboro, Texas 75494
 Phone: (903) 342-3654
 Fax: (903) 342-5708

Request for Placement on Agenda for City of Winnsboro Meeting

I hereby request that the following item be placed on the agenda for the Winnsboro:

(Please Check One):

City Council: ☒ WEDC: ☐ meeting being held on Jan. 9, 2018 (date).

- DEADLINE is 3PM Monday, 8 days prior to meeting, and requests turned in after this time will not be placed on the current agenda without special approval by the City Administrator, but will be placed on the following agenda upon approval.

Name: Brenda Buck, MainStreet Manager

Address: 501 S. Main Street

City: Winnsboro State: TX Zip: 75494

Contact Number and/or Cell Phone: 903-335-1410

Email Address (optional): tbuck@winnsborotexas.com

This request is subject to Open Records under the Public Information Act; however, personal email addresses are considered confidential. Listing the email address above is indicated as an optional item. By signing this acknowledgment, the requestor is indicating their approval to release their email address should they include it on this request form.

Please provide specific details which may help the City Council or WEDC Board understand the topic you wish to address (please attached additional sheets if more room is needed and attach any supporting documents such as budgets, receipts, correspondence, etc.):

Approval of MainStreet Board
Applicants, Ana Perry & Annie Mae's
and Lerrie Hazlewood of Doverland

- Requests are due to City Hall by the Monday, 8 days prior to meeting date, before 3:00pm.
- If you wish to withdraw your request, please notify the City Secretary no later than four (4) **business** days prior to the meeting.
- Once the topic has been presented to the Council/WEDC, persons may not request that an item be placed on the agenda that is the same as or substantially similar in subject matter for six months.
- Persons who speak before the Council/WEDC will have five (5) minutes in which to make their presentation. Please be prepared to answer questions from the City Council.
- Citizens who attend the Council meeting as part of a group may not give their time to another member of the group.
- The City Council/WEDC Board must abide by the Texas Open Meetings Act in responding to remarks.
- The City Council/Board may or may not take action on the request.
- Regular City Council meetings are on the second Tuesday of each month, beginning at 5:30PM, and are held in the City Council Chambers at 501 S. Main Street. Special meetings or workshops may be called as needed.
- WEDC Board meetings are on the fourth Tuesday of each month, beginning at 5:30 PM and are held in the City Council Chambers at 501 S. Main Street. Special meetings or workshops may be called as needed.
- All agendas are posted on the City's website at www.winnsborotexas.com, Friday afternoon preceding the meeting date.

Applicant Signature: Brenda Beck Date: Jan 3, 2017

For office use only:

City Administrator: _____ Date: _____

MAIN STREET BOARD MINUTES
8 AM September 13, 2017
Depot – Boardroom, Winnsboro, TX

AGENDA

AGENDA ITEM	TAB	SUBJECT
<ul style="list-style-type: none"> • Call to Order: 8:10 am Welcome Visitors/Citizens <ul style="list-style-type: none"> ➤ Present: Lee Sturgeon, Cheryl Estes, Vicki Moreno, Kathy Mobley ➤ Not present: Eric Peterson ➤ Visitors: Craig Lindholm, Brenda Buck, Ana Perry • Opening Statement: Read Mission/Vision/Core Value Statements • Discuss: Nominations to fill vacant MS board opening[s] <ul style="list-style-type: none"> ➤ Nomination to add Anna Perry and Ashley Alexander Hamm to the Main Street Board. Lee Sturgeon motioned, Kathy Mobley 2nd. Motion passed. Brenda will get Anna Perry and Ashley Alexander Hamm information about the different committees available. Lee may also have the Main Street informational books. 		<p style="text-align: right;">Cheryl Estes</p> <p style="text-align: right;">Brenda Buck</p>
<u>Committee Reports—Discuss:</u>		
<ul style="list-style-type: none"> • Design—Façade grants/status/pending applications <ul style="list-style-type: none"> ➤ Ashley Alexander/Winnsboro Floral by Ashley: no information returned ➤ Anna Perry/Annie Mae's—Motion made to pay for Anna Mae's Coffee House repairs at \$427.00. Lee Sturgeon made motion, Kathy Mobley 2nd. Motion Passed. ➤ Lou Ann/Main Street Antique Mall: Wants to do repairs on windows, but just in the "asking" stage. • Economic Vitality-- <ul style="list-style-type: none"> ➤ City is sending out vacant building notices as of 10/1/17. In 2015 notices were sent out, no registrations came back. In 2016, no notices were sent out. We need to find ways to move property owners off of center to get them to renovate or sell empty buildings. City needs to review other community vacant building ordinances so we can prepare for the future and vacant buildings won't be an issue. • Organization-- <ul style="list-style-type: none"> ➤ No report • Promotions-- <ul style="list-style-type: none"> ➤ Monday Night Live: September 18 at 5:00. Farmer's Market is participating and Debra will send vendor list soon. Diamond G Cedar will not participate this MNL. Barrell house will have food, but limited menu, and Brenda will speak with them about bottle sales. Rooster will have snack food and beer in bin. Lone Republic is serving hamburgers and setting out tables. Brenda will also ask Liefie Li Vin if they will participate, Red Road Vineyard and Winery, Los Pinos Winery, and Sweet Sensations for desserts. Brenda has spoken with several of 		<p style="text-align: right;">Lee Sturgeon</p> <p style="text-align: right;">Eric Peterson</p> <p style="text-align: right;">MS Board</p> <p style="text-align: right;">MS Board</p>

the vendors who no longer participate in MNL and they have said it's difficult to participate on a day off and when their sales are low.

- **Facebook:** up and running. Need to go to all retailers and share it.

Manager's Report/Updates –Discuss/Action:

Brenda Buck

- Main Street 10 Criteria ANNUAL REPORT (September 1, 2016 to November 30, 2017 timeline) is due soon on November 30, 2017. Brenda gave a heads up that she will be visiting with board members for information to complete the report. Board voiced their agreement to help.
- Winnsboro brochures and Historic Walking Tour review: Brenda and Vickie will get together to see what brochures we currently have and how we can have ONE good one for the city of Winnsboro.
- **New Business—Discuss/Action**
 - None
- **Old Business—Discuss/Action**
 - Vacant building “nostalgia” window pictures: On hold at the moment until we can see the response for the letter from the city on vacant buildings.
- **Consent Items:**
 - Approval of August 2017 meeting minutes: Lee Sturgeon motioned to accept and Cheryl Estes 2nd, Motion passed.
- **Public Forum/citizen comments*:**
 - None
- **Meeting adjourned at 9:40 am**

**MAIN STREET BOARD
8 AM December 13, 2017
Depot – Boardroom, Winnsboro, TX**

MINUTES

- **Call to Order:** Welcome Visitors/Citizens **Cheryl Estes**
 - Present: Cheryl Estes, Eric Peterson
 - Absent: Ana Perry
 - Visitors: Brenda Buck
- **Opening Statement:** Read Mission/Vision/Core Value Statements **Eric Peterson**
- **Discuss: Nominations to fill vacant MS board opening[s]**
 - Design Committee Chair available.

Committee Reports—Discuss:

- **Design—Façade grants/status/pending applications** **MS Board**
 - Ashley Alexander/Winnsboro Floral by Ashley: pending.
 - Ana Perry/Annie Mae's: pending.
 - Cheryl Estes/Copper Leaf: renovation completed and reimbursement pending.
- **Economic Vitality--** **Eric Peterson**
 - No new business to report.
- **Organization--** **Board discussion**
 - Discussed changes for next meeting agenda. Board would like to make an amendment to Article 2.6 of the Bylaws that currently reads Resignation to be changed to "Removal" with an added article named Resignation with appropriate wording. Other corrections discussed were to make the highlighted changes in the document. MSM will make changes and have available for further discussion at next meeting.
- **Promotions--** **MS Board**
 - Discussed Merchant's Meeting scheduled for January 8th @ 8:45-9:45. Identified desired participants: Autumn Trails, Chamber of Commerce, Winnsboro Center for the Arts, Winnsboro EDC, and Winnsboro Main Street. Goals of the meeting identified as: organization overview and 2018 calendar events the organization will sponsor.
 - Monday Night Live—discussion of next year's MNL postponed until next agenda allowing for merchant's group to meet January 2018.

Manager's Report/Updates –Discuss/Action:

Brenda Buck

- Main Street 10 Criteria ANNUAL REPORT is reported as completed and sent to the state on time.
- Winnsboro brochures and Historic Walking Tour review
 - Other examples of maps still being gathered at this time.
- Visits to other communities
 - MS Manager represented Winnsboro Main Street by being chosen to judge the Mt. Vernon parade on Friday, December 1st.
- **New Business—Discuss/Action**
 - Nominations:

- Lorrie Hazelwood has returned her application to the MS Board. Eric motioned to approve application. Cheryl second. Motion passed.
- Cheryl will take an application to David Hood. He has expressed an interest
- Cheryl will take an application to Cypress Creek owner. He has expressed an interest to serve on board.
- Cheryl will take an application to Winnsboro Bakery owners Nancy Briggs and Suzanne who are also interested in serving on the board.
- Brenda will talk to Jackie Strydom who has also expressed an interest to serve. An application has been sent to Jackie.
- Resignations:
 - Resignations from Vicki Moreno, Lee Sturgeon, Kathy Mobley, Steve Barnhart, and Alisa Burnham all need to be determined if they have been submitted to city council as resignations or if still need to be done. MSM will look through meeting minutes to determine and submit accordingly.
- **Old Business—Discuss/Action**
 - None
- **Consent Items:**
 - None
- **Public Forum/citizen comments**
 - None
- **Adjournment**

Meeting Adjourned at: 9:18 am December 13, 2017

**CITY OF WINNSBORO
BOARD AND COMMISSION APPLICATION**

Name: Anastasia Pervy Address: 108 W Elm St
 Home Phone (903) 767-7448 Work Phone (903) 347-6510
 Employer: Annie Mae's Title: owner
 Work Address: 108 W. Elm St. E-mail Address: mailformay3@gmail
 City Resident? ☒ Yes (for 17 years) ☐ No Qualified Voter? ☒ Yes ☐ No com
 Educational Background: HS Diploma Associates Degree in Culinary Arts
 Past Experience on Boards and Commissions (Check all that apply):
☐ Planning and Zoning Commission ☐ Main Street Board
☐ Zoning Board of Adjustments ☐ Parks & Recreation Board
☐ Airport Board ☐ Economic Development (WEDC)
 Other _____

If board experience was for a city other than Winnsboro, please explain below:

Please indicate the boards/commissions on which you would like to serve. Indicate order of preference by ranking 1 for your first choice to 8 for your last choice.

☐ Planning and Zoning Commission ☒ Main Street Board
☐ Zoning Board of Adjustments ☐ Parks & Recreation Board
☐ Airport Board
☐ Economic Development Board ☐ Other _____

Why do you want to serve on a City Board/Commission?

What qualifications or talents would you bring to a City Board/Commission?

I am part of a younger generation and would like to bring people my age to Winnsboro.

(OVER)

Do you have any business or personal relationship with the City of Winnsboro that would affect your ability to have impartial judgement in City matters? ☐ Yes ☒ No

If yes, please explain _____

Are you currently or have you ever been convicted of a crime? (Misdemeanor, felony, or military court martial, exclusive of minor traffic violations) _____ Yes ☒ No

If yes, please explain. (Dates, places, fines/sentences) _____

Must be current on all property taxes or any other debt you have with the City of Winnsboro, Texas in any manner.

AUTHORIZATION AND RELEASE

I hereby request consideration for appointment to a Board or Commission of the City of Winnsboro, Texas. I affirm that all the information contained in this application is true and complete and that any misrepresentation, falsification, or omission shall be cause for relinquishing my role as a volunteer for the City of Winnsboro.

