



Toledo Metropolitan Area
Council of Governments



FY 2016 Consolidated Annual Work Program



CONSOLIDATED ANNUAL WORK PROGRAM
FOR
FISCAL YEAR 2016

Including Unified Work Program for
The Urban Transportation Planning Process

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

June 2015

The preparation of this report was financed jointly by the members of TMACOG, the Ohio Department of Transportation, the U. S. Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Ohio Environmental Protection Agency, and the U.S. Environmental Protection Agency.

TMACOG OFFICERS

James M. Sass – Chair
Vice President of Commissioners, Ottawa County

Angela J. Kuhn – Vice Chair
Mayor, Village of Whitehouse

TMACOG STAFF

Anthony L. Reams
President

Jennifer Allen
Executive Secretary

Rebekka Apardian
Transportation Planner

William Best
Vice President of Finance & Administration

Jodi Cole
Transportation Secretary

Christine Connell
Transportation Public Administration Specialist

Lance Dasher
Transportation Planner

Kurt Erichsen, P.E.
Vice President of Environmental Planning

Michael Fuller
Transportation Planner

David Gedeon, AICP
Acting Vice President of Transportation

Kari Gerwin
Stormwater Planner

Matthew Horvat
Maumee River Coordinator/Environmental Planner

Lisa Householder
Transportation Planner/Database Analyst

Linda Lowe
Accountant

Mary Pat McCarthy
Writer/Associate Editor/Media Relations

Joyce Minarcin
Secretary/Accounting Clerk

Peggy Ricard
Director of Communications

Donna Seeber
Secretary/Receptionist

Roger Streiffert
Transportation Planner

Michael Tippet
Graphics Coordinator/Webmaster

Marc VonDeylen
Transportation Technician

**CONSOLIDATED ANNUAL WORK PROGRAM
TABLE OF CONTENTS**

	Page
TMACOG Officers and Staff.....	i
Table of Contents.....	iii-iv
40000 Growth Strategies Council	1
43000 Regional Collaboration and Planning	1
43100 Northwest Ohio Regional Water Feasibility Study.....	1
50000 Water Quality Council.....	3-10
51170 Water Quality Council	3
51175 National Advisory Council for Environmental Policy and Technology	4
51200 Environmental Program Development.....	5
51300 Areawide Water Quality Management Plan	5
51320 Stakeholder Outreach for Sewage Rules.....	6
51400 Natural Resources Assistance Council (NRAC).....	6
52100 Maumee River Watershed.....	6
52200 Student Watershed Watch.....	7
52328 Wolf Creek Committee	7
53100 Portage River Basin Council.....	8
54100 Stormwater Coalition	9
54130 Construction Site Plan Resources	10
60000 Transportation Council	11-30
55000 Air Quality Issues	11
55200 Transportation Air Quality Outreach Program	11
60100 Short Range Transportation Planning	13
60120 Highway Project Planning	13
60123 Safety Studies	14
60130 Regional Passenger Rail Planning	15
60140 Freight Transportation Planning	16
60150 Pedestrian and Bicycle Transportation Planning	18
60160 Regional Public Transportation Planning	20
60190 Transportation Service.....	21
60191 Transportation Mentoring Support	22
60200 Transportation Improvement Program.....	23
60210 Transportation Improvement Program Development	23
60220 Transportation Improvement Program Management.....	24
60510 Continuing Planning – Surveillance	25
61000 Long Range Planning.....	26
61500 Continuing Planning – Procedural Development.....	27

**CONSOLIDATED ANNUAL WORK PROGRAM
TABLE OF CONTENTS
(continued)**

69700	Transportation Program Reporting	28
69710	Transportation Policy Committee Reporting and Administration	28
69720	Transportation Summit	28
73000	Share A Ride	29
74000	Specialized Transportation.....	30
90000	TMACOG Administration	31-40
99880	General Management	31
99900	Work Program	32
99910	Finance, Audit & Administration.....	32
99920	Programming & Education.....	33
99930	Membership.....	34
99940	Leadership Development.....	35
99950	General Assembly	36
99960	Communications Department.....	37
99970	Computer Systems.....	40
99980	Human Resources.....	40

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 fiscal year 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.

43100 Northwest Ohio Regional Water Feasibility Study

Goal: To engage communities of the greater Toledo metropolitan area in a discussion of regional water system scenarios considering equitability, sustainability, flexibility, affordability, and reliability, while increasing the competitive advantage of the region and reducing intra-regional conflicts.

Objective:

- Contract with a consultant to prepare a financial feasibility study evaluating public water supply, level of service, cost of service, and financial feasibility for the greater Toledo metropolitan area considering the following scenarios:
 - A public water supply serving the City of Toledo alone
 - A public water supply serving the current contract communities of the greater Toledo metropolitan area, excluding the City of Toledo itself
 - A regional water supply and treatment system to serve the city of Toledo and contract communities, to be owned and operated by a regional authority, with the option of each participating entity retaining their own distribution systems
- TMACOG will support or facilitate the Regional Water Advisory Board and Regional Water Executive Committee and subcommittees designated by these policy committees.
- TMACOG will work with the Regional Water Advisory Board to reach consensus on regional water alternatives following the completion and acceptance of the feasibility study.
- Funding for this program was provided by the City of Toledo, Lucas County, and a grant from the Local Government Innovation Fund.

50000 Water Quality Council

Purpose: To protect and improve the water quality of the TMACOG region's streams and lakes, to safeguard the economy, improve recreation, and ensure safe and reliable public water supplies. The Water Quality Council will serve as a regional forum for education, advocacy, and grantsmanship for our members and stakeholders.

51170 Water Quality Council

Goal: To provide a regional forum and technical services to protect and improve the region's water quality.

Objectives:

- Replace the existing Environmental Council with a new Water Quality Council (WQC)
- Work with TMACOG members to:
 - Develop and adopt operating procedures.
 - Recruit members and leadership of the WQC. In its formative stage, current Environmental Council leadership and members will be invited to continue in the same roles.
 - Develop meeting programs and goals, and determine frequency and location.
 - Develop or incorporate programs comprising the WQC's principal committees, setting goals, developing operating procedures, meeting schedules and agendas, and recruiting leadership.
- "208" Areawide Water Quality Management Plan Committee incorporating functions described under item 51300 – maintain the *Areawide Water Quality Management Plan* and make recommendations to the TMACOG Executive Committee and Board of Trustees through WQC.
- Stormwater Coalition as described in item 54100 — help Stormwater Coalition members understand and meet the requirements of U.S. EPA and Ohio EPA stormwater permits.
- Public Water Supply Committee — establish planning and coordination among member water utilities to foster provision of safe and reliable water supplies.
Potential objectives:
 - Discuss area capital improvements in order to share process and project planning, and to promote early and ongoing coordination among all parties, especially if there is an impact to the region.
 - Discuss best practices and efficiencies.
 - Emphasize long-term cost management; facilitate potential shared purchasing to capture cost reductions.
 - Review, monitor, and propose changes to rate structures to support best practices in water quality management.
 - Cooperate and coordinate in preparation for outages, i.e. work to create a formal Emergency Management Plan.
 - Communicate operation and maintenance practices - share contact information for assistance (i.e. all join the Ohio Water/Wastewater Agency Response Network (OH WARN)).
 - Pool technology and software operations for better resources and financial

- efficiencies.
- Protect the public from expenditures on redundant resources.
- Share equipment and human resources, when appropriate, to effect mutual benefit.
- Watershed Committee — establish regional process to address pollutant loadings from watersheds that impact our region’s water quality by coordinating with stakeholders, planning and conducting studies and implementation programs, and providing technical support to members. Potential objectives:
 - Evaluate needs and approaches for source water protection plan(s). Coordinate with existing source water and watershed action plans.
 - Prepare and maintain watershed plan(s) to identify priorities for water quality restoration.
 - Engage the agricultural community as a water quality partner through SWCDs.
- Further develop and refine staff activities, subject to action by WQC. Doing so may create new programs, or modify or eliminate existing programs described under §5000. Potential programmatic objectives:
 - Provide guidance related to water quality issues to educate legislators, mayors, city councils, county boards, etc., as appropriate.
 - Develop water quality legislative agenda for action by TMACOG Board of Trustees.
 - Collaborate on grants and loans and other state and federal program funding opportunities.
 - Outreach and communication with members, the media, and the public.
 - Reports or presentations on staff accomplishments; annual report.
- Provide assistance and coordination to members of TMACOG, both individually and on a regional basis, with funding for sanitary sewerage, water supply, or stormwater infrastructure projects.

