

Travis County

Fiscal Year 2017

Budget Rules

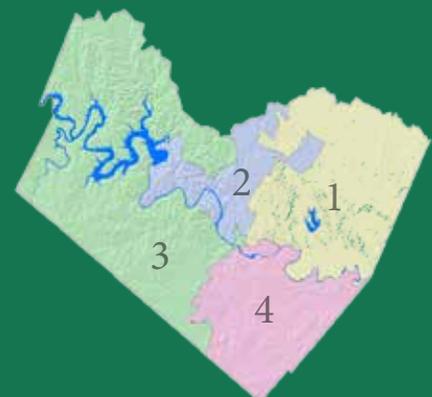


Travis County Planning
and Budget Office
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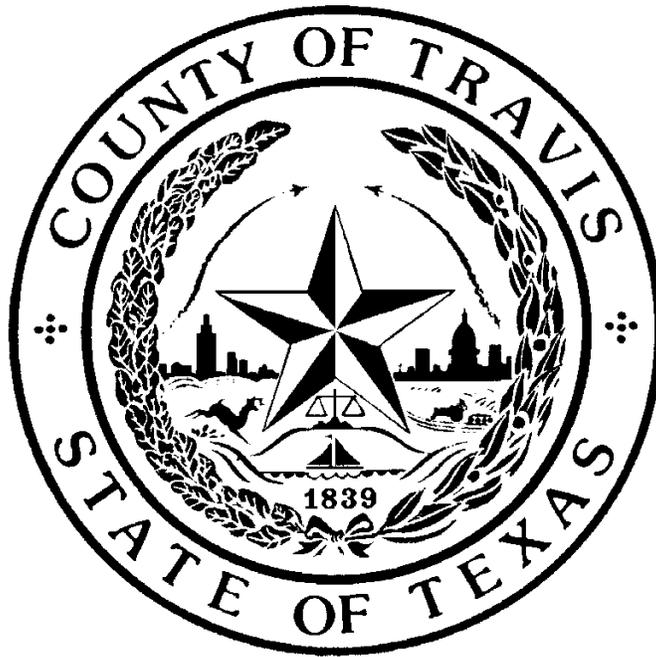
Travis County Commissioners Court

County Judge
Sarah Eckhardt

Commissioners
Precinct 1 Ron Davis
Precinct 2 Brigid Shea
Precinct 3 Gerald Daugherty
Precinct 4 Margaret Gómez



Travis County Budget Rules Fiscal Year 2017



**Planning & Budget Office
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FISCAL YEAR 2017 TRAVIS COUNTY BUDGET RULES

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INTRODUCTION

The Fiscal Year 2017 (FY 2017) budget rules and policies were adopted by the Travis County Commissioners Court on September 13, 2016. The rules and policies are adopted to ensure that the implementation of the budget is consistent with Commissioners Court policies and applicable laws.

The term “Department” used throughout this document refers both to offices headed by an elected or appointed official and departments reporting to the Commissioners Court.

BUDGET RULES

RULE #1: BUDGET ORDER

During FY 2017, the Travis County Budget Order, which includes these rules, is the sole and complete authority for expenditure of County funds and for the use of County resources that are subject to appropriation by the Travis County Commissioners Court.

RULE #2: EXPENDITURES IN EXCESS OF BUDGET

Expenditures and contractual obligations in excess of the amount authorized in a department’s budget are prohibited. Departments cannot expend more funds in any budget control group than the amount adopted in the budget. If additional funding is sought, the department must have the budget amended by Commissioners Court.

Expenditures must not:

1. Result in insufficient funding to meet the obligations of the department during the remainder of the fiscal year;
2. Commit the County to additional funding in the next fiscal year; or
3. Use either one-time funding or one-time savings for ongoing commitments.

A department that incurs an expenditure for which it does not have sufficient funds must reallocate existing funds to cover the shortfall. This may require reductions in personnel. Mandated services must be given highest priority.

RULE #3: BUDGET CONTROL

The budget is controlled at the department level. Throughout the year, the budget is managed either at the fund center control group or funded program level of the department, and further managed at the commitment item control group level. A budget control group means one or more similar accounts or fund centers (cost centers) that are grouped together. This includes budget control groups for capital accounts in the 52xxxx range in General Fund (Capital Acquisition Resources), Certificates of Obligation funds and Bond funds cost centers. In the SAP system, transfers between accounts and fund centers will not be necessary for accounts, fund centers or funded programs that are within the same budget control group.

Departments may request changes to budget control groups during the budget process to be implemented at the beginning of a new fiscal year. When created, new fund centers, funded programs, and commitment items may be added to existing budget control groups. Budget control groups cannot span multiple funds or functional areas. For exceptions to these processes,

PBO asks departments to work with PBO and the Auditor's Office. Any requested changes or additions are subject to PBO and Auditor's Office approval.

For Certificate of Obligation funds and Bond funds, each project initially funded in FY 2014 and beyond must have a unique Work Breakdown Structure (WBS) or Internal Order (I/O). Beginning in FY 2016, Capital Acquisition Resources (CAR)-funded projects and equipment are also assigned an Internal Order. These WBS and I/O projects are budgeted and controlled as funded programs. Funds budgeted in the Centralized Computer Services Department (#190) are exempt from this requirement.

A WBS element is used to collect and manage costs for performing tasks within a project that can occur over one or more years. Internal Orders are used to monitor costs and revenues for activities and programs that are short-term or finite in nature.

BUDGET ADJUSTMENTS

A budget adjustment is required for any proposed change to the budget across budget control groups or across departments. An authorized official (elected or appointed official, county executive or other manager) must approve submission of the budget adjustment. An authorized official may delegate an employee to create budget adjustments by submitting an SAP help ticket.

Budget adjustments are not allowed to or from fund centers designated as Capital Acquisition Resources (CAR) accounts to fund centers outside of CAR accounts. The CAR accounts are used for capital expenditures and one-time equipment expenditures that do not fit within the definition of capital assets, such as computers that have a unit cost of less than \$5,000. CAR fund centers take the form of 1xx8xx0001.

Budget adjustments that would result in a negative revised budget in any commitment item are not allowed.

Departments process all budget adjustments through SAP. Instructions for using SAP are available at <https://tcsapinternal.travis.local/iri/portal>. Exceptions to processing budget adjustments using SAP are determined by the County Auditor or PBO (such as the use of paper budget adjustment forms for LCRA Fund Transfers approved quarterly by the Commissioners Court).

RULE #4: PERSONNEL BUDGET

Departments are responsible for making overall personnel decisions that do not exceed the total personnel appropriation and personnel budget control groups in the budget. Personnel decisions include hiring decisions and internal promotions and applications of career ladders.

Departments can only rely on the fixed amount of funds in the total budget adopted for the current fiscal year when submitting a budget for the succeeding fiscal year even if the department

has made personnel decisions on an annualized basis that are greater than their personnel budget control groups for the current fiscal year. In these situations, departments are expected to make appropriate reductions to their budget to ensure they meet this requirement.

NEGATIVE SALARY AND BENEFIT ACCOUNTS

If a department incurs a negative balance in a salary or employee benefit budget control group, it must submit a budget adjustment to PBO as soon as possible and before the next payroll submission date to correct the deficiency for the remainder of the current fiscal year.

As an added measure, PBO works in conjunction with Auditor's Office Payroll staff to correct negative personnel commitment item balances at the commitment item and fund center roll-up level on a scheduled basis. This includes negative personnel balances for budgeted, funded programs that do not have a corresponding roll-up budget. Commitment items beneath the roll-up level can remain negative and not require any adjustment provided there are resources at the roll-up level, with the exception of budgeted vacancy and health benefit savings that will be corrected at the end of the year. The first adjustments will occur at the middle of the fiscal year and are further adjusted as needed based on payrolls at the end of August and at closing.

Finally, at the end of the fiscal year, the County Auditor's Office is authorized to cover any shortages in salary or employee benefit budget control groups through budget adjustments, where applicable, as noted under Budget Rule #20.

OVERTIME

Employees may not be authorized to work overtime unless overtime is budgeted (either in the original or revised budget) for the department to pay for that work.

Under the following circumstances, this rule does not apply:

- there is a workload increase for a short period of time;
- the workload increase needs to be performed by current employees in that short period of time; and
- the workload increase would negatively impact the critical operations of the department if not performed.

Unbudgeted overtime must be declared an emergency by an elected county or district official and must be reported to the County Auditor, PBO and the Commissioners Court within five (5) business days of the occurrence.

A department with any overtime obligation that has a negative balance must cover the negative balance through a budget adjustment before the next payroll submission date. The department must use the existing budget to cover any deficit. As an added measure, PBO works in conjunction with Auditor's Office Payroll staff to correct negative overtime commitment item balances on a scheduled basis. At the end of the year, the County Auditor's Office is authorized to cover any overtime deficit as noted under Budget Rule #20.

MEDICAL INSURANCE BENEFIT FUNDS

Any year-end balances in the *Medical Insurance Benefit* commitment items remain within the funds in which they are budgeted and accrue to ending fund balance (after consideration of any Benefit Savings - 504020-504030 commitment items). Departments may transfer balances in restricted fund sources, such as grants, special revenue funds and bond funds only to the extent allowed by the contract provisions governing the use of the funds.

Due to changes mandated by the *Affordable Care Act*, the County expenses employee health care using an actuarially-determined contribution rate based on the coverage actually selected instead of the County-wide blended composite rate. The budgeted amount in the Adopted Budget is revised based on type and level of health care selected by each employee. Vacant positions are budgeted at the County-wide blended composite rate.

This change could result in savings or allowable overages in a department's budget at the end of the fiscal year. Appropriate adjustments are made through the year-end closing process. This change does not affect the use of medical insurance benefit savings that continue to fall to the ending fund balance.

TEMPORARY EMPLOYEES WHO QUALIFY FOR COUNTY MEDICAL INSURANCE

Under the *Affordable Care Act's* employer shared responsibility provisions, large employers must either offer minimum essential coverage that is "affordable" and that provides "minimum value" to their full-time employees (and their dependents), or potentially make an employer shared responsibility payment to the Internal Revenue Service (IRS). All temporary employees who work an average of 30 hours per week or greater during a defined measurement period must be offered health, dental and vision coverage by the County.

Departments that have qualifying temporary employees who elect to enroll in the County's medical coverage must work with PBO to identify an appropriate fund source for this additional expense.

LAW CLERK POSITIONS IN THE COUNTY ATTORNEY'S OFFICE

The County Attorney's Office has an approved number of authorized full-time equivalents (FTEs) for Law Clerk positions. Depending on the business needs of the office, the number of full-time and part-time positions for these Law Clerks may vary throughout the year, as long as the overall authorized FTEs and associated budget is not exceeded.

RULE #5: AUTOMATIC BUDGET ADJUSTMENTS

Local Government Code Section 111.070 (c) (2) allows the Commissioners Court to authorize PBO to process budget adjustments and send them directly to the County Auditor's Office for auditing

and posting to the financial system without further approval subject to the terms and conditions approved by the Commissioners Court.

The Commissioners Court has authorized PBO to approve transfers as automatic budget adjustments in the following situations.

1. Routine transfers between operating commitment items for product categories or commodity codes.
2. If a position is vacant and documentation of the vacancy accompanies a budget adjustment, departments can automatically move funds within their department. Funds must be used for the original purpose of the vacant position. Upon PBO approval of departmental justification, *budget may be moved from the following commitment items:*

500050-500060 and 506010-506020 and 506040-506060, Salaries – Regular Employees and Standard Benefits

501010-501020 and 506010-506020 and 506040-506060, Salaries – POPS and Standard Benefits

500090-500100 and 506010-506020 and 506040-506060, Salaries – Associate Judges and Standard Benefits

if the adjustment moves them to:

- a) The same commitment items in a different fund center when a position is reassigned to another fund center.
- b) 500070, Salaries-Temporary Employees to temporarily fill a vacant regular position.
- c) Any of the following Services budget control group commitment items to temporarily fill a vacant regular position:
 - 511950, Temp Personnel Services–Clerical/Managerial/Exec
 - 511120, Other Medical Services
 - 511040, Nursing Services
 - 511050, Pharmacist Services
 - 511060, Physician Services
 - 511070, Psychiatric Services
 - 511080, Psychological Services
- d) 502010, Overtime for employees performing the duties of a vacant position, or as allowed in Budget Rule #4, Overtime.
- e) 502015, Extra Hours Paid Over 40.
- f) 500080, Salaries – Visiting Judges, if backfilling for a vacant Judge position.

