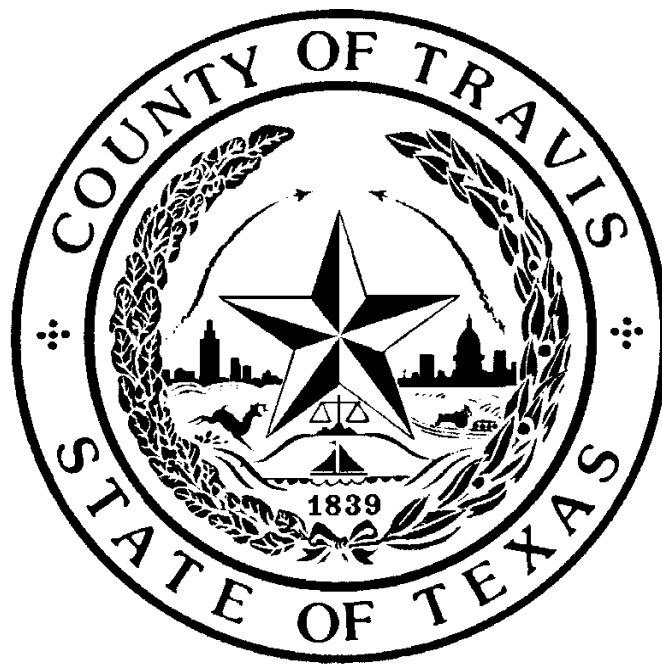


Travis County Budget Rules

Fiscal Year 2025



Planning & Budget Office

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FISCAL YEAR 2025 TRAVIS COUNTY BUDGET RULES

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INTRODUCTION

The Fiscal Year 2025 (FY 2025) budget rules and policies were adopted by the Travis County Commissioners Court on **DATE**. 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 2025, the Travis County Budget Order, which includes these rules, is the sole and complete authority for the expenditure of County funds and 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 that one or more similar accounts or fund centers (cost centers) are grouped together, whether operating or capital. 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, the Planning and Budget Office (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.

Capital projects funded with debt (Certificates of Obligation, voter-approved bonds, and state highway bonds) or General Fund Capital Acquisition Resources (CAR) must have a unique Work Breakdown Structure (WBS) or Internal Order (I/O). These WBS and I/O projects are budgeted and controlled as funded programs. Funds budgeted in the Centralized Computer Services Department (Dept 190) are exempt from this requirement to use WBS and I/Os.

A WBS element is used to collect and manage costs for performing tasks within a project that are long-term and/or have multiple receipts. I/Os are used to monitor costs and revenues for activities and programs that are short-term or finite in nature.

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, 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, except for budgeted vacancy and health benefit savings that are 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 #18.

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; or
- 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 #18.

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 roll into the ending fund balance (after consideration of any Benefit Savings – commitment items 504020-504030). Departments may transfer balances in restricted fund sources, such as grants and special revenue 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 calculates employee health care expenses using an actuarially determined contribution rate based on the coverage selected instead of the County-wide blended composite rate, which is how these expenses are budgeted.

The difference between the budgeted County-wide blended composite rate and actual expenses could result in savings or allowable overages in a department's budget at the end of the fiscal year. Appropriate adjustments will be made throughout the year-end closing process to ensure overall departmental budgets are nonnegative as a result of the County's employee health care contributions.

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 if the overall authorized FTEs and associated budget are 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 without further approval, subject to the terms and conditions approved by the Commissioners Court. See Appendix #1 for more information about Automatic Budget Adjustments.

In all instances, PBO retains the discretion to place a budget adjustment meeting the criteria to be processed as automatic on the Commissioners Court voting session agenda. Automatic budget adjustments are generally processed and reviewed in two working days from receipt by PBO. Budget adjustments may take longer given any questions or issues that arise during the review process or if PBO finds insufficient documentation.

Due to size or complexity, budget adjustments approved by Commissioners Court may require direct upload into the County's financial system rather than the standard workflow process. Large approved countywide compensation changes are one example.

In addition, a budget adjustment may meet requirements for an automatic adjustment but still require additional approval by the County's Budget Director or other designee due to size or complexity of the adjustment. In these cases, if necessary, the automatic budget adjustment will be documented in the financial system.

RULE #6: OTHER BUDGET ADJUSTMENTS

Budget adjustments that are not automatic must be approved by Commissioners Court. These adjustments generally involve moving funds between personnel and operating, augmenting a budget with funding from Reserves (including Earmarks), budgeting new revenue, or changing the approved capital list. See Appendix #1 for more information about budget adjustments.

Budget adjustments that require Commissioners Court approval must be submitted to PBO with sufficient documentation by Tuesday at 5:00 PM, at least 14 days before backup is due to Civic Clerk for the Commissioners Court voting session at which they are to be considered. This requirement may be extended further based on changes to the Commissioners Court meeting schedule. 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 14 days before backup is due to Civic Clerk to ensure sufficient review time before Commissioners Court action. Some budget adjustments may require longer review periods. PBO will inform departments if additional time beyond the 14-day period is needed.

RULE #7: UNUSED CAPITAL FUNDS

Debt funded Capital Project Funds and Capital Acquisition Resources (CAR) fund centers may be used only for the purchases approved by the Commissioners Court. Capital project funds that are proceeds from a debt issuance require legal and accounting review coordinated by PBO and may only be used in accordance with applicable bond covenants, Official Statements, and Commissioners Court transcripts.

A department cannot automatically transfer remaining appropriated funds after the completion of a capital project or the purchase of a capital asset 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 2025 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 which can be processed as an automatic budget adjustment. PBO annually reviews debt funded Capital Project Funds with completed projects to determine if remaining amounts can be allocated to additional projects or qualify as de minimis and then be transferred to the Debt Service Fund.

EXCEPTION TO RULE #7

PBO has the authority to process budget transfers from realized capital project savings from completed projects in CAR fund centers. To be treated as an automatic transfer, (1) the amount of savings moving from one completed project to an existing project may not exceed \$25,000 and (2) the amount of savings moving to an existing project from more than one completed project may not exceed \$25,000. 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 meeting the criteria to be processed as an 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 before obtaining Commissioner Court approval, however, PBO must notify the Commissioners Court at its next regular meeting if such a transfer is completed.

RULE #8: ENCUMBRANCES AND PRE-ENCUMBRANCES

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 management documents (reservations, commitments, pre-commitments), or travel commitments and must be covered by an appropriation. The pre-encumbrances are released when encumbrances are posted successfully, and encumbrances are released when the related expenditure is recognized or if liquidated by Purchasing and/or Auditor's Office. Departments are expected to keep track of their encumbrances and keep them timely. Unnecessary encumbrances tie up County resources, and encumbrances and pre-encumbrances that are no longer needed must be liquidated.

The County Auditor in conjunction with departments are authorized to automatically liquidate outstanding encumbrances from funds management documents 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, and/or all remaining amounts have been liquidated). Travel is considered "completed" once the travel expense report has been received, approved, and the expenditure forwarded to the provider or employee as reimbursement.

Departments must review open encumbrances, including pre-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 Management Documents, Purchase Orders, and Travel Encumbrances to determine if any encumbrances can legally be unencumbered. Departments must notify the Purchasing Office of any Purchase Orders needing to be liquidated and submit a notification to the County Auditor's Office that the encumbrances have been reviewed no later than 20 days after the end of the quarter.

The County uses three types of funds management documents: Fund Reservations, Fund Pre-Commitments, and Fund Commitments. Fund Reservation types consist of: AP (Approved Projects), DN (Donations), CP (Capital Projects), GM (Grants), CC (PCard), and OT (Other). Except for CC and OT, all other types are eligible to carry forward to the following fiscal year after PBO and/or Auditor's Office review and approve. Fund Reservation type CP should only be used at the end of the current fiscal year to roll anticipated budget needed prior to the full budget being posted within the capital project funds (4000-5999). This type is eligible to carry forward to the following fiscal year after a PBO review and will be liquidated in the first period of the new fiscal year. Types CC and OT will not carry forward to the following fiscal year and are liquidated by the Auditor's Office at the end of the current fiscal year.

PBO will review and approve AP and DN type documents prior to being posted as final in SAP. All AP and DN documents must have attached documentation showing the date the funds were approved by Court and must include the agenda item. AP documents may also include Adopted Budget information establishing that the purpose of the funds was approved as part of budget adoption. Type Request for Bid (RF) must have applicable procurement/solicitation-related information attached and

will be reviewed and approved via SAP workflow by the Purchasing Office. Funds Commitments, Contracts (CN) must have applicable contract-related support attached and will be reviewed and approved via SAP workflow by the Auditor's Office.