Applicant Signature

Date

City Secretary

Date

Return to: Boards & Commissions, c/o City Administrator, 501 S. Main St., Winnsboro, TX 75494



City of Winnsboro

501 South Main Street
Winnsboro, Texas 75494
Phone: (903) 342-3654
Fax: (903) 342-5708
www.winnsborotexas.com

BOARD AND COMMISSION APPLICATION

Name: Lorrie Hazlewood Address: 141 CR 4412 Winnsboro, TX
Home Phone (903) 347-6013 Work Phone (903) 342-6310
Employer: 215 Main Flowerland Title: owner
Work Address: 215 North Main St. E-mail Address: lorrie@215maintx.com
City Resident? ☐ Yes (for ☐ years) ☒ No Qualified Voter? ☒ Yes ☐ No

Educational Background: _____

Past Experience on Boards and Commissions (Check all that apply):

<input type="checkbox"/> Planning and Zoning Commission	<input type="checkbox"/> Main Street Board
<input type="checkbox"/> Zoning Board of Adjustments	<input type="checkbox"/> Parks & Recreation Board
<input type="checkbox"/> Airport Board	<input type="checkbox"/> Economic Development (WEDC)
Other _____	

If board experience was for a city other than Winnsboro, please explain below:

Please indicate the boards/commissions on which you would like to serve. Indicate order of preference by ranking 1 for your first choice to 8 for your last choice.

<input type="checkbox"/> Planning and Zoning Commission	<input checked="" type="checkbox"/> Main Street Board
<input type="checkbox"/> Zoning Board of Adjustments	<input type="checkbox"/> Parks & Recreation Board
<input type="checkbox"/> Airport Board	
<input type="checkbox"/> Economic Development Board	<input type="checkbox"/> Other _____

Why do you want to serve on a City Board/Commission?

to help better serve our downtown and main street

What qualifications or talents would you bring to a City Board/Commission?

passion, a love for our community, helping maintain the appearance of our main street, and organization.

Do you have any business or personal relationship with the City of Winnsboro that would affect your ability to have impartial judgement in City matters? ☐ Yes ☒ No

If yes, please explain _____

Are you currently or have you ever been convicted of a crime? (Misdemeanor, felony, or military court martial, exclusive of minor traffic violations) ☐ Yes ☒ No

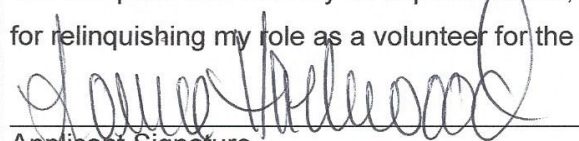
If yes, please explain. (Dates, places, fines/sentences) _____

Must be current on all property taxes or any other debt you or your business may have with the City of Winnsboro, Texas.

AUTHORIZATION AND RELEASE

I hereby request consideration for appointment to a Board or Commission of the City of Winnsboro, Texas. I affirm that all the information contained in this application is true and complete and that any misrepresentation, falsification, or omission shall be cause for relinquishing my role as a volunteer for the City of Winnsboro.

Applicant Signature



Date

12/12/17

Return to: Winnsboro City Secretary, 501 S. Main St., Winnsboro, TX 75494

Executive Summary

To:	City Council
Submitted By:	Andy Chester
Date:	

Discuss/Seek Guidance/Action:
Eyewitness Identification Policy - Police Department

Executive Summary:
Chief Andy Chester presents the Eyewitness identification policy for Council review and approval.

Chapter 40

Eyewitness Identification

I. Purpose

The purpose of this policy is to outline proper protocol for eyewitness identification procedures for photographic, show-up, and live lineup identifications which maximize the reliability of identifications, protect innocent persons, and establish evidence that is reliable and conforms to established legal requirements.

II. Policy

Eyewitness identifications are a significant component of many criminal investigations. The identification process must be carefully administered to minimize the likelihood of misidentifications. Moreover, constitutional safeguards must be observed in the process. The goal of reducing erroneous convictions can be furthered in many ways. Employing the most rigorous eyewitness identification methods is one way of doing this, but there are others. The eyewitness identification process is only one step in the criminal investigative process, albeit an important one. Corroborative evidence, for example, will lessen the impact of an erroneous eyewitness identification. The more other evidence that is available, the less risk there is of conviction based solely on erroneous eyewitness identification. There is no substitute for a competent and thorough criminal investigation.

III. Procedural Guidelines

A. Definitions

1. **Blind Procedure** – A procedure wherein the person administering the live lineup or photo array does not know who the suspect is.
2. **Blinded Photo Array Procedure** – A procedure wherein the person who administers the photo array knows who the suspect is, but each photo is presented so that the administrator cannot see or track which photograph is being presented to the witness.
3. **Folder Shuffle Method** – A method of administering a photo array such that the administrator cannot see or track which photograph is being presented to the witness until after the procedure is completed. This method is employed when a blind procedure is not possible.

4. **Fillers** – Non-suspect photographs or persons. Fillers are selected to both fit the description of the perpetrator provided by the witness and to ensure that no individual or photo stands out.
 5. **Illiterate Person** – An individual who speaks and understands English but cannot read and write in English.
 6. **Interpreter** – An interpreter is a person who is fluent in English and the language of the witness or victim and who facilitates communication between two parties in two different languages. The term includes persons who facilitate communication with persons who are deaf, hearing impaired, or speaking impaired.
 7. **Live lineup** – An identification procedure in which a group of persons is displayed to the witness or victim in order to identify or exclude the suspect.
 8. **Person with Limited English Proficiency** – An individual who is unable to communicate effectively in English with a level of fluency that is typical of native English speakers. Such a person may have difficulty speaking, reading, or writing in English and includes persons who can comprehend English, but are physically unable to talk or write.
 9. **Photo Array** – An identification procedure in which a series of photographs is displayed to the witness or victim in order to identify or exclude the suspect.
 10. **Sequential Live Lineup or Photo Array** – An identification procedure in which the persons in the live lineup or the photographs in the photo array are displayed one by one (sequentially).
 11. **Show-up** – An identification procedure in which a single suspect is shown to a victim or witness soon after the commission of a crime for the purpose of identifying or eliminating the suspect as the perpetrator.
 12. **Witness Certification Statement** – A written statement that is read out loud to the witness or victim describing the procedures of the identification process.
- B. Selecting the Best Identification Method
1. Photo arrays are preferred over other techniques because: (a) they can be controlled better, (b) nervousness can be minimized, and (c) they are easier to manage logistically.
 2. Because they involve multiple persons under relatively controlled circumstances, a properly conducted live lineup, like a properly conducted photo array, is preferable to a show-up.

3. Because they are highly suggestive, show-ups are vulnerable to challenges to their validity. Consequently, a show-up should be employed only where other indicia of guilt are present (e.g., suspect located relatively close in time and place to the crime).
4. Because witnesses may be influenced, however unintentionally, by cues from the person administering the procedure, a blind administrator should be used. This can be achieved through the use of a blind procedure or a blinded photo array procedure (e.g. the folder shuffle method).
5. Because research shows the sequential presentation of live lineups and photo arrays is less likely to result in misidentification and carry very little risk of increasing the likelihood of failure to identify the suspect, a sequential presentation should be used.

C. Selecting Fillers

All persons in the photo array or live lineup should be of the same sex and race and should be reasonably similar in age, height, weight, and general appearance. Ideally, the characteristics of the filler should be consistent with the description of the perpetrator provided by the witness(es). Where there is a limited or inadequate description of the perpetrator provided by the witness(es), where the description of the perpetrator differs significantly from the appearance of the suspect, where a witness has provided a highly detailed description, or where the witness's description of the perpetrator or the suspect has a highly distinctive feature, fillers should be chosen so that no person stands out in the live lineup or photo array.

D. Explaining that the Perpetrator May or May Not Be Present

Because witnesses may be under pressure to identify a suspect, they should be informed that the suspect may or may not be present in a live lineup or photo array and that the person presented in a show-up may or may not be the perpetrator.

E. Explaining that the Investigation will Continue

The administrator should also explain to the witness that the investigation will continue, regardless of whether an identification is made, as another way of alleviating pressure on the witness to identify a suspect.

F. Witness Contamination

Precautions must be taken to ensure that witnesses do not encounter suspects or fillers at any time before or after the identification procedure. Avoid multiple identification procedures in which the same witness views the same suspect more than once. When showing a different suspect to the same witness, do not reuse the same fillers from a

previous live lineup or photo array shown to that witness. Witnesses should not be allowed to confer with each other before, during, or after the identification procedure. Ensure that no one who knows the suspect's identity is present during live lineup or photo array procedure. In some live lineups, exceptions must be made to allow for the presence of defense counsel.

G. Documenting the Procedure

In order to strengthen the evidentiary value of the identification procedure, it should be documented in full. Video documentation is the preferred method. Audio recording is the preferred alternative. If neither method is employed, then the reason for not video or audio recording should be documented.

IV. Standard Operating Procedures

The procedures which follow have been designed to: (a) reduce erroneous eyewitness identifications, (b) enhance the reliability and objectivity of eyewitness identifications, (c) collect and preserve eyewitness evidence properly, (d) respect the needs and wishes of victims and witnesses, and (d) address the needs of witnesses with limited English proficiency, where applicable.

In order to choose among the various identification methods, a brief description of each method follows in order of most preferred method to least preferred. Once the appropriate method is selected, the administrator should go directly to the Standard Operating Procedures for that particular method.

A. Descriptions of Eyewitness Identification Methods

1. Sequential, Blind Photo Array – photo arrays where the photographs are presented one at a time to the witness or victim by a person who does not know who the suspect is. This method requires a preparer who may be familiar with the case and an administrator who does not know the identity of the suspect.
2. Sequential, Blinded Photo Array – photo arrays where the photographs are presented one at a time to the witness or victim by a person who knows who the suspect is, but who takes steps (putting the photographs in folders and shuffling them) to avoid knowledge of which person the witness or victim is looking at. This method typically involves an administrator who is familiar with the case and knows who the suspect is.
3. Sequential Live Lineup – live lineups where the persons in the live lineup are presented one at a time to the witness or victim. This method requires a preparer

who may be familiar with the case and an administrator who does not know the identity of the suspect.

4. Show-up – procedure where the witness or victim is presented with a single suspect and asked to identify whether that suspect is the perpetrator. This procedure can be carried out by any officer.

B. Standard Operating Procedures for Sequential, Blind Photo Array Administrations

1. Preparation

a. Designating a Preparer

Preparing the photo array should be undertaken by someone other than the person who will administer the photo array. Ideally, the investigating officer will prepare the photo array as this ensures that others who might be involved in the case are not used as fillers. Moreover, because the investigating officer knows who the suspect is, he or she should not be conducting the actual administration of the photo array.

b. Selecting Suspect Photograph

If multiple photos of the suspect are available, choose the photo that most resembles the suspect's appearance at the time of the crime. Do not include more than one photograph of the same suspect. If you do not know what the suspect looked like at the time of the crime, choose the photo that most resembles the victim's or witness's description of the perpetrator. If there are multiple suspects, include only one suspect's photo in the array.

c. Selecting Fillers

All persons in the photo array should be of the same sex and race and should be reasonably similar in age, height, weight, and general appearance. Ideally, the characteristics of the filler should be consistent with the description of the perpetrator provided by the witness(es). Where there is a limited or inadequate description of the perpetrator provided by the witness(es), where the description of the perpetrator differs significantly from the appearance of the suspect, fillers should be chosen so that no person stands out in the photo array. Do not mix color and black and white photos. Use photos of the same size and basic composition. Never mix mug shots with other types of photographs.

d. Choosing Number of Fillers

Wherever possible, include a minimum of five fillers. Because increasing the number of fillers tends to increase the reliability of the procedure, one may have more than the minimum number of fillers.

e. Ensuring Similarity

Assess the array to ensure that no person stands out from the rest. Cover any portions of the photographs that provide identifying information on the suspect and similarly cover other photographs used in the array.

f. Placing Subject Photographs in Order

- 1) Place a filler in the lead position.
- 2) Place the remaining photographs which will comprise the photo array in random order.
- 3) Place two blank photographs at the end (blanks on the same type of photographic paper as the actual photographs but which will not be shown to the witness; this is intended to cause the witness to think there may still be photographs to view in order to reduce pressure to choose what the witness may presume to be the last photograph).

g. Presenting the Photo Array to the Independent Administrator

Present the ordered photo array to the independent administrator. Do not tell the independent administrator which position the suspect is in.