- g) Juvenile Probation services commitment items.
 - h) 511680, Advertising/Public Notification Services, related to advertising for vacant positions in departments that advertise independently of HRMD.
3. Departments can automatically move funds to correct projected negative balances in personnel budget control groups.
 4. Departments can automatically move funds from 503090, Performance Pay to salary budget control groups based on approved annualized compensation awards.
 5. Departments can automatically move funds if the funds requested to be moved are from Grant funds and the change is allowed by the grantor.
 6. Departments can automatically move funds for approved grant matches between Funds Management and Grants Management SAP modules if the transfer results in a zero net impact for the department.
 7. Departments can automatically move funds if the funds requested to be moved are from Bond funds and the change is allowed by the bond provisions.
 8. Departments can automatically move funds to implement changes among budget control groups related to approved interlocal agreements.
 9. Departments can automatically move funds as personnel budget adjustments if a department provides documentation of a change in duty rotation from one fund center to another within its department.
 10. Departments can automatically move funds if the transfer of budget is from an operating budget commitment item to 511710, Cellular Allowance and related Standard Benefit commitment items to implement a cell phone allowance and it complies with the Travis County Wireless Policy (Budget Rule #16).
 11. Departments can automatically move funds to implement an interdepartmental transfer relating to a centrally budgeted commitment item or to procure goods or services on behalf of another department.
 12. Departments can automatically move funds between departments managed by a single County Executive in accordance with these budget rules.
 13. Departments can automatically move funds to correct errors to budget adjustments previously submitted to and approved by Commissioners Court if the Court's intent in approving the transfer is clearly documented and the correction is consistent with that intent.

14. Departments can automatically move funds if Commissioners Court votes to allow the change as an automatic adjustment.
15. Departments can automatically move funds to correct administrative or technical errors.
16. Departments may move funds between centrally budgeted control groups or central commitment items (see Appendix 1) within the same Department.
17. Funds budgeted in TNR Emergency Cost Center can be moved back to the General Fund Road and Bridge Cost Center.

In all instances PBO retains the discretion to place a budget adjustment that meets the criteria to be processed as automatic on the Commissioners Court voting session agenda. Automatic budget adjustments are generally processed in two working days from receipt by PBO to allow for PBO review (24 hours) and County Auditor's Office auditing and posting (24 hours). Budget adjustments may take longer if there are any questions or issues that arise during the review process or if sufficient documentation does not accompany the budget adjustment.

RULE #6: OTHER BUDGET ADJUSTMENTS

Budget adjustments that are not described in Budget Rule #5 are not considered automatic budget adjustments and must be approved by Commissioners Court. These adjustments generally involve moving funds from one budget control group to another, augmenting a budget with funding from Reserves (including Earmarks), establishing a new budget, or changing the approved capital list.

Budget adjustments that require Commissioners Court approval must be submitted to PBO with sufficient documentation by Thursday at 5:00 PM, at least 12 days before the Commissioners Court voting session at which they are to be considered. Budget adjustments that require County Attorney, County Auditor or Bond Counsel review (such as those related to Certificates of Obligation or bond funds) should be submitted earlier than that to ensure sufficient time for review before Commissioners Court action.

In emergencies, the County Executive for Planning and Budget or designee may schedule a budget adjustment for a transfer, amendment, or discussion item as an add-on budget adjustment. Add-on budget adjustments can be placed on the agenda no later than 72 hours before the item is to be considered by the Commissioners Court, or the Friday before the Tuesday that the item is to appear on the Commissioners Court's agenda.

Budget adjustments that PBO posts for a Commissioners Court voting session require approval by Commissioners Court before they are audited and posted by the County Auditor's Office.

TRANSFER BUDGET ADJUSTMENTS

Transfers are intra-department budget adjustments that do not meet the criteria for an automatic budget adjustment outlined in Budget Rule #5. If PBO concurs with these items, PBO places them on the Commissioners Court agenda as Transfers. If PBO does not concur or if there are issues that need to be discussed with Commissioners Court, PBO places the budget adjustment on the Commissioners Court agenda as a Discussion item.

Transfer budget adjustments also include modifications to the adopted capital projects and purchases list regardless of the need to move the funds to another account.

AMENDMENT BUDGET ADJUSTMENTS

Amendments are budget adjustments that move funds from any reserve account to a department expenditure commitment item or between departments.

If PBO concurs with these items, PBO places them on the Commissioners Court agenda as Amendments. If not, or if there are issues that need to be discussed with Commissioners Court, PBO places the budget adjustment on the Commissioners Court agenda as a Discussion item.

DISCUSSION BUDGET ADJUSTMENTS

Budget adjustments become Discussion items on the Commissioners Court agenda when PBO determines that the request warrants further consideration. These items could originate as Automatic, Transfer, or Amendment budget adjustments. Typically, these are items with which PBO does not concur.

Discussion items may have any of the following characteristics:

- Appear to be a programmatic change not consistent with Court policy;
- Warrant further consideration due to the department's or County's financial condition;
- Raise issues that may need additional programmatic or policy review before a decision is made; and/or
- Appear to set a precedent that may have long-term or significant impacts on the County.

NEW BUDGET ADJUSTMENTS

A department must request Commissioners Court approval of budget adjustments that establish a new budget for new revenue that is not included in the Adopted Budget. New Budget adjustments submitted by a department that establish a new revenue and new expenditure budget must also include a completed Revenue Certification Request and Certification Form. The form is available through the SAP HelpDesk/Forms tab under Budget Forms. The new budget established must be budgeted in its own fund or include an Internal Order (I/O) or Work Breakdown Structure (WBS) to ensure that the expenditure budget can be separately identified.

Grants: Commissioners Court approval for a new budget related to a grant is handled through the approval process for the grant contract discussed in Appendix 2.

Note: There is one exception to this rule. If the new budget is being established for a multi-year grant and Commissioners Court does not approve the budget through the grant approval process on an annual basis, the establishment of the new budget must be approved by Commissioners Court as part of budget amendments and transfers.

Intergovernmental Contracts: New Budget adjustments that establish a new revenue and new expenditure budget must include as an electronic attachment the date and agenda item number under which Commissioners Court approved the intergovernmental contract.

New Source of Unanticipated Revenue (e.g., Donations): New Budget adjustments that establish a new revenue and new expenditure budget must include as an electronic attachment the date and agenda item number under which Commissioners Court approved the acceptance of the new source of unanticipated revenue (e.g., donation), along with a summary of any restrictions to the expenditures of the revenue. The new budget established must include an (I/O) to ensure that the expenditure budget can be separately identified.

OTHER BUDGET ADJUSTMENTS

Other budget adjustments include the creation of or change in the number of Permanent FTEs or Special Project Worker positions in a department, regardless of the need to move or augment the budget. In addition, other budget adjustments include the movement of positions from any grant fund to the General Fund or Special Funds, even if such a change can be internally funded.

Any other issues related to budget that PBO believes should be considered by the Commissioners Court that do not fall within the automatic, transfer, amendment, discussion, or new categories are placed under this category.

DISALLOWED BUDGET ADJUSTMENTS

Budget adjustments that involve the following types of actions are not allowed.

1. Move funds out of any reserve obligations within a fund or department, except for arbitrage rebate disbursements as established in the exception to Budget Rule #7, unless the Commissioners Court voted to approve the transfer as an automatic budget adjustment.
2. Move budget between funds (a reclassification of expenditures may be permitted in special circumstances).
3. Use CAR, Certificates of Obligation, State Highway Bonds or Voter Approved Bond funds (See Rule #7):

- a. to make purchases or execute projects that have not already been approved by the Commissioners Court, or
 - b. in a manner that is inconsistent with applicable bond covenants or Certificate of Obligation transcripts and the corresponding Official Statements (where applicable).
4. Move funds into or out of CAR fund centers (1xx8xx0001).
 5. Move funds out of a budget control group that may have insufficient funding to meet the obligations of the department through the remainder of the fiscal year.
 6. Move funds out of a central budget control group or central commitment item not within the same department (see Appendix 1).
 7. Move funds into or out of the Wellness Clinic Fund Center in the Employee Health Benefits Fund.
 8. Move funds from a Medical Insurance Benefit commitment item (506030) except to another Medical Insurance Benefit commitment item.
 9. Move funds from budgeted salary and benefits savings commitment items (504010-504050).
 10. Move funds out of “operating transfers” (590000-595999 or 490000-495999) without Commissioners Court approval.
 11. Move funds from programs or accounts that have recently received significant additional resources or are recommended to increase significantly in the upcoming fiscal year. Funds may be moved within these programs without Commissioners Court approval, but funds may not be moved from these programs or accounts without Commissioners Court approval.
 12. Move funds from the following budget control groups unless specifically allowed by Budget Rule #5.

511460-511480, Utilities
 511630, Rent-Building & Land
 511800, External Placement Prisoners/Juveniles
 514000-514999, Court and Law Enforcement Related Expenditures
 500010-500020, Salaries-Elected/Appointed Officials
 500030-500040, Salaries-County Executives
 500050-500060, Salaries-Regular Employees
 500090-500100, Salaries-Associate Judges
 501010-501020, Salaries-POPS
 502010-502015, Overtime and Extra Hours Paid Over 40

503010, Longevity Pay-All Employees
503020, Longevity Pay-Prosecutors
503030-503060, Law Enforcement Additional Pay
503090, Performance Pay
506010-506020, 506040-506060, Standard Benefits

RULE #7: UNUSED CAPITAL FUNDS

Capital project funds, including all CAR accounts funds, may be used only for the purchases approved by the Commissioners Court. In addition, if the capital project funds are proceeds from a debt issuance, they may only be used in accordance with applicable bond covenants, Official Statements, and Commissioners Court transcripts. These also require legal and accounting review coordinated by PBO.

A department cannot automatically transfer appropriated funds left over after a capital project is completed or a capital asset is purchased to another project or purchase without Commissioners Court approval. In addition, funds cannot be transferred between projects or used to make purchases not specifically approved and itemized during the FY 2017 budget process without approval of Commissioners Court.

PBO periodically reviews CAR accounts and may ask departments to transfer realized savings from completed projects and purchases to the CAR Reserve that can be processed as an automatic budget adjustment.

EXCEPTION TO RULE #7

PBO has the authority to process budget transfers from realized capital project savings from completed projects in Capital Acquisition Resources (CAR) accounts. To be treated as an automatic transfer, (1) the amount of savings moving from one completed project to an existing project may not exceed \$15,000 and (2) the amount of savings moving to an existing project from more than one completed project may not exceed \$15,000. Requests to use these savings must include a summary of the approved project/item budget, total expenditures, and total project/item purchase savings. In all instances PBO retains the discretion to place a budget adjustment that meets the criteria to be processed as automatic on the Commissioners Court voting session agenda.

To comply with arbitrage rebate requirements and make disbursements to the IRS, PBO may transfer unused funds within a bond fund, including reserves, but must notify the Commissioners Court at its next regular meeting if a transfer is completed.

RULE #8: 1984 BOND FUNDS

Bond funds that have not been expended after the completion of all of the 1984 Voter Approved Road Capital Improvement Projects, including right-of-way litigation associated with those projects, shall be expended on Road and Bridge Projects in Precinct One.

RULE #9: USE OF PROCEEDS FROM CERTAIN LAND SALES

Proceeds from the sale of County-owned properties over \$500,000 will be used in a manner that lessens the impact of the proposed Civil and Family Courts Complex. The specific process that will be used to defray the cost will be determined on a case-by-case basis. The County Auditor will certify proceeds into the General Fund and PBO will establish the expenditure budget in the CAR account with an identifier related to this budget rule. Commissioners Court will use these funds in the manner most financially beneficial to the Travis County taxpayer and within legal parameters. Proceeds from the sale of property as described above will be used to:

- Pay down debt related to the Civil and Family Courts Complex; or
- Cash finance capital acquisition and improvement projects that otherwise would be debt financed.

PBO will make a recommendation to Commissioners Court after consultation with the Auditor's Office, County Attorney's Office, and, if necessary, bond counsel.

RULE #10: ENCUMBRANCES AND PRE-ENCUMBRANCES

Encumbrances and pre-encumbrances that are no longer needed must be liquidated.

Pre-encumbrances are reservations of funds made with SAP shopping carts. A pre-encumbrance is converted into an encumbrance when a purchase order is created from that shopping cart. Encumbrances are reservations of funds made with purchase orders, funds reservations, or travel commitments and must be covered by an appropriation. The encumbrances are liquidated when the related expense is recognized. Departments are expected to keep track of their encumbrances and keep them timely. Unnecessary encumbrances tie up County resources.

The County Auditor is authorized to automatically liquidate outstanding encumbrances for purchase orders that are deemed "completed" (i.e., all items have been received, invoiced, and payment for the full expenditure has been forwarded to the provider). Travel is considered "completed" once the travel reimbursement request has been received and the expenditure forwarded to the provider or employee as reimbursement.

Departments must review open encumbrances quarterly. Department personnel can generate an open encumbrance report from the SAP financial system. Authorized department personnel should review this encumbrance report, which includes Shopping Carts, Funds Reservations and Purchase Orders, and determine if any encumbrances can legally be unencumbered. Departments must notify the Purchasing Office of any encumbrances that need to be liquidated and submit notification to the County Auditor's Office that the encumbrances have been reviewed no later than 20 days after the end of the quarter.

