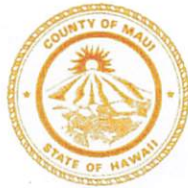


**RICHARD T. BISSEN, JR.**  
Mayor

**KEKUHAUPIO R. AKANA**  
Acting Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov](http://www.mauicounty.gov)

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COUNTY CLERK

January 12, 2023

The Honorable Tasha Kama, Council Chair  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Council Chair:

**SUBJECT: RESOLUTIONS APPOINTING DEPARTMENT DIRECTORS**

Pursuant to Section 6-2(5) of the Revised Charter of the County of Maui (1983), as amended, I hereby provide notice of my Department Director appointments and attach for appropriate action the proposed resolutions approving appointments as follows:

Department of Management  
Kekuhaupio "Keku" Akana, Managing Director

Department of the Corporation Counsel  
Victoria J. Takayesu, Corporation Counsel

Department of the Prosecuting Attorney  
Andrew H. Martin, Prosecuting Attorney

Department of Water Supply  
John Stufflebean, Director of Water Supply

Department of Finance  
Scott K. Teruya, Director of Finance

Department of Planning  
Kathleen Aoki, Planning Director

Department of Public Works  
Jordan Molina, Director of Public Works

Department of Environmental Management  
Shayne Agawa, Director of Environmental Management

Department of Housing and Human Concerns  
Lori Tshako, Director of Housing and Human Concerns

Department of Transportation  
Marc Takamori, Director of Transportation

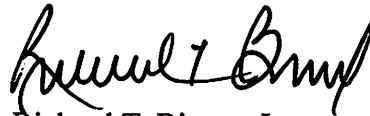
Department of Parks and Recreation  
Patrick McCall, Director of Parks and Recreation

Department of Agriculture  
Rogerene "Kali" Arce, Director of Agriculture

Attached, please find a copy of the job description and resume for each Department Director.

We look forward to working with you, collaboratively, and in the best interest of the County of Maui. Your kind attention and consideration are greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard T. Bissen, Jr.", written in a cursive style.

Richard T. Bissen, Jr.  
Mayor, County of Maui

Enclosures



# **DIRECTOR OF TRANSPORTATION**

**Class Code:  
0C.080**

**Bargaining Unit: N/A**

**COUNTY OF MAUI**

**Established Date: Dec 12, 2018**

**Revision Date: Dec 14, 2018**

## **DUTIES SUMMARY:**

- Be the administrative head of the Department of Transportation.
- Be responsible for the planning and implementation of all modes of transportation in Maui County, including those in the air and those on water and land.
- Be responsible for planning and developing an efficient program to facilitate the rapid, safe, and economical movement of people and goods in Maui County.
- Coordinate Maui County's transportation programs with other county departments and with agencies of the state and federal government.
- Perform such other duties and functions as shall be assigned by the mayor.  
(Amended 2002)

## **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, 2002)
- 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 and implementation of one or more modes of transportation, including those in the air, water, and land; planning and developing an efficient program to facilitate the rapid, safe, and economical movement of people and goods; and coordination of transportation programs by and between private, county, state or federal agencies.
- 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. 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)



# MARC I. TAKAMORI

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**Objective:** Seeking an appointed position in the Department of Transportation for the County of Maui where my engineering, information technology, and project management skills will support the department's mission of facilitating the rapid, safe, and economical movement of people and goods in Maui County.

**Education:**

Aug. 2012 – May 2014	<b>University of Hawaii at Manoa, Shidler College of Business</b> <b>Major:</b> M.S., Business Administration <b>Graduation Date:</b> May 2014	Honolulu, HI <b>Certificate:</b> International Management
Aug. 2001 – May 2006	<b>University of the Pacific, School of Engineering and Computer Science</b> <b>Major:</b> B.S., Computer Engineering <b>Graduation Date:</b> May 2006	Stockton, CA <b>Minor:</b> Engineering Management
Aug. 1997 – June 2001	<b>Maui High School</b> <b>Major:</b> General Education	Kahului, HI

