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Office of the Mayor
Gavin Buckley, Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

To: City Council Alderpersons
From: Mayor Gavin Buckley 
Subject: R-49-19 - Confirmation of David A. Jarrell as City Manager
Date: December 5, 2019

Pursuant to City of Annapolis Charter, Section 2B, I am seeking your confirmation of David A. Jarrell to the position of City Manager effective February 1, 2019. I have attached a copy of Mr. Jarrell's resume for your review and consideration.

Mr. Jarrell is a graduate of Purdue University, where he received his Master of Science Degree in Civil Engineering, and Ohio State University, where he obtained his Bachelor of Science Degree in Engineering. His coursework included classes in business and public administration.

Mr. Jarrell's leadership and management career spans more than three decades, and his work in both civilian and uniformed (Navy) executive level government service provides the experience that classroom instruction in management theory, communications, human capital management, communications, and other courses in business or public administration are intended to provide.

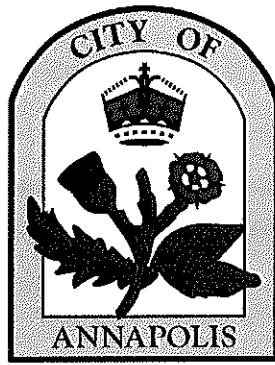
Mr. Jarrell has served as the Public Works Director for the City of Annapolis since 2010, and he served as Acting City Manager in 2014, prior to Tom Andrews' appointment as City Manager. Prior to his employment with the City, Mr. Jarrell served as the Deputy Chief Operating Officer and Assistant Chief Operating Officer of Public Works for the City of San Diego, California. He led a large staff of more than 1,900 full-time equivalent positions and a \$454 million budget. He has extensive experience in the areas of public sector management and leadership, including the areas of engineering, capital projects, environmental services, general services, stormwater management, and real estate asset management.

One of Mr. Jarrell's most notable accomplishments is the City of San Diego's award-winning stormwater outreach and education program that received six Emmy awards. Mr. Jarrell also received the "Hero of Iniki" award from the Mayor of Kauai for leading the recovery efforts after Hurricane Iniki devastated the Island of Kauai, Hawaii, and he was instrumental in the recovery efforts after the Mt. Soledad landslide in California.

Mr. Jarrell is a registered professional engineer in the states of Maryland, California, Pennsylvania, and Virginia, and an active member of the American Public Works Association and the American Society of Civil Engineers.

I trust that you will find Mr. Jarrell's education, training, and experience meets the qualifications for the City Manager position, and I seek your favorable confirmation on December 9, 2019.

Thank you.



HUMAN RESOURCES DEPARTMENT

MEMORANDUM

DATE: December 5, 2019

TO: Mayor Buckley and City Council Alderpersons

FROM: Tricia Hopkins, Human Resources Manager

RE: David Jarrell's credentials review

At the request of the City Council a review was conducted of David Jarrell's credentials in regards to the qualifications for City Manager. I obtained detailed course descriptions for the coursework Mr. Jarrell completed for his Master's degree in Engineering. In addition, course descriptions from Master's degree programs in both Public Administration and Business Administration were obtained and reviewed.

Mr. Jarrell has completed coursework that is identified as within the business curriculum and, therefore, transferrable into a Master's program in either an MPA or an MBA. Those courses are in the areas of Managerial Accounting, Computers and Management Information Systems, and Graduate Survey in Accounting. University programs restrict the number of transferrable credits (typically 9 credits) so any additional coursework would not be possible to apply to an MBA or MPA program, however, Mr. Jarrell's work in both civilian and uniformed commander level government service provides the experience that classroom instruction in management theory, communications, human capital management and communications, as well as other courses in those curriculums, is intended to provide.

Cc: Teresa Sutherland, City Manager
Kerry Berger, Acting City Attorney
Regina Watkins-Eldridge, City Clerk

DAVID A. JARRELL, P.E.

EXPERIENCE:

2010-Present **CITY OF ANNAPOLIS, Annapolis, Maryland**
Public Works Director

Direct and oversee the day-to-day operations of all public works functions in Maryland's capital city. The City of Annapolis Department of Public Works has 102 employees and an operating budget of over \$21 million, and is responsible for capital project planning, design and construction; water treatment and distribution; wastewater collection; refuse, recycling and yard waste collection and disposal; City facilities maintenance; fleet management and maintenance; street operations and maintenance; snow removal; development review and adequate public facilities approvals; and storm water management.

2006-2010 **CITY OF SAN DIEGO, San Diego, California**
Deputy Chief Operating Officer, Public Works and Utilities

Provided leadership, management, and strategic planning for five public works and utilities departments, with over 1,900 employees and a \$454.4 million annual budget. These departments had varied responsibilities, but a common focus on outstanding customer service, enhancing public trust, fiscal reform, and recapitalization of the City's facilities and infrastructure.

