

Continuity of Operations Policy (COOP)

NUMBER: 7.1

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1. References

- a. Governor, FS Chapter 14.055-14.056
- b. Emergency Continuity of Government, FS Chapter 22 and Section 23.127
- c. Intergovernmental Programs, FS Section 163.01
- e. Military Affairs, FS Chapter 250.540-250.549
- f. Emergency Management, FS Chapter 252.31-252.63
- g. Medical Telecommunications and Transportation, FS Chapter 401.015
- h. Affrays; Riots; Routs; Unlawful Assemblies, FS Chapter 870

2. Purpose

- a. The Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services due to an emergency. Emergencies are any unplanned event that can cause deaths or significant injuries to employees, clients, or the public; or that can shut down an organization, disrupt operations, or cause physical or environmental damage. The primary goal is to allow the MPO to resume its normal operations and functions as quickly and completely as possible after the interruption.
- b. The purpose of this COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources; ensure the safety of the staff; protect essential equipment, records, and other assets; reduce disruption of operations; minimize damage and losses; achieve an orderly recovery from emergency operations; identify relocation requirements; ensure operational and managerial requirements are met, and assure maintenance of governance under the direction of the MPO Board.

3. Applicability and Scope

- a. The COOP Plan is applicable to situations requiring relocation and/or re-establishment of essential functions of the MPO. It provides 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.
- b. In case of emergencies, written notice of any meetings will be given to each MPO Board Member as far in advance of the meeting as possible and by the most direct means of communications. If Manatee County emergency operations center is activated, meeting notices will be provided through the emergency communications system. In addition, notice of emergency meeting will be distributed through social media channels and given to the public media. An emergency is considered an event that is accidental, natural and/or caused by man, which necessitates immediate action, because it

results or may result in substantial injury or harm to the population or the MPO or substantial damage to or loss of property or public funds.

4. COOP Activation

- a. When an emergency or crisis is declared, the Executive Director (or next successor) will consult with the MPO Chair, (or next successor) to discuss necessity of activation in order to perform essential functions of the organization. After consultation, and reviewing the type of event that has occurred, the Executive Director (or next successor) will have responsibility for implementation of the COOP.
- b. Once the COOP is implemented in response to an incident, immediate notification should be made to all MPO staff, the MPO Governing Board, MPO active committees, and FDOT District 1. The Clerk to the Board will be responsible for maintaining accurate and current contact information for emergency notifications.

5. Order of Succession

- a. Succession is triggered by the absence or incapacitation of the person holding the previous position. Succession should occur immediately upon notification. The order of succession may also be used to delegate authority and for emergency notification.
- b. Staff leadership succession will be (1) Executive Director, (2) Planning Manager, (3) Administrative Manager, (4) Planning Team Members, and (5) Administrative Staff.
- c. Board leadership succession will be (1) Board Chair, (2) Board Vice Chair, (3) Board Immediate Past Chair, (4) Executive Committee Member, and (5) Board Member.

6. Essential Functions

- a. The following products, activities associated with their development, and critical operations of the organization have been identified as essential to the mission of providing a continuing, cooperative, and coordinated transportation planning program for the Sarasota/Manatee region.
- b. The MPO is required by law to produce and submit the following time-sensitive documents. In the event the COOP is activated when one or more of these documents must be approved, the MPO will follow the process described in section 7 of this document, 'Approval of Essential Functions'.

(1) Unified Planning Work Program (UPWP): The UPWP documents the programming of FHWA and FTA planning and research funds to be used in the upcoming two fiscal years.

(2) Long Range Transportation Plan (LRTP): Every five years, the MPO must adopt a LRTP that addresses a 20-year planning horizon including short- and long-range strategies for implementation of a cost feasible plan.

(3) Project Priorities: The MPO is required to develop and adopt an annual list of project priorities for submittal to FDOT for funding consideration.

(4) Transportation Improvement Program (TIP): Annually, the MPO is required to develop and adopt a five-year plan for projects that will be implemented using State or Federal transportation funds.

