



Lake~Sumter Metropolitan Planning Organization Continuity of Operations (COOP) Plan



*Prepared by the Lake~Sumter Metropolitan Planning Organization (MPO),
in cooperation with the Florida Department of Transportation (FDOT) and
the Federal Highway Administration (FHWA)*

*1616 South 14th Street
Leesburg, FL 34748
(352) 315-0170 / (352) 315-0993 (fax)
www.LakeSumterMPO.com*

Adopted May 23, 2007

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2007 - 8

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE CONTINUITY OF OPERATIONS (COOP) PLAN

WHEREAS, the Lake~Sumter Metropolitan Planning Organization (MPO), designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Lake-Sumter Urban area; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 40 U.S.C. 1602(a) (2), 1602(a), and 1604(g) 1 and (1) requires that the urbanized area, as a condition of the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, a Continuity of Operations (COOP) Plan is defined as part of the transportation planning work program which identifies the planning strategies and the planning activities to be undertaken by the Lake~Sumter Metropolitan Planning Organization.

NOW, THEREFORE BE IT RESOLVED by the Lake~Sumter Metropolitan Planning Organization endorsement of the Continuity of Operations (COOP) Plan.

PASSED AND ADOPTED this 23rd day of May, 2007.

Lake~Sumter Metropolitan Planning Organization



David Yeager, Chairman

Approved as to form and legality:



Sanford A. Minkoff, Attorney

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I. Executive Summary

This document provides a structure for formulating a Continuity of Operations (COOP) Plan, according to the *Department of Homeland Security (DHS) Headquarters Continuity of Operations Guidance Document, dated April 2004.*

Questions regarding this document should be directed to:

T.J. Fish, AICP
Executive Director
Lake~Sumter MPO
1616 South 14th Street
Leesburg, FL 34748
Phone: (352) 315-0170
Fax: (352) 315-0993
TJFish@LakeSumterMPO.com

In accordance with the provisions of Part 2, Section 202 (Continuity of Government) of Executive Order 12656 (dated November 18, 1988) and the Department of Homeland Security Headquarters Continuity of Operation Guidance Document dated April 2004; this document serves as the Lake~Sumter Metropolitan Planning Organization's (MPO's) COOP Plan. The COOP Plan was developed to ensure the continuity of essential office functions should an event such as a terrorist attack, fire, emergency or natural disaster occur.

The plan includes descriptions of the MPO's essential functions, a listing of key personnel, and the order of succession and personnel notification procedure.

The Plan provides the MPO procedures for the following:

- The continuation of MPO essential functions, and
- Office evacuation and relocation procedures.

II. Introduction

Lake and Sumter Counties were recently hit hard by significant tornadic activity, damaging or destroying several homes, businesses and places of worship. Hurricane activity has also escalated in recent years, with major damage inflicted to Florida's inland Counties becoming more commonplace. Further, in the wake of the September 2001 terrorist attacks, subsequent biological weapon incidents, and occasional warnings of potential terrorist incursions, policymakers have given renewed attention to continuity of operations issues.

In order to ensure the continued operations of the Lake~Sumter MPO in the event of such an emergency, it is vital that the MPO have a plan in place. The COOP Plan serves that function. As structured, the plan guarantees the continuous operations of the MPO in the event of an emergency and ensures that the MPO's resources can be efficiently deployed to supplement wider emergency planning efforts.

Spencer Lane, Lady Lake, Florida



Before February 2, 2007 Tornado



After February 2, 2007 Tornado

By law, MPO plans and programs must incorporate federal and state Planning Emphasis Areas (PEAs) into the planning process. In FY 2003/04, one PEA issued by the Federal Highway Administration required that MPOs develop a COOP Plan (Memorandum from Federal Highway Administration, February 21, 2003). To this end, the MPO's COOP Plan provides a process that is applicable to all MPO functions and activities, including the Long Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, and other plans and updates.

The MPO's COOP Plan outlines roles and responsibilities of MPO staff with respect to the MPO Board and its advisory committees; and addresses emergency management of projects and recurring activities. For each of these areas, the COOP Plan provides strategies that will lead to the continuity of MPO operations.

The Lake~Sumter MPO is currently located at the following location:

MPO Office Location	MPO Board Meeting Location
1616 South 14 th Street Leesburg, FL 34748 (352) 315-0170 (352) 315-0993 (Fax)	Lake County Administration Building Room 233 315 West Main Street Tavares, FL 32778

III. Purpose

The purpose of this COOP Plan is to ensure that the essential functions of the Lake~Sumter MPO will continue in the event of a major event, emergency or disaster. The plan outlines procedures for alerting, notifying, activating and deploying employees and outlines the basic procedures to restore MPO operations.

IV. Applicability and Scope

The COOP Plan is applicable to situations determined by the Executive Director of the Lake~Sumter MPO to require relocation/re-establishment of essential functions of the MPO. It will provide staff with instructions and expectations concerning actions to be taken in such situations.

The plan addresses the full spectrum of potential threats, crises and emergencies, but does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short term. The Executive Director will determine situations that require implementation of the COOP Plan.



