CHANGE ORDER

AS PRESENTED ON SEPTEMBER 11, 2017

FY 2017-18 Change Order

Approval of the FY 2017-18 Proposed Budget
Commissioners Court approved the FY 2017-18 Proposed Budget as filed with the County Clerk and the amendments recommended by the Budget Department included in the September 12, 2017 Memorandum "Recommended Changes to the FY 2017-18 Proposed Budget" (Attachment 1), as well as approving Attachments 2 through 16 for inclusion in the FY 2017-18 Adopted Budget.

Authorized Positions
The positions listed for each Office and Department in the FY 2017-18 Proposed Budget, as revised in Attachments 1 through 16 and Adopted by Commissioners Court, is the authorized positions for FY 2017-18. Deletions of any non-collective bargaining agreement positions that are filled by an incumbent as of September 30, 2017 in the FY 2017-18 Adopted Budget will be eliminated effective October 31, 2017, unless otherwise specified, to allow for a smooth transition of affected employees. New positions are effective October 1, 2017 unless otherwise specified.

The following funds have positions budgeted: General Fund (100), Courthouse Security Fund (203), Parking Facilities Fund (206), Public Works – County Road and Bridge Fund (207), Flood Control Operations Fund (208), Storm Water Mitigation Fund (209), Law Library Fund (210), Drug Court Fund (211), Fire Code Fund (212), Dispute Resolution Fund (214), Domestic Relations Office Fund (215), DA Pre-Trial Diversion Fund (333), Self-Insured – Health and Life Fund (501), Self-Insured – Workers Compensation Fund (502), Fleet Maintenance Fund (504), Records Management Center Fund (505), Community Venues Program Office Fund (507), Facilities and Parks Management - Firing Range Fund (512), Technology Improvement Fund (565), Bexar County Capital Improvement Fund (700), Grants in Aid Fund (800), and Community Development Block Grant Fund (803).

The FY 2017-18 Adopted Budget, as adopted by Commissioners Court, controls expenditures at the appropriation unit level for these funds. These appropriation units are:

Personnel Services
Travel, Training, and Remunerations
Operational Expenses
Supplies and Materials
Capital Expenditures
Interfund Transfers
Contingencies

In the Public Works – County Road and Bridge Fund, the road projects are controlled by project.

In the Public Works – Flood Control Capital Projects Fund, the flood projects are controlled by project.

In the County Capital Improvement Fund, the capital projects are controlled by project.

In the ATD/TxDOT Fund, the projects are controlled by project.

In the Venue Fund, the projects are controlled by project.

In the Grants-in-Aid Fund, the grants are controlled by total grant allocation.

In the Community Infrastructure and Economic Development Fund, the projects are controlled by project.

In the Technology Improvement Fund, revenue into the fund is provided by transferring the entire Technology Improvement Fee account each fiscal year from each Office or Department's budget to the Technology Improvement Fund. Funding is allocated within each respective Office or Department.

In the Self-Insured Funds, partial revenue into the fund is provided by the periodic transfer of the entire Group Health, Group Life, and Workers Compensation accounts appropriated each fiscal year from each Office or Department's budget to the respective funds.

In addition, the FY 2017-18 Adopted Budget, as adopted by Commissioners Court, controls expenditures at the Department and Office level as adopted in the narratives with the following exceptions. These budgets are controlled at the division level as listed:

BiblioTech
- Administration
- Pleasanton BiblioTech (Precinct 1)
- Ricardo Romo BiblioTech (Precinct 2)
- Wheatly Courts BiblioTech (Precinct 4)

Bexar County Parks and Heritage
- Administration
- County Parks and Grounds

Civil District Courts
- Administration
- Children's Court
- Family Drug Court

County Courts-at-Law
- Administration
- County Court 1
- County Court 2
- County Court 3
- County Court 4
- County Court 5
- County Court 6
- County Court 7
- County Court 8
- County Court 9
- County Court 10
- County Court 11
- County Court 12
- County Court 13
- County Court 14
- County Court 15

Criminal District Courts
- Administration
- 144th District Court
- 175th District Court
- 186th District Court
- 187th District Court
- 226th District Court
- 227th District Court
- 290th District Court
- 379th District Court
- 399th District Court
- 437th District Court

Facilities Management - Administration
- Administration
- Facilities Improvement Maintenance Projects
- Mailroom
- Print Shop

Information Technology
- Administration
- Legacy Systems
- Technical Support Services
- Infrastructure Services
- eServices & Applications Development
- Business Analysis & Intelligence
- Enterprise Business Systems
- Project Management Office
- Technology Contracts

Judge and Commissioners
- Administration
- Precinct 1
- Precinct 2
- Precinct 3
- Precinct 4

Judicial Services
- Administration
- Court Collections
- Pre-Trial
- Re-Entry Service Center

Juvenile District Courts
- Administration
- 289th District Court
- 386th District Court
- 436th District Court

Public Works – Animal Control
- Animal Control Services
- Animal Control Shelter

Sheriff's Office
- Adult Detention
  - Work Release
  - Classification
  - Laundry
  - Intake
  - Law Library
  - Administration
  - Human Services
  - Comal
  - Annex
  - Video Visitation
- Law Enforcement
  - Administration
  - Professional Standards & Integrity
  - Emergency Response Team
  - Communications
  - Central Records
  - Property
  - Narcotics
  - Criminal Investigations
  - Mental Health
  - Courthouse Security
  - Patrol
  - Dispatch
  - Sheriff's Academy
  - Cadets
  - Warrants
  - Civil
  - Judicial Services
- Support Services
  - Personnel
  - Technical Services
  - Business Office
  - Warehouse
  - Administration
  - Archives

Tax Office
- Motor Vehicle Registration
- Property Tax

Administration
Financial Reporting

These funds, as stated, are appropriated and controlled at the accounting unit level. These appropriation units are developed by summing up individual line items (account allocations). The individual account allocations that were used to develop the budget appropriations are adopted in the FY 2017-18 Adopted Budget and will be provided to the County Auditor for entry into the financial management system, and are included in the adoption of the FY 2017-18 Adopted Budget. The County Auditor will use these account allocations to establish the FY 2017-18 individual budget accounts in the financial management system.

Recommended Changes to the FY 2017-18 Proposed Budget
Attachment 1 is the recommended changes to the FY 2017-18 Proposed Budget, as amended by Attachments 1 through 16.

Administrative Changes to the FY 2017-18 Proposed Budget
Attachment 2 is the list of administrative changes to the FY 2017-18 Proposed Budget.

FY 2017-18 Revenue Projections
Attachment 3 is the FY 2017-18 Revenue Projections, which includes the amount of revenue certified by the County Auditor's Office by revenue accounts.

Vehicle Replacement List
Attachment 4 is the FY 2017-18 vehicle replacement list.

Approved Take-home Vehicle List
Attachment 5 is the list of approved take-home vehicle list.

Proposed Calendar Year 2018 Holiday Schedule
Attachment 6 is the proposed paid holiday schedule for calendar year 2018. This schedule is adopted as part of the FY 2017-18 Adopted Budget.

County Elected Officials' Compensation
Attachment 7 provides the salary and auto allowance for Elected Officials that have changes to be effective the first pay period in October. The Elected Officials Compensation documents are adopted as part of the FY 2017-18 Adopted Budget.

Non-Exempt Pay Table
Attachment 8 is the Non-Exempt Pay Grade Table for FY 2017-18. This table has been adjusted to address compression associated with increasing the minimum wage to $14.25.

Exempt Pay Table
Attachment 9 is the Non-Exempt Pay Grade Table for FY 2017-18 according to the market study.

Information Technology's Pay Table
Attachment 10 is the pay table for the Information Technology Department, which was approved during FY2016-17.

County Clerk's Preservation and Restoration Plan
Attachment 11 is the FY 2017-18 County Clerk's Preservation Plan.

District Clerk's Preservation and Restoration Plan
Attachment 12 is the FY 2017-18 District Clerk's Preservation Plan.

Order Approving County Auditor Budget and Salary of County Auditor, Assistant County Auditors, and Court Reporters
Attachment 13 is the order approving the budget for the County Auditor's Office, including the salaries of the County Auditor and the Assistant County Auditors, and salaries of the Court Reporters.

Order Approving Salary of Purchasing Agent
Attachment 14 is the order approving the salary increase of the Purchasing Agent by the Purchasing Board.

Amended Sheriff's Office/Fire Marshal's Office - Public Safety Communication Center Career Path
Attachment 15 is the amended career path for the PSCC, which includes the alignment of the Public Safety Supervisor positions.

Revised Debt Management Policy
Attachment 16 is the revised Debt Management Policy to update the 15% Appropriated Fund Balance requirement.

FY 2017-18 Change Memorandum
Recommended Changes to the FY 2017-18 Proposed Budget

GENERAL FUND	
Ending Fund Balance in the FY 2017-18 Proposed Budget	$68,278,731
Increase/(Decrease) in FY 2016-17 General Fund Revenue Estimates	$3,665,763
Increase/(Decrease) in FY 2016-17 General Fund Expenditure Estimates	$281,839
Increase/(Decrease) in FY 2017-18 General Fund Revenue in Ad Valorem	$5,310,000
Increase/(Decrease) in FY 2017-18 General Fund Revenue in Other Revenue Sources	$1,638,872
Increase/(Decrease) in FY 2017-18 General Fund Proposed Appropriations	$9,058,776
Revised FY 2017-18 Ending Fund Balance for the General Fund	$69,552,751
Civil District Courts	
Reclassify one (1) Civil District Courts Staff Attorney (E-12) to one (1) Chief Staff Attorney (E-13) at no cost	$0
Increase Personnel Services Appropriation Unit for a salary adjustment of one (1) Senior Court Support Specialist (E-03)	$6,060
Increase Personnel Services Appropriation Unit for Temporary Salaries for interns	$18,000
Increase Operational Expenses Appropriation Unit for an anticipated increase in existing contracts ($5,400) and additional technology ($3,000)	$8,400
Increase Supplies and Materials Appropriation Unit for Books & Periodicals for the elected Judges	$3,000
Constable, Precinct 2	
Increase Supplies and Materials Appropriation Unit for uniforms	$12,670
County Courts at Law	
Increase Travel, Training, and Remunerations Appropriation Unit for County Court at Law Judge training	$16,786
Criminal District Attorney	
Increase the Personnel Services Appropriation Unit to authorize and fund one (1) Full-Time Office Assistant II (NE-03) for the Impact Courts	$42,795
Criminal District Courts	
Increase the Personnel Services Appropriation Unit to reclassify one (1) Civil District Courts Staff Attorney (E-12) to one (1) Chief Staff Attorney (E-13)	$1,004
Increase Personnel Services Appropriation Unit for a salary adjustment of one (1) District Court Coordinator (E-05)	$4,640
Increase the Travel, Training, and Remunerations Appropriation Unit for additional training	$4,465
Increase the Operational Expenses Appropriation Unit for Copier Rental ($1,512) and Cable Service ($407)	$1,919
District Clerk	
Increase the Capital Expenditures Appropriation Unit for two additional scanners	$37,968
Economic & Community Development-Child Welfare Board	
Increase the Operational Expenses Appropriation Unit to fund a full-year of the Child Protective Services contract for a total of $1,135,443 and $86,000 for supplies to support children under Title IV-E	$421,817
Elections	
Increase the Personnel Services Appropriation Unit for temporary personnel to address legislative changes as result of the 85th Texas State Legislative Session	$25,000

FY 2017-18 Change Memorandum
Recommended Changes to the FY 2017-18 Proposed Budget

Facilities Management - County Buildings	
Decrease the Personnel Services Appropriation Unit to correct the pay grade for the newly created Locksmith position from an NE-08 to an NE-06	($5,659)
Fire Marshal's Office	
Increase the Personnel Services Appropriation Unit to authorize and fund an eight percent salary adjustment for one (1) Public Safety Communications Supervisor per County Policy 7.02.06 (Split-funded 75% General Fund/25% Fire Code Fund)	$3,742
Information Technology	
Increase the Personnel Services Appropriation Unit to correct the pay grade in a program change for one (1) Justice Systems Analyst I position from IT-04 to IT-05	$6,342
Decrease the Personnel Services Appropriation Unit to correct the pay grade in a program change for two (2) Support Services Specialists II from IT-03 to IT-04	($11,549)
Increase the Operational Expenses Appropriation Unit to fund Civiq maintenance ($100,000) and additional technology ($25,226)	$125,226
Judicial Services	
Move 61% of two newly created Pre-Trial Bond Officer I (NE-05) positions for the DA Pre-Trial Diversion Fund to the General Fund	$65,523
Judicial Services - Medical Examiner	
Increase the Operational Expenses Appropriation Unit in the technology account to correct the recommended budget amount	$962
Jury Operations	
Increase Personnel Services Appropriation Unit to reclassify one (1) Deputy Jury Bailiff from an NE-07 to an E-07	$15,970
Increase Personnel Services Appropriation Unit to reclassify eight (8) Assistant Jury Bailiffs from NE-02 to NE-05	$32,294
Justice of the Peace, Precinct 2	
Increase the Personnel Appropriation Unit for temporary visiting judge funding	$7,800
Juvenile District Courts	
Increase the Travel, Training, and Remunerations Appropriation Unit for additional training	$1,930
Increase the Operational Expenses Appropriation Unit for Printing & Binding ($2,500) and Copier Rental ($400)	$2,900
Increase the Supplies & Materials Appropriation Unit for office supplies	$2,000
Non-Departmental	
Increase the Contingencies Appropriation Unit to fund a livable wage increase for Non-Exempt employees to $14.25 an hour	$1,460,972
Increase the Contingencies Appropriation Unit to fund the Exempt table market adjustment	$3,362,018
Increase the Contingencies Appropriation Unit to fund a 3 percent Cost of Living Allowance for all employees who do not receive at least a 3 percent salary increase as a result of increasing the Livable Wage or the Exempt table market adjustment.	$1,535,912
Increase the Contingencies Appropriation Unit to fund a retiree COLA ("10% based on CPI" - TCDRS option)	$676,451

FY 2017-18 Change Memorandum Recommended Changes to the FY 2017-18 Proposed Budget	
Increase the Contingencies Appropriation Unit to fund ten (10) LE Patrolman effective April 1, 2018 (contingent on filling sufficient staff for detention)	$388,578
Increase the Operational Expenses Appropriation Unit to fund the new Cyber Liability Insurance Policy	$51,139
Increase the Operational Expenses Appropriation Unit to fund contributions to the following Outside Agencies:	
Artist Foundation of San Antonio (contingent on a match from Coliseum Advisory Board)	$50,000
Boys & Girls Club to match City of San Antonio contribution	$100,000
Chamber Orchestra of San Antonio	$60,000
Junior Livestock Show youth scholarship outreach effort	$10,000
Martin Luther King, Jr. Day March (VIA Metropolitan) to increase funding to $8,000	$3,000
Martin Luther King, Jr. County/City Joint Commission's 40th Anniversary	$25,000
National Alliance on Mental Illness (NAMI) to increase funding to $20,000	$15,000
Sisters of the Holy Spirit Convent Celebration	$5,000
Urban Soccer Leadership Academy to leverage matching funds from South Texas Youth Soccer Association (STYSA) Grant for youth membership	$50,000
Wheatley Heights Sports Complex - Gervin School and Stone Oak Athletics/Standard of Athletics	$5,000
Urban 15 to increase funding to $11,000	$3,650
Increase the Contingencies Appropriation Unit to fund a contribution to AACOG to support the air quality technical program	$125,000
Increase the Contingencies Appropriation Unit to fund the HUD repayment to CDBG	$22,400
Increase the Contingencies Appropriation Unit to fund Take-home vehicle GPS tracking subscriptions	$17,100
Increase the Contingencies Appropriation Unit to fund outsourced security for the Justice of the Peace Offices	$108,400
Decrease the Contingencies Appropriation Unit to reallocate funding to Economic & Community Development-Child Welfare Board budget to fund a full year of the Child Protective Services contract	($421,817)
Increase the Contingencies Appropriation Unit to fund new Community Veterans' Transition Organization	$250,000
Purchasing	
Increase the Personnel Services Appropriation Unit to authorize and fund a 9.5% salary adjustment for the Purchasing Agent	$12,666
Sheriff's Office - Law Enforcement	
Increase the Personnel Services Appropriation Unit to fund and reauthorize two (2) Administrative Clerks (NE-01) in the Public Safety Communications Center Division	$69,974
Increase the Personnel Services Appropriation Unit to fund and authorize three (3) Deputy Sheriff - Law Enforcement (LE-03) positions in the Court Security Division	$215,079
Sheriff's Office - Support Services	
Retitle one (1) Human Resources Technician III (NE-08) to one (1) Leave and Attendance Coordinator (NE-08)	$0
Small Business & Entrepreneurship	
Increase Operational Expenses Appropriation Unit for the Blackbook Black Business Expo & Directory sponsorship	$5,000
Increase Operational Expenses Appropriation Unit for Telephone Expenses for new iPhones	$1,250

FY 2017-18 Change Memorandum
Recommended Changes to the FY 2017-18 Proposed Budget

OTHER FUNDS	
Flood M&O Fund (208)	
Ending Fund Balance in the FY 2017-18 Proposed Budget	$8,499,712
Retain authorization to complete the following two (2) existing projects and one (1) new project with funding from Flood Control M&O Cash in lieu of Debt Proceeds:	
MR 11 - Pearsall Road Bridge at Elm Creek (Pct. 1)	$200,000
LC 34 - Toutant Beauregard LWCs (Pct. 3)	$200,000
HALT Expansion Study (Countywide)	$230,000
Revised FY 2017-18 Ending Fund Balance for the Flood M&O Fund	$7,869,712
Fire Code Fund (212)	
Ending Fund Balance in the FY 2017-18 Proposed Budget	$3,783,886
Increase the Personnel Services Appropriation Unit and fund an eight percent salary adjustment for one Public Safety Communications Supervisor per County Policy 7.02.06 (Split-funded 75% General Fund/25% Fire Code Fund)	$1,247
Revised FY 2017-18 Ending Fund Balance for the Fire Code Fund	$3,782,639
Dispute Resolution Fund (214)	
Ending Fund Balance in the FY 2017-18 Proposed Budget	$27,239
Increase Travel, Training, and Remunerations Appropriation Unit for International Bullying Prevention Conference	$1,000
Revised FY 2017-18 Ending Fund Balance for the Dispute Resolution Fund	$26,239
DA Pre-Trial Diversion Program Fund (333)	
Ending Fund Balance in the FY 2017-18 Proposed Budget	$215,481
Fund 44% of one (1) Office Supervisor (NE-08) and two (2) Accounting Clerks from the Hot Check Fund	$65,523
Move 61% of two newly created Pre-Trial Bond Officer I (NE-05) positions to the General Fund	($65,523)
Revised FY 2017-18 Ending Fund Balance for the DA Pre-Trial Diversion Fund	$215,481
Community Venue Fund (507)	
Ending Fund Balance in the FY 2017-18 Proposed Budget	$63,059,703
Increase Operational Expenses Appropriation Unit to fund a County match for an AT&T Site Master Plan contingent upon matches from the Coliseum Advisory Board, Spurs, and SALE	$50,000
Increase the Operational Expenses Appropriation Unit to fund a contribution for the Witte Museum River Connection	$500,000
Revised FY 2017-18 Ending Fund Balance for the Community Venue Fund	$62,509,703
Capital Improvement Fund (700)	
Fund a Capital Contingencies Budget	$20,000,000
Fund Bibliotech Satellite at Las Tiendas de Lerma's	$500,000
Fund Crosspoint - Diversion Unit in exchange for ten (10) residential treatment beds	$325,000
Fund a new County-owned AgriLife Extension Facility (instead of leased office space)	$2,800,000
Road and Bridge Capital Projects (700)	
Reduce Proceeds from Debt	($16,634,108)
De-authorization of new funding and projects proposed in the FY 2017-18 Proposed Budget and fund the Toyota contribution, Highland Oaks construction, letting of State Highway 211 and the reallocation of funds from closed-out existing projects to complete existing projects	($16,634,108)

FY 2017-18 Change Memorandum Recommended Changes to the FY 2017-18 Proposed Budget	
Flood Control Capital Projects (702)	
Reduce Proceeds from Debt	($14,350,523)
Deauthorization of new funding and projects proposed in the FY 2017-18 Proposed Budget and maintain funding for existing projects	($14,350,523)
Fleet Acquisition Fund (703)	
Ending Fund Balance in the FY 2017-18 Proposed Budget	$857,327
Increase the Capital Expenditures Appropriation Unit in the vehicle attachments account to fund GPS trackers in take-home vehicles	$28,500
Increase the Capital Expenditures Appropriation Unit to fund three (3) additional vehicles for the Sheriff's Office	$137,160
Revised FY 2017-18 Ending Fund Balance for the Fleet Acquisition Fund	$691,667
Debt Service Fund (400)	
Ending Fund Balance in FY 2017-18 Proposed Budget	$69,328,645
Decrease Property Taxes Revenue in the FY 2017-18 Proposed Budget	($5,000,000)
Revised Ending Fund Balance in the FY 2017-18 Proposed Budget	$64,328,645

FY 2017-18 Administrative Changes to the Proposed Budget

AgriLife Extension
On page 1-3, the Authorized Position List, AgirLife section reads: **Agriculture Program Technician** and it should read **Urban Agriculture Educator**.

Bexar Heritage - County Parks & Grounds
On page 3-3, the Authorized Position List for the FY 2017-18 Proposed column reads: Parks Manager – 1. This should be 0 and be removed.

BiblioTech
On page 5-2, the Appropriations Subtotal for FY 2017-18 Proposed, reads: **$2,131,195**, and it should read **$2,315,635**.

Central Magistration – District Clerk
On page 8-2, the Appropriations Subtotal and total for FY 2015-16 Actuals, reads: **$1,232,572**, and it should read **$1,232,752**.

Community Resources - Administration:
On page 10-3, the Authorized Position List reads: **Executive Director – Community Resources,** and it should read, **Director – Community Resources**.

County Auditor
On page 17-5, the Authorized Position List for the FY 2017-18 Proposed Column reads: Staff Auditor V – 2. This should be 1 instead of 2.

County Clerk's Office
On page 18-4, the third program change reads: "The third program change proposes to add one Lead Licensing and Vital Statistics Clerk **(NE-04)** in the Marriage Licenses & Assumed Names Department.", and it should read **NE-05**.

On page 18-5, the Authorized Position List, Criminal Courts section reads: "Court Services **Supervisor**" and it should read Court Services **Coordinator**.

District Attorney's Office
On page 21-4, the fifth program reads: "The fifth program change adds three Prosecutor III (E-10), two Paralegals (NE-06), and one Investigator – District Attorney (NE-11) in the Special Crimes – Child Protection Services Unit for a total cost of $485,220, including salary and benefits, technology ($9,442), office furniture ($12,000), and safety supplies **($6,954)**." It should read: "…safety supplies **($8,954)**."

Facilities Management – Adult Detention Center
On page, 31-2, the FY 2016-17 Budget: Capital Expenditures read **$10,485**. It should be **$10,845**.

On page, 31-2, the FY 2016-17 Estimate: Capital Expenditures read **$10,485**. FY 2016-17 Estimate: Capital Expenditures should be **$10,845**.

Facilities Management – County Buildings
On page 32-3, the Authorized Position List for the FY 2017-18 Proposed Column reads: Maintenance Mechanic II – 9. This should be 8 instead of 9.

Fire Marshal's Office
On page 36-4, the Funding Allocation table should read: **1 Office Assistant II, 50% - 212-Fire Code Fund and 50% - 100-Fire Marshal's Office**.

Information Services
On page 38-4, the first program change reads One **Test Analyst II** (IT-07) in the Business Analysis & Intelligence division for a total cost of $96,272, including salary and benefits. It should read **Test Analyst III** (IT-07).

On page 38-5, the fifth program change reads: "adds two Support Services Specialists III positions **(IT-04)**. It should read: "adds two Support Services Specialists III positions **(IT-03)**".

On page 38-5, the eighth program change reads One Justice Systems Analyst I **(IT-04)** for a total cost of $2,919, including salary and benefits. It should read Justice Systems Analyst I **(IT-05)**.

Judicial Services
On page 40-3, the Appropriations Subtotal for FY 2017-18 Proposed, reads: **$6,114,949**, and it should read **$6,115,494**.

On page 40-5, the Authorized Position List, Judicial Services section reads: **Judicial Services Director** and it should read **Director of Judicial & County Intake Services**.

On page 40-5, the Authorized Position List, Judicial Services section reads: **Pre-Trial Programs Manager** and it should read **Judicial Services Program Manager**.

Judicial Services – Medical Examiner
On page 43-2, the Appropriations Travel, Training, and Remunerations for FY 2017-18 Proposed, reads: **$65,300** and it should read **$64,300**.

On page 43-2, the Appropriations Operational Expenses for FY 2017-18 Proposed, reads: **$578,573** and it should read **$579,535**.

On page 43-2, the Appropriations Subtotal for FY 2017-18 Proposed, reads: **$6,140,873** and it should read **$6,141,835**.

On page 43-2, the Appropriations Total for FY 2017-18 Proposed, reads: **$6,234,643** and it should read **$6,235,605**.

Juvenile District Courts
On page 53-3, under Program Justification and Analysis, the Operational Expenses bullet reads: "The Operational Expenses group decreases by 15.6 percent when compared to FY 2016-17 estimates. Funding for bar dues and licenses was expensed in FY 2016-17. Funding for these **expenses are budgeted** in FY 2017-18.", and it should read "**expenses are not budgeted**".

Public Works – Animal Control Services
On page 58-3, the authorized position table reads: **Senior Animal Control Service Officer***, and it should read: **Senior Animal Control Service Officer.**

Sheriff's Office – Law Enforcement
On page 62-10, the eleventh program change reads: "**The affected positions will receive an 8 percent salary adjustment with this program change. The recently-implemented dispatch career ladder did not include salary increases for these positions, which has led to wage compression within the division. The dispatch career ladder will be amended moving forward to include an 8 percent salary adjustment for Public Safety Communications Supervisors achieving promotions into the position.**" It should read: **The Public Safety Communications Supervisor position(s) and Public Safety Communications Assistant Manager are not part of the Career Path Program implemented in Fiscal Year 2015-16. The dispatch career ladder will be amended moving forward to include a salary adjustment following County Policy 7.02.06 for Public Safety Communications Supervisors achieving promotions into the position.**

Sheriff's Office – Support Services
On page 63-5, the first program change reads: "The first program change adds one Supply Clerk I (**NE-03**) for a total cost of $48,260, including salary and benefits.", and it should read **NE-01**.

On page 63-5, the third program change reads: "retitles a Workers Compensation/Light Duty Coordinator (NE-08) to **Human Resources Technician III** (NE-08). It should read **Leave and Attendance Coordinator**.

Small Business & Entrepreneurship:
On page 64-4, the Authorized Position List reads: **SMWBE Program Manager,** and it should read, **SMWBE Program Director**.

Road and Bridge Fund (207)
On page 69-5, the ninth program change reads: **Office Assistant (NE-05)**, and it should read: **Office Assistant IV (NE-05)**.

Fire Code Fund (212)
On page 83-4, the Funding Allocation table should read: **1 Office Assistant II, 50% - 212-Fire Code Fund and 50% - 100-Fire Marshal's Office**.

Self-Insured Health & Life Fund (501)
On page 106-3, the program change reads: "The program change adds one (1) **Wellness Coordinator** for a total cost of $85,000, including salary and benefits." It should read **Wellness Coordinator (E-09)**.

Capital Improvement Fund (700)
On page 103-3, a project reads: **Bexar County Precinct 4 Facility – Design**, and it should read, **Rocket Lane 511 Acres Master Development Plan**.

On page 103-1, a project titled **County Land Acquisition** with a budget of $5,085,000 should be included.

Take-Home Vehicles
The Take-home Vehicle list should include the addition of Public Works - Engineering Services Manager – Unit 5172, and Public Works – Environmental Engineer – Unit 5160.

COUNTY OF BEXAR

CERTIFICATION OF COUNTY REVENUE
FISCAL YEAR 2017-2018
OCTOBER 1, 2017 – SEPTEMBER 30, 2018

September 11, 2017

SUSAN T. YEATTS, CPA
BEXAR COUNTY AUDITOR

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First Assistant County Auditor

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Susan T. Yeatts, CPA
BEXAR COUNTY AUDITOR

September 11, 2017

Mr. David Smith
County Manager
Bexar County, Texas

RE: Certification of County Revenue for Fiscal Year Ending September 30, 2018

As required by Local Government Codes §111.0639(b) and §111.0707, please find attached the required certifications of anticipated revenues for the various operating funds in and for Bexar County, Texas for the fiscal year ending September 30, 2018.

Should there be any questions related to the information included herein, please do not hesitate to call on me.

