



**CENTER FOR COMMUNITY PROGRESS
PROPOSAL FOR CONSULTING SERVICES**

WITH

CITY OF RACINE, WISCONSIN

The Center for Community Progress (“Community Progress”) is pleased to submit this proposal for consulting services to the City of Racine, Wisconsin (“Racine”). The services offered will be focused on providing a preliminary assessment of the systemic legal, policy, and operational issues related to the enforcement of housing and building codes as well as potential opportunities for land banking activities in Racine. As the only national non-profit dedicated to ensuring a future in which systemic vacancy and abandonment no longer exists, Community Progress has found that an equitable, effective, and efficient system of housing and building code enforcement is a critical component in a community’s efforts to transform vacant, abandoned, and tax delinquent properties into community assets. Our customized and state-of-the-art technical assistance has been provided by national experts and practitioners in more than 200 communities in 30 states. For more information, please visit our website at www.communityprogress.net.

This assessment is intended to provide Racine with preliminary observations of the current system of housing and building code enforcement in Racine and to identify key challenges and opportunities for how it might be improved to become more equitable, effective, and efficient. Critical components of such a system often include, for example: civil enforcement in favor of criminal enforcement; *in rem* enforcement (against the property) instead of *in personam* (against the property owner); and enforcement strategies and policies that are closely aligned with the priorities of neighbors and neighborhoods. An effective and efficient enforcement system, where possible, should also be strategically aligned with the delinquent tax enforcement system, data and information technology systems, and with public and private entities responsible for land use planning, development, and reuse. Where possible, the assessment will also highlight whether there are challenges and opportunities for land banking in Racine.

The consulting services will be delivered by two experts from the National Technical Assistance Team with expertise in the operation and implementation of housing and building code enforcement and land banking systems across the country, as well as related legal and policy systems.

Site Assessment and Memo

1. Preparation and Research (up to 10 hours)

Community Progress will review the legal and policy framework of existing state and local statutes related to housing and building code enforcement and land banking. If needed, Racine will supply any documents or information that Community Progress might request to help facilitate its review. The Community Progress team will also participate in a site visit planning conference call.

2. Assessment Site Visit (up to 24 hours)

The focus of the 1.5-day site visit assessment is for Community Progress to better understand the legal, policy, and operational framework for the current enforcement of housing and building codes in Racine and the commitment of local leadership to effect change, as well as the opportunity and political will to explore land banking. Two members of our team will meet with key stakeholders and facilitate discussions on the challenges and opportunities related to the enforcement of housing and building codes and the potential for a land banking program in Racine. Topics may include, for example, available legal tools to enforce housing and building codes, current procedures and practices related to code enforcement, property data management and sharing, desired outcomes of a successful code enforcement program, and the desire and capacity to acquire and hold substandard properties in Racine.

Day One (full day)

Community Progress team arrives in Racine late morning and meets with members of Racine's Department of City Development, the Redevelopment Authority, and other key advisory members (the "Core Team") to review the goals and possible outcomes of the visit.

Community Progress conducts individual and small group meetings with a range of key stakeholders that may include the following:

- Executive City leadership, such as Mayor Deckert, City Administrator Palenick, or their designees
- Members of the Common Council or their representatives
- One or more of the three code enforcement inspectors employed by the Department of City Development
- Judge Rebecca Mason from the Municipal Court or her representative who is in charge of hearing housing and building code violations
- Leadership from the City Attorney's office. If possible, an attorney with basic knowledge of code enforcement, land reuse, and delinquent property tax enforcement systems in Racine would be helpful
- Leadership from the Public Defender's Office
- Leadership from the Police Department
- Leadership from the Fire Department
- Leadership from the Information Services and Technology Department
- Leadership from the City Assessor's office

- Leadership from the office of Racine County Treasurer Jane Nikolai for the purposes of discussing delinquent property tax enforcement
- Community, Nonprofit, and Residential Leaders that might include, for example, leaders of any local CDCs, neighborhood organizations, or other nonprofits

Day Two (1/2 day)

Community Progress continues with individual and small group meetings with key stakeholders; concludes visit with the Core Team to debrief on meetings and next steps.

Racine will be responsible for confirming the attendance of site visit participants no less than two (2) weeks before Community Progress is scheduled to visit. It will be critical to have access to key executive, legislative, and operational leadership from Racine, as well as community leadership, to better understand the opportunities and challenges of the current housing and building code enforcement system and of exploring land banking activities.

3. Deliverable – Assessment Memorandum (up to 16 hours)

After the site visit, Community Progress will develop a memorandum to Racine that incorporates our preliminary observations and assessments from our research and site visit. The assessment will briefly identify the key challenges and opportunities for Racine to refine and improve their current system of code enforcement, and develop a potential land banking program.

Timeframe

The specific dates for the site visit and deliverable will be mutually determined based on Community Progress and Racine stakeholder availability. Preliminary and recommended timeframe for the engagement would be approximately **2 months and would begin no later than August 1, 2017.**

Budget

Preparation and Research (up to 10 hours)

Hourly rates of senior team \$150 – \$250 per hour = \$1,500 - \$2,500

Subtotal \$1,500 - \$2,500

Site Visit (up to 24 hours)*

Hourly rates of senior team \$150 – \$250 per hour = \$3,600 - \$6,000

Travel expenses for 1 trip x 2 people = up to \$1,500 total

Subtotal \$5,100 - \$7,500

**Community Progress will not bill for hours spent traveling to and from Racine.*

Assessment Memorandum (up to 16 hours)

Hourly rates of senior team \$150 – \$250 per hour = \$2,400 - \$5,250

Subtotal \$2,400 - \$5,250

TOTAL \$9,000 - \$13,750