- c. The following are those essential activities, in priority order, that should be performed by the MPO, to the maximum extent feasible:

- (1) Ensure the integrity of data and records relating to internal and external mandates, responsibilities, and administrative operations. Maintain and/or restore access to data and other resources immediately.
 - (2) Restore communication with the Governing Board and all active committees of the MPO; arranging, advertising, and holding regularly scheduled or emergency meetings as soon as feasible.
 - (3) Maintain or reestablish contact with appropriate internal and external authorities and agencies, including, but not limited to, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT) District 1, and MPO fiscal administrative agency Manatee County.
 - (4) Provide technical support to assist in planning and restoration of Manatee and Sarasota transportation systems.
 - (5) Ensure that the integrity and compliance of the MPO's planning programs are maintained and products and services are delivered.
 - (6) Continue commitments of MPO agreements and maintain grant invoicing and payroll.
- d. It is also recognized that the MPO is a local government entity that supports Mission Essential Functions in the Transportation Sector as defined by the U.S. Departments of Homeland Security (DHS) and Transportation (DOT), and in support of the Florida Department of Transportation (FDOT). The MPO performs essential planning functions required by federal and state laws in support of Transportation and Logistics, Healthcare/Public Health (including state agencies and local providers of life-sustaining services to economically disadvantaged or otherwise needy individuals), Public Works, Public Safety, Emergency Management, and other community-based government operations and essential functions. In the event of certain emergencies, the MPO will support local jurisdictions, FDOT and other state agencies, and federal agencies as requested or may be necessary.

7. Approval of Essential Functions

- a. Once the COOP is activated, every attempt will be made to follow standard procedures or to offer alternatives for committee and board approval, to continue community engagement, and to seek public comment while protecting public safety. The MPO may implement emergency protocols following guidance in the COOP or in a local, state, or federal declaration of a State of Emergency.
- b. The process for approval of essential documents including the UPWP, LRTP, Project Priorities, and TIP, may be modified following activation of the COOP to comply with statutory mandates and timelines.
 - (1) The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO board could meet again.
 - (2) The Chair may convene a quorum of the Executive Committee for approval. All actions of the Executive Committee will be presented to the MPO Governing Board at the next regular meeting for review and ratification.

- (3) If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board through the use of communications media technology, following rules pursuant to FS Section 120.54(5)(b)2 and waiving official recommendations from MPO committees.
- c. If any other document or essential function is required by Federal Law or State Statute or by FHWA, FTA, or FDOT, the MPO Chair, in consultation with the Executive Director (or their respective successors), shall be authorized to submit information, reports, or documents to continue operations or to meet required deadlines.
 - (1) If any action is considered of significant importance by the MPO Chair or the Executive Director (or their respective successors) they may consult General Counsel for direction.
 - (2) All actions of the Chair and Executive Director that would normally be brought before the MPO Board will be presented at the next regular board meeting for review and ratification.

8. Responsibilities

- a. The MPO Executive Director shall appoint a COOP Leader whose name and contact information shall be provided to FHWA, FTA, FDOT District 1, and the Emergency Management Agencies of both Manatee and Sarasota Counties.
- b. The MPO Executive Director and the COOP Leader shall be responsible for developing and maintaining plans and procedures which provide the following:
 - (1) Identification of essential functions, programs, and personnel;
 - (2) Procedures to implement the plan and personnel notification and accountability;
 - (3) Delegations of authority and lines of succession;
 - (4) Provisions for alternative facilities and related infrastructure, including those for interoperable communications;
 - (5) Identification and protection of vital records and databases;
 - (6) Notifying appropriate agencies upon activation of the agency's COOP policy;
 - (7) Submitting an agency COOP policy for any review or approvals that may be required by FHWA, FTA, and FDOT.

