City of Dunwoody Fiscal Year 2009 Budget

Ken Wright – Mayor
Denis Shortal – City Council Post 1
Adrian Bonser – City Council Post 2
Tom Taylor – City Council Post 3
Robert Wittenstein – City Council Post 4
Danny Ross – City Council Post 5
John Heneghan – City Council Post

Prepared by:

Warren Hutmacher, City Manager

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MEMORANDUM

To: **Mayor Ken Wright and City Council Members**

From: **Warren A. Hutmacher, City Manager**

Date: **December 24, 2008**

Subject: **FY 2009 Budget**

It is my pleasure to submit to you the first budget for the City of Dunwoody. It is awe inspiring to consider the thousands of dedicated citizens and business leaders who spent countless hours working passionately to create the great City of Dunwoody since the 1970's when incorporation was first proposed in the Georgia General Assembly. All of the blood, sweat and tears have culminated in the incorporation of the newest city in Georgia – the City of Dunwoody.

Given the monumental struggle for local control this community has overcome for the past 30+ years, it is humbling to serve as your City Manager. I look forward to presenting many budgets to you over the coming years and each of those budgets will build upon a commitment to superior service and fiscal responsibility. Dunwoody is a premier community and our future depends on our financial stability.

The Fiscal Year 2009 (January 1, 2009 – December 31, 2009) budget is a challenging budget for two reasons: (1) The economic downturn nationally, regionally and locally has destabilized traditionally rich revenue sources for local governments; which limits our ability to deliver high quality services at a high cost factor, and (2) There is no history for the City of Dunwoody and therefore, a number of assumptions and well laid out plans are in place in this budget. We will need to monitor revenue collections and expenses more carefully than at any point in our future.

With all of that said, the Fiscal Year 2009 Budget collects enough revenue to support a high level of city services without any increase to the previously conceived millage rate of 2.74 mills. This rate ensures that our taxpayers pay no more to the City of Dunwoody then they have historically been paying to DeKalb County through the County's unincorporated special services tax rate. Property taxes, franchise fees and business license revenue make up 70% of our total revenue. I will be monitoring all revenue sources throughout the year to make sure we are hitting our projections, but it will be crucial for the City of Dunwoody to collect every dollar legitimately owed to the City in these top three categories to guarantee that we will have ample revenue to deliver the best municipal services to our community.

The City will be utilizing Tax Anticipation Note (TAN) financing in FY 2009 to level out cash flow problems that any new incorporated city would experience. We are estimating that the TAN will be approximately $6,000,000 and will only used on a "draw" basis to make certain that we are only paying interest on funds that we vitally need for cash flow purposes.

On the expense side, the City is prepared to deliver services on January 1, 2009 through an innovative set of partnerships with three private sector firms who will provide the City of Dunwoody with Community Development (Clark Patterson Lee), Public Works (Lowe Engineers) and Finance and Administration (Calvin, Giordano and Associates) services. All of our critical staff is in place and our citizens and business owners will not only see not drop in service delivery, but they will witness a dynamic and dedicated process of delivering high quality and response city services. Early projections prior to incorporation projected service delivery costs well above the costs that we are now contracted to spend. This cost savings, in my opinion, is due to this innovative approach of using several vendors to provide services instead of using one company to manage city operations. I think that in time, this model of service delivery will prove to be effective and cost efficient.

DeKalb County will continue to provide our community with water and sewer supply, treatment and distribution services, fire and rescue, sanitation, and E-911 services for the foreseeable future. The County will also provide Police services for a ninety day period, during such time the City of Dunwoody will be preparing to go "live" with police protection starting April 1, 2009. An intergovernmental agreement is in place that will compensate the County $430,000 per month for this service.

Fiscal Year 2009 will be an exciting year. Over the coming days, the City will add a Finance Director, City Clerk and Municipal Court Clerk. A City Hall will be chosen and built out for occupancy on June 1, 2009 and a new Police Station will be built out for occupancy on March 15, 2009. The City will be recruiting an army of volunteers to fill various boards and commissions that will regulate land development and provide the elected officials with advise, counsel and recommendations. A comprehensive plan will be developed this year that will afford the community the opportunity to create the road map for our future. Roads will be paved, potholes fixed, curbs repaired and signals timed properly. Our parks will be clean and safe and our citizens, visitors and business owners will be treated like family. The new City of Dunwoody will not be a replica of what has been done in the past, but instead we will be an innovative, transparent and dynamic local government, where billions of dollars in commerce are transacted and families live a charmed life in a beautiful community.

In the final analysis, the City will take in approximately $15,000,000 in revenue and expend nearly $14,000,000 over the course of this year. Including a $500,000 contingency fund in the Non-Departmental budget, the City intends to transfer $1,500,000 to fund balance reserves for FY 2010 and beyond. This is a great start toward a fiscally stable future for the City of Dunwoody.

I am eager for January 1, 2009 to arrive so that we can begin to live the dream of residing in the City of Dunwoody. I am excited to work with all of you to bring your vision and your goals for our great community to life.

