

EXHIBIT A
City of Delray Beach
FY 2025-26 Budget Amendment # 7 - Summary - Resolution # 60-26
April 7, 2026

General Fund (001)			
Description	Increase	Decrease	Total
Revenues			
Economic Development			
Budgetary Account Prior Year Surplus	\$ 130,000.00	\$ -	\$ 130,000.00
Total Economic Development	\$ 130,000.00	\$ -	\$ 130,000.00
<i>Economic Development funding earmarked in general fund balance to be transferred for consulting purposes</i>			
Fire			
Fire Concurrency Mitigation	\$ 382,062.62	\$ -	\$ 382,062.62
Total Fire	\$ 382,062.62	\$ -	\$ 382,062.62
<i>Delray Beach Fire Rescue Department is requesting to move funds housed in a deferred revenue account, sourced via a Fire Level of Service Concurrency evaluation agreement. These funds are intended to address needs of the department and this budget transfer will be utilized to buy and replace mission essential equipment.</i>			
Total Revenues	\$ 512,062.62	\$ -	\$ 512,062.62

Expenditures			
Economic Development			
Econ Dev Other Contractual Services	\$ 130,000.00	\$ -	\$ 130,000.00
Total Economic Development	\$ 130,000.00	\$ -	\$ 130,000.00
<i>Economic Development funding earmarked in general fund balance to be transferred for consulting purposes</i>			
Fire			
Capital Equipment	\$ 366,062.62	\$ -	\$ 366,062.62
Bunker Gear	\$ 16,000.00	\$ -	\$ 16,000.00
Total Fire	\$ 382,062.62	\$ -	\$ 382,062.62
<i>Delray Beach Fire Rescue Department is requesting to move funds housed in a deferred revenue account, sourced via a Fire Level of Service Concurrency evaluation agreement. These funds are intended to address needs of the department and this budget transfer will be utilized to buy and replace mission essential equipment.</i>			

EXHIBIT A

City of Delray Beach

FY 2025-26 Budget Amendment # 7 - Summary - Resolution # 60-26

April 7, 2026

Fire

Operating Supplies	\$	-	\$	18,552.23	\$	(18,552.23)
Regular Salaries/Wages	\$	17,063.90	\$	-	\$	17,063.90
Benefits	\$	1,488.33	\$	-	\$	1,488.33
Total Fire	\$	18,552.23	\$	18,552.23	\$	-

The Delray Beach Fire Rescue Department respectfully requests approval to transfer approximately \$18,552 in unused funds within the department's adopted Fiscal Year 2025–2026 budget. These funds are currently allocated within the Emergency Operations operating budget and will be transferred to the Salaries and Wages budgets for Administration and Emergency Operations to support the reclassification of two existing positions effective May 1, 2026. This requested transfer does not increase the overall Fire Department budget and utilizes existing funds already appropriated within the current fiscal year. The adjustment will allow the department to better align staffing responsibilities with the operational and financial needs of the organization.

Communications/Creative Arts School

Other Contractual Services	\$	-	\$	45,000.00	\$	(45,000.00)
Other Salaries/Wages Part-time	\$	41,802.14	\$	-	\$	41,802.14
FICA Taxes Employer	\$	3,197.86	\$	-	\$	3,197.86
Total Communications/Creative Arts School	\$	45,000.00	\$	45,000.00	\$	-

The transfer of \$45,000 is requested to fund an additional part-time Program Administrator position at the Creative Arts School in response to sustained growth in programming, enrollment, and community demand. Current staff are absorbing critical administrative functions outside of their primary roles, creating inefficiencies and limiting the school's ability to expand offerings, optimize enrollment, and maintain a high level of customer service. Establishing this position will improve program coordination, and allow existing staff to focus on revenue-generating activities and strategic program development. This is a targeted, cost-effective investment that will strengthen operational performance and support increased cost recovery over time. The City Manager is supportive of the transfer as a necessary step to ensure the continued success and sustainability of the Creative Arts School

Total Expenditures	\$	575,614.85	\$	63,552.23	\$	512,062.62
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Beginning General Fund (001)	\$	201,166,067.00
04/07/2026 Budget Amendment	\$	512,062.62
Ending General Fund (001)	\$	201,678,129.62

EXHIBIT A

City of Delray Beach

FY 2025-26 Budget Amendment # 7 - Summary - Resolution # 60-26

April 7, 2026

Water & Sewer Fund (441)

Description	Increase	Decrease	Total
Expenditures			
Utilities			
Non Operating Contingency	\$ -	\$ 600,000.00	\$ (600,000.00)
Water Dist Other Contractual Services	\$ 600,000.00	\$ -	\$ 600,000.00
Total Utilities	\$ 600,000.00	\$ 600,000.00	\$ -
<i>Deep injection well related activities by contractor caused raw water line breaks, also while evaluating the exposed area staff identified six (6) 24"x36" 40-year-old valves which were inoperable, all replaced under emergency order</i>			
Total Expenditures	\$ 600,000.00	\$ 600,000.00	\$ -
Beginning Water & Sewer Fund (441)			\$ 55,382,186.00
04/07/2026 Budget Amendment			\$ -
Ending Water & Sewer Fund (441)			\$ 55,382,186.00

