




MEMORANDUM BUDGET AMENDMENT MEMO REQUEST

TO: Henry M. Dachowitz, Chief Financial Officer

FROM: Missie Barletto, Public Works Director 
on behalf of Missie Barletto

THROUGH: Terrence R. Moore, ICMA-CM

SUBJECT: Request to Amend Fiscal Year 24-25 Budget

DATE: July 28, 2025

The Public Works Department is submitting the following budget amendments for consideration:

General Fund (Operating) - New Appropriations for Engineering Administration

Request to amend the FY24-25 operating budget for Engineering Administration (001-42-000) for the addition of a project manager. This position will be fully funded by the Delray Beach Community Redevelopment Agency (CRA) until otherwise noted. The CRA Board approved this request at their July 16th, 2025, meeting. The City is scheduled to approve this request at the August 12th City Commission meeting. The total requested amount for this amendment reflects what is anticipated for the position for the remainder of the current fiscal year.

Budget Transfer & Amendment Policy

In accordance with Administrative Policies and Procedures BF-7, Rev 7.

Henry M. Dachowitz, Chief Financial Officer

Date

**City of Delray Beach
Budget Transfer Form**

(1) Departmental Line Transfer

(2) Date: 08/20/2025

(3) Interfund/Interdepartmental Transfer

(4) Journal Number: _____

(5) Requested By: Amanda Skeberis, Budget Coordinator, Public Works Department

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
	001-00-000.366-113	Contributions & Donations CRA	\$ -	\$ 21,752.12
	001-42-000-519.12-10	Regular Salaries/Wages Regular Salaries/Wages		\$ 16,333.33
	001-42-000-519.21-10	FICA Taxes Employer FICA		\$ 1,249.50
	001-42-000-519.22-10	Retirement Contributions General Employees Retirement		\$ 1,163.78
	001-42-000-519.23-10	Life & Health Insurance Health Insurance		\$ 2,912.00
	001-42-000-519.23-20	Life & Health Insurance Life Insurance		\$ 47.56
	001-42-000-519.23-30	Life & Health Insurance Disability Insurance		\$ 33.88
	001-42-000-519.27-10	Other Employee Benefits Employee Assistance Program		\$ 6.23
	001-42-000-519.25-10	Other Employee Benefits Unemployment Compensation		\$ 5.84
(10) TOTAL			\$ -	\$ 43,504.24
JUSTIFICATION: On 7/16/25, the CRA approved fully funding a second project manager position within the Engineering Division				
of the Public Works Department pursuant to First Amendment to the ILA for In-House Project Manager Services.				
These costs are estimated based on time remaining in the current fiscal year.				
Department Head _____		Budget Office _____		
Finance Director _____		City Manager _____		



MEMORANDUM BUDGET AMENDMENT MEMO REQUEST

TO: Henry M. Dachowitz, Chief Financial Officer

FROM: Missie Barletto, Public Works Director *Missie Barletto*

THROUGH: Terrence R. Moore, ICMA-CM

SUBJECT: Request to Amend Fiscal Year 24-25 Budget

DATE: August 19, 2025

The Public Works Department is submitting the following budget amendments for consideration.

General Fund (001-41-350) - Transfers Between Major Object Code Groups

Request to amend the FY24-25 Building Maintenance Division operating budget by transferring funds from Other Contractual Services and General Operating Supplies to Building Maintenance. These funds are required to support the implementation of the pottery and culinary programs for the Creative Arts School at Old School Square and to remove paint from the pavers in the Pride Intersection, pursuant to Florida Administrative Code, 14-15, and Florida State Statute 316.0745. The total transfer amount is \$15,000.

General Construction Fund (334-41-340) - New Appropriations

Request to amend the FY24-25 Capital Improvement Program (CIP) General Construction Fund for additional funds for the Lawson Boulevard Pedestrian Bridge project (41037). These funds are required due to delays in construction, thus requiring an extension of CEI services. Upon payment of final invoice for construction related to this project, there will be a surplus of \$446,929.26 released back to General Construction Fund. A portion of these funds, \$155,000.00, is requested for the additional CEI services.

