



ANNUAL WORK PROGRAM - EXECUTIVE SUMMARY
FOR
FISCAL YEAR 2008

Including Unified Work Program for
The Urban Transportation Planning Process

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

June 2007

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**ANNUAL WORK PROGRAM - EXECUTIVE SUMMARY
TABLE OF CONTENTS**

	Page
Transmittal Letter	
TMACOG Staff.....	iii
Table of Contents	v-vii
ANNUAL WORK PROGRAM - EXECUTIVE SUMMARY	1
40000 GROWTH STRATEGIES COUNCIL	1
43000 Regional Collaboration and Planning	1
50000 ENVIRONMENTAL COUNCIL.....	2-11
51170 Environmental Council	2
51200 Environmental Program Development.....	2
51300 AWQMP – Facility Planning	3
51400 Natural Resources Assistance Council (NRAC).....	3
52100 Maumee River Watershed.....	3
52120 Ottawa River Restoration	4
52200 Student Watershed Watch	4
52310 Maumee Bay Bacteria Study.....	4
52550 Swan Creek Highland Park Dam Restoration	5
52700 Swan Creek Watershed Pilot Program	5
53100 Portage River Basin Council	6
54100 Stormwater Coalition	9
55100 Air Quality.....	10
55200 Transportation Air Quality	11

**ANNUAL WORK PROGRAM - EXECUTIVE SUMMARY
TABLE OF CONTENTS
(continued)**

60000	TRANSPORTATION COUNCIL	12-20
60100	Short Range Transportation Planning	
60120	Short Range Highway Project Implementation Planning	12
60123	Safety Studies	13
60130	Regional Passenger Rail Study	13
60140	Freight Planning	14
60150	Pedestrian/Bicycle Transportation Planning	15
60160	Regional Public Transportation Planning	15
60180	Intelligent Transportation System (ITS) Planning	16
60190	Transportation Service	16
60200	Transportation Improvement Program	
60210	Transportation Improvement Program Development	16
60220	Transportation Improvement Program Management	17
60500	Continuing Planning - Surveillance	
60510	Data Collection and Management	18
61000	Long Range Planning	19
61500	Continuing Planning – Procedural Development	
61520	Modeling and Forecasting	19
66500	Special Studies	
66510	Database Integration.....	20
69700	Transportation Program Reporting	
69710	Transportation Policy Committee Reporting and Administration	20
70000	COMMUTER SERVICES COUNCIL	21-23
71000	Management	21
72000	Northwest Ohio CommuterLINK.....	21
73000	Share A Ride	22
74000	Specialized Transportation.....	22
75000	Car Buy Program.....	23

**ANNUAL WORK PROGRAM – EXECUTIVE SUMMARY
TABLE OF CONTENTS
(continued)**

90000	TMACOG ADMINISTRATION	24-31
32100	Information Service Center	24
99880	General Management	24
99890	Planning & Development	25
99900	Work Program	25
99910	Finance & Audit	25
99930	Membership.....	26
99940	Leadership Development.....	27
99950	Annual Meeting & Summer General Assembly	28
99960	Communications Department	
99960	Communications.....	28
99961	Communications Committee.....	29
99962	Public Information and Public Relations	29
99963	Marketing	29
32500	TMACOG Directory of Local Public Officials.....	30
39200	Graphics Department.....	30
99970	Computer Systems.....	30
99980	Human Resources.....	31

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
ANNUAL WORK PROGRAM – EXECUTIVE SUMMARY
FOR FISCAL YEAR 2008**

40000 Growth Strategies Council

Purpose: To facilitate the development and endorsement of a regional growth strategy and encourage comprehensive and coordinated land use planning efforts among all jurisdictions in order to effectively manage growth and development in the region.

43000 Regional Collaboration and Planning

Goal:

To respond to key issues within the region where collaborative planning would be especially beneficial to more accurately assess future regional needs in long range planning.

Objective:

- Respond as required to projects and issues related to land use and planning raised by TMACOG members and the agency

In FY 2005, The Growth Strategies Council became an ad hoc council with meetings called as needed by the chair. Meetings will continue to be held as requested by TMACOG members to address projects/issues or as necessary to meet the goals and objectives of the agency.

50000 Environmental Council

Purpose: To improve the environmental quality of the TMACOG region by providing technical expertise and a regional forum for our members and stakeholders.

51170 Environmental Council

Goal:

To provide technical services for our members and environmental groups with regional stakeholders.

Objective:

- Provide assistance, coordination, and networking by participating in state and regional non-TMACOG environmental committees:
 1. Sandusky River Watershed Coalition
 2. Duck and Otter Creek Partnership
 3. Partners for Clean Streams
 4. County Sanitary Engineer's Association of Ohio
 5. Ohio Lake Erie Commission
 6. Maumee River Basin Partnership of Local Governments
 7. University of Toledo Commission on the [Ottawa] River
 8. Great Lakes Regional Collaboration
 9. Monroe County Solid Waste Planning Committee
 10. Toledo Stormwater Advisory Committee
 11. Ohio Stormwater Task Force
 12. Ohio Water Resources Council
 13. Other environmental agencies or committees whose partnership will improve coordination

51200 Environmental Program Development

Goal:

To develop and secure funding for environmental programs and projects for TMACOG and in partnership with our members. Programs and goals for which we will pursue grant opportunities, depending on funding availability and interest from partners, are listed below.