V. Essential Functions

Below is a description of the MPO's essential functions:

Priority	Essential Functions
1	Provide technical support and information to assist in planning and restoration of the region's transportation system.
2	Ensure that the integrity and compliance of the MPO's planning programs are maintained.
3	Continuity of MPO and committee meetings
4	Continuity of MPO projects and recurring activities
5	Maintain contact with the FDOT, FHWA and FTA
6	Provide compensation associated with MPO agreements and maintain MPO grant invoicing

VI. Authorities and References

Refer to Annex A for an outline of all supporting authorities and references that have assisted in the development of this COOP Plan.

VII. Concept of Operations

A. Phase I: Activation and Relocation

1. Decision Process

The MPO Executive Director, or in his absence, the next person in succession, has the authority to activate the COOP.

2. Alert, Notification and Implementation Process

If during work hours, and if time allows due to the nature of the event, the Executive Director will call a meeting and detail the COOP activation plans. Those not present will be notified by phone upon activation. If activation occurs after hours, each staff member will be notified by phone or e-mail by his immediate supervisor.

If an emergency alert comes during normal working hours, and if time allows, each employee will execute the necessary actions immediately. All visitors will be escorted to safety and the senior MPO staff member in office will account for the whereabouts of each staff member. Staff not assigned to specific preparation procedures will take appropriate action to protect their family and property. Those with extenuating circumstances requiring their attention will be free to attend to them upon approval of the MPO staff member in charge. In the event of a hurricane, preparation should occur 24 to 36 hours in advance of the storm.

3. Initial Emergency Procedures for MPO Staff

Assess your work area. Secure necessary files and computer equipment. Save all electronic files to the main county server or backup your files to CD ROMs. Bundle and label the CDs and place into the waterproof canisters. If you have any unprotected work considered as important to your job or task that may be needed for future reference, it should be labeled and placed in the storage area. If it is crucial to your daily functions, take your work with you if you are ordered to report to the alternate location.

If you are in a window office, disconnect the computer and place in a nearby interior office. Also, tape all openings on file cabinets to help minimize wind and water damage, should the windows be blown out.

After you have secured your work area and moved your computer equipment into the interior office spaces designated for computer equipment storage, you may be needed to assist in securing other equipment and/or files, etc. The Executive Assistant will secure the main MPO file cabinets containing the official records and MPO operating financial account information.

4. Leadership

a. Orders of Succession

The MPO's order of succession is listed below. If the senior ranking staff member is incapacitated, or out of the area at activation or during the plan implementation, the next ranking staff member shall assume responsibility for implementing and fulfilling the COOP's objectives. Ideally, all staff with COOP functions shall be assembled at the control center (MPO Offices) prior to full activation. The primary method of contact shall be via telephone.

Successors
T.J. Fish, Executive Director
Thomas Burke, Senior Transportation Planner
Michael Woods, Transportation Planner

b. Delegations of Authority

The MPO Executive Director shall remain in authority, unless incapacitated or out of the area. He may appoint a successor, or if unable to do so, the next person in succession shall assume responsibility.

c. Devolution

The primary function of the MPO is regional transportation planning and is no way connected with the physical construction, nor day to day operation, of transportation facilities. However, should an event occur, the MPO's planning priorities are to provide support necessary to maintain the existing transportation system and Transportation Disadvantaged Program services and provide for payment to those associated with MPO agreements and contracts.

In the event of a worst-case scenario, where the offices are completely destroyed and/or the entire leadership is incapacitated, MPO functions may be handled on a lower staff level.

In the event of total destruction of the MPO offices, the Florida Department of Transportation and Federal Highway Administration have file copies of the MPO's major planning documents, including the Long Range Transportation Plan, Transportation Improvement Program and Unified Planning Work Program, grant invoicing packages, consultant contracts and Joint Participation Agreements, should it become necessary for reestablishment of the MPO.



B. Phase II: Alternative Facility Operations

The Lake County Board of County Commissioners would accommodate the Lake~Sumter MPO with an alternative facility for a temporary period of 30 days or more. Upon arrival at the alternative facility, the highest ranking MPO staff member should delegate shifts for available MPO staff, set up the MPO laptop computers to the main Lake County server, establish e-mail, if possible, and determine if land telephone lines are operable.

Alternative MPO Office Location	Alternative MPO Board Meeting Location
Lake County BCC 315 West Main St. P.O. Box 7800 Tavares, Florida 32778	Tavares Civic Center 100 East Caroline Street Tavares, FL 32778

1. Mission Critical Systems

Below is a list of the MPO's mission critical systems:

System	Current Location	Other Locations
Transportation Planning and Project Development	Primary Facility MPO Offices	Alternative Facility
Provide for Transportation Disadvantaged Program Participants	Primary Facility MPO Offices and MV Transportation Call Intake Center	Alternative Facility and MV Transportation Call Intake Center
Compensation Associated with MPO Contracts	Primary Facility MPO Offices	Alternative Facility

2. Vital Files, Records and Databases

The MPO's vital files include hard copies of signed Interlocal Agreements, Memorandums of Agreement, Memorandums of Understanding, Joint Participation Agreements, and assorted contracts, including those with general planning consultants and Transportation Disadvantaged Program providers. These documents are considered official records. In the event of total destruction of the MPO offices, while not official, copies of these documents should be able to be recovered from the party from which the agreements were made and file copies of most of the MPO planning documents are available at the FDOT, FHWA and/or FTA. Several regional and interlocal agreements are available with the Clerk of the Court. The MPO's essential planning documents include the Transportation Improvement Program, Unified Planning Work Program and the Long Range Transportation Plan, and are all available in hardcopy and/or CD ROM format, and are also stored electronically on the county's main computer network.

