

# *Citizen Advisory Committee*

*for the Oahu Metropolitan Planning Organization*

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## **NOTICE OF MEETING**

**Wednesday, September 21, 2016 - 3:00 p.m.**  
**Honolulu Hale, Room 301**  
**530 South King Street, Honolulu, Hawaii**

### **AGENDA**

Estimated Meeting Duration: 60 minutes

All meeting materials can be downloaded from the following link: <http://www.oahumpo.org/about-mpo/committees/citizen-advisory-committee/>

#### **FOR DISCUSSION AND ACTION:**

- 1. Call to Order & Introductions**
- 2. Approval of the July 20, 2016 Meeting Minutes**
- 3. Reports of Policy Board and Technical Advisory Committee meetings**  
Summaries of July 29 Policy Board meeting and July 8 Technical Advisory Committee meeting
- 4. Unfinished Business**  
There is no unfinished business.
- 5. New Business**
  - a. Report from Permitted Interaction Group for Complete Streets – John Goody (10 min)**  
Representatives from the OahuMPO's Citizen Advisory Committee (CAC) Complete Streets Permitted Interaction Group (PIG) will discuss research and recommendations on the CAC's request that the process and procedures documents for the Transportation Improvement Program (TIP) and the Oahu Regional Transportation Plan (ORTP) be amended to require the submission of a Complete Streets checklist for any project.  
  
*Requested Action:* Endorse the Permitted Interaction Group's proposed Memo to the Policy Board on Complete Streets as presented.
  - b. OahuMPO Code of Conduct and Conflict of Interest Policies – Chris Clark (10 min)**  
The OahuMPO Financial and Compliance Report for the Fiscal Year Ended June 30, 2015 identified eight audit findings. The first of which is to "improve commitment to integrity and ethical values." The auditor went on to recommend that the "OahuMPO develop and implement a code of conduct policy and a conflict of interest policy to ensure that integrity and ethical values are maintain at the control environment level."

The OahuMPO staff has developed draft code of conduct and conflict of interest policies. At the July 20, 2015 Policy Board meeting, the Policy Board approved a draft of the OahuMPO code of conduct for staff subject to review by the State Attorney General's office, the State Ethics Commission's attorney, and the City's Corporation Counsel. The Attorney General's office recommended that the code of conduct policy include the Policy Board since they also are representatives of OahuMPO. The Ethics Commission noted that being State Boards the advisory committees should also be included. The enclosed drafts incorporate comments received from the City and County Department of Transportation Services (DTS), the Attorney General's office, and the State Ethics Commission. Comments were also requested from the City's Corporate Council through DTS on July 5, 2016.

*Requested Action:* Recommend Policy Board approval of the OahuMPO Code of Conduct and Conflict of Interest Policies as presented.

- c. **CAC Early Input Into FYs 2018 Overall Work Program (OWP) – Randolph Sykes (20 min)**  
OahuMPO staff will be soliciting the CAC's input for potential OWP candidate projects. A presentation on past studies and programs proposed by the CAC and the prioritization of these proposals will be included. Copies of documents will be provided at the meeting or by request to OahuMPO.

*Requested Action:* No formal action is being requested at this time.

- d. **Complete Streets Implementation Plan – Kelly Akasaki (5 min)**  
OahuMPO's 2014 Overall Work Program (OWP) provided funding to the Department of Transportation Services (DTS) for Work Element (WE) 203.05-14 the Complete Streets Implementation Study. The study's product and outcome was to provide a framework/roadmap for implementation of the Complete Streets ordinance into transportation projects in Honolulu. Work products will include a draft and final report that includes sections on benchmarks, existing conditions, constraints, opportunities for integration with existing and future projects, potential stand-alone projects, cost estimates, prioritized list, schedule, and a vision study for one urban corridor. The project deliverables are available at:  
<https://www.honolulu.gov/dts/aboutus/trafficengineering/912-site-dts-cat/site-dts-cat/21842-completestreets.html>

*Requested Action:* Recommend Policy Board approval as evidence that the work was carried out and direct staff to use the study recommendations in the OahuMPO's planning processes.

- e. **Honolulu Urban Core Parking Master Plan – Rae Gee (5 min)**  
OahuMPO's 2010 and 2012 Overall Work Programs (OWP) provided funding to the Department of Transportation Services (DTS) for Work Element (WE) 203.79-10/12 the Honolulu Urban Core Parking Master Plan. The last comprehensive parking study for Honolulu was done in 1973. Changes in parking demand, supply, and technology, as well as the impact of future transit plans, needs to be assessed and integrated into a comprehensive parking plan for the urban core. The study's product and outcome was to

update the 1973 study. The project deliverables are available at:

<http://www.oahumpo.org/projects/planning-studies/honolulu-urban-core-parking-master-plan/>

*Requested Action:* Recommend Policy Board approval as evidence that the work was carried out and direct staff to use the study recommendations in the OahuMPO's planning processes.

**6. Invitation to interested members of the public to be heard on matters not included on the agenda**

**7. Announcements**

**8. Announcement of next scheduled meeting**

**4:00: Adjournment**

*Information on transit access via TheBus is available by calling 848-5555 or by visiting [www.thebus.org](http://www.thebus.org). Pedestrian access is from Punchbowl and King Streets; bicycle racks are available at Honolulu Hale. Wheelchair access is provided in front of Honolulu Hale, parallel to King Street. Take elevators inside Honolulu Hale to the 3<sup>rd</sup> floor. Automobile parking is available in the City & County of Honolulu parking lot at the Fasi Municipal Building (free after 4:00 p.m.); entrances are located on Beretania & Alapai Streets.*

**Parking will not be validated.**

To request language interpretation, or an auxiliary aid or service (i.e., sign language interpreter, or materials in alternative format), contact OahuMPO at 587-2015 (voice only) six (6) business days prior to the meeting date. TTY users may use TRS to contact our office.