Budget Summary - FY 2009

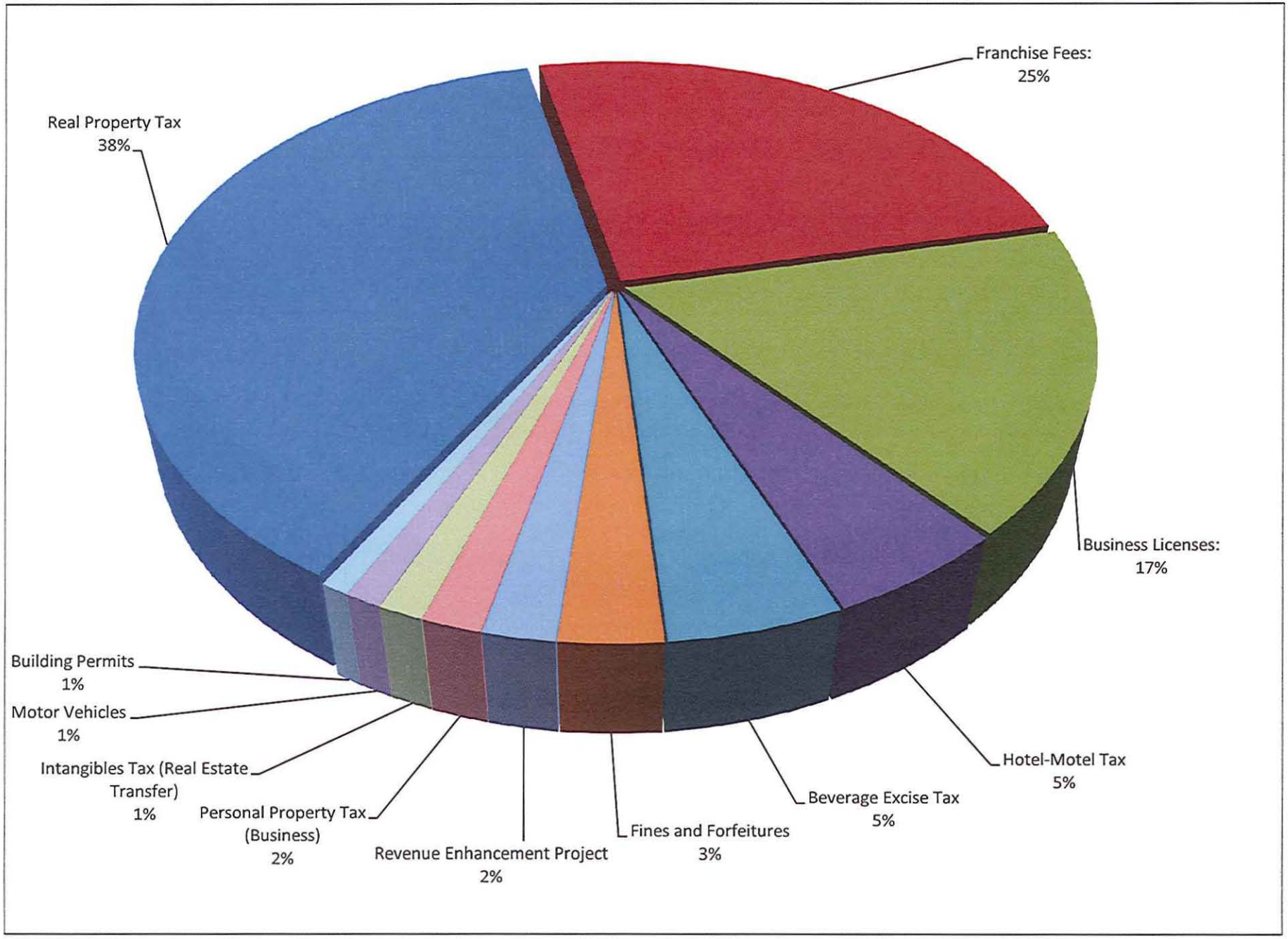
Revenues:			
Real Property Tax	$	5,700,000	38%
Franchise Fees	$	3,725,225	25%
Business Licenses	$	2,545,163	17%
Hotel-Motel Tax	$	768,825	5%
Beverage Excise Tax	$	730,608	5%
Fines and Forfeitures	$	430,000	3%
Revenue Enhancement Project	$	300,000	2%
Personal Property Tax (Business)	$	248,820	2%
Intangibles Tax (Real Estate Transfer)	$	188,400	1%
Motor Vehicles	$	154,440	1%
Building Permits & Community Development Fees	$	121,105	1%
Interest on Delinquent Personal Property Tax	$	21,000	0%
Sale of Printed Material-Police	$	14,600	0%
Motor Vehicles Penalties-Disputed	$	12,600	0%
Copying Fees	$	7,842	0%
Miscellaneous Revenue	$	5,250	0%
Charges for Services (rec., fingerprints, etc.)	$	2,100	0%
HOST proceeds	$	-	0%
Insurance Premium Tax (begins in 2010)	$	-	0%
Banking Shares Tax (begins in 2010)	$	-	0%
Homestead Tax Credit	$	-	0%
Grants	$	-	0%
Total Revenue	**$**	**14,975,978**	
Expenses:			
Mayor and Council	$	149,231	1%
City Manager	$	213,673	2%
City Clerk	$	146,899	1%
Community Development	$	1,900,500	14%
Finance and Administration	$	2,070,928	15%
Municipal Court	$	227,927	2%
Police	$	5,731,804	41%
Public Works	$	1,889,889	13%
Non-Departmental	$	1,743,050	12%
Total Expenses	**$**	**14,073,899**	
Transfer to Fund Balance	**$**	**902,079**	

Revenues:

Real Property Tax	$	5,700,000
Franchise Fees	$	3,725,225
Business Licenses	$	2,545,163
Hotel-Motel Tax	$	768,825
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HOST proceeds	$	-
Insurance Premium Tax (begins in 2010)	$	-
Banking Shares Tax (begins in 2010)	$	-
Homestead Tax Credit	$	-
Grants	$	-
Total Revenue	**$**	**14,975,978**

FY 2009 Dunwoody Budget

Revenue % by Type

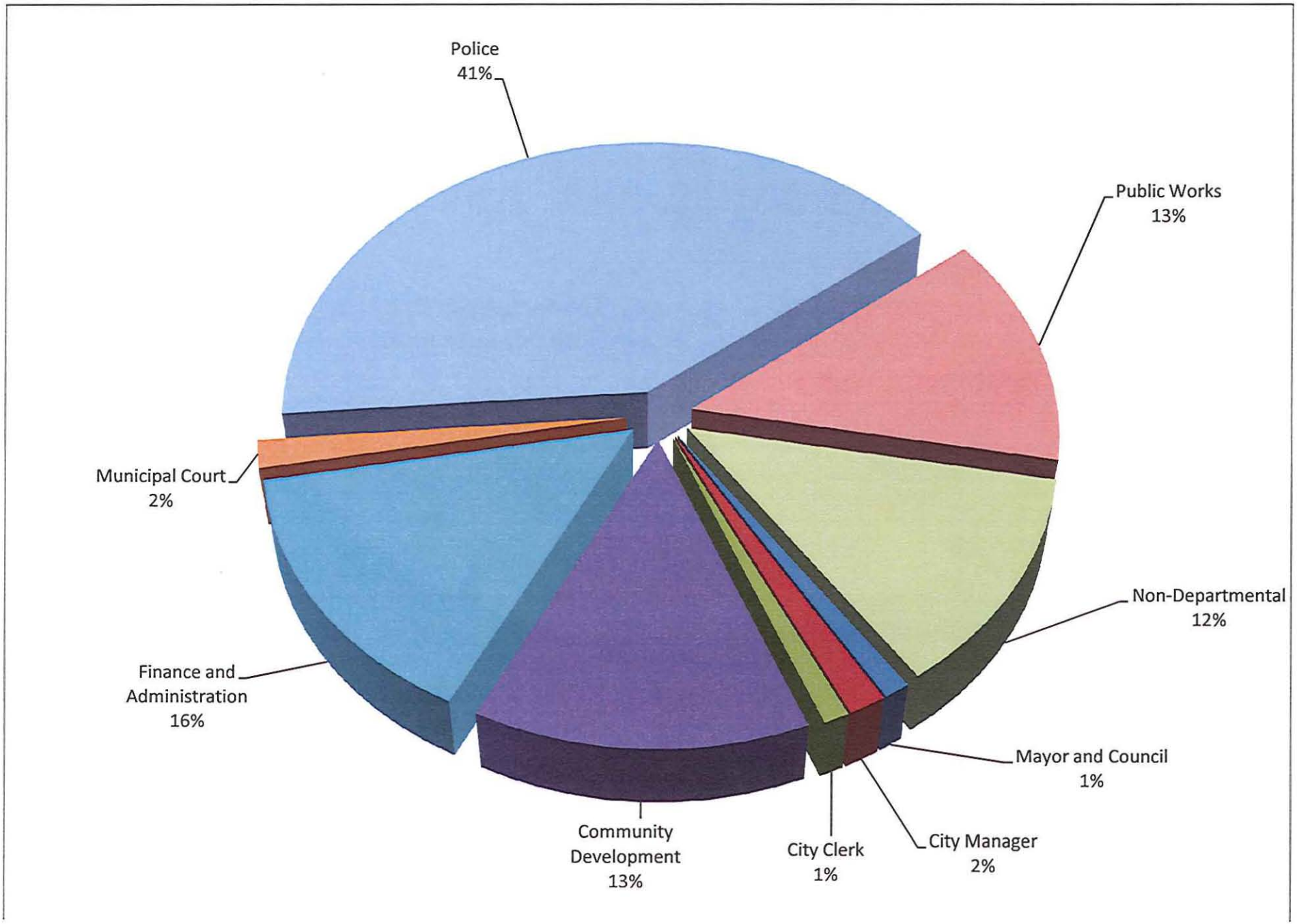


Expenses:

Mayor and Council	$	149,231
City Manager	$	213,673
City Clerk	$	146,899
Community Development	$	1,900,500
Finance and Administration	$	2,070,928
Municipal Court	$	227,927
Police	$	5,731,804
Public Works	$	1,889,889
Non-Departmental	$	1,743,050
Total Expenses	**$**	**14,073,899**

