

The City of Panama City, Florida

Invites your interest in the position of

CHIEF FINANCIAL OFFICER

City Charter Title City Clerk/Treasurer



LIFE IN PANAMA CITY

Its pleasant climate, fishing and water sports, arts and entertainment, and a pleasing small town environment for raising a family are often cited among the attributes that contribute to Panama City's attractive living environment.

The City of Panama City, Florida was incorporated on February 23, 1909. It covers approximately 34 square miles and is the county seat of Bay County. Located in the heart of the Florida Panhandle, Panama City is the largest city between Pensacola and Tallahassee.

Positioned on the north shores of the Gulf of Mexico and protected by an uninhabited barrier island, the calm waters and constant breezes of St. Andrews Bay have made Panama City an attractive living environment since its founding in the early 1800s. Panama City retains the charm and beauty of a sleepy fishing village, while still enjoying the amenities of a busy metropolis. It is known for its numerous commercial and recreational fishing vessels, sight-seeing boat tours, ever-expanding colleges and universities, thriving shipbuilding and paper mills industries, local chefs still harvesting the natural sea salts, authentic retail entrepreneurs, and the bustling Port of Panama City. Bordered by Tyndall Air Force Base and the Naval Activities Support Base, Panama City is a uniquely cultural mix of the arts, music, ecotourism, and technology.

With more than 200 acres dedicated to leisure activities, Panama City features two walking parks, a large sports complex, a dog park, seven waterfront parks and eight clubhouses available for meetings, parties and family events. With many miles of waterfront, Panama City is a boater's paradise.

Downtown Panama City serves as the area's art and theater district, anchored by the historic Martin Theatre and Marina Civic Center. Downtown is also home to the Panama City Center for the Arts and several private galleries. In addition to the Downtown area, Panama City encompasses a number of wonderful neighborhoods each with their own distinct character: Forest Park, Glenwood, the Cove, St. Andrews, and Millville are just a few.

Many companies and major employers make their headquarters or major facilities in Panama City, including Panama City Port, West Rock, Kraton Chemical, Eastern Shipbuilding, Berg Steel Pipe Corp., Suzuki, Jellyfish Health, and NantHealth to name a few.

Panama City is dedicated to educating the next generation of skilled employees through its high-achieving public schools, numerous private schools and charter academies, Gulf Coast State College, Florida State University's Panama City campus, Troy University's Panama City campus and Tom P. Haney Technical Center.

Northwest Florida Beaches International Airport (ECP) is one of the newest airports in the United States. ECP is one of the most popular transportation choices for travelers. The airport services flights from American Airlines, Delta Air Lines, Southwest Airlines and United Airlines. ECP offers more than 650 one-stop destinations and international connections in Atlanta, Austin, Baltimore, Charlotte, Chicago, Dallas, Denver, Houston, Nashville, and St. Louis.

The City has a median household income of \$41,161 and a median home price of \$153,600.

Additional information about Panama City is available at www.pcgov.org

GOVERNANCE AND ORGANIZATION

Panama City has a commission-manager form of government that provides a full range of municipal services including general government, public safety, public improvements, planning and zoning, and related general and administrative services. In addition, the City operates three enterprise activities — water and sewer, solid waste, and marina. The City's 2020 Fiscal Year total budget is \$118,250,732 of which \$45,808,555 comprises the General Fund.

Policy-making and legislative authority are vested in a City Commission comprised of the mayor and four commission members. The City Commission is responsible among other things for passing ordinances, adopting the budget, appointing committees, and hiring the City's Manager, Clerk/Treasurer and City Attorney. The Mayor and City Commission-

ers are elected on a nonpartisan basis. The Mayor is elected at-large to a two-year term and the Commissioners are elected from wards and serve four-year staggered terms. The next Municipal Election will be held in April 2021.

Although the City of Panama City continues to be financially sound, the City was hard-hit by Hurricane Michael and is suffering the COVID-19 economic impact. Local business activities have declined. City officials are closely monitoring these conditions and are committed to working with community groups to attract businesses and tourists to Panama City.

ABOUT THE POSITION

The City Clerk/Treasurer is a Charter-established position which is appointed by the Mayor and City Commission and reports to the City Manager day-to-day. The position functions as the City's Chief Financial Officer (CFO). In this capacity, the CFO is responsible for directing the functions of City Clerk, Finance, and Utility Billing. The Fiscal Year 2020 budget for the CFO is \$1,017,543. The Office has 20 authorized full-time positions.