Minutes of the  
Oahu Metropolitan Planning Organization

**CITIZEN ADVISORY COMMITTEE**  
Wednesday, July 20, 2016 at 3:00 p.m.

Honolulu Hale, Room 301  
530 South King Street, Honolulu, Hawaii

**Attendance**

<b>Member organization</b>	<b>Present?</b>	<b>Represented by</b>	<b>Absent?</b>
AARP	X	John Goody	
American Planning Association	X	John Valera	
American Society of Civil Engineers	X	Lara Karamatsu	
Beautiful Honolulu Foundation			X
Castle and Cook Homes Hawaii			X
Citizens for a Fair ADA ride	X	Rose Pou	
Committee for Balanced Transportation	X	Joseph Magaldi	
E Noa Corporation	X	Tom Dinell	
Gentry Homes, Ltd.	X	Deb Luning	
Hawaii Association of the Blind			X
Hawaii Bicycling League	X	Daniel Alexander	
Hawaii Teamsters / Allied Workers, Local 996	X	Wayne Kaululaa	
Hui Kupuna VIP			X
Hunt Companies			X
Institute of Transportation Engineers	X	Robert Nehmad	
Kaaawa Community Association	X	Andrea Anixt	
Land Use Research Foundation of Hawaii			X
League of Women Voters	X	Marcia Linville	
Mestizo Association			X
NB#01 Hawaii Kai			X
NB#02 Kuliouou-Kalani Iki			X
NB#03 Waialae-Kahala	X	Les Fukuda	
NB#05 Diamond Head-Kapahulu			X
NB#07 Manoa			X
NB#08 McCully-Moilili			X
NB#09 Waikiki			X
NB#10 Makiki-Lower Punchbowl-Tantalus	X	Charles Carole	
NB#11 Ala Moana-Kakaako			X
NB#13 Downtown			X
NB#14 Liliha-Puunui-Alewa-Kamehameha Hts.			X
NB#15 Kalihi Palama			X

Member organization	Present?	Represented by	Absent?
NB#18 Aliamanu - Salt Lake			X
NB#21 Pearl City	X	Larry Veray	
NB#22 Waipahu	X	Marcella Grandquist-Waller	
NB#23 Ewa			X
NB#24 Waianae Coast			X
NB#25 Mililani-Waipio-Melemanu	X	Dick Poirier	
NB#26 Wahiawa	X	Joe Francher	
NB#29 Kahaluu	X	Ken LeVasseur	
NB#34 Makakilo-Kapolei Honokai Hale			X
NB#35 Mililani Mauka-Launani Valley	X	Steven Melendrez	
NB#36 Nanakuli-Maili	X	Richard Landford	
North Shore Chamber of Commerce			X
Pacific Resource Partnership	X	Paul Migliorato	
Palehua Townhouses			X
Waikiki Resident's Association	X	Daisy Murai	

Guests	Michael Murphy (City/County Department of Transportation Services); Liz Fischer (US DOT FHWA); Shirley Landford (guest); Ruth Limtiaco (TLC PR); Cheryl Yoshida (Kukulu)
OahuMPO staff present	Chris Clark, Amy Ford-Wagner

Meeting was properly noticed in accordance with State law.

Chair Joseph Magaldi called the meeting to order at 3:00 p.m. and asked all attendees to introduce themselves.

**FOR DISCUSSION:**

**1. APPROVAL OF MINUTES OF MAY 18, 2016 MEETING**

Mr. Robert Nehmad moved and Mr. John Goody seconded a motion to approve the minutes of the May 18, 2016 meeting as presented. All members voted in favor. There being no discussion, objections, or abstentions the minutes were approved as circulated.

**2. REPORTS OF POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE MEETINGS**

Chris Clark, OahuMPO Interim Executive Director, presented on recent OahuMPO meetings:

- Technical Advisory Committee meeting (July 8):
  - Considered TIP Revision #12;

- Discussed Complete Streets and requested some presentations at the next TAC meeting. The next point when a Complete Streets checklist could be put in place formally as a part of TIP Policies & Procedures would be January 2017.
- Policy Board (June 24)
  - Mr. Clark noted that OahuMPO has an Interim Executive Director (himself) but, otherwise, is short-staffed, with only five of eight and half positions currently filled. Staff is prioritizing federally required tasks. The Policy Board is currently searching for a new Executive Director.

### **3. CONSIDER FORMATION OF PERMITTED INTERACTION GROUP FOR COMPLETE STREETS INVESTIGATION**

After some background on the purpose and role of a Permitted Interaction Group, Mr. Tom Dinell moved that the CAC form a Permitted Interaction Group, which will investigate the use of Complete Streets criteria in OahuMPO processes and procedures and prepare a report for the CAC's review and approval. Mr. Robert Nehmad seconded the motion.

The following members were proposed for the group: John Goody (Chair), Tom Dinell, Andrea Anixt, Joseph Magaldi, Dick Poirier. (Daniel Alexander was later added to the Permitted Interaction Group.)

The motion was amended (by Mr. Dinell, with Mr. Goody seconding) to delegate authority to the CAC Chair to appoint members, as needed.

Mr. Clark clarified that once the Permitted Interaction Group reports back to the CAC, the Permitted Interaction Group is concluded.

With no objections, the amended motion was approved.

Mr. Richard Landford had some questions about Complete Streets programming in the Nanakuli area and was put in touch with Mr. Goody for further help.