51175 National Advisory Council for Environmental Policy and Technology

Goal: To participate as a member of U.S. EPA’s National Advisory Council for Environmental Policy and Technology (NACEPT). This advisory committee provides independent advice to the EPA Administrator on a broad range of environmental policy, technology, and management issues.

Objective:

- TMACOG staff will review NACEPT materials, attend and participate in meetings, and report its proceedings to the TMACOG Environmental Council.

51200 Environmental Program Development

Goal: To develop and secure funding for environmental programs and projects for TMACOG and in partnership with our members.

Objectives:

- Programs and goals for which we will pursue grant opportunities, depending on funding availability and interest from partners, are:
 1. Goals of the *Areawide Water Quality Management Plan*.
 2. Goals of the *Portage River Watershed Plan*.
 3. Goals of the Sandusky River Watershed Coalition.
 4. Goals and recommendations of the *Maumee Area of Concern Stage 2 Watershed Restoration Plan*.
 5. Goals and recommendations of the *Swan Creek Watershed Balanced Growth Plan*.
 6. Goals and recommendations of the TMACOG *Stormwater Management Standards Manual*.
 7. Goals and recommendations of the TMACOG *Pollution Prevention and Good Housekeeping Practices for Municipal Operations*.
 8. Goals and recommendations of the *Wolf Creek / Berger Ditch Stream Corridor Restoration Plan*.
 9. 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 planning and developing public access, and by reducing bacterial pollution levels and algae blooms.

51300 Areawide Water Quality Management Plan (AWQMP)

Goal: To coordinate Water Quality Council to reach consensus on regional water quality 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 Chapter 5, “Onsite Sewage Treatment” of the Areawide Water Quality Management Plan, incorporating current Ohio and Michigan sewage regulations, and updating data from local health districts, Ohio EPA, and Michigan DEQ.
- Conduct training workshops on the 208 plans, especially with respect to chapters 3, 4, and 5, with Designated Management Agencies (DMAs) and Ohio Environmental Protection Agency (EPA), and coordinate with neighboring counties and SEMCOG.
- Work with DMAs and their consultants to upgrade present sanitary sewerage service area maps by incorporating their computer mapping data into the 208 Plan.
- Support the Ohio EPA’s certification of Areawide Water Quality Management Plan as part of the State Water Quality Management Plan.

51320 Stakeholder Outreach for Sewage Rules

Goal: With new Ohio sewage rules taking effect in January 2015, the County Health Departments' implementation of household sewage treatment system (HSTS) regulations face many changes. TMACOG will work with the Ohio Department of Health, Ohio EPA, and Ohio county health departments covered by the 208 Plan to inform targeted audiences about the new rules, and their benefits in protecting the environment and public health.

Objectives:

- Identify target audiences for outreach on new HSTS requirements. Priorities will be: homeowners who use onsite systems, home builders' and realtors' associations, county and township elected and administrative officials, local media, citizen groups, and HSTS service providers.
- Develop and implement presentations and programs to educate target audiences about the new rules.
- Develop and deploy materials on the new rules for print, social media, and for the press.

51400 Natural Resources Assistance Council (NRAC)

Goal: To coordinate and administer the District 12 Natural Resources 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 grant recipients as needed to support project implementation.

52100 Maumee River Watershed

Goal: TMACOG will work within the TMACOG area of the Maumee River watershed, and western Lake Erie basin jurisdictions and stakeholders to implement the *Maumee Area of Concern Stage 2 Watershed Restoration Plan* and the *Swan Creek Watershed Balanced Growth Plan (BGP)*.

Objectives:

- Assist partners in the update of the *Maumee Area of Concern Stage 2 Watershed Restoration Plan*.
- Serve as Ex-Officio member on the MAAC (Maumee Area Of Concern Advisory Committee).
- Work with watershed stakeholders to identify potential future restoration projects.

- Work with stakeholders to raise awareness of Maumee River water quality issues.
- Work with state agencies and the Ohio Lake Erie Commission to develop implementation details and incentives that will be effective in supporting the *Swan Creek Watershed Balanced Growth Plan* (Swan Creek BGP).
- Identify ongoing funding mechanism and seek funding for planning and implementation of the Swan Creek Watershed BGP goals.
- Work with the Swan Creek Watershed Balanced Growth Initiative (BGI) committee to maintain and carry out the plan.
- Develop and promote projects and activities that help to raise awareness of the Swan Creek watershed.

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 and work cooperatively with other area experts to host a teacher training session for the SWW program.
- Provide necessary materials to participating schools for use in the program.
- Compile testing data from all participating schools and post data online using ArcGIS Online.
- Coordinate the SWW Summit for students to compare their findings and learn more about water quality issues.
- Promote level 1 Quality Data Collection training for teachers involved in the program.
- Work to help teachers/participants incorporate new state standards into the SWW program.
- Include as many middle school teachers into the program as budget allows.
- Work directly with as many classes as possible.

52328 Wolf Creek Committee

Goal: To protect and improve water quality, coastal and riparian habitat, and drainage of the watershed; specifically to provide safe water for human use and aquatic life, meeting at the call of the chair.

Objectives:

- Work with the Wolf Creek Committee to refine and implement the *Wolf Creek Berger Ditch Corridor Restoration 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, protect and restore coastal and riparian habitat, improve water quality, and reduce loadings reaching Maumee Bay through the Wolf Creek watershed.
- Work with the Wolf Creek Committee to evaluate data needs and/or actions needed to reduce bacteria, sediment, and nutrient loadings affecting the Maumee Bay State Park beaches and Lake Erie; and to preserve and restore coastal and riparian habitat to achieve these goals. TMACOG will seek funding for studies or design work, and acquisition/construction funding to implement the *Wolf Creek Berger Ditch Corridor Restoration Plan*.
- Participate in Wolf Creek projects by working with stakeholders and participating in their implementation projects.

- Work with the Wolf Creek Committee on watershed plans to direct and develop implementation projects that remove bacteria, sediment, and nutrients from the stream, and reduce loadings to Lake Erie. Objectives will include restoration of riparian/coastal habitat and floodplains, identifying and remediating failed home sewage treatment systems, and supporting implementation of agricultural best management practices.
- In partnership with the Toledo/Lucas County Health Department, Lucas SWCD, and the City of Oregon, conduct an educational campaign for residents on the proper operation and maintenance of Home Sewage Treatment Systems (HSTS). Meet with residents to evaluate existing systems and explain actions needed for effective sewage treatment. Conduct “Science Night” events at the watershed’s elementary schools to educate students about septic systems and the environment.