Essential Duties Include:

- Ensuring that the finances of the City are audit-ready at all times,
- Ensuring that information in financial reports is credible and correct,
- Ensuring that proper money-handling procedures are in place,
- Developing various financial reports as required by statutes, grants, regulatory bodies, etc. and/or otherwise as directed,
- Managing investments, bonds, debt, and pensions,

PANAMA CITY COMMISSION	
Greg Brudnicki	Mayor (At-Large)
Jenna Flint Haligas	Ward I
Kenneth Brown	Ward II
Billy Rader	Word III
Mike Nichols	Word IV



- Serving as the liaison for all pension boards,
- Consulting with financial advisors and bond council,
- Recommending best courses of action for the City's fiscal future,
- Acting as the Public Records Custodian and maintaining the City's public records,
- Providing clerical support for the City Commission as well as to several appointed boards, commissions, and committees,
- Administering the oath of office to new City officers and employees working with the Bay County Supervisor of Elections,
- Preparing City issues for the ballot,
- Providing administrative support including information, various financial and other reports and communications, meeting support, telephone and travel support, etc., as necessary to ensure that the Commission members are kept informed and advised relating to their roles on the City Commission.

CHALLENGES AND OPPORTUNITIES

- The City of Panama City is recovering and rebuilding from catastrophic damage caused by Hurricane Michael. The Category 5 hurricane made landfall in Bay County on October 10, 2018. The City Clerk/Treasurer manages the accounting and auditing of millions of dollars of state and federal funding in regards to FEMA reimbursements, FEMA projects, housing assistance programs, and the hazard mitigation grant program.
- The City secured a \$75 Million line-of-credit to help pay for recovery expenses while seeking FEMA reimbursement. The City Clerk/Treasurer is responsible for oversight of these funds. In addition, the City Clerk/Treasurer must continuously monitor the cash flow to be able to recommend and anticipate future funding needs.
- Due to the financial impacts of the COVID-19 pandemic, the City Clerk/Treasurer must work closely with the City's financial advisor to manage cash and investments.
- Modernize Utility Billing through implementation of automated kiosks and innovative software solutions.
- Modernize accounting through implementation of more efficient processes and utilize industry best practices.

IDEAL CANDIDATE

The City Commission seeks a new City Clerk/Treasurer with a solid record of leadership and excellent communication skills in an organization where they have demonstrated an ability to manage the organization's finances including monetary transactions, treasury, financial reports, accounting and audits, investment portfolio, pension funds, etc.

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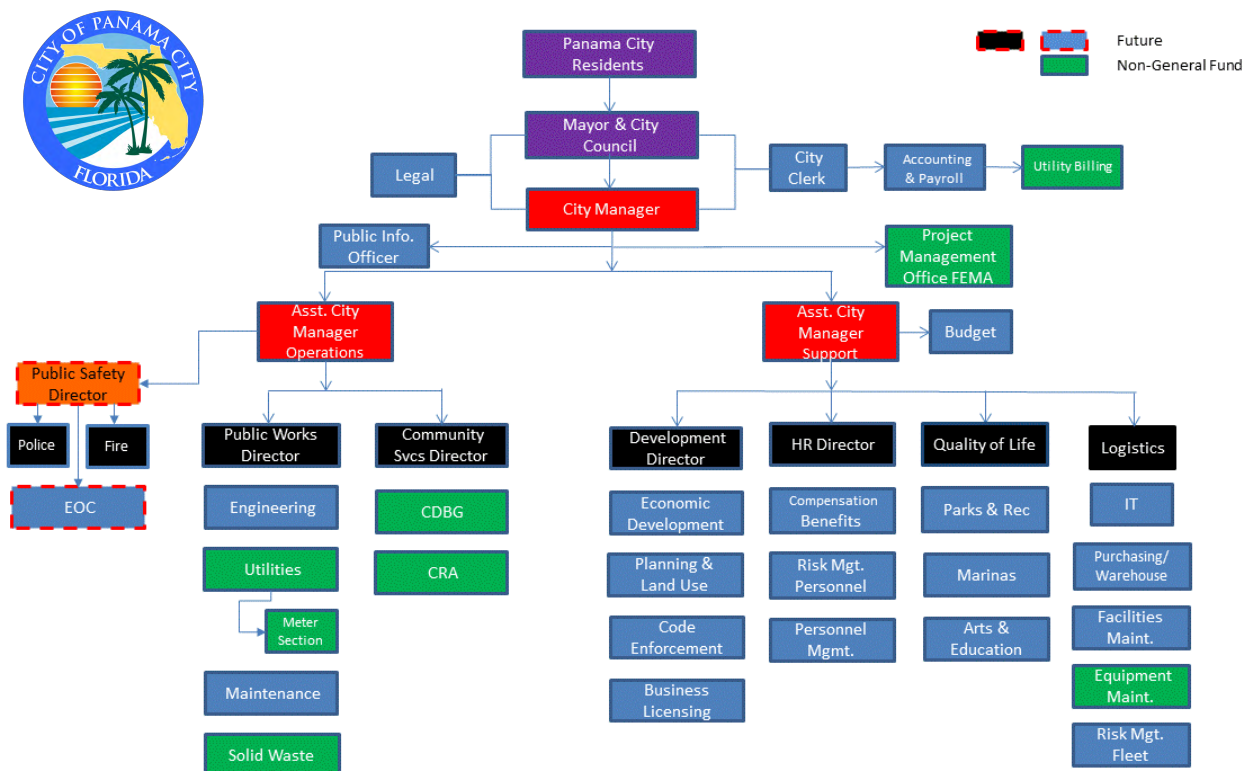
***Panama City's Goal is to be
the Premier City in the
Florida Panhandle***

