Rollingwood City Council
Budget Action Request
Department Worksheet

Date: July 2026 **WORKING DRAFT**

Fund Name and Number: General Fund - 100

Dept Name and Number: Admin - 10

Line Item	Description From Budget	2023-2024 Budget	2024-2025 Budget	2025-2026 Budget	**2026-2027 Proposed Budget**	Percent Increase (Decrease)	Comments
5000	Salary	$ 111,547	$ 204,208	$ 109,293	$ 114,758	5%	Possible 5% COLA increase
5002	Holiday Compensation	$ 7,000	$ 7,500	$ 7,500	$ 7,500	0%	
5007	Stipends/Certifications	$ 4,270	$ 4,500	$ 4,500	$ 4,500	0%	
5009	Retirement Payout Reserve	$ 15,000	$ 15,000	$ 15,000	$ 15,000	0%	Based on future retirement eligibility; rolls to fund balance at EOY
5010	Training/Team Building	$ 10,000	$ 12,000	$ 10,000	$ 15,000	50%	
5020	Health Insurance	$ 9,200	$ 9,600	$ 11,520	$ 12,000	4%	Actual
5030	Workers Comp. Insurance	$ 3,000	$ 2,800	$ 2,216	$ 2,500	13%	Actual
5035	Social Security/Medic. Tax	$ 9,396	$ 16,540	$ 9,279	$ 9,353	1%	7.65% of salary related line items
5040	Unemployment Comp. Ins.	$ 110	$ 141	$ 141	$ 150	6%	Actual
5050	TMRS Exp.	$ 15,966	$ 28,648	$ 17,224	$ 17,458	1%	14.28% of salary related line items
5116	Storm-Related Payroll	$ -	$ -	$ -	$ -	0%	
	Total Personnel Expenses	**$ 185,489**	**$ 300,936**	**$ 186,673**	**$ 198,219**	6%	
5101	Fax Copier	$ 2,500	$ 2,500	$ 3,000	$ 3,250	8%	Based on Use
5103	Printing and Reproduction	$ 3,000	$ 2,000	$ 1,750	$ 1,750	0%	Based on Use
5110	Postage	$ 2,000	$ 1,500	$ 1,500	$ 1,200	-20%	Lease = $500/quarter, Admin paying 25% plus postage
5120	Subscriptions and Membership	$ 5,000	$ 5,000	$ 4,000	$ 3,000	-25%	Based on Use
5125	Travel	$ 3,000	$ 4,500	$ 4,000	$ 4,500	13%	
5140	Telephone	$ 2,500	$ 6,031	$ 6,500	$ 5,500	-15%	Actual
5157	Records Management	$ 4,000	$ 6,500	$ 10,000	$ 14,000	40%	Temporarily increased to retrieve and possibly dispose of old paper records from off-site storage
5158	Office Supplies	$ 7,000	$ 6,000	$ 5,000	$ 6,000	20%	
5198	Maintenance & Supplies - Janitorial	$ 6,000	$ 6,000	$ 6,000	$ 6,000	0%	Split Janitorial Contract with 100-55 Fieldhouse Maintenance/ Janitorial
	Total Supplies & Operations Expenses	**$ 35,000**	**$ 40,031**	**$ 41,750**	**$ 45,200**	8%	
5210	Legal Services	$ 90,000	$ 90,000	$ 70,000	$ 73,500	5%	
5211	Legal Services - TPIA	$ 7,500	$ 5,500	$ 3,500	$ -	-100%	Moved to 5210
5214	Emergency Notification System	$ 1,500	$ 1,500	$ 1,600	$ 1,600	0%	Rave
5217	Payroll Services	$ 6,000	$ 9,000	$ 9,000	$ 10,500	17%	Cost increased
5226	Drug Testing	$ 100	$ 100	$ 500	$ 500	0%	
5227	Bilingual Assessments	$ 200	$ 200	$ 200	$ 200	0%	
5230	Audit	$ 20,000	$ 22,000	$ 23,000	$ 25,000	9%	
5231	Health Fee/Travis County	$ 1,500	$ 1,500	$ 1,500	$ 1,500	0%	Actual
5236	Communication and Outreach	$ 5,000	$ 5,000	$ 2,500	$ 2,500	0%	Election mailers, public surveys, etc.