FY 2009 Dunwoody Budget

Expenditure % by Type



City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

MAYOR & CITY COUNCIL

FY 2009 Budget Request: $149,231

- Percentage of Budget: 1%

Departmental Budget Description:

The Office of the Mayor and City Council is the Department that contains the salaries and expenditures for the elected officials. Included in this budget is the statutory compensation for the Mayor and City Council members and the necessary expenditures for the discharge of their duties under the Charter of the City of Dunwoody

New Positions Requested: None

Expenditure Requests of Interest: None

Mayor and Council

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES (2008 Deferred)	$ 20,999
REGULAR EMPLOYEES (2009)	$ 88,000
OVERTIME	$ -
TOTAL PERS SVCS-SALARIES & WAGES	**$ 108,999**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE	$ -
FICA	$ 5,456
MEDICARE	$ 1,276
RETIREMENT CONTRIBUTIONS	$ -
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ -
WORKER'S COMPENSATION	$ -
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ 6,732**
TOTAL PERSONNEL COSTS	**$ 115,731**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ -
PROF SERV.-OTHER	$ 1,000
INSURANCE OTHER THAN EMP. BEN	$ -
TOTAL PURCHASED PROF & TECH SVCS	**$ 1,000**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ -
MAYOR EXPENSES	$ 5,000
COUNCIL EXPENSES	$ 18,000
PRINTING & BINDING	$ -
POSTAGE	$ -
TRAVEL	$ -
DUES & FEES	$ 1,000
EDUCATION & TRAINING	$ 5,000
TOTAL OTHER PURCHASED SVCS	**$ 29,000**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 1,000
OFFICE SUPPLIES	$ 500
BOOKS & PERIODICALS	$ 500
SMALL EQUIPMENT	$ 500
MISCELLANEOUS	$ 1,000
TOTAL SUPPLIES	**$ 3,500**
CAPITAL OUTLAY	
FURNITURE.	$ -
COMPUTER EQUIPMENT	$ -
EQUIPMENT	$ -
TOTAL CAPITAL OUTLAY	**$ -**
TOTAL ALL EXPENDITURES	**$ 149,231**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

CITY MANAGER

FY 2009 Budget Request: $213,673

- Percentage of Budget: 2%

Departmental Budget Description:

The Office of the City Manager is the department responsible for providing the leadership for the professional staff to implement the vision and goals of the elected officials. The City Manager is the key advisor to the Mayor and Council and the Chief Operating Officer for the City of Dunwoody.

New Positions Requested: None

Expenditure Requests of Interest: None

CITY MANAGER

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES	$ 145,000
OVERTIME	$ -
TOTAL PERS SVCS-SALARIES & WAGES	**$ 145,000**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE - HEALTH	$ 10,000
GROUP INSURANCE - DISABILITY	$ 600
GROUP INSURANCE - DENTAL	$ 3,800
GROUP INSURANCE - LIFE	$ 1,200
GROUP INSURANCE - VISION	$ 1,200
FICA	$ 9,436
MEDICARE	$ 2,207
RETIREMENT CONTRIBUTIONS	$ 17,400
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ 230
WORKER'S COMPENSATION	$ 600
AUTO ALLOWANCE	$ 7,200
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ 53,873**
TOTAL PERSONNEL COSTS	**$ 198,873**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ -
PROF SERV.-OTHER	$ -
INSURANCE OTHER THAN EMP. BEN	$ -
TOTAL PURCHASED PROF & TECH SVCS	**$ -**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ 1,800
PRINTING & BINDING	$ -
POSTAGE	$ -
TRAVEL	$ 2,500
DUES & FEES	$ 1,500
EDUCATION & TRAINING	$ 1,500
HOSPITALITY	$ 500
MOVING EXPENSES	$ 2,500
TOTAL OTHER PURCHASED SVCS	**$ 10,300**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 2,000
OFFICE SUPPLIES	$ 500
BOOKS & PERIODICALS	$ 500
SMALL EQUIPMENT	$ 500
MISCELLANEOUS	$ 1,000
TOTAL SUPPLIES	**$ 4,500**
CAPITAL OUTLAY	
FURNITURE.	$ -
COMPUTER EQUIPMENT	$ -
EQUIPMENT	$ -
TOTAL CAPITAL OUTLAY	**$ -**
TOTAL ALL EXPENDITURES	**$ 213,673**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

CITY CLERK

FY 2009 Budget Request: $146,899

- Percentage of Budget: 1%

Departmental Budget Description:

The Office of the City Clerk is the department responsible for the maintenance of all city records and documents, the preparation and distribution of the agenda and minutes for all city meetings and the superintendant of municipal elections.

New Positions Requested: None

Expenditure Requests of Interest:

1. **Document Management System:** Total cost of approximately $30,000 to be financed over a 3 year period. First year cost is approximately $10,000. This software program automates the agenda preparation and minute taking process and provides elected officials, staff and citizens with a web based document management system that allows full search capability and archival records of all city meetings and documents.

2. **Codification Services:** Professional services funds to pay for codification of the Charter and all ordinances. Publication of the Municipal Code will be web based and searchable

CITY CLERK

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES	$ 66,000
OVERTIME	$ -
TOTAL PERS SVCS-SALARIES & WAGES	**$ 66,000**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE - HEALTH	$ 10,000
GROUP INSURANCE - DISABILITY	$ 600
GROUP INSURANCE - DENTAL	$ 3,800
GROUP INSURANCE - LIFE	$ 1,200
GROUP INSURANCE - VISION	$ 1,200
FICA	$ 4,092
MEDICARE	$ 957
RETIREMENT CONTRIBUTIONS	$ 7,920
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ 230
WORKER'S COMPENSATION	$ 600
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ 30,599**
TOTAL PERSONNEL COSTS	**$ 96,599**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ 5,000
PROF SERV.-OTHER	$ 10,000
INSURANCE OTHER THAN EMP. BEN	$ -
ELECTION EXPENSES	$ 10,000
TOTAL PURCHASED PROF & TECH SVCS	**$ 25,000**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ 1,800
PRINTING & BINDING	$ 5,000
POSTAGE	$ 500
TRAVEL	$ 2,000
DUES & FEES	$ 750
EDUCATION & TRAINING	$ 750
HOSPITALITY	$ -
TOTAL OTHER PURCHASED SVCS	**$ 10,800**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 2,000
OFFICE SUPPLIES	$ 500
BOOKS & PERIODICALS	$ 500
SMALL EQUIPMENT	$ 500
MISCELLANEOUS	$ 1,000
TOTAL SUPPLIES	**$ 4,500**
CAPITAL OUTLAY	
FURNITURE.	$ -
COMPUTER EQUIPMENT	$ 10,000
EQUIPMENT	$ -
TOTAL CAPITAL OUTLAY	**$ 10,000**
TOTAL ALL EXPENDITURES	**$ 146,899**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

COMMUNITY DEVELOPMENT

FY 2009 Budget Request: $1,900,500

- Percentage of Budget: 14%

Departmental Budget Description:

The Community Development Department is responsible for the administration of all land use, zoning and building regulations for the City of Dunwoody. Additionally, the Community Development Department is responsible for Code Compliance (municipal code enforcement) .

New Positions Requested: None

Expenditure Requests of Interest:

1. **Comprehensive Plan:** Total cost of $100,000. This is a State of Georgia mandated planning process to achieve qualified local government status. The Comprehensive Plan is also the key planning document for the City to assist the City with long range land use and operational planning. This process is heavy on community involvement and is truly a community based planning effort.

2. **Outsourcing:** Through a competitive bid process, the City hired Clark Patterson Lee to staff the Community Development Department and provide for Geographic Information Systems services.

