

COLORADO COUNTY COMMISSIONERS COURT
NOTICE OF OPEN MEETING

DATE OF MEETING: December 14, 2020 – 9:00 A.M.
BUILDING: Colorado County Courthouse, County Courtroom
STREET LOCATION: 400 Spring Street
CITY OF LOCATION: Columbus, Texas

Pursuant to the Suspension Order by Governor Abbott of certain provisions of the Texas Open Meetings laws, seating inside the County Courtroom shall be limited according to spacing guidelines to protect the public, staff and members from potential exposure to the Coronavirus (COVID-19). Anyone can also remotely participate in the meeting by the Zoom meetings app or a toll-free dial in number listed below:

Join Zoom Meeting
<https://txcourts.zoom.us/j/93198500943>
Meeting ID: 931 9850 0943
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Dial by your location
+1 346 248 7799 US (Houston)
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Pursuant to the authority granted under Government Code, Chapter 551, the Commissioners Court may convene in a closed meeting to discuss, deliberate and take action on any of the agenda items listed below. Immediately before any closed session, the specific section or sections of Government Code, Chapter 551, which provides statutory authority, will be announced.

**On this the 14th day December 2020, the Commissioners Court of Colorado
County, Texas met in Regular Session at 9:00 A.M., in their regular meeting place
at the Colorado County Courthouse, County Courtroom, 400 Spring Street, in the
City of Columbus, Texas.**

The Following Members were present, to wit:

| | |
|----------------------------------|---------------------------------|
| Honorable Ty Prause | County Judge |
| Honorable Doug Wessels | Commissioner Precinct #1 |
| Honorable Darrell Kubesch | Commissioner Precinct #2 |
| Honorable Tommy Hahn | Commissioner Precinct #3 |
| Honorable Darrell Gertson | Commissioner Precinct #4 |
| Honorable Kimberly Menke | County Clerk |
| By: Nancy Davenport | Deputy Clerk |

**County Judge Ty Prause called the meeting to order at 9:10 A.M., followed by
Pledges to the United States Flag and Texas Flag.**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

__1. Agenda as posted.

Motion by Commissioner Wessels to approve Agenda; seconded by Commissioner

Kubesch; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

COLORADO COUNTY COMMISSIONERS COURT **FILED FOR RECORD
COLORADO COUNTY, TX**
NOTICE OF OPEN MEETING **2020 DEC 10 AM 11:29**

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STREET LOCATION: 400 Spring Street
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KIMBERLY MENKE
COUNTY CLERK

N-D.

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DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

1. Agenda as posted.
2. Public comments.
3. Minutes for Regular and Special Meetings for November 2020.
4. Acknowledge and thank County employees for decorating county buildings and square.
5. Resolution of Appreciation for Mary Jane Poenitzsch, Tax Assessor-Collector.
6. Resolution of Appreciation for Tommy Hahn, Commissioner Precinct No. 3.
7. Application submitted by Colorado Valley Telephone to install buried fiber optic cable upon and along the right-of-way of County Road 2103, Precinct No. 2. (Kubesch)
8. Appoint members to Colorado County Historical Commission for the 2021-2022 term.
9. Request for authorization to lease a copier for the Tax Assessor-Collector Department. (Kana)
10. Establish schedule for Commissioners Court Meetings for 2021.
11. Appoint County Commissioner as representative/director on the Combined Community Action Agency Governing Board.

**MINUTES OF THE COLORADO COUNTY
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- _12. Appoint County Judge Pro-Tem for 2021.
- _13. Authorize County Auditor to pay month end and year end bills prior to December 31, 2020. (Kana)
- _14. Consent items:
 - a. Certificate of Liability Insurance posted by Square Mile Energy, L.L.C. (11/15/2020 – 11/15/2021).
 - b. Certificate of Liability Insurance posted by Otis Worldwide Corporation/Otis Elevator Company (12/1/2020 – 12/1/2021).
- _15. Check cancellation.
- _16. County Auditor's Monthly Financial Report for November 2020.
- _17. County Investment Officer's Investment Report for November 2020.
- _18. Affidavit approving County Investment Officer's Report for November 2020.
- _19. County Treasurer's Monthly Report for November 2020.
- _20. Affidavit approving County Treasurer's Monthly Report for November 2020.
- _21. Examine and approve all accounts payable and budget amendments.
- _22. CLOSED SESSION pursuant to Texas Government Code Sections 551.076 and 551.089: Discussion and deliberations regarding elections security audit results and written information security program.
- _23. OPEN SESSION pursuant to Texas Government Code Section 551.102: Action on any items discussed in closed session.
- _24. Announcements (without discussion and no action) by elected officials/department heads.
- _25. Commissioners Court Members sign all documents and papers acted upon or approved.
- _26. Adjourn.

The Colorado County Courthouse is wheelchair accessible and accessible parking spaces are available.

**MINUTES OF THE COLORADO COUNTY
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 2. Public comments.

Judge Prause informed there were (2) Public Comment Rules Forms completed and those being: James R. Ross and Mark Potter.

Mr. Ross thanked the Court for their support and best wishes to Commissioner Hahn for his service and on his retirement.

Mr. Potter stated he appreciates the Courts services and looks forward to next year.

(See Attachments)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
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Colorado County Commissioners' Court

Public Comment Rules

1. Citizens wishing to speak must sign in on the bottom of this sheet.
2. Public comment will be limited to five (5) minutes per person and thirty (30) minutes per agenda item.
3. Citizens will be allowed to address only items that are on the agenda and as indicated on the bottom of this sheet. A separate sheet must be filled out for each agenda item to be discussed.
4. All comments must be addressed to the Commissioners' Court.
5. The Court may make a request for information from the floor on an "as needed" basis, as determined by the Judge or a Commissioner.
6. The Judge (or Judge pro tem) has full and final authority to amend or terminate any of the above.

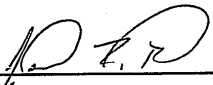
Please remember that this is an "Open Public Meeting" and not a "Public Hearing". Very specific rules apply to each.

Public Participation Form

Name (please print) James R. Ross

Which agenda item do you wish to address? 2

In general, are you for or against this agenda item? For Against


Signature

Note: This form must be presented to the County Clerk (or assistant) prior to the time that the agenda item you wish to address is discussed before the Court.

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

Colorado County Commissioners' Court ✓

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Public Participation Form

Name (please print) Mark Potter

Which agenda item do you wish to address? 2

In general, are you for or against this agenda item? For Against

Mark Potter
Signature

Note: This form must be presented to the County Clerk (or assistant) prior to the time that the agenda item you wish to address is discussed before the Court.

**MINUTES OF THE COLORADO COUNTY
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__3. Minutes for Regular and Special Meetings for November 2020.

Motion by Commissioner Hahn to approve Minutes for Regular and Special Meetings for November 2020; seconded by Commissioner Kubesch; 5 ayes 0 nays; motion carried, it was so ordered.

__4. Acknowledge and thank County employees for decorating county buildings and square.

Judge Prause thanked Joshua, Justin, Clara and Frances for all their hard work, not just for doing a great job on decorating for Christmas, but for all they do all year long.

__5. Resolution of Appreciation for Mary Jane Poenitzsch, Tax Assessor-Collector.

Judge Prause read Resolution of Appreciation for Mary Jane Poenitzsch, Tax Assessor-Collector to the Court. Mary Jane came forth to have her picture taken with the Court and she stated she hoped she has done her job throughout the years and was given a bicycle for her retirement.

Motion by Judge Prause to approve the Resolution of Appreciation for Mary Jane Poenitzsch, Tax Assessor-Collector; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

RESOLUTION OF APPRECIATION


WHEREAS, COLORADO COUNTY TAX ASSESSOR-COLLECTOR MARY JANE POENITZSCH, faithfully and diligently served the Citizens of Colorado County as Tax Assessor-Collector from January 1, 1993 until her retirement date of December 31, 2020, with effectiveness and devotion, with honor to herself and to her office; and

WHEREAS, this body acting on its own accord wishes to recognize the exemplary service of Mrs. Poenitzsch for her untiring and devoted efforts to the constituents of Colorado County.


NOW, THEREFORE, BE IT RESOLVED: That the Commissioners Court of Colorado County, Texas does hereby go on record as extending to Mary Jane Poenitzsch its thanks for a job well done and this Resolution shall be spread upon the Minutes of the Commissioners Court of Colorado County meeting in Regular Session this the 14th day of December, A. D. 2020.


The above Resolution was moved by County Judge Ty Prause and seconded by Commissioner Darrell Gertson and unanimously adopted by the Commissioners Court of Colorado County, Texas meeting in Regular Session on this the 14th day of December, A. D. 2020.

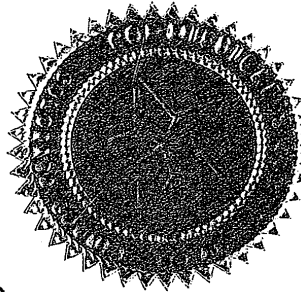
Ty Prause, County Judge


Doug Wessels, County Commissioner, Pct. 1


Tommy Hahn, County Commissioner, Pct. 3


Darrell Kubesch, County Commissioner, Pct. 2


Darrell Gertson, County Commissioner, Pct. 4



ATTEST:


Kimberly Menke, County Clerk

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__6. Resolution of Appreciation for Tommy Hahn, Commissioner Precinct No. 3.

Judge Prause read Resolution of Appreciation for Tommy Hahn, Commissioner Precinct No. 3 to the Court. Tommy along with Keith Neuendorff, Commissioner elect and several workers from Precinct No. 3 came forth to have their picture taken with the Court. Tommy stated when he took office he knew nothing about building a road. He was given a wooden rocking chair.

Motion by Judge Prause to approve Resolution of Appreciation for Tommy Hahn, Commissioner Precinct No. 3; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
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RESOLUTION OF APPRECIATION

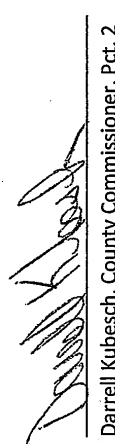
WHEREAS, COLORADO COUNTY COMMISSIONER OF PRECINCT NO. 3, TOMMY HAHN, faithfully and diligently served the Citizens of Colorado County as Commissioner for Precinct No. 3 from January 1, 1997 until his retirement date of December 31, 2020, with effectiveness and devotion, with honor to himself and to his office; and

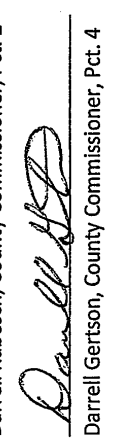
WHEREAS, this body acting on its own accord wishes to recognize the exemplary service of Commissioner Hahn for his untiring and devoted efforts to the constituents of Colorado County.

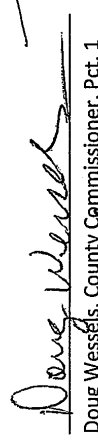
NOW, THEREFORE, BE IT RESOLVED: That the Commissioners Court of Colorado County, Texas does hereby go on record as extending to Commissioner Tommy Hahn its thanks for a job well done and this Resolution shall be spread upon the Minutes of the Commissioners Court of Colorado County meeting in Regular Session this the 14th day of December, A. D. 2020.

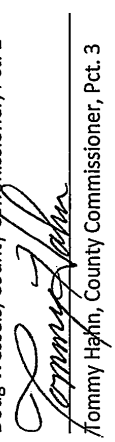
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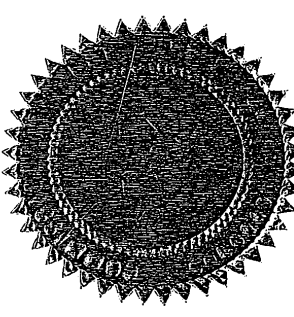

Ty Prause, County Judge

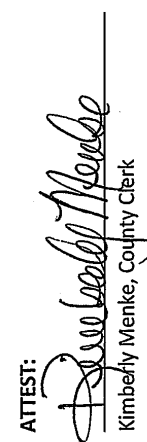

Darrell Kubesch, County Commissioner, Pct. 2


Darrell Gertson, County Commissioner, Pct. 4


Doug Wessels, County Commissioner, Pct. 1


Tommy Hahn, County Commissioner, Pct. 3



ATTEST:

Kimberly Menke, County Clerk

**MINUTES OF THE COLORADO COUNTY
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- ___7. Application submitted by Colorado Valley Telephone to install buried fiber optic cable upon and along the right-of-way of County Road 2103, Precinct No. 2. (Kubesch)

Motion by Commissioner Kubesch to approve Application submitted by Colorado Valley Telephone to install buried fiber optic cable upon and along the right-of-way of County Road 2103, Precinct No. 2; seconded by Commissioner Wessels; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

COUNTY ROAD RIGHT-OF-WAY
APPLICATION, AGREEMENT & PERMIT
FOR COLORADO COUNTY

Application

Applicant Company: Colorado Valley Telephone
Contact Person: Brian R Mueller
Address: 4915 South US Hwy 77
LaGrange, Texas 78945
Phone: 979-247-8179 Fax: 979-247-5115

Location of right-of-way for proposed construction/installation/repairs in Precinct 2 :
On Colorado County ROW of CR 2103 beginning 7,160' South from the intersection of FM 2434 and
2,890' North of the intersection of CR 222.

Description of right-of-way work to be performed:

Install Buried Fiber Optic cable in 1.25" HDPE duct by boring from an existing pedestal on the
East ROW of CR 2103 West approximately 60' to a new pedestal on the West ROW of CR 2103.

12-07-20
Date

Brian R. Mueller
Signature of Firm Name Representative

Brian R Mueller
Printed Name of Firm Name Representative

**MINUTES OF THE COLORADO COUNTY
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Agreement

In exchange for the issuance of a permit by Colorado County to perform the work described on the Application, Applicant agrees to comply with the following provisions:

1. Applicant shall pay a permit, inspection and document review fee of \$1,000 for the Oil & Gas industry and \$100 for all other types of right-of-way permits and a fee of \$500 for each open cut of a County Road if that procedure is approved by the Precinct Commissioner.
2. Applicant expressly recognizes that the issuance of a permit by Colorado County does not grant any right, claim, title, or easement in or upon the road or its appurtenances. In the future, should Colorado County, for any reason, need to work, improve, relocate, widen, increase, add to, decrease, or in any manner change the structure of the road or right-of-way, the line, if affected, will be moved, or relocated at the complete expense of Applicant.
3. Colorado County, its employees, agents or assigns will be held harmless for all claims, actions, or damages of every kind and description which may occur to or be suffered by any person or persons, corporation, or property by reason of the performance of any such work, character of material used or manner of installation, maintenance or operation or by improper occupancy of rights-of-way or public place or public structure, and in case any suit or action is brought against Colorado County for damages arising out of or by reason of any of the above causes, Applicant, its successors or assigns, will upon notice to him or them of commencement of such action, defend the same at his or their own expense, and will satisfy any judgment after said suit or action shall have finally been determined if adverse to Colorado County.
4. Colorado County, its employees and agents will, at no time, be held liable for any damage or injury done to the property of Applicant whether in contract or in tort, which may result from improving and/or maintaining its county roads or right-of-ways.
5. The Applicant must provide three copies of drawings or diagrams showing proposed location of the utility, pipeline, communication line, electrical line, or telephone line (hereafter "utility") with respect to right-of-way, type of installation or repair, size, length, material, and size of appurtenances, if any.
6. The construction and maintenance by Applicant shall not interfere with a previously installed utility. When necessary to remove or adjust another utility, a representative of that other utility shall be notified to decide the method and work to be done. Any cost of temporarily or permanently relocating other utilities shall be borne by Applicant.

**MINUTES OF THE COLORADO COUNTY
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7. If Applicant is installing a pipeline across a county road, the pipe shall be encased from right-of-way line to right-of-way line. Vents will be provided at each end where the length of casing is over 150 feet. All vents shall be placed outside county road right-of-way. Readily identifiable and suitable markers shall be placed at the right-of-way line where it is crossed by the pipeline.
8. If Applicant is installing a pipeline along the county road right-of-way it shall be located as close as possible to the right-of-way line as specified by the Precinct Commissioner. Readily identifiable and suitable markers shall be placed along the pipeline every 1,000 feet.
9. Applicant agrees to haul heavy loads or equipment to the work site along routes designated by the Commissioner of the Precinct in which such roads are located and Applicant, further, agrees to reimburse the County for any and all damages to roads and bridges in Colorado County from the movement of said loads or equipment within 30 days of receipt of County's notice of damages.
10. The Applicant shall make every effort to open and close all trenching operations during the daylight hours of one day. Appropriate measures shall be followed in the interest of safety, traffic convenience and access to adjacent property for all trenching operations. It shall be the responsibility of the Applicant to adhere to the section on construction and maintenance as outlined in the Texas Manual of Uniform Traffic Control Devices.
11. All lines, where practicable, shall be located to cross roadbed at an approximate right angle. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.
12. Parallel lines will be installed as near to the right-of-way line as possible, and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Precinct Commissioner.
13. No work shall be performed in the County right-of-way until after a permit has been issued by the County. Each permit will be valid for a period of 180 days. If construction has not been completed within this period, a new permit must be obtained.
14. The Applicant or its Contractor shall have a copy of the executed Application, Agreement and Permit available on the job site during the duration of the work.
15. All lines shall be buried at least forty (40) inches below the lowest point of the roads, ditches, creeks or borrow pits.
16. All open cut excavations of a county road shall be no greater in width than is necessary to adequately install the utility line.

**MINUTES OF THE COLORADO COUNTY
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17. Operations along roadways shall be performed in such a manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures, or other right-of-way features as a direct result of this installation will be borne by the Utility.
18. Upon completion of the project, all equipment, construction material, surplus materials, trash, broken concrete, lumber, etc. shall be removed from the construction site. The entire construction site shall be graded and cleaned to present the appearance as it was prior to construction or better.
19. For utility lines crossing under a County road or private entrance, Contractor shall be required to drill, core, or bore through the sub-grade at a depth to be determined by the Precinct Commissioner. If, however, such procedure is deemed impractical by reason of rock, utilities, underground construction or terrain, special permission shall be obtained from the Precinct Commissioner before an open road cut will be allowed. If approved, trenching, backfilling, and resurfacing of the cut shall be done in accordance with the procedures outlined in this Agreement. The Applicant shall be responsible for all paving repair for a period of one year after completion.
20. Backfill requirements for all open cut excavation and trenches shall be as follows:
 - i. Areas not subject to or influenced by vehicular traffic- the trench backfill shall be placed in layers not more than ten inches (10") in depth, and shall be compacted by whatever means the Contractor chooses.
 - ii. Areas subject to or influenced by vehicular traffic- the trench backfill shall be mechanically compacted in six-inch (6") lifts to a minimum of ninety percent (90%) modified proctor density.
 1. Dirt Roads- Backfill shall be well tamped in six inch (6") layers to a point nine inches (9") below the surface of the road, after which one-foot (1') of good gravel shall be tamped until level with the existing surface.
 2. Gravel Roads and Streets- Backfill shall be well tamped in six inch (6") layers to a point nine inches (9") below the surface of the road after which one foot (1') of good gravel shall be tamped until level with the existing surface.
 3. Asphalt Roads- Backfill materials shall be selected mineral aggregate and cement in proportions of 27 to 1, properly compacted (tamped to proper density of 90%) to within two inches (2") of road surface. Asphaltic concrete must then be added and tamped or rolled to make a level surface with existing road surface.

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21. The Applicant shall not cut or open more than one-half of the roadway at a time, in order to maintain the flow of traffic at all times. However, in an emergency or with the permission of the Precinct Commissioner, the total width of the roadway may be cut or opened, provided barricades are placed at the first intersection each way from the cut, and suitable detour signs are erected.
22. All of the above work shall be done under the direction of, and be satisfactory to, the Precinct Commissioner. The holder of the permit shall notify the Precinct Commissioner twenty-four (24) hours prior to the time the work will be done, to allow the Precinct Commissioner to be present at the time the work is done. This will in no way relieve the Applicant from its responsibility for maintenance due to failure of the repaired cut.
23. Failure to Comply with Specifications: If an opening or cut in the county right-of-way is not refilled and restored as herein provided, the County will notify the Applicant in writing to refill and restore the opening to the satisfaction of the Precinct Commissioner. If the Applicant fails to comply with the written request within ninety (90) days after receipt of such notice, the County is authorized to disable or remove the utility from the right-of-way and Applicant will pay for any expenses for the refilling and restoration within thirty (30) days after notice of the amount by County. Failure to refill, restore, or pay will authorize the County to collect using the Performance Bond. No further permits shall be issued to such Applicant until these costs have been paid.
24. An opening or cut in a county road that is not refilled and restored within 24 hours following verbal notice to applicant by Precinct Commissioner will be repaired by County and Applicant will be billed for the cost of repairs. Failure to pay this bill will authorize County to collect the bill using the Performance Bond.
25. In the event that the Applicant or its successor(s) abandons the utility, Applicant shall give written notice to the Colorado County Judge, P.O. Box 236, Columbus, TX 78934.
26. If the utility is abandoned or at the expiration of the use of said utility, Applicant will timely remove the utility from the county right of way. In the event said utility is not removed, ownership of the utility will vest in County. It is agreed that "timely removal" of said utility shall be within 120 days after said utility is abandoned or use expires.
27. Applicant must post a performance bond in the amount of \$2,500.00 per mile and \$2500 for each boring under a county road assuring the performance of said work in compliance with the terms of this contract and pay a permit, inspection and document review fee of \$1,000 for the Oil & Gas industry and \$100 for all other types of right-of-way permits to Colorado County.
28. Applicant shall obtain, at Applicant's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering bodily injury and property

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damage with minimum coverage of \$1,000,000.00 per occurrence in a form satisfactory to the County.

29. Applicant shall comply with and at all times abide by all applicable federal, state and local laws, rules and regulations.
30. This permit only applies to Colorado County right-of ways. Applicant acknowledges that this permit does not grant the right to trespass or damage non-right-of-way property owned by adjoining landowners, and Applicant accepts this permit subject to any and all rights of the adjoining landowners.

12/07/2020
Date

Brian R. Mueller
Applicant

Approved by Commissioners Court on the 14th day of Dec., 2020.

12-14-20
Date

[Signature]
Colorado County Judge

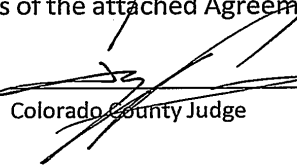
MINUTES OF THE COLORADO COUNTY
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Permit

Following approval by Commissioners Court, Colorado County hereby issues this permit for the work described in the attached Application which is to be performed in accordance with the provisions of the attached Agreement.

12-14-20

Date



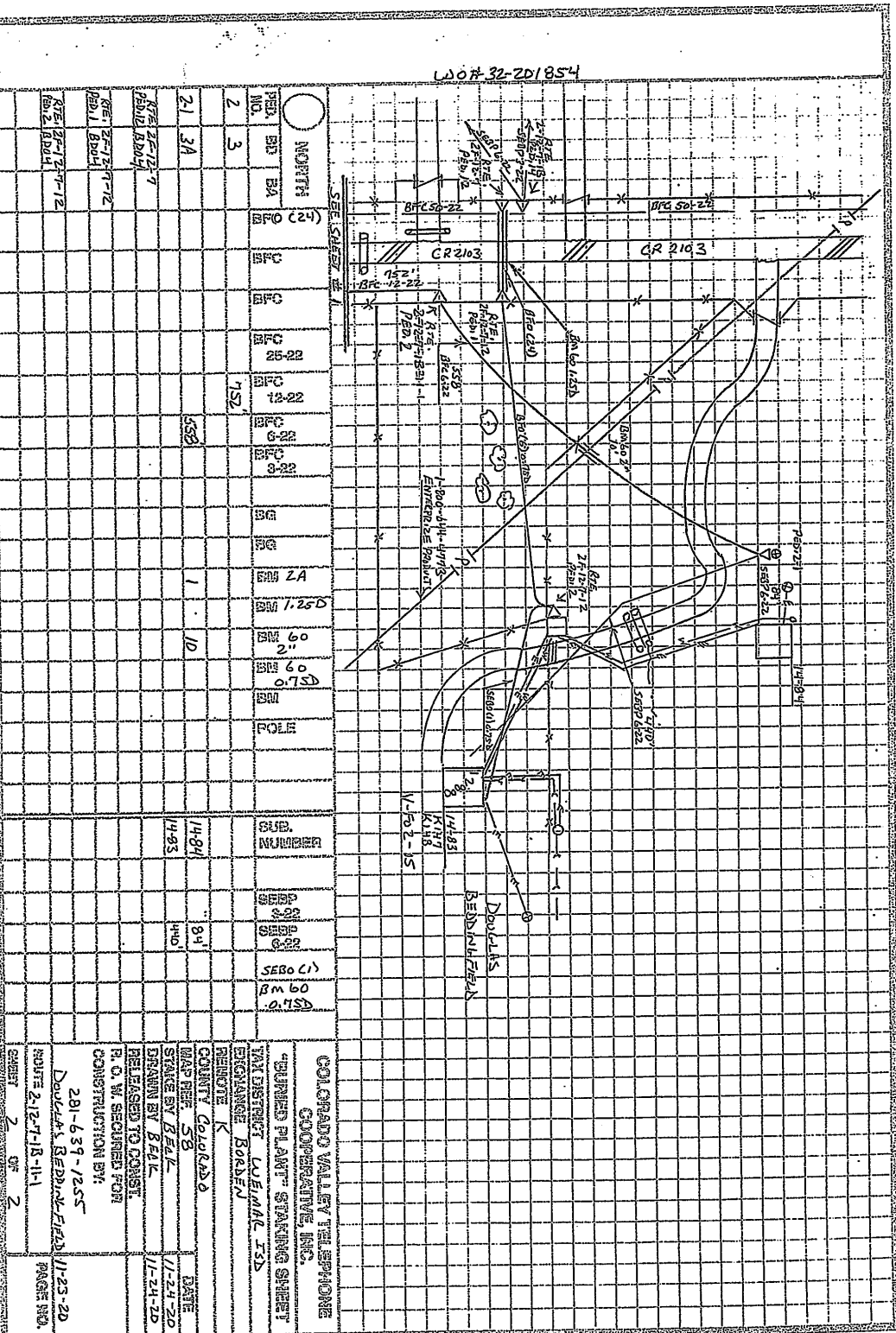
Colorado County Judge

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

DECEMBER 14, 2020



MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
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Colorado Valley Telephone Cooperative, Inc. - Turbid Plant Staging Sheet

| NO. | BY | DATE | REVISIONS | BY | DATE |
|-----|----|----------|-----------|----|----------|
| 2 | BA | 11-21-20 | 1 | BA | 11-21-20 |
| 3 | BA | 11-24-20 | 2 | BA | 11-24-20 |
| 21 | BA | 11-25-20 | 3 | BA | 11-25-20 |

COLOMNE BORDEN
 COUNTY Colorado
 SHEET 2 OF 2
 DRAWN BY BEAL
 R. O. W. SECURED FOR CONSTRUCTION BY:
 281-639-1255
 DOLLAR BEDDING FIELD
 ROUTE 2, 27-18-11
 11-23-20
 PAGE NO.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
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__8. Appoint members to Colorado County Historical Commission for the 2021-2022 term.

Motion by Commissioner Gertson to appoint members to Colorado County Historical Commission for the 2021-2022 term as presented on list; seconded by Commissioner Wessels; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

DECEMBER 14, 2020

**Colorado County Historical
Commission Appointments
2021 – 2022**

Doris Albright- Weimar
Mark Anderson- Eagle Lake
Becky Anderson- Eagle Lake
Allen Bellamy- Weimar
Mariette Bellamy- Weimar
Susan Chandler- Columbus
Joe Fling- Eagle Lake
Karyn Frayard- Eagle Lake
Ron Frnka- Columbus
Dale Heinsohn- Columbus
Joye Johnson- Temple
K.W. (Corky) Johnson- Temple
John Jones- Columbus
David Kahlich- Weimar
Elvera Kahlich- Weimar
Mary Ann Kaluza- Eagle Lake
Vince Leibowitz- Columbus
Jo Ann Locklin- Columbus
Eve Lucas- Eagle Lake
Heidi Heinsohn May- Columbus
Henry Potter- Columbus
Pamela Potter- Columbus
Walter Rognerud- Weimar
Joyce Stancik- Eagle Lake
Melvin Stancik- Eagle Lake
Ken Stavinoha- Rosenberg
Evelyn Stowers- Eagle Lake
Larry Uhlig- Cat Spring
Marilyn Wade- Alleyton
Roger Wade- Alleyton
Wanda Webb- Columbus
Regena Williamson- Sheridan
Michael Yeates- Columbus

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
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TEXAS HISTORICAL COMMISSION
real places telling real stories

November 1, 2020

Re: County Historical Commission (CHC) Appointments

Dear County Judges and Commissioners:

CHC appointments are professional commitments to represent the county's interests related to historic and cultural heritage. During 2019, CHCs reported having contributed 444,800 hours of service to counties across Texas, which carries a monetary value of \$11 million using rates published on independentsector.org.

This extraordinary contribution is thanks to the dedicated and productive individuals who are appointed by county commissioners courts. **Now is the time to identify potential appointees** who will contribute consistently during the 2021–2022 term of service. Consider how your county can benefit from a CHC comprised of experienced and active appointees.

Chapter 318 of the Texas Local Government Code directs county commissioners courts to make CHC appointments in January of odd-numbered years for a two-year term. To ensure a smooth transition between terms, **consider approving 2021–2022 appointments by December 31 with a start date of January 1, 2021.**

We encourage you to appoint and reappoint individuals who have the knowledge and skills to perform successfully, even though the current pandemic may require that appointees shift the focus of their service to some degree.

The enclosed flyers provide supplemental information on recommended appointee criteria and submitting appointee rosters to our agency as required by state statutes. This information will help you appoint individuals who can assist county officials in efforts to preserve historic resources, encourage heritage tourism, and revitalize communities.

Thank you in advance for sharing contact information for CHC appointees for the 2021–2022 term of service.



Amy Hammons, Coordinator
County Historical Commission Outreach Program

Enclosed: CHC Organizational Flyers 1 & 2, 2019 CHC Annual Report Summary



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Submitting CHC Appointments to the THC
County Historical Commission (CHC) Organizational Flyer 01

Texas Local Government Code, Chapter 318, enables county commissioners courts to appoint individuals to serve on county historical commissions (CHC). Section 318.003(d) directs county commissioners courts to provide to the Texas Historical Commission (THC) with a list of appointees and their mailing addresses. The information below will help county officials and staff submit accurate information to the THC.



Fort Bend CHC representatives receive a Distinguished Service Award (DSA) certificate from Judge KP George for the 2018 year of service.

Prior to Submitting Appointments

Before selecting appointees, please verify that potential appointees and those proposed for reappointment are willing and able to serve. Ensuring an active level of commitment is of particular importance during our current pandemic. Social distancing policies and preferences may require that appointees shift the focus of their service. Please work with CHC appointees to determine preservation activities that the county and appointees feel confident pursuing.

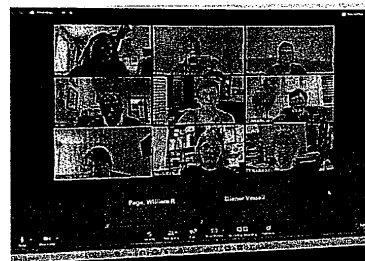
As of October 2020, a number of CHCs have resumed indoor and outdoor activities. To support these efforts, THC staff have provided recommendations for preservation-related work that can be accomplished within social distancing guidelines: www.thc.texas.gov/thc-recommendations-chcs-2020-interim. This web material also highlights ongoing CHC efforts to demonstrate how appointees continue to preserve and protect resources during the pandemic.

Ensuring Accurate Appointee Contact Information

Please gather the names, physical addresses, phone numbers, and email addresses for each appointee and enter the information into the roster template provided here: www.thc.texas.gov/chc-appointments. Submitting appointee information using this Microsoft Excel template enables our agency to merge data from 254 counties, creating a mass mailing list to promote opportunities and services that contribute to the livelihood of your county.

Submitting 2021-2022 CHC Appointee Rosters

Please ask county staff to complete the CHC roster template noted above and email the completed roster to CHC Outreach Specialist, Nano Calderon—512-463-9052, nano.calderon@thc.texas.gov.



Brazos CHC is one of several CHCs that use virtual platforms to conduct commission meetings, provide committee updates, and interact with public.

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Recommended Criteria for CHC Appointees
County Historical Commission (CHC) Organizational Flyer 02

Texas Local Government Code, Chapter 318, enables county commissioners courts to appoint individuals to serve on county historical commissions (CHC). Visit the following webpage to reference a record copy of these statutes: www.statutes.capitol.texas.gov/Docs/LG/htm/LG.318.htm. The statutes provide minimal direction for appointee criteria and appointment methodology. This flyer comments on both issues in response to county official inquiries.

Statutory Directives for CHC Composition

- CHC must be composed of at least 7 county residents; statutes do not include a maximum number of appointees.
- Appointees serve a two-year term, ideally beginning in January of odd-numbered years.
- Appointees must broadly reflect the age, ethnic, and geographic diversity of the county.
- Appointees must have an interest in historic preservation and an understanding of local history and resources.

Appointment Methodology

Statutes do not address the exact methodology for appointing CHCs. Our research shows that this process varies somewhat from county to county. Some county officials interview individuals seeking the appointment and others defer to recommendations from existing CHC appointees. Whatever method your county selects, please consider the following recommendations prior to appointment. Applying statutory criteria along with our recommended criteria along ensures that appointees are active, work well with others, and leave a positive impression with the public.

Recommended Appointee Criteria

Please appoint individuals who can contribute in a variety of ways despite the current pandemic. If possible, appoint individuals who have Internet access (home, CHC office, or public hub), can leave home to perform site visits, and will maintain a positive attitude. Appointees should be able to meet the following recommended criteria.

- Able and committed to attend full commission meetings; statutes require at least 4 meetings per year.
- Able and willing to volunteer time to plan and manage projects, programs, and events.
- Able to receive/respond to public inquiries about county historic resources in a timely manner.
- Able and willing to attend preservation education opportunities outside of his/her county.
- Able to provide site visits to historic properties around the county to update property inventories and provide current information on site conditions to THC staff.



Comal CHC appointees perform conditions assessments summer 2020.

**MINUTES OF THE COLORADO COUNTY
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__9. Request for authorization to lease a copier for the Tax Assessor-Collector Department. (Kana)

**Motion by Judge Prause to approve request for authorization to lease a copier for the Tax Assessor-Collector Department; seconded by Commissioner Wessels;
5 ayes 0 nays; motion carried, it was so ordered.**

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

Managed Document Services Agreement
Shaded areas for in-house use only



| | | | | | | | | | | | |
|---|--|--|---------------------|---|--|--|-----------------------|----------------------------|---------------------|-----------------|--|
| Order Date: | | Contract No: | | Customer No: | | Effective Date: | | SK Trans # | | | |
| Service Location: <input type="checkbox"/> Multiple Locations (use Location Schedule) | | | | | | Bill To: | | | | | |
| Name: County of Colorado, Texas | | | | | | Name: County of Colorado, Texas | | | | | |
| Address: 318 Spring Street, Suite 102 | | | | | | Address: 318 Spring Street, Suite 101 | | | | | |
| City/State/Zip/County: Columbus, Texas 78934 | | | | | | City/State/Zip/County: Columbus, Texas 78934 | | | | | |
| Contact: Raymie Kana | | | Phone: 979-732-2791 | | | Contact: Raymie Kana | | | Phone: 979-732-2791 | | |
| Hours of Operation: 8-4 | | Email address: raymie.kana@co.colorado.tx.us | | | | Email address: raymie.kana@co.colorado.tx.us | | | | | |
| <i>See corresponding schedule(s) for included equipment</i> | | | | | | | | | | | |
| SPECIAL INSTRUCTIONS: | | | | | | | | | | | |
| HODE / Choice Partners Contract 17/026KH - Includes Staples — Please add 5,000 B&W copies to monthly pool on existing maintenance contract - CN37984-01 | | | | | | | | | | | |
| PROGRAM: | | | | | | | | | | | |
| Includes all service and supplies; paper and staples are excluded; Overages are billed quarterly unless otherwise stated. | | | | | | | | | | | |
| One Rate Pools | | | | Office A4 (OA4) | | | Included Pages | | | Overage | |
| Office A3 (OA3) | | Included Pages | | Overage | | Desktop (DSK) | | Included Pages | | Overage | |
| Unlimited Program (A3/A4) | | | | | | Other | | | | | |
| Unlimited B&W (UBW) | | # of Units | | | | | | | | | |
| Production Pools | | | | | | | | | | | |
| Color (PC) | | B&W Allowance | | Overage | | B&W (PBW) | | Allowance | | Overage | |
| Color Allowance | | Overage | | Specialty Finishing (SF) | | | | | | | |
| Volume Based (VB) <input type="checkbox"/> MFP | | B&W Allowance | | 5,000 | | Overage | | .0085 | | Color Allowance | |
| <input type="checkbox"/> MPS | | B&W Allowance | | | | Overage | | | | Color Allowance | |
| <input type="checkbox"/> OOG <input type="checkbox"/> PPO | | B&W Allowance | | | | Overage | | | | Color Allowance | |
| | | | | | | | | | | Overage | |
| PROGRAM MONTHLY BASE: | | | | | | | | | | | |
| Term: 39 | | Monthly Service Rate: | | <input checked="" type="checkbox"/> Included in Lease Agreement | | <input type="checkbox"/> Billable Monthly \$ | | | | | |
| APPROVALS: By signing below, you accept all terms and conditions of the contract, listed above and on reverse of agreement. | | | | | | | | | | | |
| Customer Signature: | | | | Account Manager: | | | | Date: | | | |
| Title: | | | | Date: | | | | Credit Approval Signature: | | Date: | |
| Internal Authorization: | | | | Title: | | | | Date: | | | |

DEVICE SCHEDULE

| Location # | Location Description | Pool | Model | Serial/ID#* |
|------------|--|------|-------|-------------|
| 1 | 318 Spring Street, Suite 102, Columbus, TX 78934 | VB | B7035 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*if available

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

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MANAGED DOCUMENT SERVICES AGREEMENT - TERMS AND CONDITIONS

In this agreement, the words "you" and "your" refer to the Customer. The words "we," "our" or "us" refer to Xerox Business Solutions Southwest. The word "parties" refer to you and us. The word "Agreement" refers to this Agreement. The word "Supplier" refers to the seller of the Equipment. The word "Equipment" refers to the Equipment identified above or in Exhibit A and which is covered by this Agreement. The word "Lease" or "Lease Agreement" refers to a lease that you have with a third party (or a Lease or Rental Agreement that you have with us provided a separate Lease or Rental Agreement is executed between you and us). This Agreement is written in plain English. Every attempt has been made to eliminate confusing language and create a simple, easy-to-read document.

1. Agreement for Service. This Agreement is for the maintenance and service of the Equipment. This is not an agreement for the lease or for the purchase of the Equipment. We agree to maintain and service the Equipment and you agree to pay us for that maintenance and service. Unless otherwise provided herein, this Agreement is non-cancellable. This Agreement applies only to the service of Equipment, not software.

2. Service Guarantees. This Agreement does not include any guarantees unless stated on the front page of this Agreement. If a service guarantee is included in this Agreement, it shall apply only if the Equipment is operated within the following guidelines: (a) the Equipment is used in a climate controlled environment and free from excessive dust and ammonia fumes; (b) the Equipment is used and operated according to the manufacturers specifications; (c) the Equipment is operated within the specified contractual volume limitations; (d) only supplies that meet the manufacturer's required specifications are used; and (e) the Equipment is operated on an isolated electrical line. We guarantee to perform service in a good and workmanlike manner. This paragraph contains the only guarantees we offer.

3. Commencement of Agreement. This Agreement becomes valid upon execution by us, and our mutual obligations commence when the Equipment is delivered to you, installed, and determined by you to be in good working condition. The Equipment will be considered in good working condition unless you notify us in writing within three (3) calendar days from the date of delivery that you do not accept the Equipment, that you wish to return it, and you specify the defect or malfunction.

4. Term; Automatic Renewal. The "Initial Term" of this Agreement is for a period equal to the term of any Lease Agreement that you have with the Equipment; or for a period of twelve (12) months if the Equipment is not subject to a lease or the term of the Lease does not exceed twelve (12) months. Unless You notify us in writing at least sixty (60) days before the end of the initial or any renewal term, that you intend not to renew this Agreement, then: (a) this Agreement shall automatically renew for an additional one-year period (a "Renewal Term") and (b) the payment and other terms of this Agreement will continue to apply.

5. Service Payments. In consideration for our obligations under this Agreement, you agree to pay us for each service period the amount listed above and by the due date set forth on our invoice to you: (i) the Monthly Base Maintenance shown above; (ii) the applicable Overage Rate for each metered image in excess of the applicable number of the Included Impressions; (iii) any other costs for non-covered parts, supplies, and shipping and delivery fees and charges; (iv) applicable taxes and late fees; (v) and any other charges provided for herein. You agree that the monthly base amount(s) is(are) a minimum payment that you agree to pay even if you do not make the stated number of Included Impressions. You agree that we may, in our sole discretion, increase the monthly base amount(s) and the Overage Rate specified above once each year during the Initial Term and once each year during any Renewal Term, by an amount not to exceed 3.5% per year. You agree we may apply any base and overage payment first to any past-due amount owed. All payments made under this Agreement are non-refundable.

6. Parts; Supplies. Unless otherwise stated above, the Supplies covered under this agreement are toner, PM kits, and developer. Staples and paper are not covered. All other parts and drums are included, unless the need for replacement is the result of your misuse or abuse. This Agreement does not cover any of the following: (a) damage to the Equipment caused by misuse, negligence, or intentional acts; or (b) repairs and parts necessitated by operation of the Equipment outside the service guarantee guidelines.

7. Limitations of Service. Connected Equipment will be covered up to the computer/network connection. Service calls produced by computer/network problems may be billed at our hourly rate.

8. Late Charges. If you do not pay all charges by the due date specified on an invoice, or within 30 days from the date of the invoice if it does not specify a due date, you agree to pay a late fee equal to 10% of the amount due under the invoice.

9. Meter Collection. You agree to comply with our billing procedures, including but not limited to, providing us with monthly meter readings for each Equipment item. We will provide, at no cost to you, automated meter reading technology that will enable automatic periodic meter readings. However, if you elect not to use this technology, for each non-automated meter read, you agree to pay \$25 per device in addition to the periodic service payments stated above.

10. Service Hours. Our "Standard Service Hours" are Monday-Friday, 8:00 a.m. - 5:00 p.m. local time. If you request service to occur outside standard hours, it will be provided within forty-eight hours after receiving such notice and with the following additional charges at a rate of: (a) one and one-half the prevailing hourly rate; and (2) twice the prevailing hourly rate if service is requested to occur after 5:00 p.m. on a Sunday or any time a holiday.

11. Relocation. In the event you relocate the Equipment outside our service area, we shall have the sole right to either locate another qualified dealer to provide service for the Equipment at the new location or to cancel this Agreement.

12. Default. Each of the following is a "Default" under this Agreement: (a) you fail to pay any Service Payment or any other payment due, under this or any other agreement you have with us, by the due date indicated on any invoice, or (b) you do not perform any of your other obligations under this Agreement or in any other agreement with us and this failure continues for ten (10) days after we have notified you. Our acceptance of a partial payment does not waive a default.

13. Remedies. If you Default under this Agreement, we may do one or more of the following: (a) suspend service; (b) furnish service on a C.O.D. "per call" basis at our standard service rates; (c) cancel or terminate this Agreement and any or all other active agreements that you have with us; (d) require you, as liquidated damages for loss of bargain and not as a penalty, to pay us, on demand (i) any amount past due and owing, and (ii) an amount equal to the sum of remaining Service Payments for the remainder of the Initial or Renewal Term; and (e) exercise any other remedy available at law. You also agree to reimburse us, on demand, for all reasonable expenses of enforcement and/or collection including, but not limited to, reasonable attorneys' fees, court costs, and costs of collection). The remedies set forth herein are cumulative and are in addition to any other remedies allowed under law, and may be exercised concurrently or separately. Any failure or delay by us to declare default or to exercise any other right or remedy shall not operate as a waiver of any other right or future right. If this Agreement expressly provides for, or expressly incorporates, written guarantees, in the event we do not satisfy one or more of the guarantees, your sole remedy is the remedy in the guarantee. In the event we do not satisfy any other provision of this Agreement, and in the event we do not cure the deficiency within fourteen (14) days after receiving written notice of such deficiency, you may, as your sole remedy, cancel this Agreement without any further obligations.

14. NO WARRANTIES. Other than any service guarantees provided in or through paragraph two herein and the obligations set forth herein, WE DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY AND ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

15. LIMITATIONS OF LIABILITY. WE SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL, OR PUNITIVE DAMAGES ARISING FROM, OR RELATED TO, THIS AGREEMENT. YOU ACKNOWLEDGE AND AGREE THAT IN ENTERING INTO THIS AGREEMENT YOU DID NOT RELY ON ANY WRITTEN OR ORAL COMMUNICATIONS, REPRESENTATIONS, OR GUARANTEES (INCLUDING BUT NOT LIMITED TO BROCHURES OR PROPOSALS) NOT EXPRESSLY SET FORTH IN THIS AGREEMENT. IN MAKING YOUR DECISION TO ENTER INTO THIS AGREEMENT, YOU AGREE AND REPRESENT THAT YOU RELIED ONLY ON YOUR OWN INVESTIGATION REGARDING THIS AGREEMENT'S SUBJECT MATTER AND THE INFORMATION CONTAINED HEREIN.

16. MUTUAL INDEMNITY. THE PARTIES MUTUALLY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE OTHER PARTY, ITS PARENT CORPORATIONS, SUBSIDIARIES, AFFILIATES, DIRECTORS, OFFICERS, AGENTS, REPRESENTATIVES, ATTORNEYS, EMPLOYEES, AND SUCCESSORS OR ASSIGNS (THE "INDEMNIFIED PARTIES") FROM ANY AND ALL CLAIMS, DEMANDS, ACTIVITIES, SUITS, ALLEGATIONS, ACTIONS, OR CAUSES OF ACTION ARISING FROM OR INCIDENT, WHETHER DIRECTLY OR INDIRECTLY, TO ANY MISCONDUCT, NEGLIGENCE, REPRESENTATION, OR OMISSION ON THE PART OF THE INDEMNIFYING PARTY, IN THE CONDUCT OF ITS/THEIR DUTIES OR ANY CONDUCT OUTSIDE THE SCOPE OF ITS/THEIR DUTIES WHICH MAY GIVE RISE TO LIABILITY OR POTENTIAL LIABILITY ON THE PART OF THE INDEMNIFIED PARTIES.

17. UNCONDITIONAL OBLIGATION. YOU AGREE THAT YOUR OBLIGATION TO PAY US UNDER THIS AGREEMENT IS UNCONDITIONAL AND IS INDEPENDENT OF ANY LEASE OR OTHER MAINTENANCE AGREEMENT THAT YOU MAY HAVE WITH US OR ANYONE ELSE.

18. Notices. All notices and other communications directed to us as required or permitted under this Agreement shall be deemed to have been duly given if made in writing via U.S. mail at the address provided on page one of this Agreement.

19. Assignment. You may not assign any rights or obligations under this Agreement without our prior written consent. We may, without your consent and without prior notification, assign this Agreement, or any right or obligation thereof, to a third party.

20. Applicable Law; Venue; JURY WAIVER. This Agreement shall be deemed fully executed, performed, governed, and construed in, and under the laws of, the State of Arizona, Oklahoma, and Texas. You agree that performance of your payment obligation under this Agreement shall be in Arizona, Oklahoma, & Texas and that the State of Arizona, Oklahoma, & Texas shall have sole jurisdiction of all matters relating to this Agreement. YOU AND WE HEREBY WAIVE OUR RIGHT TO A TRIAL BY JURY.

21. Severability. If any provision of this Agreement is held unenforceable then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

22. Merger; Integration. This Agreement contains the entire agreement of the parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, representations, and understandings with respect thereto. This agreement may only be modified by a written document duly exercised by the parties.

23. Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

24. End Agreement

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

XEROX™ Business Solutions Southwest

8200 IH 10 West
San Antonio TX, 78230-222

Sales Order: 226311
Rep: Kathy Cernosek
PO Number:

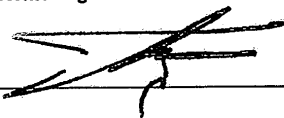
Bill To:

COUNTY OF COLORADO
318 SPRING ST STE 104
Columbus TX, 78934

| Type | Item | Install/Pickup address | Code | Qty |
|--------|--|---|-----------|-----|
| PS Hrs | PS Hours | | PSHours | 1 |
| ACC | Workplace Cloud - 1 MFP | 318 SPRING ST STE 104 Columbus TX 78934 | 300N03877 | 1 |
| EQP | B7035H2 with Postscript and Integrated Finisher- Cooperative | 318 Spring Street Columbus TX 78934 | B7035H2 | 1 |

Comments:

Customer Signature



Date

12-14-2020

Total

N/A

Tax:

N/A

Grand Total:

N/A

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

XEROX™ Business Solutions Southwest

SALES ORDER - ADDITIONAL TERMS AND CONDITIONS

1. **Equipment.** The first page of this Sales Order/Service Agreement is called the Cover Page. The Cover Page and these Terms and Conditions, along with a listing of additional products on Schedule A (if attached), represent the agreement (the "Agreement") between Company and the Customer, with respect to the acquisition of those Products identified on the Cover Page and/or Schedule A and the service for such Products. "Products" shall mean the equipment ("Equipment") and any Software Licenses. "Service" shall mean the service as set forth in paragraph 4 below. Throughout this Agreement the words "We," "Our," and "Us" refer to Company. The words "You" and "Your" refer to the Customer indicated on the reverse.

2. **Scope.** This Agreement may be executed for: a) A SALE of Products. If a SALE, Company hereby offers to sell and Customer hereby accepts to purchase those Products in the quantity and for the price indicated on the Cover Page (and/or Schedule A). Payment terms are Cash on Delivery ("COD"). Alternatively, if Customer has a verifiable credit account in good standing with Company, Customer may elect to be invoiced for the Products; or b) A LEASE of Products. If a LEASE, Customer will execute a separate lease agreement which will fund the purchase of the Products in the quantity indicated on the Cover Page for the benefit of Customer. Upon execution of a lease agreement, the Customer shall be responsible to lessor to satisfy the terms and conditions of the lease. If, however, a lease agreement cannot be executed within 15 days of Customer's execution of this Agreement, Customer must immediately pay cash for the Products or return the Products to Company in Like New condition.

3. **Delivery and Installation.** Unless specified otherwise on the Cover Page, the Company shall deliver and install the Products at the location specified by Customer on the Cover Page unless: (1) Customer has not made available at that address a suitable place of installation as specified by the Company; or (2) Customer has not made available suitable electrical service in accordance with the Underwriter's Lab ("UL") requirements. All risk of loss will transfer to the Customer upon delivery.

4. **Services.** This Agreement covers both the labor and materials for adjustments, repairs, and replacement of parts necessitated by normal use of the Equipment listed on the face of this Agreement ("Services"). Services do not include the following: (a) repairs due to (i) misuse, neglect, or abuse (including, without limitation, improper voltage or use of supplies that do not conform to the manufacturers' specifications), (ii) use of options, accessories, products, supplies not provided by Company; (iii) non-Company alterations, relocation, or service; and/or (iv) loss or damage resulting from accidents, fire, water, or theft; (b) maintenance requested outside Company's normal business hours or this Agreement, (c) relocation, (d) software or connected hardware, (e) hard drive replacement, (f) Thermal heads, process units, and fuser units for Facsimile Machines, (g) Thermal Heads and MICR Toner for Laser Printers, and parts and labor for all non-laser printers, and/or (h) parts for Scanners. Replacement parts may be new, reprocessed, or recovered. Supplies provided by Company are in accordance with the copy volumes set forth on the face of this Agreement and within the manufacturer's stated yields, and do not include staples. Supplies are to be used exclusively for the Equipment and remain Company property until consumed. You will return, or allow Company to retrieve, any unused supplies at the termination/expiration of this Agreement. You are responsible for the cost of excess supplies. You authorize Equipment to be connected to automatic meter reading software and/or device or, if we otherwise request, You will provide us with accurate meter readings for each item of Equipment when and by such means as we request. If You do not permit the Company to use automatic meter reading software and/or devices, Company may charge a monthly fee for manually performing meter reads. If You do not provide meter reads as required, Company may estimate the reading and bill accordingly. You shall provide adequate space and electrical service for the operation of the Equipment in accordance with UL and/or manufacturer's specifications. Supplies will be shipped via UPS Ground. Unless otherwise stated herein, Customer will be billed for shipping, including, but not limited to, UPS Ground, Overnight, and/or Messenger Service. Additional fees may be charged for Services provided outside Company's standard business hours or for computer/network issues, or adds will be at Company hourly rates in effect at the time of Services. If, at any time during the Term of this Agreement, Customer upgrades, modifies, or adds equipment, Customer shall promptly notify Company and provide Company right of first refusal to provide Services for added equipment. Company maintains the right to inspect any upgrades and modifications to Equipment and/or additional equipment and, in its sole discretion, determine whether equipment is eligible for Services. If approved for Services, the Agreement will be amended to include such changes, including pricing modifications. Unless otherwise agreed to in writing, Customer remains solely responsible to secure any sensitive data and permanently delete such data from the internal media storage prior to removal of Equipment or termination of this Agreement.

5. **Term and Payment.** Except as may otherwise be provided for herein, this Agreement is non-cancelable and shall remain in effect throughout the Term; and, unless notified in writing sixty (60) days prior to its expiration, this Agreement shall automatically renew for additional one (1) year periods. In the event the fees herein are included in Your lease payment, the Term shall run concurrently with the lease agreement and be subject to the renewal provisions provided for therein. The meter count at installation or, in the case of owned printers, at assessment, will be used for meter/overages calculations. You agree to pay Company all amounts due in accordance with the payment terms set forth on the face of this Agreement or in accordance with the applicable lease agreement, and all other sums when due and payable. Any Minimum Monthly Payment entitles You to Services for a specific number and type (ie. black & white, color, scan) of Prints/Copies as identified on the face of this Agreement and will be billed in advance. In addition, You agree to pay the Overage Rate for each Print/Copy that exceeds the applicable number and type of Prints/Copies provided in the Minimum Monthly Payment which amount shall be billed in arrears and is payable as indicated on the face of this Agreement. A Print/Copy is defined as standard 8.5"x11" copy (larger size copies may register two meter clicks). No credit will be applied towards unused copies/prints. Your obligation to pay all sums when due shall be absolute and unconditional and is not subject to any abatement, offset, defense or counterclaim. If any payment is not paid within 10 days of its due date, You will pay a late charge not to exceed 7% of each late payment (or such lesser rate as is the maximum allowable by law). Company has the right to withhold Services and supplies, without recourse, for any non-payment. Unless otherwise stated on the face of this Agreement, Company may increase the rates hereunder on an annual basis. Company retains the right to have all or some of the amounts due hereunder billed and/or collected by third parties. If Customer requires any specialized billing procedure or invoicing, Company reserves the right to bill an administrative fee not to exceed \$100 per invoice.

6. **Taxes.** Payments are exclusive of all state and local sales, use, excise, privilege and similar taxes. You will pay when due, either directly or to Us upon demand, all taxes, fines and penalties relating to this Agreement that are now or in the future assessed or levied.

7. **Limited License to Use Software.** Company grants (and is hereby authorized by its licensors to grant) you a non-exclusive, non-transferable license to use in the U.S.: (a) software and accompanying documentation ("Base Software") only with the Equipment with which it was delivered; and (b) Software that is set forth as a separate line item in this Agreement ("Application Software") (including its accompanying documentation), as applicable, for as long as you are current in the payment of all applicable software license fees. "Base Software" and "Application Software" are referred to collectively as "Licensed Software". You have no other rights and may not: (1) distribute, copy, modify, create derivatives of, decompile, or reverse engineer Licensed Software; (2) activate Licensed Software delivered with the Equipment in an inactivated state; or (3) allow others to engage in same. Title to, and all intellectual property rights in, Licensed Software will reside solely with Company and/or its licensors (who will be considered third-party beneficiaries of this Section). Licensed Software may contain code capable of automatically disabling the Equipment. Disabling code may be activated if: (x) Company is denied access to periodically reset such code; (y) you are notified of a default under this Agreement; or (z) your license is terminated or expires. The Base Software license will terminate: (i) if you no longer use or possess the Equipment; or (ii) upon the expiration or termination of this Agreement, unless you have exercised your option to purchase the Equipment. Neither Company nor its licensors warrant that Licensed Software will be free from errors or that its operation will be uninterrupted. The foregoing terms do not apply to Diagnostic Software or to Licensed Software/documentation accompanied by a clickwrap or shrinkwrap license agreement or otherwise made subject to a separate license agreement.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

DECEMBER 14, 2020

XEROX™ Business Solutions Southwest

SALES ORDER - ADDITIONAL TERMS AND CONDITIONS

8. Diagnostic Software. Software used to evaluate or maintain the Equipment ("Diagnostic Software") is included with the Equipment. Diagnostic Software is a valuable trade secret of Company, or its Licensors. Title to Diagnostic Software will remain with Company or its licensors. Company does not grant Customer any right to use Diagnostic Software, and Customer will not access, use, reproduce, distribute or disclose Diagnostic Software for any purpose (or allow third parties to do so). Customer will allow Company reasonable access to the Equipment to remove or disable Diagnostic Software if Customer is no longer receiving Service from Company, provided that any on-site access to Customer's facility will be during Customer's standard business hours.

9. Software Support. Except for Products and/or Third Party Products identified as "No Svc.", Company (or a designated servicer) will provide the software support set forth below or in accordance with an attached statement of work ("Software Support"). For Base Software for Equipment, Software Support will be provided during the initial Term and any renewal period but in no event longer than 5 years after Company stops taking customer orders for the subject model of Equipment. For Application Software, Software Support will be provided as long as you are current in the payment of all applicable software license and support fees. Company will maintain a web-based or toll-free hotline during Company's standard working hours to report Licensed Software problems and answer Licensed Software-related questions. Company, either directly or with its vendors, will make reasonable efforts to: (a) assure that Licensed Software performs in material conformity with its user documentation; (b) provide available workarounds or patches to resolve Licensed Software performance problems; and (c) resolve coding errors for (i) the current Release and (ii) the previous Release for a period of 6 months after the current Release is made available to you. Company will not be required to provide Software Support if you have modified the Licensed Software. New releases of Licensed Software that primarily incorporate compliance updates and coding error fixes are designated as "Maintenance Releases" or "Updates". Maintenance Releases or Updates that Company may make available will be provided at no charge and must be implemented within six months. New releases of Licensed Software that include new content or functionality ("Feature Releases") will be subject to additional license fees at then-current pricing. Maintenance Releases, Updates and Feature Releases are collectively referred to as "Releases". Each Release will be considered Licensed Software governed by the Software License and Licensed Software Support provisions of this Agreement (unless otherwise noted). Implementation of a Release may require you to procure, at your expense, additional hardware and/or software from Company or another entity. Upon installation of a Release, you will return or destroy all prior Releases. For Third Party Software identified as "No Svc.", you shall enter into a support agreement with a Third Party Software vendor or its support services provider, who shall be solely responsible for the quality, timeliness and other terms and conditions of such support services. Company shall have no liability for the acts or omissions of such third party support services provider.

10. Warranty. You acknowledge that the Products covered by this Agreement was selected by You based upon Your own judgment. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF NON-INFRINGEMENT; IMPLIED WARRANTIES OF MERCHANTABILITY; OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY AND UNRESERVEDLY EXCLUDED.

11. Limitation of Liability. In no event, shall Company be liable for any indirect, special, incidental, consequential damages, loss of profits, or punitive damages whether based in contract, tort, or any other legal theory and irrespective of whether Company has notice of the possibility of such damages.

12. Default; Remedies. Any of the following events or conditions shall constitute an Event of Default under this Agreement: (a) failure to make payment when due of any indebtedness to Company or for the Products, whether or not arising under this Agreement, without notice or demand by Company; (b) breach by You of any obligation herein; or (c) if You cease doing business as a going concern. If You default, Company may: (1) require future Services, including supplies, be paid for in advance, (2) require You to immediately pay the amount of the remaining unpaid balance of the Agreement, (3) terminate any and all agreements with You, and/or (4) pursue any other remedy permitted at law or in equity. In the Event of Default, remaining payment amounts due will be calculated using the average of the last six months' billing or the amount set forth on the face of the Agreement, whichever is greater, multiplied by the remaining months of the Agreement. You agree that any delay or failure of Company to enforce its rights under this Agreement does not prevent Company from enforcing any such right at a later time. All of Company's rights and remedies survive the termination of this Agreement. In the event of a dispute arising out of this Agreement or the Products listed herein, should it prevail, Company shall be entitled to collection of its reasonable costs and attorneys' fees incurred in defending or enforcing this Agreement, whether or not litigation is commenced.

13. Assignment. You may not sell, transfer, or assign this Agreement without the prior written consent of Company. Company may sell, assign or transfer this Agreement.

14. Notices. All notices required or permitted under this Agreement shall be by overnight courier or by registered mail to such party at the address set forth in this Agreement, or at such other address as such party may designate in writing from time to time. Any notice from Company to You shall be effective three days after it has been deposited in the mail, duly addressed, or one day if sent via overnight courier.

15. Indemnification. You are responsible for and agree to indemnify and hold Us harmless from, any and all (a) losses, damages, penalties, claims, suits and actions (collectively, "Claims"), whether based on a theory of contract, tort, strict liability of otherwise caused by or related to Your use or possession of the Products, and (b) all costs and attorneys' fees incurred by Us relating to such claim.

16. Fax/Electronic Execution. A faxed or electronically transmitted version of this Agreement may be considered the original and You will not have the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. This Agreement may be signed in counterparts and all counterparts will be considered and constitute the same Agreement.

17. Miscellaneous. (a) Choice of Law. This Agreement shall be governed by the laws of the state of _____ (without regard to the conflict of laws or principles of such states); (b) Jury Trial. YOU EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS AGREEMENT; (c) Entire Agreement. This Agreement constitutes the entire agreement between the parties with regards to the subject matter herein and supersedes all prior agreements, proposals or negotiations, whether oral or written; (d) Enforceability. If any provision of this Agreement is unenforceable, illegal or invalid, the remaining provisions will remain in full force and effect; (e) Amendments. This Agreement may not be amended or modified except by a writing signed by the parties; provided You agree that we are authorized, without notice to You, to supply missing information or correct obvious errors provided that such change does not materially alter Your obligations; (f) Force Majeure. Company shall not be responsible for delays or inability to provide Products or Services caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond our control; (g) Company has the right to modify/correct any clerical errors.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

Xerox Financial Services LLC
45 Glover Avenue
Norwalk, CT 06856

**Master Lease Schedule - Cost Per Copy
Fixed Purchase Option
(State and Local Governmental Transactions Only)**



| | | | | | |
|--|---|---|------------------------|-----------------------|------------------------|
| Lease Agreement #010-0031532-004 | | Dealer Name: Xerox Business Solutions Southwest | | | |
| LESSEE INFORMATION | | | | | |
| Full Legal Name County of Colorado, Texas | | DBA | | | |
| Billing Address 318 Spring Street, Suite 102 | | City Columbus | State Texas | ZIP Code 78934 | |
| Phone 979-732-2791 | Contact Name Raymie Kana | Contact Email raymie.kana@co.colorado.tx.us | | Lessee PO# (Optional) | |
| EQUIPMENT | | | | | |
| Quantity | Model and Description | Quantity | Model and Description | | |
| 1 | Xerox VersaLink B7035 | | | | |
| Equipment Location (if different from Billing Address) 318 Spring Street, Suite 102 | | | | | |
| TERM, PAYMENT AND FIXED PURCHASE OPTION | | IMAGE TYPE | IMAGES INCLUDED | EXCESS CHARGE | PRINTS INCLUDED |
| Initial Lease Term (in months): 39 | | B&W | 5,000 | .0085 | |
| Monthly Lease Payment: \$250.55 | | Color | | | |
| Purchase Option/Fixed Purchase (Check One): | | Everyday Color | | | N/A |
| <input checked="" type="checkbox"/> \$1.00 <input type="checkbox"/> Fixed Purchase Amount: | | Color Level 2 | | | N/A |
| | | Color Level 3 | | | N/A |
| LESSEE ACCEPTANCE | | | | | |
| BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE LEASE AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH HEREIN AND ON PAGES 1 AND 2 OF THE LEASE. | | | | | |
| Authorized Signer X | Date 12-14-2020 | Federal Tax ID # (Required) 74-6000544 | | | |
| Print Name Ty Pralise | Title (Indicate President, Partner, Proprietor, etc.) County Judge | | | | |
| LESSOR ACCEPTANCE | | | | | |
| Accepted By: Xerox Financial Services LLC | Name and Title | | | | Date |
| TERMS & CONDITIONS | | | | | |

Pursuant to that Master Lease Agreement Number indicated above ("Lease") between you and XFS, the terms and conditions of which are fully incorporated into this Schedule, you hereby (a) authorize XFS to order for lease to you the equipment described above ("Equipment"), (b) agree to lease such Equipment from XFS effective the Inception Date for the Initial Lease Term specified above, and (c) agree to pay XFS the Lease Payments in the amounts and at the times specified above for each Item of Equipment. This Schedule is attached to and constitutes a part of the Lease and all of the terms used herein which are defined in the Lease shall have the same meaning as so defined.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_10. Establish schedule for Commissioners Court Meetings for 2021.

