



City of Palm Coast
Agenda
CITY COUNCIL SPECIAL
MEETING

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Mayor David Alfin
Vice Mayor Eddie Branquinho
Council Member Ed Danko
Council Member Nick Klufas

Tuesday, March 22, 2022

9:00 AM

COMMUNITY WING

City Staff

Denise Bevan, City Manager

Neysa Borkert, City Attorney

Virginia A. Smith, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- City Council Meetings are streamed live on YouTube at <https://www.youtube.com/user/PalmCoastGovTV/live>.
- All pagers and cell phones are to remain OFF while City Council is in session.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG

C. ROLL CALL

D. RESOLUTION

- 1. RESOLUTION 2022-XX APPROVING THE NEWLY APPOINTED CITY MANAGER'S CONTRACT**

E. APPOINTMENT TO VACANT SEAT DISTRICT 2

- 2. APPOINTMENT OF THE VACANT DISTRICT 2 SEAT**

F. OATH OF OFFICE

- 3. OATH OF OFFICE OF NEWLY APPOINTED COUNCIL MEMBER TO DISTRICT 2 VACANT**

SEAT FOR THE LIMITED TERM TO NOVEMBER 2022

G. ADJOURNMENT

City of Palm Coast, Florida Agenda Item

Agenda Date : MARCH 22, 2022

Department CITY MAYOR AND COUNCIL	Amount
Division	Account
	#
Subject RESOLUTION 2022-XX APPROVING THE CITY MANAGER'S CONTRACT WITH MS. DENISE BEVAN	
Presenter : MAYOR AND CITY COUNCIL	
Background : At the February 15, 2022 Business Meeting, the City Council voted unanimously to appoint Ms. Denise Bevan as the new City Manager. Ms. Bevan accepted. City Council approved the City Attorney, the City Clerk, and Mayor Alfin (as the Council liaison) to negotiate the terms of the contract to be brought back to Council for consideration at a future business meeting. Attached for Council reference is a salary comparison chart from the Florida League of Cities and the draft contract negotiated with Ms. Bevan.	
Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING THE CITY MANAGER'S CONTRACT WITH MS. DENISE BEVAN	

Municipality	County	Region	Form of Government	2019 Population	Survey Respondent?	What is your municipality's current annual salary for the position of mayor?	What is your municipality's current annual salary for the position of commissioner/councilperson?	If applicable, what is your municipality's current annual salary for the position of manager?
Homestead	Miami-Dade	Southeast	Council-Manager	76,236	1	\$6,000.00	\$4,800.00	\$200,000.00
Boynton Beach	Palm Beach	Southeast	Council-Manager	77,696	1	\$23,823.00	\$19,853.00	\$235,000.00
Deerfield Beach	Broward	Southeast	Council-Manager	79,497	1	\$38,500.00	\$32,132.00	\$200,000.00
Melbourne	Brevard	Central	Council-Manager	83,349	1	\$10,350.00	\$7,475.00	\$189,680.00
Largo	Pinellas	Central	Council-Manager	83,737	1			
Palm Coast	Flagler	Central	Council-Manager	86,768	1	\$11,400.00	\$9,600.00	\$145,000.00
Fort Myers	Lee	Southwest	Council-Manager	87,871	1	\$42,411.20	\$32,635.20	\$205,253.40
Plantation	Broward	Southeast	Council-Strong Mayor	90,354	1	\$123,481.00	\$31,397.00	
Deltona	Volusia	Central	Council-Manager	91,520	1	\$14,187.42	\$10,520.38	\$150,001.28
Sunrise	Broward	Southeast	Council-Manager	93,365	1	\$47,352.00	\$47,352.00	\$216,011.00
Miami Beach	Miami-Dade	Southeast	Council-Manager	93,988	0			
Boca Raton	Palm Beach	Southeast	Council-Manager	94,488	1	\$38,000.00	\$28,000.00	\$281,255.00
Davie	Broward	Southeast	Council-Manager	104,249	1	\$12,828.00	\$12,828.00	\$258,000.00
Lakeland	Polk	Central	Council-Manager	107,552	1	\$44,599.00	\$29,733.00	\$214,271.00
Pompano Beach	Broward	Southeast	Council-Manager	112,058	1	\$40,216.80	\$37,535.47	\$262,159.04
Miami Gardens	Miami-Dade	Southeast	Council-Manager	114,284	0			
West Palm Beach	Palm Beach	Southeast	Council-Strong Mayor	115,176	1	\$150,000.00	\$35,000.00	\$249,000.00
Palm Bay	Brevard	Central	Council-Manager	115,322	1	\$23,145.00	\$11,572.00	\$165,000.00
Clearwater	Pinellas	Central	Council-Manager	116,585	1	\$28,097.00	\$23,414.00	\$209,753.00
Coral Springs	Broward	Southeast	Council-Manager	129,067	1	\$23,501.17	\$18,800.46	\$228,093.50
Gainesville	Alachua	Northeast	Council-Manager	133,068	1	\$44,209.91	\$34,736.22	\$255,000.00
Miramar	Broward	Southeast	Council-Manager	138,837	1	\$43,411.00	\$34,175.00	\$225,000.00

Total:			21,208,589	2,225,067	20	\$765,512.50	\$461,558.73	\$3,888,477.22
Percentage:			statewide population	10.5%	91%			
Average:			10,469,162			\$40,290.13	\$24,292.56	\$216,026.51
Median:			unincorporated popl.			\$38,000.00	\$28,000.00	\$215,141.00

Florida:	21,208,589
Incorporated:	10,739,427
Unincorporated:	10,469,162

Population Data: University of Florida, Bureau of Economic and Business Resesarch, April 2019 Estimates
Note: revenue & expenditure data for Altha, Esto, Gretna, Hampton and Lazy Lake were not yet available.

RESOLUTION 2022-____
CITY MANAGER CONTRACT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF THE CONTRACT WITH DENISE BEVAN FOR CITY MANAGER; AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT; PROVIDING FOR SEVERABILITY, PROVIDING FOR CONFLICTS, PROVIDING FOR IMPLEMENTING ACTIONS, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, at the February 15, 2022 Business Meeting, City Council selected Ms. Denise Bevan as the City Manager of the City of Palm Coast; and

WHEREAS, Ms. Denise Bevan desires to enter into a contract with the City of Palm Coast to be the City Manager; and

WHEREAS, City Council of the City of Palm Coast desires to enter into a contract with Ms. Denise Bevan as the City Manager.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY OF PALM COAST, FLORIDA:

SECTION 1. APPROVAL OF CONTRACT. The City Council of the City of Palm Coast hereby approves the terms and conditions of the contract with Ms. Denise Bevan, as the City Manager, as attached hereto and incorporated herein as reference by Exhibit “A.”

SECTION 2. AUTHORIZATION TO EXECUTE. The Mayor is hereby authorized to execute the necessary documents.

SECTION 3. SEVERABILITY. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. IMPLEMENTING ACTIONS. The City Mayor is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on the 22nd day of March 2022.

ATTEST:

CITY OF PALM COAST

VIRGINIA A. SMITH, CITY CLERK

DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

NEYSA BORKERT, CITY ATTORNEY

Attachment: Exhibit A-Bevan Contract

PALM COAST CITY MANAGER
EMPLOYMENT AGREEMENT

THIS PALM COAST CITY MANAGER EMPLOYMENT AGREEMENT, hereinafter referred to as "Agreement", is made and entered into on the 22nd day of March, 2022, by and between the **CITY OF PALM COAST**, a municipality and political subdivision of the State of Florida, by and through its City Council, hereinafter referred to as "City", and, **Denise Bevan**, hereinafter referred to as "City Manager", both of whom constitute the "Parties" hereto.

WITNESSETH:

WHEREAS, the City is desirous of obtaining the employment of Denise Bevan as its City Manager upon the terms and conditions, and with the compensation and benefits, set forth in this Agreement; and

WHEREAS, Denise Bevan has indicated her willingness to accept the responsibilities and render specific performance to the City as City Manager; and

WHEREAS, both Parties understand that it is mutually beneficial to have a contract of employment between the City and the City Manager setting forth agreements and understandings which: (1) provide the inducement for Denise Bevan to accept the job of City Manager, (2) make possible full work productivity by assuring Denise Bevan's morale and peace of mind with respect to future security, and (3) provide a just means for terminating the City Manager's services at such time as the City may desire to terminate her employment.

NOW, THEREFORE, in consideration of the mutual covenants and promises which the Parties set forth below, the City and the City Manager agree as follows:

1. **EMPLOYMENT OF CITY MANAGER.** The City hereby employs Denise Bevan as its City Manager and Denise Bevan hereby accepts such employment upon the terms and conditions set forth herein. Denise Bevan is a current resident of Palm Coast, as required by Article V, Section 2(b) of the City of Palm Coast Charter.
2. **TERM OF AGREEMENT.** The term of the City Manager's employment is indefinite subject to the conditions herein.
3. **EFFECTIVE DATE.** The effective date of this Agreement is March 22, 2022.
4. **DUTIES.** The City Manager will perform all duties normal and customary for the position of a City Manager, plus all duties imposed on her by the City's Charter, applicable laws, ordinances, regulations, policies of the City Council, and all other proper and legally permissible duties as she may be directed to perform by the City

Council. The City Manager agrees to perform the functions of her office in a loyal, efficient, competent and professional manner at all times.

5. **COMPENSATION.**

- a. Beginning March 22, 2022, the City Manager shall receive an annual salary of \$175,000.00 ("Base Salary") which shall be paid in accordance with the City's pay schedule for all employees. Annual adjustments will be in accordance with the annual performance review as stated in Paragraph 9.
- b. The City will contribute, immediately upon employment, on a per payroll basis, to the City's Defined Contribution compensation plan 401(a), for so long as the City Manager is employed by the City, a sum equal to seventeen percent (17%) of the City Manager's base salary, in accordance with the plan documents, as may be amended from time to time, not to exceed the maximum allowable by law. The City Manager shall be 100% vested in all funds contributed to the 401(a).
- c. In addition to the 401(a) plan, the City offers a 457(b) deferred compensation plan and provides for a 2% match of an employee's contribution provided the employee contributes a minimum of 2% of their salary. The City's retirement plans will be administered in accordance with the plan documents. In the event of a conflict between this Agreement and the plan documents, the plan documents shall govern.
- d. The City Manager's compensation shall include a monthly car allowance of \$500.
- e. The City Manager shall be provided a data/phone device or stipend, as may be amended from time to time in accordance with City policy.
- f. Beginning on October 1, 2022, the City Manager shall receive annual cost of living increases at the same times and in the same percentage as other City of Palm Coast employees receive for the term of this Agreement. Further, the City Manager shall receive merit increases consistent with those approved by the City Council for City of Palm Coast employees generally.

6. **BENEFITS.** City Manager shall receive and continue to be eligible for the City's group health and benefits program (the Plan) at the benefit levels as the Assistant City Manager and other City department heads as provided by the City's Personnel Policies and Procedures, the Charter, or City ordinances. The Plan currently includes medical/health insurance plan, short-term disability, long-term disability, dental, life insurance, and vision insurance. The City agrees to pay the full premiums for the City

Manager and her eligible dependents. Workers' compensation coverage is currently effective and shall remain so until termination of this Agreement. In the event of a conflict between this Agreement and the Plan or respective plan documents, the Plan and plan documents, as may be amended from time to time, shall govern.

- a. Vacation leave shall continue to accrue, on a per pay period basis, as other City department heads as provided by the City's Personnel Policies and Procedures, the Charter, or City ordinances. The City shall pay the City Manager for any accumulated and unused paid leave upon termination of this Agreement up to 320 hours.
- b. Sick leave shall continue to accrue, on a per pay period basis, as other City department heads as provided by the City's Personnel Policies and Procedures, the Charter, or City ordinances. However, upon termination of this Agreement, the City will pay the City Manager up to a maximum of 320 hours.
- c. The City Manager's vacation and sick time previously earned shall not lapse and shall continue to accrue during her term as City Manager.

