



Memorandum

To: Technical Advisory Committee Members

From: Alvin Au, Executive Director

Date: November 12, 2021

Executive Director's Report

Accomplishments and Progress

The FY2021 Annual Financial Audit was conducted by Accuity, LLP who reported that there were no findings. This is the second consecutive year that the OahuMPO has received no findings in this financial audit which is an annual federal requirement.

OahuMPO staff solicited feedback from the CAC on the draft Public Participation Plan (PPP) from October 6-22, 2021. No comments were received from the CAC during the comment period or at their November 3, 2021 meeting. The draft PPP will be presented to the Technical Advisory Committee and the Policy Board this month prior to being released for public and intergovernmental review (IGR). The document is tentatively scheduled for public and IGR distribution in December 2021 and for presentation to the committees and Policy Board for approval in the first quarter of 2022.

OahuMPO staff solicited early input on the FY2023 Overall Work Program (OWP) from October 6-22, 2021. Three responses were received from CAC members. These responses were shared with partner agencies during the Overall Work Program's (OWP) Call for Work Elements FY2023 for their consideration when submitting their proposals to the OahuMPO. The deadline to submit proposals for planning studies is Wednesday, December 1, 2021.

OahuMPO completed its annual Title VI Accomplishments Report for FFY 2021. The report may be viewed here: https://www.oahumpo.org/?wpfb_dl=2502

Regarding the upcoming FFY 2022-2025 TIP revision, the OahuMPO staff attended the City and State Over-the-Shoulder meetings held October 21st and 27th. At these meetings, anticipated amendments and modifications to existing TIP projects were discussed.

The Overall Work Program Quarterly Financial Report FY22 Q1 is attached to this report for your information.

Policy Board (PB)

The Policy Board met on October 26, 2021 and approved the request for Functional Reclassification of Lumiaina Street, Managers Drive, Mokuola Street Route so future improvement projects may be eligible for federal funding. The Policy Board also discussed, approved, and voted to accept the Permitted Interaction Group's (PIG) report and its recommendation of Mark Garrity as the new Executive Director. Mr. Garrity is expected to begin in January 2022 with an annual salary of \$140,000.

Because of loss of quorum due to the meeting overrunning its scheduled duration and Policy Board members prior obligations and appointments, the discussion and action regarding the scoring of mid, long range, and illustrative ORTP 2050 Projects and Programs was postponed to a future PB meeting. The Policy Board's next meeting is scheduled for November 30, 2021.

Citizens Advisory Committee (CAC)

The CAC met on November 3, 2021 and received a OWP Work Element Presentation: Review and Update of Planned Rights of Way for Existing Streets for which they recommended the Policy Board accept the report as evidence that the work was carried out. OahuMPO staff presented and discussed the draft Public Participation Plan (PPP) and the CAC election procedures in preparation for the CAC elections in January 2022 including the responsibilities and time commitments required of the CAC Chair and Vice Chair. The CAC's next scheduled meeting is on January 5, 2022.

OWP Staff Time Expenditures By Hour

2022 OWP 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)		PROPOSED HOURS (as of 7/01/2021)	EXPENDED HOURS	BALANCE OF HOURS (09/30/2021)	% Expended
		OahuMPO Staff	OahuMPO Staff	OahuMPO Staff	
Staff Hours - Proposed, Expended & Ending					
2022 Work Elements					
301.01-22	Program Admin & Support	7,274	2,111	5,164	29%
301.02-22	Gen Tech Assistance	2,376	373	2,003	16%
301.10-22	Computer & Network Maintenance	123	5	117	4%
301.09-22	Professional Development	335	18	317	5%
301.03-22	Overall Work Program	1,357	265	1,092	20%
301.11-22	Subrecipient Monitoring & Support	394	111	283	28%
301.05-22	Single Audit	718	232	486	32%
301.06-22	Public Participation Plan	561	234	327	42%
201.04-22	Title VI/EJ	388	207	181	53%
301.15-22	Computer Model Operations and Support	664	50	615	7%
301.17-22	Transportation Improvement Program	510	295	215	58%
301.18-22	Transportation Alternatives Set-Aside	132	2	130	2%
201.05-22	Congestion Management Process Update	866	243	623	28%
301.16-22	Oahu Regional Transportation Plan	1,543	406	1,137	26%
303.03-22	PTO (Holiday, Vacation, Sick)	2,910	300	2,610	10%
Total 2022 WE		20,152	4,552.00	15,300	23%