5237	Tax Assessment/Collection	$ 2,500	$ 2,500	$ 2,500	$ 2,500	0%	Actual - Pay County for collecting taxes
5240	Insurance - Prop & Gen Liab.	$ 14,000	$ 16,403	$ 16,647	$ 17,500	5%	Actual
5250	Insurance - Official Liability	$ 5,300	$ 5,900	$ 4,284	$ 4,500	5%	Actual
5258	ACL Event	$ 10,500	$ 10,500	$ -	$ -	0%	Moved to Police Dept. in FY26
5260	Appraisal District - Travis County	$ 10,000	$ 15,400	$ 17,200	$ 20,000	16%	Pay Appraisal District to appraise taxable values. Current $3,844/qtr.
5270	Engineering Services	$ 25,000	$ 20,000	$ 20,000	$ 20,000	0%	Based on Use
	Total Contractual Services	**$ 199,100**	**$ 205,503**	**$ 172,431**	**$ 179,800**	4%	
5300	Computer Software/Support	$ 50,000	$ 40,000	$ 40,000	$ 45,000	13%	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	$ 11,000	$ 11,000	$ 11,000	0%	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	$ 14,000	$ 12,000	$ 12,000	$ 12,000	0%	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	$ 5,000	$ -	$ -	$ -	0%	Line Item no longer needed.
5311	IT Services - TPIA	$ 2,000	$ 1,500	$ 1,500	$ -	-100%	Moved to 5300
5325	Election Services	$ 2,000	$ 1,500	$ 2,000	$ 2,000	0%	
5330	Election Public Notices	$ 2,000	$ 1,800	$ 4,000	$ 2,000	-50%	Two elections last year, one this year
5331	Advertising	$ 2,000	$ 3,500	$ 3,500	$ 3,500	0%	Based on use - Austin American Statesman for notices
5340	Miscellaneous	$ -	$ -	$ -	$ -	0%	
5341	Zilker Clubhouse	$ 1,350	$ 1,350	$ 1,350	$ -	-100%	Clubhouse closed for FY2027
5342	Oak Wilt Treatment & Prevention	$ -	$ -	$ -	$ -	0%	
	Total Miscellaneous/Other Expenses	**$ 92,350**	**$ 72,650**	**$ 75,350**	**$ 75,500**	0%	
5413	Furniture	$ 1,000	$ 1,000	$ 1,000	$ 1,000	0%	
5414	Computers	$ 2,000	$ 1,000	$ 1,000	$ 1,000	0%	
	Total Capital Outlays	**$ 3,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	0%	
5525	4B Sales Tax Allocation	$ 150,000	$ 150,000	$ 200,000	$ 200,000	0%	Based on Actual
	Total Non-Departmental Expendiures	**$ 150,000**	**$ 150,000**	**$ 200,000**	**$ 200,000**	0%	
	TOTAL EXPENDITURES	**$ 664,939**	**$ 771,120**	**$ 678,204**	**$ 700,719**	3%	
		2023-2024	2024-2025	2025-2026	2026-2027		

Exceptional Line Item Requests for Current Budget Cycle by Priority Level

	Line Item	**Requested Amount**	**Comments**
5342	Oak Wilt Treatment & Prevention	$ 15,000	Councilmember Schell's program, currently under consideration
5000	Salary	$ 15,000	$10-15k for a college intern program
5214	Emergency Notification System	$ 10,000	Upgrade to our outbound public communications
5330	Election Public Notices	$ 2,500	Additional public notice board for City Hall
	Total Exceptional Items Requested:	**$ 42,500**	

Total Budget Allocation Requested:	$ 700,719
Total Exceptional Items Requested:	$ 42,500
Grand Total Budget Request for Department:	**$ 743,219**
	$ 65,015
	8%