



## Toledo Metropolitan Area Council of Governments



**FY 2021**

## Consolidated Annual Work Program



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**CONSOLIDATED ANNUAL WORK PROGRAM**  
**FOR**  
**FISCAL YEAR 2021**

Including Unified Work Program for  
The Urban Transportation Planning Process

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

June 2020

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**Marissa Bechstein**  
Transportation Planner

**Barbara Kalta**  
Water Quality Associate

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Vice President of Finance & Administration

**Mary Pat McCarthy**  
Marketing & Public Information Manager

**Jodi Cole**  
Transportation Administrative Assistant

**Joy Minarcin**  
Water Quality Administrative Assistant

**Lance Dasher, AICP**  
Transportation Planner

**Gilda Mitchell**  
Director of Membership and Outreach

**Michael Fuller**  
Transportation Planner

**Ann Nair**  
Administrative Assistant/Receptionist

**David Gedeon, AICP**  
Vice President of Transportation

**Nate Reiter**  
Accountant

**Kari Gerwin**  
Director of Water Quality Planning

**Roger Streiffert**  
Transportation Planner

**Sara Guiher**  
Water Quality Planner

**Michael Tippet**  
Digital Communications Manager

**Lisa Householder**  
Transportation Planner/Database Analyst

**Marc VonDeylen**  
Transportation Technician



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## **50000      Water Quality Council**

**Purpose:** To protect and improve the water quality of the Toledo Metropolitan Area Council of Governments (TMACOG) region's streams and lakes, for the economy, recreation, and safe, reliable public water supplies by providing technical expertise. The Water Quality Council (WQC) will serve as a regional forum for education, advocacy, and grantsmanship for our members and stakeholders.

## **51170      Water Quality Council**

**Goal:** Coordinate and recommend positions on water quality issues and policies to the TMACOG Board of Trustees in an effort to improve and protect water quality in our region and Lake Erie.

### **Objectives:**

- Develop meeting programs to address current and long-term water quality goals of the region.
- Develop programs and projects to carry out the missions of the WQC's standing committees.
  - The Wastewater Committee, as described in 51310
  - Stormwater Coalition, as described in item 54100
  - Public Water Supply Committee, as described in 51500
  - Watersheds Committee, as described in 52100
  - Agriculture Committee, as described in 51700
- Provide guidance related to water quality issues to educate legislators, mayors, city councils, county boards, etc., as appropriate.
- Collaborate on grants, loans, and other state and federal program funding opportunities.
- Provide outreach and communication with members, media, and the public.
- Create 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, stormwater infrastructure, or water quality restoration or remediation projects.
- Develop and update the *Agenda for Lake Erie*, TMACOG's water quality policy document recommended for support by the TMACOG Board of Trustees.
- Maintain and recruit members and leadership of the WQC.

## **51200 Water Quality 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 Plan*.
  7. Goals and recommendations of the TMACOG *Pollution Prevention and Good Housekeeping Practices for Municipal Operations*.
  8. Goals and recommendations for the *Wolf Creek / Berger Ditch Stream Corridor Restoration Plan*.
  9. Goals and recommendations of the Water Quality Council, its subcommittees, and the Portage River Basin Council.
  10. Coordinate with state of Ohio water infrastructure funding agencies by tracking and participating in the Small Community Environmental Infrastructure Group when appropriate.
  11. Provide safe recreation on Lake Erie, the Maumee, Toussaint, and Portage rivers and their tributaries, and Maumee Bay and its beaches and tributaries by planning and developing public access, and by reducing bacterial pollution levels.

## **51300      Areawide Water Quality Management Plan (AWQMP)**

**Goal:** To coordinate with the Water Quality Council to reach consensus on regional water quality policy by updating the AWQMP (the 208 Plan).

**Objectives:**

- Maintain sewage Facility Planning Areas (FPAs) with wastewater facility and service update information as it becomes 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.
- Support the Ohio Environmental Protection Agency's, certification of Areawide Water Quality Management Plan as part of the State Water Quality Management Plan.
- Coordinate with Ohio EPA and management agencies in Ohio to review sanitary sewerage permits to install for consistency with the adopted 208 Plan.
- Develop educational materials for DMAs and general public.
- Tour wastewater treatment facilities to collect current information.
- Provide water and sewer training in coordination with the Public Water Supply (PWS) Committee, providing Ohio contact hours for both water and wastewater operators, and Ohio and Michigan professional development hours for professional engineers.
- Coordinate with other state of Ohio regional councils with water quality planning programs through the Ohio Association of Regional Councils Water Quality Committee.

## **51305      604b Home Sewage Treatment System Mapping**

**Goal:** Assist county health departments within the TMACOG region to map the locations of the home sewage treatment systems.

**Objectives:**

- Collaborate with county health departments, starting with counties that do not have the resources for mapping.
- Develop shapefiles and maps using ArcGIS.

## **51310 Wastewater Committee**

**Goal:** Recommend wastewater policies to the TMACOG Board of Trustees for effective and efficient sanitary sewerage systems that support the goals of the *Agenda for Lake Erie*.

