



## 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: Sandra Felecia Shank E-mail address sandrashankrea@gmail.com

Residence Address: 44 Woodborn Lane District # 4

City: Palm Coast State: Florida Zip: 32164

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

Home Phone n/a Business Phone: 386-313-6381

Date of Birth: 02/28/1968 Place of Birth: Homerville, GA

How long have you been a permanent resident of Palm Coast? 23 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? 2001

List all places of residence for the last five years.

Address	City & State	From	To
44 Woodborn Lane	Palm Coast, FL	32164	

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: Sandra Felecia Stubbs, Sandra Felecia Hall

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: CEO/Founder Current Employer: Abundant Life Ministries-Hope House, Inc.

Current Business Address: 1108 S. State Street, Suite 107

Bunnell, FL 32110 386-313-6381

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 &amp; Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>
<u>TAG Ventures Real Estate Services Co.</u>		<u>Realtor</u>	<u>2020- current</u>
<u>On The Mark Realty</u>		<u>Realtor</u>	<u>2019-2020</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: North Miami Senior High Year Graduated: 1986  
Name & Location

List postsecondary educational institutions or programs attended:

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
<u>Florida International University</u>	<u>August 1991-December 1993</u>	<u>B.S. Elem Educatio</u>
<u>Florida International University</u>	<u>August 1995-December 1997</u>	<u>M.S. Urban Education</u>

**4. MILITARY SERVICE**

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

Date of Service: 1986-1987

Branch or Component: United States Army

Date and Type of Discharge: 2/1987- 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? Planning and Land Development Regulation Board- Vice Chair and the Citizen's Advisory Task Force- Chair

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 Beach-Bunnell Satellite Rotary Club

National Association of Realtors

**6. QUALIFICATIONS FOR APPOINTMENT**

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

I was appointed to the PLDRB in 2019. Since my appointment, I have participated in all training opportunities that have been provided. I have participated, at my expense, in conferences that have equipped me with the knowledge need to effectively execute my role and responsibilities as a member and current Vice-Chair of the PLDRB. My attendance record attests to my commitment to engaging in the process to ensure the health and vitality of a city that is rapidly growing. I have also attended the APA Florida Atlantic

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

Flagler County Affordable Housing Advisory Committee

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?

I believe education, experience, talents, and skills are essential to serve in any capacity within local government.

My committment to PLDRB, CATF and AHAC are proven examples of my ability to serve effectively as

member of City Council. I have demonstrated the ability and willingness to act as a decision maker commensurate with my knowledge and skills.

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

Jim Griffin 117 Island Estates Pkwy Palm Coast, FL 32137 904-347-3944

Name, Address & Telephone Number

Dan Browne 1 Farraday Ln, Suite 1B, Palm Coast, FL 32137 321-689-6642

Name, Address & Telephone Number

Katie Kimberely-Gable 716 N. Central Ave, Flagler Beach, FL 32136 386-597-3163

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.

*Sandra Shank*

Signature

8/29/2024

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.