### **4. REVIEW DRAFT FFYS 2015-2018 TRANSPORTATION IMPROVEMENT PROGRAM REVISION #12**

Amy Ford-Wagner presented the Transportation Improvement Program (TIP) Revision #12 for the CAC's consideration and recommendation. CAC members asked several clarifying questions:

- Who is planning the projects listed under the Transportation Alternatives Program share?
  - This share of TAP funding is administered by the State of Hawaii Department of Transportation (HDOT), but the projects themselves will be planned and implemented by city/county agencies, including the Department of Transportation Services and Honolulu Authority for Rapid Transportation (HART).
- What level of environmental review is being done for the Kamehameha Highway project?
  - Staff's understanding is that the project is being managed by FHWA's Office of Federal Lands, is a design build project, and a NEPA document has not yet been prepared. OahuMPO will request information regarding the type of NEPA document that is expected from HDOT.
- More description of the Date Street bridge was requested.

- The project will be in the vicinity of Iolani School and will be in addition to the existing bridge over the canal.

Mr. Dick Poirier made a motion seconded by Ms. Andrea Anixt to recommend Policy Board approval of the FFYs 2015-2018 TIP Revision #12 as presented. With no objections, the motion was approved unanimously. Mr. Daniel Alexander joined the meeting at 3:37.

## 5. PUBLIC PARTICIPATION PLAN EVALUATION INPUT SESSION

After a presentation by Ms. Ruth Limtiaco and Ms. Cheryl Yoshida, the CAC participated in an input session to brainstorm about improving OahuMPO's public participation plan. The following input was received:

- Improve outreach to younger generation (under 30)
  - Use different means to access them
    - Use social media
    - Think about a survey through the Department of Education (to generate ideas from even younger students)
    - Reach out to UH, HPU students
      - CAC internship program with local students?
  - Younger generation may have different needs/wants for transportation
    - Complete streets are generally favored by young people, and not favored by older people
- Effective public participation is a two-way street
  - Neighborhood boards would like to hear directly from OahuMPO more often
  - Need information to be timely, understandable
  - Need to ask the public the right questions
    - For example: Ask "What are your needs for this roadway?" *not* "How should we design the roadway?"
- CAC effectiveness
  - Good communication with Neighborhood Board reps
  - Feels like a futile exercise
    - One-way communication with Policy Board
    - Public doesn't know we exist
- Additional thoughts
  - Who keeps track of data, and what kind of data is collected?
  - Libraries, Olelo, and public radio are a means of reaching out to the public

## 6. ANNOUNCEMENTS

Larry Veray made an announcement concerning a citizens group that is proposing a new alternate freeway and requested that the proposal be put on the agenda within the next six months.

The Chair proposes canceling the August meeting and members expressed no objections. The next meeting is scheduled for Wednesday, September 21, 2016 at 3:00 p.m.

There being no further business, the meeting concluded at 4:10.

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*CAC Chair Joseph Magaldi*

*Date*

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*CAC Secretary Amy Ford-Wagner*

*Date*

DRAFT



## Memorandum [DRAFT]

To: Policy Board Members  
From: Joseph Magaldi, Chair, Citizen Advisory Committee  
Date: October 17, 2016

### Incorporation of Complete Streets Criteria in ORTP and TIP Project Selection

#### BACKGROUND:

In January 2011, the CAC adopted a resolution to use Complete Streets in its evaluation of roadway transportation projects and project proposals. In October 2012, after forming a subcommittee and working collaboratively with stakeholders, the CAC adopted a Complete Streets Checklist to gather information from implementing agencies about proposed projects. However, the checklist is rarely used and is not formally part of Oahu MPO's policies and procedures.

The State of Hawaii passed a Complete Streets law in 2009, and the City and County of Honolulu passed a Complete Streets ordinance in 2012. The Comprehensive Agreement of July 20, 2015 incorporates a complete streets approach within the "3-C Planning Process", and requires the CAC to apprise the Policy Board of public opinion regarding surface transportation projects. To this end, the CAC wishes to be provided timely information relevant to the Oahu MPO's project selection processes, to discharge its duties as set forth, and to actively support Complete Streets implementation. At its August meeting, the Policy Board requested that CAC representatives meet with the TAC regarding the feasibility of obtaining information relevant to such projects from proposing agencies.

#### ISSUE:

In its duty to provide public input advising the Policy Board on transportation issues, the CAC is asked to comment on both the ORTP and the TIP. In both documents, our concerns are only with non-programmatic roadway transportation projects, in planning, acquisition, design, or construction phases.

For the ORTP, the CAC would need project information only at the time a five-year update to the plan is prepared. The three elements of information requested are:

- If the project is on a roadway segment exempt from Complete Streets requirements?
- Is it exempt from Complete Streets for other statutory reasons?
- Is the affected roadway segment listed on a state or county bicycle or pedestrian master plan?

These questions can be incorporated into the ORTP project application form.

For the TIP, information would be needed for all newly added projects every 4 years in the TIP cycle, or for projects included in the semi-annual amendments. The requested elements of information could be

incorporated within the existing TIP Project Information Justification Sheet (PIJS), which would provide the most convenient vehicle for conveying information to the CAC, as it is a document already in use. The Following additional elements of information are requested for inclusion on the Oahu MPO PJIS:

- Is the affected roadway segment listed on a state or county bicycle or pedestrian master plan? If so, which plan and plan project number?
- To the existing questions on whether bicycle and/or pedestrian elements are included, if the answer is yes, add to the explanation examples of the basic types of elements appropriate to the project for planning consideration [for example: bike path, bike lane, sidewalk, safety islands]
- If the project is on a transit route, are elements to enhance transit services contemplated for planning? If so, what types are considered appropriate for consideration [for example: bus turnouts, covered waiting areas, benches, shade trees]?
- Are there other opportunities in this project to include amenities that encourage more people to walk, ride bicycles or take transit to their destinations? If so, please describe.

**Technical Advisory Committee:**

Representatives of the CAC met with the TAC at its 9 September meeting regarding the feasibility of obtaining information requested above. The requested information herein has been modified to reflect the concerns expressed by TAC members.