Vital File, Record or Database	Form of Record (e.g., Hardcopy, Electronic)	Pre-Positioned at Alternative Facility	Hand-Carried to Alternative Facility	Backed Up at Third Location on Main County Computer System
COOP Plan	Hardcopy and Electronic		X	X
Telephone Roster	Hardcopy and Electronic		X	X
Legal Authority List			X	X
MPO Agreements and Contracts	Hardcopy		X	
FSUTMS	Electronic		X	
Transportation Database Files	Electronic			X
Personnel Information	Hardcopy		X	X

C. Phase III: Reconstitution

Returning to normal operations:

In the event of total destruction of the MPO offices, the MPO will be assigned a new location by the Executive Director. A pre-assigned location has not been determined, but preference is to be located in a facility central to Lake and Sumter Counties.

After an event has passed, staff shall contact their supervisors for instructions on when and where to report for duty.

VIII. COOP Planning Responsibilities

Listed below are some of the COOP responsibilities for the MPO:

Responsibility	Position
Review and Update the COOP Annually	Senior Transportation Planner
Update Telephone Numbers Monthly	Executive Assistant
Review Status of Vital Files	Senior Transportation Planner
Conduct Alert and Notification Tests	Senior Transportation Planner
Plan COOP Exercises	Senior Transportation Planner

IX. Logistics

A. Alternative Location

Determining a suitable alternative location for the MPO for use after a major event is vital towards allowing the MPO to continue performing its essential functions within 12 hours. The Lake County Board of County Commissioners would be able to provide the MPO with a self-contained facility that can readily accommodate five (5) MPO staff members for a period of at least 30 days. The use of a Lake County facility is optimal as the MPO currently has a shared services contract with the County. Such a facility would afford the MPO to be able to quickly re-connect to the computer network that we currently share.

Should the MPO offices be completely destroyed, the MPO Executive Director will locate a suitable facility.

B. Interoperable Communications

Lake County has a standard phone system available for use. All MPO staff members utilize cellular phones. The facility offers access to the Lake County computer system, where MPO files are currently stored and/or backed-up.

X. Test, Training and Exercises

By June 1st of each year, the MPO will have completed the COOP Test, Training & Exercise (TT&E) Plan. This is to ensure that the plan will flow smoothly and will allow staff to make adjustments where needed. Each staff member will identify their critical and necessary files and documents, be familiarized with their responsibilities in carrying out the plan's procedures during an emergency, and equipment will be maintained in a constant state of readiness. A test of alert and notification procedures will be conducted.

XI. Multiyear Strategy and Program Management Plan

The COOP will be examined on an annual basis. It is not anticipated that the MPO should need a multi-year strategy and program management plan.

XII. COOP Plan Maintenance

The COOP will be reviewed each year before June 1st. The personnel and emergency telephone lists will be reviewed and updated each month.

Annex A: Authorities and References

Authority, support, and justification for continuity of operations (COOP) planning are provided through the documents listed below.

Federal Guidance

Executive Order 12148 – Federal Emergency Management. Executive Order (EO) 12148 establishes Federal policies and coordinates civil emergency planning, management, and assistance functions. It also establishes the President's role in working with State and local governments.

Executive Order 12472 – Establishment of the National Communications System. EO 12472 establishes the National Communication Systems as a Federal interagency group assigned national security and emergency preparedness telecommunications responsibility throughout the full spectrum of emergencies. Responsibilities include planning, developing, and implementing enhancements to the national telecommunications infrastructure to achieve measurable improvements in survivability, interoperability, and operational effectiveness under all conditions. This is accomplished by effective management and by using national telecommunication resources to support the Government during any emergency.

Executive Order 12656 – Assignment of Emergency Preparedness Responsibilities. EO 12656 is the foundation of these mandates. It requires Federal agencies to develop plans and procedures that ensure the survival of the U.S. Constitution and American Government by enabling them to continue to provide essential functions and services during and following a disaster or emergency. Executive Order 12656 assigns national security management preparedness responsibilities to Federal departments and agencies.

Presidential Decision Directive 63. PDD 63 is a national-level effort to ensure the security of the increasingly vulnerable and interconnected infrastructure of the United States. It requires departments and agencies to develop a plan for protecting critical infrastructures, including telecommunications, banking and finance, energy, transportation, and other essential functions and services. The directive addresses those services provided by Federal, State, and local governments.