53100 Portage River Basin Council (PRBC)

Goal: Protect and improve the water quality of the Portage River Basin by establishing processes and working with groups within the Portage River Basin Council to implement the goals set by the *Portage River Watershed Plan*.

Objectives:

- Raise public awareness of the Portage River ecosystem and promote stewardship of its waterways.
- Work with watershed stakeholders to develop and implement projects supporting the Portage River Watershed Plan’s recommendations.
- Coordinate meetings of the Portage River Basin Council.
- Hold one or more goal-setting forums for members of the Portage River Basin Council and stakeholders.
- Facilitate the Portage River Education Work Group with a goal to develop and enact a plan to increase public awareness of the issues affecting water quality and inspire personal and community changes which improve the Portage River as habitat and as a recreational resource in northwest Ohio.
- Support existing or develop new educational programs and events that 1) implement or support the goals of the *Portage River Watershed Plan*; 2) reduce watershed loadings of phosphorus, nitrates, sediment, and/or fecal bacteria; 3) planning and implementation of BMPs recommended by the watershed plan, particularly supporting the “4R” approach for agricultural practices, and reducing incompletely treated discharges from onsite sewage systems; 4) support and encourage preservation or restoration of riparian habitat corridors, floodplains, wetlands, filter/buffer strips.
- Provide assistance, coordination, and planning by furnishing support to subcommittees as needed by the Portage River Basin Council (PRBC).
- 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 recommended by the *Portage River Hydrological Study*.

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:

- Plan SWC meetings to address various aspects of the NPDES stormwater permits that are specific to the region and/or time of year.
- Coordinate Stormwater Action Group (SWAG), which provides technical support and guidance to SWC.
- Coordinate the Stormwater Coalition (SWC) to encourage sharing of information and resources in meeting National Pollution Discharge Elimination System (NPDES) stormwater permits, and solving stormwater management problems on a watershed basis.
- Assist Stormwater Coalition members in fulfilling the NPDES stormwater permit requirements for six minimum control measures:
 1. Public Outreach and Education
 2. Public Involvement
 3. Illicit Discharge Detection and Elimination
 4. Construction
 5. Post-construction
 6. Pollution Prevention/Good Housekeeping
- Work with TMACOG Communications Department to update the TMACOG Stormwater webpage.
- Quarterly preparation and distribution of timely newsletters with stormwater information for residents of member jurisdictions.
- Coordination of public outreach and education campaigns between member jurisdictions.*
- Support of the Student Watershed Watch program.*
- Provide support to storm drain stenciling and other public involvement efforts.
- Provide a forum for public participation at bimonthly SWC meetings. Identify opportunities for collaboration with local health departments on illicit discharge and septic issues.
- Help coordinate Illicit Discharge Detection and Elimination (IDDE) training for member jurisdictions by request.*
- During SWAG work sessions, evaluate the utility of TMACOG's *Stormwater Management Standards Manual*.
- During SWAG work sessions, develop resources that will promote regional consistency in construction site plans.
- Coordinate the Green Infrastructure Task Force Planning Subcommittee through SWAG. Provide good housekeeping training and educational materials as requested by member jurisdictions. Stay current with stormwater regulations and inform members of upcoming stormwater regulations and compliance deadlines.
- Provide individualized stormwater program evaluations as requested by member jurisdictions.
- Provide staff support as requested to assist the Lucas County Engineer's Office in coordinating the Floodplain Management Committee (FMC).
- Work with area universities and colleges to involve students in stormwater projects through co-ops with member jurisdictions or assisting with design projects required by the university or college.*
- Participate in and support the Toledo-Lucas County Rain Gardens Initiative.

- Encourage involvement of member jurisdictions in the Ohio Stormwater Association to facilitate communication with stormwater practitioners across the state.
- Identify up to two professional development opportunities for TMACOG Stormwater Program staff.
- Identify funding opportunities, facilitate project coordination, and provide SWAG technical support for stormwater projects that demonstrate best management practices, help meet NPDES MS4 permit requirements, and support Total Maximum Daily Load (TMDL) implementation.
- Provide support to Toledo-Lucas County Land Bank and the City of Toledo in reuse of vacant properties for stormwater benefits.
- Review and provide feedback on stormwater issues to TMACOG Transportation policies and committees as requested by TMACOG's Transportation Department.
- Provide professional development opportunities for member communities and help meet personnel training requirements through membership in the Center for Watershed Protection (CWP). Host or organize group viewing of CWP stormwater-themed webcast series and facilitate discussion.

*Implementation of these activities depends on the availability of funding outside of SWC dues.

54130 Construction Site Plan Resources

Goal: Under guidance of the Stormwater Action Group (SWAG), develop resources that will promote regional consistency in construction site plans and give jurisdictions the ability to enforce construction site/post-construction stormwater management in compliance with Ohio EPA regulations and Ohio Department of Natural Resources (ODNR) standards. The resources and outcomes of collaborative planning among SWC jurisdictions will be presented to the development community via workshop.

Objectives:

- Guidance document for developers detailing site plan submission requirements and procedures for SWC jurisdictions.
- Standardized checklists to be submitted with all site plans.
- Standardized checklists for jurisdictional site plan reviewers with specific checklists for the most common BMPs.
- Visual models explaining review process.
- As necessary, spreadsheet tools to aid in engineering calculations.
- Other tools and resources deemed necessary by SWAG.
- A workshop for the development community detailing these tools and resources.

60000 Transportation Council

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

55000 Air Quality Issues

55200 Transportation Air Quality Outreach Program

Goal: Oversee air emission budgets, maintain programs to achieve compliance with federal ozone and fine particulate standards, and conduct a program to increase awareness of the impact of individual actions on ground level ozone formation.

Objectives:

- 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).
- Monitor potential emission reduction funding sources for local stakeholders and disseminate the information.
- Conduct the Ozone Action Season and Gas Cap Testing and Replacement programs.
- Maintain media awareness of Ozone Action Season and the media's role in improving air quality and develop media sponsors.
- Increase awareness of air quality issues as related to ground level ozone formation and its effects by placing radio and television advertisements and distributing printed materials.

Methodology:

The Air Quality Committee works to maintain compliance with federal ambient air quality standards and monitors/addresses implications of any changes in the Clean Air Act and its enforcement. The Transportation Council supports this effort due to the relationship that mobile emission sources have with regional air quality. Although requirements have changed and the long range transportation plan and Transportation Improvement Program (TIP) are not subject to air quality conformity regulations, the emphasis remains on keeping our attainment status.

The Air Quality Committee will produce an annual Air Quality Summary to inform the region on monitoring results from the past year, regional attainment status, legislative updates on federal standards, and actions being taken to reduce pollutant levels.

The Toledo Metropolitan Area Council of Governments (TMACOG) coordinates the Ozone Action Season and the Gas Cap Testing and Replacement programs to raise awareness and alert the public to ozone levels and provide them with tools to help reduce emissions. The Gas Cap Testing and Replacement program is a community education and remediation program to replace faulty gas caps and also promote awareness of air quality issues and the impact of voluntary activities. This element is funded through a separate Congestion Mitigation Air Quality (CMAQ) project funding agreement (PID# 90606) and is not part of consolidated planning grant funds.

