

City of Minneapolis

Request for Committee Action

To: Ways & Means
Date: 6/13/2016
Referral: N/A
From: City Attorney's Office
Lead Staff: Erik Nilsson, Deputy City Attorney
Presented by: Susan Segal, City Attorney
File Type: Action
Subcategory: Contract/Agreement

Subject:

Establishment of Administrative Hearing Officer and Enforcement Services Panel

Description:

Authorizing a new administrative hearing officer and enforcement services panel for the period of July 1, 2016 through June 30, 2019 with the City option to extend an additional two years, with the cost for each agreement not to exceed \$100,000 for the three-year period.

Previous Actions:

This will replace the current administrative hearing officer and enforcement services panel that was established in June 2013.

- Established Admin Hearing Officer and Enforcement Services Panel – June 18, 2010
 - Created new Admin Hearing Officer and Enforcement Services Panel – June 21, 2013
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Ward/Address:

All Wards

Background/Analysis:

The City Council has authorized the creation of an administrative hearing officer and code violation enforcement services panel to assist various city departments including, but not limited to the Department of Public Works, Department of Regulatory Services and the City Attorney's Office by providing independent, administrative hearing services. The panel consists of individual attorneys and law firms that conduct code enforcement hearings and issue administrative enforcement orders at a reasonable cost to the City. The panel is established for a period of three years, with the City option to extend for up to two additional years. The current "master" contracts expire on June 30, 2016. Therefore, a new RFP was prepared, approved by the Permanent Review Committee (PRC) on April 7, 2016 and published April 18, 2016.

We received six responses and found all responders to be qualified. Therefore, we recommend authorizing the City Attorney's Office to enter into master agreements for the following attorneys and firms to serve on the City's Administrative Hearing Officer and Enforcement Services Panel for the period of July 1, 2016 through June 30, 2019 (with the City's option to extend any panelist for up to two additional years) with the cost for each agreement not to exceed \$100,000 for the three-year period: Edward Backstrom III, The Hoffner Firm, Michael A. Sindt, James D. Gurovitsch, Fondungallah & Kigham, LLC, and Mercurio Law LLC.

Financial Review:

No additional appropriation required, amount included in current budget.

- Future budget impact anticipated.**
- Approved by the Permanent Review Committee.**
- Meets Small and Underutilized Business Program goals.**