



May 15, 2015

Ms. Linda Kent  
Human Resources Administrator  
City of DeBary  
16 Colomba Rd.  
DeBary, FL 32713

Dear Ms. Kent:

I recently saw your advertisement relative to the position of City Manager, City of DeBary, Florida and I would like to be considered as a candidate for this position. **I am the candidate with a strong background in intergovernmental relations, economic development, and finance/budgeting, and related skills pertaining to administration, leadership and communication** In short, I possess the experience, knowledge, skills and abilities desired for this position and that makes me a solid fit for this opportunity.

As you can see from my enclosed resume, I am an achievement-oriented manager with over thirty–seven years of experience (thirty-five plus years in a supervisory/management capacity) with local government (strong-mayor, city manager and county forms of government). What it may not demonstrate is the emphasis I place on building an organization that is focused on quality improvement and customer service. This approach requires establishing an organizational culture that is empowered to make decisions and act with a “bias of action” for ensuring productivity, quality enhancement, and citizen satisfaction.

In conjunction with this managerial philosophy, I bring an ability to solve problems quickly, to foresee potential problems, and implement strategies to avoid or resolve these matters in an anticipatory manner. I also have the skills and abilities to work effectively with all entities and the media.

I believe my experience and knowledge has prepared me to deal with the challenges confronting DeBary. I am an experienced, knowledgeable, creative, enthusiastic and proactive individual that can provide leadership to the DeBary Team.

With this background, and my two Masters Degrees in Public Administration (with Honors from Florida Atlantic University) and Regional Planning (The Pennsylvania State University), I am the effective leader that the City of DeBary is looking to employ.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM  
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Wellington, FL 33414  
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### SUMMARY OF QUALIFICATIONS

Over thirty- seven years of local government experience with thirty- five plus years in a supervisory/management capacity, and a proficiency in the following areas:

- Growth Management
- Economic Development
- Customer Service
- Strategic Planning
- Labor Relations/Collective Bargaining
- Budgeting/Capital Budgeting
- Project Management
- Human Resources
- Media Relations
- Grantsmanship
- Emergency Management

I am an ICMA Credentialed Manager and savvy leader with a commitment to the principles of Total Quality Management (TQM). Versed in managing change and specializing in dealing with high pressure/demand activities in local government. A dedicated team player with city (strong mayor and city manager forms of government) and county experience.

### PROFESSIONAL EMPLOYMENT EXPERIENCE

**Town Manager for the Town of Loxahatchee Groves      October 2011-September 2014**

The Town of Loxahatchee Groves is located in central Palm Beach County and was incorporated as Palm Beach County's 38<sup>th</sup> municipality on 6/23/06. The Town has a population of 3,173 (2012 BEBR estimate) and comprises 12.5 square miles. The Town conducts its activities as a contract service municipality and I served as Town Manager conducting general management services for the Town through a management company. Specifically, these general management services included general administrative duties, Town Clerk, Finance; Planning and Zoning and Emergency Management. The Town also provides the following services through major contract vendors including: Law Enforcement and Fire Rescue via Palm Beach County; Solid Waste Management; Public Works; Code Enforcement; Engineering Services; and Building Services. A number of minor services are also provided including Special Magistrate, auditing and debris removal services.

#### Accomplishments

- I was presented with the Awards of Financial Reporting Achievement by the Government and Finance Officers Association of the United States and Canada (GFOA) for

## *Mark Kutney Resume*

preparation of the Comprehensive Annual Financial Reports (CAFR) for Fiscal Year Ended September 30, 2011; the Fiscal Year ended September 30, 2012; and the Fiscal Year ended September 30, 2013.

- I successfully guided Palm Beach State College through the Comprehensive Plan process for the purpose of permitting the College to build their fifth branch campus along with associated commercial development in the town.
- I was responsible for guiding the adoption of the 2012-2013 all funds budget through the Town Council with an approved reduction of 9.37 percent and a General fund reduction of almost 27 percent.
- I led the efforts that implemented the conversion of the Town 's wireless computer system and replaced such with new computer hardware and software; creation of a new website; and through a forensic data recovery firm recovered one terabyte of electronic files that were deleted due to mismanagement of the previous management firms.
- Negotiated and brokered a verbal agreement with the Central Palm Beach County Chamber of Commerce to purchase and/or lease the Chamber Headquarters as the Town's new Town Hall. At the end of my tenure, the Town Council agreed to move forward and purchase the facility.
- Implemented the Town's first Capital Improvements Program and Budget.
- Successfully guided the Town in the completion of the construction of the 148<sup>th</sup> Culvert Bridge Project and the OGEM treatment (Open Grade Emulsified Mix) of ¾ mile sections of North Road.
- Monitored and directed Town recovery activities during Tropical Storm Isaac.
- Served as the Town's Chief Procurement Officer and handled numerous recruitments including the bid for Solid Waste Services and the Request for Qualification (RFQ) under Florida CCNA requirements for various Town Engineering Services

### **Deputy City Manager for the City of Belle Glade, Florida**

**2007-2011**

The City of Belle Glade is located on the southeastern shore of Lake Okeechobee and is the largest city within the greater glades area of Palm Beach County. The City has a population of 17,107 (2009 Florida BEBR estimate) and comprises 4.65 square miles. The City's adopted total budget for fiscal year 2009-2010 is \$18,168,426 and the City has 92 full time employees allocated throughout the various funds. The Deputy City Manager, works under the direction of the City Manager and acts as Chief Executive Officer during the City Manager's absence. As Deputy City Manager, I served as a Chief of Staff for the City Manager, and I was responsible for review and coordination of City Commission business agenda items. I also served as the City's **Airport Manager** and **Emergency Manager**.