**Work Experience:**

**County of Maui, Department of Transportation, Kahului, HI**  
**Title: Director**

Jan. 2019 – Present

- Manages the Transportation Department with an annual budget of approximately \$20M.
- Manages contract oversight and compliance of Maui's public transit, ADA paratransit, commuter, human services, and air ambulance contractors and vendors.
- Manages the planning, organization and direction of the department's capital improvement projects.
- Manages the planning, development and specifications for request for proposals and invitation for bids necessary to procure transportation information technology hardware, software, transportation professional services (including the 5-year contracts for the Maui Bus fixed route, ADA paratransit and commuter programs), and fleet vehicles for both fixed route and ADA paratransit.
- Led the department in performing a Comprehensive Operational Analysis and creation of an Electrification of Transportation plan for the Maui Bus program.
- Oversaw the procurement of the County's first Hybrid Electric Range Transit buses.
- Ensures department participation in applying for transportation federal funds.
- Participates in speaking engagements in discussing department priorities before the County Council, boards, commissions, and community groups.
- Serves as the Vice Chair of the Maui Metropolitan Planning Organization (Maui MPO) Policy Board.
- Received training certificates in Public Transportation Agency Safety Plan, Title VI and Public Transit Course, Transit Asset Management Program with Lifecycle Management, Understanding ADA Course, Introduction to Transit Service Planning.
- Maintain effective working relationships while providing for the evaluation, training, and professional development of staff.
- Participates as the County Transportation representative in the Hawaii Interagency Council for Transit-Oriented Development (TOD) including the County's project management team on TOD corridor studies.

**County of Maui, Department of Transportation, Wailuku, HI**  
**Title: Transportation System Analyst**

March 2018 – Dec. 2018

- Oversees the transportation information technology systems for the Department of Transportation.
- Analyzes, designs, and implements information technology systems, which may involve technical application and interpretation, confirmation, data analytics and information systems knowledge.
- Conducts technical work and analyses of transportation information technology programs by monitoring, identifying, evaluation and documenting functional requirements.
- Responsible for verification of compliance and oversees contract vendors, FTA programs, and transit facility management.
- Evaluates customer/departmental needs and concerns; recommends new programs, changes or enhancements of current information technology systems, and development of new program activities or system components.
- Ensures information systems components and equipment functionality are compatible with fleet vehicle specifications and meets regulatory compliance guidelines.
- Oversees the maintenance of data, prepares operational reports; analyzes statistical data.
- Identifies program needs and potential sources of funding from State, Federal, and private sources; prepares grant applications and supporting documentation; supervises and/or participates in the management of assets and grants.

**MARC I. TAKAMORI**  
**PAGE 2**

- Serves as program liaison responsible for writing the specifications, request for proposals (RFP) and invitation for bid (IFB) necessary to procure the technology, hardware, software, services, transit facilities and fleet vehicles required for implementation and maintenance of department's information technology programs.
- Review, evaluate, prepare and administer the department's annual budget.
- Create and make presentations before boards, commissions, and community groups.
- Assist in the submission of Federal Transportation Administration Grant Applications.
- Assist in the collection, evaluation (propose changes to policies and procedures on data collection) and submission of transportation data to the National Transit Database (NTD).
- Serves at the Transportation representative on the Maui Metropolitan Planning Organization (Maui MPO) Technical Advisory Committee (TAC).
- Participates as the County Transportation representative in the Hawaii Interagency Council for Transit-Oriented Development.

**County of Maui, Department of Transportation, Wailuku, HI**  
**Title: Deputy Director**

January 2011 – Feb. 2018

- Review, evaluate, prepare and administer the department's annual budget, as assigned. (Approximately \$20 million).
- Create and make presentations before the County Council, boards, commissions, and community groups.
- Served as the Interim Executive Director for the Maui Metropolitan Planning Organization (Maui MPO)
  - Researched, planned, analyzed, coordinated and implemented the creation of the Maui MPO.
- Assist in the submission of Federal Transportation Administration Grant Applications.
- Assist in the collection, evaluation (propose changes to policies and procedures on data collection) and submission of transportation data to the National Transit Database (NTD).
- Responsible for the planning, development and specifications for request for proposals and invitation for bids necessary to procure transportation information technology hardware, software, transportation professional services (including the 5 year contracts for the Maui Bus fixed route, ADA paratransit and commuter programs), fleet vehicles for both fixed route and ADA paratransit, and required to evaluate, design, implement, maintain and upgrade the department's transportation information technology systems.
- Oversaw the planning, design, implementation, coordination and pilot of the department's first bus tracking system. Re-evaluated the pilot program outcomes and recommended alternative solutions to move forward with. Due to the increase requirements on NTD reporting (Population increase in the Urban Core as determined by the 2010 U.S. Census), additional transportation data collection systems need to be in place. Researched, analyzed, designed, developed, interviewed, evaluated, budgeted (through FTA Federal Funds), procured, and deployed the department's latest transportation information technology system. Responsible for training and oversight making sure system is being configured and utilized properly. Responsible for data audits, creation of new and updates to policies, procedures and documentation, and evaluation/verification of assigned employees/contractors for accuracy in system usage for compliance with NTD standards. Responsible for the troubleshooting, maintenance and performance audits of the system.
- Oversee the planning, organization and direction of the department's capital improvement projects.
- Oversee the management, compliance and performance of Maui's public transit, ADA paratransit, commuter, human services, and air ambulance contractors and vendors.
- Oversee the management, compliance and performance of the shelter maintenance program and shelter-cleaning vendor.
- Maintain effective working relationships while providing for the evaluation, training, and professional development of staff.
- Responsible on keeping up-to-date on State, Federal and County laws, ordinances, regulations and legislation that may impact transportation.
- Assisted, developed and updated the department's Title IV, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), and Transit Asset Management (TAM) plan.
- Received training on National Transit Database reporting, Introduction to Metropolitan Planning Organizations, FTA Procurement System Renew and FTA Triennial Review.