Objectives:

- Goals of the *Areawide Water Quality Management Plan*
- Goals and recommendations of the Portage River Basin Council
- Goals of the Sandusky River Watershed Coalition
- Goals of the Air Quality Committee
- Goals and recommendations of the Maumee RAP
- Ottawa River sediment remediation and ecological restoration
- Goals and recommendations of the TMACOG Stormwater Coalition
- Provide safe recreation on Lake Erie; the Maumee, Toussaint, and Portage Rivers and their tributaries; Maumee Bay, its beaches, and tributaries by evaluating bacterial pollution

indicator levels and identifying their sources; and providing assistance in reducing those sources

51300 *Areawide Water Quality Management Plan (AWQMP) – Facility Planning*

Goal:

To coordinate Environmental Council to reach consensus on regional environmental policy by updating the AWQMP (the 208 Plan).

Objectives:

- Maintain sewerage Facility Planning Areas (FPAs) with wastewater facility and service update information as it becomes available
- Review and update the Stormwater chapter to reflect policies and Best Management Practices (BMPs) recommended by the TMACOG *Stormwater Management Standards Manual*, if funding is available
- Work with Designated Management Agencies (DMAs) and their consultants to upgrade present sanitary sewerage service area maps by incorporating their computer mapping data into the 208 Plan
- With Ohio Environmental Protection Agency (EPA), conduct Certification of AWQMP

51400 *Natural Resources Assistance Council (NRAC)*

Goal:

To coordinate and administer the District 12 Natural Resource Assistance Council (NRAC). The District 12 NRAC solicits, prioritizes, and recommends projects in Lucas County for Clean Ohio Conservation Program grants to the Ohio Public Works Commission.

Objectives

- Maintain the NRAC bylaws and membership as needed. Solicit appointments from the public and/or stakeholder groups designated by the Ohio Revised Code or state regulations
- Support continuation of the Clean Ohio Fund by the Ohio General Assembly
- If funds are available, solicit Clean Ohio Conservation Program proposals and coordinate their review and prioritization through NRAC and submit recommendations to the Ohio Public Works Commission
- Assist the Ohio Public Works Commission, NRAC, and Lucas County “Round 4” (FY 2007) grant recipients as needed to support project implementation

52100 *Maumee River Watershed*

Purpose:

TMACOG will work with Maumee River jurisdictions and stakeholders to implement the *Maumee Area of Concern Stage 2 Watershed Restoration Plan*.

52120 Ottawa River Restoration

Goal:

To return the Ottawa River to “fishable and swimmable” condition with ecological and recreational value.

Objectives:

- Partner with City of Toledo, Ohio Environmental Protection Agency (Ohio EPA), Ohio Department of Natural Resources (ODNR), Ohio Department of Health, U. S. Fish and Wildlife Service, and TMACOG to secure grants to identify sediment remediation priorities for the Ottawa River, assist partner agencies in planning and conducting remediation projects, and securing funding through the Great Lakes Legacy Act
- Prepare an Ottawa River Habitat Restoration Inventory to identify and prioritize areas along the mainstem of the river that have good potential for habitat and wetland restoration, especially as mitigation projects. The inventory will include conceptual restoration plans for three sites. The inventory will be prepared by a consultant under the review of a Project Management Team. (52430)
- Coordinate the restoration of the area upstream of the Secor Road Ottawa River dam after the dam has been removed by another party. Restore natural function of the river in that reach. Coordinate the public outreach for the project. (52500)

52200 Student Watershed Watch

Goal:

Coordinate the Student Watershed Watch (SWW) Program working with all interested high schools in the region excluding the Portage River watershed.

Objectives:

- Coordinate teacher training for the SWW Program
- Provide necessary materials to participating schools for use in the program
- Compile testing data from all participating schools
- Coordinate the SWW Summit for students to compare their findings and learn more about environmental issues

52310 Maumee Bay Bacteria Study

Goal:

To reduce *E. coli* bacterial counts at Maumee Bay State Park to allow safe swimming and boating.

Objectives:

- Develop an implementation plan for a wetlands system to treat the waters of Wolf Creek/Berger Ditch to protect the Lake Erie beaches from contamination by *E. coli* bacteria
- Seek funding for studies or design work, and acquisition/construction funding for a Maumee Bay State Park wetland system

52550 Swan Creek Highland Park Dam Restoration

Goal:

To coordinate the remediation of the Highland Park Dam

Objectives:

- Assemble a project management team
- Develop plans to mitigate the negative environmental effects of the dam
- Select a contractor to carry out the prescribed work
- Coordinate the public outreach/education for the project

52700 Swan Creek Watershed Pilot Program

Goal:

To work with partner jurisdictions within the Swan Creek watershed to establish Priority Development Areas (PDAs) and Priority Conservation Areas (PCAs).

Objectives:

- Assemble a Swan Creek Watershed Pilot Program Committee
- Develop a Technical Committee to help support the Program Committee
- Work with jurisdictions and partners to evaluate and establish areas for PDAs and PCAs

53100 Portage River Basin Council (PRBC)

Goal:

To protect and improve the environmental and water quality of the Portage River Basin by establishing processes and working groups within the Portage River Basin Council to implement the goals set by *A Resource Worth Protecting*.

Objective:

- Provide assistance, coordination, and planning by furnishing administrative support and participating in the Portage River Basin Council subcommittees

Portage River Planning Committee

Goal:

A “Committee of the Whole” to conduct watershed planning for the Portage River Basin; develop projects and identify funding sources to carry out the goals of the Portage River Basin Council.

Objectives:

- Develop a Comprehensive Watershed Plan for the Portage Basin for Ohio EPA endorsement from the *Portage River Watershed Restoration Action Strategy* report
- Complete the fifteen (15) Ohio Coastal NPS Management Measures for the Portage watershed as a contract deliverable to the office of Ohio Coastal Management under grant contract number L768 306-11

Portage River Education Committee

Goal:

To make communities aware of the benefits of the Portage River ecosystem and promote stewardship of the river.