**Objectives:**

- Update the 208 Plan and provide support to members as discussed in 51300.
- Coordinate and assist county health departments in educating the public with new sewage rules and proper septic system management.
- Work with the Small Community Environmental Infrastructure Group on funding issues.
- Provide wastewater planning services to TMACOG members in Henry and Fulton counties that request it. These members are not included in the 208 Plan region.
- TMACOG will monitor legislation and regulations that affect publicly owned treatment works (POTW) services and seek input from committee members on potential regional positions.
- Assist members with identifying sources for funding and preparing proposals.
- Create a network of wastewater operators within the TMACOG region as a resource for assistance and education. Establish an education and outreach program with the Public Water Supply Committee for careers in water/wastewater treatment.
- Take the lead among the Water Quality Program committees in updating the following sections of the *Agenda for Lake Erie*:
  - Public Water Supply and Wastewater Treatment (in coordination with the Public Water Supply Committee)
  - Home Sewage Treatment Systems

## **51400 Natural Resources Assistance Council (NRAC)**

**Due to this statement by the Ohio Public Works Commission, it may not be possible to meet all objectives of the FY21 work plan:**

*“Considering the current challenges of the COVID-19 pandemic the capital bill for the next biennium is uncertain. This affects infrastructure and Clean Ohio funding for next fiscal year (July 1, 2020 - June 30, 2021). Therefore, district integrating committees and natural resource assistance councils must postpone application solicitation schedules until further notice.”*

**TMACOG staff will work closely with the Ohio Public Works Commission throughout the fiscal year to remain up-to-date with activities at the state level.**

**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. TMACOG staff will provide technical assistance and administrative support to the District 12 Ohio Public Works NRAC Committee for the planning, analysis and implementation of the Clean Ohio Fund Green Space Conservation Program for this Fiscal Year. The work tasks for District 12 include the following items to be carried out under the direction of the leadership of the District NRAC Committee.

**Objectives:**

- Provide administrative and program management support to the District 12 NRAC Committee.
- Serve as liaison between the Ohio Public Works Commission and District 12.
- Function as secretary to the Natural Resources Assistance Council.
- Develop and maintain any required databases and spreadsheets.
- Prepare application package for District 12 applicants to submit to the committee and the Ohio Public Works Commission.
- Provide applicants with technical assistance regarding the rules, regulations, and compliance measures for the Green Space Conservation Program. This includes individual application assistance, training sessions, and other program assistance when appropriate.
- Provide other support services as directed by the District 12 NRAC Committee.

**51500      Public Water Supply Committee**

**Goal:** Recommend positions on public water supply issues and policies to the TMACOG Board of Trustees that will provide the region with abundant, safe, and reliable water for residential and commercial needs.

**Objectives:**

- Provide a forum for public drinking water providers in the TMACOG region to coordinate:
  - 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.
  - Treatment process best practices and efficiencies.
  - Long-term cost management and potential shared purchasing to capture cost reductions.
  - Preparation for outages and emergency management planning.
  - Operations and maintenance practices - share contact information for assistance (i.e. all join OH WARN).
  - Pooling technology and software operations for better resources and financial efficiencies.
  - Protecting the public from unnecessary expenditures on duplicative resources.
  - Sharing equipment and human resources for mutual benefit.
- Review and monitor rate structures to support best practices in water quality management.
- Develop and update an inventory for public water supply system infrastructure.
- Provide training in coordination with the Wastewater Committee to provide Ohio contact hours for both water and wastewater operators, and Ohio and Michigan professional development hours for professional engineers.
- Coordinate an education and outreach program with the Wastewater Committee to promote careers in water/wastewater treatment.

## **51600      Regional Water Planning Committee**

**Goal:** Provide a forum for elected officials to examine regional water systems, including issues of interconnectivity, redundancy, storage, and sustainability.

**Objectives:**

- Reconvene at call of the Water Quality Council Chair or as requested by TMACOG members.

## **51700      Agriculture Committee**

**Goal:** To recommend agriculture policies to the Water Quality Council for effective management of land that support the goals of the *Agenda for Lake Erie*.

**Objectives:**

- Facilitate communications on water quality, economics, innovations, and operations with agriculture and related industries.
- Engage the agricultural community and watershed groups in northwest Ohio and southeast Michigan to understand and address the diverse water quality issues in the Western Lake Erie Basin (WLEB).
- Educate the public and stakeholders across the WLEB on the diversity of operations and economics in the agriculture industry.
- Support common activities between Soil and Water Conservation Districts (SWCDs) and agricultural stakeholders.
- Recommend policies, funding, and initiatives that support the target phosphorus load reduction of 40% to Lake Erie.
- Serve as resource to other Water Quality Council committees.
- Provide information related to the impact of environmental change on agricultural operations.
- Provide forum for communication between the regional agriculture community and public, government, and non-governmental stakeholders.
- Monitor existing and new funding opportunities for agriculture Best Management Practices (BMPs) or projects and communicate to stakeholders.
- Provide regional consistency with resources and training to the agriculture community through SWCDs, e.g. Nutrient Management Plans (NMPs).
- Develop and maintain an ongoing database of current local, state, and federal policy documents and recommendations addressing agriculture and water quality in the WLEB.
- Support science-based research activities to monitor and model the effectiveness of BMPs.

