



Memorandum

Meeting Details: November 12, 2025

Prepared For: Hon. Mayor Brooks & Board of Commissioners

Staff Contact: Andrew Laflin, Finance Director

Subject: Proposed FY 2025 Budget Amendment #2

Background

The Charter of the City of Madeira Beach, Article X – *Financial Procedures* allows for amendments to the FY 2024 annual operating budget through the adoption of a Resolution. Resolution No. 2020-20 clarified the guidance from the City’s Charter as it relates to the budget amendment process and established procedures relating to initiation, approval, and processing of requested budget transfers and budget amendments. Article X, Section 10.4 and Section 10.5, of the City’s Charter state that intra-fund transfers and increases to a particular fund are permitted after adoption of the annual operating budget through the adoption of a Resolution. Intra-fund transfers are interpreted to include any needed increases to the overall budget of a department within a fund or a division within a department that is separately reported in the City’s annual adopted budget.

Budget adjustments are needed within the General Fund. The reason for this adjustment is certain costs incurred in FY 2025 relating to the purchase of computers for City employees needed for an upgrade from Microsoft Windows 10 to Windows 11 that were not contemplated during the annual budget preparation process. The purpose of increasing the budget for the General Fund and Information Technology department and account is described in Exhibit A.

Fiscal Impact

Adoption of this Resolution would result in preparing a budgetary entry only and has no direct fiscal impact to the City.

Recommendation(s)

Staff recommends approval of Resolution 2025-11.

Attachments

- Resolution 2025-11
- Exhibit A – FY 2025 Budget Amendment #2 Details