EXHIBIT A

City of Delray Beach

FY 2025-26 Budget Amendment # 7 - Summary - Resolution # 60-26

April 7, 2026

DB Municipal Golf Course Fund (445)

Description	Increase	Decrease	Total
Revenues			
DB Municipal Golf Course			
Debt Proceeds Note & Bond Proceeds	\$ -	\$ 24,500,000.00	\$ (24,500,000.00)
Total DB Municipal Golf Course	\$ -	\$ 24,500,000.00	\$ (24,500,000.00)
<i>To adjust budgets for municipal golf course renovations so costs can be tracked within separate golf course bond fund (447)</i>			
Total Revenues	\$ -	\$ 24,500,000.00	\$ (24,500,000.00)
Expenditures			
DB Municipal Golf Course			
Capital Outlay Recreational & Other Improvmnts	\$ -	\$ 24,500,000.00	\$ (24,500,000.00)
Total DB Municipal Golf Course	\$ -	\$ 24,500,000.00	\$ (24,500,000.00)
<i>To adjust budgets for municipal golf course renovations so costs can be tracked within separate golf course bond fund (447)</i>			
Total Expenditures	\$ -	\$ 24,500,000.00	\$ (24,500,000.00)
Beginning DB Municipal Golf Course Fund (445)			\$ 28,696,479.00
04/07/2026 Budget Amendment			\$ (24,500,000.00)
Ending DB Municipal Golf Course Fund (445)			\$ 4,196,479.00

EXHIBIT A

City of Delray Beach

FY 2025-26 Budget Amendment # 7 - Summary - Resolution # 60-26

April 7, 2026

Golf Course Renovation Bond Fund (447)

Description	Increase	Decrease	Total
Revenues			
DB Municipal Golf Course			
Debt Proceeds Note & Bond Proceeds	\$ 24,500,000.00	\$ -	\$ 24,500,000.00
Total DB Municipal Golf Course	\$ 24,500,000.00	\$ -	\$ 24,500,000.00
<i>To adjust budgets for municipal golf course renovations so costs can be tracked within separate golf course bond fund (447)</i>			
Total Revenues	\$ 24,500,000.00	\$ -	\$ 24,500,000.00
Expenditures			
DB Municipal Golf Course			
Capital Outlay Recreational & Other Improvmnts	\$ 24,500,000.00	\$ -	\$ 24,500,000.00
Total DB Municipal Golf Course	\$ 24,500,000.00	\$ -	\$ 24,500,000.00
<i>To adjust budgets for municipal golf course renovations so costs can be tracked within separate golf course bond fund (447)</i>			
Total Expenditures	\$ 24,500,000.00	\$ -	\$ 24,500,000.00
Beginning Golf Course Renovation Bond Fund (447)			\$ -
04/07/2026 Budget Amendment			\$ 24,500,000.00
Ending Golf Course Renovation Bond Fund (447)			\$ 24,500,000.00



City of Delray Beach
Budget Transfer / Amendment Form

Requested By (Name & Title): Sabra Avery, Budget Manager

Date: 03/19/2026

Department: Finance

Journal: _____

ACCOUNT TYPE	GL ACCOUNT NUMBER	GL DESCRIPTION	PROJECT #	INCREASE \$	DECREASE \$
REVENUE	001-00-000.301-101	Budgetary Account Prior Year Surplus		\$ 130,000.00	
		TOTAL REVENUE		\$ 130,000.00	\$ -
EXPENSE	001-12-060-559.34-90	Econ Dev Other Contractual Services		\$ 130,000.00	
		TOTAL EXPENSE		\$ 130,000.00	\$ -

JUSTIFICATION:

Economic Development funding earmarked in general fund balance to be transferred for consulting purposes

Approvals:

Is this a Budget Amendment (Y or N)? _____

Department Head 

Budget Team Sabra H. Avery

Chief Financial Officer 
Henry Dachowitz (Mar 20, 2026 15:27:53 EDT)

City Manager 

RE: Economic Development Account

From St. Luce, Jeane <StLuceJ@mydelraybeach.com>

Date Thu 3/19/2026 11:44 AM

To Avery, Sabra <AveryS@mydelraybeach.com>

Cc Oris, Jeff <OrisJ@mydelraybeach.com>; Aleman, Carmen <AlemanC@mydelraybeach.com>; Pun Lay, Diego <punlayd@mydelraybeach.com>

Hi Sabra,

Just spoke with Jeff, the amount we need is \$130,000. Are you putting it in a special account – non department account? If not, please put it in 001-12-060-559.34-90 Economic Development Other Contractual Services.

