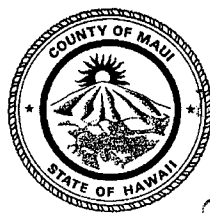


GET-1(11)

MICHAEL P. VICTORINO  
Mayor

SANDY K. BAZ  
Acting Managing Director



RECEIVED

2019 JAN 14 PM 4:40

OFFICE OF THE  
COUNTY COUNCIL

COUNTY OF MAUI

**OFFICE OF THE MAYOR**

200 SOUTH HIGH STREET  
WAILUKU, HI 96793

January 14, 2019

Mike Molina, Chair  
GET Committee  
Maui County Council  
c/o 200 S. High Street, 7<sup>th</sup> Floor  
Wailuku, Hawaii 96793

**RE: GET-1; Director Appointment for the Department of Parks & Recreation**

Dear Chair Molina:

For your review, enclosed please find:

1. County of Maui Job Description for the Director of Parks & Recreation
2. Ordinance No. 4840, Bill No. 36 (2018) of the Maui County Code
3. Resume for Karla H. Peters

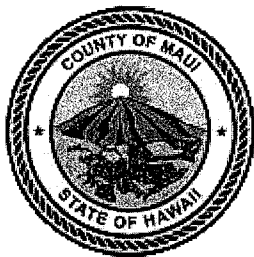
Thank you for your consideration of this applicant. Should you have any questions or concerns, please do not hesitate to call me at ext. 5535.

Sincerely,

A handwritten signature in black ink that reads "Michael P. Victorino".

MICHAEL P. VICTORINO  
Mayor, County of Maui

Enclosures



# DIRECTOR OF PARKS & RECREATION

Class Code:  
0C.015

Bargaining Unit: N/A

COUNTY OF MAUI

Established Date: Dec 12, 2018

Revision Date: Dec 14, 2018

## **DUTIES SUMMARY:**

- Plan, design, construct, maintain and operate all parks and recreational facilities administered by the county.
- Develop and implement programs for cultural, recreational other leisure activities for the people of the county.
- Perform such other duties and functions as shall be assigned by the mayor.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

- Be a citizen of the United States.
- Be a resident of the State for at least one year immediately preceding the appointment.
- Have a minimum of five years of experience in an administrative capacity, either in public service or private business, or both. (Amended 2016)
- As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.
- As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions: planning, design, construction, maintenance, or operation of parks and recreational facilities; and developing and implementing programs for cultural, recreational, or other leisure activities.
- A bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree.

ORDINANCE NO. 4840

BILL NO. 36 (2018)

A BILL FOR AN ORDINANCE AMENDING THE ADDITIONAL QUALIFICATIONS  
FOR THE DIRECTOR OF PUBLIC WORKS AND THE DIRECTOR OF  
ENVIRONMENTAL MANAGEMENT, AND ESTABLISHING ADDITIONAL  
QUALIFICATIONS FOR THE DIRECTOR OF PARKS AND RECREATION AND  
THE DIRECTOR OF TRANSPORTATION

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. Purpose. The purpose of this ordinance is to amend the additional qualifications for the Director of Public Works and the Director of Environmental Management established by Ordinance 4803 (2017), and to establish additional qualifications for the Director of Parks and Recreation and the Director of Transportation, pursuant to Section 6-4, Revised Charter of the County of Maui (1983), as amended ("Charter"). Section 6-4 of the Charter authorizes the Council to establish specific qualifications for administrative heads appointed by the Mayor in addition to any set forth in the Charter. More specific qualifications will help identify skilled, experienced individuals to lead the County's departments, strengthen operations, and better serve the public.

SECTION 2. Section 2.14.020, Maui County Code, is amended to read as follows:

**"2.14.020 Director of public works.** The director of public works shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions [described in sections 8-5.3(1), (2), or (3) of the charter.]:

a. Administering building, housing, and subdivision ordinances and rules.

b. Approving proposed subdivision plans.

c. Planning, designing, building, or maintaining highways, drainage, and flood control systems.

4. A bachelor's degree from an accredited college or university in engineering, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 3. Section 2.14.030, Maui County Code, is amended to read as follows:

**"2.14.030 Director of environmental management.** The director of environmental management shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions [described in sections 8-15.3(1), (2), (3), or (4) of the charter.]:

a. Supervising waste management, pollution control, recycling, or litter control in the protection of the environment.

b. Planning, designing, building, operating, or maintaining solid waste collection, processing, and disposal systems, including recycling programs.

c. Planning, designing, building, operating, or maintaining sewer treatment plants, pump stations, sewer lines, reclaimed water distribution systems, and related programs.

d. Guiding efforts to optimize opportunities for environmental and natural resource protection, sustainability, conservation, or restoration.