Stormwater Utility Fund (448-38-300) – Transfers of Appropriations Between Capital Improvement Projects

Request to amend the FY24-25 CIP budget by transfer of funds from within the Stormwater Utility Capital budget (448-38-300) for the Lakeview Drainage Improvements (41052) project by reallocating \$52,019 from the Historic Marine Way, Seawall, Roadway and Drainage Improvements project (41053). These funds are required for unforeseen utility issues discovered during construction (\$37,000) and for the extension of CEI services due to construction delays (\$10,519). The funds reallocated from the Marine Way project will not be encumbered for construction in FY25 and are being requested in FY26.

Budget Transfer & Amendment Policy

In accordance with Administrative Policies and Procedures BF-7, Rev 7.

City of Delray Beach Budget Transfer Form


(1) Departmental Line Transfer

(2) Date: 8/20/2025

(3) Interfund/Interdepartmental Transfer

(4) Journal Number: _____

(5) Requested By: Amanda Skeberis, Budget Coordinator, Public Works

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
N/A	001-41-350-519.52-20	Operating Supplies General Operating Supplies	\$ 15,000.00	
N/A	001-41-350-519.46-20	Repair and Maintenance Service Building Maintenance		\$ 15,000.00
(10) TOTAL			\$ 15,000.00	\$ 15,000.00
JUSTIFICATION: transfer of funds to Repair & Maintenance/Building Maintenance (46-20) to support building maintenance/improvements needed for the pottery and culinary programs for the Creative Arts School at Old School Square as well as for sandblasting to remove the Pride Intersection paint as required by FAC, Rule 14-15 and F.S. 316.0745.				
Department Head	 <small>Missie Barletto - Rpt 2/3, 2025 11:10:02 EDT</small>		Budget Office _____	
Finance Director	_____		City Manager _____	

**City of Delray Beach
Budget Transfer Form**

(1) Departmental Line Transfer

(2) Date: 7/31/2025

(3) Interfund/Interdepartmental Transfer

(4) Journal Number: _____

(5) Requested By: Amanda Skeberis, Budget Coordinator, Public Works

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
N/A	334-00-000.301-034	Budgetary Account Prior Year Surplus		\$ 155,000.00
41037	334-41-340-541-63.90	Capital Outlay Other Improvements - Lowson Blvd Pedestrian Bridge		\$ 155,000.00
(10) TOTAL			\$ -	\$ 310,000.00

JUSTIFICATION: new appropriation of \$155,000 for the Lowson Blvd Pedestrian Bridge project (41037) for the extension of CEI services due to construction delays.

Department Head Missie Barletto
 Missie Barletto (Aug 25, 2003 13:30:32 EDT)

Budget Office _____

Finance Director _____

City Manager _____

**City of Delray Beach
Budget Transfer Form**

(1) Departmental Line Transfer

(2) Date: 8/20/2025

(3) Interfund/Interdepartmental Transfer

(4) Journal Number: _____

(5) Requested By: Amanda Skeberis, Budget Coordinator, Public Works

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
41053	448-38-300-538.68-60	Capital Outlay Drainage Improvements - Historic Marine Way Seawall, Roadway and Drainage	\$ 52,019.00	
41052	448-38-300-538.68-60	Capital Outlay Drainage Improvements - Lakeview Drive Drainage Improvements		\$ 52,019.00
(10) TOTAL			\$ 52,019.00	\$ 52,019.00

JUSTIFICATION: Reallocate \$10,000.00 from the Historic Marine Way, Seawall, Roadway and Drainage Improvements project (41053) that will not be encumbered for construction before the end of the fiscal year to the Lakeview Drainage Improvements project (51052).
The revised project total for Lakeview Drainage following this amendment will be \$288,516.60.

Department Head Missie Barletto Budget Office _____
"Missie Barletto" 8/18/25 12:15:02 EDT

Finance Director _____ City Manager _____



MEMORANDUM BUDGET AMENDMENT MEMO REQUEST

TO: Terrence R. Moore, ICMA-CM
FROM: Henry M. Dachowitz, Chief Financial Officer
SUBJECT: Request to Amend Fiscal Year 24-25 Budget
DATE: August 26, 2025

The Finance Department is hereby submitting the following budget amendments for consideration:

General Fund (001-21-110 & 001-22-000 to 001-13-000) – Interdepartmental Transfers of 2 Positions

Request to amend the FY24-25 operating budget related to transfers of 2 positions effective April 5, 2025: 1 Police Payroll Coordinator 956-01 from Police to Finance, and 1 Fire Budget Coordinator 129-01 from Fire also to Finance. The transfer of these positions will allow for centralized and increased financial oversight of both areas.

