



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 9, 2025

FROM: HUMAN RESOURCES WARDS: ALL

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR GROUP
LEGAL INSURANCE FOR EMPLOYEES WITH LEGAL ACCESS PLANS, INC.
THROUGH DECEMBER 31, 2028.

ISSUE:

Approve the Professional Consultant Services Agreement for Group Legal Insurance for Employees with Legal Access Plans Inc., through December 31, 2028, with an option to extend for two additional one-year terms; and Approve exception to the competitive procurement process under Section 702, subsection (w) of Purchasing Resolution No. 24101.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Services Agreement for Group Legal Insurance for Employees with Legal Access Plans, Inc. through December 31, 2028, with an option to extend for two additional one-year terms.

BACKGROUND:

In the interest of meeting our employees' personal legal service needs, the Human Resources Department explored available options with highly qualified vendors to offer a group legal professional plan for City employees and eligible dependents. The proposed plan includes personal attorney representation for a wide range of legal services, including phone and office consultations on personal legal matters and identity theft coverage.

The legal services plan was first introduced in 2019. The plan is offered to all benefited City employees and eligible dependents as an optional benefit paid for entirely by the employee. It is important to note that this plan may not be used by the employee for any legal action against the City.

DISCUSSION:

The Human Resources Department has contracted with LegalEASE since 2019 to provide a wide range of legal services to employees, such as family law, residential matters, estate planning, elder law, identity theft, consumer matters, mediation services, financial matters and other legal related matters. LegalEASE has 47 years of legal plan experience offering fully insured legal plans

with the largest legal plan network in the nation. LegalEASE also prides itself on providing excellent customer service and ensuring a trusting relationship is established with every member. With regards to attorneys that are part of the network, LegalEASE has a unique credentialing system and set of criteria that other plans do not have, with a minimum of ten (10) years of experience required to enter the LegalEASE network. Based on the experience, qualifications, background and attorney network that LegalEASE provides, the selection committee determined they would be the most qualified provider to administer the legal services plan for the City of Riverside. Enrollment in the plan is available year-round and completely optional for a minimal monthly premium cost that covers the employee and eligible dependents.

Under Article Seven, Section 702, subsection (w) of the Purchasing Resolution No. 24101, when approved by the Manager, services not subject to the bidding requirements of Section 1109 of the City Charter, which are of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City, in which case the Manager shall be authorized to negotiate with any Person or Persons for the Procurement thereof upon the price, terms and conditions need by the Manager to be in the best interest of the City and in doing so may utilize Informal Procurement or Negotiated Procurement process.

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101.

FISCAL IMPACT:

There is no fiscal impact to the City associated with the Agreement, as plan premiums are fully paid by employees who chose to participate in the plan. Employee cost to participate in the plan is \$17.54 per month.

Prepared by:	Michelle Vizcarra, Principal Human Resources Analyst
Approved by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Professional Consultant Services Agreement with Legal Access Plans, Inc.