

DEPARTMENT OF EMERGENCY MANAGEMENT  
**CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET • HONOLULU, HAWAII 96813  
PHONE: (808) 723-8960 • FAX: (808) 524-3439



KIRK CALDWELL  
MAYOR

MELVIN N. KAKU  
DIRECTOR

PETER J.S. HIRAI  
DEPUTY DIRECTOR

August 8, 2016

The Honorable Ernest Y. Martin  
Chair and Presiding Officer  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

SUBJECT: Draft Resolution to Transfer Appropriate Matching Funds for the  
Oahu Coastal Communities Evacuation Planning Project – Phase II

Forwarded for your review and appropriate action is a draft resolution authorizing the City and County of Honolulu to transfer \$160,000 in matching grant funds from Fiscal Year 2017 Executive Operating Budget Program, Provision for Grants, Partnerships and Security Fund to the Department of Emergency Management (DEM).

The DEM has applied for and received approval for a federally-funded discretionary grant from the Oahu Metropolitan Planning Organization (OMPO) (Exhibit A attached). For this "Oahu Coastal Communities Evacuation Planning Project – Phase II" (Exhibit B attached), the grant provides for a total project cost of \$800,000, of which 80 percent or \$640,000 is the federal share; and 20 percent or \$160,000 is the local share being requested from the grant provisional account.

Please contact me at 723-8960 or [mkaku@honolulu.gov](mailto:mkaku@honolulu.gov), should you desire to discuss this matter further.

Your continued support of the City's Public Safety Programs is appreciated.

Sincerely,

  
Melvin N. Kaku  
Director

Attachment

APPROVED:

  
Roy K. Amemiya, Jr.  
Managing Director

DEPT. COM. 577

RECEIVED  
CITY CLERK  
CITY AND COUNTY OF HONOLULU  
2016 AUG 16 AM 8:24



**RESOLUTION**

RELATING TO THE EXECUTIVE OPERATING BUDGET AND PROGRAM FOR FISCAL YEAR 2017, ORDINANCE NO. 16-71, SECTION 10, MISCELLANEOUS PROVISION FOR GRANTS, PARTNERSHIPS AND SECURITY, AND THE TRANSFER OF FUNDS TO THE DEPARTMENT OF EMERGENCY MANAGEMENT FOR THE OAHU COASTAL COMMUNITIES EVACUATION PLANNING PROJECT – PHASE II.

WHEREAS, Section 2.17.2(c)(1), Revised Ordinances of Honolulu 1990, as amended, requires that the Council of the City and County of Honolulu approve by resolution any transfer of funds whose total cumulative amount is in excess of \$100,000 or 10% (ten percent) of the amount appropriated for that activity, whichever is less; and

WHEREAS, the City Council passed and the Mayor signed into law Ordinance 12-16 establishing Complete Streets policies and procedures for the City and County of Honolulu to guide and direct more comprehensive and balanced planning, design, and construction of City transportation systems; and

WHEREAS, the Federal Highway Administration (FHWA) is an operating administration of the United States Department of Transportation and administers the Federal-Aid Highway Program; and

WHEREAS, when the State passes FHWA funds through to a sub-grantee county it is the responsibility of the State to ensure that the sub-grantee complies with all federal and state laws and regulations that apply to the funding; and

WHEREAS, the FHWA has accepted the Oahu Coastal Communities Evacuation Planning Project – Phase II via award letter of which is attached hereto as Exhibit “A” and by reference made a part hereof; and

WHEREAS, the Department of Emergency Management (DEM) was awarded a grant to conduct an evacuation planning study related to the Coastal Communities from East Oahu Hawaii Kai to Waipahu; a copy of which is attached hereto as Exhibit “B” and by reference made a part hereof, which sets forth the City’s obligations as sub-grantee of the FHWA funds; and

WHEREAS, this grant provides for a total project cost of \$800,000, of which \$640,000 is the federal cost share and \$160,000 is the required local cost share; and

WHEREAS, the City and County of Honolulu's local cost share amount, \$160,000, is not provided for in the DEM's current Operating Budget; and



**RESOLUTION**

WHEREAS, the Provision for Grants, Partnerships and Security line item in Section 10 of Ordinance No. 16-71 for FY 2017 provides funding to match state or general grants to agencies that do not have matching funds provided in the current Operating Budget; and

WHEREAS, a transfer of \$160,000 for the City and County of Honolulu's grant share amount from the Provision for Grants, Partnerships and Security line item is required to meet the local match grant program needs of the DEM; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that \$160,000 in General Fund monies be transferred between the following activities:

<u>From Current Expense</u>	<u>To Current Expense</u>	<u>Amount</u>	<u>Fund</u>
Provision for Grants, Partnerships and Security	DEM Contract Services	\$160,000	General

and

BE IT FURTHER RESOLVED by the Council of the City and County of Honolulu that the Mayor of the City and County of Honolulu, or his designee, is hereby authorized to carry out the provisions of this Resolution; and



**RESOLUTION**

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BE IT FINALLY RESOLVED that the City Clerk is hereby directed to transmit a certified copy of this Resolution to the Director, DEM, 650 South King Street, Honolulu, Hawaii 96813; and the Director, Department of Budget and Fiscal Services, 530 South King Street, Honolulu, Hawaii 96813.

