



## MEMORANDUM

DATE: June 23, 2022  
TO: Annapolis City Council Aldermen  
FROM: Mayor Gavin Buckley  
RE: Confirmation of Exempt Level Appointments

Pursuant to City of Annapolis Charter, Section 2B, I am seeking confirmation by the City Council of my appointment to the following position:

**Michael D. Mallinoff – City Manager**  
**Salary - \$180,000 (subject to COLA as provided in City Code Section 3.08.030 A. 4.)**

A copy of Mr. Mallinoff's resume is attached for your review and consideration.

Mr. Mallinoff received a Juris Doctorate in 1987 from the University of Baltimore, School of Law and became a member of the Maryland Bar in 1988. He holds a Bachelor's of Science in Geography with an emphasis in land use planning and urban studies and a minor in Government and Politics. He has over thirty years in governmental leadership, a great deal of that in executive roles in municipal government while remaining an active member of ICMA (International City Management Association). He has been widely recognized in his public service career to include publications on the subject of ethics in public service.

Mr. Mallinoff recently returned to the City of Annapolis to serve as the interim Director of Planning and Zoning while the City embarked on a recruitment process for that position. When that appointment was made official, Mr. Mallinoff has continued to lend his expertise and knowledge of the City of Annapolis by assuming the role of Assistant City Manager. Formerly, Mr. Mallinoff has served at the City Administrator for the City of Annapolis from December 1989 to December 1995 and returned in July 2002

as the Director, Department of Neighborhood and Environmental Programs (DNEP) until his promotion to City Manager. In February of 2014 until May of 2015 Mr. Mallinoff served as the Chief Operating Officer with the State of Maryland, Department of Information Technology until he took the position of County Administrator with Charles County Government from May 2015 to February 2019. Between his terms in City management with the City of Annapolis he served as the City Manager for the City of Newport in Rhode Island and after his time with Charles County Mr. Mallinoff served as the Director of Permits, Approvals and Inspections for Baltimore County, Maryland from May 2019 to his retirement in January 2021.

Throughout his extensive career in municipal, local and state government leadership, Mr. Mallinoff has overseen budgets in excess of \$600 million to include strategic initiatives that addressed significant budget deficits, increased bond ratings, implemented changes in planning and economic development that addressed environmental concerns, and enhanced technological systems to improve efficiencies and provide transparency in government processes. He was able to keep a focus on organizational development, team building and staff effectiveness. Mr. Mallinoff focused on competencies in professional ethics and integrity, community engagement, equity and inclusion, policy facilitation and implementation, service delivery, as well as financial management and budgeting, and has considerable experience with public utilities, solid waste and recycling, public safety and emergency management and sustainability and environmental policies. He has international experience in Tanzania, Czech Republic, South Africa and Russian Federation through his consulting work in infrastructure development in those countries.

Accordingly, I trust that you will find the education, training and experience of Mr. Mallinoff to far exceed the minimum qualifications required for the position. Mr. Mallinoff will be present for confirmation at the City Council meeting scheduled for Thursday, June 23, 2022 at 3:00 p.m.



Gavin Buckley  
Mayor

**Michael D. Mallinoff, Esq., ICMA-CM**  
11230 Glen Arm Road  
Glen Arm, Maryland 21057  
C: 443-336-5772

**Summary:**

Life-time member ICMA. Credentialed manager with over thirty years of local, state and International government senior management experience. Extensive experience in organizational development, staff effectiveness, team building and strategic leadership. Broad range of strong competencies in professional ethics and integrity, community engagement, equity and inclusion, policy facilitation and implementation, service delivery, financial management and budgeting, public utilities, solid waste and recycling, public safety and emergency management and sustainability and environmental policies. International experience in Tanzania, Czech Republic, South Africa and Russian Federation. Very good writing and speaking skills. Member of the Maryland Bar.

**Employment History:**

**November 2021 to Current, Assistant City Manager; Interim Director, Department of Planning and Zoning, Annapolis, Maryland.** Assistant City Manager including various management supervisory functions as necessary. Directed thirty person department responsible for sustainable development review, including comprehensive, current, historic district and port related development; construction related permitting and inspections; and rental housing inspections and licensing.

**May 2019 to January 2021, Director of Permits, Approvals and Inspections, Baltimore County, Maryland.** Retired in January 2021. Director of a 200-person department responsible for permitting, inspections and code enforcement in Baltimore County, Maryland. Team leader in the development of technology including remote and in-person point of sale payments, a land management permitting system from Cityworks, a public facing Q-flow customer service platform and a monthly data dashboard. Led proposals and implementation of legislation leading to the use of bonds to secure construction projects, permitting for special events and code enforcement task force. Developed and implemented building and permitting improvements during the pandemic that led to permitting turnaround roughly equal to pre-pandemic.