Products:

1. Complete testing program and sponsor up to 35 gas cap replacement events (based on intern availability) to identify failing or missing gas caps on light-duty vehicles in Lucas and Wood counties.
2. Compile an end-of-year gas cap program report for public distribution.
3. Complete 2015 Ozone Action Season public awareness campaign to educate citizens of the negative health effects, environmental, and economic impacts of ozone. Begin preparation for the 2016 campaign.
 - a. Distribute Ozone Action Season fact sheets at community events.
 - b. Update the TMACOG website to include current air quality information.
 - c. Update the Ozone Action website to include the daily air quality forecasts.
 - d. Purchase advertisements/media spots promoting program objectives.
4. Produce an annual Air Quality Summary.
5. Provide technical assistance to local governments, school districts, and fleet operators with emission reduction grants.
6. Work with the Green Fleets program to educate local governments, school districts, and fleet operators to reduce emissions.
7. Make targeted outreach presentations to five local governments and/or community partners on the region's air quality status, energy use as it affects economic development, and the health and economic development impacts of non-attainment.

60100 Short Range Transportation Planning

60120 Highway Project Planning

Goal: To support implementation of the area's major projects.

Objective:

- To ensure that projects are consistent with regional priorities in the transportation system.

Methodology:

TMACOG will continue to assist and support as appropriate the implementation of major highway projects in our region. Active major projects currently in the project development phase include:

- a. Widening of I-75 in north Toledo from Phillips Avenue to I-280 and improvements to related City of Toledo arterial streets.
- b. Widening I-75 in Wood County from Perrysburg to Findlay.
- c. Reconstruction of I-75 in Monroe County, Michigan.
- d. Phase 2 of the I-75/I-475 systems interchange in downtown Toledo.
- e. Reconstruction of the DiSalle Bridge and I-75 roadway through downtown Toledo.
- f. Design development of the I-475/US 25 & I-475/US 23 systems interchanges.
- g. Widening of I-475 and related interchanges in western Lucas County.
- h. Chessie Circle Trail pedestrian/bike improvements.
- i. Other TIP-funded projects scheduled for FY 2016-2019.

Tasks can include creating and taking a lead role in project teams if requested by a project sponsor, or simply participating in project teams or studies. This element includes work to assist in developing a consensus on implementing the "On the Move: 2015-2045 Transportation Plan" (2045 Plan) highway projects that are charged to this element.

Products:

1. Support and participate in other agencies' efforts to implement major elements of the "On the Move: 2015-2045 Transportation Plan" (Element 61100).
2. Provide staff and support for development of the above projects and ODOT Tier 2 and 3 improvements in our region identified by the Transportation Review Advisory Council (TRAC).

60123 Safety Studies

Goal: To improve transportation safety through use of state or federal programs intended to correct problematic infrastructure conditions.

Objectives:

- Utilize available information resources to provide local jurisdictions with the focus and data to address locations experiencing high accident exposure.
- Assist local jurisdictions as necessary with the process of working through the Ohio Department of Transportation (ODOT) to implement changes to address high accident locations.

Methodology:

ODOT has undertaken a strategic initiative to reduce traffic crashes at the high crash locations through a series of low-, medium-, and high-cost improvements. TMACOG utilizes information available through ODOT and the Ohio Department of Public Safety to identify roadway safety issues and prioritize needed improvements. Using the Ohio Department of Public Safety traffic accident information data and analytical tools developed by ODOT, TMACOG encourages local jurisdictions to utilize the data to prepare location safety studies and apply for safety study funding.

Products:

1. Update the Highway Safety Program report completed in FY 2013 using data from 2012, 2013, and 2014.
2. Use the most up-to-date data breakdown and post safety crash data by jurisdictions on the TMACOG website.
3. Work with the System Performance and Monitoring Committee to continue to identify high crash locations and suggest low- to high-cost improvements.
4. Provide informational resources to local jurisdictions to assist their efforts to obtain safety funding through ODOT.

60130 Regional Passenger Rail Planning

Goal: To increase and improve passenger rail transportation serving the region.

Objectives:

- Increase personal mobility through a robust network of interconnected transportation modes.
- Ensure regional initiatives are coordinated with state, multi-state, and national rail initiatives.

Methodology:

As part of the regional planning process, TMACOG staff and committees consider all transportation modes, including passenger rail. TMACOG partners with the Toledo-Lucas County Port Authority, All Aboard Ohio, the Northwest Ohio Passenger Rail Association, Midwest High Speed Rail Association, Southeast Michigan Council of Governments (SEMCOG), and other agencies to work toward additional passenger rail service for the region and to institute faster and more reliable service. TMACOG continues to look for “fix it first” strategies to improve rail service in the shorter term, while continuing to encourage implementation of significant intercity passenger rail service upgrades envisioned in the Ohio Hub and Midwest Regional Rail plans.

Staff will work with and support the Public Transit & Passenger Rail Committee. TMACOG will facilitate coordination among and support the efforts of stakeholders, including transit and rail organizations, economic development and business interests, and Amtrak station area stakeholders. Three current initiatives focus on improvements to the Cleveland-Toledo-Detroit corridor, increasing the number of trains per day on the Chicago-Toledo-New York corridor, and developing a plan for the Toledo Amtrak station area. Information on passenger rail issues will be provided through two public events (a passenger rail forum and a train station open house) and through the TMACOG website. Rail-related data and information will be updated, and TMACOG will support implementation of priorities established in the newly adopted 2045 Plan.

Products:

1. Hold two or more public informational events on passenger rail issues.
2. Work with stakeholders to improve passenger service to the region, including implementation of the 2045 Plan projects; prepare a target statement and progress report.
3. Hold a minimum of three meetings of the Public Transit & Passenger Rail Committee.
4. Update passenger rail-related data and information; publish on the TMACOG website.
5. Participate in development of a plan for the Middlegrounds District (train station area), to include improving rail system connectivity with other modes.

60140 Freight Transportation Planning

Goal: To improve the efficiency and reliability of the freight network and strengthen access to national and international trade markets to support economic development.

Objectives:

- Include the efficient movement of freight in the transportation planning process.
- Strengthen the region's position as a multimodal freight hub.
- Identify where freight transportation investments are needed.
- Provide freight stakeholders a venue for discussion, coordination, and problem-solving.
- Raise public awareness of freight transportation issues.
- Consider potential impacts to safety, the environment, the community, and business when planning freight-related projects and initiatives.

Methodology:

Support projects, initiatives, and policies intended to improve freight movement efficiency and connectivity. Work to implement freight-related projects from the 2045 Plan. Support the development of freight-generating facilities including intermodal sites, distribution centers and industrial parks by encouraging investment in infrastructure, improving transportation access, and improving connectivity to the National Highway System. Plan for the potential impact these sites and adjacent development could have on regional transportation and on the community.

Identify where freight investments are needed by evaluating the adequacy of infrastructure, assessing the performance of the freight network, and recognizing any changes in freight flow patterns. Follow the guidance provided by the Ohio and U.S. departments of transportation, and the TMACOG Freight Advisory Committee when identifying key freight facilities and corridors, measuring freight network performance, and identifying needed improvements.

Coordinate efforts with the Southeast Michigan Council of Governments (SEMCOG) and their partner, the Detroit Regional Chamber of Commerce, to improve freight transportation efficiency and connectivity impacting both Ohio and Michigan.

Continue to present the annual Ohio Conference on Freight as a significant forum for education, discussion, and innovation. Funding for the September 2015 conference will be pursued through ODOT's State Planning and Research (SPR) program which supports research, development, and technology activities that address transportation concerns, and supports the sharing of new technologies. Staff will also seek funding support through event partnerships and vendor booths and event registrations. The 2015 conference will be held in Cincinnati, Ohio.

