

RESOLUTION 21-94


**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, APPROVING THE LIMITED ENGAGEMENT OF
HOLLAND & KNIGHT AS SPECIAL COUNSEL TO THE CITY.**

BE IT RESOLVED that the appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Agreement between the City and Holland & Knight, LLP, relating to the performance of an internal City investigation, on the terms and at the hourly rates set forth in the engagement letter attached and presented to the Council today, draft dated February 15, 2021, with such changes, insertions or omissions as may be approved by the Mayor and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 25 day of February 2021.

CITY OF PANAMA CITY BEACH

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

Holland & Knight

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Michael E. Hantman
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February 15, 2021

VIA E-MAIL

The Honorable Mayor Mark Sheldon
City of Panama City Beach
17007 Panama City Beach Parkway
Panama City Beach, FL 32413
E-Mail: Mark.Sheldon@pcbfl.gov

Re: Engagement Letter

Dear Mr. Mayor:

Thank you for retaining Holland & Knight LLP to represent the City of Panama City Beach, Florida (the "City") in connection with conducting an internal investigation. Our engagement begins on the date a fully executed copy of this engagement letter is received by me. We look forward to serving your needs in this matter and to establishing a mutually satisfactory relationship.

The purpose of this letter is to confirm our engagement as counsel and to provide you certain information concerning our fees, billing and collection policies, and other terms that will govern our relationship. Although we do not wish to be overly formal in our relationship with you, we have found it a helpful practice to confirm with our clients the nature and terms of our representation.

Attached to this letter are our firm's standard terms of engagement. Please review these and let me know if you have any questions concerning our policies. As you will see, we have a policy of requiring an advance fee deposit with respect to the last billing for a particular matter, or if our relationship develops into an ongoing relationship, we credit portions of the advance deposit at appropriate times. Of course, if the advance fee deposit exceeds the amount of our bills, we refund the excess. In this case, we have determined that an initial deposit of \$5,000.00 is appropriate.

We agree to an hourly fee arrangement. I will be lead counsel on this matter, and my current billable hourly rate is \$730.00. I will however bill my time to the City at \$657.00 per hour, a 10% reduction. Any other attorneys or paralegals who provide assistance on this matter will be billed at their standard billable hourly rates minus 10%. In addition to our fees, our out-of-pocket costs will be billed to you monthly. You agree to pay our bills within 30 days of invoicing. Our monthly bills will be itemized and will show the lawyer, billing rate and description of services for each

The Honorable Mayor Mark Sheldon

February 15, 2021

Page 2

time entry. If at any time you would like to be provided more detailed information regarding our invoices or specific time entries, or if you have any other concerns regarding our invoices or services, we will be glad to address these with you.

If the terms described above and in the attached terms of engagement are satisfactory, please so indicate by signing and returning the enclosed copy of this letter.

We look forward to working with you to bring these matters to a successful conclusion.

Sincerely,

HOLLAND & KNIGHT LLP



Michael E. Hantman

Attachment

Approved this 16th day of February, 2021.

THE CITY OF PANAMA CITY BEACH, FLORIDA

Signature: 

Printed Name: MARK SHELDON

Title: ACTING CITY MANAGER