

Rollingwood City Council  
Budget Action Request  
Department Worksheet

Date: June 2024

Fund Name and Number: General Fund - 100

Dept Name and Number: Admin - 10

**WORKING DRAFT**

Line Item	Description From Budget	2021-2022 Budget	2022-2023 Budget	2023-2024 Budget	2024-2025 Proposed Budget	Percent Increase (Decrease)	Comments
5000	Salary	\$ 105,283	\$ 107,936	\$ 111,547	\$ 117,160	5%	
5002	Holiday Compensation	\$ 5,000	\$ 5,000	\$ 7,000	\$ 7,500	7%	
5007	Stipends/Certifications			\$ 4,270	\$ 4,500	5%	
5009	Retirement Payout Reserve	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	0%	Based on future retirement eligibility; rolls to fund balance at EOY
5010	Training/Team Building	\$ 8,000	\$ 10,000	\$ 10,000	\$ 12,000	20%	
5020	Health Insurance	\$ 8,054	\$ 11,900	\$ 9,200	\$ 9,600	4%	Actual
5030	Workers Comp. Insurance	\$ 1,500	\$ 3,000	\$ 3,000	\$ 2,800	-7%	Actual
5035	Social Security/Medic. Tax	\$ 9,202	\$ 8,257	\$ 9,396	\$ 9,881	5%	7.65% of salary related line items
5040	Unemployment Comp. Ins.	\$ 294	\$ 100	\$ 110	\$ 141	28%	Actual
5050	TMRS Exp.	\$ 14,434	\$ 12,952	\$ 15,966	\$ 17,114	7%	13.25% of salary related line items
5116	Storm-Related Payroll	\$ 10,000	\$ -	\$ -	\$ -		
<b>Total Personnel Expenses</b>		<b>\$ 171,767</b>	<b>\$ 174,145</b>	<b>\$ 185,489</b>	<b>\$ 195,695</b>	<b>6%</b>	
5101	Fax Copier	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0%	Based on Use
5103	Printing and Reproduction	\$ 1,000	\$ 3,000	\$ 3,000	\$ 2,000	-33%	Based on Use
5110	Postage	\$ 1,200	\$ 2,000	\$ 2,000	\$ 1,500	-25%	Lease = \$500/quarter, Admin paying 25% plus postage
5120	Subscriptions and Membership	\$ 4,700	\$ 5,000	\$ 5,000	\$ 5,000	0%	Based on Use
5125	Travel	\$ 2,000	\$ 3,000	\$ 3,000	\$ 4,500	50%	
5140	Telephone	\$ 3,000	\$ 3,500	\$ 2,500	\$ 6,031	141%	Updated Phone Breakdown: Desk Phones: \$1,600 Cell Phones: \$4,431
5157	Records Management	\$ 3,000	\$ 3,000	\$ 4,000	\$ 6,500	63%	Record Storage Rates have increased (Storage \$422/mo.) + add'l for old record destruction
5158	Office Supplies	\$ 8,000	\$ 6,000	\$ 7,000	\$ 6,000	-14%	Based on Use
5198	Maintenance & Supplies - Janitorial	\$ 4,560	\$ 6,000	\$ 6,000	\$ 6,000	0%	Split Janitorial Contract with 100-55 Fieldhouse Maintenance/ Janitorial
<b>Total Supplies &amp; Operations Expenses</b>		<b>\$ 29,960</b>	<b>\$ 34,000</b>	<b>\$ 35,000</b>	<b>\$ 40,031</b>	<b>14%</b>	
5210	Legal Services	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	0%	
5211	Legal Services - TPIA	\$ 7,500	\$ 7,500	\$ 7,500	\$ 5,500	-27%	For processing Public Information Requests
5214	Emergency Notification System	\$ 2,400	\$ 2,400	\$ 1,500	\$ 1,500	0%	Rave
5217	Payroll Services	\$ 4,500	\$ 5,000	\$ 6,000	\$ 9,000	50%	Costs increasing
5226	Drug Testing	\$ 100	\$ 100	\$ 100	\$ 100	0%	
5227	Bilingual Assessments	\$ -	\$ -	\$ 200	\$ 200	0%	
5230	Audit	\$ 20,000	\$ 20,000	\$ 20,000	\$ 22,000	10%	
5231	Health Fee/Travis County	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0%	Actual
5236	Communication and Outreach	\$ 20,000	\$ 15,000	\$ 5,000	\$ 5,000	0%	22-23 Bond Election, 23-24 CRCRC survey/Buie costs.
5237	Tax Assessment/Collection	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0%	Actual - Pay County for collecting taxes
5240	Insurance - Prop & Gen Liab.	\$ 8,500	\$ 10,650	\$ 14,000	\$ 16,403	17%	Actual
5250	Insurance - Official Liability	\$ 5,200	\$ 4,000	\$ 5,300	\$ 5,900	11%	Actual
5258	ACL Event	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	0%	Actual
5260	Appraisal District - Travis County	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,400	54%	Pay Appraisal district to appraise taxable values. Current \$3,844/qtr.
5270	Engineering Services	\$ 2,000	\$ 20,000	\$ 25,000	\$ 20,000	-20%	Based on Use
<b>Total Contractual Services</b>		<b>\$ 184,700</b>	<b>\$ 199,150</b>	<b>\$ 199,100</b>	<b>\$ 205,503</b>	<b>3%</b>	
5300	Computer Software/Support	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	-20%	Univista IT Contract (4,740/mo.) Internet Service (~800/mo.) - Office Licenses (~478/mo.) Admin paying 25% + Incode ongoing costs and additional licenses + Adobe Licenses (100% Admin)

