



OahuMPO Technical Advisory Committee

September 10, 2021



I. Call to Order by Chair



II. Roll Call



III. Approval of July 9th, 2021 Meeting Minutes



IV. Reports

A. Executive Director



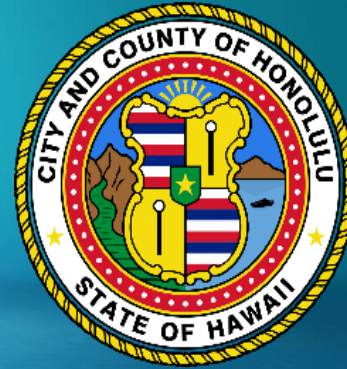
V. Old Business



VI. New Business
A. Overall Work Program (OWP)
Work Element Presentation:
Work Where You Live



Honolulu
COMPLETESTREETS



Work Where You Live Study (203.22-21)

Survey Results and Key Findings

City and County of Honolulu

State of Hawai'i (Executive Branch)

Presentation to O'ahu Metropolitan Planning Organization

September 10, 2021

The goal of the Work Where You Live Study is to formulate and promote telework policies that provide city and state employees with expanded choices and flexibility to work from home.

Objectives of the Study



Describe the current status of Telework for City and County of Honolulu and State of Hawai'i Executive Branch employees on O'ahu.



Determine the benefits and challenges related to telework for employees and supervisors.



Identify the preference for telework in the future.



Identify potential impacts of telework decisions.



Highlight best practices.

Methodology

- The City and County and the State had similar methodologies.
 - The survey population for the City and County of Honolulu was employees who were approved for telework as of March 31, 2021. (1,602 Employees)
 - The State population was State Executive Branch Employees under the jurisdiction of the Department of Human Resources Development (DHRD), excluding employees of the Hawai'i State Public Libraries System, and who work on O'ahu. (10,497 Employees)
- Surveys were administered online. Links to the survey were e-mailed to employees.
- City: 1,080 surveys were completed for a 67% response rate. This provides precision and reliability at +/- 1.7 percentage points at the 95% confidence level. Survey results were weighted and expanded to represent 1,602 employees.
- State: 3,798 surveys were completed by O'ahu employees for a 36% response rate. This provides precision and reliability at +/- 1.5 percentage points at the 95% confidence level. Survey results were weighted and expanded to represent 10,497 employees.

Deliverables for the WWYL Study

Survey of State and City employees and managers on O'ahu – methodology, questionnaire, and analysis of survey results

Documentation of research and review of best practices in telecommuting and telework from other governmental jurisdictions

Presentation of study findings and preliminary recommendations

Report of study findings and recommendations

Draft telework policies (City and State)

Training materials

Telework Experience

State

- 74% of employees surveyed did telework
54% said 80 to 100% of work could be done away from the office
- Teleworkers were more likely to . . .
 - Have longer commutes
 - Be between ages 18 – 44
 - Have additional childcare responsibilities during the pandemic
- 68% of non-Supervisory *Very Satisfied* with Telework Experience, 61% Supervisory