Susan T Yeatts

Susan T. Yeatts, CPA
Bexar County Auditor

Copies Provided To:
Honorable Nelson Wolff, County Judge
Honorable Sergio Rodriguez, Commissioner Precinct 1
Honorable Paul Elizondo, Commissioner Precinct 2
Honorable Kevin Wolff, Commissioner Precinct 3
Honorable Tommy Calvert, Commissioner Precinct 4

BEXAR COUNTY, TEXAS
CERTIFICATION OF ESTIMATED REVENUE, TRANSFERS
AND FUND BALANCES
For The Fiscal Year Ending September 30, 2018

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BEXAR COUNTY, TEXAS
CERTIFICATION OF ESTIMATED REVENUE, TRANSFERS
AND FUND BALANCES
For The Fiscal Year Ending September 30, 2018

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	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
100 General Fund			
Ad Valorem Taxes			
40000 Property Taxes - Current	315,509,874	314,500,000	336,080,000
40015 Property Taxes - Delinquent	2,061,269	2,200,000	2,000,000
40020 Tax Refunds	161,195	-	
40030 Tax Penalty & Interest	1,979,951	1,860,000	1,975,000
40025 TIF Due to Other Cities	(3,500,000)	(3,800,000)	(3,800,000)
Total	316,212,289	314,760,000	336,255,000
Other Taxes			
40035 Rendition Penalty	79	160	70
40100 Mixed Beverage Tax	9,784,069	9,577,000	9,825,000
40115 Vehicle Inventory Tax Overage	88,311	130,000	110,000
40180 Vehicle Sales Tax	16,038,846	16,549,000	16,075,000
Total	25,911,305	26,256,160	26,010,070
Licenses and Permits			
40200 Marriage Licenses Formal	460,398	425,000	475,000
40220 Bondsmen License	5,500	8,000	6,500
40225 Alarm System Initial Permit	94,476	145,000	100,000
40230 Alarm System Renewal	393,936	390,000	400,000
40235 Septic/Building Permits	225,588	230,000	235,000
40245 Beer & Liquor License	864,348	850,000	1,060,000
Total	2,044,246	2,048,000	2,276,500
Intergovernmental Revenue			
40500 County Court Cases - Sec 51	1,260,000	1,260,000	1,260,000
40502 Prosecutor Longevity Pay	261,351	260,000	260,000
40504 Indigent Defense	1,440,683	1,400,000	1,350,000
40506 State Witness Reimbursement	57,518	62,000	68,000
40510 Bingo-Jackpot	1,499,873	1,460,000	1,510,000
40514 Other Receipts From Governmental Entities	70,499	20,000	30,000
40516 Social Security Admin Incent	79,000	20,000	75,000
40520 UHS Interlocal	362,385	362,385	362,385
40522 Federal SCAAP	99,891	95,000	100,000
40524 OAG - Prisoner Transport Reimbursement	145,088	130,000	155,000
40526 Emergency Management Contribution	79,452	68,500	68,500
40530 Jury Supplement Pay	461,484	550,000	465,000
40531 DA Supplement	4,398	3,000	4,300
40532 Grant Revenue	251,759	277,000	277,000
40534 School Lunch Program	291,532	320,000	290,000
40538 Cost Collection Recovery	787,649	810,000	780,000
40540 Fourth Court of Appeals	70,000	70,000	70,000
40544 INS Prisoner Housing	34,000	26,000	30,000
40545 Federal Prisoner Housing	13,873,530	14,191,000	14,900,000
40546 Federal BOP Reimbursement	154,597	243,000	275,000
40547 Fed US Marshal Travel West	539,826	485,000	554,000
40549 Federal US Marshal South	12,925	20,000	20,000
40555 Texas Commission on Environmental Quality	68,002	20,000	50,000
40561 Title IV-D Community Supervision	398,804	385,504	395,000
Total	22,304,246	22,723,389	23,349,185

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
100 General Fund (cont'd)			
Service Fees			
41004 Services Fees	9,654,421	8,000,000	9,600,000
41006 Collection Fees	59,390	60,000	60,000
41007 Stormwater Collection Fees	51,547	55,000	65,000
41012 Court Fees	1,603,828	1,470,000	1,570,000
41014 Administrative Fees	145,971	150,000	150,000
41016 Crime Lab Fees	2,950,000	2,621,250	2,950,000
41018 False Alarm Fee	2,100	-	-
41032 Medical Examiner Fees	407,989	458,000	415,000
41036 Personal Bond	268,306	260,000	260,000
41038 Garnishment Fees	24,324	24,200	25,000
41042 Expungement of Record Fee	145,820	120,000	150,000
41046 Record Search Fees	2,345	3,000	3,000
41050 Condemnation Fees	3,600	600	600
41056 Fire Inspection Fees	132,804	115,000	115,000
41057 Food Service Inspection Fee	117,456	125,000	110,000
41058 Passport Fees	143,088	120,000	127,000
41062 Tax Statement Mailing Fee	70,000	70,000	70,000
41064 Race Track Fees	13,570	6,000	12,000
41068 Certification Fees	779,888	728,000	755,000
41070 Monitoring Fees	481,900	512,000	480,000
41072 Drug Testing Fee	189,126	180,000	183,000
41078 Probate Fees	505,370	500,000	520,000
41080 Driving Course Fees	113,181	150,000	115,000
41082 School Attendance	2,847	5,000	1,500
41084 School Zone Violation	67,008	80,000	80,000
41092 Subpoena Fees	85	75	125
41094 Failure to Appear County Share	84,428	66,000	75,000
41096 Mental Health Fees	279,832	235,000	290,000
41098 Child Restraint	7,928	5,500	8,500
41102 Plat Fees	60,391	60,000	70,000
41104 Return Check Fees	53,716	55,000	20,000
41106 Cancellation of Checks & Warrants	269,146	170,000	225,000
41108 Check Reissue Fees	885	800	300
41110 Court Appointed Fees	428,189	400,000	280,000
41112 SWMBO Conference	22,500	35,000	20,000
41114 Beer/Liquor Application Fees	5,500	7,500	5,000
41116 Filing and Recording Fees	6,081,876	5,825,000	5,950,000
41117 E-Filing Fee	341,646	275,000	330,000
41118 Judicial Fees	43,265	50,000	45,000
41120 Jury Fees	303,692	195,000	250,000
41126 Trial Request Fees	102	-	-
41130 Service Fees	215,079	213,000	221,000
41138 Commission Fees	797,179	733,000	800,000
41140 Restitution Fees	5,722	5,000	5,000
41142 Extradition Fees	150,455	125,000	133,000
41146 Late Fees	569	1,000	750
41148 Transaction Fee	267,898	240,000	275,000
41154 Park Reservation Fees	373,842	380,000	410,000
41158 Master Fee/ Court Fees	147,000	143,000	150,000
41160 Time Payment Fees	219,149	183,000	225,000
41170 Stenographer	544,457	511,000	530,000
41174 Estray Animal Proceeds	23,693	33,000	30,000
41175 Adult US Marshal	6,080	3,000	7,000
41176 Adult Detention Work Release Proceeds	210,410	200,000	200,000
41177 Adult - Other	282,700	303,600	303,600
41192 Badge Fees	2,170		100
Total	29,165,463	26,266,525	28,676,475

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
100 General Fund (cont'd)			
Fees on Motor Vehicles			
40205 Vehicles Licenses Issued	2,651,714	2,794,885	2,680,000
41060 Mail Registration Fee	100,282	242,000	18,000
41044 Certificates of Title Issued	2,471,616	2,500,000	2,650,000
40210 Duplicate License Receipts	19,265	14,000	19,000
41048 Transfers of Title	723,401	538,000	700,000
41100 Child Safety Fee	94,127	91,000	91,600
Total	6,060,405	6,179,885	6,158,600
Commissions on Ad Valorem Taxes			
41178 Hospital District	1,117,610	1,133,797	1,154,536
41179 School & Special Districts	2,357,407	2,389,072	2,517,706
41180 SARA	458,647	452,803	496,878
41181 Municipalities	873,820	893,145	902,499
Total	4,807,484	4,868,817	5,071,619
Fines & Forfeitures			
42000 General Fines	10,043,523	9,630,000	10,300,000
42005 Bond Forfeitures	1,111,672	700,000	800,000
Total	11,155,195	10,330,000	11,100,000
Proceeds from the Sale of Assets			
42500 Rental Revenue	801,057	629,000	593,000
42505 Proceeds from Sale of Assets	26,349	150,000	25,000
42510 Waste, Scrap & Supplies	9,411	2,000	5,000
Total	836,817	781,000	623,000
Interfund Transfers			
43000 Transfers In	-	-	214,022
Total	-	-	214,022
Other Revenue			
45000 Interest Earned	30,732	200	200
45001 Investment Interest Earned	1,818,812	1,300,000	1,800,000
45002 Sweep Interest	166,662	6,000	150,000
45015 Program Revenue	5,211	5,000	4,000
45020 Refunds	386,517	195,000	200,000
45025 Overages	872	1,000	1,000
45030 Other Revenue	2,744,593	1,500,000	2,650,000
45040 Accounts Payable Discounts	160,516	100,000	125,000
45070 Copies	835,217	790,000	810,000
45100 Sale of Goods	299	1,750	500
45110 Insurance Settlements	210,269	75,000	75,000
Total	6,359,700	3,973,950	5,815,700
Appropriated Fund Balance			
Total General Fund	424,857,150	418,187,726	445,550,171
Estimated Unencumbered Fund Balance 9-30-17			85,837,522

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
111 Unclaimed Money Fund			
Other Revenue			
45001 Investment Interest	1,402	650	800
Total	1,402	650	800
Appropriated Fund Balance			
Total Unclaimed Money Fund	1,402	650	800
Estimated Unencumbered Fund Balance 9-30-17			-
112 Justice of the Peace Security Fund			
Service Fees			
41022 Case Management Fee	60,689	60,000	60,000
Total	60,689	60,000	60,000
Other Revenue			
45001 Investment Interest	4,205	1,500	2,500
Total	4,205	1,500	2,500
Appropriated Fund Balance			
Total Justice of the Peace Security Fund	64,894	61,500	62,500
Estimated Unencumbered Fund Balance 9-30-17			507,586
113 Fire Marshal LEOSE Fund			
Intergovernmental Revenue			
40526 State Apportionment - Emergency	2,398	1,500	2,500
Total	2,398	1,500	2,500
Other Revenue			
45001 Investment Interest	26	-	-
Total	26	-	-
Appropriated Fund Balance			
Total Fire Marshal LEOSE Fund	2,424	1,500	2,500
Estimated Unencumbered Fund Balance 9-30-17			7,189
114 Sheriff's LEOSE Fund			
Intergovernmental Revenue			
40526 State Apportionment - Emergency	113,665	85,000	110,000
Total	113,665	85,000	110,000
Other Revenue			
45001 Investment Interest	473	250	250
Total	473	250	250
Appropriated Fund Balance			
Total Sheriff's LEOSE Fund	114,138	85,250	110,250
Estimated Unencumbered Fund Balance 9-30-17			156,229

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
115 District Attorney LEOSE Fund			
Intergovernmental Revenue			
40526 State Apportionment - Emergency	3,569	3,000	3,200
Total	3,569	3,000	3,200
Other Revenue			
45001 Investment Interest	-	2	-
Total	-	2	-
Appropriated Fund Balance			
Total District Attorney LEOSE Fund	3,569	3,002	3,200
Estimated Unencumbered Fund Balance 9-30-17			662
116 Constable 1 LEOSE Fund			
Intergovernmental Revenue			
40526 State Apportionment - Emergency	1,979	1,900	1,900
Total	1,979	1,900	1,900
Other Revenue			
45001 Investment Interest	29	10	5
Total	29	10	5
Appropriated Fund Balance			
Total Constable 1 LEOSE Fund	2,008	1,910	1,905
Estimated Unencumbered Fund Balance 9-30-17			6,505
117 Constable 2 LEOSE Fund			
Intergovernmental Revenue			
40526 State Apportionment - Emergency	2,035	2,000	1,500
Total	2,035	2,000	1,500
Other Revenue			
45001 Investment Interest	55	20	10
Total	55	20	10
Appropriated Fund Balance			
Total Constable 2 LEOSE Fund	2,090	2,020	1,510
Estimated Unencumbered Fund Balance 9-30-17			11,071
118 Constable 3 LEOSE Fund			
Intergovernmental Revenue			
40526 State Apportionment - Emergency	1,918	1,900	1,300
Total	1,918	1,900	1,300
Other Revenue			
45001 Investment Interest	30	15	8
Total	30	15	8
Appropriated Fund Balance			
Total Constable 3 LEOSE Fund	1,948	1,915	1,308
Estimated Unencumbered Fund Balance 9-30-17			6,429

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
119 Constable 4 LEOSE Fund			
Intergovernmental Revenue			
40526 State Apportionment - Emergency	2,037	1,900	1,500
Total	2,037	1,900	1,500
Other Revenue			
45001 Investment Interest	37	20	10
Total	37	20	10
Appropriated Fund Balance			
Constable 4 LEOSE Fund	2,074	1,920	1,510
Estimated Unencumbered Fund Balance 9-30-17			7,691
121 Family Protection Fee SB 6 Fund			
Service Fees			
41066 Family Protection Fee	115,051	114,000	114,000
Total	115,051	114,000	114,000
Other Revenue			
45001 Investment Interest	7	-	-
45035 Donations	46,875	-	40,000
Total	46,882	-	40,000
Appropriated Fund Balance			
Total Family Protection Fee SB 6 Fund	161,933	114,000	154,000
Estimated Unencumbered Fund Balance 9-30-17			60,022
200 County Clerk Records Management Fund			
Service Fees			
41020 Records Management	2,278	4,000	2,200
41024 Archival Fee	2,673,366	2,300,000	2,600,000
41030 Preservation Fee	2,938,626	2,600,000	2,900,000
Total	5,614,270	4,904,000	5,502,200
Other Revenue			
45001 Investment Interest	169,284	70,000	100,000
45020 Refunds on Prior Year Expense	108	-	-
Total	169,392	70,000	100,000
Appropriated Fund Balance			
Total County Clerk Records Management Fund	5,783,662	4,974,000	5,602,200
Estimated Unencumbered Fund Balance 9-30-17			16,752,915
201 County Wide Records Management Fund			
Service Fees			
41020 Record Management Fee	428,145	400,000	400,000
Total	428,145	400,000	400,000
Other Revenue			
45001 Investment Interest	815	600	600
Total	815	600	600
Appropriated Fund Balance			
Total County Wide Records Management Fund	428,960	400,600	400,600
Estimated Unencumbered Fund Balance 9-30-17			205,886

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
202 District Clerk Records Management			
Service Fees			
41020 Records Management Fee	191	150	150
41030 Preservation Fee	385,477	350,000	350,000
Total	385,668	350,150	350,150
Other Revenue			
45001 Investment Interest	2,191	700	1,000
Total	2,191	700	1,000
Appropriated Fund Balance			
Total District Clerk Records Management	387,859	350,850	351,150
Estimated Unencumbered Fund Balance 9-30-17			346,687
203 Courthouse Security Fund			
Service Fees			
41022 Courthouse Security Fee	377,738	375,000	375,000
41116 Filing and Recording Fee	316,584	265,000	290,000
Total	694,322	640,000	665,000
Interfund Transfers			
43000 Transfers In	339,597	339,597	334,036
Total	339,597	339,597	334,036
Other Revenue			
45001 Investment Interest	1,157	1,200	500
Total	1,157	1,200	500
Appropriated Fund Balance			
Total Courthouse Security Fund	1,035,076	980,797	999,536
Estimated Unencumbered Fund Balance 9-30-17			68,742
205 District Court Technology Fund			
Service Fees			
41116 Filing & Recording Fees	277,909	245,000	260,000
Total	277,909	245,000	260,000
Other Revenue			
45001 Investment Interest	734	700	700
Total	734	700	700
Appropriated Fund Balance			
Total District Court Technology Fund	278,643	245,700	260,700
Estimated Unencumbered Fund Balance 9-30-17			40,480
206 Parking Facilities Fund			
Service Fees			
41136 Parking Fees	1,260,582	1,040,000	1,040,000
Total	1,260,582	1,040,000	1,040,000
Other Revenue			
45001 Investment Interest	10,250	4,000	6,000
45020 Refunds	-	-	-
45025 Cashier Overages	19	-	-
45030 Other Revenue	-	-	-
45110 Insurance Settlements	1,461	-	-
Total	11,730	4,000	6,000
Appropriated Fund Balance			
Total Parking Facilities Fund	1,272,312	1,044,000	1,046,000
Estimated Unencumbered Fund Balance 9-30-17			1,334,697

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
207 Special Road & Bridge Fund			
Ad Valorem Taxes			
40015 Property Taxes-Delinquent	50	100	20
40030 Tax Penalty and Interest	188	350	100
Total	238	450	120
Other Taxes			
40110 Vehicle Sales Tax	360,478	360,000	360,000
Total	360,478	360,000	360,000
Licenses and Permits			
40205 Vehicle Licenses	16,600,000	16,000,000	16,600,000
40235 Building Permits	174,714	130,000	145,000
Total	16,774,714	16,130,000	16,745,000
Intergovernmental Revenue			
40514 Other Receipts From Governmental Entities	357,355	300,000	300,000
Total	357,355	300,000	300,000
Fees on Motor Vehicles			
41034 Weight Fees	184,168	200,000	180,000
Total	184,168	200,000	180,000
Fees			
41102 Platt Fees	564,525	400,000	450,000
Total	564,525	400,000	450,000
Proceeds from Sale of Assets			
42505 Proceeds from Sale of Assets	175,428	-	-
42510 Waste, Scrap & Supplies	867	1,000	1,000
Total	176,295	1,000	1,000
Other Revenue			
45001 Investment Interest	112,796	50,000	75,000
45020 Refunds	10,508	-	-
45030 Other Revenue	1,214	-	-
45080 Traffic Signs	462	500	300
45110 Insurance Settlements	3,326	-	-
Total	128,306	50,500	75,300
Appropriated Fund Balance			
Total Special Road & Bridge Fund	18,546,079	17,441,950	18,111,420
Estimated Unencumbered Fund Balance 9-30-17			12,434,100
208 Flood Control Fund			
Ad Valorem Taxes			
40000 Property Taxes-Current	-	-	1,500,000
40015 Property Taxes-Delinquent	36,047	40,000	25,000
40030 Tax Penalty and Interest	19,855	40,000	15,000
40035 Rendition Penalty	3	-	-
Total	55,905	80,000	1,540,000
Intergovernmental Revenue			
40514 Other Receipts From Governmental Entities	15,777	20,000	15,000
Total	15,777	20,000	15,000
Proceeds from Sale of Assets			
42500 Rental Revenue	2,356	2,570	2,570
Total	2,356	2,570	2,570
Other Revenue			
45001 Investment Interest	113,315	25,000	35,000
45070 Copies	2,570	-	-
Total	115,885	25,000	35,000
Appropriated Fund Balance			
Total Flood Control Fund	189,923	127,570	1,592,570
Estimated Unencumbered Fund Balance 9-30-17			11,955,115

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
209 Storm Water Mitigation Fund			
Licenses and Permits			
40240 Stormwater Site Development Permit	101,696	75,000	75,000
40241 Post Construction BMP Permits	12,050	-	-
Total	113,746	75,000	75,000
Service Fees			
41165 Stormwater Fees	2,223,357	2,100,000	2,200,000
Total	2,223,357	2,100,000	2,200,000
Other Revenue			
45001 Investment Interest	57,415	30,000	40,000
45040 Accounts Payable Discounts	18,556	-	-
Total	75,971	30,000	40,000
Appropriated Fund Balance			
Total Storm Water Mitigation Fund	2,413,074	2,205,000	2,315,000
Estimated Unencumbered Fund Balance 9-30-17			6,289,199
210 Law Library Fund			
Service Fees			
41028 Law Library Fee	544,428	518,000	530,000
Total	544,428	518,000	530,000
Interfund Transfers			
43000 Transfers In	179,522	113,832	330,745
Total	179,522	113,832	330,745
Other Revenue			
45001 Investment Interest	265	800	300
45025 Cashier Overages	48	-	-
45070 Copies	98,875	90,000	90,000
Total	99,188	90,800	90,300
Appropriated Fund Balance			
Total Law Library Fund	823,138	722,632	951,045
Estimated Unencumbered Fund Balance 9-30-17			-
211 Drug Court Program Fund			
Service Fees			
41012 Court Fees	108,552	95,000	100,000
Total	108,552	95,000	100,000
Other Revenue			
45001 Investment Interest	1,291	900	900
Total	1,291	900	900
Appropriated Fund Balance			
Total Drug Court Program Fund	109,843	95,900	100,900
Estimated Unencumbered Fund Balance 9-30-17			98,892

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
212 Fire Code Fund			
Service Fees			
41054 Fire Code Fee	1,334,097	1,600,000	1,300,000
Total	1,334,097	1,600,000	1,300,000
Other Revenue			
45000 Interest Earned	-	-	-
45001 Investment Interest	34,969	15,000	20,000
45020 Refunds	480	-	-
45030 Other Revenue	-	-	-
Total	35,449	15,000	20,000
Appropriated Fund Balance			
Total Fire Code Fund	1,369,546	1,615,000	1,320,000
Estimated Unencumbered Fund Balance 9-30-17			4,215,757
213 Juvenile Case Manager Fund			
Service Fees			
41002 Case Management Fee	304,432	310,000	310,000
41083 Truancy Prevention and Diversion	49,670	30,000	30,000
Total	354,102	340,000	340,000
Other Revenue			
45001 Investment Interest	492	400	400
Total	492	400	400
Appropriated Fund Balance			
Total Juvenile Case Manager Fund	354,594	340,400	340,400
Estimated Unencumbered Fund Balance 9-30-17			-
214 Dispute Resolution Fund			
Service Fees			
41088 Dispute Resolution Fees	596,307	530,000	570,000
Total	596,307	530,000	570,000
Interfund Transfers			
43000 Transfers In	64,344	64,344	32,953
Total	64,344	64,344	32,953
Other Revenue			
45001 Investment Interest	18	150	-
Total	18	150	-
Appropriated Fund Balance			
Total Dispute Resolution Fund	660,669	594,494	602,953
Estimated Unencumbered Fund Balance 9-30-17			70,609
215 Domestic Relations Office Fund			
Service Fees			
41026 Domestic Relations Fee	343,011	350,000	346,000
Total	343,011	350,000	346,000
Interfund Transfers			
43000 Transfers In	12,829	-	109,430
Total	12,829	-	109,430
Other Revenue			
45001 Investment Interest	11	250	-
Total	11	250	-
Appropriated Fund Balance			
Total Domestic Relations Office Fund	355,851	350,250	455,430
Estimated Unencumbered Fund Balance 9-30-17			-

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
216 Boarding Home Facilities Fund			
Service Fees			
41124 Technology Fee	-	-	-
Total	-	-	-
Other Revenue			
45001 Investment Interest	24	-	-
Total	24	-	-
Appropriated Fund Balance			
Total Boarding Home Facilities Fund	24	-	-
Estimated Unencumbered Fund Balance 9-30-17			24
300 Justice of the Peace Technology Fund			
Service Fees			
41124 Technology Fee	242,400	249,000	240,000
Total	242,400	249,000	240,000
Other Revenue			
45001 Investment Interest	1,535	800	1,500
Total	1,535	800	1,500
Appropriated Fund Balance			
Total Justice of the Peace Technology Fund	243,935	249,800	241,500
Estimated Unencumbered Fund Balance 9-30-17			209,224
301 County Wide Court Technology Fund			
Service Fees			
41124 Technology Fee	36,921	30,000	30,000
Total	36,921	30,000	30,000
Other Revenue			
45001 Investment Interest	1,250	450	600
Total	1,250	450	600
Appropriated Fund Balance			
Total County Wide Court Technology Fund	38,171	30,450	30,600
Estimated Unencumbered Fund Balance 9-30-17			143,969
302 Probate Contribution Fund			
Intergovernmental Revenue			
40529 State - Probate Supplement	80,000	80,000	80,000
Total	80,000	80,000	80,000
Other Revenue			
45001 Investment Interest	3,359	2,000	1,000
45035 Donations	500	-	-
Total	3,859	2,000	1,000
Appropriated Fund Balance			
Total Probate Contribution Fund	83,859	82,000	81,000
Estimated Unencumbered Fund Balance 9-30-17			151,069

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
303 Probate Guardianship Fund			
Service Fees			
41086 Guardianship Fees	132,864	130,000	130,000
Total	132,864	130,000	130,000
Other Revenue			
45001 Investment Interest	1,954	500	1,200
Total	1,954	500	1,200
Appropriated Fund Balance			
Total Probate Guardianship Fund	134,818	130,500	131,200
Estimated Unencumbered Fund Balance 9-30-17			241,342
304 Probate Education Fund			
Service Fees			
41078 Probate Fees	32,580	30,000	30,000
Total	32,580	30,000	30,000
Other Revenue			
45001 Investment Interest	2,111	800	1,000
Total	2,111	800	1,000
Appropriated Fund Balance			
Total Probate Education Fund	34,691	30,800	31,000
Estimated Unencumbered Fund Balance 9-30-17			258,261
306 Court Facilities Improvement Fund			
Courts Costs			
41116 Filing & Recording Fee	543,551	500,000	510,000
Total	543,551	500,000	510,000
Revenue From Use of Assets			
45001 Investment Interest	12,131	2,100	4,000
Total	12,131	2,100	4,000
Appropriated Fund Balance			
Total Court Facilities Improvement Fund	555,682	502,100	514,000
Estimated Unencumbered Fund Balance 9-30-17			1,291,639
320 Chapter 19 Voter Registration Fund			
Intergovernmental Revenues			
40542 State Chapter 19 Voter Registration	188,508	44,000	169,842
Total	188,508	44,000	169,842
Appropriated Fund Balance			
Total Chapter 19 Voter Registration Fund	188,508	44,000	169,842
Estimated Unencumbered Fund Balance 9-30-17			-

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
322 Child Abuse Prevention Fund			
Service Fees			
41076 Child Abuse Prevention Fee	3,189	1,300	1,500
Total	3,189	1,300	1,500
Other Revenue			
45001 Investment Interest	70	-	30
Total	70	-	30
Appropriated Fund Balance			
Total Child Abuse Prevention Fund	3,259	1,300	1,530
Estimated Unencumbered Fund Balance 9-30-17			10,045
324 Juvenile Delinquency Prevention Fund			
Service Fees			
41012 Court Fees	307	400	250
Total	307	400	250
Other Revenue			
45001 Investment Interest	226	100	120
Total	226	100	120
Appropriated Fund Balance			
Total Juvenile Delinquency Prevention Fund	533	500	370
Estimated Unencumbered Fund Balance 9-30-17			26,905
329 Motor Vehicle Inventory Tax Fund			
Use of Assets			
45000 Interest Earned	-	110,000	110,000
Total	-	110,000	110,000
Appropriated Fund Balance			
Total Motor Vehicle Inventory Tax Fund	-	110,000	110,000
Estimated Unencumbered Fund Balance 9-30-17			12,210

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
333 Pretrial Diversion Program			
Service Fees			
41015 Application Fee	56,400	32,000	50,000
Total	56,400	32,000	50,000
Other Revenue			
45015 Program Revenue	238,957	140,000	200,000
45001 Investment Interest	3,223	1,000	1,500
Total	242,180	141,000	201,500
Appropriated Fund Balance			
Total Pretrial Diversion Program	298,580	173,000	251,500
Estimated Unencumbered Fund Balance 9-30-17			367,744
400 Debt Service Fund			
Ad Valorem Taxes			
40000 Current Year - Gross	98,446,138	97,600,000	96,000,000
40015 Delinquent - Gross	586,341	620,000	440,000
40030 Penalty & Interest	597,961	500,000	570,000
Total	99,630,440	98,720,000	97,010,000
Interfund Transfers			
43000 Transfers In (General Fund)	1,324,765	1,324,765	1,324,765
43000 Transfers In (ATD)	15,309,254	15,307,479	15,857,225
43000 Transfers In (Parking Garage)	450,000	450,000	450,000
43000 Transfers In (Fire Code Fund)	231,666	231,666	231,666
Total	17,315,685	17,313,910	17,863,656
Proceeds of Gen Long Term Debt			
44000 Debt Proceeds	-	-	-
44005 Premium/Discounts	972,400	-	-
Total	972,400	-	-
Other Revenue			
45000 Interest Earned	228	-	-
45001 Investment Interest	5,358,146	2,000,000	3,500,000
45020 Refunds	1,268	-	-
45085 Tax Credits	2,755,189	2,758,149	2,755,189
Total	8,114,831	4,758,149	6,255,189
Appropriated Fund Balance			
Total Revenues	126,033,356	120,792,059	121,128,845

