



**CITY OF
BELLEAIR BLUFFS**

2747 Sunset Boulevard
Belleair Bluffs, Florida 33770
Tel. (727) 584-2151
www.belleairbluffs.org

Mayor:
Chris Arbutine Sr.

Commissioners:
Joseph A. Barkley, III
Karen Rafferty
Suzy Sofer

City Administrator
Debra Sullivan

City Clerk
Alexis A. Silcox, CMC

Supervisor of Public Works
Russ Schmader

City Attorney
Thomas J. Trask, Esq.

NOTICE TO INTERESTED COMMISSION APPLICANTS

There is one open seat for the term of March 2024 – March 2026

Any interested parties are asked to review the appointment process below and submit the application and supporting documents by March 11th at 4pm for consideration.

Per the City Charter, Filling of vacancies. A vacancy on the City Commission, including the mayor, shall be filled by appointment by the majority of the remaining members of the City Commission for the remainder of that term Sec. C3.03(c).

Appointment Process to Fill Open Commission Seat

Application Period: February 26th at 9am – March 11th at 4pm

March 11th at 6pm – applications will be submitted to the Commission for review.

March 25th at 6pm – applicants must be present to address the Commission and public for introductions and a question-and-answer session prior to the Commission approval.

The procedure set forth below will be followed at the **March 25, 2024**, meeting:

- 1) Five (5) minute introduction by each applicant (*alphabetical order*).
- 2) Ten (10) minute question-and-answer period for each applicant by Commission members. Mayor may extend the 10-minute period at the request of any Commission member.
- 3) Three (3) minute follow-up comments by the applicants.
- 4) When the question-and-answer sessions for all the applicants have been completed, the Mayor will open the floor for public comments (5-minute time limit per speaker). Only comments will be received regarding the applicants. The public will not be allowed to question the applicants.
- 5) The Commission will vote by ballot to appoint an applicant. An applicant must be approved by a majority of the 4 Commission members. As a 4-member Commission, 2 nay and 2 yea bring forth a negative vote, therefore a majority would be 3 members of the Commission.
- 6) The applicant that has been chosen will be sworn in by the City Clerk.
- 7) If no applicant is chosen, this process will be repeated each month until a qualified candidate is chosen by a majority of the Commission.



CITY OF BELLEAIR BLUFFS
APPLICATION FOR CONSIDERATION OF CITY COMMISSION APPOINTMENT
(Commissioners must be residents of the City of Belleair Bluffs)

PLEASE PROVIDE A ONE-PAGE RESUME WITH THIS APPLICATION

PERSONAL INFORMATION:

Name: _____

Home Address: _____

E-mail Address: _____

Phone: _____ Cell: _____

How long have you been a resident of Belleair Bluffs? _____ Are you a registered voter in the City? _____

EMPLOYMENT:

Employer: (Name/Address) _____

Occupation: _____

If retired, former occupation: _____

EDUCATION/EXPERIENCE:

Degree(s) Received: _____ School/College: _____

Volunteer Experience/Community Service/Other Applicable Experience:

Please note active membership on any other boards/committees/non-profit organizations: (Note dates/name of organization/title, if applicable.)

BOARD EXPERIENCE:

1. Have you ever been a member of a city board? YES _____ NO _____

If yes, please specify: _____

Board

Dates of Service

Board

Dates of Service

2. What is your understanding of the Commission duties and responsibilities? _____

3. What background and/or qualifications do you have that you feel would qualify you to serve?

4. What do you hope to accomplish by serving? _____

5. What do you feel is the most pressing issue facing the city? _____

6. Describe ways you have contributed or will contribute to the community? _____

7. Please provide any additional information you feel would be useful in considering your application.

Commission members make recommendations and decisions that affect the entire community.

8. Do you foresee conflicts of interest with any of your current employment or civic positions?

Yes (Please explain) No

9. When making recommendations and decisions do you feel you could be impartial and base your decision on the overall need and benefit of the Community?

Yes No (Please explain)

10. Have you represented any other private person, group, or entity for compensation before the City Commission or any board/committee of the City within the last two years?

Yes (Please explain) No

11. Do you, your spouse, or your employer have any financial interest, directly or indirectly, in any contracts with the City?

Yes (Please explain) No

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Please Note: Any information given on this application is subject to the Public Records Law of Florida

Please review the attached "If You Are Elected" brochure to fully understand the expectations, duties, and obligations of an elected official.

Note: Elected Official Positions require at least one-year Belleair Bluffs residency; this application must be accompanied by a copy of the following:

- Current voter registration card within city limits
- Valid current Florida Drivers' License issued to an address within city limits.

Form 6 - Statement of Financial Interests must be completed and verification submitted to the City Clerk.

I hereby apply for appointment to the vacant City Commission seat and file this statement of candidacy. I declare that I meet all requirements to hold said office and that I agree to serve if appointed.

Signature: _____ Date: _____

Received by: _____ Date: _____

**APPLICATIONS MUST BE SUBMITTED TO THE OFFICE OF THE CITY CLERK
NO LATER THAN 4:00 P.M. ON MARCH 11, 2024.**

**Please return completed form and resume to:
asilcox@belleairbluffs-fl.gov**

**City of Belleair Bluffs
Attn: City Clerk
2747 Sunset Blvd.
Belleair Bluffs, FL 33770**

727-584-2151