Presidential Decision Directive 67. PDD 67 directs the Federal executive branch departments and agencies to have a viable COOP Plan and capability. Departments and agencies must be able to operate at their alternative facilities, with or without warning, no longer than 12 hours after the disaster and to maintain sustained operations for a minimum period of up to 30 days. The plans identify those requirements necessary to support the primary functions, such as emergency communications, establishing a chain of command, and delegations of authority.

Executive Order 13228 — Establishing the Office of Homeland Security and the Homeland Security Council. EO 13228 establishes the Office of Homeland Security in response to the terrorist attacks on September 11, 2001. Responsibilities of the office include developing and coordinating the implementation of a comprehensive national strategy to secure the United States from terrorist threats or attacks. The office shall coordinate the executive branch's efforts to detect, prepare for, prevent, protect against, respond to, and recover from terrorist attacks within the United States.

Executive Order 13231 — Critical Infrastructure Protection in the Information Age. EO 13231 establishes a protection program that consists of continual efforts to secure information systems for critical infrastructure that includes emergency preparedness communications. To achieve this policy, there will be a senior executive branch committee to coordinate that will have cognizance over all Federal efforts and programs involving continuity of operations, continuity of government, and Federal department and agency information systems protection.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Amended (U.S. Code Title 42 Section 5121). This act provides for an orderly and continual means of assistance by the Federal Government to state and local governments for carrying out their responsibilities to alleviate the suffering and damage that result from disasters. 42 USC 5121 encourages the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by the States and local governments.

U.S. National Archives & Records Administration (NARA) Code of Federal Regulations. The NARA Code of Federal Regulations (CFR), Subchapter B, Records Management, provides guidance and prescribes policies for records management programs relating to record creation and maintenance, adequate documentation, and proper record disposition.

Homeland Security Presidential Directive – 1. The Homeland Security Council (HSC) shall ensure coordination of all homeland security-related activities among executive departments and agencies and promote the effective development and implementation of all homeland security policies. The HSC Principals Committee (HSC/PC) shall be the senior interagency forum under the HSC for homeland security issues. The HSC Deputies Committee (HSC/DC) shall serve as the senior sub-Cabinet interagency forum for consideration of policy issues affecting homeland security. HSC Policy Coordination Committees (HSC/PCC) shall coordinate the development and implementation of homeland security policies by multiple departments and agencies throughout the Federal Government, and shall coordinate those policies with State and local government.

Homeland Security Presidential Directive – 3. The Homeland Security Advisory System provides warnings in the form of a set of graduated “Threat Conditions” that would increase as the risk of the threat increases. At each threat condition, Federal departments and agencies implement a corresponding set of “Protective Measures” to further reduce vulnerability or increase response capability during a period of heightened alert. This system is intended to create a common vocabulary, context, and structure for an ongoing national discussion about the nature of the threats that confront the homeland and the appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.

FEMA Federal Preparedness Circular (FPC) No. 65 – Federal Executive Branch Continuity of Operations (COOP). FPC 65 provides guidance to Federal executive branch departments and agencies for developing viable and executable contingency plans for continuity of operations. COOP planning facilitates the performance of department/agency essential functions during any emergency or situation that may disrupt normal operations. FPC 65 requires that each agency appoint a senior Federal Government executive as an emergency coordinator to serve as program manager and agency point of contact for coordinating agency COOP activities. This ensures continuous performance of an agency’s essential functions during an emergency and protects essential facilities, equipment, records, and other assets. The actions recommended in FPC 65 will reduce disruptions to operations and loss of life, and minimize damage and losses. It achieves a timely and orderly recovery from an emergency and resumption of full service to customers.

Federal Preparedness Circular No. 66 – Test, Training and Exercise (TT&E) Program for Continuity of Operations (COOP). FPC 66 provides guidance to Federal executive branch departments and agencies for use in developing viable and executable TT&E programs to support the implementation and validation of COOP plans. These activities are important elements of a comprehensive emergency preparedness program necessary to improve the ability of agencies to effectively manage and execute their COOP plans.

Federal Preparedness Circular No. 67–Acquisition of Alternate Facilities for Continuity of Operations (COOP). FPC 67 provides guidance to Federal executive branch departments and agencies for acquiring alternative facilities to support their COOP. FPC 67 requires agencies to designate alternative operating facilities as part of their COOP plans and prepare their personnel for the possibility of sudden relocation of essential functions or COOP contingency staff to these facilities should an emergency necessitate that action.

Annex B: Operational Checklists

Operational Checklist

1. Secure workstation. Place necessary computer CDs in secure MPO canisters in the storage room. Take canister to the alternative location if an evacuation is ordered.
2. Secure the MPO's five desktop and two laptop computers. Bring to the alternative location.
3. Secure personnel roster and phone list. Bring to the alternative location.
4. Secure emergency calling directory. Bring to the alternative location.
5. Secure emergency operation records. Bring to the alternative location.
6. Secure predetermined critical files necessary to carry out MPO activities. Bring to the alternative location.

