



CDBG Advisory Board | City of Racine, Wisconsin

Agenda Briefing Memorandum

AGENDA DATE:

CDBG Advisory Board – June 8, 2026

Common Council – June 16, 2025

PREPARED BY: Brittany Brown, Compliance Specialist

REVIEWED BY: Veronica Seymour, Housing Manager

SUBJECT: Communication sponsored by Mayor Mason authorizing contract acceptance and execution for Terra Venture Advisors LLC relocation Services for the 1644 Packard Avenue Project.

BACKGROUND & ANALYSIS:

1644 Packard Ave is a property undergoing redevelopment as part of the City of Racine's broader housing and revitalization efforts, with redevelopment having commenced in the third quarter of 2025. The project requires the permanent relocation of one or more occupants to facilitate demolition and subsequent new construction. The city engaged Terra Venture as the relocation specialist to plan, coordinate, and deliver relocation services in compliance with applicable federal, state, and local requirements, while minimizing disruption to impacted households.

At the time of acquisition, the property was occupied and two tenant households remain in the building. Both households have secured replacement housing and are expected to vacate in early June 2026. As relocation activities have progressed, additional services have been required beyond the scope of the original contract. In addition, the Housing Division has identified outstanding invoices to relocation services provided by Terra Venture that require review and resolution.

The requested contract increase will ensure completion of all required relocation services, resolution of outstanding invoices, and compliance with applicable relocation requirements through project completion.

Budget:

Terra Venture original service cost: \$20,000

Terra Venture amended cost: \$15,000

Terra Venture Total: \$35,000

BUDGETARY IMPACT:

There are sufficient CDBG Funds to facilitate the relocation case management services via Terra Venture Advisors LLC.

RECOMMENDED ACTION:

Staff recommend that the CDBG Advisory Board approve an additional \$15,000 to Terra Venture Advisors LLC for relocation case management activities at the 1644 Packard Avenue Rehab Project.