

VERO BEACH RECREATION COMMISSION MEETING
Tuesday, March 10, 2020 – 4:00 p.m.
City Hall, Council Chambers, Vero Beach, Florida

AGENDA

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A) February 11, 2020

3. PUBLIC COMMENT

4. NEW BUSINESS

A) Committee Members to Introduce Themselves and Discuss Their Personal Goals and why they want to be a part of the Recreation Commission

B) New Recreation Director's Background (His starting date is March 16, 2020)

5. OLD BUSINESS

6. RECREATION DIRECTOR'S MATTERS

A) Gymnastics Registration – March 21st

B) Spring Break Cheer Camp – March 23rd – 27th

C) Easter Egg Hunt – April 4th

7. CHAIRMAN'S MATTERS

8. MEMBER'S MATTERS

9. NEXT MEETING DATE

A) April 14, 2020

10. ADJOURNMENT

This is a Public Meeting. Should any interested party seek to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Anyone who needs a special accommodation for this meeting may contact the Americans with Disabilities Act (ADA) Coordinator at 978-4920 at least 48 hours in advance of the meeting.

VERO BEACH RECREATION COMMISSION MINUTES
Tuesday, February 11, 2020 – 4:00 p.m.
City Hall, Council Chambers, Vero Beach, Florida

PRESENT: Chairman, Richard Yemm; Vice Chairman, Brooke Malone Members: Judy Jones, Sue Dinunno, and Alternate member, Garrett MacMillan **Also Present:** Assistant Recreation Director, Patty Howard; City Attorney, John Turner and Senior Administrative Assistant, Rita Hawkins

Excused Absence: Greg Holtan

Unexcused Absence: Bobbi Burdick

1. CALL TO ORDER

Chairman Yemm called today's meeting to order at 4:00 p.m. and the Senior Administrative Assistant performed the roll call.

2. APPROVAL OF MINUTES

A) December 10, 2019

Mrs. Dinunno made a motion to approve the minutes of the December 10, 2019 Recreation Commission meeting. Mrs. Malone seconded the motion and it passed unanimously.

3. PUBLIC COMMENT

None

4. NEW BUSINESS

A) Annual Report

Mr. Yemm stated that they received a copy of the 2019 Annual Report to review. He asked if there were any questions or comments about the report.

Mrs. Dinunno made a motion to adopt the Annual Report as it is written. Ms. Jones seconded the motion and it passed unanimously.

Mr. Monte Falls, City Manager, said he attended today's meeting to give the Commission an update on hiring a Recreation Director to replace Mr. Rob Slezak after his 32 years of service with the City. He explained that a Selection Committee was formed consisting of himself, Ms. Cindy Lawson, Finance Director, and Mrs. Gabrielle Manus, Human Resources Director. They interviewed eight (8) very good applicants. Three (3) were internal and five (5) were external. They are in the screening process right now and they hope to have someone selected and hired by the middle of March. They interviewed the five (5) external applicants by phone and then they invited the top three (3) to come here. One (1) pulled out and the other two (2) were interviewed again. They are in the process of making their final decision and doing background checks so they

can make an offer and get a Recreation Director hired. He thanked Mrs. Patty Howard, Assistant Recreation Director, for stepping up and taking the reins as they go through this process.

5. OLD BUSINESS

None

6. RECREATION DIRECTOR'S MATTERS

A) Recap of the 17th Annual Mother/Daughter Tea Party – February 8th

Mrs. Patty Howard, Assistant Recreation Director, reported that last Saturday, February 8th was the 17th Annual Mother/Daughter Tea Party. It sold out and it was a great event. They look forward to doing it again next year.

B) Gymnastics Registration – March 21st

Mrs. Howard stated that she did not get a chance to talk about the January gymnastics registration, but it filled up by 8:30 a.m. They had to open up more classes to accommodate everyone. The next registration is March 21, 2020. This gymnastics session will end with a performance at the Indian River County Fair on March 14th and March 17th with three (3) performances.

C) Spring Break Cheer Camp – March 23rd – 27th

Mrs. Howard reported that they are accepting registrations for the spring break cheer camp, which will take place from March 23rd – 27th. After this, they go right into summer camp.

Mr. Yemm asked how many children attend the summer camps. Mrs. Howard replied that they normally have 70 to 100 children at each of the two (2) camps along with the Junior Staff volunteers.

Mr. Yemm asked if they need more than two (2) summer camps. Mrs. Howard replied that they cannot staff more than two (2) camps. She said every year is different, but they have seen an increase in the past couple of years.

Ms. Jones asked when will they do interviews for the Junior Staff volunteers. Mrs. Howard replied after spring break.