RULE #9: 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 current 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 but not received in the previous fiscal year. 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 individual department accounts for the purpose and for the vendor to which the contractual obligation and encumbrances were originally applied. For General Fund AP and DN type Funds Reservations liquidated from a prior year, PBO will move funds associated with these documents to the applicable reserve as automatic budget transfers. For General Fund RF and CN type Fund Commitments liquidated from a prior year, the County Auditor will move funds associated with these documents to the applicable reserve as automatic budget transfers. Unused CAR funds will also be moved to the applicable reserve. All other funds not under the General Fund are excluded (see below exception). 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 requesting Purchase Order liquidation with the Purchasing office.

EXCEPTION TO RULE #9

Funds budgeted in Voter Approved, State Highway Bonds, Certificate of Obligation Funds, and Non-Major Capital Projects Funds (Funds 4000-4999 and 5000-5999) are excluded from the requirement to transfer liquidations from prior year encumbrances to the applicable reserve. Funds budgeted in emergency event I/Os and expenditure budget created from grant funds, settlements related to the Balcones Canyonlands Preserve, Tree Mitigation settlement revenue, Wetland fees, dedicated Park Donation funds, and revenue from Park License fees are also excluded from the requirement to transfer liquidations from prior year encumbrances to the applicable reserve.

RULE #10: 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. Any contract-related funds associated with canceled prior year pre-encumbrances will be moved 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 requesting Purchase Order liquidation with the Purchasing office.

Only shopping carts (pre-encumbrances) that are appropriately documented that support the future conversion to a purchase order will carry forward to the next fiscal year. Any shopping carts (pre-encumbrances) that are not approved to carry forward to the new fiscal year are updated in SAP by the Purchasing office and the funds are unencumbered (released) and transferred

to the Allocated Reserve. No further action is required by the department for these shopping carts, deleting approved shopping carts that are not carried forward to the following fiscal year can prevent the system from releasing budget. Moreover, to support continuity of services for emergency response when crossing a fiscal year, all available balances within emergency event internal orders will be carried forward and included in the pre-encumbrance reserve so that these balances will be available in the next fiscal year for this specific purpose.

RULE #11: 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 two-sided unless one-sided is specified and the department provides a reason.

Per Travis County Code, Chapter 46, requests for printing for an outside entity must be made by a sponsoring County Executive or elected/appointed official to the Records Management Officer in Information Technology Services (ITS) or the appropriate designee. The Records Management Officer may reject the print request based on internal county print needs and workload. The sponsoring department must transfer funding for the 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 #12: 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, or in the SAP knowledge base ([Travel Policy - Travis County SAP Support \(helpjuice.com\)](#)). This Policy ensures the County meets the IRS requirements for an *accountable plan*. Reimbursement Rates, Per Diem, and expenses not eligible for reimbursement are included within this policy. To substantiate travel, all final travel expense reports must be complete, correct and approved in SAP by the Department's Financial Approver and be available to the Auditor's Office for review within 60 days after the trip is complete, even if there is no reimbursement.

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. Payments directly to vendors may either be via check/ACH or by using a travel credit card. Credit card purchases must adhere to the rules defined in the Travis County Travel Credit Card Policy.

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. The SAP Financial system sends grant related travel to the Auditor's Grant Analysts for their approval.

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.

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.

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.

Reimbursement of food and non-alcoholic beverages for a group are allowed in certain instances when County employees are deployed to perform emergency or public safety duties. In addition, when a disaster has been declared in Travis County, the Emergency Operations Center has been activated, or Travis County has received a request for assistance or mutual aid due to a disaster in another area, the County Executive of Emergency Services may authorize the housing, lodging, provision of fuel, billeting, and other costs associated with keeping essential public safety personnel able to meet the emergency response needs of the County. This rule remains in effect while any of the three above conditions are active.

RULE #13: 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 is 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 up to 20% 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 provide documentation and notify Payroll and Accounts Payable before any expenses are paid. Per IRS guidelines, employers must include moving expense reimbursements in employee's wages.

Due to the routine yearly nature of the recruiting and hiring process, Medical Examiner Fellowship candidates may have their internally funded and staff reviewed travel expenses reimbursed for interviews without prior Commissioner Court approval.

RULE #14: WIRELESS POLICY

Departments must comply with Travis County Code, [Chapter 139, Wireless Communications Policy](#).

RULE #15: GRANTS

The coordination of Travis County's grant-seeking activities will transition from PBO to Grants Administration, effective for FY 2025. This includes the processing of grant applications, contracts, permissions to continue, and other grant items on the Commissioners Court agenda. All grant-related documentation must be submitted in accordance with the rules in Appendix #3, which includes new processes for regular grant application and award receipt, Community Project Funding requests, and requests for Letters of Support. 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. PBO, the County Attorney's Office, and the County Auditor's Office will continue to have key roles in the review process.

RULE #16: VEHICLE TAKE-HOME POLICY

County departments must comply with Travis County Code, [Chapter 140, Use of County-Owned Passenger Vehicles While Off-Duty](#).

RULE #17: 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, or 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
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
 - d. the primary purpose is to transport an inmate for extradition by the Travis County Sheriff's Office from any state at the request of the County Attorney or District Attorney

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 #18: 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.

NEGATIVE PERSONNEL AND BENEFITS BALANCES

At year-end, the County Auditor will work with PBO to transfer funds automatically to cover projected shortages in salary and benefits budget control groups. The County Auditor, in coordination with PBO, may transfer:

1. projected surplus salary and benefit funds within a department or among departments
2. funds from reserves in the applicable fund

These adjustments occur after the end of the fiscal year in preparation for final closing.

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.

UTILITIES BUDGET

Utilities are basic services that are essential to running the County. These services include Electric, Oil & Gas, and Water & Sewer Services. The budget is controlled at the Centralized Utilities department level - all fund centers that begin with 191. The budget for Centralized Utilities department is budgeted as a total amount in fund center 191xx and not as a breakout by functional area. Throughout the year, a budget adjustment is submitted monthly to allocate the appropriate amount to the commitment item and fund center as actuals are recorded. As an added measure, PBO works in conjunction with the Auditor's Office staff to correct negative balances. The County Auditor's Office is authorized to cover any shortages in the Centralized Utility fund centers.

RULE #19: AUTHORIZATION FOR REIMBURSED AGREEMENTS IN FUND 5001

All expenditures for reimbursable agreements within Fund 5001 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 5001 (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 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 #20: 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. Per the Travel Policy, all final expense reports must be complete, correct and approved in SAP by the Department's Financial Approver and be available to the Auditor's Travel Analyst for review within 60 days of travel completion. Requests must include the supporting documentation appropriate to the type of expenditure, which may include pre-approval from Purchasing. 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 #21: BUSINESS-RELATED REIMBURSEMENTS FROM DISCRETIONARY FUNDS

Travel-related expenditures and other costs paid from discretionary funds that departments expect to be reimbursed from the 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:

- 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
- Comply with purchasing statutes and obtain written approval from the Purchasing Agent prior to making the purchase
- 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.

EXCEPTION TO RULE #21

While Travis County employees may be eligible for reimbursement for certain expenses, non-County employees are not eligible for reimbursement. The Travis County Historical Commission is solely comprised of non-employee volunteers, who may incur expenses related to County business in the course of their volunteer service. Historical Commission members may

be eligible for reimbursement despite their non-employee status, as long as the expenses are reimbursable under the Budget Rules, purchasing policies, and other County policies.

RULE #22: FULL COST FOR SERVICE AGREEMENTS

Offices and departments considering entering into a service agreement should work with County support departments to develop a full cost estimate of the service to be provided. Other options can also be proposed but a full cost option should be presented to Court when discussing service requests.

Direct services are supplemented by a variety of support costs, both within the County office/department providing the service and support services provided elsewhere in the County. These may include services of HRMD, Purchasing Office, PBO, and administrative costs in the office or department providing the service.

RULE #23: USE OF PROCEEDS FROM THE SALE OR LEASE OF PALM SCHOOL

Proceeds from the sale or lease of Palm School land and building shall be used to provide additional investments for the provision of human services. Human services includes programs and services that seek to address or improve community conditions through workforce development, early education and childcare, youth initiatives, behavioral health supports, and affordable housing as well as criminal justice diversion initiatives, and indigent representation needs. It may also include infrastructure to support access to rural transportation, water and septic tank repair/replacement, public health, and initiatives designed to promote community resilience.

PBO will make a recommendation regarding the use of the proceeds consistent with this rule to Commissioners Court after consultation with Health and Human Services. Commissioners Court will use the funds in the most efficient and effective manner.