ACCOUNT NUMBER	DESCRIPTION	TRANSFER OUT	TRANSFER IN
001-21-110-521.12-10 001-21-110-522.21/27-10 001-13-000-513.12-10 001-13-000-513.21/27-10	Earnings (Police Payroll Coord 956-01) Benefits Earnings Benefits	\$29,000.16 \$13,904.24	\$29,000.16 \$13,904.24
001-22-000-522.12-10 001-22-000-522.21/27-10 001-13-000-513.12-10 001-13-000-513.21/27-10	Earnings (Fire Budget Coord 129-01) Benefits Earnings Benefits	\$50,421.31 \$17,754.04	\$50,421.31 \$17,754.04
		\$111,079.75	\$111,079.75

Budget Transfer & Amendment Policy

In accordance with Administrative Policies and Procedures BF-7, Rev 7.


Henry M. Dachowitz, Chief Financial Officer


Date

City of Delray Beach Budget Transfer Form

(1) Departmental Line Transfer : Finance

(2) Date: 08/01/2025

(3) Interfund/Interdepartmental Transfer

(4) Batch Number: _____

(5) Requested By: Henry Dachowitz

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
<u>Police Payroll Coordinator</u>				
	001-21-110-521.12-10	Earnings	\$ 29,000.16	
	001-21-110-521.21-10	Benefits	\$ 2,218.51	
	001-21-110-521.22-10	Benefits	\$ 2,908.72	
	001-21-110-521.23-10	Benefits	\$ 8,568.46	
	001-21-110-521.23-20	Benefits	\$ 93.28	
	001-21-110-521.23-30	Benefits	\$ 84.68	
	001-21-110-521.25-10	Benefits	\$ 17.17	
	001-21-110-521.27-10	Benefits	\$ 13.43	
	001-13-000-513.12-10	Earnings		\$ 29,000.16
	001-13-000-513.21-10	Benefits		\$ 2,218.51
	001-13-000-513.22-10	Benefits		\$ 2,908.72
	001-13-000-513.23-10	Benefits		\$ 8,568.46
	001-13-000-513.23-20	Benefits		\$ 93.28
	001-13-000-513.23-30	Benefits		\$ 84.68
	001-13-000-513.25-10	Benefits		\$ 17.17
	001-13-000-513.27-10	Benefits		\$ 13.43
(10) TOTAL			\$ 42,904.40	\$42,904.40
(11) JUSTIFICATION:				
Finance Department absorbed the cost of the Police Payroll Coordinator				
effective 4/5/2025				
<div style="display: flex; justify-content: space-between;"> Department Head _____ Budget Administrator _____ </div> <div style="display: flex; justify-content: space-between;"> Chief Financial Officer _____ City Manager _____ </div>				

City of Delray Beach Budget Transfer Form

(2) Date: 08/01/2025

(4) Batch Number: _____

(5) Requested By: Henry Dachowitz

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
Budget Coordinator - Fire				
	001-22-000-522.12-10	Earnings	\$ 50,421.31	
	001-22-000-522.21-10	Benefits	\$ 3,857.23	
	001-22-000-522.22-10	Benefits	\$ 5,057.26	
	001-22-000-522.23-10	Benefits	\$ 8,568.46	
	001-22-000-522.23-20	Benefits	\$ 93.28	
	001-22-000-522.23-30	Benefits	\$ 147.23	
	001-22-000-522.25-10	Benefits	\$ 17.17	
	001-22-000-522.27-10	Benefits	\$ 13.43	
	001-13-000-513.12-10	Earnings		\$ 50,421.31
	001-13-000-513.21-10	Benefits		\$ 3,857.23
	001-13-000-513.22-10	Benefits		\$ 5,057.26
	001-13-000-513.23-10	Benefits		\$ 8,568.46
	001-13-000-513.23-20	Benefits		\$ 93.28
	001-13-000-513.23-30	Benefits		\$ 147.23
	001-13-000-513.25-10	Benefits		\$ 17.17
	001-13-000-513.27-10	Benefits		\$ 13.43
(10) TOTAL			\$ 68,175.36	\$68,175.36
(11) JUSTIFICATION:				
Finance Department absorbed the cost of the Budget Coordinator - Fire				
effective 4/5/2025				
Department Head _____ Budget Administrator _____				
Chief Financial Officer _____ City Manager _____				



CITY OF DELRAY BEACH
NEIGHBORHOOD AND COMMUNITY SERVICES
100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7364



MEMORANDUM

TO: Henry Dachowitz, Chief Financial Officer

FROM: Jeri Pryor, Neighborhood and Community Services Director *JP*


Jeri Pryor (Aug 12, 2025 19:44:04 EDT)

DATE: June 6, 2025

SUBJECT: Budget Amendment – Clean and Safe Division FY2024-2025

The Clean and Safe Division is requesting a budget amendment to acquire trash receptacle lids to replace damaged lids throughout the Downtown District. Please see the following request for this amendment.