Only Type NE (not to exceed contracts), Type FC (for funds certification to begin procurement process and prior to contract award) funds reservations, and Type CP (Capital Projects, a new funds reservation type specifically created for applicable capital projects within debt service funds to allow funds to be available sooner in the following fiscal year) funds reservations are eligible to carry forward to the following fiscal year after PBO review. Type OT (Other) funds reservations do not carry forward to the following fiscal year and are liquidated at the end of the fiscal year.

RULE #11: ENCUMBRANCE RESERVE

An Encumbrance Reserve is established each year to pay for contractual obligations made in the previous fiscal year for goods and services to be received in the new fiscal year. After the previous fiscal year's accounting records are closed, the County Auditor applies a portion of the estimated budgeted reserve to pay the expenditures for goods and services ordered in the previous fiscal year but not received by fiscal year end. The remaining amount becomes the actual amount available for the new fiscal year expenditures for contractual obligations incurred during the previous fiscal year. The amount budgeted for this reserve is the maximum, not to exceed amount, estimated at the time the budget is adopted.

PBO approves all encumbrances that will re-appropriate to the new fiscal year as carry forwards in the individual department's accounts for the purpose and for the vendor to which the contractual obligation and encumbrances were originally applied. The County Auditor will move any funds associated with canceled prior year encumbrances from the department's budget to the applicable reserve for re-appropriation by the Commissioners Court. If an encumbrance needs to be liquidated to allow a technical correction, such as a modification to the vendor, but will still be used for the same intended purpose, departments may request that the funds not be moved to reserves. This request must be made to PBO prior to the liquidation of funds.

EXCEPTION TO RULE #11

Capital projects budgeted in Voter Approved and State Highway Bonds and grant funds are excluded from the requirement to transfer liquidations from prior year encumbrances to the applicable reserve. CAR and Certificate of Obligation project funds are excluded from the requirement to transfer liquidations from prior year encumbrances to the appropriate reserve, unless the project is complete.

RULE #12: PRE-ENCUMBRANCE RESERVE

A Pre-Encumbrance Reserve may be established each year if deemed necessary. Amounts included in this reserve are limited and generally only include resources for those pre-encumbrances (Shopping Carts) that are in the process of converting to a Purchase Order. PBO must approve any use of these reserve funds. PBO approves all pre-encumbrances that will be re-appropriated to the new fiscal year as budget carry forwards in the budget of the individual department for the specified purpose. The County Auditor will move any funds associated with

canceled prior year pre-encumbrances from the department's budget to the applicable reserve for re-appropriation by the Commissioners Court. If a pre-encumbrance needs to be liquidated to allow a technical correction, such as a modification to the vendor, but will still be used for the same intended purpose, departments may request that the funds not be moved to reserves. This request must be made to PBO prior to the liquidation of funds.

Only shopping carts with extraordinary documented circumstances that support the future conversion to a purchase order carry forward to the next fiscal year. Any pre-encumbrances that are not approved to carry forward to the new fiscal year are rejected back to the department and the funds are unencumbered and transferred to the Allocated Reserve.

RULE #13: PRINTING/MAILING RESTRICTIONS

The Travis County Reprographics Service Center (TCRSC) must keep one file copy of all documents printed and indicate the number of copies made. TCRSC resources cannot be used to print more than 500 copies a month of the same letter, newsletter or notice unless the additional copies are: (1) required by law; or (2) specifically approved by the Commissioners Court.

The TCRSC may only print official documents of Travis County government or those authorized by the Commissioners Court. Departments placing printing orders must affirm on the work order that the materials ordered are for official Travis County business. Projects shall be printed as 2-sided unless 1-sided is specified and the department provides a reason.

Per Travis County Code, Chapter 46, requests for in-kind printing must be made by a sponsoring County Executive or elected/appointed official to the Director of Records Management and Communication Resources or the appropriate designee. The Director of RMCR may reject the print request based on internal county print needs and workload. The sponsoring department must transfer funding for the in-kind print request to the Print Shop. In addition, if Commissioners Court approval is needed, the sponsoring department must secure Commissioners Court approval at least two weeks prior to the print request completion deadline.

RULE #14: TRAVEL

Travis County only pays for travel that is necessary and related to official Travis County business and incurred by County employees, officials, and other authorized persons.

The County Auditor is responsible for managing the travel reimbursement process. All travelers must follow the County Auditor's Travel Policy, located on the County intranet, Travis Central, under the *Resources* page. This Policy ensures the County meets the IRS requirements for an *accountable plan*.

Employees must obtain department approval for their travel before expenses are incurred. Travel that is not encumbered prior to the expense being incurred may require Commissioners Court approval.

Travis County may pay travel vendors directly or reimburse County employees, officials and other authorized persons who have traveled for County business.

Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. Exceptions are granted on an individual basis for reasons such as illness or emergency.

Certain grants limit the amount and type of reimbursable travel expenditures. Travelers must work with the County Auditor's Grant Analyst to verify that any proposed travel is in accordance with the grant agreement before travel begins.

Any requests to travel outside the continental United States require Commissioners Court approval. Travel relating to criminal extradition, investigation, prosecutions, or similar situations is exempted from this rule.

REIMBURSEMENT RATES

Reimbursement rates follow IRS standard rates effective at the time of travel.

Meals are reimbursed using the US General Services Administration (GSA) domestic per diem rates, which vary by the travel destination. Reimbursement for actual meal expenses, with receipts, is \$60 a day plus 20% gratuity.

The County Auditor is responsible for managing the travel reimbursement process. All travelers must follow the County Auditor's Travel Policy, located on the County intranet, Travis Central, under the *Resources* page. This Policy ensures the County meets the IRS requirements for an *accountable plan*.

EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

Expenses not eligible for reimbursement include:

1. Extracurricular activities such as golf, tennis, entertainment, movies, tours, sports events, or non-business events along with any related costs for such extracurricular activities (e.g., transportation to an extracurricular activity).
2. First class travel.
3. Items for which a detailed receipt is not available (e.g., hotel mini bar items).
4. Alcoholic beverages.
5. Fines or penalties for violation of the law (e.g., parking tickets, speeding tickets).
6. Expenses related to a traveling companion (e.g., spouse).

7. Mileage for County owned vehicles.
8. Personal expenses.
9. Complimentary expenses (i.e., an expense paid for, or provided by, an organization or entity outside the County, by virtue of the traveler's business activities or employment).
10. Meals and lodging when the traveler was within the Austin-Round Rock Metropolitan Statistical Area (MSA) overnight unless the circumstances fall within the safe harbor rule established by the IRS and the employee meets the eight (8) criteria established by Commissioners Court for exception to the normal rules of travel within the MSA. The eight criteria are:
 - a. The travel is necessary and related to official Travis County business.
 - b. The lodging is necessary for the individual to participate fully in or be available for a bona fide business meeting, conference, training activity, or other business function.
 - c. The lodging is for at least one night and no more than four nights.
 - d. The lodging is not extravagant.
 - e. The per-night lodging cost is less than \$200 (exclusive of taxes).
 - f. The traveler submits a memo signed by the traveler and supervisor to the Auditor's Office describing how criterion b is met, and further attesting that all other criteria are met.
 - g. The travel is outside of Travis County. Travel to municipalities that straddle the Travis County line is considered to be travel within Travis County.
 - h. The department has sufficient existing travel budget to pay for the lodging and meals and the travel will not result in a post-travel request for additional funding.

Departments may present requests for travel under item 10 above to Commissioners Court for action if the County Auditor and the requesting department disagree on whether the travel is eligible for reimbursement.

OTHER SPECIAL SITUATIONS

Departments must work with the County Auditor's Office when making travel arrangements where alternate transportation mode, accommodations, or schedule are proposed.

Reimbursement of food and beverages for a group are allowed in certain instances when County employees are deployed to perform emergency or public safety duties.

RULE #15: RECRUITING AND HIRING FOR HIGH-LEVEL POSITIONS

The Commissioners Court may approve the use of County funds to pay for travel arrangements, food, and non-alcoholic beverages to entertain applicants when recruiting nationally for top-level positions. Commissioners Court must approve this use of County funds before travel for a job applicant to be reimbursed. The job applicant is reimbursed for the actual expense incurred not to exceed the rates used for County personnel. The County does not use per diem rates for non-

County employees. Meals may only be reimbursed up to \$60 per day plus 15% gratuity if receipts are submitted.

If the job applicant is hired, moving expenses and employment agency fees may also be paid for these positions if approved in advance by the Commissioners Court and receipts are submitted. Departments must notify Payroll before any expenses are paid. To be non-taxable, reimbursement requests must be submitted to the County Auditor with receipts no later than 60 days after the expenses are incurred. If reimbursement requests are submitted over 60 days after the expenses were incurred, the amount of the reimbursement must be reported to the IRS as income for the job applicant.

RULE #16: WIRELESS POLICY

Departments must comply with Travis County Code, [Chapter 39, Wireless Communications Policy](#).

RULE #17: GRANTS

Applications and contracts for grants must be submitted in accordance with the rules in Appendix 2. Grants from public or private sources received during the fiscal year are budgeted by the Commissioners Court upon certification of the revenue by the County Auditor.

RULE #18: VEHICLE TAKE-HOME POLICY

County departments must comply with Travis County Code, [Chapter 40, Use of County-Owned Passenger Vehicles While Off-Duty](#).

RULE #19: TRAVEL OUT-OF-STATE WITH A COUNTY-OWNED VEHICLE

Out-of-state travel with a County-owned vehicle must meet all travel policies and the department must benefit from the use of a County-owned vehicle. The use of a County vehicle for out-of-state travel does not need to be placed on a Commissioners Court agenda if:

1. the travel is to a contiguous state (New Mexico, Oklahoma, Arkansas, and Louisiana),
2. the requesting department informs Transportation and Natural Resources of the proposed travel and the Fleet Manager concurs that the vehicle is appropriately maintained for the trip,
3. the requesting department informs the County Risk Manager of the proposed travel and the Risk Manager concurs that the vehicle is appropriately insured for the trip, and
4. one or more of the following also applies:
 - a. The primary purpose of the travel requires the transportation of service animals (e.g., K-9 units).

- b. The primary purpose of the travel requires the transportation of large amounts of equipment or gear.
- c. The primary purpose of the travel requires the transportation of more than one employee and the department shows that the County costs are reduced by taking a County vehicle as a result of a cost-benefit analysis that takes into consideration the cost of the vehicle fuel, additional employee time spent in travel, and any additional lodging cost.

A department requesting to travel out-of-state with a County-owned vehicle must inform PBO, the Fleet Manager, and the Risk Manager of the planned travel in writing prior to the travel. If there is a disagreement between the requesting department and PBO, the Fleet Manager or Risk Manager, PBO will place the request on the Commissioners Court agenda for consideration. A requesting department must submit sufficient documentation, including responses from the Fleet and Risk managers, to PBO by Thursday at 5:00 PM, at least 12 days before a Commissioners Court voting session that occurs before the travel departure date.

The requesting department must transfer the appropriate budget to TNR Fleet Management for the actual fuel and maintenance costs within 30 days of trip completion.

RULE #20: COUNTY AUDITOR'S BUDGET ADJUSTMENT AUTHORITY

The County Auditor has the authority to adjust budgets without prior approval from the department under the following circumstances. Such adjustments are included on the weekly consent motion submitted to Commissioners Court.

NEGATIVE PERSONNEL AND BENEFITS BALANCES

For expenditures incurred during the last two pay periods of the fiscal year, the County Auditor may transfer funds automatically to cover projected shortages in salary and benefits budget control groups. The County Auditor may transfer:

- (1) projected surplus salary and benefit funds within a department or among departments; or
- (2) funds from the General Fund reserve, Special Revenue Fund reserves, Capital Projects reserves, or Internal Service Fund reserve, whichever is appropriate.

The County Auditor must present a list of these adjustments to PBO. These adjustments occur after the end of the fiscal year in preparation for final closing. PBO will present these adjustments to Commissioners Court for ratification.

ADJUSTMENTS FOR INVOICE DEFICITS OF \$20 OR LESS

To avoid invoice-processing delays, the County Auditor is authorized to transfer funds automatically throughout the fiscal year to cover an invoice amount that exceeds the remaining budget control group appropriation by \$20 or less. These funds are transferred from within the

budget of the department incurring the invoice from any operating expenditure commitment item with sufficient unencumbered funds. In the case of Grants, the County Auditor's Grant Financial Analyst must approve these automatic transfers.

PAYMENT OF INTEREST

The County Auditor is authorized to transfer funds automatically within a department's budget throughout the fiscal year to cover the interest cost payable on overdue invoices to comply with Texas Government Code, chapter 2251. These funds are transferred from within the budget of the department incurring the interest from any expenditure budget control group with sufficient unencumbered funds. In the case of Grants, Bond funds, and other funds that do not allow interest payments, the interest is charged to the general fund budget of the department.

