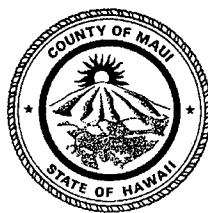


RECEIVED

MICHAEL P. VICTORINO  
Mayor

SANDY K. BAZ  
Acting Managing Director



2019 JAN 14 PM 4:10

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 Planning**

Dear Chair Molina:

For your review, enclosed please find:

1. County of Maui Job Description for the Director of Planning
2. Ordinance No. 4847, Bill No. 43 (2018) of the Maui County Code
3. Resume for Michele Chouteau McLean

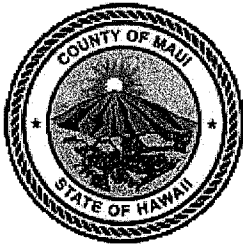
Thank you for your consideration of this applicant. Should you have any questions or concerns, please do not hesitate to call me at ext. 5535.

Sincerely,

A handwritten signature in cursive script that reads "Michael P. Victorino".

MICHAEL P. VICTORINO  
Mayor, County of Maui

Enclosures



# DIRECTOR OF PLANNING

Class Code:  
0C.030

Bargaining Unit: N/A

COUNTY OF MAUI

Established Date: Jul 5, 2018

Revision Date: Dec 14, 2018

## DUTIES SUMMARY:

- Be the administrative head of the Department of Planning.
- Serve as the chief planning officer of the county and as the technical advisor to the mayor, council and planning commissions on all planning and related matters.
- Recommend revisions of the general plan at least every ten (10) years to guide the development of the county.
- Prepare, administer, and enforce long-range planning programs
- Prepare, administer, and enforce a cultural resource management program.
- Prepare, administer, and enforce zoning ordinances, zoning maps and regulations and any amendments or modifications thereto.
- Review the lists of proposed capital improvement projects contemplated by the county and recommend the order of their priority to the mayor.
- Perform such other duties and functions as shall be required by law or as shall be assigned by the mayor. (Amended 2002, 1996)

## 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 the field of planning, at least three of which shall have been 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 experience in the field of planning, three years of responsible managerial and budgetary experience.
- As a part of or in addition to the five years of experience in the field of planning, three years of experience in one or more of the following functions: serving as the administrative head of a department of planning; serving as the chief planning officer or technical advisor on planning-related matters; recommending revisions to a general plan of a municipality or other governmental entity, on behalf of the

municipality or other governmental entity, to guide its development; preparing, administering, and enforcing long-range planning programs; preparing, administering, and enforcing a cultural resource management program; preparing, administering, and enforcing zoning ordinances, zoning maps and regulations, including but not limited to, coastal zone management areas and shoreline setback issues, and any amendments thereto; reviewing lists of proposed capital improvement projects and recommending their order of priority.

- Have 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. 4847

BILL NO. 43 (2018)

A BILL FOR AN ORDINANCE ESTABLISHING ADDITIONAL QUALIFICATIONS  
FOR THE PLANNING DIRECTOR, THE DIRECTOR OF FINANCE, AND THE  
DIRECTOR OF WATER SUPPLY

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

SECTION 1. Purpose. The purpose of this ordinance is to establish additional qualifications for the Planning Director, the Director of Finance, and the Director of Water Supply, 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. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

**"2.14.070 Planning director.** The planning director shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in the field of planning, at least three of which shall have been 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 experience in the field of planning, three years of responsible managerial and budgetary experience.

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

- a. Serving as the administrative head of a department of planning.
- b. Serving as the chief planning officer or technical advisor on planning-related matters.
- c. Recommending revisions to a general plan of a municipality or other governmental entity, on behalf of the municipality or other governmental entity, to guide its development.
- d. Preparing, administering, and enforcing long-range planning programs.
- e. Preparing, administering, and enforcing a cultural resource management program.
- f. Preparing, administering, and enforcing zoning ordinances, zoning maps and regulations, including but not limited to, coastal zone management areas and shoreline setback issues, and any amendments thereto.
- g. Reviewing lists of proposed capital improvement projects and recommending their order of priority.
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 3. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