COMMUNITY DEVELOPMENT

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES	$ -
OVERTIME	$ -
TOTAL PERS SVCS-SALARIES & WAGES	**$ -**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE - HEALTH	$ -
GROUP INSURANCE - DISABILITY	$ -
GROUP INSURANCE - DENTAL	$ -
GROUP INSURANCE - LIFE	$ -
GROUP INSURANCE - VISION	$ -
FICA	$ -
MEDICARE	$ -
RETIREMENT CONTRIBUTIONS	$ -
RETIREMENT CONTRIBUTIONS - MATCHING	$ -
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ -
WORKER'S COMPENSATION	$ -
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ -**
TOTAL PERSONNEL COSTS	**$ -**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ 5,000
PROF SERV.-OTHER	$ 100,000
INSURANCE OTHER THAN EMP. BEN	$ -
PROFESSIONAL SERVICES - CLARK PATTERSON LEE	$ 1,556,000
TOTAL PURCHASED PROF & TECH SVCS	**$ 1,661,000**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ -
PRINTING & BINDING	$ 5,000
POSTAGE	$ 5,000
TRAVEL	$ 500
DUES & FEES	$ -
EDUCATION & TRAINING	$ 500
HOSPITALITY	$ -
TOTAL OTHER PURCHASED SVCS	**$ 11,000**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 10,000
OFFICE SUPPLIES	$ 5,000
BOOKS & PERIODICALS	$ 500
SMALL EQUIPMENT	$ 2,000
MISCELLANEOUS	$ 1,000
ADVERTISING	$ 10,000
TOTAL SUPPLIES	**$ 28,500**
CAPITAL OUTLAY	
FURNITURE.	$ -
COMPUTER EQUIPMENT	$ -
EQUIPMENT	$ -
TE & MISC. GRANT MATCHING FUNDS	$ 200,000
TOTAL CAPITAL OUTLAY	**$ 200,000**
TOTAL ALL EXPENDITURES	**$ 1,900,500**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

FINANCE AND ADMINISTRATION

FY 2009 Budget Request: $2,070,928

- Percentage of Budget: 15%

Departmental Budget Description:

Under the direction of a City employed Finance Director, this department is responsible for all of the accounting, budgeting, purchasing and revenue collection functions of the City of Dunwoody. Additionally, this department handles IT services, marketing and human resources for the City. Lastly, this department provides administrative support to the City Manager, City Clerk and Municipal Court.

New Positions Requested: None

Expenditure Requests of Interest:

1. **Financial Management System:** Total cost of approximately $240,000 to be financed over a 3 year period. First year cost is approximately $80,000. This package of software modules will automate the accounting, budgeting, purchasing and work order systems for the City of Dunwoody.

2. **Outsourcing:** Through a competitive bid process, the City hired Calvin, Giordano and Associates to staff the Finance and Administration Department and provide web site ($50,000) design and maintenance services.

FINANCE AND ADMINISTRATION

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES	$ 115,000
OVERTIME	$ -
TOTAL PERS SVCS-SALARIES & WAGES	**$ 115,000**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE - HEALTH	$ 10,000
GROUP INSURANCE - DISABILITY	$ 600
GROUP INSURANCE - DENTAL	$ 3,800
GROUP INSURANCE - LIFE	$ 1,200
GROUP INSURANCE - VISION	$ 1,200
FICA	$ 7,130
MEDICARE	$ 1,668
RETIREMENT CONTRIBUTIONS	$ 13,800
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ 230
WORKER'S COMPENSATION	$ 600
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ 40,228**
TOTAL PERSONNEL COSTS	**$ 155,228**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ 5,000
PROF SERV.-OTHER	$ 10,000
INSURANCE OTHER THAN EMP. BEN	$ -
PROFESSIONAL SERVICES - CALVIN, GIORDANO AND ASSOCIATES	$ 1,757,900
TOTAL PURCHASED PROF & TECH SVCS	**$ 1,772,900**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ 1,800
PRINTING & BINDING	$ 2,500
POSTAGE	$ 25,000
TRAVEL	$ 1,000
DUES & FEES	$ 500
EDUCATION & TRAINING	$ 500
HOSPITALITY	$ -
TOTAL OTHER PURCHASED SVCS	**$ 31,300**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 20,000
OFFICE SUPPLIES	$ 7,500
BOOKS & PERIODICALS	$ 1,000
SMALL EQUIPMENT	$ 2,000
MISCELLANEOUS	$ 1,000
TOTAL SUPPLIES	**$ 31,500**
CAPITAL OUTLAY	
FURNITURE.	$ -
COMPUTER EQUIPMENT	$ 80,000
EQUIPMENT	$ -
TOTAL CAPITAL OUTLAY	**$ 80,000**
TOTAL ALL EXPENDITURES	**$ 2,070,928**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

MUNICIPAL COURT

FY 2009 Budget Request: $227,927

- Percentage of Budget: 2%

Departmental Budget Description:

Under the direction of a City employed Municipal Court Clerk, this department is responsible for the operations of the Municipal Court. The Court will dispose of cases related to traffic violations, municipal code violations, shoplifting and DUI offenses. The Municipal Court Judge and Solicitors will work in concert with the Clerk to efficiently run the court with the highest level of customer service.

New Positions Requested: None

Expenditure Requests of Interest:

1. **Court Management System:** Total cost of approximately $50,000 to be financed over a 3 year period. First year cost is approximately $17,000. This software package will integrate with the Financial Management System and Police Records Management System to automate and account for the business of the Municipal Court.

MUNICIPAL COURT CLERK

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES	$ 58,000
OVERTIME	$ -
TOTAL PERS SVCS-SALARIES & WAGES	**$ 58,000**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE - HEALTH	$ 10,000
GROUP INSURANCE - DISABILITY	$ 600
GROUP INSURANCE - DENTAL	$ 3,800
GROUP INSURANCE - LIFE	$ 1,200
GROUP INSURANCE - VISION	$ 1,200
FICA	$ 3,596
MEDICARE	$ 841
RETIREMENT CONTRIBUTIONS	$ 6,960
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ 230
WORKER'S COMPENSATION	$ 600
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ 29,027**
TOTAL PERSONNEL COSTS	**$ 87,027**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ 5,000
PROF SERV.-OTHER	$ 7,500
INSURANCE OTHER THAN EMP. BEN	$ -
CONTRACT LABOR - JUDGES	$ 40,000
CONTRACT LABOR - SOLICITORS	$ 50,000
TOTAL PURCHASED PROF & TECH SVCS	**$ 102,500**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ 900
PRINTING & BINDING	$ 5,000
POSTAGE	$ 5,000
TRAVEL	$ 1,000
DUES & FEES	$ 750
EDUCATION & TRAINING	$ 750
HOSPITALITY	$ -
TOTAL OTHER PURCHASED SVCS	**$ 13,400**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 2,000
OFFICE SUPPLIES	$ 2,000
BOOKS & PERIODICALS	$ 2,500
SMALL EQUIPMENT	$ 500
MISCELLANEOUS	$ 1,000
TOTAL SUPPLIES	**$ 8,000**
CAPITAL OUTLAY	
FURNITURE.	$ -
COMPUTER EQUIPMENT	$ 17,000
EQUIPMENT	$ -
TOTAL CAPITAL OUTLAY	**$ 17,000**
TOTAL ALL EXPENDITURES	**$ 227,927**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

POLICE

FY 2009 Budget Request: $5,731,804

- Percentage of Budget: 41%

Departmental Budget Description:

The Police Department provides a full range of public safety services to protect and serve the City of Dunwoody. The FY 2009 Budget contains a number of one time expense items to provide the Department with all of the equipment and vehicles necessary to run a first class Police Department.