RULE #21: AUTHORIZATION FOR REIMBURSED AGREEMENTS IN FUND 4050

All expenditures for reimbursable agreements within Fund 4050 that have been approved by Commissioners Court and for which the County Auditor has certified revenue are authorized until resources from the funding entity are available for reimbursement. Some approved agreements budgeted in Fund 4050 (Contractual Capital Projects) by the County require expenditure of County funds until those expenditures are reimbursed by the funding entity. Departments should request an advance payment rather than agree to a reimbursement arrangement whenever possible. If the total of expenditures and encumbrances of the fund result in a deficit fund balance, the department is required to request a transfer into the fund from other department resources.

RULE #22: REIMBURSEMENT REQUESTS AND TAXABLE INCOME DETERMINATION

Reimbursement requests for business-related expenditures must be submitted to the County Auditor's Office in a form and format prescribed by the Auditor's Office. Requests must include the supporting documentation appropriate to the type of expenditure. If the reimbursement request is submitted more than 60 days from the date of incurring the expense or payment of the expense, the reimbursement is reported as taxable income for the County employee, per Travis County's Accountable Plan.

Salaries of elected officials are set in compliance with notice and hearing requirements in the Local Government Code before the budget is adopted. For an elected official, a reimbursement that becomes taxable income is not allowed to be paid because Texas law does not allow midyear increases in an elected official's salary.

For appointed officials whose salaries are set through an Order of their authorizing board, a reimbursement that becomes taxable income may only be paid if it complies with the Order.

RULE #23: BUSINESS-RELATED REIMBURSEMENTS FROM DISCRETIONARY FUNDS

Travel-related expenditures and other costs paid from discretionary funds that departments expect to be reimbursed from General Fund and/or Other Funds require compliance with Budget Rules and encumbrance of the expenditures before travel starts or costs are incurred. To qualify for General Fund and/or Other Fund reimbursement, departments that choose to pay for items initially out of Discretionary Funds are required to:

- a) Encumber expenditures in the General Fund/Other Funds in compliance with Budget Rules prior to incurring the expense. This applies to all purchases including travel related expenditures and Advanced Payments. Any Travel Advances to employees must adhere to procedures established in the Travis County Travel Policy.
- b) Comply with purchasing statutes and obtain written approval from the Purchasing Agent prior to making the purchase.
- c) Provide detailed receipts and proof of payment from the Discretionary fund submitted with the reimbursement request.

Reimbursements from General Fund and/or Other Funds are disbursed after the expense has been incurred (purchase or travel), the discretionary fund has paid the expenditure, and compliance with the budget rules/purchasing policies is verified.

APPENDICES

APPENDIX #1: CENTRAL ACCOUNTS

Centrally Budgeted Accounts are set up for expenditures that are budgeted in one support department instead of being allocated to each user department. The following departments/fund centers/commitment items are generally centrally budgeted in SAP but are included for illustrative purposes only. PBO budget analysts can assist departments with questions.

1110050001 – HRMD Risk Management Ergonomic Improvements

510210 – Office Furniture

511530 – Building Repairs and Maintenance

511120 – Other Medical Services

1120020001 – Information Technology Systems

511550 – Hardware/Software Maintenance

1120050001 – Information Technology Systems

511630 – Rent/Rent – Land & Buildings

511740 – Communication - Trunk Lines

1150010001 – Purchasing

511680 – Advertising/Public Notification Services

1470010001 – Emergency Services/Communications

511570 – Radios/TV Communication Repairs & Maintenance

1490350001/1490430145 – Transportation and Natural Resources/County Fleet Maintenance

1570020001 – Records Management and Communication Resources

510200 – Other Equipment (paper)

511650 – Rent Office Equipment (copier rental and extra copies)

1570080001 – Records Management and Communication Resources

511730 – Postal/Freight Services Out (postage)

1570100001 – Records Management & Communication Resources

511900 – Other Services (offsite storage)

190xxxxxxx – Centralized Computer Services

191xxxxxxx – Centralized Utilities

191xxxxxxx – Rent-Building & Land

CONTACT LIST FOR CENTRALLY BUDGETED ACCOUNTS

Type of Expenditure	Department	Contact #
Ergonomic Improvements	HRMD	854-9165
Communications Trunk & Computer Repairs	ITS	854-9175
Radio Repairs	ES	854-4785
Utilities, Rent, and Building Repairs	Facilities Mgmt.	854-9661
Public Notice Advertising	Purchasing	854-9700
Vehicle Fuel or Repairs	TNR	854-9383
Paper General Fund Law Library Services Printing Television Services Records Storage Records Management Consulting Imaging Services Postage	RMCR	854-9575

APPENDIX #2: GRANTS

In an effort to better coordinate the grant-seeking activities of the County and track the outstanding commitments to provide County matching funds, PBO, the County Attorney's Office, and the County Auditor's Office must review grant applications, contracts, permissions to continue, and other related items before a grant is placed on the agenda for Commissioners Court approval. Please note that any grant-related item that requires Commissioners Court approval must be coordinated through PBO and comply with the following grant rules.

GRANT SUBMISSIONS FOR COMMISSIONERS COURT CONSIDERATION

All grant submissions for Commissioners Court consideration must be received by PBO, the County Auditor's Office, and County Attorney's Office in electronic format (pdf) by **Tuesday at 5:00 PM**, 14 days prior to the Commissioners Court meeting at which the department wishes the grant to be included on the agenda.

All grant submissions must include the following items:

- A completed grant summary sheet in an electronic form that may be edited. (The summary form is available on Travis Central at <http://traviscentral/resources/budget/2017>, or from the appropriate Budget Analyst.)
- The grant application or contract documents and all supporting forms and documents combined into a single PDF (except for the grant summary sheet referenced above, which should be separate) in the order they should appear in the backup.
- All terms, conditions, and instructions from the granting entity.

If the grant-related item does not require signatures by the Commissioners Court or County Judge, hard copies of the backup are not needed. Documents that require signatures from Commissioners Court or the County Judge and require submission to the grantor in hard copy should be submitted in hard copy to PBO on the same day the documents are submitted electronically. Three single-sided hard copies of these documents are needed, and they should be marked with flags to indicate where signatures are needed.

Changes cannot be made to the item after it has been approved by the Commissioners Court, with the exception of minor typographical or scrivener's corrections in non-contract documents.

REVIEW OF GRANT ITEMS

- The County Auditor's Office reviews the application for fiscal requirements.
- The County Attorney reviews it for legal requirements.
- PBO reviews the item, including the stated performance measures, for programmatic and long-term budgetary impacts.

PBO places all grant submissions on the Commissioners Court agenda for consideration and approval once the County Auditor and County Attorney's Office agree that the submission is complete.

A Grant Master Data Request Form (GMDR) must be submitted to the Auditor's Office through SAP when a grant contract is awarded. Departments are encouraged to submit a GMDR with every grant application to assist the Auditor's Office in tracking all grant applications. The GMDR should not be included in the PDF noted above, as it is not a part of the grants backup packet for Commissioners Court. The GMDR can be found on <https://tcsapinternal.travis.local/iri/portal>. Departments should consult with Auditor's Office Grant Analysts if help is needed.

SUPPORT DEPARTMENTS INVOLVED WITH THE GRANT PROCESS

- **Purchasing:** Grant purchases are not exempt from County purchasing laws. Departments must coordinate with the Purchasing Office when procuring either services or commodities using grant funds. In addition to County purchasing laws, purchases must comply with all applicable federal or state laws and contractual restrictions required in the grant. Purchase of items with a unit cost exceeding \$5,000 must be capitalized. This applies to any items located on County property for which the County is liable, regardless of the source of funding.
- **Human Resources:** All positions requested as part of a grant **must** be identified using the existing job titles. If a proposed grant position does not exist within the existing job titles contact Human Resources early in the process so a classification, with pay grade, can be developed for the new position.
- **Facilities Management:** If the grant includes new FTEs, contact Facilities Management to ensure that there is sufficient space for the additional personnel. If space is not available, Facilities Management develops an estimate of the cost necessary to accommodate the additional personnel.
- **ITS:** ITS develops the costs necessary to accommodate the technology needs of additional personnel. Also, if the request has a significant technology cost, ITS should be contacted to develop costs to accommodate the grant needs. These needs may not be obvious; for example, a grant to purchase digital video equipment requires significant additional electronic storage, which must be accommodated.
- **County Clerk's Office:** The County Clerk serves as the Clerk of the Commissioners Court. With many granting entities transitioning to an electronic process for managing their grant programs, the certified minutes of the Commissioners Court vote on the grant agenda item (including the grant backup) serves as the official record of the Court's action on the grant item (including a grant contract). If any signature or other action is needed after the Commissioners Court's approval of a grant item, the requesting department must submit a copy of the signed or otherwise changed document to the Clerk's Office.

Only minor typographical or scrivener's corrections may be made to non-contract documents without additional Commissioners Court approval.

Please contact PBO if there are any questions about which departments should be contacted. Departments are strongly encouraged to contact support departments early in the development of a new grant application to discuss the application and potential issues.

PERMISSIONS TO CONTINUE

A Permission to Continue (PTC) is a request to continue a grant-funded program until a contract to renew the existing program can be fully executed. If a contract has not been signed prior to the effective end date of the grant and grant employees are requested to continue on the payroll, departments must submit a PTC request. PTC applies only to the renewal of grants that have been received in previous years, and for which verbal assurance of continuation from the grantor has been received. Permissions to Continue:

- Require a grant summary sheet and a memo from the department, submitted to PBO and the County Auditor;
- Are allowed for up to three months;
- Are for personnel costs or critical operating costs such as direct service delivery costs;
- Must be for personnel or critical operating costs that qualify for reimbursement under the delayed grant; and
- Must be approved by Commissioners Court prior to the end of the existing grant, generally at least two weeks prior to the grant's end date.

A budget adjustment related to a Commissioners Court-approved Permission to Continue is processed as an automatic budget adjustment, unless PBO determines that it merits further Commissioners Court review. For PTCs that cross fiscal years, the budget adjustment establishing the funding amount must equal the approved budget listed on the grant summary sheet. Departments should list the portions from each fiscal year separately on the PTC section of the grant summary sheet.

GRANT MODIFICATION APPROVAL

Changes to dates, amounts or other minor modifications that require Commissioners Court approval (signature) follow the same procedure as original grant contract approval.

PERFORMANCE MEASURES

All grants should have performance measures, including relevant outcome measures. This includes a narrative description of the outcome impact to the program. This information is stated on the grant summary sheet.

These measures should reflect the current activity of the department in the area where grant assistance is requested and the expected impact of the grant on the department's activities.

If the grant is for a new program, performance measures should be supplied for the new program. If the grant is a renewal of an existing grant, departments should show the actual performance of the last complete grant cycle, the projected performance of the current grant and the projected performance of the current grant proposal.

Departments are expected to report performance measures and update information annually during the contract term.

GRANT RESPONSIBILITY

Grants that involve multiple County departments need a single person to be responsible for the daily administration and management of the grant. Contact information for that person must be noted in the grant summary sheet.

DIRECT COST OF ACCOUNTING AND AUDIT

Contact the County Auditor for assistance in estimating these costs. Include the estimate in the grant application if the costs are reimbursable. Departments should seek reimbursement for direct accounting and audit costs when applicable.

INDIRECT COSTS

The Commissioners Court has adopted an indirect cost plan that includes an indirect cost rate for each department. All grant applications should request some indirect cost amount as part of any grant application, up to the rate included in the plan. The requirement to include an indirect cost rate as part of an application may be waived annually if:

- The total amount requested, without including indirect costs is less than \$50,000.
- If a department can provide evidence that including an indirect cost rate will result in rejection of a grant application.

See the Appendix for the approved indirect cost rate for most departments as of September 13, 2016. This information is updated during the year and PBO notifies the departments of any changes. If your department is not listed in the Appendix, please contact your PBO Analyst.

OUTSTANDING GRANT APPLICATIONS

PBO maintains a summary of outstanding grant applications and matching fund commitments. This summary is submitted to Commissioners Court every week as part of the regular grant agenda item. Departments that are notified of the denial of a grant application should inform PBO so that the outstanding grant application summary reflects only pending County commitments.

REVENUE CERTIFICATION AND BUDGET CREATION

Once the contract has been signed by all parties, the department must:

- Forward the originals of the signed contract to the County Clerk and the grantor.
- Submit a copy of the fully-executed contract to the County Attorney's Office, the County Auditor's Office, and the Purchasing Office.

The County Auditor certifies revenue upon receipt of the fully executed contract and a GMDR. The GMDR can be found on <https://tcsapinternal.travis.local/iri/portal>. Departments should consult with Auditor's Office Grant Analysts if help is needed.

New grant budgets are processed as automatic budget adjustments after Commissioners Court approves the contract and the grant budget and the County Auditor certifies the revenue. For documentation purposes, a copy of the revenue certification memo from the County Auditor should be attached to the budget adjustment.

