

***TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package  
Board of Supervisors Meeting***



***Wednesday, October 12, 2016***

***6:00 P.M.***

***Compton Park Recreation Building***

***16101 Compton Drive***

***Tampa, Florida***



# TAMPA PALMS COMMUNITY DEVELOPMENT DISTRICT

## CDD Meeting Advanced Package October 12<sup>th</sup>, 2016

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4. Strategic Planning and Capital Projects Planning
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6. Consultant Reports
  - i. Bruce B Downs Update
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  - k. Guard Services For Amberly and Hampton Parks
  - l. Multi-Modal Paths- Update
  - m. How Does Tampa Palms Compare?
  - n. Update: Records Management Project
  - o. Warning Signs
  - p. NPDES Tampa Palms- Protected Species and Areas

# Tampa Palms Community Development District

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Development Planning and Financing Group  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9102  
Fax: 813-374-9106

October 7, 2016

Board of Supervisors  
**Tampa Palms Community  
Development District**

Dear Board Members:

The Board of Supervisors of the Tampa Palms Community Development District is scheduled for Wednesday, October 12, 2016 at **6:00 p.m.** at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida. *The advanced copy of the agenda for this meeting is attached.*

Enclosed for your reviews are the minutes of the September, 2016 Budget and Board meeting(s) and the documents outlined in the table of contents.

Any additional support material will be distributed prior to the meeting, and staff will present their reports at the meeting.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Bruce StDenis*

Bruce St Denis  
District Manager

JD:cs

cc: Maggie Wilson  
Carolyn Stewart (Record Copy)

## **Tampa Palms CDD Meeting Agenda**

**October 12, 2016, 6:00 p.m.  
Compton Park Recreation Building  
16101 Compton Drive, Tampa, FL 33647**

1. Welcome & Roll Call
2. Strategic Planning
3. Board Member Discussion Items
4. Public Comments
5. Approval of the September Minutes
6. Approval of District Disbursements
7. Consultant Reports
  - BB Downs Update
  - Security Service
  - Warning Signs
  - Irrigation Damage
  - Protected Wildlife
8. Other Matters
9. Public Comments
10. Supervisor comments
11. Adjourn

Eleven Months Ending August 31, 2016

Executive Summary

The District had a \$ 4.2 million cash balance, net of liabilities at the end of August.

The District’s proprietary cash planning accounts for Q1 expenses, weather and palm pest reserves, deferred projects, as well as, TP Signature 2017 needs and presently forecasts an unallocated fund balance of approximately \$ 1.2 million. (Details disclosed below)

The District has collected \$ 2,412 K, which represents 99.7% of the billed assessments.

Normal operating expense variations are trending \$97K favorable and judged to be (a) timing, particularly as relates to ABM billing which is lagging due to project timing and should self-correct, (b) operational reductions attributable in part to reduced power needs due LED lighting use and (c) favorable variations in legal and property appraiser expenses.

Project-driven expenses appear favorably by \$45-50 K due primarily to timing. Several project completions (tree trimming, and NPDES control structures) are hampered by continued rain events.

Sources, Uses and Allocation of District Funds (\$000)

District Cash 8/31/16 \$ 4,222

Revenue Cash Collection Balance FY 2015-16 \$ 7 7

Expenses & Cost Allocations

District Operations	Balance FY 2016-17	\$ 390
	Ist Qtr FY 2016-17	600

Reserved:	Winter Damage (\$ 200K) Wind/Hurricane (\$ 200 K)	400
	Deferred Projects Allocation	200
	Palm Pest Survival Program	<u>200</u>
		( \$ 1,790)

TP Signature 2017 (BBD mitigation current working model) (\$ 1,195)

December 31, 2016, Forecast Unallocated General Fund Balance \$ 1.244

**Tampa Palms CDD  
Balance Sheet  
August 31, 2016**

**GENERAL**

**ASSETS:**

CASH - Operating Account	\$ 257,247
PETTY CASH	500
INVESTMENTS:	
Excess Fund Account- Sunshine Bank	3,991,058
Excess Fund Account- Iberia Bank	39,156
State Board Investment Pool A	14,926
RECEIVABLE FROM TAMPA PALMS HOA	11,624

**TOTAL ASSETS**

**\$ 4,314,511**

**LIABILITIES:**

ACCOUNTS PAYABLE	\$ 79,920
ACCRUED EXPENSES	12,814

**FUND BALANCE:**

NON-SPENDABLE	-
RESTRICTED	-
UNASSIGNED:	4,221,777

**TOTAL LIABILITIES & FUND BALANCE**

**\$ 4,314,511**

**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**FY2016 - For the period from October 1, 2015 through August 31, 2016**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<b>REVENUES</b>				
SPECIAL ASSESSMENTS ON ROLL (Gross)	\$ 2,519,225	\$ 2,504,961 (a)	\$ 2,504,961	\$ -
INTEREST	10,000	9,167	24,058	14,891
SL REIMBURSEMENTS -CITY OF TAMPA	1,000	917	552	(365)
MISCELLANEOUS REVENUE	1,200	1,100	2,567	1,467
DISCOUNT-ASSESSMENTS	(100,769)	(100,198) (a)	(92,985)	7,213
<b>TOTAL REVENUES</b>	<b>2,430,656</b>	<b>2,415,946</b>	<b>2,439,153</b>	<b>23,207</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
PAYROLL - SUPERVISORS COMPENSATION	11,000	10,083	8,785	1,299
PAYROLL SERVICES FEE	-	-	1,498	(1,498)
PAYROLL TAXES - FICA	5,810	5,326	5,499	(173)
PAYROLL TAXES - Unempl & W/Comp Ins	3,823	3,504	403	3,101
CDD MANAGEMENT SERVICES	57,588	52,789	50,759	2,030
AUDITING SERVICES	5,824	5,824	5,600	224
ASSESSMENT ROLL SERVICES	10,050	10,050	9,663	387
TAX COLLECTOR FEES-ASSMTS	50,385	48,240 (a)	48,240	-
PROPERTY APPRAISER'S FEES-ASSMTS	25,192	25,192 (a)	-	25,192
LEGAL SERVICES	26,032	23,863	7,525	16,338
MISCELLANEOUS ADMIN.SERVICES (Admin + Filing fees + Bank fees)	11,107	10,181	9,652	529
DIRECTORS & OFFICERS INSURANCE	3,276	3,003	2,480	523
<b>TOTAL ADMINISTRATIVE</b>	<b>210,087</b>	<b>198,055</b>	<b>150,104</b>	<b>47,952</b>
<b>FIELD MANAGEMENT SERVICES:</b>				
ADMIN ASSISTANT	53,314	48,871	45,957	2,915
PARK ATTENDANTS	82,985	76,070	68,188	7,882
PARK PATROL	58,993	54,077	47,349	6,728
FIELD CONSULTANT	98,414	90,213	90,932	(719)
FIELD MANAGEMENT CONTINGENCY	19,760	18,113	8,560	9,554
<b>TOTAL FIELD MANAGEMENT SERVICES</b>	<b>313,466</b>	<b>287,344</b>	<b>260,985</b>	<b>26,359</b>
<b>GENERAL OVERHEAD:</b>				
INSURANCE	10,699	10,699	10,277	422
INFORMATION SYSTEMS (TEL & SECURITY)	20,316	18,623	15,183	3,440
WATER-UTILITY	19,760	18,113	12,212	5,901
REFUSE REMOVAL (SOLID WASTE)	5,921	5,428	4,840	588
ELECTRICITY	124,800	114,400	106,799	7,601
STREETLIGHTING EXPENSE (Includes City Portion)	2,500	2,292	1,603	689
STORMWATER FEE	1,391	1,391	3,046	(1,655)
MISCELLANEOUS FIELD SERVICES	13,000	11,917	7,959	3,958
<b>TOTAL GENERAL OVERHEAD</b>	<b>198,387</b>	<b>182,862</b>	<b>161,919</b>	<b>20,943</b>
<b>LANDSCAPE MAINTENANCE:</b>				
LANDSCAPING MANAGEMENT FEE	18,000	16,500	17,100	(600)
LANDSCAPE AND POND MAINTENANCE	921,518	844,725	784,764	59,961
LANDSCAPE REPLACEMENT	72,800	66,733	66,330	403
NPDES PROGRAM	28,989	26,573	20,442	6,131
<b>TOTAL LANDSCAPE MAINTENANCE</b>	<b>1,041,307</b>	<b>954,531</b>	<b>888,635</b>	<b>65,896</b>
<b>FACILITY MAINTENANCE:</b>				
IRRIGATION MAINTENANCE	86,131	78,953	46,332	32,622

**Tampa Palms CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**FY2016 - For the period from October 1, 2015 through August 31, 2016**

	<u>BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) YTD VARIANCE</u>
<i>R&amp;M FOUNTAIN</i>	22,015	20,180	19,595	585
<i>FACILITY MAINTENANCE</i>	72,800	66,733	60,439	6,295
<i>MOTOR FUEL &amp; LUBRICANTS</i>	6,116	5,606	3,026	2,580
<i>JANITORIAL/SUPPLIES</i>	1,892	1,734	2,875	(1,141)
<b>PROJECTS :</b>				
<i>R&amp;R &amp; DEFERRED MTC</i>	175,000	160,417	133,876	26,541
<i>NPDES / CLEAN WATER</i>	50,000	45,833	35,025	10,808
<i>SIGNATURE TP 2017</i>	78,455	71,917	26,321	45,596
<i>CAPITAL PROJECTS</i>	175,000	160,417	92,394	68,023
<b>TOTAL FACILITY MAINTENANCE &amp; PROJECTS</b>	<b>667,409</b>	<b>611,792</b>	<b>419,883</b>	<b>191,908</b>
<b>TOTAL EXPENDITURES</b>	<b>2,430,656</b>	<b>2,234,584</b>	<b>1,881,526</b>	<b>353,058</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	-	181,362	557,626	376,264
FUND BALANCE - BEGINNING			3,664,150	3,664,150
<b>FUND BALANCE - ENDING</b>	<u>\$ -</u>	<u>\$ 181,362</u>	<u>\$ 4,221,777</u>	<u>\$ 4,040,415</u>

a) The "Year-to-Date Budget" allocation is calculated as a percentage of the annual budget and is based on actual collections from the prior year. Actual assessment collections are reported at gross. Assessment discount and county collection fees are estimated pending actual discount and collection information from County.



**TAMPA PALMS CDD  
CASH REGISTER  
FY 2016**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
08/01/2016	6264	DPFG	CDD Mgmt - August		5,337.94	141,677.53
08/01/2016	6265	MARY-MARGARET WILSON	Field Mgmt - August		8,280.00	133,397.53
08/05/2016	6266	ABM Landscape & Turf Services	Landscape Maint - July		58,415.00	74,982.53
08/05/2016	6267	ARCHITECTURAL FOUNTAINS, INC	Fntn Repair		492.00	74,490.53
08/05/2016	6268	CINTAS	Mats		56.38	74,434.15
08/05/2016	6269	FLORIDA FOUNTAIN MAINTENANCE, INC	Fntn Repair		417.38	74,016.77
08/05/2016	6270	FRONTIER COMMUNICATIONS	Amb Park - July		199.57	73,817.20
08/05/2016	6271	HERITAGE-CRYSTAL CLEAN, LLC	Used Oil Filter Pick up		130.00	73,687.20
08/05/2016	6272	MIRACLE CLEANING SERVICES	Amberly Pk Cleaning - August		335.00	73,352.20
08/05/2016	6273	REPUBLIC SERVICES	8/1-8/31 - Solid Waste		440.00	72,912.20
08/05/2016	6274	SHREDGREEN	Shredding		75.00	72,837.20
08/05/2016	6275	STAPLES	Supplies		133.73	72,703.47
08/05/2016	6276	TAMPA ELECTRIC	Final Bill		2.50	72,700.97
08/05/2016	6277	VERIZON	HP Fios		139.14	72,561.83
08/05/2016	6278	WEX BANK	Fuel - July		344.27	72,217.56
08/05/2016	6279	XEROX CORPORATION	Metal Usage		28.80	72,188.76
08/05/2016	ACH08052016	PAYCHEX	P/R Fees		59.10	72,129.66
08/05/2016	ACH08052016	PAYCHEX	P/R Fees		59.10	72,070.56
08/05/2016	15028DD	DOROTHY I COLLINS	P/R - 7/18-7/31/16		2,100.05	69,970.51
08/05/2016	15029	EUGENE R. FIELD	BOS Mtg - 7/13/16		184.70	69,785.81
08/05/2016	15030	ADISA GIBSON	BOS Mtg - 7/13/16		184.70	69,601.11
08/05/2016	15031DD	James A. Schoolfield	BOS Mtg - 7/13/16		184.70	69,416.41
08/05/2016	15032DD	James P. Soley	BOS Mtg - 7/13/16		184.70	69,231.71
08/05/2016	ACH08052016	PAYCHEX	BOS Mtg - 7/13/16		124.64	69,107.07
08/05/2016	ACH08052016	PAYCHEX	P/R - 7/18-7/31/16		799.54	68,307.53
08/10/2016	6280	Arete Industries	Signs		6,518.50	61,789.03
08/10/2016	6281	AT&T	Long Distance		64.33	61,724.70
08/10/2016	6282	CINTAS	Mats		56.38	61,668.32
08/10/2016	6283	CLEAN SWEEP SUPPLY COMPANY	Supplies		200.40	61,467.92
08/10/2016	6284	FRONTIER COMMUNICATIONS	Amb. Pk - Info Sys.		176.27	61,291.65
08/10/2016	6285	IRON MOUNTAIN	Records Storage		159.69	61,131.96
08/10/2016	6286	LOWE'S	Supplies		560.98	60,570.98
08/10/2016	6287	SUNSHINE STATE ONE CALL F FLORIDA	Dig Tickets		54.19	60,516.79
08/10/2016	6288	TAMPA ELECTRIC	Summary Bill - July		9,648.29	50,868.50
08/10/2016	6289	VOID	VOID		-	-
08/10/2016	6290	U.S SECURITY ASSOCIATES, INC	Security		4,242.95	46,625.55
08/10/2016	6291	XEROX CORPORATION	Copier - Contract		111.11	46,514.44
08/10/2016	6292	TERMINEX	Pest Control - CDD - July		71.00	46,443.44
08/10/2016	6293	TERMINEX	Pest Control - Amb Pk - July		51.00	46,392.44
08/11/2016	6294	GILL, WAYNE	Repair Leak		475.00	45,917.44
08/15/2016		SUNSHINE BANK	Transfer to Operating	261,857.00		307,774.44
08/17/2016	6295	ABM Landscape & Turf Services	Plants/Irrigation		37,125.00	270,649.44
08/17/2016	6296	ARCHITECTURAL FOUNTAINS, INC	Qtrly Maint - July-Sept		500.00	270,149.44
08/17/2016	6297	BUCHANAN INGERSOLL & ROONEY	Legal Svcs		180.00	269,969.44
08/17/2016	6298	CINTAS	Mats		56.38	269,913.06
08/17/2016	6299	CLEAN SWEEP SUPPLY COMPANY	Supplies		31.45	269,881.61
08/17/2016	6300	ESD WASTE2WASTER, INC	Pump Maint		300.00	269,581.61
08/17/2016	6301	HOOVER PUMPING SYSTEMS	Filter replacement		322.96	269,258.65
08/17/2016	6302	MIRACLE CLEANING SERVICES	CDD Cleaning - 8/2-8/12/16		430.00	268,828.65
08/17/2016	6303	REDI - ROOTER PLUMBING	RR Repairs		483.00	268,345.65
08/17/2016	6304	TERMINEX	Pest Control		55.00	268,290.65
08/19/2016	ACH08192016	PAYCHEX	P/R Fees		61.35	268,229.30
08/19/2016	15033DD	DOROTHY I COLLINS	P/R 8/1-8/14/16		2,100.06	266,129.24
08/19/2016	15034	EUGENE R. FIELD	BOS Mtg - 8/10/16		184.70	265,944.64
08/19/2016	15035	ADISA GIBSON	BOS Mtg - 8/10/16		184.70	265,759.84
08/19/2016	15036	PATRICIA B. MANEY	BOS Mtg - 8/10/16		184.70	265,575.14
08/19/2016	15037DD	James A. Schoolfield	BOS Mtg - 8/10/16		184.70	265,390.44
08/19/2016	15038DD	James P. Soley	BOS Mtg - 8/10/16		184.70	265,205.74
08/19/2016	ACH08192016	PAYCHEX	P/R - D. Collins & Supervisors		959.50	264,246.24
08/25/2016	6305	ADVANCED ENERGY SOLUTION OF	Fntn Electrical Repairs/Fntn Maint		890.05	263,356.19
08/25/2016	6306	CINTAS	Mats		112.76	263,243.43
08/25/2016	6307	FLIGHT OF ANGELS	Courier		46.00	263,197.43
08/25/2016	6308	FRONTIER COMMUNICATIONS	CDD Phone & Cable		514.43	262,683.00

**TAMPA PALMS CDD  
CASH REGISTER  
FY 2016**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
08/25/2016	6309	MIRACLE CLEANING SERVICES	8/16-8/30 - CDD Cleaning		525.00	262,158.00
08/25/2016	6310	OLM, INC	Landscape Insp		1,575.00	260,583.00
08/25/2016	6311	SEFFNER ROCK & GRAVEL	Top Soil		510.00	260,073.00
08/25/2016	6312	STAPLES CREDIT PLAN	Supplies		179.98	259,893.02
08/25/2016	298	SUNSHINE BANK	Water utilities pmt- SB Aug 2016		2,646.64	257,246.38
08/31/2016		SUNSHINE BANK	Interest	10.16		257,256.54
<b>EOM Balance 08-31-2016 - Sunshine Bank</b>				<b>261,867.16</b>	<b>151,626.09</b>	<b>257,256.54</b>
08/31/2016		Iberia Bank	Service Charge		10.00	-19.99
08/31/2016		Iberia Bank	Funds Transfer	10.00		-9.99
<b>EOM Balance 08-31-2016 - Iberia Bank</b>				<b>10.00</b>	<b>10.00</b>	<b>-9.99</b>
<b>Consolidated EOM Operating Cash Balance 08-31-2016</b>						<b>257,246.55</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU AUGUST 31, 2016  
GENERAL FUND**

(Shown in \$)	<u>Normal Operations</u>	<u>Non-Operating Project Driven</u>	<u>Total As Reported</u>
<b><u>Revenues</u></b>			
Operating	\$ 1,934,803		\$ 1,934,803
<b><u>Non Operating</u></b>			
Capital Projects		174,531	174,531
Renewal & Rel		174,531	174,531
Signature 2017		78,245	78,245
NPDES		49,866	49,866
Interest	24,058		24,058
Misc Rev	2,567		2,567
City Payments- Streetlight	552		552
Carry Forward Bal *			
<b>Total</b>	<b>\$ 1,961,428</b>	<b>\$ 477,173</b>	<b>\$ 2,439,153</b>
<b><u>Expenses</u></b>			
Operations	1,593,910		1,593,910
<b><u>Non Operating</u></b>			
Renewal & Rel		133,876	133,876
NPDES/EPA		35,025	35,025
Capital Projects		92,394	92,394
TP Signature 2017		26,321	<u>26,321</u>
<b>Total</b>	<b>1,593,910</b>	<b>287,616</b>	<b>1,881,526</b>
Excess Revenue Vs Expenses	<b>367,518</b>	<b>189,557</b>	<b>\$557,626</b>

**TAMPA PALMS CDD  
FINANCIAL SUMMARY THRU AUGUST 31, 2016  
GENERAL FUND**

<u>General Fund</u>	<b>8/31/2016</b>	<b>(\$000)</b>
Cash		257
Cash Equivalent (Excess Cash ICS)		4,030
Due From TPOA		12
Accounts Receivable (SL PD FROM GF)		0
Prepaid Expense		0
State Board Monies*		<u>15</u>
<b>Total</b>		<b>\$ 4,314</b>
Less:		
Payables		80
Accrued		12.8
	<b>Net Cash 8/31/2016</b>	<b>\$ 4,222</b>
Allocation for:		
Winter Damage		200
Wind/Hurricane Damage		200
Palm Pests**		200
Deferred Projects		200
TP Signature 2017		1,195
First Qtr 2016-17 Expenses		<u>600</u>
	<b>Adjusted Net Cash</b>	<b>\$ 1,627</b>

Forecast

(\$ 000)	2015-16 Fiscal Year		Monthly Bal
	<u>Receipts</u>	<u>Expenses</u>	
<b>Sept</b>			
CDD Operations	6	231	
R&R	1	45	
NPDES	0	30	
Signature 2017	0	45	
Capital Projects	1	40	
<b>Total</b>	<b>7</b>	<b>391</b>	<b>\$ 1,243</b>
<b>Oct</b>			
CDD Operations	0	175	
R & R	0	18	
NPDES	0	6	
Signature 2017	0	9	
Capital Projects	0	11	
<b>Total</b>	<b>0</b>	<b>219</b>	<b>\$ 1,024</b>
<b>Nov</b>			
CDD Operations	0	195	
R & R	0	25	
NPDES	0	9	
Signature 2017	0	21	
Capital Projects	0	7	
<b>Total</b>	<b>0</b>	<b>257</b>	<b>\$ 767</b>

\* SBA Account closed / transfer not yet received

\*\* Palm Treatment and Replacement Identified as Future Liability

\*\*\* Projects planned but deferred due to three year construction window

**TAMPA PALMS CDD  
AUGUST 31, 2016**

**GENERAL FUND**

(\$000)	<u>Prior Year Collected %</u>	<u>Current Year Collected \$</u>	<u>Current Year Collected %</u>	<u>Variance % Fav (Unfav)</u>
October				
November	30.4%	527	22%	-8.6%
December	88.0%	2412	100%	11.8%
January	92.8%	2250	93%	0.2
February	94.2%	2291	94.7%	-
March	95.1%	2295	95.0%	-0.1%
April	98.0%	2363	98.0%	0.0%
May	98.7%	2377	98.3%	-0.4%
June	99.9%	2411	99.7%	-0.2%
July	100.0%	2412	99.7%	-0.2%
August	100.0%	2412	99.7%	-0.2%
September	<b>100.0%</b>			
<b>Year End</b>				
<b>Total Assessed</b>		<b>\$2,419</b>		

## Summary- Project Driven Expenses

11 Months Ending August 31, 2016

### Operating Capital Projects

#### Sources of Funds

FY 2015-16 Budget \$175

#### Uses of Funds

Spent Thru 8/31/16 86

8/31/16 Commitments 21

Total Funds Spent & Committed \$107

**Funds Available as of 8/31/2016 \$67**

### Renewal & Replacement

#### Sources of Funds

FY 2015-16 Budget \$175

#### Uses of Funds

Spent Thru 7/31/2016 132

7/31/2016 Commitments 0

Total Funds Spent & Committed \$132

**Funds Available as of 8/31/2016 \$43**

### TP Signature 2017 Capital Projects

#### Sources of Funds\*

FY 2015-16 Budget \$78

#### Uses of Funds

Spent Thru 8/31/2016 26

8/31/2016 Commitments 0

Total Funds Spent & Committed \$26

**Funds Available as of 8/31/2016 \$52**



**Capital Projects 2015-16  
Budget Monitor**

31-Aug-16

(\$000)	5 Year Model	Current Projects	Spent 2015-16	Committed To Spend
<b>Tampa Palms Signature Projects (BB Downs)</b>				
Consulting Services	80	25	-	25
Main Entry Restorations	895	60	20,152	89
Irrigation	368	125	6	-
Bruce B Downs Improvements	287	-	\$ -	-
<hr/>				
<b>Sub-Total TP Signature 2017</b>	<b>1,630</b>	<b>\$ 210</b>	<b>\$ 26</b>	<b>\$ 25</b>
<hr/>				
<b>Capital Projects</b>				
Irrigation Upgrades	150	-	-	-
Parks	250	110	65	16
Landscape & Lighting	175	90	21	0
Signs, Infrastructure & Lighting	275	125	7	
<hr/>				
<b>Sub-Total Capital Projects</b>	<b>850</b>	<b>\$ 325</b>	<b>\$ 92</b>	<b>\$ 21</b>
<hr/>				
<b>Total TP Signature &amp; Capital Projects</b>	<b>*</b>	<b>\$ 535</b>	<b>\$ 119</b>	<b>\$ 46</b>

\* Five Year Model

\$1,630 Signature TP 2017  
\$850K Capital Projects



**Capital Projects Budget Detail  
Month Ending July 31, 2016**

<b>Tampa Palms Signature Projects (BB Downs)</b>	<b>5 Year Model</b>	<b>Current Projects</b>	<b>Spent 2015-16</b>	<b>Committed To Spend</b>
<b>Consulting Services</b>				
Design Impl Oversight				-
Prelim BB Downs / Area 2 Designs		25,000		25,000
Main Entry Lighting Designs				-
<i>Sub Total</i>	80,000	25,000		25,000
<b>Main Entry Restorations</b>				
Area 1 Entry (Including Drainage Swale)	245,000	-	20,152	-
Area 1 & 2 Landscape	475,000	25,000		-
Area 2 Entry (Corner Property + Pond )	175,000	35,000		-
<i>Sub Total</i>	895,000	60,000	20,152	-
<b>Irrigation</b>				
Area 1 Main Line Relocation	94,103			-
Area 1 & 2 Irrigation & Wiring Adjustments			6,169	
Irrigation Area 2 Entry/BB Downs	274,000	125,000		
<i>Sub Total</i>	368,103	125,000	6,169	-
<b>Bruce B Downs Improvements</b>				
Pedestrian Fencing	286,897	-		-
<i>Sub Total</i>	286,897			-
<b>Sub-Total Tampa Palms Signature 2017</b>	<b>\$ 1,630,000</b>	<b>\$ 210,000</b>	<b>\$ 26,321</b>	<b>\$ 25,000</b>
<b>Standard Capital Projects</b>				
	<b>5 Year Model</b>	<b>Current Projects</b>	<b>Spent 2015-16</b>	<b>Committed To Spend</b>
<b>Irrigation Upgrades</b> [\$150-200]				
Wiring, Upgrades & Additional Zones	150,000	-		-
Area 1 Pump Station Filters				-
<i>Sub Total</i>	150,000	-	-	-
<b>Parks</b> [\$200-250]				
Amberly Perimeter Fencing Landscape	-	3,699		
Camera Systems (Including CDD)	-	40,000	4,081	6,961
Oak Park Path Paving			41,889	
Amberly Picnic Table/Seats	-	12,655		8,775
Hampton Tennis Court Enhancements		37,000	18,640	560
<i>Sub Total</i>	250,000	109,844	64,610	16,296
<b>Landscape &amp; Lighting</b> [\$150-200]				
Landscape Enhancements	175,000	-	21,265	-
<i>Sub Total</i>	175,000	90,000	21,265	-
<b>Signs, Infrastructure &amp; Lighting</b> [\$150-200]				
LED Upgrades Plus Installation	125,000	125,000		
Misc ROW Sign				-
Monument Structure Enhancements	150,000	-		
Wildlife Signs			6,519	
<i>Sub Total</i>	\$275,000	\$125,000	\$6,519	\$5,197
<b>Sub-Total Normal Capital Projects</b>	<b>\$850,000</b>	<b>\$324,844</b>	<b>\$92,394</b>	<b>\$21,493</b>
<b>Total TP Signature 2017 &amp; Standard Capital Projects</b>	<b>\$2,480,000</b>	<b>\$534,844</b>	<b>\$118,715</b>	<b>\$46,493</b>

	<b>5 Year Model</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>
Signature TP 2017	\$1,630	\$380	\$64,738	\$26,321
Capital Projects	\$850	\$110	\$121,786	\$92,394

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b>I Bruce B Downs Mitigation Projects- Signature 2017</b>			
<b><u>1) Area 2 Entrance Pond</u></b>			
a) Construction & Structure Design	Monitor Progress & Report	Nov	Staff
Corner Fill & Level	Estimate & Budget Required	TBD	Staff/ J Rinard
Establish Timeline For Planting	Review/ Board	TBD	Staff/ J Rinard
b) Littoral Plantings			
Design Review & Prelim Pricing	Review w/ Board	Jan	Staff/ J Rinard
Preliminary Budget Established	Board Approval	Jan	Supv Maney/Board
Schedule Plantings	Hold for County / Contractor / Water	TBD	Staff/ Contractor
c) Pond Perimeter Plantings			
Design Review & Prelim Pricing	Review w/ Board	Jan	Staff/ J Rinard
Preliminary Budget Established	Board Approval	Jan	Supv Maney/Board
Schedule Irrigation & Plantings	Hold for County / Contractor / Water	TBD	Staff/ Contractor
d) Trees & Shrubs (Church Buffer)			
Design Review & Prelim Pricing	Review w/ Board	Jan	Staff/ J Rinard
Preliminary Budget Established	Board Approval	Jan	Supv Maney/Board
Schedule Irrigation & Planting	Hold for County / Contractor / Water	TBD	Staff/ Contractor

Next Step

Date

Responsible

**I Bruce B Downs Mitigation Projects- Signature 2017**

**1) Area 2 Entrance Pond (Cont'd)**

e) County Authority To Improve Sample Contract To CDD Legal County Negotiations	Update Board Approval to Proceed	Nov TBD	Staff/Board Staff/ J Rinard
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**2) Area 2 General Entrance**

a) Area 2 Hardscape (BB Downs Corner)	Consider Options	TBD	Staff/ J Rinard
b) Area 2 Entrance (BB Downs Corner) Landscape Options	Consider Options	TBD	Staff/ J Rinard
c) Area Roadway Bricks Establish Price and Timing Negotiate w/ COT & County	Board Review/Approval Receive Approval	Feb Feb	Staff/ Board Staff
d) Area 2 Entrance (Amberly Corner) Landscape Options	Consider Options	Jan	Staff/ J Rinard

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b><u>2) Area 2 General Entrance (cont'd)</u></b>			
e) Boulevard & Entry Street Lighting	Hold For Final Entry Designs	TBD	Staff/J Rinard
<b><u>3) Area 1 Entrance</u></b>			
a) Area 1 Exit Side -Taking Area Hardscape Replacement Options Refine & Price Designs	Hold for const progress Board Consideration	Nov Nov	Staff/J Rinard Staff/ J Rinard
b) Area 1 Exit Side -Taking Area Landscape Replacement Options Refine & Price Designs	Consider Designs Board Approval	Jan Jan	Staff/ J Rinard Staff/Board
c) Area 1 Entry Side - Landscape Replacement Options	Consider Designs Refine Designs For Board Consideration	Nov TBD	Staff/ J Rinard Staff/ J Rinard
c) Boulevard & Entry Street Lighting	Hold For Final Entry Designs	Nov	Staff/J Rinard
<b><u>3) BB Downs / Amberly Entries</u></b>			
a) Landscape Replacement Options	Consider Designs	TBD	Staff/ J Rinard

Tampa Palms CDD

Strategic Planning

Oct 12, 2016

Next Step

Date

Responsible

3) BB Downs / Amberly Entries (Cont'd)

b) Sign Replacements (No Trucks)

Monitor & Report

TBD

Staff

4) BB Downs Pedestrian Fencing

a) Construction Timeline- Area 2

Update Board

Oct

Staff

) Construction Timeline- Area 1

Monitor Progress & Report

Oct

Staff

II Capital Projects

1) Wayfinding & Misc Signs

Area 2 Entry (Sig 2017 Area 2 Above) Design Options

TBD

Staff/Soley

2) LED Landscape Lighting

Phase III

Future Consideration

TBD

Staff/J Rinard

3) Village Entry Restorations

Review Need & Progress

Update Board

Oct

Maney / Staff

	<u>Next Step</u>	<u>Date</u>	<u>Responsible</u>
<b><u>III NPDES Projects</u></b>			
1) Control Structure Inspection Project	Review Options W/ Board	Oct	Staff/
Upgrade Project	Review Options W/ Board	Oct	Staff/T Stewart
<b><u>IV Weather Resistant Turf &amp; Landscape</u></b>			
1) Assessment YTD Weather Impacts	Implement cure projects	Ongoing	Maney/Staff
2) Landscape Pests/Problems/Weather Impacts	Report To Board	Oct	Maney/Staff
Area 1 -Amberly	Report To Board	Oct	Maney/Staff
Palm Tree Pests	Report To Board	Oct	Maney/Staff
<b><u>V. Park Reviews</u></b>			
1) Park Security Review	Report to Board	Oct	Staff
2) Review Rule Making	Report to Board	Nov	Staff
3) Wind Sail Replacement	Report to Board	TBD	Staff/ J Rinard
<b><u>VI. Multi-Model Paths</u></b>			
1). Options - Design Phase	Report to Board	Oct	Staff/ J. Soley
2. Present to City	Report to Board	Nov	Staff/ J. Soley

## TP CDD Planning Horizon

### Significant Events

Oct, 2016

#### FY 2016 -17

- Enhanced Website Requirements For CDDs Go Into Effect
- Area 2 Pond Complete
- Area 2 Pond Site Enhancements Commence
- CDD Elections - Three Seats
- Special Election- City Council For Tampa Palms Area (District 7)
- National Election
- Lane and Entry Blockage- Area 1 & 2 BB Downs Construction
- Area 1 Entry Hardscape Improvements
- Area 2 Entry Improvements
- Amberly Entrance Improvement
- NPDES Renewal (NOI Development)
- Southern Segment BBD Complete (All Portions)
- Possible Playground Updates (Hampton)

#### FY 2017 -18

- Possible Playground Updates (Amberly)
- CDD Elections- Two Seats

## Update BB Downs Mitigation

This report is filed monthly to update the Board Members as to the status of funds - both availability and committed - for the Signature Tampa Palms 2017 projects.

After consultation with the Chairman, an additional \$300 K was included to provide for the mitigation of unforeseen events, the consequence of the widening project.

### Financial Impact Report- Oct, 2016

**Funds Available A/O Oct, 2016**

**\$1,195 K**

### Estimated Timing By Project- Oct, 2016

<b>Opening Balance</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
	<b>\$1,630,000</b>	<b>\$1,249,520</b>	<b>\$1,195,520</b>	<b>\$1,090,520</b>	<b>\$415,520</b>
Consulting & Design Services				\$60,000	\$10,520
Irrigation Relocation	93,583				
Area 1 Entry- Landscape			\$20,000	\$110,000	\$65,000
Area 1 Pillars, Fencing & Lighting				\$175,000	\$50,000
Area 2 Pillars, Fencing & Lighting				\$175,000	\$50,000
Irrigation- General & Repairs		\$54,000	\$45,000	\$50,000	\$35,000
Area 2 Entry Landscape			\$5,000		\$65,000
Area 2 Entry Fountain				\$55,000	
Area 2 Entry - Littoral Plantings					\$60,000
Area 2 Pond - Landscape				\$85,000	
Area 2 Entry- Roadway Bricks					\$80,000
BB Downs Fencing	286,897				
<b>S/T By Fiscal Year</b>	<b>\$380,480</b>	<b>\$54,000</b>	<b>\$105,000</b>	<b>\$710,000</b>	<b>\$415,520</b>
<b>Total All Projects</b>					<b>\$1,630,000</b>



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**MINUTES OF MEETING  
TAMPA PALMS  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Tampa Palms Community Development District was held on Wednesday, September 14, 2016 at 6:00 p.m. at the Compton Park Recreation Building, 16101 Compton Drive, Tampa, Florida.

**FIRST ORDER OF BUSINESS - Welcome & Roll Call**

Mr. Field called the meeting to order.

The Board members introduced themselves for the record.

Present and constituting a quorum were:

Gene Field	Chairman
Jim Solely	Supervisor
Jake Schoolfield	Supervisor (joined 6:20)
Mike Gibson	Supervisor

Also present were:

Maggie Wilson	Consultant
Bruce St Denis	District Manager
Don O'Neal	
Warren Dixon	

Mr. Field established that a quorum of the Board was present.

**Pledge of Allegiance**

Mr. Soley led the recitation of the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS – Strategic Planning**

Mr. Field reviewed the most current strategic plans, focusing on those issues which have immediate impact. The full strategic plans and significant events were included in the advance Board Package; a copy of which is attached hereto and made a part of the public record.

**THIRD ORDER OF BUSINESS - Board Member Discussion Items**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS - Public Comments**

There being none, the next item followed.

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**FIFTH ORDER OF BUSINESS - Approval of the August 13, 2016 Minutes**

On MOTION by Mr. Gibson, SECONDED by Mr Soley, WITH ALL IN FAVOR, the Board approved the Minutes of the August 13, 2016 Board Meeting.

**SIXTH ORDER OF BUSINESS - Approval of District Disbursements**

A copy of the Board Financial Analysis, Financial Statements and Check Register are attached hereto and made a part of the public record. Mr. Field noted that the check register had been reviewed.

On MOTION by Mr. Soley, SECONDED by Mr. Gibson, WITH ALL IN FAVOR, the Board approved the July 31, 2016 disbursements in the Amount of Iberia Bank \$10.00, and Sunshine Bank \$ 171,355.06 for total of \$ 171,365.06.

**SEVENTH ORDER OF BUSINESS - Consultant Reports**

◆ **Bruce B Downs Update**

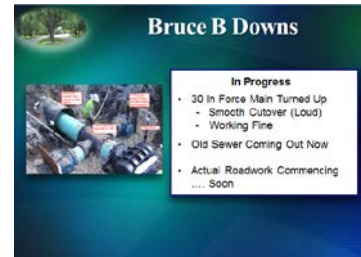
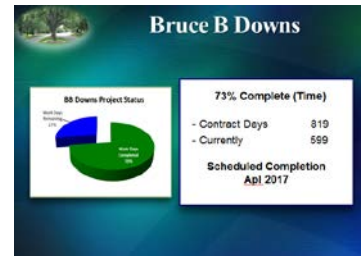
Ms. Wilson reviewed the progress of the of the BB Downs project. The project is 73% complete.

While it appears that there is much left to do, and there is, the most time consuming parts of the project are those which deal with the underground facilities and those are coming to an end.

Ms. Wilson noted that the new sewer lines were placed into service the prior weekend. The next steps include removal of the old sewer lines and installation of the storm water pipes.

As soon as that work is completed, the construction of three new north bound lanes will commence and probably complete by year's end.

Ms. Wilson also discussed the safety fencing and the fact that there were plans under consideration and test to paint it in place.



1 ♦ **Meeting Dates For FY 2016-17**

2 Ms. Wilson stated that each year, the Board  
3 must approve the meeting dates for the coming year.  
4 These dates will be used to publically notice the CDD  
5 meetings. The proposed meeting dates are as follows:

- 6 October 12, 2016
- 7 November 9, 2016
- 8 December 14, 2016
- 9 January 11, 2017
- 10 February 8, 2017
- 11 March 8, 2017
- 12 April 12, 2017
- 13 May 10, 2017
- 14 June 14, 2017
- 15 July 12, 2017
- 16 August 9, 2017
- 17 September 13, 2017



18  
19 On MOTION by Mr. Soley, SECONDED by Mr. Gibson, WITH ALL IN FAVOR, the  
20 Board approved the meeting dates for FY 2016-17 as presented.

21  
22 ♦ **Auditor Selection**

23 Ms. Wilson stated each year the District must  
24 confirm the auditor engagement and cost for the audit.  
25 The cost is \$5,600 and is within the budget. Staff  
26 requests a motion to approve the engagement letter.



27  
28  
29  
30 On MOTION by Mr. Gibson SECONDED by Mr. Soley, WITH ALL IN FAVOR, the Board  
31 approved the Engagement of Grau & Associates for the Fiscal Year Ended September 30,  
32 2016 Audit.

1 ♦ **Community Appearance**

2 Ms. Wilson updated the board the general  
3 appearance of the community with a focus on the success  
4 of the swale improvements and the annuals that were just  
5 installed.

6 Ms. Wilson noted that the fall mums would be  
7 arriving within two-three weeks.



8  
9 ♦ **Tampa Palms Newsletter Funding**

10 Ms. Wilson stated in past years the Board has  
11 traditionally funding 50% of the Tampa Palms newsletter.  
12 The request is \$11,000 as in past years.

13 Mr. Field stated additionally it provides us an  
14 avenue for resident communication under the ongoing  
15 NDPES requirement.



16  
17 **On MOTION by Mr. Soley, SECONDED by Mr. Schoolfield, WITH ALL IN FAVOR, the**  
18 **Board approved the Expenditure of \$11,000 Towards the Newsletter.**  
19

20 ♦ **Stormwater Fee**

21 Ms. Wilson reviewed the City of Tampa  
22 stormwater fee and explained why certain portions of  
23 the City would not be included (no need).

24 She highlighted the fact that Tampa Palms  
25 residents had paid for their stormwater infrastructure  
26 would receive no special and direct benefit from  
27 improvements elsewhere.

28 The Board but consensus requested that staff remain vigilant as regards any change in  
29 direction in City funding methods that would include Tampa Palms for improvements that do  
30 not benefit Tampa Palms.



1 ♦ **A Sad Farewell**

2 Ms. Wilson led a group discussion  
3 remembering Randy Marlowe who passed away last  
4 month.

5 Randy was remembered as a gentle person who  
6 loved parks, a great thinker and probably the wildest  
7 joker any member of the Board, staff or audience had  
8 ever known. He is missed.



9  
10 **Additional Advanced Board Package Materials:**

11 Information regarding financial reports were included in the Advance Board package;  
12 copy of which is attached hereto and made a part of the public record.

13  
14 **EIGHTH ORDER OF BUSINESS – Other Matters**

15 There being none, the next item followed.

16

17 **NINTH ORDER OF BUSINESS – Public Comments**

18 Mr. Ferguson inquired as to if the sidewalks would be restored after the construction,  
19 noting that some are entirely missing at this point. Ms. Wilson said that all sidewalks,  
20 including those for both the Amberly intersection and the Tampa Palms intersection would  
21 be fully restored.

22

23 **TENTH ORDER OF BUSINESS - Supervisor Comments**

24 Mr. Soley thanked Ms. Wilson for the presentation regarding Randy Marlowe.

25 Mr. Soley discussed the meeting with the City regarding restoration of the multi-  
26 modal path through Tampa Palms.

27 Mr. Field discussed the \$200,000 that has been reserved for deferred projects that  
28 cannot be completed during the time of construction but will ultimately be finished.

29

30 **ELEVENTH ORDER OF BUSINESS - Adjournment**

31 There being no further business,

32

1 On MOTION by Mr. Soley, SECONDED by Mr. Schoolfield, WITH ALL IN FAVOR, the  
2 meeting was adjourned.

3  
4 *\*These minutes were done in summary format.*

5 *\*Each person who decides to appeal any decision made by the Board with respect to any*  
6 *matter considered at the meeting is advised that person may need to ensure that a verbatim*  
7 *record of the proceedings is made, including the testimony and evidence upon which such*  
8 *appeal is to be based.*

9  
10 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a**  
11 **publicly noticed meeting held on \_\_\_\_\_.**

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21 **Signature**

22 Bruce St. Denis

23 \_\_\_\_\_  
24 **Printed Name**

25 **Title:**

26  Assistant Secretary

27  District Manager

20 \_\_\_\_\_  
21 **Signature**

22 Gene Field

23 \_\_\_\_\_  
24 **Printed Name**

25 **Title:**

26  Vice Chairperson

27  Chairperson

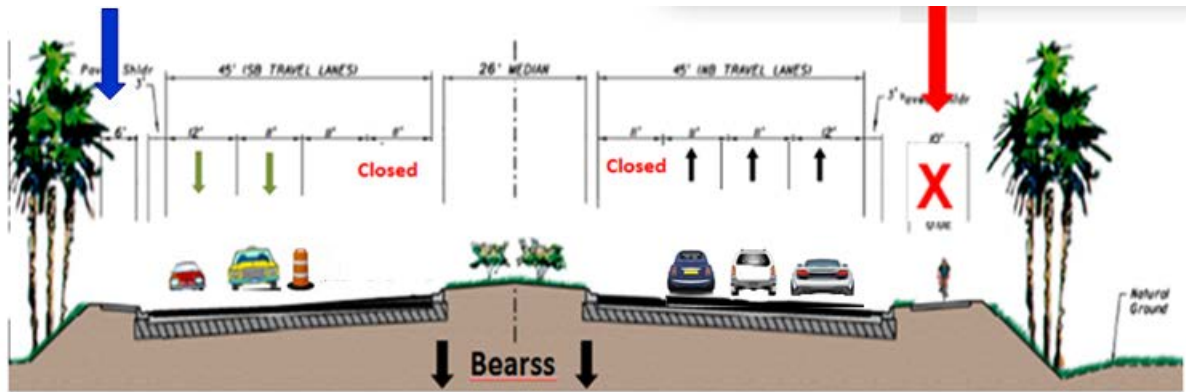
## Bruce B Downs Update

There is little change in the progress of the Bruce B Downs project. The ever-present rains have had a minimal impact on timing - so far. Some allowance for rainy season delays is already built into the construction schedule for computing the time allowed / penalty phase / bonus production.

Days: Total Project	918
Days: Work Complete	631
Days: Work Remaining	287



Currently crews are installing the storm drains for the east side of the roadway: the large concrete pipes can be seen lined up and ready for installation. The crews are finding out the hard way how high the water table is in this area.... pumps are hard at work.



When the stormwater conveyances are in place the next phase will commence; creating the Area 1 exit lane and building three of the four northbound lanes. Upon completion, traffic will be moved from the current temporary lanes and work on the three new southbound lanes will begin.

Before the northbound lanes can begin, the safety railing must be completed on the west side of the road.

Due in major part to the substantial drop-off in many places along the west side, this railing is required to be in place by the time that the northbound lanes are under construction; this so that the path on the east side of BB Downs can safely be closed.



## Community Appearance

While Bruce B Downs continues to draw much of the attention vis a vis the unrelenting construction, ABM and Ms. Maney are hard at work to make sure the whole community is kept in a manner that the residents can view with pride.

The OLM inspection, conducted this Tuesday, resulted in an appraisal score of 92. The feedback focused on the continuing battle against weeds and drainage concerns in some specific areas where the “wrong irrigation” has been in place twenty years or more and in periods of rain does not apportion the proper amount of water to places in need, flooding some.



Seen to the right is one of the annual displays within the community, as well as, some shrub improvements in progress along Amberly, Area 1. Note the irrigation is being adjusted /corrected as needed.



Tampa Palms has a somewhat unique landscape:

- 75% is right-of-way (ROW), including entrances, along the boulevards
- 15% is in the parks and
- 10 % in cul de sac’s

Although the cul de sacs are City-owned and comprise a very small part of the landscape, they are very important because they are essentially “at someone’s front door”.



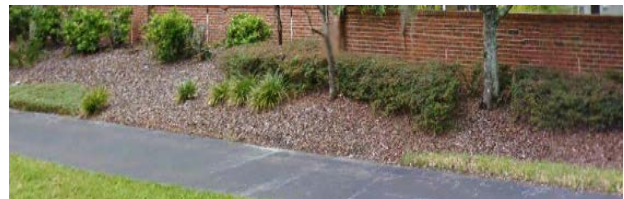
The portion of the landscape seen by most residents is the ROW. There is a lot of it, both in acreage and more important, the length of it - more than 16 miles of bed areas. The areas shown to the right are ROW along Amberly.

	Miles
Tampa Palms Blvd Area 2 w/ medians	2.94
Amberly Area 2	1.62
Amberly Area 1	3.8
Tampa Palms Blvd Area 1 w/ medians	5.07
Burchette (beside park)	0.5
Yardley (north end)	0.63
Yardley (south end)	0.68
Compton Dr.	0.68
Halsey Rd	<u>0.1</u>
	16.02

The ROW plantings are made up of foundation plantings along the walls, punctuated by accent plants and trees and bordered by turf and sidewalks. All of these plants have definite life expectancy and cannot be left in place passed that time if the community is to retain a fresh inviting look. (Below are pictures of ROW landscape in other communities - unfortunately sad looking.)