Objective:

- Conduct programs for teachers and students to educate them on the uses of the river:
 1. Portage River Basin Education Project - Student Congress
 2. Recruit additional schools to participate in student water testing activities
 3. Secure funding for education project

Portage River Stormwater Committee

Goal:

To develop solutions and projects to provide adequate drainage, reduce flooding, benefit the natural habitat and improve and protect water quality in the Portage River Basin.

Objectives:

- Work with local jurisdictions and agencies to implement floodplain protection and stormwater control ordinances and regulations recommended by the Portage River Hydrological Study (June, 2002)
- Categorize project ideas for soil and erosion control through the Great Lakes basin program.
- Work with local jurisdictions to construct structural projects recommended by the study and identify funding sources to leverage grants
- Utilize hydrological study data to develop and implement flood reduction projects, including upstream stormwater storage through recommended restoration of oxbow and floodplain connections
- Secure funding for projects through the Federal Emergency Management Agency (FEMA), Ohio EPA 319 (EPA§319), Conservation Reserve Program (CRP), Conservation Reserve Enhancement Program (CREP), Natureworks and additional funding sources

Portage River Public Relations & Outreach Committee

Goal:

To establish programs and events to increase watershed awareness, encourage public involvement and education to protect and improve the Portage River ecosystem, including quality recreation areas, natural habitat areas and wildlife corridors along the Portage waterways.

Objectives:

- Design new brochure to promote watershed and increase public awareness
- Identify research projects with BGSU environmental students
- Implement programs/events to increase public education and watershed awareness of the Portage River by involving local agencies, communities, universities and volunteers
- Coordinate PRBC projects with community festivals and local events
- Increase public awareness with construction tours on demonstration projects, such as the two-stage ditch projects
- Identify new locations for canoe and kayak access points
- Investigate scenic river designations for sections of the Portage River
- Contact the Chamber of Commerce locations within the watershed
- Meet with the historical society groups in the watershed
- Continue discussion for a whitewater park in watershed
- Work with local agencies for funding and recreation projects

Portage River Wastewater Committee

Goal:

To ensure high quality public wastewater treatment and promote good onsite sewage treatment.

Objectives:

- Complete Ohio EPA 319 project grant; “Portage River Watershed Home Sewage Treatment Systems Replacement Program”
- Replace or upgrade a total of fifty-four (54) home sewage treatment systems, consisting of fifty-two (52) conventional and two (2) alternative systems
- Review and update critical home sewage disposal areas
- Provide input to the Ohio Department of Health (ODH) and Ohio EPA for proposed sewage rules
- Work with Ohio EPA to encourage National Pollution Discharge Elimination System (NPDES) compliance
- Develop a project addressing onsite sewage treatment issues:
 1. Demonstrating new designs that reduce off-site discharges
 2. Educating homeowners, government officials, contractors, and health department staff on the proper installation and maintenance of systems
 3. Document the level and mechanism of input Health Departments have on subdivision design standards and site reviews in each County
 4. Meet with Ohio EPA staff to identify gaps and opportunities for improvement in state programs

54100 Stormwater Coalition (SWC)

Goal:

Address stormwater flooding, drainage, and water quality issues on a watershed basis through regional cooperation, coordination, and education in the development and implementation of long-range stormwater management plans.

Objectives:

- Coordinate the Stormwater Coalition (SWC) to encourage sharing of information and resources in meeting National Pollution Discharge Elimination System (NPDES) Phase II stormwater permits, and solving stormwater management problems on a watershed basis
- Assist Stormwater Coalition members in fulfilling the NPDES Phase II “minimum controls” for public outreach and education
- Assist and support members in fulfilling the NPDES Phase II construction site and post-construction runoff “minimum controls”
- Work with the Stormwater Action Group, which is a subcommittee of the Stormwater Coalition
- Develop a five-year plan for education and budget objectives for long term planning
- Provide a forum for sharing of ideas/practices among members to promote consistent implementation of stormwater programs
- Provide a framework for implementation of regional stormwater projects, which address equitable cost sharing mechanisms
- Coordinate Storm Drain Stencil program to promote public participation opportunities required by member jurisdictions under NPDES Phase II stormwater permits
- Develop and coordinate a stormwater educational program for business and industry to assist SWC members in meeting their educational outreach and participation requirements for the commercial sector of their jurisdictions
- Stay current with stormwater regulations and inform members of upcoming stormwater regulations and compliance deadlines
- Investigate stormwater utility fees pursuant to Revised Code Chapter 6117 in relation to drainage for Lucas County
- Provide staff support to assist the Lucas County Engineer’s Office for the Floodplain Management Committee (FMC). The goal of this subcommittee of the Stormwater Coalition is to assist Lucas County jurisdictions in qualifying for flood insurance discounts in the FEMA Community Rating System (CRS)
- Participate in the Rain Gardens Initiative
- Participate in the City of Toledo Stormwater Task Force
- Coordinate presentation for townships on zoning to implement stormwater best management practices
- Update and maintain *Regional Stormwater Management Standards* with input from SWC members
- Publish additional model ordinance language in Standards Manual Appendix
- Support implementation of the SWC communities’ stormwater management plans
- Coordinate the demonstration of best management practice projects as funding allows

55100 Air Quality

Goal:

To oversee air emission budgets and maintain programs to achieve compliance with federal ozone and fine particulate standards.

