



AGENDA REPORT

Meeting Date: May 15, 2012
Item Number: H-8
To: Honorable Mayor & City Council
From: City Attorney
Subject: AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND GILCHRIST & RUTTER, A PROFESSIONAL CORPORATION, FOR SPECIAL COUNSEL SERVICES; AND
APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$100,000 ISSUED TO GILCHRIST & RUTTER

Attachments: Agreement

RECOMMENDATION

The City Attorney recommends that the City Council move to approve the agreement between the City of Beverly Hills and Gilchrist & Rutter for special counsel services; and move to approve a purchase order in the amount of \$100,000 issued to Gilchrist & Rutter.

INTRODUCTION

The City of Beverly Hills has requested a hearing before the Board of the Los Angeles County Metropolitan Transportation Authority pursuant to the State Public Utilities Code. This agreement for special counsel services would retain the law firm of Gilchrist & Rutter to represent the City at this hearing.

DISCUSSION

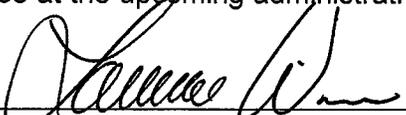
Pursuant to Public Utilities Code Section 30639, the City of Beverly Hills has requested a hearing before the Board of the Los Angeles County Metropolitan Transportation Authority concerning the reasonableness of the proposed Constellation Boulevard station location for the Westside Subway Extension and the related alignment beneath Beverly Hills High School. That hearing is currently scheduled to take place on May 17th.

At the hearing, the City will have the opportunity to present its case, call witnesses and cross examine witnesses. In order to maximize the effectiveness of the City's presentation, the City Attorney's Office recommends that the City retain special counsel with experience presenting such cases to an administrative board and examining witnesses. A City Council subcommittee of Mayor Brien and Councilmember Bosse considered several firms for this role and recommends retaining Robert McMurry of Gilchrist & Rutter as the lead attorney to present the City's case.

The proposed agreement retains Gilchrist & Rutter specifically for the purpose of representing the City at the administrative hearing and specifies that Robert McMurry will be the lead counsel for this purpose.

FISCAL IMPACT

The City Council has allocated one million dollars for the purpose of opposing Metro's proposal to place a subway tunnel beneath Beverly Hills High School. From these funds, up to \$100,000 is estimated to be used for the purpose of presenting the City's case at the upcoming administrative hearing.



Laurence S. Wiener, City Attorney

Attachment 1

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS
AND GILCHRIST & RUTTER, A PROFESSIONAL
CORPORATION, FOR SPECIAL COUNSEL SERVICES

This Agreement is entered into in the City of Beverly Hills, between the City of Beverly Hills, a Municipal Corporation (hereinafter "City") and Gilchrist & Rutter, a professional corporation (hereinafter "Attorney") for special counsel services.

RECITALS

A. City desires to retain special counsel to assist City with the Metropolitan Transportation Authority ("MTA") Westside Subway Extension project administrative hearing before the MTA Board; and

B. Attorney is qualified to perform the services desired by City and is willing to perform such services.

AGREEMENT

Section 1. Attorney's Responsibilities. Attorney shall perform for the City all necessary and reasonable special counsel services in connection with presenting the City of Beverly Hills case at the administrative hearing currently scheduled for May 17th before the MTA Board, including the following:

- (a) Provide legal advice and legal services to the City Council, City Manager, and City Attorney and such persons that they may designate.
- (b) Prepare reports and opinions as may be requested by the City.
- (c) Attend City Council Meetings and additional meetings with City staff as may be requested by the City.
- (d) Attend the MTA administrative hearing(s).

(e) Attend planning and study sessions with City Council and City management, and additional meetings as requested by City.

(f) Perform other legal services as requested by City in writing.

Robert McMurry shall be the attorney responsible for the services provided to City pursuant to this Agreement. Other attorneys may assist Mr. McMurry as approved by the City Attorney. The services furnished by Attorney shall be under the direction of the City Attorney.

Section 2. Consideration. For Attorney's services performed pursuant to this Agreement, City shall pay Attorney for the actual time of services rendered by attorneys at the rates set forth in Exhibit A, attached hereto and incorporated herein. Time shall be billed in increments of one tenth of one hour.

