

OVERALL WORK PROGRAM
Fiscal Year 2017
Revision 1

Administrative Modification on
October 21, 2016

FTA Section 5303 Metropolitan Planning Program
HI-80-0025 and HI-80-0026
FHWA Project PL-052(38) and PL-052(39)



Prepared by

OAHU METROPOLITAN PLANNING ORGANIZATION

In Cooperation with
Its Participating Agencies

State of Hawaii Department of Transportation
City and County of Honolulu Department of Transportation Services
Honolulu Authority for Rapid Transportation

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Introduction

According to the *Overall Work Program (OWP) Process and Procedures* (September 2015), the OWP may be revised in two ways.

An Administrative Modification is a revision that transfers funding between approved work elements provided, but:

- the transfer does not exceed \$100,000 per transfer, and
- cumulatively, the transfer does not exceed 10% of the total approved budget for the year, and
- the tasks and/or objectives of the work elements do not change.

An Administrative Modification does not require public review, review by the Technical Advisory Committee, or Policy Board approval. Notification is simply provided to the Policy Board and the advisory committees and to the Federal Transit Administration (FTA), and Federal Highway Administration (FHWA).

An Amendment is a revision that:

- exceeds the limits of the Administrative Modification as shown above,
- changes the objectives and/or tasks of a work element,
- adds a new work element, or
- deletes a work element

An Amendment must be released for public review and comment and must be reviewed by the Technical Advisory Committee. It must also be approved by the Policy Board.

Revision #1

This revision is an Administrative Modification to transfer funding between and within approved work elements. The revision is necessary to help ensure OahuMPO has sufficient funding to maintain required accounting and programming functions and to move funding for reimbursable staff support for a Department of Transportation Services (DTS) managed study to contracted services. OWP Revision 1 of FY 2017 modifies:

- OahuMPO Staff Structure and Pay Ranges,
- Single Audit (301.05),
- TIP (301.17), and
- The Kapalama Sub-Area Multimodal Circulation and Mobility Study (202.05-15).

OahuMPO Pay Ranges are being modified to be consistent with Policy Board action on June 24, 2016 for the Executive Director and to enable sufficient flexibility for staff recruitment.

The projected short-fall in the Single Audit and Transportation Improvement Program (TIP) budgets are due to staff turnover and the lack of document operating procedures for new staff to employ. Additional resources are needed to help OahuMPO clear the FY 2015 audit findings, maintain day-to-day book keeping functions, and process TIP revisions.

The Kapalama Study modification transfers funding within an approved work element, is consistent with the contract entered into on June 17, 2016 by the City and County of Honolulu, and is in response to a request from the DTS Acting Director on September 14, 2016.

Also, note that the FY 2016 OWP Revision 3, published on June 15, 2016, was not included in the FY 2017 FHWA "rollover," or deobligation from (038) and re obligation (039), and has been rescinded.

Transfer of Funds Between Work Elements:

W.E.	Prior Year Balance* + FY2017 Funds	Est. Budget Needed to Last Through June 2017	Transfer of FY2017 Funds in this Revision	Balance After Transfer of Funds
202.05-15 Kapalama (Staff Time)	\$80,000	\$0	(\$80,000)	\$0
202.05-15 Kapalama (Consultant)	\$420,000	\$500,000	\$80,000	\$500,000
301.01 Admin	\$220,283	\$175,500		\$220,283
301.02 General Tech	\$49,269	\$28,800	(\$21,000)	\$28,269
301.03 OWP	\$90,872	\$62,400		\$90,872
301.04 CAC	\$70,995	\$52,500		\$70,995
301.05 Audit (OahuMPO Staff Time)	\$56,508	\$50,000		\$56,508
301.05 Audit (Consultant)	\$78,000	\$174,000	\$96,000	\$174,000
301.06 Public Participation	\$15,000	\$0		\$15,000
301.08 DBE	\$4,506	\$1,800		\$4,506
301.09 Professional Development	\$25,439	\$3,840		\$25,439
301.10 Computer Network	\$7,912	\$4,800		\$7,912
301.11 Subrecipient Monitoring	\$50,000	\$50,000		\$50,000
301.12 TOD AC	\$20,000	\$0		\$20,000
301.13 Data	\$18,885	\$5,100		\$18,885
301.14 Federal Requirements	\$22,266	\$3,000		\$22,266
301.15 Computer Models	\$40,613	\$4,800		\$40,613
301.16 ORTP (OahuMPO Staff Time)	\$154,859	\$60,000	(\$70,000)	\$84,859
301.17 TIP (OahuMPO Staff Time)	\$99,490	\$40,000	(\$55,000)	\$44,490
301.17 TIP (Consultant)	\$25,000	\$75,000	\$50,000	\$75,000
301.18 TAP	\$16,017	\$7,620		\$16,017
301.19 Support Consultants	\$30,250	\$0		\$30,250
302.01 Overhead	\$146,000	\$142,200		\$146,000
Net Change			\$0	