Objectives:

- Produce an annual Air Quality Advisement
- Research precursors to fine particulates to better understand the sources of regional pollution
- Review particulate control measures and their emission impacts within the region on long term air quality in cooperation with local stakeholders
- Make targeted outreach presentations to five local governments and/or community partners on the region's air quality status and the health and economic development impacts of non-attainment
- Resubmit a particulate matter grant to the USDA
- Provide the work necessary to support the Clean Air Act Amendments of 1990 and the Air Quality Maintenance Program
- Provide staff support for six meetings of the Air Quality Committee (with up to two emergency meetings as needed). One meeting during the year will focus on air toxins

55200 Transportation Air Quality

Goal:

To conduct a program to: increase awareness of the impact of individual actions on ground level ozone levels; encourage individual action, especially on high pollution days, to reduce ozone creation; and to make the public aware of the consequences of not maintaining federal air quality standards.

Objectives:

- Compile an end-of-the-year Gas Cap Program report for public distribution
- Complete testing program and sponsor thirty-five (35) gas cap replacement events to identify failing or missing gas caps on light-duty vehicles in Lucas and Wood counties
- Complete 2007 Ozone Action public awareness campaign to educate citizens of the negative health, environmental, and economic impact of elevated ozone level and begin preparation for 2008 campaign
 1. Develop and distribute 500 air quality fact sheets at community events
 2. Present information at community events
 3. Update the TMACOG Web page to include current air quality information
 4. Update the Air Quality/Ozone Action Web page for new campaign
 5. Purchase ads/media spots promoting program objectives
- Prepare and distribute “Today is an Ozone Action Day” notices for high temperature, low wind days with risk of AQ violation
- Replace failing / missing gas caps discovered through program activities in our area
- Coordinate advertising with the Ozone Action and Share A Ride programs
- Maintain media awareness of Ozone Action Days and their role in improving air quality
- Develop media sponsors to widen distribution of air quality information
- Increase awareness of air quality issues as related to ground level ozone formation and its effects by placing ten (10) radio and television advertisements

60000 Transportation Council

Purpose: To be both the recognized regional convener of all transportation stakeholders within the region to achieve a sustainable and seamless intermodal transportation system and to be one of the stakeholders that has a role in providing transportation services.

60100 SHORT RANGE TRANSPORTATION PLANNING

60120 Short Range Highway Project Implementation Planning

Goal:

To maintain support for, and input on, major projects throughout the area and participate in project teams as requested and necessary

TMACOG will continue to assist and support as appropriate the implementation of major highway projects in our region. Tasks can include creating and taking a lead role in project teams if requested by a project sponsor or simply participation in project teams or studies. Work by TMACOG to assist in developing consensus on implementing “On the Move: 2007-2035 Transportation Plan” (2035 Plan) highway projects is charged to this element.

Active major projects as of AWP publication include:

- The Maumee River Crossing – Opening June 2007
- I-475 widening in western Lucas County including a new interchange in the Springfield Township area
- I-75/I-475 “Systems Interchange” Upgrade (North Cove Split) including Douglas, Central/Upton/Jackman, Willys Parkway, Berdan, and Phillips interchange access modifications
- U.S. 20 widening from SR 420 to Woodville
- U.S. 24 Fort to Port
- Salisbury Road/Dussel Drive/I-475 Interchange Modification Study

Objectives:

- Support and participate in other agencies’ efforts to implement major “On the Move: 2007-2035 Transportation Plan” projects
- Provide staff and support for the new I-75/I-475 Interchange Improvement Task Force
- Provide staff and support for the Salisbury Road/Dussel Drive/I-475 interchange modification study

60123 Safety Studies

Goal:

To complete safety work plan that includes prioritized safety locations and potential countermeasures.

Objectives:

- Clean up crash data for year 2007
- Use input from the roadway safety workshop to develop a list of safety locations
- Choose a ranking methodology for prioritizing projects
- Review existing conditions at each location to identify or confirm obvious deficiencies
- Develop a formal draft work plan that includes prioritized safety locations and potential countermeasures

60130 Regional Passenger Rail Study

Goal:

To increase and improve passenger rail transportation serving the region.

Objectives:

- Hold a public informational event on passenger rail and rail transit issues
- Coordinate with stakeholders to develop and implement a plan for the Toledo rail station area, including improved multimodal transportation and added intercity bus service (Greyhound)
- Post information on the TMACOG website
- Support and participate in efforts towards implementing the ORDC Ohio Hub Study and Midwest Regional Rail Initiative Chicago Hub Study
- Provide staff and support for the Passenger Rail Committee, and hold a minimum of three committee meetings
- Coordinate Passenger Rail Committee participation in regional rail transit initiatives, including the regional core circulator (downtown trolley) and the connecting Toledo Science and Technology Corridor people-mover. (See also 60160)
- Coordinate activities with the Southeast Michigan Council of Governments (SEMCOG)

60140 Freight Planning

Goal:

To promote opportunities and resolve challenges in the movement of goods across all modes.

Objectives:

- Update the freight transportation needs list by completing a minimum of three listening sessions with freight transportation users and providers
- Select a National Highway System connector for a study to identify any needed improvements
- Update existing and publish additional GIS maps of freight assets on TMACOG website
- Work with SEMCOG on freight issues impacting both areas
- Promote rail-crossing safety by working cooperatively with Operation Lifesaver
- Support and participate, as needed, in feasibility studies for major highway / rail projects
- Staff and support a minimum of five meetings of the TMACOG Freight Committee
- Support development of the University of Toledo Intermodal Transportation Institute (ITI)
- Continue research for and support of development of the inland port portion of the Lake Erie West Global Logistics Hub
- Provide staff planning for the development and execution of a statewide forum on freight issues

60150 Pedestrian/Bicycle Transportation Planning

Goal:

To facilitate solutions for pedestrian and bicycle transportation issues with regional stakeholders.

