



COMMISSION INFORMATION

NOTE: This highlights a *minimum* of the information contained in the referenced documents and is intended only as an aide to give you a sketch of some of your duties as Commissioner and interaction with the department heads. We are here to help you in any way we can.

Alexis A. Silcox, CMC
City Clerk

MEETINGS:	Workshop: 6:00 pm, 2 nd Monday of each month, <i>scheduled as needed</i> Regular: 6:00 pm, 3 rd Monday of each month
ATTENDANCE:	<i>“The office of any member of the Commission shall be forfeited if the member (1) fails to attend three consecutive regular meetings of the Commission unless such absence is excused by the Commission; or (2) fails to attend four regular meetings during a 12-month period whether excused or not. If any member ceases to be domiciled in the City of Belleair Bluffs, there shall be an immediate vacancy in that office.” (Charter C3.03(b))</i>
AGENDAS:	Agenda packets for the regular Commission meetings are prepared by the City Clerk’s office. Items for the agenda are due to the City Clerk in the week preceding each meeting. Final approval of items to be placed on the agenda is by the mayor. If an item comes to the attention of a Commissioner after publication of an agenda, but which must be acted upon at the meeting due to time constraints, it can be brought up under “ Other .” However, if there is enough time prior to the meeting but after the agenda is distributed, it is helpful to all if it is brought to the City Clerk so the information can be copied for all Commissioners and interested persons prior to the meeting.
COMPENSATION:	The mayor receives \$500.00 per month, each Commissioner receives \$400.00 per month and if the mayor is unavailable to serve due to incapacity or absence from the city, the Vice Mayor shall be paid equal to that of the mayor on a pro rata basis.
MILEAGE ALLOWANCE:	Mileage for travel for city business will be reimbursed at the amount allowable by Florida Statutes. Request a “travel reimbursement” form from the City Clerk’s office. See Ordinance 2021-03.
VICE MAYOR:	The City Commission selects from its members a Vice Mayor annually at the first regular meeting of the commission following the city election. The Vice Mayor acts as Mayor during the absence or inability of the mayor to perform the duties of that office. (Charter C4.02.)
COMMISSION LIAISON ASSIGNMENTS:	Said Commission liaison assignments shall be subject to the following assignment procedures and terms of office: (1) Commission liaison assignments will be discussed at the work session immediately following the regular city election in March of each year. In the event of a vacancy in office, the Commission liaison assignment for the newly elected or appointed Commissioner shall be discussed at the work session immediately following such appointment or election.

	<p>(2) Nominations for Commission liaison assignments will be made by the mayor and confirmed by the City Commission. Commission liaison assignments will be for a period not exceeding one year. The same Commissioner will not be assigned the same department or subject for more than two consecutive years.</p> <p>(3) The Commission liaison assignment is to assist the City Commission in making appropriate budget allocations for each city department. An additional purpose of such Commission liaison assignments is the education of individual Commissioners as to the functioning of the various city departments. (Code 20-3A.)</p> <p>The Commission liaison assignment does not grant unto the Commissioner receiving such assignment any supervisory or administrative duties regarding such department, and this assignment shall not give a Commissioner the right to direct city employees, except for the City Administrator, in the execution of their duties or work that will be accomplished. (Code 20-3B.)</p>
CITY POLICIES:	<p>Each Commissioner will review a copy of the Code of the City of Belleair Bluffs, Resolutions 2015-02 adopting Rules of Procedure for the Commission, Resolution 2010-09 Requiring Training for Newly Elected Officials and 2009-03 adopting Purchasing Procedures. The City Administration department pays bills. All invoices are reviewed and approved by the respective Supervisor and must then be approved by the Commissioner liaison for that department. It is suggested you meet with the City Administrator to discuss any of the invoices.</p>
BUDGETS / FINANCIALS	<p>Budgets are prepared by each respective Supervisor beginning in June each year, presented to the City Administrator to assemble into a total budget, and presented to the Commission for review and adoption after proper public hearings and review by the Finance Review Committee in September. A six-month budget review is scheduled for each April workshop.</p> <p>Monthly financials are prepared at the end of each month and distributed to each Commissioner.</p> <p>An outside audit of the city's financial activities and status is conducted each year after the close of the fiscal year (September 30th) and presented to the Commission.</p>