



MEMORANDUM

Agenda Item No. 2(B)1

December 18, 2007

TO: Dianne Davis
Agenda Coordinator
County Manager's Office

DATE: December 12, 2007

FROM: Kay Sullivan, Director
Clerk of the Board Division

SUBJECT: Mayoral Appointment of
Director for Parks and Recreation
Department

The attached Mayoral appointment memorandum was received by the Clerk of the Board Division on December 12, 2007, at 3:05 P.M.

Pursuant to Section 2-1 of the Code, please place this item on the next regularly scheduled Board of County Commissioners' agenda of December 18, 2007, under the Mayoral reports section, for the Commission's consideration.

KS: fcd
Attachments

cc: Honorable Carlos Alvarez, Mayor
Honorable Bruno A. Barreiro, Chairman, Board of County Commissioners
Robert A. Cuevas, County Attorney
George Burgess, County Manager

Memorandum

MIAMI-DADE
COUNTY

Date: December 12, 2007

To: Honorable Chairman Bruno A. Barreiro
And Members Board of County Commissioners

From: 
Carlos Alvarez
Mayor

Subject: Mayoral Appointment – Parks and Recreation Director

CLERK OF THE BOARD
2007 DEC 12 PM 3:09
CLERK, CIRCUIT & COUNTY COURTS
DADE COUNTY, FLA.
#1

Pursuant to the authority vested in me under the provisions of Sections 2.02C and D of Miami Dade County Home Rule Charter, I hereby appoint Jack Kardys to the position of Parks and Recreation Department Director.

In August of 2007, I appointed Mr. Kardys as the Interim Director and during this period he has demonstrated exceptional leadership and management skills, focusing his efforts on improving the Department's responsiveness and Capital Program.

Mr. Kardys began his career in Parks in 1981, when after serving as an Intern he was appointed Assistant Administrator for the Operations Management Office (1981). Mr. Kardys has served in various positions throughout his career including managing Crandon Marina, overseeing Haulover Beach Park, Pelican Harbor Marina, Executive Assistant to the Director. Additionally, he served as Region Manager with oversight of the Crandon Park Tennis Center (including its Lipton Players Championships), Golf Course (with its Royal Caribbean Senior PGA Classic), and Marina properties on the Key Biscayne as well as Beach Maintenance Operations, Beach Safety, Matheson Hammock Park, Haulover Park, and a variety of community parks in the Westchester and Kendall areas.

Mr. Kardys was appointed Assistant Director for Operations for Parks and Recreation in January 2000, wherein, for the next seven years he developed extensive experience regarding the management of both the Recreation and Operation divisions while overseeing Arts & Culture, Golf Enterprise, Leisure Access, Marina Enterprise, Natural Areas Management (NAM), Naturalist Services, Park Security, and management of Regions 1,2,3,4 and 5, and Special Tax Districts.

Mr. Kardys holds a Bachelor of Arts degree in Sports Administration and a Master's of Science in Management from St. Thomas University. He has served as an adjunct professor at Florida International University teaching Organizational Behavior, Marketing and Recreation Programming.

Please join me in congratulating Mr. Kardys. His resume and charge memorandum from the County Manager are attached for your reference.

Attachments

- c. Honorable Harvey Ruvin, Clerk, Circuit and County Courts
- Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
- Honorable Kathy Fernandez-Rundle, State Attorney
- Honorable Bennett Brummer, Public Defender
- Robert A. Cuevas, County Attorney
- George M. Burgess, County Manager
- Denis Morales, Chief of Staff, Office of the Mayor
- Assistant County Managers
- Department Directors
- Marvin O'Quinn, President Public Health Trust
- Robert Meyers, Executive Director, Commission on Ethics and Public Trust

Memorandum



Date: December 12, 2007

To: Jack Kardys, Director
Miami-Dade Park and Recreation

From: George M. Burgess
County Manager

Subject: Charge Memorandum – Miami-Dade Park and Recreation

Congratulations on your permanent appointment as Miami-Dade County's Parks & Recreation Department's Director. Over the last four months you have demonstrated outstanding leadership and fostered teamwork amongst your peers. I expect you to continue the initiatives below:

