DATE: December 7, 2018

TO: Mayor and Council Members

FROM: Office of the City Attorney

SUBJECT: Resolution Amending the Fiscal Year 2018-2019 Budget to Add Funds to the Agreement with Thomson Reuters

RECOMMENDATION:
The City Attorney’s office frequently utilizes the internet to conduct its legal research for judicial opinions on case law, and various state and federal codes for applicability to specific factual legal scenarios. Access to various legal databases is critical to the operation of this office and its ability to provide timely and relevant legal advice to the Mayor, Council Members, and all City Departments.

BACKGROUND:

DISCUSSION:
The approval of this amendment will ensure that staff attorneys will continue to have access to various update professional internet legal resources including editable civil and criminal jury instructions, and other legal documents. Additionally, continued electronic access to Westlaw will assist legal staff in rendering accurate legal opinions, drafting local ordinances and resolutions, responding to civil lawsuits, and providing other legal services like prosecuting criminal matters. The services provided by Thomson- Reuters are of a professional nature, and pursuant to the Inglewood Municipal Code Section 2-198.3, are exempt from the competitive bidding process.

On June 7, 2016, the Council approved a three-year Agreement No. 16-182 between the City and Thomson Reuters for legal database internet access in the amount of $54,512.99. After reviewing the account of Agreement No. 16-182, staff determined that a portion of the funds that were budgeted for internet access were also being used to pay other Westlaw billings, specifically for updates to various physical legal periodicals in the legal library. These physical updates have been discontinued.

Staff is recommending that additional funding is needed to cover the remaining costs of the contract, whose term is scheduled to end in June 2019.
FINANCIAL/FUNDING ISSUES AND SOURCES:
Upon approval of the attached amendment and adoption of the resolution amending the Fiscal Year 2018-2019 budget, funds in the amount of $16,000 will be transferred from Account Code No. 001.099.9930.44099.00 (General Fund-Non-Departmental-Miscellaneous-Contract Services) to Account Code No. 001-015-1510-44815.00 (General Fund – Legal Department – City Attorney - Contract Services) to cover the remaining costs of Agreement No. 16-182.

LEGAL REVIEW VERIFICATION: 
Administrative staff has verified that the legal documents accompanying this report have submitted to, reviewed and approved by the Office of the City Attorney.

FINANCE REVIEW VERIFICATION:
Administrative staff has verified that this report, in its entirety, has been submitted to, reviewed and approved by the Finance Department.

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 – Amendment to Agreement No. 16-182
Attachment No. 2 - Resolution
APPROVAL VERIFICATION SHEET

PREPARED BY:
Jeffery A. Lewis, Sr. Assistant City Attorney

COUNCIL PRESENTER:
Kenneth R. Campos, City Attorney

DEPARTMENT HEAD APPROVAL: ____________________________
Kenneth R. Campos, City Attorney

CITY MANAGER APPROVAL: ____________________________
Artie Fields, City Manager
THIS FIRST AMENDMENT TO AGREEMENT NO.: 16-182 is made and entered into this __ day of ___________, 2018, by and between the CITY OF INGLEWOOD (hereinafter referred to as the “City”), a municipal corporation, located at One Manchester Boulevard, Inglewood, California 90301; and THOMSON REUTERS., (hereinafter referred to as the “Contractor”) a Delaware Corporation, with a local place of business located at 610 Opperman Drive, Eagan, MN 55123.

RECITALS

WHEREAS, on June 7, 2016, the City approved Agreement No.: 16-182 with the Contractor to provide the City Attorney’s Office (the “Office”) with professional internet database services; and

WHEREAS, some of the compensation for said agreement was inadvertently used to pay for various legal publications as those publications arrived in the Office thereby deleting some of the compensation provided for Agreement No.: 16-182; and

WHEREAS, the Office has discontinued the delivery of the various legal publications; and

WHEREAS, in order to provide funding for the balance of Agreement No.: 16-182 the Office is requesting the addition of $16,000 dollars.

NOW THEREFORE, the City, and the Contractor (hereinafter referred to collectively as the “Parties”) hereto mutually agree as follows:

SECTION: 1

Agreement No.: 16-182 shall be amended to add an additional not-to-exceed amount of sixteen thousand dollars ($16,000). The total amount to date for Agreement No.: 16-182 is:

<table>
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<th>AGREEMENT</th>
<th>AMOUNT</th>
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<tr>
<td>Agreement No.: 16-182</td>
<td>$54,512.99</td>
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<td>Amendment One</td>
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<td><strong>Grand Total</strong></td>
<td><strong>$70,512.99</strong></td>
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SECTION: 2

Except as changed by this Amendment, all other terms and provisions of Agreement
No.: 16-182, its Exhibits and Attachments, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year first above written.

CITY OF INGLEWOOD

__________________________
James T. Butts, Jr.,
Mayor

__________________________
Alex Medrano,
Manager Government Contracts

ATTEST:

__________________________
Yvonne Horton,
City Clerk

__________________________
APPROVED AS TO FORM:

Kenneth R. Campos,
City Attorney
RESOLUTION NO. ________


WHEREAS, funds are needed to pay the balance of the Thomson Reuters Contract between the City and Thomson Reuters ("Westlaw") for legal internet access; and

WHEREAS, there are available funds in account 001-099-9930-44899.00 that can be used; and

WHEREAS, this budget amendment is needed to transfer the aforementioned funds into an account that can be used to pay for the needed services; and

WHEREAS, this budget amendment will help ensure that the needed funds are tracked and accounted for; and

WHEREAS, sufficient funds are available as identified in Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Inglewood, California, does hereby:

SECTION 1. Amend the City’s 2018-2019 fiscal year budget to reflect the adjustments as shown in Exhibit "A."
BE IT FURTHER RESOLVED that the City Clerk shall certify to the adoption of this Resolution and the same shall be in full force and effect immediately upon adoption.