7. **TERMINATION OF EMPLOYMENT.** This Agreement may be terminated as follows:

- a. This Agreement may be terminated by a majority vote of the full City Council for cause, as per the City Charter. In this Agreement, "Cause" is defined to mean a conviction of a felony; an intentional act of felonious embezzlement or theft from the City that occurs in the course of the City Manager's employment with the City; continued willful failure to substantially perform her duties as City Manager (other than as a result of incapacity due to physical or mental illness); or willful conduct that is determined to be materially injurious to the City by the City Council. For purposes of this Agreement, an act, or failure to act, shall not be deemed willful or intentional, as those terms are utilized herein, unless it is done, or omitted to be done, by the City Manager in bad faith or without a reasonable belief that her action or omission was in the best interest of the City. If the City Council terminates City Manager for cause pursuant to this paragraph 7.a., the City Manager's sole remedy is an action in a court of appropriate jurisdiction and venue. If said court determines that the City Council did not properly terminate City Manager for cause under this Agreement, the Parties agree that such termination from employment shall be deemed a termination without cause, and the provisions of paragraph 8.a. will apply.
- b. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council by a majority vote of the full City

Council as per the City Charter, to terminate the employment of the City Manager without cause at any time, subject to the Severance Pay provisions as set forth in paragraph 8 of this Agreement.

- c. The City Council may only terminate this Agreement in a manner prescribed by the City Charter.
- d. The City Manager may terminate this Agreement at any time, but only after providing written notice to the City of her intent to terminate, and delivering the notice to the City Council not less than thirty (30) days before the proposed date of termination. City Council may agree to a lesser notice period if warranted.
- e. In the event that the City Manager is charged, by indictment or information, with a felony crime, the City, at its sole discretion, may suspend the City Manager from her duties with pay immediately. Upon a conviction of any such charge, this Agreement, at the sole discretion of the City, may be terminated and the City Manager discharged from her duties consistent with the terms of this Agreement.
- f. If the City Council, citizens or legislature acts to amend any provisions of the Palm Coast Charter or Code of Ordinances pertaining to the role, powers, duties, authority, responsibilities of the City Manager's position that substantially changes the form of government, the City Manager shall have the right to declare that such amendment constitutes termination.

8. **SEVERANCE PAY.**

- a. In the event employment is terminated under Section 7.b. without cause, the City agrees to pay the City Manager as follows:
 - i. In accordance with City policy, time accrued by the City Manager, and other accrued benefits due the City Manager under the terms of this Agreement.
 - ii. The City shall pay severance in one lump-sum, inclusive of all forms of compensation, hereinafter referred to as "Severance Salary Pay", within forty-five (45) days from the date of separation if the City Manager agrees in writing to hold the City harmless and release the City from all liability relative to the termination of employment.
 - iii. Severance Salary Calculation. If terminated at any time after Effective Date of this Agreement, the City pays the City Manager the equivalent of one hundred percent (100%) of

twenty weeks base salary compensation minus all applicable taxes and deductions.

- iv. In order to maintain health and dental insurance, the City will provide a lump sum, equivalent to the continuation cost of 12 (twelve) months of coverage at the premium rate in effect at the time of termination. The City Manager may elect to use the lump sum for the purchase of continuation under COBRA, or may elect to purchase other coverage of her choosing. Coverage offered under COBRA shall be equal to those offered by the City to full-time employees, and may be amended from time to time.
 - v. All retirement benefits and the deferred compensation plan remain the property of the City Manager in accordance with the plan documents.
- b. If this Agreement is terminated for "Cause" as defined in Paragraph 7.a., the City will have no obligation to pay Severance Salary as set forth in Paragraph 8.a.iii. However:
- i. The City will pay, in accordance with City policy, accrued vacation, not to exceed 320 hours and up to 320 hours of accrued sick leave, plus all retirement benefits and other accrued benefits as are due to the City Manager under the terms of this Agreement;
 - ii. All retirement benefits and deferred compensation plan(s) shall remain the property of the City Manager.
- c. Severance Salary Pay will not be paid if the City Manager voluntarily resigns or retires from employment. In those circumstances, the City Manager shall be entitled to:
- i. In accordance with City policy, accrued vacation, not to exceed 320 hours for vacation and up to 320 hours for accrued sick leave, plus all retirement benefits and other accrued benefits as are due to the City Manager under the terms of this Agreement.
 - i. All retirement benefits and deferred compensation plans which remain the property of the City Manager.
 - ii. In the event of retirement, the City Manager shall be eligible for all such City programs as are available to other general-employee retirees of the City.

9. **PERFORMANCE EVALUATION.** The City, acting through the City Council, has the authority at City Council's discretion to review and evaluate the performance of the City Manager annually on the anniversary date of the execution of this Agreement or shortly thereafter but no later than October 1. The review and evaluation criteria will be based upon the Powers and Duties of the City Manager outlined in the City Charter. The City's evaluation of the City Manager shall be provided to the City Manager in writing within 30 days of the review and evaluation of the City Manager's performance.

10. **PROFESSIONAL ASSOCIATIONS AND DEVELOPMENT.**

- a. The City agrees to budget and pay for ordinary professional dues and subscriptions of the City Manager which are necessary for her participation in national, regional, state and local associations, and organizations necessary and desirable for her continued professional participation, growth and advancement.
- b. The City agrees to budget and pay for travel expenses of the City Manager pursuant to City policy, as it may be amended from time to time, while on authorized City business or while attending functions as the representative of or on behalf of the City.
- c. The City agrees to budget and pay for travel and living expenses of the City Manager for short courses, institutes, seminars, and conferences including, but not limited to ICMA and FCCMA annual conferences that are necessary for her professional development and for the benefit or the City as budgeted, consistent with then-current City policy governing such travel expenses.

11. **LEGAL REPRESENTATION.** At the City's expense, it will provide City Manager with legal representation, through the office of the City Attorney unless a conflict exists, when City Manager is party to litigation based upon her position or employment with the City or litigation based upon alleged acts or omissions arising out of or in the course and scope of her employment at the City. Such legal representation will also be provided in instances where litigation has commenced after termination of employment until the litigation has ended. The City shall have the authority to settle any such claim or litigation within the scope of the City Manager's employment and pay the amount of the settlement or judgement rendered thereon. The legal representation described herein does not include litigation arising from dismissal of the City Manager from employment by the City Council.

12. **INDEMNIFICATION.** The City shall defend, hold harmless and indemnify the City Manager against any tort, professional liability claim, demand, or other legal action, whether groundless or otherwise, arising from any act, either alleged or real, or

omission which may occur within the scope of the City Manager's employment and performance as City Manager to the extent allowed by law. The City may compromise and settle any claim or suit and pay the amount of any settlement or judgment rendered thereon, together with attorneys' fees associated therewith.

13. **BONDING.** The City shall bear the full cost of any fidelity or other bonds required of the City Manager under any law or ordinance.

14. **NO REDUCTION OF BENEFITS.** The City shall not, at any time during the term of this Agreement, reduce the salary, compensation, or other financial benefits of the City Manager, except to the degree an across-the-board reduction applies to all other employees of the City.

15. **SEVERABILITY.** All agreements and covenants herein are severable, and in the event that any of them shall be held invalid by a court of competent jurisdiction, this Agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

16. **COMPLETE AGREEMENT IN WRITTEN DOCUMENT.** This written Agreement embodies the whole Agreement between the Parties, and there are no inducements, promises, terms, conditions, or obligations made or entered into by either the City or the City Manager other than contained herein. This Agreement shall inure to the benefit of the estate of the City Manager.

17. **MODIFICATION AND AMENDMENT.** Except as otherwise provided herein, this Agreement may not be modified or waived unless in writing and duly executed by both Parties to this Agreement, and any amendments hereto or waiver of material requirements herein shall be binding against the City only if expressly approved by the City Council with the same formality as the adoption of this Agreement.

18. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of Florida and by the Ordinances, Resolutions, and Policies of the City not prohibited thereby.

19. **VENUE.** For any actions concerning this agreement venue shall be in the Seventh Judicial Circuit in and for Flagler County, Florida.

20. **COSTS AND ATTORNEY'S FEES.** In the event the City or City Manager brings an action to enforce this Agreement by court proceeding or otherwise, then the prevailing party shall be entitled to recover from the other party all costs incurred, together with reasonable attorney's fees at all levels, including appeals.

IN WITNESS WHEREOF, the Parties have made and executed this Agreement on the respective dates under each signature. Palm Coast, through its City Council, authorized the City to execute this Agreement on the ____ day of _____, 2022.

CITY OF PALM COAST, FLORID

By: _____
David Alfin, Mayor

Date: _____

ATTEST:

City Clerk

By: _____
Virginia A. Smith, City Clerk

Date: _____

CITY MANAGER

By: _____
Denise Bevan

Date: _____

City of Palm Coast, Florida Agenda Item

Agenda Date : MARCH 22, 2022

Department	CITY MAYOR AND COUNCIL	Amount									
Division	CITY CLERK	Account #									
Subject	APPOINTMENT OF THE VACANT DISTRICT 2 SEAT										
Presenter : MAYOR AND CITY COUNCIL											
Background :											
<p>On March 1, 2022, City Council Member Victor Barbosa resigned from the District 2 seat. At the City Council meeting on March 1, 2022, City Council called a special meeting to appoint an applicant to the vacant District 2 seat. The appointment is for a limited time to fill the remainder of the term of the vacant District 2 seat, which will be through November 15, 2022.</p> <p>The City Clerk advertised the vacant seat in media outlets, through emails to previous Citizen's Academy graduates in the district, as well as posted on the City website. Applications were due on March 16, 2022.</p> <p>There were nine applications received. One applicant did not qualify by noon on Wednesday, March 16, 2022. The other eight applicants who qualified are as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Antonio Amaral Jr.</td> <td style="width: 25%;">Robert Coffman</td> <td style="width: 25%;">John Fanelli</td> <td style="width: 25%;">Hung Hilton</td> </tr> <tr> <td>Carl Jones</td> <td>Larry Gross</td> <td>Perry Mitrano</td> <td>William Schreiber</td> </tr> </table> <p>All applicants were invited to attend the special meeting. The appointee will be sworn in at the March 22, 2022 Special Business meeting and will attend the Special Budget Workshop immediately following.</p>				Antonio Amaral Jr.	Robert Coffman	John Fanelli	Hung Hilton	Carl Jones	Larry Gross	Perry Mitrano	William Schreiber
Antonio Amaral Jr.	Robert Coffman	John Fanelli	Hung Hilton								
Carl Jones	Larry Gross	Perry Mitrano	William Schreiber								
Recommended Action :											
APPOINT AN APPLICANT TO THE VACANT DISTRICT 2 SEAT											

Rec'd by V8
3:30pm
on 3/11/2022

Antonio Amaral Jr.

City Council Seat 2 Applicant

My goal is to fill in Seat 2 of the city of Palm Coast council. I believe that with civility and decorum I can help council achieve its short-term goals of doing the best for the city's residents.

Experience

I started sweeping floors for my parent's company when I was just 12 years old in Palm Coast. As you can tell good work ethic was taught to me early. I got my first construction license while I was still in college always keeping ties with my "hometown" Palm Coast. With my parents and my licenses I have built over 2,500 homes in Palm Coast over the years. You can say Palm Coast and I grew up together. In 2016, my wife Carla and I started our own companies and have 3 children growing up in this beautiful city and can't think of being anywhere else. I have always found a call to serve the bigger cause. I am a lifetime board member of the Flagler HBA and in that capacity have worked with staff and previous councils, many times, to help make the city a business-friendly place and a place to proudly call home for many. This opportunity to serve on city council would be just one more way to do my civic duty to the residents of Palm Coast. I believe that the short period I would be called to serve can be used to continue the good works of staff and council as well show civility and decorum that the residents of Palm Coast expect and deserve. I look forward to the opportunity to serve as the interim Seat 2 representative on City Council.

Education

1991-1995
Embry-Riddle Aeronautical University.