*Balances as of June 30, 2016

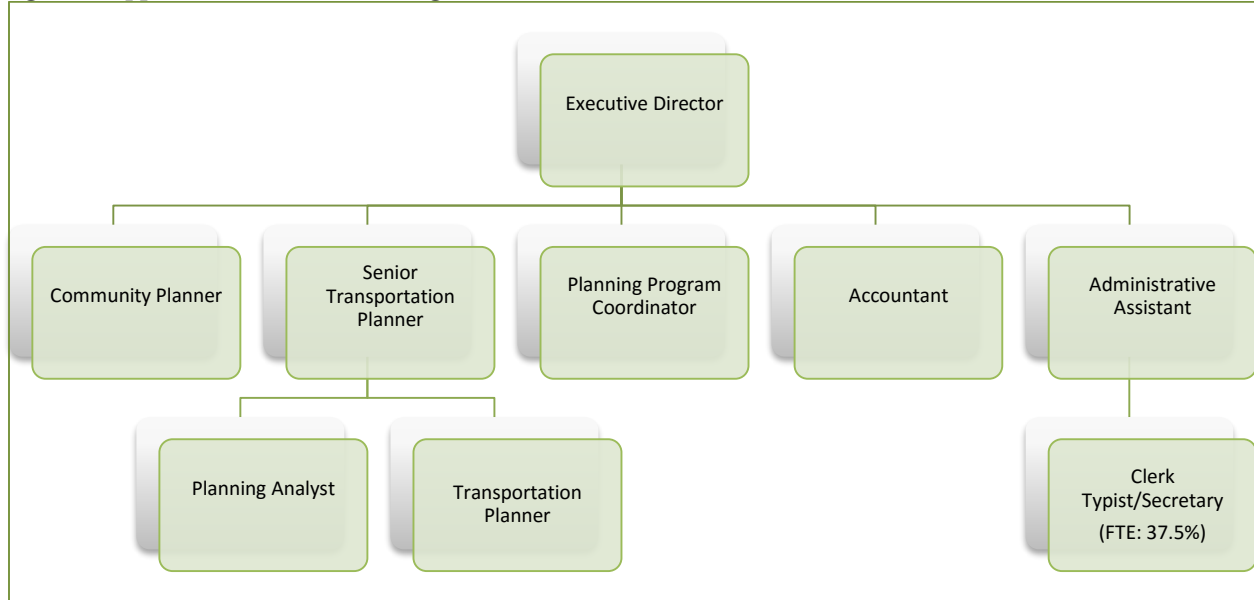
Revision #1 to the FY 2017 OWP transfers \$96,000 between Work Elements. Cumulatively, the transfers total is \$96,000 or 2.9% of the total FY 2017 budget.

Proposed changes are shown in **red text** below. Proposed new text is shown underlined, while text to be deleted is shown as ~~strike through~~.

OahuMPO Staff Structure and Pay Ranges

One of the biggest expenses for OahuMPO is staff. The Policy Board approves staff positions and pay ranges. The current, approved staffing plan for the agency includes eight full-time equivalent (FTE) staff members, and one part-time clerk typist.

