



Memorandum

To: Policy Board Members

From: Mark Garrity, Executive Director

Date: December 20, 2022

Executive Director's Report

Overall Work Program (OWP) Public Review Draft

OahuMPO shared a copy of the in-progress public review draft of the FY2024-2025 OWP with the Technical Advisory Committee and the Citizens Advisory Committee in December. The public and intergovernmental review period is anticipated to begin in mid-January 2023.

The OWP FY2023 First Quarter Financial Report is provided as an attachment to this report.

Oahu Regional Transportation Plan (ORTP)

We are currently finalizing Project Assignment Orders (PAO) and schedules for the consultant teams (PBR-Hawaii/Nelson Nygaard, and Urban Logiq). The ORTP Working Group is scheduled to meet again in early 2023.

National Household Travel Survey (NHTS)

The household survey process wrapped up in early December after the goal of 2,500 survey responses was reached. In early 2023, the contractor will deliver the data set, data dictionary, a memo outlining the development of the weights and provide an option of an in-person presentation after we receive the data. The data will be used to aid in various studies and reporting related to travel conditions and performance, safety analyses, fuel consumption and efficiency, active travel, travel to school, health, policy studies, travel behavior patterns, travel mode usage, and travel demand modeling to support long range planning.

Personnel and Training

Veronica Schack will retire from the OahuMPO after many years of service to the community. Roni joined the MPO in 2015 and helped guide the organization through many years of change and growth. We all appreciate the hard work and dedication she has provided over the years.

In early 2023, we plan to hire three new employees, including a new Office Manager and two new Transportation Planners.

HRS Section 84-43 Mandatory Ethics Training goes into effect on January 1, 2023. This law makes it mandatory for all state employees and public board members, such as the Policy Board, to take the mandatory ethics training developed by the Hawaii State Ethics Commission. The initial training must be completed by January 1, 2024, for current board members and a refresher taken every four years. Any new Policy Board members that start after January 1, 2023, will need to complete their Ethics Training within 90 days of their appointment.

The training is available online at <https://files.hawaii.gov/ethics/training-bc/index.html>

2023 Project Management Training Program

Planning for the new Transportation Project Management Training Program is underway, with the curriculum and schedule being finalized. Staff from the City and State that are involved in the planning or implementation of transportation projects have been signing up for the program, which will begin Friday, January 27. So far, we have about 25 people signed up to attend, so we expect a good turnout. An updated informational flyer about the program is included in the meeting handouts.

Citizens Advisory Committee (CAC)

The CAC met on December 7 and received a presentation on the Overall Work Program SFY 2024-2025 Public Review Draft.

They voted to recess in January, so their next meeting is currently scheduled for Wednesday, February 1 at 2:00 p.m.

Technical Advisory Committee (TAC)

The TAC met on December 9. A new HART representative (Wai Yi Ng) took over the role of Chair for the term ending December 2023. They also received a TAC orientation refresher, received a summary of the public review draft of the FY2024-2025 Overall Work Program (OWP), and participated in a discussion regarding potential use of unobligated metropolitan transportation planning funds.

Their next meeting is scheduled for Friday, January 13 at 9:00 a.m.