2021
Daytona State College

Certified Building Contractor
Certified Pool Contractor
Certified Roofing Contractor
Real Estate Broker

Skills

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

Contact

1370 Palm Harbor Pkwy.
Palm Coast, FL 32137
386-931-4671
TonyAmaralJr@gmail.com

Rec'd by B
3-14-22 @
12³⁰ pm

ROBERT P COFFMAN
21 FLETCHER CT
PALM COAST, FL 32137
(406) 250 – 8847
2Drestoration@centurytel.net

Letter of Interest

Mayor Alfin, City Councilmen,
City Manager, City Clerk

This letter is to inform you of my interest and intent to apply for the vacant City Councilman, in Palm Coast, District 2. I submit this letter, as well as my application and resume, with the knowledge that I must reside in District 2, that I must maintain that residency for the duration of appointment, as well as 45 weeks of the year. Additionally, I commit to not running for any city or county office in the upcoming November General Election cycle nor the Primary that precedes it. Finally, I agree to submit the Financial Disclosure Form 1 with the City Clerk at the time of appointment and annually thereafter, with the full expectation of the vacancy terminating at the election and swearing in of the new Council this November.

I see this as a unique opportunity to serve our community and District 2, as the Council moves into the busy season of budget planning and strategic plan review. I ran for this office in the last election and was the voters' 2nd choice, behind outbound Councilman Barbosa. Their third choice in that race is now the mayor! I bring a moderate voice to the table, having attended many city governmental functions, and I am ever-mindful that governance is the act of balancing frequently conflicting viewpoints, always searching for win-win solutions. I am committed to being the representative of all of the constituents of Palm Coast and District 2.

I look forward to the interview process, and getting a chance to get to know each of you. I am hopeful for your favorable consideration.

Respectfully yours,
Robert (Bob) P Coffman

Robert (Bob) P Coffman

I became enamored with Palm Coast roughly 12 years ago. I was dating a girl from the Philadelphia area who had moved to the C-section to care for her ill father, across the street. I had been living in Orlando, and working on restoring an aircraft for a friend, the airplane having a residence in Yulee. So, I was driving back and forth along I-95, soaking in all the names of the communities along the drive, wondering what each offered. A few years later I found myself married to that girl, and closing on a house on the water in the F-section, a block over from then Mayor Jon Netts (who performed our marriage ceremony at the then Yacht Club building), totally enchanted with the mysterious Palm Coast. Just to eliminate any misunderstanding, the Yacht Club is thriving, just without the building! Later, as I was running for US House of Representatives, Florida 6th District, unsuccessfully, I had the opportunity to explore a great deal of Flagler County. I attended the Citizens' Academy at the county level, along with local author, Randy Jaye, whose brain I picked continuously to add color and depth to my knowledge of my new home locale.

I am a recently retired Captain for American Airlines, flying the Airbus A330 out of Philadelphia on primarily international routes as my last assignment. Most of my 32 year career was flying the Boeing 767 internationally out of Miami. During my American Airlines career, I spent 10 years in Washington DC and abroad as an advocate for all things labor, aviation, airline and piloting. I had the pleasure of being attached to US State Department as a labor representative to bilateral aviation treaty negotiations throughout the world, and have been recognized by the State Department for my negotiating skills. In my role of advocacy in Washington, I helped craft several significant pieces of significant bipartisan legislation that are now federal enacted law. Those bills included budget works for the FAA (FAA Reauthorization Bills), taxation, pension, and passenger airline aviation safety.

I also served as a pilot in the Louisiana Air National Guard, enlisted with the Colorado Air National Guard and the Montana Army National Guard, retiring as a Major after 20 years of service, most of which was concurrent with other employment. I flew the F-15 and the F-4 throughout the Cold War era.

I earned a BS in Physics from the University of Denver, with minor studies in Mathematics, Russian Language, Philosophy and Geology. I put those tools to use in first career with Hughes Aircraft Company in the Communications and Spacecraft Division, until my passion for flying took over my life.

Bob Coffman
21 Fletcher Ct
Palm Coast, FL 32137
2Drestoration@centurytel.net

CITY OF PALM COAST
APPLICATION VACANT SEAT DISTRICT 2

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of District 2's term, which will end November 15, 2022. This is a limited appointment. **Applications are due on March 16, 2022 at noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment to District 2. City Council does not intend to appoint an applicant that intends to run for City Council's District 2 seat in the upcoming election.

Please be advised that background screening of all applicants is required.

PLEASE ATTACH A RÉSUMÉ AND A LETTER OF INTEREST

- * **Applicants must reside in District 2, maintain residency in District 2 for the duration of the appointment, and must reside in District 2 for at least 45 weeks of the year.**
- * **Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and ANNUALLY thereafter with the Flagler County Supervisor of Elections.**

CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

1. PERSONAL

Name: Robert (Bob) P Coffman E-mail address: 2drestoration@centurytel.net
 Residence Address: 21 Fletcher Ct District # 2
 City: Palm Coast State: FL Zip: 32137

Mailing Address (If Different from Residence): _____

Home Phone: mobile (406) 250-8847 Business Phone: N/A

Date of Birth: 04/09/1958 Place of Birth: Renton, Washington, USA

How long have you been a permanent resident of Palm Coast? ≈ 12 yrs

Do you reside in District 2 for at least 45 weeks in the year? Yes No

What year did you become a continuous resident of the City of Palm Coast? 2010

List all places of residence for the last five years.

Address	City & State	From	To
<u>21 Fletcher Ct</u>	<u>Palm Coast, FL</u>	<u>~2010</u>	<u>current</u>

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: — N/A —

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: Pilot - American Airlines

Occupation: aviation consultant Current Employer: self

Current Business Address: — home —

City _____ State _____ Zip _____ Phone # _____

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
<u>American Airlines, DFW Airport Dallas, TX</u>	<u>Airline</u>	<u>Captain</u>	<u>Nov 1988 - current / retired</u>

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment

3. EDUCATION

High School: Hellgate H.S. Missoula, MT Year Graduated: 1976
Name & Location

List postsecondary educational institutions or programs attended:
Name & Location Dates Attended Certificate/Degrees Received

<u>University of Denver, Denver, CO</u>	<u>1976-1979</u>	<u>BS - Physics</u>
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4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: Dec 1975 - Jan 1996

Branch or Component: USAF, Louisiana Air National Guard

Date and Type of Discharge: Jan 1996, Honorable

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? _____

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years. (ON NEXT PAGE)

Name of Organization(s)

volunteered for Flagler Airport Advisory Board, attended multiple county Affordable Housing Board meetings, Palm Coast Amateur Radio Club, former President Palm Coast Democratic Club

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

deep experience in negotiations, legislation, and regulatory advocacy. Unsuccessful candidate US House, FL DG, and PC City Council, Past PCDC president,

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

multiple negotiating schools, strategic planning training

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

multiple Federal licenses - pilot/mechanic / radio, etc

Have you ever been convicted of a criminal offense? Yes _____ No X
If yes, please explain?

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

My technical, analytic background can assist in budget planning and strategic plan updates. My moderate political background helps maintain the Council's commitment to non-partisanship. My airline and military background value the work of teamwork and yet, ultimately, decision-making.

7. REFERENCES – Please list three references (business and/or personal)

Jack Howell, 23 Felwood Ln, PC (386) 569-5685
Name, Address & Telephone Number

Merrill Shapiro, 58 Mount Vernon Ln, PC (804) 914-4460
Name, Address & Telephone Number

Bill Schwartz, 3 Crampton Ct, PC (386) 316-1846
Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement? Yes No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.


Signature

Mar 14, 2022
Date

RETURN TO: City Clerk's Office
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: vsmith@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

ALL CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

***SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

March 13, 2022

John M. Fanelli III
146 Cochise Court
Palm Coast, FL 32137

Office: 386-437-7526 ext. 1107
Cell: 386-569-4159
Email: JMFanell@gmail.com

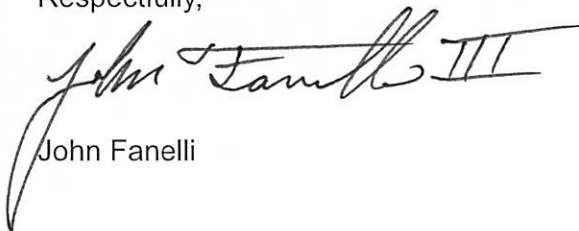
To whom it may concern,

It is with great interest and enthusiasm that I submit my application to the Palm Coast City Council to represent the people of District 2. In my 20+ years in education, I have been able to effectively serve as a teacher and administrator in both Flagler and Volusia County Schools. As principal, I have successfully led both an elementary and middle school, and currently serve as the Coordinator of Student Supports and Behavior. My current responsibilities include overseeing Discipline, Restorative Practices, Positive Behavior Interventions and Supports, DJJ, Attendance, Home education and several other student services related responsibilities for the over 13,000 Flagler County Schools students.

As you will see in my resume, I have a broad range of skills and accomplishments that have prepared me to engage in this opportunity. Each new role that I have assumed has enhanced my abilities to communicate, be an effective leader and expand the knowledge base required to take on a position such as this. It has also helped me to build strong community connections which are essential to actively assuming the responsibilities of taking on this new role. Those connections span both Flagler and Volusia Counties including chairing the Flagler County Circuit 7 DJJ Council, representing Flagler County Schools as a member of the Flagler/Volusia Behavioral Health Consortium and serving as the Flagler County Schools representative for the Public Safety Coordinating Council.

I welcome the opportunity to meet with you and further discuss how my personality, experience and talents could further the goals of the Palm Coast City Council. Thank you for your consideration and for reviewing my application.

Respectfully,



John Fanelli

John M. Fanelli III

146 Cochise Court
Palm Coast, FL 32137

Educational Administrator

Office: 386-437-7526 ext. 1107
Cell: 386-569-4159

EDUCATIONAL VISION

All children can learn when the curriculum and instruction are inclusive in design and are implemented to accommodate the diversity of the individual learner. A successful learning environment can be achieved through high expectations, clear goals and collaboration with students, parents and educators.

CAREER PROFILE

An accomplished educator with innovative ideas and a track record of proven success in raising student achievement. Experienced in meeting the needs of diverse student and teacher populations. Skilled in creating a positive culture and climate that supports families, teachers and students. A valuable resource in curriculum and instruction focusing on the best educational practices derived from years of leading quality professional developments. Additional strengths include:

- Strong Leadership/Mentoring Skills
 - Scheduling and Program Design
 - Creative Problem Solving Techniques
 - Human Capital Management
 - ESE Inclusive Practices and Strategies
 - Budget Development/Management
 - Community/Higher Education Relations
 - Collaboration/Team Player
-

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

Flagler County Public Schools, Palm Coast, FL

2018 to Present

Coordinator of Student Supports and Behavior

Provides leadership in the area of student services to all nine traditional public schools in Flagler County. Implemented a tiered continuum of mental health supports across the district that included; identifying, assessing, diagnosing, intervening, treating and monitoring the recovery of our students. Led the implementation of Restorative Practices. Oversaw the districts restorative (alternative) placement program "RiseUp." Coordinated/Led trainings in the following areas; Youth Mental Health First Aid, Sandy Hook Promise Initiatives, Restorative Practices and Compassion Fatigue.

- Led a cross functional team to secure a 1.2 million dollar grant across five community agencies to include the Flagler school district, Flagler sheriff's office, Halifax health, Flagler County and Flagler Cares.
- Implemented a program called "Handle with Care" to help identify and support students who were victims of a traumatic events in the home or the community.
- Increased the use of juvenile civil citations through education with school district staff, law enforcement and DJJ.
- Created a restorative site program called "RiseUP" to support: Dropout Prevention, Safety Concerns, Mental Health Needs, ESE Students and Behavioral Concerns.
- Facilitated the creation of an Alternative Site Program Manual, a District Student Services Website and updated our Home Instruction Manual as well as our Elementary and Secondary Codes of Conduct.
- Supported all schools through the process of obtaining a model schools status with PBIS for two years in a row.

PRINCIPAL

Provide quality leadership to over 800 students and 100 faculty and staff members by monitoring and evaluating all day-to-day operations. Consistently and accurately communicate with all faculty and staff members with fairness and honesty. Align all school instructional goals with the mission and vision of the district. Provide constant modeling of high-yield strategies of instruction to increase teacher effectiveness and student achievement. Evaluate classroom instruction and provide constructive feedback on how to improve collaboration, engagement and higher rigor.

