



OahuMPO Policy Board Meeting

September 28, 2021



- I. Call to order by Chair
- II. Introductions/Roll Call



III. Approval of the August 31, 2021 Meeting Minutes



IV. Reports

A. Executive Director

B. Technical Advisory Committee

C. Citizen Advisory Committee



V. Old Business

None



V. New Business

A. 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 two 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



Summary of Revenues and Programmed Expenditures

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”



Actions Taken by Advisory Committees

Citizen Advisory Committee

- The CAC voted unanimously to recommend Policy Board approval.

Technical Advisory Committee

- Annotation: Note that the local match for studies to be obligated will be provided by subrecipients.
- As of 9/10/21, DTS has decided to keep the Waikiki Loading Zone Management Study in the OWP.
- Ten members voted “aye” to recommend Policy Board approval **as amended**.



Requested Action:

Approve Revision #1 to the OWP FY 2022, as distributed.



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



Action Taken by the Technical Advisory Committee

Annotation:

Approval by the Policy Board puts the OahuMPO, the HDOT and DTS in joint agreement with these procedures.

Vote:

Ten members voted “aye” to recommend Policy Board approval of the PBPP Implementation Policies and Procedures final draft as distributed.



Requested Action:

*Approve the Performance-Based Planning & Programming
Implementation Policies & Procedures, as distributed.*



VI. New Business

C. Report from the Permitted Interaction Group (PIG) for the Executive Director Search

As directed under Sunshine Law (§92-2.5 Permitted Interactions of members), there will be no discussion or action taken on this topic at this meeting.

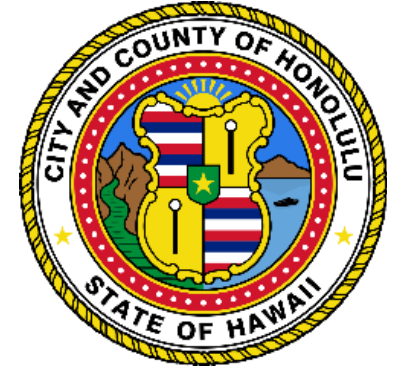
Discussion and voting on this report will be undertaken at a subsequent meeting.



VI. New Business

D. Overall Work Program (OWP) Presentation

Work Where You Live Telework Study



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 28, 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 Hawaii 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 Oahu - 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

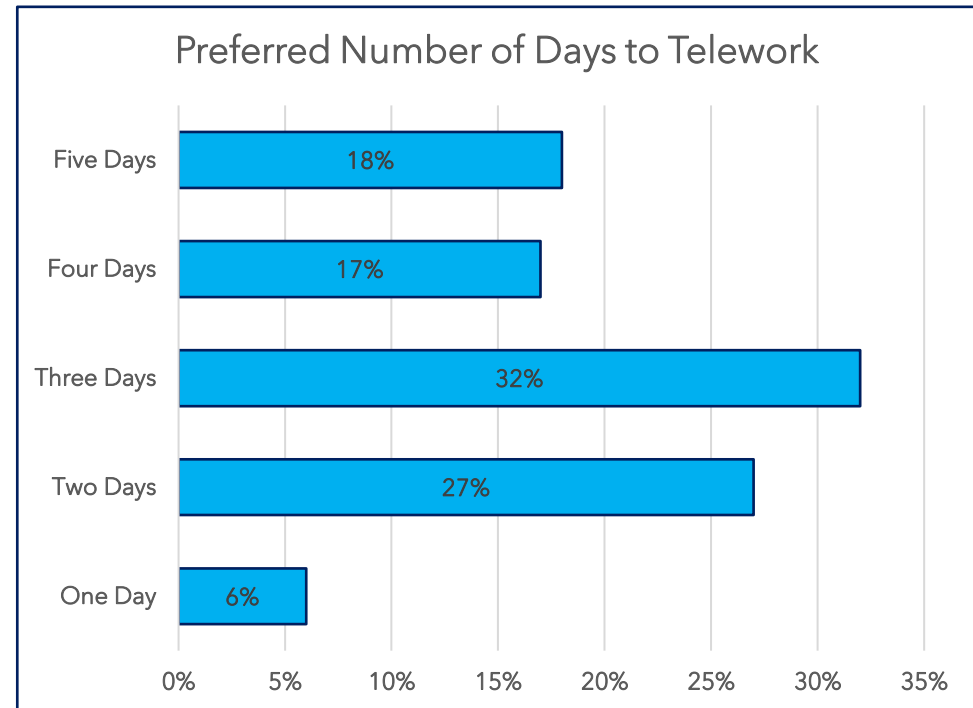
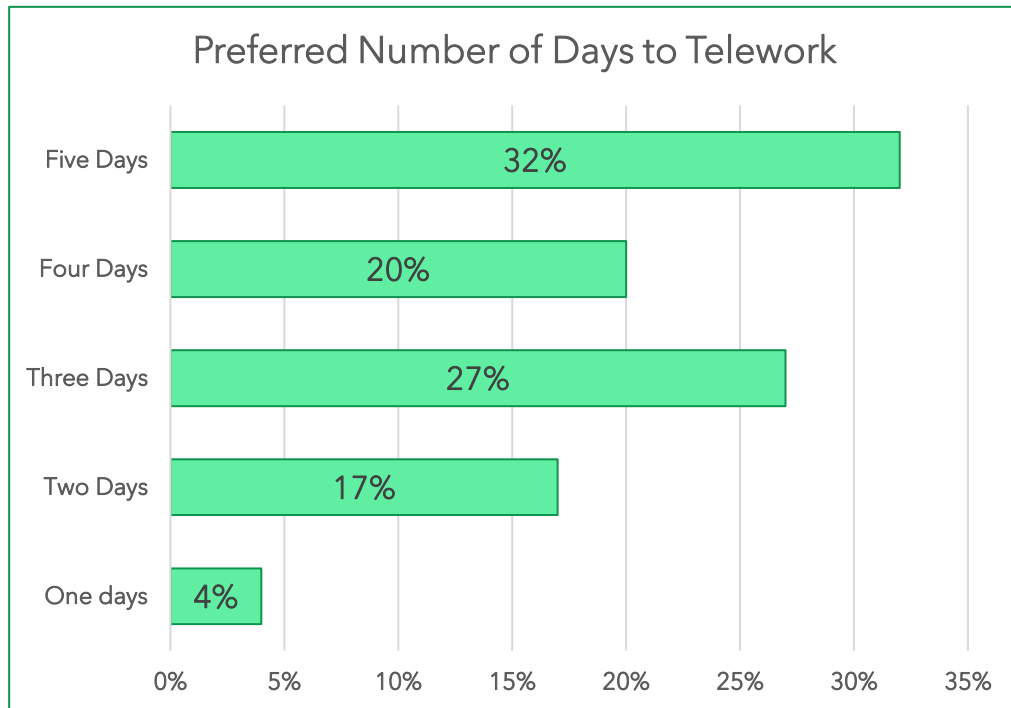
City and County