2. Administration

The administrator of the photo array presentation should be an independent administrator who does not know the identity of the suspect and the witness should be informed of this. In a blind procedure, no one should be present who knows the suspect's identity.

a. Blinded Administration

If the blind procedure described above is not followed, then the photo array administrator should document the reason why and the administrator should be blinded. That is, he or she should conduct the photo array in a manner such that he or she does not know which person in the array the witness is looking at. There is a separate sample standard operating procedure for blinded photo array administration in this model policy immediately following this standard operating procedure.

b. Instruct Witness

Each witness should be instructed outside the presence of the other witnesses. The independent administrator should give the witness a written copy of the following Witness Certification Statement and should read the instruction statement aloud at the beginning of each identification procedure:

7

In a moment, I am going to show you a series of photos. The person who committed the crime may or may not be included. I do not know whether the person being investigated is included.

Even if you identify someone during this procedure, I will continue to show you all photos in the series.

The investigation will continue whether or not you make an identification.

Keep in mind that things like hair styles, beards, and mustaches can be easily changed and that complexion colors may look slightly different in photographs.

You should not feel you have to make an identification. It is as important to exclude innocent persons as it is to identify the perpetrator.

The photos will be shown to you one at a time. Take as much time as you need to look at each one. After each photo, I will ask you "Is this the person you saw [insert description of act here]?" Take your time answering the question. If you answer "Yes," I will then ask you, "In your own words, can you describe how certain you are?"

Because you are involved in an ongoing investigation, in order to prevent damaging the investigation, you should avoid discussing this identification procedure or its results.

Do you understand the way the photo array procedure will be conducted and the other instructions I have given you?

c. Document Consent to Participate

Witnesses should then be asked to read the following additional paragraph and sign and date below.

I have read these instructions, or they have been read to me, and I understand the instructions. I am prepared to review the photographs, and I will follow the instructions provided on this form.

- a) Some witnesses may decline to sign. When a witness declines to sign, it is sufficient for the investigating officer to document that the witness was appropriately instructed.

d. Presentation of Photographs

Present each photo to the witness separately (one at a time), in order. When the witness is finished viewing the photo, have the witness hand the photo back.

e. Question Witness

After the witness has looked at a photo and handed it back to you, ask: **"Is this the person you saw [insert description of act here]?"** If the witness answers "Yes," ask the witness, **"In your own words, can you describe how certain you are?"**

f. Document Witness's Responses

Document the witness's response using the witness's own words. Have the witness complete the appropriate section of the Witness Certification Statement to reflect the outcome of the procedure.

g. Show All Photographs

Even if the witness makes an identification, show the witness the next photo until you have gone through all the photographs. If a witness asks why he or she must view the rest of the photos, despite already making an identification, simply tell the witness that to assure objectivity and reliability, the witness is required to view all of the photographs.

h. Avoid Feedback During the Procedure

Do not give the witness any feedback regarding the individual selected or comment on the outcome of the identification procedure in any way. Be aware that witnesses may perceive such things as unintentional voice inflection or prolonged eye contact, in addition to off-hand words or phrases, as messages regarding their selection. Avoid casual conversation comments such as "very good." Be polite but purposeful when you speak.

i. Additional Viewings

Only upon request of the witness, the witness may view the photo array again after the first photo array procedure has been completed. If the witness requests an additional viewing, the photo array administrator should present the entire photo array in the same order as the original presentation, a second time. If this occurs, it must be documented. The photo array administrator should never suggest an additional viewing to the witness. It is recommended that the witness not be allowed to view the photo array more than two times.

j. Subsequent Use of Materials

Ensure that if the witness writes on, marks, or in any way alters identification materials, those materials are not used in subsequent procedures.

k. Multiple Identification Procedures With Same Witness

Avoid multiple identification procedures in which the same witness views the same suspect more than once.

l. Multiple Identification Procedures With Different Witness

If you need to show the same suspect to a new witness, have the preparer remix the photo array and renumber them accordingly.

m. Multiple Suspects

When there are multiple suspects, a separate photo array should be conducted for each suspect. There should not be more than one suspect per photo array.

n. Reuse of Fillers

When showing a different suspect to the same witness, do not reuse the same fillers from a previous array shown to that witness.

o. Contact Among Witnesses

To the extent possible, prevent witnesses from conferring with each other before, during, and after the photo array procedure.

p. Identification of Special Features

Only after an identification is made, a follow-up interview should assess any relevant factors that support the identification, such as: special facial features, hair, marks, etc.

3. Special Procedures are Required for Illiterate Persons or Persons Who Possess Limited English Proficiency

a. Be Alert to People Who do not Speak English or Possess Limited English Proficiency

Given the diversity of communities, police officers may encounter persons who do not speak English or who possess limited English proficiency in the course of a criminal investigation. When presented with this situation, officers should carefully consider the ethical and legal ramifications of how to handle the case when there is a language barrier.

b. Using an Interpreter

10

Unless the administrator speaks the victim's or witness's language fluently, an interpreter should be used for persons who do not speak English. The interpreter shall sign the Witness Instruction Statement on obtaining consent of a non-English speaking person to assist in the eyewitness identification process. Law enforcement personnel should consider arranging for an interpreter if a person interviewed:

- 1) Is unable to communicate in English
- 2) Has a limited understanding of English
- 3) Is deaf, hearing impaired, or speaking impaired
- 4) Is otherwise physically challenged to communicate in English

c. Review and Explain Forms

If the person is unable to read, the administrator, in the presence of the witness, will give the explanation, read any forms, and obtain consent and acknowledge the consent on the Witness Certification Statement, stating why the person was unable to sign the form.

4. Documentation

In order to strengthen the evidentiary value of the administration it should be documented in full. Video documentation (with audio) is the preferred method. Audio recording is the preferred alternative. If neither method is employed, then the reason for not video or audio recording should be documented. Preserve the photo array, together with all information about the identification process.

C. Standard Operating Procedures for Sequential, Blinded Photo Array Administrations

1. Preparation

a. Select Suspect Photograph

If multiple photos of the suspect are available, choose the photo that most resembles the suspect's appearance at the time of the crime. Do not include more than one photograph of the same suspect. If you do not know what the suspect looked like at the time of the crime, choose the photo that most resembles the victim's or witness's description of the perpetrator. If there are multiple suspects, include only one suspect's photo in the array.

b. Selecting Fillers

All persons in the photo array should be of the same sex and race and should be reasonably similar in age, height, weight, and general appearance. Ideally, the characteristics of the filler should be consistent with the description of the perpetrator provided by the witness(es). Where there is a limited or inadequate description of the perpetrator provided by the witness(es), where the description of the perpetrator differs significantly from the appearance of the suspect, fillers should be chosen so that no person stands out in the photo array. Do not mix color and black and white photos. Use photos of the same size and basic composition. Never mix mug shots with other types of photographs.

c. Choosing Number of Fillers

Whenever possible, include a minimum of five fillers. Because increasing the number of fillers tends to increase the reliability of the procedure, one may have more than the minimum number of fillers.

d. Ensuring Similarity

Assess the array to ensure that no person stands out from the rest. Cover any portions of the photographs that provide identifying information on the suspect and similarly cover other photographs used in the array.

e. Placing Subject Photographs in Order

- 1) Place a filler in a folder and set it aside for placement in the lead position.

- 2) Place the remaining photographs which will comprise the photo array in separate folders and place them in random order (mix them up) so you do not know which photograph is in which folder.
- 3) Take the folder you set aside in step 1), above and place it in the lead position.
- 4) Place two empty folders at the end.
- 5) Number the folders.

2. Administration

a. Blinded Administration

The purpose of a blinded administration is to conduct the photo array in a manner such that the administrator does not know which person in the array the witness is looking at.

b. Instruct Witness

Each witness should be instructed outside the presence of the other witnesses. The blinded administrator should give the witness a written copy of the following Witness Instruction Statement and should read the instruction statement aloud at the beginning of each identification procedure:

The folders in front of you contain photos. In a moment, I am going to ask you to look at the photos. The person who committed the crime may or may not be included in the photos.

Although I placed the photos into the folders, I have shuffled the folders so that right now I do not know which folder contains a particular photo.

Even if you identify someone during this procedure, I will continue to show you all photos in the series.

The investigation will continue whether or not you make an identification.

Keep in mind that things like hair styles, beards, and mustaches can be easily changed and that complexion colors may look slightly different in photographs.

You should not feel you have to make an identification. It is as important to exclude innocent persons as it is to identify the perpetrator.

You will look at the photos one at a time. When you open a folder, please open it in a manner that does not allow me to see the photo inside the folder. Take as much time as you need to look at each one.

When you have finished looking at a photo, close the folder and hand it to me. I will then ask you, "Is this the person you saw [insert description of act here]?" Take your time answering the question. If you answer "Yes," I will then ask you, "In your own words, can you describe how certain you are?"

Because you are involved in an ongoing investigation, in order to prevent compromising the investigation, you should avoid discussing this identification procedure or its results.

Do you understand the way the photo array procedure will be conducted and the other instructions I have given you?

c. Document Consent to Participate

Witnesses should then be asked to read the following additional paragraph and sign and date below.

I have read these instructions, or they have been read to me, and I understand the instructions. I am prepared to review the photographs, and I will follow the instructions provided on this form.

- 1) Some witnesses may decline to sign. When a witness declines to sign, it is sufficient for the investigating officer to document that the witness was appropriately instructed.

d. Present Folders

Present each folder to the witness separately (one at a time), in order. The blinded administrator should not be in a position to view the photographs while the witness is viewing the photographs. The eyewitness should be the only person viewing the photographs. When the witness is finished viewing the photo, have the witness hand the folder back.

e. Question Witness

After the witness has looked at a photo and handed it back to you, ask: **"Is this the person you saw [insert description of act here]?"** If the witness answers "Yes," ask the witness, **"In your own words, can you describe how certain you are?"**

f. Document Witness's Responses

Document the witness's response using the witness's own words. Have the witness complete the appropriate section of the Witness Certification Statement to reflect the outcome of the procedure.

g. Show All Folders with Photos

Show all folders containing photos to the witness. Even if the witness makes an identification, show the witness the next photo until you have gone through all the photographs. If a witness asks why he or she must view the rest of the photos, despite already making an identification, simply tell the witness that to assure objectivity and reliability, the witness is required to view all of the photographs.

h. Avoid Feedback During the Procedure

Do not give the witness any feedback regarding the individual selected or comment on the outcome of the identification procedure. Be aware that witnesses may perceive such things as unintentional voice inflection or prolonged eye contact, in addition to off-hand words or phrases, as messages regarding their selection. Avoid casual conversation comments such as "very good." Be polite but purposeful when you speak.

i. Additional Viewings

Only upon request of the witness, the witness may view the photo array again after the first photo array procedure has been completed. If the witness requests an additional viewing, the photo array administrator should present the entire photo array in the same order as the original presentation, a second time. If this occurs, it must be documented. The photo array administrator should never suggest an additional viewing to the witness. It is recommended that the witness not be allowed to view the photo array more than two times.

j. Subsequent Use of Materials

Ensure that if the witness writes on, marks, or in any way alters identification materials, those materials are not used in subsequent procedures.

k. Multiple Identification Procedures with Same Witness

Avoid multiple identification procedures in which the same witness views the same suspect more than once.

l. Multiple Identification Procedures with Different Witness

If you need to show the same suspect to a new witness, remix the photo array as before and renumber them accordingly.

m. Multiple Suspects

When there are multiple suspects, a separate photo array should be conducted for each suspect. There should not be more than one suspect per photo array.

n. Reuse of Fillers

When showing a different suspect to the same witness, do not reuse the same fillers from a previous array shown to that witness.

o. Contact Among Witnesses

To the extent possible, prevent witnesses from conferring with each other before, during, and after the photo array procedure.

p. Identification of Special Features

Only after an identification is made, a follow-up interview should assess any relevant factors that support the identification, such as: special facial features, hair, marks, etc.

