



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

Date: June 9, 2010

To: Ways & Means/Budget Committee

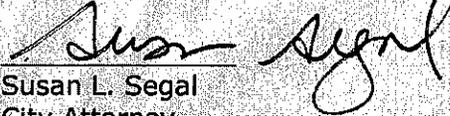
Referral to:

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, 2010 through June 30, 2013 with the cost for each agreement not to exceed \$100,000 for the three-year period.

Previous Directives:

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 Date April 26, 2010
- Civil Rights Approval: Approval Date _____
- Policy Review Group (PRG): Approval Date _____

Financial Impact *(delete all lines not applicable to your request)*

Community Impact

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, 2010. Therefore, a new RFP was prepared, approved by the Permanent Review Committee (PRC) on April 26, 2010 and published in May 2010.

In response to the RFP, 7 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, 2010 through June 30, 2013 with the cost for each agreement not to exceed \$100,000 for the three-year period: Edward Backstrom III, The Hoffner Firm, John C. Vigoren, James D. Gurovitsch, James C. Selmer & Associates, Fondungallah & Kigham, and Mobley & Associates.