



**Request for City Council Committee Action  
From the City Attorney's Office**

Date: March 8, 2010  
To: Ways & Means/Budget Committee  
Referral to:

Subject: Amendment of Master Agreement between the City of Minneapolis and James D. Gurovitsch, for Administrative Hearing Officer Services

**Recommendation:** That the proper City officials be authorized to enter into an amendment to the Master Agreement between the City of Minneapolis and James D. Gurovitsch, for Administrative Hearing Officer services so that the total amount payable shall not exceed \$100,000.00 for the three year term of the Master Agreement.

**Previous Directives:** The City Council authorized entering into a Master Agreement with James D. Gurovitsch in 2007.

Prepared by: *fw* Peter W. Ginder Phone: (612) 673-2478

Approved by: *Susan Segal*  
Susan L. Segal  
City Attorney

Presenter in Committee: Susan L. Segal, City Attorney

**Financial Impact (Check those that apply)**

- No financial impact (If checked, go directly to Background/Supporting Information).  
 Action requires an appropriation increase to the \_\_\_\_\_ Capital Budget or \_\_\_\_\_ Operating Budget.  
 Action provides increased revenue for appropriation increase.  
 Action requires use of contingency or reserves.  
 Business Plan: \_\_\_\_\_ Action is within the plan. \_\_\_\_\_ Action requires a change to plan.  
 Other financial impact (Explain):  
 Request provided to department's finance contact when provided to the Committee Coordinator.

**Community Impact**

City Goal(s): Comprehensive Plan

**Background/Supporting Information**

In June 2007, the City of Minneapolis issued a Request for Proposal (RFP) entitled, "Request for Proposal (RFP) for Hearing Officers for Administrative Enforcement and Hearing Process". James D. Gurovitsch was one of the successful responders to the RFP. In July 2007, the City and James D. Gurovitsch entered into a Master Agreement for the provision of Administrative Hearing Officer Services. The total amount payable to the firm under the Master Agreement was not to exceed \$50,000.00 for the three year term of the Master Agreement, including compensation and reimbursable expenses. Gurovitsch has been a primary supplier of Administrative Hearing Officer services for the City since July 2007, and the original contract amount of \$50,000.00 has been exhausted. It is requested that the Master Agreement be amended so that the total amount payable to Gurovitsch from the Master Agreement shall not exceed \$100,000.00 for the three year term of the agreement, including compensation and reimbursement for all expenses



**Request for City Council Committee Action  
From the City Attorney's Office**

Date: March 8, 2010  
To: Ways & Means/Budget Committee  
Referral to:

Subject: Second Amendment of Master Agreement between the City of Minneapolis and the Hoffner Firm, LTD.,  
for Administrative Hearing Officers

**Recommendation:** That the proper City officials be authorized to enter into a second amendment to the Master Agreement between the City of Minneapolis and the Hoffner Firm, LTD., for Administrative Hearing Officer services so that an additional \$50,000.00 be added for a total amount payable that shall not exceed \$175,000.00 for the three year term of the Master Agreement.

**Previous Directives:** The City Council authorized entering into a Master Agreement with Hoffner Firm, LTD. in 2007. The City Council authorized an amendment to the Master Agreement in 2009 for an additional \$75,000.00.

Prepared by: *PWG* Peter W. Ginder Phone: (612) 673-2478

Approved by: *Susan Segal*  
Susan L. Segal  
City Attorney

Presenter in Committee: Susan L. Segal, City Attorney

**Financial Impact** (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).  
 Action requires an appropriation increase to the \_\_\_\_\_ Capital Budget or \_\_\_\_\_ Operating Budget.  
 Action provides increased revenue for appropriation increase.  
 Action requires use of contingency or reserves.  
 Business Plan: \_\_\_\_\_ Action is within the plan. \_\_\_\_\_ Action requires a change to plan.  
 Other financial impact (Explain):  
 Request provided to department's finance contact when provided to the Committee Coordinator.

**Community Impact**

City Goal(s): Comprehensive Plan

**Background/Supporting Information**

In June 2007, the City of Minneapolis issued a Request for Proposal (RFP) entitled, "Request for Proposal (RFP) for Hearing Officers for Administrative Enforcement and Hearing Process". The Hoffner Firm, LTD. was one of the successful responders to the RFP. In July 2007, the City and the Hoffner Firm, LTD. entered into a Master Agreement for the provision of Administrative Hearing Officer Services. The total amount payable to the firm under the Master Agreement was not to exceed \$50,000.00 for the three year term of the Master Agreement, including compensation and reimbursable expenses. The Firm has been a primary supplier of Administrative Hearing Officer services for the City since July 2007, and the original contract amount of \$50,000.00 has been exhausted. In addition, in 2009 the Council authorized an amendment to the Master Agreement for an additional \$75,000.00, including compensation and reimbursable expenses. That amount has also been exhausted. It is requested that the Master Agreement be amended so that the total amount payable to the Firm from the Master Agreement shall not exceed \$175,000.00 for the three year term of the agreement, including compensation and reimbursement for all expenses.