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**MEMORANDUM**

**To:** Mayor and City Council

**From:** Christopher Pike, Finance Director

**Date:** 3/12/2012

**Subject:** **Amended Budget for the Year Ending December 31, 2011**

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**ITEM DESCRIPTION**

To approve the budget amendment and adopt the revised hotel excise taxes for the fiscal year ending December 31, 2011.

**BACKGROUND**

State law requires we spend 40% of our hotel excise taxes collected in a particular manner (i.e. transfer to the CVBD.) At the same time, state law also requires that expenditures not exceed our budget. The only way to distribute 40% of the funds as required without exceeding the budget is to extend the budget. Amending this budget will bring our expenditures within budget for the end of the fiscal 2011 year.

**ALTERNATIVES**

Council may choose to deny the recommendation and leave the existing budget in place. This will result in an auditor comment as well as a Georgia Department of Audits comment for violating state budget laws.

**RECOMMENDED ACTION**

Staff recommends Council approve the ordinance to amend the 2011 budget increasing budgeted expenditures for the Hotel/Motel Excise Tax Fund.

**ORDINANCE 2012-03-XX**

**AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2011 OF THE CITY OF DUNWOODY, GEORGIA, PURSUANT TO ARTICLE V, SECTION 5 OF THE CHARTER OF THE CITY, BEGINNING JANUARY 1, 2011, AND ENDING DECEMBER 31, 2011, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES, ADOPTING THE ITEM OF ANTICIPATED FUNDING SOURCES, PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS, AND PROHIBITING EXPENDITURES FROM EXCEEDING ACTUAL FUNDING SOURCES**

**WHEREAS,** a proposed amended budget for each of the various funds of the City has been presented to the Mayor and City Council; and

**WHEREAS,** the Mayor and City Council have reviewed the proposed amendment; and

**WHEREAS,** each of the funds has a balanced budget, such that anticipated funding sources equal or exceed proposed expenditures; and

**WHEREAS,** This Budget Amendment and the Budget Message pursuant to Section 5.03(a) of the City Charter have been filed in the office of the City Clerk and open for public inspection; and

**WHEREAS,** the Mayor and City Council intend to amend the annual budget for the Fiscal Year 2011.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Dunwoody, pursuant to their authority, as follows:

Section 1. That the City of Dunwoody, Georgia hereby amends the budget for the Fiscal Year 2010, said budget being described below;

<b>SOURCE</b>	<b>PROPOSED BUDGET</b>
Taxes	\$ 1,714,271
Investment Income	87
<b>TOTAL GENERAL FUND RECEIPTS</b>	<b>\$ 1,714,358</b>

**HOTEL MOTEL EXCISE TAX FUND BUDGET EXPENDITURES**

<b>EXPENDITURE</b>	<b>PROPOSED BUDGET</b>
Transfer to General Fund	\$ 1,028,650
Transfer to Component Unit (CVBD)	685,708
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 1,714,358</b>

#M.13.

STATE OF GEORGIA  
CITY OF DUNWOODY

Section 2. That any increase or decrease in appropriations or revenue of any fund or for any department; the establishment of new capital projects; or the establishment of new grant projects other than those exceptions provided for herein, shall require approval of the City Council; and

Section 3. That this amended budget maintains the number of established Dunwoody full-time positions for 2011 at 58. This number may only be increased or decreased through approval of the Mayor and City Council; and

Section 4. That the City Manager and his/her designee may promulgate all necessary internal rules, regulations, and policies to ensure that this Budget Ordinance is followed.

**SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DUNWOODY, GEORGIA** this the 26<sup>th</sup> day of March, 2012.

Approved:

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Mike Davis, Mayor

Attest:

\_\_\_\_\_  
Sharon Lowery, City Clerk  
Seal

Approved as to Form and Content

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Brian Anderson, City Attorney

**STATE OF GEORGIA  
CITY OF DUNWOODY**

**RESOLUTION 2012-03-XX**

**A RESOLUTION AMENDING THE RULES AND PROCEDURES FOR CITY  
COUNCIL MEETINGS BY CHANGING MAYOR AND COUNCIL COMMENT  
PERIOD**

**WHEREAS:** Well-organized meetings allow a City Council to reach decisions in a fair and consistent manner; and

**WHEREAS:** Efficiency is served when the process of planning and conducting public meetings is clearly stated and understood by public officials and citizens; and

**WHEREAS:** Mayor and Council comments and announcements are effective methods for the City Council to communicate publicly with the citizens of the City; and

**WHEREAS:** The City Council desires to amend the Rules and Procedures by clarifying and changing the Mayor and Council comment and announcement period as follows.

**NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and City Council of the City of Dunwoody as follows:

**SECTION 1.** That Section 13 (Order of Business) of the Rules and Procedures for City Council Meetings and Hearings is hereby amended to read as follows:

**ADDITIONS = UNDERLINED  
DELETIONS =**

**Section 13. Order of Business.** All regular City Council meetings may follow an established order of business as illustrated below or a similar order of business:

1. Call to Order
2. Roll Call
3. Invocation
  - a. The standard invocation for the City of Dunwoody Council Meetings shall read: "At this Council Meeting, help us to make decisions which keep us faithful to our mission and reflect our values. Give us strength to hold to our purpose; wisdom to guide us; and a keen perception to lead us. And above all, keep us charitable as we deliberate."
4. Pledge of Allegiance
5. Mayor and Council Comments
6. Minutes
7. Approval of Meeting Agenda
8. Public Comment
9. Consent Agenda
10. Organizational and Procedural Items
11. Reports and Presentations

12. Unfinished Business
13. New Business
14. Other Business
15. Initiation of Text Amendments
16. Public Comment
17. Mayor and Council Closing Comments
18. Adjournment

**SECTION 2.** That this Resolution shall become effective upon its adoption.

**SO RESOLVED AND EFFECTIVE** this the 26<sup>th</sup> day of March, 2012.

Approved:

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Michael G. Davis , Mayor

Attest:

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Sharon Lowery, City Clerk  
(Seal)