Thank you so much for your assistance

Jeane

From: Avery, Sabra <AveryS@mydelraybeach.com>

Sent: Thursday, March 19, 2026 11:39 AM

To: St. Luce, Jeane <StLuceJ@mydelraybeach.com>

Cc: Oris, Jeff <OrisJ@mydelraybeach.com>; Aleman, Carmen <AlemanC@mydelraybeach.com>

Subject: Re: Economic Development Account

Hello again Jeane -

Just got off the phone with Carmen and she explained where the funding is. I'll create a budget amendment for it, route for approval, then add it to the 4/7/2026 agenda.

Thanks for your patience.

Sabra H Avery

Budget Manager

Finance Department

 561-243-7128 /  AveryS@mydelraybeach.com

City of Delray Beach

100 NW 1st Avenue

Delray Beach, FL 33444



PUBLIC RECORDS NOTE: Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding City business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Avery, Sabra <AveryS@mydelraybeach.com>
Sent: Thursday, March 19, 2026 10:37 AM
To: St. Luce, Jeane <StLuceJ@mydelraybeach.com>
Cc: Oris, Jeff <OrisJ@mydelraybeach.com>
Subject: Re: Economic Development Account

Hi Jeane -

Carmen has been out, and I need information from her before I can help.

Sabra H Avery

Budget Manager

Finance Department

☎561-243-7128 / ✉AveryS@mydelraybeach.com

City of Delray Beach

100 NW 1st Avenue

Delray Beach, FL 33444



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From: St. Luce, Jeane <StLuceJ@mydelraybeach.com>
Sent: Thursday, March 19, 2026 10:34 AM
To: Avery, Sabra <AveryS@mydelraybeach.com>
Cc: Oris, Jeff <OrisJ@mydelraybeach.com>
Subject: FW: Economic Development Account

Sabra,

Do we need to do a budget transfer for the below? If so, can you please provide the account numbers. As stated yesterday, the City Manager's expectation is that this budget transfer will be on the April 7th meeting.

Thank you.
Jeane

From: St. Luce, Jeane <StLuceJ@mydelraybeach.com>
Sent: Wednesday, March 18, 2026 8:52 AM
To: Aleman, Carmen <AlemanC@mydelraybeach.com>
Cc: Dachowitz, Henry <DachowitzH@mydelraybeach.com>; Oris, Jeff <OrisJ@mydelraybeach.com>; Avery, Sabra <AveryS@mydelraybeach.com>
Subject: RE: Economic Development Account

Hi Carman,

When you get a chance, can you please provide the account numbers for the budget transfer. Thank you so much.

Jeane St Luce

From: Aleman, Carmen <AlemanC@mydelraybeach.com>
Sent: Wednesday, March 11, 2026 11:54 AM
To: St. Luce, Jeane <StLuceJ@mydelraybeach.com>
Cc: Dachowitz, Henry <DachowitzH@mydelraybeach.com>; Oris, Jeff <OrisJ@mydelraybeach.com>; Avery, Sabra <AveryS@mydelraybeach.com>
Subject: RE: Economic Development Account

Hi Jeanie,

It isn't held in a specific account number.
Those dollars are part of the Fund Balance.
A Budget Amendment would need to be processed before any portion of it can be used.

Thanks,

--

Carmen Aleman | Deputy Chief Financial Officer
☎ 561-243-7134 (direct) ☎ 7134 (Ext)| ☎ 561-524-5646 (mobile)
✉ AlemanC@mydelraybeach.com | 100 N.W. 1st Avenue, Delray Beach, FL 33444

CITY OF DELRAY BEACH



PUBLIC RECORDS NOTE: Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: St. Luce, Jeane <StLuceJ@mydelraybeach.com>
Sent: Wednesday, March 11, 2026 11:32 AM
To: Aleman, Carmen <AlemanC@mydelraybeach.com>
Cc: Dachowitz, Henry <DachowitzH@mydelraybeach.com>
Subject: Economic Development Account

Good Morning,

ACM Oris has advised we have an Economic Development account with approximately \$500,000. I am unable to locate the account number. When you get a chance, can you please advise the account number. It's my understanding we will be processing a couple of PO against this account.

Thank you so much.



City of Delray Beach

Budget Transfer / Amendment Form

Requested By (Name & Title): Deputy Chief Travis Franco Date: 3-18-2026

Department: Fire Rescue Department Journal:

Table with columns: ACCOUNT TYPE, GL ACCOUNT NUMBER, GL DESCRIPTION, PROJECT #, INCREASE \$, DECREASE \$. Rows include REVENUE (001-00-000.324-120) and EXPENSE (001-22-150-526-64-90, 001-22-150-526-52-31) with totals.

JUSTIFICATION: Delray Beach Fire Rescue Department is requesting to move funds housed in a deferred revenue account, sourced via a Fire Level of Service Concurrency evaluation agreement. These funds are intended to address needs of the department and this budget transfer will be utilized to buy and replace mission essential equipment.

Approvals: Is this a Budget Amendment (Y or N)?

