



# OahuMPO Technical Advisory Committee

September 9, 2016



- I. Call to order by Chair
- II. Introductions/Roll Call



## III. June 3 and July 8, 2016 Meeting Minutes



## IV. Reports

### a. Interim Executive Director



# V. Old Business

## a. None



## VI. New Business

### a. Presentation of the City and County of Honolulu's Complete Streets Policies



## VI. New Business

### b. Presentation of the Hawaii Department of Transportation's Complete Streets Policies



## VI. New Business

### c. Complete Streets Project Checklist and Process & Procedures



# Complete Streets Project Checklist

- 2009
  - Hawaii passes Act 54 requiring the State of Hawaii Department of Transportation and the county transportation departments to adopt a Complete Streets policy that reasonably accommodates convenient access and mobility for all users of the public highways.
- 2012
  - Honolulu County Complete Streets Ordinance Bill 26 was signed into law.



# Complete Streets Project Checklist

- **January 2011**
  - The CAC approved a resolution to use a Complete Streets checklist in its evaluation of transportation projects and proposals for the TIP and ORTP.
- **Members of the CAC worked with stakeholders to develop a Complete Streets checklist.**
- **Because the CAC is an advisory body only, its resolution did not change OahuMPO processes and procedures**
  - OahuMPO staff requests completion of the Complete Streets checklist, but cannot require it.



# Complete Streets Project Checklist

- The City has used its own Complete Streets checklist since 2015
- The State is currently developing its own CS checklist
  - OahuMPO staff intends to complete a comparison of the checklists and facilitate either the use of one CS checklist or the acceptance of other checklists by the CAC.
- The CAC has recommended to the Policy Board that the TIP and ORTP process and procedures documents be amended to include the required use of a Complete Streets checklist



## CAC Recommendation for the ORTP

- **When the five-year update is prepared:**
  - 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?



## CAC Recommendation for the TIP

- Project location on a state or city bike or pedestrian plan?
  - Project number/title?
- Bike/ped elements being contemplated?
  - Examples
- Transit services elements being contemplated?
  - Examples?
- Amenities to encourage pedestrian/bike travel included?



# CAC Recommendation for PB

## Direct OahuMPO staff to:

1. prepare revisions to the ORTP Policies & Procedures to incorporate an updated project application form that includes the proposed questions on complete streets.
2. prepare revisions to the TIP Policies & Procedures to incorporate an updated Project Justification Information Sheet (PJIS) that includes the proposed questions on complete streets.
3. include Complete Streets criteria in any proposed performance-measure driven process to prioritize the TIP and ORTP, which accounts for no less than 25 percent of a project's quantitative score.



# Complete Streets Project Checklist

- *Recommended Action:* Consider forming a permitted interaction group (PIG), which will investigate the issue and prepare a report for the TAC's consideration.
  - Questions and discussion



## VI. New Business

### d. OahuMPO Code of Conduct and Conflict of Interest Policies



## Code of Conduct and Conflict of Interest Policies

- **2015 Audit**
  - "improve commitment to integrity and ethical values."
- **The auditor recommend:**
  - "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."
- **July 20, 2015 PB**
  - 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.



## Code of Conduct and Conflict of Interest Policies

- 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.
- Drafts now 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.



# Code of Conduct and Conflict of Interest Policy

## – Staff

- 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 directed to the OahuMPO ED
- Possible disciplinary action
- STANDARDS OF CONDUCT
  - Conflicts of Interest
  - Gifts
  - Confidential Information
  - Fair Treatment
  - Procurement
  - Political Process
- Obligation to Report
- ACKNOWLEDGMENT:
  - I acknowledge that I have received, reviewed and understand
  - Agree to strictly comply with the Policy.



## Code of Conduct and Conflict of Interest Policy

### – Policy Board and Advisory Committees

- Policy Board and ACs.
- 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 directed to the OahuMPO ED
- STANDARDS OF CONDUCT
  - 6. Shall not personally provide services for compensation...
  - 9. the conflict shall be noted in the meeting minutes.
- ACKNOWLEDGMENT:
  - I acknowledge that I have received, reviewed and understand
  - Agree to strictly comply with the Policy.



## Code of Conduct and Conflict of Interest Policies

- Disposition of Comments 8/25/2016
- *Recommended Motion:* “Recommend Policy Board approval of the OahuMPO Code of Conduct and Conflict of Interest Policies as presented.”
  - Questions and discussion



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

VIII. Announcements

The next anticipated meeting is October 14.

IX. Adjournment