OWP Staff Time Expenditures by Dollar

2022 OWP 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)		BEGINNING BALANCE (as of 7/01/2021)						EXPENDITURES (7/01/2021 to 9/30/2021)						BALANCE (as of 09/30/2021)						% Expended			
		Federal Funds			Local Share			Total	Federal Funds			Local Share			Total	Federal Funds			Local Share			Total	
		Total	FHWA	FTA	Total	OahuMPO Held	Subrecipient Held		Total	FHWA	FTA	Total	OahuMPO Held	Subrecipient Held		Total	FHWA	FTA	Total		OahuMPO Held		Subrecipient Held
301.01-22	Program Admin & Support	\$ 372,754	\$ 209,027	\$ 163,727	\$ 93,189	\$ 93,189	\$ 465,943	\$ 95,717	-	95,717	\$ 23,929	\$ 23,929	\$ 119,646	\$ 277,038	\$ 209,027	\$ 68,010	\$ 69,259	\$ 69,259	\$ 346,297	26%			
301.02-22	Gen Tech Assistance	\$ 81,478	\$ 81,478		\$ 20,369	\$ 20,369	\$ 101,847	\$ 8,378	\$ 8,378		\$ 2,095	\$ 2,095	\$ 10,473	\$ 73,099	\$ 73,099		\$ 18,275	\$ 18,275	\$ 91,374	10%			
301.10-22	Computer & Network Maintenance	\$ 6,124	\$ 6,124		\$ 1,531	\$ 1,531	\$ 7,655	\$ 233	\$ 233		\$ 58	\$ 58	\$ 291	\$ 5,891	\$ 5,891		\$ 1,473	\$ 1,473	\$ 7,364	4%			
301.09-22	Professional Development	\$ 16,737	\$ 16,737		\$ 4,184	\$ 4,184	\$ 20,921	\$ 787	\$ 787		\$ 197	\$ 197	\$ 984	\$ 15,950	\$ 15,950		\$ 3,987	\$ 3,987	\$ 19,937	5%			
301.03-22	Overall Work Program	\$ 72,151	\$ 72,151		\$ 18,038	\$ 18,038	\$ 90,189	\$ 13,068	\$ 13,068		\$ 3,267	\$ 3,267	\$ 16,335	\$ 59,083	\$ 59,083		\$ 14,771	\$ 14,771	\$ 73,854	18%			
301.11-22	Subrecipient Monitoring & Support	\$ 21,398	\$ 21,398		\$ 5,349	\$ 5,349	\$ 26,747	\$ 5,481	\$ 5,481		\$ 1,370	\$ 1,370	\$ 6,851	\$ 15,917	\$ 15,917		\$ 3,979	\$ 3,979	\$ 19,896	26%			
301.05-22	Single Audit	\$ 35,927	\$ 35,927		\$ 8,982	\$ 8,982	\$ 44,909	\$ 10,929	\$ 10,929		\$ 2,732	\$ 2,732	\$ 13,661	\$ 24,998	\$ 24,998		\$ 6,250	\$ 6,250	\$ 31,248	30%			
