



CDBG Advisory Board | City of Racine, Wisconsin

Agenda Briefing Memorandum

AGENDA DATE:

CDBG Advisory Board – September 29, 2025

Common Council October 7, 2025

PREPARED BY: Brittany Brown, Compliance Specialist

REVIEWED BY: Veronica Seymour, Housing Manager

SUBJECT: Communication sponsored by Mayor Mason requesting additional non-federal revolving loan funds of \$5,800 for 1644 S. Memorial Drive.

BACKGROUND & ANALYSIS:

The purpose of this ABM is to document the change, justify the associated cost, and obtain approval for the budget adjustment. This process ensures compliance with City procurement and accounting policies while supporting project schedule adherence and maintaining safety standards.

Scope of Work – Change Request

The following scope changes are requested to address site conditions related to unsuitable backfill material and site access requirements for crane operations:

1. Remove backfill material to City of Racine site

- Purpose: Allow crane trucks to excavation area due to existing overhead wires.
- Equipment/Hours: 6 hours, 2 trucks, and machine to load.
- Cost: **\$1,800.00**

2. Haul unsuitable material to foundry

- Purpose: Backfill material determined to be unusable and required off-site disposal.
- Equipment/Hours: 8 hours, 2 trucks, and machine to load.
- Cost: **\$2,000.00**

3. Import suitable backfill material from foundry

- Purpose: Supply usable material for backfilling excavation. sccop
- Cost: **\$2,000.00**

Total Change Request Amount: \$5,800.00

Justification

The original backfill material onsite was determined unsuitable for use. To maintain project schedule and ensure safety of crane operations under overhead wires, the unsuitable material was removed and hauled to the foundry. Approved backfill material was then sourced from the foundry and returned to the job site for proper installation.

BUDGETARY IMPACT:

There are sufficient Non-federal funds to facilitate the \$5,8000 change order for 1644 S Memorial Drive.

RECOMMENDED ACTION:

Staff recommend that the CDBG Advisory Board approve the use of \$5,800 in Non-federal funds for the change order of 1644 S Memorial Dr.