**PROPOSED ACTIONS:**

1. Direct OahuMPO staff to prepare revisions to the ORTP Policies & Procedures to incorporate an updated project application form that includes the proposed questions on complete streets.
2. Direct OahuMPO staff to prepare revisions to the TIP Policies & Procedures to incorporate an updated Project Justification Information Sheet (PJIS) that includes the proposed questions on complete streets.

**RECOMMENDATION:**

Approve the proposed actions.

**STATE OF HAWAII**  
**OAHU METROPOLITAN PLANNING ORGANIZATION**  
**SCHEDULE OF FINDINGS AND QUESTIONED COST**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

**Finding Number:** 2015-001  
**Area:** Improve Commitment to Integrity and Ethical Values

**Criteria:**

OahuMPO's control environment is a key component of internal controls over the accounting, grants management, and financial reporting areas. The Policy Board and the Executive Director must make a commitment to integrity and ethical values to strengthen OahuMPO's control environment.

**Condition:**

During our examination, we noted that OahuMPO did not adopt a code of conduct and a conflict of interest policy, which is reviewed and signed by the Policy Board and employees of OahuMPO during the fiscal year ended June 30, 2015. Due to the nature of the role and responsibilities of the Policy Board members and as a recipient of OahuMPO's grant monies related to projects included in the approved OWP, it is important to have a code of conduct and conflict of interest policies that is acknowledged by the Policy Board and employees of OahuMPO.

**Cause:**

OahuMPO started work on a code of conduct and conflict of interest policy during the fiscal year ended June 30, 2015, but the draft was not approved by the Policy Committee until after the end of the fiscal year.

**Effect:**

The effect of the above condition is a weak control environment, which will reduce the effectiveness of the other components of OahuMPO's system of internal controls over these areas. Weak internal control over this area could result in incomplete and inaccurate financial reporting and noncompliance with laws, regulations, grant agreements, and other contractual arrangements.

**Recommendation:**

We recommend that OahuMPO develop and implement a code of conduct policy and a conflict of interest policy to ensure that integrity and ethical values are maintain at the control environment level.

**Auditee Response and Corrective Action Plan:**

The Executive Director concurs and appreciates the recommendation. In the fiscal year 2016, OahuMPO staff has developed a draft code of conduct and conflict of interest policies which was approved by the Policy Board on July 20, 2015 subject to review by the State Attorney General's office and the City's Corporation Counsel and the State Ethics Commission's attorney.

**Auditee Contact Person:**

Brian Gibson, Executive Director

**Disposition of Comments on Code of Conduct and Conflict of Interest Policies 8/25/2016**

<b>Comment #</b>	<b>Content/Section</b>	<b>Originator (Person/agency sending in comment)</b>	<b>Comments</b>	<b>Response</b>
1		AG	1. Add second paragraph in Overview section, p.1 of Board policy similar to that in Staff Policy.	Incorporated
2		AG	2a. Add to Statement of Policy section, p.1 'and Advisory Committee"	Incorporated
3		AG	2b. Any disciplinary action to be taken?	Add a second paragraph in Statement of Policy section: "If it is determined that a Board Member has failed to comply with this policy, the issue will be referred to the OahuMPO Policy Board for further action." PB is the decision-making body. AG's Office accepted response on 8/22/16.
4		AG	3. Sec 6, p.2: "This restriction does not apply to outside employment of a Board member if the employment is the Board member's primary source of income." Sentence conflicts with Sec. 3, p.2.	Deleted sentence.
5		AG	No provision in Policy Board policy for gifts, confidential information, etc. as is included in Staff policy.	Not added to Policy Board policy. Intent for putting it in the Staff policy was to have a more stringent policy for staff than is in the State policy. Board members are covered under State policy. AG's Office accepted response on 8/22/16.
6		DTS	Policy Board & Advisory Cmtees: Definitions, p.2 capitalize beginning of definition ('a' to 'A')	Correction made.
7		DTS	Policy Board & Advisory Cmtees: Definitions, p.2 capitalize beginning of definition ('a' to 'A')	Correction made.
8		DTS	Staff Policy, Definitions, p.1: Overview, p.1 Add "This policy does not apply to Policy Board members, voting and/or non-voting, or to members of any advisory committee.	Did not include as policy title specifies 'Staff' and one comment from Ethics Commission was to keep things simple.
9		DTS	Staff Policy, Definitions, p.2: Questioned the Executive Director as Compliance Officer	AG was ok with this.
10		DTS	Staff Policy, Definitions, p.2: Immediate Family – suggest definition inclusion of 'partner' be changed to 'domestic partner'	Incorporated
11		DTS	Staff Policy, Definitions, p. 2 suggest changing 'Staff Member' definition to include any member of his or her immediate family, or his or her "domestic partner" (collectively referred as "staff member"	Did not incorporate because definitions, as written, were ok with AG's office.
12		C&C Corporation Counsel	Transmitted on 7/5/16. No comments received to date.	
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# CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY - POLICY BOARD AND ADVISORY COMMITTEES

POLICY NUMBER: 901.B

VERSION: 2016-08

DATE ADOPTED:

## **OVERVIEW:**

It is Oahu Metropolitan Planning Organization's policy to maintain the highest ethical standards and to comply with all applicable laws, rules, and regulations. It is OahuMPO's goal to create a reputation for integrity, fairness and respectfulness; of responsibility, trust, and sound judgment.

The OahuMPO's Code of Conduct and Conflict of Interest Policy establishes a code of conduct for Oahu Metropolitan Planning Organization's Policy Board and Advisory Committee Members. The OahuMPO's Code of Conduct and Conflict of Interest Policy provides guidelines for identifying and disclosing conflicts of interest and includes procedures to be followed should conflicts of interest, or situations that may result in the appearance of a conflict of interest, arise.

Questions about this policy should be directed to the OahuMPO Executive Director.