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
400 Debt Service Fund (cont'd)			
EXPENDITURES			
52072 Administrative Services Fees		9,475	10,250
55015 $24,020,000 Ltd Tax Bonds 2010 - Principal		535,000	555,000
55010 $24,020,000 Ltd Tax Bonds 2010 - Interest		66,600	45,200
55015 $17,650,000 Ltd Tax Bonds 2011 - Principal		2,125,000	2,230,000
55010 $17,650,000 Ltd Tax Bonds 2011 - Interest		716,500	610,250
55015 $18,055,000 Ltd Tax Bonds 2013 - Principal		80,000	1,155,000
55010 $18,055,000 Ltd Tax Bonds 2013 - Interest		607,800	604,600
55015 $21,355,000 Refunding G O 2005 - Principal		-	-
55010 $21,355,000 Refunding G O 2005 - Interest		-	-
55015 $36,915,000 Refunding G O 2010 - Principal		2,285,000	2,375,000
55010 $36,915,000 Refunding G O 2010 - Interest		186,400	95,000
55015 $14,890,000 Refunding G O 2009 - Principal		280,000	285,000
55010 $14,890,000 Refunding G O 2009 - Interest		26,537	18,137
55015 $71,820,000 Flood C of O 2007 - Principal		-	-
55010 $71,820,000 Flood C of O 2007 - Interest		-	-
55015 $19,220,000 Unltd Tax Road 2007 - Principal		-	-
55010 $19,220,000 Unltd Tax Road 2007 - Interest		-	-
55015 $22,205,000 C of O 2007 - Principal		-	-
55010 $22,205,000 C of C 2007 - Interest		-	-
55015 $15,205,000 Unltd Tax Road 2008 -Principal		695,000	-
55010 $15,205,000 Unltd Tax Road 2008 - Interest		34,750	-
55015 $16,835,000 Unltd Tax Road 2013 - Prin		1,420,000	1,495,000
55010 $16,835,000 Unltd Tax Road 2013 - Int		695,513	624,513
55015 $54,675,000 Tax & Rev C of O 2008 - Principal		2,440,000	-
55010 $54,675,000 Tax & Rev C of O 2008 - Interest		122,001	-
55015 $68,975,000 Flood C of O 2008 - Principal		1,560,000	-
55010 $68,975,000 Flood C of O 2008 - Interest		78,000	-
55015 $98,445,000 C of O 2009 - Principal		115,000	120,000
55010 $98,445,000 C of O 2009 - Interest		114,475	110,450
55015 $103,690,000 Flood C of O 2009 - Principal		285,000	295,000
55010 $103,690,000 Flood C of O 2009 - Interest		127,150	115,750
55010 $50,620,000 C of O 2009 - Interest		3,355,094	3,355,094
55010 $50,620,000 Flood C of O 2009 - Interest		3,355,094	3,355,094
55010 $30,325,000 C of O 2010 - Interest		1,745,204	1,745,204
55015 $97,455,000 C of O 2010 - Principal		2,595,000	2,720,000
55010 $97,455,000 C of O 2010 - Interest		408,750	279,000
55015 $59,330,000 C of O 2011 - Principal		810,000	815,000
55010 $59,330,000 C of O 2011 - Interest		97,400	65,000
55015 $51,295,000 C of O 2011 - Principal		605,000	595,000
55010 $51,295,000 C of O 2011 - Interest		2,123,513	2,109,900
55015 $34,095,000 Flood C of O 2011 - Principal		815,000	845,000
55010 $34,095,000 Flood C of O 2011 - Interest		1,314,950	1,282,350
55015 $83,955,000 C of O 2013 - Principal		480,000	500,000
55010 $83,955,000 C of O 2013 - Interest		3,519,613	3,505,213
55015 $115,040,000 C of O 2013 - Principal		500,000	500,000
55010 $115,040,000 C of O 2013 - Interest		4,820,600	4,815,600
55015 $331,725,000 C of O 2013 - Principal		500,000	500,000
55010 $331,725,000 C of O 2013 - Interest		16,581,238	16,571,238
55015 $13,375,000 Pass-Through 2013 - Principal		1,815,000	1,890,000
55010 $13,375,000 Pass-Through 2013 - Interest		438,700	366,100
55015 $16,790,000 Pass-Through 2013 - Principal		2,605,000	2,710,000
55010 $16,790,000 Pass-Through 2013 - Interest		688,200	584,000
55015 $54,575,000 Ltd Tax Bonds 2014 - Prin		200,000	2,770,000
55010 $54,575,000 Ltd Tax Bonds 2014 - Int		2,710,500	2,702,500
55015 $9,360,000 Unltd Tax Road 2014 - Prin		-	660,000
55010 $9,360,000 Unltd Tax Road 2014 - Int		423,125	423,125
55015 $87,130,000 C of O 2014 - Prin		250,000	500,000
55010 $87,130,000 C of O 2014 - Int		4,299,000	4,291,500
55010 $111,810,000 Flood C of O 2014 - Prin		940,000	2,625,000
55010 $111,810,000 Flood C of O 2014 - Int		5,446,200	5,399,200
55015 $17,405,000 Pass-Through Series 2015A - Prin		345,000	350,000
55015 $17,405,000 Pass-Through Series 2015A - Int		691,119	684,219
55015 $29,385,000 Pass-Through Series 2015B - Prin		530,000	540,000
55015 $29,385,000 Pass-Through Series 2015B - Int		1,167,844	1,157,244
55015 $248,415,000 Refunding Bonds G O 2016 - Prin		2,620,000	1,630,000
55010 $248,415,000 Refunding Bonds G O 2016 - Int		10,209,350	10,130,750
55010 $101,740,000 Refunding Bonds G O 2016 - Int		3,891,700	3,891,700
55010 $105,000,000 C of O 2016 - Int		3,740,625	-
55010 $100,000,000 C of O 2016 - Int		3,562,500	-
55015 $91,675,000 C of O Series 2016 - Prin		-	100,000
55010 $91,675,000 C of O Series 2016 - Int		-	3,470,450
55015 $93,280,000 C of O Series 2016A - Prin		-	100,000
55010 $93,280,000 C of O Series 2016A - Int		-	4,318,225
55015 $20,330,000 C of O Series 2016B - Prin		-	1,040,000
55010 $20,330,000 C of O Series 2016B - Int		-	979,200
FY18 New Issues		-	2,494,248
Total Expenditures	-	104,805,520	110,110,304
Estimated Unencumbered Fund Balance 9-30-17			58,181,059

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
501 Self Insurance- Health/Life Fund			
Interfund Transfers			
43000 Transfers In	4,113,683	4,113,683	84,133
Total	4,113,683	4,113,683	84,133
Other Revenue			
45020 Refunds	-	-	-
Total	-	-	-
Insurance Premiums Revenue			
46000 Health Insurance Premium-Employer	31,224,294	30,336,658	36,612,044
46005 Health Insurance Premium-Employee	8,413,119	9,520,476	8,279,469
46020 Life Insurance Premium-Employer	548,760	546,161	557,084
46030 Life Insurance Premium-Retiree	121,150	120,852	123,269
46040 Stop Loss Recovery	2,260,356	575,311	575,311
Total	42,567,679	41,099,458	46,147,177
Appropriated Fund Balance			
Total Self Insurance Health/Life Fund	46,681,362	45,213,141	46,231,310
Estimated Unencumbered Fund Balance 9-30-17			(830,515)
502 Self Insurance- Workers Compensation Fund			
Service Fees			
41152 Employee Health Clinic Fee	16,813	16,000	16,000
Total	16,813	16,000	16,000
Interfund Transfers			
43000 Transfers In	265,440	-	441,293
Total	265,440	-	441,293
Other Revenue			
45020 Refunds	6,232	-	-
Total	6,232	-	-
Insurance Premiums Revenue			
46000 Health Insurance Premium-Employer	2,231,528	2,222,443	2,190,100
Total	2,231,528	2,222,443	2,190,100
Appropriated Fund Balance			
Total Self Insurance Workers Compensation Fund	2,520,013	2,238,443	2,647,393
Estimated Unencumbered Fund Balance 9-30-17			-
504 Fleet Maintenance Fund			
Service Fees			
41156 Fleet Maintenance	747,887	725,000	725,000
Total	747,887	725,000	725,000
Proceeds from Sale of Assets			
42510 Waste, Scrap & Supplies	612	-	-
Total	612	-	-
Interfund Transfers			
43000 Transfers In	62,374	62,374	120,000
Total	62,374	62,374	120,000
Other Revenue			
45020 Refunds	4,106	-	-
Total	4,106	-	-
Appropriated Fund Balance			
Total Fleet Maintenance Fund	814,979	787,374	845,000
Estimated Unencumbered Fund Balance 9-30-17			128,936

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
505 Records Management Center Fund			
Service Fees			
41020 Records Management Fee	100,000	100,000	100,000
Total	100,000	100,000	100,000
Interfund Transfers			
43000 Transfers In	214,531	214,531	100,000
Total	214,531	214,531	100,000
Appropriated Fund Balance			
Total Records Management Center Fund	314,531	314,531	200,000
Estimated Unencumbered Fund Balance 9-30-17			254,427
506 Other Post Employment Benefits Fund			
Interfund Transfers			
43000 Transfers In	8,025,721	8,025,721	6,725,171
Total	8,025,721	8,025,721	6,725,171
Other Revenue			
45001 Investment Interest	19,360	10,000	10,000
Total	19,360	10,000	10,000
Insurance Premiums Revenue			
46010 Health Insurance Premium-Retirees	2,629,580	2,576,184	2,581,656
Total	2,629,580	2,576,184	2,581,656
Appropriated Fund Balance			
Total Other Post Employment Benefits Fund	10,674,661	10,611,905	9,316,827
Estimated Unencumbered Fund Balance 9-30-17			(168,183)

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
507 Community Venue Program Fund			
Venue Taxes			
40180 Motor Vehicle Tax	9,337,598	9,000,000	9,000,000
40182 Hotel Occupancy Tax	17,557,246	16,500,000	17,000,000
Total	26,894,844	25,500,000	26,000,000
Service Fee			
41132 License and Permits Fees	1,300,000	1,300,000	1,300,000
Total	1,300,000	1,300,000	1,300,000
Intergovernmental Revenue			
40512 Contributions for Infrastructure	797,633	6,000,000	-
40514 Other Receipts From Governmental Entities	351,184	-	-
Total	1,148,817	6,000,000	-
Other Revenue			
45000 Interest Earned	199,902	-	-
45001 Investment Interest	570,899	25,000	525,000
45002 Sweep Interest	1	-	-
45020 Refunds	1,779	-	-
45110 Insurance Settlements	5,459	-	-
Total	778,040	25,000	525,000
Appropriated Fund Balance			
Total Community Venue Program Fund	30,121,701	32,825,000	27,825,000
Estimated Unencumbered Fund Balance 9-30-17			65,296,805
509 District Attorney Hot Check Fund			
Service Fees			
41104 Return Checks Fee	174,445	250,000	130,834
Total	174,445	250,000	130,834
Appropriated Fund Balance			
Total District Attorney Hot Check Fund	174,445	250,000	130,834
Estimated Unencumbered Fund Balance 9-30-17			-
510 Election Contract Services Fund			
Intergovernmental Revenues			
40514 Other Receipts From Governmental Entities	2,216,537	2,000,000	464,148
Total	2,216,537	2,000,000	464,148
Service Fees			
41130 Service Fees	221,654	200,000	14,975
Total	221,654	200,000	14,975
Appropriated Fund Balance			
Total Election Contract Services Fund	2,438,191	2,200,000	479,123
Estimated Unencumbered Fund Balance 9-30-17			-

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
512 Firing Range Fund			
Service Fees			
41190 Firing Range Fee	3,070	-	2,000
Total	3,070	-	2,000
Proceeds from Sale of Assets			
42510 Waste, Scrap & Supplies	1,387	-	-
Total	1,387	-	-
Interfund Transfers			
43000 Transfers In	220,576	220,576	158,610
Total	220,576	220,576	158,610
Other Revenue			
45001 Investment Interest	1,127	20	700
Total	1,127	20	700
Appropriated Fund Balance			
Total Firing Range Fund	226,160	220,596	161,310
Estimated Unencumbered Fund Balance 9-30-17			52,883
565 Technology Service Fund			
Service Fees			
41124 Technology Fee	761,501	739,275	827,604
Total	761,501	739,275	827,604
Interfund Transfers			
43000 Transfer In	-	1,549,000	2,019,472
Total	-	1,549,000	2,019,472
Other Revenue			
45020 Refunds	2,855	-	-
45030 Other Revenue	20,000	-	-
Total	22,855	-	-
Appropriated Fund Balance			
Total Technology Service Fund	784,356	2,288,275	2,847,076
Estimated Unencumbered Fund Balance 9-30-17			595,099
700 Capital Projects Fund			
Intergovernmental Revenue			
40512 Contribution for Infrastructure	1,835,191	-	-
Total	1,835,191	-	-
Proceeds from General Long-Term Debt			
44000 Debt Proceeds	113,610,000	207,086,965	152,112,000
44005 Premium/Discounts	11,390,000	-	-
Total	125,000,000	207,086,965	152,112,000
Interfund Transfers			
43000 Transfers In	1,500,000	1,500,000	-
Total	1,500,000	1,500,000	-
Revenue From Use of Assets			
45001 Investment Interest	79,819	-	-
45030 Other Revenue	2,900,000	-	-
Total	2,979,819	-	-
Appropriated Fund Balance			
Total Capital Projects Fund	131,315,010	208,586,965	152,112,000
Estimated Unencumbered Fund Balance 9-30-17			253,967,710

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
701 TXDOT and ATD Pass Through Financing Fund			
Other Taxes			
40130 TXDot and ATD Tax	16,042,959	15,000,000	16,000,000
Total	16,042,959	15,000,000	16,000,000
Intergovernmental Revenue			
40512 Contribution for Infrastructure	3,389,686	-	-
40514 Other Receipts From Governmental Entities	6,495,141	4,900,000	1,500,000
Total	9,884,827	4,900,000	1,500,000
Proceeds from General Long-Term Debt			
44000 Debt Proceeds	-	-	41,000,000
Total	-	-	41,000,000
Other Revenue			
45001 Investment Interest	633,735	100,000	100,000
Total	633,735	100,000	100,000
Appropriated Fund Balance			
Total TXDOT and ATD Pass Through Financing Fund	26,561,521	20,000,000	58,600,000
Estimated Unencumbered Fund Balance 9-30-17			35,797,607
702 Multi Year Flood Projects Fund			
Intergovernmental Revenue			
40512 Contribution for Infrastructure	9,398,023	-	-
Total	9,398,023	-	-
Interfund Transfers			
43000 Transfers In	2,356,634	-	-
Total	2,356,634	-	-
Proceeds from General Long-Term Debt			
44000 Debt Proceeds	-	-	-
44005 Premium/Discounts	-	-	-
Total	-	-	-
Other Revenue			
45020 Refunds	10,562,335	-	-
Total	10,562,335	-	-
Appropriated Fund Balance			
Total Multi Year Flood Projects Fund	22,316,992	-	-
Estimated Unencumbered Fund Balance 9-30-17			273,025,702
703 Fleet Acquisition Fund			
Interfund Transfers			
43000 Transfers In	3,706,074	3,706,074	3,019,500
Total	3,706,074	3,706,074	3,019,500
Proceeds from Sale of Assets			
42505 Proceed from Sale of Assets	250,936	200,000	250,000
Total	250,936	200,000	250,000
Other Revenue			
45110 Insurance Settlements	8,502	-	-
Total	8,502	-	-
Appropriated Fund Balance			
Total Fleet Acquisition Fund	3,965,512	3,906,074	3,269,500
Estimated Unencumbered Fund Balance 9-30-17			1,432,327

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
800 Grants-in-Aid Fund			
Intergovernmental Revenue			
40514 Other Receipts From Governmental Entities	114,183	100,000	115,000
40532 Grant Revenue	1,933,589	460,331	600,000
Total	2,047,772	560,331	715,000
Interfund Transfers			
43000 Transfers In	-	255,295	-
Total	-	255,295	-
Other Revenue			
45000 Interest Earned	-	-	-
45001 Investment Interest	-	100	100
45015 Program Revenue	-	-	132,000
45020 Refunds	-	-	-
45030 Other Revenue	-	-	-
45035 Donations	-	-	20,000
Total	-	100	152,100
Appropriated Fund Balance			
Total Grants-in-Aid Fund	2,047,772	815,726	867,100
Estimated Unencumbered Fund Balance 9-30-17			6,065,877
802 Home Program Fund			
Intergovernmental Revenue			
40532 Grant Revenue	79,894	533,384	500,000
Total	79,894	533,384	500,000
Appropriated Fund Balance			
Total Home Program Fund	79,894	533,384	500,000
Estimated Unencumbered Fund Balance 9-30-17			-
803 Community Development Block Grant Program Fund			
Intergovernmental Revenue			
40532 Grant Revenue	1,071,164	2,180,749	900,000
Total	1,071,164	2,180,749	900,000
Appropriated Fund Balance			
Total CDBG Programs Fund	1,071,164	2,180,749	900,000
Estimated Unencumbered Fund Balance 9-30-17			-
805 Juvenile Justice Alternative Education Program Fund			
Intergovernmental Revenue			
40532 Grant Revenue	880,246	1,044,750	800,000
Total	880,246	1,044,750	800,000
Other Revenue			
42500 Rental Revenue	18,000	30,000	30,000
45001 Investment Interest	5,605	200	-
Total	23,605	30,200	30,000
Interfund Transfers			
43000 Transfers In	-	-	-
Total	-	-	-
Appropriated Fund Balance			
Total JJAEP Fund	903,851	1,074,950	830,000
Estimated Unencumbered Fund Balance 9-30-17			-

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
806 Juvenile Justice Alternative Education Program Facility Fund			
Other Revenue			
45001 Investment Interest	6,032	-	-
Total	6,032	-	-
Appropriated Fund Balance			
Total JJAEP Facility Fund	6,032	-	-
Estimated Unencumbered Fund Balance 9-30-17			-
807 Office of the Attorney General Fund			
Intergovernmental Revenue			
40532 Grant Revenue	39,204	-	60,000
Total	39,204	-	60,000
Interfund Transfers			
43000 Transfers In	6,913	-	-
Total	6,913	-	-
Appropriated Fund Balance			
Total OAG Fund	46,117	-	60,000
Estimated Unencumbered Fund Balance 9-30-17			-
808 Criminal Justice Division Fund			
Intergovernmental Revenue			
40532 Grant Revenue	1,209,432	2,066,600	1,600,000
Total	1,209,432	2,066,600	1,600,000
Interfund Transfers			
43000 Transfers In	30,704	-	-
Total	30,704	-	-
Appropriated Fund Balance			
Total CJD Fund	1,240,136	2,066,600	1,600,000
Estimated Unencumbered Fund Balance 9-30-17			-
809 Department of Justice Fund			
Intergovernmental Revenue			
40532 Grant Revenue	671,182	448,886	700,000
Total	671,182	448,886	700,000
Other Revenue			
45001 Investment Interest	1,375	500	900
Total	1,375	500	900
Appropriated Fund Balance			
Total DOJ Fund	672,557	449,386	700,900
Estimated Unencumbered Fund Balance 9-30-17			-
810 Substance Abuse & Mental Health Service Fund			
Intergovernmental Revenue			
40532 Grant Revenue	264,183	325,000	1,000,000
Total	264,183	325,000	1,000,000
Appropriated Fund Balance			
Total SAMHSA Fund	264,183	325,000	1,000,000
Estimated Unencumbered Fund Balance 9-30-17			-

	Fiscal Year 2017 Annualized	Fiscal Year 2017 Budget	Fiscal Year 2018 Projection
811 Comprehensive Energy Assistance Program Fund			
Intergovernmental Revenue			
40532 Grant Revenue	2,934,161	6,754,706	3,000,000
Total	2,934,161	6,754,706	3,000,000
Appropriated Fund Balance			
Total CEAP Fund	2,934,161	6,754,706	3,000,000
Estimated Unencumbered Fund Balance 9-30-17			-
812 Ryan White Fund			
Intergovernmental Revenue			
40532 Grant Revenue	4,272,664	7,121,000	1,000,000
Total	4,272,664	7,121,000	1,000,000
Appropriated Fund Balance			
Total Ryan White Fund	4,272,664	7,121,000	1,000,000
Estimated Unencumbered Fund Balance 9-30-17			-
814 Department of Transportation Fund			
Intergovernmental Revenue			
40532 Grant Revenue	200,916	791,331	600,000
Total	200,916	791,331	600,000
Appropriated Fund Balance			
Total DOT Fund	200,916	791,331	600,000
Estimated Unencumbered Fund Balance 9-30-17			-
815 Community Infrastructure Economic Development Fund			
Other Revenue			
45001 Investment Interest	4,898	-	-
Total	4,898	-	-
Appropriated Fund Balance			
Total CIED Fund	4,898	-	-
Estimated Unencumbered Fund Balance 9-30-17			1,335,736
816 Emergency Solutions Grant Fund			
Intergovernmental Revenue			
40532 Grant Revenue	18,898	189,629	178,000
Total	18,898	189,629	178,000
Appropriated Fund Balance			
Total Emergency Solutions Grant Fund	18,898	189,629	178,000
Estimated Unencumbered Fund Balance 9-30-17			-

COUNTY OF BEXAR

PUBLIC WORKS DEPARTMENT

233 N. Pecos La Trinidad, Suite 420
San Antonio, Texas 78207-3188
Main 210-335-6700 Fax 210-335-6713

TO: Commissioner's Court

FR: Thuan Treon
Chairman, Vehicle Replacement Committee

DT: May 8, 2017

RE: Recommended Vehicle Replacements for FY17-18 Budget Year

1. Vehicles on attached listing are recommended for replacement during the FY17-18 budget year. The following criteria were used for selecting eligible replacement vehicles:

   - General Purpose Vehicles – Eight Years or 100,000 Miles
   - Patrol Vehicles (Automobile/Sports Utility Vehicles) – Five Years or 100,000 Miles
   - Patrol Motorcycles – Five Years or 55,000 Miles
   - Pickups (Gasoline) – Ten Years or 100,000 Miles
   - Pickups (Diesel) – Ten Years or 125,000 Miles
   - Sports Utility Vehicles – Eight Years or 100,000 Miles
   - Vans – Eight Years or 100,000 Miles

2. The Vehicle Replacement Committee also considered the following to determine which vehicle was the best eligible vehicle to replace:

   - Total Maintenance Cost
   - Cost per Mile
   - Uneconomically Repairable (Excessive Downtime/Excessive Maintenance Cost)
   - Employee Safety
   - Public Safety

3. If you have any questions concerning this listing, please contact me at (210) 335-7101.

Thuan Treon
Fleet Manager
Bexar County Public Works Department

FY17-18 Recommended Vehicle Replacement List

Unit #	Year	VIN	License #	Make	Model	Department	Division
5137	2011	1FT7W2B64BEB73746	1172161	FORD	F-250	FIRE MARSHAL	FIRE MARSHAL OEM/CERT
5142	2012	1FT7W2B61CEA16869	1124861	FORD	F-250	FIRE MARSHAL	FIRE MARSHAL OEM
5150	2012	1FTFW1ET2CKD45170	BF07717	FORD	F-150	FIRE MARSHAL	FIRE MARSHAL FIRE CO
5151	2012	1FTFW1ET4CKD45171	BF07718	FORD	F-150	FIRE MARSHAL	FIRE MARSHAL FIRE CO
5148	2012	1FTFW1ET4CKD45168	BF07715	FORD	F-150	FIRE MARSHAL	FIRE MARSHAL FIRE CO
5152	2012	1FTFW1ET6CKD45172	BF07719	FORD	F-150	FIRE MARSHAL	FIRE MARSHAL FIRE CO
6300	2011	1FBNE3BL4BDA00275	1105115	FORD	VAN	JUVENILE PROBATION	JUVENILE PROBATION
10051	2014	1FBSS3BL0EDB04942	1189924	FORD	VAN	JUVENILE CTR	JUVENILE CTR
6196	2010	2FABP7CV5AX104304	1087748	FORD	CROWN VICTORIA	JUVENILE CTR	JUVENILE CTR
6197	2010	2FABP7CV7AX104305	1087741	FORD	CROWN VICTORIA	JUVENILE CTR	JUVENILE CTR
4095	2010	1FTMF1CW0AKE18022	1100872	FORD	F-150	PARKS	ORSINGER PARK
4103	2011	1FT8W3DT8BEC36876	1119986	FORD	F-350	PARKS	LAWN CREW
5108	2009	1FMCU49319KB10526	1084610	FORD	ESCAPE	PUBLIC WORKS	ENVIRONMENTAL SERVICE
1630	2010	1FTFX1EV1AFA15105	1100851	FORD	F-150	PUBLIC WORKS	CAGNON SERVICE CENTER
5132	2010	1FTVX1EV6AKE30049	1105101	FORD	F-150	PUBLIC WORKS	MAIN OFFICE
1609	2009	1FTPX14VX9KB23201	1095837	FORD	F-150	PUBLIC WORKS	JUDSON SERVICE CENTER
5156	2012	1FTMF1CF9CFB57338	1147051	FORD	F-150	PUBLIC WORKS	ENVIRONMENTAL SERVICE
1656	2010	1FTVX1EV4AKE01410	1100864	FORD	F-150	PUBLIC WORKS	JUDSON SERVICE CENTER
1636	2010	1FTNF1CV5AKA16573	1095844	FORD	F-150	PUBLIC WORKS	CAGNON SERVICE CENTER
5161	2013	1FTMF1EF5DFB92215	1175277	FORD	F-150	PUBLIC WORKS	STORM WATER
5145	2011	1FTVX1EF3BKE19245	1147052	FORD	F-150	PUBLIC WORKS	MAIN OFFICE
1539	2008	1FDSW34RX8EA70214	1340658	FORD	F-350	PUBLIC WORKS	SOUTHTON SERVICE CENTER
1700	2011	1FDUF4GT7BEC12080	1285269	FORD	F-450	PUBLIC WORKS	SOUTHTON SERVICE CENTER
1643	2010	1FDAF4GR7AEB25723	1100858	FORD	F-450	PUBLIC WORKS	SIGN SHOP
5140	2011	1FTVX1EF3BKD38553	1147049	FORD	F-150	PUBLIC WORKS	STORM WATER
1626	2010	1FDSW3ER4AEA16394	1095834	FORD	F-350	PUBLIC WORKS	CAGNON SERVICE CENTER
1623	2010	1FDSW3ER9AEA16391	1100852	FORD	F-350	PUBLIC WORKS	JUDSON SERVICE CENTER
8584	2014	1GNLC2E00ER191759	1189917	CHEVROLET	TAHOE	SHERIFF	PATROL
8577	2014	1GNLC2E08ER186700	1186774	CHEVROLET	TAHOE	SHERIFF	PATROL
9984	2014	1FM5K8AR4EGA38398	CMD9521	FORD	EXPLORER	SHERIFF	JUDICIAL SERVICES
8564	2014	1GNLC2E02ER191732	1186710	CHEVROLET	TAHOE	SHERIFF	PATROL
9224	2008	2FAFP71V18X164692	1333795	FORD	CROWN VICTORIA	SHERIFF	SHERIFF ACADEMY
9948	2013	2G1WF5E36D1139142	BBY5134	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
9927	2013	2G1WF5E39D1139751	BBY5140	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
8563	2014	1GNLC2E09ER186558	1261164	CHEVROLET	TAHOE	SHERIFF	PATROL
9702	2011	1FTFW1EF9BFB59319	1122279	FORD	F-150	SHERIFF	CRIMINAL INVESTIGATIONS
9723	2012	1GNLC2E09CR246058	FPH1378	CHEVROLET	TAHOE	SHERIFF	PROFESSIONAL STANDARDS
8552	2014	1GNLC2E05ER189165	1186579	CHEVROLET	TAHOE	SHERIFF	PATROL
8571	2014	1GNLC2E01ER181712	1186735	CHEVROLET	TAHOE	SHERIFF	PATROL

Unit #	Year	VIN	License #	Make	Model	Department	Division
9945	2013	2G1WF5E31D1136679	BBY5136	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
9146	2010	2G1WA5EK4A1221209	BV3V156	CHEVROLET	IMPALA	SHERIFF	CRIMINAL INVESTIGATIONS
9959	2013	1GNLC2E04DR355030	BZW3874	CHEVROLET	TAHOE	SHERIFF	PATROL
9508	2009	1FMFU165X9EB06636	1071830	FORD	EXPEDITION	SHERIFF	CRIMINAL INVESTIGATIONS
9250	2008	2G1WB58K081269180	FVR8455	CHEVROLET	IMPALA	SHERIFF	ADULT DETENTION CENTER
9797	2012	1GNLC2E03CR243902	1141680	CHEVROLET	TAHOE	SHERIFF	PATROL
9962	2013	JKBZGNC14DA020066	XY2394	KAWASAKI	CONCOURS POLICE	SHERIFF	PATROL
9987	2014	1FM5K8AR0EGA44764	CMD9523	FORD	EXPLORER	SHERIFF	JUDICIAL SERVICES
9568	2009	2G1WB57K991308318	CX1H108	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
9270	2008	2G1WB58K581272219	FVR8454	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
9514	2009	2G1WB57K191302433	HPW4590	CHEVROLET	IMPALA	SHERIFF	CRIMINAL INVESTIGATIONS
9263	2008	2G1WB58K381273692	FVR8453	CHEVROLET	IMPALA	SHERIFF	SHERIFF ADM
9379	2008	2G1WB58K589248116	FBS2742	CHEVROLET	IMPALA	SHERIFF	PROFESSIONAL STANDARDS
9253	2008	2G1WB58K681271225	GRR8728	CHEVROLET	IMPALA	SHERIFF	CRIMINAL INVESTIGATIONS
9172	2010	2G1WA5EKXA1220498	BT6Y503	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
9494	2011	2FABP7BV8BX108673	1115507	FORD	CROWN VICTORIA	SHERIFF	PATROL
8586	2014	1GNLC2E09ER191811	1189916	CHEVROLET	TAHOE	SHERIFF	PATROL
9491	2011	2FABP7BV2BX108670	1115504	FORD	CROWN VICTORIA	SHERIFF	PATROL
9643	2011	3GCPCSE07BG324863	FPH1379	CHEVROLET	SILVERADO	SHERIFF	CRIMINAL INVESTIGATIONS
8445	2015	1GNLC2EC4FR688681	1267102	CHEVROLET	TAHOE	SHERIFF	PATROL
8576	2014	1GNLC2E03ER182652	1186740	CHEVROLET	TAHOE	SHERIFF	PATROL
9965	2013	JKBZGNC16DA021770	XY2391	KAWASAKI	CONCOURS POLICE	SHERIFF	PATROL
9963	2013	JKBZGNC10DA021733	XY2388	KAWASAKI	CONCOURS POLICE	SHERIFF	PATROL
9967	2013	JKBZGNC13DA022150	XY2392	KAWASAKI	CONCOURS POLICE	SHERIFF	PATROL
9960	2013	JKBZGNC14DA021735	XY2389	KAWASAKI	CONCOURS POLICE	SHERIFF	PATROL
8409	2016	1GCZGHFG1G1120786	1288103	CHEVROLET	VAN	SHERIFF	JUDICIAL SERVICES
9983	2014	1FM5K8AR6EGA55235	CMD9520	FORD	EXPLORER	SHERIFF	MENTAL HEALTH
9958	2013	1GNLC2E02DR351283	BZW3873	CHEVROLET	TAHOE	SHERIFF	PATROL
9560	2011	2G1WF5EK4B1262698	CT1S831	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
9516	2009	2G1WB57K691302315	HJC4356	CHEVROLET	IMPALA	SHERIFF	CRIMINAL INVESTIGATIONS
9705	2011	1FAHP2DW9BG187442	CX1H116	FORD	TAURUS	SHERIFF	CRIMINAL INVESTIGATIONS
9373	2008	2G1WB58K489247944	FBS2741	CHEVROLET	IMPALA	SHERIFF	JUDICIAL SERVICES
9563	2011	2G1WF5EK9B1261322	CT1S835	CHEVROLET	IMPALA	SHERIFF	CRIMINAL INVESTIGATIONS
9498	2011	2FABP7BV5BX108677	1115511	FORD	CROWN VICTORIA	SHERIFF	PATROL
9957	2013	1GNLC2E00DR350892	BZW3872	CHEVROLET	TAHOE	SHERIFF	PATROL
9977	2014	1FM5K8AR8EGA33365	CJM8523	FORD	EXPLORER	SHERIFF	JUDICIAL SERVICES
9950	2012	1GNLC2E06CR315904	1147129	CHEVROLET	TAHOE	SHERIFF	PATROL
9724	2012	1GNLC2E08CR257245	1145465	CHEVROLET	TAHOE	SHERIFF	PATROL
8448	2015	1GNLC2EC9FR688322	1267105	CHEVROLET	TAHOE	SHERIFF	PATROL
8500	2013	1GNLC2E06DR355319	CJM8524	CHEVROLET	TAHOE	SHERIFF	PATROL
9519	2009	2G1WB57K691308082	HJC4358	CHEVROLET	IMPALA	SHERIFF	CRIMINAL INVESTIGATIONS