301.06-22	Public Participation	\$ 24,786	\$ 24,786		\$ 6,197	\$ 6,197	\$ 30,983	\$ 8,268	\$ 8,268		\$ 2,067	\$ 2,067	\$ 10,336	\$ 16,518	\$ 16,518		\$ 4,129	\$ 4,129	\$ 20,647	33%			
201.04-22	Title VI(E)	\$ 20,150	\$ 20,150		\$ 5,038	\$ 5,038	\$ 25,188	\$ 1,893	\$ 1,893		\$ 473	\$ 473	\$ 2,367	\$ 18,257	\$ 18,257		\$ 4,564	\$ 4,564	\$ 22,821	9%			
301.15-22	Computer Model Operations and Support	\$ 30,754	\$ 30,754		\$ 7,688	\$ 7,688	\$ 38,442	\$ 9,553	\$ 9,553		\$ 2,388	\$ 2,388	\$ 11,941	\$ 21,201	\$ 21,201		\$ 5,300	\$ 5,300	\$ 26,501	31%			
301.17-22	Transportation Improvement Program	\$ 22,439	\$ 22,439		\$ 5,610	\$ 5,610	\$ 28,049	\$ 14,055	\$ 14,055		\$ 3,514	\$ 3,514	\$ 17,569	\$ 8,384	\$ 8,384		\$ 2,096	\$ 2,096	\$ 10,480	63%			
301.18-22	Transportation Alternatives Set-Aside	\$ 5,961	\$ 5,961		\$ 1,490	\$ 1,490	\$ 7,451	\$ 106	\$ 106		\$ 27	\$ 27	\$ 133	\$ 5,854	\$ 5,854		\$ 1,464	\$ 1,464	\$ 7,318	2%			
201.05-22	Congestion Management Process Update	\$ 50,382	\$ 50,382		\$ 12,596	\$ 12,596	\$ 62,978	\$ 11,108	\$ 11,108		\$ 2,777	\$ 2,777	\$ 13,886	\$ 39,274	\$ 39,274		\$ 9,818	\$ 9,818	\$ 49,092	22%			
301.16-22	Oahu Regional Transportation Plan	\$ 76,011	\$ 76,011		\$ 19,003	\$ 19,003	\$ 95,014	\$ 21,257	\$ 21,257		\$ 5,314	\$ 5,314	\$ 26,571	\$ 54,755	\$ 54,755		\$ 13,689	\$ 13,689	\$ 68,443	28%			
303.03-22	PTO (Holiday, Vacation, Sick)	\$ 146,947	\$ 146,947		\$ 36,737	\$ 36,737	\$ 183,684	\$ 13,816	\$ 13,816		\$ 3,454	\$ 3,454	\$ 17,270	\$ 133,131	\$ 133,131		\$ 33,283	\$ 33,283	\$ 166,414	9%			
Total 2022 WE		\$ 984,000			\$ 246,000		\$ 1,230,000	\$ 214,650			\$ 53,662		\$ 268,312	\$ 769,350			\$ 192,338		\$ 961,688	22%			