**March 2019 to July 2021, ICMA/IESC/USAID, Tanzania, ENGINE program consultant.** Provided expert consultation on three revenue enhancement, monitoring and evaluation plans. Traveled to Tanzania and provided on-site consultation and evaluation that led to a publication of a Revenue Enhancement, Monitoring and Evaluation Plan for the City of Mbeya, Tanzania; provided two remote consultations and editing for the City of Iringa, Tanzania and the City of Morogoro, Tanzania. Provided remote consultation, drafting and editing for a grant proposal for the establishment and construction of Nyanyembe College, Iringa, Tanzania. In addition, provided remote consultation for ICMA, India public sanitation project.

**May 2015 to February 2019, County Administrator, Charles County Government, La Plata, Maryland:** Chief Administrative Officer for a Washington, D.C. metropolitan area County with a population of 154,000, operating budget of over \$600,000,000 and over 1,300 employees. Fall 2016 financially AAA rated government. Rapidly growing County facing development pressures while attempting to preserve rural and historical character of community. New County Commissioners' were elected to address development pressures, enhance environmental preservation and quality of life, to expand commercial economic development and to professionalize staff. The authority of the CAO was expanded to handle all administrative functions to include the hiring and supervision of all directors, improve transparency and to promote data driven government. Implemented performance measurements; published the Charles County Administrator's Monthly Report and Dashboard; hired 5 department directors; and facilitated Commissioners and director's team building, goal setting and planning retreat.

**February 2014 to May 2015, Chief Operating Officer, State of Maryland, Department of Information Technology:** State Agency with approximately 150 employees and over \$50 million operating budget. Responsibility for over \$1 billion in major IT and telecommunication procurements and resulting project management oversight, staff recruitment and training, and the operating and capital budgets. Proposed department team building and training program, department outreach and promotion, directed the hiring of over 25 long vacant positions, the direct lead of a statewide initiative to update the terms and conditions of IT contracts and created a weekly briefing document for tracking various agency programs, projects and priorities.

**December 1989 to December 1995, City Administrator. July 2002 to January 2014, Director, Department of Neighborhood and Environmental Programs (DNEP), and City Manager, City of Annapolis, Maryland:** Started as City Administrator, left for Newport (see below) returned to direct Department of Neighborhood and Environment Programs (DNEP) and promoted to City Manager for State Capital. Annapolis is a full service City with 9 departments, over 600 employees and an over \$100 million operating budget and a \$100 million capital budget. As City Manager, facilitated budget and management plan to help to correct operating deficits and service delivery deficiencies; created comprehensive monthly department reporting, Manager's Monthly Report; created a parallel organization that completely revised and adopted 5-year Capital Improvement Program; recruited and hired 7 new professional directors; facilitated and implemented a rate study of the water and sewer enterprise funds; outsourced solid waste collection; implemented installation of Tyler-Munis. Financial software; facilitated Interest Based Bargaining (IBB) with all unions resulting in a 4 year agreement to address under-funded Police/Fire pension and unfunded post-retirement health benefits; and produced 2014 Annual Report and Organizational Scorecard, strategic planning, National Citizens Survey and performance measurement projects.

**1995 to 2002, City Manager, City of Newport, Rhode Island:** Chief Executive Officer for a full service City with six departments and over 400 permanent and 100 seasonal employees with a \$60 million plus operating budget. Newport has an independent School system that is funded in the operating budget and was approved by the School Board and City Council.

Facilitated a financial plan that resulted in a bond rating upgrade, increased cash reserves from (\$1.6) million in FY96 to \$10.3 million in FY02, fully implemented a 5-year capital improvement program, and developed a schedule to pay into an unfunded pension liability. Facilitated, with full AFSCME participation, a \$100 million design, build and operate privatization of Wastewater Treatment. Negotiated with 4 trade unions; created a human resource award and training program; monthly department reporting to the Council, Mikes Monthly Memo; developed annual City Council and staff planning and budget retreats; citizen surveys and service performance card; biannual newsletter; community-department forums; north-end plan; Harbormasters and inter-model waterways docking facilities; deputy zoning officers to address party houses; and clean city program.