Motion by Commissioner Gertson to approve the established schedule for Commissioners Court Meetings for 2021; seconded by Commissioner Kubesch; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

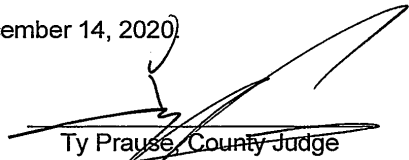
**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

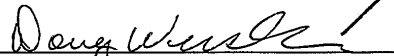
**SCHEDULE OF COLORADO COUNTY
COMMISSIONERS COURT MEETINGS FOR 2021**

Pursuant to Section 81.005 (Terms of Court, Meetings) Local Government Code, Vernon's Texas Codes Annotated, the Commissioners Court by order shall designate a day of the week on which the Court shall convene in a regular term each month during the fiscal year.


The Colorado County Commissioners Court meetings shall be held at the County Seat at the Colorado County Courthouse, 400 Spring Street, Columbus, Texas. Regular Terms shall be held on the 2nd and 4th Mondays of each month with exception of those months in which the Commissioners Court has designated as an official County Holiday. Regular Terms of Court shall be held on January 11 & 25, February 8 & 22, March 8 & 22, April 12 & 26, May 10 & 24, June 14 & 28, July 12 & 26, August 9 & 23, September 13 & 27, October 12 & 25, November 8 & 22, December 13, and December 27 (if needed).

By Order dated December 14, 2020)



Ty Prause, County Judge



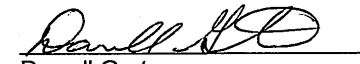
Doug Wessels
Commissioner, Precinct No. 1



Darrell Kubesch
Commissioner, Precinct No. 2



Tommy Hahn
Commissioner, Precinct No. 3

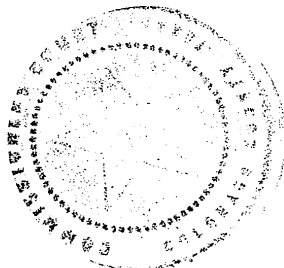


Darrell Gertson
Commissioner, Precinct No. 4

ATTEST:



Kimberly Menke
County Clerk



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

- _11. Appoint County Commissioner as representative/director on the Combined Community Action Agency Governing Board.

Commissioner Wessels informed he has been the representative for (20) years and Chairman of the Board for (3) years and will accept again.

**Motion by Judge Prause to appoint County Commissioner Doug Wessels as representative/director on the Combined Community Action Agency Governing Board; seconded by Commissioner Hahn; 5 ayes 0 nays; motion carried, it was so ordered.
(See Attachment)**

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

CCA BOARD MEMBER CERTIFICATION

SECTOR: PUBLIC OFFICIALS

Public Body: Colorado County, Texas

Date Certification Notice Sent: December 9, 2020

CCA Board Term: 2021

Name of Representative Presently Serving: Doug Wessels

Action to be taken: Designation by the Commissioners Court of a public official or a representative who shall serve as a director on the Combined Community Action Agency Governing Board.

The individual named below has been designated as the representative empowered to speak, vote and act on behalf of the above stated public body.

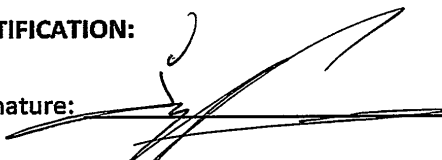
Name: Doug Wessels

Address: 400 Spring Street, Room 107

City: Columbus, TX 78934

Phone: (979) 758-4041

COMMISSIONERS COURT CERTIFICATION:

Authorized Person's Signature: 

Authorized Person's Title: County Judge

Date: December 14, 2020

CCA CERTIFICATION

CCA CHAIRPERSON: _____

DATE: _____

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_12. Appoint County Judge Pro-Tem for 2021.

**Motion by Commissioner Hahn to appoint Commissioner Elect Keith Neuendorff
as County Judge Pro-Tem for 2021; seconded by Commissioner Wessels;
5 ayes 0 nays; motion carried, it was so ordered.**

_13. Authorize County Auditor to pay month end and year end bills prior to December 31, 2020. (Kana)

**Motion by Judge Prause to authorize County Auditor to pay month end and year end bills
prior to December 31, 2020; seconded by Commissioner Hahn; 5 ayes 0 nays;
motion carried, it was so ordered.**

_14. Consent items:

- a. Certificate of Liability Insurance posted by Square Mile Energy, L.L.C. (11/15/2020 – 11/15/2021).
- b. Certificate of Liability Insurance posted by Otis Worldwide Corporation/Otis Elevator Company (12/1/2020 – 12/1/2021).

**Motion by Commissioner Hahn to approve Consent Items as presented; seconded by
Commissioner Gertson; 5 ayes 0 nays; motion carried, it was so ordered.
(See Attachments)**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

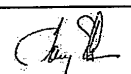
| | | |
|--|---|--|
| PRODUCER MCGRIFF, SEIBELS & WILLIAMS OF TEXAS, INC. 10100 Katy Freeway, #400 Houston, TX 77043 | CONTACT NAME: PHONE (A/C. No. Ext): 713-877-8975 FAX (A/C. No.): 713-877-8974 E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE NAIC # INSURER A :Market International Insurance Company 10744 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : | |
| INSURED Square Mile Energy, L.L.C. 5847 San Felipe Suite 2900 Houston, TX 77057 | | |

COVERAGES **CERTIFICATE NUMBER:5CUGGLY7** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | JCGL102734 | 11/15/2020 | 11/15/2021 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | N/A | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$ \$ \$ \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| | |
|---|--|
| CERTIFICATE HOLDER Colorado County Judge 400 Spring, Room 107 Columbus, TX 78934. | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|---|--|

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|---------------|
| PRODUCER MARSH USA, INC. 20 CHURCH STREET, 8TH FLOOR HARTFORD, CT 06103 | CONTACT NAME: PHONE (A/C No. Ext): E-MAIL ADDRESS: Otis.CertRequest@marsh.com | FAX (A/C No): |
| | INSURER(S) AFFORDING COVERAGE | |
| CN103059650-00s-STAND-20-21* | INSURER A: National Union Fire Insurance Co. Of Pittsburgh, PA | NAIC # 19445 |
| INSURED OTIS WORLDWIDE CORPORATION OTIS ELEVATOR COMPANY ONE CARRIER PLACE FARMINGTON, CT 06032 | INSURER B: AIU Insurance Co | 19399 |
| | INSURER C: New Hampshire Insurance Co. | 23841 |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES **CERTIFICATE NUMBER:** NYC-010508704-03 **REVISION NUMBER:** 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--------------------|--|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | 3980241 "\$2,000,000 General Aggregate" "Per Project / Location" "\$10,000,000 General Aggregate" "Per Policy" | 12/01/2020 | 12/01/2021 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | 4594517 (AOS) 4594518 (MA) 4594519 (VA) | 12/01/2020 | 12/01/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ | | 3980244 | 12/01/2020 | 12/01/2021 | EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 |
| B | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> N/A C If yes, describe under DESCRIPTION OF OPERATIONS below | | 020608650 (AOS) 020608652 (CA) 020608653 (FL) 020608654 (MA,ND,OH,WA,WI,WY) | 12/01/2020 | 12/01/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 This certificate only applies to TH.09166V
 Colorado County Courthouse, 400 Spring, Columbus, TX

| | |
|--|---|
| CERTIFICATE HOLDER Colorado County 400 Spring Columbus, TX 78934 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i> |
|--|---|

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_15. Check cancellation.

There were no check cancellations.

_16. County Auditor's Monthly Financial Report for November 2020.

**Raymie Kana, County Auditor reported sales tax collected was \$171,000.00;
EMS collected \$121,000.00. If we stay on this track, we will end the year in
the black.**

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

**Colorado County Auditor's Monthly Report
November 2020
Raymie Kana, County Auditor**

In accordance with Section 114.025 of the Local Government Code, I am presenting the monthly report to the Commissioners' Court and to the District Judges.

This report will be presented at the regular meeting of the Commissioners' Court satisfying the requirements of Section 114.024 of the Local Government Code.

The attached report for the month end November 30, 2020, will be presented at the regular Commissioners' Court meeting at 9:00 a.m. on December 14, 2020.

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| Section | 1 | <u>Combined Statement of Receipts and Disbursements</u> (shows aggregate amounts received and disbursed from each county fund, Local Govt. Code §114.024(1), §114.025(a)(1)) |
| Section | 2 | <u>Summary of Revenues and Expenditures</u> (shows the current year financial position of the county in reference to the current budget) |
| Section | 3 | <u>Balance Sheet for Maintenance Account Funds</u> (shows the condition of each account on the books and the amount of County, District, and School funds on deposit in the county depository, Local Govt. Code §114.024(2), §114.025(a)(2), §114.025(a)(3)) |
| Section | 4 | <u>County Bond Indebtedness</u> (shows the amount of county bond indebted and other indebtedness, Local Govt. Code §114.025(a)(4)) |
| Section | 5 | <u>Internal Audit Reports</u> (shows internal audit reports by County Auditor and staff, Local Govt. Code §115.002) |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

Section 1

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020 SPECIFIED-ACTIVITY-REPORT -- 11-01-2020 THRU 11-30-2020 PAGE 1
 TIME:07:09 AM - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020 PREPARER:0004

| ACCOUNT NUMBER AND TITLE | STARTING BALANCE | DEBIT BALANCE | CREDIT BALANCE | ENDING BALANCE |
|--|---------------------|------------------|-------------------|-------------------|
| 12-010-100 GENERAL FUND, CHECKING | 5,797,415.45 | 1,088,573.74 | 1,266,751.40 | 5,619,237.79 |
| 13-010-100 RECORDS PRESERVATION,CKNG | 773,926.82 | 10,897.19 | 30.86 | 784,793.15 |
| 14-010-100 AIRPORT FUND, CHECKING | 40,597.30 | 7,951.26 | 9,684.60 | 38,863.96 |
| 21-010-100 R&B PCT #1, CHECKING | 1,475,238.89 | 67,656.29 | 49,288.75 | 1,493,606.43 |
| 22-010-100 R&B PCT #2, CHECKING | 717,109.49 | 66,678.96 | 40,637.27 | 743,151.18 |
| 23-010-100 R&B PCT #3, CHECKING | 1,516,653.02 | 77,568.58 | 64,199.50 | 1,530,022.10 |
| 24-010-100 R&B PCT #4, CHECKING | 1,867,577.18 | 56,173.19 | 45,332.54 | 1,878,417.83 |
| 31-010-100 ELECTION SVCS CONTRACT FUND, CHECKI | 7,200.38 | 8.52 | 6,253.00 | 955.90 |
| 32-010-100 HAVA CARES ACT FUND CHECKING | 114,495.72 | 135.43 | 727.13 | 113,904.02 |
| 45-010-100 LEOSE FUND, CHECKING | 6,122.09 | 7.24 | 1,181.30 | 4,948.03 |
| 50-010-100 SECURITY FUND, CHECKING | 21,547.40 | 1,614.78 | 2,947.72 | 20,214.46 |
| 55-010-100 LAW LIBRARY, CHECKING | 113,936.01 | 968.26 | 56.00 | 114,848.27 |
| 60-010-100 JUSTICE COURT TECHNOLOGY, CHECKING | 7,928.95 | 630.05 | 0.00 | 8,559.00 |
| 62-010-100 CO & DIST COURT TECH FUND, CKING | 32,428.37 | 322.41 | 0.00 | 32,750.78 |
| 65-010-100 HISTORICAL COMM, CHECKING | 4,225.38 | 0.00 | 0.00 | 4,225.38 |
| 70-010-100 CAPITAL PROJECTS FUND, CHECKING | 171,968.43 | 203.40 | 0.00 | 172,171.83 |
| 75-010-100 INTEREST & SINKING,CKING | 141,272.78 | 46,061.87 | 0.00 | 187,334.65 |
| 80-010-100 HOT CHK FUND, CHECKING | 13,968.42 | 0.00 | 32.95 | 13,935.47 |
| GROUP-TOTAL | 12,823,612.08 | 1,425,451.17 | 1,487,123.02 | 12,761,940.23 |
| 90-010-120 PAYROLL FUND, CHECKING | 18,673.62 | 1,039,654.55 | 1,042,266.89 | 16,061.28 |
| GROUP-TOTAL | 18,673.62 | 1,039,654.55 | 1,042,266.89 | 16,061.28 |
| 19-010-140 ROCK ISLAND WATER IMPRV PROJ,CASH I | 0.00 | 0.00 | 0.00 | 0.00 |
| GROUP-TOTAL | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-010-130 HARVEY DISASTER RECOVERY, CHECKING | 0.00 | 0.00 | 0.00 | 0.00 |
| GROUP-TOTAL | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-010-150 SHERIFF FORFEITURE FUND, CHECKING | 60,625.75 | 66.72 | 0.00 | 60,692.47 |
| GROUP-TOTAL | 60,625.75 | 66.72 | 0.00 | 60,692.47 |
| 10-010-155 CO ATTY FORFEITURE FUND, CHECKING | 302,976.56 | 336.63 | 1,576.08 | 301,737.11 |
| GROUP-TOTAL | 302,976.56 | 336.63 | 1,576.08 | 301,737.11 |
| 11-010-165 CO ATTY SEIZURE FUND, CHECKING | 20,133.48 | 22.35 | 0.00 | 20,155.83 |
| GROUP-TOTAL | 20,133.48 | 22.35 | 0.00 | 20,155.83 |
| 85-010-185 CO ATTY STATE SUPPLEMENT FUND,CKING | 11,319.99 | 0.00 | 2,204.42 | 9,115.57 |
| GROUP-TOTAL | 11,319.99 | 0.00 | 2,204.42 | 9,115.57 |
| REPORT TOTAL | 13,237,341.48 | 2,465,531.42 | 2,533,170.41 | 13,169,702.49 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

Section 2

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 1
PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|----------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0010 COUNTY ATTORNEY FORFEITURE FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 10-100-310 | INTEREST INCOME | 0.00 | 0.00 | | 4,076.80 | 336.63 | 4,076.80+ | |
| 10-100-385 | FORFEITURES AWARDED | 0.00 | 0.00 | | 13,964.43 | 0.00 | 13,964.43+ | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 18,041.23 | 336.63 | 18,041.23+ | |
| 0475 FORFEITURE FUND EXPENSES | | | | | | | | |
| 10-475-102 | SALARY, ASST CO ATTORNEY | 0.00 | 0.00 | 0.00 | 4,667.40 | 1,317.40 | 4,667.40- | |
| 10-475-103 | SALARY, INVESTIGATOR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-475-150 | SOCIAL SECURITY TAX | 0.00 | 0.00 | 0.00 | 355.79 | 100.59 | 355.79- | |
| 10-475-151 | GROUP MEDICAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-475-152 | RETIREMENT | 0.00 | 0.00 | 0.00 | 560.49 | 158.09 | 560.49- | |
| 10-475-199 | PERSONNEL SERVICES | 0.00 | 0.00 | 0.00 | 5,583.68 | 1,576.08 | 5,583.68- | |
| 10-475-497 | MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 59.00 | 0.00 | 59.00- | |
| 10-475-532 | EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10-475-950 | TRANSFER TO OTHER ENTITIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| FORFEITURE FUND EXPENSES | | 0.00 | 0.00 | 0.00 | 5,642.68 | 1,576.08 | 5,642.68- | |
| COUNTY ATTORNEY FORFEITURE FUND | | | | | | | | |
| INCOME TOTALS | | 0.00 | 0.00 | | 18,041.23 | 336.63 | 18,041.23+ | |
| EXPENSE TOTALS | | 0.00 | 0.00 | 0.00 | 5,642.68 | 1,576.08 | 5,642.68- | |

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 2
PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|---|-------------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0011 COUNTY ATTORNEY SEIZURE FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 11-100-310 | INTEREST INCOME | 0.00 | 0.00 | | 692.54 | 22.35 | 692.54+ | |
| 11-100-380 | CASH SEIZURES PENDING | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 692.54 | 22.35 | 692.54+ | |
| 0475 CO ATTY SEIZURE EXPENSES | | | | | | | | |
| 11-475-910 | TRANSFER TO CO ATTY FORFEITURE FUND | 0.00 | 0.00 | 0.00 | 13,964.43 | 0.00 | 13,964.43- | |
| 11-475-912 | RETURNED TO DEFENDENTS | 0.00 | 0.00 | 0.00 | 74,451.94 | 0.00 | 74,451.94- | |
| 11-475-950 | TRANSFER TO OTHER ENTITIES | 0.00 | 0.00 | 0.00 | 21,706.65 | 0.00 | 21,706.65- | |
| CO ATTY SEIZURE EXPENSES | | 0.00 | 0.00 | 0.00 | 110,123.02 | 0.00 | 110,123.02- | |
| COUNTY ATTORNEY SEIZURE FUND | | | | | | | | |
| INCOME TOTALS | | 0.00 | 0.00 | | 692.54 | 22.35 | 692.54+ | |
| EXPENSE TOTALS | | 0.00 | 0.00 | 0.00 | 110,123.02 | 0.00 | 110,123.02- | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 3
PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USDB BALANCE | PCT |
|-----------------------------------|-------------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-----|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES/CARRY-OVER | | | | | | | | |
| 12-100-110 | CURRENT AD VALOREM TAXES | 8,701,019.00 | 8,701,019.00 | | 8,819,242.92 | 0.00 | 118,223.92+ | 101 |
| 12-100-120 | DELINQUENT TAX COLLECTIONS | 77,260.00 | 77,260.00 | | 75,478.66 | 17,579.18 | 1,781.34 | 98 |
| 12-100-130 | PENALTY & INTEREST | 73,098.00 | 73,098.00 | | 76,065.55 | 5,685.49 | 2,967.55+ | 104 |
| 12-100-199 | TOTAL TAXES | 8,851,377.00 | 8,851,377.00 | 0.00 | 8,970,787.13 | 23,264.67 | 119,410.13+ | 101 |
| 12-100-200 | BEER & LIQUOR LICENSES | 5,000.00 | 5,000.00 | | 8,930.00 | 1,406.00 | 3,930.00+ | 179 |
| 12-100-205 | MIXED DRINK TAX | 15,000.00 | 23,000.00 | | 22,923.73 | 0.00 | 76.27 | 100 |
| 12-100-210 | AMUSEMENT TAX | 100.00 | 100.00 | | 0.00 | 0.00 | 100.00 | 00 |
| 12-100-212 | DEVELOPMENT FEES | 15,000.00 | 20,000.00 | | 19,300.00 | 1,330.00 | 700.00 | 97 |
| 12-100-299 | TOTAL LICENSES & PERMITS | 35,100.00 | 48,100.00 | 0.00 | 51,153.73 | 2,736.00 | 3,053.73+ | 106 |
| 12-100-300 | AMBULANCE FEES COLLECTED | 1,400,000.00 | 1,400,000.00 | | 1,385,012.55 | 120,998.83 | 14,987.45 | 99 |
| 12-100-302 | DONATIONS/COUNTY WIDE | 2,500.00 | 7,000.00 | | 7,060.00 | 100.00 | 60.00+ | 101 |
| 12-100-310 | INTEREST INCOME | 194,923.00 | 119,923.00 | | 106,465.89 | 7,572.50 | 13,457.11 | 89 |
| 12-100-312 | 5% MOTOR VEH SALES TAX COMMISSION | 135,000.00 | 138,500.00 | | 138,471.27 | 0.00 | 28.73 | 100 |
| 12-100-313 | INMATE PHONE COMMISSIONS | 14,000.00 | 14,000.00 | | 10,630.00 | 1,010.10 | 3,370.00 | 76 |
| 12-100-314 | SALE OF POLICE REPORTS | 750.00 | 750.00 | | 1,036.25 | 193.00 | 286.25+ | 138 |
| 12-100-316 | JUDICIAL EDUCATION FEES | 500.00 | 500.00 | | 442.05 | 52.00 | 57.95 | 88 |
| 12-100-317 | SALES-VENDING & SCRAP METALS | 150.00 | 150.00 | | 24.83 | 0.00 | 125.17 | 17 |
| 12-100-318 | JUROR DONATIONS - CASA | 100.00 | 100.00 | | 12.00 | 0.00 | 88.00 | 12 |
| 12-100-319 | V.I.T. OVERAGES(TAX A/C) | 1,000.00 | 12,500.00 | | 12,530.10 | 0.00 | 30.10+ | 100 |
| 12-100-320 | SALES TAX | 1,500,000.00 | 2,120,000.00 | | 2,007,467.39 | 171,029.75 | 112,532.61 | 95 |
| 12-100-321 | OIL & GAS ROYALTY | 200.00 | 200.00 | | 0.00 | 0.00 | 200.00 | 00 |
| 12-100-322 | JUROR DONATIONS-CHILD WELFARE BRD | 200.00 | 200.00 | | 40.00 | 0.00 | 160.00 | 20 |
| 12-100-323 | JURY FEES | 1,000.00 | 4,000.00 | | 3,667.25 | 127.44 | 332.75 | 92 |
| 12-100-324 | STENOGRAPHERS FEES | 3,000.00 | 3,000.00 | | 2,694.66 | 243.72 | 305.34 | 90 |
| 12-100-325 | RENTAL INCOME-EL FACILITIES | 40,500.00 | 40,500.00 | | 35,250.00 | 3,375.00 | 5,250.00 | 87 |
| 12-100-378 | PUBLIC DEFENDER FEES | 20,000.00 | 20,000.00 | | 12,468.25 | 1,010.06 | 7,531.75 | 62 |
| 12-100-379 | INTERPRETOR FEES | 500.00 | 500.00 | | 339.17 | 32.18 | 160.83 | 68 |
| 12-100-380 | STATE SALARY SUPPLEMENT-CO JUDGE | 25,200.00 | 25,200.00 | | 20,150.00 | 0.00 | 5,050.00 | 80 |
| 12-100-382 | PRISONER TRANSPORT REIMB/STATE COMP | 7,500.00 | 7,500.00 | | 4,339.50 | 218.00 | 3,160.50 | 58 |
| 12-100-385 | BOND FORFEITURES | 25,000.00 | 35,000.00 | | 31,629.00 | 0.00 | 3,371.00 | 90 |
| 12-100-390 | UNCLAIMED PROPERTY-UNCASHED CHECKS | 500.00 | 500.00 | | 1,173.14 | 0.00 | 673.14+ | 235 |
| 12-100-395 | MISCELLANEOUS | 100,000.00 | 350,000.00 | | 349,114.61 | 1,314.14 | 885.39 | 100 |
| 12-100-399 | TOTAL MISCELLANEOUS | 3,472,523.00 | 4,300,023.00 | 0.00 | 4,130,017.91 | 307,276.72 | 170,005.09 | 96 |
| 12-100-401 | TAX ASSESSOR-COLLECTOR | 120,000.00 | 120,000.00 | | 105,734.70 | 8,413.83 | 14,265.30 | 88 |
| 12-100-402 | DISTRICT CLERK | 45,000.00 | 45,000.00 | | 33,445.49 | 2,701.17 | 11,554.51 | 74 |
| 12-100-403 | COUNTY CLERK | 175,000.00 | 175,000.00 | | 149,197.19 | 15,337.62 | 25,802.81 | 85 |
| 12-100-404 | SHERIFF'S FEES | 50,000.00 | 50,000.00 | | 27,225.85 | 2,335.46 | 22,774.15 | 54 |
| 12-100-405 | COUNTY JUDGE | 1,000.00 | 1,000.00 | | 776.02 | 92.00 | 223.98 | 78 |
| 12-100-406 | COUNTY ATTORNEY | 1,000.00 | 10,000.00 | | 7,903.52 | 899.53 | 2,096.48 | 79 |
| 12-100-407 | CONSTABLE CITATION FEES | 15,000.00 | 15,000.00 | | 10,600.00 | 405.00 | 4,400.00 | 71 |
| 12-100-411 | JUSTICE OF PEACE PCT. #1 | 125,000.00 | 125,000.00 | | 89,193.53 | 6,612.53 | 35,806.47 | 71 |
| 12-100-412 | JUSTICE OF PEACE PCT. #2 | 75,000.00 | 75,000.00 | | 52,413.51 | 3,959.28 | 22,586.49 | 70 |
| 12-100-413 | JUSTICE OF PEACE PCT. #3 | 125,000.00 | 125,000.00 | | 86,567.48 | 3,846.10 | 38,432.52 | 69 |
| 12-100-414 | JUSTICE OF PEACE PCT. #4 | 55,000.00 | 55,000.00 | | 46,273.12 | 4,690.81 | 8,726.88 | 84 |
| 12-100-415 | TOTAL FEES OF OFFICE | 787,000.00 | 796,000.00 | 0.00 | 609,330.41 | 49,293.33 | 186,669.59 | 77 |
| 12-100-416 | COURT COSTS PRIOR TO 2004 | 150.00 | 150.00 | | 104.13 | 0.00 | 45.87 | 69 |
| 12-100-417 | DRUG COURT COST FEES | 500.00 | 500.00 | | 184.84 | 0.00 | 315.16 | 37 |
| 12-100-418 | EMS/TRAUMA FUND FEES | 500.00 | 500.00 | | 283.99 | 0.00 | 216.01 | 57 |
| 12-100-419 | CONSOLIDATED COURT COSTS | 15,000.00 | 15,000.00 | | 10,685.81 | 0.00 | 4,314.19 | 71 |
| 12-100-420 | TRAFFIC FEES | 4,500.00 | 4,500.00 | | 2,374.83 | 984.11- | 2,125.17 | 53 |
| 12-100-421 | ARREST FEES | 10,000.00 | 10,000.00 | | 4,293.63 | 0.00 | 5,706.37 | 43 |
| 12-100-422 | JUDICIAL SUPPORT FEE | 2,500.00 | 2,500.00 | | 510.80 | 0.00 | 1,989.20 | 20 |
| 12-100-423 | JURY SERVICE REIMB FEE | 1,500.00 | 1,500.00 | | 226.48 | 0.00 | 1,273.52 | 15 |
| 12-100-424 | INDIGENT LEGAL SERVICES FEE | 250.00 | 250.00 | | 160.57 | 0.00 | 89.43 | 64 |
| 12-100-425 | CIVIL FILING FEES | 100.00 | 100.00 | | 88.50 | 0.00 | 11.50 | 89 |
| 12-100-426 | JUVENILE PROBATION DIVERSION FEES | 50.00 | 50.00 | | 12.00 | 0.00 | 38.00 | 24 |
| 12-100-427 | INDIGENT DEFENSE FUND FEES | 750.00 | 750.00 | | 219.53 | 0.00 | 530.47 | 29 |
| 12-100-428 | WARRANT AND/OR CAPIAS FEE | 5,000.00 | 5,000.00 | | 1,745.52 | 0.00 | 3,254.48 | 35 |
| 12-100-429 | TOTAL STATE FEES | 40,800.00 | 40,800.00 | 0.00 | 20,890.63 | 984.11- | 19,909.37 | 51 |
| 12-100-430 | APPELLATE COURT FEES | 1,500.00 | 1,500.00 | | 1,410.31 | 138.32 | 89.69 | 94 |
| 12-100-431 | FINES & TRIAL FEES-CO CLK | 75,000.00 | 75,000.00 | | 50,778.50 | 6,058.50 | 24,221.50 | 68 |
| 12-100-432 | FINES & TRIAL FEES-DIST | 60,000.00 | 60,000.00 | | 51,921.35 | 5,564.45 | 8,078.65 | 87 |
| 12-100-433 | TRAFFIC FEES | 7,500.00 | 7,500.00 | | 4,432.22 | 360.13 | 3,067.78 | 59 |
| 12-100-434 | CHILD SAFETY FEES | 50.00 | 50.00 | | 0.00 | 0.00 | 50.00 | 00 |
| 12-100-435 | SEPTIC SYSTEM FEES | 30,000.00 | 55,000.00 | | 53,750.00 | 4,150.00 | 1,250.00 | 98 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 4
PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | PERCENT PCT |
|-----------------------------------|-------------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|----------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 12-100-436 | MOVING VIOLATIONS FEES | 50.00 | 50.00 | | 5.12 | 0.00 | 44.88 | 10 |
| 12-100-437 | TIME PAYMENT FEES | 4,500.00 | 4,500.00 | | 1,603.64 | 92.21 | 2,896.36 | 36 |
| 12-100-438 | PASSPORT FEES-DC RECORDS PRESV | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 12-100-439 | BIRTH CERTIFICATE FEES | 150.00 | 150.00 | | 149.60 | 16.40 | 0.40 | 100 |
| 12-100-440 | COURT RECORDS PRESERVATION | 2,500.00 | 2,500.00 | | 1,982.14 | 168.18 | 517.86 | 79 |
| 12-100-441 | CO. RECORDS PRESERVATION | 5,000.00 | 5,000.00 | | 1,147.50 | 50.00 | 3,852.50 | 23 |
| 12-100-442 | CERTIFICATION OF DISCOVERY FEES | 1,500.00 | 1,500.00 | | 461.25 | 0.00 | 1,038.75 | 31 |
| 12-100-444 | BEASON PARK PERMIT FEES | 500.00 | 500.00 | | 200.00 | 0.00 | 300.00 | 40 |
| 12-100-445 | COURT INITIATED GRDNSTP FEE | 2,000.00 | 2,000.00 | | 1,780.14 | 220.00 | 219.86 | 89 |
| 12-100-446 | TAX ABATEMENT APPL FEES | 1,000.00 | 1,000.00 | | 725.00 | 0.00 | 275.00 | 73 |
| 12-100-447 | DNA TESTING | 250.00 | 250.00 | | 132.95 | 0.00 | 117.05 | 53 |
| 12-100-448 | TRUANCY PREVENTION FEES | 50.00 | 6,050.00 | | 5,781.74 | 652.79 | 268.26 | 96 |
| 12-100-450 | COUNTY SPECIALTY COURT ACCT | 0.00 | 1,000.00 | | 1,052.03 | 197.21 | 52.03+ | 105 |
| 12-100-451 | VISUAL RECORDING FEE | 500.00 | 500.00 | | 276.00 | 37.50 | 224.00 | 55 |
| 12-100-453 | BAIL BOND FEES | 750.00 | 750.00 | | 429.00 | 0.00 | 321.00 | 57 |
| 12-100-454 | NON-DISCLOSURE FEES | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 12-100-455 | SALE OF 311 ADDRESS SIGNS | 2,500.00 | 3,000.00 | | 2,900.00 | 195.00 | 100.00 | 97 |
| 12-100-460 | MATCHING FUNDS-SCHOOL RES OFC | 36,800.00 | 36,800.00 | | 36,800.00 | 0.00 | 0.00 | 100 |
| 12-100-466 | CHILD ABUSE PREVENTION FUND | 100.00 | 100.00 | | 112.93 | 3.72 | 12.93+ | 113 |
| 12-100-476 | CLERK'S VITAL STATISTICS FEE | 1,000.00 | 1,000.00 | | 940.00 | 102.00 | 60.00 | 94 |
| 12-100-477 | FTA/OMNIBASE | 5,000.00 | 5,000.00 | | 3,368.03 | 115.00 | 1,631.97 | 67 |
| 12-100-479 | FAMILY PROTECTION FEE | 1,500.00 | 1,500.00 | | 1,305.87 | 144.97 | 194.13 | 87 |
| 12-100-499 | TOTAL OTHER FEES | 239,700.00 | 272,200.00 | 0.00 | 223,445.32 | 18,266.38 | 48,754.68 | 82 |
| 12-100-503 | REIMB OF JUROR PMTS-STATE COMPTROLR | 7,000.00 | 7,000.00 | | 4,590.00 | 986.00 | 2,410.00 | 66 |
| 12-100-509 | TOTAL | 7,000.00 | 7,000.00 | 0.00 | 4,590.00 | 986.00 | 2,410.00 | 66 |
| 12-100-600 | GRANT - TITLE IV-E PRS CONTRACTS | 1,000.00 | 1,000.00 | | 0.00 | 0.00 | 1,000.00 | 00 |
| 12-100-601 | FED'L FUNDS-FEMA & CARES ACT | 0.00 | 146,000.00 | | 146,394.73 | 0.00 | 394.73+ | 100 |
| 12-100-602 | GRANT PROCEEDS | 75,000.00 | 129,000.00 | | 59,491.22 | 0.00 | 69,508.78 | 46 |
| 12-100-603 | GRANT - STATE COMPTROLLER | 50,000.00 | 50,000.00 | | 62,675.86 | 1,260.00 | 12,675.86+ | 125 |
| 12-100-604 | GRANT-HOMELAND SECURITY | 40,000.00 | 40,000.00 | | 5,608.56 | 0.00 | 34,391.44 | 14 |
| 12-100-605 | GRANT - JUVENILE JUSTICE | 25,500.00 | 25,500.00 | | 21,158.28 | 0.00 | 4,341.72 | 83 |
| 12-100-699 | TOTAL GRANTS | 191,500.00 | 391,500.00 | 0.00 | 295,328.65 | 1,260.00 | 96,171.35 | 75 |
| 12-100-911 | TRANSFER FROM R&B PCT FUNDS | 0.00 | 117,000.00 | | 0.00 | 0.00 | 117,000.00 | 00 |
| | TOTAL REVENUES/CARRY-OVER | 13,625,000.00 | 14,824,000.00 | 0.00 | 14,305,543.78 | 402,098.99 | 518,456.22 | 97 |
| 0400 COUNTY JUDGE | | | | | | | | |
| 12-400-101 | SALARY, COUNTY JUDGE | 63,456.00 | 63,456.00 | 0.00 | 58,168.00 | 5,288.00 | 5,288.00 | 92 |
| 12-400-102 | SALARY, CO JUDGE STATE SUPPLEMENT | 25,200.00 | 25,200.00 | 0.00 | 23,099.78 | 2,099.98 | 2,100.22 | 92 |
| 12-400-103 | SALARY, CO JUDGE-ATTY SUPPLEMENT | 25,000.00 | 25,000.00 | 0.00 | 22,916.52 | 2,083.32 | 2,083.48 | 92 |
| 12-400-105 | SALARY, JUDGE'S SECRETARY | 38,328.00 | 38,328.00 | 0.00 | 35,134.00 | 3,194.00 | 3,194.00 | 92 |
| 12-400-150 | SOCIAL SECURITY TAX | 11,627.00 | 11,627.00 | 0.00 | 10,610.18 | 964.48 | 1,016.82 | 91 |
| 12-400-151 | GROUP MEDICAL INSURANCE | 20,600.00 | 20,600.00 | 0.00 | 18,735.52 | 1,664.20 | 1,864.48 | 91 |
| 12-400-152 | RETIREMENT | 18,239.00 | 18,239.00 | 0.00 | 16,718.46 | 1,519.86 | 1,520.54 | 92 |
| 12-400-199 | TOTAL PERSONNEL SERVICES | 202,450.00 | 202,450.00 | 0.00 | 185,382.46 | 16,813.84 | 17,067.54 | 92 |
| 12-400-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 3,000.00 | 3,500.00 | 0.00 | 3,081.10 | 200.98 | 418.90 | 88 |
| 12-400-420 | COMMUNICATIONS EXPENSE | 3,000.00 | 3,000.00 | 0.00 | 2,462.42 | 243.16 | 537.58 | 82 |
| 12-400-421 | COPIER USAGE EXPENSE | 1,550.00 | 2,050.00 | 0.00 | 1,813.56 | 153.46 | 236.44 | 88 |
| 12-400-427 | CONFERENCE/SEMINARS/DUES | 2,150.00 | 1,650.00 | 0.00 | 776.59 | 200.00 | 873.41 | 47 |
| 12-400-428 | TRAVEL EXPENSES | 1,500.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 12-400-499 | TOTAL SERVICES & CHARGES | 11,200.00 | 11,200.00 | 0.00 | 8,133.67 | 797.60 | 3,066.33 | 73 |
| 12-400-532 | EQUIPMENT OVER \$500 | 2,500.00 | 2,500.00 | 0.00 | 699.99 | 0.00 | 1,800.01 | 28 |
| | COUNTY JUDGE | 216,150.00 | 216,150.00 | 0.00 | 194,216.12 | 17,611.44 | 21,933.88 | 90 |
| 0401 COMMISSIONER'S COURT | | | | | | | | |
| 12-401-101 | SALARY, COMMISSIONERS | 251,520.00 | 251,520.00 | 0.00 | 230,560.00 | 20,960.00 | 20,960.00 | 92 |
| 12-401-150 | SOCIAL SECURITY TAXES | 19,250.00 | 19,250.00 | 0.00 | 17,456.70 | 1,586.80 | 1,793.30 | 91 |
| 12-401-151 | GROUP MEDICAL INSURANCE | 41,200.00 | 41,200.00 | 0.00 | 37,535.82 | 3,334.18 | 3,664.18 | 91 |
| 12-401-152 | RETIREMENT | 30,180.00 | 30,180.00 | 0.00 | 27,667.43 | 2,515.21 | 2,512.57 | 92 |
| 12-401-199 | TOTAL PERSONNEL SERVICES | 342,150.00 | 342,150.00 | 0.00 | 313,219.95 | 28,396.19 | 28,930.05 | 92 |
| 12-401-200 | WORKERS' COMP INSURANCE | 75,000.00 | 75,000.00 | 0.00 | 74,641.00 | 0.00 | 359.00 | 100 |
| 12-401-403 | OUTSIDE LEGAL SERVICES | 200,000.00 | 500,000.00 | 0.00 | 438,719.05 | 50,537.04 | 61,280.95 | 88 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 5
PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|-----------------------------------|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 12-401-406 | APPRAISAL DISTRICT FEES | 335,000.00 | 335,000.00 | 0.00 | 315,486.79 | 0.00 | 19,513.21 | 94 |
| 12-401-427 | COMM TRAINING/CONFERENCES | 6,000.00 | 6,000.00 | 0.00 | 3,167.55 | 765.00 | 2,832.45 | 53 |
| 12-401-470 | LIBRARIES | 22,000.00 | 22,000.00 | 0.00 | 22,000.00 | 0.00 | 0.00 | 100 |
| 12-401-471 | RURAL FIRE FIGHTING AIDE | 103,250.00 | 203,250.00 | 0.00 | 103,250.00 | 0.00 | 100,000.00 | 51 |
| 12-401-475 | FIREFIGHTER'S ASSOC | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 00 |
| 12-401-482 | GENERAL LIABILITY INS. | 10,000.00 | 8,500.00 | 0.00 | 7,993.00 | 0.00 | 507.00 | 94 |
| 12-401-483 | PUBLIC OFFICIALS LIAB INS | 30,000.00 | 28,500.00 | 0.00 | 27,928.00 | 0.00 | 572.00 | 98 |
| 12-401-487 | SOIL & WATER CONSERVATION | 7,500.00 | 7,500.00 | 0.00 | 7,500.00 | 0.00 | 0.00 | 100 |
| 12-401-499 | TOTAL SERVICES & CHARGES | 792,750.00 | 1,189,750.00 | 0.00 | 1,000,685.39 | 51,302.04 | 189,064.61 | 84 |
| | COMMISSIONER'S COURT | 1,134,900.00 | 1,531,900.00 | 0.00 | 1,313,905.34 | 79,698.23 | 217,994.66 | 86 |
| 0403 COUNTY CLERK | | | | | | | | |
| 12-403-101 | SALARY, COUNTY CLERK | 56,556.00 | 56,556.00 | 0.00 | 51,843.00 | 4,713.00 | 4,713.00 | 92 |
| 12-403-105 | SALARY, DEPUTIES | 168,306.00 | 168,306.00 | 0.00 | 151,745.29 | 14,060.00 | 16,560.71 | 90 |
| 12-403-109 | SALARY, LONGEVITY | 2,745.00 | 2,745.00 | 0.00 | 2,745.00 | 2,745.00 | 0.00 | 100 |
| 12-403-150 | SOCIAL SECURITY TAX | 17,410.00 | 17,410.00 | 0.00 | 14,824.47 | 1,549.14 | 2,585.53 | 85 |
| 12-403-151 | GROUP MEDICAL INSURANCE | 61,800.00 | 61,800.00 | 0.00 | 54,252.89 | 4,853.57 | 7,547.11 | 88 |
| 12-403-152 | RETIREMENT | 27,313.00 | 27,313.00 | 0.00 | 24,760.01 | 2,582.16 | 2,552.99 | 91 |
| 12-403-199 | TOTAL PERSONNEL SERVICES | 334,130.00 | 334,130.00 | 0.00 | 300,170.66 | 30,502.87 | 33,959.34 | 90 |
| 12-403-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 14,000.00 | 14,000.00 | 0.00 | 9,311.14 | 1,219.27 | 4,688.86 | 67 |
| 12-403-420 | COMMUNICATIONS EXPENSE | 2,500.00 | 2,500.00 | 0.00 | 883.07 | 40.21 | 1,616.93 | 35 |
| 12-403-421 | COPIER & PLOTTER USAGE EXPENSE | 4,000.00 | 4,000.00 | 0.00 | 2,091.07 | 229.98 | 1,908.93 | 52 |
| 12-403-427 | CONFERENCE/SEMINARS/DUES | 3,500.00 | 3,500.00 | 0.00 | 58.82 | 0.00 | 3,558.82 | 02 |
| 12-403-499 | TOTAL SERVICES & CHARGES | 24,000.00 | 24,000.00 | 0.00 | 12,226.46 | 1,489.46 | 11,773.54 | 51 |
| 12-403-532 | EQUIPMENT OVER \$500 | 5,000.00 | 5,000.00 | 0.00 | 670.24 | 670.24 | 4,329.76 | 13 |
| | COUNTY CLERK | 363,130.00 | 363,130.00 | 0.00 | 313,067.36 | 32,662.57 | 50,062.64 | 86 |
| 0410 ELECTIONS | | | | | | | | |
| 12-410-102 | SALARY, ELECTION ADMINISTRATOR | 46,302.00 | 46,302.00 | 0.00 | 42,443.50 | 3,858.50 | 3,858.50 | 92 |
| 12-410-108 | SALARY, ELECTION PERSONNEL | 29,400.00 | 44,400.00 | 0.00 | 38,574.71 | 17,531.25 | 5,825.29 | 87 |
| 12-410-150 | SOCIAL SECURITY TAXES | 5,791.00 | 5,791.00 | 0.00 | 5,455.15 | 1,266.51 | 335.85 | 94 |
| 12-410-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 14,800.00 | 0.00 | 12,723.09 | 1,588.70 | 2,076.91 | 86 |
| 12-410-152 | RETIREMENT | 9,082.00 | 9,082.00 | 0.00 | 7,603.03 | 999.96 | 1,478.97 | 84 |
| 12-410-310 | VOTING SUPPLIES/PRINTING | 15,000.00 | 30,000.00 | 0.00 | 25,780.88 | 0.00 | 4,219.12 | 86 |
| 12-410-410 | ELECTION JUDGES & CLERKS | 7,500.00 | 10,000.00 | 0.00 | 9,380.00 | 8,265.00 | 620.00 | 94 |
| 12-410-420 | COMMUNICATION EXPENSE | 5,500.00 | 6,250.00 | 0.00 | 5,414.71 | 546.94 | 835.29 | 87 |
| 12-410-421 | COPIER LEASE EXPENSE | 0.00 | 1,750.00 | 0.00 | 1,340.00 | 0.00 | 410.00 | 77 |
| 12-410-425 | CTCL ELECTION EXPENSES | 0.00 | 0.00 | 0.00 | 878.42 | 21.40 | 878.42 | --- |
| 12-410-427 | CONFERENCES | 1,500.00 | 750.00 | 0.00 | 1,922.39 | 1,345.00 | 1,172.39 | 256 |
| 12-410-431 | PUBLICATIONS | 2,500.00 | 2,500.00 | 0.00 | 1,059.00 | 175.00 | 1,441.00 | 42 |
| 12-410-452 | MAINTAINING VOTING EQUIP | 25,000.00 | 16,250.00 | 0.00 | 3,191.83 | 0.00 | 13,058.17 | 20 |
| 12-410-460 | BUILDING RENT | 500.00 | 500.00 | 0.00 | 460.00 | 460.00 | 40.00 | 92 |
| 12-410-532 | EQUIPMENT & SOFTWARE | 155,000.00 | 155,000.00 | 0.00 | 151,921.35 | 7,580.00 | 3,078.65 | 98 |
| | ELECTIONS | 313,375.00 | 343,375.00 | 0.00 | 308,148.06 | 43,638.26 | 35,226.94 | 90 |
| 0426 COUNTY COURT | | | | | | | | |
| 12-426-416 | VISITING JUDGE EXPENSES | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| 12-426-419 | PROFESSIONAL SVCS-NON-SPF | 2,500.00 | 2,500.00 | 0.00 | 570.00 | 0.00 | 1,930.00 | 23 |
| 12-426-428 | COURT APPOINTED ATTORNEYS | 5,000.00 | 6,000.00 | 0.00 | 4,957.71 | 250.00 | 1,042.29 | 83 |
| 12-426-479 | INTERPRETER | 10,000.00 | 9,000.00 | 0.00 | 2,900.00 | 400.00 | 6,100.00 | 32 |
| 12-426-485 | JUROR EXPENSE | 3,500.00 | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 00 |
| 12-426-488 | COURT REPORTERS | 6,000.00 | 6,000.00 | 0.00 | 1,545.24 | 0.00 | 4,454.76 | 26 |
| | COUNTY COURT | 32,000.00 | 32,000.00 | 0.00 | 9,972.95 | 650.00 | 22,027.05 | 31 |
| 0428 PUBLIC DEFENDER | | | | | | | | |
| 12-428-102 | SALARY, PUBLIC DEFENDER | 94,824.00 | 94,824.00 | 0.00 | 86,922.00 | 7,902.00 | 7,902.00 | 92 |
| 12-428-105 | SALARY, SECRETARY | 34,824.00 | 34,824.00 | 0.00 | 31,922.00 | 2,902.00 | 2,902.00 | 92 |
| 12-428-109 | SALARY, LONGEVITY | 4,848.00 | 4,848.00 | 0.00 | 4,848.00 | 4,848.00 | 0.00 | 100 |
| 12-428-150 | SOCIAL SECURITY TAX | 10,264.00 | 10,264.00 | 0.00 | 8,802.54 | 1,161.94 | 1,461.46 | 86 |
| 12-428-151 | GROUP MEDICAL INSURANCE | 30,900.00 | 30,900.00 | 0.00 | 28,092.90 | 2,495.38 | 2,807.10 | 91 |
| 12-428-152 | RETIREMENT | 16,140.00 | 16,140.00 | 0.00 | 14,843.04 | 1,878.24 | 1,296.96 | 92 |
| 12-428-199 | TOTAL PERSONNEL SERVICES | 191,800.00 | 191,800.00 | 0.00 | 175,430.48 | 21,187.56 | 16,369.52 | 91 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
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12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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|-----------------------------------|---------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | | |
| EFFECTIVE MONTH - 11 | | | | | | | | |
| 12-428-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 3,000.00 | 3,000.00 | 0.00 | 1,424.41 | 429.35 | 1,575.59 | 47 |
| 12-428-420 | COMMUNICATIONS EXPENSE | 2,000.00 | 2,000.00 | 0.00 | 1,017.79 | 84.13 | 982.21 | 51 |
| 12-428-423 | LAW BOOKS/ON-LINE SUBSCRIPTIONS | 3,000.00 | 3,000.00 | 0.00 | 2,635.91 | 525.43 | 364.09 | 88 |
| 12-428-427 | CONFERENCE/SEMINARS/DUES | 3,000.00 | 3,000.00 | 0.00 | 805.00 | 0.00 | 2,195.00 | 27 |
| 12-428-499 | TOTAL SERVICES & CHARGES | 11,000.00 | 11,000.00 | 0.00 | 5,883.11 | 1,038.91 | 5,116.89 | 53 |
| 12-428-532 | EQUIPMENT | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| | PUBLIC DEFENDER | 203,800.00 | 203,800.00 | 0.00 | 181,313.59 | 22,226.47 | 22,486.41 | 89 |
| 0433 25TH JUDICIAL DISTRICT | | | | | | | | |
| 12-433-310 | OFFICE SUPPLIES | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 00 |
| 12-433-424 | TRAVEL & EDUCATION | 1,000.00 | 1,000.00 | 0.00 | 164.24 | 0.00 | 835.76 | 16 |
| 12-433-447 | CRT REPORTER SAL&BENEFITS | 13,350.00 | 13,350.00 | 0.00 | 12,374.00 | 0.00 | 976.00 | 93 |
| 12-433-489 | COURT REPORTERS EXPENSE | 3,000.00 | 3,000.00 | 0.00 | 379.25 | 0.00 | 2,620.75 | 13 |
| 12-433-490 | CRT COORDINATOR SAL&BENEF | 9,000.00 | 9,000.00 | 0.00 | 8,841.00 | 0.00 | 159.00 | 98 |
| 12-433-493 | CRT COORDINATORS EXPENSE | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 00 |
| | 25TH JUDICIAL DISTRICT | 27,100.00 | 27,100.00 | 0.00 | 21,758.49 | 0.00 | 5,341.51 | 80 |
| 0434 2ND 25TH JUDICIAL DISTRICT | | | | | | | | |
| 12-434-310 | OFFICE SUPPLIES | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 00 |
| 12-434-424 | TRAVEL & EDUCATION | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 12-434-446 | CRT REPORTER SAL&BENEFITS | 13,350.00 | 13,350.00 | 0.00 | 12,482.00 | 0.00 | 868.00 | 93 |
| 12-434-489 | COURT REPORTERS EXPENSE | 3,000.00 | 3,000.00 | 0.00 | 539.50 | 0.00 | 2,460.50 | 18 |
| 12-434-492 | CRT COORD SALARY&BENEFITS | 9,000.00 | 9,000.00 | 0.00 | 8,697.75 | 0.00 | 302.25 | 97 |
| 12-434-493 | CRT COORDINATORS EXPENSE | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 00 |
| | 2ND 25TH JUDICIAL DISTRICT | 27,100.00 | 27,100.00 | 0.00 | 21,719.25 | 0.00 | 5,380.75 | 80 |
| 0435 DISTRICT COURT | | | | | | | | |
| 12-435-411 | THD ADM JUDICIAL EXPENSE | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 12-435-412 | COURT OF APPEALS EXPENSE | 4,000.00 | 4,000.00 | 0.00 | 3,040.00 | 0.00 | 960.00 | 76 |
| 12-435-416 | VISITING JUDGES EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 101.20 | 0.00 | 898.80 | 10 |
| 12-435-419 | PROF SVCS-NON SPECIFIED | 10,000.00 | 10,000.00 | 0.00 | 5,401.60 | 1,210.00 | 4,598.40 | 54 |
| 12-435-428 | CRT APPOINTED ATTORNEYS | 20,000.00 | 20,000.00 | 0.00 | 11,221.68 | 303.34 | 8,778.32 | 56 |
| 12-435-472 | PRINTED FORMS | 1,500.00 | 1,500.00 | 0.00 | 809.75 | 0.00 | 690.25 | 54 |
| 12-435-479 | INTERPRETORS | 20,000.00 | 20,000.00 | 0.00 | 9,600.42 | 426.00 | 10,399.58 | 48 |
| 12-435-484 | COURT REPORTERS RECORD | 2,000.00 | 500.00 | 0.00 | 280.00 | 195.00 | 220.00 | 56 |
| 12-435-485 | JUROR EXPENSE | 14,000.00 | 14,000.00 | 0.00 | 7,037.87 | 828.00 | 6,962.13 | 50 |
| 12-435-488 | COURT REPORTERS | 3,500.00 | 5,000.00 | 0.00 | 3,900.00 | 0.00 | 1,100.00 | 78 |
| 12-435-499 | TOTAL SERVICES & CHARGES | 77,500.00 | 77,500.00 | 0.00 | 41,392.52 | 2,962.34 | 36,107.48 | 53 |
| | DISTRICT COURT | 77,500.00 | 77,500.00 | 0.00 | 41,392.52 | 2,962.34 | 36,107.48 | 53 |
| 0450 DISTRICT CLERK | | | | | | | | |
| 12-450-101 | SALARY, DISTRICT CLERK | 56,556.00 | 56,556.00 | 0.00 | 51,843.00 | 4,713.00 | 4,713.00 | 92 |
| 12-450-105 | SALARY, DEPUTIES | 70,860.00 | 70,860.00 | 0.00 | 64,955.00 | 5,905.00 | 5,905.00 | 92 |
| 12-450-108 | SALARY, PART-TIME CLERK | 15,000.00 | 15,000.00 | 0.00 | 14,325.24 | 1,186.56 | 674.76 | 96 |
| 12-450-109 | SALARY, LONGEVITY | 774.00 | 774.00 | 0.00 | 774.00 | 774.00 | 0.00 | 100 |
| 12-450-150 | SOCIAL SECURITY TAX | 10,954.00 | 10,954.00 | 0.00 | 9,975.02 | 949.35 | 978.98 | 91 |
| 12-450-151 | GROUP MEDICAL INSURANCE | 30,900.00 | 30,900.00 | 0.00 | 28,028.09 | 2,493.30 | 2,871.91 | 91 |
| 12-450-152 | RETIREMENT | 17,181.00 | 17,181.00 | 0.00 | 15,863.24 | 1,509.42 | 1,317.76 | 92 |
| 12-450-199 | TOTAL PERSONNEL SERVICES | 202,225.00 | 202,225.00 | 0.00 | 185,763.59 | 17,530.63 | 16,461.41 | 92 |
| 12-450-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 7,000.00 | 7,000.00 | 0.00 | 1,382.73 | 0.00 | 5,617.27 | 20 |
| 12-450-420 | COMMUNICATIONS EXPENSE | 2,250.00 | 2,250.00 | 0.00 | 724.74 | 39.99 | 1,525.26 | 32 |
| 12-450-421 | COPIER USAGE EXPENSE | 2,500.00 | 2,500.00 | 0.00 | 2,295.47 | 126.13 | 204.53 | 92 |
| 12-450-427 | CONFERENCE/SEMINARS/DUES | 2,000.00 | 2,000.00 | 0.00 | 707.04 | 200.00 | 1,292.96 | 35 |
| 12-450-499 | TOTAL SERVICES & CHARGES | 13,750.00 | 13,750.00 | 0.00 | 5,109.98 | 366.12 | 8,640.02 | 37 |
| 12-450-532 | EQUIPMENT OVER \$500 | 5,000.00 | 5,000.00 | 0.00 | 699.99 | 0.00 | 4,300.01 | 14 |
| | DISTRICT CLERK | 220,975.00 | 220,975.00 | 0.00 | 191,573.56 | 17,896.75 | 29,401.44 | 87 |
| 0451 JUSTICE OF THE PEACE #1 | | | | | | | | |
| 12-451-101 | SALARY, JUSTICE OF PEACE | 42,012.00 | 42,012.00 | 0.00 | 38,511.00 | 3,501.00 | 3,501.00 | 92 |
| 12-451-105 | SALARY, CLERKS | 66,792.00 | 66,792.00 | 0.00 | 61,226.00 | 5,566.00 | 5,566.00 | 92 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 7
PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | PERCENT PCT |
|-----------------------------------|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|----------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 12-451-109 | SALARY, LONGEVITY | 3,594.00 | 3,594.00 | 0.00 | 3,594.00 | 3,594.00 | 0.00 | 100 |
| 12-451-150 | SOCIAL SECURITY TAX | 8,594.00 | 8,594.00 | 0.00 | 7,796.88 | 957.66 | 797.12 | 91 |
| 12-451-151 | GROUP MEDICAL INSURANCE | 30,900.00 | 30,900.00 | 0.00 | 19,000.02 | 1,688.82 | 11,899.98 | 61 |
| 12-451-152 | RETIREMENT | 13,488.00 | 13,488.00 | 0.00 | 12,433.32 | 1,519.32 | 1,054.68 | 92 |
| 12-451-199 | TOTAL PERSONNEL SERVICES | 165,380.00 | 165,380.00 | 0.00 | 142,561.22 | 16,826.80 | 22,818.78 | 86 |
| 12-451-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 4,000.00 | 4,000.00 | 0.00 | 3,024.01 | 14.04 | 975.99 | 76 |
| 12-451-420 | COMMUNICATIONS EXPENSE | 1,500.00 | 1,500.00 | 0.00 | 1,197.01 | 87.11 | 302.99 | 80 |
| 12-451-421 | XEROX USAGE EXPENSE | 2,000.00 | 2,000.00 | 0.00 | 1,250.00 | 0.00 | 750.00 | 63 |
| 12-451-427 | CONFERENCES/SEMINARS/DUES | 1,750.00 | 1,750.00 | 0.00 | 361.00 | 0.00 | 1,389.00 | 21 |
| 12-451-429 | TRAVEL EXPENSE | 2,500.00 | 2,500.00 | 0.00 | 955.65 | 0.00 | 1,544.35 | 38 |
| 12-451-485 | JUROR EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 12-451-499 | TOTAL SERVICES & CHARGES | 12,750.00 | 12,750.00 | 0.00 | 6,787.67 | 101.15 | 5,962.33 | 53 |
| 12-451-532 | EQUIPMENT OVER \$500 | 2,000.00 | 2,000.00 | 0.00 | 1,903.14 | 0.00 | 96.86 | 95 |
| | JUSTICE OF THE PEACE #1 | 180,130.00 | 180,130.00 | 0.00 | 151,252.03 | 16,927.95 | 28,877.97 | 84 |
| 0452 JUSTICE OF THE PEACE #2 | | | | | | | | |
| 12-452-101 | SALARY, JUSTICE OF PEACE | 42,012.00 | 42,012.00 | 0.00 | 38,511.00 | 3,501.00 | 3,501.00 | 92 |
| 12-452-108 | SALARY, CLERKS | 62,220.00 | 62,220.00 | 0.00 | 57,035.00 | 5,185.00 | 5,185.00 | 92 |
| 12-452-109 | SALARY, LONGEVITY | 1,012.00 | 1,012.00 | 0.00 | 1,012.00 | 1,012.00 | 0.00 | 100 |
| 12-452-150 | SOCIAL SECURITY TAX | 8,051.00 | 8,051.00 | 0.00 | 6,157.87 | 620.45 | 1,893.13 | 76 |
| 12-452-151 | GROUP MEDICAL INSURANCE | 30,900.00 | 30,900.00 | 0.00 | 28,019.57 | 2,484.63 | 2,880.43 | 91 |
| 12-452-152 | RETIREMENT | 12,630.00 | 12,630.00 | 0.00 | 11,586.97 | 1,163.77 | 1,043.03 | 92 |
| 12-452-199 | TOTAL PERSONNEL SERVICE | 156,825.00 | 156,825.00 | 0.00 | 142,322.41 | 13,966.85 | 14,502.59 | 91 |
| 12-452-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 4,000.00 | 4,000.00 | 0.00 | 2,156.23 | 201.24 | 1,843.77 | 54 |
| 12-452-420 | COMMUNICATIONS EXPENSE | 3,500.00 | 3,500.00 | 0.00 | 2,744.69 | 257.73 | 755.31 | 78 |
| 12-452-421 | COPIER LEASE/USAGE EXPENSE | 2,000.00 | 2,000.00 | 0.00 | 1,250.00 | 0.00 | 750.00 | 63 |
| 12-452-427 | CONFERENCES/SEMINARS/DUES | 1,750.00 | 1,750.00 | 0.00 | 727.52 | 0.00 | 1,022.48 | 42 |
| 12-452-429 | TRAVEL EXPENSE | 4,000.00 | 4,000.00 | 0.00 | 972.04 | 66.36 | 3,027.96 | 24 |
| 12-452-485 | JUROR EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 168.00 | 0.00 | 832.00 | 17 |
| 12-452-499 | TOTAL SERVICES & CHARGES | 16,250.00 | 16,250.00 | 0.00 | 8,018.48 | 525.33 | 8,231.52 | 49 |
| 12-452-532 | EQUIPMENT OVER \$500 | 2,000.00 | 2,000.00 | 0.00 | 1,250.00 | 1,250.00 | 750.00 | 63 |
| | JUSTICE OF THE PEACE #2 | 175,075.00 | 175,075.00 | 0.00 | 151,590.89 | 15,742.18 | 23,484.11 | 87 |
| 0453 JUSTICE OF THE PEACE #3 | | | | | | | | |
| 12-453-101 | SALARY, JUSTICE OF PEACE | 42,012.00 | 42,012.00 | 0.00 | 38,511.00 | 3,501.00 | 3,501.00 | 92 |
| 12-453-108 | SALARY, CLERKS | 63,300.00 | 63,300.00 | 0.00 | 58,025.00 | 5,275.00 | 5,275.00 | 92 |
| 12-453-109 | SALARY, LONGEVITY | 2,197.00 | 2,197.00 | 0.00 | 2,197.00 | 2,197.00 | 0.00 | 100 |
| 12-453-150 | SOCIAL SECURITY TAX | 8,224.00 | 8,224.00 | 0.00 | 7,553.25 | 839.45 | 670.75 | 92 |
| 12-453-151 | GROUP MEDICAL INSURANCE | 30,900.00 | 30,900.00 | 0.00 | 27,945.19 | 2,473.87 | 2,954.81 | 90 |
| 12-453-152 | RETIREMENT | 12,902.00 | 12,902.00 | 0.00 | 11,847.95 | 1,316.75 | 1,054.05 | 92 |
| 12-453-199 | TOTAL PERSONNEL SERVICES | 159,535.00 | 159,535.00 | 0.00 | 146,079.39 | 15,603.07 | 13,455.61 | 92 |
| 12-453-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 5,500.00 | 5,500.00 | 0.00 | 3,123.11 | 42.38 | 2,376.89 | 57 |
| 12-453-420 | COMMUNICATIONS EXPENSE | 2,000.00 | 2,000.00 | 0.00 | 785.59 | 39.60 | 1,214.41 | 39 |
| 12-453-421 | XEROX USAGE EXPENSE | 2,000.00 | 2,000.00 | 0.00 | 1,250.00 | 0.00 | 750.00 | 63 |
| 12-453-427 | CONFERENCES/SEMINARS/DUES | 1,750.00 | 1,750.00 | 0.00 | 60.00 | 0.00 | 1,690.00 | 03 |
| 12-453-429 | TRAVEL EXPENSE | 750.00 | 750.00 | 0.00 | 0.00 | 0.00 | 750.00 | 00 |
| 12-453-485 | JUROR EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 12-453-499 | TOTAL SERVICES & CHARGES | 13,000.00 | 13,000.00 | 0.00 | 5,218.70 | 81.98 | 7,781.30 | 40 |
| 12-453-532 | EQUIPMENT OVER \$500 | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 00 |
| | JUSTICE OF THE PEACE #3 | 175,535.00 | 175,535.00 | 0.00 | 151,298.09 | 15,685.05 | 24,236.91 | 86 |
| 0454 JUSTICE OF THE PEACE #4 | | | | | | | | |
| 12-454-101 | SALARY, JUSTICE OF PEACE | 42,012.00 | 42,012.00 | 0.00 | 38,511.00 | 3,501.00 | 3,501.00 | 92 |
| 12-454-105 | SALARY, PART-TIME CLERK | 18,507.00 | 18,507.00 | 0.00 | 16,775.98 | 1,695.98 | 1,731.02 | 91 |
| 12-454-108 | SALARY, CLERK | 32,136.00 | 32,136.00 | 0.00 | 29,458.00 | 2,678.00 | 2,678.00 | 92 |
| 12-454-109 | SALARY, LONGEVITY | 612.00 | 612.00 | 0.00 | 611.60 | 611.60 | 0.40 | 100 |
| 12-454-150 | SOCIAL SECURITY TAX | 7,131.00 | 7,131.00 | 0.00 | 6,530.02 | 649.22 | 600.98 | 92 |
| 12-454-151 | GROUP MEDICAL INSURANCE | 26,780.00 | 26,780.00 | 0.00 | 15,303.04 | 1,376.98 | 11,476.96 | 57 |
| 12-454-152 | RETIREMENT | 11,192.00 | 11,192.00 | 0.00 | 10,242.80 | 1,018.40 | 949.20 | 92 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|-----------------------------------|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 12-454-199 | TOTAL PERSONNEL SERVICES | 138,370.00 | 138,370.00 | 0.00 | 117,432.44 | 11,531.18 | 20,937.56 | 85 |
| 12-454-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 3,500.00 | 3,500.00 | 0.00 | 2,613.81 | 83.43 | 886.19 | 75 |
| 12-454-420 | COMMUNICATIONS EXPENSE | 3,250.00 | 3,250.00 | 0.00 | 1,440.35 | 139.97 | 1,809.65 | 44 |
| 12-454-427 | CONFERENCES/SEMINARS/DUES | 1,750.00 | 1,750.00 | 0.00 | 528.70 | 0.00 | 1,221.30 | 30 |
| 12-454-429 | TRAVEL EXPENSE | 3,500.00 | 3,500.00 | 0.00 | 2,363.25 | 404.23 | 1,136.75 | 68 |
| 12-454-460 | OFFICE RENT | 5,000.00 | 5,000.00 | 0.00 | 4,290.00 | 390.00 | 710.00 | 86 |
| 12-454-485 | JUROR EXPENSE | 1,500.00 | 1,500.00 | 0.00 | 616.00 | 0.00 | 884.00 | 41 |
| 12-454-499 | TOTAL SERVICES & CHARGES | 18,500.00 | 18,500.00 | 0.00 | 11,852.11 | 1,017.63 | 6,647.89 | 64 |
| 12-454-532 | EQUIPMENT OVER \$500 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 00 |
| | JUSTICE OF THE PEACE #4 | 158,870.00 | 158,870.00 | 0.00 | 129,284.55 | 12,548.81 | 29,585.45 | 81 |
| 0475 COUNTY ATTORNEY | | | | | | | | |
| 12-475-102 | SALARY, ASST CO ATTORNEY | 137,574.00 | 137,574.00 | 0.00 | 126,109.50 | 11,464.50 | 11,464.50 | 92 |
| 12-475-103 | SALARY, INVESTIGATOR | 54,246.00 | 54,246.00 | 0.00 | 49,725.50 | 4,520.50 | 4,520.50 | 92 |
| 12-475-105 | SALARY, LEGAL SECRETARIES (4) | 137,458.00 | 137,458.00 | 0.00 | 92,460.50 | 8,405.50 | 44,997.50 | 67 |
| 12-475-109 | SALARY, LONGEVITY | 5,050.00 | 5,050.00 | 0.00 | 9,730.00 | 5,490.00 | 4,680.00 | 193 |
| 12-475-150 | SOCIAL SECURITY TAX | 25,551.00 | 25,551.00 | 0.00 | 21,155.93 | 2,275.54 | 4,395.07 | 83 |
| 12-475-151 | GROUP MEDICAL INSURANCE | 72,100.00 | 72,100.00 | 0.00 | 56,056.93 | 4,964.17 | 16,043.07 | 78 |
| 12-475-152 | RETIREMENT | 40,121.00 | 40,121.00 | 0.00 | 33,362.07 | 3,585.63 | 6,758.93 | 83 |
| 12-475-199 | TOTAL PERSONNEL SERVICES | 472,100.00 | 472,100.00 | 0.00 | 388,600.43 | 40,705.84 | 83,499.57 | 82 |
| 12-475-410 | CO/DIST ATTY OFFICE EXPENSES | 28,500.00 | 26,000.00 | 0.00 | 22,556.81 | 793.79 | 3,443.19 | 87 |
| 12-475-499 | TOTAL SERVICES & CHARGES | 28,500.00 | 26,000.00 | 0.00 | 22,556.81 | 793.79 | 3,443.19 | 87 |
| 12-475-532 | EQUIPMENT | 2,400.00 | 4,900.00 | 0.00 | 5,089.98 | 0.00 | 189.98 | 104 |
| | COUNTY ATTORNEY | 503,000.00 | 503,000.00 | 0.00 | 416,247.22 | 41,499.63 | 86,752.78 | 83 |
| 0495 COUNTY AUDITOR'S OFFICE | | | | | | | | |
| 12-495-102 | SALARY, COUNTY AUDITOR | 73,272.00 | 73,272.00 | 0.00 | 67,166.00 | 6,106.00 | 6,106.00 | 92 |
| 12-495-105 | SALARY, ASSISTANTS | 77,808.00 | 77,808.00 | 0.00 | 71,324.00 | 6,484.00 | 6,484.00 | 92 |
| 12-495-109 | SALARY, LONGEVITY | 4,146.00 | 4,146.00 | 0.00 | 4,146.00 | 0.00 | 0.00 | 100 |
| 12-495-150 | SOCIAL SECURITY TAXES | 11,872.00 | 11,872.00 | 0.00 | 9,560.73 | 1,118.12 | 2,311.27 | 81 |
| 12-495-151 | GROUP MEDICAL INSURANCE | 30,900.00 | 30,900.00 | 0.00 | 27,880.81 | 2,307.09 | 3,019.19 | 90 |
| 12-495-152 | RETIREMENT | 18,627.00 | 18,627.00 | 0.00 | 17,116.36 | 2,008.34 | 1,510.64 | 92 |
| 12-495-199 | TOTAL PERSONNEL SERVICES | 216,625.00 | 216,625.00 | 0.00 | 197,193.90 | 22,169.55 | 19,431.10 | 91 |
| 12-495-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 3,250.00 | 3,250.00 | 0.00 | 2,041.84 | 330.77 | 1,208.16 | 63 |
| 12-495-420 | COMMUNICATIONS EXPENSE | 1,600.00 | 1,600.00 | 0.00 | 727.62 | 41.32 | 872.38 | 45 |
| 12-495-421 | XEROX COPIER USAGE/MAINT EXP | 2,000.00 | 2,000.00 | 0.00 | 1,250.00 | 0.00 | 750.00 | 63 |
| 12-495-427 | CONVENTIONS/SEMINARS/DUES | 1,500.00 | 1,500.00 | 0.00 | 1,655.76 | 0.00 | 155.76 | 110 |
| 12-495-499 | TOTAL SERVICES & CHARGES | 8,350.00 | 8,350.00 | 0.00 | 5,675.22 | 372.09 | 2,674.78 | 68 |
| 12-495-532 | EQUIPMENT OVER \$500 | 2,000.00 | 2,000.00 | 0.00 | 1,711.36 | 0.00 | 288.64 | 86 |
| | COUNTY AUDITOR'S OFFICE | 226,975.00 | 226,975.00 | 0.00 | 204,580.48 | 22,541.64 | 22,394.52 | 90 |
| 0497 COUNTY TREASURER | | | | | | | | |
| 12-497-101 | SALARY, COUNTY TREASURER | 56,556.00 | 56,556.00 | 0.00 | 51,843.00 | 4,713.00 | 4,713.00 | 92 |
| 12-497-150 | SOCIAL SECURITY TAX | 4,322.00 | 4,322.00 | 0.00 | 3,188.64 | 291.30 | 1,133.36 | 74 |
| 12-497-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 9,383.86 | 833.54 | 916.14 | 91 |
| 12-497-152 | RETIREMENT | 6,787.00 | 6,787.00 | 0.00 | 6,221.16 | 565.56 | 565.84 | 92 |
| 12-497-199 | TOTAL PERSONNEL SERVICES | 77,965.00 | 77,965.00 | 0.00 | 70,636.66 | 6,403.40 | 7,328.34 | 91 |
| 12-497-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 2,500.00 | 2,500.00 | 0.00 | 1,654.94 | 217.01 | 845.06 | 66 |
| 12-497-420 | COMMUNICATIONS EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 156.60 | 0.00 | 843.40 | 16 |
| 12-497-427 | CONFERENCE/SEMINARS/DUES | 2,500.00 | 2,500.00 | 0.00 | 300.00 | 0.00 | 2,200.00 | 12 |
| 12-497-429 | TRAVEL EXPENSE | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 00 |
| 12-497-499 | TOTAL SERVICES & CHARGES | 6,500.00 | 6,500.00 | 0.00 | 2,111.54 | 217.01 | 4,388.46 | 32 |
| 12-497-532 | EQUIPMENT OVER \$500 | 1,000.00 | 1,000.00 | 0.00 | 814.36 | 0.00 | 185.64 | 81 |
| | COUNTY TREASURER | 85,465.00 | 85,465.00 | 0.00 | 73,562.56 | 6,620.41 | 11,902.44 | 86 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT | |
|---|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|--|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | | |
| 0499 TAX ASSESSOR-COLLECTOR | | | | | | | | | |
| ===== | | | | | | | | | |
| 12-499-101 | SALARY, TAX A/C | 56,556.00 | 56,556.00 | 0.00 | 51,843.00 | 4,713.00 | 4,713.00 | 92 | |
| 12-499-105 | SALARY, DEPUTIES | 107,716.00 | 107,716.00 | 0.00 | 97,318.92 | 8,931.00 | 10,397.08 | 90 | |
| 12-499-109 | SALARY, LONGEVITY | 4,074.00 | 4,074.00 | 0.00 | 4,074.00 | 4,074.00 | 0.00 | 100 | |
| 12-499-150 | SOCIAL SECURITY TAX | 12,877.00 | 12,877.00 | 0.00 | 11,482.33 | 1,335.03 | 1,394.67 | 89 | |
| 12-499-151 | GROUP MEDICAL INSURANCE | 41,200.00 | 41,200.00 | 0.00 | 36,344.07 | 3,172.81 | 4,855.93 | 88 | |
| 12-499-152 | RETIREMENT | 20,202.00 | 20,202.00 | 0.00 | 18,388.31 | 2,126.16 | 1,813.69 | 91 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| 12-499-199 | TOTAL PERSONNEL SERVICES | 242,625.00 | 242,625.00 | 0.00 | 219,450.63 | 24,352.00 | 23,174.37 | 90 | |
| 12-499-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 3,500.00 | 3,500.00 | 0.00 | 1,310.29 | 104.69 | 2,189.71 | 37 | |
| 12-499-420 | COMMUNICATIONS EXPENSE | 2,500.00 | 2,500.00 | 0.00 | 788.17 | 47.43 | 1,711.83 | 32 | |
| 12-499-427 | CONFERENCE/SEMINARS/DUES | 1,500.00 | 1,500.00 | 0.00 | 1,163.80 | 422.05 | 336.20 | 78 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| 12-499-499 | TOTAL SERVICES & CHARGES | 7,500.00 | 7,500.00 | 0.00 | 3,262.26 | 574.17 | 4,237.74 | 43 | |
| 12-499-532 | EQUIPMENT OVER \$500 | 1,200.00 | 1,200.00 | 0.00 | 569.00 | 0.00 | 631.00 | 47 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| | TAX ASSESSOR-COLLECTOR | 251,325.00 | 251,325.00 | 0.00 | 223,281.89 | 24,926.17 | 28,043.11 | 89 | |
| 0510 COURTHOUSE BUILDING | | | | | | | | | |
| ===== | | | | | | | | | |
| 12-510-105 | SALARY, JANITRESSES | 50,590.00 | 50,590.00 | 0.00 | 44,612.84 | 4,096.00 | 5,977.16 | 88 | |
| 12-510-107 | SALARY, GROUNDS/MAINT | 34,752.00 | 34,752.00 | 0.00 | 31,856.00 | 2,896.00 | 2,896.00 | 92 | |
| 12-510-108 | SALARY, MAINT DIRECTOR | 39,306.00 | 39,306.00 | 0.00 | 36,030.50 | 3,275.50 | 3,275.50 | 92 | |
| 12-510-109 | SALARY, LONGEVITY | 2,144.00 | 2,144.00 | 0.00 | 948.00 | 350.00 | 1,196.00 | 44 | |
| 12-510-115 | SALARY, CUSTODIAN DIRECTOR | 35,124.00 | 35,124.00 | 0.00 | 16,935.48 | 726.28 | 18,188.52 | 48 | |
| 12-510-150 | SOCIAL SECURITY TAXES | 12,384.00 | 12,384.00 | 0.00 | 9,944.81 | 864.61 | 2,439.19 | 80 | |
| 12-510-151 | GROUP MEDICAL INSURANCE | 51,500.00 | 51,500.00 | 0.00 | 39,634.60 | 3,069.34 | 11,865.40 | 77 | |
| 12-510-152 | RETIREMENT | 19,450.00 | 19,450.00 | 0.00 | 15,672.40 | 1,363.68 | 3,777.60 | 81 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| 12-510-199 | TOTAL PERSONNEL SERVICES | 245,250.00 | 245,250.00 | 0.00 | 195,634.63 | 16,641.41 | 49,615.37 | 80 | |
| 12-510-335 | CLEANING SUPPLIES | 20,000.00 | 20,000.00 | 0.00 | 9,949.11 | 393.90 | 10,050.89 | 50 | |
| 12-510-355 | REPAIR MATERIALS | 10,000.00 | 10,000.00 | 0.00 | 4,185.76 | 125.36 | 5,814.24 | 42 | |
| 12-510-356 | HAND TOOLS & EQUIPMENT | 3,000.00 | 3,000.00 | 0.00 | 820.88 | 0.00 | 2,179.12 | 27 | |
| 12-510-395 | MISCELLANEOUS SUPPLIES | 15,000.00 | 15,000.00 | 0.00 | 6,822.81 | 759.53 | 8,177.19 | 45 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| 12-510-399 | TOTAL SUPPLIES | 48,000.00 | 48,000.00 | 0.00 | 21,778.56 | 1,278.79 | 26,221.44 | 45 | |
| 12-510-420 | COMMUNICATIONS EXPENSE | 1,750.00 | 1,750.00 | 0.00 | 464.87 | 20.00 | 1,285.13 | 27 | |
| 12-510-425 | COVID-19 EXPENSES | 0.00 | 7,500.00 | 0.00 | 7,525.23 | 1,868.44 | 25.23 | 100 | |
| 12-510-440 | UTILITIES | 115,000.00 | 110,000.00 | 0.00 | 86,079.19 | 6,532.93 | 23,920.81 | 78 | |
| 12-510-450 | REPAIRS TO BLDGS | 55,000.00 | 63,000.00 | 0.00 | 23,261.18 | 0.00 | 39,738.82 | 37 | |
| 12-510-454 | REPAIRS TO EQUIPMENT | 40,000.00 | 40,000.00 | 0.00 | 28,785.61 | 1,424.50 | 11,214.39 | 72 | |
| 12-510-455 | ELEVATOR MAINTENANCE | 10,000.00 | 10,000.00 | 0.00 | 9,614.25 | 0.00 | 385.75 | 96 | |
| 12-510-482 | BUILDING INSURANCE | 55,000.00 | 75,000.00 | 0.00 | 74,374.50 | 0.00 | 625.50 | 99 | |
| 12-510-494 | GROUNDS MAINTENANCE | 7,500.00 | 13,500.00 | 0.00 | 12,663.41 | 1,236.65 | 836.59 | 94 | |
| 12-510-495 | PEST CONTROL | 4,000.00 | 3,000.00 | 0.00 | 2,041.00 | 180.00 | 959.00 | 68 | |
| 12-510-497 | MISCELLANEOUS | 5,000.00 | 5,000.00 | 0.00 | 434.22 | 20.00 | 4,565.78 | 09 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| 12-510-499 | TOTAL SERVICES & CHARGES | 293,250.00 | 328,750.00 | 0.00 | 245,243.46 | 11,282.52 | 83,506.94 | 75 | |
| 12-510-532 | EQUIPMENT OVER \$500 | 10,000.00 | 10,000.00 | 0.00 | 539.95 | 0.00 | 9,460.05 | 05 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| | COURTHOUSE BUILDING | 596,500.00 | 632,000.00 | 0.00 | 463,196.60 | 29,202.72 | 168,803.40 | 73 | |
| 0515 PARKS & RECREATION DEPT | | | | | | | | | |
| ===== | | | | | | | | | |
| 12-515-440 | UTILITIES | 2,500.00 | 1,500.00 | 0.00 | 484.78 | 37.35 | 1,015.22 | 32 | |
| 12-515-454 | MAINTENANCE | 2,500.00 | 3,500.00 | 0.00 | 2,697.54 | 50.95 | 802.46 | 77 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| | PARKS & RECREATION DEPT | 5,000.00 | 5,000.00 | 0.00 | 3,182.32 | 88.30 | 1,817.68 | 64 | |
| 0525 SEPTIC SYSTEM/FLOODPLAIN | | | | | | | | | |
| ===== | | | | | | | | | |
| 12-525-108 | SALARY, COORDINATOR | 26,766.00 | 26,766.00 | 0.00 | 24,535.50 | 2,230.50 | 2,230.50 | 92 | |
| 12-525-150 | SOCIAL SECURITY TAX | 2,047.00 | 2,047.00 | 0.00 | 1,887.75 | 173.70 | 159.25 | 92 | |
| 12-525-151 | GROUP MEDICAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 00 | |
| 12-525-152 | RETIREMENT | 3,212.00 | 3,212.00 | 0.00 | 2,961.06 | 272.46 | 250.94 | 92 | |
| ----- | | ----- | | ----- | | ----- | | ----- | |
| 12-525-199 | TOTAL PERSONNEL SERVICES | 32,025.00 | 32,025.00 | 0.00 | 29,384.31 | 2,676.66 | 2,640.69 | 92 | |
| 12-525-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 1,400.00 | 1,400.00 | 0.00 | 931.62 | 96.26 | 468.38 | 67 | |
| 12-525-402 | CONTRACT SERVICES | 8,250.00 | 8,250.00 | 0.00 | 0.00 | 0.00 | 8,250.00 | 00 | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