OWP Subrecipient Study Expenditures

2022 OWP - Subrecipients 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)		POP End Date	Subrecipient	BEGINNING BALANCE (All time)			EXPENDITURES (All time)			EXPENDITURES (July 2021 - September 2021)			BALANCE (as of 09/30/2021)			% Expended All Time
				Federal (FHWA - PL)	Local Share (Subrecipient)	Total	Federal (FHWA - PL)	Local Share (Subrecipient)	Total	Federal (FHWA - PL)	Local Share (Subrecipient)	Total	Federal (FHWA - PL)	Local Share (Subrecipient)	Total	
Stand Alone Work Elements - Obligated in separate federal project #																
204.06-21	Multi-Modal Transit Asset Management Plan Phase 2	7/29/2025	DTS	\$ 760,000	\$ 190,000	\$ 950,000	\$ 5,633	\$ 1,408	\$ 7,041	\$ 5,633	\$ 1,408	\$ 7,041	\$ 754,367	\$ 188,592	\$ 942,959	1%
203.22-21	Work Where You Live	6/30/2023	DTS	\$ 80,000	\$ 20,000	\$ 100,000	\$ 67,676	\$ 16,919	\$ 84,595	\$ 62,368	\$ 15,592	\$ 77,960	\$ 12,324	\$ 3,081	\$ 15,405	85%
204.08-22	Active Transportation Monitoring Data Phase II	12/30/2023	DTS	\$ 168,000	\$ 42,000	\$ 210,000							\$ 168,000	\$ 42,000	\$ 210,000	0%
204.10-22	Active Transportation Monitoring Data Phase III	12/30/2023	DTS	\$ 160,000	\$ 40,000	\$ 200,000							\$ 160,000	\$ 40,000	\$ 200,000	0%
2021 Active Work Elements																
203.19-20	Vision Zero Action Plan	6/30/2023	DTS	\$ 1,008,000	\$ 252,000	\$ 1,260,000	\$ 37,850	\$ 9,463	\$ 47,313				\$ 970,150	\$ 242,537	\$ 1,212,687	4%
203.20-20	AV Planning Study	6/30/2023	HART	\$ 40,000	\$ 10,000	\$ 50,000							\$ 40,000	\$ 10,000	\$ 50,000	0%
204.07-21	Active Transportation Monitoring Data Phase I	6/30/2024	DTS	\$ 188,000	\$ 47,000	\$ 235,000	\$ 18,912	\$ 4,728	\$ 23,640	\$ 18,912	\$ 4,728	\$ 23,640	\$ 169,088	\$ 42,272	\$ 211,360	10%
	Total 2021 WE			\$ 1,236,000	\$ 309,000	\$ 1,545,000	\$ 56,762	\$ 14,191	\$ 70,953	\$ 18,912	\$ 4,728	\$ 23,640	\$ 1,179,238	\$ 294,809	\$ 1,474,047	
2020 Active Work Elements																
203.21-20	TDM Plan	6/30/2023	DTS	\$ 386,718	\$ 96,680	\$ 483,398	\$ 63,874	\$ 15,969	\$ 79,843	\$ 41,781	\$ 10,445	\$ 52,226	\$ 322,844	\$ 80,711	\$ 403,555	17%
	Total 2020 WE															
2019 Active Work Elements																
203.07-18	Review and Update of Planned Rights-of-Way for Existing Streets	12/31/2021	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 253,902	\$ 63,475	\$ 317,377	\$ 242,183	\$ 60,546	\$ 302,729	\$ 146,098	\$ 36,525	\$ 182,623	63%
203.09-18	2019 Transit Rider Survey	6/30/2022	DTS	\$ 1,120,000	\$ 280,000	\$ 1,400,000	\$ 249,269	\$ 62,317	\$ 311,586	\$ 128,019	\$ 32,005	\$ 160,024	\$ 870,731	\$ 217,683	\$ 1,088,414	22%
203.12-19	Multi-Modal Transit Asset Management Plan Phase 1	6/30/2022	DTS	\$ 200,000	\$ 50,000	\$ 250,000	\$ 104,465	\$ 26,116	\$ 130,581	\$ 25,989	\$ 6,497	\$ 32,487	\$ 95,535	\$ 23,884	\$ 119,419	52%
203.14-19	Ala Moana Transit Plaza Alternatives Analysis	6/30/2022	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 254,790	\$ 63,698	\$ 318,488	\$ 79,940	\$ 19,985	\$ 99,925	\$ 145,210	\$ 36,302	\$ 181,512	64%
203.17-19	Kapolei Maintenance Facility & Transit Center Alternatives Analysis	6/30/2022	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 230,427	\$ 57,607	\$ 288,034	\$ 106,724	\$ 26,681	\$ 133,405	\$ 169,573	\$ 42,393	\$ 211,966	58%
203.03-18	PM Peak Period Tow Away Zone Time Modifications	6/30/2022	DTS	\$ 184,000	\$ 46,000	\$ 230,000	\$ 184,000	\$ 46,000	\$ 230,000	\$ 4,000	\$ 1,000	\$ 5,000	\$ -	\$ -	\$ -	100%
	Total 2019 WE			\$ 2,704,000	\$ 676,000	\$ 3,380,000	\$ 1,276,853	\$ 319,213	\$ 1,596,066	\$ 586,855	\$ 146,714	\$ 733,569	\$ 1,427,147	\$ 356,787	\$ 1,783,934	47%