Passed, approved and adopted this ___________ day of __________, 2018

CITY OF INGLEWOOD

__________________________________________
James T. Butts, Jr.,
Mayor

Attest:

__________________________________________
Yvonne Horton,
City Clerk
### Exhibit A

**Fund:** 001 General Fund  
**Agency:** 099 Non-Departmental  
**Orgn:** 9930 Miscellaneous

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**Fund:** 001 General Fund  
**Agency:** 015 City Attorney  
**Orgn:** 1510 City Attorney

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Order Form

Contact your representative eddie.repanich@thomsonreuters.com with any questions. Thank you.

Order ID: 782867

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", "my" or "it".

Online/Practice Solutions/Software and Print/PreView eBooks Programs

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Minimum Terms

Monthly Charges begin on the date West Publishing Corporation ("West", "we" or "our") processes your order and continue for the number of complete calendar months listed in the Minimum Term column above. Based on above terms listed you agree to the length and year over year increases.

During my subscription terms, I am also responsible for all Excluded Charges. Excluded Charges are charges for accessing Westlaw data or a Practice Solutions service that is not included in your subscription. Excluded Charges may change after 30 days written or online notice.

Post Minimum Terms

For Online/Practice Solutions/Software: Your subscription will automatically renew at the end of the Minimum Term. Each Automatic Renewal Term will be 12 months in length ("Automatic Renewal Term") and include a 7% price increase unless we notify you of a different rate at least 60 days before each Automatic Renewal Term begins. Either of us may cancel in writing 30 days before an Automatic Renewal Term starts. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 84833, Eagan MN 55123-1903.

Order charges for print/eBook products not on subscription: N/A
Initial order charges for print/eBooks products with updates billed upon shipment: N/A
Initial Monthly Charges for Products under 36 month Minimum Term: $1,438.68
Estimated total Monthly Charges for the initial 12 months: $1,438.68
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<th>User</th>
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</thead>
<tbody>
<tr>
<td>Derald Brenneman</td>
<td>Attorney</td>
<td><a href="mailto:dbrenneman@cityofinglewood.org">dbrenneman@cityofinglewood.org</a></td>
</tr>
<tr>
<td>Kenneth R Campos</td>
<td>Attorney</td>
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</tr>
<tr>
<td>Jenny Hsieh</td>
<td>Attorney</td>
<td><a href="mailto:jhsieh@cityofinglewood.org">jhsieh@cityofinglewood.org</a></td>
</tr>
<tr>
<td>Jeffrey A Lewis</td>
<td>Attorney</td>
<td><a href="mailto:jalewis@cityofinglewood.org">jalewis@cityofinglewood.org</a></td>
</tr>
<tr>
<td>Michael Pan</td>
<td>Attorney</td>
<td><a href="mailto:mpan@cityofinglewood.org">mpan@cityofinglewood.org</a></td>
</tr>
<tr>
<td>Stacey Pruitt</td>
<td>Attorney</td>
<td><a href="mailto:spruitt@cityofinglewood.org">spruitt@cityofinglewood.org</a></td>
</tr>
<tr>
<td>Shivani Rosner</td>
<td>Attorney</td>
<td><a href="mailto:srosner@cityofinglewood.org">srosner@cityofinglewood.org</a></td>
</tr>
<tr>
<td>Chandra Caldwell</td>
<td>Non-Attorney</td>
<td><a href="mailto:Caldwell@cityofinglewood.org">Caldwell@cityofinglewood.org</a></td>
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<tr>
<td>Debra Carter</td>
<td>Non-Attorney</td>
<td><a href="mailto:dcarter@cityofinglewood.org">dcarter@cityofinglewood.org</a></td>
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**Material ID | Description**

- 40983444 Primary Law with KeyCite®: All — California (WestlawNext™)
- 41933475 Govt Plt - Litigation
- 41933476 Govt Plt - National Core
- 41933137 Govt Plt - Premium Analytical
- 41162035 Westlaw Form Builder – Legal Solutions Full County – California (Westlaw PRO™)
- 41162031 Westlaw Form Builder – Legal Solutions Full JCF Plus – California (Westlaw PRO™)

**Order Contact Information**

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<td>Lewis</td>
<td><a href="mailto:jalewis@cityofinglewood.org">jalewis@cityofinglewood.org</a></td>
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<td><a href="mailto:jalewis@cityofinglewood.org">jalewis@cityofinglewood.org</a></td>
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**Office Use Only**

- Exception Approval Code: E11111

- Exception Approval Code:

  Worksheet Custom Pro: https://ordermation.west.thomson.com/esigs/of.aspx?pordergroupid=f177fc55badd4926a713a78a7073528a&pfv=true

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James Butts, Mayor

Approved as to form:
Yvonne Horton, City Clerk

DATED: ______________________

DATED: 6/13/16