## **I. STATEMENT OF POLICY**

All Policy Board members and Advisory Committee members are subject to the State of Hawai'i Ethics Code at all times while acting in the capacity of a Board Member. Compliance with this Policy does not excuse or relieve any person from any obligation imposed by any applicable city, state or federal laws or regulations. To the extent that there is any conflict between this Policy with any applicable city, state or federal law or regulation, the city, state or federal law or regulation shall prevail over this Policy.

If it is determined that a Board Member has failed to comply with this policy, the issue will be referred to the OahuMPO Policy Board for further action.

## **II. DEFINITIONS**

*OahuMPO*: The Oahu Metropolitan Planning Organization which is the Metropolitan Planning Organization for the island of Oahu.

*Code of Conduct and Conflict of Interest Policy:* The written statement regarding acceptable behavior by OahuMPO's Policy Board and Advisory Committee Members.

*Board:* Policy Board or any Advisory Board or Committee such as the Technical Advisory Committee and the Citizens Advisory Committee

*Board Member:* Any official or appointee, who sits on any OahuMPO Board as a voting or non-voting member.

*Official duties:* A decision, recommendation, approval, disapproval, or other action, including inaction, which involves the use of discretionary authority.

*Official authority:* Administrative or legislative powers of decision, recommendation, approval, disapproval, or other discretionary action.

*Policy:* Code of Conduct and Conflict of Interest Policy – Policy Board and Advisory Committees, Policy No. 901.B

### **III. STANDARDS OF CONDUCT**

Members of the Board shall at all times abide by and conform to the code of conduct and ethics regulations established by their respective jurisdictions.

More generally, members of the Board:

1. Shall conduct the business affairs of the OahuMPO in good faith and with honesty and integrity.
2. Shall abide in all respects to all rules and regulations of the Comprehensive Agreement (including any Supplemental Agreements) and the Board bylaws.
3. Shall not accept or solicit for personal gain, any benefit that may reasonably be inferred to tend to influence the Board Member to act improperly in the discharge of his/her official duties or official authority or that gives the appearance of being influenced.
4. Shall not use his or her position to secure official information about any person or entity for any purpose other than the performance of official responsibilities.
5. Shall not knowingly perform or refuse to perform any act in order to deliberately thwart the execution of the policies, rules or regulations of the Board.
6. Shall not personally provide services for compensation, directly or indirectly, to a person or organization who is requesting an approval, investigation, or determination from the Board.

7. Shall not use for their personal benefit and shall not disclose, except as may be required by law, confidential information gained in the course of or by reason of their positions. This provision shall not prohibit the disclosure of such information to incumbent public officials or employees to whose duties such information may be pertinent.
8. Shall acknowledge in writing receipt of this Ethics Policy.
9. Any Board Member with a conflict of interest or appearance of a conflict of interest shall not be involved in any decision or official action of OahuMPO. When a conflict of interest is present or relevant to a meeting of the OahuMPO Policy Board or any advisory committee meeting, the conflict shall be noted in the meeting minutes.

DRAFT

**ACKNOWLEDGMENT**

I acknowledge that I have received, reviewed and understand Oahu Metropolitan Planning Organization’s Code of Conduct and Conflict of Interest Policy – Policy Board and Advisory Committees 901.B. I agree to strictly comply with the Policy.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

DRAFT

# CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY - STAFF

POLICY NUMBER: 901.A

VERSION: 2016-08

DATE ADOPTED:

## OVERVIEW:

It is Oahu Metropolitan Planning Organization's policy to maintain the highest ethical standards and to comply with all applicable laws, rules, and regulations. This Code of Conduct and Conflict of Interest Policy governs the activities of the staff of the Oahu Metropolitan Planning Organization (OahuMPO). It is OahuMPO's goal to create a reputation for integrity, fairness and respectfulness; of responsibility, trust, and sound judgment. This policy does not apply to Policy Board members or to members of any advisory committee.

The OahuMPO's Code of Conduct and Conflict of Interest Policy establishes a code of conduct for Oahu Metropolitan Planning Organization's employees. The OahuMPO's Code of Conduct and Conflict of Interest Policy provides guidelines for identifying and disclosing conflicts of interest and includes procedures to be followed should conflicts of interest, or situations that may result in the appearance of a conflict of interest, arise.

Questions about this policy should be directed to the OahuMPO Executive Director.

## I. STATEMENT OF POLICY

If it is determined that a staff member has failed to comply with this policy, possible disciplinary action, depending upon the severity of the infraction, may include:

1. Documentation of the infraction(s) as part of the staff member's annual performance appraisal;
2. Referral for legal investigation and/or prosecution;
3. Termination of employment by OahuMPO; and
4. Any other action permitted by law.

## II. DEFINITIONS

*OahuMPO:* The Oahu Metropolitan Planning Organization which is the Metropolitan Planning Organization for the island of Oahu

*Code of Conduct and Conflict of Interest Policy:* The written statement of acceptable behavior by OahuMPO's Staff that ensures that OahuMPO operates according to the highest ethical standards.

*Compliance Officer:* The Executive Director of the Oahu Metropolitan Planning Organization or his or her designee is responsible for implementing and administering the Code of Ethical Conduct.

*Financial Interests:* An interest held by an individual, the individual's spouse, or dependent children which is: (1) an ownership interest in a business, (2) a creditor interest in an insolvent business, (3) an employment, or prospective employment for which negotiations have begun, (4) an ownership interest in real or personal property, (5) a loan or other debtor interest, (6) a directorship or officership in a business.

*Immediate Family:* Includes parent, child, grandparent, grandchild, brother, sister, husband, wife, and domestic partner.

*Staff:* All OahuMPO employees, including the Executive Director.

