



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
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January 22, 2018

TO: All Councilmembers

FROM: Councilmember Brandon Elefante 
Chair, Transportation Committee

SUBJECT: Resolution 18-22 – Council Appointees to Serve on the Rate Commission

Attached please find an update resume submitted by Mr. James Burke in reference to his possible appointment to serve of the Rate Commission via Resolution 18-22. Resolution 18-22 is posted to the Transportation Committee meeting agenda for Thursday, January 25th at 1 p.m.

Thank you for your kind attention to this matter.

TRN

James P. Burke,
P.O. Box 894457, Mililani, Hawaii 96789,
Phone: (808) 347-3161, Email: jamesburke541@gmail.com

RESUME

JPBurke and Associates-Principal

General Management Consulting and Training

Mr. Burke is currently a self-employed management consultant focusing on helping organizations strengthen operations through human resource development and training.

Clients include:

Indigenous Peoples Climate Change Working Group (IPCCWG) - member

Enoa Corporation "Waikiki Trolley" – Service review

Complete-EM – Assist in development of Master Scenario Event Lists(MSELs) for transportation related effort.

Iris Terashima Environmental Services, Inc., - NOAA Grant Writing Workshops conducted on Hawaii, Maui, Kauai and Honolulu Counties.

National Disaster Preparedness Training Center at the University of Hawaii – deliver training and maintain status as a certified instructor.

PRIOR EXPERIENCE

RELIEF MANAGER, TIMES SUPERMARKET

MAY-JUNE 2017

assure that store is maintains good customer service, is well-stocked, clean, and safe. make sure that incoming deliveries and stocked on the sales floor or properly stored in the warehouse area.

ASSOCIATE DIRECTOR, COURSE DEVELOPMENT AND COURSE DELIVERY

NATIONAL DISASTER PREPAREDNESS TRAINING CENTER (NDPTC) AT THE UNIVERSITY OF HAWAII

2011 - 2015

Responsible for all aspects of course development and delivery of the National Disaster Preparedness Training Center (NDPTC) program, including strategic planning, conducting needs assessments and gap analyses, development of curriculum and coordination with campuses across the UH system, contractors, and subject matter experts, and the management of course development and delivery contracts to ensure contractors are on schedule and within budget. Responsible for oversight and coordination of course development and course compliance with FEMA guidelines. Also responsible for development and production of marketing and collateral support to promote Center activities to its constituencies and participation in joint projects with external partners as directed by Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA).

MASS TRANSIT ADMINISTRATOR, PUBLIC TRANSIT DIVISION, DEPARTMENT OF TRANSPORTATION SERVICES, CITY & COUNTY OF HONOLULU (2004 -2011)

Manage the Public Transit Division. Administer all public transit operations for the City & County of Honolulu, including the fixed route TheBus system, TheHandiVan paratransit system, and park-and-ride facilities. Develops and oversees City's contract for the day-to-day operations. Responsible for capital planning and budgeting, service planning, Title VI, Homeland Security, emergency response, marketing, paratransit eligibility, human service coordinated transportation programs, and operational budgeting.

Highlights:

- Responsible for management and oversight of nearly \$200 million in annual expenditures of the public transportation operations for the City and County of Honolulu including TheBus and TheHandiVan.
- Fixed problems associated with long standing practices; The FY2006 FTA Triennial Review found 17 or 23 areas that needed improvement. A concerted effort to reinforce oversight was done and the subsequent FTA Triennial Review only found 7 areas that required marginal improvements.
- Responsible for developing, preparing and management of the operating and capital improvement budget for public transportation operations in the City and County of Honolulu, including TheBus and TheHandiVan.
- Responsible for management, preparation, and oversight of the System Security Emergency Preparedness Program and Plan for public transportation operations (TheBus, TheHandiVan and various supplemental private providers) in the City and County of Honolulu.
- Primary contact for Department of Homeland Security (DHS) Federal Emergency Management Administration (FEMA) and well as the DHS Transportation Security Agency (TSA). Responsible for management, and oversight of the system:

PARATRANSIT OPERATION BRANCH CHIEF, PUBLIC TRANSIT DIVISION (1997 – 2004)

Administer the City's paratransit system for eligible persons with disabilities; complying with Federal, State, and City laws and regulations pertinent to transit; manage consultant and construction contracts; administer and oversee the City's complementary paratransit service operations management contractor and any other City paratransit service contractors; administers the City's compliance with Title II of the Americans with Disabilities Act (ADA); fosters community outreach and education regarding public transportation of seniors and persons with disabilities; advocates for persons with disabilities and their public transportation needs in the City and County of Honolulu.