Objectives:

- Encourage transportation alternatives through the dissemination of educational materials via media promotion and the website for Bike Week
- Develop a policy paper using input received from the 2035 Plan
- Support regional bikeway development efforts and project teams including facilitating at least two meetings of the Westside Corridor acquisition task force and at least one meeting of the Wabash Cannonball coordinating committee
- Complete the development of TMACOG bicycle user maps and disseminate the printed and electronic materials
- Update the “2003 Facilities User Guide” and disseminate the information via printed materials and the website
- Provide staff and support for the Pedestrian and Bikeways Committee and hold a minimum of four meetings
- Continue to help implement the regional signed bike route system as needed, and develop/distribute bicycle facility maps
- Provide technical information on incorporating pedestrian and bicycle access into transportation and development projects and information on available funding
- Keep current on the TMACOG website: principles for accommodating bicycle and pedestrian transportation, bikeway definitions and the regional bicycle/pedestrian plan
- Continue coordinating a bicycle and pedestrian counting program to acquire usage statistics on area facilities

60160 Regional Public Transportation Planning

Goal:

To improve provisions for and coordination of public transportation facilities and services throughout the region.

Objectives:

- Assist transit providers and other stakeholders in addressing Regional Transit Study recommendations
- Assist TARTA and other stakeholders in addressing Regional Core Circulator Study recommendations

60180 Intelligent Transportation System (ITS) Planning

Goal:

To improve transportation safety and efficiency through use of new communications technologies through ITS.

Objectives:

- Review regional architecture and complete any needed updates
- Support and participate in ODOT's implementation of an ITS freeway management project
- Coordinate with stakeholders and ODOT to implement other ITS plan recommendations and ITS projects included in the regional transportation plan
- Provide staff and support for any committees or ad hoc groups needed to maintain the regional architecture or implement plan recommendations

60190 Transportation Service

Goal:

To provide for the transportation information needs of TMACOG members and provide travel demand forecasts for project design and other studies.

Objectives:

- Provide transportation service at member request
- Provide traffic projections from the year 2000 computer simulation model for studies and member project requests within 60 days following the start date of the project request
- Provide different GIS maps at member request
- Provide demographic and socio-economic data at member request

60200 TRANSPORTATION IMPROVEMENT PROGRAM

60210 Transportation Improvement Program Development

Goal:

To maintain the Transportation Improvement Program (TIP) and manage the TMACOG transportation project funding programs to maximize use of funds available to the area.

Objectives:

- Revise or replace the FoxPro-based TIP project database system by reconvening the Integrated Transportation Database (ITD) group to research alternative platforms
- Publish the annual listing of highway, transit, pedestrian, and bikeway projects using federal funding in our area
- Monitor and maintain the FY 2008-2011 TIP
- Provide staff and support for the TIP Committee meetings to manage the program

Goal:

To maintain the Transportation Improvement Program (TIP) and manage the TMACOG transportation project funding programs to maximize use of funds available to the area.

Objectives:

- Prepare four program monitoring reports with actions needed to keep projects on schedule
- Complete FY 2009 “lock down” in cooperation with ODOT District 2 staff
- Proactively manage TMACOG’s sub-allocation funding to actively pursue project schedules, track adherence to project development commitment dates, and notify project sponsors of missed commitment dates
- Work with project sponsors and ODOT District 2 to schedule project sales with quarterly goals of 20 percent, 30 percent, 30 percent and 20 percent of projects sold in the respective quarters of the fiscal year
- Work with project sponsors and ODOT District 2 to identify reservoir of projects ready to be sold totaling 25 percent of current year allocation
- Monitor ODOT Ellis system and notify ODOT of inconsistencies that are found between Ellis and TMACOG TIP project schedules and funding

60500 CONTINUING PLANNING - SURVEILLANCE

60510 Data Collection and Management

Goal:

To provide basic data files and other inputs required for the TMACOG traffic forecasting model and for other aspects of the ongoing transportation planning process.

Objectives:

- Coordinate with ODOT to add TMACOG-identified locations on the freeway system to ODOT's count program
- Complete 350 count locations
- Work with consultants to upload their counts onto the TCDS website
- Create congestion management process and report
- Analyze TAZ boundaries for continuity with current regional growth and development
- Maintain and update socio-economic data files for the transportation study area
- Maintain and update network data files including newly constructed project information
- Maintain and update traffic count database
- Maintain and update GIS data (roads, political boundaries, census etc.)
- Mapping needs as required to assist various transportation committees and events
- Continue to work with local jurisdictions to use the TCDS software to upload counts into the traffic count website

61000 LONG RANGE PLANNING

Goal:

To maintain, promote, and monitor implementation of the regional transportation plan, keeping it technically sound, broadly supported, and coordinated with local community plans and long term development.

Objectives:

- Provide information in support of the 2035 Plan; participate in presentations to TRAC (state funding body) and local entities; provide input to state planning processes; other efforts as needed
- Prepare a 2035 Plan progress chart, and develop a system of bench-marking current status and measuring progress on implementing 2035 Plan goals
- Prepare the 2008-2009 *Legislative Agenda* highlighting area priorities
- 2035 Plan initiatives (studies, other regional actions); prepare a white paper outlining priorities, partners, and strategies for implementing plan initiatives, and begin work on at least one initiative
- Assist as requested in all area community comprehensive plan updates
- Provide staff support for meetings of the planning committee

61500 CONTINUING PLANNING – PROCEDURAL DEVELOPMENT

61520 Modeling and Forecasting

Goal:

To provide the travel demand forecasting model and perform required systems analyses.