Department Head: Ronald L. Martin Budget Team: Sabra H. Avery

Chief Financial Officer: Henry Dachowitz (Mar 23, 2026 09:38:49 EDT) City Manager: [Signature]

Instructions (effective January 6, 2026): Fully complete each section to the best of your ability; for questions, contact Budget at 243-7120/243-7128 or email BudgetTeam@mydelraybeach.com



MEMORANDUM

The City of
Delray Beach, Florida

Fire Rescue Department



TO: Terrence Moore, ICMA-CM

THROUGH: Ronald Martin, Fire Chief *Ronald L. Martin*

FROM: Travis Franco, Deputy Fire Chief *T-F*

DATE: March 16, 2026

SUBJECT: Budget Transfer Request

The Delray Beach Fire Rescue Department respectfully requests approval to transfer funds from a deferred revenue account sourced from a Fire Level of Service Concurrency Evaluation Agreement to the Fire Department's Administrative Budget for Capital Equipment General Ledger (GL). The purpose of this transfer is to support the acquisition of several mission essential pieces of equipment that will enhance the department's ability to respond to emerging public safety challenges, improve patient outcomes, and maintain alignment with modern fire rescue and emergency medical service standards.

As technology, transportation, and medical practices continue to evolve, fire rescue agencies must continually update operational equipment and capabilities to meet the demands of the community. The requested funding will support several initiatives that directly impact firefighter safety, operational effectiveness, and the quality of emergency medical care delivered to residents and visitors of the City of Delray Beach. The transferred funds will be utilized to purchase the following:

COLD CUT COBRA SYSTEM - The Cold Cut Cobra System is a specialized firefighting tool designed to address the growing risk associated with electric vehicle (EV) battery fires. The system provides firefighters with the capability to mechanically penetrate high-voltage battery enclosures and introduce water directly into the battery pack, allowing firefighters to target the seat of the fire. This technology represents one of the most effective and practical solutions currently available for suppressing EV battery fires, particularly those occurring within confined environments such as parking garages or enclosed structures. As the number of electric vehicles within the community continues to increase, this capability will significantly enhance the department's ability to safely and effectively manage these complex incidents.

WHOLE BLOOD PROGRAM - The requested funding will also support the implementation of a Whole Blood Program within Delray Beach Fire Rescue. Two other agencies within Palm Beach County have successfully implemented this program, and operational data demonstrates that the availability of whole blood in the prehospital environment significantly improves survival rates for critically injured trauma patients. Whole blood has rapidly become the



MEMORANDUM



The City of
Delray Beach, Florida

Fire Rescue Department

emerging standard of care for trauma resuscitation among progressive EMS agencies across the country.

If approved, the department will move forward with the necessary contractual agreements with OneBlood, the sole regional provider, and pursue blood exchange opportunities with Delray Medical Center to maintain product availability and minimize waste. Funding will also provide the necessary equipment, storage solutions, and specialized training required to ensure department personnel possess the knowledge and skills needed to safely and effectively administer whole blood in the field.

POINT OF CARE ULTRASOUND PROGRAM (POCUS) - Delray Beach Fire Rescue is currently utilizing first generation Point of Care Ultrasound (POCUS) technology in the field through the Emergency Services Medical (ESM) Captains. This diagnostic modality is rapidly becoming the standard of care for cardiac arrest management, trauma assessment, and obstetric emergencies in the prehospital environment.

The department is requesting approval to upgrade to second generation POCUS technology, which incorporates artificial intelligence assisted imaging capabilities. These advancements allow the device to automatically focus ultrasound images, enhance clarity, and provide on-screen labeling to assist providers in rapidly identifying anatomical structures. The upgrade will significantly improve diagnostic accuracy in the field and allow paramedics to make more informed clinical decisions prior to hospital arrival.

ADVANCED VENTILATORS - The department is requesting approval to purchase advanced portable ventilators for use in the prehospital environment. Many surrounding agencies, including Boca Raton Fire Rescue and Palm Beach County Fire Rescue, have already transitioned to using ventilators for patients who have been intubated and require precise airway management during transport.

These ventilators allow providers to deliver controlled tidal volumes and precise oxygen concentrations, ensuring patients receive the appropriate respiratory support during critical care transport. By adopting the same equipment used by regional partners, Delray Beach Fire Rescue will enhance continuity of care, interoperability, and operational compatibility during mutual aid responses and coordinated incidents.

SELF CONTAINED BREATHING APPARATUS (SCBA) FILL STATION - The Delray Beach Fire Rescue Department is requesting approval to replace the Self-Contained Breathing Apparatus (SCBA) fill station located at Fire Station 112. The current SCBA fill station is the original unit installed during the construction of the station and is now over 30 years old. Due to its age and continued operational use, the unit has reached the end of its serviceable life.



