



Request for City Council/Committee Action from the Office of City Clerk

Date: December 13, 2012

To: The Honorable Betsy Hodges
Chair, Ways & Means/Budget Committee

Subject: Contract Extension with *Finance & Commerce*

Recommendation: Authorize a three-month extension to the existing contract with Finance & Commerce, Inc., for publication of legal notices, ordinances, proceedings, and other matters for the City of Minneapolis, to end March 31, 2013.

Prepared by: Casey Joe Carl 612/673-3765 Approved by: Presenters in Committee: Casey Joe Carl, City Clerk

Background: Pursuant to Minneapolis City Charter [§11.14](#), the City Clerk is responsible for publishing various matters in a qualified newspaper, including ordinances, resolutions, official proceedings, election-related matters, and a variety of public notices. These requirements generally mirror those established for statutory cities [[MINN. STAT. §331A](#)]. Other City departments use the official newspaper for a variety of notices which, by law, must be published. The City Charter requires bids to be taken at least once every five years. The last bid was taken in February 2009 and awarded to Finance & Commerce, Inc., for a term ending December 31, 2010. The contract was extended on May 12, 2011, consistent with terms, for a two-year period, ending December 31, 2012. The Clerk's Office is requesting that the existing contract with Finance & Commerce, Inc., be extended through March 31, 2013, at current rates.

The requested extension will give the Clerk's Office time to prepare and issue a new bid for legal publication services, working with other City departments to ensure their business needs are met. Based on a five-year average covering FY 2008 – 2012 YTD, the Clerk's Office anticipates the new contract will be approximately \$100,000/year, which covers all City departments. Of that estimated yearly impact, approximately one-half (\$50,000) is paid by the Office of City Clerk.

Financial Impact: Staff has negotiated an extension of the current rates with Finance & Commerce, Inc., for the proposed three-month extension through March 31, 2013. The projected cost for the requested three-month extension is approximately \$20,000, based on existing rates and anticipated volume of matters that will need to be published in that timeframe. That amount is included in the respective department budgets for the proposed FY 2013 City budget.