Mrs. Dinunno asked how is she defining two (2) camps. Mrs. Howard explained that they have two (2) camps that take place simultaneously. They have a sports/aquatic camp and the Aerial Antics camp. The children all meet at Leisure Square and then go off to do their separate activities. At the end of the day, they all meet back at Leisure Square.

Mrs. Dinunno asked if parents can sign their children up for a week at a time. Mrs. Howard replied yes, they can sign up for a week at a time, the entire nine (9) weeks, or they can select what days or weeks they want.

Mrs. Dinunno asked if there is a market for more than nine (9) weeks, or does that conflict with something else. Mrs. Howard explained that going longer would create staffing issues. They try to hire college students and teachers as much as possible, but they have to get back to work or school. They start summer camp the week school gets out and it runs for nine (9) weeks. There is one (1) week between the end of summer camp and school starting and that is where they would have a problem with staffing. The teachers are normally the Camp Directors or Assistant Directors and they are very important, so it would be very difficult without them.

Mrs. Howard thanked everyone who came out to say goodbye to Mr. Slezak at his retirement party. Everyone really misses him, but he is doing well.

7. CHAIRMAN'S MATTERS

None

8. MEMBER'S MATTERS

Mr. MacMillan announced that this will be his last meeting as he plans to resign from the Recreation Commission. He thanked them for the opportunity to be a part of the Commission, but due to time constraints he will no longer be able to attend. He feels like he should have contributed more, but he hopes they find a good Recreation Commission member.

Mrs. Dinunno referred to the Vero Beach Life Guards Association's January beach report, and said she did not think that the City Council approved an Ordinance to allow dogs at Jaycee Beach. She thought they were allowing dogs at the hotels.

Mrs. Malone said there was an approval of dog tags. People can get a license, but there is no policing of the license. The City has not issued any citations for dogs being on the beaches in two (2) years. People get a dog permit and they go where they want regardless of the rules.

Ms. Jones announced that instead of only recognizing the Junior Staff volunteers once at the end of summer camp they will be recognizing them at the beginning and again sometime mid-way through summer camp.

- A) Goals and Objectives for new Recreation Director – Mrs. Brooke Malone**
- B) National Recreation and Parks Magazine Articles – Mrs. Brooke Malone**

Mrs. Malone stated that her agenda items are irrelevant for today's meeting, so she would like to strike them. She mentioned that they missed addressing "Public Comment" at today's meeting.

Mr. Yemm agreed that he did miss Public Comment. He asked if anyone in the audience would like to speak under Public Comment. There was no Public Comment.

Mr. Yemm said after they get a new Recreation Director, the Recreation Commission might want to consider looking at the recreational ideas that were proposed during the charrettes for the Power Plant property. The Recreation Commission could vet those ideas to see if some of them could be

recommendations for other City Parks, but they will have to give the new Recreation Director time to settle in.

Mrs. Dinunno said that people are concerned that a new Recreation Director might look at the financials and want to raise the rates, but they just had significant rate increases.

Mrs. Malone stated that there is a much bigger project dealing with the extensive finance, book keeping, and strategic planning that will need to be addressed before the new Director will even look at the rates.

9. NEXT MEETING DATE

A) March 10, 2020

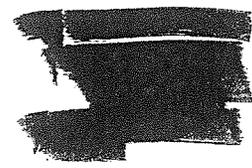
The next Recreation Commission meeting is scheduled for March 10, 2020.

10. ADJOURNMENT

Today's meeting adjourned at 4:17 p.m.

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4-B)



December 18, 2019

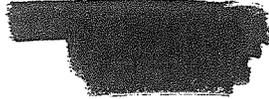
Dear Sir or Madam,

Thank you for the opportunity to apply for the position of Director of Recreation for the City of Vero Beach. As you will see from my resume, I have 20+ years of experience in Recreation Management, including program and facility management, personnel supervision and budget creation and utilization. In my current position with the City of Peachtree City, GA, our department serves a community of over 36,000, with a full-time staff of only six – so I am often tasked to go 'above and beyond' to exhibit the leadership needed to provide the highest quality programs and facilities. This includes supervising staff and volunteers, scheduling, contracting, the promoting and supervising of tournaments, leagues, classes, camps and special events, and acting as a liaison to community groups, city staff and elected officials. For these and many more reasons, I feel that I am an excellent candidate for this position.

Please feel free to contact me at your convenience if you have any questions or to arrange an interview. I look forward to hearing from you!

