



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 RÉSUMÉ

- * **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: Douglas Courtney E-mail address dlcourtney@douglascourtney.com

Residence Address: 21 Prince Kaarel Lane District # 3

City: Palm Coast State: FL Zip: 32164

Mailing Address (If Different from Residence): _____

Home Phone 386-225-3377 Business Phone: _____

Date of Birth: 06/24/1954 Place of Birth: Bowling Green, Ohio

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

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? 1997

List all places of residence for the last five years.

Address	City & State	From	To
21 Prince Kaarel Lane	Palm Coast, FL	1997	current

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: Management/Research and Development

Occupation: retired Current Employer: _____

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.

<u>Employer & Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>
ExecData, Inc	Management Consulting/Research and Development,	President	March 2008 - current

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.

<u>Position</u>	<u>Employee Agency</u>	<u>Period of Employment</u>
Town Clerk	Beverly Beach	1998 - 2000
City Clerk	City of Palm Coast	1999 - 2000

3. EDUCATION

High School: Fairfield, Ohio Year Graduated: 1972
Name & Location

List postsecondary educational institutions or programs attended:

<u>Name & Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
University of Cincinnati		Bachelor of Science
Xavier University		Master of Business Administration (MBA)
University of Phoenix		Doctorate of Management/Information Systems Technologies

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)

Family Life Center, Belle Terre Swim and Racquet Club Advisory Committee,
International Society for Business - Delta Mu Delta, Loose confederation of Alzheimer's caregivers

6. QUALIFICATIONS FOR APPOINTMENT

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

Founding administrative member of the City of Palm Coast, Voted for the incorporation of the city.
2 years as town clerk and finance manager for the Town of Beverly Beach, Finance Manager for Marineland

I have served in various civic organizations in various capacities I will continue to be involved in this community

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

BS in Management, MBA, Doctorate in Management/Information Technology Services.

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

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?

After 50+ years as a business owner, manager, finance manager, bookkeeper, government advisor, city/town clerk in Florida I have gained many skills related to City Council work and duties. I have worked with community organizations to advance programs and ideas with city, county, state, and federal level.

As an owner/founder of many business enterprises I know how to lead and when to make the hard decisions

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

Cheryl Massero Palm Coast Phone: 386-986-9218

Name, Address & Telephone Number

Lydia Radin 71 Waters Drive PC 32164 386-264-5096

Name, Address & Telephone Number

Jeanne Moeller 245 Wildwood Dr St. Augustine 32086 904-460-6670

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

03/08/2025

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.

Douglas Courtney



21 Prince Kaarel Lane • Palm Coast, FL 32164
dougcourtney@hotmail.com • (386) 225-3377

Executive Management

Business Development • Strategic Planning • Information Systems Analyst

Unique Executive with extensive experience in development of products and businesses as well as proven track record of building and strengthening municipalities and towns. A hands on approach to product development that has led to six patent applications, numerous copyrights and various trademarks. Extensive knowledge in management and current technologies that has led to increased profits for businesses and costs reductions in Information Technology divisions. Ability to bridge the communication gap between traditional management and current IT development in order to facilitate tested management techniques to better utilize developing technologies and increase profits.

Proven Abilities and Core Competencies

- Farsighted Leadership
- Communications
- IT Design and Usage
- Internet Designs/Usage
- Organizational Development
- Tactical Planning
- Government Interaction
- Negotiations
- Product Creation
- Product Marketing
- Contracting
- Budgeting

Professional Experience

EXECDATA, INC. Palm Coast, FL
Owner/President

6/2008 – Present

Created company to create, market, and distribute products outside the realm of partnership.

Developed websites for small organizations and new enterprises, created new database systems for property management firms and diet control. Developed iMRS and integrated medical record system for health care professionals and integrated it with the iPHER.

Key Achievements

- Developed Just a Diet Journal a simple diet tracking Access database for consumers
- Developed customized Property Management Access database for Community Association Management
- Created online system for sale of products.
- Created iMRS, and integrated medical record system that utilizes the requirements of the Health Information Technology laws passed in 2009.

PATIENT PRACTITIONERS, LLC, Palm Coast, FL
CEO and Information Technology Developer

8/2003 – 2008

Provide executive leadership for startup company and develop innovative software technologies using current common database programs.

....continued....

Create and develop new software product for the healthcare information industry that is capable of being marketed globally, used and understood by the technologically declined, and utilizes common software programs and abilities. Develop Business Plans, company organization, distributor organization, marketing strategies and obtain investor financing.

Key Achievements

- Winner of the 2006 Florida Governors Award for Product Innovation
- Winner of \$100,000 in Federal Grants for product development
- Obtained \$450,000.00 in investor financing
- Obtained 6 patent applications for innovative processes in IT design
- Created numerous copyrights
- Designed and created new innovative product for portable medical information storage that can be read in multiple languages
- Designed websites for product and helped develop server technology to interact with product
- Created Internet video to present product to potential customers and for placement on web.

CITY OF PALM COAST. Palm Coast FL

12/1999 – 7/2000

City Clerk

Store Records, create budgets, organize departments and direct personnel for newly established Florida city.

Lead in the formation of the City of Palm Coast, Florida. Worked with the Interim City Manager to separate City duties from County duties, crated first city budgets, first accounting system, first records keeping system, and City Ordinance system.

Key Achievements

- Created the plan for creation of city administration
- Developed first city budgets
- Received an 'unqualified' report from State examiners on bookkeeping for first year.

Education and Credentials

Doctorate in Management of Information System Technology • University of Phoenix,
Phoenix Arizona

Master of Business Administration (MBA) • Xavier University, Cincinnati, Ohio

Bachelor Of Science, Business Administration (BS) • University of Cincinnati,
Cincinnati, Ohio