In addition to consulting and advising the City Manager about community/program needs, I was the **Project Manager** for several high profile projects including the **Belle Glade Boat Lock Design and the Strategic Business Plan for Belle Glade Airport**. I was also an appointed (by the Belle Glade City Commission) member of the Glades Utility Authority (GUA) Governing Board, an independent water / waste water service provider to the Glades area. This Board is responsible for all business decisions of the Authority's 24 million dollar utility operation. In **November, 2010 I was elected chairman of the GUA Authority Board by members of the Governing Board.**

**Accomplishments:**

- In conjunction with Palm Beach County Emergency Management, I coordinated the reviews, preparation and City Commission adoption of the Continuity of Operations Plan (COOP) for Emergency Operations.
- I played an instrumental role in the review, negotiations, amendment and City Commission adoption of an Interlocal Agreement with Palm Beach County and the cities of Pahokee and South Bay to create the Glades Utility Authority. This agreement essentially transferred the City's water and waste water services to an independent utility authority.
- Assisted the City Manager with the successful negotiation and development of contracts to outsource the management of the City's golf course and commercial campground/marina to separate management entities.
- I handled negotiations with Palm Beach County for the creation of an Interlocal Service Boundary Agreement (ISBA) and in conjunction with this effort, prepared and developed a new application format, procedures, and requirements related to the City's program for future annexation efforts.
- I coordinated the successful adoption and the Florida Department of Community Affairs (DCA) notice of intent compliance finding for the EAR based amendment to the comprehensive plan.
- I was responsible for guiding the adoption of the 2008-2009 Budget through the City Commission as the Acting City Manager and coordinated the completion the 2005-2006 Audit/CAFR that was several years behind schedule.
- On a continual basis, I was responsible for the successful review and coordination of all agenda reports and business items that were presented before the City Commission twice monthly.

**Acting City Manager for the City of Belle Glade, Florida  
September 3, 2008-November 2, 2008**

I assumed the duties of Acting City Manager as a result of the City Manager being discharged.

**Development Services Director for the Town of Davie, Florida 1999 to 2007**

The Town of Davie known for its open space system and western theme development has a population of over 90,000 and an area of 35.6 square miles. Responsibilities included: the

*Mark Kutney Resume*

administration and supervision of the Town's Planning and Zoning; Building; Code Compliance; and Engineering Services Divisions. Was responsible for the management of eighty (80) employees and a total department budget of \$8,923,309 (FY 06-07). The Department served as staff support to the Planning and Zoning Board, Site Plan Committee, Unsafe Structures Board, and Special Magistrate Code Hearing Process.

Specific functional duties included: the development of the Comprehensive Plan and Long Range Planning Program; Development Review and processing of Development Related applications (i.e. rezoning, special permits, variances, site plan review and the like); code

compliance process; permitting and inspections; economic development; special planning and design studies and various other functions.

**Accomplishments:**

- Successfully guided the preparation and adoption of the Town's **Housing and Transportation Elements** Amendments to the Comprehensive Plan. Florida DCA found the Amendments in compliance.
- Prepared, supervised and guided the adoption of the **Griffin Road Corridor Zoning District**. This project was a major planning and design effort resulting from condemnation of Griffin Road Right of Way and the increase of a two (2) lane section into six (6) lanes.
- Successfully updated and revised staff planning reports to withstand legal challenges associated with Quasi-Judicial Hearings.
- Updated and revised code compliance mitigation guidelines for fairness and equity.
- Successfully guided the preparation of the **Citizens' Action Plan for the State Road 7 Corridor**.
- In conjunction with my Supervisory Management Team, developed and guided the preparation of the Development Services Department **Strategic Management Plan**.
- Principal author of the Town of Davie **Customer Service Guidelines**.
- Principal author and successfully guided the adoption of the Town's **Cost Recovery Program** related to Development Review Applications.

**Director of Growth Management for the City of Hallandale, Florida**

**1995 -1999**

**Accomplishments:**

- Supervised the preparation of the City's 1995 Evaluation and Appraisal Report (EAR) as required by Florida Statute. The South Florida Regional Planning Council review staff promoted the Report as a model for other cities to use.
- Prepared, supervised, and implemented a City-wide improvement program-A **Comprehensive Approach to Code Enforcement**.
- Successfully amended, reformatted and guided legislation adopting a **Minimum Property Maintenance Occupancy Code** through the City Commission. The Project had languished for over 8 years prior to my involvement.