Products:

1. Planning and presentation of the annual Ohio Conference on Freight in coordination with the Ohio Department of Transportation (ODOT).
2. In coordination with ODOT, set performance targets based on freight measures, integrate these targets into the planning process, and periodically report on progress.
3. Provide maps, data, reports, and online resources that can help inform regional decision makers and the general public of important freight transportation needs and concerns.
4. Monitor legislation that impacts the freight community and promote awareness of national, state, and local freight transportation issues.
5. Maintain www.ohiofreight.org as the gateway to information and registration for the annual Ohio Conference on Freight. Also maintain the website as an important source for news and information affecting freight transportation in Ohio.
6. Provide staff and support for a minimum of four meetings of the TMACOG Freight Advisory Committee, and encourage participation of freight stakeholders from all transportation modes.

60150 Pedestrian and Bicycle Transportation Planning

Goal: To provide for increased availability and promote usage of pedestrian and bicycle transportation within the region.

Objectives:

- Improve the multimodal transportation system, positively impacting air quality and improving personal mobility, through continued development of pedestrian and bicycle facilities and opportunities within the region.
- Improve information sharing of the benefits of incorporation of non-motorized access and parking in new development and major street projects; on projects' relationship to the bikeway network; and on existing bikeway facilities; on educational information on transportation alternatives; and online information resources for pedestrian and bicycle issues through mapping and interactive descriptions and visuals.
- Support the development of the 2045 Plan and the Southeast Michigan Council of Governments (SEMCOG) Regional Non-motorized Plan and support implementation of projects and policies therein.
- Support regional efforts to promote the availability and increased utilization of bicycling for transportation.

Methodology:

Through the Pedestrian and Bikeways Committee, TMACOG helps to coordinate the efforts of area jurisdictions and active transportation interests locally in the examination of personal transportation alternatives including pedestrian and bicycling provisions in the planning and design of transportation system improvements. TMACOG continues to sponsor activities such as Bike Month and other public relations efforts to raise awareness of active transportation options. TMACOG also provides information for jurisdictions and the public to improve awareness and increase usage of existing facilities and resources.

Coordinate efforts with SEMCOG to improve regional non-motorized connectivity involving both Ohio and Michigan.

Additionally, TMACOG works with pedestrian and bicycle advocates across the state to incorporate and promote transportation alternatives within the context of ODOT's programs, policies, and business plan.

Products:

1. Encourage transportation alternatives and promote increased usage through the activities of the annual Bike Month.
2. Continue the availability and distribution of TMACOG bicycle user maps and dissemination of printed and electronic materials.
3. Continue to update the *Bicycle Facilities Guide for Recreational Riding* as needed and disseminate the information via the website.
4. Keep current on the TMACOG website reference material and links to: principles for accommodating bicycle and pedestrian transportation, bikeway definitions, and the regional bicycle/pedestrian plan.
5. Update the proposed regional bikeway network map for inclusion in the 2045 Transportation Plan.
6. Establish a process for the planning and engagement activities that would be necessary to explore a bike share program.
7. Support regional bikeway development efforts including conducting scheduled meetings of the Chessie Circle Trail Coordinating Committee.
8. Provide staff and support for the Pedestrian and Bikeways Committee and hold a minimum of four meetings.

60160 Regional Public Transportation Planning

Goal: To improve the provision of public transportation facilities and services throughout the region.

Objectives:

- Increase personal mobility and access to jobs and essential services throughout the region through a robust network of interconnected transportation modes.
- Support the economic vitality of the urban core and the region.

Methodology:

As part of our comprehensive regional planning process, the TMACOG staff and committees consider public transit (such as public bus, van, and streetcar service). TMACOG works with transit agencies, human services agencies, transit consumers, and other stakeholders on key issues, initiatives, and projects. This includes a supportive role in implementing priority projects and strategies identified in the region's two human services-public transit coordination plans and in the regional transportation plan. During FY 2015, the new "On the Move: 2015-2045 Transportation Plan" (2045 Plan) was prepared and adopted, introducing new transit projects as regional priorities.

TMACOG supports efforts to promote and improve public and human services transit by developing and distributing data and information via the TMACOG website, public events, and publications. Partnering with staff on transit work is the standing Public Transit & Passenger Rail Committee. Starting in FY 2014, TMACOG has also worked with partner agencies to hold meetings of a consumer-led transportation advisory committee. Recently TMACOG recommended and the state approved TARTA as the designated recipient of the urbanized area's §5310 federal funds, and TMACOG signed an agreement taking on the role of ranking and selecting projects for this funding.

Issues of ongoing concern include the adequacy of service for the growing numbers of elderly and disabled citizens, and geographic limitations of the existing public transit services. Thus there is need both to implement recommendations of the Human Services-Public Transit Coordination Plan (including use of §5310 funds to do so) and to expand the footprint of public transit services.

Products:

1. Provide public data and information, a minimum of two times during the year, on public transportation and its benefits, via the web, public meeting(s), and/or other means.
2. Establish and maintain a committee to review and rank projects for the §5310 federal funding program to improve transportation for elderly and disabled citizens.
3. Support implementation of mobility management and other priority projects and initiatives listed in the coordinated human services-public transit plans and the regional transportation plan. Prepare an annual status report on project progress.
4. Hold a minimum of three Public Transit & Passenger Rail Committee meetings.
5. Engage transit consumers in the planning via a consumer-led advisory committee or other means.

60190 Transportation Service

Goal: To respond to specific requests for assistance and information, and to be a valuable resource for transportation information for TMACOG members and for the community.

Objectives:

- Provide members with assistance as needed with transportation planning and project development.
- Assist members with meeting or event planning and coordination.
- Provide essential data or information as requested.
- Address the need for quick and efficient access to transportation information.
- Increase awareness of TMACOG resources available to our members and to the community.

Methodology:

Respond to the needs of TMACOG members by providing assistance with transportation planning, project development, project funding, or developing partnerships. Assist members with the planning and coordination of meetings or events. Provide maps, data, reports, or other information as requested. Provide assistance locating specific data or connecting to data resources. Continue to build the TMACOG website into a comprehensive source for transportation information. Work with our communications staff to increase awareness of resources available from TMACOG, including online resources.

Products:

1. Assist members with transportation planning and project development, or provide other assistance as needed.
2. Assist members with meetings or events as requested.
3. Provide GIS data, transportation data, demographic and socioeconomic data, or other information as requested.
4. Create new maps or provide existing maps as requested by members or associates.
5. Continue to develop TMACOG's online resources including the use of interactive maps.
6. Create and maintain an annual online regional highway projects map with detailed project information. Update the map and related information as needed.

60191 Transportation Mentoring Support

Goal: To develop transportation planning expertise within the existing planning programs of the Maumee Valley Planning Organization (MVPO)

Objectives:

Assist MVPO staff with:

- Production of a rural long range transportation plan that defines a direction and establishes priorities for a 20-year horizon consistent with requirements of MAP-21.
- Preparation of a public outreach program.
- Gaining a working knowledge of federal and state transportation funding sources programs.
- Grant writing assistance to facilitate transportation project financing for MVPO members.
- Building an analysis of transportation data.
- Understanding of the Transportation Improvement Program (TIP) process and program development.

Methodology:

Consistent with the recommendations of MAP-21, ODOT has initiated a Regional Transportation Planning Organization (RTPO) Pilot Program to evaluate the benefits of adding transportation planning processes to existing multi-county regional planning agencies' planning programs. Participation in the Pilot Program is intended to assist in the development of transportation planning expertise through mentoring and transportation plan development.