Total Recommended Replacement Vehicles = 80

Approved FY 2017-18 Take-home Vehicles

Office or Department	Position/Rank	Unit Number	Year	Make	Model
Constable Pct. 1	Chief Deputy	6210	2014	Chevrolet	Tahoe
Constable Pct. 1	Constable	6212	2014	Chevrolet	Tahoe
Constable Pct. 4	Chief Deputy	6185	2017	Chevrolet	Tahoe
Constable Pct. 4	Constable	6296	2016	Chevrolet	Tahoe
Facilities Management	Division Chief	4107	2012	Ford	Ranger
Facilities Management	Division Chief	4201	2016	Chevrolet	Silverado
Facilities Management	Maintenance Supervisor	4200	2016	Chevrolet	Silverado
Facilities Management	Parking Manager	4082	2009	Chevrolet	Colorado
Fire Marshal	Chief Inspector	5150	2012	Ford	F-150
Fire Marshal	Chief Investigator	6511	2016	Ford	F-250
Fire Marshal	Deputy Fire Marshal	6504	2015	Ford	Explorer
Fire Marshal	Deputy Fire Marshal	6502	2015	Ford	Explorer
Fire Marshal	Deputy Fire Marshal	6501	2014	Ford	Explorer
Fire Marshal	Deputy Fire Marshal	6509	2015	Ford	Explorer
Fire Marshal	Deputy Fire Marshal	5152	2012	Ford	F-150
Fire Marshal	Deputy Fire Marshal	5153	2012	Ford	F-150
Fire Marshal	Deputy Fire Marshal	5151	2012	Ford	F-150
Fire Marshal	Deputy Fire Marshal	5148	2012	Ford	F-150
Fire Marshal	Deputy Fire Marshal - Investigator	6508	2015	Ford	F-250
Fire Marshal	Deputy Fire Marshal - Investigator	6507	2015	Ford	F-250
Fire Marshal	Deputy Fire Marshal - Investigator	5174	2014	Ford	F-250
Fire Marshal	Deputy Fire Marshal - Investigator	6506	2015	Ford	F-250
Fire Marshal	Deputy Fire Marshal - Investigator	6500	2014	Ford	F-250
Fire Marshal	Fire Marshal	6510	2016	Ford	F-150
Fire Marshal	WUI Coordinator/Forensic Investigator	6505	2014	Ford	F-250
Heritage & Parks	Director	5097	2008	Toyota	Prius
Heritage & Parks	On-call Personnel	4094	2011	Ford	Escape
Heritage & Parks	Parks Section Chief	4116	2015	Ford	F-150
Office of Emergency Management	Assist. Emergency Management Coordinator	6428	2014	Ford	Explorer
Office of Emergency Management	Emergency Management Coordinator	6420	2014	Chevrolet	Tahoe
Office of Emergency Management	Emergency Management Specialist	5162	2013	Ford	F-250
Office of Emergency Management	Hazmat Coordinator	5142	2012	Ford	F-250
Public Works	Assistant Superintendent	1629	2009	Ford	F-150
Public Works	Assistant Superintendent	1780	2014	Ford	F-150
Public Works	Assistant Superintendent	1656	2010	Ford	F-150
Public Works	Assistant Superintendent	1630	2009	Ford	F-150
Public Works	Assistant Superintendent	1657	2010	Ford	F-150

Office or Department	Position/Rank	Unit Number	Year	Make	Model
Public Works	Construction Inspector I	5145	2011	Ford	F-150
Public Works	Construction Inspector I	5168	2013	Ford	F-150
Public Works	Construction Inspector I	5178	2015	Ford	F-150
Public Works	Construction Inspector I	5179	2015	Ford	F-150
Public Works	Construction Inspector I	5132	2010	Ford	F-150
Public Works	Construction Inspector II	5169	2013	Ford	F-150
Public Works	Construction Inspector II	5174	2014	Ford	F-150
Public Works	Construction Inspector II	5182	2016	Ford	F-150
Public Works	Construction Inspector II	5180	2015	Ford	F-150
Public Works	Director /County Engineer	5173	2015	GMC	Yukon
Public Works	Division Chief	5155	2012	Ford	Expedition
Public Works	Engineering Services Manager	5172	2014	Ford	Explorer
Public Works	Environmental Engineer	5160	2013	Ford	F-150
Public Works	Senior Construction Inspector	5135	2010	Ford	F-150
Public Works	Superintendent	1658	2010	Ford	F-150
Public Works	Superintendent	1811	2016	Ford	F-150
Public Works	Superintendent	1751	2013	Ford	F-150
Public Works	Traffic Safety Coordinator	5139	2011	Ford	F-150
Public Works - Animal Control	Animal Control Officer	6364	2013	Ford	F-250
Public Works - Animal Control	Animal Control Officer	6365	2013	Ford	F-250
Public Works - Animal Control	Animal Control Officer	6368	2016	Ford	F-250
Public Works - Storm Water	Senior Storm Water Inspector	5177	2015	Ford	F-150

Fiscal Year 2017-18 HOLIDAY SCHEDULE

HOLIDAY	DAY OF THE WEEK	DATE
New Year's Day	Monday	01 January 2018
Martin Luther King, Jr. Day	Monday	15 January 2018
President's Day	Monday	19 February 2018
Good Friday	Friday	30 March 2018
Battle of Flowers	Friday	27 April 2018
Memorial Day	Monday	28 May 2018
Independence Day	Wednesday	04 July 2018
Labor Day	Monday	03 September 2018
Veteran's Day Observed	Monday	12 November 2018
Thanksgiving	Thursday	22 November 2018
Friday after Thanksgiving	Friday	23 November 2018
**Christmas Eve*	**Monday*	**24 December 2018*
Christmas Day	Tuesday	25 December 2018

*As per Bexar County Human Resources Policy 7.4.09, County Holiday, with approval of Commissioners Court, in years when Christmas Day falls on a Tuesday, Christmas Eve (Monday) may also be designated as a holiday.

The proposed FY 2017-18 Holiday Schedule does include, Monday, December 24th, 2018 as an additional designated County Holiday.

Elected Officials' Salaries

Local Government Code Section 152.013 states that the Commissioners Court sets the salaries and allowances of elected officials as part of the regular budget process each year.

Commissioners Court formed the Bexar County Citizen's Advisory Committee on Elected Officials' Salaries in 1997 to examine Elected Officials' salaries and make recommendations to Commissioners Court regarding salary adjustments. The committee may be convened every two years and provides the Court with two year recommendations. The committee last convened in the summer of 2017 to develop recommendations for adjustments to Elected Officials' salaries and allowances for FY 2017-18 and FY 2018-19.

On July 25, 2017, the first year recommendation for Elected Officials Salaries and allowances from the Citizens Advisory Committee was presented to Commissioners Court.

All Elected Officials were notified of their respective proposed salary and allowances and their right to grieve the proposed salary. The deadline to grieve was July 31, 2017. The County Judge received one grievance from the following Elected Official:

- Constable Ruben Tejeda, Precinct 1

On August 3, 2017, the Salary Grievance Committee was convened to consider the grievance brought forward by Constable Tejeda. The grievance requested was to put in place a 4% salary increase in addition with the proposed 3% cost of living adjustment increase for FY 2017-18 increasing Constable Tejeda's annual salary to $97,517. The Committee voted 6 to 3 in favor of the salary increase. Pursuant to Texas Local Government Code Section 152.016, when only 6 members of the Salary Grievance Committee vote to recommend an increase, Commissioner's Court is only required to consider the recommendation at its next meeting but is not required to accept the recommendation.

On August 8, 2017, Commissioner's Court was convened and the results of the Salary Grievance Committee meeting were presented to the Court. Commissioner Rodriguez moved to accept the Citizens Advisory Committee's recommendation of a 3% cost of living adjustment increase for Constables, it was seconded and Commissioners Court voted unanimously in favor of the motion.

On August 24, 2017, as required in Local Government Code Section 152.013 (b), Commissioners Court published in newspapers of general circulation in the county, notices of: (1) any salaries, expenses, or allowances that are proposed to be increased and (2) the amount of the proposed increases.

The approved salary increase recommendations were:

- Constables: Current annual salary of $91,036 increases by $2,731 for a total annual salary of $93,767.
- County Clerk: Current annual salary of $117,458 increases by $7,153 for a total annual salary of $124,611 and an auto allowance of $6,000.
- County Commissioners: Current annual salary of $114,420 increases by $8,147 for a total annual salary of $122,567 and an auto allowance increase of $3,000 for an auto allowance of $9,000.
- County Judge: Current annual salary of $155,741 increases by $11,089 for a total annual salary of $166,830 and an auto allowance of $9,000.

- County Sheriff: Current annual salary of $138,508 increases by $9,861 for a total annual salary of $148,369.

- Criminal District Attorney: Current annual County supplement salary of $102,000 increases by $3,060 for a total annual County supplement salary of $105,060, and added an auto allowance of $9,000.
- District Clerk: Current annual salary of $117,458 increases by $7,153 for a total annual salary of $124,611 and an auto allowance of $6,000.
- Justices of the Peace, Full-time: Current annual salary of $113,967 increases by $3,419 for a total annual salary of $117,386.
- Justices of the Peace, Part-time: Current annual salary of $85,476 increases by $2,564 for a total annual salary of $88,040.
- Probate Judges: Current annual salary of $161,492 increase by $4,845 for a total annual salary of $166,337.
- Tax Assessor-Collector: Current annual salary of $117,458 increases by $7,153 for a total annual salary of $124,611 and an auto allowance of $6,000.

Longevity Pay for Probate Court Judges and County Courts-at-Law Judges

Commissioners Court must make monthly longevity payments to Probate Court judges, who have served as a judge of a statutory probate court or a statutory county court for at least 16 years, in an amount equal to the amount of longevity pay a district judge is entitled to receive from the state for equivalent years of service (HB 765).

Probate Court Judges and County Court-at-Law Judges with 16 years of service receive longevity pay in the amount of $20.00 per month for each year of completed service, not to exceed 16 years of service. This equates to a monthly amount of $361.68, for an annual total of $4,340.16. (HB 765; rate effective 9/1/2013)

Supplemental Payments to Probate Court Judges

Probate Court Judges who have continuously served as a Probate Judge or a County Court Judge since August 31, 1995, are entitled to an annual payment equal to the amount of the benefit replacement pay a district judge is entitled to receive from the state not to exceed $965.25 annually (HB765). For FY 2017-18, Bexar County does not have a Probate Judge eligible for this supplement.

Elected Officials' Salaries FY 2017-18

Elected Position	PSubArea	Elected Official	Current Salary	Current Auto Allow	New Base	Auto Allow	Total Salary
Commissioners Crt. Judge	County Judge	Wolff, Nelson, W	155,741	9,000	166,830	9,000	175,830
Commissioners Crt. Pct 1	Comm Crt Pct 1	Rodriguez, Sergio, J	114,420	6,000	122,567	9,000	131,567
Commissioners Crt. Pct 2	Comm Crt Pct 2	Elizondo, Paul,	114,420	6,000	122,567	9,000	131,567
Commissioners Crt. Pct 3	Comm Crt Pct 3	Wolff, Kevin, A	114,420	6,000	122,567	9,000	131,567
Commissioners Crt. Pct 4	Comm Crt Pct 4	Calvert, Tommy, R	114,420	6,000	122,567	9,000	131,567
Constable-Precinct 1	Constabl Prcnt1	Tejeda, Ruben, C	91,036	-	93,767		93,767
Constable-Precinct 2	Constble Prcnt2	Barrientes Vela, Michelle, J	91,036	-	93,767	-	93,767
Constable-Precinct 3	Constble Prcnt3	Vojvodich, Mark, S	91,036	-	93,767	-	93,767
Constable-Precinct 4	Constble Prcnt4	Ramos, Stanley, A	91,036	-	93,767	-	93,767
County Clerk	Co Clk Admin	Rickhoff, Gerard, C	117,458	6,000	124,611	6,000	130,611
Criminal District Attorney	CDA Admin	La Hood, Nicholas, A	102,000	-	105,060	9,000	114,060
District Clerk	DC Admin	McKinney, Donna, K	117,458	6,000	124,611	6,000	130,611
Justice of Peace - Pct 1 Pl 1	JP Pct 1 Pl 1	Tejeda, Roberto, A	113,967	-	117,386	-	117,386
Justice of Peace - Pct 1 Pl 2	JP Pct 1 Pl 2	Rodriguez, Ciro, D	85,476	-	88,040	-	88,040
Justice of Peace - Pct 2	JoP Precinct 2	Vazquez, Roberto, A	113,967	-	117,386	-	117,386
Justice of Peace - Pct 3 Pl 1	JP Pct 3 Pl 1	Donovan, William, E	113,967	-	117,386	-	117,386
Justice of Peace - Pct 3 Pl 2	JoP Precinct 3	Wentworth, Earl, J	85,476	-	88,040	-	88,040
Justice of Peace - Pct 4 Pl 1	JP Pct 4 Pl 1	Lopez, Rogelio,	113,967	-	117,386	-	117,386
Justice of Peace - Pct 4 Pl 2	JP Pct 4 Pl 2	Uresti, Yolanda, A	85,476	-	88,040	-	88,040
Probate Courts	Probate Courts	Rickhoff, Tom, E	161,492	-	166,337	-	166,337
Probate Courts	Probate Courts	Cross, Kelly, M	161,492	-	166,337	-	166,337
Sheriff	SH Admin	Salazar, Javier, O	138,508	-	148,369	-	148,369
Tax Assessor-Collector	TO Admin	Uresti, Albert, V	117,458	6,000	124,611	6,000	130,611

Non-Exempt Pay Levels
Fiscal Year 2017-18

Pay Level	Minimum	Midpoint	Maximum
NE-01	$29,640.00	$30,588.00	$32,580.00
	$2,470.00	$2,549.00	$2,715.00
	$1,235.00	$1,274.50	$1,357.50
	$14.25	$14.71	$15.66
NE-02	$29,916.00	$31,200.00	$33,540.00
	$2,493.00	$2,600.00	$2,795.00
	$1,246.50	$1,300.00	$1,397.50
	$14.38	$15.00	$16.13
NE-03	$30,576.00	$32,988.00	$36,456.00
	$2,548.00	$2,749.00	$3,038.00
	$1,274.00	$1,374.50	$1,519.00
	$14.70	$15.86	$17.53
NE-04	$31,200.00	$35,628.00	$40,440.00
	$2,600.00	$2,969.00	$3,370.00
	$1,300.00	$1,484.50	$1,685.00
	$15.00	$17.13	$19.44
NE-05	$33,000.00	$38,484.00	$43,968.00
	$2,750.00	$3,207.00	$3,664.00
	$1,375.00	$1,603.50	$1,832.00
	$15.87	$18.50	$21.14
NE-06	$35,328.00	$41,556.00	$47,796.00
	$2,944.00	$3,463.00	$3,983.00
	$1,472.00	$1,731.50	$1,991.50
	$16.98	$19.98	$22.98
NE-07	$37,476.00	$44,892.00	$52,296.00
	$3,123.00	$3,741.00	$4,358.00
	$1,561.50	$1,870.50	$2,179.00
	$18.02	$21.58	$25.14
NE-08	$39,996.00	$48,480.00	$56,964.00
	$3,333.00	$4,040.00	$4,747.00
	$1,666.50	$2,020.00	$2,373.50
	$19.23	$23.31	$27.39
NE-09	$43,200.00	$52,356.00	$61,524.00
	$3,600.00	$4,363.00	$5,127.00
	$1,800.00	$2,181.50	$2,563.50
	$20.77	$25.17	$29.58
NE-10	$46,080.00	$56,544.00	$67,008.00
	$3,840.00	$4,712.00	$5,584.00
	$1,920.00	$2,356.00	$2,792.00
	$22.15	$27.18	$32.22

Non-Exempt Pay Levels
Fiscal Year 2017-18

Pay Level	Minimum	Midpoint	Maximum
NE-11	$49,464.00	$61,068.00	$72,672.00
	$4,122.00	$5,089.00	$6,056.00
	$2,061.00	$2,544.50	$3,028.00
	$23.78	$29.36	$34.94
NE-12	$53,100.00	$65,952.00	$78,816.00
	$4,425.00	$5,496.00	$6,568.00
	$2,212.50	$2,748.00	$3,284.00
	$25.53	$31.71	$37.89
NE-13	$57,336.00	$71,232.00	$85,116.00
	$4,778.00	$5,936.00	$7,093.00
	$2,389.00	$2,968.00	$3,546.50
	$27.57	$34.25	$40.92

Exempt Pay Levels
Fiscal Year 2017-18

Pay Level	Minimum	Midpoint	Maximum
E-01	$32,616.00	$40,776.00	$48,924.00
	$2,718.00	$3,398.00	$4,077.00
	$1,359.00	$1,699.00	$2,038.50
	$15.68	$19.60	$23.52
E-02	$35,220.00	$44,028.00	$52,836.00
	$2,935.00	$3,669.00	$4,403.00
	$1,467.50	$1,834.50	$2,201.50
	$16.93	$21.17	$25.40
E-03	$38,040.00	$47,556.00	$57,060.00
	$3,170.00	$3,963.00	$4,755.00
	$1,585.00	$1,981.50	$2,377.50
	$18.29	$22.86	$27.43
E-04	$41,280.00	$51,600.00	$61,920.00
	$3,440.00	$4,300.00	$5,160.00
	$1,720.00	$2,150.00	$2,580.00
	$19.85	$24.81	$29.77
E-05	$44,784.00	$55,980.00	$67,176.00
	$3,732.00	$4,665.00	$5,598.00
	$1,866.00	$2,332.50	$2,799.00
	$21.53	$26.91	$32.30
E-06	$48,588.00	$60,744.00	$72,888.00
	$4,049.00	$5,062.00	$6,074.00
	$2,024.50	$2,531.00	$3,037.00
	$23.36	$29.20	$35.04
E-07	$52,728.00	$65,904.00	$79,080.00
	$4,394.00	$5,492.00	$6,590.00
	$2,197.00	$2,746.00	$3,295.00
	$25.35	$31.68	$38.02
E-08	$56,856.00	$72,492.00	$88,128.00
	$4,738.00	$6,041.00	$7,344.00
	$2,369.00	$3,020.50	$3,672.00
	$27.33	$34.85	$42.37
E-09	$61,860.00	$78,876.00	$95,880.00
	$5,155.00	$6,573.00	$7,990.00
	$2,577.50	$3,286.50	$3,995.00
	$29.74	$37.92	$46.10
E-10	$67,116.00	$85,584.00	$104,040.00
	$5,593.00	$7,132.00	$8,670.00
	$2,796.50	$3,566.00	$4,335.00
	$32.27	$41.15	$50.02

Exempt Pay Levels
Fiscal Year 2017-18

Pay Level	Minimum	Midpoint	Maximum
E-11	$72,828.00	$92,856.00	$112,884.00
	$6,069.00	$7,738.00	$9,407.00
	$3,034.50	$3,869.00	$4,703.50
	$35.01	$44.64	$54.27
E-12	$79,188.00	$104,928.00	$130,656.00
	$6,599.00	$8,744.00	$10,888.00
	$3,299.50	$4,372.00	$5,444.00
	$38.07	$50.45	$62.82
E-13	$85,920.00	$113,844.00	$141,768.00
	$7,160.00	$9,487.00	$11,814.00
	$3,580.00	$4,743.50	$5,907.00
	$41.31	$54.73	$68.16
E-14	$93,216.00	$123,516.00	$153,816.00
	$7,768.00	$10,293.00	$12,818.00
	$3,884.00	$5,146.50	$6,409.00
	$44.82	$59.38	$73.95
E-15	$101,148.00	$134,016.00	$166,884.00
	$8,429.00	$11,168.00	$13,907.00
	$4,214.50	$5,584.00	$6,953.50
	$48.63	$64.43	$80.23

Pay Level	New Position Title	New Min	25th %ile	New Mid	New Max
IT-01	Data Control Analyst	39,300.00	43,236.00	47,172.00	55,032.00
	Support Services Specialist I	3,275.00	3,603.00	3,931.00	4,586.00
		1,637.50	1,801.50	1,965.50	2,293.00
		18.89	20.79	22.68	26.46
IT-02	Support Services Specialist II	43,236.00	47,556.00	51,888.00	60,528.00
	Technical Training Specialist I	3,603.00	3,963.00	4,324.00	5,044.00
	Web Designer I	1,801.50	1,981.50	2,162.00	2,522.00
		20.79	22.86	24.95	29.10
IT-03	Business Systems Analyst I	47,556.00	52,320.00	57,072.00	66,588.00
	Network Control Analyst	3,963.00	4,360.00	4,756.00	5,549.00
	Network Monitoring Analyst	1,981.50	2,180.00	2,378.00	2,774.50
	Support Services Specialist III	22.86	25.15	27.44	32.01
	Telecommunications Engineer I				
IT-04	Business Analytics Analyst I	52,320.00	57,552.00	62,784.00	73,236.00
	Change Management Analyst I	4,360.00	4,796.00	5,232.00	6,103.00
	Database Engineer I	2,180.00	2,398.00	2,616.00	3,051.50
	GIS Analyst I	25.15	27.67	30.18	35.21
	Network Engineer I				
	Production Control Analyst				
	Programmer Analyst I				
	Systems Administrator I				
	Technical Training Specialist II				
	Web Designer II				
IT-05	Application Developer I	57,552.00	63,300.00	69,060.00	80,568.00
	Business Systems Analyst II	4,796.00	5,275.00	5,755.00	6,714.00
	Change Management Analyst II	2,398.00	2,637.50	2,877.50	3,357.00
	Content Management Analyst I	27.67	30.43	33.20	38.73
	ERP Systems Analyst I				
	Justice System Analyst I				
	Social Networking Analyst				
	Telecommunications Engineer II				
	Test Analyst II				
IT-06	Business Analytics Analyst II	63,300.00	69,636.00	75,960.00	88,620.00
	Content Management Analyst II	5,275.00	5,803.00	6,330.00	7,385.00
	Database Engineer II	2,637.50	2,901.50	3,165.00	3,692.50
	ERP Systems Analyst II	30.43	33.48	36.52	42.61
	GIS Analyst II				
	Justice System Analyst II				
	Programmer Analyst II				
	SAP ERP Analyst				
	Senior Technical Training Specialist				
	Systems Administrator II				

Pay Level	New Position Title	New Min	25th %ile	New Mid	New Max
IT-07	Applications Developer II	68,208.00	75,888.00	83,556.00	98,904.00
	IT Account Management Consultant	5,684.00	6,324.00	6,963.00	8,242.00
	IT Project Manager I	2,842.00	3,162.00	3,481.50	4,121.00
	Network Engineer II	32.79	36.48	40.17	47.55
	SAP Basis Administrator				
	Senior Web Designer (Supervisor)				
	Support Services Supervisor				
	Systems Programmer				
	Test Analyst III				
IT-08	Data Security Analyst	75,036.00	83,472.00	91,908.00	108,792.00
	ERP Systems Programmer	6,253.00	6,956.00	7,659.00	9,066.00
	Network Security Administrator	3,126.50	3,478.00	3,829.50	4,533.00
	**Performance Management Analyst*	36.08	40.13	44.19	52.30
	Senior Business Analytics Analyst (Supervisor)				
	Senior Business Systems Analyst (Supervisor)				
	Senior GIS Analyst (Supervisor)				
	Senior Systems Administrator (Supervisor)				
IT-09	IT Project Manager II	82,536.00	91,824.00	101,100.00	119,676.00
	Senior Applications Developer	6,878.00	7,652.00	8,425.00	9,973.00
	Senior Content Management Analyst (Supervisor)	3,439.00	3,826.00	4,212.50	4,986.50
	Senior ERP Systems Analyst (Supervisor)	39.68	44.15	48.61	57.54
	Senior Justice System Analyst (Supervisor)				
	Senior Network Engineer (Supervisor)				
	Senior Network Security Administrator				
	Senior Programmer Analyst				
	Senior Test Analyst (Supervisor)				
IT-10	ERP Program Manager	90,792.00	101,004.00	111,216.00	131,640.00
	Manager, IT Business Relationships	7,566.00	8,417.00	9,268.00	10,970.00
	Manager, IT Process Excellence	3,783.00	4,208.50	4,634.00	5,485.00
	Programmer Analyst Supervisor	43.65	48.56	53.47	63.29
	Solutions Architect - Business Solutions				
	Solutions Architect - Data				
	Solutions Architect - Infrastructure				
IT-11	Applications Architect (Supervisor)	101,688.00	113,124.00	124,560.00	147,444.00
	Integrations Architect (Supervisor)	8,474.00	9,427.00	10,380.00	12,287.00
	Manager, Business Analysis & Intelligence	4,237.00	4,713.50	5,190.00	6,143.50
	Manager, Enterprise Business Systems	48.89	54.39	59.88	70.89
	Manager, eServices & Application Development				
	Manager, Infrastructure Services				
	Manager, Legacy Systems				
	Manager, Support Services				
	Program Manager Strategy Management				
	Senior IT Project Manager				

Pay Level	New Position Title	New Min	25th %ile	New Mid	New Max
IT-12	Enterprise Architect	113,880.00	126,696.00	139,512.00	165,132.00
		9,490.00	10,558.00	11,626.00	13,761.00
		4,745.00	5,279.00	5,813.00	6,880.50
		54.75	60.91	67.07	79.39
IT-13	Director Enterprise Strategic Services	127,548.00	141,900.00	156,252.00	184,944.00
	Director Project Management Office	10,629.00	11,825.00	13,021.00	15,412.00
		5,314.50	5,912.50	6,510.50	7,706.00
		61.32	68.22	75.12	88.92
IT-14	No Positions	142,860.00	158,928.00	174,996.00	207,144.00
		11,905.00	13,244.00	14,583.00	17,262.00
		5,952.50	6,622.00	7,291.50	8,631.00
		68.68	76.41	84.13	99.59

**Job Title & Job Description Approved, FTE not included in FY 2017-18 Strategic Plan*

COUNTY OF BEXAR
COUNTY CLERK

Fiscal Year 2017-18 Annual Records Archive Preservation & Restoration Plan

EXECUTIVE SUMMARY

The majority of permanent records in the custody of the Bexar County Clerk are paper-based. Although many of these permanent records have been preserved or restored, as well as digitized over the past fourteen years, there remains many more permanent records covering over one hundred years and multiple areas that need to be preserved. These records are accessed on a daily basis by the public and are vulnerable to loss by theft, wear and tear, and environmental decay.

With no cost to the Bexar County general fund, these records will be preserved by utilizing the revenue collected by way of the Records Archive Fee, covering the cost of imaging the paper-based documents and preserving the handwritten ones by encapsulation. In addition, to preserving the documents, the images can be added to our existing imaging system improving customer service by offering a wider range of documents on the internet.

INTRODUCTION

The Fiscal Year 2017-18 Annual Records Archive Preservation & Restoration Plan serves to satisfy the following objective: the plan satisfies the statutory requirement set out in Texas Local Government Code 118.025(g) for the expenditure of revenues collected by the Records Archive Fee [LGC 118.011(f)] authorized by the Bexar County Commissioners Court as part of the budgetary process [LGC 118.025(b)].

The Bexar County Clerk is currently authorized to collect a records archive fee of $10.00 when recording a real property document into the public record. The revenue generated from the collection of a fee under this section may be expended only for the preservation and restoration of the County Clerk's records archive, which include public documents the County Clerk shall designate subject to approval by the Commissioners Court in a public meeting [LGC Sec. 118.025(e)].

DESIGNATED RECORDS ARCHIVE

The Bexar County Clerk’s Office hereby designates the following public documents as the records archive in accordance with Texas Local Government Code Sec. 118.025(e): (1) all public documents in the care of the County Clerk that have a permanent retention period as designated by schedules issued by the Texas State Library and Archives Commission, and (2) public documents that have a historical value to Bexar County and the South Texas region.

Specifically, the retention schedules issued by the Texas State Library and Archives Commission of concern to this plan are listed below and attached to this plan.

- Schedule CC (Records of County Clerks)
    - Part 1: County Clerk as Clerk to Commissioners Court
    - Part 2: County Clerk as Recorder
    - Part 3: County Clerk as Clerk of County Court
    - Part 4: Official Public Records of County Clerks
    - Part 5: Records of the County Surveyor
    - Part 6: Records of the County Superintendent of Schools

- Schedule EL (Records of Elections and Voter Registration)
    - Part 1: Election Records
    - Part 2: Records of Candidacy and Campaign Finance
    - Part 3: Voter Registration Records

- Schedule GR (Records of Common to All Governments)
    - Part 1: Administrative Records
    - Part 2: Financial Records
    - Part 3: Personnel and Payroll Records
    - Part 4: Support Services Records
    - Part 5: Electronic Data Processing Records

Other records that have been deemed to have a historical value to Bexar County and the South Texas region include:

- These documents are to be determined upon exploration of the archived records. Such records will then be presented to the Commissioners Court for approval.
- The Bexar Archives; Spanish and Mexican era 1717-1836.