Sincerely,

James R. O'Connell



James R. O'Connell, CPRP

Work Experience

2019 – Present:

Programs Manager – Peachtree City Parks and Recreation Department,
Peachtree City, GA

- Responsible for the hiring, supervision and evaluation/discipline of three full-time and approx. 25 part-time staff members
- Responsible for all program offerings, including classes, camps, special events and athletics
- Directly responsible for several CIP projects, plus routine purchasing and other budget-related activities
- Researches, plans, monitors, evaluates and implements changes to recreation programs and special events; monitors and evaluates data regarding participation and costs for programs and events; develops efficiency strategies; and ensures the availability of required resources.
- Analyzes key department processes and implements changes as needed.
- Researches, collects, and compiles financial analyses of data regarding recreation expenditures and trends of comparable cities; prepares costs analyses; and prepares reports and presentations.
- Schedules and conducts meetings with citizen groups, businesses, and non-profit organizations including athletic associations and other City departments.
- Handles requests and complaints from citizens until successfully resolved.
- Prepares the department budget and monitors expenditures; approves payment requests.
- Assists in the oversight of park and field maintenance as required.
- Seeks sponsorships and writes grants to fund recreation special events.
- Represents the department at professional meetings.
- Assists with and works at special events (i.e. Fourth of July parade/fireworks, 'Shakerag' Arts & Crafts Festival, etc.).

2002 – 2019:

Athletics & Tournaments Coordinator - Peachtree City Parks and Recreation
Department, Peachtree City, GA

- Plan, organize, promote and manage athletic tournaments, leagues and other programming. Accomplishments include:

- Ran regional tournaments with as many as 4000 participants, with estimated economic impact to city of over \$4 million
 - Increased participation in softball league program from about 700 participants per season to as many as 1300
 - Increased adult basketball league participation from around 100 participants to over 250
 - Started new and innovative programs and tournaments, such as 'Pickleball' and 'Spikeball', to serve diverse and growing populations
- Schedule the use of ballfields, gymnasiums and other facilities by multiple organizations and renters to optimize facility use while allowing for proper maintenance and keeping maintenance expenses low
 - Set and implement policy for facility access and use, to assure maximum facility usage and profitability
 - Plan and coordinate facility maintenance and upgrades to keep costs low and facilities used to optimal capacity
 - Manage contracts with and coordinate the programs and activities of approx. 15 volunteer athletic associations, plus event coordinators and vendors, to provide innovative programming that meets and exceeds national standards for safety – and assure proper background checks, training and certification for all coaches and administrators (including strict adherence to Georgia 'Return to Play' law)
 - Hire and supervise paid staff of instructors, scorekeepers, game officials and supervisors, plus recruitment and supervision of dozens of volunteers to enhance operation of large programs and events
 - Prepare budgets and supervise purchases and asset allocation for programs and facilities, and advise on budgeting issues for department, bringing average profitability on programs of 15-20%
 - Work with outside contractors and vendors to provide programs such as dance and exercise classes, tennis lessons and summer camps to increase program options and enhance program offerings for residents.
 - Work closely with city manager, upper management and elected officials to suggest and implement policy improvements, and advise on policy changes and implementation. Wrote several RFPs for capital improvements, and proposal for facility rental structure change which resulted in increased revenue from rentals

1998 – 2002:

Athletic Program Coordinator – Fayette County Parks and Recreation, Fayetteville, GA

- Responsible for overall supervision and structure of Department's athletic programs. Guided growth of adult softball program from around 20 teams to over 50 per season.
- Responsible for planning facility use, issuing facility permits and maintaining calendar for use of two large outdoor park facilities and one indoor facility, assuring optimal use of facilities by multiple programs while avoiding double bookings and other conflicts

- Hired and supervised a paid staff of instructors, scorekeepers and game officials, and recruited dozens of volunteers for larger programs and events, to provide quality programming to community
- Contracted with outside vendors to provide a wide variety of programs for residents while maintaining reasonable fees

1993 – 1997

Athletic Program Supervisor – Darien Park District, Darien, IL

- Responsible for adult athletic programs, and guided growth of programs of over 50% within two years of hire
- Department liaison to Darien Youth Club, which ran all area youth athletic programs. Responsible for facility scheduling and resolving conflicts between programs
- Responsible for athletic camp/class offerings both 'in house' and thru contractors

Education

Loyola University, Chicago, IL – B.A. in Communications, awarded May, 1986

**Professional Certification, Awards,
Training and Extracurricular Activities**

- Certified Park & Recreation Professional
- GRPA Leadership I & II Certification
- Completed Local Government Safety Coordinator Training through the Georgia Municipal Association and the Association County Commissioners of Georgia
- 2019 1st Quarter (Jan.-Mar.) Supervisor of the Quarter
- 2014 Peachtree City Community Services Employee of the Year
- Past President and Vice-President of the Peachtree City Volunteer Firefighters' Association
- Part-time groundskeeper / turf care attendant at Flat Creek Country Club in Peachtree City, GA from 2004-present. Responsible for upkeep of golf facilities. Duties include mowing greens, pin and tee placements and general upkeep