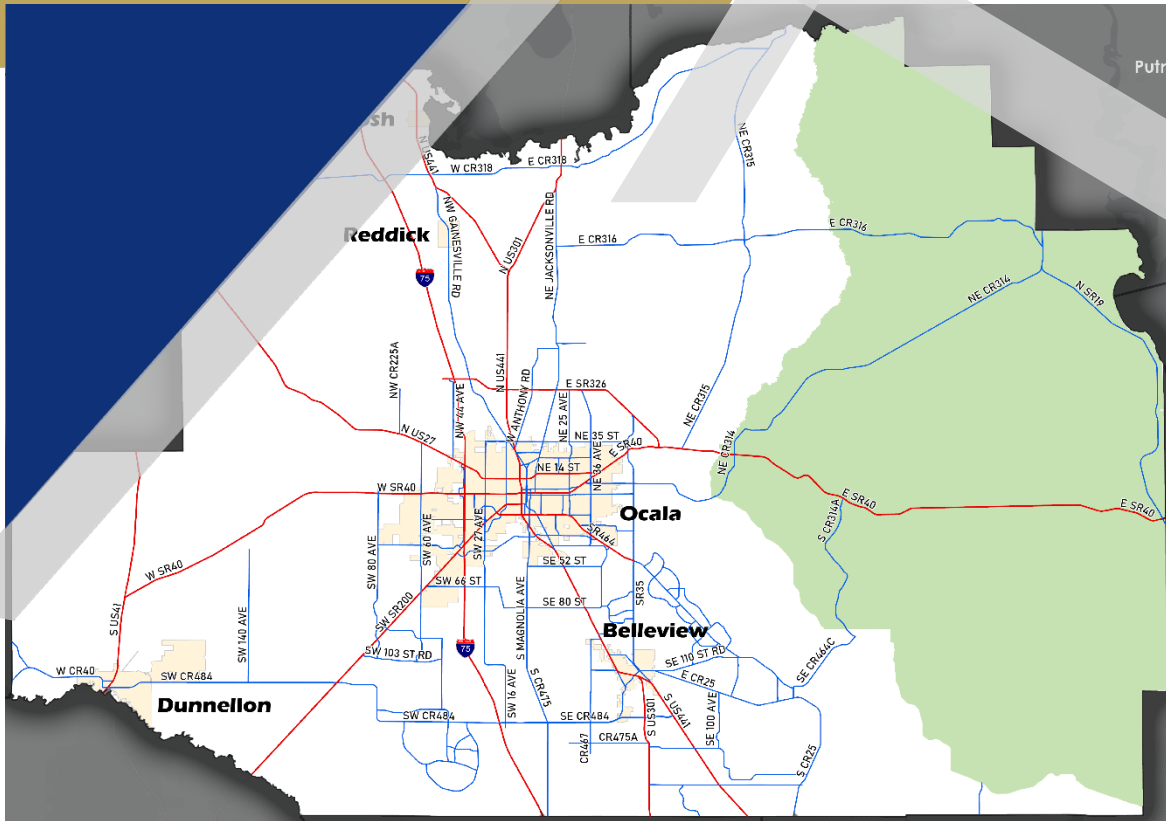


# Continuity of Operations Plan (COOP)

November 2022



This document was prepared with financial assistance from the Federal Highway Administration and the Federal Transit Administration of the U.S. Department of Transportation through the Florida Department of Transportation

# Ocala Marion Transportation Planning Organization (TPO)

## Governing Board Members

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Commissioner Craig Curry, Marion County District 1, Vice-Chair

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Commissioner Carl Zalak III, Marion County District 4

John E. Tyler, P.E., FDOT District Five Secretary, Non-Voting

## Mission

To plan for a future transportation system that is safe and accessible for the residents and visitors of our community.

## Vision

A transportation system that supports growth, mobility and safety through leadership and planning.

