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OBJECTIVE:

To obtain the position of County Administrator with Manatee County, Florida

WORK EXPERIENCE:

ASSISTANT COUNTY ADMINISTRATOR: Sarasota County, FL.

(Sept. 2012 to Present)

Provides executive level management work overseeing several county departments. These duties and responsibilities involves, leading a team of directors or managers and professional staff. This involves critical thinking, developing and interpreting policy and procedures, involvement in finance, business development, community relations, and leading and participation in projects. My work also involves partnering and discussions with community groups and other county agencies as well as regional, state and/or federal government agencies. I also provide critical data and information to the Board of County Commissioners and the County Administrator.

Reports directly to the County Administrator; is responsible for leading and oversight of several county departments through the leadership of a director. Leads and participates in short and long-term strategic planning efforts for the County as an enterprise. Ensures all program activities operate consistently and ethically within the county's charter, mission, values, and regulations. Informs the County Administrator, and the Board of County Commissioners, on the status and accomplishments of all programs and initiatives. Directs and works with the various directors responsible for all programs, planning, organizing, operating, and staffing. Provides leadership in the development, implementation, policy, and management of the annual budget in conjunction with the Chief Financial Officer and County Administrator. Ensures compliance with all federal, state, funding, and county regulations. Leads/implements a continuous quality improvement process; engages staff in dialogue and constructive feedback on County programs and operations. Conducts and attends meetings and conferences to share and discuss current work problems, policy changes, and other pertinent matters. Mentors and leads a high performing team of directors to the next level through role modeling, coaching, developing, training, and retention strategies. Collaborates and builds relationships with internal and external customers including Board of County Commissioners, community stakeholders and constituents. Serves as second-in-command to the County, filling in as needed in place of the County Administrator.

The departments that have been under my responsibility in Sarasota County over the past ten plus years are: Capital Projects; Emergency Services; Health and Human Services; Public Utilities; Public Works; Solid Waste; Libraries and Historical Resources; Parks, Recreation and Natural Resources; University of Florida Institute of Food and Agricultural Sciences, and Sustainability; Planning and Development Services; the Office of Business and Economic Development (now Governmental Relations); and, Sarasota County Area Transit.

EXECUTIVE DIRECTOR, PLANNING AND DEVELOPMENT: City of Denton, TX

(Jan 2008 – Aug. 2012)

Provided leadership and direction to five divisions: Building Inspections, Code Enforcement, Community Development, Gas Well Inspections, and Planning. Served as principal advisor to the City Manager, City Council, and Executive Management Team on matters pertaining to growth management, strategic and long-term planning; zoning and permitting processes; building construction and food safety; property maintenance and nuisance abatement; oil and natural gas drilling and production; community development and revitalization strategies; and neighborhood and sub-area planning. Ensured that the policy direction and initiatives of the City Council were

performed in an expeditious and cost-effective manner. Established the department's annual goals and objectives, as well as planned strategies that supplemented the vision and policy decisions of the City Council. Interacted with other departments on a broad range of fiscal, economic, and social issues. Provided leadership to the City's Strategic Planning Team. Primarily responsible for the development of the plans that focus on the City's growth management strategies, and incorporate overall philosophies regarding community facilities, traffic circulation, public finance, economic development, housing, urban design, environmental quality, historic preservation, oil and natural gas drilling and production, property maintenance, and land-use/zoning regulations. Worked with other departments and external public agencies on implementation of the City's Comprehensive Plan, the department's Strategic Plan, Community Development Strategies, and the enforcement of various City codes and ordinances. Maintained a close liaison with a variety of boards and commissions, including the Planning and Zoning Commission, Zoning Board of Adjustment, University of North Texas, Texas Women's University, the Historic Landmark Commission, the Community Development Advisory Board, the Health and Building Safety Commission, Denton County, Denton Independent School District, Denton County Transportation Authority, Texas Department of Transportation, Vision North Texas, and the North Central Texas Council of Governments. Coordinated the development and writing of various codes and ordinances to provide a local environment that is both attractive and conducive to new, high-quality development. Coordinated with three chambers of commerce on development issues related to the City's Economic Development Program. Oversaw the City's development review process and the multi-department Development Review Committee which processes development applications in conformance with City regulations and policies. Responsible for formulating and maintaining the department's \$5.8 million budget. Ensured the hiring, development, training and preparation of the departmental staff to meet the service needs of residents, developers and business interests in the City. Established a positive working environment where employees are treated fairly, equally, and consistently; and established standards of work performance and measurement that will allow for the proper evaluation of the workforce regard to required duties.