*Policy:* Code of Conduct and Conflict of Interest Policy

### III. STANDARDS OF CONDUCT

#### A. CONFLICTS OF INTEREST.

A conflict of interest arises when a staff member or any member of his or her immediate family has financial interests that could influence or interfere with, or give the impression of influencing or interfering with, the staff member's ability to perform that staff member's official responsibilities or duties. A conflict of interest also arises when there is a situation or situations which may result in inappropriate financial gain by the staff member or their immediate family. Both results are damaging to OahuMPO. No staff member shall take any official action directly or indirectly affecting:

1. A business or other undertaking in which the staff member has a substantial financial interest; or
2. A private undertaking in which the staff member is engaged as an employee, counsel, advisor, consultant, representative, or other agency capacity.

No staff member shall acquire financial interests in any business or other undertaking which the staff member has reason to believe may be directly or indirectly involved in official action to be taken by the staff member.

No staff member shall assist any person or business or act in a representative capacity for any entity other than OahuMPO before any state or county agency for a contingent compensation.

No staff member shall assist any person or business or act in a representative capacity for any entity other than OahuMPO for a fee or other compensation to secure passage of a bill or ordinance or to obtain a contract, claim, or other transaction or proposal in which the staff member has participated or will participate as a staff member, nor shall the staff

member assist any person or business or act in a representative capacity for any entity or person other than OahuMPO for a fee or other compensation on such bill, contract, claim, or other transaction or proposal before the legislature, city council, or any state or county agency.

**B. GIFTS.**

No staff member shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the staff member in the performance of the staff member's official duties or is intended as a reward for any official action on the staff member's part.

**Gifts of Aloha.** This policy does not preclude the acceptance of items of nominal or insignificant value which are not related to any particular transaction or activity of a staff member or OahuMPO. In general, gifts of aloha with a market value of \$20 or less singly, and aggregating to no more than \$100 annually from any single source, may be accepted, but shall be documented on a *Conflict of Interest Disclosure Report*, the form of which is attached to this policy. NOTE: staff members involved in a procurement process may never accept a gift from any respondent(s) or potential respondent(s) regardless of the dollar value of the gift.

**Travel Reimbursement by a Government Entity.** The reimbursement of travel expenses by another department or agency of State, County, or Federal government or by another metropolitan planning organization, including the costs of lodging, meals, and any event attendance fees, is permitted provided that the purpose of the trip was for the conducting of official business or attendance at a conference, training, workshop, or other event related to the official duties of the staff member.

**C. CONFIDENTIAL INFORMATION.** No staff member shall disclose information or use information for personal gain which by law is not available to the public and which the staff member acquires in the course of their official duties, or use the information for personal gain.

**D. FAIR TREATMENT.** No staff member shall use or attempt to use their official position to secure or grant unwarranted privileges, exemptions, advantages, contracts, or treatment, for oneself or others; including, but not limited to the following:

1. Seeking other employment or contract for services for oneself by the use or attempted use of the staff member's position;

2. Accepting, receiving, or soliciting compensation or other consideration for the performance of the staff member's official duties or responsibilities except as provided by law;
3. Using work time, equipment, or other facilities for personal or private business purposes;
4. Soliciting, selling, or otherwise engaging in a substantial financial transaction with a subordinate or a person or business who the staff member supervises or manages in their official capacity.

**E. OUTSIDE EMPLOYMENT.** (i.e., "moonlighting") outside of OahuMPO is permitted provided:

1. It does not interfere with the staff member's work at OahuMPO or OahuMPO's operations; and
2. It does not violate this policy; and
3. It does not give the appearance of a conflict of interest.

**F. PROCUREMENT.** Pursuant to 2 Code of Federal Regulations ("CFR") §200.318, OahuMPO staff shall follow its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR. In the absence of documented procurement procedures within OahuMPO, or in the event OahuMPO procurement procedures conflict with State procurement procedures, staff shall follow State procurement procedures as implemented by the Hawaii Department of Transportation. In the event that State procurement procedures conflict with Federal procurement requirements as documented in 2 CFR Part 200, staff shall follow Federal requirements.

**G. POLITICAL PROCESS.** Staff members retain their right to express their personal opinion on political matters or candidates. However, staff members may not use their official position within OahuMPO to try to influence the outcome of a political campaign or process.

- a. PERMITTED activities and actions by staff members when acting as private citizens:
  - i. Being a candidate for public office in a nonpartisan election (note that the entire election must be nonpartisan; if any candidate participating in the election is a partisan candidate, the staff member is not permitted to run even as an independent candidate);
  - ii. Registering to vote;
  - iii. Assisting in voter registration drives;
  - iv. Expressing opinions about candidates and issues;
  - v. Contributing money to political organizations;

- vi. Attending political fundraising functions;
- vii. Attending and being active at political rallies and meetings;
- viii. Joining and being an active member of a political party or club;
- ix. Signing nominating petitions;
- x. Campaigning for or against referendum questions, constitutional amendments, municipal ordinances;
- xi. Campaigning for or against candidates in partisan elections;
- xii. Making campaign speeches for candidates in partisan elections;
- xiii. Distributing campaign literature in partisan elections;
- xiv. Holding office in political clubs or parties including serving as a delegate to a convention

b. PROHIBITED activities and actions:

- i. Using a job title or position while engaging in political activity;
- ii. Using official authority or job title to influence or interfere with an election;
- iii. Soliciting or discouraging the political activity of any person who has business before OahuMPO;
- iv. Engaging in campaigning or any political activity while at work;
- v. Engaging in any political activity using government property (e.g., OahuMPO computers, office supplies, paper, postage, etc.), or while using a government vehicle;
- vi. Engaging in political activity in any government office;
- vii. Running for office in a partisan election;
- viii. Wearing political buttons or displaying political preferences while in the office or while working in an official capacity outside of the office;
- ix. Allowing one's name or likeness to be used in campaign literature in their professional capacity;
- x. Hosting a fundraiser for a political candidate and recruiting attendees using the staff member's official title;
- xi. Soliciting, accepting, or receiving uncompensated individual volunteer services from a subordinate for any political purpose.