- Increased total school points by 21 points as identified by the state of Florida grading system.
- Developed a program of credit recovery, tutoring and mentoring called “Failure is NOT an Option.”
- Implemented a middle school sports program with the help of the Flagler County Sheriff’s PAL.
- Created a Positive Behavior Support incentive called “Eagle Scholars of the Month”, which included ten home visits monthly to recognize students for their accomplishments.
- Identified behavioral areas of concern and addressed them through structure and supports which showed a 41% reduction in office discipline referrals in one year.
- Helped BTMS earn the prestigious award:
Positive Behavior Support, Silver Level, Model School

PRINCIPAL

Provide quality leadership to over 900 students and 120 faculty and staff members by monitoring and evaluating all of the day-to-day operations. Consistently and accurately communicate with all faculty and staff members with fairness and honesty. Align all school instructional goals with the mission and vision of the district. Provide constant modeling of high-yield strategies of instruction to increase teacher effectiveness and student achievement. Evaluate classroom instruction and provide constructive feedback on how to improve collaboration, engagement and higher rigor.

- Developed an EBD program that drastically reduced the amount of Baker Acts and Restraints on students.
- Initiated a model of inclusive practices which eliminated the need for self-contained classrooms and provided better support to ESE students.
- Implemented a plan for school wide differentiated instruction through a shared model of strategic supports.
- Created a culture and climate of respect and rapport by empowering others and identifying individual strengths.
- Integrated a school wide STEM learning program including a state-of-the-art engineering laboratory to enhance student learning.
- Earned the prestigious award of “Principal of the Year” for Flagler County Schools in 2015-2016.
- Helped the school earn two prestigious awards:
Positive Behavior Support, Silver Level, Model School
Healthy School, Bronze Level, Model School

Wadsworth Elementary School continued...

ASSISTANT PRINCIPAL OF CURRICULUM and INSTRUCTION

2011 - 2013

Led professional developments utilizing the latest research in high-yield strategies to improve teacher effectiveness and student achievement. Desegregated data to evaluate the effectiveness of teacher instruction and to guide future instruction to best meet the needs of individual learners. Utilize the Danielson Evaluation tool to evaluate the effectiveness of classroom instruction. Facilitate the MTSS process to plan strategic interventions to remediate struggling learners.

- Facilitated the integration of student interns in the classroom
- Modeled high-yield instructional strategies to classroom teachers
- Provided support to classroom teachers in dealing with difficult situations
- Chaired the School Advisory Council and Title I Advisory Committee
- Worked to maintain Wadsworth's "A" status as rated by the Florida Accountability System
- Successfully completed the Flagler County Schools Principal Leadership Program

Discovery Elementary (Grades K-5)

ASSISTANT PRINCIPAL OF DISCIPLINE and FACILITIES

2009 - 2011

Designed a school wide behavioral management system through the implementation of a Behavior Leadership Team. Facilitated a multi-million dollar full school renovation. Created a parent/teacher organization to support school wide activities through financial and volunteer services. Implemented all new safety and security policies to better protect faculty and staff.

- Worked to maintain Discovery's "A" status as rated by the Florida Accountability System
- Chaired the districts Safety and Security Team
- Represented all west side Elementary Assistant Principals on the District Advisory Council
- Nominated as Volusia County's, Assistant Principal of the Year
- Successfully completed the Volusia County Schools Assistant Principal Leadership Program
- Reduced the amount of student discipline referrals by over 200 from the previous year
- Evaluated teacher instruction utilizing the Volusia Evaluation Tool

Pierson Elementary (Grades K-5)

ASSISTANT PRINCIPAL OF DISCIPLINE and FACILITIES

2006 - 2009

Worked collaboratively with the principal to improve the school's academic achievement, as rated by the State of Florida's accountability system, from a "C" to an "A" in two years. Created a school wide behavior management system that drastically reduced the amount of behavior infractions committed by students. Implemented a shift in professional development to a model known as Professional Learning Communities.

- Designed monthly student pep rallies that focused on academic achievement and motivation.
- Responsible for all discipline, safety and facilities for over 600 students and 65 faculty and staff members.
- Attended the Solution Tree Leadership Academy where I learned how to effectively implement Professional Learning Communities in a school setting.
- Facilitated afterschool and weekend fundraisers with the Parent/Teacher Organization.

Tomoka Elementary (Grades K to 6)
FIFTH GRADE TEACHER

2005 - 2006

Provided quality grade level instruction tied to the Sunshine State Standards for 22 students. Met the needs of the individual learner through differentiated instruction. Provided strategies of strategic support to students with disabilities. Assisted ESOL students through accommodations and interventions. Provided quality communication to parents and students to report academic progress and foster a positive home/school connection.

- Tutored students after school that had deficiencies in math skills.
- Served on the NE/Halifax Teachers Advisory Council.
- Mentored two brand new fifth grade Teachers.

Old Kings Elementary (Grades K to 6)
THIRD, FIFTH and SIXTH GRADE TEACHER

2001 - 2005

Taught non-reading third grade students how to read through the implementation of the Reading Mastery program. Designed a fifth/sixth grade special area course titled "Math Problem Solvers" which increased math achievement in 5th/6th grade to the highest levels of achievement since the inception of the state accountability system. Led the fifth grade team as the lead teacher. Grew and developed as a quality teacher in the Flagler County School system.

EDUCATIONAL PROGRAM DEVELOPMENT / PRESENTATIONS

- Designed a model of inclusive practices that helped to eliminate the need for self-contained varying exceptionalities classrooms.
- Created an exemplary model for Emotionally/Behaviorally Disabled self-contained students, which drastically reduced the need for restraints and backer acts.
- Integrated a STEM learning program that impacted over 900 students K-6.
- Presented a model of inclusive practices to over 300 administrators at the summer conference for the Institute for Small and Rural Districts.

EDUCATION / CERTIFICATIONS

M.S., Educational Leadership, Stetson University, DeLand, Florida 2003 - 2004

B.S., Elementary Education, University of Central Florida, Orlando, Florida 1999 – 2001

A.S., Elementary Education, Daytona Beach Community College, Daytona Beach, Florida 1997 – 1999

- Elementary Education 1 – 6
- Educational Leadership K – 12
- Principal Certification K – 12
- Crisis Prevention Intervention
- Restorative Practices Trainer

AFFILIATIONS

Florida Association of School Administrators
Phi Delta Kappa Member
District MTSS Team Member
Positive Behavior Support Coordinator
Bethune Cookman Educational Alliance Committee
Multi-Disciplinary Team Chair
Co-Chair the Flagler DJJ Council
Public Safety Coordinating Council
Volusia/Flagler Behavioral Health Consortium

CITY OF PALM COAST
APPLICATION VACANT SEAT DISTRICT 2

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of District 2's term, which will end November 15, 2022. This is a limited appointment. **Applications are due on March 16, 2022 at noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment to District 2. City Council does not intend to appoint an applicant that intends to run for City Council's District 2 seat in the upcoming election.

Please be advised that background screening of all applicants is required.

PLEASE ATTACH A RÉSUMÉ AND A LETTER OF INTEREST

- * Applicants must reside in District 2, maintain residency in District 2 for the duration of the appointment, and must reside in District 2 for at least 45 weeks of the year.
- * Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

1. PERSONAL

Name: John Fanelli III E-mail address JmFanelli@gmail.com
 Residence Address: 146 Cochise ct. District # 2
 City: Palm Coast State: FL Zip: 32137
 Mailing Address (If Different from Residence): N/A
 Home Phone (386) 569-4159 Business Phone: (386) 437-7526 ext. 1107
 Date of Birth: 6/7/79 Place of Birth: Queens, New York
 How long have you been a permanent resident of Palm Coast? 35 years
 Do you reside in District 2 for at least 45 weeks in the year? Yes No
 What year did you become a continuous resident of the City of Palm Coast? Dec 1987

List all places of residence for the last five years.

Address	City & State	From	To
<u>146 Cochise ct.</u>	<u>Palm Coast, FL</u>	<u>03/2016</u>	<u>Present</u>

Are you a registered voter in Flagler County? Yes No
 Have you ever used or been known by any other legal name? Yes No
 If yes, explain: N/A

Are you a citizen of the United States? Yes No
 If no, explain: N/A

If you are a naturalized citizen of the United States, date of naturalization: N/A

2. **EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: Coordinator of Student Supports and Behavior
Occupation: Educator Current Employer: Flagler Schools
Current Business Address: 1769 East Moody Blvd.
Bunnell Fl. 32110 (386) 437-7526
City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
Flagler Schools 1769 E. Moody Blvd. Bunnell, FL 32110	Public Education	Coordinator of Student Supports and Behavior	Employed with FCPS since 2011 - Present

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment
Coordinator of Student Supports and Behavior	Flagler Schools	2018 - Present
Principal of Buddy Taylor Middle School	Flagler Schools	2017-2018
Principal of Wadsworth Elementary	Flagler Schools	2013-2017

3. **EDUCATION**

High School: Flagler/Palm Coast HS Year Graduated: 1997
Name & Location

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
Stetson University, Deland FL	2003-2004	M.S. Ed. Leadership
University of Central Florida, Orlando FL	1999-2001	B.S. Elem. Ed.
Daytona Beach Community College, Daytona Beach, FL	1997-1999	A.S. Elem. Ed.

4. **MILITARY SERVICE**

Are you or have you ever been a member of the Armed Forces? Yes No
Date of Service: N/A
Branch or Component: N/A
Date and Type of Discharge: N/A

5. **INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?**

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No
If yes, which Board or Committee? N/A

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years. (ON NEXT PAGE)

Name of Organization(s)

Flagler DJJ Council, Circuit 7 Advisory Board For DJJ, Tobacco Free Flagler, Flagler Cares, Public Safety Coordinating Council
Circuit 7 Community Alliance Search Member

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

I have been an involved member of our Palm Coast community for the past 35 yrs. I have served in multiple leadership roles. I enjoy participating in many of the wonderful events and activities throughout the year.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Principal of the Year Flagler County Schools
FLDOE State Leadership Academy

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Coordinator of Student Supports and Behavior
Flagler County Schools

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

N/A

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

N/A

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

867340 Ed. Leadership 7/1/2006 FLDOE No Discipline
867340 Elem Ed. 7/1/2001 FLDOE No Discipline
867340 School Principal 7/1/2013 FLDOE No Discipline

Have you ever been convicted of a criminal offense? Yes _____ No

If yes, please explain?

N/A

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

In my 20+ yrs in education, specifically the last 16 yrs as a school administrator, principal and county office professional I have been afforded the opportunity to evolve into a strong leader. I pride myself on making data driven decisions that are in the best interest of all stakeholders. I have managed multi-million dollar budgets and supervised 100+ Faculty and staff.

7. REFERENCES – Please list three references (business and/or personal)

Gary Lubi 175 Cypress Point Parkway, Palm Coast, FL 32164 (386) 597-8142

John Subers 60 Memorial Medical Parkway, Palm Coast, FL 32164 (386) 586-4216

Jacob Oliva 325 West Gaines Street, Tallahassee, FL 32399 (850) 245-0509

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

Yes

No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.

John Fanello III

3/13/22

RETURN TO: City Clerk's Office, City of Palm Coast, 160 Lake Avenue, Palm Coast, Florida 32164

PHONE: 386-986-3713, FAX: 386-986-3714, EMAIL: vsmith@palmcoastgov.com, WEBSITE: www.palmcoastgov.com

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*SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

Larry Gross
48 Country Club Harbor Circle
Palm Coast, Florida 32137

Rec'd by [Signature]
on 3-15-22
@ 2:15pm

Dear Members of the City Council,

As consideration for accepting my application for the vacant seat in District 2, I feel that I should give some explanation regarding my past behavior. Unfortunately, due to a drug addiction, over 25 years ago, I made some poor choices that resulted in me getting a record. After successful drug treatment, a lot of hard work, and a lot of family and community support, I turned my life around. In the decades following, I have focused on taking care of my family and establishing a prosperous local computer business. I take great pride in serving my clients and my community.