9. Employee Status

- a. Should there be an emergency which impacts the MPO's Office and/or government-wide operations and/or involves the safety and security of government employees and/or citizens at large, the MPO's first priority is to account for and determine the health and wellbeing of each employee, their family/dependents, as well as, notifying employees of the status of office operations and actions to be taken.
- b. An important component of this COOP plan is to make sure all employees are safe and secure, whether working in the office, at an outside meeting with MPO member jurisdictions, FDOT, or other regional agencies, on a training assignment, or on other travel status. Whenever any employee leaves the MPO office for official work, it is imperative that the person(s) in charge of the office know or be readily knowledgeable as to how to ascertain the whereabouts of the employee and to be able

to reach the employee at any time. In order to assist in this employee status knowledge, each MPO employee shall:

- (1) Keep and maintain their workday schedule/personal itineraries of meetings, events, travel status, leave status, etc., on the MPO electronic calendar.
 - (2) The MPO electronic calendar shall be made and kept fully accessible for viewing by all other office personnel.
 - (3) During any status that is away from the office on official MPO business during normal business hours, calendar information must show out-of-office locations, and most importantly a ready means of contact by the MPO office (i.e. cell phone number, out of office telephone number, hotel number, etc.)
- c. If the emergency affected, or has the potential to affect, an employee's immediate family the employee needs to contact their supervisor or the Executive Director about their personal situation and to determine what assistance the office can provide. Each employee's first priority, without exception, is to assure their immediate family is safe, secure, and has adequate means to deal with the nature and effects of the "event" and its aftermath.
 - d. If an emergency occurs on a weekend or during non-work, non-business hours or an employee is on leave or travel status, it is the employee's responsibility to contact their direct supervisor, COOP Coordinator, or Executive Director, as soon as is reasonably possible to advise of their safety, location and contact information.
 - e. The MPO COOP Leader is delegated the primary lead responsibility for assessing/determining the whereabouts of all employees, for obtaining information on the impact of the emergency on all employees and their immediate families, and for reporting this information to the Executive Director. The COOP Leader will take whatever steps are necessary to contact those employees who do not call in, and/or whose whereabouts cannot be readily ascertained, including asking the proper authorities for assistance.
 - f. It is the responsibility of each employee to have available, at home and while traveling, the official business phone numbers, as well as the cellular and home phone numbers of all other MPO office employees. These numbers are critical to accounting for the whereabouts of employees during any emergency.
 - g. It will be the responsibility of the Executive Director (or their successor), to determine when it is safe to return to the building and/or to determine when it is appropriate to send personnel home until further notice. No one will be given permission to leave the area until all occupants have reached the evacuation site, all employees are accounted for, and the situation has been accurately evaluated.

10. Temporary Office Relocation

- a. If the emergency has severely damaged or even destroyed the MPO office, employees need to be prepared to join co-workers in setting up a temporary office and possibly a new permanent office at an alternate location. The Executive Director (or their successor) will contact employees and inform them where to report for duty. Until a temporary office has been established, employees should remain at home or at some other identifiable location and await receipt of official reporting instructions. If employees have not heard from someone within the first 24 hours, they should start initiating calls to their supervisor, the COOP Leader, or the Executive Director.

- b. When an emergency creates the situation where a short-term office relocation is needed, the Executive Director (or their successor) will coordinate with the Board Chair, MPO member jurisdictions, and FDOT to identify a suitable office location. The Executive Director will make necessary emergency assignments as the relocation dictates.
- c. Staff may be allowed to work at home or in an alternative location using the guidelines provided in MPO Policy 2.16 'Telework'. Leave restrictions will remain applicable while the office is operating under a state of emergency and during the relocation period. Leave approvals will be granted on a case-by-case basis and may be limited to health and family reasons at the discretion of the Executive Director (or their successor).