City shall reimburse Attorney for actual expenses reasonably incurred in the performance of legal services under this Agreement for court costs, services of process, messengers, deliveries, postage, and other similar services incidental to the performance of this Agreement. City shall not reimburse or pay Attorney for travel to and from Beverly Hills City Hall, word processing, document preparation, or clerical tasks. City and Attorney agree that Attorney shall be reimbursed no more than fifty cents (50¢) per page for facsimiles, with a maximum charge of Forty-Five Dollars (\$45.00) for any individual facsimile transmission, and no more than ten cents (10¢) per page for photocopies.

Attorney shall send a monthly statement for services rendered during the previous month and for expenses incurred on the City's account. The monthly statement shall describe the

nature of the work performed, the attorney performing the work and the time spent for each task as well as the nature of any fees and expenses incurred.

Attorney shall also comply with the City of Beverly Hills Billing Guidelines, attached as Exhibit A, and shall, upon request by the City, provide an electronic version of the fee and expense entries included in each monthly statement. The electronic version must be provided in the LEDES 1998B format, or in another format acceptable to City.

Section 3. Term. This Agreement shall commence on April 27, 2012 and shall continue until terminated.

Section 4. Indemnification. Attorney shall indemnify, defend, and hold harmless City, City Council, its officers, agents, and employees, from any and all claims or losses resulting from physical injury or damage to tangible property arising from the wrongful or negligent action or inaction of Attorney or any person employed by Attorney in the performance of this Agreement.

Section 5. Insurance.

(a) Attorney shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work by Attorney, its agents, representatives or employees. Insurance shall be of the type, in the amounts and subject to the provisions described below.

1) Commercial general liability coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage (“occurrence” form CG0001, Ed. 11/88) with a minimum limit of One Million Dollars (\$1,000,000) per

occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.

2) Workers Compensation insurance as required by the State of California.

3) Professional Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000).

(b) Evidence of Coverage:

1) Within 14 days after approval of this Agreement by the City, Attorney shall file with the City certificates of insurance with original endorsements evidencing coverage in compliance with this Agreement on the City's standard proof of insurance form, attached hereto as Exhibit B, or on a similar form acceptable to the City Attorney. Except as required by law, the City shall not disclose the information contained on such certificates of insurance.

2) Attorney shall make the insurance policies required by this Agreement, including all endorsements and riders, available to the City for inspection at Attorney's office during regular business hours.

3) During the term of this Agreement, Attorney shall maintain with City current valid proof of insurance coverage. Proof of renewals shall be filed prior to expiration of any required coverage and shall be provided on the City's standard proof of insurance form, Exhibit B, attached hereto and incorporated herein or on a similar form acceptable to the City Attorney. Except as required by law, the City shall not disclose the information contained on such proof of insurance form.

4) Failure to submit any required evidence of insurance within the required time period shall be cause for termination.

5) In the event Attorney does not maintain current, valid, evidence of insurance on file with City, City may, at its option, withhold payment of any moneys owed to Attorney, or which it subsequently owes to Attorney, until proper proof is filed.

(c) All insurance coverage shall be provided by insurers admitted in the state of California and with a rating of B+;VII or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.

(d) Attorney shall not modify any policy required by this Section in a manner that materially and adversely affects coverage to the City as an additional insured. Each insurance policy shall be endorsed to state that coverage shall not be canceled except after 30 days prior written notice provided to the City. Upon prior request of the carrier, the notice period may be reduced to 10 days in the event of non-payment of premium.

(e) Attorney's insurance and any insurance provided in compliance with Agreement, shall be primary with respect to any insurance or self-insurance programs covering the City, its City Council and any officer, agent or employee of City.

(f) Where available, the insurer shall agree to waive all rights of subrogation against the City, its City Council and every officer, agent and employee of City.

(g) Any deductibles or self-insured retentions shall be declared to and are subject to approval by City. At the option of the City, either the insurer shall reduce or eliminate the deductibles or self-insured retentions as respects the City, or Attorney shall procure a bond guaranteeing payment of losses and expenses.

(h) In the event that Attorney does not provide continuous insurance coverage, the City shall have the right, but not the obligation, to obtain the required insurance coverage at Attorney's expense, and the City may deduct all such costs from moneys the City owes to Attorney or from moneys which it subsequently owes to Attorney.

(i) All commercial general liability insurance coverage required to be maintained pursuant to this Agreement by Attorney shall name the City, its City Council and every officer, agent and employee of City as additional insureds with respect to work under this Agreement.

