

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** April 16, 2024

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject:</b> APPOINT FIVE (5) MEMBERS AND ONE (1) ALTERNATE TO THE RESIDENTIAL DRAINAGE CITIZEN ADVISORY COMMITTEE		
<b>Presenter:</b> Virginia Smith, Land Management Administrator		
<b>Attachments:</b> 1. Applications (6)		
<b>Background:</b> On February 20, 2024, City Council adopted Resolution 2024-33 creating the Residential Drainage Citizen Advisory Committee. This Committee was created from an expression of interest among the City Council, City Officials, and members of the public for a review of issues related to construction upon original ITT platted lots and the potentially related effects thereof upon adjacent properties.  Given the reported effects upon property owners and residents, the City Council desired that the circumstances be further researched and evaluated, and for the identification of potential resolution of identified issues. Council further desired to provide ample opportunity for the public to participate in such process. Therefore, City Council deemed it appropriate a Residential Drainage Citizen Advisory Committee be established for the purpose of researching and evaluating such issues and provide reports to the City Council on its findings and recommendations as to the issues, such that the City Council may fully evaluate same.  The Residential Drainage Citizen Advisory Committee (“Committee”) was established, as an ad-hoc committee composed of at least five (5) and no more than nine (9) Committee members, with two (2) alternate members. Each Committee member and alternate member shall be appointed, respectively, by the majority vote of the five (5) members of the City Council.  This Committee membership is open to all members of the City’s community, to include but not be limited to concerned citizens, affected residents and owners, and current or past professionals of the construction industry or those with expertise in hydrology, geology, surveying, and/or stormwater conveyance systems.  The Committee shall meet at least once monthly until otherwise directed by the City Council. The Committee shall elect a Chairperson and Vice Chairperson at its first meeting, then, annually thereafter. The Committee shall evaluate and identify issues related to construction upon original ITT platted lots and the potentially related effects thereof upon adjacent properties. The Committee shall research potential resolutions to identified issues. The Committee shall identify potential funding sources for identified resolutions. The Committee shall formulate findings and recommendations in relation to potential assistance and		

remedies for identified damages.

On a regularly scheduled basis, or as otherwise requested by the City Council, the Citizen Advisory Committee shall provide written and oral reports to the City Council. The City Council, upon receipt of the reports of findings and recommendations of the Citizen Advisory Committee, shall review same and determine what action, if any, to be taken by the City.

The establishment of the Committee did not create an obligation of the City to take any particular action in relation to the findings and recommendations provided to the City Council by the Committee's reports. Further, establishment of the Committee did not thereby create nor intend to create any liability against the City in relation to any issues being researched and evaluated by the Committee.

Staff received six applications for this ad-hoc committee. Background checks were completed, and the results are available in Human Resources. All applicants have received the Resolution creating the Committee and are aware of the commitment associated with serving on this Committee.

The applicants are as follows:

Applicant	District	Occupation
Tony Amaral Jr	2	Contractor/Property Manager
Richard Cooper	2	Property/Casualty Insurance Executive
Traci Domke	1	Construction/Property Manager
David Mossman	3	VP Sales IT
Donna Stancel	3	Financial Life Health Annuity Agent (Semi-retired)
Maria J Wuerth	1	Sales Representative (Retail)

**Recommended Action:  
APPOINT FIVE (5) MEMBERS AND ONE (1) ALTERNATE TO THE RESIDENTIAL  
DRAINAGE CITIZEN ADVISORY COMMITTEE**



Date of Birth: July 7, 1973 Place of Birth: Newark NJ

How long have you been a permanent resident of Palm Coast? 41 Years

What year did you become a continuous resident of the City of Palm Coast? 1983

List all places of residence for the last five years.

Address	City & State	From	To
1370 Palm Harbor Pkwy.	Palm Coast, FL		

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: Contractor/ Property Manager Current Employer: Self

Current Business Address: 1370 Palm Harbor Pkwy

Palm Coast FL 32137 386-931-4671  
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

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**3. EDUCATION**

High School: FPC Bunnell FL Year Graduated: 1991

Name & Location

List postsecondary educational institutions or programs attended:

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
<u>Embry-Riddle Aeronautical Univ.</u>	<u>1991-1996</u>	
<u>Daytona State College</u>	<u>2022-2023</u>	

**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 Home Builders Association
- Flagler County Association of Realtors
- Knights of Columbus

**6. QUALIFICATIONS FOR APPOINTMENT**

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

I am well versed in the past and current regulations of drainage due to my constant involvement in homebuilding. I have, and still work with city staff on many occasions including drainage.

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  
 Certified Building Contractor

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

<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 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>
CBC058062	6/9/1997	DBPR	
CPC056863	5/13/1996	DBPR	
CCC058004	7/21/2000	DBPR	
BK620723	1/8/1996	DBPR	

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?

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I believe that my experience in construction lets me understand all of the details needed in this advisory committee. In conjunction with the other members, I do believe that I can make decisions that will lead to a comprehensive and well thought out course of action for the present and future of Palm Coast.

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

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I believe that as a member of this committee it is our job to advise city council of our findings and recommendations. We are to only present and let the council make final decisions.

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

**Todd Binkley**            **386-793-5940**

Name, Address & Telephone Number

**Steve Seeley**            **386-931-0347**

Name, Address & Telephone Number

**Edwin Lopez**    **240-480-5726**

Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

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

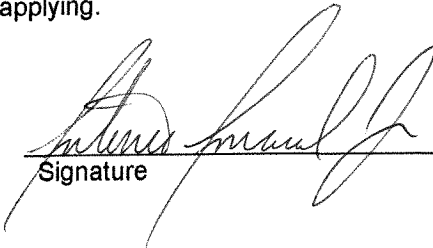
X  Yes

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

3/18/24  
\_\_\_\_\_  
Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@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.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact Virginia Smith and request reconsideration.*





## 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 checked="" type="checkbox"/>	Residential Drainage Citizen Advisory Committee *	<input type="checkbox"/>	
<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: Richard Cooper      E-mail address: rcooper@foundationrp.com

Residence Address: 25 Lancaster Ln      District # 2

City: Palm Coast      State: FL      Zip: 32137

Mailing Address (If Different from Residence): Same

Home Phone: 386-986-3977      Business Phone: 396-455-0138

Date of Birth: 08/12/1972      Place of Birth: Winter Haven, FL

How long have you been a permanent resident of Palm Coast? 32 years  
 What year did you become a continuous resident of the City of Palm Coast? 1973-1990 and 2009 - Present

List all places of residence for the last five years.

Address	City & State	From	To
25 Lancaster Ln, Palm Coast FL 32137			

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: Property & Casualty Insurance Executive Current Employer: Foundation Risk Partners

Current Business Address: 780 W Granada Blvd

Ormond Beach FL 32174 386-677-4761  
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
Same as above			

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
Fire Fighter	City of Orange City	1992 - 1999

Fire Fighter

City of Altomonte Springs

1999 - 2002

**3. EDUCATION**

High School: Flagler Palm Coast High School Year Graduated: 1990  
Name & Location

List postsecondary educational institutions or programs attended:

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
Daytona State College	1990 - 1996	Associate in Fire Science
Seminole Community College	1998 - 1999	Paramedic Program

**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)

Ormond and Flagler Chambers of Commerce, Rotary International, Ormond Main Street, Flagler Home Builders Association, Palm Coast Historical Society, Ormond Historical Society

**6. QUALIFICATIONS FOR APPOINTMENT**

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

Have worked as an insurance professional for over 20 years, here in FL and have written a lot of Flood coverage through both private and the federal program. Have lived in Palm Coast for many years and have some familiarity with drainage issues over the years.

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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>
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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 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>
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2-20 Property & Casualty Insurance License 1997 Florida Department of Financial Services None

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2-15 Life & Health Insurance License 1996 Florida Department of Financial Services None

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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?

Feel I have experience both professionally and personally that is relevant to the position.

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

To provide information, opinions and recommendations to the City Council.

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

John Walsh            3 Chilham Ct   Palm Coast FL 32137   386-503-0602

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Name, Address & Telephone Number

John Bartolatta       12 Ellison Lane, Palm Coast FL 32164   386-225-1709

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Name, Address & Telephone Number

Theresa Lasic           27 Lancaster Ln, Palm Coast FL 32137   860-983-3978

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Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

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

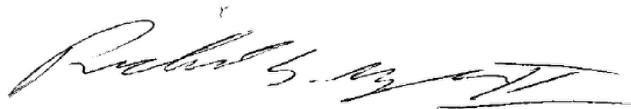
Yes

No

I understand the responsibilities associated with being a member of 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

3/11/24

Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

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*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact Virginia Smith and request reconsideration.*



## 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 checked="" type="checkbox"/> Residential Drainage Citizen Advisory Committee *	<input type="checkbox"/>
<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: Traci Domke      E-mail address: tracidomke@hotmail.com

Residence Address: 21 Burnaby Ln      District # 1

City: Palm Coast      State: FL      Zip: 32137

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

Home Phone 386-986-7033      Business Phone: \_\_\_\_\_

Date of Birth: 7/15/1980      Place of Birth: Michigan

How long have you been a permanent resident of Palm Coast? 16 Years

What year did you become a continuous resident of the City of Palm Coast? 2008

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: My maiden name – Traci Dutton

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
Catch All – Palm Coast	Construction	Office Manager/Job Site Manager	Jan 2012 – Present
MAY Management Services	Property Management	Property Manager	July 2007 – Sept 2011

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



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**3. EDUCATION**

High School: Walled Lake Western – Wixom, MI Year Graduated: 1998  
Name & Location

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

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**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)

I have never been a member, however, I have managed over 100 HOA and COA committees in St Johns County

And Flagler County

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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.