### **Education and training:**

#### Senior Executive Institute

Weldon Cooper Center for Public Policy  
University of Virginia, Charlottesville, Va.  
May 2013

#### Gettysburg Leadership Institute

Gettysburg National Battlefield  
Gettysburg, Pa.  
April 2012 and May 2014

#### The University of Baltimore, School of Law

Juris Doctorate, 1987. Member Maryland Bar 1988  
Appointed by faculty as Judge, Honor Court, 1986-1987  
Member, National Moot Court Team, 1987  
Staff, The Law Forum, 1987  
Founding member: The Environmental Law Society, 1986

#### The University of Maryland, College Park

Bachelors of Science, 1981, Geography (emphasis in land use planning and urban studies), minor in Government and Politics  
Legislator, Student Government and Commuters Association  
Photographer, Student newspaper and yearbook

### **Publications:**

- **Ethics and Unsavory Characters.** Navigating ethical situations in local government when the waters are murky. Public Management. March 2022.
- **Revenue Enhancement Plan for Mbeya City Council, Tanzania.** International Executive Service Corp (IESC) and ICMA. January 2019. Site work, research and publication of findings.

- **Revenue Enhancement Plan for Morogoro, MC and Iringa, MC, Tanzania.** IESC and ICMA. July 2020. Remote consultation and editing.
- **Concept Proposal for the Establishment and Construction of Nyanyembe College,** May 2020, Iringa, Tanzania. Remote drafting of proposal.
- **North-end Redevelopment and New Urbanism.** The Newport Daily News 1998.
- **Yolo v. McDonald,** University of Baltimore, School of Law, The Law Forum, 1986 (Inverse Condemnation).

### **Memberships and Boards:**

- Current over 30-year member ICMA. Credentialed “Life-time” member. Current member International Committee. Attended the 2018 International Committee meeting in Tel Aviv, Israel. Member, Member, 1996 and 2018 Conference Committee; and host, 2000 Best Practices Symposium, Newport, Rhode Island.
- Current member, Board of Directors, L.I.F.E., Inc., a non-profit dedicated to helping adults with “special needs” to lead dignified, healthy and fulfilling lives in the community.
- Current member, Board of Directors, Hoffberger Center for Professional Ethics, University of Baltimore, Baltimore, Maryland. Event Supervisor, Judge and Moderator, University of Baltimore Hoffberger Center for Professional Ethics, High School, 2 year College and Undergraduate College Ethics Bowl, November 2007 - current.
- Founding Chair of the Anne Arundel Challenger Space Education Project.
- President, July 1999 to June 2000, Rhode Island City and Town Management Association.
- Vice President, 2000, Rhode Island League of Cities and Towns. Board member 2000 to 2002.
- Past President, Newport Rotary Club, July 2000 to June 2001. Paul Harris Fellow. Member Annapolis Rotary 1989 to 1996.
- Former member, Governor’s Environmental Transition Team, Water Resources Sub Committee, Authored section on budget and audit reports, 2006. Vice Chairman, Governor’s Transition Team, Efficiency and Effectiveness in Government, 1995.
- Member, Board of Directors for the Annapolis Economic Development Corporation.

### **Lectures and presentations:**

- Trained by Vice President Gore. Climate Change Presentation, Nashville, Tennessee, 2007 – 2008. Made numerous presentations on Inconvenient Truth.
- Featured Speaker: Ethical Leadership and the Fight against Government Corruption, A True Story. Ethics Week, University of Baltimore, March 2006.
- Team leader and presenter in the 2009 LivCom Livable Cities Awards in Pilsen, Czech Republic. Won Silver Award for whole cities.
- Featured Panelist, Sustainable Organizations, ICLEI North American Conference, Albuquerque, N.M., May 2008.
- Featured Speaker, Air & Waste Management Association, Developing a Climate Change Reduction Plan for State and Local Governments, January 2008.

- Speaker Best Practices in Local Government Green Programs, Washington Council of Governments, Green Building Conference, October 2006.
- Presented, local government formation, St. Petersburg and Togliatti, Russia, 1992.

**Professional References and former supervisors:**

Richard Sardella  
Former Mayor, City of Newport  
(Primarily served under David Gordon, recently deceased)  
401-849-6312

Josh Cohen  
Former Mayor, City of Annapolis, Maryland  
410-991-5674

Greg Urban  
Former Chief Technology Officer, State of Maryland  
443-534-5168

Ellen Moyer  
Former Mayor, City of Annapolis  
443-370-1785

Dr. Fred Guy  
Retired, Executive Director, University of Baltimore  
Hoffberger Center for Professional Ethics  
410-837-5322

Peter Murphy  
Former Commissioner President  
Charles County Government  
(301)-885-9614