



Administrative Report

H.9., File # 25-1219

Meeting Date: 9/2/2025

To: MAYOR AND CITY COUNCIL
From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

TITLE

APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MNS ENGINEERS, INC. FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$40,000, USING HUD ENTITLEMENT FUNDS, FOR THE TERM SEPTEMBER 3, 2025 TO SEPTEMBER 2, 2026

EXECUTIVE SUMMARY

The City receives federal funding from the United States Department of Housing and Urban Development (HUD) to provide a variety of programs and services for the community. This funding is dispersed through HUD's Community Development Block Grant (CDBG) Program and has strict guidelines and requirements for all participating jurisdictions.

The City has an existing agreement with MNS Engineers, Inc. (MNS) to administer the CDBG Program on behalf of the City and to ensure compliance with required reporting and program guidelines. The agreement is scheduled to expire on September 2, 2025. Staff recommends approval of an amendment to the Agreement to extend the term for one year, update the rate schedule to add personnel necessary to perform the stated scope and to incorporate an approximate 3% increase in hourly rates, and establish a new not-to-exceed amount of \$40,000.

BACKGROUND

The City of Redondo Beach is the recipient of federal funding from HUD to support projects and services that benefit low and moderate-income persons, seniors, and individuals with disabilities in the community. The City's CDBG-funded programs include: the Mobility, Access, and Emergency Repair Program (MA/ER); grants for qualified residential emergency repairs and ADA access improvements; public service agency funding; capital projects, including the annual Curb Ramp Improvement Project; and associated program administration.

The City has an existing agreement with MNS to administer the CDBG program on behalf of the City and to ensure that the City remains compliant with required reporting and program guidelines. This Agreement is set to expire on September 3, 2025. The proposed amendment would provide a one-year extension through September 2, 2026 to allow consistency and seamless administration of the City's CDBG program. Additionally, the first amendment updates MNS's rate schedule and establishes a not-to-exceed amount to \$40,000.

Staff recommends the City Council approve the proposed amendment with MNS, to ensure the City

continues to receive high-quality services at a competitive rate. Staff plans to issue a formal Request for Proposals for CDBG administrative services in 2026, prior to the expiration of the new term.

COORDINATION

The Community Services Department coordinated with the City Attorney's Office to develop the proposed first amendment.

FISCAL IMPACT

Funding for the proposed first amendment with MNS is available in the City's annual HUD/CDBG grant allocation. The amendment updates the rate schedule to add personnel necessary for the stated scope of work and incorporates an approximate 3% increase in hourly rates.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - First Amendment to the Agreement with MNS Engineers, Inc.