RULE #24: EMERGENCY EVENTS

There may be circumstances during the fiscal year as a result of emergency events that necessitate that the County quickly allocate resources to best respond to them. The County Executive of Planning and Budget as well as the County Budget Director have the authority to process emergency budget adjustments as automatics from the Emergency Reserve to personnel and operating commitment items within the Emergency Event Fund Center in Emergency Services (Dept 147) or the Centralized Emergency Response budget (Dept 195) that is under Emergency Services (Dept 147) with the approval of the County Judge.

PBO will inform the Commissioners Court of any such emergency transfers and will place these adjustments on the following Commissioners Court agenda for ratification.

As noted in Budget Rule #12 Travel – Other Special Situations, reimbursement of food and non-alcoholic beverages for a group are allowed in certain instances when County employees are deployed to perform emergency or public safety duties. In addition, when a disaster has been declared in Travis County, the Emergency Operations Center has been activated, or Travis County has received a request for assistance or mutual aid due to a disaster in another area, the County Executive of Emergency Services may authorize the housing, lodging, provision of fuel, billeting, and other costs associated with keeping essential public safety personnel able to meet the emergency response needs of the County. This rule remains in effect while any of the three above conditions are active.

RULE #25: P-CARD USAGE

Use of a county credit card (P-Card) is a commitment of County funds. Before a cardholder may make any purchase on a P-Card, they must verify that sufficient budgetary funds are available to cover the intended purchase. The specific processes and procedures to ensure this are outlined in Section 5 of the Purchasing Procedures Guide and in the Travis County Travel Card Policy.

RULE #26: T-CARD USAGE

Travis County has implemented a Travel Card (T-card) for travel-related expenses. T-cards are granted to a department by request from a County Official and approval by the Administrator in Purchasing. T-cards can be issued to a department or to an individual who travels frequently. Training must be completed before receiving a T-card; a refresher training is required yearly. Allowable expenses include but are not limited to the following: conference registration, hotel, and airfare.

Travis County T-card use follows the Travis County Travel Policy and all travel must be encumbered by entering a Travel Request into SAP when the T-card is used. Please refer to the [Travel Credit Card Policy](#) located on Travis Central for more details.

RULE #27: ADDITION OF EQUIPMENT TO CENTRALIZED REPLACEMENT LISTS

Vehicles, heavy equipment and computer and related IT equipment (desktop computers, laptops, mobile data computers) purchased with internal department funds are not automatically eligible for addition to the respective centralized replacement lists. The department must specifically request that PBO and the appropriate department handling the centralized budget (i.e. ITS or TNR) place independently purchased vehicles, heavy equipment and computer and related IT equipment on the replacement list. The department must include sufficient justification for the request, and the equipment must meet the general parameters of all existing replacement policies and procedures. If there are ongoing fuel and maintenance needs related to vehicles, PBO and TNR will collaborate to ensure these funds are added through the budget process as needed. PBO retains the discretion to place such requests on the Commissioners Court voting session agenda given any questions or issues that arise during the review process or if PBO finds insufficient documentation.

APPENDICES

APPENDIX #1: 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 CAR to fund centers outside of CAR. The CAR fund centers 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 are designated by the notation 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. Help on how to use SAP to enter a budget adjustment is available by searching 'budget transfer' on the SAP help site: <https://traviscountytexas.helpjuice.com/>. 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).

AUTOMATIC BUDGET ADJUSTMENTS

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 budget control group commitment items to temporarily fill a vacant regular position or perform similar duties using other contracted services. This includes commitment items such as: 511890, Other Consulting Services, 511900, Other Services, and 511950, Temp Personnel Services-Clerical/Managerial/Exec. Funds must be used for the original purpose of the vacant position as verified by PBO.

- d. 502011-502014, Overtime for employees performing the duties of a vacant position, or as allowed in Budget Rule #4, Overtime.
 - e. 502015-502017, Extra Hours Paid Over 40.
 - f. Juvenile Probation services commitment items.
 - g. 511680, Advertising/Public Notification Services, related to advertising for vacant positions in departments that advertise independently of HRMD.
 - h. 513010, Background Check Services, related to the on-boarding process for new hires.
 - i. Contracted services outside of those through a temp agency.
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 #14).
 11. Departments can automatically move funds for an interdepartmental transfer to a centrally budgeted commitment item or so that goods or services may be procured on their behalf.
 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.
18. Funds may be moved between fund centers in the Centralized Utilities budget (Dept. 191) as noted under Budget Rule #18.
19. Departments can move realized savings or unneeded funds from their budgets to the appropriate reserve so that the Commissioners Court could reprioritize these funds for other needs.

DISALLOWED BUDGET ADJUSTMENTS

Budget adjustments that involve the following types of actions are not allowed without specific Court Approval.

1. Move funds out of reserve within a fund, excluding Debt Service funds or other funds for arbitrage rebate or arbitrage calculation fee 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, excluding Debt Service funds.
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 2).
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:
 - 500010-500020, Salaries-Elected/Appointed Officials

- 500030-500040, Salaries-County Executives
- 500050-500065, Salaries-Regular Employees
- 500090-500100, Salaries-Associate Judges
- 501010-501035, Salaries-POPS
- 502010-502017, Overtime and Extra Hours Paid Over 40
 - 502011, Overtime-Shift Differential Pay, Non-POPS
 - 502012, Overtime-Shift Differential Pay, POPS
- 503010, Longevity Pay-All Employees
- 503020, Longevity Pay-Prosecutors
- 503030-503061, Law Enforcement Additional Pay
- 503090, Performance Pay
- 506010-506020, 506040-506060, Standard Benefits
- 511460-511485, Utilities (Except between fund centers within Dept. 191)
- 511625-511630, Rent-Building & Land
- 511800, External Placement Prisoners/Juveniles
- 514000-514999, Court and Law Enforcement Related Expenditures

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 3.

Note: There is one exception to this rule. If the new budget being established is 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 establishing 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 establishing 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 which do not fall within the automatic, transfer, amendment, discussion, or new categories are placed under Other budget adjustments.

APPENDIX #2: 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.

- 1110030001 – HRMD – Staffing and Recruitment
 - 513010 – Background Check Services
- 1110050001 – HRMD Safety/Loss Prevention
 - 510210 – Office Furniture
 - 511530 – Building Repairs and Maintenance
 - 511120 – Other Medical Services
- 1120020001 – Technology and Operations – Administration
 - 511550 – Hardware/Software Maintenance
 - 511640 – Rent - EDP Equipment/Software
 - 511671 – Cloud Based Subscription Services
 - 530025 – SBITA Principal (long-term IT subscriptions)
- 1120040001 – Technology and Operations – Network Support Services
 - 511630 – Rent/Rent – Land & Buildings
 - 511740 – Communication - Trunk Lines
- 1120420001 – Technology and Operations – Copiers/Central Repairs
 - 510220 – Office Supplies (paper)
 - 511650 – Rent Office Equipment (copier rental and extra copies)
 - 530023 – Lease Principal (long-term copier rental)
- 1120450001 – Technology and Operations – Records Consulting
 - 511900 – Other Services (offsite storage)
- 1120480001 – Technology and Operations - Mail
 - 511730 – Postal/Freight Services Out (postage)
- 1150010001 – Purchasing Office – Administration
 - 511680 – Advertising/Public Notification Services
 - 511681 – Legally Required Advertising
- 1150020001 – Purchasing Office – Fixed Assets
 - 511900 – Other Services (Auction Commissions)
- 1370120001 – Sheriff – Administration and Support
 - 514150 – Extradition Related Travel
- 1470010001 – Emergency Services – Tech & Communications

511570 – Radios/TV Communication Repairs & Maintenance
 1490350001/1490350145 – Transportation and Natural Resources/County Fleet Maintenance
 511900 – Other Services (offsite storage)
 190xxxxxxx – Centralized Computer Services
 191xxxxxxx – Centralized Rent & Utilities, Buildings and Land
 195xxxxxxx- Centralized Emergency Response

CONTACT LIST FOR CENTRALLY BUDGETED ACCOUNTS

<i>Type of Expenditure</i>	<i>Department</i>	<i>Contact #</i>
Background Checks	HRMD	854-4821
Ergonomic Improvements	HRMD	854-9586
Emergency Response	ES	854-4885
Communications Trunk and Computer Repairs	TOPS – Enterprise Infrastructure Systems Division	854-9175
Radio Repairs	ES	854-4855
Utilities, Rent, and Building Repairs	Facilities Management	854-9500
Advertising Auction Commissions	Purchasing	854-9916
Extradition	Sheriff	854-4474
Vehicle Fuel or Repairs	TNR	854-4658
Paper Printing Records Storage Records Management Consulting Imaging Services Postage	ITS Records Management Division	854-9575

APPENDIX #3: GRANTS

The coordination of Travis County's grant-seeking activities will transition from PBO to Grants Administration, effective for FY 2025. This includes the processing of grant applications, contracts, permissions to continue, and other grant items on the Commissioners Court agenda. This appendix includes new processes for regular grant application and award receipt, Community Project Funding requests, and requests for Letters of Support. Grants Administration will place items on the Commissioners Court agenda and will track the applications for the County. During the transition process, many responsibilities related to grant application and management will move from PBO to Grants Administration. PBO, the County Attorney's Office, and the County Auditor's Office will continue to have key roles in the review process. Any grant-related item that requires Commissioners Court approval must be coordinated through Grants Administration and comply with the following grant rules.