- Implement the **PRIDE Program** to promote organizational performance excellence, ensure employees' knowledge and perceptions about the overall organizational management system, and improve employee satisfaction. Program will encompass Sterling criteria implementation, succession planning, professional development, NRPA and FRPA participation for senior management, volunteerism, customer feedback analysis, and operating and administrative procedures standardization utilizing benchmarking for best practice.
- Establish a working "Green Group" to promote the department's **recycling and conservation efforts**, including researching creative ways to make the workplace more efficient, reduce waste and conserve resources.
- Implement first phase of the **Recreation Management System**, an enterprise software solution that automates operations, from programs and classes, facility rentals, league/tournament and membership management to financial administration, and marketing services designed to promote community use of online services and self-service options.
- Improve the department's **financial viability** by increasing grant awards and fundraising contributions and implementing efficiencies and controlling costs.
- Complete the **Open Space Master Plan**, a policy document that provides a long-term vision for a connected park system that includes active and passive demands for recreation and conservation open space needs of residents and tourists.
- Develop a comprehensive **Recreation Plan** and community inventory to determine community needs and recreation opportunities and to establish program performance, program participation, and cost recovery goals and provide easily accessible programs and facilities by updating the department's **ADA Transition Plan** to allow equal participation of individuals with disabilities.
- Expedite **capital project development** by implementing the capital improvement program, establishing baselines for all capital projects, monitoring the performance of baselines and achieving key performance measures and targets.
- Improve the profitability for enterprise services and special events.
- Enhance maintenance crews to provide landscaping services established and maintained in the ordinances approved by the Board for **105 special taxing districts**.

- Enhance **Natural Areas Management** crews to meet increasing demands to conserve, manage, and maintain green space.
- Expand **senior programs** to eleven sites and continue coordination to implement new programs and special events to increase participation.
- Conduct **Arts In the Parks Program**, providing arts instruction at 12 hub sites to afterschool and summer camp program registrants.
- Implement **Security Plan** to promote a safe park and marina environments.

Jack, I know you have a passion for our Park and Recreation Department and all of the good it does for our community. I know you are going to make sure our system "sparkles" and is viewed by all with pride. I am confident that you will advance the goals I have set forth for you and face challenges with courage and commitment in order to deliver excellent services.

RESUME

PROFESSIONAL CAREER

Miami-Dade County Park and Recreation Department
Miami, FL
August 2000 to Present - *Interim Director*

Responsible for all aspects of the Miami Dade County Parks and Recreation system, including Operations, Recreation, Planning and Development, Administration, the Deering Estate at Cutler and Miami-Metrozoo.

Miami-Dade County Park and Recreation Department
Miami, FL
January 2000 to August 2007 - *Assistant Director for Operations*

Serves as Chief Operating Officer for all Miami-Dade County parks, pools, recreation centers, stadiums, auditoriums, arts and culture centers, natural preserve areas, golf courses, marinas, campgrounds, tennis centers and recreational facilities. Coordinates Park Operations through 5 Region Managers, Arts and Culture Manager, Operations Coordinator and Special Tax District Manager. Responsibilities include developing and managing a \$67 million budget, marketing, strategic planning, special event development and management, capital equipment and capital outlay reserve fund prioritization, public relations, negotiating and coordinating general administrative and construction maintenance support; and maintaining high-quality operating standards through inspection and evaluation for all park facilities.

Miami-Dade County Park and Recreation Department
Miami, FL
October, 1996 to January, 2000 - *Region Manager*

Serves as Regional Operations Manager for the Department's Key Biscayne and Coastal Region (2575 acres) with a \$12 million expenditure and \$8.3 million revenue budget.

Responsibilities/Facilities include:

Crandon Park, Crandon Tennis Center, Crandon Golf Course, Crandon Marina, Matheson Hammock Park and Marina, Miami Beach Maintenance Operations, Beach Safety Operations, Haulover Beach Park and Marina. Additional areas supervised from April, 1997 to October, 1999 include Tropical Park and Equestrian Center, Tamiami Park, 20 miles of Metrorail and Metromover grounds maintenance, Trail Glades Gun Range, A.D.Barnes Park, 4 pools, 5 recreation program centers, the Department's Interpretive Naturalist services, show mobiles, stages, portable bleachers and sound production with a total additional operating budget of \$9 million. Provided administrative support, marketing coordination, long range planning, permit processing and negotiation for 10 youth athletic organizations and dozens of events and concessionaires.

Miami-Dade County Park and Recreation Department
Miami, FL
January, 1994 to September, 1996 - *Executive Assistant to the Director*

Responsibilities include:

Serving as Director's liaison with Assistant County Manager, County Commission and County Attorney staff on a variety of Department affairs; quality control for Director's office, protocol, communications and correspondence; coordination of agenda briefings and staff meeting schedule; represents Director in public speaking engagements on a wide range of Departmental and professional topics; daily contact, coordination and follow-up with Deputy and 6 Assistant Directors on matters including park operations, construction, support services, cultural affairs, natural resource management, marketing, public information, planning and research; and analyzing and developing monthly review of Department's revenue, expense and overall fiscal position for the Director.

Additional duties include:

Creating and producing new and innovative special events and programs through the Youth Services Division; special project administration such as the Metrozoo Management Cooperative with the Zoological Society of Florida; grant writing for public and private funding, negotiations and contract management for Director's initiatives; Department Duty Officer coordinator and Emergency Management Officer, and development of graphics design concepts for presentations, posters and publications.

