

**Request for City Council Committee Action from the Department of Community Planning and Economic Development - CPED**

Date: March 10, 2009

To: Council Member Paul Ostrow, Chair Ways and Means/Budget Committee

Referral to: Council Member Lisa Goodman, Chair Community Development Committee

**Subject:** City Consulting Services Agreements to Assist in the Sale of Excess Public Property for Private Development: Delegation of Contracting Authority

**Recommendation:** Adopt the attached resolution delegating authority to the CPED Director or designees to enter into standard form City Consulting Services Agreements to Assist in the Sale of Excess Public Property for Private Development and direct appropriate City staff to prepare a Procedure Document consistent with the Minneapolis Contract Monitoring Procedures Manual prior to any execution of the subject agreement.

**Previous Directives:**

In March 2004, the City Council approved a charter change 13-0 regarding simplification of contract signatures. The change eliminated the signatures of the Mayor and City Clerk on contracts and allowed for delegation of contracting authority subject to Council-approved dollar and time limitations and City Attorney approval of forms.

In June 2004, the charter change went into effect and City ordinances were updated to reflect the simplification of contract signatures.

On April 1, 2005 the City Council approved a resolution delegating authority to department heads or designees to enter into various form agreement contracts.

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Approved by: Charles T. Lutz, Deputy CPED Director _____
Thomas A. Streitz, Director Housing Policy and Development _____
Presenters in Committee: Matt Goldstein, , (612) 673-5075 _____

**Financial Impact**

No financial impact

**Community Impact**

Neighborhood Notification: NA

City Goals: NA

Sustainability Targets: NA

Comprehensive Plan: NA

Zoning Code: NA

Living Wage/Business Subsidy Agreement

Yes \_\_\_\_\_

No

Job Linkage

Yes \_\_\_\_\_

No

## Supporting Information

CPED managers and staff have discussed providing development consulting services to other public entities like Minneapolis Special School District Number 1 and the Minneapolis Public Housing Authority when these public entities are discussing development proposals with prospective developers or evaluating development opportunities for their surplus public properties.

In order to meet these requests, CPED staff asked the City Attorney's Office to prepare a standard form City Consulting Services Agreement to Assist in the Sale of Excess Public Property for Private Development. The proposed agreement creates a standard structure of terms under which these consulting services may be provided and subsequently reimbursed. This agreement is consistent with City Council authorization in 2005 establishing a protocol for delegating contracting authority to various departments to enter into standard format contracts.

The requisite information for the City Consulting Services Agreement to Assist in the Sale of Excess Public Property for Private Development includes:

- Title: Consultant Services Agreement for City Consulting Services to Assist the specified agency in the Sale of Excess Public Property for Private Development.
- Usage: Private development consulting services to other public entities who are in discussion with prospective developers or evaluating development opportunities for their surplus public properties.
- Required Signatures: CPED Director or Designee.
- Dollar Limits: Not applicable.
- Maximum Term: Twelve months.

Procedures:

The agreement will be used on a case-by-case basis when deemed appropriate by the CPED Director. The public entity submitting the information is responsible for providing CPED staff with the necessary information and resources to complete the negotiated tasks. No additional training is necessary because responsible CPED staff currently has the skills required to provide the necessary consulting services. A procedures document that is consistent with the City of Minneapolis Professional Services Procurement and Contract Monitoring Procedures Manual will be prepared by appropriate CPED staff prior to execution of the standard form agreement. The CPED Director will be notified when the document is completed and the standard form agreement and procedures will be posted on the City intranet.

**Resolution Delegating authority to make and execute City Consulting Services Agreements to Assist in the Sale of Excess Public Property for Private Development form contracts.**

Now, Therefore, Be It Resolved by The City Council of The City of Minneapolis:

Pursuant to City Charter chapter 4, section 25, the City Council hereby delegates authority to the CPED department head or designees to make and execute real estate consulting services agreements with other public entities to assist those public entities to evaluate development proposals from prospective developers or development opportunities for their surplus public properties, at no cost to the City, for a term not to exceed twelve months using a form approved by the City Attorney.