

# MIAMIBEACH

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## COMMISSION MEMORANDUM

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: October 25, 2016

SUBJECT: Request to Hold Special Meeting of the City Commission

Per Florida Statute 166.241, the City is allowed to file a final budget amendment within 60 days (Nov. 29) of the end of the fiscal year (Sept. 30). The November 9<sup>th</sup> Commission meeting date does not allow sufficient time for the Finance Department to capture and record all FY 2015/16 year-end expenses in our financial system.

In order to comply with the statutory deadline, and allow for proper recording of the year-end fiscal results, we are respectfully requesting that a Special Meeting of the City Commission be convened on November 18, 2016 at 2:45 PM.

/jlm