In response to a request for proposals issued by ODOT, MVPO has been selected to participate in the RTPO pilot program. As a part of the program, ODOT has requested that TMACOG provide mentoring assistance to MVPO in the development of the agency's planning expertise. TMACOG has confirmed that it is a willing partner in the implementation of RTPO Pilot Program and will serve as a mentoring agency in support of MVPO's efforts to add transportation planning processes to their existing planning programs.

An essential element of the planning process is the development of a transportation planning document that addresses the unique needs of the MVPO region. Consistent with MVPO's proposal to ODOT, TMACOG will support the development of a Rural Long Range Transportation Plan and a 2018-2021 Transportation Improvement Program together with related activities for the Maumee Valley Planning Region as identified in the MVPO FY 2016-2017 Scope of Work (PID 99720).

Products:

1. Provide staff dedicated to providing mentoring support of MVPO.

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:

- Implement the local TIP in coordination with all procedures and initiatives of the existing and the upcoming federal transportation act. In line with that process, solicit, review, and rank for inclusion in the new TIP applications for projects that can utilize the available federal funding categories of the Federal Highway Administration and Federal Transit Administration funding programs.
- Maintain the TIP for the planning area including incorporating and tracking local projects in the TIP.
- Incorporate the intent of the 2045 Plan, the Congestion Mitigation Plan, the Intelligent Transportation System and other relevant guidelines within the selection process of evaluation of new projects to be selected for funding.
- Support the implementation of relevant goals and initiatives in the 2045 Plan.

Methodology:

Traditionally, the TIP is prepared biennially in conjunction with the State Transportation Improvement Program (STIP) for the state of Ohio. After adoption, the TIP is maintained on an ongoing basis to keep it current and relevant to projects in the planning region. The current FY 2016–2019 TIP was prepared and approved in FY 2015 and ongoing implementation and maintenance of that TIP continues to keep it current through amendments.

Products:

1. The TIP Committee will continue to pursue the timely utilization of federal and state funding so as to maximize the use of available resources.
2. Publish the annual listing of highway, transit, pedestrian, and bikeway projects using federal funding in TMACOG’s area.
3. Monitor and maintain the FY 2016–2019 TIP.
4. Provide staff and support for the TIP Committee meetings to manage the program.

60220 Transportation Improvement Program Management

Goal: To monitor, work with local jurisdictions, and best utilize the available resources of the Transportation Improvement Program (TIP) to further the development of transportation infrastructure within the region.

Objectives:

- Provide the planning region with the optimized usage of federal transportation funding allocations through the promotion and successful development of projects that reflect the region's priorities and needs for transportation infrastructure development.
- Balance the needs of investment and the maintenance of existing infrastructure with the development of new projects within the context of all the alternative modes of transportation.
- Support the inclusion of relevant goals and initiatives in the 2045 Plan.

Methodology:

The ongoing maintenance of the TIP is managed through the following efforts:

- Monitoring the progress of project development of the TIP-related projects.
- Proactive management of the metropolitan planning organization sub-allocation funding to maintain a balance between project needs and funding type allocations.
- Working with local jurisdictions to build a reservoir of upcoming projects equal to 25% of the current year allocation that could be accelerated into an earlier fiscal year if required.
- Working with sponsors and the ODOT District 2 office to schedule project sales for a 20%, 30%, 30%, and 20% annual cost distribution by fiscal year quarter.
- Maintaining records and preparing reports to document project progress and maintain accountability.
- Actively monitoring projects on a regular basis to ensure compliance with procedures and timelines.
- Find any existing discrepancies in ODOT's Ellis Project tracking system that vary from the TIP's intent and notify ODOT to make corrections.

Products:

1. Prepare program monitoring reports with actions needed to keep projects on schedule.
2. Complete FY2017-2018 lockdown with ODOT District 2 office staff.
3. Proactively manage TMACOG sub-allocation funding to actively pursue project schedules, track adherence to project development commitment dates, notify project sponsors of missed commitment dates, and maintain compliance with the statewide carryover policy.
4. Work with project sponsors and ODOT District 2 to schedule project sales with quarterly goals of 20%, 30%, 30%, and 20% of projects sold in the respective quarters of the fiscal year.
5. Support and participate in the Ohio Statewide Urban CMAQ Committee (OSUCC)
6. Work with project sponsors and ODOT District 2 to identify the reservoir of projects ready to be sold totaling 25% of current year allocation.

60510 Continuing Planning - Surveillance

Goal: To provide data and other inputs for the ongoing transportation planning process.

Objectives:

- Coordinate with local jurisdictions to acquire traffic counts throughout the TMACOG region.
- Maintain the TMACOG region's data resources (i.e. GIS, Census, and socioeconomic), acquire new data as needed, and examine trends within this data.

Methodology:

TMACOG staff will continue to maintain, update, and provide data and maps that are a necessary input to short range and long range planning. Data includes socioeconomic (Census and Quarterly Census of Employment and Wages (QCEW) employment data), geographic (roadway characteristics, traffic counts, traffic crashes, aerial photography, transit, bicycle networks, and general municipality / county / state GIS layers), and networks (highway, transit, and new construction projects used in the travel demand model).

TMACOG staff will also assist jurisdictions to standardize their counting procedures and improve use of the Traffic Count Database System (TCDS) software and website program.

Products:

1. Maintain and update socioeconomic data files for the transportation study area.
2. Maintain and update network data files including newly constructed project information.
3. Maintain and update traffic count database.
4. Maintain and update GIS data (roads, political boundaries, Census, etc.).
5. Develop maps as required to assist various transportation committees and events.
6. Continue to work with local jurisdictions to use the Traffic Count Database System (TCDS) software to upload counts into the traffic count website.
7. Update the database that organizes all transportation data (ODOT inventory system, network inputs, counts, TIP projects, forecasts, etc.).
8. Review the ITS regional architecture for any needed updates.
9. Support the coordination of advancing the development of traffic signal coordination in the region, holding meetings as needed.
10. Coordinate with ODOT and regional ITS stakeholders to support improved transportation system safety and security, as well as implementation of ITS projects within the ITS Plan and regional transportation plan.
11. Examine trends on the transportation network by comparing historical and new data (i.e. bridge condition, traffic counts).
12. Provide traffic count data upon request by TMACOG members and non-members.
13. Determine steps for evaluating performance measures in the long range transportation plan.

61000 Long Range Planning

Goal: To maintain, promote, and monitor implementation of the regional transportation plan.

Objectives:

- Stay in compliance with federal law by maintaining a 20-year horizon regional transportation plan for the Toledo metropolitan area.
- Build on regional strengths, address regional needs, and achieve overarching plan goals.

Methodology:

The key responsibility is to maintain the region's comprehensive transportation plan, which is prepared and updated in cooperation with a broad range of public and private sector stakeholders, environmental agencies, and the general public. TMACOG completed the most recent plan, "On the Move: 2015-2045 Transportation Plan," and it went into effect July 1, 2015. The plan is for Lucas and Wood counties in Ohio, and for Erie, Bedford and Whiteford townships and the City of Luna Pier in Monroe County, Michigan.

The major focus in the past two years was completing the 2045 Plan. Staff worked with the TMACOG Planning Committee (which includes Monroe County representation) and regional partners to prepare the plan. It was developed in accordance with the federal surface transportation act, MAP-21. Requirements included that the plan be performance-driven and outcomes-based. The plan incorporated information and recommendations from various planning efforts such as analysis of land use, a highway safety plan, and a congestion management plan.