To add rigor to the landscape assessment, staff and Ms. Maney have created a matrix which keeps track of the ROW landscape by segment, when it was last refreshed, and an estimate of the lifespan of that segment. As an area matures, it is highlighted for inspection by Ms. Maney and Joe Laird.

If plants are found to be underperforming, they are first tested for rejuvenation options and then scheduled for replacement.



(A copy of the ROW landscape matrix follows.)



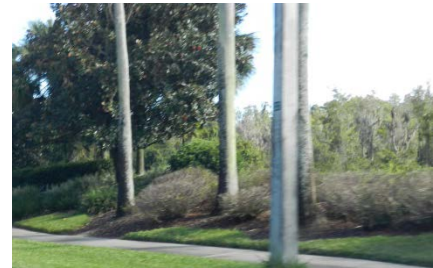
As indicated, unfortunately rejuvenation does not always work. This is most frequently true with older plants.

The shrubs to the right were not performing well. They were “fed” with extra fertilizer and pruned (not at the same time). These are old shrubs, shrubs that were incorporated into spruced up landscape a few years ago.



They will be given about 90 days to show strong evidence of restoring and if they do not, they will be replaced with new and healthy plants.

The entire section would not need be replaced, only the nonperforming specimens.



### Irrigation

After a period of quiet, there have been numerous irrigation problems over the last month. Some are most likely the result of construction impacts.

The most egregious example was a break in the mainline in front of the Huntington pond. A single streetlight had been taken down in early August by a car. That resulted in the loss of power to 13 streetlights along Tampa Palms Blvd. After numerous complaints about the dark street, staff escalated the outage problem to TECO and the City.



The TECO sub-contractor, shown replacing the pole above, did not call for a dig ticket. In the process of the pole replacement, they ruptured the irrigation mainline in two places and severed non-streetlight power, including the power to the monument sign.

Other major breaks have occurred along Amberly Drive (near BB Downs- both at Tampa Palms and near the banks). In all cases the irrigation was isolated at the damaged areas. Fortunately the rains protected the landscape during repairs: restoring the irrigation is very time consuming.

### Palms Report

A Canary Isle palm died and was removed from Tampa Palms Blvd, near the Huntington entrance. It show evidence of some weevil damage and also was infected with fusarium.

There continue to be palm deaths due to fusarium: overwhelmingly the affected palms are those that:

- Are original to the property (25-30 years old)
- Show evidence of being improperly treated in the past (bent trunks from hurricane pruning etc.)

The younger palms seem to be fairly resistant.... So far. As an added precaution palms are not planted in the exact space as a removal and replanting is held for a minimum of nine months.



# Landscape Replacement Matrix

Current Year 2016

✓ = review for attention current year

Location	Annuals	Foundation Plantings				Trees					Notes
		Shrubs	Avg Life	Age	Evaluation 2016	Trees	Planted	Avg Life	Age	Evaluation 2016	
TPB Main Entries- East	Quarterly				Note 1	Trees	1982	25-50	34	Note 1	Note 1
TPB Main Entries- West	Quarterly				Note 1	Trees	1982	25-40	34	Note 1	Note 1
Amberly Main Entry - East	Quarterly				Note 1	Trees	1987	25-40	29	Note 1	Note 1
Amberly Main Entry - West	Quarterly				Note 1	Trees	1990	25-40	26	Note 1	Note 1

**Boulevards**

**Tampa Palms - Area 1**

TPB Cambridge - Cambridge II		2014	8-10	2		Trees	1985	25-40	31	✓	
TPB Cambridge II to Compton		2000	8-10	16	✓	Trees	1985	25-40	31	✓	
TPB Halsey To Farringham		2004	8-10	12	✓	Trees	1985	25-40	31		
TPB Farringham to Powerlines		2004	8-10	12	✓	Trees	2006	25-40	10		
TPB Powerlines to TPOST 3		2008	8-10	8		Trees	1985	25-40	31		
TPB Amberly To Club		2000	8-10	16	✓	Trees	1985	25-40	31	✓	
TPB Sanctuary to Halsey		2000	8-10	16	✓	Trees	1985	25-40	31		
TPB Haslsy to Reserve		2010	8-10	6		Trees	1985	25-40	31	✓	
TPB Reserve to Stonington		2010	8-10	6		Trees	1985	25-40	31		
TPB Stonington to Enclave		2010	8-10	6		Trees	1985	25-40	31		

**Boulevards**

**Tampa Palms Area 2**

Sterling Manor Berm		2007	8-10	9	✓	Trees		25-40			
TPB Sterling Manor to Manchester 1		2009	8-10	7		Trees		25-40			
Manchester 1 to Manchester 2		2014	8-10	2		Trees		25-40			
Manchester 2 to Powerlines		2011	8-10	5		Trees		25-40			
TPB Amberly to Asbury		2015	8-10	1		Trees		25-40			
TPB Asbury to Westover		2011	8-10	5		Trees		25-40			
TPB Westover to Huntington		2011	8-10	5		Trees		25-40			
TPB Huntington to Wellington		2011	8-10	5		Trees		25-40			

**Boulevards**

**Amberly Area 1**

TPB (west) to Burchette		2003	10	13	✓	Trees		30-50			
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## Landscape Replacement Matrix

Location	Annuals	Foundation Plantings				Trees					Irrigation
		Shrubs	Avg Life	Age	Evaluation 2016	Trees	Planted	Avg Life	Age	Evaluation 2016	
Burchette To Nottingham		2003	8-10	13	✓	Trees		25-40			
TPB (east) to Burchette		2003	8-10	13	✓	Trees		25-40			
Burchette To Canterbury		2003	8-10	13	✓	Trees		25-40			
<b>Boulevards</b>											
<b>Amberly Area 2</b>											
TPB to Turnbury		2009	8-10	7		Trees		25-40			
Turnbury to Somerset		2009	8-10	7	Note 1	Trees		25-40			
<b>Boulevards</b>											
<b>Compton</b>											
TPB to Powerlines		2013	8-10	3		Trees		25-40			
<b>Major Village Entries</b>											
<b>Area 1</b>											
Reserve	Quarterly	2015	8-10	1		Trees	2006	25-40	10		
Stonington	Quarterly	2009	8-10	7		Trees	1985	25-40	31	✓	
Kensington	Quarterly	2009	8-10	7		Trees	2013	25-40	3		
Sanctuary	Quarterly	2011	8-10	5		Trees	2005	25-40	11		
Wyndham (TPOST 3 Entry)	Quarterly	2012	8-10	4		Trees	2012	25-40	4		
Tremont	Quarterly	2011	8-10	5		Trees	2011	25-40	5		
Commercial Center Amberly/Stonehurst	Quarterly	2009	8-10	7		Trees	2009	25-40	7		
<b>Major Village Entries</b>											
<b>Area 2</b>											
Wellington	Quarterly	2009	8-10	7		Trees	2009	25-40	7		
Huntington	Quarterly	2009	8-10	7		Trees	1988	25-40	28	✓	Note 2
Palma Vista	Quarterly	2012	8-10	4		Trees	2012	25-40	4		
Asbury		2008	8-10	8		Trees	2006	25-40	10		
Manchester 1		2015	8-10	1		Trees	1988	25-40	28	✓	Note 3
Manchester 2		2006	8-10	10	✓	Trees	1988	25-40	28	✓	Note 3
Sterling Manor		2014	8-10	2		Trees	2014	25-40	2		
Turnbury	Quarterly	2006	8-10	10	✓	Trees	2001	25-40	15		

Note 1: Area will be reconstructed as part of Signature 2017

Note 2: Ligustrum along pond

Note 3: Golden rain trees

## Guard Services For Amberly and Hampton Parks

As instructed by the Board, staff coordinated termination of the US Security Associates agreement with the TPOA's cancellation of their agreement with that firm. As of Oct 31, 2016 the agreements are ended.

The drivers that are of critical importance for security guards, as have been discussed many times by the Board, include the following:

- Reliable Physical Presence
- Professional Appearance
- Certified Skills & Training
  - Situation Assessment & Response
  - Defusing Techniques
  - Measured Response
  - Neighborhood Friendly
- Professional Background & Reference Examination

Staff is recommending engaging Securitas USA as the replacement provider for guard services at the CDD parks. The TPOA Board has voted to accept the Securitas USA proposal for guard services for Compton Park.



In addition to meeting the requirements highlighted above, Securitas has taken steps to incorporate digital technology into the “guard service” process with a suite of services that allow a means for:

- CDD monitoring security performance, reports, post orders and more from any location, at any time.
- GPS – officer location, device tracking, geo-fencing and incident location reporting with an officer panic button that can immediately summons help.
- Ability to advise of needed exception real-time with officer acknowledgement
- Incident and exception alerts via mobile text messages and/or email
- Electronic incident and daily activity reporting in real-time

The Securitas proposed rates fit within the budget for FY 2016-17 (an annual estimate is slightly more than the adopted budget [\$1,300 more] though with only eleven months service the actual billing to the CDD will be less). This could be addressed in the FY 2017-18 budget.

Included within the hourly rate of \$14.61 are the following

- Recruitment, background screening and hiring costs
- ACA Compliant Healthcare
- Employee wages, plus all payroll taxes and insurance
- Excellence in Service performance recognition program
- Branch award qualification for Officer of the Month, Quarter and Officer of the Year
- Free life insurance and paid vacations as described in benefits section
- Complete uniforms for each season, including replacements as needed
- Learning Management System to track completed courses and test scores
- Monthly service review and planning meetings with local branch manager
- Computer-based post orders, including client emergency response procedures
- 24-hour National Communications Center
- General liability insurance coverage

Supervisor Soley and staff, accompanied by Warren Dixon from the TPOA Board, met with the Securitas manager to reconfirm the proposal and operations.

There is a substantial amount of information contained in the Securitas proposal and a copy of that follows. Since the proposal is 71 pages in length, it has been copied in black and white and printed on both sides.

If the Board wishes to proceed, authorization should be given by motion.



Jennifer Roberts, Business Development Manager  
813.416.1428 | Jennifer.Roberts@securitasinc.com



## **Delivering Greater Value for Your Security Spend**

**Proposal Prepared for:**

**Tampa Palms – Hampton Park and Amberly Park**



Jennifer Roberts  
Business Development Manager

August 3rd, 2016

Tampa Palms – Hampton Park  
& Amberly Park  
Ms. Maggie Wilson  
16101 Compton Drive  
Tampa, FL 33647

Dear Ms. Wilson,

On behalf of the entire Securitas Security Services USA, Inc. team, thank you for providing us the opportunity to present our qualifications in response to your request for a proposal for Tampa Palms – Hampton Park & Amberly Park. We are extremely confident that our depth of resources and desire for service excellence will exceed your expectations. Our goal is to provide a seamless transition and allow you access to the numerous benefits of having a security partner like Securitas.

We recognize the importance in understanding and listening to the needs and requests of our clients. More importantly, we know how to deliver solutions. After our meeting and additional conversations, our Securitas team has a clear understanding of your needs and vision for an upgraded security program. It is with great confidence that our professional team, coupled with our efficient and user-friendly Vision 2.0 system, is your instant solution. Additionally, we know that you value a team that is well trained, vigilant and has a professional security appearance and customer service presence at your property.

In the following proposal, we detail how our strategic approach can come to fruition at Tampa Palms – Hampton Park and Amberly Park highlighting our dedicated Securitas team and our reliable Vision 2.0 system. Implementing our value added solutions will ensure efficiency, accountability and professionalism.

No one is more capable of delivering to you the quality security program required than Securitas. It is vital that our officers are knowledgeable, polished and represents your property well by providing customer service and security to your residents and staff. We will deliver the excellent service, communication and integrity-driven partnership that you expect and deserve from your security vendor.

Securitas Security Services USA, Inc. looks forward to developing a trusted and valued partnership with Tampa Palms – Hampton Park and Amberly Park. Please do not hesitate to contact me should you have any questions regarding our response.

Best Regards,

Jennifer Roberts  
Business Development Manager

# SECURITAS VALUE PROPOSITION

Securitas Security Services USA, Inc. appreciates the opportunity to present this proposal for Security Guard Services for Tampa Palms –Hampton Park and Amberly Park. Securitas is a major security provider in the Central and Southwest Florida region and is extremely proud of its service record. We have formulated our proposal to manage Tampa Palms – Hampton Park and Amberly Park combining an experienced, locally focused service delivery structure with an ability to adapt to an ever changing security environment. There are many factors that make us the right choice for you.

1. **Quality Experience and Service Delivery Strategy.** Our service experience and delivery strategy combines Onsite Security/Patrol services and technology. Our strategy for delivering this program involves:
  - a. offering an Enhanced Customer Service training program for our officers
  - b. selecting quality personnel that are custom fit for the duties required, delivering professional representation for both Securitas and Tampa Palms –Hampton park and Amberly Park
  - c. continually assessing all guards from initial multi-tiered recruiting/hiring process through final placement confirmation and approval by the Branch - Manager
  - d. continued assessments and refresher training courses after officers are placed at the site
  - e. utilizing more agile and upscale technologies (Vision 2.0 and our Visitor Management System) to ensure efficient post order/incident reporting displaying professionalism and efficiency
  - f. providing online access to our activity and key performance indicators (Securitas Connect)
  
2. **Experience with Account Transitions.** We have the processes and procedures in place including checklists, timelines and responsibilities detailed for all tasks to ensure everything is accomplished properly. The transition goes beyond the start date, as there are ongoing deliverables. Securitas has a proven, systematic process to ensure all components of a security program are transitioned effectively and smoothly. The Securitas managers will be scheduled to be on property weekly as we transition. The most important function of the officers on site is the screening of guests on site. Our visitor management software is designed to streamline the visitor entry process. A local manager will be on hand during the visitor management software implementation process to help troubleshoot any data, tool or software opportunity. Securitas has an entire technology team that will support the community before and after the transition. The Securitas manager will act as the central point of contact to coordinate and manage all aspects of the security posture at Tampa Palms – Hampton Park and Amberly Park.



3. **Account Management.** Management and support of a property cannot be done from a distance. Securitas managers are needed on site regularly to continually assess the program and assist in the areas of need. A local presence will help in conducting accurate assessments on the staff making sure all best practices are being adhered to by the Tampa Palms –Hampton Park and Amberly Park team. Additionally, communication is vital to the success of our program and our Account Management will deliver the communication and support that you, as well as our officers, deserve.
4. **Employee Focused Contractor and Benefits.** Our employee focused approach entails offering the following:
  - a. offer robust Employee Recognition Program
    - Branch award qualification for Officer of the Month, Officer of the Quarter and Officer of the Year
    - Supervisor of the Quarter
  - b. provide strong Training and Communication Initiatives for our Officers
    - Excellence in Service performance recognition program
    - Security Spotlight
    - Sons and Daughters Scholarship Program
  - c. provide free life insurance and paid vacations: 1 week at one year; 2 weeks at five years; 3 weeks at ten years
5. **21st Century Technology.** Our value added Vision 2.0 system will provide efficiency and accountability. This tool is available to officers via a Samsung Mobile Device. Securitas’s Vision 2.0 allows for smart tours, electronic Daily Activity Reports, customizable Incident Reporting, Incident notification via email or text alert, GPS location verification, electronic Post Orders, and much more. All information obtained by our Vision 2.0 system is immediately available to client representatives via Securitas Connect. This will provide a more efficient way of documenting and reporting and, equally important, support any paperless and environmentally friendly property initiatives.
6. **Transparent Security Performance.** Securitas Connect is a web based client portal providing immediate feedback to our clients with real time data from our Vision 2.0 System, training records via our Learning Management System, Security Management Key Performance Indicators, scheduling direct from our payroll system, Year to Date Spend, and access to additional tools if currently provided by Securitas such as our Integrated Guarding offerings. Securitas Connect gives our clients a complete view of their security services anytime, anywhere.
7. **Securitas flat organization.** The Securitas business model has empowered management to be close to our clients and officers. Most, if not all, security vendors have their local management focus on a much wider geographic footprint than the Tampa Bay/Ft Myers area exclusively. It is probably our single biggest reason for our success, and the most important differentiator with our competitors.



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# Introduction

The security profession continues to expand, evolve and diversify. At Securitas, we listen carefully to our clients to explore, discover and offer alternative methods for providing services and resources that enhance security, increase safety, improve efficiencies and result in cost savings. The Tampa Palms - Hampton Park and Amberly Park mission can be accomplished by leveraging the multiple services of Securitas Security Services USA, Inc. (Securitas).



As part of the leading international organization specializing in protective services based on people, technology and knowledge, Securitas offers a full spectrum of security services under the banner of **Securitas Protective Services**.

We are committed to providing security services for Tampa Palms - Hampton Park and Amberly Park, and to helping keep your people and property safe with a variety of tools. We feature The New Guarding with true solutions that create efficiency while saving both time and money.

Securitas understands the need to manage costs without compromising security. That's why we've developed The New Guarding, a three-dimensional approach to security. This innovative solution or any combination of On-site Guarding, Remote Guarding and Mobile Guarding provides the most efficient, cost-effective solution for your security requirements.



### **Global Leader**

We recognize that the primary objective of Tampa Palms - Hampton Park and Amberly Park is the selection of a security officer services provider. While Securitas' core competency is providing these services, we believe it also important to highlight our total solutions capabilities in order to demonstrate the value that Securitas will bring to Tampa Palms - Hampton Park and Amberly Park.

To make it as easy as possible for our clients, Securitas is now a single point of contact for their entire security solution. This includes On-site Guarding, Mobile Guarding, Remote Guarding, Electronic Security, Fire & Safety, and Corporate Risk Management – all offered by one company, a global leader in protective services, Securitas.

Securitas Protective Services offers:

- Security officers screened and trained to your requirements.
- The depth of knowledge and breadth of expertise you expect from your Protective Services partner.

### **Local Focus**

These services are managed by our five geographic regions that guide and support our nearly 500 branch managers and 83,000 security officers. With branch locations in every state, Securitas is by far the most locally-focused security company in the U.S.

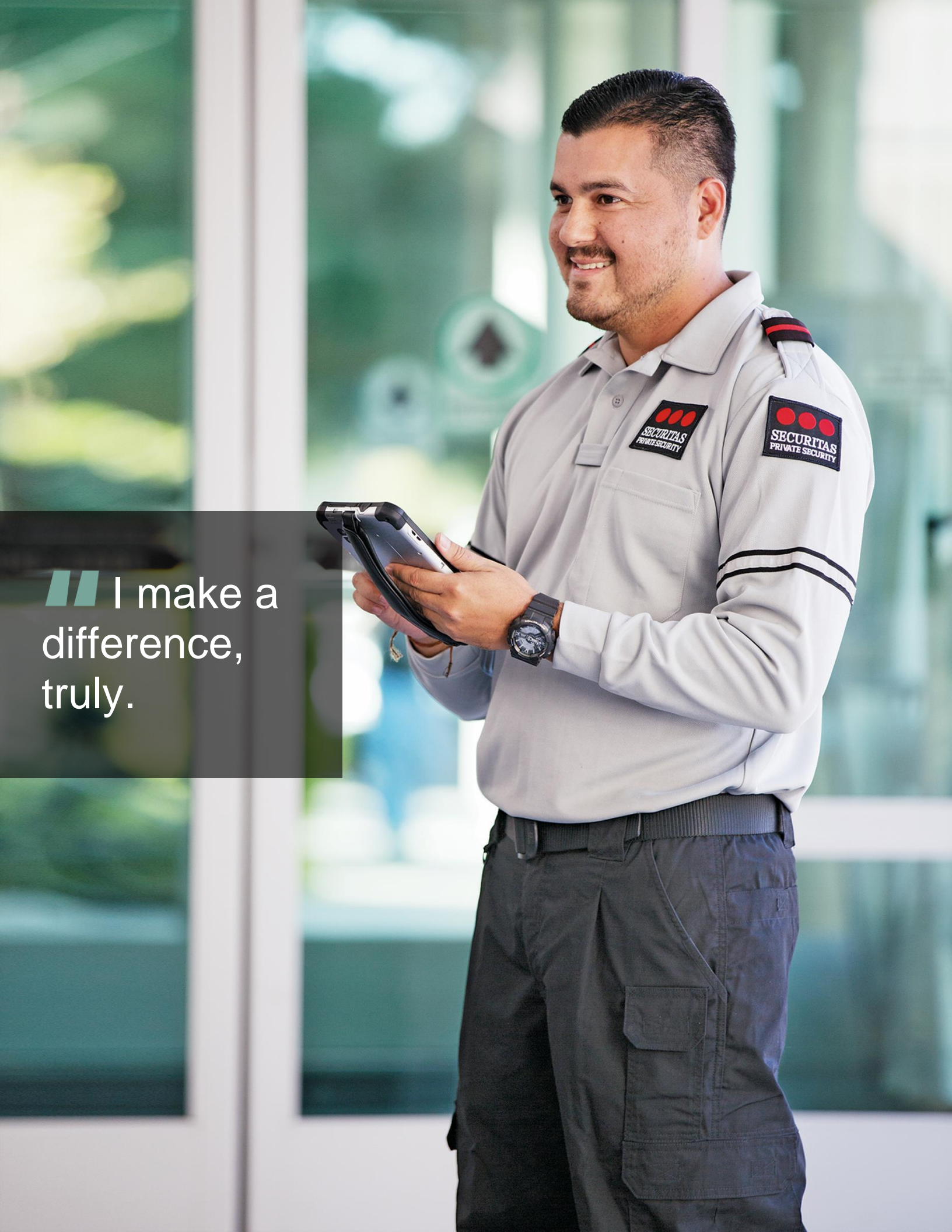
Securitas is the only organization that offers this spectrum of guarding services and technology resources while providing a single point of contact for the client.

**//** We live in a world in which concerns for safety and security escalate daily.

### **World Class**

It is Securitas' ongoing goal to set the industry standard and continually raise the bar so that every employee, service and product surpass that standard for quality. To this end, we have implemented a comprehensive Total Quality Management approach. Measuring and improving client satisfaction is emphasized throughout our organization. To help ensure promised quality, annual quality assurance surveys, part of our Excellence in Service program are distributed from division level management.

We not only strive to solve your initial security issues, but also to leverage our knowledge to allow us to anticipate and prevent future exposures to your business risks. Pointing out issues is easy; preventing them, working with you proactively, will be our mission at Tampa Palms - Hampton Park and Amberly Park.



// I make a difference, truly.

# Company History

**Securitas Security Services USA, Inc. (Securitas) is the largest provider of security officer services in the United States. Securitas USA has nearly 500 branch managers throughout the U.S. Securitas employs approximately 83,000 security officers in North America. Securitas' revenues in 2015 were nearly \$4 billion.**



## Overview

The ultimate parent company of Securitas USA is Securitas AB, the world's largest provider of security services. Securitas AB has three business segments: Security Services North America, Security Services Europe and Security Services Ibero-America. Securitas AB is a publicly owned company headquartered in Stockholm, Sweden. Securitas AB has approximately 330,000 employees worldwide, with established operations in 53 countries and the ability to provide services in approximately 90 countries worldwide. Securitas AB has subsidiaries with business operations in North America, Europe, Latin America, the Middle East, Asia and Africa. Securitas AB's 2015 revenues were over \$9.6 billion.

## About Securitas AB

Securitas AB had a visionary approach to security. The company had high ideals and set the standards for quality, service and professionalism that revolutionized the field. In 1934, when Securitas AB's founder, Erik Philip-Sörensen, established the forerunner of Securitas AB, a private security firm in Helsingborg, Sweden, he created a model for Western Europe of how a guarding company should operate. He pioneered training and developed a cooperative effort with the fire department to ensure that his guards possessed firefighting skills. In the late 1940s, after the two world wars, the demand for more advanced security services increased. Securitas Alarm was formed to offer technology as a complement to the guarding services. In 1972, all of Philip-Sörensen's companies were combined under the collective name of Securitas AB, the Latin word for security. Securitas AB's high ethical nature is another distinguishing characteristic of the company.



The firm's core values are summarized in three words—Integrity, Vigilance and Helpfulness. These are the guiding principles for Securitas AB and subsidiary employees. A logo with three red dots, representing each of the values, was created. It became the recognized symbol for Securitas AB in Sweden, and later throughout Europe and North America.

## About Securitas Security Services USA, Inc.

// Our future is defined by our history.



Santiago Galaz  
Chief Executive Officer  
Securitas North America

In 1999, when Securitas AB entered the U.S. market by acquiring Pinkerton, the company became the largest security firm in the world. At the time, Securitas AB was already the leading protective services company in Europe, but few in America were aware of the firm's stature in the industry or the respect associated with its name.

Like Securitas AB, Pinkerton had a rich history dating back to 1850 in Chicago, when Allan Pinkerton, the "original private eye," founded the Pinkerton National Detective Agency. Pinkerton was employed to protect railroad property and first gained fame for exposing the activities of a band of counterfeiters. In 1861, he achieved national recognition when he uncovered and foiled a plot to assassinate Abraham Lincoln. Soon after the outbreak of the Civil War, Pinkerton helped organize a federal secret service, of which he became chief. His pursuits of notorious outlaws such as Jesse James, the Reno brothers, and the Wild Bunch (a group of

bandits led by Butch Cassidy and the Sundance Kid) brought extraordinary visibility to his agency.

In 2000, Securitas AB acquired the legendary American private security firm, Burns International. Founded in 1909, the William J. Burns Detective Agency was also headquartered in Chicago. Burns was a man of integrity who had served as a national crime watchdog. During his career, he was known as "the greatest detective the U.S. had ever produced." In 1921, he was appointed director of the newly formed Bureau of Investigation that later became the FBI. Burns' drive, determination and commitment to service helped his company grow from a small detective agency to the second largest security provider in the U.S.

That same year, Securitas AB made a number of other U.S. acquisitions. First Security, American Protective Services, Doyle Protective Service, Smith Security, and APG Security were all purchased, giving the company a strong American foundation. The acquisitions also positioned Securitas USA as the market leader in the United States.

In July 2003, all of the U.S. guarding operations of Securitas AB united under the single name of Securitas Security Services USA, Inc.





## Acquisition Timeline

### Electronic Security 2015

Securitas AB acquires the electronic assets of Diebold, a legendary name in the security profession. Its roots trace back to its founding in 1859 as a manufacturer of safes and vaults for banks. Diebold's North American Electronic Security business, based in Uniontown, OH, is the third largest commercial electronic security provider in North America. For more than 70 years, Diebold's North American Electronic Security business has brought together technology innovations, security expertise and quality services to become a leading provider of comprehensive electronic security solutions and services to business customers.

### Remote Guarding by Securitas 2014

Securitas purchases a quarter of Iverify, one of the leading remote video services organizations in the United States and operates a state-of-the-art remote video operations monitoring center, the largest of its kind, headquartered in Charlotte, North Carolina.

### Guarding by Securitas USA 2003

All of the U.S. guarding operations of Securitas AB are united under the single name of Securitas Security Services USA, Inc.

### Security Officers 2000

Securitas AB acquired legendary American private security firm, Burns International.

Founded in 1909, the William J. Burns Detective Agency was also headquartered in Chicago. During his career, Burns was known as "the greatest detective the U.S. had ever produced." In 1921, he was appointed director of the newly formed Bureau of Investigation (FBI). Burns' drive, determination and commitment to service helped his company grow from a small detective agency to the second largest security provider in the U.S.

### Risk Management 1999

Securitas Acquires Pinkerton

Like Securitas AB, Pinkerton had a rich history dating back to 1850 in Chicago, when Allan Pinkerton, the "original private eye," founded Pinkerton's National Detective Agency. In 1861, he achieved national recognition when he uncovered and foiled a plot to assassinate Abraham Lincoln. Pinkerton helped organize a federal secret service, of which he became chief. Today, Pinkerton is the industry's leading provider of risk management services.

## Department of Homeland Security Certification and Designation (SAFETY) Act



After an extensive review by the Department of Homeland Security (DHS) of the service standards adopted and followed by Securitas Security Services USA, the DHS awarded Securitas, certain of its affiliates, its customers and subcontractors, the highest level of liability protection afforded by the SAFETY Act\*. Securitas received both Designation and the higher level of protection, Certification, from the DHS on December 8, 2005.

Congress passed the SAFETY Act as part of the Homeland Security Act of 2002 to encourage the developments of anti-terrorism products and services by limiting liability from claims brought as a result of a DHS-designated terrorist attack where approved anti-terror technology or services are deployed.

Briefly, here is how this protection benefits:

- The DHS certification of Securitas' security services under the SAFETY Act entitles Securitas to the Government Contractor Defense, which can eliminate liability for claims arising from designated acts of terrorism.
- The SAFETY Act extends the protection of the Government Contractor Defense when available to all parties in the supply chain, including all of Securitas' government and private sector customers and its subcontractors.
- DHS approved Securitas' SAFETY Act application by determining that the security services described in our application perform as intended, are safe for use and are an effective anti-terror technology.

\*For more information about the Department of Homeland Security and the SAFETY Act, visit [www.safetyact.gov](http://www.safetyact.gov).

## Service Excellence Through Specialization

We have identified five security performance categories that are addressed in developing a specialized service solution for each client - People, Procedures, Tools, Training and Feedback. The following sections of this proposal describe each part of this solution in detail.

The client-centered model below depicts how Securitas achieves specialized service solutions while using one common set of security service delivery management and measurement tools.

The Client Service Plan Goals and associated Key Performance Indicators (KPIs) are the tools we use to assess the level of delivered service. We will regularly review service results and delivery methods with Tampa Palms - Hampton Park and Amberly Park to assess how well the service solution meets your unique requirements.

The Client Service Plan Goals and KPIs that we jointly establish for each category guide our security service teams. They are the tools we use to assess the level of delivered service.

When developing the specialized solution for Tampa Palms - Hampton Park and Amberly Park, we will identify the service team behaviors and desired results for each of the five security performance categories that will result in specialized service. For Tampa Palms - Hampton Park and Amberly Park, we will demonstrate our commitment to Service Excellence by preparing our service teams to be successful in meeting your specific physical security needs by establishing:

- Clear performance expectations.
- Client-specific job descriptions.
- Clear procedures and job aids.
- Tools to equip and enhance the performance of our officers.
- Job-specific training and practice.
- Regular performance feedback.

This approach to managing performance utilizes our standard Service Excellence methods and tools for gathering data and assessing performance. The Securitas Service Excellence program is our national service platform that provides the framework for delivering world-class service. It tangibly demonstrates our commitment to service, service level management, and performance management.





# People

**At Securitas, the foundation of our business is people. We have developed a detailed manual to support our local management teams in recruiting and hiring employees. Our recruiting guidelines include strategies, programs and processes to effectively attract the right people to our organization. Recruiting functions are handled by the human resources manager of each local office servicing Tampa Palms - Hampton Park and Amberly Park.**

## Equal Opportunity Employer

Securitas is committed to hiring and retaining a diverse workforce. Our goal is to increase diverse representation throughout our company. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, veteran status or any other status protected by local, state or federal law.

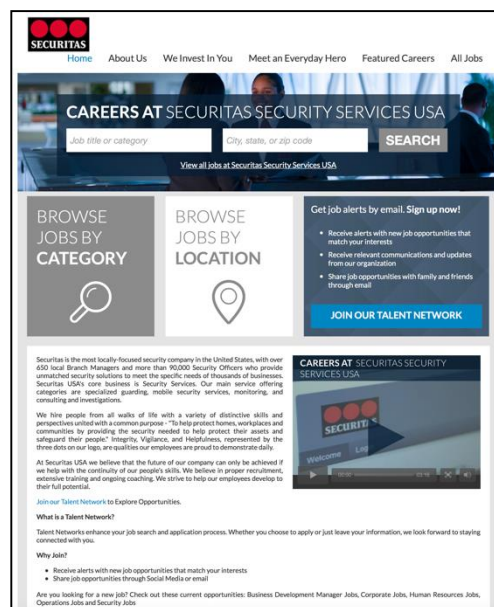
## Employing and Honoring Veterans

At Securitas, we proudly welcome our military heroes back to the workforce. Since January 2012, Securitas has hired more than 25,000 veterans. Securitas is a proud member of the Veteran Jobs Mission. We have been a member of this private-sector coalition since 2012, formally known as 100,000 Jobs Mission. Because the coalition has far surpassed that goal, they have changed their name and set their goal to collectively hire a total of one million military veterans – with a strong focus on retention and career development of veterans.



## Recruiting

Securitas utilizes a wide range of recruiting sources. These include our recruiting web page, [www.securitasjobs.com](http://www.securitasjobs.com), local news media, college campus placement centers, state employment agencies, veterans' groups, senior organizations, local social service agencies, private industry councils, JTPA programs, vocational centers, military organizations, law enforcement agencies, job fairs, specifically targeted groups, employee referrals (which provide referral bonuses), and many other qualified employment sources listed in our best practices. In low unemployment areas, we may offer sign-on bonuses (based on length of employment).



To complete our mission of attracting a talented workforce, Securitas developed the position of recruiter/retention specialist that is utilized at selected branch offices. Once we have hired the best individuals, we must work to retain them. To help ensure that competitive wages are paid, Securitas uses wage survey data from the Economic Research Institute to validate officers' wages vs. those paid in each U.S. metropolitan area.

In cases where we assume responsibilities from incumbent providers or in-house personnel, our goal is to recruit and retain as many of these individuals as possible who are qualified for employment with Securitas. We take seriously our responsibility to select only those security officers who possess the appropriate skills, qualifications and aptitudes for each client location. Every officer we hire has undergone personal interviews, reliability testing and reference checks to assist in evaluating the individual's ability to represent Securitas and our clients in a professional manner. We then screen officers to help to provide a good match between the officers' aptitudes and our client's site requirements.

Securitas takes a focused and consistent approach to increasing retention and making Securitas the employer of choice. Our commitment to retention begins as an applicant completes our hiring process. We strive to make every person who walks through our doors feel special. Retention efforts continue with individual visits (or calls) to newly hired security officers to discuss any concerns. Securitas also uses a series of branch and region awards that recognize excellent performance and consistently promote on-going education and development.



## The Talent Network

In support of our ongoing efforts to attract top talent to Securitas, we have partnered with CareerBuilder to implement a new recruitment tool called the Talent Network. While there are a number of features inside the Talent Network, for us it provides a means to communicate the importance we place on continuously connecting with the right people. Throughout the pages of the Talent Network, we provide interested candidates information on why the right people are so important to our business, what it is like to be a Securitas employee, and how we have maintained our position as the industry leader.

With The Talent Network we are able to:

- Easily gain access to new candidate pools.
- Capture vital contact information on interested candidates.
- Automatically engage with top talent.
- Create custom recruitment strategies geared toward individual client requirements.

## Selection and Hiring of Personnel

The process begins with utilizing Kronos Inc.'s Workforce Talent Acquisition™ to hire and develop the best workforce in the industry. With Kronos, Securitas can source and prescreen candidates, administer online assessments, and conduct background and drug screening before assignment. Moreover, the Kronos application provides



rich analytics and reporting capabilities that provide insight into critical talent acquisition.

The Kronos Workforce Talent Acquisition™ is a web-based product that includes an on-line employment application, an applicant tracking tool to assist our HR staff in managing the hiring process, and a custom on-line assessment. The system is fully integrated with Securitas' Human Resources Information System to reduce the time involved in

processing new hires. It is also fully integrated with our third party vendor for background, drug and WOTC tax credit screening.

The implementation of Workforce Talent Acquisition™ in Securitas' local offices has a very positive impact on operations, including:

- Increased applicant flow.
- Reduced time to hire.
- Better utilization of branch office staff.
- Improved screening and hiring tools.
- Better hiring statistics to focus on process improvements.
- Compliance with company policies/procedures and federal/state/local regulations.

Workforce Talent Acquisition™ allows Securitas applicants to complete their applications on-line at any time of the day or night. Securitas recruiters can then evaluate fully-screened and tested applicants prior to interviewing them. The resulting increase in the number of qualified applicants has allowed Securitas to be more selective in our hiring process.



## Securitas Employment Assessment Tool (SEAT)

All Securitas security officer candidates must successfully complete the Securitas Employment Assessment Tool (SEAT) as part of the application process.

SEAT was created specifically for Securitas and is comprised of custom content questions designed to assess an applicant's ability and readiness to perform the functions of a security officer. The questions were developed by Securitas subject matter experts and are based on the knowledge, skills, abilities and personal characteristics that a security officer must possess on the first day of work.

SEAT is administered as part of the online application process. The questions describe real life situations that security officers will encounter on the job. Each applicant receives a numerical score based on the number of questions answered correctly. Based on validated testing with actual Securitas applicants, scores are rated as good, marginal or unacceptable. The applicant's responses to the questions are forwarded directly to our third party administrator, Kronos, and the results are automatically processed and returned to our local office through a Hiring Management Console (HMC).

## Selection Process Overview

Our step-by-step process goes well beyond the industry norm to focus on selecting world-class employees. Moreover, our process identifies candidates who possess those traits we believe are critical to both of our organizations, such as honesty, integrity and a strong customer service orientation suited to the culture and operating environment of Tampa Palms - Hampton Park and Amberly Park.

Our security personnel must meet the following minimum hiring standards:

- At least age 18.
- A reliable means of communication.
- A reliable means of transportation.
- The legal right to work in the United States.
- The ability to effectively speak, read and write English (each tested to do so).
- A high school diploma or GED.
- Willingness to participate in the company's pre-employment screening process, including a background investigation and drug screen.

Our screening process provides us the reasonable assurance that our prospective security officers:

- Have a stable work history.
- Have well-developed interpersonal communications skills and professional composure to fit the client culture.
- Can withstand the scrutiny of a thorough interview and background investigation.





- Are drug free.
- Able to qualify for and obtain a state security officer license, where applicable.

Required security officer competencies include:

- Ability to provide high quality customer service.
- Ability to exercise good judgment and discretion in all business interactions with others.
- Ability to be an effective team member.
- Neatness in dress and grooming.
- Ability to deal courteously, tactfully and effectively with others, both in person and on the telephone.
- Initiative, integrity and high ethical standards.
- Ability to maintain professional composure when dealing with unusual circumstances.

## Step 1: Job Application

This step provides information that will assist in:

- Pre-screening of applicants.
- In-depth interviews and background screening with emphasis on employment stability, work experience and personal background. During this step, each candidate is required to complete the online application and an *Evaluation of Report Writing Skills*.

During the employment application process, the applicant is required to complete a pre-employment assessment to evaluate situational judgment traits. Candidates being considered for armed positions are subject to a second profile, the Protective Services Report (PSR), which is designed to test for emotional adjustment, integrity/control, intellectual efficiency, and interpersonal relations and is widely used by military, law enforcement and private security companies.

## Step 2: Initial Interview

The first pre-employment interview is conducted to identify each applicant's skills, work style, personality, career interests and suitability for the position.

## Step 3: Drug Screening

Securitas USA prohibits the use, possession, consumption, manufacture, sale, purchase, transfer, dispensation, distribution and/or transportation of alcohol, illegal drugs and/or controlled substances while on duty, on Company and/or client premises, or in Company or client vehicles. We partner with Pinkerton Employment Screening, a leading provider of public record information and drug screening services, to administer our drug screening program.

- Drug and alcohol testing may be conducted in the local Securitas office using an oral drug screening device (STATSWAB) or oral alcohol screening device where state laws permit. If the result is inconclusive, the donor will be directed to a lab based collection facility to submit a urine specimen or a breath alcohol confirmatory test.
- Where state law or client contract require lab based testing, donors will be directed to a local collection facility to provide a 5 panel urine or hair follicle drug specimen and/or breath alcohol test.
- Any employee or candidate who refuses to take an alcohol and/or drug test will be disqualified from the hiring process or separated from employment.

STATSWAB is a six panel screen that is designed to detect the presence of the most commonly used drugs:

- Marijuana (THC)
- Cocaine
- Opiates
- Methamphetamine
- Amphetamine
- Phencyclidine



STATSWAB provides results in 15 minutes, with no chance of sample adulteration or cross - contamination. Should a confirmation test be required, Securitas utilizes Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratories to perform gas chromatography and mass spectrometry (GC/MS) tests.

In addition to pre-employment drug screening, Pinkerton Employment Screening assists Securitas branch offices through:

- Collection/test site identification, legal compliance and management services.

- Random drug testing management and selection; and data management, records retention and education and training services.
- Quality control services and performance monitoring.
- After hours and post-injury/accident drug and alcohol testing services.
- An automated system to receive confidential test results quickly to help expedite the hiring process.
- Securitas can utilize other drug testing panels to screen for specific types of drugs beyond our standard screen when required by our clients. Securitas' Drug-Free Workplace Program also conducts post-injury/accident and reasonable-cause drug and alcohol testing as a matter of company policy. In addition, we can conduct DOT-regulated and random drug screening in accordance with client requirements and statutory regulations.

## Step 4: Background Verification

Securitas utilizes Pinkerton Employment Screening to conduct pre-employment background verifications that meet or exceed state security officer licensing requirements.

Our required background verification includes the following:

- Military service - (DD 214) - nature of separation.
- County criminal records search for misdemeanors and felonies. Search all counties of residence and work history for 7 years.
- National Criminal and Records Locator (National Sex Offender Registry, Sanctions, OIG/GSA/OFAC).
- Credit check where permitted by state law (when required for legitimate business reasons by our clients).
- Social Security Number trace to include address history and alias report
- Department of Motor Vehicles driver's license search for all driving positions.
- Employment verification (7-year work history).
- Personal reference checks.
- Education verification.



## Step 5: Assignment/Scheduling Meeting

Final administrative processing and documentation is accomplished during this step, as well as the fitting and issuance of uniforms and equipment. The contingent employee meets with the scheduler to discuss specific issues and performance expectations of Tampa Palms - Hampton Park and Amberly Park.

## Step 6: Site Interview

Tentative assignment is made and our client representative is notified. When requested by our clients, contingent employees are sent to the client site for a final review. We understand the importance that our clients desire us to place on the careful selection of security personnel.

## Step 7: Security Officer Introduction/Examination

Contingent employees are required to complete an introduction session to review security-related video presentations. This program establishes a core base of security knowledge that enables our security officers to properly perform their duties from the first day at a client site.

An exam is given covering the following areas:

- Basic Security Officer Responsibilities
- Public Relations
- Communication and Reporting
- Safety Techniques of Patrol
- Emergency and Fire Prevention
- Basic First Aid; Safe Driving
- Client Relations
- Hazardous Material Communications





## Step 8: E-Verify™ Work Confirmation

Securitas is a Federal contractor and/or subcontractor and is required to participate in E-Verify™. This program effectively allows Securitas to electronically compare information from an employee's Form I-9, Employment Eligibility Verification to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

## Benefits and Incentive Programs

**Securitas offers its security officers benefits/incentive programs that are unmatched in the security services industry. The benefits/incentives offered by Securitas to all eligible employees include the following:**

### Medical Plans

Securitas offers a medical plan to all full-time security officers that is compliant with the minimum value and affordability provisions of the Affordable Care Act (ACA) and applicable state/local laws. Our self-insured plans are administered by Anthem™. We also provide access to many regional HMOs where required. Detailed comparative information regarding coverage and premium costs for all plans is available.

### Health Information and Assistance

Active participants in our self-insured health plans have 24-hour online and telephone access to a variety of information resources to help them manage their health care, including:

- Anthem Member Website [www.anthem.com/ca](http://www.anthem.com/ca).
- Find a Doctor.
- 24/7 NurseLine™.
- Estimate your Cost.
- Anthem ConditionCare™ disease management program.



### Dental Plans

Securitas offers a choice of two dental plans through Aetna™. Both the Dental PPO and the DMO provide excellent coverage and are available to Securitas employees through payroll deduction. The DMO is not available in all areas.

### Vision Care

All of our officers and their families are eligible for a full service vision program offering flat co-pays for eye exams, frames, lenses and contact lenses, as well as a variety of other vision related services. Plan participants have access to over 22,000 providers nationwide. This program is available to employees through payroll deduction.



## 401(k) Savings Plan

All officers may enroll in our 401(k) retirement savings plan. The plan is designed to permit savings on a tax-deferred basis. Security officers may defer 1% to 25% of eligible earnings, up to IRS limits, through convenient payroll deduction. Securitas provides a ten percent (10%) matching contribution on the first three percent (3%) of plan compensation to all officers enrolled in the 401(k) plan (except those governed by special plan provisions).

## Life and Accident Insurance

The cost of this insurance is fully paid by Securitas and is provided to all full time (working over 30 hours a week) security officers, effective on the 90<sup>th</sup> day of employment. The life insurance benefit is \$5,000 and, in the event of accidental death, the benefit is \$10,000. Additional amounts may be provided through client contract.

## Voluntary Supplemental Life Insurance

All full-time security officers are eligible to purchase up to an additional \$25,000 in life insurance coverage for themselves and their families through payroll deduction. Spouses may purchase up to 50% of the face amount of the coverage elected by the security officer.

## Employee Assistance Program

The EAP program has been instrumental in providing guidance, direction and support services to those employees who seek help. EAP programs assist in early identification of problems and in preventing minor problems from escalating to major issues.

The program is offered at no cost to all Securitas employees, full and part-time, after 90 days of employment. The service is administered by MHN, and can be accessed 24 hours a day, seven days a week by going online or calling a toll-free telephone number. Members are entitled to up to three counseling sessions per incident, per benefit period, and have unlimited online access to EAP information and tools for a wide range of issues, including:

- Marital, relationship and family problems.
- Alcohol and drug dependency.
- Stress and anxiety.
- Depression.
- Grief and loss.
- Child and elder care assistance.



- Financial issues.
- Legal services.

## Holiday Pay

Our officers receive premium wages for all work performed on specified holidays.

## Paid Vacations

Our basic policy for full-time officers provides one week (40 hours) after one year, two weeks (80 hours) after five years, and three weeks (120 hours) after ten years of service. This policy may be amended to comply with the vacation policy of the client, or with applicable state law.

## Uniforms

As standard company policy, all uniforms and equipment are furnished without charge or deposit to our security officers. Our uniforms are issued to employees at the local branch office designated to provide services to our clients. Each branch office maintains an appropriate supply of uniforms to satisfy the needs of security officers and clients. Employees do not pay for the cost of uniforms, but are responsible for the care and cleaning of the uniforms they receive. Any portion of the uniform that needs to be replaced is available at the local branch.

## Payroll Choices

The Securitas Payroll Choices Program gives employees the option to receive their pay either by **Direct Deposit** or on a personalized Visa® **Payroll Card**, provided by Citi® Prepaid Services.

The benefits of the EPAY Card include:

- A better payroll payment alternative to employees over paper checks.
- Faster, safer and more flexible access to funds.
- Tools to manage their funds.
- Accommodating employees who may not have a bank account.
- Supporting the organization's green initiatives with a more eco-friendly payment method.

## Sons and Daughters Scholarship Program

Securitas' scholarship program helps to finance higher education for the children of its security officers. Children of Securitas security officers can receive a \$1,500 award to





be used for undergraduate study. Awards are given without regard to race, color, creed, religion, sex, disability or national origin. Up to ten awards are given annually.

## Employee Purchase / Discount Program

Securitas partners with a number of companies that allow our employees to participate in their Employee Purchase Programs (EPP) by offering discounts on goods and services. Security officers are eligible to participate in these programs and can obtain more information from their human resource manager.

