

City of Madeira Beach  
300 Municipal Drive  
Madeira Beach, FL 33708

January 25, 2026

Dear Human Resources Recruiter

I am writing to apply for the **City Manager** position. My experience in managing operating and capital budgets, combined with my hands-on experience supervising finance and administrative personnel, has made me well suited for this position.

Throughout my 30-year career working for local, state, and federal government agencies, I worked closely with community groups, city councils, and department directors giving formal and informal presentations regarding operating and capital budgeting formulation along with service contract best practices training. As Senior Operations Manager for Maryland Environmental Service, I was tasked with managing two waste and recycling center facilities. This included managing the budget and procurement of large equipment and contract staff to manage a 24-hour operation. As the Program Supervisor for WAMTA's Facility Operation Division, I supervised the maintenance of 60 metro facilities around the DMV. This included being the PM and COTR for large service contracts in addition to managing 40+ union and nonunion employees.

My current position as the Business Operations Manager for four departments within DC Water's engineering cluster has me tasked with managing the operating budget and overall administrative responsibilities for all four departments. I formulate, present, and manage a \$60+ million operating budget. Additionally, I supervise the implementation of policies and procedures relating to human resources, procurement, fleet, and facilities management. I assisted in implementing our new Oracle-based ERP system. I supervise a core group of professionals who process the administrative needs of over 200 employees and consultants. This includes analyzing budget and resource allocation data and providing outreach support for the various engineering departments.

I believe my project and personnel management experience in supporting multiple departments combined with my in-depth knowledge of budget and financial resource allocation makes me a good candidate for this position.

I look forward to meeting you in person to discuss the position in detail.

Sincerely,

Patrick Heaney

## Professional Experience

### ***Business Operations Manager, Engineering Shared Services & Asset Management***

DC Water & Sewer Authority, Washington, DC

2011-Present

- Formulate, justify, and manage \$60M+ in annual operating and capital budgets within the Oracle ERP system, including creation of purchase orders and processing of invoices.
- Develop, revise, and implement departmental policies; respond to audit inquiries; ensure regulatory compliance; and oversee payroll, timekeeping, and P-Card transactions.
- Serve as departmental liaison to HR, Finance, Procurement, Fleet, Safety, and IT.
- Reconcile monthly financial reports and reallocate funds to meet operational needs.
- Advise union and non-union employees on procedures, FMLA compliance, budget oversight, and audit requirements; review and edit grant proposal
- Develop and implement multi-year strategic plans that strengthen departmental performance, improve service delivery, and support agency-wide initiatives.
- Analyze historical spending patterns, project outcomes, and resource utilization to identify inefficiencies and recommend funding adjustments.

### ***Senior Operations Manager***

Maryland Environmental Service, Millersville, Maryland

2010-2011

- Managed two waste & recycling facilities for the Montgomery County government.
- Supervised both facilities' administrative staff, shift supervisors, equipment operators, field staff, contracted labor, and fleet maintenance and inventory/asset monitoring.
- Estimated project costs, tracked expenses, researched, and procured heavy equipment/supplies.
- Developed service contract and equipment specifications, negotiated the procurement of goods and services, and performed quality control inspections/audits.
- Supervised in-house and contracted preventative maintenance programs.
- Tasked with producing Grade A compost from recycled material for commercial resale. This included quality control, production level monitoring and distribution.
- Developed process improvements, field training for safety and regulatory requirements route management, record keeping and inventory control.

### ***Branch Manager, Construction***

Protection Services Inc. Upper Marlboro, Maryland

2008-2010

- Provided cost estimates and project supervision of large-scale highway construction projects. This included job cost tracking, price negotiation, and employee supervision.
- Prepared annual budgets and provided monthly profit and loss statements.
- Hired, trained, and evaluated employee performance. Researched applicable codes and permits.
- Managed the branch's long-term lease agreements and rental contracts and fleet services.
- Company representative for real estate and fleet lease agreements.

***Contract Manager, Services***

Source America (formerly NISH) Vienna, Virginia

2006-2008

- Provided project and contract management support for people with severe mental and physical disabilities for not-for-profit agencies working on federal service contracts. This included job training, reviewing, writing, negotiating contract specifications, and providing quality control.
- Conducted formal and informal staff training in the field and large convention presentations.
- Worked on Firm Fixed Price and IDIQ contracts to compile, analyze, and prepare costing/budget proposals on assigned service projects.
- Evaluated work requirements, estimated labor, developed standards, analyzed operations, and provided on-site contract administration assistance.
- Made recommendations regarding labor, supplies, equipment, and acquisition processes.
- Onsite contract compliance reviews and pay rate certification.

***Program Supervisor, Facility Operations***

Washington Metropolitan Area Transit Authority (METRO)

2004-2006

- Supervised an in-house staff of six area managers and 60 full-time and seasonal staff.
- Supervised/Arborist for critical tree care contracts on /around historical sites in DC.
- Contracting officer (COTR) for WMATA's waste management & recycling contract.
- Liaison with federal agencies regarding Park Service and Capital grounds needs.
- Created quality control plans and identified capital budget needs.
- Assisted in the scheduling, training, and supervision of WMATA personnel.
- Participated in performance review evaluations and interviews.
- Worked with municipalities and neighborhood volunteer groups.
- Supervised snow and ice removal crews for multiple Metro stations.

**Education**

**Graduate Degree University of Maryland Global Campus**

Master of Business Administration

**University of Maryland College Park**

*Bachelor of Science*

**Relevant Job Information**

- Contracting Officer's Technical Representative (COTR) Certification, GW University
- Experience with Workday Financials and HR portals.
- Federal Contracting Basics (FAR) Certification, George Washington University
- Prince George's County Community College Adult Education Teacher 1999

# Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
119.071(4)(d)2h		2-3