I feel I could be an asset to the Palm Coast city council for many reasons. My passion for the city of Palm Coast began when I was a kid, and I fell in love with the area. My parents moved here in the early seventies. I have seen Palm Coast go through many changes. As the owner of a small business in Palm Coast who deals with both the private and business sector, I bring a lot of experience and knowledge. I look forward to serving on the City Council and collaborating with fellow councilman to work on city goals.

Thank you for your consideration,


Larry Gross

March 8, 2022

Re: Larry Gross

To: Whom it may concern

It is with great pleasure to offer this letter of recommendation on behalf of Larry Gross.

I have had the honor and pleasure of working with Larry Gross for nearly 15 years. I first met Larry as his company took over the IT responsibilities for Houligan's in 2007. Larry was not a typical vendor—he immediately became a partner to our business, and whenever there has been an issue day or night—weekday or weekend—Larry has always been there. It is his hard work and integrity that has not only made Larry a great business partner, but I am also proud to call him my friend. Larry is not short on friends as his charismatic and outgoing personality makes him known throughout the communities in which he does business. Larry is well respected, and many turn to Larry for advice on all topics—whether business, professional, personal or anything to do with his community—Larry always has his finger on the pulse—Larry is always there with the willingness to help. If I can be of further assistance in answering any questions regarding Larry—please do not hesitate to call me.

Sincerley,

Tim Curtis, Pres/CEO-Founder

Houligan's

CITY OF PALM COAST

APPLICATION VACANT SEAT DISTRICT 2

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of District 2's term, which will end November 15, 2022. This is a limited appointment. **Applications are due on March 16, 2022 at noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment to District 2. City Council does not intend to appoint an applicant that intends to run for City Council's District 2 seat in the upcoming election.

Please be advised that background screening of all applicants is required.

PLEASE ATTACH A RÉSUMÉ AND A LETTER OF INTEREST

- * Applicants must reside in District 2, maintain residency in District 2 for the duration of the appointment, and must reside in District 2 for at least 45 weeks of the year.
- * Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

1. PERSONAL

Name: Larry S. Gross E-mail address LSG715@gmail.com
 Residence Address: 48 Country Club Harbor Circle District # 2
 City: Palm Coast State: FL Zip: 32137

Mailing Address (If Different from Residence): _____

Home Phone 386-264-8251 Business Phone: 386-673-0019

Date of Birth: 7-15-1958 Place of Birth: Washington D.C.

How long have you been a permanent resident of Palm Coast? 30 years

Do you reside in District 2 for at least 45 weeks in the year? Yes ___ No

What year did you become a continuous resident of the City of Palm Coast? 1992

List all places of residence for the last five years.

Address	City & State	From	To
<u>7 Freneda Lane</u>	<u>Palm Coast Florida 32137</u>	<u>Feb-07</u>	<u>Dec 14</u>
<u>17 Crescent Court South</u>	<u>Palm Coast FL 32137</u>	<u>Dec 2014</u>	<u>Oct 16</u>
<u>48 Country Club Harbor Circle</u>	<u>Palm Coast FL 32137</u>	<u>Oct 2016</u>	<u>Present</u>

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: _____

Occupation: President Compa Clinic Corp Current Employer: Compa-Clinic

Current Business Address: 4 office Park Drive Suite A

Palm Coast FL 32137 386-673-0019
City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment

3. EDUCATION

High School: Bowie Sr. High School Year Graduated: 1977
Name & Location

List postsecondary educational institutions or programs attended:
Name & Location Dates Attended Certificate/Degrees Received

Maryland University 78-90

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? _____

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years. (ON NEXT PAGE)

Name of Organization(s)

Country Club Herbar HOA/ARB, Florida Business Assoc, US Computer Retailers Assoc. Give Computer Classes at Palm Coast Community Center

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

Have you ever been convicted of a criminal offense? Yes X No _____
If yes, please explain?

See Attached

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

I have experience working with both private and Public Sectors, Creating budgets and Knowledge of Contracts, I have worked on HOA Boards. I am a great listener. I Work Well With the public.

7. REFERENCES – Please list three references (business and/or personal)

Kathy Welsh 48 Country Club Harbor Circle Palm Coast 32137 904-962-6507
Name, Address & Telephone Number

Jeff Stuart 66 Westminster Drive Palm Coast FL 32164 386-864-4613
Name, Address & Telephone Number

Tim Curtis - 8 Broad Creek Cir. Ormond Beach FL 32174 386-299-0933
Name, Address & Telephone Number


8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement? Yes No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.


Signature

3-14-2022
Date

RETURN TO: City Clerk's Office
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: vsmith@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

ALL CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

***SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

March 7, 2022

Palm Coast City Council Members

Re: Vacancy of District 2 City Council Seat

Dear Mayor and City Council,

I have been proud to call Palm Coast home for the last six years and look forward to being part of the continued growth of the city. I understand that you are seeking a candidate to fill the vacant city council seat for a temporary term between now and November 2022. I believe that I will be an excellent candidate for this position and one of my personal goals is to be part of the growth in Palm Coast, including earning the opportunity to serve the people of our community on city council.

In addition to this letter of interest I have provided the completed application for the vacant seat in district 2 and a copy of my resume. These documents provide a high level summary of my background but, after some discussion I am confident that you will agree I will be a good addition to the city council.

Thank you for taking the time to review my application. If there are any further questions you can call, email or text anytime. I will look forward to working with you soon.

Sincerely,

Hung Hilton

Mobile: (231) 225-1638

hvhilton@gmail.com

CITY OF PALM COAST
APPLICATION VACANT SEAT DISTRICT 2

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of District 2's term, which will end November 15, 2022. This is a limited appointment. **Applications are due on March 16, 2022 at noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment to District 2. City Council does not intend to appoint an applicant that intends to run for City Council's District 2 seat in the upcoming election.

Please be advised that background screening of all applicants is required.

PLEASE ATTACH A RÉSUMÉ AND A LETTER OF INTEREST

- * **Applicants must reside in District 2, maintain residency in District 2 for the duration of the appointment, and must reside in District 2 for at least 45 weeks of the year.**
- * **Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and ANNUALLY thereafter with the Flagler County Supervisor of Elections.**

CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

1. PERSONAL

Name: Hung Hilton E-mail address hvhilton@gmail.com

Residence Address: 25 Lamont Ln District # 2

City: Palm Coast State: FL Zip: 32137

Mailing Address (If Different from Residence): _____

Home Phone (231)225-1638 Business Phone: _____

Date of Birth: July 20, 1981 Place of Birth: Muskegon, MI

How long have you been a permanent resident of Palm Coast? 6 years 3 months

Do you reside in District 2 for at least 45 weeks in the year? Yes No

What year did you become a continuous resident of the City of Palm Coast? 2015

List all places of residence for the last five years.

Address	City & State	From	To
25 Lamont Ln	Palm Coast, FL	Mar 2020	Present
3 Robin Pl	Palm Coast, FL	Dec 2015	Mar 2020

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: _____

Occupation: Senior Principal Architect Current Employer: Majesco

Current Business Address: 412 Mt. Kimble Ave. Ste 110c
Morristown, NJ 07960

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

<u>Employer & Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>
Gerber Life Insurance White Plains, NY 10605.	Life Insurance	Senior Solutions Architect	February 2005 - January 2020

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment

3. EDUCATION

High School: Reeths-Puffer High School, Muskegon, MI Year Graduated: 1999
Name & Location

List postsecondary educational institutions or programs attended:
Name & Location Dates Attended Certificate/Degrees Received

Western Governors University 2011 - 2013 B.S. Information Technology Management

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? City Of Palm Coast Planning and Land Development Regulation Board

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years. (ON NEXT PAGE)

Name of Organization(s)

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

My family has lived in Palm Coast since 2015 and have had two children graduate from FPCHS. I routinely follow city council activities and participate in PLDRB meetings as an appointed alternate to the board. I believe that a pragmatic and transparent approach is vital to the continued growth of Palm Coast and my information technology leadership and architecture experience will make me well suited to work with this council to do just that.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Alternate Board Member - City of Palm Coast Planning and Land Development Regulation Board

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

Alternate Board Member September 1, 2020

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

Have you ever been convicted of a criminal offense? Yes _____ No X
If yes, please explain?

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

Working as an I.T. Architect requires an approach to problems and solutions objectively. This often requires making decisions that not everyone is in favor of but that are best for the customer organization. This same experience will apply to city government and does so during many PLDRB meetings

7. REFERENCES – Please list three references (business and/or personal)

Jeremy Brown - Muskegon, MI - (231)955 - 5000
Name, Address & Telephone Number

Dan Rosati - Holmdel, NJ - (917)612 - 8013
Name, Address & Telephone Number

Craig Goldberg - Palm Coast, FL - (386)237 - 4877
Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement? Yes No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.

Hung Hilton

March 7, 2022

Signature

Date

RETURN TO: City Clerk’s Office
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: vsmith@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

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Hung Hilton

25 Lamont Ln. Palm Coast, FL 32137
hvhilton@gmail.com
(231)225-1638

“Unless someone like you cares a whole awful lot, nothing is going to get better. It’s not.”

-Dr. Seuss

Skills

- Enterprise Architecture
 - IT Management
 - Business Analysis
 - Project management
 - Enterprise Software
 - Software Test Automation
 - SQL Server
 - Java
 - DevOps
-

Summary & Accomplishments

I am an experienced leader in information technology with success as a hands-on member and leading teams across a breadth of I.T. Disciplines. This includes experience with data analytics, network and infrastructure design, contact center / telephony and green field .Net and Java development. This vast range of experience, with many great success stories, makes me uniquely qualified to lead teams that leverage people, process and technology to create business value.

Employment Details

Sr Principal Architect

December 2019 – Present
Majesco

Sr. Solutions Architect

February 2014 – January 2020
Gerber Life Insurance

Senior Technical Consultant

November 2010 – February 2014
Gerber Life Insurance

Technical Consultant

November 2008 - November 2010
Gerber Life Insurance

Call Center Technology Specialist

March 2005 – November 2008
Gerber Life Insurance

Key career accomplishments include:

- Received Novarica Impact Award in insurance core digital transformation as a team for the new business and underwriting system we delivered at Gerber Life Insurance. I have been the solutions architect on this team since 2014
- Designed insurance new business and underwriting platform that met business objectives while complying with rigorous regulatory and corporate security standards.
- Assisted to build development team and lead the implementation of the development and deployment (devOps) life cycle
- Organized enterprise architecture review board to review all projects for strategic alignment with business objectives
- Implemented all in one contact center VoIP system including IVR, ACD, WFM and non-contact center PBX functionality
- Designed and implemented Active Directory network
- Designed and implemented Citrix XenServer virtualization environment
- Designed, developed and maintained reporting and marketing datamart and data warehouse solutions.
- Previously licensed life and health insurance produce in all 50 states

Education & Certifications

Certified Information Systems Security Professional (CISSP)

ISC²

TOGAF Enterprise Architect

The Open Group



B.S. Information Technology Management

Western Governors University, 2013

Hung Hilton

25 Lamont Ln. Palm Coast, FL 32137
hvhilton@gmail.com
(231)225-1638

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-Dr. Seuss

Skills

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- Project management
- Enterprise Software
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Education & Certifications

Certified Information Systems Security Professional (CISSP)

ISC²

TOGAF Enterprise Architect

The Open Group



B.S. Information Technology Management

Western Governors University, 2013

City Clerk's Office
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

I moved to Palm Coast 11 years ago with my wife of 30 years and our two children. My wife and I served 26 years in the military, respectively and before we retired, we sought a nice place to raise our children, with great education and a nice quiet way of life. We've found it in Palm Coast but there is plenty yet to do.

We have both served this community and will continue to serve. My service is through volunteerism and community service. I've taught here in Flagler County and St. John's County, but my love is giving back through mentoring. I've mentored with the African American Mentoring Program for the past 11 years and held the position of president for three. I've seen the grade point average rise from below 60% to an impressive 91%. I've seen this program grow from mentoring only African American kids to kids of all races and excel at making education a priority.