I have been a homeowner in Palm Coast for 16 years

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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

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

<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 office or agency to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

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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>
Community Association Manager (CAM 31781)	10/23/2007	State of Florida	None

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?

As a property manager I've consulted on surface water drainage issues on numerous occasions in St Johns and Flagler Counties

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

My understanding is that the committee will make recommendations to the council regarding the flooding concerns

With the infill lots.

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

Kim Burow	6593 Tipsico Lake Rd, Holly, MI 48442	248-892-5441
Name, Address & Telephone Number		

Sandy Dutton	203 6 <sup>th</sup> St S, Flagler Beach	248-408-0940
Name, Address & Telephone Number		

Steve Stowe	66 Red Twig Way, St Augustine	607-769-5245
Name, Address & Telephone Number		

**8. ACKNOWLEDGMENT**

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

X 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 Traci Domke

3/26/24  
Date 3/26/24

**NOTE:**

**If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact Virginia Smith.**

**RETURN TO:**

Virginia Smith  
City of Palm Coast  
160 Lake Ave.  
Palm Coast, Florida 32164

**PHONE:** 386-986-2570

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

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*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact Virginia Smith and request reconsideration.*



## 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 checked="" type="checkbox"/> Residential Drainage Citizen Advisory Committee *	<input type="checkbox"/>
<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: David Mossman      E-mail address: Dj611229@gmail.com

Residence Address: 68 Pine Circle Drive      District #: \_\_\_\_\_

City: Palm Coast      State: FL      Zip: 32164

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

Home Phone: 805-708-6808      Business Phone: 805-708-6808

Date of Birth: 12/29/1961      Place of Birth: Ontarion/Canada

How long have you been a permanent resident of Palm Coast? 8 years 11 months

What year did you become a continuous resident of the City of Palm Coast? 2015

List all places of residence for the last five years.

Address	City & State	From	To
Same as above			

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: June 10, 2022

**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: V.P Sales & Operations Current Employer: Transformer Network Inc

Current Business Address: 301 S. Florence Ave

City Colman StateSD Zip 57017 Phone # 800-724-2211

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>
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As above

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>
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**3. EDUCATION**

High School: Barrie District North Collegiate Year Graduated: 1977  
Name & Location

List postsecondary educational institutions or programs attended:

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
<u>Municipal Electric Association</u>	<u>1981-1999</u>	<u>Journeyman Power Lineman</u>
<u>Oakville Hydro</u>	<u>199-2003</u>	<u>Station Operator</u>

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**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? \_\_\_\_\_

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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.  
Worked in the electrical construction industry for over 40 years and now reside in Palm Coast. I would welcome the opportunity to help navigate the direction as we grow in this city.

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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>
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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 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>
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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?

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As stated previously having risen through the ranks of electrical construction, one acquires several skill sets including decision making and risk assessment ability. With respect to where we are with the drainage advisory committee all one has to do is drive around Palm Coast and see the impact new homes and the lack of either enforcement or judgement is having on the neighbouring properties.



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

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I understand they would advise the city or council or direction and findings.

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

Jay Barbour – 62 Pine Circle Drive, Plam Coast, FI – 606-584-6574

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Name, Address & Telephone Number

Ric Goss – 30 Old Bridge Way, Ormond Beach, FL – 386-624-8643

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Name, Address & Telephone Number

Rich Westover – 180 SW Third Street, Colman, SD, - 800-843-7994 ext 2141

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Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

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

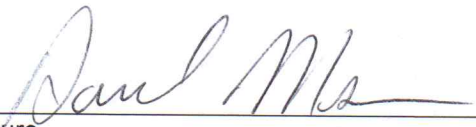
Yes

No

I understand the responsibilities associated with being a member of 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

3/19/24

Date

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

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

**PHONE:** 386-986-2570

**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)

**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

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## VOLUNTEER BOARD AND COMMITTEE APPLICATION

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**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
X <input type="checkbox"/>	Residential Drainage Citizen Advisory Committee *	<input type="checkbox"/>	
<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.

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♠ 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: Donna Stancel      E-mail address: [donnamlamb@msn.com](mailto:donnamlamb@msn.com)

Residence Address: 3 Smoke Candle Pl      District # 3

City: Palm Coast      State: FL      Zip: 32164

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

Home Phone 314-322-6130      Business Phone: \_\_\_\_\_

Date of Birth: 2-13-1951      Place of Birth: St. Louis, MO

How long have you been a permanent resident of Palm Coast? 3 years

What year did you become a continuous resident of the City of Palm Coast? 2021



## VOLUNTEER BOARD AND COMMITTEE APPLICATION

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**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 checked="" 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"/> 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 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

\*\* 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: Donna M. Stancel      E-mail address: donna.m.lamb@msn.com  
 Residence Address: 3 Smoke Candle Pl      District # 3  
 City: Palm Coast      State: FL      Zip: 32164  
 Mailing Address (if Different from Residence): \_\_\_\_\_  
 Home Phone 314-322-6130      Business Phone: \_\_\_\_\_  
 Date of Birth: 2-13-1951      Place of Birth: St. Louis, MO  
 How long have you been a permanent resident of Palm Coast? 2 years  
 What year did you become a continuous resident of the City of Palm Coast? 2021

List all places of residence for the last five years.

Address	City & State	From	To
<u>26059 DORRY ST</u>	<u>WARRENTON, OR</u>	<u>2017</u>	<u>2021</u>
<u>16195 Old Jamestown Rd,</u>	<u>FLORISSANT, MO</u>	<u>1999</u>	<u>2017</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: Donna M Colvin (MAIDEN)  
Donna M. Lamb (MARRIAGE)  
Donna M. Easterday (MARRIAGE)

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: Semi-Retired (PART-TIME AGENT)  
Occupation: Life, Health + Annuity AGENT Current Employer: 360-FINANCIAL GROUP  
Current Business Address: \_\_\_\_\_  
St. Louis, Mo 314-821-0852  
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
<u>See Resume</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: Hazelwood High School  
Hazelwood, Mo Year Graduated: 1969  
Name & Location

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
<u>Webster Univ, Webster, Mo</u>	<u>5/76-5/87</u>	<u>BA MANAGEMENT (MINOR ACCOUNTING)</u>
<u>Webster Univ, Webster, Mo</u>	<u>5/99-5/01</u>	<u>BS Computer Science</u>

**Donna M. Lamb Stancel**  
3 Smoke Candle Pl, Palm Coast, FL 32164  
Cell Phone: 314-322-6130  
Email: donnamlamb@msn.com

**SUMMARY:**

Dedicated, highly innovative professional with 17+ years of experience in application development and business practices, with a strong background in Microsoft Access and Excel macros and coding. Maintains high level of service satisfaction with both internal and external customers, with a flair for keeping customers satisfied. Recognized abilities in analysis and problem-solving, with strong attention to detail and accuracy. Accomplished in meeting deadlines, working well under pressure, and multi-tasking. Experienced in working independently, or as valued team member.

**PROFESSIONAL EXPERIENCE:**

**Semi-Retired** **8/2019 – Present**

**Edward Jones (Contractor)** **11/2016 – 7/2019**  
**Analyst – JonesLink**

Worked with JonesLink team to develop Microsoft Excel applications to support JonesLink data analysis for website search feedback statistics. Personally worked to help streamline processes in the department by spearheading the implementation of task scheduling. In the past, the department depended heavily on humans to perform routine “button-push” tasks. Worked to identify solutions and set up jobs to eliminate the need for human interaction. Developed a number of applications to read web page metadata for web page usage analysis.

**Wells Fargo Advisors (Contractor)** **8/2015 – 11/2016**  
**Programmer**

Worked with the Mutual Funds business unit to assist in the analysis for the breakup of numerous Microsoft Access tertiary joined applications into stand-alone applications, with the goal to enable individual teams to become self-reliant. Provided support to Mutual Fund business unit teams when troubleshooting was necessary to solve problems encountered in applications. Worked directly with Wells Fargo Brokerage Data Warehouse (BDW) and SQL Server to extract data for reporting purposes.

**Emerson Electric (Contractor)** **3/2013 – 8/2015**  
**Technical Applications Administrator**

Worked closely with customers, team members, and management to ensure that projects and solutions addressed the needs of the company in the most efficient manner. Responsible for all aspects of development including time estimation, requirement gatherings, design, development and deployment.

- Successfully assisted in the migration of existing applications, websites, and databases from Windows Server 2003 to Windows Server 2008 and supported Windows Admin teams during server patch operations.
- Converted and enhanced existing Access database applications from Office 2003/2007 to Office 2010, and developed several new systems using Access and Excel and VBA.
- Created documentation for multiple applications, such as user manuals, technical manuals, and installations guides using Microsoft Word and Excel.
- Created SharePoint sites and Nintex forms for lists within those sites
- Successfully updated CA Clarity enterprise-wide application through several iterations of upgrades, including implementation of Business Objects reporting integration.
- Supported Tax Department with software installations, user support, disaster recovery drill, and application troubleshooting.
- Worked with third-party software vendors to resolve application issues.
- Used SQL Server Management Studio to query information as necessary for customers to create reports, and back-up and restore databases when needed.
- Supported various software user client groups with software installations, problem solving, and general support issues.
- Created original, and updated existing Access and Excel applications using Visual Basic for Applications.
- Assisted in the creation of some C# ASP.Net pages in one web application.
- Performed metrics reporting on various projects, and their progressions.