In support of transportation plan implementation, TMACOG worked with area stakeholders last fiscal year to develop the *2015-2016 Transportation Legislative Agenda* as an informational resource. During the current fiscal year, the focus will be on 2045 Plan implementation. This includes publishing a plan summary and other activities to increase awareness and generate action in support of the plan's goals, projects, and policies. Other efforts will include work on priority initiatives identified in the plan and achieving plan targets.

Products:

1. Publish a 2045 Plan summary document.
2. Educate the public, elected officials, and major stakeholders about the 2045 Plan (print/disseminate plan reports and summaries and the legislative agendas, develop and give presentations, publish web information, etc.).
3. Select, and work with partners on, a top priority 2045 Plan initiative; present a progress report to Transportation Council.
4. Develop and/or refine targets (and related measures of success) to be achieved through implementation of the regional transportation plan and Transportation Improvement Program; develop templates for tracking and reporting progress on targets and project implementation.
5. Assist as requested in area community comprehensive plan updates and major development efforts.
6. Hold at least four meetings of the Transportation Planning Committee. Include informational presentations on planning issues at one or more of the meetings.

61500 Continuing Planning – Procedural Development

Goal: To develop forecasting tools and perform modeling for system analysis.

Objectives:

- Identify a cohesive transportation vision for the region by exploring issues and opportunities pertaining to the street system, as well as examining alternative options.
- Develop tools to aid jurisdictions in planning and maintaining the transportation system.

Methodology:

TMACOG maintains a computer model that is used to predict future traffic loading on the street system. The model requires extensive data inputs including demographic parameters, current traffic levels, and other components related to the street system. Updates and maintenance of this model is a major task as is the additional coding necessary to construct experimental network changes to test future scenarios. Refinement and improvement to the modeling capabilities at TMACOG continue in FY 2015, including the quality control and implementation of the 2010 base-year network. We will use the model for traffic projection requests as needed.

TMACOG will continue to develop a pavement management planning process using updated pavement condition data obtained by ODOT in 2015. The pavement management plan will aid local jurisdictions with the improvement of roadway and pavement inventories.

Products:

1. Continue to update the pavement management process with 2015 ODOT pavement condition rating (PCR) data.
 - a. Inventory roadway pavement and provide anticipated future rating based on its condition.
 - b. Include the gathered pavement inventory in a database.
 - c. Prepare list of catch-up projects and maps by jurisdiction.
 - d. Examine trends in the PCR data by comparing historical and new data.
2. Provide traffic projection results to members as needed.
3. Provide staff and support for System Performance and Monitoring Committee meetings.
4. Continue to refine and improve the capabilities of the traffic model, as well as perform updates to the highway network and other model input files as needed.

69700 Transportation Program Reporting

69710 Transportation Policy Committee Reporting and Administration

69720 Transportation Summit

Goal: To efficiently administer the Transportation Department planning process and effectively coordinate efforts of transportation stakeholders in the region.

Objectives:

- Maximize efficiency of TMACOG’s planning efforts while remaining flexible to respond to member needs and changing federal transportation policies and guidance.
- Promote TMACOG’s leadership position in transportation planning through continued outreach to local governments, educational institutions, and major transportation stakeholders.

Methodology:

The activities of the TMACOG staff and committee structure are directed toward an ongoing “3-C planning process” that is continuing, cooperative, and comprehensive. TMACOG provides staff and support for the activities of the transportation department, the Transportation Council and all of its subcommittees. This includes such things as, but not limited to, secretarial support, administrative reports, project management, and staff management.

Each year, a Transportation Summit is held to report on regional transportation planning activities, highlight the importance of transportation to the general public, report on major issues, and coordinate efforts of the diverse community of transportation stakeholders. TMACOG maintains environmental justice and public involvement in transportation planning in accordance with TMACOG’s public involvement policy document which is updated as needed. And last, the website is continuously updated and it is used as a vehicle to communicate transportation planning efforts.

Activities that are ineligible for federal funding are charged to Element 68200 which is 100% locally funded.

Products:

1. Convene a TMACOG Transportation Summit.
2. Complete the Annual Work Program.
3. Provide staff and support to regional and state transportation organizations and agencies.
4. Provide staff and support for the Transportation Council.
5. Review and update MPO prospectus
6. Review and update the TMACOG transportation webpage.

73000 Share A Ride

Goal: To reduce single occupant vehicles (SOV) trips through ridesharing and vanpooling to work or school.

Objective:

- Partner with the Ozone Action Program to foster a greater awareness of the importance of air quality issues and the impact of SOV on air quality.
- Assist the public with program registration through the Share A Ride website.
- Market the Guaranteed Ride Home Program.

Methodology:

Share A Ride is a computer matching service that matches registered commuters that live and work in the same area to form carpools and/or vanpools.

Products:

1. Maintain and update the Share A Ride information on TMACOG's website so that it is consistent with marketing efforts being used to promote the department's programs.
2. Participate in and support the Gas Cap Testing and Replacement program, which is held in partnership with the Ozone Action Season program to foster a greater awareness of the importance of air quality issues. Emphasize the importance of decreasing the amount of volatile organic compounds (VOCs) released into the air by the automobile.
3. Increase awareness of the Share A Ride program through marketing and promotional programs.

74000 Specialized Transportation

Goal: To increase the availability of handicap accessible transportation.

Objective:

- Administer the Specialized Transportation Program (5310) program.

Methodology:

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary para-transit services. In accordance with MAP-21, §5310 funds are to be apportioned to designated recipients in large urbanized areas (>200,000 in population). Formerly, these funds were apportioned to the state. Therefore, a new process for local administration of the revised 5310 program has been developed in cooperation with local transit agencies and stakeholders. A Memorandum of Understanding between TMACOG and TARTA established the roles and responsibilities of each agency and will guide implementation of the program.

Products:

1. Distribute the call for projects to eligible 5310 agencies and local governments in cooperation with TARTA.
2. Assemble a scoring and ranking committee a make recommendations to award projects with Human Services – Public Transit Coordination Plan, score and rank projects, and make recommendations for awards.

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.

99880 General Management

Goal: To provide leadership and management to maintain effective operation of TMACOG.

Objectives:

- Design and develop for consideration by the Executive Committee and Board of Trustees, such procedures and policies necessary for the efficient performance of TMACOG business.
- Lead the effective and efficient operation 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 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.
- Work with our members and environmental partners to define and/or refine the vision and mission of TMACOG's water quality efforts.
- Collaborate with established economic development agencies throughout northwest Ohio and southeast Michigan to encourage a broad regional approach to economic development.
- Participate in regional, state, and national councils of governments and economic development organizations to bring information about successful models back to TMACOG members and regional partners, as well as to gain wider exposure for TMACOG and the region.

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 2017.

Objective:

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

99910 Finance, Audit & Administration

Goal: To oversee and supervise all TMACOG financial activity and financial records and ensure the financial stability of TMACOG.

The Finance, Audit & Administration Committee provides oversight and leadership for financial and administrative activities.

Objectives:

- Manage and administer TMACOG's general, public liability, workers compensation, medical, life, auto, and public officials' insurance coverage.
- Monitor and keep current TMACOG's public records policy.
- Maintain an open and efficient policy for response to public information requests.
- Regularly review TMACOG Employee Handbook to ensure it meets all legal obligations.
- Ensure all staff members are aware of expectations, policies, procedures, and benefits of employment with TMACOG.
- Provide training for all TMACOG staff members as dictated by the nature of the organization.
- Optimize TMACOG's 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.
- Develop and recommend for adoption the *FY 2017 Annual Budget*.
- Develop and recommend for adoption the *FY 2017 Annual Membership Fee Schedule*.
- Recommend for adoption the *FY 2017 TMACOG Board of Trustees Weighted Vote Table*.
- Monitor agency expenditures and financial record keeping.
- Arrange for and review the annual audit of all FY 2015 financial records.
- Review and make certain all TMACOG fiscal policies are adequate to meet the needs of the agency.

