

Meeting Date
February 7, 2017



AGENDA	
Section	Consent
Item No.	II.D.3

**AGENDA REPORT**  
*BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS*

SUBJECT:	Confirmation of Appointment: Parks and Recreation Department Director – Mary Ellen Donner
DEPT/OFFICE:	County Manager’s Office

Requested Action:  
 It is requested that the Board of County Commissioners confirm the appointment of Mary Ellen Donner as the new Brevard County Parks and Recreation Director.

Summary Explanation & Background:

Pursuant to Section 4.5.1 of the Brevard County Charter. The Board of County Commissioners is asked to confirm the appointment of Mary Ellen Donner as the Brevard County Parks and Recreation Director.

Upon completion of a selection process which saw 7 applicant interviewed for this position by a selection committee comprised of Venetta Valdengo, Assistant County Manager, Eric Garvey, Tourism Development Director, Jerry Visco, Human Resources Director and Fred Poppe, City of Palm Bay Parks and Recreation Director, three finalists were recommended to the County Manager for follow-up interviews. Based on the Selection Committee’s recommendations and the County Managers interview, Mrs. Donner is the recommended candidate to assume the leadership of the Brevard County Parks and Recreation Department.

Mrs. Donner has had over 27 years of experience in Parks and Recreation, over eleven of those years serving as a Director or Assistant Director of Parks and Recreation Departments in Collier County, Fla, the Cities of Henderson and North Las Vegas Nevada and most recently the City of Jacksonville Beach, Fla.

Mary Ellen Donner’s resume is attached for the Board’s review.

The County Manager’s Office seeks Board confirmation of this candidate.

Clerk to the Board Instructions:

Exhibits Attached: Resume

Contract /Agreement (If attached):		Reviewed by County Attorney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Assistant County Manager	Department Director / Extension						
Stockton Whitten	Venetta Valdengo							



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February 8, 2017

**M E M O R A N D U M**

**TO:** Stockton Whitten, County Manager

**RE:** Item II.D.3., Confirmation of Appointment of Mary Ellen Donner as Parks and Recreation Director

The Board of County Commissioners, in regular session on February 7, 2017, confirmed the appointment of Mary Ellen Donner as the new Brevard County Parks and Recreation Director.

Your continued cooperation is greatly appreciated.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK**

Tammy Rowe, Deputy Clerk

**cc:** Human Resources Director  
Finance  
Budget

# MARY ELLEN DONNER

Indian Harbour Beach, FL 32937

Telephone: 321.610.4671 | [Maryellendonner@yahoo.com](mailto:Maryellendonner@yahoo.com)

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## PROFESSIONAL SUMMARY

Administrator with executive-level experience in comprehensive public parks and recreation research, planning, implementation, leadership, and management. Innate enthusiasm for seizing challenges and driving projects. A start-up leader who rallies team members with a compelling vision; leverages budget and personnel restraints with creative solutions.

## STRENGTHS

- Business Savvy
- Creativity
- Excellent Communicator
- Strategic Leadership
- Budget Management
- Collaboration & Teamwork

## PROFESSIONAL EXPERIENCE & KEY ACCOMPLISHMENTS

### CITY OF JACKSONVILLE BEACH, Jacksonville Beach, FL, 2016 – Present

#### DIRECTOR, PARKS AND RECREATION DEPARTMENT

As the Director of the Parks and Recreation Department, I am very team oriented and interact daily with staff and public as I am responsible for year-round Ocean Rescue beach lifeguarding, Special Events - both city and producer sponsored, 2 cemeteries, 2 community centers, 1 City-run golf course, 1 tennis facility, athletic programs, parks maintenance, contracts, and administration including preparing and monitoring budgets.

