



APPLICATION

Thank you for your interest in serving the City of Palm Coast. This application is for a temporary appointment to the District 3 seat, until the next regularly scheduled election to be held in 2026.

Applications are due by March 19, 2025, by 5 P.M.

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 of District 3.

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

PLEASE ATTACH RESUMÉ

- * Applicants must reside in District 3, maintain residency in District 3 for the duration of appointment, and must reside in District 3 for at least 45 weeks in the year.
- * Council Members are required to file a Financial Disclosure with the City Clerk at the time of appointment and **ANNUALLY** thereafter with the State of Florida.

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

1. PERSONAL

Name: Cornelia Downing Manfre E-mail address: cmanfre@corneliamanfre.com

Residence Address: 28 Lakeside Dr. District # 3

City: Palm Coast State: FL Zip: 32137

Mailing Address (If Different from Residence): _____

Home Phone: 386/931-9256 Business Phone: 386/931-9256

Date of Birth: 5/5/1957 Place of Birth: Dayton, OH

How long have you been a permanent resident of Palm Coast? 25

Do you reside in District 3 for at least 45 weeks in the year? Yes No

What year did you become a continuous resident of the City of Palm Coast? 1999

List all places of residence for the last five years.

Address	City & State	From	To
28 Lakeside Dr.	Palm Coast, FL	5/2021	present
51 River Trail Dr.	Palm Coast, FL	9/2003	4/2021

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: Cornelia A. Downing-prior to marriage

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: commercial/industrial advisor Current Employer: ONE Sotheby's International Realty

Current Business Address: 5055 N. Oceanshore Blvd.

Palm Coast FL 32137 386/276-9200
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>
ONE Sotheby's International Realty	REAL ESTATE	Broker Associate	5+

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: Georgetown Visitation Preparatory, Wash. DC Year Graduated: 1975
Name & Location

List postsecondary educational institutions or programs attended:

<u>Name & Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
CCIM Institute, Chicago, IL	2014-2017	Designate-CCIM
Fordham University, NY	1975-1979	Bachelor of Arts
L'Institut D'Etudes Europennes & Sorbonne, Paris	1978	University Credit

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.

Name of Organization(s)

Flagler Tigar Bay, Professional Women of Flagler County, Grand Haven Woman's Club

6. QUALIFICATIONS FOR APPOINTMENT

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

With over 40 years of business background in corporate and commercial advising, I have the experience to bring negotiating skills, financial analysis, issue prioritization to the community. For the past 25 years of living in Palm Coast, I am intimately familiar with the workings of the government and the needs of citizens of the City of Palm Coast.

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

CCIM DESIGNATE, Citizen Academy for Palm Coast

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>

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>
ONE Sotheby's International Realty	Hired by the City to analyze the Green Lion concession agreement	

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>
Real Estate Broker License	2000	State of Florida Dept. of Business & Professional Regulation	

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?

With over 40 years of managerial & negotiating background, I bring a unique skill set to the City.

Financial analysis was a prerequisite to the corporate positions, strong ability to problem solve and be able to conduct oneself with the utmost integrity and professionalism for the individuals and firms that I represented. This is critical in being able to deal with staff and response to the public.

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

Chris Anthony	200 E. Palmetto Park Rd, Unit 104, Boca Raton, FL 33432	732/600-4038
<small>Name, Address & Telephone Number</small>		
David Taylor	250 Palm Coast Pkwy, Suite 607/Palm Coast, FL 32137	386/569-4468
<small>Name, Address & Telephone Number</small>		
Greg Blose	389 Palm Coast Pkwy, Palm Coast, FL 32137	386/846-1864
<small>Name, Address & Telephone Number</small>		

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

3/18/25
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: kcook@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.

CORNELIA DOWNING MANFRE CCIM

ONE Sotheby's International Realty
5055 N. Ocean Shore Blvd.
Palm Coast, FL 32137

EXPERIENCE

ONE SOTHEBY'S INTERNATIONAL REALTY

7/2019-Present

Broker Associate

Affiliated with ONE Sotheby's International Real, Palm Coast, FL focused on luxury sales and commercial sales and leasing, internet marketing, real estate services to corporate, small business owners, and residential buyers and sellers. Sales and leasing offered to commercial owners focusing on fulfilling needs based approach to the Flagler County market. Offering state wide corporate realty services to assist in the organization of a firm portfolio including return analysis.