DECEMBER 14, 2020

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 10
PREPARED:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|-----------------------------------|------------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|--------------------|----------------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | | EFFECTIVE MONTH - 11 |
| 12-525-420 | COMMUNICATIONS EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 677.42 | 88.33 | 322.58 | 68 |
| 12-525-427 | CONFERENCES/SEMINARS/DUES | 1,500.00 | 1,500.00 | 0.00 | 614.00 | 0.00 | 886.00 | 41 |
| 12-525-429 | TRAVEL EXPENSE | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 00 |
| 12-525-432 | DOCUMENT IMAGING | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 00 |
| 12-525-532 | EQUIPMENT OVER \$500 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 00 |
| ----- | | | | | | | | |
| | SEPTIC SYSTEM/FLOODPLAIN | 48,675.00 | 48,675.00 | 0.00 | 31,607.35 | 2,861.25 | 17,067.65 | 65 |
| 0530 EMERGENCY MANAGEMENT | | | | | | | | ----- |
| 12-530-105 | SALARY, ASST EMO COORDINATOR | 19,284.00 | 19,284.00 | 0.00 | 17,677.00 | 1,607.00 | 1,607.00 | 92 |
| 12-530-108 | SALARY, EMO COORDINATOR | 45,000.00 | 45,000.00 | 0.00 | 41,250.00 | 3,750.00 | 3,750.00 | 92 |
| 12-530-150 | SOCIAL SECURITY TAXES | 4,917.00 | 4,917.00 | 0.00 | 3,946.01 | 340.70 | 970.99 | 80 |
| 12-530-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 6,801.20 | 832.24 | 3,498.80 | 66 |
| 12-530-152 | RETIREMENT | 7,714.00 | 7,714.00 | 0.00 | 7,071.24 | 642.85 | 642.76 | 92 |
| ----- | | | | | | | | |
| 12-530-199 | TOTAL PERSONNEL SERVICES | 87,215.00 | 87,215.00 | 0.00 | 76,745.45 | 7,172.79 | 10,469.55 | 88 |
| 12-530-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 3,000.00 | 3,000.00 | 0.00 | 1,588.53 | 108.00 | 1,411.47 | 53 |
| 12-530-420 | COMMUNICATIONS EXPENSE | 4,500.00 | 4,500.00 | 0.00 | 2,445.98 | 575.59 | 2,054.02 | 54 |
| 12-530-425 | COVID-19 EXPENSES | 0.00 | 45,000.00 | 0.00 | 43,751.76 | 5,772.83 | 1,248.24 | 97 |
| 12-530-427 | DUES & MEMBERSHIPS | 750.00 | 750.00 | 0.00 | 172.75 | 0.00 | 577.25 | 23 |
| 12-530-453 | RADIO REPAIRS & MAINTENANCE | 30,000.00 | 30,000.00 | 0.00 | 28,384.44 | 19,863.54 | 1,615.56 | 95 |
| 12-530-454 | REPAIRS & MAINTENANCE TO EOC TRUCK | 4,500.00 | 4,500.00 | 0.00 | 2,109.37 | 710.78 | 2,390.63 | 47 |
| 12-530-532 | EQUIPMENT OVER \$500 | 20,000.00 | 10,000.00 | 0.00 | 1,885.73 | 0.00 | 8,114.27 | 19 |
| 12-530-575 | MOTOR VEHICLE | 50,000.00 | 177,000.00 | 0.00 | 0.00 | 0.00 | 177,000.00 | 00 |
| 12-530-704 | STATE HOMELAND SECURITY GRANT PROG | 40,000.00 | 40,000.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 00 |
| ----- | | | | | | | | |
| | EMERGENCY MANAGEMENT | 239,965.00 | 401,965.00 | 0.00 | 157,084.01 | 33,987.53 | 244,880.99 | 39 |
| 0540 EMS DIRECTOR/AMBULANCE | | | | | | | | ----- |
| 12-540-102 | SALARY, EMS DIRECTOR | 70,344.00 | 70,344.00 | 0.00 | 64,869.50 | 5,417.00 | 5,474.50 | 92 |
| 12-540-103 | SALARY, FIELD TRAINING | 12,000.00 | 12,000.00 | 0.00 | 3,531.25 | 250.00 | 8,468.75 | 29 |
| 12-540-105 | SALARY, EMS MEMBERS | 175,680.00 | 284,680.00 | 0.00 | 229,460.14 | 19,920.50 | 55,219.86 | 81 |
| 12-540-106 | SALARY, FULL-TIME PARAMEDICS | 620,776.00 | 620,776.00 | 0.00 | 569,569.76 | 51,152.49 | 51,206.24 | 92 |
| 12-540-107 | SALARY, FLEET MAINTENANCE | 46,080.00 | 46,080.00 | 0.00 | 41,459.00 | 3,769.00 | 4,621.00 | 90 |
| 12-540-108 | SALARY, AMBULANCE ACCT | 33,810.00 | 33,810.00 | 0.00 | 30,992.50 | 2,817.50 | 2,817.50 | 92 |
| 12-540-109 | SALARY, LONGEVITY | 3,914.00 | 3,914.00 | 0.00 | 3,578.00 | 3,578.00 | 336.00 | 91 |
| 12-540-110 | SALARY, OVERTIME | 412,100.00 | 412,100.00 | 0.00 | 366,305.42 | 32,009.26 | 45,794.58 | 89 |
| 12-540-111 | SALARY - EXTRA JOBS-SPLASHWAY | 0.00 | 35,000.00 | 0.00 | 39,475.75 | 5,675.00 | 4,475.75 | 113 |
| 12-540-112 | SALARY, HOLIDAY PAY | 40,320.00 | 40,320.00 | 0.00 | 10,960.24 | 1,235.34 | 29,359.76 | 27 |
| 12-540-150 | SOCIAL SECURITY TAX | 108,251.00 | 108,251.00 | 0.00 | 102,413.31 | 9,409.89 | 5,837.69 | 95 |
| 12-540-151 | GROUP MEDICAL INSURANCE | 236,900.00 | 236,900.00 | 0.00 | 204,710.55 | 18,328.47 | 32,189.45 | 86 |
| 12-540-152 | RETIREMENT | 169,800.00 | 169,800.00 | 0.00 | 164,169.19 | 15,098.89 | 5,630.81 | 97 |
| ----- | | | | | | | | |
| 12-540-199 | TOTAL PERSONNEL SERVICES | 1,929,975.00 | 2,073,975.00 | 0.00 | 1,831,494.61 | 168,661.34 | 242,480.39 | 88 |
| 12-540-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 15,000.00 | 17,500.00 | 0.00 | 14,411.60 | 406.51 | 3,088.40 | 82 |
| 12-540-326 | FIRST RESPONDER SUPPLIES | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12-540-330 | FUEL & OIL | 65,000.00 | 65,000.00 | 0.00 | 38,288.91 | 3,541.53 | 26,711.09 | 59 |
| 12-540-334 | AMBULANCE SUPPLIES | 80,000.00 | 100,000.00 | 0.00 | 91,221.84 | 14,231.65 | 8,778.16 | 91 |
| 12-540-408 | TRAINING COURSES/SUPPLIES | 15,000.00 | 7,500.00 | 0.00 | 7,638.84 | 285.00 | 138.84 | 102 |
| 12-540-409 | MEDICAL DIRECTOR EXPENSES | 9,500.00 | 9,500.00 | 0.00 | 8,750.00 | 0.00 | 750.00 | 92 |
| 12-540-415 | BILLING SERVICES | 25,000.00 | 25,000.00 | 0.00 | 12,612.35 | 0.00 | 12,387.65 | 50 |
| 12-540-417 | DRUG & ALCOHOL TESTING | 3,500.00 | 3,500.00 | 0.00 | 2,062.25 | 1,002.25 | 1,437.75 | 59 |
| 12-540-420 | COMMUNICATIONS EXPENSE | 17,500.00 | 20,000.00 | 0.00 | 18,442.40 | 1,601.19 | 1,557.60 | 92 |
| 12-540-421 | XEROX LEASE PAYMENT | 2,000.00 | 2,000.00 | 0.00 | 1,500.00 | 0.00 | 500.00 | 75 |
| 12-540-425 | COVID-19 EXPENSES | 0.00 | 70,000.00 | 0.00 | 57,515.24 | 3,178.19 | 12,484.76 | 82 |
| 12-540-427 | CONFERENCES/SEMINARS/DUES | 3,000.00 | 3,000.00 | 0.00 | 2,003.46 | 0.00 | 996.54 | 67 |
| 12-540-453 | RADIOS & RADIO REPAIRS | 10,000.00 | 15,000.00 | 0.00 | 14,641.51 | 5,767.90 | 358.49 | 98 |
| 12-540-454 | REPAIRS TO AMB/EQUIPMENT | 60,000.00 | 85,000.00 | 0.00 | 70,585.33 | 10,338.73 | 14,414.67 | 83 |
| 12-540-457 | MEDICAL WASTE SERVICES | 1,500.00 | 1,500.00 | 0.00 | 947.51 | 0.00 | 552.49 | 63 |
| 12-540-475 | LICENSING FEES & eDISPATCH | 15,000.00 | 14,750.00 | 0.00 | 14,703.30 | 0.00 | 46.70 | 100 |
| 12-540-482 | INSURANCE | 12,500.00 | 12,500.00 | 0.00 | 9,615.00 | 0.00 | 2,885.00 | 77 |
| 12-540-491 | UNIFORMS | 12,000.00 | 15,750.00 | 0.00 | 15,529.62 | 0.00 | 220.38 | 99 |
| 12-540-497 | MISCELLANEOUS/MATCHING GRANT FUNDS | 5,000.00 | 1,500.00 | 0.00 | 600.00 | 0.00 | 900.00 | 40 |
| ----- | | | | | | | | |
| 12-540-499 | TOTAL SERVICES & CHARGES | 359,000.00 | 469,000.00 | 0.00 | 381,069.16 | 40,352.95 | 87,930.84 | 81 |
| 12-540-532 | EQUIPMENT OVER \$500 | 30,000.00 | 239,000.00 | 0.00 | 228,405.91 | 0.00 | 10,594.09 | 96 |
| 12-540-574 | CONTINGENCY-MATCHING GRNT | 30,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12-540-575 | MOTOR VEHICLE | 50,000.00 | 110,000.00 | 0.00 | 105,646.00 | 0.00 | 4,354.00 | 96 |
| ----- | | | | | | | | |
| | EMS DIRECTOR/AMBULANCE | 2,398,975.00 | 2,891,975.00 | 0.00 | 2,546,615.68 | 209,014.29 | 345,359.32 | 88 |

0551 CONSTABLE, PCT #1

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 11
PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | PCT |
|-----------------------------------|----------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|----------------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | | EFFECTIVE MONTH - 11 |
| ===== | | | | | | | | |
| 12-551-101 | SALARY, CONSTABLE PCT #1 | 19,680.00 | 19,680.00 | 0.00 | 18,040.00 | 1,640.00 | 1,640.00 | 92 |
| 12-551-150 | SOCIAL SECURITY TAX | 1,506.00 | 1,506.00 | 0.00 | 1,184.98 | 108.62 | 321.02 | 79 |
| 12-551-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 9,294.06 | 825.40 | 1,005.94 | 90 |
| 12-551-152 | RETIREMENT | 2,364.00 | 2,364.00 | 0.00 | 2,164.80 | 196.80 | 199.20 | 92 |
| ----- | | | | | | | | |
| 12-551-199 | TOTAL PERSONNEL SERVICES | 33,850.00 | 33,850.00 | 0.00 | 30,683.84 | 2,770.82 | 3,166.16 | 91 |
| ----- | | | | | | | | |
| 12-551-420 | COMMUNICATIONS EXPENSE | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 00 |
| 12-551-427 | SEMINARS/DUES/MEETINGS | 600.00 | 600.00 | 0.00 | 60.00 | 0.00 | 540.00 | 10 |
| 12-551-429 | TRAVEL/VEHICLE MAINTENANCE | 1,800.00 | 1,800.00 | 0.00 | 1,285.86 | 0.00 | 514.14 | 71 |
| 12-551-497 | MISCELLANEOUS | 1,250.00 | 1,250.00 | 0.00 | 1,190.17 | 0.00 | 59.83 | 95 |
| ----- | | | | | | | | |
| | CONSTABLE, PCT #1 | 37,800.00 | 37,800.00 | 0.00 | 33,219.87 | 2,770.82 | 4,580.13 | 88 |
| ===== | | | | | | | | |
| 0552 CONSTABLE, PCT #2 | | | | | | | | |
| ----- | | | | | | | | |
| 12-552-101 | SALARY, CONSTABLE PCT #2 | 19,680.00 | 19,680.00 | 0.00 | 18,040.00 | 1,640.00 | 1,640.00 | 92 |
| 12-552-150 | SOCIAL SECURITY TAX | 1,506.00 | 1,506.00 | 0.00 | 869.24 | 75.70 | 636.76 | 58 |
| 12-552-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 9,294.04 | 825.40 | 1,005.96 | 90 |
| 12-552-152 | RETIREMENT | 2,364.00 | 2,364.00 | 0.00 | 2,164.79 | 196.80 | 199.21 | 92 |
| ----- | | | | | | | | |
| 12-552-199 | TOTAL PERSONNEL SERVICES | 33,850.00 | 33,850.00 | 0.00 | 30,368.07 | 2,737.90 | 3,481.93 | 90 |
| ----- | | | | | | | | |
| 12-552-420 | COMMUNICATIONS EXPENSE | 600.00 | 600.00 | 0.00 | 404.36 | 43.59 | 195.64 | 67 |
| 12-552-427 | SEMINARS/DUES/MEETINGS | 600.00 | 600.00 | 0.00 | 25.00 | 0.00 | 575.00 | 04 |
| 12-552-429 | TRAVEL EXPENSE | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| 12-552-497 | MISCELLANEOUS | 1,250.00 | 1,250.00 | 0.00 | 789.77 | 0.00 | 460.23 | 63 |
| ----- | | | | | | | | |
| | CONSTABLE, PCT #2 | 41,300.00 | 41,300.00 | 0.00 | 31,587.20 | 2,781.49 | 9,712.80 | 76 |
| ===== | | | | | | | | |
| 0553 CONSTABLE, PCT #3 | | | | | | | | |
| ----- | | | | | | | | |
| 12-553-101 | SALARY, CONSTABLE PCT #3 | 19,680.00 | 19,680.00 | 0.00 | 18,040.00 | 1,640.00 | 1,640.00 | 92 |
| 12-553-150 | SOCIAL SECURITY TAX | 1,506.00 | 1,506.00 | 0.00 | 1,380.08 | 125.46 | 125.92 | 92 |
| 12-553-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 9,294.06 | 825.40 | 1,005.94 | 90 |
| 12-553-152 | RETIREMENT | 2,364.00 | 2,364.00 | 0.00 | 2,164.80 | 196.80 | 199.20 | 92 |
| ----- | | | | | | | | |
| 12-553-199 | TOTAL PERSONNEL SERVICES | 33,850.00 | 33,850.00 | 0.00 | 30,878.94 | 2,787.66 | 2,971.06 | 91 |
| ----- | | | | | | | | |
| 12-553-420 | CELL PHONE EXPENSE | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 00 |
| 12-553-427 | SEMINARS/DUES/MEETINGS | 600.00 | 600.00 | 0.00 | 85.00 | 0.00 | 515.00 | 14 |
| 12-553-429 | TRAVEL EXPENSE | 1,200.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | 00 |
| 12-553-497 | MISCELLANEOUS | 1,250.00 | 1,250.00 | 0.00 | 106.00 | 0.00 | 1,144.00 | 08 |
| ----- | | | | | | | | |
| | CONSTABLE, PCT #3 | 37,200.00 | 37,200.00 | 0.00 | 31,069.94 | 2,787.66 | 6,130.06 | 84 |
| ===== | | | | | | | | |
| 0554 CONSTABLE, PCT #4 | | | | | | | | |
| ----- | | | | | | | | |
| 12-554-101 | SALARY, CONSTABLE PCT #4 | 19,680.00 | 19,680.00 | 0.00 | 18,040.00 | 1,640.00 | 1,640.00 | 92 |
| 12-554-150 | SOCIAL SECURITY TAX | 1,506.00 | 1,506.00 | 0.00 | 843.58 | 77.54 | 662.42 | 56 |
| 12-554-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 9,294.04 | 825.40 | 1,005.96 | 90 |
| 12-554-152 | RETIREMENT | 2,364.00 | 2,364.00 | 0.00 | 2,164.80 | 196.80 | 199.20 | 92 |
| ----- | | | | | | | | |
| 12-554-199 | TOTAL PERSONNEL SERVICES | 33,850.00 | 33,850.00 | 0.00 | 30,342.42 | 2,739.74 | 3,507.58 | 90 |
| ----- | | | | | | | | |
| 12-554-427 | SEMINARS/DUES/MEETINGS | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 00 |
| 12-554-429 | TRAVEL EXPENSE | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 00 |
| 12-554-497 | MISCELLANEOUS | 1,250.00 | 1,250.00 | 0.00 | 0.00 | 0.00 | 1,250.00 | 00 |
| ----- | | | | | | | | |
| | CONSTABLE, PCT #4 | 36,200.00 | 36,200.00 | 0.00 | 30,342.42 | 2,739.74 | 5,857.58 | 84 |
| ===== | | | | | | | | |
| 0555 911 RURAL ADDRESSING | | | | | | | | |
| ----- | | | | | | | | |
| 12-555-105 | SALARY, 9-1-1 COORDINATOR | 41,880.00 | 41,880.00 | 0.00 | 38,500.00 | 3,500.00 | 3,380.00 | 92 |
| 12-555-108 | SALARY, ASST COORDINATOR | 30,900.00 | 30,900.00 | 0.00 | 28,325.00 | 2,575.00 | 2,575.00 | 92 |
| 12-555-109 | SALARY, LONGEVITY | 1,176.00 | 1,176.00 | 0.00 | 1,176.00 | 1,176.00 | 0.00 | 100 |
| 12-555-150 | SOCIAL SECURITY TAXES | 5,657.00 | 5,657.00 | 0.00 | 5,055.10 | 541.40 | 601.90 | 89 |
| 12-555-151 | GROUP MEDICAL INSURANCE | 20,600.00 | 20,600.00 | 0.00 | 18,636.36 | 1,647.54 | 1,963.64 | 90 |
| 12-555-152 | RETIREMENT | 8,887.00 | 8,887.00 | 0.00 | 8,160.13 | 870.13 | 726.87 | 92 |
| ----- | | | | | | | | |
| 12-555-199 | TOTAL PERSONNEL SERVICES | 109,100.00 | 109,100.00 | 0.00 | 99,852.59 | 10,310.07 | 9,247.41 | 92 |
| ----- | | | | | | | | |
| 12-555-310 | SUPPLIES/EQUIP UNDER \$500 | 5,000.00 | 5,000.00 | 0.00 | 3,753.19 | 175.54 | 1,246.81 | 75 |
| 12-555-402 | FLOODPLAIN CONSULTANT | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 00 |
| 12-555-420 | COMMUNICATIONS EXPENSE | 1,250.00 | 1,250.00 | 0.00 | 1,034.55 | 99.42 | 215.45 | 83 |
| 12-555-427 | SEMINARS/DUES/MEETINGS | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING**

DECEMBER 14, 2020

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|-----------------------------------|----------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|--------------------|----------------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | | |
| | | | | | | | | EFFECTIVE MONTH - 11 |
| 12-555-429 | TRAVEL EXPENSE/TRUCK MAINT | 2,500.00 | 2,500.00 | 0.00 | 131.99 | 25.99 | 2,368.01 | 05 |
| 12-555-441 | 911 OPERATING EXPENSES | 5,000.00 | 5,000.00 | 0.00 | 2,100.00 | 0.00 | 2,900.00 | 42 |
| 12-555-442 | FLOODPLAIN EXPENSES | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 12-555-454 | MAINTENANCE & REPAIRS | 6,000.00 | 6,000.00 | 0.00 | 2,180.63 | 0.00 | 3,819.37 | 36 |
| 12-555-532 | EQUIPMENT/SOFTWARE | 12,500.00 | 12,500.00 | 0.00 | 887.01 | 0.00 | 11,612.99 | 07 |
| ----- | | | | | | | | |
| | 911 RURAL ADDRESSING | 153,850.00 | 153,850.00 | 0.00 | 109,939.96 | 10,611.02 | 43,910.04 | 71 |
| 0560 COUNTY SHERIFF | | | | | | | | |
| ----- | | | | | | | | |
| 12-560-101 | SALARY, SHERIFF | 68,340.00 | 68,340.00 | 0.00 | 62,645.00 | 5,695.00 | 5,695.00 | 92 |
| 12-560-104 | SALARY, DEPUTIES | 1,056,966.00 | 1,056,966.00 | 0.00 | 873,060.29 | 80,376.81 | 183,905.71 | 83 |
| 12-560-105 | SALARY, SECRETARY | 42,960.00 | 42,960.00 | 0.00 | 39,061.00 | 3,551.00 | 3,899.00 | 91 |
| 12-560-109 | SALARY, LONGEVITY | 14,546.00 | 14,546.00 | 0.00 | 13,846.00 | 13,846.00 | 700.00 | 95 |
| 12-560-112 | SALARY, HOLIDAY PAY | 34,000.00 | 34,000.00 | 0.00 | 28,361.93 | 2,455.50 | 5,638.07 | 83 |
| 12-560-115 | SALARY, CERTIFICATE PAY | 28,000.00 | 28,000.00 | 0.00 | 22,100.00 | 2,050.00 | 5,900.00 | 79 |
| 12-560-120 | SALARY, DISPATCHERS | 373,776.00 | 373,776.00 | 0.00 | 342,229.27 | 40,691.69 | 31,546.73 | 92 |
| 12-560-150 | SOCIAL SECURITY TAX | 123,822.00 | 123,822.00 | 0.00 | 101,430.09 | 11,046.15 | 22,391.91 | 82 |
| 12-560-151 | GROUP MEDICAL INSURANCE | 350,200.00 | 350,200.00 | 0.00 | 284,328.11 | 25,451.20 | 65,871.89 | 81 |
| 12-560-152 | RETIREMENT | 194,240.00 | 194,240.00 | 0.00 | 165,756.27 | 17,839.90 | 28,483.73 | 85 |
| ----- | | | | | | | | |
| 12-560-199 | TOTAL PERSONNEL SERVICES | 2,286,850.00 | 2,286,850.00 | 0.00 | 1,932,817.96 | 203,003.25 | 354,032.04 | 85 |
| ----- | | | | | | | | |
| 12-560-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 20,000.00 | 20,000.00 | 0.00 | 16,130.87 | 957.68 | 3,869.13 | 81 |
| 12-560-311 | FEDERAL EXPRESS CHARGES | 1,500.00 | 1,500.00 | 0.00 | 854.31 | 38.82 | 645.69 | 57 |
| 12-560-330 | FUEL & OIL | 85,000.00 | 85,000.00 | 0.00 | 59,244.51 | 6,941.96 | 25,755.49 | 70 |
| 12-560-336 | PHOTO/RIFLE/RANGE SUPPLIES | 2,500.00 | 2,500.00 | 0.00 | 1,608.94 | 23.98 | 891.06 | 64 |
| 12-560-338 | FINGERPRINT/EVIDENCE SUPPLIES | 2,000.00 | 2,000.00 | 0.00 | 1,468.76 | 94.79 | 531.24 | 73 |
| 12-560-354 | BATTERIES, TIRES & TUBES | 15,000.00 | 15,000.00 | 0.00 | 10,813.89 | 0.00 | 4,186.11 | 72 |
| ----- | | | | | | | | |
| 12-560-399 | TOTAL SUPPLIES | 126,000.00 | 126,000.00 | 0.00 | 90,121.28 | 8,057.23 | 35,878.72 | 72 |
| ----- | | | | | | | | |
| 12-560-402 | CONTRACT IT SERVICES | 25,000.00 | 30,000.00 | 0.00 | 26,350.50 | 2,200.00 | 3,649.50 | 88 |
| 12-560-417 | DRUG & ALCOHOL TESTING | 500.00 | 500.00 | 0.00 | 480.00 | 60.00 | 20.00 | 96 |
| 12-560-420 | COMMUNICATIONS EXPENSE | 40,000.00 | 40,000.00 | 0.00 | 37,622.49 | 3,849.61 | 2,377.51 | 94 |
| 12-560-421 | COPIER USAGE/MAINT EXPENSE | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 12-560-426 | SCHOOLS FOR DEPUTIES/DISPATCHEES | 6,000.00 | 6,000.00 | 0.00 | 1,963.56 | 490.00 | 4,036.44 | 33 |
| 12-560-427 | CONFERENCE/SEMINARS/DUES | 1,500.00 | 1,500.00 | 0.00 | 419.00 | 0.00 | 1,081.00 | 28 |
| 12-560-432 | DOCUMENT IMAGING | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 00 |
| 12-560-441 | 911 OPERATING/DISPATCH EXPENSES | 45,000.00 | 35,000.00 | 0.00 | 3,785.00 | 0.00 | 31,215.00 | 11 |
| 12-560-452 | MAINTAINING OFFICE EQUIP | 35,000.00 | 35,000.00 | 0.00 | 30,864.98 | 0.00 | 4,135.02 | 88 |
| 12-560-453 | RADIO AND RADIO REPAIRS | 4,000.00 | 4,000.00 | 0.00 | 1,069.96 | 0.00 | 2,930.04 | 27 |
| 12-560-454 | REPAIRS OF VEH/EQUIP | 50,000.00 | 70,000.00 | 0.00 | 64,468.16 | 8,594.75 | 5,531.84 | 92 |
| 12-560-476 | EMERGENCY EQUIP/DETAIL | 12,500.00 | 12,500.00 | 0.00 | 1,910.00 | 0.00 | 10,590.00 | 15 |
| 12-560-483 | AUTO LIABILITY INSURANCE | 20,000.00 | 20,000.00 | 0.00 | 18,950.00 | 0.00 | 1,050.00 | 95 |
| 12-560-491 | EMPLOYEE UNIFORMS | 5,000.00 | 5,000.00 | 0.00 | 2,533.42 | 71.84 | 2,466.58 | 51 |
| 12-560-497 | MISCELLANEOUS EXPENSE | 7,500.00 | 12,500.00 | 0.00 | 12,960.94 | 1,901.81 | 460.94 | 104 |
| ----- | | | | | | | | |
| 12-560-499 | TOTAL SERVICES & CHARGES | 263,500.00 | 273,500.00 | 0.00 | 203,378.01 | 17,168.01 | 70,121.99 | 74 |
| ----- | | | | | | | | |
| 12-560-532 | EQUIPMENT OVER \$500 | 40,000.00 | 40,000.00 | 0.00 | 25,451.56 | 0.00 | 14,548.44 | 64 |
| 12-560-573 | RADIO EQUIPMENT | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| 12-560-575 | MOTOR VEHICLES | 226,500.00 | 226,500.00 | 0.00 | 135,846.30 | 135,846.30 | 90,653.70 | 60 |
| ----- | | | | | | | | |
| 12-560-599 | TOTAL CAPITAL OUTLAY | 271,500.00 | 271,500.00 | 0.00 | 161,297.86 | 135,846.30 | 110,202.14 | 59 |
| ----- | | | | | | | | |
| 12-560-600 | FINANCE LEASE CONTRACT#3028KS | 7,500.00 | 7,500.00 | 0.00 | 7,440.00 | 0.00 | 60.00 | 99 |
| ----- | | | | | | | | |
| | COUNTY SHERIFF | 2,955,350.00 | 2,965,350.00 | 0.00 | 2,395,055.11 | 364,074.79 | 570,294.89 | 81 |
| 0565 OPERATION OF JAIL | | | | | | | | |
| ----- | | | | | | | | |
| 12-565-102 | SALARY, JAIL ADMINISTRATOR | 58,164.00 | 58,164.00 | 0.00 | 53,317.00 | 4,847.00 | 4,847.00 | 92 |
| 12-565-103 | SALARY, JAILERS | 830,100.00 | 830,100.00 | 0.00 | 705,293.35 | 68,365.04 | 124,806.65 | 85 |
| 12-565-107 | SALARY, BAILIFFS | 35,000.00 | 35,000.00 | 0.00 | 5,611.25 | 100.00 | 29,388.75 | 16 |
| 12-565-109 | SALARY, LONGEVITY | 5,295.00 | 5,295.00 | 0.00 | 5,051.00 | 5,051.00 | 244.00 | 95 |
| 12-565-112 | SALARY, HOLIDAY PAY | 24,000.00 | 24,000.00 | 0.00 | 17,870.10 | 1,628.15 | 6,129.90 | 74 |
| 12-565-115 | SALARY, CERTIFICATE PAY | 8,000.00 | 8,000.00 | 0.00 | 7,975.00 | 750.00 | 25.00 | 100 |
| 12-565-150 | SOCIAL SECURITY TAXES | 73,574.00 | 73,574.00 | 0.00 | 59,646.08 | 6,036.20 | 13,927.92 | 81 |
| 12-565-151 | GROUP MEDICAL INSURANCE | 226,600.00 | 226,600.00 | 0.00 | 165,441.54 | 15,743.78 | 61,158.46 | 73 |
| 12-565-152 | RETIREMENT | 115,267.00 | 115,267.00 | 0.00 | 95,413.97 | 9,688.92 | 19,853.03 | 83 |
| ----- | | | | | | | | |
| 12-565-199 | TOTAL PERSONNEL SERVICES | 1,376,000.00 | 1,376,000.00 | 0.00 | 1,115,619.29 | 112,210.09 | 260,380.71 | 81 |
| ----- | | | | | | | | |
| 12-565-333 | FOOD FOR PRISONERS | 160,000.00 | 160,000.00 | 0.00 | 89,995.92 | 8,735.36 | 70,004.08 | 56 |
| 12-565-335 | CLEANING SUPPLIES | 6,000.00 | 6,000.00 | 0.00 | 5,944.50 | 698.22 | 55.50 | 99 |
| 12-565-338 | BEDDING & LINENS | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|-----------------------------------|---------------------------------|------------------------|-----------------------|-------------------------|-----------------------|------------------------|----------------------|----------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 12-565-339 | JAIL LAUNDRY | 8,000.00 | 8,000.00 | 0.00 | 4,040.07 | 0.00 | 3,959.93 | 51 |
| 12-565-340 | JAIL SUPPLIES | 15,000.00 | 15,000.00 | 0.00 | 4,395.54 | 3.56 | 10,604.46 | 29 |
| 12-565-395 | MISCELLANEOUS SUPPLIES | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 12-565-399 | TOTAL SUPPLIES | 191,500.00 | 191,500.00 | 0.00 | 104,376.03 | 9,437.14 | 87,123.97 | 55 |
| 12-565-402 | OUT-OF-COUNTY HOUSING INMATES | 5,000.00 | 65,750.00 | 0.00 | 57,915.00 | 0.00 | 7,835.00 | 88 |
| 12-565-405 | PRISONER MEDICAL/MEDICINE | 175,000.00 | 175,000.00 | 0.00 | 156,423.59 | 23,395.57 | 18,576.41 | 89 |
| 12-565-417 | REQUIRED TESTING & DRUG TESTING | 3,000.00 | 4,500.00 | 0.00 | 3,389.00 | 158.00 | 1,111.00 | 75 |
| 12-565-421 | COPIER LEASE | 3,500.00 | 3,500.00 | 0.00 | 2,886.87 | 0.00 | 613.13 | 82 |
| 12-565-425 | COVID-19 EXPENSES | 0.00 | 7,500.00 | 0.00 | 7,695.64 | 480.00 | 195.64 | 103 |
| 12-565-426 | SCHOOLS FOR JAILERS | 2,000.00 | 2,000.00 | 0.00 | 297.99 | 210.00 | 1,702.01 | 15 |
| 12-565-429 | PRISONER TRANSPORT | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| 12-565-440 | UTILITIES | 110,000.00 | 105,000.00 | 0.00 | 59,107.74 | 5,930.01 | 45,892.26 | 56 |
| 12-565-450 | JAIL REPAIRS | 100,000.00 | 100,000.00 | 0.00 | 49,316.17 | 2,203.50 | 50,683.83 | 49 |
| 12-565-482 | LAW ENFORCEMENT LIAB INS | 25,000.00 | 28,000.00 | 0.00 | 28,067.00 | 0.00 | 67.00 | 100 |
| 12-565-491 | JAIL INMATE UNIFORMS | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 12-565-494 | GROUNDS MAINTENANCE | 2,500.00 | 2,500.00 | 0.00 | 1,671.49 | 23.50 | 828.51 | 67 |
| 12-565-495 | PEST CONTROL | 1,000.00 | 1,000.00 | 0.00 | 672.00 | 0.00 | 328.00 | 67 |
| 12-565-496 | JAILERS UNIFORMS | 2,000.00 | 3,750.00 | 0.00 | 4,385.85 | 0.00 | 635.85 | 117 |
| 12-565-499 | TOTAL SERVICES & CHARGES | 435,500.00 | 505,000.00 | 0.00 | 371,828.34 | 32,400.58 | 133,171.66 | 74 |
| 12-565-532 | EQUIPMENT OVER \$500 | 5,000.00 | 10,000.00 | 0.00 | 8,250.00 | 0.00 | 1,750.00 | 83 |
| | OPERATION OF JAIL | 2,008,000.00 | 2,082,500.00 | 0.00 | 1,600,073.66 | 154,047.81 | 482,426.34 | 77 |
| 0570 SUPERVISION & CORRECTIONS | | | | | | | | |
| 12-570-101 | SALARY, JUVENILE JUDGES | 11,600.00 | 11,600.00 | 0.00 | 10,634.14 | 966.74 | 965.86 | 92 |
| 12-570-150 | SOCIAL SECURITY TAXES | 888.00 | 888.00 | 0.00 | 811.36 | 73.76 | 76.64 | 91 |
| 12-570-151 | GROUP MEDICAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12-570-152 | RETIREMENT | 1,400.00 | 1,400.00 | 0.00 | 1,275.78 | 115.98 | 124.22 | 91 |
| 12-570-199 | TOTAL PERSONAL SERVICES | 13,888.00 | 13,888.00 | 0.00 | 12,721.28 | 1,156.48 | 1,166.72 | 92 |
| 12-570-413 | JUVENILE PROBATION DEPT | 119,052.00 | 119,052.00 | 0.00 | 119,052.00 | 0.00 | 0.00 | 100 |
| 12-570-414 | ADULT PROBATION DEPT | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 0.00 | 0.00 | 100 |
| 12-570-433 | DETENTION SERVICES | 18,000.00 | 36,000.00 | 0.00 | 28,160.00 | 3,520.00 | 7,840.00 | 78 |
| 12-570-499 | TOTAL SERVICES & CHARGES | 144,052.00 | 162,052.00 | 0.00 | 154,212.00 | 3,520.00 | 7,840.00 | 95 |
| | SUPERVISION & CORRECTIONS | 157,940.00 | 175,940.00 | 0.00 | 166,933.28 | 4,676.48 | 9,006.72 | 95 |
| 0575 MENTAL HEALTH & ALCOHOL | | | | | | | | |
| 12-575-436 | MENTAL SERVICES (TEXANA) | 14,180.00 | 14,180.00 | 0.00 | 14,180.00 | 0.00 | 0.00 | 100 |
| 12-575-438 | MENTALLY ILL FEES | 5,000.00 | 5,000.00 | 0.00 | 2,127.50 | 192.50 | 2,872.50 | 43 |
| | MENTAL HEALTH & ALCOHOL | 19,180.00 | 19,180.00 | 0.00 | 16,307.50 | 192.50 | 2,872.50 | 85 |
| 0580 VETERAN SERVICE OFFICER | | | | | | | | |
| 12-580-106 | SALARY, VETERAN SVC OFC | 17,664.00 | 17,664.00 | 0.00 | 16,192.00 | 1,472.00 | 1,472.00 | 92 |
| 12-580-150 | SOCIAL SECURITY TAXES | 1,351.00 | 1,351.00 | 0.00 | 1,238.61 | 112.61 | 112.39 | 92 |
| 12-580-152 | RETIREMENT | 2,120.00 | 2,120.00 | 0.00 | 1,943.04 | 176.64 | 176.96 | 92 |
| 12-580-199 | TOTAL PERSONNEL SERVICES | 21,135.00 | 21,135.00 | 0.00 | 19,373.65 | 1,761.25 | 1,761.35 | 92 |
| 12-580-310 | OFFICE SUPPLIES | 1,000.00 | 1,000.00 | 0.00 | 150.68 | 0.00 | 849.32 | 15 |
| 12-580-420 | COMMUNICATIONS EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 520.77 | 50.00 | 479.23 | 52 |
| 12-580-427 | SEMINARS/DUES | 750.00 | 750.00 | 0.00 | 0.00 | 0.00 | 750.00 | 00 |
| | VETERAN SERVICE OFFICER | 23,885.00 | 23,885.00 | 0.00 | 20,045.10 | 1,811.25 | 3,839.90 | 84 |
| 0585 INFORMATION TECHNOLOGY | | | | | | | | |
| 12-585-102 | SALARY, IT COORDINATOR | 51,420.00 | 51,420.00 | 0.00 | 47,135.00 | 4,285.00 | 4,285.00 | 92 |
| 12-585-150 | SOCIAL SECURITY TAXES | 3,934.00 | 3,934.00 | 0.00 | 3,601.26 | 325.44 | 332.74 | 92 |
| 12-585-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 9,383.86 | 833.54 | 916.14 | 91 |
| 12-585-152 | RETIREMENT | 6,171.00 | 6,171.00 | 0.00 | 5,656.20 | 514.20 | 514.80 | 92 |
| 12-585-199 | TOTAL PERSONNEL SERVICES | 71,825.00 | 71,825.00 | 0.00 | 65,776.32 | 5,958.18 | 6,048.68 | 92 |
| 12-585-310 | SUPPLIES/EQUIP UNDER \$500 | 3,000.00 | 3,000.00 | 0.00 | 1,270.81 | 0.00 | 1,729.19 | 42 |
| 12-585-402 | CONTRACT SERVICES | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 12-585-420 | COMMUNICATIONS EXPENSE | 1,000.00 | 1,000.00 | 0.00 | 652.58 | 45.84 | 347.42 | 65 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|------------------------------------|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|----------------------|-------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 12-585-427 | TRAINING EXPENSES | 2,000.00 | 2,000.00 | 0.00 | 175.00 | 0.00 | 1,825.00 | 09 |
| 12-585-452 | SOFTWARE/HARDWARE MAINT | 90,000.00 | 110,000.00 | 0.00 | 104,678.89 | 195.00 | 5,321.11 | 95 |
| 12-585-477 | COMPUTER UPGRADES | 35,000.00 | 6,000.00 | 0.00 | 406.01 | 0.00 | 5,593.99 | 07 |
| 12-585-532 | EQUIPMENT OVER \$500 | 2,000.00 | 11,000.00 | 0.00 | 3,348.38 | 0.00 | 7,651.62 | 30 |
| | INFORMATION TECHNOLOGY | 205,825.00 | 205,825.00 | 0.00 | 176,307.99 | 6,199.02 | 29,517.01 | 86 |
| 0640 CONTRACT SERVICES | | | | | | | | |
| 12-640-439 | SENIOR CITIZENS SERVICE | 24,880.00 | 24,880.00 | 0.00 | 24,880.00 | 0.00 | 0.00 | 100 |
| 12-640-443 | COLORADO VALLEY TRANSIT | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00 | 100 |
| 12-640-445 | AUTOPSIES | 100,000.00 | 100,000.00 | 0.00 | 99,028.15 | 11,592.00 | 971.85 | 99 |
| 12-640-446 | BURIAL EXPENSE | 3,000.00 | 7,500.00 | 0.00 | 6,703.50 | 0.00 | 796.50 | 89 |
| 12-640-448 | COMBINED COMMUNITY ACTION | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00 | 100 |
| 12-640-449 | FOSTER CHILD CARE | 6,000.00 | 4,000.00 | 0.00 | 2,900.00 | 0.00 | 1,100.00 | 73 |
| 12-640-909 | ADULT CORE SERVICES/CCYFS | 9,500.00 | 9,500.00 | 0.00 | 9,500.00 | 0.00 | 0.00 | 100 |
| 12-640-910 | COLO CO HISTORICAL COMM | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 00 |
| 12-640-911 | FAMILY CRISIS CENTER | 3,500.00 | 3,500.00 | 0.00 | 3,500.00 | 0.00 | 0.00 | 100 |
| 12-640-913 | BOYS & GIRLS CLUB | 5,000.00 | 30,500.00 | 0.00 | 26,158.28 | 0.00 | 4,341.72 | 86 |
| 12-640-914 | CASA - FOSTER CHILDREN | 5,500.00 | 5,500.00 | 0.00 | 5,500.00 | 0.00 | 0.00 | 100 |
| | CONTRACT SERVICES | 169,880.00 | 197,880.00 | 0.00 | 188,169.93 | 11,592.00 | 9,710.07 | 95 |
| 0645 INDIGENT HEALTH CARE | | | | | | | | |
| 12-645-104 | SALARY, IHC COORDINATOR | 12,340.00 | 12,340.00 | 0.00 | 11,099.40 | 1,109.40 | 1,240.60 | 90 |
| 12-645-150 | SOCIAL SECURITY TAX | 944.00 | 944.00 | 0.00 | 849.07 | 84.87 | 94.93 | 90 |
| 12-645-151 | GROUP MEDICAL INSURANCE | 4,120.00 | 4,120.00 | 0.00 | 3,698.46 | 312.10 | 421.54 | 90 |
| 12-645-152 | RETIREMENT | 1,481.00 | 1,481.00 | 0.00 | 1,331.92 | 133.12 | 149.08 | 90 |
| 12-645-199 | TOTAL PERSONNEL SERVICES | 18,885.00 | 18,885.00 | 0.00 | 16,978.85 | 1,639.49 | 1,906.15 | 90 |
| 12-645-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 750.00 | 750.00 | 0.00 | 201.26 | 0.00 | 548.74 | 27 |
| 12-645-420 | COMMUNICATIONS EXPENSE | 750.00 | 750.00 | 0.00 | 156.60 | 0.00 | 593.40 | 21 |
| 12-645-427 | CONFERENCES/SEMINARS/DUES | 750.00 | 750.00 | 0.00 | 0.00 | 0.00 | 750.00 | 00 |
| 12-645-429 | TOTAL SUPPLIES & CHARGES | 2,250.00 | 2,250.00 | 0.00 | 357.86 | 0.00 | 1,892.14 | 16 |
| 12-645-452 | SOFTWARE LICENSE | 16,000.00 | 16,000.00 | 0.00 | 12,708.00 | 1,059.00 | 3,292.00 | 79 |
| 12-645-465 | HOSPITAL CONTRACT | 80,000.00 | 80,000.00 | 0.00 | 4,039.29 | 0.00 | 75,960.71 | 05 |
| 12-645-466 | HOSPITALIZATION, IHC | 109,000.00 | 109,000.00 | 0.00 | 66,144.55 | 2,893.71 | 42,855.45 | 61 |
| 12-645-467 | MEDICAL, IHC | 85,000.00 | 85,000.00 | 0.00 | 15,946.45 | 2,728.39 | 69,053.55 | 19 |
| 12-645-468 | MEDICINES, IHC | 60,000.00 | 60,000.00 | 0.00 | 14,861.79 | 0.00 | 45,138.21 | 25 |
| 12-645-499 | TOTAL IHC SERVICES | 350,000.00 | 350,000.00 | 0.00 | 113,700.08 | 6,681.10 | 236,299.92 | 32 |
| 12-645-532 | EQUIPMENT OVER \$500 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| | INDIGENT HEALTH CARE | 372,135.00 | 372,135.00 | 0.00 | 131,036.79 | 8,320.59 | 241,098.21 | 35 |
| 0665 AGRI EXTENSION SERVICE | | | | | | | | |
| 12-665-102 | SALARY, AG AGENT | 17,874.00 | 17,874.00 | 0.00 | 16,384.50 | 1,489.50 | 1,489.50 | 92 |
| 12-665-103 | SALARY, FCS AGENT | 20,022.00 | 20,022.00 | 0.00 | 18,353.50 | 1,668.50 | 1,668.50 | 92 |
| 12-665-105 | SALARY, AG SECRETARY | 66,568.00 | 66,568.00 | 0.00 | 31,658.16 | 2,783.80 | 34,909.84 | 48 |
| 12-665-109 | SALARY, LONGEVITY | 3,897.00 | 3,897.00 | 0.00 | 1,992.00 | 1,992.00 | 1,905.00 | 51 |
| 12-665-150 | SOCIAL SECURITY TAXES | 8,293.00 | 8,293.00 | 0.00 | 5,173.88 | 601.68 | 3,119.12 | 62 |
| 12-665-151 | GROUP MEDICAL INSURANCE | 20,600.00 | 20,600.00 | 0.00 | 9,334.54 | 829.08 | 11,265.46 | 45 |
| 12-665-152 | RETIREMENT | 8,456.00 | 8,456.00 | 0.00 | 3,868.30 | 573.10 | 4,587.70 | 46 |
| 12-665-199 | TOTAL PERSONAL SERVICES | 145,710.00 | 145,710.00 | 0.00 | 86,764.88 | 9,937.66 | 58,945.12 | 60 |
| 12-665-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 3,000.00 | 3,000.00 | 0.00 | 889.83 | 544.33 | 2,110.17 | 30 |
| 12-665-311 | POSTAGE | 1,000.00 | 1,000.00 | 0.00 | 935.00 | 0.00 | 65.00 | 94 |
| 12-665-312 | SUPPLIES - AG DEMO ACCT | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 00 |
| 12-665-313 | SUPPLIES & RENT-HOME DEMO | 600.00 | 600.00 | 0.00 | 157.86 | 63.89 | 442.14 | 26 |
| 12-665-314 | SUPPLIES-OLDER TEXAN FAIR | 400.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 00 |
| 12-665-315 | 4-H TEAM MEMBERS | 400.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 00 |
| 12-665-316 | LEADERSHIP ADVISORY EXPENSES | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 00 |
| 12-665-399 | TOTAL SUPPLIES | 6,500.00 | 6,500.00 | 0.00 | 1,982.69 | 608.22 | 4,517.31 | 31 |
| 12-665-420 | COMMUNICATIONS EXPENSE | 4,000.00 | 4,000.00 | 0.00 | 3,672.53 | 283.65 | 327.47 | 92 |
| 12-665-421 | XEROX EXPENSE | 8,000.00 | 8,000.00 | 0.00 | 4,850.03 | 0.00 | 3,149.97 | 61 |
| 12-665-427 | CONVENTIONS/SEMINARS/DUES | 2,000.00 | 2,000.00 | 0.00 | 285.00 | 0.00 | 1,715.00 | 14 |
| 12-665-429 | TRAVEL ALLOWANCE | 9,500.00 | 9,500.00 | 0.00 | 2,984.46 | 70.60 | 6,515.54 | 31 |
| 12-665-454 | REPAIRS TO AGENT PICK-UP | 1,250.00 | 2,250.00 | 0.00 | 2,168.40 | 0.00 | 81.60 | 96 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