Figure 2. Approved OahuMPO Staffing Structure



Brief descriptions of job responsibilities and the approved pay ranges for each position are as follows:

- Executive Director (\$72,500-\$80,000 - \$107,500-\$124,000):** responsible for the implementation of the metropolitan transportation planning process; responsible for the OWP process as well as preparing OahuMPO budgets; prepares, updates, clarifies operational policies and procedures; hires OahuMPO staff and manages day-to-day; monitors Administrative Supplemental Agreement; oversees personnel and human resource matters; represents the Policy Board in meetings, and is the Policy Board coordinator.
- Senior Transportation Planner (\$67,000 - \$99,500):** responsible for the ORTP process as well as overseeing modeling work and products completed internally or by participating agencies or consultants; manages and completes various corridor and sub-area studies led by the OahuMPO; is the coordinator for the new Transit-Oriented Development Advisory Committee; supervises and coordinates the work of the Transportation Planner and Planning Analyst.
- Transportation Planner (\$48,000 – \$70,000):** responsible for assisting the Senior Transportation Planner in the development and maintenance of the ORTP; maintains and implements the Transportation Alternatives Program; manages the completion of various corridor and sub-area studies led by OahuMPO.
- Planning Analyst (\$48,000 - \$70,000):** responsible for development and maintenance of the Transportation Improvement Program; maintains data bases and communicates with participating agencies regarding transportation data; monitors transportation system performance, collects data and analyzes; maintains the Data-Sharing Supplemental agreement and recommends updates as needed; monitors performance measures and targets and recommends updates as needed; maintains and implements the agency's performance-based planning and programming process.
- Planning Program Coordinator (\$55,000 - \$82,000):** responsible for monitoring and assisting Federal grant sub-recipients; serves on steering committees for participating agency projects; provides intergovernmental staff interface to carry out the metropolitan transportation planning process; is the coordinator for the Technical Advisory Committee.

- **Community Planner (\$48,000 - \$70,000):** responsible for developing, maintaining, and implementing the Public Participation Plan; is the coordinator for the Citizen Advisory Committee; monitors Title VI & Environmental Justice issues and completes reports as needed; maintains website and social media resources; serves as OahuMPO's "customer service representative" to the general public.
- **Accountant (\$45,000 - \$70,000):** responsible for all financial and accounting matters related to the OahuMPO, including general accounting functions and financial management/reporting; monitors and maintains the Finance Supplemental Agreement; also serves as procurement specialist for the agency.
- **Administrative Assistant (\$35,000 - \$55,000):** responsible for overseeing day-to-day administrative functions of the OahuMPO office, including answering phones, filing, copying, mailing, meeting coordination, posting meeting notices, and preparing meeting minutes; will also assist the Executive Director in developing policies and procedures consistent with applicable State and Federal laws and regulations.
- **Clerk Typist/Secretary (0.375 FTE) (\$12 - ~~\$18~~ \$24/hour):** responsible for assisting the Administrative Assistant with routine typing, filing, and mail-out of meeting agenda packets, and other duties as needed.

FY 2017 Projected Funding Obligations

Work Element	Title	FTA 5303 (26)	FHWA-PL (39)	SPR	OahuMPO Pooled Local Match Funds	City Held Local Match	HDOT Held Local Match	HART Held Local Match	Total
201.16-17	Comprehensive Data Management and Sharing Study		\$132,000		\$33,000				\$165,000
202.06-17	ITS Architecture Update		\$172,000			\$43,000			\$215,000
202.07-17	Oahu Bike Plan Update		\$200,000			\$50,000			\$250,000
203.07-17	Review and Update of Planned Rights-of-Way for Existing Streets		\$400,000			\$100,000			\$500,000
206.02-17	Oahu Coastal Communities Evacuation Planning Project – Phase 2		\$640,000			\$160,000			\$800,000
301.01-17	Program Administration & Support	\$143,242	\$32,758		\$34,000		\$10,000		\$220,000
301.02-17	General Technical Assistance & Planning Support		\$32,000 \$15,200		\$8,000 \$3,800				\$40,000 \$19,000
301.03-17	Overall Work Program		\$48,000		\$12,000				\$60,000
301.04-17	Support for Citizen Advisory Committee & Additional Public Outreach		\$36,000		\$9,000				\$45,000
301.05-17	Single Audit		\$76,000 \$152,800		\$19,000 \$38,200				\$95,000 \$191,000
301.06-17	Public Participation Plan		\$12,000		\$3,000				\$15,000
301.08-17	Disadvantaged Business Enterprise		\$2,400		\$600				\$3,000
301.09-17	Professional Development		\$32,800		\$12,200				\$45,000
301.10-17	Computer & Network Maintenance		\$23,200		\$5,800				\$29,000
301.11-17	Subrecipient Monitoring		\$40,000		\$10,000				\$50,000
301.12-17	Transit Oriented Development Advisory Committee		\$16,000		\$4,000				\$20,000
301.13-17	Performance-Based Planning		\$52,000		\$13,000				\$65,000
301.14-17	Federal Planning Requirements		\$56,000		\$14,000				\$70,000
301.15-17	Computer Model Operation & Support		\$144,000		\$36,000				\$180,000
301.16-17	Oahu Regional Transportation Plan		\$56,000 \$0		\$14,000 \$0				\$70,000 \$0
301.17-17	Transportation Improvement Program		\$44,000 \$60,000		\$16,000 \$15,000				\$80,000 \$75,000
301.18-17	Transportation Alternatives Program		\$8,000		\$2,000				\$10,000
301.19-17	OahuMPO Staff Support of Consultant Projects		\$24,200		\$6,050				\$30,250
302.01-17	Overhead (Indirect Costs)	\$120,000	\$20,800		\$35,200				\$176,000
Sub-Total		\$243,242	\$2,320,158	\$0	\$286,850	\$353,000	\$10,000	\$0	\$3,233,250

