



Memorandum

To: Policy Board Members
From: Mark Garrity, Executive Director
Date: February 22, 2022

Executive Director's Report

Accomplishments and Progress

The OahuMPO Quarterly Review report for the second quarter of FY 2022 (October – December 2021) is attached to this report.

OahuMPO hired Lily Zheng to fill the Transportation Intern position. She began on February 1, 2022.

OahuMPO sent out a survey related to the Strategic Plan to Policy Board members and alternates on February 8, 2022. As of Friday, February 18, we had received 10 responses to the survey.

A multi-agency working group was established in February to help guide the planning and development of the Oahu Regional Transportation Plan (ORTP) 2050. The working group will meet regularly throughout the ORTP process, and includes staff from OahuMPO, the Hawaii Department of Transportation (HDOT), the City's Department of Transportation Services (DTS), Honolulu Authority for Rapid Transportation (HART), Federal Highway Administration (FHWA), Department for Planning and Permitting (DPP), and others. The group will be used as a sounding board and advisory committee as we develop the ORTP 2050.

Technical Advisory Committee (TAC)

The Technical Advisory Committee met on February 11, 2022. They received a presentation on the proposed Transportation Improvement Program (TIP) FFYs 2022-2025 Revision #3, and an informational briefing on the FY2023 Overall Work Program (OWP) Public Review Draft.

The TAC voted to recommend that the Policy Board approve Revision #3 of the TIP FFYs 2022-2025 with the understanding that a statement be added in the TIP to clarify that funding for HART project # OC 16 is using federal funds to replace already expended local funds.

The next TAC meeting is scheduled for March 11, 2022, at 9:00 a.m.

Citizen Advisory Committee (CAC)

The CAC met on February 2, 2022, and received presentations on the Transportation Improvement Program FFY 2022-2025 Revisions #2 and #3 and on the OWP FY2023 Public Review Draft. No action was required of the CAC for these agenda items.

The next CAC meeting is scheduled for March 2, 2022, at 2:00 p.m.

OahuMPO FY2022 OWP Quarterly Report - Q2

Staff Time Expenditures By Hour

2022 OWP 07/01/2021 to 12/31/2021 (6 of 12 mos, 50%)		BUDGETED HOURS (as of 7/01/2021)	Q1 Staff Time Hours Expended	Q2 Staff Time Hours Expended	TOTAL EXPENDED	BALANCE OF HOURS (12/31/2021)	% Expended
2022 Work Elements							
301.01-22	Program Admin & Support	7,274	2,111	2,136	4,247	3,027	58%
301.02-22	Gen Tech Assistance	2,376	373	224	598	1,779	25%
301.10-22	Computer & Network Maintenance	123	5	9	14	108	12%
301.09-22	Professional Development	335	18	16	34	301	10%
301.03-22	Overall Work Program	1,357	265	282	547	810	40%
301.11-22	Subrecipient Monitoring & Support	394	111	75	186	208	47%
301.05-22	Single Audit	718	232	127	359	359	50%
301.06-22	Public Participation Plan	561	234	65	299	262	53%
301.15-22	Computer Model Operations and Support	664	50	309	359	306	54%
201.04-22	Title VI/EJ	388	207	39	246	142	63%
301.17-22	Transportation Improvement Program	510	295	185	480	30	94%
301.18-22	Transportation Alternatives Set-Aside	132	2	7	9	123	7%
201.05-22	Congestion Management Process Update	866	243	160	403	463	47%
301.16-22	Oahu Regional Transportation Plan	1,543	406	361	767	776	50%
303.03-22	PTO (Holiday, Vacation, Sick)	2,910	300	543	843	2,067	29%
Total 2022 WE		20,152	4,552	4,538	9,390	10,762	47%