PAGE 15
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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|-----------------------------------|-------------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|----------------------|-------------|
| REPORTING FUND: 0012 GENERAL FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 12-665-483 | AUTO LIABILITY INSURANCE | 400.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 00 |
| 12-665-499 | TOTAL SERVICES & CHARGES | 25,150.00 | 26,150.00 | 0.00 | 13,960.42 | 354.25 | 12,189.58 | 53 |
| 12-665-532 | EQUIPMENT OVER \$500 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 00 |
| | AGRI EXTENSION SERVICE | 179,360.00 | 180,360.00 | 0.00 | 102,707.99 | 10,900.13 | 77,652.01 | 57 |
| 0680 DEPT OF PUBLIC SAFETY | | | | | | | | |
| 12-680-105 | SALARY, DPS SECRETARY | 32,952.00 | 32,952.00 | 0.00 | 30,206.00 | 2,746.00 | 2,746.00 | 92 |
| 12-680-109 | SALARY, LONGEVITY | 1,296.00 | 1,296.00 | 0.00 | 1,296.00 | 1,296.00 | 0.00 | 100 |
| 12-680-150 | SOCIAL SECURITY TAXES | 2,642.00 | 2,642.00 | 0.00 | 1,925.68 | 266.04 | 716.32 | 73 |
| 12-680-151 | GROUP MEDICAL INSURANCE | 10,300.00 | 10,300.00 | 0.00 | 9,334.54 | 829.08 | 965.46 | 91 |
| 12-680-152 | RETIREMENT | 4,110.00 | 4,110.00 | 0.00 | 3,780.24 | 485.04 | 329.76 | 92 |
| 12-680-199 | TOTAL PERSONNEL SERVICES | 51,300.00 | 51,300.00 | 0.00 | 46,542.46 | 5,622.16 | 4,757.54 | 91 |
| 12-680-310 | SUPPLIES/EQUIPMENT UNDER \$500 | 1,200.00 | 1,200.00 | 0.00 | 198.00 | 0.00 | 1,002.00 | 17 |
| 12-680-420 | MOBILE PHONE EXPENSE | 2,500.00 | 2,500.00 | 0.00 | 1,831.96 | 183.36 | 668.04 | 73 |
| | DEPT OF PUBLIC SAFETY | 55,000.00 | 55,000.00 | 0.00 | 48,572.42 | 5,805.52 | 6,427.58 | 88 |
| 0695 MISCELLANEOUS | | | | | | | | |
| 12-695-102 | SALARY, VACATION | 5,000.00 | 5,000.00 | 0.00 | 3,712.58 | 1,651.20 | 1,287.42 | 74 |
| 12-695-105 | SALARY, PART-TIME FLOATER | 5,800.00 | 5,800.00 | 0.00 | 2,153.73 | 0.00 | 3,646.27 | 37 |
| 12-695-110 | SALARY, OVERTIME PAY | 30,000.00 | 30,000.00 | 0.00 | 7,361.21 | 6,399.52 | 22,638.79 | 25 |
| 12-695-150 | SOCIAL SECURITY TAX | 3,229.00 | 3,229.00 | 0.00 | 981.43 | 609.33 | 2,247.57 | 30 |
| 12-695-151 | GROUP MEDICAL INSURANCE | 0.00 | 0.00 | 0.00 | 1,197.10 | 1,197.10 | 1,197.10 | 100 |
| 12-695-152 | RETIREMENT | 4,896.00 | 4,896.00 | 0.00 | 1,385.18 | 966.09 | 3,510.82 | 28 |
| 12-695-160 | UNEMPLOYMENT TAXES | 15,000.00 | 15,000.00 | 0.00 | 4,496.48 | 0.00 | 10,503.52 | 30 |
| 12-695-199 | TOTAL PERSONNEL SERVICES | 63,925.00 | 63,925.00 | 0.00 | 21,287.71 | 10,823.24 | 42,637.29 | 33 |
| 12-695-311 | POSTAGE & BOX RENT | 30,000.00 | 30,000.00 | 0.00 | 19,937.71 | 3,371.96 | 10,062.29 | 66 |
| 12-695-331 | COPIER SUPPLIES | 8,500.00 | 8,500.00 | 0.00 | 4,306.16 | 265.93 | 4,193.84 | 51 |
| 12-695-399 | TOTAL SUPPLIES | 38,500.00 | 38,500.00 | 0.00 | 24,243.87 | 3,637.89 | 14,256.13 | 63 |
| 12-695-401 | ACCOUNTING/AUDITING FEES | 45,000.00 | 45,000.00 | 0.00 | 32,280.00 | 0.00 | 12,720.00 | 72 |
| 12-695-419 | PROFESSIONAL SERVICES | 25,000.00 | 25,000.00 | 0.00 | 6,800.00 | 1,200.00 | 18,200.00 | 27 |
| 12-695-420 | COMMUNICATIONS EXPENSE (DSL) | 10,000.00 | 10,000.00 | 0.00 | 8,118.25 | 777.62 | 1,881.75 | 81 |
| 12-695-422 | OUT-OF-COUNTY CITATIONS | 500.00 | 500.00 | 0.00 | 250.00 | 150.00 | 250.00 | 50 |
| 12-695-427 | CONFERENCE/SEMINAR EXP | 3,000.00 | 3,000.00 | 0.00 | 1,112.90 | 0.00 | 1,887.10 | 37 |
| 12-695-429 | TRAVEL EXPENSE-ALL DEPTS | 3,000.00 | 3,000.00 | 0.00 | 485.75 | 246.42 | 2,514.25 | 16 |
| 12-695-431 | PUBLISHING & SUBSCRIPTION | 10,150.00 | 10,150.00 | 0.00 | 4,320.07 | 0.00 | 5,829.93 | 43 |
| 12-695-434 | RECORDS MANAGEMENT & ARCH | 10,000.00 | 10,000.00 | 0.00 | 4,744.50 | 864.50 | 5,255.50 | 47 |
| 12-695-442 | BOUNTIES | 1,000.00 | 1,000.00 | 0.00 | 390.00 | 10.00 | 610.00 | 39 |
| 12-695-444 | SAFETY/HEALTH & WELLNESS | 3,500.00 | 3,500.00 | 0.00 | 567.40 | 160.64 | 4,067.40 | 16 |
| 12-695-454 | VEHICLE MAINTENANCE (VAN&TRUCKS) | 6,000.00 | 6,000.00 | 0.00 | 5,820.98 | 400.68 | 179.02 | 97 |
| 12-695-472 | PRINTED CHECKS/FORMS | 3,000.00 | 3,000.00 | 0.00 | 1,761.64 | 0.00 | 1,238.36 | 59 |
| 12-695-480 | BONDS | 5,000.00 | 5,000.00 | 0.00 | 3,956.34 | 2,857.50 | 1,043.66 | 79 |
| 12-695-481 | ASSOCIATION DUES | 7,500.00 | 7,500.00 | 0.00 | 4,219.96 | 0.00 | 3,280.04 | 56 |
| 12-695-491 | UNIFORMS | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 12-695-497 | MISCELLANEOUS | 5,000.00 | 5,000.00 | 0.00 | 555.80 | 0.00 | 4,444.20 | 11 |
| 12-695-499 | TOTAL SERVICES & CHARGES | 139,150.00 | 139,150.00 | 0.00 | 74,248.79 | 6,667.36 | 64,901.21 | 53 |
| 12-695-574 | CONTINGENCIES | 100,000.00 | 100,000.00 | 0.00 | 0.00 | 0.00 | 100,000.00 | 00 |
| 12-695-599 | TOTAL CAPITAL OUTLAY | 100,000.00 | 100,000.00 | 0.00 | 0.00 | 0.00 | 100,000.00 | 00 |
| 12-695-600 | FINANCE CONTRACT#7171, PRINCIPAL | 9,800.00 | 9,800.00 | 0.00 | 10,387.52 | 0.00 | 587.52 | 106 |
| 12-695-601 | FINANCE CONTRACT #7171, INTEREST | 1,200.00 | 1,200.00 | 0.00 | 402.16 | 0.00 | 797.84 | 34 |
| 12-695-699 | TOTAL, FINANCE CONTRACT #7171 | 11,000.00 | 11,000.00 | 0.00 | 10,789.68 | 0.00 | 210.32 | 98 |
| 12-695-935 | TRANSFER TO R&B PCT #3 | 0.00 | 14,000.00 | 0.00 | 14,000.00 | 0.00 | 0.00 | 100 |
| 12-695-950 | TRANSFER TO COURTHOUSE SECURITY FND | 70,000.00 | 70,000.00 | 0.00 | 35,000.00 | 0.00 | 35,000.00 | 50 |
| | MISCELLANEOUS | 422,575.00 | 436,575.00 | 0.00 | 179,570.05 | 21,128.49 | 257,004.95 | 41 |
| GENERAL FUND | | | | | | | | |
| | INCOME TOTALS | 13,625,000.00 | 14,824,000.00 | | 14,305,543.78 | 402,098.99 | 518,456.22 | 97 |
| | EXPENSE TOTALS | 14,537,000.00 | 15,800,000.00 | 0.00 | 12,560,790.12 | 1,259,431.30 | 3,239,209.88 | 79 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS PAGE 16
 TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020 PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|----------------------------------|------------------------|-----------------------|-------------------------|-----------------------|------------------------|----------------------|-----------|
| REPORTING FUND: 0013 RECORDS PRESERVATION FUND EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 13-100-310 | INTEREST INCOME | 12,000.00 | 12,000.00 | | 8,977.17 | 915.43 | 3,022.83 | 75 |
| 13-100-436 | RECORDS PRESERVATION FEES | 55,000.00 | 55,000.00 | | 51,403.52 | 5,339.81 | 3,596.48 | 93 |
| 13-100-437 | RECORDS ARCHIVE FEE-DIST CLERK | 2,000.00 | 2,000.00 | | 1,337.96 | 141.95 | 662.04 | 67 |
| 13-100-438 | RECORDS ARCHIVE FEE-COUNTY CLERK | 50,000.00 | 50,000.00 | | 44,930.00 | 4,500.00 | 5,070.00 | 90 |
| TOTAL REVENUES | | 119,000.00 | 119,000.00 | 0.00 | 106,648.65 | 10,897.19 | 12,351.35 | 90 |
| 0613 RECORDS PRESERVATION | | | | | | | | |
| 13-613-108 | SALARY, RECORD SCANNER | 0.00 | 10,500.00 | 0.00 | 4,137.51 | 0.00 | 6,362.49 | 39 |
| 13-613-150 | SOCIAL SECURITY TAXES | 0.00 | 800.00 | 0.00 | 316.51 | 0.00 | 483.49 | 40 |
| 13-613-152 | RETIREMENT | 0.00 | 1,200.00 | 0.00 | 496.50 | 0.00 | 703.50 | 41 |
| 13-613-451 | RECORDS PRESERVATION | 120,000.00 | 107,500.00 | 0.00 | 3,903.50 | 30.86 | 103,596.50 | 04 |
| 13-613-532 | EQUIPMENT & FURNITURE | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| RECORDS PRESERVATION | | 125,000.00 | 125,000.00 | 0.00 | 8,854.02 | 30.86 | 116,145.98 | 07 |
| RECORDS PRESERVATION FUND | | | | | | | | |
| INCOME TOTALS | | 119,000.00 | 119,000.00 | | 106,648.65 | 10,897.19 | 12,351.35 | 90 |
| EXPENSE TOTALS | | 125,000.00 | 125,000.00 | 0.00 | 8,854.02 | 30.86 | 116,145.98 | 07 |

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS PAGE 17
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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|---|----------------------------|------------------------|-----------------------|-------------------------|-----------------------|------------------------|----------------------|-----------|
| REPORTING FUND: 0014 AIRPORT FUND EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 14-100-310 | INTEREST INCOME | 500.00 | 500.00 | | 307.28 | 48.02 | 192.72 | 61 |
| 14-100-325 | AIRPORT LEASES | 17,500.00 | 17,500.00 | | 13,500.00 | 900.00 | 4,000.00 | 77 |
| 14-100-326 | RENTAL INCOME - PHI | 18,000.00 | 18,000.00 | | 16,500.00 | 1,500.00 | 1,500.00 | 92 |
| 14-100-330 | AIRPORT FUEL CHARGE | 75,000.00 | 75,000.00 | | 54,988.09 | 5,503.24 | 20,011.91 | 73 |
| 14-100-395 | MISCELLANEOUS | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 14-100-602 | GRANT - TXDOT | 25,000.00 | 25,000.00 | | 4,802.38 | 0.00 | 20,197.62 | 19 |
| 14-100-912 | TRANSFER FROM GENERAL FUND | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 14-100-924 | TRANSFER FROM R&B PCT #4 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| TOTAL REVENUES | | 136,000.00 | 136,000.00 | 0.00 | 90,097.75 | 7,951.26 | 45,902.25 | 66 |
| 0520 AIRPORT FUND EXPENDITURES | | | | | | | | |
| 14-520-330 | AV GAS & JET A FUEL | 60,000.00 | 60,000.00 | 0.00 | 34,823.49 | 5,586.23 | 25,176.51 | 58 |
| 14-520-415 | CREDIT CARD FEES/FUEL | 200.00 | 200.00 | 0.00 | 48.09 | 6.45 | 151.91 | 24 |
| 14-520-420 | COMMUNICATIONS EXPENSE | 2,500.00 | 2,500.00 | 0.00 | 2,213.96 | 114.76 | 286.04 | 89 |
| 14-520-440 | UTILITIES | 3,000.00 | 3,000.00 | 0.00 | 2,095.20 | 194.48 | 904.80 | 70 |
| 14-520-494 | MAINTENANCE | 10,000.00 | 10,000.00 | 0.00 | 17,355.52 | 3,782.68 | 7,355.52 | 174 |
| 14-520-497 | MISCELLANEOUS | 300.00 | 300.00 | 0.00 | 40.00 | 0.00 | 260.00 | 13 |
| 14-520-704 | AIRPORT IMPROVEMENTS | 50,000.00 | 50,000.00 | 0.00 | 4,109.80 | 0.00 | 45,890.20 | 08 |
| 14-520-924 | TRANSFER TO R&B PCT #4 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| AIRPORT FUND EXPENDITURES | | 126,000.00 | 126,000.00 | 0.00 | 60,686.06 | 9,684.60 | 65,313.94 | 48 |
| AIRPORT FUND | | | | | | | | |
| INCOME TOTALS | | 136,000.00 | 136,000.00 | | 90,097.75 | 7,951.26 | 45,902.25 | 66 |
| EXPENSE TOTALS | | 126,000.00 | 126,000.00 | 0.00 | 60,686.06 | 9,684.60 | 65,313.94 | 48 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS PAGE 18
 TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020 PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|----------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0015 SHERIFF'S FORFEITURE FUND EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 15-100-310 | INTEREST INCOME | 0.00 | 0.00 | | 799.47 | 66.72 | 799.47+ | |
| 15-100-385 | FORFEITURES AWARDED | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 15-100-395 | MISCELLANEOUS INCOME | 0.00 | 0.00 | | 5,575.07 | 0.00 | 5,575.07+ | |
| | TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 6,374.54 | 66.72 | 6,374.54+ | |
| 0350 FORFEITURE FUND EXPENSES | | | | | | | | |
| 15-350-497 | MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15-350-532 | EQUIPMENT | 0.00 | 0.00 | 0.00 | 6,792.00 | 0.00 | 6,792.00- | |
| | FORFEITURE FUND EXPENSES | 0.00 | 0.00 | 0.00 | 6,792.00 | 0.00 | 6,792.00- | |
| | SHERIFF'S FORFEITURE FUND | | | | | | | |
| | INCOME TOTALS | 0.00 | 0.00 | | 6,374.54 | 66.72 | 6,374.54+ | |
| | EXPENSE TOTALS | 0.00 | 0.00 | 0.00 | 6,792.00 | 0.00 | 6,792.00- | |

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS PAGE 19
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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|---|---------------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0019 ROCK ISLAND WATER IMPROVEMENTS EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 19-100-395 | MATCH FUNDS - ROCK ISLAND WATER SUP | 0.00 | 0.00 | | 152,600.00 | 0.00 | 152,600.00+ | |
| 19-100-600 | GRANT - CDBG CONTRACT #7218089 | 0.00 | 0.00 | | 335,600.00 | 0.00 | 335,600.00+ | |
| | TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 488,200.00 | 0.00 | 488,200.00+ | |
| 0619 TOTAL GRANT EXPENDITURES | | | | | | | | |
| 19-619-701 | ADMINISTRATION | 0.00 | 0.00 | 0.00 | 9,600.00 | 0.00 | 9,600.00- | |
| 19-619-702 | ENGINEERING/ARCHITECTURAL | 0.00 | 0.00 | 0.00 | 24,000.00 | 0.00 | 24,000.00- | |
| 19-619-704 | WATER & SEWER IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 454,600.00 | 0.00 | 454,600.00- | |
| | TOTAL GRANT EXPENDITURES | 0.00 | 0.00 | 0.00 | 488,200.00 | 0.00 | 488,200.00- | |
| | ROCK ISLAND WATER IMPROVEMENTS | | | | | | | |
| | INCOME TOTALS | 0.00 | 0.00 | | 488,200.00 | 0.00 | 488,200.00+ | |
| | EXPENSE TOTALS | 0.00 | 0.00 | 0.00 | 488,200.00 | 0.00 | 488,200.00- | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|---|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|----------------------|-------------|
| REPORTING FUND: 0021 R&B PCT #1 | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES/CARRY-OVER | | | | | | | | |
| 21-100-110 | CURRENT TAX COLLECTIONS | 772,872.00 | 772,872.00 | | 783,542.20 | 0.00 | 10,670.20+ | 101 |
| 21-100-120 | DELINQ TAX COLLECTIONS | 8,819.00 | 8,819.00 | | 7,613.16 | 1,673.38 | 1,205.84 | 86 |
| 21-100-130 | PENALTY & INTEREST (TAXES) | 6,894.00 | 6,894.00 | | 7,255.37 | 584.75 | 361.37+ | 105 |
| 21-100-215 | AUTO LICENSE SALES | 89,964.00 | 89,964.00 | | 89,964.02 | 0.00 | 0.02+ | 100 |
| 21-100-216 | AUTO LICENSE FEES | 62,475.00 | 62,475.00 | | 58,304.15 | 4,755.59 | 4,170.85 | 93 |
| 21-100-217 | ROAD CROSSING PERMITS | 1,000.00 | 8,000.00 | | 7,600.00 | 0.00 | 400.00 | 95 |
| 21-100-218 | GROSS WEIGHT FEES | 29,988.00 | 29,988.00 | | 28,217.61 | 0.00 | 1,770.39 | 94 |
| 21-100-220 | LATERAL ROAD REFUND ACCT | 7,447.00 | 7,447.00 | | 7,431.17 | 0.00 | 15.83 | 100 |
| 21-100-299 | TOTAL LICENSES & PERMITS | 979,459.00 | 986,459.00 | 0.00 | 989,927.68 | 7,013.72 | 3,468.68+ | 100 |
| 21-100-310 | INTEREST INCOME | 40,291.00 | 40,291.00 | | 21,903.25 | 1,744.96 | 18,387.75 | 54 |
| 21-100-321 | ROW ROYALTY FEES | 1,250.00 | 1,250.00 | | 446.89 | 76.02 | 803.11 | 36 |
| 21-100-395 | MISCELLANEOUS INCOME | 5,000.00 | 45,000.00 | | 45,498.97 | 20.00 | 498.97+ | 101 |
| 21-100-601 | FED'L FUNDS-FEMA DISASTER ASST | 0.00 | 28,000.00 | | 27,713.13 | 0.00 | 286.87 | 99 |
| 21-100-899 | PCT #1 TOTAL REVENUES | 46,541.00 | 114,541.00 | 0.00 | 95,562.24 | 1,840.98 | 18,978.76 | 83 |
| | TOTAL REVENUES/CARRY-OVER | 1,026,000.00 | 1,101,000.00 | 0.00 | 1,085,489.92 | 8,854.70 | 15,510.08 | 99 |
| 0621 R&B #1 TOTAL DISBURSEMNTS | | | | | | | | |
| 21-621-106 | SALARY, PCT EMPLOYEES | 345,556.00 | 345,556.00 | 0.00 | 268,053.57 | 24,294.59 | 77,502.43 | 78 |
| 21-621-109 | SALARY, LONGEVITY | 6,584.00 | 6,584.00 | 0.00 | 6,270.00 | 6,270.00 | 314.00 | 95 |
| 21-621-150 | SOCIAL SECURITY TAX | 26,097.00 | 26,097.00 | 0.00 | 20,434.44 | 2,289.60 | 5,662.56 | 78 |
| 21-621-151 | GROUP MEDICAL INSURANCE | 82,400.00 | 82,400.00 | 0.00 | 65,518.15 | 5,819.62 | 16,881.85 | 80 |
| 21-621-152 | RETIREMENT | 40,938.00 | 40,938.00 | 0.00 | 32,657.74 | 3,679.74 | 8,280.26 | 80 |
| 21-621-199 | TOTAL PERSONNEL SERVICES | 501,575.00 | 501,575.00 | 0.00 | 392,933.90 | 42,353.55 | 108,641.10 | 78 |
| 21-621-200 | WORKERS COMP INSURANCE | 9,000.00 | 9,000.00 | 0.00 | 6,762.00 | 0.00 | 2,238.00 | 75 |
| 21-621-310 | OFFICE SUPPLIES | 425.00 | 425.00 | 0.00 | 29.99 | 0.00 | 395.01 | 07 |
| 21-621-325 | SHOP SUPPLIES | 2,000.00 | 2,000.00 | 0.00 | 1,740.76 | 122.33 | 259.24 | 87 |
| 21-621-326 | SAFETY/FIRST AID SUPPLIES | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 21-621-330 | FUEL & LUBRICANTS | 55,000.00 | 55,000.00 | 0.00 | 32,441.87 | 305.16 | 22,558.13 | 59 |
| 21-621-337 | HERBICIDES | 5,000.00 | 5,000.00 | 0.00 | 4,302.00 | 0.00 | 698.00 | 86 |
| 21-621-350 | R&B MATERIALS | 150,000.00 | 136,000.00 | 0.00 | 66,743.25 | 0.00 | 69,256.75 | 49 |
| 21-621-352 | SIGNS | 3,000.00 | 5,000.00 | 0.00 | 3,957.97 | 3,957.97 | 1,042.03 | 79 |
| 21-621-354 | BATTERIES, TIRES & TUBES | 8,000.00 | 11,000.00 | 0.00 | 10,287.08 | 0.00 | 712.92 | 94 |
| 21-621-355 | REPAIR MATERIALS | 40,000.00 | 40,000.00 | 0.00 | 30,539.29 | 362.65 | 9,460.71 | 76 |
| 21-621-356 | HAND TOOLS & EQUIPMENT | 2,000.00 | 3,500.00 | 0.00 | 2,688.32 | 438.93 | 811.68 | 77 |
| 21-621-402 | ENGINEERING & SURVEYING | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 00 |
| 21-621-417 | CDL TESTING | 500.00 | 500.00 | 0.00 | 480.00 | 0.00 | 20.00 | 96 |
| 21-621-420 | COMMUNICATIONS EXPENSE | 3,500.00 | 3,500.00 | 0.00 | 2,985.77 | 278.31 | 514.23 | 85 |
| 21-621-440 | UTILITIES | 4,500.00 | 4,500.00 | 0.00 | 3,457.95 | 297.45 | 1,042.05 | 77 |
| 21-621-454 | REPAIRS TO EQUIPMENT | 30,000.00 | 30,000.00 | 0.00 | 10,383.44 | 120.00 | 19,616.56 | 35 |
| 21-621-456 | MACHINE HIRE | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 00 |
| 21-621-483 | AUTO LIABILITY INSURANCE | 5,000.00 | 5,000.00 | 0.00 | 3,592.00 | 0.00 | 1,408.00 | 72 |
| 21-621-486 | R&B CONSTRUCTION | 100,000.00 | 100,000.00 | 0.00 | 89,789.84 | 0.00 | 10,210.16 | 90 |
| 21-621-491 | UNIFORMS | 3,500.00 | 4,000.00 | 0.00 | 3,710.22 | 319.16 | 289.78 | 93 |
| 21-621-497 | MISCELLANEOUS | 1,500.00 | 4,500.00 | 0.00 | 2,494.44 | 0.00 | 2,005.56 | 55 |
| 21-621-532 | SHOP EQUIPMENT | 5,000.00 | 5,000.00 | 0.00 | 1,299.98 | 0.00 | 3,700.02 | 26 |
| 21-621-572 | ROAD EQUIPMENT | 90,000.00 | 130,000.00 | 0.00 | 276,756.20 | 0.00 | 146,756.20- | 213 |
| 21-621-912 | TRANSFER TO GENERAL FUND | 0.00 | 39,000.00 | 0.00 | 0.00 | 0.00 | 39,000.00 | 00 |
| | R&B #1 TOTAL DISBURSEMNTS | 1,026,000.00 | 1,101,000.00 | 0.00 | 947,376.27 | 48,555.51 | 153,623.73 | 86 |
| | R&B PCT #1 | | | | | | | |
| | INCOME TOTALS | 1,026,000.00 | 1,101,000.00 | | 1,085,489.92 | 8,854.70 | 15,510.08 | 99 |
| | EXPENSE TOTALS | 1,026,000.00 | 1,101,000.00 | 0.00 | 947,376.27 | 48,555.51 | 153,623.73 | 86 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0022 R&B PCT #2 | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES/CARRY-OVER | | | | | | | | |
| 22-100-110 | CURRENT TAX COLLECTIONS | 780,913.00 | 780,913.00 | | 791,694.28 | 0.00 | 10,781.28+ | 101 |
| 22-100-120 | DELINQ TAX COLLECTIONS | 8,911.00 | 8,911.00 | | 7,683.63 | 1,688.56 | 1,227.37 | 86 |
| 22-100-130 | PENALTY & INTEREST (TAXES) | 6,966.00 | 6,966.00 | | 7,319.34 | 587.80 | 353.34+ | 105 |
| 22-100-215 | AUTO LICENSE SALES | 90,900.00 | 90,900.00 | | 90,899.99 | 0.00 | 0.01 | 100 |
| 22-100-216 | AUTO LICENSE FEES | 63,125.00 | 63,125.00 | | 58,911.00 | 4,805.09 | 4,214.00 | 93 |
| 22-100-217 | ROAD CROSSING PERMITS | 1,000.00 | 1,000.00 | | 0.00 | 0.00 | 1,000.00 | 00 |
| 22-100-218 | GROSS WEIGHT FEES | 30,300.00 | 30,300.00 | | 28,511.18 | 0.00 | 1,788.82 | 94 |
| 22-100-220 | LATERAL ROAD REFUND ACCT | 7,524.00 | 7,524.00 | | 7,508.48 | 0.00 | 15.52 | 100 |
| 22-100-299 | TOTAL LICENSES & PERMITS | 989,639.00 | 989,639.00 | 0.00 | 992,527.90 | 7,081.45 | 2,888.90+ | 100 |
| 22-100-310 | INTEREST INCOME | 40,907.00 | 40,907.00 | | 12,698.11 | 848.22 | 28,208.89 | 31 |
| 22-100-321 | ROW ROYALTY FEES | 1,454.00 | 1,454.00 | | 451.54 | 76.80 | 1,002.46 | 31 |
| 22-100-395 | MISCELLANEOUS INCOME | 7,000.00 | 47,000.00 | | 45,619.88 | 0.00 | 1,380.12 | 97 |
| 22-100-601 | FED'L FUNDS-FEMA DISASTER ASST | 0.00 | 226,000.00 | | 210,310.45 | 0.00 | 15,689.55 | 93 |
| 22-100-899 | PCT #2 TOTAL REVENUES | 49,361.00 | 315,361.00 | 0.00 | 269,079.98 | 925.02 | 46,281.02 | 85 |
| | TOTAL REVENUES/CARRY-OVER | 1,039,000.00 | 1,305,000.00 | 0.00 | 1,261,607.88 | 8,006.47 | 43,392.12 | 97 |
| 0622 PCT #2 TOTAL DISBURSEMENTS | | | | | | | | |
| 22-622-106 | SALARY, PCT EMPLOYEES | 315,376.00 | 315,376.00 | 0.00 | 268,496.94 | 20,346.72 | 46,879.06 | 85 |
| 22-622-109 | SALARY, LONGEVITY | 6,933.00 | 6,933.00 | 0.00 | 5,499.00 | 4,227.00 | 1,434.00 | 79 |
| 22-622-150 | SOCIAL SECURITY TAX | 24,654.00 | 24,654.00 | 0.00 | 20,946.21 | 1,872.44 | 3,707.79 | 85 |
| 22-622-151 | GROUP MEDICAL INSURANCE | 82,400.00 | 82,400.00 | 0.00 | 67,211.21 | 4,986.06 | 15,188.79 | 82 |
| 22-622-152 | RETIREMENT | 38,677.00 | 38,677.00 | 0.00 | 32,951.42 | 2,948.85 | 5,725.58 | 85 |
| 22-622-199 | TOTAL PERSONNEL SERVICES | 468,040.00 | 468,040.00 | 0.00 | 395,104.78 | 34,381.07 | 72,935.22 | 84 |
| 22-622-200 | WORKERS COMP INSURANCE | 9,000.00 | 9,000.00 | 0.00 | 7,135.00 | 0.00 | 1,865.00 | 79 |
| 22-622-310 | OFFICE SUPPLIES | 360.00 | 360.00 | 0.00 | 236.84 | 0.00 | 123.16 | 66 |
| 22-622-325 | SHOP SUPPLIES | 1,600.00 | 3,600.00 | 0.00 | 2,143.74 | 108.06 | 1,456.26 | 60 |
| 22-622-326 | SAFETY/FIRST AID SUPPLIES | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 22-622-330 | FUEL & LUBRICANTS | 50,000.00 | 50,000.00 | 0.00 | 27,931.34 | 128.74 | 22,068.66 | 56 |
| 22-622-337 | HERBICIDES | 4,000.00 | 4,000.00 | 0.00 | 2,063.50 | 0.00 | 1,936.50 | 52 |
| 22-622-350 | R&B MATERIALS | 150,000.00 | 236,000.00 | 0.00 | 323,850.14 | 5,199.96 | 87,850.14- | 137 |
| 22-622-352 | SIGNS | 5,000.00 | 5,000.00 | 0.00 | 2,525.00 | 0.00 | 2,475.00 | 51 |
| 22-622-354 | BATTERIES, TIRES & TUBES | 10,000.00 | 10,000.00 | 0.00 | 6,799.47 | 0.00 | 3,200.53 | 68 |
| 22-622-355 | REPAIR MATERIALS | 25,000.00 | 25,000.00 | 0.00 | 20,408.22 | 80.73 | 4,591.78 | 82 |
| 22-622-356 | HAND TOOLS & EQUIPMENT | 1,250.00 | 1,250.00 | 0.00 | 280.29 | 0.00 | 969.71 | 22 |
| 22-622-402 | ENGINEERING & SURVEYING | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 00 |
| 22-622-417 | CDL DRUG TESTING | 550.00 | 550.00 | 0.00 | 180.00 | 0.00 | 370.00 | 33 |
| 22-622-420 | COMMUNICATIONS EXPENSE | 3,500.00 | 3,500.00 | 0.00 | 2,029.70 | 101.15 | 1,470.30 | 58 |
| 22-622-440 | UTILITIES | 4,000.00 | 4,000.00 | 0.00 | 2,765.77 | 266.25 | 1,234.23 | 69 |
| 22-622-454 | REPAIRS OF EQUIP/VEHICLES | 50,000.00 | 50,000.00 | 0.00 | 32,518.89 | 18.45 | 17,481.11 | 65 |
| 22-622-456 | MACHINE HIRE | 2,500.00 | 2,500.00 | 0.00 | 2,272.00 | 0.00 | 2,500.00 | 00 |
| 22-622-483 | AUTO LIABILITY INSURANCE | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 228.00 | 91 |
| 22-622-486 | R&B CONSTRUCTION | 150,000.00 | 320,000.00 | 0.00 | 451,902.66 | 0.00 | 131,902.66- | 141 |
| 22-622-491 | UNIFORMS | 4,000.00 | 6,000.00 | 0.00 | 4,808.33 | 352.86 | 1,191.67 | 80 |
| 22-622-497 | MISCELLANEOUS | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 00 |
| 22-622-532 | SHOP EQUIPMENT | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 00 |
| 22-622-572 | ROAD EQUIPMENT | 90,000.00 | 96,000.00 | 0.00 | 96,170.00 | 0.00 | 170.00- | 100 |
| | PCT #2 TOTAL DISBURSEMENTS | 1,039,000.00 | 1,305,000.00 | 0.00 | 1,381,125.67 | 40,637.27 | 76,125.67- | 106 |
| R&B PCT #2 | | | | | | | | |
| | INCOME TOTALS | 1,039,000.00 | 1,305,000.00 | 0.00 | 1,261,607.88 | 8,006.47 | 43,392.12 | 97 |
| | EXPENSE TOTALS | 1,039,000.00 | 1,305,000.00 | 0.00 | 1,381,125.67 | 40,637.27 | 76,125.67- | 106 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|--|----------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|----------------------|-------------|
| REPORTING FUND: 0023 R&B PCT #3 | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES/CARRY-OVER | | | | | | | | |
| 23-100-110 | CURRENT TAX COLLECTIONS | 898,745.00 | 898,745.00 | | 911,153.88 | 0.00 | 12,408.88+ | 101 |
| 23-100-120 | DELINQ TAX COLLECTIONS | 10,256.00 | 10,256.00 | | 8,865.93 | 1,948.16 | 1,390.07 | 86 |
| 23-100-130 | PENALTY & INTEREST (TAXES) | 8,017.00 | 8,017.00 | | 8,449.64 | 682.31 | 432.64+ | 105 |
| 23-100-215 | AUTO LICENSE SALES | 104,616.00 | 104,616.00 | | 104,615.99 | 0.00 | 0.01 | 100 |
| 23-100-216 | AUTO LICENSE FEES | 72,650.00 | 72,650.00 | | 67,799.75 | 5,530.11 | 4,850.25 | 93 |
| 23-100-217 | ROAD CROSSING PERMITS | 1,000.00 | 1,000.00 | | 0.00 | 0.00 | 1,000.00 | 00 |
| 23-100-218 | GROSS WEIGHT FEES | 34,872.00 | 34,872.00 | | 32,813.27 | 0.00 | 2,058.73 | 94 |
| 23-100-220 | LATERAL ROAD REFUND ACCT | 8,660.00 | 8,660.00 | | 8,641.45 | 0.00 | 18.55 | 100 |
| 23-100-299 | TOTAL LICENSE & PERMITS | 1,138,816.00 | 1,138,816.00 | 0.00 | 1,142,339.91 | 8,160.58 | 3,523.91+ | 100 |
| 23-100-310 | INTEREST INCOME | 45,458.00 | 45,458.00 | | 22,543.51 | 1,793.95 | 22,914.49 | 50 |
| 23-100-321 | ROW ROYALTY FEES | 1,226.00 | 1,226.00 | | 519.67 | 88.40 | 706.33 | 42 |
| 23-100-395 | MISCELLANEOUS INCOME | 2,500.00 | 2,500.00 | | 101.13 | 0.00 | 2,398.87 | 04 |
| 23-100-899 | PCT #3 TOTAL REVENUES | 49,184.00 | 49,184.00 | 0.00 | 23,164.31 | 1,882.35 | 26,019.69 | 47 |
| 23-100-912 | TRANSFER FROM GENERAL FUND | 0.00 | 14,000.00 | | 14,000.00 | 0.00 | 0.00 | 100 |
| 23-100-999 | PCT #3 TOTAL TRANSFERS | 0.00 | 14,000.00 | 0.00 | 14,000.00 | 0.00 | 0.00 | 100 |
| TOTAL REVENUES/CARRY-OVER | | 1,188,000.00 | 1,202,000.00 | 0.00 | 1,179,504.22 | 10,042.93 | 22,495.78 | 98 |
| 0623 R&B #3 TOTAL DISBURSEMENTS | | | | | | | | |
| 23-623-106 | SALARY, PCT EMPLOYEES | 345,820.00 | 345,820.00 | 0.00 | 295,762.63 | 26,644.50 | 50,057.37 | 86 |
| 23-623-109 | SALARY, LONGEVITY | 6,568.00 | 6,568.00 | 0.00 | 6,568.00 | 6,568.00 | 0.00 | 100 |
| 23-623-150 | SOCIAL SECURITY TAX | 26,925.00 | 26,925.00 | 0.00 | 20,789.81 | 2,348.90 | 6,135.19 | 77 |
| 23-623-151 | GROUP MEDICAL INSURANCE | 82,400.00 | 82,400.00 | 0.00 | 56,197.66 | 4,991.84 | 26,202.34 | 68 |
| 23-623-152 | RETIREMENT | 42,287.00 | 42,287.00 | 0.00 | 34,323.28 | 3,864.30 | 7,963.72 | 81 |
| 23-623-199 | TOTAL PERSONNEL SERVICES | 504,000.00 | 504,000.00 | 0.00 | 413,641.38 | 44,417.54 | 90,358.62 | 82 |
| 23-623-200 | WORKERS COMP INSURANCE | 10,000.00 | 10,000.00 | 0.00 | 7,111.00 | 0.00 | 2,889.00 | 71 |
| 23-623-310 | OFFICE SUPPLIES | 450.00 | 450.00 | 0.00 | 249.99 | 72.99 | 200.01 | 56 |
| 23-623-325 | SHOP SUPPLIES | 3,000.00 | 3,000.00 | 0.00 | 1,940.06 | 398.47 | 1,059.94 | 65 |
| 23-623-326 | SAFETY/FIRST AID SUPPLIES | 1,500.00 | 1,500.00 | 0.00 | 40.81 | 0.00 | 1,459.19 | 03 |
| 23-623-330 | FUEL & LUBRICANTS | 60,000.00 | 60,000.00 | 0.00 | 25,944.99 | 4,580.50 | 34,055.01 | 43 |
| 23-623-337 | HERBICIDES | 5,000.00 | 5,000.00 | 0.00 | 36.49 | 0.00 | 4,963.51 | 01 |
| 23-623-350 | ROAD & BRIDGE MATERIALS | 250,000.00 | 153,000.00 | 0.00 | 94,888.29 | 1,907.13 | 58,111.71 | 62 |
| 23-623-352 | SIGNS | 6,500.00 | 6,500.00 | 0.00 | 3,372.00 | 260.00 | 3,128.00 | 52 |
| 23-623-354 | BATTERIES, TIRES & TUBES | 13,500.00 | 13,500.00 | 0.00 | 6,088.93 | 1,218.00 | 7,411.07 | 45 |
| 23-623-355 | REPAIR MATERIALS | 30,000.00 | 30,000.00 | 0.00 | 23,240.15 | 9,509.14 | 6,759.85 | 77 |
| 23-623-356 | HAND TOOLS & EQUIPMENT | 1,500.00 | 1,500.00 | 0.00 | 878.65 | 20.25 | 621.35 | 59 |
| 23-623-402 | ENGINEERING & SURVEYING | 1,200.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | 00 |
| 23-623-417 | CDL DRUG TESTING | 600.00 | 600.00 | 0.00 | 280.00 | 60.00 | 320.00 | 47 |
| 23-623-420 | COMMUNICATIONS EXPENSE | 3,750.00 | 3,750.00 | 0.00 | 2,338.17 | 439.09 | 1,411.83 | 62 |
| 23-623-429 | TRAVEL EXPENSE | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 00 |
| 23-623-440 | UTILITIES | 3,750.00 | 3,750.00 | 0.00 | 3,115.00 | 286.00 | 635.00 | 83 |
| 23-623-454 | REPAIRS OF EQUIP/VEHICLES | 20,000.00 | 70,000.00 | 0.00 | 65,295.10 | 7.00 | 4,704.90 | 93 |
| 23-623-456 | MACHINE HIRE | 2,500.00 | 1,500.00 | 0.00 | 625.00 | 0.00 | 875.00 | 42 |
| 23-623-483 | AUTO LIABILITY INSURANCE | 4,500.00 | 5,500.00 | 0.00 | 5,367.00 | 0.00 | 133.00 | 98 |
| 23-623-486 | R&B CONSTRUCTION | 150,000.00 | 150,000.00 | 0.00 | 137,061.76 | 0.00 | 12,938.24 | 91 |
| 23-623-491 | UNIFORMS | 7,000.00 | 8,000.00 | 0.00 | 7,754.81 | 1,023.39 | 245.19 | 97 |
| 23-623-497 | MISCELLANEOUS | 1,250.00 | 2,750.00 | 0.00 | 2,494.44 | 0.00 | 255.56 | 91 |
| 23-623-532 | SHOP EQUIPMENT | 5,000.00 | 10,500.00 | 0.00 | 10,430.28 | 0.00 | 69.72 | 99 |
| 23-623-572 | ROAD EQUIPMENT | 100,000.00 | 100,000.00 | 0.00 | 141,450.82 | 0.00 | 41,450.82- | 141 |
| 23-623-912 | TRANSFER TO GENERAL FUND | 0.00 | 39,000.00 | 0.00 | 0.00 | 0.00 | 39,000.00 | 00 |
| R&B #3 TOTAL DISBURSEMENTS | | 1,188,000.00 | 1,188,000.00 | 0.00 | 953,645.12 | 64,199.50 | 234,354.88 | 80 |
| R&B PCT #3 | | | | | | | | |
| INCOME TOTALS | | 1,188,000.00 | 1,202,000.00 | | 1,179,504.22 | 10,042.93 | 22,495.78 | 98 |
| EXPENSE TOTALS | | 1,188,000.00 | 1,188,000.00 | 0.00 | 953,645.12 | 64,199.50 | 234,354.88 | 80 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | PCT |
|---------------------------------------|----------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-----------|
| REPORTING FUND: 0024 R&B PCT #4 | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES/CARRY-OVER | | | | | | | | |
| 24-100-110 | CURRENT TAX COLLECTIONS | 640,194.00 | 640,194.00 | | 649,032.54 | 0.00 | 8,838.54+ | 101 |
| 24-100-120 | DELINQ TAX COLLECTIONS | 7,305.00 | 7,305.00 | | 6,287.05 | 1,382.00 | 1,017.95 | 86 |
| 24-100-130 | PENALTY & INTEREST (TAXES) | 5,711.00 | 5,711.00 | | 5,993.46 | 480.15 | 282.46+ | 105 |
| 24-100-215 | AUTO LICENSE SALES | 74,520.00 | 74,520.00 | | 74,520.00 | 0.00 | 0.00 | 100 |
| 24-100-216 | AUTO LICENSE FEES | 51,750.00 | 51,750.00 | | 48,295.10 | 3,939.21 | 3,454.90 | 93 |
| 24-100-217 | ROAD CROSSING PERMITS | 2,000.00 | 2,000.00 | | 3,000.00 | 0.00 | 1,000.00+ | 150 |
| 24-100-218 | GROSS WEIGHT FEES | 24,840.00 | 24,840.00 | | 23,373.53 | 0.00 | 1,466.47 | 94 |
| 24-100-220 | LATERAL ROAD REFUND ACCT | 6,169.00 | 6,169.00 | | 6,155.47 | 0.00 | 13.53 | 100 |
| 24-100-299 | TOTAL LICENSES & PERMITS | 812,489.00 | 812,489.00 | 0.00 | 816,657.15 | 5,801.36 | 4,168.15+ | 101 |
| 24-100-310 | INTEREST INCOME | 42,476.00 | 42,476.00 | | 25,753.31 | 2,209.03 | 16,722.69 | 61 |
| 24-100-321 | ROW ROYALTY FEES | 1,035.00 | 1,035.00 | | 370.17 | 62.97 | 664.83 | 36 |
| 24-100-395 | MISCELLANEOUS INCOME | 2,500.00 | 23,000.00 | | 22,694.18 | 0.00 | 305.82 | 99 |
| 24-100-601 | FED'L FUNDS-FEMA DISASTER ASST | 0.00 | 260,500.00 | | 260,314.97 | 0.00 | 185.03 | 100 |
| 24-100-899 | PCT #4 TOTAL REVENUES | 46,011.00 | 327,011.00 | 0.00 | 309,132.63 | 2,272.00 | 17,878.37 | 95 |
| 24-100-912 | ATTWATER PRAIRIE CHICKEN | 3,500.00 | 3,500.00 | | 3,534.88 | 0.00 | 34.88+ | 101 |
| 24-100-914 | TRANSFER FROM AIRPORT FUND | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 24-100-999 | PCT #4 TOTAL TRANSFERS | 3,500.00 | 3,500.00 | 0.00 | 3,534.88 | 0.00 | 34.88+ | 101 |
| | TOTAL REVENUES/CARRY-OVER | 862,000.00 | 1,143,000.00 | 0.00 | 1,129,324.66 | 8,073.36 | 13,675.34 | 99 |
| 0624 PCT #4 TOTAL DISBURSEMNTS | | | | | | | | |
| 24-624-106 | SALARY, PCT EMPLOYEES | 288,150.00 | 288,150.00 | 0.00 | 232,760.23 | 21,892.23 | 55,389.77 | 81 |
| 24-624-109 | SALARY, LONGEVITY | 2,776.00 | 2,776.00 | 0.00 | 2,776.00 | 2,776.00 | 0.00 | 100 |
| 24-624-150 | SOCIAL SECURITY TAX | 22,213.00 | 22,213.00 | 0.00 | 17,210.69 | 1,814.32 | 5,002.31 | 77 |
| 24-624-151 | GROUP MEDICAL INSURANCE | 72,100.00 | 72,100.00 | 0.00 | 65,374.66 | 5,804.42 | 6,725.34 | 91 |
| 24-624-152 | RETIREMENT | 34,911.00 | 34,911.00 | 0.00 | 28,264.35 | 2,960.19 | 6,646.65 | 81 |
| 24-624-199 | TOTAL PERSONNEL SERVICES | 420,150.00 | 420,150.00 | 0.00 | 346,385.93 | 35,247.16 | 73,764.07 | 82 |
| 24-624-200 | WORKERS COMP INSURANCE | 8,600.00 | 8,600.00 | 0.00 | 5,634.00 | 0.00 | 2,966.00 | 66 |
| 24-624-310 | OFFICE SUPPLIES | 1,000.00 | 1,000.00 | 0.00 | 229.93 | 0.00 | 770.07 | 23 |
| 24-624-325 | SHOP SUPPLIES | 6,000.00 | 6,000.00 | 0.00 | 2,397.31 | 9.98 | 3,602.69 | 40 |
| 24-624-326 | SAFETY/FIRST AID SUPPLIES | 2,000.00 | 2,000.00 | 0.00 | 212.93 | 0.00 | 1,787.07 | 11 |
| 24-624-330 | FUEL & LUBRICANTS | 64,000.00 | 64,000.00 | 0.00 | 46,898.58 | 5,650.29 | 17,101.42 | 73 |
| 24-624-337 | HERBICIDES | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| 24-624-350 | R&B MATERIALS | 100,000.00 | 177,500.00 | 0.00 | 139,685.39 | 576.00 | 37,814.61 | 79 |
| 24-624-352 | SIGNS | 3,000.00 | 3,000.00 | 0.00 | 2,786.80 | 0.00 | 213.20 | 93 |
| 24-624-354 | BATTERIES, TYRES & TUBES | 12,500.00 | 13,000.00 | 0.00 | 12,583.64 | 559.42 | 416.36 | 97 |
| 24-624-355 | REPAIR MATERIALS | 30,000.00 | 30,000.00 | 0.00 | 22,915.13 | 1,628.34 | 7,084.87 | 76 |
| 24-624-356 | HAND TOOLS & EQUIPMENT | 1,750.00 | 1,750.00 | 0.00 | 978.44 | 0.00 | 771.56 | 56 |
| 24-624-402 | ENGINEERING & SURVEYING | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 24-624-417 | CDL DRUG TESTING | 500.00 | 500.00 | 0.00 | 440.00 | 140.00 | 60.00 | 88 |
| 24-624-420 | COMMUNICATIONS EXPENSE | 2,500.00 | 2,500.00 | 0.00 | 1,977.89 | 177.57 | 522.11 | 79 |
| 24-624-429 | TRAVEL EXPENSE | 11,000.00 | 11,000.00 | 0.00 | 8,966.52 | 762.45 | 2,033.48 | 82 |
| 24-624-440 | UTILITIES | 3,500.00 | 3,500.00 | 0.00 | 2,355.28 | 169.05 | 1,144.72 | 67 |
| 24-624-454 | REPAIRS OF EQUIP/VEHICLES | 20,000.00 | 20,000.00 | 0.00 | 6,994.79 | 28.00 | 13,005.21 | 35 |
| 24-624-456 | MACHINE HIRE | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 00 |
| 24-624-483 | AUTO LIABILITY INSURANCE | 4,500.00 | 4,500.00 | 0.00 | 2,942.00 | 0.00 | 1,558.00 | 65 |
| 24-624-486 | R&B CONSTRUCTION | 100,000.00 | 200,000.00 | 0.00 | 141,182.26 | 0.00 | 58,817.74 | 71 |
| 24-624-491 | UNIFORMS | 6,000.00 | 6,000.00 | 0.00 | 4,791.44 | 384.28 | 1,208.56 | 80 |
| 24-624-497 | MISCELLANEOUS | 1,000.00 | 5,000.00 | 0.00 | 4,664.31 | 0.00 | 335.69 | 93 |
| 24-624-532 | SHOP EQUIPMENT | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 24-624-572 | ROAD EQUIPMENT | 55,000.00 | 115,000.00 | 0.00 | 0.00 | 0.00 | 115,000.00 | 00 |
| 24-624-912 | TRANSFER TO GENERAL FUND | 0.00 | 39,000.00 | 0.00 | 0.00 | 0.00 | 39,000.00 | 00 |
| | PCT #4 TOTAL DISBURSEMNTS | 862,000.00 | 1,143,000.00 | 0.00 | 755,022.57 | 45,332.54 | 387,977.43 | 66 |
| R&B PCT #4 | | | | | | | | |
| | INCOME TOTALS | 862,000.00 | 1,143,000.00 | | 1,129,324.66 | 8,073.36 | 13,675.34 | 99 |
| | EXPENSE TOTALS | 862,000.00 | 1,143,000.00 | 0.00 | 755,022.57 | 45,332.54 | 387,977.43 | 66 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0029 HARVEY DISASTER RECOVERY PROG (GLO- | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 29-100-600 | GRANT, GENERAL LAND OFFICE | 0.00 | 0.00 | | 18,478.80 | 0.00 | 18,478.80+ | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 18,478.80 | 0.00 | 18,478.80+ | |
| 0635 FLOOD & DRAINAGE EXPENSES | | | | | | | | |
| 29-635-701 | ADMINISTRATION | 0.00 | 0.00 | 0.00 | 18,478.80 | 0.00 | 18,478.80- | |
| 29-635-702 | ENGINEERING/ARCHITECTURAL SVCS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 29-635-704 | FLOOD & DRAINAGE IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 29-635-705 | ENVIRONMENTAL SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| FLOOD & DRAINAGE EXPENSES | | 0.00 | 0.00 | 0.00 | 18,478.80 | 0.00 | 18,478.80- | |
| HARVEY DISASTER RECOVERY PROG (GLO- | | | | | | | | |
| INCOME TOTALS | | 0.00 | 0.00 | | 18,478.80 | 0.00 | 18,478.80+ | |
| EXPENSE TOTALS | | 0.00 | 0.00 | 0.00 | 18,478.80 | 0.00 | 18,478.80- | |

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|----------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0031 ELECTION SERVICES CONTRACT FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES/CARRY-OVER | | | | | | | | |
| 31-100-310 | INTEREST INCOME | 0.00 | 500.00 | | 91.97 | 8.52 | 408.03 | 18 |
| 31-100-325 | SVCS CONTRACTS-EQUIPMENT RENTAL | 0.00 | 2,000.00 | | 0.00 | 0.00 | 2,000.00 | 00 |
| 31-100-410 | SVCS CONTRACTS-ADM FEE | 0.00 | 2,500.00 | | 2,281.75 | 0.00 | 218.25 | 91 |
| 31-100-603 | PARTY ELECTIONS-SOS | 0.00 | 25,000.00 | | 16,635.57 | 6,181.74- | 8,364.43 | 67 |
| TOTAL REVENUES/CARRY-OVER | | 0.00 | 30,000.00 | 0.00 | 19,009.29 | 6,173.22- | 10,990.71 | 63 |
| 0610 ELECTION SERVICES CONTRACT | | | | | | | | |
| 31-610-150 | SOCIAL SECURITY TAXES | 0.00 | 0.00 | 0.00 | 31.41 | 0.00 | 31.41- | |
| 31-610-151 | GROUP MEDICAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 31-610-152 | RETIREMENT | 0.00 | 0.00 | 0.00 | 49.79 | 0.00 | 49.79- | |
| 31-610-310 | ELECTION SUPPLIES | 0.00 | 250.00 | 0.00 | 5,236.69 | 71.26 | 4,986.69- | 95 |
| 31-610-410 | ELECTION JUDGES & CLERKS | 0.00 | 15,000.00 | 0.00 | 11,367.50 | 0.00 | 3,632.50 | 76 |
| 31-610-431 | PUBLICATIONS & TESTING EQUIPMENT | 0.00 | 250.00 | 0.00 | 558.00 | 0.00 | 308.00- | 223 |
| 31-610-460 | POLLING PLACE RENT | 0.00 | 1,500.00 | 0.00 | 810.00 | 0.00 | 690.00 | 54 |
| 31-610-532 | ELECTION EQUIPMENT | 0.00 | 13,000.00 | 0.00 | 0.00 | 0.00 | 13,000.00 | 00 |
| ELECTION SERVICES CONTRACT | | 0.00 | 30,000.00 | 0.00 | 18,053.39 | 71.26 | 11,946.61 | 60 |
| ELECTION SERVICES CONTRACT FUND | | | | | | | | |
| INCOME TOTALS | | 0.00 | 30,000.00 | | 19,009.29 | 6,173.22- | 10,990.71 | 63 |
| EXPENSE TOTALS | | 0.00 | 30,000.00 | 0.00 | 18,053.39 | 71.26 | 11,946.61 | 60 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0032 HAVA CARES ACT FUND | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES/CARRY-OVER | | | | | | | | |
| 32-100-310 | INTEREST INCOME | 0.00 | 0.00 | | 437.48 | 135.43 | 437.48+ | |
| 32-100-603 | HAVA CARES ACT GRANT | 0.00 | 0.00 | | 145,692.26 | 0.00 | 145,692.26+ | |
| | TOTAL REVENUES/CARRY-OVER | 0.00 | 0.00 | 0.00 | 146,129.74 | 135.43 | 146,129.74+ | |
| 0632 HAVA CARES ACT DISBURSEMENTS | | | | | | | | |
| 32-632-310 | SUPPLIES & POSTAGE | 0.00 | 0.00 | 0.00 | 13,419.74 | 597.13 | 13,419.74- | |
| 32-632-399 | TOTAL SUPPLIES | 0.00 | 0.00 | 0.00 | 13,419.74 | 597.13 | 13,419.74- | |
| 32-632-410 | ELECTION JUDGES & CLERKS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 32-632-431 | PUBLICATIONS | 0.00 | 0.00 | 0.00 | 2,126.00 | 130.00 | 2,126.00- | |
| 32-632-497 | MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 32-632-499 | TOTAL SERVICES & CHARGES | 0.00 | 0.00 | 0.00 | 2,126.00 | 130.00 | 2,126.00- | |
| 32-632-532 | EQUIPMENT | 0.00 | 0.00 | 0.00 | 16,645.00 | 0.00 | 16,645.00- | |
| | HAVA CARES ACT DISBURSEMENTS | 0.00 | 0.00 | 0.00 | 32,190.74 | 727.13 | 32,190.74- | |
| 0634 HAVA ELECTION SECURITY | | | | | | | | |
| 32-634-425 | VR SYSTEMS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 32-634-510 | CYBER SECURITY | 0.00 | 0.00 | 0.00 | 34.98 | 0.00 | 34.98- | |
| 32-634-532 | EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | HAVA ELECTION SECURITY | 0.00 | 0.00 | 0.00 | 34.98 | 0.00 | 34.98- | |
| HAVA CARES ACT FUND | | | | | | | | |
| | INCOME TOTALS | 0.00 | 0.00 | | 146,129.74 | 135.43 | 146,129.74+ | |
| | EXPENSE TOTALS | 0.00 | 0.00 | 0.00 | 32,225.72 | 727.13 | 32,225.72- | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
 TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|------------------------------------|-------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0045 LEOSE ACCOUNT | | | | | | | EFFECTIVE MONTH - 11 | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 45-100-208 | TRAINING REGISTRATION FEES | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 45-100-310 | INTEREST INCOME | 0.00 | 0.00 | | 105.26 | 7.24 | 105.26+ | |
| 45-100-443 | LEOSE ALLOCATION/STATE COMPTR | 0.00 | 0.00 | | 6,259.23 | 0.00 | 6,259.23+ | |
| | TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 6,364.49 | 7.24 | 6,364.49+ | |
| 0551 CONSTABLE, PCT #1 | | | | | | | | |
| 45-551-427 | CONTINUING EDUCATION EXPENSES | 0.00 | 0.00 | 0.00 | 650.20 | 525.20 | 650.20- | |
| | CONSTABLE, PCT #1 | 0.00 | 0.00 | 0.00 | 650.20 | 525.20 | 650.20- | |
| 0552 CONSTABLE, PCT #2 | | | | | | | | |
| 45-552-427 | CONTINUING EDUCATION EXPENSES | 0.00 | 0.00 | 0.00 | 125.00 | 0.00 | 125.00- | |
| | CONSTABLE, PCT #2 | 0.00 | 0.00 | 0.00 | 125.00 | 0.00 | 125.00- | |
| 0553 CONSTABLE, PCT #3 | | | | | | | | |
| 45-553-427 | CONTINUING EDUCATION EXPENSES | 0.00 | 0.00 | 0.00 | 179.02 | 0.00 | 179.02- | |
| | CONSTABLE, PCT #3 | 0.00 | 0.00 | 0.00 | 179.02 | 0.00 | 179.02- | |
| 0554 CONSTABLE, PCT #4 | | | | | | | | |
| 45-554-427 | CONTINUING EDUCATION EXPENSES | 0.00 | 0.00 | 0.00 | 386.10 | 0.00 | 386.10- | |
| | CONSTABLE, PCT #4 | 0.00 | 0.00 | 0.00 | 386.10 | 0.00 | 386.10- | |
| 0560 COUNTY SHERIFF | | | | | | | | |
| 45-560-427 | CONTINUING EDUCATION EXPENSES | 0.00 | 0.00 | 0.00 | 5,535.73 | 656.10 | 5,535.73- | |
| | COUNTY SHERIFF | 0.00 | 0.00 | 0.00 | 5,535.73 | 656.10 | 5,535.73- | |
| | LEOSE ACCOUNT | | | | | | | |
| | INCOME TOTALS | 0.00 | 0.00 | 0.00 | 6,364.49 | 7.24 | 6,364.49+ | |
| | EXPENSE TOTALS | 0.00 | 0.00 | 0.00 | 6,876.05 | 1,181.30 | 6,876.05- | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|------------------------------------|----------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|--------------------|-------------|
| REPORTING FUND: 0050 SECURITY FUND | | | | | | | | |
| EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 | TOTAL REVENUES/CARRY-OVER | | | | | | | |
| 50-100-310 | INTEREST INCOME | 300.00 | 300.00 | | 298.04 | 25.49 | 1.96 | 99 |
| 50-100-440 | COURTHOUSE SECURITY FEES | 10,000.00 | 10,000.00 | | 7,817.71 | 831.47 | 2,182.29 | 78 |
| 50-100-441 | JP BUILDING SECURITY FEES | 15,000.00 | 15,000.00 | | 9,049.69 | 757.82 | 5,950.31 | 60 |
| 50-100-912 | TRANSFER FROM GENERAL FUND | 70,000.00 | 70,000.00 | | 35,000.00 | 0.00 | 35,000.00 | 50 |
| | TOTAL REVENUES/CARRY-OVER | 95,300.00 | 95,300.00 | 0.00 | 52,165.44 | 1,614.78 | 43,134.56 | 55 |
| 0476 | JP BLDG SECURITY EXPENDITURES | | | | | | | |
| 50-476-101 | SALARY, BALIFF/CONSTABLES | 8,000.00 | 8,000.00 | 0.00 | 2,031.25 | 100.00 | 5,968.75 | 25 |
| 50-476-107 | SALARY, BALIFF | 2,000.00 | 2,000.00 | 0.00 | 610.00 | 200.00 | 1,390.00 | 31 |
| 50-476-150 | SOCIAL SECURITY TAXES | 700.00 | 700.00 | 0.00 | 186.55 | 21.99 | 513.45 | 27 |
| 50-476-151 | GROUP MEDICAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 50-476-152 | RETIREMENT | 1,200.00 | 1,200.00 | 0.00 | 327.77 | 36.00 | 872.23 | 27 |
| 50-476-199 | TOTAL PERSONNEL SERVICES | 11,900.00 | 11,900.00 | 0.00 | 3,155.57 | 357.99 | 8,744.43 | 27 |
| 50-476-497 | MISCELLANEOUS | 400.00 | 400.00 | 0.00 | 450.00 | 40.00 | 50.00 | 113 |
| | JP BLDG SECURITY EXPENDITURES | 12,300.00 | 12,300.00 | 0.00 | 3,605.57 | 397.99 | 8,694.43 | 29 |
| 0477 | COURTHOUSE SECURITY EXPENDITURES | | | | | | | |
| 50-477-101 | SALARY, BALIFFS/CONSTABLES | 20,000.00 | 20,000.00 | 0.00 | 3,612.50 | 100.00 | 16,387.50 | 18 |
| 50-477-107 | SALARY, BALIFFS | 45,000.00 | 45,000.00 | 0.00 | 27,047.50 | 2,032.50 | 17,952.50 | 60 |
| 50-477-150 | SOCIAL SECURITY TAXES | 4,700.00 | 4,700.00 | 0.00 | 2,271.71 | 161.34 | 2,428.29 | 48 |
| 50-477-151 | GROUP MEDICAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 50-477-152 | RETIREMENT | 7,800.00 | 7,800.00 | 0.00 | 3,624.28 | 255.89 | 4,175.72 | 46 |
| 50-477-199 | TOTAL PERSONNEL SERVICES | 77,500.00 | 77,500.00 | 0.00 | 36,555.99 | 2,549.73 | 40,944.01 | 47 |
| 50-477-497 | MISCELLANEOUS | 500.00 | 500.00 | 0.00 | 89.00 | 0.00 | 411.00 | 18 |
| 50-477-532 | SECURITY EQUIPMENT | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| | COURTHOUSE SECURITY EXPENDITURES | 83,000.00 | 83,000.00 | 0.00 | 36,644.99 | 2,549.73 | 46,355.01 | 44 |
| | SECURITY FUND | | | | | | | |
| | INCOME TOTALS | 95,300.00 | 95,300.00 | | 52,165.44 | 1,614.78 | 43,134.56 | 55 |
| | EXPENSE TOTALS | 95,300.00 | 95,300.00 | 0.00 | 40,250.56 | 2,947.72 | 55,049.44 | 42 |

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT BALANCE | USED PCT |
|---------------------------------------|---------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|--------------------|-------------|
| REPORTING FUND: 0055 LAW LIBRARY FUND | | | | | | | | |
| EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 | TOTAL REVENUES/TRANSFERS | | | | | | | |
| 55-100-318 | LIBRARY FEES | 12,500.00 | 12,500.00 | | 9,837.26 | 968.26 | 2,662.74 | 79 |
| | TOTAL REVENUES/TRANSFERS | 12,500.00 | 12,500.00 | 0.00 | 9,837.26 | 968.26 | 2,662.74 | 79 |
| 0650 | TOTAL LAW BOOKS PURCHASED | | | | | | | |
| 55-650-423 | LAW BOOKS | 10,000.00 | 10,000.00 | 0.00 | 560.00 | 56.00 | 9,440.00 | 06 |
| | TOTAL LAW BOOKS PURCHASED | 10,000.00 | 10,000.00 | 0.00 | 560.00 | 56.00 | 9,440.00 | 06 |
| | LAW LIBRARY FUND | | | | | | | |
| | INCOME TOTALS | 12,500.00 | 12,500.00 | 0.00 | 9,837.26 | 968.26 | 2,662.74 | 79 |
| | EXPENSE TOTALS | 10,000.00 | 10,000.00 | 0.00 | 560.00 | 56.00 | 9,440.00 | 06 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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PREPARER:0004

| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|----------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0060 JUSTICE COURT TECHNOLOGY FUND | | | | | | | | |
| EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 60-100-310 | INTEREST INCOME | 100.00 | 100.00 | | 118.10 | 9.38 | 18.10+ | 118 |
| 60-100-450 | TECHNOLOGY FEES | 15,000.00 | 15,000.00 | | 7,949.19 | 620.67 | 7,050.81 | 53 |
| TOTAL REVENUES | | 15,100.00 | 15,100.00 | 0.00 | 8,067.29 | 630.05 | 7,032.71 | 53 |
| 0615 JUSTICE COURT TECHNOLOGY EXPENSES | | | | | | | | |
| 60-615-427 | TRAINING EXPENSES | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 00 |
| 60-615-452 | SOFTWARE MAINTENANCE | 15,000.00 | 15,000.00 | 0.00 | 7,090.00 | 0.00 | 7,910.00 | 47 |
| 60-615-477 | COMPUTER UPGRADES | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 00 |
| 60-615-532 | TECHNOLOGY EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 00 |
| JUSTICE COURT TECHNOLOGY EXPENSES | | 17,100.00 | 17,100.00 | 0.00 | 7,090.00 | 0.00 | 10,010.00 | 41 |
| JUSTICE COURT TECHNOLOGY FUND | | | | | | | | |
| INCOME TOTALS | | 15,100.00 | 15,100.00 | 0.00 | 8,067.29 | 630.05 | 7,032.71 | 53 |
| EXPENSE TOTALS | | 17,100.00 | 17,100.00 | 0.00 | 7,090.00 | 0.00 | 10,010.00 | 41 |

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|----------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0062 CO & DIST COURT TECH FUND | | | | | | | | |
| EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 62-100-310 | INTEREST INCOME | 600.00 | 600.00 | | 381.07 | 38.36 | 218.93 | 64 |
| 62-100-403 | TECHNOLOGY FEES - CO CRT | 600.00 | 600.00 | | 324.72 | 43.66 | 275.28 | 54 |
| 62-100-450 | TECHNOLOGY FEES - DIST CRT-CIVIL | 400.00 | 400.00 | | 286.50 | 31.81 | 113.50 | 72 |
| 62-100-452 | TECHNOLOGY FEES - DIST CRT-CR | 3,000.00 | 3,000.00 | | 2,280.00 | 208.58 | 720.00 | 76 |
| TOTAL REVENUES | | 4,600.00 | 4,600.00 | 0.00 | 3,272.29 | 322.41 | 1,327.71 | 71 |
| 0620 TOTAL DISBURSEMENTS | | | | | | | | |
| 62-620-427 | TRAINING EXPENSE | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 00 |
| 62-620-452 | SOFTWARE MAINTENANCE | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| 62-620-477 | COMPUTER UPGRADES | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 00 |
| 62-620-532 | EQUIPMENT/SOFTWARE | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 00 |
| TOTAL DISBURSEMENTS | | 20,600.00 | 20,600.00 | 0.00 | 0.00 | 0.00 | 20,600.00 | 00 |
| CO & DIST COURT TECH FUND | | | | | | | | |
| INCOME TOTALS | | 4,600.00 | 4,600.00 | 0.00 | 3,272.29 | 322.41 | 1,327.71 | 71 |
| EXPENSE TOTALS | | 20,600.00 | 20,600.00 | 0.00 | 0.00 | 0.00 | 20,600.00 | 00 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
TIME:07:59 AM - EFFECTIVE MONTH:11 - NOVEMBER 1, 2020 THRU NOVEMBER 30, 2020