DIRECTOR, LAND DEVELOPMENT: Polk County, FL.

(Jul. 2005 to December 2007)

Provided leadership, coordination and oversight of the duties and responsibilities of Polk County's Land Development Division which included four sections: Planning, County Engineering, Processing, and Development Services. The Division was comprised of forty-five full-time employees and operated under a \$5.3 million budget. Presided over the technical reviews of engineering and construction plans; oversaw the construction and inspection of public and private infrastructure including roads, bridges, sidewalks, water and sewer utilities, and storm water management facilities. Oversaw the County's concurrency program. Supervised the administration of the Federal Emergency Management Agency's flood protection requirements. Oversaw land development activities such as planned developments, developments of regional impact, and environmentally sensitive land designated as Areas of State Critical Concern. Coordinated growth management review procedures and identified development impacts across the incorporated cities within Polk County, adjoining counties, and state agencies as necessary. Responsible for the preparation and implementation of the County's Comprehensive Plan, including evaluating proposed amendments and developing long-range plans for selected areas of the County, collecting data, and performing research regarding growth trends and the need for infrastructure to support development. Served as the County's Airport Zoning Board Administrator. Responsible for the preparation and maintenance of the division's strategic plan, business plan and all standard operating procedures. Developed performance measures to evaluate the efficiency and effectiveness of all assigned programs and services. Formulated recommendations, evaluated alternatives, and presented actions for Department Director, County Manager, and the Board of County Commission decisions. Maintained collaborative and effective working relationships with the Department of Community Affairs, the Southwest Florida Water Management District, and the Florida Department of Transportation. Ensured the hiring, training, and development of staff. Establish a positive working environment where employees were treated fairly, equally, and established standards of work performance and measurement that allowed for proper evaluation of the workforce regard to required duties.

PLANNER, DEVELOPMENT REVIEW: Baltimore County, MD.

(Mar.2000 to Jun. 2005)

Served as project manager for the review of complex subdivision and commercial site plans to ensure compliance with the Master Plan, County Code, Zoning Regulation, Development Policies, Community Plans, and other applicable

state and federal regulations. Coordinated development review comments of 7 community planners and other members of the Office of Planning relative to community revitalization, capital improvement, and economic development. Reviewed and prepared comments for petitions for special exception, special hearings, and variance requests. Formulated the department's multi-million-dollar annual operating budget. Participated in the county's capital budget allocation review. Oversaw the acquisition of surplus state properties, the sale of county properties and road closures. Prepared amendments to ordinances such as County Zoning Regulations, master plan, and the Comprehensive Manual on Design Policies. Served as principal staff on the county's Development Review Committee, Pre-Concept Plan Conference Committee, Tower Review Committee, and County Review Group. Chaired the county's Joint Subdivision Planning Committee. Testified as expert witness before the County Board of Appeals. Composed technical staff reports. Presented development and rezoning projects to County Hearing Officer, Planning Board, and County Council. Maintained computerized database that tracked the review and approval status of various projects. Trained and developed staff. Guided and assisted developers and consultants during various phases of residential and commercial development. Provided the public with planning, zoning, and development information. Represented the Director of Planning in various meetings as requested.

PLANNER, DEVELOPMENT REVIEW: Frederick County, Maryland. *(Aug. 1999 to March 2000)*

Prepared staff reports for special exception and variance requests, claims of administrative and zoning map errors, and made presentations to the Zoning Board of Appeals. Prepared and presented agenda items and cases to the Planning Commission such as development and subdivision plans. Prepared zoning ordinance text amendments. Interpreted and enforced zoning ordinance, subdivision regulations, and other development regulations. Performed on-site inspections of proposed site development projects and alleged zoning violations. Reviewed zoning/building permit applications. Guided and assisted developers during various phases of commercial development. Provided the public with planning/zoning information.

PLANNER, SUBDIVISION DEVELOPMENT: Charles County, Maryland. *(March 1998 to Jul. 1999)*

Reviewed subdivision plats for compliance with county and state requirements and coordinated review comments from other departments and agencies. Responded to inquiries regarding zoning/subdivision matters from the public, developers, designers, and others explaining the review process and applicable requirements. Prepared presentation packages and coordinated technical review committee meetings. Prepared staff reports and presented subdivision projects to the Planning Commission. Updated final plat processing policies and procedures manual. Prepared monthly zoning statistics.