Estimated Expenditures by Participating Agencies for Work Elements Obligated in FY 2017

Work Element	Lead Agency	Estimated Amount				Total Estimated Amount		
		HDOT Staff	City Staff	OahuMPO Staff	Consultant/ Contractor/ Vendor/ Other	Agencies	Consultant/ Contractor/ Vendor/ Other	Total
201.16-17	OahuMPO			\$15,000	\$150,000	\$15,000	\$150,000	\$165,000
202.06-17	DTS				\$215,000		\$215,000	\$215,000
202.07-17	DTS				\$250,000		\$250,000	\$250,000
203.07-17	DTS				\$500,000		\$500,000	\$500,000
206.02-17	DEM				\$800,000		\$800,000	\$800,000
301.01-17	OahuMPO	\$50,000		\$170,000		\$220,000		\$220,000
301.02-17	OahuMPO			\$40,000 \$19,000		\$40,000 \$19,000		\$40,000 \$19,000
301.03-17	OahuMPO			\$60,000		\$60,000		\$60,000
301.04-17	OahuMPO			\$45,000		\$45,000		\$45,000
301.05-17	OahuMPO			\$70,000	\$25,000 \$121,000	\$70,000	\$25,000 \$121,000	\$95,000 \$191,000
301.06-17	OahuMPO			\$15,000		\$15,000		\$15,000
301.08-17	OahuMPO			\$3,000		\$3,000		\$3,000
301.09-17	OahuMPO			\$15,000	\$30,000	\$15,000	\$30,000	\$45,000
301.10-17	OahuMPO			\$4,000	\$25,000	\$4,000	\$25,000	\$29,000
301.11-17	OahuMPO			\$50,000		\$50,000		\$50,000
301.12-17	OahuMPO			\$20,000		\$20,000		\$20,000
301.13-17	OahuMPO			\$15,000	\$50,000	\$15,000	\$50,000	\$65,000
301.14-17	OahuMPO			\$20,000	\$50,000	\$20,000	\$50,000	\$70,000
301.15-17	OahuMPO			\$30,000	\$150,000	\$30,000	\$150,000	\$180,000
301.16-17	OahuMPO			\$70,000 \$0		\$70,000 \$0		\$70,000 \$0
301.17-17	OahuMPO			\$55,000 \$0	\$25,000 \$75,000	\$55,000 \$0	\$25,000 \$75,000	\$80,000 \$75,000
301.18-17	OahuMPO			\$10,000		\$10,000		\$10,000
301.19-17	OahuMPO			\$30,250		\$30,250		\$30,250
302.01-17	OahuMPO				\$176,000		\$176,000	\$176,000
Total		\$50,000	\$0	\$591,250	\$2,592,000	\$641,250	\$2,592,000	\$3,233,250

Kapalama Sub-Area Multimodal Circulation and Mobility Study

WE Number	202.05-15	Time Period	July 1, 2014-June 30, 2019 2015
Agency	DTS	Phone Number	808-768-8304
Coordinator	Mark Garrity	Fax Number	808-768-4730
Position	Deputy Acting Director	Email Address	mgarrity@honolulu.gov

Objectives:

This purpose of conducting this study is to achieve the following.