**"2.14.080 Director of finance.** The director of finance shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in a public or private financial position, at least three of which shall have been in an administrative capacity.
2. As a part of or in addition to the five years of experience in a public or private financial position, three years of responsible managerial and budgetary experience.
3. As a part of or in addition to the five years of experience in a public or private financial position, three years of experience in one or more of the following functions:
  - a. Preparing bills for the collection of money due, or authorizing the preparation of such bills by others being supervised.

b. Collecting and receiving moneys due or receivable and issuing receipts therefor, or authorizing others to do so under prescribed conditions.

c. Keeping an accurate and complete account of receipts and disbursements.

d. Maintaining and managing a treasury and depositing moneys in depositories and instruments authorized by law.

e. Contracting for services of independent contractors and permitting disbursements to be made pursuant to established policies.

f. Bearing responsibility for issuing, selling, paying interest on, and redeeming bonds.

g. Preparing and issuing warrants and checks.

h. Preparing payrolls and pension rolls.

i. Selling real property upon which improvement assessments or real property taxes are not paid within the prescribed period, and disposing of real property or personal property not needed pursuant to established policies.

j. Renting or leasing property and awarding concessions.

k. Preparing and maintaining a perpetual inventory of all lands and equipment owned, leased, rented, or controlled.

l. Reviewing assessment rolls for assessable public improvements and issuing bills once approved.

m. Having custody of official's surety bonds.

n. Submitting quarterly statements of revenue and expenditures for the preceding quarter and for the fiscal year up to and including the preceding quarter.

o. Administering the real property taxation function of a municipality or other governmental entity.

4. A bachelor's degree from an accredited college or university in finance, accounting, economics, 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:

**"2.14.090 Director of water supply.** The director of water supply shall have the following minimum qualifications:

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

2. As set forth in the charter, the director or deputy director shall be a registered engineer.

3. As a part of or in addition to the five years of management experience, three years of responsible budgetary experience.

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

a. Administering operations of a water purveyor, including day-to-day management and control of all water systems.

b. Preparing long-range capital improvement plans and up-to-date water use and development plans.

c. Implementing long-range capital improvement plans and water use and development plans.

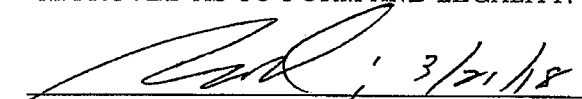
d. Preparing an annual operating and capital budget.

5. A bachelor's degree from an accredited college or university in engineering, 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 5. New material is underscored. In printing this bill, the County Clerk need not include the underscoring.

SECTION 6. 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

pea:misc:027abill09(plan-finance-water):ske

I, DENNIS A. MATEO, County Clerk of the County of Maui, State of Hawaii, DO HEREBY CERTIFY that the foregoing BILL NO. 43 (2018) was passed on Second and Final Reading by the Council of the County of Maui, State of Hawaii, on the 20th day of April, 2018, by the following vote:

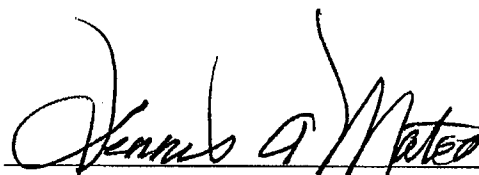
AYES: Councilmembers Alikea Atay, Eleanora Cochran, Donald S. Guzman, G. Riki Hokama, Kelly T. King, Yuki Lei K. Sugimura, Vice-Chair Robert Carroll, and Chair Michael B. White.

NOES: None.

EXCUSED: Councilmember S. Stacy Crivello.

I FURTHER CERTIFY that on the 23rd day of April, 2018, said BILL NO. 43 (2018) was presented to the Mayor of the County of Maui for his approval or otherwise; that on the 24th day of April, 2018, the Mayor returned said BILL NO. 43 (2018) without his signature; therefore, pursuant to Section 4-3 of the Charter of the County of Maui, said BILL NO. 43 (2018) was designated as ORDINANCE NO. 4847 of the County of Maui.

DATED at Wailuku, Maui, Hawaii, this 24th day of April, 2018.

A handwritten signature in black ink, appearing to read "Dennis A. Mateo", is written over a horizontal line.