Section 6. Successors and Assigns. This Agreement may not be assigned by Attorney. This Agreement may not be amended without the written agreement of both parties hereto.

Section 7. Facilities and Equipment. Attorney shall, at its own cost and expense, provide all facilities and equipment that may be required for performance of services required by this Agreement.

Section 8. Termination. This Agreement may be terminated by City, without prior notice, at any time. Attorney shall be entitled to the compensation earned by Attorney prior to the date of termination. Attorney shall be entitled to no further compensation after the date of termination. Attorney reserves the right to terminate this Agreement upon the conclusion of the services described in Section 1 or in the event that City fails to timely pay for Attorney's services after Attorney provides City reasonable notice and opportunity to cure such failure.

Section 9. Notice. Whenever it shall be necessary for either party to serve notice on the other respecting this Agreement, such notice shall be served personally or by certified mail addressed to the City Attorney of the City of Beverly Hills, 455 N. Rexford Drive, Suite 220, Beverly Hills, California, 90210-4817; or to Robert McMurry, Gilchrist & Rutter, 1299 Ocean Avenue, Suite 900, Santa Monica, California 90401, unless and until different addresses may be furnished in writing by either party to the other, and such notice shall be deemed to have been served within seventy-two (72) hours after the same has been deposited in the United States Post Office by certified mail. This shall be valid and sufficient service of notice for all purposes.

Section 10. Extent of Agreement. This Agreement represents the entire and integrated Agreement between City and Attorney and supersedes any and all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both City and Attorney.

Section 11. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

Section 12. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of California.

Section 13. California Fair Employment and Housing Act. In the performance of this Agreement, Attorney shall comply with all applicable provisions of the California Fair Employment and Housing Act (California Government Code Sections 12900 et seq.) and the applicable equal employment provisions of the Civil Rights Act of 1964 (42 U.S.C. 2203 - 217), whichever is more restrictive.

Section 14. Entire Agreement. This Agreement represents the entire and integrated Agreement between City and Attorney and supersedes any and all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written instrument signed by both City and Attorney.

Executed this _____ the day of _____, 201__, at Beverly Hills, California.

CITY OF BEVERLY HILLS,
a municipal corporation

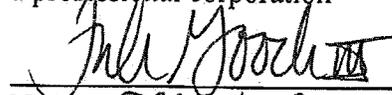
WILLIAM W. BRIEN, M.D.
Mayor of the City of Beverly Hills,
California

ATTEST:

BYRON POPE
City Clerk

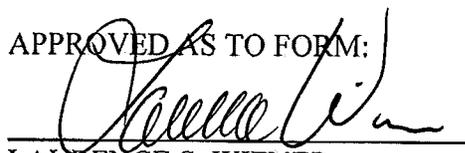
(SEAL)

GILCHRIST & RUTTER,
a professional corporation



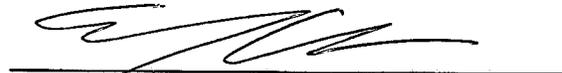
NAME FRANK GOEDEN
Title Shareholder, Vice President

APPROVED AS TO FORM:


LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY KOLIN
City Manager



KARL KIRKMAN
Risk Manager

EXHIBIT A

HOURLY RATES

| | |
|-----------------------------------|----------|
| Blended hourly rate for attorneys | \$450.00 |
| Paralegals | \$180.00 |

EXHIBIT B
CITY OF BEVERLY HILLS, CALIFORNIA
GUIDELINES FOR LEGAL SERVICES

These Guidelines for Legal Services are issued by the City of Beverly Hills, California (the “City”) and apply to all legal matters being handled for the City. These Guidelines for Legal Services continue in effect until modified or terminated by the City.

GENERAL EXPECTATIONS

The City expects all legal services providers to assist the City with timely and efficient problem resolution and reasonable avoidance of risk. We anticipate that this will require frequent telephonic and written communication regarding the status of all matters and timely notice of upcoming decision points. The City Council regularly meets on the first and third Tuesdays of each month. Information to be considered by the City Council is provided to the Council on the Friday preceding those meetings.

The City also requests adherence to the reporting and billing guidelines in the following pages. Nothing contained in these guidelines is intended to restrict counsel’s exercise of professional judgment in rendering legal services for the City. No prior approval is necessary for any specific activity where the circumstances are such that obtaining prior approval would jeopardize the effective representation of the City. In such case, the City should be advised as soon as possible after the activity.