- Improve the study area's transportation network with a focus on connections to the planned rail transit station near the intersection of Dillingham Boulevard and Kokea Street.
- Improve mobility and safety for all transportation modes in the study area.
- Identify multi-modal transportation improvements needed to support current and proposed levels of land use development within the study area.
- Research and develop a methodology to forecast and analyze multimodal travel and access (walk, bike, transit, and driving) in the study area based on planned transit-oriented development (TOD) land uses.
- Identify transportation improvements in the study area whereby the principles of the City's Complete Streets ordinance can be implemented.
- Develop and coordinate a community involvement process with area stakeholders for feedback on transportation related improvements identified for the study area.

Study Area Boundaries

The study area is ~~bounded on the west by Nimitz Highway (between Waiakamilo St. and Alakawa St.), on the north by Waiakamilo Street (between Nimitz Highway and North King St.), on the west by North King Street (between Waiakamilo St. and Dillingham Blvd., and on the south by Alakawa Street area (Dillingham Blvd. to Kaaahi St.).~~ **includes the vicinity of the planned Kapalama Transit Station near the intersection of Dillingham Boulevard and Kokea Street, and the planned Iwilei Transit Station near the intersection of Dillingham Boulevard and Kaaahi Street.**

Project Description:

The Kapalama Canal Area Multimodal Circulation and Access Study will provide the City & County of Honolulu and its partners with a framework for identifying and scoping multimodal traffic operational and other potential "Complete Streets" improvements to support the community's vision for land use and neighborhood revitalization. The improvements that could be identified would increase mobility and access to transit, neighborhood destinations (including Honolulu Community College), businesses, and activities; enhance safety and community character; encourage multimodal transportation options; and support mixed-use redevelopment. The steps of the study will be as follows:

- A. Review existing conditions as well as future plans for public and private land use development (year 2035) to establish a baseline to determine the extent of needs, projected future travel by all modes, multimodal levels of service, and potential transportation solutions, with an emphasis on improvements, policies, or measures that encourage walking, biking, and taking transit. The baseline would be used to track improvements and measure performance over time.
- B. Develop a community involvement process that will coordinate with various City & County departments, private land use developers, Honolulu Community College, and other agencies to support visioning and planning of improvements (i.e. Kapalama Canal pedestrian promenade, and "green" infrastructure enhancements).

- C. Conduct a vision study and prepare a recommended program to Implement multimodal and operational improvements on existing streets:
- o Meet with stakeholders and the general public to garner opinions and ideas for the area.
 - o Propose a methodology to forecast and analyze multimodal traffic flows and access based on desired development patterns, with an emphasis on encouraging and facilitating walking, biking, and taking transit.
 - o Prepare conceptual plans and drawings that support the vision of the stakeholders and public, and demonstrate how multimodal travel can be enhanced by physical and operational improvements.
 - o Prepare preliminary cost estimates.
 - o Establish criteria for prioritizing projects (e.g., outcomes including safety, cost, feasibility);
 - o Prioritize projects
 - o Establish preferred phasing and schedule for completion.
- D. Document the methodology and analysis used to determine appropriate multimodal traffic solutions for potential use by public agencies and private developers in other TOD areas.
- E. Prepare and publish documentation of community meetings, special reports, and draft and final reports.

Work Products/Outcomes:

The study will result in a plan to improve multimodal access, safety, and circulation throughout the area, coordinated with the city's visioning process for streetscape and greenway improvements and planning for improvements to Kapalama Canal. It will also be coordinated with the TOD land use plans of surrounding landowners and Honolulu Community College, and with associated public infrastructure investments. The plan will include analysis of needs, a list and conceptual designs of recommended improvements, their associated costs, proposed phasing, and identify potential sources of funds.

Project Justification:

The future rail transit station will be transformative for the Kalihi neighborhood. The area already has one of the highest walk/bike/transit commuting ratios (over 50%) in Honolulu. The introduction of rail service will provide area residents, businesses, and community college students with more frequent, faster and more reliable access to jobs, services, and educational activities throughout the rail system.