OahuMPO FY2022 OWP Quarterly Report - Q2
Staff Time Expenditures by Dollar

2022 OWP 7/01/2021 to 12/31/2021 (6 of 12 mos, 50%)		BEGINNING BALANCE (as of 7/01/2021)						EXPENDITURES (7/01/2021 to 12/31/2021)						BALANCE (as of 12/31/2021)						% Expended
		Federal Funds			Local Share			Federal Funds			Local Share			Federal Funds			Local Share			
		Total	FHWA	FTA	Total	OahuMPO Held	Total	Total	FHWA	FTA	Total	OahuMPO Held	Total	Total	FHWA	FTA	Total	OahuMPO Held	Total	
Financials - Proposed, Expended & Ending																				
301.01-22	Program Admin & Support	\$ 372,754	\$ 209,027	\$ 163,727	\$ 93,189	\$ 93,189	\$ 465,943	\$ 185,865	-	95,717	\$ 46,466	\$ 46,466	\$ 232,332	\$ 186,889	\$ 209,027	\$ 68,010	\$ 46,722	\$ 46,722	\$ 233,611	50%
301.02-22	Gen Tech Assistance	\$ 81,478	\$ 81,478		\$ 20,369	\$ 20,369	\$ 101,847	\$ 15,931	\$ 15,931		\$ 3,983	\$ 3,983	\$ 19,913	\$ 65,547	\$ 65,547		\$ 16,387	\$ 16,387	\$ 81,934	20%
301.10-22	Computer & Network Maintenance	\$ 6,124	\$ 6,124		\$ 1,531	\$ 1,531	\$ 7,655	\$ 636	\$ 636		\$ 159	\$ 159	\$ 795	\$ 5,488	\$ 5,488		\$ 1,372	\$ 1,372	\$ 6,860	10%
301.09-22	Professional Development	\$ 16,737	\$ 16,737		\$ 4,184	\$ 4,184	\$ 20,921	\$ 1,546	\$ 1,546		\$ 386	\$ 386	\$ 1,932	\$ 15,191	\$ 15,191		\$ 3,798	\$ 3,798	\$ 18,989	9%
301.03-22	Overall Work Program	\$ 72,151	\$ 72,151		\$ 18,038	\$ 18,038	\$ 90,189	\$ 27,362	\$ 27,362		\$ 6,840	\$ 6,840	\$ 34,202	\$ 44,790	\$ 44,790		\$ 11,197	\$ 11,197	\$ 55,987	38%
301.11-22	Subrecipient Monitoring & Support	\$ 21,398	\$ 21,398		\$ 5,349	\$ 5,349	\$ 26,747	\$ 9,252	\$ 9,252		\$ 2,313	\$ 2,313	\$ 11,565	\$ 12,146	\$ 12,146		\$ 3,036	\$ 3,036	\$ 15,182	43%
301.05-22	Single Audit	\$ 35,927	\$ 35,927		\$ 8,982	\$ 8,982	\$ 44,909	\$ 17,284	\$ 17,284		\$ 4,321	\$ 4,321	\$ 21,605	\$ 18,643	\$ 18,643		\$ 4,661	\$ 4,661	\$ 23,304	48%
301.06-22	Public Participation	\$ 24,786	\$ 24,786		\$ 6,197	\$ 6,197	\$ 30,983	\$ 10,737	\$ 10,737		\$ 2,684	\$ 2,684	\$ 13,421	\$ 14,050	\$ 14,050		\$ 3,512	\$ 3,512	\$ 17,562	43%
301.15-22	Computer Model Operations and Support	\$ 30,754	\$ 30,754		\$ 7,688	\$ 7,688	\$ 38,442	\$ 25,234	\$ 25,234		\$ 6,308	\$ 6,308	\$ 31,542	\$ 5,520	\$ 5,520		\$ 1,380	\$ 1,380	\$ 6,900	82%
201.04-22	Title VI/EJ	\$ 20,150	\$ 20,150		\$ 5,038	\$ 5,038	\$ 25,188	\$ 3,790	\$ 3,790		\$ 947	\$ 947	\$ 4,737	\$ 16,361	\$ 16,361		\$ 4,090	\$ 4,090	\$ 20,451	19%
301.17-22	Transportation Improvement Program	\$ 22,439	\$ 22,439		\$ 5,610	\$ 5,610	\$ 28,049	\$ 22,093	\$ 22,093		\$ 5,523	\$ 5,523	\$ 27,617	\$ 346	\$ 346		\$ 86	\$ 86	\$ 432	98%
301.18-22	Transportation Alternatives Set-Aside	\$ 5,961	\$ 5,961		\$ 1,490	\$ 1,490	\$ 7,451	\$ 434	\$ 434		\$ 109	\$ 109	\$ 543	\$ 5,527	\$ 5,527		\$ 1,382	\$ 1,382	\$ 6,908	7%
201.05-22	Congestion Management Process Update	\$ 50,382	\$ 50,382		\$ 12,596	\$ 12,596	\$ 62,978	\$ 20,075	\$ 20,075		\$ 5,019	\$ 5,019	\$ 25,094	\$ 30,308	\$ 30,308		\$ 7,577	\$ 7,577	\$ 37,884	40%
301.16-22	Oahu Regional Transportation Plan	\$ 76,011	\$ 76,011		\$ 19,003	\$ 19,003	\$ 95,014	\$ 43,986	\$ 43,986		\$ 10,997	\$ 10,997	\$ 54,983	\$ 32,025	\$ 32,025		\$ 8,006	\$ 8,006	\$ 40,031	58%
303.03-22	PTO (Holiday, Vacation, Sick)	\$ 146,947	\$ 146,947		\$ 36,737	\$ 36,737	\$ 183,684	\$ 36,737	\$ 36,737		\$ 9,184	\$ 9,184	\$ 45,921	\$ 110,211	\$ 110,211		\$ 27,553	\$ 27,553	\$ 137,763	25%
Total 2022 WE		\$ 984,000			\$ 246,000		\$ 1,230,000	\$ 420,960			\$ 105,240		\$ 526,200	\$ 563,040			\$ 140,760		\$ 703,800	43%