**Oceanit Laboratories, Inc., Information Technology, Honolulu, HI**  
**Title: Network Administrator**

March 2010 – Dec. 2010

- Responsible for maintaining/monitoring the corporate network.
- Assisted in analyzing, designing and implementing network updates within the corporate network.
- Responsible for setting up and maintaining corporate user accounts using Microsoft Server/Active Directory.
- Responsible for maintaining/monitoring the corporate and project servers.
- Gained troubleshooting experience on various hardware used with the corporate network.
- Responsible for IT support when needed in the Kauai, Maui, and Hoana Medical offices.

**MARC I. TAKAMORI**  
**PAGE 3**

**Oceanit Laboratories, Inc., Hardware Engineering, Kihei, HI**

**June 2006 – March 2010**

**Title: Systems Integration Engineer [High Accuracy Network Determinations Systems - HANDS]**

- Responsible for design/building/testing the space object characterization computer systems
- Responsible for maintaining/monitoring the space object characterization systems once deployed
- Performed some network engineering and system design for the classified computer system.
- Gained troubleshooting experience on various hardware used with the computer systems
- Gained experience using various types of telescopes through Software Bisque applications
- Performed Quality Assurance testing on our automated space object tasking software (Raven Manager)
- Performed some project management tasks (Microsoft Project, Cost Analysis, Schedules, Procurements)
- Created and updated technical manuals and written materials including policies and procedures
- Responsible for IT support on the HANDS contract as well as in the Maui Office

**Cisco Systems, Inc., High End Engineering Services, San Jose, CA**

**May 2005 – Dec. 2005**

**Title: Co-op Test Engineer [Cisco CRS-1 Carrier Routing System]**

**Jan. 2004 – May 2004**

- Responsible for various route processor and fabric cards in the Cisco CRS-1 System
- Ran verification diagnostics using the Solaris environment
- Bringing up and troubleshooting prototype boards to an operational state then reallocating them for further testing
- Gained experience using Cisco IOS-XR software for testing & configuration purposes
- Programmed FPGA and CPLD chips on various boards using Lattice/Xilinx software
- Gained Experience using IXIA Traffic Generator
- Responsible for updating and maintaining tracking using Cisco Autotracker software
- Reviewed and updated technical manuals and written materials

**Professional Affiliations Awards & Activities:**

**County of Maui Transportation Department's Employee of the Year**

**FY2018**

**Ka Ipu Kukui Fellows Program Graduate (June 2015), Board Secretary (Aug. 2018-March 2021)**

**August 2014-Present**

**University of Hawaii at Manoa Graduating with Honors**

**Spring 2014**

**Kiwanis Club of the Valley Isle President (Oct 2015-Sept 2017), Treasurer (Oct 2017-Present)**

**December 2012-Present**

**Maui High School Senior Project Judge**

**Spring 2011-2018**

**Maui High School FIRST (For Inspiration & Recognition of Science & Technology) Robotics Mentor**

**Spring 2008**

**University of the Pacific Engineering Senior Project 2<sup>nd</sup> Place Award**

**Spring 2006**

**Theta Chi Fraternity Recording Secretary (Fall 2002-Summer 2003) Scholarship Chair (Fall 2003)**

**Fall 2002-Spring 2006**

**Association of Engineering Students Member**

**Fall 2002-Spring 2006**

**Alpha Lambda Delta National Honor Society Member**

**Spring 2002-Spring 2006**

**Institute of Electrical & Electronics Engineers Historian/Web Page Designer (Fall 2004-Spring 2005)**

**Fall 2001-Spring 2006**

**University of the Pacific Hawaii Club Historian/Web Page Designer (Fall 2002-Spring 2003)**

**Fall 2001-Spring 2006**

**University of the Pacific Deans List**

**Fall 2001, Spring 05/06**

**Maui High School National Honor Society Silversword Chapter Member**

**Fall 2000-Spring 2001**

**Maui High School Swimming & Diving Team Member**

**1997-2001**

- Team Captain (2000-2001), Top 16 Swimmer (1998-2001), MHS Outstanding Swimmer (2000)

**Maui United Jr. Young Buddhist Association Member**

**1995-2001**

- 44<sup>th</sup> State Convention Treasurer (2000-2001), United Treasurer (2000-2001)

**Boy Scouts of America Eagle Scout Rank (Winter 1998)**

**1994-2001**

**Maui Ki Aikido Shodan Rank [Black Belt] (Summer 2001)**

**1993-2001**

**Maui Swim Club Member**

**1989-2001**

**References:**

References are available on request.