BUDGET ADJUSTMENTS

- All budget adjustments must comply with the grantor's requirements.
- Any budget adjustments requiring prior grantor approval are not processed until that approval is received.
- If a grantor de-obligates funding or a portion of funding before the end of the grant, a budget adjustment must immediately be sent to PBO reducing each applicable revenue and expenditure commitment item.
- If changes are required to be approved by Commissioners Court, the change must also follow the same procedure as grant modifications. For example, if new budget is being established for a multi-year grant and Commissioners Court does not approve the budget through the grant approval process on an annual basis, the establishment of the new budget must be approved by Commissioners Court as part of budget amendments and transfers.
- Budget is not transferred from a grant to another department for purchase of any items, including ITS for software licenses and phone lines. Expenses are reclassified against the grant for applicable expenditures with the proper supporting documents.
- Budget adjustment types "Supplement" and "Return" should include documentation regarding the nature of the requested action and the date, if any, when Commissioners Court approved the grant change.

PBO also has the discretion to place a budget adjustment that would otherwise be automatic on the Commissioners Court agenda for approval.

PERSONNEL ACTIONS IN GRANTS

Unless otherwise specified, departments are expected to absorb the cost of personnel changes within the grant.

Departments with grant positions should confirm with the County Auditor's Grant Personnel that grant resources are available for the starting salaries and salary adjustments for grant positions. This confirmation should be noted as part of the personnel action in SAP.

If there is insufficient budget in a grant to support the continued funding of position(s) and there is no other flexibility available in the grant budget, the department may not move the position(s) from the grant fund to the General Fund or other Special Fund without prior consultation with PBO and approval by the Commissioners Court. This applies even if the department has sufficient internal resources in the General Fund or other Special Fund to accommodate such a move.

AUTHORIZATION FOR REIMBURSED GRANTS

Many of the grants received by the County require expenditures of County funds until those expenditures are accepted and reimbursed by the grantor.

- Expenditures funded from grant funds that are not allowed under the General Fund require a written letter of approval/authorization from the grantor.
- All expenditures for reimbursable grants that have been approved by the Commissioners Court and for which revenue has been certified by the County Auditor are authorized until grant funds are available for reimbursement. Departments should request an advance payment rather than agree to a reimbursement arrangement whenever possible.

VEHICLES AND OTHER EQUIPMENT FUNDED THROUGH GRANT FUNDS

Vehicles Funded through Grant Funds

If a department plans to purchase a vehicle using grant funds, all the associated costs for the vehicle, such as fuel and maintenance, need to be covered by the grant. If the grant does not cover these costs, the department should allocate internal non-grant resources to TNR Fleet Services to fund the fuel and maintenance and any other applicable cost.

Any additional funding requests for fuel and maintenance should be coordinated with the approval of the grantor.

Vehicles purchased with grant funds are not automatically added to the County's vehicle fleet. The department must specifically request that the vehicle be added to the fleet as part of its annual budget submission and include sufficient justification for the request.

Computer Equipment Funded through Grant Funds

Computer and related IT equipment (desktop computers, laptops, mobile data computers) purchased with grant funds are not automatically eligible for replacement under the County's computer replacement policy. The department must specifically request that the equipment be

added to the replacement list as part of its annual budget submission and include sufficient justification for the request.

Software Licenses and Phone Lines

If a department plans to charge software licenses or telephone lines to a grant, these charges must be supported by independent, third party invoices which clearly indicate the purchase and usage during the grant period. Internal documentation from the ITS department is not accepted.

If the proper documentation cannot be produced to support these costs, the department should allocate non-grant resources to ITS to fund the software licenses and phone lines. Any additional funding requests for software licenses and phone lines should be coordinated with the approval of the grantor.

ONLINE MANAGEMENT OF GRANTS

If a grantor utilizes an online system for approvals or modifications to grants, PBO is authorized to act on behalf of the authorized official for approving or modifying grants in all of the following circumstances:

- The grant authorized official is a member of the Commissioners Court;
- The grant contract/application has been approved by Commissioners Court;
- The change does not significantly change the scope of service of the grant from what was approved by Commissioners Court.

GRANT CLOSE-OUT

The Auditor's Office frequently is required to enter the final grant close-out documents. The Auditor's Office is authorized to submit documents to the grantor, including final Financial Status Reports, which results in the de-obligation of the remaining funds in a grant.

Any items PBO determines warrant further consideration are placed on the Commissioners Court agenda for approval.

RATIFICATION

In the rare instance when Commissioners Court action on a grant item cannot be taken within a critical legal deadline, the Commissioners Court allows PBO, the County Auditor's Office, and the County Attorney's Office to work with the department to take a professionally and legally prudent action to meet the deadline with the Commissioners Court ratifying the action as soon as possible after the fact.



TRAVIS COUNTY
FY 2017 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	<input style="width: 100%;" type="text"/>	
Contact Person/Title:	<input style="width: 100%;" type="text"/>	
Phone Number:	<input style="width: 100%;" type="text"/>	
Grant Title:	<input style="width: 100%;" type="text"/>	
Grant Period:	From: <input style="width: 150px;" type="text"/>	To: <input style="width: 100px;" type="text"/>
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/> Local: <input type="checkbox"/>
Grantor:	<input style="width: 100%;" type="text"/>	
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Originating Grantor:	<input style="width: 100%;" type="text"/>	

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #519880 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Operating:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FTEs:	0.00	0.00	0.00	0.00	0.00

Program Income (\$/Des):

Permission to Continue Request - One Line Per Fiscal Year					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
	\$ 0.00	\$ 0.00	\$ 0.00	0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	0.00	
Totals:	\$ 0.00	\$ 0.00	\$ 0.00		

Department	Review	Staff Initials	Comments
County Auditor	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100%;" type="text"/>
County Attorney	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100%;" type="text"/>

Performance Measures					
#	Measure	Actual	Projected <input type="button" value="v"/>	Projected	Projected
		FY 15 Measure	FY 16 Measure	FY 17 Measure	FY 18 Measure
+ -	Applicable Departmental Measures				
1.					
2.					
3.					
+ -	Measures for the Grant				
1.					
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing one?

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

5. County Commitment to the Program Upon Termination of the Grant: Will the program end upon termination of the grant funding: Yes or No? If No, what is the proposed funding mechanism: (1) Request additional funding or (2) Use departmental resources. If (2), provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

6. If this is a new program, please provide information why the County should expand into this area.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

APPENDIX #3: ADDITIONAL GUIDANCE

A. TAX REFUNDS

The County Auditor automatically debits contra-revenue commitment items (General Fund and Debt Service) to refund current and prior year tax appeals of appraised values. Interest refunds for prior year taxes are paid from a budgeted commitment item in General Administration.

The Tax Assessor Collector calculates the expenditure requirements for tax refunds.

B. CONTINGENT LIABILITIES

The County Auditor has the authority to record contingent liabilities in accordance with Generally Accepted Accounting Principles to accurately reflect the financial position of the County. The Commissioners Court, County Attorney, Risk Manager, and other elected or appointed officials should notify the County Auditor in a timely manner of any potential contingent liabilities affecting any of the County funds on the County's financial records. The County Auditor notifies the Commissioners Court, the County Attorney and, where applicable, the Risk Manager, of significant contingent liabilities that are recorded on the County's financial records.

C. INTERFUND TRANSFERS

Interfund transfers are movements of money between budgetary funds. Those that are adopted in the budget process are summarized in the Budget Recapitulation as "Other Financing Sources." The transfers are subject to the following rules:

- The County Auditor may make "transfers in" to the funds controlled by Commissioners Court from non-budgetary government funds that are at the discretion of elected officials, the Corporations' Boards of Directors, or the State of Texas (i.e., CAPSO, DAPSO, CSCD, etc.) as directed by the appropriate official.
- The County Auditor may only make "transfers out" of funds if approved by Commissioners Court (budgetary funds) or approved by the responsible official (non-budgetary discretionary funds).
- The County Auditor transfers monies to the Special Funds for the full budgeted amount at the beginning of the fiscal year, unless otherwise specifically notified by PBO. If a calculation of the transfer must be made during the fiscal year, PBO performs the calculation and provides the County Auditor the amount to be transferred.
- The transfer is limited to funds available in the transferring fund. If funds are not available in the transferring fund, a transfer is made only up to the amount of available funds. If the receiving fund is at a deficit, the County Auditor, after review and approval by PBO, is authorized to transfer in a sufficient amount to cover the deficit up to the budgeted amount.

D. JURY SEQUESTRATION IN CRIMINAL CASES

If a jury is sequestered, the County Treasurer and County Auditor are authorized to advance the cost of sequestering in the amount ordered by the sequestering Judge to secure lodging. The amount expended for food and lodging shall follow the guidelines approved by Commissioners Court covering travel reimbursement for county employees. The need for jury sequestration may occur after the normal business hours of the county and without sufficient time to call an emergency session of the Commissioners Court. The normal procedures for claims processing may be adjusted accordingly.

E. PERFORMANCE BASED PAY AND EMPLOYEE RECOGNITION

The Performance Based Pay (PBP) system is a mechanism for providing financial compensation for outstanding performance, experience and achievement. Departments award PBP consistent with the rules established by the Commissioners Court.

If a department has funds in an employee recognition commitment item, the recognition expense is not to exceed \$100 per employee. The recognition expense should be limited to the cost of a plaque including engraving, lapel pins or other token of recognition. Food, refreshments, decorations, entertainment or other expenses associated with a ceremony, reception or dinner are not allowable expenses.

F. FOOD AND BEVERAGE

In most circumstances, departments may not expend County funds to provide food and beverages at meetings, training for County staff, retreats or training provided on County property. This does not apply if the expense is grant allowable or otherwise allowed under these budget rules.

If the County is utilizing volunteers (non-County employees) for a governmental purpose and the event is outside of normal working hours and is expected to last more than two hours, a department may purchase food and beverages for the volunteers totaling no more than \$300 per event. Any purchase of food should be approved by the department head and utilize existing resources within the department.

Any other purchase of food and beverages must be approved by Commissioners Court, and only for the purchase of food for non-county employees.

G. COMPUTER SOFTWARE TRAINING

All computer software training for Windows and Microsoft Office products is performed by ITS. No other department is authorized to solicit services for this training unless training sessions are not provided by ITS within 60 days. No payment for this training is made by the County Auditor without an accompanying written authorization from ITS.

H. PURCHASE OF CLOTHING MAY BE A TAXABLE BENEFIT

In general, the IRS requires that clothing purchased for an employee is considered as part of their wages unless the clothing is specifically required as a condition of employment and are not worn or adaptable to general usage as ordinary clothing.

Before purchasing clothing, particularly if it is a new or not common event, please consult the County Auditor's Office to ensure the taxable status can be determined before proceeding.

J. COUNTY BENEFITS

Fringe benefits of departments are budgeted based on the calculated costs of each benefit. The current benefit calculation rates as of October 1, 2016, are shown below.

Base Salary	
FICA OASDI (506010)	Base Salary (up to \$117,000) x 0.062
FICA Medicare (506020)	Base Salary x 0.0145
Medical Insurance (506030)	Months on Payroll x \$937.57
Life Insurance (506040)	Months on Payroll x \$8.25
Retirement (506050)	Base Salary x 0.1432 (effective January 1, 2017)
Workers Compensation Insurance (506060)	Base Salary x "WCI Factor" shown below

Job Description	"WCI Factor"
PRINTING	0.0124
INSULATION WORK & DRIVERS	0.0367
ROAD EMPLOYEES - PAVING	0.0437
ROAD MAINT MGMT PERSONNEL	0.0056
DRIVERS	0.0297
AIRPORT, HELICOPTER OPERATIONS	0.0133
LAW ENFORCEMENT, AMBULANCE	0.0155
AUTO MECHANICS	0.0128
ENGINEERS, SURVEYORS	0.0018
CLERICAL	0.0016
CLINICAL PROFESSIONALS	0.0019
HOSPITAL PROFESSIONAL & CLERK	0.0048
BUILDING MAINTENANCE & JANITOR	0.0188
PARKS & RECREATION	0.0208

K. INDIRECT COST RATES

Below is the list of indirect cost rates for each department to use when applying for grants.