Annex C: Alternate Location/Facility Information

Alternative MPO Office Location	Alternative MPO Board Meeting Location
Lake County BCC 315 West Main St. P.O. Box 7800 Tavares, Florida 32778	Tavares Civic Center 100 East Caroline Street Tavares, FL 32778

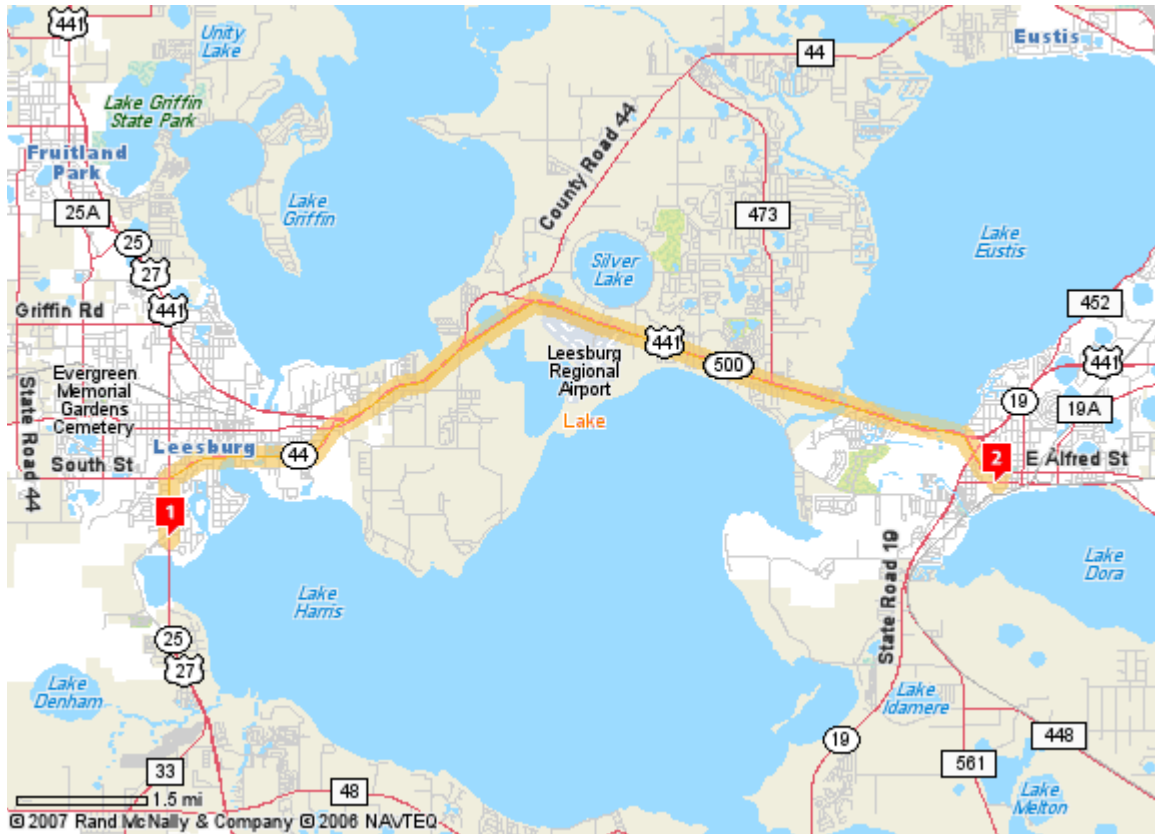
Should the MPO offices be completely destroyed, the Executive Director will locate a suitable facility. A pre-assigned location has not been determined, but preference is to be located in an existing county facility.

Annex D: Maps and Evacuation Routes

Directions from the primary facility to alternative facility:

From: 1616 South 14th Street
Leesburg, Florida 34748

To: 315 West Main Street
Tavares, Florida 32778



Directions	Distance
Drive north on S. 14 th Street (US 27)	0.7 miles
Turn right onto SR 44 (West Dixie Ave)	2.2 miles
Turn right on US 441	8.0 miles
Turn right onto Old 441 (Lakeshore Blvd)	0.6 miles
Turn right onto Sinclair Avenue	0.1 miles
Turn left onto West Main Street	0.1 miles
Total Estimated Distance	11.7 miles

Annex E: Definitions and Acronyms

Acronym	Definition
AMPO	Association of Metropolitan Planning Organizations
BPAC	Bicycle & Pedestrian Advisory Committee
CAC	Citizens' Advisory Committee
CFMPOA	Central Florida Metropolitan Planning Organization Alliance
CFR	Code of Federal Regulations
CFRPM	Central Florida Regional Planning Model
CIGP	County Incentive Grant Program
CMP	Congestion Management Process
CMS	Congestion Management System
COOP	Continuity of Operations
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged
CTST	Community Traffic Safety Team
DBE	Disadvantaged Business Enterprise
DHS	Department of Homeland Security
DOPA	Designated Official Planning Agency
DRI	Developments of Regional Impact
ECFRPC	East Central Florida Regional Planning Council
EO	Executive Order
EST	Environmental Screening Tool

Acronym	Definition
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FPC	Federal Preparedness Circular
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FTE	Florida Turnpike Enterprise
GIS	Geographic Information Systems
HSC	Homeland Security Council
HSC/DC	HSC/Deputies Committee
HSC/PC	HSC/Principals Committee
HSC/PCC	HSC/Policy Coordination Committee
ICAR	Intergovernmental Coordination and Review
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
JPA	Joint Participation Agreement
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
NARA	National Archives and Records Administration