## **52100 Watersheds Committee**

**Goal:** Recommend water quality and habitat policies to the TMACOG Water Quality Council for effective management of watersheds that support the goals of the *Agenda for Lake Erie*.

**Objectives:**

- Take the lead among the Water Quality program committees in updating the *Agenda for Lake Erie* in preparation for the 2021-2022 version; the Watersheds Committee is fully responsible for the section entitled, “Agenda for Restoration and Protection of Natural Drainage Systems.”
- Provide input to the 9-Element Nonpoint Source Implementation Strategy (NPS-IS) Advisory Group as needed, to facilitate information sharing between developers and stewards of regional NPS-IS and TMACOG members and partners.
- Provide a forum for setting project priorities to meet Total Maximum Daily Load (TMDL) targets and water quality standards in support of the creation and update of 9-Element Plans and other watershed-based planning efforts.
- Support projects and policies that help to meet Great Lakes Water Quality Agreement Annex IV phosphorus reductions, TMDL targets, and biological water quality standards.
- Research options for goal setting and benchmarking to measure progress in meeting targets in Annex IV, TMDLs, and biological water quality standards.
- Using outcomes of Great Lakes Water Quality Agreement Annex IV Targets (see 52131 AWP FY18) identify priority projects that will offer the most feasible and cost-effective phosphorus load reductions. These will serve as pilot projects to enable the staff, committee, and stakeholders to develop methodologies and refine modeling techniques.
- Outreach to and engage watershed groups in northwest Ohio, southeast Michigan, and northeast Indiana to understand and address the diverse water quality issues in Lake Erie’s Western Basin.
- Provide a forum for communication between groups addressing Lake Erie water quality including the Western Lake Erie Basin (WLEB) Partnership and the Ohio Lake Erie Commission through activities such as annual to semi-annual meetings.

## **52132 Regional 9-Element NPS-IS Coordination**

**Goal:** Coordinate stakeholder involvement in 9-Element Nonpoint Source Implementation Strategies (NPS-IS) and the TMDL process within a defined TMACOG planning region.

**Objectives:**

- Coordinate a regional update and development process for 9-Element NPS-IS
  - Provide a forum for local stakeholders to participate in coordinated planning for TMDL implementation projects.
  - Develop a formal digital communication network among stakeholders.
  - Plan and host quarterly meetings for 9-Element NPS-IS advisory group.
  - Work with advisory group to identify target HUC 12s for plan update and development.
  - Host a workshop to address regional information and training needs.
- TMDL Stakeholder Outreach
  - Assist in distribution of outreach materials developed by Ohio EPA.
  - Communicate TMDL status and opportunities for public input to TMACOG members and stakeholders within the WLEB.
  - Assist Ohio EPA in organizing and hosting public meetings in conjunction with the rollout of the draft TMDL reports.

## **52200      Student Watershed Watch**

**Goal:** Coordinate the Student Watershed Watch (SWW) program working with all interested middle and high schools in the region.

**Objectives:**

- Continue to evaluate training needs of teachers and provide targeted training opportunities to meet those needs; including opportunities to become OEPA qualified data collectors.
- 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 water quality issues.
- Work to help teachers/participants incorporate new education state standards into the SWW program.
- Work directly with as many classes as possible through in-stream sampling and/or as an in-class guest speaker on water quality topics or connect the teacher with a TMACOG partner or member that can serve as a guest speaker.
- Maintain or increase sponsorship of the SWW, working closely with the TMACOG Director of Membership and Outreach.
- Participate in Great Lakes One Water program to improve and expand citizen science in northwest Ohio and southeast Michigan.



## **53100      Portage River Basin Council (PRBC)**

**Goal:** Protect and improve the 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 the *Portage River Watershed Plan*.

**Objectives:**

- Raise public awareness of the Portage River watershed and promote stewardship of its waterways while fostering communication and cooperation between the agricultural and urban stakeholders of the watershed.
- Work with watershed stakeholders to assess the need for updates to the *Portage River Watershed Plan's* recommendations.
- Coordinate meetings and goal-setting forums of the Portage River Basin Council.
- 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*.
- Work with Portage River Basin Council members and other stakeholders to address nutrient and bacterial issues associated with home sewage treatment systems.
- Work with SWCDs to follow current and developing legislation, keeping agricultural producers in the area aware of opportunities and changes.
- Collaborate on watershed-based projects to meet GLWQA Annex 4 phosphorus load reduction targets from all sources.
- TMACOG, the SWCDs and other Portage River Basin Council partners will encourage the agricultural community to work with a “suite” of BMPs to ensure that multiple choices are available for farmers to address conservation issues on their farms.
- Proactively educate the watershed community, support the development of 9-element Nonpoint Source Implementation Strategies. As funding allows, support SWCDs in writing and implementing nutrient management plans and assist with landowner outreach for federal, state, and local conservation programs.
- Provide a forum for discussion of the Portage River Water Trail, encouraging Portage River Basin Council members to remain active in planning for and promotion of the water trail.

## **53120 Portage & Toussaint River Agricultural Phosphorus Reduction**

**Goal:** Protect and improve the water quality of the Portage and Toussaint River and the Western Basin of Lake Erie by cost-share supported implementation of BMPs (nutrient management plans, VRT, and cover crops) to achieve an estimated phosphorus load reduction of 7,221 pounds annually over 3 years out of the total target reduction of 25,835 pounds per year.