[www.ocalamariontpo.org](http://www.ocalamariontpo.org)

2710 East Silver Springs Boulevard, Ocala, FL 34470

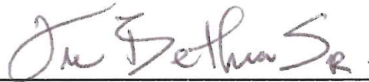
352-438-2630

The Ocala Marion Transportation Planning Organization (TPO) is committed to ensuring that no person is excluded from the transportation planning process and welcomes input from all interested parties, regardless of background, income level or cultural identity. The TPO does not tolerate discrimination in any of its programs, services, activities or employment practices. Pursuant to Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Executive Order 13898 (Environmental Justice) and 13166 (Limited English Proficiency), and other federal and state authorities. The TPO will not exclude from participation in, deny the benefits of, or subject to discrimination, anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. The TPO welcomes and actively seeks input from the public, to help guide decisions and establish a vision that encompasses all area communities and ensure that no one person(s) or segment(s) of the population bears a disproportionate share of adverse impacts. Persons wishing to express their may do so by contacting the TPO.

## CONTINUITY OF OPERATIONS PLAN (COOP)

This Continuity of Operations Plan (COOP) was prepared by the Ocala/Marion County Transportation Planning Organization (TPO) to develop, implement and maintain a viable COOP capability. This document has been distributed to partner agencies that may be affected by its implementation. The document was prepared with financial assistance from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) through the Florida Department of Transportation (FDOT). The contents do not necessarily reflect the official views or policies of the USDOT.

This COOP was approved by the TPO Board on November 29, 2022.



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Ire Bethea, Sr., Chair

Questions regarding the TPO's COOP should be directed to:

Rob Balmes, AICP CTP

Director

Ocala Marion Transportation Planning Organization

2710 E. Silver Springs Boulevard

Ocala, FL 34470

(352)-438-2631

[rob.balmes@marionfl.org](mailto:rob.balmes@marionfl.org)

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## **INTRODUCTION**

This document summarizes the Ocala/Marion County Transportation Planning Organization (TPO) Continuity of Operations Plan (COOP). A COOP outlines guidance to TPO Staff and Board Members to ensure all federal and state required Essential Functions continue to be performed in the event of an extended interruption of services due to a declared emergency or disaster. This includes governance; advisory committees; delegation authority; plans and processes; and safekeeping of public records.

A COOP is a standard government practice and essential for all public agencies. This COOP document is organized based on circular guidance and templates from the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA).

The TPO is hosted by Marion County through a Staff Services agreement. Therefore, this COOP was also developed in a manner consistent with the Marion County Comprehensive Emergency Management Plan (CEMP) and Marion County Board of County Commissioners policies and procedures.

Unforeseen events in Marion County may involve, but are not limited to: hurricanes, tornadoes, flooding, fires, terrorist attacks, pandemics or other health outbreaks. The primary goal of the COOP is to ensure the TPO maintains continuous operations or resumes normal operations as soon as possible. This applies to circumstances when the impacts of an event limit or prevent access to the TPO's office facility (Marion County Growth Services Building – 2710 East Silver Springs Boulevard – Ocala, FL 34470), and the use of meeting facilities by TPO boards and committees.

## **OCALA MARION TRANSPORTATION PLANNING ORGANIZATION (TPO)**

The TPO is a federally-mandated public agency responsible for planning and coordinating the allocation of federal and state funding to roadway, transit, freight, bicycle, pedestrian, aviation and paratransit. The TPO serves the cities of Belleview, Dunnellon, Ocala and Marion County. The TPO is governed by a 12-member Board of locally elected officials responsible for the overall guidance of the transportation planning process in Marion County. The Board's guidance includes providing leadership and oversight for the development of transportation policies, plans, programs and strategies.

### **TPO Mission**

To plan for a future transportation system that is safe and accessible for the residents and visitors of our community.

### **TPO Vision**

A transportation system that supports growth, mobility and safety through leadership and planning.

## **COOP ACTIVATION PROTOCOL**

When a county, state or federal State of Emergency is declared, the TPO Director or his/her designee shall notify the TPO Chair (Vice-Chair if Chair is not available). Based upon the circumstances and type of event, the TPO Director will consult with the Chair to determine if the COOP should be activated. Each event will be a case by case situation, including the status of Marion County government operations and impacts or access to the TPO office and meeting facilities.

