

Mark A. Kutney, AICP, ICMA-CM
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SUMMARY OF QUALIFICATIONS

An experienced local government manager and leader with a proficiency in the following areas:

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

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

PROFESSIONAL EMPLOYMENT EXPERIENCE

City Manager for the City of Brooksville

November 2017- June 2021

The City of Brooksville is located in central Hernando County and is the County Seat. The 2020 BEBR population estimate had the City at 15 residents short of 9,000 population. The City is comprised of about 12 square miles. As City Manager, I was responsible for the following Departments and major Functions: Fire; Finance; Parks & Recreation; Community Development (including CRA); Public Works; Utilities (including Sanitation); City Clerk; Cemetery; Human Resources; Information Technology; and Business Development. Law Enforcement was provided by the Hernando County Sheriff's Office through contract. The adopted FY 2021 General Fund Budget was \$9,737,331 and the City's all funds budget for FY 2021 was \$47,754,889.

Accomplishments

Mark Kutney Resume

- Guided City Council in the decision to contract with the Hernando County Sheriff's Office (HCSO) to deliver Law Enforcement Services. I negotiated the contract with the Sheriff that was favorable to the City. I successfully handled the transition from Brooksville PD to the Sheriff and completed the deposition of police department assets.
- Reorganized 65% of the City to make it more efficient and effective.
- Led Staff efforts with Civics Plus to develop a **new website** for the City.
- Negotiated a new **Collective Bargaining Agreement** with Fire Union Local 4661 in 2020 and successfully guided the modification of a **Fire Assessment** methodology from the Availability Method to the Demand Method.
- In conjunction with the Florida Rural Water Association **developed new water and sewer rates** that were urgently needed and ultimately adopted by City Council.
- Prepared and developed the **Economic Development Strategic Plan** which was adopted by City Council in July 2020.
- Guided the preparation of new "state of the art" **procurement and personal policy manuals** through City Council.
- Guided the preparation and adoption of a new **compensation/classification plan** through City Council that corrected numerous salary structure problems within the City.
- Upon my arrival in Brooksville, I corrected many problems of the existing financial situation. The City had low reserves, had been overspending and was facing serious budget cuts and tax increases. Through my efforts, I built up reserves, overhauled spending practices and other financial remedies. Ultimately, the City was able to **reduce its millage rate by over 1 mill** during my tenure and City reserves are now at healthier levels.
- Created a new **Capital Improvements Plan** and set up a continuous **Roadway Management Plan** that provides yearly maintenance enhancements of deteriorated roadways.

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 38th municipality on 6/23/06. The Town has a population of 3,185 (2013 Florida 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 provided the following services through major contract vendors that I supervised and managed 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 were also provided including but not limited to Special Magistrate, auditing and debris removal services (with estimated employees of 150-200). The Town had four funds that comprised the Budget. These funds included a General Fund, Transportation Fund, Capital Improvements Fund, and Solid Waste Fund. The adopted budget for the Town's FY 15 General Fund was \$2,095,897 and the budget for all funds was \$4,873,466.

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 **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 and development process for the purpose of permitting the College to build their fifth branch campus along with associated commercial development in the Town.
- Working with the Town Attorney, the Palm Beach County Sheriff's Office and other agencies, drafted new legislation and conducted code/police enforcement efforts to resolve a serious illegal equestrian manure dumping problem occurring throughout the Town.
- 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.
- I implemented the Town's first **Capital Improvements Program and Budget.**
- Successfully guided the Town in the completion of construction for the 148th Culvert Bridge Project; the OGEM treatment (Open Grade Emulsified Mix) of $\frac{3}{4}$ mile sections of North Road; and OGEM resurfacing of Marcella Boulevard, Compton and Bryan Roads.
- Monitored and directed Town recovery activities during Tropical Storm Isaac.