MEMORANDUM



The City of
Delray Beach, Florida

Fire Rescue Department

Replacement of this equipment is critically important to the department's operational readiness and firefighter safety. The SCBA fill station is responsible for refilling the compressed air cylinders that firefighters depend on for breathing air while operating in hazardous environments, including structure fires, confined spaces, and other immediately dangerous to life and health (IDLH) atmospheres. Ensuring the reliability and functionality of this equipment is essential for maintaining firefighter safety and sustaining uninterrupted emergency response operations.

The transfer of funds from the Fire Level of Service Concurrency Evaluation Agreement to the Fire Department's Administrative Capital Equipment budget will allow the department to procure critical equipment that addresses emerging operational hazards, improves patient survival, and ensures the City of Delray Beach continues to provide the highest level of emergency response services.

The Delray Beach Fire Rescue Department respectfully requests approval of this budget transfer so that the department may proceed with procurement and implementation of these programs.



**City of Delray Beach
Budget Transfer / Amendment Form**

Requested By (Name & Title): Deputy Chief Travis Franco

Date: 3/18/2026

Department: Fire

Journal: _____

ACCOUNT TYPE	GL ACCOUNT NUMBER	GL DESCRIPTION	PROJECT #	INCREASE \$	DECREASE \$
REVENUE					
		TOTAL REVENUE		\$ -	\$ -
EXPENSE	001-22-160-525.52-20	Operating Supplies			\$ 18,552.23
	001-22-160-525.12-10	Regular Salaries/Wages		\$ 7,740.72	
	001-22-160-525.21-10	FICA & Medicare		\$ 246.74	
	001-22-160-525.22-10	Pension		\$ 323.52	
	001-22-160-525.23-20	Life Insurance		\$ 79.25	
	001-22-160-525.23-30	Long-term Disability		\$ 9.42	
	001-22-160-525.25-10	Unemployment		\$ 14.59	
	001-22-160-525.27-10	Employee Assistance Program		\$ 11.41	
	001-22-000-522.12-10	Regular Salaries/Wages		\$ 9,323.18	
	001-22-000-522.21-10	FICA		\$ 297.18	
	001-22-000-522.22-10	Pension		\$ 389.63	
	001-22-000-522.23-20	Life Insurance		\$ 79.25	
	001-22-000-522.23-30	Long-term Disability		\$ 11.34	
	001-22-000-522.25-10	Unemployment		\$ 14.59	
	001-22-000-522.27-10	Employee Assistance Program		\$ 11.41	
		TOTAL EXPENSE		\$ 18,552.23	\$ 18,552.23

JUSTIFICATION:

The Delray Beach Fire Rescue Department respectfully requests approval to transfer approximately \$18,552 in unused funds within the department's adopted Fiscal Year 2025–2026 budget. These funds are currently allocated within the Emergency Operations operating budget and will be transferred to the Salaries and Wages budgets for Administration and Emergency Operations to support the reclassification of two existing positions effective May 1, 2026. This requested transfer does not increase the overall Fire Department budget and utilizes existing funds already appropriated within the current fiscal year. The adjustment will allow the department to better align staffing responsibilities with the operational and financial needs of the organization.

Approvals:

Is this a Budget Amendment (Y or N)? Y

Department Head Ronald L. Martin

Budget Team Sabra H. Avery

Chief Financial Officer Henry Dachowitz (Mar 23, 2026 10:47:00 EDT)

City Manager [Signature]

Instructions (effective January 6, 2026):

Fully complete each section to the best of your ability; for questions, contact Budget at 243-7120/243-7128 or email

BudgetTeam@mydelraybeach.com

All budget requests must be balanced - e.g., expense & expense, revenue & expense, or revenue & revenue.

This form must be approved by your Department Head, then routed to the Budget Team for review via email:

BudgetTeam@mydelraybeach.com

Once reviewed, the Budget team will route for further approvals, based on the current version of policy BF-7:

[Budget Transfer and Amendment Policy BF-7, Rev. 8](#)



MEMORANDUM



The City of
Delray Beach, Florida

Fire Rescue Department

TO: Terrence Moore, ICMA-CM

THROUGH: Ronald L. Martin, Fire Chief *Ronald L. Martin*

FROM: Travis Franco, Deputy Fire Chief *T-F*

DATE: March 20, 2026

SUBJECT: Budget Transfer Request

The Delray Beach Fire Rescue Department respectfully requests approval to transfer approximately \$18,552 in unused funds within the department's adopted Fiscal Year 2025–2026 budget. These funds are currently allocated within the Emergency Operations operating budget and will be transferred to the Salaries and Wages budgets for Administration and Emergency Operations to support the reclassification of two existing positions effective May 1, 2026.

The first reclassification involves converting an Administrative Coordinator position to a Budget Coordinator position. With the Fire Department's operating budget now exceeding \$50 million, the establishment of an internal Budget Coordinator will enhance the department's ability to effectively manage financial resources, monitor expenditures, and ensure fiscal accountability. This position will assist in maintaining compliance with all applicable City, County, State, and Federal financial requirements, while supporting responsible stewardship of taxpayer funds.