**Bryan Cave Law Firm**

**6/2012 – 3/2013**

**Web Content & Document Assembly Coordinator**

Trainer and marketing representative for HotDocs Document Assembly software. Work with in-house personnel to teach them how to create automated documents using this software.

**Distribution Management, Inc.  
Programmer/Developer**

**1/2012 – 4/2012**

Application developer for in-house application using VB.NET. Worked in SQL Server Management Studio to create stored procedures and queries.

**Federal Reserve Bank of St. Louis  
Sr. Programmer/Analyst (2002 – 2011)**

**10/2000-12/2011**

Application development for the U.S. Treasury Department using Microsoft Excel and Access, creating VBA applications to perform high-profile Treasury functions. Some web development using Java, JavaScript, Oracle PL/SQL stored procedure development for a U.S. Treasury applications.

- One of a team of recipients for “2010 President’s Award for Innovation” for the Term Deposit Facility program used by the U.S Treasury, developed in Microsoft Access and VBA.
- Developed and supported the Treasury’s high-profile “REPO” application using Microsoft Excel and VBA for distributing funds to major financial institutions.
- Developed and supported the high-profile Treasury’s “Term Investment Option” application developed in Microsoft Excel and VBA used for auctioning funds to major financial institutions.

- Created an automated solution for Treasury Relations and System Support's "Collateral Management" report. Monthly manual process of three days each month reduced down to a processing time of less than 10 minutes.
- Worked independently to analyze and create an automated solution for converting spreadsheets containing thousands of addressees, using Microsoft Access, into a generic letter mail merge application that converted each name on that list into a Lotus Notes email using LotusScript.
- Participated in a work group to design a web application for planning and prioritizing IT annual projects planning Bank-wide.
- Developed a solution for the Atlanta and Minneapolis Reserve Banks in a cross-Reserve effort for ACH voucher handling that improved an application they were using that no longer functioned efficiently. Sought out by Atlanta Reserve Bank exclusively for specific programming skills in Microsoft Access and VBA. Implemented new system using SQL Server back-end and Access front-end.
- Worked on Fiscal Projection System team to develop pieces of that project, including writing and consuming stored procedures and queries via an Excel front-end application.
- Worked independently to analyze and create a number of ad hoc projects.
- Created tracking tools for a number of web development projects.
- Created Quickr document library for the TRASS IT Departments' Process Asset Library (PAL) in conjunction with the department's CMMI Certification.
- Developed web pages for various Treasury applications using Java, JavaScript, PL/SQL, and VBScript, with interfaces to Oracle, DB2, and SQL Server databases and Microsoft Excel.
- Participated in the development team for the Treasury's "Fiscal Projection System" using SQL Server, SQL Server stored procedures, and Microsoft Excel and VBA.

### **Federal Reserve Bank of St. Louis**

#### **MIS Analyst (2000 – 2002)**

Responsible for maintenance and improvement of the Bank's Forecasting Application built to forecast budgeting and forecasting of check clearing pricing for the Eighth District.

- Presented the improved application to representatives from all twelve Federal Reserve Districts.
- Improved the application to such an extent that it was adopted for use by seven of the twelve Federal Reserve districts around the country.

### **EDUCATION:**

- Bachelor of Science in Computer Science, Webster University 2001.  
Received Departmental Honors
- Bachelor of Arts in Management 1987  
Major in Business Administration  
Minor in Accounting
- Additional Training at St. Louis Community College  
Oracle, Oracle Database Administration, PL/SQL  
Web Development  
HTML
- Additional Training at UMSL Continuing Education Department  
pHp Web Development (used to create personal web site)



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)  
Chamber of Commerce S. DAYTON / PORT ORANGE (JUST JOINED)

6. QUALIFICATIONS FOR APPOINTMENT

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

SPENT 24 YEARS AS A PROGRAMMER ANALYST FOR  
FEDERAL RESERVE, EMERSON ELECTRIC, WELLS FARGO,  
AND EDWARD JONE.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 office or agency 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

See Attached License

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?

Yes

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

The Board oversees the various affairs of the City of Palm Coast Volunteer Firefighters Pension Fund Plan.

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

Bill & MARGE PERSON, 70 Sea TRAIL, Palm Coast, FL 32164 913-214-4606  
Name, Address & Telephone Number

BROWN  
DONALD & ELLEN BELL, 12 Smith TRAIL, PALM COAST, FL 32164 479-233-1570  
Name, Address & Telephone Number

SAM & Linda Toliver, 1 Smoke Candle Pl, Palm Coast, FL 32164 917-496-1221  
Name, Address & Telephone Number

# FLORIDA DEPARTMENT OF FINANCIAL SERVICES

***DONNA M LAMB***

***License Number : W669536***

## **Non Resident Insurance License**

- 0814 - NONRES LIFE & VARIABLE ANNUITY
- 0840 - NONRESIDENT HEALTH


## **Issue Date**

08/15/2020  
08/15/2020

**NOTICE** - This non-resident license is limited to the classes of insurance reflected above and is further limited to **ONLY** those classes of insurance for which you are licensed in your home state.

### **Please Note:**

A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or reinsurance intermediary manager/broker, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than 48 months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-qualify as a first-time applicant. If this license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 626.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <https://dice.fdfs.com>. To validate the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at <http://www.MyFloridaCFO.com/Division/Agents>



Jimmy Patronis  
Chief Financial Officer  
State of Florida

**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.

Donna M Stancel  
Signature

5/31/2022  
Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

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*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact Virginia Smith and request reconsideration.*



## 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 checked="" type="checkbox"/> Residential Drainage Citizen Advisory Committee*	<input type="checkbox"/>
<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: Marie Jezena-Wueth      E-mail address: maria-paintlife2@gmail.com

Residence Address: 96 Birchwood Dr      District # \_\_\_\_\_

City: Palm Coast      State: FL      Zip: 32137

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

Home Phone: (407) 241 7031      Business Phone: \_\_\_\_\_

Date of Birth: 09/22/70      Place of Birth: Manila, Philippines

How long have you been a permanent resident of Palm Coast? 7 years  
 What year did you become a continuous resident of the City of Palm Coast? 7 years

List all places of residence for the last five years.

Address	City & State	From	To
121 PINELAKES PKWY N	PALM COAST FL	2017	2019

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: Mara Jesena - my given name is very long so I go by Mara Jesena Wuerth.

Are you a citizen of the United States?  Yes  No

If no, explain: I'm a permanent resident. Green Card Holder

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: Sales Representative Current Employer: Sherwin Williams  
 Current Business Address: 2303 Moody Blvd  
Flagler Beach FL 32136 (386) 562-7042  
 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
SHERWIN WILLIAMS	RETAIL	SALES REPRESENTATIVE	2017 - 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	Employee Agency	Period of Employment

3. EDUCATION

High School: Colegio de San Jose Year Graduated: 1986  
Name & Location

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
<u>Le Cordon Bleu</u>	<u>2001-2002</u>	<u>BS Culinary Arts</u>
<u>PSID De la Salle University</u>	<u>1987-1991</u>	<u>BS ARCH INTERIOR DESIGN</u>

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) \_\_\_\_\_

6. QUALIFICATIONS FOR APPOINTMENT

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

My education, professional, and life experiences gives me a unique perspective on how to tackle the day to day challenges. I believe that my current problems with flooding due to failure in regulation and my willingness to reach across the aisle to find a solution. I love this city and the people, I would like to see it grow and thrive.

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

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 office or agency 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 Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I am starting off as an advocate for the flooding issue because I myself have been directly affected by it. But I believe that the only way to move forward is to work together to find solutions that will



help residents with existing problems. My professional experience and personal background makes me an ideal candidate to help secure a better future for Palm coast.

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

- Act as a conduit between the council and the citizens in regards to flooding issues.
- Assist council and city in finding sources of funding to help impacted residents
- Being a citizen directly affected by the flooding issue I can offer the council a different perspective which will be helpful in coming up with better regulations that will better serve our community.

