



MINUTES
CHARTER REVIEW ADVISORY BOARD
501 HARRISON AVENUE
EXECUTIVE CONFERENCE ROOM 236
JANUARY 22, 2026, 12:00 P.M.

1. Chairman Brandon Burg called the meeting to order at 12:03.
2. Opening Prayer was led by Nevin J. Zimmerman, City Attorney.
3. The Pledge of Allegiance to the Flag was recited.
4. Roll Call.

City Clerk – Treasurer Janette Smith called the role with the following members present: Chairman Brandon Burg, Mr. Ron Danzey, Vice Chairman Brandon Henderson-Jansenius, Mr. JP Ferreira. Ms. Cecile Scoon arrived at 12:07 pm, prior to any business items being addressed.

5. Approval of the Minutes of the Charter Review Advisory Board for the January 8, 2026.

Vice Chairman Brandon Henderson-Jansenius moved to approve the minutes for January 8, 2026 Charter Review Advisory Board meeting. On a voice vote, all were in favor as presented. Chairman Brandon Burg abstained from voting as he did not attend the referenced meeting. None opposed.

6. Staff Reports

6a. Introduction to Governmental Accounting

City Clerk – Treasurer Janette Smith provided a presentation.

6b. City Clerk – Treasurer Duties and Responsibilities

A memo was included outlining the current duties and responsibilities of the City Clerk – Treasurer position.

6c. Code of Ordinance Sections

Code sections 2-3, 2-4, 2-25, 2-26, 2-27, 2-56 through 2-61, 2-79 through 2-91, 2-109 through 2-114, and Section 10 in its entirety were provided to the Board members for reference.

6d. Charter Officers' Contracts

The contracts were provided as requested by the Charter Review Advisory Board. Amendment 6 to the City Attorney's contract was provided. See Attachment A.

7. Audience Participation.

Brenda Lewis-Williams, 2748 Oak Hammock Drive, Panama City addressed the Board.

8. Article IV Discussion – Elections

To include Election Timing and the Election Process

The City Attorney provided information requested by the Board to include options for Municipal Election Procedures; Examples of City Manager provisions in other City Charters and suggested revised Panama City Charter language; revised Charter language for the City Attorney sections; and a chart summarizing salaries for elected officials and election data from various Florida counties. See Attachment B.

The City Manager provided a publication from the State of Florida Office of Economic and Demographic Research entitled “Salaries of Elected County Constitutional Officers and School District Officials for Fiscal Year 2024-25”. See Attachment C.

Brenda Lewis-Williams, 2748 Oak Hammock Drive, Panama City addressed the Board.

Mr. Ferreira moved to recommend option number three from the list provided by the City Attorney’s office. On a roll call vote, Chairman Burg, Vice Chairman Henderson-Jansenius, Mr. Ferreira, and Ms. Scoon voted “YEA”. Mr. Danzey voted “NAY”. The City Clerk certified the motion passed by a 4-1 vote.

The Board requested a working document of the changes and a red-lined version for each meeting.

Item 11 was relocated to Item 9.

9. Article XIII Discussion – City Clerk and Collector

The Board requested:

- Examples of Internal Auditor positions.
- Options for the City Clerk position and whether it is a Charter Officer.
- Revised Charter language similar to that of the City Manager and City Attorney. Recommendations from ICMA.
- A personal perspective on the City Clerk and Collector position from the current City Clerk-Treasurer.

10. Article VII Discussion on Revised Language – City Manager

The item wasn’t discussed.

11. Article VIII Discussion on Revised Language – City Attorney

The item wasn’t discussed.

12. Article V Discussion – City Officers, Employees and Departments Generally – not addressed at this meeting.

The item wasn't discussed.

13. Preparation for next meeting.

The Charter Review Advisory Board added a meeting on February 19, 2026 at 12.00 pm.

14. Adjournment.

Ms. Scoon motioned to adjourn. On a voice vote all were in favor. None opposed.

The meeting was adjourned at 2:10 p.m.