Miami-Dade County Park and Recreation Department**Miami, FL**November, 1983 to December, 1993 - *Park and Recreation Manager IV**Haulover Beach Park***Responsibilities include:**

All aspects of 180 acre Park operation including Golf Course, Tennis Center, Boat Ramp, Toll Operations, Marina and 79th Street Causeway grounds maintenance, Pelican Harbor Marina and summer youth recreation program. Coordinate Annual Coconuts Festival, Sandy Shoes Festival, Boat Parades and other Special Events, Local Chamber of Commerce and Civic Association Liaison, Public Speaking, Supervised Park Managers I & II, Recreation Specialist Supervisor, Landscape Supervisor II and staff of 55 employees.

Miami-Dade County Park and Recreation Department**Miami, FL**March, 1982 to November, 1983 - *Public Facilities Manager III**Crandon Marina***Responsibilities include:**

All aspects of Marina Operation which included contracting 360 Berths, Bait Shop, Boat Ramp, Gas Dock and Restaurant Lease Operation. All Maintenance and Budgetary Control. Supervised park maintenance crews, security personnel, and off duty police detail. Served as the writer and co-chairman for the Marina committee, which developed Department's Marina Rules and Regulations and Berth Permit Agreements.

Miami-Dade County Park and Recreation Department**Miami, FL**May, 1981 to August, 1981 - *Assistant Administrator, Operations Management Office*January, 1981 to May, 1981 - *Intern, Operations Management Office***Responsibilities include:**

Projects included Partners for Youth, Superstars, Work Orders, correspondence and liaison duties.

OTHER EXPERIENCE

- * Adjunct Professor teaching Organizational Behavior and Management, Recreation Programming and Services Marketing for graduate and undergraduate students at Florida International University August 2001 to Present.
- * 2004 National Recreation and Park Association convention lecturer on Managed Competition as an Alternative to Privatization.
- * Special Event Production for the 2004 and 2005- 75th Anniversary Series: Greynolds Park Love-In, Amelia Earhart July 4th Festival and Homestead Air Reserve Park Rib-Fest; 1996-1999 Nasdaq 100 Professional Tennis Championships; 1996-1999 Royal Caribbean Golf Classic; 1998-1999 Orange Bowl and Connelly Cup Tennis Championship; 1990-1993 Coconuts Festival at Haulover Beach Park; 1986-1990 Winter Reflections Boat Parade; 1984-1989 Sandy Shoes Festival at Haulover Beach Park.
- * Secured and coordinated 2003 U.S.A. Track and Field National Junior Olympics and 2002 USA Track and Field National Youth Championships bringing \$30 million in economic impact to Greater Miami.
- * 2002 National Association of County Organizations (N.A.C.O.) Award for developing and implementing the Department's Comprehensive Facility Maintenance and Customer Service Evaluation system.
- * 2002 co-developed with Dr. Dan Hibbler and Human Resources Division the F.I.U. Certification Program for Park and Recreation Professionals (18 credits).
- * 2001 co-developed Department's Intern Program and Standard Operating Procedures with Human Resources Division and F.I.U.
- * 2000 N.A.C.O. Award winner for S.T.A.R. program (Supervisor Training and Rotation), an on-the-job practical experience program for future leaders in the Park/Recreation profession.
- * As Consultant for the University of Oregon's Pacific Rim Professional Training and Education Programs, I conducted a 2 day Sports Facility Management Seminar in Hong Kong in July 1996. Those in attendance were Hong Kong government officials and students seeking information for the development and management of championship quality amateur and professional sports venues.
- * Delivered Keynote Address in Fort Worth at the Texas A & M Colloquium on At-Risk Youth in February 1995, the content of which has been published by Drs. Witt and Crompton in the university level textbook "Recreation Programs that Work".
- * Performed Tri-City lecture tour throughout Florida for the F.R.P.A. regarding Special Event Development and Fundraising in March 1990.
- * Provides guest lecture and teaching assistance at F.I.U. and St.Thomas University.
- * St.Thomas University Sports Administration Alumni.
- * Professional affiliation with: National Recreation and Park Association; Florida Recreation and Park Association; Greater Miami Chamber of Commerce; Greater Miami Sports Commission; Trail Glades Coordinating Council, Miami-Dade County Fair and Exposition, Royal Caribbean Classic, International Players Championships, The North Dade, Skylake/Highland Oaks and Sunny Isles Beach Chambers of Commerce and Civic Associations; The Aventura Marketing Council; Florida International University; National Alliance of Youth Sports; Greater Miami Tennis Foundation; United States Tennis Association; USA Track and Field; the Florida Sports Turf Management Association; Sports Commission; Zoological Society of Florida.

EDUCATION

St. Thomas University
Miami, FL
Masters of Science in Management
Masters of Science Certificate in Human Resource Management

Bachelor of Arts
Summa Cum Laude
Sports Administration

Florida International University
Miami, FL

Certification in Strategic Planning from the F.I.U. Academy of Strategic Management (2004).

REFERENCES FURNISHED UPON REQUEST