OWP Staff Time Expenditures by Dollar

2023 OWP 7/01/2022 to 09/30/2022 (3 of 12 mos, 25%)		BEGINNING BALANCE (as of 7/01/2022)						EXPENDITURES (7/01/2022 to 9/30/2022)						BALANCE (as of 09/30/2022)						% 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	
301.01-22	Program Admin & Support	\$ 335,646	\$ 49,560	\$ 286,086	\$ 83,911	\$ 83,911	\$ 419,557	\$ 75,243	-	75,243	\$ 18,811	\$ 18,811	\$ 94,054	\$ 260,402	\$ 49,560	\$ 210,843	\$ 65,101	\$ 65,101	\$ 325,503	22%
301.02-22	Gen Tech Assistance	\$ 60,184	\$ 60,184		\$ 15,046	\$ 15,046	\$ 75,230	\$ 27,021	\$ 27,021		\$ 6,755	\$ 6,755	\$ 33,776	\$ 33,163	\$ 33,163		\$ 8,291	\$ 8,291	\$ 41,454	45%
301.10-22	Computer & Network Maintenance	\$ 4,322	\$ 4,322		\$ 1,081	\$ 1,081	\$ 5,403	\$ 1,020	\$ 1,020		\$ 255	\$ 255	\$ 1,275	\$ 3,302	\$ 3,302		\$ 826	\$ 826	\$ 4,128	24%
301.09-22	Professional Development	\$ 41,939	\$ 41,939		\$ 10,485	\$ 10,485	\$ 52,424	\$ 6,874	\$ 6,874		\$ 1,718	\$ 1,718	\$ 8,592	\$ 35,066	\$ 35,066		\$ 8,766	\$ 8,766	\$ 43,832	16%
301.03-22	Overall Work Program	\$ 64,118	\$ 64,118		\$ 16,029	\$ 16,029	\$ 80,147	\$ 16,926	\$ 16,926		\$ 4,231	\$ 4,231	\$ 21,157	\$ 47,192	\$ 47,192		\$ 11,798	\$ 11,798	\$ 58,990	26%
301.11-22	Subrecipient Monitoring & Support	\$ 24,331	\$ 24,331		\$ 6,083	\$ 6,083	\$ 30,414	\$ 1,671	\$ 1,671		\$ 418	\$ 418	\$ 2,089	\$ 22,660	\$ 22,660		\$ 5,665	\$ 5,665	\$ 28,325	7%
301.05-22	Single Audit	\$ 38,804	\$ 38,804		\$ 9,701	\$ 9,701	\$ 48,505	\$ 11,907	\$ 11,907		\$ 2,977	\$ 2,977	\$ 14,884	\$ 26,897	\$ 26,897		\$ 6,724	\$ 6,724	\$ 33,621	31%
301.06-22	Public Participation	\$ 33,565	\$ 33,565		\$ 8,391	\$ 8,391	\$ 41,956	\$ 1,458	\$ 1,458		\$ 364	\$ 364	\$ 1,822	\$ 32,107	\$ 32,107		\$ 8,027	\$ 8,027	\$ 40,134	4%
301.15-22	Computer Model Operations and Support	\$ 36,855	\$ 36,855		\$ 9,214	\$ 9,214	\$ 46,069	\$ 279	\$ 279		\$ 70	\$ 70	\$ 349	\$ 36,576	\$ 36,576		\$ 9,144	\$ 9,144	\$ 45,720	1%
201.04-22	Title VI/EJ	\$ 6,716	\$ 6,716		\$ 1,679	\$ 1,679	\$ 8,395	\$ 2,120	\$ 2,120		\$ 530	\$ 530	\$ 2,650	\$ 4,596	\$ 4,596		\$ 1,149	\$ 1,149	\$ 5,745	32%
301.17-22	Transportation Improvement Program	\$ 31,063	\$ 31,063		\$ 7,766	\$ 7,766	\$ 38,829	\$ 7,914	\$ 7,914		\$ 1,978	\$ 1,978	\$ 9,892	\$ 23,150	\$ 23,150		\$ 5,787	\$ 5,787	\$ 28,937	25%
301.18-22	Transportation Alternatives Set-Aside	\$ 6,214	\$ 6,214		\$ 1,553	\$ 1,553	\$ 7,767	\$ 294	\$ 294		\$ 74	\$ 74	\$ 368	\$ 5,919	\$ 5,919		\$ 1,480	\$ 1,480	\$ 7,399	5%
201.05-22	Congestion Management Process Update	\$ 50,372	\$ 50,372		\$ 12,593	\$ 12,593	\$ 62,965	\$ 17,522	\$ 17,522		\$ 4,381	\$ 4,381	\$ 21,903	\$ 32,850	\$ 32,850		\$ 8,212	\$ 8,212	\$ 41,062	35%
301.16-22	Oahu Regional Transportation Plan	\$ 129,527	\$ 129,527		\$ 32,382	\$ 32,382	\$ 161,909	\$ 12,574	\$ 12,574		\$ 3,143	\$ 3,143	\$ 15,717	\$ 116,954	\$ 116,954		\$ 29,238	\$ 29,238	\$ 146,192	10%
303.03-22	PTO (Holiday, Vacation, Sick)	\$ 165,544	\$ 165,544		\$ 41,386	\$ 41,386	\$ 206,930	\$ 36,326	\$ 36,326		\$ 9,081	\$ 9,081	\$ 45,407	\$ 129,218	\$ 129,218		\$ 32,305	\$ 32,305	\$ 161,523	22%
Total 2023 WE		\$ 1,029,200			\$ 257,300		\$ 1,286,500	\$ 219,148			\$ 54,787		\$ 273,935	\$ 810,052			\$ 202,513		\$ 1,012,565	21%