3. Special Procedures are Required for Illiterate Persons or Persons Who Possess Limited English Proficiency

a. Be Alert to People Who do not Speak English or Possess Limited English Proficiency

Given the diversity of communities, police officers may encounter persons who do not speak English or who possess limited English proficiency in the course of a criminal investigation. Where presented with this situation, officers should carefully consider the ethical and legal ramifications of how to handle the case when there is a language barrier.

b. Using an Interpreter

Unless the administrator speaks the victim's or witness's language fluently, an interpreter should be used for persons who do not speak English. The interpreter shall sign the Witness Certification Statement on obtaining consent of a non-English speaking person to assist in the eyewitness identification process. Law

enforcement personnel should consider arranging for an interpreter if a person interviewed:

- 1) Is unable to communicate in English
- 2) Has a limited understanding of English
- 3) Is deaf, hearing impaired, or speaking impaired
- 4) Is otherwise physically challenged to communicate in English

c. Review and Explain Forms

If the person is unable to read, the administrator, in the presence of the witness, will give the explanation, read any forms, and obtain consent and acknowledge the consent on the Witness Instruction Statement, stating why the person was unable to sign the form.

4. Documentation

In order to strengthen the evidentiary value of the administration it should be documented in full. Video documentation (with audio) is the preferred method. Audio recording is the preferred alternative. If neither method is employed, then the reason for not video or audio recording should be documented. Preserve the photo array, together with all information about the identification process.

D. Standard Operating Procedures for Sequential, Blind Live lineups

1. Live line-ups will not normally be used due to the difficulty of administration and the difficulty in obtaining sufficient number of individuals with similar physical characteristics. Should an investigator determine a need for a live-up, the investigator should contact the District Attorney for procedural and technical assistance and the line-up should be carried out with the intent of this policy in mind.

E. Standard Operating Procedures for Show-ups

Show-ups should be avoided whenever possible because of their suggestiveness. Photo arrays and live lineups are preferred. However, where circumstances require the prompt display of a suspect to a witness, the following procedures should be followed to minimize potential suggestiveness.

1. Preparation

a. Contact Among Witnesses

Separate witnesses and do not allow communication between them before or after conducting a show-up.

b. Document Witness's Description of Perpetrator

Document the witness's description of the perpetrator prior to conducting the show-up.

c. Temporal and Spatial Proximity to the Offense

Use show-ups only where the suspect is detained within a reasonably short time frame following the offense and is found in relatively close proximity to it. Although this is dependent on the individual circumstances of each case, courts have generally held that a two-hour time lapse is acceptable.

d. Transport Witness to Suspect

Transport the witness to the location of the suspect whenever practical, rather than bringing the suspect to the witness. The suspect may be taken to a location where the witness can view the suspect for possible identification.

e. Do not Return Suspect to Crime Scene

Suspects should not be taken to the scene of the crime.

f. Disclosure of Location of Witness's Home

Consider carefully whether to take the suspect to the witness's or victim's home.

g. Avoid Appearance of Guilt

Do not conduct show-ups when the suspect is in a patrol car, handcuffed, or physically restrained by police officers unless such protective measures are necessary to ensure safety.

h. Minimize Reliance on Show-ups

If one witness identifies the suspect, you are strongly urged to use a photo array or a live lineup with any remaining witnesses.

2. Administration

a. Instruct Witness

Each witness should be instructed outside the presence of the other witnesses. The show-up administrator should give the witness a written copy of the following Witness Certification Statement and should read the instruction statement aloud at the beginning of the show-up identification procedure:

In a moment, I am going to show you a person who may or may not be the person who committed the crime.

You should not feel you have to make an identification. It is as important to exclude innocent persons as it is to identify the perpetrator. The investigation will continue whether or not you make an identification.

Because you are involved in an ongoing investigation, in order to prevent damaging the investigation, you should avoid discussing this identification procedure or its results.

Do you understand the procedure and the instructions I have given you?

b. Presentation of Suspect and Questioning of Witness

Present the suspect to the witness and ask the witness whether the person they are looking at is the person they saw commit the crime.

If the witness answers "Yes," ask the witness to describe, in their own words, how certain they are.

c. Document Witness's Response

Document the witness's response using the witness's own words.

d. Multiple Identification Procedures With Same Witness

Avoid multiple identification procedures in which the same witness views the same suspect more than once.

e. Avoid Requirement of Performance by the Suspect

Do not require show-up suspects to put on clothing worn by, speak words uttered by, or perform other actions of the perpetrator.

f. Avoid Conduct Suggestive of the Suspect's Guilt

Officers should avoid words or conduct that may suggest to the witness that the individual is or may be the perpetrator.

g. Contact Among Witnesses

Remind the witness not to talk about the show-up to other witnesses until police or prosecutors deem it permissible.

3. Special Procedures are Required for Illiterate Persons or Persons Who Possess Limited English Proficiency

a. Be Alert to People Who do not Speak English or Possess Limited English Proficiency

Given the diversity of communities, police officers may encounter persons who do not speak English or who possess limited English proficiency in the course of a criminal investigation. Where presented with this situation, officers should carefully consider the ethical and legal ramifications of how to handle the case when there is a language barrier.

b. Using an Interpreter

Unless the show-up administrator speaks the victim's or witness's language fluently, an interpreter should be used for persons who do not speak English. Law enforcement personnel should consider arranging for an interpreter if a person interviewed:

1) Is unable to communicate in English

- 2) Has a limited understanding of English
- 3) Is deaf, hearing impaired, or speaking impaired
- 4) Is otherwise physically challenged to communicate in English

4. Documentation

In order to strengthen the evidentiary value of the administration it should be documented in full including the time, date, and location of the procedure, identities of persons present, and the outcome of the procedure. Video documentation (with audio) is the preferred method. Audio recording is the preferred alternative. If neither method is employed, then the reason for not video or audio recording should be documented.

Appendix A

Witness Certification Statement for Photo Array

Reference No.:

Offense:

Date of Offense:

Witness:

Time, Date, and Place of Photo Array:

Persons present:

Instructions:

In a moment, I am going to show you a series of photos. The person who committed the crime may or may not be included.

The investigation will continue whether or not you make an identification. Even if you identify someone during this procedure, I will continue to show you all photos in the series. Keep in mind that things like hair styles, beards, and mustaches can be easily changed and that complexion colors may look slightly different in photographs.

You should not feel you have to make an identification. It is as important to exclude innocent persons as it is to identify the perpetrator. The photos will be shown to you one at a time. Take as much time as you need to look at each one. After each photo, I will ask you "Is this the person you saw [insert description of act here]?" Take your time answering the question. If you answer "Yes," I will then ask you, "In your own words, can you describe how certain you are?"

Because you are involved in an ongoing investigation, in order to prevent damaging the investigation, you should avoid discussing this identification procedure or its results.

Do you understand the way the photo array procedure will be conducted and the other instructions I have given you?

Consent to Participate:

I have read these instructions, or they have been read to me, and I understand the instructions. I am prepared to review the photographs and I will follow the instructions provided on this form.

Signed: _____
(Witness)

I certify that I have translated and read the instructions to the witness.

Signed: _____
(Translator, if applicable)

Signed: _____
(Photo Array Administrator)

Identification Result:

I have picked photo number _____

Signed: _____
(Witness)

I did not pick anyone from the photo array

Signed: _____
(Witness)

Witness Confidence Statement:

Administrator Certification:

The photo that was picked from the photo array by the above-named witness has been identified

as _____

Signed: _____
(Photo Array Administrator)

Executive Summary

To: City Council

Submitted By:

Date: January 9, 2018

Discuss/Seek Guidance/Action:

Consider request for waiving rental fees for Hooves and Halos event.

Executive Summary:

Johnette Poole with Hooves and Halos will be requesting waiver of fees for Jack Cross Pavilion and the Civic Center for the annual Hooves and Halos Playday assisting disabled and disadvantaged children. This event had been held in Mt. Pleasant but would like to be moved to Winnsboro. Ms. Poole will discuss the number of attendees, actual usage of the facilities and potential economic impact to the community.



City of Winnsboro

501 South Main Street

Winnsboro, Texas 75494

Phone: (903) 342-3654

Fax: (903) 342-5708

Request for Placement on Agenda for City of Winnsboro Meeting

I hereby request that the following item be placed on the agenda for the Winnsboro:

(Please Check One):

City Council: X WEDC: meeting being held on 01/09/2018 (date).

- DEADLINE is 3PM Monday, 8 days prior to meeting, and requests turned in after this time will not be placed on the current agenda without special approval by the City Administrator, but will be placed on the following agenda upon approval.

Name: Johnette Poole - Hooves and Halos Playday

Address: 2391 CR 3442

City: Winnsboro State: Texas Zip: 75494

Contact Number and/or Cell Phone: 903-563-1449

Email Address (optional): Johnette8800@gmail.com

This request is subject to Open Records under the Public Information Act; however, personal email addresses are considered confidential. Listing the email address above is indicated as an optional item. By signing this acknowledgment, the requestor is indicating their approval to release their email address should they include it on this request form.

Please provide specific details which may help the City Council or WEDC Board understand the topic you wish to address (please attached additional sheets if more room is needed and attach any supporting documents such as budgets, receipts, correspondence, etc.):

We would like to propose the fees for renting the Winnsboro Civic Center and Jack

Cross Pavilion, be waived. We are a Non-Profit, 501C-3, that benefits disabled and

disadvantaged people.

- [REDACTED]
- If you wish to withdraw your request, please notify the City Secretary no later than four (4) business days prior to the meeting.
- Once the topic has been presented to the Council/WEDC, persons may not request that an item be placed on the agenda that is the same as or substantially similar in subject matter for six months.
- Persons who speak before the Council/WEDC will have five (5) minutes in which to make their presentation. Please be prepared to answer questions from the City Council.
- Citizens who attend the Council meeting as part of a group may not give their time to another member of the group.
- The City Council/WEDC Board must abide by the Texas Open Meetings Act in responding to remarks.
- The City Council/Board may or may not take action on the request.
- Regular City Council meetings are on the second Tuesday of each month, beginning at 5:30PM, and are held in the City Council Chambers at 501 S. Main Street. Special meetings or workshops may be called as needed.
- WEDC Board meetings are on the fourth Tuesday of each month, beginning at 5:30 PM and are held in the City Council Chambers at 501 S. Main Street. Special meetings or workshops may be called as needed.
- All agendas are posted on the City's website at www.winnsborotexas.com, Friday afternoon preceding the meeting date.