To Be Approved by Commissioners Court on September 13, 2016

Number	Department Name	Calculated Rate
101	County Judge	411.56%
102	Commissioner - Precinct 1	32.10%
103	Commissioner - Precinct 2	66.36%
104	Commissioner - Precinct 3	68.50%
105	Commissioner - Precinct 4	33.99%
108	Tax Assessor-Collector	78.83%
113	Exposition Center	3.93%
119	County Attorney	48.76%
120	County Clerk	49.53%
121	District Clerk	55.03%
122	Civil Courts	30.79%
123	District Attorney	27.40%
124	Criminal Courts	61.89%
125	Probate Court	25.27%
126	Justice of Peace – Precinct 1	62.85%
127	Justice of Peace – Precinct 2	53.87%
128	Justice of Peace – Precinct 3	54.69%
129	Justice of Peace – Precinct 4	62.13%
130	Justice of Peace – Precinct 5	60.25%
131	Constable - Precinct 1	33.06%
132	Constable - Precinct 2	35.30%
133	Constable - Precinct 3	41.21%
134	Constable - Precinct 4	36.84%
135	Constable - Precinct 5	32.87%
137	Sheriff	24.35%
138	Medical Examiner	31.66%
139	Community Supervision & Corrections	36.41%
140	Counseling and Educational Services	52.33%
142	Pretrial Services	62.82%
143	Juvenile Public Defender	31.15%
145	Juvenile Probation	35.65%
147	Emergency Services	69.99%
149	Transportation and Natural Resources	60.18%
154	Civil Service Commission	27.08%
155	Justice Planning	36.92%
158	Health and Human Services	74.90%
159	Emergency Medical Services	24.31%
	Composite Travis County Rate	38.37%

L. PEACE OFFICER PAY SCALE (SHERIFF'S OFFICE)

PG	STEP	1	2	3	4	5	6	7	8	9	10	11	
80	Cadet	hr	18.71	19.09									
		mo	3,243.29	3,308.15									
		yr	38,919.50	39,697.84									
81	Corrections Officer	hr	21.33	21.87	22.40	22.94	23.49	24.05	24.75	25.35	25.96	26.58	27.19
		mo	3,697.36	3,791.37	3,882.37	3,975.54	4,070.96	4,168.67	4,290.76	4,393.74	4,499.20	4,607.18	4,713.14
		yr	44,368.27	45,496.46	46,588.46	47,706.46	48,851.50	50,024.00	51,489.15	52,724.88	53,990.35	55,286.19	56,557.70
82	Cert Peace Officer (CPO)	hr	22.61										
		mo	3,919.19										
		yr	47,030.26										
83	Sr Corrections Officer	hr	23.19	23.78	24.35	24.93	25.53	26.14	26.91	27.55	28.21	28.89	29.56
		mo	4,018.86	4,121.07	4,219.97	4,321.25	4,424.96	4,531.16	4,663.88	4,775.80	4,890.43	5,007.79	5,122.97
		yr	48,226.26	49,452.83	50,639.68	51,855.02	53,099.49	54,373.90	55,966.56	57,309.62	58,685.12	60,093.49	61,475.65
72	LE Deputy Sheriff	hr	25.15	25.65	26.16	26.68	27.22	27.76	28.32	28.88	29.46	30.05	30.65
		mo	4,358.48	4,445.65	4,534.56	4,625.24	4,717.75	4,812.12	4,908.35	5,006.53	5,106.64	5,208.79	5,312.96
		yr	52,301.81	53,347.84	54,414.67	55,502.93	56,613.02	57,745.38	58,900.19	60,078.30	61,279.71	62,505.46	63,755.54
84	Sr CPO	hr		25.35	25.96	26.58	27.22	27.87	28.69	29.37	30.08	30.80	31.51
		mo		4,393.46	4,498.90	4,606.87	4,717.44	4,830.66	4,972.15	5,091.48	5,213.68	5,338.81	5,461.60
		yr		52,721.55	53,986.82	55,282.45	56,609.28	57,967.94	59,665.84	61,097.71	62,564.11	64,065.66	65,539.14
74	LE Sr Deputy Sheriff	hr	26.91	27.55	28.21	28.89	29.58	30.29	31.18	31.93	32.69	33.48	34.25
		mo	4,663.57	4,775.49	4,890.12	5,007.46	5,127.65	5,250.72	5,404.52	5,534.22	5,667.05	5,803.04	5,936.51
		yr	55,962.82	57,305.87	58,681.38	60,089.54	61,531.81	63,008.61	64,854.19	66,410.66	68,004.56	69,636.53	71,238.13
75	LE Detective	hr			35.43	36.00	36.57	37.16	37.75	38.98	39.60	40.23	40.88
		mo			6,141.50	6,239.76	6,339.58	6,441.00	6,544.08	6,755.67	6,863.76	6,973.58	7,085.09
		yr			73,697.94	74,877.09	76,074.96	77,291.97	78,528.94	81,068.00	82,365.09	83,682.98	85,021.04
88	Corrections Sergeant	hr	35.06	35.73	36.42	37.12	37.83	38.51	39.20	39.91	40.63	41.61	42.03
		mo	6,076.67	6,193.34	6,312.25	6,433.49	6,556.99	6,675.00	6,795.17	6,917.51	7,042.00	7,212.66	7,284.80
		yr	72,920.02	74,320.06	75,746.94	77,201.90	78,683.90	80,099.97	81,542.03	83,010.10	84,503.95	86,551.92	87,417.62
76	LE Sergeant	hr					39.34	40.05	40.77	41.50	42.25	43.28	43.71
		mo					6,819.26	6,942.02	7,066.97	7,194.18	7,323.68	7,501.19	7,576.21
		yr					81,831.15	83,304.21	84,803.68	86,330.19	87,884.16	90,014.29	90,914.51
89	Corrections Lieutenant	hr			42.15	42.96	43.79	44.63	45.52	46.43	47.36	48.31	
		mo			7,306.59	7,446.92	7,589.83	7,735.59	7,890.34	8,048.14	8,209.08	8,373.27	
		yr			87,679.07	89,363.04	91,078.00	92,827.07	94,684.10	96,577.73	98,509.01	100,479.18	
77	LE Lieutenant	hr						46.41	47.34	48.29	49.25	50.24	
		mo						8,045.02	8,205.93	8,370.04	8,537.45	8,708.20	
		yr						96,540.29	98,471.15	100,440.50	102,449.36	104,498.37	

PG	STEP	12	13	14	15	16	17	18	19	20	21	
81	Corrections Officer	hr	27.82	28.46	29.55	29.55	29.55	29.55	29.55	29.55	29.55	29.55
		mo	4,821.54	4,932.44	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24
		yr	57,858.53	59,189.31	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85
82	Cert Peace Officer (CPO)	hr										
		mo										
		yr										
83	Sr Corrections Officer	hr	30.24	30.93	32.11	32.11	32.11	32.11	32.11	32.11	32.11	32.11
		mo	5,240.80	5,361.34	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57
		yr	62,889.63	64,336.06	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78
72	LE Deputy Sheriff	hr	31.26	31.89	32.53	32.53	32.53	32.53	32.53	32.53	32.53	32.53
		mo	5,419.22	5,527.60	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15
		yr	65,030.58	66,331.20	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82
84	Sr CPO	hr	32.23	32.98	34.24	34.24	34.24	34.24	34.24	34.24	34.24	34.24
		mo	5,587.21	5,715.72	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50
		yr	67,046.51	68,588.62	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00
74	LE Sr Deputy Sheriff	hr	35.04	35.84	37.21	37.21	37.21	37.21	37.21	37.21	37.21	37.21
		mo	6,073.06	6,212.74	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55
		yr	72,876.75	74,552.82	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58
75	LE Detective	hr	41.53	42.19	42.87	43.56	43.56	43.56	43.56	43.56	43.56	43.56
		mo	7,198.50	7,313.66	7,430.66	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59
		yr	86,381.98	87,763.94	89,167.94	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02
88	Corrections Sergeant	hr	42.78	43.55	44.34	45.14	45.39	45.39	45.57	45.57	45.57	45.57
		mo	7,415.93	7,549.41	7,685.29	7,823.63	7,868.40	7,868.40	7,899.48	7,899.48	7,899.48	7,899.48
		yr	88,991.14	90,592.94	92,223.46	93,883.50	94,420.77	94,420.77	94,793.71	94,793.71	94,793.71	94,793.71
76	LE Sergeant	hr	44.50	45.30	46.11	46.94	47.21	47.21	47.85	47.85	47.85	47.85
		mo	7,712.59	7,851.41	7,992.73	8,136.60	8,183.12	8,183.12	8,294.45	8,294.45	8,294.45	8,294.45
		yr	92,551.06	94,216.93	95,912.75	97,639.15	98,197.42	98,197.42	99,533.41	99,533.41	99,533.41	99,533.41
89	Corrections Lieutenant	hr	49.09	50.07	51.07	52.10	53.14	53.55	53.58	53.58	53.58	53.58
		mo	8,509.16	8,679.36	8,852.93	9,029.99	9,210.60	9,282.69	9,286.56	9,286.56	9,286.56	9,286.56
		yr	102,109.90	104,152.26	106,235.17	108,359.89	110,527.25	111,392.32	111,438.70	111,438.70	111,438.70	111,438.70
77	LE Lieutenant	hr	51.05	52.08	53.12	54.18	55.26	55.70	55.70	55.70	55.70	55.70
		mo	8,849.52	9,026.51	9,207.05	9,391.18	9,579.01	9,654.03	9,654.03	9,654.03	9,654.03	9,654.03
		yr	106,194.19	108,318.08	110,484.61	112,694.19	114,948.08	115,848.30	115,848.30	115,848.30	115,848.30	115,848.30

EMPLOYEES WHO ARE IN POSITIONS SUBJECT TO TCSO POPS THE FOLLOWING APPLIES MONTHLY:				
CERTIFIED FTO:	\$125	BI-LINGUAL SKILLS TEST:	\$125	TCLEOSE LICENSE:
		SPANISH, VIETNAMESE		INTERMEDIATE
		AMERICAN SIGN LANGUAGE		ADVANCED
				MASTERS
				\$150

Positions on the Peace Officer Pay Scale are paid based on their annual salary. Hourly rates and monthly salaries are shown for illustrative purposes.

Numbers that are bold and italicized may be used for pay administration purposes if needed, but were not used in the pay determination methodology.

M. PEACE OFFICER PAY SCALE (NOT IN SHERIFF'S OFFICE)

PG	STEP	1	2	3	4	5	6	7	8	9	10	11	
58	Fire Marshall Deputy II	hr	30.01	30.63	31.25	31.75	32.26	32.77	33.30	34.38	34.93	35.48	36.05
		mo	5,202.29	5,308.47	5,416.80	5,503.47	5,591.51	5,680.96	5,771.88	5,958.50	6,053.83	6,150.70	6,249.05
		yr	62,427.51	63,701.61	65,001.58	66,041.60	67,098.11	68,171.52	69,262.52	71,501.98	72,646.01	73,808.39	74,988.56
59	Fire Marshall Deputy III	hr	33.35	34.03	34.72	35.28	35.84	36.42	37.00	38.20	38.81	39.43	40.06
		mo	5,780.33	5,898.30	6,018.67	6,114.96	6,212.79	6,312.18	6,413.20	6,620.55	6,726.48	6,834.11	6,943.39
		yr	69,363.90	70,779.57	72,223.98	73,379.55	74,553.46	75,746.13	76,958.36	79,446.64	80,717.79	82,009.32	83,320.62
60	Deputy Constable Park Ranger	hr	23.89	24.37	24.85	25.35	25.86	26.37	26.90	27.44	27.99	28.55	29.12
		mo	4,140.55	4,223.37	4,307.84	4,393.98	4,481.86	4,571.51	4,662.93	4,756.20	4,851.31	4,948.36	5,047.31
		yr	49,686.62	50,680.45	51,694.03	52,727.79	53,782.35	54,858.13	55,955.12	57,074.37	58,215.66	59,380.26	60,567.73
62	Deputy Constable Sr Park Ranger Sr	hr	25.56	26.17	26.80	27.44	28.10	28.78	29.62	30.33	31.06	31.81	32.54
		mo	4,430.38	4,536.72	4,645.61	4,757.08	4,871.27	4,988.19	5,134.29	5,257.51	5,383.70	5,512.88	5,639.68
		yr	53,164.59	54,440.67	55,747.33	57,084.98	58,455.28	59,858.24	61,611.47	63,090.14	64,604.38	66,154.61	67,676.13
64	Constable Sergeant Park Ranger Supervisor	hr	34.47	35.18	35.89	36.63	37.37	38.05	38.73	39.43	40.14	41.11	41.52
		mo	5,975.37	6,097.31	6,221.75	6,348.72	6,478.30	6,594.92	6,713.63	6,834.48	6,957.50	7,126.13	7,197.41
		yr	71,704.46	73,167.74	74,660.98	76,184.58	77,739.58	79,139.01	80,563.60	82,013.78	83,489.95	85,513.58	86,368.88
66	Chief Dep Constable	hr	37.00	37.76	38.53	39.32	40.12	40.94	41.77	42.61	43.46	44.33	45.22
		mo	6,413.96	6,544.86	6,678.43	6,814.72	6,953.80	7,095.71	7,240.52	7,385.34	7,533.03	7,683.71	7,837.37
		yr	76,967.49	78,538.30	80,141.15	81,776.66	83,445.65	85,148.54	86,886.18	88,624.02	90,396.38	92,204.53	94,048.45
67	Investigator	hr	34.03	34.72	35.43	36.00	36.57	37.16	37.75	38.98	39.60	40.23	40.88
		mo	5,898.29	6,018.67	6,141.50	6,239.76	6,339.58	6,441.00	6,544.08	6,755.67	6,863.76	6,973.58	7,085.09
		yr	70,779.49	72,224.05	73,697.94	74,877.09	76,074.96	77,291.97	78,528.94	81,068.00	82,365.09	83,682.98	85,021.04
68	Chief Dep Const., Pct 5	hr	40.70	41.53	42.38	43.25	44.13	45.03	45.95	46.87	47.81	48.76	49.74
		mo	7,055.36	7,199.35	7,346.27	7,496.20	7,649.18	7,805.29	7,964.56	8,123.87	8,286.34	8,452.08	8,621.12
		yr	84,664.32	86,392.18	88,155.18	89,954.38	91,790.19	93,663.44	95,574.75	97,486.48	99,436.06	101,424.96	103,453.38
69	Investigations Lieutenant Asst Fire Marshall	hr	37.00	37.76	38.53	39.32	40.12	40.94	41.77	42.61	43.46	44.33	45.22
		mo	6,413.96	6,544.86	6,678.43	6,814.72	6,953.80	7,095.71	7,240.52	7,385.34	7,533.03	7,683.71	7,837.37
		yr	76,967.49	78,538.30	80,141.15	81,776.66	83,445.65	85,148.54	86,886.18	88,624.02	90,396.38	92,204.53	94,048.45
70	Constable Lieutenant Chief Park Ranger	hr	35.68	36.41	37.15	37.91	38.68	39.38	40.09	40.81	41.54	42.55	42.98
		mo	6,184.51	6,310.72	6,439.51	6,570.92	6,705.04	6,825.74	6,948.61	7,073.69	7,201.01	7,375.55	7,449.32
		yr	74,214.12	75,728.61	77,274.11	78,851.04	80,460.47	81,908.88	83,383.33	84,884.26	86,412.10	88,506.56	89,391.79