I am a Director for the Purple Heart Foundation, Executive Board, Inspiration of Hope Community Resources, Inc., member of the Veteran's of Foreign Wars, Disable American Veterans, and Trustee, Mount Calvary Baptist Church of Palm Coast, and Co-Chair for the Fatherhood & Mentorship Committee, Omega Psi Phi Fraternity, Inc. I'm also a charter member of SURJFlagler, Showing Up for Racial Justice and an active member of the African American Cultural Society.

My interest in filling this roll as city council comes from my love of this community, the beautiful beaches, people, and potential for small business growth and community expansion. I'm not a politician, I am a community member that is willing to step up when the city calls. Palm Coast is growing, and its leaders must possess a vision to grow with it. Yes, this was once considered a "Retirement" community but now it's a family community that is growing fast.

The youth of this community and their desires to matriculate through our schools, leave and come back after college should be a priority. They must have that desire instilled in them and that comes from a foundation of education, community trust, decency, and values. We must have suitable opportunities available for them to be able to return, find employment and call this home.

The City Council is the vehicle to make this happen. Family values, community involvement, and a vision for growth, these are the things I will offer the council if allowed to fill this vacant seat.

Thank you for the opportunity to continue to serve.



Carl Jones, USAF, SMSgt/Ret
2 Crescent Court N
Palm Coast, Florida 32137

CITY OF PALM COAST
APPLICATION VACANT SEAT DISTRICT 2

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PLEASE ATTACH A RÉSUMÉ AND A LETTER OF INTEREST

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CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

1. PERSONAL

Name: CARL JONES E-mail address: CYJONES1964@gmail.com
 Residence Address: 2 CRESCENT CT N. District # 2
 City: PALM COAST State: FL Zip: 32137
 Mailing Address (If Different from Residence): _____
 Home Phone: 321-292-5042 Business Phone: 386-864-0031
 Date of Birth: 05/07/64 Place of Birth: KANSAS CITY, MO
 How long have you been a permanent resident of Palm Coast? 11 YEARS
 Do you reside in District 2 for at least 45 weeks in the year? Yes No
 What year did you become a continuous resident of the City of Palm Coast? 2011

List all places of residence for the last five years.

Address	City & State	From	To
<u>SAME AS ABOVE</u>			

Are you a registered voter in Flagler County? Yes No
 Have you ever used or been known by any other legal name? Yes No
 If yes, explain: _____

Are you a citizen of the United States? Yes No
 If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: UNITED STATES AIR FORCE

Occupation: SECURITY POLICE Current Employer: N/A

Current Business Address: _____

City _____ State _____ Zip _____ Phone # _____

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
<u>N/A</u>			

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment

3. EDUCATION

High School: WATSON CHAPEL HIGH, PINE BLUFF, ARK Year Graduated: 1983

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
<u>COMMUNITY COLLEGE OF THE AIR FORCE</u>	<u>2001</u>	<u>ASSOCIATES</u>
<u>AMERICAN MILITARY UNIVERSITY</u>	<u>2010</u>	<u>BACHELORS</u>
<u>UNIVERSITY OF PHOENIX</u>	<u>2013</u>	<u>MASTERS</u>

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No
Date of Service: DPC/1984
Branch or Component: AIR FORCE
Date and Type of Discharge: SEP/2011

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No
If yes, which Board or Committee? _____

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years. (ON NEXT PAGE)

Name of Organization(s) PRESIDENT, AFRICAN AMERICAN MENTORING PROGRAM. DIRECTOR, PURPLE HEART FOUNDATION, BOARD MEMBER, INSPIRATION OF HOPE, TRUSTEE, MT CALVARY BAPTIST CHURCH, OMEGA PSI PHI FRATERNITY, INC.

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

DEMONSTRATED PROBLEM-SOLVING AND DECISION-MAKING SKILLS WITH THE INNATE ABILITY TO DEVELOP AND IMPLEMENT TIME-CRITICAL EFFECTIVE ACTION PLANS. QUALIFIED TEAM FACILITATOR.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>
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Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

<u>Name of Business</u>	<u>Relationship to the Business</u>	<u>Business Relationship to Agency</u>
-------------------------	-------------------------------------	--

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

<u>License/certificate Title & No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
--	----------------------------------	--------------------------	---------------------------------

<u>NOTARY PUBLIC</u>	<u>NOV/2021</u>	<u>STATE OF FLORIDA</u>	
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Have you ever been convicted of a criminal offense? Yes _____ No

If yes, please explain?

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

I WILL BRING PROVEN LEADERSHIP + MANAGEMENT SKILLS TO THE COUNCIL WITH 26 YEARS LEADING HIGH LEVEL + COMPLEXED SITUATIONS, BY LISTENING TO WHAT THE HEARTBEAT OF ANY PROBLEM IS, BRINGING WELL-THOUGHT OUT DECISIONS TO THE TEAM.

7. REFERENCES – Please list three references (business and/or personal)

Shelley RAGSDALE - 1-203-515-0032

Name, Address & Telephone Number

JOHN WINSTON - 1-301-254-2533

Name, Address & Telephone Number

HOWARD HOLLEY - 1-571-527-6437

Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

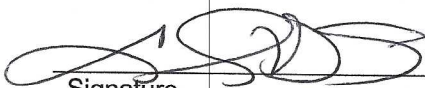
Yes

No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.



Signature

03/14/2022

Date

RETURN TO:

City Clerk's Office
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: vsmith@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

ALL CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

*SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

CARL V. JONES SR., MA
2 CRESCENT COURT NORTH □ PALM COAST, FL 32137

Seasoned, tested, and highly disciplined leader with an exemplary 26-year track record of experience in leading high-level, complex security measures within military and civilian environments. Demonstrated problem-solving and decision-making skills with the innate ability to develop and implement time-critical, effective action plans. Planned, coordinated, implemented, and evaluated complex physical security projects including risk assessments, compliance reviews, identification media, maintenance service contracts, and responses to incidents. Analyzed, implemented and maintained the physical security safeguards for unit employees, operations and information. Resourceful team leader with the exceptional capacity to multitask in a fast-paced environment, manage competing priorities with ease and initiate immediate actions in emergency situations. Experienced in developing and implementing teams, qualified team facilitator.

Possessed Top Secret Clearance. Adjudication: Nov 2009

Education, Adult Education & Training | 2013 | University of Phoenix, Phoenix, AZ
Bachelor of Arts, Criminal Justice | 2010 | American Military University, Manassas, VA
Associates Degree, Instructor of Technology | 2004 | CCAF | Gunter, AL
Associates Degree, Criminal Justice | 2001 | CCAF | Gunter, AL
Notary Public, Commissioned | 2021 | Florida
Remote Online Notary – Commissioned | 2020 | Florida

PROFESSIONAL EXPERIENCE

FLAGLER COUNTY SCHOOL DISTRICT | 2012 – Present

President, Executive Committee, African American Mentoring Program (Flagler County School District, Bunnell, FL)
 Provides one-on-one and group mentoring to “Risk All” kids. Directly addressing academic, behavioral, and life skills assistance to students in need. Awards the Jim and Laverne Guines Scholarship and the Men of Distinction Scholarships to deserving students.

Substitute Teacher (Flagler County School District, Bunnell, FL)

Provides classroom management and instruction for all grade levels on an on-call basis. Ensure adherence to lesson plan, curriculum, and schedules to best facilitate student success during absence of primary instructor. Contribute comprehensive administrative and mentorship experience to build rapport and garner respect.

High School Basketball Coach/Class Instructor (Flagler County School District, Bunnell, FL * seasonal)

Coach Varsity and Junior Varsity basketball teams and instruct and oversee basketball classes, mentoring up to 50 young girls and boys at a time. Organize, direct, and supervise individual exercises and group practices. Deliver expert instruction to student athletes in game strategies and techniques. Motivate and monitor players during competitions, modeling and upholding best sports-like conduct toward opponents, officials and spectators. Foster self-esteem, team spirit, and behavior befitting young men and women, nurturing future leaders.

Teacher (St. Johns Youth Academy, St. Augustine, FL Apr – Jun 2013)

Provide incarcerated youth between the ages of 12-18 with classroom instruction, redirection of off-task students, behavior management, and planning and preparation for release. Conducted recordkeeping, attendance, and grading classwork. Developed learning materials for students as directed by the St. John’s School District. Supervised students during school time, lunch time, and yard time. Wrote and submitted student occurrence reports to the principal on significant occurrences. Assisted students in understanding and completing classroom assignments. Provided remedial assistance to students having difficulty achieving objectives in their specific subject areas.

UNITED STATES AIR FORCE | 1984-2011**Superintendent, Projects and Programs (Kadena Air Base, Japan - Sep 2011) GS-12 Equivalent**

Effectively led 26 Airmen & 12 civilians in support of 3 Wing programs & 7 Wing instructions for a base supporting 34,000 personnel. Serviced 78,000 guests to Kadena Air Base via the base's Pass & Identification office. Oversaw issuance of 3,000 restricted area badges.

- Developed self-inspection program for 50 facilities, including corrective action for 115 vulnerability findings.
- Project officer for \$4.2M Protection Level 2 alarm system. Orchestrated/oversaw "state-of-the-art" security.
- Oversaw security indoctrination, education and training to assist all contractors in establishing required knowledge of safety and security procedures.

Security Forces Manager (Shindand, Afghanistan, Talill, Iraq * Jan-Jul 2010) GS-13 Equivalent

Led a 98-person Security Forces team in successfully securing a 7-mile perimeter with direct responsibility for leading all aspects of security and protection operations to ensure the safety of coalition force of 2,000 with zero casualties. Developed/Implemented physical security policies, standards and procedures and provided technical guidance designed to protect personnel, facilities, property and other assets. Enabled the security systems for transition to local control, training teams of Afghan soldiers on effective air base defense tactics. Built and oversaw a coalition team tasked with conducting forward operating base entry operations, identifying potential threats at their furthest point.

- Captured \$3.1 million in end-of-year funds to update the Wings firing range, ultimately benefitting 6,000 soldiers by closing safety discrepancies.
- Assisted in securing \$300K in funding to enable automated entry control capability and a weapons accountability system that provided a 100% increase in security enhancements.
- Aided in repelling enemy attack forces by quickly illuminating the area with infrared rounds to aid an inbound helicopter in fighting indirect fire attack.

Operations Superintendent (Kadena Air Base, Japan * 2009-2010) GS-12 Equivalent

Led 400 Airmen, 67 Japanese civilians, 24 Air Reserve Component volunteer Airmen, and 11 military working dog teams in supporting the Pacific Air Command's largest Combat Wing by safeguarding \$6+ billion in Department of Defense assets, 102 aircraft, and six major commands. Provided operational oversight for Security Forces operations in support of multiple protection level assets, fielding an annual volume of 27,000 calls for assistance. Tiger Team facilitator, qualified in developing formulas to mitigate workplace issues; recommended and justified appropriate outcomes; and streamlined or implemented established strategies using innovative and flexible initiatives. Acted as liaison with host nation forces and Joint Services, directing a combined police and security operations force protecting a community of 34,000. Defined and implemented policy for law enforcement, security, training, and Security Forces customs and immigration, while providing protection over Pacific Air Command's largest munitions storage site.

- Oversaw all aspects of a \$550K 911/Command and Control center upgrade focused on providing the first ever digital monitoring and dispatch capabilities.
- Hand selected as one of the "best and brightest" by the Inspector General to augment the Pacific Air Command's Inspector General Team on two Operational Readiness Inspections.
- Succeeded in securing \$1.3 million in funds from Air Combat Command to bed-down the new Global Hawk mission that included 27 Security Forces billets and a new alarm system.

Superintendent, Logistics (Kadena Air Base, Japan * 2008-2009) GS-12 Equivalent

Operational leadership and oversight of Wings Combat Arms program and staff, Security Forces supply, armory, nine Unit Type Codes and a 54-vehicle fleet with financial accountability for the administration of a \$157k operating budget. Accountable for the sound management of \$6.5 million in physical security equipment employed to safeguard Pacific Air Command's largest combat wing, coordinating the execution and awarding of contracts.

- Improved Security vehicle in-commission rates by 18% through the establishment of an in-house maintenance program.
- Launched the acquisition and installation initiative for a \$400,000 supply storage system that produced 100% accountability for 66,000 supply items.