OahuMPO FY2022 OWP Quarterly Report - Q2
Subrecipient Study Expenditures

2022 OWP - Subrecipients 7/01/2021 to 12/31/2021 (6 of 12 mos, 50%)		POP End Date	Subrecipient	BEGINNING BALANCE (All time)			EXPENDITURES (All time)			EXPENDITURES (October 2021 - December 2021)			BALANCE (as of 12/31/2021)			% 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 #																
203.18-19	Energy Conservation and Emissions Reduction Plan	12/31/2024	HNL OCCSR	\$ 400,000	\$ 100,000	\$ 500,000							\$ 400,000	\$ 100,000	\$ 500,000	0%
204.06-21	Multi-Modal Transit Asset Management Plan Phase 2	7/29/2025	DTS	\$ 760,000	\$ 190,000	\$ 950,000	\$ 85,383	\$ 21,346	\$ 106,729	\$ 79,750	\$ 19,938	\$ 99,688	\$ 674,617	\$ 168,654	\$ 843,271	11%
203.22-21	Work Where You Live	6/30/2023	DTS	\$ 80,000	\$ 20,000	\$ 100,000	\$ 67,676	\$ 16,919	\$ 84,595	\$ 5,038	\$ 1,259	\$ 6,297	\$ 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																
203.09-18	2019 Transit Rider Survey	12/31/2023	DTS	\$ 1,120,000	\$ 280,000	\$ 1,400,000	\$ 385,258	\$ 96,315	\$ 481,573	\$ 385,258	\$ 96,315	\$ 481,573	\$ 734,742	\$ 183,685	\$ 918,427	34%
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	\$ 40,928	\$ 10,232	\$ 51,160				\$ 147,072	\$ 36,768	\$ 183,840	22%
Total 2021 WE				\$ 1,236,000	\$ 309,000	\$ 1,545,000	\$ 78,778	\$ 19,695	\$ 98,473				\$ 1,157,222	\$ 289,305	\$ 1,446,527	6%
2020 Active Work Elements																
203.21-20	TDM Plan	6/30/2023	DTS	\$ 386,718	\$ 96,680	\$ 483,398	\$ 97,203	\$ 24,301	\$ 121,504	\$ 33,328	\$ 8,332	\$ 41,660	\$ 289,515	\$ 72,379	\$ 361,894	25%
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	\$ 386,712	\$ 96,678	\$ 483,390				\$ 13,288	\$ 3,322	\$ 16,610	97%
203.12-19	Multi-Modal Transit Asset Management Plan Phase 1	6/30/2022	DTS	\$ 200,000	\$ 50,000	\$ 250,000	\$ 140,418	\$ 35,104	\$ 175,522	\$ 35,953	\$ 8,988	\$ 44,941	\$ 59,582	\$ 14,896	\$ 74,478	70%
203.14-19	Ala Moana Transit Plaza Alternatives Analysis	12/31/2022	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 254,790	\$ 63,698	\$ 318,488				\$ 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	\$ 248,027	\$ 62,007	\$ 310,034	\$ 24,649	\$ 6,162	\$ 30,811	\$ 151,973	\$ 37,993	\$ 189,966	62%
Total 2019 WE				\$ 1,400,000	\$ 350,000	\$ 1,750,000	\$ 1,029,947	\$ 257,487	\$ 1,287,434	\$ 60,602	\$ 15,150	\$ 75,752	\$ 370,053	\$ 92,513	\$ 462,566	74%