Positions Requested: 48

Expenditure Requests of Interest:

1. **Vehicles:** Total cost of approximately $1,250,000 to be financed over a 5 year period. First year cost is approximately $250,000. These vehicles will encompass the entire fleet for the City and each sworn officer will be provided a take home vehicle. The purpose of the take home program is to assist the department in recruiting the best personnel and take home programs have been proven over time to extend the life of vehicles.
2. **Records Management System:** Total cost of approximately $150,000 to be financed over a 3 year period. First year cost is approximately $50,000. This records management system will automate the ticketing and records management system for the Police Department. The ultimate benefit of this

software package is the ability for officers to remain on the road instead of spending time at the Police Station filling out necessary paperwork.

3. **Intergovernmental Agreement with DeKalb County:** Total cost of approximately $1,290,000 to be paid in monthly installments of $430,000 for police services during the transition period while the City of Dunwoody prepares to stand up a Police Department on April 1, 2009.
4. **Rent:** The Police Department will be paying approximately $180,000 in rent for appropriate office space for the Department.
5. **Recruitment Costs:** The City has budgeted $60,000 to pay for the costs of recruiting, testing and conducting background checks on the hundreds of candidates the City will consider to fill the 48 positions in the Department.
6. **First Time Costs:** The City will spend approximately $1,800,000 in one time expenditures to prepare to begin providing police services on April1, 2009. There should be a significant drop in expenses in FY 2010 for this Department.

POLICE

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES	$ 2,000,100
OVERTIME	$ 200,010
TOTAL PERS SVCS-SALARIES & WAGES	**$ 2,200,110**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE - HEALTH	$ 270,000
GROUP INSURANCE - DISABILITY	$ 27,000
GROUP INSURANCE - DENTAL	$ 90,000
GROUP INSURANCE - LIFE	$ 54,000
GROUP INSURANCE - VISION	$ 54,000
FICA	$ 136,407
MEDICARE	$ 31,902
RETIREMENT CONTRIBUTIONS	$ 264,013
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ 10,328
WORKER'S COMPENSATION	$ 40,000
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ 977,649**
TOTAL PERSONNEL COSTS	**$ 3,177,759**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ 10,000
PROF SERV.-OTHER	$ 67,500
INSURANCE OTHER THAN EMP. BEN	$ -
IGA FOR DEKALB POLICE SERVICES	$ 1,290,000
TOTAL PURCHASED PROF & TECH SVCS	**$ 1,367,500**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ 10,000
PRINTING & BINDING	$ 5,000
POSTAGE	$ 5,000
TRAVEL	$ 10,000
DUES & FEES	$ 5,000
EDUCATION & TRAINING	$ 10,000
HOSPITALITY	$ 2,500
RADIOS	$ 75,000
RENT	$ 180,000
GASOLINE	$ 125,000
TOTAL OTHER PURCHASED SVCS	**$ 427,500**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 55,000
OFFICE SUPPLIES	$ 20,000
BOOKS & PERIODICALS	$ 10,000
SMALL EQUIPMENT	$ 5,000
MISCELLANEOUS	$ 1,000
OFFICERS EQUIPMENT	$ 192,840
TOTAL SUPPLIES	**$ 283,840**
CAPITAL OUTLAY	
AUTOMOBILE LEASE/PURCHASE	$ 250,000
FURNITURE	$ 40,000
COMPUTER EQUIPMENT	$ 50,000
EQUIPMENT	$ 135,205
TOTAL CAPITAL OUTLAY	**$ 475,205**
TOTAL ALL EXPENDITURES	**$ 5,731,804**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

PUBLIC WORKS

FY 2009 Budget Request: $1,889,889

- Percentage of Budget: 14%

Departmental Budget Description:

The Public Works Department is responsible for the maintenance and improvements of the road and sidewalk networks, the maintenance and operation of city parks and right of ways and the operation and maintenance of the storm water collection system.

Positions Requested: None

Expenditure Requests of Interest:

1. **Infrastructure Improvements:** Approximately $1,100,000 is anticipated to be spent on the maintenance and improvements of the city's infrastructure. Repairs to sidewalks, potholes, curbs and traffic signals are planned and funded in this budget. Additionally, $300,000 is set aside for future capital improvement projects.
2. **Storm Water Utility Setup:** The City will be engaging in the process of setting up a storm water utility in FY 2009. The FY 2010 budget will separately budget for the operation and maintenance of the storm water collection system.
3. **Outsourcing:** Through a competitive bid process, the City hired Lowe Engineers to staff the Public Works Department.

PUBLIC WORKS

	REQUESTED 2009
PERSONNEL SVCS-SALARIES & WAGES	
REGULAR EMPLOYEES	$ -
OVERTIME	$ -
TOTAL PERS SVCS-SALARIES & WAGES	**$ -**
PERSONNEL SVCS-EMPLOYEE BENEFITS	
GROUP INSURANCE - HEALTH	$ -
GROUP INSURANCE - DISABILITY	$ -
GROUP INSURANCE - DENTAL	$ -
GROUP INSURANCE - LIFE	$ -
GROUP INSURANCE - VISION	$ -
FICA	$ -
MEDICARE	$ -
RETIREMENT CONTRIBUTIONS	$ -
RETIREMENT CONTRIBUTIONS - MATCHING	$ -
FEDERAL UNEMPLOYMENT INSURANCE TAX	$ -
STATE UNEMPLOYMENT INSURANCE TAX	$ -
WORKER'S COMPENSATION	$ -
TOTAL PERS SVCS - EMPLOYEE BENEFITS	**$ -**
TOTAL PERSONNEL COSTS	**$ -**
PURCHASED PROF & TECH SVCS	
PROF SERV.-SOFTWARE & LIC	$ -
PROF SERV.-OTHER	$ -
INSURANCE OTHER THAN EMP. BEN	$ -
PROFESSIONAL SERVICES - LOWE ENGINEERS	$ 772,889
PARKS AND RECREATION MAINTENANCE	$ 167,000
COMPREHENSIVE TRANSPORTATION PLAN	$ 10,000
STREET MAINTENANCE	$ 75,000
TRAFFIC SIGNALS	$ 208,000
MISCELLANEOUS DESIGN SERVICES	$ 10,000
SIDEWALK REPAIR	$ 5,000
CURB REPLACEMENT	$ 5,000
POT HOLE REPAIR	$ 175,000
PAVING	$ 100,000
SIGNS	$ 10,000
SAND/SALT SPREADING	$ 25,000
TOTAL PURCHASED PROF & TECH SVCS	**$ 1,562,889**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
MOBILE COMMUNICATIONS	$ -
PRINTING & BINDING	$ 2,500
POSTAGE	$ 5,000
TRAVEL	$ 500
DUES & FEES	$ -
EDUCATION & TRAINING	$ 500
HOSPITALITY	$ -
TOTAL OTHER PURCHASED SVCS	**$ 8,500**
SUPPLIES	
GENERAL SUPPLIES & MATERIAL	$ 10,000
OFFICE SUPPLIES	$ 2,500
BOOKS & PERIODICALS	$ 500
SMALL EQUIPMENT	$ 2,000
MISCELLANEOUS	$ 1,000
ADVERTISING	$ 2,500
TOTAL SUPPLIES	**$ 18,500**
CAPITAL OUTLAY	
FURNITURE.	$ -
COMPUTER EQUIPMENT	$ -
EQUIPMENT	$ -
MISCELLANEOUS CONSTRUCTION PROJECTS	$ 300,000
TOTAL CAPITAL OUTLAY	**$ 300,000**
TOTAL ALL EXPENDITURES	**$ 1,889,889**

City of Dunwoody Fiscal Year 2009 Budget

Departmental Summary Sheet

NON-DEPARTMENTAL

FY 2009 Budget Request: $1,743,050

- Percentage of Budget: 12%

Departmental Budget Description:

This budget includes all of the City's start up costs, the contingency fund ($500,000), rent for city facilities and interest on our Tax Anticipation Note ($80,000). It is estimated that there are approximately $900,000 in one-time costs in this budget that will not be included in the FY 2010 budget submittal.