Objectives:

- Study the preliminary results of the pavement condition data used in the Long Range Plan development and refine it further to include Michigan data and build a forecasting model to forecast future pavement condition
 1. Integration of pavement data from different sources (ODOT, City of Toledo and Michigan)
 2. Research pavement deterioration rates
 3. Build a model to forecast future pavement condition
 4. Report list of catch-up projects and recommendations about funding requirements by jurisdiction
 5. Report steady state funding requirements by jurisdiction
- Continue to work on refining the five-year increment population, housing and employment projections through 2035 for use in travel demand forecasting
- Provide model results and networks for the congestion management process and report (see also element 60510)
- Provide traffic projection results to members as needed
- Provide staff and support for the System Performance and Monitoring Committee meetings
- Continue to develop annual pavement condition report for all the federal aid routes

66500 SPECIAL STUDIES

66510 Database Integration

Goal:

To develop the databases and Geographical Information System (GIS) that will contain or tie together all transportation information needed by the TMACOG members, committees, and staff. To make this information available for Web access.

Objectives:

- Completely develop the database to organize all transportation data (ODOT inventory system, network inputs, counts, TIP projects, forecasts, etc.)
- Incorporate Wood County's latest GIS information (Location Based Response System) into ITD
- Design and develop a TIP project management system. Design procedures to import Ellis reports from ODOT and incorporate them into the TIP system

69700 TRANSPORTATION PROGRAM REPORTING

69710 Transportation Policy Committee Reporting and Administration

Goal:

To report on and manage the Transportation Department to provide a full staff team in as cost-effective and productive a manner as possible, and report on and coordinate efforts of the various transportation stakeholders in the region.

Objectives:

- Convene the 2007 Ohio Conference on Freight to demonstrate the importance of intermodal freight activities to economic development in the region
- Support further development of The University of Toledo Intermodal Transportation Institute (UTITI)
- Provide staff and support for the Transportation Council
- Complete the AWP
- Improve environmental justice and public involvement in transportation planning at TMACOG including maintaining the required public involvement procedures document

70000 Commuter Services Council

Purpose: To provide commuter information and services that result in improving the availability of safe, reliable, and economical transportation options.

71000 Management

Goal:

To efficiently and effectively manage the Commuter Services Department including planning, administering and allocating financial resources, investigating and developing new funding sources, and supervising personnel.

Objectives:

- Support and facilitate the Commuter Services Council
- Work cooperatively with the Ohio Department of Transportation (ODOT), local elected officials, the Lucas County Department of Job and Family Services (LCJFS), Federal Transit Authority (FTA), Toledo Area Regional Transit Authority (TARTA), and other community agencies toward the goal of efficiently serving the public and their commuter needs
- Maintain professional personnel in appropriate positions for maximum program success
- Identify and apply for grants and develop other alternative funding sources
- Work with TARTA to maintain and update as necessary the Human Services Transportation Coordination Plan to meet the requirements set forth by the Safe, Accountable, Flexible, and Efficient Transportation Equity – a Legacy for Users (SAFETEA-LU) Act

72000 Northwest Ohio CommuterLINK

Goals:

- To provide greater access to people living and/or working in those areas not served by public transit in the TMACOG region by working with existing transportation operators
- To determine the transportation needs of employers in target areas and provide transportation services to their current and potential employees
- To increase accessibility to a transportation network for employees and employers
- To remove transportation barriers for individuals attempting to enter the workforce

Objectives:

- Continue to respond to the transportation needs of the Ohio Works First (OWF) and low-income population in Lucas and Wood counties
- Increase the knowledge of transportation needs and options of community organization employees who serve the target population
- Increase the awareness of the general public of the lack of adequate public transportation options in this area and the need to increase public transportation in our region
- Coordinate the Northwest Ohio CommuterLINK Program with the Share A Ride Program

73000 Share A Ride

Goal:

To promote reduction of single occupant vehicle (SOV) trips through increased use of ridesharing and vanpooling to work or school.

Objectives:

- Conduct an annual review of the Share A Ride database
- Expand the Share A Ride database by five percent through presentations, campaigns, and community events
- Contact twelve (12) employers throughout the year regarding the benefits of offering commuting alternatives to employees
- Partner with the Ozone Action Program to foster a greater awareness of the importance of air quality issues and the impact of the single occupant vehicle (SOV) on air quality
- Increase awareness of all of the programs in the Commuter Services Department through marketing and promotional programs
- Work with the Northwest Ohio CommuterLINK Program to provide carpool information to individuals making the transition from welfare to work, the working poor, and those who face transportation challenges
- Maintain the Commuter Services information on TMACOG's website so that it is consistent with marketing efforts being used to promote the department's programs
- Participate in and support the Gas Cap Testing and Replacement Program, which is held in partnership with the Ozone Action Program to foster a greater awareness of the importance of air quality issues. Emphasize the importance of decreasing the amount of volatile organic chemicals (VOCs) released into the air by the automobile
- Market the Guaranteed Ride Home Program as an important part of the Share A Ride program

74000 Specialized Transportation

Goal:

To increase the availability of handicapped accessible transportation and develop a regional coordinated transportation plan for elderly and disabled persons.

Objectives:

- Continue to monitor the maintenance and use of Specialized Transportation Program (5310) vehicles in accordance with ODOT requirements
- Administer the Specialized Transportation Program grant process, following procedures set by ODOT
- Work to increase the quality and quantity of applications for Specialized Transportation funds

75000 Car Buy Program

Goal:

To provide a reliable transportation alternative for low-income, working families as a step towards helping them to become self-sufficient.

