

Patrick C. Comiskey

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Experience

City Manager, Mount Dora, FL

2021 - 2024

Population approx. 18,000; regular employees approx. 250, total approx. 325; annual budget about \$130 million

- Oversaw city operations
- Responsible for general, sewer, water, storm water, electric, sanitation, fire service, capital, CRA, and other funds
- Managed police, fire, public works, sanitation, sewer, water, electric, storm water, parks, recreation, economic development, HR, planning, zoning, and large tourism operations
- Reported to the mayor and six city council members

Opportunities: Proposed an alternative plan for the construction of two new fire stations and a new public works complex that would eliminate the construction of one building utilizing current structures and saving \$16 - 20 million; Council accepted my plan to eliminate the city police dispatch center in favor of the county 911 center saving over \$400,000 annually; eliminated and consolidated unneeded positions resulting in a net reduction of six positions for a savings of approximately \$400,000; directed key staff to seek piggyback contracts or take informal proposals to avoid automatic use of CMAR resulting in savings of \$330,000 on two different projects from what the CMAR proposed; collaborated with the city engineer and budget director to reserve over a quarter of a million dollars over two years to mill and pave the gateway street into town (project planned for fall of 2024); increased sewer fee to generate an excess of \$1 million in annual revenue for planned ongoing effort to reline or replace aging sewer lines; partnered with Rural Water to bring in consultants to assist the city in identifying an ongoing odor issue and implement action plan to combat it; convinced city council to upgrade sewer plant one in annual stages instead of borrowing \$30 million to perform redesign of downtown plant; guided key staff member to conduct a physical audit of the city's vehicle and equipment fleet and identified 13 vehicles on the city insurance list that the city no longer owned; partnered with state house member to secure \$707,671 in state allocations for city capital projects; tapped personal contacts in Tallahassee to secure \$4-6 million in federal funds for constructing a community building (not yet awarded); united with the Mount Dora Chamber of Commerce to increase welcome center hours of operation to include weekends and many holidays; reserved \$2 million over two years to secure property for expanding needed parking in the downtown; strategized with IT director to secure a software program with devices for tracking downtown available parking spots and for facilitating paid parking.

City Manager, City of Cambridge, MD

2018 - 2021

Population approx. 12,326; regular employees approx. 112; annual budget about \$20 million

- Oversaw city operations and served as the city spokesperson
- Responsible for general, sewer, marina, and sanitation functions
- Prepared and responsible for city budgets
- City has an engineer, an architect, a planner, a contracted accounting firm, and an economic developer in addition to a police chief, fire chief and other department leadership positions
- Reported to the mayor and five city commissioners
- Served as supervisor of city elections

Opportunities: Everyday responsibilities involve working to meet the goals of a diverse council and needs of a very diverse community; worked with department heads and city staff to compile a detailed line-item budget booklet of the city's operations and prepared budget reduction recommendations; in partnership with state representatives, FOP leaders, and firefighter leaders, we proposed at the state house a police service fee in an effort to keep up with neighboring police salaries and benefits and a separate fire apparatus replacement fee to address the need to replace fire trucks (not just increasing property taxes); worked with Oasis marina management company establishing them in their first two years of managing the city's marina and worked with the company on restructuring their agreement in the face of COVID-19 revenue reductions; served as the city representative board member of a new volunteer committee, Cambridge Waterfront Development, Inc. (CWDI), on a large waterfront development effort involving the county and the state; teamed up with planning staff, county staff, Habitat for Humanity, and consultants on a neighborhood rehabilitation effort involving federal funds and initiated state and federal grant applications for a neighborhood park; collaborated with the Chamber of Commerce, Main Street, the county tourism office, and the county economic development office to promote the city and encourage various downtown revitalization projects; initiated a plan to apply for federal funds to eliminate environmental issues in the vacant, historic city hall that will ultimately lead to renovating and reusing the two-story building with its iconic clocktower; left millions in budget surplus upon my departure.

Educational Sabbatical**2016 – 2018**

Furthered my education by completing a Bachelor of Science Degree in Business Administration (concentration in accounting) to compliment my BA and MPA; towards the end of this period, met with several cities to find a new employment opportunity.

