



**APPLICATION**

Thank you for your interest in serving the City of Palm Coast. This application is for the remainder of Council Member Cathy Heigher's term, which will end after the November 2026 election.

**Applications are due by September 11, 2024 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 4.

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

**PLEASE ATTACH A RÉSUMÉ**

- \* Applicants must reside in District 4, maintain residency in District 4 for the duration of appointment, and must reside in District 4 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 Flagler County Supervisor of Elections.

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

**1. PERSONAL**

Name: JARED TRUEHEART E-mail address: jaredtrueheart@gmail.com

Residence Address: 3 Zephyr Lily Trl District # 4

City: Palm Coast State: FL Zip: 32164

Mailing Address (If Different from Residence): \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

How long have you been a permanent resident of Palm Coast? 5 years

Do you reside in District 4 for at least 45 weeks in the year?  Yes  No

What year did you become a continuous resident of the City of Palm Coast? 2019

List all places of residence for the last five years.

Address	City & State	From	To
<u>3 Zephyr Lily Trl</u>	<u>Palm Coast, FL</u>	<u>06/2020</u>	<u>Present</u>
<u>10 E. Diamond Ln</u>	<u>Palm Coast, FL</u>	<u>06/2019</u>	<u>06/2020</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** If retired, please list your previous occupation and employment history.

If retired, please list your occupation before retirement: \_\_\_\_\_

Occupation: Program Manager Current Employer: Florida Army National Guard

Current Business Address: 310 Charlotte St.

St. Augustine FL 32084 904-823-0156  
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
FLA RING (see above address)	Government	Education Tech.	05/22 - 11/22
UNF UNF Dr. Jacksonville, FL	University	Graduate Assistant	08/19 - 04/21
U.S. Army (various addresses)	Military	Commissioned Officers	02/13 - 08/19

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: Victor Valley HS, Victorville, CA Year Graduated: 2003  
Name & Location

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

CSU Fullerton Fullerton, CA	09/06 - 05/08	Bachelor's of Arts Anthropology
Penn State Online	06/17 - 06/18	Grad Cert Public Budgeting
UNF Jacksonville, FL	08/19 - 04/21	Master's of Arts Public Admin

**4. MILITARY SERVICE**

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

Date of Service: 02/13 - 08/19: Active 08/19 - Present: Reserve

Branch or Component: Army

Date and Type of Discharge: 24 August 2019 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.

Name of Organization(s)

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## 6. QUALIFICATIONS FOR APPOINTMENT

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

- 11 years experience in public service in various capacities
- Managed public funds exceeding \$500K • Accomplished leader
- Graduate degree in Public Administration, emphasis in Public Policy

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

- MA public administration • Grad cert public budgeting & government finance
- BA anthropology

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

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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>
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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>
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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?

As an Army officer and program manager for the Florida Army National Guard, I have 11 years of experience making decisions while mitigating risks. I am a proven steward of public funds. My knowledge, talents, and attributes are ready to support Palm Coast, my home.

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

Dr. Joseph Saviak 904-599-5678  
Name, Address & Telephone Number

CPT John Schwartz 732-984-3151  
Name, Address & Telephone Number

Christina Osiec 407-310-4955  
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

28 August 2024  
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](mailto:kcook@palmcoastgov.com)  
WEBSITE: [www.palmcoastgov.com](http://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.

# JARED TRUEHEART

Palm Coast, FL • (626) 329-6342 • jaredtrueheart@gmail.com

## Program Manager

*Connecting service members and veterans with the resource providers they need to thrive.*

“Jared is an excellent problem solver. He has shown the ability to overcome obstacles while providing solutions that improve operations. Jared has an exceptionally high devotion for training, mentoring, and developing his teammates. In addition, he is a fun person to be around.”

Dedicated and thoughtful leader with a proven record of bringing people together to accomplish goals and foster innovative changes that improve program effectiveness and efficiency. Persistent professional guiding, training, and mentoring diverse teams to reach their implement plans, schedules, and budgets. Adaptable relationship builder with superior communication, problem solving, time management, project management, and listening skills. Experienced leader with a history of developing programs and individuals via clear and concise communication, open, judgment-free dialogue, and appreciation for other’s contributions.