FY 2025 GRANT APPLICATION PROCEDURE

1. Eligibility Determination

- a. Grants Administration, in consultation with the County Attorney's Office, determines whether Travis County meets the eligibility requirements to apply for grants.
- b. Departments **may** only submit applications for which Grants Administration has affirmed Travis County meets the eligibility requirements to apply.

2. Capacity Determination

- a. It is in the interest of the Travis County Commissioners Court that Departments apply for only those grants that the Department expects to administer with either existing resources or resources available through the grant. Capacity considerations should include:
 - i. Time and effort needed for County Auditor staff to:
 1. Review invoices and timesheets.
 2. Disburse funds.
 3. Review and reclass expenditures.
 4. Submit financial reports.
 5. Perform risk assessments, site visits, or desk audits.
 - ii. Time and effort needed for County Attorney staff to draft contracts or subawards in compliance with applicable statutes.
 - iii. Time and effort needed for Purchasing staff to complete competitive procurements in compliance with applicable statutes.
 - iv. Time and effort needed for Department staff to:
 1. Review invoices.
 2. Certify work completed.
 3. Manage personnel or contracts.
 4. Collect and evaluate performance data.
 5. Brief Commissioners Court and executives on performance.

- b. Departments **may** consult with Grants Administration on their capacity to meet the requirements of the grant noted elsewhere in this Chapter prior to submission of a Letter of Intent to Grants Administration.

3. Letter of Intent

- a. Departments **must** submit a Letter of Intent to Grants Administration to receive approval to apply for a grant. The Letter of Intent **must** include:
 - i. Goals of the grant program.
 - ii. Problem to be addressed that is responsive to subsection (i).
 - iii. Project or program proposed that addresses subsection (ii).
 - iv. Population impacted by subsection (iii).
 - v. Eligibility requirements for beneficiaries to participate in subsection (iii).
 - vi. Activities required beyond the performance period.
 - vii. Existing or planned activities that align or are impacted by subsection (iii).
 - viii. Types of expenditures made in completing subsection (iii).
 - ix. Match funding required and the amount.
 - x. Signature of the Elected or Appointed Official overseeing the Department.
 - xi. Signature of the Financial Manager for the Department.
- b. Departments **must** work with Grants Administration to finalize the proposal in the Letter of Intent based on the administration requirements it **may** entail.
 - i. If Departments adjust the proposal within the Letter of Intent, Grants Administration **may** require it be re-signed and resubmitted for review under subsection (b).
- c. Grants Administration **must** complete a Grant Summary Sheet for the application, which includes:
 - i. Type of Commissioners Court action.
 - ii. Fund Center where grant funds will be budgeted.
 - iii. Name of the grant.
 - iv. Name of the grantor.
 - v. Assistance Listing Number for the grant, if applicable.
 - vi. Whether the grant is provided via pass-through entity.
 - vii. Performance period for the grant.
 - viii. Budget amounts by category (personnel, operating, capital, and indirect costs).
 - ix. Budget amounts by source (grant funds, cost share contribution, in-kind contribution).
 - x. The number of FTEs funded as part of the project by source (grant funds, cost share contribution, in-kind contribution).
 - xi. Source of cost share or in-kind contribution, if applicable.
 - xii. Whether the services provided through the project **must**, or are expected to be, continued beyond the performance period of the grant.

- d. Grants Administration submits the signed Letter of Intent, the Grant Summary Sheet, solicitation documents, the Grantor's terms and conditions, certifications or assurances that **must** be made on application to the following Departments for review:
 - i. County Attorney's Office, who affirms in writing that Travis County can sign the certifications or assurances and comply with the terms and conditions.
 - ii. County Auditor's Office, who affirms in writing that Travis County can meet the financial management and reporting requirements of the grant.
 - iii. Planning and Budget Office, who recommends in writing whether to apply or not apply for the grant based on the long-term fiscal impact to Travis County.
 - e. Applications will not be approved for submission until the requirements in subsections (d)(i)-(ii) are affirmed by the responsible entity.
 - f. If Grants Administration receives multiple Letters of Intent at least 21 days prior to the application deadline, Grants Administration **may** convene a meeting of the interested departments to discuss the proposals.
4. Commissioners Court Approval
- a. All proposals **must** be approved by a vote of the Travis County Commissioners Court before being submitted to grantors.
 - b. Grants Administration **must** create an agenda item at the earliest available Commissioners Court meeting following the reviews stipulated in subsection (3)(b). The agenda item **must** contain as backup:
 - i. The Letter of Intent from subsection (a).
 - ii. The Grant Summary Sheet from subsection (c) that includes the written affirmations or recommendations from subsection (d) and the written recommendation of Grants Administration to apply or not apply to the grant with the attached proposal.
 - c. If Grants Administration receives multiple Letters of Intent, Grants Administration **must** include as part of the agenda item's backup the documents under subsection (b) for each proposal. If only one application can be submitted on behalf of Travis County, Grants Administration will recommend only one proposal for Commissioners Court approval and the item will not be considered on consent by Commissioners Court.
 - d. Travis County Commissioners Court **may** approve by vote the proposal and subsequently authorize Grants Administration submit the full application given that the full application:
 - i. Details a project that aligns with the proposal outlined in the Letter of Intent and approved by Commissioners Court.
 - ii. Includes all the documents required by the grantor for submission.
 - iii. Meets the policy and administrative requirements detailed in this Chapter.
5. Official Submission
- a. Departments **must** submit all documents required by the grantor for submission to Grants Administration, who will act as the official recordkeeper of submitted applications.
 - b. If the requirements under subsections (4)(d)(i)-(iii) are met, Grants Administration **must** submit the application through official channels and sign on behalf of the Authorizing Official, the County Judge.

FY 2025 GRANT AGREEMENT APPROVAL

1. Notice of Award

- a. Grants Administration serves as the point of contact for grant application notices.
- b. Grants Administration must inform the following departments on notice of an award or denial:
 - i. Department that submitted the Letter of Intent
 - ii. County Auditor’s Office
 - iii. County Attorney’s Office
 - iv. Planning and Budget Office
- c. Grants Administration must maintain a report of outstanding grant applications and any current fiscal year grant awards or denials that must be provided to the Travis County Commissioners Court as part of the backup for an application or modification.

2. Approval of grant agreements

- a. Grants Administration negotiates grant agreements in consultation with the Department that submitted the Letter of Intent, the County Attorney’s Office, and the County Auditor’s Office.
- b. Grant agreements that require the signature of the Authorizing Official require approval from the Travis County Commissioners Court. Grants Administration must place an item on the next available Commissioners Court agenda for approval of the grant agreement following negotiation so long as:
 - i. The County Attorney’s Office provides written approval of the negotiated agreement.
 - ii. The County Auditor’s Office provides written approval of the negotiated agreement.
- c. If the scope of work within the agreement does not align with the project design in the Letter of Intent and approved by Commissioners Court, the applying Department must submit a Letter of Intent in alignment with the agreement through the same process as in the Grant Application Procedure above.

Following a signed agreement, Grants Administration must submit the executed grant award to the County Auditor’s Office who certifies revenue.

FY 2025 COMMUNITY PROJECT FUNDING PROCEDURE

1. Findings:

- a. Travis County occasionally can submit projects for consideration through Community Project Funding established by the U.S. House of Representatives for funding specific projects through the federal appropriations process.
- b. It is in the interest of the Travis County Commissioners Court to have a centralized process for submitting projects to members of Travis County’s federal congressional delegation.

2. Initial Solicitation

- a. When it is anticipated that the U.S. House of Representatives will solicit projects for Community Project Funding, the Grants Administration division will solicit projects in October of that year to submit during the upcoming budget cycle.