Objectives:

- Seek and secure alternative sources of funding for program
- Provide car care classes for program participants to help them develop a better understanding of how to purchase, operate, and care for their automobile
- Provide budget class for program recipients to improve their money management skills
- Offer State of Ohio certified Defensive Driving Remedial Program for participants to learn collision prevention techniques and discuss other legal driving issues
- Register all Car Buy Program participants for the Share A Ride Program
- Foster a relationship with participants so that they understand the responsibility of owning a car including the cost of insurance, upkeep, and maintenance
- Provide the necessary support, documentation, and follow-up to distribute four to seven cars each month
- Conduct semi-annual inspections on cars

90000 TMACOG ADMINISTRATION

Purpose: To provide a structure through which public officials, public agencies, the private sector and other stakeholders in the region can come together in a collaborative process to address regional issues, to facilitate intergovernmental and public/private cooperation and provide for the management and administration of TMACOG, its programmatic councils, policy committees, other committees, subcommittees and staff in a safe working environment.

32100 Information Service Center

Goal:

To respond to inquiries for TMACOG publications, census data, maps and other technical information.

Objectives:

- Respond to requests for information made by TMACOG members
- Make TMACOG's library and electronic data-based resources available to members

99880 General Management

Goal:

To provide administrative leadership and management to maintain effective operation of TMACOG. The Finance, Audit and Administration committee provide oversight and leadership for financial and administrative activities.

Objectives:

- Design and develop for consideration by the president and the Executive Committee, such procedures and policies as may be necessary for the efficient performance of TMACOG business
- Manage and administer TMACOG's general, public liability, workers compensation, medical, life, auto, and public officials insurance coverage
- Lead the effective and efficient operation and change and growth of TMACOG and provide general direction to its affairs, business, and operations
- Inform the General Assembly, Board of Trustees, and Executive Committee of TMACOG activities and of all important factors influencing those activities
- Assure that TMACOG is properly represented to employees, federal, state, and local governments, legislative officials, public agencies, the private sector, and the general public
- Serve as liaison and promote cooperation between governmental units and the private sector as they are related to TMACOG
- Structure TMACOG for optimum effectiveness including monitoring and updating the staff organizational chart, recruiting, hiring, developing, promoting, terminating, and compensating key personnel
- Direct the commitment of TMACOG to accountability by identifying methods and administrative processes to align TMACOG operations and management with adopted goals, objectives, and budgets

- Work with the Regional Growth Partnership, the Toledo-Lucas County Port Authority, the University of Toledo Intermodal Transportation Institute and others to explore methods and programs to promote the region's role as a transportation hub

99890 Planning & Development

Goal:

To regularly and systematically survey our regional environment in order to identify major regional issues and opportunities to which TMACOG should respond directly or to which it should enable other agencies to respond.

Objectives:

- Periodically undertake a complete strategic review of TMACOG
- Identify potential sources for agency funding

99900 Work Program

Goal:

To adopt an annual work program that outlines the objectives to be met, the work to be accomplished, and the products anticipated to be produced in FY 2009.

Objective:

- Meet the requirements of the Ohio, Michigan, and U.S. departments of transportation; the Ohio Environmental Protection Agency; the Lucas County and Wood County departments of human services; and other local, state, and federal funding agencies

99910 Finance & Audit

Goal:

To oversee and supervise all TMACOG financial activity and financial records and ensure the financial stability of TMACOG. The Finance, Audit and Administration committee provide oversight and leadership for financial and administrative activities.

Objectives:

- Optimize the financial management system to better use the capabilities of the software
- Continue to develop systems for use by TMACOG managers to better analyze and use provided financial information
- Recommend for adoption the FY 2009 Annual Budget
- Review and recommend for adoption the 2009 Annual Membership Fee Schedule
- Monitor agency expenditures and financial record keeping
- Arrange for and review the annual audit of all financial records
- Review and make certain all agency fiscal policies are adequate to meet the needs of the agency

99930 Membership

Goal:

To retain current members and solicit new members. To increase participation in TMACOG meetings and activities.

Objectives:

- Build a strong and effective membership:
 1. Maintain good working relationships with state and federal legislators representing northwest Ohio and southeast Michigan
 2. Design programs, meetings, and events which serve members and bring members together
 3. Provide ISC information to members upon request
 4. Provide background data on issues, professional expertise for members to obtain information, and a forum for members to discuss and resolve issues of mutual relevance
 5. Provide an opportunity for members to advocate for issues that impact regional economic opportunities and quality of life issues
- Retention – develop relationships by maintaining consistent communication and encouraging regional partnerships through participation:
 1. Work with the Communications Committee to schedule, organize, and manage processes by which TMACOG representatives will visit members during the calendar year
 2. Assist in matching new members with appropriate committees to encourage participation
 3. Provide guidance, referrals and information as requested by members and member organizations
- Recruitment – develop a set of characteristics, qualities, attributes or standards to identify key governmental and non-governmental groups on which to focus our recruitment efforts.
 1. Design an effective process by which to introduce new and potential members
 2. Work with the Communications Committee to identify opportunities for introducing TMACOG to potential members
 3. Work with the Communications Committee to organize and prepare for visits to potential members
 4. Recommend to the Executive Committee approval of new, non-governmental TMACOG members
 5. Welcome and introduce newly elected officials at the winter general assembly

99940 Leadership Development

Goal:

To identify, recruit, train, and support a broadly diverse group of committed people from public and private sectors to serve as leaders for TMACOG to help TMACOG meet its regional program needs and agency operations.

