

Table 7: OahuMPO Implementation Plan

Action #	Topic Area	Description	Responsible Party(ies)	Timeframe
1	Data	Complete review and approval of the initial List of Planning Data.	OahuMPO in coordination with participating agencies	Within 3 months
2	Advisory Committees	Establish the TOD Advisory Committee. Prepare TOD Advisory Committee bylaws and integrate functionality of this advisory committee into the different processes and procedures documents, as appropriate.	OahuMPO in coordination with regional partners to identify committee candidates	Within 6 months
3	Administrative	Begin holding regular coordination meetings between the OahuMPO and Maui MPO executive directors to provide a forum for collective discussion about policy and operations.	OahuMPO and Maui MPO	Within 6 months (of Maui MPO opening for business)
4	Staffing/ Administrative	Establish formal performance reviews and appraisals for the OahuMPO Executive Director and staff to monitor and recognize technical capacity and administrative improvements, training and education needs and successes.	OahuMPO	Within 6 months
5	Staffing/ Administrative	Identify opportunities for the Executive Director to participate in focused training in leadership, management, public relations and working with the media in a public position.	OahuMPO	Within 6 months
6	Staffing/ Administrative	Complete short-term staffing plan to fill vacant full-time staff positions and increase staff by one, for a total staff of eight persons.	OahuMPO	Within 6 months
7	Advisory Committees	Clarify the Citizen Advisory Committee’s role in the decision-making process by:	OahuMPO	Within 6 months

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		<ul style="list-style-type: none"> Reviewing the Citizen Advisory Committee bylaws to ensure consistency with newly established Policy Board and Technical Advisory Committee bylaws. Clarifying in both the Citizen Advisory Committee bylaws and PPP when in the decision-making process the Citizen Advisory Committee will be invited to provide comments, any parameters by which the CAC should focus its comments, and how CAC comments will be considered in the Technical Advisory Committee and Policy Board decision-making processes. 		
8	OWP	<p>Consider the following changes to the OWP Process and Procedures document:</p> <ul style="list-style-type: none"> Increase the five basic work program development phases into six. The additional phase would become the first, requiring staff to identify what resources are needed to support the required work elements and the regional transportation planning process that responds to the metropolitan planning regulations set forth in 23 CFR Subpart C. Clarify that the call for candidate projects should be a supplemental process based on whatever funds remain not required by the new first phase of the process discussed in the bullet above. Broaden the call for candidate projects to encourage potential local sources of funding from non-members. These new local sources could only be used to match the unobligated FHWA PL fund balance or federal funds not identified in the OahuMPO OWP Process and Procedures report. 	OahuMPO in consultation with HDOT, HART, and the City	With Policy Board's approval of the next OWP.

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9	CMP	<p>Per the 2014 Federal Certification Review, update the CMP based on the approved processes and procedures and consider the following:</p> <ul style="list-style-type: none"> • Safety location issues, audits, countermeasure solutions and conceptual projects (highway, bicycle, pedestrian and transit safety). • Travel demand reduction strategies and project improvements. • Alternative mode strategies and project improvements. • Operational and ITS strategies and system improvements. • Leveraging local funding for federal and state safety funds, including the annual boxing of safety, operational and ITS funds. 	OahuMPO in consultation with partner agencies during CMP update	With the Policy Board's approval of the next CMP update
10	ORTP	<p>Per the 2014 Federal Certification Review, the next ORTP approved by the Policy Board must:</p> <ul style="list-style-type: none"> • Demonstrate consultation with state and local agencies responsible for land management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the transportation plan. • Include a discussion of the types of potential environmental mitigation activities and potential areas to carry out these activities. • Demonstrate and document implementation of the approved CMP. • Include a documented disposition of public comments received. 	OahuMPO in consultation with partner agencies during ORTP update	With the Policy Board's approval of the next ORTP update

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		<ul style="list-style-type: none"> • Include documentation of the analysis completed for Title VI/EJ. 		
11	TIP	<p>Per the 2014 Federal Certification Review, the next TIP approved by the Policy Board must:</p> <ul style="list-style-type: none"> • Include a documented disposition of public comments received. • Demonstrate and document implementation of the approved CMP. • Include documentation of the analysis completed for Title VI/EJ. 	OahuMPO in consultation with partner agencies during TIP update	With the Policy Board's approval of the next TIP update
12	Staffing/Administrative	Prepare a five-year strategic plan that evaluates the technical capacity of OahuMPO Staff and outlines upcoming planning product deadlines; staff training needs and interests; technical capacity and professional service needs to accomplish planning requirements; administrative procedure/processes deadlines; and new product/planning opportunities and timelines.	OahuMPO	Within 12 months (predicated on completing short-term staffing plan)
13	Staffing/Administrative	Establish a mentorship program for the MPO Executive Director and staff to support and improve technical capacities and job satisfaction.	OahuMPO	Within 12 months
14	Administrative/Procurement	Prepare written procurement procedures (per Section 4 of the approved Administrative Supplemental Agreement).	OahuMPO in consultation with HDOT	Within 12 months
15	Administrative/Organizational Structure	<p>Evaluate transition from current structure to a leaning independent MPO by:</p> <ul style="list-style-type: none"> • Evaluating political and agency support for such transition. • Researching and documenting the legal aspects of a Constitutional amendment. 	OahuMPO in coordination with HDOT, the City, and HART	Within 12 months