Project Manager, Programs & Requirements (Langley AFB, VA * 2007-2008) GS-13 Equivalent

Provided expert oversight in managing \$25 million in Logistic Details, 525 Unit Type Codes, and 5,400 Security Forces personnel, resolving and working Air Combat Command's equipment issues, Military Working Dog program initiatives, and

the Air Combat Command's Security Forces resources management. Integrated existing specifications with new requirements for all Security Forces weapons, ammunition, and equipment. He was the Security Forces Representative for Contingency Operating Base Mass Casualty exercise, providing unprecedented Battle Staff presence in the Base Defense Operations Center. Rewrote the Contingency Operating Base Traffic Plan resulting in a 50% decrease in traffic accidents.

- Provided the voice of the senior non-commissioned officer with the Division and the multi-national coalition Provost Marshal's office, acting as the catalyst for split operations from Detachment 1 to Mosul.
- Spearheaded the \$100K acquisition of five non-tactical vehicles, increasing patrol presence by 25+%.
- Oversaw Law and Order Detachment unit supporting 4,391 deployed personnel with a successful performance record that includes the seizure of 605 contraband items and the issuance of 186 citations within a 30-day period.

Operations Superintendent (*Langley AFB, VA * 2006-2007*) *GS-12 Equivalent*

Led, managed, and oversaw squadron and base security operations, managing the day-to-day security of four F-16's on alert status, one F-15 squadron, two F-22A Raptor squadrons, and Air Combat Command's command post that included the supervision of 350+ active duty, reserve, and civilian personnel. Responsible for directing protective operations for all Langley Air Force Base personnel and \$4.5 billion in resources including the management of police services for 3,000 acres, 1,634 housing units, 11 dormitories, and a community of 75,000 personnel.

- Supervised squadron training functions including the development of a 40-hour training program for contract guards, recognized by the Air Combat Command as a best practice in the training arena.
- Formulated the Fighter Wing Expeditionary Combat Skills training for 450 Airmen focused on combat mission readiness; program was benchmarked by Air Combat Command.
- Guided Security Forces flights through the Air Combat Command's Unit Compliance Inspection, received "Best Squadron in the Mission Support Group" award for achieved 100 percent compliance, a 23% improvement over the previous year.

Superintendent, Training & Resources (*Langley AFB, VA * 2005-2006*) *GS-12 Equivalent*

Direct responsibility for the management and execution of Security Forces Resources and Training Flight, providing operational support to 297 assigned members combined with weapons training for 5,000+ Major Command, 1st Fighter Wing, and tenant personnel utilizing seven weapons systems. Financial oversight of the unit's \$969K budget consisting of Operations and Maintenance, Air Base Defense, Antiterrorism and Force Protection and nine Unit Type Codes mobility teams.

- Planned/equipped the unit's mobility section w/ \$3.5 million in equipment to support 30 team deployments annually.
- Developed an Integrated Base Defense Action Plan; formulated \$36 million in upgrades for installation security.
- Initiated procurement of \$45K in camera systems; resulted in increased security capacity to protect \$4B in assets.
- Delivered force protection training for \$4.5B in DoD resources, 10K personnel, & 65K retirees & family members.
- Lead security expert for the \$72 billion dollar F-22A Raptor project.

Flight Chief (*Langley AFB, VA * 2004-2005*) *GS-10 Equivalent*

Led, managed, and supervised a 64-person joint security force consisting of 42 United States Air Force Security Forces and 22 Army National Guardsmen personnel protecting Headquarters Air Command's Command Post, three squadrons of Protection Level 3 F-15s, Protection Level 2 alert F-16s, and the 1st Fighter Wing Command Post valued at over \$1.6 billion dollars. Supervised law enforcement and security operations for an installation covering over 3,000 acres of land and waterfront.

- Protected 1,634 family housing units and 11 enlisted dormitories, with a base community of over 75,000 military and civilian personnel. Oversaw protection and security of 87 alarmed funds, weapons, and classified storage facilities.
- Provided on-scene command/control over security forces responding to major/minor incidents resulting from disturbances and emergency situations requiring initial investigation, crowd and traffic control, and area evacuation.
- Selected as the Training Squadron Enlisted Instructor Supervisor of Quarter and Senior Noncommissioned Officer Instructor of the Year.

Instructional Area Superintendent (*Lackland AFB, TX * 2000-2004*) *GS-12 Equivalent*

Supervised 33 instructors and 363 students daily and conducted counseling sessions for discipline, morale, health, and welfare. Issued, controlled, and accounted for equipment valued at \$500,000 dollars. Responsible for conducting ground combat skills, law enforcement, and security operations training for Air Force active duty, Army National Guard, and Reserve personnel. Prepared students and provided feedback for wash-backs, probationary continuation, elimination, and referral to the course superintendent. Ensured timely review of course curriculum and documentation of training IAW existing Air Force Instructions. Maintained over 50 personalized lesson plans.

- Responsible for ensuring safety and safeguarding of students and weapons while performing as Range Safety Official.

- Use of Force expert, successfully completed FLETC's grueling Defensive Tactics Instructor's Course, one of two certified instructors in the Air Force.
- Instructed Air Force Office of Special Investigation agents on non-lethal Use of Force techniques for mission deployments.
- Delivered established curriculum, training mythologies, and course content for training provided by the Security Forces Academy; ensured course content and delivery methods followed established training objectives.

EDUCATION & PROFESSIONAL DEVELOPMENT

University of Phoenix, Phoenix AZ * Master of Arts in Education/Adult Education and Training (2013) Magna Cum Laude
American Military University, Manassas, VA * Bachelor of Arts in Criminal Justice (2010)

Community College of the Air Force, Maxwell AFB, AL

Associate Degree in Instructor of Technology and Military Science (2004)

Associate Degree in Criminal Justice (2001)

Certified Occupational Instructor (2003)

Athletic Coaching Certificate (2012)

Professional Training

- * Security Police Administration Supervisor
- * Instructional System Design
- * Instructor Fundamentals
- * Training Supervisor
- * Federal Law Enforcement Training Center
- * DoD Information Systems Awareness Course
- * Force Protection
- * Human Relations
- * Information Protection
- * Emergency Response Operations
- * Counter Intelligence Awareness
- * CBRNE Defense Awareness Course
- * Operations Security Course
- * Ground Defense Command Course
- * Homosexual Policy Training for Supervisors
- * Leadership and Management
- * National Security Personnel System
- * Industrial Security Program
- * Omega Psi Phi Fraternity, Inc.

Awards & Recognition

- * Bronze Star Medal Recipient
- * Senior Noncommissioned Officer of the Year
- * Senior Noncommissioned Instructor of the Year
- * Senior Noncommissioned Instructor Supervisor of the Year
- * Southwest Asia Service Medal
- * Southeast Asia Service Medal
- * Global War on Terrorism Medal
- * Humanitarian Service Medal
- * Afghanistan Campaign Medal
- * Iraq Campaign Medal

Rec'd by VB
on 3/3/22
@ 3:30 pm

CITY OF PALM COAST
APPLICATION VACANT SEAT DISTRICT 2

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of District 2's term, which will end November 15, 2022. This is a limited appointment. **Applications are due on March 16, 2022 at noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment to District 2. City Council does not intend to appoint an applicant that intends to run for City Council's District 2 seat in the upcoming election.

Please be advised that background screening of all applicants is required.

PLEASE ATTACH A RÉSUMÉ AND A LETTER OF INTEREST

- * **Applicants must reside in District 2, maintain residency in District 2 for the duration of the appointment, and must reside in District 2 for at least 45 weeks of the year.**
- * **Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and ANNUALLY thereafter with the Flagler County Supervisor of Elections.**

CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

1. PERSONAL

Name: Perry J. Mitrano E-mail address pjm58@aol.com

Residence Address: 207 London Dr. District # 2

City: Palm Coast State: FL Zip: 32137

Mailing Address (If Different from Residence): _____

Home Phone 386-864-7653 Business Phone: 386-237-2047 Mobile

Date of Birth: 06/19/1958 Place of Birth: Bronx, N.Y.

How long have you been a permanent resident of Palm Coast? 17 years

Do you reside in District 2 for at least 45 weeks in the year? Yes
 No

What year did you become a continuous resident of the City of Palm Coast? 2005

List all places of residence for the last five years.

Address	City & State	From	To
207 London Dr	Palm Coast	2005 to Present	

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: Director

Occupation: CFO Current Employer: DMFA, LLC dba: Diana Minotti Fine Art Antiques & Collectibles

Current Business Address: 15 Palm Harbor Village Way

Palm Coast FL 32137 386-237-3233
City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
P. Mitrano & Sons Auctions, LLC	Auction Business	Auctioneer #5002	January 2019-August2019
DMFA, LLC	Estate Sales, Auctions, Art Gallery	Manager	August 2019= Present
City of Bunnell	Municipal	Director: Solid Waste, Public Works, Water & Wastewater Utilities, Parks & Rec, Fleet Service & Maintenance. Safety Management 2010-2018- Retired 2019	

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment
Director	City of Bunnell	December 2010- Feb 2019

3. EDUCATION

High School: Salesian Don Bosco- New Rochelle NY Year Graduated: 1977
Name & Location

List postsecondary educational institutions or programs attended:
Name & Location Dates Attended Certificate/Degrees Received

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? Commissioner and Vice Chair of the Palm Coast Redistricting Board. 2021

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years. (ON NEXT PAGE)

Name of Organization(s)
DBPR Licensed Florida Auctioneer #5002 Currently Active

Business Tax License City of Bunnell 2019

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

45 years of business owner experience, both upper-level executive management and middle management. Business consultant for the Waste Management industry. Employed as a Municipal Director for a local City for 10 years. I am currently semi-retired and work as CFO at our family business owned by my spouse.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No
Graduate of the Palm Coast Citizens Academy 2019 and many other business certifications during my employment with previous companies. E.g.: HR, Safety Business Acumen ect....

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>
Commissioner and Vice Chair of the Palm Coast Redistricting Board Appointment.	2021	8 weeks	Local City

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment? Yes No
If yes, explain below:

<u>Name of Business</u>	<u>Relationship to the Business</u>	<u>Business Relationship to Agency</u>
-------------------------	-------------------------------------	--

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No
If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

<u>License/certificate Title & No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
Auctioneer #5002	March 2019	DBPR	None

Have you ever been convicted of a criminal offense? Yes _____ No X _____
If yes, please explain?

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

I believe that I have the work experience and life knowledge to be a critical decision maker should I be appointed to the Palm Coast City Council Seat #2.

I will only act as a decision make and not as an advocate as required by law.

7. REFERENCES – Please list three references (business and/or personal)

Mark Langello 2323 N. State St. Bunnell, FL 32110 386-437-4111 Business

Name, Address & Telephone Number

Michael Martin 5 Lake Success Dr. Fl. 32137 571-299-0034 Personal

Name, Address & Telephone Number

Lindsey Dolamore 25 Claymont Ct. Palm Coast, Fl 32137 386-503-8303 Personal

Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement? Yes No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.


Signature

03/03/2022
Date

RETURN TO: City Clerk's Office
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

PHONE: 386-986-3713
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Perry J. Mitrano

207 London Dr.

Palm Coast, Fl. 32137

386-237-2047

Executive Summary Resume:

Current Employer-

DMFA, LLC dba, Diana Minotti Fine Art Antiques & Collectibles 2019-Current

2010-2019- **Retired**

City of Bunnell Director Solid Waste, Public Works, Parks & Recreation, Water & Wastewater Utilities, Fleet Services.

2019-

P. Mitrano & Sons Auctions LLC. Auction Business & Auctioneer

2008-2010-

Restaurateur

2008-2011-

Bread Routes (Owner)

Rec'd 3/9/2022
@ 4:19pm

To: Palm Coast City Council

From: William G. Schreiber

Subject: Application for Temporary Appointment to City Council

I am William "Bill" Schreiber and I herein submit my credentials for consideration to the temporary appointment of City Councilman for District 2 of the City of Palm Coast. I have been a permanent resident of the City of Palm Coast since the day of incorporation as well as before that specific date. I built my own residence in 1995, completing construction and obtaining the Certificate of Occupancy in January 1996 in what became District 2 of the city. I am a registered voter.