OWP Subrecipient Study Expenditures

2023 OWP - Subrecipients 7/01/2022 to 09/30/2022 (3 of 12 mos, 25%)		POP End Date	Subrecipient	BEGINNING BALANCE (All time)			EXPENDITURES (All time)			EXPENDITURES (July 2022 - September 2022)			BALANCE (as of 09/30/2022)			% 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 #																
204.16-23	Traffic Signal Optimization & Demand Management	6/30/2025	DTS	\$ 440,000	\$ 110,000	\$ 550,000										0%
204.02-21	Planning for Improved Resilience to Coastal Hazards Through Green Infrastructure	12/31/2023	DLNR	\$ 200,000	\$ 50,000	\$ 250,000										0%
204.03-21	Multimodal Mobility Hub Planning Study	12/31/2024	DLNR	\$ 100,000	\$ 25,000	\$ 125,000										0%
203.18-19	Energy Conservation Emissions Reduction Plan	12/31/2024	DTS/OCCSR	\$ 400,000	\$ 100,000	\$ 500,000	\$ 4,930	\$ 1,232	\$ 6,162			\$ 6,162				1%
204.06-21	Multi-Modal Transit Asset Management Plan Phase 2	7/29/2025	DTS	\$ 760,000	\$ 190,000	\$ 950,000	\$ 262,082	\$ 65,521	\$ 327,603	\$ 71,719	\$ 17,930	\$ 89,649	\$ 497,918	\$ 124,479	\$ 622,397	34%
204.08-22	Active Transportation Monitoring Data Phase II	12/30/2023	DTS	\$ 168,000	\$ 42,000	\$ 210,000	\$ 13,746	\$ 3,436	\$ 17,182			\$ 17,182	\$ 154,254	\$ 38,564	\$ 192,818	8%
204.10-22	Active Transportation Monitoring Data Phase III	12/30/2023	DTS	\$ 160,000	\$ 40,000	\$ 200,000	\$ 13,746	\$ 3,436	\$ 17,182			\$ 17,182	\$ 146,254	\$ 36,564	\$ 182,818	9%
2021 Active Work Elements																
203.19-20	Vision Zero Action Plan	6/30/2024	DTS	\$ 1,008,000	\$ 252,000	\$ 1,260,000	\$ 191,297	\$ 47,824	\$ 239,121			\$ 58,792	\$ 816,703	\$ 204,176	\$ 1,020,879	19%
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	\$ 98,138	\$ 24,534	\$ 122,672	\$ -	\$ -	\$ -	\$ 89,862	\$ 22,466	\$ 112,328	52%
	Total 2021 WE			\$ 1,236,000	\$ 309,000	\$ 1,545,000	\$ 289,434	\$ 72,359	\$ 361,793	\$ -	\$ -	\$ 58,792	\$ 946,566	\$ 236,641	\$ 1,183,207	
2020 Active Work Elements																
203.21-20	TDM Plan	6/30/2023	DTS	\$ 386,718	\$ 96,680	\$ 483,398	\$ 133,339	\$ 33,335	\$ 166,674	\$ -	\$ -	\$ -	\$ 253,379	\$ 63,345	\$ 316,724	34%
2019 Active Work Elements																
203.09-18	2019 Transit Rider Survey	12/31/2023	DTS	\$ 1,120,000	\$ 280,000	\$ 1,400,000	\$ 826,133	\$ 206,533	\$ 1,032,666	\$ 188,754	\$ 47,188	\$ 235,942	\$ 293,867	\$ 73,467	\$ 367,334	74%
203.12-19	Multi-Modal Transit Asset Management Plan Phase 1	10/31/2022	DTS	\$ 200,000	\$ 50,000	\$ 250,000	\$ 197,894	\$ 49,473	\$ 247,367	\$ 52,846	\$ 13,212	\$ 66,058	\$ 2,106	\$ 527	\$ 2,633	99%
203.14-19	Ala Moana Transit Plaza Alternatives Analysis	12/31/2022	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 316,131	\$ 79,033	\$ 395,164	\$ 61,340	\$ 15,335	\$ 76,675	\$ 83,869	\$ 20,967	\$ 104,836	79%
203.17-19	Kapolei Maintenance Facility & Transit Center Alternatives Analysis	6/30/2022	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 330,038	\$ 82,509	\$ 412,547	\$ 55,262	\$ 13,816	\$ 69,078	\$ 69,962	\$ 17,491	\$ 87,453	83%
	Total 2019 WE			\$ 2,120,000	\$ 530,000	\$ 2,650,000	\$ 1,670,195	\$ 417,549	\$ 2,087,744	\$ 358,202	\$ 89,551	\$ 447,753	\$ 449,805	\$ 112,451	\$ 562,256	