### CITY OF NORTH LAS VEGAS, Las Vegas, NV, 2014 – 2015

#### DIRECTOR, NEIGHBORHOOD AND LEISURE SERVICES

As the Director of Neighborhood and Leisure Services, I approached every opportunity with enthusiasm, professionalism, dedication, and integrity. I was responsible for Recreation centers, programming, aquatics, 2 golf courses, contracts, administration, and the 160-acre Craig Ranch Regional Park which included major special events, sponsorships, and rentals. I also oversaw the day-to-day operations of Neighborhood Services Division. Duties included procuring, disbursing, and monitoring \$100 million dollars in local, state, and national grants such as Housing and Urban Development (HUD) monies. This section was also responsible for neighborhood outreach and graffiti removal. I oversaw three community boards; the Parks and Recreation Advisory Board, the Citizens Advisory Committee, and the Arts and Culture Advisory Board.

### CITY OF HENDERSON, Henderson, NV, 2007 – 2014

#### PARKS & RECREATION DIRECTOR

Directed the parks and recreation operations with an annual budget of \$38M and a total capital budget of \$238M. The Department consists of 58 neighborhood and community parks, 11 aquatic facilities, 8 recreation centers including 2 senior centers, over 150 miles of trails, and a municipal 18 hole par 70 golf course. Divisions include Parks, Recreation, Sports, Park Planning, Budget, Administration, and Marketing.

- Directed and developed the concept, design, construction, and implementation of 160-acre Heritage Park. Facilities included a 29k square foot Senior Center, Aquatic, Soccer, and Softball Complexes.
- Produced annual programming revenue of \$7M. Led the citizen centered programming of over 9.5k programs for children, adults, therapeutic and inclusion.
- Negotiated successful Public-Private Partnership with a non-profit organization that resulted in a brand new 7k square-foot Senior Center at no cost to the city.

## MARY ELLEN DONNER – PAGE 2 OF 2

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### **CITY OF HENDERSON, Henderson, NV, 2007 – 2014**

- Facilitated 4 Advisory Boards to increase community involvement and citizen participation.
- Created connectivity through the planning, development, and construction of over 100 miles of trail.
- Ensured City's vision of a park within a mile of every resident was realized. 12 parks opened in the last 5 years bringing the total number of parks to 58.
- Served as a key leader of the Henderson Quality Initiative (HQI); a strategic planning process, employee-centered program, and business operations' process saving over \$500k in first year.

### **COLLIER COUNTY, Naples, FL, 1989 – 2007**

<b>PARKS &amp; RECREATION ASSISTANT DIRECTOR</b>	2005 – 2007
<b>BEACH &amp; WATER MANAGER, Interim</b>	2004 – 2005
<b>RECREATION SUPERVISOR</b>	1989 – 2004

Through a series of responsible leadership roles with direct accountability for staff and operations of 8 community parks, 25 neighborhood parks, 3 aquatic facilities, all Collier County beaches, boat launches, marinas, park maintenance including road, turf, and irrigation crews.

### **PROFESSIONAL MARKETING ASSOCIATES, Crystal Lake, IL, 1987 – 1989**

Manufacturer's agency representing fishing, marine, and hunting equipment in 4-state area of IL, IN, MI, OH.

- Solicitation of major retail accounts; SEARS, SPORTMART and other major distributors
- Assisted in project forecasting and media strategies
- Used impact marketing presentations at consumer and trade shows

### **EDUCATION**

**Bachelor of Recreation**, Acadia University, Wolfville, Nova Scotia, CANADA

**Bachelor of Education**, Acadia University, Wolfville, Nova Scotia, CANADA

### **PROFESSIONAL CERTIFICATIONS**

Certified Park & Recreation Professional, NRPA

FEMA ICS100, 200, 300, 400, 700, 800, 775

Nevada and Florida Master Gardener

### **NOTABLE ACHIEVEMENTS**

2014 NRPA Gold Medal Award. Orchestrated departmental systems and processes enabling Henderson to be selected for this prestigious "best in class" award for internal staff development, customer service & planning

Spearheaded working collaboratively with all Parks & Recreation Departments in the State of Nevada to craft and pass Senate Bill 53

Achieved National Recreation and Park Association (NRPA) Accreditation and Re-Accreditation

Developed Master Plan and the Design and Park Construction Guidelines

Completed Urban Forestry Plan and Tree Inventory