ANNUAL PLAN FOR FISCAL YEAR 2017-18

The following plan details the preservation and restoration activities to be carried out by the Bexar County Clerk's Office on public documents approved as part of the records archive from October 1, 2017 through September 30, 2018. It is understood that due to deliverable based contracts with vendors for services provided during this period, payment may be accrued beyond the September 30, 2018 end-date to allow for validation and verification periods.

- Bexar Archives Originals; Spanish and Mexican era 1717-1836
    - Dismantle, Flatten, Surface clean
    - Remove old repairs, mend and repair pages
    - De-acidification (Archival Polyester sealant for Photostat negatives)
    - Encapsulate into Archival Polyester sleeves
    - Image every page
    - Create archival 16MM microfilm and security backup microfilm
    - Bind into Archival fireproof binder
    - Create Index

- Bexar Archives Translations; Spanish and Mexican era 1717-1836
    - Image every page and tag
    - Create archival 16MM microfilm and security backup microfilm
    - Recreate
    - Rebind into a New Archival binder

- Bexar Archives Original Books; Spanish and Mexican era 1717-1836
    - De-acidification (Archival Polyester sealant for Photostat negatives)
    - Encapsulate into Archival Polyester sleeves
    - Image every page
    - Create archival 16MM microfilm and security backup microfilm
    - Bind into Archival fireproof binder

- Create Index

- Builders and Mechanics Liens Volumes A-Z / Plat Books / Road Minutes

  - Dismantle, Flatten, Surface clean
  - Remove old repairs, mend and repair pages
  - De-acidification (Archival Polyester sealant for Photostat negatives)
  - Encapsulate into Archival Polyester sleeves
  - Image every page
  - Create archival 16MM microfilm and security backup microfilm
  - Bind into Archival fireproof binder
  - Create Index

  Books (e.g. Civil, Criminal, Probate and School Minutes)

  - Dismantle, Flatten, Surface clean
  - Remove old repairs, mend and repair pages
  - De-acidification (Archival Polyester sealant for Photostat negatives)
  - Encapsulate into Archival Polyester sleeves
  - Image every page
  - Create archival 16MM microfilm and security backup microfilm
  - Bind into Archival fireproof binder
  - Create Index

- Original Probate Cases (1900-1945)

  - Dismantle, Flatten, Surface clean
  - Remove old repairs, mend and repair pages
  - De-acidification (Archival Polyester sealant for Photostat negatives)
  - Encapsulate into Archival Polyester sleeves
  - Image every page
  - Rebind into a New Archival fireproof binder
  - Create Index

- Microfilm

  - Convert scanned images to microfilm
    - Official Public Records

- Facilities Maintenance

  - Increase climate control to match industry standards

- Miscellaneous

  - Records Center Shelving
  - Supplies needed to prepare microfilm for storage
  - Test for Disaster Preparedness
  - Address physical and digital security to the records
    - RFID Tags and Scanners to monitor the physical location of records:
      - Spanish Archives
      - Records Center
      - All books within the County Clerk's Office

- Equipment
  - Kiosk (Public Notices)

PROPOSED RECORDS ARCHIVE BUDGET FOR FISCAL YEAR 2017-18

To date, the available estimated balance for Fund 200 (Bexar County Clerk Records Management Fund) has accumulated over $16 million, over half of which can be attributed to revenue collected by the records archive fee. Fund 200 will continue to accumulate through the current Fiscal Year. The Bexar County Clerk's Office requests a proposed budget of $22,407,000 for preservation and restoration activities to the approved records archive documents. The table below provides a proposed itemized budget by project. The Bexar County Clerk's Office requests the approval of the total requested amount as a not to exceed allocation so that any savings from a project can be applied to another project with a cost estimate that is too conservative.

Project	**Estimated Cost**
Bexar Archives Originals & Translations; Spanish and Mexican era 1717-1836	$ 2,000,000
Original Books; Spanish and Mexican era 1717-1836	$790,000
Builders and Mechanics Liens Volumes A-Z / Plat Books / Road Minutes	$ 327,000
Books (e.g. Civil, Criminal, Probate and School Minutes)	$ 710,000
Original Probate Cases (early 1900's)	$18,100,000
Microfilm	$100,000
Facilities Maintenance	$ 100,000
Miscellaneous	$ 280,000
Total	$22,407,000

RECOMMENDED ACTION

The Bexar County Clerk's Office requests the Bexar County Commissioners Court approve the Fiscal Year 2017-18 Annual Records Archive Preservation & Restoration Plan in accordance with Texas Local Government Code Sections 118.011(f) and 118.025.

BEXAR COUNTY

Donna Kay McKinney

DISTRICT CLERK

Bexar County
Preservation and Restoration Records Plan for the Bexar County District Clerk

Summary

The purpose of the Preservation and Restoration Records Plan is to define how the funds generated from the collection of the district court records technology fund, as authorized in the Texas Government Code Section 51.305, will be utilized and expended for the preservation and restoration of the Bexar County District Court permanent records. This "Plan" will govern all permanent documents regardless of media.

Goal

The goal is to restore records, suspend or reduce deterioration of public records, and improve public access to these documents in a manner that reduces risk of deterioration. In addition, to comply with the Texas State Library and Archives Commission's records retention requirements for permanent retention, which are hundreds of thousands of pages of documents from 1836 through 1950, and in accordance with Government Code 51.304(5) "provide for the permanent retention of records including security provisions to guard against physical loss, alteration, and deterioration."

SCOPE

The scope of this Plan addresses the restoration and preservation needs of the District Clerk's court permanent records, as follows:

1. To restore, preserve, and digitize historically valuable Court minutes and index books;
2. To restore, preserve, and digitize historically valuable permanent paper Court documents in their original format to include, Court documents from all differing periods of Court history from 1836 through 1950, The Republic of Texas, The Confederate States of America, and Early Union Statehood;
3. To make our permanent Court records accessible to constituents in a user friendly format;

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4. To create a computerized index for the permanent records; and
5. To seek Commissioners Court's approval, when required, to advertise a Request for Proposal to solicit competitive proposals for these preservation and restoration services.

69724

SPECIAL ORDER NO. _____

STATE OF TEXAS	§	IN THE DISTRICT COURTS
AND	§	
COUNTY OF BEXAR	§	OF BEXAR COUNTY, TEXAS

ORDER APPROVING COUNTY AUDITOR BUDGET AND SALARY OF COUNTY AUDITOR, ASSISITANT COUNTY AUDITORS, AND COURT REPORTERS

On this the 15th day of August, 2017, at 4:05 p.m., a public hearing was held in the Civil Presiding District Courtroom, Bexar County Courthouse, Bexar County, Texas, regarding the County Auditor Budget, and the setting of the salaries of the County Auditor, Assistant County Auditors, and Court Reporters of the District Courts for Fiscal Year October 1, 2017 through September 30, 2018.

Notice of the hearing was published in the San Antonio Express-News on Sunday, July 23rd, 2017, as required by Section 152.905, Local Government Code.

A quorum being present, the hearing was convened by Judge Ron Rangel, Local Administrative Judge. The proceedings were recorded by Judy Stewart, Official Court Reporter, subsequently transcribed and maintained as a public record, as required by law.

No citizen spoke regarding the County Auditor budget, or the salaries set forth therein, or the Court Reporter salaries to be paid. After discussion, a motion was made, seconded and approved as outlined below.

COUNTY AUDITOR BUDGET

The application of the County Auditor for the Proposed Budget for fiscal year October 1, 2017 through September 30, 2018, as presented on the above-referenced date is hereby **GRANTED AND APPROVED.** The Salary Ranges by Classification Plan (included in this budget) is to serve as a guide for periodic salary adjustments within each job classification until the maximum is reached. The salary ranges are to be adjusted for any annual cost of living adjustments granted by the Bexar County Commissioners Court.

Because it is necessary for the accounting and audit work in the office of the County Auditor to be done as it is received from the various departments and the necessity of making employments when suitable persons are available, the County Auditor is hereby given the following authority:

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(a) to continue the employment of the persons listed and now approved, to discharge any of said persons if the occasion warrants, and to accept resignations;
(b) to rearrange the personnel when necessary in accordance with the changing conditions in her office and in the work to be performed and to adjust salaries in accordance therewith and to change titles if justified;
(c) to make promotions and adjustments in the salaries, taking into consideration the increased or lessened responsibilities, added experience or education, the volume of work handled and the length of service;
(d) to fill all present vacant authorized positions as needed;
(e) to grant cost of living and/or performance pay adjustments to the County Auditor and her employees which are allowed by Commissioners Court to other County employees, provided the increases do not exceed the maximum salary (as adjusted by the cost of living percentage increase) stated in this budget for each position, and as allowable by law.

The salaries of assistants to the County Auditor are to be paid from Bexar County funds, as set out in the attached list, and be subject to the Bexar County Personnel Regulations, as adopted and amended by Commissioners Court.

Inasmuch as Local Government Code, Section 152.032 provides for limitations on County Auditor's Compensation and Allowances, if the County Auditor's salary is to be adjusted, it will be adjusted by a later vote of the District Judges, which vote will be held pursuant to Section 152.905, Local Government Code, to no more than the maximum allowable, should any increase be given, said increase to be paid solely from the General Fund of Bexar County.

OFFICIAL AND AUXILIARY OFFICIAL COURT REPORTERS

Official and Auxiliary Official Court Reporters salaries shall be increased by the average percentage or amount of increase in compensation granted to all Bexar County exempt and non-exempt employees by the Commissioners Court of Bexar County during Fiscal Year October 1, 2017, through September 30, 2018, such salary increase to be effective as of the date ordered for all other Bexar County exempt and non-exempt employees.

This Special Order shall remain in effect unless altered or amended by a vote of the District Judges of Bexar County or by the law.

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It is further Ordered that a copy of this Special Order be certified to the Commissioners Court of Bexar County, Texas for their observation as required by law.

DISTRICT COURT OF BEXAR COUNTY, TX

MICHAEL MERY, JUDGE
37th District Court

STEPHANI WALSH, JUDGE
45th District Court

ANTONIA ARTEAGA, JUDGE
57th District Court

DAVID CANALES, JUDGE
73rd District Court

NORMA GONZALES, JUDGE
131st District Court

LORINA RUMMEL, JUDGE
144th District Court

RENEE YANTA, JUDGE
150th District Court

LAURA SALINAS, JUDGE
166th District Court

CATHERINE TORRES-STAHL, JUDGE
175th District Court

JEFFERSON MOORE, JUDGE
186th District Court

STEVEN C. HILBIG, JUDGE
187th District Court

CATHY STRYKER, JUDGE
224th District Court

PETER SAKAI, JUDGE
225th District Court

SID HARLE, JUDGE
226th District Court

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KEVIN O'CONNELL, JUDGE
227th District Court

RICHARD PRICE, JUDGE
285th District Court

SOL CASSEB III, JUDGE
288th District Court

DAPHNE PREVITI AUSTIN, JUDGE
289th District Court

MELISA SKINNER, JUDGE
290th District Court

RON RANGEL, JUDGE
379th District Court

ARCELIA TREVIÑO, JUDGE
386th District Court

FRANK CASTRO, JUDGE
399th District Court

KAREN POZZA, JUDGE
407th District Court

ANGELICA JIMENEZ, JUDGE
408th District Court

LISA JARRETT, JUDGE
436th District Court

LORI VALENZUELA, JUDGE
437th District Court

ROSIE ALVARADO, JUDGE
438th District Court

DISTRICT COURT OF BEXAR COUNTY, TX

08/28/2017 VOL 4793 PG 0874

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ANNUAL MEETING

COUNTY AUDITOR'S BUDGET

DISTRICT COURT OF BEXAR COUNTY, TX

THE STATE OF TEXAS * IN THE DISTRICT COURTS

*

AND *

*

COUNTY OF BEXAR * OF BEXAR COUNTY, TEXAS

APPROVAL OF SALARY OF COUNTY AUDITOR,

ASSISTANT COUNTY AUDITOR

OFFICIAL AND AUXILLARY OFFICIAL COURT REPORTERS

AUGUST 15, 2017

On the 15th day of August 2017, a special meeting of the District Court Judges of Bexar County was held in the Civil Presiding Courtroom, Bexar County Courthouse, Room 109, pursuant to Local Government Code 152.905. A quorum being present, the hearing was convened by Judge Ron Rangel, District Judge for the 379th District Court.

Proceedings reported by machine shorthand.

PROCEEDINGS

(Meeting held before a quorum at 4:16 p.m.)

JUDGE RANGEL: All right. This is the annual meeting approving the county auditor's budget and the salary of the county auditor, the assistant county auditor and court reporters.

It is 4:16 in the afternoon. The meeting was properly posted according to statute. There is a quorum present.

Susan Yeatts, the county auditor, is present. She's available to ask any questions at this time.

First, I'll ask, are there any members of the community that desire to be heard?

(No response.)

JUDGE RANGEL: There being none, any members of this meeting desire to ask Susan Yeatts any questions?

(No response.)

JUDGE RANGEL: There being none, do I hear a motion?

JUDGE TREVINO: I move the auditor's budget, including the salaries of the assistant county auditor as presented be approved.

JUDGE RANGEL: Do I hear a second?

JUDGE WALSH: Second.

JUDGE RANGEL: All in favor?

(Judges vote aye.)

JUDGE RANGEL: All opposed?

(No response.)

JUDGE RANGEL: It passes. Do I hear another motion?

JUDGE SAKAI: Yes, I have a second motion.

I move that the official and auxiliary official court reporters' salaries shall be increased by the average percentage or amount of increase in compensation granted to all Bexar County exempt and non-exempt employees by the Commissioners Court of Bexar County during the fiscal year October 1, 2017 through September 30th, 2018. Such salary increases --

JUDGE WALSH: Slow down, Judge. It's being recorded.

JUDGE SAKAI: -- to be effective as of the date ordered for all other Bexar County exempt and non-exempt employees, closed quote.

JUDGE RANGEL: Any discussion?

JUDGE PREVITI AUSTIN: I do.

JUDGE RANGEL: Yes.

JUDGE PREVITI AUSTIN: I want to just propose that we, I guess, think about how close the court reporters are getting in range to the associate judge salaries and -- because we really don't know what the proposed salary is

DISTRICT COURT OF BEXAR COUNTY, TX

08/02/2017 09:47 AM

DISTRICT COURT OF BEXAR COUNTY, TX

1 going to be based on the formula. And so I just wanted to
2 see if anybody else had been thinking about that.
3 I believe that they're already making over
4 $100,000, and the associate judges are making,
5 approximately, $123,000. We all know from all the emails
6 that went out through the legislative session that the
7 district judges aren't going to be getting any raises.
8 So I just think we should be cautious about how
9 much we're approving as we're making these motions so that
10 we're aware that the court reporters' salaries are getting
11 up closer to our salaries. So I just wanted to raise that
12 as a point of information to everybody.
13 JUDGE RANGEL: Any other comments?
14 (No response.)
15 JUDGE RANGEL: All right. There was a motion
16 on the floor. Is there a second?
17 JUDGE JARRETT: Yes, second.
18 JUDGE RANGEL: All right. All in favor of the
19 motion put forth by the Honorable Judge Sakai.
20 (Judges vote aye.)
21 JUDGE RANGEL: All opposed.
22 (No response.)
23 JUDGE RANGEL: Motion passes. Anything else
24 before we adjourn the meeting?
25 JUDGE MERY: I move that we adjourn,

Mr. President.

JUDGE RANGEL: Any seconds?

JUDGE PREVITI AUSTIN: I second.

JUDGE RANGEL: Meeting is adjourned.

(Meeting concluded at 4:19 p.m.)

DISTRICT COURT OF BEXAR COUNTY, TX

THE STATE OF TEXAS)
COUNTY OF BEXAR)

I, Judith A. Stewart, Official Court Reporter in and for the 45th District Court of Bexar County, State of Texas, do hereby certify that the above and foregoing contains a true and correct transcription of all the proceedings herein, all of which occurred in open court and were reported by me.

WITNESS MY OFFICIAL HAND this the 22nd day of August 2017.

/s/ Judith A. Stewart
Judith A. Stewart, CSR
Official Reporter
Texas CSR 5471
Expiration: 12/31/17
45th District Court
100 Dolorosa
San Antonio, Texas 78205
(210)771-7732

C4 | Sunday, July 23, 2017 | SAN ANTONIO EXPRESS-NEWS AND MYSA.COM

DISTRICT COURT OF BEXAR COUNTY, TX

NOTICE OF PUBLIC HEARING

In accordance with 152.905 Local Government Code, the District Court Judges of Bexar County will hold a public hearing in the Civil Presiding Courtroom, Bexar County Courthouse, 1st floor at 4:05 p.m. on Tuesday, August 15, 2017, for the purpose of setting the annual compensation for the County Auditor, Assistant Auditors, and Court Reporters. At such time, parties in interest and citizens will have an opportunity to be heard.

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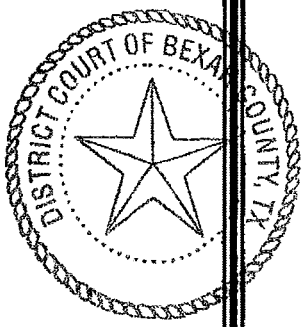

COUNTY AUDITOR'S

BUDGET REQUEST FOR THE FISCAL YEAR OCTOBER 1, 2017 – SEPTEMBER 30, 2018

Our Mission

"To be an independent and progressive organization recognized for the professionalism in carrying out the County Auditor's duties and responsibilities"

August 15, 2017

Susan T. Yeatts, C.P.A.
Bexar County Auditor

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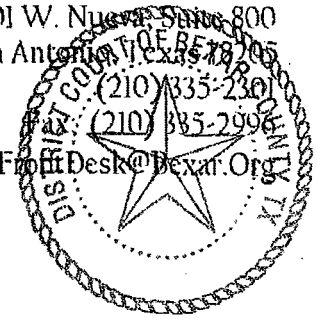
Leo S. Caldera, CIA, CGAP
First Assistant County Auditor

Paul Elizondo Tower
101 W. Nueva, Suite 800
San Antonio, Texas 78205
(210) 335-2301
Fax: (210) 335-2996
AuFrontDesk@Bexar.Org



Susan T. Yeatts, CPA
BEXAR COUNTY AUDITOR

August 15, 2017

Honorable District Judges
Bexar County, Texas

Dear District Judges:

Respectfully submitted for your consideration and action is the County Auditor's baseline budget of $5,092,239 for FY 2017-18 which is an increase of $197,495 from the FY 2016-17 budget. All of the increase is in personnel services.

Personnel services increased $203,665. Regular salaries have increased $92,818 because of the 2% increase given by Commissioners Court for FY 2016-17 and picking up 54% of an internal auditor salary that had been paid by Ryan White grants. Temporary salaries increased $4,500 due to an hourly rate increase. The rest of the increase, $106,347, is benefits related – health insurance, retirement, payroll taxes, etc.

Travel and training decreased $495.

Operational costs decreased $5,675.

Supplies and materials did not change from FY 2016-17.

Change in Ryan White Grant-Funded Positions

The Ryan White (RW) grants program is being transitioned over to the Bexar County Hospital District (BCHD). Commissioners Court approved an Intergovernmental Agreement (IGA) between Bexar County and BCHD on July 25, 2017.

As a result of this transition, a grant accountant position funded entirely with Ryan White grant funds has been eliminated from my FY 2017-18 budget.

An internal auditor position will be funded as per the IGA through December 31, 2017 (54% Ryan White and 46% General Fund). In my budget request, I am asking that this position become 100% General Fund effective January 1, 2018.

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Alamo Regional Mobility Authority (ARMA)

There is one accounts payable accountant that does the accounting for the ARMA that is funded 70% out of the General Fund and 30% out of the Road and Bridge Fund.

Technology Projects

There are several IT projects involving the Auditor's Office that are noteworthy:

eInvoice Phase II. The BCIT Project Review Board has approved expanding eInvoice to the County Courts with an estimated project start date sometime in October or November 2017. eInvoice has been used by the Children's Court for many years and eliminates the manual data entry of vouchers to process payments and allows the attorneys to track their vouchers. All parties will benefit from expansion of eInvoice – the Courts, the defense attorneys, and the Auditor's Office.

Infor Software as a Service (SaaS). BCIT along with the Auditor's Office and Purchasing are preparing to move the County's financial system, Infor, into the Cloud. At the same time, Infor is being upgraded to version 10x cloud suite. This project is expected to be completed before the end of October 2017.

Infor HRIS. BCIT has begun compiling requirements for a new Payroll/Human Resources system. It's my understanding this project will be included in the FY 2017-18 proposed budget to be presented to Commissioners Court.

Other. Other than the budget request, this packet contains the organizational chart, Vision and Mission statement, and performance measures of the Auditor's Office. The performance measures give a snapshot of the number and types of transactions processed by the Auditor's Office, as well as information about the Internal Audit section.

I would like to thank the District Judges for their time in reviewing and considering the Auditor's Office budget for FY 2017-18. I also want to thank the District Judges and their staff for all the support, guidance, and encouragement given to everyone in the Auditor's Office.

Please contact myself or Leo Caldera if you have any questions or have any recommendations on how the Auditor's Office can improve on the delivery of services.

Sincerely,

Susan T Yeatts

Susan T. Yeatts, CPA

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DISTRICT COURT OF BEXAR COUNTY, TX

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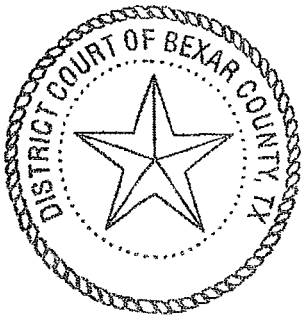

COUNTY AUDITOR'S
2017-18 BUDGET REQUEST
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FUND: 100
OFFICE/DEPT.: County Auditor
DIVISION SECTION: County Auditor
ACCOUNTING UNIT: 4001

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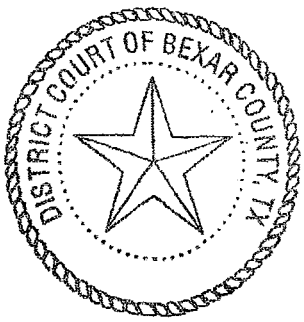

ACCOUNT	LINE-DESCRIPTION	FY 2016-17 BUDGET	FY 2017-18 PROPOSED BUDGET
PERSONNEL SERVICES:			
50000	SALARY, REGULAR	$3,590,086	3,682,904
50005	SALARY, TEMPORARY	67,000	71,500
50202	LIFE INSURANCE	8,378	8,838
50204	HEALTH INSURANCE	352,617	416,809
50208	UNEMPLOYMENT INSURANCE	6,982	5,241
50210	WORKERS' COMPENSATION	21,600	22,000
50212	RETIREMENT	460,100	483,217
50245	SOCIAL SECURITY & MD	262,349	282,268
	Subtotal	**$4,769,112**	**$ 4,972,777**
TRAVEL & TRAINING:			
51010	NON-DISCRETIONARY MILEAGE & PARKING	$ -	$ -
51035	DISCR TRAINING/CERT/DEV/REGISTRATION FEES	21,950	21,455
51045	DISCR-MILEAGE & PARKING	1,000	1,000
	Subtotal	**$ 22,950**	**$ 22,455**
OPERATIONAL COSTS:			
52024	MEMBERSHIP FEES	$ 1,750	1,750
52040	COPIER RENTAL & EXPENSE	18,200	18,000
52044	COUNTY SPONSORED EVENTS	600	600
52064	TECHNOLOGY IMPROVEMENT FEE	7,795	7,165
52160	TELEPHONE & INTERNET SERVICE	9,500	7,400
52172	EQUIPMENT RENTAL	1,464	1,464
52304	REPAIRS & MAINT-OFFICE EQPT & FURN	250	250
52306	REPAIRS & MAINT-COMPUTER HARDWARE	4,190	740
52307	REPAIRS & MAINT-COMPUTER SOFTWARE	9,635	9,505
52485	SPECIAL SERVICES	1,752	2,587
	Subtotal	**$ 55,136**	**$ 49,461**
SUPPLIES & MATERIALS			
53110	OFFICE SUPPLIES	$ 23,000	23,000
53115	POSTAGE	21,000	21,000
53120	BOOKS AND PERIODICALS	1,046	1,046
53505	OFFICE FURNITURE	5,000	2,500
	Subtotal	**$ 50,046**	**$ 47,546**
	GRAND TOTAL	**$4,897,244**	**$ 5,092,239**

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BEXAR COUNTY, TEXAS - AUDITOR'S OFFICE
ANTICIPATED SALARY EXPENDITURES
For the Twelve Months Ending September 30, 2018

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Name	Position	Emp No.	Position No.		Total Annual Salary*
COUNTY AUDITOR					
Yeatts, Susan T.	County Auditor	19496	30006612		$ 188,568
EXECUTIVE					
Administrative					
Caldera, Leo S.	First Assistant	17956	30006858		152,360
Garriga, Jeanette R.	Executive Assistant	36022	30004718		48,648
Vacant	Office Assistant III	*****	30004712		26,084
Payroll					
Cardenas, Irma	Manager of Payroll Operations	20382	30005508		48,176
Aguirre, Diana L.	Retirement & Payroll Administrator	32307	30006902		48,680
Van Der Weide, Jessica M.	Asst. Manager of Payroll Operations	37463	30007479		80,184
Ibarra-Gutierrez, Adriana	Staff Auditor II - Payroll	35257	30001102		41,288
Futrell, Emmett A.	Staff Auditor I - Payroll	31858	30007331		49,088
Casarez, Patrick S.	Accounting Clerk III	13957	30007168		43,224
Hershey, Lisa K.	Supervisor of Operations	39516	30012113		50,400
ACCOUNTING					
Arteaga, Juan A.	Accounting Division Director	32224	30006940		108,660
Accounts Payable					
Gonzales, Cynthia A.	Manager of Accounts Payable	14301	30010661		87,492
Goodyear-Appleman, Theresa A.	Manager of Capital Projects	11410	30004563		79,176
Liu, Kristy S.	Supervisor of Operations	17938	30010144		68,712
Flores, Elena M.	Financial Sys Asst Functional Lead	17939	30008912		75,888
Gaytan, Stacey A.	Accountant III	16380	30007727		62,868
Takajasi, Cynthia A.	Accountant III	30717	30002910		58,908
Lopez, Stephanie G.	Accountant II	33629	30002215		52,836
Rodriguez, Edward J.	Accountant I	32155	30006669		51,000
Garcia, Loretta	Accountant I	33326	30001106		48,972
Vasquez, Silvia A.	Accounting Clerk III	31319	30008036		39,408
Reyes, Josephine E.	Accounting Clerk III	33752	30000127		41,772
Ramirez, Artemisa G.	Accounting Clerk	19126	30004611		36,024
Odewumi, Sheila A.	Accounting Clerk	18647	30008541		34,584
Carter, Albert L.	Accountant V	19146	30011307	2	53,248
Morales, Gracie G.	Accounting Clerk II	37795	30007301		37,848
Leon, Stephanie	Accountant II	39447	30012591		51,372
Banking					
Leufroy, Terry A.	Manager of Bank Services	19995	30004687		79,356
Price, Dionne	Accountant II	34021	30005135		56,724
Azad, Mousumi	Accountant II	35557	30005986		52,596
Ivarra, Rosalba B.	Accountant II	39134	30002218		50,748
Grants					
Le-Vo, Van T.	Manager of Grants	15358	30007494		86,592
Valdez, David M.	Accountant V	19716	30005616		74,808
Barrientos, Theresa A.	Accountant III	18993	30008248		62,424
Hinojosa, Norma A.	Accountant IV	36479	30005420		64,908
Revenue & Reporting					
Harrison, Matthew M.	Financial Accounting Manager	34748	30010660		85,752
Orta, Ramon	Accountant V	31174	30011687		68,628
Dinh, Thuy T.	Accountant II	35463	30004616		56,328
Nichols, Marlene M.	Accountant III	20764	30008135		58,188
Brinley, Elizabeth A.	Accountant II	39354	30008996		51,120
Vacant	Accountant II	*****	30002958		46,536
INTERNAL AUDIT					
Yebra, Jose L.	Audit Division Director	31435	30004458		108,660
Audit Services					
Ramirez, Toni	Director	20177	30002223		93,840
Lafaele, Emerentiana	Staff Auditor IV	39266	30004296		67,488
Grabiec, Patrick D.	Staff Auditor IV	35648	30005019		62,808
Wuest, Jill E.	Staff Auditor V	35126	30001103		62,460
Garcia, Cody R.	Staff Auditor II	37610	30002911		53,712
Audit Compliance					
Sambila, Ty R.	Manager of Audit Services	37257	30005703		86,976
Vacant	Staff Auditor II	*****	30004861		52,536
De la Rosa, Rebecca	Staff Auditor V	35925	30005918	1	53,530
Technical Support					
DeVleeschower, Dori L.	Technical Support Manager	21004	30009503		89,004
Ramirez, Merrianna N.	Financial Sys Functional Lead	31413	30008911		79,716
Petroff, Peter A.	Manager	30987	30002944		77,184
Esslinger, Sandi J.	Trainer	36890	30003811		66,720
	TOTAL SALARY, REGULAR				$ 3,682,904
INTERNS-TEMP.SALARIES					
Chavez, Valissa S.	Intern	37177	30001083		$ 14,300
Vacant	Intern	*****	30001084		$ 14,300
Salazar, Veronica	Intern	37547	30010461		$ 14,300
Alam, Abid	Intern	36327	30010467		$ 14,300
Gonzalez, Gail E.	Intern	37087	30002333		$ 14,300
	TOTAL SALARY, TEMPORARY				$ 71,500
	GRAND TOTAL				$ 3,754,404

* Salaries include longevity except for vacant positions
1 46% General Fund & 54% Ryan White, Oct-Dec 2017. 100% General Fund, Jan-Sep 2018.
2 70% General Fund; 30% Road & Bridge

DISTRICT COURT OF BEXAR COUNTY, TX

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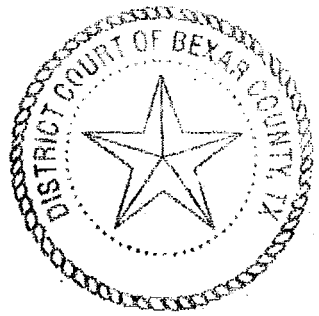