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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|--|--------------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0075 INTEREST & SINKING FUND | | | | | | | | |
| EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES | | | | | | | | |
| 75-100-110 | CURRENT AD VALOREM TAXES | 633,553.00 | 633,553.00 | | 642,453.08 | 0.00 | 8,900.08+ | 101 |
| 75-100-120 | DELINQ AD VALOREM TAXES | 6,487.00 | 6,487.00 | | 6,252.92 | 1,367.07 | 234.08 | 96 |
| 75-100-130 | PENALTY & INTEREST | 7,000.00 | 7,000.00 | | 5,940.05 | 471.04 | 1,059.95 | 85 |
| 75-100-310 | INTEREST INCOME | 16,460.00 | 16,460.00 | | 6,444.68 | 167.10 | 10,015.32 | 39 |
| 75-100-950 | PASS-THRU COST OF REFUNDING BONDS | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| TOTAL REVENUES | | 663,500.00 | 663,500.00 | 0.00 | 661,090.73 | 2,005.21 | 2,409.27 | 100 |
| 0750 CERTIFICATES, SERIES 2019 | | | | | | | | |
| 75-750-600 | CERT. OF OBLIGATION, PRIN. | 0.00 | 395,000.00 | 0.00 | 395,000.00 | 0.00 | 0.00 | 100 |
| 75-750-601 | CERT. OF OBLIGATION, INT. | 0.00 | 64,670.00 | 0.00 | 65,819.69 | 0.00 | 1,149.69- | 102 |
| 75-750-701 | COST OF REFUNDING BONDS, SERIES 2019 | 0.00 | 24,013.00 | 0.00 | 5,836.00- | 0.00 | 29,849.00 | 24 |
| CERTIFICATES, SERIES 2019 | | 0.00 | 483,683.00 | 0.00 | 454,983.69 | 0.00 | 28,699.31 | 94 |
| 0755 CERTIFICATES, SERIES 2008 | | | | | | | | |
| 75-755-600 | CERT. OF OBLIGATION, PRINCIPAL | 320,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 75-755-601 | CERT. OF OBLIGATION, INTEREST | 132,496.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| CERTIFICATES, SERIES 2008 | | 452,496.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0760 CERTIFICATES, SERIES 2012 | | | | | | | | |
| 75-760-402 | REGISTRAR FEES | 554.00 | 554.00 | 0.00 | 500.00 | 0.00 | 54.00 | 90 |
| 75-760-600 | CERT. OF OBLIGATION, PRINCIPAL | 150,000.00 | 150,000.00 | 0.00 | 150,000.00 | 0.00 | 0.00 | 100 |
| 75-760-601 | CERT. OF OBLIGATION, INTEREST | 50,950.00 | 19,763.00 | 0.00 | 19,762.50 | 0.00 | 0.50 | 100 |
| CERTIFICATES, SERIES 2012 | | 201,504.00 | 170,317.00 | 0.00 | 170,262.50 | 0.00 | 54.50 | 100 |
| INTEREST & SINKING FUND | | | | | | | | |
| INCOME TOTALS | | 663,500.00 | 663,500.00 | | 661,090.73 | 2,005.21 | 2,409.27 | 100 |
| EXPENSE TOTALS | | 654,000.00 | 654,000.00 | 0.00 | 625,246.19 | 0.00 | 28,753.81 | 96 |

12-01-2020**BUDGET ANALYSIS USAGE REPORT ** INCOME & EXPENSE ACCOUNTS
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| ACCOUNT NO | ACCOUNT-TITLE | ORIGINAL BUDGET-AMOUNT | AMENDED BUDGET-AMOUNT | ENCUMBERED YEAR-TO-DATE | ACTIVITY YEAR-TO-DATE | ACTIVITY MONTH-TO-DATE | CURRENT USED BALANCE | USED PCT |
|-------------------------------------|---------------------------|---------------------------|--------------------------|----------------------------|--------------------------|---------------------------|-------------------------|-------------|
| REPORTING FUND: 0080 HOT CHECK FUND | | | | | | | | |
| EFFECTIVE MONTH - 11 | | | | | | | | |
| 0100 TOTAL REVENUES/TRANSFERS | | | | | | | | |
| 80-100-305 | HOT CHECK COLLECTION FEES | 0.00 | 0.00 | | 400.00 | 0.00 | 400.00+ | |
| 80-100-380 | LONGEVITY PAY FROM STATE | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| 80-100-395 | MISCELLANEOUS | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| TOTAL REVENUES/TRANSFERS | | 0.00 | 0.00 | 0.00 | 400.00 | 0.00 | 400.00+ | |
| 0475 COUNTY ATTY-HOT CHK FUND | | | | | | | | |
| 80-475-497 | MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 789.61 | 32.95 | 789.61- | |
| COUNTY ATTY-HOT CHK FUND | | 0.00 | 0.00 | 0.00 | 789.61 | 32.95 | 789.61- | |
| HOT CHECK FUND | | | | | | | | |
| INCOME TOTALS | | 0.00 | 0.00 | | 400.00 | 0.00 | 400.00+ | |
| EXPENSE TOTALS | | 0.00 | 0.00 | 0.00 | 789.61 | 32.95 | 789.61- | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

Section 3

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

11-30-2020
TIME:05:35 PM

BALANCE SHEET

PAGE 1
PREPARER:0004

Colorado County Columbus, Texas 78934
318 Spring St., Suite 104

***** ASSETS *****

| | |
|---|--------------|
| 12-010-100 GENERAL FUND, CHECKING | 5,619,237.79 |
| 12-010-110 GENERAL FUND,A/P CLEARING | 0.00 |
| 12-010-200 CASH, INVESTMENTS | 0.00 |
| 12-010-000 GENERAL FUND,CASH IN BANK..... | 5,619,237.79 |

TOTAL ASSETS =====5,619,237.79

***** LIABILITIES *****

| | |
|--|--------------|
| 12-200-110 TAXES COLLECTED IN ADVANC | 653,042.34 |
| 12-200-120 PAYROLL TRANSFER CLEARING ACCT | 0.00 |
| 12-200-215 INDUSTRIAL DEVELOPMENT CORP | 14,775.08 |
| 12-200-320 SALES TAX PAYABLE | 0.00 |
| 12-200-321 OVERSIZE PERMIT BONDS | 50,000.00 |
| 12-200-324 JUROR DONATION - SENIOR CITIZEN PRO | 24.00 |
| 12-200-325 JUROR DONATION - BOYS & GIRLS CLUB | 0.00 |
| 12-200-416 STATE COMPTROLLER-CC PRIOR TO 2004 | 133.50 |
| 12-200-417 STATE COMPTROLLER-DRUG COURT COSTS | 145.51 |
| 12-200-418 STATE COMPTROLLER-EMS/TRAUMA FUND | 582.10 |
| 12-200-419 STATE COMPTROLLER-CCC | 18,031.85 |
| 12-200-420 STATE COMPTROLLER-STATE TRAFFIC | 9,441.03 |
| 12-200-421 STATE ARREST FEES | 982.63 |
| 12-200-422 STATE COMPTROLLER-JUDICIAL SUPPORT | 300.44 |
| 12-200-423 STATE COMPTROLLER-JURY SVC REIMB | 86.29 |
| 12-200-424 STATE COMPTROLLER-IND LEGAL SERVICE | 412.43 |
| 12-200-425 STATE COMPTROLLER-CIVIL FILING FEES | 842.60 |
| 12-200-426 STATE COMPTROLLER-JPD FEES | 20.00 |
| 12-200-427 STATE COMPTROLLER-INDIGENT DEFENSE | 140.07 |
| 12-200-428 STATE COMPTR-WARRANT FEES | 283.46 |
| 12-200-429 STATE COMPTROLLER-MOVING VIOL | 2.49 |
| 12-200-430 STATE COMPTROLLER-TRUANCY PREV | 0.00 |
| 12-200-434 STATE COMPTROLLER-CHD SAFETY SEAT(0 | 205.95 |
| 12-200-435 HEALTH & HUMAN SVCS-CAR FEE | 135.00 |
| 12-200-436 STATE COMPTROLLER-CVC JUROR DONATE | 0.00 |
| 12-200-437 STATE COMPTROLLER-TIME PAYMENTS | 110.34 |
| 12-200-439 BIRTH CERTIFICATE FEES | 147.60 |
| 12-200-442 LOCAL CRIME STOPPERS | 2,133.95 |
| 12-200-443 STATE COMPTROLLER-CRIMINAL E-FILING | 44.52 |
| 12-200-444 STATE COMPTROLLER-CIVIL E-FILING FE | 1,362.95 |
| 12-200-447 STATE COMPTROLLER - DNA TESTING | 173.43 |
| 12-200-448 STATE COMPTROLLER-TRUANCY PREV | 34.90 |
| 12-200-450 CIVIL JUDICIAL CRT TRAINING FEE | 289.28 |
| 12-200-452 STATE COMPTROLLER-CONST CO CRT FEES | 40.00 |
| 12-200-453 STATE COMPTROLLER-BAIL BOND FEES | 945.00 |
| 12-200-467 STATE COMPTROLLER-MOTOR CARRIER WEI | 0.00 |
| 12-200-470 STATE COMPTROLLER-MARRIAGE LICENSE | 480.00 |
| 12-200-475 GHS-PRIVATE COLLECTIONS FEE | 1,556.95 |
| 12-200-476 PERDUE-PRIVATE COLLECTIONS FEE | 620.50 |
| 12-200-477 STATE COMPTROLLER-OMNI/FTA FEES | 1,374.35 |
| 12-200-478 STATE COMPTROLLER-JSF/CO&DIST CRTS | 1,769.36 |
| 12-200-999 FUND BALANCE | 3,113,814.23 |
| 12-200-000 LIABILITY ACCOUNTS..... | 3,874,484.13 |

NET INCOME -----1,744,753.66

TOTAL LIABILITIES=====5,619,237.79

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

11-30-2020 BALANCE SHEET PAGE 1
TIME:03:01 PM PREPARER:0004

Colorado County Columbus, Texas 78934
318 Spring St., Suite 104

***** ASSETS *****

| | |
|---|------------|
| 13-010-100 RECORDS PRESERVATION,CKNG | 784,793.15 |
| 13-010-110 RECORDS PRESERVATION,CLR | 0.00 |
| 13-010-200 CASH, INVESTMENTS | 0.00 |
| 13-010-000 RECORDS PRESERVATION FUND..... | 784,793.15 |

TOTAL ASSETS =====784,793.15

***** LIABILITIES *****

| | |
|---|------------|
| 13-200-120 PAYROLL TRANSFER CLEARING ACCT | 0.00 |
| 13-200-999 FUND BALANCE | 686,998.52 |
| 13-200-000 LIABILITY ACCOUNT..... | 686,998.52 |

NET INCOME -----97,794.63

TOTAL LIABILITIES=====784,793.15

11-30-2020 BALANCE SHEET PAGE 1
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Colorado County Columbus, Texas 78934
318 Spring St., Suite 104

***** ASSETS *****

| | |
|-----------------------------------|-----------|
| 14-010-100 AIRPORT FUND, CHECKING | 38,863.96 |
| 14-010-110 AIRPORT FUND, CLEARING | 0.00 |
| 14-010-200 CASH, INVESTMENTS | 0.00 |
| 14-010-000 AIRPORT FUND..... | 38,863.96 |

TOTAL ASSETS =====38,863.96

***** LIABILITIES *****

| | |
|-----------------------------------|----------|
| 14-200-120 PAYROLL CLEARING ACCT | 0.00 |
| 14-200-999 FUND BALANCE | 9,452.27 |
| 14-200-000 LIABILITY ACCOUNT..... | 9,452.27 |

NET INCOME -----29,411.69

TOTAL LIABILITIES=====38,863.96

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 DECEMBER 14, 2020**

11-30-2020 BALANCE SHEET PAGE 1
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 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | |
|--|--------------|
| 23-010-100 R&B PCT #3, CHECKING | 1,530,022.10 |
| 23-010-110 R&B PCT #3, A/P CLEARING | 0.00 |
| 23-010-200 CASH, INVESTMENTS | 0.00 |
| 23-010-000 R&B PCT #3, CASH IN BANK..... | 1,530,022.10 |

TOTAL ASSETS =====1,530,022.10

***** LIABILITIES *****

| | |
|---|--------------|
| 23-200-110 TAXES COLLECTED IN ADVANCE | 67,525.65 |
| 23-200-120 PAYROLL TRANSFER CLEARING ACCT | 0.00 |
| 23-200-999 FUND BALANCE | 1,238,837.35 |
| 23-200-000 LIABILITY ACCOUNTS..... | 1,306,363.00 |

NET INCOME -----223,659.10

TOTAL LIABILITIES=====1,530,022.10

11-30-2020 BALANCE SHEET PAGE 1
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 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | |
|--|--------------|
| 24-010-100 R&B PCT #4, CHECKING | 1,878,417.83 |
| 24-010-110 R&B PCT #4, A/P CLEARING | 0.00 |
| 24-010-200 CASH, INVESTMENTS | 0.00 |
| 24-010-000 R&B PCT #4, CASH IN BANK..... | 1,878,417.83 |

TOTAL ASSETS =====1,878,417.83

***** LIABILITIES *****

| | |
|---|--------------|
| 24-200-110 TAXES COLLECTED IN ADVANCE | 48,099.83 |
| 24-200-120 PAYROLL TRANSFER CLEARING ACCT | 0.00 |
| 24-200-999 FUND BALANCE | 1,456,015.91 |
| 24-200-000 LIABILITY ACCOUNTS..... | 1,504,115.74 |

NET INCOME -----374,302.09

TOTAL LIABILITIES=====1,878,417.83

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 DECEMBER 14, 2020**

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:01 PM PREPARER:0004

 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | | |
|---|--------|--------|
| 31-010-100 ELECTION SVCS CONTRACT FUND, CHECKI | 955.90 | |
| 31-010-110 ELECTION SVCS CONTRACT FUND, A/P CL | 0.00 | |
| 31-010-200 CASH, INVESTMENTS | 0.00 | |
| 31-010-000 ELECTION SVCS CONTRACT FUND, CASH I..... | | 955.90 |

TOTAL ASSETS =====955.90

***** LIABILITIES *****

| | | |
|---|------|------|
| 31-200-120 PAYROLL TRANSFER CLEARING ACCT | 0.00 | |
| 31-200-999 FUND BALANCE | 0.00 | |
| 31-200-000 LIABILITY ACCOUNTS..... | | 0.00 |

NET INCOME -----955.90

TOTAL LIABILITIES=====955.90

11-30-2020 BALANCE SHEET PAGE 1
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 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | | |
|--|------------|------------|
| 32-010-100 HAVA CARES ACT FUND CHECKING | 113,904.02 | |
| 32-010-110 HAVA CARES ACT FUND CLEARING | 0.00 | |
| 32-010-000 HAVA CARES ACT, CASH IN BANK..... | | 113,904.02 |

TOTAL ASSETS =====113,904.02

***** LIABILITIES *****

| | | |
|---|------|------|
| 32-200-120 PAYROLL TRANSFER CLEARING ACCT | 0.00 | |
| 32-200-999 FUND BALANCE | 0.00 | |
| 32-200-000 LIABILITY ACCOUNTS..... | | 0.00 |

NET INCOME -----113,904.02

TOTAL LIABILITIES=====113,904.02

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

11-30-2020 BALANCE SHEET PAGE 1
TIME:03:02 PM PREPARER:0004

Colorado County Columbus, Texas 78934
318 Spring St., Suite 104

***** ASSETS *****

| | | |
|--------------------------------------|----------|----------|
| 45-010-100 LEOSE FUND, CHECKING | 4,948.03 | |
| 45-010-110 LEOSE FUND, CLEARING ACCT | 0.00 | |
| 45-010-000 LEOSE ACCOUNT..... | | 4,948.03 |

TOTAL ASSETS =====4,948.03

***** LIABILITIES *****

| | | |
|------------------------------------|----------|----------|
| 45-200-999 FUND BALANCE | 5,459.59 | |
| 45-200-000 LIABILITY ACCOUNTS..... | | 5,459.59 |

NET INCOME -----511.56-

TOTAL LIABILITIES=====4,948.03

12-01-2020 BALANCE SHEET PAGE 1
TIME:07:46 AM PREPARER:0004

Colorado County Columbus, Texas 78934
318 Spring St., Suite 104

***** ASSETS *****

| | | |
|---|-----------|-----------|
| 50-010-100 SECURITY FUND, CHECKING | 20,214.46 | |
| 50-010-110 SECURITY FUND, CLEARING | 0.00 | |
| 50-010-200 CASH, INVESTMENTS | 0.00 | |
| 50-010-000 SECURITY FUND, CASH IN BANK..... | | 20,214.46 |

TOTAL ASSETS =====20,214.46

***** LIABILITIES *****

| | | |
|-------------------------------------|----------|----------|
| 50-200-120 PAYROLL CLEARING ACCOUNT | 0.00 | |
| 50-200-999 FUND BALANCE | 8,299.58 | |
| 50-200-000 LIABILITY ACCOUNTS..... | | 8,299.58 |

NET INCOME -----11,914.88

TOTAL LIABILITIES=====20,214.46

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:02 PM PREPARER:0004

Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | | |
|---|------------|------------|
| 55-010-100 LAW LIBRARY, CHECKING | 114,848.27 | |
| 55-010-110 LAW LIBRARY, A/P CLEARING | 0.00 | |
| 55-010-200 CASH, INVESTMENTS | 0.00 | |
| 55-010-000 LAW LIBRARY, CASH IN BANK..... | | 114,848.27 |

TOTAL ASSETS =====114,848.27

***** LIABILITIES *****

| | | |
|-----------------------------------|------------|------------|
| 55-200-999 FUND BALANCE | 105,571.01 | |
| 55-200-000 LIABILITY ACCOUNT..... | | 105,571.01 |

NET INCOME -----9,277.26

TOTAL LIABILITIES=====114,848.27

12-01-2020 BALANCE SHEET PAGE 1
 TIME:07:46 AM PREPARER:0004

Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | | |
|--|----------|----------|
| 60-010-100 JUSTICE COURT TECHNOLOGY, CHECKING | 8,559.00 | |
| 60-010-110 JUSTICE COURT TECHNOLOGY, CLEARING | 0.00 | |
| 60-010-200 CASH, INVESTMENTS | 0.00 | |
| 60-010-000 JUSTICE COURT TECH, CASH IN BANK..... | | 8,559.00 |

TOTAL ASSETS =====8,559.00

***** LIABILITIES *****

| | | |
|------------------------------------|----------|----------|
| 60-200-999 FUND BALANCE | 7,581.71 | |
| 60-200-000 LIABILITY ACCOUNTS..... | | 7,581.71 |

NET INCOME -----977.29

TOTAL LIABILITIES=====8,559.00

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 DECEMBER 14, 2020**

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:02 PM PREPARER:0004

 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | | |
|---|--------------|------------------|
| 62-010-100 CO & DIST COURT TECH FUND, CKING | 32,750.78 | |
| 62-010-110 CO & DIST COURT TECH FUND, CLRING | 0.00 | |
| 62-010-000 CO & DIST COURT TECH FUND, CASH..... | | 32,750.78 |
| TOTAL ASSETS | ===== | 32,750.78 |

***** LIABILITIES *****

| | | |
|------------------------------------|--------------|------------------|
| 62-200-999 FUND BALANCE | 29,478.49 | |
| 62-200-000 LIABILITY ACCOUNTS..... | | 29,478.49 |
| NET INCOME | ----- | 3,272.29 |
| TOTAL LIABILITIES | ===== | 32,750.78 |

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:02 PM PREPARER:0004

 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | | |
|---|--------------|-----------------|
| 65-010-100 HISTORICAL COMM, CHECKING | 4,225.38 | |
| 65-010-110 HIST COMM, A/P CLEARING | 0.00 | |
| 65-010-200 CASH, INVESTMENTS | 0.00 | |
| 65-010-000 HIST COMM, CASH IN BANK..... | | 4,225.38 |
| TOTAL ASSETS | ===== | 4,225.38 |

***** LIABILITIES *****

| | | |
|------------------------------------|--------------|-----------------|
| 65-200-999 FUND BALANCE | 4,159.38 | |
| 65-200-000 LIABILITY ACCOUNTS..... | | 4,159.38 |
| NET INCOME | ----- | 66.00 |
| TOTAL LIABILITIES | ===== | 4,225.38 |

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 DECEMBER 14, 2020**

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:03 PM PREPARER:0004

 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | |
|--|---------------------|
| 70-010-100 CAPITAL PROJECTS FUND, CHECKING | 172,171.83 |
| 70-010-110 CAPITAL PROJECTS FUND, CLEARING | 0.00 |
| 70-010-200 CASH, INVESTMENTS | 0.00 |
| 70-010-000 CAPITAL PROJECTS FUND..... | 172,171.83 |
| TOTAL ASSETS | =====172,171.83 |

***** LIABILITIES *****

| | |
|-----------------------------------|---------------------|
| 70-200-310 INTEREST PAYABLE | 0.00 |
| 70-200-999 FUND BALANCE | 170,061.72 |
| 70-200-000 LIABILITY ACCOUNT..... | 170,061.72 |
| NET INCOME | -----2,110.11 |
| TOTAL LIABILITIES | =====172,171.83 |

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:03 PM PREPARER:0004

 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | |
|--|---------------------|
| 75-010-100 INTEREST & SINKING, CKING | 187,334.65 |
| 75-010-110 INTEREST & SINKING, CLRNG | 0.00 |
| 75-010-200 CASH, INVESTMENTS | 0.00 |
| 75-010-000 INTEREST & SINKING, CASH..... | 187,334.65 |
| TOTAL ASSETS | =====187,334.65 |

***** LIABILITIES *****

| | |
|--------------------------------------|---------------------|
| 75-200-110 TAXES COLLECTED IN ADVANC | 44,056.66 |
| 75-200-999 FUND BALANCE | 107,433.45 |
| 75-200-000 LIABILITY ACCOUNTS..... | 151,490.11 |
| NET INCOME | -----35,844.54 |
| TOTAL LIABILITIES | =====187,334.65 |

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 DECEMBER 14, 2020**

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:03 PM PREPARER:0004

 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | |
|--|-----------|
| 80-010-100 HOT CHK FUND, CHECKING | 13,935.47 |
| 80-010-110 HOT CHK FUND,A/P CLEARING | 0.00 |
| 80-010-200 CASH, INVESTMENTS | 0.00 |
| 80-010-000 HOT CHK FUND, CASH IN BK..... | 13,935.47 |

TOTAL ASSETS =====13,935.47

***** LIABILITIES *****

| | |
|-----------------------------------|-----------|
| 80-200-120 PAYROLL CLEARING ACCT | 0.00 |
| 80-200-999 FUND BALANCE | 14,325.08 |
| 80-200-000 LIABILITY ACCOUNT..... | 14,325.08 |

NET INCOME -----389.61-

TOTAL LIABILITIES=====13,935.47

11-30-2020 BALANCE SHEET PAGE 1
 TIME:03:36 PM PREPARER:0004

 Colorado County Columbus, Texas 78934
 318 Spring St., Suite 104

***** ASSETS *****

| | |
|---|----------|
| 85-010-185 CO ATTY STATE SUPPLEMENT FUND,CKING | 9,115.57 |
| 85-010-000 CO ATTY STATE SUPPPLEMNT,CASH IN BK..... | 9,115.57 |

TOTAL ASSETS =====9,115.57

***** LIABILITIES *****

| | |
|---|----------|
| 85-200-120 PAYROLL TRANSFER CLEARING ACCT | 0.00 |
| 85-200-999 FUND BALANCE | 5,862.97 |
| 85-200-000 LIABILITY ACCOUNTS..... | 5,862.97 |

NET INCOME -----3,252.60

TOTAL LIABILITIES=====9,115.57

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

Section 4

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 DECEMBER 14, 2020**

**COLORADO COUNTY, TEXAS
 STATEMENT OF INDEBTEDNESS
 CERTIFICATES OF OBLIGATION
 AS OF NOVEMBER 30, 2020**

Certificates of Obligation

Series 2012 – Courthouse Restoration

Issue Date: June 19, 2012

| MATURITY DATE | COUPON RATE | PRINCIPAL | INTEREST | ANNUAL DEBT SERVICE REQUIREMENT | PRINCIPAL BALANCE |
|---|-------------|-----------|-----------|---------------------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | 750,000 |
| 08-15-21 | 2.00% | 150,000 | 16,762.50 | 166,762.50 | 600,000 |
| 08-15-22 | 2.125% | 150,000 | 13,762.50 | 163,762.50 | 450,000 |
| 08-15-23 | 2.25% | 150,000 | 10,575.00 | 160,575.00 | 300,000 |
| 08-15-24 | 2.40% | 150,000 | 7,200.00 | 157,200.00 | 150,000 |
| 08-15-25 | 2.40% | 150,000 | 3,600.00 | 153,600.00 | 0 |
| Years 2026 to 2031 included in Series 2019, Refunding Bonds | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

Section 5

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

**Review of Monthly Revenue Reports from County Officers
November 2020**

Date: November 30, 2020

Submitting Office: Colorado County Auditor's Office

Contact Raymie Kana
 County Auditor
 318 Spring St., Suite 104
 Columbus, TX 78934
 (979) 732-2791

Audit Objectives:

Under current Texas law, the county auditor shall carefully examine and report on all reports that are about the collection of money for the county and that are required to be made to the commissioners' court.

Our primary objectives were to 1) make sure all required reports include proper information 2) required reports are presented to the commissioners' court 3) reconcile department distribution summary to the general ledger 4) verify all funds collected have been deposited with the county treasurer and 5) timeliness of deposits.

This examination was not designed to detect all errors and did not involve detailed examinations of transactions and documents. Different procedures are used in different offices and thus not all offices were reviewed.

We examined the following reports submitted to the Auditor's office for October 2020/November 2020 from:

| | |
|----------------------------------|----------------------------------|
| County Clerk | Justice of the Peace, Precinct 4 |
| District Clerk | Sheriff |
| Justice of the Peace, Precinct 1 | Septic System (OSSF) |
| Justice of the Peace, Precinct 2 | County Attorney |
| Justice of the Peace, Precinct 3 | County Treasurer |
| Tax Assessor/Collector | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_17. County Investment Officer's Investment Report for November 2020.

**Joyce Guthmann, County Treasurer informed interest rate for November 2020
was 1.31%.**

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

*COLORADO
COUNTY*

INVESTMENT REPORT

NOVEMBER

2020

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

| COLORADO COUNTY INDUSTRY STATE BANK CHECKING ACCOUNTS November 30, 2020 1.31% | | |
|--|----------------------------|---------------------|
| ACCOUNT | | INTEREST EARNED |
| COLORADO COUNTY | MAINTENANCE | 14,293.15 |
| COLORADO COUNTY | PAYROLL | 354.02 |
| COLORADO COUNTY | SHERIFF'S ACCOUNT | 0.20 * |
| KIMBERLY MENKE | COUNTY CLERK | 22.62 * |
| LINDA HOLMAN | DISTRICT CLERK | 6.25 * |
| COUNTY ATTORNEY | TRUST ACCOUNT | 0.25 * |
| MARY JANE POENITZSCH | TAX ASSESSOR/COLLECTOR | 195.26 * |
| MARY JANE POENITZSCH | TAC, LICENSE ACCT | 21.75 * |
| | | \$ 600.35 |
| TOTAL EARNED INTEREST | | \$ 14,893.50 |
| COLORADO COUNTY | SHERIFF'S FORFEITURE ACCT. | 65.20 |
| COUNTY ATTORNEY | SEIZURE FUND | 21.65 |
| COUNTY ATTORNEY | FORFEITURE FUND | 325.43 |
| | | \$ 15,305.78 |
| *NOTE: INEREST EARNED ON FEE OFFICE ACCOUNTS TRANSFERRED TO GENERAL FUND ON DECEMBER 1, 2020 | | 246.33 |
| | | \$ 15,059.45 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

| COLORADO COUNTY INDUSTRY STATE BANK MAINTENANCE ACCOUNT November 30, 2020 | | |
|--|---|------------------------|
| FUND TITLE | Book Balance as of November 30, 2020 | Interest Earned |
| GENERAL FUND (INCLUDES HOT CHK, LAW LIBR, HIST COMM) | \$ 5,752,246.91 | \$ 6,442.41 |
| RECORDS PRESERVATION | \$ 784,793.15 | \$ 878.95 |
| AIRPORT FUND | \$ 38,863.96 | \$ 43.53 |
| R&B PCT #1 | \$ 1,493,606.43 | \$ 1,672.81 |
| R&B PCT #2 | \$ 743,151.18 | \$ 832.32 |
| R&B PCT #3 | \$ 1,530,022.10 | \$ 1,713.60 |
| R&B PCT #4 | \$ 1,878,417.83 | \$ 2,103.80 |
| ELECTIONS | \$ 955.90 | \$ 1.07 |
| HAVA CARES FUND | \$ 113,904.02 | \$ 127.57 |
| LEOSE FUND | \$ 4,948.03 | \$ 5.54 |
| SECURITY FUND | \$ 20,214.46 | \$ 22.64 |
| JUSTICE COURT TECHNOLOGY | \$ 8,559.00 | \$ 9.59 |
| CO & DIST COURT TECH FUND | \$ 32,750.78 | \$ 36.68 |
| INTEREST & SINKING | \$ 187,334.65 | \$ 209.81 |
| CAPITAL PROJECTS FUND | \$ 172,171.83 | \$ 192.83 |
| TOTAL INTEREST DISTRIBUTION | \$ 12,761,940.23 | \$ 14,293.15 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

**2020 COLLECTIONS
J.P.'S-COUNTY CLERK-DISTRICT CLERK-EMS**

| | J.P. #1 | J.P. #2 | J.P. #3 | J.P. #4 | COUNTY CLERK | DISTRICT CLERK | EMS |
|---------------|---------------|---------------|---------------|---------------|---------------|----------------|-----------------|
| JANUARY | \$ 15,894.87 | \$ 8,576.20 | \$ 18,895.82 | \$ 12,323.47 | \$ 42,549.70 | \$ 18,008.37 | \$ 150,300.20 |
| FEBRUARY | \$ 19,642.25 | \$ 13,345.85 | \$ 21,650.76 | \$ 13,640.30 | \$ 37,629.32 | \$ 15,190.72 | \$ 131,725.97 |
| MARCH | \$ 30,139.16 | \$ 14,423.83 | \$ 27,521.76 | \$ 17,420.67 | \$ 35,658.85 | \$ 37,228.85 | \$ 120,938.14 |
| APRIL | \$ 9,450.87 | \$ 5,910.76 | \$ 10,540.18 | \$ 2,603.00 | \$ 26,013.13 | \$ 34,672.62 | \$ 140,902.64 |
| MAY | \$ 16,626.67 | \$ 8,135.11 | \$ 12,628.92 | \$ 7,367.80 | \$ 31,198.00 | \$ 16,497.06 | \$ 87,488.86 |
| JUNE | \$ 21,136.10 | \$ 14,201.56 | \$ 25,509.84 | \$ 9,461.36 | \$ 40,737.50 | \$ 12,639.62 | \$ 164,143.08 |
| JULY | \$ 14,378.57 | \$ 15,681.95 | \$ 21,447.77 | \$ 10,529.47 | \$ 45,052.01 | \$ 13,729.96 | \$ 116,695.23 |
| AUGUST | \$ 13,442.69 | \$ 11,410.80 | \$ 18,075.06 | \$ 8,924.80 | \$ 38,783.75 | \$ 20,570.46 | \$ 95,679.67 |
| SEPTEMBER | \$ 12,566.04 | \$ 9,684.91 | \$ 14,881.01 | \$ 10,610.90 | \$ 35,513.70 | \$ 16,192.50 | \$ 151,163.66 |
| OCTOBER | \$ 13,639.67 | \$ 8,935.89 | \$ 17,830.66 | \$ 10,212.35 | \$ 39,504.16 | \$ 16,259.89 | \$ 135,986.28 |
| NOVEMBER | \$ 12,514.92 | \$ 4,766.65 | \$ 9,891.82 | \$ 6,732.25 | \$ 32,319.16 | \$ 10,117.33 | \$ 120,998.83 |
| DECEMBER | | | | | | | |
| TOTALS | \$ 179,431.81 | \$ 115,073.51 | \$ 198,873.60 | \$ 109,826.37 | \$ 404,959.28 | \$ 211,107.38 | \$ 1,416,022.56 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_18. Affidavit approving County Investment Officer's Report for November 2020.

Motion by Judge Prause to approve Affidavit approving County Investment Officer's Report for November 2020; seconded by Commissioner Kubesch; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

Commissioners Court
County of Colorado

AFFIDAVIT
Colorado County Investment Report

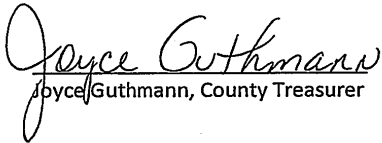
On this the 14th day of December, 2020, the Commissioners' Court of Colorado County, Texas considered the following affidavit:

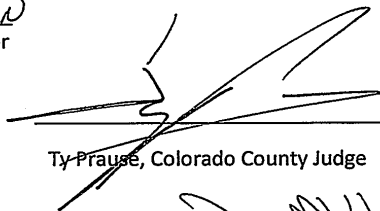
WHEREAS, the Public Funds Investment Act of Texas, Section 2256

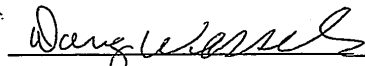
WHEREAS, the Colorado County Commissioners' Court has reviewed the monthly investment report and hereby support the objectives and strategies of the policy.


THEREFORE, that the Colorado County Investment Report is

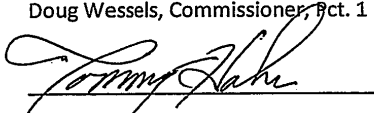
Approved on this 14th day of December, 2020.



Joyce Guthmann, County Treasurer



Ty Prause, Colorado County Judge

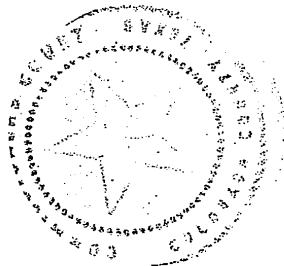

Doug Wessels, Commissioner, Pct. 1


Darrell Kubesch, Commissioner, Pct. 2


Tommy Hahn, Commissioner, Pct. 3


Darrell Gertson, Commissioner, Pct. 4

ATTEST:

Kimberly Menke, Colorado County Clerk



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_19. County Treasurer's Monthly Report for November 2020.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

*COLORADO
COUNTY*

TREASURER'S REPORT

NOVEMBER

2020

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

| COLORADO COUNTY TREASURER'S RECONCILIATION REPORT NOVEMBER 30, 2020 | | | | | | | | | | |
|---|-------------------------------|------------------|--------------------|----------------------|--------------|-------------|--------------|------------------|--|--|
| ACCT # | ACCOUNT TITLE | BALANCE | OUTSTANDING CHECKS | OUTSTANDING DEPOSITS | NOT RECORDED | ADJUSTMENTS | INTEREST | BANK BALANCE | | |
| 12-010-100 | GENERAL FUND | \$ 5,619,237.79 | \$ 246,442.63 | \$ (456.00) | | | \$ 6,442.41 | \$ 5,871,666.83 | | |
| 13-010-100 | RECORDS PRESERVATION | \$ 784,793.15 | \$ - | | | | \$ 878.95 | \$ 785,672.10 | | |
| 14-010-100 | AIRPORT FUND | \$ 38,863.96 | \$ 625.00 | | | | \$ 43.53 | \$ 39,532.49 | | |
| 21-010-100 | R & B - PCT. #1 | \$ 1,493,606.43 | \$ 365.75 | | | | \$ 1,672.81 | \$ 1,495,644.99 | | |
| 22-010-100 | R & B - PCT. #2 | \$ 743,151.18 | \$ 257.96 | | | | \$ 832.32 | \$ 744,241.46 | | |
| 23-010-100 | R & B - PCT. #3 | \$ 1,530,022.10 | \$ 2,574.36 | | | | \$ 1,713.60 | \$ 1,534,310.06 | | |
| 24-010-100 | R & B - PCT. #4 | \$ 1,878,417.83 | \$ 334.95 | | | | \$ 2,103.80 | \$ 1,880,856.58 | | |
| 31-010-100 | ELECTION FUND | \$ 955.90 | \$ 6,216.74 | | | | \$ 1.07 | \$ 7,173.71 | | |
| 32-010-100 | HAVA CARES ACT | \$ 113,904.02 | \$ - | | | | \$ 127.57 | \$ 114,031.59 | | |
| 45-010-100 | LEOSE FUND | \$ 4,948.03 | \$ 783.76 | | | | \$ 5.54 | \$ 5,737.33 | | |
| 50-010-100 | SECURITY FUND | \$ 20,214.46 | | | | | \$ 22.64 | \$ 20,237.10 | | |
| 55-010-100 | LAW LIBRARY | \$ 114,848.27 | | | | | \$ - | \$ 114,848.27 | | |
| 60-010-100 | JUSTICE COURT TECHNOLOGY | \$ 8,559.00 | | | | | \$ 9.59 | \$ 8,568.59 | | |
| 62-010-100 | CO & DIST COURT TECH FUND | \$ 32,750.78 | | | | | \$ 36.68 | \$ 32,787.46 | | |
| 65-010-100 | HISTORICAL COMMISSION | \$ 4,225.38 | | | | | \$ - | \$ 4,225.38 | | |
| 70-010-100 | CAPITAL PROJECTS FUND | \$ 172,171.83 | \$ - | | | | \$ 192.83 | \$ 172,364.66 | | |
| 75-010-100 | INTEREST & SINKING | \$ 187,334.65 | \$ - | | | | \$ 209.81 | \$ 187,544.46 | | |
| 80-010-100 | HOT CHECK FUND | \$ 13,935.47 | \$ - | | | | \$ - | \$ 13,935.47 | | |
| | GROUP TOTAL | \$ 12,761,940.23 | \$ 257,601.15 | \$ (456.00) | \$ - | \$ - | \$ 14,293.15 | \$ 13,033,378.53 | | |
| 90-010-120 | PAYROLL | \$ 16,061.28 | \$ 361,292.49 | \$ (162.05) | | | \$ 354.02 | \$ 377,545.74 | | |
| 15-010-150 | FORFEITURE FUND - SHERIFF | \$ 60,682.47 | \$ - | | | | \$ 65.20 | \$ 60,757.67 | | |
| 10-010-155 | CO. ATTORNEY FORFEITURE FUND | \$ 301,737.11 | \$ - | | | | \$ 325.43 | \$ 302,062.54 | | |
| 11-010-166 | CO. ATTORNEY SEIZURE FUND | \$ 20,155.83 | \$ - | | | | \$ 21.65 | \$ 20,177.48 | | |
| 19-010-140 | ROCK ISLAND WATER IMPROVEMENT | \$ - | \$ - | | | | \$ - | \$ - | | |
| 85-010-185 | CO. ATTORNEY STATE SUPPLMT FD | \$ 9,115.57 | \$ - | \$ - | | | \$ - | \$ 9,115.57 | | |
| 29-010-130 | CRTHOUSE RESTORATION PROJECT | \$ - | \$ - | | | | \$ - | \$ - | | |
| | REPORT TOTAL | \$ 13,189,702.49 | \$ 618,893.64 | \$ (618.05) | \$ - | \$ - | \$ 15,059.45 | \$ 13,793,921.96 | | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

| 12-01-2020 TIME:07:31 AM | COMPLETE CHECK FILE LISTING - ACCOUNT - 0010-0110 OUTSTANDING CHECKS AS OF NOV. 30, 2020 | PAGE 6 PREPARER:0004 |
|-----------------------------|--|---|
| 118323 | Payee: JA'SHAE HORN 01 - CANNING PLANNING MEETING | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 17.29 12-665-429 TRAVEL ALLOWANCE 17.29 |
| 118324 | Payee: JONATHAN CONTRERAS 01 - REIMB FOR TCOLE TRAINING | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 62.50 45-560-427 CONTINUING EDUCATION EXPENSES 62.50 |
| 118325 | Payee: KATRINA DANNHAUS PACKARD, P.C. 01 - CRT APPT ATTY/CAUSE#25,746/CPS | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 153.34 12-435-428 CRT APPOINTED ATTORNEYS 153.34 |
| 118326 | Payee: KEVIN SEIGLER 01 - AMBULANCE REPAIRS/NV#7249 02 - EXHAUST MANIFOLD/INV#7245 03 - AMBULANCE REPAIRS/INV#7250 | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 6,412.03 12-540-454 REPAIRS TO AMB/EQUIPMENT 372.50 12-540-454 REPAIRS TO AMB/EQUIPMENT 150.00 12-540-334 AMBULANCE SUPPLIES 5,889.53 |
| 118329 | Payee: LARRY'S SUPER SERVICE 01 - TIRE REPAIR/INV#112357 | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 120.00 21-621-454 REPAIRS TO EQUIPMENT 120.00 |
| 118330 | Payee: M & M CLINICAL GROUP PLLC 01 - PHYSICIAN SVCS/453261B/9-28-20/IHC | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 155.16 12-645-467 MEDICAL, IHC 155.16 |
| 118337 | Payee: O'REILLY AUTO PARTS 01 - OIL/CUST#1269382 02 - FILTERS/CUST#1269382 | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 273.36 12-540-330 FUEL & OIL 171.92 12-540-454 REPAIRS TO AMB/EQUIPMENT 101.44 |
| 118340 | Payee: PRAXAIR DISTRIBUTION, INC. 01 - OXYGEN/INV#99806330 02 - WELDING SUPPLIES/INV#99901543 | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 698.62 12-540-334 AMBULANCE SUPPLIES 455.00 23-623-325 SHOP SUPPLIES 243.62 |
| 118343 | Payee: QUADMED, INC. 01 - MEDICAL SUPPLIES/INV#180698 02 - MEDICAL SUPPLIES/INV#181360,181356 03 - MEDICAL SUPPLS/181259,181260,181218 | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 1,683.81 12-540-334 AMBULANCE SUPPLIES 139.63 12-540-334 AMBULANCE SUPPLIES 208.14 12-540-334 AMBULANCE SUPPLIES 1,336.04 |
| 118344 | Payee: SAM PACK'S FIVE STAR 01 - 2020 FORD SUV POLICE INTERCEPTOR 02 - 2020 FORD SUV POLICE INTERCEPTOR 03 - 2020 FORD SUV POLICE INTERCEPTOR | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 135,846.30 12-560-575 MOTOR VEHICLES 45,282.10 12-560-575 MOTOR VEHICLES 45,282.10 12-560-575 MOTOR VEHICLES 45,282.10 |
| 118345 | Payee: SCHNEIDER TIRE & LUBE LLC 01 - OIL CHG/INV#34316 02 - TIRE CHG/INV#34276 03 - GOODYEAR TIRE & MOUNTING/INV#34273 04 - OIL CHG/INV#34359 | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 366.93 12-560-454 REPAIRS OF VEH/EQUIP 88.96 12-560-454 REPAIRS OF VEH/EQUIP 20.00 12-695-454 VEHICLE MAINTENANCE(VAN&TRUCKS) 212.99 12-560-454 REPAIRS OF VEH/EQUIP 44.98 |
| 118346 | Payee: SOUTHERN HEALTH PARTNERS, INC 01 - DEC MEDICAL CONTRACT SVCS | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 9,278.82 12-565-405 PRISONER MEDICAL/MEDICINE 9,278.82 |
| 118349 | Payee: TARRANT COUNTY 01 - SERVE CITATION/CAUSE#11505 | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 75.00 12-695-422 OUT-OF-COUNTY CITATIONS 75.00 |
| 118352 | Payee: TGL,POLICE TELECOMM TRAINING, LLC 01 - TLETS FULL ACCESS TRAINING 02 - TLETS FULL ACCESS TRAINING | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 310.00 12-565-426 SCHOOLS FOR JAILERS 210.00 12-560-426 SCHOOLS FOR DEPUTIES/DISPATCHERS 100.00 |
| 118353 | Payee: THE ELECTION CENTER 01 - ELECTION OFFICIAL REO PROG CLASSES | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 995.00 12-410-427 CONFERENCES 995.00 |
| 118355 | Payee: THE SECRETARY OF STATE 01 - REFUND SURPLUS FROM 2020 DEMO PARTY | Status: I Issued:11-23-2020 Changed:11-23-2020 Check-Amount: 6,181.74 31-100-603 PARTY ELECTIONS-SOS 2,799.68 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020
TIME:07:31 AM

COMPLETE CHECK FILE LISTING - ACCOUNT - 0010-0110
OUTSTANDING CHECKS AS OF NOV. 30, 2020

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PREPARER:0004

| | | | |
|--------|--|--|---|
| 118355 | Payee: THE SECRETARY OF STATE 02 - REFUND SURPLUS FROM 2020 REP PARTY | Status: I Issued:11-23-2020 Changed:11-23-2020 31-100-603 PARTY ELECTIONS-SOS | Check-Amount: 6,181.74 3,382.06 |
| 118356 | Payee: THE UNIVERSITY HOTEL 01 - 5 NIGHTS HOTEL ROOM/CONF#3902413 | Status: I Issued:11-23-2020 Changed:11-23-2020 45-551-427 CONTINUING EDUCATION EXPENSES | Check-Amount: 525.20 525.20 |
| 118357 | Payee: THOMSON REUTERS - WEST 01 - AUG PRODOC CHGS/INV#842884232 02 - SEPT PRODOC CHGS/INV#843051879 03 - OCT PRODOC CHGS/INV#843226615 | Status: I Issued:11-23-2020 Changed:11-23-2020 12-428-423 LAW BOOKS/ON-LINE SUBSCRIPTIONS 12-428-423 LAW BOOKS/ON-LINE SUBSCRIPTIONS 12-428-423 LAW BOOKS/ON-LINE SUBSCRIPTIONS | Check-Amount: 413.43 137.81 137.81 137.81 |
| 118358 | Payee: TIMEDOK 01 - REPAIR RAPIDPRINT/INV#2000 | Status: I Issued:11-23-2020 Changed:11-23-2020 12-403-310 SUPPLIES/EQUIPMENT UNDER \$500 | Check-Amount: 248.45 248.45 |
| 118359 | Payee: TOEPPERWEIN AIR-CONDITIONING 01 - ADEPT CONTROL RESET AC VIA COMPUTER | Status: I Issued:11-23-2020 Changed:11-23-2020 12-510-454 REPAIRS TO EQUIPMENT | Check-Amount: 275.00 275.00 |
| 118360 | Payee: TRAFCO INDUSTRIES INC. 01 - SCHOOL BUS AHEAD SIGNS/INV#49168 | Status: I Issued:11-23-2020 Changed:11-23-2020 23-623-352 SIGNS | Check-Amount: 260.00 260.00 |
| 118361 | Payee: TRAVIS COUNTY MEDICAL EXAMINER 01 - AUTOPSY/INV#3300004013 02 - AUTOPSY/INV#3300004066 | Status: I Issued:11-23-2020 Changed:11-23-2020 12-640-445 AUTOPSIES 12-640-445 AUTOPSIES | Check-Amount: 8,700.00 2,900.00 5,800.00 |
| 118363 | Payee: YESSENIA REYNA 01 - BASIC CORRECTIONS TRAINING EXPS | Status: I Issued:11-23-2020 Changed:11-23-2020 45-560-427 CONTINUING EDUCATION EXPENSES | Check-Amount: 46.06 46.06 |
| 118364 | Payee: YOUENS AND DUCHICELA CLINIC 01 - PHYSICIAN SVCS/JONMAR0003/10-14/IHC | Status: I Issued:11-23-2020 Changed:11-23-2020 12-645-467 MEDICAL, IHC | Check-Amount: 46.73 46.73 |
| 118365 | Payee: APPRISS INSIGHTS 01 - TX VINE SVC FEE FY2021 Q1/INV84167 | Status: I Issued:11-24-2020 Changed:11-24-2020 12-560-497 MISCELLANEOUS EXPENSE | Check-Amount: 1,751.81 1,751.81 |
| 118366 | Payee: AT&T MOBILITY 01 - CELLULAR SVC/ACCT3826401607 02 - CELLULAR SVC/ACCT3826401607 03 - CELLULAR SVC/ACCT3826401607 04 - CELLULAR SVC/ACCT3826401607 | Status: I Issued:11-24-2020 Changed:11-24-2020 12-400-420 COMMUNICATIONS EXPENSE 12-530-420 COMMUNICATIONS EXPENSE 12-475-410 CO/DIST ATTY OFFICE EXPENSES 12-560-420 COMMUNICATIONS EXPENSE | Check-Amount: 337.64 38.08 56.48 210.00 33.08 |
| 118369 | Payee: HARRIS COUNTY CONSTABLE 01 - SERVE CITATION/CAUSE #11,505 | Status: I Issued:11-24-2020 Changed:11-24-2020 12-695-422 OUT-OF-COUNTY CITATIONS | Check-Amount: 75.00 75.00 |
| 118371 | Payee: U.S. POSTAL SERVICE 01 - (10) CERTIFIED/RETURN RECEIPTS/JP#2 | Status: I Issued:11-30-2020 Changed:11-30-2020 12-695-311 POSTAGE & BOX RENT | Check-Amount: 65.00 65.00 |
| 118372 | Payee: COLORADO CO TAX ASSESSOR/COLLECTOR 01 - NEW VEHICLE REG/2020 FORD/VIN#36254 02 - NEW VEHICLE REG/2020 FORD/VIN#36255 | Status: I Issued:11-30-2020 Changed:11-30-2020 12-560-454 REPAIRS OF VEH/EQUIP 12-560-454 REPAIRS OF VEH/EQUIP | Check-Amount: 33.50 16.75 16.75 |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020
TIME:07:31 AM

COMPLETE CHECK FILE LISTING - ACCOUNT - 0010-0110
OUTSTANDING CHECKS AS OF NOV. 30, 2020

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| | | |
|------------------|------------|-------------------|
| UN-POSTED CHECKS | 0 | 0.00 |
| CHECKS ISSUED | 111 | 257,601.15 |
| CHECKS CASHED | 0 | 0.00 |
| VOID CHECKS | 0 | 0.00 |
| TOTAL | 111 | 257,601.15 |

| | |
|----------------|---|
| 12,761,940.25 | + |
| INT 14,293.15 | + |
| JP#1 CC 116.00 | - |
| JP#3 CC 20.00 | - |
| JP#1 CC 320.00 | - |
| 257,601.15 | + |
| 13,053,378.53 | * |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

12-01-2020 CHECK REGISTER - SINGLE LINE PAGE 1
 TIME:07:15 AM OUTSTANDING CHECKS AS OF NOV. 30, 2020 PREPARER:0004

| CHECK | NAME-OF-PAYEE | S | ISS-DT | CHG-DT | AMOUNT |
|---------------|----------------------|----|------------|------------|-----------|
| 0000109248 | KUBESCH, DARRELL | I | 09-15-2020 | 09-15-2020 | 2,019.74 |
| 0000109328 | MENSIK, JAMES E | I | 09-15-2020 | 09-15-2020 | 130.58 |
| 0000109440 | KUBESCH, DARRELL | I | 09-30-2020 | 09-30-2020 | 2,049.41 |
| 0000109636 | KUBESCH, DARRELL | I | 10-15-2020 | 10-15-2020 | 2,019.74 |
| 0000109720 | MENSIK, JAMES E | I | 10-15-2020 | 10-15-2020 | 391.75 |
| 0000109832 | KUBESCH, DARRELL | I | 10-30-2020 | 10-30-2020 | 2,049.41 |
| 0000109913 | MENSIK, JAMES E | I | 10-30-2020 | 10-30-2020 | 141.47 |
| 0000110005 | SOCHA, ROBERT J | I | 10-30-2020 | 10-30-2020 | 1,580.76 |
| 0000110026 | KUBESCH, DARRELL | I | 11-13-2020 | 11-13-2020 | 2,019.74 |
| 0000110055 | WIESE, ANNE | I | 11-13-2020 | 11-13-2020 | 232.50 |
| 0000110218 | SOCHA, ROBERT J | I | 11-13-2020 | 11-13-2020 | 1,580.76 |
| 0000110237 | KUBESCH, DARRELL | I | 11-30-2020 | 11-30-2020 | 2,019.74 |
| 0000110238 | WESSELS, DOUGLAS R | I | 11-30-2020 | 11-30-2020 | 1,884.15 |
| 0000110247 | PEREZ, SERITA | I | 11-30-2020 | 11-30-2020 | 60.00 |
| 0000110263 | TRUCHARD, FRANCIS J | I | 11-30-2020 | 11-30-2020 | 818.60 |
| 0000110285 | HOGAN, ANGELA | I | 11-30-2020 | 11-30-2020 | 846.25 |
| 0000110302 | DOUGLAS, KATELYN | I | 11-30-2020 | 11-30-2020 | 1,431.86 |
| 0000110315 | KRENEK, JERALD | I | 11-30-2020 | 11-30-2020 | 1,295.94 |
| 0000110321 | MENSIK, JAMES E | I | 11-30-2020 | 11-30-2020 | 96.01 |
| 0000110338 | STANCIK, DARRELL | I | 11-30-2020 | 11-30-2020 | 395.23 |
| 0000110354 | NEISNER, TROY W | I | 11-30-2020 | 11-30-2020 | 3,033.43 |
| 0000110362 | SANJUAN, RACHEL | I | 11-30-2020 | 11-30-2020 | 2,015.25 |
| 0000110393 | ZAHRADNIK JR, DANIEL | I | 11-30-2020 | 11-30-2020 | 1,050.26 |
| 0000110398 | BROWN, VANCE | I | 11-30-2020 | 11-30-2020 | 2,606.26 |
| 0000110401 | KLOESEL, GREGORY J | I | 11-30-2020 | 11-30-2020 | 2,398.10 |
| 0000110405 | CHRISTEN, BOB | I | 11-30-2020 | 11-30-2020 | 1,208.90 |
| 0000110406 | HATTERMANN, KEVIN | I | 11-30-2020 | 11-30-2020 | 1,346.08 |
| 0000110407 | HEGER, MARK | I | 11-30-2020 | 11-30-2020 | 2,233.71 |
| 0000110409 | VORNSAND, DAVID J | I | 11-30-2020 | 11-30-2020 | 3,631.73 |
| 0000110416 | SOCHA, ROBERT J | I | 11-30-2020 | 11-30-2020 | 2,974.72 |
| 0000110424 | MOLINA, RAMON | I | 11-30-2020 | 11-30-2020 | 2,598.52 |
| REPORT TOTALS | | 31 | | | 48,160.60 |

#7334 164,321.23 +
 #7335 18.00 +
 #7336 980.00 +
 #7337 47.25 +
 #7338 26.40 +
 TX LIFE 165,392.88 ◊
 AFLAC 844.28 +
 TCBRS 6,389.53 +
 Dental Select 139,272.37 +
 VOYA 190.33 +
 1,042.50 +
 313,131.89 ◊
 P/R cks 48,160.60 +
 o/s cks 361,292.49 *

Books 16,061.28 +
 ENT 354.02 +
 o/s cks 361,292.49 +
 IRS Dep Em 162.05 -
 377,545.74 *

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_20. Affidavit approving County Treasurer's Monthly Report for November 2020.

Motion by Judge Prause to approve Affidavit approving County Treasurer's Monthly Report for November 2020; seconded by Commissioner Kubesch; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020

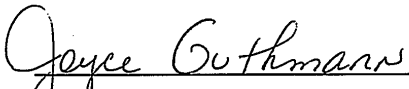
COMMISSIONERS COURT
COUNTY OF COLORADO

AFFIDAVIT

COUNTY TREASURER'S MONTHLY REPORT FOR
NOVEMBER 30, 2020

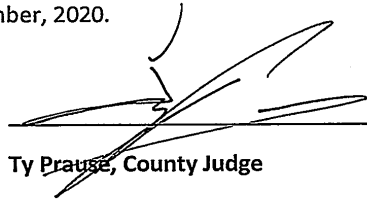
WHEREAS, in accordance with Texas Local Gov't Code, §114.026(c) we, the undersigned, hereby certify and approve to the best of our knowledge and belief, that the attached information is a true and complete list of all amounts received and paid from each fund since the County Treasurer's preceding report, and any balance remaining in the Treasurer's custody.

THEREFORE, the amount of cash and other assets stated in the County Treasurer's Monthly Report for November 30, 2020 is \$13,184,761.94.



Joyce Guthmann, County Treasurer

Approved this 14TH of December, 2020.



Ty Prause, County Judge



Doug Wessels, Commissioner, Pct. 1



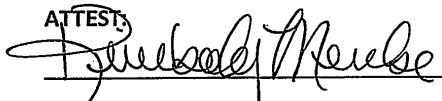
Tommy Hahn, Commissioner, Pct. 3



Darrell Kubesch, Commissioner, Pct. 2



Darrell Gertson, Commissioner, Pct. 4

ATTEST:


Kimberly Menke, County Clerk



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

COLORADO COUNTY
AFFIDAVIT SUMMARY
NOVEMBER 30, 2020

| | | |
|--|----|----------------------|
| BOOK BALANCE as of 11/30/2020 | \$ | 13,169,702.49 |
| OUTSTANDING CHECKS | | 618,893.64 |
| OUTSTANDING DEPOSITS | | (456.00) |
| NOT RECORDED | | - |
| ADJUSTMENTS | | - |
| INTEREST | | 15,059.45 |
| | | <hr/> |
| BANK BALANCE as of 11/30/2020 | \$ | 13,803,199.58 |
| | | |
| BANK BALANCE as of 11/30/2020 | \$ | 13,803,199.58 |
| LESS OUTSTANDING CHECKS | | 618,893.64 |
| PLUS OUTSTANDING DEPOSIT | | 456.00 |
| ADJUSTMENTS | | |
| | | <hr/> |
| ADJUSTED BANK BALANCE as of 11/30/2020 | \$ | <u>13,184,761.94</u> |
| | | |
| BOOK BALANCE as of 11/30/2020 | \$ | 13,169,702.49 |
| INTEREST | | 15,059.45 |
| OUTSTANDING DEPOSITS | | - |
| ADJUSTMENTS | | - |
| NOT RECORDED | | - |
| | | <hr/> |
| ADJUSTED BOOK BALANCE as of 11/30/2020 | \$ | <u>13,184,761.94</u> |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

| COLORADO COUNTY TREASURER'S RECONCILIATION REPORT NOVEMBER 30, 2020 | | | | | | | | | | |
|---|-------------------------------|------------------|--------------------|----------------------|--------------|-------------|--------------|------------------|--|--|
| ACCT # | ACCOUNT TITLE | BALANCE | OUTSTANDING CHECKS | OUTSTANDING DEPOSITS | NOT RECORDED | ADJUSTMENTS | INTEREST | BANK BALANCE | | |
| 12-010-100 | GENERAL FUND | \$ 5,619,237.79 | \$ 246,442.63 | \$ (456.00) | | | \$ 6,442.41 | \$ 5,871,686.83 | | |
| 13-010-100 | RECORDS PRESERVATION | \$ 784,793.15 | \$ - | | | | \$ 878.95 | \$ 785,672.10 | | |
| 14-010-100 | AIRPORT FUND | \$ 38,863.96 | \$ 625.00 | | | | \$ 43.53 | \$ 39,532.49 | | |
| 21-010-100 | R & B - PCT. #1 | \$ 1,493,606.43 | \$ 365.75 | | | | \$ 1,672.81 | \$ 1,495,644.99 | | |
| 22-010-100 | R & B - PCT. #2 | \$ 743,151.18 | \$ 257.96 | | | | \$ 832.32 | \$ 744,241.46 | | |
| 23-010-100 | R & B - PCT. #3 | \$ 1,530,022.10 | \$ 2,574.36 | | | | \$ 1,713.60 | \$ 1,534,310.06 | | |
| 24-010-100 | R & B - PCT. #4 | \$ 1,878,417.83 | \$ 334.95 | | | | \$ 2,103.80 | \$ 1,880,866.58 | | |
| 31-010-100 | ELECTION FUND | \$ 955.90 | \$ 6,216.74 | | | | \$ 1.07 | \$ 7,173.71 | | |
| 32-010-100 | HAVA CARES ACT | \$ 113,904.02 | \$ - | | | | \$ 127.57 | \$ 114,031.59 | | |
| 45-010-100 | LEOSE FUND | \$ 4,948.03 | \$ 783.76 | | | | \$ 5.54 | \$ 5,737.33 | | |
| 50-010-100 | SECURITY FUND | \$ 20,214.46 | | | | | \$ 22.64 | \$ 20,237.10 | | |
| 55-010-100 | LAW LIBRARY | \$ 114,848.27 | | | | | \$ - | \$ 114,848.27 | | |
| 60-010-100 | JUSTICE COURT TECHNOLOGY | \$ 8,559.00 | | | | | \$ 9.59 | \$ 8,568.59 | | |
| 62-010-100 | CO & DIST COURT TECH FUND | \$ 32,750.78 | | | | | \$ 36.68 | \$ 32,787.46 | | |
| 65-010-100 | HISTORICAL COMMISSION | \$ 4,225.38 | | | | | \$ - | \$ 4,225.38 | | |
| 70-010-100 | CAPITAL PROJECTS FUND | \$ 172,171.83 | \$ - | | | | \$ 192.83 | \$ 172,364.66 | | |
| 75-010-100 | INTEREST & SINKING | \$ 187,334.65 | \$ - | | | | \$ 209.81 | \$ 187,544.46 | | |
| 80-010-100 | HOT CHECK FUND | \$ 13,935.47 | \$ - | | | | \$ - | \$ 13,935.47 | | |
| | GROUP TOTAL | \$ 12,761,940.23 | \$ 257,601.15 | \$ (456.00) | \$ - | \$ - | \$ 14,293.15 | \$ 13,033,378.53 | | |
| 90-010-120 | PAYROLL | \$ 16,061.28 | \$ 361,292.49 | \$ (162.05) | | | \$ 354.02 | \$ 377,545.74 | | |
| 15-010-150 | FORFEITURE FUND - SHERIFF | \$ 60,692.47 | \$ - | | | | \$ 65.20 | \$ 60,757.67 | | |
| 10-010-155 | CO. ATTORNEY FORFEITURE FUND | \$ 301,737.11 | \$ - | | | | \$ 325.43 | \$ 302,062.54 | | |
| 11-010-165 | CO. ATTORNEY SEIZURE FUND | \$ 20,155.83 | \$ - | | | | \$ 21.65 | \$ 20,177.48 | | |
| 19-010-140 | ROCK ISLAND WATER IMPROVEMENT | \$ - | \$ - | | | | \$ - | \$ - | | |
| 85-010-185 | CO. ATTORNEY STATE SUPPLMT FD | \$ 9,115.57 | \$ - | | | | \$ - | \$ 9,115.57 | | |
| 29-010-130 | CRTHOUSE RESTORATION PROJECT | \$ - | \$ - | | | | \$ - | \$ - | | |
| | REPORT TOTAL | \$ 13,169,702.49 | \$ 618,893.64 | \$ (618.05) | \$ - | \$ - | \$ 15,059.45 | \$ 13,793,921.96 | | |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
DECEMBER 14, 2020**

_21. Examine and approve all accounts payable and budget amendments.

Raymie Kana, County Auditor stated December 23rd is the final day for all bills to be turned in.