In addition, and to the extent that the staff member's first amendment rights are preserved, staff members are strongly encouraged to avoid becoming or appearing to be affiliated with any political campaign or candidate. It is the nature of our profession that we must work openly and honestly with whomever wins an election. Appearing to be tied to a particular candidate or cause can damage staff's ability to establish trust and credibility with elected and appointed leadership.

**H. CUMULATIVE APPLICATION.** This Policy shall be cumulative of and supplemental to all applicable provisions of state and federal laws and regulations. Compliance with the Policy does not excuse or relieve any person from any obligation imposed by any applicable state or federal laws or regulations. To the extent that there is any conflict between this Policy with any applicable state or federal law or regulations, the state or federal law or regulations shall prevail over this Policy.

#### IV. OBLIGATION TO REPORT VIOLATIONS AND COOPERATION

It is the duty of all staff members to be aware of this Policy, and to identify conflicts of interest or situations that may result in the appearance of a conflict of interest and to disclose those situations, conflicts, or potential conflicts to: (1) the employee's supervisor, (2) the Executive Director, (3) the Policy Board, or (4) other designated person(s), as appropriate.

**A. CONFLICT OF INTEREST DISCLOSURE REPORT.** Staff members shall complete the attached Conflict of Interest Disclosure Report ("report") when:

1. There is any potential violation of this Policy, or
2. There is any potential situation which may reasonably be expected to result in a violation of this Policy, or
3. There is any potential situation which does or may reasonably be expected to result in the appearance of a violation of this Policy, or
4. They witness or are a party to any violation of criminal law involving fraud, bribery, or gratuity.

The report shall be completed by the staff member and turned into the staff member's immediate supervisor or other appropriate person as soon as the relevant situation becomes known to the employee, or as soon thereafter as is practical.

Any staff member with a conflict of interest or appearance of a conflict of interest shall not be involved in any decision or official action of OahuMPO. When a conflict of interest is present or relevant to a meeting of the OahuMPO Policy Board or any advisory committee meeting, the conflict shall be noted in the meeting minutes.

#### ACKNOWLEDGMENT

I acknowledge that I have received, reviewed and understand Oahu Metropolitan Planning Organization's Code of Conduct and Conflict of Interest Policy (Policy). I agree to strictly comply with the Policy and understand that I will be subject to disciplinary action if I violate the Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# OAHUMPO CONFLICT OF INTEREST DISCLOSURE REPORT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position No.  
\_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between OahuMPO and your personal interest, financial or otherwise.

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I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by the Code of Conduct and Conflict of Interest Policy.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME



## Complete Streets Implementation Study

<b>WE Number</b>	203.05-14	<b>Time Period</b>	July 1, 2014 – June 30, 2016
<b>Agency</b>	DTS	<b>Phone Number</b>	808-768-8304
<b>Coordinator</b>	Mark Garrity	<b>Fax Number</b>	808-768-4730
<b>Position</b>	Deputy Director	<b>Email Address</b>	

### Objectives:

- To implement the goals and requirements of the Complete Streets ordinance as it applies to existing streets.

### Project Description:

The Complete Streets Implementation Study will provide the City & County with a framework for implementation of the Complete Streets ordinance. The steps of the Study will be as follows:

- Establish benchmarks for measuring progress based on the objectives described in Section 14-X.2(b) of the Complete Streets ordinance.
- Ascertain the existing conditions to establish a baseline from which the City & County will determine extent of needs and estimate cost of enhancements; baseline to be used to track improvements made over time.
- Determine roadblocks or barriers to implementation of Complete Streets, which may be physical and/or institutional.
- Examine opportunities to integrate multimodal improvements into projects that originate outside the scope of Complete Streets.
- Coordinate with various City & County departments and other agencies as appropriate.
- Prepare a plan to Implement Complete Streets concepts and principles on existing streets:
  - prepare order-of-magnitude cost estimates;
  - establish criteria for prioritizing projects (e.g., outcomes including safety, cost, feasibility);
  - prioritize projects; and
  - establish timing and schedule for completion.
- Select one urban corridor and conduct a vision study that will illustrate how Complete Streets principles can be applied over time to an existing street. Steps will include:
  - Meet with stakeholders and the general public to garner opinions and ideas for the selected corridor;
  - Produce illustrative plans and drawings that support the vision of the stakeholders and public, and demonstrate how Complete Streets principles can be applied in a specific, existing street; and
  - Prepare preliminary cost estimates and schedule for completion.
- Produce draft and final reports.

### Work Products/Outcomes:

The Study will provide a framework/roadmap for implementation of the Complete Streets ordinance into transportation projects in Honolulu. Work products will include a draft and final report that includes sections on benchmarks, existing conditions, constraints, opportunities for integration with existing and future projects, potential stand-alone projects, cost estimates, prioritized list, schedule, and a vision study for one urban corridor.

### Project Justification:

Ordinance 12-15, signed into law in 2012, established a Complete Streets policy for the City & County of Honolulu. As per the ordinance: *“Under this policy, the city hereby expresses its commitment to encourage the development of transportation facilities or projects that are planned, designed, operated, and maintained to provide safe mobility for all users. Every transportation facility or project, whether new construction, reconstruction, or maintenance, provides the opportunity to implement Complete Streets policy and principles.”* The Complete Streets Implementation Study is needed to provide a framework for implementation of the new law.



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

- Report of the HDOT Complete Streets Task Force;
- State and City and County Reports on Condition of streets;
- OahuMPO CAC Checklist on Complete Streets Projects;
- Results of HCPO Complete Streets Charrette on Three Problem Areas; and
- Other reports by City & County, State, and Honolulu Authority for Rapid Transportation.