Applicant Signature: Johnetta Poole Date: 12-12-17

For office use only:

City Administrator: [Signature] Date: 12/18/17

Executive Summary

To: City Council

Submitted By:

Date: January 9, 2018

Discuss/Seek Guidance/Action:

RV Rental Monthly Rate for City Park

Executive Summary:

Discussion Only

At the November 14 City Council Meeting the Council approved a new rate schedule for the rental of RV pads at City Park. The rates for the rental of the RV pads were included in the approval of new City policies and procedures governing events and the use of city property.

At the request of the Mayor during the December 12 Council meeting the issue of the RV pad rental rates were to be placed on the January City Council Agenda as a discussion only item. To add in the Council's discussion of this items I have included the following information related to the origin of the new rate schedule, usage of RV pads at city park, and other issues of possible concern which the Council may wish to consider.

- Committee comprised of City Council members and city staff members met on two occasions during the summer and fall of 2017 to discuss the facility rentals and event procedures. These discussions including rental and usage rates. The committee agreed to the rates and procedures should be recommended for approval to city council.
- Discussion was held by the committee concerning the need for a monthly rate. The committee recommended against a monthly rate based on the following: The RV pads at City Park do not comprise a RV Park. City Park's primary purpose is not an RV park but a park for the citizens and visitors to Winnsboro. It is not an alternative residence location.
- The committee also discussed the fact a locally owned and privately operated RV park was under construction, which when completed would meet the need for long term rentals.
- According to city data the documented number of visitors who rented an RV pad for 30 days or longer for the last two fiscals years consists of 8 (eight) different individuals or groups. These 8 different individuals or groups account for 25 monthly rentals for the same two year periods. The documented revenue for these rentals was \$8,000. Preliminary study indicates that of the total \$8,000 in revenue \$4,340 is attributed to employees at the Johnson Unit and Contractors

working on the City Waste Water Plant. This could increase as we review the records in an effort to determine the purpose for other long term rentals over this period. Under the approved rate policies stances those long term rentals for employees or contractors would have been adjusted to make them more affordable.

- Other relevant matters to consider which were not discussed by the committee include:
- Question - Should the city operate a publicly funded RV park which could be considered to be in direct competition with a privately operated and locally owned RV park?
- Public Safety issues to be considered: The RV pads are located within 50 feet of the primary play ground in City Park and less than 100 yards from the city swimming pool. While the City has the identifying information of those renting the RV pads the City cannot conduct any background checks on the renters with the exception of determining if the primary renter is a registered sex offender.

Analysis:

Event Procedures		
Event meeting takes place with appropriate department heads, and applicant sets up a pre-event walk through with Maintenance Supervisor.		
Permit is issued after all approvals and road closures are processed.		
Maintenance department does post-event walk through. Maintenance Supervisor approves or denies return of deposit. Denials are to be reviewed and approved by City Administrator.		
Finance Department processes deposit refund and mails check.		
Event is Closed.		
Facility Rental/Event Fees and Deposits		
Fees are per event. Deposits are not waived for any organizations. No exceptions. Deposits are refundable after the event has taken place and Maintenance Department has approved the refund. Refund will be mailed within 10 to 14 days after event has concluded.		
<i>Festivals, Cruise-Ins, fairs, carnivals, block parties, etc.</i>		
Event Deposit:	\$500.00	
* Non-Profit	\$500.00	
TX-DOT Road Closure Fee:	\$50.00	
* Non-Profit	\$50.00	* This fee will not be waived - no exceptions.
Facility - Civic Center Rental		
Deposit:	\$500.00	
Rental Fee:	\$250.00	
Facility - Depot Rentals		
Deposit:	\$250.00	
Rental Fee:	\$200.00	
Facility - Jack Cross Pavilion Rental		
Deposit:	\$150.00	
Rental Fee:	\$100.00	
Facility - RV Pad Rentals		
Deposit:	\$0.00	Locks and/or key replacement costs
Rental Fee:	\$28.00	Includes, concrete pad, electrical, sewer, and water hook-ups, barbeque grill, and picnic table.
Discount:	\$25.00	Group rate renting 10 pads consecutively.
RV Pads Water and Electricity Only	\$25.00	Includes RV Pads surrounding pavilion.
Park sites water or electric only	\$20.00	Includes RV Pads along fence next to Pavilion. No electricity at these pads.
water	\$25.00	Events,
30 days maximum stay, unless special, written consent has been granted by City Administrator		
RV Pad Reservations - 50% down at the time of reservation. 50% down at time of checking in and key pick up.		
Check in 12pm / Check Out 11am		
~ Parades are managed through the Police Department. Parade Fee - \$50.00		



EVENT APPLICATION

Who needs a permit? Any person or organization sponsoring a parade, carnival, fair, festival, craft show, block party, concert, etc.... on City streets, sidewalks, or alleys. One separate application per event. <u>Event insurance is required.</u>			
Name of Event			
Event Coordinator			
Telephone Number			
Email Address			
Event has taken place and Mainte	Starting Time	Ending Time	Event Day Contact and phone number
	AM	AM	
	PM	PM	
	AM	AM	
	PM	PM	Estimated Attendance
Are you requesting a road closure for your event?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes - a road closure request form and vendor consent form must be completed.
<u>Site map is required</u> - Permits will be issued after map has been received and approved. Maps must be in electronic format and can be created from Google, Bing, MapQuest or equivalent. <i>Hand-drawn maps will not be accepted. Site Plan must include:</i> * Location of all structures to be added, including tents, stands, booths, rides, seating areas, stages, animal pens, etc. * trash containers * Location of emergency vehicle access * Parking areas * street closures* proposed barricades * sanitary facilities * restrooms (portable and permanent)			
Do you want to rent a City facility for your event?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes - please indicate which facility.
Facility (Check One): Depot <input type="checkbox"/> Civic Center <input type="checkbox"/> Jack Cross Pavilion <input type="checkbox"/>			
Auditorium rentals only - will you be renting the sound system? (separate \$50 rental fee)			YES <input type="checkbox"/> NO <input type="checkbox"/>
If your event is outdoors, does it require use of City restrooms?		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$150 deposit required. City restrooms are limited to events with a maximum of 150 people. Alternatively, events with more than 150 people may choose to keep the bathrooms open with a \$500.00 deposit.
Are alcoholic beverages going to be sold?		YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of TABC Licensed Vendor
ALCOHOL CONSUMPTION MAY ONLY BE PERMITTED IF: a properly licensed TABC vendor is providing (or selling) and serving products. At least one, off duty state-licensed peace officer must be present at the expense of the renter to provide security, or at least two, off-duty state-licensed peace officers shall be present <i>at the expense of the renter</i> to provide security. Additionally, should the number of guests exceed 100, one off-duty officer must be provided for each additional 50 guests <i>at the expense of the renter</i> . Consumption of alcohol can only occur with the written consent of the City Administrator.			
Please provide the names of off-duty police officers or security personnel for your event.			
Winnsboro Police Department 903.342.3620			
		1.)	2.)
		3.)	4.)
----- Event Insurance: By initialing here, I understand that I am required to furnish event insurance that shows the City of Winnsboro as an additional insured. Insurance must be submitted before a permit will be issued. ----- Event Clean-Up: By initialing here, I agree that I am responsible for clean-up in and around the area of the event, and that failure to do so could result in my deposit not being returned. I also agree to schedule a walk-thru with the maintenance supervisor who will give the deposit approval, and that my deposit will be processed and mailed within 14 days. ----- Emergency Vehicle Access: By initialing here, I agree to conduct the event in such a manner that at least one lane of the street(s) to be utilized will be accessible by emergency vehicles, including police, fire, ambulance and other such emergency response vehicles requiring emergency access. ----- Property Damage Responsibility): By initialing here, I agree to be held financially responsible for any and all damage to City property that happens during the event. ----- Map Provided: By initialing here, I agree that I have provided a map of the area to be utilized for the event in electronic format.			
Acknowledgement: Any person or group hosting a Public function shall not prohibit, dissuade, prevent or exclude any member of the public based upon or regarding an individual's race, color, religion, sex, age, national origin or disability. I hereby affirm that all information on this form and the attached plan is true, correct, and complete. I will be present during this event, and will be fully accountable for compliance with all guidelines. I further agree that I am subject to and responsible for complying with all ordinances and regulations of the City of Winnsboro relating to hosting an event.			
Release of Liability: APPLICANT AGREES TO INDEMNIFY AND HOLD THE CITY OF WINNSBORO, TEXAS, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS, AND ATTORNEYS HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, ACTIONS, DAMAGES TO PERSONS OR PROPERTY, LIABILITIES, LOSSES, COSTS OR EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEY'S FEES, COURT COSTS, TAXES, PENALTIES AND INTEREST) ARISING IN WHOLE OR IN PART OUT OF THE USE OF ANY CITY FACILITY, THE PERFORMANCE OF THIS AGREEMENT, OR THE RIGHTS, USES AND PRIVILEGES AUTHORIZED HEREIN.			

Page 4 of 11 Signature _____

_____ Date

Facility Rental Regulations

----- **NO SMOKING** is allowed inside any City facility.

----- **NO DRUG USE, OTHER ILLEGAL ACTIVITY, OR UNAPPROVED ALCOHOL IS AUTHORIZED.** Renters are subject to unannounced visits by the City of Winnsboro staff. If unapproved alcoholic beverages are being consumed, individuals will be asked to cease consumption immediately. Should consumptions continue, individuals may be subject to expulsion and/or arrest and the party or activity being terminated.

----- Flammable materials (i.e. gasoline, propane, diesel, etc.) are not allowed on any City property without approval.

Fees ar Food must be removed from refrigerators and shelves must be put back if removed during rental/event.

----- Non-permanent decoration is permitted, provided that it is NOT attached to building, and must be removed at the termination of the rental period. No tape or such product should be used on the walls or ceiling.

----- Tables and chairs must be folded up and returned to originals places after use.

----- Clean-up is required and must be completed during the rental period. All trash must be removed. Renter is responsible for providing cleaning supplies. (Bleach, pine-sol, comet, etc.) City will provide brooms, mops, buckets, etc. Cost of any missing items will be deducted from the deposit.

----- Floors must be swept and mopped before leaving.

----- Kitchen appliances and preparation areas shall be free of trash, grease, and food particles.

----- All utilities shall be turned off. (Water, Lights, Air Conditioners, ventilation fans, etc.).

----- Lock and check all windows and exterior doors.

Applicant Signature: _____

Date: _____

CITY OF WINNSBORO USE ONLY					
<i>Description</i>	<i>Amount</i>	<i>Receipt #</i>	<i>Date</i>	<i>Staff Initials</i>	<i>Payment Method</i>
Deposit					Cash Check CC MO
Rental Use Fee					Cash Check CC MO
Refund					Cash Check CC MO

Request for Road/Street Closure				
<div style="display: flex; align-items: center;"> <div style="color: red; font-size: 1.2em; margin-right: 10px;">→</div> <div>Digital map must be attached detailing all roads included in the closure request.</div> </div>				
<div style="display: flex; align-items: center;"> <div style="color: red; font-size: 1.2em; margin-right: 10px;">→</div> <div>Texas Highway closures will be processed by the City through Texas Department of Transportation and require a non-refundable \$50 fee.</div> </div>				
Street Name(s)	Beginning Point	Ending Point	Date(s) of closure	Exact time(s) of closure

Fees are per event. Deposits are not waived for any organizations. **No exceptions.** Deposits are refundable after the event has taken place and M


Proposed Barricades (please describe locations):

Please read and initial:

I understand that If a train needs to be stopped and/or delayed for this parade, it is my responsibility (sponsoring agency) to call KCS dispatch and advise them of the event crossing their tracks and provide dates and times. Kansas City Southern dispatch phone: 816.983.1705.