When the COOP is activated by the TPO Chair, the TPO Director will immediately inform staff members and direct all work activities to only involve Essential Functions. The TPO Director will also send formal email and/or phone notifications to the following:

- TPO Board Members
- Transportation Disadvantaged Local Coordinating Board (TDLCB) Members
- Technical Advisory Committee (TAC) Members
- Citizens Advisory Committee (CAC) Members
- Florida Department of Transportation (FDOT) District Five Government Liaison Team
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Commission for Transportation Disadvantaged (CTD)

The TPO maintains an active directory of email addresses, board and committee phone/cell numbers and staff cell numbers. All TPO employees are provided a copy of a comprehensive contact directory. A listing is provided in the Appendix for emergency and non-emergency partner agency contacts.

## **ESSENTIAL FUNCTIONS**

In the event of an emergency or disaster requiring activation of the COOP, the TPO's responsibilities must continue to meet federal and state requirements, including grant invoicing, expense and contract payments. Actions that require an emergency Board meeting may be called by the Chair when in his/her opinion, an emergency exists which requires immediate action (e.g., budget or project amendments). Per TPO Board bylaws, a 24-hour advance notice of an emergency meeting shall be given prior to the meeting. Per the TPO Public Participation Plan (PPP) Emergency Procedure Resolution (April 28, 2020), the TPO shall also implement alternative virtual public participation during emergency situations. Depending upon the State of Emergency conditions, the use of alternate meeting locations and/or virtual meetings may also be options, including the requirement of proper public notification(s) in accordance with the TPO's PPP and Florida Sunshine Law.

The Essential Functions of the TPO that shall be performed to the maximum extent feasible during an activation of the COOP include:

- Execution core planning activities outlined in TPO’s Unified Planning Work Program (UPWP). Specific activities with strict federal and state deadlines are listed.
  - Unified Planning Work Program document (UPWP) (Biennial, April)
  - Long Range Transportation Plan (LRTP) (Five years, November 2025)
  - Transportation Improvement Program (TIP) (Annual, June)
  - List of Priority Projects (LOPP) (Annual, June)
  - Transportation Disadvantaged Service Plan (TDSP) (Annual, June)
  - Community Transportation Coordinator (CTC) Evaluation (Annual, March)
- Maintain communication with TPO Board, TDLCB, TAC and CAC members; hold emergency or regularly scheduled meetings in-person, virtually or hybrid as deemed appropriate and necessary.
- Maintain contact and process grant invoicing to the Florida Department of Transportation (FDOT) and the Florida Commission for Transportation Disadvantaged (CTD).
- Maintain payments associated with contracts, direct and indirect expenses through Marion County Procurement Services Department.
- As necessary, amend UPWP and adjust TPO budget through Marion County, due to direct costs incurred from the emergency event or disaster.
- Ensure TPO Budget is submitted to Marion County Clerk of the Court (Annual, April).
- Ensure bi-weekly progress reports and timesheets are processed through the TPO.
- Ensure bi-weekly county timesheets are processed through Marion County Payroll.
- Maintain coordination with Marion County Administration regarding status of emergency event and county protocols.
- Review Marion County Human Resources Emergency Response Plan for guidance on personnel management.
- Coordination with Marion County Information Technology (IT) Department, as needed, regarding data and records, software licenses, computer network access, equipment, etc.

## **COOP LEADERSHIP AND DEVOLUTION**

The TPO has a current staff of four approved full-time employees. The TPO Director shall serve as the COOP lead and is responsible for all coordination with staff, board and committee members and partner agencies. The following procedures shall be followed during an emergency or disaster event.

- As the COOP lead, the TPO Director shall retain responsibility for the continued operation and administration of the TPO.
- The TPO Director shall maintain ongoing coordination with the Board Chair and staff, including daily check-ins and weekly meetings.
- The TPO Director shall maintain ongoing coordination with Marion County Administration and pertinent County Departments (e.g., IT, Procurement).
- The TPO Director shall maintain ongoing coordination with partner agencies (e.g., FDOT).