INTRODUCED BY:

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DATE OF INTRODUCTION:

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\_\_\_\_\_  
Honolulu, Hawaii

\_\_\_\_\_  
Councilmembers



U.S. Department  
of Transportation

**Federal Transit Administration  
Federal Highway Administration**

FTA – Region IX  
90 7th Street, Suite 15-300  
San Francisco CA 94103-6701

FHWA - Hawaii Division  
300 Ala Moana Blvd #3306  
Honolulu, HI 96850-3306

July 8, 2016

In Reply Refer To: HAD-HI

Representative Ryan I. Yamane, Chairman  
OahuMPO Policy Board  
707 Richards St #202  
Honolulu, HI 96813

Subject: FY 2017 Overall Work Program  
FHWA Project Number PL-052(39) & FTA 5303 Funds

Dear Representative Yamane:

The FY17 Overall Work Program (OWP) for Oahu MPO as approved by the OahuMPO Policy Committee on May 27, 2016, is approved effective this date jointly by the Federal Highway Administration and the Federal Transit Administration.

Planning and research funds (as defined in 23 CFR 420) shall be administered in accordance with the provisions of 2 CFR 200 and 23 CFR 420. The authorization for these work items is subject to funds availability and as authorized under 23 U.S.C. 104(f). Obligation of these funds is subject to documented availability of State and local funds.

Work program activities approved herein must be and remain eligible under 23 USC 134, 135, and 505 or 49 USC 5303-5305, and 5313(b) and the provisions set forth under 23 CFR 420 and 23 CFR 450.

Prior approval is required for the following changes to any work item:

- **Budgetary:** Increase in federal funds [2 CFR 200.308]. Cumulative transfer among already approved work program line items of 10% of the total federal funds or \$100,000.
- **Programmatic:** Change in the scope or objectives of activities (e.g., adding or deleting line items) [2 CFR 200.308]. Extending the period of performance past the approved work program period. Transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original work program). Capital expenditures including purchase of equipment [2 CFR 200.313 and 200.439].

Each work item that includes travel events not specifically identified in the proposal, or those items requesting travel for out of state conferences and meetings, shall be submitted to the FHWA for eligibility consideration and approval prior to travel being incurred or it will be ineligible for Federal funds. Detailed justification statements are required to accompany travel budgets for each out of state proposal. With this OWP OahuMPO is implementing a work element for professional development (301.09-17). For membership in a professional organization to be an allowable cost, the membership should be in OahuMPO's name, with the staff participants name(s) under the organization. Training and education costs for OahuMPO staff are allowable as outlined under

2 CFR 200.431 (Fringe benefits), .454 (Memberships, subscriptions, & professional activities), & .472 (Training & education costs).

A copy of products developed under each work item should be submitted to the FHWA in hard copy and/or digital formats if requested. These products include, but are not limited to maps, plans, reports, manuals, and databases.

All projects receiving these funds are required to include an appropriate credit reference and disclaimer statement in the work products as specified in 23 CFR 420.117(e). While the FHWA and FTA do not require a statement to be placed on routine products such as an agenda, brochures, announcements, etc., this credit reference shall be included in long-range plans, TIPS, planning and feasibility studies, as well as research products undertaken by the grantee and subgrantees.

Please do not hesitate to contact Ted Matley, FTA Region IX, (415) 734-9468, or Liz Fischer, FHWA Hawaii, (808) 541-2325, for assistance.

Sincerely,

*Leslie T. Rogers*  
Regional Administrator  
Federal Transit Administration

*Mayela Sosa*  
Division Administrator  
Federal Highway Administration Hawai'i

cc: [VIA EMAIL]

OahuMPO: Chris Clark, Darryl Rhodes, Randolph Sykes, Amy Ford Wagner  
FTA-Region IX: Ted Matley, Ray Sukys  
FHWA-HI: Ralph Rizzo, Liz Fischer; Mike Nadeau  
HDOT: Ford Fuchigami, Ed Sniffen, Jade Butay, Ken Tatsuguchi, Dean Nakagawa

## Oahu Coastal Communities Evacuation Planning Project – Phase 2

<b>WE Number</b>	206.02-17	<b>Time Period</b>	October 1, 2016 – September 30, 2019
<b>Agency</b>	Department of Emergency Management	<b>Phone Number</b>	808-723-8960
<b>Coordinator</b>	Crystal van Beelen	<b>Fax Number</b>	808-524-3439
<b>Position</b>	Disaster Preparedness Officer	<b>Email Address</b>	cvanbeelen@honolulu.gov