Mark Kutney Resume

- Served as the Town's Chief Procurement Officer and handled numerous procurements and bids 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 2008-2009 was \$26,030,111 and the City had 168 full time employees allocated throughout the various funds. As the Deputy City Manager, I worked under the direction of the City Manager and acted 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 / wastewater service provider to the Glades area. This Board was responsible for all business decisions of the Authority's 24 million dollar utility operation. In **November 2010, I was elected Chair of the GUA Authority Board by members of the Governing Board.**

Accomplishments:

- In conjunction with Palm Beach County Emergency Management, I coordinated the review, 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 wastewater services to an independent utility authority.
- I led the efforts and program to have all City Staff trained in the basic FEMA courses dealing with Incident Command System (ICS) and National Incident Management System (NIMS).
- 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.

Mark Kutney Resume

- 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.
- In conjunction with City Staff and the City Attorney, I led the review and negotiation of a tri-party **Interlocal Agreement** with Palm Beach County regarding the **construction of a civic center/branch library** within the City. I further supervised the coordination, permitting and construction inspections of the same.

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

I assumed the duties of Acting City Manager due to 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. My responsibilities included the administration and supervision of the Town's Planning and Zoning; Building Inspections; Code Compliance; and Engineering Services Divisions. I 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.

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 mixed-use 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. New mixed-use developments occurred along the corridor as a result.
- 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**.

Mark Kutney Resume

- Principal author and successfully guided the adoption of the Town's **Cost Recovery Program** related to Development Review Applications.
- Successfully guided and prepared the strategic plan relative to initiatives for **LEED /Green Planning and Sustainability** efforts in the Town.

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 Statutes. 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 strategic improvement program/**plan-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 in accordance with State Law.
- 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, I 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

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 a 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/wastewater 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 Chair 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
- Brooksville Kiwanis Club member and member of Board.

References for Mark A. Kutney, AICP, ICMA-CM

Pat Brayton, Mayor
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Home (352) 796-4840

Robert Battista, Vice Mayor
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Home (352) 796-8840

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Vose Law Firm
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Southeast Regional Director/Director of Performance Initiatives ICMA
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October 4, 2021

Honorable Mayor Alfin and City Council
City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164

Dear Mayor Alfin and City Councilors:

I recently saw your advertisement relative to the position of City Manager, City of Palm Coast, Florida and I would like to be considered as a candidate for this position. **I am a skilled leader and manager with success in motivating and developing staff to achieve desired local government outcomes. I am politically astute and have a demonstrated record of achievements and accomplishments. I also have excellent communication and presentation skills and the ability to develop effective working relationships with customers, clients and the citizenry. I have extensive budget experience and I am familiar with all functions of local government. I am a candidate with demonstrated success working in a collaborative and participatory environment with emphasis on strategic visioning, customer and community service, and economic development. Further, my background comports with the attributes desired by the City for its next City Manager. In short, my experience, knowledge, background, skills, and abilities make me a solid fit for this opportunity.**

As you can see from my enclosed resume, I am an experienced leader and achievement-oriented manager with proficiency in many areas of local government and direct experience with strong-mayor, city manager and county forms of local government. My approach requires establishing an organizational culture that is empowered to make decisions and act with a “constancy of purpose” 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 am an experienced, knowledgeable, creative, enthusiastic and proactive individual that can provide leadership to the Palm Coast 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 Palm Coast is seeking to employ.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM
Former City Manager
City of Brooksville

SALARY HISTORY OF MARK A. KUTNEY, AICP, ICMA-CM

CITY OF BROOKSVILLE – City Manager
Ending Salary \$111,994 (+\$4,800 Vehicle Allowance)

TOWN OF LOXAHATCHEE GROVES-Town Manager
Ending Salary \$125,000.00

CITY OF BELLE GLADE-Deputy City Manager
Ending Salary \$130,356.72

TOWN OF DAVIE - Development Services Director
Ending Salary \$117,462.02 (+ \$4,800 Car allowance)

CITY OF HALLANDALE - Growth Management Director
Ending Salary 1999 - \$74,443

CITY OF TITUSVILLE - Community Development Director
Ending Salary 1995 - \$56,305

CITY OF GREENACRES - Planning and Development Director
Ending Salary 1991 - \$49,000