Acronym	Definition
OOCEA	Orlando-Orange County Expressway Authority
PDD	Presidential Decision Directive
PEA	Planning Emphasis Area
RPC	Regional Planning Council
RSID	Roadway Segment Inventory Database
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
SCE	Socio-Cultural Effect
SCOP	Small County Outreach Program
SE	Socio-Economic
SIS	Strategic Intermodal System
TAC	Technical Advisory Committee
TCQSM	Transit Capacity and Quality of Service Manual
TDCB	Transportation Disadvantaged Coordinating Board
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TEA-21	Transportation Efficiency Act for the 21 st Century
TIP	Transportation Improvement Program
TOP	Transit Operations Plan
TPO	Transportation Planning Organization
TQLOS	Transit Quality Level of Service
TRIP	Transportation Regional Incentive Program

Acronym	Definition
TT&E	Test, Training & Exercises
UA	Urbanized Area (as designated by the 2000 Census)
UPWP	Unified Planning Work Program
USC	United States Code
WRPC	Withlacoochee Regional Planning Council

Annex F: Personnel Phone List

MPO Staff Member	Title	Personal Phone Number
T.J. Fish	Executive Director	(352) 315-0170, ext. 246
Thomas Burke	Senior Transportation Planner	(352) 315-0170, ext. 248
Mike Woods	Transportation Planner	(352) 315-0170, ext. 251
Sue Goldfuss	Executive Assistant	(352) 315-0170, ext. 282
Nancy Valenzano	Administrative Assistant	(352) 315-0170, ext. 260

Annex G: Member Phone List

Member Contact Info	MPO Representatives
<p>Town of Astatula PO Box 609 Astatula, FL 34705-0609 Phone: (352) 742-1100 Fax: (352) 742-1970 http://www.townofastatula.com/ astatula@usa2net.net</p>	<p>MPO Board: Norman Bertrand TAC: Tim Green CAC: Tatty Morgan BPAC: Bernie Peck</p>
<p>City of Clermont PO Box 120219 Clermont, FL 34712-0219 Phone: (352) 394-4081 Fax: (352) 394-4087 http://www.CityofClermontFL.com WSaunders@clermontfl.org</p>	<p>MPO Board: Ray Goodgame TAC: Jim Hitt CAC: Susy Gibson BPAC:</p>
<p>City of Eustis PO Drawer 68 Eustis, FL 32727-0068 Phone: 352-483-5430 Manager fax: (352) 357-1970 http://www.eustis.org/ eustiscm@eustis.org</p>	<p>MPO Board: James Rotella TAC: Alton Roane CAC: Charles Rudd BPAC: Frances Nipe</p>
<p>City of Fruitland Park 506 W. Berckman Street Fruitland Park, FL 34731-3239 Phone: (352) 360-6727 Fax: (352) 360-6686 http://www.fruitlandpark.org RBowers@fruitlandpark.org</p>	<p>MPO Board: Sharon Kelly TAC: Peggy Sue Clark CAC: Bruce Master BPAC: Gregg Tye</p>
<p>Florida Central Railroad 3001 Orange Avenue Plymouth, FL 32768 Phone: (407) 880-8500 Fax: (407) 880-7748 http://www.fcrr.com/ fc@fcrr.com</p>	<p>MPO Board: Ben Biscan TAC: CAC: BPAC:</p>

Member Contact Info	MPO Representatives
<p>City of Groveland 156 South Lake Avenue Groveland, FL 34736-2597 Phone: (352) 429-2141 Fax: (352) 429-3852 http://www.groveland-fl.gov/ Ralph.Hester@groveland-fl.gov</p>	<p>MPO Board: Allen Sherrod TAC: Teresa Greenham CAC: Roy Pike BPAC: Roy Pike</p>
<p>Town of Howey-in-the-Hills PO Box 128 Howey in the Hills, FL 34737-0128 Phone: (352) 324-2290 Fax: (352) 324-2126 http://www.howeyinthehills.org/ BBrasher@howey.org</p>	<p>MPO Board: Kenneth Green TAC: Frank Watanabe CAC: BPAC: Louis Rossi</p>
<p>Town of Lady Lake 409 Fennell Blvd. Lady Lake, FL 32159-3158 Phone: (352) 751-1500 Fax: (352) 751-1510 http://www.ladylake.org BVance@ladylake.org</p>	<p>MPO Board: Ty Miller TAC: Kerry Nielson CAC: Lowell Saxton BPAC: Mike Burske</p>
<p>Lake County 315 West Main St. PO Box 7800 Tavares, FL 32778 www.LakeCountyFL.gov CHall@lakecountyfl.gov</p>	<p>MPO Board: D1 – Jennifer Hill D2 – Elaine Renick D3 – Debbie Stivender D4 – Linda Stewart D5 – Welton Cadwell TAC: Wayne Bennett CAC: D1 – Lorraine Johnson D2 – Brian Herman D3 – Steve Ferrell D4 – Don Griffey D5 – BPAC: D1 – Todd Smith D2 – Scot Hartle D3 – Gary Zogg D4 – Rich Dunkel D5 –</p>