## My Rewards

Securitas introduced a new program designed to incentivize and recognize employees for continued employment, safety practices and participation in ongoing training initiatives. Qualifying officers collect points based on performance, tenure and other key metrics. These points can be used to earn attractive rewards.

The My Rewards program serves to achieve the following goals:

- Focus on the critical first year to improve officer retention
- Welcome new security officers into the Securitas culture from start of employment
- Create an expectation that great work will be recognized
- Reinforce that Securitas is an organization that provides opportunity and is focused on the well-being of its employees
- Foster understanding and adoption of core values of Integrity, Vigilance and Helpfulness

There are many ways officers can earn points by taking part in a qualifying activity, including client or peer recognition, recruitment referrals, safety meeting attendance, accident-free site recognition, on-the-spot awards, sales referrals, and many more activities. The number of My Rewards points earned increases as an officer reaches defined tenure milestones (> 6 months, > 1 year, 2 years +).

The My Rewards Program has proven to be quite successful. Feedback from our officers has been overwhelmingly positive. Should we be awarded the contract, we will work with each client site to define specific reward metrics, or qualifying activities, to drive site specific performance.

## Incentive Programs

### Awards of Merit

Recognizing individual officers for above average performance is critical in maintaining the morale and dedication of any security force. Securitas' recognition program includes:



- Certificate of Merit.
- Security Officer of the Month  
Officers receive a \$25 bonus check, a distinctive plaque, and an Officer of the Month pin.
- Security Officer of the Year  
Officer receives a \$100 award, a distinctive plaque, and an Officer of the Year certificate. This officer is usually selected from the twelve Officers of the Month.
- Region Officers of the Year  
We select two officers from all the offices in a geographical region. One officer is recognized for overall performance and the second is recognized for heroism.
- Region Supervisor and Employee of the Month  
\$50 bonus and an Award of Merit Certificate presented by a region president for the commendable performance of a supervisor and a security officer. A commendation letter and distinctive plaque are also presented to the recipients of these awards.
- Region Supervisor of the Year  
The supervisor receives a \$250 bonus, Award of Merit Certificate, and a distinctive plaque. Supervisor of the Year is chosen from the twelve Supervisors of the Month.
- National Officers of the Year  
Two security officers are selected from among the five Region Officers of the Year. They are honored as Securitas' Security Officers of the Year in one of two categories - performance and heroism.

### Corporate Recognition

Special awards are given in two categories by executive management to security officers and supervisors:

- Medal for Meritorious Service  
Presented for courage and service above and beyond assigned duties in an emergency or disaster
- Medal of Valor  
Presented for risking one's life in the preservation of another's.



## Service Awards

- One year-certificate.
- Five, ten, fifteen and twenty years - Special Securitas gold pins

## Additional Incentives

- Securitas maintains a toll-free **Service Heroes** Line, which provides our officers an opportunity to recommend ways to improve our service, programs and processes; share best practices and recommend cost savings ideas.
- Securitas has a program in place to motivate our employees by providing an avenue of communication from the branch office to the top of our executive management team. We use our awareness program, Securitas Hotline, to allow all of our employees a means to anonymously express their concerns without any fear of reproach. All of our officers receive a wallet card with the toll free Securitas Hotline and are urged to call if their concerns cannot be properly handled at the local or region level. The hotline is open 24 hours a day, seven days a week.
- We survey our officers periodically to determine how we can continue to improve our work environment. This survey provides information to assist in developing new programs that will improve officer morale and ultimately the officers' effectiveness on the job. After we identify general areas of concern, we solicit responses from branch office personnel on methods for improvement. These suggestions are reviewed and implemented whenever possible. In addition, we will not make suggestions based upon motivational effectiveness until we have surveyed our officers for their potential effectiveness.



**SECURITAS** Each year, Securitas North America recognizes outstanding officers as Security Officers of the Year in two categories: **Heroism** and **Performance**.

All employees may nominate Security Officer of the Year candidates. Managers, Supervisors and Area Vice Presidents are especially encouraged to participate.

**Security Officer of the Year for Heroism**  
- A Securitas North America Hero performs an act that demonstrates courage, daring, professionalism, and self-sacrifice to help protect people or property.

**Security Officer of the Year for Performance**  
- A Securitas North America Performance winner is recognized for consistently providing excellent service and outstanding performance.

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- Our employees' achievements are also highlighted in the many publications we produce and distribute, such as local newsletters and our corporate management newsletter. In addition, we produce many other publications to provide a means of informing our employees and clients about company and security industry-related trends, news, events, services and new technologies.

- We offer opportunities to apply for scholarships with partnering institutions.



# Procedures

## Account Management

### Account Manager

The account manager interfaces with the security manager at Tampa Palms - Hampton and Amberly Park on security services delivery, and is responsible for all Securitas personnel and services at Tampa Palms - Hampton and Amberly Park. The account manager promotes teamwork, cooperation and consistency among shifts, and is fully trained and thoroughly knowledgeable of all post orders, operating logs, procedures, practices and site interior/exterior layout.

### Account Supervisors

Account supervisors are responsible for the supervision of officers on their respective shifts. They build teamwork, cooperation and consistency on their shifts, and are fully trained and thoroughly knowledgeable of all post orders, operating logs, procedures, practices and site interior/exterior layout. They work under the direct supervision of a site manager, while working closely with Tampa Palms - Hampton and Amberly Park security management personnel.

### Area Vice President (AVP)

The AVP helps to ensure the delivery of high quality client service through regular contact with clients, evaluates service quality, supports area and branch offices in maintaining a consistent focus on high quality client service, and provides guidance in the retention of business. The AVP also assists in the orientation of area and branch managers, helps to see that area offices and branches have well qualified individuals who are properly trained to carry out Securitas' mission, coaches area and branch managers in strengthening their competencies and developing and retaining business, and facilitates teamwork and the implementation of progressive change.

## Branch Manager

The branch manager actively manages all client sites in his/her area. The branch manager facilitates decisions to meet the needs of Tampa Palms - Hampton and Amberly Park. The branch manager meets regularly with the client contact at Tampa Palms - Hampton and Amberly Park to evaluate service levels, and implement and refine our ongoing service plan.

Some of the responsibilities of our branch managers include:

### Client visits

A Securitas branch manager schedules regular visits with Tampa Palms - Hampton and Amberly Park to ensure contract compliance and satisfaction with our service.

### On-site training

The branch manager conducts both on-site and follow-up training in all basic and advanced security subjects as necessary.

### Maintaining contact

Branch managers meet as necessary with client representatives to assist in performing the duties of our regular and special post orders.

### Site development

Branch managers supervise, monitor and respond to security officers' requests for assistance, support and development. It is the responsibility of every branch manager to strive to see that the security officers working at Tampa Palms - Hampton and Amberly Park have the skill sets, training, equipment, supplies and support necessary to fulfill their security responsibilities.

## Field Supervisors

Spearheading field supervision and training for each branch office are the field supervisors, who function as non-resident supervisors. Field supervisors administer continuing training of the officers assigned to each facility. Since they are an important extension of the management team, proper selection and training are important. We have developed formal programs that include seminars, classroom training, video instruction and manuals designed specifically for field supervisors. Some of the responsibilities of our field supervisors include:

### Field supervisor visits

A Securitas supervisor schedules visits with each post, and monitors the quality of the security officers' performance and appearance.

### Field supervisor on-site training

Field supervisors are available to conduct on-site and follow-up training in all security matters.

### Field supervisor contact

Field supervisors meet frequently with a client representative to assist reviewing service levels.





#### Inspection reports

Field supervisors, when requested, inspect and leave reports on-site for the client's designated representative.

#### Incident reports:

Field supervisors must respond to security officer requests for assistance and review each Incident Report. An "Action Taken Report" on the incident is left on-site for review by your management representative.

### Human Resources Manager

The human resources manager leads the hiring and selection process for all employees; personally interviews each candidate for selection to work at Tampa Palms - Hampton and Amberly Park; and manages benefits, employee relations and recruiting.

### Recruiter

The recruiter actively promotes the employment opportunities at Securitas through numerous sources and works with state and local placement agencies to offer employment opportunities to qualified individuals. These sources include college and university groups, placement services and government agencies.

### Training Manager

The training manager guides the introduction process, site-specific training and continuous training program development; is responsible for the preparation of training materials, classroom presentation and site-specific training; reviews all operations at Tampa Palms - Hampton and Amberly Park to determine the best methods of delivering the training; identifies the appropriate training materials; schedules and conducts the training; and is responsible for supervisory and refresher training.

### Scheduling Manager

The scheduling manager ensures that all hours paid to the security officers balance with the invoice amounts billed to the client, tracks the hours billed to client specifications, and maintains client/employee data to ensure proper payroll and billing.

### Accounts Payable/Accounts Receivable

This individual works with the client representative when a billing discrepancy arises, researches any billing issues, and tracks timely payment of all outstanding invoices. Branch payables and invoices are also processed for approval and payment.

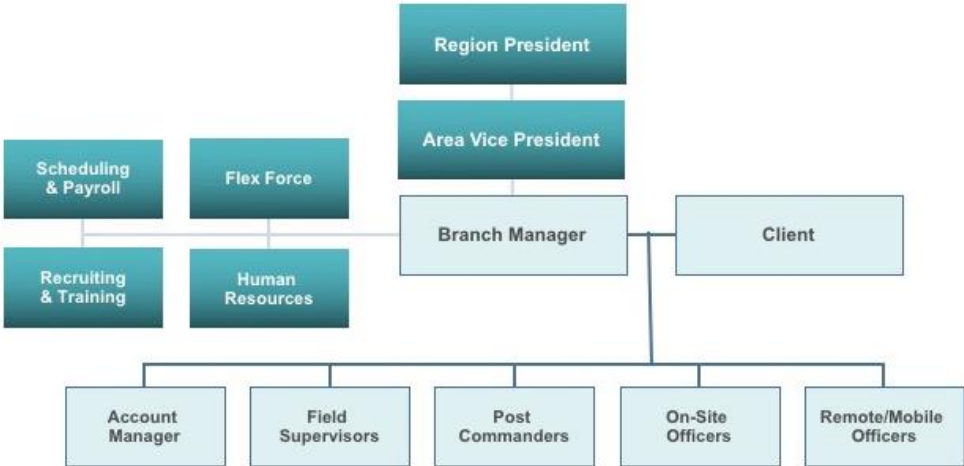
### Flex Force

Securitas typically uses the flex force system to fill unscheduled vacancies (e.g., illness, vacation) at your facility. Additional officers are trained at each of our clients' sites to become fully knowledgeable of the required duties. They are on call 24 hours a day to be ready to



respond to vacancies that may occur at your facility. Should the need arise for a large number of additional officers at a particular site, Securitas offices assist with a reserve force.

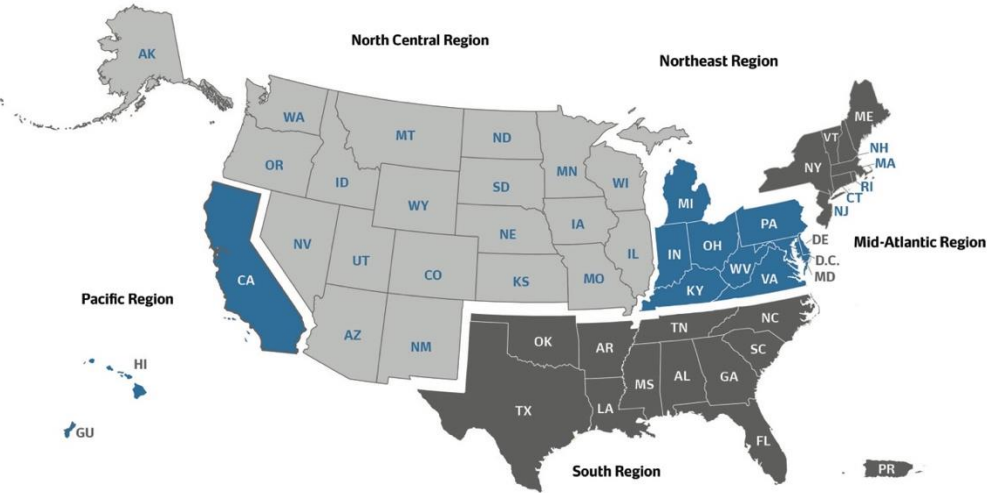
### Account Structure



### Region Support Teams

Securitas consists of five geographic regions. The purpose of the region office is to guide and support the local branch offices that, in turn, support our officers at client sites. Placing resources at the local level, where they can be used most effectively, is part of our mission as the industry leader to add value by being closer to our clients and to our security officers.

While supervisors are the first point of contact for the security officer, they will, on rare



occasions, have questions that need to be escalated to the region level by their supervisors.



Securitas region support:

### **Region President (RP)**

The Region President is essentially the chief executive officer for the region, providing the leadership and vision that drives the quality of our service and promotes the success of the region. The RP directly oversees each of the area vice presidents in their support of the local branch offices. The RP develops client relationships, grows Securitas' business, and studies the industry. RPs work to improve both the financial performance of the region, as well as the level of service the region provides to its clients and officers.

### **Region Vice President (RVP)**

The RVP is responsible for initiating and maintaining professional-level contacts with prospective clients. The RVP carries the Securitas USA message to promote Securitas USA's reputation in the security industry and engage prospective clients, as well as looking for best operating practices and networking to identify prospective clients.

### **Vice President of Human Resources (VPHR)**

This team member oversees all aspects of human resources for the region. The VPHR is the first point of contact for all benefits, compensation and general employee welfare questions that cannot be resolved by the branch office. The VPHR works closely with corporate employee relations staff and is a key point of contact for government agencies. Compliance, standards and auditing of personnel records are additional areas of responsibility.

### **Regional Director of Training and Development (RDTD)**

The RDTD not only delivers training, but also trains the trainers. The RDTD meets with clients to help identify training needs, listens to suggestions and oversees all employee development programs in the region. In addition, RDTDs promote career development, administer the sweepstakes coupon program, and support all aspects of the "Excellence in Service" program.

### **Region Controller (RC)**

This individual reviews the financial status of every Securitas client, and prescribes corrective measures, when necessary, based on the findings. However, far more often the RC acts proactively to build and maintain a quality business portfolio, robust offices, and strong regions. Many of the questions asked are directly related to compensation. By working to improve Securitas' financial management, the region controller helps to support everyone at Securitas.





## Transition Plan

Transitions, regardless of scope, pose a variety of challenges. Identifying these challenges makes overcoming them a matter of process. Securitas has successfully executed transitions throughout the world at levels that are truly remarkable. To continuously improve our transition process, “best practices” and “lessons learned” are communicated to all levels of management to provide timely implementation.

Most new Securitas clients already have incumbent security personnel with whom the account transition team works with to ensure a successful change in service providers. We understand it is the face to face interactions, the relationships that are so very important during transitions. We work to provide confidence and assurance to all those involved.

**//** In 2015, Securitas managers transitioned over \$400 million in security services.

Securitas managers are experts in transitions. In 2015, they transitioned over \$400 million in services from in-house private security and other contract security providers using our **Excellence in Service** process (Transition references are available upon request). This was accomplished without any major issues or disruption to our client’s operations.

Securitas is well aware of the negative impact an inadequately designed and implemented transition can have on the continuity of operations of a client. Our team and our proven processes will help to provide a seamless transition at each facility.

## Transition, then *transformation*

Transitioning is not our ultimate goal, transformation is. To transition your current security staff to our practices, then transform them to our comprehensive security solution, a number of items are scheduled. We introduce our experienced transition team, consisting of the Area Vice President of Operations, Branch Manager, Human Resources Manager, Recruiting Manager and Training Manager. These members oversee every area of the operation ensuring all post are understood, evaluated and enhanced to our standards of protection. This team then works to develop a comprehensive transition and implementation plan for Tampa Palms - Hampton and Amberly Park.

The transition plan is formalized approximately 30 days prior to the “start of service” date. The implementation plan typically takes an additional 60 days from the start of service, depending on the scope of the project. In addition to guards, value added programs are identified and introduced where applicable.

The current security industry categorizes *Guards*, actual boots-on-the-ground, and *Systems*, various technologies, into two *separate* categories, Securitas does not. We see both of these as different tools utilized for the same purpose; to provide Tampa Palms - Hampton and Amberly Park with the most secure and cost efficient security program. A complete security plan is built using both people and technology to create comprehensive security for your organization; thus transforming your security program into a modern, cost effective solution.



During the numerous transitions completed over many years, we have learned:

- To ask detailed questions and understand our clients' expectations.
- Communication with guards and key stakeholders regarding transition information is critical and must be timely. We create employee communications regarding transition activities to keep everyone informed.
- It is necessary to maintain flexibility regarding transition and implementation schedules. Clients' requirements and their environments are dynamic, periodic adjustments may need to be made.
- To fully document and disseminate internal transition reports in order to evaluate progress and make necessary improvements in our methodology.
- Performance measurement begins with transition; our clients expect to be kept fully informed regarding completion of critical transition milestones. At a minimum, weekly progress reviews are conducted with our clients.

Our transition plans have taken these "lessons learned" and incorporated them into a detailed schedule that becomes a living document. This framework represents our commitment to Tampa Palms - Hampton and Amberly Park

and provides a measurable tool by which all parties can follow Securitas' progress.

Our transition objectives are the following:

- Enter into contract negotiations with Tampa Palms - Hampton and Amberly Park in good faith to efficiently and quickly finalize an executed service agreement.
- Establish communications with corporate and local Tampa Palms - Hampton and Amberly Park security representatives to receive early guidance during transition and contract operations.
- Conduct an *Operational Analysis* to determine the quality and effectiveness of security policies and procedures at each site covered by our service agreement.
- Customize our transition plan and develop milestones for activities and responsibilities.
- Implement an ongoing communications plan with all team members.
- Implement our recruitment, screening and selection programs for both new and incumbent employees.
- Conduct an assessment of job tasks, training needs and requirements and finalize our training program for Tampa Palms - Hampton and Amberly Park review/approval.
- Establish property control records and conduct an orderly transfer of any client-furnished equipment.
- Establish administrative, logistic and financial controls.
- Finalize our management and staffing plan with Tampa Palms - Hampton and Amberly Park management input.
- Review and revise general and post orders and other directives as needed.

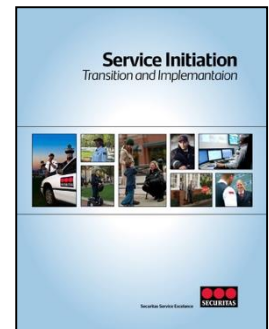
- Develop and/or revise detailed job descriptions.

## Service Initiation – Implementation

Securitas helps to remove transition concerns through process and planning accountability. This proven, formal process is documented in our 72 page **Securitas Service Excellence - Service Initiation Workbook**. The workbook, along with its companion guidebook, helps to ensure service starts smoothly and provides a foundation for ongoing success.

Topics include:

- Transition Plan (from contract signing to service start)
- Implementation Plan (first 60 days after service start)
- Periodic Hazard Assessment Checklist
- Post Order Requirements Survey
- Client Service Plan



### **Post Orders Distribution System (PODS)**

As a result of the information captured by our Service Initiation Workbook, job descriptions, specific shift functions and an in depth review of your facility, post orders for your facility are developed by our management staff. Once SecuriMetrics approves the content of this information, your branch manager will prepare the final document utilizing our Post Orders Distribution System (PODS). PODS is a proprietary software program that ensures that all of the client's expectations are being met in the post orders. This template ensures consistency and provides our officers with the detailed information needed to perform their jobs to your expectations. The template is stored electronically so maintenance and updates can be performed easily and communicated to the security staff efficiently.

Securitas will maintain and update post orders with the client having final approval on an annual basis to ensure compliance. Additionally, on-site officers will be retrained on any procedural changes in the post orders as they occur.

### **Account Management Team**

Organization charts will be opened and filled with incumbent, Securitas personnel and any new-hires deemed needed to fulfill the contract commitment. Organization charts will help easily frame management and reporting structure.

### **Retaining Incumbent Personnel**

We recognize the value of incumbents' knowledge, skills and abilities and will seek to retain those personnel you request. Incumbents who are retained must successfully pass Securitas interviews, reliability testing, drug screening and reference checks to determine their eligibility for employment with Securitas.



### **Proactive Communication with Incumbent Personnel**

Incumbent concerns regarding the transition to Securitas are mitigated through proactive, personal communications. After contract award, and with your prior notification and approval, we will implement the following activities:

1. Team Meeting (town hall style)
  - Brief introductory meeting to all available incumbents
  - Announce Securitas contract award & transition timetable
  - Introduction to Securitas & benefits of continuing employment
  - Answer questions, i.e., benefits, grandfathering vacations, etc.
  - Avenues of communication regarding transition concerns
2. Individual Meetings (one-on-one)
  - Meet with incumbent personnel, walk them through application process
  - Introduce Securitas hiring process, timelines & hire packet
  - Answer questions, introduce possible retention offers
3. Follow-up Individual Meetings (one-on-one)
  - Answer follow-up questions & discuss any concerns
  - Face-to-face, email or phone based meeting, incumbent preference

### **Transition Newsletter**

Communication shared regularly and clearly helps smooth many activities that can be otherwise stressful to a changing workforce. In addition to other communication tools, our newsletter allows for specific information to be shared for specific circumstances to any given site, post or unique location. Topics may include:

- Invitation to Apply
- Securitas Transition Team & Contact information
- Town Hall Meeting
- [www.securitasjobs.com](http://www.securitasjobs.com)
- Transition Timeline
- Welcome to the Team
- Securitas Security Services USA, Inc.
- Rumor & Stress Control





## Transition Process

The following activities help to deliver a contractually compliant, seamless transition.

- Ask critical questions to understand expectations, both corporate and local
- Communicate transition information in a timely manner (employee packets, newsletters)
- Maintain flexibility in transition timelines and implementation to changing needs
- Fully document and disseminate transition reports for evaluation and improvement
- Measure performance and provide you weekly progress reviews
- Solicit post-transition feedback for improvement opportunities
- Have a Branch Team member present for the start of each shift including weekends
- Daily visits, including the first time employees and visitors are on the site
- Review site specific training that has been performed
- Review personnel assigned to the site to ensure they meet standards
- Confirm all contract requirements met
- Meet weekly with Tampa Palms - Hampton and Amberly Park representatives for the entire implementation period
- Area Vice President will contact Tampa Palms - Hampton and Amberly Park representative twice during first two weeks
- Review first invoice with Tampa Palms - Hampton and Amberly Park representative (face-to-face)
- Cross-train personnel and backup personnel
- Document transition Milestones

The following major milestones highlight our transition process. A detailed listing is included in the Securitas Service Initiation Workbook.

- Enter contract negotiations to efficiently and quickly execute a contract
- Establish contact with your representatives for transition guidance
- Establish immediate contact with incumbent officers and distribute a custom Transition Newsletter to minimize uncertainty
- Finalize the transition and implementation plans
- Assess quality and effectiveness of all security operations as requested
- Conduct operational needs assessment of each site and post as requested
- Initiate recruitment, screening and selection programs
- Assess job tasks, training needs and requirements, present final programs for review



# Training

## Securitas Center for Professional Development

**//** We invest in what matters most-our people.



Bill Barthelemy  
COO  
Securitas North America

Our commitment to provide our clients with properly trained security officers was the driving force behind the creation of the Securitas Center for Professional Development (SCPD). This professional training management organization brings together dedicated trainers, cutting-edge courses, strategic business partnerships, and security industry experts to deliver world-class programs, products and services. The value of SCPD to Tampa Palms - Hampton Park and Amberly Park will be evidenced by a professional training capability that presents innovative and state-of-the-art training programs to our security personnel assigned to protect our clients' employees, visitors and critical assets.

Securitas has made a substantial investment in SCPD and the related local and region training and development functions. An important service provided by Securitas is a dedicated training officer or selected supervisors to provide training at each Tampa Palms - Hampton Park and Amberly Park location. Tampa Palms - Hampton Park and Amberly Park trainers are supported by training staff and SCPD to help ensure the proper dissemination of new training programs, materials and methods, and to keep trainers current regarding available resources.



Each of Securitas' five regions is staffed with region, area and/or local trainers, whose role is to:

- Manage efforts in training, organizational improvement and performance enhancement.
- Conduct training in a variety of settings and develop curricula that combine multiple existing and acquired resources.
- Analyze performance of individuals, programs and organizational units; develop performance and competency models.
- Develop partnerships with clients by learning the clients' business and collaborating to identify learning opportunities that will enhance the delivery of security services.

Key competencies possessed by members of the training and development group are:

- Understanding of client business processes and success factors.
- The ability to conduct job task analyses in complex environments and develop corresponding curricula and performance and/or knowledge-based training modules based on varying needs.
- Planning, organizing and leadership skills particularly as they relate to the development of annual training plans for a branch office or a specific client.
- Presentation and group facilitation skills.

Area trainers are individuals who deliver training programs as requested by clients or required by Securitas. Our flat organization keeps training specialists close to the field to meet client-specific needs. With years of experience, many of these professionals hold security industry certifications as well as training credentials. This team is also responsible for updating the officers' training records and awarding corresponding recognition such as certificates and pins. These local professionals are responsible for delivering the local training curricula.

This team of trainers is supported by SCPD. In addition to being the primary driver of company-wide performance improvement initiatives, these professionals are dedicated to the development of field-requested curricula. Our training managers and curricula developers have backgrounds in training, education, instructional design, computer programming, graphic design, cognitive psychology and communications, as well as security, law enforcement and military experience. They are guided by principles of human performance improvement and adult learning theory, and maintain membership in the American Society for Training & Development (ASTD) and ASIS International.

Through custom development and strategic partnership with industry content developers, SCPD provides curricula and lesson plans in multiple formats to meet the specific needs of our clients. Delivery platforms include online and instructor-led classroom courses with presentations, workbooks, and lecture notes, as well as video programs and self-study courses. We have built the leading e-learning program in the





security industry. Proprietary interactive courses are available at anytime and anywhere there's a computer. Our LMS, the Securitas Online Academy, was designed in partnership with the same organization that provides services to government and global corporations and supports online training, testing, tracking and reporting.

Securitas will bring Tampa Palms - Hampton Park and Amberly Park the security industry's most innovative and professional capability with qualified local training professionals supported by world-class resources to implement the appropriate training at your facilities.



## Security Officer Training and Certification

### Professional Security Officer Training Development Path

Securitas provides each security officer with a clear training path. Our approach is based on three key elements:

- Certain principles and techniques, such as those dealing with observation, safety, reporting, interpersonal relations and Securitas policies, are consistent regardless of an officer's assignment.
- Clients have unique situations that may require additional specialized training; therefore, we provide both general and client-specific training.
- We meet the need for meaningful ongoing professional development to keep skills sharp through a number of innovative programs.

The initial training requirements of Tampa Palms - Hampton Park and Amberly Park will be completed within a mutually agreeable timeframe for all officers prior to permanent placement at Tampa Palms - Hampton Park and Amberly Park sites. Retained incumbent officers, as applicable, will also receive Securitas-specific elements of this training in manageable groups after transition so as not to interfere with security operations.

We maintain training certifications that list all completed training modules in each officer's file. Upon completion of a training module, the instructor administering the training certifies that this training was satisfactorily completed. For courses delivered through the Securitas Online Academy, testing and record-keeping is instant and automatic.

Level One		
Level One focuses on basic security officer skills and exceeds many state-mandated minimum requirements for entry-level security officers. Candidates must successfully complete this screening process as a condition of being hired. The following general subjects are covered:		
Hazard Communications	State Licensing	Security Officer Handbook
Bloodborne Pathogens	Harassment Awareness	Acts of Terrorism



### Level Two

Level Two focuses on career development and includes site-specific training as well as Securitas' premier Advanced Certification Training (ACT) Program and specialized industry-specific programs. A site-specific training program focusing directly on your requirements will be developed for Tampa Palms - Hampton Park and Amberly Park upon our selection as your security partner. On-the-job training, conducted mostly on-site, is designed to instruct the officer on the specific requirements of the job. Specific training such as First Aid/CPR, AED, Fire Guard and Securitas' Safe Driving Program (for those required to operate a vehicle as part of the job) will also be conducted at this time. Additional Level Two training programs include:

Site Orientation	AED/CPR/First Aid
Post Orders	Vertical Market Certification
Safe Driving Program	Metal Detectors/Wanding
Advanced Certification Training (ACT) 1	Firearms Instruction (if applicable)
Advanced Certification Training (ACT) 2	Work Stoppage Security
Advanced Certification Training (ACT) 3	In-Service Training
Customer Service	

### Level Three

Level Three offers rigorous, specialized training for officers who seek professional development beyond Level Two. Working with their managers to select appropriate courses, officers may choose advanced study in topics such as homeland security, workplace violence, risk assessment, emergency management and more. Additional Level Three training programs include:

Workplace Violence	Professional Ethics
Loss Prevention	Harassment and Discrimination
Security Surveys and Risk Assessments	Teamwork and Leadership
Advanced Customer Service	Hazmat Awareness Level
Homeland Security Issues	Advanced Guarding Technology
Emergency Response	



## E-Learning and the Securitas Online Academy

Securitas meets training needs with advanced technology and sophisticated courseware design. The Securitas Online Academy leverages our industry-leading proprietary online security training courseware with a comprehensive, state-of-the-art Learning Management System (LMS) to create the finest e-learning program in the security profession.

E-courses offer security topics that deliver the highest-quality online learning experience and feature highly interactive simulations, engaging and informative graphics, self-paced learning, instant feedback, coaching, and real-time performance assessment. Our full-time professional e-learning developers apply principles of human performance improvement and adult learning theory to create our industry-leading courseware. This equates to improved performance and consistent training across the organization.

Our LMS facilitates course assignments, tracking and monitoring student progress, standard and custom training reports, testing and scoring, and career development, as well as course feedback that allow us to continually improve course material to make it even more effective.

Our partnership with SuccessFactors™ offers unmatched value and experience in online learning. Plateau provides LMS technology for many of the largest government and corporate entities, including the U.S. Air Force, NASA, GE and Yahoo.

Securitas' e-learning program delivers training when and where it's needed, with 24/7 learning access to both custom and off-the-shelf courseware, and standardized training across the organization. It is the perfect solution for just-in-time training for compliance issues, industry standards, homeland security, and more. All of this results in lower training costs, more training opportunities, and a dedicated workforce of security professionals.

The Securitas Online Academy benefits clients with consistent training and performance across locations and dedicated officers with career paths in security. This effective and efficient training is available when and where you need it.

Securitas' commitment to excellence in training and development provides you with the knowledge and assurance that you have the best-trained and most highly motivated security team working for you.



## Advanced Certification Training (ACT)

Securitas has developed a three-part course of study known as our Advanced Certification Training Program (ACT 1, 2 and 3), which is designed to provide advanced training for each security officer. We will make this course available to all security officers at Tampa Palms - Hampton Park and Amberly Park. We encourage our security officers to participate as an opportunity to further their security knowledge and to prepare them for advancement, both at Tampa Palms - Hampton Park and Amberly Park and within Securitas.

Each ACT study course provides details of the security profession. Using the latest technology and solid learning theory, ACT e-learning courses can be delivered anytime and anywhere a computer is available. It allows officers to progress at their own pace to learn the materials while receiving immediate feedback on their understanding and application of the lessons. The state-of-the-art ACT e-learning programs are fully interactive, and based on the “tell, show, do” approach to learning that lets officers apply the principles they are learning in computer-simulated situations. Lessons are reinforced with online quizzes that give instant feedback. The final exam is administered by the officer’s supervisor or manager, thus giving an opportunity to close the training loop with direct interaction with team leaders.

Upon receiving a satisfactory passing grade on the ACT 1 exam, the security officer is awarded a certificate. Upon passing ACT 2, a certificate and engraved “ACT Certified” nameplate is awarded. Successful completion of ACT 3 earns the officer a certificate and uniform pin with the designation of “Professional Security Officer.”

Our ACT Program includes the following materials:		
ACT 1	ACT 2	ACT 3
The professional security officer	Report writing	Workplace violence
About Securitas	Fire safety	Traffic and parking
Professional image and teamwork	Access control	Crowd control
Customer service	Telephone & radio communications	Bomb threats
Post orders	Patrol techniques	Substance abuse
Limits to authority	Perimeter control	Harassment and discrimination
Protection & observation	Vehicle access control	Fire safety
		Emergency response



# Ongoing Professional Development

Ongoing professional development is a key element in maintaining security officer knowledge, skills and professional dedication.

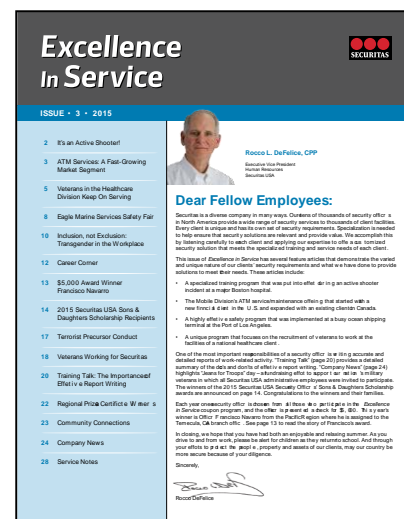
Ongoing development plans designed to meet the specific requirements of Tampa Palms - Hampton Park and Amberly Park may include drills, exercises, audits and refresher training. In addition, Securitas provides continuing training and development opportunities through dynamic, proactive communication programs such as our monthly *Security Spotlight* and our flagship *Excellence in Service<sup>SM</sup>* program.

## Security Spotlight

Distributed on a monthly basis, Security Spotlight examines issues and procedures surrounding current security concerns. Written for security staff as well as clients and their employees, *Security Spotlight* proactively examines security issues relative to current events and risks, such as terrorism awareness and response, seasonal safety and security, and more. Past issues have focused on issues such as bio-chemical terrorism hazards, counterterrorism awareness, bombs and bomb threats, hazardous weather, identity theft, and travel security. *Security Spotlight* topics can also be produced in response to client requirements.

## Excellence in Service<sup>SM</sup>

In order to provide our clients with the finest security services available, we have developed an extensive program designed to train, motivate and empower every security officer. Our quarterly *Excellence in Service<sup>SM</sup>* magazine anchors the program with valuable information about officers' experiences and accomplishments, and concrete training topics that supervisors and officers discuss on a regular basis. Securitas officers and events are featured to highlight the training and/or client service topic being emphasized. To help reinforce knowledge and proper procedures, officers who correctly answer questions about the quarterly topics are eligible to participate in monthly, quarterly and annual drawings for cash and prizes. Each year, our security officer who wins the national drawing receives a check for \$2,500 at a special ceremony.





## Annual Refresher Training

**Securitas recognizes that a core base of security officer knowledge and critical skills is established as the foundation for success through basic, on-the-job and advanced training. Further, we recognize that certain critical skills require periodic re-certification to help ensure our security officers maintain consistently high levels of proficiency.**

We are committed to working closely with Tampa Palms - Hampton Park and Amberly Park to determine specific critical skills and knowledge that should be periodically reinforced and retested through annual training. Through the professional judgment of both of our organizations, we will determine those critical skills and tasks our personnel must be able to perform.

This will, in turn, suggest the subject matter appropriate to reinforce, such as first aid, CPR, legal restrictions, and responsibility and authority of security officers. Of course, emergency procedures and plans, as well as any new or changing information, laws, client relations, corporate policies and case law applicable to the performance or duties of our security officers are also appropriate and should be included.

The value to Tampa Palms - Hampton Park and Amberly Park is that each officer will possess the necessary tools to provide excellent service at your facilities immediately upon assignment and as part of an on-going program.

## Additional Value-Added Training Solutions

**/// Our training capabilities extend well beyond basic and on-the-job training.**

In addition to our ACT and e-learning programs, Securitas has a wealth of training resources, from industry-specific specialized programs to our Professional Development Series – almost fifty courses designed to enhance general business skills. Hundreds of courses, videos and resource materials addressing terrorism awareness and homeland security are available from Securitas and America's front-line agencies, including guidelines and courses from ASIS International, FEMA, American Red Cross, Department of Homeland Security, FBI, Department of Justice and CiNet (Critical Information Network, formerly PSTN). We have access to additional innovative training materials to further enhance the skills and knowledge of our security officers, supervisors and managers. We can work closely with you to implement these additional, exciting, high-quality training resources at each Tampa Palms - Hampton Park and Amberly Park site.



## Security Training Succession Plans

**Securitas can implement a training succession plan for our security officers and supervisors. Successful completion of each proprietary training course will make our officers eligible for an optional promotion and put the officer on track for the next phase of training.**

We believe knowledge must also be linked to successful application of that knowledge and job performance. Consequently, as openings or promotion opportunities occur, officers on the training succession path will be eligible for consideration based on their level of completed training in conjunction with their performance evaluations.

The benefits of such a program include the following:

- Qualified individuals are identified as they proceed along the training succession path and their skills are identified.
- Participating in training provides the officer with a sense of value to Securitas and Tampa Palms - Hampton Park and Amberly Park. This sense of value provides non-monetary reinforcement and contributes to good morale.
- Good morale through the investment of training leads to increased retention.





## Additional Training Programs

### Access Control Fundamentals

*Access Control Fundamentals* focuses on the core concepts of access control: monitoring and controlling the movement of people and property entering or exiting a specified area. Topics include providing excellent client service while controlling access, procedures for allowing access by authorized people and products, identifying and dealing with intruders, monitoring visitors, and denying access to prohibited materials.

### Access Control Equipment

This course covers the functions, benefits and limitations of access control technology. Topics include lock and key security, understanding and use of electronic access control devices, CCTV functions and monitoring techniques, and alarm technology and response. This course stresses that successful access control programs rely on both technology and vigilant security officers.

### Bomb Threats

This course provides specialized training to security officers as first responders to bomb threats. Topics include being prepared, remaining observant, fielding calls, and responding to and reporting bomb threat incidents. The Securitas Bomb Threat Checklist can be printed from the course. A realistic simulation exercise gives security officers the chance to practice their skills.

### Crowd Control

This course focuses on how to help protect clients' employees, guests and property in situations that draw crowds, such as planned events and demonstrations, work stoppages, and fire and accident scenes. Topics include knowing the difference between a crowd and a mob, preparing for crowd control duty, managing aggressive individuals, and maintaining a professional demeanor.

### Maritime Transportation Security Act – MTSA

This program was produced by the Pinkerton risk management division of Securitas for security officer training at port facilities. It is a comprehensive review of the Maritime Transportation Security Act.

### Customer Service Essentials

Customer service is a fundamental duty of security officers. In this interactive e-learning course, students learn and practice the Securitas formula for excellent client service. Additional topics include the Securitas core values of Integrity, Vigilance and Helpfulness; the five fundamental customer needs; actions and attitudes for outstanding customer service; and active listening skills.

### Customer Service Excellence

This course focuses on improving client satisfaction and fostering a team approach to client service. Course highlights include understanding clients and what they expect, creating a positive total experience, dealing with challenging

clients, and becoming a service star. This course is part of the Securitas Professional Development Series.

### **Dealing with Difficult People**

This course outlines the skills and practices needed by client service professionals to defuse, calm and positively resolve a negative encounter with a difficult person. The course focuses on active listening skills—listen, clarify, confirm, think before responding, acknowledge, explain, offer a solution—and how to act professionally and remain under control in difficult situations.

### **Documenting Discipline**

This course helps supervisors and managers with the human resource management issue of documenting discipline. It offers strategies to approach discipline in an effective and supportive manner while maintaining critical records of disciplinary incidents. Topics include the FOSA+ system; discipline and termination issues; and disciplinary meetings. This course is part of the Securitas Professional Development Series.

### **Emergency Response**

This course covers critical areas of understanding and following emergency response plans and the importance of personal safety. Dynamic interactive exercises reinforce learners' understanding of how to respond to emergencies such as accidents and illnesses; leaks and spills; power outages; and natural disasters, including earthquakes, tornados, hurricanes, floods and winter storms.

### **Fire Safety**

*Fire Safety* teaches the fundamentals of fire prevention, detection and response. Topics include fire hazards, the importance of vigilance and reporting in fire prevention, what to do in case of fire, safety-first guidelines for extinguishing a fire, the four classes of fire extinguishers and their specific uses, and the P.A.S.S. method for operating a fire extinguisher correctly.

### **How to Get Everything Done**

This time management course aimed at managers and supervisors focuses on the “how-to” of prioritizing tasks, overcoming procrastination, organizing paperwork, conducting more productive meetings, and delegating tasks. Topics include time-saving techniques, strategies for developing better work habits, and managing multiple priorities. This course is part of the Securitas Professional Development Series.

### **Law and Order**

This course deals with crime and its aftermath—a criminal or civil trial. It covers security officers' responsibilities when encountering a crime scene and what they can expect if called to testify. Topics include protecting evidence, securing a crime scene, reporting a crime, subpoenas, the different types of hearings and useful tips on giving testimony.

## Limits to Authority

*Limits to Authority* emphasizes and demonstrates how the role, responsibilities and authority of security officers differ from those of law-enforcement personnel, especially in instances involving criminal or threatening behavior. Topics include the importance of following post orders, guidelines for conducting inspections and searches, detention and use of force.

## Listen Up: Hear What's Really Being Said

This course teaches the fundamentals of active listening in order to help learners become better managers, supervisors and team players, and provide excellent service to clients. Topics include becoming an active listener, techniques to improve listening and responding skills, and potential negative outcomes of poor listening. This course is part of the Securitas Professional Development Series.

## Motivation in the Workplace

This course provides managers and supervisors with insight and techniques on how to acknowledge, motivate and reward their team members. Topics include work-based needs, money and motivation, managing for continuous improvement, positive and negative feedback, and practical solutions to increase workers' motivation. This course is part of the Securitas Professional Development Series.

## Patrolling Tips & Techniques

Patrolling is a fundamental duty of security officers. In this course, participants learn about the function and

purposes of patrol, patrol methods and types of patrol, and how to prepare for and conduct safe and effective patrols. Interactive exercises challenge learners to spot potential hazards and risks they might encounter while on patrol.

## Perimeter and Vehicle Access Control

This course addresses a primary duty of security officers: to keep intruders from breaching the perimeter of client sites—whether they are on foot or in vehicles. Topics include types and functions of perimeter barriers, the importance of maintaining clear zones, detecting and reporting perimeter breaches, conducting simple and visual searches of vehicles, and vehicle access control procedures.

## Radio Communications

This course focuses on how to use and care for a fundamental tool of the trade—the two-way radio. Topics include the function and common features of radios, range and limitations of radio transmissions, battery charging and maintenance tips, radio etiquette and communication protocol, and use of 10-codes.

## Report Writing

This course instructs learners in how to produce complete and accurate reports. Topics include Do's and Don'ts of reporting writing; Daily Activity Reports and Incident Reports; and five rules of effective report writing—answer the 4Ws, state facts clearly, be concise, be accurate and report in chronological order. Interactive exercises also test learners' quick observation skills.

## Substance Abuse

This course addresses the safety and security issues that can result when substance abuse affects the workplace. Topics include the role of security officers to observe and report, signs of potential substance abuse, and how to respond properly to individuals who may be drug-impaired. Securitas' policy and commitment to a drug-free work environment are also discussed.

## Telephone Excellence

This course demonstrates how to excel at client service on the phone. It focuses on fundamental skills such as identifying oneself and addressing callers in a professional, courteous manner; speaking clearly using a pleasant tone of voice; using active listening skills to confirm callers' needs; and procedures for providing assistance, taking messages, placing callers on hold and transferring calls.

## Traffic Control and Parking Lot Security

This course addresses specific post duties that call for monitoring and directing traffic, and maintaining parking lot security. Interactive graphics and exercises help security officers learn and practice significant points of traffic control and parking lot security. Topics include controlling traffic flow, directing traffic using hand signals, safety awareness, parking garage patrols and access control.

## Workplace Violence

This course aims to help security officers prevent violent incidents by detecting, deterring and reporting aggressive individuals and their actions. Topics include recognizing potentially violent individuals and situations, preventing incidents from escalating, and properly responding to and following up on incidents. Real-life scenarios test learners' ability to spot "red flags" and potential triggers.

## Writing for Business Results

*Writing for Business Results* focuses on how to produce business correspondence—letters, emails and memos—that moves readers to take action. Course highlights include creating effective business letters using email and memos successfully, the five C's of good writing, and choosing the right words. This course is part of the Professional Development Series



# Tools

Securitas is committed to empowering our clients with the knowledge they need to be secure. Securitas managers will work with you to help customize a security solution by utilizing a combination of technology tools to give your facility a modern security program.

## SecuritasConnect

Through SecuritasConnect, you can have full visibility and control over your security program. SecuritasConnect is your window to view your site's security, at any time of the day or night.

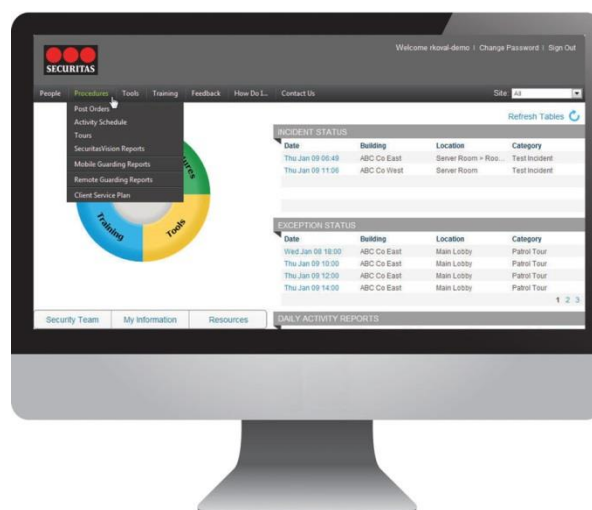
*People:* Schedule visibility: see at a glance the officers who are scheduled to be on duty.

*Procedures:* Real-time access to post orders, incident tracking, tour information and more.

*Tools:* Remote access to the technology utilized at your site.

*Training:* Monitor officer training details and progress.

*Feedback:* Monitor ongoing performance against Service Plan goals and defined KPIs.





SecuritasConnect helps to enhance both security officer performance and your daily operations, and can help improve your security program as follows:

### **Organization**

Organize and centralize post orders, schedules, time logs, all types of incident reports, tours with near field communication (NFC) technology, and more. Because all reports are paperless, SecuritasConnect allows you to quickly retrieve information to help you make effective decisions.

### **Efficiency**

Reduce your administrative tasks by eliminating manual procedures. SecuritasConnect provides real-time online accessibility to schedules and reports, as well as providing alert notification via text and email.

### **Accountability and Performance**

Increase officer performance and sense of accountability. The constant monitoring has a direct positive impact on liability and motivation, translating into an increase in professionalism and efficiency.

#### **Key Benefits of SecuritasConnect**

- Easily customizable and scalable features designed to facilitate your management and improve your operational efficiency.
- Real-time data collection, analysis, trends and metrics capabilities allow for continuous performance improvement.
- An eco-friendly solution that eliminates the need for paper.
- Customized smart-tours with reliable NFC token technology.
- Detailed reports and statistics to help mitigate risk through incident and trend analysis, and identification of incident patterns and potential vulnerabilities.
- Alert notifications when tours are late and smart monitoring around the clock.
- Officer training details: monitor officers' progress through the curriculum, including training program status, courses in progress, and courses completed.
- Information is encrypted and secure.