ACCOUNT NUMBER	DESCRIPTION	TRANSFER OUT	TRANSFER IN
001-24-230-519.52.20	Operating Supplies General Operating Supplies	\$7,000.00	
001-24-230-519.49.90	Other Current Charges Other Current Charges/Trash Receptacle Maintenance		\$7,000.00
		\$7,000.00	\$7,000.00

**City of Delray Beach
Budget Transfer Form**

(1) Departmental Line Transfer

(2) Date: 6/6/25

(3) Interfund/Interdepartmental Transfer

(4) Journal Number: _____

(5) Requested By: **Jeri Pryor, Director**

PROJECT #	ACCOUNT NUMBER	DESCRIPTION	TRANSFER OUT	TRANSFER IN
	001-24-230-519.52.20	Operating Supplies General Operating Supplies	7,000.00	
	001-24-230-519.49.90	Other Current Charges Other Current Charges/Trash Recetacle Maintenance		7,000.00
(10) TOTAL			\$7,000.00	\$7,000.00

JUSTIFICATION: The Clean and Safe Division is requesting a budget amendment to acquire trash receptacle lids to replace damaged lids throughout the Downtown District.

Department Head _____

Budget Office _____

Finance Director _____

City Manager _____



MEMORANDUM

The City of
Delray Beach, Florida
Fire Rescue Department



TO: Henry Dachowitz, Chief Financial Officer

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

FROM: Travis Franco, Deputy Fire Chief *T. Franco*

DATE: July 22, 2025

SUBJECT: Budget Amendment

The Delray Beach Fire Rescue Department is requesting a budget amendment to facilitate the purchase of essential equipment. The City of Delray Beach Fire Rescue Department has a fleet of patient care stretchers that have reached the end of a serviceable life. As such the department has the operational need to replace parts of its fleet. Approval of this budget amendment will ensure that the fleet of stretchers used by the department is in a operational state of readiness to address the needs of the patients under its care. This transfer of \$41,921.35 from 001-22-150-526.52-20 to 001-22-150-526-64.90. This would bring the total balance of 64-90 to \$382,000 which is adequate funding to support the equipment purchase.

**City of Delray Beach
Budget Transfer Form**

(1) Departmental Line Transfer

(2) Date: 07/22/2025

(3) Interfund/Interdepartmental Transfer

(4) JE #: _____

(5) Requested By: Cecelia Shade, Budget Coordinator

				Decrease	Increase
	(6) ACCOUNT NUMBER	(7) DESCRIPTION	PROJECT #	(8) TRANSFER OUT	(9) TRANSFER IN
<u>Revenues</u>					
				Total Revenues	-
<u>Expenditures</u>					
	001-22-150-526.52-20	General Operating Supplies		\$41,921.35	
	001-22-150-526.64-90	Other Machinery/Equipment			\$41,921.35
				Total Expenditures	41,921.35

(11) JUSTIFICATION: The City of Delray Beach Fire Rescue Department has a fleet of patient care stretchers that have reached the end of a serviceable life. As such the department has the operational need to replace its parts of its fleet via this purchase request. Approval of this request will ensure that the fleet of stretchers used by the department is in a operational state of readiness to address the needs of the patients under its care.

Department Head Arnold L. Martin Budget Administrator _____

Chief Financial Officer _____ City Manager _____



MEMORANDUM

The City of
Delray Beach, Florida
Fire Rescue Department



TO: Cecelia Shade, Budget Coordinator *CShade*
THRU: Ron Martin, Fire Chief *Ronald L. Martin*
FROM: Joseph Mazzeo, Assistant Chief *JM*
DATE: July 7th, 2025
SUBJECT: Budget Amendment Request- Operations 14-10 to Ocean Rescue 14-10

Amount: \$70,000

Justification:

The Ocean Rescue Division is requesting a budget amendment of \$70,000 to address a combination of staffing shortages, increased holiday pay obligations, and anticipated overtime costs through the end of the fiscal year.