I am a retired Research Scientist with a Bachelor's degree in Physics and Mathematics and have held upper level management positions in the commercial world with responsibilities for planning, budget and operations. This endowed me with a skill set of being able to identify problems and objectives, to formulate and implement a methodology, and to conduct appropriate tasks to achieve a successful result.

I was highly successful in the work world because I always fully applied myself, because I possessed an excellent skill set, and because I did then and do now have a highly proficient amount of COMMON SENSE. This allowed me to leave the business world in 1985 and change my lifestyle to one of personal exploration via my living on my sailboat and visiting areas of the US East Coast, Gulf of Mexico and multiple countries of the Caribbean.

I specifically voted against the incorporation of the city, but since the incorporation I have followed the progressions of city government more or less continuously. Although I have never openly participated, I do have some specific personal opinions relative to the progress of the governing of the city. I now personally feel that the incorporation was a good thing, with progress in many areas of service to the residents, such as parks and bike paths, road maintenance, controlled growth, landscaping, street lighting, etc. I also feel there are still multiple areas where significant further progress can be obtained and I am sure that you are also cognizant of those areas.

Thank you for the opportunity to apply for this temporary position. Should I be appointed, I will not seek to retain the seat in the November 2022 election.



Resume of
William Gary Schreiber

Education:

University of Tampa, Tampa, Florida Bachelor of Science, Physics, Mathematics	1967
Brevard Junior College, Cocoa, Florida Associate of Arts	1962

Individual graduate level courses taken at Florida Institute of Technology, Catholic University of America, Industrial College of the Armed Forces

Personal Data:

Permanent address: 27 Cheyenne Court
Palm Coast, FL 32137

Telephone: 386-445-3453

Male Born November 21, 1942 Height 6' 1" Weight 215
Health Excellent Married Two Grown Children

Professional Memberships

American Sailing Association -- Certified Sailing Instructor
Boat Owners Association of the US
United States Coast Guard Merchant Marine Masters License - 100 Ton Power and Sail. Originally issued in 1985 and renewed every five years since.

Professional Experience:

Mr. Schreiber has over 23 years industrial experience, including 18 years of technical, training and management experience in the field of underwater acoustics. He has held government clearances beyond the Top Secret level. Since his voluntary retirement in 1985, Mr. Schreiber obtained his USCG Masters License and has operated both power and sail vessels as Captain/Engineer on the US East Coast, Great Lakes and Gulf of Mexico. During the 10 year portion (1985-1995) of his voluntary retirement, Mr Schreiber was the "night crew" at Camachee Cove Yacht Harbor in St. Augustine, performing all the duties necessary to operate the marina during the night.

Pedro Menendez High School 2006-2007
St. Augustine, Florida

Mr. Schreiber taught Honors Physical Science for the school year. He holds a Florida Teaching Certificate in Physics and Mathematics.

Voluntary Retirement 1985-2006
St. Augustine, Florida

Mr. Schreiber and his wife left the "working world" in 1985 and moved aboard their 40ft sailboat. Based out of Camachee Cove in St. Augustine, they cruised the eastern US coast, the Bahamas and the Caribbean. Because both hold USCG Masters Licenses (100 Ton, Power and Sail), they have delivered vessels for the National Save the Sea Turtle Foundation, National Marine Institute, National Liquidators, and for various private owners. They have operated both power and sail vessels to 85 feet (over 50 different vessels) in both ocean and inland waters ranging from Boston, MA to the US Virgin Islands and from Bermuda to Texas. When in port at Camachee Cove they assumed the duties of night shift marina operators, assisting vessels

with docking, fueling and other services. They furnished night time security, assigned slips, took reservations and collected all appropriate fees for the services. They were occasionally called upon to assist the Coast Guard and/or Florida Marine Patrol with communications and search and rescue operations.

Early in 1995 Mr. Schreiber designed a three bedroom, three and one half bath residence, obtained all the permits and functioned as the prime contractor for his current residence, utilizing subcontractors on less than half of the total construction. He completed the residence and obtained the certificate of occupancy in early 1996.

St. Augustine High School 1985-1985
St. Augustine, Florida

Mr. Schreiber taught Physics, Calculus and Physical Science for the first nine week grading period.

Planning Systems Incorporated 1984-1985
Waialua, Oahu, Hawaii

Mr. Schreiber was assigned to manage the Hawaii office of the company and to also serve as the staff acoustics expert for a major Navy command located at the Pearl Harbor Navy Base. He planned and conducted acoustic experiments to quantify the performance of a long range passive acoustic underwater listening system. These experiments utilized both operational and exercise targets to measure system capabilities and to evaluate current operations. Upon experiment completion he prepared reports, briefing materials and training aids for his subsequent utilization in training enlisted Navy personnel relative to the physics of underwater sound transmission. He was additionally responsible for the administration of the Hawaii office, for management and accountability of operational funding and served as the security officer.

Planning Systems Incorporated 1974-1984
Virginia Beach, Virginia

Prior to his assignment to Hawaii, Mr. Schreiber performed similar duties on the staff of a major Navy command located in Norfolk, Virginia for a period of eleven years. For the last eight of those years, he also managed the Virginia Beach office of Planning Systems Inc., which consisted of up to fifteen technical staff members and support personnel, directing all technical undertakings of those staff members as well as discharging all administrative responsibilities associated with management, operation and security concerns of the office.

TRW Systems, Washington Operations 1972-1974
McLean, Virginia

Mr Schreiber was assigned to the Surveillance Project Office as the project officer in charge of the development of active surveillance systems. In this capacity, he was responsible for monitoring, evaluating and directing the development of various active surveillance sensors.

TRACOR, Inc. 1972-1972
Rockville, Maryland

As the head of the Test and Evaluation Section, Mr. Schreiber directed three engineering personnel in the development of a detailed evaluation plan for a submarine mounted towed acoustic array sonar.

TRW Systems, Washington Operations 1967-1972
McLean, Virginia

Mr Schreiber was assigned to the Electronic System Laboratory, working in the field of underwater acoustics. He was assigned as a task member on several acoustic evaluations of various active and passive sonar systems and eventually worked as the task manager on several acoustic evaluation programs.

General Electric Company
Clearwater, Florida

1966-1967

Mr. Schreiber performed basic research into neutron generation techniques and their applicability to atomic and nuclear explosive technology.

Virginia Beach Police Department
Virginia Beach, Virginia

1978-1983

Mr. Schreiber joined the Virginia Beach Police Department in 1978 as an auxiliary officer. He attended the police academy, receiving approximately 260 hours of Law Enforcement training. He graduated in July 1978, first in a class of 16 cadets and immediately began service as a sworn Police Officer stationed in the Second Precinct. After riding with a field training officer for 40 hours he was certified to patrol in a single man unit. After one year he was promoted to the rank of field training officer and subsequently served as Assistant Precinct Coordinator and then 15 months as Precinct Coordinator. In this capacity, he worked directly with the precinct commander in scheduling auxiliary support of the regular officers. Although the coordinator position required significant administrative duties, he still managed to spend over 80 percent of his monthly 80-100 hours of volunteer police work on street patrol and crime investigations. He also served as an "in service" training officer and a fire arms safety and training officer. He resigned his position on the force just prior to transferring to Hawaii with his employer.

CITY OF PALM COAST

APPLICATION VACANT SEAT DISTRICT 2

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of District 2's term, which will end November 15, 2022. This is a limited appointment. **Applications are due on March 16, 2022 at noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment to District 2. City Council does not intend to appoint an applicant that intends to run for City Council's District 2 seat in the upcoming election.

Please be advised that background screening of all applicants is required.

PLEASE ATTACH A RÉSUMÉ AND A LETTER OF INTEREST

- * Applicants must reside in District 2, maintain residency in District 2 for the duration of the appointment, and must reside in District 2 for at least 45 weeks of the year.
- * Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and ANNUALLY thereafter with the Flagler County Supervisor of Elections.

CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

1. PERSONAL

Name: WILLIAM G SCHREIBER E-mail address BSCAPTSAIL@AOL.COM

Residence Address: 27 CHEYENNE CT District # 2

City: PALM COAST State: FL Zip: 32137

Mailing Address (If Different from Residence): SAME

Home Phone 386-445-3453 Business Phone: N/A

Date of Birth: Nov 21, 1942 Place of Birth: JAMAICA, NY

How long have you been a permanent resident of Palm Coast? 27 YEARS

Do you reside in District 2 for at least 45 weeks in the year? Yes No

What year did you become a continuous resident of the City of Palm Coast? WAS A RESIDENT AT TIME OF INCORPORATION

List all places of residence for the last five years.

Address	City & State	From	To
<u>27 CHEYENNE CT</u>	<u>PALM COAST, FL 32137</u>	<u>DEC 1995</u>	<u>PRESENT</u>

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: PHYSICIST/MATHEMATICIAN
Occupation: RETIRED Current Employer: N/A
Current Business Address: N/A

City _____ State _____ Zip _____ Phone # _____

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
PLANNING SYSTEMS INC,	GOVERNMENT CONTRACTOR,	SCIENTIST/PHYSICIST	1974-1985
TRW WASHINGTON OPERATIONS,	GOVERNMENT CONTRACTOR,	TECHNICAL STAFF	1972-1974, 1962-1964

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment
TEACHER,	ST JOHN'S COUNTY SCHOOL DISTRICT	2006-2007 1985-1985

3. EDUCATION

High School: TITUSVILLE HIGH SCHOOL, TITUSVILLE, FL Year Graduated: 1960

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
BREVARD JUNIOR COLLEGE, SECOA FL	1960-1962	ASSOCIATE OF ARTS
UNIVERSITY OF TAMPA, TAMPA FL	1964-1967	BACHELOR OF SCIENCE

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No
Date of Service: LATE 1970'S
Branch or Component: US NAVAL RESERVE
Date and Type of Discharge: LATE 1970'S HONORABLE

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No
If yes, which Board or Committee? _____

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years. (ON NEXT PAGE)

Name of Organization(s)

NONE

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

FOLLOW LOCAL GOVERNMENT CLOSELY BUT DO NOT DIRECTLY OR INDIRECTLY PARTICIPATE WITH THE EXCEPTION OF VOTING IN EACH ELECTION.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: [] Yes [X] No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: [] Yes [X] No

Have you ever been elected or appointed to any public office? If yes, list below: [] Yes [X] No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment? [] Yes [X] No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? [] Yes [X] No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

Have you ever been convicted of a criminal offense? Yes _____
If yes, please explain?

No

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

THE MAJORITY OF MY WORKING CAREER HAS BEEN IN A
DECISION MAKING ROLE. I HAVE ALWAYS RESEARCHED EVERY
SIGNIFICANT DECISION BEFORE RENDERING A DECISION.

7. REFERENCES – Please list three references (business and/or personal)

- Ms. JOAN KLEPP, 1405 HARTUNG CIR, ORMOND BEACH, FL 386-316-3375(c)
Name, Address & Telephone Number 386-310-8538(h)
- MR HENRY WADE, 2 WILDWOOD PL, PALM COAST, FL 386-793-6156(c)
Name, Address & Telephone Number 386-447-0152(h)
- MR MICHAEL CROTTS, 18 CHEYENNE CT, PALM COAST, FL 386-237-1353(c)
Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement? Yes No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.

William J. Schreiber
Signature

MARCH 7, 2022
Date

RETURN TO: City Clerk's Office
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: vsmith@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

ALL CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

*SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

City of Palm Coast, Florida Agenda Item

Agenda Date : MARCH 22, 2022

Department	CITY MAYOR AND COUNCIL	Amount
Division	CITY CLERK	Account
		#
Subject	OATH OF OFFICE OF NEWLY APPOINTED COUNCIL MEMBER TO DISTRICT 2 VACANT SEAT FOR THE LIMITED TERM TO NOVEMBER 2022	
Presenter :	MAYOR AND CITY COUNCIL	
Background :	At the March 22, 2022 Special Business meeting, City Council appointed a Council Member to fulfill the remainder of the term of vacant seat District 2. The City Clerk will provide the oath of office to the newly appointed Council Member.	
Recommended Action :	OATH OF OFFICE	