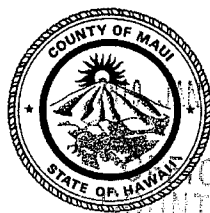


GET-1(10

MICHAEL P. VICTORINO  
Mayor

SANDY K. BAZ  
Acting Managing Director



RECEIVED

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 Transportation**

Dear Chair Molina:

For your review, enclosed please find:

1. County of Maui Job Description for the Director of Transportation
2. Ordinance No. 4840, Bill No. 36 (2018) of the Maui County Code
3. Resume for Marc Takamori

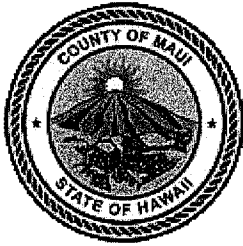
Thank you for your consideration of this applicant. Should you have any questions or concerns, please do not hesitate to call me at ext. 5535.

Sincerely,

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

MICHAEL P. VICTORINO  
Mayor, County of Maui

Enclosures



# DIRECTOR OF TRANSPORTATION

Class Code:  
OC.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)

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

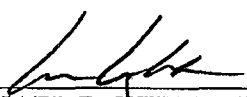
1. Passed FINAL READING at the meeting of the Council of the County of Maui, State of Hawaii, held on the 6th day of April, 2018, by the following vote:

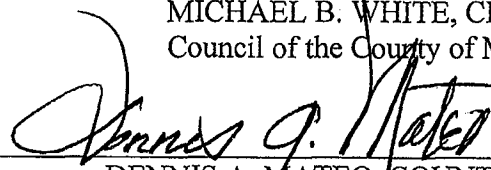
Michael B. WHITE Chair	Robert CARROLL Vice-Chair	Alika ATAY	Eleanora COCHRAN	S. Stacy CRIVELLO	Donald S. GUZMAN	G. Riki HOKAMA	Kelly T. KING	Yuki Lei K. SUGIMURA
Aye	Aye	Aye	Aye	Aye	Excused	Aye	Excused	Aye

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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2018 APR 10 PM 3:11  
OFFICE OF THE MAYOR

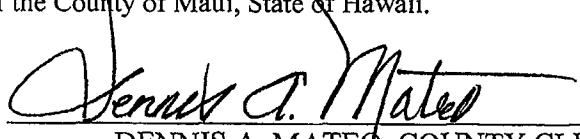
  
MICHAEL B. WHITE, CHAIR  
Council of the County of Maui

  
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



# MARC TAKAMORI

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## **Education:**

Aug. 2012 – May 2014    **University of Hawaii at Manoa, Shidler College of Business**    Honolulu, HI  
Major: M.S., Business Administration    Certificate: International Management  
Graduation Date: May 2014

Aug. 2001 – May 2006    **University of the Pacific, School of Engineering and Computer Science**    Stockton, CA  
Major: B.S., Computer Engineering    Minor: Engineering Management  
Graduation Date: May 2006

Aug. 1997 – June 2001    **Maui High School**    Kahului, HI  
Major: General Education

## **Work Experience:**

**County of Maui, Department of Transportation, Wailuku, HI**    March 2018 – Present  
Title: **Transportation System Analyst**

- Oversees the transportation information technology systems for the Department of Transportation.
- Analyzes, designs, and implements information technology systems.
- 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.
- 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 as 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**    January 2011 – Feb. 2018  
Title: **Deputy Director**

- Review, evaluate, prepare and administer the department's annual budget, as assigned.
- 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, 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.

**MARC TAKAMORI**  
**PAGE 2**

- 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**

**March 2010 – Dec. 2010**

**Title: Network Administrator**

- 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.

**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

**Professional Affiliations Awards & Activities:**

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

**FY2018**

**Ka Ipu Kukui Fellows Leadership Program Graduate (June 2015), Board Secretary (Aug 2018-Present)**

**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 Community Member Judge**

**Spring 2011-2017**