

Rollingwood City Council
Budget Action Request
Department Worksheet

Date: August 2022

WORKING DRAFT

Fund Name and Number: General Fund - 100

Dept Name and Number: Admin - 10

Line Item	Description From Budget	2020-2021 Budget	2021-2022 Budget	2022-2023 Proposed Budget	Percent Increase (Decrease)	Comments
5000	Salary	\$ 101,233	\$ 105,283	\$ 105,283	0%	
5002	Holiday Compensation	\$ 5,000	\$ 5,000	\$ 5,000	0%	
5009	Retirement Payout Reserve	\$ 10,000	\$ 10,000	\$ 15,000	50%	Based on future retirement eligibility
5010	Training	\$ 8,000	\$ 8,000	\$ 10,000	25%	
5020	Health Insurance	\$ 8,193	\$ 5,829	\$ 11,900	104%	Actual
5030	Workers Comp. Insurance	\$ 1,500	\$ 1,500	\$ 3,000	100%	Actual
5035	Social Security/Medic. Tax	\$ 7,305	\$ 9,202	\$ 8,054	-12%	7.65% of salary related line items
5040	Unemployment Comp. Ins.	\$ 132	\$ 294	\$ 100	-66%	Actual
5050	TMRS Exp.	\$ 11,628	\$ 14,434	\$ 12,634	-12%	12% of salary related line items
5116	Storm-Related Payroll	\$ -	\$ 10,000		-100%	
Total Personnel Expenses		\$ 152,991	\$ 169,542	\$ 170,971	1%	
5101	Fax Copier	\$ 3,500	\$ 2,500	\$ 2,500	0%	Historical Usage
5103	Printing and Reproduction	\$ 3,000	\$ 1,000	\$ 3,000	200%	Historical Usage
5110	Postage	\$ 1,200	\$ 1,200	\$ 2,000	67%	Historical Usage
5115	Storm-Related Expenditures	\$ -	\$ 5,000	\$ -	-100%	Previously itemized for tracking purposes
5120	Subscriptions and Membership	\$ 4,700	\$ 4,700	\$ 5,000	6%	
5125	Travel	\$ 2,000	\$ 2,000	\$ 3,000	50%	
5140	Telephone	\$ 5,000	\$ 3,000	\$ 3,500	17%	Based on Use
5157	Records Management	\$ 7,500	\$ 3,000	\$ 3,000	0%	Based on Use
5158	Office Supplies	\$ 8,000	\$ 8,000	\$ 6,000	-25%	
5198	Maintenance & Supplies - Janitorial	\$ -	\$ 4,560	\$ 6,000	32%	Split Janitorial Contract with 100-55 Fieldhouse Maintenance/ Janitorial
Total Supplies & Operations Expenses		\$ 34,900	\$ 34,960	\$ 34,000	-3%	
5204	Legal Services - MoPac	\$ -	\$ -			RCDC May budget/ Council will also have possible exceptional item
5210	Legal Services	\$ 90,000	\$ 90,000	\$ 90,000	0%	
5211	Legal Services - TPIA	\$ 7,500	\$ 7,500	\$ 7,500	0%	
5214	Emergency Notification System	\$ 2,400	\$ 2,400	\$ 2,400	0%	
5217	Payroll Services	\$ 4,500	\$ 4,500	\$ 5,000	11%	Actual - Abel
5226	Drug Testing	\$ 100	\$ 100	\$ 100	0%	
5230	Audit	\$ 20,000	\$ 20,000	\$ 20,000	0%	Actual - Abel
5231	Health Fee/Travis County	\$ 1,500	\$ 1,500	\$ 1,500	0%	
5236	Communication and Outreach	\$ 25,000	\$ 20,000	\$ 15,000	-25%	
5237	Tax Assessment/Collection	\$ 2,000	\$ 2,500	\$ 2,500	0%	Actual - Abel
5240	Insurance - Prop & Gen Liab.	\$ 8,500	\$ 8,500	\$ 10,650	25%	Actual - Abel
5250	Insurance - Official Liability	\$ 5,200	\$ 5,200	\$ 4,000	-23%	Actual - Abel
5258	ACL Event	\$ -	\$ 10,500	\$ 10,500	0%	Reimbursed by Austin/ Split between Departments
5260	Appraisal District - Travis County	\$ 9,500	\$ 10,000	\$ 10,000	0%	Actual - Abel
5270	Engineering Services	\$ 30,000	\$ 2,000	\$ 20,000	900%	Based on Actual. Savings seen in water and wastewater engineering
Total Contractual Services		\$ 206,200	\$ 184,700	\$ 199,150	8%	
5300	Computer Software/Support	\$ 20,000	\$ 40,000	\$ 50,000	25%	Historical Usage + Incode ongoing costs
5301	Public Meeting Technology	\$ 10,000	\$ 14,000	\$ 14,000	0%	
5302	Website Support	\$ 5,000	\$ 5,500	\$ 5,500	0%	Historical Usage
5309	Incode Software	\$ 80,100	\$ 15,000	\$ 5,000	-67%	For additional licenses if needed
5311	IT Services - TPIA	\$ -	\$ 1,200	\$ 2,000	67%	For PIR email search compliance
5325	Election Services	\$ 2,000	\$ 2,000	\$ 2,000	0%	
5330	Election, Public Notices	\$ 1,000	\$ 1,000	\$ 1,000	0%	
5331	Advertising	\$ 4,000	\$ 1,000	\$ 2,000	100%	Based on use
5340	Miscellaneous	\$ -	\$ -	\$ -		

5341	Zilker Clubhouse	\$ 1,350	\$ 1,350	\$ 1,350	0%	
Total Miscellaneous/Other Expenses		\$ 123,450	\$ 81,050	\$ 82,850	2%	
5413	Furniture	\$ 1,000	\$ 1,000	\$ 1,000	0%	
5414	Computers	\$ 1,000	\$ 1,000	\$ 1,000	0%	
Total Capital Outlays		\$ 2,000	\$ 2,000	\$ 2,000	0%	
5525	4B Sales Tax Allocation	\$ 150,000	\$ 150,000	\$ 200,000	33%	
Total Non-Departmental Expenditures		\$ 150,000	\$ 150,000	\$ 200,000	33%	
TOTAL EXPENDITURES		\$ 669,541	\$ 622,252	\$ 688,971	11%	
		2020-2021	2021-2022	2022-2023		

Request For New/ Modifications of Line Item Descriptions

New Line Item:

Exceptional Line Item Requests for Current Budget Cycle by Priority Level

<u>New Line Items</u>	<u>Description</u>	<u>Requested Amount</u>	<u>Comments</u>
	MoPac Legal	\$	- MoPac Legal Expenses
		\$	- Zoning Code Updates - Comp Plan
Total Exceptional Items Requested:		\$	-

Total Budget Allocation Requested: \$ 688,971.11
Total Exceptional Items Requested: \$ -

Grand Total Budget Request for Department: \$ 688,971.11

Increase (Decrease) from Previous Budget Cycle (\$) \$ 66,719.50
Increase (Decrease) from Previous Budget Cycle (%) 11%