- 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%

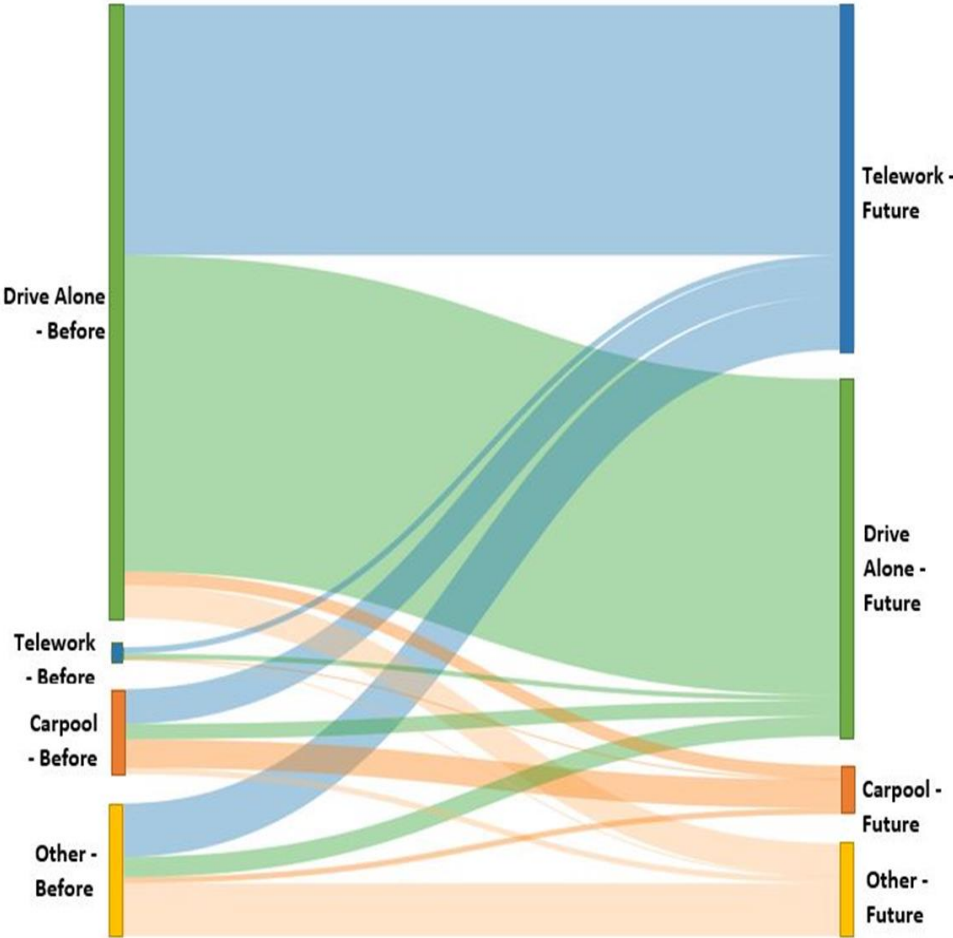


Supervisors 63%

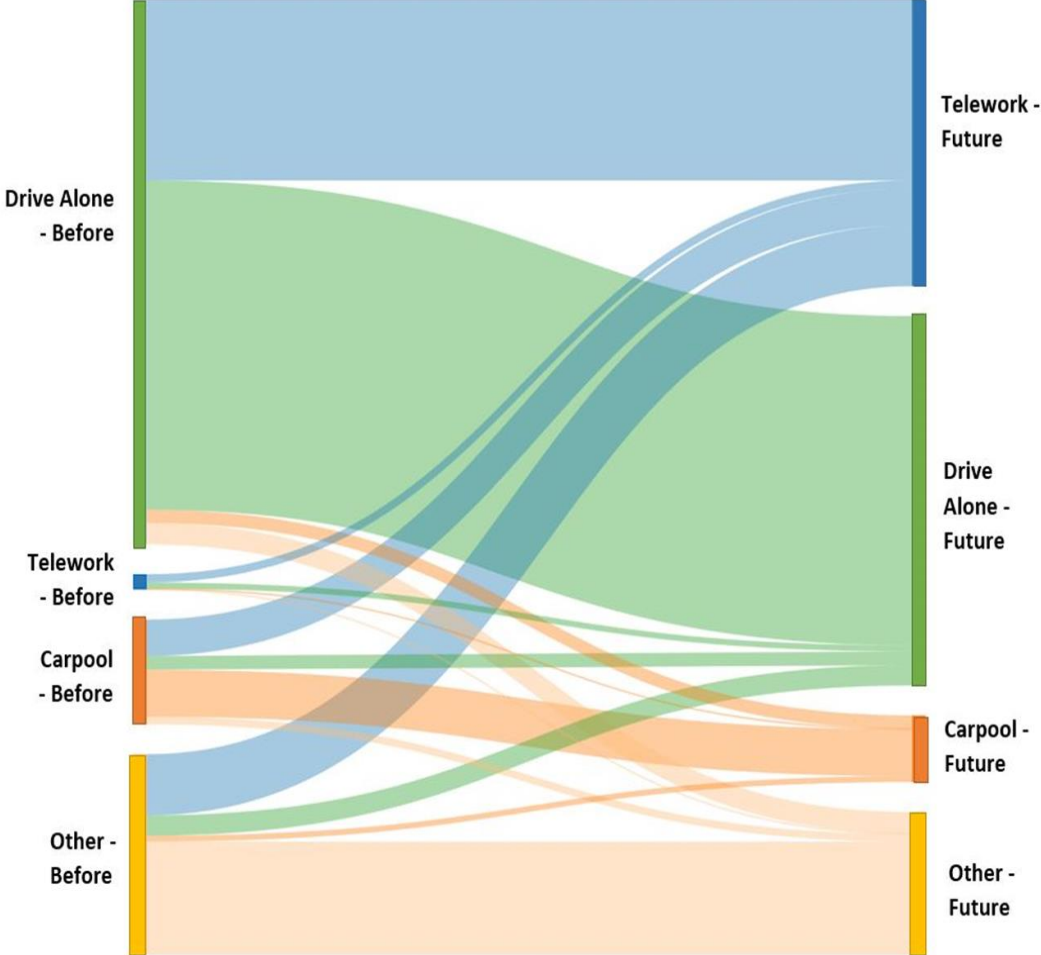
Supervisors 59%

Significant mode of transportation changes with telework as an alternative

State



City



Drive Alone 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: 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.



Action Taken by the Technical Advisory Committee

Annotation:

The TAC supports this effort and requests that the colors in the chart showing pre-pandemic and future preferred travel modes be adjusted for consistency between the State and the City. The TAC asked questions about the following:

- Frequency of telework during the pandemic
- Commute origin/telework location information
- The calculation of hours and miles saved from teleworking
- The impact of the pandemic on survey responses (increased telework frequency by necessity)
- Pre-pandemic commute modes: included bike/ped?
- Study consideration that telework can increase other kinds of trips

It is the TAC's understanding that these details will be provided in the final report currently under review by the State and the City.

Vote:

Ten members voted "aye" to recommend that the Policy Board accept this report as evidence that the work was carried out.



Action Taken by the Citizen Advisory Committee

Vote:

Twenty members voted “aye” to recommend that the Policy Board accept this report as evidence that the work was carried out.



Requested Action:

Accept this report as evidence that the work was carried out.



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



VIII. Announcements

IX. Adjournment