City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** 8/12/2025

2. **Primary contact person and Department requesting agenda item:** Brad Branham, Legal Department

3. **Requested Council meeting date:** 8/26/2025

4. **Subject:** Approval of a contract with West Publishing Company for legal research services.

5. **Action Requested:** Resolution authorizing the City Attorney to execute a 5 year contract with West Publishing Company to continue City access to Westlaw's online legal research services.

6. **Note if time sensitive, and why:** Time sensitive. The current contract needs funds encumbered beginning in September, 2025.

7. **Potential fiscal impact(s) - if known by staff at time of request:** The value of the contract for the full term is $142,560.43, and is included in the General Fund Budget.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).** Vendor is self performing - not applicable.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** Not applicable.

10. **Identify key issues:**
    - West Publishing Company currently provides legal research services to the City Attorney's Office.
    - These services are necessary for City attorneys to provide legal support to the organization.
    - The five year contract has a value of $142,560.43.