

Denise H. Fitzgerald

1754 Borland Road
Pittsburgh, PA 15243
(412) 287-1956
Dhfitz1@verizon.net

December 3, 2024

Mayor and City Council
City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164

Dear Mayor and City Council:

I am writing to express my interest in the opportunity to be considered for the City Manager position with the City of Palm Coast. After reviewing the job description and reflecting on the values and vision of your community, I am confident that my experience and dedication to public service align perfectly with the requirements of this role. I am excited about the possibility of contributing to the continued recovery, growth and success of your city.

Having dedicated myself to public service from the age of eighteen, I have worked diligently to develop a comprehensive skill set that has allowed me to rise to the position of credentialed city manager. I hold a master's degree in business administration, which compliments my practical experience and positions me to effectively lead and manage municipal operations. With over thirty years of experience in local government, I have gained invaluable expertise in several key areas, including:

- **Creation of Municipal Budgets:** I have successfully developed and managed municipal budgets in alignment with the State chart of accounts, ensuring financial responsibility and long-term sustainability.
- **Grant Writing and Oversight:** I have led efforts in securing and managing over \$19 million in grant awards, supporting critical infrastructure, community development, and public services.
- **Contract Negotiations:** I have negotiated contracts with union personnel, outside contractors, and neighboring communities, ensuring equitable agreements that foster collaboration and mutual benefit.
- **Community Engagement:** Throughout my career, I have been actively involved in the communities I serve, recognizing that fostering strong relationships with residents and stakeholders is key to building a thriving city.
- **Commitment to Quality of Life:** Above all, I am committed to enhancing the quality of life for the people in the community where I serve and live, prioritizing initiatives that improve public safety, economic growth, and overall well-being.

I am confident that my blend of leadership, fiscal management, and community engagement experience would allow me to make a significant contribution to the City of Palm Coast. I look forward to the possibility of working with you and the city staff to continue advancing the city's mission and achieving its goals.

Thank you for your time and consideration. I am eager to further discuss how my background and skills align with the needs of your city. Please do not hesitate to contact me at (412) 287-1956 or by e-mail at dhfitz1@verizon.net if you would like to schedule a meeting.

Sincerely,

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LinkedIn Profile: www.linkedin.com/in/denise-fitzgeral

Objective

I am looking to continue my career as a City Manager, where I can utilize my extensive experience in local government and management. I am highly capable of working independently with initiative and can handle multiple responsibilities with little instruction.

Education

MCA Business and Post Graduate School

International MBA – Master’s in Business Administration

Graduated: March 2022/ Special Distinction obtained in Legal Business Environment and Supply Chain Mgt.

Point Park College of Pittsburgh, PA

Bachelor of Science in Business

Graduated: May 2001 | GPA: 3.75 | Cum Laude (Accelerated Program)

Community College of Allegheny County, Boyce Campus

Associate of Science in Business Management

Graduated: May 1996 | GPA: 3.8

Professional Experience

Credentialed Township Manager

Scott Township, Allegheny County, PA

2001 - Present

- Plans, organizes, administers, and directs all operations under the jurisdiction of the Board of Commissioners.
- Supervises municipal departments, including Treasurer, Tax Collector, Public Works, Administration, and Police.
- Prepares and submits the annual budget for the Board of Commissioners and ensures its execution after adoption.
- Attends all Board of Commissioners meetings and prepares agendas and reports.
- Contracts with experts and consultants for specific municipal functions.
- Manages township grants, seminars, and meetings with County, State, Federal, and COG agencies.
- Oversees purchasing for all township departments.
- Handles and investigates complaints related to township services and personnel.
- Signs checks, correspondence, and other documents essential for township operations.
- Directed the creation of a professional website for all departments and community events.

- Serves as Deputy Emergency Management Coordinator and Right to Know Officer for the Township.

Borough Manager

Plum Borough, Allegheny County, PA

1992 - 2001

- Managed municipal staff including accounting, payroll, police, planning, public works, sanitation, and tax departments.
 - Worked closely with the Council and Mayor in municipal decision-making.
 - Led contract negotiations with non-uniformed labor unions and police department.
 - Wrote, applied for, and oversaw various grants for borough projects.
 - Managed the preparation, presentation, and implementation of the borough's budget.
 - Addressed and resolved citizen complaints.
 - Implemented GIS software in Planning and Zoning departments.
 - Signed checks, correspondence, and documents necessary for borough business.
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Skills & Accomplishments

- **ICMA Credentialed Manager** (ICMA.org)
 - Co-Chair, 2024 ICMA International Conference
 - 30 years of experience in local government management
 - **Computer Programming Languages:** Dbase, MFoxPlus, FoxPro
 - **Software Proficiency:** All Microsoft Office Programs, Windows XP, NT, 8, 10, 11 Pro, Tax Software (Freedom, Mega, Harris), Utility Billing Software, AP/AR Programs, Code Enforcement Software
 - **Grant Writing:** Successful acquisition and oversight of various municipal grants
 - **Programming:** Developed automated delinquent tax collection system for Plum Borough's tax office
 - Set up budgeting, accounting, payroll, and utility customer accounting systems for the Borough of Canonsburg
 - Deputy Emergency Management Coordinator with PEMA Basic and Advanced Certification in Emergency Management. Handled all funding requests during Hurricane Ivan, resident declarations of loss and restoration projects
 - Notary Public for the Commonwealth of Pennsylvania
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Hobbies & Interests

- Embroidery
 - Computers
 - Spending time with my three children
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References

Available upon request