### Objectives:

Following on the heels of the completion of an emergency evacuation plan for the geographic areas of Ewa, Kalaheo, Ko Olina, Nanakuli, Maili, Waianae, Makaha, Mokuleia-Waiialua, Waimea-Sunset Beach, Kahuku, Laie, Hauula, Kaaawa, Waikane-Waihole, Kahaluu, Heeia, Kaneohe, Kailua, and Waimanalo, this Phase 2 study would include the remaining coastal areas not included as part of the Phase 1 study. The plan will include identifying refuge areas and shelter facilities as appropriate. If private road access will be required, the study will identify coordination/collaboration requirements. Additionally, the plan will also have a GIS evacuation route/tsunami boundary signage plan for Oahu using standard approved *Manual of Uniform Traffic Control Devices (MUTCD) signs*<sup>1</sup>, and establish policies and procedures for tsunami-ready multi-story buildings in urban areas along the southern coast of Oahu for vertical evacuation.

### Project Description:

The project will be accomplished by a consultant contractor over an estimated 36 month period. The consultant is expected to initially perform a gap analysis to validate the study areas and prepare a work plan to accomplish the planned work. Field work will include site visits and field interviews with community organizations and private land owners to determine MOA and other supporting use agreement documentations that should be put in place to permit usage during an expected emergency event. Public coordination/collaboration will include meetings with governmental and NGO partners including SCD, DOT, DOH, HAH, JTFHD, Outdoor Circle, community associations, and City departments. These meetings will provide input into the preparation of the GIS maps to delineate the evacuation routes and locations of recommended Route and Tsunami Boundary signage. In addition, the study will include a vertical evacuation module for urban areas as a traffic management necessity. This module will help in standardizing an evaluation procedure to assess existing buildings to confirm their tsunami-safe structural integrity. A "Tsunami-Ready" program for hospitality, office, apartment, and condominium building owners would encourage them to conduct explicit evaluations; allowing for evacuation plans to be developed for their occupants to vertically evacuate, keep their vehicles parked to avoid adding to the traffic congestion of vehicles that actually need to be on the roads to evacuate and/or to respond. The entire study report, final product along with an Executive Summary of the project will be delivered with four (4) hard copies and two (2) CD.

### Work Products/Outcomes:

An Emergency Evacuation Plan for the areas of Hawaii Kai, Aina Haina, Waiialae-Kahala, Waikiki, Ala Moana, Kakaako, Downtown, Kalihi, the Honolulu International Airport, Aiea, Pearl City, and Waipahu.

### Project Justification:

This project will document the informational gap that currently exists for the Community and visitor population on recommended evacuation routes from the coastal areas. In addition to the providing recommended evacuation routes, it will provide and identify locations for of refuge areas, shelter locations, and traffic signage which is not currently available. The Tsunami Evacuation zone Boundary signage will also help to better establish the minimum safe evacuation distance from the coastal shoreline which also does not currently exist.

### Previous or Ongoing Work Related to Proposed Planning Study or Project:

<sup>1</sup> 2012 MUTCD Chapter 2N – Emergency Management Signing (<http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/part2ithu2n.pdf>)

Previous completed projects include various flood hazard analyses, storm surge modeling studies and Phase 1 of the Oahu Coastal Communities Evacuation Planning Project which would be made available for background and reference purposes.

**FY 2017 Staff Labor Commitment to the Work Element**

Position/Agency	Staff Labor (Hours)	Staff Labor Budget
DEM Staff		\$0
<b>STAFF LABOR SUB-TOTAL</b>		<b>\$0</b>

**FY 2017 Work Element Tasks & Budget**

Task #	Task	Estimated Completion Date	Budget
<b>Staff Tasks</b>			
	N/A		\$0
<b>STAFF LABOR SUB-TOTAL</b>			<b>\$0</b>
<b>Consultant Tasks</b>			
1	Gap Analysis		\$80,000
2	Field Work for Geographic Area Evacuation Route Plan (various)		\$150,000
3	Plan development for Geographic Area Evacuation Route Plan (various); includes private road analyses		\$250,000
4	GIS Mapping effort		\$80,000
5	Vertical Evacuation Module		\$150,000
6	Public Outreach Effort		\$90,000
<b>CONSULTANT SUB-TOTAL</b>			<b>\$800,000</b>
<b>Other Costs (e.g., travel, software, equipment, etc.)</b>			
	N/A		
<b>OTHER COSTS SUB-TOTAL</b>			<b>\$0</b>
<b>WORK ELEMENT GRAND-TOTAL</b>			<b>\$800,000</b>