



## Request for City Council Committee Action from the City Attorney's Office

**Date:** June 3, 2013

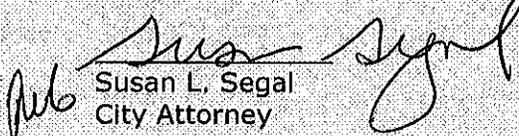
**To:** Ways & Means/Budget Committee

**Subject:** Establishment of Administrative Hearing Officer and Enforcement Services Panel

**Recommendation:** That the City Council authorize the proper City officials to establish a new, administrative hearing officer and enforcement services panel for the period of July 1, 2013 through June 30, 2016 with the cost for each agreement not to exceed \$100,000 for the three-year period.

### Department Information

Prepared by: Elizabeth Schiltz Phone: (612) 673-2035

Approved by:   
Susan L. Segal  
City Attorney

Presenters in Committee: Susan L. Segal, City Attorney

### Reviews

- Permanent Review Committee (PRC): Approval x Date April 19, 2013

### Supporting Information

The City Council has authorized the creation of an administrative hearing officer and code violation enforcement services panel to assist the Department of Regulatory Services and the City Attorney's Office by providing independent, administrative 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 and the City enters into, "Master Agreements for Administrative Hearing Officer and Enforcement Services" with some or all of the panel members. The current "master" contracts expire on June 30, 2013. Therefore, a new RFP was prepared, approved by the Permanent Review Committee (PRC) on April 19, 2013 and published April 26, 2013.

In response to the RFP, 5 individual attorneys and firms submitted proposals. An in-house review committee evaluated the proposals based on the criteria in the RFP. Those criteria included: 1) cost, 2) experience and expertise, 3) ability to perform within public policy, 4) resources of the attorney or firm, 5) the ability to respond in a timely manner, 6) diversity in the workplace, and 7) responsiveness to the RFP. Based upon the Committee's evaluation of the proposals, the following attorneys or law firms are recommended to be placed on the City's Administrative Hearing Officer and Enforcement Services Panel for the period of July 1, 2013 through June 30, 2016 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, and Fondungallah & Kigham, LLC.