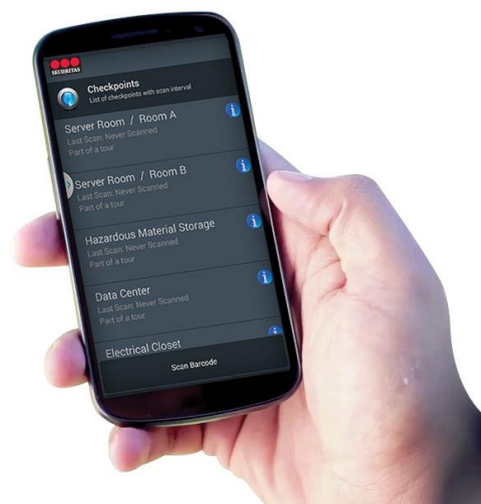
SecuritasConnect will provide your organization with cutting-edge technology, dynamic and immediate reporting, and industry leading 24/7 support to enhance your existing security program.



## Now with SecuritasVision 2.0

SecuritasVision is a secure and scalable web-based application that helps us bring innovation, accountability and efficiency to your facility. It can be deployed at a single property or across your entire organization.

**//** Combines incident management, tour verification, task scheduling, asset tracking and incident alert notification into one easy-to-use application.



Incident reports, daily activity reports and maintenance order requests can be immediately directed to appropriate departments. Pass-down information, changes to post orders and daily duties can be tracked easily to document security. Additionally, a security officer can easily take images to include with the Incident Report. With the smartphone, the officer can quickly make emergency phone calls to contact the police or fire department for emergency assistance.

SecuritasVision saves time and confirms compliance of your security operations, policies and best practices, as well as improving communication and information sharing.

### Smart Tours

This allows officers to gather information about your facility and record relevant information on items important to you, such as room temperature, unlocked doors, and slip and fall hazards. Officers have instant access to their Post Orders. In the event they discover an unexpected issue, our officers are able to provide you with any requested data at multiple points across your facility, e.g., burned out light, required doors secured, etc.

The smartphone connects via wireless service to send text messages or email to all interested parties when an event is recorded. This means instant communication is provided to supervisors, managers, maintenance or others who need to be informed about a particular event. If more detail is needed, a full report can be viewed on SecuritasConnect.



## GPS and AssetTracking

GPS tracking for officer location, device tracking, GEO-fencing and incident location reporting verifies officer location and tour completion. Using the Asset Tracking feature within the Vision system, your assets such as fire extinguishers are easily tracked and safety compliance is made easier.

## Post Orders

Paper post orders are often difficult to update and manage. A dynamic security environment requires procedure updates and changes that are clear and immediate. By deploying SecuritasVision, updates to post orders are fast and easy. Most importantly, the post orders are readily available on the Tablet.

## Daily Activity Reports

Often times Daily or Shift Activity Reports go unnoticed. Since officers can document their daily and shift activities electronically, scheduled task/tour completion and incident reports are automatically entered as a line item when there is an active DAR. By using SecuritasVision, we can automatically gather important information from the DAR/SAR.

### **Key Benefits of SecuritasVision 2.0**

- Incident and exception alerts via mobile text messages and/or email.
- A metric building engine that allows you and your branch manager to analyze trends and develop proactive procedures based on real data.
- Electronic incident and daily activity reporting in real-time.
- Customized smart-tours.
- Multi-site deployment.
- Consistent performance of security officers using uniform procedures.
- An efficient, user-friendly interface.
- Step-by-step guidance resulting in fewer mistakes, therefore reducing liability.
- GPS – officer location, device tracking, geo-fencing and incident location reporting.
- Encrypted and secure information.
- 24/7 client access to reports, images, Key Performance Indicators (KPIs) and critical information via SecuritasConnect.
- Asset Tracking – for inventory and safety compliance.

SecuritasVision will provide your organization with cutting-edge technology and industry leading 24/7 support to enhance your existing security program. With its dynamic and immediate reporting, you can always stay up to date with the security of your operations.



## National Communications Center (NCC)

Securitas has a state-of-the-art National Communications Center (NCC) in Parsippany, NJ. Operating 24 hours a day, seven days a week, the NCC provides after-hours telephone support and alarm response functions for Securitas, manages the company's Post Confirmation System (PoCo), and acts as a single point of contact for our Security Response Services.



The NCC is staffed by well-trained operators who are employees of Securitas. The center is assured of continuous operation through its own uninterrupted power supply, back-up diesel electric generation, multiple telecommunication

providers, and redundant database servers. Additionally, there is a full-capability disaster recovery hot site available for emergencies, so the NCC should always be available and online. The NCC is equipped with cutting-edge telephone and computer technology that helps calls be placed in proper priority queues and handled in accordance with operating procedures. All NCC activities conform to published service levels and are documented in a permanent database. Securitas branch offices receive computer-generated detail of NCC activities on a daily and weekly basis. All calls are recorded and stored for one year. Recorded calls are available for individual review and can be sent via email as WAV files.

In addition, the NCC staffs to meet a service level goal of answering 85% of all calls in 30 seconds or less. YTD 2015 performance statistics for the NCC show that this service level has been exceeded, with 75% of all calls answered in 10 seconds or less, and an average answer of 27 seconds.

Call volume is monitored on a daily basis to help ensure adequate staffing to achieve our service level goals. Staff headcount is based on projected call volumes for each 30-minute interval of a day and adjusted accordingly.

// Helpful, kind  
and happy  
is an extension  
of who I really am.





# Feedback

## Service Excellence

To assure consistency in the level of delivered service, Securitas builds the service requirements of Tampa Palms - Hampton Park and Amberly Park into its local Client Service Plan and uses performance management and measurement tools to ensure quality control within our service offering, refining it over time.

Quality service delivery is driven at the local office level-close to our clients. We believe that judgment of service quality depends on the perception of each client. As a service company, we know that quality must be built into our service offering. This means that everything we do must help to deliver the service outcomes that our clients value.

Delivering world-class service relies on three key components:

- Service Commitment – our organizational approach for assuring client satisfaction. (“Are we meeting expectations and creating value?”)
- Service Level Management – our account management approach for using tools and measures to assess and report the level of service we deliver to each client. (“Are we delivering consistent service across the client locations we serve?”)
- Performance Management – our operational approach to addressing service level and cost. (“Are we gathering data at the local level that allows us to determine the service behaviors and methods that yield the best results for the security services team?”)

We believe all service is local because it is assessed at the point of delivery. We have focused on building effective working relationships with our clients - relationships that are based on strong local offices with responsive management and competent technical staff who are committed to service.



## Service Commitment

Competing on “service level” is the key element for advancing many service organizations. Within the security profession, Securitas stands alone for putting processes in place that drive behavior and results:

- The core values of our organization-Integrity, Vigilance and Helpfulness-are intrinsic motivators that empower our employees to do the right thing for our clients.
- Our five service value drivers (responsiveness of management, individualized attention to client needs, consistent and reliable service, security officer appearance and demeanor, and trust and confidence in security officers) are regularly discussed in Client Service Review meetings. The behaviors and expected results for each of these service value drivers are mutually determined with each client for each specific location.
- Our service performance is linked to the effectiveness of the key business processes that deliver value to our clients (e.g., recruiting, hiring, training, employee development, service delivery, client development, office management, scheduling, payroll and billing). We have defined and documented these processes that promote Excellence in Service and refer to them as the HEROES processes. They are our framework for Having Everyone Receive and Offer Excellent Service.

Our core values, service drivers and processes position us to meet client needs through the participation of our people, local market focus, and service level management.

## Service Level Management

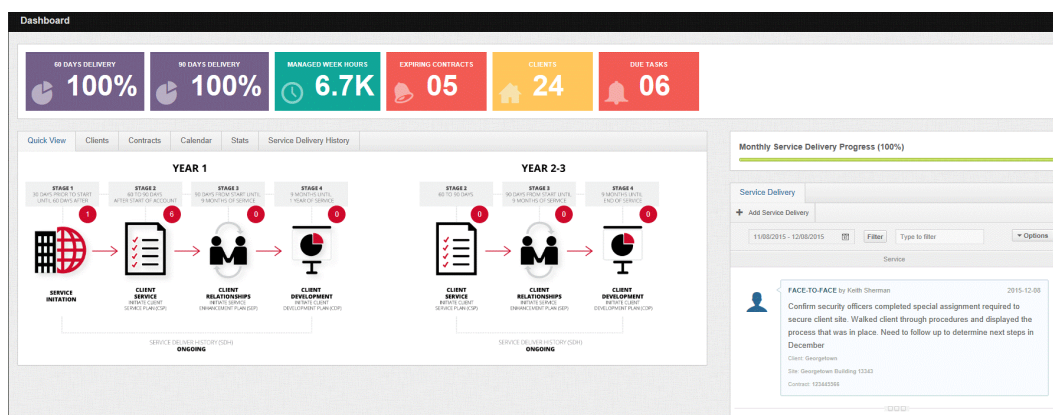
Securitas’ goal is to manage and deliver locally focused protective services that we jointly implement with Tampa Palms - Hampton Park and Amberly Park. Specifically, we will develop a Client Service Plan that meets and exceeds your expectations for security officer duties, safe practices, staffing, training, account management and communication. This Service Plan includes the development of service measures so that the daily activities and tasks performed will meet the expectations of Tampa Palms - Hampton Park and Amberly Park for behaviors and results.



## Commitment to Service Excellence through Performance Management and Measurement

Securitas employs one common set of service delivery tools as part of our Service Excellence program. This program is the primary quality assurance program for the organization. It promotes world-class service delivery by linking one standard service delivery method and tools to the service cycle for our clients, namely:

- Service Initiation (Transition and Implementation Plans).
- Service Delivery (Client Service Plan).
- Client Relationships (Service Delivery History and Service Enhancement Plan).



## Client Service Plan

In collaboration with the Tampa Palms - Hampton Park and Amberly Park local management representative, Securitas establishes a Client Service Plan that outlines specific service goals and defines supporting Key Performance Indicators (KPIs). This plan serves as a road map for managing and monitoring service performance. The Service Plan is updated annually following a joint management review meeting, or more often when mutually deemed appropriate.

The Client Service Plan is the primary tool used to measure and monitor the local delivery of security services.

After defining specific Service Goals, KPIs are established to measure the attainment of the goal. KPIs are quantifiable measurements that help us monitor the results of our actions.

We regularly track the KPIs to assess how we are performing against an agreed upon Service Goal. They become the measuring stick by which all service performance, across all service locations, is measured. Operating definitions for the KPIs are mutually determined with client stakeholder management input prior to implementation.



## Service Enhancement Plan

To consistently implement and monitor improvement actions, Securitas uses a Service Enhancement Plan that is mutually developed with the Tampa Palms - Hampton Park and Amberly Park stakeholder management team.

Discussion in the regular service review meeting may sometimes identify areas requiring attention and follow up. Our local manager leads a discussion with the Tampa Palms - Hampton Park and Amberly Park management representative to mutually develop the Service Enhancement Plan. Progress is then reviewed and discussed in subsequent meetings.

Continuous communication with the local client management representative to share progress against goals, to seek input or advice, and to review results is the primary service quality assurance monitoring activity. Service Enhancement Plans are tracked by local, area and region management teams.

### **Service Enhancement Plans are typically developed as a result of the service review process.**

This performance-based approach to controlling and reporting on service levels is built upon the premise that “it’s what you do with what you learn” that is most important for developing a strong client partnership for security service delivery.

Securitas applies these tools to foster frequent, open communication (internally as well as externally), to maintain a client-focused approach to service delivery management and to advance the service relationship through mutual goal-setting and responsive action.

These tools help to ensure a consistent, common service level management approach across all client locations served. In this way, service quality methods and client-focused leadership are built into the service offering.



## Performance Management

Securitas has adopted a client-centered approach to defining, documenting and implementing standardized service delivery processes, procedures and supporting information. Goals and KPIs have been established to deliver a consistent level of quality results.

Service quality management techniques are built into the service delivery toolsets and business results' tracking reports used throughout Securitas. The table below depicts how we apply goals and key performance indicators at a high level to drive organization performance:

	Security Performance	Business Performance
Goals	Deploy Service Excellence	Premier provider, market by market
	Local offices, close to clients	Focus on security
	Client retention	Refine and specialize security services
	Security officer retention	Add value
	Service value drivers	Increase efficiency
Key Performance Indicators	Client-specific indicators	Sales of new contracts
	People	Development of contract portfolio
	Procedures	Total sales growth
	Training	Effective planning
	Technology	Control of expenses
	Feedback	Control of accounts receivable



We use KPIs to track client service expectations and client requirements. They make the service delivery process effective for all of our clients:

- Client Service Plan Goals target specialization as a security services provider.
- One common set of measures gauges effectiveness and efficiency in business performance.

Service delivery management methods are continually assessed by comparing the daily delivery of service against expectations and by conducting face-to-face client service review meetings. We regularly report KPI results for meeting client service expectations and contract requirements.

In this setting, the Securitas service delivery manager and the Tampa Palms - Hampton Park and Amberly Park representative mutually discuss the following:

- “What is going well?”
- “What do we need to do differently here?”
- “What are our next steps?”

Examples of topics addressed in these service review meetings can include:

- Service team performance reviews (financial results, KPIs, goals and objectives, issues and concerns, lessons learned, security awareness, training client interaction).
- Service level assessment (performance against expectations and contract criteria, progress against annual Client Service Plan goals, trending and tracking of individual client KPIs across all Tampa Palms - Hampton Park and Amberly Park locations served).
- Security officer assessment (appearance, client relations, quality of reports, tour compliance, training certifications).
- Service audit and risk assessment survey results.
- Service Enhancement Plans and related improvements.
- Sharing of best practices drawn from Securitas’ client service experience.
- Sharing of best-known methods drawn from all Tampa Palms - Hampton Park and Amberly Park service locations (a best practice at one client site becomes common practice across all sites served)





# References

Company Name	Grand Hampton
Contact Name	Barry Moon
Address	8301 Dunham Station Drive, Tampa, FL 33647
Phone Number	813.973.8368
Email Address	bmoon@melrosemanagement.com
Hours Per Week	
Length of Service	
Company Name	The Reserve
Contact Name	Janet McNealy
Address	6213 Tampa Palms Blvd, Tampa, FL 33647
Phone Number	813.997.9849
Email Address	jmacnealy@greenacre.com
Hours Per Week	
Length of Service	
Company Name	The Bayou Club
Contact Name	Gail Calvarese
Address	7979 Bayou Club Blvd., Largo, FL, 33777
Phone Number	727-399-9672
Email Address	BCCAManager@tampabay.rr.com
Hours Per Week	
Length of Service	



## Investment Proposal – Rate Summary

Securitas proposes the following rates for Tampa Palms – CDD – Hampton Park. These rates are all-inclusive as defined below and will remain in effect for 60 days from 8-3-16.

Position	HPW	Wage Rate	Bill Rate	Estimated Monthly Cost	Estimated Annual Cost
Hampton Park – Security Officer	55	\$10.00	\$14.61	\$3,482.04	\$41,784.60
SecuritasVision 2.0 Samsung Mobile Device and SecuritasConnect Client Portal, all required components, software, and licenses				\$240	\$2,880

- **State Sales tax is not included in the rates above and will be added where applicable.**
- **Premium Rate: is 1.5 times the Standard Rate and is applicable for the following:**
  - Excess hours specified over contract with less than 72 hour notice.
  - All hours over forty hours worked by a security officer, specifically requested by client.
  - Recognized holidays (9).

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day After Thanksgiving	Christmas Day

- **Rates include the following items:**
  - Recruitment, background screening and hiring costs
  - ACA Compliant Healthcare
  - Employee wages, plus all payroll taxes and insurance
  - Excellence in Service performance recognition program
  - Branch award qualification for Officer of the Month, Quarter and Officer of the Year
  - Free life insurance and paid vacations as described in benefits section
  - Complete uniforms for each season, including replacements as needed
  - Introductory, pre-assignment and paid on-site training
  - Learning Management System to track completed courses and test scores
  - Monthly service review and planning meetings with local branch manager
  - Computer-based post orders, including client emergency response procedures
  - Site-specific written test based on post orders and client policies
  - 24-hour National Communications Center
  - General liability insurance coverage

*Note: The proposed billing rates include statutory payroll costs, i.e., FICA, FUI, SUI, GLI, WC. If a change in any legislation or regulation, either federal, state or local, adversely affects Securitas' direct labor and/or payroll costs, client agrees to pay revised rates which will reimburse Securitas for its added costs.*



## Investment Proposal – Rate Summary

Securitas proposes the following rates for Tampa Palms – CDD – Amberly Park. These rates are all-inclusive as defined below and will remain in effect for 60 days from 8-3-16.

Position	HPW	Wage Rate	Bill Rate	Estimated Monthly Cost	Estimated Annual Cost
Amberly Park – Security Officer	20	\$10.00	\$14.61	\$1,266.20	\$15,194.40
SecuritasVision 2.0 Samsung Mobile Device and SecuritasConnect Client Portal, all required components, software, and licenses				\$240	\$2,880

- **State Sales tax is not included in the rates above and will be added where applicable.**
- **Premium Rate: is 1.5 times the Standard Rate and is applicable for the following:**
  - Excess hours specified over contract with less than 72 hour notice.
  - All hours over forty hours worked by a security officer, specifically requested by client.
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  - Branch award qualification for Officer of the Month, Quarter and Officer of the Year
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  - Complete uniforms for each season, including replacements as needed
  - Introductory, pre-assignment and paid on-site training
  - Learning Management System to track completed courses and test scores
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**PROPOSAL DOWNLOAD RECEIPT**

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**DOWNLOADED: 08-04-2016**

**PROPOSAL ID: 127467**

## Multi-Modal Paths In Tampa Palms

The condition of the “multi-modal path”, aka the jogging path, in some areas of Tampa Palms was brought to the attention of the City of Tampa administration, Brad Baird and his team, in a meeting with Supervisor Soley and staff.

The discussion wrapped around ways to improve the path by creating a more permanent solution, with the CDD participating as a partner with the City in providing at least:

- Staff and arborists to assist in tree management.
- Funding a consultant (Hardeman-Kempton) to assist by assessing the many and differing portions of the path and offering what will almost certainly be a mixture of location-based solutions.

The City confirmed that they will have budget in FY 2016-17 to commence the restoration of the paths and were very receptive to a partnership with Tampa Palms

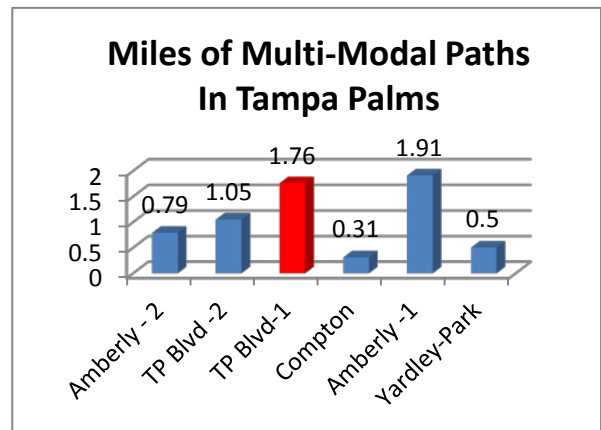
The assessment phase of the project is underway.

### Site Assessment Phase

1. Provide site visit to review and document all measurements, photos, etc.) existing conditions to assist in understanding the nature and causes of path failures at each location.
2. This effort will include verification of structure locations, types of path failure, walkway alignments, and tree locations (to include sizes, species, and overall general condition).
3. Prepare digital base information to assist in the action plan phase.
4. Establish priorities and criteria to serve as a basis for solutions to be utilized for implementation.
5. Prepare a report documenting the information obtained from the site review. This will include a listing of the priorities and criteria to be established.

Jason expects to have the assessment portion completed in the next several weeks.

- The results will be shared with the board
- Supv Soley and staff will schedule a meeting with Brad Baird an staff



## How Does Tampa Palms Compare?

Understanding and listening carefully to the expectations of the Tampa Palms' residents is a vital part of the CDD's Core Values. For a number of years, the residents of Tampa Palms have been clear; they want an upscale and formal look to their community, one that speaks to quiet elegance AND they want to be on par with other upscale communities around the Tampa area, not just New Tampa.

In an effort to make certain Tampa Palms continues to remain a home of which the residents can be proud (and to take hints for improvements), Supervisor Maney and staff have periodically looked at the entries to other notable communities, essentially asking the question "*does Tampa Palms convey a similar feel of welcome and appeal*" to the resident and to the visitor.

In the last few weeks community entry / ambiance / community feel were again revisited. The communities included in the review were:

Hunters Green

Arbor Green

Avila

Culbreath Isles

Cheval

Harbour Island

Grand Hamptons

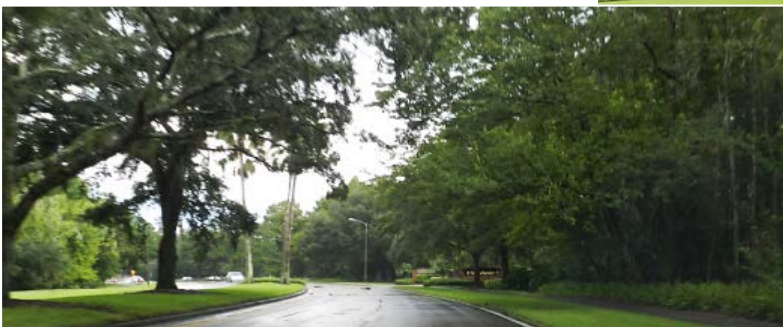
There is a wide variety in Tampa area neighborhoods:

- Some of the communities, in particular Culbreath Isles, have homes ranging from \$2-\$10 M, which are substantially tonier than even the Reserve.... ditto Avila and portions of Cheval.
- Some of the poshest areas of Tampa are not genuine enclaves and so they have no definite entries and no common areas for comparison, example Davis Islands: some neighborhoods even though they are discrete communities have little or no entry ways, for example K Bar off Cross Creek.

Photographs (all taken within the last 8 - 10 months, some in the last week) of the entries of the communities above were examined - both by Ms. Maney and Joe Laird.

Their conclusion was that, even taking into consideration the unrelenting construction, Tampa Palms continues to *show well* and is on par with similarly circumstanced communities. Many other communities are lovely, and most rather different from Tampa Palms, but Tampa Palms continues to hold its own.

On the following pages are some of the photographs that were reviewed: they are provided as background information for board members.



## Tampa Palms

Area 2- Aug, 2016



Area 1- Aug 2016



# The Reserve

Summer 2016



9/29/16



Just Planted  
9/29/16



**Culbreath Isles**



**Guard House**

**Harbour Island**



Harbour Island - Isle Walk



Cheval



Avila



# Hunters Green



Hunters Green- Cross Creek Entrance

# Magnolia Chase (The "Reserve" of Hunters Green)



**Arbor Greene**



**Grand Hamptons**



## Records Management Project

As previously reported Tampa Palms has a substantial number of “records”, that is documents, maps, tapes etc that have been used to transmit information regarding the District since the District was created.

State- mandated records management is more than retention, storage, and disposition of records; it entails all record-keeping requirements and practices that are required by all State entities (such as the CDD) to establish and maintain control over information flow and administrative operations according to Florida law.

The Florida's records management program is mandated by section 257.36, Florida Statutes and applies to public records as defined in 119.011(11), F.S. (See attached State for details by document type.)

The District's information was determined to be stored in three Iron Mountain profession storage facilities plus the CDD & DPFPG offices: two of these storage facilities were only discovered during the archive project; it is most likely they were overlooked during the records transfer from Severn Trent but fortunately Iron Mountain disclosed their existence during the archive project. Records locations include:

1. The District office
2. A storage facility in Ft Lauderdale (133 boxes of records)
3. A storage facility in Coral Springs Fla (60 boxes) **New**
4. A storage facility in Palm Beach (45 boxes) **New**
5. The DPFPG financial offices in Winter Park
6. John Daugirda's Tampa office.

Much of the stored information was not archived in a manner that facilitates access and was reasonably available to the District. Further there was no routine in place for evaluation and disposal of those records not required for retention so the amount of information- and cost to store- continued to increase.

Last year staff initiated a project, the end game of which was that:

1. All records will be recorded in a data base / library that details (a) what information is available and (b) where that information is stored.
2. All records will be removed from Ft Lauderdale facility (and other facilities) and transferred to a storage facility in Tampa.
3. Major maps will be stored in easily usable tubes and retained at the district office.



Dede Collins has handled this project masterfully!

- She has inventoried, repacked more than 200 boxes of records (almost twice the number originally thought to comprise the Tampa Palms records) and the records required for retention are all now stored in the Iron Mountain facility in Tampa.
- Dede has managed the properly disposal of the records no longer required for retention, as required by law.

She has integrated, indexed and created a single set of the District records of the meetings (fragments were located at the district office and still other portions at the offices of the previous management company). Most of these meeting records have been scanned for digital copies.

Now that all the records are secured, the balance of the minutes, resolutions and other vital documents will be scanned.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
377	911 Records: Logs	This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system such as the Automatic Number Indicator System (ANI). See also "COMMUNICATIONS AUDIO RECORDINGS" and "RADIO LOGS."	1 anniversary year after received.
189	Access Control Records	This record series consists of records pertaining to employee or contractor access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.	1 anniversary year after superseded or employee separates from employment.
244	Adjustment Hearing Case Files: Building Code Board (Commercial)	This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.	Retain for life of structure OR 10 anniversary years after case closed, whichever is later.
331	Adjustment Hearing Case Files: Building Code Board (Residential)	This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.	10 anniversary years after case closed.
2	Administrative Convenience Records	This record series consists of <b>DUPLICATES</b> of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officials and employees in carrying out their duties. The material filed in this series is <b>NOT</b> the official file or record copy. <b>Do NOT use this item if records fall under a more appropriate retention schedule item.</b>	Retain until obsolete, superseded, or administrative value is lost.
3	Administrative Support Records	This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. <b>Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.</b> For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.	Retain until obsolete, superseded, or administrative value is lost.
122	Administrator Records: Agency Director/Program Manager	This record series consists of records documenting the substantive actions of elected or appointed program managers or agency directors. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as: correspondence; memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "CORRESPONDENCE FILES."	10 anniversary years; <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
25	Advertisements: Legal	This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in Section 50.011, <i>Florida Statutes</i> , (Where and in what language legal notices to be published) or in the "Administrative Weekly" regarding matters pertaining to the agency and other legal advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.	5 fiscal years.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
82	Affirmative Action Records	This record series consists of records relating to an agency's affirmative action plan, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. If the records document compliance under a federal grant program, use the applicable GRANT FILES item or PROJECT FILES: FEDERAL. See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."	2 anniversary years provided litigation has been resolved.
234	Animal Control Records	This record series consists of copies of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases which have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, <i>Florida Statutes</i> (Epidemiological research; report of diseases of public health significance to department ), Section 823.15, <i>Florida Statutes</i> (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, <i>Florida Statutes</i> (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, <i>Florida Administrative Code</i> (Limited Service Patient Records).	3 fiscal years.
247	Annexation Records	This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include correspondence, reports, maps, voluntary petitions, certifying statements, and municipal service plans.	Permanent.
380	Annual Report to the Board of County Commissioners	This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions, or other remuneration. The report contains an annual listing of all such fees, commissions, or remuneration, and shows in detail the purpose, character, and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, <i>Florida Statutes</i> , County officers; record and report of fees and disposition of same. <b>These records may have archival value</b>	5 fiscal years.



GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
246	Annual Reports: County Government	This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), <i>Florida Statutes</i> , which reads in part, "the administrator may...Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." This is <b>NOT</b> the annual financial report required under Section 218.32, <i>Florida Statutes</i> , nor is it the annual financial audit report required under Section 218.39, <i>Florida Statutes</i> , and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)." <b>These records</b>	10 fiscal years.
245	Annual Reports: Governing Body	This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is <b>NOT</b> the annual financial report required under Section 218.32, <i>Florida Statutes</i> , nor is it the annual financial audit report required under Section 218.39, <i>Florida Statutes</i> , and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: COUNTY GOVERNMENT," "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," and "FINANCIAL REPORTS: ANNUAL (LOCAL	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
332	Architectural/Building Plans and Permits: Abandoned/Withdrawn	This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued, or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 104.1.6, Time Limitations: "An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application, provided the extension is requested in writing and justifiable cause is demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and	6 months after last action.
216	Architectural/Building Plans: Commercial	This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, <i>Florida Statutes</i> , Building Construction Standards, and Section 95.11(3)(c), <i>Florida Statutes</i> , Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS:	Retain for life of structure <u>OR</u> 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
204	Architectural/Building Plans: Preliminary Drawings	This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE "	Retain until obsolete, superseded, or administrative value is lost.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
252	Architectural/Building Plans: Residential	This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, <i>Florida Statutes</i> , Building Construction Standards, and Section 95.11(3)(c), <i>Florida Statutes</i> , Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."	10 anniversary years after issuance of certificate of occupancy.
116	Attendance and Leave Records	This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. <b>NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.</b>	3 fiscal years.
249	Attendance Records: Community Service	This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.	1 calendar year after last date of service.
393	Audit Trails: Critical Information Systems	This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.	Retain each audit trail entry as long as the record to which the entry relates.
394	Audit Trails: Routine Administrative Information Systems	This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.	Retain until obsolete, superseded, or administrative value is lost.
8	Audits: Auditor General	This record series consists of an annual report issued by the Auditor General to establish the position of the agency being audited against its standard of performance. These records are created pursuant to Section 11.45, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General). See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." <b><i>These records may have archival value.</i></b>	10 fiscal years. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
56	Audits: Independent	This record series consists of a report, including any appropriate financial statements, issued by an independent auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General), and/or Section 215.97, <i>Florida Statutes</i> , Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."	10 fiscal years.
73	Audits: Internal	This record series consists of a report issued by an internal auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of internal audits for state agencies are created pursuant to Section 11.45, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General) and/or Section 20.055, <i>Florida Statutes</i> , Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."	5 fiscal years.
83	Audits: State/Federal	This record series consists of a report issued by a federal or state auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to Section 11.45(3), <i>Florida Statutes</i> Definitions; authorities; reports; rules (Auditor General). See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." <i>These records may have archival value.</i>	10 fiscal years. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
57	Audits: Supporting Documents	This record series consists of the documentation and supporting documents used to develop the audit report with all bills, accounts, records, and transactions. The audit may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."	3 fiscal years.
50	Automated Accounting System Reports	This record series consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "RECEIPT/REVENUE RECORDS: DETAIL," "RECEIPT/REVENUE RECORDS: SUMMARY," and "FINANCIAL HISTORY SUMMARY RECORDS."	3 fiscal years.
397	Ballots	This record series consists of ballots and related records for elections conducted to determine issues <b>not governed by Florida election laws</b> . This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. <b>NOTE:</b> For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, <i>Florida Statutes</i> , use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). <b>NOTE:</b> For ballots and other records relating to elections governed by Florida election laws,	30 days after vote count or cancellation of election.
85	Bank Statements: Reconciliation	This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.	5 fiscal years.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
87	Bargaining Records	This record series consists of contracts and supporting documentation related to a contract or agreement between a public agency and a labor organization or employee union.	5 fiscal years after expiration or cancellation of contract.
70	Bid Records: Capital Improvement Successful Bids	This record series consists of information relative to the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."	10 anniversary years after awarded.
71	Bid Records: Capital Improvement Unsuccessful Bids	This record series consists of information relative to the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. This series also includes records of bid projects cancelled prior to being awarded. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."	5 fiscal years after awarded or bid project cancelled.
72	Bid Records: Non-Capital Improvement	This record series consists of information relative to the processing and letting of successful, unsuccessful, and cancelled non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."	5 fiscal years after awarded.
250	Bond Administration Records	This record series consists of documents relating to the financing of local government projects through bonded indebtedness. The records include, but are not limited to preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. See also "BOND REGISTERS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." <i>These records may have archival value.</i>	Permanent.
251	Bond Registers	This record series consists of registers used to record the redemption of coupons for municipal bonds. The register is evidence of payment and may include upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying date, number of each bond, interest paid, and maturation dates. The register may also indicate that the coupons have been paid, upon what authority they were destroyed, and the date of destruction. See also "BOND ADMINISTRATION RECORDS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." <i>These records may have archival value.</i>	Permanent.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
191	Bond Resolutions/Ordinances	This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The record includes, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, <i>Florida Statutes</i> , Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." <i>These records may have archival value.</i>	Permanent.
226	Bonds and Bond Interest Coupons	This record series consists of retired bonds and bond interest coupons that have been redeemed. Information in these records may include, but is not limited to, identifying date, number of each bond, and quality and value of bond by maturity. Retired bonds and bond interest coupons may only be disposed of provided payments have been recorded in the bond register. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BOND RESOLUTIONS/ORDINANCES."	5 fiscal years after paid, exchanged, or transferred and recorded in bond register.
333	Bonus Records: Peer Review Evaluations	This record series consists of peer review evaluation forms used in annual performance based and/or lump-sum bonus programs. Peer review is the process by which employees in the same work unit evaluate the job performance of their "peers." These records do not become part of an employee's personnel record.	5 fiscal years.
58	Budget Records: Approved Annual Budget	This record series consists of the agency's approved annual budget and its amendments that are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
88	Budget Records: Supporting Documents	This record series consists of any documentation supporting budget matters, including but not limited to working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."	3 fiscal years.
221	Business Tax Receipt Records/Occupational Licenses	This record series documents the method by which a local governing authority grants the privilege of engaging in, or managing, any business, profession, or occupation within its jurisdiction pursuant to Chapter 205, <i>Florida Statutes</i> , Local Business Taxes. The series includes applications, renewal cards, business tax receipts, and supporting documentation. This series does not cover records relating to the issuance of business or occupational licenses by state agencies. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."	1 calendar year after expiration, revocation, or denial of business tax receipt/license.
11	Cabinet Affairs Files	This record series consists of the Cabinet agendas, minutes, backup materials, and other information received from any office on all subject matters relating to a Cabinet agenda item or a potential agenda item. The State of Florida's record copy is held by the Executive Office of the Governor. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)." <i>These records may have archival value.</i>	Record copy (Governor's Office). Permanent.
89	Calendars	This record series consists of calendars, appointment books, planners, or other records showing official daily appointments and meetings. The series might also include lists of "prioritized daily tasks," background materials, issues for discussion, and speaking points or remarks. This series does NOT include the record copy of speeches, which are covered by "PUBLIC INFORMATION FILES" (Item #128).	1 anniversary year.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
235	Cemetery Records	This record series consists of a record of each burial showing the date of burial and name of person buried, together with lot, plot, and space in which the burial was made. These records related to government lands and operations, not to private cemeteries. <b>These records may have archival value.</b>	Permanent.
255	Certificate of Occupancy: Commercial	This record series consists of a certificate issued by the local governing authority's jurisdiction for a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to <i>Florida Statutes</i> , Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property.	Retain for life of structure <u>OR</u> 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
256	Certificate of Occupancy: Residential	This record series consists of a certificate issued by the local governing authority's jurisdiction for a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to <i>Florida Statutes</i> , Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property.	10 anniversary years after issuance of certificate of occupancy.
207	Charters/Amendments/Bylaws/ Constitutions	This record series consists of foundation documents establishing an organization and its mission, functions, duties and responsibilities, and organizational structure. See also "ORDINANCES," "PROCLAMATIONS," and "RESOLUTIONS." <b>These records may have archival value.</b>	Permanent.
257	Child Care Records	This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to <i>Florida Statutes</i> , Sections 1003.22 regarding school-entry health examinations and immunization against communicable diseases; and 1003.23 regarding attendance records and reports.	5 calendar years after termination of enrollment.
275	Client Case Files: Human/Social Services	This record series consists of the client case files for citizens receiving assistance from a county or city social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports which are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, <i>Florida Statutes</i> , Health Care Responsibility For Indigents; and Chapter 59H-1, <i>Florida Administrative Code</i> , Florida	5 fiscal years.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
310	Client Case Files: Veteran Services	This record series consists of case files relating to veterans receiving various types of assistance, including but not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms which are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.	5 fiscal years after case closed.
236	Code Enforcement Hearing Case Files	This record series consists of case files documenting code violation hearings before the Code Enforcement Board or a Special Master, including affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, <i>Florida Statutes</i> , County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1.a., <i>Florida Statutes</i> , Mark Wandall Traffic Safety Program; administration; <del>and</del> <del>See also "CODE VIOLATION RECORDS" and "MINUTES, OFFICIAL MEETINGS"</del>	5 fiscal years after case is closed.
398	Code Violation Records: Citation Issued	This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, <i>Florida Statutes</i> , County or Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."	5 fiscal years after case is closed.
237	Code Violation Records: No Citation Issued	This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, <i>Florida Statutes</i> , County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE ENFORCEMENT HEARING CASE FILES"	3 anniversary years after case is closed.
334	Committee/Board Appointment Records	This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, resignation letters, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS"	3 fiscal years after term of office ends or committee/board is abolished.
379	Committee/Board Appointment Records: Non-Selected Applicants	This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."	4 anniversary years after personnel action and any litigation is resolved.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
258	Commodity Supplemental Food Program Records	This record series consists of records documenting the receipt, inventory, and disbursement of U.S. Department of Agriculture supplemental foods, and the receipt and disbursement of administrative funds, including reports of racial and ethnic participation and complaints of improper disbursement or denial of services. Refer to 7CFR247.29, Commodity Supplemental Food Program – Reports and Recordkeeping, for federal recordkeeping, reporting, and retention requirements.	5 fiscal years.
335	Communications Audio Recordings	This record series consists of audio recordings of radio and telephone communications and complaint calls. The series includes recordings of telephone calls to and from the police, sheriff department, or other dispatch office/agency, including 911 calls. The recordings are made for backup of activity reports, complaint records, and office operations, such as to verify times complaints are telephoned into the department or office/agency or for quality assurance reviews of customer service calls. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation. See also "911 RECORDS: LOGS."	30 days.
94	Complaints: Citizens/Consumers/Employees	This record series consists of individual complaints received from citizens, consumers, or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. See also "GRIEVANCE FILES."	1 anniversary year after resolved.
166	Comprehensive Master Plans: Adopted	This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida, including, but not limited to: maps, surveys, site plans, and any other material comprising or incorporated into the adopted comprehensive plan and all associated amendments. The plans may contain elements such as: growth management, sanitary sewer records, drainage records, future land use records, traffic circulation, economic assumptions, conservation, housing, recreation and open space, solid waste, electric utilities, potable water, intergovernmental coordination, mass transit, and all other local government related functions. Refer to Florida's Growth Management Act: Chapter 163, Part II, Florida Statutes, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." These records may have archival value.	Permanent.
174	Comprehensive Master Plans: Adopted (Supporting Documents)	This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local governmental agencies required by the State of Florida. The supporting documents may include: additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials which support the proposed plan. Refer to Florida's Growth Management Act: Chapter 163, Part II, Florida Statutes, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." These records may have archival value.	5 anniversary years after adopted. <i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
391	Computer Logs	This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.	30 days or until review of logs is complete, whichever occurs first.



GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
64	Contracts/Leases/Agreements: Capital Improvement/Real Property	This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of capital improvement or real property contracts, leases, or agreements to which the agency is a party, including contracts, leases, or agreements with architects, engineers, builders, and construction companies. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. "Real Property" means land, buildings, and fixtures. The terms "land," "real estate," "realty," and "real property" may be used interchangeably. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."	10 fiscal years after completion or termination of contract/lease/agreement.
65	Contracts/Leases/Agreements: Non-Capital Improvement	This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of non-capital improvement contracts, leases, or agreements to which the agency is a party. In addition, it includes the various contracts, leases, or agreements entered into for the purchase of goods and services, such as the purchase of gas, fuel oil, and annual purchases of inventory-maintained items. See also "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY" and "BARCAINING RECORDS."	5 fiscal years after completion or termination of contract/lease/agreement.
337	Copyright Release/Authorization Documentation	This record series consists of releases or other documentation authorizing the agency to publish copyrighted materials, including publication on the Internet. The series includes <u>release/authorization forms, correspondence, and related documentation.</u>	Permanent.
17	Correspondence and Memoranda: Administrative	This record series consists of routine correspondence and memoranda of a general nature that are associated with administrative practices but that do not create policy or procedure, document the business of a particular program, or act as a receipt. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "INFORMATION REQUEST RECORDS." <b><i>These records may have archival value.</i></b>	3 fiscal years. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
338	Correspondence and Memoranda: Program and Policy Development	This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." <b><i>These records may have archival value.</i></b>	5 fiscal years. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
339	Deferred Compensation Summary Reports	This record series consists of reports provided to the agency by deferred compensation providers summarizing contributions, gains, losses, and other fund activities over the course of the reporting period. These are not reports of individual employees' contributions or <u>account activities.</u>	Retain until obsolete, superseded, or administrative value is lost.
186	Directives/Policies/Procedures	This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." <b><i>These records may have archival</i></b>	2 anniversary years after superseded or becoming obsolete. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
259	Disaster Preparedness Drill Records	This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), <i>Florida Statutes</i> , requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, <i>Florida Statutes</i> , authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."	2 calendar years provided reviews have been conducted.
210	Disaster Preparedness Plans	This record series consists of disaster preparedness and/or recovery plans adopted by an agency. <i>Florida Statutes</i> Section 252.365 requires state agencies to develop and maintain, "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, <i>Florida Statutes</i> , authorizes counties and municipalities to, "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS" and "DIRECTIVES/POLICIES/PROCEDURES." <b><i>These records may have archival value.</i></b>	5 fiscal years after superseded or becoming obsolete. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
321	Disaster Relief Records	This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, and daily activity reports. For federal retention requirements, refer to 44CFR13.42, <i>Emergency Management and Assistance, Retention and Access Requirements for Records</i> .	5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.
340	Disbursement Records: Detail	This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, cancelled checks, check stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. Retention is based on Section 95.11(2), <i>Florida Statutes</i> , Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."	5 fiscal years.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
341	Disbursement Records: Summary	This series consists of records providing summary or aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation. See also "DISBURSEMENT RECORDS: <u>DETAIL</u> ."	10 fiscal years.
98	Disciplinary Case Files: Employees	This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."	5 anniversary years after final action.
399	Domestic Partnership Registry Records	This record series documents domestic partnerships established and dissolved by law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and <u>other supporting or related documentation</u> .	Permanent
342	Donation Records	This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."	Permanent.
242	Drafts and Working Papers	This record series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. <b>Drafts of documents that could have a significant effect on an agency's programs, functions, and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under the record series "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER."</b>	Retain until obsolete, superseded, or administrative value is lost.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
260	Drug Test Case Files	This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to Sections 112.0455(7) and (8), <i>Florida Statutes</i> (Florida Drug-Free Workplace Act, types of testing and testing procedures), Section 443.1715(3)(b), <i>Florida Statutes</i> (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).	5 anniversary years after final action.
261	Drug Test Equipment Records	This record series consists of records documenting compliance with calibration and other requirements for the use of the evidential breath testing device (EBT). The series may include, but is not limited to, equipment testing, maintenance and repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40 (Procedures for Transportation Workplace Drug Testing Programs) and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention). See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."	5 anniversary years.
262	Drug Test Program Administration Records	This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act, or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer's policy, and copies of testing policies and procedures. Refer to 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention) and 49CFR382.403 (Reporting of Results in a Management Information System). See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."	5 anniversary years.
264	Electronic Funds Transfer Records	This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form which lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), <i>Florida Statutes</i> .	5 fiscal years after termination of service agreement/authorization.
231	Electronic Records Software and Documentation	This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.	Retain as long as software-dependent records are retained.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
266	Emergency Operations Records: Five Year Strategic Plan	This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency; this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."	3 anniversary years after plan expires.
267	Emergency Operations Records: List of Special Needs or Transportation Clients	This record series consists of a listing of all applicants who are accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The list may change often as individuals' status or needs change. Refer to Section 252.355, <i>Florida Statutes</i> , Emergency Management, Registry of Persons With Special Needs, which requires that, "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS."	Retain until obsolete, superseded, or administrative value is lost.
268	Emergency Operations Records: Shelter Inspections	This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, <i>Florida Statutes</i> , Emergency Management, Public Shelter Space.	2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.
265	Emergency Operations Records: Special Needs Applications	This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. These applications may include: the citizen's name, address, and telephone number; correspondence; medical disabilities; caretaker's name; and type of accommodations required. Denied applications may be based on space availability and/or eligibility requirements. For accepted applications, individuals may be notified that they have been selected as clients and explained their responsibilities. When client status is accepted, individuals are agreeing that they will be ready to leave their residence at the appropriate time, and that they are aware of shelter rules and regulations. See also "EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION"	4 anniversary years.
269	Employee Assistance Program Records	This record series consists of documents related to the services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment, and counseling on issues such as substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain letters of inquiry, applications, supporting documentation, referrals, updates on employee treatment, and dates and times of appointments. This series does not contain financial or vendor billing information. Refer to Section 112.0455(5)(m), <i>Florida Statutes</i> , for definition of Employee Assistance Program, and Section 110.1091(2), <i>Florida Statutes</i> , for definition of Employee Assistance Program.	2 anniversary years after final action.
206	Employee Conduct Counseling Records	This record series documents initial coaching or counseling of an employee regarding performance or behavior issues which may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee's disciplinary case file. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."	1 anniversary year after final action.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
24	Employment Application and Selection Records	This record series consists of all records which document the selection process and justify the selection decision, including but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. <b>Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file.</b> See Sections 110.211 and 110.213, <i>Florida Statutes</i> , governing recruitment and selection in state employment; Section 760.11, <i>Florida Statutes</i> , Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rule 60L-29 through 60L-39, <i>Florida Administrative Code</i> , Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."	4 anniversary years after personnel action provided any litigation is resolved.
400	Employment Applications: Unsolicited	This record series consists of records submitted by individuals seeking employment when the agency is not in the process of hiring. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.	Retain until obsolete, superseded, or administrative value is lost.
343	Employment Assistance Program Nonexpendable Property Records	This series consists of records relating to nonexpendable property acquired under federal employment assistance programs such as the Job Training Partnership Act (JTPA) and its predecessor, the Comprehensive Employment and Training Act (CETA). Refer to Federal Property Management Regulations, Subpart 114S-60.4, Classification of Property, for definition of nonexpendable property. Retention is pursuant to 20CFR Chapter V (Employment and Training Administration, Department of Labor), Section 627.460(a)(2).	3 fiscal years after final disposition of property.
113	Employment Assistance Program Records	This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). Records may include reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation. Refer to 20CFR Chapter V (Employment and Training Administration, Department of Labor), Sections 627.455 and 627.460 for federal program requirements.	5 fiscal years after final report.
20	Encumbrance/Certification Forward Records	This record series consists of reports and other documentation detailing funds that have been encumbered, i.e., set aside, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.	3 fiscal years.
211	Endowments/Bequests/Trust Fund Records	This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also "DONATION RECORDS." <b>These records may have archival value.</b>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of</i>

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
401	Energy Consumption and Cost Reporting Records	This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, <i>Florida Statutes</i> , Energy management; buildings occupied by state agencies. Records may include, but are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.	1 fiscal year from report date.
344	Engineering Records: Infrastructure	This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "SUBDIVISION PLANS."	Retain for life of structure/element.
167	Environmental Regulation Compliance Records	This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.	5 fiscal years after completion of project, reporting requirement, or other applicable activity.
103	Equal Employment Opportunity Compliance Records	This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), <i>Florida Statutes</i> . See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."	4 anniversary years after final action.
223	Equipment Reference Files	This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."	Retain until obsolete, superseded, or administrative value is lost.
104	Equipment/Vehicle Maintenance Records	This record series documents service, maintenance, and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."	1 fiscal year after disposition of equipment.
224	Equipment/Vehicle Usage Records	This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."	1 calendar year.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
208	Expenditure Plans: Capital Improvement	This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. <b>These</b>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
227	Exposure Records	This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees Material Safety Data Sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to Employee Exposure and Medical Records, and 29CFR1910.1030, Bloodborne Pathogens. See also "HEALTH RecordS: Blood Borne Pathogen/Asbestos/eXPOSURE," and "PERSONNEL RECORDS" items.	30 anniversary years.
270	Facility Reservation/Rental Records	This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, RV hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, method of payment, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the desired arrangement of tables or chairs as requested by the renter. The records might also provide a check number, corresponding receipt number, amount, and deposit information. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL	5 fiscal years.
345	False Alarm Records	This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.	5 fiscal years.
106	Feasibility Study Records	This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas which are studied and discarded by a governmental agency. If the agency decides to continue with the project, these records should be scheduled under one of the "Project Files" items. <b>These records may have archival value.</b>	3 fiscal years after completion of study. <b>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</b>
157	Federal Income/Employment Tax Forms/Reports	This record series consists of tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and Period for Keeping Records.	4 years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.



GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
271	Fee/Service Schedules	This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.	3 fiscal years after obsolete or superseded.
67	Final Orders Records	This record series consists of all final agency orders and any material incorporated by reference, a current final orders hierarchical subject matter index, and a list of all final orders not required to be indexed. "Final order" is defined in Section 120.52, <i>Florida Statutes</i> , as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." The permanent retention is pursuant to Section 120.53(3), <i>Florida Statutes</i> . For retention of supporting documentation such as notices, pleadings, motions, etc., that are not incorporated by reference into the final order see "FINAL ORDERS: SUPPORTING DOCUMENTS." See also "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." For Chapter 162, <i>Florida Statutes</i> , proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."	Permanent.
396	Final Orders: Supporting Documents	This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS" and "LITIGATION CASE FILES."	5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.
84	Financial Account Authorization Records	This record series consists of an authorization to maintain a bank, investment, or other financial account, and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."	5 fiscal years after authorization superseded, expired, or cancelled.
346	Financial Disclosure Statements (Local Government)	This record series consists of personal financial information submitted to a local governing body by individuals appointed to local government office. The statements indicate such information as financial status, source(s) of income, etc. <b><i>These records may have archival value</i></b>	10 fiscal years. <b><i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i></b>
347	Financial History Summary Records	This record series consists of records providing a periodic summary of an agency's receipts and disbursements over the course of an agency's history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.	Permanent.
107	Financial Reports: Annual (Local Government)	This record series consists of the agency's copies of local government annual financial reports required by statute or rule, including those required by Section 218.32, <i>Florida Statutes</i> , Annual Financial Reports; Local Governmental Entities; Section 218.39, <i>Florida Statutes</i> , and Chapters 10.550, 10.800, and 10.850 of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, <i>Florida Statutes</i> , Filing of financial information; handling by Chief Financial Officer. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)." <b><i>These records may have archival</i></b>	10 fiscal years. <b><i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i></b>

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
108	Financial Reports: Annual (Local Government) (Supporting Documents)	This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, <i>Florida Statutes</i> , Annual Financial Reports; Local Governmental Entities; Section 218.39, <i>Florida Statutes</i> , and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, <i>Florida Statutes</i> , Filing of financial information; handling by Chief Financial Officer. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)".	5 fiscal years.
402	Food Service Establishment License Records	This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, <i>Florida Statutes</i> , and Rule 64E-11 <i>Florida Administrative Code</i> , Food Hygiene. The licenses expire after one year and so must be renewed annually for the establishment to continue to operate. Records may include, but are not limited to: license/renewal applications, fee payment records, inspection records, copies of license suspensions/revocation records, and other related documentation.	5 fiscal years after expiration/suspension/revocation of license.
213	Fuel Tax Reports	This record series consists of fuel tax reports submitted monthly to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, <i>Florida Statutes</i> , Motor and Other Fuel Taxes, and Rule 12B-5, <i>Florida Administrative Code</i> , Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.	3 fiscal years.
381	Geographic Information Systems (GIS) Data Layers and Datasets	This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."	Retain until obsolete, superseded, or administrative value is lost.
382	Geographic Information Systems (GIS) Snapshots: Administrative	This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE."	1 anniversary year.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
383	Geographic Information Systems (GIS) Snapshots: Historical	This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE	Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.
384	Geographic Information Systems (GIS) Source Documents/Data	This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This record series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC	Retain until obsolete, superseded, or administrative value is lost.
109	Grant Files: Grantor Agency	This record series documents the administration of a grant program, including the application review process and expenditure of grant funds to an entity by a public agency. These files may include, but are not limited to, all grant applications (funded and unfunded); notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative, and financial reports submitted by recipient agencies; and supporting documentation. Grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-	5 fiscal years after completion of grant cycle. <b>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</b>
348	Grant Files: Recipient	This record series documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received. Check with applicable granting agency for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."	5 fiscal years after completion of project.
349	Grant Files: Unfunded Applications (Applicant's Copies)	This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. <b>NOTE: For unfunded applications received by grantor agencies, use GRANT FILES: GRANTOR AGENCY.</b> See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."	1 anniversary year after receipt of denial notification.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
110	Grievance Files	This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), <i>Florida Statutes</i> , outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.	3 fiscal years after settlement.
350	Health Records: Blood Borne Pathogen/Asbestos/Exposure	This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, and chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention period is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to Employee Exposure and Medical Records; and 29CFR1910.1030, Bloodborne Pathogens. See also "EXPOSURE RECORDS" and "PERSONNEL RECORDS" items.	30 years after termination, retirement, or separation from employment.
324	HIPAA Health Care Component Designation Records	This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103). Per 45CFR164.106(a)(2)(iii)(C), "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Retention is pursuant to 45CFR164.105(c)(2). See also "PROTECTED HEALTH INFORMATION" items.	6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.
325	HIPAA Security Standards Implementation Records	This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b). Retention is pursuant to 45CFR164.316(b)(2). See also "PROTECTED HEALTH INFORMATION" items.	6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.
273	Housing Applications: Non-Participating/Inactive	This record series consists of completed applications submitted by citizens who later choose not to participate in the housing program. These applications have no activity on them and the individual has expressed no continuing interest in the program. The applications may become inactive because of changes in the eligibility requirements, lack of interest, inability to locate a home or to secure financing, relocation of applicant, or a failure to update the application by a given deadline. See also "HOUSING FINANCE ASSISTANCE RECORDS" items.	4 fiscal years.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
274	Housing Finance Assistance Records	This record series consists of records documenting housing finance assistance to low to moderate income households, including, but not limited to: program requirements and project records; community housing development set-aside records; equal opportunity and fair housing records; environmental review records; applications; displacement, relocation, and real property acquisition records; lead based paint and radon records; housing agreements; income verifications; proofs of age or handicap; and other records as required by state/federal governments for public housing/housing finance assistance. Records relate to programs such as State Housing Initiatives Partnership (SHIP), governed by Section 420.907-9079, <i>Florida Statutes</i> , State Housing Initiatives Partnership, and Rule 67-37, <i>Florida Administrative Code</i> , State Housing Initiatives Partnership Program; HOME Investment Partnership Program, governed by Section 420.5089, <i>Florida Statutes</i> , HOME Investment Partnership Program, HOME Investment Partnership Fund, Rule 67-48.014-022, <i>Florida Administrative Code</i> , Home Investment Partnerships Program, and 24CFR, Part 92, Home Investment Partnerships Program; and other state or U.S. Department of Housing and Urban Development (HUD) programs. See also "HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE."	5 fiscal years after funds expended and accounted for and/or satisfaction of loans, whichever is later.
241	Incident Report Files	This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, <i>Florida Statutes</i> . See also "INJURY	4 anniversary years from date of incident.
23	Information Request Records	This record series consists of correspondence accumulated in answering inquiries from the public. The series may include requests for: publications or services provided by the agency; inspection and/or copies of public records; confirmation of meeting or event times/dates/locations; information on outstanding liens; and general agency information ( <i>e.g. mission statement telephone list map/directions employee directory, etc.</i> )	1 fiscal year.
188	Injury Records	This record series consists of investigations, logs, and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION RECORDS." Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INCIDENT REPORT FILES."	5 calendar years.
193	Inspection Records: Fire/Security/Safety/Health	This record series consists of inspection reports, logs, and summaries relating to employees, equipment, materials, and facilities safety, health, and security. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, <i>Florida Statutes</i> . See also "DISASTER PREPAREDNESS DRILL RECORDS"	4 calendar years after inspection.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
219	Inspection Reports: Fire Extinguisher	This record series consists of annual fire extinguisher inspection reports required by the Occupational Safety and Health Administration (OSHA) and records of other periodic fire extinguisher inspections conducted by agencies. Retention is pursuant to 29CFR1910.157(a)(3) relating to portable fire extinguishers.	1 anniversary year or life of equipment, whichever is sooner.
276	Inspection/Maintenance Records: Bridge	This record series consists of records documenting the inspection, condition, maintenance, and repair of bridges.	Retain for life of structure.
277	Inspector's Route Sheets: Daily	This record series consists of daily inspection sheets used by the inspector for recording violations and other requirements that have not met building standards or codes. <b>NOTE:</b> This record may also be part of the building permit records. See also "PERMITS: BUILDING."	3 fiscal years
111	Insurance Records: Agency	This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, etc., on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates.	5 fiscal years after final disposition of claim or expiration of policy.
40	Inventory: Agency Property	This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies which may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, <i>Florida Statutes</i> , requires an annual physical inventory of all O.C.O. assets. See also "PROPERTY CONTROL RECORDS."	3 fiscal years.
319	Inventory: Agency Records	This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may include documentation of transmittal of records to an offsite storage facility.	Retain until obsolete, superseded, or administrative value is lost.
351	Investigative Records: Inspector General	This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated or released by the Office of the Inspector General of any agency. The series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), <i>Florida Statutes</i> . See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."	5 anniversary years after final action.
278	Investment Records	This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. <i>These records may have archival value.</i>	10 fiscal years. <b>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</b>
352	Land Development and Planning Project Files	This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."	Permanent.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
403	Land Development and Planning Project Files: Denied/Abandoned Projects	This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."	20 anniversary years after project denied or abandoned.
404	Land Development and Planning Project Files: Preliminary Drawings/Drafts	This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are <b>not</b> brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."	10 anniversary years.
353	Land Development and Planning Studies and Reports	This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecast, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED" and "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS."	Permanent.
119	Legislation Records	This record series documents the development of legislation proposed by, and/or potentially impacting, an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. <b>These records may have archival value.</b>	Retain until obsolete, superseded, or administrative value is lost. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
253	License: Certificate of Competency Records	This record series consists of the "certificate of competency" license issued to licensed contractors by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to <i>Florida Statutes</i> , Sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."	3 fiscal years after the file is closed due to non-renewal and/or revocation of license.
254	License: Certificate of Competency Records (Temporary)	This record series consists of a "certificate of competency" license for a temporary licensed contractor, applying for a current certificate of competency issued by the "local governing authority's" jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to <i>Florida Statutes</i> , Sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."	1 anniversary year after expiration, revocation, or denial of license.
405	Lien Documentation Files	This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the <u>imposition or lifting of a lien by a government agency</u> .	5 fiscal years after satisfaction of lien.
27	Litigation Case Files	This record series consists of legal documents, notes, reports, background material, etc., created or received in preparing for, or engaging in, litigation of legal disputes. See also "FINAL ORDERS RECORDS," "OPINIONS: LEGAL," and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."	5 anniversary years after case closed or appeal process expired.
387	Lobbyist Registration Records	This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity, expense reports, and correspondence.	5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.
390	Local Government Mileage Reports	This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, <i>Florida Statutes</i> , to provide mileage data as part of their annual financial reporting. The report provides the number of miles of paved and unpaved roads within the corporate limits of the town.	5 fiscal years.



GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
354	Lost and Found Records	This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, detailed description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.	3 fiscal years.
47	Mail: Registered and Certified	This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."	1 fiscal year.
1	Mail: Undeliverable/Returned	This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. It does NOT include returned registered or certified mailings. <b>NOTE:</b> In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."	Retain until obsolete, superseded, or administrative value is lost.
29	Mailing/Contact Lists	This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, <i>Florida Statutes</i> , Purging of Publication Mailing Lists, must be updated and superseded every odd numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "POSTAGE/SHIPPING RECORDS."	Retain until obsolete, superseded, or administrative value is lost.
30	Management Surveys/Studies: Internal	This record series consists of raw data and work papers for surveys conducted by the agency to study management issues such as client/patron/employee satisfaction and service improvement. This may include survey/poll responses, tally sheets, suggestion box submissions, and other records related to the study of internal operations. This does not include reports prepared by consultants. The final compilation of the data may be produced as a report which may be scheduled under a different record series depending on the nature and depth of the survey/study (for instance, "FEASIBILITY STUDY RECORDS," "OPERATIONAL AND STATISTICAL REPORT RECORDS," or "PROJECT FILES" items).	1 calendar year after completion of data collection or release of report, whichever is later.
280	Maps: Originals	This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of the Court under Sections 177.111, 177.131, 177.132, or 337.2735, <i>Florida Statutes</i> , or with the State Land Office under Section 253.031, <i>Florida Statutes</i> . See also "SUBDIVISION PLANS."	Permanent.
212	Medical Records	This record series consists of routine health examination records <b>not</b> required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be part of the personnel file. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE" and "PERSONNEL RECORDS" items.	5 calendar years.
311	Medical Records: Veteran Services	This record series consists of, but is not limited to, duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans.	7 fiscal years after last discharge or last entry.
282	Micrographics: Quality Control Records	This record series consists of, but is not limited to, test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(i). <i>Florida Administrative Code</i> .	Permanent.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
406	Minority Appointment Reporting Records	This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, <i>Florida Statutes</i> , Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.	4 anniversary years.
169	Minority Business Certification Case Files	This record series consists of case files documenting women and minority owned companies that have applied to the agency for certification as a certified minority business enterprise as defined in Section 288.703, <i>Florida Statutes</i> , and in accordance with Section 287.0943, <i>Florida Statutes</i> , Certification of Minority Business Enterprises. The series may include, but is not limited to, application for certification; documentation verifying minority ownership and control of the business; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, <i>Florida Statutes</i> ; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."	3 fiscal years.
32	Minutes: Official Meetings	This record series consists of the official record of official meetings, defined in Section 286.011(1), <i>Florida Statutes</i> , as, "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items. This series does not include documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, reservations and confirmations, etc., which are covered by Administrative Support Records. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)," and	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
4	Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)	This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), <i>Florida Statutes</i> . See also "MINUTES: OFFICIAL MEETINGS" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."	2 anniversary years after adoption of the official minutes or certification of transcript.
123	Minutes: Official Meetings (Supporting Documents)	This record series consists of supporting documents for minutes and agendas generated by official meetings. These records provide information necessary for completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, roll call sheets and sign-in sheets for speakers. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," and "MINUTES: OTHER MEETINGS."	2 anniversary years after adoption of the official minutes or certification of transcript.
33	Minutes: Other Meetings	This record series consists of minutes and all supporting documentation from meetings which are not official meetings as defined in Section 286.011(1), <i>Florida Statutes</i> . <b>These records may have archival value.</b>	1 anniversary year after date of meeting. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
323	Municipal Court Docket Records	This record series consists of records docketing municipal court cases at any time until the elimination of municipal courts in 1975. Information typically includes individual's name, case number, charge, date, plea, verdict, and fine. There is no additional accumulation of these records; no audit requirements; no felony cases; and no legal, fiscal, administrative, or historical value.	Retain until obsolete, superseded, or administrative value is lost.
355	National Flood Insurance Program Records: Community Rating System	This series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program, which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include, but are not limited to, CRS certification forms, recertification and modification forms, flood insurance rate map determination forms, correspondence, and other related and supporting documentation. Local governments must recertify annually and undergo in-depth program review/verification every five years. See 44CFR, Emergency Management and Assistance.	Retain for duration of participation in program.
356	National Flood Insurance Program Records: Flood Mitigation Assistance Program Records	This series consists of records documenting federally funded flood mitigation projects to reduce the long-term risk of flood damage to structures insurable under the National Flood Insurance Program. Records document such projects as elevation and retrofit of insured structures; dry floodproofing of non-residential insured structures; acquisition of insured structures and real property; relocation or demolition of insured structures; and beach nourishment activities. Projects are conducted pursuant to 42 U.S.C. 4104c and d. See 44CFR, Emergency Management and Assistance.	Permanent.
357	National Flood Insurance Program Records: Floodplain Construction Authorization Records	This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.	Permanent.
34	News Releases	This record series consists of news releases distributed by the agency and/or received from other offices for informational purposes. See also "PUBLIC INFORMATION FILES" and "PUBLICATION PRODUCTION RECORDS." <b>These records may have archival value.</b>	90 days. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
283	Noise Exposure Measurement Records	This record series consists of studies and measurements of the noise levels to which employees are exposed by location or job classification. These documents may include incident reports, risk management assessments, and other necessary documentation demonstrating the possibility of exposure. Retention is pursuant to 29CFR1910.95(m)(3)(i), Occupational Noise Exposure – Recordkeeping - Record Retention.	2 anniversary years.
124	Operational and Statistical Report Records	This record series consists of daily, weekly, monthly, semi-annual, and annual narrative and statistical reports of office operations made within and between agency departments. It may also include activity reports demonstrating the productivity of individual employees or the work tasks completed for a period of time (daily, weekly, hourly, etc.). These are internal agency reports used by management to monitor or improve agency administration or for reference purposes when developing broader agency reports. These are not official annual reports that each agency is required to submit to its governing authority. See also "MANAGEMENT SURVEYS/STUDIES-INTERNAL" and "PROJECT FILES" items.	Retain until obsolete, superseded, or administrative value is lost.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
26	Opinions: Legal	This record series consists of written legal opinions issued by agency attorneys establishing policy or precedent and answering questions involving legal interpretation of Florida or federal law in relation to the agency's functions, responsibilities, and authority. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." <b>These records may have archival value.</b>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
125	Opinions: Legal (Supporting Documents)	This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." <b>These records may have archival value.</b>	3 fiscal years. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
228	Ordinances	This record series consists of county or municipal ordinances. Section 166.041(1)(a), <i>Florida Statutes</i> , defines "ordinance" as "an official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law." See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "ORDINANCES: SUPPORTING DOCUMENTS," "PROCLAMATIONS," and "RESOLUTIONS." <b>These records may have archival value.</b>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
229	Ordinances: Supporting Documents	This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions, etc. See also "ORDINANCES." <b>These records may have archival value.</b>	5 anniversary years after adoption of ordinance. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
126	Organization Charts	This record series consists of organizational charts that show lines of authority and responsibility agency wide, within and between the various departments of the agency. See also "DIRECTIVES/POLICIES/PROCEDURES." <b>These records may have archival value.</b>	Retain until obsolete, superseded, or administrative value is lost. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
127	Parking Decal/Permit Records	This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation. See also "VEHICLE RECORDS" and "ACCESS CONTROL RECORDS."	2 fiscal years after expiration or cancellation of parking privileges.
407	Passport Records: Daily	This record series consists of daily reports of persons applying for passports. Records may include such information as applicant's name, amount paid, and receipt number. The series may also include copies of transmittal records that are prepared and sent with completed applications when mailing to the Passport Agency.	5 fiscal years.
395	Payment Card Sensitive Authentication Data	This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 1.2, October 2008 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) associated PIN track.	Destroy immediately upon completion of transaction.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
385	Payroll Records: Court-Ordered Garnishment	This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, <i>Florida Statutes</i> , Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.	5 fiscal years after file becomes inactive.
129	Payroll Records: Deduction Authorizations	This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care, etc. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."	5 fiscal years after final action.
183	Payroll Records: Ledgers/Trial Balance Reports	This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.	5 fiscal years.
214	Payroll Records: Not Posted	This record series consists of any payroll records, in any format, <b>not posted to an employee's retirement plan</b> (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.	50 calendar years.
35	Payroll Records: Posted	This record series consists of any payroll records, in any format, <b>posted to the employee's applicable retirement plan</b> (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.	5 fiscal years.
195	Payroll Records: Supporting Documentation	This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.	5 fiscal years.
358	Pension Records: Plan/Fund	This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.	5 fiscal years.
359	Pension Records: Retirees	This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see "PAYROLL RECORDS" items.	5 fiscal years after final payment.
408	Performance/Maintenance/Surety Bond Records	This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects. The bonds can be "cashed in" if the work is not complete or satisfactory. Once the work is completed satisfactorily, the bond is returned to the contractor or developer. The series may include, but is not limited to, bond release letters which let the contractor or developer know the bond is released, and return letters which accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/AGREEMENTS items.	5 fiscal years after release, return or expiration of bond.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
286	Permits: Building	This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See Chapters 125 and 166, <i>Florida Statutes</i> , regarding local government permitting authority; Section 553.79, <i>Florida Statutes</i> , Permits; applications; issuance; inspections; Section 95.11(3)(c), <i>Florida Statutes</i> , Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. <b>NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.</b> See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS:	10 anniversary years.
284	Permits: Confined Space Entry	This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems that are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR1910.146(e-f), Permit-Required Confined Spaces – Permit	1 anniversary year after cancellation of permit.
287	Permits: Mining (Local Government)	This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by Chapters 125 and 163, <i>Florida Statutes</i> . The series may include, but is not limited to, applications and supporting documents submitted by the mining company to the local development department for review as may be required by local ordinance. Supporting documentation may include such records as: copies of the application; legal description including total acreage; copy of proof of ownership; consent of owner/mortgagees; aerial maps; Master Mining Plan Approval (MAMPA); Mining Operation Plan Approval (MOPA); modifications to MOPAs and MAMPAs; environmental assessment; list/copy of previous permits if applicable; list of property owners within a specific range of proposed mining site; signed agreement of access (variances); public hearing notices; meeting agendas of applicable governing board(s); correspondence; monthly blasting reports; and annual inspection reports.	1 anniversary year after expiration, revocation, or denial of Certificate of Approval.
288	Permits: Signs (Local Government)	This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by Chapters 125 and 166, <i>Florida Statutes</i> , and in accordance with sign permitting provisions of Chapter 479, <i>Florida Statutes</i> (see especially Section 479.07(3)(b), <i>Florida Statutes</i> ). Included in this series are the applications and supporting documents.	3 fiscal years.
360	Permits: Special Event/Temporary Street Closure (No Permitting Fee)	This record series consists of applications for, and approvals and disapprovals of, permits for special events, including but not limited to, temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs, when no permitting fee is required.	1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
361	Permits: Special Event/Temporary Street Closure (Permitting Fee)	This record series consists of applications for, and approvals and disapprovals of, permits for special events, including but not limited to, temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs when a permitting fee is required.	5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
362	Permits: Tree Removal (No Permitting Fee)	This record series consists of applications for, and approvals and disapprovals of, permits for special events, including but not limited to, temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs when a permitting fee is required.	1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
363	Permits: Tree Removal (Permitting Fee)	This record series consists of applications for, and approvals or denials of, permits for removal of trees when a permitted fee is required. The series may include, but is not limited to, applications, site/landscaping plans, maps, correspondence, and other related records.	5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
19	Personnel Records: Florida Retirement System	This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Section 110.201, <i>Florida Statutes</i> , and Rule 60L-30, <i>Florida Administrative Code</i> , require state agency personnel officers to institute uniform personnel rules and procedures, and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other	25 fiscal years after separation or termination of employment.
162	Personnel Records: Non-Florida Retirement System (Local Government)	This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.	50 fiscal years after separation or termination of employment.
66	Personnel Records: OPS/Volunteer/Intern/Temporary Employment	This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, <i>Florida Statutes</i> , and Rule 60L-30, <i>Florida Administrative Code</i> , require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF	3 fiscal years after separation or termination of employment.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
378	Personnel Records: Supplemental Documentation	This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.	5 fiscal years.
202	Petty Cash Documentation Records	This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "DISBURSEMENT RECORDS: DETAIL" and "RECEIPT/REVENUE RECORDS: DETAIL."	5 fiscal years.
38	Position Description Records	This record series documents the specifically assigned duties and responsibilities for a particular position including, but not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."	2 anniversary years after superseded.
133	Postage/Shipping Records	This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."	3 fiscal years.
320	Probation Records	This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).	5 calendar years after case closed.
142	Proclamations	This record series consists of a governing body's proclamations calling attention to issues of current significance or honoring groups, individuals, or past events, such as a proclamation declaring "Water Conservation Month," "Law Enforcement Appreciation Week," or "Emancipation Proclamation Day." The series may also include, but is not limited to, correspondence, memoranda, public input, sample proclamations, drafts, and letters of support. See also "CHARTERS/AMENDMENTS/BYLAWS/ CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "RESOLUTIONS." <b>These records may have archival value.</b>	2 calendar years after date of issuance. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>



GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
136	Project Files: Capital Improvement	This record series documents capital improvement projects in progress and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."	10 fiscal years after completion of project.
137	Project Files: Federal	This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. <b>NOTE:</b> Check with applicable agency and/or the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "GRANT FILES: RECIPIENT," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."	5 fiscal years after completion of project.
138	Project Files: Non-Capital Improvement	This record series documents projects in progress and/or project proposals which may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."	5 fiscal years after completion of project.
291	Project Files: Operational	This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.	3 fiscal years.
139	Promotion/Transfer Records	This record series consists of applications for promotion or transfer within the agency, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items	4 calendar years after selection is finalized or confirmed.
222	Property Control Records	This record series documents all property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer's serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."	Retain until completion of the next physical inventory after the equipment leaves service.
41	Property Transfer Records	This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplus, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."	1 fiscal year provided a physical inventory has been released.
326	Protected Health Information Access Provider Records	This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to protected health information. The records are required HIPAA documentation per 45CFR164.524(e). Retention is pursuant to 45CFR164.530(i)(2). See also "HIPAA" items	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
327	Protected Health Information Amendment Request Provider Records	This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for amendment of protected health information. The records are required HIPAA documentation per 45CFR164.526(f). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
328	Protected Health Information Disclosure Records	This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b) and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.530(i)(4) and 164.530(i)(2). See also "HIPAA" items.	6 anniversary years from date of disclosure.
329	Protected Health Information Privacy Practices Records	This record series consists of a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information. The series can also include revisions to policies and procedures and any correspondence relating to the policies or their revision. The records are required HIPAA documentation per 45CFR164.528(j). Retention is pursuant to 45CFR164.530(i)(2). See also "HIPAA" items.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
330	Protected Health Information Privacy Practices Violation Records	This record series consists of records of all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45CFR164.530(d) and 164.530(e). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
389	Public Depositor Annual Report Records	This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DI4-1009 or equivalent DOR form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), <i>Florida Statutes</i> , Requirements for public depositors; notice to public depositors and governmental units; loss of protection. Pursuant to Rule 69C-2.032, <i>Florida Administrative Code</i> , Execution of Forms, Proof of Authorization, this series may also include documentation of authorization to execute this report. Documentation of authorization may include copies of minutes of board meetings, minutes of meetings of the public depositor, and other documents.	5 fiscal years.
128	Public Information Files	This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, etc. The series may include, but is not limited to, speeches (including outlines, speaking points, and drafts), photographs or other illustrations used in agency publications or displays, and examples of brochures, handouts, or other items meant for public distribution. <b>NOTE:</b> Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS."	90 days. <b>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</b>
238	Public Program/Event Records	This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, and audio and/or video recordings. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency. See also "Registration RECORDS: Events."	5 fiscal years after completion of contract or program/event, whichever is later.
198	Publication Production Records	This record series consists of records used to generate publications such as catalogs, pamphlets, leaflets, and other media items. The series may include, but is not limited to, rough, blue lined, camera-ready, and final copies, as well as illustrations (e.g., cropped photographs). See also "NEWS RELEASES" and "PUBLIC INFORMATION FILES."	Retain until receipt of final, published copy.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
392	Public Records Exempt Status Notification and Redaction Requests	This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under Sections 119.071 (general exemptions), 493.6122 (private investigative, private security, and repossession services), and 741.465 (domestic violence victims), <i>Florida Statutes</i> , and other applicable sections; and redaction requests to Clerks of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.	Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is sooner.
42	Purchasing Records	This record series consists of copies of purchase orders which are retained by the originating office while another is sent to the Purchasing/Business Office and the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions sent by the originating office to supply, purchasing, graphics, duplicating, or other sections for action; copies of receiving reports; and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "DISBURSEMENT RECORDS: DETAIL."	5 fiscal years.
292	Radio Logs	This record series consists of a log recording the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller. These logs may be used in regards to police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."	1 fiscal year.
293	Rain Checks	This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide date rain check was issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.	3 fiscal years.
364	Real Property Records: Condemnation/Demolition	This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned, including demolition orders, inspection reports, notices to property owners, and copies of any related court documents.	5 anniversary years after final action.
172	Real Property Records: Property Acquired	This record series consists of documents pertaining to real property acquired by a government agency. The series may include agency property deeds, appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."	3 fiscal years after agency's final disposition of property.
164	Real Property Records: Property Not Acquired	This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."	3 fiscal years.
365	Receipt/Revenue Records: Detail	This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. Retention is based on Section 95.11(2), <i>Florida Statutes</i> , Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."	5 fiscal years.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
366	Receipt/Revenue Records: Summary	This series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation. See also "RECEIPT/REVENUE RECORDS: DETAIL."	10 fiscal years.
45	Records Disposition Documentation	This record series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), <i>Florida Administrative Code</i> , which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and	Permanent.
322	Records Management Compliance Statements	This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-compliance with Florida's public records management statutes and <i>Florida Administrative Code</i> rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), <i>Florida Administrative Code</i> , which requires that, "Each agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." See also "RECORDS DISPOSITION DOCUMENTATION" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."	1 fiscal year.
68	Records Retention Schedules: Agency Specific	This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B-24.003(1)-(8), <i>Florida Administrative Code</i> , Section 119.021(2)(a), <i>Florida Statutes</i> , and Section 257.36(6), <i>Florida Statutes</i> . See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."	Permanent.
295	Records Retrieval/Reference Records	This record series documents the retrieval and refile of records stored in a records management or archival facility. The series may include, but is not limited to, reference and records retrieval and refile requests/work orders and pull slips and/or "out cards." The records may indicate name of requesting party; specific records retrieved; date of retrieval and/or delivery to requesting party; by whom retrieved/delivered; date records returned/refiled and by whom; and any additional information, such as if anything was missing.	Retain until obsolete, superseded, or administrative value is lost.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
296	Registration Records: Events	This record series consists of registration information for events such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events for which the public can register to participate or attend. The series may include completed registration forms providing such information as registrant's name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical release, and liability release. The series may also include other documentation such as sign in/out forms, parent/guardian authorizations, etc. See also "PUBLIC PROGRAM/EVENT RECORDS."	5 fiscal years.
297	Resolutions	This record series consists of formal expressions of opinion, intention, or decision by a governing body concerning administrative matters before the governing body or relating to the governing body's areas of responsibility. See also "RESOLUTIONS: SUPPORTING DOCUMENTS," "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "PROCLAMATIONS." <b>These records may have archival value.</b>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
143	Resolutions: Supporting Documents	This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/ PROCEDURES" and "RESOLUTIONS."	3 calendar years after date of resolution.
298	Respirator Fit Testing Records	This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators, "in any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1)). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection - Recordkeeping.	Retain until the next fit test is administered <u>OR</u> 4 anniversary years after separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.
388	Revenue Sharing Applications	This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), <i>Florida Administrative Code</i> , State Revenue Sharing, Administration. Refer to Chapter 218, Part II, <i>Florida Statutes</i> , Revenue Sharing Act of 1972	5 fiscal years.
409	Right-of-Way Permit Records: Permanent Use	This record series consists of permits issued for permanent construction in or use of the right of way. Permits may be issued for performance of construction or installation of underground electric, gas, cable television, telephone lines and other long term or permanent usage of the right of way. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; a copy of the permit; inspection report; start work notice; and other related documentation.	Permanent.
410	Right-of-Way Permit Records: Temporary Use	This record series consists of permits issued for temporary usage of the right of way. Temporary right of way usage may include, but is not limited to, the placement of heavy equipment for construction or building maintenance and temporary commercial dumpsters. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; a copy of the permit; inspection report; start work notice; and other related documentation.	5 fiscal years.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
367	Rule Development Files	This record series documents the development and approval process for <i>Florida Administrative Code</i> rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and research materials used in developing the rule; Florida Administrative Weekly notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the <i>Florida Administrative Code</i> . Retention is pursuant to Section 120.54(8), <i>Florida Statutes</i> .	Retain as long as rule is in effect.
49	Salary Comparison Reports	This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." <b>These records may have archival value.</b>	1 fiscal year. <b>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</b>
240	Salary Schedules	This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." <b>These records may have archival value.</b>	10 fiscal years. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
368	Sales/Use/Local Option Tax Records	This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, <i>Florida Statutes</i> . Tax On Sales, Use, And Other Transactions.	5 fiscal years.
369	Security Screening Records	This record series consists of records documenting security screenings/background checks conducted on individuals who are <b>not employees or candidates for employment</b> (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. <b>NOTE: Public schools</b> must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and	2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.
300	Signature Authorization Records	This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS"	1 fiscal year after obsolete or superseded.
411	Social Media Account Authorization Records	This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.	1 anniversary year after superseded or employee separates from employment.
144	Social Security Controlled Summary Records	This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items	4 calendar years after due date of tax.
370	Spam/Junk Electronic Mail Journaling Records	This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.	Retain until obsolete, superseded, or administrative value is lost.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
371	Staff Administration Records	This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.	Retain until obsolete, superseded, or administrative value is lost, then offer to personnel/human resources office before disposition.
372	State Meritorious Service Awards Program Files	This record series consists of data relating to the defunct State Meritorious Service Awards Program. Files may contain employee suggestion forms (Form DMS/EPE.AWP01), evaluations, adoption forms, Superior Accomplishment nomination forms, payment records, and copies of summary information submitted to the Department of Management Services for the Annual Workforce Report (Form DMS/EPE.AWP02). These records are no longer being created.	3 calendar years.
412	Storage Tank Records	This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, <i>Florida Statutes</i> , Pollutant Discharge Prevention and Removal; Rule 62-761, <i>Florida Administrative Code</i> , Underground Storage Tank Systems; and Rule 62-762, <i>Florida Administrative Code</i> , Aboveground Storage Tank	Retain for life of tank.
301	Subdivision Plans	This record series consists of preliminary, final, and as-built construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. The plans/drawings are reviewed to ensure compliance with codes and ordinances. Any proposed construction involving state right of way is also reviewed by the Department of Transportation. The plans/drawings may depict conceptual as well as precise measured information essential for the planning and construction of subdivisions. The series may also include, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "ENGINEERING RECORDS: INFRASTRUCTURE."	Permanent.
373	Subject/Reference Files	This record series may contain copies of correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by an agency or program unit. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." <b><i>These records may have archival value.</i></b>	Retain until obsolete, superseded, or administrative value is lost. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
374	Subpoenas	This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.	1 anniversary year after compliance date specified in subpoena.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
386	Sunshine State One-Call of Florida Records	This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), <i>Florida Statutes</i> . Refer to Chapter 556, <i>Florida Statutes</i> , Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.	Retain until obsolete, superseded, or administrative value is lost.
302	Surveillance Recordings	This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.	30 days.
303	Surveys: Aerial	This record series consists of aerial survey records which include, but are not limited to, negatives, prints, and supporting documentation.	Permanent.
304	Tax Exemption Application Files: Ad Valorem (Economic Development)	This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, <i>Florida Statutes</i> , Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.	5 fiscal years.
28	Telephone Call Records	This record series consists of documentation of long distance telephone calls, cellular phone calls, or facsimiles (faxes), maintained in order to reconcile with telephone service bills/invoices. <u>The series does not include telephone messages.</u>	1 fiscal year.
305	Tourist Development Tax Collection Records	This record series consists of documents relating to the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration and living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months or less. Refer to Section 125.0104, <i>Florida Statutes</i> , Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, <i>Florida Statutes</i> , Statute of Limitations on actions to collect taxes.	5 fiscal years.
413	Tourist Development Tax Application/Registration Records	This record series consists of applications or registrations for a tourist development tax account from hotels, motels, or other businesses providing rentals for a term of six months or less. The applications/registrations are received by certain counties that require those businesses to collect a tourist development tax as authorized by Section 125.0104, <i>Florida Statutes</i> , Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, <i>Florida Statutes</i> , Statute of Limitations on actions to collect taxes.	5 fiscal years after account no longer active.



GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
306	Traffic Accident Reports	This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.	4 calendar years.
147	Training Material Records	This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. <b>These records may have archival value.</b>	Retain until obsolete, superseded, or administrative value is lost. <i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
146	Transitory Messages	This record series consists of records that are created primarily to communicate information of short-term value. <b>“Transitory” refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it.</b> Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or	Retain until obsolete, superseded, or administrative value is lost.
52	Travel Records	This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances. Copies of supporting documents such as itineraries, etc. may also be included. See also <b>“DISBURSEMENT RECORDS: DETAIL ”</b>	5 fiscal years.
375	Truth-In-Millage (TRIM) Compliance Files	This series documents each local taxing authority’s compliance with Florida’s Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance; public hearing agendas and/or minutes; ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to	5 fiscal years.
309	Unclaimed Property Records	This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, <i>Florida Statutes</i> , for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), <i>Florida Statutes</i> , Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.	5 anniversary years after the property becomes reportable.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
149	Unemployment Compensation/Reemployment Assistance Tax Records	This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, <i>Florida Administrative Code</i> , Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), <i>Florida Statutes</i> , which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."	5 fiscal years.
78	Vehicle Accident Records	This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), <i>Florida Statutes</i> . See also "INJURY RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."	4 anniversary years.
414	Vehicle Locator Records	This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.	30 days.
154	Vehicle Records	This record series consists of records documenting each vehicle owned by the agency, including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."	1 anniversary year after disposition of vehicle.
97	Vendor Files	This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.	3 fiscal years.
243	Verification Records: Attendance/Employment/ Enrollment	This record series consists of written responses to requests for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.	90 days.
54	Visitor/Entry Logs	This record series consists of records documenting visitors' and employees' entry into an agency's building or other facility. The log might require a time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."	30 days.
156	Vouchers: Federal Project Paid	This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."	5 fiscal years after completion or termination of project.

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
376	Whistle Blower Investigative Records	This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency. The record series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), <i>Florida Statutes</i> . See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." <b><i>These records may have archival value.</i></b>	5 anniversary years after case closed or conclusion of any litigation that may ensue. <b><i>State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.</i></b>
141	Work Orders	This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order includes dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."	3 fiscal years.
289	Work Schedules	This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of <del>work assignment, and anticipated starting and ending times.</del>	1 fiscal year after obsolete or superseded.
55	Workers' Compensation Records	This record series documents employee injuries or illness where a Workers' Compensation claim is made. The series consists of the first report of injury forms and any other employer's reports including, but not limited to, Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY RECORDS."	5 calendar years.
312	Zoning Variance Records	This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.	Permanent.

## Wildlife Signs

The wildlife caution signs are being installed at this time. They have received rave reviews from the residents; many of whom were made very uncomfortable by the incident at Disney and resulting press.

There are two types of wildlife warning signs:

- The first is an add-on to the “no swimming, no fishing, boating” signs that are already in place.
- The other is a stand-alone sign placed in sensitive or frequented locations such as the bench placed on the CDD landscape tract in front of the Compton pond seen in the picture to the right.



In speaking with callers, staff has learned that many residents (or possibly they are visitors) are very casual about approaching the ponds, even allowing children and pets go right to the water's edge. Hopefully these signs will serve to make them aware of what might be lurking in the waters.



In addition protected species signs are being installed along the perimeter of Oak Park - the site of the gopher tortoise preserve and home to quite a few some blue indigo snakes.

Allegedly they are easily seen.....staff passed on viewing them although the FWC ranger assured everyone that they were harmless- *just beautiful*.

The final phase, the placement of “no hunting” signs along Amberly is scheduled for next week, just in advance of the hunting season.

## NPDES Citizen Education Tampa Palms- Protected Species and Areas

The Tampa Palms NPDES permit includes a substantial *citizen information, involvement and education element*. Demonstrating activity in this area is difficult to accomplish. Staff has previously used Boy Scout projects and newsletter articles as the main vehicles. This year a “*Guide To Protected Species of Wildlife*” is being added to the Tampa Palms web site to assist in meeting the requirements.

One of the primary thrusts of the NPDES program nationwide is the protection of the waters of this country for the express purpose of protecting the waters for human consumption and for the wildlife, especially the endangered wildlife.

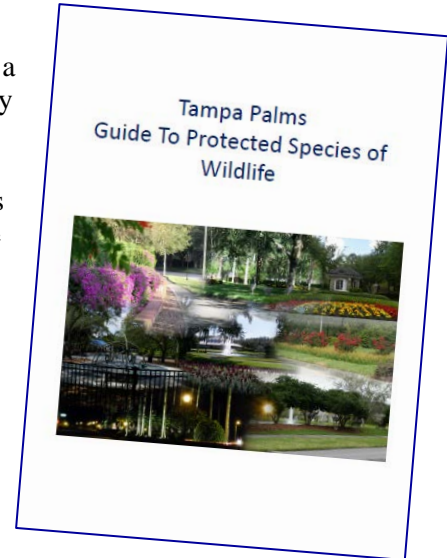
Tampa Palms, unlike most urban NPDES permittees, is home to a considerable number of species that are either endangered, federally protected or State monitored as “at risk”.

Staff has put together a booklet describing the protected species present in Tampa Palms. The booklet utilizes information made available through from the Florida Fish and Wildlife Conservation Commission.

The booklet is available online and will be mentioned in an upcoming newsletter. The number of online accesses to the booklet can be tracked and reported.

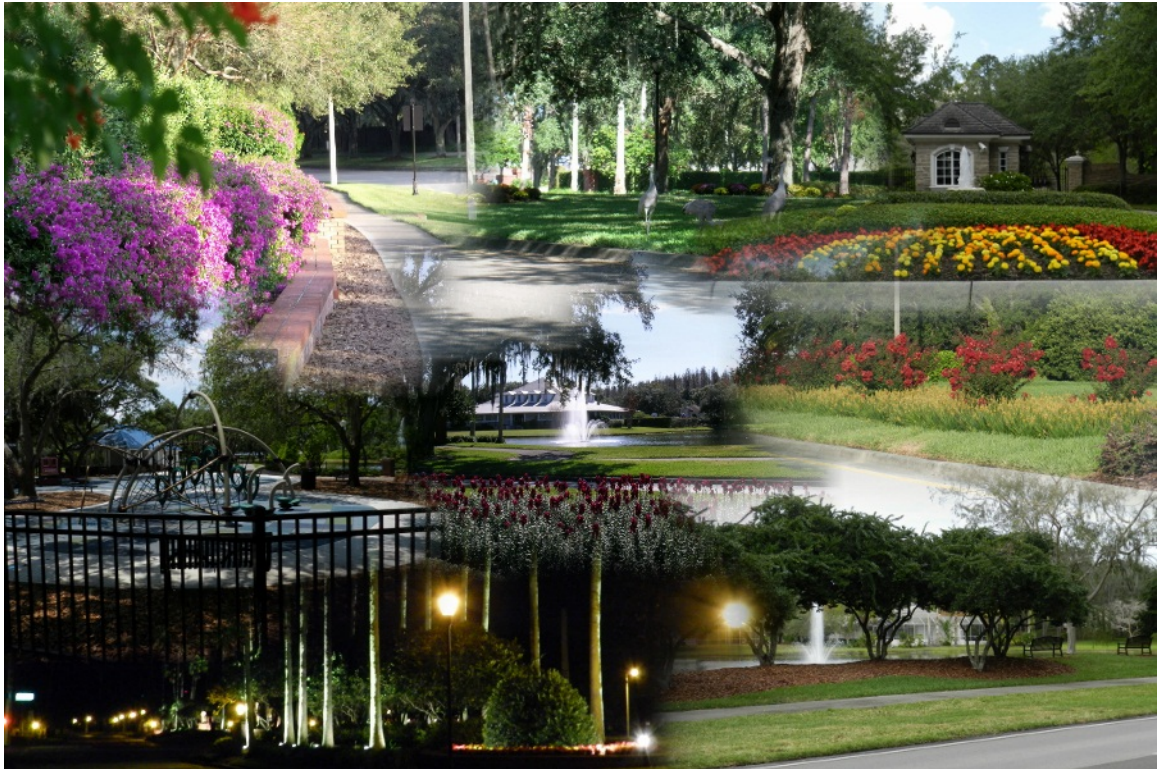
This booklet has also been provided to Tampa Palms Elementary School for their use.

The booklet follows.



# Tampa Palms

## Guide To Protected Species of Wildlife



## INTRODUCTION:

The Tampa Palms community (the TPOA and CDD) maintains a robust program to protect the waters of the State of Florida and does so under a NPDES Municipal Separate Storm Sewer Systems (NPDES MS4) permit which is administered by the Fla DEP.

The purpose of these protections of the public waters and environments is in part to safeguard the many species of wildlife present in the Tampa Palms area, particularly those which are endangered.

In the following pages the protected wildlife species that live in the Tampa Palms area are described. Currently a total of 20 species are reported to live in or around Tampa Palms, based on distribution information provided by the Florida Natural Areas Inventory. This guide is divided into three sections consisting of birds, mammals, and reptiles/amphibians. Thirteen of these species are more likely to be seen or heard than others in Tampa Palms so the common name for these species has been highlighted in yellow at the top of the page. The remaining seven species may not be seen due to habitat requirements, their timid nature, or they are nocturnal or fossorial (spending the majority of their time underground).

This information is taken from the Florida Fish and Wildlife Conservation Commission (FWC) which maintains the state list of animals designated as:

- Federal Endangered,
- Federal Threatened,
- Federal Threatened due to similarity of appearance,
- State Threatened, or State Species of Special Concern.

Species listed as Endangered or Threatened at the federal level and also on the state list of imperiled species are now listed as Federal Endangered and Federal Threatened on the state list. Species not on the federal list but at risk of extinction are listed as State Threatened.

Each wildlife species is described on two pages. The first page provides information on the species status, description, a Florida distribution map (distribution shown in yellow), and a picture(s). The second page includes similar species, habitat, and management techniques. The similar species section describes other animals that may look similar to the species in question. This section can be helpful in identifying the different wading birds.

**Remember, these species are protected under federal and/or state law and regulations. As such, they should not be handled, harmed, harassed, disturbed, or killed. Violations of the Endangered Species Act, Bald and Golden Eagle Protection Act, Migratory Bird Treaty Act, or State Wildlife Code are punishable under law.**

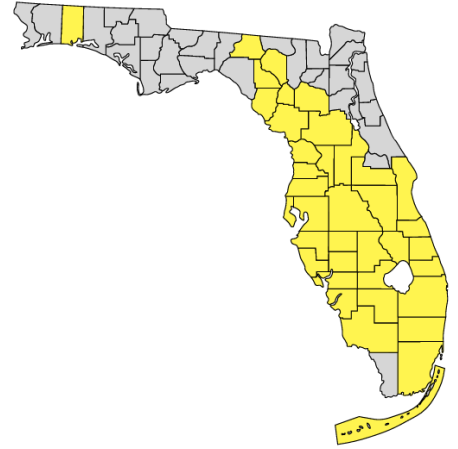
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# Protected Bird Species In Tampa Palms





## FLORIDA BURROWING OWL

*Athene cunicularia floridana*

**Order:** Strigiformes  
**Family:** Strigidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Small, ground-dwelling owl with long legs, white chin stripe, round head, and stubby tail. Adults are boldly spotted and barred with brown and white. Juveniles are plainer above with less spotting, and buffy below with little or no brown barring. Will often dig their own burrow and, prior to egg laying, will line burrow and entrance with various materials (e.g., grass clumps, palm fronds). After eggs are laid, entrance chamber is further adorned with more decorative and visible objects, such as paper scraps, plastics, tin foil, mirrors, graduation tassels, cigarette butts, and other non-natural materials.