- In the event the TPO Director is not available or incapacitated, the Principal Planner shall be the Acting COOP lead, responsible for coordination with staff members, Board Chair, Marion County and partner agencies. The Grants Coordinator/Fiscal Planner shall be next in order of succession, with the Administrative Specialist serving a key role in all coordination.

## **TPO OFFICE AND MEETING FACILITIES**

Currently, the TPO's office is located in the Growth Services Building at the Marion County McPherson Governmental Campus. In the event the TPO office is unavailable or closed due to an extended emergency event or disaster, the TPO Director or Acting COOP lead will maintain coordination with Marion County Administration to determine the length of the closure and if an alternate office location is necessary. Coordination will also take place with Marion County IT to ensure proper remote-work procedures are followed during the period of time when access to the office is not possible. TPO staff will maintain all operations virtually, until an alternative facility is available or the TPO office is re-opened.

If an event impacts the long-term or permanent condition of the TPO office at the Growth Services Building, the following options will be reviewed in order of preference. Coordination will take place between the TPO Director, TPO Board and Marion County Administration to determine the most feasible solution.

1. Coordinate with Marion County Administration for availability of office space located within the McPherson Campus or other county locations.
2. Assess office space availability in Marion County with local and state government partners.
3. Procurement of new office space of similar size and function to the current TPO office within Marion County.

The TPO conducts board and committee meetings at the following locations:

### **TPO Board Meetings**

McPherson Governmental Campus Auditorium  
601 SE 25th Avenue  
Ocala, FL 34471

### **Transportation Disadvantaged Local Coordinating Board Meetings**

Marion County Growth Services Training Room  
2710 E. Silver Springs Boulevard  
Ocala, FL 34470

### **Technical Advisory Committee (TAC) and Citizen Advisory (CAC) Meetings**

Marion County Library Headquarters  
2720 E. Silver Springs Boulevard  
Ocala, FL 34470



If an event impacts the short-term, long-term or permanent condition of a meeting location, the following alternative locations will be considered.

**TPO Board Meetings**

Marion County Growth Services Training Room  
2710 E. Silver Springs Boulevard  
Ocala, FL 34470

City of Ocala City Hall  
110 SE Watula Avenue  
Second Floor – Council Chambers  
Ocala, FL 34471

City of Belleview City Hall  
5343 SE Abshier Boulevard  
Commission Room  
Belleview, FL 34420

City of Dunnellon City Hall  
20750 River Drive  
Dunnellon, FL 34431

**Transportation Disadvantaged Local Coordinating Board Meetings**

Marion Senior Services  
1101 SW 20th Court  
Ocala, FL 34471

**Technical Advisory Committee (TAC) and Citizen Advisory (CAC) Meetings**

Ocala/Marion County Visitors and Convention Bureau  
109 West Silver Springs Boulevard  
Ocala, FL 34475

Marion Senior Services  
1101 SW 20th Court  
Ocala, FL 34471

**VITAL FILES, RECORDS AND DATABASES**

The protection of electronic and hardcopy documents, records, and meeting recordings to support essential functions is critical to the operation of the TPO. Currently, the TPO’s electronic files and emails are backed up daily on a cloud-based server managed by the Marion County IT Department. Marion County IT has a Business Continuity Plan (BCP) that is reviewed annually by auditors. It outlines how the County’s technical operations will continue or be restored in the event of a disaster. The County also has two separate Data Centers that mirror each other for redundancy and three levels of backups. Marion County also maintains records of all TPO financial transactions in the cloud-based Tyler Munis Technologies platform.

In the event of a foreseeable emergency, TPO essential document files will be backed up manually by the use of an external hard drive. A folder is maintained by year (starting in 2022) on the County server titled “COOP Essential Documents”. This folder contains essential core planning documents, and will be copied to an external hard drive by the TPO Director only when the COOP is activated. The external hard drive will include encryption with a password stored through a cloud password management solution (e.g. LastPass). The files may need to be accessed while staff is working virtually, but only used as a backup to the County IT server if unavailable. On an annual basis, the TPO Director places electronic copies of the following files in the “COOP Essential Documents” folder. Hard copies of all core planning documents and agreements are also filed in the TPO office.

