



## Cover Memorandum/Staff Report

**File #:** 25-962

**Agenda Date:** 8/12/2025

**Item #:** 6.J.

**TO:** Mayor and Commissioners  
**FROM:** Jeri Pryor, Neighborhood & Community Services Director  
**THROUGH:** Terrence R. Moore, ICMA-CM, City Manager  
**DATE:** August 12, 2025

RESOLUTION NO. 170-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING THE ISSUANCE OF A PURCHASE ORDER TO CENTERLINE SERVICES GROUP, INC., FOR HOME REHABILITATION CONSTRUCTION SERVICES FOR THE CITY OF DELRAY BEACH COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, PURSUANT TO QUICK QUOTE NO. 2025-010; AUTHORIZING THE CITY MANAGER TO TAKE ANY AND ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

### **Recommended Action:**

Motion to approve Resolution No. 170-25 approving the issuance of a purchase order to Centerline Services Group, Inc., for home rehabilitation construction services funded under the Community Development Block Grant (CDBG) Program for property located at 423 SW 5<sup>th</sup> Avenue (Jones), Delray Beach, FL.

### **Background:**

The City has allocated \$444,593 of Community Development Block Grant (CDBG) funds (FY24-25) through the Florida Housing Finance Corporation to provide for the renovation or repair of existing substandard homes. The rehabilitation of these homes addresses building and code violations, interiors and exteriors of the homes, electrical and plumbing problems, health and safety issues, and the retrofit of special items for those with special needs. Total rehabilitation cost may also include lead inspection (\$475.00), lead abatement, lead clearance, termite inspection, termite treatment (\$646.40), and recording fees (\$19.10) as described in the quote information sheet. Grant awards are based on the actual cost of the rehabilitation, as determined by the lowest responsible, responsive bidder(s).

Quote 2025-010Housing Rehabilitation Quote 22-093 was issued on June 9, 2025, for Housing Rehabilitation work to be conducted at 423 SW 5<sup>th</sup> Avenue. Centerline Services Group, Inc., was the lowest responsive, responsible bidder. Approval is needed for acquisition of services by Centerline Services Group, Inc., in accordance with Resolution 127-24 providing authority to City Manager to execute rehabilitation assistance grants in an amount not to exceed \$85,000. Per the City's Purchasing Manual, all purchases of \$65,000 or greater must be approved by the City Commission.

Inspection of rehabilitation work will be done by the City's Building Inspection and Neighborhood Services divisions. Contracts are executed between the general contractor and the grant recipient property owner. The City remains the agent and Neighborhood Services monitors all work performed by the contractor, ensuring compliance according to specifications and program guidelines. The grant

recipient has met all eligibility requirements as specified in the approved Policies and Procedures. The rehabilitation activities will bring the home to minimum code requirements by repairing the roof, electric and plumbing systems. All unused funds will remain with the Housing Rehabilitation Program.

This award is in accordance with the Code of Ordinances, Chapter 36, Section 36.02 Acquisition of Goods and Services.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Finance Department Review:**

Finance recommends approval.

**Funding Source:**

Community Development Block Grant                      118-54-513-554-49.19 \$ 94,800

**Timing of Request:**

Grant agreement(s) have a deadline of September 30, 2026.