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

John Gilwary	Birchshire Ln PC	(904) 669 2337
Name, Address & Telephone Number		

Dr Augusto de Leon	84 Pinnacles Dr PC	(386) 439 9777
Name, Address & Telephone Number		

Gary Shaw	480 Palm Coast Pkwy SW PC	(207) 951 1155
Name, Address & Telephone Number		

**8. ACKNOWLEDGMENT**

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

Yes

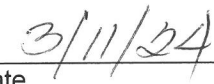
No

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

  
\_\_\_\_\_  
Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

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# City of Palm Coast, Florida Agenda Item

**Agenda Date:** April 16, 2024

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>										
<b>Division</b>	PLANNING	<b>Account #</b>										
<b>Subject:</b> APPOINT ONE (1) MEMBER TO THE BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE (BEAC)												
<b>Presenter:</b> Virginia Smith, Land Management Administrator												
<b>Attachments:</b> 1. Applications (2)												
<b>Background:</b> The City of Palm Coast's Beautification and Environmental Advisory Committee (BEAC) was created under Resolution 2006-07.												
<p>Section 2. (b). The Committee shall be constituted of a total of five (5) voting members with one (1) member being appointed by the Mayor and each member of City Council from the City Council district represented, if practicable. All Committee members must be registered voters and residents of the City of Palm Coast. Each member shall serve terms of four (4) years, but the City Council may develop a program of uniform appointment and reappointment for all appointed bodies providing for uniform appointment dates, staggered terms and related matters.</p>												
<p>Section 2. (c). The objectives of the Committee shall be to identify issues within the City of Palm Coast relating to the beautification, scenic beauty, natural resource conservation, aesthetic enhancements, environmental protection, and other related matters and to evaluate and consider activities, methods, projects and programs that could be implemented within the City to address the matters considered by the Committee and the issues studied by the Committee. The Committee may make recommendations to the Planning and Land Development Regulation Board regarding Comprehensive Plan amendments and land development regulations involving its areas of review.</p>												
<p>One committee member, Mr. Silvers, has resigned. Staff advertised the vacant seat and has received two applications to fulfill the term of Mr. Silvers, which will expire on May 1, 2026. Staff advertised in various ways on multiple occasions, including advertising in the media, on social media sites, and on the City's website. The following are the two applicants for Council's consideration:</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">APPLICANTS</th> <th style="width: 15%;">DISTRICT</th> <th style="width: 50%;">OCCUPATION</th> </tr> </thead> <tbody> <tr> <td>Susan Anderson</td> <td style="text-align: center;">2</td> <td>Retired C.P.A.</td> </tr> <tr> <td>Jessica P. Voorhees</td> <td style="text-align: center;">2</td> <td>Architectural Review Coordinator</td> </tr> </tbody> </table>				APPLICANTS	DISTRICT	OCCUPATION	Susan Anderson	2	Retired C.P.A.	Jessica P. Voorhees	2	Architectural Review Coordinator
APPLICANTS	DISTRICT	OCCUPATION										
Susan Anderson	2	Retired C.P.A.										
Jessica P. Voorhees	2	Architectural Review Coordinator										
<p>Although, not a requirement, District information has been verified by the City Clerk's office. Staff has also performed the necessary background screenings of all applicants. The results</p>												

are available in Human Resources.

**Recommended Action:**

**APPOINT ONE (1) MEMBER TO THE BEAUTIFICATION AND ENVIRONMENTAL  
ADVISORY COMMITTEE (BEAC)**



**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:

Beautification & Environmental Advisory Committee*	✓	Planning & Land Development Regulation Board* ** ♣
Code Enforcement Board*		Volunteer Firefighters' Pension Fund Board*
Citizen's Advisory Committee		Bicycle and Pedestrian Advisory Committee
Residential Drainage Citizen Advisory Committee*		
Flagler County Housing Task Force/Affordable Housing Advisory Council: Citizen from the City of Palm Coast representing essential services personnel 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.

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RE-APPOINTMENT

Yes  No

1. PERSONAL

Name: SUSAN C. ANDERSON	E-mail address	
12 FIGRESTONE CT		District # 2
City: Palm Coast	State: Florida	Zip: 32137

→ SCANDERSON1946@yahoo.com

Mailing Address (If Different from Residence):			
Cell		Business Phone:	N/A
Home Phone	860.338.1862		
Date of Birth:	12/22/1946	Place of Birth:	→ Hartford, CT
How long have you been a permanent resident of Palm Coast?			
What year did you become a continuous resident of the City of Palm Coast?			

List all places of residence for the last five years.

From 2/2013 to present, 12 Firestone Ct, Palm Coast, FL

Are you a registered voter in Flagler County?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Have you ever used or been known by any other legal name?	Yes	<input checked="" type="radio"/> No
If yes, explain:		
Are you a citizen of the United States?	<input checked="" type="radio"/> Yes	<input type="radio"/> 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 <sup>past</sup> before retirement:		Retired/was CPA	
Occupation:	CPA	Employer:	The Travelers
Current Business Address:		1 Tower Square	
City:	Hartford	State:	CT
Zip:	06183	Phone #:	800-842-5075

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>
① The Travelers Insurance		Director	1978-1991
② Coventry Meadows	Horse	President	1984-1999
		Self Employed	

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes			<input checked="" type="radio"/> 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>	

--	--

### 3. EDUCATION

Newington High School

High School:	Newington, CT	Year Graduated: 1964
Name & Location		

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
-----------------	----------------	------------------------------

UNIVERSITY OF CONNECTICUT	1965-1972	BS in Accounting
UNIVERSITY OF HARTFORD	1973-1974	MA in Professional Accounting

### 4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces?	Yes	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> 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)
Pawpaw Chapter, Native Plant Society, past president AND BOARD member
Palm Coast Garden Club, propagation guild

### 6. QUALIFICATIONS FOR APPOINTMENT

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

SEE ATTACHED PAGE
-------------------

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	<input checked="" type="radio"/> No
--	-----	-------------------------------------

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:	<input checked="" type="radio"/> Yes	No
--	--------------------------------------	----

Flagler County Land Acquisition Committee ADVISORY BOARD
---

Have you ever been elected or appointed to any public office? If yes, list below:	Yes	<input checked="" type="radio"/> 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 office or agency to which you have been appointed or are seeking appointment? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, explain below:			
Name of Business Agency	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 <input type="radio"/> No <input checked="" type="radio"/> 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. Action/Date	Original Date of Issuance	Issuing Authority	Disciplinary
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? -yes			
Knowledge of Florida plants especially natives			
Knowledge of Florida ecosystems			
PERSONAL experience in Restoring a Florida ecosystem			
PASSION FOR ENVIRONMENTAL Stewardship			
FINANCIAL Knowledge of municipalities			
What is your understanding of the relationship of this Board or Committee to the City Council?			
Advisory for the City Council			

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

11 Lee Pl
Name, Address & Telephone Number
Name, Address & Telephone Number
Name, Address & Telephone Number

CONNIE Schriden, membership <sup>chair</sup> pawpaw chapter Native Plant Society  
Palm Coast 954-448-0904  
Palm Coast Garden Club  
BOARD member FRIENDS of Gamble Rodgers State Park

BRITTA HOFFMAN  
32 Powder Horn Dr  
Palm Coast, FL 904-445-7261  
Biology professor, Florida State College at JACKSONVILLE  
member Pawpaw chapter native plant society

SONYA Guidry  
1205 LURIAN St  
New Smyrna FL 386-690-1797  
Pawpaw native plant society - field trip chair  
AND BOARD member, Author on book "Plants of Cape Canaveral Nat'l Park"

8.



## **Beautification & Environmental Advisory Committee**

Susan C Anderson

What can I bring to the advisory board:

Passion for environmental stewardship for future generations

Knowledge of Florida plants especially native plants

Knowledge of Florida ecosystems-what plants grow in which habitat, right plant for right place

Personal experience in restoring a ecosystem

Memberships in our community

Member of Flagler County Land Acquisition Committee, which deal with issues involving the acquisition and management of environmentally sensitive lands, recreation and water recharge areas.

Florida Native Plant Society, Pawpaw Chapter, 6 years member, president 2021 to 2022, served on board 2021-2023 chapter

Palm Coast Garden Club, 7 year member in propagation guild,

North Florida Prescribed Burn Association 2 year member

Florida Master Naturalist course 2023

Long-term member in both Audubon and The Nature Conservancy

Nature has been important to me since childhood. I was brought up hunting, fishing and traveling to our national parks. My parents instilled in me and my siblings respect for nature by their example. My brother who was too sensitive to hunt became an avid fly fisherman. He and 2 friends established the first no kill areas in streams in Connecticut in the 1960's. Those areas allowed wild fish and their supporting ecosystems to survive.

The Florida Native Plant Society and the Florida Master Naturalist has helped me learn about Florida's plants and ecosystems. My own yard is primarily native plants. I served as president of the Pawpaw chapter of the Florida Native Plant Society in 2021-22. Also was on the board through 2023. The Pawpaw chapter serves both Volusia and Flagler county. As a member of the local Native Plant Society, I have been going for monthly walks over the last 6 years in the various Florida ecosystems. I have learned so much about what plants grow in which ecosystems. I've seen a few inches in elevation change to whole new ecosystem.

My husband and I are personally restoring 100 acres that we own in Alachua County to longleaf pine forest habitat. That process has taught me a lot about the many steps in a restoration. We have worked with Joe Vaughn, Florida fish and Wildlife biologist, Andi Christman, Alatchua Conservation Trust Biologist

and Barry Coulliette of the North Florida Prescribed Burn Association. Their knowledge of this endangered habitat has been a continued learning process. Restoration is a long-term project.

My previous occupation was CPA in Connecticut. For five years, I worked taxes and audits primarily with KPMG, a big 4 accounting firm. Most of my career was at Travelers insurance Company as a Casualty Property Director in Finance. I was responsible for projecting financials with the help of 11 staff members. I have always been good with numbers and understand both business and municipal finances.

I also had an equine business, Coventry Meadows from 1984-1999. I ran a 25 horse facility on 25 acres with indoor arena that provided lessons and boarding. I have perspective and sympathy for small business owners.

In my eyes humans have two responsibilities. One is to each other and the second to our environment. I understand the importance that environmental stewardship is to the future of Florida and Palm Coast particularly with the growing population and the stress on our natural resources such as water, land, flora and fauna. Natural areas are particularly important to the recharging of our aquifer. If the city is a good example in care of its public lands, perhaps homeowners might have the same pride in their yards.

I would like to use my knowledge and experience to contribute to that future in the Beautification & Environmental Advisory Committee.