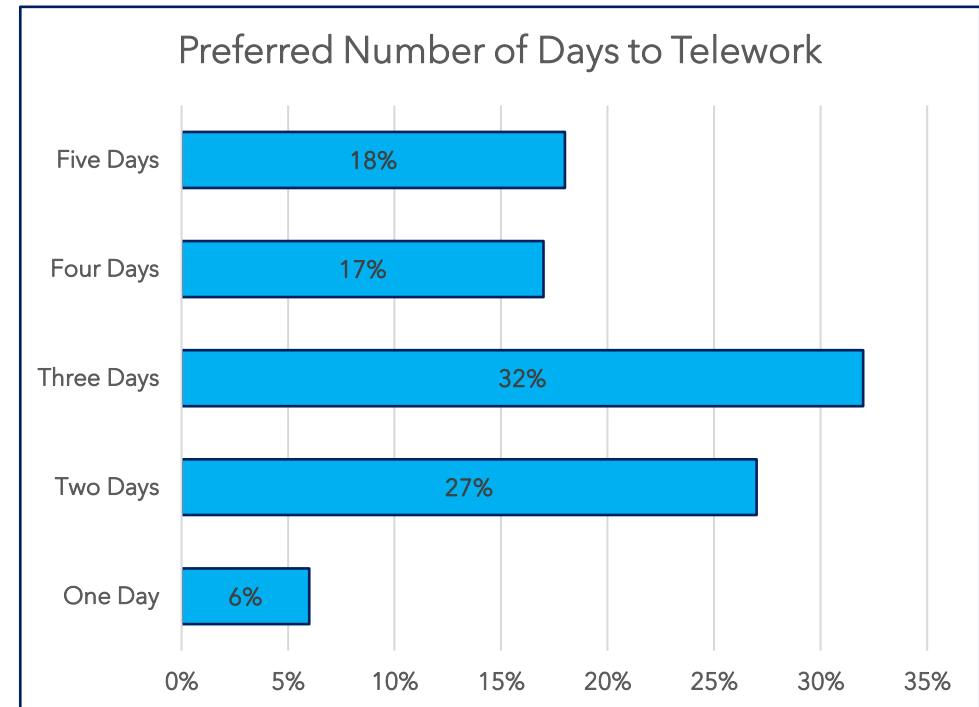
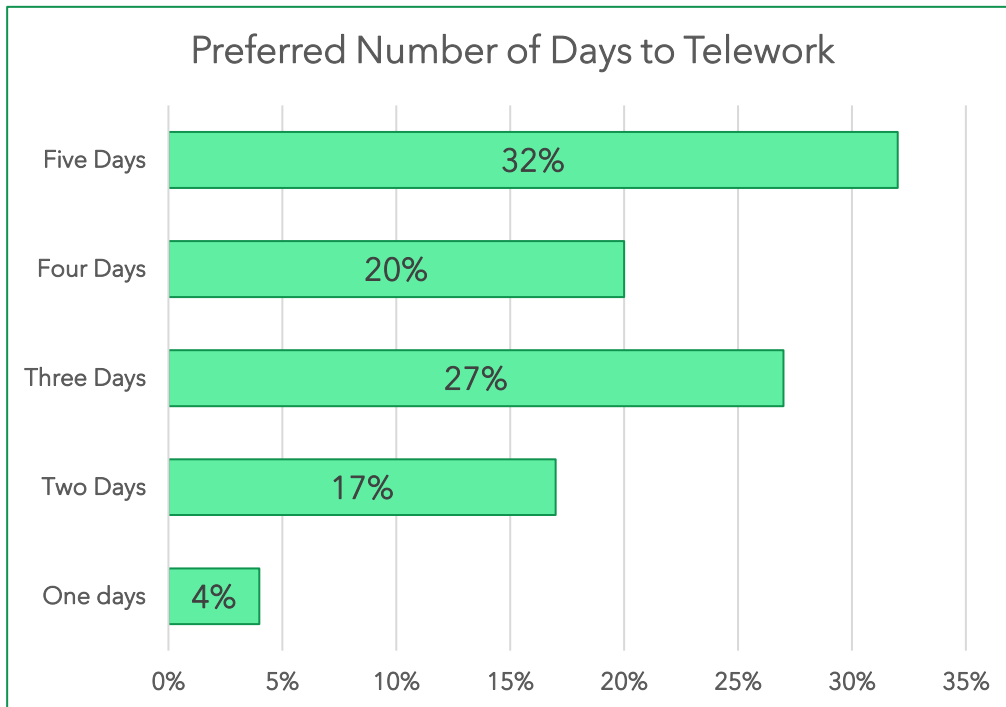
City and County

- 79% of employees surveyed did telework
37% said 80 to 100% of work could be done away from the office
- Teleworkers were more likely to . . .
 - Have longer commutes
 - Be between ages 18 – 44
 - Have additional childcare responsibilities during the pandemic
- 60% of non-Supervisory *Very Satisfied* with Telework Experience, 55% Supervisory