Motion by Commissioner Hahn to approve all accounts payable and budget amendments; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 DECEMBER 14, 2020**

12/14/2020--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND CYCLE: ALL PAGE 3
 TIME:08:30 AM CLAIMS FOR PAYMENT AS OF DEC. 14, 2020 PREPARER:0004

| DEPARTMENT | NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
|--------------------------------|-------------------------------|------------|---|-------------------------------------|--------|
| COMDATA | | 219086 | A | NOV FUEL PURCHASES/ACCT#XY863 | 22.95 |
| | LEXISNEXIS | 219127 | A | NOV ONLINE SUBSCRIPTION/#422LRRVBR | 168.00 |
| | TRANSUNION RISK & ALTERNATIVE | 219372 | A | NOV PERSON SEARCHES/ACCT#3133931 | 50.00 |
| | XEROX FINANCIAL SERVICES | 219043 | R | NOV COPIER LEASE PMT/INV#2358543 | 300.00 |
| | DEPARTMENT TOTAL | | | | 807.11 |
| 0495-COUNTY AUDITOR'S OFFICE | | | | | |
| AT&T | | 219303 | A | PHONE SVC/ACCT#713 A80-62356928 | 38.10 |
| AT&T LONG DISTANCE | | 219218 | A | NOV LONG DISTANCE/BAN#858540623-0 | 1.96 |
| PRESTIGE OFFICE PRODUCTS, LLC | | 219153 | A | FILE FOLDERS/INV#120354 | 27.90 |
| PRESTIGE OFFICE PRODUCTS, LLC | | 219154 | A | OFFICE SUPPLIES/INV#120473 | 70.77 |
| XEROX FINANCIAL SERVICES | | 219040 | R | NOV COPIER LEASE PMT/INV#2358543 | 125.00 |
| DEPARTMENT TOTAL | | | | | 263.73 |
| 0497-COUNTY TREASURER | | | | | |
| PRESTIGE OFFICE PRODUCTS, LLC | | 219155 | A | OFFICE SUPPLIES/INV#120472 | 507.44 |
| DEPARTMENT TOTAL | | | | | 507.44 |
| 0499-TAX ASSESSOR-COLLECTOR | | | | | |
| AT&T | | 219315 | A | PHONE SVC/ACCT#713 A80-62356928 | 44.26 |
| AT&T LONG DISTANCE | | 219219 | A | NOV LONG DISTANCE/BAN#858540623-0 | 0.24 |
| PRESTIGE OFFICE PRODUCTS, LLC | | 219151 | A | OFFICE SUPPLIES/INV#120343 | 88.49 |
| DEPARTMENT TOTAL | | | | | 132.99 |
| 0510-COURTHOUSE BUILDING | | | | | |
| A L & M BUILDING SUPPLY | | 219050 | A | FIRE ANT KILLER/CUST#5135 | 77.45 |
| A L & M BUILDING SUPPLY | | 219051 | A | REPAIR MATERIALS/CUST#5135 | 188.82 |
| A-LINE AUTO PARTS | | 219047 | A | PARTS/CUST#46398 | 152.88 |
| A-LINE AUTO PARTS | | 219208 | A | 5 GALS PREMIX/CUST#46398 | 79.95 |
| A-LINE AUTO PARTS | | 219411 | A | BATTERY/CUST#46398 | 134.21 |
| AQUA BEVERAGE COMPANY | | 218994 | R | COOLER RENT & WATER/ACCT#012337 | 43.48 |
| AQUA BEVERAGE COMPANY | | 218995 | R | COOLER RENT & WATER/ACCT#012337 | 118.48 |
| CITY OF COLUMBUS | | 219004 | R | PROBATION DEPT UTILITIES TO 11-15 | 47.00 |
| CITY OF COLUMBUS | | 219005 | R | JP#3 UTILITIES TO 11-15 | 47.00 |
| CITY OF COLUMBUS | | 219006 | R | COURTHOUSE UTILITIES TO 11-15 | 491.37 |
| CITY OF COLUMBUS | | 219007 | R | COURTHOUSE SPRINKLERS TO 11-15 | 839.95 |
| CITY OF COLUMBUS | | 219008 | R | ANNEX UTILITIES TO 11-15 | 113.00 |
| CITY OF COLUMBUS | | 219009 | R | AG BLDG UTILITIES TO 11-15 | 86.04 |
| CITY OF COLUMBUS | | 219010 | R | ANNEX SPRINKLERS TO 11-15 | 112.45 |
| CITY OF COLUMBUS | | 219011 | R | SVCS FACILITY UTILITIES TO 11-15 | 168.55 |
| CITY OF EAGLE LAKE | | 219046 | R | JP#4 UTILITIES TO 11-15/#01-0040-01 | 54.30 |
| CITY OF WEIMAR | | 219014 | R | JP#2 UTILITIES TO 11-16 | 258.34 |
| CITY OF WEIMAR | | 219015 | R | EMS UTILITIES TO 11-16 | 383.15 |
| CONDRA COMMUNICATIONS | | 219093 | A | 911RA DEC ALARM SYSTEM MONITORING | 20.00 |
| CONSTELLATION NEW ENERGY, INC. | | 219094 | A | EL EMS ELECTRICITY TO 11-20 | 118.86 |
| CONSTELLATION NEW ENERGY, INC. | | 219095 | A | JP#4 ELECTRICITY TO 11-20 | 234.12 |
| CONSTELLATION NEW ENERGY, INC. | | 219098 | A | TOWER ELECTRICITY TO 11-24 | 5.23 |
| CONSTELLATION NEW ENERGY, INC. | | 219099 | A | SVCS FACILITY ELECTRICITY TO 11-24 | 771.47 |
| CONSTELLATION NEW ENERGY, INC. | | 219100 | A | STREETLIGHTS TO 11-24 | 11.07 |
| CONSTELLATION NEW ENERGY, INC. | | 219101 | A | STREETLIGHTS TO 11-20 | 66.33 |
| CONSTELLATION NEW ENERGY, INC. | | 219102 | A | TRAVIS STREETLIGHTS TO 11-23 | 9.20 |
| CONSTELLATION NEW ENERGY, INC. | | 219103 | A | TRAVIS STREETLIGHTS TO 11-23 | 9.20 |
| CONSTELLATION NEW ENERGY, INC. | | 219373 | A | PROBATION DEPT ELECTRICITY TO 12-2 | 617.34 |
| GULF COAST PAPER CO., INC. | | 219276 | A | SANITIZER & GLOVES/INV#1961992 | 492.35 |
| GULF COAST PAPER CO., INC. | | 219277 | A | CLEANING SUPPLS/INV#1961992,1968059 | 128.68 |
| GULF COAST PAPER CO., INC. | | 219278 | A | TOWELS & TISSUE/INV#1961992 | 501.01 |
| GULF COAST PAPER CO., INC. | | 219279 | A | CLEANING SUPPLIES/INV#1968064 | 128.40 |

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12/14/2020--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND. CYCLE: ALL PAGE 4
 TIME:08:30 AM CLAIMS FOR PAYMENT AS OF DEC. 14, 2020 PREPARER:0004

| DEPARTMENT | NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
|-------------------------------|------------------------------------|------------|---|-------------------------------------|------------|
| | GULF COAST PAPER CO., INC. | 219280 | A | TOWELS & TISSUE/INV#1968064 | 103.57 |
| | LAURA MALDONADO | 219123 | A | OFFICE CLEANING SUPPLIES | 20.00 |
| | MCCOY'S BUILDING SUPPLY | 219134 | A | CEMENT & PLUNGER/#1299245,1299257 | 16.35 |
| | ROSENBAUM ELECTRIC, LLC | 219168 | A | INSTALL 2ND POWER CORD FOR EL EMS | 424.48 |
| | SAN BERNARD ELECTRIC COOP, INC. | 219021 | R | ANTENNA ELECTRIC TO 11-19/#3465300 | 42.00 |
| | WALMART COMMUNITY/SYNCB | 219201 | A | CLEANING SUPPLIES | 24.67 |
| | WALMART COMMUNITY/SYNCB | 219202 | A | CLEANING SUPPLIES/TR#03419 | 56.00 |
| | DEPARTMENT TOTAL | | | | 7,196.75 |
| 0515-PARKS & RECREATION DEPT | | | | | |
| | A L & M BUILDING SUPPLY | 219213 | A | TRASH GRABBER & MOTHBALLS/CUST#5132 | 51.92 |
| | CONSTELLATION NEW ENERGY, INC. | 219248 | A | BEASON'S PARK ELECTRICITY TO 11-30 | 50.26 |
| | DEPARTMENT TOTAL | | | | 102.18 |
| 0525-SEPTIC SYSTEM/FLOODPLAIN | | | | | |
| | AT&T | 219298 | A | PHONE SVC/ACCT#713 A80-62356928 | 46.68 |
| | AT&T LONG DISTANCE | 219236 | A | NOV LONG DISTANCE/BAN#858540623-0 | 2.90 |
| | PRESTIGE OFFICE PRODUCTS, LLC | 219149 | A | OFFICE SUPPLIES/INV#120448 | 37.33 |
| | PRESTIGE OFFICE PRODUCTS, LLC | 219157 | A | FILE JACKETS & ENVELOPES/NV#120340 | 41.72 |
| | DEPARTMENT TOTAL | | | | 128.63 |
| 0530-EMERGENCY MANAGEMENT | | | | | |
| | AT&T | 219318 | A | PHONE SVC/ACCT#713 A80-62356928 | 46.68 |
| | AT&T LONG DISTANCE | 219229 | A | NOV LONG DISTANCE/BAN#858540623-0 | 11.92 |
| | AT&T MOBILITY | 218996 | R | CELLULAR SVC/ACCT#826484935 | 43.59 |
| | AT&T MOBILITY | 218998 | R | CELLULAR SVC/ACCT#287298199902 | 275.04 |
| | COLORADO CO TAX ASSESSOR/COLLECTOR | 218992 | R | NEW VEHICLE REG/VIN#208981 | 16.75 |
| | COMDATA | 219087 | A | NOV FUEL PURCHASES/ACCT#XY863 | 34.24 |
| | DEPT OF INFORMATION RESOURCES | 219106 | A | OCT T-1 LINE/INV#21100906N | 50.08 |
| | LIVE OAK SERVICES | 219128 | A | BUILD OUT PPE STORAGE BUILDING | 4,168.00 |
| | LIVE OAK SERVICES | 219129 | A | MINI-SPLIT HEAT PUMP HVAC SYSTEM | 875.00 |
| | METRO FIRE | 219422 | A | FIBERGLASS FIRE HELMET/INV#162598-1 | 244.00 |
| | NATIONAL AUTO FLEET GROUP | 219137 | A | 2020 2500 CREW OEM COMMAND VEHICLE | 155,881.75 |
| | VERIZON WIRELESS | 219034 | R | MOBILE BROADBAND SVC | 37.99 |
| | DEPARTMENT TOTAL | | | | 161,685.04 |
| 0540-EMS DIRECTOR/AMBULANCE | | | | | |
| | AT&T | 219295 | A | PHONE SVC/ACCT#713 A80-62356928 | 96.38 |
| | AT&T | 219309 | A | PHONE SVC/ACCT#713 A80-62356928 | 36.80 |
| | AT&T | 219316 | A | PHONE SVC/ACCT#713 A80-62356928 | 38.10 |
| | AT&T LONG DISTANCE | 219224 | A | NOV LONG DISTANCE/BAN#858540623-0 | 6.42 |
| | AT&T LONG DISTANCE | 219230 | A | NOV LONG DISTANCE/BAN#858540623-0 | 0.46 |
| | AT&T MOBILITY | 219003 | R | FIRST NET CELLULAR SVC/#BES58192460 | 450.82 |
| | BOUND TREE MEDICAL, LLC | 219056 | A | MEDICAL SUPPLIES/INV#83858676 | 492.45 |
| | COLORADO CO TAX ASSESSOR/COLLECTOR | 219073 | A | VEHICLE REG RENEWAL/LP#1229264 | 7.50 |
| | COLORADO COUNTY OIL CO., INC. | 219434 | A | 500 GALS DIESEL/INV#423020 | 758.45 |
| | COLORADO COUNTY OIL CO., INC. | 219435 | A | 483 GALS DIESEL/INV#424224 | 811.78 |
| | COLORADO COUNTY OIL CO., INC. | 219436 | A | 798 GALS DIESEL/INV#424561 | 1,421.16 |
| | COLORADO VALLEY TELEPHONE CO | 219075 | A | DEC INTERNET SVC/ACCT#6745 | 87.95 |
| | COLUMBUS TIRE CENTER | 219082 | A | INSPECTION/INV#10138 | 7.00 |
| | COLUMBUS TIRE CENTER | 219264 | A | REPLACE (2) BATTERIES/INV#10057 | 337.18 |
| | COLUMBUS TIRE CENTER | 219265 | A | REPAIRS TO 2018 AMBULANCE/INV#10279 | 748.93 |
| | COMDATA | 219088 | A | NOV FUEL PURCHASES/ACCT#XY863 | 1,080.90 |
| | DISH | 219251 | A | CABLE @ WEIMAR EMS | 70.63 |
| | FRAZER, LTD | 219110 | A | REPLACE A/C UNIT ON AMBULANCE/76341 | 3,945.00 |
| | FRAZER, LTD | 219342 | A | BUMPER/INV#77684 | 679.72 |
| | FRONTIER | 219266 | A | PHONE SVC/ACCT#979-725-8150-1220125 | 63.19 |

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12/14/2020--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND

CYCLE: ALL

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PREPARER:0004

| DEPARTMENT | NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
|-------------------------------|------------------------------------|------------|---|-------------------------------------|------------|
| | COLORADO CO TAX ASSESSOR/COLLECTOR | 219206 | R | VEHICLE REG RENEWAL/LP#1318010 | 7.50 |
| | COLORADO COUNTY OIL CO., INC. | 219437 | A | 800 GALS GAS/INV#423019 | 1,178.32 |
| | COLORADO COUNTY OIL CO., INC. | 219438 | A | 756 GALS GAS/INV#423486 | 1,137.63 |
| | COLORADO COUNTY OIL CO., INC. | 219439 | A | 743 GALS GAS/INV#423898 | 1,157.45 |
| | COLORADO COUNTY OIL CO., INC. | 219440 | A | 614 GALS GAS/INV#424223 | 947.77 |
| | COLORADO COUNTY OIL CO., INC. | 219441 | A | 852 GALS GAS/INV#424558 | 1,375.13 |
| | COMDATA | 219083 | A | NOV FUEL PURCHASES/ACCT#XY863 | 64.16 |
| | DARRELL CRAIG PEIKERT | 219249 | A | NOV BASE IT LOAD/INV#CC000053 | 1,600.00 |
| | DARRELL CRAIG PEIKERT | 219250 | A | NOV NON-BASE IT LOAD/INV#CC000053 | 750.00 |
| | FEDERAL EXPRESS CORP | 219109 | A | SHIPPING CHGS/INV#7-186-48040 | 37.09 |
| | INTELLICHOICE, INC. | 218991 | R | (2)SILENT DISPATCH,AVL,RMS/#1230419 | 3,075.00 |
| | NEWBART PRODUCTS, INC. | 219138 | A | ID CARDS/INV#293118 | 175.00 |
| | O'REILLY AUTO PARTS | 219139 | A | KEYLESS REMOTE/CUST#1269383 | 27.38 |
| | O'REILLY AUTO PARTS | 219140 | A | HEADLIGHT BULB/CUST#3905-434944 | 17.18 |
| | O'REILLY AUTO PARTS | 219414 | A | ANTIFREEZE/CUST#1269383 | 10.99 |
| | O'REILLY AUTO PARTS | 219415 | A | VEHICLE WASH SUPPLIES/CUST#1269383 | 151.05 |
| | O'REILLY AUTO PARTS | 219416 | A | BATTERY/CUST#1269383 | 142.14 |
| | PRESTIGE OFFICE PRODUCTS, LLC | 219159 | A | OFFICE SUPPLIES/INV#120288 | 209.24 |
| | PRESTIGE OFFICE PRODUCTS, LLC | 219419 | A | SHARPIES/INV#120544 | 25.90 |
| | SAM PACK'S FIVE STAR | 219169 | A | 2020 FORD POLICE INTERCEPTOR | 45,282.10 |
| | SAM PACK'S FIVE STAR | 219170 | A | 2020 FORD POLICE INTERCEPTOR | 43,525.10 |
| | SCHNEIDER TIRE & LUBE LLC | 219171 | A | OIL CHGS/INV#34418 | 44.98 |
| | SCHNEIDER TIRE & LUBE LLC | 219172 | A | OIL CHGS/INV#34557,34446,34528 | 237.90 |
| | SCHNEIDER TIRE & LUBE LLC | 219173 | A | TIRE CHG/INV#34431 | 99.96 |
| | SCHNEIDER TIRE & LUBE LLC | 219174 | A | OIL CHG/INV#34530 | 44.98 |
| | SCHNEIDER TIRE & LUBE LLC | 219175 | A | OIL CHG/INV#34518 | 46.48 |
| | SCHNEIDER TIRE & LUBE LLC | 219261 | A | INSPECTIONS/INV#34598,34599 | 14.00 |
| | SCHNEIDER TIRE & LUBE LLC | 219262 | A | TIRE CHG & OIL CHG/INV#34597,34618 | 117.95 |
| | THE GOODYEAR TIRE & RUBBER COMPANY | 219187 | A | TIRES/INV#016-1145182 | 2,799.64 |
| | TRANSUNION RISK & ALTERNATIVE | 219193 | A | SEARCHES/ACCT#366533 | 150.00 |
| | VERIZON WIRELESS | 219028 | R | MOBILE BROADBAND SVC & CELLULAR SVC | 1,150.00 |
| | DEPARTMENT TOTAL | | | | 132,655.13 |
| 0565-OPERATION OF JAIL | | | | | |
| | A L & M BUILDING SUPPLY | 219048 | A | WELDING ROD & GRINDING WHEEL/#5134 | 126.47 |
| | A L & M BUILDING SUPPLY | 219211 | A | FLUOR TUBE LIGHTS & KEYS/CUST#5134 | 160.42 |
| | A L & M BUILDING SUPPLY | 219212 | A | MAILBOX LOCK & PENETRANT/CUST#5134 | 12.28 |
| | BRYAN RADIOLOGY ASSOCIATES | 219238 | A | RADIOLOGY/BRA182628/11-23-20/INMATE | 6.95 |
| | CITY OF COLUMBUS | 219012 | R | JAIL UTILITIES TO 11-15 | 1,921.61 |
| | CITY OF COLUMBUS | 219013 | R | JAIL SPRINKLERS TO 11-15 | 23.50 |
| | CLINICAL SOLUTIONS PHARMACY | 219346 | A | NOV INMATE MEDICINE/INV#69784 | 40.97 |
| | CLINICAL SOLUTIONS PHARMACY | 219347 | A | NOV INMATE MEDICINE/INV#69784 | 444.74 |
| | CLINICAL SOLUTIONS PHARMACY | 219348 | A | NOV INMATE MEDICINE/INV#69784 | 17.00 |
| | CLINICAL SOLUTIONS PHARMACY | 219349 | A | NOV INMATE MEDICINE/INV#69784 | 5.72 |
| | CLINICAL SOLUTIONS PHARMACY | 219350 | A | NOV INMATE MEDICINE/INV#69784 | 53.83 |
| | CLINICAL SOLUTIONS PHARMACY | 219351 | A | NOV INMATE MEDICINE/INV#69784 | 13.49 |
| | CLINICAL SOLUTIONS PHARMACY | 219352 | A | NOV INMATE MEDICINE/INV#69784 | 11.71 |
| | CLINICAL SOLUTIONS PHARMACY | 219353 | A | NOV INMATE MEDICINE/INV#69784 | 5.70 |
| | CLINICAL SOLUTIONS PHARMACY | 219354 | A | NOV INMATE MEDICINE/INV#69784 | 14.44 |
| | CLINICAL SOLUTIONS PHARMACY | 219355 | A | NOV INMATE MEDICINE/INV#69784 | 8.57 |
| | CLINICAL SOLUTIONS PHARMACY | 219356 | A | NOV INMATE MEDICINE/INV#69784 | 104.85 |
| | CLINICAL SOLUTIONS PHARMACY | 219357 | A | NOV INMATE MEDICINE/INV#69784 | 61.71 |
| | CLINICAL SOLUTIONS PHARMACY | 219358 | A | NOV INMATE MEDICINE/INV#69784 | 20.28 |
| | CLINICAL SOLUTIONS PHARMACY | 219359 | A | NOV INMATE MEDICINE/INV#69784 | 8.46 |
| | CLINICAL SOLUTIONS PHARMACY | 219396 | A | OCT INMATE MEDICINE/INV#69658 | 21.68 |
| | CLINICAL SOLUTIONS PHARMACY | 219397 | A | OCT INMATE MEDICINE/INV#69658 | 242.73 |
| | CLINICAL SOLUTIONS PHARMACY | 219398 | A | OCT INMATE MEDICINE/INV#69658 | 30.20 |

**MINUTES OF THE COLORADO COUNTY
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| DEPARTMENT NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
|----------------------------------|------------|---|--------------------------------|--------|
| 0613-RECORDS PRESERVATION | | | | |
| IRON MOUNTAIN RECORDS MANAGEMENT | 219336 | A | MISC ARCHIVES SVCS/INV#DCNG513 | 30.86 |
| DEPARTMENT TOTAL | | | | 30.86 |
| FUND TOTAL | | | | 30.86 |

12/14/2020--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0014 AIRPORT FUND CYCLE: ALL PAGE 10
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| DEPARTMENT NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
|----------------------------------|------------|---|------------------------------------|----------|
| 0520-AIRPORT FUND EXPENDITURES | | | | |
| AT&T | 219299 | A | PHONE SVC/ACCT#713 A80-62356928 | 41.11 |
| AT&T | 219314 | A | PHONE SVC/ACCT#713 A80-62356928 | 69.90 |
| DBT TRANSPORTATION SERVICES, LLC | 219395 | A | AVIMET Wx DISPLAY PROC/#2544838 | 3,106.00 |
| SAN BERNARD ELECTRIC COOP, INC. | 219022 | R | AIRPORT ELECTRICITY TO 11-19/#8930 | 197.26 |
| DEPARTMENT TOTAL | | | | 3,414.27 |
| FUND TOTAL | | | | 3,414.27 |

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 TIME:08:30 AM CLAIMS FOR PAYMENT AS OF DEC. 14, 2020 PREPARER:0004

| DEPARTMENT | NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
|---------------------------------|-----------------------------------|------------|---|--------------------------------------|-----------|
| 0200-LIABILITY ACCOUNTS | | | | | |
| | PAYROLL FUND | 219381 | R | TRANSFER TO COVER 12/1-12/15 P/R | 17,369.82 |
| | DEPARTMENT TOTAL | | | | 17,369.82 |
| 0621-R&B #1 TOTAL DISBURSEMENTS | | | | | |
| | A-1 SHINER FIRE & SAFETY, INC. | 219343 | A | INSPECT & MAINT FIRE EXTINGUISHER | 545.30 |
| | AT&T | 219292 | A | PHONE SVC/ACCT#713 A80-62356928 | 34.95 |
| | AT&T LONG DISTANCE | 219234 | A | NOV LONG DISTANCE/BAN#858540623-0 | 6.57 |
| | CINTAS CORPORATION | 219344 | A | UNIFORMS/INV#4067537292,4068106779 | 159.58 |
| | CINTAS CORPORATION | 219345 | A | UNIFORMS/INV#4068924088 | 79.79 |
| | COLORADO COUNTY OIL CO., INC. | 219074 | A | 500 GALS GAS,1342 GALS DIESEL/421815 | 2,685.60 |
| | COLORADO COUNTY OIL CO., INC. | 219425 | A | 500 GALS GAS,1342 GALS DIESEL/421815 | 2,685.60 |
| | COLORADO COUNTY OIL CO., INC. | 219426 | A | 220 GALS GAS,630 GALS DIESEL/423122 | 1,166.98 |
| | COLORADO COUNTY OIL CO., INC. | 219427 | A | DRUM OF OIL & GREASE/INV#423582 | 701.04 |
| | COLORADO COUNTY OIL CO., INC. | 219428 | A | 1365 GALS DIESEL/INV#424091 | 2,150.36 |
| | COLORADO COUNTY OIL CO., INC. | 219429 | A | DRUM OF OIL/INV#424573 | 729.63 |
| | COLORADO COUNTY OIL CO., INC. | 219430 | A | (12) JUGS OF BLUE DEF/INV#424752 | 88.99 |
| | COLORADO COUNTY OIL CO., INC. | 219431 | A | DRUM OF OIL/INV#424811 | 569.49 |
| | COLUMBUS AUTO SUPPLY | 219076 | A | PARTS/INV#132775 | 44.26 |
| | COLUMBUS AUTO SUPPLY | 219077 | A | BATTERY/INV#132799 | 48.95 |
| | DIAMOND MOWERS LLC | 219377 | A | TRI-HEX DISC HEAD/INV#0189343-IN | 10,274.00 |
| | GARWOOD LUMBER | 219360 | A | PARTS/INV#14022 | 92.67 |
| | KYRISH TRUCKS CENTERS OF VICTORIA | 219362 | A | PARTS/INV#X501029572:01 | 352.11 |
| | KYRISH TRUCKS CENTERS OF VICTORIA | 219363 | A | PARTS/INV#X501029645:01 | 34.56 |
| | KYRISH TRUCKS CENTERS OF VICTORIA | 219364 | A | INT'L REPAIRS/INV#R501003003:01 | 2,816.73 |
| | MUSTANG CAT | 219366 | A | OIL/INV#PART5429396,PART5439879 | 243.00 |
| | MUSTANG CAT | 219367 | A | PARTS/INV#PART5429396,PART5439879 | 529.60 |
| | MUSTANG CAT | 219368 | A | PARTS/INV#PART5439880,5439881 | 778.32 |
| | PRIHODA GRAVEL CO. | 219163 | A | 948 YDS PIT RUN GRAVEL/INV#12748 | 3,792.00 |
| | ROCK ISLAND WATER SUPPLY CORP. | 219020 | R | NOV WATER USAGE/ACCT#14 | 31.00 |
| | SAN BERNARD ELECTRIC COOPERATIVE | 219369 | A | ELECTRICITY TO 11-26/ACCT#1180600 | 126.00 |
| | SCT BROADBAND | 219024 | R | DEC INTERNET ACCESS/ACCT#1869 | 50.00 |
| | TRIPLE BLADE & STEEL, INC | 219194 | A | PARTS/INV#9447 | 409.81 |
| | VERIZON WIRELESS | 219030 | R | MOBILE BROADBAND SVC | 75.98 |
| | DEPARTMENT TOTAL | | | | 31,302.87 |
| | FUND TOTAL | | | | 48,672.69 |

**MINUTES OF THE COLORADO COUNTY
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 TIME:08:30 AM CLAIMS FOR PAYMENT AS OF DEC. 14, 2020

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 PREPARER:0004

| DEPARTMENT | | | | |
|---|------------|---|--------------------------------------|-----------|
| NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
| 0200-LIABILITY ACCOUNTS | | | | |
| PAYROLL FUND | 219383 | R | TRANSFER TO COVER 12/1-12/15 P/R | 18,429.28 |
| DEPARTMENT TOTAL | | | | 18,429.28 |
| 0623-R&B #3 TOTAL DISBURSEMNTS | | | | |
| A-LINE AUTO PARTS | 219209 | A | CHAINSAB FUEL/CUST#4578101 | 79.95 |
| A-LINE AUTO PARTS | 219210 | A | PARTS & TRIMMER LINE/CUST#4578101 | 26.92 |
| AT&T | 219308 | A | PHONE SVC/ACCT#713 A80-62356928 | 78.48 |
| AT&T LONG DISTANCE | 219233 | A | NOV LONG DISTANCE/BAN#858540623-0 | 1.97 |
| BARTEN CO. LLC | 219237 | A | 24 YDS GRAVEL/INV#10655 | 276.00 |
| BERNARDO TRUCKING COMPANY | 219241 | A | 81.14 TONS PREMIX/INV#13561 | 6,166.64 |
| CINTAS CORPORATION | 219239 | A | SHOP SUPPLIES/INV#4068907286 | 54.70 |
| CINTAS CORPORATION | 219240 | A | UNIFORMS/INV#4068907286,4068341762 | 329.31 |
| COLORADO COUNTY OIL CO., INC. | 219432 | A | (24) JUGS OF BLUE DEF/INV#422693 | 178.98 |
| COLORADO COUNTY OIL CO., INC. | 219433 | A | 700 GALS GAS,1800 GALS DIESEL/424282 | 4,090.64 |
| COLUMBUS AUTO SUPPLY | 219244 | A | BROOMS/INV#132805 | 12.90 |
| COLUMBUS AUTO SUPPLY | 219245 | A | MUD FLAPS/INV#132801 | 85.65 |
| COLUMBUS BEARING & INDUST | 219246 | A | PARTS/CUST#201427 | 124.63 |
| PRIHODA GRAVEL CO. | 219162 | A | 12 YDS PIT RUN GRAVEL/INV#12754 | 48.00 |
| SAN BERNARD ELECTRIC COOP, INC. | 219023 | R | PCT#3 ELECTRICITY TO 11-19/#774000 | 154.00 |
| SCHNEIDER TIRE & LUBE LLC | 219176 | A | (2) TIRE TUBES/INV#34324 | 29.90 |
| SCHNEIDER TIRE & LUBE LLC | 219177 | A | (2) INSPECTIONS/INV#34366,34369 | 14.00 |
| TOMMY HAHN | 219190 | A | GAS STOVE & WHIRLPOOL REFRIGERATOR | 500.00 |
| TRAFCO INDUSTRIES INC. | 219192 | A | LED BEACON/INV#49222 | 85.00 |
| TRIPLE BLADE & STEEL, INC | 219195 | A | BOOM AXE PARTS/INV#9448,9453,9460 | 1,385.35 |
| VERIZON WIRELESS | 219032 | R | MOBILE BROADBAND SVC | 37.99 |
| DEPARTMENT TOTAL | | | | 13,761.01 |
| FUND TOTAL | | | | 32,190.29 |

**MINUTES OF THE COLORADO COUNTY
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12/14/2020--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0024 R&B PCT #4
 TIME:08:30 AM CLAIMS FOR PAYMENT AS OF DEC. 14, 2020 CYCLE: ALL PAGE 14
 PREPARER:0004

| DEPARTMENT | | | | |
|--|------------|---|-------------------------------------|-----------|
| NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
| 0200-LIABILITY ACCOUNTS | | | | |
| PAYROLL FUND | 219384 | R | TRANSFER TO COVER 12/1-12/15 P/R | 15,603.15 |
| DEPARTMENT TOTAL | | | | 15,603.15 |
| 0624-PCT #4 TOTAL DISBURSEMENTS | | | | |
| AMERICAN TIRE DISTRIBUTORS INC | 219272 | A | (4) TIRES/INV#S144566165 | 1,089.69 |
| AT&T | 219293 | A | PHONE SVC/ACCT#713 A80-62356928 | 47.51 |
| AT&T LONG DISTANCE | 219225 | A | NOV LONG DISTANCE/BAN#858540623-0 | 3.43 |
| BLUETARP CREDIT SERVICES | 219273 | A | WRENCHES/ACCT#142550 | 92.98 |
| BLUETARP CREDIT SERVICES | 219274 | A | GLOVES/ACCT#142550 | 39.98 |
| BRAUNTEX MATERIALS INC. | 219275 | A | 90.88 TONS LIMEBASE/INV#116690 | 522.57 |
| BROOKSIDE EQUIPMENT SALES, INC. | 219058 | A | VALVE/INV#IH27283 | 36.32 |
| CINTAS CORPORATION | 219391 | A | UNIFORMS/INV#4069787295,4069113921 | 223.14 |
| CINTAS CORPORATION | 219071 | A | UNIFORMS/INV#4067657991,4068352846 | 192.14 |
| CITY OF EAGLE LAKE | 219254 | R | UTILITIES TO 11-15/ACCT#01-1090-00 | 58.81 |
| CONSTELLATION NEW ENERGY, INC. | 219096 | A | PCT#4 ELECTRICITY TO 11-20 | 62.94 |
| DARRELL GERTSON | 219392 | A | MILEAGE 11/20 TO 12/10 | 525.55 |
| EXPRESS MOTOR EXCHANGE | 219442 | A | TRUCK BED FOR HYDRAULIC DUMP/411448 | 9,500.00 |
| J & W PARTS | 219281 | A | PARTS/CUST#1425 | 337.98 |
| J & W PARTS | 219282 | A | GEAR OIL & COOLANT/CUST#1425 | 97.94 |
| J & W PARTS | 219283 | A | IMPACT SOCKET/CUST#1425 | 12.99 |
| JOHN DEERE FINANCIAL | 219019 | R | PARTS/ACCT#64128-08705 | 58.42 |
| LAKE LUMBER CO. INC. | 219284 | A | SHOP SUPPLIES/CUST#2040 | 86.60 |
| SAM'S CLUB/SYNCHRONY BANK | 219285 | A | SHOP SUPPLIES | 71.98 |
| SCT BROADBAND | 219045 | R | DEC INTERNET ACCESS/ACCT#1547 | 50.00 |
| TEXAS CONTRACTORS EQUIPMENT, INC. | 219286 | A | BOLTON EDGE FOR DOOSAN W/HARDWARE | 1,983.04 |
| TRADITIONS CHEVROLET | 219191 | A | HOSE/INV#23492 | 205.70 |
| VERIZON WIRELESS | 219033 | R | MOBILE BROADBAND SVC | 75.98 |
| WALMART COMMUNITY/SYNCB | 219287 | A | ANTIFREEZE/TR#05319 | 65.22 |
| WCA WASTE SYSTEMS INC | 219288 | A | NOV TRASH SVC/ACCT#104003681 | 35.25 |
| DEPARTMENT TOTAL | | | | 15,476.16 |
| FUND TOTAL | | | | 31,079.31 |

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12/14/2020--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0055 LAW LIBRARY FUND CYCLE: ALL PAGE 18
TIME:08:30 AM CLAIMS FOR PAYMENT AS OF DEC. 14, 2020 PREPARER:0004

| DEPARTMENT | | | | |
|--------------------------------|------------|---|------------------------------------|--------|
| NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
| 0650-TOTAL LAW BOOKS PURCHASED | | | | |
| LEXISNEXIS | 219124 | A | NOV ONLINE SUBSCRIPTION/#422LRRVBR | 56.00 |
| DEPARTMENT TOTAL | | | | 56.00 |
| FUND TOTAL | | | | 56.00 |

12/14/2020--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 9999 GRAND TOTAL PAGE CYCLE: ALL PAGE 19
TIME:08:30 AM CLAIMS FOR PAYMENT AS OF DEC. 14, 2020 PREPARER:0004

| DEPARTMENT | | | | |
|----------------|------------|---|------------------------|--------------|
| NAME-OF-VENDOR | INVOICE-NO | S | DESCRIPTION-OF-INVOICE | AMOUNT |
| GRAND TOTAL | | | | 1,024,356.55 |

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COLORADO COUNTY, TEXAS
DECEMBER 1ST THRU 15TH
PAID ON DECEMBER 15, 2020

| | SALARIES | FICA | INSURANCE | ICDRS | TOTAL | ACCOUNTS PAYABLE CHECKS |
|--|-------------------|----------------------------|----------------------------|----------------------------|------------|---|
| GENERAL FUND (DEDUCTIONS) | 269,781.75 () | 19,884.87 (19,884.87) | 54,467.86 (8,148.81) | 32,184.27 (18,517.17) | 376,318.85 | |
| RECORDS PRESERVATION (DEDUCTIONS) | 0.00 () | 0.00 (0.00) | 0.00 (0.00) | 0.00 (0.00) | 0.00 | |
| R&B PCT #1 (DEDUCTIONS) | 12,108.75 () | 886.21 (886.21) | 2,909.81 (312.85) | 1,453.05 (906.16) | 17,369.82 | TEXAS CSDU NACO VOYA FEDERAL RESERVE BANK |
| R&B PCT #2 | 11,423.00 () | 870.13 (870.13) | 2,493.03 (33.30) | 1,370.75 (856.73) | 16,156.81 | 2,083.43 625.00 1,042.50 72,249.73 |
| R&B PCT #3 (DEDUCTIONS) | 13,477.25 () | 922.84 (922.84) | 2,485.92 (1,322.48) | 1,553.27 (1,010.79) | 18,429.28 | TOTAL SALARIES CKS #110432-110628 |
| R&B PCT #4 (DEDUCTIONS) | 10,645.50 () | 777.98 (777.98) | 2,902.21 (332.48) | 1,277.46 (745.20) | 15,603.15 | |
| CO ATTY FORFEITURE (DEDUCTIONS) | 167.50 () | 12.76 (12.76) | 0.00 (0.00) | 20.12 (11.73) | 200.38 | |
| SECURITY FUND (DEDUCTIONS) | 2,858.75 () | 216.01 (216.01) | 0.00 (0.00) | 343.05 (218.69) | 3,417.81 | 321,384.00 SOCIAL SECURITY MEDICARE TAX 309,186.26 |
| HOT CHECK FUND (DEDUCTIONS) | 0.00 () | 0.00 (0.00) | 0.00 (0.00) | 0.00 (0.00) | 0.00 | FED W/H 72,249.73 |
| CO. ATTY. SUPPLEMENTAL (DEDUCTIONS) | 921.50 () | 70.05 (70.05) | 0.00 (0.00) | 110.61 (69.11) | 1,102.16 | |
| TOTALS | 321,384.00 () | 23,652.85 (47,305.80) | 65,266.93 (75,418.95) | 36,292.58 (60,630.16) | 448,598.36 | |

**MINUTES OF THE COLORADO COUNTY
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- _22.** CLOSED SESSION pursuant to Texas Government Code Sections 551.076 and 551.089: Discussion and deliberations regarding elections security audit results and written information security program.

Judge Prause at 9:39 A.M. stated we will go into Closed Session in the Conference Room.

- _23.** OPEN SESSION pursuant to Texas Government Code Section 551.102: Action on any items discussed in closed session.

Judge Prause stated it is 11:01 A.M., we went into Closed Session at 9:41 A.M. and terminated it at 10:55 A.M. We are now back in Open Session.

Motion by Commissioner Gertson to adopt WISP that was discussed in Closed Session; seconded by Commissioner Hahn; 5 ayes 0 nays; motion carried, it was so ordered.

(See Attachment)

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CONFIDENTIAL DATA

In support of the Texas Secretary of State's efforts to improve security, integrity, and trust in elections, CyberDefenses conducted an Election Security Assessment (the Assessment) of Colorado County (the County). The Assessment reviewed elections processes, procedures, technology, and staff to identify areas where events could improperly affect the result of an election or cast doubt on the overall integrity of the election. The Assessment was conducted to identify issues that lead to the risks outlined in the "Election Business Risk Overview" section, evaluate the impact and likelihood of these risks, and provide prioritization for recommendations to remedy issues and reduce risks to the County's election business.

The Assessment was conducted beginning with a kickoff on April 22, 2020, continued with the remote visit occurring between April 28 through April 29, followed with analysis and deliverables preparation between April 30 and May 28, 2020. The Assessment concluded with the Elections Security Results Meeting on May 29, 2020.

The Assessment evaluated the County's comprehensive and holistic election business. It included an interview process with observations of elections processes, data collection and analysis, technical scanning, and configuration review of core election technology and supporting information technology. Analysis was conducted to evaluate systems and network traffic for indications of attacker presence and malware infections, existing system vulnerabilities, and potential exposures within the technology used to conduct and support elections within the County. External threats were evaluated by searching for exposed County data in the online criminal forums (Darknet), exposures in domain name internet presence, and email functions.

ASSESSMENT FINDINGS:

Formalize Information Security Policy and Cybersecurity Capabilities – An essential step the County should take to maintain cybersecurity is to establish requirements at the highest level of the County's leadership and define a formal Information Security Policy. The requirements should include parameters for information security and cybersecurity capabilities through formal definition in an Information Security Policy and program definition, along with the roles, responsibilities, and authorizations for implementation.

Incident Response and Recovery Plan – The escalation of cybersecurity threats requires organizations to prepare for the likelihood that attackers will eventually execute successful attacks. The County should develop and maintain an election-specific Cybersecurity Incident Response Plan that provides guidance to the staff and leadership on responding to specific events that may occur, including cybersecurity events within a county-wide incident response program. Once developed, the staff should be trained and tested to ensure they are prepared for such an activity.

Risk Management – Election security threats and data-related risks, and the risk management strategies to respond to them, have become a top priority for local governments. As a result, a Risk Management Plan should be included in the County's operations for identifying and managing risks to its information technology assets, voter registration data, election results, and ballot creation. To continue the efforts and continually orient the correct priorities, the County should have an Election Security Assessment conducted, including third-party risk assessments, every two years to ensure that risk tolerances are developed to match the scrutiny created by external speculation and the dependence on third-parties as part of enabling the election process. Issues identified by these Assessments should be tracked and managed formally using a risk management process and risk register.

Templates provided by the Texas Secretary of State were utilized to establish the required policies and plans identified by the security assessment. A rough draft was provided to the SOS prior to the November 03, 2020 Election, however a formal procedure must be adopted and approved by Commissioner's Court to meet the requirements of the State.

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ELECTION SECURITY BEST PRACTICES GUIDE



TEXAS SECRETARY OF STATE
ELECTIONS DIVISION
www.sos.texas.gov * www.votetexas.gov
1.800.252.8683

(Last Revised: January 2020)

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INTRODUCTION

To protect elections throughout the state from **cyber threats**, HB 1421(2019) requires the Texas Secretary of State (SOS) to adopt rules defining classes of protected election data and establishing best practices for identifying and reducing risk to the electronic use, storage and transmission of election data and the security of election systems.

The best practices prescribed in this document were developed by reviewing aggregate findings from the Election Security Assessments (ESAs) of county election offices that were conducted as required by HB 1421, reviewing election security documentation published by the Center for Internet Security and the State and Local Election Security Playbook by Belfer Center, the National Institute for Standards and Technology Cybersecurity Framework, and consultation with select election security experts.

This **Election Security Best Practices Guide** is intended to help Election Authorities, defined as any organization that holds responsibility for conducting elections, by providing guidance on address cyberattack and other disaster risks that the Internet introduces to the election process. Defending elections not only involves protecting voting machines and ballots, but also protecting the functions and technologies that support election processes and manage voter and election result data. While most of the recommendations are directed towards county election offices, these best practices could apply to any entity and individual with a role in conducting elections or managing election-related data before and after elections.

Recognizing that election security must take an all-encompassing, holistic approach, the best practices encompass security issues related to:

- The full election process:
 - Election Process Management
 - Election Staff Support
 - Voter Registration
 - Ballot Creation
 - Voter Check-In
 - Vote Capture
 - Vote Tabulation
 - Election Night Results Reporting
- Physical access to facilities that house election-related technology
- Integrity measures that apply to how staff and volunteers handle information throughout the election process
- Computer workstations and servers
- Devices that access the **network** and Internet such as electronic pollbooks, computers, servers, printers and peripheral devices
- The organization's technology **infrastructure**

It is important to note that these guidelines **do not apply directly to any specific voting machine and tabulation system equipment manufacturer types**, and do not supersede or otherwise replace the various election processes identified in the Texas Election Code, the Texas Administrative Code and Texas Secretary of State Elections Division Advisories.

It is recommended that Election Authorities review this Election Security Best Practices Guide in its entirety with all personnel, Information Technology (IT) teams and other election support

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teams. The purpose of the review is to determine if current election processes and technology management and use, including items relevant to external vendors and suppliers, follow these cybersecurity best practices. In this way, election authorities can use the guide to identify any security measures that should be put in place.

ORGANIZATION OF ELECTION SECURITY BEST PRACTICES GUIDE

The Election Security Best Practices Guide is broken into two parts. First, we have defined the different classes of election data and provided some general guidelines as to how to develop policies related to securing these data classifications. Second, after defining the classes of election data, we provide the list of best practices. The best practices have been broken into four general categories: **(1) Policy and Processes, (2) Election Processes, (3) Network and IT Infrastructure, and (4) Supporting Technology.**

Within each category, the Election Security Best Practices Guide separates the recommendations into two levels according to their criticality to help Election Authorities prioritize the implementation of the practices: **(1) Priority Best Practices** and **(2) Standard Best Practices.** Priority Best Practices are urgently critical and form the foundation of election cybersecurity. **It is recommended that Election Authorities consider it an imperative priority to implement, at a minimum, the Priority Best Practices.** After achieving the **Priority Best Practices,** election officials should then work on implementing the **Standard Best Practices** which will assist election officials in moving closer to the optimum level of cybersecurity readiness for elections.

This document also includes a summary of the data classifications in **Appendix A** and a prioritized checklist in **Appendix B** that presents the best practices in a summarized format to help Election Authorities track the progress of their election security implementation efforts. Additionally, we've included a glossary in **Appendix C** with definitions of the technical terms used throughout the document.

TEXAS SOS RESOURCES TO HELP IMPROVE ELECTION SECURITY

To assist election officials in adhering to the best practices provided, the Texas SOS has hired election security trainers to provide election officials with individual guidance on how to meet the best practices prescribed. The trainers can also direct election officials to free and low-cost resources that are available to assist with implementing both priority and standard best practices.

Additionally, we have created a **Texas Election Security Toolkit** to help Election Authorities secure their elections. The election security trainers can provide access to the toolkit and can guide election officials in completing the templates in a way that meets their county needs and adheres to prescribed best practices. Including this document, the toolkit consists of a total of six guides:

1. Election Security Best Practices Guide
2. Election Information Security Policy Template
3. Election Incident Response Plan Template
4. Election Continuity of Operations Plan Template
5. Election System Security Plan Template
6. Election Vendor Risk Management Policy Template

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Within each guide, we reference the best practices to show which are being addressed when completing different portions of the guides.

The election security trainers are available to work individually with a county or to provide regional trainings on the information contained in the Election Security Toolkit as well as on other general election security topics. To contact our election security trainers or to get access to the Texas Election Security Toolkit, please email electionsecurity@sos.texas.gov with your requests.

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Part 1 - DATA CLASSIFICATIONS

As Election Authorities develop security policies, plans and processes, data classification levels for voter and election data provide a helpful framework. Data classification ensures that security practices are aligned to the required protections for each data type and how the information is used.

Below you will find four recommended classification levels: **(1) Confidential, (2) Sensitive, (3) Internal, and (4) Public**. You will notice that there is some overlap between the types of data included in each category. This is intended to give you options depending on how your organization uses and stores the data.

1. **Confidential:** Confidential information is any data that if disclosed could substantially harm the organization and its constituents, impede the conduct of effective government, law and order or violate citizen privacy. This data is likely exempt from disclosure under the provisions of the Texas Public Information Act and other applicable federal and state laws and regulations. It should only be shared with authorized individuals and should be strictly protected with access controls and security measures.

a. Confidential Data Categories:

1. Election Security Assessment (ESA) Results
2. Certain Security Policies and Procedures
 - a. Written Information Security Program
 - b. Election Information Security Policy
 - c. Election System Security Policy
 - d. Cybersecurity Incident Response Plan
 - e. Continuation of Operations Plan
 - f. Vendor Risk Management Policy
3. Results from Risk Assessments or Cyber Hygiene Scans
 - a. Vendor Risk Assessment Results
 - b. Vulnerability Scan Data
 - c. Threat Monitoring Data
4. Election Department Critical Infrastructure Information
5. Cyber Intelligence Information
6. Passwords
7. System Inventory Information
8. System Life Cycle Management Plan
9. Details of Security Incident or Event
10. Protected Voter Registration Application Information as Defined in Election Code 13.004 (c) including*:
 - a. Social security number
 - b. Texas driver's license or personal identification card number
 - c. Indication that the applicant is interested in working as an election judge
 - d. Residence address of federal or state judges and their spouses

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- e. Residence address of applicants if the applicant, the applicant's child, or another person in the applicant's household is a victim of family violence, sexual assault or abuse, stalking or trafficking
- f. Residence address of applicants participating in the address confidentiality program

11. Voter Registration Data Disclosing Criminal History or Voter Activity/Inactivity

**For the full list and definitions of voter registration data that is confidential, refer to Texas Election Code § 13.004 Recording and Disclosure of Certain Information by Registrar*

2. **Sensitive:** Sensitive information is data that if altered or deleted could damage the interests of the organization or endanger the safety of citizens. This data can be made publicly available with approval from election official, but it cannot be altered or deleted. It requires a higher than normal assurance of accuracy and completeness. It should be managed with integrity and security measures that ensure accuracy and appropriate availability.
- a. Voter Registration Data Excluding Criminal History, Voter Activity/Inactivity and Data Defined as Confidential in Election Code 13.004 (c)
 - b. Information on How to Submit Applications to Run in the Election
 - c. Candidate Residential Addresses and Personal Identification Numbers
 - d. Pollworker Instructions
 - e. Election Process Handbook/Guide
 - f. Election Schedules
 - g. Polling Place Location Information
 - h. Voter Instructions
 - i. Ballot Information
 - j. Tabulation Results
 - k. Vendor Information Excluding Vendor Risk Assessment Results
 - l. Official Domain URLs
3. **Internal Use:** Internal Use information is data that is intended only for use within the Election Department. External access to this data should be prevented, but compromises are not critical. Internal access should be selective to only those individuals who require the data to perform their job duties. Many of these types of data may be subject to public information laws, but some data types may be eligible for public information redactions or protections. You would need to consult with your attorney regarding the release of specific information.
- 1. Employee Handbooks
 - 2. Password Management Policies
 - 3. Security Awareness Training
 - 4. Employee Data
 - 5. Help Desk Instructions

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- 6. Escalation Path for Suspected Security Incidents or Events
 - 7. Internal Roles and Responsibility Definitions and Assignments
4. **Public Use:** Public Use information is non-sensitive data that if distributed outside of the Election Department will not adversely impact the organization or citizens. This data must be authorized as public knowledge before it can be used or disclosed.
- a. Election News and Announcements
 - b. Job Announcements
 - c. Basic Facts About a Security Incident or Event
 - i. How It Happened
 - ii. How It Is Being Addressed Rapidly
 - iii. How It Impacts Voters

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Part 2 - ELECTION SECURITY BEST PRACTICES

Category 1: POLICIES AND PROCESS

1. **CREATE AN AUTHORIZED ELECTION WRITTEN INFORMATION SECURITY PROGRAM (WISP).** A WISP is a set of policies and plans that define how to protect elections from cyberattack and how to respond if an incident occurs. It authorizes employees to quickly perform the described actions without waiting for approval during an attack.
 - a. Ensure that all policies and plans are authorized by the appropriate authorities and are officially adopted and implemented by the staff and IT teams.
 - b. Review the plans and policies in the WISP at least once a year according to the following schedule:
 - i. During general election years, in December after an election to incorporate any needed improvements and clarification identified during the election as well as new risks
 - ii. During legislative session years, in July after the state election law conference to incorporate any new laws affecting elections as well as new risks

PRIORITY BEST PRACTICES

- c. **Create an Election Information Security Policy.** The purpose of an Election Information Security Policy is to establish protocols that protect election-related data from cyber threats and other disasters.
 - i. Develop a data classification system that can be used to establish the appropriate security needed for each data type. See Data Classifications in Part 1 for more guidance.
 - ii. Organize the policy around the five security objectives established by the **National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF):** (1) Identify (2) Protect (3) Defend (4) Respond, and (5) Recover.
- d. **Create an Incident Response Plan** that documents the specific steps to take in case of cyberattack or other types of disasters.
 - iii. An Incident Response Plan should include:
 1. A clear definition of what constitutes a cyberattack or incident
 2. A classification system for the severity level of incident types and the appropriate notification and response protocol for each type
 3. **Incident containment processes** that minimize the scale and scope of the damage
 4. Procedures for restoring systems and operations after an attack
 - iv. An incident Response Plan should address, at a minimum, the following incidents:
 1. Malware
 2. Ransomware
 3. Denial of Service (DoS) and Distributed Denial of Services (DDoS)
 4. Intrusion
 5. Information access
 6. Compromised data

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- 7. Insider threats
- 8. Compromised accounts
- 9. Loss or theft of election and/or computer systems
- 10. Social engineering attack
- 11. Data breach

- e. Create a **Continuity of Operations Plan (COOP)**. A COOP should consider how a cyberattack may disrupt an election and explain fail-safes, backup processes and systems to keep critical functions operating if a cyber incident occurs.
 - i. Align the COOP with the Incident Response Plan for consistency and clarity.

STANDARD BEST PRACTICES

- f. Create an **Election System Security Plan**. An election system security plan provides written protocols that protect election-related equipment housing election data from cyber threats and other disasters. An Election System Security Plan should:
 - i. Describe job functions and the responsibilities of the roles that interact with each system.
 - ii. Define security controls that encompass the full scope of how election and IT systems support elections.
 - iii. Include the complete range of election processes from registering voters to reporting results.
 - iv. Identify how systems work together to accomplish each election function.
 - v. Outline how election equipment and systems are secured and stored.
 - vi. Include how voters interact with systems
- g. Create a **Vendor Risk Management Policy**. A Vendor Risk Management Policy is a written policy that creates guidelines for an election office to ensure that third-party vendors are not introducing security gaps that bad actors can exploit to stage an attack. As part of the policy, election offices should request that their vendors:
 - i. Provide a copy of their Information Security Policies and Plans to determine whether the vendor practices reasonable security measures.
 - ii. Allow periodic evaluation and information gathering on how they protect information and systems.
 - iii. Have documented controls or procedures on how they secure USB devices and any associated removable media.
 - iv. Document how the vendor will support the organization during execution of the Continuity of Operations Plan.

2. MONITOR CONTINUOUSLY FOR THREATS

PRIORITY BEST PRACTICES

- a. Contract an external security service provider to monitor the network and remote systems 24 hours every day and analyze events for indicators of cyberattack. Available services include:
 - i. Albert Sensor from the Center for Internet Security (CIS)
 - ii. Monitoring services available through the Texas Department of Information Resources (DIR)
- b. Ensure the service provider uses effective threat monitoring software and hardware products, particularly a **Security Incident and Event Management (SIEM)** solution.

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3. PERFORM VULNERABILITY SCANNING AND PATCH MANAGEMENT

PRIORITY BEST PRACTICES

- a. Establish a monthly **patch management** process to address any operating system and software application vulnerabilities.
- b. Conduct monthly **vulnerability scans** of all internal systems and maintain a log of recent scans. The log should include:
 - i. Details about detected vulnerabilities
 - ii. Records of any remediation steps taken to fix the vulnerability

4. CLASSIFY AND PROTECT ELECTIONS DATA

PRIORITY BEST PRACTICES

- a. Review and Identify Confidential, Sensitive and Internal Use Data within the Elections environment as described in the Data Classification Guidelines.
- b. Ensure that all Confidential, Sensitive and Internal Use data has these best practices applied appropriately, such as implementing encryption for Confidential Data and limit access to systems to only approved and authorized users.
- c. Control which users have access to each class of elections data, through process and technology, where possible. Evaluate the roles of the staff and consider limitations such as:
 - i. Confidential Data should be limited to the Election Authority and a very limited support team that requires access as necessary to conduct their job duties.
 - ii. Sensitive Data should be limited to employees and Full-Time Elections staff.
 - iii. Temporary election staff access should be limited to subsets of information where possible and have an account assigned to them individually so that access to data can be monitored.

4. PARTICIPATE IN SECURITY AWARENESS TRAINING

PRIORITY BEST PRACTICES

- a. Each member of the election department staff is required to participate in the SOS cybersecurity training required by and provided by the Texas SOS Office.
- b. Each staff member is required to repeat the security training annually
- c. Election officials should discuss the security recommendations in the training videos with staff to create a culture of security awareness.

6. CONDUCT ELECTION SECURITY ASSESSMENTS REGULARLY

PRIORITY BEST PRACTICES

- a. Participate in the Election Security Assessment provided by the Texas SOS Office as required by Section 279.003, Texas Election Code.
- b. Conduct subsequent security assessments at least once every two to four years or more often if the political subdivision has a significant change in structure or circumstance such as purchasing new equipment, moving to a new office, or

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changing personnel. Certain political subdivisions may be eligible for assessments provided by DHS. Election authorities may also contract with private entities to conduct security assessments.

- c. Use the ESA results and the results from any subsequent assessment to establish a roadmap defining how and when the required improvements will be made.

STANDARD BEST PRACTICES

- d. Review the most recent ESA every year to ensure recommendations were effectively implemented, identify opportunities for improvement and maintain alignment with the roadmap.
- e. Use the vendor risk management review included in the ESA to develop requirements for the Vendor Risk Management Policy.

7. PARTICIPATE IN THE DHS MS-ISAC AND EI-ISAC INFO SHARING PROGRAM

- a. Election Officials should join the Election Infrastructure Information Sharing and Analysis Center (EI-ISAC) information services and IT officials should join the Multi-State Information Sharing and Analysis Center (MS-ISAC) and provided by the Department of Homeland Security (DHS).
- b. Review communications and develop a process for monitoring the cyber threats tracked and reported by the MS-ISAC/EI-ISAC Security Operations Center (SOC)

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Category 2 - ELECTION PROCESS

1. IMPLEMENT A TWO PERSON VERIFICATION PROCESS

PRIORITY BEST PRACTICES

- a. Ensure that every election function from ballot programming to Election Night Reporting uses a two-person verification method in which one person performs the task and a second person witnesses and verifies the accuracy and integrity of the result.
- b. Two-person verification should occur during:
 - i. Ballot programming of electronic and paper ballots
 - ii. Election device programming
 - iii. Receipt of election media devices
 - iv. Breaking and attaching tamper-evident seals
 - v. Ballot counting
 - vi. Tabulation of election results
 - vii. Election Night Reporting of results
- c. In accordance with the state election code information retention policy, keep a record with full signatures from the two people who participated in the verification process.
- d. Work closely with election vendors to foster an environment of two-person verification.

2. ELECTION NIGHT REPORTING INTEGRITY

PRIORITY BEST PRACTICES

- a. Only disseminate results to the public on election night through the organization's official website.
 - i. Use email messages and social media posts to direct the public to the official website to view the election results.
 - ii. Do not email results to certain parties or the media, and do not publish results through social media accounts.

STANDARD BEST PRACTICES

- b. Include the following integrity validation measures on the website when publishing results:
 - i. The organization's logo or seal on the document or a watermark in the document header or footer.
 - ii. A file **checksum** value that can verify legitimate results. A free Microsoft utility can accomplish this.
(<https://support.microsoft.com/en-us/help/841290/availability-and-description-of-the-file-checksum-integrity-verifier-u>)

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- iii. A statement that the results are unofficial until after the election canvass and post of the date of the canvass.
- c. Remove previous unofficial results from the website once the official results are completed or move to a section of your website titled "historical results."
- d. Do not post unofficial or official reports printed from tabulation systems or results pages that include the election system vendor's name.

3. DOCUMENT ELECTION PROCESSES

STANDARD BEST PRACTICES

- a. Create an election handbook that captures the experience and expertise of key staff members to clearly outline the full scope of the election process.
- b. Ensure that the handbook accomplishes key election department objectives such as:
 - i. Facilitating cross training between roles and departments
 - ii. Enabling the consistent implementation among staff members of election security best practices
 - iii. Understanding and following the Written Information Security Program's plans and policies

4. PHYSICALLY SECURE ELECTION OFFICES AND SYSTEMS

PRIORITY BEST PRACTICES

- a. Establish a chain of custody documentation process for election systems that includes:
 - i. The original source of the system
 - ii. When the system first arrived at the organization
 - iii. Who received the system
 - iv. Condition of the system
 - v. Where the system is stored
 - vi. When the election system is used in a different location, such as a polling site, document:
 - Date
 - Time
 - Who issued the system
 - Who received and transported the system
 - The location where it was used
 - vii. When the system is returned to its storage location, document:
 - Date
 - Time
 - Who transported and returned the system
 - Who received the system
 - Storage location

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- b. Never leave systems with network access unattended unless they are in a locked area.
- c. Control physical access to election equipment at all times and utilize tamper evident seals for integrity protections, even when they are not in use for elections.
- d. Set up a secure perimeter with functioning conventional or digital locks protecting all entry points.
- e. Use trackable access codes or keycards if possible, or at minimum implement entry and exit logs to track entry to secure areas where election systems are located.
- f. Identify all visitors to your election office
 - i. Visitors should enter and exit in a controlled area.
 - ii. Document time of arrival.
 - iii. Provide visitor credentials to be displayed while in the secure area.
 - iv. Require an escort by a member of the election staff at all times.
 - v. Document the time of departure.
- g. Use an access control key or password witnessed by one or more individuals when securing election equipment. Document the use of an access control key in a log dedicated for that purpose and have a witness sign the log.
- h. Monitor all entry and exist points to election facilities with cameras that have recording capability and have security personnel patrol the area when possible. Review the camera footage if an incident occurs.
- i. Adhering to the state election code information retention policy time requirements, keep all chain of custody documentation, camera footage and access logs documenting secure area entry/exit and access control key or password use.

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Category 3 - NETWORK AND INFRASTRUCTURE

1. INSTALL A NEXT GENERATION FIREWALL

PRIORITY BEST PRACTICES

- a. Install an **enterprise-class, next generation firewall (NGFW)** to segment election systems, functions and data from the rest of the network and strengthen Internet security. The next-generation firewall should include:
 - **Network Segmentation Capabilities**
 - **Stateful Deep Packet Inspection**
 - **Virtual Private Network (VPN) Support**
 - **Web-traffic Filtering**
 - **Intrusion Detection and Prevention System**
 - **Application Inspection and Control**
 - **Geolocation Blocking**
 - **DoS, DDoS, and Port Scan Blocking**
- b. Configure the firewall to control outbound activity from election computers and to block unauthorized access to the network from the Internet or other network segments and networks that support the organization.
- c. Check for firewall patches and updates on a monthly basis in alignment with the Vulnerability Scanning and Patch Management best practice.

2. SEGMENT THE NETWORK

PRIORITY BEST PRACTICES

- a. Using a firewall or Next Generation Firewall, partition the network to create a section dedicated to election-related functions.
- b. Protect access to this segment from the rest of the network, other networks or the Internet with its own firewall (see additional guidance on firewall implementation in the Network and Infrastructure section.)
- c. Restrict access to the election segment of the network to only employees who need the data it contains to perform their job duties.

3. UPGRADE UNSUPPORTED END-OF-LIFE OPERATING SYSTEMS AND SOFTWARE.

PRIORITY BEST PRACTICES

- a. Upgrade or replace operating systems earlier than Windows 10 Professional or Windows 10 Enterprise.
- b. Ensure that the software installed on systems used to support elections is current and critical security patches are up to date.
- c. Check for patches and updates on a monthly basis in alignment with the Vulnerability Scanning and Patch Management best practice.

4. RESTRICT NETWORK ACCESS

PRIORITY BEST PRACTICES

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- a. Limit remote access to the election network.
- b. Tightly control management tools that grant remote access to a limited number of employees.
- c. Permit only vendor connections that have been evaluated according to the Vendor Risk Management Policy.
- d. Prohibit network access through internet access points or other connections that are not protected by the next-generation firewall.

5. USE ENDPOINT SECURITY SOLUTIONS

PRIORITY BEST PRACTICES

- a. Prevent **endpoints** from enabling attackers to access the network by implementing Endpoint Security Solutions that detect and block threats. The solution should include:
 - i. Anti-virus/Anti-malware
 - ii. Ransomware protection
 - iii. **Host Intrusion Detection System (HIDS)**
- b. Deploy the solution on all endpoint devices, except systems provided for vote tabulation.
- c. Check for patches and updates on a monthly basis in alignment with the Vulnerability Scanning and Patch Management best practice.

6. IMPLEMENT SOFTWARE AND NETWORK WHITELISTING

PRIORITY BEST PRACTICES

- a. Configure each election system with software such as Endpoint Security Software or Windows 10 Enterprise that prohibits the execution of unapproved software packages including: Applications, Email, **Web Servers**, Devices.
- b. Establish a process that requires approval for additional software package installations.
- c. Protect access to the election network by preventing any unapproved devices from communicating with systems behind the firewall.
- d. Disable unused **network ports** at the **network switch**.
- e. Configure active ports to block access to unapproved devices and prevent unauthorized network access.

7. SECURE WIRELESS NETWORKS AND DEVICES

PRIORITY BEST PRACTICES

- a. Disable or deactivate wireless devices (WiFi and Bluetooth) that are not in use or defined in the acceptable use policy.
- b. Separate (**network segmentation**) all other WiFi networks from the election department's WiFi network

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STANDARD BEST PRACTICES

- c. Create a policy that defines acceptable use of wireless devices.
- d. Configure WiFi networks to use **Wi-Fi Protected Access 2 (WPA2)** or later security controls that adhere to the Advanced Encryption Standard (AES).
- e. Ensure that passphrases meet the minimum password standards.
- f. Hide the election department's **Service Set Identifier (SSID)**.
- g. If Wi-Fi is used to support a polling place, restrict the wireless network to supporting only the required ePollbook functionality.

8. BACKUP DATA OFFSITE USING ENCRYPTION

PRIORITY BEST PRACTICES

- a. Backup critical election data daily on encrypted backup drives or systems housed offsite. When using a computer system as backup, ensure that the system is not connected to the election network.
- b. Backup all data that can be classified as Confidential, Sensitive or Internal Use (defined above) related to election activities.
- c. Encrypt and store backup data using **FIPS 140-2 encryption levels**.

9. ENCRYPT ELECTION AND VOTER INFORMATION

PRIORITY BEST PRACTICES

- a. Encrypt data storage for servers that support the election environment. All data that is classified as Confidential, Sensitive or Internal Use (as defined above) must be stored in an encrypted file system or system disk.
- b. Require encryption for cloud solutions used to store Confidential, Sensitive or Internal Use information (such as voter registration applications or election management information).

STANDARD PRACTICES

- c. Encrypt the hard disks of computer systems that access and process voter registration information or critical election data using an encryption product such as Windows Bitlocker.

10. MANAGE REMOVABLE MEDIA USE

PRIORITY BEST PRACTICES

- a. Create a **Removable Media Policy** as part of the Election Information Security Policy defining a list of approved media and their uses. Removable media includes USBs, Thumb drives, Memory sticks, Data cards and CDs.
- b. For general purpose removable media use, allow only encrypted USB devices
- c. Assign removable media device management to a single person
- d. Keep a log to track removable media assignments and regulate their use at all times.

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STANDARD BEST PRACTICES

- e. Use software such as Endpoint Security Software or Windows 10 Enterprise that controls the use of specific removable media devices.
- f. Supply and certify removable media devices such as USB keys or drives used by staff and ensure their use adheres to the Removable Media Policy.
- g. Put removable media devices that transfer information between non-connected election systems through a USB cleaning process that deletes the contents on the device before they are stored or reused. Consider implementing a single-use policy for devices used to transfer data between non-connected systems where possible.
- h. Delete contents and securely destroy single use removable media, such as write once DVDs (DVD-R), CDs (CD-R), and USB drives.

11. TRACK INVENTORY

PRIORITY BEST PRACTICES

- a. Create a detailed inventory list of all technology used to support and conduct an election.
- b. Maintain a digital and/or paper log of approved software and removable media devices that includes identifying features such as:
 - i. Model
 - ii. Serial number
 - iii. Unique asset tag number
 - iv. Location of deployment
 - v. Person who issued the equipment
 - vi. Person receiving returned equipment
 - vii. Location of stored equipment

STANDARD BEST PRACTICES

- c. Identify devices used for an election, including the identification of devices used during early voting separately from those used for election day and retained between elections.
- d. When reusing a device, include a description of its contents before erasing the information and using the device again.
- e. Keep inventory records for the amount of time specified in the applicable information retention policy.

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Category 4 - SUPPORTING TECHNOLOGY

1. CONTROL AND PROTECT EMAIL AND WEBSITE DOMAINS

PRIORITY BEST PRACTICES

- a. Election staff members should only use government-provided email addresses or web servers.
- b. Counties should utilize official government domains ending in **texas.gov** or **tx.us**. Contact the Texas Department of Information Resources (DIR) for assistance in obtaining a **texas.gov** address.
- c. Never perform election business from a non-government email address or website.
- d. Implement a **Web Application Firewall (WAF)** for additional website security.
- e. Update election website software with critical patches once per month.

STANDARD BEST PRACTICES

- f. Perform a penetration test once a year for websites that provide election results or voter or election information
- g. Ensure that all transmissions over election websites use a **Secure Socket Layer (SSL)** certificate that provides users with privacy and ensures that they are on the official website.

2. IMPLEMENT EMAIL SECURITY

PRIORITY BEST PRACTICES

- a. Disable web-based internet access to email or require that Multi-Factor Authentication be used for web-based email access.
- b. Integrate into your email system **Domain-Based Message Authentication, Reporting and Conformance (DMARC)**, an email service that helps to identify legitimate email sources to prevent email spoofing, into your existing inbound email authentication process.

STANDARD BEST PRACTICES

- c. Use multifactor authentication to control access to all email accounts
- d. Implement SPAM filtering measures in the email server at the point of initial mail receipt.
- e. Include anti-virus scanning of email messages to detect and block message attachments that contain viruses.

3. PASSWORDS AND MULTI-FACTOR AUTHENTICATION (MFA)

PRIORITY BEST PRACTICES

- a. Require that every system used for election functions has a unique username for each individual staff member that is authorized to access the system.
- b. Do not allow shared user accounts.