BEXAR COUNTY, TEXAS - AUDITOR'S OFFICE
ANTICIPATED SALARY EXPENDITURES
For the Twelve Months Ending September 30, 2018

Employees Funded by Other Sources

Name	Position	Emp No.	Position No.		Total Annual Salary*
Grant Staff					
De la Rosa, Rebecca	46% General Fund; 54% Ryan White	35325	30005918	1	$ 8,354
					$ 8,354
Accounts Payable Staff					
Carter, Albert I	70% General Fund; 30% Road & Bridge	19146	30011307	2	$ 22,820

* Salaries include longevity except for vacant positions
1 46% General Fund & 54% Ryan White, Oct-Dec 2017; 100% General Fund, Jan-Sep 2018.
2 70% General Fund; 30% Road & Bridge

08/28/2017 VOL 4793 PG 0888

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Bexar County Executive
FY 2016-17 Pay Table

Pay Level	Position Title	Minimum	Midpoint	Maximum
EX-01	Assistant to the County Manager	$ 90,600.00	$ 124,584.00	$ 158,556.00
	Chief Administrative Officer	$ 7,550.00	$ 10,382.00	$ 13,213.00
	Chief Central Jury Bailiff	$ 3,775.00	$ 5,191.00	$ 6,606.50
	Chief Deputy County Clerk - Operations-X	$ 43.56	$ 59.90	$ 76.23
	Chief Deputy District Clerk - X			
	Chief Deputy For County Clerk - X			
	Chief Deputy of Administration - X			
	Chief Deputy of Operations - X			
	Community Venues Program Director			
	Deputy Chief - BCSO			
	Director - Community Resources			
	Director of Economic Development			
	Director of Finance			
	Director of Technology Innovations			
	Division Chief - DA's Office			
	Executive Director			
	First Assistant - County Auditor			
EX-02	Assistant Chief - Chief of Staff	$ 98,760.00	$ 135,792.00	$ 172,824.00
	Assistant Chief - Detention	$ 8,230.00	$ 11,316.00	$ 14,402.00
	Assistant Chief - Law Enforcement	$ 4,115.00	$ 5,658.00	$ 7,201.00
	Assistant County Manager - Resource Mgmt	$ 47.48	$ 65.28	$ 83.09
	Chief of Staff to the County Manager - X			
	Chief Public Defender - X			
	Elections Administrator			
	General Admin Counsel - Civil District Crt			
	General Admin Counsel - County Courts			
	General Admin Counsel - Crim District Crts			
	General Admin Counsel - Juv District Crt			
	Judicial Services Director			
	Major Crimes Chief			
	SMWVBE Program Director			
EX-03	Chief Administrative Attorney	$ 107,652.00	$ 148,008.00	$ 188,376.00
	Chief Deputy - BCSO - X	$ 8,971.00	$ 12,334.00	$ 15,698.00
	First Assistant - Criminal Dist Attorney	$ 4,485.50	$ 6,167.00	$ 7,849.00
		$ 51.76	$ 71.16	$ 90.57
EX-04	Executive Director Economic & Community Development	$ 117,336.00	$ 161,340.00	$ 205,332.00
		$ 9,778.00	$ 13,445.00	$ 17,111.00
		$ 4,889.00	$ 6,722.50	$ 8,555.50
		$ 56.41	$ 77.57	$ 98.72
EX-05	Chief Information Officer - X	$ 127,896.00	$ 175,860.00	$ 223,812.00
	County Engineer-Public Works Director-X	$ 10,658.00	$ 14,655.00	$ 18,651.00
		$ 5,329.00	$ 7,327.50	$ 9,325.50
		$ 61.49	$ 84.55	$ 107.60

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Adopted FY2016-17
1.18.17amb

BEXAR COUNTY EXEMPT FY 2016-17 PAY TABLE

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Pay Level	Position Title	Minimum	Midpoint	Maximum
E-01	Bond Forfeiture Coordinator	$ 29,928.00	$ 37,404.00	$ [illegible]
		$ 2,494.00	$ 3,117.00	$ 3,740.00
		$ 1,247.00	$ 1,558.50	$ 1,870.00
		$ 14.39	$ 17.98	$ 21.58
E-02	Aide to the Criminal District Attorney	$ 32,472.00	$ 40,584.00	$ 48,708.00
	Aide to the Tax Assessor/Collector - X	$ 2,706.00	$ 3,382.00	$ 4,059.00
	Assistant to the County Judge - X	$ 1,353.00	$ 1,691.00	$ 2,029.50
	Assistant Veteran Service Officer	$ 15.61	$ 19.51	$ [illegible]
	Child and Family Support Liaison			
	Court Support Specialist			
	Health and Wellness Educator			
	*Postdoctoral Resident**			
	*Recreation Coordinator - Detention Krier**			
	*Recreation Coordinator - Institution Services**			
	Youth Gardens Coordinator			
	Youth Outreach Educator			
E-03	*Coordinator - Enrichment Services**	$ 35,232.00	$ 44,040.00	$ 52,848.00
	G.E.D. Instructor	$ 2,936.00	$ 3,670.00	$ 4,404.00
	HIV Fiscal Monitor	$ 1,468.00	$ 1,835.00	$ 2,202.00
	Intake Coordinator	$ 16.94	$ 21.17	$ 25.41
	Mediation Coordinator			
	Senior Court Support Specialist			
	Special Assistant to County Judge - X			
E-04	Administrative Assistant	$ 38,220.00	$ 47,772.00	$ 57,324.00
	Banking Supervisor	$ 3,185.00	$ 3,981.00	$ 4,777.00
	Client Services Supervisor	$ 1,592.50	$ 1,990.50	$ 2,388.50
	*Coordinator - Victim Services**	$ 18.38	$ 22.97	$ 27.56
	*Coordinator - Volunteer Services**			
	Elections Training Coordinator			
	Executive Assistant - X *(Com. Crt., Co. Clerk, Dist. Clerk, Juv.)*			
	Executive Assistant *(Elections, Fac. Mgmt, IT)*			
	Human Resources Analyst *(Co. Clerk, Dist. Clerk)*			
	*Juvenile Counselor II**			
	Laundry Supervisor			
	Lead HIV Fiscal Monitor - Grant			
	Licensed Professional Counselor			
	Pre-Trial Supervisor			
	Social Services Coordinator			
	Staff Auditor II			

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BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

69724

Pay Level	Position Title	Minimum	Midpoint	Maximum
E-05	*Access Coordinator**	$ 41,460.00	$ 51,828.00	$ 62,196.00
	Administrative Supervisor	$ 3,455.00	$ 4,319.00	$ 5,183.00
	Analyst - Budget and Finance	$ 1,727.50	$ 2,159.50	$ 2,591.50
	Analyst - Human Resources	$ 19.93	$ 24.92	$ 29.90
	Analyst - SMWBE			
	Archivist - BCSO			
	Archivist - X *(Co. Clerk)*			
	Business Office Operations Supervisor			
	Capital Case Monitor			
	Collections Supervisor			
	Community Development & Housing Analyst			
	Community Program Management Analyst			
	Community Programs Data Analyst			
	*Coordinator - Detention Transition Services**			
	*Coordinator - Employment & Vocation Services**			
	*Coordinator - Information Resources**			
	*Counselor II - Krier Center Counseling**			
	*Counselor II - MRC Assessment**			
	*Counselor II - Stabilization Treatment & Evaluation**			
	Court Coordinator - County Courts			
	Data Analyst - Compliance			
	District Attorney Administrator			
	District Court Coordinator			
	Downtown Station Manager			
	Forensic Scientist I			
	GIS Analyst *(Public Wrks, BCSO)*			
	HIV Analyst			
	HIV Contract Analyst			
	HIV Planner			
	HIV Planning Council Liaison			
	Human Resources Supervisor			
	*Juvenile Counselor II**			
	*Juvenile Resource Supervisor**			
	Lead Pre-Trial Supervisor			
	Motor Vehicle Training Instructor			
	Operations Project Coordinator			
	Peer Mediation Coordinator			
	Probate Court Auditor			
	Project Analyst - Elections			
	Project Finance & Dept. Admin Lead			
	Property Tax Supervisor			
	Public Works Assistant Superintendent			
	*Reimbursement Supervisor**			
	Substation Manager			

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69724

BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoints	Maximum
E-05	*Supervisor - Challenge Services**	$ 41,460.00	$ 51,828.00	$ 62,196.00
	*Supervisor - Community Service Restitution**	$ 3,455.00	$ 4,319.00	$ 5,183.00
	*Supervisor - Reimbursement Services**	$ 1,727.50	$ 2,159.50	$ 2,591.50
	Traffic Maintenance Supervisor	$ 19.93	$ [illegible]	$ 29.90
	Training and Development Specialist			
E-06	Administrative Services Coordinator	$ 44,988.00	$ 56,232.00	$ 67,488.00
	Assistant Project Manager	$ 3,749.00	$ 4,686.00	$ 5,624.00
	*Attorney - Contract & Legal Support**	$ 1,874.50	$ 2,343.00	$ [illegible]
	Buyer/Contract Specialist	$ 21.63	$ 27.03	$ 32.45
	Case Manager - Criminal District Courts			
	Case Manager - Problem Solving Courts			
	Civil Engineering Assistant			
	CMAG Intake Manager			
	Community Resource Manager			
	*Coordinator - MRC Clinical Services**			
	*Coordinator - Substance Abuse Services**			
	Court Interpreter			
	*Day Treatment Program Supervisor**			
	Early Intervention Program Monitor			
	Family Drug Court Monitor			
	Family Support Monitor			
	*Family Support Services Unit Supervisor**			
	Forensic Scientist II			
	Guardian			
	Intake/Mediation Manager			
	*Internship Supervisor**			
	Judicial Services Program Manager			
	*Juvenile Corrections Unit Supervisor**			
	Mental Health Case Manager			
	Neighborhood Outreach Specialist - X			
	Parking Operations Manager			
	PICU Coordinator			
	*Program Manager - Information Resources**			
	Programs Manager FJC			
	Project Manager *(Juvenile & BX Heritage)*			
	Public Safety Communications Supervisor			
	Purchasing Assistant Project Lead			
	*Residential Placement Unit Supervisor**			
	Senior Construction Inspector			
	Senior Executive Assistant - X *(Commissioners Crt.)*			
	Senior Storm Water Inspector			
	SMWBE Compliance Contracts Specialist			
	Staff Auditor IV			

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BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

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Pay Level	Position Title	Minimum	Midpoint	Maximum
E-06	*Supervisor - Child Support Probation**	$ 44,988.00	$ 56,232.00	$ 67,488.00
	*Supervisor - Fiscal Services**	$ 3,749.00	$ 4,686.00	$ 5,624.00
	*Supervisor - Institutions Services**	$ 1,874.50	$ 2,343.00	$ 2,812.00
	*Supervisor - Intensive Clinical Services**	$ 21.63	$ 27.03	$ 32.45
	*Supervisor - Parent Project**			
	*Supervisor - Post Adjudication Substance Abuse**			
	*Supervisor - Probation Services**			
	*Supervisor - Residential Services Contract Care**			
	*Supervisor - Residential Services Krier**			
	*Supervisor - Sex Offense Intervention**			
	*Supervisor - Substance Abuse & Family Enrichment**			
	Toxicology Chemist			
	Veterans Court Case Manager			
	Web/Print Graphics Designer *(Facilities Mgmt)*			
E-07	Administrative Supervisor - District Courts	$ 48,804.00	$ 61,008.00	$ 73,212.00
	Animal Shelter Manager	$ 4,067.00	$ 5,084.00	$ 6,101.00
	Assistant Emergency Management Coordinator	$ 2,033.50	$ 2,542.00	$ 3,050.50
	Assistant Public Information Officer - X	$ 23.46	$ 29.33	$ 35.20
	Bexar Heritage Program Coordinator			
	CDBG Senior Analyst			
	Change Management Specialist			
	Citizen Corps Council Coordinator			
	Cost Control Specialist - X			
	Curator			
	*Education Managre**			
	Emergency Management Specialist			
	Executive Liaison Officer - X			
	Fleet Maintenance Superintendent			
	Forensic Scientist III			
	HIV Coordinator			
	Human Resource Manager *(DA Office)*			
	Jail Support Services Manager			
	Jail Support Services Supervisor			
	Justice Court Manager			
	*Manager - Accreditation and Training**			
	Manager ID & Records			
	Network Architect I *(BiblioTech)*			
	PICU Manager			
	Probate Court Administrative Assistant			
	Probate Court Investigator			
	Production Control Analyst (BCIT)			
	*Program Manager - Krier Center Counseling**			
	Project Manager - F&PM			

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BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

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Pay Level	Position Title	Minimum	Midpoint	Maximum
E-07	Project Support Specialist - X	$ 48,804.00	$ 61,008.00	$ 73,212.00
	Public Safety Communications Assistant Manager	$ 4,067.00	$ 5,084.00	$ 6,101.00
	Public Works Superintendent	$ 2,033.50	$ 2,542.00	$ 3,050.50
	Public Works Superintendent - Traffic	$ 23.46	$ 29.33	$ 35.20
	Rangermaster			
	Records Management Center Manager - X			
	Registry Funds Accountant			
	Senior Analyst			
	Senior Analyst - Economic Development			
	Senior Analyst - Human Resources			
	Senior Analyst - Planning & Resource Mgt			
	Senior Analyst - Planning and Policies			
	Senior Contract Specialist			
	Senior Data Analyst			
	Senior Data Analyst - Civil District Court			
	Senior Data Analyst - Purchasing			
	Senior Program Analyst			
	Services & Program Supervisor			
	SMWBE Capacity Building Program Coordinator			
	Software Engineer *(BCSO)*			
	*Specialist - Education Services**			
	*Staff Attorney - DRO Access Facilitator**			
	Workforce Reentry Initiatives Supervisor			
E-08	Accountant V	$ 52,632.00	$ 67,116.00	$ 81,588.00
	Assistant Facility Administrator - JDC*	$ 4,386.00	$ 5,593.00	$ 6,799.00
	Assistant Facility Administrator - Krier Center*	$ 2,193.00	$ 2,796.50	$ 3,399.50
	Assistant Manager of Payroll Operations	$ 25.30	$ 32.27	$ 39.23
	Assistant Public Defender I - X			
	Benefits Coordinator - BCHR			
	Bibliotech Branch Manager - X			
	Bibliotech Community Relations Coordinator - X			
	Business Manager			
	Chief Deputy Constable - X			
	Chief Fire Inspector - X			
	Chief Fire Investigator - X			
	Chief Medical Investigator			
	Civil District Courts Manager			
	Communications Coordinator *(BCIT)*			
	Court Collections - Judicial Services Manager			
	Criminal District Attorney Chief Investigator			
	Criminal Justice Research Coordinator-X			
	Elections Coordinator			
	Forensic Scientist IV			

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BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

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Pay Level	Position Title	Minimum	Midpoint	Maximum
E-08	*Manager - Education Services**	$ 52,632.00	$ 67,115.00	$ 81,598.00
	*Manager - Standards Compliance & Investigations**	$ 4,386.00	$ 5,593.00	$ 6,799.00
	Manager of Bank Services	$ 2,193.00	$ 2,796.00	$ 3,399.50
	Morgue Supervisor	$ 25.30	$ 32.25	$ 39.23
	Network Architect II *(BCSO)*			
	Parks Section Chief			
	*Program Manager - Domestic Relations Office**			
	*Program Manager - Mental Health Assessment & Triage**			
	*Program Manager - MRC Assessment**			
	*Program Manager - Stabilization Treatment & Evaluation**			
	Public Works Coordinator			
	Re-entry Program Manager - X			
	Retirement & Payroll Administrator - X			
	Senior Facilities Maintenance Supervisor			
	Senior Toxicology Chemist			
	Special Projects Coordinator			
	Staff Auditor V			
	Tax Office Special Projects Manager - X			
	Technical Services Manager			
	Voter Registration Coordinator			
E-09	Adult Drug Court/DWI Court Manager	$ 57,240.00	$ 72,984.00	$ 88,728.00
	Asset Management Supervisor *(BCIT)*	$ 4,770.00	$ 6,082.00	$ 7,394.00
	Bibliotech Librarian - X	$ 2,385.00	$ 3,041.00	$ 3,697.00
	Cashier System Coordinator	$ 27.52	$ 35.09	$ 42.66
	Civil Courts Manager			
	Civil District Courts Manager - Family			
	Client Services Manager			
	Communications Officer - DA -X			
	Community Projects Coordinator			
	Constituent Services Director - X			
	Continuum of Care Planning Coord - Grant			
	Contract Manager			
	Database Coordinator *(Elections)*			
	Division Chief - Civil Operations			
	Division Chief - CMAG			
	Division Chief - Criminal Operations			
	Division Chief - Records and Finance			
	Early Intervention Program Manager			
	*Facility Administrator - Juvenile Detention Center**			
	*Facility Administrator - Krier Center**			
	Family Drug Court Manager			
	Felony Drug Court Coordinator			
	Financial Accounting Manager			

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BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
E-09	Financial Reporting Manager - X	$ 57,240.00	$ 72,984.00	$ 88,728.00
	Financial System Assistant Functional Lead	$ 4,770.00	$ 6,082.00	$ 7,394.00
	Forensic Scientist V	$ 2,385.00	$ 3,041.00	$ 3,697.00
	Government Relations Advisor - X	$ 27.52	$ 35.09	$ 42.66
	*Institutions Clinical Director**			
	Law Library Administrator/Librarian			
	Licensing and Vital Statistics Manager			
	*Manager - Human Resources**			
	*Manager - Information Resources**			
	Manager of Accounts Payable			
	Manager of Audit Services			
	Manager of Grants			
	Manager of Jail services & Programs			
	Manager of Payroll Operations			
	Misdemeanor Prosecutor			
	Motor Vehicle Registration Director - X			
	Pre-Trial Manager			
	Probate Court Investigator II			
	Program Coordinator *(Mental Health Department)*			
	Property Tax Director - X			
	Public Information and Support Services Manager - X			
	Public Safety Analyst Programmer II - RMS			
	Recordings Manager			
	Special Projects Manager *(Auditor's Office)*			
	Technical & Contract Compliance Manager			
	Treasury Manager - X			
	Veterans Service Officer - X			
	Veterans Treatment Court Manager			
	Video Conferencing Systems Manager			
E-10	Administrator Guardianship Program	$ 62,112.00	$ 79,188.00	$ 96,264.00
	Asset Manager	$ 5,176.00	$ 6,599.00	$ 8,022.00
	Assistant Public Defender II - X	$ 2,588.00	$ 3,299.50	$ 4,011.00
	Budget Manager	$ 29.86	$ 38.07	$ 46.28
	Capital Projects Engineer			
	CDBG Manager			
	Chief Trial Assignment Clerk			
	Civil Engineer			
	Community Health Manager			
	Dispute Resolution Center Director - X			
	Energy Manager			
	Financial System Functional Lead			
	Fiscal and Administrative Services Manager			
	Fleet Maintenance Operations Manager			

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BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
E-10	Forensic Scientist Supervisor	$ 62,112.00	$ 79,188.00	$ 96,264.00
	Grants Compliance Coordinator	$ 5,176.00	$ 6,599.00	$ 8,022.00
	Human Resources Administrator - X	$ 2,588.00	$ 3,299.50	$ 4,011.00
	*Juvenile Justice Academy Administrator**	$ 29.86	$ 38.07	$ 46.28
	Program and Policy Development Manager			
	*Program Manager - Juvenile Justice Academy**			
	Prosecutor III			
	Public Safety Communications Manager			
	Purchasing Project Lead			
	Quality Assurance Manager			
	Risk Management Coordinator - X			
	Senior Division Chief			
	Senior Information Technology Project Manager			
	Technical Support Manager - County Auditor - X			
	Veterans Treatment Court Project Director			
E-11	Alternate Dispute Resolution Attorney	$ 67,392.00	$ 85,920.00	$ 104,448.00
	Assistant Crime Laboratory Director	$ 5,616.00	$ 7,160.00	$ 8,704.00
	BiblioTech Administrator - X	$ 2,808.00	$ 3,580.00	$ 4,352.00
	Capital Projects Manager	$ 32.40	$ 41.31	$ 50.22
	Chief of Staff - X			
	Community Programs Director			
	Construction Administration Engineer - X			
	Development Services Engineer - X			
	Economic Development Manager			
	Environmental Engineer			
	Fire Marshal - X			
	Government Relations Manager			
	Human Resources/HRIS Manager - X			
	Judicial Services Deputy Director - X			
	Mental Health Court Manager			
	Probate Court Staff Attorney II			
	Public Information Officer			
	Regional Mobility Authority Engineer - X			
	Special Projects Director			
E-12	Accounting Division Director	$ 73,272.00	$ 97,092.00	$ 120,900.00
	Attorney II	$ 6,106.00	$ 8,091.00	$ 10,075.00
	Audit Division Director	$ 3,053.00	$ 4,045.50	$ 5,037.50
	Chief Staff Attorney	$ 35.23	$ 46.68	$ 58.13
	Civil District Courts Staff Attorney			
	County Architect - X			
	Database & Security Manager - X			
	*DCPO - Clinical Services Institutions**			

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BEXAR COUNTY EXEMPT
FY 2016-17 PAY TABLE

69724

Pay Level	Position Title	Minimum	Midpoint	Maximum
E-12	*DCPO - Mental Health Services**	$ 73,272.00	$ 97,092.00	$ 120,912.00
	*DCPO - Probation Services**	$ 6,106.00	$ 8,091.00	$ 10,075.00
	*Director - Finance & Administrative Services**	$ 3,053.00	$ 4,045.50	$ 5,037.50
	District Court Staff Attorney	$ 35.23	$ 46.68	$ 58.13
	Division Chief - Public Works - X			
	Emergency Management Coordinator - X			
	Family Court Administrator			
	*General Counsel**			
	Prosecutor IV			
	Technical Support Manager - IT - X			
E-13	Assistant Public Defender III - X	$ 79,500.00	$ 105,336.00	$ 131,184.00
	Crime Laboratory Director	$ 6,625.00	$ 8,778.00	$ 10,932.00
	*DCPO - Institutions Services**	$ 3,312.50	$ 4,389.00	$ 5,466.00
	Director - Mental Health Department - X	$ 38.22	$ 50.64	$ 63.07
	Director Governmental Affairs - X			
	Director-Bexar Heritage Program/Parks-X			
	Division Chief *(Facilities Mgmt)*			
	Engineering Services Manager - X			
E-14	Attorney III	$ 86,256.00	$ 114,288.00	$ 142,332.00
	Budget Director - X	$ 7,188.00	$ 9,524.00	$ 11,861.00
	Chief Toxicologist	$ 3,594.00	$ 4,762.00	$ 5,930.50
	Deputy Director Economic Development - X	$ 41.47	$ 54.95	$ 68.43
	Human Resources Director - X			
	Prosecutor V			

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BEXAR COUNTY NON-EXEMPT FY 2016-17 PAY TABLE

69724

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-01	Administrative Clerk I	$28,596.00	$30,588.00	$32,580.00
	Assistant Court Clerk	$2,383.00	$2,549.00	$2,715.00
	Automotive Parts Clerk	$1,191.50	$1,274.50	$1,357.50
	Automotive Service Worker	$13.75	$14.70	$15.66
	Building Monitor			
	Cashier/Clerk			
	Clerk			
	Copy Machine Operator			
	County Court Administration Clerk			
	Courier			
	Elections Inventory Clerk			
	Field Maintenance Worker			
	File Clerk			
	Gardener			
	Inmate Booking Clerk			
	Laundry Technician			
	*Laundry Worker**			
	Library Clerk			
	Mail Courier			
	Maintenance Helper			
	Parking Garage Attendant			
	Processing Clerk			
	Receptionist			
	Records/Identifications Clerk			
	Supply Clerk I			
	Survey Crew Worker			
	Traffic Sign Technician I			
NE-02	Account Assistant	$28,860.00	$31,200.00	$33,540.00
	Administrative Clerk II	$2,405.00	$2,600.00	$2,795.00
	Archive and Research Processor	$1,202.50	$1,300.00	$1,397.50
	Assistant Jury Bailiff	$13.88	$15.00	$16.13
	Beer and Liquor License Processor			
	*Clerk - Reimbursement Services**			
	Clothing/Property Technician			
	Equipment Operator I			
	Information Clerk			
	Inmate Banking Clerk			
	Library/Account Clerk			
	Mail Courier II			
	Motor Vehicle Inventory Clerk			
	Office Assistant I			
	Pavement Marking Operator I			
	Security Monitor			
	Social Services Technician			

"*" Juvenile position
"X" Position not covered by Civil Service
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BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-02	Support Services Clerk	$28,860.00	$31,200.00	$33,540.00
	Traffic Control Fabricator I	$2,405.00	$2,600.00	$2,795.00
	Traffic Counter I	$1,202.50	$1,300.00	$1,397.50
	Traffic Sign Technician II	$13.88	$15.00	$16.13
	Voter Registration Processor			
NE-03	Accounting Clerk	$29,532.00	$32,988.00	$36,456.00
	Agricultural Program Technician	$2,461.00	$2,749.00	$3,038.00
	*Assistant - Human Resources**	$1,230.50	$1,374.50	$1,519.00
	Assistant Park Foreman	$14.20	$15.86	$17.53
	Central Magistrate Operations Clerk			
	*Clerk - Juvenile Justice Academy**			
	*Clerk - Juvenile Records**			
	Collections Officer			
	Court Operations Clerk			
	Criminal Operations Clerk			
	Deed Records Clerk			
	Election Liaison			
	Evidence Receipt Clerk			
	Finance Clerk			
	Information Clerk II			
	Inmate Disciplinary Technician			
	Juvenile Records Clerk			
	Law Library Clerk			
	Legal Secretary			
	Licensing Clerk			
	*Main Control Technician**			
	Maintenance Mechanic I			
	Office Assistant II			
	Property Tax Processor I			
	*Psychology Resident - Mental Health Assessment & Triage**			
	Purchasing Clerk			
	Recording Services Clerk			
	Records Center Clerk			
	Records Clerk			
	Records Clerk			
	Refund Audit Clerk			
	Security Monitor II			
	Special Inventory Tax Processor I			
	Survey Instrument Operator			
	Tire Service Worker			
	Title and Registration Processor I			
	Vault Cashier			
	Vital Statistics Clerk			
	Word Processing Specialist			

"*" Juvenile position
"X"Position not covered by Civil Service
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BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

69724

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-04	Accounting Clerk II	$30,828.00	$35,628.00	$40,440.00
	Central Magistrate Court Clerk	$2,569.00	$2,969.00	$3,370.00
	Civil Court Clerk	$1,284.50	$1,484.50	$1,685.00
	Community Service Restitution Specialist*	$14.82	$17.12	$19.44
	Court Clerk			
	Criminal Court Clerk			
	Criminal Warrants Processor			
	Digital Imaging Specialist			
	Equipment Operator II			
	Fingerprint Examiner			
	Fixed Asset Specialist			
	Juvenile Court Clerk			
	*Juvenile Detention Officer I**			
	Lead Clerk - Reimbursement Services*			
	Lead Inventory Clerk			
	Maintenance Controller			
	Mechanic I			
	Mental Health Clerk			
	Office Assistant III			
	Pavement Marking Operator II			
	Probate and Estates Clerk			
	*Program Aide**			
	*Program Assistant - Child Support Services**			
	*Program Assistant - Employment & Education Services**			
	*Program Assistant - Interagency Services**			
	*Program Assistant - Parent Project**			
	*Program Assistant - Post Adjudication Substance Abuse**			
	*Program Assistant - Residential Service Contract Center**			
	*Program Assistant - Residential Service Krier Center**			
	*Program Assistant - Substance Abuse & Family Enrichment**			
	Property Tax Processor II			
	*Residential Treatment Officer I**			
	Senior Civil Operations Clerk			
	Senior Court Operations Clerk			
	Senior Criminal Operations Clerk			
	Senior Finance Clerk			
	Senior Records Clerk			
	Senior Voter Registration Processor			
	*Specialist - Community Service Restitution**			
	*Specialist - Fiscal Services**			
	*Specialist - Supply & Fixed Asset**			
	Subdivision Technician			
	Support Services Lead			
	Technical Center Assistant - Bibliotech			

"*" Juvenile position
"X"Position not covered by Civil Service
Every effort is made to provide information that is accurate.
Document subject to change.

adopted 9.1315
updated 04.10.17amb

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BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-04	*Technician - Accrediation and Training**	$30,828.00	$35,628.00	$40,428.00
	*Technician - Juvenile Justice Academy**	$2,569.00	$2,969.00	$3,370.00
	Telecommunications Specialist	$1,284.50	$1,484.50	$1,685.00
	Title and Registration Processor II	$14.82	$17.13	$19.44
	Traffic Control Fabricator II			
	Traffic Counter II			
	Treasury and Court Registry Clerks			
	Vault Cashier II			
	*Victim Services Specialist**			
NE-05	Accounting Clerk III	$33,000.00	$38,484.00	$43,968.00
	Animal Control Services Officer	$2,750.00	$3,207.00	$3,664.00
	Carpenter	$1,375.00	$1,603.50	$1,832.00
	Clothing/Property Supervisor	$15.87	$18.50	$21.14
	Data Clerk			
	Data Tracking Specialist			
	Electronic Technician I			
	Environmental Services Inspector			
	Exterminator			
	Fleet Technician			
	Forensic Transcriber			
	Human Resources Technician			
	Inventory Control Technician			
	*Juvenile Detention Officer II**			
	Lead Accounting Clerk			
	Lead Central Magistrate Clerk			
	Lead Civil Court Clerk			
	Lead Civil Operations Clerk			
	Lead Clerk - Information Center			
	Lead Court Clerk			
	Lead Court Operations Clerk			
	Lead Criminal Court Clerk			
	Lead Criminal Operations Clerk			
	Lead Finance Clerk			
	Lead Juvenile Court Clerk			
	Lead Property Tax Processor			
	Lead Recording Services Clerk			
	Lead Records Clerk			
	Lead Title and Registration Processor			
	Lead Vault Cashier			
	Legal Intern			
	Morgue Specialist			
	Office Assistant IV			
	Parks and Grounds Foreman			

"*" Juvenile position
"X"Position not covered by Civil Service
Every effort is made to provide information that is accurate.
Document subject to change.

adopted 9.1316
updated 04 10.17amb

BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-05	Pre-Trial Bond Officer I	$33,000.00	$38,484.00	$43,968.00
	*Program Assistant - Enrichment Services**	$2,750.00	$3,207.00	$3,664.00
	Public Safety Operator	$1,375.00	$1,603.50	$1,832.00
	Registrar Technician	$15.87	$18.50	$21.14
	*Residential Treatment Officer II**			
	Senior Lead Vehicle Inventory Tax Processor			
	*Specialist - Human Resources**			
	*Specialist - Supply & Fixed Asset**			
NE-06	Automotive Mechanic	$35,328.00	$41,556.00	$47,796.00
	Collections Specialist	$2,944.00	$3,463.00	$3,983.00
	Concrete Crew Foreman	$1,472.00	$1,731.50	$1,991.50
	Crime Lab Specialist	$16.98	$19.98	$22.98
	Crime Victim Liaison			
	Crime Victim Liaison - FJC			
	*Day Treatment Program Specialist**			
	*Enrichment Specialist**			
	Evidence Technician			
	Extradition Coordinator			
	GIS Technician *(Elections, Public Wrks)*			
	Human Resources Technician I			
	*Juvenile Detention Officer III**			
	*Juvenile Resource Specialist**			
	*Lead Specialist - Community Services Restitution**			
	Maintenance Mechanic II			
	Mechanic II			
	Open Records Specialist			
	Painter			
	Paralegal			
	Paralegal Librarian			
	Pesticide Operator			
	Pre-Trial Bond Officer II			
	Public Safety Dispatcher I			
	Re-Entry Technician			
	*Residential Treatment Officer III**			
	Senior Animal Control Service Officer			
	Senior Equipment Operator			
	Senior Morgue Specialist			
	*Specialist - Domestic Relations Office**			
	*Specialist - Post Adjudication Substance Abuse**			
	*Specialist - Volunteer Services Program**			
	Terminal Agency Coordinator			
	Volunteer Services Specialist			
	Welder I			

"*" Juvenile position
"X"Position not covered by Civil Service
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Document subject to change.

adopted 9.1316
updated 04.10.17amb

08/28/2017 VOL 4793 PG 0903

BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-07	Advocate	$37,476.00	$44,892.00	$52,296.00
	Aide to the County Manager's Office	$3,123.00	$3,741.00	$4,358.00
	Asset Control Analyst *(BCIT)*	$1,561.50	$1,870.50	$2,179.00
	Automotive Journeyman	$18.02	$21.38	$25.14
	*Behavior Interventionist**			
	Buyer			
	*Child Support Probation Officer**			
	Computer Operator			
	Construction Inspector I			
	Crime Intelligence Analyst			
	Crime Lab Specialist Supervisor			
	Deputy Constable I			
	Deputy Jury Bailiff			
	Electrician			
	Electronic Technician II			
	Engineering Technician II			
	Fixed Asset Supervisor			
	*Foster Care Reimbursement Officer**			
	Human Resources Technician II			
	Intake Specialist			
	Intake Specialist - Problem Solving Court			
	Intake Worker			
	*Juvenile Probation Officer**			
	*Lead Day Treatment Specialist**			
	Life and Safety Technician			
	Paving Crew Foreman			
	Plumber			
	Pre-Trial Bond Officer III			
	Pre-Trial Bond Screening & Assessment			
	*Probation Officer - Child Support Services**			
	*Probation Officer**			
	Records/Identification Supervisor			
	*Reimbursement Specialist**			
	Sanitarian I			
	Senior Clothing/Property Supervisor			
	*Specialist - Reimbursement Services**			
	Stormwater Quality Inspector I			
	Supervisor *(Criminal District Courts)*			
	Survey Crew Chief			
	Traffic Safety Coordinator			
	Utility Foreman			
	Welder II			

"*" Juvenile position
"X" Position not covered by Civil Service
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Document subject to change.