DENNIS A. MATEO, COUNTY CLERK  
COUNTY OF MAUI, STATE OF HAWAII

Passed First Reading: April 6, 2018

Effective Date of Ordinance: January 2, 2019



**MICHELE CHOUTEAU McLEAN, AICP**

➤ **PROFESSIONAL PROFILE**

**Director/Deputy Director.** Department of Planning, County of Maui, Hawai'i.

Appointed by Mayor Arakawa to manage and administer the department's four divisions and 68 personnel who process administrative and discretionary land use permits. Responsibilities include representing the department before the Maui County Council and various boards and commissions; providing policy guidance and support to the Director and all personnel; preparing and presenting the department's annual budget; coordinating departmental functions with other governmental agencies; overseeing procurement and spending; conducting annual performance evaluations and administering personnel matters, including investigations and discipline when warranted. (January 2011 – present)

**Chair / Commissioner.** Kaho'olawe Island Reserve Commission, Maui, Hawai'i.

Nominated by Mayor Arakawa and Governor Abercrombie, and confirmed by the Senate, to serve as the County of Maui's representative on the commission responsible for the management and control of the Kaho'olawe Island Reserve, consisting of the island of Kaho'olawe and its 90 square miles of surrounding waters, and for setting policy for its cultural, marine and natural resource management and restoration programs. (Chair: May 2011 – present / Commissioner: February 2011 – present)

**Deputy Director / Policy Advisor.** Kaho'olawe Island Reserve Commission, Maui, Hawai'i.

Provided policy and administrative support to the commission and a staff of 24; responsible for all procurement, solicitations and contracting; prepared annual budgets and reviewed monthly spending reports; oversaw filling of personnel vacancies; conducted performance evaluations; coordinated interaction with State Legislature; supervised logistics and operations on Maui and Kaho'olawe. (Deputy Director: March 2008 – January 2011 / Policy Advisor: August 2005 – March 2008)

**Land Use Planner.** Smith Development, Maui, Hawai'i.

Responsibilities included land use planning, project management and coordination, governmental and public relations, administrative and technical support (April 2002 – July 2005).

**Consultant.** Chouteau Consulting, Maui, Hawai'i.

Sole-proprietorship providing planning, governmental and public relations services, with a focus on environmental sensitivity, cultural respect and community orientation (October 1999 – April 2002).

**Legislative Analyst.** Office of Council Services, County of Maui, Hawai'i.

Served as primary legislative staff for several County Council committees handling planning, public works, economic development and environmental issues (May 1995 – September 1999).

**Senior Research Analyst.** Republican Research Committee, Washington, D.C.

Directed Congressional Task Forces; specialized in social domestic policy; organized press briefings and press conferences; researched, drafted and promoted legislative proposals (October 1989 – August 1992).

**Press Secretary / Special Assistant / Legislative Assistant.** United States Congress, Washington, D.C.

Served as spokesman; assisted Chief of Staff, served as liaison between Senator and staff members; drafted legislation, monitored Congressional activity (August 1987 – September 1989).

## ➤ ACADEMIC PROFILE

### **American Institute of Certified Planners.**

Passed AICP exam November 12, 2018, certified December 21, 2018.

### **American Planning Association.**

Member (March 2018 - present).

### **University of Phoenix. Wailuku, Hawai'i.**

Graduate studies in M.B.A. program (October 1999 – February 2001).

### **Vassar College. Poughkeepsie, New York.**

A.B. Degree in Political Science (September 1983 – May 1987).

## ➤ COMMUNITY PROFILE

### **Paia Town Association. Pa'ia, Hawai'i.**

Member of the Board of Directors (2014 – present).

### **Maui Food Bank. Wailuku, Hawai'i.**

Member of the Board of Directors (2012 – present).

### **United States Tennis Association. Maui, Hawai'i.**

Team Captain and Member (2013 – present).

### **Hawai'i Soccer Association. Maui, Hawai'i.**

Member, Valley Isle Co-ed Soccer League (August 2000 – 2013).

Team Representative and Member, Valley Isle Soccer Association for Women (May 2001 – 2013).

### **East Maui Animal Refuge. Ha'iku, Hawai'i.**

Member of the Board of Directors (1994 – 2009; President, 2006 – 2009).

Volunteer (1994 – 2009).

### **County of Maui Board of Water Supply. Wailuku, Hawai'i.**

Member (April 2004 – August 2005).

### **Pukalani Hula Hale. Pukalani, Hawai'i.**

Member (August 1997 – July 2003).