**Similar Species:** Not likely to be confused with other owl species. Differs from western subspecies in having darker upper parts with less buffy brown and whiter spotting.

**Habitat:** High, sparsely vegetated, sandy ground. Natural habitats include dry prairie and sandhill. Makes extensive use of ruderal area such as pastures, airports, ball fields, parks, school grounds, university campuses, road right-of-ways, and vacant spaces in residential areas.

**Seasonal Occurrence:** Predominately non-migratory; maintains home ranges and territories while nesting.

**Florida Distribution:** Largest populations occur in southwest and southeast Florida. Depending on habitat availability, small, patchily distributed populations occur in the Florida Keys and along the

interior ridges of Florida from Highlands County to Madison County. A single disjunct population occurs at Eglin Air Force Base in Okaloosa County.

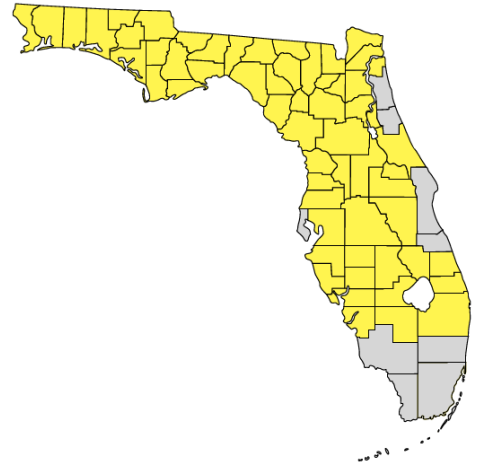
**Range-wide Distribution:** Resident in Florida and the Bahamas.

**Conservation Status:** Human activities have increased range in Florida but have exposed owls to additional threats. Largest concentrations of owls now reside in ruderal grasslands and lawns of residential and industrial areas. One of the largest populations is in Cape Coral, a large development in Lee County. Intensive cultivation and development of grasslands pose major threats. Permits for legal “take” of burrows are also a concern. Human harassment (generally by children), predation by domestic animals, and vehicle collisions take a toll on urban birds. Predation by fire ants is also implicated in owl mortality.

**Protection and Management:** Educate residents in developments and owners of industrial or farm lands where owls occur to help limit harassment. Maintain optimum condition of natural and ruderal sites where owls occur; will likely require fire in natural areas and mowing in ruderal areas. Establish buffer zones and development plans that consider the needs of the owl, which may allow them to persist under otherwise precarious circumstances. Studies in Cape Coral showed owls appeared to prefer sites with between 25 and 75 percent of developable lots occupied.

**Nesting Season:** February 15 – July 15

**Selected References:** Bowen 2000, Poole and Gill (eds.) 1993, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Wood 2001.



## **SOUTHEASTERN AMERICAN KESTREL**

*Falco sparverius paulus*

**Order:** Falconiformes  
**Family:** Falconidae  
**Federal Status:** Migratory Bird  
**FL Status:** State Threatened  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Smallest falcon in U.S. and similar in size to the familiar mourning dove (*Zenaida macroura*). Sexes distinctive: male has blue-gray wings, while female is larger and has more uniformly rufous back and wings. Both sexes have a mustached black-and-white facial pattern with strong perpendicular lines extending below eye and near ear, and a black band at base of rufous tail. Falcons in general have long, pointed wings and long tails, similar to doves. The alarm call, given frequently in flight, is *killy, killy, killy*.

**Similar Species:** The merlin (*Falco columbaris*), another falcon occurring in Florida, is larger and lacks the rufous back and tail. The sharp-shinned hawk (*Accipiter striatus*) has rounded wings and also lacks the rufous tail and back. Both the merlin and sharp-shinned hawk are generally not found in Florida during summer (May – early September).

**Habitat:** Occurs in open pine habitats, woodland edges, prairies, and pastures throughout much of Florida. Availability of suitable nesting sites is important during the breeding season. Nest sites are cavities in tall dead trees or utility poles generally with an unobstructed view of surroundings. Sandhill habitats seem to be preferred, but may also occur in flatwoods settings. Open patches of grass or bare ground are preferred in flatwoods settings, since thick palmettos prevent detection of prey.

**Seasonal Occurrence:** Occurs throughout Florida year-round, but seasonal occurrence is complicated by arrival of northern migrants in winter. The subspecies that breeds in Florida is listed, but northern migrants are not listed. Northern migrants generally arrive in September and depart by March, but there are records outside of these dates. All birds found in the breeding season (January – early September) should be assumed to be the listed subspecies.

**Florida Distribution:** Wintering birds occur throughout Florida (including the Keys), but the breeding subspecies is non-migratory and most common in peninsular Florida, rare in the panhandle. Breeding subspecies appears to no longer occur in former nesting areas in south Florida (Miami-Dade County).

**Range-wide Distribution:** The species occurs throughout most of North and South America, but the listed subspecies is restricted to the southeastern U.S., occurring from Louisiana east to South Carolina and south through the Florida peninsula.

**Conservation Status:** Population trends cannot be determined from available survey programs. Natural nesting and foraging habitats have certainly declined, as sandhill and open flatwoods habitats are converted to intensive agricultural lands and residential development. Pasture lands may be used by the breeding species but often lack snags used for nesting sites.

**Protection and Management:** A key habitat feature necessary for breeding is a suitable cavity tree. Kestrels are secondary cavity nesters that depend upon cavities that are usually excavated in large pines and, less frequently, oaks by species of woodpeckers. Manage for dead tree snags on public lands. Nest-box programs have been used to augment populations in many areas. Protect large blocks of natural habitats with snag trees; open fields and pastures also are needed to provide adequate foraging habitat.

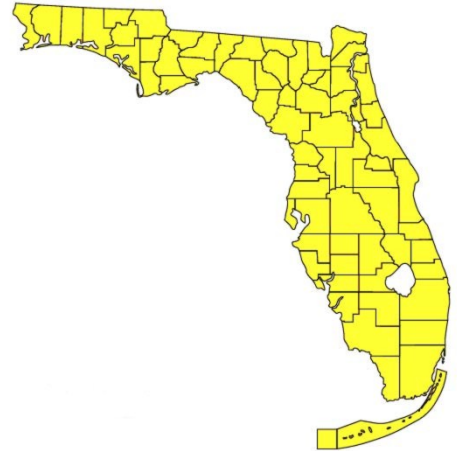
**Nesting Season:** January – early August with most of the nesting occurring from mid-March through early June.

**Selected References:** Loftin 1992, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Stys 1993, Wood et al. 1988, Wood 2001.

## BALD EAGLE

*Haliaeetus leucocephalus*

**Order:** Falconiformes  
**Family:** Accipitridae  
**Federal Status:** Migratory Bird  
**FL Status:** Migratory Bird  
**Legal Protection:** The Bald and Golden Eagle Protection Act, Migratory Bird Treaty Act and state Wildlife Code generally prohibit the disturbance, harassment, harm or take of eagles, their nest, or eggs.



**Description:** Adult has white head, white tail, and large, bright yellow bill; other plumage is dark. Immature eagles are dark with variable amounts of light splotching on body, wings, and tail; head and bill are dark. Wings are broad and wide and held horizontally in flight, presenting a flat profile when soaring and gliding. Bald eagles fly with slow, powerful wing-beats.

**Similar Species:** The eagle's size and lack of white in wings should help differentiate it from the crested caracara (*Caracara cheriway*; see species account) when seen at a distance in flight. The caracara also

has a white head. Flattened aspect of the eagle's wings is unlike the teetering, V-shaped flight of the turkey vulture (*Cathartes aura*).

**Habitat:** Most commonly includes areas close to coastal areas, bays, rivers, lakes, or other inland bodies of water that provide concentrations of food sources, including fish, waterfowl, and wading birds. Usually nests in tall trees (primarily live pines) that provide clear views of surrounding area. Eagles nest in crowns of mangroves and even on the ground in Florida Bay, where there are few predators and few tall trees for nesting.

**Seasonal Occurrence:** Adults are non-migratory, remaining as year-around residents, but juveniles and sub-adult birds may migrate north in summer and may range as far as Canada but return to natal areas in Florida to breed and nest as adults. Also, some birds from northern populations migrate to northern Florida in winter.

**Florida Distribution:** Florida supports the largest breeding population of any state outside of Alaska. The eagle breeds throughout most of peninsular Florida and the Keys, mainly along the coast in eastern panhandle, and is rare in western panhandle. Greatest concentrations of nesting eagles occur around Lake Kissimmee in Polk and Osceola counties; around Lake George in Putnam, Volusia, and Lake counties; lakes Jessup, Monroe, and Harney in Seminole and Volusia counties; along Gulf coast north of Tampa and southwest Florida; and in Florida Bay.

**Conservation Status:** Historic population in Florida occurred throughout the state and likely numbered over 1,000 breeding pairs. Population declined sharply after late 1940s, reaching a low of 88 documented active nests in 1973, and by 1978 was considered rare as a breeder. Use of the pesticide DDT and related compounds are chief causes of their decline. Numbers have steadily increased, especially since 1989. The recovery goal of 1,000 breeding pairs in Florida was met by the late 1990s and the nesting population currently is estimated near 1,400 pairs. Protection of nesting sites remains a management priority.

**Protection and Management:** The bald eagle is protected by the USFWS under provisions of the Bald and Golden Eagle Protection Act (BGEPA) and the Migratory Bird Treaty Act (effective August 9, 2007). Recovery goals have been achieved for this species; therefore, the bald eagle is no longer listed or protected as a "threatened" species under the Endangered Species Act of 1973, as amended. The USFWS has implemented National Bald Eagle Management Guidelines (May 2007) to assist private landowners and others plan land-use activities in proximity to active bald eagle nests by measures that will minimize the likelihood of causing "disturbance" to nesting bald eagles, as defined under the BGEPA. The FWC also removed the bald eagle from classification and protection as a "threatened" species under Florida Rule and implemented a Florida Bald Eagle Management Plan (Florida Plan) (effective May 9, 2008). The Florida Plan includes Florida Bald Eagle Management Guidelines and permit provisions.

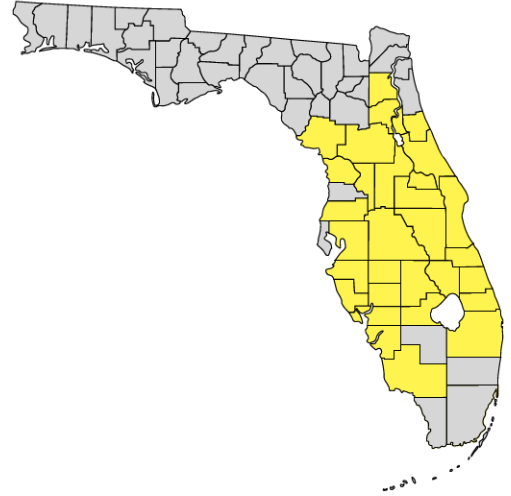
**Nesting Season:** October 1 – May 15.

**Selected References:** FFWCC 2001, Kale (ed.) 1978, Poole and Gill (eds.) 2000, Robertson and Woolfenden 1992, Rodgers et. al. (eds.) 1996, Stevenson and Anderson 1994, Wood 2001.

## FLORIDA SCRUB-JAY

*Aphelocoma coerulescens*

**Order:** Passeriformes  
**Family:** Corvidae  
**Federal Status:** Threatened  
**FL Status:** Federal Threatened  
**Legal Protection:** U.S. Endangered Species Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Similar in size and shape to the familiar blue jay (*Cyanocitta cristata*). Crestless head, nape, wings, and tail are pale blue, and the back and belly are pale gray. Juveniles have fluffy brown heads.

**Similar Species:** The scrub-jay lacks the crest and white spotting on wings and tail that are characteristic of the blue jay.

**Habitat:** Inhabits fire-dominated, low-growing, oak scrub habitat found on well-drained sandy soils. May persist in areas with sparser oaks or scrub areas that are overgrown, but at much lower densities and with reduced survivorship.



**Seasonal Occurrence:** Non-migratory and remains on established territories as family groups.

**Florida Distribution:** Restricted to peninsular Florida, with largest populations occurring in Brevard, Highlands, Polk, and Marion counties.

**Range-wide Distribution:** Same as Florida distribution.

**Conservation Status:** Recognized in 1995 as a distinct species from the scrub-jays in the western U.S., making it the only bird species whose entire range is restricted to Florida. Continuing loss, fragmentation, and degradation of scrub habitat has resulted in a decline of greater than 90 percent of the original pre-settlement population of Florida scrub-jays. Precipitous decline since the 1980s. A 1992 range-wide study estimated an overall population of approximately 10,000 birds. Largest populations occur on federal lands (Merritt Island National Wildlife Refuge and Ocala National Forest), but are declining. Land management practices on these lands are of concern, as is the reduced use of prescribed fire to maintain optimum habitat conditions. Smaller populations are found scattered along Lake Wales Ridge in Polk and Highlands counties, with a major protected population at Archbold Biological Station. Cars and cats take a toll on the scrub-jay population in developed areas. Scrub-jays are susceptible to population crashes because of catastrophic fires or disease, so protection of secure populations is essential.

**Protection and Management:** Acquire suitable xeric habitat in strategic locations among existing scrub-jay preserves to help mitigate the extensive fragmentation of this habitat. Continued existence of this species will depend on preservation and long-term management of suitable scrub habitat. Prescribed fire every 8–15 years that burns in patchy mosaics, where few territories are burned completely, is optimal. Mechanical treatments, at least initially, may be required where fire cannot be used, although the long-term effects of this management practice are unknown.

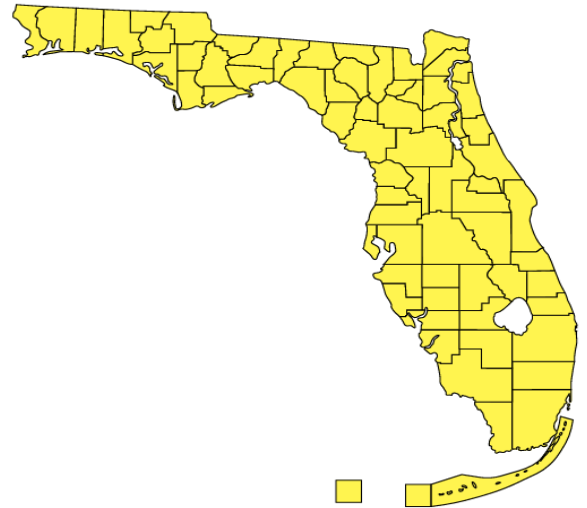
**Nesting Season:** March – June

**Selected References:** Fitzpatrick et al. 1991, Poole and Gill (eds.) 1996, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Thaxton and Hingtgen 1996, Wood 2001.

## LITTLE BLUE HERON

*Egretta caerulea*

**Order:** Ciconiiformes  
**Family:** Ardeidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Medium-sized heron, with purplish to maroon-brown head and neck; small white patch on throat and upper neck; and slate-blue body. Bill is black towards tip, especially during breeding season, with other exposed areas on the head appearing dark gray to cobalt blue. Legs are grayish to green, becoming black in breeding season. Immature birds are mostly white with pale slategray tips on primary

wing feathers. Legs of young birds are yellowish-green. Immature birds move into adult plumage during first spring and may be boldly white/blue, looking like tie-dyed shirts. Immature birds retain yellowish legs during second year.

**Similar Species:** Plumage and eye of reddish egret (*Egretta rufescens*; see species account) are lighter in color, and base of bill is pinkish. Reddish egret has distinctive foraging behavior. Snowy egret (*E. thula*; see species account) and cattle egret (*Bubulcus ibis*) may look like juvenile little blue herons, but the little blue heron has dark primary tips. Bill of snowy egret (*E. thula*) is solid black; snowy egret may have yellowish stripe up the back of the leg.

**Habitat:** Feeds in shallow freshwater, brackish, and saltwater habitats. Largest nesting colonies occur in coastal areas, but prefers foraging in freshwater lakes, marshes, swamps, and streams. Nests in a variety of woody vegetation types, including cypress, willow, maple, black mangrove, and cabbage palm. Usually breeds in mixed-species colonies in flooded vegetation or on islands.

**Seasonal Occurrence:** Mostly resident throughout year, but numbers in north Florida during winter are lower than numbers during spring, summer, and fall. Is becoming less abundant in Florida Keys.

**Florida Distribution:** Most recent population estimate is approximately 17,000 birds distributed among 240+ breeding colonies. Colonies are found nearly statewide, except rare in western panhandle and southern Florida Keys.

**Range-wide Distribution:** Breeds from Kansas, Missouri, and Tennessee to coastal Maine and south to Peru and central Brazil; range extends west to southern California and Sonora; winter range includes these areas and north to coastal Virginia; may wander to Canada after breeding season.

**Conservation Status:** The little blue heron lacks the showy plumes found on many other herons and egrets; therefore, this species did not suffer as much during the plume-hunting trade a century ago. Primary threats are alteration of natural hydroperiods in wetlands used for foraging and exposure to pesticides and heavy metal contamination. Population trends are downward, and breeding colonies have become smaller and more numerous. Illegal killings may occur since this species regularly forages at tropical fish farms, commercial fish farms, and hatcheries. Long-term studies are needed on the possible adverse effects of cattle egrets, environmental contamination, and other threats.

**Protection and Management:** Protect breeding and foraging habitats through establishment of preserves and regulation of wetlands. Restore and maintain natural hydroperiods in degraded wetland areas. The FWC and the Department of Environmental Protection have developed setback distances around wading bird colonies of 330 ft. (100 m) to prevent human disturbance.

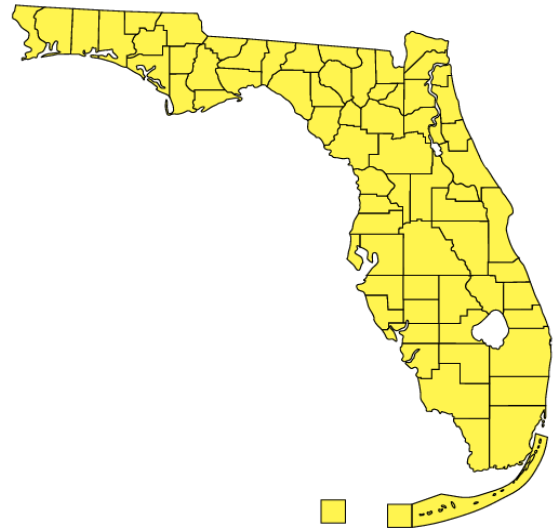
**Nesting Season:** April – September

**Selected References:** Poole and Gill (eds.) 1995, Robertson and Woolfenden 1992, Rodgers and Smith 1995, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.

## SNOWY EGRET

*Egretta thula*

**Order:** Ciconiiformes  
**Family:** Ardeidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



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**Description:** Medium size, all-white wading bird that has a “slight” appearance in comparison to other wading birds. Bill is black with a bright yellow, fleshy base, and the yellow extends back to the lores and eyes. Legs are black in adults; feet are bright yellow as though wearing gloves. Immature snowy egrets have greenish legs that sometimes have a yellow streak on the back. Breeding-season adults have prominent plumes on shoulders, neck, and head.

**Similar Species:** Most often confused with juvenile little blue heron (*Egretta caerulea*; see species account), which is white with greenish-gray legs; however, tips of wing feathers are dusky, not pure white as in snowy egret. Little blue heron also has a bi-colored bill, not the solid black bill found on the snowy egret. Great egret (*Ardea alba*) has solid black legs and orangish bill; white morph of the reddish egret (*E. rufescens*; see species account) has two-toned bill and grayish legs; cattle egret (*Bubulcus ibis*) has orangish legs and bill.

**Habitat:** Nests both inland and in coastal wetlands with nests placed in many types of woody shrubs, especially mangroves and willows. Almost all nesting is over shallow waters or on islands that are separated from shoreline by extensive open water. Feeds in many types of permanently and seasonally flooded wetlands, streams, lakes, and swamps, and in man-made impoundments and ditches. Prefers calm waters. A wide variety of wetland types must be available within 5–7 mi. (8–11 km) to support breeding colonies. Breeding success is tied to water-level fluctuations.

**Seasonal Occurrence:** Occurs in Florida in all seasons but generally less common in winter, especially in western panhandle and northern counties.

**Florida Distribution:** Generally found throughout peninsular Florida; becoming less common inland in northern tier of counties (north of Alachua County) and in the western panhandle. Typically more common along coast throughout its range. Breeding documented for 43 Florida counties but more variable in western Florida panhandle and in some northern counties in the interior (north of Alachua County). Also rare or absent in southern Keys.

**Range-wide Distribution:** Northern limits of summer range extend from northern California to southern Montana, central Kansas, and Tennessee, east to Atlantic coast to coastal Maine; occurs south to southern Chile and central Argentina. Winters in North America from northern California to Arizona, along the northern Gulf coast, and along Atlantic coast to South Carolina.

**Conservation Status:** Numbers in Florida have been declining since the 1950s, possibly faster than declines of other herons and egrets. This species was found in 1989 to occur in only 22 percent of the colonies where it historically occurred. Persistent patterns of wetland destruction and alteration likely have eliminated large areas of essential habitat. Most impacts appear to affect quality of foraging habitat rather than areas immediately surrounding nesting colonies.

**Protection and Management:** Prevent rapid changes in water depth in managed wetlands that will likely adversely affect quality of foraging. Restore and maintain natural hydroperiods in degraded wetland areas. Protect breeding and foraging habitats through establishment of preserves and regulation of wetlands. The FWC and the Department of Environmental Protection have developed setback distances around wading bird colonies of 330 ft. (100 m) to prevent human disturbance.

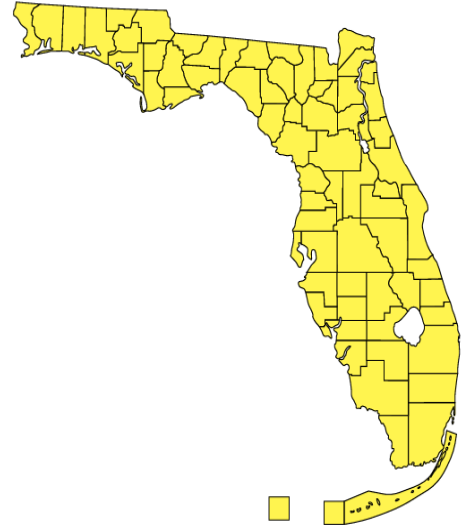
**Nesting Season:** January – August

**Selected References:** Poole and Gill (eds.) 2000, Robertson and Woolfenden 1992, Rodgers and Smith 1995, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.

## TRICOLORED HERON

*Egretta tricolor*

**Order:** Ciconiiformes  
**Family:** Ardeidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Medium-sized heron with a slender neck. Body color appears two-toned with dark slate coloration on head, neck, and body that contrasts with white rump, belly, and undertail. A reddish-brown and white streak extends along the front of the neck. During breeding season, adults have white head plumes and rufous to whitish shoulders. Young birds (<1 year) have more reddish-brown on head, neck, and mantle; otherwise similar to adults.

**Similar Species:** Little blue heron (*Egretta caerulea*; see species account) and reddish egret (*E. rufescens*; see species account) have solid dark colors; great blue heron (*Ardea herodias*) is larger and has white streak down neck but dark belly and underparts. Great blue heron also has a dark swath that extends back from eye and contrasts with lighter-colored top of head.

**Habitat:** Most nesting colonies occur on mangrove islands or in willow thickets in fresh water, but nesting sites include other woody thickets on islands or over standing water. Prefers coastal environments. Feeds in a variety of permanently and seasonally flooded wetlands, mangrove swamps, tidal creeks, ditches, and edges of ponds and lakes. Seasonal variation in water levels are particularly critical to nesting success, so alteration of wetlands used during breeding season can have negative consequences.

**Seasonal Occurrence:** Permanent resident, found throughout Florida in all seasons, except rare in winter in western Panhandle. Also, somewhat less common inland in recent years, particularly during winter.

**Florida Distribution:** Most numerous along coast. Generally becoming less numerous in northern tier of counties (Alachua County northward). Nesting in panhandle and northern interior more variable and restricted leading to few inland reports in panhandle.

**Range-wide Distribution:** Occurs during breeding season from California to Texas and along northern Gulf coast; along Atlantic coast to Maine; south to central Brazil; leaves northern portion of range in winter.

**Conservation Status:** Once described as the most abundant heron in the state, but now much less common in interior. Long-term population trends are uncertain but apparently declining. Need information on marked individuals to document the species' movement and wetland utilization patterns in more detail.

**Protection and Management:** Approximately 25 percent of nesting colonies occur in disturbed water impoundments or dredge-material islands, so management opportunities exist. Create new nesting sites or stabilize established sites through management. Survey and monitor to document population trends.

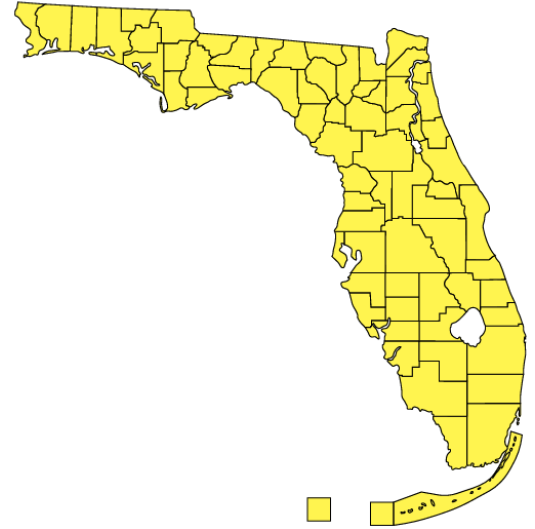
**Nesting Season:** February – August

**Selected References:** Poole and Gill (eds.) 1997, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.

## WHITE IBIS

*Eudocimus albus*

**Order:** Ciconiiformes  
**Family:** Threskiornithidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Medium-sized wading bird with long, downward-curving bill. Adults are white except for black tips on wings and pink to reddish coloration on exposed flesh around face, bill, and legs. Young birds are dark brown on wings, neck, head, and tail, but noticeable white patches occur on back and belly. Juvenile white ibises begin to acquire adult coloration near the end of first year but retain some brown feathers on head and neck until third year.

**Similar Species:** Glossy ibis (*Plegadis falcinellus*) also has a downward curving bill but is uniformly dark. Adult glossy ibis has purplish coloration and young birds are uniformly brown. An immature glossy ibis could be mistaken for a juvenile white ibis, but glossy ibis lacks the white patch on the back (best seen during flight) and belly is dark, not white. Bills of all egrets and herons are straight, not curved.

**Habitat:** Found in a wide variety of habitats, including freshwater and brackish marshes, salt flats and salt marsh meadows, many types of forested wetlands, wet prairies, swales, seasonally inundated fields,



and man-made ditches. Adults prefer foraging in freshwater areas when feeding young. Young birds do not grow when fed a salty diet or when access to fresh water is limited. Forage by feeling with their bills and may forage effectively in turbid waters. Nests are placed on a variety trees, shrubs, and vines, and tend to be closer to ground than other colonially nesting wading birds.

**Seasonal Occurrence:** May be found throughout Florida during all seasons, but numbers in north Florida are smaller and diminish sharply in winter. Numbers also vary depending on local water levels and conditions. Spring and fall movements can be spectacular, with hundreds of individuals observed moving in long, V-shaped lines. Much of the movement pattern seems nomadic; large-scale movements occur in other seasons in response to changing water levels. Dates of spring movements can be mid-February, and fall movements may begin in July and peak in September and October. In non-breeding season, Florida probably supports much of the population that breeds to north into Georgia and North and South Carolina.

**Florida Distribution:** Found throughout Florida, but breeding season distributions more closely restricted to breeding colonies. Breeding sites are rare in panhandle and may be less common in the Keys. Seem to be nomadic when selecting annual nesting sites, so numbers can vary considerably from year to year.

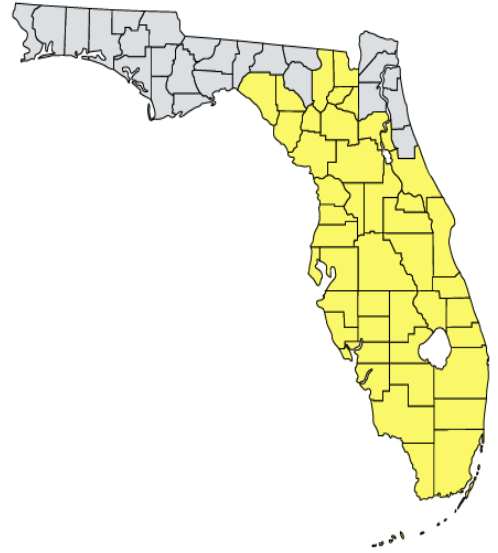
**Range-wide Distribution:** Breeds from California south through Central America along Pacific coast; from northern South America through Caribbean and Antilles and north Gulf coast (with inland nesting in northern South America and southeastern U.S.); northward along Atlantic coast to Virginia.

**Conservation Status:** Population declines in Florida appear to have been pronounced over the past decades (around 50 percent from 1970 to 1990). However, declines in Florida have been offset to some degree by increasing numbers in other nearby states. Range-wide declines in Florida and neighboring states are believed to be occurring, but these can be difficult to document in the absence of thorough surveys.

**Protection and Management:** Protect colonial nesting sites from human disturbance. The FWC and Department of Environmental Protection have developed setback distances around wading bird colonies of 330 ft. (100 m) to prevent such disturbance. These guidelines may serve to protect individual colonies, but primary long-term threat is degradation of wetlands through destruction, alteration, pollution, salinization, and other forms of disturbance. Large-scale restoration efforts in the Everglades, Lake Okechobee, Kissimmee River, and elsewhere should prove beneficial.

**Nesting Season:** March – August

**Selected References:** Poole and Gill (eds.) 1992, Robertson and Woolfenden 1992, Rodgers and Smith 1995, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.



## FLORIDA SANDHILL CRANE

*Grus canadensis pratensis*

**Order:** Gruiformes  
**Family:** Gruidae  
**Federal Status:** Migratory Bird  
**FL Status:** State Threatened  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** A tall, long-necked, long-legged bird with a clump of feathers that droops over the rump. Adult is gray overall, with a whitish chin, cheek, and upper throat, and dull red skin on the crown and lores (lacking in immatures); feathers may have brownish red staining resulting from preening with muddy bill. Immature Florida sandhill crane has pale to tawny feathers on head and neck and a gray body with brownish-red mottling. Flies with neck extended. Their distinctive bugling or trumpeting call can be heard from far away.

**Similar Species:** Indistinguishable from greater sandhill crane (*Grus canadensis tabida*), which winters in Florida. Greater sandhill crane generally arrives in Florida in October and leaves in March, so the date observed or definite evidence of reproduction may be used to differentiate the two. Great blue heron (*Ardea herodias*) is sometimes mistakenly identified as a crane. This heron lacks the bald, red crown of

the sandhill and flies with its neck tucked in, typical of herons and egrets. Whooping crane (*G. americana*) is white.

**Habitat:** Prairies, freshwater marshes, and pasture lands. Avoids forests and deep marshes but uses transition zones and edges between these and prairies or pasture lands. Will frequent agricultural areas like feed lots and crop fields, and also golf courses and other open lawns, especially in winter and early spring. Nest is a mound of herbaceous plant material in shallow water or on the ground in marshy areas. Favors wetlands dominated by pickerelweed (*Pontederia cordata*) and maidencane (*Panicum hemitomon*).

**Seasonal Occurrence:** Non-migratory. Very sedentary, although may forage widely. Large influx of northern migratory subspecies in winter (October – March).

**Florida Distribution:** Most of peninsular Florida is within appropriate habitat, though not as common south of Lake Okeechobee. Rarely reported west of Taylor County.

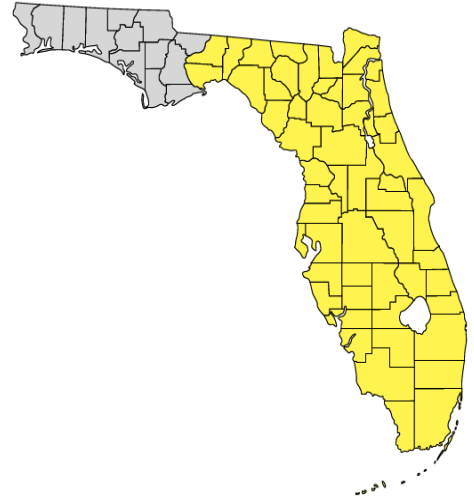
**Range-wide Distribution:** Florida and extreme southeastern Georgia (Okefenokee Swamp).

**Conservation Status:** Population estimate in 1975 of approximately 4,000 birds (25 percent are nonbreeding subadults) is still considered accurate. Habitat availability will become more and more of concern as Florida continues to lose open rangeland and native prairie to development and more intensive agricultural uses (e.g., citrus, row crops). Nesting success in human-altered areas is well below that of native areas. Shallow wetlands used by cranes are easily affected by drainage of adjacent uplands even if they are not directly disturbed. Florida sandhill cranes are found on federal and state lands and on local government lands (e.g., wellfields).

**Protection and Management:** Public lands do not protect large populations of cranes due to large home range requirements. Acquire land, through fee-simple acquisition and conservation easements on suitable ranchlands, in areas that bolster existing protected populations. Periodic fire is important to retard invasion of woody vegetation in crane habitat. Filling drainage ditches to restore natural hydrological conditions is important in some areas.

**Nesting Season:** Late December – June

**Selected References:** Poole and Gill (eds.) 1992, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Toland 1999a, Wood 2001.



## WOOD STORK

*Mycteria americana*

**Order:** Ciconiiformes  
**Family:** Ciconiidae  
**Federal Status:** Endangered  
**FL Status:** Federal Endangered  
**Legal Protection:** U.S. Endangered Species Act, Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Very large, white wader with black in wings and a short black tail. Soars with neck and legs extended, displaying its long, broad wings; black flight feathers contrast with white along length of wings. Legs are dark; feet are beige. Adults have bare, scaly, dark-gray heads and necks, and long, heavy, decurved bills. Head and neck of immature storks have grayish-brown feathering and their bills are yellowish.

**Similar Species:** American white pelicans (*Pelecanus erythrorhynchos*) have a similar wing pattern and also soar but have short legs, white tail, and do not fly with necks extended. White ibis (*Eudocimus albus*; see species account) is much smaller and only has black on wing tips. Great egret (*Ardea alba*) lacks black on wings.

**Habitat:** Nests colonially in a variety of inundated forested wetlands, including cypress strands and domes, mixed hardwood swamps, sloughs, and mangroves. Increasingly nesting in artificial habitats (e.g., impoundments and dredged areas with native or exotic vegetation) in north and central Florida. Forages mainly in shallow water in freshwater marshes, swamps, lagoons, ponds, tidal creeks, flooded pastures, and ditches, where they are attracted to falling water levels that concentrate food sources (mainly fish).

**Seasonal Occurrence:** Post-breeding dispersal carries large numbers from more southern locales to more northern parts of range; in winter, northern birds move south. Annual and long-term use of nesting sites is very dependent on feeding conditions, which may be affected dramatically by altered hydrologic patterns. Colonies may form late November – early March in south Florida and February – March in central and northern Florida.

**Florida Distribution:** Locally rare to abundant in the peninsula and Big Bend, but generally rare or lacking in panhandle and the Florida Keys. Uncommon to rare in winter in north.

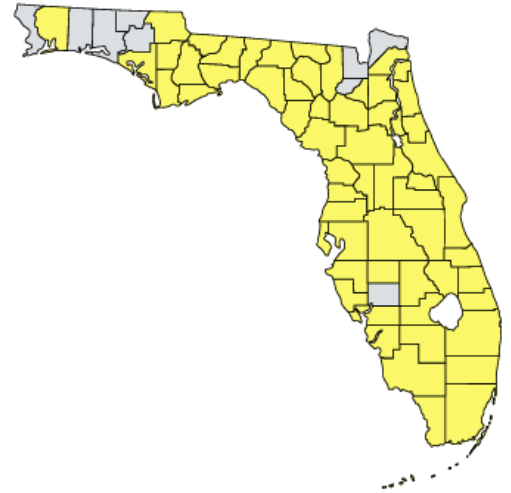
**Range-wide Distribution:** Breeds locally in South Carolina, Georgia, and Florida (formerly west to Texas), in lowlands from Mexico and northern Central America to South America (to western Ecuador, eastern Peru, Bolivia, northern Argentina), and rarely in Cuba and the Dominican Republic. Winters are spent throughout breeding range except in South Carolina and Georgia.

**Conservation Status:** Many known breeding sites occur within public and private conservation lands. Dramatic decline in the large colonies (>500 individuals) formerly occurring in south Florida, and trend toward fewer birds distributed among smaller, more numerous colonies in central and northern Florida. Very sensitive to manipulation of water regimes and loss of wetland habitat, which affect both nesting sites and feeding areas.

**Protection and Management:** Survey colony sites and important feeding areas regularly. Essential to protect wetland areas. Closely monitor water quality, and manage hydrologic patterns that consider the needs of the wood stork.

**Nesting Season:** Throughout the year

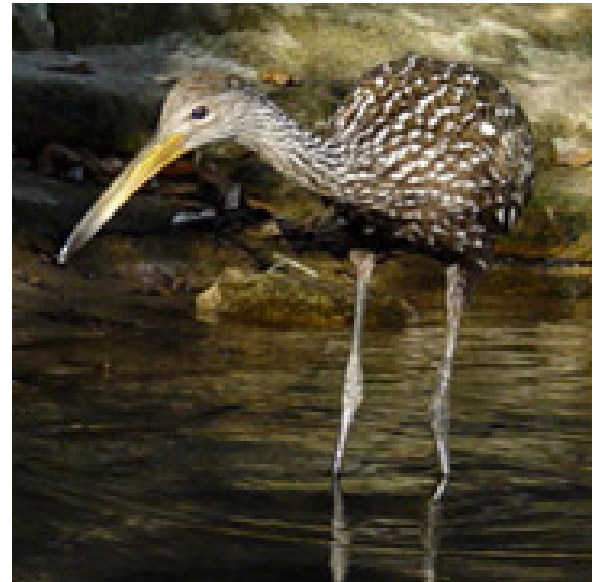
**Selected References:** Poole and Gill (eds.) 1999, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994, Wood 2001.



## LIMPKIN

*Aramus guarauna*

**Order:** Gruiformes  
**Family:** Aramidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Large, long-billed, long-legged wader of swamps and marshes. Color is a deep brown with white spotting and streaking. Bill is heavy and slightly decurved, allowing easy access to its preferred food, the apple snail (*Pomacea paludosa*). Call is an unmistakable loud wail that has a slight bugling or trumpeting characteristic similar to that of the distantly related sandhill crane.

**Similar Species:** Long neck and bill of the limpkin help distinguish it from the slightly smaller, but similarly colored, immature night-herons (*Nycticorax* spp.). The immature white ibis (*Eudocimus albus*; see species account) has a long, decurved bill and long legs but is not brown all over with white flecking. Another species that looks similar is the glossy ibis that is of similar size and brown but with a glossy appearance and no spots.

**Habitat:** Inhabits mangroves, freshwater marshes, swamps, springs and spring runs, and pond and river margins. Also lake margins in peninsular Florida and swales, strand swamps, sloughs, and impoundments in south Florida. May also forage in ruderal areas such as sugarcane fields and banks of irrigation canals. Wide range of nesting sites, including mounds of aquatic vegetation and marsh grasses, among cypress knees, and high in trees.

**Seasonal Occurrence:** Males generally appear to reside where they breed, although there is some evidence of movement, possibly related to food availability. A partial migration was documented with color-banded birds from Wakulla Springs (Wakulla County) and Alexander Springs (Lake County); most females left their breeding territories, for parts unknown, in mid-summer and returned in mid-winter. Observations of large concentrations of limpkins are usually attributed to regional drought conditions. Nesting generally occurs late February – May in north Florida and late January – March in central Florida, and possibly earlier in south Florida.

**Florida Distribution:** Scattered sites in the panhandle and northern Florida, but generally widespread in central and southern Florida.

**Range-wide Distribution:** Resident in southeastern Georgia, Florida, Greater Antilles (rare or extirpated in Puerto Rico), and from southern Mexico to central Argentina.

**Conservation Status:** Occur on numerous lands owned by federal, state, and private entities; although this is no insurance against threats. A large and presumably stable population at Wakulla Springs State Park (Wakulla County) has experienced recent declines, possibly because of deteriorating water quality. Pollution, hydrological disruptions, and an increase in invasive plants threaten the health of the apple snail population and hence the limpkin.

**Protection and Management:** Maintain natural hydrological regimes and protect suitable habitat from pollution, development activities, and proliferation of exotic plants. Institute regular surveys and monitoring programs for both limpkins and apple snails, particularly in light of continued degradation and loss of Florida's wetlands.

**Nesting Season:** Late February – June

**Selected References:** Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994.

## Protected Mammal Species In Tampa Palms

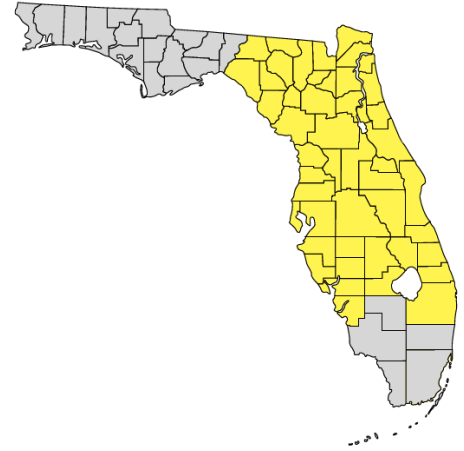




## SHERMAN'S FOX SQUIRREL

*Sciurus niger shermani*

**Order:** Rodentia  
**Family:** Sciuridae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit.



**Description:** A large (23 - 28 in. = 600 – 700 mm) tree squirrel with highly variable dorsal fur color ranging from nearly all black (uncommon) to silver, with variations of black over silver and silver over black. Underside is tan. Head is generally black; ears and muzzle are often white. Tail is long, nearly the length of the head and torso. Nests are usually in oak trees and are constructed of oak leaves and Spanish moss.

**Similar Species:** Gray squirrel (*Sciurus carolinensis*) is smaller (less than 19 in. = 500 mm).

**Habitat:** Sandhills (high pine), pine flatwoods, and pastures and other open, ruderal habitats with scattered pines and oaks. Depends on a variety of oak trees for seasonal food and nest material. Longleaf pine cones and seeds are important foods.

**Seasonal Occurrence:** Active year-round.

**Florida Distribution:** Subspecies range was originally defined as running from the Aucilla River east to Nassau County, south to the Caloosahatchee River in southwestern Florida, and to Miami-Dade County along the east coast. Some researchers extend the range westward to the Apalachicola River. Southern fox squirrel (*S. n. niger*) occurs throughout most of the panhandle; mangrove fox squirrel (*S. n. avicennia*) occurs southwest of Lake Okeechobee.

**Range-wide Distribution:** Peninsular Florida (excluding southwestern portion) north to central Georgia.

**Conservation Status:** Although present in several conservation areas, Sherman's fox squirrel has been eliminated from much of its former habitat as a result of conversion to pine plantation, row crops, or development.

**Protection and Management:** Preserve longleaf pine/wiregrass communities, particularly sandhills. Burn habitat every two to five years (April – July if possible) to control shrubby vegetation and maintain park-like conditions.

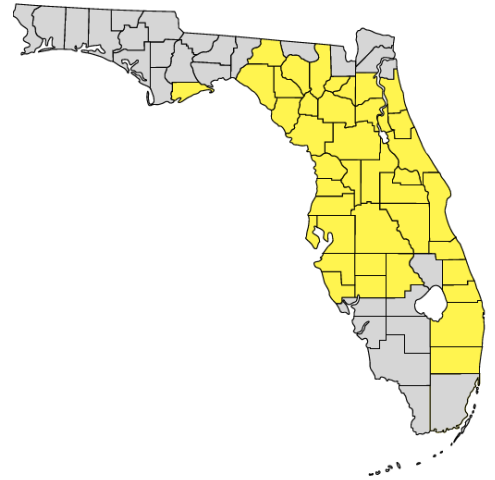
**Nesting Season:** Mating late winter and mid-summer.

**Selected References:** Brown 1997, Hall 1981, Humphrey (ed.) 1992, Whitaker 1996, and Wood (2001).

## FLORIDA MOUSE

*Podomys floridanus*

**Order:** Rodentia  
**Family:** Cricetidae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit.



**Description:** A large mouse (7.3 - 8 in. = 179 - 203 mm), brownish to tawny above and whitish below. Flanks are often chestnut or orangish. Hind feet are large (0.86 - 1.1 in. = 23 - 28 mm), generally with five pads (plantar tubercles). Tail (3.12 - 3.8 in. = 80 - 95 mm) is indistinctly bicolored: gray-brown above, whitish below. Often has a faint skunk-like odor.

**Similar Species:** Distinguished from all other mice within its range by the presence of five plantar tubercles on the hind feet versus six or seven in *Peromyscus* spp. Oldfield mouse (*Peromyscus polionotus*) is generally smaller (4.7 - 6.0 in. = 122 - 153 mm) with a proportionally shorter tail (1.6 - 2.4 in. = 40 - 60 mm) that is sharply bi-colored. Cotton mouse (*Peromyscus gossypinus*) is slightly

smaller, but overlaps in body measurements to the degree that the number of plantar tubercles is the best distinguishing characteristic.

**Habitat:** Xeric upland communities with sandy soils, including scrub, sandhill, and ruderal sites where they inhabit burrows of the gopher tortoise (*Gopherus polyphemus*; see species account). Florida mice will dig their own burrows or use those of old field mice in the absence of gopher tortoises.

**Seasonal Occurrence:** Active year-round except on especially cold nights.

**Florida Distribution:** Occurs from north-central Florida, south to Highlands and Sarasota counties, and along the Atlantic coast from St. Johns County south to Miami-Dade County.

**Range-wide Distribution:** Same as Florida distribution.

**Conservation Status:** Protected on several conservation lands throughout central Florida. Largest populations may occur within Ocala National Forest and the scrubs along Lake Wales Ridge.

**Protection and Management:** Preserve areas supporting sandhill and scrub. Use prescribed fire to maintain openings in scrub and encourage the growth of grasses and forbs important for food and cover. Protect populations of gopher tortoises.

**Nesting Season:** Breeding can occur from June – March, but usually in fall and early winter.

**Selected References:** Brown 1997, Humphrey (ed.) 1992, Layne 1990, Lazell 1989, Whitaker 1996.

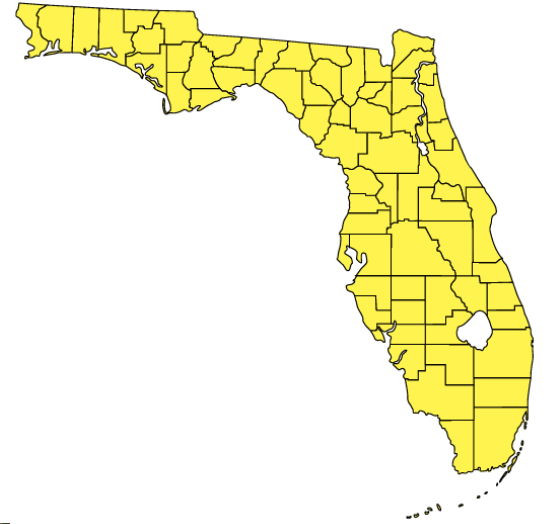
# Protected Reptile and Amphibian Species In Tampa Palms



## GOPHER TORTOISE

*Gopherus polyphemus*

**Order:** Testudines  
**Family:** Testudinidae  
**Federal Status:** Not Listed in Florida  
**FL Status:** State Threatened  
**Legal Protection:** Florida State Wildlife Code prohibits take, possession, sale, transport, molestation, harassment, or purchase of tortoises or their parts except by permit.