The second reclassification will convert a Public Education Specialist position to a Community Resilience Manager. In alignment with the Fire Department's ongoing commitment to strengthening emergency preparedness and community resilience, this position will focus on advancing initiatives that help residents and businesses better prepare for emergencies and disasters. The Community Resilience Manager will play a key role in promoting preparedness, coordinating resilience initiatives, and ensuring that the principles of resilience and readiness remain at the forefront of the department's outreach and engagement efforts.

This requested transfer does not increase the overall Fire Department budget and utilizes existing funds already appropriated within the current fiscal year. The adjustment will allow the department to better align staffing responsibilities with the operational and financial needs of the organization.

**City of Delray Beach
Budget Transfer Form**

(1) Departmental Line Transfer

(2) Date: 3/19/2026

(3) Interfund/Interdepartmental Transfer

(4) Batch Number: _____

(5) Requested By: Gina Carter

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
	001-20-016-569.34-90	other contractual svcs	\$ 45,000	
	001-20-016-569.13-10	part-time staff wages		\$ 41,802.14
	001-20-016-569.21-10	FICA		3,197.86
(10) TOTAL			\$ 45,000.00	\$ 45,000.00

(11) JUSTIFICATION:

The transfer of \$45,000 is requested to fund an additional part-time Program Administrator position at the Creative Arts School in response to sustained growth in programming, enrollment, and community demand. Current staff are absorbing critical administrative functions outside of their primary roles, creating inefficiencies and limiting the school's ability to expand offerings, optimize enrollment, and maintain a high level of customer service. Establishing this position will improve program coordination, and allow existing staff to focus on revenue-generating activities and strategic program development. This is a targeted, cost-effective investment that will strengthen operational performance and support increased cost recovery over time. The City Manager is supportive of the transfer as a necessary step to ensure the continued success and sustainability of the Creative Arts School.

Department Head *Gina Carter*

Budget Manager *Sabra H. Avery*

Chief Financial Officer *Henry Dachowitz*
Henry Dachowitz (Mar 23, 2026 09:31:49 EDT)

City Manager *[Signature]*

Budget transfer within same department

From Carter, Gina <carterg@mydelraybeach.com>

Date Thu 3/19/2026 11:59 AM

To Avery, Sabra <AveryS@mydelraybeach.com>

Cc Budget Team <budgetteam@mydelraybeach.com>; Aleman, Carmen <AlemanC@mydelraybeach.com>;
Terrence R. Moore <moore@mydelraybeach.com>

 1 attachment (93 KB)

Budget Transfer March 2026 CAS.pdf;

Hi Sabra,

Please see the budget transfer form attached. Let me know if you need anything else from me.

Thanks.



Gina Carter

Director of Communications

51 N. Swinton Avenue, Delray Beach, FL 33444

O: 561-243-7278 | CarterG@MyDelrayBeach.com

www.DelrayBeachFL.gov

PUBLIC RECORDS NOTE: Florida has a broad public records law. Most written communications to or from local officials, employees, or the public regarding city business are public records and are available to the public and media upon request. Your e-mail communications may be subject to public disclosure.



City of Delray Beach
Budget Transfer / Amendment Form

Requested By (Name & Title): Susan DiMascio, Business Ops Admin *SA* Date: February 23, 2026

Department: Utilities

Journal: _____

ACCOUNT TYPE	GL ACCOUNT NUMBER	GL DESCRIPTION	PROJECT #	INCREASE \$	DECREASE \$
REVENUE					
		TOTAL REVENUE		\$ -	\$ -
EXPENSE	441-36-300-536.99-01	Non Operating Contingency			\$600,000
	441-36-283-536.34-90	Water Distribution Other Contractual Services		\$600,000	
		TOTAL EXPENSE		\$ 600,000	\$ 600,000

JUSTIFICATION: Deep injection well related activities by contractor caused raw water line breaks, also while evaluating the exposed area staff identified six (6) 24"-36" 40-year old valves which were inoperable, all replaced under emergency order.

Approvals:  Is this a Budget Amendment (Y or N)? Y

Department Head Henry Dachowitz Budget Team Sabra H. Avery

Chief Financial Officer Henry Dachowitz (Mar 12, 2026 14:56:43 EDT) City Manager [Signature]

Instructions (effective January 6, 2026):

Fully complete each section to the best of your ability; for questions, contact Budget at 243-7120/243-7128 or email

BudgetTeam@mydelraybeach.com

All budget requests must be balanced - e.g., expense & expense, revenue & expense, or revenue & revenue.