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- c. Use a Password Management Solution that stores passwords in an encrypted format and includes multifactor authentication to access.
- d. Never write passwords down or keep them in locations that are accessible to others.
- e. Never store passwords in spreadsheets, journals, or email contacts applications.
- f. Update password policies on all systems to support the following complex password requirements:
 - i. At least 12 characters
 - ii. At least 1 upper case letter
 - iii. At least 1 lower case letter
 - iv. At least 1 number
 - v. At least 1 special character
- g. Force updates every 90 days
- h. Enable multifactor authentication on Domain Administrator accounts.
- i. Ensure that any system accessed remotely to support election processes uses multifactor authentication, including any election service provider portal or secure file transfer system.

STANDARD BEST PRACTICES

- j. Implement Multi-Factor Authentication for all systems, internal and external, that support the election network or office.
- k. Implement MFA solutions using soft tokens such as Microsoft Authenticator or Duo for the additional authenticating factor instead of text or email.
- l. Discourage staff from sharing passwords or using joint accounts to any systems. If using a joint account is required, outline processes that detail security protocols to limit use.
- m. Change system default passwords immediately after initial setup of a new system or device.

4. LIMIT ADMINISTRATOR ACCESS

PRIORITY BEST PRACTICES

- a. Limit unauthorized access to endpoint computers and devices by configuring the Local Administrator account default settings during initial setup on all systems:
 - i. Immediately change the default Local Administrator account password to a unique complex password.
 - ii. Disable access to the Local Administrator account from the network.
- b. Limit access to Domain Administrator accounts to authorized personnel only (typically the IT department) and require Multi-Factor Authentication for Domain Administrator accounts.

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STANDARD BEST PRACTICES

- c. Establish a user hierarchy based on the **Principle of Least Privilege** to ensure that users don't have more access to administrative capabilities than they need to perform their job duties.
- d. Establish an approval process for users who require **system or application administrator access** privileges, and never assign an administrative account to a user who does not require administrator-level control.
- e. Ensure that administrators use a user account with end-user level permissions for routine operations and a separate administrator account for privileged administrative tasks.

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APPENDIX A: DATA CLASSIFICATION CHART

| DATA CLASSIFICATION LEVEL | DATA TYPE |
|---|--|
| CONFIDENTIAL | |
| <p>Confidential information is any data that if disclosed could substantially harm the organization and its constituents, impede the conduct of effective government, law and order or violate citizen privacy. This data is exempt from disclosure under the provisions of the Texas Public Information Act and other applicable federal and state laws and regulations. It should only be shared with authorized individuals and should be strictly protected with access controls and security measures.</p> | <ul style="list-style-type: none"> • Election Security Assessment (ESA) Results • Certain Security Policies and Procedures <ul style="list-style-type: none"> a. Written Information Security Program b. Election Information Security Policy c. Election System Security Policy d. Cybersecurity Incident Response Plan e. Continuation of Operations Plan f. Vendor Risk Management Policy • Results from Risk Assessments or Cyber Hygiene Scans <ul style="list-style-type: none"> a. Vendor Risk Assessment Results b. Vulnerability Scan Data c. Threat Monitoring Data • Election Department Critical Infrastructure Information • Cyber Intelligence Information • Passwords • System Inventory Information • System Life Cycle Management Plan • Details of Security Incident or Event • Protected Voter Registration Application Information as Defined in Election Code 13.004 (c) including*: <ul style="list-style-type: none"> a. Social security number b. Texas driver's license or personal identification card number c. Indication that the applicant is interested in working as an election judge d. Residence address of federal or state judges and their spouses e. Residence address of applicants if the applicant, the applicant's child, or another person in the applicant's household is a victim of family violence, sexual assault or a abuse, stalking or trafficking f. Residence address of applicants participating in the address confidentiality program. • Voter Registration Data Disclosing Criminal History or Voter Activity/Inactivity* |

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| | <p>*For the full list and definitions of voter registration data that is confidential, refer to Texas Election Code § 13.004 Recording and Disclosure of Certain Information by Registrar</p> |
| SENSITIVE | |
| <p>Sensitive information is data that if altered or deleted could damage the interests of the organization or endanger the safety of citizens. This data can be made publicly available with a approval by election official, but it cannot be altered or deleted. It requires a higher than normal assurance of accuracy and completeness. It should be managed with integrity and security measures that ensure accuracy and appropriate availability.</p> | <ul style="list-style-type: none"> • Voter Registration Data Excluding Criminal History, Voter Activity/Inactivity and Data Defined as Confidential in Election Code 13.004 (c)* • Information on How to Submit Applications to Run in the Election • Candidate Application Instructions • Poll worker Instructions • Election Process Handbook/Guide • Election Schedules • Poll Locations • Voter Instructions • Candidate Information • Ballot Information • Tabulation Results • Vendor Information Excluding Vendor Risk Assessment Results • Official Domain URLs |
| INTERNAL USE | |
| <p>Internal Use information is data that is intended only for use within the Election Department. External access to this data should be prevented but compromises are not critical. Internal access should be selective to only those individuals who require the data to perform their job duties.</p> | <ul style="list-style-type: none"> • Employee Handbooks • Password Management Policies • Security Awareness Training • Employee Data • Help Desk Instructions • Escalation Path for Suspected Security Incidents or Events • Roles and Responsibility Definitions and Assignments |
| PUBLIC USE | |

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Public Use information is non-sensitive data that if distributed outside of the Election Department will not adversely impact the organization or citizens. This data has been declared public knowledge by someone with the proper authorization and should not be used or disclosed without approval.

- Election News and Announcements
- Job Announcements
- Basic Facts About a Security Incident or Event
 - a. How It Happened
 - b. How It Is Being Addressed Rapidly
 - c. How It Impacts Voters

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APPENDIX B: BEST PRACTICE CHECKLIST

| ELECTION SECURITY BEST PRACTICES CHECKLIST | PRIORITY BEST PRACTICES **Complete First** | STANDARD BEST PRACTICES After Implementing Priority Practices |
|---|---|--|
| POLICIES AND PROCESS | | |
| Create WISP (Written Information Security Program) | <input type="checkbox"/> Ensure policies and plans are authorized <input type="checkbox"/> Review yearly by appropriate personnel <input type="checkbox"/> Create Election Information Security Policy <input type="checkbox"/> Create Incident Response Plan <input type="checkbox"/> Create Continuity of Operations Plan | <input type="checkbox"/> Create Election System Security Plan <input type="checkbox"/> Create Vendor Risk Management Policy |
| Monitor Continuously for Threats | <input type="checkbox"/> Establish 24/7 security monitoring services <input type="checkbox"/> Ensure provider uses effective products including a SIEM. | |
| Perform Vulnerability Scanning | <input type="checkbox"/> Establish a monthly patch management process <input type="checkbox"/> Conduct monthly vulnerability scans | |
| Classify and Protect Elections Data | <input type="checkbox"/> Assign election data to data classification categories <input type="checkbox"/> Apply appropriate protections for each data classification category <input type="checkbox"/> Give users access to only the least amount of data needed for their role | |
| Participate in Security Awareness Training | <input type="checkbox"/> Each member of the election staff is required to participate in the SOS cybersecurity training <input type="checkbox"/> Repeat security training every year <input type="checkbox"/> Discuss security recommendations with staff | |
| Conduct Election Security Assessments (ESAs) Regularly | <input type="checkbox"/> Participate in the ESAs provided by Texas SOS | <input type="checkbox"/> Use ESA results to establish an improvement roadmap <input type="checkbox"/> Review ESA results yearly |

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| | <input type="checkbox"/> Conduct follow-up assessments at least once every two to four years (or more often if necessary) | |
| Participate in the DHS MS-ISAC and E-ISAC Info Sharing Program | <input type="checkbox"/> Become a member of the MS-ISAC/E-ISAC <input type="checkbox"/> Develop a process for monitoring the cyber threat reports | |
| ELECTION PROCESS | | |
| Implement a Two-Person Verification Process | <input type="checkbox"/> Ensure that one person performs the task and a second person witnesses and verifies result integrity for every election function <input type="checkbox"/> Keep a record with full signatures from both people <input type="checkbox"/> Encourage election vendors to implement two-person verification <input type="checkbox"/> | <input type="checkbox"/> Use integrity validation measures on the website when publishing results <input type="checkbox"/> Do not post unofficial or official reports printed from tabulation systems or that include the election vendors name |
| Election Night Reporting Integrity | <input type="checkbox"/> Only disseminate results to the public on election night through the official website <input type="checkbox"/> Do not email results to external parties or the media <input type="checkbox"/> Do not publish results through social media accounts Use email and social media to direct the public to the official website to view election results | |
| Document the Election Process | | <input type="checkbox"/> Create an election handbook that captures the experience of key staff members <input type="checkbox"/> Ensure the handbook accomplishes key election department objectives |
| Physically Secure Election Offices and Systems | <input type="checkbox"/> Establish a chain of custody documentation process for election systems <input type="checkbox"/> Never leave a systems network with access unattended unless they are in a locked area | |

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| | <ul style="list-style-type: none"> <input type="checkbox"/> Control physical access to election equipment at all times <input type="checkbox"/> Use tamper evident seals on election equipment, even when they are not in use for elections <input type="checkbox"/> Use functioning conventional or digital lock to protect all entry points to election facilities <input type="checkbox"/> When locking up election equipment, use an access control key or password, have one or more person as a witness and sign a log verifying the equipment is secure <input type="checkbox"/> Monitor entry and exist points to election facilities with cameras that have recording capability <input type="checkbox"/> Adhere to the information retention policy time requirements for keeping logs, documentation and camera footage | |
| NETWORK AND INFRASTRUCTURE | | |
| Install a Next-Generation Firewall | <ul style="list-style-type: none"> <input type="checkbox"/> Configure the firewall to control outbound activity and block unauthorized access <input type="checkbox"/> Check for patches and updates monthly | |
| Segment the Network | <ul style="list-style-type: none"> <input type="checkbox"/> Use the firewall to create a network section dedicated to election functions and data <input type="checkbox"/> Protect access from the rest of the network, other networks and the Internet <input type="checkbox"/> Restrict access to the election segment of the network to only election employees | |
| Update Unsupported Operations Systems and Software | <ul style="list-style-type: none"> <input type="checkbox"/> Upgrade or replace operating systems earlier than Windows 10 Professional or Windows 10 Enterprise | |

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| | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all election-related software is current and security patches are up to date <input type="checkbox"/> Check for patches and updates monthly | |
| Restrict Remote Network Access | <ul style="list-style-type: none"> <input type="checkbox"/> Limit remote access to the election network <input type="checkbox"/> Tightly control remote access tools and limit use to select employees. <input type="checkbox"/> Vendors must meet the terms of the Vendor Risk Management Policy before connecting to the network <input type="checkbox"/> Prohibit network access through Internet access points not protected by the firewall | |
| Use Endpoint Security Solutions | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure Endpoint Security Solutions detect and block threats <input type="checkbox"/> Deploy on all endpoint devices, except systems provided for vote tabulation <input type="checkbox"/> Check for patches and updates monthly | |
| Implement Software and Network Whitelisting | <ul style="list-style-type: none"> <input type="checkbox"/> Configure election systems with software that prohibits unapproved software packages <input type="checkbox"/> Establish an approval process for software installation <input type="checkbox"/> Prevent unapproved devices from communicating with systems behind the firewall <input type="checkbox"/> Disable unused network ports at the network switch Ensure active ports block access to unapproved devices | |
| Secure Wireless Networks and Devices | <ul style="list-style-type: none"> <input type="checkbox"/> Disable WiFi and Bluetooth wireless devices that are not in use or not defined in the acceptable use policy <input type="checkbox"/> Segment the network to separate all other WiFi networks from the election department's WiFi network | <ul style="list-style-type: none"> <input type="checkbox"/> Create a policy that defines the acceptable use of wireless devices <input type="checkbox"/> Configure WiFi networks to use WPA2 or later security controls |

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| | | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure passphrases meet minimum password standards <input type="checkbox"/> Hide the election department SSID <input type="checkbox"/> Restrict polling location wireless networks to required ePollbook functionality only |
| Backup Data Offsite Using Encryption | <ul style="list-style-type: none"> <input type="checkbox"/> Backup daily to an encrypted system offsite and not connected to the election network <input type="checkbox"/> Backup all data related to election activities <input type="checkbox"/> Encrypt and store data at FIPS 140-2 encryption levels | |
| Encrypt Election and Voter Information | <ul style="list-style-type: none"> <input type="checkbox"/> Encrypt data storage for servers that support elections <input type="checkbox"/> Require encryption for cloud solutions used to store voter registration and critical election information | <ul style="list-style-type: none"> <input type="checkbox"/> Encrypt hard disks of computer systems that access and process voter registration and critical election data |
| Manage Removable Media Use | <ul style="list-style-type: none"> <input type="checkbox"/> Create a Removable Media Policy as required in the Election Information Security Policy template <input type="checkbox"/> Allow only encrypted USB devices for general purpose removable media <input type="checkbox"/> Assign management of election-related removable media devices to one person <input type="checkbox"/> Track removable media assignments in a log and regulate use at all times | <ul style="list-style-type: none"> <input type="checkbox"/> Use software that controls the use of removable media devices <input type="checkbox"/> Put removable media devices that transfer information between non-connected elections systems through a USB cleaning process <input type="checkbox"/> Delete contents and securely destroy single-use removable media |
| Track Inventory | <ul style="list-style-type: none"> <input type="checkbox"/> Create a detailed inventory list of all technology used to support and conduct an election <input type="checkbox"/> Maintain a digital or paper log of approved software and removable media | <ul style="list-style-type: none"> <input type="checkbox"/> Divide the inventory list into three separate sections: early voting, election day and between elections <input type="checkbox"/> When reusing a device, add a description of device contents to the inventory list before erasing the information |

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| | | <input type="checkbox"/> Keep inventory records for the time specified in the information retention policy. |
| SUPPORTING TECHNOLOGY | | |
| Protect Email and Website Domains | <input type="checkbox"/> Only use government-provided email addresses and web services using the Internet domain texas.gov or tx.us <input type="checkbox"/> Never perform election business from a non-government email address or website <input type="checkbox"/> Update election website software with critical patches once per month <input type="checkbox"/> Perform penetration tests once per year on election websites | <input type="checkbox"/> Ensure all election website transmissions use a SSL certificate <input type="checkbox"/> Implement a Web Application Firewall |
| Implement Email Security | <input type="checkbox"/> Disable or require multi-factor authentication for web-based Internet access to email <input type="checkbox"/> Integrate DMARC into your email system | <input type="checkbox"/> Use multifactor authentication to control access all email accounts <input type="checkbox"/> Implement SPAM filtering <input type="checkbox"/> Use anti-virus scanning tools |
| Password and Multifactor Authentication (MFA) | <input type="checkbox"/> Assign unique usernames to staff members authorized to access any system used for election functions <input type="checkbox"/> Do not allow shared user accounts <input type="checkbox"/> Use a password management solution that uses an encrypted format and requires MFA <input type="checkbox"/> Configure password policies on all systems to require complex passwords <input type="checkbox"/> Require MFA for Domain Administrator access <input type="checkbox"/> Ensure any system accessed remotely to support election processes uses MFA | <input type="checkbox"/> Use MFA on all systems whenever possible <input type="checkbox"/> Use soft tokens as the second user identifying factor instead of text or email <input type="checkbox"/> Discourage staff from sharing passwords or joint accounts <input type="checkbox"/> Change system default passwords immediately after initial new system or device setup |
| Limit Administrator Access | <input type="checkbox"/> Add constraints for the Local Administrator Account | <input type="checkbox"/> Establish a user hierarchy based on the Principle of Least Privilege |

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| | <input type="checkbox"/> Limit access to Domain Administrator accounts to authorized personnel only | <input type="checkbox"/> Implement an approval process for administrator access <input type="checkbox"/> Ensure that administrators use a user account for routing operations separate from the administrator account used for administrative tasks |
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APPENDIX C: GLOSSARY

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| CHECKSUM | A technique used to verify that a file is not corrupted by a virus or other code by using a unique digital fingerprint of the data. |
| CONTINUITY OF OPERATIONS PLAN | Procedures that enable the election department to continue to operate with minimal disruption during a cyberattack or other disaster. |
| CYBER THREATS | Criminal activity seeking to undermine elections or steal data for financial gain using the Internet to disrupt or infiltrate election technology |
| CYBERSECURITY RISKS | Gaps in security practices that present opportunities for cyber criminals to successfully attack election departments. |
| DENIAL OF SERVICE (DoS) | An attack in which the cybercriminal blocks user access to a computer network. |
| DOMAIN-BASED MESSAGE AUTHENTICATION REPORTING AND CONFORMANCE (DMARC) | An email validation protocol that protects email domains from unauthorized use. |
| ELECTION INFORMATION SECURITY POLICY | Protocols that protect election-related data from cyber threats and other disasters. |
| ELECTION SECURITY ASSESSMENT (ESA) | Cybersecurity reviews to determine the security status of election departments and identify areas for improvement. |
| ELECTION SYSTEM SECURITY PLAN | Protocols that protect election systems from cyber threats or other disasters. |
| END-OF-LIFE | The point at which a computer, system, or software should be retired because it can no longer function at optimal levels due to wear, outdated technology, and lack of manufacturer support. |
| ENDPOINTS | User devices such as computers, laptops, tablets, and printers that are connected to the network. |
| ENTERPRISE-CLASS SYSTEM | A system with advanced capabilities and large capacity to handle high volume and complex demands. |
| FEDERAL INFORMATION PROCESSING STANDARD (FIPS) 140-2 | A U.S. government computer security standard used to approve cryptographic modules used to encrypt and decrypt data. |
| HOST INTRUSION DETECTION SYSTEM (HIDS) | A detection system that monitors and analyzes internal computing systems for evidence of attack activity. |
| INCIDENT CONTAINMENT | Removing infected systems from the network as quickly as possible to stop an attacker's movement through a network and prevent further damage. |
| INCIDENT RESPONSE PLAN | Procedures for reacting to a cyberattack (referred to as an incident) in ways that minimize the damage and enable the election department to recover as quickly as possible. |
| INFRASTRUCTURE | All components that enable and secure the network including devices, firewalls, and Internet connectivity. |

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| MALWARE | Software that contains a virus to infect systems allowing attackers to steal or destroy data. |
| MULTIFACTOR AUTHENTICATION (MFA) | A security control that requires more than one way to verify a user's identity before allowing login. |
| NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST) | A recognized authority on security that establishes standards widely followed in the cybersecurity industry. |
| NETWORK | The group of devices such as computer systems, printers, tablets, and servers linked together wirelessly and/or with cables. |
| NETWORK PORT | A number that identifies a connection point in the network. |
| NETWORK SEGMENTATION | Dividing the network into portions separated from the rest of the network to limit access if an attacker gets into the network and manage traffic flow. |
| NETWORK SWITCH | Hardware device that directs incoming data from multiple input ports to its intended destination. |
| NEXT-GENERATION FIREWALL (NGFW) | A system that blocks unauthorized network traffic and offers additional functionality such as inspecting applications and preventing intrusions. |
| PATCH MANAGEMENT | Adhering to a schedule of checking for software and system updates and installing them to ensure the most current cyberattack protections are in place. |
| PLAN | A detailed step-by-step process defining how election departments will handle specific situations to achieve objectives. |
| POLICY | Established protocols related to an objective that define how staff should perform activities and manage resources. |
| PORT SCAN BLOCKING | Preventing attackers from scanning the network to find open ports they can use to get inside the network. |
| PRINCIPLE OF LEAST PRIVILEGE | A system, application and data access control practice that limits each user's access to only the needed levels. |
| RANSOMWARE | A form of malware in which the attacker demands payment to restore the system and data. |
| REMEDATION | Fixing security gaps and improving defenses. |
| REMOVABLE MEDIA | Storage devices that can be removed from a computer while the system is running such as USB keys or drives, CDs, and DVDs. |
| SECURE SOCKET LAYER (SSL) | A technology that establishes an encrypted link between a website and a browser. |
| SECURITY INCIDENT AND EVENT MANAGEMENT (SIEM) | Software that collects data generated by systems, security devices and applications that could indicate attack attempts. Security Analysts review the data to determine if a threat is present. |
| SERVICE SET IDENTIFIER (SSID) | A sequence of characters that uniquely names a wireless local area network (WLAN.) |
| SOCIAL ENGINEERING | An attack in which a cybercriminal gains access to systems or the network by pretending to be a legitimate voter or citizen to trick an employee into providing usernames and passwords or other access information. |
| SOFT TOKENS | A software-based multifactor authentication method compared to hard token key FOB or smart card. |

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| STATEFUL DEEP PACKET INSPECTION | A firewall technology that monitors active connections to determine what should be allowed past the firewall. |
| SYSTEM OR APPLICATION ADMINISTRATOR ACCESS | An account for an application, email or website domain, or system that provides the user with full functionality enabling them to manage other user accounts, enable or block access and make configuration changes. |
| UTILITIES | Software programs that add functionality to computers or systems. |
| VENDOR RISK MANAGEMENT POLICY | Protocols that ensure third-party vendors are not introducing security gaps that bad actors can exploit to stage an attack. |
| VIRTUAL PRIVATE NETWORK (VPN) | An encrypted connection over the Internet that provides secure access for remote computers or devices. |
| VULNERABILITY SCANNING | An inspection of computers and networks to identify security holes that an attacker could exploit. |
| WEB APPLICATION FIREWALL (WAF) | Software, a device or service that filters, monitors and blocks malicious traffic from entering a website as well as preventing unauthorized data from leaving a website. |
| WEB SERVER | A computer system that runs websites. It includes a program that distributes web pages as website visitors click on page web addresses. |
| WI-FI PROTECTED ACCESS 2 (WPA2) | Security protocol that secures wireless computer networks by using Advanced Encryption Standard (AES), a stronger encryption technology than previous versions. |
| WRITTEN INFORMATION SECURITY POLICY (WISP) | A set of policies and plans that define how to protect elections from cyberattack and how to respond if an incident occurs. It authorizes employees to quickly perform the described actions without waiting for approval during an attack. |

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POLICY: ELECTION INFORMATION SECURITY



TEXAS SECRETARY OF STATE
ELECTIONS DIVISION

www.sos.texas.gov * www.votetexas.gov

1.800.252.8683

(Last Revised: May 2020)

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DOCUMENT MANAGEMENT

The Election Information Security Policy must be reviewed at least once per year or more frequently if state or federal legislation mandates new election security requirements or new cyber threats require policy changes between yearly reviews.

Maintain a record of all policy reviews in the Policy Review Log to validate that the Election Information Security Policy is updated once per year and to track significant revisions. Record all review dates. If major revisions are made during the review, please describe the changes. If changes are not made during a review, note that no changes were made.

POLICY REVIEW LOG

| POLICY ADOPTED DATE July 2020 | | | | | | |
|--------------------------------------|----------------------------------|--|--------------------------------|------------------------|---------------------------------|------------------------|
| Drafted By | | Rebecka LaCourse, Elections Administrator | | Signature | | |
| Approved By | | Colorado County Commissioner's Court | | Signature | | |
| REVIEW AND REVISION LOG | | | | | | |
| REVIEW SCHEDULE | | | | | | |
| Review Date | If Revised, Revision Date | Revision Description (Or Specify "No Revisions" If None Made) | Drafted By: Name, Title | Signature, Date | Approved By: Name, Title | Signature, Date |
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Colorado County Elections
ELECTION INFORMATION
SECURITY POLICY

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CONFIDENTIAL INFORMATION WARNING

This document contains information about the security of Colorado County Elections that is classified as Confidential. Confidential information is any data that if disclosed could substantially harm the organization and its constituents, impede the conduct of effective government, law and order or violate citizen privacy. This data is exempt from disclosure under the provisions of the Texas Public Information Act and other applicable federal and state laws and regulations. It should only be shared with authorized individuals and should be strictly protected with access controls and security measures.

The following types of confidential information may be contained in this Policy:

- System names and purposes
- Security device configuration information
- Procedural information that could be used to compromise agency systems

NON-DISCLOSURE STATEMENT

The information in this document is Confidential, and cannot be reproduced, redistributed in any way, shape or form without prior written consent from Colorado County Commissioner's Court and County Elections Administrator

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INTRODUCTION

The Colorado County Election Information Security Policy defines the security policies required to protect technology, data and operations from the cyberattacks threatening elections. The Policy incorporates the Security Best Practices developed by the Texas Secretary of State (SOS) in compliance with HB1421 (2019) legislation adopted to protect elections from cyber threats. It is also aligned to the five core objectives outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF):

- IDENTIFY (ID)
- PROTECT (PR)
- DETECT (DE)
- RESPOND (RS)
- RECOVER (RC)

This Policy is a living document that is regularly updated as Colorado County builds stronger defenses, addresses new cyber threats, and adapts to changing technology.

POLICY SCOPE

- The Policy applies to any individual and entity participating in any capacity in the management, operation and support of Colorado County, election systems and technology.
- The Policy applies to technology, data management, election processes and staff behaviors.
- The Policy encompasses all systems, devices and computers that transmit, receive, and store information used by and for Colorado County Election Administrator.
- The Policy meets applicable federal, state and local laws in addition to Colorado County policies, regulations and contractual obligations.

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SECTION 1: IDENTIFY

POLICY 1: GOVERNANCE

Colorado County follows the guidelines and practices defined in our Election Written Information Security Program (WISP), of which this policy document is a part.

POLICY STANDARDS

- Maintain an updated and authorized Election Written Information Security Program (WISP) which is a set of documents comprised of these five documents:
 1. Election Information Security Policy
 2. Cybersecurity Incident Response Plan
 3. Continuity of Operations Plan
 4. Election System Security Plan
 5. Vendor Risk Management Policy
- Current and future versions of Election WISP policies and plans are approved by Colorado County Commissioner's Court to ensure that staff has the pre-authorization needed to prevent a cyberattack or take immediate action during an incident. Election WISP policies and plans can be approved as a set of all five documents or they can be approved individually, especially if major revisions are made to only one document.
- The digital version of the Election WISP is stored in a shared elections specific Network Attached Storage device located in the Colorado County Courthouse and access is limited to election staff only.
- An up-to-date printed copy of the Election WISP is stored in a binder located in the Elections Office located at 318 Spring St., Suite 101, Columbus, TX. If the digital version is inaccessible during a cyberattack, the printed version should be retrieved by election staff only.
- All policies and plans in the Election WISP are reviewed and updated according to the following schedule:
 - During general election years, in December after an election to incorporate lessons learned or changes to the election process
 - During legislative session years, in July after the Secretary of State Election Law Conference to incorporate any new laws
- The Policies in the Election WISP apply to any individual and entity participating in any capacity in the management, operation and support of elections, election systems and technology.

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- Security responsibilities by employee role are assigned and approved by the Election Administrator. They are documented and tracked using the Security Roles and Responsibilities Chart.

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POLICY 2: BUSINESS ENVIRONMENT

Colorado County clearly states our elections mission and identifies the operations critical to accomplishing it. Security decisions are focused on protecting the operations that support the mission.

MISSION STATEMENT

To uphold a high level of professional election standards in order to earn and preserve public confidence in the electoral process.

CRITICAL OPERATIONS

Voter Registration

Providing Voter and Candidate Information to the Community and Election Officials
Ballot Creation and Installing programming to Ballot Printing Devices
Install Programming into Ballot Tabulation Devices
Test all electronic equipment (including the public L&A test) three times before use

Ballot by Mail Operations

Poll Worker Coordination and Communication
Transportation of Voting Equipment and Ballots to and from Polling Locations
Voter Check-In and Verifying Identity and Eligibility

Secure Transmission of Voter Data to Polling Locations to and from Central Count in real time

Unofficial Results Tabulation
Partial Manual Count of the Ballots
Deliver Results to the Public
Canvass of Official Results

Secure Storage of Voting Devices, Election Records, and Electronic Media During the Preservation Period

POLICY STANDARDS

- Our mission statement and the operations critical to accomplishing our mission are clearly defined in written form. NOTE: This mission statement is not a security statement; it is a statement that defines our overall purpose so that we can make security decisions that best protect our ability to fulfill this mission.
- The mission statement and critical operations list must be reviewed as part of the annual Election WISP review required in Policy 1 to make sure they are current and accurately reflect the operations with the most potential to disrupt elections if they are compromised by a cyberattack.

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- When writing or updating plans such as the Continuity of Operations Plan, the Incident Response Plan and the Election System Security Plan, the mission statement and critical operations list must be referenced to make sure the plans address the protection and recovery of operations that support our mission.
- The mission statement and critical operations list are included in the Information Security Awareness Training required in Policy 10.

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POLICY 3: SECURITY RISK ASSESSMENT AND MANAGEMENT STRATEGY

The election team stays informed of cybercrime targeting elections and takes steps to manage those risks.

POLICY STANDARDS

- A subscription to the Department of Homeland Security Multi-State Information Sharing and Analysis Center (MS-ISAC) and the Election Infrastructure Information Sharing and Analysis Center (EI-ISAC) information sharing services must be continuously maintained.
- The processes outlined in our Threat and Risk Monitoring Log worksheet (sample in the Appendix B) must be followed to stay informed of, record and act on MS-ISAC, EI-ISAC and media reports of cyber threats that specifically pose a potential threat to the organization.
- The risk of significant threats to the critical operations that support the mission statement and the overall election process must be assessed as soon as we receive reports of new threats.

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POLICY 4: SUPPLY CHAIN RISKMANAGEMENT

Third-party vendors must comply with the Vendor Risk Management Policy included in the Election WISP.

POLICY STANDARDS

- The Vendor Risk Management Policy must be reviewed updated if needed at least yearly as part of the Policy 1 Election WISP annual review requirement.
- Vendor risk should be evaluated annually by checking with vendors to see if any significant changes to their networks, technologies or business processes have recently occurred and by staying informed of cyber threat risks that could affect our vendors via the ISAC information sharing subscription.
- All contracts, supply agreements and service level agreements will specify that the vendor agrees to comply with the Vendor Risk Management Policy.
- A staff escort is required for third-party vendors visiting our facilities, and vendors who regularly work in our facilities are required to have identification badges without unlocking or door access capabilities.
- Vendor risk will be evaluated annually as part of the Election WISP review described in Policy 1.

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POLICY 5: ASSET MANAGEMENT

An inventory of devices, systems, equipment, software and data ranked by criticality is created and maintained by the Elections Department and/or IT.

POLICY STANDARDS

- An accurate inventory of election systems including ballot printing devices, pollbooks, optical scanners, and any equipment directly related to elections and/or valued over \$500.00 must be created and updated annually following the Inventory.
- Create and annually update an inventory of all general technology assets including:
 - Election Authority-issued Employee Devices (laptops, desktops, tablets)
 - Servers and Storage Devices
 - Software Including Cloud Software
 - Network Equipment (firewalls, routers, switches, monitoring systems)
- The IT team's inventory must uniquely identify each technology asset by including:
 - Model
 - Serial Number
 - Location
- The inventory ranks the criticality of each asset using the Technology Asset Criticality Classification System in Table 1 that reflects the importance of each technology asset to mission-critical operations.
- The inventory includes chain of custody information for critical assets such as:
 - Person who issued the item
 - Person using the item
 - Person receiving the item when it's returned
- The inventory must include a change management log documenting significant updates, patches and changes made to critical assets.
- Each asset is managed according to security guidelines defined in the Technology Asset Criticality Classification System in Table 2 below.
- Removable media devices should be included in the inventory, and their use and management must comply with the Removable Media Policy. An example of a Removable Policy is in the Appendix D.
- A diagram depicting the network design and data flow of critical operations must be created and stored with the asset inventory.

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| TABLE 1: TECHNOLOGY ASSET CRITICALITY CLASSIFICATION SYSTEM | | |
|--|---|---|
| CRITICALITY LEVEL | ASSETS INCLUDED, BUT NOT LIMITED TO | SECURITY GUIDELINES |
| 1 | <p>Servers storing voter and candidate information</p> <p>Election systems</p> <p>ePollbooks</p> <p>Website Server and/or Hosting Account</p> <p>Voter Registration System Account</p> <p>Encrypted Backup Hard Drive</p> | <ul style="list-style-type: none"> • Physical Assets <ul style="list-style-type: none"> ○ Assets must be stored in a locked location ○ Access is limited to authorized personnel only ○ Criminal Background check must be obtained before access to the area is granted ○ Physical assets must be stored in a locked area with restricted and controlled access • Software Assets <ul style="list-style-type: none"> ○ Access is limited to authorized personnel only with strict limitations on who receives administrator privileges ○ Written approval is required before access credentials or administrator privileges will be granted ○ Unique usernames must be used ○ Credential sharing is strictly prohibited ○ Strong passwords are required ○ Multifactor authentication is required where possible ○ On premise assets must be contained within the election network firewall |

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| | | <ul style="list-style-type: none"> o Remote and Internet access is restricted o Continuous monitoring for suspicious activity is required o Data must be backed up using encryption o Chain of custody record is required |
| 2 | <p>Employee desktops and laptops</p> <p>Mobile devices</p> <p>Productivity Software</p> <p>Social media accounts</p> | <ul style="list-style-type: none"> • Physical Assets <ul style="list-style-type: none"> o Protect physical access to hardware assets by keeping them in a locked area when not in use o Assignment log is required o Limit area access to personnel or escorted visitors only • Software Assets <ul style="list-style-type: none"> o Approval process not required, but access credentials should be assigned to personnel only o Assign unique usernames and prohibit credential sharing o Require strong passwords o Require multifactor authentication where possible o Keep the asset located behind election-specific firewall in the network o Remote access via a Virtual Private Network permissible <ul style="list-style-type: none"> o Monitor for suspicious activity o Backup data using encryption |
| 3 | <p>Printers</p> <p>Copy Machines Fax machines</p> | <ul style="list-style-type: none"> • Locked area not required, but advised • Require strong passwords if needed • Multifactor authentication not required |

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| | | |
|--|--|-----------------------------------|
| | | • Monitor for suspicious activity |
|--|--|-----------------------------------|

SECTION 2: PROTECT

POLICY 6: DATA SECURITY AND INFORMATION PROTECTION

The Election Data Classification System must accurately include all election data types and correctly categorize the data according to how stringently it should be protected. Election-related data must be inventoried, labeled and secured consistent with the Election Data Classification System (Table 2).

POLICY STANDARDS

- An accurate inventory of all major data sets that are managed, stored and used to support elections must be created and annually updated using the Technology Asset Inventory, Classification, Chain of Custody and Change Management Log in the Appendix C.
- The data inventory must include classification levels of election data according to the Election Data Classification System in Table 2 below.
- Data will be consistently backed up to a NAS Server located in the courthouse basement that is not connected to the Internet and that is stored offsite.
- Encryption must be used to protect Confidential, Sensitive and Internal Use election data as it is sent between systems and offices and while it is stored.
- Confidential, Sensitive and Internal Use data must be permanently deleted from decommissioned computers, devices, servers, hard drives and removable media before they are disposed or reused.
- Removable media devices such as USB keys temporarily used to transfer data classified as Confidential or Sensitive between devices should be erased by using a computer located in the elections department; FORMAT (not quick option) as soon as possible after use.
- Servers, storage devices and computers storing Confidential or Sensitive information must be erased before releasing them to external third-party vendors for maintenance.
- IT equipment, systems and devices must be stored and used in temperature-controlled facilities with access to the area protected by locks and visitor management processes such as badges and/or staff escort.
- The data security processes will be reviewed annually as part of the Election WISP review prescribed in Policy 1.
- Data security processes must comply with all current or future information security federal and state regulations and laws, including the Texas Public Information Act, and the Records Management Retention and Disposition Schedules issued by the Texas State Library Archives Commission (TSLAC).

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| TABLE 2: ELECTION DATA CLASSIFICATION SYSTEM | |
|--|--|
| DATA CLASSIFICATION LEVEL | DATA TYPE |
| <p>Confidential</p> <p>Confidential information is any data that if disclosed could substantially harm the organization and its constituents, impede the conduct of effective government, law and order or violate citizen privacy. This data is exempt from disclosure under the provisions of the Texas Public Information Act and other applicable federal and state laws and regulations. It should only be shared with authorized individuals and should be strictly protected with access controls and security measures.</p> | <ul style="list-style-type: none"> • Written Information Security Program • Election Information Security Policy • Election System Security Plan • Cybersecurity Incident Response Plan • Continuity of Operations Plan • Vendor Risk Management Policy • Vendor Risk Assessment Results • Election Security Assessment (ESA) Results • Employee and Poll Worker Personally Identifiable Information and Financial Data • Election Department Critical Infrastructure Information • Polling Location Technology Configuration • Passwords, Including Login Credentials for All Systems and Election Devices • Vulnerability Scan Data • Threat Monitoring and Cyber Intelligence Information • System Inventory Information • System Life Cycle Management Information • Security Incident Reports or Event Details • Protected Voter Registration Application Information including items Defined in Election Code 13.004 (c) including: <ul style="list-style-type: none"> ○ Social security number ○ Texas Driver License or TX Personal Identification Card Number ○ Indication that the applicant is interested in working as an election judge ○ Residence address of federal or state judges and their spouses ○ Residence address of applicants if the applicant or another person in the applicant's household is a victim of family violence, sexual assault or abuse, stalking or trafficking ○ Residence address of applicants participating in the address confidentiality program ○ Residence address of peace officers and other protected individuals under Texas Law. |

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| | <ul style="list-style-type: none"> ○ Voter Registration Data Disclosing Criminal History or Voter Activity/Inactivity ○ Voter Registration Application Source Codes <p><i>*For the full list and definition of voter registration data that is confidential, refer to Texas Election Code § 13.004 Recording and Disclosure of Certain Information by Registrar</i></p> |
| Sensitive | |
| <p>Sensitive information is data that if altered or deleted could damage the interests of the organization or endanger the safety of citizens. This data can be made publicly available with approval, but it cannot be altered or deleted. It requires a higher than normal assurance of accuracy and completeness. It should be managed with integrity and security measures that ensure accuracy and appropriate availability.</p> | <ul style="list-style-type: none"> • Voter Registration Data Excluding Criminal History, Voter Activity/Inactivity and Data Defined as Confidential in Election Code 13.004 (c) • Candidate Application Instructions • Poll Worker Instructions • Election Process Handbook/Guide • Voter Instructions • Candidate Information • Draft Ballot and Proof Information • Preliminary Tabulation Results • Vendor Information Excluding Vendor Risk Assessment Results • Password Management Policies • Technology Storage and Transportation Details • Escalation Path and Communication Plans for Suspected Security Incidents or Events • Roles and Responsibility Definitions and Assignments |
| Internal Use | |
| <p>Internal Use information is data that is intended only for use within the Election Department. External access to this data should be prevented but disclosures are not critical. Internal access should be limited to only those individuals who require the data to perform their job duties. Data in this category may become available to the public, if a public information request or inquiry is received and approved.</p> | <ul style="list-style-type: none"> • Employee Handbooks • Security Awareness Training • Pollbook Technology Details • Background Check Processes • Vendor Information • Chain of Custody Documentation for Voting Systems and Ballots • Help Desk Instructions • Basic Facts About a Security Incident or Event <ul style="list-style-type: none"> ○ It Happened ○ It Is Being Addressed Rapidly ○ How It Impacts Voters |
| Public Use | |
| <p>Public Use information is non-sensitive data that if distributed outside of the Election Department will not adversely impact the organization or citizens. This data has been</p> | <ul style="list-style-type: none"> • Election News and Announcements • Job Announcements • Election System and Voting Equipment Types • Voting System Type • Poll Locations |

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| | |
|--|---|
| declared public knowledge by someone with the proper authorization and should not be used or disclosed without approval. | <ul style="list-style-type: none">• Election Schedules• Ballot Information• Tabulation Results• Official Domain URLs |
|--|---|

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**POLICY 7: IDENTITY MANAGEMENT, AUTHENTICATION AND ACCESS
CONTROL**

Access to data, assets and facilities is limited to authorized users and follows the election data and asset classification systems if applicable.

POLICY STANDARDS

- Access to systems, computers and devices will be granted according to two classifications:
 - User - Granted to authorized personnel only.
 - Administrator – Administrator access must be approved by the (Specify the approval authority, such as ElectionAdministrator.)
- Access to data and software must be assigned to users based on their roles to ensure each user only has access to the information required to perform job duties (See AppendixH).
- Shared user accounts are not permitted. A unique username is required for each user's access to systems, computers and devices as well as data and software functionality.
- All remote access sessions must use encryption and multifactor authentication when possible.
- Inactive user and administrator accounts will be disabled unless an exception is approved by the Election Administrator

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POLICY 8: ELECTION INFORMATION SYSTEM MAINTENANCE

Maintenance and repairs of information system components should be performed regularly and logged. These systems include all voting technologies, ePollbooks, computers, and servers used to support elections.

POLICY STANDARDS

- Changes to election information systems and network architecture as well as chain of custody information must be tracked in the Technology Asset Inventory, Classification, Chain of Custody and Change Management Log. An example is in the Appendix C.
- Preventative maintenance will be performed at a frequency that is equal to or greater than that suggested by the manufacturer and maintenance procedures will be documented in the Technology Asset Inventory, Classification, Chain of Custody and Change Management Log. An example is in the Appendix C.
- Systems removed from the network for maintenance and repair, either onsite or at an offsite facility, must be tested after the services are completed by running an anti-virus scan before they can be reconnected to the network.
- Maintenance agreements through third-party contracts must follow the Vendor Risk Management Policy.
- Maintenance performed by third parties on information systems via remote access tools must be monitored via screen sharing for the duration of the remote session.
- Annual network penetration testing is required. During years in which an Election Security Assessment is conducted, the penetration test performed as part of the assessment satisfies this requirement.
- Annual vulnerability scanning is required for all assets connected to the network. The vulnerability scan performed as part of an Election Security Assessment satisfies this requirement.

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POLICY 9: USE OF PROTECTIVE TECHNOLOGY

Technology is used to prevent unauthorized access to data or technology, malware and ransomware infection and to secure information systems against disruptions, cyberattacks and equipment failure.

POLICY STANDARDS

- Email is protected by SPAM and malware filters.
- Internet content filtering should be used to block access to sites with potential viruses.
- An Endpoint Protection Solution should be used to protect computers, devices and systems from malware, ransomware and unauthorized access.
- Next-generation firewalls with encryption capabilities should be used to protect the network.
- Network segmentation must be implemented to separate critical election data sets and functionality from non-elections segments of the network and other department networks.
- Systems and devices must be configured with the least amount of functionality needed to perform assigned tasks to ensure that each user does not have more capability or than needed.
- All personal devices including USB drives, smartphones, cameras and music players must never be connected to the network unless approved by the Election Administrator and devices must be managed in compliance with the Removable Media Policy.

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POLICY 10: INFORMATION SECURITY AWARENESS TRAINING

Personnel and partners participate in cybersecurity awareness training to ensure everyone understands their information security-related responsibilities and how to protect election data and technology.

POLICY STANDARDS

- Each member of the election staff is required to participate in the training offered by the Texas Secretary of State.
- Training for new users will take place no less than 30 days from their hire date and repeated annually thereafter.
- In addition to the general security content, training will include the Election WSP, including the Election Security Incident Response Plan, Continuity of Operations Plan, Data and Asset Classification Systems, Removable Media Policy and Security Roles and Responsibilities as well as any information relevant to specific roles.
- Election Administrator must lead frequent discussions about security practices with the team to build a culture of physical and cybersecurity.
- Training records must be retained with the auditor's files for the amount of time allotted in the record retention requirements.

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SECTION 3: DETECT

POLICY 11: CONTINUOUS SECURITY MONITORING

Network traffic, assets and physical access are monitored to identify cyberattack activities and verify the effectiveness of protective measures.

POLICY STANDARDS

- Monitoring must be conducted either internally or by contracting with a service to monitor and detect possible cyberattack activities across potential attack points including:
 - Network
 - Mobile access to thenetwork
 - Third-party vendor interactions with the network and connected systems
- Monitoring activity must be conducted to detect unauthorized:
 - Connections
 - Devices
 - Software
 - Personnel
 - Code
 - Mobile access

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POLICY 12: DETECTING ANOMALIES AND EVENTS

User behaviors and network traffic patterns that fall outside the normal pattern of activity must be identified quickly and analyzed to determine if these anomalies indicate a cyberattack.

POLICY STANDARDS

- As part of the monitoring process, normal network activity should be documented and used as a comparison point to detect anomalous activity that could indicate a security incident.
- The Election Security Incident Response Plan should document the activity that indicates an active attack and triggers activation of the Election Security Incident Response Plan.
- The impact potential of cyberattacks is determined and included in the Election Security Incident Response Plan to ensure that it is understood by personnel.

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POLICY 13: DETECTION PROCESSES

Election and IT staff members are required to be vigilant in recognizing unusual activity that could be an indicator of a cyberattack, and suspicious activity must be immediately reported.

POLICY STANDARDS

- Election staff threat detection responsibilities are clearly defined to ensure staff know what they are expected to do to identify, report, and assist in the response to potential cyber threat activity. See the Election Security Roles and Responsibilities worksheet in Appendix B.
- Potential incidents must be reported immediately to Election Administrator and IT Staff.
- The effectiveness of staff detection processes and Security Roles and Responsibilities must be reviewed annually as part of the Election WISP review prescribed in Policy 1. An example of the Security Roles and Responsibilities is in the Appendix A.
- Training staff on detection responsibilities and processes must be included in the Security Awareness Training required in Policy 10.
- Anti-virus software must be installed on laptops and devices that are in operation at all times. Staff must notify IT Support of a high volume of blocked attack alerts.

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SECTION 4 OBJECTIVE: RESPOND

POLICY 14: RESPONSE PLANNING

An up-to-date and authorized Incident Response Plan is maintained, made available to staff and followed in the case of a security incident.

POLICY STANDARDS

- An Election Security Incident Response Plan should be annually updated and maintained as part of the approved Election Written Information Security Program as defined in Policy 1.
- The Election Security Incident Response Plan includes processes to identify, contain, and eradicate active incidents as well as recover and implement improvements after the incident.
- The Election Security Incident Response Plan should be stored in digital and printed format with the other Election WISP documents as described in Policy 1.
- Information Security Awareness Training as defined in Policy 10 must include the Election Security Incident Response Plan.
- The Election Security Incident Response Plan should be added to the local government Emergency Response Plan.
- An Incident Response Team must be formally created with clearly described roles and responsibilities in the Election Security Incident Response Plan. The team should include the Election Administrator, Head of IT, Emergency Management Coordinator, and County Judge and members of the team should always be familiar with the plan and ready to respond to an incident.
- The Election Security Incident Response Plan must define incident preparation and all preparedness activities must be completed including gathering needed information in a single location and assembling equipment and resources that will be needed to respond to an incident.
- Every four years, Table-Top Exercises should be conducted that simulate an active incident so as to provide election staff with practice in executing the Election Security Incident Response Plan.

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POLICY 15: ANALYSIS

Each security incident is analyzed to determine severity and scope and to ensure the right resources and stakeholders are assembled to address the full impact of the incident.

POLICY STANDARDS

- The Election Security Incident Response Plan must include a process for analyzing the cause and impact of an incident in consideration of the fact that some cyberattacks will be further reaching and more severe than others.
- Incidents should be categorized based on the severity of their impact on operations to guide the scope of response efforts.
- The analysis must include a review of potential third-party involvement to determine if response activities should incorporate third-party incident response policies and stakeholders.
- Evidence must be preserved to provide a court of law or cybersecurity insurance providers with needed information for prosecution and handling insurance claims. Evidence should be retained according to the duration specified for records retention in the election code.
- Using the information collected in the Incident Handler's Log included in the Election Security Incident Response Plan, an incident report must be completed for each incident that falls into the severity categories of Critical and High and submitted to the Texas Secretary of State Office.

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POLICY 16: MITIGATION OF CYBERATTACKS

Activities are performed to prevent expansion of an event, mitigate its effects, and eradicate the incident.

POLICY STANDARDS

- Incidents must be immediately blocked and contained according to the processes outlined in the Election Security Incident Response Plan.
- As soon as an active incident is confirmed, the Election Administrator must notify all election staff members and assemble the Incident Response Team according to the notification process defined in the Election Security Incident Response Plan.
- The Incident Response Team must immediately follow the mitigation steps outlined in the Election Security Incident Response Plan.
- The damage caused by an incident must be repaired as soon as possible, with priority recovery given to the mission statement and critical operations list defined in Policy 2.
- Backup data should be available and used to restore functionality and operations as described in the Election Security Incident Response Plan.

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POLICY 17: RESPONSE COMMUNICATIONS

Response activities are coordinated with internal and external stakeholders including law enforcement agencies, insurance providers, IT service providers and public relations resources as defined in the Election Security Incident Response Plan.

POLICY STANDARDS

- A communication plan is included in the Election Security Incident Response Plan and Continuity of Operations Plan that encompasses both internal and external communications during a cyberattack incident.
- Each stakeholder must receive only the information they are authorized to receive according to Election Data Classification System defined in Policy 6.
- The communication plan should be aligned with information-sharing guidance from the public affairs office, legal department and leadership officials. As these entities make changes to their information-sharing guidelines, the Election Security Incident Response Plan must be updated to incorporate the new information.
- Public-facing communication about the incident should be distributed only through official election sources, such as the Election Authority's website. Press should be advised to only report information that can be confirmed with the official Election Authority website.
- Social media should not report detailed information to avoid followers changing information as they share it. Social media should only direct followers to the Election Authority's website for all information.
- Clearly defined communication roles and responsibilities must be included in the Election Security Roles and Responsibilities list. An example is in the Appendix A.
- Incidents must be reported as required by laws and regulations which are defined in the Election Security Incident Response Plan.

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POLICY 18: RESPONSEIMPROVEMENTS

Response procedures in the Election Security Incident Response Plan must be continuously improved by incorporating lessons learned from real and practice incident detection and response activities.

POLICY STANDARDS

- The Incident Response Team should meet one month or less after a security incident occurs or Table-Top Exercises have been completed to provide input and feedback on lessons learned.
- New practices or cyberattack defenses that emerge from the lessons learned must be added to the Election Security Incident Response Plan, the Continuity of Operations Plan and any other plans or policies in the Election WISP, as needed.
- If significant changes to any of the documents in the Election WISP are required to address response lessons learned, particularly changes that require additional resources and funding, the updated plan or policy should be approved and authorized by Colorado County Commissioner's Court.

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SECTION 5 OBJECTIVE: RECOVER

POLICY 19: RECOVERY PLANNING

Recovery processes and procedures should be executed and maintained to ensure timely restoration of systems or assets affected by cyberattacks.

POLICY STANDARDS

- The Continuity of Operations Plan (COOP) must be followed immediately during a cyberattack to minimize disruption and continue to serve our mission.
- The recovery activities in the Election Security Incident Response Plan must be followed to enable a return to normal operations as quickly as possible.
- Recovery activities in all plans and policies should be reviewed at a minimum annually as part of the Election WISP review prescribed in Policy 1, and more frequently if needed after a Table-Top Exercise and after a cyberattack.
- Following significant changes made to organizational structure, election processes and technology infrastructure, the Election WISP should be updated with recovery activities aligned to the new information. Significant changes are those that add or remove resources and assets that must be protected from cyberattack and restored if they are disrupted by an attack.
- If significant changes to any of the documents in the Election WISP are required to address new or different recovery activities, particularly changes that require additional resources and funding, the updated plan or policy should be approved and authorized by the Colorado County Commissioner's Court

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POLICY 20: RECOVERYIMPROVEMENTS

The recovery procedures in the Election Security Incident Response Plan and the Continuity of Operations Plan must be continuously improved by incorporating lessons learned from incident recovery activities.

POLICY STANDARDS

- The Incident Response Team should meet one month or less after a security incident occurs or Table-Top Exercises have been completed, to provide input and feedback on lessons learned in executing recovery activities.
- New or obsolete recovery practices that emerge from the lessons learned must be added to the Election Security Incident Response Plan, the Continuity of Operations Plan and any other plans or policies in the Election WISP as needed.
- If significant changes to any of the documents in the Election WISP are required to address recovery lessons learned, particularly changes that require additional resources and funding, the updated plan or policy should be approved and authorized by the Colorado County Commissioner's Court.

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POLICY 21: RECOVERY COMMUNICATIONS

Restoration activities should be coordinated with internal and external parties, such as coordinating centers, Internet Service Providers, owners of affected systems, particularly systems spreading malware or other attack damage, additional victims and vendors.

POLICY STANDARDS

- A recovery communications plan must be a component of the Election Security Incident Response Plan to facilitate both internal and external communications during and after a cyberattack. The communications plan should ensure that each group of internal and external stakeholders only receives the information they are authorized to receive as defined in the Data Classification System in Policy 6.
- Public-facing communication about the recovery should be distributed only through official election sources, such as the website. Press should be advised to report only information that can be confirmed with the official Election Authority's website.
- Social media should not report detailed information to avoid followers changing information as they share it. Social media should only direct followers to the Election Authority's website for information.
- The communications plan should include public relations management after the cyberattack itself and then again after recovery. These two intervals of communication allow your entity to correct misinformation and to repair trust that may have been damaged during the incident.

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| APPENDIX A: ROLES AND SECURITY RESPONSIBILITIES | |
|---|--|
| Role | Security Responsibility |
| Election Administrator | <ul style="list-style-type: none"> • Ensure the Election WISP is accessible only to election staff and all employees know where to find it and how to access it. • Ensure the Election WISP is approved and authorized by leadership. • Coordinate Election WISP reviews and updates in December after an election and in June after a legislative session. • If new cyber threats are identified, ensure that Election WISP policies and plans are updated with practices that protect against them. • Notify IT or cybersecurity resources of any reports from staff of suspicious activity or events that could indicate an active attack incident. • Notify the Texas Secretary of State Election Team if the activity is determined to be a true threat that requires activation of the Election Security Incident Response Plan. • Notify the Texas Department of Information Resources if the activity is determined to be a true threat. • Conduct an annual review of changes to operations and if the changes introduce new opportunities for cyberattacks. • Ensure that the most current version of the Election WISP is covered in the mandatory annual employee security awareness training curriculum. • Ensure that vendor contracts include the requirement to follow the Election Information Security Policy and the Vendor Risk Management Policy. • Ask vendors to provide security assessment results that include their security policies, plans and practices and store them with the vendor contract. • If a vendor is not following the Vendor Risk Management Policy, provide a reasonable timeframe to establish compliance. If the policy is still not being followed after the time period ends, consider changing vendors to engage with a vendor with the needed security practices. • Maintain an up-to-date inventory of assets. • Require that visitors to the facility sign into a visitor logbook, have name tags, and are escorted by staff. • Ensure that facilities are locked, and surveillance camera video is properly recorded and stored according to retention policies. • Adhere to the Election Information Security Policy and the Elections Systems Security Policy. • Report suspicious activity who will immediately notify the appropriate entities to determine if the activity indicates an incident. • Annually review changes to the voter registration process and determine if the changes introduce new opportunities for cyberattacks that require additional or new security practices or render some existing practices obsolete. |

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| All Election Staff | <ul style="list-style-type: none"> • Remain vigilant for indicators of a cyberattack. • Report suspicious activity to the Election Administrator who will immediately notify IT and/or security resources to determine if the activity indicates an active cyber threat. • Annually participate in security awareness training and Table-Top Exercises. • Know where to find the Election WISP. • Be familiar with the Election WISP and understand what to do to help protect operations, data and systems and how to respond to an incident. • Follow news about security threats and cybercrime trends and understand their potential impact to your elections. |
| IT Manager | <ul style="list-style-type: none"> • Implement the data security requirements in the Security Best Practice Guidelines, Election Information Security Policy and the Election Systems Security Policy. • Monitor cyber intelligence feeds from MS-ISAC/EHSAC and the media for cyber threat trends that could impact elections and require defense adjustments. |
| | |

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| APPENDIX B: THREAT AND RISK MONITORING LOG | | | | | | |
|--|---|---|--|---------------------|---|--|
| MONITORING FREQUENCY: WEEKLY | | ASSIGNED TO: IT Manager | | | | |
| REPORT SIGNIFICANT FINDINGS TO: Election Administrator and Texas DIR | | | | | | |
| POLICY UPDATE APPROVAL BY: Election Administrator | | | | | | |
| Identified Risk | Potential Impact (including operations, assets and individuals) | Security Measures Implemented | Policy Update Section and Date if Required | Logged By, Date | Source | |
| URL Hijacking | Threat actors can disseminate false information to disrupt an election or disparage a candidate | Work with Texas Department of Information Resources to claim ownership of related domain names and shut down fake sites | | Bill Parks 10/14/18 | CNN News Article: <i>The Wild Wild Web</i> 10/12/18 | |
| | | | | | | |

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APPENDIX D: REMOVABLE MEDIA POLICY

Overview

Removable media is a well-known source of malware infections and has been directly tied to the loss of sensitive information in many organizations. As an Election Authority, it is imperative that every removable media device be tightly controlled and properly used in order to protect the integrity of the election process.

2.0 Purpose

The purpose of this policy is to minimize the risk of loss or exposure of sensitive election information and to reduce the risk of acquiring malware infections on computers. Any questions or comments about this policy should be directed to the [EX: Election Administrator].

3.0 Scope

This policy covers all removable media that contains election data or that is connected to the secure network.

4.0 Policy

Staff may only use specifically approved removable media devices on any system or network related to an election or to any election process. Each media device must be properly noted in the inventory logs and an IT administrator must make changes to the Election Secure Network to allow computers to access the removable media device.

Any other removable media use must be approved by leadership and requires the use of an encrypted USB device that uses FIPS 140-2 approved encryption levels. The following devices are specifically approved for use:

Encrypted USB Drives

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No exceptions to this policy are allowed.

5.0 Enforcement

Anyone found to have violated this policy may be subject to disciplinary action, up to and including suspension of access to technology resources or termination of employment.

6.0 Definitions

Removable Media

Removable media is defined as devices or media that is readable and/or writable by the end user and are able to be moved from computer to computer without modification to the computer. This includes flash memory devices such as thumb drives, SD cards, cameras, MP3 players and PDAs; removable hard drives (including hard drive-based MP3 players); optical disks such as CD and DVD disks; floppy disks and software disks.

Encryption

Encryption is a procedure used to convert data from its original form to a format that is unreadable and/or unusable to anyone without the tools/information needed to reverse the encryption process. Encryption is provided in various forms, some of which are more secure than others. In order to ensure a suitable level of encryption, users are required to only use devices that are approved by the federal government with a FIPS 140-2 level of encryption.

Malware

Malware is defined as software of malicious intent/impact such as viruses, worms, and spyware.

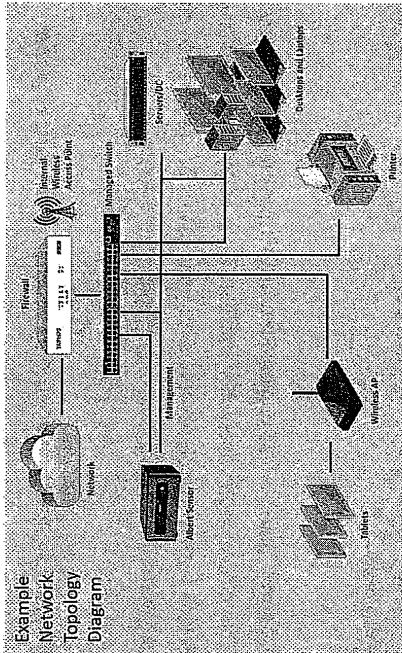
Sensitive Information

Sensitive information is defined as information which, if made available to unauthorized persons, may adversely affect the election process. Examples include, but are not limited to, voter data, election processes, unreleased election data, personal identifiers and financial information.

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APPENDIX E- NETWORK TOPOLOGY DIAGRAM

A network topology diagram doesn't have to be complex. The main objective is to create a visual representation of how each system connects to other systems. This can be simply drawn out on a piece of paper, or it can be created using PowerPoint. Th is diagram was created using PowerPoint and icon graphics.



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| APPENDIX F: DATA INVENTORY AND CLASSIFICATION | | | | | | |
|---|---------------------|--|------------------------------------|----------------------|--|--|
| Critical Operation Support | Data Classification | Data Type | Location | Connected to Network | Access Permission | |
| Voter Registration | Confidential | Voter Personal Identifying Information (PII) | TEAM Hardcopies – Secured location | Yes | Election Administrator, Election Clerk | |
| Training Manuals | Sensitive | Election Process Information | Election Office | No | Election Administrator Election Clerk | |
| Technology Details | Internal | Serial Numbers | Election Office | No | Election Administrator Election Clerk County Auditor | |
| | | | | | | |
| | | | | | | |

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| APPENDIX G: ACCESSPERMISSIONS | | | |
|---|------------------------|-------|--|
| Asset | User | Admin | User and Admin |
| TEAM Voter Registration System | | | Election Administrator Election Clerk |
| Website | County Judge Secretary | | Election Administrator |
| ePollbooks | Poll workers | | Election Administrator |
| Security Incident and Event Management System | | | IT Director |
| Firewall | | | IT Director |
| Central Point | | | Election Administrator Election Clerk |
| Vendor SFT Site | | | Election Administrator |

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INCIDENT RESPONSE PLAN



TEXAS SECRETARY OF STATE
ELECTIONS DIVISION

www.sos.texas.gov * www.votetexas.gov

1.800.252.8683

(Last Revised: May 2020)

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**Colorado County
ELECTION INCIDENT
RESPONSE PLAN**

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This document contains information about the security of Colorado County that is classified as Confidential. Confidential information is any data that if disclosed could substantially harm the organization and its constituents, impede the conduct of effective government, law and order or violate citizen privacy. This data is exempt from disclosure under the provisions of the Texas Public Information Act and other applicable federal and state laws and regulations. It should only be shared with authorized individuals and should be strictly protected with access controls and security measures.

The following types of confidential information may be contained in this Policy:

- System names and purposes
- Security device configuration information
- Procedural information that could be used to compromise agency systems

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ELECTION INCIDENT RESPONSE PLAN

Colorado County must follow these steps to respond to a security incident:

STEP 1: DETERMINE IF THE EVENT IS A CONFIRMED SECURITY INCIDENT

- Suspected cyber incidents must be immediately reported to the Election Administrator who is authorized to take the lead as the Incident Response Commander as defined in the Incident Response Team Roles and Responsibilities Chart (SEE APPENDIX C)
- The Incident Response Commander must submit the details of a possible cyber incident to Colorado County IT to confirm validity before it is declared an incident. Potential attack methods should be considered when determining if an incident has occurred including:
 - Viruses from external/removable media
 - Email that triggered malware or ransomware
 - Email phishing campaigns that exposed access credentials resulting in a breach
 - Access to credential theft through hacking
 - Device, system or equipment tampering
 - Loss or theft of equipment
- If there is doubt about the validity of a possible incident, escalate the issue to Colorado County IT to conduct a deeper analysis including, but not limited to looking for:
 - Changes in User IDs, Groups, Access Rights
 - File Modification Dates and Ownership
 - Network Configuration Changes and Unusual Activity
 - Unauthorized Applications Running
 - System Binaries
 - Altered Registry Keys
 - Unusual or Hidden Files
 - Modifications to Data or Configuration Files
 - Recent Changes, Failures, Errors, Status Changes, Access/admin Events
 - Access to credentials through hacking or social engineering

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STEP 2: BEGIN DOCUMENTING THE RESPONSE

- If the event is determined to be a security incident, the Incident Response Commander must immediately begin tracking response activities in an Incident Handler's Log and Report that will be submitted to the Texas Secretary of State's Office after the incident is remediated. (SEE APPENDIX A).
- Incident Handlers are the individuals on the Incident Response Team (see Notify and Assemble the Incident Response Team in Step 4) who coordinate and execute the efforts to contain the incident, minimize the damage, and begin recovery.
- The Incident Response Commander must record facts, theories and rumors in the Incident Handler's Log and Report to minimize the potential for making misguided decisions or communicating false information.

STEP 3: NOTIFY LEADERSHIP STAKEHOLDERS

- The Election Administrator must notify all critical stakeholders (only inform those who need to know) at this phase of the response process. Refer to the contact information listed in the Incident Notification Priority Contact List (SEE APPENDIX B).
 - Texas Secretary of State (SOS)
 - Texas Department of Information Resources (DIR)
 - Cybersecurity Service Provider
 - Law Enforcement
 - Legal Counsel
 - Government Officials

STEP 4: NOTIFY AND ASSEMBLE THE INCIDENT RESPONSE TEAM

- The Election Administrator should immediately contact and gather the Incident Response Team, a cross-functional team composed of organization's stakeholders and Incident Handlers, the individuals pre-assigned to perform incident response tasks as defined in the Incident Response Team Roles and Responsibilities chart. (SEE APPENDIX C)
- As soon as the Incident Response Team is notified, each person identified as an Incident Handler must receive an Incident Handler's Log and Report template (SEE APPENDIX A) to begin recording his or her activities and observations.
- Incident Handlers will submit their completed Incident Handler's Logs and Reports to the Incident Response Commander who will compile them into the master Incident Report at the conclusion of the incident.