5301	Public Meeting Technology	\$ 14,000	\$ 14,000	\$ 14,000	\$ 11,000	-21%	Civic Plus (\$6,200 annual meetings subscription and video timestamping ) + Zoom ( Annual \$300 + \$160/mo) = \$8,420 Remaining ~\$3,000 is for any repairs/upgrades to streaming/Microphones + Potential Exceptional Item
5302	Website and Digital Codification	\$ 5,500	\$ 5,500	\$ 14,000	\$ 12,000	-14%	Codification (\$1140 per year) + Supplements Per Page \$20 ( ~\$3000 Per Year) + Website Cost of \$4,882) Budgeting additional in codification costs for codification of residential code recommendations. (~\$3,000)
5309	Incode Software	\$ 15,000	\$ 5,000	\$ 5,000	\$ -	-100%	Was Randy and Initial Licences/training - Line Item no longer needed.
5311	IT Services - TPIA	\$ 1,200	\$ 2,000	\$ 2,000	\$ 1,500	-25%	For PIR email search compliance
5325	Election Services	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,500	-25%	
5330	Election Public Notices	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,800	-10%	Prices increasing with AAS, Last year bond election notice ~\$12,000
5331	Advertising	\$ 1,000	\$ 2,000	\$ 2,000	\$ 3,500	75%	Based on use - Austin American Statesman for notices
5340	Miscellaneous	\$ -	\$ -	\$ -	\$ -		
5341	Zilker Clubhouse	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	0%	
5342	Oak Wilt Treatment & Prevention	\$ -	\$ 30,000	\$ -	\$ -		Previous Exceptional Item for potential carryover
<b>Total Miscellaneous/Other Expenses</b>		<b>\$ 81,050</b>	<b>\$ 112,850</b>	<b>\$ 92,350</b>	<b>\$ 72,650</b>	<b>-21%</b>	
5413	Furniture	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0%	
5414	Computers	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	-50%	
<b>Total Capital Outlays</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 2,000</b>	<b>-33%</b>	
5525	4B Sales Tax Allocation	\$ 150,000	\$ 200,000	\$ 150,000	\$ 150,000	0%	Based on Actual
<b>Total Non-Departmental Expenditures</b>		<b>\$ 150,000</b>	<b>\$ 200,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>0%</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 619,477</b>	<b>\$ 722,145</b>	<b>\$ 664,939</b>	<b>\$ 665,879</b>	<b>0%</b>	

2021-2022      2022-2023      2023-2024      2024-2025

Exceptional Line Item Requests for Current Budget Cycle by Priority Level

Line Item	Requested Amount	Comments
5000 - Salary	TBD	Discretionary Salary Increases
<b>Total Exceptional Items Requested:</b>		<b>\$0</b>

Total Budget Allocation Requested: \$ 665,879  
Total Exceptional Items Requested: \$ -

**Grand Total Budget Request for Department: \$ 665,879**

\$ 940  
0%