***The City is Focused on the
Following Major Four Lines of
Effort:***

- ◆ *Safety and Security for All*
- ◆ *Infrastructure*
- ◆ *Economy*
- ◆ *Quality of Life*

City of Panama City, Florida

Organizational Chart

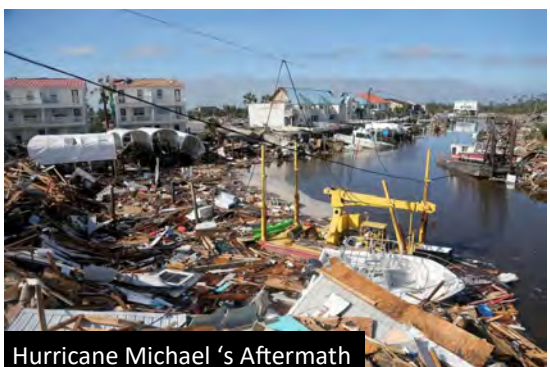


The ideal candidate has the following qualities and skills:

- Recognizes this is an executive level position requiring significant independence and a strong work ethic. The Clerk/Treasurer is expected to foster proper and respectful working relationships with the other charter officers (City Manager and City Attorney), to work productively and cooperatively with the other Directors and employees of the municipality, to attend regular and special-called City Commission meetings, Pension Board, and other boards and/or committee meetings as required or directed. Demonstrates the ability to recommend new or propose revisions to current processes to take advantage of new information, statutes, regulations, processes, technology, etc., to improve the City's financial/fiduciary and money handling requirements, as well as regulatory, auditing or other related administrative processes related to the role of the Clerk/Treasurer both internally and externally.
- Has good interpersonal skills and must be able to communicate effectively verbally and in-writing with members of Commission, other staff, other governmental and non-governmental agencies and businesses, the media and the general public including providing pertinent information in a timely manner as required or requested.
- Has excellent management skills and is a people person. The candidate has the ability to hire great staff, empower them to do their jobs and build a cohesive team.
- Has a track record in providing excellent customer service. The candidate knows how to treat customers fairly and how to work with the customer and the community to resolve concerns and issues while working within the confines of various financial or statutory rules and/or regulations to ensure a fair, consistent and satisfactory outcome for the municipality as well as the customer.
- Is "up-to-date" on new and/or advanced technological products, programs, and processes, etc., that will ensure effective administrative and/or financial record keeping, money handling, reporting and auditing for the organization for the present and into the future.

COMPENSATION AND BENEFITS

Beginning pay for the new Clerk/Treasurer will be competitive and negotiable. An excellent benefits package is provided which includes the City's six-year vesting retirement program as well as an additional six-year vesting senior management pension program. City residency is not required and the Commission is prepared to pay reasonable and customary moving expenses.



Hurricane Michael 's Aftermath



TO APPLY

The recruitment will remain open until filled. The City is anxious to fill the position. Interested parties are encouraged to e-mail a detailed resume with a cover letter and current salary immediately to:



Robert E. Slavin or Barbara Lipscomb
SLAVIN MANAGEMENT CONSULTANTS

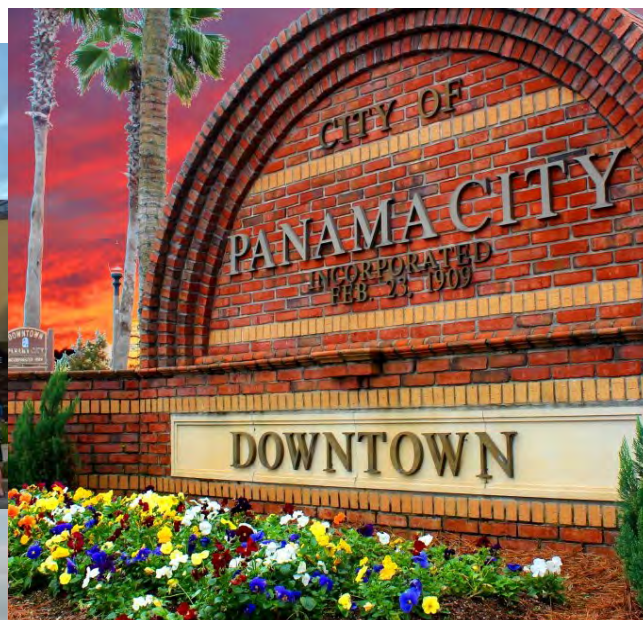
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