

# Matthew T. Little

## **OBJECTIVE:**

**Public Works Director - Public Works Department, City of Chula Vista**

## **EDUCATION:**

B.S., San Diego State University

Major: Civil Engineering

Graduated: May 1994

## **EXPERIENCE:**

I have over 25 years of broad, varied, and progressively challenging assignments in public works, civil engineering and engineering management in the private and public sectors. As a resident of California for 50 years, I have gained an appreciation for the diverse culture, limited resources, and dynamic political landscape of this vibrant and growing state. Over the years, I have supervised and managed engineers, surveyors, maintenance workers, technicians, landscape architects, inspectors and administrative staff as well as oversight of consultants. I have extensive knowledge in land development, public works and in the delivery of capital improvements. This includes; project initiation, asset management, securing funding, obtaining environmental clearances, acquiring rights of way, preparing and maintaining budgets/schedules, reviewing and producing contract documents, reviewing and producing construction documents, reviewing tentative maps, preparing development agreements and administering construction and landscaping contracts. My work at the Cities of San Marcos, Coronado and Chula Vista, have required me to plan and direct the effort of others, estimate and manage program budgets, use sound judgment in engineering applications as well as careful and deliberate assessment of risks, communicate effectively both orally and in writing, maintain motivated, well trained and productive teams, establish strong and cooperative relationships with internal and external stakeholders and partners, and assist the organizations to realize their visions in the following assignments:

### **City of San Marcos:**

#### **Director, Public Works Department/Deputy City Manager/City Engineer (March 2017 to Present)**

- Member of the highly successful Executive Management Team at the City of San Marcos.
- Current Divisions under my supervision: Park and Openspace Maintenance, Street Maintenance, Facilities Maintenance, Signal and Streetlight Maintenance, NPDES, Public Works Inspections, Traffic Engineering and the City's Capital Improvement Program.
- 82 employees under my supervision.
- Gained trust from internal and external partners as a responsive, honest, and ethical decision maker.
- Part of the dynamic team that developed the current work management system.
- Responsible for the management of capital improvement projects worth more than 200 million dollars. This is by far the largest capital improvement program in the City's history.
- Daily involvement with citizens to help resolve issues and answer questions.
- Actively participates in conflict resolution between contractors, developers, inspectors and project managers.
- Administered Consultant Contracts to augment our in-house resources.
- Overall responsibility and management of Departments \$12 million general fund budget.
- Developed strong working relationships with City's labor groups to resolve personnel and budget issues.

## **MATTHEW T. LITTLE (Continued)**

### **Director, Development Services Department (April 2015 to March 2017)**

- Established the Development Services Department for the City of San Marcos. Department included Planning, Building, Code Enforcement, NPDES Program and Land Development Engineering.
- Participated in development negotiations and conflict resolution between developers, contractors, inspectors and project managers.
- Worked closely with the all the City departments to ensure thoughtful and sustainable development.
- Created high performance teams to deliver quality development projects that met the City's and client's needs.
- Gained trust from internal and external partners as a responsive, honest, and ethical decision maker.
- Administered Consultant Contracts to augment our in-house resources.

### **Assistant City Engineer, Public Works Department (April 2014 to April 2015)**

- Responsible for the Capital Improvement Program, Traffic Engineering, Construction Inspections, NPDES Program and Land Development Engineering.
- Participated in development negotiations and conflict resolution between developers, contractors, inspectors and project managers.
- Worked closely with the all the City departments to ensure thoughtful and sustainable development.
- Created high performance teams to deliver quality development projects that met the City's and client's needs.
- Administered Consultant Contracts to augment our in-house resources.

### **City of Coronado:**

#### **Director, Public Services Department (June 2012 to April 2014)**

- Member of the highly successful Executive Management Team.
- Development of Department Workplan and Asset Management Plan
- Current Divisions under my supervision: Park/Urban Forestry Maintenance, Street Maintenance, Fleet Operations, Facility Maintenance, NPDES Program, Storm and Wastewater Maintenance.
- 42 employees under my supervision.
- Daily involvement with citizens to help resolve issues and answer questions.
- Administered Consultant Contracts to augment our in-house resources.
- Overall responsibility and management of Departments \$9 million budget.
- Developed strong working relationships with City's labor groups to resolve personnel and budget issues.