**Community Development Director for the City of Titusville, Florida**

**1991-1995**

**Accomplishments:**

- Successfully completed the **City's Land Development Regulations** and guided this legislation as well as **City-wide Administrative Rezonings** through the City Council.
- Supervised the completion of **Titusville Commons Parking Facility and Sylvan Park Community Center**.
- Guided the successful completion of the planning phases for the **Space Walk of Fame Riverwalk Project**.

**Planning and Development Director for the City of Greenacres, Florida**

**1984-1991**

**Accomplishments:**

- Successfully guided the passage of legislation that amended the majority of the Zoning Ordinance, initiated growth control measures and administratively rezoned the majority of the City.
- During my tenure, was responsible for the review and site planning of over 1 million square feet of commercial and shopping center development.
- Successfully completed the City's Comprehensive Plan pursuant to the 1985 Growth Management Act. The Plan was completed almost entirely in-house.

**Planning and Management Consultant, Diversified Planning Consultants, Lake Worth, Florida**

**1985-1991**

Owner of consulting concern specializing in planning and management services. Clients included the Town of Lake Clarke Shores and Kohl & Mighdoll. Provided services to Barker, Osha & Anderson, Inc. and Executive Management Consultants as a subcontractor. Scope of services included: Developing Comprehensive Plans; developing land development regulations; serving as an expert witness; and the development of planned agreements.

**Senior Planner in the Current Planning Division of the Sarasota County Planning Department**

**1982-1984**

**Assistant Executive Director for the City of Wilkes-Barre, Pennsylvania Department of Planning and Development**

**1978-1982**

**Research Analyst for the City of Wilkes-Barre, Pennsylvania Department of Planning and Development**

**1977-1978**

### SPEECHES AND PRESENTATIONS

- Presentation on “**Local Government and Private Consultants Working Together**” at the 2007 Florida Planning and Zoning Association Annual State Conference.
- Presentations on “**Visions and Realities; Let’s Make a Deal**” **Rethinking Redevelopment in a Changing Market** at the 2007 Broward Alliance Redevelopment Conference.
- Presentation on “**Linking Land Use-Plans and Regulations**” Classroom on Wheels seminar series, Sarasota Vocational Center.
- Speech on “**Small City Planner’s Perspective on Doing the Comprehensive Plan In-House**” at the Florida League of Cities seminar on Comprehensive Planning-The Nuts and Bolts Problems.
- Speech on “**Architectural Review and Community Appearance Boards**” at the Florida Planning and Zoning Association Annual Conference.
- Numerous other presentations before various organizations bodies and social clubs.

### ADDITIONAL COMMUNICATION SKILLS

Holder of 3rd class Radiotelephone Broadcast License through the Federal Communications Commission

### EDUCATION

**Master of Public Administration with Honors**, Florida Atlantic University

**Master of Regional Planning**, The Pennsylvania State University

**Bachelor of Arts in Urban Affairs**, Wilkes College (currently Wilkes University)

#### Continuing Education:

**The Certificate in Public Sector Human Resource Management**

**The Certificate in Internal Investigations**, Council on Education in Management in Association with the George Washington University, School of Business and Public Management

**Certificate in Process Management**, University of Florida Leadership Development Institute

**Certificates from the Emergency Management Institute, FEMA** in the following study courses:

IS-00100.a	Introduction to the Incident Command System, ICS-100
IS-00100.PWa	Introduction to the Incident Command System ICS-100 for Public Works
IS-00200.a	ICS for Single Resources and Initial Action Incidents, ICS-200
IS-00700.a	National Incident Management System (NIMS) and Introduction
IS-00800.b	National Response Framework, Introduction
G-300	Intermediate Incident Command for Expanding Incidents
G-400	Advanced ICS for Command and General Staff: Complex Incidents

**Certificate of Achievement from the National League of Cities Emergency Management Training Program PER-284 Crisis Leadership for Local Officials NLCI**

**OTHER EDUCATION AND TRAINING**

Numerous Certificates and Educational Units obtained can be furnished upon request.

**PROFESSIONAL AFFILIATIONS**

- Governing Board Member- Glades Utility (GUA) –Independent Governmental Authority responsible for providing water/waste water services for the cities of Belle Glade, Pahokee, and South Bay, and the unincorporated areas of Palm Beach County (Glades area) 2009-2011. **I was elected board chairman in November, 2010.**
- American Planning Association
- American Institute of Certified Planners, Certification No. 4501
- International City/County Management Association (member number 247890)
- Florida City and County Management Association
- Palm Beach City County Management Association
- Florida Chapter of the American Planning Association
- Society for Human Resource Management
- Florida Government Finance Officers Association
- Urban Land Institute
- Davie/Cooper City Rotary Club, member 1999-2007, Board of Directors member 2006-2007
- Town of Davie, Elected member, Board of Trustees, Management & General Employees Pension, 2007