**Objectives:**

- U.S. EPA funding of \$500,000 was secured through a GLRI grant.
- Form a project team with stakeholder agricultural agencies of the watershed.
- Outreach to farmers of watershed on the environmental and agronomic benefits of selected BMPs: nutrient management plans, and VRT fertilizer application coupled with winter cover crops.
- Design a cost share program that achieves maximum phosphorus load reduction while allowing the farmers an attractive incentive.
- The SWCDs will provide technical assistance and track BMP.
- TMACOG will issue and document cost share payments, and retain records as required by the grant.

## **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 quarterly 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.
- Provide policy recommendations to update the *Agenda for Lake Erie*.
- Assist Stormwater Coalition members in fulfilling the NPDES stormwater permit requirements for six minimum control measures:
  - Public Outreach and Education
  - Public Involvement
  - Illicit Discharge Detection and Elimination
  - Construction
  - Post-construction
  - Pollution Prevention/Good Housekeeping
- Reach out to new regulated MS4s in Wood, Lucas, and Ottawa counties.
- Utilize the Clear Choices Clean Water-Greater Toledo Lake Erie program to help fulfil some SWC members permit requirements for public education and outreach (See 54400).
- Provide one workshop for member jurisdictions or the development community aimed at improving implementation of stormwater and/or construction BMPs.
- Participate in the Toledo-Lucas County Sustainability Commission.

- 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.
- 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.
- Review and provide feedback on stormwater issues and policies relevant to transportation through outreach to Ohio Department of Transportation and through coordination with TMACOG's Transportation Department.
- Provide professional development opportunities for member communities through the purchase and hosted viewing of relevant stormwater-themed webcasts.

## **54400 Clear Choices Clean Water (CCCW)**

**Goal:** Implement a regional water quality education campaign as a local affiliate of the national Clear Choices Clean Water program. The web-based program will be led by the members of TMACOG's Stormwater Coalition with a goal of empowering the citizens of northwest Ohio to make impactful choices to improve water quality while also meeting some Ohio EPA stormwater permit requirements for public involvement, participation, and education.

### **Objectives:**

- Ensure ongoing funding through program administration, member and sponsor billing, and biennial payment.
- Facilitate CCCW working group that includes SWC members and partners.
- Work with CCCW national office to maintain CCCW website.
- Provide regular updates to website and coordinate content updates with the CCCW working group.
- Identify opportunities to promote CCCW at member and partner events.
- Distribute data reports to SWC members quarterly for inclusion in member's required reports to Ohio EPA.
- Provide support to members in seeking sponsorships for CCCW materials purchase.
- Provide support to member and partner stormwater education efforts.

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## **60000      Transportation Council**

**Purpose:** The Transportation Council oversees and manages the transportation planning and implementation functions of TMACOG. The council recommends transportation plans, policies, and procedures to define and achieve TMACOG's mission for adoption by the Board of Trustees. Through these policies, the strategic, long term transportation goals of TMACOG are established and the methods to achieve short term tactical objectives are determined.

Committees are basic to the process by which TMACOG undertakes its work. TMACOG operates through collaborative volunteer committees supported by a professional staff. The Transportation Council is responsible for the implementation of the transportation program through its subcommittees and the TMACOG Transportation Department. Finally, it maintains creative communication on transportation issues among and between TMACOG's other standing committees and subcommittees, other transportation stakeholders, and the broader regional community

## **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 meetings of the Air Quality Committee.
- 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 and the requirement that the long-range transportation plan and Transportation Improvement Program (TIP) meet air quality conformity regulations.

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 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# 101914) and is not part of consolidated planning grant funds.

**Products:**

1. Complete testing program and sponsor up to 6 gas cap replacement events (including corporate events) to identify failing or missing gas caps on light-duty vehicles in Lucas, Wood, and Monroe counties.
2. Compile an end-of-year gas cap program report for public distribution.
3. Complete 2020 Ozone Action Season public awareness campaign to educate citizens of the negative health effects, environmental, and economic impacts of ozone. Begin preparation for the 2021 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. Educate the local jurisdictions on the new air quality standards for ground-level ozone.
8. Perform work as necessary related to Ohio's Volkswagen settlement planning effort.

## **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. Great Lakes Mid-Atlantic Corridor (NW Ohio to Central Ohio Connector).
- b. Reconstruction of I-75 in Monroe County, Michigan.
- c. Reconstruction/Rehabilitation of the Anthony Wayne Trail in Toledo.
- d. Reconstruction of the DiSalle Bridge and I-75 roadway through downtown Toledo.
- e. Widening of I-475, Dorr St. and US 20A interchanges in western Lucas County.
- f. Chessie Circle Trail pedestrian/bike improvements.
- g. Improvement on SR 795 from I-75 to I-280.
- h. Other TIP-funded projects scheduled for FY 2018-2021 and beyond.