City Manager, City of Thomaston, GA**2002 – 2016**

Population approx. 9,500; commercial hub for several counties, regular employees approx. 80, originally approx. 135; annual budget about \$25 million

- Oversaw all city operations and served as the city spokesperson
- Responsible for general, police, fire, public works, water, sewer, electric, and sanitation functions
- Prepared and responsible for all city budgets
- Performed all hiring and firing
- Coordinated most major purchases
- Collaborated with multiple engineering firms and multiple attorneys over the years

Opportunities: Under the leadership of the mayor and city council, our team replaced out more than \$30 million of capital assets and infrastructure including the replacement of approximately one third of the city's estimated 79 miles of water lines, approximately 12% of the city's estimated 68 miles of sanitary sewer lines, approximately 37% of the city's estimated 57 miles of streets, and many miles of sidewalk replacement; doubled the size of Thomaston's largest reservoir adding 1/4 billion gallons of water storage; developed a popular 40-acre passive park with walking trails, water features, picnic and playground areas; reacquired two parks from the county (through service delivery agreement) rebuilding playgrounds, basketball and tennis courts; developed Lake Thomaston, the city's 70-acre reservoir with its 1.6-mile lakeside trail, for use as a new city park and as a tourism draw, with new restroom/pavilion and boathouse/amphitheater facilities; prepared and managed 14 balanced budgets, leaving approximately \$16 million in surplus upon my departure.

City Manager, City of Wellsburg, WV**1998 – 2002**

Population approx. 3,300; regular employees approx. 35; annual budget about \$2.4 million

- Served as chief administrator and chief financial officer
- Responsible for general, water, and sewer functions
- Reported to city council (8 members) and mayor
- Reported to water/sewer board (6 members) and mayor
- Assisted all city boards and committees in bringing ideas to fruition

Opportunities: Under the leadership of the mayor and city council undertook factory tax audits (hired out of town CPA) and brought in \$92,000 in back taxes; initiated commercial garbage bill audits brought in \$17,000 in additional annual revenue; strategized with elected officials, city staff, and citizens on resolving dilapidated housing issues; prepared ADA plan for city hall; managed storm water separation projects; and oversaw approximately \$475,000 in capital improvement projects.

**Director of Purchasing and Personnel,
Director of Personnel****City of Clarksburg, WV 1993–97
1997-98**

Population approx. 18,000; regular employees approx. 220; budget about \$11 million

Purchasing: Organized, created, and reviewed contracts and agreements with vendors

Some Successes: Reduced a number of invoices through consolidated orders and payments; increased use of formal purchase orders; achieved expenditure savings in excess of \$50,000 in last fiscal year; created service contracts and implemented bidding on several items where it had not been done previously; created a draft for a purchasing policies and procedures manual.

Personnel: Created an employee handbook and many personnel forms and policies; designed employee appraisal forms and process; wrote numerous job descriptions; drafted organization charts for all city departments; served as secretary to management team during union contract negotiations; established an employee newsletter; coordinated department safety committees; organized a wellness program.

Some Successes: Developed and implemented policies for reducing sick leave usage; policies helped reduce sick leave usage by more than 35%.

District Executive, Boy Scouts of America, Clarksburg/Parkersburg, WV**1989–91**

- Organized and guided the Boy Scout program in a four-county area of West Virginia; coordinated approximately 36 volunteers.

Education

Master's Degree in Public Administration, West Virginia University, Department of Public Administration, 1993

- Graduate work performed for the Small Community Rural Wastewater Demonstration Project
- Employed as a part-time worker/intern for the City of Clarksburg
- Pi Alpha Alpha National Honor Society for MPA students

Bachelor of Arts in Sociology, University of Florida, College of Liberal Arts and Sciences, 1988

- Florida Blue Key (one of approximately 120 students tapped annually)
- President Pro Tempore of the Student Senate (elected by 80-member body)

Bachelor of Science in Business Administration (concentration in accounting), Middle Georgia State University, College of Business, 2017

- President's List Scholar

Certified Purchasing Manager (CPM), Institute for Supply Management (ISM), 1997

- Completed the requirements for the Certified Purchasing Manager Certificate (CPM)
- Passed all four comprehensive examinations

Associations

- International City Managers Association (ICMA)
- Institute of Supply Management (ISM)
- Former Harrison County United Way Allocations Committee Chair
- Former Flint River Council Commissioner
- Former Pine Mountain District Membership Chair and Finance Chair
- Former Wellsburg and Thomaston Kiwanis
- Former Knights of Columbus Financial Secretary, Council in Wellsburg
- Ancient Order of Hibernians
- Eagle Scout