The division has been understaffed due to unforeseen vacancies, creating an existing shortfall of \$17,000. Additionally, recent and upcoming holiday operations have placed a significant financial burden on the current budget:

- **July 4th Operations:** \$6,753.35
- **July 4th Holiday Pay:** \$4,500.00
- **Labor Day Operations (anticipated):** \$4,215.60.
- **Labor Day Holiday Pay:** \$4,500.00

Looking ahead, we anticipate continued staffing pressures through September 30, including coverage for vacation and sick leave. Based on historical patterns, we expect an average of one overtime shift per day over the next 88 days, totaling **\$30,091.44** (88 shifts x 10 hours).

This amendment will ensure sufficient funding is available to maintain safe and effective ocean rescue operations during this critical staffing period.

Existing Operations 14-10 has 55% remaining at a total of \$1,023,590.21.

Existing Ocean Rescue 14-10 has 114% used and a shortfall of \$17,163.41

City of Delray Beach
Budget Transfer Form

(1) Departmental Line Transfer

(2) Date: 07/21/2025

(3) Interfund/Interdepartmental Transfer

(4) JE #: _____

(5) Requested By: Cecelia Shade, Budget Coordinator

				Decrease	Increase
	(6) ACCOUNT NUMBER	(7) DESCRIPTION	PROJECT #	(8) TRANSFER OUT	(9) TRANSFER IN
<u>Revenues</u>					
				Total Revenues	-
<u>Expenditures</u>					
	001-22-150-526.14-10	Overtime		\$70,000.00	
	001-22-180-522.14-10	Overtime			\$70,000.00
				Total Expenditures	70,000.00

(11) JUSTIFICATION: Budget amendment per attached memo, transferring funding from the Operations overtime budget to the Ocean Rescue overtime budget to cover staffing shortages, increased holiday pay obligations, and anticipated overtime costs through the end of the fiscal year.

Department Head Ronald L. Martin Budget Administrator _____
Chief Financial Officer _____ City Manager _____

CITY OF DELRAY BEACH



100 NW 1st AVENUE DELRAY BEACH, FLORIDA 33444 561/243-7

TO: Henry M Dachowitz, CPA, MBA, CFOP

FROM: Amy Hanson, Assistant Director of Parks and Recreation

THROUGH: Samuel Metott, Director of Parks and Recreation

DATE: August 15, 2025

RE: Budget Amendment

The Parks & Recreation Department would like to request the following budget amendment for consideration:

The water line at Seacrest Soccer Field is undersized for that property, resulting in frequent and costly plumbing issues. We would like to re-assign some of the contingent funds for the Recreation Impact Fund to upgrade this water line. The amount is \$30,000 to 117-72-772-572.46-40.

City of Delray Beach
Budget Transfer Form

Departmental Line Transfer

Date: August 15,2025

Interfund/Interdepartmental Transfer

Batch Number _____

Requested By: Parks & Recreation

PROJECT #	ACCOUNT NUMBER	DESCRIPTION	TRANSFER OUT	TRANSFER IN
	117-90-900-519.99-01 117-72-772-572.46-40	Other Non-Operating Contingency Repair/Maintenance Services	30,000	30,000
TOTAL			\$ 30,000	\$ 30,000
JUSTIFICATION: Re-allocation of contingent funds for the upgrade of a water line at Seacrest Soccer Fields				
Department Head _____ Budget Office _____				
Chief Financial Officer _____ City Manager _____				



CITY OF DELRAY BEACH
NEIGHBORHOOD AND COMMUNITY SERVICES
100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7364



MEMORANDUM

TO: Henry Dachowitz, Chief Financial Officer

FROM: Jeri Pryor, Neighborhood and Community Services Director *JP*

DATE: June 2, 2025

SUBJECT: Budget Amendment – Neighborhood Services FY2024-2025


Jeri Pryor (Aug 12, 2025 19:44:04 EDT)

The Neighborhood and Community Services Department is requesting a budget amendment to allocate additional funds for employee overtime. This amendment will support the Neighborhood Services Division in providing staffing and assistance during community events. The increased demand for participation in local events has created a need for extended hours beyond the standard work schedule. This amendment ensures the Division can maintain a high level of service and engagement with residents while supporting the successful execution of these events. Please see the following request for this amendment.