3. Project Selection

- a. In selecting projects for submission under Community Project Funding, Grants Administration **may** choose one project for each member of Travis County’s federal congressional delegation based on the project’s geographic scope and priorities detailed by the federal congressional member.
 - b. Grants Administration **must** follow the Grant Application Procedure noted above to receive Commissioners Court approval to submit selected projects.
4. Official Submission following Funding Decision
- a. Grants Administration **must** assist Departments with creating the documentation necessary to submit a grant application to “Invited to Apply” solicitations created following the passage of the congressional budget with Travis County selected projects included.
 - b. If Commissioners Court approved the project selected under subsection (3) above, Grants Administration **must** submit the application through official channels and sign on behalf of the Authorizing Official, the County Judge.
 - c. Grants Administration **must** receive written affirmations from the County Auditor’s Office and the County Attorney’s Office before officially submitting the application.

FY 2025 LETTERS OF SUPPORT PROCEDURE

1. Findings

- a. Travis County receives requests from external organizations for letters of support or to partner on grant application submissions.
- b. It is in the interest of the Travis County Commissioners Court to have a centralized process for receiving and evaluating a letter of support for external organizations.

2. Approval Procedure

- a. External organizations **must** submit requests for letters of support directly to Grants Administration to receive consideration by Travis County Commissioners Court.
- b. External organizations **must** provide information about their project to Grants Administration, including:
 - i. Goals of the grant program.
 - ii. Problem to be addressed that is responsive to subsection (i).
 - iii. Project or program proposed that addresses subsection (ii).
 - iv. Population impacted by subsection (iii).
 - v. Eligibility requirements for beneficiaries to participate in subsection (iii).
 - vi. Requirements that Travis County participate in the implementation of the project detailed in subsection (iii).
- c. The project to be supported by Travis County **must** meet the following requirements:
 - i. The project **must** align with a Travis County Department’s mission statement.
 - ii. The project **must** be supported by the Travis County Department in subsection (i).
 - iii. The project **must** be supported by a member of the Travis County Commissioners Court.

- d. If a project meets the requirements of subsection (c) above, Grants Administration **must** place the letter of support on the next available Commissioners Court agenda for approval by Commissioners Court.

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.
- 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.

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 memo from the department, submitted to Grants Administration, 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.

Grants Administration will coordinate placing the PTC on the agenda, including the proposed budget amount. A budget adjustment related to a Commissioners Court-approved Permission to Continue is processed as an automatic budget adjustment, unless Grants Administration, the County Auditor, and PBO determine 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 in backup documentation presented to Commissioners Court.

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 Application Letter of Intent.

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 Appendix #4, item J, for the approved indirect cost rate for most departments. 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.

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.

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.

GRANT 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 the new budget is being established for a multi-year grant and Commissioners Court does not approve the budget through the annual grant approval process, 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.
- Some grants require upfront expenditures from the general fund that are later reclassified to the grant, which releases available funding back to the general fund. If this process crosses fiscal years, the general fund dollars should be returned to the applicable reserve. This transaction may be processed as an automatic budget adjustment in collaboration with PBO and the County Auditor’s Office.

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 not permitted under the General Fund require a written letter of approval/authorization from the grantor.
- All expenditures for reimbursable grants 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

PBO has historically been authorized to act on behalf of the authorized official for approving or modifying grants in online systems utilized by grantors for approvals or modifications to grants. As Grants Administration takes on additional responsibilities related to grant application and management, the administration of these online systems will transition from PBO to Grants Administration.

Grants Administration is authorized to act on behalf of the authorized official for approving or modifying grants in 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.

RATIFICATION

In the rare instance when Commissioners Court action on a grant item cannot be taken within a critical legal deadline, Grants Administration, the County Attorney's Office, the County Auditor's Office, and PBO may 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.

Traill County Grants Administration



Grant Application Letter of Intent

Grant Title:	Click or tap here to enter text.
Grantee Name:	Click or tap here to enter text.
Identifier:	Click or tap here to enter text.
Funding Amount:	Click or tap here to enter text.
Matching Amount:	Click or tap here to enter text.

Applicant Department:	Click or tap here to enter text.
Applicant Division:	Click or tap here to enter text.
Point of Contact:	Click or tap here to enter text.

Describe the goals of the grant program:
 Click or tap here to enter text.

Describe the problem addressed by the proposal:
 Click or tap here to enter text.

Describe how the funds will be used to address the problem:
 Click or tap here to enter text.

What activities will the proposal include? Check all that apply:

Administrative Personnel:	<input type="checkbox"/>	Programmatic Personnel:	<input type="checkbox"/>
Contracted Services:	<input type="checkbox"/>	Subward Services:	<input type="checkbox"/>
Supplies:	<input type="checkbox"/>	Equipment:	<input type="checkbox"/>
Construction:	<input type="checkbox"/>	Training:	<input type="checkbox"/>
Technical Assistance:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Describe the population impacted by the proposal:
 Click or tap here to enter text.

Describe any eligibility requirements to participate:
 Click or tap here to enter text.

Describe any activities required beyond the performance period, including if the grantor expects the project to be financially sustained:
 Click or tap here to enter text.

Describe any existing or planned activities that align or are impacted by the proposal:
 Click or tap here to enter text.

Traill County Grants Administration



X

Received or Approved 4/10/2024

Name:

Click or tap here to enter text.

Title:

Click or tap here to enter text.

X

Received 1/15/2024

Name:

Click or tap here to enter text.

Title:

Click or tap here to enter text.



Grant Application Summary Sheet

New Grant:	<input type="checkbox"/>	Existing Grant #:	<input type="text"/>
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Commissioners Court Action:	Choose an item.
Department:	Enter department name.
Division:	Enter name of the division within the department.
Point of Contact:	Enter name of main point of contact for grant.
Fund Center:	Enter fund center where grant funds will be budgeted.

Grant Title:	Enter name of the grant.		
Grantor Name:	Enter name of the grantor.		
Identifier:	Enter the identifying number (opportunity number or Grant Office identifying number).		
Assistance Listing Number:	Enter the assistance listing number if applicable.		
Fund Source:	Choose an item.		
Originating Grantor:	Enter name of the originating grantor if funds pass-through another agency, otherwise leave blank.		
Grant Period Start:	Click or tap to enter a date.	Grant Period End:	Click or tap to enter a date.

Budget Category	Grant Funds	County Cost Share/ Contribution	In-Kind Contribution	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$ 0.00
Operating:	\$0.00	\$0.00	\$0.00	\$ 0.00
Capital:	\$0.00	\$0.00	\$0.00	\$ 0.00
Indirect Costs:	\$0.00	\$0.00	\$0.00	\$ 0.00
Total Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FTEs:	0.00	0.00	0.00	0.00
Source of Match:	Enter the source of matching funds if applicable.			

Grants Administration Recommendation:

Planning and Budget Office Recommendation:

County Auditor's Office Recommendation:

County Attorney's Office Recommendation:



APPENDIX #4: 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), except for debt service 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 OR SECLUSION IN COURT 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 and or meals. 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.

Similar allowance for food purchases may apply in rare situations where safety concerns, extreme weather conditions, or unusual circumstances of a case may require a jury to refrain from leaving the Court facility for meals or otherwise preclude jury members from safely procuring meals during a case, as deemed necessary and documented by a district or county court at law judge. Such documentation may be used for a claim which may be processed in advance through the Auditor's Office and/or Purchasing Office or may be used to seek reimbursement.

E. PERFORMANCE BASED PAY AND EMPLOYEE RECOGNITION

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

F. EMPLOYEE RECOGNITION

If a department has funds in an employee recognition commitment item, the recognition expense is not to exceed \$100 per employee annually and is exclusive of taxes departments may incur. The recognition expense should be limited to the cost of a plaque including engraving, lapel pins, or other token of recognition. The "token of appreciation recognition" should not be items intended for the entire department.

Items for recognition may be taxable to the employee. Before proceeding, consult the Travis County Fringe Benefit Policy, applicable IRS guidelines, and the County Auditor's Office guidelines to ensure the taxable status can be determined.

Food, refreshments, decorations, entertainment or other expenses associated with a ceremony, reception or dinner are not allowable expenses.

G. 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. This does not apply under the following scenarios:

- The expense is permissible under another budget rule.
- The expense is grant allowable.
- 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. An office/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. Food and beverage provided in these exceptional circumstances must adhere to IRS guidelines found in the IRS "[Fringe Benefit Guide](#)" (pp. 30-34) to remain tax excludable.

If a manager or director believes the provision of food and beverages at a County event is appropriate, an exception to this direction should be requested from Commissioners Court. The Court has approved exceptions to this direction to provide food for County hosted events such as: introductory social gatherings to meet prospective high grade job candidates (County Executives), multi-governmental events hosted at County facilities, and volunteer appreciation events that exceed the guidelines listed above.

PBO will track and report on food and beverage exceptions brought to Commissioners Court in a given fiscal year.