I understand that there is a \$50.00 non-refundable fee if the street I am requesting to close is a state highway that requires consent from TxDot.

I understand that I am required to notify and obtain signatures from each of the City businesses affected by the street closure I am requesting, and that I am required to provide this completed form to City Hall no later than (14) days prior to my event. In lieu of this, I may choose to publish a newspaper ad dated at least 3 weeks prior to my event, and must provide a copy of this ad to City Hall within (14) days prior to my event.

 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> PARADE PERMIT APPLICATION </div>	
* One application PER PARADE. Parade fee: \$50.00	
* A digital map of the parade must be submitted with application. Map must show locations of parade route, road closures, and barricade locations.	
Name of Parade:	
Date of Parade:	
Parade Coordinator:	
Telephone Number:	
Fees are per event. Deposits are not waived for any organizations.	
Email Address:	
Parade Start Time:	
Parade Ending Time:	
Are you requesting a street closure for your parade?	YES <input type="checkbox"/> NO <input type="checkbox"/> <div style="float: right; font-size: small;"> <i>If yes - a road closure request form and vendor consent form must be completed.</i> </div>
Staging Area	Street to be Closed
Beginning Point	Ending Point
<p>----- Vendor Consent: By initialing here, I agree that I have obtained signatures on the attached Vendor Consent Form from any businesses that will be affected by a road closure due to my parade/event.</p> <p>----- Changes: By initialing here, I understand that any changes to the parade route have to be made prior to 10 days before the date of parade.</p> <p>----- Event/Parade Insurance: By initialing here, I understand that I am required to furnish event insurance showing the City of Winnsboro as an additional insured.</p> <p>----- Parade Clean-Up: By initialing here, I agree that I am responsible for clean-up of the area in and around the parade route.</p> <p>----- Property Damage Responsibility: By initialing here, I agree to be held financially responsible for any and all damage to City property, safety cones, barricades, etc.</p> <p>----- Map Provided: By initialing here, I agree that I have provided a map of the area to be utilized for the parade in electronic format, and all street closures and requested barricades are included.</p> <p>----- KCS Dispatch: By initialing here, I agree that I understand that should this parade require a train to be stopped and/or delayed, it is my responsibility to call KCS dispatch and advise them, at 816.983.1705.</p>	
Release of Liability: Applicant agrees to indemnify and hold the City of Winnsboro, Texas, it's elected officials, employees, agents, and attorneys harmless from, and against any and all claims, actions, damages to persons or property, liabilities, losses, costs or expenses (including without limitation, attorney's fees, court costs, taxes, penalties and interest) arising in whole or in part out of the use of any City property, the performance of this agreement, or the rights, uses and privileges authorized herein.	
Acknowledgement: Any person or group hosting a Public function shall not prohibit, dissuade, prevent or exclude any member of the public based upon or regarding an individual's race, color, religion, sex, age, national origin or disability. I hereby affirm that all information on this form and the attached plan is true, correct, and complete. I will be present during this event, and will be fully accountable for compliance with all guidelines. I further agree that I am subject to and responsible for complying with all ordinances and regulations of the City of Winnsboro relating to hosting an event.	

_____ Applicant Signature	_____ Date
City/Police Department use only below this line.	
Permit No. _____	Check No. _____ Or cash _____



VENDOR NOTIFICATION OF STREET CLOSURE - PARADES

Parade sponsor is to complete the top portion, obtain signatures from business owners who are affected by the street closure on the second portion, and submit to the Police Department before permit can be issued. A copy of a published newspaper article detailing the parade route, will be accepted in place of this form, if publish date is at least 3 weeks prior to the parade.

Name of Parade: *One form per parade*			
STREET(S) TO BE CLOSED:	DATE	TIMES	NOTES
The event has taken place and Maintenance Department has approved the refund. Refund will be mailed within 10 to 14 days after event has concluded.			
By signing below, I acknowledge the closure of the above referenced street(s) for this event.			
NAME AND ADDRESS OF BUSINESS	PRINTED NAME OWNER/MANAGER		SIGNATURE
E-mailed consent from business owners will be accepted in lieu of signature.			



VENDOR NOTIFICATION OF STREET CLOSURE - EVENTS

Event sponsor is to complete the top portion, obtain signatures from business owners who are affected by the street closure on the second portion, and submit to City Hall before a permit can be issued. A copy of a published newspaper article detailing the event location, will be accepted in place of this form, if publish date is at least 3 weeks prior to the event.

[illegible]

RV AND PARK REGULATIONS

- _____ My space rental key must be returned to Police Department upon checkout. I am responsible for the cost of any lost locks or keys. (Locks - \$50 replacement fee / Keys \$10 replacement fee / hose faucet replacement fee \$15)

- _____ I agree to replace the faucet lock, **hand-tight secure**, and lock it back at the time I check out.

- _____ I understand the electrical and water connections are for MY paid rental, and not to be shared with other spaces.
Fees are per event. Deposits are not waived for any organizations. **No exceptions.** Deposits are refundable after the event has taken place and Maintena
- _____ I understand that on my check-out day, I must be out of the rented space before 11am.

- _____ I understand that my site must be kept clean and free from clutter at all times, and that cleanup of my rental area is my responsibility, and to be done before I check out.

- _____ Consumption of alcohol is permitted in or immediately next to RV only.

- _____ 10:00 PM to daylight are quiet hours

- _____ Speed limit in the park is 15 MPH and is strictly enforced.

- _____ Pets must be on a leash at all times.

- _____ The use of metal detectors is prohibited.

- _____ I am responsible for the repair of any damages to City property.

- _____ RV's must be self-contained and carry the RV industries approval registry number, manufacture date, and RV's and vehicles must have current registration.

- _____ RV's, camping vehicles, and trailers, must remain on wheels at all times. Size limit is 37 feet. *No exceptions* .

- _____ RV's being towed by a tow truck are not permitted in the park.

- _____ Sewage and waste, water or effluent from sinks and portable toilets must be deposited in a dumping facility only and may not be deposited on pavement, dirt, vegetation or in trash containers.

- _____ I understand that repairs, maintenance activities, fluid changes, and washing or rinsing of ANY vehicle, is NOT permitted in the park.

- _____ I understand that the City of Winnsboro assumes no responsibility or liability for the safety and security of campers/visitors, and their personal property.

- _____ The City of Winnsboro reserves the right to refuse parking of any RV, trailer or camper deemed to be hazardous.

- _____ I understand that The City of Winnsboro reserves the right to make changes to these regulations, and to refuse service to current or returning guests who have violated these regulations, or vacated without payment.

My rental ends on _____ at 11 AM and my keys are due by this time.

* By signing below, I agree that I have read the RV and Park Regulations and agree to comply by the regulations as stated.

Signature

Date



Name of Event:

Fees are pe

PERMIT NUMBER:

.....

Date(s):

Time(s):

Sponsored by:

Contact Phone

Number:

For the Purpose of:

Parade	Street Closure	Festival	Other Event
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Craig Lindholm, City Administrator
or designee

Date:

Executive Summary

To: City Council

Submitted By:

Date: January 9, 2018

Discuss/Seek Guidance/Action:

Written Department Reports

WINNSBORO ANIMAL SHELTER

December 2017

<i>Dogs</i>		<i>Cats</i>		<i>Other</i>		<i>Totals</i>	
Picked Up:	13	Picked Up:	8	Picked Up:	11	Picked Up:	32
Adopted:	4	Adopted:	6	Adopted:	0	Adopted:	10
Redeemed:	2	Redeemed:	0	Redeemed:	0	Redeemed:	2
Euthanized:	0	Euthanized:	0	Euthanized:	0	Euthanized:	0
DOA:	0	DOA:	2	DOA:	11	DOA:	13
In Shelter:	14	In Shelter:	7	In Shelter:	0	In Shelter:	21
Foster:	1	Foster:	0	Foster:	0	Foster:	1
Rescued:	6	Rescued:	1	Rescued:	0	Rescued:	7
Quarantined:	1	Quarantined:	0	Quarantined:	0	Quarantined:	1
Transported:	0	Transported:	0	Transported:	0	Transported:	0
				Released:	0	Released:	0
	28		16		11		55

Breakdown of "Other" animals:

Skunk:

Opossums:

Hawk

Racoons:

Armadillo:

Live stock:

chicken

coyete

squirrel

snake

hog 11

* Trapping at 803 S. Walnut

Pot Belly Pig

Notes:

Previous Month Picked Animals:

Dogs	15	Cats	8	Other	0	Total	23
------	----	------	---	-------	---	-------	----

BUILDING INSPECTOR / PERMITS**DECEMBER 2017**

<u>Permits -</u>	<u>#</u>	<u>Permits</u>	<u>#</u>
New Construction	1	Sewer line replace	0
Remodels	2	Plumbing Remodel	0
Fence	0	House leveling	0
Electrical	3	Storage/Non Dwelling	0
Plumbing	1	Demolition	1
HVAC	1	Sprinkler System	1
Gas Test	6		
Sign	0		
Certificate of Occupancy - Residential	2		
Certificate of Occupancy - Commercial	1		

<u>Inspections</u>	<u>#</u>	<u>Inspections</u>	<u>#</u>
New Construction	3	Sewer line replace	0
Remodels	0	House leveling	0
Fence	1	Grease Trap	0
Electrical	3	Slab	1
Plumbing	2		
HVAC	1		
Gas Test	7		
Sign	0		
Certificate of Occupancy - Residential	1		
Certificate of Occupancy - Commercial	0		
Substandard Inspection	1		

CODE ENFORCEMENT

DECEMBER 2017

<u>Inspections</u>	<u>#</u>
Growth	
Trash In Yard	
Junk Vehicle	1
Living in House w/out Utilities	
Property back taxes inquiries	
Farm Animals - Type/#	
Substandard Abatements	1

<u>Letters</u>	<u>#</u>
Growth	12
Rubbish	0
Junk Vehicles	1
No Utilities	0
Substandard	0

Citations Issued:
Invoices for reimbursement of work

**City of Winnsboro
Municipal Court Council Report
From 12/1/2017 to 12/31/2017**

1/3/2018 10:15 AM

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
148	1	0	0	36	185

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$8,482.93	\$2,806.52	\$10,324.20	\$474.30	\$355.72	\$22,443.67

Warrants

Issued	Served	Closed	Total
0	0	0	0

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
78	0	25	37	2	142

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	2	2

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
0	0	0	0

**City of Winnsboro
Municipal Court Council Report
From 1/1/2017 to 12/31/2017**

1/3/2018 10:17 AM

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
1796	42	24	0	306	2168

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$88,062.64	\$31,122.01	\$129,721.55	\$5,036.29	\$3,777.24	\$257,719.73

Warrants

Issued	Served	Closed	Total
0	33	1	34

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
906	0	249	312	425	1892

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	4	4

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
0	0	0	0



**WINNSBORO FARMERS' MARKET MANAGER REPORT
2017 Season**

Manager: Debra Aaron – 903.629.3332 (landline)

312.307.0114 (iphone)

Email: manager@winnsborofarmersmarket.com

December

We have not had a lot of activity concerning the Saturday Farmers' Market. December is typically a quiet month with only the occasional question about being a vendor. Most of the activity this month is with the online market that continues to grow. We had a slight slow-down between Thanksgiving and Christmas but we expect it to pick up again as we head towards the opening of the 2018 Farmers' Market on April 7.

We have had one registration for the 2018 Saturday market and we believe the online market will lead to an increase in the number of vendors for 2018. Embry Family Farm has been participating in the online market. The Embry Family has been a popular vendor at our Saturday market but left due low customer attendance this past summer. We are glad to provide them with an outlet for additional sales during the winter months. They are very successful this winter with farming and using row covers to protect their crops from freezing weather; we hope their produce survives the unusual freezing temperatures as of late. For the past few weeks they have been providing turnips, turnip greens, spinach, kale, beet greens, arugula, radishes, and an assortment of lettuces.

