



City of Panama City, Florida
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**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.

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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.