**Staff Labor Commitment to the Work Element**

**Staff Labor To Be Used as Match**



**Staff Labor to be Reimbursed**

Task #	Position/Agency	STAFF LABOR			FUNDING SOURCES		Total
		Hrs	\$/Hr*	Additive 53.68%	Non- Federal	Federal FHWA	
<b>1</b>	Planner/DTS	300					
<b>2</b>	Engineer/DTS	200					
<b>3</b>	Engineers/DDC & DFM	200					
<b>4</b>	Support Staff/DTS	50					
<b>STAFF LABOR SUB-TOTAL EXPENDITURES</b>					<b>\$10,000</b>	<b>\$40,000</b>	<b>\$50,000</b>
<i>*Dollar figure products may not be precise due to rounding</i>							



# City & County of Honolulu Complete Streets Implementation Study

OWP Project Presentation  
September 21, 2016



# PROJECT TASKS

Task 1: Review related studies and reports

Task 2: Review, Update, Revise existing Rules and Regulations

Task 3: Identify Roadblocks

Task 4: Complete Street Performance Standards

Task 5: Planning and Design Exercise on up to 20 specific sites

Task 6: King Street Corridor Bicycle Plan

Task 7: Training

Task 8: Final Report

Task 9: Reports

# **PROJECT DELIVERABLES**

Review of Related Studies and Reports (working paper)  
City & County of Honolulu Complete Streets Design Manual  
Recommended Regulatory Revisions to Implement Complete Streets  
Residential Speed Limit Study (memorandum)  
O‘ahu Pedestrian Safety Study Update (memorandum)  
Identify Roadblocks (memorandum)  
Performance Measures Report  
16 Project Sites (reports and conceptual design)  
King Street Bike Lane (design guidance and instructional pamphlet)  
Parklet Pilot Program Guide  
Training (workshop presentation)  
Final Report



## WORK ELEMENT 203.79-10 Honolulu Urban Core Parking Master Plan

### Objectives

To conduct an on-street and off-street “public parking” survey in the Honolulu urban core<sup>28</sup> for the purpose of assessing existing and future parking (on-street and off-street) supply and demand.

### Product

A parking master plan for the Honolulu urban core that provides recommendations for the integration of parking planning into a comprehensive transportation multi-modal strategy for Honolulu.

### Previous or Ongoing Work Related to Work Element

*Honolulu Comprehensive Parking Study, 1973*

*Honolulu Parking Management Study, 1981*

### Identification of Need

The last comprehensive parking study for Honolulu was done in 1973. Changes in parking demand, supply, and technology, as well as the impact of future transit plans, need to be assessed and integrated into a comprehensive parking plan for the urban core. Because of this, the study needs to be updated.

This study is intended to provide information to supplement the update of the *Oahu Regional Transportation Plan 2035*, which will begin in 2009.

### Impact of Work Element

This planning study will identify and assess potential locations and methods for the potential expansion and/or contraction of parking capacity including strategies for managing parking within the development of a new rapid transit system.

### Tasks

1. DTS’ consultant to review and evaluate existing parking policies, procedures, standards, and pricing.
2. DTS’ consultant to conduct on-street and off-street parking surveys to determine the current inventory of parking spaces available for “public parking.”
3. DTS’ consultant to convene an advisory task force comprised of stakeholders and community representatives to discuss parking demand, supply, and management issues.
4. DTS’ consultant to prepare a parking master plan report that would incorporate the study objectives cited above.

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<sup>28</sup> The limits of the study area are Chinatown (River Street) to Keeaumoku Street and Beretania Street to Nimitz Highway/Ala Moana Boulevard.



Estimated Completion Date

June 2010

Estimated DBE Opportunity

A race-neutral DBE participation rate of 9% is anticipated.

Estimated Cost By Funding Source

Total	FTA	FHWA	Local M
500,004		400,003	100,001

Estimated Staff/Other Costs

Agency	Staff	Person Months	Cost
DTS	Planners	8.8	100,001
	<b>Other</b>		
DTS	Consultant		400,003
	<b>Total</b>		500,004

# Honolulu Urban Core Parking Master Plan

## Honolulu, Oahu, Hawaii

Prepared for:

City and County of Honolulu  
Department of Transportation Services



Prepared by:

Walker Parking Consultants



# Purpose and Goals of the Study:

- To perform an analysis of parking located within the City's Urban Core bordered by River Street to Keeaumoku Street, between Beretania Street to Nimitz Highway/Ala Moana Boulevard.
- To determine potential to generate net revenues (year 2011) during an economic downturn
- Review the City's parking system, appraise and inventory facilities, review operations, assets, revenues, and responsibilities among various City Departments.
- To update the Update Honolulu Comprehensive Parking Study, 1973
- To review the City's existing parking pricing program
- To review the occupancy, turnover, enforcement, and pricing of parking in Waikiki



**WALKER**  
PARKING CONSULTANTS

# Tasks and Deliverables

- Task 1: Project Management
- Task 2: Parking Meter Technologies
- Task 3: Feasibility Analysis of Monetization
- Task 4: Parking Market and Financial Analysis
- Task 5: Update Honolulu Comprehensive Parking Study, 1973
- Task 6: Condition Appraisal
- Task 7: Parking Pricing Study
- Task 8: Waikiki Parking Meter Study and On-Street Parking Pricing Plan



**WALKER**  
PARKING CONSULTANTS

# Study Conclusions and Implementation

- Create a single source responsibility center
- Upgrade parking meter technology
- Automate off-street collection revenue
- Develop a marketing and public relations program
- Promote parking (Branding parking, Ambassador Approach to Enforcement, Promotion of a Parking Meter Program)
- Invest in existing infrastructure (50-year planning and maintain existing facilities)
- Conduct a parking operations audit
- Extend meter hours
- Bundle operator parking agreements
- Increase parking rates
- Revisit potential for shared parking citations revenue with the State of Hawaii