The online market continues to run fairly smoothly. I send email notifications to vendors every Friday reminding them to update their inventory; they have until Sunday to complete the update. On Monday morning I open the market and I send emails to our customer base letting them know the market is open and they have until Tuesdays at 7 pm to order. On Tuesday evening or Wednesday morning I send emails to the vendors letting them know their orders and I remind customers to pick up their orders on Thursday. On Thursday we set up a tent on Elm and Market to receive products and for customers to pick up and pay for their products. The vendors are paid the following Thursday. Most of the vendors handle their own account and update their products on the internet. There are three vendors that I have to handle that for them. They phone or text me their items and I update their product list. This part of the job also requires changes and adjustments due to vendor and/or customer mistakes, weather affecting crops, and delivery and pick up arrangements due to family or farm emergencies. Farmers' Market email, messaging, and website require constant monitoring.

I received notification to renew our Certified Farmers' Market status with the Texas Department of Agriculture which expires January 31, 2018. I will be taking care of the paperwork and renewing the certification.

I also received an update from the WIC (Women, Infants, and Children) program director informing me that they are still waiting for the status of funding for the 2018 FMNP (Farmers Market Nutrition Program) and that they should have some information in February. If we can get included in this program we should be able to offer WIC benefits at our market which should increase sales and attendance.

Winnsboro Farmers' Market
 Page 2 of 2
 December 2017

We continue making Facebook posts on the farmers' market page and have boosted two posts and shared our posts to various groups to get the word out about the online market. To date we have 130 customers signed up for the online market; an increase of 12 since last month.

Facebook Likes: **2,191 (increase of 7 since November)**

2017 Vendors: **50 (no change from last month)**

2018 Vendors: **1 (early bird registrations due by March 31)**

Products available at the market in November

Beef Chicken Pork	Cheese Eggs Milk	Honey Jams/Jelly Yogurt	Beet Greens Broccoli Butter Beans Cabbage Cauliflower Kale Lettuce Radish Spinach Sweet Potatoes Turnips Turnip Greens	Hand made Soaps Pecans Seeds	Knife Sharpening
-------------------------	------------------------	-------------------------------	---	------------------------------------	---------------------

Mileage: 48.00 Miles

Time/Task Log:

Meetings: 0.00 hours
 Emails: 10.00 hours
 Phone: 3.25 hours
 Travel: 1.50 hours
 Website/SS/Admin. 40.00 hours

Documents, computer work, website, Facebook, advertising and listings on the internet, website update and maintenance, registrations, vendor logs, printing, etc.

Mgmt. Activity: 11.00 hours Management on market days, placing/removing signs weekly, marking booth spaces, market set up and take down, clean up, bathroom check, managing vendors, deposits, reports, budgets, and documents to City Hall, etc.

Total: **65.75 hours**
 =====

Library Stats December 2017

Items checked out:	1297
Items checked in:	1360
Renewals:	696
In-House Use:	76 (ref.material/magazines/periodicals/GED, etc.)
Ebooks Checked out:	80
Patrons added:	15
Patrons modified:	67 (updated ph#, address, etc)
Patrons Deleted:	3
Computer use:	242
Inter-Library Requests:	39
Inter-Library Sent:	5 (borrowed <u>from</u> GML)
Face Book Reach:	4728
Current Inventory:	41,546
Items Added:	118
Items Deleted:	345
Children's Programs Attendance:	48
Traffic through Library:	1418

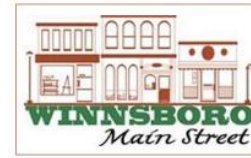
Renovations began on December 18th. Gordy Roofing replaced our roof, and Kevin Lindley removed old pillars and installed the news ones. New facing was installed in the front portico. Painting will begin once the temperatures rise above freezing.



Certified Health Care Navigators were at the Library on the 13th to help review insurance plan options and assist with application processes to offer unbiased information, all FREE of charge.

Getting quotes on new carpeting. First quote is in from Carpets Plus. Also received a quote from Southwest Solutions Group for lifting and moving the library stacks/shelving.

Storytime resumes January 11th.



Main Street Program Monthly Report to City Council

January 09, 2018

Submitted by Brenda Buck
Main Street Program Manager

I. Calendar of Events 2018

- Main Street Board is meeting with Merchant's Group with a set date for Monday, January 8th 2018 @ 8:45-9:45 in the Depot conference room. Identified participants include Autumn Trails, Chamber of Commerce, Winnsboro Center for the Arts, Winnsboro EDC and Winnsboro Main Street with the goal of the meeting to discuss 2018 Calendar of Events. Each group is also asked to provide a brief overview of their organization. A letter was drafted and sent to each group in December 2017 with a follow up letter the first week of January 2018.

II. Board Membership

- Recruitment
 - MS Board is focusing time on active recruitment of new members with applications out to several business owners.
- Applications
 - The MS Board has accepted the applications on the following: Ana Perry/Annie Mae's Café and Lorrie Hazlewood/Flowerland. These names are submitted to City Council for approval.
- Resignations
 - The following resignations are being submitted for information to the City Council: Cathy Mobley from October 16th 2017, Lee Sturgeon from September 27th 2017, Vicki Moreno from September 27th 2017, and Steve Barnhart from June 13th 2017.

III. Monday Night Live

- Board discussion on MNL was postponed until after the meeting with the Merchant's Group on Monday, January 8th, 2018 to give those present an opportunity to provide feedback on the previous year and to also express how they would like to see the event move forward in the coming year.

As always, thank you for the opportunity to serve the City of Winnsboro!

--Brenda

Report for December, 2017

Maintenance Dept

I. MAIN PROJECTS

- The major construction/re-roofing at the library is completed as of Dec. 29. Paint could not be applied due to the freezing conditions. My men and I will paint the pillars and the new façade above them as soon as the weather allows. The new fiberglass pillars will never rot and look amazing.

***The pool house will get remodeled in January 2018! We will have new siding on the east and west ends, as well as new lighting and doors to replace the ones that do not work. After everything is installed we will give it a paint job.

- We changed out the old dead-bolt latches that served as the entrance mechanisms to get into the Rotary Club storage area at the Civic Auditorium. We now have knobset/deadbolt combos on every door, all keyed alike.
- Performed winter maintenance to all equipment at shop.
- Airport= performed test and replaced all necessary bulbs along runway, replace damaged windsock, changed out filter for HVAC unit that serves pilot's lounge.
- Purchased 23 new 55-gallon barrels to be used as trash containers around the RV pads and at the playground at City Park. We will spray paint these Hunter Green to match the rest of the décor in that area. These will be painted and installed when the weather is appropriate for painting.
- Cleaned out culvert that was completely plugged- going under Murley Rd. at Wheeler.
- Brush pick up- about 32 man-hours spent in December picking up brush piles from fronts of residences.

- Changed out banners downtown from Fall to Winter banners.
- Continued the dirt work at the edge of the creek located at the dead-end of Sara Dr. We are revitalizing the system of creeks from now until April. This particular area is adjacent to where Edgewood Park will be developed and therefore it will be necessary to make this area look as nice as possible. We will be using the clients to remove tons of dirt/vegetation that are impeding water flow in those creeks, especially at the bridges on Martha and on Wanda.
- Graded the City-maintained dirt road next to the railroad tracks at 852 West/Broadway
- Created a drainage spillway in area next to McDonald's on Taylor Dr. that used to hold massive amounts of water. With the help of the clients, we dug out the spillway and filled it with attractive river rock to match the other side, using flexible metal edging to so that it won't sluff off. The heavy rains that came afterward tested it for us, and we are happy to report that this drainage problem that has existed here for a very long time is 100% permanently solved.
- With help from the clients, we performed complete clean-up and maintenance at the City Cemetery.

II. SECONDARY PROJECTS

- (On Call)- Fixed leak in jail cell that was flooding the area.
- De-ice areas on E. Pine where water from prior water leaks had frozen.
- City Hall- repaired broken back door that would not latch properly, hung lock boxes, one in Jondra's office, one in P.D.
- Make and install street signs to replace ones that were missing on Lee Ray/Wanda, and another one on Broadway/Walnut.
- Christmas lights all around Depot needed replaced.
- 205 S. Main- clean up and trim area along fence near alley.
- Installed limestone to fill large voids along the side of the road on Gilmer Rd. and W. Pine.

- Fixed toilet in fire station office to allow it to flush properly.
- Help set up for (decorate) and tear down Civic Auditorium for our Christmas Party.
- Delivered and picked up chairs and tables as a favor for Autumn Winds rest home, for their Christmas Program.

III. PATCHED AREAS

- Utility dept. cut-outs repaired: 2 on E. Pine, one on W. Myrtle. Very large patches at Walnut/Broadway and at Beech/Elm. Other patches at E. Pine (by apartments), W. Pine (1 by Strawberry, 1 by Mitchell), Carnegie, S. Walnut, S. Beech, Taylor Dr., Blackjack, and N. Post Oak.

IV. REGULAR WORK

- Push up landfill, replace bad light bulbs (P.D., fire station, depot), clear ditches and culverts, clean out storm drains and curb inlet boxes, empty trash downtown and at City Park

Report prepared by:

Todd Perry

Maintenance Supervisor

Winnsboro Police Department Monthly Activity Report 2017

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YEAR TOTAL
INDIVIDUAL ARRESTS-PRIMARY CHARGE	9	7	18	12	9	19	14	14	5	19	11	6	143
Alcohol Offenses		2	2	4	1	1	4	3		4			21
Drug Offenses	2	3	5	1	1	4	3	2		6	2	1	30
Traffic Offenses	2			2	1		2	1		2			10
Assault Offenses		1				1		2	2		2		8
Disorderly Conduct Offenses										1			1
Theft Offenses													0
Weapons Offenses													0
Property Crimes Offenses													0
Other Offenses				1	3			1			1		6
Warrants Served			1				1						2
Winnsboro Municipal	2		2			1			1		1		7
Other Jurisdictions	3	1	8	4	3	12	4	5	2	6	5	5	58
INDIVIDUAL ARRESTS- ADDITIONAL CHARGES													
Alcohol Offenses													0
Drug Offenses	3									2			5
Traffic Offenses				1				1					2
Assault Offenses													0
Disorderly Conduct Offenses										1			1
Theft Offenses													0
Weapons Offenses													0
Property Crimes Offenses													0
Other Offenses	1							1					2
Warrants Served													0
Winnsboro Municipal													0
Other Jurisdictions		1			1	6		1		6		4	19
TOTAL ADULT CHARGES	13	8	18	13	10	25	14	17	5	28	11	10	172
JUVENILES													
CONTACTS	0	0	0		0	0			1				1
REFERRALS	0	0	0		0	0			1				1
TOTAL CHARGES	13	8	18	13	10	25	14	17	6	28	11	10	173