ACCOUNT NUMBER	DESCRIPTION	TRANSFER OUT	TRANSFER IN
118-54-513-554.40.10	Travel & Per Diem Travel & Training	\$2,000.00	
118-54-513-554.14.10	Overtime Overtime/Call-Out Pay		\$2,000.00
		\$2,000.00	\$2,000.00

City of Delray Beach
Budget Transfer Form

(1) Departmental Line Transfer

(2) Date: 6/2/25

(3) Interfund/Interdepartmental Transfer

(4) Journal Number: _____

(5) Requested By: Jeri Pryor, Director

PROJECT #	ACCOUNT NUMBER	DESCRIPTION	TRANSFER OUT	TRANSFER IN
	118-54-513-554.40.10	Travel & Per Diem Travel & Training	2,000.00	
	118-54-513-554.14.10	Overtime Overtime/Call-Out Pay		2,000.00
(10) TOTAL			\$2,000.00	\$2,000.00

JUSTIFICATION:

The Neighborhood and Community Services Department is requesting a budget amendment to allocate additional funds for employee overtime. This amendment will support the Neighborhood Services Division in providing staffing and assistance during community events. The increased demand for participation in local events has created a need for extended hours beyond the standard work schedule. This amendment ensures the Division can maintain a high level of service and engagement with residents while supporting the successful execution of these events.

Department Head _____

Budget Office _____

Finance Director _____

City Manager _____



City of Delray Beach

Office of City Manager

M E M O R A N D U M

www.mydelraybeach.com

TO: Henry M. Dachowitz, Chief Financial Officer

FROM: Jeffrey L. Oris, Assistant City Manager

THROUGH: Terrence R. Moore, ICMA-CM, City Manager

DATE: August 4, 2025

SUBJECT: Request to Amend Fiscal Year 24-25 Budget

At the September 10, 2024 Workshop meeting, there was a consensus among the Commission for staff to create a plan to allocate the Opioid Litigation Settlement Funds that had already been received in the amount of \$239,554.47. On November 19, 2024, the City Manager's Office presented to the Commission a recommendation on how to spend the Opioid Litigation Settlement Funds. There was a consensus by the Commission to proceed with the proposed programs. The programs include:

1. Police D.A.R.E Program Restart	\$ 8,000
2. Police The Struggle Well Program	\$50,000
3. Police Supportive Assistance Program	<u>\$20,000</u>
Police Total	\$78,000
4. Fire Substance Abuse Disorder Reduction	\$ 5,000
5. Fire Narcan Distribution – City Facilities	\$10,000
6. Fire Narcan Distribution – Businesses	\$50,000
7. Fire IAFF Resilience Training Program	<u>\$15,000</u>
Police Total	\$80,000

Therefore, we are requesting the transfer of funds from the Opioid Litigation Settlement Funds collected through November 1, 2024, Account 123-00-000.369-330, in the amount of \$158,000 to the Police Opioid Account 123-21-711-529.34-90 in the amount \$78,000 and Fire Opioid Account 123-22-711-529.34-90 in the amount of \$80,000.

In accordance with Administrative Policies and Procedures BF-7, Rev. 7.

**City of Delray Beach
Budget Transfer Form**

(1) Departmental Line Transfer City Manager

(2) Date: 08/01/2025

(3) Interfund/Interdepartmental Transfer

(4) Batch Number: _____

(5) Requested By: Assistant City Manager Jeffrey L. Oris

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
	123-00-000.369-330	Transfer funds from Opioid Settlement Fund Account to Police and Fire's Opioid Accounts		\$158,000
	123-21-711-529.34-90	Police Opioid Account		\$78,000
	123-22-711-529.34-90	Fire Opioid Account		\$80,000
(10) TOTAL			\$ -	\$ 316,000.00

(11) JUSTIFICATION:

Approved Expenditure Plan from City of Delray Opioid Litigation Settlement Funds

Collected Through November 1, 2024. Transfer from the Opioid Settlement Fund Account into the Police and Fire Opioid Accounts

Department Head


Budget Administrator

Chief Financial Officer

City Manager



**MEMORANDUM
BUDGET AMENDMENT MEMO REQUEST**

TO: Henry Dachowitz, Chief Financial Officer
FROM: Hassan Hadjimiry, P.E., Utilities Director 
THROUGH: Terrence R. Moore, ICMA-CM
SUBJECT: Request to Amend Utilities Fiscal Year 24-25 Budget
DATE: August 11, 2025