OWP Non-Staff Time Expenditures

2023 OWP 7/01/2022 to 09/30/2022 (3 of 12 mos, 25%)				BEGINNING BALANCE (as of 7/01/2022)					EXPENDITURES (7/01/2022 to 9/30/2022)					BALANCE (as of 09/30/2022)					% 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		
302.01-23	Overhead (Lease, utilities, p-card, etc)	Overhead			\$ 132,000	\$ 132,000	\$ 33,000	\$ 165,000	\$ -	\$ 37,943	\$ 37,943	\$ 9,486	\$ 47,429	\$ -	\$ 94,057	\$ 94,057	\$ 23,514	\$ 117,571	29%
301.05-23	Single Audit	Consultant	Reimbursement to Staff Auditor's Office	\$ 36,000		\$ 36,000	\$ 9,000	\$ 45,000					\$ -	\$ 36,000		\$ 36,000	\$ 9,000	\$ 45,000	0%
301.05-23	Accounting System Maintenance	Consultant	Plan to transfer in admin mod.	\$ 12,000		\$ 12,000	\$ 3,000	\$ 15,000											
301.10-2	Computer & Network Maintenance	Consultant	Contract with Xerox	\$ 20,000		\$ 20,000	\$ 5,000	\$ 25,000					\$ -	\$ 20,000		\$ 20,000	\$ 5,000	\$ 25,000	0%
301.20-23	Strategic Plan	Misc		\$ 4,400		\$ 4,400	\$ 1,100	\$ 5,500											
301.09-23	Professional Development - Travel/Misc Training Expenses for Staff	Training	100% Federal Share	\$ 25,000		\$ 25,000		\$ 25,000					\$ -	\$ 20,000		\$ 20,000	\$ 5,000	\$ 25,000	0%
301.09-23	Workforce Development - Project Management Training Pgm	Training	100% Federal Share	\$ 75,000		\$ 75,000		\$ 75,000											
301.15-23	Computer Model Operations & Support	Consultant	Contract with Caliper	\$ 160,000		\$ 160,000	\$ 40,000	\$ 200,000					\$ -	\$ 160,000		\$ 160,000	\$ 40,000	\$ 200,000	0%
301.16-23	Public Outreach Software	Software	Metroquest PO in process	\$ 24,000		\$ 24,000	\$ 6,000	\$ 30,000											
301.16-23	ORTP 2050	Consultant	Contract with PBR/NN	\$ 215,040		\$ 215,040	\$ 53,760	\$ 268,800											
301.16-23	ORTP 2050	Consultant	Contract with Urban Logiq	\$ 92,160		\$ 92,160	\$ 23,040	\$ 115,200					\$ -	\$ 92,160		\$ 92,160	\$ 23,040	\$ 115,200	0%
2022 OWP AND PRIOR																			
301.05-20	Accounting System	Consultant	SWK, LLC.	\$ 17,072		\$ 17,072	\$ 4,268	\$ 21,340					\$ -	\$ 17,072		\$ 17,072	\$ 4,268	\$ 21,340	0%
301.10-22	Computer and Network Maintenance	Consultant	Contract with Xerox	\$ 20,000		\$ 20,000	\$ 5,000	\$ 25,000					\$ -	\$ 20,000		\$ 20,000	\$ 5,000	\$ 25,000	0%
301.15-22	Computer Model	Consultant	Contract with Caliper	\$ 160,000		\$ 160,000	\$ 40,000	\$ 200,000	\$ 10,193		\$ 10,193	\$ 2,548	\$ 12,741	\$ 149,807		\$ 149,807	\$ 37,452	\$ 187,259	6%

Costs for non-staff time professional development have been incurred (AMPO Conference, HCPO, for example) but are not reflected here as they are still being processed.