



City of Delray Beach

100 N.W. 1st Avenue
Delray Beach, FL 33444

Cover Memorandum/Staff Report

File #: , Version: 1

TO: Mayor and Commissioners
FROM: Duane D'Andrea, Human Resources Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: June 3, 2025

BUDGET TRANSFER REQUEST PER POLICY BF-7 BUDGET TRANSFER AND AMENDMENT POLICY

Recommended Action:

Staff is requesting approval for a budget transfer in the amount of \$4,330.

Background:

A budget transfer request in the amount of \$4,330 is herein submitted for your approval. This budget transfer request exceeds the fiscal year cumulative amount of \$64,999.99 within the City Manager's authority per Policy BF-7, Budget Transfer and Amendment Policy.

The City is required to maintain separate General Liability policies for Railroad and Excess Liability Insurance—per the coverage limits outlined in the railway agreement. These policies are scheduled for renewal on June 5, 2025.

The approved FY 2024–2025 budget for these policies under GL 551-13-040-513-45.15 (Insurance Other Insurance Costs) is \$34,180. Based on the new premiums, this results in a budget shortfall of approximately \$4,330. To address this shortfall, a budget transfer would need to be processed and require Commission approval. There are sufficient funds available in GL 551-13-040-513-45.31 (Insurance Package Policy Premium) to support the budget transfer. Therefore, Staff is requesting the City Commission to approve the budget transfer totaling \$4,330 to cover the identified shortfalls and ensure timely payment of the premium.

City Attorney Review:

City Attorney recommends approval.

Funding Source/Financial Impact:

Funding for the transfer request is available from Insurance Package Policy Premium 551-13-040-513-45-31. Funding will be through the 2025 budgeted amount for this account number.

Timing of Request:

June 3, 2025