

Revised 6-3-2025



## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

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 of your appointment.

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

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/>	Beautification & Environmental Advisory Committee*	<input type="checkbox"/>	Planning & Land Development Regulation Board** ♠
<input type="checkbox"/>	Code Enforcement Board*	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board*
<input type="checkbox"/>	Citizen's Advisory Committee	<input type="checkbox"/>	Bicycle and Pedestrian Advisory Committee
<input type="checkbox"/>	Residential Drainage Citizen Advisory Committee*	<input checked="" type="checkbox"/>	Charter Review Committee
<input type="checkbox"/>	Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry		

\* Appointees must file a Financial Disclosure Form 1 at time of appointment and **ANNUALLY** thereafter with the Florida State Commission on Ethics.

\*\* Appointees will also serve on the Citizens' Advisory Task Force

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT ☐ Yes ☒ No

### 1. PERSONAL

Name: Donald O'Brien Jr E-mail address: dobjr59@gmail.com  
Residence Address: 41 Clinton Ct. N District #: 2  
City: Palm Coast State: Florida Zip: 32137  
Mailing Address (If Different from Residence): \_\_\_\_\_  
Home Phone: 386-503-4010 Business Phone: 386-503-4010  
Date of Birth: 11/7/1959 Place of Birth: Bethpage, N.Y.

How long have you been a permanent resident of Palm Coast? 35 years

What year did you become a continuous resident of the City of Palm Coast? 2-1-1990

List all places of residence for the last five years.

Address	City & State	From	To
13 Eric Dr.	Palm Coast, FL	4/1/24	5/1/25
42 Bickford Dr.	Palm Coast, FL	3/1/2010	4/1/24

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: Insurance Agent Current Employer: Hayward Brown Flagler Inc.

Current Business Address: P.O. Box 11669, 3200 E. Moody Blvd.

Bunnell FL 32110 386-437-7767  
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
Hayward Brown Flagler Inc.	Insurance Agency		7/1/2007 - 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	Employer Agency	Period of Employment
County Commissioner	Flagler County, Florida	11/2016 - 11/2024

3. EDUCATION

High School: Seaford H.S., Seaford, N.Y. Year Graduated: 6/1977  
Name & Location

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
St. John's University, Queens, N.Y.	9/77 - 5/81	B.S. Bus. Admin.
St. John's University, Queens, N.Y.	1/83 - 1/87	M.B.A.
American University, Washington DC	7/2021 - 8/2023	M.P.A.

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 County Rotary Club  
Flagler County Library Board of Trustees  
Early Learning Coalition of Flagler & Volusia Cos.  
Advent Health Palm Coast Foundation Board of Directors

6. QUALIFICATIONS FOR APPOINTMENT

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

- Citizen, business owner, former local elected official and 35 year resident of Palm Coast with a unique skill set and institutional knowledge of the City's formation and growth.
- Extensive experience working with organizations and non-profits to rewrite and amend bylaws, governing documents, and strategic plans.

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

Masters of Public Administration - American University  
Advanced County Commissioner Certification - Florida Assoc. of Counties  
Univ. of Florida

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

Flagler County Library Board of Trustees

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>
<u>Flagler County Commission</u>	<u>11/2016</u>	<u>4yrs.</u>	<u>District 5</u>
<u>Flagler County Commission</u>	<u>11/2020 (Re-elected)</u>	<u>4yrs.</u>	<u>District 5</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 office or agency 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>
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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 &amp; No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
<u>Florida Insurance Agent 2-20</u>	<u>6/13/2007</u>	<u>Florida Dept. of Ins.</u>	<u>N/A</u>

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

- Served as Chair of the Board of County Commissioners - Two years.
- Extensive experience conducting and participating in public meetings.
- Serving with other leaders of diverse backgrounds in a respectful and positive manner

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What is your understanding of the relationship of this Board or Committee to the City Council?

Conduct public meetings to review the City's charter and seek public input. The work product will be recommended amendments to the Charter. The committee's work is advisory to the City Council.

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

James Sullivan 3200 E. Moody Blvd, Bunnell, FL 386-586-8189  
Name, Address & Telephone Number

James Gardner 4 Lambert Cove, Flagler Beach, FL 386-793-4740  
Name, Address & Telephone Number

Tom Bexley 16 Weiss Place, Palm Coast, FL 386-237-8876  
Name, Address & Telephone Number

## 8. ACKNOWLEDGMENT

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

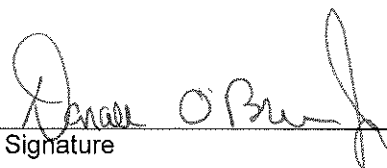
☒ Yes

☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be 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 Board or Committee 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 the board or committee for which I am applying.

  
Signature

6-3-2025  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk.

**RETURN TO:** City Clerk  
City of Palm Coast  
160 Lake Ave.  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713

**EMAIL:** [cityclerk@palmcoastgov.com](mailto:cityclerk@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY BOARDS AND COMMITTEES 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.