Tasks can include creating and/or facilitating a subcommittee or task force 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 support for 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 benchmarks using the most up-to-date crash data as well as historical data to show trends.
2. Work with the System Performance and Monitoring Committee to continue to identify high crash locations and suggest low- to high-cost improvements, to review crash data before and after safety-related construction projects, and to develop Highway Safety Manual reports for all reviewed locations.
3. Provide informational resources to local jurisdictions to assist their efforts to obtain safety funding through ODOT.
4. Provide crash diagrams and supplemental information to members at their request.
5. Provide a regional list of the top 50 crash intersections and segments to local jurisdictions.
6. Pilot Project – Complete a comprehensive safety locations report for a local jurisdiction.



## **60130      Regional Passenger Rail Planning**

**Goal:** To improve and expand passenger rail service in the region and work to build an efficient interconnected national network.

**Objectives:**

- Increase personal mobility through an efficient network of interconnected transportation modes which includes passenger rail.
- Provide stakeholders a venue for discussion, coordination, and problem-solving.
- Raise public awareness of passenger rail concerns and opportunities.
- Coordinate regional passenger rail initiatives with statewide, multi-state, and national initiatives.

**Methodology:**

TMACOG will continue to include passenger rail as an important personal mobility option when planning for a multi-modal transportation network. We will partner with All Aboard Ohio, the Northwest Ohio Passenger Rail Association, High Speed Rail Alliance, Southeast Michigan Council of Governments (SEMCOG), and others to institute faster, more reliable rail service and add service where needed. TMACOG will look for short-term solutions to rail issues while continuing to encourage long-term upgrades envisioned in the State of Ohio Rail Plan, Midwest Regional Rail Plan, and the TMACOG long range transportation plan.

Staff will seek input from the Passenger Rail Committee for local and regional planning efforts and will use the committee meetings as a venue for sharing information, identifying problems, and developing solutions. TMACOG will work with the City of Toledo, SEMCOG, MDOT, Detroit Metro Airport, and others on an initiative to reconnect Toledo to Detroit and Detroit Metro Airport by passenger rail. We will also support the redevelopment of the Amtrak station area as a multi-modal transportation hub. TMACOG will work to implement passenger rail projects and initiatives included in the 2045 Plan-Update 2020. TMACOG will revise as needed the passenger rail information in the *Transportation Legislative Agenda*, designed to coordinate planning efforts among a coalition of regional stakeholders.

**Products:**

1. Review and revise as needed the passenger content in the TMACOG *Transportation Legislative Agenda*.
2. Work to move forward with the next steps in the plan to reconnect Toledo, Detroit, and Detroit Metro Airport by passenger rail.
3. Work to implement passenger rail projects and initiatives included in the 2045 Plan-Update 2020.
4. Build partnerships with jurisdictions, economic development agencies, port authorities, the private sector and others in promoting the development of new passenger rail connections.
5. Provide staff and support for a minimum of three meetings of the TMACOG Passenger Rail Committee and encourage participation by new members.
6. Support and promote informational events that educate stakeholders, legislators and the public on passenger rail benefits and concerns.
7. Support the efforts of local passenger rail advocacy groups, including the Northwest Ohio Passenger Rail Association and All Aboard Ohio.
8. Inform transportation stakeholders, legislators and the public of passenger rail assets, opportunities and concerns through information included on the TMACOG website.

## **60140      Freight Transportation Planning**

**Goal:** To improve the efficiency and reliability of the freight network to strengthen economic productivity and competitiveness and to improve access to national and global markets.

**Objectives:**

- Include the efficient movement of freight by all modes in the planning process.
- Strengthen the region's position as a multimodal freight hub.
- Identify where freight transportation investments are needed.
- Establish baseline freight network performance measures based on established targets.
- Provide freight stakeholders a venue for discussion, coordination, and problem-solving.
- Raise public awareness of freight transportation concerns and opportunities.
- Consider potential impacts to safety, the environment, the community, and business from freight-related projects, initiatives, and policies.

**Methodology:**

Support projects, initiatives, and policies intended to improve freight movement efficiency and reliability. Work to implement freight-related projects and initiatives from the 2045 Plan - Update 2020 long range transportation plan. Update as needed the freight transportation information in the TMACOG *Transportation Legislative Agenda*, used to inform legislators and decision-makers on important transportation issues in the region.

Support the development of freight-generating facilities including intermodal terminals, distribution centers, and industrial sites by encouraging investment in infrastructure and improving access and connectivity. Plan for the potential impact these sites could have on regional transportation and on the community. Follow freight planning guidance provided by the FAST Act, the Transport Ohio Freight Plan, and the Michigan Freight Plan.

Determine where freight investments are needed by identifying key freight facilities and corridors, evaluating the adequacy of infrastructure, identifying inefficient freight connectors, recognizing any changes in freight flow patterns, and assessing the performance of the freight network. Establish freight network performance targets and measures and integrate these measures into the planning process.

Seek input from the TMACOG Freight Advisory Committee for local and regional freight planning efforts and use the committee meetings as a venue for sharing information, identifying problems, and developing solutions. To ensure the efficient and reliable flow of domestic and international freight between Ohio and Michigan, coordinate planning efforts with the Southeast Michigan Council of Governments (SEMCOG).

At the request of the host MPO, assist in the planning and presentation of the annual Ohio Conference on Freight, a significant forum for education, discussion, and innovation.