Positions Requested: None

Expenditure Requests of Interest: See Above

NON-DEPARTMENTAL

	REQUESTED 2009
PURCHASED PROF & TECH SVCS	
PROPERTY VALUATION CONTRACT	$ 60,000
INSURANCE-PROPERTY& LIABILITY	$ 172,000
TOTAL PURCHASED PROF & TECH SVCS	**$ 232,000**
PURCHASED PROPERTY SVCS	
OTHER PURCHASED SVCS	
CITY HALL RENT-TEMPORARY FACILITIES - 2008	6,000
CITY HALL RENT-TEMPORARY FACILITIES - 2009	20,000
CITY HALL RENT-PERMANENT FACILITIES	166,250
PCID UTILITIES	60,000
PROF SVCS - OTHER	519,900
COMMUNICATIONS	27,600
CONTRACTUAL SERVICES	26,000
COST OF FUNDS	1,800
TOTAL OTHER PURCHASED SVCS	**$ 827,550**
SUPPLIES	
OFFICE SUPPLIES	3500
TOTAL SUPPLIES	**$ 3,500**
CAPITAL OUTLAY	
CITY HALL FURNITURE	$ 100,000
TOTAL CAPITAL OUTLAY	**$ 100,000**
DEBT SERVICE	
INTEREST ON TAN	$ 80,000
TOTAL DEBT SERVICE	**$ 80,000**
CONTINGENCY	
CONTINGENCY	$ 500,000
TOTAL CONTINGENCY	**$ 500,000**

TOTAL ALL EXPENDITURES	$ 1,743,050

City of Dunwoody Fiscal Year 2009 Budget

Summary Sheet

HOTEL-MOTEL TAX FUND

FY 2009 Budget Request: $512,550

- Percentage of Budget: 100%

Departmental Budget Description:

The Hotel-Motel Tax, as adopted by Mayor and Council sets a rate of 5% for lodging in the City of Dunwoody. By statute, the City may retain the portion of the tax revenue at the 3% rate for use in the General Fund and must remit the additional 2% of the tax revenue into a dedicated fund for tourism related purposes.

Positions Requested: None

Expenditure Requests of Interest:

1. **2% Revenue from Hotel/Motel Tax:** Staff is recommending that the $512,550 in revenue generated from the 2% portion of the Hotel/Motel Tax be placed in a Hotel/Motel Tax Fund and reserved for possible future use for tourism related expenditures, as allowed under Georgia law.

City of Dunwoody Fiscal Year 2009 Budget

Summary Sheet

STREET LIGHT FUND

FY 2009 Budget Request: $328,000

- Percentage of Budget: 100%

Departmental Budget Description:

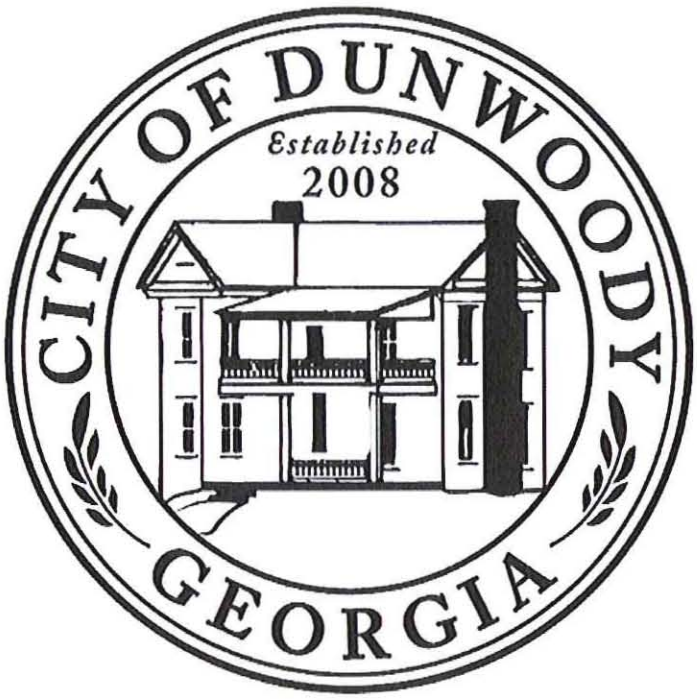
The Street Light Fund is a Special Revenue Fund used to capture revenue associated with charges on the property tax bill related to street light power usage. The fund will also be used to capture the expenses paid to Georgia Power for electricity use for street lighting. This is a pass through account and should be zero balance at the end of the Fiscal Year.

Positions Requested: None

Expenditure Requests of Interest:

Unique First Year Revenue and Costs

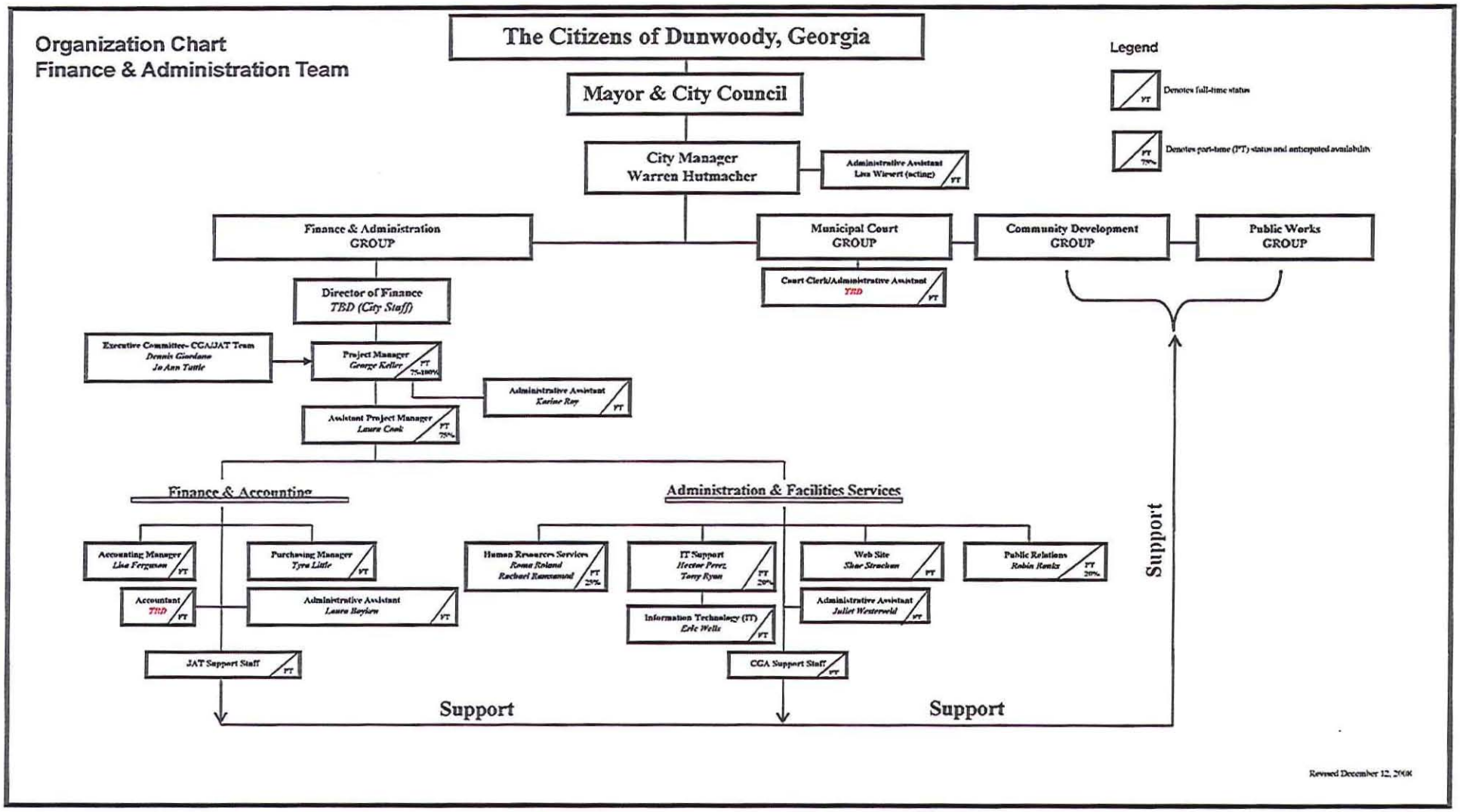
Revenue:		
Georgia Power Franchise Fee	$	2,500,000
Total Revenue:	$	2,500,000
Expenses:		
Consultants (Non Recurring)	$	647,300
Furniture	$	300,000
TAN Interest	$	80,000
Police Recruitment Costs	$	60,000
IGA with DeKalb County for Police Services	$	1,290,000
Miscellaneous Police Start Up Costs	$	400,000
	$	2,777,300
Net:	$	277,300