ZONING ADMINISTRATOR, City of Jacksonville, North Carolina. *(Mar. 1992 to Aug. 1997)*

Prepared and presented Planning Board and City Council agenda items such as zoning text amendments, rezoning requests, and proposed subdivision and site plans. Interpreted and enforced Zoning Ordinance, Subdivision Regulation, Minimum Housing Code, and the Southern Building Code. Reviewed subdivision, site, and sign plans to ensure compliance with the city ordinance and State laws. Performed on-site inspections of on-going commercial and residential development such as footing, HVAC, electrical, plumbing, and Certificate of Occupancy inspections. Prepared and presented Board of Appeals cases. Conducted administrative hearings. Served as principal staff on the City's Technical Review Committee. Assisted developers during various phases of development. Provided the public with planning/zoning information.

MILITARY SERVICE:

UNITED STATES MARINE CORPS. *(Jul. 1983 to Aug. 1991)*

Combat Engineer (MOS 1371):

Conducted engineer reconnaissance. Emplaced obstacle systems. Conducted breaching operations that included explosive hazards. Conducted mine/countermine operations. Employed demolitions and military explosives. Provided urban reaching operations. Conducted route clearing. Provided assault bridging and tactical bridging.

Constructed and maintained critical infrastructure such as roads, trails, and bridges. Constructed expedient roads and airfield/landing zones. Designed and constructed survivable positions. Performed expedient vertical and horizontal construction. Designed, constructed, and maintained base camps/forward operating bases. Oversaw the habitats of several federally listed endangered species to ensure recovery and protection from taking, harming, killing, or harassment. Managed the operation and maintenance of several tactical landing zones and firing ranges to sustain readiness training. Prepared and presented briefings to commissioned officers and senior enlisted personnel. Trained and developed commissioned officers, noncommissioned officers, and enlisted Marines. Taught classes such as Military Leadership, Time Management, Project Management, Effective Delegation, Personal Finance, and Effective Team Participation. Performed duties as platoon leader during various military operations including combat missions during Operation Desert Storm.

Logistic/Embarkation Specialist (MOS 0431):

Prepared supplies and equipment for embarkation and performed various Force Deployment Planning and Execution (FDP&E) functions to support the movement of personnel, supplies, and equipment via all modes of transportation using commercial and military assets, at all levels including unit, Marine Air-Ground Task Force (MAGTF), and joint operations. Trained in the application of Automated Information Systems (AIS) that are utilized throughout the Defense Transportation System (DTS) to account, track, and interface movement data with load planning programs and joint AIS to support the FDP&E process and In Transit Visibility (ITV). Prepared aircraft and ship load plans that met organizational requirements. Assisted with the preparation, planning, and execution of strategic mobility plans in accordance with the Time Phased Force Deployment Data (TPFDD) used to deploy and sustain forward deployed forces. Performed multiple logistics administrative duties within the S-4 section. Compiled and maintained logistics support data, computed combat logistics support requirements, and coordinated combat logistics functions in support of MAGTF operations and deployments. Served as Combat Cargo Assistants (CCAs) onboard naval amphibious assault ships.

Drill Instructure (MOS 8511):

Conducted recruit training for newly enlisted personnel in the fundamentals of military service life and the development of discipline, physical fitness, pride, and love of the Marine Corps and country. Trained recruits in close order drill, military nomenclature, disassembly, assembly, and functioning of small arms and assists in marksmanship instruction. Instructed in general orders for sentinels, interior guard duty, personal hygiene, first aid, military bearing and neatness, and care of clothing and equipment. Gave lectures on Marine Corps history and tradition, customs of the service, military courtesy, and U.S. Navy Regulations. Assisted in conducting parades, reviews, and inspections. Maintained records and prepared reports.

EDUCATION AND CERTIFICATIONS:

MASTERS OF PUBLIC ADMINISTRATION - *University of Baltimore, MD* - 12/2004

Concentration in Urban Management

BACHELORS OF ARTS – PUBLIC ADMINISTRATION - *Sojourner-Douglass College, Baltimore, MD* - 5/2002

Concentration in Public Policy and Administration

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION - CREDENTIAL MANAGER - *September 2016*

LEADERSHIP DECISION MAKING - *Harvard University, Kennedy School of Government* - 11/2012

INNOVATIONS FOR ECONOMIC DEVELOPMENT - *Harvard University, Kennedy School of Government* - 6/2012

CERTIFIED PUBLIC MANAGER - *Florida State University* - 08/2006

AMERICAN INSTITUTE OF CERTIFIED PLANNERS - *American Planning Association* - 6/2006

SUPERVISORY MANAGEMENT - *Florida State University* - 5/2006

PROFESSIONAL MEMBERSHIPS:

Florida City and County Management Association - PRESIDENT ELECT, 2023

International City/County Management Association

American Planning Association

Florida Government Finance Officer Association