**Products:**

1. Assist as needed with the planning and presentation of the annual Ohio Conference on Freight in coordination with MORPC, OARC and ODOT.
2. Review and revise as needed the freight and logistics content in the TMACOG *Transportation Legislative Agenda*.
3. Work to implement freight-related projects and initiatives from the 2045 Plan-Update 2020 long range transportation plan.
4. Maintain and update as needed the inventory and map of the TMACOG Area Freight Network, a collection of highways, railways, seaports, and airports in northwest Ohio and southeast Michigan that are crucial to regional freight movement.
5. Plan visits to regional freight facilities to gain an understanding of facility operations, the freight movement network, and what transportation and infrastructure improvements are needed to keep freight flowing efficiently.
6. Establish freight network performance targets and measures and integrate these measures into the planning process, following federal and state requirements and recommendations.
7. Evaluate the Detroit-Toledo highway corridor and plan for possible changes to freight volumes and patterns resulting from the 2024 opening of the Gordie Howe International Bridge, connecting the U.S. and Canada.
8. Provide data, maps, reports, and online resources that can help inform regional decision makers, freight stakeholders, and the public of freight transportation needs and concerns.
9. Monitor legislation that impacts the freight community and promote awareness of national, state, and local freight transportation concerns.
10. 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 safe 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 implementation of the projects and policies within the TMACOG 2045 Plan – Update 2020 and the Southeast Michigan Council of Governments (SEMCOG) Regional Non-Motorized Plan.
- Support regional efforts to promote the availability, safety, 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 activities 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 multimodal regional mobility involving both Ohio and Michigan. Improve access to key destinations via pedestrian and bicycle modes and enhance connections between these non-motorized modes and other modes, especially transit.

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. Support Safe Routes to School planning efforts throughout the region.
3. Continue the availability and distribution of TMACOG bicycle network maps and dissemination of printed and electronic materials.
4. Monitor and make members aware of all funding opportunities for pedestrian and bikeway improvements.
5. Continue to implement a bicycle and pedestrian traffic counting program and review data.
6. Complete an Active Transportation Plan for the TMACOG region.
7. 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.
8. Support regional bikeway development efforts including conducting scheduled meetings of the Chessie Circle Trail Coordinating Committee and the Wabash Cannonball Corridor Coordinating Committee.
9. 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.

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 Committee. In 2014, TARTA was approved 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 and to expand the footprint of public transit services.

**Products:**

1. Provide public data and information, such as ridership numbers, 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. Maintain a committee to review and rank projects for the §. 5310 federal funding program to improve transportation for elderly and disabled citizens.
3. Work with TARTA to produce a revised application, scoring criteria, initiate a solicitation round, and develop an informational workshop for the urban §. 5310 federal funding program.
4. Support ongoing efforts of mobility management and other priority projects and initiatives listed in the coordinated human services-public transit plans and the regional transportation plan.
5. Update of the Human Services-Public Transit Coordination Plan in partnership with TARTA.
6. Hold a minimum of four Public Transit Committee meetings.

## **60190 Transportation Service**

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

**Objectives:**

- Provide members with assistance as needed with project planning.
- Provide or locate essential information or data for members as requested.
- Address the need for quick and efficient access to transportation information.
- Provide resources for meetings, events, discussion, networking, or education.
- Increase awareness of TMACOG resources available to our members and to the community.

**Methodology:**

Respond to the needs of TMACOG members by assisting with transportation planning, project funding, or developing partnerships. Provide data, statistics, maps, reports or other information as requested. Provide aid in locating specific data or provide links to data resources. Provide contact information for individuals or organizations as requested. Assist members with the planning and coordination of meetings or events, or provide a venue for coordination, discussion, or education.

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. Promote the many benefits and the value of a TMACOG membership.

**Products:**

1. Create and maintain the online regional highway projects map along with project information.
2. Upon request, assist members with transportation project coordination, funding, or partnership development.
3. Provide data (transportation, demographic, safety, freight), GIS files, traffic, bike or pedestrian counts, or other information as requested.
4. Create new maps or graphics or provide copies of existing TMACOG maps as requested.
5. Provide traffic projection results and crash diagrams with supplemental information to members as needed.
6. Assist members with meetings or events as needed, or provide a venue for meetings, events, or education.
7. Continue to develop TMACOG's online transportation resources, including the use of interactive maps.

## **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:**

- Develop the local TIP in coordination with all procedures and initiatives of the FAST Act. In line with that process, solicit, review and rank applications for inclusion in the new TIP for projects that can utilize the available federal funding categories of the Federal Highway Administration funding program.
- 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 Process, the Intelligent Transportation System, the Complete Streets Policy and other relevant guidelines within the selection process of evaluation of new projects to be selected for funding.
- Support the inclusion 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 2021–2024 TIP was prepared and approved in FY 2020 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 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 2021–2024 TIP.
4. Support and participate in the Ohio Statewide Urban CMAQ Committee (OSUCC).
5. Provide staff and support for TIP Committee meetings to manage the program.
6. Document compliance with Title VI and Environmental Justice requirements.