99920 Programming & Education

Goal: To select and present educational content and material that supports the goals and objectives set forth by TMACOG.

Objectives:

- Planning events:
 1. Plan and coordinate TMACOG member events and educational programs, including the annual General Assembly, annual leadership retreat, forum with state legislators, member caucuses, open house and orientation, and TMACOG Tech educational series.
 2. Identify current legislative and/or regional concerns that need to be brought to the attention of the TMACOG membership in a manner that conveys the importance of the topic, covers the various components of the situation(s), and offers suggestions to the membership that will help them deal with concerns in a sincere and positive direction. In each case, local and/or state experts will be utilized to discuss such topics with the membership.
 3. Provide forums for members to discuss and resolve issues of mutual relevance.
 4. Secure speakers to discuss relevant topics that are of importance to members.
 5. Focus on sponsorships that will allow TMACOG to manage member and non-member registration fees for TMACOG Tech presentations.
- Developing events:
 1. Design programs, meetings, and events that offer value to members.
 2. Work closely with TMACOG's administrative committees to enhance products and programs.
- Evaluate the effectiveness of current events:
 1. Conduct annual membership survey in collaboration with the Membership Committee to determine regional and member needs.
 2. Determine value of events and elicit input on relevant topics through post-event evaluations.
 3. Discuss and evaluate existing member events and programs for efficiencies and effectiveness.

99930 Membership

Goal: To retain current members and solicit new members by promoting the value of membership based on member needs.

Objectives:

- Build a strong and effective membership:
 1. Maintain positive working relationships with state and federal officials representing northwest Ohio and southeast Michigan.
 2. Provide an opportunity for members to advocate for issues that impact regional economic opportunities and quality of life issues.
 3. Serve as a resource for information-gathering upon members' requests and provide guidance, referrals and information as requested by members and member organizations.
 4. Provide a forum for members to discuss and resolve issues of mutual relevance.
 5. Identify caucusing opportunities and participation at the general assembly and at other times during the calendar year to ensure that members have an opportunity to meet and discuss items of mutual interest.
 6. Survey membership in collaboration with the Programming and Education Committee to determine meaningful topics to discuss at caucus group meetings.
- Retention – develop relationships by maintaining consistent communication and encouraging regional partnerships through participation:
 1. 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.
- Recruitment – develop a set of characteristics, qualities, attributes, or standards to identify key governmental and non-governmental groups on which to focus recruitment efforts:
 1. Design an effective process by which to introduce new and potential members.
 2. Identify opportunities for introducing TMACOG to potential members.
 3. Organize and prepare for visits to potential members.
 4. Recommend to the Executive Committee approval of new, non-governmental TMACOG members.

99940 Leadership Development

Goal: To identify recruit, train, and support a broadly diverse group of public officials and private leaders to serve in leadership roles for TMACOG and 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 and 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.
- Work collaboratively with other TMACOG committees to:
 1. Develop a strategic planning session, to establish the direction of the organization.
 2. Plan, develop, and coordinate the annual General Assembly. Identify caucusing opportunities and participation at the General Assembly and at other times during the calendar year to ensure that members have an opportunity to meet and discuss items of mutual interest.
 3. Develop a networking forum for members that would include an opportunity to caucus and meet with state lawmakers.
 4. Develop a public policy agenda from a regional perspective. Assemble a legislative ad hoc committee to establish a process for addressing regional issues and develop a public policy agenda summarizing the top priorities. TMACOG senior staff will participate in those discussions as needed. Once developed, the public policy agenda would be presented to the Leadership Development Committee for adoption, followed by the Executive Committee and Board of Trustees.
- Generate discussion and facilitate decisions about TMACOG programs to promote efficiencies and effectiveness.
- 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 agency-wide goals and objectives and evaluate these on an annual basis. Report results of evaluations to the Executive Committee on an annual basis.
- Research and initiate a mentoring program for potential new committee and council members in coordination with the Membership Committee.

99950 General Assembly

Goal: To hold a General Assembly that 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.

The General Assembly will present opportunities for members to discuss issues of mutual relevance. The Programming and Education Committee will work collaboratively with other TMACOG committees to plan, develop, and coordinate activities for the annual General Assembly.

Objectives:

- Hold a General Assembly meeting in January 2016.
- Undertake the major business of TMACOG.
- Elect the officers and non-governmental Board of Trustees members for 2016.
- Survey membership to determine meaningful topics to discuss at caucus group meetings.
- Create caucusing opportunities and encourage participation at the General Assembly and at other times during the calendar year to ensure that members have an opportunity to meet and discuss items of mutual interest and to share ideas, issues, and concerns with TMACOG staff.
- Provide an opportunity for networking and interaction of members and regional partners.
- Welcome newly elected officials at the General Assembly.

99960 Communications Department

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

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 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 as they address regional opportunities and challenges; to encourage participation in and support for TMACOG activities.

Objectives:

- Continually seek new methods and strategies to improve communication, looking for opportunities presented by new technologies or developed from an expanding network of public and private connections.
- Provide all staff with tools and direction that they need for complete, professional presentations to the public.
- 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 and electronic communications.

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 yearly and evaluate the agency marketing plan.
- Assist the Communications Department in developing new marketing strategies.
- Assist the Membership Committee in developing recommendations to help retain and increase membership.

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, op-ed essays, and guest columns.
- Research and monitor 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.
- Strategically use social media and electronic bulletin boards as public information and public relations tools.
- Write and publish agency-wide *Public Involvement Policy* and *Title VI Civil Rights Policy*.
- Provide support to all TMACOG departments to implement the *Public Involvement Policy*.

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.
- Use social media as a tool to further TMACOG's mission.
- Coordinate media events.
- Evaluate and place in all media - print, radio, TV, internet, outdoor, signage, and mobile advertising as needed.
- Update and implement agency-wide marketing plan.
- Create and implement marketing plan for Ozone Action Season including researching advertising options, negotiating contracts, and seeking PR opportunities.

TMACOG Directory of Local Public Officials

Goal: To annually update and publish the TMACOG *Directory of 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 chambers of commerce.
- Produce and publish the *2016 Directory of Public Officials*.

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 and electronic 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.
- Research and develop new tools to be used to enhance communications through the website.
- 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.
- Design printed ads, billboards, t-shirts, and other specialty items.

Grants/Sponsorships

Goal: To obtain financial or in-kind sponsorships on specific projects, programs, and events to extend the reach of the program, provide activities at an event, purchase advertising to boost attendance, or finance extended program offerings.

Objectives:

- Weighing geographic and business interests, identify potential sponsors from list of non-governmental members.
- Approach potential sponsors with a sponsorship package that lists the sponsorship level, identifies the cost and all of the benefits.
- Pursue in-kind sponsorships including professional services, venue donation, and printing.
- Identify all program, event, and project opportunities that would benefit from extra sponsorship.
- Expand potential sponsor pool to include non-members in the region including foundations.
- Work with programmatic departments to make joint efforts to secure sponsorship including grants. Review and edit grant proposals, provide writing assistance for programmatic grant applications.
- Establish long term sponsorships and in-kind professional service donations. For example, look for financial sponsors for a year's worth of new training session sponsors, and in-kind professional services for the duration of a grant.

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.