OahuMPO FY2022 OWP Quarterly Report - Q2
Non-Staff Time Expenditures

2022 OWP 7/01/2021 to 12/31/2021 (6 of 12 mos, 50%)				BEGINNING BALANCE (as of 7/01/2021)					EXPENDITURES (7/01/2021 to 12/31/2021)					BALANCE (as of 12/31/2021)					% 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	\$ -	\$ 58,547	\$ 58,547	\$ 14,637	\$ 73,183	\$ -	\$ 73,453	\$ 73,453	\$ 18,363	\$ 91,817	44%
301.05-22	Single Audit	Consultant	Expenditure expected in November 2021.	\$ 36,000		\$ 36,000	\$ 9,000	\$ 45,000	\$ 28,500			\$ 7,125	\$ 35,625	\$ 7,500		\$ 7,500	\$ 1,875	\$ 9,375	79%
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	\$ -		\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	Expect to 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 #2	\$ 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	\$ 26,832		\$ 26,832	\$ 6,708	\$ 33,540					\$ -	\$ 26,832	\$ 26,832	\$ 6,708	\$ 33,540	0%	
301.02-21	Gen Tech Assistance - Training (NHI Courses)	Training	Unexpended due to COVID. Balance will be applied to OWP SFY2023. OahuMPO does not have match.	\$ 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 expend the majority of this balance by June.	\$ 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	\$ 20,927			\$ 5,232	\$ 26,159	\$ 12,912	\$ 12,912	\$ 3,228	\$ 16,140	62%	
301.15-18	Computer Model - Land Use	Consultant	UrbanSIM. \$4,000 to remain after retainage billing. Funds to be transferred in OWP FY2022 Revision #2	\$ 24,160		\$ 24,160	\$ 6,040	\$ 30,200					\$ 24,160	\$ 24,160	\$ 6,040	\$ 30,200	0%		
301.16-21	ORTP 2045 Technical Support	Consultant	Contract expired. Funds to be transferred in OWP FY2022 Revision #2	\$ 100,042		\$ 100,042	\$ 25,011	\$ 125,053	\$ 23,301			\$ 5,825	\$ 29,126	\$ 76,741	\$ 76,741	\$ 19,185	\$ 95,927	23%	
301.16-19	ORTP 2045 Graphic Design	Consultant	DTL. Balance to be expended by May 2022.	\$ 44,639		\$ 44,639	\$ 11,160	\$ 55,799	\$ 28,058		\$ 28,058	\$ 7,015	\$ 35,073	\$ 16,581	\$ 16,581	\$ 4,145	\$ 20,726	63%	
301.16-21	ORTP 2045 Graphic Design	Consultant	DTL. SFY 2021 budget never encumbered to contract. Funds being transferred in Revision #2.	\$ 44,000		\$ 44,000	\$ 11,000	\$ 55,000					\$ -	\$ 44,000	\$ 44,000	\$ 11,000	\$ 55,000	0%	