Beverly Hills has adopted a legal billing compliance review program (the “Compliance Program”). Stuart, Maue, Mitchell & James, Ltd. (“Stuart Maue”) of St. Louis,

Missouri, may assist the City in implementing the Compliance Program, as set forth below and in the accompanying documents.

Counsel should direct any questions concerning the Compliance Program requirements, the Guidelines for Counsel, or Beverly Hills policies and procedures to:

Laurence S. Wiener, Esq.
Beverly Hills City Attorney
Beverly Hills City Hall
455 N. Rexford Drive, Suite 230
Beverly Hills, CA 90210
Telephone: 310-285-1055

FEES

We understand that your fees will be charged at the hourly rates set forth in your legal services agreement with the City. As provided in that agreement, each timekeeper assigned to a City matter and not otherwise approved in the legal services agreement to work on the matter, must be approved in writing in advance by providing to Mr. Wiener the timekeeper's name, position, and billing rate prior to beginning any billing activity, as well as an explanation of the need for the timekeeper to work on the matter.

Any third parties to be retained by your firm, such as expert witnesses, must be approved in advance by the City. Such approval shall be documented in the billing statements by including in the billing entry related to this approval the date of the authorization and the name of the person giving the authorization

COSTS AND EXPENSES

In general, the City expects that law firms and individual lawyers will take all reasonable steps to minimize the amount of costs and expenses charged in connection with a City legal matter. The City will reimburse a law firm for costs and expenses classified as reimbursable in the legal services agreement and actually incurred in connection with the matter, so long as they are: (1) appropriate for completing the matter; (2) competitive with other sources of the same product or services; (3) reasonable in amount; and (4) in accordance with the Fees, Costs, and Expenses Guidelines set forth in Attachment A.

BILLING FREQUENCY AND FORMAT

All counsel must bill all matters on a monthly basis, and all fees and expenses incurred during that month should be included on the invoice for that month. All invoices for the month should be submitted at one time as a single submission. Absent extraordinary circumstances, no billing entries from prior billing cycles or late billing entries will be accepted or considered. Exception will be made if the billing entry relates to goods or services provided by third-parties where the third-party invoices are not received in time to be included on a prior bill.

In order to facilitate prompt payment, law firms shall comply with these billing format requirements:

1. The firm must bill each matter with a separate invoice with the firm's own invoice number. (Invoice numbers must be unique as to each separate matter).

2. For each matter's invoice, the firm shall submit a cover page, which lists the following information:

(a) The title of the matter. For litigation matters this should include the claim number or the case number and the court in which the matter has been filed.

(b) The firm's name, address, telephone number, fax number, and e-mail.

(c) A summary and reconciliation displaying for each timekeeper the biller's name, firm identifier, position, rate, the total hours billed for that invoice, and the total fees billed for the invoice. (This may be included at the end of the invoice, rather than on the cover page.)

(d) The firm's assigned invoice number, the billing period, the total amount billed for that invoice, and the contact person for billing.

(e) If the invoice is a final bill, then the firm must prominently note that the invoice is final on the cover sheet (i.e., a "FINAL BILL" stamp may be used).

(f) The firm should carry forward any outstanding unpaid amount to the following invoice.

3. For each invoice, the firm must submit an itemized billing that includes for each fee entry:

(a) The date each task is performed.

(b) The firm identifier (e.g., initials or timekeeper number) of the timekeeper that performed each task.

(c) The hours billed for the task, reflecting the actual time spent on each activity.

(d) A clear description of the activity performed (block, group, or cluster billing is not acceptable and each task must be billed as a separate entry — embedded time is not allowed).

(e) Total fees billed for each entry.

4. For each invoice, the firm must submit an itemized billing that includes for each expense entry:

(a) The date that each expense was incurred.

(b) The firm identifier (e.g., initials or timekeeper number) of the timekeeper associated with the expense, if any.

(c) The number of units (e.g., number of copies, number of miles, etc.) associated with each expense.

(d) The rate at which the expense is billed (e.g., per-page rate for photocopies, or mileage rate for automobile travel).

(e) A clear description of the expense incurred.

(f) The total amount billed for each expense.

5. As noted above, certain billing tasks and expenses require the approval of the City. For billing entries for which such approval is required, the firm must include the name

or identifier of the approving person and the date of such approval in at least one task description relating to the authorized activity in each monthly submission. [Example: "Phone conference with J. Doe, accident reconstruction expert, re photographs of accident scene (expert retained per L. Wiener)]. Any such authorizations should be included at least once regarding activities that require authorization in each billing period's submitted invoices.

