



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

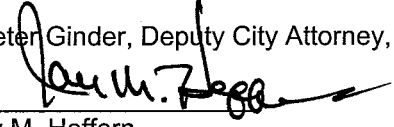

Date: May 2, 2007
To: Ways & Means/Budget Committee
Referral to:

Subject: Request for Proposals for the City's Administrative Hearing Officer and Enforcement Panel

Recommendation: That the City Council authorize the City Attorney's Office to issue a Request for Proposals to establish a new, administrative hearing officer and enforcement services panel for the City of Minneapolis for providing legal services to the Department of Regulatory Services and for conducting code enforcement hearings and issuing orders.

Previous Directives: None

Prepared by: Peter Ginder, Deputy City Attorney, Civil Division Phone: (612) 673-2478

Approved by: 
 Jay M. Heffern
City Attorney

Presenter in Committee: Jay M. Heffern, 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 Goals: Build Community

Background/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 to provide 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, 2007. In order to continue this program, it is necessary to issue a new Request for Proposal (RFP) and receive new authority to establish the City's administrative hearing officer and enforcement services panel.

A proposed RFP was reviewed and approved by the Permanent Review Committee on April 19, 2007. Therefore, I am requesting the City Council authorize the issuance of a RFP to develop a new hearing officer and code violation enforcement services panel for the three year period commencing on July 1, 2007.