Preference for Telework in the Future

State Non-supervisors: 59%

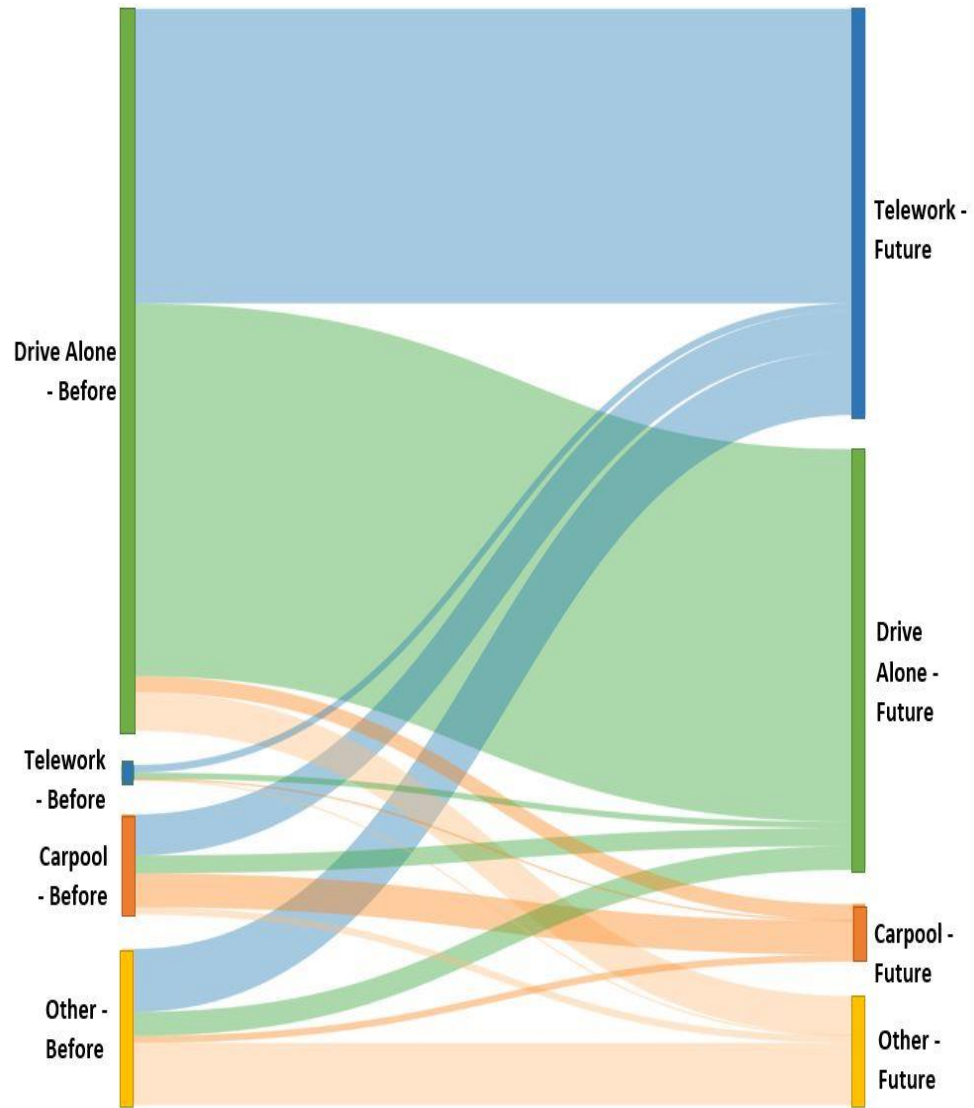
City Non-supervisors: 51%



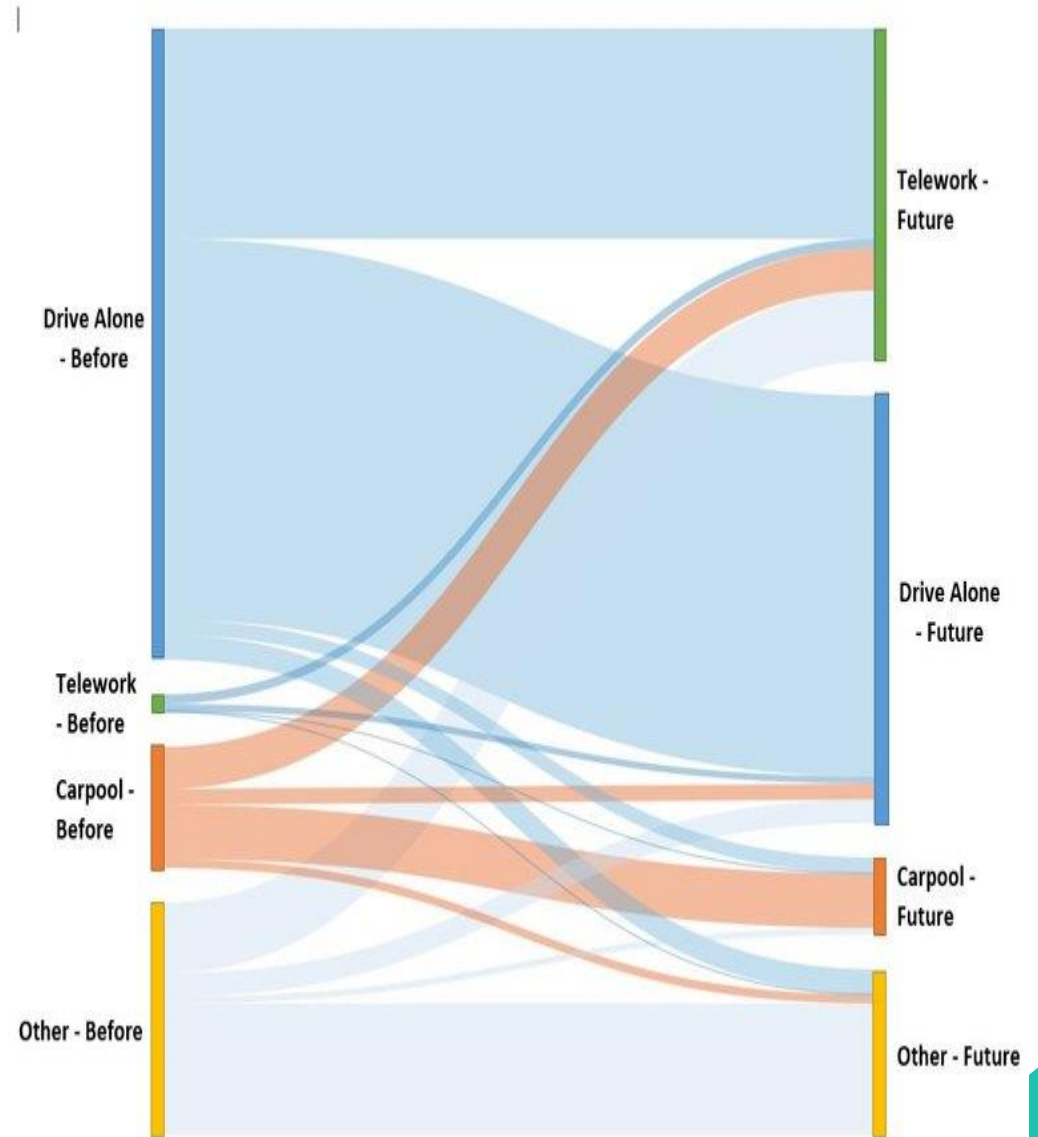
Supervisors 63%

Supervisors 59%

STATE: 14,945 employees' Pre-pandemic and Preferred Future travel modes per week



CITY: 1,621 employees' Pre-pandemic and Preferred Future travel modes per week



Miles & Hours Saved by Teleworking

(If Employees can Telework the Number of Days Preferred)

State – 14,945 Drive Alone Round Trips Saved

- Per Week

367,847 Miles

19,987 Hours

- Per Day

73,569 Miles

3,997 Hours

City – 1,621 Drive Alone Round Trips Saved

- Per Week

40,151 Miles

2,218 Hours

- Per Day

8,030 Miles

444 Hours

Best Practices

- **Performance Management:** Performance management should be similar for in-office and telework. Establish objectives, tasks, milestones, monitoring, and discussing progress without burdensome reporting. Allow personnel flexibility and autonomy to organize their work without being micromanaged.
- **Technology:** Teleworkers and office workers have access to collaboration tools and office files as needed. Develop security issues and policies to manage these tools.
- **Communications:** Employees and managers need to invest additional effort to ensure their communication is effective, their messages are clear, and they are providing a continuous flow of information.
- **Training:** Employees and supervisor training is critical to ensure that line managers are capable of effectively managing a remote team; and all telecommuters have the skills and knowledge required to successfully navigate working where they live.

MAHALO !

Prepared by the City and County of Honolulu Department of Transportation Services and the State of Hawai'i Office of Planning, in cooperation with the O'ahu Metropolitan Planning Organization and the United States Department of Transportation.