6. In addition to providing a hard copy of all invoices directly to the City of Beverly Hills, at the City Attorney's request, the firm must send one hard copy of all invoices for legal fees and expenses incurred in that month, together with the required supporting documentation, to the following address:

Beverly Hills Compliance Program
c/o Stuart Maue
3840 McKelvey Road
St. Louis, MO 63044

Firms must also provide an electronic version of the fee and expense entries included in each hard copy. The electronic version must be provided in the LEDES 1998B format. Information regarding the LEDES 1998B format, including a list of vendors who support the format, may be obtained directly from LEDES at www.ledes.org. The electronic version must be provided on diskette with the hard copy, or, if requested by City, may be provided as an attachment to an e-mail addressed to beverlyhills@smmj.com.

REPORTING OBLIGATIONS

The City expects to be kept closely involved with the progress of all matters. In general, the City should be kept apprised in writing of all significant developments in the case.

Copies of all legal memoranda and pleadings should be provided to the City unless otherwise directed. Please do not send copies of correspondence to other counsel, depositions, interrogatories, voluminous discovery documents, or other work product without the specific request of the City. The City Attorney may also request periodic conference calls regarding the status of any particular matter.

STAFFING

While there may be several attorneys working together on a case, the number of attorneys participating in any single event should be held to the minimum necessary to efficiently accomplish a task. During the course of the firm's engagement, it may be necessary or advisable to delegate various portions of the case to different firm attorneys, paralegals and law clerks. Subject to the prior approval of personnel as discussed above, the firm should exercise discretion in making such assignments. In any event, the City will not pay for the training of attorneys. The City expects that law firms will assign tasks among attorneys, paralegals and law clerks in a manner commensurate with the level of expertise required in the most cost effective manner possible. In this regard, the City expects that paralegals or law clerks are the appropriate timekeepers to be assigned to perform routine tasks including, but not limited to, drafting routine notices for depositions, subpoenas, medical authorizations, necessary deposition summaries, and routine discovery requests. Billing for such activities by attorneys will be adjusted so that the firm is compensated for these activities at the firm's paralegal rate.

BUDGETING

Please refer to Attachments D and E, which describe the initial litigation plan and budget work plan the City requires for significant pieces of litigation. A “significant piece of litigation” is litigation where attorney fees are expected to exceed \$50,000. In these cases, we expect that the overall litigation plan and budget be updated at 6-month intervals following completion of the initial 60-day budget plan.

BEVERLY HILLS APPROVAL

In any case, where approval of the City is required, absent written notice to the contrary, only Laurence S. Wiener, City Attorney, is authorized to give such approval for the City. When required by these guidelines, the billing entries should identify the person granting approval.

ATTACHMENT A

FEEES, COSTS. AND EXPENSES GUIDELINES

(1) Except as otherwise specifically provided in a legal services agreement, the City WILL reimburse the following fees, costs, and expenses:

- Fees incurred that are submitted in accordance with Attachment B—
Billing Guidelines.
- Filing fees and court costs, exclusive of costs related to penalties or sanctions imposed by a court due to the conduct of the law firm representing the City.
- Fees billed in connection with travel that are billed at the timekeeper's current approved rate. Fees may not be billed for travel between two different offices of your firm.
- Reasonable costs and expenses in connection with out-of-town travel (coach class air travel/standard size automobile rental/reasonable lodging and meals).
- Long distance telephone calls, courier charges or overnight delivery (unless such charges are caused by the law firm's delay in preparing materials), deposition costs, transcript costs, and expert witness fees, provided that they are charged at your firm's actual cost without markup.
- Photocopies at the rate of \$0.10 cents per copy. Entries must include the number of copies made.
- Long-distance toll charges associated with long distance facsimiles.

- Expenses associated with the use of LEXIS or WESTLAW provided that such services are being used only when necessary and in a cost-efficient manner. Any computer research is to be billed at actual cost without markup for overload. As most firms are billed for such services at a flat monthly rate, the City expects to be allocated a percentage share of such charge and not the vendor's time-use charge. Documentation to support the allocation will be required.