A study for multimodal circulation, safety, access, and parking analysis, based on state-of-the-practice research and innovative design solutions, is needed to support the desired TOD land use patterns and safe, walkable, bikeable, and vehicular access required for rail transit to succeed. The study shall emphasize policies, programs and improvements that encourage and facilitate walking, biking, and taking transit. The study's methodology will be documented for possible use in other similar TOD areas.

Previous or Ongoing Work Related to Proposed Planning Study or Project:

- HART rail transit approved and funded for construction, with the Kapalama station slated to open in 2019.
- City and County of Honolulu draft Kalihi Neighborhood TOD Plan included three public workshops, a resident survey, and many stakeholder meetings. This area was selected by Mayor Caldwell as one of three initial catalytic project areas and is a major initiative of the city's TOD program and TOD sub-cabinet. Updated codes and a zoning overlay will be coordinated to incorporate new transit-supportive vehicular and bicycle parking requirements.
- Kamehameha Schools Master Plan (study area's major land owner) for development in the area surrounding future HART rail station.
- City and County of Honolulu Complete Streets study will help inform this project in terms of desired streetscape enhancements.
- City and County of Honolulu Oahu Bike Plan dated August 2012.

FY 2015 Staff Labor Commitment to the Work Element

Staff Labor To Be Used as Match

Staff Labor to be Reimbursed

Task #	Position/Agency	STAFF LABOR			FUNDING SOURCES		Total	
		Hrs	\$/Hr*	Additive 53.68%	Non-Federal	Federal FHWA		
1	Project Manager/DIS	75						
2	Project Manager/DIS/DPP	100						
3	Project Manager/DIS/DPP	175						
4	Engineers, Planners/DIS	150						
4	Engineers, Planners/DPP	150						
4	Engineers, Planners/DDC	40						
4	Engineers, Planners/DFM	40						
STAFF LABOR SUB-TOTAL EXPENDITURES						\$10,000	\$40,000	\$50,000

*Dollar figure products may not be precise due to rounding of average hourly rates

FY 2015 Work Element Tasks & Budget

Task #	Staff Labor Commitment	Estimated Completion Date	FUNDING SOURCES		Total
			Non-Federal	Federal FHWA	
1	Write RFP; select consultant; complete contracting process	10/31/14			
2	Form and support project working group	10/31/14			
3	Manage consultant and coordinate with related efforts	6/30/15			
4	Participate in project working group	6/30/15			
STAFF LABOR SUB-TOTAL EXPENDITURES			\$10,000	\$40,000	\$50,000
Task #	Consultant Services Deliverables				
51	Review existing conditions and development plans to establish a baseline to determine extent of needs, projected future multimodal travel, and multimodal level of service. Propose a methodology to forecast and analyze multimodal traffic flows and access.	12/30/14 12/30/16			90,000 120,000
62	Conduct a public visioning process to identify potential multimodal and operational improvements.	01/30/15 03/30/17			80,000 70,000
73	Produce conceptual plans and drawings for how multimodal travel can be enhanced by physical and operational improvements.	03/30/15 05/30/17			90,000 100,000
84	Prepare preliminary cost estimates; prioritize projects; establish preferred phasing and schedule for completion.	04/30/15 07/30/17			70,000
95	Document the methodology and analysis used to determine appropriate multimodal traffic solutions	05/30/15 10/30/17			30,000 75,000
106	Produce draft and final reports.	06/30/15 12/30/17			65,000
CONTRACT SERVICE SUB-TOTAL EXPENDITURES			\$84,000 \$100,000	\$336,000 \$400,000	\$420,000 \$500,000
Other Costs (e.g., software, travel, equipment, etc.)					
Travel			\$5,000	\$20,000	\$25,000
25 copies of draft report					

\$500					

\$2,000					

\$2,500			\$500	\$2,000	\$2,500
25 copies of final report			\$500	\$2,000	\$2,500
OTHER COSTS SUB-TOTAL EXPENDITURES			\$6,000	\$24,000	\$30,000
TOTAL WORK ELEMENT COST			\$100,000	\$400,000	\$500,000

Prepared by: Harrison Rue
 Approved by: Michael Formby
 Modified by: Mark Garrity

Date: January 6, 2014
 Date: January 15, 2014
 Date: September 14, 2016