Requested Action:

- 1. Define annotations for the Policy Board*
- 2. Recommend that the Policy Board accept this report as evidence that the work was carried out.*



VI. New Business
B. Performance Based Planning and Programming
(PBPP)
Implementation Policies and Procedures



Introduction

Applicable Sections of CFR:
Title 23 Parts 450, 490
Title 49 Parts 625, 673

Review Timeline

Documentation of
agreement



Summary of PMs 1-4

- PM1: Safety
- PM2: Infrastructure (Bridge/Pavement) Condition
- PM3: System Performance
- PM4: Transit Safety and Transit Asset Management

PBPP Procedures

- Development & sharing of data
- Selection of targets
- Reporting of targets
- Reporting of progress toward targets

Target Setting and Progress Reporting Schedule

- Timeframes for selecting targets and reporting progress toward targets
- PM1 targets selected annually
- PMs 2- & 3: Two and four year targets selected or adjusted in a baseline and mid performance period reports on a 4 yr cycle
- PM4: PTASP updated annually, TAM plan updated every four years



Requested Action:

- 1. Define annotations for the Policy Board*
- 2. Recommend Policy Board approval of the Performance-Based Planning & Programming Implementation Policies & Procedures, as distributed.*



VI. New Business
C. Overall Work Program (OWP) FY2022 Revision #1



The Overall Work Program consists of.....

OahuMPO Operations

- Overhead
- Payroll
- Consultant contracts for travel modeling, technical support for long range plan, auditing, etc
- 20% local match from member dues
- Focused on fulfilling federal requirements (23 CFR 450 Subpart C)

Subrecipient Studies

- Regionally significant planning studies by dues-paying participating agencies, and other eligible government agencies
- Subrecipient provides 20% local match
- OahuMPO monitors compliance with federal regs
- Subrecipients procure a consultant to do the study (generally)



Types of OWP Revisions

Administrative Modification

- Less than \$100,000 per transfer
- Cumulative changes = < 10% of OWP budget for that year
- The tasks and/or objective of the work element are unchanged.
- No Federal or Policy Board approval required

Amendment

- Exceeds the limits of Admin Mod as shown above
- The objective and/or tasks of the work element have changed
- A new work element is added or deleted
- Must go out for review and receive PB approval



Programmed (Approved) Work Elements

- Cancellation of three studies from FY19 and FY20
- Changes requested by subrecipient (DTS)
- No impact to funding

Obligated (Funded) Work Elements

- Cancellation of the Mass Transit Joint Feasibility Study (FY18)
- Reduction of funding for the Transportation Demand Management Plan (FY20)
- Available funds: \$354,000

All changes are to work elements from prior OWP cycles



Funds Available

- Amendments made in the original OWP and proposed in Revision #1 make ~\$778,000 in funds available



Funds To Be Obligated

- Energy Conservation Emissions Reduction Plan (DTS/OCCSR)
- Multi-Modal Mobility Hub Planning (DLNR)
- Planning for Improved Resilience to Coastal Hazards Through Green Infrastructure (DLNR)
- Total obligation: \$875,000



Description	FHWA-PL	FTA 5305(d)	Member Agency Dues	Subrecipient Match	Total
FY2022 Expected Funding Sources	\$1,418,108	\$295,727	\$375,000	\$33,500	\$2,122,336
Local match for FY2022 Amendments				\$19,229	
Available funds from prior OWPs	\$567,640	\$0	\$60,000	\$55,500	\$683,140
Total Available Funding	\$1,985,749	\$295,727	\$435,000	\$108,229	\$2,824,705
Funding Request - OWP FY2022	\$1,800,273	\$295,727	\$435,000	\$89,000	\$2,620,000
Funding Request - FY2022 Amendments	\$76,915			\$19,229	\$96,144
Total Funding Request	\$1,877,188	\$295,727	\$435,000	\$108,229	\$2,716,144
Difference	\$108,561	\$0	\$0	\$0	\$108,561



Submitted On Time

HDOT Highways Planning

- “In order to meet federal requirements to be fiscally constrained, this document needs to identify specifically where the money that has become available will be going. Without fiscal constraint, this would not be compliant with federal regulations”

“No Comment” responses

- City and County of Honolulu Department of Transportation Services
- State of Hawaii Department of Budget & Fiscal
- Hawaii Teamsters and Allied Workers Union, Local 996
- Wahiawa-Whitmore Village Neighborhood Board No. 26

Submitted Late

Waikiki Transportation Management Association

“I am requesting the attached Overall Work Program FY19 WE 203.11-19, Waikiki Loading Zone Permit Management Project Proposed Project Revision, be included in the current OMP FY22 Revision #1. The WTMSID can provide the \$47,000 local match and is prepared to move ahead immediately upon the approval by the responsible Federal agencies”



Requested Action:

- 1. Define annotations for the Policy Board*
- 2. Recommend Policy Board approval of Revision #1 to the OWP FY 2022, as presented.*



VII. Invitation to interested members of the public to be heard on matters not included on the agenda



VIII. Announcements



IX. Adjournment