(2) Except as otherwise provided in a legal services agreement, Beverly Hills WILL NOT reimburse for any of the following:

- Conflict of interest checks; file opening charges; legal training; educating new or substitute attorneys; proofreading by more than one attorney; attempted telephone calls; local transportation or meals; laundry, dry cleaning, in-room movies, minibar charges, bar or alcohol charges, or other similar personal expenses associated with out-of-town travel; time spent at meals or social activities; time spent in preparing bills; file closing charges; specialty rates or premiums unless specifically agreed to in writing, in advance, by the City. Such approval is documented by stating in the billing entry the date of the authorization and the name of the person giving the authorization.

- Out-of-town travel between different locations of the same firm. The City's matter has been assigned to your firm at a specific location. Any decision to staff the matter with timekeepers from another location is considered a firm overhead expense. As such, the hours, fees, and expenses for such travel will not be compensated or reimbursed unless Beverly Hills provides separate approval.

- Office and professional overhead costs for items such as: office space or storage; office equipment or supplies; secretarial and clerical time; word processing; overtime charges (unless approved in advance by Beverly Hills in writing); telephone or ordinary postage charges; books, subscriptions, or educational materials; professional association or membership fees; and similar expenses.

- The City will not accept any charges for intraoffice conferences that are administrative or clerical in nature.

- The attendance of more than one attorney at an oral argument, deposition, trial, or any meeting is discouraged. However, the City recognizes that certain conditions may require the presence of more than one attorney. In such case, the prior approval of Beverly Hills is required. Such approval is documented by stating in the billing entry the date of the authorization and the name of the person giving the authorization.

There should be no standard minimum charges for services performed such as telephone calls or file review. Only the actual time expended should be charged. If research by attorneys or paralegals on a matter has application to other firm clients, the City should be billed only its proportionate share. The City should not be charged for routine legal research such as local practice rules or general research that the City expects counsel to fully know and understand. Legal research on matters of common knowledge for a reasonably experienced practitioner will be considered routine and will not be paid.

ATTACHMENT B
BILLING GUIDELINES

(1) Please refer to the “Recommended Billing Format” details set forth below and the attached sample statement. All billing statements must include the following:

- Identification of the matter.
- The billing period covered by the statement.
- **MONTHLY FEES** - For each item of work performed, the bill should include the date the work was performed; the identification of each attorney/paralegal/clerk (a “Service Provider”) who rendered the service; a narrative description of the work performed; the amount of time charged in 0.10-hour increments; the applicable hourly rate; and the total cost of that item of work.
- **MONTHLY FEES SUMMARY** - A summary showing the identification and level (e.g., partner, associate, paralegal) of each Service Provider, the aggregate hours billed, the applicable hourly rate, and the cost of work on the matter during the billing period.
- **MONTHLY COSTS AND EXPENSES** - Itemization of the total costs and expenses for the case during the billing period and the number of units of each item of expense.
- **CUMULATIVE FEES SUMMARY** - A summary showing the identification and level of each Service Provider, the aggregate hours billed, the applicable hourly rate, and the cost of work on the case from its inception.

- CUMULATIVE COSTS AND EXPENSES SUMMARY - Itemization of the total costs and expenses for the case from its inception.

NOTE: All time must be billed in increments of 1/10th of an hour.

(2) Attached is the recommended billing format for your review. While your bill can be formatted differently to accommodate your existing administrative systems, it must provide the foregoing information. The electronic copy of the fee and expense entries included in your invoices must be provided in the LEDES 1998B format unless alternative arrangements are authorized in writing.

RECOMMENDED BILLING FORMAT

EIFS Date: April 18, 1996

| Date | Attorney | Description | Time | Rate | Total Cost |
|---------|----------|---|-----------|-------|------------|
| 1/3/05 | JJM | Review file to prepare Answer to Interrogatories | .50/hrs. | \$100 | \$50.00 |
| 1/9/05 | KDC | Review Interrogatories from Plaintiff | .30/hrs. | \$35 | 10.50 |
| 1/11/05 | MMF | Trial preparation: draft Motion in limine | .60/hrs. | \$80 | 48.00 |
| 1/14/05 | JJM | Review Answer to our Motion in limine | .20/hrs. | \$100 | 20.00 |
| 1/20/05 | MMF | Research re allocation of damages for Motion in limine response (authorized by L. Weiner 1/16/05) | 1.30/hrs. | \$80 | 104.00 |
| 1/21/05 | MMF | Letter to client re: conference results | .10/hrs. | \$80 | 8.00 |