This form must be approved by your Department Head, then routed to the Budget Team for review via email:

BudgetTeam@mydelraybeach.com

Once reviewed, the Budget team will route for further approvals, based on the current version of policy BF-7:

Budget Transfer and Amendment Policy BF-7, Rev. 8



**MEMORANDUM
BUDGET AMENDMENT MEMO REQUEST**

TO: Terrence R. Moore, ICMA-CM
FROM: Hassan Hadjimiry, P.E., Utilities Director 
SUBJECT: Request to Amend Utilities Fiscal Year 25-26 Budget
DATE: February 23, 2026

The Utilities Department (Utilities) is submitting the following budget amendment for consideration:

Utilities Operations 441

Utilities requests to transfer funds from the following:

- **Utilities Non-Operating Contingency**
GL account 441-36-300-536.99-01
Amount: \$600,000 to:
- **Utilities Water Distribution – Other Contractual Services**
GL account 441-36-283-536.34-90

Utilities request to transfer funds for emergency repairs conducted on January 3, 2026, related to deep injection well activities caused raw water line break, also replacement of six (6) 24" – 36" valves found inoperable over 40 years old.

Purchasing Policy

In accordance with PPM, Administrative Policies and Procedures BF-7 rev. 5

Funding Account Number: 441



Terrence R, Moore, ICMA-CM

Date

DiMascio, Susan

From: Hadjimiry, Hassan
Sent: Monday, February 23, 2026 8:18 AM
To: DiMascio, Susan; Guevarez, Juan
Subject: FW: Raw Watermain Repair and Request for Approval of Emergency Work Order

FYI



Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

434 S. Swinton Avenue

Delray Beach, FL 33444



561.243.7303



hadjimiryh@mydelraybeach.com

From: Terrence R. Moore <moore@mydelraybeach.com>
Sent: Monday, January 12, 2026 1:35 PM
To: Hadjimiry, Hassan <hadjimiryh@mydelraybeach.com>
Subject: RE: Raw Watermain Repair and Request for Approval of Emergency Work Order

So authorized, Hassan.

Thank you.

Terrence

From: Hadjimiry, Hassan <hadjimiryh@mydelraybeach.com>
Sent: Monday, January 12, 2026 12:51 PM
To: Terrence R. Moore <moore@mydelraybeach.com>
Subject: Raw Watermain Repair and Request for Approval of Emergency Work Order

Mr. Moore,

I want to provide a brief update regarding the January 3, 2026, incident at the deep injection well site and related actions.

During drilling, a raw water line was inadvertently impacted, limiting water supply to the Water Treatment Plant. We immediately used interconnects from three neighboring municipalities to maintain uninterrupted service.

Later that day, a 36-inch High Density Polyethylene (HDPE) raw water main at Catherine Strong Park ruptured due to elevated pressure from a closed valve. Under an emergency order, we acted quickly to stabilize the system. Youngquist Brothers, the contractor for the deep injection well project, will cover the estimated \$130,000 cost, as the rupture resulted from their work.

While evaluating the exposed area, staff identified six 24"- 36" valves over 40 years old, three of which were inoperable. To ensure long-term reliability, I directed replacement of all six valves under an emergency contract with Johnson-Davis. Although not directly related to the January 3, 2026, incident, addressing these now is the most prudent and cost-effective approach. The estimated cost is \$347,000, and work began last week.

With your approval, we will proceed with completing this project and present it to the City Commission for approval and ratification of this emergency work order.

Thank you for your support.

Respectfully,

<< OLE Object: Picture (Device Independent Bitmap) >>

Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

434 S. Swinton Avenue

Delray Beach, FL 33444



561.243.7303



hadjimiryh@mydelraybeach.com



City of Delray Beach
Budget Transfer / Amendment Form

Requested By (Name & Title): Sabra Avery, Budget Manager

Date: 03/12/2026

Department: Finance

Journal: _____

ACCOUNT TYPE	GL ACCOUNT NUMBER	GL DESCRIPTION	PROJECT #	INCREASE \$	DECREASE \$
REVENUE	445-00-000.384-112				\$ 24,500,000.00
	447-00-000.384-112			\$ 24,500,000.00	
		TOTAL REVENUE		\$ 24,500,000.00	\$ 24,500,000.00
EXPENSE	445-75-300-575.63-30				\$ 24,500,000.00
	447-75-300-575.63.30			\$ 24,500,000.00	
		TOTAL EXPENSE		\$ 24,500,000.00	\$ 24,500,000.00

JUSTIFICATION:

To adjust budgets for municipal golf course renovations so costs can be tracked within separate golf course bond fund (447)

Approvals:

Is this a Budget Amendment (Y or N)? Y

Department Head 
Henry Dachowitz (Mar 19, 2026 17:57:57 EDT)

Budget Team Sabra H. Avery

Chief Financial Officer 
Henry Dachowitz (Mar 19, 2026 17:57:57 EDT)

City Manager 

RE: For our discussion about Golf Course Renovations

From Aleman, Carmen <AlemanC@mydelraybeach.com>

Date Wed 3/11/2026 12:14 PM

To Buisson, Cynthia <FuentesC@mydelraybeach.com>

Cc Dungey, Sherry <dungey@mydelraybeach.com>; Skeberis, Amanda <skeberisa@mydelraybeach.com>; Rivera, Glenda <riverag@mydelraybeach.com>; Avery, Sabra <AveryS@mydelraybeach.com>

Hi Cynthia,

Not a problem. You can call me whenever you have a minute.