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

Operating

Utilities requests to transfer funds in from:

- **Non-Operating Contingency**
GL account 441-36-300-536.99-01
Amount: **106,000** to the following:
- **Salaries**
GL account 441-36-050-536.12-10 \$56,000
GL account 441-36-283-536.12-10 \$50,000

Several staff upgrades occurred in FY24-25, impacting salaries for the Utilities Customer Service Division 050, three (3) Meter Service Workers were reclassified to Utility Service Workers. In the Water Sewer Network Division 283, one (1) position was reclassified and approved in August 2024, for an additional Assistant Water Sewer Network Manager. This has caused shortages in salaries for both divisions.

Utilities requests to amend the Fiscal Year 2024-2025 budget adopted on September 16, 2024, under Resolution No. 175-24 for this transaction.

Purchasing Policy

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

Funding Account Number:

Operating Budget transfer from 441-36-300-536.99-01 to 441-36-050-536.12-10 and 441-36-283-536.12-10

Henry Dachowitz, Chief Financial Officer


Date

(1) Departmental Line Transfer: Utilities 441

(2) Date: August 5, 2025

(3) Interfund/Interdepartmental Transfer

(4) Batch Number: _____

(5) Requested By: Sue DiMascio Utilities 

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
	441-36-300-536.99-01	Non-Operating Contingency	\$106,000.00	
	441-36-050-536.12-10	Salaries / Wages		\$56,000.00
	441-36-283-536.12-10	Salaries / Wages		\$50,000.00

JUSTIFICATION:

Several Utilities Salary/Wages divisions are short in funds for the remaining of FY25. This was due to staff upgrades and union increases, not budgeted.

Department Head 

Budget Administrator _____

Finance Director _____

City Manager _____

(11) Budget Revision Date _____

(12) Control Number _____

(13) Period _____

(14) Count _____

ORIGINAL-BUDGET

CANARY-PROJECT FILE


PINK-DEPARTMENT



MEMORANDUM BUDGET AMENDMENT MEMO REQUEST

TO: Henry M. Dachowitz, Chief Financial Officer

FROM: Missie Barletto, Public Works Director *Missie Barletto*

THROUGH: Sam Metott, Parks & Recreation Director
Terrence R. Moore, ICMA-CM  Sam Metott Jul 30, 2025 12:10:04 EDT

SUBJECT: Request to Amend Fiscal Year 24-25 Budget

DATE: July 30, 2025

The Public Works Department is submitting the following budget amendments for consideration.

FY24-25 Capital Improvement Program (CIP) Budget – Cemetery Fund

Request to amend the FY24-25 budget for Professional Engineering Services for the Memorial Gardens Mausoleum Expansion Project (Public Works Project No. 23-008). Due to a clerical issue, \$14,390.00 was deducted from the Purchase Order (PO 2023-240) in FY23. Staff also requests an additional \$900.00 to bring the PO to the full value of the supporting Service Authorization for these services. The total request amount is \$15,290 and will be funded by available Cemetery Fund balance.

Budget Transfer & Amendment Policy

In accordance with Administrative Policies and Procedures BF-7, Rev 7.

Henry M. Dachowitz, Chief Financial Officer

Date

City of Delray Beach Budget Transfer Form

(1) Departmental Line Transfer

(2) Date: 8/20/2025

(3) Interfund/Interdepartmental Transfer

(4) Journal Number: _____

(5) Requested By: Amanda Skeberis, Budget Coordinator, Public Works Department

PROJECT #	(6) ACCOUNT NUMBER	(7) DESCRIPTION	(8) TRANSFER OUT	(9) TRANSFER IN
N/A	475-00-000.301-101	Budgetary Account Prior Year Surplus		\$ 15,290.00
72010	475-39-000-539-62-05	Capital Outlay Cemetery Mausoleum		\$ 15,290.00
(10) TOTAL			\$ -	\$ 30,580.00

JUSTIFICATION: \$14,390 needed for clerical error on PO and an additional \$900 to bring PO to full value of service authorization for a total of \$15,920.00.

Department Head Missie Barletto
(Missie Barletto, Aug 20, 2025 13:16:22 EDT)

Budget Office _____

Finance Director _____

City Manager _____