Member Contact Info	MPO Representatives
<p>City of Leesburg P.O. Box 490630 Leesburg, FL 34749-0630 Phone: (352) 728-9704 Fax: (352) 728-9734 / (352) 728-9706 http://www.leesburgflorida.gov Jay.Evans@leesburgFlorida.gov</p>	<p>MPO Board: Sanna Henderson TAC: Laura McElhanon CAC: Howard Wiener BPAC: Yvette Brandt</p>
<p>City of Mascotte 100 E. Myers Mascotte, FL 34753 Phone: (352) 429-3341 Fax: (352) 429-3345 http://www.cityofmascotte.com/ Marge.Strausbaugh@cityofmascotte.com</p>	<p>MPO Board: Jeff Krull TAC: Robert Holland CAC: Joaquin Perez BPAC: Felix Ramirez</p>
<p>City of Minneola P.O. Box 678 Minneola, FL 34755-0678 Phone: (352) 394-3598 Fax: (352) 394-7201 http://www.minneola.us BBehrens@minneola.us</p>	<p>MPO Board: David Yeager TAC: Carl Gosline CAC: BPAC: Sue Cordova</p>
<p>Town of Montverde PO Box 560008 Montverde, FL 34756-0008 Phone: 407-469-2681 Fax: 407-469-2773 Montverde@earthlink.net</p>	<p>MPO Board: Joe Wynkoop TAC: CAC: Bob Tomlinson BPAC:</p>
<p>City of Mount Dora 510 N. Baker St. Mount Dora, FL 32757 Phone: (352) 735-7100 Fax: (352) 383-4801 http://www.ci.mount-dora.fl.us/ QuinnM@ci.mount-dora.fl.us</p>	<p>MPO Board: James Yatsuk TAC: Mark Reggentin CAC: Gregg Collier BPAC: Judy Smathers</p>

Member Contact Info	MPO Representatives
<p>Sumter County 209 North Florida Street, Room 206 Bushnell, FL 33513 PH: 352-793-0200 FAX: 352-793-0207 http://sumtercountyfl.gov/ Sandra.Howell@sumtercountyfl.gov</p>	<p>MPO Board: Michael Francis TAC/Public Works: Tommy Hurst TAC/Transit: Marie Nicolette CAC: Dick Lastowka BPAC: Russ Buchanon</p>
<p>City of Tavares PO Box 1068 Tavares, FL 32778-1068 Phone: (352) 742-6209 Fax: (352) 742-6351 http://www.tavares.org/ JDrury@tavares.org</p>	<p>MPO Board: Bob Abernathy TAC: Heath Frederick CAC: David Clutts BPAC: Joseph Mabry</p>
<p>City of Umatilla PO Box 2286 Umatilla, FL 32784-2286 Phone: (352) 669-3125 Fax: (352) 669-8313 http://www.umatillafl.org/ Glrby@umatillafl.org</p>	<p>MPO Board: Billy Goodson TAC: Richard Hatfield CAC: BPAC:</p>
<p>City of Wildwood 100 N. Main Street Wildwood, FL 34785 Phone: (352) 330-1330 Stevens-wildwood@cfl.rr.com</p>	<p>MPO Board: Ed Wolf TAC: Robert Smith CAC: BPAC:</p>

Annex H: Transportation Disadvantaged Coordinating Board

Representing	Lake County Member	Sumter County Member
Lake~Sumter MPO	Debbie Stivender Lake County Commissioner 315 West Main Street Tavares, FL 32778	Michael Francis Sumter County Commissioner 209 N. Florida St. Bushnell, FL 33513
FDOT	Diane Poitras 133 South Semoran Blvd. Orlando, FL 32807	Diane Poitras 133 South Semoran Blvd. Orlando, FL 32807
Agency for Persons With Disabilities	Jack Mertz Agency for Persons with Disabilities 1601 W. Gulf Atlantic Highway Wildwood, FL 34785	
Public Education Community	Noah Powers Assistant Superintendent for Support Services Lake County School Board 201 West Burleigh Blvd. Tavares, FL 32778-2496	Donna Wells Dept. of Adult Education 1425 County Road 526-A Sumterville, FL 33585
Florida One Stop or Florida Division of Vocational Rehabilitation or Division of Blind Services (Representing the Department of Education)		Cheryl Curley 1101 Lake Harris Drive P.O. Box 1228 Tavares, FL 32778-1228
Representing	Lake County Member	Sumter County Member