Sincerely,

Susan C Anderson  
March 5 2024





## VOLUNTEER BOARD AND COMMITTEE APPLICATION

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**Résumés may be attached.**

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

<input checked="" 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"/> Flagler County Housing Task Force/Affordable Housing Advisory Council: <ul style="list-style-type: none"> <li><input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel</li> <li><input type="checkbox"/> Representative of residential home building industry</li> </ul>	

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RE-APPOINTMENT       Yes     No

### 1. PERSONAL

Name: Jessica P. Voorhees      E-mail address: JECAJ@YAHOO.COM

Residence Address: 9 Calusa Ct.      District #: \_\_\_\_\_

City: Palm Coast      State: Florida      Zip: 32137

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

Home Phone (cellphone) 703.371.9761      Business Phone: \_\_\_\_\_

Date of Birth: 07.22.1973      Place of Birth: Chiclayo, PERU

How long have you been a permanent resident of Palm Coast? 4.5 years

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
9 Calusa Ct	Palm Coast, FL	12.30.2021	to Present
138 Barninton Dr	Palm Coast, FL	July 2020	to Jan 2022
31 Comanche Ct	Palm Coast, FL	July 2019	to July 2020
1269 Waverly Dr	Daytona Beach, FL	April 2017	to July 2019
5 Crampton Ct	Palm Coast, FL	March 2017	to April 2017

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: Maiden Name: Jessica Jeanina Peralta Farfan, when I was single

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: Oct.25.2018 (Jacksonville)

**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: \_\_\_\_\_

MIT Student (Professional

Occupation: Certificate Program in Sustainability) 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 &amp; Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>
<u>MAY Management Service Inc, St. Augustine</u>	<u>Residential Management</u>	<u>Architectural Review Coordinator</u>	<u>Nov2020 to Nov2021</u>
<u>Fashion Tile, Port Orange</u>	<u>- Building Industry</u>	<u>- Estimator</u>	<u>- Nov2018 to Apr2020</u>
<u>ICBLD LLC, Daytona Beach, Miami</u>	<u>- Building Industry</u>	<u>- Project Site Manag / Coordinator</u>	<u>- Feb2017 to Oct2018</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: Colegio Santa Angela, Chiclayo (PERU) Year Graduated: 1989

Name & Location

List postsecondary educational institutions or programs attended:

Name & Location

Dates Attended

Certificate/Degrees Received

Massachusetts Institute of Technology (MIT) Oct2023 – Sep2024 - Professional Certificate Program in Sustainability

Daytona State College (DSC) Aug2018 – Apr2019 – Architectural and Building Technology

Universidad Particular de Chiclayo, (PERU) – 1990 – 1997 - Architect, Peruvian Licensed #6540

**4. MILITARY SERVICE**

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

Survivor of Veteran Vietnam war

Date of Service: 11/06/1972 to 09/04/1975

Branch or Component: NAVY (late husband)

Date and Type of Discharge:

Sep/04/1975 Transferred to Naval Reserve (1978).

**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)

MIT Professional Education, LinkedIn

Parkview Church, Samples' Bible Study Community Group

Palm Coast, Community Center, Yoga and Zumba Student

**6. QUALIFICATIONS FOR APPOINTMENT**

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

I am a Peruvian Architect, with experience in the Building Industry in the USA. Now, I am in a personal growing path,

And going deeper in what I am passionate about: Sustainability, so I am studying a MIT Professional Certificate Program in Sustainability, and I'd like to be part of the Sustainable Solution for our beautiful world, so the best way to Start is from home and our City: Palm Coast.

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

I am a Peruvian Architect, Architecture and Urban Planning Faculty. Peruvian Licensed #6540,

I am working on getting my MIT Professional Certificate Program in Sustainability

I am Desktop Certified AutoCAD 2018

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 office or agency 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.

<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 Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?**

I am passionate about sustainability I studied few years ago a course about Sustainable Design, and I realized that I wanted to go deeper on Sustainability to enrich my Architectural and Building Industry background. With this MIT

Professional Certificate Program in Sustainability that I am studying now, I've been choosing Palm Coast as a City

for assessment examples, and I've been going deeper in information research, that made me feel more involved in my city, and in consequence, loving more our Palm Coast.

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

Boards and/or Committees act as decision makers and advisors on a wide variety of topics and projects.

Boards usually act in a limited advisory and/or investigatory capacity to the City Council. Boards are usually standing bodies, involved with ongoing subject areas.

Committees are usually organized working bodies, delegated to consider a specific matter.

Committees usually act in an advisory and/or investigatory capacity.

The City Council appoints members of the community to Boards and Committees to act as decision makers and advisors on a wide variety of topics and projects.

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

Patton Ewing, 9 Calusa Ct, Palm Coast, FL 32137, T: 301.807.5215

Name, Address & Telephone Number

Meire Paula Gruber, 40 Comanche Ct, Palm Coast, FL 32137, T: 201.572.9427

Name, Address & Telephone Number

Ines Furse, 22 Comanche Ct, Palm Coast, FL 32137, T: 702.460.9622

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 general criminal records check and other checks relative to the board or committee for which I am applying.**

  
Signature

12/29/2023  
Date

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

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

**PHONE: 386-986-2570  
EMAIL: [vsmith@palmcoastgov.com](mailto:vsmith@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.**

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact Virginia Smith and request reconsideration.*



# Jessica P Voorhees

Palm Coast, FL 32137, T: 703.371.9761 E: jecaj@yahoo.com



**Skills.** **Technical Skills:** Architectural and Interior Design, Furniture and Millwork design, custom and Industrial Millwork. Cost estimation, negotiation and purchasing materials, **Inspection and Architectural Review Coordination.** Hand sketching, AutoCAD and Revit drafting, estimating and management programs, Microsoft Office.  
. **Soft Skills:** Passionate in **Sustainability and Resiliency**, adaptable to different environments. Project Organization and Management, Risk Management and Resources Management, budgeting. Leadership and Teamwork, ability to **lead working teams.**  
. **Language Skills:** Fluent in **English and Spanish.**

## Experience MIT Professional Certificate, Freelance and Personal Growing.

Nov.2021 – Present

Enriching Sustainability and Resiliency knowledge and managing new options in the professional, entrepreneurship, and financial field.

**MAY Management Service INC, St. Augustine**

Nov.2020 – Nov.2021

**As Architectural Review Coordinator:** Providing expertise and administrative assistance to **Architectural Review Boards (ARB)** reviewing applications submitted by property owners for new construction, additions, landscape plans and any change in the external appearance. In addition, Board of Director requests for changes in Common Property Areas. Using **Smart Webs** and new software to manage the Inspections.

**Fashion Tile, Port Orange**

Nov.2018 – Apr.2020

**As Estimator / Coordinator:** Studying and measuring all the Project Plans for Tile and other related materials, Trucking RFIs and C.O., coordination with Suppliers, GCs and sometimes with the Designer. Preparing Proposals / Contract and follow-ups. Sales Representative for the Company in events with Chamber of Commerce of Port Orange - South Daytona, the Volusia Building Industry Association (VBIA), and the Flagler Home Builder Association.

**As Project Manager:** Dealing with the programming and coordination of different Projects like the Daytona Beach International Airport (DBIA), Embry-Riddle Aeronautical University (ERAU), Daytona State College (DSC), and Residential Projects. Dealing with Purchase Orders, ETAs, Installation Time, and Site Coordination.

**ICBLD LLC, Miami Beach / Daytona Beach, FL**

Feb.2017 – Oct.2018

**As Project Site Manager / Coordinator:** Directing and reporting Painting, Roofing, Glazing, Caulking and EIFS Crews to repair and rehabilitate hotel's hurricane damage.

**As Project Site Administrator / Co-Management of the Project:** Renewing the exterior of the Hilton Daytona Beach, FL and preparing reports for owner: Starwood Capital.

**Freelance Designer, Washington DC / Miami Beach FL / Peru / Nicaragua/ Saudi Arabia.**

2010-Present

**As an Architect and Interior Designer:** Created projects for different clients, in different parts of the globe. Some of the projects were: Residential Interior Designs, Residential Urban Center (Duplex), Multi-Family Apartments, Villages, Temporary Thematic Parks Layouts for Magic Land Park, etc.

**POTOMAC ARCHITECTURAL MILLWORK CORPORATION, Washington DC**

2006-2009

**As a Cost Estimator / AutoCAD Drafter / Project Manager:** Coordinated Millwork projects, many simultaneously, including projects for: The Pentagon, The National Harbor, The 4<sup>th</sup> Presbyterian Church, Wells Fargo, The Jefferson Hotel, and special custom mansions, and Kitchens.

**CONSORCIO CAROLINA International (Peru), INVERMUN (Ecuador)**

2003-2005

**As an Architect / Interior Designer / Project Manager:** Designed, Budgeted, Built, Coordinated and Supervised Gambling Halls / Casinos in Peru and Ecuador.

## Education Architect, Licensed in Peru, South America

1990-2024

1990 - 1996 Universidad Particular de Chiclayo; Chiclayo, Peru. Architecture and Urbanism Faculty, Merit-based scholarship - Top Third.

Title: Architect C.A.P. #6540 (Peruvian Architectural School)

1998 AutoCAD, Desktop Certified, Senati – Lambayeque, Peru.

2001 Miraflores, Interior Design School, Feng Shui Design,

2005-2007 INLINGUA, Washington, DC: English Translator Level.

2018-2019 DSC, Daytona Beach: Architectural and Building Technology. AS Degree. Desktop Certified AutoCAD 2018.