### **City of Chula Vista:**

#### **Assistant Director, Public Works Department (August 2007 to June 2012)**

- Member of the highly successful Senior Management Team at the City of Chula Vista.
- Current Divisions under my supervision: Park and Openspace Maintenance, Street Maintenance, Transit Operations, Signal and Streetlight Maintenance, NPDES, Public Works Inspections and Storm and Wastewater Maintenance.
- 198 employees under my supervision.
- Part of the dynamic team that developed the current work management system.
- Daily involvement with citizens to help resolve issues and answer questions.
- Actively participates in conflict resolution between contractors, inspectors and project managers.
- Administered Consultant Contracts to augment our in-house resources.
- Overall responsibility and management of Departments \$35 million budget.
- Developed strong working relationships with City's labor groups to resolve personnel and budget issues.

## **MATTHEW T. LITTLE (Continued)**

### **Deputy Director, General Services Department (January 2004 to August 2007)**

- Effectively manage all aspects of the Project Design and Management Division, when combined are comprised of civil engineers, surveyors, landscape architects, building project managers, landscape inspectors and engineering technicians.
- Participates in conflict resolution between contractors, inspectors and project managers.
- Work closely with the Public Works Department and Engineering Department to develop the Capital Improvement Program. The General Services Department creates the Capital Improvement Program for the City of Chula Vista's Budget.
- Responsible for successful delivery of capital improvement projects worth more than 130 million dollars. This is by far the largest capital improvement program in the City's history.
- Created high performance teams to deliver quality projects on time and on budget that met the client's needs.
- Executive project manager for a variety of high profile capital projects. These include; the new civic center, 3 new fire stations, 3 community parks, a library and multiple roadway and storm drain projects.
- Gained trust from internal and external partners as a responsive, honest, and ethical decision maker.
- Administered Consultant Contracts to augment our in-house resources.
- Worked on the team who developed the City's pavement management system.

### **Acting City Engineer, General Services (February 2006 to December 2006)**

- The City Engineer duties were on top of my duties as the Deputy Director of General Services.
- Responsible for the review and approval of all grading plans, improvement plans, parcel maps, traffic studies, technical studies and final maps.
- Work with developers and the general public to resolve issues on land development projects.
- Provide technical services to the Engineering Department.

### **Senior Civil Engineer, General Services Department (September 2002 thru January 2004)**

- Created the Building and Park Construction Division, which manages the design and construction of the City's new buildings and parks.
- Increased the quality and productivity of the Landscape Division by developing work plans, project schedules and Division procedures.
- Implemented and refined the design-build project delivery system for capital projects.
- Developed and implemented key goals and procedures for the Design Division which increased quality, productivity and timeliness for capital projects.
- Reviewed plans and specifications for accuracy and completeness.
- Revised the City standard contract language and created a specification "boiler plate" for capital projects.
- Prepared engineering designs, cost estimates, schedules, workplans and specification for many capital projects.

### **Civil Engineer/Assistant Engineer, Engineering Department (January 2000 thru September 2002)**

- Supervised design teams that produced drainage, sewer and roadway projects.
- Wrote and reviewed technical studies for capital projects.
- Reviewed tentative maps, grading plans, improvement plans and final maps for accuracy, design and compliance with City of Chula Vista standards.
- Worked with developers and private engineers to solve complicated project related issues.
- Prepared subdivision improvement agreements.

**MATTHEW T. LITTLE (Continued)**

**Kimley-Horn and Associates:**

**Project Manager/Civil Designer (August 1994 thru January 2000)**

- Designed major drainage facilities, including rip rap lined channels, natural channels, detention and desilting basins.
- Designed major, collector and residential roadways.
- Prepared traffic impact reports.
- Subdivision planning and design.
- Developed project proposals, scopes and contracts.