## **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 – Update 2020.

**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 municipal 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 FY 2022 lockdown with the ODOT District 2 office staff.
3. Proactively manage TMACOG sub-allocation funding to actively pursue project schedules, track adherence to project development commitment dates, and notify project sponsors of missed commitment dates.
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 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. Maintain GIS and socioeconomic data on the TMACOG website map and data portal.
7. Continue to work with local jurisdictions to use the Traffic Count Database System (TCDS) software to upload counts into the traffic count website.
8. Update the database that organizes all transportation data (ODOT inventory system, network inputs, counts, TIP projects, forecasts, etc.).
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. Evaluate performance measures in the long-range transportation plan.

## **61100 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 – Update 2020," in 2020. 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.

Following the completion of the 2045 Plan, the focus has shifted to plan implementation and performance evaluation. Planning requirements stated that the plan be performance-driven and outcomes-based. Plan performance measures will continue to be refined based on federal guidance as it is released. In FY 2023, data and information used in the plan update process will be updated. The development of the new plan will begin in FY 2024.

In support of transportation plan implementation, TMACOG worked with area stakeholders two fiscal years ago to develop the 2019-2020 *Transportation Legislative Agenda* as an informational resource. The Legislative Agenda encourages cooperation and coordination among regional partners and will be updated in FY 2021. Additionally, the focus will be on 2045 Plan implementation. This includes 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. Provide information and assistance in support of the current 2045 Plan, including presentations, distribution of plan documents, and input to state planning processes.
2. 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.
3. Prepare the 2021-2022 *Transportation Legislative Agenda*.
4. Assist as requested in area community comprehensive plan updates and major development efforts.
5. Work with ODOT to implement the Access Ohio 2045 Plan.
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 2021. We will use the model for traffic projection requests as needed.

TMACOG will review the pavement management planning process using updated pavement condition data obtained by ODOT in 2019. 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 2019 ODOT pavement condition rating (PCR) data.
  - a. Inventory roadway pavement and combine into one database
  - b. Integrate pavement systems from area communities, as available
  - c. Prepare a list and map of catch-up projects
  - d. Examine trends in the PCR data by comparing historical and new data
2. Provide traffic projection results to members as needed.
3. Continue building a regional Transportation Asset Management Plan (TAMP) based on the information and data needs gathered and strategized in FY 2019 and 2020.
4. Provide staff and support for System Performance and Monitoring Committee meetings.
5. 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.

## **66520 Autonomous Vehicle Special Study**

**Goal:** To enhance interagency dialogue and collaboration, and to facilitate connected and automated vehicle project development and deployment within northwest Ohio and southeast Michigan.

**Objectives:**

- Research and share information on connected vehicle/autonomous vehicle technology.
- Partner with DriveOhio on a northwest Ohio Smart Mobility project.
- Facilitate meetings of the ad hoc Autonomous Vehicle Steering Committee.

**Methodology:**

Transportation technology is rapidly changing and MPOs must adapt their long range transportation plans to stay current. Preparing for future technologies such as connected and autonomous vehicles has been a priority for regional stakeholders, and, as a result, TMACOG was asked to establish an ad hoc committee for this purpose. The committee was created by the Transportation Council in August of 2018. The creation of DriveOhio and the support the agency can offer has provided the impetus for developing projects for collaboration with state and local agencies and jurisdictions.

**Products:**

1. Participate in other agencies' connected and autonomous vehicle sessions.
2. Develop and maintain a data repository for smart city projects in the region.
3. Partner with DriveOhio on a smart mobility project in northwest Ohio.
4. Develop regional connected/autonomous vehicle policies.
5. Provide data and GIS support for members.
6. Research and explore federal funding opportunities for demonstration projects.
7. Research and stay current with federal requirements for connected and autonomous vehicle technology.
8. Provide staff and support for the ad hoc TMACOG Autonomous Vehicle Steering Committee.

## **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 positioning 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 is 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 also 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. Produce the Annual Work Program Completion Report.
2. Convene a TMACOG Transportation Summit.
3. Provide staff and support for the Transportation Council.
4. Review and update the TMACOG Title VI Plan.
5. Review and update the TMACOG Public Involvement Policy.
6. Review and update the TMACOG Prospectus.
7. Review and update the TMACOG transportation webpage.
8. Provide staff and support to regional and state transportation organizations and agencies.

## **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 mobile application and website.
- Market the Gohio Commute and Guaranteed Ride Home Program.

**Methodology:**

Gohio Commute is a software matching service that matches registered commuters that live and work in the same area to facilitate the formation of carpools and/or vanpools and to better enable commuters to use alternative modes of travel such as transit, biking, or walking.

**Products:**

1. Maintain and update the ride sharing information on TMACOG's website and Gohio Commute platform so that it is consistent with marketing efforts being used to promote the department's programs.
2. Continue partnership with other Ohio MPOs to maintain software and track usage.
3. 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 compounds (VOCs) released into the air by the automobile.
4. Increase awareness of the Gohio Commute 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 federal regulations, §. 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. 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. Hold a specialized transportation application training session for eligible §. 5310 agencies to increase the number and quality of applications.
3. Assemble a scoring and ranking committee to review projects with the 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 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 2022.