**2023/2024, Massachusetts Institute of Technology (MIT Professional Education) Professional Certificate Program in Sustainability.** Toward earning LEED and other Green Certifications.

Academy Awards: 2nd Place in the Special Commission of Architectural Design in the XIV National Congress of Architectural Students. 1st, 2nd and 3rd places in Architectural Design I, V, VI, VIII and IX Career Courses.

DSC Award: 2018-Fall: High Academic Achievement, Fall President's List.



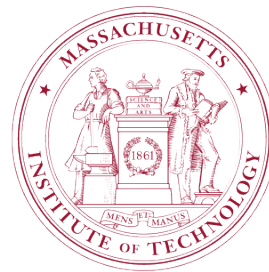
PROFESSIONAL EDUCATION



# Massachusetts Institute of Technology

*This is to certify that*

## Jessica Voorhees



*has successfully completed the online program*

### **Sustainability:** Strategies and Opportunities for Industry

64 Hours of Effort

October 3, 2023 - November 28, 2023

**John E. Fernández**

Professor and Director, Building Technology Program,  
Department of Architecture Director,  
MIT Environmental Solutions Initiative

**Bhaskar Pant**

Executive Director  
MIT Professional Education

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** April 16, 2024

<b>Department</b> PUBLIC SAFETY <b>Division</b> FIRE	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> APPOINT ONE (1) MEMBER TO THE VOLUNTEER FIREFIGHTERS PENSION BOARD	
<b>Presenter:</b> Kyle Berryhill, Fire Chief	
<b>Attachments:</b> 1. Applications (5)	
<b>Background:</b> In May of 2021, City Council appointed Patrick Delsordo to the Volunteer Firefighters Pension Board. Mr. Delsordo's term will be expiring on May 1, 2024. City Council will need to appoint one applicant to fill the open seat.  The intent of the Board is to serve as the Volunteer Firefighters' Retirement System Plan Administrator and The Trustee of the Fund. In addition, the general administration, management, and responsibility for the proper operation of the system shall be vested in the Board. The Board is responsible for administering the trust fund.  Section 175.06, Florida Statutes mandates that the pension plan be administered by a five (5) member Board. Two (2) of the five (5) members are to be appointed by City Council; two (2) are elected by the Volunteer Firefighters and the fifth member is chosen by the majority of the previous four (4) members. Statute sets the term of the office at two (2) years for all members; however, there are no term limits.  There were five (5) applications received for Council's consideration: <ul style="list-style-type: none"><li>• Patrick Delsordo</li><li>• Patrick Juliano</li><li>• Howard Peiffer</li><li>• Donna Stancel</li><li>• Paul Thorn</li></ul>	
<b>Recommended Action:</b> <b>APPOINT ONE (1) MEMBER TO THE VOLUNTEER FIREFIGHTERS PENSION BOARD</b>	



## 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:

Beautification & Environmental Advisory Committee *	Planning & Land Development Regulation Board ** ♠ *
Code Enforcement Board *	Volunteer Firefighters' Pension Fund Board *
Citizen's Advisory Committee	Bicycle and Pedestrian Advisory Committee
Residential Drainage Citizen Advisory Committee *	
Flagler County Housing Task Force/Affordable Housing Advisory Council: Citizen from the City of Palm Coast representing essential services personnel 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: Patrick DelSordo                                  E-mail address thepondhpr@yahoo.com

Residence Address: 470 Bulldog Dr. apt 1203                                  District # \_\_\_\_\_

City: Palm Coast                                  State: Fl                                  Zip: 32164

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

Home Phone 386-503-5023                                  Business Phone: \_\_\_\_\_

Date of Birth: 02/11/1969                                  Place of Birth: New Jersey

How long have you been a permanent resident of Palm Coast? 42 years

What year did you become a continuous resident of the City of Palm Coast? 1982

List all places of residence for the last five years.

Address	City & State	From	To
1 westfalls ln	Palm Coast, Fl		1998
470 Bulldog Dr apt 1203	Palm Coast Fl	2020	2024

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: Born Patrick J Occhiuzzo , had name legally changed in 1983 to Patrick N DelSordo

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: Owner of "the pond hopper" hardscape company

Occupation: landscape/hardscape Current Employer: Retired

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

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**3. EDUCATION**

High School: Flagler Palm Coast High School Year Graduated: 1987

Name & Location

List postsecondary educational institutions or programs attended:

Name & Location

Dates Attended

Certificate/Degrees Received

Flagler/Volusia Fire Academy

1985-1995

multiple fire certificates

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**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: \_\_\_\_\_

**6. 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?

Palm Coast Volunteer Firefighters Pension Board

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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)

**7. QUALIFICATIONS FOR APPOINTMENT**

8.

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

20 years as a volunteer firefighter in Flagler County, 10 years with Palm Coast 10 years with St Johns Park

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

firefighter training certificates over a 20 year career as well as the 1985 fires (black friday) ; 1998 fires ; assisted in the 2011 fires

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

<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 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>
-------------------------	-------------------------------------	--

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 Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

Being a retired firefighter, understanding what it takes to be out there, and having spent the past 3 years on the pension board I feel I can still contribute knowledge and learn as well while helping to make decisions that benefit our firefighters and the city

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

We review and advise

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

Frank Mesta 2 Walnut Pl. 904-859-0245

---

Robert Polidore 718-986-7299

---

Name, Address & Telephone Number

Peter Descartes fcso 702-612-7649

---

Name, Address & Telephone Number

**10. 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 Patrick DelSordo

Date 02/29/2024

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

**RETURN TO: Virginia Smith**  
City of Palm Coast  
160 Lake Ave.  
[vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
Palm Coast, Florida 32164

**PHONE: 386-986-2570**

**EMAIL:**

**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.**

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact Virginia Smith and request reconsideration.*



## 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 checked="" 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 type="checkbox"/>	
<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: Patrick J. Juliano      E-mail address: PatrickJJuliano@gmail.com

Residence Address: 32 Barkley Lane      District #: \_\_\_\_\_

City: Palm Coast      State: Florida      Zip: 32137

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? 19 years

What year did you become a continuous resident of the City of Palm Coast? 2005

List all places of residence for the last five years.

Address	City & State	From	To
32 Barkley Lane	Palm Coast, Florida 32137	2005-	Present

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: Lieutenant - Paramedic Current Employer: City of Palm Coast

Current Business Address: \_\_\_\_\_

1250 Belle Terre Parkway, Palm Coast, FL 32164 386-986-2300

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
City of Palm Coast	City Govt	Lieutenant	2017-Present
State of Florida	State Govt	Regional Manager	2015-2017
City of Palm Coast	City Govt	Firefighter	2008-2015

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
Fire Lieutenant	City of Palm Coast	2008-2015 & 2017 - Present
Regional Manager	Florida Department of Financial Services	2015-2017

EMT Instructor

Flagler County School Board

2012- Present

**3. EDUCATION**

High School: Tuckahoe High School Year Graduated: 2003  
Name & Location

List postsecondary educational institutions or programs attended:

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
First Coast Technical College	2007-2008	Firefighter Certificate
Dayona State College	2009-2010	A.S. in EMS Management/Paramedic
Flagler College	2010-2012	B.S. in Public Administration
Barry University	2013-2014	M.P.A in Public Administration

**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)

Palm Coast Professional Firefighters Local 4807; Knights of Inferno Firefighter Motorcycle Club  
Palm Coast Elks Lodge, Knights of Columbus Council 17480

Local Bagpiper for civic events (Paddy Piper)

**6. QUALIFICATIONS FOR APPOINTMENT**

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

Over the last four years I have served as President of the Palm Coast Professional Firefighters in which we negotiated with the City for a firefighter pension. Over the course of time I have become knowledgeable in Chapter 175, Florida Firefighter Municipal Pension funds. Including learning about actuary assessments, benefits, contributions, neighboring plans. Through these past few years I have been educated by penions and labor profesionals on Chapter 175 pensions.

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

Firefighter-Paramedic & Lieutenant from 2008-2015 & 2017-Present with the City of Palm Coast Fire Dept.

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 office or agency 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.

<u>License/certificate Title &amp; No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
Florida EMT License	12/2006	Florida Department of Health	N/A
Florida Paramedic License	12/2009	Florida Department of Health	N/A
Florida Fire Firefighter	2/2008	Florida Department of Financial Services	N/A

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?

As Former President and Vice President of Palm Coast Profesional Firefighters Local 4807, I have deeply researched and become extremely knowlegable regarding Chapter 175 pensions. I have worked with the IAFF and Florida Professional Firefighters in being educated in all areas of Chapter 175 pension.

My experience and education has led me to be a steward of public trust. Appointment to this board requires me to have a fiduciary responsibility.

---

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

My understanding that as a Board member of the Firefighter Pension Board is to exercise fiduciary responsibility and act as a steward of good public trust with this public entity.

---

My responsibility to the City Council is to act in good faith, a good public steward and to act as a trustee of this board.

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

Jeff Atwater                      561-248-3170

---

Name, Address & Telephone Number

Joseph Saviak                      904-599-5678

---

Name, Address & Telephone Number

Jerry Forte                              386-931-0224

---

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

02/22/2024

Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@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.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months.  
Should you wish to be considered for another board, committee, or task force during that time,  
you must contact Virginia Smith and request reconsideration.*



## 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 checked="" 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 type="checkbox"/>	
<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: Howard K. Peiffer      E-mail address: peimackpack1@earthlink.net  
 Residence Address: 46 Cormorant Court      District # 513  
 City: Palm Coast      State: Florida      Zip: 32137  
 Mailing Address (If Different from Residence): \_\_\_\_\_  
 Home-Phone: cell 386-503-8242      Business Phone: \_\_\_\_\_  
 Date of Birth: September 15, 1940      Place of Birth: Peekskill, New York



How long have you been a permanent resident of PalmCoast?