The purchase of a refrigerator and/or microwave for County Offices and Departments are allowed. No other kitchen appliances will be approved for purchase. If an Office or Department would like to purchase other items for their workspace, they must submit an item to Commissioners Court for approval.

H. PURCHASE OF CLOTHING MAY BE A TAXABLE BENEFIT

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 is not worn or adaptable to general usage as ordinary clothing. Distinctive clothing outside of necessary uniforms must still be intended for official County business or for practical purposes, i.e. safety or security as per IRS guidelines found in the IRS [“Fringe Benefit Guide”](#) (p. 44).

Clothing purchases may be taxable to the employee. Before proceeding, please refer to the Travis County Taxable Fringe Benefit Policy and consult the County Auditor’s Office to ensure the taxable status..

I. 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, 2024, are shown below.

Base Salary	Formula
FICA OASDI (506010)	Base Salary (up to \$167,700) x 0.062*
FICA Medicare (506020)	Base Salary x 0.0145
Medical Insurance (506030)	Months on Payroll x \$1,123
Life Insurance (506040)	Months on Payroll x \$8.25
Retirement (506055)	Base Salary x 0.1765
Workers Compensation Insurance (506060)	Base Salary x “WCI Rate” shown below

*The FICA limit of \$167,700 is an estimate used for budget purposes derived from the Social Security Administration’s (SSA) 2024 projection. The actual cap has not yet been set by the IRS for calendar year 2024.

Job Description	"WCI Rate"
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

J. INDIRECT COST RATES

Below is the list of indirect cost rates for each department to use when applying for grants in FY 2025 based on County expenditures from FY 2023. Departments should use the Composite Travis County Rate when negotiating new revenue generating contracts to provide services for another governmental entity.

Number	Department Name	Calculated Rate
101	County Judge	279.88%
102	Commissioner - Precinct 1	46.76%
103	Commissioner - Precinct 2	45.62%
104	Commissioner - Precinct 3	43.82%
105	Commissioner - Precinct 4	66.70%
108	Tax Assessor - Collector	49.54%
109	Planning & Budget	197.68%
116	Veterans Services	26.54%
117	Historical Commission	261.17%
119	County Attorney	15.55%
120	County Clerk	37.12%
121	District Clerk	50.06%
122	Civil Courts	36.40%
123	District Attorney	21.51%
124	Criminal Courts	28.19%
125	Probate Courts	22.70%
126	Justice of Peace - Precinct 1	36.16%
127	Justice of Peace - Precinct 2	29.85%
128	Justice of Peace - Precinct 3	29.06%
129	Justice of Peace - Precinct 4	25.18%
130	Justice of Peace - Precinct 5	60.98%
131	Constable - Precinct 1	31.62%
132	Constable - Precinct 2	29.04%
133	Constable - Precinct 3	23.84%
134	Constable - Precinct 4	26.84%
135	Constable - Precinct 5	21.19%
136	Dispute Resolution Center	165.75%
137	Sheriff's Office	16.73%
138	Medical Examiner	31.41%
139	Community Supervision & Corrections	56.79%
140	Counseling and Education Services	40.05%
142	Pretrial Services	23.61%
144	Public Defender's Office	28.31%
145	Juvenile Probation	26.23%
147	Emergency Services	12.25%
149	Transportation & Natural Resources	24.78%
154	Civil Service Commission	28.85%
155	Innovative Justice & Program Analysis	25.10%
158	Health & Human Services & AgriLife Extension	23.38%
159	Emergency Medical Services	6.60%
111	Self-Insurance (8955)	3.10%
111	Employee Health Benefit (8956)	1.46%
	Composite Travis County Rate	21.17%

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

FY 25 Peace Officer Pay Scale		Effective 10/01/24								
TCSO Positions Only										
PG Title	Step	0	1	2	3	4	5	6	7	8
71 LE Sheriff Cadet	hr	29.71	30.60	31.52						
	mo	5150.00	5304.50	5463.64						
	yr	61,800.00	63,654.00	65,563.62						
72 LE Sheriff Deputy	hr	33.67	34.68	35.72	36.80	37.90	39.04	40.21	41.41	42.66
	mo	5,836.67	6,011.77	6,192.12	6,377.88	6,569.22	6,766.30	6,969.29	7,178.36	7,393.71
	yr	70,040.00	72,141.20	74,305.44	76,534.60	78,830.64	81,195.56	83,631.42	86,140.37	88,724.58
74 LE Sheriff Deputy Sr	hr		36.05	37.13	38.25	39.40	40.58	41.79	43.05	44.34
	mo		6,249.02	6,436.49	6,629.59	6,828.47	7,033.33	7,244.33	7,461.66	7,685.51
	yr		74,988.24	77,237.89	79,555.03	81,941.68	84,399.93	86,931.93	89,539.88	92,226.08
75 LE Detective	hr		39.61	40.80	42.02	43.28	44.58	45.92	47.29	48.71
	mo		6,865.21	7,071.17	7,283.31	7,501.80	7,726.86	7,958.66	8,197.42	8,443.35
	yr		82,382.56	84,854.04	87,399.66	90,021.65	92,722.30	95,503.97	98,369.09	101,320.16
76 LE Sergeant	hr		45.88	47.25	48.67	50.13	51.63	53.18	54.78	56.42
	mo		7,951.70	8,190.25	8,435.96	8,689.04	8,949.71	9,218.20	9,494.75	9,779.59
	yr		95,420.39	98,283.01	101,231.50	104,268.44	107,396.50	110,618.39	113,936.94	117,355.05
77 LE Lieutenant	hr		53.68	55.29	56.95	58.65	60.41	62.23	64.09	66.01
	mo		9,303.87	9,582.99	9,870.48	10,166.59	10,471.59	10,785.74	11,109.31	11,442.59
	yr		111,646.49	114,995.88	118,445.76	121,999.13	125,659.11	129,428.88	133,311.75	137,311.10
81 Corrections Officer	hr	27.24	28.05	28.89	29.76	30.65	31.57	32.52		
	mo	4,720.83	4,862.46	5,008.33	5,158.58	5,313.34	5,472.74	5,636.92		
	yr	56,650.00	58,349.50	60,099.99	61,902.98	63,760.07	65,672.88	67,643.06		
83 Corrections Officer Sr	hr		29.38	30.26	31.17	32.10	33.06	34.06	35.08	36.13
	mo		5,091.94	5,244.70	5,402.04	5,564.10	5,731.03	5,902.96	6,080.05	6,262.45
	yr		61,103.31	62,936.41	64,824.51	66,769.24	68,772.32	70,835.49	72,960.55	75,149.37
84 Sr CPO Sheriff Deputy - Facilities	hr		31.15	32.09	33.05	34.04	35.06	36.11	37.20	38.31
	mo		5,399.69	5,561.68	5,728.53	5,900.38	6,077.39	6,259.72	6,447.51	6,640.93
	yr		64,796.23	66,740.12	68,742.32	70,804.59	72,928.73	75,116.59	77,370.09	79,691.19
88 Corrections Sergeant	hr		42.12	43.38	44.68	46.03	47.41	48.83	50.29	51.80
	mo		7,300.72	7,519.74	7,745.33	7,977.69	8,217.02	8,463.54	8,717.44	8,978.97
	yr		87,608.64	90,236.90	92,944.01	95,732.33	98,604.30	101,562.43	104,609.30	107,747.58
89 Corrections Lieutenant	hr		49.25	50.72	52.24	53.81	55.43	57.09	58.80	60.57
	mo		8,535.86	8,791.93	9,055.69	9,327.36	9,607.18	9,895.40	10,192.26	10,498.03
	yr		102,430.31	105,503.22	108,668.31	111,928.36	115,286.21	118,744.80	122,307.15	125,976.36