11. Short Term Office Evacuations and/or Closures

- a. During regular MPO office hours or during afterhours evening meetings when an "event" (fire, bomb threat, chemical/biological threat/attack, etc.) occurs:
 - (1) As applicable, it will be the responsibility of the Executive Director or designee to first contact emergency officials (911) and then contact the Building Manager about the emergency situation.
 - (2) Orders will be given to evacuate, by verbal orders of the Executive Director, or the Executive Director's designee. Pull the fire alarm pull switches in the event of an evacuation regardless of the reason for the evacuation. All office occupants will leave the building immediately when hearing the evacuation announcement.
 - (3) All MPO office occupants, once outside should move clear of the building and not block the driveways or any of the entrances to the building. All office occupants are to go to the farthest corner of the parking lot on the right side of the building. Once all persons have evacuated to the farthest corner of the parking lot on the right side of the building, attendance will be taken to make sure all persons are accounted for and present.
 - (5) If the nature of the potential event is due to a "bomb threat" and if time allows, employees should shut off all electrical equipment, including the computers. Employees should turn on all lights and prop the doors open. These steps will reduce electrical hazards, facilitate a search, and reduce the blast effect should an actual explosion occur.
 - (6) However, if the nature of the event is a "fire" or a possible "chemical/biological/radiological agent," then employees should keep all doors shut. Do not open doors when there is a fire until one has felt the surface of the door for heat first and only then open the door carefully and in such a manner that keeps all persons away from the entry in the event of smoke or at worse an explosive back draft.
 - (7) If you are sure that no fire hazard to your personal safety exists, use one of the fire extinguishers to put out the fire. Fire extinguishers are located throughout the office.
 - (8) It will be the responsibility of the Executive Director, or the Executive Director's designee, to determine when it is safe to return to the building and/or to determine when it is appropriate to send personnel home until further notice. No one will be given permission to leave the area until:
 - (a) All occupants have reached the evacuation site;

- (b) All employees are accounted for, and
 - (c) The situation has been accurately evaluated
- b. Severe Weather Events: The course of action will be a function of the type of weather event and the timeliness of notification. Possible action options could include the following:
 - (1) If notification is sufficiently timely about a pending severe weather event (*i.e.* a hurricane) the course of action could be to simply close the office and send employees home for the duration of the event. Provisions will be made to notify committee members and presenters scheduled for a meeting during the office closure or event.
 - (2) If the severe weather event is more sudden in nature (severe thunderstorm or tornado warning) the course of action could include:
 - (a) Move out and away from windows and doors in reception area.
 - (b) Seek shelter in the central core areas of the office. Stay in these core areas until the event has passed before an assessment of the situation can be made to determine further courses of action.
- c. Prolonged Power Outage:
 - (1) Notify the Executive Director or person in charge of the office of the nature of the power failure and contact the Building Manager.
 - (2) Because of the lack of light, except for emergency backup lighting and natural lighting during daylight hours in the MPO reception area, flashlights are provided to each employee.
- d. Events After Hours: During the time frames when the “event” occurs after office hours (fire, bomb threat, severe weather, *etc.*) employees will be notified of the status of office operations and actions to be taken. Official closure of the office will be a decision by the Executive Director, or the Executive Director’s designee. Employees’ personal safety is paramount and liberal leave policies will be in effect.

12. Essential Office Functions

- a. During any “event” that creates a long-term emergency, essential office functions that must continue include but may not be limited to:
 - (1) Processing of fund authorizations for reimbursement;
 - (2) Payment of eligible invoices; and
 - (4) Payroll and personnel actions.

10. Essential Records

- a. Essential records include any documentation or information associated with the preceding essential functions. Essential records, which should be taken to the temporary office location would include:
 - (1) Essential Software;

- (2) Personnel Records;
- (3) Insurance documents;
- (4) FDOT/FHWA/FTA contact information;
- (5) Petty Cash; and
- (6) Laptops and projectors.

b. Every effort will be made to locate, secure and move these essential records and all records of the MPO. Destroyed or irretrievable records will be replaced as applicable with copies from FDOT, FHWA, FTA, MPO Member jurisdictions and other MPOs.

11. Computer System Backup and Disaster Recovery.

a. This recovery plan section covers temporary emergency equipment, permanent replacement equipment, software replacement, restoration of important computer/data system access, and safe offsite storage and restoration of the server backup data.

- (1) Essential Software: Important software connections and data system access that are considered essential in order to maintain MPO operations, include but are not limited to the following:
 - (a) Microsoft 365 Office Suite;
 - (b) Adobe Acrobat;
 - (c) Adobe Creative Cloud;
 - (d) ArcMap (2);
 - (e) ArcGIS Pro (2);
 - (f) Sweep; and
 - (g) OneSolution
- (2) Restoration of Temporary Computer Operations: If the “event” has severely damaged or destroyed the MPO’s office, or in some way prevents access, the COOP policy will be activated, and a temporary office must be quickly established. In order to optimize the speed and extent of recovery, each of the following steps need to be taken regardless of the nature and time of the “event”:
 - (a) As previously stated, for all event scenarios the status of the health and wellbeing of each employee and their immediate families will be determined.
 - (b) Once employee status is determined, the next step is to determine if employees have in their possession any MPO office equipment, *i.e.*, cell phones, laptops, computers, *etc.*