PG	STEP	12	13	14	15	16	17	18	19	20	21	
58	Fire Marshall Deputy II	hr	36.63	37.22	37.81	38.42	38.42	38.42	38.42	38.42	38.42	38.42
		mo	6,349.08	6,450.65	6,553.84	6,658.73	6,658.73	6,658.73	6,658.73	6,658.73	6,658.73	6,658.73
		yr	76,188.91	77,407.79	78,646.12	79,904.81	79,904.81	79,904.81	79,904.81	79,904.81	79,904.81	79,904.81
59	Fire Marshall Deputy III	hr	40.70	41.35	42.01	42.68	42.68	42.68	42.68	42.68	42.68	42.68
		mo	7,054.53	7,167.39	7,282.05	7,398.59	7,398.59	7,398.59	7,398.59	7,398.59	7,398.59	7,398.59
		yr	84,654.34	86,008.66	87,384.58	88,783.12	88,783.12	88,783.12	88,783.12	88,783.12	88,783.12	88,783.12
60	Deputy Constable Park Ranger	hr	29.70	30.30	30.90	30.90	30.90	30.90	30.90	30.90	30.90	30.90
		mo	5,148.26	5,251.22	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24
		yr	61,779.12	63,014.64	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91
62	Deputy Constable Sr Park Ranger Sr	hr	33.29	34.05	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35
		mo	5,769.42	5,902.10	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03
		yr	69,233.01	70,825.25	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32
64	Constable Sergeant Park Ranger Supervisor	hr	42.27	43.03	43.81	44.59	44.85	44.85	45.46	45.46	45.46	45.46
		mo	7,326.96	7,458.85	7,593.09	7,729.77	7,773.97	7,773.97	7,879.73	7,879.73	7,879.73	7,879.73
		yr	87,923.47	89,506.14	91,117.10	92,757.18	93,287.58	93,287.58	94,556.80	94,556.80	94,556.80	94,556.80
66	Chief Dep Constable	hr	45.95	46.87	47.81	48.76	49.74	50.13	50.13	50.13	50.13	50.13
		mo	7,964.56	8,123.86	8,286.34	8,452.06	8,621.12	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63
		yr	95,574.75	97,486.27	99,436.06	101,424.75	103,453.38	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54
67	Investigator	hr	41.53	42.19	42.87	43.56	43.56	43.56	43.56	43.56	43.56	43.56
		mo	7,198.50	7,313.66	7,430.66	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59
		yr	86,381.98	87,763.94	89,167.94	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02
68	Chief Dep Const., Pct 5	hr	50.54	51.56	52.59	53.64	54.71	55.14	55.14	55.14	55.14	55.14
		mo	8,761.01	8,936.24	9,114.98	9,297.27	9,483.22	9,557.48	9,557.48	9,557.48	9,557.48	9,557.48
		yr	105,132.14	107,234.82	109,379.71	111,567.25	113,798.67	114,689.74	114,689.74	114,689.74	114,689.74	114,689.74
69	Investigations Lieutenant Asst Fire Marshall	hr	45.95	46.87	47.81	48.76	49.74	50.13	50.13	50.13	50.13	50.13
		mo	7,964.56	8,123.86	8,286.34	8,452.06	8,621.12	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63
		yr	95,574.75	97,486.27	99,436.06	101,424.75	103,453.38	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54
70	Constable Lieutenant Chief Park Ranger	hr	43.75	44.54	45.34	46.16	46.42	46.42	47.05	47.05	47.05	47.05
		mo	7,583.40	7,719.90	7,858.85	8,000.31	8,046.05	8,046.05	8,155.52	8,155.52	8,155.52	8,155.52
		yr	91,000.79	92,638.85	94,306.20	96,003.68	96,552.65	96,552.65	97,866.29	97,866.29	97,866.29	97,866.29

EMPLOYEES WHO ARE IN POSITIONS SUBJECT TO NON-TCOS POPS THE FOLLOWING APPLIES MONTHLY:			
CERTIFIED FTO:	\$125	BI-LINGUAL SKILLS TEST:	\$125
CONSTABLES CPP:	\$125	SPANISH	
PARK RANGERS EMT B:	\$125	AMERICAN SIGN LANGUAGE	
*FIRE PLANS EXAMINER:	\$125	VIETNAMESE	
		TCLEOSE LICENSE:	
		INTERMEDIATE	\$50
		ADVANCED	\$100
		MASTERS	\$150

Positions on the Peace Officer Pay Scale are paid based on their annual salary. Hourly rates and monthly salaries are shown for illustrative purposes.

N. CLASSIFIED EMPLOYEE PAY SCALE

Pay Grade	Hiring Levels												Range Width	Pay Grd Diff		
	Pay Rate	Minimum	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Midpoint	10% Above Midpoint	Maximum				
1-6	Retired Note: Travis County Living Wage for Regular and Temporary Employees is \$13.00/hr.															
7	Hourly	\$9.68	\$9.97	\$10.26	\$10.56	\$10.84	\$11.13				\$11.86	\$13.05	\$14.04			
	Monthly	\$1,678.11	\$1,728.13	\$1,778.40	\$1,830.40	\$1,878.93	\$1,929.20				\$2,055.68	\$2,261.26	\$2,433.25			
	Annual	\$20,137.31	\$20,737.60	\$21,340.80	\$21,964.80	\$22,547.20	\$23,150.40				\$24,668.18	\$27,135.06	\$29,199.04	45%	9%	
8	Hourly	\$10.36	\$10.67	\$10.98	\$11.29	\$11.60	\$11.91				\$12.69	\$13.96	\$15.02			
	Monthly	\$1,795.21	\$1,849.47	\$1,903.20	\$1,956.93	\$2,010.67	\$2,064.40				\$2,199.15	\$2,419.06	\$2,603.07			
	Annual	\$21,542.56	\$22,193.60	\$22,838.40	\$23,483.20	\$24,128.00	\$24,772.80				\$26,389.79	\$29,028.69	\$31,236.82	45%	7%	
9	Hourly	\$11.09	\$11.42	\$11.75	\$12.08	\$12.41	\$12.75				\$13.58	\$14.94	\$16.07			
	Monthly	\$1,921.47	\$1,979.47	\$2,036.67	\$2,093.87	\$2,151.07	\$2,210.00				\$2,353.80	\$2,589.18	\$2,786.13			
	Annual	\$23,057.63	\$23,753.60	\$24,440.00	\$25,126.40	\$25,812.80	\$26,520.00				\$28,245.57	\$31,070.21	\$33,433.50	45%	7%	
10	Hourly	\$11.87	\$12.22	\$12.58	\$12.94	\$13.29	\$13.64	\$14.00				\$14.54	\$15.99	\$17.21		
	Monthly	\$2,056.79	\$2,118.13	\$2,180.53	\$2,242.93	\$2,303.60	\$2,364.27	\$2,426.67				\$2,519.57	\$2,771.53	\$2,982.34		
	Annual	\$24,681.49	\$25,417.60	\$26,166.40	\$26,915.20	\$27,643.20	\$28,371.20	\$29,120.00				\$30,234.88	\$33,258.37	\$35,788.06	45%	7%
11	Hourly	\$12.70	\$13.08	\$13.46	\$13.85	\$14.23	\$14.61	\$14.99				\$15.56	\$17.11	\$18.42		
	Monthly	\$2,201.46	\$2,267.20	\$2,333.07	\$2,400.67	\$2,466.53	\$2,532.40	\$2,598.27				\$2,696.79	\$2,966.46	\$3,192.11		
	Annual	\$26,417.46	\$27,206.40	\$27,996.80	\$28,808.00	\$29,598.40	\$30,388.80	\$31,179.20				\$32,361.47	\$35,597.54	\$38,305.28	45%	7%
12	Hourly	\$13.59	\$13.99	\$14.40	\$14.81	\$15.22	\$15.62	\$16.03				\$16.65	\$18.31	\$19.70		
	Monthly	\$2,355.20	\$2,424.93	\$2,496.00	\$2,567.07	\$2,638.13	\$2,707.47	\$2,778.53				\$2,885.13	\$3,173.65	\$3,415.05		
	Annual	\$28,262.42	\$29,099.20	\$29,952.00	\$30,804.80	\$31,657.60	\$32,489.60	\$33,342.40				\$34,621.60	\$38,083.76	\$40,980.58	45%	7%
13	Hourly	\$14.54	\$14.98	\$15.41	\$15.85	\$16.29	\$16.72	\$17.16				\$17.81	\$19.59	\$21.08		
	Monthly	\$2,519.90	\$2,596.53	\$2,671.07	\$2,747.33	\$2,823.60	\$2,898.13	\$2,974.40				\$3,086.89	\$3,395.58	\$3,653.87		
	Annual	\$30,238.83	\$31,158.40	\$32,052.80	\$32,968.00	\$33,883.20	\$34,777.60	\$35,692.80				\$37,042.72	\$40,746.99	\$43,846.40	45%	7%
14	Hourly	\$15.55	\$16.02	\$16.48	\$16.95	\$17.41	\$17.89	\$18.35				\$19.05	\$20.95	\$22.55		
	Monthly	\$2,695.46	\$2,776.80	\$2,856.53	\$2,938.00	\$3,017.73	\$3,100.93	\$3,180.67				\$3,301.93	\$3,632.13	\$3,908.41		
	Annual	\$32,345.46	\$33,321.60	\$34,278.40	\$35,256.00	\$36,212.80	\$37,211.20	\$38,168.00				\$39,623.17	\$43,585.57	\$46,900.88	45%	7%
15	Hourly	\$16.64	\$17.14	\$17.64	\$18.13	\$18.63	\$19.14	\$19.63				\$20.80	\$22.88	\$24.96		
	Monthly	\$2,884.04	\$2,970.93	\$3,057.60	\$3,142.53	\$3,229.20	\$3,317.60	\$3,402.53				\$3,605.06	\$3,965.56	\$4,326.07		
	Annual	\$34,608.50	\$35,651.20	\$36,691.20	\$37,710.40	\$38,750.40	\$39,811.20	\$40,830.40				\$43,260.67	\$47,586.66	\$51,912.85	50%	9%
16	Hourly	\$17.80	\$18.34	\$18.87	\$19.40	\$19.94	\$20.47	\$21.00				\$22.25	\$24.48	\$26.70		
	Monthly	\$3,085.33	\$3,178.93	\$3,270.80	\$3,362.67	\$3,456.27	\$3,548.13	\$3,640.00				\$3,856.67	\$4,242.33	\$4,628.00		
	Annual	\$37,024.00	\$38,147.20	\$39,249.60	\$40,352.00	\$41,475.20	\$42,577.60	\$43,680.00				\$46,280.00	\$50,908.00	\$55,536.00	50%	7%
17	Hourly	\$19.05	\$19.62	\$20.19	\$20.76	\$21.33	\$21.90	\$22.48				\$23.81	\$26.19	\$28.57		
	Monthly	\$3,301.26	\$3,400.80	\$3,499.60	\$3,598.40	\$3,697.20	\$3,796.00	\$3,896.53				\$4,126.58	\$4,539.24	\$4,951.89		
	Annual	\$39,615.06	\$40,809.60	\$41,995.20	\$43,180.80	\$44,366.40	\$45,552.00	\$46,758.40				\$49,518.98	\$54,470.83	\$59,422.69	50%	7%
18	Hourly	\$20.38	\$20.99	\$21.60	\$22.21	\$22.82	\$23.43	\$24.05				\$25.47	\$28.02	\$30.56		
	Monthly	\$3,531.84	\$3,638.27	\$3,744.00	\$3,849.73	\$3,955.47	\$4,061.20	\$4,168.67				\$4,414.80	\$4,856.28	\$5,297.76		
	Annual	\$42,382.08	\$43,659.20	\$44,928.00	\$46,196.80	\$47,465.60	\$48,734.40	\$50,024.00				\$52,977.60	\$58,275.36	\$63,573.12	50%	7%
19	Hourly	\$21.80	\$22.46	\$23.11	\$23.76	\$24.42	\$25.07	\$25.73				\$27.25	\$29.98	\$32.70		
	Monthly	\$3,778.88	\$3,893.07	\$4,005.73	\$4,118.40	\$4,232.80	\$4,345.47	\$4,459.87				\$4,723.59	\$5,195.96	\$5,668.31		
	Annual	\$45,346.50	\$46,716.80	\$48,068.80	\$49,420.80	\$50,793.60	\$52,145.60	\$53,518.40				\$56,683.12	\$62,351.54	\$68,019.74	50%	7%
20	Hourly	\$23.33	\$24.04	\$24.73	\$25.43	\$26.13	\$26.83	\$27.53	\$28.23			\$29.17	\$32.08	\$35.00		
	Monthly	\$4,044.23	\$4,166.93	\$4,286.53	\$4,407.87	\$4,529.20	\$4,650.53	\$4,771.87	\$4,893.20			\$5,055.30	\$5,560.83	\$6,066.36		
	Annual	\$48,530.77	\$50,003.20	\$51,438.40	\$52,894.40	\$54,350.40	\$55,806.40	\$57,262.40	\$58,718.40			\$60,663.62	\$66,729.94	\$72,796.26	50%	7%
21	Hourly	\$24.97	\$25.72	\$26.47	\$27.21	\$27.96	\$28.71	\$29.46	\$30.21			\$31.21	\$34.33	\$37.45		
	Monthly	\$4,327.87	\$4,458.13	\$4,588.13	\$4,716.40	\$4,846.40	\$4,976.40	\$5,106.40	\$5,236.40			\$5,409.86	\$5,950.85	\$6,491.82		
	Annual	\$51,934.48	\$53,497.60	\$55,057.60	\$56,596.80	\$58,156.80	\$59,716.80	\$61,276.80	\$62,836.80			\$64,918.26	\$71,410.14	\$77,901.82	50%	7%
22	Hourly	\$26.72	\$27.52	\$28.32	\$29.13	\$29.93	\$30.73	\$31.53	\$32.33			\$33.40	\$36.74	\$40.08		
	Monthly	\$4,631.57	\$4,770.13	\$4,908.80	\$5,049.20	\$5,187.87	\$5,326.53	\$5,465.20	\$5,603.87			\$5,789.47	\$6,368.42	\$6,947.36		
	Annual	\$55,578.85	\$57,241.60	\$58,905.60	\$60,590.40	\$62,254.40	\$63,918.40	\$65,582.40	\$67,246.40			\$69,473.66	\$76,421.07	\$83,368.27	50%	7%
23	Hourly	\$28.59	\$29.45	\$30.31	\$31.16	\$32.02	\$32.88	\$33.73	\$34.59			\$37.17	\$40.88	\$45.74		
	Monthly	\$4,955.55	\$5,104.67	\$5,253.73	\$5,401.07	\$5,550.13	\$5,699.20	\$5,846.53	\$5,995.60			\$6,442.21	\$7,086.44	\$7,928.87		
	Annual	\$59,466.58	\$61,256.00	\$63,044.80	\$64,812.80	\$66,601.60	\$68,390.40	\$70,158.40	\$71,947.20			\$77,306.53	\$85,037.26	\$95,146.48	60%	11%
24	Hourly	\$30.60	\$31.51	\$32.43	\$33.35	\$34.27	\$35.19	\$36.10	\$37.02			\$39.77	\$43.75	\$48.95		
	Monthly	\$5,303.20	\$5,461.73	\$5,621.20	\$5,780.67	\$5,940.13	\$6,099.60	\$6,257.33	\$6,416.80			\$6,894.16	\$7,583.58	\$8,485.12		
	Annual	\$63,638.43	\$65,540.80	\$67,454.40	\$69,368.00	\$71,281.60	\$73,195.20	\$75,088.00	\$77,001.60			\$82,729.92	\$91,002.91	\$101,821.41	60%	7%
25	Hourly	\$32.74	\$33.72	\$34.71	\$35.68	\$36.66	\$37.65	\$38.63	\$39.62			\$42.56	\$46.82	\$52.38		
	Monthly	\$5,674.66	\$5,844.80	\$6,016.40	\$6,184.53	\$6,354.40	\$6,526.00	\$6,695.87	\$6,867.47			\$7,377.05	\$8,114.76	\$9,079.44		
	Annual	\$68,095.87	\$70,137.60	\$72,196.80	\$74,214.40	\$76,252.80	\$78,312.00	\$80,350.40	\$82,409.60			\$88,524.59	\$97,377.07	\$108,953.31	60%	7%
26	Hourly	\$35.03	\$36.08	\$37.14	\$38.18	\$39.24	\$40.28	\$41.34	\$42.38			\$45.54	\$50.09	\$56.05		
	Monthly	\$6,071.80	\$6,253.87	\$6,437.60	\$6,617.87	\$6,801.60	\$6,981.87	\$7,165.60	\$7,345.87			\$7,893.34	\$8,682.68	\$9,714.88		
	Annual	\$72,861.57	\$75,046.40	\$77,251.20	\$79,414.40	\$81,619.20	\$83,782.40	\$85,987.20	\$88,150.40			\$94,720.08	\$104,192.19	\$116,578.59	60%	7%

