

Legislative Directive (Revised)
By Vetaw

Pursuant to City Charter Section 7.1(h)(2), the Minneapolis City Council, in support of its official legislative, policymaking, and oversight functions including the review of the Mayor's 2027 proposed budget, does hereby request from the Mayor the following information related to City contracting activities:

1. A complete inventory of all currently open non-revenue City contracts that are funded through the General Fund with an original or amended maximum authorized contract amount greater than \$50,000, identifying:
 - a. Vendor Name
 - b. Purpose and Scope of Contract
 - c. Date of Original Contract Execution
 - d. ~~Dates of All Amendments~~
 - e. Original Maximum Authorized Contract Amount
 - f. Current Amended Maximum Authorized Contract Amount
 - g. ~~Identification of Funding Sources~~
 - h. Contract Term and Expiration Date
2. An inventory of all potential non-revenue contracts that are funded through the General Fund that administrative departments have budgeted for in 2027 with a planned contract amount of over \$50,000 that are not listed in number 1 including the following information to the extent it is public:
 - a. Purpose and scope of potential contract
 - b. Anticipated contract start and end dates
 - c. Anticipated spending on new contracts by department in 2027
 - d. ~~Funding source~~
3. Information describing the Administration's plan for addressing contract budget rollover for any contract expected to remain open from 2026 into 2027, including:
 - a. Estimated unspent 2026 funds expected to roll forward.
 - b. Projected 2027 expenditures.
 - c. Any anticipated change orders or amendments expected in 2027.
 - d. How rollover amounts are incorporated into departmental budget targets and allocations.
4. Provide the policies, procedures, and work instructions or similar documents describing the processes, systems, and internal controls used to track, record, and monitor pre-contracting documentation and decision-making, including:
 - a. Bid and request-for-proposal development and approval processes.
 - b. For contracts that are not subject to a low-bid process, how evaluation criteria and selection decisions are documented.
 - c. Systems used to log pre-contract actions and workflow approvals.
 - d. Internal compliance procedures and quality controls.
5. Provide the policies, procedures, and work instructions or similar documents describing the processes, systems, and internal controls used to track and monitor executed contracts, including:
 - a. Systems used for contract management and financial monitoring.
 - b. Methods for tracking deliverables, deadlines, and performance metrics.
 - c. Procedures for reviewing and approving amendments, extensions, or change orders.
 - d. Any automated or manual compliance and reporting mechanisms.
6. Provide definitions for key terms used in the response (e.g., "open contract," "maximum contract amount," "contract amendment," "contract in development"), to ensure consistency and clarity in interpretation.

The requested information and data are requested to be provided to the City Council through the Budget Committee, no later than October ~~13~~ 26, 2026, and any supporting materials be made available through the City's Legislative Information Management System (LIMS).