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08/28/2017 VOL 4795 PG 0804

BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-08	Accountant I	$39,996.00	$48,480.00	$56,964.00
	Advocate Supervisor	$3,333.00	$4,040.00	$4,747.00
	*Analyst - Fiscal Services**	$1,666.50	$2,020.00	$2,373.50
	*Analyst - Information Resources**	$19.23	$23.31	$27.39
	Bexar County Weapons of Mass Destruction/Hazardous Materials Team Coord			
	Bibliotech Assistant Branch Manager			
	*Challenge/Ropes Program Officer**			
	Clerical Office Supervisor			
	Communications Technician *(ACIT)*			
	Construction Inspector II			
	*Contract Coordinator**			
	*Counselor - Substance Abuse Services**			
	Deputy Constable II			
	Evidence Technician II			
	Financial Reporting Supervisor			
	*Fiscal Analyst**			
	Forensic Technician			
	HVAC Technician			
	*Lead Specialist - Human Resources**			
	Librarian			
	Mailroom Supervisor			
	Office Supervisor			
	Public Safety Dispatcher II			
	Re-Entry Coordinator			
	*Residential Placement Officer**			
	Sanitarian II			
	*Senior Probation Officer - Child Support Services**			
	*Senior Probation Officer**			
	*Specialist - Contract & Grants**			
	Staff Auditor I - Payroll			
	Stormwater Quality Inspector II			
	*Supervisor - Records Office**			
	Support Services Supervisor			
	Title and Registration Supervisor			
	Toxicology Technician			
	Workers Compensation/Light Duty Coordinator			
NE-09	Accountant II	$43,200.00	$52,356.00	$61,524.00
	*Assistant Supervisor - Child Probation Services**	$3,600.00	$4,363.00	$5,127.00
	*Assistant Supervisor - Institution Services**	$1,800.00	$2,181.50	$2,563.50
	*Assistant Supervisor - Probation Services**	$20.77	$25.17	$29.58
	*Assistant Unit Supervisor**			
	Auditor - Executive Assistant - X			

"*" Juvenile position
"X"Position not covered by Civil Service
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Document subject to change.

adopted 9.1316
updated 04.10.17amb

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BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
	Automotive Service Writer			
NE-09	*Campus Coordinator**	$43,200.00	$52,356.00	$61,524.00
	Commissioners Court Coordinator	$3,600.00	$4,363.00	$5,127.00
	Court Services Coordinator	$1,800.00	$2,181.50	$2,563.50
	Court Services Supervisor	$20.77	$25.17	$29.56
	Deputy Constable III			
	Deputy Fire Marshal - CP			
	*Lead BCJJA Probation Officer**			
	Lead Communications Technician			
	Lead Computer Operator			
	Lead Electronic Technician			
	Lead Life & Safety Technician			
	Lead Maintenance Technician			
	Office/Contracts Supervisor			
	Procurement Card Program Specialist			
	Public Safety Dispatcher III			
	Real Estate Specialist			
	Recording Services Supervisor			
	Records Analyst			
	Right of Way Specialist			
	*Senior Probation Officer**			
	*Shift Team Leader - Detention**			
	*Specialist - Grants**			
	*Specialist - Multi-Media Services**			
	Staff Auditor II - Payroll			
	Supervisor - Central Magistrate			
	Supervisor - Civil Operations			
	Supervisor - Criminal Operations			
	Supervisor - Finance			
	Supervisor - Records			

"*" Juvenile position
"X"Position not covered by Civil Service
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BEXAR COUNTY NON-EXEMPT
FY 2016-17 PAY TABLE

Pay Level	Position Title	Minimum	Midpoint	Maximum
NE-09	Treasury & Bookkeeping Services Supervisor	$43,200.00	$52,356.00	$61,524.00
	Victim Service Coordinator	$3,600.00	$4,363.00	$5,127.00
	Video Visitation Supervisor	$1,800.00	$2,181.50	$2,563.50
	Workers Compensation/Leave Specialist	$20.77	$25.17	$29.58
NE-10	Accountant III	$46,080.00	$56,544.00	$67,008.00
	Analyst - Human Trafficking	$3,840.00	$4,712.00	$5,584.00
	*Analyst - Institutions**	$1,920.00	$2,356.00	$2,792.00
	*Analyst - Standards Compliance & Investigations**	$22.15	$27.18	$32.22
	Bail Bond Administrator - X			
	Business Office Supervisor			
	Court Technology Support Specialist *(Facilities Mgmt)*			
	Deputy Constable IV			
	Facilities Maintenance Supervisor			
	HR Technical Support Specialist			
	Latent Print Examiner			
	Medical Investigator			
	Prison Rape Elimination Act (PREA) Coordinator			
	Public Safety Dispatcher IV			
	Senior HVAC Technician			
	*Specialist - Information Resources**			
	*Specialist - Technical Support Services**			
	Technical Support Specialist III *(DA, Public Wrks, BCSO)*			
	*Training Officer - Accreditation & Training**			
NE-11	Accountant IV	$49,464.00	$61,068.00	$72,672.00
	Data Control Supervisor	$4,122.00	$5,089.00	$6,056.00
	Deputy Constable V	$2,061.00	$2,544.50	$3,028.00
	Deputy Fire Marshal	$23.78	$29.36	$34.94
	Investigator - DA's Office			
	Motor Vehicle Investigation Chief			
	Senior Medical Investigator			
	Supervisor - Presentation/Graphic			
	Supervisor of Operations			
NE-12	HVAC & Controls Technician	$53,100.00	$65,952.00	$78,816.00
	Investigations Team Leader - DA	$4,425.00	$5,496.00	$6,568.00
	*Investigator - Standards Compliance & Investigations**	$2,212.50	$2,748.00	$3,284.00
	Manager of Capital Improvement & Contracts	$25.53	$31.71	$37.89
	Technical Support Specialist IV *(Elections, BCSO)*			
NE-13	Investigations Coordinator	$57,336.00	$71,232.00	$85,116.00
	Senior Facilities Maintenance Supervisor	$4,778.00	$5,936.00	$7,093.00
		$2,389.00	$2,968.00	$3,546.50
		$27.57	$34.25	$40.92

"*" Juvenile position
"X"Position not covered by Civil Service
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Document subject to change.

adopted 9.1316
updated 04.10 17amb

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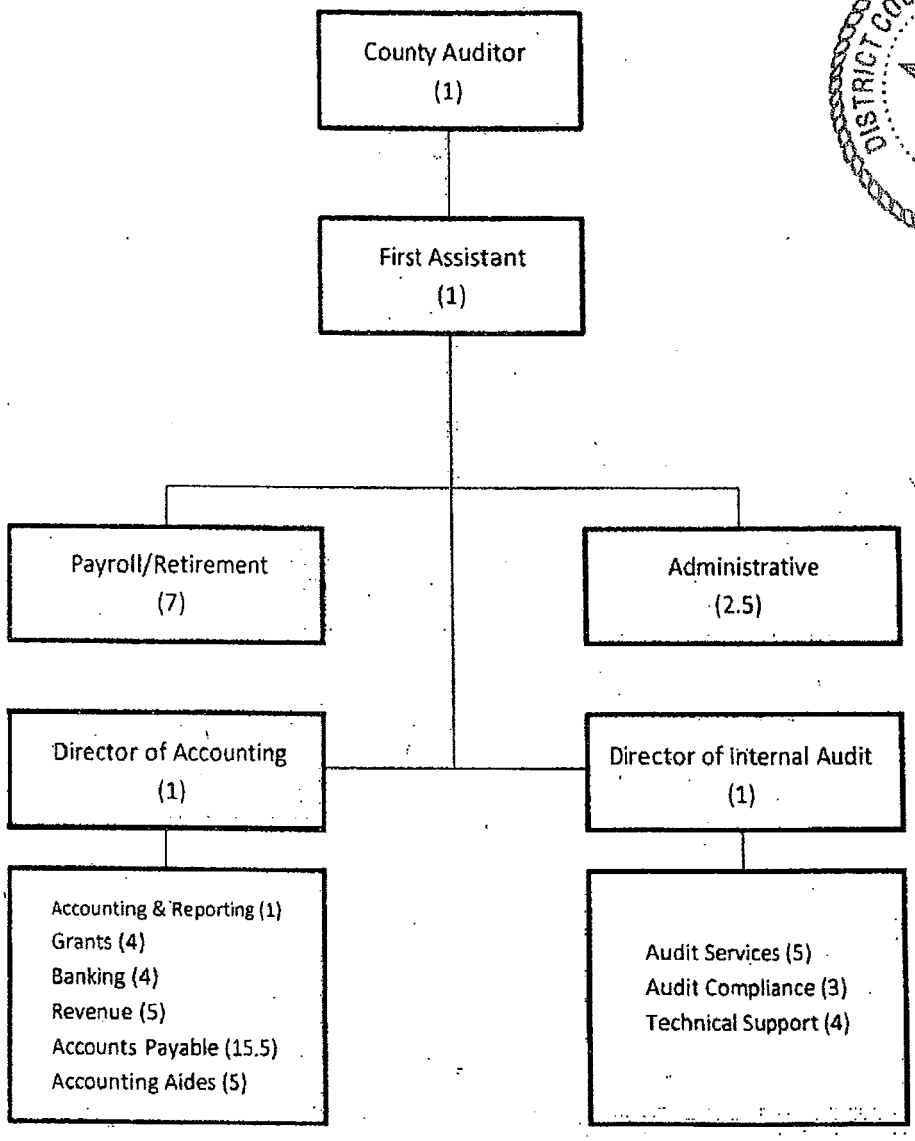
BEXAR COUNTY AUDITOR'S OFFICE
FY 2017-18 ORGANIZATIONAL CHART



(60) Total Staff Positions

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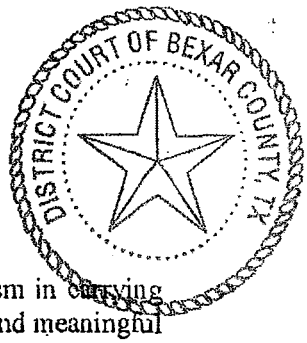
COUNTY OF BEXAR
Bexar County Auditor's Office



OFFICE VISION AND MISSION

The Auditor's Office Vision Statement:

To be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's duties and responsibilities. To provide timely, accurate and meaningful financial information on the fiscal affairs of County government and to provide ancillary support to the Commissioners Court, other elected officials, department heads and the general public.

The Mission of the Auditor's Office:

Create and maintain an environment of sound fiscal management and efficient financial operations at all levels of county government, through aggressive support, increased interactive collaboration and communication to assure efficient collection and reporting of revenues and legal compliance with budget expenditures.

AUDITOR'S OFFICE GOALS AND OBJECTIVES

The Goals and Objectives of the Auditor's Office are:

1. **PROFESSIONALISM** - To set and meet quality and professional standards in carrying out the duties and responsibilities of the Bexar County Auditor's Office.

2. **INDEPENDENCE** - To maintain an appropriate level of independence in order that the Auditor's Office may freely question and investigate County programs and issues.

3. **INNOVATION/PRODUCTIVITY** - To encourage and promote innovative and productive approaches to current programs and processes both in the Auditor's Office as well as other Bexar County Offices and Departments.

4. **PERSONAL GROWTH AND ENRICHMENT** - To provide quality as well as open communications to develop job skills, personal growth, professionalism, and an environment which encourages innovation with positive attitudes.

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DIVISIONAL DESCRIPTION

The Auditor's Office is broken into three divisions:

I. Administrative Division
II. Accounting Division
III. Internal Audit Division

I. The **Administrative Division** is headed by the First Assistant County Auditor and includes the Executive Administrative Assistant to the County Auditor, contract monitoring, retirement counseling, and Payroll sections. Reporting to the Executive Assistant is the receptionist, and the accounting aides (interns). The division is responsible for ensuring that support is available for the County Auditor as needed, that departmental operations function smoothly, that all contracts are read and approved as appropriate, that all county personnel requiring retirement assistance and counseling receive the proper information, and that all county personnel are paid properly and timely. In addition, this division fields and responds to internal and public open record requests for county financial information.

II. The **Accounting Division** is under the direction of the Director of Accounting and is comprised of the following functions: financial accounting and reporting, grant accounting and reporting, banking services, revenue accounting, revenue forecasting, accounts receivable, accounts payable, and capital project accounting. The Accounting Division is responsible for major annual projects that include the preparation of the Comprehensive Annual Financial Report (CAFR), and the County Wide Revenue Forecast Certification.

III. The **Internal Audit Division** of the Bexar County Auditor's Office conducts internal reviews, automated system reviews, and special projects for the Auditor and other county offices and departments. Internal Audit Technical Support also functions as a point of contact for assisting county offices and departments with financial system troubleshooting, answering questions from how to record and enter transactions to fielding requests for security profile and system access changes. The Audit Division is also responsible for assisting the County Auditor in adopting and enforcing regulations consistent with the law needed for the speedy and proper collecting, checking, and accounting for the receipt of funds that belong to the County or to a person for whom a district, county or precinct officer has made collection and the officer holds the funds for their benefit. The Internal Audit Division conducts regular audits of cash on hand at all county offices.

Additional Goals of the Internal Audit Division are to:

1. safeguard county assets and revenues
2. safeguard public funds not belonging to the county
3. safeguard public funds in the control of the county, district and precinct officials
4. find ways to increase revenue and reduce costs
5. protect the county from unnecessary liability while maintaining efficient delivery of services

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The above functions and activities support the following goals:

Each one of the following responsibilities is specifically prescribed for the Auditor in the Texas Local Government Code. These are addressed in full or in part by the Internal Audit Division and other divisions of the Bexar County Auditor's Office.

1) Prescribing the county's accounting systems. Local Government Code § 112.002 (a).
2) Adopting and enforcing regulations the auditor deems necessary for the speedy and proper checking of funds and fees belonging to the county and those belonging to third parties held by a county, district, or precinct officer. Local Government Code § 112.02 (b).
3) Maintaining general oversight of the books and records of a county, district, or state officer authorized or required by law to receive or collect money or other property that is intended for the use of the county or that belongs to third parties held by a county. Local Government Code § 112.007.
4) Investigating the correctness of books, accounts, reports, vouchers, and other records of any officer; orders of the commissioners court relating to county finances; and any reports to the commissioners court about the collection of money. Local Government Code § 115.001-2.
5) Examining all public funds that are subject to the control of any precinct, county or district official, including the accounts of law enforcement agencies and the district attorney composed of money and proceeds of property seized and forfeited to those officials. Examinations must be conducted regularly and on a surprise basis. Local Government Code § 115.003-4.

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Bexar County, Texas
County Auditor- Performance Measures
For the Periods Indicated

DISTRICT COURT OF BEXAR COUNTY, TX

Performance Indicators	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimate	FY 2017-18 Budget
Payroll:				
# of FTE	6	6	6	6
# of payroll distributions	125,512	128,453	130,023	128,500
# of status form changes	19,014	20,638	20,599	20,000
# of overtime entries by spreadsheets	21,065	8,529*	16,861	15,000
# of new employees processed	962	950	937	1,000
# of employees requested changes	4,086	4,269	4,373	4,566
# of County Employees served	4,771	4,845	4,903	5,383
Accounts Payable:				
# of FTE†	18	18	19	19
# of Payments Processed	42,438	41,561	42,010	42,640
# of Invoices Processed	106,553	103,127	103,785	104,045
# of central disbursement transactions	30,703	29,798	30,202	30,800
# of electronic payments processed	11,735	11,763	11,808	11,840
# of P-card and T-card transactions	5,382	6,343	7,012	8,500
# of attorney appointments	38,145	36,781	37,924	38,250
# of attorney invoices	53,979	52,195	52,681	53,000
Banking:				
# of FTE	4	4	4	4
# of checks processed	118,144	112,106	104,781	104,000
# of bank deposits verified	2,937	2,907	3,183	3,350
# of electronic banking transactions‡	10,967	10,865	11,549	11,633
# of other banking transactions	1,497	1,590	1,503	1,511
# of jury checks written off	14,385	16,947	14,661	14,500

* The 2015-16 overtime entries by spreadsheet were significantly lower, in comparison to other years, due to nonpayment of Bexar County Sheriff Office overtime; overtime was accrued as FLSA or Comp overtime for that time period.

† An Accounts Payable position was added to assist with an increase of travel and procurement credit card transactions.

‡ Electronic banking transactions are transactions entirely executed using a computer system; these include (but are not limited to) wire transfers, ACH Transactions, and Paymode payments.

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Bexar County, Texas
County Auditor- Performance Measures
For the Periods Indicated

DISTRICT COURT OF BEXAR COUNTY, TX

Performance Indicators	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimate	FY 2017-18 Budget
Revenue:				
# of FTE working on deposit warrants	3	3	3	3
# of deposit warrants	9,427	10,177	9,756	9,800
Grants:				
# of FTE[§]	4	4	4	3
# of grants administered/monitored	129	129	128	126
Value of grant expenditures (federal & state)	64,798,265	62,861,031	65,000,000	59,000,000
Internal Audit Division:				
# of FTE	13	13	13	13
# of direct hours on audits	9,805	8,854	9,027	9,464
# of audits scheduled	39	34	40	35
# of audits completed	35	31	37	33
# of audit reports issued	32	29	36	31[ᵏ]
# of direct hours on special projects[ᵏ]	5,702	6,364	6,269	5,853
# of special projects assigned	23	23	21	22
# of special projects completed	16	17	16	18
# of audit recommendations made	105	173	102	165
# of direct hours on routine tasks[**]	5,664	5,466	5,277	5,654
# of non-direct hours[††]	4,398	4,278	4,231	4,345

[§] The total number of Grant FTE's does not include the Grants Manager; the Grants Manager is not assigned any specific grants but manages and processes grant transactions when needed.

[ᵏ] Not all audits completed will result in a written report. Also, one written audit summary report may account for multiple audit reviews.

[ᵏ] Direct hours for FY15-16 are expected higher due to two major special projects that required multiple FTE's. During FY16-17 IA IT staff will be tasked with assisting and testing ERP systems upgrades.

[**] # of direct hours on routine tasks are defined as hours for job duties or responsibilities performed by the Internal Audit Divison that are related to compliance (e.g., cash counts, tax refund processing), technical support assistance (e.g., helpdesk calls, equipment or system access) and training (e.g., Infor, ImageNow, Inovah Training).

[††] # of non-direct hours includes training, administrative and employee leave time.

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Bexar County, Texas
County Auditor- Performance Measures
For the Periods Indicated

Performance Indicators	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimate	FY 2017-18 Budget
Payroll:				
Avg. Distributions per FTE	20,919	21,409	21,671	21,41[illegible]
Avg. status form changes per FTE	3,169	3,440	3,433	3,333
Avg. overtime entries by spreadsheets per FTE	3,511	1,422[‡‡]	2,810	2,909
Avg. employee requested payroll change per FTE	681	712	729	761
Accounts Payable:				
Avg. # of payments processed per FTE	2,358	2,309	2,211	2,244
Avg. # of invoices processed per FTE	5,920	5,729	5,462	5,476
Avg. # of central disbursement transaction per FTE	1,706	1,655	1,590	1,621
Avg. # of electronic payments processed per FTE	652	654	621	623
Avg. # of P-card and T-card transactions per FTE	299	352	369	447
Avg. # of attorney appointments per FTE	2,119	2,043	1,996	2,013
Avg. # of attorney invoices processed per FTE	2,999	2,900	2,773	2,789
Banking:				
Avg. # of checks processed per FTE	29,536	28,026	26,196	26,000
Avg. # of banking transactions per FTE	7,447	8,077	7,724	7,748
Revenue:				
Avg. # of deposit warrants per FTE	3,142	3,392	3,252	3,267
Grants:				
Avg. # of grants monitored per FTE	32	32	32	42
Avg. total dollars of grants monitored per FTE	16,199,566	15,715,258	16,250,000	19,666,667

‡‡ The 2015-16 overtime entries by spreadsheet were significantly lower, in comparison to other years, due to nonpayment of Bexar County Sheriff Office overtime; overtime was accrued as FLSA or Comp overtime for that time period.

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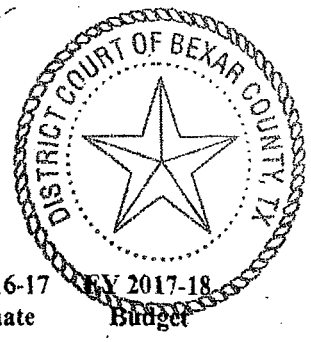


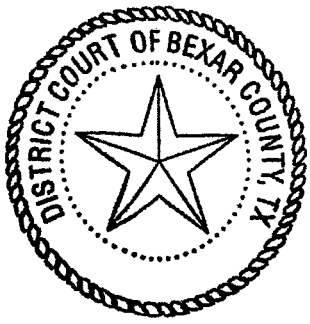
Bexar County, Texas
County Auditor- Performance Measures
For the Periods Indicated

Performance Indicators	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimate	FY 2017-18 Budget
Internal Audit Division:				
Avg. # of direct hours on audit per FTE[§§]	1,089	984	1,003	1,052
Avg. # of direct hours on special projects per FTE	439	490	482	450
Avg. # of direct hours on routine tasks per FTE	436	420	406	435
Effectiveness Indicators				
Internal Audit Division:				
% of audits completed to audits scheduled	90%	91%	92%	94%
% of audits reports issued to audits scheduled	82%	85%	90%	89%
% of special projects completed to assigned	70%	74%	76%	82%
Amt. of cost savings/extra revenue identified	$ 50,271	$ 98,535	$115,900	$120,000
Amt. of cost savings per FTE	$ 3,867	$ 7,580	$8,915	$9,231

[§§] The number of Internal Auditors (IA) who only perform audits was changed from thirteen to nine, after FY13-14, to reflect a more accurate number of actual IA FTE's assigned to work on audits.

08/28/2017 VOL 4793 PG 0915

69724



CERTIFIED COPY CERTIFICATE STATE OF TEXAS
I, DONNA KAY McKINNEY, BEXAR COUNTY DISTRICT CLERK, CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS INDICATED BY THE VOLUME, PAGE AND COURT ON SAID DOCUMENT. WITNESSED MY OFFICIAL HAND AND SEAL OF OFFICE ON THIS:

August 28, 2017

DONNA KAY McKINNEY
BEXAR COUNTY, TEXAS

By: Leticia Leija
LETICIA LEIJA, Deputy District Clerk
(NOT VALID WITHOUT THE CLERKS'S ORIGINAL SIGNATURE.)

69770

SPECIAL ORDER NO. _____

THE STATE OF TEXAS ☐

☐

☐ **PURCHASING AGENT BOARD**

☐

COUNTY OF BEXAR ☐

Pursuant to Texas Local Government Code 262.011, a meeting of the Purchasing Agent Board was held on September 1, 2017. Present were District Judge Melisa Skinner, District Judge David Canales, District Judge Lorina Rummel, County Commissioner Paul Elizondo and County Commissioner Sergio Rodriguez.

The Purchasing Agent Board, upon motion by Judge Canales and second by Judge Rummel, with a unanimous vote, approved and hereby ORDERS that Mary Quinones is reappointed as Purchasing Agent for Bexar County for a two year term beginning January 4, 2018.

The Purchasing Agent Board, upon motion by Commissioner Rodriguez, and second by Commissioner Elizondo, with a unanimous vote, approved and hereby ORDERS that the base annual salary of the Purchasing Agent for Bexar County, Mary Quinones, shall be increased to $120,450, plus longevity per year.

The Purchasing Agent Board, upon motion by Commissioner Rodriguez, and second by Judge Canales, with a unanimous vote, approved and hereby ORDERS that the increase in the base annual salary of the Purchasing Agent for Bexar County, Mary Quinones, to $120,450, plus longevity, shall be effective October 1, 2017.

The Clerk of the District Courts is directed to record this action in the minutes of the District Clerk and the District Clerk shall certify this action to Commissioners Court of Bexar County, Texas.

ORDERED, signed and decreed this 1st day of September, 2017.

DISTRICT JUDGE MELISA SKINNER

Paul Elizondo
COUNTY COMMISSIONER PAUL ELIZONDO

DISTRICT JUDGE DAVID CANALES

COUNTY COMMISSIONER SERGIO RODRIGUEZ

Lorina Rummel
DISTRICT JUDGE LORINA RUMMEL

09/08/2017 VOL 4000 PG 0255

Case Number: 2017XX69770

69770

Document Type: SPECIAL ORDER

CERTIFIED COPY CERTIFICATE STATE OF TEXAS
I, DONNA KAY McKINNEY, BEXAR COUNTY DISTRICT CLERK, CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS INDICATED BY THE VOLUME, PAGE AND COURT ON SAID DOCUMENT. WITNESSED MY OFFICIAL HAND AND SEAL OF OFFICE ON THIS:

September 08, 2017

DONNA KAY McKINNEY
BEXAR COUNTY, TEXAS

By: _____
ROSANNE MEDELLIN, Deputy District Clerk
(NOT VALID WITHOUT THE CLERKS'S ORIGINAL SIGNATURE.)

Amendment to Fiscal Year 2015-2016

Program Change for the Office of the Fire Marshal and Office of the Sheriff

Public Safety Dispatcher Career Path (Job Family) Program

Effective date: first full pay period in January 2016 (subject to any approvals necessary to update current job descriptions).

This program was developed to ensure that the Public Safety Dispatchers continue to advance, develop and cross-train/cross-utilize the critical skills needed to effectively address the expanding needs of Bexar County. The program will also be a valuable tool to promote those advanced skills and move towards building a premiere Public Safety Communications Center.

To ensure that the Public Safety Communication Center continues to be responsive to the communities' demands and expectations, the Fire Marshal and Sheriff created a plan to train and certify all Public Safety Dispatchers, giving the Fire Marshal and Sheriff the flexibility to assign their communications center personnel to address issues as they arise.

