



# Administrative Report

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L.1., File # 25-0354

Meeting Date: 3/18/2025

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**To: MAYOR AND CITY COUNCIL**

**From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR**

## **TITLE**

PUBLIC HEARING TO APPROVE THE PROPOSED SUBSTANTIAL AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLANS OF FISCAL YEARS 2021-2022, 2022-2023, AND 2023-2024 TO PROVIDE SUPPLEMENTAL FUNDING FOR THE REPLACEMENT OF THE WINDOWS AT THE VETERANS HISTORIC LIBRARY AND COMMUNITY CENTER FACILITY

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2503-014, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO REALLOCATE \$161,000 OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FROM THE MOBILITY, ACCESS, AND EMERGENCY REPAIR ACCOUNT, AND THE CITYWIDE CURB RAMP IMPROVEMENTS PROJECT, JOB NO. 40399, IN THE AMOUNT OF \$16,859 AND \$114,141, RESPECTIVELY

## **EXECUTIVE SUMMARY**

Annually, the City receives Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD) to be used for social service programs, public improvements, and the Mobility, Access/Emergency Repair (MA/ER) program. Recently, staff identified \$161,000 of unused carryover funds that are required to be spent by the end of April. Staff has determined that the window replacement project at the Veterans Historic Library Facility and Community Center is eligible for the utilization of these funds. In order to reallocate these funds to support the window replacement project, the City must approve a Substantial Amendment to the fiscal year 2021-2022, 2022-2023, and 2023-2024 Annual Action Plans (AAPs). This reallocation will not affect any ongoing projects and will ensure the City remains in good standing with HUD.

## **BACKGROUND**

The City is the recipient of annual CDBG funding from HUD. This funding may be used for various social service programs, public improvement projects, and the MA/ER program. Annually, staff reviews the City's allocation of CDBG funds, including those that have remained unspent. Staff recently identified \$161,000 of unused, carryover CDBG funds that are required to be spent prior to HUD's annual review of municipal awards on April 26, 2025. Staff has determined that the window replacement project at the Veterans Historic Library Facility and Community Center (Facility), Job No. 20900, qualifies for the use of these available funds.

The Facility is a restored historic building located at 309 Esplanade within Veterans Park and is listed

on the National Register of Historic Places. This designation safeguards a number of historically distinguishable features of the Facility, including the windows. The windows throughout the facility are in need of replacement due to wood rot and aged hardware that prevent the windows from functioning as originally designed. Due to the number, size, and type of windows needed to complete like-for-like replacement in line with the facility's historical designation, additional funding is required to complete the project.

In order for the City to reallocate available CDBG funds to support the window replacement, the City must approve a Substantial Amendment to the fiscal year 2021-2022, 2022-2023, and 2023-2024 AAPs. The AAP is a document that outlines how the City intends to distribute its CDBG funds to various resources to help address local affordable housing and community development needs. Specific to the available funds, the Substantial Amendment would reallocate unspent funds from the following programs:

- \$16,859 from the MA/ER program
- \$144,141 from public facilities and improvements (Curb Ramp Improvements)

Staff has confirmed that this reallocation does not hinder any projects currently in progress and would maintain the City's good standing with HUD's grant award guidelines. As required by HUD guidelines, the Substantial Amendment (attached) was properly noticed for a 30-day public review from February 6 to March 8, 2025. No comments were received from the public.

### **COORDINATION**

Community Services staff coordinated the preparation of this report with the Public Works Department.

### **FISCAL IMPACT**

The proposed action would allocate the \$161,000 of CDBG funds to the historic library window replacement project, allowing for their immediate expenditure.

### **APPROVED BY:**

*Mike Witzansky, City Manager*

### **ATTACHMENTS**

- Substantial Amendment to FY 2021-2022, 2022-2023, and 2023-2024 Annual Action Plan
- Reso - No. CC-2503-014 to Reallocate CDBG Funds