

Mary Ann Stalcup
Human Resources Director
P.O.Box 12910
Pensacola, FL 32521

Dear Ms. Stalcup:

I recently saw your advertisement relative to the position of Council Executive, City of Pensacola Florida and I would like to be considered a candidate for this position. I have diversified experience in local government administration with solid knowledge of budgeting, urban planning, intergovernmental relations, public records and municipal law.

As you can see from my enclosed resume, I am an achievement-oriented manager with over thirty-four years of experience (thirty-two plus years in a supervisory/management capacity) with local government (strong-mayor and city manager 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 a proactive manner. I also have the skills and abilities to work effectively with all entities and the media.

I believe my experience and background has prepared me to deal with the Challenges confronting Pensacola. I believe I am experienced, knowledgeable, creative, enthusiastic and a proactive individual that can make a contribution to the Pensacola 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 believe that I can be the effective leader that Pensacola is looking to hire as Council Executive.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM
13627 Chatsworth Village Drive
Wellington, FL 33414
H (561) 793-8512

Mark A. Kutney, AICP, ICMA-CM
13627 Chatsworth Village Drive, Wellington, FL 33414-8956
H (561) 793-8512 C (561) 601-4632
makutney_3254@mail.com

SUMMARY OF QUALIFICATIONS

Over thirty- four years of local government experience with thirty- two 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

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, responsible for the successful review and coordination of all agenda reports and business items that are 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 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