27	Hourly	\$37.48	\$38.60	\$39.73	\$40.86	\$41.97	\$43.10	\$44.23	\$45.35	\$48.72	\$53.60	\$59.97		
	Monthly	\$6,496.38	\$6,690.67	\$6,886.53	\$7,082.40	\$7,274.80	\$7,470.67	\$7,666.53	\$7,860.67	\$8,445.30	\$9,289.84	\$10,394.21		
	Annual	\$77,956.53	\$80,288.00	\$82,638.40	\$84,988.80	\$87,297.60	\$89,648.00	\$91,998.40	\$94,328.00	\$101,343.63	\$111,478.02	\$124,730.53	60%	7%
28	Hourly	\$40.11	\$41.31	\$42.52	\$43.72	\$44.93	\$46.13	\$47.32	\$48.53	\$52.14	\$57.35	\$64.17		
	Monthly	\$6,952.04	\$7,160.40	\$7,370.13	\$7,578.13	\$7,787.87	\$7,995.87	\$8,202.13	\$8,411.87	\$9,037.65	\$9,941.41	\$11,123.25		
	Annual	\$83,424.43	\$85,924.80	\$88,441.60	\$90,937.60	\$93,454.40	\$95,950.40	\$98,425.60	\$100,942.40	\$108,451.82	\$119,296.94	\$133,479.01	60%	7%
29	Hourly	\$42.92	\$44.21	\$45.49	\$46.78	\$48.06	\$49.35	\$50.65	\$51.93	\$55.79	\$61.37	\$68.67		
	Monthly	\$7,438.81	\$7,663.07	\$7,884.93	\$8,108.53	\$8,330.40	\$8,554.00	\$8,779.33	\$9,001.20	\$9,670.46	\$10,637.50	\$11,902.09		
	Annual	\$89,265.70	\$91,956.80	\$94,619.20	\$97,302.40	\$99,964.80	\$102,648.00	\$105,352.00	\$108,014.40	\$116,045.49	\$127,650.02	\$142,825.07	60%	7%
30	Hourly	\$45.93	\$47.30	\$48.68	\$50.06	\$51.43	\$52.82	\$54.19	\$55.57	\$59.70	\$65.67	\$73.48		
	Monthly	\$7,960.35	\$8,198.67	\$8,437.87	\$8,677.07	\$8,914.53	\$9,155.47	\$9,392.93	\$9,632.13	\$10,348.47	\$11,383.32	\$12,736.57		
	Annual	\$95,524.21	\$98,384.00	\$101,254.40	\$104,124.80	\$106,974.40	\$109,865.60	\$112,715.20	\$115,585.60	\$124,181.62	\$136,599.84	\$152,838.82	60%	7%
31	Hourly	\$49.15	\$50.61	\$52.09	\$53.57	\$55.04	\$56.52	\$57.99	\$59.47	\$63.89	\$70.28	\$78.63		
	Monthly	\$8,518.50	\$8,772.40	\$9,028.93	\$9,285.47	\$9,540.27	\$9,796.80	\$10,051.60	\$10,308.13	\$11,074.06	\$12,181.47	\$13,629.60		
	Annual	\$102,222.02	\$105,268.80	\$108,347.20	\$111,425.60	\$114,483.20	\$117,561.60	\$120,619.20	\$123,697.60	\$132,888.70	\$146,177.62	\$163,555.18	60%	7%
32	Hourly	\$52.59	\$54.16	\$55.74	\$57.32	\$58.90	\$60.48	\$62.05	\$63.63	\$68.36	\$75.20	\$84.14		
	Monthly	\$9,115.06	\$9,387.73	\$9,661.60	\$9,935.47	\$10,209.33	\$10,483.20	\$10,755.33	\$11,029.20	\$11,849.59	\$13,034.55	\$14,584.09		
	Annual	\$109,380.75	\$112,652.80	\$115,939.20	\$119,225.60	\$122,512.00	\$125,798.40	\$129,064.00	\$132,350.40	\$142,195.04	\$156,414.54	\$175,009.12	60%	7%
33	Hourly	\$56.27	\$57.96	\$59.70	\$61.49	\$63.33	\$65.23	\$67.19	\$69.21	\$73.15	\$80.46	\$90.03		
	Monthly	\$9,753.12	\$10,046.40	\$10,348.00	\$10,658.27	\$10,977.20	\$11,306.53	\$11,646.27	\$11,996.40	\$12,679.05	\$13,946.95	\$15,604.98		
	Annual	\$117,037.44	\$120,556.80	\$124,176.00	\$127,899.20	\$131,726.40	\$135,678.40	\$139,755.20	\$143,956.80	\$152,148.60	\$167,363.46	\$187,259.76	60%	7%
34	Hourly	\$60.21	\$62.01	\$63.87	\$65.79	\$67.76	\$69.79	\$71.88	\$74.04	\$78.27	\$86.10	\$96.33		
	Monthly	\$10,435.85	\$10,748.40	\$11,070.80	\$11,403.60	\$11,745.07	\$12,096.93	\$12,459.20	\$12,833.60	\$13,566.60	\$14,923.26	\$16,697.35		
	Annual	\$125,230.14	\$128,980.80	\$132,849.60	\$136,843.20	\$140,940.80	\$145,163.20	\$149,510.40	\$154,003.20	\$162,799.19	\$179,079.11	\$200,368.23	60%	7%
35	Hourly	\$64.42	\$66.35	\$68.34	\$70.39	\$72.50	\$74.68	\$76.92	\$79.23	\$83.75	\$92.12	\$103.07		
	Monthly	\$11,166.36	\$11,500.67	\$11,845.60	\$12,200.93	\$12,566.67	\$12,944.53	\$13,332.80	\$13,733.20	\$14,516.27	\$15,967.89	\$17,866.17		
	Annual	\$133,996.30	\$138,008.00	\$142,147.20	\$146,411.20	\$150,800.00	\$155,334.40	\$159,993.60	\$164,798.40	\$174,195.20	\$191,614.71	\$214,394.09	60%	7%
36	Hourly	\$68.93	\$71.00	\$73.13	\$75.32	\$77.58	\$79.91	\$82.31	\$84.78	\$89.61	\$98.57	\$110.29		
	Monthly	\$11,948.01	\$12,306.45	\$12,675.64	\$13,055.91	\$13,447.59	\$13,851.01	\$14,266.54	\$14,694.54	\$15,532.42	\$17,085.66	\$19,116.81		
	Annual	\$143,376.06	\$147,677.35	\$152,107.67	\$156,670.90	\$161,371.02	\$166,212.15	\$171,198.52	\$176,334.47	\$186,389.01	\$205,027.91	\$229,401.74	60%	7%

Regular Employees on the Classified Pay Scale are salaried employees and are paid on an annual salary basis. The hourly rates and monthly salaries are shown for illustrative purposes for salaried employees.

