



City of Racine, Wisconsin
AGENDA BRIEFING MEMORADUM

AGENDA DATE: March 15, 2022

PREPARED BY:

Matthew Rejc, Assistant Director, Dept. of City Development

EXECUTIVE SUMMARY:

Consideration of a communication sponsored by Mayor Mason authorizing the Mayor and City Clerk to enter into an agreement between the City of Racine and the Community Development Authority of the City of Racine (CDA) regarding coordination and cooperation.

BACKGROUND:

The Community Development Authority of the City of Racine (CDA) and its predecessor organization, the Redevelopment Authority of the City of Racine (RDA), have historically utilized staff capacity within the City of Racine to accomplish a number of different administrative matters. Though there is significant overlap in interests and mission between the two organizations, having clearly defined duties and responsibilities for each entity is important for maintaining the continuation of necessary functions and responsibilities, regardless of the individuals who are performing the functions in question. Clarifying roles and responsibilities through a written agreement also clearly demonstrates to internal and external compliance reviewers that such functions are being carried out by specifically designated individuals.

ANALYSIS:

The proposed coordination and cooperation agreement would include the following elements:

- Administration
 - The City agrees to provide staff support to the CDA. Specifically, this support is provided by the Department of City Development through the Director of City Development, acting as Executive Director of the CDA, and by the City Attorney, acting as Counsel to the CDA. The City may charge the CDA for work provided based on substantiated hours and rate of pay.
 - The CDA agrees to follow City policies, procedures and practices regarding records and the scheduling of meetings
- Finance and Budget
 - In recognition of the CDA's efforts, the City agrees to provide accounting and budgeting services to the CDA. Specifically, the City through its Finance Director shall assist the CDA in preparing and maintaining an annual budget consistent with Generally Accepted Accounting Principles (GAAP) and shall maintain a system for the CDA consistent with the City's system for receipts and disbursements
 - The CDA agrees to follow policies, procedures, practices regarding grants management, financial recordkeeping and reporting, and purchases and payments as determined by the Finance Director
- Capital Projects and Public Works
 - The City agrees to provide the assistance of the Department of Public Works, through the Commissioner of Public Works. Specifically, the City shall assist the CDA with the preparation of plans, specifications, and estimates for capital projects to be undertaken by the CDA and with the solicitation, review, and awarding of bids for

demolition, construction, environmental remediation, and other such work as typically let by the Department of Public Works

- The CDA agrees to be bound by the results of the City's process for bidding and awarding of contracts as if the CDA had conducted the process itself
- Neighborhood Tax Increment Districts (TIDs)
 - The City agrees to permit the CDA to develop and implement programs, in accordance with the approved TID Plans, using the funds generated by TIDs #22, #23, #27, #28, for neighborhood conservation and revitalization
 - The CDA will at least annually report to the City on the impact and results of the programs funded through the neighborhood TIDs

BUDGETARY IMPACT:

The City may charge the CDA for work provided based on substantiated hours and rate of pay.

RECOMMENDED ACTION:

That the Finance and Personnel Committee recommend authorizing the Mayor and City Clerk to enter into an agreement between the City of Racine and the Community Development Authority of the City of Racine (CDA) regarding coordination and cooperation.