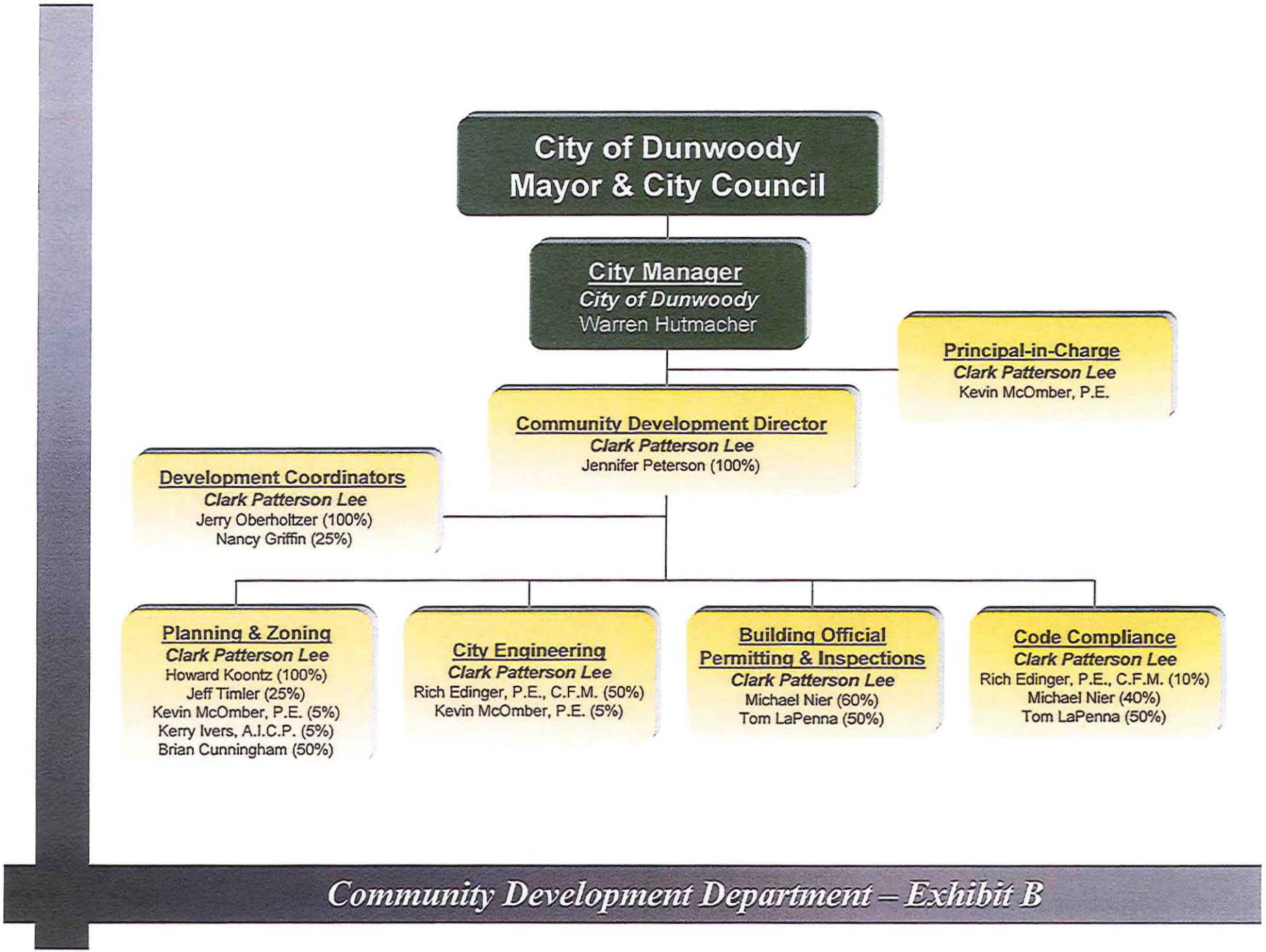


City of Dunwoody Fiscal Year 2009 Budget

APPENDIX:

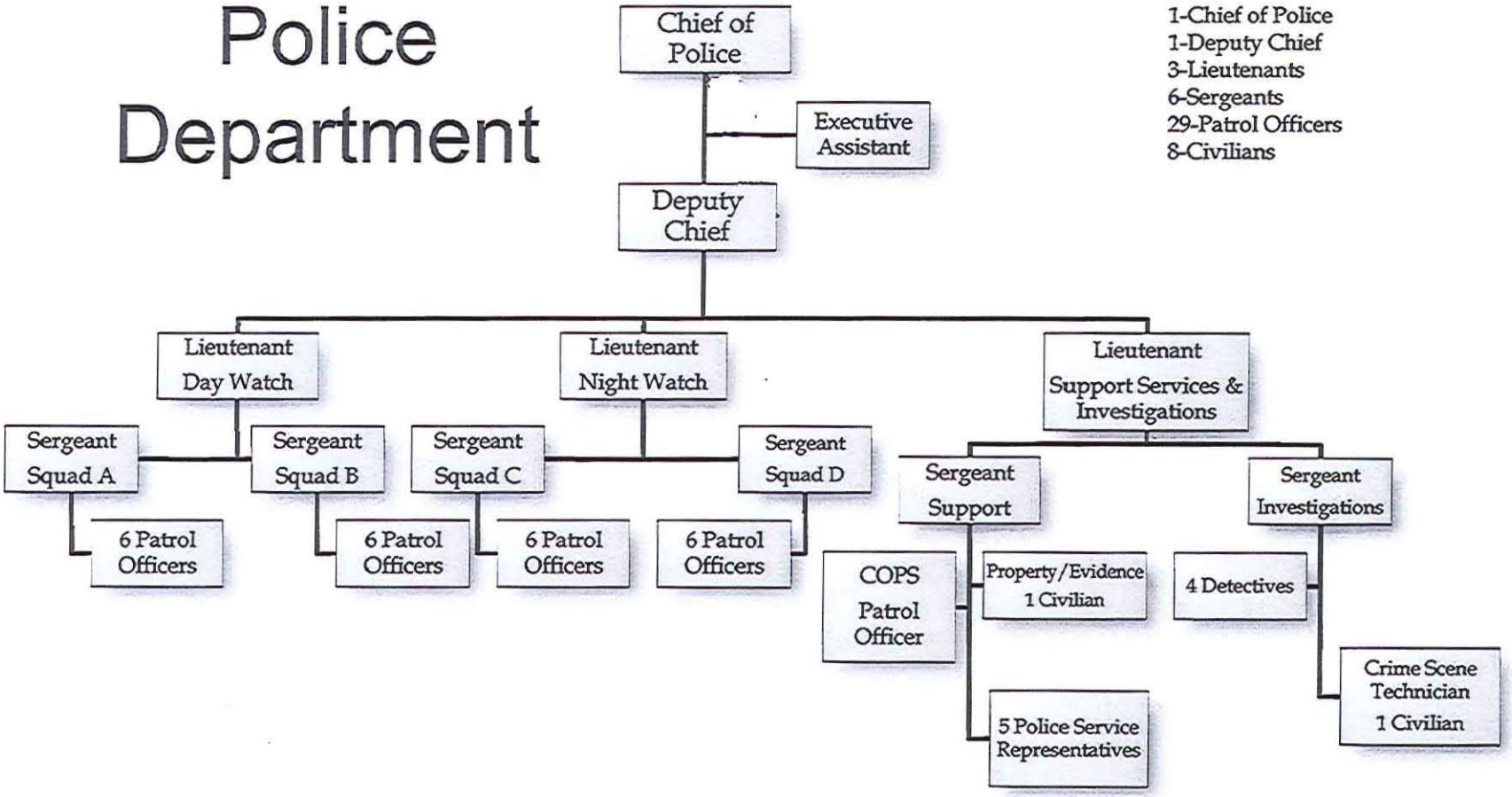
1) Organizational Charts:
    a. Finance and Administration
    b. Community Development
    c. Police Department
    d. Public Works
2) Police Department Additional Information:
    a. Salary Assumptions