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

FY 25 Peace Officer Pay Scale		Effective 10/01/24									
TCSO Positions Only											
PG Title	Step	8	9	10	11	12	13	14	15	16	
72 LE Sheriff Deputy	hr	42.66	43.94	45.25	46.61	48.01					
	mo	7,393.71	7,615.53	7,843.99	8,079.31	8,321.69					
	yr	88,724.58	91,386.31	94,127.90	96,951.74	99,860.29					
74 LE Sheriff Deputy Sr	hr	44.34	45.67	47.04	48.45	49.90	51.40	52.94	54.53		
	mo	7,685.51	7,916.07	8,153.55	8,398.16	8,650.11	8,909.61	9,176.90	9,452.20		
	yr	92,226.08	94,992.86	97,842.65	100,777.93	103,801.27	106,915.30	110,122.76	113,426.45		
75 LE Detective	hr	48.71	50.17	51.68	53.23	54.83	56.47	58.16			
	mo	8,443.35	8,696.65	8,957.55	9,226.27	9,503.06	9,788.15	10,081.80			
	yr	101,320.16	104,359.76	107,490.56	110,715.27	114,036.73	117,457.83	120,981.57			
76 LE Sergeant	hr	56.42	58.11	59.86	61.65						
	mo	9,779.59	10,072.98	10,375.16	10,686.42						
	yr	117,355.05	120,875.70	124,501.97	128,237.03						
77 LE Lieutenant	hr	66.01	68.00	70.04							
	mo	11,442.59	11,785.87	12,139.45							
	yr	137,311.10	141,430.43	145,673.35							
81 Corrections Officer	hr										
	mo										
	yr										
83 Corrections Officer Sr	hr	36.13	37.21	38.33	39.48	40.66	41.88	43.14	44.43	45.77	
	mo	6,262.45	6,450.32	6,643.83	6,843.15	7,048.44	7,259.89	7,477.69	7,702.02	7,933.08	
	yr	75,149.37	77,403.85	79,725.97	82,117.74	84,581.28	87,118.71	89,732.28	92,424.24	95,196.97	
84 Sr CPO Sheriff Deputy - Facilities	hr	38.31	39.46	40.65	41.87	43.12	44.42	45.75	47.12	48.53	
	mo	6,640.93	6,840.16	7,045.37	7,256.73	7,474.43	7,698.66	7,929.62	8,167.51	8,412.53	
	yr	79,691.19	82,081.92	84,544.38	87,080.71	89,693.13	92,383.93	95,155.45	98,010.11	100,950.41	
88 Corrections Sergeant	hr	51.80	53.36	54.96	56.61	58.30	60.05				
	mo	8,978.97	9,248.33	9,525.78	9,811.56	10,105.90	10,409.08				
	yr	107,747.58	110,980.01	114,309.41	117,738.69	121,270.85	124,908.98				
89 Corrections Lieutenant	hr	60.57	62.38	64.25	66.18	68.17					
	mo	10,498.03	10,812.97	11,137.36	11,471.48	11,815.63					
	yr	125,976.36	129,755.65	133,648.32	137,657.77	141,787.50					
EMPLOYEES WHO ARE IN POSITIONS SUBJECT TO TCSO POPS, THE FOLLOWING APPLIES MONTHLY:											
CERTIFIED FTO: \$200	BILINGUAL SKILL TEST: \$125	TCOLE LICENSE:		INTERMEDIATE		ADVANCED		MASTER			
	SPANISH, VIETNAMESE	AMERICAN SIGN LANGUAGE		\$50		\$100		\$150			

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

M. CLASSIFIED EMPLOYEE PAY SCALE

FY 2025 Adopted Classified Pay Scale														Effective 10/01/2024	
Pay Grade	Pay Rate	Hiring Levels										10% Above Mid Point	Max	Range Width	Separation at Min
		Minimum	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Midpoint					
C02	yr	45,427.20	45,968.00	46,515.24	47,068.99	47,629.34	48,196.35	48,770.12	49,350.71	49,753.60	54,728.96	59,055.36	30.0%		
	mo	3,785.60	3,830.67	3,876.27	3,922.42	3,969.11	4,016.36	4,064.18	4,112.56	4,146.13	4,560.75	4,921.28			
	hr	21.84	22.10	22.36	22.63	22.90	23.17	23.45	23.73	23.92	26.31	28.39			
C03	yr	46,790.02	47,347.04	47,910.70	48,481.06	49,058.22	49,642.24	50,233.22	50,831.24	51,246.21	56,370.83	60,827.02	30.0%	3.0%	
	mo	3,899.17	3,945.59	3,992.56	4,040.09	4,088.18	4,136.85	4,186.10	4,235.94	4,270.52	4,697.57	5,068.92			
	hr	22.50	22.76	23.03	23.31	23.59	23.87	24.15	24.44	24.64	27.10	29.24			
C04	yr	48,193.72	48,767.45	49,348.02	49,935.49	50,529.96	51,131.51	51,740.22	52,356.17	52,783.59	58,061.95	62,651.83	30.0%	3.0%	
	mo	4,016.14	4,063.95	4,112.33	4,161.29	4,210.83	4,260.96	4,311.68	4,363.01	4,398.63	4,838.50	5,220.99			
	hr	23.17	23.45	23.73	24.01	24.29	24.58	24.88	25.17	25.38	27.91	30.12			
C05	yr	49,639.53	50,230.47	50,828.46	51,433.56	52,045.86	52,665.45	53,292.42	53,926.86	54,367.10	59,803.81	64,531.39	30.0%	3.0%	
	mo	4,136.63	4,185.87	4,235.70	4,286.13	4,337.16	4,388.79	4,441.04	4,493.90	4,530.59	4,983.65	5,377.62			
	hr	23.87	24.15	24.44	24.73	25.02	25.32	25.62	25.93	26.14	28.75	31.02			
C06	yr	51,128.71	51,889.55	52,661.72	53,445.38	54,240.70	55,047.85	55,867.02	56,698.37	57,215.47	62,937.01	69,023.76	35.0%	3.0%	
	mo	4,260.73	4,324.13	4,388.48	4,453.78	4,520.06	4,587.32	4,655.58	4,724.86	4,767.96	5,244.75	5,751.98			
	hr	24.58	24.95	25.32	25.69	26.08	26.47	26.86	27.26	27.51	30.26	33.18			
C07	yr	52,918.22	53,705.69	54,504.88	55,315.97	56,139.12	56,974.53	57,822.36	58,682.81	59,218.01	65,139.81	71,439.60	35.0%	3.5%	
	mo	4,409.85	4,475.47	4,542.07	4,609.66	4,678.26	4,747.88	4,818.53	4,890.23	4,934.83	5,428.32	5,953.30			
	hr	25.44	25.82	26.20	26.59	26.99	27.39	27.80	28.21	28.47	31.32	34.35			
C08	yr	54,770.35	55,911.40	57,076.22	58,265.31	59,479.17	60,718.32	61,983.29	63,274.61	63,898.75	70,288.62	79,417.02	45.0%	3.5%	
	mo	4,564.20	4,659.28	4,756.35	4,855.44	4,956.60	5,059.86	5,165.27	5,272.88	5,324.90	5,857.39	6,618.08			
	hr	26.33	26.88	27.44	28.01	28.60	29.19	29.80	30.42	30.72	33.79	38.18			
C09	yr	56,687.32	57,868.30	59,073.89	60,304.60	61,560.95	62,843.47	64,152.70	65,489.22	66,135.21	72,748.73	82,196.61	45.0%	3.5%	
	mo	4,723.94	4,822.36	4,922.82	5,025.38	5,130.08	5,236.96	5,346.06	5,457.43	5,511.27	6,062.39	6,849.72			
	hr	27.25	27.82	28.40	28.99	29.60	30.21	30.84	31.49	31.80	34.98	39.52			
C10	yr	58,671.38	59,998.47	61,355.57	62,743.38	64,162.57	65,613.87	67,097.99	68,615.69	69,288.10	76,216.91	86,833.64	48.0%	3.5%	
	mo	4,889.28	4,999.87	5,112.96	5,228.61	5,346.88	5,467.82	5,591.50	5,717.97	5,774.01	6,351.41	7,236.14			
	hr	28.21	28.85	29.50	30.17	30.85	31.55	32.26	32.99	33.31	36.64	41.75			
C11	yr	61,018.23	62,471.05	63,958.45	65,481.27	67,040.35	68,636.55	70,270.75	71,943.86	72,640.75	79,904.83	91,527.35	50.0%	4.0%	
	mo	5,084.85	5,205.92	5,329.87	5,456.77	5,586.70	5,719.71	5,855.90	5,995.32	6,053.40	6,658.74	7,627.28			
	hr	29.34	30.03	30.75	31.48	32.23	33.00	33.78	34.59	34.92	38.42	44.00			
C12	yr	63,458.96	64,969.88	66,516.79	68,100.52	69,721.96	71,382.01	73,081.58	74,821.62	75,546.38	83,101.02	95,188.44	50.0%	4.0%	
	mo	5,288.25	5,414.16	5,543.07	5,675.04	5,810.16	5,948.50	6,090.13	6,235.13	6,295.53	6,925.08	7,932.37			
	hr	30.51	31.24	31.98	32.74	33.52	34.32	35.14	35.97	36.32	39.95	45.76			
C13	yr	65,997.32	67,615.53	69,284.19	72,067.05	74,211.90	76,420.59	78,695.01	81,037.13	81,710.96	89,882.06	105,595.71	60.0%	4.0%	
	mo	5,499.78	5,663.46	5,832.02	6,005.59	6,184.33	6,368.38	6,557.92	6,753.09	6,809.25	7,490.17	8,799.64			
	hr	31.73	32.67	33.65	34.65	35.68	36.74	37.83	38.96	39.28	43.21	50.77			
C14	yr	69,493.17	71,561.42	73,691.22	75,884.41	78,142.88	80,468.56	82,863.45	85,329.63	86,039.16	94,643.07	111,189.06	60.0%	5.3%	
	mo	5,791.10	5,963.45	6,140.94	6,323.70	6,511.91	6,705.71	6,905.29	7,110.80	7,169.93	7,886.92	9,265.76			
	hr	33.41	34.40	35.43	36.48	37.57	38.69	39.84	41.02	41.36	45.50	53.46			
C15	yr	74,360.69	76,573.80	78,852.78	81,199.59	83,616.25	86,104.83	88,667.47	91,306.39	92,065.62	101,272.18	118,977.10	60.0%	7.0%	
	mo	6,196.72	6,381.15	6,571.07	6,766.63	6,962.02	7,175.40	7,388.96	7,608.87	7,672.13	8,439.35	9,914.76			
	hr	35.75	36.81	37.91	39.04	40.20	41.40	42.63	43.90	44.26	48.69	57.20			
C16	yr	79,564.83	81,932.83	84,371.31	86,882.36	89,468.15	92,130.89	94,872.88	97,696.48	98,508.84	108,359.73	127,303.74	60.0%	7.0%	
	mo	6,630.40	6,827.74	7,030.94	7,240.20	7,455.68	7,677.57	7,906.07	8,141.37	8,209.07	9,029.98	10,608.64			
	hr	38.25	39.39	40.56	41.77	43.01	44.29	45.61	46.97	47.36	52.10	61.20			
C17	yr	85,128.53	87,662.12	90,271.11	92,957.75	95,724.35	98,573.29	101,507.02	104,528.06	105,397.23	115,936.95	136,205.65	60.0%	7.0%	
	mo	7,094.04	7,305.18	7,522.59	7,746.48	7,977.03	8,214.44	8,458.92	8,710.67	8,783.10	9,661.41	11,350.47			
	hr	40.93	42.15	43.40	44.69	46.02	47.39	48.80	50.25	50.67	55.74	65.48			
C18	yr	91,099.48	93,810.77	96,602.76	99,477.84	102,438.49	105,487.26	108,626.76	111,859.70	112,789.83	124,068.81	145,759.16	60.0%	7.0%	
	mo	7,591.62	7,817.56	8,050.23	8,289.82	8,536.54	8,790.60	9,052.23	9,321.64	9,399.15	10,339.07	12,146.60			
	hr	43.80	45.10	46.44	47.83	49.25	50.72	52.22	53.78	54.23	59.65	70.08			
C19	yr	97,478.15	100,379.28	103,366.76	106,443.15	109,611.10	112,873.34	116,232.66	119,691.97	120,687.23	132,755.95	155,965.03	60.0%	7.0%	
	mo	8,123.18	8,364.94	8,613.90	8,870.26	9,134.26	9,406.11	9,686.06	9,974.33	10,057.27	11,063.00	12,997.09			
	hr	46.86	48.26	49.70	51.17	52.70	54.27	55.88	57.54	58.02	63.82	74.98			
C20	yr	104,312.44	107,416.98	110,613.91	113,905.99	117,296.05	120,787.00	124,381.85	128,083.69	129,148.73	142,063.61	166,899.90	60.0%	7.0%	
	mo	8,692.70	8,951.41	9,217.83	9,492.17	9,774.67	10,065.58	10,365.15	10,673.64	10,762.39	11,838.63	13,908.32			
	hr	50.15	51.64	53.18	54.76	56.39	58.07	59.80	61.58	62.09	68.30	80.24			
C21	yr	111,626.45	115,280.88	119,054.96	122,952.59	126,977.83	131,134.84	135,427.94	139,861.60	140,861.60	154,948.14	184,183.64	65.0%	7.0%	
	mo	9,302.20	9,606.74	9,921.25	10,246.05	10,581.49	10,927.90	11,285.66	11,655.13	11,738.50	12,912.34	15,348.64			
	hr	53.67	55.42	57.24	59.11	61.05	63.05	65.11	67.24	67.72	74.49	88.55			
C22	yr	119,443.78	123,354.14	127,392.52	131,563.11	135,870.23	140,318.37	144,912.12	149,656.27	150,726.67	165,799.34	197,082.24	65.0%	7.0%	
	mo	9,953.65	10,279.51	10,616.04	10,963.59	11,322.52	11,693.20	12,076.01	12,471.36	12,560.56	13,816.61	16,423.52			
	hr	57.42	59.30	61.25	63.25	65.32	67.46	69.67	71.95	72.46	79.71	94.75			
C23	yr	127,804.89	131,988.98	136,310.04	140,772.57	145,381.20	150,140.70	155,056.02	160,132.26	161,277.59	177,405.35	210,878.06	65.0%	7.0%	
	mo	10,650.41	10,999.08	11,359.17	11,731.05	12,115.10	12,511.73	12,921.34	13,344.36	13,439.80	14,783.78	17,573.17			
	hr	61.44	63.46	65.53	67.68	69.89	72.18	74.55	76.99	77.54	85.29	101.38			