**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 the 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 2022 Annual Budget*.
- Develop and recommend for adoption the *FY 2022 Annual Membership Fee Schedule*.
- Recommend for adoption the *FY 2022 TMACOG Board of Trustees Weighted Vote Table*.
- Monitor agency expenditures and financial record keeping.
- Arrange for and review the annual audit of all FY 2020 financial records.
- Review and make certain all TMACOG fiscal policies are adequate to meet the needs of the agency.

## **99930      Membership**

**Goal:** To retain current members and solicit new members by promoting the value of membership, based on member needs and to select and present educational content and material that supports the goals and objectives set forth by TMACOG.

### **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 events during the calendar year to ensure that members have an opportunity to meet and discuss items of mutual interest.
- Work with other administrative committees to share and communicate updates.
- Retention – develop relationships by maintaining consistent communication and encouraging regional partnerships through participation:
  1. Work with staff 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. Identify newly elected officials and determine when membership visits/calls will be needed.
- 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. Work with staff to organize and prepare for visits to potential members.
  4. Recommend to the Executive Committee approval of new, non-governmental TMACOG members.
- Plan Events.
  1. Plan and coordinate TMACOG member events and educational programs, including the annual General Assembly, forum with state legislators, member caucuses, and TMACOG Tech education series.
  2. Provide forums for members to discuss and resolve issues of mutual relevance.
  3. Focus on sponsorships that will allow TMACOG to charge reduced member and non-member registration fees for the TMACOG Tech presentations.
- Evaluate the effectiveness of the program of annual TMACOG events.
  1. Conduct as needed a membership survey 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.
- Solicit sponsorships.
  1. Weighing geographic and business interests, identify potential sponsors from the TMACOG list of non-governmental members.

2. Approach potential sponsors with a sponsorship package that lists the sponsorship level, identifies the cost and all the benefits.
3. Pursue in-kind sponsorships including professional services, venue donation, and printing.
4. Identify all program, event, and project opportunities that would benefit from extra sponsorship.
5. Expand potential sponsor pool to include non-members in the region including foundations.
6. Work with programmatic departments to make joint efforts to secure sponsorships.
7. Establish long term sponsorships and in-kind professional service donations.

## **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. Generate topics and identify speakers for the annual General Assembly.
  3. 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.
  4. Develop a networking forum for members that would include an opportunity to caucus and meet with state lawmakers.
  5. 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 decisions about TMACOG programs for 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 Membership Committee will work collaboratively with the Leadership Development Committee to plan, develop, and coordinate activities for the annual General Assembly.

**Objectives:**

- Hold a General Assembly meeting in January 2021.
- Undertake the major business of TMACOG.
- Elect the officers and non-governmental Board of Trustees members for 2021.
- Survey membership to determine meaningful topics to discuss at caucus group meetings.
- 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.
- 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, regional, and national audiences which include affiliated councils of governments.

### **Communications**

**Goal:** To provide quality communication through products, services, and relevant information sources in the most efficient and timely manner to our local, regional, and national audiences; to create new opportunities to expand the TMACOG influence 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.
- Review and proof written pieces for consistency and accuracy.
- Use media and other communications 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 and regional audiences and to our partners.

#### **Objectives:**

- Evaluate current communications tools and information sources.
- Assist the Communications Department in developing new marketing strategies.

## Public Information and Public Relations

**Goal:** To inform and educate our local, regional, and national audiences about TMACOG activities and accomplishments.

**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, or as suggested by the Communications Department, 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.
- Provide news releases to media in a timely manner.
- 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 as public information and public relations tools.

## Marketing

**Goal:** To communicate externally with our local, regional, and national audiences to encourage and engage increased participation in the mission of TMACOG. To communicate internally with staff to engage their buy-in for optimal team participation among all stakeholders.

**Objectives:**

- Develop membership outreach programs utilizing existing communication tools.
- Cultivate and improve media relations.
- Use social media as a tool to further TMACOG's mission.
- Coordinate media events.
- Maintain an editorial calendar to coordinate outreach activities to the public and to members
- Evaluate and place paid advertising in all media – print, radio, TV, internet, outdoor, signage, and mobile advertising – as needed.
- Create and implement marketing plans for Ozone Action Season, Gas Cap Replacement Program (with new schedule of events and less staff), Water/Wastewater Training, Student Watershed Watch, Bike Month, and various annual TMACOG programs 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 annual *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:**

- Coordinate with outside web developer to design, develop & program a new [www.tmacog.org](http://www.tmacog.org) website.
- Learn to master and train staff to use Content Management System for new website.
- Produce a new logo and style guidelines for: TMACOG agency logo and market the brand accordingly.
- 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 internet.
- Research and develop new tools to be used to enhance communications through the website.
- Maintain proficiency in graphic and computer technology. Improve video technology capability.
- 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.

## Social Media

**Goal:** To implement the social media plan to improve our multi-platform strategy, and result in measurable impact.

### **Objectives**

- To communicate better with members by targeted sharing of information across the variety of media.
- To evaluate the role of Facebook, YouTube, Twitter, etc., and create integrated plans for each stream.
- To encourage member feedback by making dialog easy and quick.
- To emphasize our message by reiterating it to our public through multiple avenues.
- To impact our core audiences: existing members, potential members, and the general public.
- To assist members by sharing and amplifying their messages and events.



## **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.

