



MEMORANDUM

TO: **Mayor and City Commissioners**

FROM: **Janette Smith, CMC, CPA, City Clerk-Treasurer**

DATE: **October 16, 2025**

RE: **City Clerk-Treasurer's Duties and Responsibilities**

Background: As background information please be advised of the current roles and responsibilities of the City Clerk-Treasurer as follows:

City Clerk's Office

- Official Recordkeeper of the City maintaining all official City documents and records.
- Coordinates the preparation and/or review of agendas and minutes and legal advertisements and official public notice announcements
- Attends regular and special Commission meetings and records Commission actions (minutes); organizes and maintains records of minutes, ordinances, and resolutions
- Attests the Mayor's and/or Commissioner's signature(s) on official documents wherever required and maintains responsibility for the City Seal.
- Oversight and occasional input on public records requests, responses and disposals
- Responsible for assuring compliance with federal and State mandates. (Records Retention, Data Privacy, etc.).
- Liaison with the Bay County Supervisor of Elections for City elections and member of the canvassing board
- Administrative responsibility for the Charter Review Committee, Supplemental Retirement Plan and Trust for Designated General Employees, the Infrastructure Surtax Citizens' Committee and the Panama City Hurricane Disaster Relief Fund
- Ancillary services provided to other City Boards to include the Community Redevelopment Agency (CRA), the Downtown Improvement Board, the Planning and Zoning Board, Panama City Housing Authority, the Police and Firefighters' Pension Boards, and the Panama City Port Authority
- Development of Department policies and procedures
- Preparation and monitoring of the Department annual budget
- Responsible for the hiring and retention of two staff members
- Advises staff, peers and the City Commission on various subjects

Accounting/Payroll Division

- General oversight and management of the Division
- Daily cash flow analysis and investment portfolio maintenance
- Daily review and approval of journal entries – approximately 6,600 entries per fiscal year
- Daily accounting, compliance and financial reporting for:
 - The City of Panama City including 21 funds, hundreds of cost centers and thousands of general ledger accounts
 - The Community Redevelopment Agency including four Community Redevelopment areas
 - The Downtown Improvement Board
 - The Panama City Hurricane Disaster Relief Fund
 - Defined Pension Plans including the Supplemental Plan and Trust for Designated General Employees, Police and Firefighters' Pension Plans
- Weekly review and approval of all vendor invoices and payments
- Weekly update of loan portfolio including monthly statement reconciliation
- Weekly review of grant expenditures to ensure projects do not exceed grant award amounts and maintenance of loan draw-down schedules based on expenditures
- Weekly review of payroll withholdings including cafeteria plan payments, pension and other retirement plan contributions, payroll tax submissions, and wage garnishments
- Monthly preparation of financial statements and General Fund Balance Analysis for agenda presentation
- Monthly submission for newsletter financial update
- Quarterly calculation and payment of two merchant fee abatements
- Oversight of quarterly reporting for State and Local Fiscal Recovery Funds provided by the Federal Government through the American Rescue Plan Act
- Acts as the Program Manager for the Triumph Grant for Eastern Shipbuilding
- Annual Financial Statement audit preparation and administration, including review of the final Annual Comprehensive Financial Reports for the City of Panama City, the Community Redevelopment Agency, the Downtown Improvement Board and the Hurricane Disaster Relief Fund
- Obtains 80 hours of continuing professional education biennially required to maintain the Certified Public Accountant license including 8 hours per year of investment education as required by F.S. 218.415(14) and 4 hours of ethics training
- Development of Division policies and procedures
- Responsible for the hiring and retention of ten staff members
- Advises staff, peers and the City Commission on various subjects

Utility Billing and Customer Service Division

- General oversight and management of the Division
- Daily review and approval of account adjustments, cash receipts from on-line payments, lockbox payments and on-site payments
- Weekly review of billing and bank deposits
- Weekly review of the cut-off list and alerting City vendors and staff
- Monthly review of final billing, refunds and delinquent accounts
- Preparation and monitoring of the Division annual budget
- Responsible for the hiring and retention of ten staff members
- Development of Division policies and procedures
- Address customer complaints as needed
- Advises staff, peers and the City Commission on various subjects