- (c) An inventory of equipment that is available outside the office will be compiled at the time of the “event,” and arrangements will be made for the equipment to be delivered to the temporary office once the location has been established.
 - (d) Report the loss of computer or office equipment or services to the Executive Director or COOP Coordinator.
- (3) Removal of Equipment: If it is possible to regain access to the MPO office to remove computer equipment from the building, the following equipment should be powered down and removed:
- (a) File Server;
 - (b) Printers;
 - (c) Laptops, Computers and Docking Stations;
 - (d) Copier; and
 - (e) Projector.
- (4) Office Operations: The MPO’s temporary office will most likely be at a member jurisdiction’s facility. It is important that any of the member jurisdiction’s facilities either have designated emergency office space and conference room space which has sufficient telephone and internet connections to serve the MPO needs during the recovery.
- (5) Permanent Restoration of Office Computer Equipment and Services: The Executive Director or the COOP Coordinator shall have the lead in the permanent restoration of office computer equipment and services. The acquisition of computer equipment to fully restore the MPO’s office capabilities will be coordinated by the Executive Director, with the COOP Coordinator, HR/Fiscal Manager and Office Manager and with the FDOT, FHWA and FTA regarding needed funding and approvals. The following information will be kept current and provided to assist in the recovery process:
- (a) Current office computer inventory;
 - (b) Current office software license and vendor information; and
 - (c) Listing of special configurations or software on the staff computer workstations.

12. Homeland Security Threat Conditions and Corresponding Protective Measures

- a. A domestic/terrorist threat is any threat or act of violence against the U.S., its citizens, territories, or infrastructure. Reasonable and prudent measures to deter or prevent all foreseeable terrorist or other criminal acts against ourselves, our families, our infrastructure, and our homeland, is the overall goal. It is important that all personnel understand the MPO employees have a security role to play in assuring adequate security for the MPO office, as well as its role, in assuring security for the transportation system.

First and foremost, it is important for all employees to be vigilant and aware of their surroundings. Please report suspicious activities to your Manager and to law enforcement officials. Secondly, be aware of one’s sources for information pertaining to homeland security and terrorist activities. The

best and perhaps the quickest source of information will be the daily television and radio news broadcasts. It will be important that the MPO have a means to assure access to these broadcasts at all times. Other sources will be phone calls and e-mails pertaining to events, incidents, and other emergency information from the State, Manatee and Sarasota County Emergency Operations Centers (EOCs), FDOT, FHWA, and FTA. It will be this link that will trigger any MPO involvement in transportation emergency matters and system recovery, regardless of the nature of the “event” that has created the emergency and its corresponding necessity for a response.

13. Telephone Lists

- a. Telephone Roster of Employees. This is the office’s complete list of employee contact numbers, including work phone extensions, home telephone numbers, cell phone numbers, and emergency points of contact.

Staff Member	Direct Line	Home Phone	Cellphone
Nanette Eubanks, Clerk to the Board	941-259-6040	941-729-4012	941-526-7826
Sue Clapsaddle, Fiscal/Administrative Manager	941-259-6041	941-306-5295	941-518-1945
David Hutchinson, Executive Director	941-259-6042		941-704-2525
Alvimarie Corales, Principal Planner	941-259-6044		787-246-1921
Rachel McClain, Fiscal Technician	941-259-6045		941-725-0525
Corinne Tucker, Multi Modal Planner	941-259-6046		941-920-8900
Ryan Brown, Principal Planner	941-259-6052		941-345-5591

- (3) Emergency Call List. This list provides contact numbers to notify emergency officials, and emergency service providers, during an emergency situation.

Emergency	911
Validus Hanger	813-484-6893
FDOT – Jesten Abraham	863-209-2853
Manatee County Sheriff Office	941-747-3011
Sarasota County Sheriff Office	941-861-5800
Manatee County Emergency Management Agency	941-748-4501 ext. 3501
Sarasota County Emergency Management Agency	941-951-5000
FBI	813-253-1000 or 941-955-3325
Office of Homeland Security	202-282-8000
Florida Diaster.org - Division of Emergency Management	850-815-4000

- (4) Recovery/Restoration Telephone List - This list contains key phone numbers needed in recovery and restoration efforts.