FY 2025 Adopted Classified Pay Scale

Effective 10/01/2024

		Hiring Levels →												
Pay Grade	Pay Rate	Minimum	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Midpoint	10% Above Mid Point	Max	Range Width	Separation at Min
C24	yr	136,751.32	141,228.29	145,851.84	150,626.75	155,557.98	160,650.65	165,910.05	171,341.63	172,567.13	189,823.85	225,639.67	65.0%	7.0%
	mo	11,395.94	11,769.02	12,154.32	12,552.23	12,963.17	13,387.55	13,825.84	14,278.47	14,380.59	15,818.65	18,803.31		
	hr	65.75	67.90	70.12	72.42	74.79	77.24	79.76	82.38	82.96	91.26	108.48		
C25	yr	146,323.96	151,114.33	156,061.52	161,170.68	166,447.10	171,896.26	177,523.82	183,335.61	184,646.90	203,111.59	241,434.53	65.0%	7.0%
	mo	12,193.66	12,592.86	13,005.13	13,430.89	13,870.59	14,324.69	14,793.65	15,277.97	15,387.24	16,925.97	20,119.54		
	hr	70.35	72.65	75.03	77.49	80.02	82.64	85.35	88.14	88.77	97.65	116.07		
C26	yr	156,566.66	161,692.35	166,985.85	172,452.65	178,098.42	183,929.02	189,950.51	196,169.13	197,572.21	217,329.43	258,334.98	65.0%	7.0%
	mo	13,047.22	13,474.36	13,915.49	14,371.05	14,841.54	15,327.42	15,829.21	16,347.43	16,464.35	18,110.79	21,527.92		
	hr	75.27	77.74	80.28	82.91	85.62	88.43	91.32	94.31	94.99	104.49	124.20		
C27	yr	167,526.43	173,010.93	178,674.97	184,524.45	190,565.43	196,804.18	203,247.17	209,901.10	211,402.40	232,542.64	276,418.61	65.0%	7.0%
	mo	13,960.54	14,417.58	14,889.58	15,377.04	15,880.45	16,400.35	16,937.26	17,491.76	17,616.87	19,378.55	23,034.88		
	hr	80.54	83.18	85.90	88.71	91.62	94.62	97.71	100.91	101.64	111.80	132.89		
C28	yr	179,253.27	185,121.68	191,182.21	197,441.16	203,905.00	210,580.47	217,474.47	224,594.17	226,200.56	248,820.62	295,767.90	65.0%	7.0%
	mo	14,937.77	15,426.81	15,931.85	16,453.43	16,992.08	17,548.37	18,122.87	18,716.18	18,850.05	20,735.05	24,647.33		
	hr	86.18	89.00	91.91	94.92	98.03	101.24	104.56	107.98	108.75	119.63	142.20		
C29	yr	191,801.01	198,080.21	204,564.98	211,262.05	218,178.36	225,321.11	232,697.69	240,315.77	242,034.61	266,238.07	316,471.67	65.0%	7.0%
	mo	15,983.42	16,506.68	17,047.08	17,605.17	18,181.53	18,776.76	19,391.47	20,026.31	20,169.55	22,186.51	26,372.64		
	hr	92.21	95.23	98.35	101.57	104.89	108.33	111.87	115.54	116.36	128.00	152.15		

Note: Travis County Minimum Wage for Regular and Temporary Employees (excluding Student Interns and Election Day Workers) is \$21.84/hr. 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.

Approved by the Commissioners Court on 08/27/2024