- Current COOP document
- Agreements
  - Metropolitan Planning Agreement (2-year Consolidated Planning Grant)
  - Commission for Transportation Disadvantaged grant agreement (current fiscal year)
  - Federal Transit Administration (FTA) 5305d active grant agreements
  - TPO-Marion County Staff Services Agreement
  - Intergovernmental Coordination and Review (ICAR) Joint Agreement
  - Interlocal Agreement of the TPO
  - Planning Agreement with Lake~Sumter MPO
- Boards and Committees Bylaws
- Budget summary and tracking Files
- Recent grant invoice statements (past three months)
- Current consultant contracts
- Core planning documents and template files
  - UPWP (most up to date)
  - LRTP (current adopted)
  - TIP (most up to date)
  - Public Participation Plan (PPP)
  - LOPP (most recent adopted)
  - TDSP (most up to date)
  - Annual CTC Evaluation (prior year)
- Meeting minutes and recordings (past 12 months)
- TPO process documentation (TIP, Budget, Website, Social Media)
- TPO property inventory database

The TPO’s website ([www.ocalamariontpo.org](http://www.ocalamariontpo.org)) is maintained on a cloud-based server by its current consultant vendor (SGS Technologie). The website contains all core planning documents, agreements, historic documents and a six-year history of meeting minutes and agendas. The website also contains the most current version of the COOP. These files may also serve as backup

in the case of an extended emergency or disaster event. The website is accessible to staff and the consultant.

In the event of total destruction of the TPO office and there is no immediate access to cloud-based files, FDOT, FHWA, FTA and CTD have copies of the TPO's core planning documents.

## **COMPUTER EQUIPMENT**

All TPO staff members currently operate laptop computers maintained by Marion County IT, with capabilities of connecting to the cloud-based county server via a secure Virtual Private Network (VPN). When the COOP is activated, staff members will be directed to maintain possession of their respective assigned laptops and operate them only in a safe and secure location. This includes the TPO's laptop assigned specifically for board and committee meetings. If staff are required to use laptops remotely for an extended period of time, they will be expected to continue following all County IT directives. This includes access to the county server via VPN and ensuring updates are performed on a regular basis.

## **COOP DEACTIVATION PROTOCOL**

Deactivation of the COOP is based on when recovery from the event is underway and the TPO current or new office space is permitted for normal operations. In coordination with the TPO Board Chair, the TPO Director will notify staff, board and committee members. The following steps will be taken.

- Staff shall return to normal operations in the TPO office.
- Staff shall return all equipment, including laptops, monitors or other supplies that were removed from the TPO office.
- The TPO Director will coordinate with Marion County IT to reestablish phone connectivity, server connectivity, print/copier device function and other equipment.
- The TPO Director will conduct a complete inventory of all equipment, supplies and other property. The TPO maintains an up to date inventory of assets.

## **COOP MAINTENANCE**

The COOP will be reviewed annually by the TPO Director. This includes placement of files in the "COOP Essential Documents" electronic folder. The TPO Board will be requested to review the COOP when updates are made to the document.

## APPENDIX – CONTACT INFORMATION

All Emergencies	911
Federal Emergency Management Administration (FEMA), Region 4 Office	770-220-5200
State of Florida Emergency Information Line	1-800-342-3557
Florida Division of Emergency Management	850-815-4000
Marion County Emergency Management	352-369-8100
Florida Highway Patrol, Troop B	352-512-6630
Marion County Sheriff’s Office	352-732-8181
Marion County Fire Rescue	352-291-8000
Belleview Police Department	352-245-7044
Dunnellon Police Department	352-465-8510
Ocala Police Department	352-369-7000
Ocala Fire Rescue	352-629-8306
Ocala/Marion Transportation Planning Organization (TPO)	352-438-2630
Marion County	352-438-2300
City of Belleview	352-245-7021
City of Dunnellon	352-465-8500
City of Ocala	352-629-2489
Florida Department of Transportation, District 5	386-943-5479
Florida Commission for Transportation Disadvantaged	850-410-5700
Federal Highway Administration, Florida Division	850-553-2200
Federal Transit Administration, Region 4	404-865-5600