2019 Transit Rider Survey PoP to be extended due to impacts of COVID-19.

OWP Non-Staff Time Expenditures

2022 OWP 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)				BEGINNING BALANCE (as of 7/01/2021)				EXPENDITURES (7/01/2021 to 9/30/2021)					BALANCE (as of 09/30/2021)					% Expended	
Work Element #	Description	Category	Status/Notes	Federal Funds			Local Share	Total	Federal Funds			Local Share	Total	Federal Funds			Local Share		Total
				FHWA	FTA	Total	OahuMPO- Held		FHWA	FTA	Total	OahuMPO Held		FHWA	FTA	Total	OahuMPO Held		
302.01-22	Overhead (Lease, utilities, p-card, etc)	Overhead			\$ 132,000	\$ 132,000	\$ 33,000	\$ 165,000	\$ -	\$ 36,134	\$ 36,134	\$ 9,033	\$ 45,167	\$ -	\$ 95,866	\$ 95,866	\$ 23,967	\$ 119,833	27%
301.05-22	Single Audit	Consultant	Expenditure expected in November 2021.	\$ 36,000		\$ 36,000	\$ 9,000	\$ 45,000					\$ -	\$ 36,000	\$ 36,000	\$ 9,000	\$ 45,000	0%	
301.10-22	Computer & Network Maintenance	Consultant	Beginning procurement.	\$ 16,000		\$ 16,000	\$ 4,000	\$ 20,000					\$ -	\$ 16,000	\$ 16,000	\$ 4,000	\$ 20,000	0%	
301.09-22	Professional Development - Travel/Misc Training Expenses	Training	Minimal funds to be transferred in through admin mod for staff trainings	\$ -		\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
301.15-22	Computer Model Operations & Support	Consultant	Must encumber by June 2022	\$ 160,000		\$ 160,000	\$ 40,000	\$ 200,000					\$ -	\$ 160,000	\$ 160,000	\$ 40,000	\$ 200,000	0%	
303.04-22	TDFM Data Purchase	Data	Must expend by June 2022	\$ 312,000		\$ 312,000	\$ 78,000	\$ 390,000					\$ -	\$ 312,000	\$ 312,000	\$ 78,000	\$ 390,000	0%	
301.16-22	ORTP 2050	Consultant	To be transferred to TDFM Data Purchase in OWP Revision	\$ 100,000		\$ 100,000	\$ 25,000	\$ 125,000					\$ -	\$ 100,000	\$ 100,000	\$ 25,000	\$ 125,000	0%	
2021 OWP AND PRIOR																			
301.05-20	Accounting System	Consultant	SWK, LLC. Will expend balance in FY22	\$ 63,424		\$ 63,424	\$ 15,856	\$ 79,280					\$ -	\$ 63,424	\$ 63,424	\$ 15,856	\$ 79,280	0%	
301.02-21	Gen Tech Assistance - Training (NHI Courses)	Training	Unexpended due to COVID. Balance will be deobligated.	\$ 27,206		\$ 27,206	\$ -	\$ 27,206					\$ -	\$ 21,765	\$ 21,765	\$ 5,441	\$ 27,206	0%	
303.04-21	TDFM Data Purchase	Data	Federal portion (\$40,000) transferred June 2021				\$ 10,000	\$ 10,000				\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	100%
301.15-21	Computer Model	Consultant	WSP. Expected to roll over some of this balance to FY22 budget	\$ 44,458		\$ 44,458	\$ 11,114	\$ 55,572					\$ -	\$ 44,458	\$ 44,458	\$ 11,114	\$ 55,572	0%	
301.15-18	Computer Model	Consultant	WSP. Expected to expend by June	\$ 33,839		\$ 33,839	\$ 8,460	\$ 42,299					\$ -	\$ 33,839	\$ 33,839	\$ 8,460	\$ 42,299	0%	
301.16-21	ORTP 2045 Technical Support	Consultant	Contract expired. Funds to be rolled over to FY2023 OWP.	\$ 100,042		\$ 100,042	\$ 25,011	\$ 125,053					\$ -	\$ 100,042	\$ 100,042	\$ 25,011	\$ 125,053	0%	
301.16-18	ORTP 2045 Graphic Design	Consultant	DTL	\$ 65,374		\$ 65,374	\$ 16,344	\$ 81,718	\$ 48,794		\$ 48,794	\$ 12,198	\$ 60,992	\$ 16,581	\$ 16,581	\$ 4,145	\$ 20,726	75%	