Organization Chart
Finance & Administration Team
The Citizens of Dunwoody, Georgia
Mayor & City Council
City Manager
Warren Hutmacher
Administrative Assistant
Lisa Wiesert (acting)
FT
Legend
Denotes full-time status
Denotes part-time (PT) status and anticipated availability
Finance & Administration
GROUP
Municipal Court
GROUP
Community Development
GROUP
Public Works
GROUP
Court Clerk/Administrative Assistant
TBD
Director of Finance
TBD (City Staff)
Executive Committee- CGA/JAT Team
Dennis Giordano
Jo Ann Tuttle
Project Manager
George Keller
Administrative Assistant
Karine Ray
Assistant Project Manager
Laura Cook
Finance & Accounting
Administration & Facilities Services
Accounting Manager
Lisa Ferguson
Purchasing Manager
Tyra Little
Accountant
TBD
Administrative Assistant
Laura Boyken
JAT Support Staff
Human Resources Services
Rona Roland
Rachael Ramsamod
IT Support
Hector Perez
Terry Ryan
Information Technology (IT)
Eric Wells
Web Site
Shae Strachan
Administrative Assistant
Juliet Westerveld
CGA Support Staff
Public Relations
Robin Rentz
Support
Support
Support
Revised December 12, 2008



Community Development Department – Exhibit B

Dunwoody Police Department

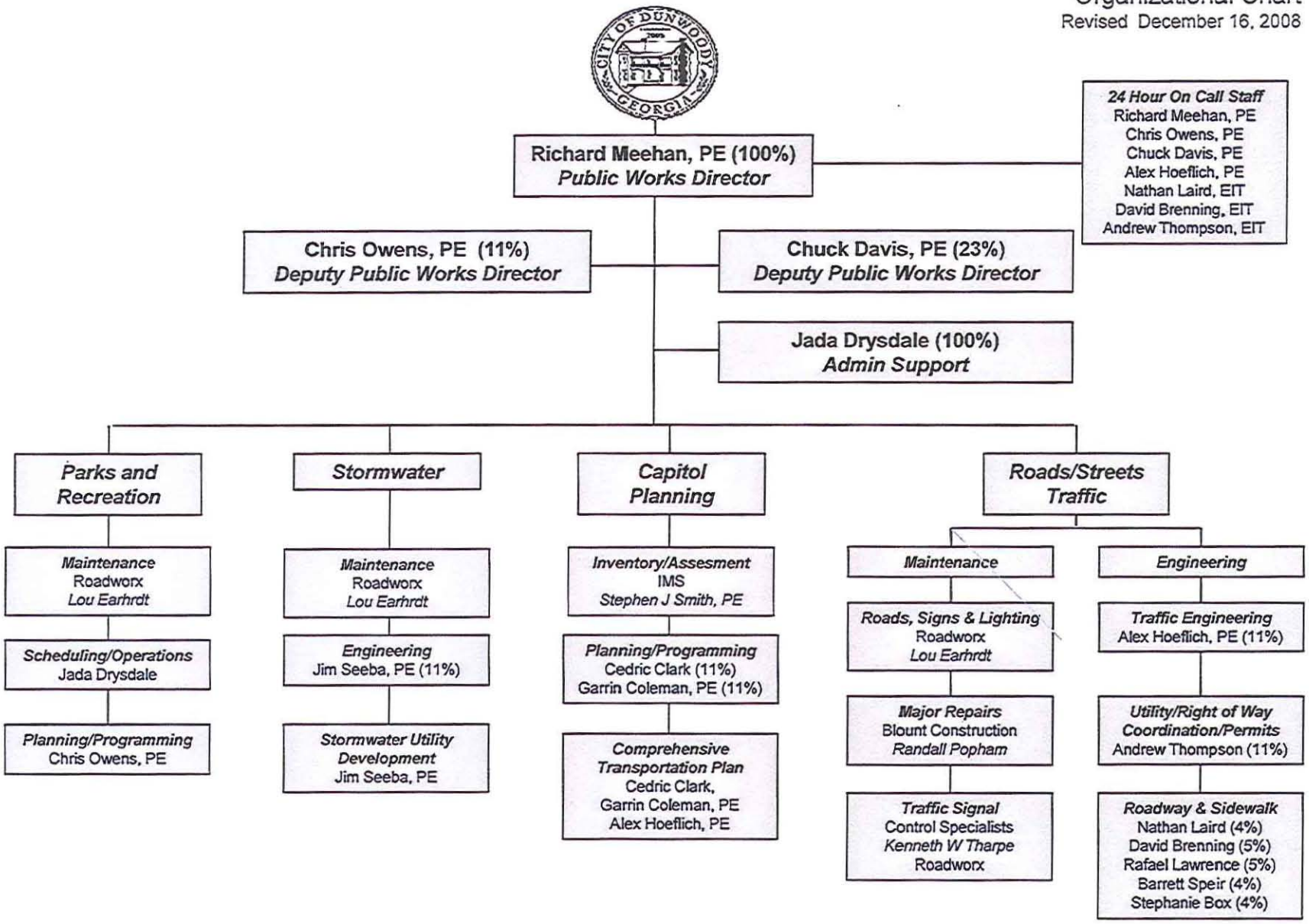


1-Chief of Police
1-Deputy Chief
3-Lieutenants
6-Sergeants
29-Patrol Officers
8-Civilians

Proposed Organizational Chart

Organizational Chart

Revised December 16, 2008



Dunwoody Police Department Budgeted Salary Chart
for Budget Assumption Purposes Only

FTE	Salary	Position
1	112,344	Chief
1	79,956	Deputy Chief
3	70,000	Lieutenant
6	58,000	Sargeant
25	46,000	Patrol Officer
4	48,000	Detective
1	38,004	Crime Scene Tech.
1	33,000	Property/Evidence Tech.
5	32,001	Administrative
1	42,000	Executive Assistant