Florida Real Estate Broker

1/2000-Present

Affiliated with major brand firms during tenure in Florida. Opened and managed commercial real estate offices for Prudential Commercial Real Estate and Coldwell Banker Commercial. Hired and trained associates in developing real estate brokerage business. Closed on major land acquisitions for national retail developers for shopping center development and land subdivision of Development of Regional Impact in Flagler County, FL.

DUNKIN' DONUTS/BASKIN ROBBINS, INC.

General Manager

5/1997-12/1998

Oversaw the development of three Dunkin' Donuts/Baskin Robbins shops located in Farmingdale, Hauppauge and Bay Shore, New York for a Long Island franchisee group. Conducted site selection, negotiated terms with landlords and attorneys, coordinated the architectural layouts, supervised during all phases of construction through to the shop openings. Liaison for franchisee with the franchisor companies and directed managers in the implementation of all marketing strategies.

Development Manager

5/1994-1/1997

Responsible for the development of Dunkin' Donuts/Baskin Robbins units for Nassau and Suffolk counties, Long Island, New York for corporate Dunkin' Donuts/Baskin Robbins. Counseled franchisees on all phases of development, encouraged multi-unit growth, researched demographics and competition, provided site approval for both brands. Negotiated terms for distribution to petroleum companies, hospitals, train stations and grocery stores.

UNITED ARTISTS THEATRE CIRCUIT, INC.

2/1988-4/1993

Director of Real Estate

Responsible for the management of real estate assets for the northeastern U.S. for the United Artists Theater Circuit, Inc. Oversaw the disposition of \$40 million of company owned properties: negotiated contracts, coordinated fulfillment of all terms and conditions through closing. Researched and developed new site selection for theater locations. Managed fee properties and administered leases for 100 tenants.

CITIBANK, N.A.

5/1985-2/1988

Real Estate Manager

Managed real estate for the Northeast Region of metropolitan New York. Formulated leasing requirements, evaluated market conditions, and maintained control of the regional real estate. Negotiated cost-effective lease terms and coordinated landlord and bank constructions. Representative to Regional and Area Vice-Presidents, branch managers, landlords, brokers, attorneys and architects. Managed a tenant portfolio of 110 tenants throughout the New York City region.

AMERICAN EXPRESS COMPANY

12/1982-5/1985

Senior Real Estate Analyst

Researched and analyzed real estate requirements for Corporate management and A.E. subsidiaries. Evaluated market conditions, conducted site selection for national and international commercial/retail locations, negotiated lease terms to satisfy user requirements and anticipated growth. Management of projects in northeastern U.S. and Canada.

NEW YORK LIFE INSURANCE COMPANY

1/1980-12/1982

Senior Loan Underwriter

Analyzed, coordinated and presented mortgage investment proposals to Executive Real Estate Committee. Monitored loan commitments in excess of \$200 million. Developed strategies for modifying mortgages for borrowers in bankruptcy. Monitored over 250 loans on commercial, residential and farm properties located in mid-eastern and south central states.

EDUCATION**NEW YORK UNIVERSITY** - Real Estate Institute**FORDHAM UNIVERSITY** - Bachelor of Arts, 1979**L'INSTITUT D'ETUDES EUROPENNES AND SORBONNE** - Paris, 1978**PROFESSIONAL ORGANIZATIONS**

Certified Commercial Investment Member - CCIM Institute, Chicago, IL

Licensed Florida Real Estate Broker

Member - International Council of Shopping Centers

Member - Flagler County Board of Realtors

Past Board Member - Kindervision Committee Northeast Florida

Past Board Member - Family Life Center of Flagler County

Past Chair - Commercial Alliance - Flagler County Association of Realtors

Past Chair - Flagler Palm Coast High School - School Advisory Committee