4. A bachelor's degree from an accredited college or university in engineering, environmental science, water resources, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 4. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

**"2.14.040 Director of parks and recreation.** The director of parks and recreation shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions:

a. Planning, design, construction, maintenance, or operation of parks and recreational facilities.

b. Developing and implementing programs for cultural, recreational, or other leisure activities.

4. A bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 5. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

**"2.14.050 Director of transportation.** The director of transportation shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions:

a. Planning and implementation of one or more modes of transportation, including those in the air, water, and land.

b. Planning and developing an efficient program to facilitate the rapid, safe, and economical movement of people and goods.

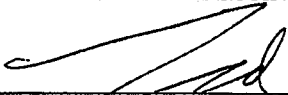
c. Coordination of transportation programs by and between private, county, state or federal agencies.

4. A bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 6. Material to be repealed is bracketed. New material is underscored. In printing this bill, the County Clerk need not include the brackets, the bracketed material, or the underscoring.

SECTION 7. This ordinance shall take effect on January 2, 2019.

APPROVED AS TO FORM AND LEGALITY:



EDWARD S. KUSHI, JR.

Department of the Corporation Counsel

County of Maui

2017-0098

PEA-27 2018-02-21 Proposed Ordinance  
Additional Qualifications (PW, EM, Parks, Trans)

WE HEREBY CERTIFY that the foregoing BILL NO. 36 (2018)

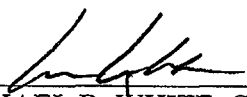
1. Passed FINAL READING at the meeting of the Council of the County of Maui, State of Hawaii, held on the 6th day of April, 2018, by the following vote:

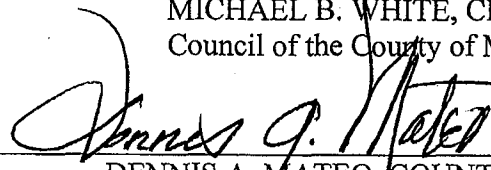
Michael B. WHITE Chair	Robert CARROLL Vice-Chair	Alika ATAY	Eleanora COCHRAN	S. Stacy CRIVELLO	Donald S. GUZMAN	G. Riki HOKAMA	Kelly T. KING	Yuki Lei K. SUGIMURA
Aye	Aye	Aye	Aye	Aye	Excused	Aye	Excused	Aye

2. Was transmitted to the Mayor of the County of Maui, State of Hawaii, on the 10th day of April, 2018.

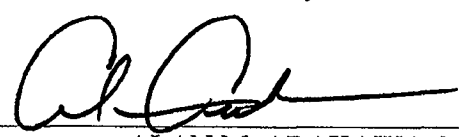
DATED AT WAILUKU, MAUI, HAWAII, this 10th day of April, 2018.

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OFFICE OF THE MAYOR

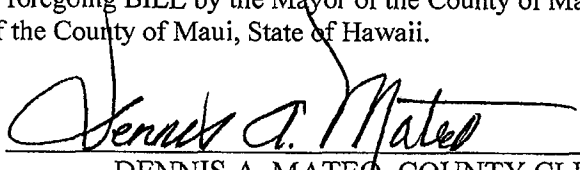
  
MICHAEL B. WHITE, CHAIR  
Council of the County of Maui

  
DENNIS A. MATEO, COUNTY CLERK  
County of Maui

THE FOREGOING BILL IS HEREBY APPROVED THIS 13 DAY OF April, 2018.

  
ALAN M. ARAKAWA, MAYOR  
County of Maui

I HEREBY CERTIFY that upon approval of the foregoing BILL by the Mayor of the County of Maui, the said BILL was designated as ORDINANCE NO. 4840 of the County of Maui, State of Hawaii.

  
DENNIS A. MATEO, COUNTY CLERK  
County of Maui

Passed First Reading on March 23, 2018  
Effective date of Ordinance January 2, 2019

RECEIVED  
2018 APR 13 PM 2:34  
OFFICE OF THE  
COUNTY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 4840, the original of which is on file in the Office of the County Clerk, County of Maui, State of Hawaii.