TIMEKEEPER SUMMARY - THIS BILL

| | Hours | Rate | Total |
|----------------|-------|-------|----------|
| JJM, Partner | .70 | \$100 | \$ 70.00 |
| MMF, Assistant | 2.00 | \$80 | 160.00 |
| KDC, Paralegal | .30 | \$35 | 10.50 |
| Total | 3.00 | | \$240.50 |

DISBURSEMENTS - THIS BILL

| | |
|--|---------------|
| Photocopies (17 copies) | \$2.55 |
| Long Distance (12/20/04 —215/555-1234) | \$2.70 |
| Total | <u>\$5.25</u> |

| | |
|---------------------|----------|
| TOTAL FEES | \$240.50 |
| TOTAL DISBURSEMENTS | 5.25 |
| TOTAL BILL | \$245.75 |

ATTACHMENT C

REPORTING GUIDELINES

(1) INITIAL PLAN: Beverly Hills requests an initial litigation plan and budget work plan within sixty (60) days of your receipt of the assignment of significant litigation, if any. Significant litigation shall include any case where attorney fees are expected to exceed \$50,000. The initial litigation plan should include the following information. Please refer to Attachment D for the related budget work plan requirements.

- Case Summary
- Incident Date (if applicable)
- Date answer filed
- Brief description of the case
- Plaintiffs claims/relief sought
- Principal factual and legal issues
- Other defendants
- Jurisdiction/judge/attorneys
- Proposed Litigation/Settlement Plan
- Identify the strengths and weaknesses of both plaintiff's and defendant's cases
- Identify litigation objectives
- Summarize the plan of action for achieving the litigation objectives
- If appropriate, describe a potential settlement plan and alternatives related thereto
- Proposed Plan of Work up to Pretrial
- Work directed to the initial pleadings

- Initial fact investigation
- Preliminary legal research
- Drafting responsive pleadings (answers, counterclaim, cross-claim, third party claim, etc.)
- Opponent's anticipated activity
- Discovery of facts
 - Interrogatories
 - Requests for Production/Admissions
 - Other written discovery
 - Deposition of fact and expert witnesses
 - Opponent's anticipated activity
- Anticipated third party discovery
- Anticipated role of consultants and expert witnesses
- Other legal research
- Possibility of Motion to Dismiss/Motion for Summary Judgment

ATTACHMENT D

PRELIMINARY LITIGATION BUDGET (IF ANY)

CASE ACTIVITY BUDGET FOR THE NEXT 6 MONTHS

Case Assessment, Development and Administration

Pretrial Pleadings and Motions

Discovery

Trial Preparation and Trial

Appeal

Expenses

Proposed Litigation Staffing:

NAME HOURLY RATE

Primary Attorney

Partner

Associate

Paralegal

ATTACHMENT E

PRETRIAL/TRIAL AND POSTTRIAL REPORTING

AND TRIAL BUDGET (IF ANY)

(1) PRETRIAL REPORT: The City requests a pretrial report at least forty-five (45) days prior to the trial date. The report should include the following information and counsel recommendations:

- Status of lawsuit
- Future discovery planned or to be completed prior to trial
- Explanation of overall defense strategy
- Damages alleged (injury, medical expenses, lost wage amount, disability, lien)
- Evaluation of the jurisdiction, judge and plaintiff attorney
- Evaluation of the City's exposure, including percentage chance of a defense verdict; potential adverse verdict amount; jury verdict potential at 100% liability; settlement value and recommended settlement amount, if any, prior to trial; and the status of settlement negotiations, if any
- Current demand for settlement and settlement authority requested, if any
- Estimated defense fees and costs through trial (see below)
- Counsel recommendations

CASE ACTIVITY BUDGET THROUGH TRIAL

Trial

Miscellaneous Work

Expert Witness Consulting Fees

Other Miscellaneous Costs and Expenses

Total Budget

(2) TRIAL REPORT: The City requires a daily report by telephone regarding the status of the trial. The report shall be provided to the City Attorney, unless otherwise directed by the City Attorney.

(3) POSTTRIAL REPORT: Beverly Hills requests a post-trial report within five (5) days after the conclusion of a trial. The report should include:

- A synopsis of the trial
- An appeal recommendation, if appropriate, which should include the issues and an opinion on the odds of prevailing on appeal

Estimated timeframe for the appeal process, if an appeal is recommended, and the associated legal fees and costs.