**Description:** A medium-sized turtle (to 10 in. = 254 mm) fully adapted for life on land. Upper shell is brown and relatively flat above; lower shell is yellowish, without hinge, and projecting forward, especially in male; skin brown to dark gray. Forelimbs greatly expanded for digging; hind limbs reduced, stumpy, lacking any form of webbing between toes. Lower shell of male somewhat concave. Young: scales of carapace often with yellow centers, skin yellowish to tan; approximately 2 in. (51 mm) shell length at hatching.

**Similar Species:** The only other native land turtle in Florida, the box turtle (*Terrapene carolina*), is distinguished by its smaller size (to 8 in. = 203 mm), less stout feet, moveable hinge on lower shell, and often but not always by black and yellow upper shell. Tortoise burrows, which are useful in determining species' presence, typically have lower, flatter profile than more rounded burrows of armadillos; this reflects differences in cross-sectional shapes of the two animals.

**Habitat:** Typically found in dry upland habitats, including sandhills, scrub, xeric oak hammock, and dry pine flatwoods; also commonly uses disturbed habitats such as pastures, old fields, and road shoulders. Tortoises excavate deep burrows for refuge from predators, weather, and fire; more than 300 other species of animals have been recorded sharing these burrows.

**Seasonal Occurrence:** Above-ground activity is greatly reduced during cold weather, with tortoises in northern Florida remaining below ground for months. Nonetheless, burrows are relatively conspicuous year-round.

**Florida Distribution:** State-wide except absent from the Everglades and Keys.

**Range-wide Distribution:** Lower Southeastern Coastal Plain, extending from southern South Carolina southward through lower Georgia and Florida, and westward through southern Alabama, Mississippi, and extreme southeastern Louisiana.

**Conservation Status:** Despite its widespread occurrence throughout Florida, there is considerable concern about the declining abundance of this species. Much of its native habitat has been lost to agriculture, citriculture, forestry, mining, and urban and residential development. Although protected populations occur on many state, federal, and private conservation lands, recent development of a severe respiratory disease threatens even those.

**Protection and Management:** The FWC approved reclassification of the gopher tortoise from “Species of Special Concern” to “Threatened” status at their regular meeting in September 2007. That reclassification was effective November 7, 2007. The FWC also approved implementation of a *Gopher Tortoise Management Plan* (Management Plan) at that meeting, pending development of *Gopher Tortoise Permit Guidelines* (Permit Guidelines). Those Permit Guidelines were approved and fully implemented effective April 2009. The new permits that are described in the Permit Guidelines and replace the former “special” and “standard” gopher tortoise permits are now available online. All survey, capture, and relocation activities associated with permits must be conducted by an “Authorized Gopher Tortoise Agent”. Land use planning that anticipates need to accommodate the conservation needs of gopher tortoises should be designed consistent with the Permit Guidelines.

The FWC generally recommends the following options for avoiding, minimizing, and/or compensating the potential for take of gopher tortoises or their burrows to occur on lands that are proposed for development:

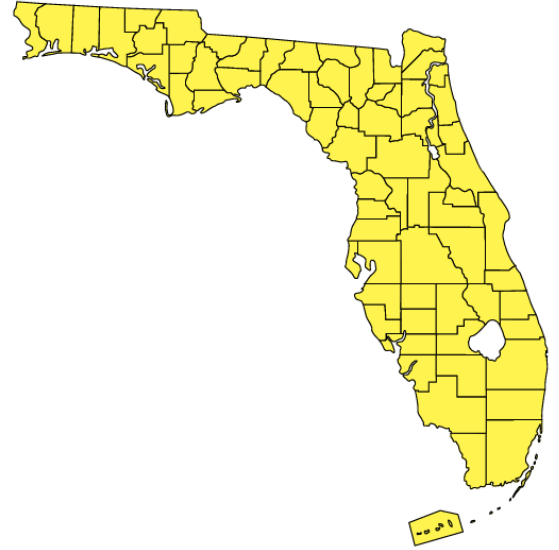
- 1) Avoid developing in the area occupied by gopher tortoises;
- 2) Develop so as to avoid gopher tortoise burrows by avoiding concentrations of burrows altogether and/or staying at least 25 feet from entrances of individual burrows; or
- 3) Relocate gopher tortoises that would otherwise be “taken” to an approved recipient site that is either on or off the development site (a 10 or Fewer Burrows Permit or Conservation Permit will be required).

**Nesting Season:** April – July

## EASTERN INDIGO SNAKE

*Drymarchon corais couperi*

**Order:** Squamata  
**Family:** Colubridae  
**Federal Status:** Threatened  
**FL Status:** Federal Threatened  
**Legal Protection:** U.S. Endangered Species Act and State Wildlife Code prohibit take, possession, sale, transport, molestation, harassment, or purchase of individuals except by permit.



**Description:** A very large, stout-bodied, shiny, black snake reaching lengths as great as 8 ft. (244 cm). Black ventrally, but chin, throat, and sides of head may be reddish or (rarely) white. Scales typically smooth (no ridges), though adult males have keel on front half of some scales along back; anal scale undivided. Young are similar to adults though often more reddish anteriorly, 17 – 24 in. (430 – 610 mm) at hatching. When encountered, often hisses, flattens neck vertically (from side to side), and vibrates tail, but rarely bites.



**Similar Species:** Black racer (*Coluber constrictor*), which rarely exceeds 5 ft. (152 cm), is more slender, a duller sooty black usually with a white chin and throat, and has a divided anal scale. The mostly aquatic mud snake (*Farancia abacura*) is glossy black above and can grow to 6 ft. (183 cm), but has a reddish, rarely white, belly, with coloration encroaching on the sides, and a sharp-pointed tail tip.

**Habitat:** Broad range of habitats, from scrub and sandhill to wet prairies and mangrove swamps. Often winters in gopher tortoise burrows in sandy uplands but forages in more hydric habitats in northern part of range. Requires very large tracts to survive.

**Seasonal Occurrence:** Active nearly year-round in southern Florida but winters underground farther north. Lays eggs in May and June.

**Florida Distribution:** Statewide, including Upper and Lower Keys, but rare in panhandle.

**Range-wide Distribution:** Florida and southern Georgia; formerly extended from southern South Carolina to southeastern Mississippi.

**Conservation Status:** Rare in most areas, though species has been recorded from many public lands statewide; however, whether most of these support viable populations is uncertain. Major threats are habitat loss, degradation, and fragmentation, with associated highway mortality. Other threats include gassing of tortoise burrows for rattlesnakes, collection for pets, and deliberate persecution, all of which are illegal.

**Protection and Management:** Protect very large tracts (> 5000 acres = 2025 ha) of appropriate natural habitat un-fragmented by roads; use prescribed fire as needed. Maintain gopher tortoise populations and dead stumps to provide natural subterranean refugia. Enforce bans on tortoise burrow gassing and on collection or molestation of snake. Avoid construction of roads through un-fragmented habitat. Educate public to avoid wanton destruction of large snakes.

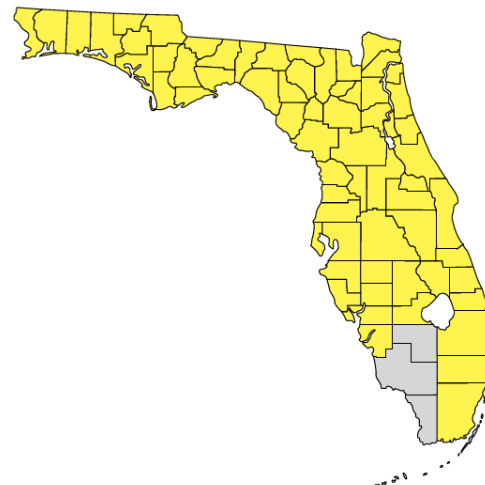
**Nesting Season:** Breeding November – April, Lay eggs in May and June

**Selected References:** Ashton and Ashton 1988b, Conant and Collins 1991, Ernst and Barbour 1989, Georgia DNR 1999, Lazell 1989, Moler (ed.) 1992, Mount 1975, Tenant 1997.

## FLORIDA PINE SNAKE

*Pituophis melanoleucus mugitus*

**Order:** Squamata  
**Family:** Colubridae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit. State possession limit of one snake per person.



**Description:** A large, stocky, tan or rusty colored snake with an indistinct pattern of large blotches on a lighter background; blotches more distinct posteriorly; venter white. May be dark brown in far western panhandle, where it integrates with another subspecies. The body is muscular, with keeled scales and undivided anal scale. The head is relatively small, snout somewhat pointed, four prefrontal scales, rostral scale extending upward between internasal scales. Adults 4 – 7 ft. (122 – 213 cm) or longer; young 15 – 24 in. (380 – 610 mm) at hatching. May hiss loudly and vibrate tail when encountered.

**Similar Species:** Most Florida snakes have only two prefrontal scales, and the rostral scale does not split the two internasals. Blotches of red rat snakes (*Elaphe guttata*) are smaller, more numerous (nearly 40), and more distinct. Eastern coachwhip (*Masticophis flagellum*) is more slender, usually darker anteriorly, lacks blotches, and has smooth scales and divided anal scale.

**Habitat:** Prefers habitats with relatively open canopies and dry sandy soils, in which it burrows. Especially sandhill and former sandhill, including old fields and pastures, but also sand pine scrub and scrubby flatwoods. Often co-exists with pocket gophers and gopher tortoises.

**Seasonal Occurrence:** Spends most of their time below ground; occasional surface activity from spring through fall, especially May – October. Eggs are laid June – August; hatch in September and October.

**Florida Distribution:** Most of panhandle and peninsula south to Lake Okeechobee, extending southward along eastern ridge to Dade County, but absent from Keys. Possibly extirpated from more heavily developed counties such as Pinellas.

**Range-wide Distribution:** Southern South Carolina, southern Georgia, and most of Florida.

**Conservation Status:** Occurs on many state and federal lands in Florida. Threats include collection for pets (now restricted); highway mortality; and habitat loss and fragmentation from development, intensive agriculture, and mining.

**Protection and Management:** Maintain large, unfragmented blocks of xeric natural communities; can tolerate some habitat degradation. Manage habitats with fire to prevent succession to closed canopy forests.

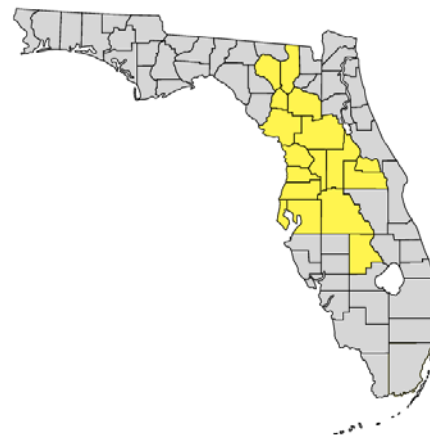
**Nesting Season:** Lay eggs June – August and hatch in September and October.

**Selected References:** Ashton and Ashton 1988b, Conant and Collins 1991, Ernst and Barbour 1989, Franz 1986, Moler (ed.) 1992, Mount 1975, Tenant 1997.

## SHORT-TAILED SNAKE

*Stilosoma extenuatum*

**Order:** Squamata  
**Family:** Colubridae  
**Federal Status:** Not Listed  
**FL Status:** State Threatened  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, transport, molestation, harassment, or purchase of individuals except by permit.



**Description:** An extremely slender, spotted snake with a cylindrical body rarely exceeding 20 in. (510 mm) total length; even very large specimens two ft. (61 cm) long are only the diameter of a pencil. Grayish ground color with 50–80 dark brown blotches lacking darker edges and often separated by areas of yellow to red along back, and alternating with a series of smaller blotches on sides; belly with many dark blotches. Tail, as measured posteriorly to the anal scale, comprises only 7–10 percent of total length. The head is small, no wider than body; scales smooth (no keels); anal scale undivided.

**Similar Species:** All other Florida snakes have tails greater than 10 percent of total length. Young rat snakes (*Elaphe*) and black racers (*Coluber*) are strongly blotched but have heads substantially wider than neck. Anal scale of racer is divided, while most scales on back and upper sides of rat snakes bear a single low keel. Kingsnake (*Lampropeltis getula*) may have large black blotches but is more heavy-bodied and grows much larger. Mole kingsnake (*L. calligaster*) is similar but lacks areas of orange or yellow between blotches, which are dark-edged.

**Habitat:** Dry upland habitats, principally sandhill, xeric hammock, and sand pine scrub. A secretive burrower, only rarely seen above ground or under cover objects.

**Seasonal Occurrence:** Most above-ground activity occurs in October and November, with a few sightings in March and April.

**Florida Distribution:** Northern and central peninsula, from the Suwannee River to Highlands County.

**Range-wide Distribution:** Restricted to Florida.

**Conservation Status:** Occurs on some state and federal lands, including Ocala National Forest. Decline directly related to loss and conversion of habitat for citrus, mining, silviculture, and development.

**Protection and Management:** Maintain upland longleaf pine and sand pine scrub habitats with prescribed fire as needed. Able to tolerate some disturbance, including limited harvest of longleaf pine and low-density development.

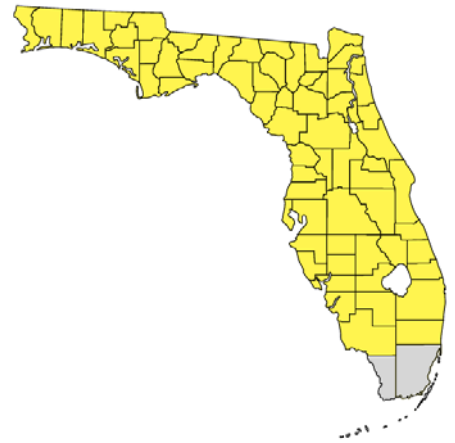
**Nesting Season:** Unknown

**Selected References:** Ashton and Ashton 1988b, Conant and Collins 1991, Ernst and Barbour 1989, Moler (ed.) 1992, Tenant 1997.

## GOPHER FROG

*Rana capito* (formerly *R. areolata*)

**Order:** Anura  
**Family:** Ranidae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit.



**Description:** A medium-sized, boldly spotted frog with a chunky appearance: body short and plump, head large with somewhat rounded snout, and relatively short legs. Back with somewhat warty skin and prominent, often bronze-colored longitudinal ridge on each side behind eye. Dorsal pattern of irregularly shaped, dark spots on background that may be cream, gray, or brown. Chin and throat are spotted, belly usually unmarked posteriorly. Adults 2.5 – 4 in. (63 - 102 mm) (excluding legs). Call resembles a deep snore. Tadpole large, to 3.5 in. (89 mm), globose, olive green, with large black spots on sides of tail.

**Similar Species:** Leopard frog (*Rana sphenocephala*), which may share breeding ponds with gopher frog, has large, dark brown spots on a green to brown background; however, body is more slender, snout very pointed, and throat and chin plain white. Tadpoles of the two species are very similar. Southern toad (*Bufo terrestris*) has dry, very warty skin, no raised ridges along edges of back, a pair of large raised glands behind eyes, and blunt snout. Spadefoot toad (*Scaphiopus holbrookii*) has vertical black pupils in golden eyes, dry skin, and a pair of hourglass-like lines rather than spots on back. All treefrogs have enlarged pads on toes.

**Habitat:** Dry, sandy uplands, chiefly sandhill and scrub, that include isolated wetlands or large ponds within about 1 mi. (1.7 km). Occasionally in dry pine flatwoods, xeric hammock, and disturbed examples of above. Breeds chiefly in seasonally flooded, temporary ponds, but also in some permanent waters. Nocturnal, normally spending daytime in stumpholes, tunnels, or burrows, especially those of gopher tortoise (*Gopherus polyphemus*).

**Seasonal Occurrence:** Migrates to ponds for breeding from October through April, though may also breed during summer in central and southern Florida.

**Florida Distribution:** Most of state excluding Everglades and Keys; potential but not documented for some counties indicated on map. Two subspecies: dusky gopher frog (*R. c. sevosa*) in western panhandle, Florida gopher frog (*R. c. aesopus*) in peninsula and eastern panhandle.

**Range-wide Distribution:** Southeastern Gulf and Atlantic Coastal Plains, from North Carolina to eastern Louisiana.

**Conservation Status:** Many protected conservation lands in Florida support gopher frogs, although attention to managing and protecting breeding habitat and migratory pathways is often insufficient.

**Protection and Management:** Maintain large tracts of native vegetation in sandy, upland habitats that include wetlands. Allow fires to burn through dry wetland basins, in addition to uplands. Manage uplands for gopher tortoises. See recommendations for striped newt (*Notophthalmus perstriatus*).

**Nesting Season:** Breeding occurs October – April

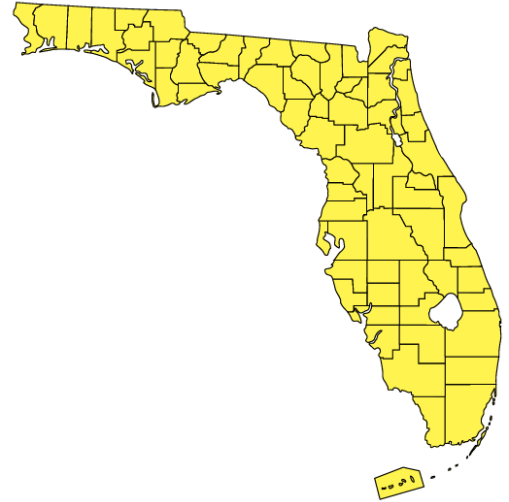
**Selected References:** Ashton and Ashton 1988a, Bartlett and Bartlett 1999, Conant and Collins 1991, Franz 1986, Franz and Smith 1999, Moler (ed.) 1992, Mount 1975.

## AMERICAN ALLIGATOR

*Alligator mississippiensis*

**Order:** Crocodylia  
**Family:** Alligatoridae  
**Federal Status:** Threatened by Similarity of Appearance  
**FL Status:** Federal Threatened Similarity of Appearance

**Legal Protection:** U.S. Endangered Species Act and State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit. Harvest of alligators and eggs is regulated by the Florida Fish and Wildlife Conservation Commission.



**Description:** A large, mostly black crocodylian body with a broadly rounded snout. Young alligators have yellow crossbands on back, tail, and sides; throat and belly are white to creamy yellow at all ages. Head is smooth in front of eyes; no prominently visible teeth in lower jaw when mouth is closed. Adults 6–15 ft. (1.8 - 4.6 m); hatchlings about 9 in. (230 mm).

**Similar Species:** Spectacled caiman (*Caiman crocodylus*), introduced in southern Florida, shares broadly rounded snout but rarely exceeds 6 ft. (1.8 m) and has curved bony crosswise ridge in front of eyes; varies from yellow-green to gray-brown with dark crossbands. American crocodile (*Crocodylus acutus*; see species account) is gray to brown and has long, tapered snout with prominently projecting fourth lower tooth when mouth is closed (except in very young).



**Habitat:** Most permanent bodies of fresh water, including marshes, swamps, lakes, and rivers. Occasionally wanders into brackish and salt water but rarely remains there.

**Seasonal Occurrence:** Most active from spring through fall, with nesting in late spring and hatching in summer. Inactive during cold weather, though some may bask on sunny winter days.

**Florida Distribution:** Statewide, though rare in Florida Keys.

**Range-wide Distribution:** Southeastern Coastal Plain from North Carolina to Texas.

**Conservation Status:** Has recovered dramatically since 1960s. Populations are present on most federal, state, and private conservation lands where there is permanent fresh water. Several populations are now large enough to support controlled harvest. Threats include destruction and pollution of wetlands, including lakes and rivers. The species remains classified under the Endangered Species Act as Threatened Due the Similarity of Appearance to more endangered crocodylians that are marketed illegally throughout the world.

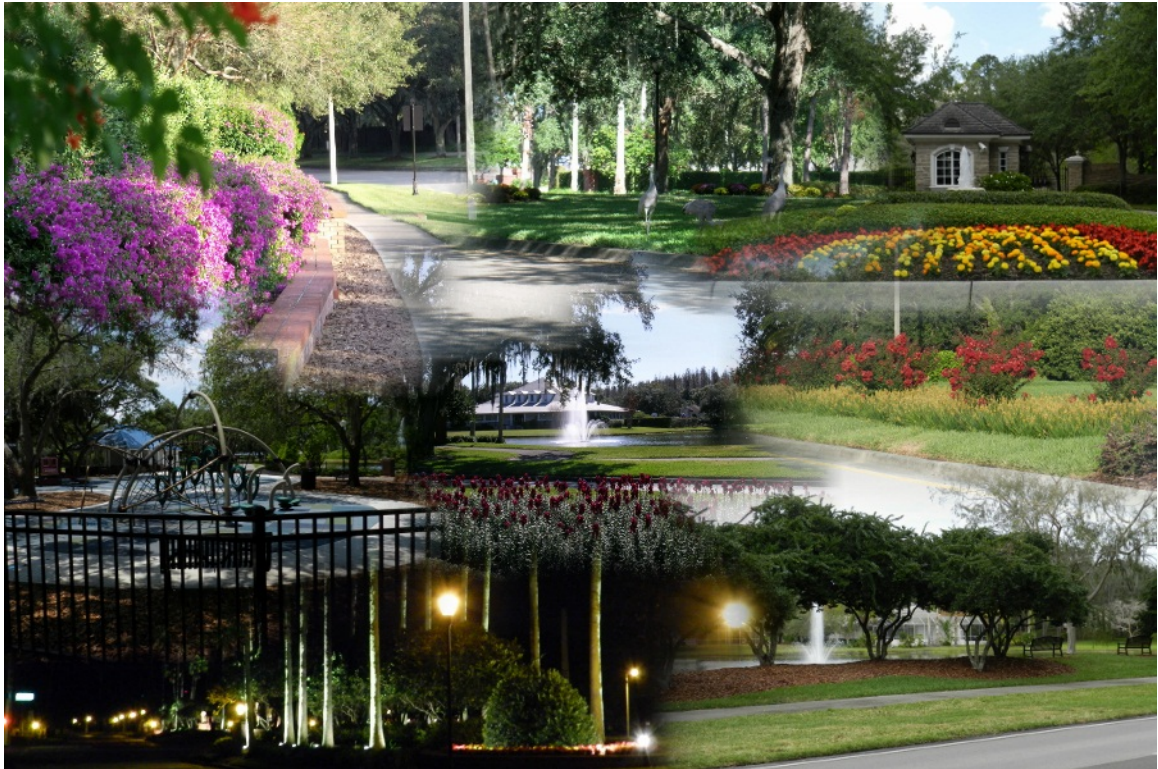
**Protection and Management:** Protect wetlands of all types from ditching, filling, and pollution.

**Nesting Season:** April – May

**Selected References:** Ashton and Ashton 1991, Bartlett and Bartlett 1999, Conant and Collins 1991, Deitz and Hines 1980, Delany and Abercrombie 1986, Kushlan 1974, Lazell 1989, Mount 1975, Neill 1971.

# Tampa Palms

## Guide To Protected Species of Wildlife



## INTRODUCTION:

The Tampa Palms community (the TPOA and CDD) maintains a robust program to protect the waters of the State of Florida and does so under a NPDES Municipal Separate Storm Sewer Systems (NPDES MS4) permit which is administered by the Fla DEP.

The purpose of these protections of the public waters and environments is in part to safeguard the many species of wildlife present in the Tampa Palms area, particularly those which are endangered.

In the following pages the protected wildlife species that live in the Tampa Palms area are described. Currently a total of 20 species are reported to live in or around Tampa Palms, based on distribution information provided by the Florida Natural Areas Inventory. This guide is divided into three sections consisting of birds, mammals, and reptiles/amphibians. Thirteen of these species are more likely to be seen or heard than others in Tampa Palms so the common name for these species has been highlighted in yellow at the top of the page. The remaining seven species may not be seen due to habitat requirements, their timid nature, or they are nocturnal or fossorial (spending the majority of their time underground).

This information is taken from the Florida Fish and Wildlife Conservation Commission (FWC) which maintains the state list of animals designated as:

- Federal Endangered,
- Federal Threatened,
- Federal Threatened due to similarity of appearance,
- State Threatened, or State Species of Special Concern.

Species listed as Endangered or Threatened at the federal level and also on the state list of imperiled species are now listed as Federal Endangered and Federal Threatened on the state list. Species not on the federal list but at risk of extinction are listed as State Threatened.

Each wildlife species is described on two pages. The first page provides information on the species status, description, a Florida distribution map (distribution shown in yellow), and a picture(s). The second page includes similar species, habitat, and management techniques. The similar species section describes other animals that may look similar to the species in question. This section can be helpful in identifying the different wading birds.

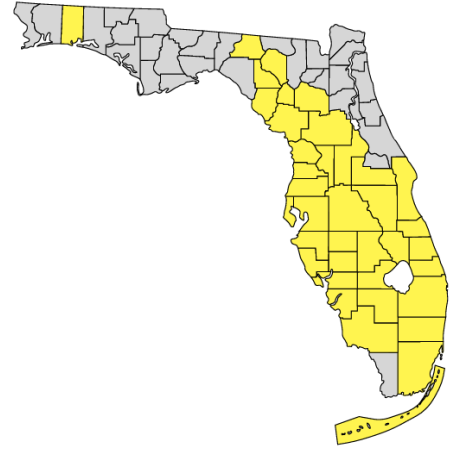
**Remember, these species are protected under federal and/or state law and regulations. As such, they should not be handled, harmed, harassed, disturbed, or killed. Violations of the Endangered Species Act, Bald and Golden Eagle Protection Act, Migratory Bird Treaty Act, or State Wildlife Code are punishable under law.**

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# Protected Bird Species In Tampa Palms





## FLORIDA BURROWING OWL

*Athene cunicularia floridana*

**Order:** Strigiformes  
**Family:** Strigidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Small, ground-dwelling owl with long legs, white chin stripe, round head, and stubby tail. Adults are boldly spotted and barred with brown and white. Juveniles are plainer above with less spotting, and buffy below with little or no brown barring. Will often dig their own burrow and, prior to egg laying, will line burrow and entrance with various materials (e.g., grass clumps, palm fronds). After eggs are laid, entrance chamber is further adorned with more decorative and visible objects, such as paper scraps, plastics, tin foil, mirrors, graduation tassels, cigarette butts, and other non-natural materials.

**Similar Species:** Not likely to be confused with other owl species. Differs from western subspecies in having darker upper parts with less buffy brown and whiter spotting.

**Habitat:** High, sparsely vegetated, sandy ground. Natural habitats include dry prairie and sandhill. Makes extensive use of ruderal area such as pastures, airports, ball fields, parks, school grounds, university campuses, road right-of-ways, and vacant spaces in residential areas.

**Seasonal Occurrence:** Predominately non-migratory; maintains home ranges and territories while nesting.

**Florida Distribution:** Largest populations occur in southwest and southeast Florida. Depending on habitat availability, small, patchily distributed populations occur in the Florida Keys and along the

interior ridges of Florida from Highlands County to Madison County. A single disjunct population occurs at Eglin Air Force Base in Okaloosa County.

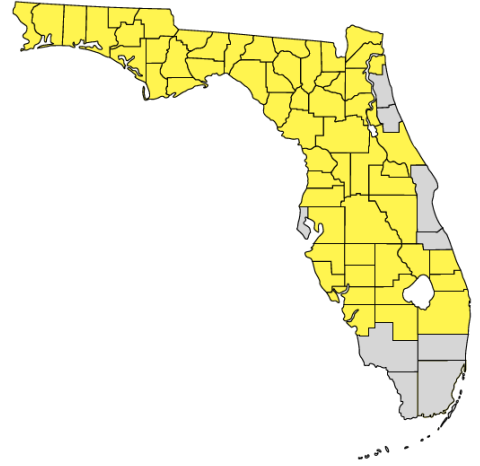
**Range-wide Distribution:** Resident in Florida and the Bahamas.

**Conservation Status:** Human activities have increased range in Florida but have exposed owls to additional threats. Largest concentrations of owls now reside in ruderal grasslands and lawns of residential and industrial areas. One of the largest populations is in Cape Coral, a large development in Lee County. Intensive cultivation and development of grasslands pose major threats. Permits for legal “take” of burrows are also a concern. Human harassment (generally by children), predation by domestic animals, and vehicle collisions take a toll on urban birds. Predation by fire ants is also implicated in owl mortality.

**Protection and Management:** Educate residents in developments and owners of industrial or farm lands where owls occur to help limit harassment. Maintain optimum condition of natural and ruderal sites where owls occur; will likely require fire in natural areas and mowing in ruderal areas. Establish buffer zones and development plans that consider the needs of the owl, which may allow them to persist under otherwise precarious circumstances. Studies in Cape Coral showed owls appeared to prefer sites with between 25 and 75 percent of developable lots occupied.

**Nesting Season:** February 15 – July 15

**Selected References:** Bowen 2000, Poole and Gill (eds.) 1993, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Wood 2001.



## **SOUTHEASTERN AMERICAN KESTREL**

*Falco sparverius paulus*

**Order:** Falconiformes  
**Family:** Falconidae  
**Federal Status:** Migratory Bird  
**FL Status:** State Threatened  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Smallest falcon in U.S. and similar in size to the familiar mourning dove (*Zenaida macroura*). Sexes distinctive: male has blue-gray wings, while female is larger and has more uniformly rufous back and wings. Both sexes have a mustached black-and-white facial pattern with strong perpendicular lines extending below eye and near ear, and a black band at base of rufous tail. Falcons in general have long, pointed wings and long tails, similar to doves. The alarm call, given frequently in flight, is *killy, killy, killy*.



**Similar Species:** The merlin (*Falco columbaris*), another falcon occurring in Florida, is larger and lacks the rufous back and tail. The sharp-shinned hawk (*Accipiter striatus*) has rounded wings and also lacks the rufous tail and back. Both the merlin and sharp-shinned hawk are generally not found in Florida during summer (May – early September).

**Habitat:** Occurs in open pine habitats, woodland edges, prairies, and pastures throughout much of Florida. Availability of suitable nesting sites is important during the breeding season. Nest sites are cavities in tall dead trees or utility poles generally with an unobstructed view of surroundings. Sandhill habitats seem to be preferred, but may also occur in flatwoods settings. Open patches of grass or bare ground are preferred in flatwoods settings, since thick palmettos prevent detection of prey.

**Seasonal Occurrence:** Occurs throughout Florida year-round, but seasonal occurrence is complicated by arrival of northern migrants in winter. The subspecies that breeds in Florida is listed, but northern migrants are not listed. Northern migrants generally arrive in September and depart by March, but there are records outside of these dates. All birds found in the breeding season (January – early September) should be assumed to be the listed subspecies.

**Florida Distribution:** Wintering birds occur throughout Florida (including the Keys), but the breeding subspecies is non-migratory and most common in peninsular Florida, rare in the panhandle. Breeding subspecies appears to no longer occur in former nesting areas in south Florida (Miami-Dade County).

**Range-wide Distribution:** The species occurs throughout most of North and South America, but the listed subspecies is restricted to the southeastern U.S., occurring from Louisiana east to South Carolina and south through the Florida peninsula.

**Conservation Status:** Population trends cannot be determined from available survey programs. Natural nesting and foraging habitats have certainly declined, as sandhill and open flatwoods habitats are converted to intensive agricultural lands and residential development. Pasture lands may be used by the breeding species but often lack snags used for nesting sites.

**Protection and Management:** A key habitat feature necessary for breeding is a suitable cavity tree. Kestrels are secondary cavity nesters that depend upon cavities that are usually excavated in large pines and, less frequently, oaks by species of woodpeckers. Manage for dead tree snags on public lands. Nest-box programs have been used to augment populations in many areas. Protect large blocks of natural habitats with snag trees; open fields and pastures also are needed to provide adequate foraging habitat.

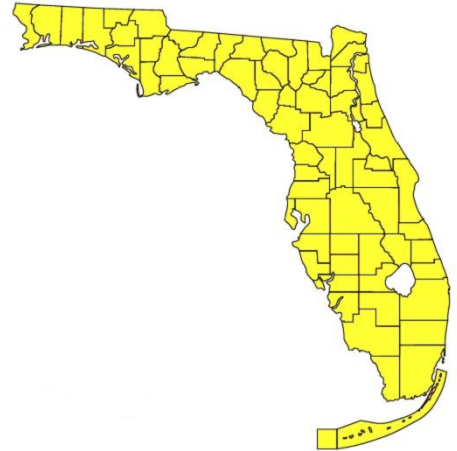
**Nesting Season:** January – early August with most of the nesting occurring from mid-March through early June.

**Selected References:** Loftin 1992, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Stys 1993, Wood et al. 1988, Wood 2001.

## BALD EAGLE

*Haliaeetus leucocephalus*

**Order:** Falconiformes  
**Family:** Accipitridae  
**Federal Status:** Migratory Bird  
**FL Status:** Migratory Bird  
**Legal Protection:** The Bald and Golden Eagle Protection Act, Migratory Bird Treaty Act and state Wildlife Code generally prohibit the disturbance, harassment, harm or take of eagles, their nest, or eggs.



**Description:** Adult has white head, white tail, and large, bright yellow bill; other plumage is dark. Immature eagles are dark with variable amounts of light splotching on body, wings, and tail; head and bill are dark. Wings are broad and wide and held horizontally in flight, presenting a flat profile when soaring and gliding. Bald eagles fly with slow, powerful wing-beats.

**Similar Species:** The eagle's size and lack of white in wings should help differentiate it from the crested caracara (*Caracara cheriway*; see species account) when seen at a distance in flight. The caracara also

has a white head. Flattened aspect of the eagle's wings is unlike the teetering, V-shaped flight of the turkey vulture (*Cathartes aura*).

**Habitat:** Most commonly includes areas close to coastal areas, bays, rivers, lakes, or other inland bodies of water that provide concentrations of food sources, including fish, waterfowl, and wading birds. Usually nests in tall trees (primarily live pines) that provide clear views of surrounding area. Eagles nest in crowns of mangroves and even on the ground in Florida Bay, where there are few predators and few tall trees for nesting.

**Seasonal Occurrence:** Adults are non-migratory, remaining as year-around residents, but juveniles and sub-adult birds may migrate north in summer and may range as far as Canada but return to natal areas in Florida to breed and nest as adults. Also, some birds from northern populations migrate to northern Florida in winter.

**Florida Distribution:** Florida supports the largest breeding population of any state outside of Alaska. The eagle breeds throughout most of peninsular Florida and the Keys, mainly along the coast in eastern panhandle, and is rare in western panhandle. Greatest concentrations of nesting eagles occur around Lake Kissimmee in Polk and Osceola counties; around Lake George in Putnam, Volusia, and Lake counties; lakes Jessup, Monroe, and Harney in Seminole and Volusia counties; along Gulf coast north of Tampa and southwest Florida; and in Florida Bay.

**Conservation Status:** Historic population in Florida occurred throughout the state and likely numbered over 1,000 breeding pairs. Population declined sharply after late 1940s, reaching a low of 88 documented active nests in 1973, and by 1978 was considered rare as a breeder. Use of the pesticide DDT and related compounds are chief causes of their decline. Numbers have steadily increased, especially since 1989. The recovery goal of 1,000 breeding pairs in Florida was met by the late 1990s and the nesting population currently is estimated near 1,400 pairs. Protection of nesting sites remains a management priority.

**Protection and Management:** The bald eagle is protected by the USFWS under provisions of the Bald and Golden Eagle Protection Act (BGEPA) and the Migratory Bird Treaty Act (effective August 9, 2007). Recovery goals have been achieved for this species; therefore, the bald eagle is no longer listed or protected as a "threatened" species under the Endangered Species Act of 1973, as amended. The USFWS has implemented National Bald Eagle Management Guidelines (May 2007) to assist private landowners and others plan land-use activities in proximity to active bald eagle nests by measures that will minimize the likelihood of causing "disturbance" to nesting bald eagles, as defined under the BGEPA. The FWC also removed the bald eagle from classification and protection as a "threatened" species under Florida Rule and implemented a Florida Bald Eagle Management Plan (Florida Plan) (effective May 9, 2008). The Florida Plan includes Florida Bald Eagle Management Guidelines and permit provisions.

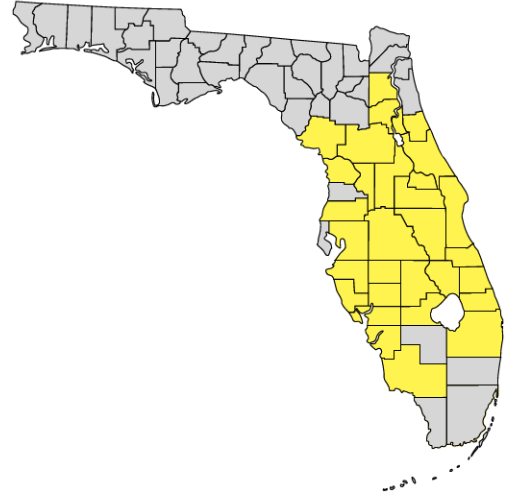
**Nesting Season:** October 1 – May 15.

**Selected References:** FFWCC 2001, Kale (ed.) 1978, Poole and Gill (eds.) 2000, Robertson and Woolfenden 1992, Rodgers et. al. (eds.) 1996, Stevenson and Anderson 1994, Wood 2001.

## FLORIDA SCRUB-JAY

*Aphelocoma coerulescens*

**Order:** Passeriformes  
**Family:** Corvidae  
**Federal Status:** Threatened  
**FL Status:** Federal Threatened  
**Legal Protection:** U.S. Endangered Species Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Similar in size and shape to the familiar blue jay (*Cyanocitta cristata*). Crestless head, nape, wings, and tail are pale blue, and the back and belly are pale gray. Juveniles have fluffy brown heads.

**Similar Species:** The scrub-jay lacks the crest and white spotting on wings and tail that are characteristic of the blue jay.

**Habitat:** Inhabits fire-dominated, low-growing, oak scrub habitat found on well-drained sandy soils. May persist in areas with sparser oaks or scrub areas that are overgrown, but at much lower densities and with reduced survivorship.

**Seasonal Occurrence:** Non-migratory and remains on established territories as family groups.

**Florida Distribution:** Restricted to peninsular Florida, with largest populations occurring in Brevard, Highlands, Polk, and Marion counties.

**Range-wide Distribution:** Same as Florida distribution.

**Conservation Status:** Recognized in 1995 as a distinct species from the scrub-jays in the western U.S., making it the only bird species whose entire range is restricted to Florida. Continuing loss, fragmentation, and degradation of scrub habitat has resulted in a decline of greater than 90 percent of the original pre-settlement population of Florida scrub-jays. Precipitous decline since the 1980s. A 1992 range-wide study estimated an overall population of approximately 10,000 birds. Largest populations occur on federal lands (Merritt Island National Wildlife Refuge and Ocala National Forest), but are declining. Land management practices on these lands are of concern, as is the reduced use of prescribed fire to maintain optimum habitat conditions. Smaller populations are found scattered along Lake Wales Ridge in Polk and Highlands counties, with a major protected population at Archbold Biological Station. Cars and cats take a toll on the scrub-jay population in developed areas. Scrub-jays are susceptible to population crashes because of catastrophic fires or disease, so protection of secure populations is essential.

**Protection and Management:** Acquire suitable xeric habitat in strategic locations among existing scrub-jay preserves to help mitigate the extensive fragmentation of this habitat. Continued existence of this species will depend on preservation and long-term management of suitable scrub habitat. Prescribed fire every 8–15 years that burns in patchy mosaics, where few territories are burned completely, is optimal. Mechanical treatments, at least initially, may be required where fire cannot be used, although the long-term effects of this management practice are unknown.

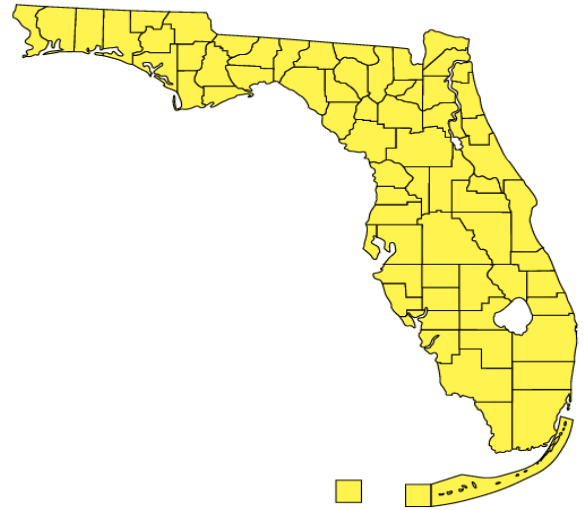
**Nesting Season:** March – June

**Selected References:** Fitzpatrick et al. 1991, Poole and Gill (eds.) 1996, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Thaxton and Hingtgen 1996, Wood 2001.

## LITTLE BLUE HERON

*Egretta caerulea*

**Order:** Ciconiiformes  
**Family:** Ardeidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Medium-sized heron, with purplish to maroon-brown head and neck; small white patch on throat and upper neck; and slate-blue body. Bill is black towards tip, especially during breeding season, with other exposed areas on the head appearing dark gray to cobalt blue. Legs are grayish to green, becoming black in breeding season. Immature birds are mostly white with pale slategray tips on primary

wing feathers. Legs of young birds are yellowish-green. Immature birds move into adult plumage during first spring and may be boldly white/blue, looking like tie-dyed shirts. Immature birds retain yellowish legs during second year.

**Similar Species:** Plumage and eye of reddish egret (*Egretta rufescens*; see species account) are lighter in color, and base of bill is pinkish. Reddish egret has distinctive foraging behavior. Snowy egret (*E. thula*; see species account) and cattle egret (*Bubulcus ibis*) may look like juvenile little blue herons, but the little blue heron has dark primary tips. Bill of snowy egret (*E. thula*) is solid black; snowy egret may have yellowish stripe up the back of the leg.

**Habitat:** Feeds in shallow freshwater, brackish, and saltwater habitats. Largest nesting colonies occur in coastal areas, but prefers foraging in freshwater lakes, marshes, swamps, and streams. Nests in a variety of woody vegetation types, including cypress, willow, maple, black mangrove, and cabbage palm. Usually breeds in mixed-species colonies in flooded vegetation or on islands.

**Seasonal Occurrence:** Mostly resident throughout year, but numbers in north Florida during winter are lower than numbers during spring, summer, and fall. Is becoming less abundant in Florida Keys.

**Florida Distribution:** Most recent population estimate is approximately 17,000 birds distributed among 240+ breeding colonies. Colonies are found nearly statewide, except rare in western panhandle and southern Florida Keys.

**Range-wide Distribution:** Breeds from Kansas, Missouri, and Tennessee to coastal Maine and south to Peru and central Brazil; range extends west to southern California and Sonora; winter range includes these areas and north to coastal Virginia; may wander to Canada after breeding season.

**Conservation Status:** The little blue heron lacks the showy plumes found on many other herons and egrets; therefore, this species did not suffer as much during the plume-hunting trade a century ago. Primary threats are alteration of natural hydroperiods in wetlands used for foraging and exposure to pesticides and heavy metal contamination. Population trends are downward, and breeding colonies have become smaller and more numerous. Illegal killings may occur since this species regularly forages at tropical fish farms, commercial fish farms, and hatcheries. Long-term studies are needed on the possible adverse effects of cattle egrets, environmental contamination, and other threats.

**Protection and Management:** Protect breeding and foraging habitats through establishment of preserves and regulation of wetlands. Restore and maintain natural hydroperiods in degraded wetland areas. The FWC and the Department of Environmental Protection have developed setback distances around wading bird colonies of 330 ft. (100 m) to prevent human disturbance.

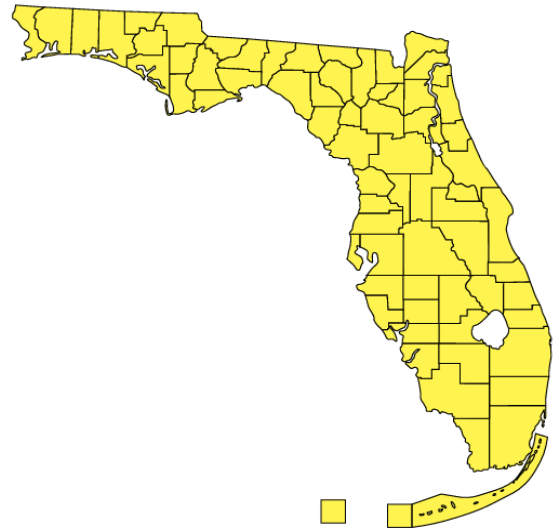
**Nesting Season:** April – September

**Selected References:** Poole and Gill (eds.) 1995, Robertson and Woolfenden 1992, Rodgers and Smith 1995, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.

## SNOWY EGRET

*Egretta thula*

**Order:** Ciconiiformes  
**Family:** Ardeidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



© Terry Sofil

**Description:** Medium size, all-white wading bird that has a “slight” appearance in comparison to other wading birds. Bill is black with a bright yellow, fleshy base, and the yellow extends back to the lores and eyes. Legs are black in adults; feet are bright yellow as though wearing gloves. Immature snowy egrets have greenish legs that sometimes have a yellow streak on the back. Breeding-season adults have prominent plumes on shoulders, neck, and head.

**Similar Species:** Most often confused with juvenile little blue heron (*Egretta caerulea*; see species account), which is white with greenish-gray legs; however, tips of wing feathers are dusky, not pure white as in snowy egret. Little blue heron also has a bi-colored bill, not the solid black bill found on the snowy egret. Great egret (*Ardea alba*) has solid black legs and orangish bill; white morph of the reddish egret (*E. rufescens*; see species account) has two-toned bill and grayish legs; cattle egret (*Bubulcus ibis*) has orangish legs and bill.



**Habitat:** Nests both inland and in coastal wetlands with nests placed in many types of woody shrubs, especially mangroves and willows. Almost all nesting is over shallow waters or on islands that are separated from shoreline by extensive open water. Feeds in many types of permanently and seasonally flooded wetlands, streams, lakes, and swamps, and in man-made impoundments and ditches. Prefers calm waters. A wide variety of wetland types must be available within 5–7 mi. (8–11 km) to support breeding colonies. Breeding success is tied to water-level fluctuations.

**Seasonal Occurrence:** Occurs in Florida in all seasons but generally less common in winter, especially in western panhandle and northern counties.

**Florida Distribution:** Generally found throughout peninsular Florida; becoming less common inland in northern tier of counties (north of Alachua County) and in the western panhandle. Typically more common along coast throughout its range. Breeding documented for 43 Florida counties but more variable in western Florida panhandle and in some northern counties in the interior (north of Alachua County). Also rare or absent in southern Keys.

**Range-wide Distribution:** Northern limits of summer range extend from northern California to southern Montana, central Kansas, and Tennessee, east to Atlantic coast to coastal Maine; occurs south to southern Chile and central Argentina. Winters in North America from northern California to Arizona, along the northern Gulf coast, and along Atlantic coast to South Carolina.