Program Changes and Guidelines

In the Fiscal Year 2015-16 Adopted Budget, Commissioners Court approved a new career path for the Public Safety Dispatchers in the Office of the Fire Marshal and the Office of the Sheriff. This program expands the two existing positions of Public Safety Dispatcher I (NE-06) and Public Safety Dispatcher II (NE-08) to four levels within the Public Safety Dispatcher career path (NE-06 to NE-10).

The new positions and associated pay grades are:

Public Safety Dispatcher I	NE-06
Public Safety Dispatcher II	NE-08
Public Safety Dispatcher III	NE-09
Public Safety Dispatcher IV	NE-10

There are no regrades or reclassifications coupled with the creation of the job family or retitling of the Public Safety Dispatchers. The Public Safety Dispatcher I will remain at the NE-06 for the entry-level. And Public Safety Dispatcher II will remain at the NE-08 for those Public Safety Dispatchers who progress through the identified standards. The career path includes clear training and professional development guidelines before Public Safety Dispatcher can progress to the next level. The Public Safety Dispatcher matrix will be used for progression through the career path.

The career path will be administratively managed by Public Safety Communications Manager (Sheriff Office) and Public Safety Supervisor (Fire Marshal Office) and have overview by the Fire Marshal and Sheriff. The Public Safety Dispatcher will be required to complete and maintain the standards for each level in the career path before progressing to the next level. The career path gives the Public Safety

Dispatcher the opportunity to progress through the career path by demonstrating the individual employee's determination to develop professionally.

Administrative Implementation and Guidelines

The Fire Marshal's Office and Sheriff's Office will be responsible for conducting timely and regular performance evaluations for all Public Safety Dispatchers. The career path is contingent upon performance review of the program and an annual fiscal review to determine budget funding. The employee's progression is contingent upon a performance evaluation which reflects the employee's performance that meets or exceeds the job duties for the employee's current job. Moving an employee is subject to the employee's satisfactory completion of the career path matrix requirements and budget limitations.

The individual employee will be responsible for completing the required certifications and keeping the certifications current. The individual employee will be responsible for getting the additional training in the matrix. The Fire Marshal and Sheriff are not required to provide those opportunities to the Public Safety Dispatchers. Getting the additional training is the complete responsibility of the individual. It is the responsibility of the individual employee to make sure that the additional training is approved by their respective office (Fire Marshal or Sheriff).

It is the responsibility of Human Resources – Compensation to validate the documentation submitted by the offices, for each Public Safety Dispatcher Career Path submission, prior to submitting the status form to the Auditor's Office. Human Resources – Compensation will be responsible for updating all Human Resources Information System actions.

The career path and matrix will be reviewed annually for effectiveness and TCOLE requirement adjustments. The review of the career path program will be conducted jointly with Fire Marshal's Office, Sheriff's Office, Human Resources and Budget Office.

Pay Guidelines: For Implementation and Career Path Program

Public Safety Dispatcher I, NE-06: Entry level Public Safety Dispatcher

Public Safety Dispatcher II, NE-08:
Public Safety Dispatcher that moves into this level will follow County Policy 7.02.06.

Public Safety Dispatcher III, NE-09:
Public Safety Dispatcher that moves into this level will follow County Policy 7.02.06.

Public Safety Dispatcher IV, NE-10:
Public Safety Dispatcher that moves into this level will follow County Policy 7.02.06.

***Career Path Program Alignment**

Although Public Safety Communications Supervisor position(s) are not part of the Career Path Program, the movement into these position(s) should be eligible to follow County Policy 7.02.06, to address equitable pay for the Public Safety Communications family of jobs.

As an example, if a Public Safety Dispatcher IV were to move into a supervisory position, that movement should be considered a promotion. During the annual budget process, a specific pay table may be adjusted. The movement, depending on which table adjusted may have an adverse result for a position within a job family deemed to be a promotion. To keep a balanced salary structure and address possible equity issues within the Public Safety Dispatcher Career Path (Job Family) Program, County Policy 7.02.06 will address the issue for movement into the supervisory positions.

BEXAR COUNTY

DEBT MANAGEMENT POLICY

Adopted by Commissioners Court on August 14, 2007
Revised October 7, 2008
Revised February 3, 2015
Revised March 21, 2017
Revised September 12, 2017

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TITLE: DEBT MANAGEMENT POLICY

EFFECTIVE DATE: March 21, 2017

Section 1: PURPOSE AND OBJECTIVES

1.1 Purpose

The purpose of this policy is to provide guidance regarding the issuance, management, continuing evaluation and reporting on all debt obligations issued by Bexar County, Texas (the "County"). The Bexar County Commissioners Court recognizes there are no absolute rules or easy formulas that can substitute for a thorough review of all information affecting the County's debt position. Debt decisions should be the result of deliberative consideration of all factors involved. This policy is intended to augment the deliberation process by addressing the methods, procedures and practices to be utilized to ensure effective and judicious fiscal management of County funds.

The terms of this Debt Management Policy (the "Policy") are intended to comply with all Texas and Federal Law governing debt, including, but not limited to, Texas law, Internal Revenue Service rules and regulations, United States Securities and Exchange Commission ("SEC") regulations, Municipal Securities Rulemaking Board ("MSRB") regulations, court rulings, and existing County debt covenants.

1.2 Objectives

Debt Management shall be conducted with the primary objectives of:

a. Maintain and/or improve the County's existing credit rating;
b. Maintain access to capital; and
c. Minimize borrowing costs.

Section 2: SCOPE

2.1 This Policy shall govern debt obligations issued by the County that finance the construction or acquisition of infrastructure and other assets or to refinance existing debt. The County may also desire to issue debt obligations on behalf of external agencies, non-profit corporations, or other authorities for the purpose of construction or acquisition of infrastructure or other assets that further the goals and objectives of County government. In that case, the County shall take reasonable steps to confirm the financial feasibility of the project and the financing solvency of any necessary borrower; and shall take all reasonable precautions to ensure the public purpose and financial viability of such transactions. This policy does not apply to the County's Capital Lease Program.

Section 3: ROLES AND RESPONSIBILITIES

3.1 As provided by the Texas Local Government Code, each member of Commissioners Court has a fiduciary responsibility in the management of the County's indebtedness. All debt programs are to be made in accordance with applicable Texas and federal regulations. The Commissioners Court will approve all County indebtedness.

3.2 The County Manager has the primary responsibility for making debt-financing recommendations to the Commissioners Court.

3.3 The County Manager, or his designee, will coordinate all activities necessary to issue debt, including, but not limited to:

a. Review of resolutions provided by bond counsel;
b. Review of offering memoranda provided by financial advisors; and
c. Review of all related financial analyses.

3.4 The County Manager, in conjunction with the Auditor's Office and Management and Finance Department, will report to the Commissioners Court:

a. A projected list of expected capital needs for the year;
b. An annual debt issuance schedule for capital projects;
c. An updated five-year capital improvement plan as part of the budget;
d. Ensure that the County is current on all debt service payments; and
e. Disclosure of any bond covenant violations or defaults over the past year.

3.5 The County Manager, or his designee, will implement and oversee the Capital Project Process for County offices and departments pursuant to Section 20 of this policy.

3.6 The County Manager, or his designee, will recommend to the Commissioners Court a financing team consisting of bond counsel, financial advisors, and underwriters.

3.7 The Office of the County Auditor is responsible for reporting monthly in its financial report a schedule that includes outstanding debt requirements as well as commercial paper activity. These reports will include principal and interest requirements, dates for each and related interest rates.

3.8 The Office of the County Auditor is responsible for assuring that all debt service payments are made in a timely manner to the appropriate trustee/paying agents.

3.9 The Office of the County Auditor is responsible for preparing the annual continuing disclosure and the County's bond counsel is responsible for reviewing, approving, and submitting the continuing disclosure pursuant to SEC Rule 15c2-12.

3.10 The Office of the County Auditor is responsible for the annual estimation of the cumulative rebate amount (arbitrage) for each debt issuance as defined in Section 148(f)(2) of the Internal Revenue Code of 1986, as amended (the "Code"). These annual estimates are for both external and internal reporting purposes.

3.11 The Office of the County Auditor is responsible for ensuring compliance with the filing requirements with the Internal Revenue Service related to arbitrage and rebate set forth in Section 19 of this policy.

3.12 Offices and Departments administering projects financed with debt funding are responsible to comply with Section 17 of this Policy relating to private business use and with Section 6 relating to project expenditures.

3.13 The Office of the County Auditor is responsible for general recordkeeping and will maintain a copy of the following documents on file at all times, to include but not limited to:

a. Annual Financial Statements
b. Reports of any examinations by the Internal Revenue Service of Bexar County's financings
c. Documentation of allocation of bond proceeds to expenditures
d. Copies of contracts
e. Records of expenditures of bond proceeds
f. List or schedule of all bond-financed county owned facilities or equipment with depreciation schedules.

Such records will be maintained for the life of the related bonds (including any refunding bonds) for the life of the bonds plus three years.

3.14 The Office of the County Auditor and the County Manager, or his designee, has general oversight of the post-issuance compliance of bond financings and will review compliance matters on a regular basis. To that end, the County will endeavor to identify training opportunities and educational materials regarding post-issuance compliance.

3.15 The County Manager, or his designee, will prepare material events disclosure in accordance with SEC Rule 15c2-12, as needed.

Section 4: REPORTING

4.1 The County Manager, or his designee, will report to the Commissioners Court:

a. A projected list of expected capital needs for the year;
b. An annual debt issuance schedule for capital projects;
c. An updated five-year capital improvement plan as part of the budget;
d. Certification that the County is current on all debt service payments; and
e. Disclosure of any bond covenant violations or defaults over the past year.

4.2 The Office of the County Auditor is responsible for reporting monthly in its financial report a schedule that includes outstanding debt requirements as well as commercial paper activity. These reports will include principal and interest requirements, dates for each and related interest rates.

4.3 The Office of the County Auditor is responsible for preparing the annual continuing disclosure and the County's bond counsel is responsible for reviewing, approving, and submitting the continuing disclosure pursuant to SEC Rule 15c2-12.

4.4 The Office of the County Auditor is responsible for the annual estimation of the cumulative rebate amount (arbitrage) for each debt issuance as defined in Section 148(f) (2) of the Code. These annual estimates are for external and internal reporting purposes only.

4.5 The Office of the County Auditor is responsible for ensuring compliance with the filing requirements with the Internal Revenue Service related to arbitrage and rebate set forth in Section 19 of this policy.

4.6 Offices and Departments administering projects financed with debt funding are responsible to comply with Section 17 of this Policy relating to private business use and with Section 6 relating to project expenditures.

Section 5: ORGANIZATIONS AFFECTED

5.1 All County offices and departments must comply with the guidelines and procedures set forth in this Policy.

Section 6: USE OF DEBT INSTRUMENTS

6.1 Debt financing will not generally be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The County will use debt financing for the acquisition of capital assets and capital improvement projects which may include certain operating expenditures required to implement the projects under the following circumstances:

a. The acquisition of all debt funded assets and debt funded projects must be approved by Commissioners Court;
b. The capital asset or a project's useful life will be equal to or exceed the term of the financing;
c. Revenues sufficient to service the debt, whether from future property taxes, user fees, or other specified and reserved resources will be available;
d. Review and approval of the total project budget, including personnel services, travel and remunerations, operational costs, supplies and materials and capital expenditures, by the County Manager's Office; and
e. Compliance with the appropriate provisions of Texas Law and the Code.

6.2 Operating expenditures required to implement capital improvement projects will be funded using debt financing in accordance with Chapter 1201, as amended, Texas Government Code and Chapter 1431, as amended, Texas Government Code. These expenses could include but not be limited to ancillary charges necessary to put the project in place in its intended location and ancillary charges necessary to place the asset in its intended condition for use.

6.3 Debt financing will not generally be used for maintenance expenses, training, feasibility studies or any current operating expenditure.

6.4 Debt financing will not generally be used for functional consulting. Functional consulting includes activities such as training, troubleshooting, and running reports during training.

6.5 Per Governmental Accounting Standards Board (GASB) guidelines, activities associated with developing and installing computer software projects will be divided into three stages of project development:

a. Preliminary project stage, which includes the conceptual formulation and evaluation of alternatives, the determination of the existence of needed technology, and the final selection of alternatives;

b. Application development stage, which includes the design of the chosen path, including software configuration and software interfaces, coding, installation of hardware and testing, including the parallel processing phases and data conversion phases; and
c. Post-implementation/operation stage, which includes training and application maintenance.

Only activities associated with the application development stage will be debt financed.

6.6 Direct costs of materials and services consumed in developing or obtaining internal-use computer software, including payroll-related costs devoted directly to the project, may be financed with debt.

6.7 Generally, personnel required to implement a project should be contract employees or temporary employees. However, with prior approval of Commissioners Court and for projects with a total cost greater than $5 million, County Subject Matter Experts (regular County employees) may be employed for implementation of a project and those costs may be debt financed during the application development stage. The cost of these personnel (regular County employees) expenditures will not exceed 5 percent of the project amount to be financed.

Section 7: STRUCTURE AND TYPE OF DEBT

7.1 Debt service will be structured to match projected cash flows and minimize the impact on future property tax levies.

7.2 The term of the debt issuance should equal the lesser of the useful life of the asset being financed or the maximum of 40 years in accordance with Chapter 1201, as amended, Texas Government Code.

7.3 The types of debt instruments to be issued by the County include:
a. General Obligation Bonds (including Limited Tax Bonds, Unlimited Tax Road Bonds, Flood Control Tax Bonds, and Pass-Through Revenue and Limited Tax Bonds);
b. Certificates of Obligation;
c. Revenue Bonds (including Venue Project Revenue Bonds);
d. Refunding Bonds;
e. Commercial Paper;
f. Tax Anticipation Notes; and
g. Any other debt instrument authorized for issuance by a County in accordance with the Texas Government Code or other applicable law.

7.4 Individual revenue streams considered for proposed debt service should meet a minimum debt service coverage ratio test of 1.15 along with any appropriate revenue or contingency funds. Debt coverage is defined as total revenue divided by total debt service.

7.5 Generally, tax-exempt debt will be issued. However, when appropriate and when the cost of a project is greater than $5 million, no more than 10 percent of the amount to be financed may be issued in the form of taxable debt.

Section 8: DEBT LIMITS

8.1 The County will not exceed the debt issuance limits described in Article 3, Section 52 of the Texas Constitution and Chapter 1301 of the Texas Government Code.

8.2 The County shall use economic ratios as a tool to assist in providing an objective analytical approach to determine debt capacity for new projects. These ratios may include:

a. Debt per capita;
b. Debt as a percent of statutory debt limit;
c. Debt as a percent of appraised valuation;
d. Debt service payments as a percent of governmental expenditures; or
e. Level of overlapping net debt of all local taxing jurisdictions.

8.3 The County will maintain a debt service fund balance of at least 15 percent of the annual debt service requirement for the fiscal year; provided; however, that this requirement shall comply with the provisions of the Code.

Section 9: METHOD OF SALE

9.1 The County may use competitive sales, negotiated sales, or private placements. When considering the method of sale, the County will take into consideration:

a. Financial conditions;
b. Market conditions;
c. Transaction-specific conditions;
d. County-related conditions; and
e. Risks associated with each method.

9.2 Competitive sales are the preferred method under the following circumstances:

a. A general obligation pledge or annual appropriation of general revenue;
b. Simple structure and financial analysis;
c. Stable financial market; and
d. Moderate par amount.

9.3 Negotiated sales are the preferred method under the following circumstances:

a. A general obligation tax pledge, special revenue pledge, or combinations of general obligation tax and special revenue pledge;
b. Moderate to high par amount;
c. Simple structure transactions to complex transactions that require extensive financial modeling, credit analysis, premarketing effort, or that are interest rate sensitive; and
d. Stable or volatile financial markets.

9.4 Private Placement is the preferred method under the following circumstances:

a. Small issue size;
b. Questionable security for the issue; and
c. Overall cost savings to the County.

Section 10: REIMBURSEMENT RESOLUTION

10.1 As provided in the Texas Government Code, Section 1201.042, as amended, Department of the Treasury Regulation, Section 1.150-2 of the Code, Commissioners Court may decide that it is in the County's best interest to pass a reimbursement resolution prior to the formal issuance of debt. The purpose of the resolution would be to announce the intent to reimburse itself for expenditures related to capital programs for which debt will be issued and the appropriate Fund (General Fund, Capital, etc.) could then be reimbursed once the debt is sold. The County will intend to reimburse itself within 18 months from the later of date of the original expenditure or the date the property

financed is placed into service (but in no event more than 3 years after the original expenditure is paid).

Section 11: REFUNDING OF DEBT

11.1 The County may elect to refund existing debt for reasons including, but not limited to, the following:

a. To achieve Net Present Value (NPV) savings generally of at least 3 percent;
b. To update bond covenants on outstanding debt which impair efficient operations or prohibit necessary or desirable activities;
c. To restructure the debt service schedules associated with outstanding bond issues; or
d. To alter bond characteristics such as call provisions or payment dates.

11.2 If a refunding is undertaken, the County will evaluate:

a. Issuance costs that will be incurred;
b. Interest rate at which the refunding bonds can be issued;
c. Maturity dates of the refunded bonds;
d. Call date (if any) on the refunded bonds; and
e. Call premium (if any) on the refunded bonds

Section 12: VARIABLE RATE EXPOSURE

12.1 The County may use variable rate debt (including commercial paper) to lower the cost of borrowing and provide a hedge against interest rate risk.

12.2 The County should establish a target of not to exceed 20 percent of its total outstanding debt in a variable rate mode.

12.3 Variable rate debt should be converted to fixed rate debt as necessary to maintain the 20 percent target, to meet the particular needs of a financing program, or to lock in low long-term fixed interest rates.

12.4 When issuing variable rate debt, the County will have appropriate contingency plans in place, such as reserves or hedging instruments, to mitigate the risk associated with rising interest rate environments.

Section 13: INTEREST RATE SWAP AGREEMENTS

13.1 The County will consider the use of interest rate swap agreements on a case-by-case basis and consistent with Texas law and financial prudence.

13.2 Interest rate swap agreements may be used for the following purposes:

a. To achieve significant savings as compared to other, non-derivative type products available in the bond market;
b. To prudently hedge risk in the context of a particular financing or the overall asset/liability management of the County;
c. To incur variable rate exposure within prudent financial guidelines;
d. To achieve more flexibility in meeting overall financial objectives than available in conventional markets; or
e. To accomplish a financial objective not otherwise obtainable using traditional financing methods.

13.3 The County will not enter into an interest rate swap agreement without advice of an independent advisor and bond counsel.

13.4 The County may enter into an interest rate swap agreement if the counterparty has at least two long term unsecured credit ratings of at least equal to the County's long term general obligation rating from Fitch Ratings, Moody's Investors Service, Inc. or S&P Global Ratings and the party has demonstrated experience in successfully executing interest rate swap agreements.

13.5 The County will select counterparties utilizing one of the Methods of Sale as outlined in Section 9 of this policy.

13.6 Before entering into an interest rate swap agreement, the County shall evaluate all the risks inherent in the transaction including counterparty risk, termination risk, rollover risk, basis risk, tax event risk, credit risk and amortization risk. Evaluation of risk will also include the following considerations:

a. Uncertainty with respect to the County's future debt obligations;
b. Effect on the County's credit quality;
c. Cumulative exposure to all risk factors identified;
d. Difficulty and costs associated with terminations; and
e. Limitations on the ability to refund the swap's underlying bonds.

13.7 The County will monitor interest rate swap agreements on a quarterly basis to ensure compliance with corresponding swap documentation.

Section 14: CONTINUING DISCLOSURE

14.1 The County will periodically review the requirements of the MSRB and the recommendations of the Government Finance Officers Association (GFOA), including the GFOA recommendation that financial statements be prepared and presented according to generally accepted accounting principles.

14.2 The County will remain in compliance with SEC Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders within six months after the end of each fiscal year.

Section 15: MATERIAL EVENTS

15.1 Material Events are defined as those events which are considered likely to reflect on the credit supporting the securities.

15.2 The County will issue a material event notice in accordance with the provisions of SEC Rule 15c2-12.

15.3 The events Bexar County will consider material are:

a. principal and interest payment delinquencies;
b. nonpayment related defaults, if material;
c. unscheduled draws on debt service reserves reflecting financial difficulties;
d. unscheduled draws on credit enhancements reflecting financial difficulties;
e. substitution of credit or liquidity providers, or their failure to perform;

f. adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
g. modifications to rights of bond owners, if material;
h. bond calls, if material and tender offers;
i. defeasance;
j. release, substitution, or sale of property securing repayment of the security, if material;
k. rating changes;
l. bankruptcy, insolvency, receivership, or similar event of the County, which will occur as described below;
m. the consummation of a merger, consolidation, or acquisition involving the County or the sale of all or substantially all of its assets, other than in the ordinary course of business, the entry into of a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
n. appointment of a successor or additional trustee or the change of name of a trustee, if material.

Section 16: EXPENDITURE OF BOND PROCEEEDS

16.1 A list of projects will be developed to ensure compliance with Federal and State laws.

16.2 The County Manager and the Auditor's Office will monitor the expenditure of bond proceeds, to ensure expenditures are made in a timely manner for the purposes for which the bonds were authorized.

16.3 With respect to the reimbursement of any expenditure paid prior to the date of issue of the bonds, the County Manager and the Auditor's Office will monitor compliance with the requirement of the Regulations that such reimbursement allocation to bond proceeds is made not later than 18 months after the later of (i) the date the original expenditure is made or (ii) the date the project is placed in service, but in no event more than three years after the original expenditure is paid. Furthermore, the County Manager and the Auditor's Office will monitor compliance with the requirement of the Regulations that such reimbursement allocation is for the reimbursement of the expenditures paid on or after 60 days prior to the date of a reimbursement resolution (including for this purpose a bond order).

Section 17: PRIVATE BUSINESS USE

17.1 Private business use exists if proceeds of the issue or the property to be financed by the bond proceeds are used directly or indirectly by any nongovernmental person in that person's trade or business. Private business use may occur due to arrangements (typically contractual) that give nongovernmental persons special legal entitlements with respect to the use of bond-financed property (including a sale or other transfer of bond-financed property to a nongovernmental person). Further, a bond issue is considered to have private security or payments if the payment of the debt service of an issue is either (a) secured directly or indirectly by property or payments derived from private business use or (b) to be derived from payments for a private business use. The tax-exempt status of governmental bonds may be jeopardized if both (a) the private business use associated with an issue of bonds exceeds five percent (and, in certain circumstances, ten percent) of the proceeds of an issue and (b) the private security or payments associated with an issue exceeds five percent (and, in certain circumstances, ten percent) of the proceeds of such issue.

17.2 If any action will create private business use or private payments as outlined above, Bexar County will take measures designed to preserve the intended federal income tax status of that issue of bonds.

Such measures may include ensuring that such agreement falls into an applicable exception under the private business use rules, making a determination that private use will not exceed the applicable limit or such other action as may be recommended by bond counsel, including taking remedial actions with respect to the issue of bonds whose federal tax status is implicated.

It is recognized that certain of the County's bond issues (e.g. bonds that finance certain venue projects) were structured to take into account projected private business use of the facilities being financed with such issue. For such issues, the County will monitor any changes relating to the type or amount private business use of such facilities and, if necessary, will take measured designed to preserve the intended federal income tax status of that issue of bonds as described above.

17.3 No more than five percent of the proceeds of an issue of bonds may be used to make loans or arrangements that allow a nongovernmental party to defer payments that it is obligated to make with respect to the financed property or the bonds.

Section 18: INVESTMENT OF DEBT PROCEEDS

18.1 Debt proceeds will be invested in accordance with the County's Investment Policy Section 3.10 or as otherwise permitted in the order or resolution authorizing the issuance of the debt.

18.2 Interest earned on proceeds from bonds, certificates of obligation, commercial or other short-term or long-term debt proceeds (excluding capital lease proceeds) is generally allocated to the Debt Service Fund.

18.3 Interest earned on proceeds from bonds, certificates of obligations, or other short-term or long-term debt proceeds (excluding capital lease proceeds) allocated to the Debt Service Fund shall be used solely to pay current and future debt service payments, as well as all related issuance cost.

Section 19: ARBITRAGE/REBATE

19.1 The County will follow a policy of full compliance with all arbitrage rebate requirements of the Code and will perform (via contract consultant) arbitrage calculations for each debt issue subject to rebate on an annual basis. All necessary rebate liability will be filed and paid when due.

19.2 Additionally, the Office of the County Auditor may choose to hire a rebate analyst to monitor compliance with rebate and yield restriction rules on an annual basis.

Section 20: CAPITAL PROJECT PROCESS

20.1 As set forth in Section 3 of this policy, the County Manager is responsible for making debt-financing recommendations to the Commissioners Court. In order to ensure sufficient cash flow is available to meet capital improvement project cash requirements, an annual debt issuance schedule is required. The Capital Project Process will provide the basis for the annual debt issuance schedule.

20.2 During the annual budget process, each office or department will complete the Capital Request Form for each project to be considered for adoption by Commissioners Court. The form requires offices and departments to detail the different phases of the project, a timeline for each phase, and cost per phase.

20.3 Upon approval of a new capital project, the information provided on the Capital Request Form will be used to develop the annual debt issuance schedule to meet the cash requirements of each project.

Section 21: POST-ISSUANCE COMPLIANCE

21.1 Bexar County acknowledges that as the issuer of debt obligations subject to the Code, it is responsible for post-issuance compliance with respect to such debt obligations.

21.2 After the debt is issued, and as project expenses are incurred, the County Auditor's Office and County Manager will periodically ensure continued compliance with aforementioned laws and guidelines.

21.3 Corrective action may be required if, for example, it is determined that bond proceeds were not properly expended, Bexar County is not in compliance with the arbitrage requirements imposed by the Code or Bexar County has taken a deliberate action (e.g., sale of bond-financed property) that results in impermissible levels of private business use.

21.4 If Bexar County determines or is advised that corrective action is necessary with respect to any issue of its obligations, Bexar County will, as may be applicable, in a timely manner:

- Seek to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 (or any successor notice thereto)
- Take remedial action described under Section 1.141-12 of the Code
- Take such other action as recommended by Bond Counsel

21.5 Any issues of non-compliance will be resolved by the County Manager and the County Auditor's Office with the assistance of the County's Bond Counsel and Financial Advisors.

Section 22: DEFINITIONS

a. Arbitrage - Arbitrage is the profit that results from investing tax-exempt proceeds in higher-yielding taxable securities. In general, Internal Revenue Service (IRS) Regulations require that positive arbitrage earnings be rebated back to the government.

b. Bond Indenture - The contract that sets forth the promises of a bond issuer and the rights of investors in the bond.

c. Bond Covenant - A clause in a bond indenture that either requires or forbids some act by, and the issuer is obligated to comply with the covenant by virtue of issuing its bonds.

d. Call Dates - The date, prior to maturity, on which a callable bond may be redeemed.

e. Call Premium - The price, as established in the bond covenant, at which bonds will be redeemed.

f. Certificate of Obligation - The Certificate of Act of 1971 (as amended) permits a County to issue certificates of obligations for the purpose of paying contractual obligations incurred in the construction of public works and the purchase of materials, supplies, equipment, buildings, professional services and real property. Certificates of obligation are normally secured by ad valorem tax revenue and there is no requirement for voter approval.

g. Call Provisions - A clause in a bond contract granting the issuer the right to buy back all or part of an issue prior to the maturity date.

h. Capital Lease - A contract for the purchase of capital equipment through installment payments.

i. Code - The Internal Revenue Code of 1986, as amended.

j. Commercial Paper - Short-term, unsecured promissory notes usually backed by a line of credit with a bank. Maturities do not exceed 270 days.

k. Competitive Sales - A sale whereby the issuer determines the bond structure and solicits bids. The bonds are then awarded to the underwriting firm that submits the lowest interest costs for the debt.

l. Continuing Disclosure - An agreement or covenant of the County made for the benefit of the owners of the security for so long as it remains obligated to advance funds to pay the security which includes a requirement to provide certain updated financial information and operating data to the MSRB annually within six months after the end of each fiscal year of the County.

m. General Obligation - Bonds backed by the annual levy of an ad valorem tax as necessary, within the limits prescribed by law (if any), to pay off the bonds. Bonds are issued upon approval by the public in an election.

n. Interest Rate Management Agreement - An agreement entered into in connection with the issuance of debt by an issuer or in connection with debt already outstanding, with a counterparty to provide for an exchange of payments based upon fixed and/or variable interest rates.

o. Issuance Costs - The expenses associated with the sale of new securities, including such items as underwriter's spread, printing, legal fees and rating costs.

p. Negotiated Sales - A sale whereby the issuer selects an underwriter in advance so that the underwriter can assist with determining the appropriate structure of the bonds.

DEFINITIONS (cont.)

q. Private Placement - A sale whereby the issuer sells the bonds directly to a qualified institutional investor.

r. Regulations - The applicable proposed temporary or final Treasury regulations promulgated under the Code or, to the extent applicable under the Code, under the Internal Revenue Code of 1954, as such regulations may be amended or supplemented from time to time.

s. Refunding Bonds - Bonds issued to retire a bond already outstanding that may be sold for cash and outstanding bonds redeemed with cash or exchanged with holders of outstanding bonds.

t. Revenue Bonds - Bonds issued where the money raised to pay off the bonds comes from a non-tax revenue source or a special/specific enterprise fund.

u. Tax Anticipation Notes - Short-term notes issued in anticipation of collections of taxes. Short-term notes issued by the county to finance current operations, with repayment from anticipated tax receipts. Also called tax anticipation warrant. These notes are issued at a discount, and must have a maturity of thirteen months or less, and mature either at a specific future date or when property and other taxes are collected. Tax anticipation notes hold first claim on tax receipts when collected.

v. Variable Rate Debt - Bonds with interest rates that fluctuate based upon an index or pricing procedure. These bonds often offer lower interest rates and have short maturities.

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