STEP 5: ANALYZE THE EVENT FOR SCOPE AND START REPORT

- Colorado County IT



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must analyze the incident to confirm the full scope and document the discovered facts in the Incident Handler's Log (SEE APPENDIX A):

- o Source of the issue (outside actor, insider)
- o Motive (Malicious or accidental)
- o List of affected or involved resources (network, systems, data, software, credentials, business processes)
- o The type of data that is involved (sensitive, confidential or other) and what is the quantity of data
- o People affected by the issue (number of people, internal or external, departments)
- o The type of incident:
 - Ransomware
 - Malware
 - Denial of Service
 - Malicious Code
 - Improper Usage
 - Scans/Unauthorized Access
 - Phishing
- The Election Administrator should determine the severity of the incident as defined in the Incident Severity Classification System in Table 1.

| TABLE 1: INCIDENT SEVERITY CLASSIFICATION SYSTEM | | | | | |
|--|------------------|--------------------------------|---|---|-------------------------------------|
| SEVERITY CLASSIFICATION | VOTERS AFFECTED | # OF DEPARTMENT USERS IMPACTED | IMPORTANT INDIVIDUALS IMPACTED | APPLICATIONS & SYSTEMS CRITICAL TO OPERATIONS | NON-CRITICAL APPLICATIONS & SYSTEMS |
| CRITICAL  | Greater Than 50% | Greater Than 25% | County Judge, Elected Officials, Election Administrator | Unavailable, Infiltrated or Data Loss Suspected | Infiltrated or Data Loss Suspected |
| HIGH  | 25% To 50% | 15% To 25% | Department Heads, County Officials | Impaired but Available | Unavailable |

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| | | | | | |
|---|---------------|---------------|---|--------------------|------------------------|
| MODERATE  | 10% To 25% | 10% To 15% | - | Issues Experienced | Impaired but Available |
| LOW  | Less Than 10% | Less Than 10% | - | - | Issues Experienced |

STEP 6: SET UP A COMMAND CENTER

- The Election Administrator and Incident Response Team must set up an Incident Response Command Center in the Colorado County Annex, Suite 101. Access to the room should be controlled by keeping the door locked and providing keys to the Incident Response Team only. If electronic access can be granted to the Response Command Center, make sure that only those staff involved in the response have badge controlled access to the room.

STEP 7: ASSEMBLE INCIDENT RESPONSE RESOURCES

- The Election Administrator and Incident Response Team must gather the resources needed to conduct Incident Response operations in the Command Center as specified in the Incident Response Resource List in Table 2.

TABLE 2: INCIDENT RESPONSE RESOURCE LIST

1. Printed copy of the Election Written Information Security Program (WISP). The printed version of the Election WISP is located in the Elections Office at 318 Spring St, Suite 101. These documents should be placed in a central location in the Incident Response Command Center to remain easily accessible to the Incident Response Team for quick reference.
 - Election Incident Response Plan
 - Election Information Security Policy
 - Asset Inventory
 - Topology Diagram of the Network
 - Data Inventory
 - Continuity of Operations Plan
2. 10 printed copies of the Incident Handler's Log and Report (APPENDIX A). The copies are stored with printed version of the Election WISP located *in the Elections Office at 318 Spring St, Suite 101, Columbus, TX.*

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3. Instructions for specific technical activities
 - How to run AV scanning
 - How to capture network packets
 - How to restore data from backups
4. White boards and/or projection equipment to provide visibility of Incident Response activity and progress to the team
5. Printed Emergency Contact List of personnel and vendors with names, titles, mobile numbers and email addresses (APPENDIX D). The copies are stored with the printed version of the Election WISP located in the Elections Office at 318 Spring St, Suite 101. Spare equipment if primary hardware is quarantined due to the attack
 - Cell phones for alternative communications
 - Three laptops, tablets or other non-affected devices
 - One server, if applicable
 - Cables
 - Basic Networking Equipment – switches, modems, routers etc.
 - Toolkit with all relevant parts and tools necessary to effect repairs
6. Blank USB Drives
7. Blank backup storage units with encryption capabilities
8. Digital backup devices (e.g. hard disk cloners) and software to create disk images, capture memory state of hosts, preserve log files, and save other relevant incident data
9. 10 printed copies of Communication Plan Forms (APPENDIX E)
10. Evidence gathering accessories
 - Hardbound notebooks
 - Digital cameras
 - Audio recorders
 - Evidence / Chain of Custody Log (APPENDIX F)
 - Evidence storage bags/tags/tape to preserve evidence for possible legal actions or insurance requirements
11. Written statement listing the circumstances under which the Election Authority will or will not pay a ransom in the event of a ransomware attack. When making this plan,

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you must consult the entity within your county or city who controls the budget under which you operate.

STEP 8: INITIATE THE CONTINUITY OF OPERATIONS PLAN

- Refer to the Continuity of Operations Plan (COOP) in the Election WISP

STEP 9: WORK WITH THE IT STAFF TO CONTAIN THE DAMAGE

- Possible incident containment activities include, but are not limited to:
 - Disconnect infected devices and systems from the network
 - Segregate affected systems
 - Reroute network traffic to avoid possible infection from the network
 - Filter or block the attack
 - Refer to the Election Authority's written statement regarding the pre-determined response to handling ransomware demands.
 - Continue to investigate scope and additional infected systems and devices
 - Update scanning software to include the virus signature and scan all other devices for possible infection
 - Change passwords for compromised credentials
 - Erase infected drives and remove the virus, malicious code, hacker tools and inappropriate material
 - Preserve and collect all evidence for insurance or law enforcement investigation and maintain an Evidence / Chain of Custody Log (APPENDIX F)

STEP 10: NOTIFY THE INSURANCE PROVIDER, IF APPLICABLE

- Election Administrator should contact the authorized County contact to file a claim with the contracted Cybersecurity Insurance Provider, when a cybersecurity incident is confirmed and coordinate with the company to provide the necessary information, documentation and approvals.
- The Cybersecurity Insurance Policy provides coverage for:
 - Breach Costs (including Computer Forensics, Notification, Call Center, Identity Protection Services, Crisis Management and Public Relations)
 - Penalties (includes all amounts awarded in a Regulatory Proceeding)
 - PCI Fines and Assessments
 - Cyber Extortion Costs
 - Business Interruption Costs

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- o Data Recovery Costs

| INSURANCE PROVIDER | |
|-------------------------------------|--|
| CARRIER NAME | Texas Association of Counties Risk Management Pool (TAC RMP) |
| POLICY NUMBER | CAS-0450-20200101-1 |
| PRIMARY CONTACT NUMBER | 512-478-8753 |
| INCIDENT HOTLINE NUMBER | 1-855-472-5246 |
| AUTHORIZED COUNTY CONTACT | Raymie Kana, County Auditor (TAC RMP's primary contact) |
| SECONDARY AUTHORIZED COUNTY CONTACT | Ty Prause, County Judge |

STEP 11: INITIATE THE INTERNAL COMMUNICATIONS PLAN

- The designated Incident Response Team Communications Director must develop and disseminate information about the incident to the internal staff using the Communications Plan. (APPENDIX E).
- The Incident Response Team must maintain secure communications with employees and other internal stakeholders during an incident, limiting communications regarding the details of the incident on a need-to-know basis.
- Internal communications should consist of:
 - o Instructions to internal staff regarding steps to take to protect their devices or repair devices affected by the incident
 - o Notification to state government leadership regarding the incident
 - o Information to other state and/or federal agencies
- Notification details should include:
 - o What happened?
 - o When did the incident occur and/or when was it detected?
 - o How was it detected?
 - o What data was potentially compromised?
 - o How much data was compromised?
 - o Whose data was compromised?
 - o Why the recipient is being notified?

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- What steps were/are being taken?
- What steps should individuals take?
- If a service is being offered to affected individuals, how long do they have to enroll?
- Anticipated next steps, if any
- Who to contact for additional information (Contact name, number, hours of availability, website, hotline, email address, etc.)
- Signature (The letter should be signed by an official with responsibility over the compromised data)

STEP 12: INITIATE THE EXTERNAL COMMUNICATIONS PLAN

- The designated Incident Response Team Communications Director must develop and disseminate information about the incident to the external stakeholders in alignment with data security policies associated with the Election Data Classification System.
- External communications should consist of:
 - Announcements to third-party vendors
 - Press release to the media
 - A press briefing if the incident is deemed critical
- Elements of a press release and press briefing should include:
 - What happened
 - Resolution
 - Notification has occurred
 - Who is affected/not affected
 - What specific types of personal information are involved
 - What are the (brief) details of the incident
 - Whether or not evidence indicates data has been misused
 - Expression of regret and steps being taken to prevent similar incidents from happening again
 - Major actions taken
 - Where to go for more information

STEP 13: RECOVER THE ASSETS AND DATA

- The Incident Response Team must work with key IT staff to perform recovery processes. Only personnel with expert technical training should engage in the recovery activities. Recovery activities include but are not limited to:
 - Rebuilding and reimaging the devices and systems from scratch
 - Loading backed-up data to the devices and systems

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- Replacing compromised files with clean versions
- Scanning for traces of malicious software, hacker tools or code
- Apply all recent patches
- Testing the devices and systems before reconnecting to the network

STEP 14: DOCUMENT THE INCIDENT IN A CYBERSECURITY INCIDENT REPORT

- If an incident is detected, create a report using the information gathered in the Incident Handler's Logs (APPENDIX A) that includes:
 - How the incident was detected
 - The scope, severity and impact of the incident
 - How the incident occurred
 - The people and departments affected
 - Who was notified and when
 - The steps taken to contain the incident
 - The incident analysis results
 - Internal and external communication
 - Recovery activities
 - How this incident type can be prevented in the future
 - Lessons Learned

STEP 15: IDENTIFY LESSONS LEARNED AND UPDATE THE PLAN

- Upon closure, review each incident via a "lessons-learned" aka "After Actions Review" meeting and document it in the Incident Handler's Log (SEE APPENDIX A). Shouldn't the lessons learned be documented in a revised version of the Incident Response Plan?
- Lessons learned will be integrated into the Cybersecurity Incident Response Plan to improve responses to a future incident, should one occur.
- Access to "After Actions Review" documentation is restricted to Incident Response Team members unless the team determines the report should be released to other approved individuals.

STEP 16: COLLECT AND SUBMIT EVIDENCE

- All evidence must be gathered including infected technology, information about the incident and the Evidence / Chain of Custody Log (APPENDIX F) and submitted to the insurance company, forensics team or law enforcement agency as required.

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| APPENDIX B: INCIDENT NOTIFICATION PRIORITY CONTACT LIST | | | | | |
|---|--|-----------------------|----------------|--------------------------------|--|
| Organization | Name | Title | Phone | Email | When to Contact and Why |
| Office of the Texas Secretary of State (SOS) | Keith Ingram | Director of Elections | 512-463-5650 | elections@sos.texas.gov | IMMEDIATELY after a valid incident is confirmed in order to engage in coordinated response |
| Texas Department of Information Resources (DIR) | | | 512-475-4700 | Security-alerts@dir.texas.gov | After valid incident is confirmed for assistance with technical aspects of response |
| Cybersecurity Service Provider | Texas Association of Counties Risk Management Pool | | 1-855-472-5246 | | After valid incident facts are collected and confirmed if there was any cost associated breach. |
| Law Enforcement | R.H. Curly Wied | Sheriff | 979-732-2388 | | After valid incident facts are collected and confirmed and at the recommendation of legal counsel. |
| Legal Counsel | Jay Johannes | County Attorney | 979-732-8203 | Jay.johannes@co.colorado.tx.us | IMMEDIATELY after a valid incident is confirmed in order to engage in coordinated response |
| Government Officials | Ty Prause | County Judge | 979-484-9600 | Ty.prause@co.colorado.tx.us | IMMEDIATELY after a valid incident is confirmed in order to engage in coordinated response |

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| | | | | | |
|-----------------|--|--|----------------|--------------------|--|
| EI ISAC/MS ISAC | | | 1-866-787-4722 | soc@cisecurity.org | After incident facts have been collected to share information that helps other agencies guard against similar attacks. |
|-----------------|--|--|----------------|--------------------|--|

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| APPENDIX C: INCIDENT RESPONSE TEAM ROLES AND RESPONSIBILITIES | | PERSON ASSIGNED |
|---|--|---|
| IR TEAM ROLE | RESPONSIBILITIES | |
| INCIDENT HANDLERS IT STAFF | <ul style="list-style-type: none"> • Provide technical expertise as needed • Serve in an on-call, 24/7 capacity in the event of an incident • Provide documentation as requested concerning the technical nature of the incident • Document activities in an Incident Handler's Log and Report | Name: Charles "Chip" Schneider Title: County IT Phone: (979) 500-4500 Email: it@co.colorado.tx.us Date Assigned: |

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| | | |
|--|---|--------------------------------|
| <p>INCIDENT RESPONSE COMMANDER ELECTION ADMINISTRATOR</p> | <ul style="list-style-type: none"> • Function as the central point of contact and the lead for all incidents • Initiate and coordinate incident response activities • Start the Cybersecurity Incident Handler's Log and Report as soon as an incident is confirmed and update the report throughout the incident, documenting the incident response activities, timeline, key decision points and rationale, and progress of the remediation efforts • Coordinate the containment and remediation of the incident with the IT Staff • In conjunction with Legal Counsel, ensure that evidence is appropriately gathered, preserved and the chain of custody is maintained • Coordinate the internal and external communication plans. • After the incident has been remediated, compile copies of the Incident Handlers' Logs from other team members and add relevant information to the master report. Complete the report and submit it to the Texas Secretary of State's Office. • Conduct a "Lessons Learned" review after every incident and update the Cybersecurity Incident Response Plan | <p>INCIDENT HANDLER</p> |
| <p>Name: Rebecka LaCourse Title: Phone: 979-732-6860 or 9797-733-4870 Email: elections@co.col.orado.tx.us Date Assigned:</p> | | |

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| | | | |
|--|--|---|---|
| INCIDENT HANDLER | <u>DIRECTOR OF COMMUNICATION</u> <u>COLORADO COUNTY OFFICE OF EMERGENCY MANAGEMENT OR DESIGNEE</u> | <ul style="list-style-type: none"> • Serves as the central source of information • Keep the Incident Response Team consistently informed of important media activities • Develops talking points for leadership and anyone communicating with the public and media • Creates press releases for the media • Briefs the press on relevant incident information in accordance with the Election Data Classification System in the Election Information Security Policy • Documents activities in an Incident Handler's Log and Report | <p>Name: Charles Title: Emergency Management Coordinator Phone: 979-484-6047 Email: Charles.rogers@co.colorado.tx.us Date Assigned:</p> |
| STAFF MEMBERS | <ul style="list-style-type: none"> • Execute the Continuity of Operations Plan • Participate in "Lessons Learned" discussions | <p>Name: Darlynn Henderson Title: Elections Clerk Phone: 979-732-6860 Email: Darlynn.henderson@co.colorado.tx.us Date Assigned:</p> | |
| COUNTY AUTHORITY LEADERSHIP COMMISSIONER COURT | <ul style="list-style-type: none"> • Stay informed of the incident response progress and advise regarding the operational impact of containment and recovery decisions • Coordinate requirements and engagement with the cybersecurity insurance provider, if applicable | <p>Name: Ty Prause Title: County Judge Phone: 979-484-9600 Email: ty.prause@co.colorado.tx.us Date Assigned:</p> | |

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| | | |
|--|---|---|
| <p>LEGAL COUNSEL COUNTY ATTORNEY</p> | <ul style="list-style-type: none">• Engage and supervise outside counsel when warranted• Report incidents to the relevant insurance broker and/or carrier as necessary | <p>Name: Jay Johannes Title: County Attorney Phone: Phone: 979-732-8203 Email: jay.johannes@co.colorado.tx.us</p> |
|--|---|---|

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|--|---|--|--|
| | <ul style="list-style-type: none"> Assesses the extent of legal steps needed (such as the need to direct the forensic investigation) Oversees the preservation of evidence, and that the chain of custody is maintained Advises the Incident Response Team on all legal, regulatory and contractual requirements related to the incident, including any obligation to notify external organizations, clients, business partners, affected individuals or regulatory agencies Determines public reporting obligations Provides advice on all communications (both internal and external) related to the incident, including any law enforcement authorities Provides legal support related to an incident (e.g. prosecution of a suspect, handling of lawsuits arising from an incident, developing contracts or other binding agreements for external services) | | <p>Date Assigned:</p> |
| <p>HUMAN RESOURCES LIAISON <i>COUNTY AUDITOR OR DESIGNEE</i></p> | <ul style="list-style-type: none"> Ensures that employees understand how to respond to inquiries from external parties and understand the County's confidentiality obligations regarding the incident Provides advice regarding employee relations Assists with any disciplinary proceedings as appropriate (e.g. if an employee is suspected of causing an incident) | | <p>Name: Raymie Kana Title: County Auditor Phone: 979-732-2791 Email: raymie.kana@co.colorado.tx.us Date Assigned:</p> |

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| APPENDIX E: COMMUNICATIONS PLAN | | | | | |
|---------------------------------|-----------|--------|------------------------------|--|-------------|
| Audience | Frequency | Method | Purpose of the Communication | Person Responsible for the Communication | Date & Time |
| IT Team Members | | | | | |
| General Counsel | | | | | |
| Human Resources | | | | | |
| Internal Audit | | | | | |
| Crisis Management Team | | | | | |
| Leadership/Management | | | | | |
| Employees | | | | | |
| Commissioner's Court | | | | | |
| Outside Counsel | | | | | |
| Law Enforcement | | | | | |
| Operations | | | | | |
| Other Entities | | | | | |
| Cyber Insurance Carrier | | | | | |
| Regulatory Agencies | | | | | |

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CONTINUITY OF RESPONSE PLAN



TEXAS SECRETARY OF STATE

ELECTIONS DIVISION

www.sos.texas.gov * www.votetexas.gov

1.800.252.8683

(Last Revised: May 2020)

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CONTINUITY OF OPERATIONS PLAN FOR ELECTIONS

COLORADO COUNTY, TEXAS

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HOW TO USE THIS PLAN TEMPLATE

This document is the **Continuity of Operations Plan (COOP)**. It details how Election Authority employees, early voting and election day workers, and vendors protect election information from theft, loss, and manipulation. You, the Election Authority should revise this plan to make it relevant to your staff, early voting and election day workers, and vendors, your office environment and voting facilities, your resources, and your election processes.

In the Election Security Best Practices Guide provided in the Texas Election Security Toolkit, the Texas Secretary of State (SOS) prescribes the creation of an Election Written Information Security Program (WISP). An Election WISP is a set of five documents establishing policies that protect elections from cyber threats as well as plans that keep elections running in the event of a cyberattack or disruption.

Documents that comprise the Written Information Security Policy (WISP):

1. Election Information Security Policy
2. Security Incident Response Plan
3. Continuity of Operations Plan
4. Election System Security Plan
5. Vendor Risk Management Policy

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IMPORTANT THINGS TO KNOW ABOUT THIS DOCUMENT

- This document provides a **Plan** that defines the guidance your agency will follow and the actions that must be taken if election operations are disrupted by a cyberattack or other disaster event. The plan created is expected to be authorized by your County and used for many years, even as your staff and County continue to change.
- When completed, this document will serve as **Your Plan** that you must adopt and adapt to the needs of **Your County**. SOS provides this template as a starting place, but you are expected to review and make changes, as appropriate for your County.
- **County Election Authority Leadership is ultimately responsible for the security of its election.**
 - Many of the actions and considerations defined in this plan will apply to most Election Authorities. Depending on the needs of your organization, your plan may have additional guidelines, or it may not have as many.
 - Some of the operation continuity instructions in this plan template may not apply to you because of variations in facilities, organizational structure, and other factors, but your Election Authority must follow all of the prescribed continuity of operations instructions that are relevant to your organization.
- This plan template must be reviewed and updated before being adopted by your county.
 - Some continuity of operation plan instructions and worksheets will require you to fill in the details specific to your organization. These areas are pre-filled with suggestions or examples marked with underlined and italicized text.
 - You are encouraged to add your own specific plan instructions if you need to clarify or prescribe continuity of operation actions for purposes that are unique to your environment.

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- o The Appendices consist of example logs and forms to use when assigning staff continuity of operations responsibilities and logging or tracking processes as defined in the plan. These are worksheets that are not considered part of the Election Information Security Plan because they are continuously updated in the course of daily tasks.

INSTRUCTIONS FOR MAKING THIS DOCUMENT YOUR PLAN

1. Read through the entire plan template without making any changes, so you understand its full scope.
2. Read through the plan template again, this time marking each instruction as belonging to one of the following categories:
 - **Yes**
Applies to you and no revisions are needed
 - **Yes +**
Applies to you, but needs to be refined with simple known revisions that make it relevant
 - **Maybe**
Applies to you, but needs additional information that is not yet known or needs decisions that can only be made by someone else or a group of people
 - **No**
Does not apply to you because the instruction references a process or resource that is not needed by your organization
3. Start working on adapting the plan to your specific criteria by making the needed revisions to the "Yes +" category.
4. Delete the instructions that fall into the "No" category.
5. Gather the information needed for the "Maybe" category and obtain the needed decisions.

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- Delete an instruction or plan element if a decision deems it no longer applicable to you and puts it in the "No" category.
 - Add decisions to your plan that fall into the "Yes" category.
6. Replace the underlined, italicized suggestions with your own details.
7. Make copies of the logs and forms in the Appendices and use these copies to keep track of your processes in the event of a cyberattack or other disaster event.
- After you tailor this document to your election organization, it will become your Continuity of Operations Plan (COOP) and a part of your Election WISP. Follow the storage and document management processes for this document and for the rest of the Election WISP as defined in your Election Information Security Policy.

HOW TO USE THIS DOCUMENT

Once this document becomes your official Continuity of Operations Plan (COOP), it will be a living document that should be reviewed regularly and adapted to your organization as circumstances and processes change.

To use this document:

- Ensure that the information and resources needed to execute the COOP (as defined in the Appendices) have been created and assembled and are consistently updated so that they are current and easily accessible during an attack or disaster.
- Make sure all staff members know about the COOP, what it contains and where to find it. Review the COOP during staff onboarding and as part of the security awareness training required in the Election Information Security Policy.

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- Ensure that staff members who have assigned roles and responsibilities in the COOP know the actions they need to take during an attack or disaster.
- Review the COOP annually or more frequently following the instructions in the Document Management section of this document.
- During a cyberattack or other disaster, immediately locate the COOP, distribute copies to staff members, and emphasize the importance of following the COOP procedures throughout the duration of the incident.
- After the incident is over, meet with staff members to review what worked well, the aspects of the COOP that can be improved, and where additional clarity is required. Update the COOP with the revisions.

ASSISTANCE FROM TEXAS SOS ELECTION SECURITY TRAINERS

If you have questions or need help customizing this Continuity of Operations Plan to your election organization and processes, contact the Texas Secretary of State Office at electionsecurity@sos.texas.gov to request assistance from an election security trainer.

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DOCUMENT MANAGEMENT

The Continuity of Operations Plan (COOP) must be reviewed at least once per year or more frequently if state or federal legislation mandates new election security requirements, new cyber threats emerge, or organizational changes require plan updates between yearly reviews.

Maintain a record of all plan reviews in the Plan Review Log to validate that the COOP is updated once per year and to track significant revisions. Record all review dates. If major revisions are made during the review, please describe the changes. If changes are not made during a review, note that no changes were made.

PLAN REVIEW LOG

| PLAN ADOPTED DATE | | | | | | |
|--|--|--|--|-----------------|--------------------------|-----------------|
| Drafted By | Rebecka LaCourse, Elections Administrator | | Signature | | | |
| Approved By | Colorado County Commissioners Court | | Signature | | | |
| REVIEW AND REVISION LOG | | | | | | |
| REVIEW SCHEDULE | | | Legislative Session Years: July after SOS Law Conference | | | |
| General Election Years: December after elections | | | | | | |
| Review Date | If Revised, Revision Date | Revision Description (Or Specify "No") | Drafted By: Name, Title | Signature, Date | Approved By: Name, Title | Signature, Date |
| | | | | | | |

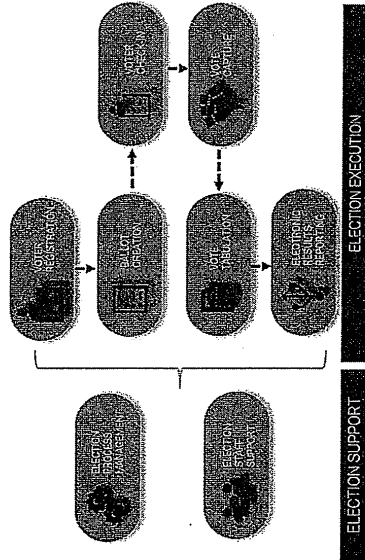
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INTRODUCTION

PURPOSE

The purpose of the Continuity of Operations Plan (COOP) is to define a step-by-step process for keeping election functions operational during disruptions such as those caused by cyberattacks or other disaster events. The critical nature of elections makes it imperative that the Election Authority maintains a current version of this plan and that the plan is reviewed and updated on a regular basis. As a crucial element of the Election Written Information Security Program (WISP), the COOP directs staff on how to ensure an election can be held without delay or disruption even under negative circumstances.

The COOP is aligned to eight main election function areas including staff support, election management, voter registration, ballot creation, voter check-in, vote casting and capture, vote tabulation, and results reporting. This alignment ensures that plans for continued operation are in place to accommodate the potential impact a cyberattack or other disaster event could have on each function.



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ASSUMPTIONS

The Continuity of Operations Plan (COOP) is based on several assumptions related to the nature of the incident and the Election Authority's security awareness and preparedness.

The plan assumes that a cyberattack or disaster event has resulted in one or more of the following circumstances:

- Internet or phone access is no longer available
- Network is down and not accessible
- Election voting equipment is not operational
- ePollbooks are not operational
- Tabulation machines are not operational
- Critical staff members are not able to perform their duties
- Essential computers are compromised and can't be used
- Critical applications are compromised and can't be used
- Election administration main office is not usable
- One or more polling locations is not usable

The COOP also assumes that:

- The election team has complied with the requirements of the Election Information Security Policy, particularly:
 - o Maintaining a frequently updated encrypted external hard drive with backups of critical data located in basement of the Colorado County Courthouse.

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- o Maintaining an inventory of all essential technology and equipment
- o Maintaining a current diagram of the network
- o Adhering to the Election Data Classification System in the Election Information Security Policy to ensure that critical information is protected and backed up
- A Cybersecurity Incident Response Plan (IRP) is in place and the team is familiar with it. The IRP defines:
 - o What constitutes a cyberattack incident and when to activate the Security Incident Response Plan
 - o The members of the incident response team and their roles during an incident
 - o An escalation path for notifying the response team and the appropriate resources
 - o A communication plan that is aligned to the data handling criteria specified in the Election Data Classification System
- The following resources and information needed to support the COOP have been identified or created and assembled in a series of appendices listed here:
 - o Election Continuity of Operations Contact List (Appendix A)
 - o Early Voting and Election Day Worker Contact List (Appendix B)
 - o Responsibility Succession Plan (Appendix C) and each next-in-line designee has been assigned login credentials for critical systems or applications
 - o Job Responsibilities and Task Guide (Appendix D) for individuals with responsibility for critical business functions
 - o Alternate Utilities and Facilities Plan (Appendix E)
 - o Relocation Checklist (Appendix F)

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CONTINUITY OF OPERATIONS FOR ESSENTIAL ELECTION FUNCTIONS

ELECTION STAFF SUPPORT

This section references the underlying processes and technologies that enable the Election Authority's business operations.

- └ The Election Administrator is responsible for ensuring that election staff have the resources needed for continuity of business operations.
- └ If the Election Administrator is not available, refer to the Responsibility Succession Plan (Appendix C) and contact the next-in-line designee.
 - The Election Administrator is responsible for ensuring that the next-in-line designee has the required login credentials and the appropriate level of access permissions needed if the next-in-line designee must take over the role.
- └ Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.
 - These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement. The documents are also maintained in a paper format in the Election WISP binder stored in the Election Department. Refer to Table 1: Election Staff Support Alternative Technology and Data Plan for information about how to access the backups of the Job Responsibilities and Tasks Guide, if needed.
- └ If regular communication capabilities such as office phone or email are lost, communication capabilities must be maintained via call and text using cell phones.

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- o Refer to the Election Continuity of Operations Contact List (Appendix A) to find mobile phone contact information.
- o If any office systems related to managing elections are compromised or damaged, the [Election Administrator] is responsible for implementing alternate technology and data as outlined in Table 1: Election Staff Support Alternative Technology and Data Plan with support from the [IT Director or IT Vendor].
 - o These systems include:
 - Staff computers
 - Office productivity software
 - Network connectivity
 - Internet access
 - Email functionality
 - Phone systems
- o If data has been lost or access to data is unavailable, retrieve the backups of the data needed to support the election team's functions.
 - o Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
 - o When using the backed-up data, continue to follow data management policies according to the Election Data classification System in the Election Information Security Policy.
 - This data includes:
 - Business operation plans and budgets

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- Human Resources records
- Documented employee job functions with access credentials
- Contact lists
- Election Written Information Security Program (WISP), which includes:
 - Election Information Security Policy
 - Security Incident Response Plan
 - Election System Security Plan
 - Election Vendor Risk Management Policy
 - This Continuity of Operations Plan

] If the Election Office is not usable or power is not available for extended time periods, the Colorado County Courthouse or the Stafford Opera House are designated backup locations.

- Refer to the Alternate Utilities and Facilities Plan (Appendix E) for details on when and how to relocate if necessary.
- If relocation is needed, refer to the Relocation Checklist (Appendix F), coordinate the collection and transportation of needed items, and set up at the alternate site.

] The Colorado County Auditor must contact the insurance company that holds the cyber incident and disaster insurance policy to arrange coverage for the cost of replacing business operations technology lost to damaging events, if applicable. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information.

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Table 1: Election Staff Support, Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE LOCATION | HOW TO ACCESS IT | ROLE WITH ACCESS OR RESPONSIBILITY TO TAKE ACTION | | |
|-------------------------------------|----------------------------|--|---|--|------------------------------|
| | | | PRIMARY | NEXT-IN-LINE | DESK PHONE |
| Elections Administrator Workstation | IT Storage | Contact IT Administrator | IT Administrator | <ul style="list-style-type: none"> Colorado County Auditor Designee | 979-500-4500 979-732-6860 |
| Internet Access | Locked Election Store Room | Key to store room and access credentials | Election Administrator | <ul style="list-style-type: none"> Election Clerk Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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|------------------------------|--|--|--------------------|---------------------------|------------------|--------------------|--------------|
| Email Functionality | Cell Phone Numbers for Calls and Texts | Refer to Election Continuity of Operations Contact List | N/A | Administrator | 979-732- 6860 | Registrar | |
| Data Needed for Essential | NAS Server Backup | Courthouse Basement | Elections Staff | Election Administrator | 7890 | Voter Registrar | 979-732-6860 |

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| Primary Staff Member(s) Responsible for Staff Support Functions | Next-in-Line Designee Follows Documented Job Duties | Documents in Election WISP binder in Elections Office, or on backup hard drive | Key to Office | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> • Election Clerk • Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
|---|---|--|---------------|------------------------|--------------|--|------------------------------|

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ELECTION MANAGEMENT

This section references the underlying technologies and processes that enable the Election Authority's election operations.

-] If election systems are compromised or damaged, the Election Administrator is responsible for implementing alternate election systems with support from the Elections Clerk and election equipment vendors.
 - o These systems and resources include:
 - Access to Secretary of State resources
 - Voting machines
 - Tabulation machines
 - ePollbooks
 - Website and social media channels
 - o Refer to Table 2: Election Management Alternative Technology and Data Plan for information on resources available for use if any of these systems is compromised.
-] Refer to the Responsibility Succession Plan (Appendix C) and contact the next-in-line designee if the Election Administrator or other personnel with critical election management duties is not available.
 - o The Election Administrator and other personnel with critical election management duties are responsible for ensuring that the next-in-line designee has the required login credentials and the appropriate level of access permissions needed if the next-in-line designee must take over the role.
-] Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.

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- o These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement. The documents will also be maintained in a paper format in the Election WISP binder stored in the Elections Department. Refer to Table 2: Election Management Alternative Technology and Data Plan for information on how to access the backups of Job Responsibilities and Tasks Guides if needed.
- └ Refer to the Early Voting and Election Day Worker Contact List (Appendix B) for contact information and engage the Early Voting and Election Day Worker Coordinator who will serve as the single point of contact for communicating emergency and/or alternative procedure instructions and for receiving information from early voting and election day workers in the event of a cyberattack or disaster event.
- └ If regular communication capabilities such as office phone or email are lost, staff members and early voting and election day workers must use cell phones to maintain communication capabilities via call and text. Refer to the Election Continuity of Operations Contact List (Appendix A) and Early Voting and Election Day Worker Contact List (Appendix B) to find mobile phone contact information.
- └ If data needed to support election management is lost, or access to the data is unavailable, retrieve the backups of the needed data.
 - o This data includes:
 - Voter registration data
 - Candidate information
 - Polling location details

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- Early Voting and Election Day Worker Contact List (Appendix B)
- Ballot designs and source files
- Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
- When using the backed-up data, continue to follow data management policies according to the Election Data Classification System in the Election Information Security Policy.
- └ If the polling locations are not usable or power is not available for extended time periods, move polling operations to the facility near the polling location designated as the backup location in the Alternate Utilities and Facilities Plan (Appendix E). Visible signs must be posted at the original polling location directing voters to the alternate location.
- └ Refer to the Alternate Utilities and Facilities Plan (Appendix E) for details on alternate facilities for each polling location and for details on when and how to relocate if necessary.
- └ If relocation is needed, refer to the Relocation Checklist (Appendix F) to make sure all needed items are transported and set up at the alternate site.
- └ The Colorado County Auditor must contact the insurance company that holds the cyber incident and disaster insurance policy to arrange coverage for the cost of replacing business operations technology lost to damaging events, if applicable. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information.

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Table 2: Election Management Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE | LOCATION | HOW TO ACCESS IT | PRIMARY | DESK PHONE | NEXT-IN-LINE | DESK PHONE |
|---|---------------------------------|-----------------------|---------------------------------|------------------------|--------------|--|------------------------------|
| | | | | | | | |
| Computer Needed for Essential Election Management Functions | Prepared replacement computer 1 | Courthouse e/IT Dept. | Contact IT Support for Recovery | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> Election Clerk Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
| Computer Needed for Essential Election Management Functions | Prepared replacement computer 2 | Courthouse /IT Dept | Contact IT Support for Recovery | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> Election Clerk Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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| Internet Access | Mobile | Elections Storage Room | Key to closet and access credentials for Mobile Hotspot | Election Administrator | Voter Registrar | 979-732-6860 |
|---------------------|------------------------------------|---|---|------------------------|-----------------|--------------|
| Email Functionality | Use Cell Phones or Calls and Texts | Refer to the Election Continuity of Operations Contact List | N/A | Administrator | Registrar | |
| | | | | 7890 | | |
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| Data Needed for Essential Election Management | Data Backup on Encrypted Hard Drive 1 | Courthouse basement | Key to closet | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> • Election Clerk • Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
| Primary Staff Member(s) Responsible for Election Management | Next-in-Line Designee Follows Documented Job Duties | Documents in Election WSP binder Elections Office, or on backup hard drive | Key to Office | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> • Election Clerk • Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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VOTER REGISTRATION

This section references the underlying technologies and processes that enable the County Election Department to register voters, validate identities, and confirm voter eligibility before, during and after an election.

- └ The Elections Administrator is responsible for voter registration functions, ensuring records are accurately entered into the electronic systems, securely retaining paper copies, and programming ePollbooks with support from the Elections Clerk and election system vendors.
 - These systems and resources include:
 - Access to the State Voter Registration System
 - ePollbooks
 - Refer to Table 3: Voter Registration Alternative Technology and Data Plan for information on technology and data sources that should be used if any of these resources is compromised.
- └ Refer to the Responsibility Succession Plan (Appendix C) to find who should be contacted if the Elections Administrator is not available.
 - The Elections Administrator is responsible for ensuring that the next-in-line designee has the required login credentials and the appropriate level of access permissions needed if the next-in-line designee must take over the role. The Elections Administrator must also ensure that the next-in-line designee understands the voter registration process and records retention requirements.
- └ Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.
 - These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement.

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The documents will also be maintained in a paper format in the Election WISP binder stored in the Election's Office

- o Refer to Table 3: Voter Registration Alternative Technology and Data Plan for information on how to access the backups of election technology and supporting systems, if needed.
- o If data needed to support voter registration is lost, or if access to the data is unavailable, retrieve the backups of the needed data. This data includes:
 - Voter registration data including back up electronic or paper lists of registered voters
 - Instructions for registering to vote
 - Processes for various registration and renewal methods.
 - Documented voter registration-related job functions
- o Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
- o When using the backed-up data, continue to follow data management policies according to the Election Data Classification System in the Election Information Security Policy.

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Table 3: Voter Registration Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE | LOCATION | HOW TO ACCESS IT | ROLE WITH ACCESS OR RESPONSIBILITY TO TAKE ACTION | PRIMARY | DESK PHONE | NEXT-IN-LINE | DESK PHONE |
|---------------------|-------------|----------|------------------|---|---------|------------|--------------|------------|
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| Computer Needed for Voter Registration Functions | Prepared replacement computer 1 | Courthouse/IT | Key to closet | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> • Election Clerk • Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
| Internet Access to Voter Registration System | Mobile Hotspot Device 1 | Locked Election Storage Room | Key to Election Storage Room and access credentials | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> • Election Clerk • Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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| Primary Staff Member(s) Responsible for Voter Registration | Next-in-Line Designee Follows Documented Job Duties | Documents in Election WISP binder in Elections Office, or on backup hard drive | for Mobile Hotspot Key to Office | Election Administrator | 979-732-6860 | <ul style="list-style-type: none"> • Election Clerk • Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
| Access to Voter Registration | Registration Records | Locked Elections Store Room | Key to Store Room and access credentials | Elections Administrator | | <ul style="list-style-type: none"> • Election Clerk Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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BALLOT CREATION AND DISTRIBUTION

This section references the underlying technologies and processes that enable the County Election Department to create ballots and program voting machines.

- └ The Elections Administrator is responsible for overseeing ballot creation and ensuring that ballots are accurately programmed into voting machines with support from the Elections Clerk and election system vendors.
 - These systems and resources include:
 - Design software
 - Voting machines
 - Refer to Table 4: Ballot Creation and Distribution Alternative Technology and Data Plan for information about technology and data sources that should be used if any of these resources is compromised.
 - └ Refer to the Responsibility Succession Plan (Appendix C) to find who should be contacted if the Elections Administrator is not available.
 - The Elections Administrator is responsible for ensuring that the next-in-line designee has the required login credentials and the appropriate level of access permissions needed if the next-in-line designee must take over the role. The Elections Administrator must also ensure that the next-in-line designee understands the ballot creation and distribution process.
 - └ Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.
 - These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement.
- The documents will also be maintained in a paper format in the Election WISP binder stored in the Election's Office.

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- o Refer to Table 4: Ballot Creation and Distribution Alternative Technology and Data Plan for information on how to access the backups of Job Responsibilities and Tasks Guide (Appendix D), if needed.
- o If data needed to support ballot creation is lost or access to the data is unavailable, retrieve the backups of the needed data. This data includes:
 - Ballot design templates
 - The final version of approved candidate and proposition information to be included on ballot
 - Instructions on programming voting machines with ballot information
 - Documented ballot creation and voting machine programming job functions
 - o Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
 - o When using the backed-up data, continue to follow data management policies according to the Election Data Classification System in the Election Information Security Policy.
- J During elections, the final ballots must be stored electronically offsite in a location that only the Elections Administrator can quickly access and send to print should voting machines become inoperable and paper ballots become necessary. Refer to the Election Continuity of Operations Contact List (Appendix A) for the contact information of the printer standing by for immediate response if this situation arises.

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- J During elections, the ES&S is on call to assist with ballot issues or recovery processes. Refer to the Responsibility Succession Plan (Appendix C) and Election Continuity of Operations Contact List (Appendix A).
- J The Colorado County Auditor must contact the insurance company that holds the cyber incident and disaster insurance policy to arrange coverage for the cost of replacing voting machines lost to damaging events, if applicable. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information.

Table 4: Ballot Creation and Distribution Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE | LOCATION | HOW TO ACCESS IT | PRIMARY | DESK PHONE | NEXT-IN-LINE | DESK PHONE |
|-----------------------------------|---------------------------------|-----------------|------------------|------------------------|--------------|--|------------------------------|
| Computer Needed to Create Ballots | Prepared replacement computer 1 | Courthouse e/IT | Key to closet | Election Administrator | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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| Access to Candidate Information | Candidate Data Backup on Encrypted Hard Drive 1 | Locked EA's Desk | Key to Desk | Election Administrator | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
| Access to Master Ballot Design Template Electronic File | Master Ballot Backup on Encrypted Hard Drive 1 | Locked Elections Store Room | Key to store room | Election Administrator | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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| <p>Primary Staff Member(s) Responsible for Creating Ballots</p> | <p>Next-in-Line Designee Follows Documented Job Duties</p> | <p>Documents in Election WISP binder in Elections Office, or on backup hard drive</p> | <p>Key to Office</p> | <p>Election Administrator</p> | <p>979-732-6860</p> | <p>1. Election Clerk 2. Colorado County Auditor Designee</p> | <p>979-732-6860 979-732-2791</p> |
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ePOLLBOOK AND VOTER CHECK-IN AND QUALIFICATION

This section references the underlying technologies and processes that enable the County Election Department to generate and distribute ePollbooks and facilitate the voter check-in process.

- └ The Election Administrator is responsible for overseeing ePollbook programming or the creation of the paper Official List of Registered Voters (OLRV) with support from the Elections Administrator and election system vendors.
 - These systems and resources may include:
 - ePollbooks
 - Access to voter registration system
 - Internet access through a Virtual Private Network (VPN)
 - Refer to Table 5: ePollbook/Voter Check-In and Qualification Alternate Technology and Data Plan for information about technology and data sources that should be used if any of these resources is compromised.
- └ Refer to the Responsibility Succession Plan (Appendix C) to find who should be contacted if the Election Administrator is not available.
 - The Election Administrator is responsible for ensuring that the next-in-line designee has the required login credentials and the appropriate level of access permissions needed if the next-in-line designee must take over the role. The Election Administrator should also ensure that the next-in-line designee understands ePollbook programming or the creation of the paper Official List of Registered Voters (OLRV) process.
- └ Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.

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- o These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement. The documents will also be maintained in a paper format in the Election WISP binder stored in the Election's Office
 - o Refer to Table 5: ePollbook/Voter Check-In Alternative Technology and Data Plan for information on how to access the backups of job process documentation, if needed.
 - o If data needed to support ePollbook creation is lost, or if access to the data is unavailable, retrieve the backups of the needed data. This data includes:
 - Voter registration data
 - ePollbook and paper OLRV design templates
 - Instructions on programming ePollbooks with voter check-in/qualification information
 - Documented ePollbook and voter check-in/qualification job functions
 - o Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
 - o When using the backed-up data, continue to follow data management policies according to the Election Data Classification System in the Election Information Security Policy.
- └ **Paper OLRV Counties** – During elections, the final Official List of Registered Voters (OLRV) should be stored in an electronic file both in house and offsite in the event that voter qualification must take place over the phone.

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- ePollbook Counties** – During elections, the final voter registration ePollbook electronic file and a printed copy of the paper OLRV are stored both in house and at an offsite location so that the Election Administrator can quickly access and send to print should ePollbooks become inoperable and backup paper OLRVs become necessary. Contact the pre-designated printing company capable of rapid bulk printing that is standing by for immediate response if this situation arises. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information of the printing company.
- During elections, the ES&S is on call to assist with ballot issues or recovery processes. Refer to the Responsibility Succession Plan (Appendix C) and Election Continuity of Operations Contact List (Appendix A).
- The Colorado County Auditor must contact the insurance company that holds the cyber incident and disaster insurance policy to arrange coverage for the cost of replacing ePollbooks lost to damaging events, if applicable. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information.

Table 5: ePollbook/Voter Check-In and Qualification Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE | LOCATION | HOW TO ACCESS IT | ROLE WITH ACCESS OR RESPONSIBILITY TO TAKE ACTION | | |
|--------------------------|-------------------------|----------------------------|-------------------------------------|---|--|----------------------------------|
| | | | | PRIMARY | NEXT-IN-LINE | DESK PHONE |
| Internet Access to Voter | Mobile Hotspot Device 1 | Locked Elections Storeroom | Key to storeroom access credentials | Election Administrator | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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| Registration System | | | | | | | | | |
| One ePollbook | Spare ePollbook 1 | Elections Storeroom | Key to room and access credentials | Election Administrator | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 | | |
| All ePollbooks | Contact Equipment | N/A | N/A | Election Administrator | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 | | |

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|----------------|---|--------|--|------------------------|------------------|--|------------------------------|
| All ePollbooks | Vendor to Initiate Previously Negotiated Emergency Equipment Replacement Plan | Create | Vicki Vogel Phone # 361-772-2547 Email: Vicki.Vogel, Vicki.Vogel@essvote.com | Election Administrator | 979-732-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
|----------------|---|--------|--|------------------------|------------------|--|------------------------------|

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|---|---|--|---------------|------------------------|------------------|--|------------------------------|
| Primary Staff Member(s) Responsible for ePollbook Creation and Voter Check-In | Next-in-Line Designee Follows Documented Job Duties | Documents in Election WISP binder in Elections Office, or on backup hard drive | Key to office | Election Administrator | 979-732-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
|---|---|--|---------------|------------------------|------------------|--|------------------------------|

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VOTE CASTING AND CAPTURE

This section references the underlying technologies and processes that enable the County Election Department to facilitate vote casting and capture.

- └ The Elections Administrator is responsible for regularly testing voting machines' functionality to ensure that they are operating correctly and for arranging transport to and from polling locations with support from the Elections Clerk and election system vendors.
 - These systems and resources include:
 - Voting machines
 - Acceptance testing
 - Preparation prior to election
 - Hardware testing
 - Logic and accuracy testing
 - Post-election maintenance
 - Refer to Table 6: Vote Casting and Capture Alternative Technology and Data Plan for information about technology and data sources that should be used if any of these resources is compromised.
- └ Refer to the Responsibility Succession Plan (Appendix C) to find who must be contacted if the Elections Administrator is not available.
 - The Elections Administrator is responsible for ensuring that the next-in-line designee has the required login credentials and the appropriate level of access permissions needed if the next-in-line designee must take over the role. The Election

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Administrator should also ensure that the next-in-line designee understands the vote casting and capture process and knows how to troubleshoot common voting machine issues.

- └ Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.

 - These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement. The documents will also be maintained in a paper format in the Election WISP binder stored in the Elections Office.
 - Refer to Table 6: Vote Casting and Capture Alternative Technology and Data Plan for information on how to access the backups of Job Responsibilities and Tasks Guide, if needed.
 - If data needed to support vote casting and capture is lost, or if access to the data is unavailable, retrieve the backups of the needed data. This data includes:
 - Inventory of voting machines
 - Instructions on testing voting machines
 - Instructions on operating voting machines
 - Documented voting machine operations and maintenance job functions
 - Retrieval of data may involve returning equipment to the manufacturer or vendor
 - Acceptance testing after equipment is repaired by vendor

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- o Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
- o When using the backed-up data, continue to follow data management policies according to the Election Data Classification System in the Election Information Security Policy.
- └ During elections, the ES&S is on call to assist with voting machine issues or recovery processes. Refer to the Responsibility Succession Plan (Appendix C) and Election Continuity of Operations Contact List (Appendix A).
- └ The Colorado County Auditor must contact the insurance company that holds the cyber incident and disaster insurance policy to arrange coverage for the cost of replacing voting machines lost to damaging events, if applicable. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information.

Table 6: Vote Casting and Capture Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE LOCATION | HOW TO ACCESS IT | ROLE WITH ACCESS OR RESPONSIBILITY TO TAKE ACTION |
|---------------------|----------------------|------------------|---|
| | | | PRIMARY DESK PHONE NEXT-IN-LINE DESK PHONE |

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|-----------------------------|---|----------------------|---|---------------------------|--------------|--|------------------------------|
| One Voting Machine | Spare Voting Machine | Elections Store Room | Key to store room and access credentials | Election Administrator or | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |
| Many or All Voting Machines | Contact Equipment Vendor to Initiate Previously Negotiated Emergency Equipment Replacement Plan | N/A | Vicki Vogel Phone # 361-772-2547 Email: Vicki.Vogel@essvote.com | Election Administrator or | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee | 979-732-6860 979-732-2791 |

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|--|---|---|---------------|---------------------------|--------------|--|
| Primary Staff Member(s) Responsible for Testing and Managing Voting Machines | Next-in-Line Designee Follows Documented Job Duties | Documents in Election WISP binder in Locked Elections Office, or on backup hard drive | Key to office | Election Administrator or | 979-732-6860 | 1. Election Clerk 2. Colorado County Auditor Designee 979-732-6860 979-732-2791 |
|--|---|---|---------------|---------------------------|--------------|--|

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VOTE TABULATION

This section references the underlying technologies and processes that enable the County Election Department to count votes and determine results.

] The Central Counting Station Manager, Elections Administrator is responsible for testing the tabulation computer prior to the election and collecting and tabulating votes into final counts in a secure manner with the required two-person validation support from the Tabulation Supervisor, Elections Clerk.

- o The required include:
 - Tabulation computer
 - Testing materials
 - o Refer to Table 7: Vote Tabulation Alternative Technology and Data Plan for information on technology and data sources that should be used if any of these resources is compromised.
-] Refer to the Responsibility Succession Plan (Appendix C) to find who should be contacted if the Central Counting Station Manager, Election Administrator and Tabulation Supervisor, Elections Clerk are not available.
- o The Central Counting Station Manager, Election Administrator and Tabulation Supervisor, Elections Clerk are responsible for ensuring that the next-in-line designees have the required login credentials and the appropriate level of access permissions needed if the next-in-line designees must take over the tabulation roles. The Central Counting Station Manager, Election Administrator and Tabulation Supervisor, Elections Clerk should also ensure that the next-in-line designees understand how to test the tabulation computer before an election as well as the process of tabulating votes and the importance of two-person validation. Individuals selected for this job must be able to accurately perform the duties at the end of a long day.

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- Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.

 - o These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement. The documents will also be maintained in a paper format in the Election WISP binder stored in the Election's Office
 - o Refer to Table 7: Vote Tabulation Alternative Technology and Data Plan for information on how to access the backups of the Job Responsibilities and Tasks Guide (Appendix D), if needed.
 - o If data needed to support vote tabulation is lost, or if access to the data is unavailable, retrieve the backups of the needed data. This data includes:
 - Instructions on testing the tabulation computer
 - Instructions on operating the tabulation computer
 - Instructions on repairing or replacing the tabulation computer
 - Procedures for replacing the tabulation computer in the middle of an election
 - Documented vote tabulation job functions
 - o Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
 - o When using the backed-up data, continue to follow data management policies according to the Election Data Classification System in the Election Information Security Policy.

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-] An arrangement for repairing or replacing the tabulation computer in the middle of an election has been made with the vendor. During elections, the procedures and instructions for repairing or replacing the tabulation computer are printed and posted near the tabulation computer with the contact number for the vendor. The ES&S is on call to assist with recovery processes during elections. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information.
-] Vote tabulation should take place in a pre-designated secured counting room. If the counting room is not usable, or if power is not available, the Colorado County Courthouse or Stafford Opera House are designated alternates. Refer to the Alternate Utilities and Facilities Plan (Appendix E) for details on when and how to relocate if necessary.
-] If relocation is needed, refer to the Relocation Checklist (Appendix F) to make sure all needed items are transported and set up at the alternate site.
-] The Colorado County Auditor must contact the insurance company that holds the cyber incident and disaster insurance policy to arrange coverage for the cost of replacing tabulation computers lost to damaging events, if applicable. Refer to the Election Continuity of Operations Contact List (Appendix A) for contact information.

Table 7: Vote Tabulation Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE | LOCATION | HOW TO ACCESS IT | ROLE WITH ACCESS OR RESPONSIBILITY TO TAKE ACTION | PRIMARY | DESK PHONE | NEXT-IN-LINE | DESK PHONE |
|---------------------|-------------|----------|------------------|---|---------|------------|--------------|------------|
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| Tabulation Computer | Backup Tabulation Computer; not available | N/A | N/A | Central Counting Station Manager | N/A | Tabulation Supervisor | 979-732-6860 |
|------------------------|---|-----|-----|---|-----|--------------------------|--------------|

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ELECTION NIGHT REPORTING

This section references the underlying technologies and processes that enable the County Election Department to securely report accurate results.

-] The [Election Administrator] is responsible for testing the election night reporting procedures prior to every election and for reporting the official election results.
 - o The required systems include:
 - Secure computer
 - Internet connectivity to access the Secretary of State's Election Night Reporting Interface
 - Device, cell phone, or application needed for multi-factor authentication
 - Batteries and chargers to keep computer, phone, and devices charged
 - County election website
 - o Refer to Table 8: Election Night Reporting Alternative Technology and Data Plan for information on technology and data sources that should be used if any of these resources is compromised.
-] Refer to the Responsibility Succession Plan (Appendix C) to find who should be contacted if the [Election Administrator] is not available.
 - o The [Election Administrator] is responsible for ensuring that the next-in-line designee has the required login credentials and the appropriate level of access permissions needed if the next-in-line designee must take over the role. The [Election Administrator] should also ensure that the next-in-line designee understands the election night reporting process and the sensitivities involved.

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- J Next-in-line designees must refer to the Job Responsibilities and Tasks Guide (Appendix D) and follow the instructions for assuming the responsibilities of the role.
- o These documents are stored with the Election Written Information Security Program (WISP) in an electronic format backed up to the NAS Storage Server in the courthouse basement. The documents will also be maintained in a paper format in the Election WISP binder stored in the Election's Office
 - o Refer to Table 8: Election Night Reporting Alternative Technology and Data Plan for information on how to access the backups of the Job Responsibilities and Tasks Guide (Appendix D), if needed.
 - o If data needed to support election night reporting is lost, or if access to the data is unavailable, retrieve the backups of the needed data. This data includes:
 - Instructions on accessing the Secretary of State's election night reporting interface including the two-step multi-factor authentication login
 - Instructions on posting results to the county's official website and using social media only to direct the public to the county's official website for results
 - Documented election night reporting and publishing job functions
 - o Backups are performed daily and stored externally on the NAS Storage Server in the courthouse basement.
- When using the backed-up data, continue to follow data management policies according to the Election Data Classification System in the Election Information Security Policy.

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-] Prior to the election, the [Election Administrator] will have added the Secretary of State Hotline Number as a contact on their cell phone and programmed with speed dial. If the alternative technologies in Table 8: Election Night Reporting Alternative Technology and Data Plan fail, the [Election Administrator] will call in the election results to the Secretary of State's hotline.
-] Election night reporting is pre-designated to take place in the [Election Administrator's office], which ensures reliable internet access and access to the multi-factor authentication methods required to report to the Secretary of State. If the [Election Administrator's office] is not usable, or if power is not available, the Colorado County Courthouse, or the Stafford Opera House. Refer to the Alternate Utilities and Facilities Plan (Appendix E) for details on when and how to relocate if necessary.
-] If relocation is needed, refer to the Relocation Checklist (Appendix F) to make sure all needed items are transported and set up at the alternate site.

Table 8: Election Night Reporting Alternative Technology and Data Plan

| WHAT IS COMPROMISED | ALTERNATIVE LOCATION | HOW TO ACCESS IT | ROLE WITH ACCESS OR RESPONSIBILITY TO TAKE ACTION | PRIMARY | DESK PHONE | NEXT-IN-LINE | DESK PHONE |
|---------------------|----------------------|------------------|---|---------|------------|--------------|------------|
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| Computer Needed to Report Results | Prepared replacement computer 1 | Laptop/Courthouse/IT | Key to closet | Election Administrator | Election Administrator | 979-732-6860 |
| Internet Access to SOS and County Election Website | Mobile Hotspot Device 1 | Locked storage closet | Key to closet and access credentials for Mobile Hotspot | Election Administrator | Election Administrator | 979-732-6860 |

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APPENDIX A: ELECTION CONTINUITY OF OPERATIONS CONTACT LIST

This list must be maintained and updated regularly once per year with contact information for all staff members, agencies, and entities involved in ensuring the continuity of operations during a cyberattack or disaster event. This list is not the same as the Incident Response List in the Security Incident Response Plan although some contacts may be on both lists. This list is for distribution to a wider group of staff members with responsibilities for keeping operations running during an attack or disaster.

An electronic copy of the contact list must be available to staff and included in the data backup every year. Additionally, a paper copy must be kept in a file in the Election Administrator's office. **Managers and employees with Incident Response and Continuity of Operations duties must keep these names and numbers programmed into their phone contact lists for quick reference.**

APPENDIX B: EARLY VOTING AND ELECTION DAY WORKER CONTACT LIST

In addition to the Election Continuity of Operations Contact List (Appendix A) maintained year-round, an Early Voting and Election Day Worker Contact List (Appendix B) must be maintained and updated weekly during the two months preceding an election with contact information for all early voting and election day workers and personnel that interact with and manage early voting and election day workers through the course of managing and facilitating elections.

- During elections, designate an early voting and election day worker coordinator as a single point of contact for communicating emergency and/or alternative procedure instructions and for receiving information from early voting and election day workers in the event of a cyberattack or disaster event.

A copy of the list must be retained and included in the data backup monthly during the two months preceding the election. Additionally, a paper copy will be maintained in the election emergency preparedness binder.

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APPENDIX C: RESPONSIBILITY SUCCESSION PLAN

If a team member or critical vendor contact is unable to perform the assigned role, that person's duties must become the responsibility of an assigned individual specified in the following table. It is the responsibility of each primary individual to document the functions of the job, including how to access locked and secured assets and to train the next-in-line designee on what will be required to take over the role. Additionally, access credentials and administrative permissions must be established for the next-in-line individual.

| ROLE | DUTIES | PRIMARY | MOBILE # | NEXT-IN-LINE | MOBILE # | NEXT-IN-LINE | HAS CREDENTIALS | NEXT-IN-LINE | HAS DOCUMENTED | NEXT-IN-LINE | HAS CREDENTIALS |
|------------------------|---|------------------|--------------|------------------|--------------|--------------|-----------------|--------------|----------------|--------------|-----------------|
| | | | | LINE | | DESIGNEE | | | JOB | | AND |
| | | | | | | | | | FUNCTIONS? | | PERMISSIONS? |
| Election Administrator | <ul style="list-style-type: none"> Maintain Election Operations During Incident Determine the Appropriate Continuity Plan Elements to Enact Determine the Needed Replacement/Backup Equipment, Technology and Supplies to Deploy Immediately Restore Critical Data from | Rebecka LaCourse | 979-733-4870 | Darlyn Henderson | 979-232-0600 | | | Yes | | Yes | |

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| | <ul style="list-style-type: none"> ◦ Backup Hard Drive if Needed ◦ Notify Secretary of State's Office ◦ Follow Incident Response Plan ◦ Procedures if Incident is Severe Enough ◦ Notify Law Enforcement, State DIR and Any Other Entities Necessary | Rebecka LaCourse | 979-733-4870 | Darilyn Henderson | 979-232-0600 | Yes | Yes |
| Election Administrator | <ul style="list-style-type: none"> ◦ Maintain Access to Voter Registration Data ◦ Protect Data from Compromise ◦ Create Ballots ◦ Program Ballots into Voting Machines | | | | | | |
| IT Director | <ul style="list-style-type: none"> ◦ Determine Severity of the Incident ◦ Restore Full Operability as Quickly as Possible ◦ Advise Affected Staff on How to Stop Further Damage ◦ Advise Staff on Which Systems Are Operational and Which Are Unavailable During Mitigation | Chip Schneider | | N/A | | Yes | Yes |

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| Early Voting and Election Day Worker Coordinator | <ul style="list-style-type: none"> Mitigate Cyber Incident Assemble the Technical IR Team Members Inform Early Voting and Election Day Workers of Emergency or Temporary Operations and Procedures Notify EA of Issues at Polling Locations | Darilyn Henderson | 979-232-0600 | Rebecka LaCourse | 979-733-4870 | Yes | Yes |
| Election Clerk | <ul style="list-style-type: none"> Assist EA in Maintaining Operations Program Data into ePollbooks Assemble the Needed Backup Technology, Equipment, Information and Supplies | Darilyn Henderson | 979-232-0600 | Rebecka LaCourse | 979-733-4870 | Yes | Yes |
| Communications | <ul style="list-style-type: none"> Inform the Media According to the | Rebecka LaCourse | 979-733-4870 | Darilyn Henderson | 979-733-4870 | Yes | Yes |

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| Director | Data Classification System • Serve as Point of Contact for All Information Flowing in and Out of Election Department | | | | | | | | |
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| | <ul style="list-style-type: none"> • Keep EA Informed of Developments and Communication Activities • Facilitate Communication Between Departments Involved | | | | |
| | <ul style="list-style-type: none"> • Maintain Voting System Operability | | | | |
| | <ul style="list-style-type: none"> • Maintain ePollbook Operability | | | | |
| | <ul style="list-style-type: none"> • Cover Cost of Damage Caused by Cyber Incident and Election Equipment Replacement | | | | |

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APPENDIX D: JOB RESPONSIBILITIES AND TASKS GUIDE

All personnel responsible for essential business functions must make a copy of this table and use it to document their job processes in a detailed, step-by-step format that is easy for a next-in-line designee to follow if the responsible person is unavailable to perform the duties and the next-in-line designee must assume the role.

| JOB RESPONSIBILITIES AND TASKS GUIDE | | | |
|--|--|---|--|
| Critical Responsibilities | Step-by-Step Task Instructions | Resources Needed | Resource Location |
| Arrange Voting Machine Transport to Polling Locations | <ol style="list-style-type: none"> 1 Create maps from courthouse to polling locations 2 Contact secure courier and arrange pick-up and delivery date 3 On delivery day, maintain accurate Chain of Custody record | <ul style="list-style-type: none"> • Polling location addresses • Courier contract • Chain of Custody form | <ul style="list-style-type: none"> • File cabinet in Election's office in folder marked "Polling Sites" • File cabinet in Election's office in folder marked "Vendors" • Election WISP binder in Elections Office |

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APPENDIX E: ALTERNATE UTILITIES AND FACILITIES PLAN

If a building is rendered unusable due to a power failure or disaster event, the following table describes the planned steps for a temporary solution or where to relocate to in order to keep operations running.

| ISSUE | SOLUTION | CONTACT | ESTIMATED COSTS | WHO IS RESPONSIBLE FOR TAKING ACTION | | |
|----------------------------------|---|--------------------------------|-----------------|--------------------------------------|----------|-----------------------|
| | | | | PRIMARY | MOBILE # | NEXT-IN-LINE DESIGNEE |
| Electricity Outages | Generators | Office of Emergency Management | | Chuck Rogers | | Chad Girmdt |
| Election Main Office Is Unusable | Set up Temporarily Location at Colorado county Service Facility | County Judge's Office | | Sharon Marisela | | |

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APPENDIX F: RELOCATION CHECKLIST

| ITEM | LOCATION | WHO IS RESPONSIBLE |
|---|-------------------------|--|
| Computers | Individual Desks | Each Staff Member Is Responsible for His or Her Computer |
| Written Information Security Program Binder | Election's Office | Election Administrator |
| Backup Hard Drive | Courthouse Basement | IT |
| Mobile Hotspot Device | Election's Storage Room | Election Administrator |
| Spare Tabulation Computer | Courthouse/IT | IT |
| Main Tabulation Computer | N/A | N/A |
| Batteries and Chargers | Election's Office | Election Clerk |
| Extension Cords | Election's Office | Election Clerk |
| Encrypted USB Keys | Election's Office | Election Administrator |

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_24. Announcements (without discussion and no action) by elected officials/department heads.

Chuck Rogers, Emergency Management Coordinator gave report on machine to test for COVID and Flu, hope to see this machine soon.

Commissioner Gertson wanted to wish everyone a Merry Christmas.

Commissioner Hahn stated it has been a fun ride and wish everyone the best.

Judge Prause thanked Commissioner Hahn for all his guidance and his wisdom, your steadfastness, your cool collected nature at time of a lot of little wars that we had to fight, its been an honor to work with you.

Commissioner Kubesch stated to Commission Hahn and Mary Jane Poenitzsch to enjoy their retirement and wished everyone a Merry Christmas.

Commissioner Wessels wished everyone a Merry Christmas, and Mary Jane a nice retirement, and Commissioner Hahn its been nice working with you for over (20) years and looking forward for this country to getting back to normal next year.

Kimberly Menke, County Clerk stated happy retirement to Mary Jane and Tommy, Merry Christmas to everyone and a Happy New Year.

Mary Jane Poenitzsch, County Tax Assessor/Collector wished everyone a Merry Christmas, we will stay in touch not going to far. I lost my dad the year I started and lost my mom the year I'm retiring.

Amanda Daniel, EMS Director wished everyone a Merry Christmas and a happy retirement to Mary Jane and Tommy.

Charles "Chip" Schneider, IT wished everyone a Merry Christmas and Happy New Year. Mary Jane and Tommy its been an honor working with you and have had the pleasure of knowing your families.

_25. Commissioners Court Members sign all documents and papers acted upon or approved.

Judge Prause announced it is now time to sign all papers and documents.

_26. Adjourn.

Motion by Judge Prause to adjourn; seconded by Commissioner Hahn.

An audio recording of this meeting of December 14, 2020 is available in the County Clerk's Office.

The Colorado County Courthouse is wheelchair accessible and accessible parking spaces are available.

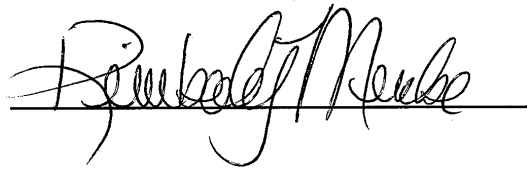
**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

DECEMBER 14, 2020

Minutes were taken and prepared by Kimberly Menke, County Clerk on the 14th day of December 2020 with Judge Ty Prause presiding.

I, KIMBERLY MENKE, COUNTY CLERK AND EX-OFFICIO OF THE COMMISSIONERS COURT IN AND FOR COLORADO COUNTY, TEXAS do hereby certify that the foregoing is a true and correct copy of the minutes of the Commissioner Court in session on the 14th day of December 2020.

Given under my hand and official seal of office this date December 14, 2020.

A handwritten signature in cursive script, appearing to read "Kimberly Menke", is written over a solid horizontal line.