



## APPLICATION

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of Council Member Jack D. Howell's term, which will end after the November 3, 2020 special election. This is a limited appointment. **Applications are due on July 24, 2020 @ noon.**

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 2.

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

### PLEASE ATTACHED RÉSUMÉ

- \* **Applicants must reside in District 2, maintain residency in District 2 for duration of appointment, and must reside in District 2 for at least 45 weeks in the year.**
- \* **Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at 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: \_\_\_\_\_ E-mail address \_\_\_\_\_

Residence Address: \_\_\_\_\_ District # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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? \_\_\_\_\_

Do you reside in District 2 for at least 45 weeks in the year? \_\_\_\_ Yes \_\_\_\_ No

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

List all places of residence for the last five years.

Address	City & State	From	To

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: \_\_\_\_\_ 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.

Employer & Address	Type of Business	Occupational Title	Period of Employment

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: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Name & Location

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


**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)

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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.

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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

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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>

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>

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>

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?

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

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Name, Address & Telephone Number

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Name, Address & Telephone Number

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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	Date
<b>RETURN TO:</b> City Clerk's Office City of Palm Coast 160 Lake Avenue Palm Coast, Florida 32164	<b>PHONE:</b> 386-986-3713 <b>FAX:</b> 386-986-3714 <b>EMAIL:</b> <a href="mailto:vsmith@palmcoastgov.com">vsmith@palmcoastgov.com</a> <b>WEBSITE:</b> <a href="http://www.palmcoastgov.com">www.palmcoastgov.com</a>

**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.



## **CITY OF PALM COAST**

### **CITY ACCEPTS APPLICATIONS FOR DISTRICT #2 COUNCIL SEAT LIMITED APPOINTMENT**

The City of Palm Coast is accepting applications from citizens residing in District #2 who are interested in appointment to the upcoming vacant City Council seat.

Applicants must be registered voters of Flagler County and qualified electors of the City of Palm Coast who not only reside within District #2, but maintain a residency within the District for at least 45 weeks of each year.

Applicants must be available to attend regular City Council meetings on the first Tuesday at 6:00 p.m. and the third Tuesday at 9:00 a.m. of each month. They also must be available for City Council Workshops on the second Tuesday of each month at 9:00 a.m.

Applications are available on the City's website [www.palmcoastgov.com/council](http://www.palmcoastgov.com/council) or by contacting the City Clerk at [ysmith@palmcoastgov.com](mailto:ysmith@palmcoastgov.com)

Interested citizens must submit an application, letter-of-interest, and a resume, to the Palm Coast City Clerk's Office no later than noon on Friday, July 24. This is a limited appointment for the remainder of Council Member Jack D. Howell's term, which will end November 16, 2020. City Council does not intend to appoint anyone that is running for City Council in the upcoming election.

If you are unsure of the District in which you reside or have any other questions relating to this appointment, please contact the City Clerk's Office, City of Palm Coast, 160 Lake Avenue, Palm Coast 32164; phone - 386-986-3713; fax – 386-986-3714; email to [ysmith@palmcoastgov.com](mailto:ysmith@palmcoastgov.com).

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# City of PALM COAST

**Administrative Services & Economic Development**  
Office of the City Clerk

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3713

July 15, 2020

To Our Dedicated Board/Committee and Citizens Academy Members:

The City of Palm Coast would like to invite you to consider taking on a more dynamic leadership role in your City government. You have already shown your genuine support for Palm Coast, via Board/Committee or Citizens Academy participation. With the resignation of Council Member Jack D. Howell, the City Council is now accepting applications to fill Mr. Howell's District 2 vacant Council seat for August 2020 through November 16, 2020. This is a limited appointment.

Qualifications are as follows:

- Applicants must be registered voters of Flagler County and qualified electors of the City of Palm Coast who reside within District 2 and maintain a residency within the District for at least 45 weeks of each year.
- Applicants must be available to attend regular City Council meetings on the first Tuesday of each month at 6:00 p.m. and the third Tuesday of the month at 9:00 a.m. They also must be available on the second Tuesday of the month at 9:00 a.m. for City Council Workshops.

If you are interested in making a difference for your fellow citizens and applying for City Council, please send a letter of interest and your resume to Virginia Smith, City Clerk, no later than July 24 at noon. You may email your application or you may send it by mail or fax.

Please consider this opportunity to serve your community further by applying for the open City Council seat. I look forward to hearing from you.

Sincerely,

Virginia A. Smith, MMC, CP  
City Clerk/Paralegal  
[vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)