

November 24, 2020

City of Flagler Beach
105 S 2nd Street, P.O. Box 70
Flagler Beach, Florida 32136

RE: Employment Opportunity – Chief Administrator

Dear Human Resource Manager:

I am very interested in the position of Chief Administrator for the City of Flagler Beach, Florida. As the Director of Planning and Community Development for a municipality; I manage all planning reviews and approvals, grants administration of all State and Federal programs, Comprehensive Plan updates and annexations, economic and community development, land acquisitions, parks and recreation improvements, budget and policy development activities, and land development regulations. I understand the daily operations of local government and the importance of collaborating with County, State, and Federal government agencies. I work closely with the Maryland Department of Housing and Community Development on a variety of Community Development Block Grants and have received the Maryland Sustainable Community designation for my municipality. I serve as liaison to the Planning Commission, Economic Development Commission, Heritage Trust, Architectural Review Committee, and Board of Appeals. I also serve on the Board of Directors for Visit Harford and the Foundation Board for The Arc Northern Chesapeake Region.

I have worked on many multi-million dollar projects that include: Ripken Stadium, a minor league 6,500 seat baseball stadium; Marriot Courtyard and Residence Inn, Hilton Garden Inn, Hampton Inn, La Quinta Inn and Suites, Home2 Suites by Hilton, three multi-tenant shopping centers, Starbucks, Applebee's, Aldi's, Lidl's, Walmart, Target, Chick-fil-A, Taco Bell, McDonald's, Burger King, Bob Evans, Home Depot, Horizon Movie Cinemas, University of Maryland Upper Chesapeake Medical Campus, and several industrial manufacturing projects. I am an effective leader that has worked on strategic planning initiatives, long-range and current planning, land use, project management, budget preparation, ordinance development, and grants administration.

I have strong written and verbal communication skills, I am a multi-tasker, and I am passionate about working for local government. I am knowledgeable with your Sunshine Laws and the requirements for a transparent government. I understand the importance of handling politically sensitive issues that impact the City's budget and community.

I hope that you will consider my job knowledge, advanced education, and work experience for this position. I am currently earning \$119,000 annually with benefits and will relocate to the City of Flagler Beach for this position. Thank you for your consideration and I look forward to hearing from you regarding this exciting and rewarding opportunity.

Sincerely,

PHYLLIS G. GROVER, MBA

phyllisgrover6@gmail.com

RESUME OF

PHYLLIS G. GROVER, MBA

phyllisgrover6@gmail.com

Education

Master of Business Administration/Public Administration 2020
Columbia Southern University

Bachelor of Science Business Administration/Project Management 2016
Columbia Southern University
Cum Laude

Work Experience

City of Aberdeen 1987 - Present
60 N. Parke Street
Aberdeen, Maryland

Position – Director of Planning, Economic Development, and Community Development for the Department of Planning and Community Development

Job Responsibilities –

- Manage the Department of Planning and Community Development and supervise the Senior Planner, Planning and Economic Development Assistant, Main Street Coordinator, and Farmers Market Manager.
- Prepare and administer all Federal, State, and County grant applications, funding and reimbursement requests, Community Development Block Grant program requirements.
- Prepare and administer the Department's annual budget, budget amendments, and capital improvement requests.
- Prepare and implement the Aberdeen Comprehensive Land Use Plan, a strategic planning tool for future growth, revitalization, transportation, recreation, historic preservation, housing, public infrastructure, and sensitive areas.
- Prepare amendments to the Development Code and Subdivision Regulations and all necessary ordinances or resolutions in support of the Department's activities.
- Prepare annual reports for the Greater Aberdeen – Havre de Grace Enterprise Zone and the BRAC Revitalization and Incentive Zone and monitor business activity in each zone.
- Prepare annual reports for the Department of Planning and Community Development and the Aberdeen Planning Commission.
- Develop business incentives to create investment and job growth. Promote business incentives, Opportunity Zone, HUB Zone, and Greater Aberdeen-Havre de Grace Enterprise Zone benefits.
- Support the Aberdeen business community with retention, expansion, and relocation efforts through marketing, placement, incentives, and job growth.
- Responsible for floodplain management and forest conservation requirements regarding development activities.
- Prepare monthly agendas for appointed Commissions and Boards and act as a liaison to the Aberdeen Heritage Trust Committee, Planning Commission, Economic Development Commission, Board of Appeals, and Architectural Review Committee.

- Attend community meetings and respond to sensitive issues relating to development concerns.
- Attend City Council meetings and make presentations on various community development, economic development, parks and recreation, zoning, and land use matters.
- Grants management for all City awards from the MDOT State Highway Administration Safe Routes to School and Transportation Alternatives Programs, Maryland Department of Housing and Community Development State Revitalization Programs, Maryland Energy Administration Empower Energy Grant Programs, and Harford County Community Development Block Grant Program.
- **Major municipal projects and accomplishments:** Ripken Stadium, Aberdeen Senior Center, Boys and Girls Club of Harford County Aberdeen branch, Aberdeen Municipal Building, North Deen Park, Plater Street Park, Festival Park, proposed Rock Glenn Park, Victory Street Park, Aberdeen Revolving Loan Fund, Greater Aberdeen-Havre de Grace Enterprise Zone, Aberdeen BRAC Revitalization Zone, Aberdeen Sustainable Community Area, Aberdeen Façade Improvement Program, and the Aberdeen Transit Oriented Development area. Over the past 9 years the City of Aberdeen has received \$3.3 million in grants that I have made application for and received. Recently awarded the Maryland Main Street designation.

Position – Clerk of Zoning and Permits

Job Responsibilities –

- Approval of all building, sign, and demolition permits, Tenant Occupancy Permits, Peddler’s Permits, zoning approvals, and Taxicab Licenses.
- Code enforcement violations, zoning compliance, and livability code enforcement. Attended all court related hearings.
- Attendance all public hearings and meetings and providing presentations related to the Department of Planning and Community Development, Planning Commission, Board of Appeals, Taxicab Bureau, and Aberdeen Heritage Trust.

Professional Training and Awards

- FEMA Emergency Management Institute – Managing Floodplain Development through the NFIP October 2006
- Maryland Department of the Environment Floodplain Management Training November 2009
- Graduate of the University of Maryland Academy for Excellence in Local Government June 2010
- Certificate of Training in Project Management Fundamentals with a Team Approach July 2014
- Certificate of Training in Project Management/CAPM Prep October 2014
- The Chesapeake Science & Security Corridor Transportation Advocate Award December 2014
- Open Meetings Act Training November 2019
- IEDC Penn State Economic Development Course December 2019
- IEDC Entrepreneurial & Small Business Development Strategies Course September 2020

Professional Memberships

International City/County Management Association Maryland Economic Development Association
 Harford County Chamber of Commerce
 American Planning Association

Board Appointments

Visit Harford Board of Directors’
 The Arc of Northern Chesapeake Region Foundation Board

Professional References

Randy Rudy
Retired Chief of Police

Rmrudy2785@gmail.com

Randolph Robertson
Retired Director of Public Works
(443) 617-0795
r.christian.robertson@gmail.com

Peter Dacey
Former City Manager

padacey@yahoo.com

Robert Infussi
Maryland Department of Transportation/Maryland Transit Administration
TOD Manager
(410) 767-4648
(410) 812-2236
rinufssi@mdot.maryland.gov