



City of Panama City

AGENDA

CHARTER REVIEW ADVISORY BOARD

501 HARRISON AVENUE ROOM 236

EXECUTIVE CONFERENCE ROOM

JANUARY 22, 2026, 12:00 P.M.

1. **Call to order.**
2. **Opening Prayer.**
3. **Pledge of Allegiance to the Flag.**
4. **Roll Call.**
5. **Approval of the Minutes of the Charter Review Advisory Board for the January 8, 2026, meeting.**

Documents:

[1.8.2026 MINUTES CHARTER REVIEW ADVISORY BOARD.PDF](#)

6. **Staff Reports.**

6.a. **Introduction to Governmental Accounting.**

Documents:

[FINANCIAL PRESENTATION.PDF](#)

6.b. **City Clerk-Treasurer Duties and Responsibilities.**

Documents:

[MEMO CITY CLERK-TREASURER DUTIES.PDF](#)

6.c. **Code of Ordinances Sections.**

Documents:

[CODE OF ORDINANCES SECTIONS.PDF](#)

6.d. **Charter Officers' Contracts.**

Documents:

[CITY MANAGER CONTRACT JONATHAN H. HAYES 01.09.2024.PDF](#)
[CITY CLERK JANETTE SMITH EMPLOYMENT CONTRACT 04.27.2021.PDF](#)
[BURKE BLUE HUTCHISON WALTERS SMITH ATTORNEY PROFESSIONAL SERVICE AGREEMENT 04.09.2013.PDF](#)
[BURKE BLUE HUTCHISON WALTERS SMITH 1ST AMENDMENT AGREEMENT 03.11.2014.PDF](#)
[BURKE BLUE HUTCHISON WALTERS SMITH 2ND AMENDMENT AGREEMENT 10.24.2017.PDF](#)
[BURKE BLUE HUTCHISON WALTERS SMITH 3RD AMENDMENT AGREEMENT 10.23.2018.PDF](#)
[BURKE BLUE HUTCHISON WALTERS SMITH 4TH AMENDMENT AGREEMENT 08.25.20.PDF](#)
[FIFTH AMENDMENT CITY ATTORNEY PROFESSIONAL SERVICES AGREEMENT.PDF](#)

7. Audience Participation.

8. Article IV Discussion - Elections.

To include Election Timing and the Election Process.

[ARTICLE IV. - ELECTIONS | CODE OF ORDINANCES | PANAMA CITY, FL | MUNICODE LIBRARY](#)

9. Article VII Discussion on Revised Language – City Manager.

[ARTICLE VII. - CITY MANAGER | CODE OF ORDINANCES | PANAMA CITY, FL | MUNICODE LIBRARY](#)

10. Article VIII Discussion on Revised Language – City Attorney.

[ARTICLE VIII. - CITY ATTORNEY | Code of Ordinances | Panama City, FL | Municode Library](#)

11. Article XIII Discussion – City Clerk and Collector.

[ARTICLE XIII. - CITY CLERK AND COLLECTOR | Code of Ordinances | Panama City, FL | Municode Library](#)

12. Article V Discussion – City Officers, Employees and Departments Generally.

[ARTICLE V. - CITY OFFICERS, EMPLOYEES AND DEPARTMENTS GENERALLY | CODE OF ORDINANCES | PANAMA CITY, FL | MUNICODE LIBRARY](#)

13. Preparation for next meeting.

14. Adjournment.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the City's Human Resources Department by 5 pm on the Friday prior to the proceeding at telephone (850) 872-3009 for assistance.