**Mount Dora City Manager Patrick Comiskey
Savings, Grants, and Cost Avoidance
Summary 2021 - 2024**

✓ Advised City to limit construction to just one, new fire station -\$16 minimum but as much as \$20 million total avoidance	\$16 million
✓ Worked with personal contacts in Tallahassee to secure support for a community center in NE community (if/when a grant is awarded)	\$4-6 million
✓ Eliminated police dispatching services in favor of using 911 (annual savings of \$400,000)	\$400,000
✓ Elimination of administration police captain post (annual savings of \$85,000)	\$85,000
✓ State Allocation for Donnelly Street Milling/Paving	\$500,000
✓ Savings by not using CMAR for Liberty Ave. Storm Water project (one-time savings of \$300,000 or up)	\$300,000
✓ Directing staff to file Pine Street sewer line invoices to FEMA	\$877,666
✓ State Allocation for Hilltop Storm water project	\$207,671
✓ Eliminated Leisure Services Director position & Assistant (annual savings of \$175,000 in salary alone)	\$175,000
✓ Elimination HR manager, asst city clerk post, crime analyst (annual savings of \$180,000 in salary alone)	\$180,000
✓ Consolidated PIO & Economic Development Director positions (annual savings of \$60,000 in salary alone)	\$60,000
✓ Reduction in legal fees FY 21-22	\$25-35,000

✓ Library Simpson House Renovation work without CMAR	\$30,000
✓ Negotiation with CMAR on pay beyond PO on WWTP 1 (below what the mayor agreed to pay the vendor)	\$26,400
✓ Directed staff to perform a physical audit on all vehicles/equipment (discovered 13 vehicles on the insurance we no longer had)	\$26,000
✓ Police supplies proposed for purchase, directed chief to Lowes	\$15,000
✓ Additional interest to be received on one year CD	\$12,000
✓ Directive to request 5% reduction in Street sweeper price	\$9,000

Estimate/Summary Minimum with Grant	\$22,928,737
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Without Community Center Grant (minimum summary)	\$18,928,737
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Mount Dora City Manager Patrick Comiskey
Projects and Actions
Summary 2021 - 2024

- ✓ Working with Rural Water and outside contractors to dramatically reduce, contain and monitor the hydrogen sulfide odors at the city sewer plant on Rt 441.
- ✓ Worked with city engineer to set up a \$3 million dollar project to mill and pave Donnelly Street from 5th to Limit. Worked with Rep Keith Truenow to get a \$500,000 allocation from the state.
- ✓ Setting the stage for replacing or relining sewer lines in the city with an annual commitment of \$1.5 to \$2 million annually with \$500,000 in annual assistance from the state. Promote a constant effort to identify ways to consolidate sewer lift station locations.
- ✓ Working with the Chamber of Commerce to get the “Welcome Center” open on the weekends and many holidays.
- ✓ Set aside \$2 million (after two years) for property purchase for parking solution.
- ✓ Working with County government to set up a plan for a three-year pilot project to establish bus shuttle service for weekends with the federal government paying for 50% of the program (starting in the late summer of 2025).
- ✓ Identifying multiple lots for possible purchase for adding parking spaces; had an agent approach the property owners for purchase prices.
- ✓ Worked with DOT officials in DeLand and Tallahassee to get a temporary traffic light installed at the entrance way to the Lakes of Mount Dora.
- ✓ Worked with Apopka officials to develop agreement to transfer city reclaimed water customers in Orange County from Mount Dora to Apopka.
- ✓ Recommended city-pull back from \$30 million dollar loan plan for WWTP 1 and instead prioritize smaller projects at the plant each year.
- ✓ Put together a plan for constructing a community center on Lincoln Street and received buy-in from state community development officials.
- ✓ Establishing a full-time urban forester position, prepared hire letter to finalist to be hired in January 2024.

- ✓ Initiated ongoing, annual fire hydrant testing by the fire fighters so they would know how to operate them in an actual fire event and the hydrants would be in working order.
- ✓ Initiated ongoing, annual pre-fire inspections of all commercial building by fire fighters so they would be familiar with the insides of the buildings should a genuine fire break out.
- ✓ Picked up the languishing pickleball court project and carried it to the finish line.
- ✓ Directed staff to install fire alarm systems in one water plant and two sewer plant facilities that did not have them.
- ✓ Directed a staff member to audit city vehicle inventory and discover 13 vehicles on the city vehicle insurance even though we did not have them anymore.
- ✓ Pulled back approximately \$350,000 in proposed purchases in 2022-2023 FY, deactivated many procurement cards limiting number for each department, and required departments to receive approval from the finance director or city manager in order to make purchase over a set number for the last two months of the year in an effort to offset underbudgeting of health insurance costs.
- ✓ Moving staff out of the Simpson house permanently so it could be renovated.
- ✓ Established a social media coordinator position and began a city social media presence and improved posting of information ahead of time.
- ✓ Increased transparency at city hall posting council meeting agendas earlier than in the past.
- ✓ Directed staff to contract with a collection agency to submit written off collectibles to further collection potential