



FINANCE DEPARTMENT

Memo No. 26-008

DATE: November 4, 2025

TO: Greg Harrison, City Manager

VIA: Joshua Watters, Budget Director *JW*

FROM: Allison Feurtado, Finance Director *AF*

SUBJECT: Budget Adjustment for FY 2025

A budget serves as an estimate of anticipated expenditures and revenues. Following a review of the current financial forecast and actual Fiscal Year 2025 expenditures, the Finance Department, in conjunction with the Budget Office, has identified the need to reallocate budgeted amounts within specific funds to ensure proper alignment between budgeted and actual expenditures as the City closes its books for the Fiscal Year 2025.

Section 166.241(8) of the Florida Statutes states that the governing body of each municipality at any time within a fiscal year or within 60 days following the end of the fiscal year may amend a budget for that year as follows: (a) Appropriations for expenditures within a fund may be decreased or increased by motion recorded in the minutes if the total appropriations of the fund are not changed.

Furthermore, Resolution 2016-262 authorizes the City Manager to transfer funds between any line items within any division and between departments of the same fund. Any transfers between different funds require approval from the City Commission.

Accordingly, the following amendments are proposed to ensure compliance with the City's financial policies.

General Fund (Fund 001)

Preliminary results for FY 2025 indicate that the City's General Fund underspent its budgeted expenditures by \$1,478,606

Emergency Management Services (EMS) Fund 140

Preliminary results for FY 2025 indicate that the EMS fund overspent its budget by approximately \$790,000. This is largely due to personnel costs exceeding budgeted estimates for the year.

Furthermore, the EMS Fund is projected to receive \$2 million from the Medicaid Managed Care Public Emergency Medical Transportation (PEMT) program. This amount was approved in the FY 2025 budget. However, due to the federal government shutdown, the State is still awaiting approval from the Centers for Medicare and Medicaid Services (CMS) before disbursing these funds. Assuming the federal shutdown ends in the next few weeks, approval is anticipated by the December meeting of the Legislative Budget Commission, with payment expected in the first quarter of 2026.

Recommendation

Management recommends increasing budgeted appropriations in the EMS Fund by \$790,000, funded by an interfund transfer loan from the General Fund. The transfer will serve as a 0% interest short-term loan, to be repaid within 12 months following the close of the fiscal year ended September 30, 2025.