Local Veterans Office	Tom Osebold , Director Veterans Service Office Department of Community Services 1300 South Duncan Drive, Bldg B Tavares, FL 32778	Dan Baker 416 Lawrence Street Bushnell, FL 33513 352/793-0235 Suncom 665-0235 FAX: 352/793-6880
Florida Association for Community Action (Representing economically disadvantaged)	Jim Lowe Executive Director Lake Community Action Agency 501 N. Bay Street Eustis, FL 32726	Gloria Sanders P.O. Box 1193 Bushnell, FL 33513
A Person Over 60 (Representing the elderly)	Mary Link Bennett 18300 Demko Road Altoona, FL 32702-9514	Mildred Haygood 7589 CR 763 Bushnell, FL 33513
A Person With A Disability (Representing the disabled)	Eugina "Leah" DiProspero 2549 Sennett Drive Apt. 104 Leesburg, FL 34748	Karen Nolte 385 N.E. 3rd St. Webster, FL 33597
Citizen's Advocate	Roy Hunter 42573 Maggie Jones Road Paisley, FL 32727	
Citizen's Advocate Who Is a User of the System	Colleen A. Kollmann 206 Jacaranda Drive Leesburg, FL 34788	
Children at Risk	Lesha Coffield Early Learning Coalition 1504 South Street Leesburg, FL 34748	Ivory J. Gray 336 S. Main St. Wildwood, FL 34785
Representing	Lake County Member	Sumter County Member

Department of Elderly Affairs	George Popovich Director of Senior Services Mid-Florida Community Services P.O. Box 896 Brooksville, FL 34605-0896	George Popovich Director of Senior Services Mid-Florida Community Services P.O. Box 896 Brooksville, FL 34605-0896
Private for Profit Transportation Industry	Dennis Wright 1821 Simonton Ave. Orlando, FL 32806	Charles Kiehl 342 Young Circle Wildwood, FL 34785
Agency for Health Care Administration	Michael Baker 14101 N.W. Highway 441 Suite 600 Alachua, FL 32615-5669	Michael Baker 14101 N.W. Highway 441 Suite 600 Alachua, FL 32615-5669
Association for Retarded Citizens	John Askew Sunrise Arc fax: 35201 Radio Road Leesburg, FL 34788-3148	
Department of Children and Families		Ruth Gleason, Manager DCF, Sumter County 1601 W. Gulf Atlantic Hwy. Wildwood, FL 34785-8158
Medical Community		Everett Kelly 1425 South Highway 301 Sumterville, FL 33585

Annex I: Transportation Agency Phone List

Transportation Agency	Contacts
Federal Highway Administration Florida Division 545 John Knox Road, Suite 200 Tallahassee, FL 32303 Phone: (850) 942-9650 Fax: (850) 942-9691 http://www.fhwa.dot.gov/fldiv/	Carl Mikyska Transportation Planning Spec. – FDOT D5 (850) 942-9650 x3010 Carl.Mikyska@fhwa.dot.gov Sabrina David Planning Programs Coordinator (850) 942-9650 x3008

	Sabrina.David@fhwa.dot.gov
Federal Transit Administration Region IV Atlanta Federal Center Suite 17T50 61 Forsyth St., S.W. Atlanta, GA 30303 Telephone: (404) 562-3500 Fax: (404) 562-3505 http://www.fta.dot.gov/regions/regional_offices_871.html	
Florida Department of Transportation District 5 719 South Woodland Blvd. DeLand, FL 32720 Orlando Urban Office 133 South Semoran Blvd. Orlando, FL 32807 Leesburg Operations 1405 Thomas Avenue Leesburg, FL 34748 www.dot.state.fl.us	Noranne Downs District 5 Secretary (386) 943-5476 Noranne.Downs@dot.state.fl.us George Lovett Director of Transportation Development (386) 943-5476 George.Lovett@dot.state.fl.us Frank Hickson Intermodal Systems Development Manager (386) 943-5141 Frank.Hickson@dot.state.fl.us Susan Sadighi District Government Operations Manager (407) 482-7884 Susan.Sadighi@dot.state.fl.us
Transportation Agency	Contacts
Florida Department of Transportation (Continued)	David Marsh MPO Liaison (407) 482-7878 David.Marsh@dot.state.fl.us Jon Weiss Growth Management Supervisor (408) 482-7881 Jon.Weiss@dot.state.fl.us

Organization	Contacts
<p>Association of Metropolitan Planning Organizations 1029 Vermont Ave., NW, Suite 710 Washington, DC 20005 Phone: (202) 296-7051 Fax: (202) 296-7054 http://www.ampo.org/</p>	
<p>Florida Association of Counties P.O. Box 549 Tallahassee, Florida 32302 Phone: (850) 922-4300 http://www.fl-counties.com/</p>	
<p>Florida League of Cities 301 S. Bronough Street, Suite 300 Post Office Box 1757 Tallahassee, Florida 32302-1757 Phone: (850) 222-9684 Fax: (850) 222-3806 http://www.flcities.com/</p>	
<p>Lake County Department of Public Safety</p>	<p>Gary Kaiser Public Safety Director (352) 343-9458 GKaiser@LakeGovernment.com</p> <p>Jerry Smith Emergency Management Director (352) 343-9420 JSmith@LakeGovernment.com</p> <p>Bruce Thorburn Communication Systems Director (352) 343-9436 BThorburn@LakeGovernment.com</p> <p>John Joliff Deputy Fire Chief (352) 343-9458 JJoliff@LakeGovernment.com</p>
Organization	Contacts

**Sumter County Emergency
Management**

Milton Hill
Emergency Management Director
352-569-6000