Page 15 of 23

Winnsboro Police Department Monthly Activity Report 2017

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YEAR TOTAL *
TOTAL OTHER OFFENSES REPORTED	14	13	29	3	8	17	23	0	28	14	4	6	159
CLEARED													0
THEFTS	5	5	6	0	1	2	5	0	6	2	0	1	33
REPORTED	5	5	6		1	2	5		6	2		1	33
CLEARED	0	1	1		0	0	0						2
ASSAULTS	2	0	0	2	0	0	3	0	3	1	0	0	11
REPORTED	2			2			3		3	1			11
CLEARED	0						1						1
CRIMINAL MISCHIEF	3	0	2	0	1	5	3	0	2	0	0	3	19
REPORTED	3		2		1	5	3		2			3	19
CLEARED	0				0	0	0						0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0
REPORTED													0
CLEARED													0
BURGLARIES REPORTED	2	8	18	1	5	3	2	0	8	4	1	1	53
BUILDING	2	2	1		1	1							7
Cleared	0	0			0	0							0
RESIDENCE		1		1	2	1	2			2	1	1	11
Cleared		0		0	0	0	0						0
VEHICLE		5	17		2	1			8	2			35
Cleared		0			0	0							0
ALL OTHER OFFENSES	2	0	3	0	1	7	10	0	9	7	3	1	43
Reported	2		3		1	7	10		9	7	3	1	43
Cleared	0				0	0	0						0
ACCIDENTS		6	4	4	5	2	3	4	8	5	1	6	48
TRAFFIC STOPS	185	181	225	237	256	314	389	401	257	395	391	284	3515
CITATIONS ISSUED	122	119	136	145	164	228	265	207	133	211	225	192	2147
WARNINGS ISSUED	112	108	137	92	127	118	199	253	154	261	221	159	1941
MILES PATROLED	5390	3775	6338	4973	2901	4219	4792	6055	4384	6529	4881	4540	58777
CALLS FOR SERVICE	542	495	655	549	639	694	726	775	632	804	747	593	7851
JAIL MEALS	2	0	1	0	2	1	0	0	0	3	0	0	9

*This column was found to have errors & was corrected 03/16/17

Winnsboro Police Department Fleet Mileage Report 2017

Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
101	56920	57311	58088	58900		68017	63024	64479	66256	67967	69069	70328													
Prev Mnth	55935	56920	57311	58088				63024	64479	66256	67967	69069													
Mnth Total	985	391	777	812	0	0	0	1455	1777	1711	1102	1259													
Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
102	104065	104602	105395	106617	106827	106891	107852	107991																	
Prev Mnth	104053	104065	104602	105395	106617	106827	106891	107852																	
Mnth Total	12	537	793	1222	210	64	961	139	0	0	0	0													
Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
104	27628	28878	29963	31021	32266	33197	33752	34238	34611	35994	37615	39444													
Prev Mnth	26994	27628	28878	29963	31021	32266	33197	33752	34238	34611	35994	37615													
Mnth Total	634	1250	1085	1058	1245	931	555	486	373	1383	1621	1829													
Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
105- 403	130260	130572	131051	131534	131875	132243	132450	132858	133087	133700	133990	134294													
Prev Mnth	129898	130260	130572	131051	131534	131875	132243	132450	132858	133087	133700	133990													
Mnth Total	362	312	479	483	341	368	207	408	229	613	290	304													
Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
106	91231	91913	94052		96112	97976	99941	1E+05	103899	105519	106440	106705													
Prev Mnth	88867	91231	91913			96112	97976	99941	102558	103899	105519	106440													
Mnth Total	2364	682	2139	0	0	1864	1965	2617	1341	1620	921	265													
Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
107- 404	3831	4434	5499	6081	7186	8178	9282	10232	10896	12098	13045	13335													
Prev Mnth	2798	3831	4434	5499	6081	7186	8178	9282	10232	10896	12098	13045													
Mnth Total	1033	603	1065	582	1105	992	1104	950	664	1202	947	290													
Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
110- 401											28	581													
Prev Mnth											28	28													
Mnth Total	0	0	0	0	0	0	0	0	0	0	0	553													
Unit	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC													
112											26	66													
Prev Mnth											26	26													
Mnth Total	0	0	0	0	0	0	0	0	0	0	0	40													
Total Miles*	5390	3775	6338	4157	2901	4219	4792	6055	4384	6529	4881	4540													
*This row was found to have errors & was corrected 03/16/17 <table> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																									
										Total Yearly Fleet Mlg: 57961															

Dec-17

WATER UTILITY BILLING

MONTHLY TRANSACTION REPORT

	<u>DATE</u>	<u>COUNT</u>	<u>AMOUNT</u>
BILLS SENT OUT:	12/22/2017	1,637	\$189,494.44
PAYMENTS BY CHK/CSH/MO/CC:	12/01-12/31	1,187	\$187,190.20
PAYMENT BY BANK DRAFT:	12/10/2017	373	\$34,495.30
LATE CHARGES:	12/11/2017	265	\$3,028.86
CUTOFF FEES:	12/20/2017	17	\$720.00
NSF CHECKS/BANK DRAFTS:	Various	7	\$616.39

SERVICE ORDER STATISTICS REPORT

	<u>COUNT</u>
NEW CONNECTS:	18
DISCONNECTS:	15
OCCUPANT CHANGE:	6

UTILITY DEPARTMENT

DECEMBER 2017

SUBJECT METER REPORT PERIOD

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
V₁ E n					1 Connects-1 Disconnects-1 Misc. work Orders-	
V₂ E n	4 Connects-2 Disconnects-2 Misc. work Orders-2	5 Connects-2 Disconnects- Misc. work Orders-1	6 Connects-2 Disconnects-5 Misc. work Orders-2	7 Connects- Disconnects- Misc. work Orders-	8 Connects-1 Disconnects-3 Misc. work Orders-3	
V₃ E n	11 Connects-1 Disconnects- Misc. work Orders-2	12 Connects-1 Disconnects- Misc. work Orders-2	13 Connects- Disconnects- Misc. work Orders-	14 Connects-1 Disconnects- Misc. work Orders-	15 Connects- Disconnects- Misc. work Orders-	
V₄ E n	18 Connects-1 Disconnects- Misc. work Orders-	19 Connects- Disconnects- Misc. work Orders-2	20 Connects-1 Disconnects-1 Misc. work Orders-	21 Connects- Disconnects- Misc. work Orders-	22 Connects-1 Disconnects- Misc. work Orders-1	
W₅ E n	25 Holiday	26 Holiday	27 Connects-2 Disconnects-2 Misc. work Orders-2	28 Connects- Disconnects- Misc. work Orders-3	29 Connects-2 Disconnects- Misc. work Orders-2	
V₆ E n		Totals Connects-18 Disconnects-14 Misc. work Orders-22	Misc. by Type Repairs-5 Locates-2 Occupant changes-6 Leaks-6 Shut-offs-3			

UTILITY DEPARTMENT

DECEMBER 2017

SUBJECT METER REPORT PERIOD

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
V ₁ E n					1 Connects-1 Disconnects-1 Misc. work Orders-	
V ₂ E n	4 Connects-2 Disconnects-2 Misc. work Orders-2	5 Connects-2 Disconnects- Misc. work Orders-1	6 Connects-2 Disconnects-5 Misc. work Orders-2	7 Connects- Disconnects- Misc. work Orders-	8 Connects-1 Disconnects-3 Misc. work Orders-3	
V ₃ E n	11 Connects-1 Disconnects- Misc. work Orders-2	12 Connects-1 Disconnects- Misc. work Orders-2	13 Connects- Disconnects- Misc. work Orders-	14 Connects-1 Disconnects- Misc. work Orders-	15 Connects- Disconnects- Misc. work Orders-	
V ₄ E n	18 Connects-1 Disconnects- Misc. work Orders-	19 Connects- Disconnects- Misc. work Orders-2	20 Connects-1 Disconnects-1 Misc. work Orders-	21 Connects- Disconnects- Misc. work Orders-	22 Connects-1 Disconnects- Misc. work Orders-1	
W ₅ E n	25 Holiday	26 Holiday	27 Connects-2 Disconnects-2 Misc. work Orders-2	28 Connects- Disconnects- Misc. work Orders-3	29 Connects-2 Disconnects- Misc. work Orders-2	
V ₆ E n		Totals Connects-18 Disconnects-14 Misc. work Orders-22	Misc. by Type Repairs-5 Locates-2 Occupant changes-6 Leaks-6 Shut-offs-3			

Waste Water Treatment Plant
December 2017

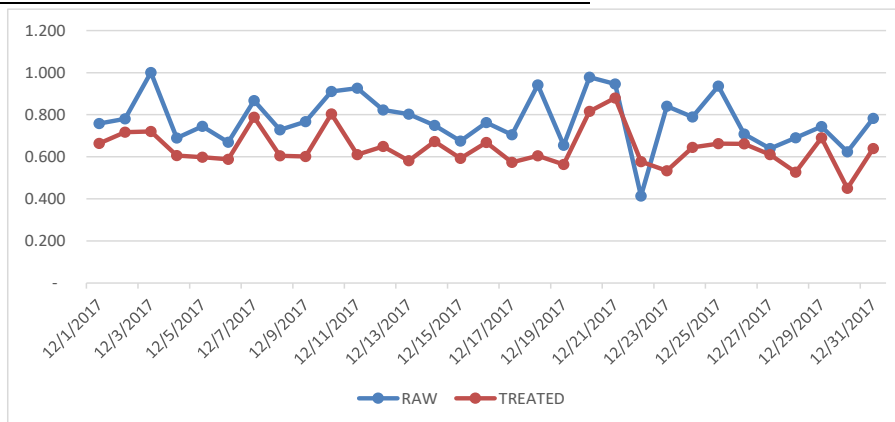
The waste water plant is having issues with the fine screen and grit removal unit. I and Bradshaw Elec. could not find the problem with the control panel. I have called EDH out of Mt. Pleasant to work on the problem. We also had a main drive grid fail on track B. We have repaired the drive and is back in working order. We had Bio-M for Dec. and we have passed it. In the month of Dec. we treated 14,855,000 gallons of water and a two hour peak flow of 1,921 gallons a min.

City of Winnsboro	Permit # TX0054658	Monthly Operating Report											cfu
Date	Temp	Treated gpd	Bypassed	cbod mg/l	do mg/l	tss mg/l	P.H.	CL2 Res.	lbs used	SO2	lbs used	Rain	E. Coli

Total / Max
Average/Min

WATER DEPARTMENT **Dec-17**

DAY	DATE	Million	
		RAW	TREATED
Friday	12/1/2017	0.743	0.662
Saturday	12/2/2017	0.360	0.474
Sunday	12/3/2017	0.504	0.476
Monday	12/4/2017	0.678	0.686
Tuesday	12/5/2017	0.654	0.493
Wednesday	12/6/2017	0.649	0.646
Thursday	12/7/2017	0.783	0.589
Friday	12/8/2017	0.717	0.595
Saturday	12/9/2017	0.384	0.397
Sunday	12/10/2017	0.694	0.629
Monday	12/11/2017	0.546	0.497
Tuesday	12/12/2017	0.675	0.601
Wednesday	12/13/2017	0.744	0.634
Thursday	12/14/2017	0.554	0.542
Friday	12/15/2017	0.762	0.587
Saturday	12/16/2017	0.528	0.549
Sunday	12/17/2017	0.652	0.556
Monday	12/18/2017	0.210	0.369
Tuesday	12/19/2017	0.896	0.667
Wednesday	12/20/2017	0.357	0.542
Thursday	12/21/2017	0.846	0.400
Friday	12/22/2017	0.420	0.550
Saturday	12/23/2017	0.571	0.553
Sunday	12/24/2017	0.540	0.471
Monday	12/25/2017	0.705	0.499
Tuesday	12/26/2017	0.517	0.381
Wednesday	12/27/2017	0.609	0.510
Thursday	12/28/2017	0.767	0.577
Friday	12/29/2017	0.513	0.503
Saturday	12/30/2017	0.544	0.420
Sunday	12/31/2017	0.619	0.539
Total		18.741	16.594



Executive Summary

To: City Council

Submitted By:

Date:

Discuss/Seek Guidance/Action:

Oral Reprts:

Suggested Action:

City Administrator and Code Enforcement Officer will provide the Council with a report on the status of code enforcement activities and the status on substandard properties.