Objectives:

- Nominate candidates for leadership positions on the Executive Committee of TMACOG:
 1. A call for applications for leadership of the Executive Committee will be announced in the fall. Interviews will be conducted to select the best qualified persons for the positions of TMACOG chair, vice chair, and second vice chair for election at the winter general assembly. An intensive recruitment campaign will precede the interview process
 2. A region-wide ongoing process will be used to identify and recruit individuals for appointment as members of standing committees, task forces, action groups, etc.
- Improve caucusing opportunities and participation at all general assemblies and at other times during the calendar year to ensure that constituent groups have an opportunity to meet and discuss items of mutual interest
- Sponsor the annual Professional Development Day for public officials, members and other constituent groups
- Develop a biennial leadership seminar or retreat for the Executive Committee and key TMACOG staff
- Maintain an open dialogue with all TMACOG groups to ensure standard operating procedures, policies, and to monitor attendance
- Guide other councils and committees to develop goals and objectives and evaluate these on an annual basis. Report results of evaluations to the Executive Committee on an annual basis
- Begin planning a series of educational programs
- Acquaint all TMACOG councils and committees with TMACOG's decision-making process

99950 Annual Meeting & Summer General Assembly

Goal:

To hold two major regional forums. The winter general assembly will serve as the annual meeting where officers and committee members of TMACOG are appointed or elected and when an in-depth review of the prior year's accomplishments can be held. Both the winter and summer general assemblies will present opportunities for members to discuss issues of mutual relevance. The summer general assembly will offer a relaxed environment for networking and interaction between TMACOG members.

Objectives:

- Hold a summer general assembly in July 2007
- Hold a major annual meeting in January 2008
- Hold periodic caucuses for members between major meetings as desired by members
- Undertake the major business of TMACOG
- Elect the officers and non-governmental Board of Trustees members for 2008
- Provide educational opportunities for members, committee members, and regional partners
- Provide an opportunity for networking and interaction for members and regional partners

99960 COMMUNICATIONS DEPARTMENT

Purpose: To improve internal and external perception and understanding of TMACOG through clear and concise communications to reach our local, regional, and national audiences.

99960 Communications

Goal:

To provide quality communication products, services, and information in the most efficient and timely manner, to our local, regional, and national audiences. To create new opportunities to expand the TMACOG audience and influence to state and national venues as appropriate to better serve members. To provide information and resources to assist governments, businesses and agencies in their collaborations to address regional opportunities and challenges. To encourage participation in and support for TMACOG activities.

Objectives:

- Review and update the guidelines and goals that lead to a respected public perception of the agency
- Provide all staff with tools and direction that they need for complete, professional presentations to the public
- To use media and other outlets to reinforce the agency's role as an expert resource and advocate for members
- Coordinate the graphic and public relations workflow of project and events
- Maintain quality control of internal and external printed pieces

99961 Communications Committee

Goal: To provide direction to staff on ways to improve communications to our local, regional, and national audiences. To expand TMACOG connections to include statewide and national organizations or professional relationships

Objectives:

- Evaluate current communications tools
- Review quarterly and evaluate the agency marketing plan
- Assist in developing media contact opportunities
- Assist in the education of TMACOG staff in media relations
- Research opportunities for a state-wide and national audience to improve TMACOG influence, including publications and websites

99962 Public Information and Public Relations

Goal: To inform and educate our local, regional, and national audiences in all aspects of TMACOG.

Objectives:

- Write and/or edit agency communication tools Ex: *Big Picture*, annual report, website items, and promotional pieces for events
- Develop TMACOG publications to drive agency initiatives
- Draft correspondence for TMACOG president and chair, and other leadership as requested including editorials and op-ed essays
- Research and monitor legislative initiatives of partner agencies to pool resources and support
- Respond to public informational requests and inquiries
- Review and proof written pieces for consistency and accuracy
- Provide news releases to media in a timely manner
- Target and develop opportunities for speakers bureau presentations
- Promote TMACOG programs and events as featured news items
- Respond to media in a timely manner on issues and opportunities of the agency

99963 Marketing

Goal: To communicate with our local, regional, and national audiences to encourage and engage increased participation in the mission of TMACOG.

Objectives:

- Develop membership outreach program utilizing existing communication tools
- Cultivate and improve media relations
- Coordinate media events
- Evaluate and place print advertising
- Update and implement agency-wide marketing plan

32500 TMACOG Directory of Local Public Officials

Goal:

To annually update and publish the TMACOG *Directory of Local Public Officials*.

Objectives:

- Update the information for the elected and appointed officials in our region. Research and update content including non-governmental members, state and federal legislators, educational institutions, media, and chamber of commerce
- Produce and publish the *2008 Directory of Local Public Officials*

39200 Graphics Department

Goal:

To produce quality graphics that enhance the image of the organization to our members, media, potential members, and the general public in the most efficient and cost-effective way.

Objectives:

- Produce all TMACOG graphics to be used in the production of TMACOG documents, reports, and mailings
- Design and produce all printed pieces such as annual reports, brochures, newsletters, and flyers
- Design and produce graphics to be used at all TMACOG events
- Maintain and position the TMACOG website effectively on the World Wide Web
- Maintain proficiency in graphic and computer technology
- Coordinate the workflow of TMACOG bulk mailings
- Evaluate time, cost, quality, and efficiency of in-house copier/printers and external service bureaus to minimize cost and increase efficiency

99970 Computer Systems

Goal:

To develop and maintain a top-level computer system that remains consistent with technology changes as they occur.

Objectives:

- Repair, maintain, and update computer system
- Train staff on software
- Analyze existing equipment and software and replace those components and programs that become obsolete

99980 Human Resources

Goal:

To create and maintain an office atmosphere that is conducive to effective and efficient productivity from all TMACOG staff members.

Objectives:

- Management will actively encourage training for all staff members to enhance the professional abilities of its staff
- Management will investigate and implement opportunities (as appropriate) to enhance the overall current benefits provided to staff
- Management will encourage each individual to increase levels of personal responsibility in his or her role at TMACOG