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## City Council Regular Meeting

**DEPARTMENT:** Administrative Services

**FROM:** Richard Abernethy, Director of Administrative Services

**MEETING:** September 9, 2024

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**SUBJECT:**

Consider approval of a contract with McClatchy Shared Services (The Fort Worth Star-Telegram) in the amount of \$45,000 for the advertisement of legal notices for one year. (*Staff Contact: Richard Abernethy, Director of Administrative Services*)

**SUMMARY:**

The Local Government Code requires that legal notices be published in a newspaper within their political subdivision. The City of Burleson has published legal notices with The Fort Worth Star Telegram since the closure of the Burleson Star in 2019. Through the use of new financial software, it has been determined that expenditures for the advertisement of official city notices have exceeded \$50,000 in recent years.

This prompted staff to seek direction from the Council Policy and Valuation Committee on April 17, 2024. The consensus was to competitively bid this service with the objective of selecting a primary and secondary newspaper for publishing legal notices.

The recommendation of the Council Policy and Valuation Committee was taken to the City Council on May 6, 2024, where it was reaffirmed to competitively bid the service to identify a primary and secondary newspaper for legal notices.

ITB 2024-019 Advertisement of City notices was posted on June 21, 2024, advertised in the Fort Worth Star-Telegram on June 21, 2024 and June 28, 2024. Invitations were sent to prospective bidders (including the Fort Worth Star-Telegram, Cleburne Times-Review, Commercial Recorder, and others). Additionally, the purchasing staff sent email correspondence and contacted potential bidders via phone. One submission was received by The Cleburne Times-Review.

The City currently utilizes the Fort Worth Star-Telegram (McClatchy Shared Services), which has offered a one-year contract renewal at a rate that would result in similar or slightly lower annual costs. Staff recommends rejecting the bid and executing a one-year contract with McClatchy Shared Services. At the end of the contract term, staff will re-evaluate the service and consider re-bidding for a longer-term agreement.

This recommendation was presented to the City Council Policy and Valuation Committee on August 21, 2024, where the consensus was to proceed with this recommendation.

**RECOMMENDATION:**

Staff recommends authorizing a one-year contract with the McClatchy Shared Services (The Fort Worth Star-Telegram) for \$45,000.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

April 17, 2024: The City Council Policy and Valuation Committee received a report, held a discussion, and provided staff feedback regarding newspaper services for publishing legal notices.

May 6, 2024: City Council received a report, held a discussion, and provided staff feedback regarding newspaper services for publishing legal notices.

August 21, 2024: City Council Policy and Valuation Committee received a report, held a discussion, and provided staff feedback regarding newspaper services for publishing legal notices.

**REFERENCE:**

**FISCAL IMPACT:**

\$50,000 annually

**STAFF CONTACT:**

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