**Conservation Status:** Numbers in Florida have been declining since the 1950s, possibly faster than declines of other herons and egrets. This species was found in 1989 to occur in only 22 percent of the colonies where it historically occurred. Persistent patterns of wetland destruction and alteration likely have eliminated large areas of essential habitat. Most impacts appear to affect quality of foraging habitat rather than areas immediately surrounding nesting colonies.

**Protection and Management:** Prevent rapid changes in water depth in managed wetlands that will likely adversely affect quality of foraging. Restore and maintain natural hydroperiods in degraded wetland areas. Protect breeding and foraging habitats through establishment of preserves and regulation of wetlands. The FWC and the Department of Environmental Protection have developed setback distances around wading bird colonies of 330 ft. (100 m) to prevent human disturbance.

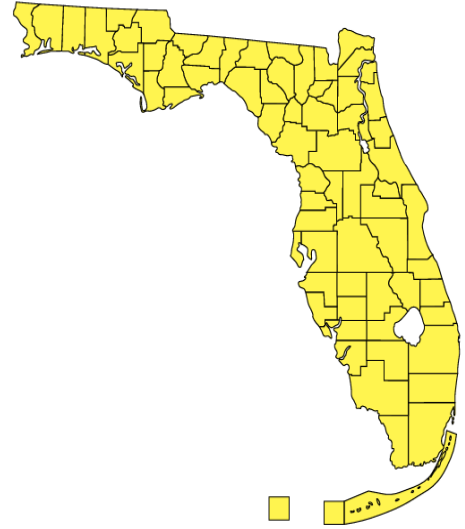
**Nesting Season:** January – August

**Selected References:** Poole and Gill (eds.) 2000, Robertson and Woolfenden 1992, Rodgers and Smith 1995, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.

## TRICOLORED HERON

*Egretta tricolor*

**Order:** Ciconiiformes  
**Family:** Ardeidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Medium-sized heron with a slender neck. Body color appears two-toned with dark slate coloration on head, neck, and body that contrasts with white rump, belly, and undertail. A reddish-brown and white streak extends along the front of the neck. During breeding season, adults have white head plumes and rufous to whitish shoulders. Young birds (<1 year) have more reddish-brown on head, neck, and mantle; otherwise similar to adults.

**Similar Species:** Little blue heron (*Egretta caerulea*; see species account) and reddish egret (*E. rufescens*; see species account) have solid dark colors; great blue heron (*Ardea herodias*) is larger and has white streak down neck but dark belly and underparts. Great blue heron also has a dark swath that extends back from eye and contrasts with lighter-colored top of head.

**Habitat:** Most nesting colonies occur on mangrove islands or in willow thickets in fresh water, but nesting sites include other woody thickets on islands or over standing water. Prefers coastal environments. Feeds in a variety of permanently and seasonally flooded wetlands, mangrove swamps, tidal creeks, ditches, and edges of ponds and lakes. Seasonal variation in water levels are particularly critical to nesting success, so alteration of wetlands used during breeding season can have negative consequences.

**Seasonal Occurrence:** Permanent resident, found throughout Florida in all seasons, except rare in winter in western Panhandle. Also, somewhat less common inland in recent years, particularly during winter.

**Florida Distribution:** Most numerous along coast. Generally becoming less numerous in northern tier of counties (Alachua County northward). Nesting in panhandle and northern interior more variable and restricted leading to few inland reports in panhandle.

**Range-wide Distribution:** Occurs during breeding season from California to Texas and along northern Gulf coast; along Atlantic coast to Maine; south to central Brazil; leaves northern portion of range in winter.

**Conservation Status:** Once described as the most abundant heron in the state, but now much less common in interior. Long-term population trends are uncertain but apparently declining. Need information on marked individuals to document the species' movement and wetland utilization patterns in more detail.

**Protection and Management:** Approximately 25 percent of nesting colonies occur in disturbed water impoundments or dredge-material islands, so management opportunities exist. Create new nesting sites or stabilize established sites through management. Survey and monitor to document population trends.

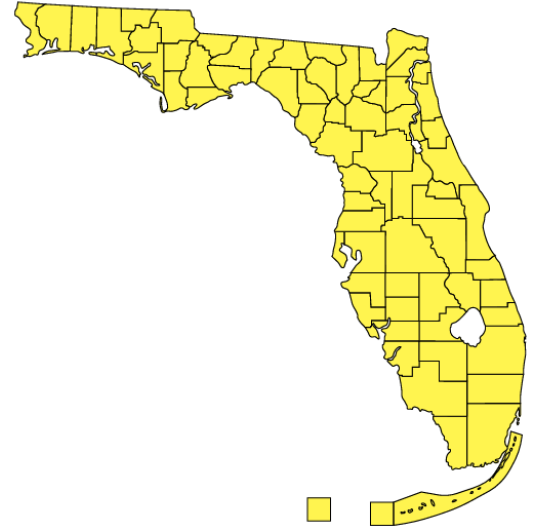
**Nesting Season:** February – August

**Selected References:** Poole and Gill (eds.) 1997, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.

## WHITE IBIS

*Eudocimus albus*

**Order:** Ciconiiformes  
**Family:** Threskiornithidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Medium-sized wading bird with long, downward-curving bill. Adults are white except for black tips on wings and pink to reddish coloration on exposed flesh around face, bill, and legs. Young birds are dark brown on wings, neck, head, and tail, but noticeable white patches occur on back and belly. Juvenile white ibises begin to acquire adult coloration near the end of first year but retain some brown feathers on head and neck until third year.

**Similar Species:** Glossy ibis (*Plegadis falcinellus*) also has a downward curving bill but is uniformly dark. Adult glossy ibis has purplish coloration and young birds are uniformly brown. An immature glossy ibis could be mistaken for a juvenile white ibis, but glossy ibis lacks the white patch on the back (best seen during flight) and belly is dark, not white. Bills of all egrets and herons are straight, not curved.

**Habitat:** Found in a wide variety of habitats, including freshwater and brackish marshes, salt flats and salt marsh meadows, many types of forested wetlands, wet prairies, swales, seasonally inundated fields,

and man-made ditches. Adults prefer foraging in freshwater areas when feeding young. Young birds do not grow when fed a salty diet or when access to fresh water is limited. Forage by feeling with their bills and may forage effectively in turbid waters. Nests are placed on a variety trees, shrubs, and vines, and tend to be closer to ground than other colonially nesting wading birds.

**Seasonal Occurrence:** May be found throughout Florida during all seasons, but numbers in north Florida are smaller and diminish sharply in winter. Numbers also vary depending on local water levels and conditions. Spring and fall movements can be spectacular, with hundreds of individuals observed moving in long, V-shaped lines. Much of the movement pattern seems nomadic; large-scale movements occur in other seasons in response to changing water levels. Dates of spring movements can be mid-February, and fall movements may begin in July and peak in September and October. In non-breeding season, Florida probably supports much of the population that breeds to north into Georgia and North and South Carolina.

**Florida Distribution:** Found throughout Florida, but breeding season distributions more closely restricted to breeding colonies. Breeding sites are rare in panhandle and may be less common in the Keys. Seem to be nomadic when selecting annual nesting sites, so numbers can vary considerably from year to year.

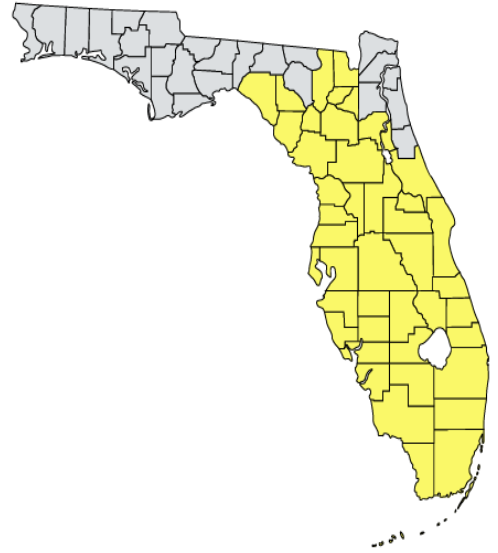
**Range-wide Distribution:** Breeds from California south through Central America along Pacific coast; from northern South America through Caribbean and Antilles and north Gulf coast (with inland nesting in northern South America and southeastern U.S.); northward along Atlantic coast to Virginia.

**Conservation Status:** Population declines in Florida appear to have been pronounced over the past decades (around 50 percent from 1970 to 1990). However, declines in Florida have been offset to some degree by increasing numbers in other nearby states. Range-wide declines in Florida and neighboring states are believed to be occurring, but these can be difficult to document in the absence of thorough surveys.

**Protection and Management:** Protect colonial nesting sites from human disturbance. The FWC and Department of Environmental Protection have developed setback distances around wading bird colonies of 330 ft. (100 m) to prevent such disturbance. These guidelines may serve to protect individual colonies, but primary long-term threat is degradation of wetlands through destruction, alteration, pollution, salinization, and other forms of disturbance. Large-scale restoration efforts in the Everglades, Lake Okechobee, Kissimmee River, and elsewhere should prove beneficial.

**Nesting Season:** March – August

**Selected References:** Poole and Gill (eds.) 1992, Robertson and Woolfenden 1992, Rodgers and Smith 1995, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994.



## FLORIDA SANDHILL CRANE

*Grus canadensis pratensis*

**Order:** Gruiformes  
**Family:** Gruidae  
**Federal Status:** Migratory Bird  
**FL Status:** State Threatened  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** A tall, long-necked, long-legged bird with a clump of feathers that droops over the rump. Adult is gray overall, with a whitish chin, cheek, and upper throat, and dull red skin on the crown and lores (lacking in immatures); feathers may have brownish red staining resulting from preening with muddy bill. Immature Florida sandhill crane has pale to tawny feathers on head and neck and a gray body with brownish-red mottling. Flies with neck extended. Their distinctive bugling or trumpeting call can be heard from far away.

**Similar Species:** Indistinguishable from greater sandhill crane (*Grus canadensis tabida*), which winters in Florida. Greater sandhill crane generally arrives in Florida in October and leaves in March, so the date observed or definite evidence of reproduction may be used to differentiate the two. Great blue heron (*Ardea herodias*) is sometimes mistakenly identified as a crane. This heron lacks the bald, red crown of

the sandhill and flies with its neck tucked in, typical of herons and egrets. Whooping crane (*G. americana*) is white.

**Habitat:** Prairies, freshwater marshes, and pasture lands. Avoids forests and deep marshes but uses transition zones and edges between these and prairies or pasture lands. Will frequent agricultural areas like feed lots and crop fields, and also golf courses and other open lawns, especially in winter and early spring. Nest is a mound of herbaceous plant material in shallow water or on the ground in marshy areas. Favors wetlands dominated by pickerelweed (*Pontederia cordata*) and maidencane (*Panicum hemitomon*).

**Seasonal Occurrence:** Non-migratory. Very sedentary, although may forage widely. Large influx of northern migratory subspecies in winter (October – March).

**Florida Distribution:** Most of peninsular Florida is within appropriate habitat, though not as common south of Lake Okeechobee. Rarely reported west of Taylor County.

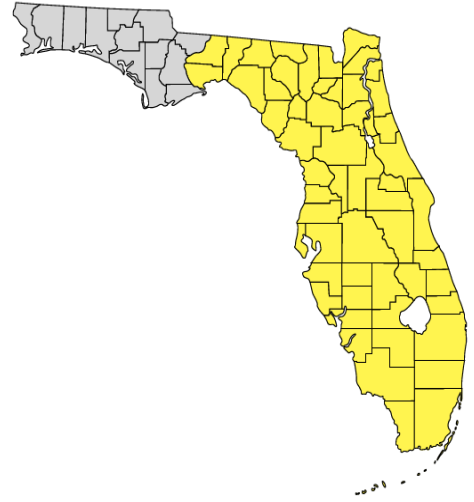
**Range-wide Distribution:** Florida and extreme southeastern Georgia (Okefenokee Swamp).

**Conservation Status:** Population estimate in 1975 of approximately 4,000 birds (25 percent are nonbreeding subadults) is still considered accurate. Habitat availability will become more and more of concern as Florida continues to lose open rangeland and native prairie to development and more intensive agricultural uses (e.g., citrus, row crops). Nesting success in human-altered areas is well below that of native areas. Shallow wetlands used by cranes are easily affected by drainage of adjacent uplands even if they are not directly disturbed. Florida sandhill cranes are found on federal and state lands and on local government lands (e.g., wellfields).

**Protection and Management:** Public lands do not protect large populations of cranes due to large home range requirements. Acquire land, through fee-simple acquisition and conservation easements on suitable ranchlands, in areas that bolster existing protected populations. Periodic fire is important to retard invasion of woody vegetation in crane habitat. Filling drainage ditches to restore natural hydrological conditions is important in some areas.

**Nesting Season:** Late December – June

**Selected References:** Poole and Gill (eds.) 1992, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994, Toland 1999a, Wood 2001.



## WOOD STORK

*Mycteria americana*

**Order:** Ciconiiformes  
**Family:** Ciconiidae  
**Federal Status:** Endangered  
**FL Status:** Federal Endangered  
**Legal Protection:** U.S. Endangered Species Act, Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Very large, white wader with black in wings and a short black tail. Soars with neck and legs extended, displaying its long, broad wings; black flight feathers contrast with white along length of wings. Legs are dark; feet are beige. Adults have bare, scaly, dark-gray heads and necks, and long, heavy, decurved bills. Head and neck of immature storks have grayish-brown feathering and their bills are yellowish.



**Similar Species:** American white pelicans (*Pelecanus erythrorhynchos*) have a similar wing pattern and also soar but have short legs, white tail, and do not fly with necks extended. White ibis (*Eudocimus albus*; see species account) is much smaller and only has black on wing tips. Great egret (*Ardea alba*) lacks black on wings.

**Habitat:** Nests colonially in a variety of inundated forested wetlands, including cypress strands and domes, mixed hardwood swamps, sloughs, and mangroves. Increasingly nesting in artificial habitats (e.g., impoundments and dredged areas with native or exotic vegetation) in north and central Florida. Forages mainly in shallow water in freshwater marshes, swamps, lagoons, ponds, tidal creeks, flooded pastures, and ditches, where they are attracted to falling water levels that concentrate food sources (mainly fish).

**Seasonal Occurrence:** Post-breeding dispersal carries large numbers from more southern locales to more northern parts of range; in winter, northern birds move south. Annual and long-term use of nesting sites is very dependent on feeding conditions, which may be affected dramatically by altered hydrologic patterns. Colonies may form late November – early March in south Florida and February – March in central and northern Florida.

**Florida Distribution:** Locally rare to abundant in the peninsula and Big Bend, but generally rare or lacking in panhandle and the Florida Keys. Uncommon to rare in winter in north.

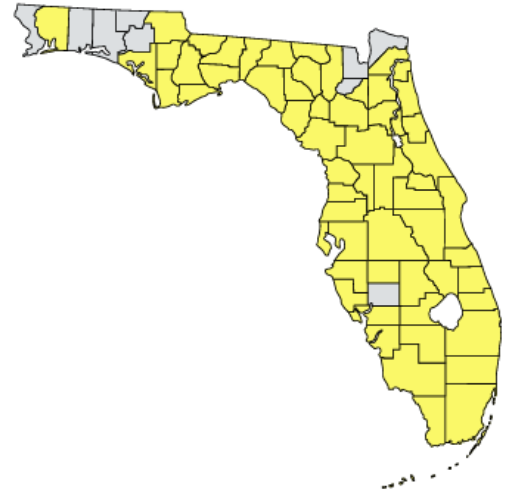
**Range-wide Distribution:** Breeds locally in South Carolina, Georgia, and Florida (formerly west to Texas), in lowlands from Mexico and northern Central America to South America (to western Ecuador, eastern Peru, Bolivia, northern Argentina), and rarely in Cuba and the Dominican Republic. Winters are spent throughout breeding range except in South Carolina and Georgia.

**Conservation Status:** Many known breeding sites occur within public and private conservation lands. Dramatic decline in the large colonies (>500 individuals) formerly occurring in south Florida, and trend toward fewer birds distributed among smaller, more numerous colonies in central and northern Florida. Very sensitive to manipulation of water regimes and loss of wetland habitat, which affect both nesting sites and feeding areas.

**Protection and Management:** Survey colony sites and important feeding areas regularly. Essential to protect wetland areas. Closely monitor water quality, and manage hydrologic patterns that consider the needs of the wood stork.

**Nesting Season:** Throughout the year

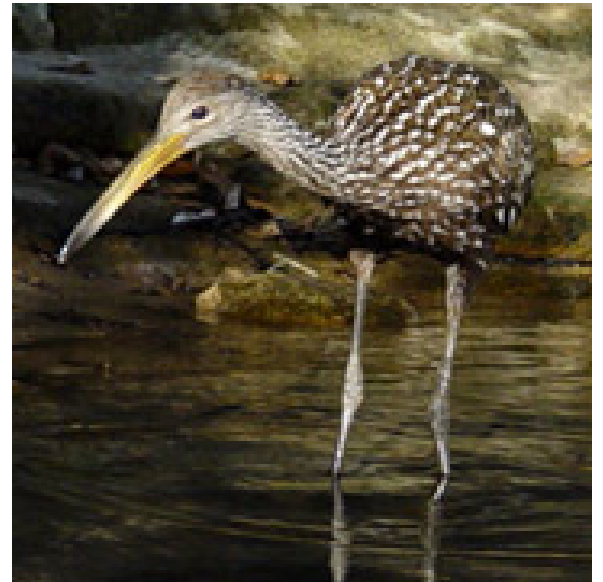
**Selected References:** Poole and Gill (eds.) 1999, Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Runde et al. 1991, Stevenson and Anderson 1994, Wood 2001.



## LIMPKIN

*Aramus guarauna*

**Order:** Gruiformes  
**Family:** Aramidae  
**Federal Status:** Migratory Bird  
**FL Status:** Species of Special Concern  
**Legal Protection:** U.S. Migratory Bird Treaty Act and state Wildlife Code prohibit take of birds, nests, or eggs.



**Description:** Large, long-billed, long-legged wader of swamps and marshes. Color is a deep brown with white spotting and streaking. Bill is heavy and slightly decurved, allowing easy access to its preferred food, the apple snail (*Pomacea paludosa*). Call is an unmistakable loud wail that has a slight bugling or trumpeting characteristic similar to that of the distantly related sandhill crane.

**Similar Species:** Long neck and bill of the limpkin help distinguish it from the slightly smaller, but similarly colored, immature night-herons (*Nycticorax* spp.). The immature white ibis (*Eudocimus albus*; see species account) has a long, decurved bill and long legs but is not brown all over with white flecking. Another species that looks similar is the glossy ibis that is of similar size and brown but with a glossy appearance and no spots.

**Habitat:** Inhabits mangroves, freshwater marshes, swamps, springs and spring runs, and pond and river margins. Also lake margins in peninsular Florida and swales, strand swamps, sloughs, and impoundments in south Florida. May also forage in ruderal areas such as sugarcane fields and banks of irrigation canals. Wide range of nesting sites, including mounds of aquatic vegetation and marsh grasses, among cypress knees, and high in trees.

**Seasonal Occurrence:** Males generally appear to reside where they breed, although there is some evidence of movement, possibly related to food availability. A partial migration was documented with color-banded birds from Wakulla Springs (Wakulla County) and Alexander Springs (Lake County); most females left their breeding territories, for parts unknown, in mid-summer and returned in mid-winter. Observations of large concentrations of limpkins are usually attributed to regional drought conditions. Nesting generally occurs late February – May in north Florida and late January – March in central Florida, and possibly earlier in south Florida.

**Florida Distribution:** Scattered sites in the panhandle and northern Florida, but generally widespread in central and southern Florida.

**Range-wide Distribution:** Resident in southeastern Georgia, Florida, Greater Antilles (rare or extirpated in Puerto Rico), and from southern Mexico to central Argentina.

**Conservation Status:** Occur on numerous lands owned by federal, state, and private entities; although this is no insurance against threats. A large and presumably stable population at Wakulla Springs State Park (Wakulla County) has experienced recent declines, possibly because of deteriorating water quality. Pollution, hydrological disruptions, and an increase in invasive plants threaten the health of the apple snail population and hence the limpkin.

**Protection and Management:** Maintain natural hydrological regimes and protect suitable habitat from pollution, development activities, and proliferation of exotic plants. Institute regular surveys and monitoring programs for both limpkins and apple snails, particularly in light of continued degradation and loss of Florida's wetlands.

**Nesting Season:** Late February – June

**Selected References:** Robertson and Woolfenden 1992, Rodgers et al. (eds.) 1996, Stevenson and Anderson 1994.

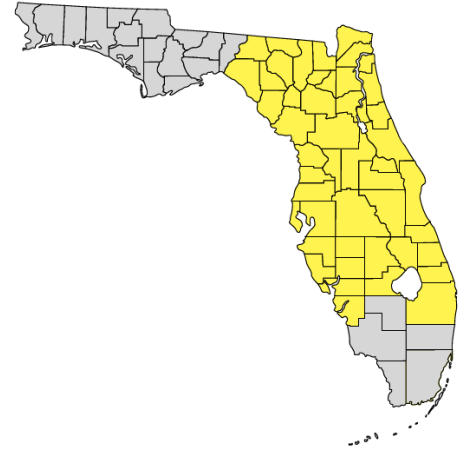
# Protected Mammal Species In Tampa Palms



## SHERMAN'S FOX SQUIRREL

*Sciurus niger shermani*

**Order:** Rodentia  
**Family:** Sciuridae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit.



**Description:** A large (23 - 28 in. = 600 – 700 mm) tree squirrel with highly variable dorsal fur color ranging from nearly all black (uncommon) to silver, with variations of black over silver and silver over black. Underside is tan. Head is generally black; ears and muzzle are often white. Tail is long, nearly the length of the head and torso. Nests are usually in oak trees and are constructed of oak leaves and Spanish moss.

**Similar Species:** Gray squirrel (*Sciurus carolinensis*) is smaller (less than 19 in. = 500 mm).

**Habitat:** Sandhills (high pine), pine flatwoods, and pastures and other open, ruderal habitats with scattered pines and oaks. Depends on a variety of oak trees for seasonal food and nest material. Longleaf pine cones and seeds are important foods.

**Seasonal Occurrence:** Active year-round.

**Florida Distribution:** Subspecies range was originally defined as running from the Aucilla River east to Nassau County, south to the Caloosahatchee River in southwestern Florida, and to Miami-Dade County along the east coast. Some researchers extend the range westward to the Apalachicola River. Southern fox squirrel (*S. n. niger*) occurs throughout most of the panhandle; mangrove fox squirrel (*S. n. avicennia*) occurs southwest of Lake Okeechobee.

**Range-wide Distribution:** Peninsular Florida (excluding southwestern portion) north to central Georgia.

**Conservation Status:** Although present in several conservation areas, Sherman's fox squirrel has been eliminated from much of its former habitat as a result of conversion to pine plantation, row crops, or development.

**Protection and Management:** Preserve longleaf pine/wiregrass communities, particularly sandhills. Burn habitat every two to five years (April – July if possible) to control shrubby vegetation and maintain park-like conditions.

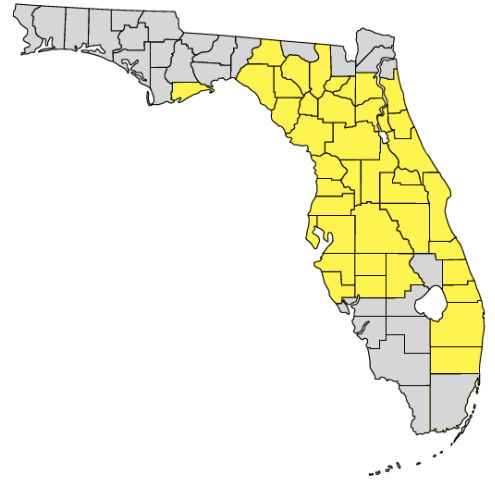
**Nesting Season:** Mating late winter and mid-summer.

**Selected References:** Brown 1997, Hall 1981, Humphrey (ed.) 1992, Whitaker 1996, and Wood (2001).

## FLORIDA MOUSE

*Podomys floridanus*

**Order:** Rodentia  
**Family:** Cricetidae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit.



**Description:** A large mouse (7.3 - 8 in. = 179 - 203 mm), brownish to tawny above and whitish below. Flanks are often chestnut or orangish. Hind feet are large (0.86 - 1.1 in. = 23 - 28 mm), generally with five pads (plantar tubercles). Tail (3.12 - 3.8 in. = 80 - 95 mm) is indistinctly bicolored: gray-brown above, whitish below. Often has a faint skunk-like odor.

**Similar Species:** Distinguished from all other mice within its range by the presence of five plantar tubercles on the hind feet versus six or seven in *Peromyscus* spp. Oldfield mouse (*Peromyscus polionotus*) is generally smaller (4.7 - 6.0 in. = 122 - 153 mm) with a proportionally shorter tail (1.6 - 2.4 in. = 40 - 60 mm) that is sharply bi-colored. Cotton mouse (*Peromyscus gossypinus*) is slightly

smaller, but overlaps in body measurements to the degree that the number of plantar tubercles is the best distinguishing characteristic.

**Habitat:** Xeric upland communities with sandy soils, including scrub, sandhill, and ruderal sites where they inhabit burrows of the gopher tortoise (*Gopherus polyphemus*; see species account). Florida mice will dig their own burrows or use those of old field mice in the absence of gopher tortoises.

**Seasonal Occurrence:** Active year-round except on especially cold nights.

**Florida Distribution:** Occurs from north-central Florida, south to Highlands and Sarasota counties, and along the Atlantic coast from St. Johns County south to Miami-Dade County.

**Range-wide Distribution:** Same as Florida distribution.

**Conservation Status:** Protected on several conservation lands throughout central Florida. Largest populations may occur within Ocala National Forest and the scrubs along Lake Wales Ridge.

**Protection and Management:** Preserve areas supporting sandhill and scrub. Use prescribed fire to maintain openings in scrub and encourage the growth of grasses and forbs important for food and cover. Protect populations of gopher tortoises.

**Nesting Season:** Breeding can occur from June – March, but usually in fall and early winter.

**Selected References:** Brown 1997, Humphrey (ed.) 1992, Layne 1990, Lazell 1989, Whitaker 1996.



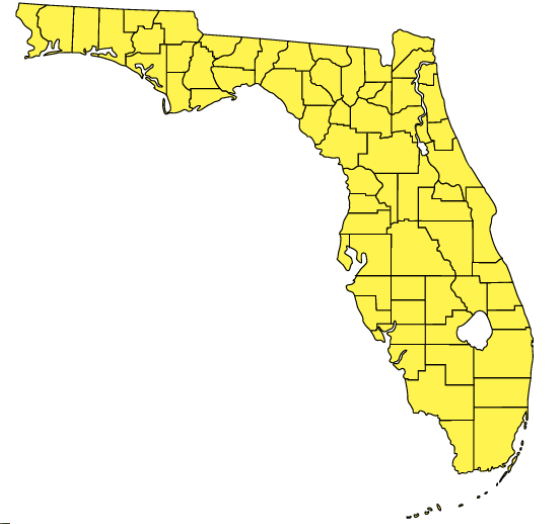
# Protected Reptile and Amphibian Species In Tampa Palms



## GOPHER TORTOISE

*Gopherus polyphemus*

**Order:** Testudines  
**Family:** Testudinidae  
**Federal Status:** Not Listed in Florida  
**FL Status:** State Threatened  
**Legal Protection:** Florida State Wildlife Code prohibits take, possession, sale, transport, molestation, harassment, or purchase of tortoises or their parts except by permit.



**Description:** A medium-sized turtle (to 10 in. = 254 mm) fully adapted for life on land. Upper shell is brown and relatively flat above; lower shell is yellowish, without hinge, and projecting forward, especially in male; skin brown to dark gray. Forelimbs greatly expanded for digging; hind limbs reduced, stumpy, lacking any form of webbing between toes. Lower shell of male somewhat concave. Young: scales of carapace often with yellow centers, skin yellowish to tan; approximately 2 in. (51 mm) shell length at hatching.

**Similar Species:** The only other native land turtle in Florida, the box turtle (*Terrapene carolina*), is distinguished by its smaller size (to 8 in. = 203 mm), less stout feet, moveable hinge on lower shell, and often but not always by black and yellow upper shell. Tortoise burrows, which are useful in determining species' presence, typically have lower, flatter profile than more rounded burrows of armadillos; this reflects differences in cross-sectional shapes of the two animals.

**Habitat:** Typically found in dry upland habitats, including sandhills, scrub, xeric oak hammock, and dry pine flatwoods; also commonly uses disturbed habitats such as pastures, old fields, and road shoulders. Tortoises excavate deep burrows for refuge from predators, weather, and fire; more than 300 other species of animals have been recorded sharing these burrows.

**Seasonal Occurrence:** Above-ground activity is greatly reduced during cold weather, with tortoises in northern Florida remaining below ground for months. Nonetheless, burrows are relatively conspicuous year-round.

**Florida Distribution:** State-wide except absent from the Everglades and Keys.

**Range-wide Distribution:** Lower Southeastern Coastal Plain, extending from southern South Carolina southward through lower Georgia and Florida, and westward through southern Alabama, Mississippi, and extreme southeastern Louisiana.

**Conservation Status:** Despite its widespread occurrence throughout Florida, there is considerable concern about the declining abundance of this species. Much of its native habitat has been lost to agriculture, citriculture, forestry, mining, and urban and residential development. Although protected populations occur on many state, federal, and private conservation lands, recent development of a severe respiratory disease threatens even those.

**Protection and Management:** The FWC approved reclassification of the gopher tortoise from “Species of Special Concern” to “Threatened” status at their regular meeting in September 2007. That reclassification was effective November 7, 2007. The FWC also approved implementation of a *Gopher Tortoise Management Plan* (Management Plan) at that meeting, pending development of *Gopher Tortoise Permit Guidelines* (Permit Guidelines). Those Permit Guidelines were approved and fully implemented effective April 2009. The new permits that are described in the Permit Guidelines and replace the former “special” and “standard” gopher tortoise permits are now available online. All survey, capture, and relocation activities associated with permits must be conducted by an “Authorized Gopher Tortoise Agent”. Land use planning that anticipates need to accommodate the conservation needs of gopher tortoises should be designed consistent with the Permit Guidelines.

The FWC generally recommends the following options for avoiding, minimizing, and/or compensating the potential for take of gopher tortoises or their burrows to occur on lands that are proposed for development:

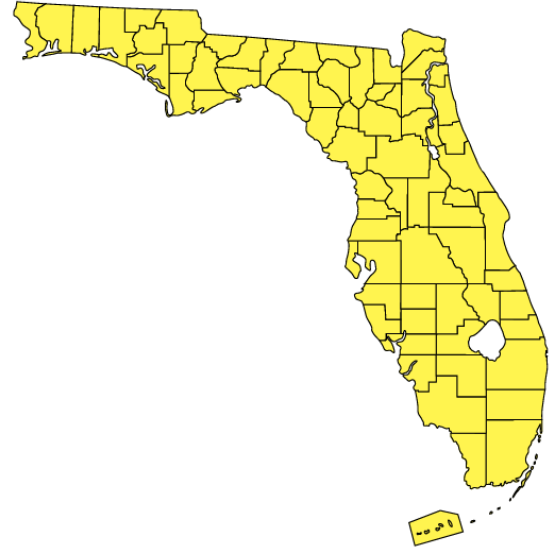
- 1) Avoid developing in the area occupied by gopher tortoises;
- 2) Develop so as to avoid gopher tortoise burrows by avoiding concentrations of burrows altogether and/or staying at least 25 feet from entrances of individual burrows; or
- 3) Relocate gopher tortoises that would otherwise be “taken” to an approved recipient site that is either on or off the development site (a 10 or Fewer Burrows Permit or Conservation Permit will be required).

**Nesting Season:** April – July

## EASTERN INDIGO SNAKE

*Drymarchon corais couperi*

**Order:** Squamata  
**Family:** Colubridae  
**Federal Status:** Threatened  
**FL Status:** Federal Threatened  
**Legal Protection:** U.S. Endangered Species Act and State Wildlife Code prohibit take, possession, sale, transport, molestation, harassment, or purchase of individuals except by permit.



**Description:** A very large, stout-bodied, shiny, black snake reaching lengths as great as 8 ft. (244 cm). Black ventrally, but chin, throat, and sides of head may be reddish or (rarely) white. Scales typically smooth (no ridges), though adult males have keel on front half of some scales along back; anal scale undivided. Young are similar to adults though often more reddish anteriorly, 17 – 24 in. (430 – 610 mm) at hatching. When encountered, often hisses, flattens neck vertically (from side to side), and vibrates tail, but rarely bites.

**Similar Species:** Black racer (*Coluber constrictor*), which rarely exceeds 5 ft. (152 cm), is more slender, a duller sooty black usually with a white chin and throat, and has a divided anal scale. The mostly aquatic mud snake (*Farancia abacura*) is glossy black above and can grow to 6 ft. (183 cm), but has a reddish, rarely white, belly, with coloration encroaching on the sides, and a sharp-pointed tail tip.

**Habitat:** Broad range of habitats, from scrub and sandhill to wet prairies and mangrove swamps. Often winters in gopher tortoise burrows in sandy uplands but forages in more hydric habitats in northern part of range. Requires very large tracts to survive.

**Seasonal Occurrence:** Active nearly year-round in southern Florida but winters underground farther north. Lays eggs in May and June.

**Florida Distribution:** Statewide, including Upper and Lower Keys, but rare in panhandle.

**Range-wide Distribution:** Florida and southern Georgia; formerly extended from southern South Carolina to southeastern Mississippi.

**Conservation Status:** Rare in most areas, though species has been recorded from many public lands statewide; however, whether most of these support viable populations is uncertain. Major threats are habitat loss, degradation, and fragmentation, with associated highway mortality. Other threats include gassing of tortoise burrows for rattlesnakes, collection for pets, and deliberate persecution, all of which are illegal.

**Protection and Management:** Protect very large tracts (> 5000 acres = 2025 ha) of appropriate natural habitat un-fragmented by roads; use prescribed fire as needed. Maintain gopher tortoise populations and dead stumps to provide natural subterranean refugia. Enforce bans on tortoise burrow gassing and on collection or molestation of snake. Avoid construction of roads through un-fragmented habitat. Educate public to avoid wanton destruction of large snakes.

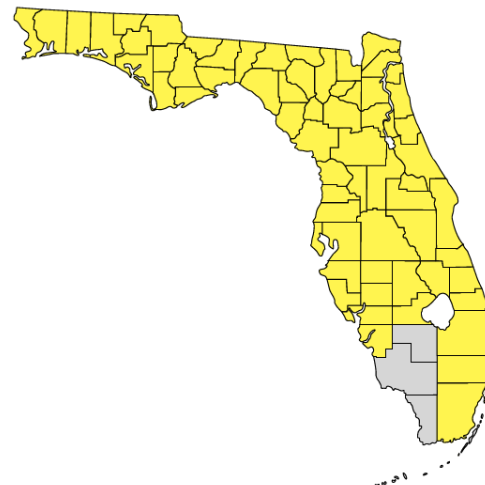
**Nesting Season:** Breeding November – April, Lay eggs in May and June

**Selected References:** Ashton and Ashton 1988b, Conant and Collins 1991, Ernst and Barbour 1989, Georgia DNR 1999, Lazell 1989, Moler (ed.) 1992, Mount 1975, Tenant 1997.

## FLORIDA PINE SNAKE

*Pituophis melanoleucus mugitus*

**Order:** Squamata  
**Family:** Colubridae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit. State possession limit of one snake per person.



**Description:** A large, stocky, tan or rusty colored snake with an indistinct pattern of large blotches on a lighter background; blotches more distinct posteriorly; venter white. May be dark brown in far western panhandle, where it integrates with another subspecies. The body is muscular, with keeled scales and undivided anal scale. The head is relatively small, snout somewhat pointed, four prefrontal scales, rostral scale extending upward between internasal scales. Adults 4 – 7 ft. (122 – 213 cm) or longer; young 15 – 24 in. (380 – 610 mm) at hatching. May hiss loudly and vibrate tail when encountered.

**Similar Species:** Most Florida snakes have only two prefrontal scales, and the rostral scale does not split the two internasals. Blotches of red rat snakes (*Elaphe guttata*) are smaller, more numerous (nearly 40), and more distinct. Eastern coachwhip (*Masticophis flagellum*) is more slender, usually darker anteriorly, lacks blotches, and has smooth scales and divided anal scale.

**Habitat:** Prefers habitats with relatively open canopies and dry sandy soils, in which it burrows. Especially sandhill and former sandhill, including old fields and pastures, but also sand pine scrub and scrubby flatwoods. Often co-exists with pocket gophers and gopher tortoises.

**Seasonal Occurrence:** Spends most of their time below ground; occasional surface activity from spring through fall, especially May – October. Eggs are laid June – August; hatch in September and October.

**Florida Distribution:** Most of panhandle and peninsula south to Lake Okeechobee, extending southward along eastern ridge to Dade County, but absent from Keys. Possibly extirpated from more heavily developed counties such as Pinellas.

**Range-wide Distribution:** Southern South Carolina, southern Georgia, and most of Florida.

**Conservation Status:** Occurs on many state and federal lands in Florida. Threats include collection for pets (now restricted); highway mortality; and habitat loss and fragmentation from development, intensive agriculture, and mining.

**Protection and Management:** Maintain large, unfragmented blocks of xeric natural communities; can tolerate some habitat degradation. Manage habitats with fire to prevent succession to closed canopy forests.

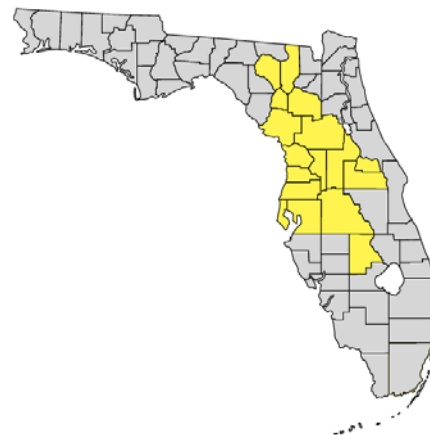
**Nesting Season:** Lay eggs June – August and hatch in September and October.

**Selected References:** Ashton and Ashton 1988b, Conant and Collins 1991, Ernst and Barbour 1989, Franz 1986, Moler (ed.) 1992, Mount 1975, Tenant 1997.

## SHORT-TAILED SNAKE

*Stilosoma extenuatum*

**Order:** Squamata  
**Family:** Colubridae  
**Federal Status:** Not Listed  
**FL Status:** State Threatened  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, transport, molestation, harassment, or purchase of individuals except by permit.



**Description:** An extremely slender, spotted snake with a cylindrical body rarely exceeding 20 in. (510 mm) total length; even very large specimens two ft. (61 cm) long are only the diameter of a pencil. Grayish ground color with 50–80 dark brown blotches lacking darker edges and often separated by areas of yellow to red along back, and alternating with a series of smaller blotches on sides; belly with many dark blotches. Tail, as measured posteriorly to the anal scale, comprises only 7–10 percent of total length. The head is small, no wider than body; scales smooth (no keels); anal scale undivided.

**Similar Species:** All other Florida snakes have tails greater than 10 percent of total length. Young rat snakes (*Elaphe*) and black racers (*Coluber*) are strongly blotched but have heads substantially wider than neck. Anal scale of racer is divided, while most scales on back and upper sides of rat snakes bear a single low keel. Kingsnake (*Lampropeltis getula*) may have large black blotches but is more heavy-bodied and grows much larger. Mole kingsnake (*L. calligaster*) is similar but lacks areas of orange or yellow between blotches, which are dark-edged.



**Habitat:** Dry upland habitats, principally sandhill, xeric hammock, and sand pine scrub. A secretive burrower, only rarely seen above ground or under cover objects.

**Seasonal Occurrence:** Most above-ground activity occurs in October and November, with a few sightings in March and April.

**Florida Distribution:** Northern and central peninsula, from the Suwannee River to Highlands County.

**Range-wide Distribution:** Restricted to Florida.

**Conservation Status:** Occurs on some state and federal lands, including Ocala National Forest. Decline directly related to loss and conversion of habitat for citrus, mining, silviculture, and development.

**Protection and Management:** Maintain upland longleaf pine and sand pine scrub habitats with prescribed fire as needed. Able to tolerate some disturbance, including limited harvest of longleaf pine and low-density development.

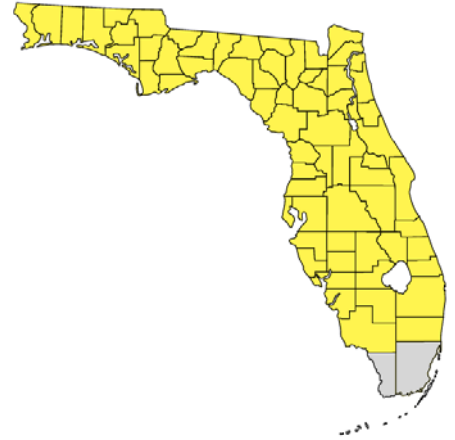
**Nesting Season:** Unknown

**Selected References:** Ashton and Ashton 1988b, Conant and Collins 1991, Ernst and Barbour 1989, Moler (ed.) 1992, Tenant 1997.

## GOPHER FROG

*Rana capito* (formerly *R. areolata*)

**Order:** Anura  
**Family:** Ranidae  
**Federal Status:** Not Listed  
**FL Status:** Species of Special Concern  
**Legal Protection:** State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit.



**Description:** A medium-sized, boldly spotted frog with a chunky appearance: body short and plump, head large with somewhat rounded snout, and relatively short legs. Back with somewhat warty skin and prominent, often bronze-colored longitudinal ridge on each side behind eye. Dorsal pattern of irregularly shaped, dark spots on background that may be cream, gray, or brown. Chin and throat are spotted, belly usually unmarked posteriorly. Adults 2.5 – 4 in. (63 - 102 mm) (excluding legs). Call resembles a deep snore. Tadpole large, to 3.5 in. (89 mm), globose, olive green, with large black spots on sides of tail.

**Similar Species:** Leopard frog (*Rana sphenocephala*), which may share breeding ponds with gopher frog, has large, dark brown spots on a green to brown background; however, body is more slender, snout very pointed, and throat and chin plain white. Tadpoles of the two species are very similar. Southern toad (*Bufo terrestris*) has dry, very warty skin, no raised ridges along edges of back, a pair of large raised glands behind eyes, and blunt snout. Spadefoot toad (*Scaphiopus holbrookii*) has vertical black pupils in golden eyes, dry skin, and a pair of hourglass-like lines rather than spots on back. All treefrogs have enlarged pads on toes.

**Habitat:** Dry, sandy uplands, chiefly sandhill and scrub, that include isolated wetlands or large ponds within about 1 mi. (1.7 km). Occasionally in dry pine flatwoods, xeric hammock, and disturbed examples of above. Breeds chiefly in seasonally flooded, temporary ponds, but also in some permanent waters. Nocturnal, normally spending daytime in stumpholes, tunnels, or burrows, especially those of gopher tortoise (*Gopherus polyphemus*).

**Seasonal Occurrence:** Migrates to ponds for breeding from October through April, though may also breed during summer in central and southern Florida.

**Florida Distribution:** Most of state excluding Everglades and Keys; potential but not documented for some counties indicated on map. Two subspecies: dusky gopher frog (*R. c. sevosa*) in western panhandle, Florida gopher frog (*R. c. aesopus*) in peninsula and eastern panhandle.

**Range-wide Distribution:** Southeastern Gulf and Atlantic Coastal Plains, from North Carolina to eastern Louisiana.

**Conservation Status:** Many protected conservation lands in Florida support gopher frogs, although attention to managing and protecting breeding habitat and migratory pathways is often insufficient.

**Protection and Management:** Maintain large tracts of native vegetation in sandy, upland habitats that include wetlands. Allow fires to burn through dry wetland basins, in addition to uplands. Manage uplands for gopher tortoises. See recommendations for striped newt (*Notophthalmus perstriatus*).

**Nesting Season:** Breeding occurs October – April

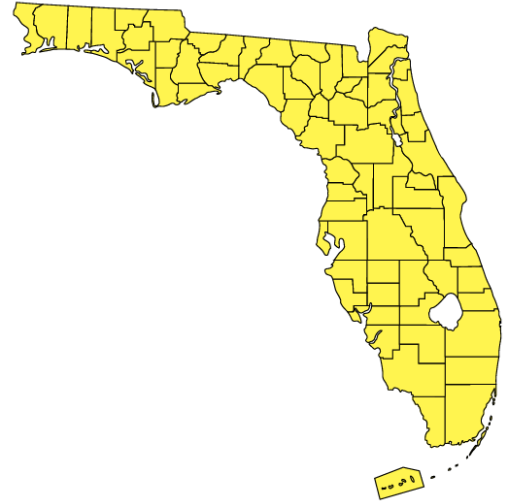
**Selected References:** Ashton and Ashton 1988a, Bartlett and Bartlett 1999, Conant and Collins 1991, Franz 1986, Franz and Smith 1999, Moler (ed.) 1992, Mount 1975.

## AMERICAN ALLIGATOR

*Alligator mississippiensis*

**Order:** Crocodylia  
**Family:** Alligatoridae  
**Federal Status:** Threatened by Similarity of Appearance  
**FL Status:** Federal Threatened Similarity of Appearance

**Legal Protection:** U.S. Endangered Species Act and State Wildlife Code prohibits take, possession, sale, or purchase of individuals except by permit. Harvest of alligators and eggs is regulated by the Florida Fish and Wildlife Conservation Commission.



**Description:** A large, mostly black crocodylian body with a broadly rounded snout. Young alligators have yellow crossbands on back, tail, and sides; throat and belly are white to creamy yellow at all ages. Head is smooth in front of eyes; no prominently visible teeth in lower jaw when mouth is closed. Adults 6–15 ft. (1.8 - 4.6 m); hatchlings about 9 in. (230 mm).

**Similar Species:** Spectacled caiman (*Caiman crocodilus*), introduced in southern Florida, shares broadly rounded snout but rarely exceeds 6 ft. (1.8 m) and has curved bony crosswise ridge in front of eyes; varies from yellow-green to gray-brown with dark crossbands. American crocodile (*Crocodylus acutus*; see species account) is gray to brown and has long, tapered snout with prominently projecting fourth lower tooth when mouth is closed (except in very young).

**Habitat:** Most permanent bodies of fresh water, including marshes, swamps, lakes, and rivers. Occasionally wanders into brackish and salt water but rarely remains there.

**Seasonal Occurrence:** Most active from spring through fall, with nesting in late spring and hatching in summer. Inactive during cold weather, though some may bask on sunny winter days.

**Florida Distribution:** Statewide, though rare in Florida Keys.

**Range-wide Distribution:** Southeastern Coastal Plain from North Carolina to Texas.

**Conservation Status:** Has recovered dramatically since 1960s. Populations are present on most federal, state, and private conservation lands where there is permanent fresh water. Several populations are now large enough to support controlled harvest. Threats include destruction and pollution of wetlands, including lakes and rivers. The species remains classified under the Endangered Species Act as Threatened Due the Similarity of Appearance to more endangered crocodylians that are marketed illegally throughout the world.

**Protection and Management:** Protect wetlands of all types from ditching, filling, and pollution.

**Nesting Season:** April – May

**Selected References:** Ashton and Ashton 1991, Bartlett and Bartlett 1999, Conant and Collins 1991, Deitz and Hines 1980, Delany and Abercrombie 1986, Kushlan 1974, Lazell 1989, Mount 1975, Neill 1971.