Noteworthy accomplishments included:

- Developed the framework for establishing a long-term investment program required to recapitalize and then maintain the City's vast infrastructure assets. Through innovative use of service levels for the infrastructure, the "catch-up" funding needs were determined, along with funding required to maintain the assets at the assigned service level.
- Oversaw the consolidation of three fleet maintenance divisions (Fire, Police and Public Works) into one effective organization with new performance metrics and an improved management information system.
- Established a performance management system for each department, including goals and objectives, service efforts/accomplishments, performance expectations, and sizing and workload data. This system was used for on-going management and accountability, benchmarking, and communicating the departments' work to political leaders and residents.
- Managed the planning and development of three high-profile projects: construction of a new \$180 million central library; redevelopment of the civic center; and expansion of the convention center.
- Managed the City's response and recovery efforts after the massive wildfire in October 2007. The City's right-of-way damage was quickly assessed and repaired; building structural evaluations were completed; and erosion control features were quickly installed on burned slopes. The City was widely praised for its response to the fires.
- Oversaw the recovery efforts after the Mt. Soledad landslide in 2007. The slope was quickly stabilized, preventing further destruction of homes, and the City's major four-lane street through the slide area was repaired and re-opened less than a year after the landslide.
- In 2008 and 2009, a record number of the City's completed capital projects were selected for recognition as "Project of the Year" by American Public Works Association's local chapter.

DAVID A. JARRELL, P.E.

2000-2006 BURNS & MCDONNELL ENGINEERING CO., San Diego, California Associate

Served as engineering manager for the company's San Diego office, as well as program manager for several large engineering and construction programs. Led a team of 12 engineers in the delivery of design, design-build, construction, and storm water projects. Noteworthy accomplishments included:

- Program Manager for a five-year, \$60 million as-needed design-build perimeter security improvements contract with Architect of the Capitol, Washington, DC. Utilized strong interpersonal skills to effectively manage difficult issues surrounding this high profile program. Led design and construction of security projects in the vicinity of Senate and House office buildings.
- Project Manager for a design-build contract with the Navy, which included design and construction of a aircraft hangar, parking apron, taxiway and air traffic control tower at Naval Air Station North Island in San Diego and design of a classroom facility at Naval Postgraduate School in Monterey.
- Program Manager for a three-year, \$12 million on-call storm water engineering services program with California Department of Transportation. Managed several urgent design-build projects for storm water treatment facilities along Caltrans roadways in the City of Los Angeles. Led research and testing of innovative storm water treatment strategies and devices.

1998-2000 KPMG CONSULTING LLC, San Diego, California Manager

Served in the management consulting division of an international "Big Five" accounting firm. Completed in-depth business process improvement studies to develop performance standards and metrics, streamline business operations, improve technology and automation, enhance customer service, and improve the performance of the organization.

1982-1998 U.S. NAVY – Naval Officer, Civil Engineer Corps

1996-1998 NAVAL MOBILE CONSTRUCTION BATTALION 133, Gulfport, Mississippi Executive Officer

Led a 700-person Navy mobile construction battalion (Seabees). The unit performs contingency engineering and construction for disaster relief and recovery operations and in support of the war fighting requirements of the Marine Corps. Provided day-to-day oversight and management of the completely self-sustaining unit, which included medical, dental, food service, material procurement, vehicle/equipment maintenance and repair, and camp maintenance, in addition to engineering and construction services.

1993-1996 NAVAL AIR FORCE, PACIFIC FLEET, San Diego, California Facilities Officer

Oversaw the facilities management, public works and utilities functions at 13 naval air stations located throughout the Pacific Ocean area. Apportioned over \$125 million of annual maintenance and repair funding to the 13 stations. Conducted inspections of the effectiveness and operating procedures of the public works departments at each station. Planned, budgeted, and oversaw the design and construction of \$630 million of projects associated with the relocation of aviation units from closing naval air stations.

DAVID A. JARRELL, P.E.

1990-1993 PACIFIC MISSILE RANGE FACILITY, Kauai, Hawaii
Public Works Director

Managed all facilities management and public works functions, including the capital improvement program, utilities (water, storm water, wastewater, and electrical), streets and facilities maintenance and repair, grounds maintenance; custodial services, solid waste collection, and base housing. Led a staff of 115 employees, with an annual budget of approximately \$60 million.

1988-1990 MARINE CORPS AIR STATION, Beaufort, South Carolina
Construction Director

Led a construction office in advertising, awarding and managing an annual capital improvement program of approximately \$100 million. Projects included construction of a new flight simulator building, rehabilitation of aircraft hangars, utility upgrades, street improvements, and whole house renovation of base housing. Led a high performing team of four engineers, six construction inspectors, and three contract specialists.

1984-1987 COMBAT SYSTEMS SCHOOL, Mare Island Naval Station, Vallejo, CA
Facilities Manager

Served as facilities manager at a large Naval training center at a naval station in the San Francisco Bay area. Managed a staff of 30 employees, with a budget of \$20 million. Was responsible for the management of facilities maintenance and repair, grounds maintenance, custodial services, capital improvement program, and utilities operations.

1982-1984 NAVAL WEAPONS CENTER, Crane, Indiana
Construction Project Manager

Responsible for administering and managing construction contracts valued at approximately \$15 million per year. Projects included a wide variety of work, including installation of water lines and natural gas lines, rehabilitation and renovation of buildings, railroad repair and reconstruction, and energy retrofits.

EDUCATION

Master of Science, Civil Engineering, Purdue University
Bachelor of Science, Civil Engineering, Ohio State University

REGISTRATION

Professional Civil Engineer – California, Maryland and Virginia

MEMBERSHIPS

Active member of the American Public Works Association and Design-Build Institute of America.

Selected as a "Public Works Leadership Fellow" by American Public Works Association in recognition of accomplishments, experience and expertise in the management of public works and utilities organizations.