31 years

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

1992

List all places of residence for the last five years.

Address	City & State	From	To

Are you a registered voter in FlaglerCounty?  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:

Firefighter

Occupation: firefighter

Current Employer: retired

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: Lakeland H.S. Michigan Lake, N.Y Year Graduated: 1958  
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: November 4, 1963 - November 4, 1965

Branch or Component: U.S. Army

Date and Type of Discharge: October 31, 1969 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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. QUALIFICATIONS FOR APPOINTMENT

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

I have been in the fire service for 66 years, both in NY & FL, as a volunteer and career member. I was appointed by the Duval County Board of Commissioners as an interim fire chief for the Palm Coast F.D., which lasted for over two years until a permanent chief could be hired.

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

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>
Fire Chief	1994 - 1995	2 years	Fire Department

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:

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 Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

By understanding the benefits and rewards of the Length of Service Award program administered by the Volunteer Firefighters Pension Trust Board which helps to retain and compensate firefighters members.

---

---

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

The City Council must approve the content of the program that the Volunteer Firefighters Pension Fund Board administers.

---

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

<small>Name, Address &amp; Telephone Number</small>	Jim Lee	1 Biscayne Place, Palm Coast	793-4077
<small>Name, Address &amp; Telephone Number</small>	Rick Reuther	12 Black Hawk Place, Palm Coast	283-3262
<small>Name, Address &amp; Telephone Number</small>	Pete Ruccio	11 Eagle Pass, Palm Coast	437-0527

**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.

Howard K. Perkin  
Signature

March 1, 2024  
Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

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<input type="checkbox"/>	Beautification & Environmental Advisory Committee *	<input type="checkbox"/>	Planning & Land Development Regulation Board * ** ♠
<input type="checkbox"/>	Code Enforcement Board *	<input checked="" 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"/>	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		

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♠ 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: Donna M. Stancel      E-mail address: donna.m.lamb@msn.com  
 Residence Address: 3 Smoke Candle Pl      District # 3  
 City: Palm Coast      State: FL      Zip: 32164  
 Mailing Address (if Different from Residence): \_\_\_\_\_  
 Home Phone: 314-322-6130      Business Phone: \_\_\_\_\_  
 Date of Birth: 2-13-1951      Place of Birth: St. Louis, MO  
 How long have you been a permanent resident of Palm Coast? 2 years  
 What year did you become a continuous resident of the City of Palm Coast? 2021

List all places of residence for the last five years.

Address	City & State	From	To
<u>26059 DORRY ST</u>	<u>WARRENTON, OR</u>	<u>2017</u>	<u>2021</u>
<u>16195 Old Jamestown Rd,</u>	<u>Florissant, MO</u>	<u>1999</u>	<u>2017</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: Donna M Colvin (Maiden)  
Donna M. Lamb (MARRIAGE)  
Donna M. Easterday (MARRIAGE)

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: Semi-Retired (PART-TIME AGENT)

Occupation: Life, Health + ANNUITY AGENT Current Employer: 360-FINANCIAL GROUP

Current Business Address: \_\_\_\_\_  
St. Louis, Mo 314-821-0852  
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
<u>See Resume</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: Hazelwood High School  
Hazelwood, Mo Year Graduated: 1969  
Name & Location

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
<u>Webster Univ, Webster, Mo</u>	<u>5/76-5/87</u>	<u>BA MANAGEMENT (MINOR ACCOUNTING)</u>
<u>Webster Univ, Webster, Mo</u>	<u>5/99-5/01</u>	<u>BS Computer Science</u>

**Donna M. Lamb Stancel**  
3 Smoke Candle Pl, Palm Coast, FL 32164  
Cell Phone: 314-322-6130  
Email: donnamlamb@msn.com

**SUMMARY:**

Dedicated, highly innovative professional with 17+ years of experience in application development and business practices, with a strong background in Microsoft Access and Excel macros and coding. Maintains high level of service satisfaction with both internal and external customers, with a flair for keeping customers satisfied. Recognized abilities in analysis and problem-solving, with strong attention to detail and accuracy. Accomplished in meeting deadlines, working well under pressure, and multi-tasking. Experienced in working independently, or as valued team member.

**PROFESSIONAL EXPERIENCE:**

**Semi-Retired** **8/2019 – Present**

**Edward Jones (Contractor)** **11/2016 – 7/2019**  
**Analyst – JonesLink**

Worked with JonesLink team to develop Microsoft Excel applications to support JonesLink data analysis for website search feedback statistics. Personally worked to help streamline processes in the department by spearheading the implementation of task scheduling. In the past, the department depended heavily on humans to perform routine “button-push” tasks. Worked to identify solutions and set up jobs to eliminate the need for human interaction. Developed a number of applications to read web page metadata for web page usage analysis.

**Wells Fargo Advisors (Contractor)** **8/2015 – 11/2016**  
**Programmer**

Worked with the Mutual Funds business unit to assist in the analysis for the breakup of numerous Microsoft Access tertiary joined applications into stand-alone applications, with the goal to enable individual teams to become self-reliant. Provided support to Mutual Fund business unit teams when troubleshooting was necessary to solve problems encountered in applications. Worked directly with Wells Fargo Brokerage Data Warehouse (BDW) and SQL Server to extract data for reporting purposes.

**Emerson Electric (Contractor)** **3/2013 – 8/2015**  
**Technical Applications Administrator**

Worked closely with customers, team members, and management to ensure that projects and solutions addressed the needs of the company in the most efficient manner. Responsible for all aspects of development including time estimation, requirement gatherings, design, development and deployment.



- Successfully assisted in the migration of existing applications, websites, and databases from Windows Server 2003 to Windows Server 2008 and supported Windows Admin teams during server patch operations.
- Converted and enhanced existing Access database applications from Office 2003/2007 to Office 2010, and developed several new systems using Access and Excel and VBA.
- Created documentation for multiple applications, such as user manuals, technical manuals, and installations guides using Microsoft Word and Excel.
- Created SharePoint sites and Nintex forms for lists within those sites
- Successfully updated CA Clarity enterprise-wide application through several iterations of upgrades, including implementation of Business Objects reporting integration.
- Supported Tax Department with software installations, user support, disaster recovery drill, and application troubleshooting.
- Worked with third-party software vendors to resolve application issues.
- Used SQL Server Management Studio to query information as necessary for customers to create reports, and back-up and restore databases when needed.
- Supported various software user client groups with software installations, problem solving, and general support issues.
- Created original, and updated existing Access and Excel applications using Visual Basic for Applications.
- Assisted in the creation of some C# ASP.Net pages in one web application.
- Performed metrics reporting on various projects, and their progressions.

**Bryan Cave Law Firm**

**6/2012 – 3/2013**

**Web Content & Document Assembly Coordinator**

Trainer and marketing representative for HotDocs Document Assembly software. Work with in-house personnel to teach them how to create automated documents using this software.

**Distribution Management, Inc.  
Programmer/Developer**

**1/2012 – 4/2012**

Application developer for in-house application using VB.NET. Worked in SQL Server Management Studio to create stored procedures and queries.

**Federal Reserve Bank of St. Louis  
Sr. Programmer/Analyst (2002 – 2011)**

**10/2000-12/2011**

Application development for the U.S. Treasury Department using Microsoft Excel and Access, creating VBA applications to perform high-profile Treasury functions. Some web development using Java, JavaScript, Oracle PL/SQL stored procedure development for a U.S. Treasury applications.

- One of a team of recipients for “2010 President’s Award for Innovation” for the Term Deposit Facility program used by the U.S Treasury, developed in Microsoft Access and VBA.
- Developed and supported the Treasury’s high-profile “REPO” application using Microsoft Excel and VBA for distributing funds to major financial institutions.
- Developed and supported the high-profile Treasury’s “Term Investment Option” application developed in Microsoft Excel and VBA used for auctioning funds to major financial institutions.

- Created an automated solution for Treasury Relations and System Support's "Collateral Management" report. Monthly manual process of three days each month reduced down to a processing time of less than 10 minutes.
- Worked independently to analyze and create an automated solution for converting spreadsheets containing thousands of addressees, using Microsoft Access, into a generic letter mail merge application that converted each name on that list into a Lotus Notes email using LotusScript.
- Participated in a work group to design a web application for planning and prioritizing IT annual projects planning Bank-wide.
- Developed a solution for the Atlanta and Minneapolis Reserve Banks in a cross-Reserve effort for ACH voucher handling that improved an application they were using that no longer functioned efficiently. Sought out by Atlanta Reserve Bank exclusively for specific programming skills in Microsoft Access and VBA. Implemented new system using SQL Server back-end and Access front-end.
- Worked on Fiscal Projection System team to develop pieces of that project, including writing and consuming stored procedures and queries via an Excel front-end application.
- Worked independently to analyze and create a number of ad hoc projects.
- Created tracking tools for a number of web development projects.
- Created Quickr document library for the TRASS IT Departments' Process Asset Library (PAL) in conjunction with the department's CMMI Certification.
- Developed web pages for various Treasury applications using Java, JavaScript, PL/SQL, and VBScript, with interfaces to Oracle, DB2, and SQL Server databases and Microsoft Excel.
- Participated in the development team for the Treasury's "Fiscal Projection System" using SQL Server, SQL Server stored procedures, and Microsoft Excel and VBA.

