



**MINUTES  
CHARTER REVIEW ADVISORY BOARD  
501 HARRISON AVENUE  
EXECUTIVE CONFERENCE ROOM 236  
OCTOBER 23, 2025, 12:00 P.M.**

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1. Chairman Brandon Burg called the meeting to order.
2. Opening Prayer was led by Jonathan H. Hayes, City Manager.
3. The Pledge of Allegiance to the Flag was recited.
4. Roll Call.

City Clerk – Treasurer Janette Smith called the roll with the following members present: Chairman Brandon Burg, Ron Danzey, Brandon Henderson-Jansenius, and JP Ferreira. Cecile Scoon joined the meeting via videoconference at 12:08 p.m.

5. Approval of Minutes for the October 2, 2025, Charter Review Advisory Board meeting.

Mr. Danzey moved to approve the minutes for the September 4, 2025, Charter Review Advisory Board meeting. On a voice vote, all were in favor as presented. None opposed.

6. Staff Reports

The Board detailed alternative options for citizen participation in response to an email submitted as a staff report.

City Attorney, Nevin Zimmerman provided a review of the documents included in staff reports.

Attorney Caroline Smith provided a review of documents that were distributed at the meeting. (See Attachment A).

7. Audience Participation.

Brenda Lewis-Williams, 2748 Oak Hammock Drive, Panama City; and Daniel Schultz, 330 Mercedes Avenue, Panama City addressed the Board.

## 8. Chairman Burg's Discussion Items.

Mr. Burg commented that he has noticed that the Board is being well advertised and that the Board will be joining the City Commissioners at the Town Hall meeting on Saturday, November 1<sup>st</sup> at 8 a.m.

## 9. Article II Discussion – City Commission and Mayor-Commission.

Finalize preliminary recommendation(s) on the form of government.

Mr. Danzey motioned to affirm Article II, Section 13 as written. All were in favor. None opposed.

Mr. Zimmerman stated that his office will research the appropriate language to propose related to seating the Charter Review Advisory Board in conjunction with the constitutionally-mandated census results.

Mr. Ferreira moved to approve or adopt Article II, Section 14. All were in favor. None opposed.

There was consensus that the Civil Action language should remain in Article II, Section 15 and clarified that there will be single member district voting and that Commissioners are elected from each ward, by each ward and they must live in that ward.

Mr. Henderson-Jansenius motioned to adopt the Tallahassee methodology, moving the election to August. If there are two or more, runoff to November election. If there is a majority, there is no election in November, i.e. majority wins. Motion failed for lack of a second.

Ms. Scoon motioned to move the final election to November with the top two candidates from August moving to the November election. On a roll call vote, Mr. Henderson-Jansenius and Ms. Scoon voted "YEA". Mr. Danzey, Mr. Ferreira and Chairman Burg voted "NAY". The City Clerk certified the motion failed by a 2-3 vote.

Mr. Ferreira moved not to put the date of the election in the charter. Motion and second withdrawn.

Chairman Burg requested that the minutes reflect that the Board discussed election timing and the election process and will address these issues at the next meeting.

Mr. Ferreira recommended revision of Article II, Section 18. to extend the Mayor's term to four years. On a roll call vote, Mr. Henderson-Jansenius, Mr. Danzey, Mr. Ferreira, Ms. Scoon and Chairman Burg voted "YEA". "NAYS"- none. The City Clerk certified the motion passed by a 5-0 vote.

Term limits were discussed. On consensus, there is no recommendation to adopt term limits.

Ms. Scoon suggested that the Board allow voting remotely. There was consensus to allow members to vote from a remote location.

10. Article IV Discussion - Elections. – not addressed at this meeting.
11. Article VII Discussion – City Manager – not addressed at this meeting.
12. Article VIII Discussion – City Attorney – not addressed at this meeting.
13. Preparation for next meeting.

Finalize Article II to include Mayoral definition and authority and the duties and powers of the City Commission. Determine the election cycle for the Mayor.

Finalize Article IV. Elections - to include election timing and the election process.

14. Adjournment.

Mr. Ferreira motioned to adjourn. On a voice vote all were in favor. None opposed.

The meeting was adjourned at 2:29 p.m.