MPO Board Members		Contact Number
Manatee County	Reg. Commissioner Vanessa Baugh	941-745-3703
	Reg. Commissioner Misty Servia	941-745-3713
	Reg. Commissioner Kevin Van Ostenbridge	941-745-3705
	Alt. Commissioner George Kruse	941-745-3714
Sarasota County	Reg. Commissioner Ron Cutsinger	941-861-5398
	Reg. Commissioner Nancy Detert	941-861-5344
	Reg. Commissioner Christian Ziegler	941-861-5987
	Alt. Commissioner Mike Moran	941-861-5000
	Alt. Commissioner Alan Maio	941-861-5000

City of Sarasota	Reg. Commissioner Liz Alpert Reg. Vice Mayor Erik Arroyo Alt. Commissioner Jen Ahearn-Kock	941-954-4115 941-954-4115 941-954-4115
City of Venice	Reg. Councilman Joe Neunder	941-468-3191
City of Bradenton	Reg. Mayor Gene Brown Reg. Councilman Bill Sanders Alt. Councilmember Jayne Kocher Alt. Councilmember Marianne Barnebey	941-932-9450 941-554-8331 941-932-9448 941-932-9449
Town of Longboat Key	Reg. Commissioner Jack Daly Alt. Mayor Ken Schneier	941-316-1999 941-316-1999
ITPO (Bradenton Beach)	Reg. Mayor John Chappie Alt. Mayor Judy Titsworth	941-778-1005 941-932-6444
City of Palmetto	Reg. Mayor Shirley Groover Bryant Alt. Commissioner Brian Williams	941-723-4570 941-723-4570
City of North Port	Reg. Vice Mayor Pete Emrich Reg. Commissioner Barbara Langdon Alt. Commissioner Debbie McDowell	941-429-7072 941-429-7000 941-628-0486
Sarasota Bradenton Airport Authority	Commissioner Carlos Beruff	941-567-2600
FDOT – Non Voting/Advisory	Secretary L.K. Nandam	863-519-2202
FDOT Central Office	In Tallahassee	850-414-4100
Federal Transit Administration	Regional – Atlanta	404-865-5600
Federal Highway Administration	Florida Division – Tallahassee	850-553-2201
Florida Power and Light	Acct # 0253905293	941-917-0708
Altus Technology	Telephone System	866-922-4001
Manatee County Insurance Risk Manager		941-748-4501
Manatee County Property Management		941-749-3017
Manatee County Employee Health Benefits		941-748-4501 ext. 3575
Manatee County Fleet Services		941-748-4501
Manatee County Finance		941-749-1800
Apex Office Supplies		941-747-2995
Entech	PC Maintenance	941-721-6423
RICOH Copier	C6503 ID #14379359	888-456-6457
Vanguard Cleaning Systems	Mike Scavo	941-786-4490

b. Regardless of the nature of the “event,” if it requires evacuation of the building, the MPO Executive Director, or the Executive Director’s designated alternate responsible for exercising their authorities, will be responsible for notifying the MPO Board Chair as soon as practicable. This will be done during normal working hours as well as after hours.

14. Conclusion

a. Planning for an “emergency event” is not only Federal and State public policy and law, but also the smart and right thing to do. The chaotic and traumatic atmosphere following an emergency event

can lead to decision paralysis which only compounds the impacts of the event and anxiety of the unknown. This Sarasota/Manatee MPO Continuity of Operations Policy is intended to provide a logical road map to the MPO, its Board, Executive Director, and employees, following an emergency event. Because the dynamics of each emergency can vary widely, the provisions in this plan are a guide, not a strict mandate. In that regard, sound, and reasonable decisions contrary to the guidance in this policy can and will occur. This policy combined with prudent decision making will provide the best assurance of personal safety for all individuals of the MPO, its clients, and the public, as well as an efficient recovery and return of the Sarasota/Manatee MPO to its primary mission of transportation system planning which supports sustainable, livable communities and economic development.