### **Federal Reserve Bank of St. Louis**

#### **MIS Analyst (2000 – 2002)**

Responsible for maintenance and improvement of the Bank's Forecasting Application built to forecast budgeting and forecasting of check clearing pricing for the Eighth District.

- Presented the improved application to representatives from all twelve Federal Reserve Districts.
- Improved the application to such an extent that it was adopted for use by seven of the twelve Federal Reserve districts around the country.

### **EDUCATION:**

- Bachelor of Science in Computer Science, Webster University 2001.  
Received Departmental Honors
- Bachelor of Arts in Management 1987  
Major in Business Administration  
Minor in Accounting
- Additional Training at St. Louis Community College  
Oracle, Oracle Database Administration, PL/SQL  
Web Development  
HTML
- Additional Training at UMSL Continuing Education Department  
pHp Web Development (used to create personal web site)

**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)

Chamber of Commerce S. DAYTON / PORT ORANGE (JUST JOINED)

**6. QUALIFICATIONS FOR APPOINTMENT**

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

SPENT 24 YEARS AS A PROGRAMMER ANALYT FOR FEDERAL RESERVE, EMERSON ELECTRIC, WELLS FARGO, AND EDWARD JONE.

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

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 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>

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

See Attached License

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?

Yes

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

The Board oversees the various affairs of the City of Palm Coast Volunteer Firefighters Pension Fund Plan.

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

Bill & MARGE PERSON, 70 Sea TRAIL, Palm Coast, FL 32164 973-214-4606  
Name, Address & Telephone Number

DONALD & ELLEN BELL, 12 Smith TRAIL, Palm Coast, FL 32164 479-233-1570  
Name, Address & Telephone Number

SAM & Linda Toliver, 1 Smoke Candle Pl, Palm Coast, FL 32164 917-496-1221  
Name, Address & Telephone Number

# FLORIDA DEPARTMENT OF FINANCIAL SERVICES

***DONNA M LAMB***

***License Number : W669536***

## **Non Resident Insurance License**

- 0814 - NONRES LIFE & VARIABLE ANNUITY
- 0840 - NONRESIDENT HEALTH

## **Issue Date**

08/15/2020

08/15/2020

**NOTICE** - This non-resident license is limited to the classes of insurance reflected above and is further limited to **ONLY** those classes of insurance for which you are licensed in your home state.

### **Please Note:**

A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or reinsurance intermediary manager/broker, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than 48 months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-qualify as a first-time applicant. If this license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 626.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <https://dice.flds.com>. To validate the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at <http://www.MyFloridaCFO.com/Division/Agents>



Jimmy Patronis  
Chief Financial Officer  
State of Florida

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.

Donna M Starnel  
Signature

2/26/2024  
5/31/2022  
Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
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**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 checked="" 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 type="checkbox"/>
<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	

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\*\* 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: Paul E. Thorn      E-mail address: PaulEThorn@gmail.com

Residence Address: 36 Pershing Lane      District # 1

City: Palm Coast      State: Florida      Zip: 32164

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

Home Phone 916.756.1533      Business Phone: \_\_\_\_\_

Date of Birth: January 24, 1972      Place of Birth: Long Island, New York

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

What year did you become a continuous resident of the City of Palm Coast? September 2023

List all places of residence for the last five years.

Address	City & State	From	To
4439 Key Largo Drive	Jacksonville, FL	9/2022	10/2023
1917 Boddington Trail	Port Charlotte, FL	5/2022	9/2022
217 Chambord Way	Roseville, CA	5/2018	5/2022

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: See attached resume.

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
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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
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Paralegal	State Attorney's Office	6/22-12/22
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Clerk	St. Johns County Clerk of Court	12/22 – 5/23
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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  
Master of Public Administration

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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>
Fire Commissioner	Elected 1/1/1999	5 years	Local

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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 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>
Certified Child Welfare Protective Investigator CWPI.0106918-P	8/21/23	Florida Certification Board	

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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?

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My background, education, training, and experiences have prepared me to be a decision maker. As an elected Fire Commissioner, I served the citizens of my fire district. I was elected by the people to make the best decisions I could as it related to fire/rescue services. I was not an advocate for the firefighters, I was an elected representative of the citizens.

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

I understand that the Board act as decision makers and advisors to the City Council but does not set policy. I understand that the Board serves at the pleasure of the City Council and acts a sounding board for the citizens of Palm Coast.

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

Denise Downing 14229 Turning Leaf Drive Orlando, FL 407.376.8540

Name, Address & Telephone Number

Brenda Brower 6609 Sweet Gum Ct Citrus Heights CA 95610 916.335.2695

Name, Address & Telephone Number

Nicole Soto 6827 Ariel Drive Jacksonville, FL 32277 904.910.0064

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.

/s/ Paul E. Thorn

2/29/24

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

**PHONE:** 386-986-2570  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@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.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact Virginia Smith and request reconsideration.*

**Paul E. Thorn**  
36 Pershing Lane  
Palm Coast, FL 32164  
(916) 756-1533  
[PaulEThorn@gmail.com](mailto:PaulEThorn@gmail.com)

## **PROFESSIONAL WORK EXPERIENCE**

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### **State of Florida**

Department of Children and Families  
*Paralegal*  
*Child Protective Investigator*

St. Augustine and Daytona Beach  
2023-present

- Conduct online legal research using commercially available research applications.
- Conduct factual research to assist with pending cases or investigations.
- Draft legal documents, including federal habeas procedural histories, discovery requests, witness lists and exhibit lists.
- Prepare exhibits for hearings, depositions, and trials.
- Organize documents and exhibits for review by attorneys.
- Coordinate service of process and subpoenas.
- Attend court proceedings and trials with attorneys and provide assistance as needed.
- Conducted investigations regarding allegations of abuse, neglect, abandonment and/or special conditions for children. Worked closely with law enforcement.
- Assessed danger threats, child vulnerabilities and caregiver protective capacities in order to determine whether a child is safe.
- Collected information through observation and interviews with the children, parents, relatives, neighbors, and other parties associated with the case, as well as analysis of criminal, past service history and other records.
- and other records.

### **St. Johns County Clerk of Courts and Comptroller**

*Family Law Court Clerk*

St. Augustine, FL  
2022-2023

- Loaded new cases into the case management system, processed paperwork for Family Court.
- Examined and processed electronic and paper documents.
- Attended court hearings and trials; swears in witnesses as requested by the court; provided assistance and prepared accurate court notes.
- Received, maintained and documented evidence; assist with evidence inventory control.
- Prepared and forwarded reports to internal and external agencies.
- Conducted research based on internal and external requests.

### **State Attorney's Office, 4<sup>th</sup> Judicial Circuit of Florida**

*Paralegal – Special Victims Unit*

Jacksonville, FL  
2022-2022

- Conducted legal research, including compiling, analyzing, and summarizing legal opinions.
- Examined legal instruments or other documents to ensure completeness and accuracy, as well as conformance to applicable laws, rules, precedents and office requirements.

- Directly interacted with victims and witnesses of crimes throughout the course of cases.

**Sacramento Superior Court**

*Jury Commissioner*  
*Operations Manager*  
*Operations Supervisor*  
*Paralegal*

Sacramento, CA  
 2007-2021

- Planned, organized, coordinated, and directed the work of assigned sections of the Court.
- Supervised and evaluated subordinate supervisors; participated in and recommended staff selections, promotions, and disciplinary actions; evaluated the need for and requested specialized training for supervisors and staff.
- Assisted in classification and compensation studies and HR investigations.
- Assisted in the development and implementation of organizational goals, objectives, values, and policies; developed and implemented procedures and work standards for the sections.
- Coordinated section activities with other Court sections and divisions, outside agencies, and concerned parties.
- Prepared and recommended long and short-term plans for assigned services and programs; assisted in budget planning and administration.
- Monitored and evaluated program services; developed specific proposals to meet identified goals and needs.
- Resolved difficult problems related to section activities and functions.
- Represented the section within the Court, with outside agencies, and concerned parties.
- Interpreted complex codes, laws, regulations, policies, and procedures and provided guidance and assistance for staff and the public.
- Directed the preparation of a wide variety of records and reports regarding section activities.
- Monitored legislative developments, evaluated their impact on service areas, and developed recommendations to ensure compliance and effective service delivery.
- Provided administrative staff support for judicial officers as required.

**Centereach Fire District**

*Fire Commissioner*  
*Firefighter*

Long Island, NY  
 1999-2003  
 1995-2003

Fire Commissioner (Elected):

- Developed and oversaw the fire department's resources and budget, ensured they had adequate equipment and technology to perform their duties.
- Assessed the effectiveness of fire/rescue operations and strategized with Fire Department Chief's to improve the quality of emergency and non-emergency services to meet citizens' needs.
- Responsible for Human Resources; including classification and compensation.

Firefighter:

- Responded to fire and medical emergencies in accordance with department procedures. Drove apparatus, operated fire pumps, and auxiliary equipment.

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## **EDUCATION**

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**Golden Gate University**

Master of Public Administration, with Honors 2010

San Francisco, CA

**St. Joseph's University**

Bachelor of Science, Organizational Management, 2003

Certificates in Human Resources and Leadership & Supervision

Long Island, NY

**MTI College**

Associate in Arts, Paralegal Studies (ABA Approved), 2005

Sacramento, CA