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		<ul style="list-style-type: none"> Evaluating additional staff/administrative needs to support additional administrative independence. Preparing a list of activities that would need to be completed (e.g., required changes to State law, Comprehensive Agreement, and supplemental agreements, etc.). 		
16	Administrative	Evaluate the Data Sharing Supplemental Agreement mid-way through the term of the agreement to determine its effectiveness and benefit to the OahuMPO and participating agencies and to determine if any changes are appropriate.	OahuMPO in coordination with its participating agencies	Within 12 months
17	Funding	Under Section C.1 of the 2015 Comprehensive Agreement, unencumbered local funds from previous years are used to offset the amount of dues owed in the current fiscal year. This effectively prevents a fund balance carryover of local funds from one year to the next. The financial impact of this policy should be reviewed to determine if some amount of unencumbered local funds should carry over into the current fiscal year as a fund balance to fund additional projects approved under the OWP.	OahuMPO in coordination with HDOT, the City, and HART	Within 12 months
18	Transit	In coordination with the establishment of the TOD Advisory Committee, evaluate and develop recommendations concerning the OahuMPO's participation in transit decision-making on Oahu.	OahuMPO in coordination with transit providers (HART and the City)	Within 12 months
19	TIP	Shorten the TIP cycle from four years to two years.	OahuMPO in coordination with HDOT for consistent TIP/STIP cycle	Within 12 months

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20	Advisory Committees	Evaluate implementation of a bicycle/pedestrian advisory committee.	OahuMPO	Within 12 months
21	ORTP	Document the ORTP Cost Estimation Process by: <ul style="list-style-type: none"> • Researching how member agencies estimate project costs to better understand consistencies and inconsistencies between agencies and to improve cost estimation for the ORTP. • Establishing procedures to ensure cost estimates meet specific currency standards to improve support for fiscal constraint of the ORTP. • Establishing cost estimate update procedures as projects move from the ORTP to the TIP. 	OahuMPO in coordination with HDOT, the City, and HART	Within 18 months
22	Administrative	Evaluate the Administrative Supplemental Agreement mid-way through the term of the agreement to determine its effectiveness and benefit and to determine if any changes are appropriate.	OahuMPO in coordination with HDOT	Within 18 months
23	Administrative	Evaluate the Finance Supplemental Agreement mid-way through the term of the agreement to determine its effectiveness and benefit and to determine if any changes are appropriate.	OahuMPO in coordination with HDOT, the City, and HART	Within 18 months
24	Administrative/Advisory Committees	Evaluate Policy Board, Executive Committee and advisory committee bylaw language to determine its effectiveness and benefit and to determine if any changes are appropriate.	OahuMPO staff (based on input from Policy Board, Executive Committee, or respective advisory committee)	Within 18 months
25	Administrative/Data	Conduct a comprehensive data management and sharing study to establish a data sharing pool and recommend a program to outline specific policies and procedures concerning the collection, management, and distribution	OahuMPO in coordination with its participating agencies	Within 2 years

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		of data to support the local, metropolitan, and state decision-making process. Determine if any changes are required to the Data Sharing Supplemental Agreement as a result of this process.		
26	Administrative	Evaluate Tier 2 deliverables documenting OahuMPO work programs and procedures.	OahuMPO in coordination with its participating agencies	Within 2 years
27	ITS/Operations	Update the Oahu Regional ITS Architecture and Operational Concept.	OahuMPO in coordination with its participating agencies	Within 2 years
28	Administrative/ Staffing	Implement intermediate staffing plan by increasing the number of full-time staff positions to support OahuMPO's expanding role in regional planning.	OahuMPO	1 to 3 years
29	Administrative/ Organizational Structure	Evaluate transition to a freestanding independent MPO by: <ul style="list-style-type: none"> • Evaluating political and agency support for such transition. • Researching and documenting the legal aspects of this transition. • Evaluating additional staff/administrative needs to support complete administrative independence. • Preparing list of activities that would need to be completed. 	OahuMPO in coordination with HDOT, the City, and HART	1 to 3 years
30	Administrative/ Staffing	Implement long-term staffing plan by increasing the number of full-time staff positions to support OahuMPO's expanding role in regional planning and possible transition to a freestanding independent agency.	OahuMPO	3+ years