**Technology: Microsoft Office, Zoom, GFEBs, DTS, iPERMS, IPPS-A, GIMS**

- *Accomplished manager who develops programs by communicating a clear vision and implementation plan for success.*
- *Devoted leader who accomplishes complex tasks by coaching, training, and mentoring junior leaders.*
- *Practiced teacher with experience in civilian, military, and academic environments.*

## PROFESSIONAL EXPERIENCE

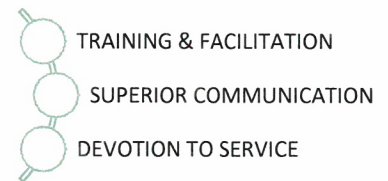
**Florida Army National Guard • St. Augustine, FL**

**2022 to Present**

*The Florida Army National Guard supports Floridians by providing disaster and crisis relief in times of need.*

### **Program Manager**

Cope with an 80% reduction in the operating budget by developing new process, procedures, and guidelines for accomplishing the Yellow Ribbon Program’s mission. Effect change management to improve processes. Process procurement actions through ERP systems. Manage a budget of \$538,000 and ten staff. Prepare and review government contract requests. Maintain financial plans to ensure compliance with spending plan and national policies. Review travel reimbursement requests and maintain a travel budget.



- *Coordinated 14 events for a total audience of over 1,800 service members, military families, and veterans*
- *Restructured the program to mitigate the effects of budget reductions while better achieving the program mission*
- *Recognized by the National Guard Bureau for accomplishments and asked to co-write national Yellow Ribbon policies twice*
- *Implemented changes to budget policies that resulted in savings of \$190 per service member per event*
- *Developed new metric tools to evaluate program effectiveness that replaced outdated tools*

**University of North Florida • Jacksonville, FL**

**2019 to 2021**

*UNF is a nationally ranked university committed to student success. Go Ospreys!*

### **Graduate Teaching Assistant**

Assist university professors in preparing course materials, assignments, and timelines. Assemble, assess, and assign course materials. Develop lectures and presentations. Manage learning management system (Canvas). Edit and write lesson plans can course syllabi. Lecture students. Grade assignments while providing constructive feedback. Schedule assignments and report student progress. Assess students’ academic needs to ensure successful course completion.



***Graduate Teaching Assistant Continued***

- *Lectured over 100 students on topics of global significance include terrorism, social safety nets, and international relations*
- *Graded hundreds of written assignments by assessing grammar, syntax, style, and content*
- *Coached and counseled students on methods for achieving educational and career goals*

**U.S. Army • Fort Hood, TX**

**2018 to 2019**

*This We'll Defend!*

***Logistics Manager***

Manage the work of specialized maintenance teams totaling over 60 individual technicians. Manage the maintenance of over \$200 million of equipment. Provide administrative oversight of supply chains. Manage the performance of four supervisors. Evaluate mission objectives to determine priorities, workload distribution, and timelines.

- *Evaluated performance outcomes and developed improvement plans resulting in an operational readiness rate of 92%*
- *Saved one unit \$300,000 by directing the exchange pricing program*
- *Earned recognition from unit leaders by demonstrating excellence in mission accomplishment during a formal evaluation*

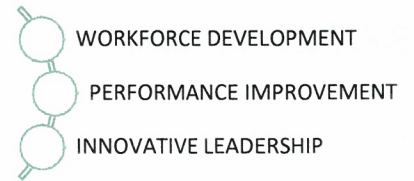
**U.S. Army • Fort Hood, TX**

**2016 to 2018**

*This We'll Defend!*

***Administrative Manager***

Forecast talent needs and deficiencies, develop talent plans, and train members to fill talent requirements. Determine manpower requirements according to staffing and equipment operation standards. Plan, prepare, organize, and implement training events. Conduct performance reviews, assess skill gaps, assess gaps in performance outcomes, and develop performance improvement plans.



- *Prepared training for over 200 personnel to ensure they were qualified to perform their duty functions*
- *Identified, prepared, and cataloged over \$500,000 of unused equipment to be utilized by related organizations*
- *Mentored five junior supervisors on the use of government training networks and training regulations*

**U.S. Army • Kadena Air Base, Okinawa, Japan**

**2013 to 2016**

*This We'll Defend!*

***Vehicle Mechanic***

Schedule services for a diverse fleet of over 60 vehicles and generators. Provide advice, assistance, and guidance on the maintenance and repair of the organization's equipment. Train and educate operators on the proper use and maintenance of their equipment.

- *Increased the rate of operational equipment from 26% to 91% in an eight-month period as a member of a team*
- *Learned to speak conversational Japanese*

**EDUCATION AND CREDENTIALS**

**University of North Florida • MA, Public Administration**

**Penn State • Graduate Certificate, Public Budgeting**

**Cal State University Fullerton • BA, Anthropology**

**HRCI • Professional in Human Resources (PHR) Certification**

**Experience with the following information systems: SAP, IPPS-A, iPERMS, GIMS, DTS, GFEBs**

**Current Active Security Clearance**