Highlights:

- Streamlined the City's ADA paratransit eligibility process: The final approval time was reduced from 3 months to one week.
- Developed the TheHandiVan Rider's Guide: The first "how-to" guide for using TheHandiVan service effectively.
- Managed, developed, and prepared contracts for the produced the training video: "Take It TheBus".
- Initiated Honolulu's Human Service Coordinated Transportation Program: Oversee, develop, manage, and review preparation of the plan and implementation of the program projects including service contracts. Was able to have social service agencies pick up and drop off their own clients.
- Project Manager for the Senior Bus Pass renewal process
- Co-Project Manager for the Bus Smart Card project
- Project Manager for the Islandwide Transit Center Program. Prepared and managed contracts for development of the Kapolei, Waianae, Mililani, and Wahiawa bus transit center projects.

CHIEF PLANNER, HONOLULU PUBLIC TRANSIT AUTHORITY, CITY & COUNTY OF HONOLULU (1990-1996)

Responsible for all planning for the Honolulu Public Transit Authority, including program coordination of efforts under the Oahu Metropolitan Planning Organization (OMPO), formulation of operating and capital improvement program budgets, development, coordination, and implementation of reports, plans, and data on public transit consistent with Federal requirements, conduct of studies and analyses concerning public transit service and systems and administration of the private enterprise participation program.

Highlights:

- Comprehensive Operations Analysis (1992)
- Weekend Bus Study (1994)
- Environmental Assessment of Bus Facilities (1995)
- Transit in The Neighborhood (1996)
- Instituted first systematic community outreach for public transportation in both the Comprehensive Operations Analysis and the Transit in the Neighborhood Program.

PLANNER, PLANNING AND GRANTS BRANCH, BUS SYSTEMS DIVISION, DEPARTMENT OF TRANSPORTATION SERVICES, CITY AND COUNTY OF HONOLULU

Under the direction of the Chief, Planning and Grants Branch, prepared plans, developed budgets and policy documents for the public transit system and administration of the private enterprise participation program.

Highlights

- Completed Short Range Transit Plan Update 1990
- Provided "Direct to Waikiki" and Express service to growing communities.
- Conducted the Bus Service Actuarial Study
- Developed a TheBus Service Cost Allocation Model

PLANNER, STATEWIDE TRANSPORTATION PLANNING OFFICE, HAWAII STATE DEPARTMENT OF TRANSPORTATION (1986-1989)

Under the direction of the Master Planner, prepare background papers for the State of Hawaii Department of Transportation policy documents.

Highlights

- Update the Hawaii State Transportation Plan
- Project manager for the Hawaii Telework Center

PUBLICATIONS AND PRESENTATIONS

- Moderator and Presenter at American Public Transportation (APTA) Bus and Paratransit Operations Conference 2011: Title VI and Environmental Justice: Reaching to Limited English Proficiency (LEP) Populations
- Presenter at APTA Annual Conference 2011: Climate Change Considerations Transportation Practice and Planning.
- Contributing author, "Guilty by Association" a poster presentation at the 2010 Transportation Research Board Annual Meeting. Paper analyzed pedestrian safety and major bus stop activity locations.
- Contributing author, "Learning From Crisis: Transit Evacuation In Honolulu Following Tsunami Events" Transportation Research Board Paper 13-4819 accepted for publication in the Transportation Research Record Paper is a case study.
- Presenter at various meetings of the APTA Bus and Paratransit Operations Conference, subjects include Human Service Transportation Coordination and Using GIS as a Tool for Title VI and Environmental Justice Analysis
- Presented telework discussion papers at the Pacific Communications Council's 1987 and 1988 meetings.

PROFESSIONAL AFFILIATIONS

Indigenous People's Climate Change Working Group (IPCCWG) 2015

American Public Transportation Association (APTA) – Past Chair, Title VI and Environmental Justice Subcommittee, American Public Transit Association (APTA) 2010, member of Emergency Planning and Response, Policy and Planning and Research and Technology, System Safety and Program Management

Oahu Metropolitan Planning Organization (OahuMPO) - Vice Chair, Citizen Advisory Committee, (1997-1998)

COMMUNITY INVOLVEMENT

AYSO Soccer coach 1981 - 2002

Makakilo-Honokai Hale-Kapolei Neighborhood Board (1995-1999)

Barber's Point Redevelopment Infrastructure Subcommittee (Community Representative 1997-1999)

Volunteer AARP 2017

EDUCATION

B.A., ECONOMICS, University of Hawaii 1985

Urban and Regional Planning Program, University of Hawaii 1985-1986

MILITARY

US Army, 1974-1980, Honorable Discharge