Dated at Wailuku, Hawaii, on

\_\_\_\_\_  
County Clerk, County of Maui

# K A R L A H . P E T E R S

## **PROFESSIONAL SUMMARY**

Skilled administrator offering a comprehensive background in the development, operation and execution of the mission and goals of the Department of Parks and Recreation.

## **SUMMARY OF QUALIFICATIONS**

- More than seventeen years of successful Administrative experience in operational and project administration for the County of Maui, Department of Parks and Recreation.
- Ability to work efficiently and effectively with the Parks Department team, consultants, contractors, State and County agencies, and community groups to accomplish the Department's mission, goals, and objectives.
- Knowledge of all facets of the Department including recreational programs and permitting processes.

## **EXPERIENCE**

11/2015-Present	PARKS MAINTENANCE SUPERINTENDENT	County of Maui Wailuku, HI
<ul style="list-style-type: none"><li>• Administers, organizes and directs all activities of the Construction Maintenance program regarding the construction, maintenance, repair and improvement of all County parks, recreational facilities and Department equipment.</li><li>• Administers, organizes and directs all activities of the Beautification program regarding landscaping, beautification and turf management of all Maui County parks.</li><li>• Oversees the operations and maintenance of the Waiehu Municipal Golf Course.</li><li>• Coordinates work of agencies and community organizations such as the MCCC Workline Program in providing support in the repair and improvement of parks and recreational facilities.</li><li>• Supervises program managers and staff and oversees all personnel related issues for the Maintenance Division.</li><li>• Responsible for the preparation of the Division's total budget, makes recommendations for expansion funding and manages approved budget throughout fiscal year.</li><li>• Acts on behalf of the Director or Deputy Director of Parks and Recreation in their absence and at Council meetings, community meetings, and hearings on matters relating to parks and recreational facility improvements, landscaping, beautification, trees and the Waiehu Municipal Golf Course.</li></ul>		
9/2008 – 11/2015	CAPITAL IMPROVEMENTS PROJECT COORDINATOR	County of Maui Wailuku, HI
<ul style="list-style-type: none"><li>• Administered Capital Improvement Projects from initial project definition and budgeting to completion of construction and warranty period.</li><li>• Supervised project design team, contractors and respective district maintenance staff.</li><li>• Conducted on-site inspections and weekly project meetings to assess work to date, adherence to project plans and specifications, and quality of work.</li><li>• Prepared and coordinated all required permits to comply with all applicable code and standards.</li><li>• Reviewed subdivisions, 4<sup>th</sup> dwellings and proposed projects to ensure MCC 18.16.320 requirements are fulfilled.</li><li>• Conducted community and agency meetings during all phases of projects.</li><li>• Assigned to Chief of Planning and Development when Chief not available.</li></ul>		



11/2000 – 9/2008

**PARKS PROJECT MANAGER**

County of Maui Wailuku, HI

- Administered Capital Improvement Projects from initial project definition and budgeting to completion of construction and warranty period.
- Supervised project design team, contractors and respective district maintenance staff.
- Conducted on-site inspections and weekly meetings to assess work to date, adherence to project plans and specifications and quality of work.
- Prepared and coordinated all required permits to comply with all applicable code and standards.
- Prepared Invitation for Bids and related documents necessary for repair and maintenance projects, and supervised contractors on project site.
- Conducted community and agency meetings during all phases of projects.
- Assigned to Chief of Planning and Development when Chief not available.

07/1997 – 11/2000

**DIVISION SECRETARY**

County of Maui Wailuku, HI

- Responsible for providing professional secretarial, clerical and administrative services for the Planning and Development Division consisting of one Chief and five Capital Improvement Project (CIP) Coordinators.
- Established and maintained confidential files for the division personnel.
- Provided accounting of all CIP funding.
- Assisted the Chief of Planning and Development in monitoring CIP status and expenditures.
- Assisted the Chief with yearly operations budget and CIP budget preparation.
- Interacted with consultants, contractors and other department personnel on a daily basis.
- Temporarily assigned as a CIP Coordinator when staff not available.

**EDUCATION**

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Maui Community College	Liberal Arts Program	Kahului, HI
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St. Anthony High School	Wailuku, HI
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**PROJECT ADMINISTRATION**

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South Maui Community Park, Phase 1A	\$12 million
Waiehu Golf Course Maintenance Building	\$2.9 million
Hui Aloha Playground at Keopuolani Park	\$2 million
Kalama Park Playground and Pedestrian Path	\$1 million

**AFFILIATIONS**

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Hawaii Recreation and Parks Society, Member – 2010 - Present
National Recreation and Parks Association, Member – 2010 – Present