In the meantime, I will ask Sabra to begin a Budget Amendment to move the FY 2026 Golf Course Renovations CIP item into Fund 447.

We will also prepare a journal entry to transfer the expenditures currently posted to GL Acct 445-75-300-575-6330—**after you confirm that all of those charges relate to the Golf Course Renovation**—into 447-75-300-575-6330.

Thanks,

--

Carmen Aleman | Deputy Chief Financial Officer

☎ 561-243-7134 (direct) ☎ 7134 (Ext) ☎ 561-524-5646 (mobile)

✉ AlemanC@mydelraybeach.com | 100 N.W. 1st Avenue, Delray Beach, FL 33444

CITY OF DELRAY BEACH



PUBLIC RECORDS NOTE: Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Buisson, Cynthia <FuentesC@mydelraybeach.com>

Sent: Wednesday, March 11, 2026 7:44 AM

To: Aleman, Carmen <AlemanC@mydelraybeach.com>

Cc: Dungey, Sherry <dungey@mydelraybeach.com>; Skeberis, Amanda <skeberisa@mydelraybeach.com>

Subject: RE: For our discussion about Golf Course Renovations

Ok, thanks Carmen. I have lots of meetings today, but hopeful we can catch each other!

Sincerely,

Cynthia Buisson, P.E.

City of Delray Beach

FuentesC@mydelraybeach.com

O: 561-243-7196

From: Aleman, Carmen <AlemanC@mydelraybeach.com>

Sent: Tuesday, March 10, 2026 8:14 PM

To: Buisson, Cynthia <FuentesC@mydelraybeach.com>

Cc: Dungey, Sherry <dungey@mydelraybeach.com>; Skeberis, Amanda <skeberisa@mydelraybeach.com>

Subject: For our discussion about Golf Course Renovations

Hi Cynthia,

I didn't have the chance to call you today, but will do so tomorrow.

myFavorites | Financial Management | Human Resources | Maintenance

G/L Account Inquiry - 445-75-300-575.63-30 - Capital Outlay Recreational & Other Improvmnts

Fiscal Year

G/L Account

Save Search

- 150 - Operations
- 151 - Pro Shop
- 152 - Restaurant
- 153 - Course Maintenance
- 250 - Laboratory
- 300 - Capital Outlay
 - 572 - Parks & Recreation
 - 575 - Special Recreation Facilities
 - 46-10 Repair and Maintenance Service Vehicle Maintenance / Garage
 - 46-20 Repair and Maintenance Service Building Maintenance
 - 46-40 Repair and Maintenance Service Other Repair Maintenance
 - 49-50 Other Current Charges Advertising
 - 49-90 Other Current Charges Other Current Charges
 - 51-10 Office Supplies Stationery, Paper, Forms
 - 51-15 Office Supplies Other Office Supplies
 - 51-20 Office Supplies Office Equipment < \$5,000
 - 52-35 Operating Supplies Building Materials
 - 52-36 Operating Supplies Janitorial Supplies
 - 62-20 Capital Outlay Buildings Data Cabling
 - 63-30 Capital Outlay Recreational & Other Improvmnts

Classification Capital Outlay							Fiscal Year 2026						
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used							
Annual Totals YTD							Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used		
							\$24,500,000.00	\$17,162,235.75	\$6,047,117.50	\$1,290,646.75	95%		
October	\$24,500,000.00	\$0.00	\$0.00	\$0.00	\$24,500,000.00	0%							
November	\$0.00	\$0.00	\$23,000,000.00	\$0.00	\$1,500,000.00	94%							
December	\$0.00	\$0.00	\$134,027.75	\$38,830.50	\$1,327,141.75	95%							
January	\$0.00	\$0.00	-\$2,820,018.05	\$2,856,513.05	\$1,290,646.75	95%							
February	\$0.00	\$0.00	-\$54,414.50	\$54,414.50	\$1,290,646.75	95%							
March	\$0.00	\$0.00	-\$3,097,359.45	\$3,097,359.45	\$1,290,646.75	95%							
April	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290,646.75	95%							
May	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290,646.75	95%							
June	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290,646.75	95%							
July	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290,646.75	95%							
August	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290,646.75	95%							
September	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290,646.75	95%							
Total	\$24,500,000.00	\$0.00	\$17,162,235.75	\$6,047,117.50	\$1,290,646.75	95%							
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$0.00	\$1,290,646.75	95%							
Grand Total	\$24,500,000.00	\$0.00	\$17,162,235.75	\$6,047,117.50	\$1,290,646.75	95%							

Thanks,
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Carmen Aleman | Deputy Chief Financial Officer
 ☎ 561-243-7134 (direct) ☎ 7134 (Ext) | ☎ 561-524-5646 (mobile)
 ✉ AlemanC@mydelraybeach.com | 100 N.W. 1st Avenue, Delray Beach, FL 33444

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